

How to find and recover unsaved word files (save) in Word

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Sometimes in the process of writing documents in Word, you have not saved the Word file yet, the computer suddenly loses power, or the error message and forced to close Word. When you open the Word file again, you do not see the content of your editor. You can recover files that have not been saved in the ways that the article guides below.

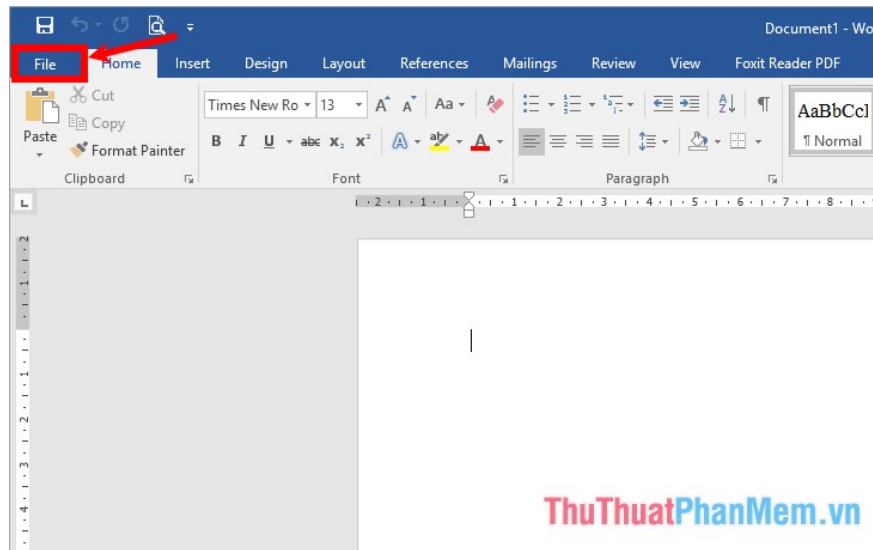


Here are ways to find and recover words that have not been saved in Word and how to set the time to automatically save Word files, please follow along.

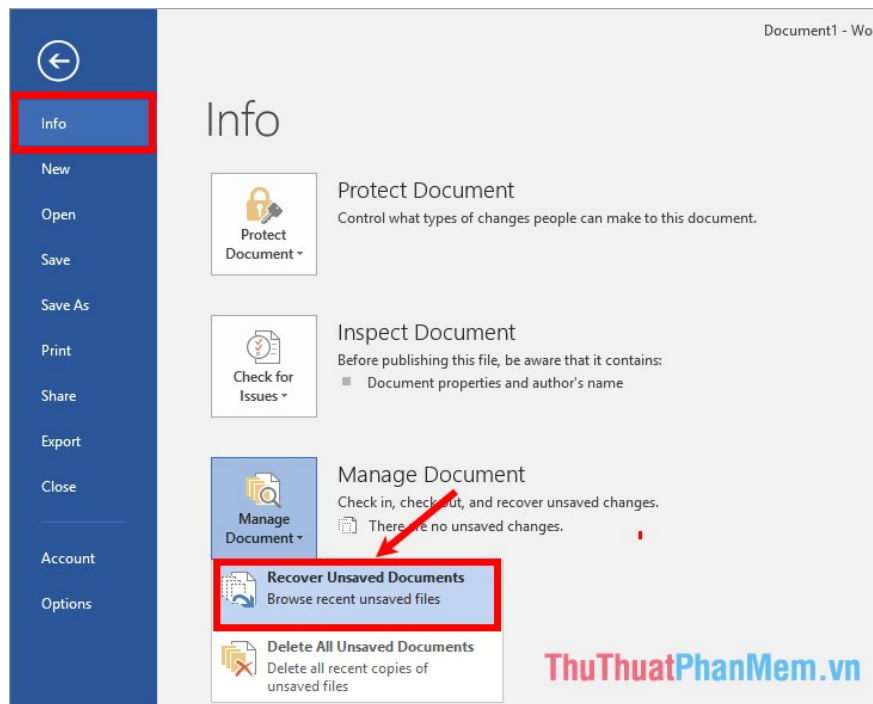
How to find and recover unsaved Word files

Method 1

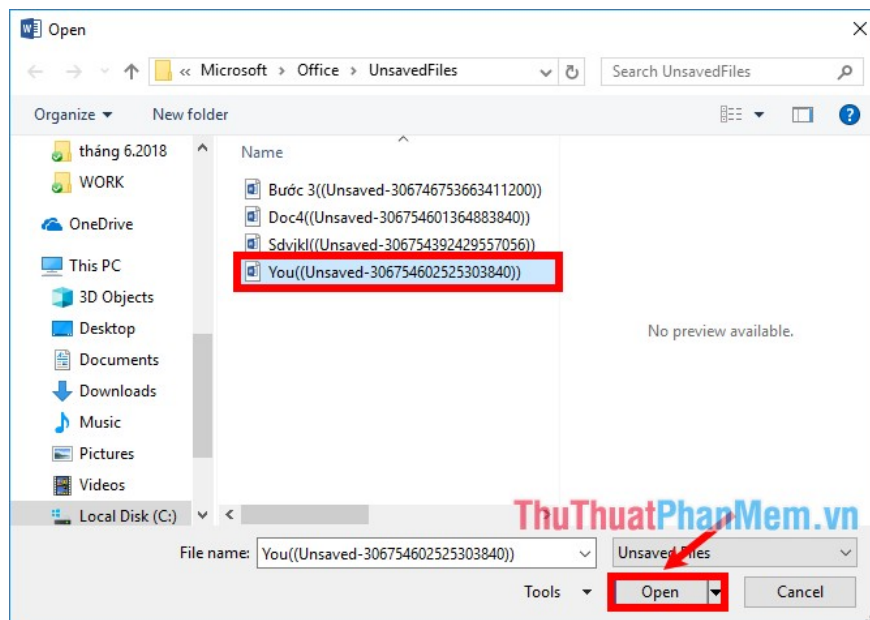
Step 1: Open Word, select **File** in the interface .



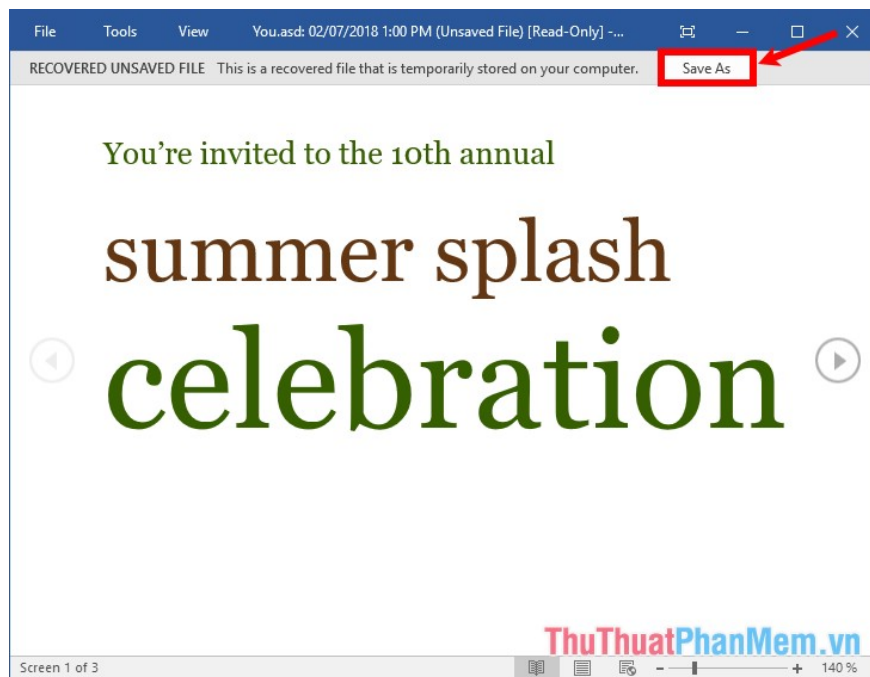
Step 2: In **Info** tab, select **Manage Document** -> **Recover Unsaved Documents** .



Step 3 : Now you will be redirected to the folder containing the Word files that you have not saved, you just need to select the file that you need to recover and select **Open** to reopen it into Word.

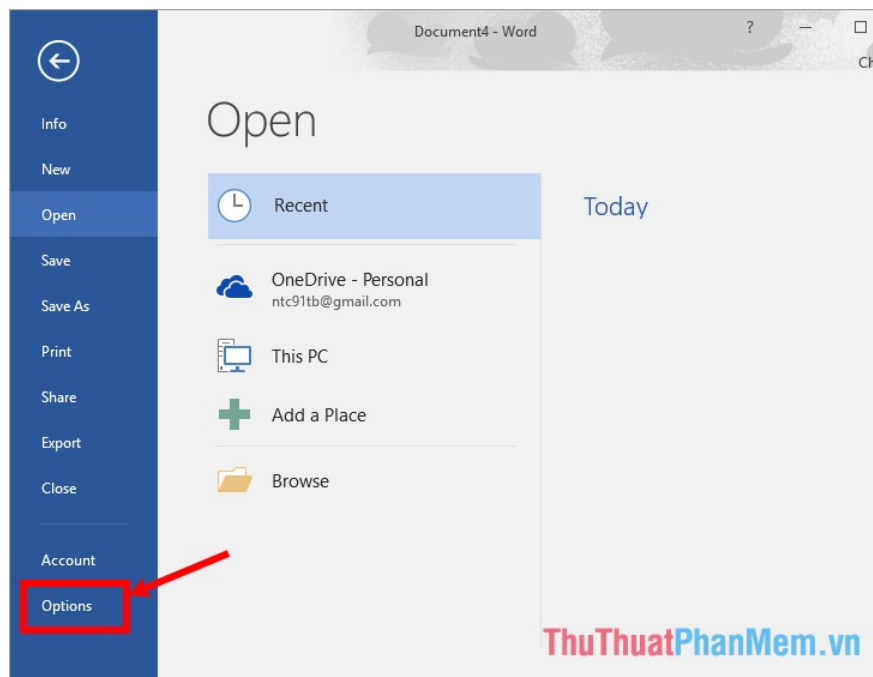


Step 4 : You select **Save As** and save the Word file and edit normally.

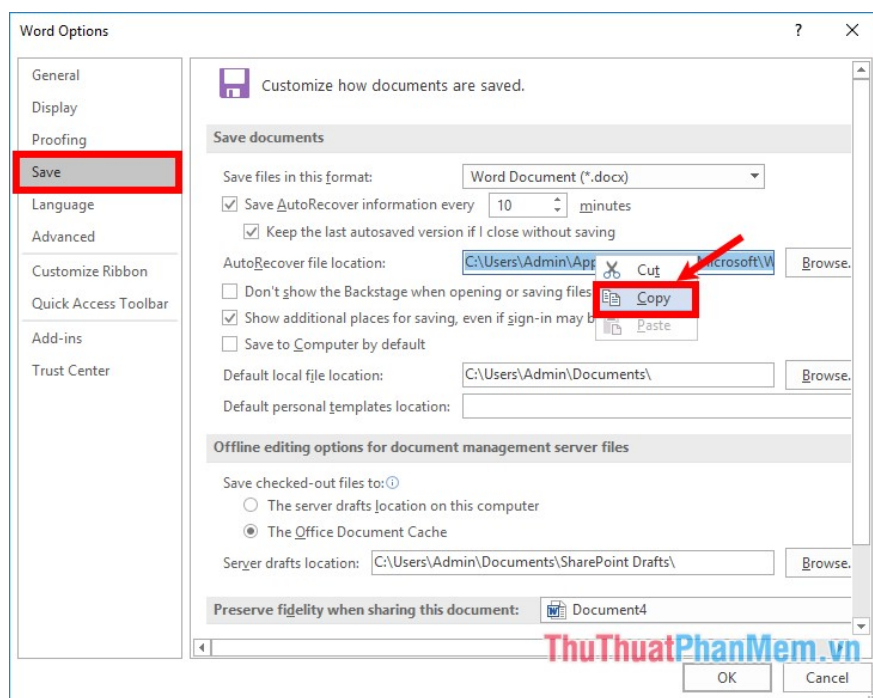


Method 2

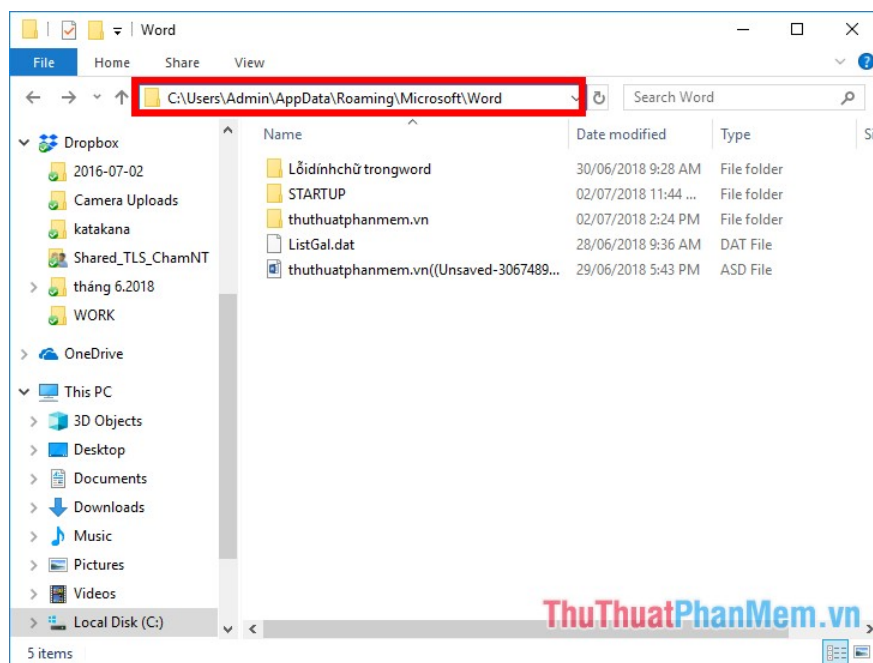
Step 1: Open Word, select **File -> Options** in the interface.



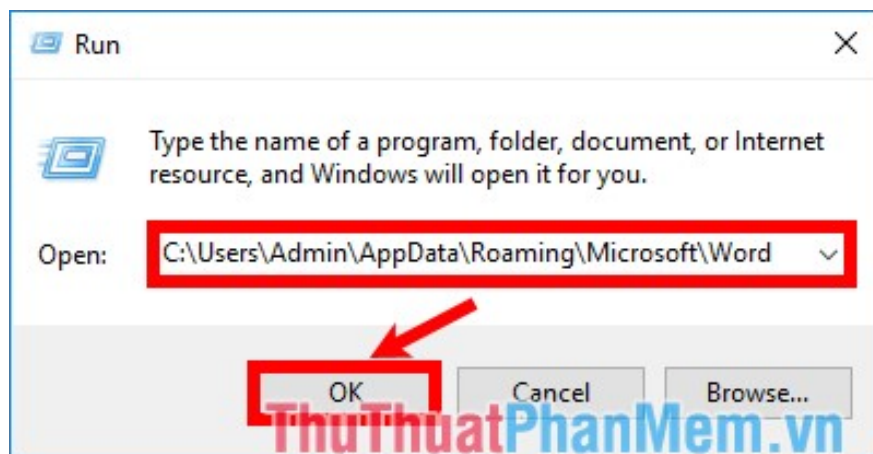
Step 2 : Select the **Save** tab in the left menu, next copy the path in the **AutoRecover file location** , then click **OK** to turn off **Word Options**.



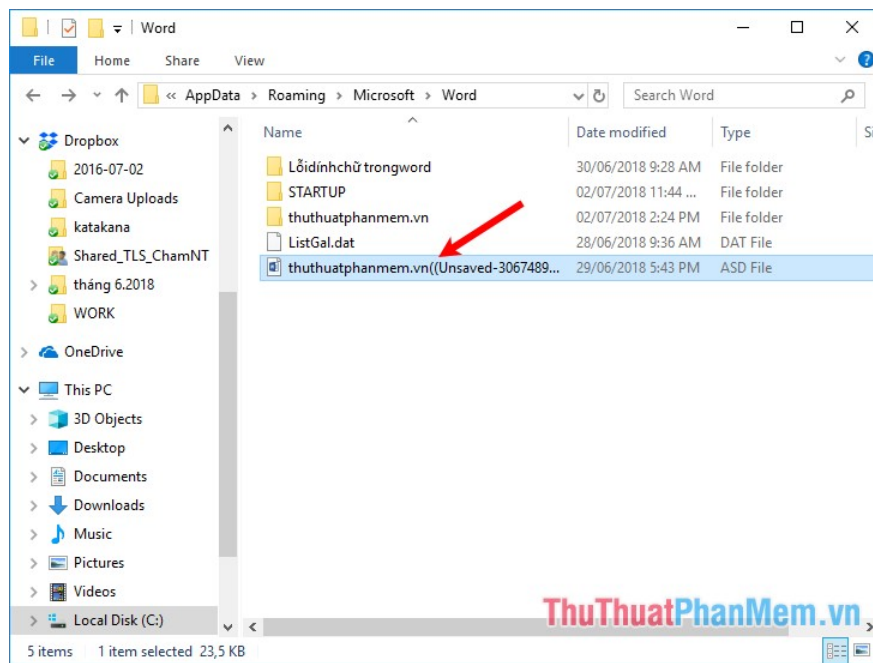
Step 3: Open **File Explorer**, paste the copied path into the address bar in **File Explorer** and press **Enter** to open the folder.



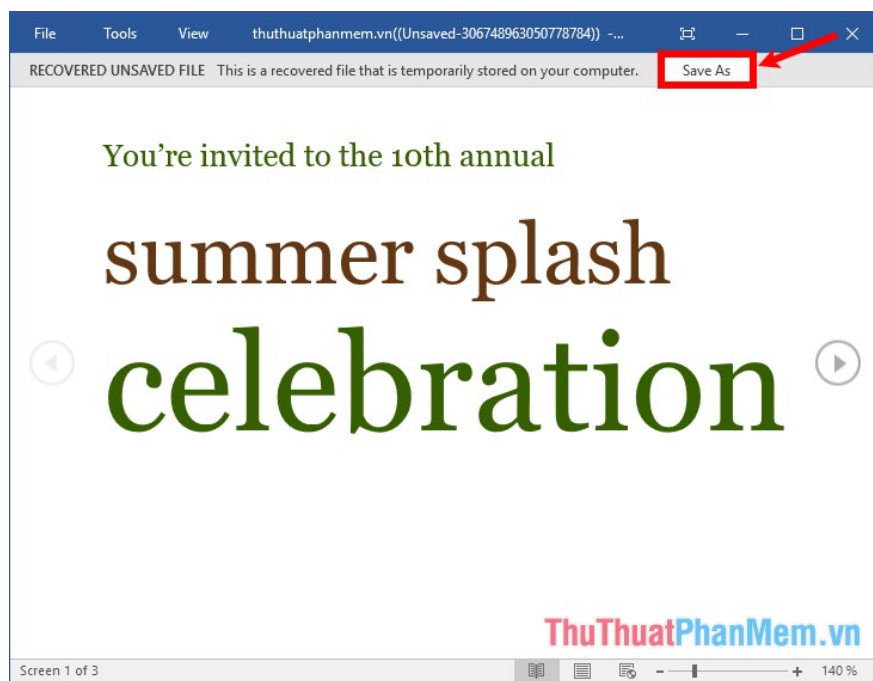
Or you can press **Windows + R** to open the **Run** window , paste the link in the **Open** box and click **OK** to open the folder.



Step 4 : Files in the **asd** format are unsaved files, you can choose to open it in Word. Or you can select the folder name file to view the file has not been saved.

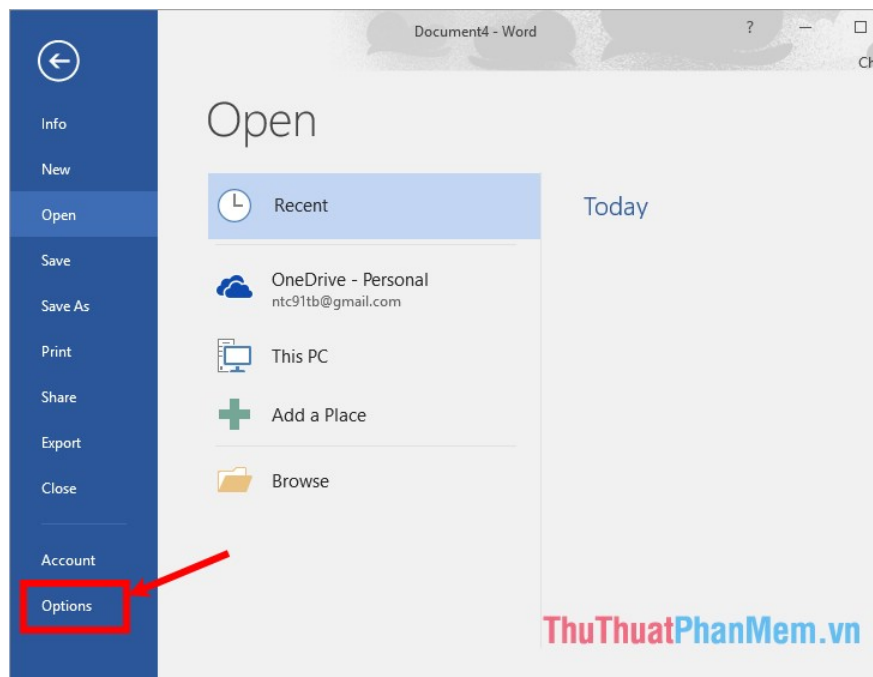


Step 5: Finally, select **Save As** to save the Word file and continue editing if necessary.

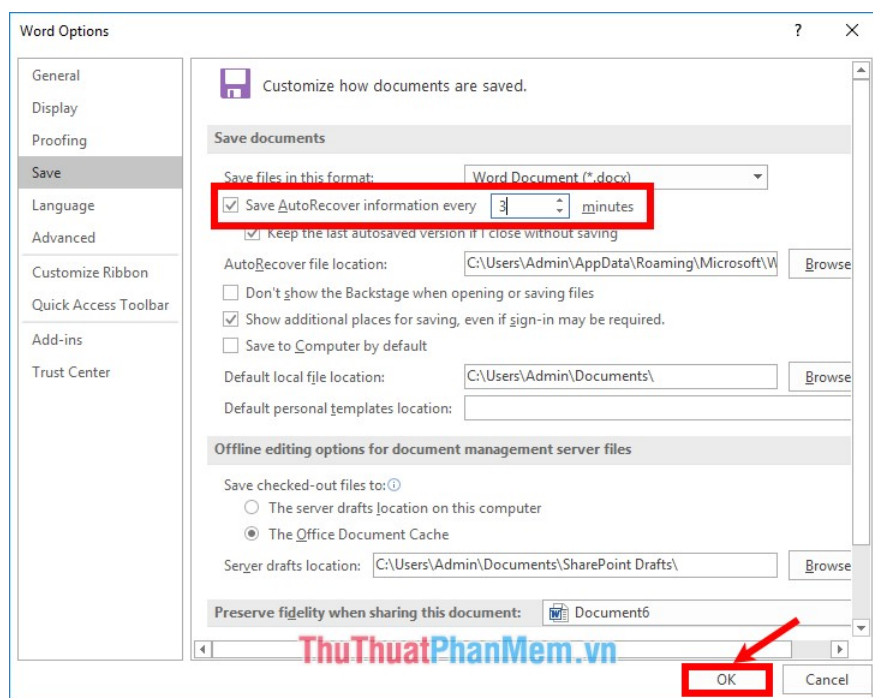


How to set the time automatically saved in Word

Step 1: On the Word interface, select **File -> Options**.



Step 2: In **Word Options**, select the **Save** tab, tick the box before **Save AutoRecover information every**, then set the time to automatically save in the next box. Please note that the unit of time is minutes. Then click **OK** to save the settings.



Above are two ways to help you find and recover unsaved word files (save) in Word. Hopefully, with two ways of writing instructions, you will not lose important document files when the computer goes down and you have not saved it. Good luck!

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