



## Previous Versions - Restoring Files and Folders Windows XP

Previous Versions allows users to easily restore files and folders that have been accidentally deleted or that have been corrupted. Users can also revert a file or folder back to an older version.

This guide will show you how to use **previous versions** to restore files and folders in Windows XP. For Windows 7 the steps are the same but the screens will look a little different. Another version of this document has been created for Windows 7 users.

During the day automatic backups are made to files and folders on all network drives. Backups are made twice a day, once at 7 AM, the other are 12 Noon. It is important to remember that the information saved on the desktop is never backed up.

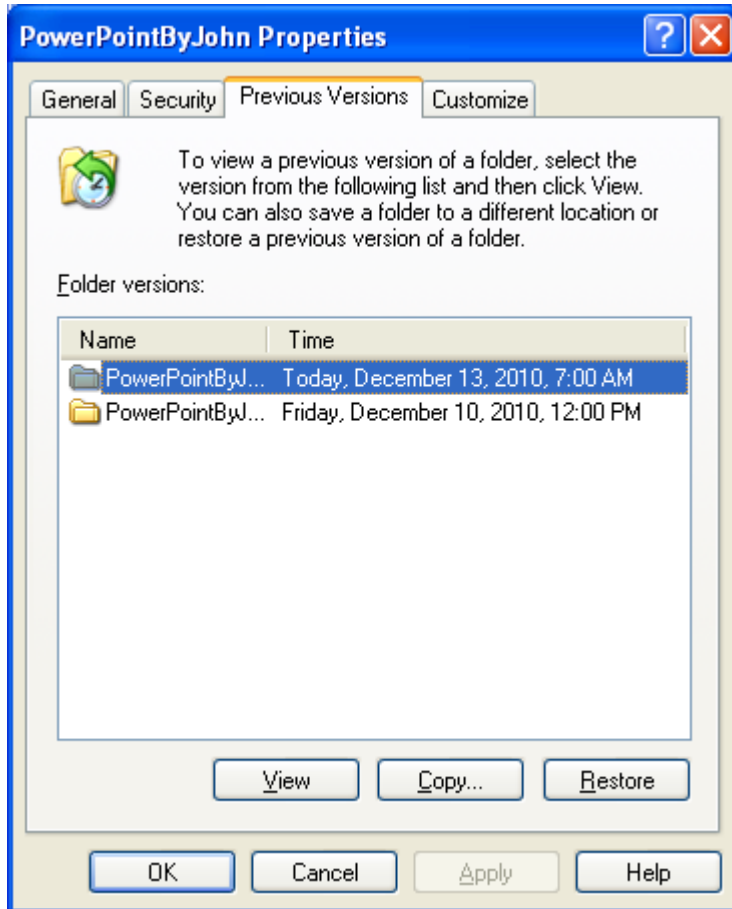
Depending on your needs you can either **view**, **copy** or **restore** a previous version of one of your files or folders. Use the **view** to look at a previous version of a file or folder before you decide to restore it. You can **copy** the file or folder to a different location so that it will not overwrite the existing version. Finally you can **restore** the file or folder to the original location. Please note that if you use restore a previous version it will revert to an older version of file or folder and you may lose any changes you have made after that date and time.

Follow Option 1 on the next page to restore a file or folder that has been deleted. Use Option 2 if you need to revert a file or folder to a previous version.

## Option 1: Restore Previous Versions of Deleted Files and Folders

Note: To restore a file or folder that was deleted, you will need to know the original location where the file or folder was saved.

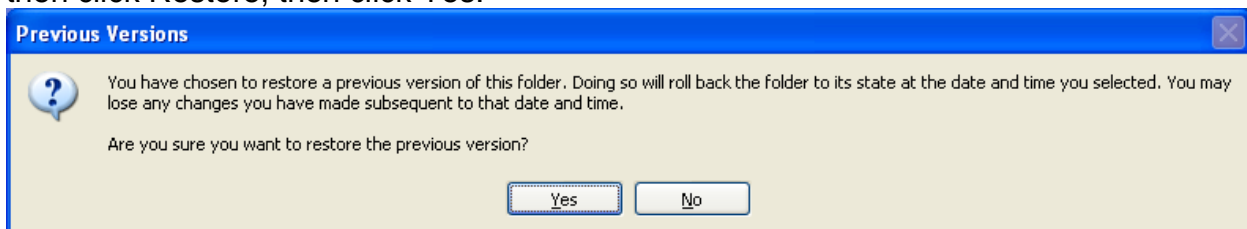
1. Open the folder that the deleted file or folder was originally saved in
2. Right click on a empty space in this folder window, then click Properties
3. Click on the Previous Versions tab



To **view** a previous version of a file or folder select the version from the list and then click View

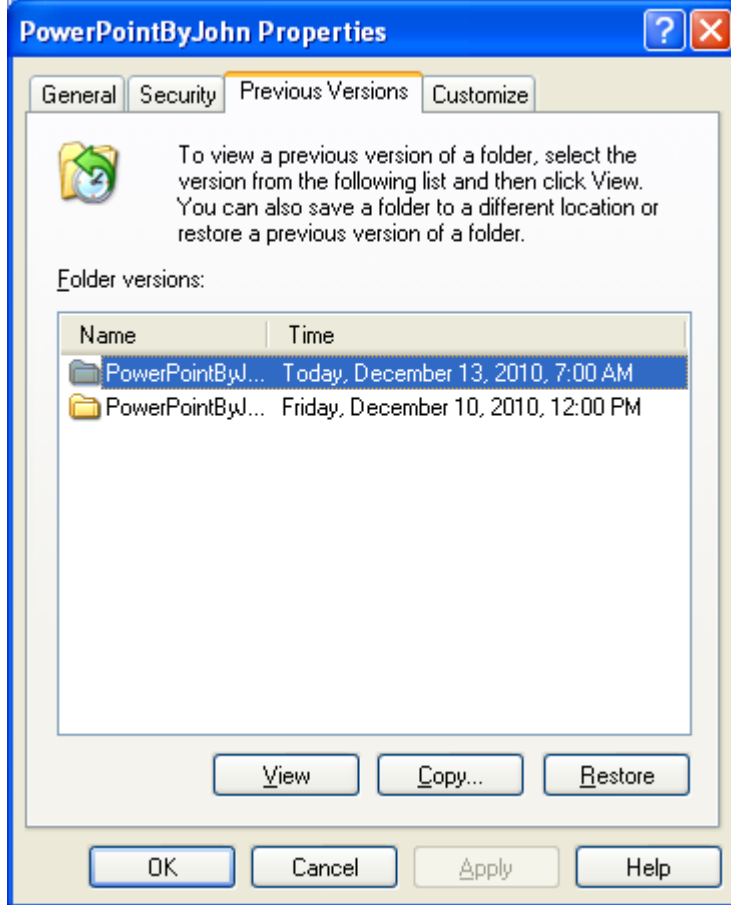
To **copy** the file or folder to a different location select the version from the list and then click Copy. Select the place where you want to copy to, then click Copy.

To **restore** the file or folder to the original location select the version from the list and then click Restore, then click Yes.



## Option 2: Restore Previous Versions of an Existing Files and Folders

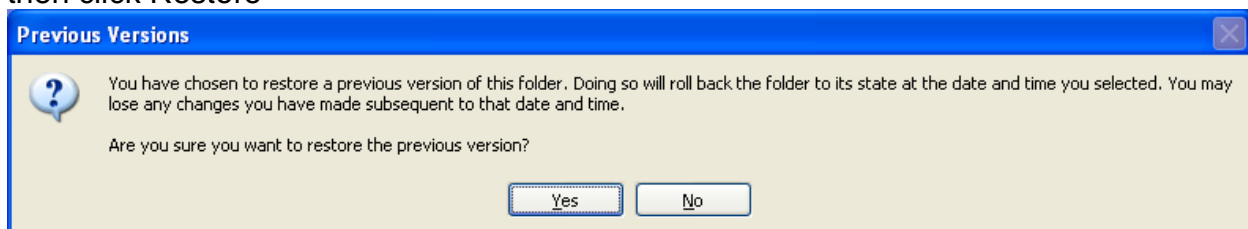
1. Right click on the file or folder, and click on file or folder, then click Properties
2. Click on the Previous Versions tab



To **view** a previous version of a file or folder select the version from the list and then click View

To **copy** the file or folder to a different location select the version from the list and then click Copy

To **restore** the file or folder to the original location select the version from the list and then click Restore



Moore County Schools  
Information Technology  
Created: 12/13/2010