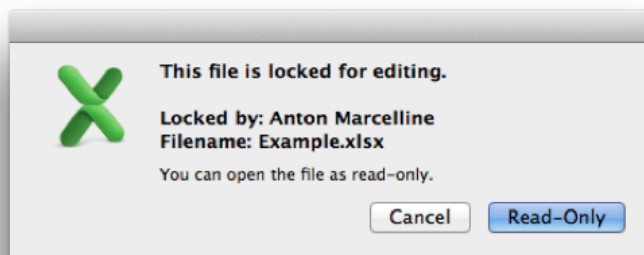


Error correction 'The document is locked for editing by another user' when opening a Word document

In the process of opening any Word document, you will receive an error message on the screen: 'The document file name is locked for editing by another user. ?ang m? m?t ??c-ch? b?n c?a t?p tin document, click ... '. Where file name is the name of the document you are trying to open.

In the process of opening any Word document, you will receive an error message on the screen: ' *The document file name is locked for editing by another user. ?ang m? m?t ??c-ch? b?n c?a t?p tin document, click . '* . Where **file name** is the name of the document you are trying to open.

So what is the cause of the error and how to fix it, please refer to the following article of Network Administrator.



1. Causes of errors

This behavior may occur if Word determines that the file owner of the document already exists. This can happen if one or more of the following conditions are true:

1. The previous version of Word cannot be closed properly and therefore the files do not delete the owner.
2. The second reason may be because Word is running in the background on opened documents.
3. This document is shared over the network, and other users have opened the document.

2. Solutions to overcome

To fix the error, the first step is to confirm that other users on the network do not open the document. If the documents are used, open in read-only format.

If the document is not used, remove all Word objects, and then remove the file owner. To do this, follow the steps below:

Note: There are different versions of Microsoft Word, so the steps to fix the errors may be slightly different.

1. Quit all objects of Word. Follow the steps below:

- a. Save all versions you are working on and exit all programs.
- b. Press **Ctrl + Alt + Delete** to open the **Windows Security** dialog window.
- c. Click **Task Manager** , then click the **Processes** tab.
- d. Click **Winword.exe** , then select **End Process** .
- e. Now on the screen that appears the **Task Manager Warning** dialog window, here you click **Yes** .

If you receive a message stating that the program is unresponsive, click **End Now** .

f. Do the same **step d** and **step e** for each Winword.exe.

g. On the **File Menu** , click **Exit Task Manager** .

2. Start Windows Explorer, then navigate to the folder that contains the document file that you receive the error message when trying to open.

3. Delete owner file

The owner file is the same as the document folder location that you try to open. The owner file uses the following conventions: It starts with a tilde (~), followed by a sign (\$), followed by the rest of the document file name.

The file name extension is .doc. For example, the owner file of the **Document.doc** file is named ~ \$ **cument.doc**

4. Open Word. If Word asks if you want to load changes made by Global and Normal template, click **No**.

5. Open your document.

Refer to some of the following articles:

1. The guide to turning Blogger into WordPress does not worry about losing Google rankings
1. Fix error of Copy Paste command not working in Word, Excel (2007, 2010)
1. How to change the default save file format in Word, Excel and Powerpoint 2016?

Good luck!

You finished reading the article "**Error correction 'The document is locked for editing by another user' when opening a Word document**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
