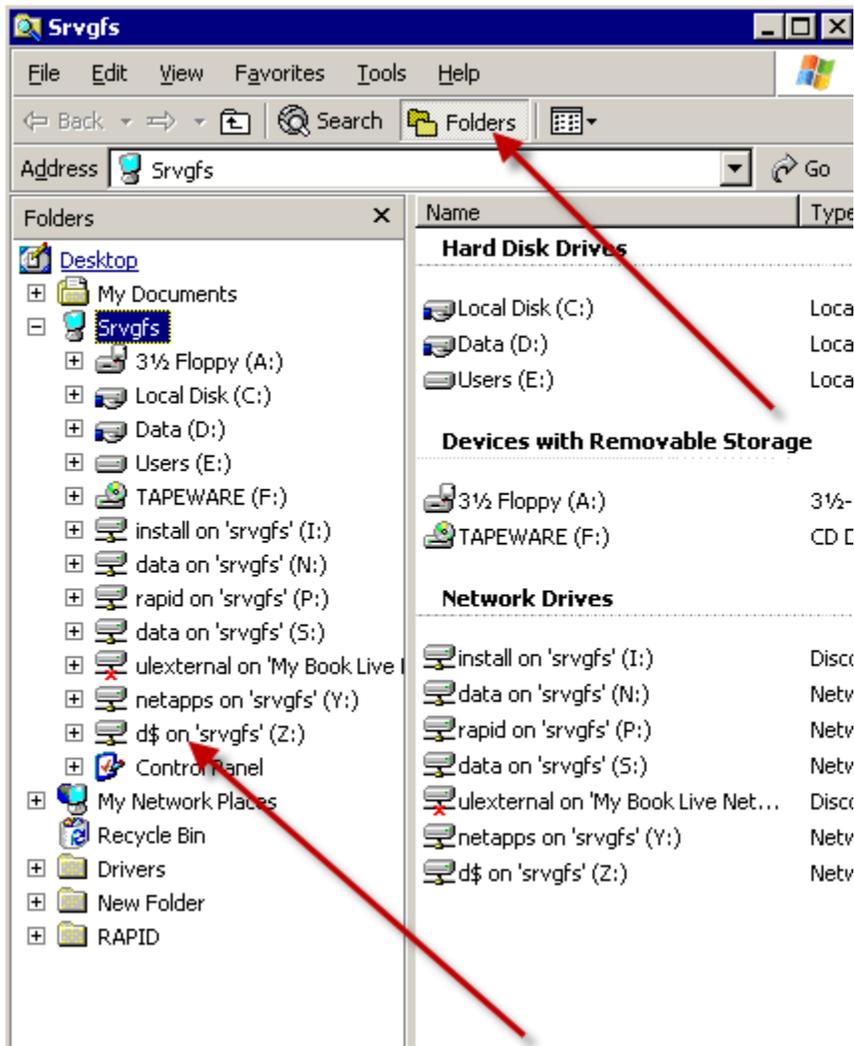


# Shadow Drive Backup – A Brief How-To Piece<sup>1</sup>

Logon to SRVGFS (or the server which contains your company shared data drive)



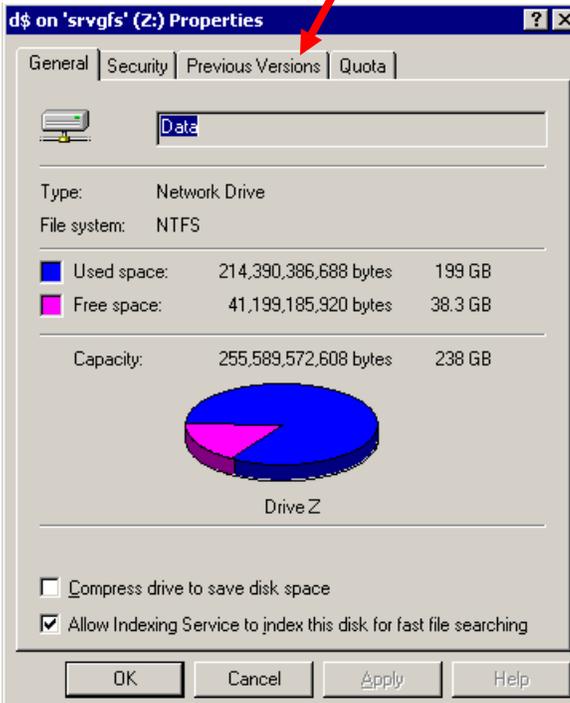
Double-Click **Srvgfs** (which is essentially like My computer on the server) and click on the **Folders** button (above) to split the screen.



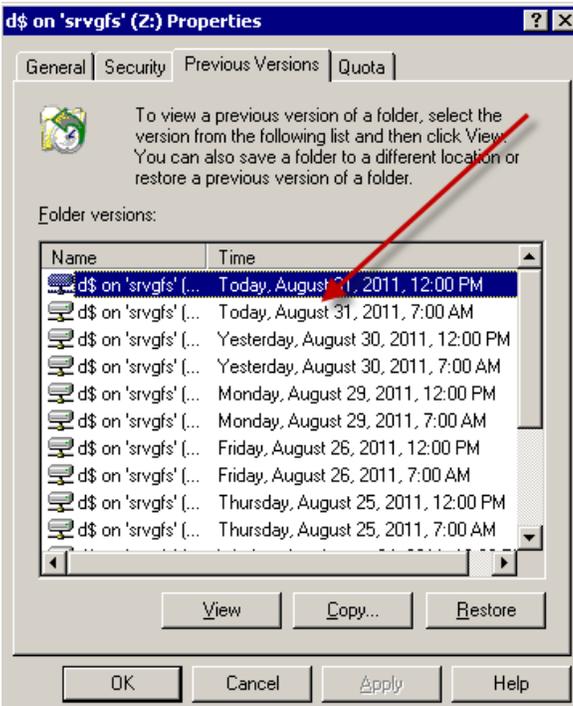
On this server, the shadow copy drive is called “d\$” but check with your administrator in case it is different on your company’s server.

Right-Click on this “d\$” drive and choose **Properties** and you’ll get this:

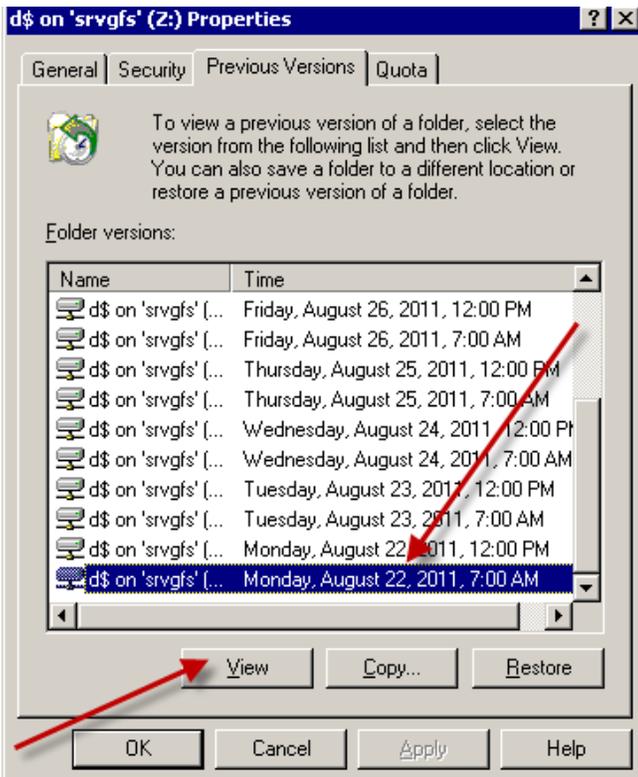
Click on the “Previous Versions” tab:



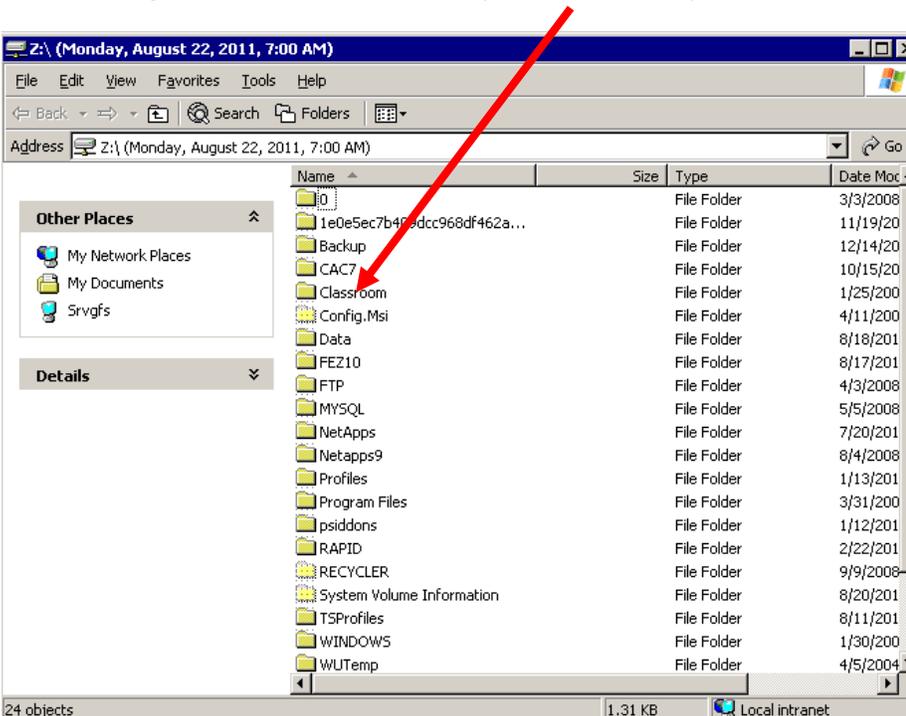
You’ll see a list of previous versions of the drive image. In the right column, notice the dated image files.



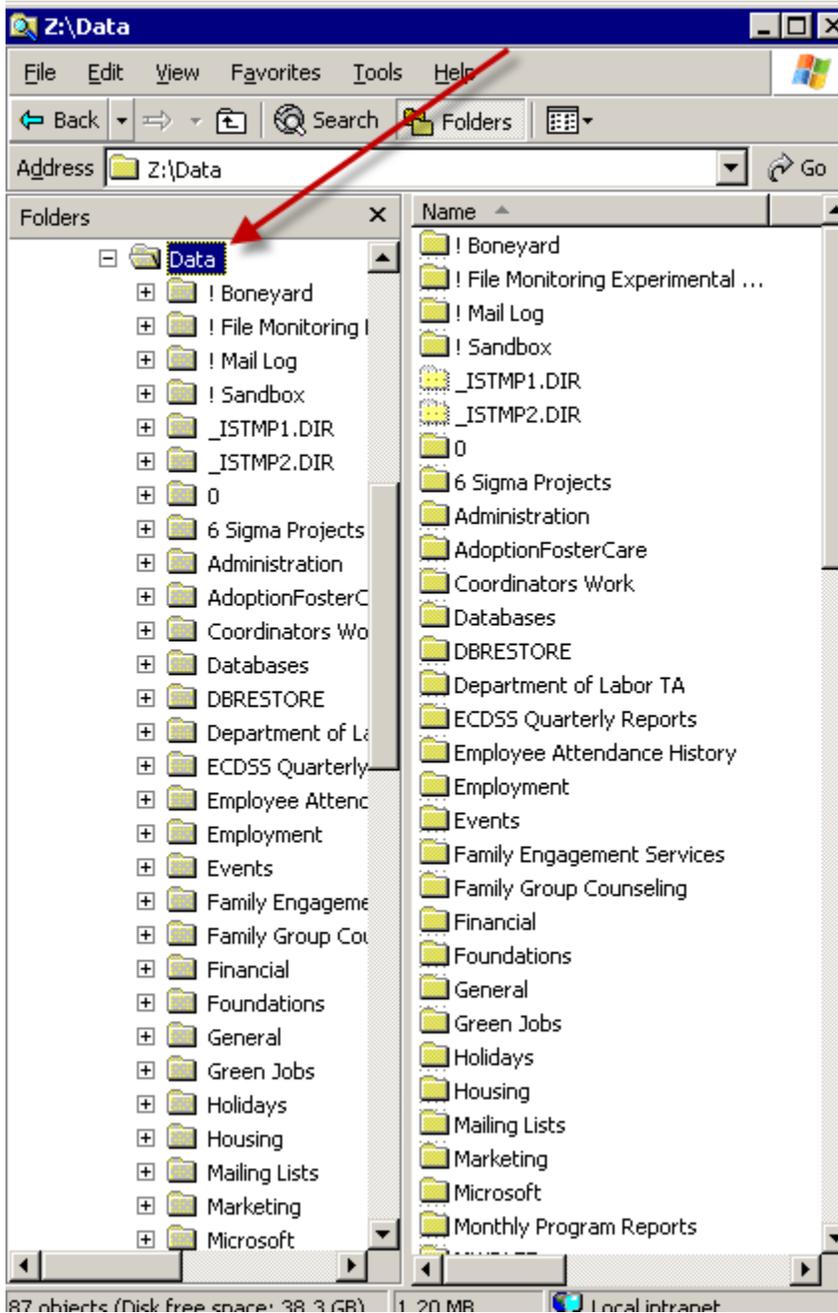
Click to highlight one date which is perhaps before something happened (that has a file you would like to restore) and then click on the View button at the bottom. In this case, we clicked on the August 22<sup>nd</sup> image file.



This will show you the folder structure of the backup on that date. Click on the “Data” folder (because that is where all the shared drive (drive F to us) folders and files are located on this server. The location and naming of the shared drive on your server may be different.

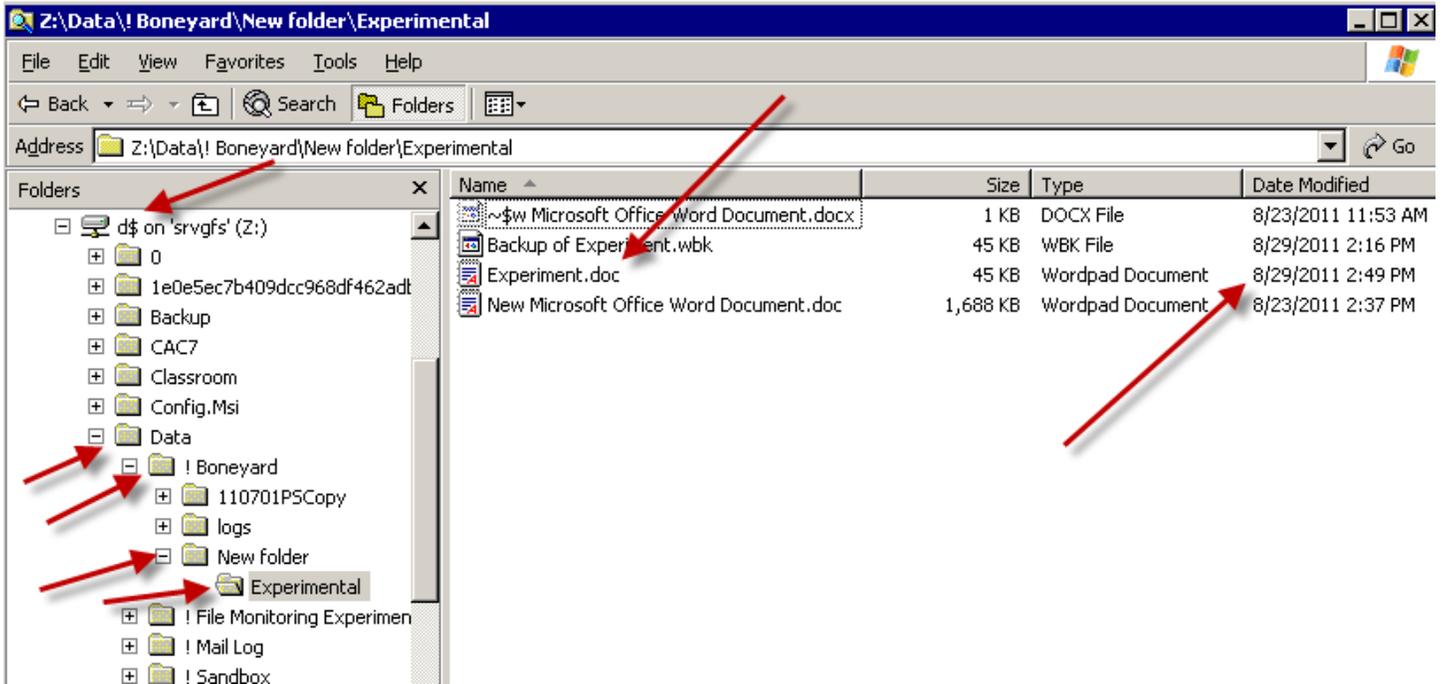


When you click on the Data folder (in this case), it opens up like this. Make your way to the folder holding the file(s) you want to restore. The folders exactly correspond to the names of the folders currently on the shared drive.

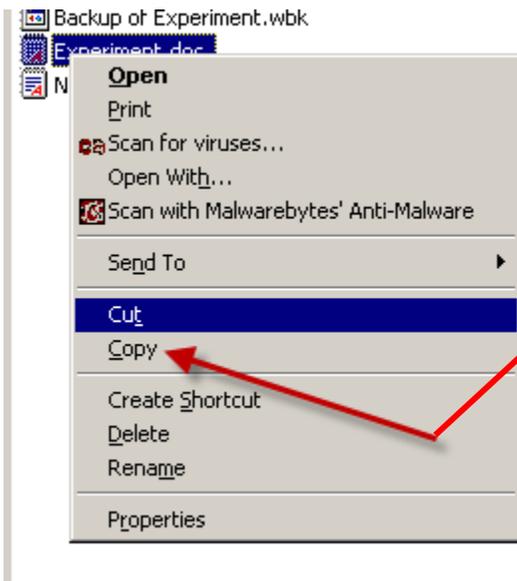


In this case, you can see (below) that we went into the **Data** folder, then into the **! Boneyard** folder, then into the sub folder called **New folder** and finally into the **Experimental** folder below that.

In this folder is a file called **Experiment.doc**. It was last modified on 8/29/2011 at 2:49 PM. Let's say this is the version of the file you want to get because shortly after that taate, the file had gotten edited and the data was ruined or accidentally erased.



Having identified the file, right click on the file name and choose **copy** from the menu.

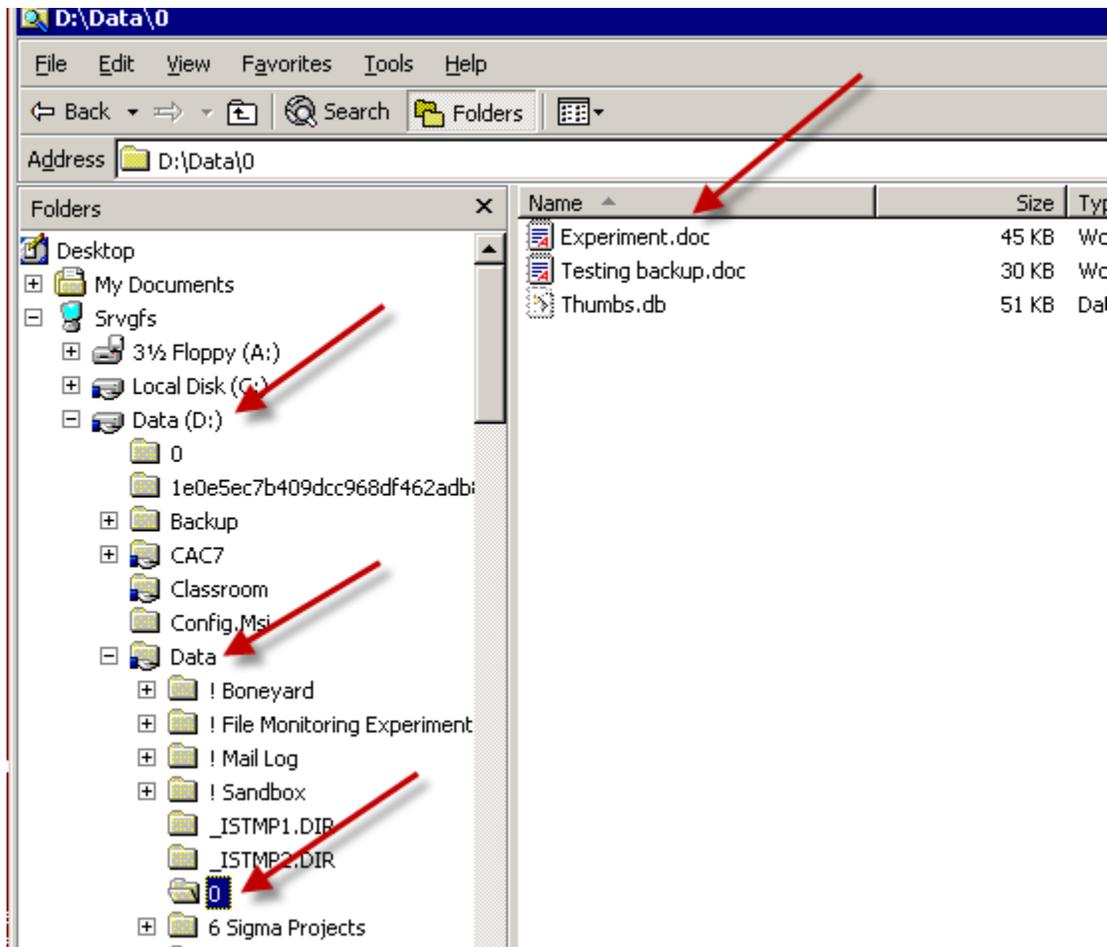


That, as you know, puts a copy of the file on the invisible clipboard of the system.

Then make your way to some other accessible folder on the server. In this case, we are going to **Drive D**, into the **Data** folder (which is really our shared drive which we have mapped to be “drive F”) and double-click on the **0** folder. [It’s not a bad idea to have a **0** or a **!** folder around to temporarily place things. That’s because it is usually near the top of the list of folders and is easy to get at.)

Right-Click on that **0** folder and choose **Paste**: The file will land there (see the **Experiment.doc** file on the right, below).

Alternatively, you can make your way further down into the **Data** (our drive F) folder into the folder in which the file is supposed to be and paste it there. Once you have placed it where you want, you will have restored. **But a word of caution before you do this!**



It’s possible that that particular recovered older file is also bad. Rather than overwriting the file that is currently in this folder (having the same name), try putting the restored file somewhere nearby, just to temporarily have two files to examine and compare. Once you are sure the “recovered” file is OK, then you can more safely delete the one in the correct folder (that is corrupted or having problems) and put the recovered one in its place.

<sup>i</sup> This tip was given to us from Dave Blaszk from I-Evolve.