

How to speed up text processing on Word

When creating Word documents, images, videos or other content will increase the file size, which can affect the speed of document processing.

If so, you can adjust the content in the document or adjust the format to speed up word processing in Word. Below are instructions to increase word processing speed on Word.

Compress images in Word

The default image resolution for pictures in Word is 220 PPI (pixels per inch). If there are many images, it may affect the speed of document processing. Therefore, you should compress images in documents.

Delete comments in Word

Comments are a convenient way to add notes to Word without affecting the content. However, if there are many comments, it also increases the size and significantly reduces the document processing speed.

So let's review the comments in the Word document, process them, or delete or hide them if we don't need them.

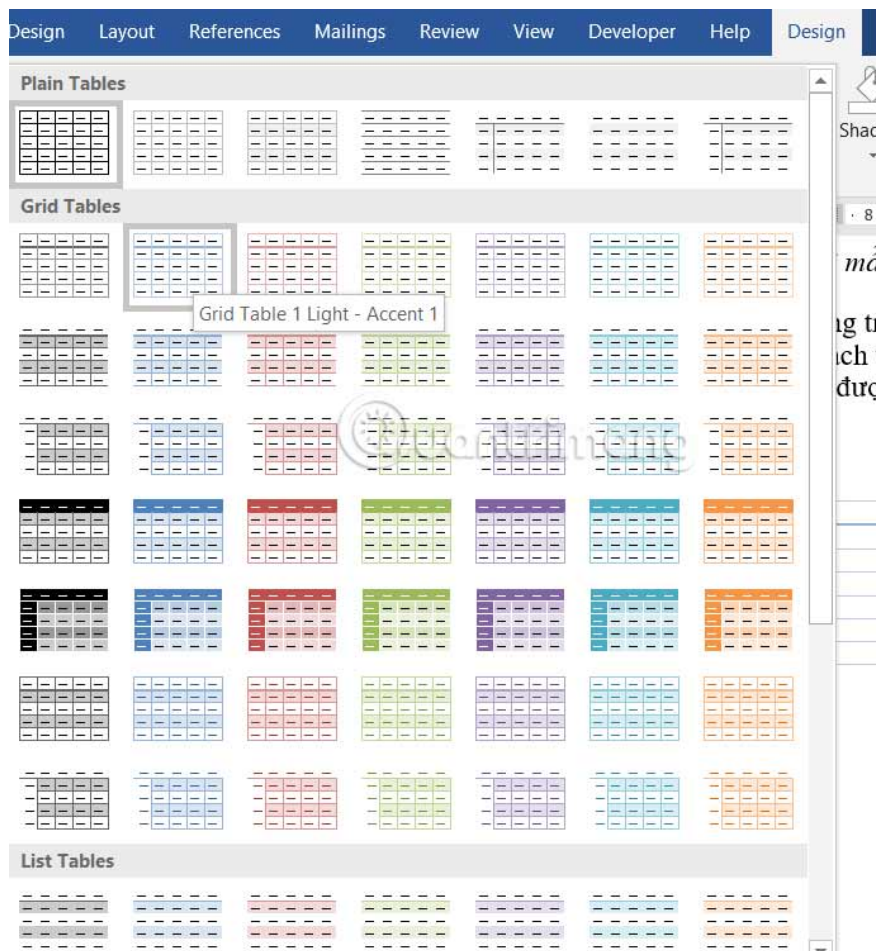
Use 1 formatting style for Word

Instead of having many different formatting styles in Word, you should use only one formatting style. This will greatly increase document processing speed.

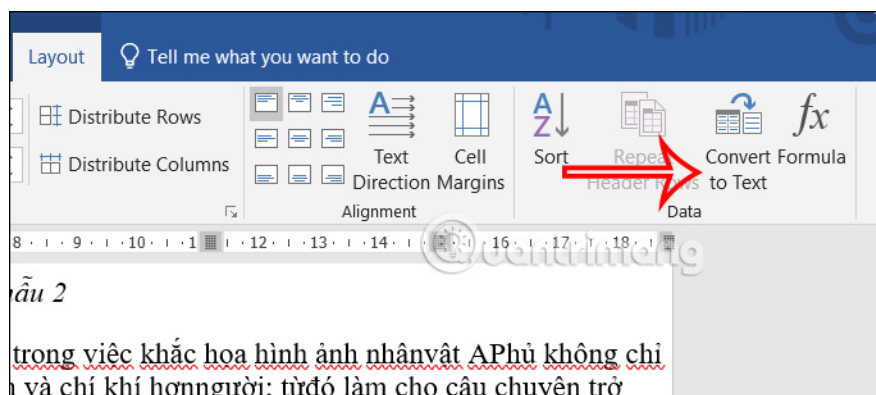
Adjust tables in Word

Having too many tables in Word will increase the capacity of the document, but what should be done if the content is required?

First of all, you should not use Word table formats that have too many details. You should choose simple table formats.



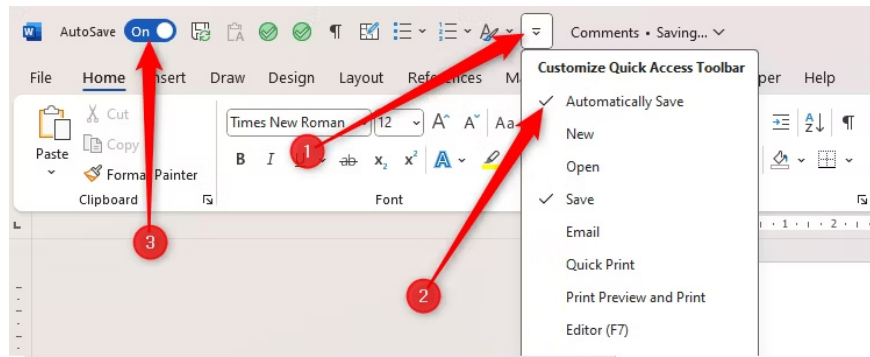
The second is to delete the table and still retain the table's contents, if it is not necessary to display the lines between each cell and the cells do not contain much data.



Turn off auto-save in Word

Microsoft's AutoSave feature automatically backs up documents to OneDrive. However, because the AutoSave feature works continuously in the background, it can slow down Word, especially with large documents.

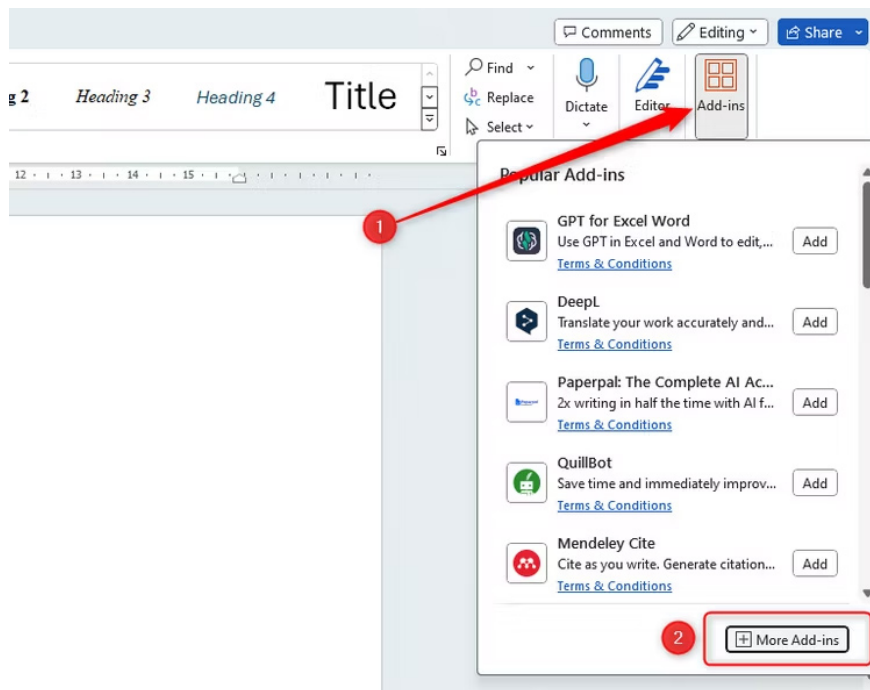
Click **on the AutoSave icon and then turn it off as usual** . Note, during the process, you should save the document manually.



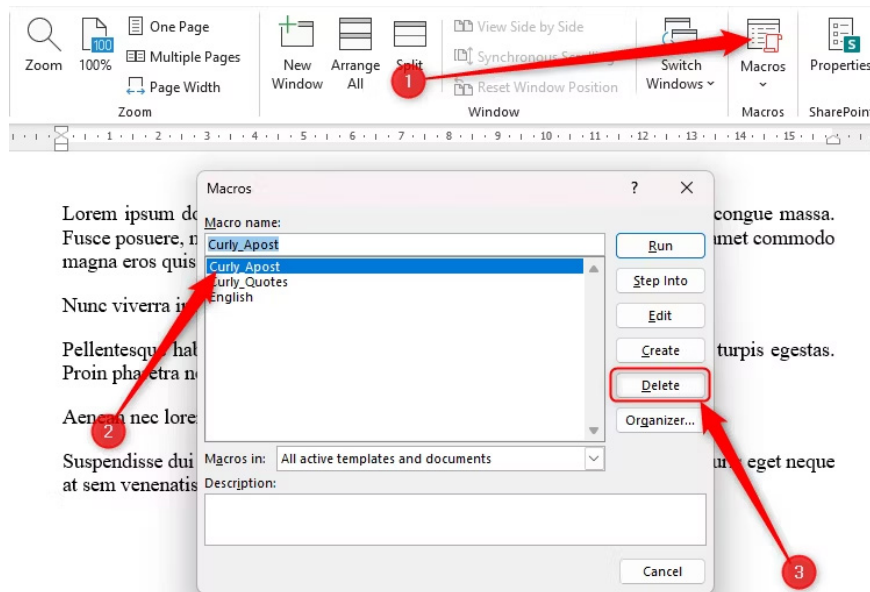
Check out Add-ins and Macros in Word

Using Add-ins and Macros in Word significantly increases the document's workload and is the reason why Word processes slowly. So check Add-ins and Macros in Word and delete them if they are no longer used.

With Add-ins, click Add-ins in the Home interface, then click More Add-ins to display the list. Now you just need to click on the add-in to delete it.



Click Macros in the View tab then click on the unused macro and select Delete to delete it.



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