

# How to recover deleted Microsoft Word files

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Recovering deleted Word files is simpler than recovering unsaved Word files . Most deleted files end up in the Recycle Bin before being permanently deleted, and Word also has a handy auto-recovery function that can help. This article will guide you on how to recover deleted Word files.

## Recover deleted Word files from the Recycle Bin.

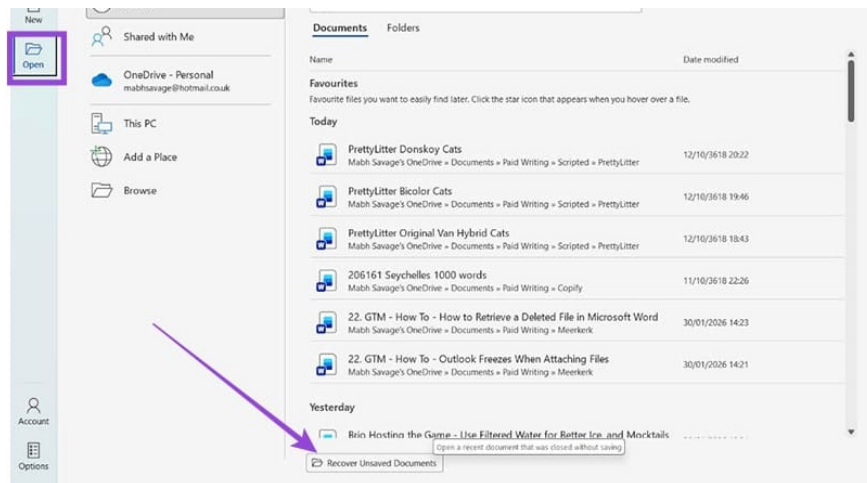
It's very simple: just check your Recycle Bin to find the deleted Word file and restore it from the Recycle Bin. The file will be restored to its previous storage location.

## Automatically recover deleted Word files

This method can be used if you haven't had time to save your Word document.

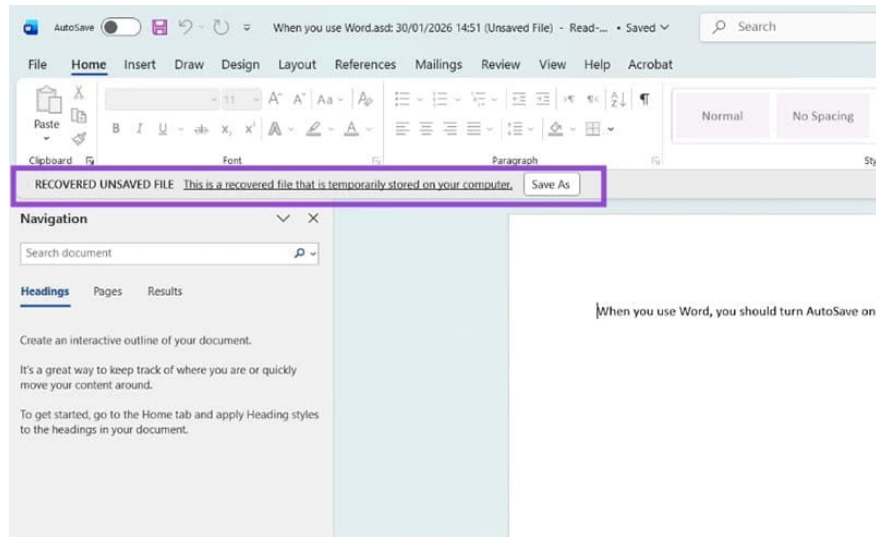
### Step 1:

If so, close Word immediately and reopen it. Or, if you shut down your computer without saving the files, turn your computer back on and reopen Word. **Click Open on the left side, and you will see the Recover Unsaved Documents option to use.**



### Step 2:

File Explorer **displays any closed documents that haven't been saved** . **Double-click the file you want to recover** . You'll see a **message that says RECOVERED UNSAVED FILE** . **Click Save As** to save the document.



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