

From: dopmannouncement

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To: DOPM All Users <DOPMAILUsers@uabmc.edu>

Subject: Computer Tip of the Week - How to recover a file you accidentally changed

How to recover a file you accidentally changed

Aka Restoring Previous Version





Brought to you by
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System Admin in MT-403



Problem:

You are editing an existing document/spreadsheet or other type file on the network shared drives (such as H, SWAP, STUDIES, etc.) and you accidentally save the file and wish you could go back one version.

Solution:

1. Go to your **File Explorer**  -- which is found near the Start Button  or 
2. Navigate to the file that you want to “restore”
3. RIGHT-click on the file name and choose **Properties**
4. Choose **Previous Version** from the list of tabs at the top 
5. You now have the option to **Open** or **Copy** (or **Restore**)
 - **Open** = open the file and then have the option to “save” or “save as”
 - **Copy** = copy the older file to a new storage location. This gives you the chance to look at an older version without destroying the original.
 - Note: we don’t recommend that you **Restore** as that can replace (destroy) the other file, which you may not want.

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?

Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: <http://www.uab.edu/medicine/dopm/help/totw>