

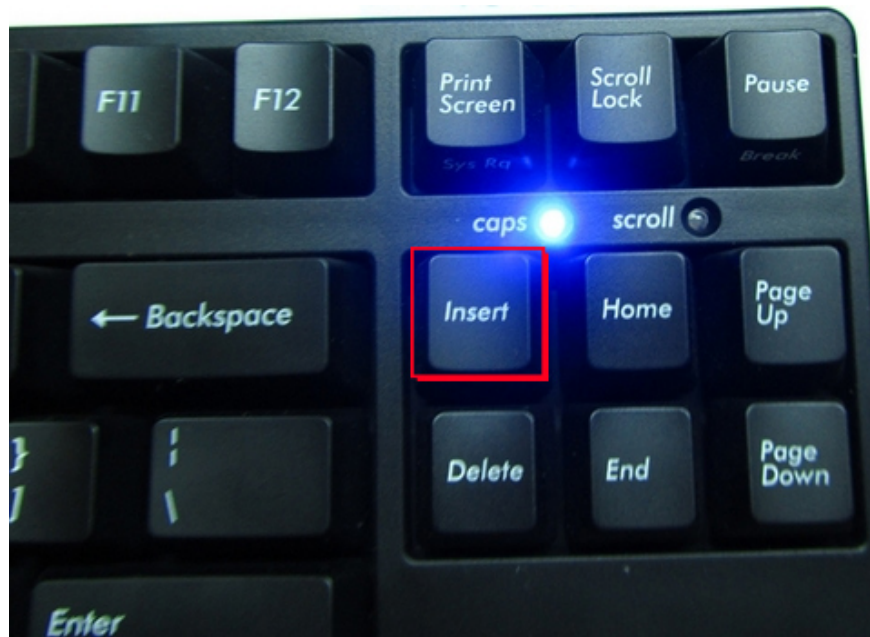
Instructions for fixing errors with missing words when entering content in Word

Missing typing errors, or typing and losing words in Word often happens, especially when we install Vietnamese keyboards like Unikey or Vietkey. So how can we handle such situations?

During the text editing process, sometimes you will encounter work-related errors, such as words that are skipped, or typed in lost or typed characters, will lose the word. The error of losing text when typing is caused by Vietnamese typing error such as Unikey or Vietkey when installing. Maybe during the installation, the user has conducted an incorrect installation, lack of fonts, errors using clipboard, . So how can I fix this error. In this article, the Network Administrator will show you how to fix the missing word, or type the missing word in Word.

Method 1: Error pressing the Insert button on the keyboard

Because the user during the editing accidentally presses the Insert button on the keyboard, leading to the typing of the lost word. How to fix extremely simple, we just need to click the Insert button again to fix the word loss when importing content in Word only.



Method 2: Fix the font format error

When we incorrectly format the font in Word and the Vietnamese input method on the computer, it also causes a loss of text when we enter the content.

If you format in Word other than the encoding in Vietnamese, this error also causes this. For example, when users leave a font in Word, Time News Roman, but adjusting the encoding in VNI mode with Telex typing will inevitably occur. The letters will be lost or wrong, typing the missing letters or displaying strange characters.

Step 1:

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

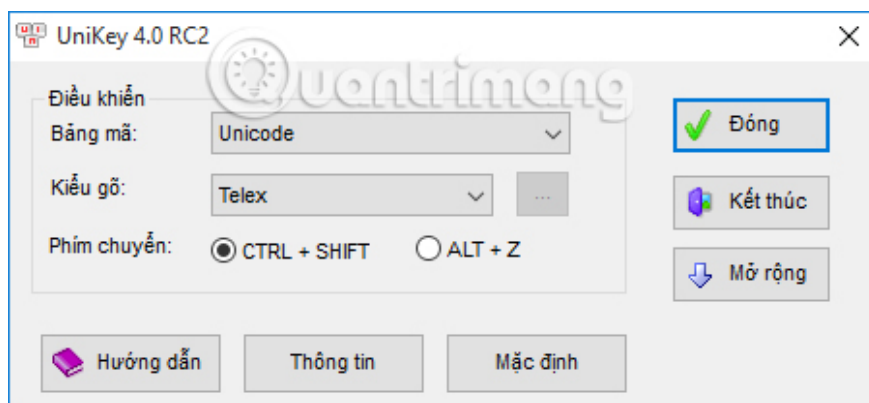
1. Download Vietnamese typing tool Unikey
2. Download Vietkey Vietnamese typing tool

Step 2:

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

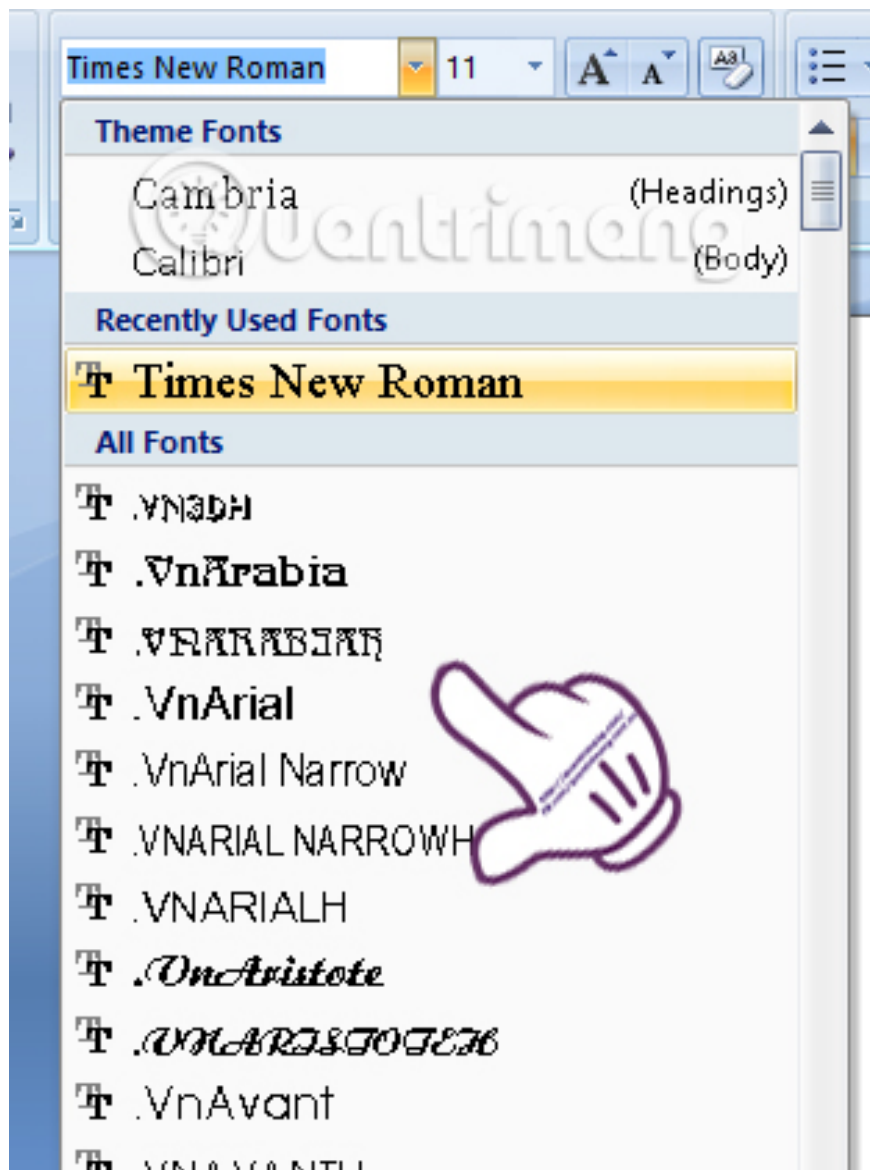
With Encoding in Vietnamese typing tools include:

1. Unicode: international standard encoding.
2. TCVN3: encoding according to old standards of Vietnam.
3. VNI Windows: encoding by VNI company.



Because of 3 different encodings on Vietnamese keyboard, we also need to select the input method in Word that matches the Code.

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



In general, to limit the error of writing Word content, you should use the Unicode encoding, Telex input method and the input font of the Word Times New Roman version. If you encounter typed errors in Word, please adjust the Code, typing method on both Vietnamese keyboard and Microsoft Word to fix the error.

Refer to the following articles:

1. Simple way to convert PDF files to Word
1. Instructions for transferring PDF files to Word are free of Vietnamese errors
1. Instructions for editing PDF documents online for free

I wish you all success!

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