

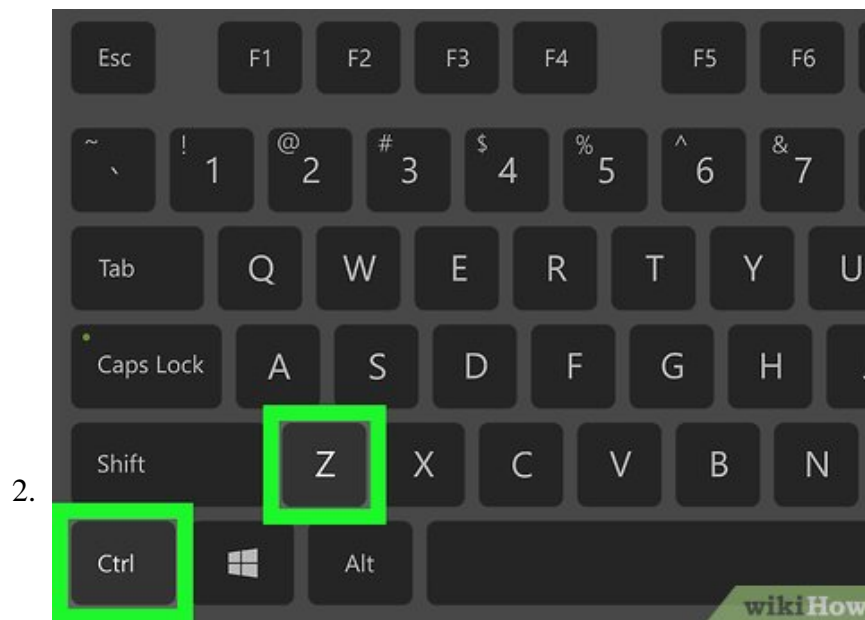
How to Stop Your PC from Forward Deleting Text as You Type

Isn't it frustrating when you're typing and your new words start deleting the words already on the page? You might be thinking your PC's been hacked, but the issue is usually that you've pressed the Ins (Insert) key on the keyboard. This...

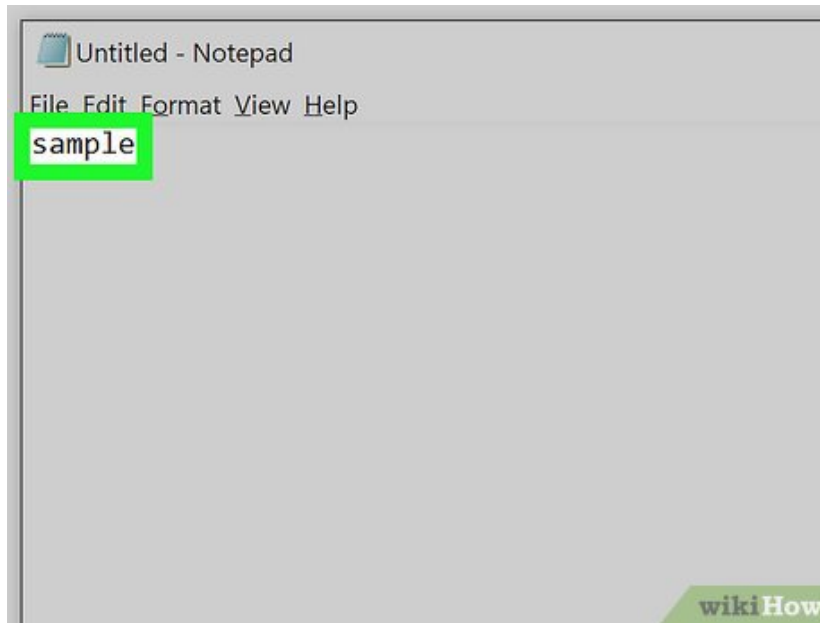
Method 1 of 2:

Toggle Off Overtyping Mode with the Insert Key

1. Press **Insert** or **Ins** once. The key is usually near the top-right corner of the keyboard. Pressing this key toggles the Insert function on or off in any app on your PC.



Press **Ctrl** + **Z** to restore accidentally-deleted text. You may have to press this key combination to undo all of the text you've accidentally replaced.



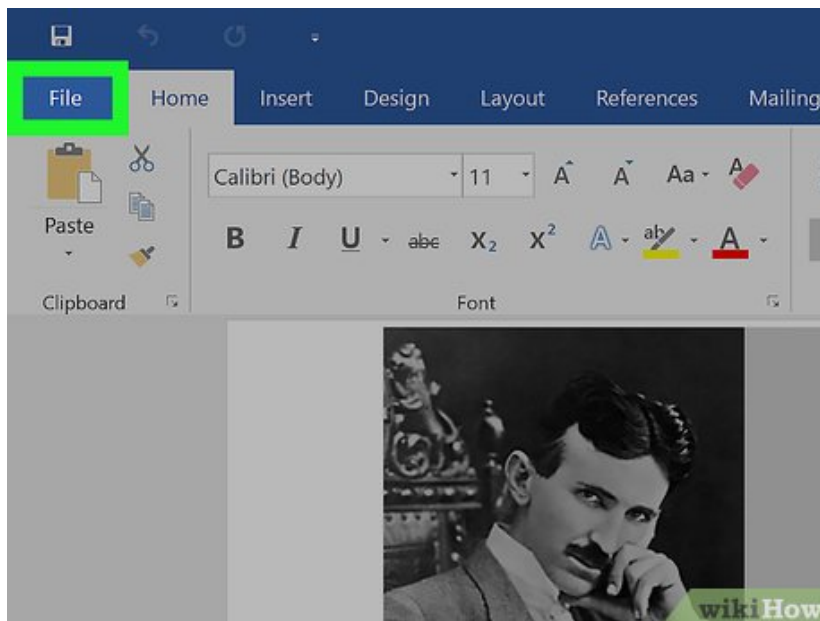
3.

Type your text again. Now that you've pressed the key, you should be able to type without erasing what's already on the page.

1. If you're using Microsoft Word and find yourself accidentally pressing the **Ins** key too often, you might want to disable overtype mode. See the [Disabling Overtyping Mode in Microsoft Word](#) method to learn how.
2. If you're still having trouble entering new text, save your work and close the application. When you restart the app, you should be able to type text normally.

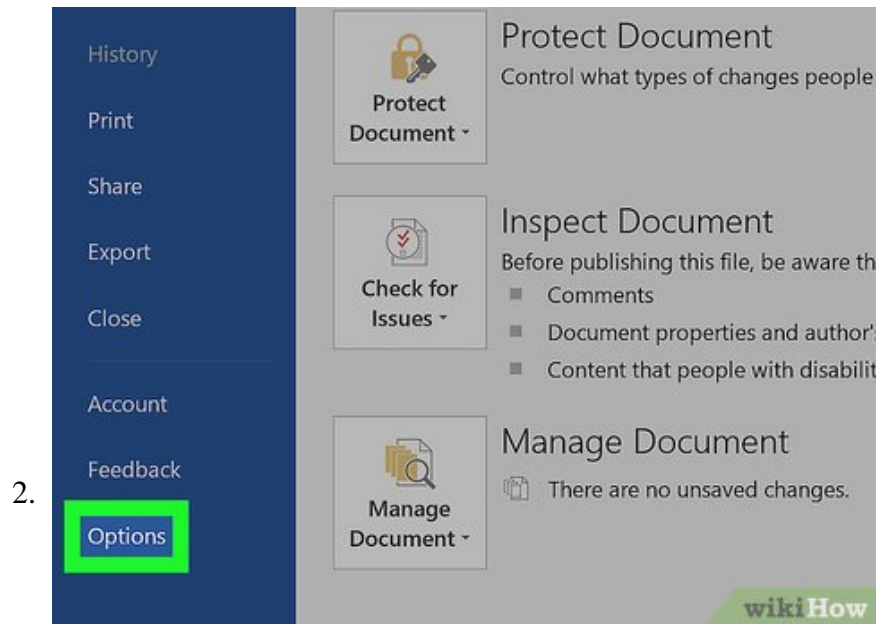
Method 2 of 2:

Disabling Overtyping Mode in Microsoft Word

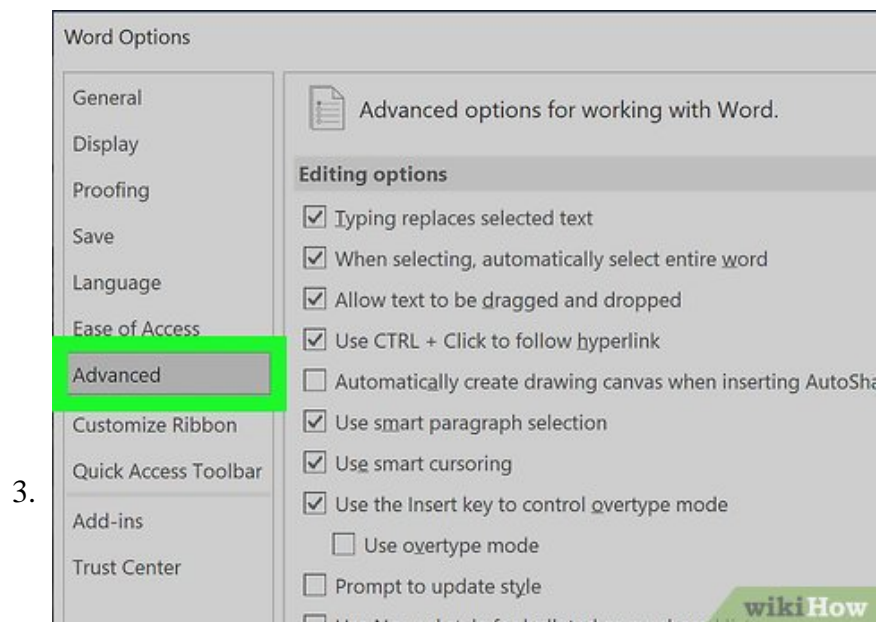


1.

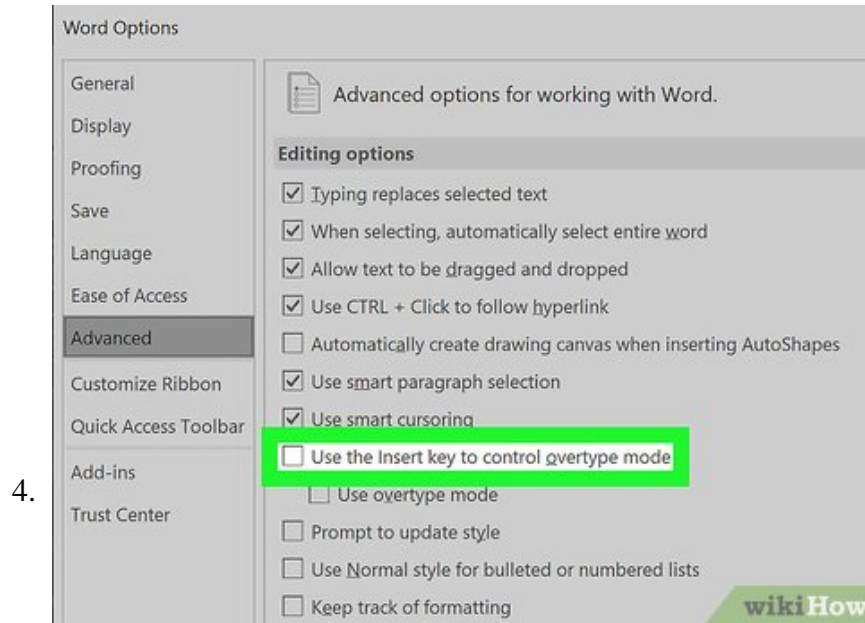
Click the **File** menu. It's at the top-left corner of Word.



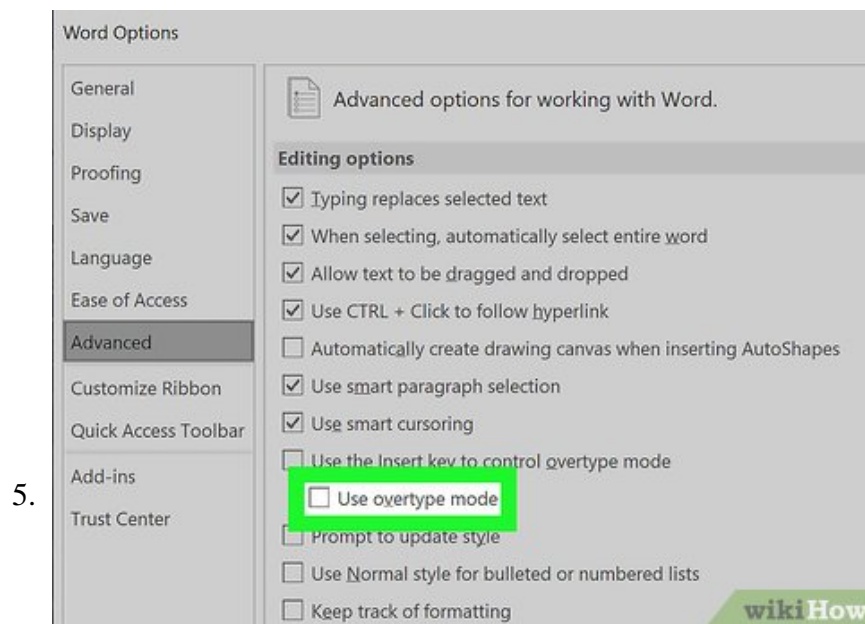
Click **Options**. It's toward the bottom of the menu.



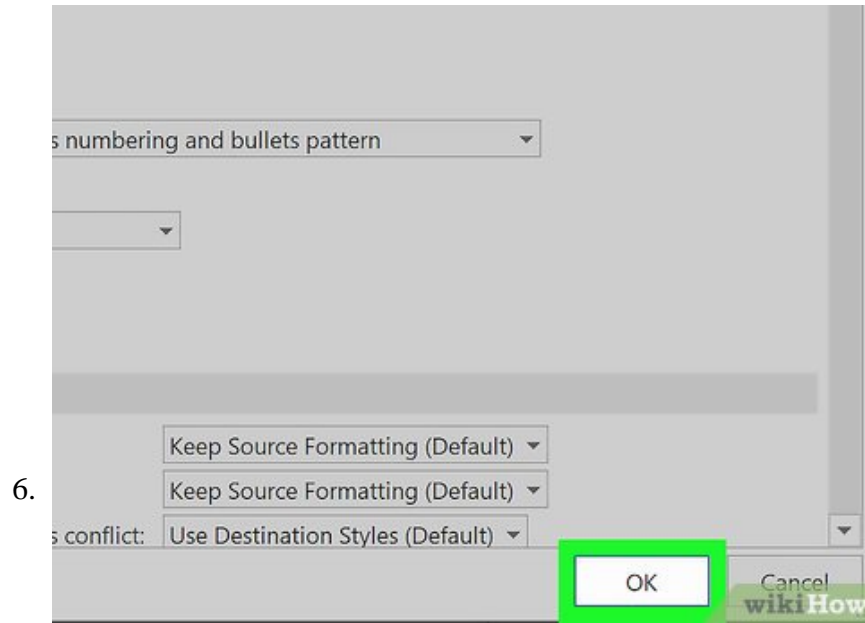
Click the **Advanced** tab.



Remove the checkmark from "Use the Insert key to control ovrtype mode." It's under the "Editing Options" header.^[1]



Remove the checkmark from "Use ovrtype mode." It's right below the last box you unchecked.



Click **OK**. Pressing the **Ins** key in Microsoft Word will no longer toggle on/off overtype mode.

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