MSWORKS or MSWORD Overtype

You're typing along and when you get to the end of the line, the text begins to disappear that you had typed. Ever had that happen? It's because the OVERTYPE mode has been set as a preference.

 Open Microsolf Works or MSWORD, click on tools, then options, then Edit and remove the check from the Overtype mode check box.

If you try to add a word between other words it overtypes what you have already typed.

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