

Restoring Files Using Previous Versions

Shadow Copy is a feature available on network drives that you can use to restore recently modified or deleted files. This will allow you to recover files without having to call for help. Data lost on your local computer cannot be retrieved by Shadow Copy or Tape Backup.

Important Warning

Restoring a file **will overwrite** the current copy. Any data saved in the current copy will be overwritten with the older file. **Be very careful!** If you want to keep your current copy, make sure you select "**Copy**" instead of "**Restore**".

There are usually 3 reasons why you might need to use this service:

1. Accidental file or folder deletion (the most common reason).
2. Accidental file replacement (forgetting to use the "Save As" feature).
3. File or folder corruption.

To Recover a Deleted File or Folder:

1. Locate the folder where the deleted file or folder was stored.
2. **Right-click** the folder, and click **Properties**. The **Properties** dialog box will appear.
3. Click the "**Previous Versions**" tab.
4. A list of snapshots will be displayed.
5. Select a snap-shot that had the last known good copy of your file or folder and click "**Open**" (This will be labeled as "**View**" in Windows XP).
 - DO NOT click "Restore" at this point or you could overwrite an entire folder with old data.
6. **Right-click** the file or folder that was accidentally deleted and click **Copy**.
7. **Right-click** the location where you want to replace the deleted file or folder and click **Paste**.

To Recover an Overwritten or Corrupted File or Folder:

1. Locate the file or folder that you want to recover.
2. **Right-click** the file or folder and then click **Properties**. The **Properties** dialog box will appear.
3. On the **Previous Versions** tab, click the version of the file that you want to copy and click **Copy**.
 - You can also click Restore at this point, but doing so will immediately overwrite your current copy with the older file.
4. In the **Copy Items** dialog box, click a new location to place the file and click **Copy**.