Stellar Phoenix Word Recovery

Stellar Phoenix Word Recovery 4.1 **User Guide**

stellar
Information Systems Ltd.

Overview

'**Stellar Phoenix Word Recovery**' is designed to recover corrupted 'Microsoft Word' (.DOC, .DOCX) files. This software scans selected 'Word' documents and uses an advanced algorithm to restore 'Word' files back to their original state. The recovered files can either be saved at their original location on the hard disk, or at any user-specified location.

The software gives three types of recovery options to users- '**Simple Repair**', '**Advance Repair**', and '**Raw Recovery**'. The last two options are available only for .doc file while the first one can be applied on both .doc and .docx 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 Phoenix Word Recovery

- Provides options of '**Simple Repair**', '**Advance Repair**', and '**Raw Recovery**'.

- Preview of files in '**Full document**', '**Filtered Text**', and '**Raw Text**' formats.

- Searches for 'Word' documents (.doc, .docx) in a folder or a drive.

- Recovers text, font (color, size, name), hyperlinks and preserves formatting of original document.

- Recovers 'Header/Footer'.

- Recovers 'Bookmarks'.

- Recovers 'Charts'.

- Recovers 'Comments'.

- Recovers 'Footnote/Endnote'.

- Recovers 'Autoshapes'.

- Recovers 'Pictures'.

- Recovers 'Fields'.

- Recovers 'Controls'.

- Recovers 'Caption'.

- Generates 'Log report' for further analysis.

- Supports MS Word 2000, XP(2002), 2003, 2007 and 2010.

- Compatible with Windows NT/ 2000/ XP/ 2003/ Vista /Windows 7.

Installation Procedure

Before installing the software, ensure that your computer meets the minimum system requirements to install 'Stellar Phoenix Word Recovery'.

- **Minimum System Requirements**

    Processor : Pentium Class

    Operating System: Windows NT / 2000 / XP / Vista / Windows 7

    Memory : 512 MB (1 GB recommended)

    Hard Disk : 50 MB of free space

    MS Office: 2000 / 2002 (XP) / 2003 / 2007 / 2010

To install the software:

1. Double-click '**StellarPhoenixWordRecovery.exe**' file to open 'Stellar Phoenix Word Recovery Setup Wizard'. Click '**Next**'.

2. In 'Specify Destination Location' window, specify the destination where 'Stellar Phoenix Word Recovery' should be installed. Click '**Next**'.

3. In 'Select Start Menu Folder' window, specify the destination where program shortcuts should be stored. Click '**Next**'.

4. In 'Select Additional Tasks' window, check the check boxes of required icons. Click '**Next**'.

5. In 'Ready to Install' window, click '**Install**'.

6. Click '**Finish**' to exit setup wizard after completion of installation process.

> You can clear 'Launch Stellar Phoenix Word Recovery' check box to stop the automatic launch of the software.
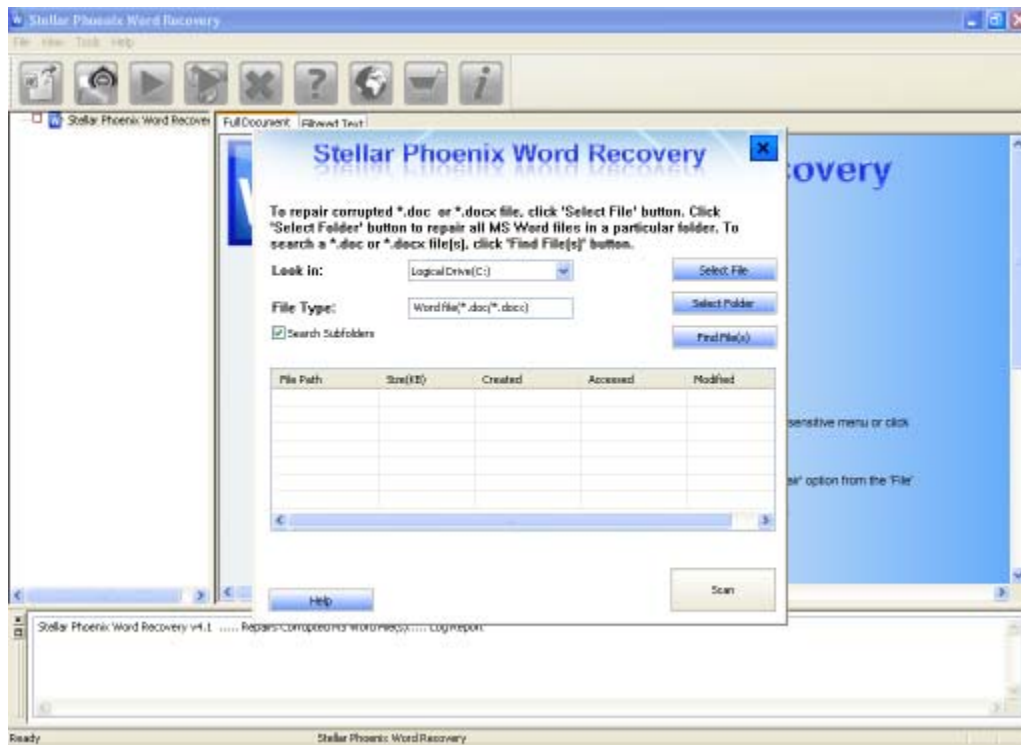
Launching the Software

You can use any of the following methods to start '**Stellar Phoenix Word Recovery**':

- Click '**Start**' -> '**Programs**' -> '**Stellar Phoenix Word Recovery**' -> '**Stellar Phoenix Word Recovery**'.

- Double click icon on the '**Desktop**'.

- Click '**Stellar Phoenix Word Recovery**' icon in 'Quick launch'.

User Interface

'Stellar Phoenix Word Recovery' has a very simple and user friendly 'Graphical User Interface' (GUI) as shown below:

With 'Menus' and 'Tools' on the user interface, you can access its various features quite easily.

Options on Main User Interface

The different options present on the main user interface are as described below:

Options on Menu Bar:

- **File:**

  - o **Add File(s) to Tree View:** Use this to add 'Word' files to the tree view.

  - o **Remove from Tree:** Use this to remove selected files from the tree view.

  - o **Start Repair:** Use this to start the repair process.

  - o **Advanced Repair:** This is used for repair severely corrupted files.

  - o **Stop:** Use this to stop a process in the middle.

  - o **Exit:** This is for closing the application.

- **View**

  - o **Toolbar:** Show/Hide the toolbar.

  - o **Status bar:** Show/Hide the 'Status bar'.

  - o **Message Log:** Show/Hide the 'Message Log'.

- **Tools**

  - o **Save Log:** It saves the log information.

  - o **Clear Log:** It clears the log information.

  - o **Raw Preview:** This option is used for previewing .doc files in 'Raw Text' format.

- **Help**

  - o **Stellar Phoenix Word Recovery Help:** Opens the user guide.

  - o **Purchase Stellar Phoenix Word Recovery Online:** Displays purchase details of the product.

  - o **Activate Stellar Phoenix Word Recovery:** Purchase details of the product.

  - o **View support section:** Opens 'Stellar support' section webpage.

  - o **Visit knowledge base:** Opens 'knowledge base' article webpage.

  - o **Submit Enquiry:** Opens the login page, to submit enquiry.

  - o **Updates:** Opens 'Update Wizard' for live updates.

  - o **About Stellar Phoenix Word Recovery:** Contains generic information about the product.

Options on Tool Bar:

Add File(s) to Tree View:

Use this tool to open 'Stellar Phoenix Word Recovery box', where you can select and search for 'Microsoft Word' files from folders and volumes. In addition, you can start scanning files using 'Scan' button in this dialog box.
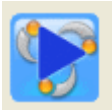
Remove File(s) from tree view:

Removes files that are checked from the tree view.

Start Repair:

This option lets you start recovering corrupted 'Word' file(s.)

Advance Repair:

Processes advance repair of selected file(s).

Stop:

This option lets you stop an ongoing process.

Stellar Phoenix Word Recovery Help:

Use this option to access 'User Manual' if you face any issue while using the product.

Updates:

Lets you download latest updates of the software.

Purchase:

Shows links from where you can buy the software.

About Stellar Phoenix Word

Recovery:

Shows general information about the software such as product name, version, operating system it supports, etc.

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How to Order?

'Stellar Phoenix Word Recovery' can be purchased by making payments online using a credit card.
Please visit, http://www.stellarinfo.com/file-repair/word-repair/buy-now.php for more information and to
place an order.

You can find various offers, available at the site to buy the software. For evaluation, you can also
download the latest demo version of the software from the web site.

If you have demo version of the software installed, click 'Purchase' icon on the main user interface to
open a dialog box as shown below.

Click 'Buy Now' link to go further with the purchasing process.
Once the payment is complete, an activation serial number along with activation details is sent via e-mail.

How to Activate?

Once the 'Serial Key' has been received after purchasing the software, the software can be activated.

To register the software:

1. Run demo version of the software.

2. On the '**Help**' menu, Click '**Activate Stellar Phoenix Word Recovery**'.

3. Type '**Name**' and '**Key**'. Click '**OK**'.

How to Update?

There are periodical software updates provided by 'Stellar Information Systems Ltd'. for 'Stellar Phoenix Word Recovery' software. The software updates should be done to keep the software up-to-date. The updates can be a newly added functionality, a new feature, a new service or any other information that can be important for improvement. 'Stellar Phoenix Word Recovery' software can be updated over internet. To update the application, follow these steps:

- Click on '**Updates**' button in application tool bar or select '**Updates**' option in '**File**' menu. 'Update Wizard' dialog box is displayed.

- Click '**Next**'. A busy timer shows that updates are being searched. After the search is finished, you will get a message about availability / non-availability of updates.

- If updates are not available, click '**Cancel**' to close the wizard.

- If updates are available, click '**Next**' to download update files from the server. When the process is complete, the software will upgrade to the latest version.

- Demo version of the software can not be updated.
- If major version of the software is available, you have to purchase the software to upgrade it.

Features

'Stellar Phoenix Word Recovery' has many features that make it unique among other products. It has the ability to perform whole drive scan to search all the 'Word' files and to repair corrupt files without any kind of modification to original files. The main features can be listed as follows:

- **Search for 'Word' Files:** 'Stellar Phoenix Word Recovery' gives a unique user-friendly option to search for 'MS Word' files with .doc and .docx extension if the exact location of file is unknown or forgotten. You can search your file in whole hard drive, volume or a folder. Search result shows the name, size, creation date and modification date of the files. These options help in selecting and identifying the required 'Word' file for recovery.

- **Preview of Files:** 'Stellar Phoenix Word Recovery' gives an option to preview corrupted 'Word' file after scanning. User can preview in three different formats - Full document, Filtered text and Raw text. Preview option enables user to take decision like whether to further examine the file or simply repair the file.

- **Advance Repair:** The software gives user the option to go for '**Advance Repair**' if the corrupted file has not been repaired or the recovered file is not satisfactory. This option is available for .doc files only.

- **Raw Recovery:** If user is not satisfied with the result even after doing '**Advance Repair**', he can go for '**Raw Recovery**'.Like 'Advance Repair', this option too is available for .doc files only. It recovers everything that is found in the file in the format of '**Raw Text**' (machine readable format).

- **Generation of 'Log Report':** 'Log report' contains details of the recovery process such as beginning of the process, end of the process, name of the corrupted 'Word' file etc.

How to Uninstall the Software?

In two ways you can uninstall 'Stellar Phoenix Word Recovery'.

Click '**Start**' -> '**All Programs**' -> '**Stellar Phoenix Word Recovery**' -> '**Uninstall Stellar Phoenix Word Recovery**'. Follow on screen instructions to completely remove the software, including registry entries from your computer.

Click '**Start**' -> '**Control Panel**' -> '**Add or Remove Program**'. Select '**Stellar Phoenix Word Recovery**' entry from the displayed list and click '**Change/Remove**'. Follow on screen instructions to completely remove the software as well as registry entries from your computer.

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 http://www.stellarinfo.com/file-repair/word-repair/buy-now.php

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

Search in our extensive 'Knowledge Base' at http://www.stellarinfo.com/support/kb.php.

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

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

Support Helpline
Monday to Friday [24 Hrs. a day]

USA (Tollfree- Pre Sales Queries)USA	+1-877-778-6087
(Post Sales Queries)	+1-732-584-2700
UK (Europe)	+44-203-026-5337
Australia & Asia Pacific	+61-280149899
Netherlands Pre & Post Sales Support	+31-208-111-188
Worldwide	+91-921-395-5509
Skype Id	stellarsupport
Email Orders	orders@stellarinfo.com

Select File(s)

You can add individual file, all files in a single folder or multiple files in 'Stellar Phoenix Word Recovery' software for recovery.

To add file(s):

Click '**Add File to Tree View**' icon on the tool bar
or
Select '**Add File to Tree View**' option in '**File**' menu.

'Stellar Phoenix Word Recovery' dialog box opens as shown here:
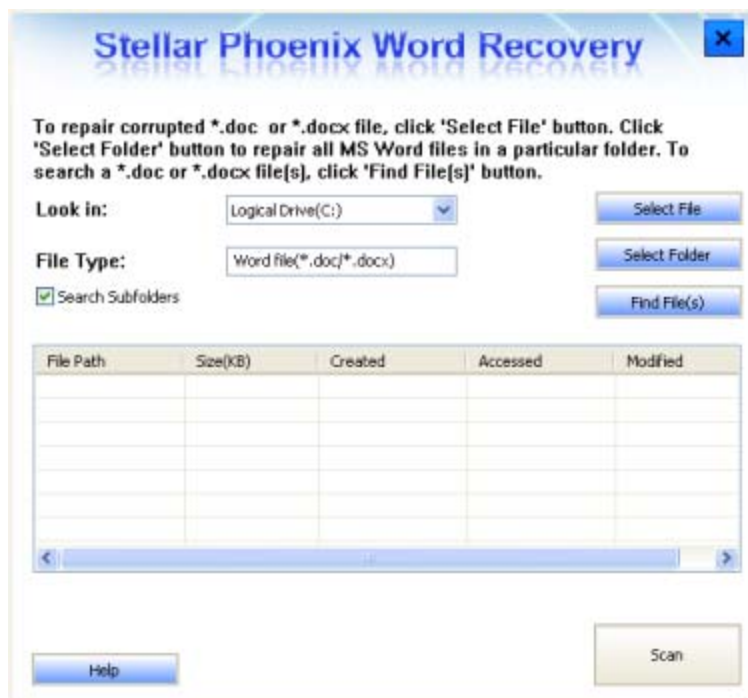
To select a single 'Word' file

- Specify drive to search for files in 'Look in' list box.
- Click '**Select File**' button; locate and select the required 'Word' file in the 'Open' dialog box. Click '**Open**', and then click '**Add**'.
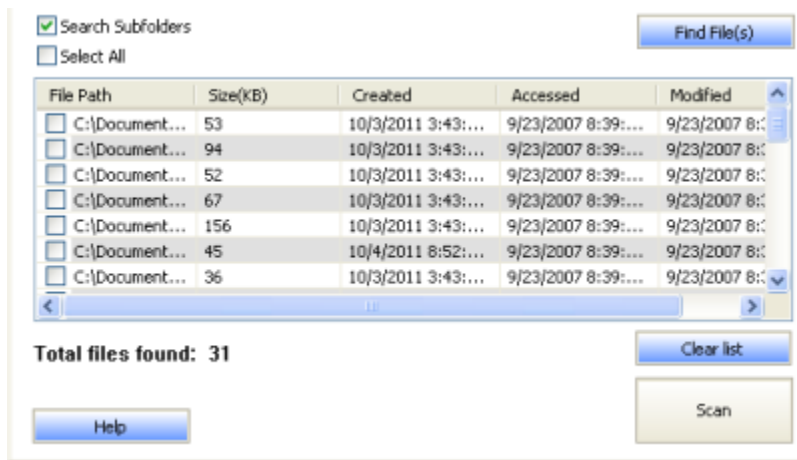
To select all 'Word' files in a single folder:

- Specify drive to search for files in 'Look in' list box.
- Click '**Select Folder**' option.

To select multiple 'Word' files:

- Specify drive to search for files in 'Look in' list box.
- Click '**Find File(s)**'.

When you select '**Select Folder**' or '**Find File(s)**' option, the application starts searching for 'Word' files in the specified folder/drive and displays a list of files found accordingly.
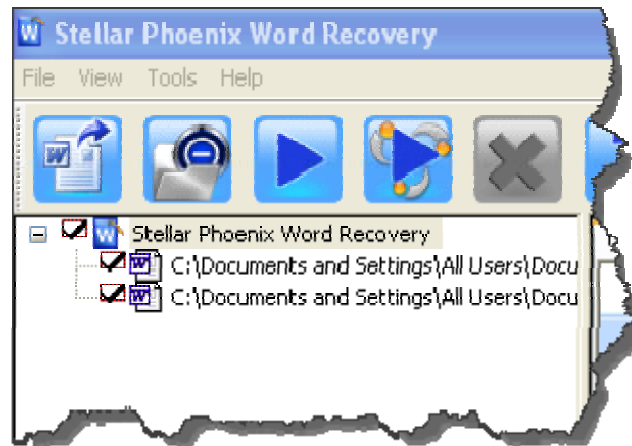

Check the check boxes of files that needs to be recovered. '**Scan**' button will be enabled.

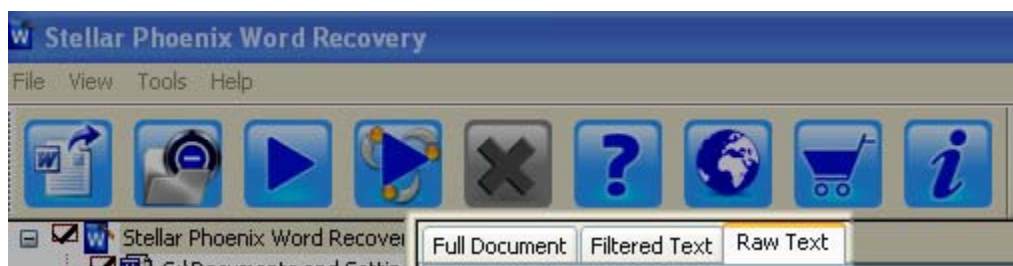Now you can start the process of scanning by pressing '**Scan**' button.

Preview Files

After scanning, 'Stellar Phoenix Word Recovery' 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*' and '*Raw text*' view. If you want to preview a file, double click on the required file in the tree view.
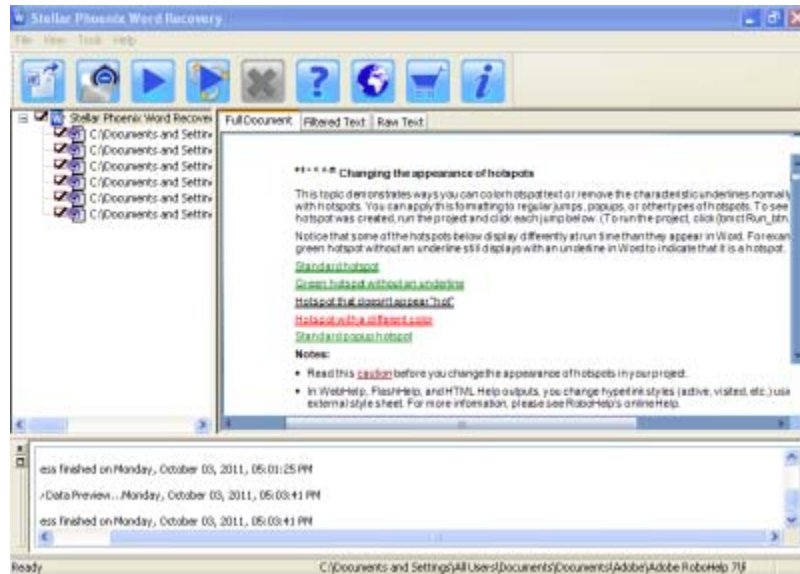
To preview the file:

Click on file in the left pane or right click and select '**Preview**'. Click '**Full Document,**' '**Filtered Text**' or '**Raw Text**' tab in the middle-box of main user interface, to preview files in 'Word' format or in plain text.

'Raw Text' tab is displayed only when 'Raw Preview' option is selected from the 'Tools' menu. This option is available for .doc files only.
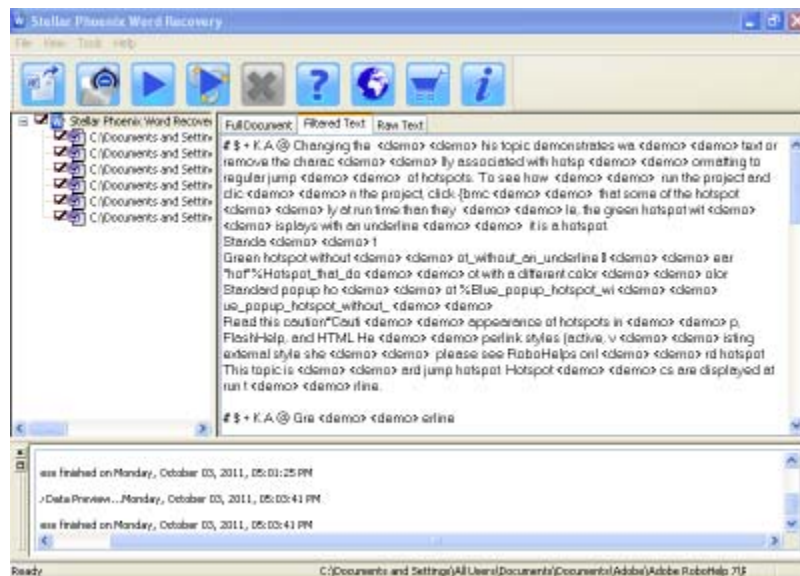
- **Full document View**

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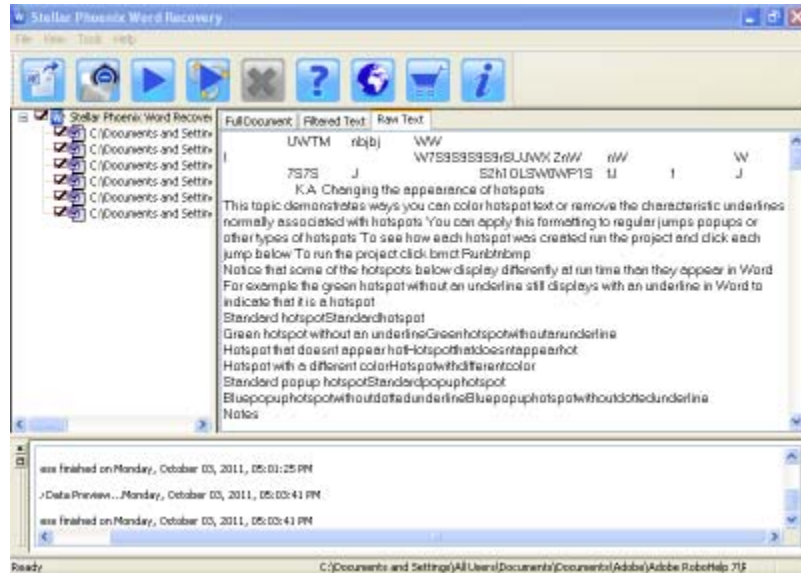

- **Filtered Text**

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

- **Raw Text**

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.

Repair Word Files

'Stellar Phoenix Word Recovery' recovers 'Microsoft Word' files and allows you to save them at your preferred location. You can recover individual or multiple files using the software. In addition, you can save recovered files in original 'Word' document format, in plain text format, or in machine-readable format.
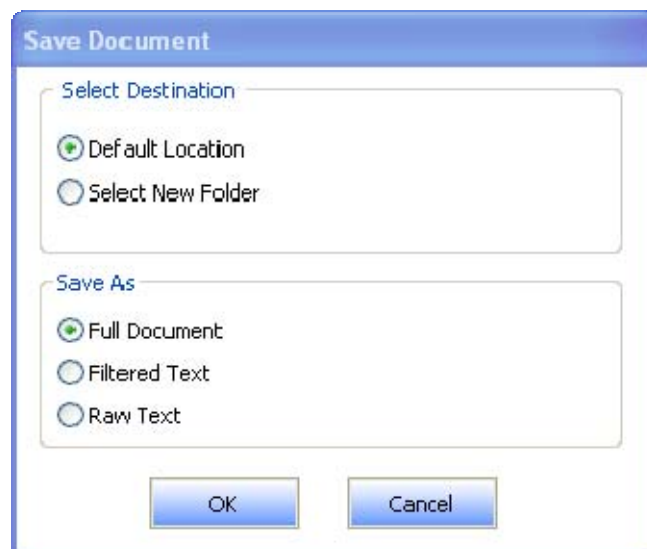
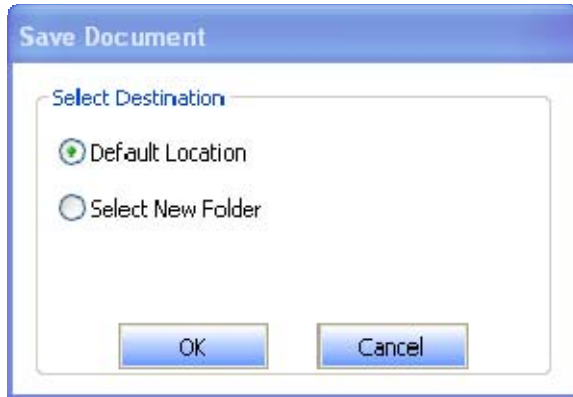**To recover corrupted 'Microsoft Word' files:**

1. Select file(s) to be recovered and start scanning.

2. Preview files and decide upon the format you want to save file(s) in.

3. Check the check boxes of files that needs to be covered. Now you have two options:

   - **Normal Repair:** This option is available for .doc and .docx files both.

   - **Advance Repair:** This option is available for .doc files only.

For '**Normal Repair**', click '**Start Repair**' ▶ icon on the tool bar or right click on selected file and choose '**Repair**' option from the drop down menu. 'Save Document' dialog box opens as shown here:

Select '**Default Location**' or '**Select New Folder**'. Former will save the file to its original location from where it is selected. Latter allows you to specify new destination.

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

For '**Advance Repair**', click '**Advance Repair**'
 icon on the tool bar or right click on
selected file and choose '**Advance Repair**'
option from the drop down menu. You will be
asked for destination to save file(s) as shown in
the figure on left.

Here, choose either default or new location as
the destination for saving file(s) and click '**OK**'.
All selected files will be repaired and saved at
the specified location.

Remove Files From Application Node

You can remove files from the 'Stellar Phoenix Word Recovery' node displayed after scanning of files. If there are undesired files in tree, you can remove these files without closing the software.

To remove files:

1. Check the check boxes of files need to be removed.

2. Click '**Removes file(s) from Tree View**' icon on tool bar or select '**Remove file(s) from Tree View**' option in '**File**' menu, . All selected files will be removed.

By default, all files are checked when you add files in the tree. If you click 'Remove files from Tree View' icon, all files will be removed. Therefore, ensure that you checked the check boxes of only required file.

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Stellar Phoenix Word Recovery

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FAQs

1. **What does the demo version of 'Stellar Phoenix Word Recovery' do?**

   Demo version of the software only scans file(s) and shows their preview. To save recovered file(s), you need to purchase and register the software.

2. **Can I use 'MS Word' while 'Stellar Phoenix Word Recovery' software is running?**

   No, please make sure that 'MS Word' is closed while 'Stellar Phoenix Word Recovery' is running.

3. **Can   I   view   my   original   file   after   recovery?**

   Yes, you can view your original file because 'Stellar Phoenix Word Recovery' does not make any changes in the original file but saves the recovered file as another file.

4. **What styles, formats and objects are recovered in 'Word' document using 'Stellar Phoenix Word   Recovery'?**

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

5. **I have forgotten the location of corrupted ' MS Word' file(s) to be recovered. Can the software   help   me   find   those   files?**

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

6. **I cannot see any button or menu for 'Raw Recovery'. How can I go for it?**

   It is very simple. You only have to choose '**Raw Text**' under 'Save As' heading in **S**ave Document dialog box. The software will run the process of 'Raw Recovery' and the 'Word' file will be recovered in machine readable format.

About Stellar

Stellar Information Systems Ltd. is a trusted name in the field of Data Recovery and Data Protection Software for more than a decade.

We provide the widest range of Data Recovery Products. Our range includes Data Recovery Software for almost all Operating Systems and File Systems.

Product line:

Data Recovery

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!. More Info >>

File Recovery

The most comprehensive range of file undelete and unerase software for Windows and MS office repair tools. More Info >>

Email Recovery

A wide range of mail recovery, mail repair and mail conversion applications for MS Outlook, MS Outlook Express and MS Exchange useful in instances of data loss due to damages and corruption of Email. More Info >>

Data Protection

A wide range of Prevent Data Loss, Data backup and Hard Drive Monitoring Applications to ensure complete data protection against hard drive crash. More Info >>

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