Word 97 - 2003 (.doc) Documents Removed

If there are older Word documents with .doc extensions stored on your computer, during the upgrade they will be moved to the recycle bin. These are documents originally created as Word 97 -2003 documents.

As an example:

2005_annual_report.doc would be moved to recycle bin
2015_annual_report.docx would not be affected

Current Word documents use the .docx extension and are not affected.

If you need to retain any documents moved to the recycle bin you may search for them and recover them to normal status by using the following procedure:

1. Navigate to the desktop of your computer
2. Click on the recycle bin
3. Enter "*.doc" in the Search Recycle Bin box in the upper right corner. Be sure to include the quotes and period when entering the search terms. e.g. "*.doc"

1. The search will return all documents with .doc extension
2. Highlight the documents to recover from the recycle bin so they will be restored to their original location
3. Click on Restore the selected items as shown below

Hint: Hold down the Ctrl key while clicking to select multiple documents at once

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