

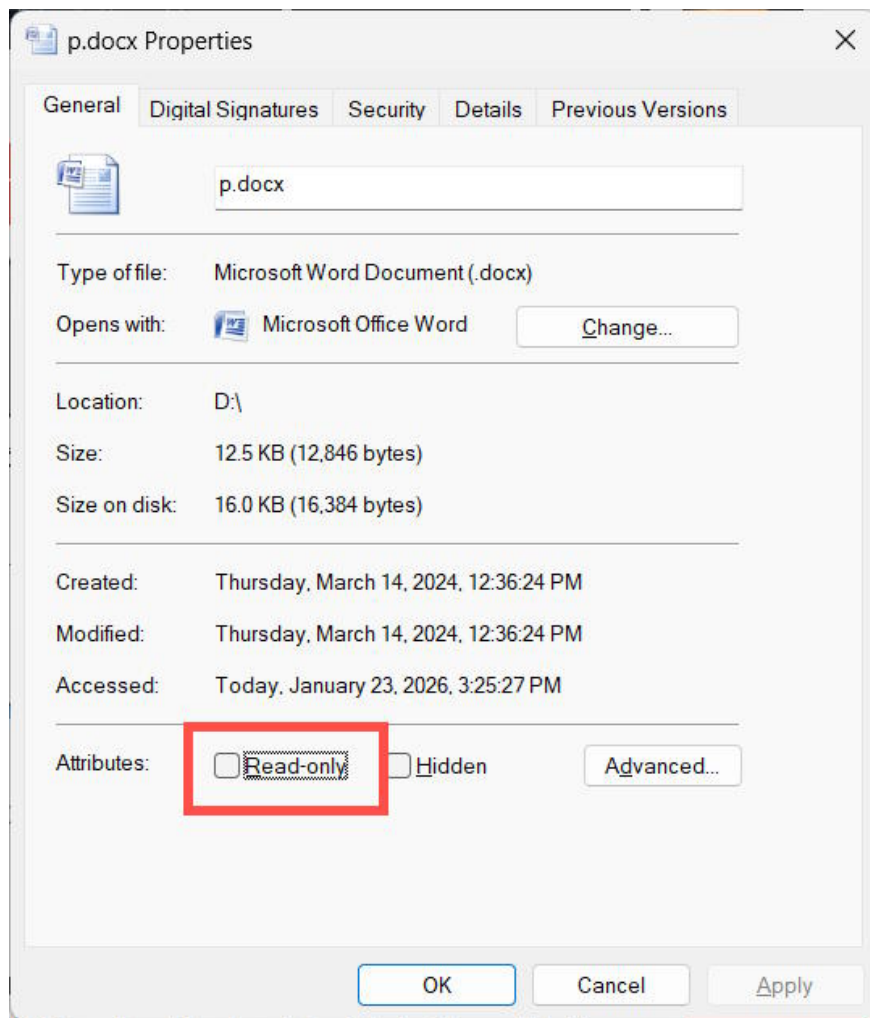
How to fix the issue of Office files automatically resetting when you exit the application.

If Microsoft Office applications or files automatically restart every time you close them, it's a sign of a permissions issue.

One of the biggest issues affecting the workflow with Office is automatic resets when you exit the application. Microsoft Office applications or files automatically restarting every time you close them is a sign of access issues or other problems. If Word, PowerPoint, or Excel automatically resets its settings every time you exit, follow the steps below to fix it.

Check file access permissions

Access **the Properties of the Office file** that resets when you exit the application and **uncheck Read-only** . Reopen the file, make the changes, and check if they are saved after restarting.



Check template access permissions.

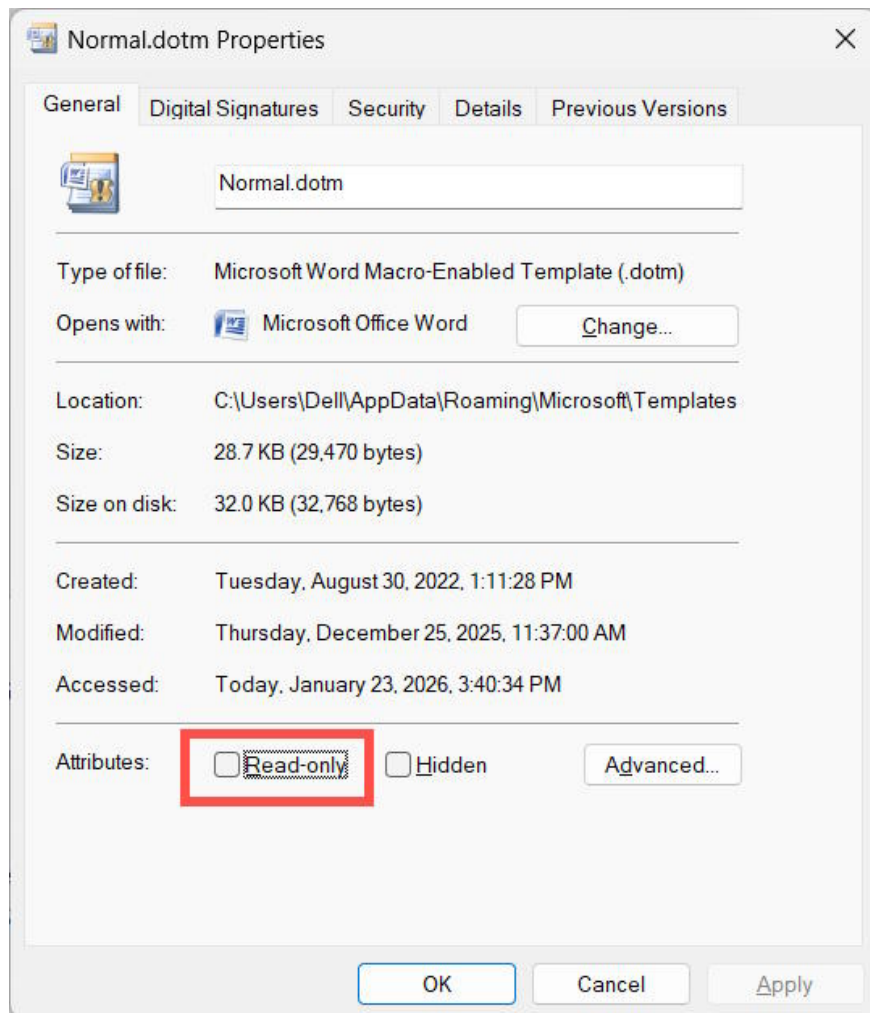
Step 1:

Open Explorer and then navigate to the following path : 'C:Usersyour user-nameAppDataRoamingMicrosoftTemplates' .

Name	Date modified	Type	Size
Document Themes	9/9/2022 10:48 AM	File folder	
LiveContent	8/30/2022 1:11 PM	File folder	
SmartArt Graphics	4/25/2023 4:28 PM	File folder	
Blue balance sheet.xlsx	8/12/2019 8:20 PM	Microsoft Excel Te...	190 KB
Booklet.dotx	10/12/2018 1:11 AM	Microsoft Word Te...	1,866 KB
Colorful product roadmap timeline .potx	11/14/2019 6:35 PM	Microsoft PowerPo...	57 KB
Modern chronological resume.dotx	1/31/2019 8:49 PM	Microsoft Word Te...	59 KB
Normal.dotm	12/25/2025 11:37 AM	Microsoft Word M...	29 KB
Polished cover letter, designed by MOO.d...	1/23/2019 12:31 AM	Microsoft Word Te...	163 KB
Polished resume, designed by MOO.dotx	3/5/2019 1:14 AM	Microsoft Word Te...	171 KB
Snapshot calendar.dotm	1/7/2020 9:30 PM	Microsoft Word M...	256 KB
Welcome to Excel.xlsx	1/8/2020 10:53 PM	Microsoft Excel Te...	487 KB

Step 2:

Find the basic templates: Normal.dotm is a Word template, while book.xlsx and sheet.xlsx are Excel templates. **Right-click on the template and select Properties . Then, uncheck the Read-only option .**



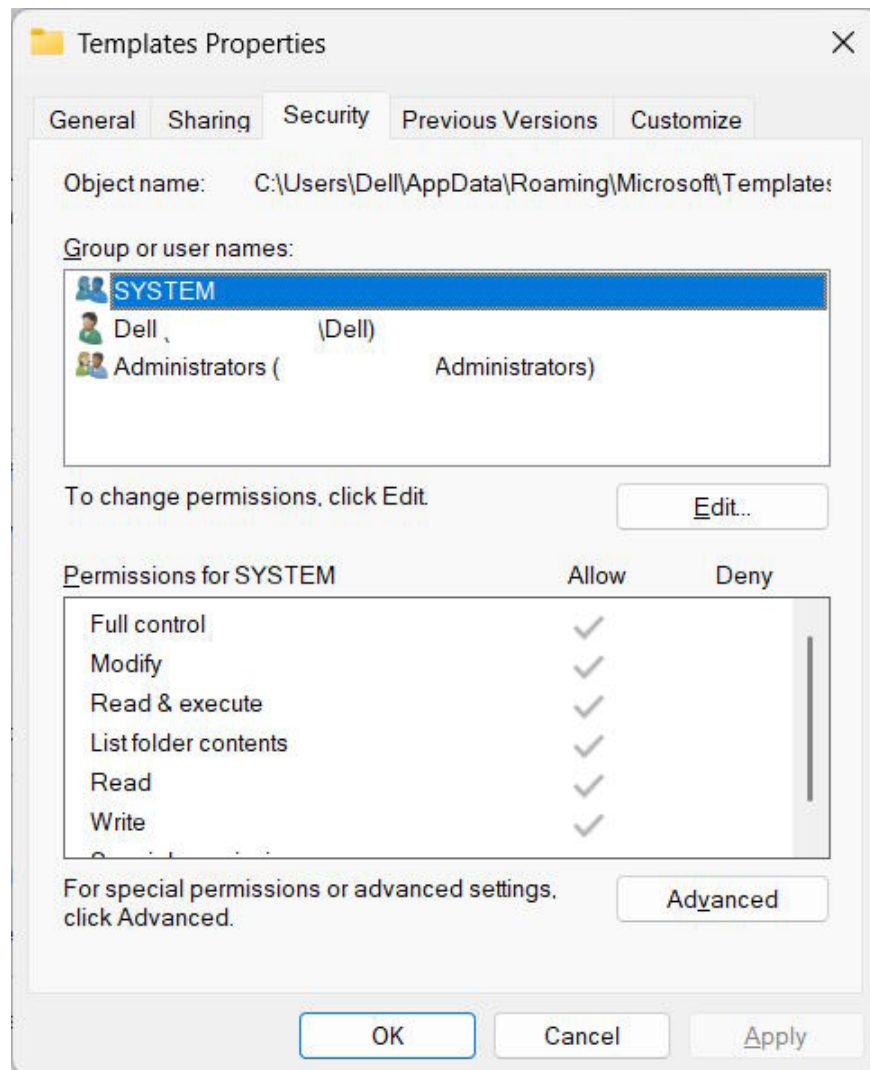
Confirm folder access permissions.

Another reason why PowerPoint or Word settings might reset when you exit the program is related to folders, especially in Microsoft 365.

We access it via the path **C:\Users\youruser-name\AppData\Roaming\Microsoft** .

Next, **navigate to the Templates folder** , right-click, and **select Properties** . Then, **click on the Security tab** and select your **user account** . **After that, check if Allow and Full control are selected** .

If you haven't already, click Edit and then activate it.



You finished reading the article "**How to fix the issue of Office files automatically resetting when you exit the application.**" 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.