How to view or restore previous versions of a file or folder

If a file gets deleted or overwritten by mistake, you may be able to recover it by using the Restore previous versions feature of Windows 7, here is how to do this.

- Right-click the file or folder, and then click Restore previous versions.
- You'll see a list of available previous versions of the file or folder. The list will include version(s) for any restore points.

File:	Folder:
👻 CTS Student Consultants Schedule & # of Tickets - Spring S 💌	🐌 Windows 7 support Properties 🛛 💌
General Security Details Previous Versions Offline Files	General Offline Files Security Previous Versions DFS Customize
Previous versions come from restore points or from Windows Backup. <u>How do I use previous versions?</u>	Previous versions come from restore points or from Windows Backup. <u>How do I use previous versions?</u>
File versions:	Falderunninger
Name Date modified	<u>r</u> oider versions:
 Earlier this year (1) 	Name Date modified
CTS Student Consultants S 5/9/2012 10:24 AM	▲ Today (5)
	Windows 7 support 7/6/2012 9:05 AM
	Windows 7 support 7/6/2012 7:02 AM
	Windows 7 support 7/6/2012 6:02 AM
	Windows 7 support 7/6/2012 1:03 AM
	Windows 7 support 7/6/2012 12:02 AM
	▲ Yesterday (7)
	۲ (III) کې د د د د د د د د د د د د د د د د د د
 Open Copy <u>R</u> estore	Open Copy Restore
OK Cancel Apply	OK Cancel Apply

- Before restoring a previous version of a file or folder, select the previous version, and then click Open to view it to make sure it's the version you want.
- To restore a previous version, select the previous version, and then click Restore.

Warning: The file or folder will replace the current version on your computer, and the replacement cannot be undone. If you want to keep the current version, you should perform a 'Save as..' and rename the file so that it the original does not get over-written.

Note: If the Restore button isn't available, you can't restore a previous version of the file or folder to its original location. However, you might be able to open it or save it to a different location.