

Windows 7 for Real Estate Agents!

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- **I need my old file back, what do I do?**
 - *Enter Shadow Copies*

Here is something you may not know. There is a way to restore previous versions of files in Vista and Windows 7. Most systems right out of the box will have the settings for Shadow Copies turned on by default and this will allow you to restore an older version of a file.

To do this, locate the file or folder where you normally keep the file you are looking for the previous version of, right-click on the file or folder that appears to be from a date that was just prior to the point where something had gone wrong. Then select *Restore Previous Versions* to see what's available (see below). From the Previous Versions dialog for a folder, you can open the folder and drag the file or files from inside the folder (or the folder itself) to anywhere you wish, such as the desktop. Once you have relocated your file or folder you can verify the version is the correct one you were looking for.

In the next article you will learn how to choose boot options when your computer is having issues.

