

Recover a Lost Document in Word

Problem

You've lost a document in Microsoft Word. This could be because Windows crashed, you had a power cut, or some other disaster happened. These suggestions might help you to recover your document.

Applies to

Microsoft Word 2003

Solution

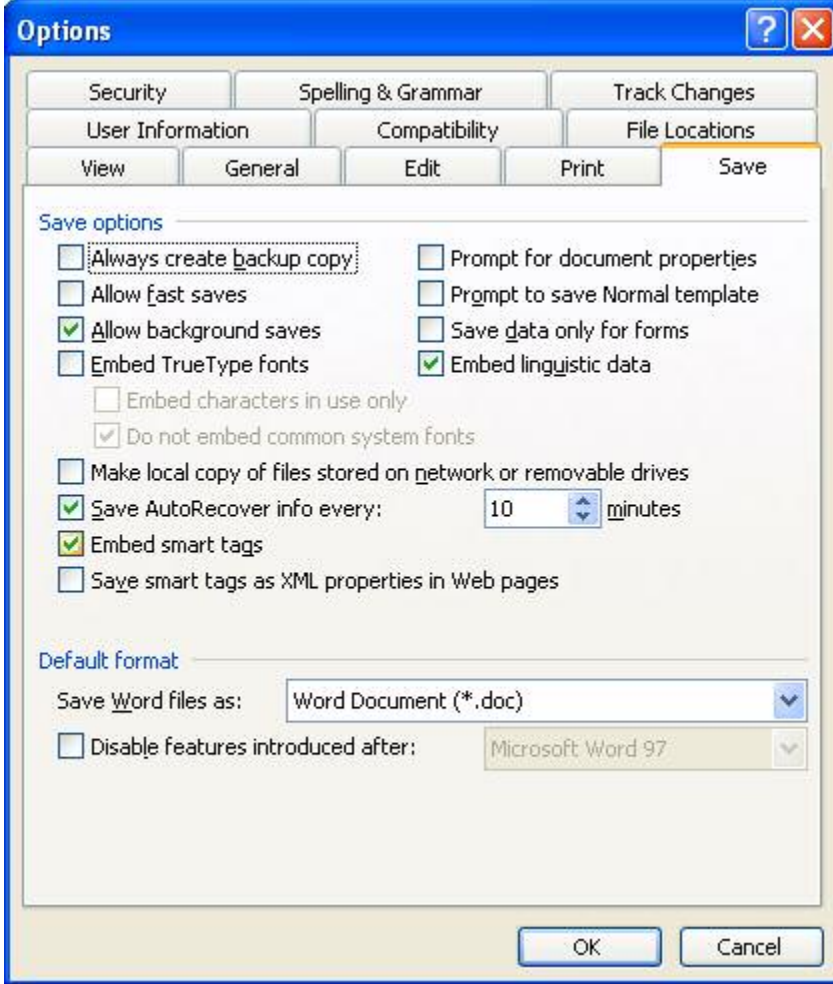
These solutions depend on the fact that Word automatically keeps a temporary copy of your document as you type.

1. Restart Word. It should automatically recover any files that were open when your system crashed. If so, use *File | Save As* to save the document.
2. If the document is not recovered automatically, check *Tools | Options | File Locations* to see where *AutoRecover* files are stored. There might be a file called *Auto Recovery Save of...[your document name]*. To find out, click on *File | Open*. Then select the folder that contains the auto-recover files. In the *Files of Type* box on the Open dialog box, make sure it is set to *All Files*, not *Word documents*. Then scroll down the list of files to see if there is a file beginning *Auto Recovery Save of...* If so, open it.
3. If you simply forgot to save your document, and exited in the normal way, your file has almost certainly gone. You could try looking through the temporary files in *C:\Windows\Temp* or the folder listed in *Tools | Options | File Locations | AutoRecover*. Put them in order of time (select details view, and click once on the *Modified* heading), and then look for a temporary file with a date and time close to the time at which you lost your file.

Set Up Auto-Recover

Word has an Autorecover feature to automatically save safety copies of documents you are working on. Check that this is switched on.

1. Click *Tools | Options*.
2. Select the *Save* tab. You should see a screen similar to the one below.



3. Ensure that the option *Save AutoRecover info every* is ticked, and set the interval at which you would like Word to save a copy of your document. The default is 10 minutes.

Keywords
word
lost
document
recover
recovery
autorecover