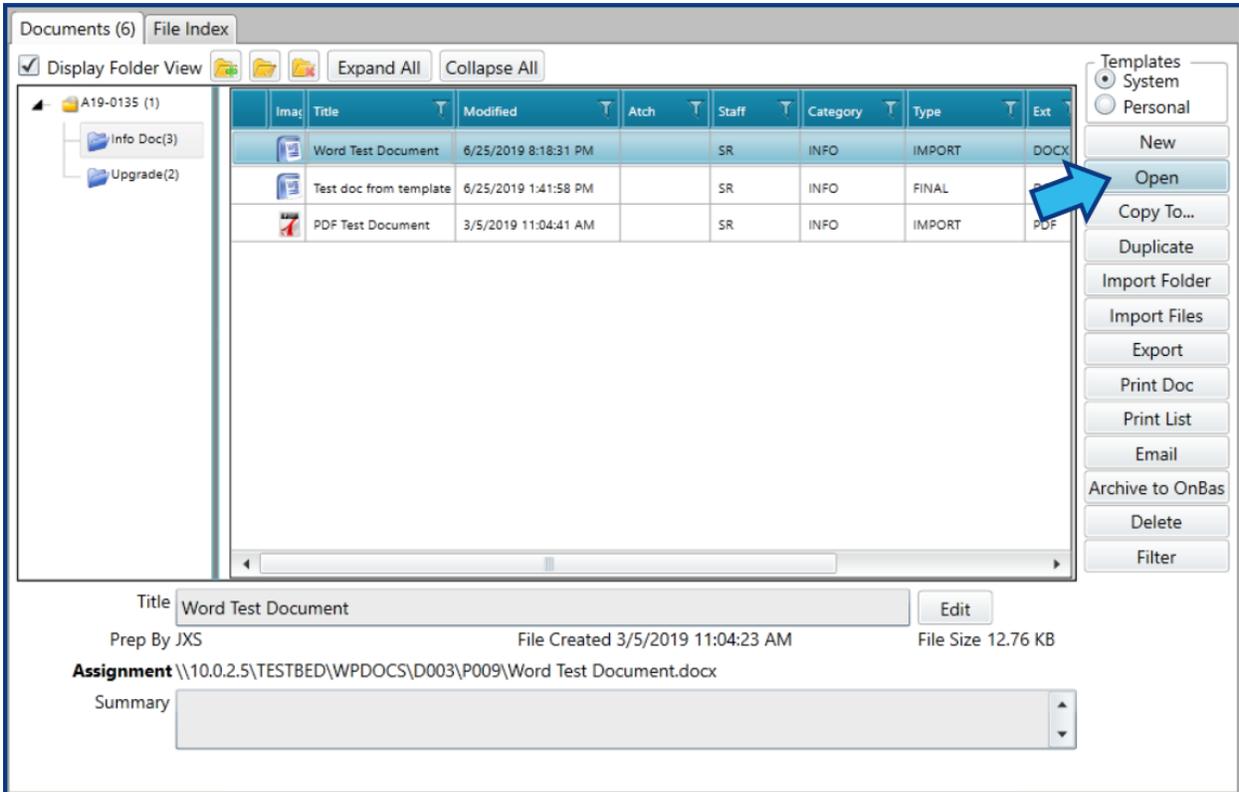


Interrupted before saving a document through **CLW**?

If **Microsoft Word** is set to auto-save files, the file can be restored to the last auto-saved version. In **CLW**, locate and highlight the document. Press **Open**.



The screenshot shows the CLW interface with a file list and a context menu. The file list has the following columns: Title, Modified, Atch, Staff, Category, Type, and Ext. The file list contains three entries:

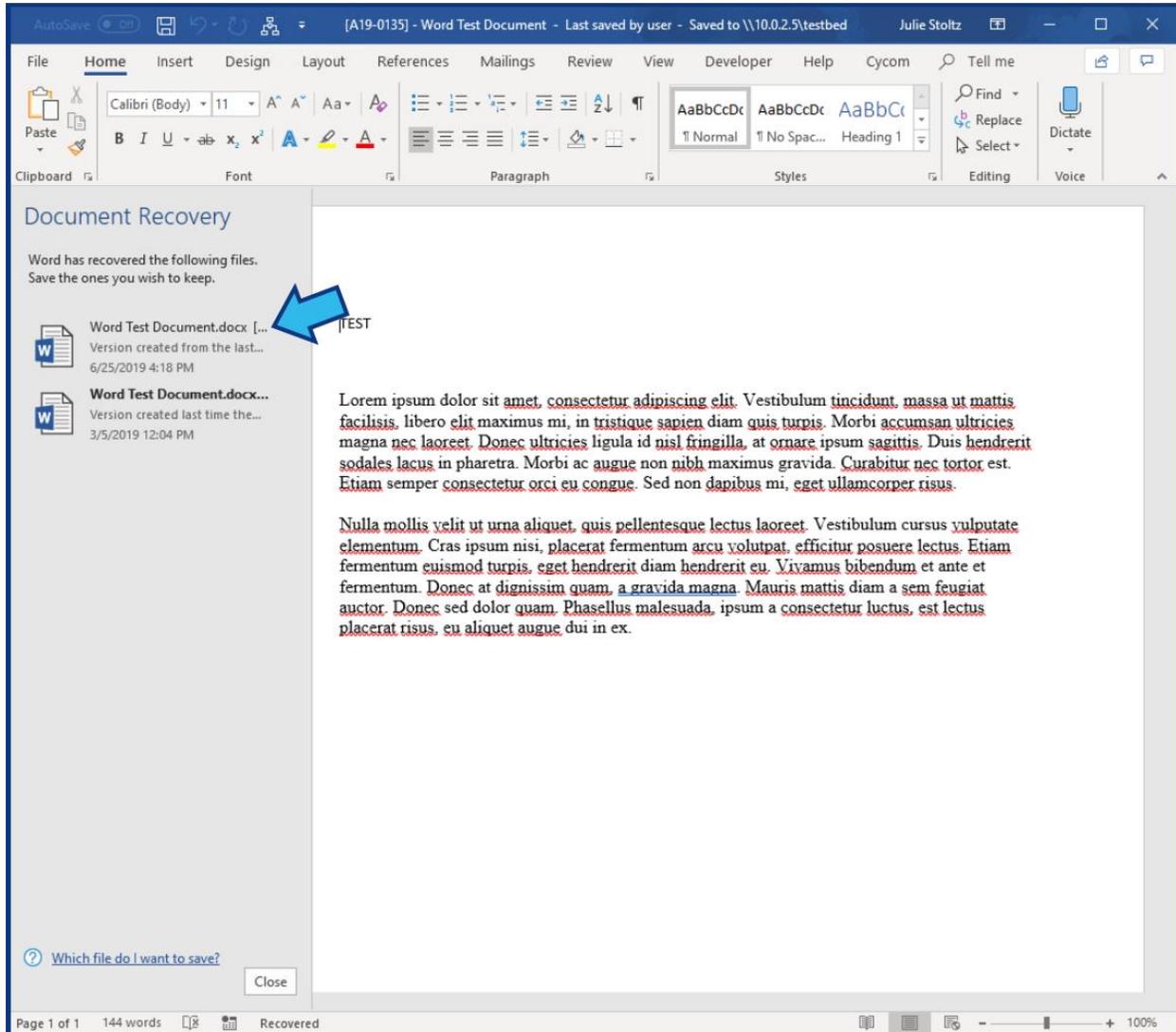
Image	Title	Modified	Atch	Staff	Category	Type	Ext
	Word Test Document	6/25/2019 8:18:31 PM		SR	INFO	IMPORT	DOCX
	Test doc from template	6/25/2019 1:41:58 PM		SR	INFO	FINAL	DOCX
	PDF Test Document	3/5/2019 11:04:41 AM		SR	INFO	IMPORT	PDF

The context menu is open, showing options: New, Open, Copy To..., Duplicate, Import Folder, Import Files, Export, Print Doc, Print List, Email, Archive to OnBas, Delete, and Filter. A blue arrow points to the 'Open' option.

Below the file list, the selected file details are shown:

Title: Word Test Document [Edit]
Prep By: JXS File Created: 3/5/2019 11:04:23 AM File Size: 12.76 KB
Assignment: \\10.0.2.5\TESTBED\WPDOCS\D003\P009\Word Test Document.docx
Summary: [Text area]

If there are any auto-saved versions, a **Document Recovery** pane should appear when **Word** is opened.



See a Document Recovery pane? Complete the steps in [Recovery Method #1](#).

No Document Recovery pane? Complete the steps in [Recovery Method #2](#).

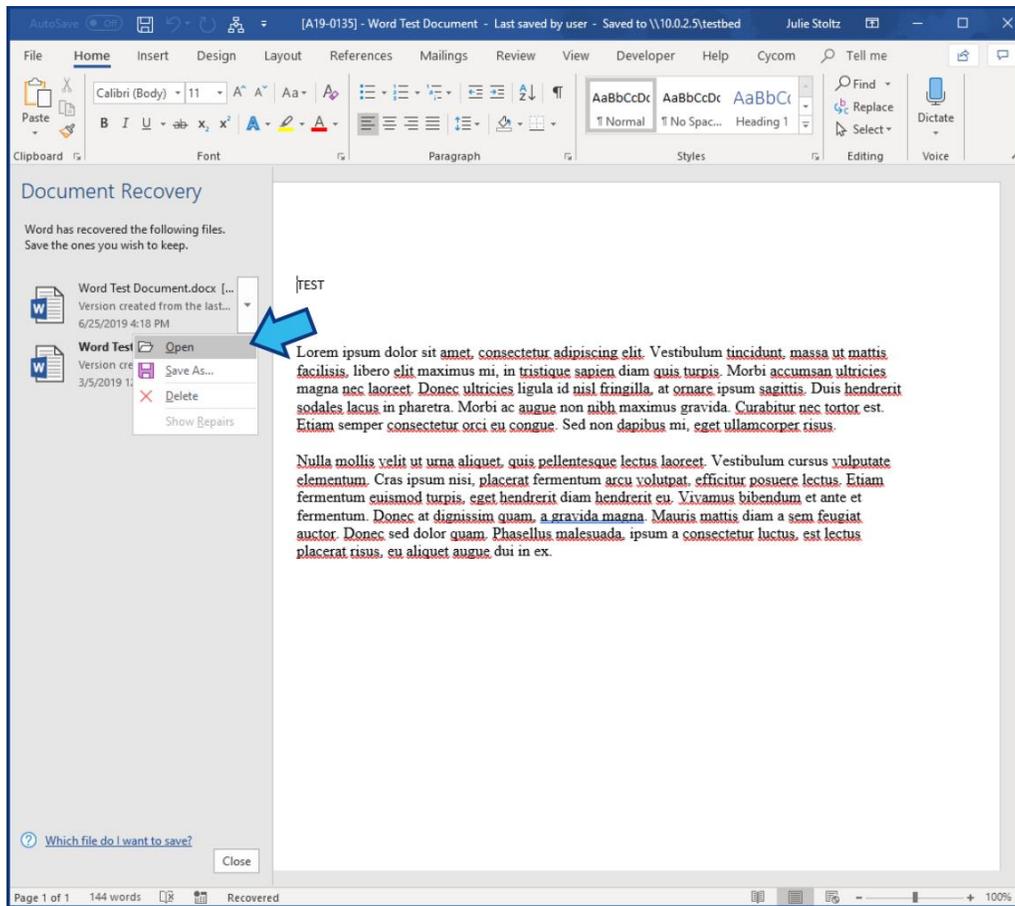
Recovery Method #1

There are 4 steps to complete this task:

1. **Open the edited file version.**
2. **Close the original file.**
3. **Save the recovered file.**
4. **Close Word.**

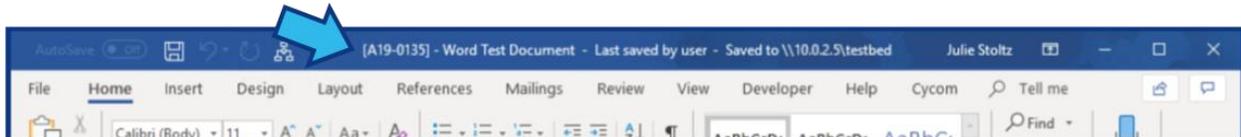
Step 1. Open the edited file version.

Hover over the edited file version in the **Document Recovery** pane and left-click the drop-down arrow that appears. Select **Open**. A new document will open.



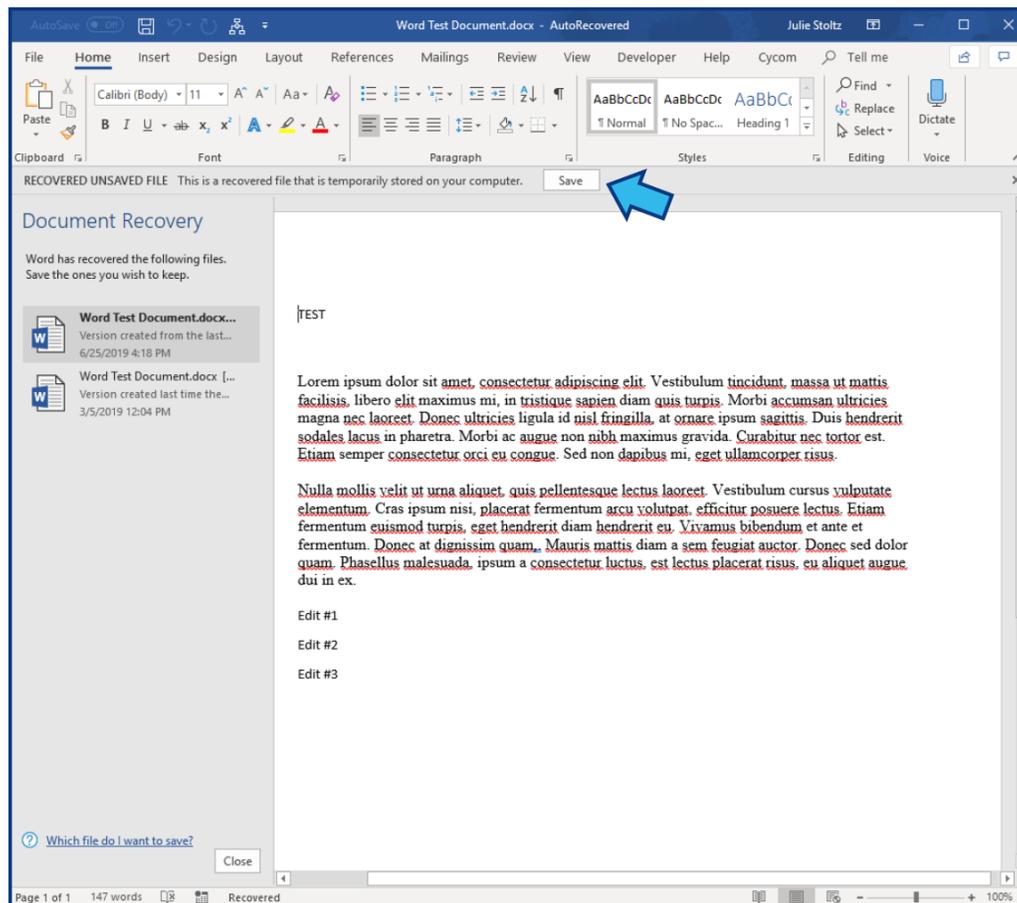
Step 2. Close the original file.

The original file will show the matter file# in the title. This file must be closed before proceeding. Close the window by pressing the 'X' in the top-right corner. **WARNING:** Ensure the correct file is closed in this step. DO NOT close the AutoRecovered file at this point or the changes will be lost.



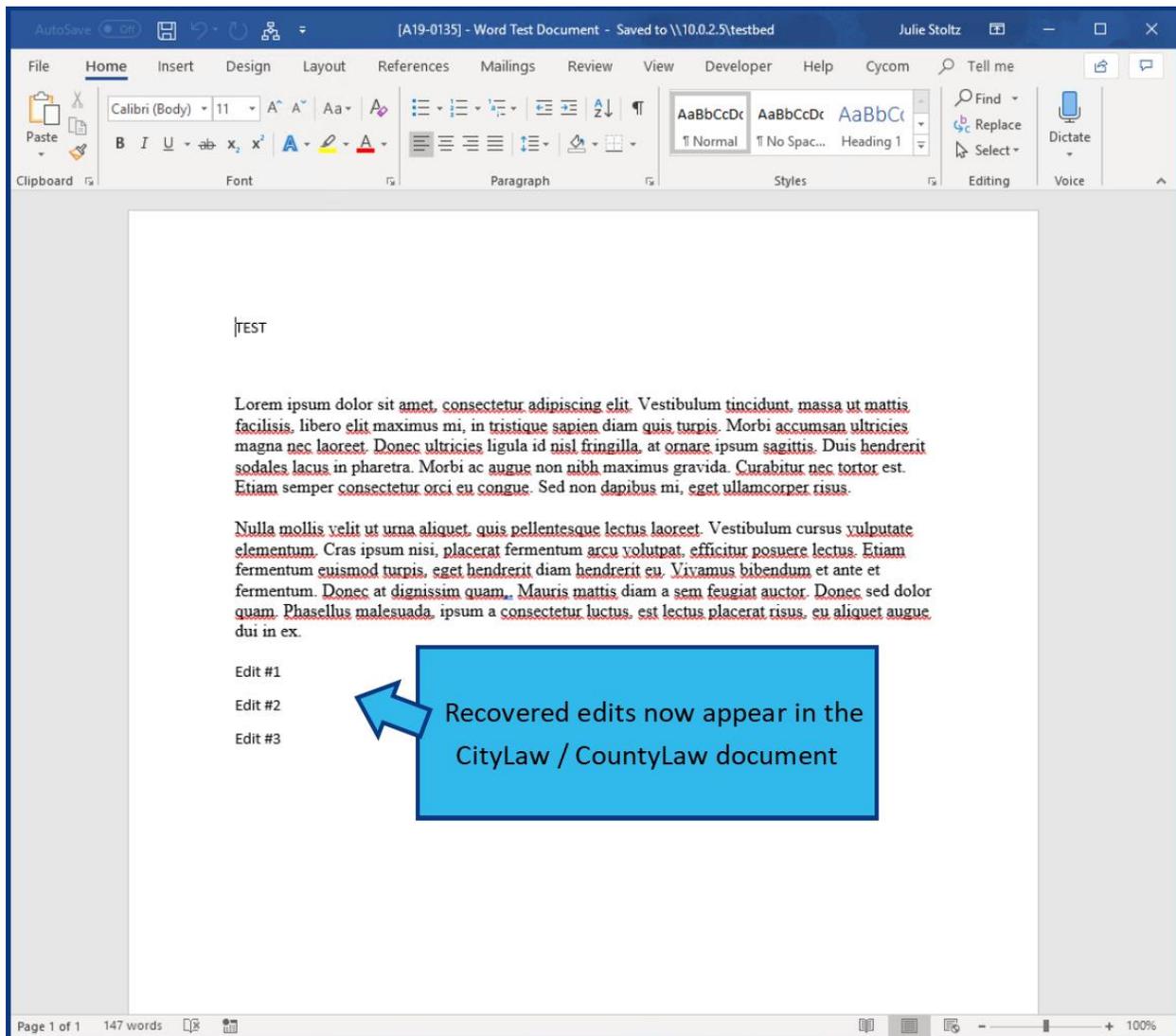
Step 3. Save the recovered file.

In the auto-recovered file, press **Save**.



Step 4. Close Word.

Close **Word** by pressing the 'X' in the top-right corner. Return to **CLW** and select and open the document. The file should now be updated to the new version.



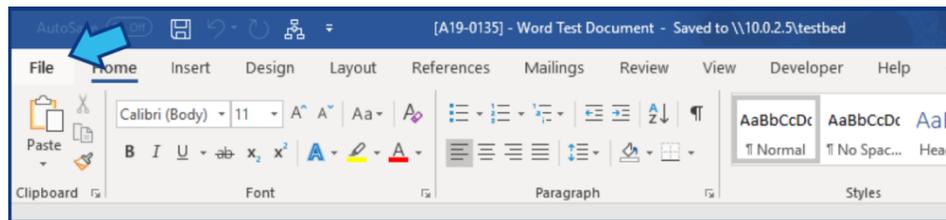
Recovery Method #2

There are 4 steps to complete this task:

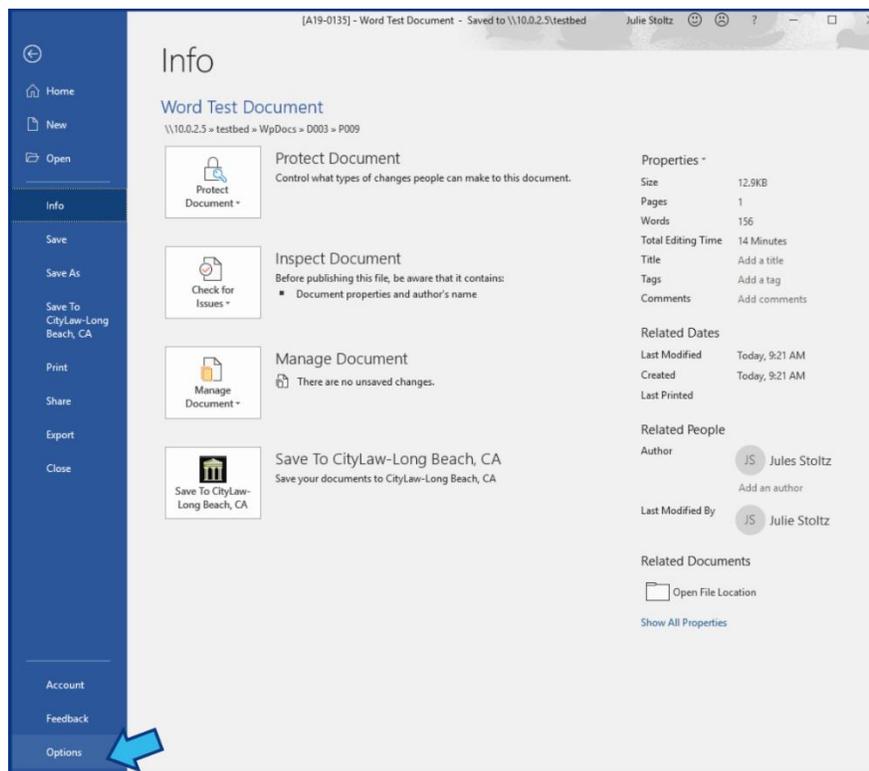
1. [Navigate to the AutoRecover file location.](#)
2. [Open the AutoRecovery file with Word.](#)
3. [Press Restore.](#)
4. [Close Word.](#)

Step 1. Navigate to the AutoRecover file location.

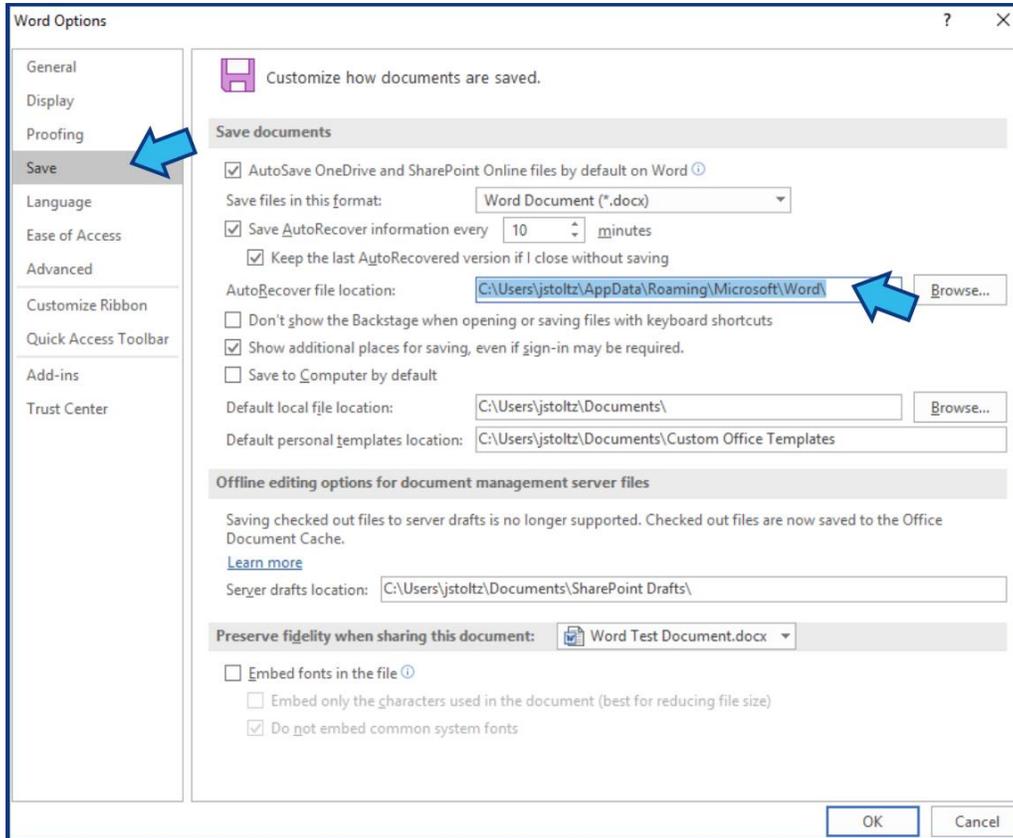
To find the **AutoRecover** file, open **Word** and select **File**.



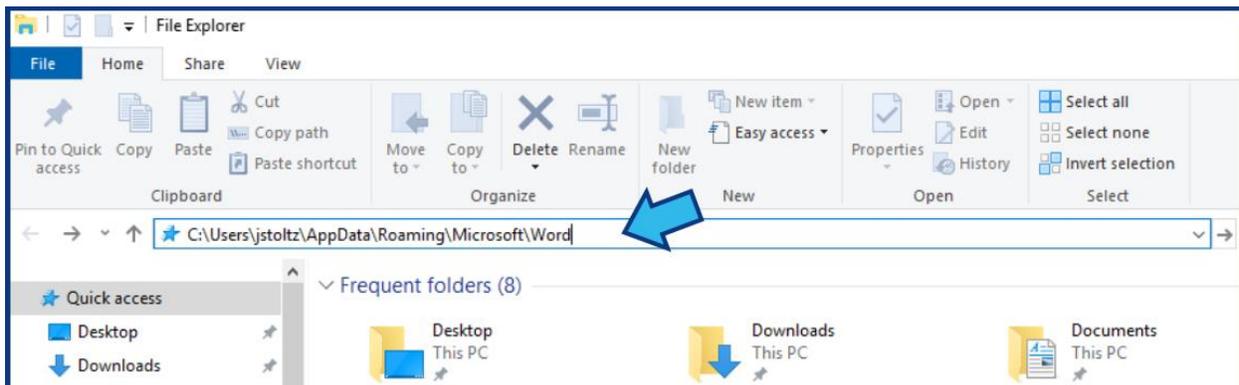
Select **Options**.



Select **Save**. Highlight the address shown in the **AutoRecover file location** field. Press **CTRL + C** on the keyboard, or right-click and select **Copy**. Close **Word**.

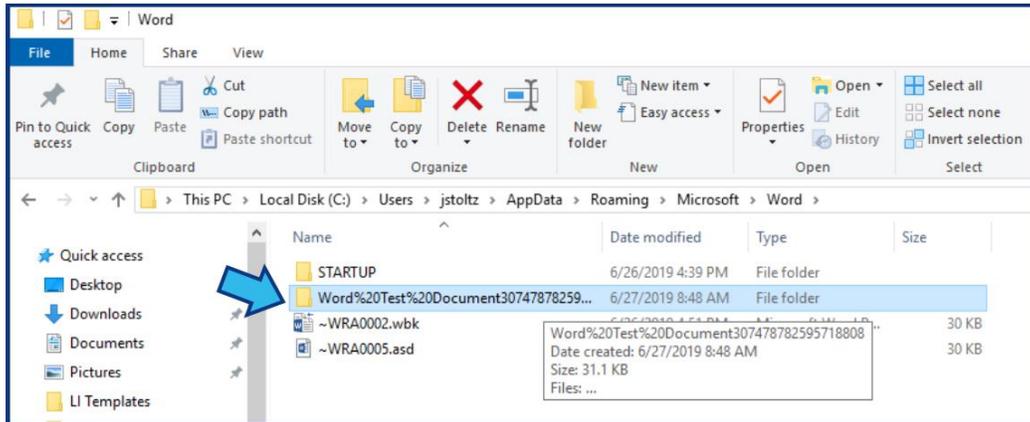


Open **File Explorer** and in the address bar paste the **AutoRecover file location** address. Press **CTRL + V** on the keyboard, or right-click and select **Paste**. Press the **Enter** key.

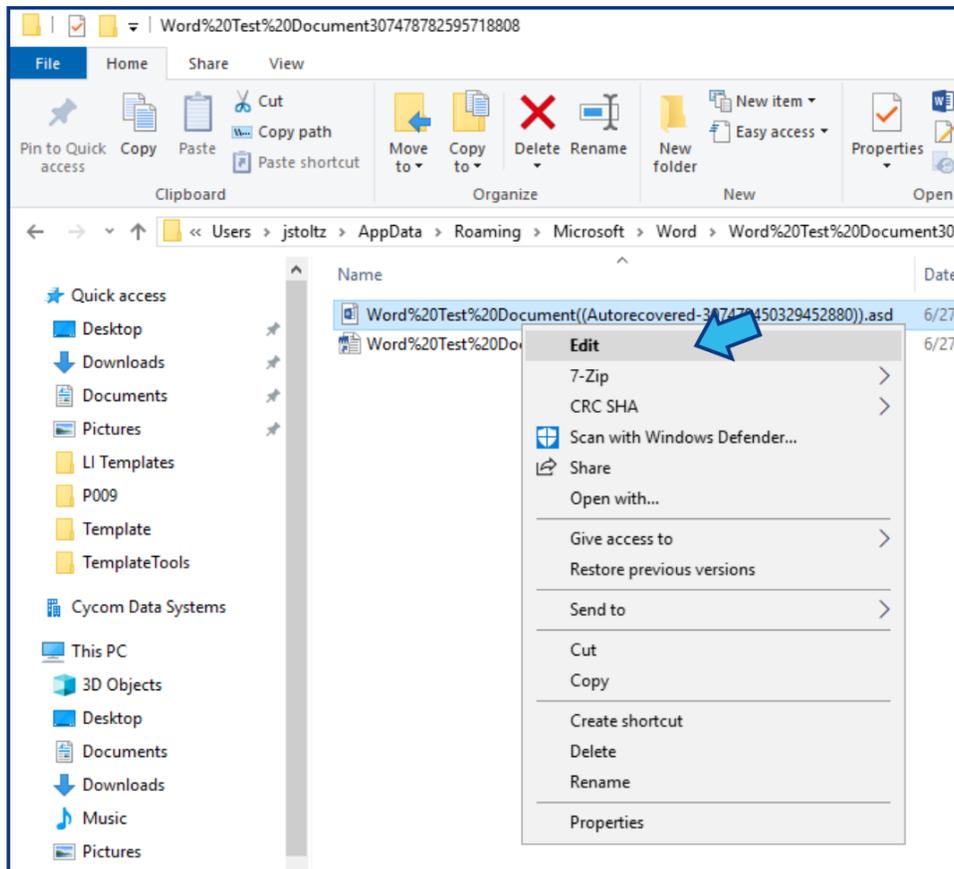


Step 2. Open the AutoRecovery file with Word.

Find the desired **AutoRecovery** file. If there is a folder with a modified version of the title of the document, open the folder. Use the date/time of modification to choose the latest edited version if there are options.

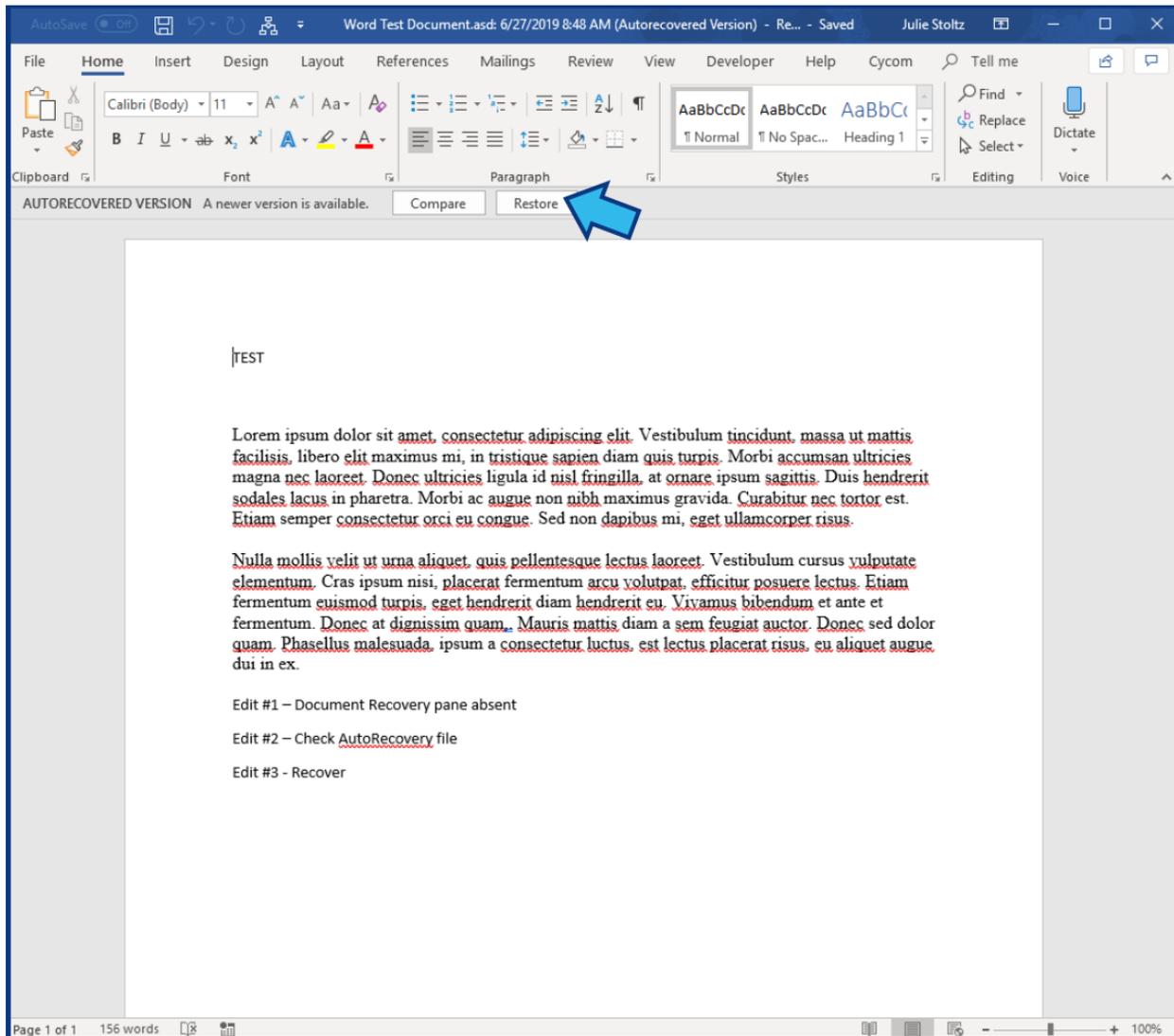


Right-click and select **Edit** (if available) or **Open with** (select **Word**).

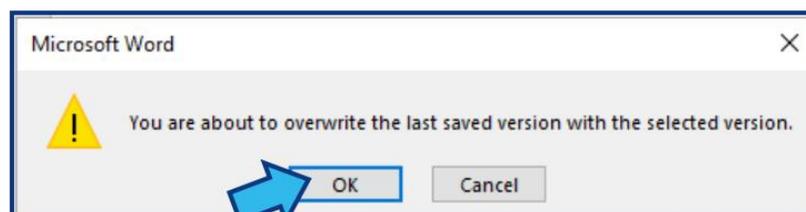


Step 3. Press Restore.

The **AutoRecovered** file will open and compare itself to the original file. If there are changes, a **Restore** option will be visible above the document. Press **Restore**. NOTE: If **Restore** is not available, the original file and the auto-saved file do not differ.



Press **OK** to confirm.



Step 4. Close Word.

Close **Word** by pressing the 'X' in the top-right corner. Return to **CLW** and select and open the document. The file should now be updated to the new version.

