

Recover an earlier version of an Office file

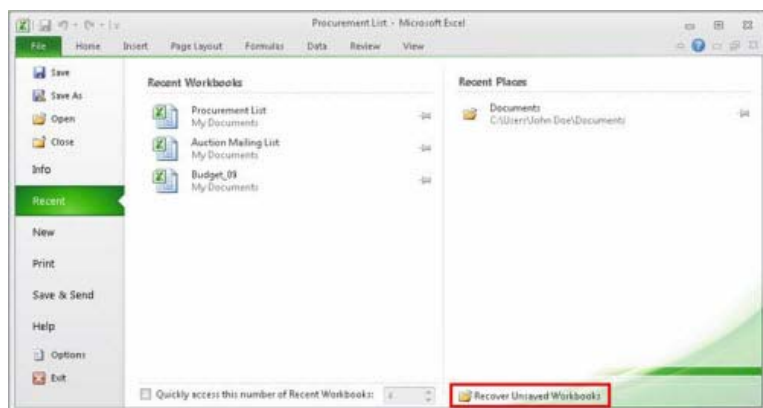
If you [turned on AutoRecover and AutoSave to protect your files in case of a crash](#), you can save versions of your file while you're working on it. Then you can choose to keep the last autosaved version in case you accidentally close that file without saving, so you can restore it the next time you open the file.

When you close without saving

If you are working in a newly created file and close it without saving, here's how to open the last autosaved draft:

Office 2010

1. Open the Office program you were using.
2. Click **File** > **Recent**.
3. Click **Recover Unsaved Documents** in Word, **Recover Unsaved Workbooks** in Excel, or **Recover Unsaved Presentations** in PowerPoint.



4. Your saved drafts folder will open in a new window. Select the file, and then click **Open**.
5. In the bar at the top of the file, click **Save As** to save your file.

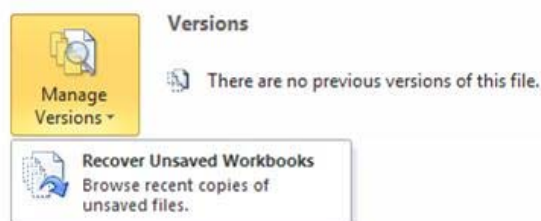
Office 2013

1. Open the Office program you were using.
2. Under **Recent** in the left pane, click the file.



3. Your saved drafts folder will open. Select the file, and then click **Open**.
4. In the bar at the top of the file, click **Save As** to save your file.

TIP Another way to see the recovered files is to click the **File** > **Info** > **Manage Versions** > **Recover Unsaved Documents** in Word, **Recover Unsaved Workbooks** in Excel, or **Recover Unsaved Presentations** in PowerPoint.



Previously saved files

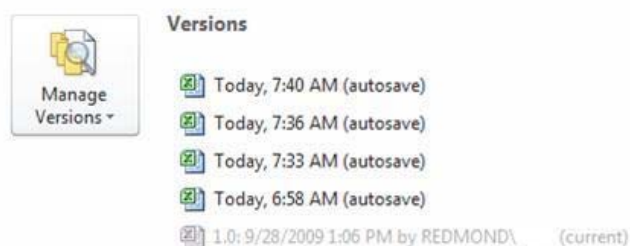
If you're working in a file that was previously saved, and close it without saving your current changes, here's how to open the last autosaved draft:

1. Open the file you were working with.
2. Click **File** > **Info** > under **Versions**, click the version labeled **(when I closed without saving)**.
3. In the bar at the top of the file, click **Restore** to overwrite any previously saved versions with the last autosaved version of your file.

Working with autosaved versions of your file

Open and view earlier versions of your current file

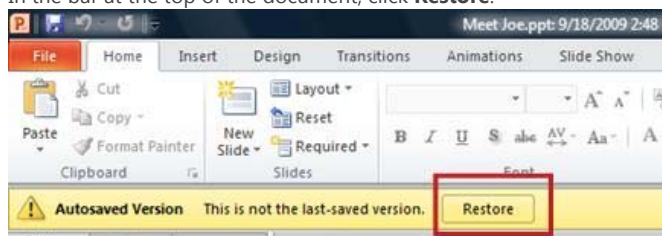
1. Click **File** > **Info**. The autosaved versions of your current file are listed under **Versions**.



2. Click any version in the list to open it.

Replace current file with an earlier version

1. Follow steps 1 through 3 from [Open and view earlier versions of your current file](#).
2. In the bar at the top of the document, click **Restore**.

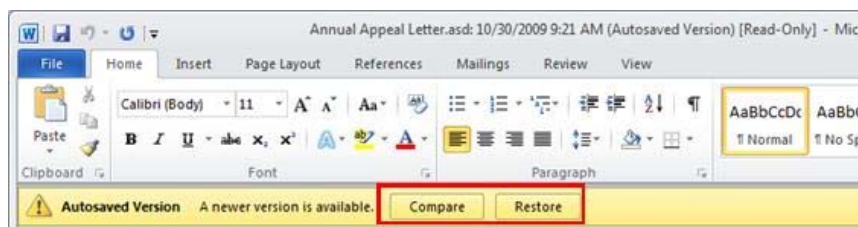


3. Click **OK** to overwrite your current document with the earlier autosaved version.

Compare an earlier version of your file with the current version (Word only)

Word lets you compare your current document with an earlier one, and choose which changes you want to save. Here's how to compare your current Word document with an earlier autosaved version:

1. Click the **File** tab.
2. In the version list, click the earlier version you want to compare with your current document.
3. In the bar at the top of the document, click **Compare**.



A new document will open that shows the differences between the two versions you are reviewing.

At this point, you can choose one of the following options:

- Accept or reject the changes in the comparison document and save it as a new document.
- Close the comparison document and restore the complete autosaved version of your file.
- Close the comparison and autosaved versions of your file and continue to work in your current document.