# Select Files, Versions, and Folders to Restore

https://campus.barracuda.com/doc/43224958/

Select files and folders to restore the same way that you select files and folders to back up. For a restore, in addition you must specify which version of the file you want to restore.

## Select Files to Restore

When you select a file to restore, the most recent version of the file is selected by default. You can also change the name of the restored file or restore it to a new location.

To select files to restore:

1. View the properties of the restore job and click on the **Selection** page.
2. Check the selection boxes next to the files, folders, or other containers you want to restore.
3. To select a specific version of the folder or file, highlight it and select the version from the list in the bottom part of the window. If you do not select a version then the most recent version is restored.
4. Optionally, click **Selection filters** on the tool bar and specify filter selection criteria.

The selected files are restored to their original locations.

## Select Versions of Files to Restore

Each time a file is backed up, Yosemite Server Backup creates a version of that file. There may be several versions of a file stored on media by different backup jobs. Yosemite Server Backup keeps track of all versions of each file in its catalog and identifies the media on which each version is stored. When the media is overwritten or deleted, Yosemite Server Backup deletes those versions from its catalog as well.

When you select an object (file, folder, database, etc.) to restore, Yosemite Server Backup automatically selects the latest version. If you want to select a version other than the latest version, select the desired version from the version list below the object selection tree. The version list shows all versions of the object, the media on which each version is stored, and object details including its backup date and its modify date.

In the case of folder objects, the selected folder version is used to select files contained within that folder. Specifically, a file is selected for restoring only if a file version matches the folder version.

When you specify a version date for a folder, volume or other container, only files matching the version date specified are selected. Many times, files do not have the same version date as their container. For example, when you select a version date from an incremental or differential backup job, you must select the latest version available for that container or you may not recover all of the files inside that container.

In general, if you want to restore a version of a file other than the latest, you must select the file directly and specify in the **Versions of** window the version you want to restore.

## Select Folders to Restore

You can select the contents of a folder in one of two ways:

- Individually by selecting each object in the folder
  *or*
- Selecting the folder itself

The method you choose affects which files Yosemite Server Backup includes in the selection list after changes have been made to that folder.

For example, if you select a folder, all of the contents of that folder are restored. If a new backup job is run before the restore job, Yosemite Server Backup restores files using the folder's new contents. Yosemite Server Backup also restores any new files were created in the folder. Additionally, if you select the latest version of the folder, Yosemite Server Backup restores the latest version of each file in its catalog. These files may be newer than the files that you originally selected for the restore job.

## Restore a File with a New Name

To rename a file that you have selected to restore:

1. On the **Selection** page of the restore job, right-click the file and select **Rename** from the shortcut menu.
2. In the **Rename** dialog box, type the new name.

Once you run the job, the renamed file is restored to the directory where the original file was located.

When you rename a version, it only applies to a particular restore job. Later restore jobs will keep the file's original name. Similarly, the **Catalog** view always displays files with their

original names.

### Restore Files and Folders to a Different Folder

You can also restore files and folders to different folders. When Yosemite Server Backup restores an object, it temporarily creates the object in the new location. Relocating objects to different containers (called a *move restore*) prevents Yosemite Server Backup from overwriting files and folders that currently exist on disk.

To restore to a file to a different folder:

1. On the **Selection** page of the restore job, right-click the file name and click **Move** on the command bar.
2. In the **Select destination for move operation** window:
    - Select a destination container.
    - If the destination folder does not exist, navigate to the parent folder, click **New directory** on the task bar, and enter a name in the **New Directory** dialog box.

You can also restore folders and volumes in new locations. The contents of these containers move with them and are restored, along with container, in their new location.

Moves are only valid for the particular restore job. Other restore jobs are to their original locations. Likewise, the **Catalog** view continues to display files in their original locations.

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