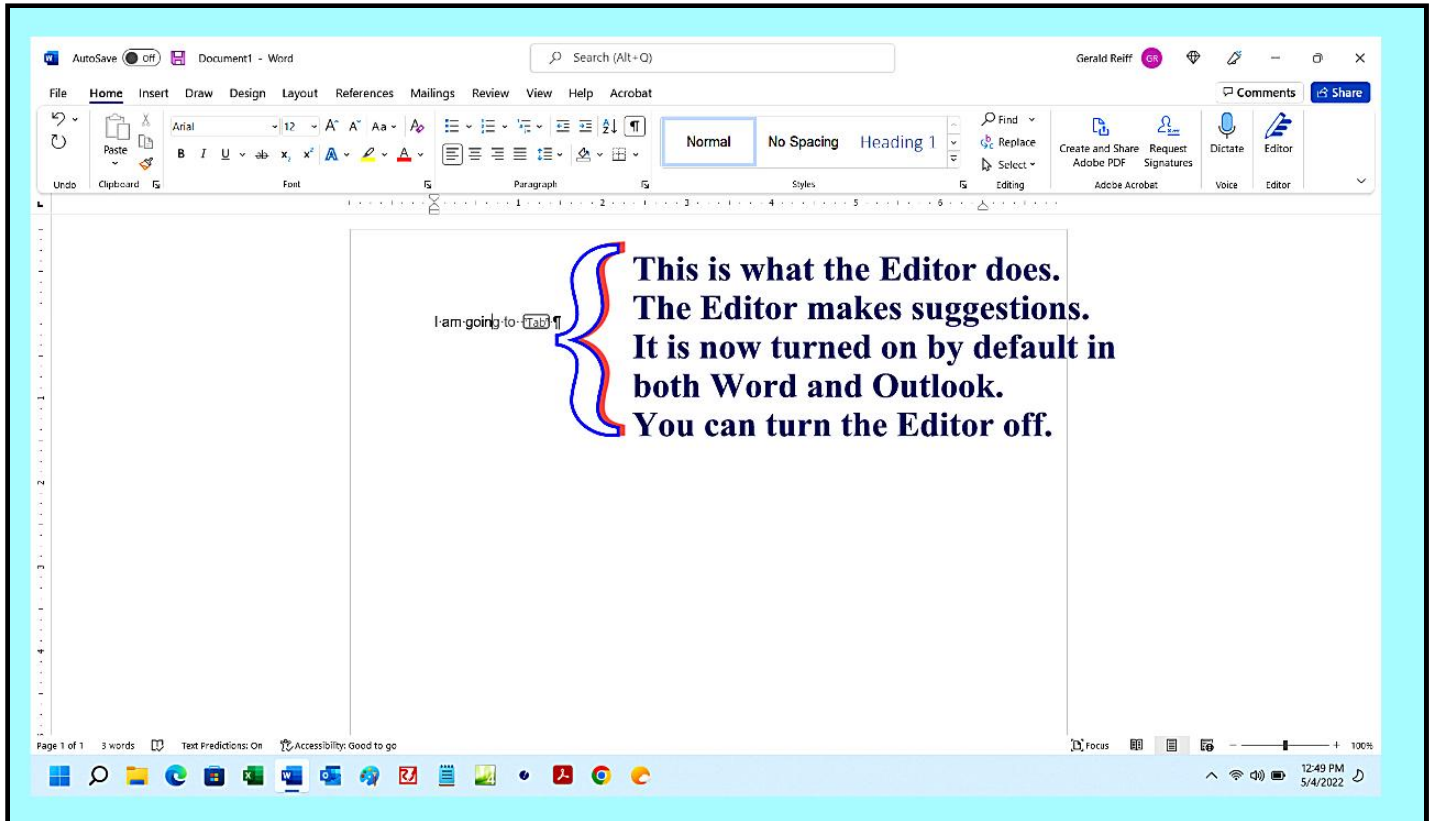## I Suggest that You Turn Off Suggestions If They Bother You
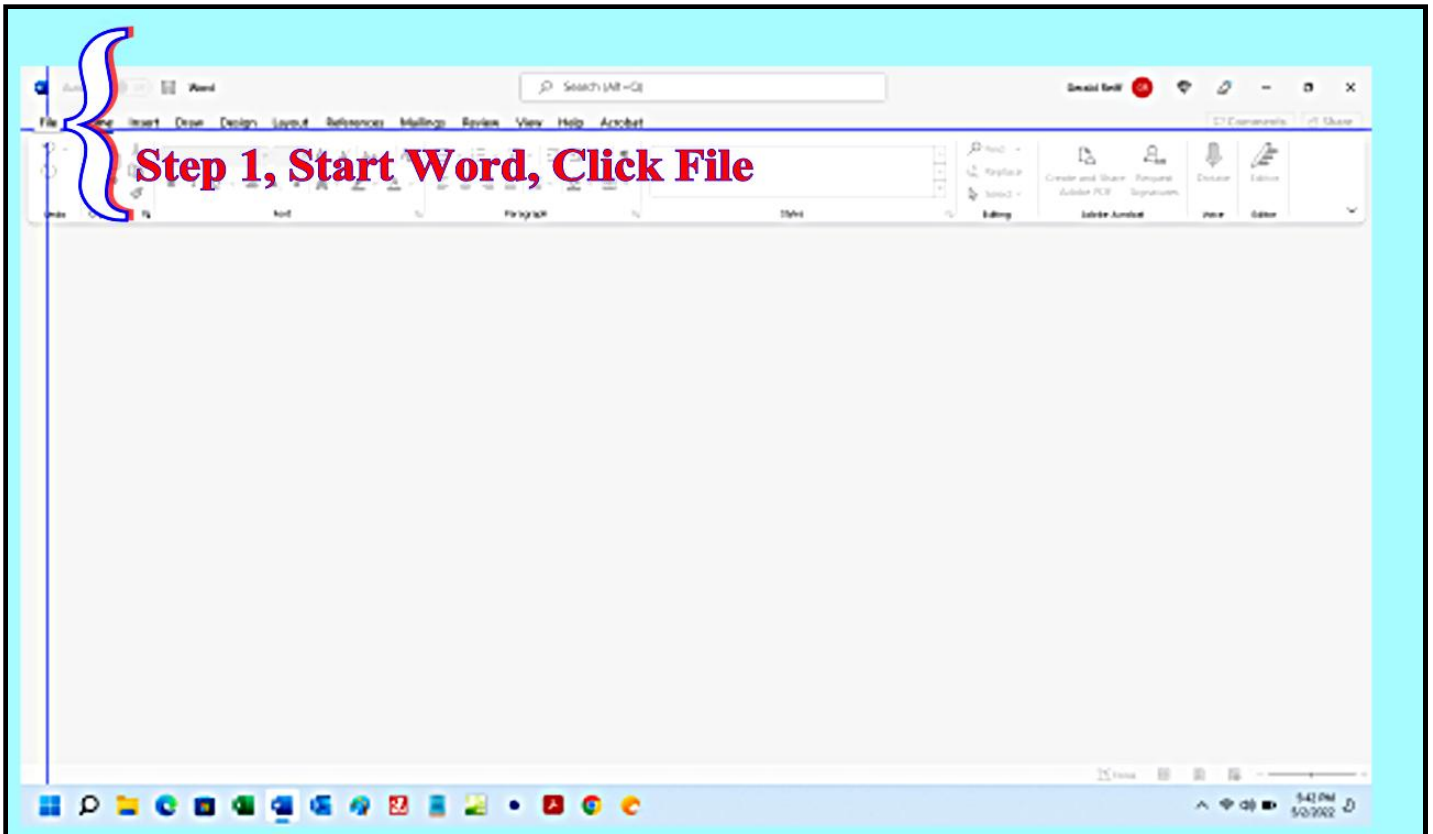
Lois, Clark Kent may seem like just a mild-mannered reporter, but listen, not only does he know how to treat his editor-in-chief with the proper respect, not only does he have a snappy, punchy prose style, but he is, in my forty years in this business, the fastest typist I've ever seen.
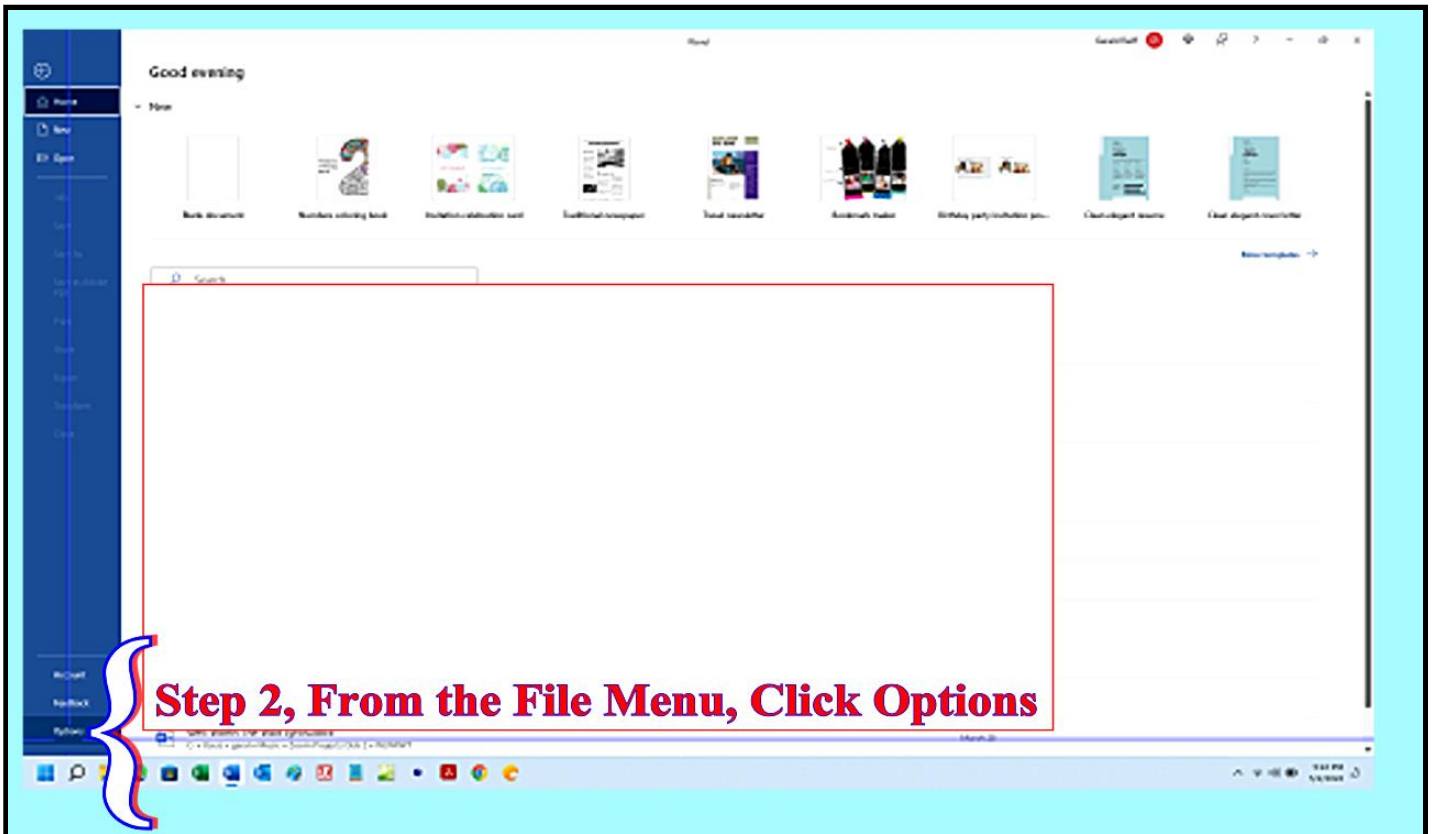—— *Excerpted From, Superman, 1978*

Here we have another example of Microsoft turning new features on by default, features that not everybody wants turned on. And one user's feature is another user's bug. So in pursuit of peace and spanning chasm of indiference, herein you will learn how to toggle suggestions from the Editor on and off n both Word and Outlook. To be clear, the image below shows how the Editor suggestions appear in Word. It looks similar in Outlook.
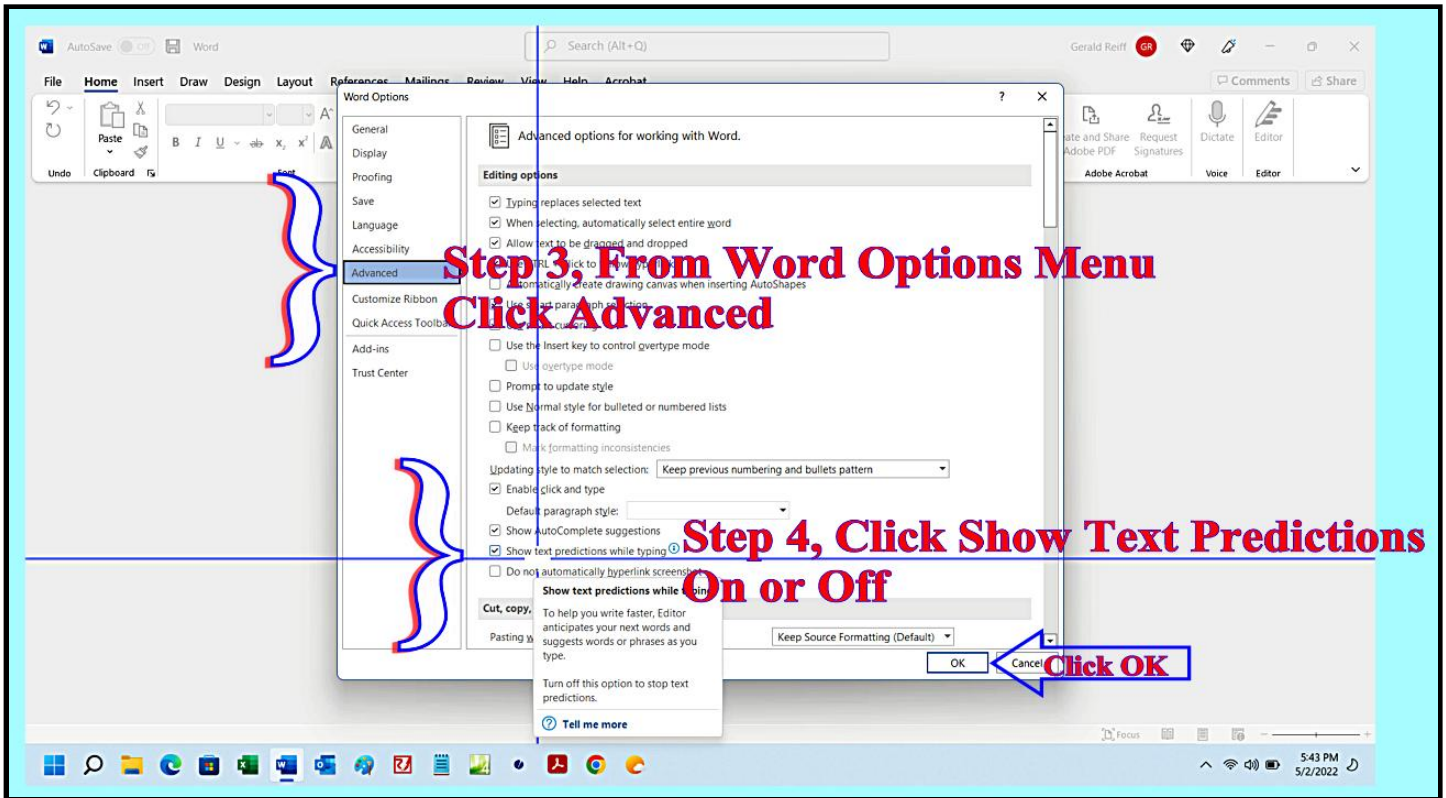

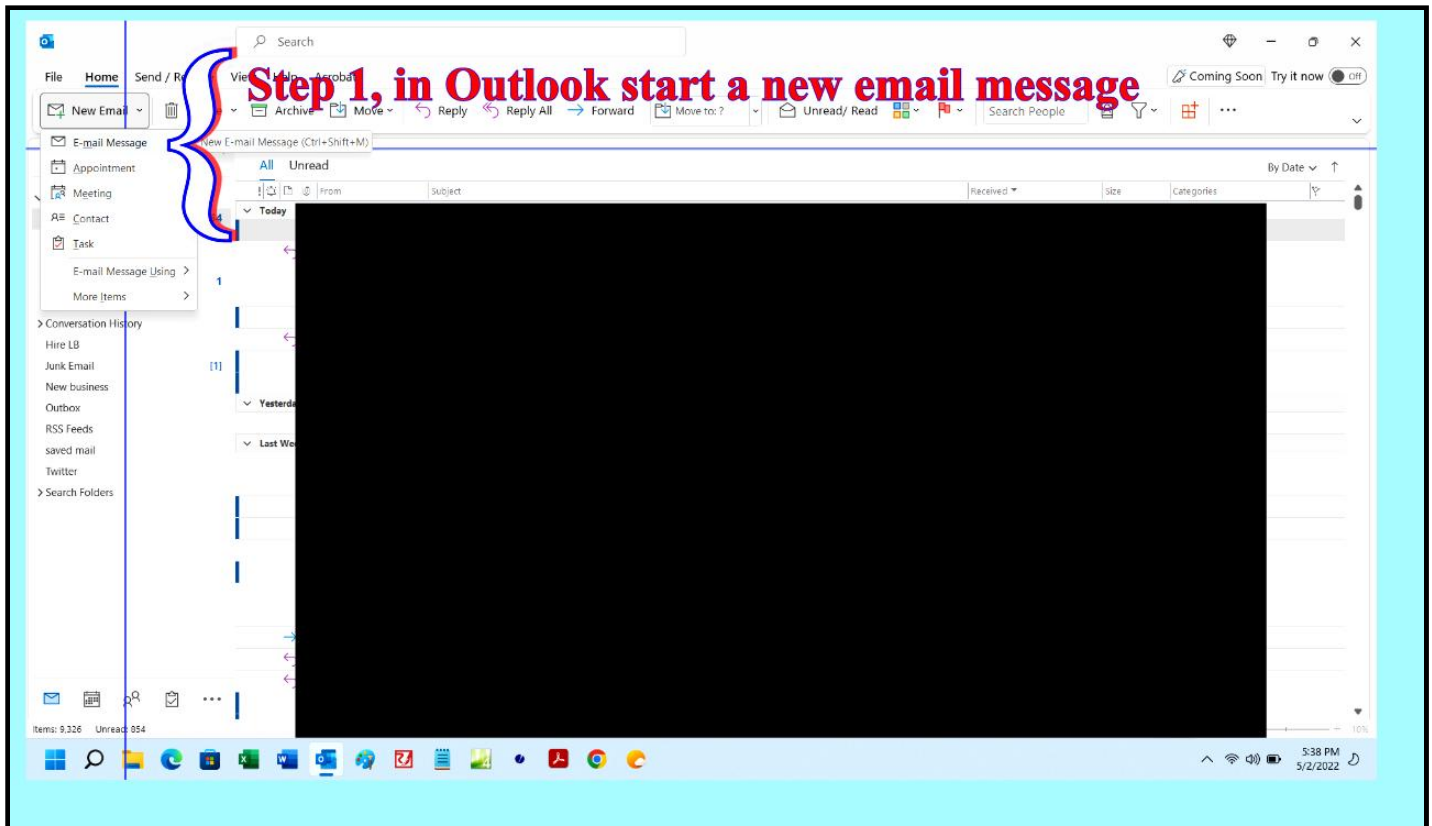So to begin with Word, we must first start Word, and then Click File.

Step 1, Start Word, Click File

From the Word File Menu, we scroll down to the bottom of the screen, and click Options.

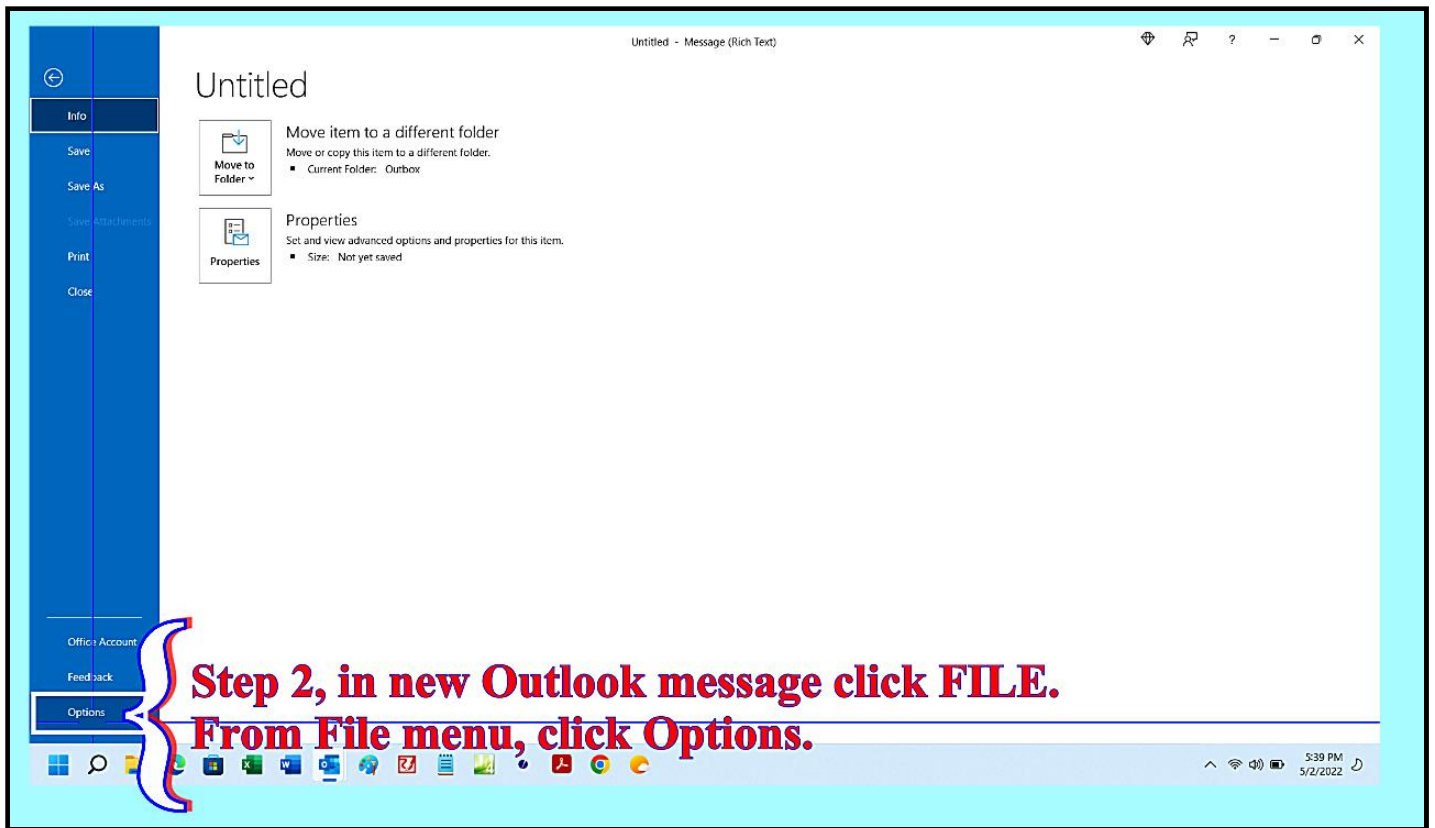**Step 2, From the File Menu, Click Options**

Once we have the Word Options Menu open, we click Advanced. Scroll down, and check on or off Show text predictions while typing.
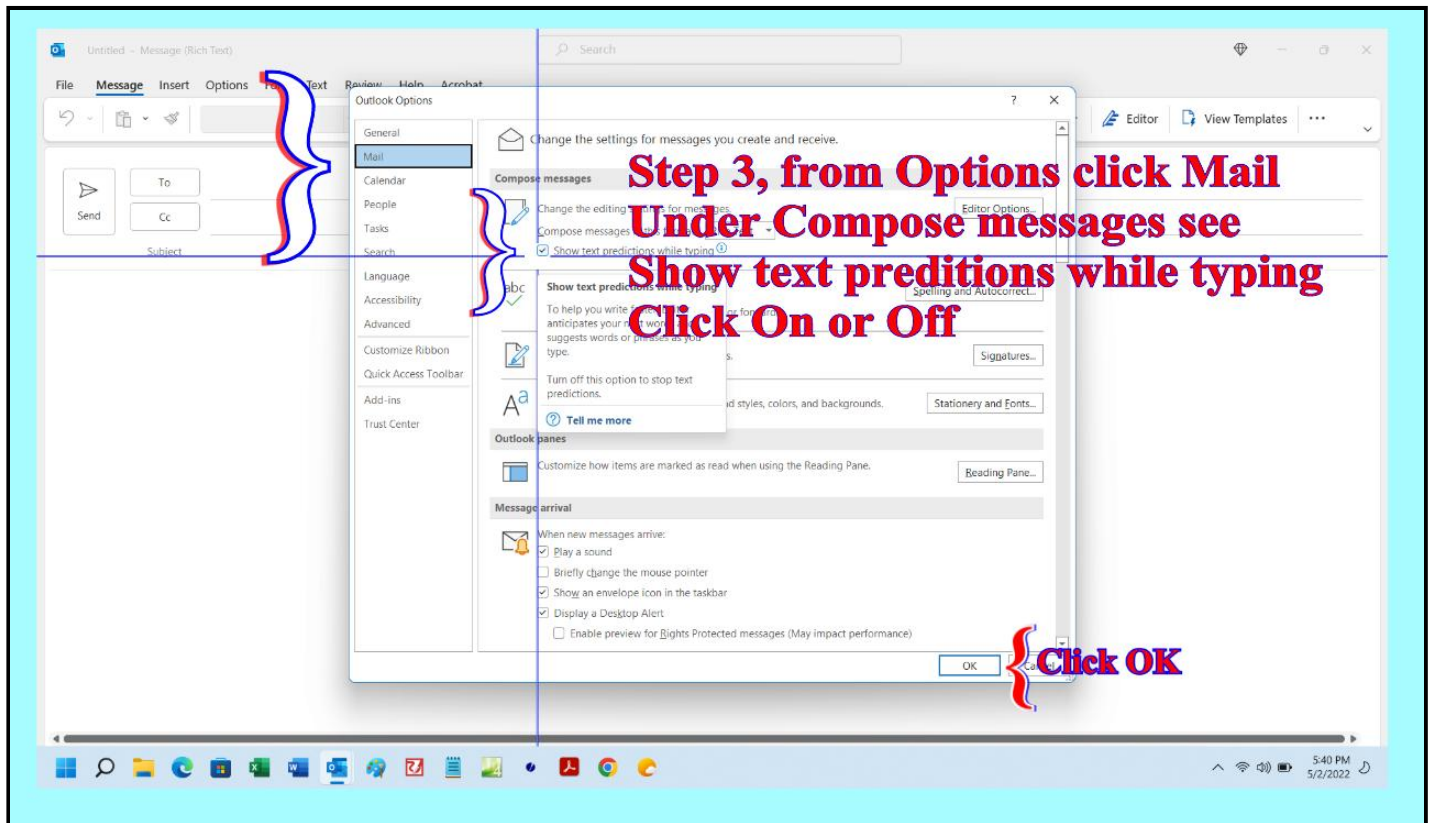
For Outlook, it is a very similar process, but first we must start a new Outlook Message.

Click the File Menu in the Outlook message, and then scroll down the File Menu to Options.

**Step 2, in new Outlook message click FILE.
From File menu, click Options.**

From Outlook Options Menu, Click Mail. Under Compose messages, you will the check box to turn Editor suggestions on or off.

**Step 3, from Options click Mail
Under Compose messages see
Show text preditions while typing
Click On or Off**

Click OK

I hope you can make use of this Editor's Suggestions.

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Gerald Reiff