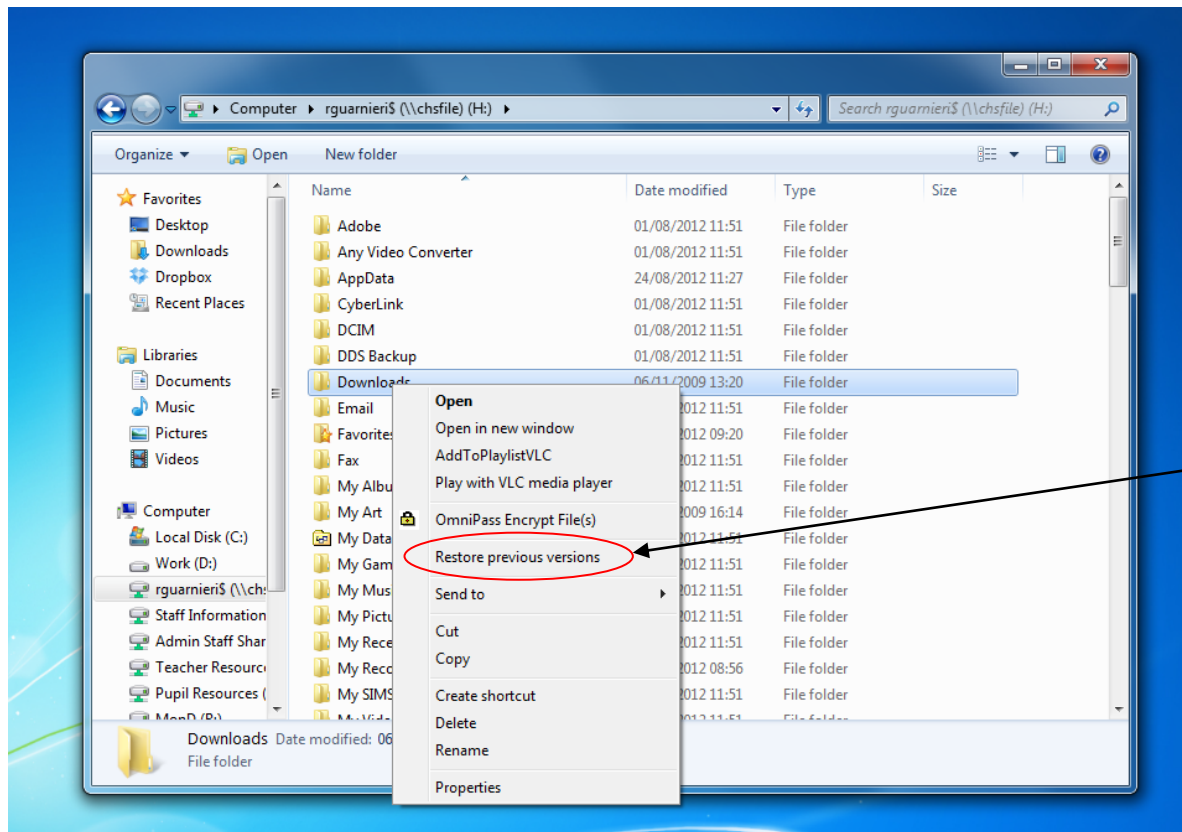


How to:

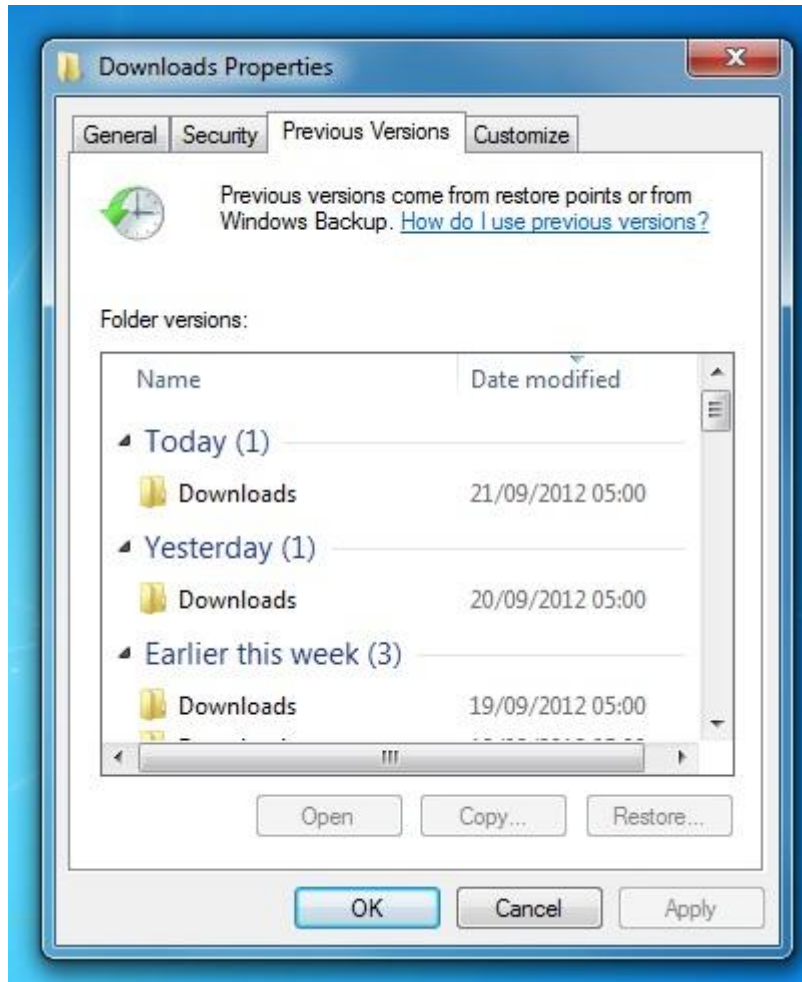
Restore previous versions of files/folders

You should follow these steps if you wish to restore previous versions of files or folders. You may wish to do this if you have saved over the version you wanted or have deleted an item that you later realise you needed. A backup snapshot is taken at 5am every morning. So you have the choice to choose from which day you restore.



The first thing you need to do is navigate your way to the place where your file or folder is. Then, '**right click**' on the folder or file you wish to restore a previous version of. You will then be presented with the option to '**Restore previous versions**'.

You will then be presented with the following window



You can now choose the date from which you wish to restore a file or folder.

If you then click on the version of the folder you wish to restore, you can choose to Open, Copy or Restore.

Opening the folder lets you view what is in it, so you can check the files before you restore. You can then copy and paste the file you want back to your user area from this window.

Copy will let you copy the whole folder ready to paste it wherever you wish to store it.

Restore will immediately replace the folder where it originally came from and overwrite the existing version.

