

## Introduction

Shadow Copy is a feature staff and students can use to restore or recover recently modified or deleted files or folders. This allows Windows users to recover recently modified files/folders on your own, without having to call for help

ork > fsd-data > staff > treed > Docum	ents
Name	Date modified Type
Adobe Camtasia Custom Office Templates DYMO Label exacqVision Files FXHOME Music My Labels New folder OneNote Notebooks Outlook Files Pictures	View       >         Sort by       >         Group by       >         Refresh       >         Customize this folder       >         Paste       >         Paste shortcut       Undo Copy       Ctrl+Z         New       >         Properties       >
Videos	10/8/2019 11:01 PM File folder

## STEP 1

Open the folder where the file you need restored was located in. **Right Click** in the white space of the directory where the file or folder was stored and select **Properties**.

General	Offline Files		Security	
Location	Previous Versions		Customize	
Previou points.	is versions come	from File Histo	ry or from res	tore
Name		Date modif	ied	^
/ Today (2)				- 1
🗄 Document	s	10/30/2019	12:01 PM	
Document	s	10/30/2019	7:01 AM	
<ul> <li>Yesterday (</li> </ul>	2)			
Document	s	10/29/2019	12:00 PM	
Document	s	10/29/2019	7:00 AM	
Earlier this	week (2) —			>
		Open	▼ Restor	re   <del>-</del>



Click on the **"Previous Versions"** tab when the properties window opens. A list of backups will be shown with a date/time stamp. **Select** a Date/Time of the last know good copy of your file or directory.

You now have 2 different options: Open or Restore

- Open to browse the contents of the folder as it appeared at that time and restore a selected file
- Restore restore the full contents of the folder to its original location overwriting any new files. (Do Not Use)



vork > fsd-data > staff > staff (Today	/, October 30, 2019, 1 hour ago) ⇒	treed (Today, O
Name	Date modified	Туре
Adobe	10/30/2019 12:01 PM	File folder
📙 Camtasia	10/30/2019 12:01 PM	File folder
Custom Office Templates	10/30/2019 12:01 PM	File folder
DYMO Label	10/30/2019 12:01 PM	File folder
exacqVision Files	10/30/2019 12:01 PM	File folder
FXHOME	10/30/2019 12:01 PM	File folder
Music	10/30/2019 12:01 PM	File folder
My Labels	10/30/2019 12:01 PM	File folder
New folder	10/30/2019 12:01 PM	File folder
oneNote Notebooks	10/30/2019 12:01 PM	File folder
Outlook Files	10/30/2019 12:01 PM	File folder
Pictures	10/30/2019 12:01 PM	File folder
- Snagit	10/30/2019 12:01 PM	File folder
and the second se	10/20/2010 12 01 014	F11 6 1 1

## STEP 3

Selecting **Open** is the best option. You will see a list of files in selected folder. Find the specified file that you want to restore and then **copy/paste or drag/drop** to any location in your documents or desktop folders. You will notice across the top bar the timestamp of the folder displayed (ie. October 30,2019)

Backups are taken at 7:00am and 12:00 pm daily.