



**Restore a backup**  
**Created by**  
**Windows File History**

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## How to Restore Files or Folders from File History in Windows 10

Reproduced and slightly modified from

<https://www.tenforums.com/tutorials/55480-restore-files-folders-file-history-windows-10-a.html>

Your profile ["C:\Users\((user name)"] ) contains all the default folders that have been backed up by File History. If they are missing it is because you have chosen to remove them when setting up File History.

File History will have a complete history of your files other than the ones you have chosen to remove. If the originals are lost, damaged, or deleted, you can restore them. You can also browse and restore earlier versions of your files. For example, if you want to restore an older version of a file (even if it wasn't deleted or lost), you can browse through a timeline, select the version you want, and restore it.

All versions of your files are identified within File History by a date extension in brackets after the file name. (The date extension is Year -month -day -hour -minute-second in Universal Time Coordinated. (yyyy\_mm\_dd\_hh\_mm\_ss UCT). Ie the old GMT.) This means you can recover an older file by searching its name and backup date. The Windows limit of 210 characters in a file name applies and must include an additional 26 characters for the extension. If 210 characters is exceeded the file will have been omitted from the backup

### Here's How:

**1** You can use any of these four ways, steps 2 to 4 all lead to step 5 with minor differences:

**Select** the file from File Explorer, right click and select Properties, click previous versions and select by date.

**File Explorer** (see step 2) can go directly to an individual file or folder

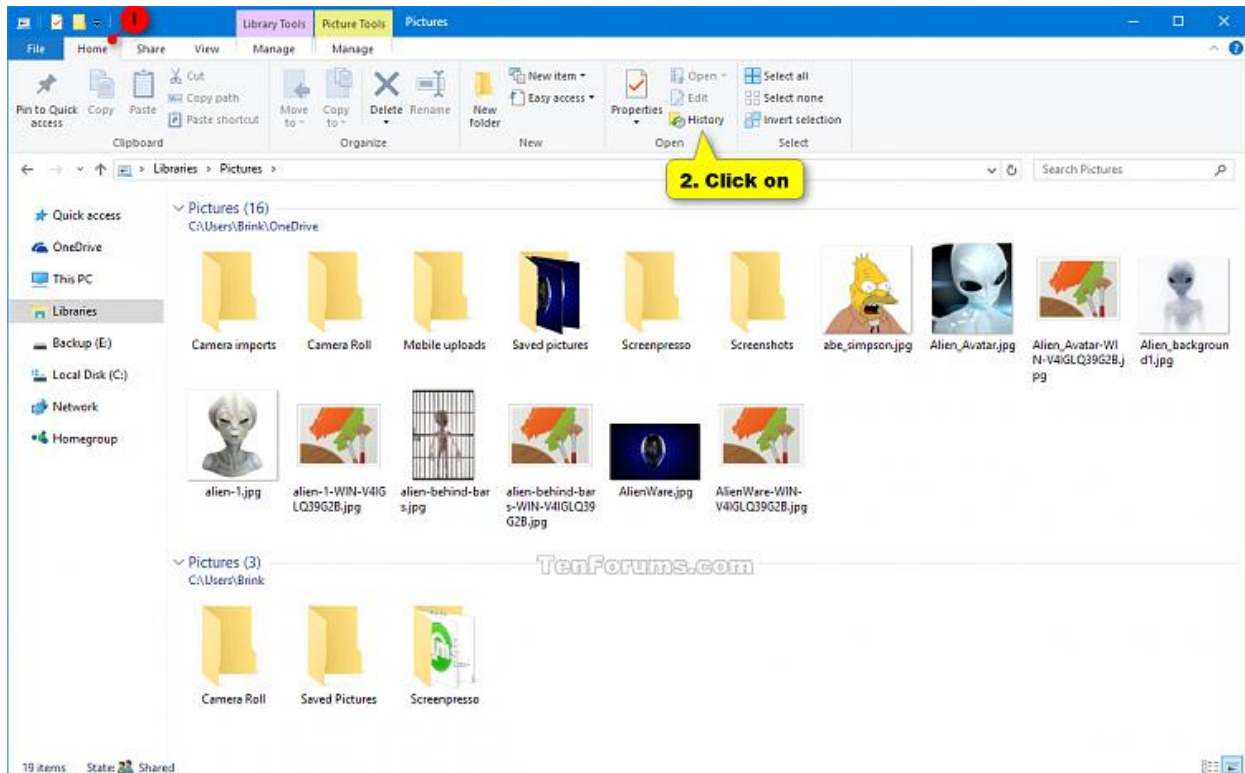
**Control Panel** (see step 3), goes to your top level folders

**Settings** (see step 4), also goes to your top level folders

### **2 To Open File History and Restore Previous File Version from File Explorer**

**A)** Open **File Explorer**, then browse to and select a file or folder you want to restore a previous version of. (see screenshot below)

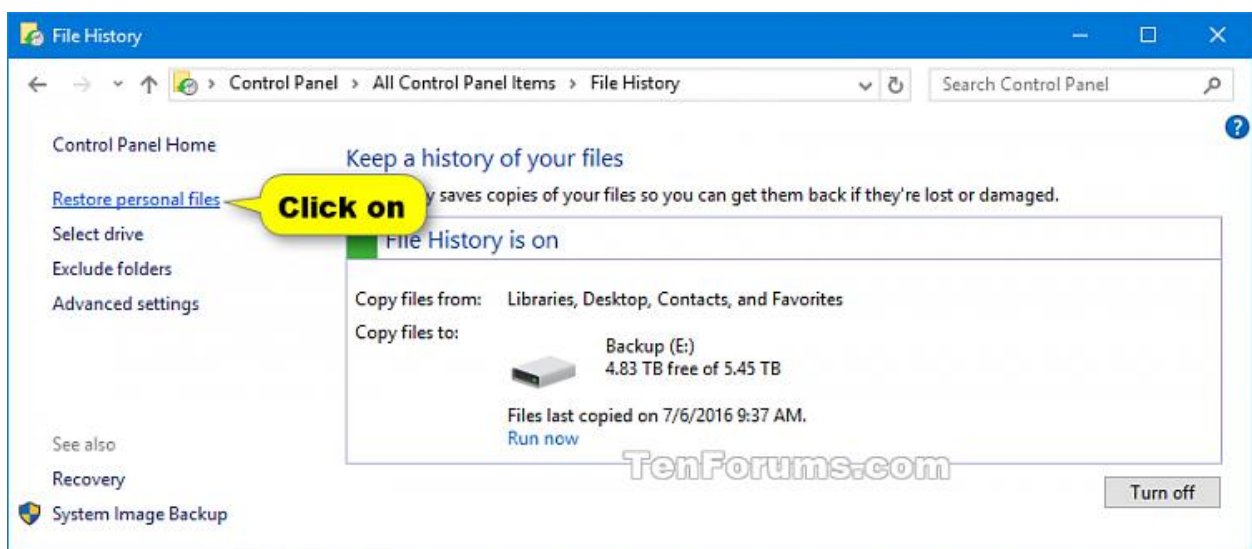
**B)** Click on the **Home** tab, click on the **History** button in the ribbon, and go to [step 5](#) below.



### 3 To Open File History and Restore Previous File Version from Control Panel

A) Open [Control Panel \(use icons view\)](#), and click on the **File History** icon.

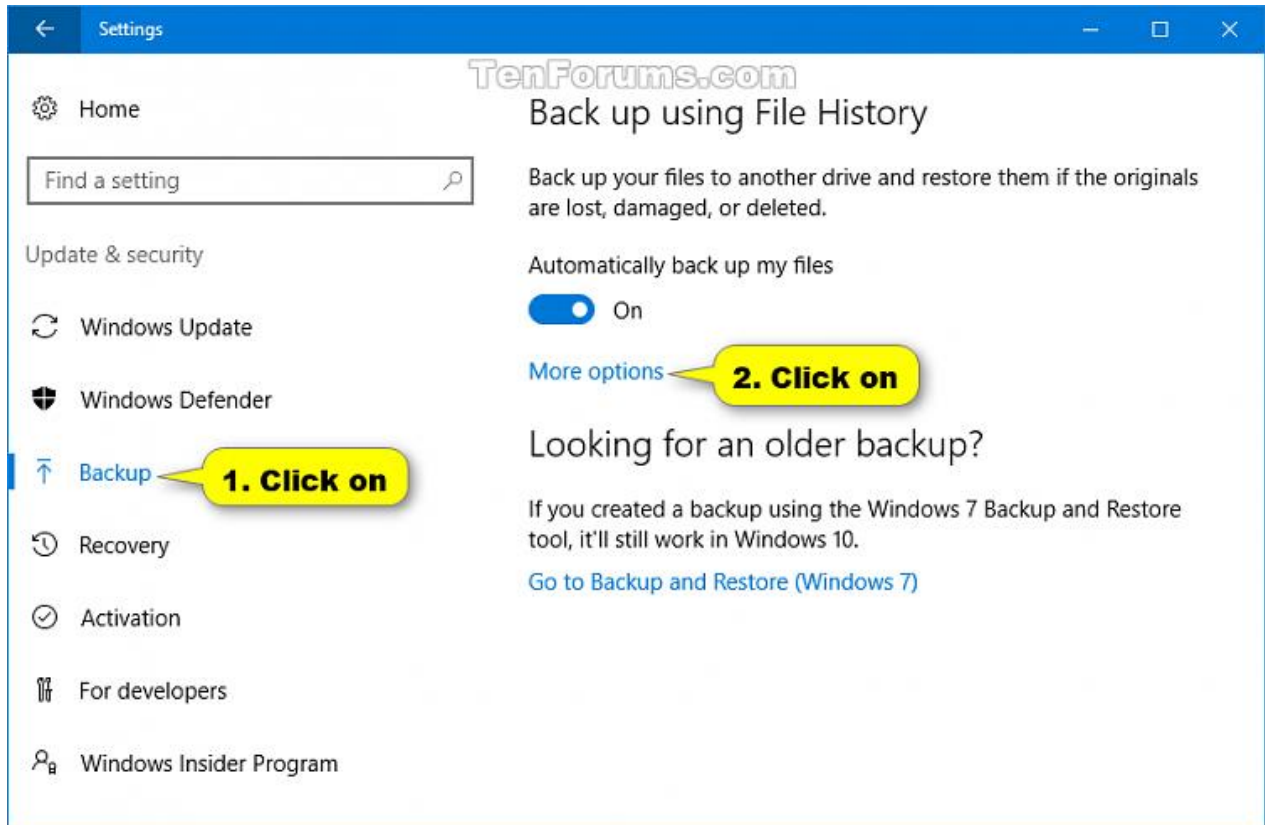
B) Click on the **Restore personal files** link on the left side, and go to [step 5](#) below. (see screenshot below)



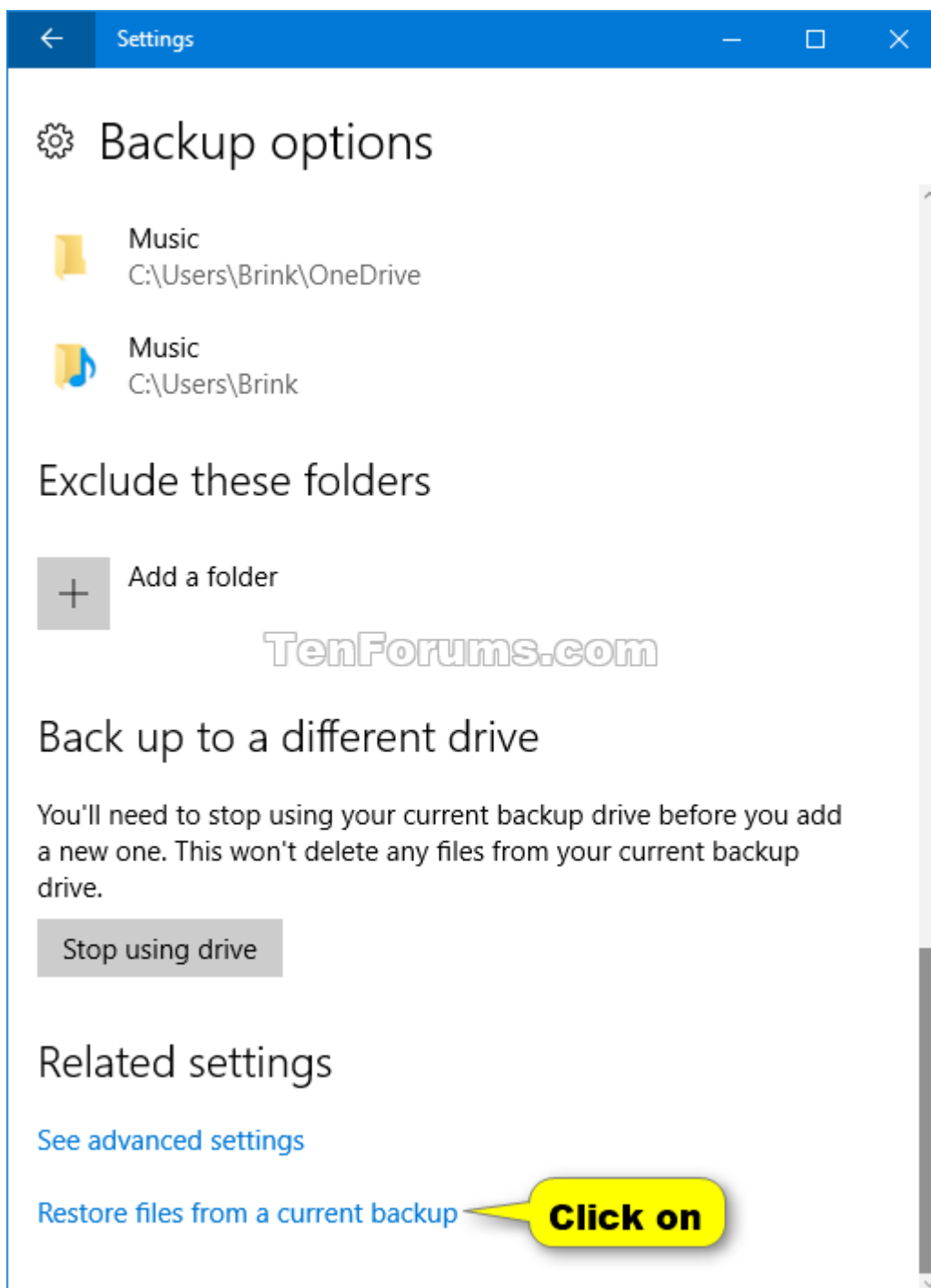
#### 4 From Settings open File History and Restore Previous File Version

A) Open [Settings](#), and click on the **Update & security** icon.

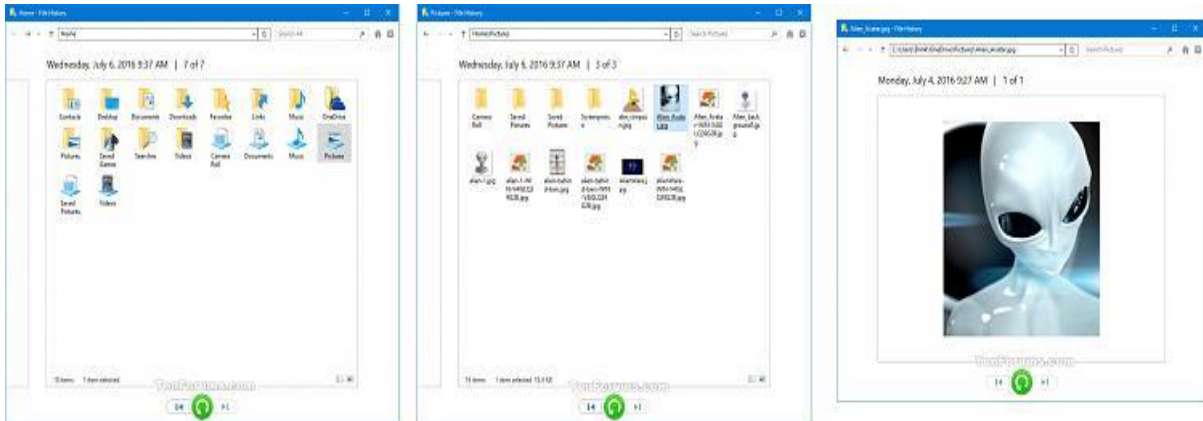
B) Click on **Backup** then click on the **More options** (see screenshot below)



C) Click on **Restore files from a current backup** and go to [step 5](#) below. (see screenshot below)





## 5 The restore process.

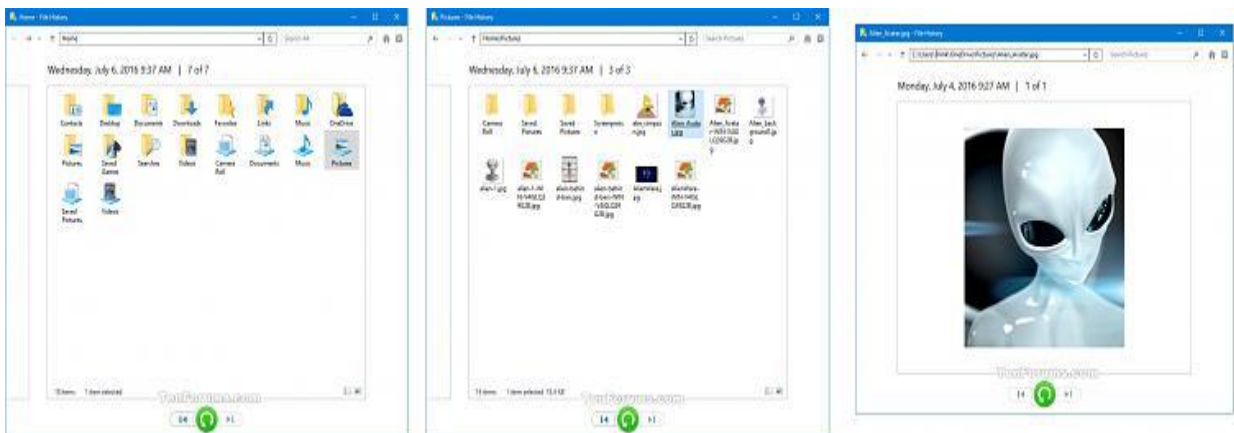


You can now use the left and right blue arrows at the bottom to browse through different versions of your folders and files, noting that the date changes as the version selected is changed, then select what you want to restore. (see screenshots)

You can enter the name of file you're looking for in the **search box**.

You can click/tap on the **Home**  button (Alt+H) at the top right corner will take you to the most current version of your files and folders in File History.

You can click/tap on the **Options**  button (Alt+O), and click/tap on **View** to be able to change the folder view of File History to what you like.



6 Go to [step 7](#) (Restore to original location), or [step 8](#) (Restore to a new location of your choice) below for more instructions.

## 7 To Restore Backup Version of File, Folder, or Library to its Original Location

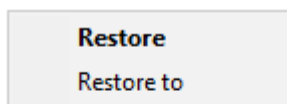
A) Do either action below, and go to [step 9](#) below.

1) Click on the green **Restore** button at the bottom. (see screenshot below)




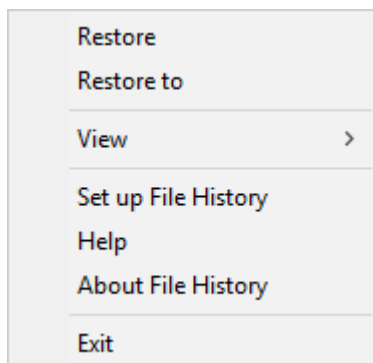
**OR**

2) Right click or press and hold on the green **Restore** button at the bottom, and click on **Restore**. (see screenshot below)



**OR**

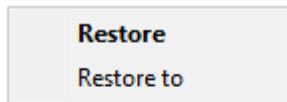
3) Click on the **Home**  button (Alt+H) at the top right corner, and click/tap on **Restore**. (see screenshot below)




## 8 To Restore Backup Version of File, Folder, or Library to a Specified Location of Your Choice

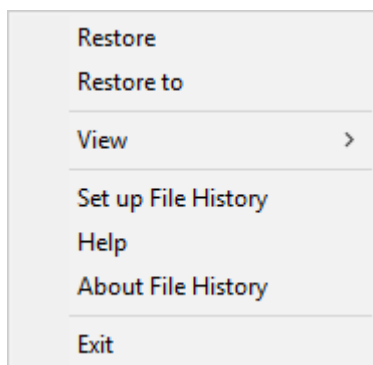
A) Do either action below.

1) Right click or press and hold on the green **Restore** button at the bottom, and click on **Restore to**. (see screenshot below)



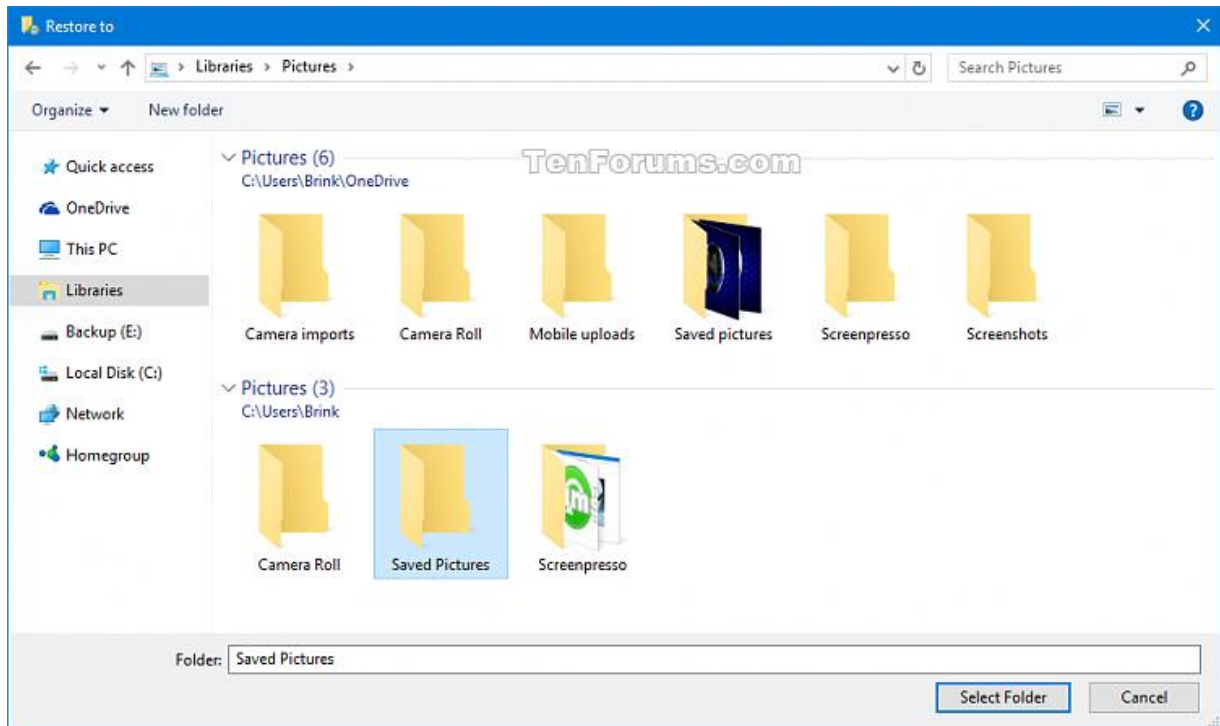
OR

2) Click on the **Home**  button (Alt+H) at the top right corner, and click/tap on **Restore to**. (see screenshot below)

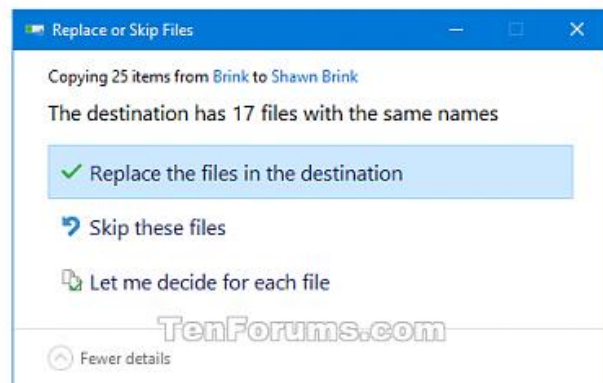
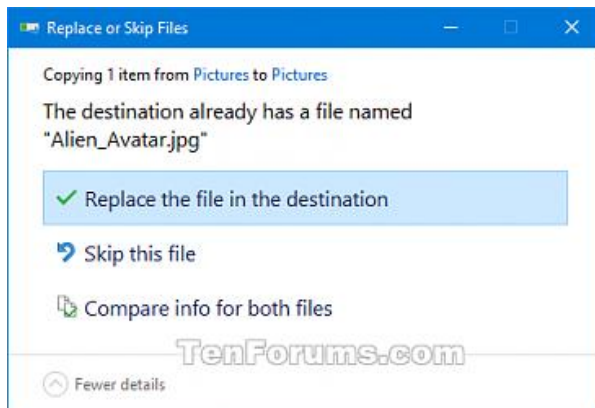


B) Browse to and select where you want to restore your files at, click/tap on **Select Folder**, and go to [step 9](#) below. (see screenshot below)

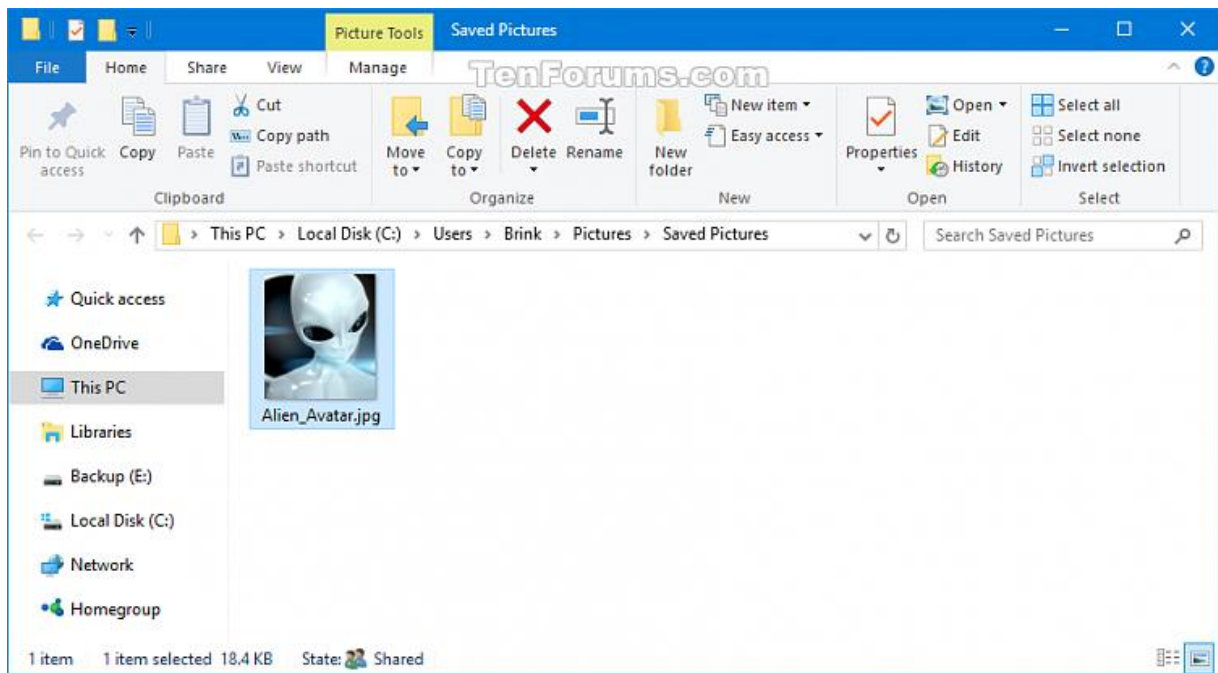




9 If prompted, click on **Replace the file in the destination.** (see screenshots below)



10 File Explorer will now open directly to the location you selected to restore your files at. (see screenshots below)



Phew!!