

How to recover unsaved, unsaved Word files when the power goes out suddenly

To get rid of lost data or unsaved or untimely saved articles, use Word's data recovery feature. The following article guides you how to recover unsaved, unsaved Word files when a sudden power outage.

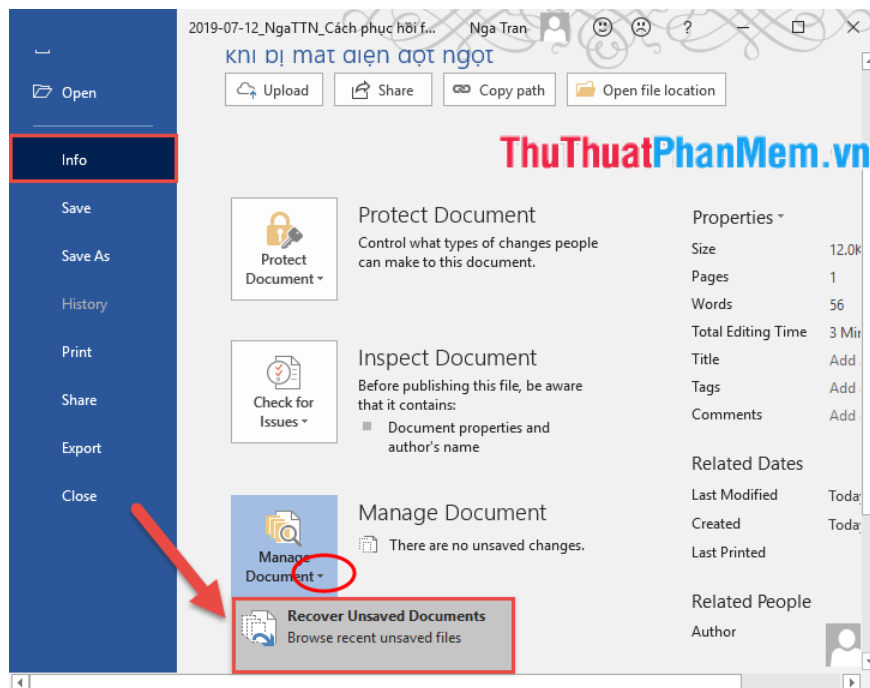
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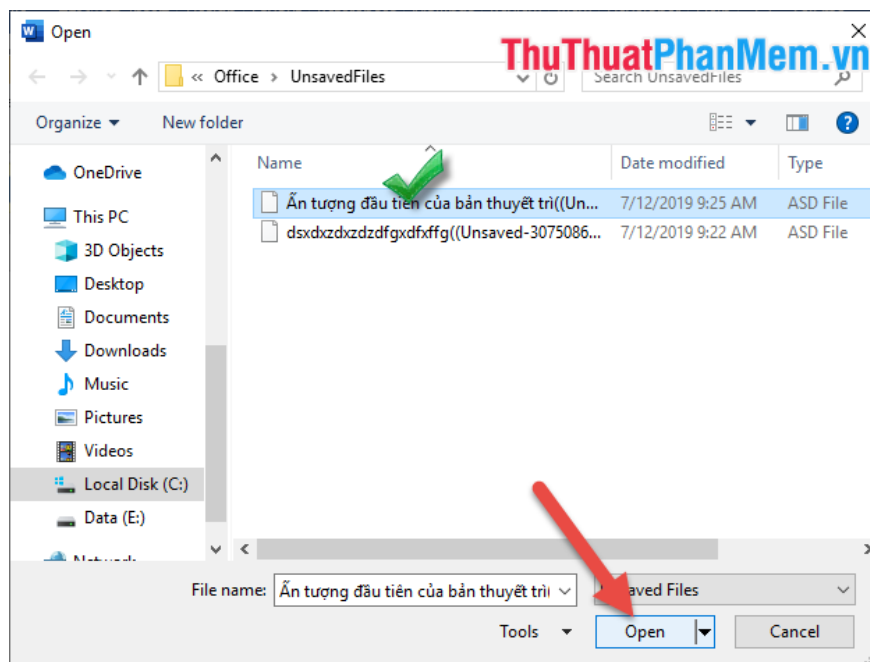
There are 2 ways to recover unsaved Word files:

Method 1

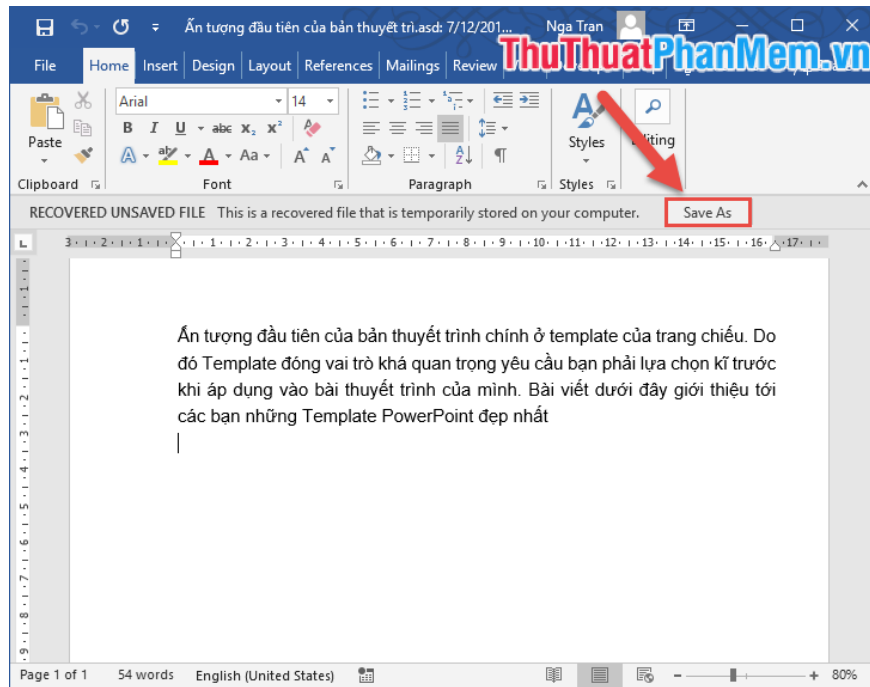
Open Word -> go to **File** -> **Info** -> scroll down, click the arrow in the **Manage Document** -> select **Recover Unsaved Documents**:



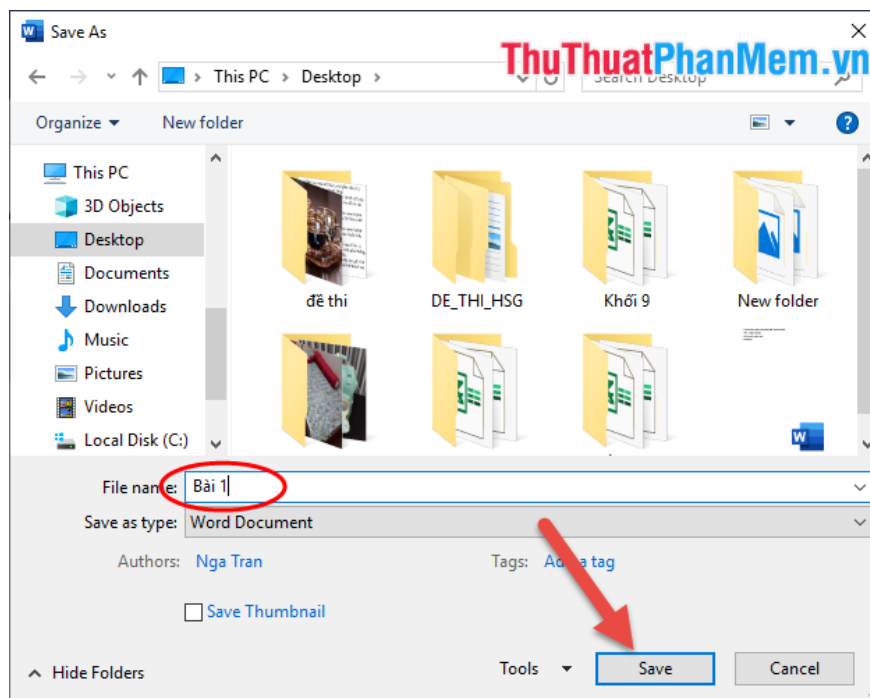
The Open dialog box includes all the Word files that have not been saved or have been unexpectedly shut down due to a power outage or other reason. You select the data file you want to recover -> click **Open** :



Then the unsaved Word file is opened in Word -> click **Save As** to save the Word file:

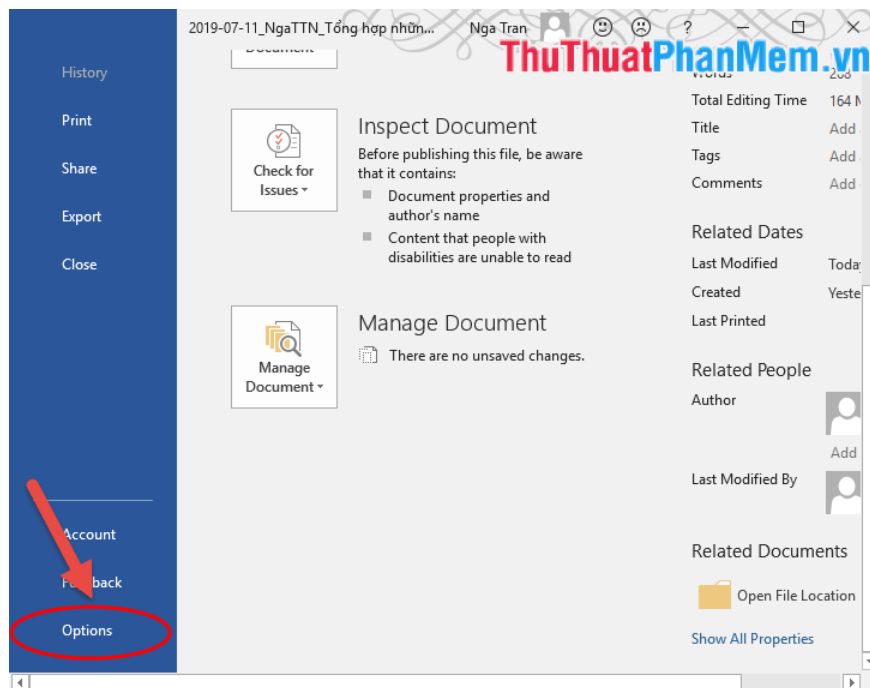


You just need to select the location to save the Word file you want to recover and rename the file -> click on **Save** so you can recover the Word file:

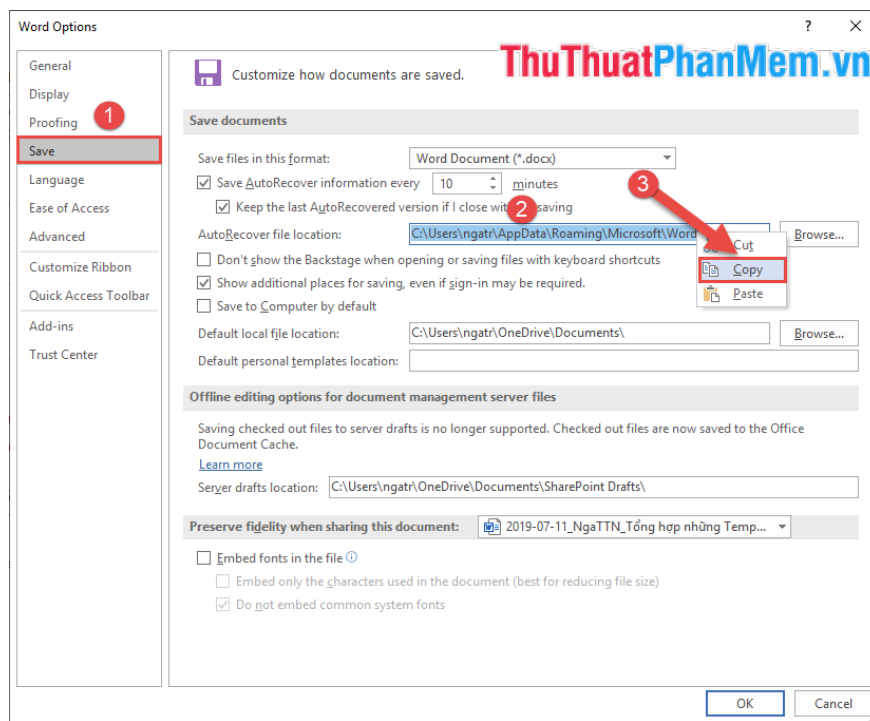


Method 2

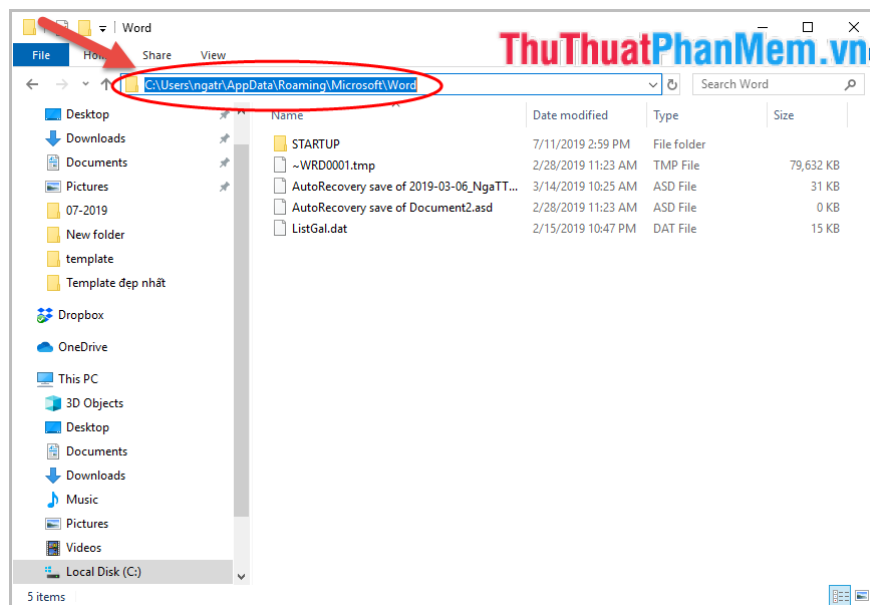
Go to **File -> Options** :



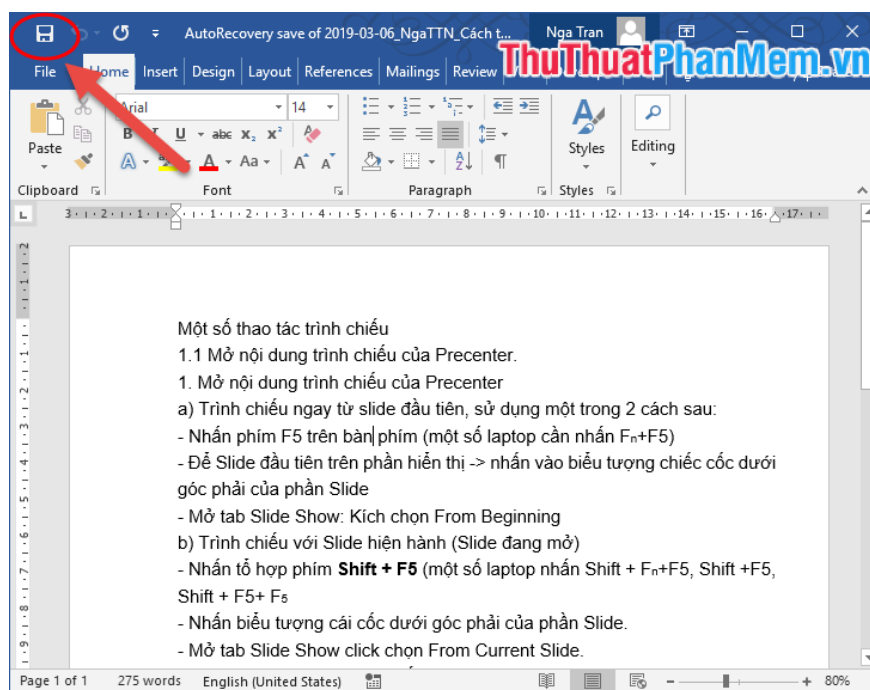
The **Word Options** dialog box appears, click the **Save** tab -> copy the link in **AutoRecover** file location :



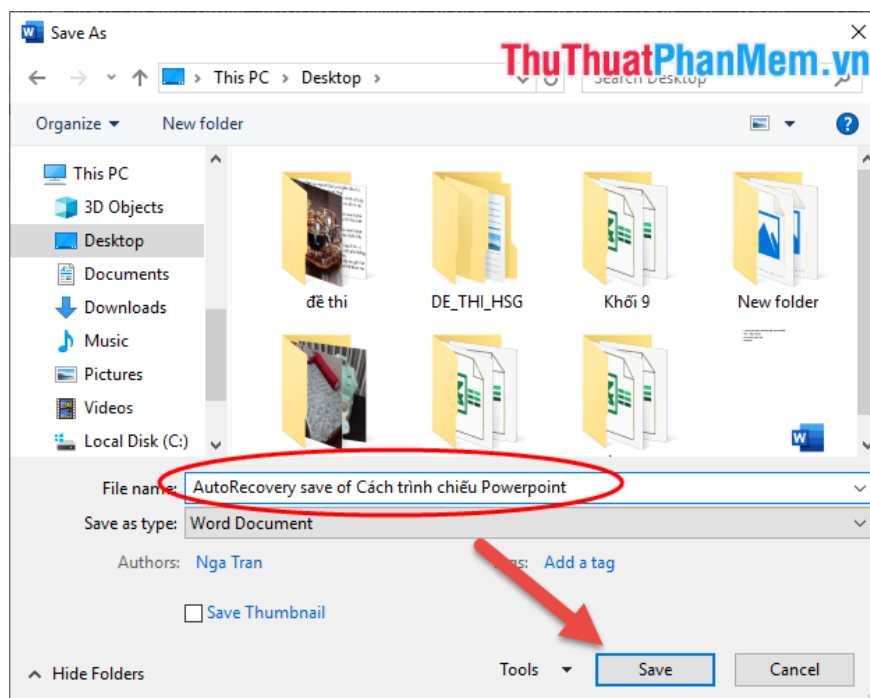
Open **File Explorer** and paste the path you just copied in the address bar -> press **Enter** -> you see all the unsaved Word files located in this folder with .asd format. You want to recover a file, double-click on it and make sure you use **Word** to open it.



When the data file you want to recover is displayed in Word, just click the **Save** icon to save the file you want to recover:



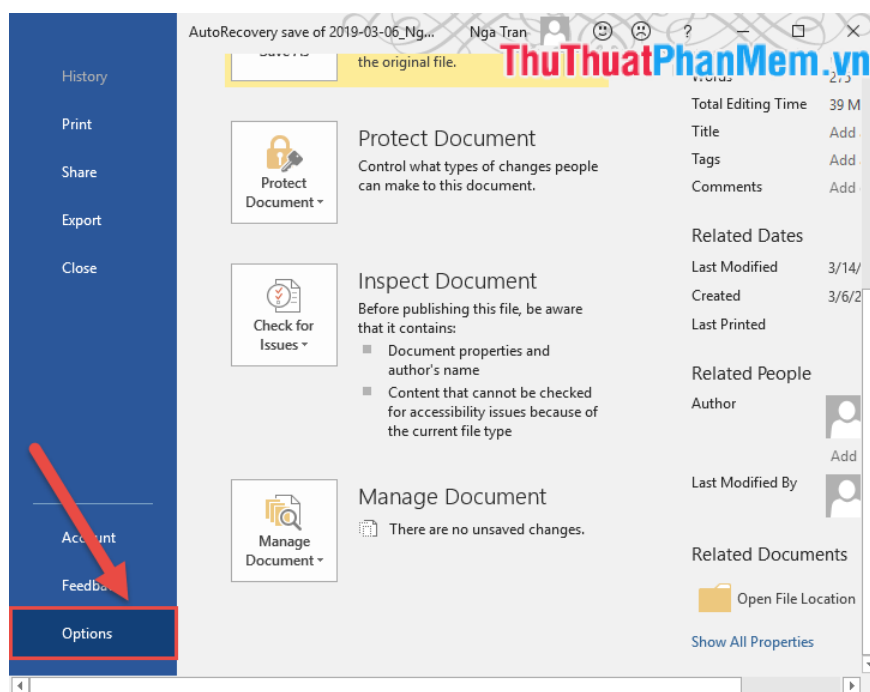
You just need to name and choose an appropriate save location -> click **Save** to be able to save the file.



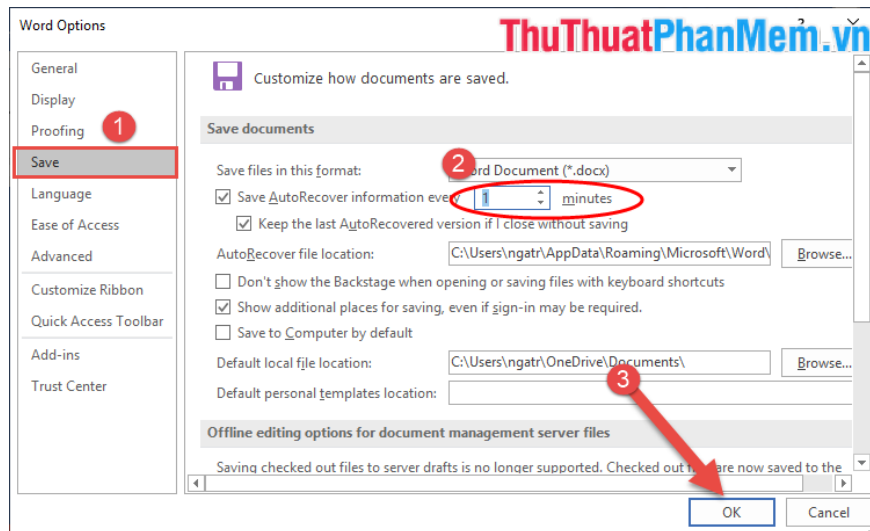
HOW TO AVOID STATUS OF DATA LOSS ON WORD

- Normally during the editing process, you press **Ctrl + S** to save, if in the process of making you have not saved but suddenly lost power, some data will be lost. To overcome this phenomenon, you should set the time to automatically save data in Word.

Step 1: On the card **File** -> **Options** .



Step 2: The **Word Option** dialog **box** appears -> click **Save** -> change the number of minutes each time the Word file is automatically saved with one of the **Save AutoRecovered information every** -> click **OK** :



So after 1 minute Word automatically saves all the content on the file, you do not need to worry about losing your data when you forget to save or have a sudden power outage.

Above is how to recover unsaved, unsaved Word files when a sudden power outage. Good luck!

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