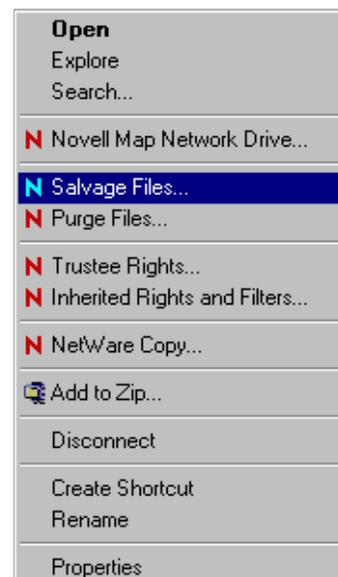
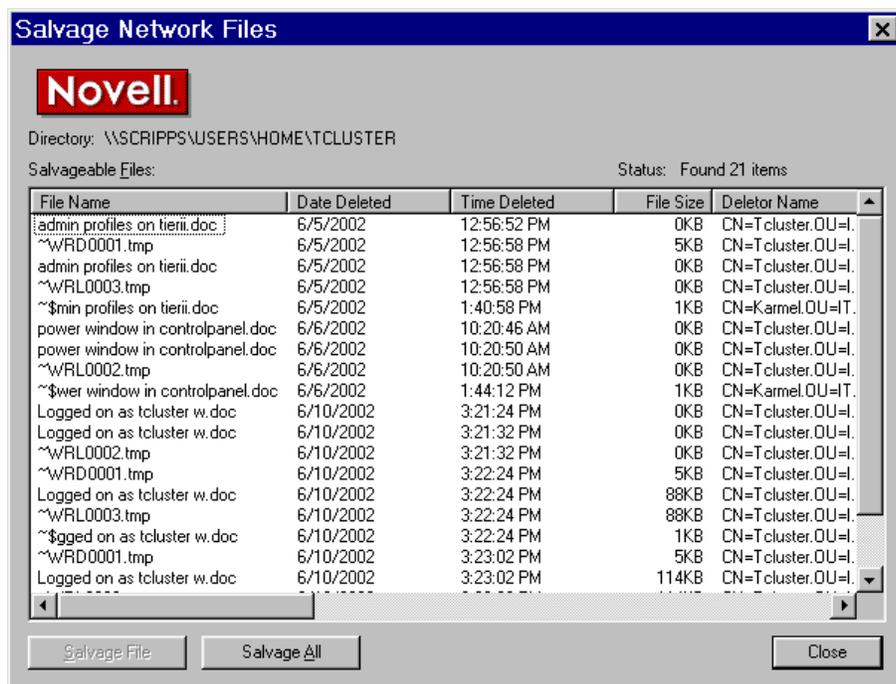


SALVAGING A DELETED FILE

If you believe you accidentally deleted a file from your network drive or failed to save a new file, and cannot find the file by doing a search for it, this may help:

1. Open either My Computer or Windows Explorer
2. Right click on the folder name where the file was stored > from the pop-up window click on Salvage Files
3. If there are any files to salvage, a window like the one below will appear; if you had named the file, look for the file name



4. If you did not name the file, scroll to the date and time you think the file was lost and look at temp files (~WRL0001.tmp or ~WRA0002.wbk are examples of Word backup files)
5. Only salvage files that contain information; for instance, do not salvage a file with a size of 0kb as that means it is empty
6. Highlight the file(s) you want, MAKE NOTE OF FILE NAME, and click on the Salvage File button; when you are done, click Close
7. Open Word, select ALL Files under File Type, and search for salvaged files in your Z drive
8. Find the file you just salvaged and open it
9. If it is your missing file then do a File > Save As and save it with a proper name so that you can identify it
10. If you were working on a document and had saved it in a sub folder on your Z drive, e.g. Z:\Correspondence, then right click on that sub folder name and select salvage; it will show you if there are any temp files to restore from that folder. Any salvaged files will be restored to the original folder.

NOTE: If you were working on a newly created file when your computer crashed, look in your network drive for any files named "Recovered document" or "Auto Recover" as this may be your new file.