

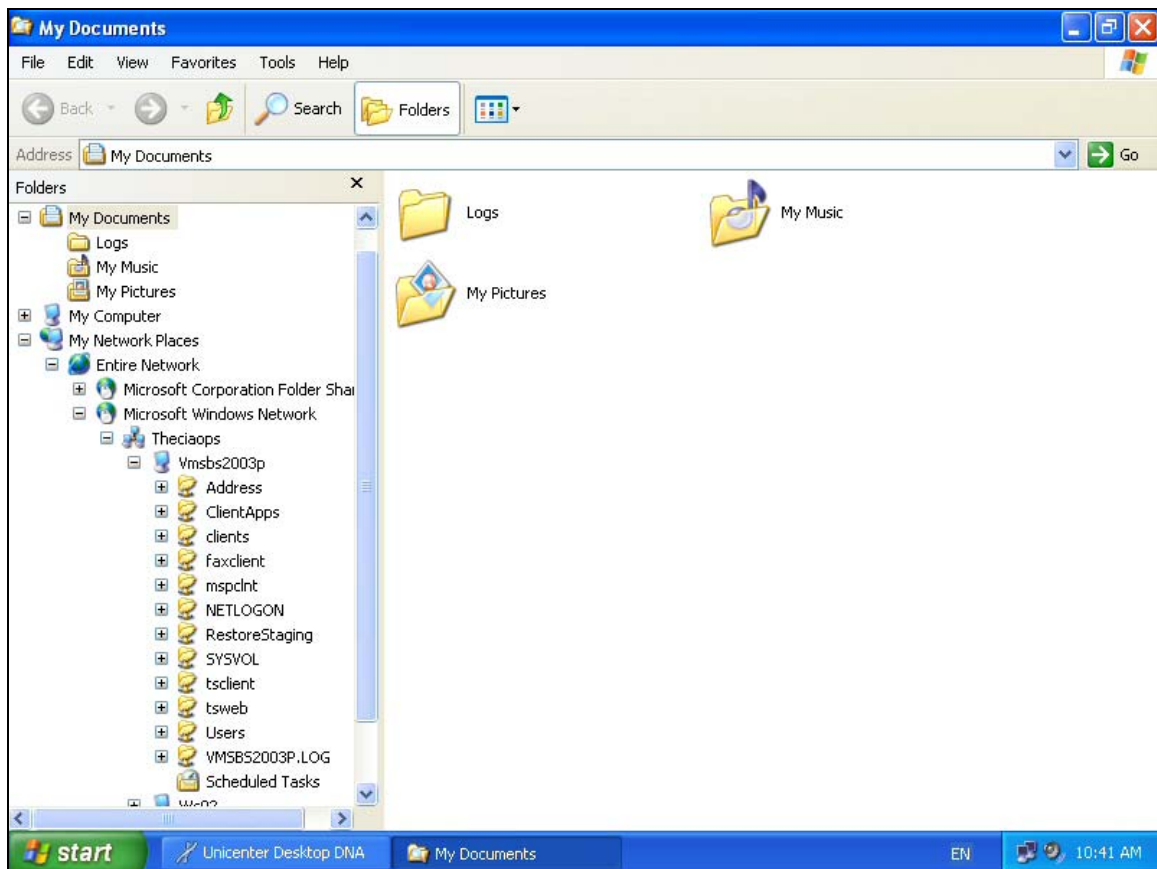
Restore a file using Shadow Copy

Windows Server 2003 products (including Small Business Server 2003) have the ability to allow users to restore files without the need of backup tapes. Shadow Copy works by taking snapshot images of network drives twice a day, once in the morning and once in the middle of the day. Depending on the amount of free disk space that is available on the drive will dictate how many previous versions can be restored.

Shadow Copy requires two things, firstly that the Shadow Copy Client is installed on the workstation (which can only be Windows 2000 Professional or XP Professional) and that you navigate to your restoration area via Network Neighbourhood.

Using Shadow Copy

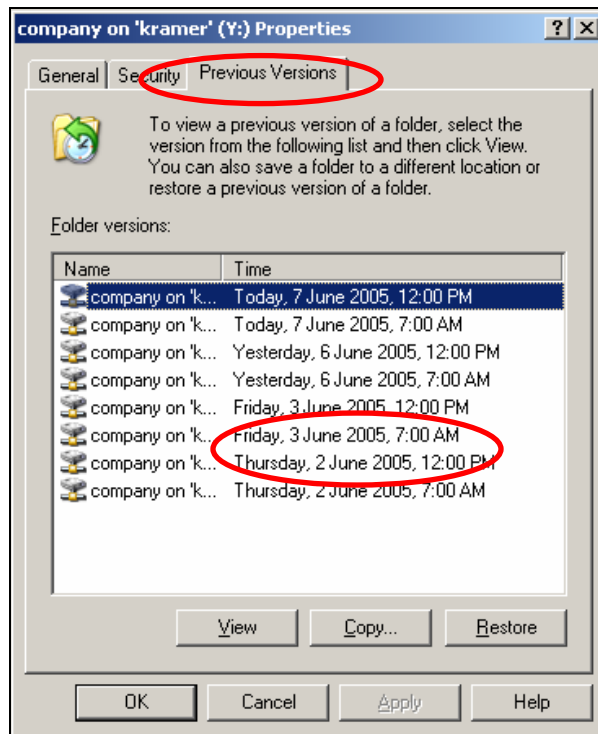
1. From the desktop double click *Start* then *All Programs* then *Accessories* then *Windows Explorer*.
2. On the left hand side of Windows Explorer, locate and expand *My Network Places*. You can expand this by clicking on the small “+” symbol to the left.



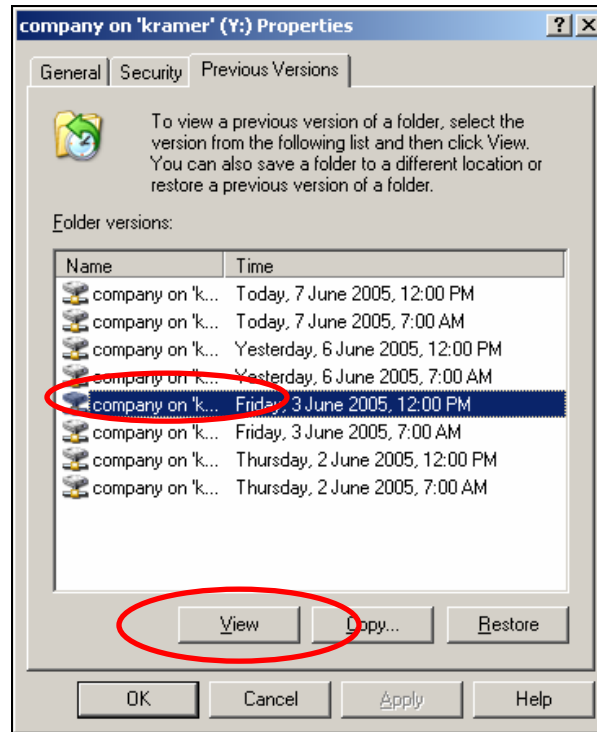
3. Under *My Network Places* you should find *Entire Network*, expand this. Under *Entire Network* you should now find *Microsoft Windows Network*, expand this. Under *Microsoft Windows Network* you should find your domain name (in the

case above it is “*theciaops*”, expand this. Under the domain name you will find a list of machines on your network, locate the server machine (in this case “*vmsbs2003p*” and expand this. Under the server you will find a list of shared network folders, locate the folder you require to restore from and expand this. Continue expand sub folders until you are at the location at which you wish to restore.

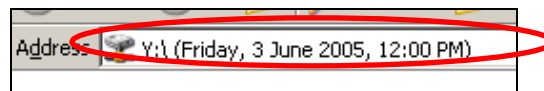
4. In the right hand side of the Windows Explorer screen , where the files are listed right mouse click and select properties.
5. Click the *Previous Versions* Tab.



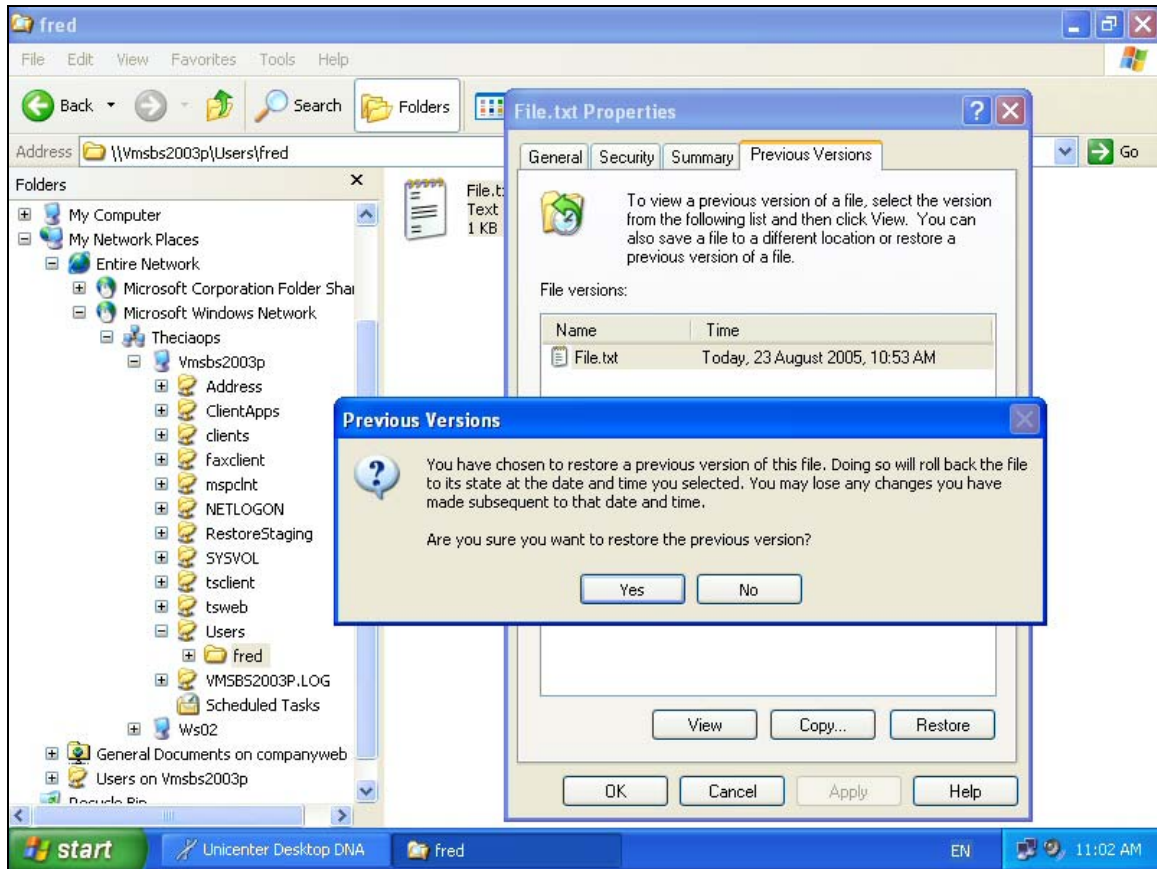
6. Select the version you would like to look at by left clicking it. You have three options. You may either *View* the Previous Version, *Copy* the previous version to another location, or *Restore* the previous version over the current version. The safest option is *View*, because you can choose individual files you want restored.



- You will notice that the network drive or foldername has the same name, but the date and time will be displayed next to it.



- You may then drag and drop from the previous version to the current version's folder as you would when copying from another normal folder. You may also copy from the previous version to a completely different folder. You cannot copy files into the previous version.
- It is also possible to restore a previous version of a single file. You can use this in the situation where you have made a mistake with a file and then saved it to the server. To recover an previous version of your file simply locate the file using the method outlined above via Network Neighbourhood and right mouse click on it.
- After right mouse clicking on the file select *Properties* and then the *Previous Versions* tab. After a slight delay you should see a list of previous versions of this file. To restore simply select the version you require with the left mouse and select either *View*, *Copy* or *Restore* from the below this window.
- Normally you will simply select *Restore*. When you do this you will be presented with a warning message informing you that you will lose recent changes.



12. Press *Yes* to overwrite the existing file. If you don't wish to overwrite the existing file then select the *Copy* button and copy the file to another location.

Installing Shadow Copy Client

To check whether shadow copy has been installed on a PC, Click *Start, Control Panel*. Double click *Add or Remove Programs*, Look through the list for a program called *Shadow Copy Client*. If it is not listed, follow this procedure to install it from the server.

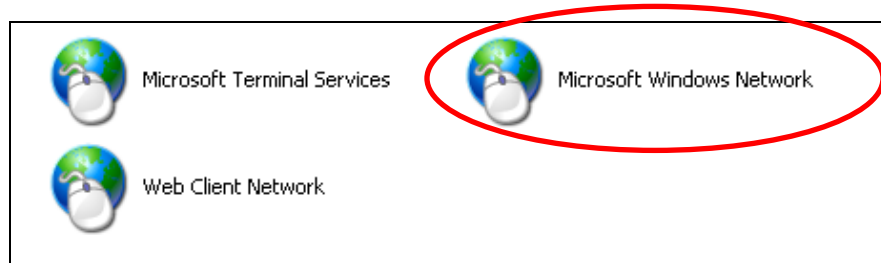
1. Double click *My Network Places*



2. On the left Pane, Click *Entire Network*



3. Double click *Microsoft Windows Network*



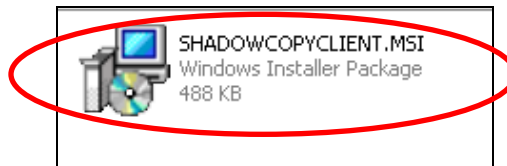
4. Double click the *<DomainName>*. Usually there will only be one.

5. Double click the *<ServerName>*. Usually this will be SBSERVER.

6. Double click the folder *ClientApps*.

7. Double click the folder *Shadow Copy*

8. Double click SHADOWCOPYCLIENT.MSI



9. Follow the steps from the wizard.