

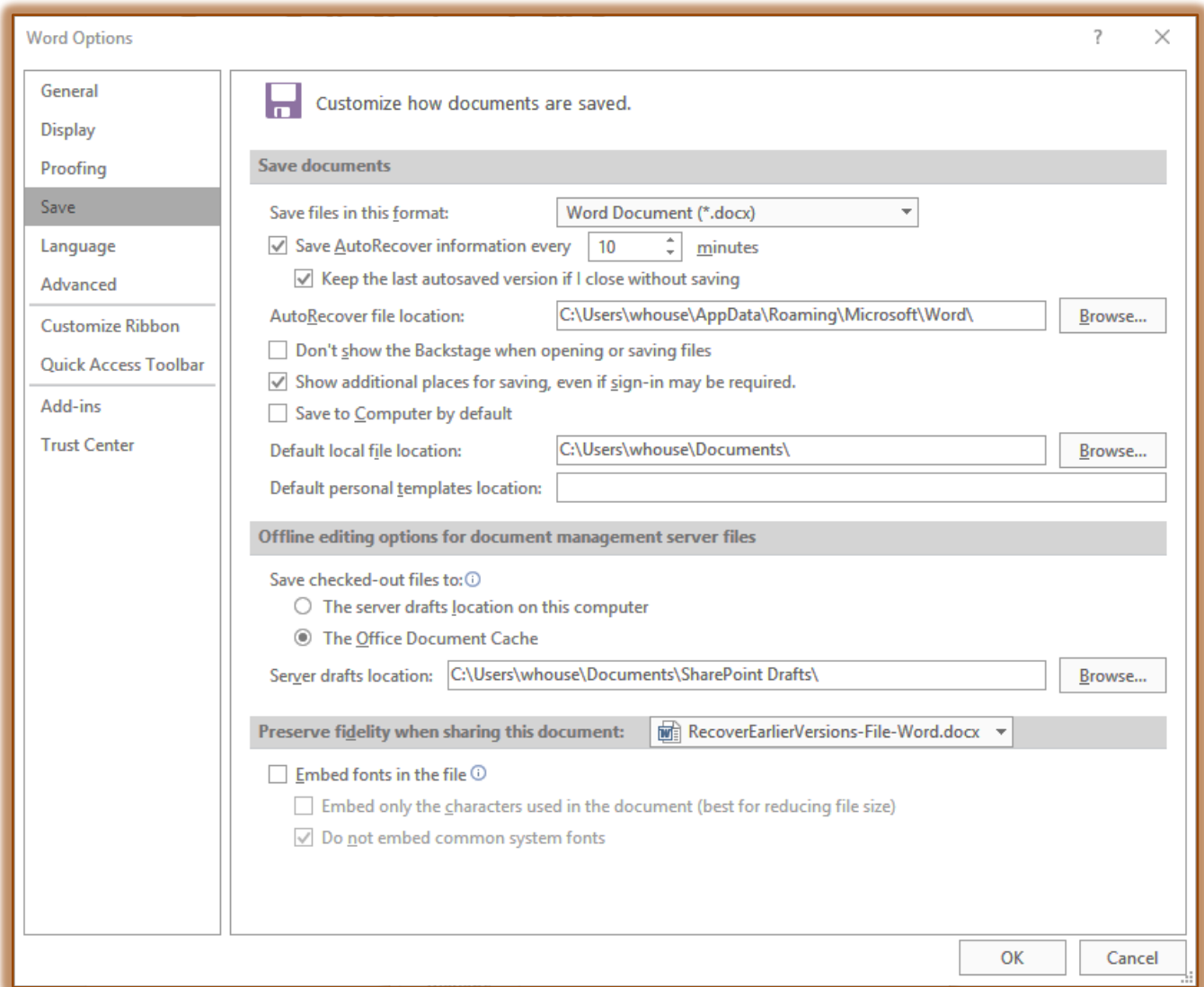
## Recover Earlier Versions of a File

Different progressive versions of a document can be saved so that all earlier versions can be retrieved. This can be helpful if you accidentally delete a document, if you forget to manually save the document, if someone else overwrites the content, or you want to return to an earlier version of the document.

### Turn on Auto Recover and Auto Save

Auto Recover and Auto Save must be turned on for this feature to work.

- \* Click the **File Tab**.
- \* Click the **Options** button on the **left side** of the **Backstage View** window.
- \* The **Word Options** window will display (see illustration below).

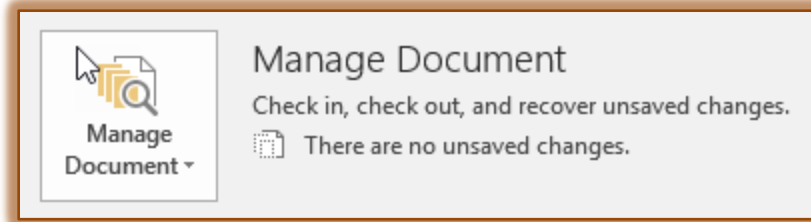


- \* Click the **Save** tab.
- \* Make the necessary changes in the **Save Documents** area (see above).
- \* When the changes are complete, click the **OK** button.

## Close Without Saving

If a file is closed without saving, a version of the file is kept temporarily so that it can be recovered when the program is opened again.

- \* Click the **File Tab**.
- \* Click the **Info** tab.
- \* Click **Manage Versions**.

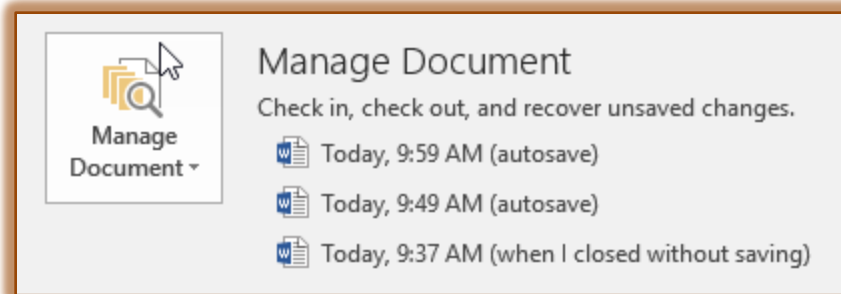


- \* Click **Recover Unsaved Documents**.
- \* A list of unsaved files will appear.
- \* Select the file and then click **Open**.
- \* Click **Save As** to save the file to the computer.

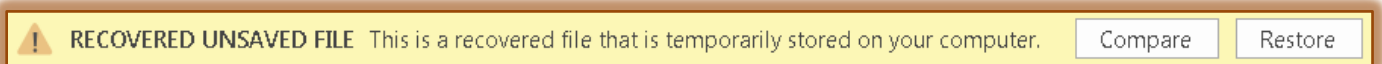
## Previously Saved Files

These are files that have been saved previously and are closed before saving the current edits.

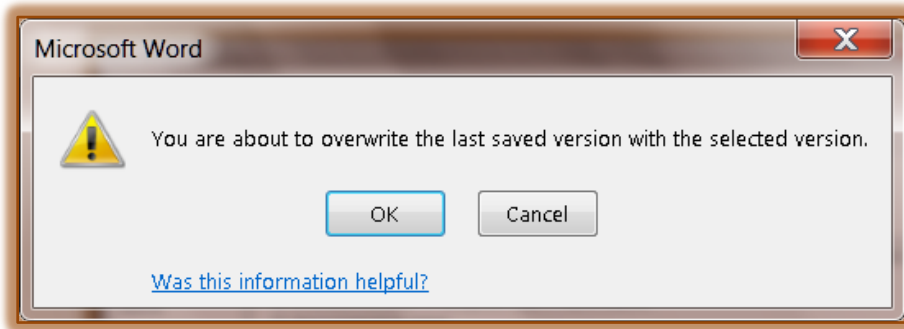
- \* Open the file that was being worked with.
- \* Click the **File Tab**.
- \* Click **Info**.
- \* Under **Versions**, click the version labeled **(when I closed without saving)**.



- \* A **Recovered Unsaved Version** message will appear at the top of the window as shown in the illustration below.



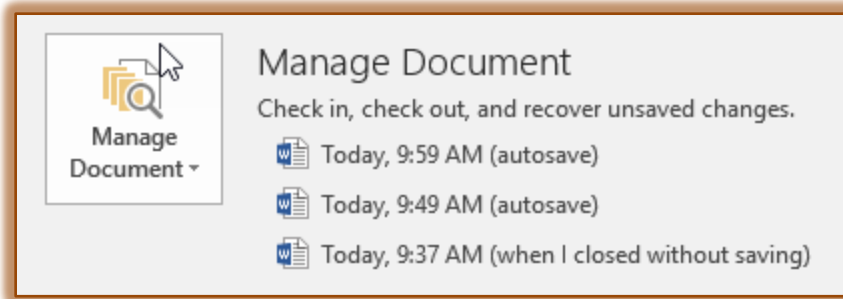
- \* Click **Compare** to display the different **Versions** of the file.
- \* Click **Restore** at the top of the window to overwrite any previously saved versions with the auto saved version of the file.
- \* The message in the illustration below will display.
- \* Click **OK** to **Restore** the file.
- \* Files in this folder will be kept for four days after creation or until the file is modified, whichever version is earlier.



## Work with Auto Saved Versions of a File

### Open and View an Earlier Version of Current File

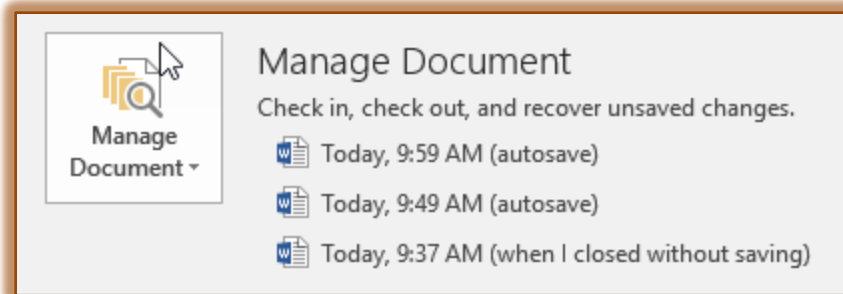
- \* Click the **File Tab**.
- \* Click **Info**.
- \* The **Auto Saved** versions of the current file will be listed under **Versions** (see illustration below).



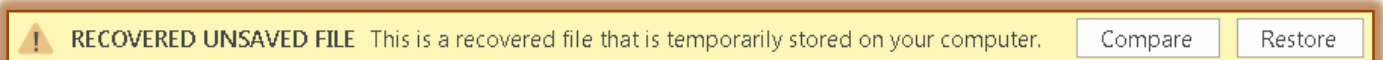
- \* Click on any version in the list to open it.

### Restore Earlier Versions of Current File

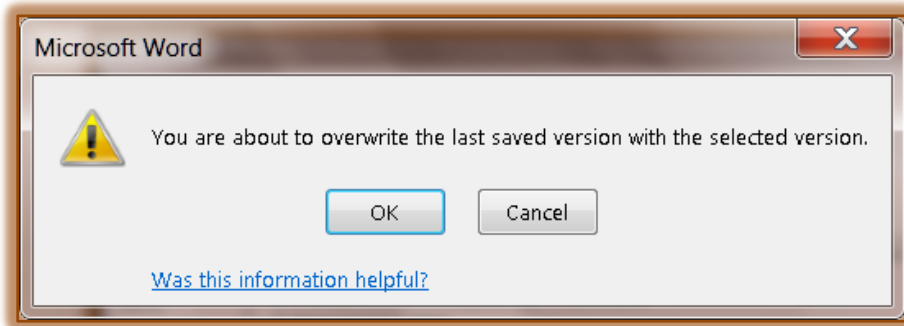
- \* Click the **File Tab**.
- \* Click **Info**.
- \* The **Auto Saved** versions of the current file will be listed under **Versions**.
- \* Under **Versions**, click the version labeled **(when I closed without saving)**.



- \* Click **Restore** to overwrite any previously saved versions with the auto saved version of the file.
- \* The message in the illustration below will display.



- \* Click **OK** to **Restore** the file.



### Compare Earlier Version of File with Current Version

In Word an earlier version of a document can be compared with the current version. You can choose which changes to save.

- \* Click the **File Tab**.
- \* In the **Version List**, click on the earlier version that is to be compared to the current document.
- \* In the bar at the top of the document, click the **Compare** button.
- \* Choose from one of the following options:
  - ✦ Accept or reject the changes in the comparison document and save it as a new document.
  - ✦ Close the comparison document and restore the complete auto saved version of the file.
  - ✦ Close the comparison and auto saved versions of the file and continue to work in the current document.