

Microsoft Word Troubleshooting Quick Reference Chart

Problem	Possible Cause	Quick Fix / Solution
Formatting Glitches	Mixed or corrupted styles; copied text from other sources	• Select text → <i>Home</i> → <i>Clear Formatting</i> • Use <i>Paste Special</i> → <i>Unformatted Text</i> • Apply consistent paragraph & style settings
Missing Fonts / Compatibility Issues	Font not installed or using older Word format	• Install missing fonts (right-click → <i>Install</i>) • Restart Word • Embed fonts: <i>File</i> → <i>Options</i> → <i>Save</i> → <i>Embed fonts in the file</i>
Header/Footer Won't Change	Section breaks or <i>Link to Previous</i> turned on	• <i>Layout</i> → <i>Breaks</i> → check section breaks • Double-click header/footer → turn off <i>Link to Previous</i> • Check <i>Different First Page</i> settings • <i>Review</i> → <i>Stop Protection</i> if locked
Page Numbers Display Incorrectly	Section breaks or numbering restart	• <i>Layout</i> → <i>Breaks</i> → remove unwanted breaks • Double-click footer → <i>Format Page Numbers</i> → <i>Continue from previous section</i> • <i>Insert</i> → <i>Page Number</i> → reapply if missing
Spelling / Grammar Check Not Working	Proofing disabled or incorrect language	• <i>File</i> → <i>Options</i> → <i>Proofing</i> → tick spelling & grammar boxes • <i>Ctrl+A</i> → <i>Review</i> → <i>Language</i> → <i>Set Proofing Language</i> • Copy text into a new document
Track Changes / Comments Not Showing	Markup view settings	• <i>Review</i> → <i>Tracking</i> → <i>All Markup</i> • <i>Show Markup</i> → tick <i>Comments</i> and <i>Insertions/Deletions</i>
Print Layout Issues	Wrong page setup or hidden formatting	• Check <i>Print Preview</i> • <i>Layout</i> → <i>Margins</i> • Show formatting marks (¶) • Use <i>Page Breaks</i> not extra Enters

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Print Location Issues	Driver problems or printer not updated	• Update printer driver via <i>Device Manager</i> • Restart printer spooler (<i>Services</i> → <i>Printer Spooler</i> → <i>Restart</i>) • Re-add printer (<i>Settings</i> → <i>Bluetooth & Devices</i> → <i>Printers & Scanners</i>)
File Corruption / Document Won't Open	File corrupted or unsupported format	• File → <i>Open</i> → <i>Open and Repair</i> • Try Safe Mode (Ctrl + double-click Word icon) • Try opening in Google Docs
Lost Unsaved Document	Power failure or unsaved changes	• File → <i>Info</i> → <i>Manage Document</i> → <i>Recover Unsaved Documents</i> • Check <i>AppData</i> → <i>AutoRecover</i> folder • Look for <i>Backup of [filename]</i>
Word Keeps Crashing / Freezing	Add-ins, outdated updates, corrupted template	• Restart computer • File → <i>Options</i> → <i>Add-ins</i> → <i>Disable</i> • Update Office & Windows • Scan for malware
Slow Performance (Large Files)	Tracked changes, images, or file size	• Accept all tracked changes • Compress images (<i>File</i> → <i>Options</i> → <i>Advanced</i> → <i>Image Size & Quality</i>) • Split document into smaller parts

💡 Extra Tips

- **AutoRecover:** Word auto-saves versions. Reopen Word after a crash to recover lost files.
- **Backup Often:** Save in .docx format and sync to OneDrive or Google Drive.
- **Keep Word Updated:** Regular updates fix bugs and compatibility issues.