

VISTA LESSON 6

RECOVER PREVIOUS VERSIONS OF DOCUMENTS

Have you ever accidentally saved over a file you were working on? Accidental file deletion or modification is a common cause of data loss. Windows Vista includes another useful innovation to help you protect your data: Previous Versions. This feature automatically creates point-in-time copies of files as you work, so you can quickly and easily retrieve versions of a document you may have accidentally deleted. It's like going back in time.

In the Documents folder, open a document, edit it and save it. Now close the document. When you select the document, choose the Previous Version is an option on the command bar, and that will bring up a list of previously saved versions of that same document.

Now choose a previous version and Vista will then restore your file to that version.

A word of caution here. Be careful, because all edits done since that version you selected will be lost.

