

Tip of the Week

April 7, 2017 - April is Advanced Documents Tips Month

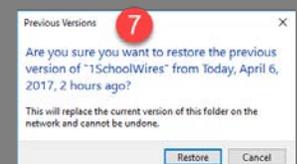
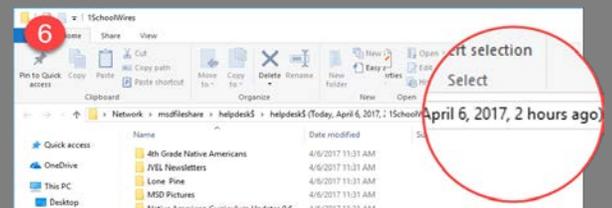
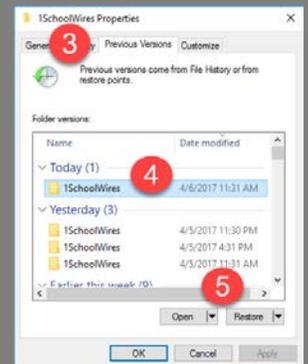
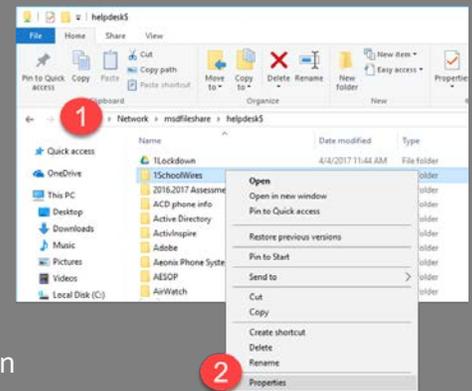
We are excited to share with you a new tip of the week, every Friday. The tips are short, to the point and cover a range of subjects. We hope these tips help you to work with technology more efficiently and successfully.



Microsoft Windows® Previous Versions

Previous Versions are copies of your files, that are made automatically at designated times (2 to 3 times a day depending on the share), and are easily accessible to you, the end-user. You can use previous versions to restore folders **and/or** files that are accidentally deleted or damaged, or to eliminate modifications that were made. Keep in mind, previous versions are only available on network shares such as your W drive (staff and student) as well as District File Shares.

1. Navigate to the folder that you want to see previous versions of.
2. Right-click on the folder and select Properties.
NOTE: If the folder was deleted, you will have to go up one level  to see the previous versions.
3. In the Properties window, select the Previous Versions tab.
NOTE: Previous Versions are limited to approximately 2 weeks of backups. The amount of time is limited by how much data there is and how much space is dedicated to Previous Versions on the server.
4. Select the date in the list that you want to recover from.
5. From here you have a couple of options:
 - a. Open (to view the files). *This is recommended [step 6]
 - b. Restore (to recover the entire folder immediately, overwriting what is currently in place). **Only recommended for advanced users [step 7]
6. When you click on Open, a new explorer window opens up.
NOTE: In the address bar you will see a date stamp, showing when the previous version is from.
 - From here, you can drill down to any file or folder. When you have found what you want to restore, you can right-click and copy the file or folder.
 - Once the file or folder is copied, you simply paste it to any location that you want.
7. When you click on Restore, you will be prompted to replace the current files or folders with the previous version. This will overwrite what you currently have in place and if there is not already a previous version of those files, they will be lost.



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