Using Word 2003 Tools to help with punctuation format

Word will point out the places where you put more than one space after a period, but you have to set it to do this.

Click on Tools in the menu bar, then Options.

You will see the dialogue box shown to the right. Click the drop down box to change the Writing style from Grammar only to Grammar & Style (lower right part of box).

Then, click the Settings button.

The Settings dialogue box gives you options about what should be required. The one to be sure to change is ‘Spaces required between sentences.’ Use the drop down box to change it to ‘1.’

Click OK.

Now, when you write, you should see a green “squiggle” if you put more than one space after a period, as shown below:

The Settings dialogue box gives you options about what should be required. The one to be sure to change is . . .

If you RIGHT click the squiggle, you will be able to select the correct spacing.