

RESTORE AN ACCIDENTALLY DELETED OR CORRUPTED FILE

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 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 the green circular button at the bottom of the page.

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 the green circular button.

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 the notation (2) appended to the name.