

## Using Shadow Copy

**Shadow Copy allows the end user to recover deleted files or restore previous versions of files located on their H: drive.**

Previous versions are either copies of files and folders created by **Windows Backup** or copies of files and folders that Windows automatically saves as part of a restore point. You can use previous versions to restore files and folders that you accidentally modified or deleted, or that were damaged. Depending on the type of file or folder, you can open, save to a different location, or restore a previous version.

### Steps involved

1. From either **Windows Explorer** or **This PC** right-click the folder or sub folder and select the **Restore previous versions** option from the menu.

**Warning:** the file or folder will replace the current version on your computer, and the replacement cannot be undone.

If you accidentally delete or rename a file or folder, you can restore a previous version of that file or folder, but you need to know the location where the file or folder was saved. To restore a file or folder that was deleted or renamed, follow these steps:

2. Navigate to the folder that used to contain the file or folder, right-click it, and then click **Restore previous versions**. If the folder was at the top level of a drive, for example **H:\**, right-click the drive and then click **Restore previous versions**.
3. Double-click a previous version of the folder that contains the file or folder you want to restore. (For example, if a file was deleted today, choose a version of the folder from yesterday that contains the file.)
4. Drag the file or folder that you want to restore to another location, such as your desktop or another folder. The version of the file or folder is saved to the location that you selected.