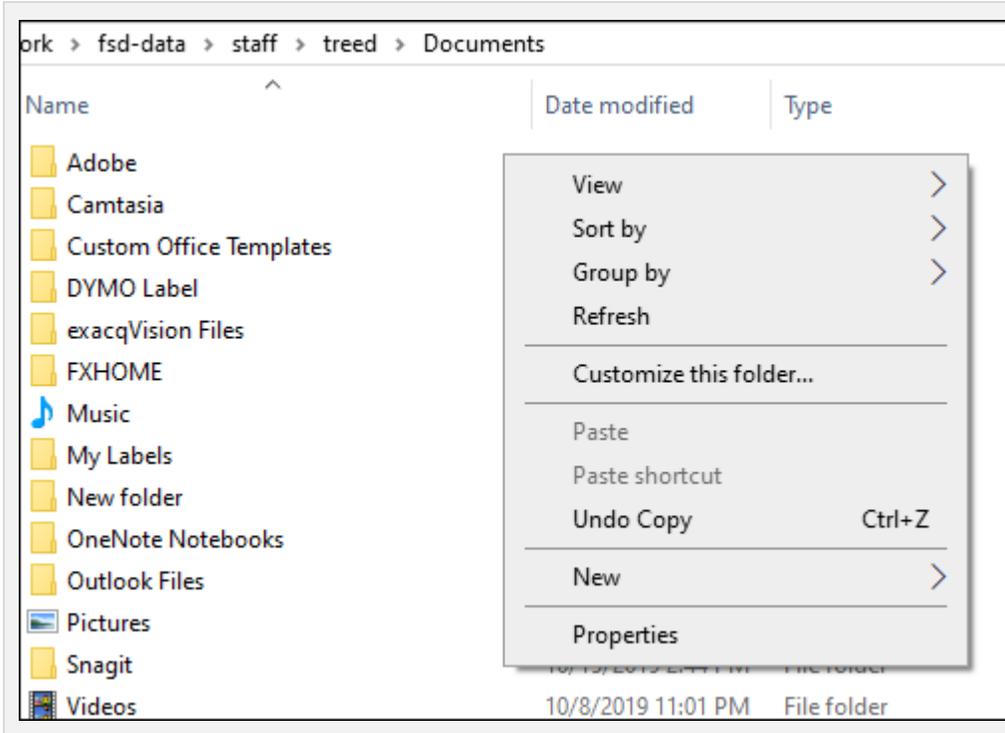


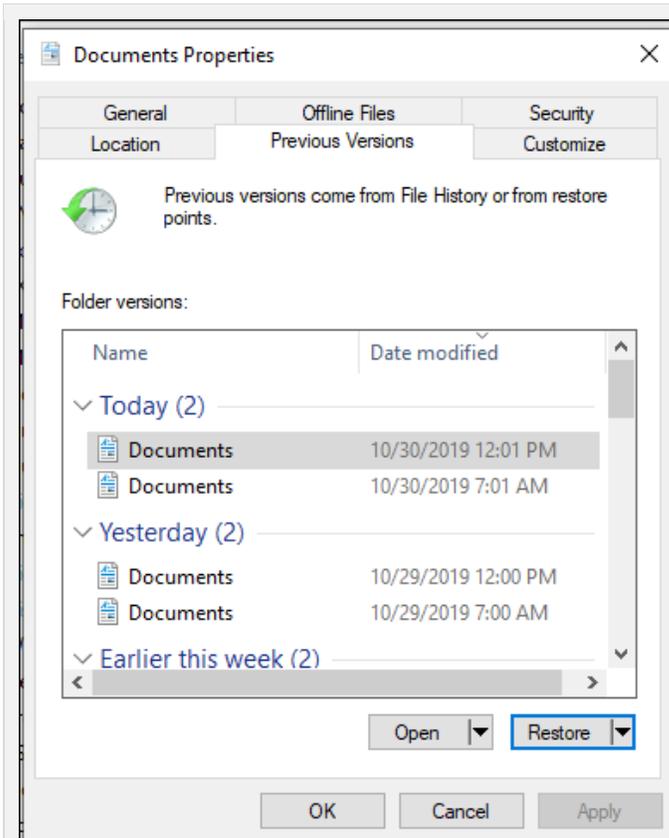
Introduction

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



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**.



STEP 2

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)

network > fsd-data > staff > staff (Today, October 30, 2019, 1 hour ago) > treed (Today, Oc

Name	Date modified	Type
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

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.