Universiteit Leiden

User Manual
Restoring deleted files

Windows 7

Version: 1.0

Previous Versions   Date: 28-02-2013

ICT Shared Service Centre

Restoring deleted files

Within the Windows environment you can restore deleted files or folders yourself.
This can be useful for instance if you want to undo some editing on a document, of if you accidentally deleted a file or even an entire folder with files.

At present, "snapshots" are made every 4 hours for a period of 7 days (whether this is the case depends on your service package). In this way, you can decide yourself from which snapshot you want to recover the file.

If you need to recover older data, you can submit a request to the Helpdesk (depending on your service package) to recover files or folders from our backup. This backup has a history of 5 weeks.

Note: No snapshots are made of external storage devices such as USB sticks.

In addition to previous versions of the documents as discussed here, Windows also includes a trashcan from which you can retrieve deleted files. The trashcan is located on the Windows desktop.
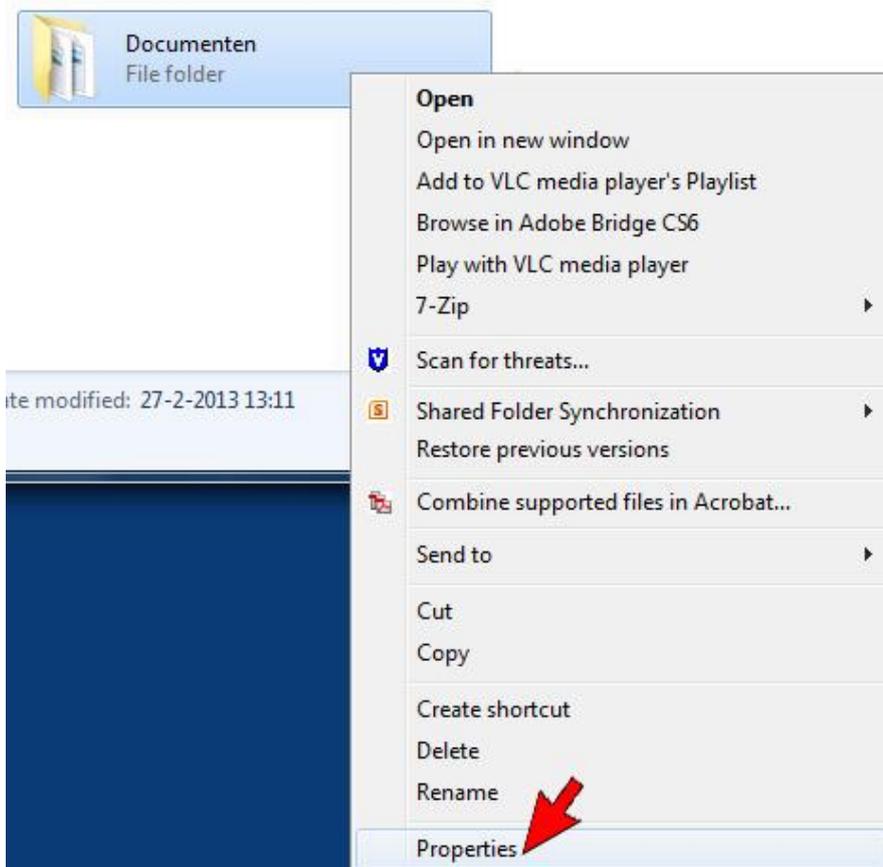
Previous Versions – Restoring a file

In the example below, we restore a Word document (test.docx) from 27 February 2013 at 16:00 hours. In our example, this document is located in the folder Documents on the desktop.
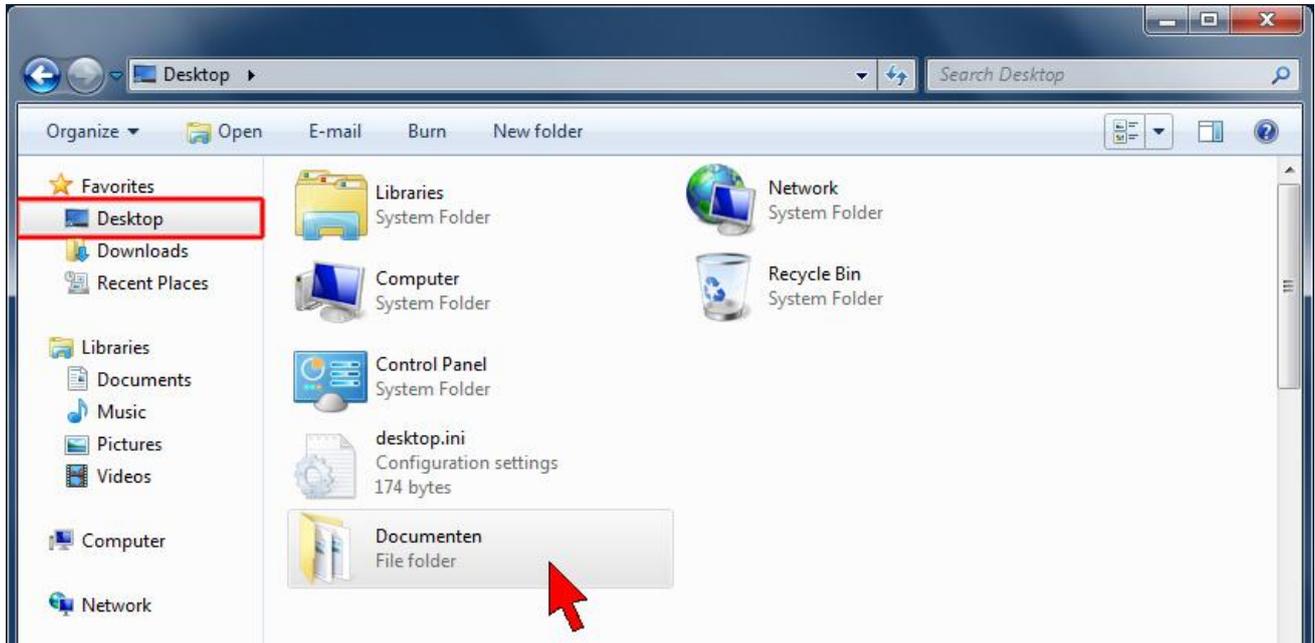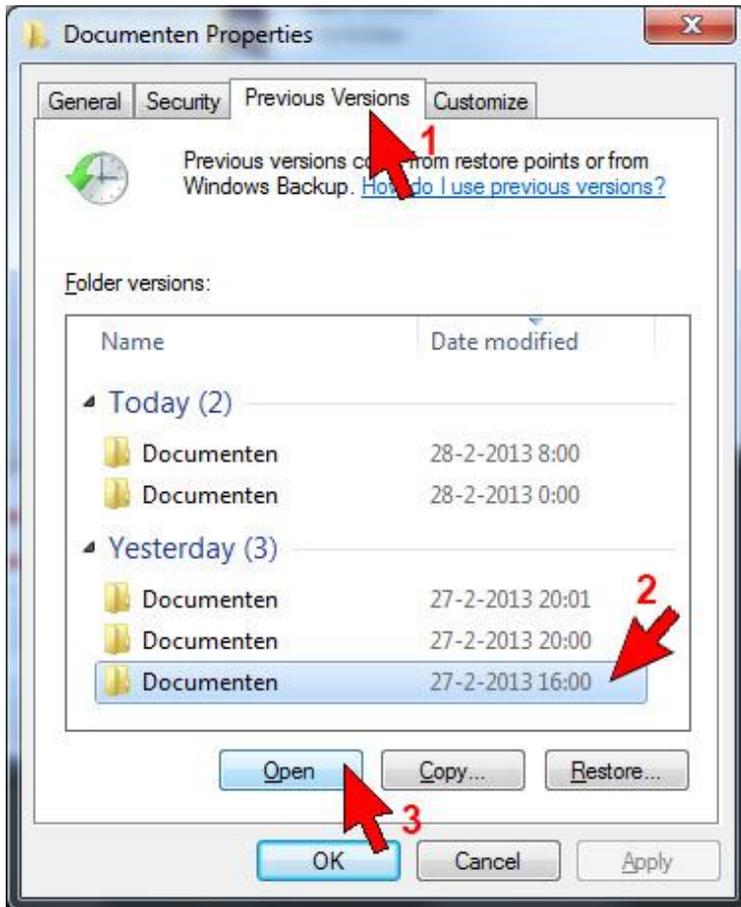

Select the folder in which the files to be restored are located, in this example the folder "Documents" (click once).

Now right-hand click and select "**Properties**"

1) Now select the tab "**Previous Versions**"
2) Select the date/time from which you wish to recover the data
3) Select "Open"

The folder with files from 27-2-2013 16:00 hours will now be opened

Options
1. **Open** – Opens the folder from the selected date
2. **Copy** – A copy of the folder is made to a location of your choice
3. **Restore** – The selected folder is replaced by a previous version
   (the selected date and time)
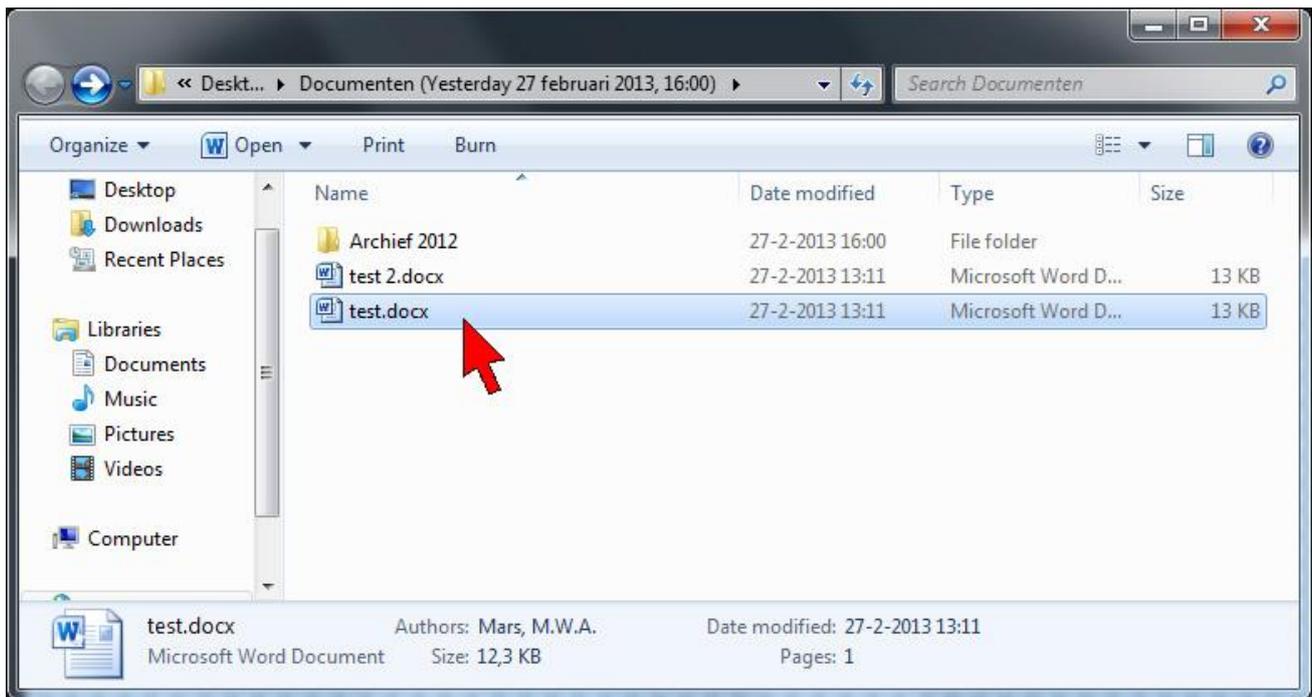
Double-click on test.docx to open the file from the backup. Once you have verified that this is the correct file, save your document using MS Word, in the following manner: **File**->**Save As**.

You can also directly copy the file (or more files) as you usually do in Windows (right-hand click -> Copy and then go to the destination location and right-hand click -> Paste). You can also do this using the key combinations Ctrl-C (Copy) and Ctrl-V (Paste).
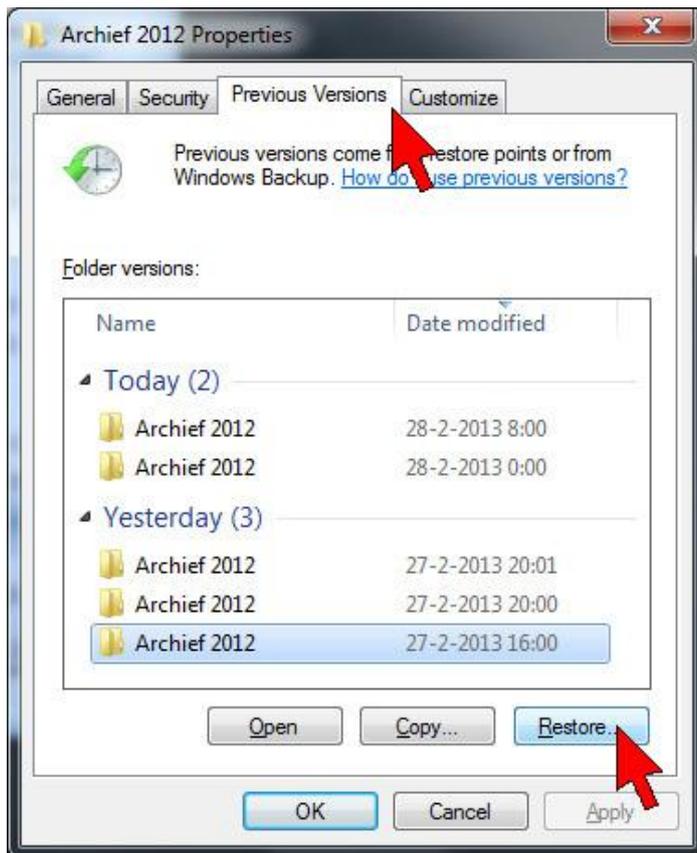

Previous Versions – Restoring a folder

If you accidentally deleted an entire folder, or if you need to restore all the files in a folder, follow the steps below. In this example, we restore the Archive 2012 folder which could be seen in the previous screenshots as a subfolder of Documents.
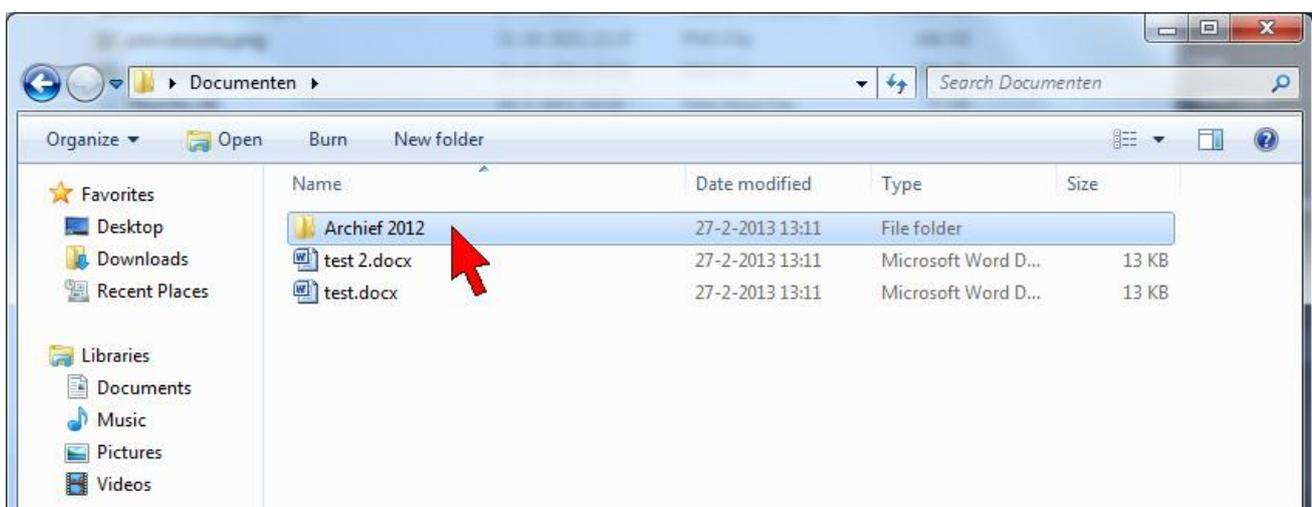
Now right-hand click and select "**Properties**"

Select the tab "Previous Versions"

Next select "**Restore**". You will be shown the following warning.
Next select again "**Restore**"

Once the folder is restored, you will be shown the following message. The folder has now been restored to the original location and all the files have been rewritten with the version of 27 February 2013, 16:00 hours.