

# How to retrieve unsaved Excel files, restore unsaved Excel files

How to retrieve unsaved Excel files, restore unsaved Excel files. In the process of working with Excel file, there will be times when you encounter problems closing the Excel file without saving the data while editing. You are not sure how to recover and recover

In the process of working with Excel file, there will be times when you encounter problems closing the Excel file without saving the data while editing. You are not sure how to recover, restore unsaved Excel files, so please refer to the following article to know how to retrieve and recover unsaved Excel files.



Here the article shared to you how to retrieve, recover unsaved Excel files, invite you to track.

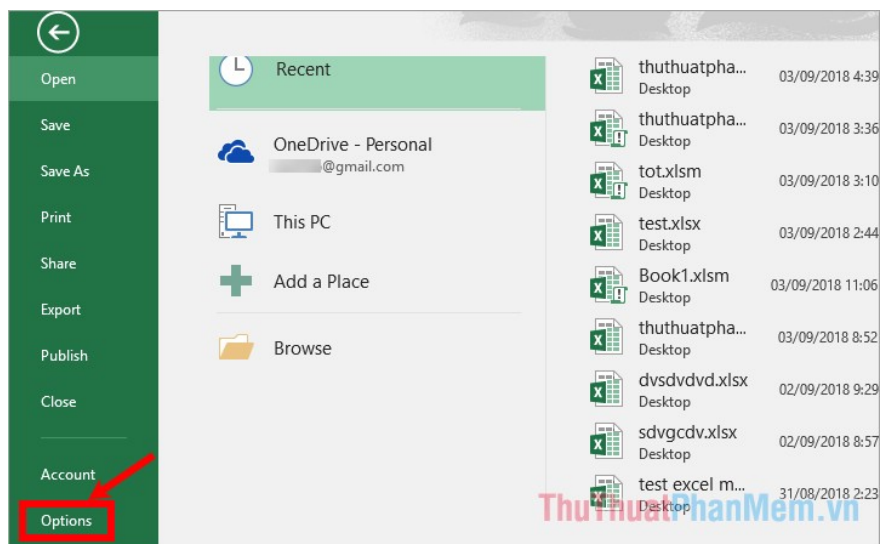
## How to set autosave to automatically save files (AutoRecover) in Excel

Excel supports two very useful features : **AutoSave** and **AutoRecover** :

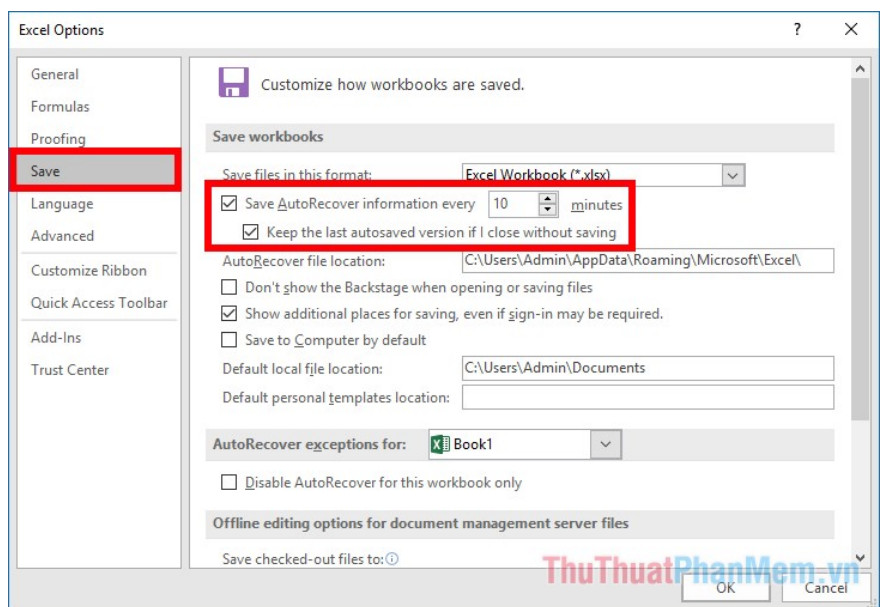
1. **AutoSave** is a feature to automatically save files as soon as you have created but not backed up, instead of having to press **Ctrl + S** , you can set the time to automatically save files shorter.
2. **AutoRecover** helps you to restore **unsaved** Excel files when Excel windows are closed but not saved due to problems. It will display the last archive version displayed in the **Document Recovery** panel when you start the Excel file after the unsaved file problem occurs. **AutoRecover** only works on saved spreadsheets at least once before the problem can not save the file.

In Excel, by default, **AutoSave** and **AutoRecover** are enabled, but you can change the time to automatically save files and folders containing restored files by:

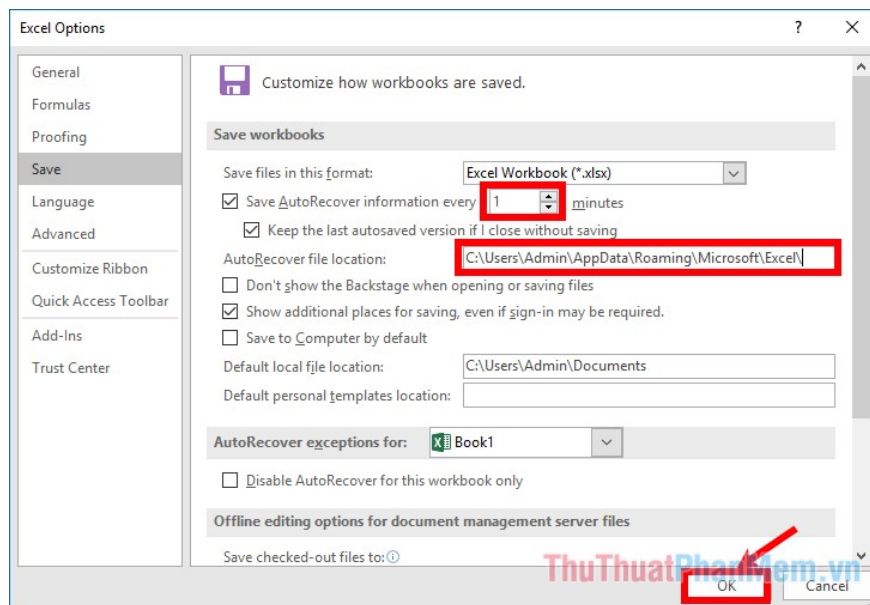
**Step 1 :** In Excel file, select **File -> Options**.



**Step 2 :** On the **Word Options** window select **Save**, in the right side you will see two sections **Save AutoRecover information every** and **Keep the last autosaved version if I close without saving** are highlighted, if someone accidentally turns off go, then you need to tick to reactivate.



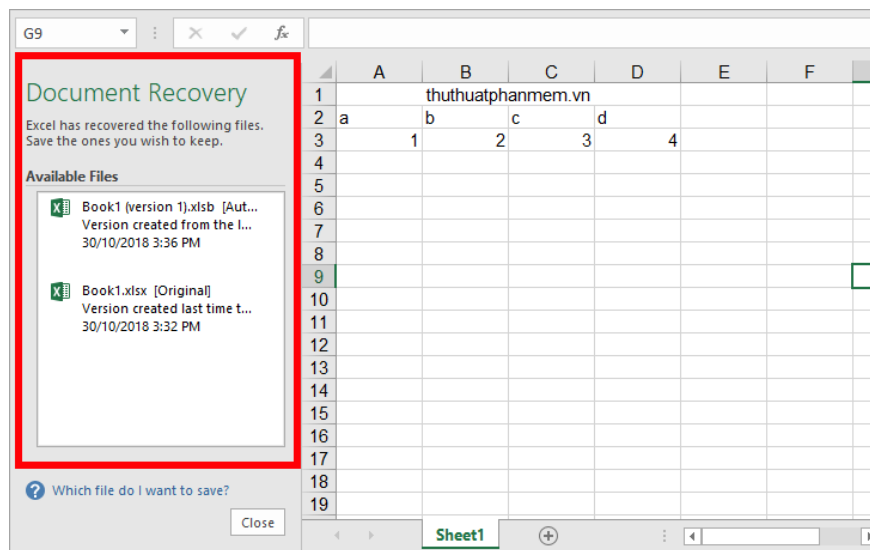
**Step 3 :** To change the time to automatically save the file you edited in the section **Save AutoRecover information every**, the unit of time is minutes. If you want to change the directory to save the **AutoRecover** file by pasting the directory address into the **AutoRecover file location** section. After setup is complete you click **OK** to save.



## Get back unsaved Excel files

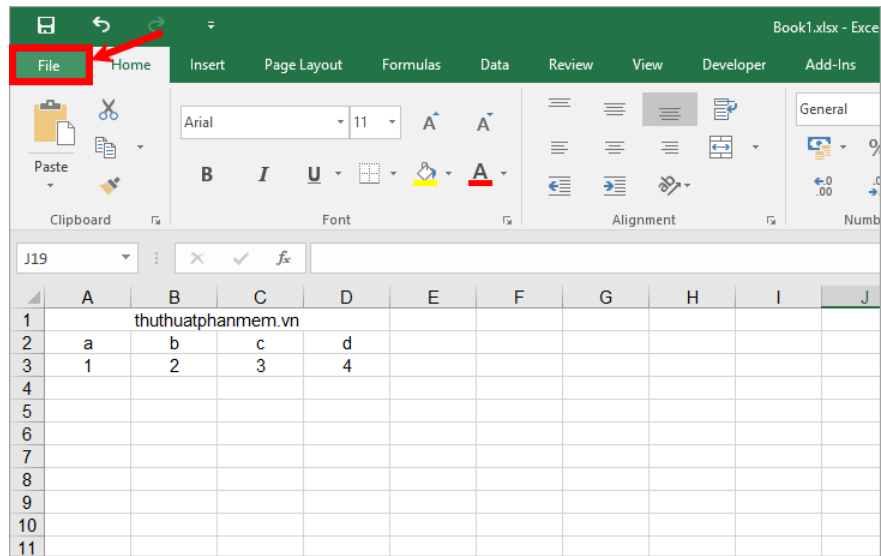
To retrieve unsaved Excel files, be sure to activate the 2 features AutoSave and AutoRecover. How to retrieve and restore unsaved Excel files as follows:

**Method 1:** If the file you edited has not yet been saved, then when you open that Excel file on the left of the **Document Recovery** section, select the file with the latest time, the file will display in the Excel content, you can Continue to edit and save the file.

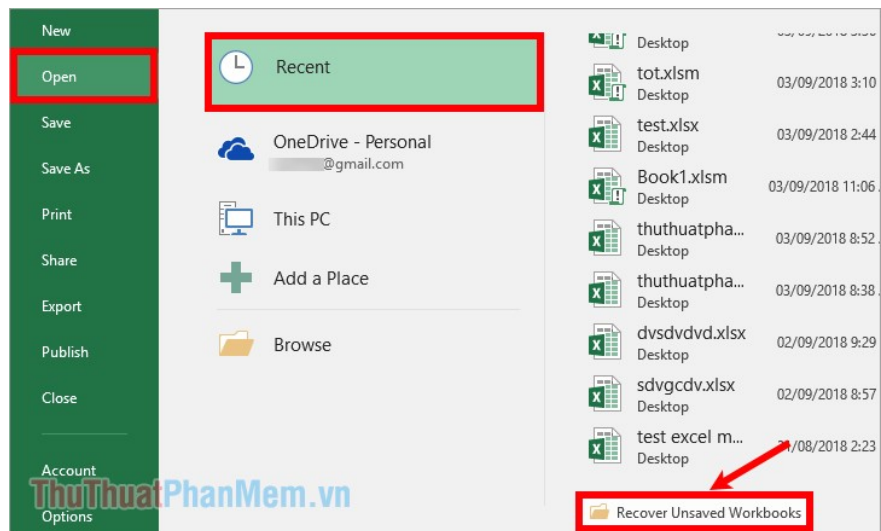


## Method 2

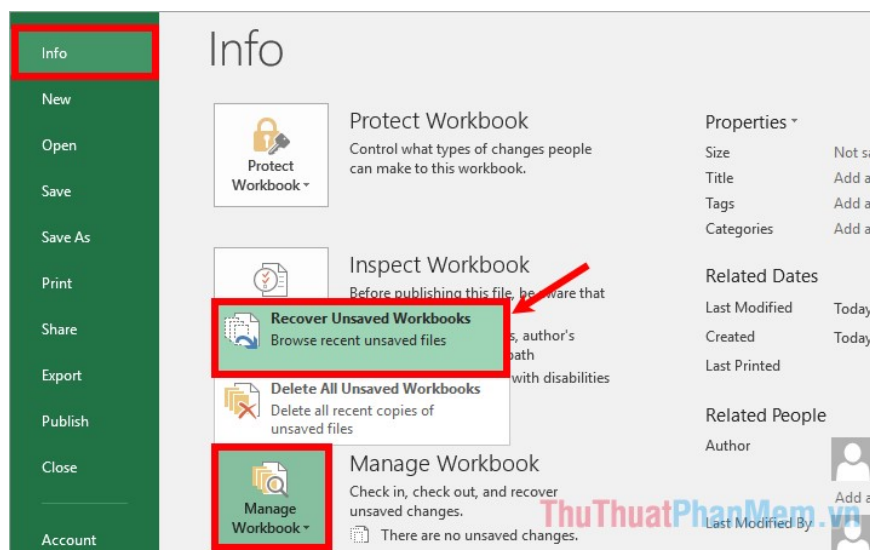
**Step 1:** Open the Excel file, then select **File** .



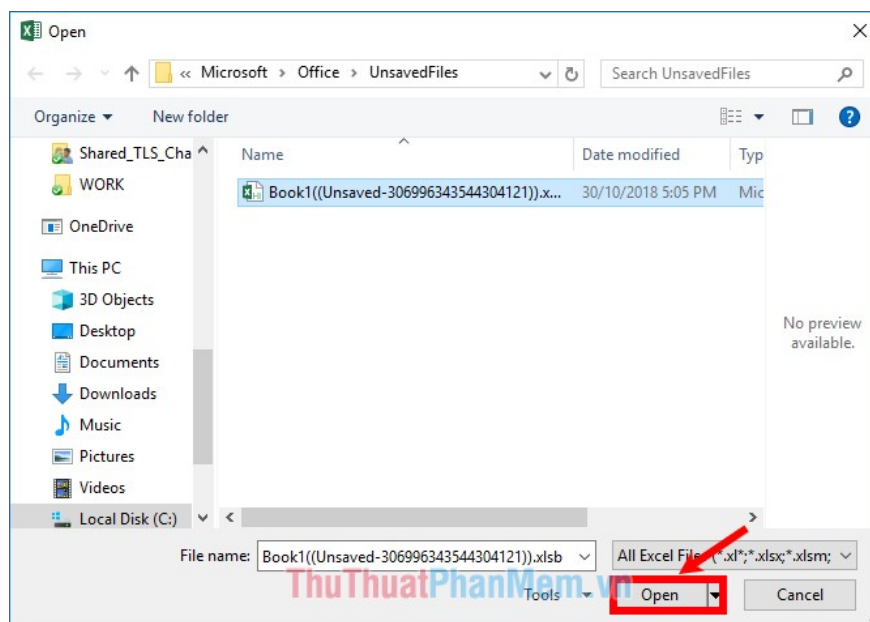
**Step 2: Next select Open -> Recent -> Recover Unsaved Workbooks.**



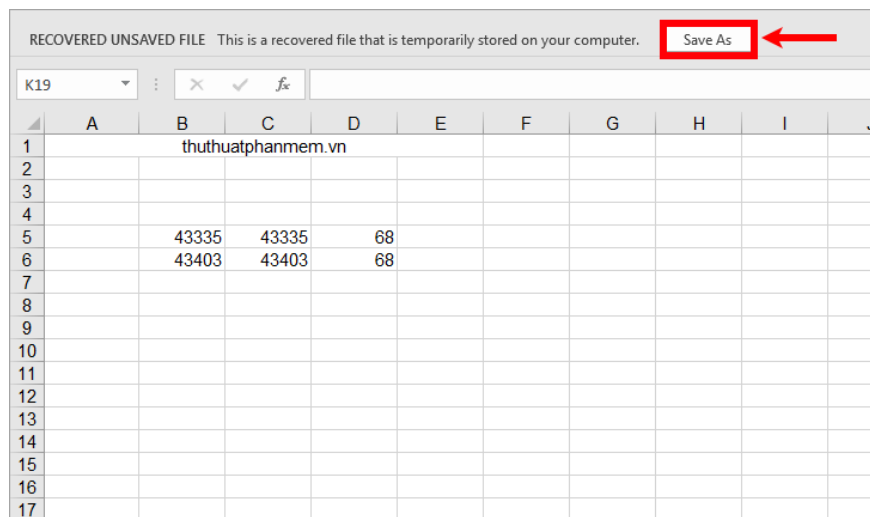
**Or you choose Info -> Manage Workbook -> Recover Unsaved Workbooks .**



**Step 3:** Open the Open window , in the UnsavedFiles folder at the path C: UsersAdminAppDataLocalMicrosoftOfficeUnsavedFiles, select the Excel file name to restore and select Open .



**Step 4 :** If you want to recover the file, select **Save As** and choose a location to save the Excel file to retrieve.



Above the article has shared to you how to retrieve and recover unsaved Excel files, so if you have forgotten to save or have not saved the problem, you can also get the most recent data. that you have entered or edited. Good luck!

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