

Shadow Copy – folders

Shadow copies are previous versions of files you have worked on. By default, the server will scan for changes twice a day and any folders it finds that have changed will have a previous version available. If you deleted a load of files from a server you should be able to restore them by restoring to the previous version. This document only discusses previous versions of folders. See also the *Shadow copy – previous versions* helpsheet.



WARNING

Restoring a previous version of a folder removes any new files that you created since the last shadow copy was made – if you only want to compare the folders, use *view* instead.

If you only want to recover one file it is recommended that you use the shadow copies of that file only see the *Shadow copy – previous versions* helpsheet.

Using shadow copy

You can use shadow copy to:

- View the previous folder contents
- Copy a previous folder contents to another location
- Restore to a previous version of the folder

Opening the previous versions window



1. Right click on the file in question (e.g. *FulstonManor.txt*)
2. Click *properties*
3. Choose the *previous versions* tab by clicking on it

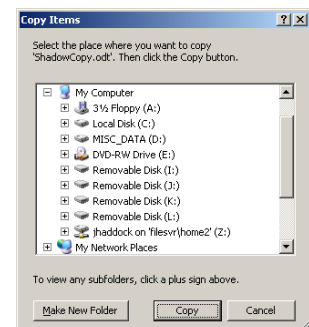
Viewing a previous version

If you just want to compare changes between 2 versions you can do this without affecting the original:

1. Choose the copy you want to see (these are time and date stamped)
2. Click the *view* button. The previous version will be opened read only

Copying a previous version

1. Select the previous version you want to copy
2. Click *copy...*
3. Choose the location to save to and click *ok*
4. The copy is now saved



Restoring a previous version



WARNING

Restoring a previous version of a folder removes any new files that you created since the last shadow copy was made – if you only want to compare the folders, use *view* instead.

1. Open the *previous versions* tab
2. Select the previous version you want to restore
3. Click *view* to check the folder version is the one you want
4. Close the open folder window
5. Click *restore*
6. If you are sure you want to restore to that version, click *yes* on the warning that appears (shown below).
7. Close the previous version / properties box – your file has been restored.

