

## **My Document Is Damaged: How Can I Recover the Information?**

**Note** When you change the selection in the **Files of type** box (on the **File** menu, click **Open**) to **Recover Text from Any File**, Word retains this setting and uses it the next time that you open a document. To avoid this behavior, reset the **Files of type** box to **Word Document (\*.doc)** after you have completed the recovery of your damaged document.

### **To Open a Word Document**

To use the "Recover Text from Any File" converter with a Word document, follow these steps:

1. On the **File** menu, click **Open**.
2. In the **Files of type** box, click **Recover Text from Any File(\*,\*)**.
3. Select the document that you want to recover the text from.
4. Click **Open**.

### **To Open a Non-Word File**

To use the "Recover Text from Any File" converter with a non-Word file, follow these steps:

1. On the **Tools** menu, click **Options**.
2. Click the **General** tab.
3. Click to select the **Confirm conversion at Open** check box, and then click **OK**.
4. On the **File** menu, click **Open**.
5. In the **Files of type** box, click **Recover Text from Any File**.
6. Select the document that you want to recover the text from.
7. Click **Open**.

**Word converts and recovers all text from the document.**