

Save As v. AutoRecover Word Tip

What is the difference?

When you use the Save As feature, you are saving your file to a designated drive or folder.

Follow these steps:

Press File, Save As

or

Press Ctrl + S

or

Press the Save button on the Standard Toolbar

AutoRecover only saves your work after a power failure, application crash, or similar problem.

To set up the Auto Recovery:

Click on Tools (Menu Bar), Options, Save

Place a check mark in front of Save AutoRecover information every:

Restart Microsoft Word

All documents that were open at the time of the power failure or similar problem appear for you. Only changes you made after the last AutoRecover save are lost.

To locate the folder that contains your recovery files (usually the Windows\Application Data\Microsoft\Word folder or the Windows\Profiles\username\Application Data\Microsoft\Word folder).

In the Files of type box, click All Files.

Each recovery file is named "AutoRecovery save of file name" and has the file name extension .asd.

Open the recovery file.