



## **Stellar Phoenix Word Recovery**

Version 3.1

### **User Guide**

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## Overview

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

You can preview the Word files in three different modes - Full document, plain text and raw text. Full document is same as opening a Word file in Microsoft Word. Plain text shows only the text of the Word file without formatting and other attributes of the document. Raw text is machine-readable format.

You can search for Word files in folders and drives. You can save all or individual files. In addition, you can save files to original location or specific location.

### **Key Features of Stellar Phoenix Word Recovery**

- Recovers text and preserves formatting of original document
- Recovers tables, bulleted lists, embedded images, and other attributes of Word files
- Restores header and footer
- Preview of files available in demo version and full version
- Supports Word 2000, XP(2002), 2003 and 2007
- Compatible with Windows NT/ 2000/ XP/ 2003/ Vista



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## Getting Started

Word Recovery software provides you preview, search and recover options for performing recovery of Word documents. The user interface of Word Recovery software is easy to use and anyone can use it without any technical knowledge. You can start recovering Microsoft Word files after installing the iPod Recovery software.

- [Installing Word Recovery software](#)
- [Order and Register](#)
- [Main User Interface](#)
- [Toolbar](#)
- [Menubar](#)



## Installation Procedure

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

- **Minimum System Requirements**

**Processor** :Pentium Class

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

**Memory** :128 MB recommended

**Hard Disk** :10 MB of free space

**MS Word**: 2000 / 2002 (XP) / 2003 / 2007

### To install the software:

1. Double-click **swr.exe** file to open the Stellar Phoenix Word Recovery Setup Wizard. Click **Next**.
2. On the Specify Destination Location screen, specify the destination where Stellar Phoenix Word Recovery software should be installed. Click **Next**.
3. On the Select Start Menu Folder screen, specify the destination where program shortcuts should be stored. Click **Next**.
4. On the Select Additional Tasks screen, check the checkboxes of required icons. Click **Next**.
5. On the Ready to Install screen, click **Install**.
6. Click **Finish** to exit setup wizard.



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## Order and Register

You can purchase the software online. For price details and to place the order, click [here](#).

On confirmation of order, a pre-paid serial number is sent to you through e-mail that would be required to register the software.

### Register Stellar Phoenix Word Recovery:

After receiving the **Registration Key**, the software can be activated.

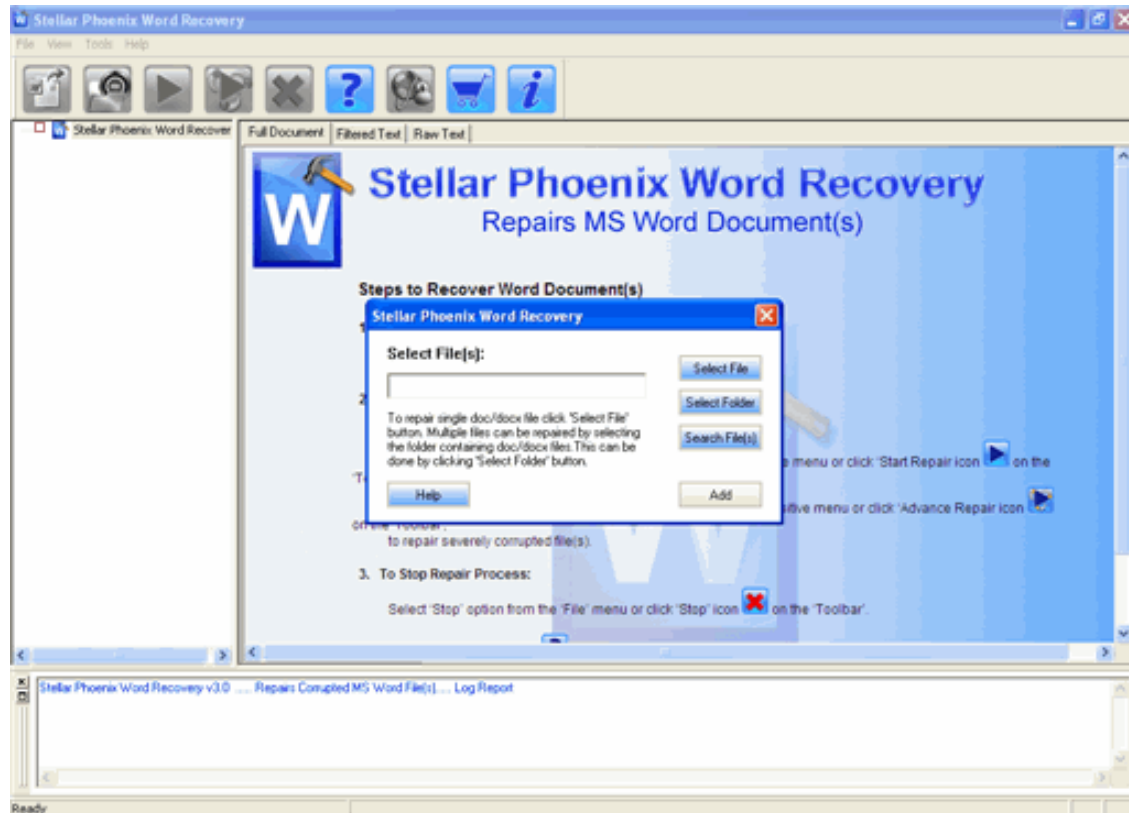
### To register the software:

- **Method 1**
  1. Click **Enter Key** button on the reminder window.
  2. Type the name and key (received through e-mail after purchase).
  3. Confirmation message pops up, if the key is valid, click **OK**.
  
- **Method 2**
  1. Run demo version.
  2. On the Tools menu, Click **Activate**.
  3. Type Name and Key. Click **OK**.



## User Interface

The main user interface of Stellar Phoenix Word Recovery is as shown below.





## Toolbar

Toolbar of Stellar Phoenix Word Recovery consists of the given below tools:

- **Add file to tree view**



Opens Stellar Phoenix Word Recovery box, which allows you to select Microsoft Word files from folders and volumes. In addition, you can search files by using this dialog box.

- **Remove File(s) /Folder(s) from tree view**



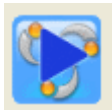
Removes files that are checked from the tree

- **Start Repair**



Starts recovering files

- **Advance Repair**



Processes advance repair of selected files

- **Stop**



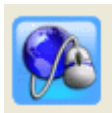
Stops an ongoing repairing process

- **Stellar Phoenix Word Recovery Help**



Opens help manual of the software

- **Updates**



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



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## Menubar

These are the menus and items in the Stellar Phoenix Word Recovery software.

- **File**
  - **Add File to Tree View:** to add Word files to the tree view
  - **Remove from Tree:** to remove selected files from the tree view
  - **Start Repair:** to start the repairing process
  - **Advanced Repair:** to repair the corrupted files
  - **Stop:** stop a process
  - **Exit:** to quit the application
- **View**
  - **Toolbar:** Show/Hide the toolbar
  - **Status bar:** Show/Hide the Status bar
  - **Message bar:** Show/Hide the Message bar
- **Tools**
  - **Save Log:** To save the log information
  - **Clear Log:** To clear the log information
- **Help**
  - **Stellar Phoenix Word Recovery help:** Opens the user guide
  - **Purchase Stellar Phoenix Word Recovery Online:** Purchase details of the product
  - **Activate Stellar Phoenix Word Recovery:** Purchase details of the product
  - **View support section:** Opens Stellar support section webpage
  - **Visit knowledge base:** Opens knowledge base article webpage
  - **Submit support ticket:** Opens the login page, to submit ticket

- **Updates:** To open update wizard for live updates
- **About Stellar Phoenix Word Recovery:** Generic information about the product

## Using the Software



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## Using the Software

Stellar Phoenix Word Recovery software repairs and restores MS Word (.doc) files corrupted due to virus attack, software malfunctioning or unexpected system shut down. It can recover single or individual Word files.


- [Repairing Word files](#)
- [Adding files](#)
- [Searching files](#)
- [Viewing preview](#)
- [Viewing log](#)



## Repairing Word Files

Stellar Phoenix Word Recovery recovers Microsoft Word files and allows you to save to your preferred location. You can recover individual or multiple files by using Word Recovery. In addition, you can save Word files as original Word document, as plain text, or in machine-readable format.

### To recover Microsoft Word files:

1. Click  icon or on the File menu, select **Add file to tree view**.
2. In the Stellar Phoenix Word Recovery box, add files by using one of the following:
  - **Select individual file**
    - Click **Select File** to add individual Word file. In the Open dialog box, locate and select the Word file. Click **Open**.
  - **Select multiple files**
    1. Click **Select Folder** to add multiple files. In the Browse for Folder dialog box, browse and select the required Folder. You can also select a volume. Select folder or volume. Click **OK**, and then click **Add**.
    2. In the Stellar Phoenix Word Recovery dialog box, all files that are found in the selected folder or drive are listed. Check the checkboxes of files that needs to be recovered. Click **Add**. All files will be listed in the left pane under Stellar Phoenix Word Recovery node.
  - **Search files**
    - Click **Search File(s)**. In the Select Drive box, select a drive from **Look in** listbox. Click **Start**. All files that are found are listed in the Stellar Phoenix Word Recovery box. In addition, you can search in folder, click **Search in Folder**. In the Browse for Folder dialog box, locate and select a folder. You can also specify a drive. Select a folder or volume. Click **OK**. Check Search in Subfolders checkbox if you want to search files inside the subfolders also. Click **Start**. All files that are found are listed in the Stellar Phoenix Word Recovery box.
3. All selected files are listed in the left pane. Check the checkboxes of files that needs to be covered. Select either:
  - **Start Repair:** Click **Start Repair** icon. In the Save Document dialog box, select **Default location of file** or **Select New Folder**. Former will save the file to its

original location from where it is added. Latter allows you to specify new destination. In the Save As box, select the format in which document should be saved - **Full Document**, **Filtered Text**, or **Raw Text**. Click **OK**.

- **Advance Repair:** Click **Advance Repair** icon. In the Save Document dialog box, select **Default location of file** or **Select New Folder**. Former will save the file to its original location from where it is added. Latter allows you to specify new destination.
4. Click **OK** after selecting one of the option given in the earlier step. All selected files are saved at the specified location.


**Note:** You can also select **Preview**, **Start Repair** and **Advance Repair** option by right-clicking a file under the tree.




## Adding Files

You can add individual files or multiple files in the Word Recovery 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 add individual file:

1. Click **Add File to Tree View**  icon on the toolbar, or on **File** menu, select **Add File to Tree View**.
2. In the Stellar Phoenix Word Recovery dialog box, click **Select File**.
3. In the Open dialog box, locate and select the required Word file. Click **Open**, and then click **Add**.

### To add multiple files:


1. Click **Add File to Tree View**  icon on the toolbar, or on **File** menu, select **Add File to Tree View**.
2. In the Stellar Phoenix Word Recovery dialog box, click **Select Folder**.
3. In the Browse for Folder dialog box, browse and select the required Folder. You can also select a volume. Select folder or volume. Click **OK**, and then click **Add**.
4. In the Stellar Phoenix Word Recovery dialog box, all files that are found in the selected folder or drive are listed. Check the checkboxes of files that needs to be recovered. Click **Add**. All files will be listed in the left pane under Stellar Phoenix Word Recovery node.




## Searching Files

You can search for Microsoft Word files in your computer by using search option of the software. In case, you are unaware of the exact location of required file you can search the file easily.

### To search files from drive:

1. Click  icon. In the Stellar Phoenix Word Recovery dialog box, click **Search File(s)**.
2. In the Select Drive box, select a drive from **Look in** listbox. Click **Start**. All files that are found are listed in the Stellar Phoenix Word Recovery box.

### To search files from folder:

1. Click  icon. In the Stellar Phoenix Word Recovery dialog box, click **Search File(s)**.
2. In the Select Drive box, click **Search in Folder**.
3. In the Browse for Folder dialog box, locate and select a folder. You can also specify a drive. Select a folder or volume. Click **OK**. Check Search in Subfolders checkbox if you want to search files inside the subfolders also.
4. Click **Start**. All files that are found are listed in the Stellar Phoenix Word Recovery box.



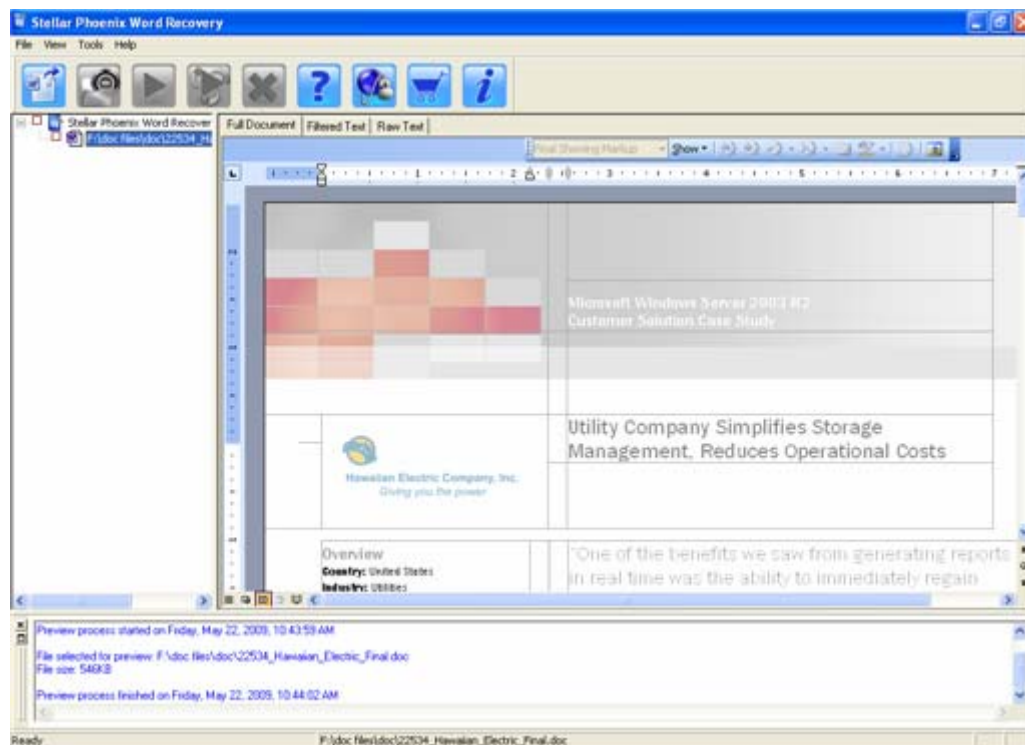
## Viewing Preview

Stellar Phoenix Word Recovery shows preview of corrupted Word files that helps you to 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 condition of the file damage. In case of severely damaged files, the software provide 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:

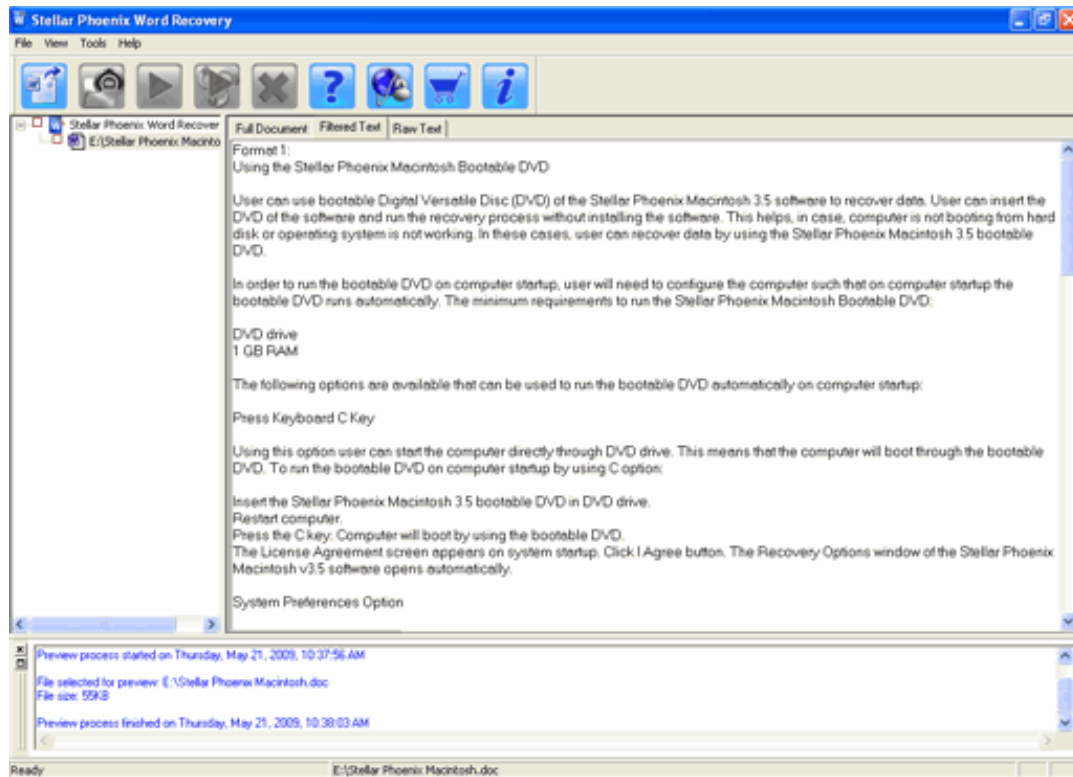
- Double-click on file in the left pane or right click and select **Preview**, which shows the preview of file. Click **Filtered Text** tab or **Raw Text** tab, in the middle-box of main user interface, to preview files in plain text or machine-readable form respectively.
- **Full document**

This will show exact preview of word document as the document is opened in Microsoft Word. It shows all formatting, embedded images, text formatting, hyperlinks and other attributes of document. In some cases, you are unable to view the corrupted file in this format.



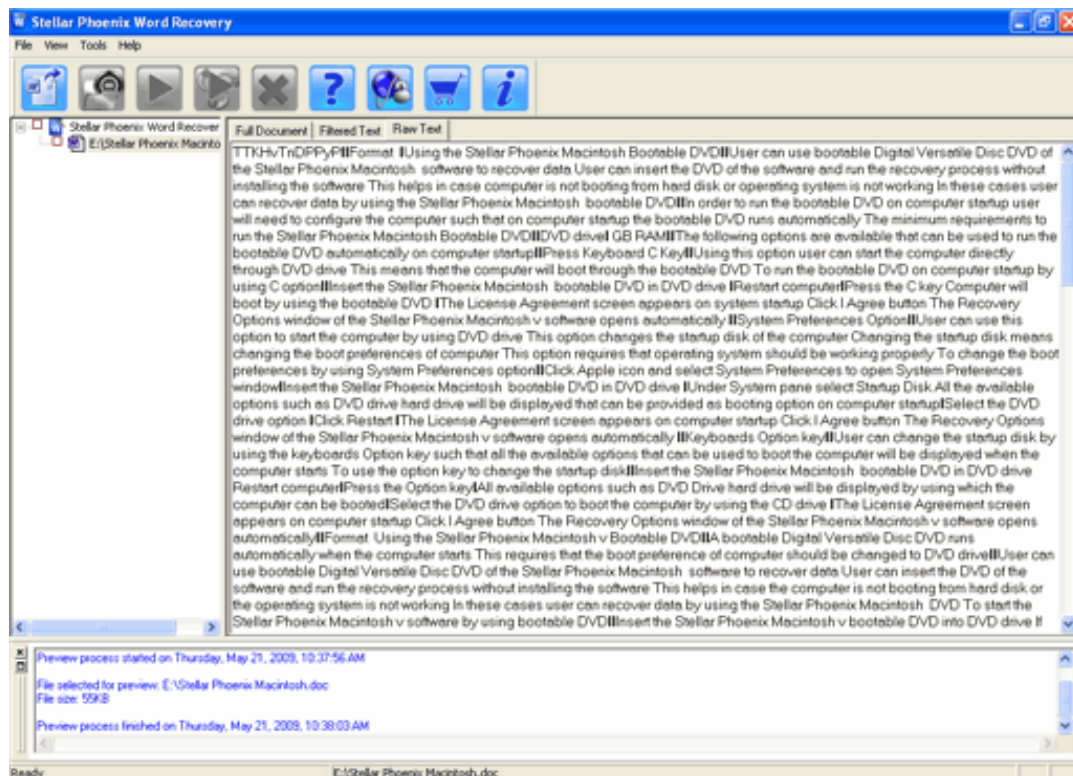
- **Filtered Text**

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



- **Raw Text**

This shows machine-readable text. Preview in raw format is available in any case, even for a severely corrupted files or files with unsupported formats. Click **Raw Text** tab to view this format.








## Removing Files

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

### To remove files:

1. Check the checkboxes of file that needs to be removed.

2. Click  icon from toolbar or on the File menu, select **Remove from Tree**. All selected files will be removed.

**Note:** By default, all files are checked when you add files in the tree. If you click Remove files from tree icon all files will be removed. Therefore, ensure that you checked or cleared the checkboxes of required file.



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## 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**
  - On the View menu, select **Message log**
- **To save log information**
  - On the Tools menu, select **Save Log**. In the Save As dialog box, specify the destination where log file should be saved. Click **Save**.
- **To clear log information**
  - On the Tools menu, select **Clear Log**.

## Legal Notices



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# Legal Notices

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## Technical Support

Our Technical Support professionals will give solutions of all your queries related to Stellar Products.

You can either Call Us or Go Online to our support section  
<http://stellarinfo.com/esupport/users/kb.php>

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## Support Helpline

**Monday – Friday [ 24 Hrs. a day ]**

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USA (Toll free - Pre Sales Queries)	1-866-554-2512
USA (Post Sales Queries)	1-315-220-6245
UK (Europe)	+44-207-993-2293
Germany	+49-180-110-105-0051
Worldwide	+91-921-395-5509
Skype Id	stellarsupport
Email Order	<a href="mailto:orders@stellarinfo.com">orders@stellarinfo.com</a>

## Online Help

- [Chat Live](#) with an Online technician
- Search in our extensive [Knowledge Base](#)

- [Submit Ticket](#) (If our Knowledge Base does not answer your question)
- Login and view [Ticket Status](#) (If you already have a valid Ticket with you)
- [Download Documents](#) on Product Usage ( For Registered members only, i.e, user with login ID. If you are an unregistered user, please visit <http://stellarinfo.com/esupport/users/login.php> to create login ID)



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## 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 >>](#)

#### **Data Sanitization**

Data cleanup and file eraser utility can delete selected folders, groups of files, entire logical drives, System Traces & Internet traces. Once the data have been removed using Stellar Wipe - Data File eraser utility, it is beyond recovery limits of any Data Recovery Software or utility. [More Info >>](#)

For more information about us, please visit [www.stellarinfo.com](http://www.stellarinfo.com)

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