

Instructions for correcting errors in automatically deleting text in Word

There are many causes of errors in automatically deleting words in Word, possibly due to keyboard jams or from collaborators, etc. Below is a summary of the causes and ways to fix errors in automatically deleting words in Word.

Check Word document sharing mode

When you share a Word document with others, they also have the right to edit the document, if you have set the mode to allow editing. So you should check to see if anyone is editing the Word document with you.

Check the computer keyboard

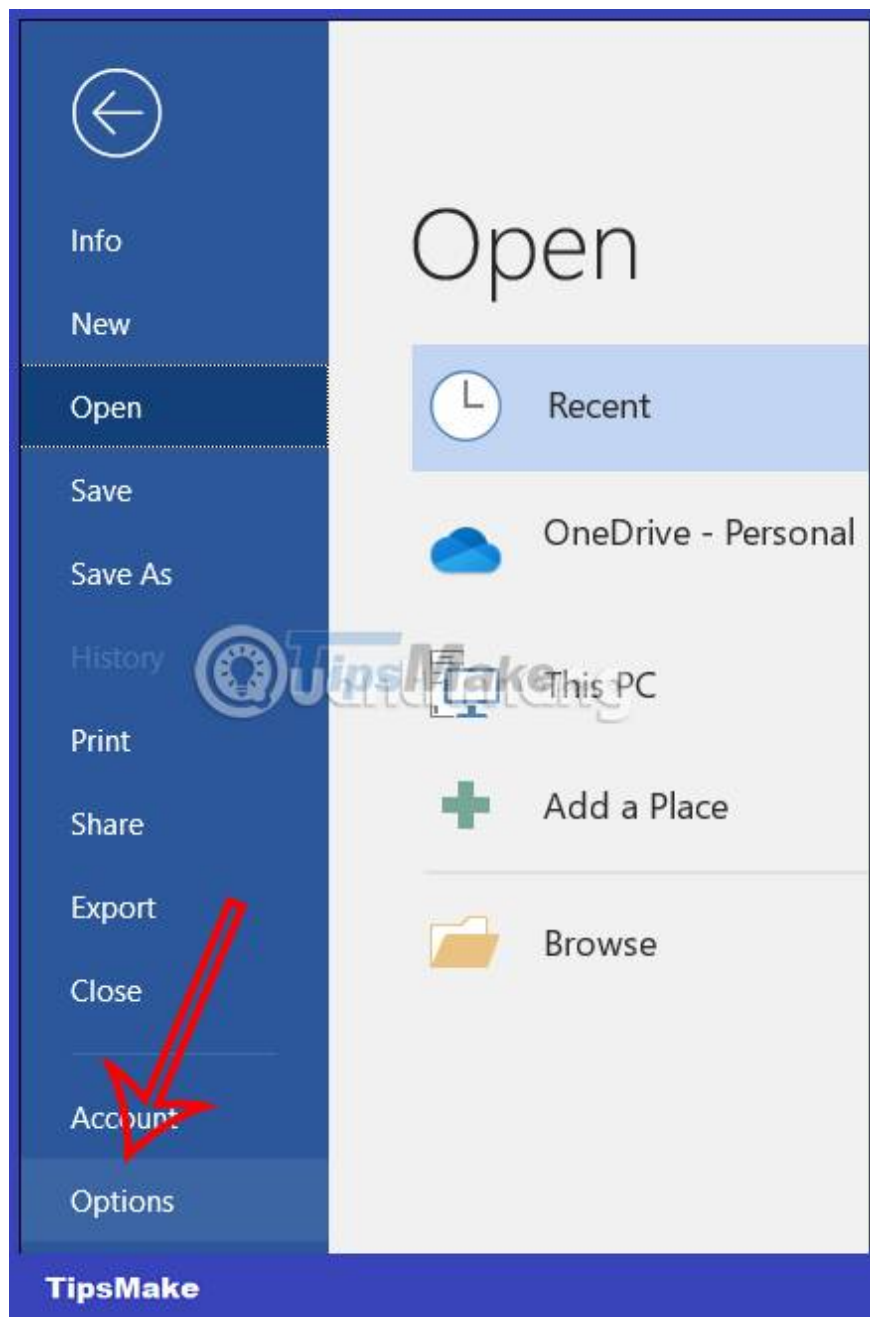
If either of the Backspace or Delete keys is stuck, text will automatically be deleted in Word. So you should check these two keys to see if they are stuck or not.

Word overwrite error automatically deletes text

The overwrite feature in Word is when the Insert key gets stuck, leading to automatic text loss when typing. Please check to see if the Insert key is stuck or not. Next, disable the Overtyping feature in Word

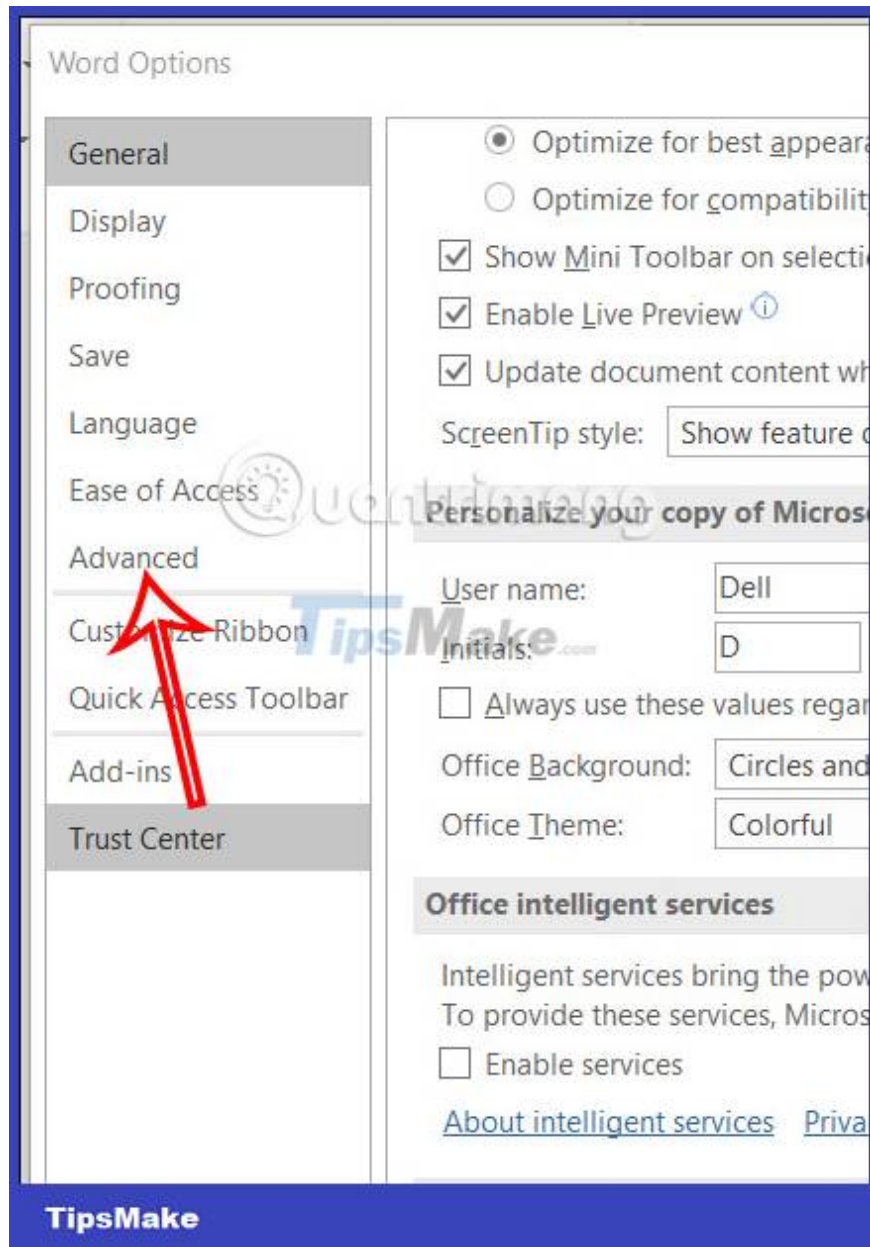
Step 1:

At the interface in Word, click on File and then select Options.

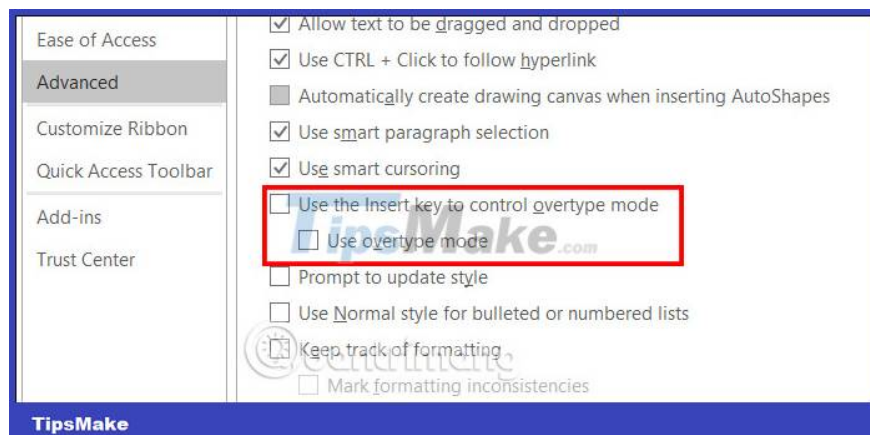


Step 2:

Displaying the new interface, click on Advanced in the left menu.



Then look at the content next to the Editing options group, uncheck Use the Insert key to control overtype mode and Use overtype mode.

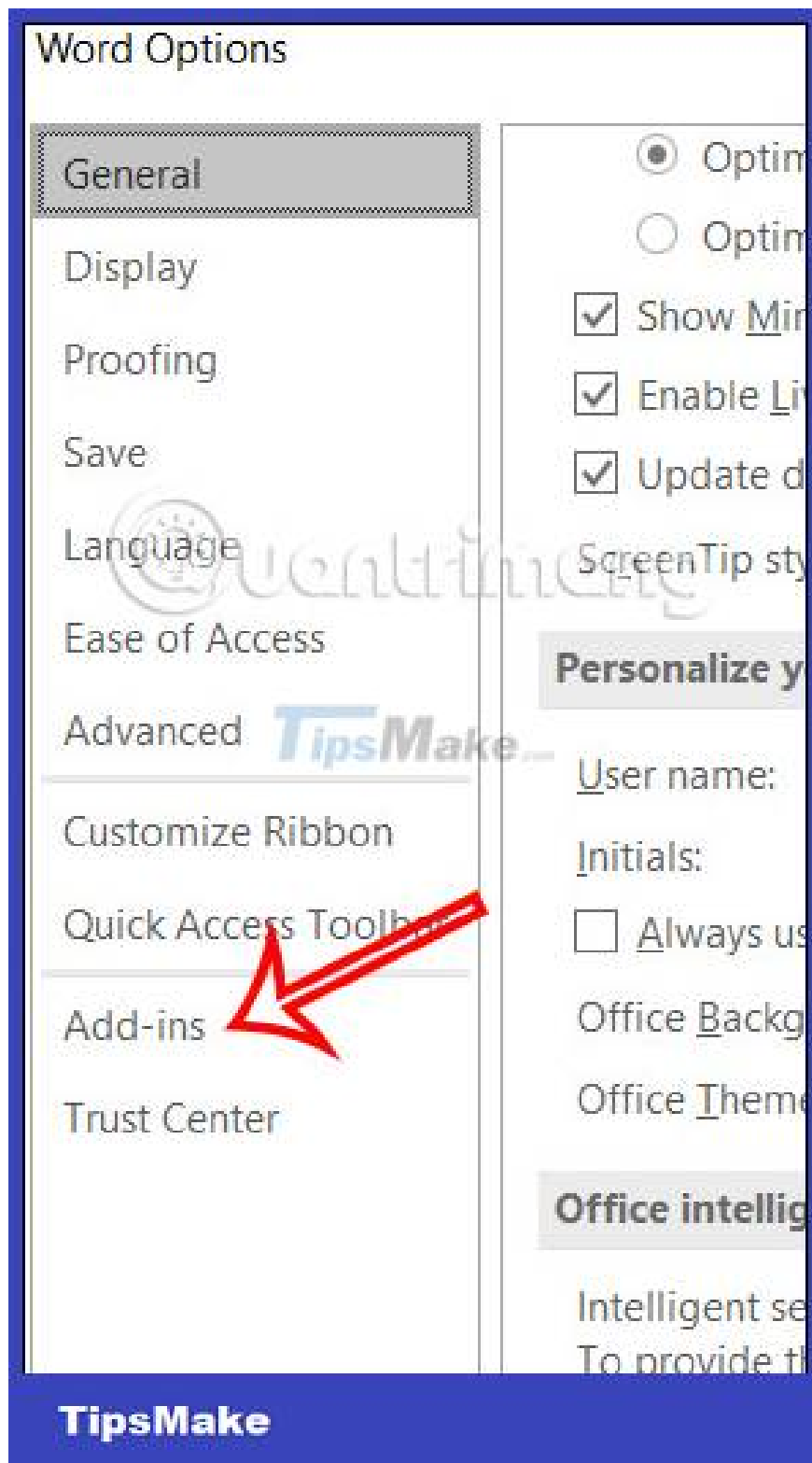


Delete add-ins installed in Word

The error of automatically deleting text in Word may originate from problematic add-ins. Therefore, you should check which add-ins are not working properly and then remove the add-ins.

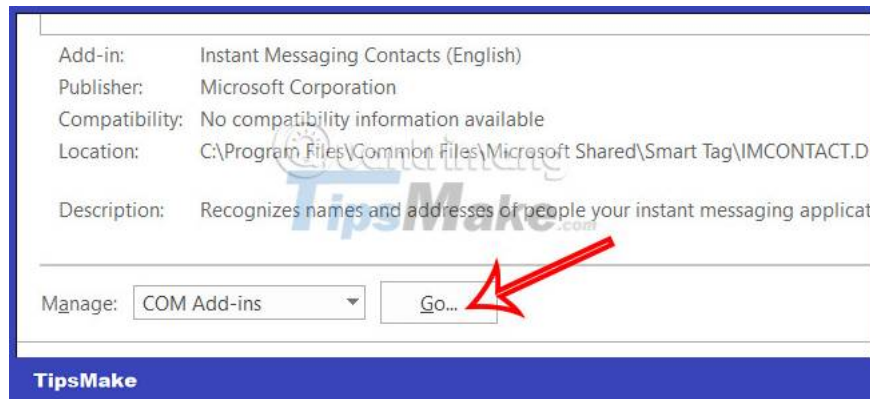
Step 1:

At the interface in Word, click Options and then click Add-ins to check the add-ins being installed on Word.



Step 2:

Displays the add-ins custom interface. Click COM Add-ins and then click OK to open the list of add-ins installed in Word. At this point, you just need to turn off the add-ins that are causing the error.

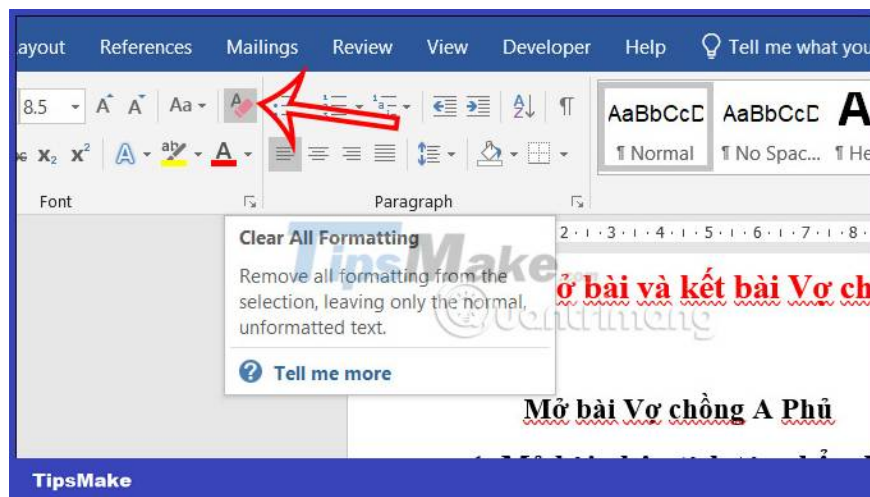


Delete Word document formatting

The problem of automatically deleting text in Word may be caused by the document format. Although this case is relatively rare, you can still do it to fix the error.

However, you should note that when deleting the entire document format, it will delete settings such as text alignment, font size, line spacing,.

In the Word document, click on the delete formatting icon as shown below.



Use error correction tools on Office 365

In case not only Word has an error of automatically deleting text but other Office applications also have this problem, you can use the error correction tool on Office 365 to find and fix existing errors in the applications. . You can refer to how to use the error correction tool in Office 365 in the article below.

Fix font format errors in Word

When we incorrectly format the font in Word and the Vietnamese keyboard on the computer, it also causes text loss errors when we enter content.

If you format in Word differently from the Vietnamese encoding, it will also cause this error. For example, when a user sets the font in Word to Time News Roman, but adjusts the encoding in VNI mode with the Telex typing method, an error will certainly occur. Letters will be lost or have wrong accents, typing letters with missing accents or strange characters will appear.

Step 1:

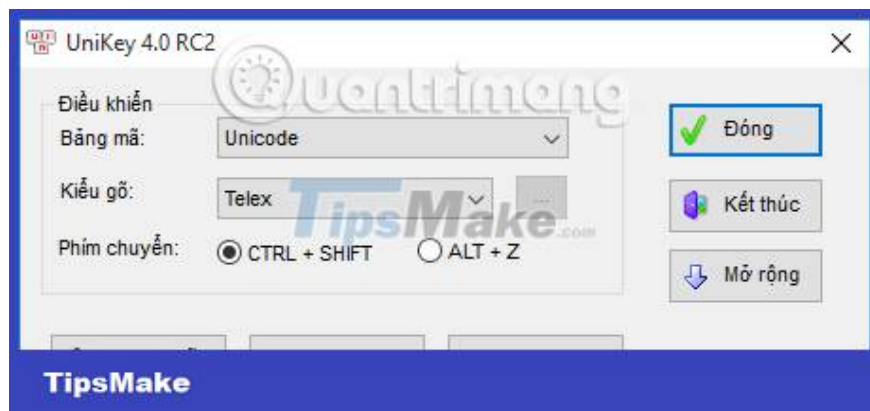
First of all, you need to install the latest version of the Vietnamese typing tool.

Step 2:

Next, we will adjust the encoding and typing style to match the font in Word.

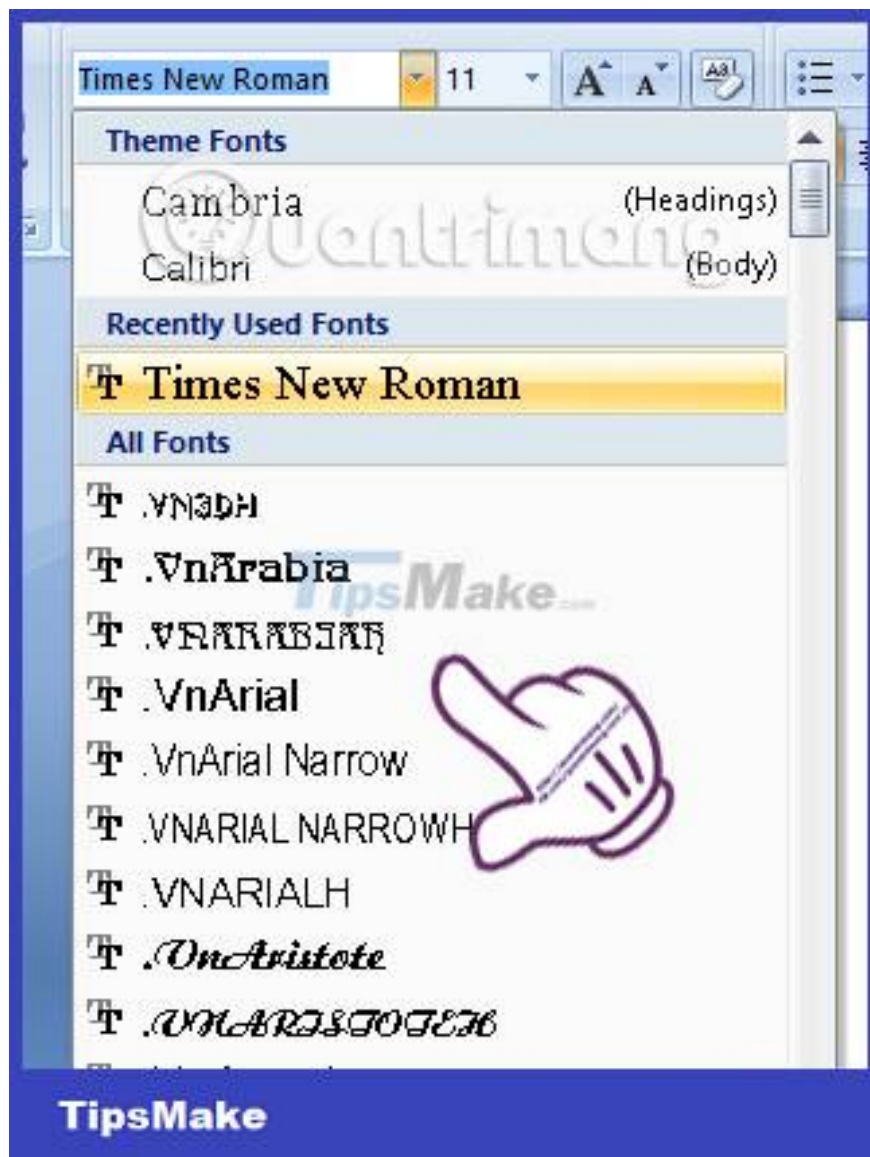
Code tables in Vietnamese typing tools include:

1. Unicode: international standard code table.
2. TCVN3: code table according to old Vietnamese standards.
3. VNI Windows: code table by VNI company.



Because there are 3 different encodings on the Vietnamese keyboard, we also need to choose the keyboard in Word that matches the encoding.

1. Unicode encoding: includes fonts Time News Roman, Arial, Tahoma, Courier, Courier New.
2. TCVN3 (ABC) code table: includes fonts with dots (.) and (.vn) at the beginning such as, .VnArial, .Vntime and .VnTimeH,.
3. VNI Windows code table: includes fonts with the letter VNI at the beginning, such as VNI-Times, VNI -Avo, VNI-LITHOS.



In general, to limit errors in editing Word content, you should use Unicode encoding, Telex typing method and Word Times New Roman content input font. If you encounter text input errors on Word, please adjust the encoding and typing style on both the Vietnamese keyboard and on Microsoft Word to fix the errors.

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