

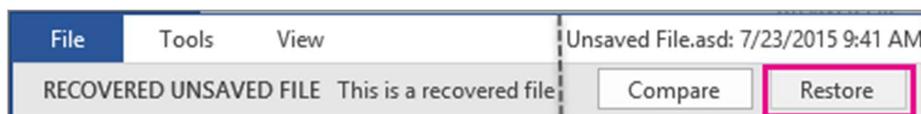
GOAL	Attempt recovery of an auto-saved Excel file
AUDIENCE	Microsoft Excel Users
REQUIREMENTS	N/A
AUTHOR	Jamie Hamaguchi
CREATED ON	3-Apr-18
REVISION BY/DATE	

If you've saved the file

1. Open the file you were working on.
2. Click **File** > **Info**.
3. Under **Manage Documents**, click the file labeled **(when I closed without saving)**.

Note: This example is from Word. Look for **Manage Workbook** in Excel or **Manage Presentation** in PowerPoint.

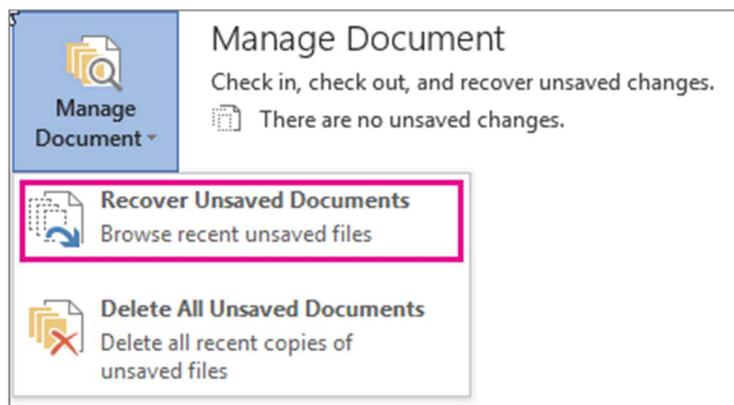
4. In the bar at the top of the file, click **Restore** to overwrite any previously saved versions.



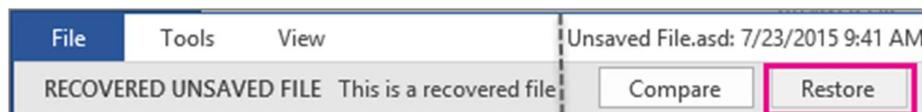
Tip: In Word, you can also compare versions by clicking **Compare** instead of **Restore**.

If you haven't saved the file

1. Click **File > Info > Manage Document > Recover Unsaved Documents** in Word, **Recover Unsaved Workbooks** in Excel, or **Recover Unsaved Presentations** in PowerPoint.



2. Select the file, and then click **Open**.



3. In the bar at the top of the file, click **Save As** to save the file.

