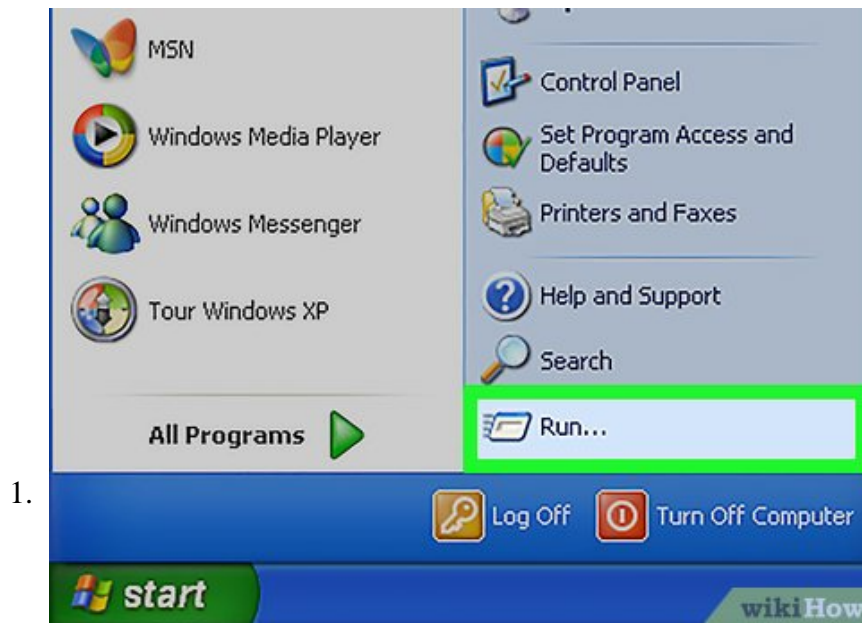


# How to Restore Factory Settings in Microsoft Word

After using Microsoft Word for multiple different projects, you may notice that the program no longer runs quite the way it did when it was first installed. The default settings for one or more features-- for instance, styles, fonts,...

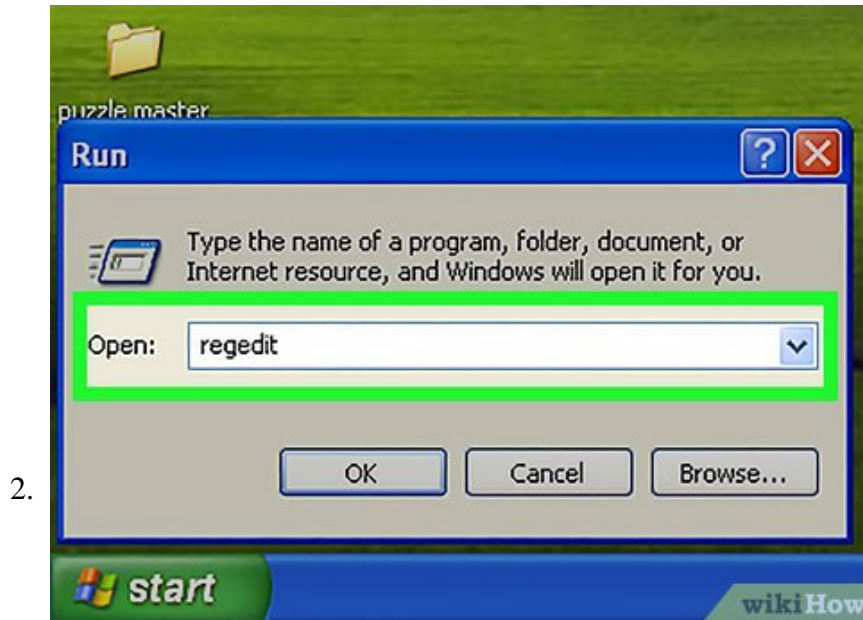
Method 1 of 2:

## For PCs



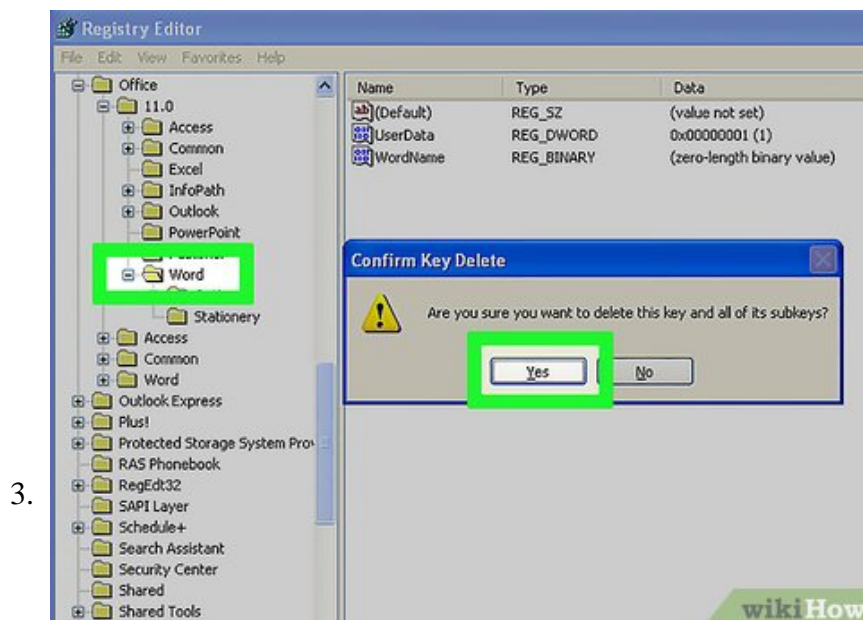
1.

**Choose the Run option from the Start menu.** This displays the Run dialog box.

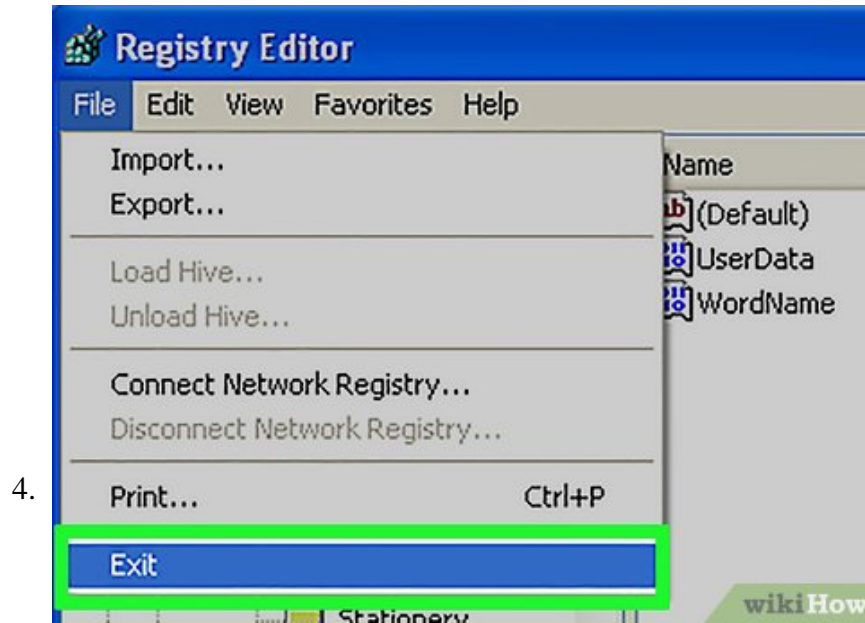


**In the "Open" box, type in "regedit."** Click "OK" to start the Regedit program.

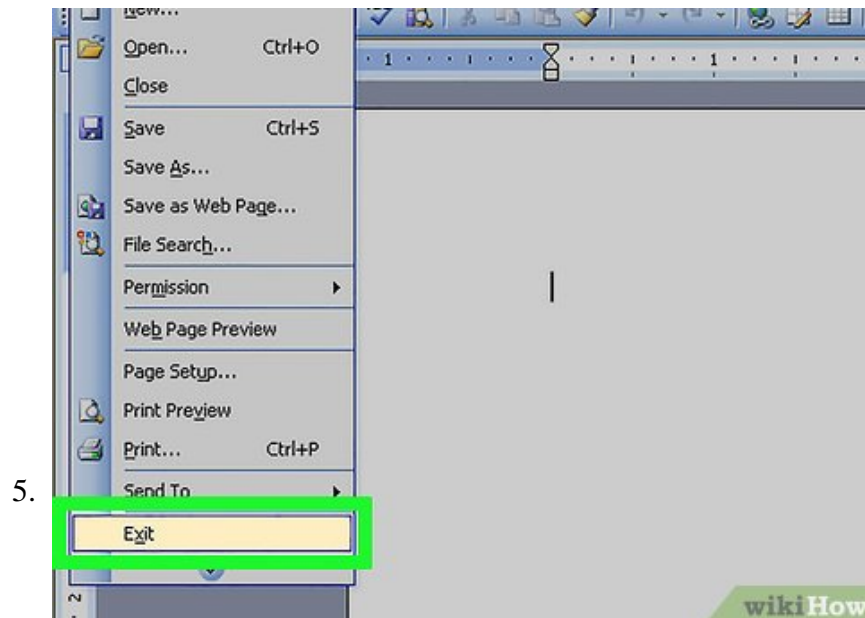
1. If you are using Word 2010, select the  
HKEY\_CURRENT\_USER/Software/Microsoft/Office/14.0/Word .
2. If you are using Word 2007, select the  
HKEY\_CURRENT\_USER/Software/Microsoft/Office/12.0/Word .
3. If you are using Word 2003, select the  
HKEY\_CURRENT\_USER/Software/Microsoft/Office/11.0/Word .
4. If you are using Word 2002, select the  
HKEY\_CURRENT\_USER/Software/Microsoft/Office/10.0/Word .
5. If you are using Word 2000, select the  
HKEY\_CURRENT\_USER/Software/Microsoft/Office/9.0/Word .



**Press the Delete key.** A prompt will ask if you really want to delete the key. Select "Yes."



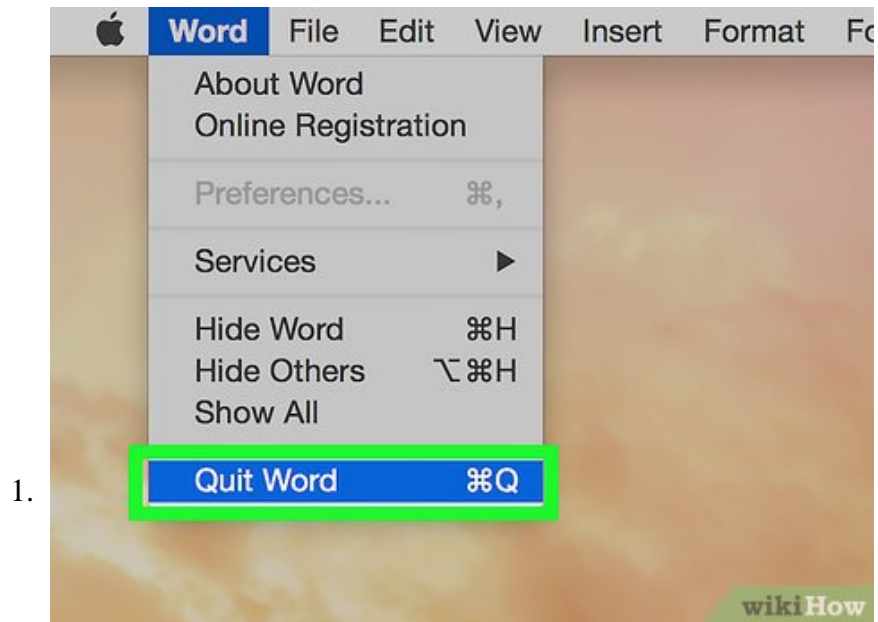
**Close the Registry Editor.**



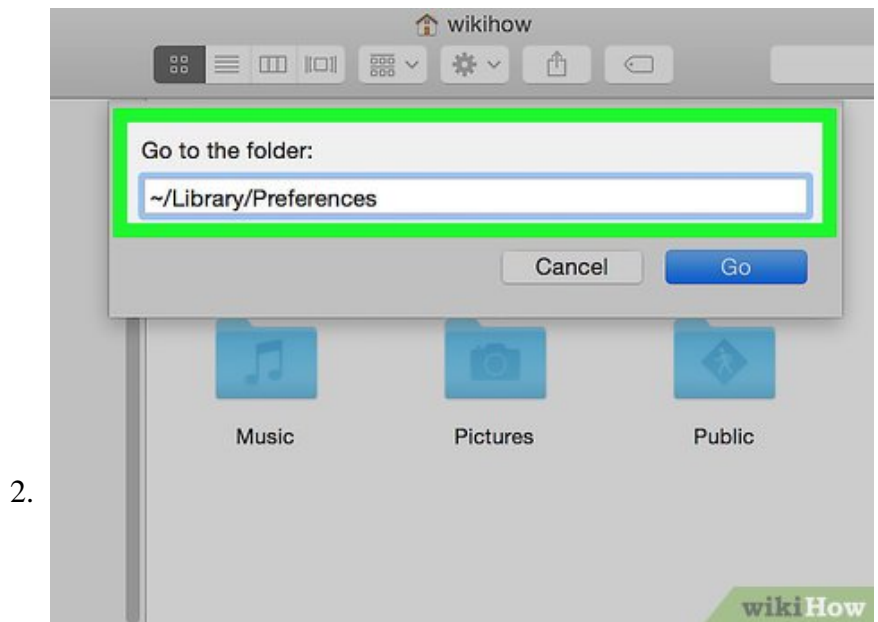
**Restart Microsoft Word.** It should now be restored to default settings.

Method 2 of 2:

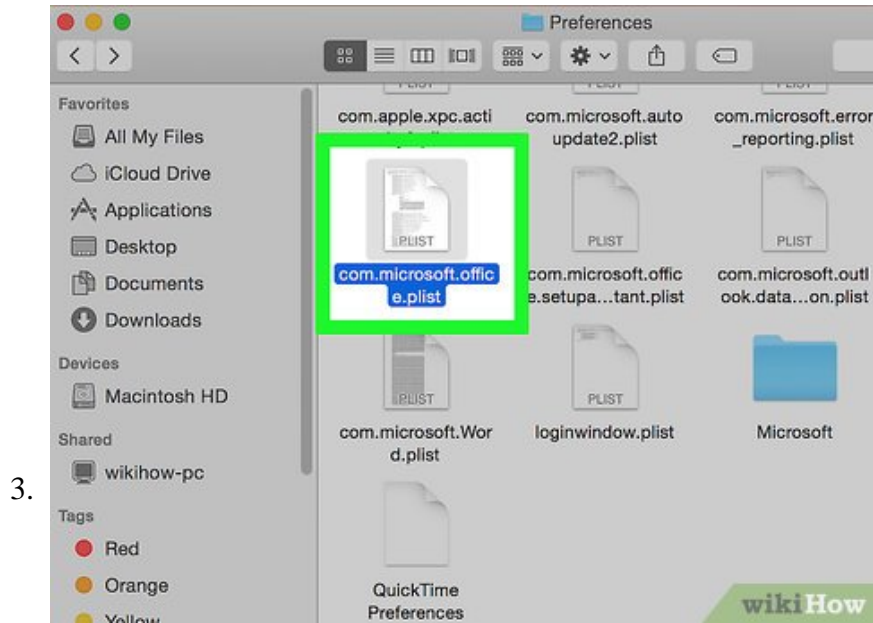
**For Macs**



**Quit all Microsoft Office applications.**



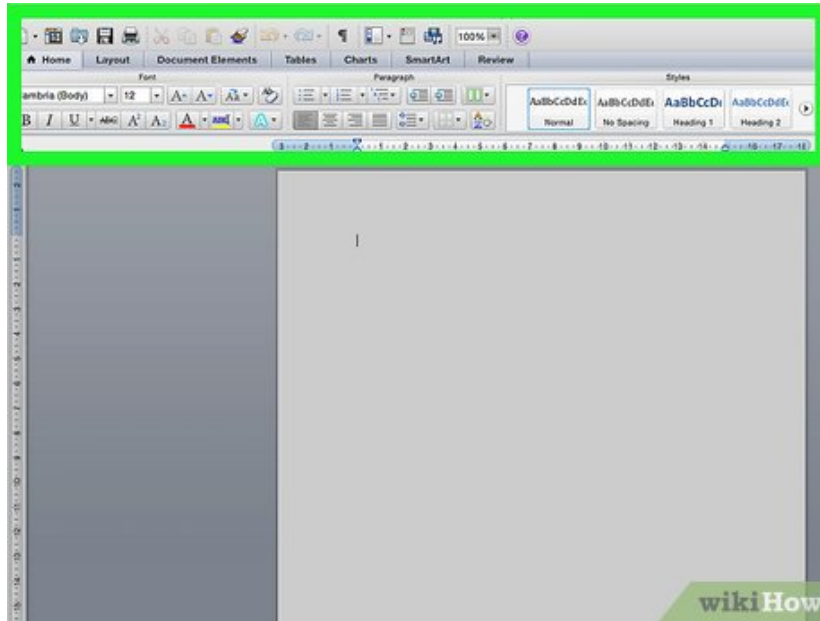
**Using your "Finder," navigate to the "~/Library/Preferences" folder ("~" is a shorthand for your user account name).**



**Drag all of the files for Microsoft Word to the desktop.** These files will differ depending on the version of Microsoft Word you have:

1. For Word 2008, select:
  - ~/Library/Preferences/com.microsoft.Word.plist
  - ~/Library/Preferences/com.microsoft.office.plist
  - ~/Library/Preferences/Microsoft/Office 2008/Office Font Cache
2. For Word 2004, select:
  - ~/Library/Preferences/Microsoft/com.microsoft.Word.prefs.plist
  - ~/Library/Preferences/Microsoft/com.microsoft.Office.prefs.plist
  - ~/Library/Preferences/Microsoft/Office Font Cache
3. For Word X, select:
  - ~/Library/Preferences /Microsoft/Word Settings
  - ~/Library/Preferences /Microsoft/Microsoft Component Preferences
  - ~/Library/Preferences /Microsoft/Microsoft Office Settings
  - ~/Library/Preferences/Microsoft/Carbon Registration Database
  - ~/Library/Preferences/Microsoft/Office Font Cache

4.



**Microsoft Word should now be successfully reset.** If everything works as expected, you can delete the files you dragged to your desktop.

You finished reading the article "**How to Restore Factory Settings in Microsoft Word**" 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.