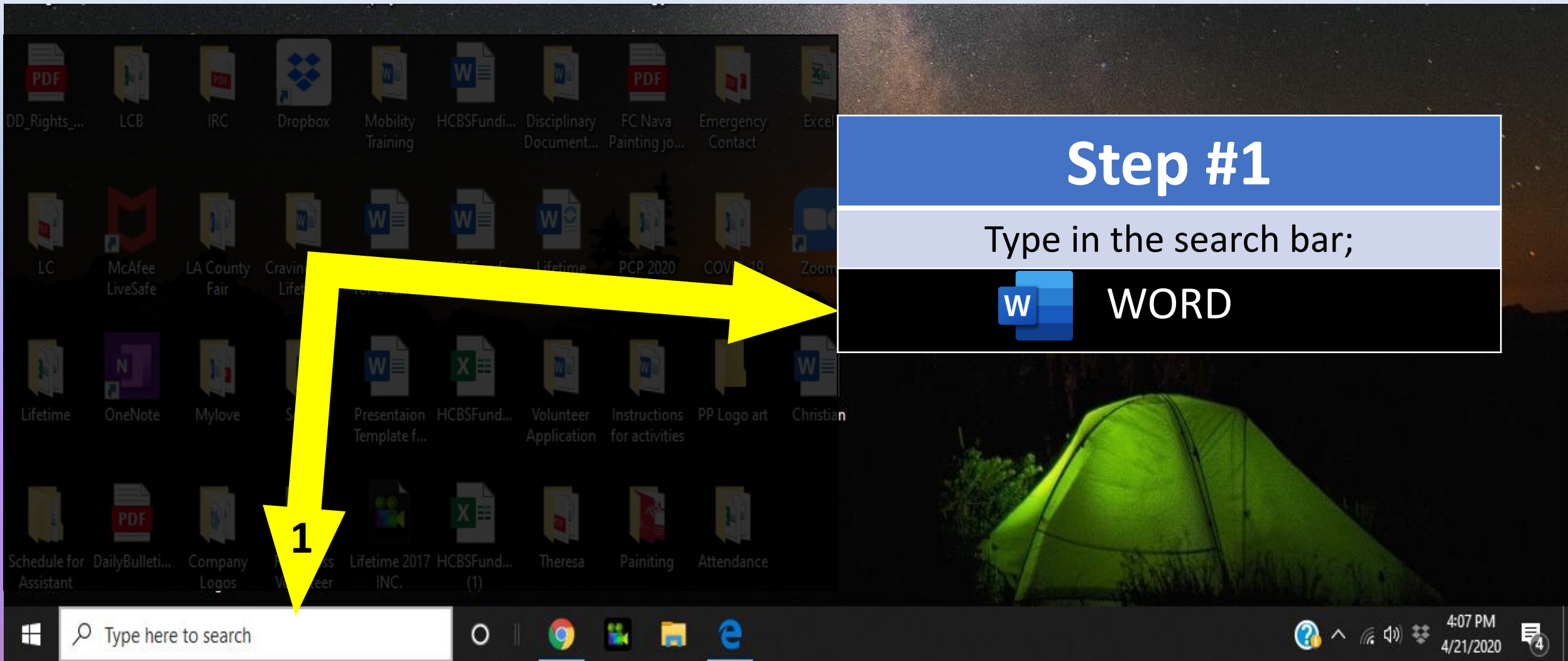


# How to recover your lost or unsaved word documents





# Step #1

Type in the search bar;



WORD

1

Type here to search



4:07 PM 4/21/2020

All Apps Documents Web More ▾

Best match

**Word**  
App

Apps

- WordPad >
- Office >

Settings

- Autocorrect misspelled words >
- Autocorrect misspelled words >
- Hear words as you type >
- Highlight misspelled words >

Search the web

- word - See web results >

Documents (2+)

Word  
App

Open

Recent

- Christian
- How to recover your lost or unsaved work
- Support for REPS
- 4.20.2020 Update
- 4.16.2020 Meeting update
- Lifetime Community Cares Inc notice
- Support Notes



**Step #2**

Select;  
**WORD**

Word

Good afternoon

Word

Sign in

Home

New

Open

Account

Feedback

Options

Word

Good afternoon

Word

Sign in

Home

New

Open

Account

Feedback

Options

Blank document

Welcome to Word

Single spaced (blank)

Blue grey resume

Snapshot calendar

Search


Recent Pinned Shared with Me

Name	Date modified
Christian Desktop	25m ago
How to recover your lost or unsaved work Desktop » Csalas Creative work	34m ago
Support for REPS Desktop » COVID-19 » Programming » Remote Programming » Family Packet	4h ago
4.20.2020 Update Desktop » COVID-19 » Updates	5h ago
4.16.2020 Meeting update Desktop » COVID-19 » Updates	6h ago

# Step #3

Check Recent;  
(Do not worry if it isn't there)

# Step #4

Select Open;  
 Open

Word



Home



New



Open

Account

Feedback

Options

Word

Sign in

# Open



Recent



Shared with Me



OneDrive

Other locations



This PC



Add a Place



Browse



Search

Documents Folders



Name

Date modified

Pinned

Pin files you want to easily find later. Click the pin icon that appears when you hover over a file.

Today



Christian  
Desktop

4/21/2020 4:



How to recover your lost or unsaved work  
Desktop » Csalas Creative work

4/21/2020 3:



Support for REPS  
Desktop » COVID-19 » Programming » Remote Programming » Family Pa...

4/21/2020 1:



4.20.2020 Update  
Desktop » COVID-19 » Updates

4/21/2020 11



4.16.2020 Meeting update  
Desktop » COVID-19 » Updates

4/21/2020 11



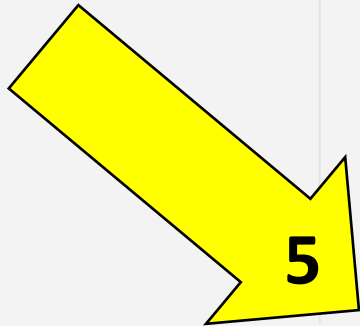
Lifetime Community Cares Inc notice  
Desktop » COVID-19 » Updates

Yesterday



Support Notes

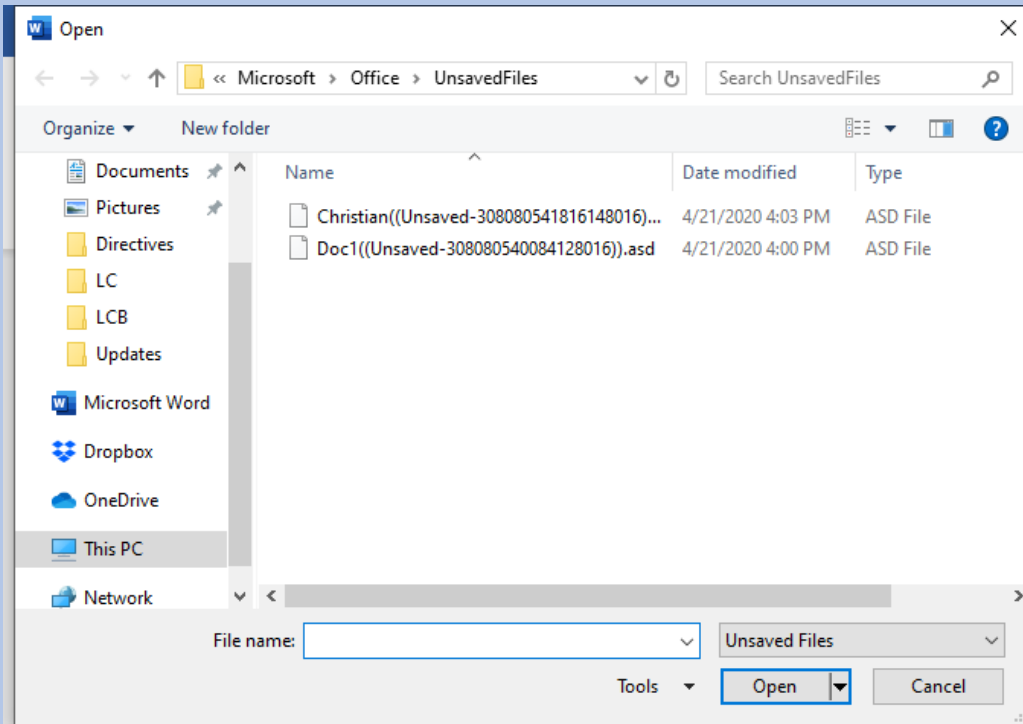
Recover Unsaved Documents



# Step #5

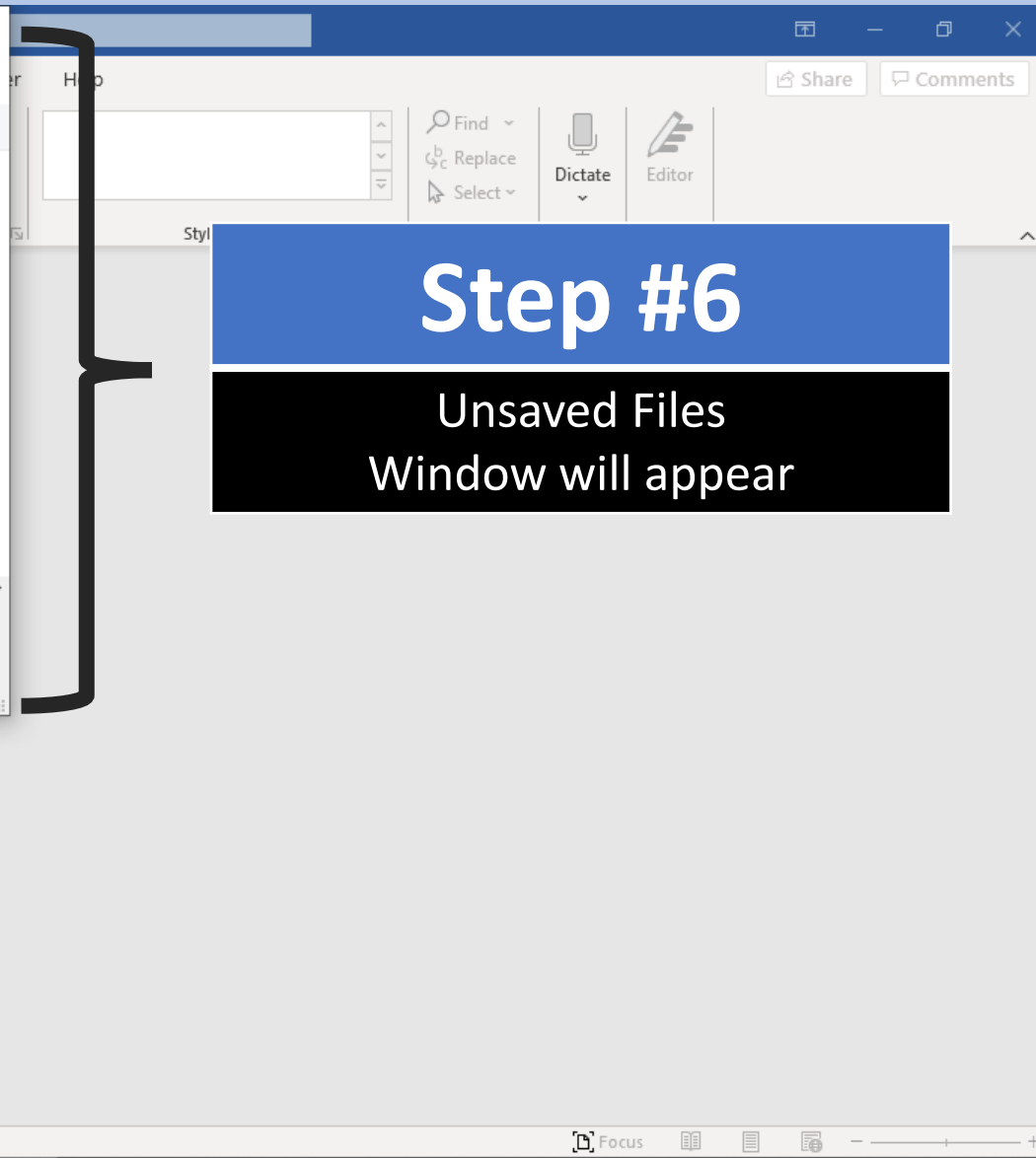
Select;

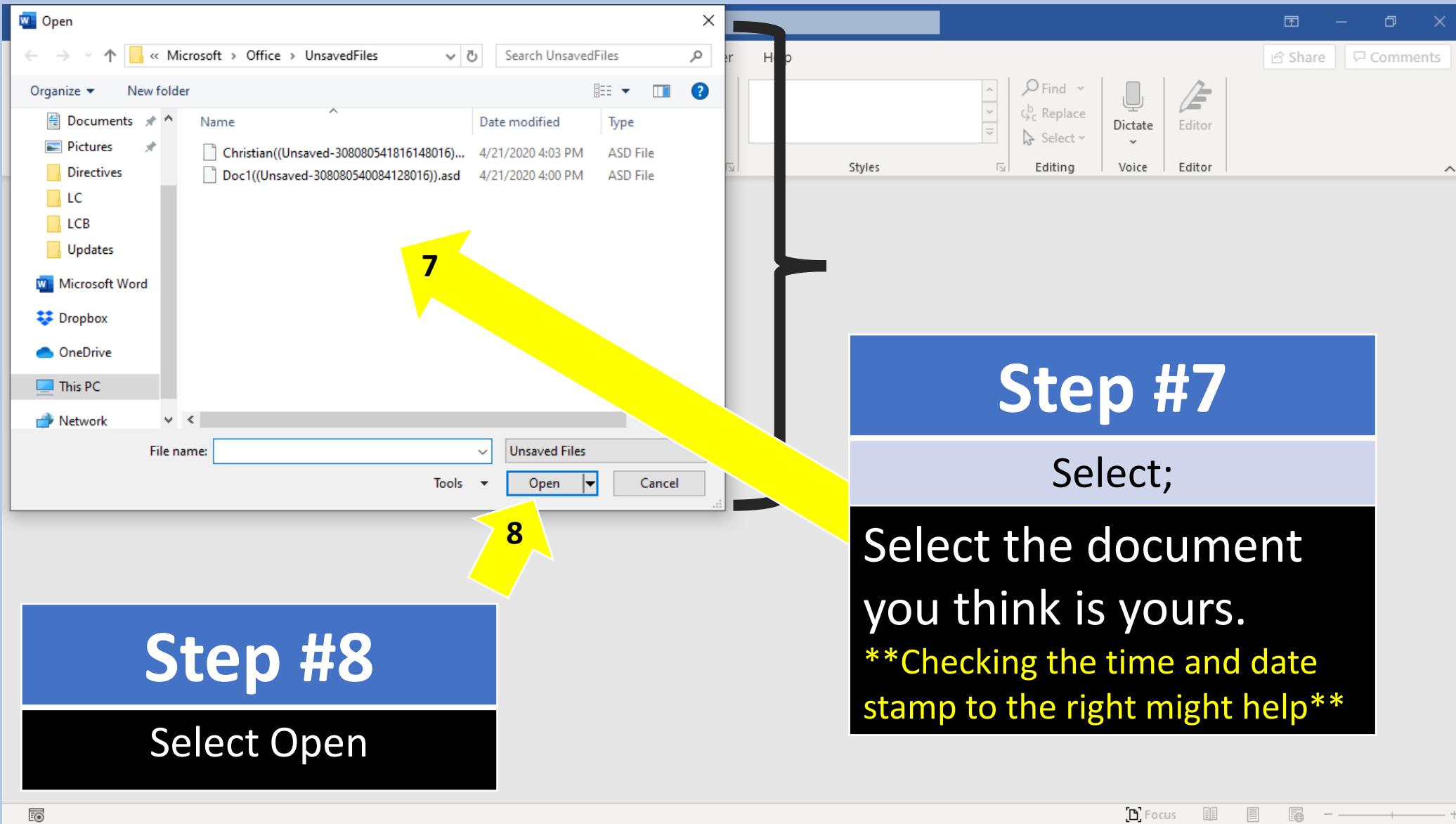
Recover Unsaved Documents



# Step #6

Unsaved Files  
Window will appear





## Step #7

Select;

Select the document you think is yours.  
**\*\*Checking the time and date stamp to the right might help\*\***

## Step #8

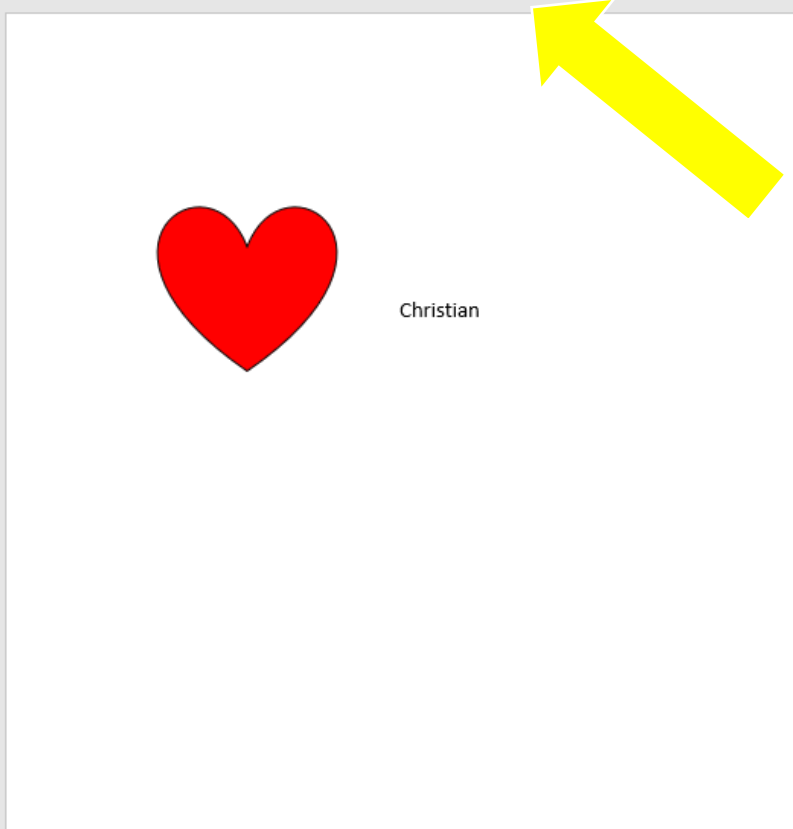
Select Open

AutoSave  Off Christian.asd: 4/21/2020 4:03 PM (Unsaved File) - Read-Only - Saved Search Sign in

File Home Insert Design Layout References Mailings Review View Developer Help

Clipboard Calibri (Body) 11

RECOVERED UNSAVED FILE This is a recovered file that is temporarily stored on your computer.



**Step #9**

Select;

Select Save As.

**\*\*Create a name for this document and save \*\***



Documents are never really lost...  
I hope I was able to help you.

 Christian



 creative  
commons

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