

Restore unsaved text in Word, Excel, PowerPoint

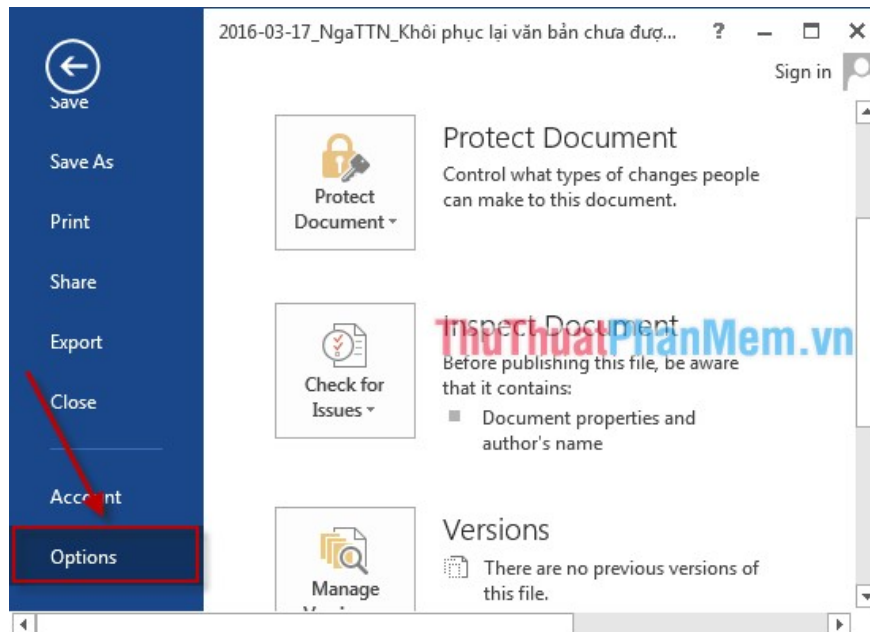
Sometimes when you are composing a computer to reboot or lose power, you may not be able to save your text in time. The following article details how to recover unsaved text in Excel, Word and PowerPoint.

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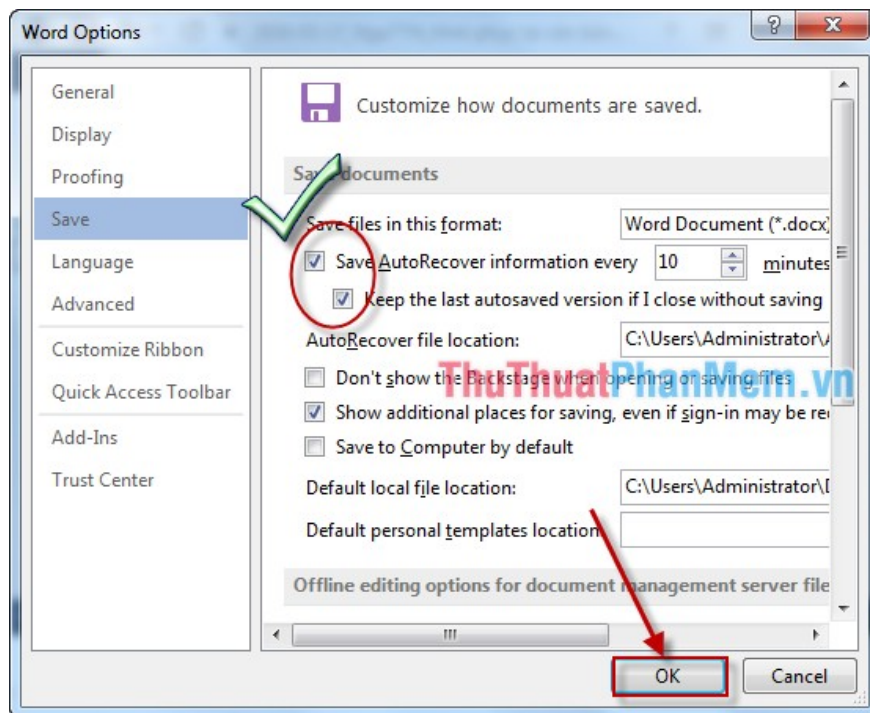
1. Activate AutoSave and AutoRecover

To be able to restore unsaved documents Microsoft Office needs to have **AutoSave** and **AutoRecover** enabled .

Step 1: Open Microsoft Office Word software on the **File** tab -> **Options** .



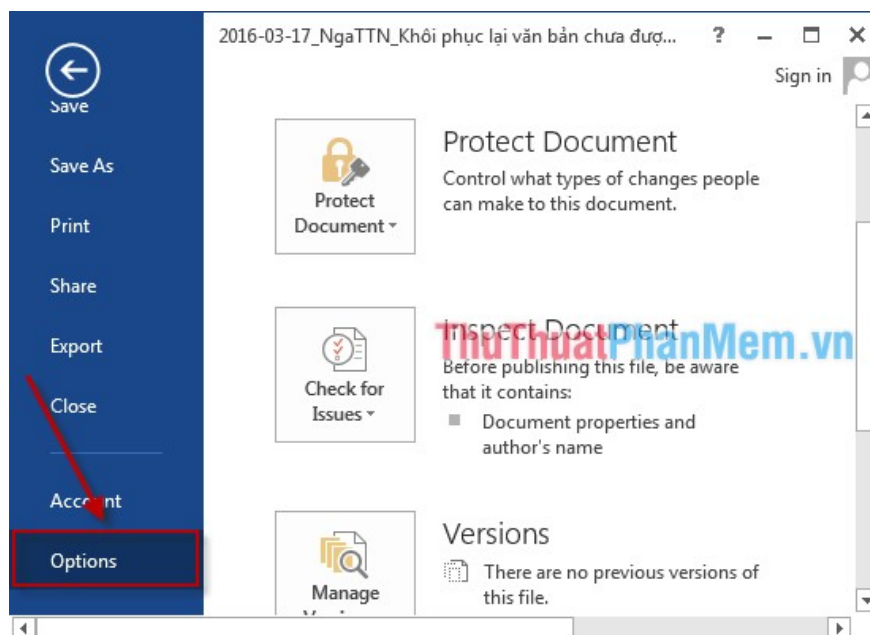
Step 2: Select **Save** -> select 2 items *SaveAutoRecover information every* and *Keep the last autosaved version if I closed without saving* .



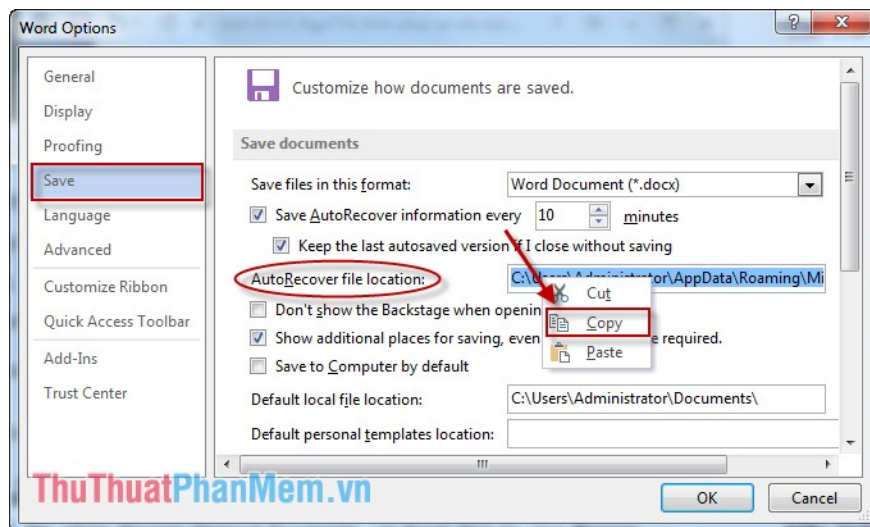
Here you can change the time automatically save files of Office Word. If your computer is not stable, reduce the time to automatically save Word files.

2. Restore unsaved text in Word

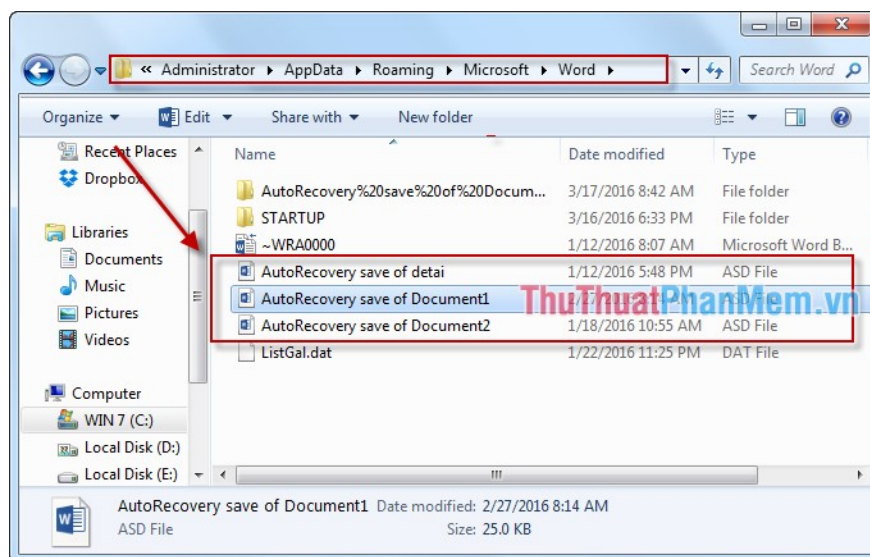
When the computer is suddenly shut down without saving the text, open Word on **File -> Options** .



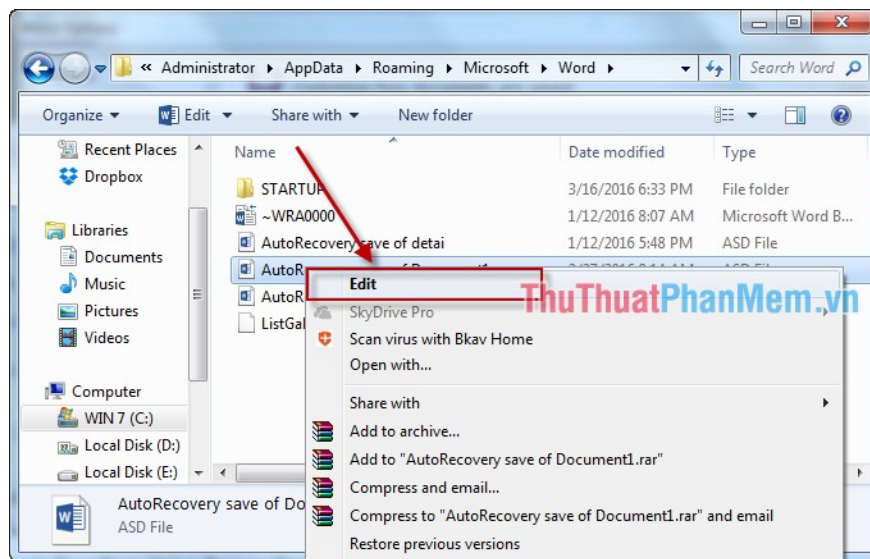
A dialog box appears, select **Save -> Copy** the path in *AutoRecover file location* .



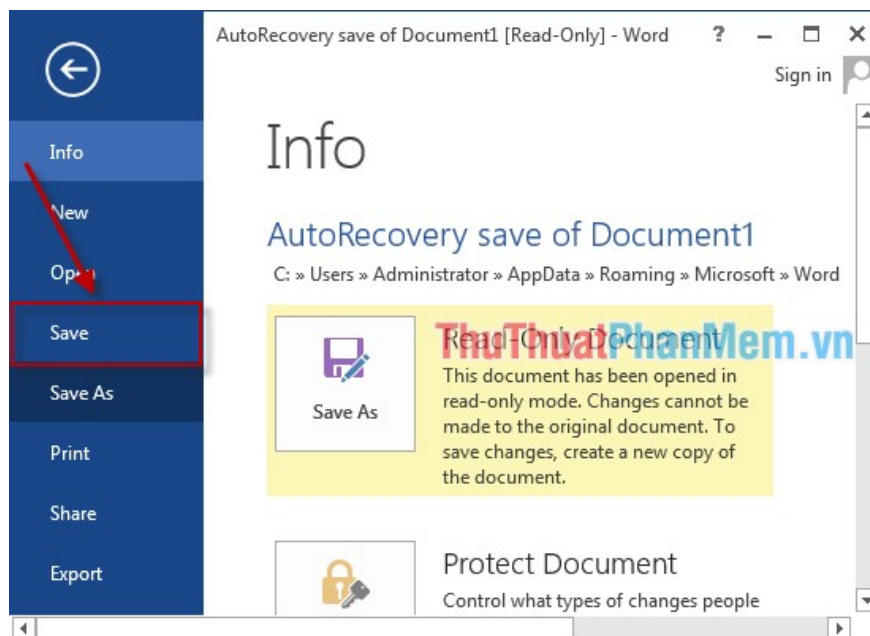
Open Windows Explorer, paste the path you just **copied** and press **Enter** . Note the file extension is ASD is the file has not been saved.



Right-click the file you want to restore -> select **Edit** .



The last thing is you save your text file. Go to **File -> Save**, customize the file name and save directory.



With **Excel** and **PowerPoint** you do the same thing.

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