One of the new changes in Word 2007 is the exclusion of the “Insert” mode when working with Word documents.

Insert mode will allow a user to place their cursor at a specific point in a document and after hitting the Insert key, be able to type over the current text in the document.

To use Insert mode it must be turned on via *Word Options*. Below are the instructions to turn on “Overtype” mode in Word.

- Click on the Office Button>Word Options
- Then select Advanced from the left-hand side. On the right-hand side, scroll down and find the option for “Use Insert key to control overtype mode” and click the check box next to it>OK
- Keep in mind if you check the box entitled “Use overtype mode” it will be turned on all the time.
- Now you should be able to turn on overtype mode by simply hitting the insert key once to turn it on and again to turn it off.