

RESTORE A PREVIOUS VERSION OF A FILE FROM YOUR HISTORY

If you have improperly edited, accidentally deleted, or corrupted a file because of a system or program crash, you may be able to restore a previous version of the file, provided that you have your file history turned on.

To restore an earlier version of a file:

1. In the Taskbar's search box, type *restore files*.
2. Click *Restore your files with File History*.
3. The Home - File History window appears.
4. Double-click the folder that contains the file you want to restore.
5. Click *Previous Version* until you open the version of the folder you want to use.
6. Click the file you want to restore.
7. Click *Restore to Original Location*.

Can you restore an entire folder?

Windows keeps track of previous versions of folders in addition to individual files, which is useful if an entire folder becomes corrupted.

Follow steps 1 to 5, click the folder you want to restore, and then click *Restore to Original Location*.

What if you are not sure about replacing an existing file with an earlier one?

Click *Compare info* for both files in the *Replace or Skip Files* dialog box. In the *File Conflict* dialog box, click the check box beside both versions and then click *Continue*. This leaves the existing file as is and restores the previous version with (2) appended to the name.