https://answers.microsoft.com/en-us/msoffice/forum/msoffice\_install-mso\_winother/export-andor-backup-all-office-2013-settings/53391f4a-a442-4d6a-b5f6-4f1f4dc79e52

Word / Office settings are not just saved in the registry, they are scattered in many places

**Summary of Word options & Settings and where they are stored - location**

<http://support.microsoft.com/kb/822005/en-us>

This list applies to Office 2013-2000

**Note** In the following table, "Template" refers to either the Normal.dot template or a custom template.

|  |  |
| --- | --- |
| **Setting name** | **Storage location** |
| AutoCorrect-Formatted text | Normal.dotm or Normal.dot |
| AutoCorrect-Shared entries | .ACL files user.acl |
| AutoSave path | Registry |
| AutoText | Template |
| Company name | Winword.exe |
| Custom keystroke assignments | Template |
| Font substitution | Registry |
| Macros | Template/document |
| Picture editing | Registry |
| Print data forms | Document |
| Snap to grid | Registry |
| Styles | Template/document |
| Toolbars | Template/document |
| User info | Registry |
| View toolbars | Template |
| View/toolbar | Template |
| Document Parts | Template |

AutoCorrect lists are shared between Office programs. Any changes that you make to the AutoCorrect entries and settings when you are in one program are immediately available to the other programs. Additionally, Word can store AutoCorrect items that are made up of formatted text and graphics.

Information about AutoCorrect is stored in various locations. These locations are listed in the following table.

|  |  |
| --- | --- |
| **AutoCorrect information** | **Storage location** |
| AutoCorrect entries shared by all programs | .ACL file in the %UserProfile%\Application Data\Microsoft\Office folder  |
| AutoCorrect entries used only by Word (formatted text and graphics) | Normal.dot |
| AutoCorrect settings (correct two initial capitals, capitalize names of days, replace text as you type) | Registry |
| AutoCorrect settings used only by Word (corrects accidental usage of CAPS LOCK key, capitalizes first letter of sentences) | Registry |