**Recover Unsaved Documents**

Sometimes you exit a document before you have saved it because you think there will be no need to have the document saved. Later you wish you had saved the document and you have to recreate it. You can save yourself a lot of time if you know that you can recover unsaved documents in Word, Excel and PowerPoint. Here are the steps to follow:

1. Click File
2. Click Info
3. Click Manage Versions
4. Click Recover Unsaved Documents
5. Click on the file that you wish to recover. It may be helpful to look at the date and time the file was modified to help you know which file you want to recover. Otherwise open several of the files until you find the file you want.
6. Click Open
7. Click Save As
8. Click Save
9. Click View
10. Click Edit.

Your lost file will be on the screen ready for editing.