

## WordPerfect: What to do when WordPerfect says there is a backup file, but then cannot find it?

• WordPerfect Office Suite

What to do when WordPerfect says there is a backup file, but then cannot find it?

- 1. Open WordPerfect
- 2. Click through the error for now.
- 3. Click Tools, Settings, Files
- 4. Click in the Backup Folder field and press Ctrl+A to select all the text in the field.
- 5. Press Ctrl+C to copy it to the clipboard. You won't see anything happen when you press Ctrl+C. This is normal.
- 6. Click Cancel, Click Close
- 7. Close WordPerfect
- 8. On the keyboard, Press Win+R
- 9. Erase whatever is in the Run box and click into the box.
- 10. Press Ctrl+V to paste the information from step 5 into this field.
- 11. Click OK
- 12. If there are any files you want to keep, copy them somewhere else such as the desktop or your documents folder.
- 13. Delete any remaining files.
- 14. Close the folder.
- 15. Open WordPerfect. Note that the Backup message is gone.

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