

How to disable the Insert Key in Word 2000/2003 (turn off the Word Overtyping/Overwrite Mode)

When to use this document

This tip is useful primarily for PC users who can touch-type. For touch-typing users there is nothing more annoying, if not intensely frustrating, than finding that you have just typed over three lines of text when you thought you were inserting new text into an existing paragraph. And if you are a fast touch-typist entering text from printed sheets without looking at the screen, you can often end-up having overwritten one or two entire paragraphs !

The problem happens when Word switches from **Insert Mode** to **Overtyping Mode** (read "Overwrite Mode"!!) as a result of the user having accidentally hit the **INSERT KEY** on the keyboard (usually when pressing the Backspace Key).

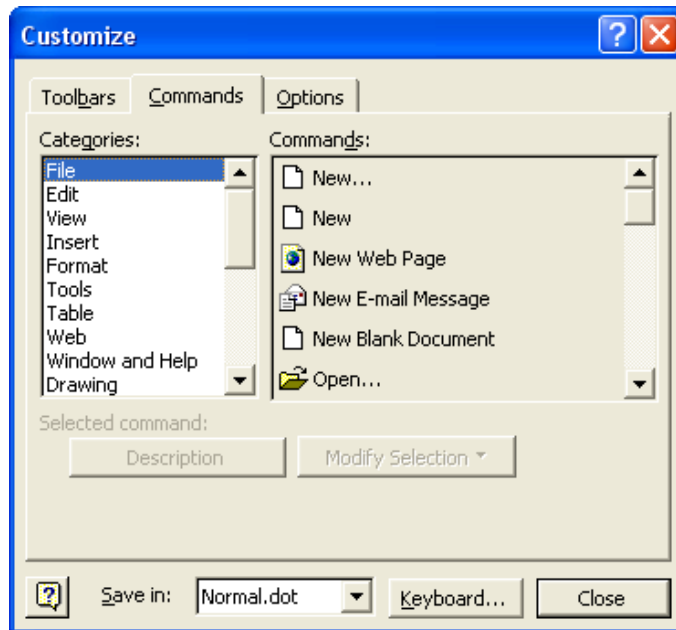
Fortunately, there is a quick and easy solution : disabling the **Insert Key** completely.

In our modern age the *Insert Key* has no practical use when editing Word documents. It is extremely useful, if not invaluable, for technical users when working in a DOS window (Command Prompt) but it has absolutely no useful purpose in the mouse driven environment of Word.

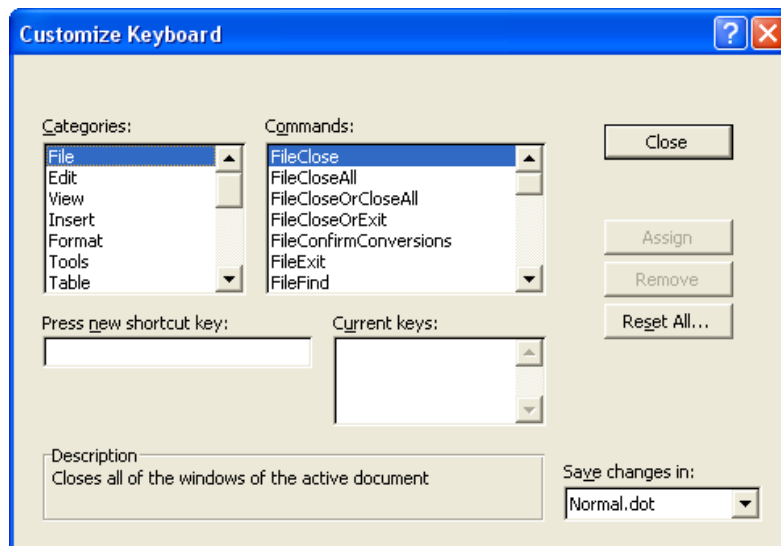
Thus, disabling the *Insert Key* in Microsoft Word (turning off *Overtyping Mode*) has nothing but positives. This document shows you how to do this.

How to disable the Insert Key (Turning off *Overtyping* Mode)

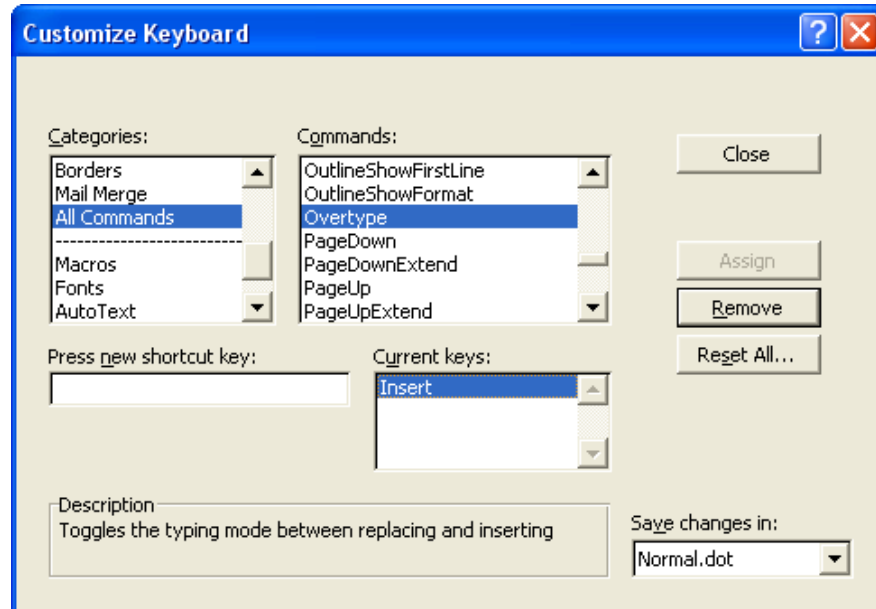
- Right-click in an empty space on any of the Word toolbars and choose **Customize**. You will get the screen below :



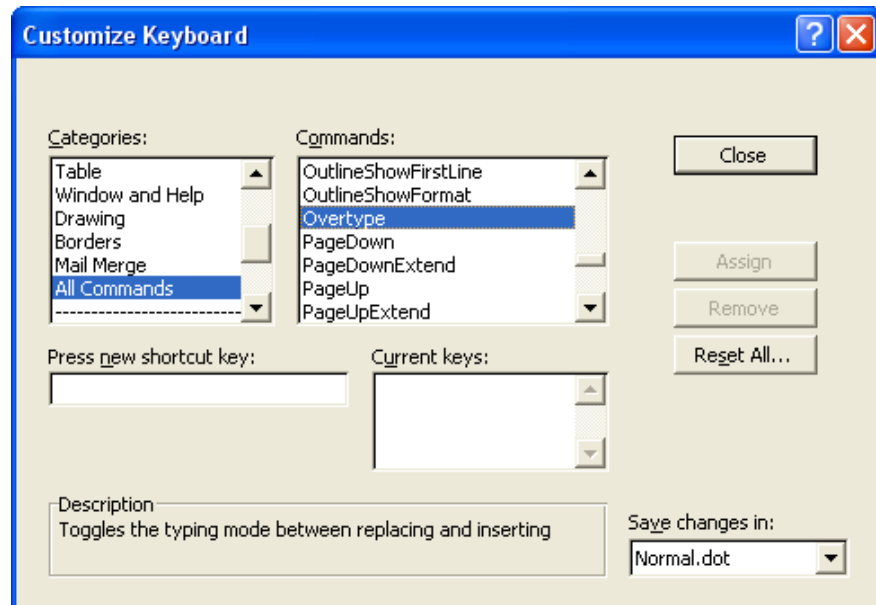
- Click on **Keyboard...** You will get the following window :



- ☐ Choose **All Commands** in the *Categories* column on the left, and then **Overtyping** in the *Commands* column on the right. You will get the following window :



- ☐ Highlight **Insert** in the *Current Keys* section in the lower half of the dialogue box.
- ☐ Click **REMOVE** to get the window below :



- Click **CLOSE**.

- Click **CLOSE** again.

- That's it, you're done.** That *Insert Key* will never again take you into *Overtyping Mode* accidentally – you have turned off *Overtyping Mode* permanently. Now, enjoy frustration-less touch-typing forever !

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