

Shadow Copy – previous versions

Shadow copies are previous versions of files you have worked on. By default, twice a day the server will scan for any changes to files and create a previous version of any files that have changed – this means you can revert to a previous version if you saved a document in error. This document only discusses previous version of files. See also the *Shadow copy – folders* helpsheet.

Using shadow copy

You can use shadow copy to:

- View a previous version
- Copy a previous version to another location
- Restore to a previous version

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

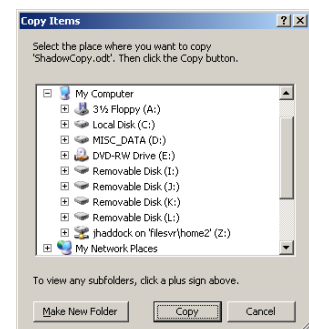
Viewing a previous version

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 removes any and all changes you have made to the document – if you only want to compare the versions, use view instead.

1. Open the *previous versions* tab
2. Select the previous version you want to restore
3. Click *view* to check the file is the one you want
4. Close the open file
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.

