

Microsoft Word 2019

Auto Save and Auto Recover

SETTING THE AUTO RECOVERY FEATURE

Did you know that the AutoRecover feature in Word can automatically save your document? This is a handy option to have, especially when you forget to click save on that important file and word shuts down causing you to lose it all.

To make sure you have auto recover enabled, all you need to do is;

1. Click **File**
2. Then **Options** at the bottom of the screen
3. Click on **Save** in the left-hand pane
4. Under the **Save Documents** heading, ensure that **save AutoRecover Information every 10 mins** is checked, and also **Keep the last AutoRecovered version if I close without saving**.
5. You can also change the time documents are saved by increasing or decreasing the time intervals.