

How to overwrite the underlines in the hang tags

Type over text in Word for Windows

When enabled to do so, the **Insert** key on your keyboard turns on the ability to "overtyping" text to the right of the cursor location point -- replacing existing text as you type.

Turn on Overtyping mode

To turn on Overtyping mode, take these steps.

1. In your open Word document, choose **File > Options**.
2. In the **Word Options** panel, select **Advanced**. and you will see **Editing options**.
3. To be able to readily turn Overtyping mode on or off just select the **Use Insert key to control overtype**. To keep Overtyping mode enabled always, select the **Use overtype mode** check box

