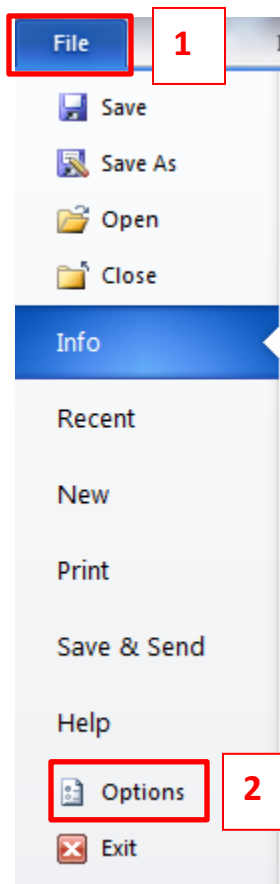


## Disabling the auto-numbering for lists in Word

When preparing a Word file for importing questions to Respondus, it is necessary to disable the auto-numbering for lists. Otherwise, you will be unable to add the asterisk just to the left of the correct answer choice. The steps needed to change this setting are covered below.

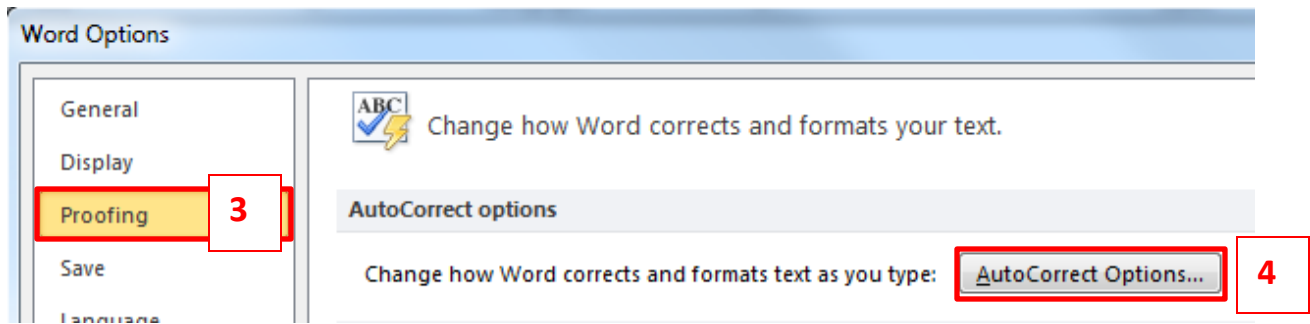
1. Click on **“File”** in the top menu of Word

2. Click on **“Options”**



3. Click on **Proofing**

4. Click on **“AutoCorrect Options”**



5. Click on "AutoFormat As You Type"

6. Uncheck the box for "Automatic numbered lists"

