

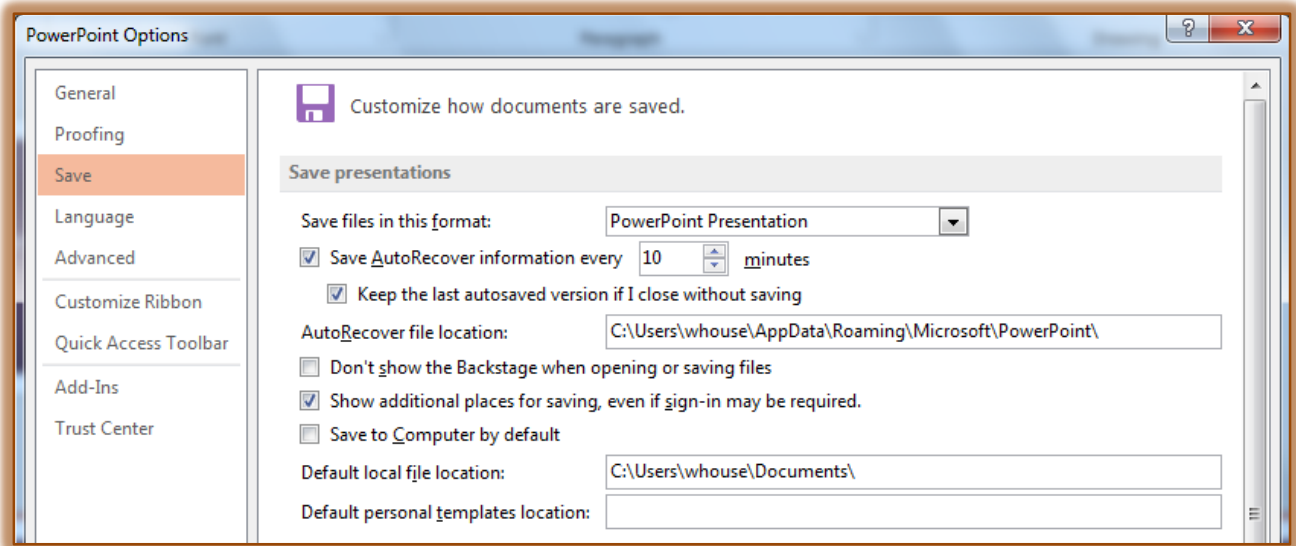
## Recover Earlier Versions of a File

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

### 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 window.
- \* The **PowerPoint Options** window will display (see illustration below).

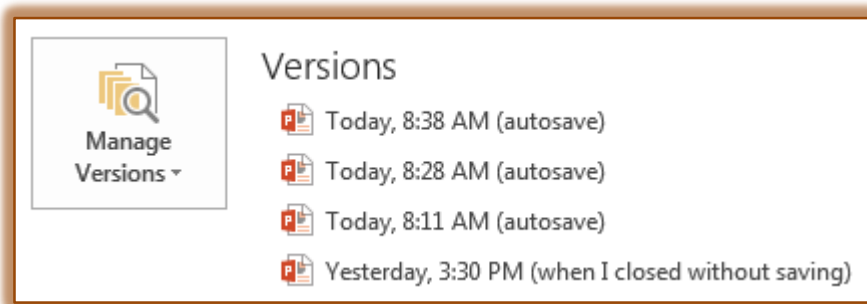


- \* Click the **Save** tab.
- \* Make the necessary changes in the **Save Changes** area (see above).
- \* When the changes are complete, click the **OK** button.

### 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 **Manage Versions** button.



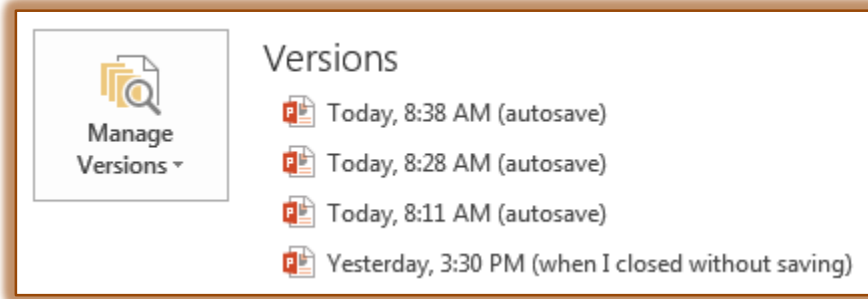
- \* Click **Recover Unsaved Presentations**.
- \* A list of unsaved files will appear.

- \* Select the file and then click **Open**.
- \* Click **Save As** to save the file to the computer.

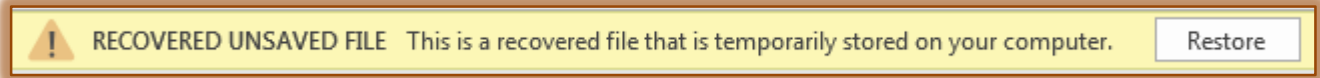
### Previously Saved Files

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**.
- \* 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.

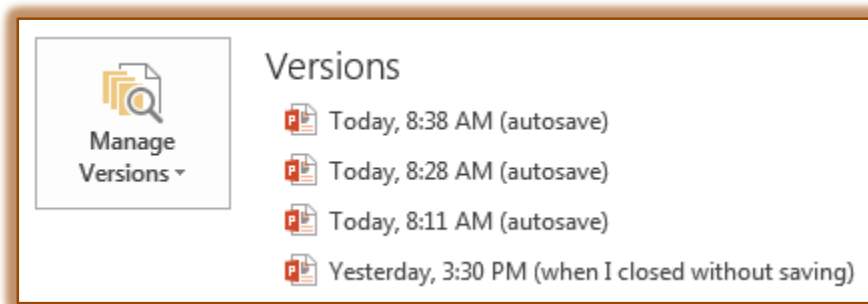


- \* Click **Restore** to overwrite any previously saved versions with the auto saved version of the file.
- \* Files in this folder will be kept for four days after creation or until the file is modified, whichever version is earlier.

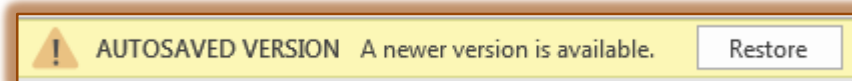
### Work with Auto Saved Versions of a File

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

- \* Click the **File Tab**.
- \* The **Auto Saved** versions of the current file will be listed under **Versions**.



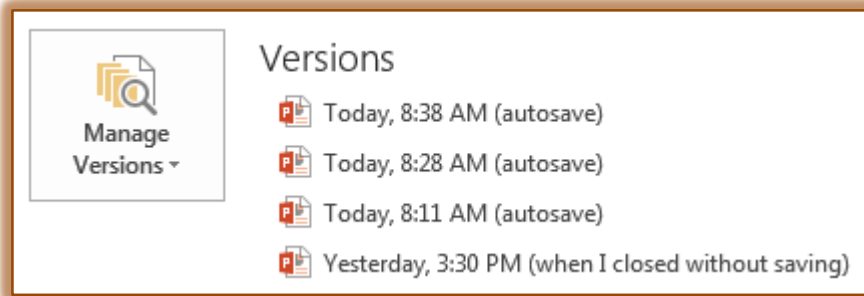
- \* Click on any version in the list to open it.
- \* The message in the illustration below will display.



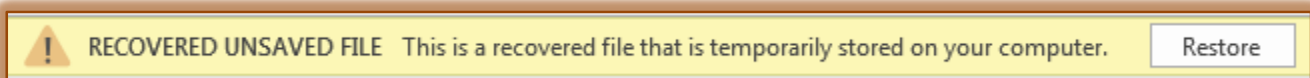
- \* Click **Restore** to overwrite any previously saved versions with the auto saved version of the file.

### Restore Earlier Versions of Current File

- \* Click the **File Tab**.
- \* 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 **Restore** to overwrite any previously saved versions with the auto saved version of the file.