

WordPerfect: Where is my Timed Backup File?

- WordPerfect Office Suite
- WordPerfect Home & Student

Symptoms:

Cannot find an expected backup timed file in WordPerfect

Cause:

WordPerfect's Timed Backup protects you from unexpected failures (like a computer crash, a power outage and so on), but not from you choosing to not save a file. If you close a file and choose "No" when prompted to save the document, the backup file is deleted because you said "No," do not keep the file.

Note: Once the file has been saved successfully, the backup is removed as it is no longer needed (the current version of the file has been saved somewhere else).

Resolution:

You can manually look for WordPerfect Backup files as follows:

- 1. Open WordPerfect. You may be prompted to open your backup file. Answer YES if prompted!
 - 1. Once Open, please use File > Save As to save it to a new location.
 - 2. Next time you open WordPerfect, and the file has been saved elsewhere, you can safely remove the backup.
- 2. If there were no prompts about backup files on startup, continue with these steps:
- 3. Click Tools, Settings, Files icon
- 4. Select the entire content of the backup folder field and copy it to the clipboard (Pressing Ctrl+C will do this, or you can right click and choose Copy from the context menu)
- 5. Press WinKey+R on your keyboard to open the Windows Run prompt
- 6. Erase anything in the Open field, then click into the open field.
- 7. Press Ctrl+V to paste the backup path into the Open field.
- 8. Click OK
- 9. The backup folder will now open.
 - 1. If this folder is empty, there are no backup files.
 - 2. If there are files in this folder, it is best to move them to another location.
 - 3. Files with a .bk! file extension can be renamed to .wpd so that WordPerfect will recognize them.

© 1985-2024 Corel. All rights reserved.