


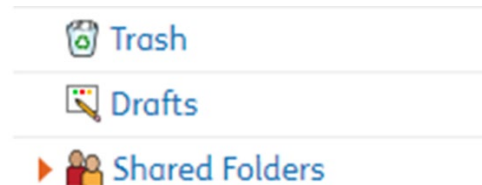


Autosave and Drafts

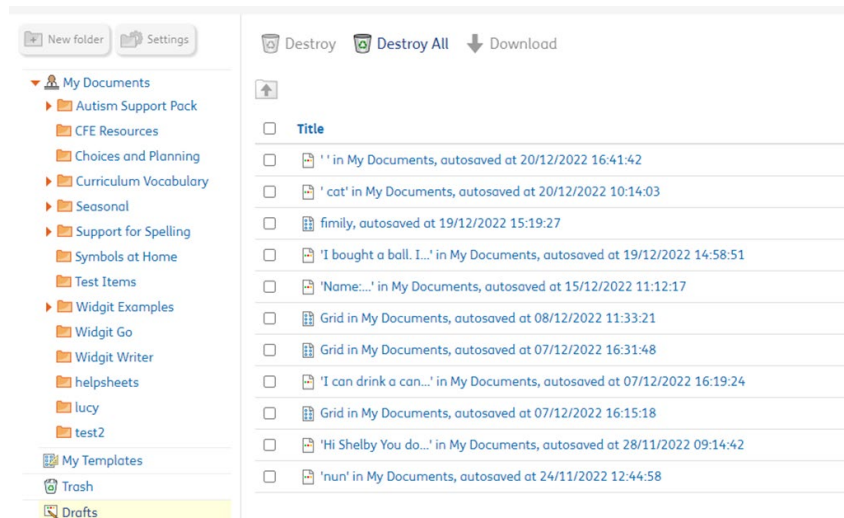
To prevent accidental loss of documents Widgit Online periodically autosaves drafts of open documents. These can be found in the Drafts folder  where they are saved for 30 days.

To Use or Recover Draft Documents.

1. Click on the **Drafts** folder to open.



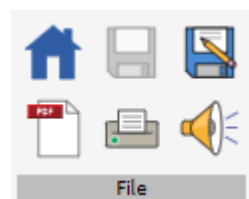
2. You will see all the documents that were autosaved.



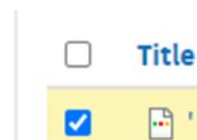
3. **TO USE:** Click on a title to open.



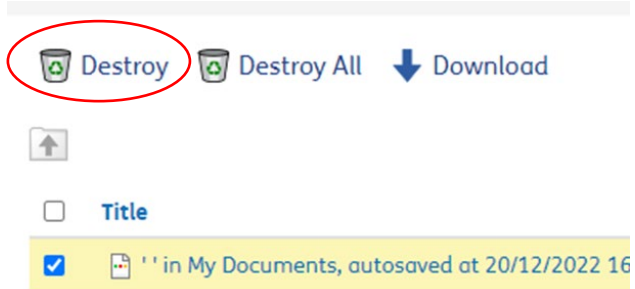
4. Make any edits needed and then **Save** in the usual way.



5. **TO DELETE:** Tick the box next to the file you want to delete.



6. Click Destroy.



Please Note: Destroy All will delete all the drafts in the **Drafts** folder.