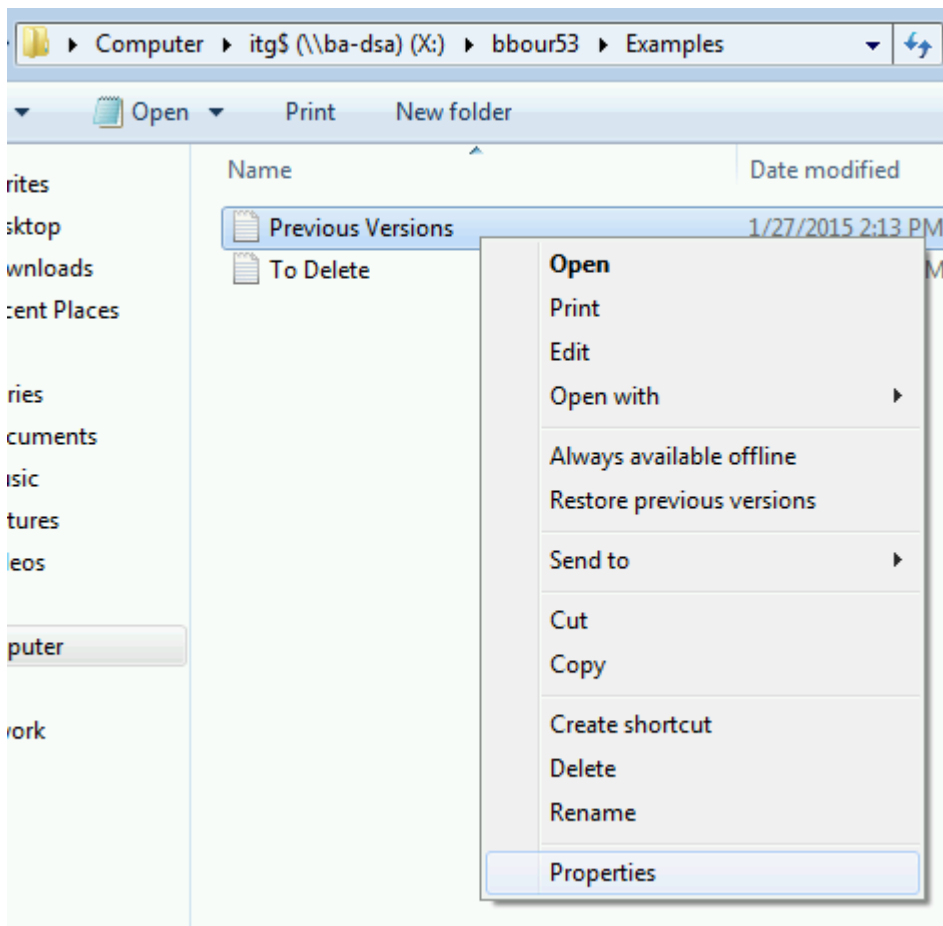


How to Restore a Previous Version of a File on X: Drive

If you need to recover a previous version of a document on X: drive, it may have been caught by the server's "Shadow Copies" and can be recovered. Please follow the steps below to see if your file can be restored. There is not a specific cut off, but the older the file the more likely it can no longer be recovered. **Please remember, shadow copiers are not a replacement for backups!**

To restore a previous version, right click the file you'd like to restore. Today, I would like to revert some changes I made to the "Previous Versions" text file. I have right clicked the file and will choose "Properties" at the bottom.



The Properties box will appear and you will need to choose the “Previous Versions” tab. I only have one previous version of this example file, but a document you edit frequently may have a number of previous versions that can be restored. Choose a file that has a last edited time of the file that you’d like to restore or look at. Once you select a file, there are three options.

Open: This opens a read-only version of the file. You can use this to verify that the version you selected is the one you’d like to restore. From here you can perform a “save as” operation to save the file back to your computer, or you can close the file and take action from the properties box pictured below.

Copy: This will copy the file to your computer’s “clipboard” and allow you to paste it back into a folder. If you decide to paste the file in the same location, you will be asked if you want to overwrite the old file or make a copy with a new name. This is useful if you’d like to keep both the new version of your file and the older version.

Restore: This will overwrite the new file with the old file. The new file will lose all changes and will not be recoverable. Windows will warn you before performing this operation.

