



TECHNICAL TIPS AND TRICKS

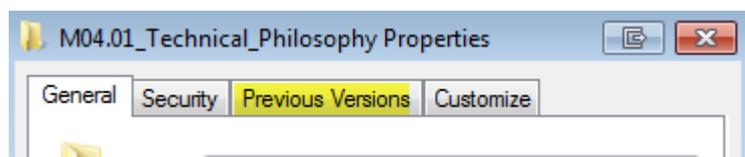
PREVIOUS VERSIONS

THE BACKUP YOU DIDN'T KNOW YOU HAD!

Did you know you have an inbuilt backup capability in Windows 7 onwards that allows you to recover 'Previous Versions' of modified or deleted files and directories?!

WHAT ARE PREVIOUS VERSIONS?

Windows 7 and onwards have an inbuilt automatic backup system called 'Previous Versions'. The system records changes to your files and directories on (by default) a daily basis.



So if you have modified or deleted a document yesterday for example, you can look in the 'Previous Versions' of that directory as of two days ago, and open or copy the modified or deleted file, and paste it back into the current version of the directory...

WHAT ARE THE BENEFITS?

Previous versions means you never have to worry about accidentally deleting a file or folder again. It also means you can see past versions if you accidentally changed something you didn't mean to. Most people have this ability on their computer and don't even realise it, but simply by turning it on now, it could save you a lot of trouble in the future.

HOW TO DO IT!

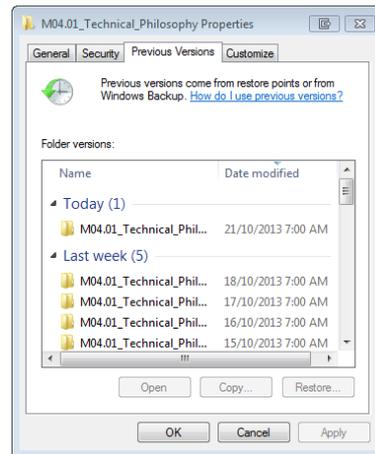
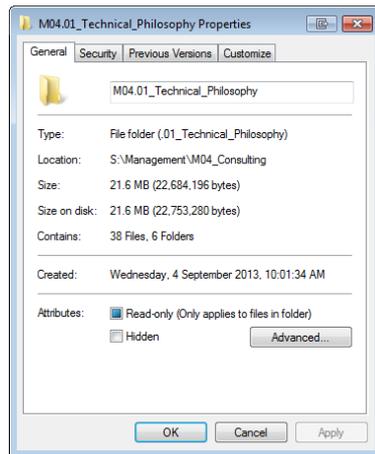
Previous Versions of files are available within Windows Explorer.

By default it is automatically enabled for your primary (C:\) drive. For other drives it needs to be enabled.

To Access Previous Versions

1. Open Windows Explorer
2. Navigate to –
 - The file for which you would like to see a previous version, or
 - The directory in which you would like to search for previous versions or deleted files.
3. Right Click on the file or directory and select 'Properties' at the base of the options list.

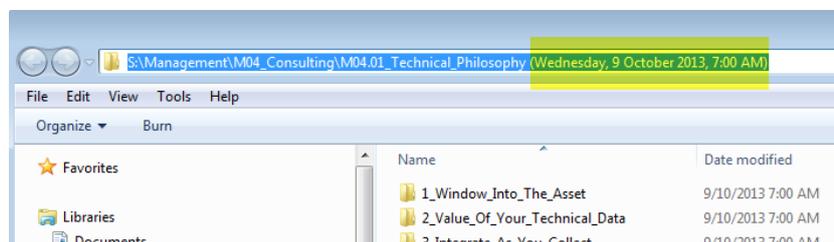
COLLECT - MANAGE - ANALYSE



4. At the top of the Properties dialog box, select the 'Previous Versions' tab.
5. The window will display a list of the versions available for that directory or file, by date.

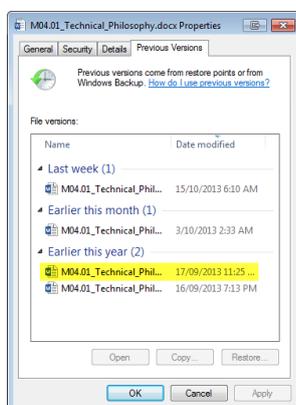
To open a Previous Version of a Directory

1. Select 'Properties' for the directory in question.
2. Select 'Previous Versions' then the directory, then select the directory with the date you are looking to restore from.
3. Click 'Open'. The directory, as at that date, will open in a new Windows Explorer window.
4. It is recognisable by the Date in the file path at the top of the window.



5. Individual files and directories within this directory can be copied, and then pasted back into the current directory, or anywhere else.

To Open a Previous Version of an Individual File



1. Select 'Properties' for the specific file in question.
2. Select 'Previous Versions', then select the file with the date you are looking for.
3. Click 'Open'. The file will be opened in the program relevant to the file type. (e.g. Word, Excel etc.).
4. The previous version of the file can be copied, and then pasted back into the current directory, or anywhere else.

New Tips and Tricks come out every month. Keep an eye on our website for the December Tip!