

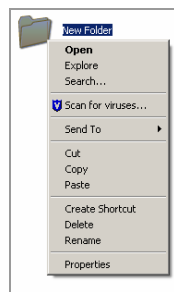
Using Shadow Copy

How do I restore the contents of a folder to which I've made changes?

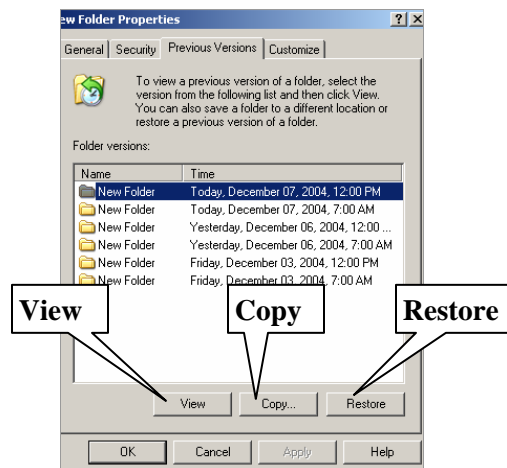
If you make modifications within a folder but then realize later that you accidentally or incorrectly added, deleted or changed a file or subfolder, you can still recover your previous work. In fact, you can be very specific about which files or folders you want to restore.

Restoring a File or Folder

1. Open your folder on the **P:**\ drive.
2. Locate the folder containing the file and/or subfolder you want to recover but do not open it.
3. Right-click on the folder and a menu appears.



4. Click on **Properties**. A new menu appears.
5. Click the **Previous Versions** tab. Notice that several previous versions of the folder may be stored.
6. You are given three options that aid you in restoring the folder or files you are seeking: **View**, **Copy** and **Restore**.



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7. Refer to the following table to learn about **View**, **Copy** and **Restore**.

View	You can find the specific file(s) you wish to restore and copy and paste (or drag with your mouse) the file(s) into any current folder.
Copy	Allows you to copy the previous version of the folder to an alternate location so that you then have both the previous version and the current version.
Restore	Overwrites the current version of the folder with the previous version.

8. Please note that if you click the **Restore** option, a dialog box appears that prompts you to confirm your decision.

Contact Information

If you have any questions or concerns about this topic, please contact the AgIT Help Desk at (888) 226-2438 or (765) 494-8333, or visit our website at <http://agithelp.agriculture.purdue.edu/>.

Frequently Asked Questions

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