

**From:** Glazier, Billie A. baglazier@uabmc.edu  
**Subject:** Computer Tip of the Week-- How to retrieve a deleted document from a shared directory such as swap drive  
**Date:** January 6, 2022 at 9:46 AM  
**To:** DOPM All Users DOPMAIUsers@uabmc.edu

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## How to retrieve a deleted document from a shared directory such as Swap Drive

Brought to you by  
**David Clabough**  
- System Admin in MT-403



This Tip of the Week was inspired by one of your co-workers (a non-IT person who works here at DOPM).

Do **YOU** have an idea for a future Tip of the Week, that others might benefit from? (If so, please let us know at [dopmHelp@uabmc.edu](mailto:dopmHelp@uabmc.edu) or 934-7662.)

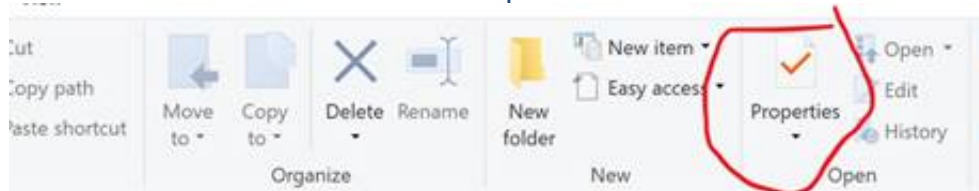
### QUESTION:

I just accidentally deleted a document from the swap drive at:  
S:\Swap\MainFolder\MiddleFolder\SmallerFolder

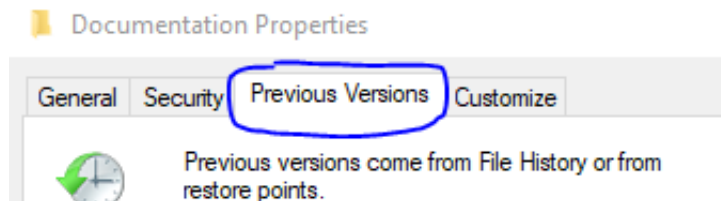
Is there any way to retrieve it?

### ANSWER:

1. In File Explorer, go to the parent folder (in this case to S:\Swap\MainFolder\MiddleFolder\SmallerFolder)
2. Click on the checkmark above "Properties"



3. Click on "Previous Versions" tab



4. Highlight the version of the file you want to restore from the list in the pop-up window. (Probably pick the most recent one)
5. Click on the "Open" button to view the contents of the backup version of the document.
6. Click the "Restore" button to recover the selected version of the file.



From: <https://smallbusiness.chron.com/recover-document-shared-server-folder-46657.html>

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