Stellar Repair for Word 6.0

User Guide

1.1. About Stellar Repair for Word

Stellar Repair for Word' is designed to repair corrupted '**Microsoft Word**' (.doc and/or .docx) files. This software scans selected '**Word**' documents and uses an advanced algorithm to restore 'Word' files back to their original state. **Stellar Repair for Word** repair corrupt files without any kind of modification to original files.

User can preview 'Word' files in three different modes - '**Full document**', '**Filtered Text**', and '**Raw Text**'. 'Full document' view displays scanned file exactly as a 'Word' file opened in 'Microsoft Word'. 'Filtered text' shows only the text of the 'Word' file without formatting and other attributes of the content. 'Raw Text' shows machine-readable format of the file.

User can search for 'Word' files in folders and drives. You can save individual or all files. In addition, you can save files at the original location or at a location of your preference.

Key Features of 'Stellar Repair for Word'

- Provides options of **Repair**, **Preview** and **save** word documents.
- Preview of files in '**Full document**', '**Filtered Text**', and '**Raw Text**' formats.
- Searches for 'Word' documents (.doc, .docx) in a folder or a drive.
- Repairs text, font (color, size, name), hyperlinks and preserves formatting of original document.
- Repairs Header/Footer, Bookmarks, Charts, Comments, Footnote/Endnote, Auto shapes, Pictures, Fields, Controls, Caption.
- Repairs online videos and pictures inserted in the files.
- Generates Log report and further save them for future analysis.
- Supports MS Word 2019, 2016, 2013, 2010, 2007.
- Compatible with Windows 10 / 8.1 / 8 / 7.

1.2. Stellar Support

Our '**Technical Support**' professionals will give solutions for all your queries related to '**Stellar**' products.

You can either Call Us or Go Online to our support section at http://stellarinfo.com/support/

For price details and to place the order, click https://www.stellarinfo.com/file-repair/word-repair/buy-now.php

Chat Live with an Online technician at http://stellarinfo.com/

Search in our extensive 'Knowledgebase' at http://www.stellarinfo.com/support/kb/

Submit enquiry at http://www.stellarinfo.com/support/enquiry.php

E-mail to 'Stellar Support' at support@stellarinfo.com

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Product Line:

Stellar provides wide range of Do It Yourself (DIY) Software for Consumer as well as Software for Businesses:

Data Recovery	File Repair	Data Erasure
A widest range of data recovery software that helps you recover your valued data lost after accidental format, virus problems, software malfunction, file/directory deletion, or even sabotage!	The most comprehensive range of file repair software for Windows, Mac and Linux. Recover your files, which have been infected by viruses, malwares or have been damaged by improper shutdown and other corruption-related issues.	Best software for IT assets disposition. Secure and erase variety of storage media and files from PC/Laptop, Servers, Rack Drives or Mobile devices. Data once erased cannot be recovered by using any data recovery software or service.
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Photo and Video Tools

Utility Tools

Stellar Toolkits

Professional tools to rebuild damaged or corrupt photos, videos, audios, and other multimedia files, from Window and Mac systems. Recover files from hard drives, memory cards, iPods, USB flash drives, digital cameras, IBM Micro Drives and more.

A range of utility software such as SpeedUp Mac, Drive Clone and Partition Manager for Mac systems as well as Password Recovery for Windows and Password Recovery for Windows Server based systems

Stellar also provides toolkits that are combination of Powerful Tools Designed for Data Recovery, File repair, Mailbox repair and File Conversion. All in one power packed toolkits to meet the need of every business.

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For more information about us, please visit www.stellarinfo.com.

2.1. Installation Procedure

Before installing the software, ensure that your computer meets the minimum system requirements to install **Stellar Repair for Word** software.

Minimum System Requirements:

- **Processor** : Intel Pentium Class Processor

- **Operating System** : Windows 10 / 8.1 / 8 / 7

- **Memory** : 2 GB minimum (4 GB recommended)

- **Hard Disk** : 250 MB of free space

- **MS Word** : 2019 / 2016 / 2013 / 2010 / 2007

To install the software:

1. Double-click **StellarRepairforWord.exe. Setup** dialog box is displayed.

2. Click **Next** to continue. **License Agreement** dialog box is displayed.

3. Select **I accept the Agreement** option. Click **Next**.

4. Specify the location where the installation files are to be stored. Click **Next**.

5. Select the folder where the files are to be stored. A default folder is suggested in the box. Click **Browse** to select a different location. Click **Next**.

6. In the **Select Additional Tasks** dialog box, select check boxes as per your choice. Click **Next**.

7. Review your selections. Click **Back** if you want to make any change. Click **Install** to start installation. The Installing window shows the installation process.

8. After completion of the process, **Completing the Stellar Repair for Word Setup Wizard** window opens. Click **Finish**.

*Note: Clear **Launch Stellar Repair for Word** check box before clicking **Finish** to prevent the software from launching.*

2.2. Launching the Software

To launch Stellar Repair for Word in Windows 10:

- Click **Start** icon -> **All apps** -> **Stellar Repair for Word** -> **Stellar Repair for Word** Or,

- Double click **Stellar Repair for Word** icon on the desktop. Or,

- Click **Stellar Repair for Word** tile on the home screen.

To launch Stellar Repair for Word in Windows 8.1 / 8:

- Click **Stellar Repair for Word** tile on the home screen. Or,

- Double click **Stellar Repair for Word** icon on the desktop.

To start the application, do one of the following in Windows 7:

- Click **Start** -> **All Programs** -> **Stellar Repair for Word** ->**Stellar Repair for Word**. Or,

- Double click the **Stellar Repair for Word** icon on the desktop. Or,

- Click **Stellar Repair for Word** icon in Quick launch.

2.3. User Interface

The main user interface of **Stellar Repair for Word** is as shown below.
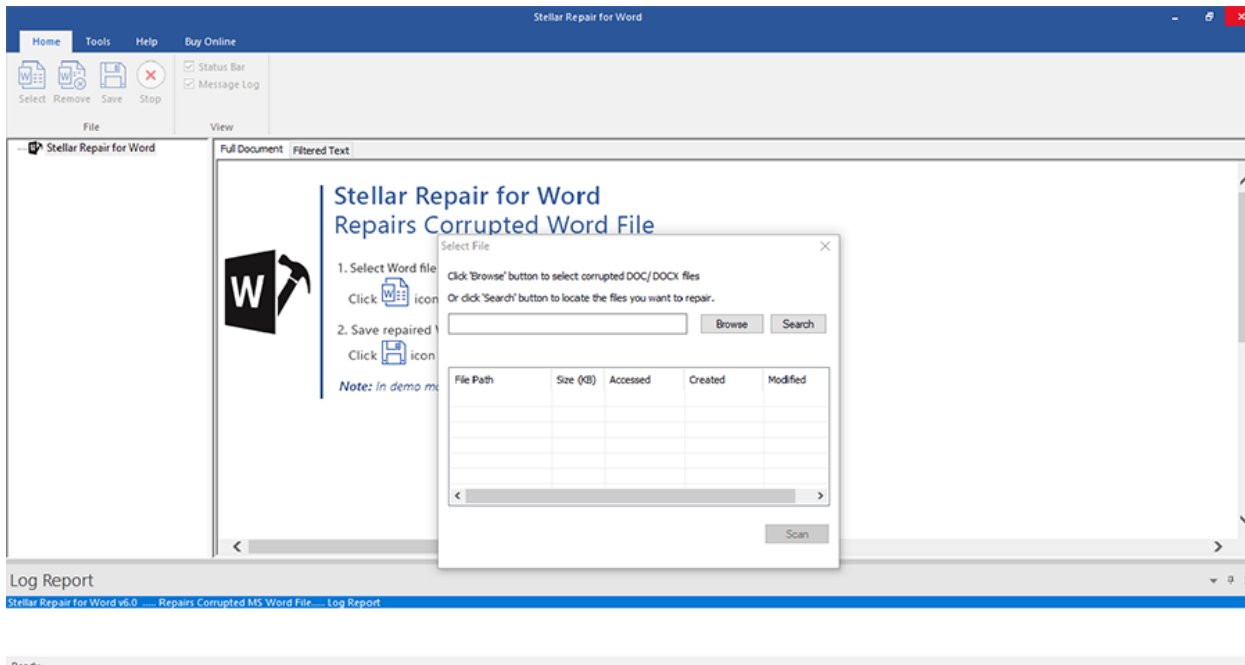
With **'Ribbons'** and '**Buttons**' on the user interface, you can access its various features quite easily.

2.3.1. Ribbons

These are the ribbons and options in the **Stellar Repair for Word** software.

Home Ribbon
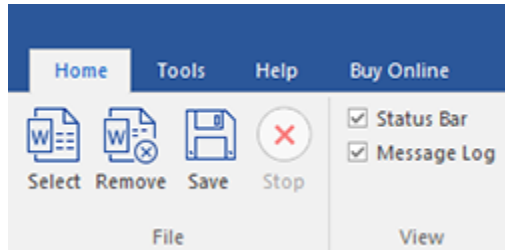
Select

Use this option to select word files to the software for repair.

Remove

Use this option to remove selected files from the tree view.

Save File

Use this option to start the repairing process.

Stop

Use this option to stop an ongoing repairing process.

Status Bar and Message Log

Check/Uncheck these boxes to view or hide the Status Bar and Message Log.

Tools Ribbon
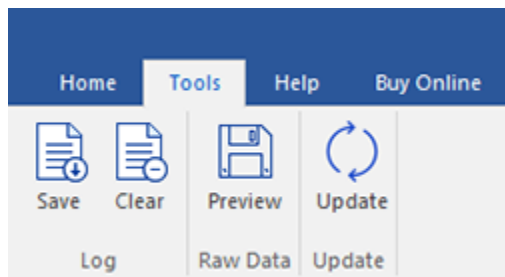
Save Log

Use this option to save log information in a text file.

Clear Log

Use this option to clear the log information from **Message log** pane.

Preview

Use this option to preview the scanned file in raw text format

Update

Use this option to check for both, latest minor and latest major versions available online.

Help Ribbon
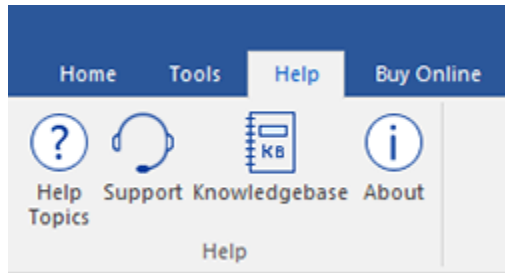
Help Topics

Use this option to open help manual for the software.

Support

Use this option to view the support page.

Knowledgebase

Use this option to visit Knowledgebase articles of stellarinfo.com

About

Use this option to read information about the software.

Buy Online Ribbon
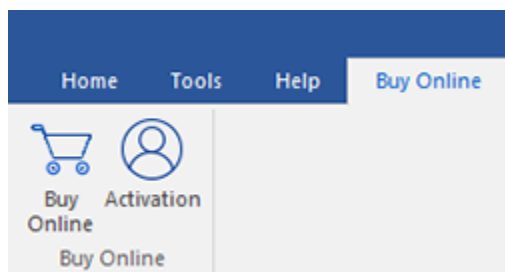
Buy Online

Use this option to buy the software online.

Activation

Use this option to activate the software.

2.3.2. Buttons

Stellar Repair for Word software has the following buttons:
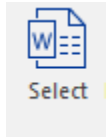
Click this button to select the file which you want to repair.

Click this button to remove the selected files for repair.
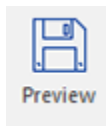
Click this button to preview the .doc files in raw text.

Click this button to save the repaired file.

Click this button to stop an ongoing repairing process.

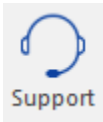Click this button to save the log report, which contains the details of the repairing process.
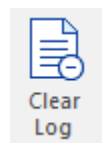
Click this button to clear the log information from Message log pane.
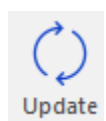
Click this button to update your software. Use this option to check for both, major and minor versions of the software.
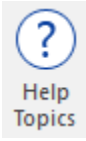
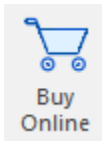Click this button to view the help manual for the software.

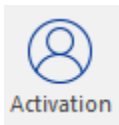Click this button to view support page of stellarinfo.com.

Click this button to visit the Knowledgebase articles of stellarinfo.com

Click this button to read more information about the software.

Click this button to purchase the software.

Click this button to activate the software.

Full Document
Click this button to preview of document in '**Microsoft Word**' format

Filtered Text
Click this button to preview the documents in plain text.

Raw Text
Click this button to so preview data as raw text.

2.4. Ordering the Software

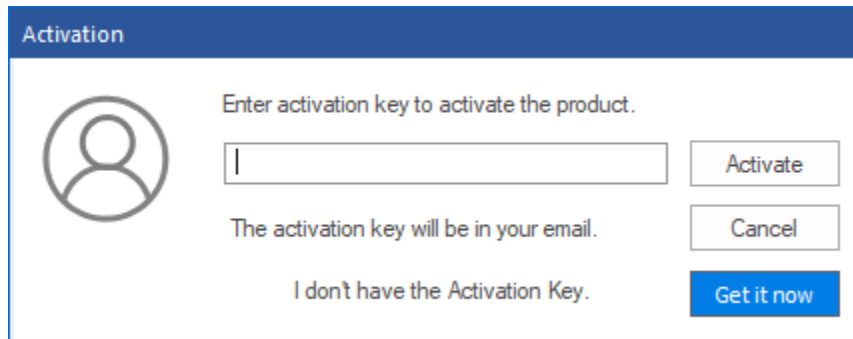You can purchase **Stellar Repair for Word** online. For pricing details and to place an order, if you have already downloaded and installed the demo edition of the software, click directly on the *Buy* button on the main user interface.

2.5. Activating the Software

The demo version is for evaluation purpose only. You need to activate the software to use its full functionality. Use the Activation Key received via email after purchasing the software to activate it.

To activate the software:

1. Run **Stellar Repair for Word**.

2. Click the **Activation** button. **Activation** window is displayed as shown below:

3. If you don't have the activation key, click **Get it now** button in the window to purchase the software.

4. Once the order is confirmed, an Activation Key is sent to the email that you have provided while purchasing the software.

5. Paste or type the **Activation Key** (received through email after purchasing the product) and click **Activate** button (**Please ensure an active Internet connection**).

6. **Stellar Repair for Word** automatically communicates with the license server to verify the entered key. If the entered key is valid, activation is completed successfully.

7. *'Activation Completed Successfully'* message is displayed. Click **OK.**

2.6. Updating the Software

There are periodical software updates for **Stellar Repair for Word**. Using the update option, you can check for both the latest minor and major version available online. You can easily download the minor and major version through the update wizard. While updating the software, it's recommended to close all the running programs.

To check automatically:

- Run **Stellar Repair for Word**, *Update* window is displayed along with the main user interface.

- To download the latest version, click **Update** button. It may take few seconds to minutes to download the files.

  Once completed, '**Update successfully installed**' message appears.

- Click **OK**.

To check manually:

1. Run **Stellar Repair for Word** software.

2. Select **Update** from **Tools** Ribbon.

3. **Update** window pops up.

4. The wizard will start searching for the latest updates and if it finds any new version, a window will pop up indicating the availability an update.

5. Click **Next** and the software will start downloading update files from the server. When the process is complete, the software will updated to the latest version.

*Note : Uncheck the checkbox '**check updates at startup**' not to view this update message again when you open the **Stellar Repair for Word** application*

Live Update may not happen due to following reasons:

- Internet connection failure

- Unable to download configuration files

- Unable to locate updated files or version

- Unable to locate executable file

3.1. Select Word Files

You can select single or multiple word files in the **Stellar Repair for Word** software. In addition, you can specify a folder or a volume as a folder such that all word files can be added from that folder.
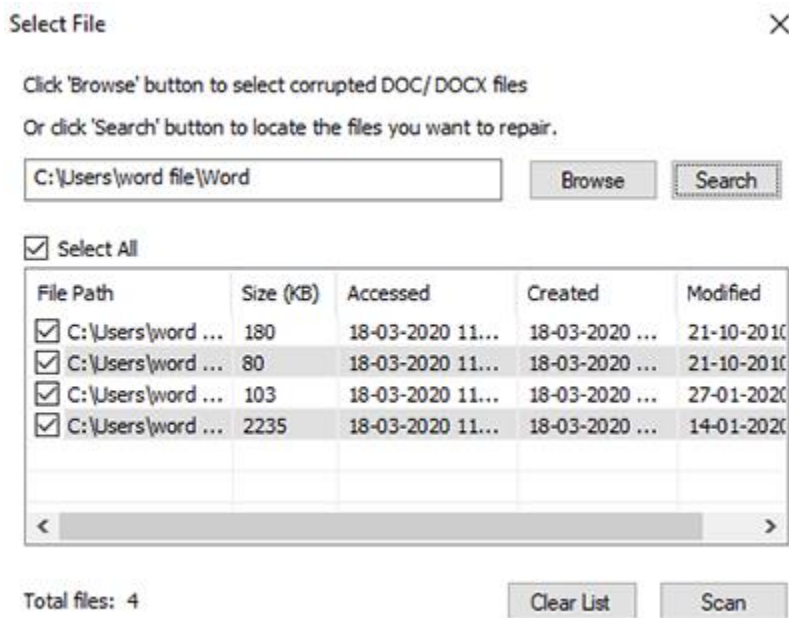
To select the files:

1. Run **Stellar Repair for Word** software.

2. Click **Select** button from **Home** ribbon.

3. In the **Select File** dialog box, click **Browse** to select corrupted DOC/DOCX files. Select the file which you want to repair from the desired location.

4. Click **Open.** The selected files will be listed in the box below with details in the same dialog box. Select the check boxes of the files that needs to be repaired

Note: You can select as many files as you want.

Note: Select the checkbox 'Select All' if you want to select all the files which you have browsed.
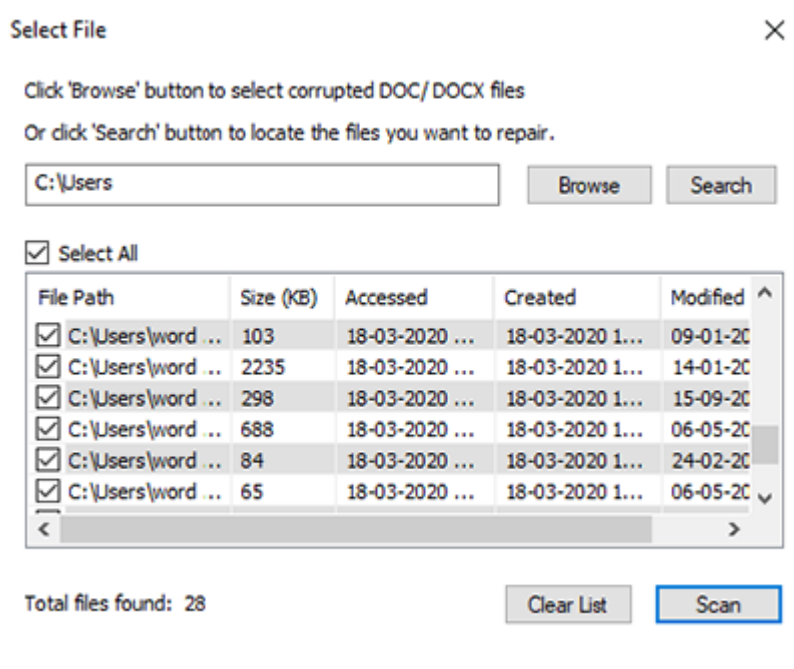
5. Click **Scan**. The contents of the scanned files gets displayed on right pane of the screen.

*Note: Click **Clear List** if you want to clear the list of selected files.*

*Note: Click **Stop** if you want to stop the scanning process.*

3.2. Search Word Files

Select Search option if you are unaware of the file location which you want to repair. **Stellar Repair for Word** provides you an easy option to search for desired Microsoft Word file.

To search files from drive / folder:

1. Run **Stellar Repair for Word** software.

2. Click **Select** button from **Home** ribbon.

3. In the **Select File** dialog box, click **Search**.

4. **Browse for Folder** dialog box appears, select the desired destination

5. Click **Scan**. The contents of the scanned files are displayed in the right pane of the screen.

*Note: Click **Clear List** if you want to clear the list of selected files.*

Note: The contents of the scanned files are displayed in the left pane of the screen.

*Note: Click **Stop** if you want to stop the scanning process.*

3.3. Preview Files

After scanning, '**Stellar Repair for Word**' shows preview of corrupted 'Word' files. It helps you evaluate files before repairing. You can view the content of files in three different formats - '**Full document**', '**Filtered text**' and **'Raw text'** . These file previews are available according to the state of the damage. In case of severely damaged files, the software provides plain text preview of the file content in 'Filtered text' view.

To preview the file:

After scanning of the files. You can preview them by simply clicking on that file in the left pane of the screen. Click '**Full Document,**' '**Filtered Text**' tab in the middle-box of main user interface, to preview files in 'Word' format or in plain text.
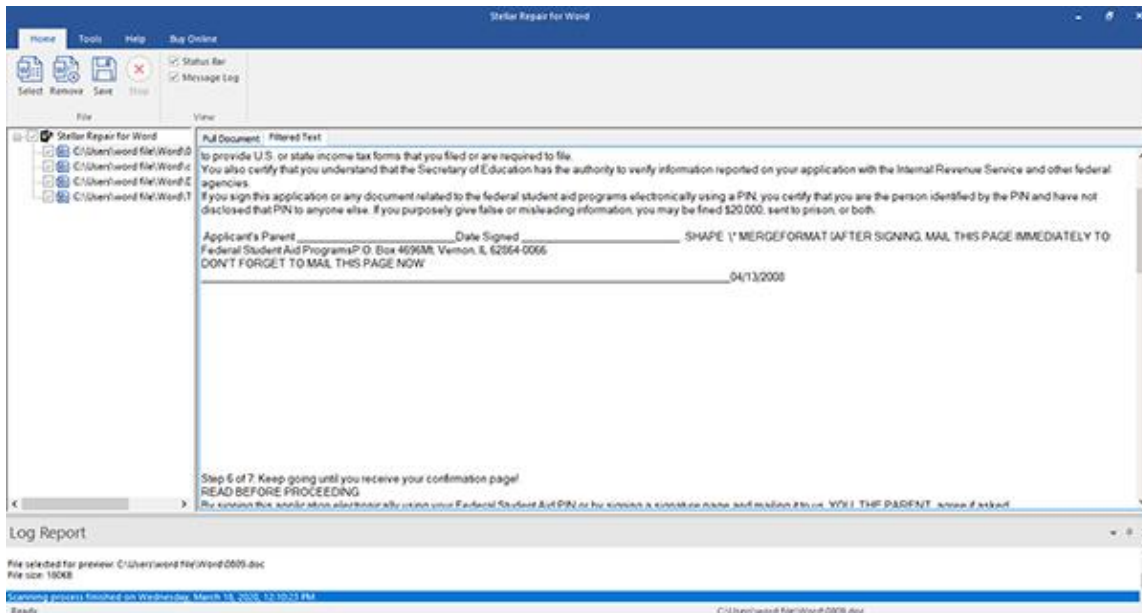
- **Full Document View**

    This will show preview of document in '**Microsoft Word**' format. It shows all formatting, embedded images, text formatting, hyperlinks and other attributes of document.
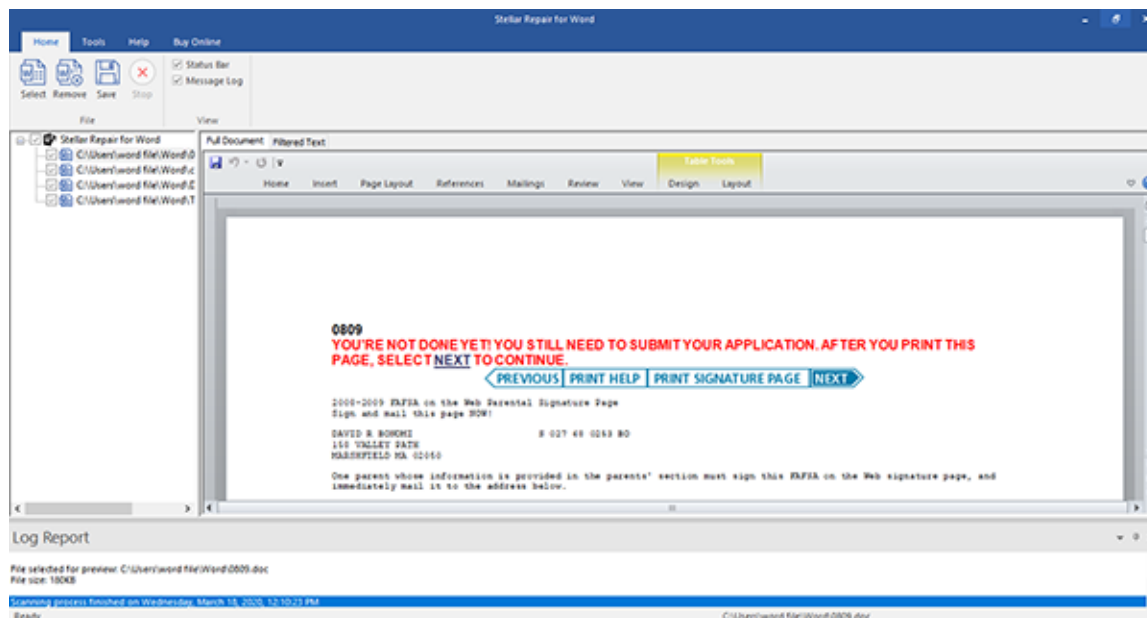

- **Filtered Text View**

    This shows the content of documents in plain text. Click '**Filtered Text**' tab to view this format.

- **Raw Text View**

To preview data as raw text you need to Click on **Preview** button from **Tools** menu. Raw text of your selected doc file will be displayed.

This shows content of the file as machine-readable text. Preview in raw format is available for .doc files only. To view files in this format, select .doc file from the tree and select '**Raw Preview**' from '**Tools**' menu. '**Raw Text**' tab will appear. Click this tab to see file preview.
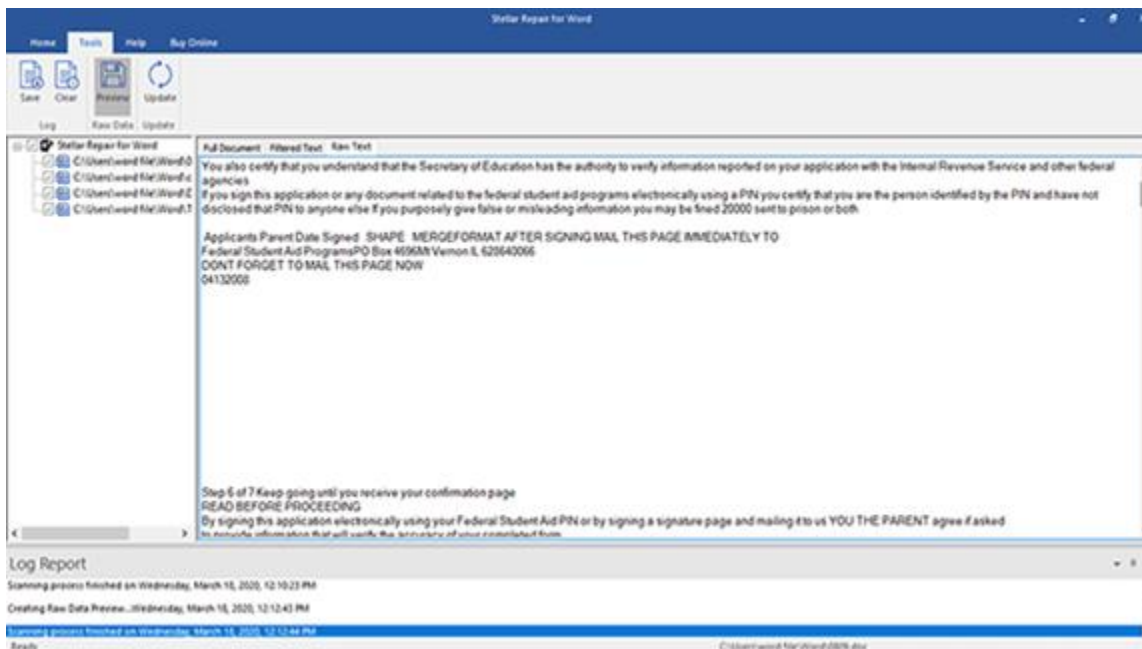
Note: Raw data option is available only for .doc files

3.4. Remove Files

You can remove files from the **Stellar Repair for Word** node. If some files are added that are not required then you can remove these files without exiting the **Stellar Repair for Word** software.

To remove files:

1. Check the check boxes of file that needs to be removed.

2. Select **Remove** button from **Home** ribbon. All selected files will be removed.

*Note: By default, all the files are checked when you add files in the tree. If you click **Remove** option all files will be removed.*

Therefore, ensure that you checked or cleared the check boxes of required file.

3.5. Save File

'**Stellar Repair for Word**' repairs '**Microsoft Word**' files and allows you to save them at your preferred location. You can repair individual or multiple files using the software. In addition, you can save the repaired files in original '**Word**' document format, in plain text format, or in machine-readable format.

To save files:

1. Click '**Save**' option from the **Home** ribbon.

2. **Save Document** dialog box opens. Browse the location where you want to save the file, you can also **Make a New Folder**

3. Decide whether to save files in '**Full Document**', '**Filtered Text**' or '**Raw Text**' format and click '**OK**'. Repair process will start and the files will be saved in desired format at specified location.

Note: *Only .doc file can be saved in raw text format*

3.6. View Log Report

Log window shows the progress of the current process. The log window displays messages such as indicating the beginning of the process, end of the process, name of the corrupted file.

- **To enable log window**

  o Check the **Message Bar** check box in **View** section of **Home Ribbon**.

- **To save the Log Report**

  o Select **Save Log** from **Tools Ribbon**.

  o In **Save As** dialog box, specify the destination where log file should be saved. Click **Save.**

- **To clear the Log Report**

  o Select **Clear Log** from **Tools Ribbon.**

4. FAQs

Can I use 'MS Word' while 'Stellar Repair for Word' software is running?

No, please make sure that '**MS Word**' is closed while '**Stellar Repair for Word**' is running.

Can I view my original file after repairing?

Yes, you can view your original file because '**Stellar Repair for Word**' does not make any changes in the original file but saves the repaired file as another file.

What styles, formats and objects are repaired in 'Word' document using 'Stellar Repair for Word'?

'**Stellar Repair for Word**' preserves formatting of original document and repairs text, font color, font size, and hyperlinks of the document. The software also repairs tables, embedded images, and other attributes of '**Word**' files like header and footer.

I have forgotten the location of corrupted ' MS Word' file to be repaired. Can the software help me find those files?

Yes, '**Stellar Repair for Word**' gives you option to search for '**Word**' file(s). For full instructions, please refer '**To select multiple files'** option in Select File topic of this help manual.

I cannot see any button or ribbon for 'Raw Text Preview'. How can I go for it?

It is very simple. After scanning the word file, select **Preview** from **Tools** ribbon to preview raw text. This option is only available for Word document files only (*.doc).

Can I repair my password protected word file using 'Stellar Repair for Word' software?

'Stellar Repair for Word' software can repair all word files except password protected ones. So, ensure that the file you are trying to repair is not a password protected one.