



Western Regional Center

National Oceanic & Atmospheric Administration
U.S. Department of Commerce



OCIO Systems Support Seattle IT Updates - February 2009

Security Awareness Course

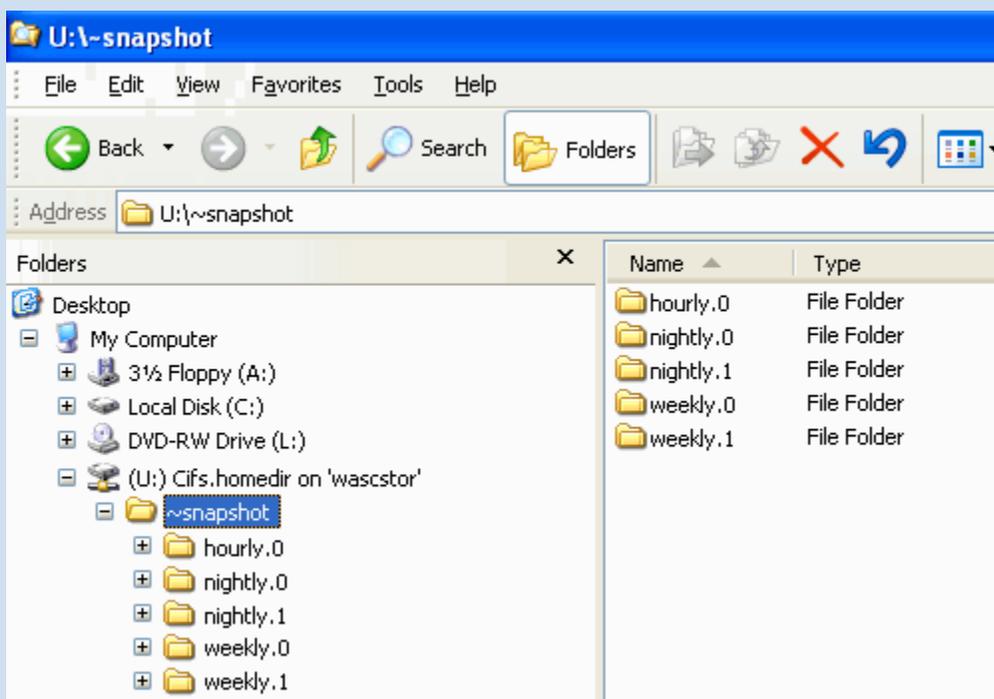
The updated NOAA Information Technology Security Awareness Course is now available at: <http://noaa.learnsecuritywith.us>. In order to continue to use your NOAA computing resources, you will need to complete the course by March 31, 2009. It is a **mandatory requirement** for each NOAA IT user (government, contractor, associate or temporary personnel) to complete the NOAA Information Technology Security Awareness Course each year.

If you have any questions or concerns, please call the Computer Helpdesk at 6377.

February Tech Tips

- Restoring files from your ~Snapshot folders

The ~snapshot folder contains multiple subfolders which have backups of all the files in your U: drive. The folder names describe when each snapshot was taken.



Hourly.0 contains a snapshot of your files as they were at Noon. In the morning this means Noon yesterday. After lunch, this would be Noon today.

Nightly.0 contains all your files as they were at one minute after midnight this morning.

Nightly.1 contains all your files from one minute after midnight yesterday morning.

Weekly.0 is from one minute after midnight on Monday of this week.

Weekly.1 is from one minute after midnight on Monday of last week.

If you open any of these folders you will find a complete backup of your files as they were when the snapshot was taken. You can't edit these files where they are, but you can copy them from the backup folders into your current folders and edit them there.

For example, this morning I edited a Word document completely ruined it. I accidentally deleted eight pages, changed the formatting, then saved my changes. I now need to get a good copy of the document from the ~snapshot folder. I know in this case the nightly.0 folder has a good copy from this morning. I go into ~snapshot, nightly.0, my Word document folder, and find a copy of the document from this morning. I copy the file into my Word document folder, overwriting the bad copy I currently have there. If I only needed to recover two paragraphs from the pages I deleted, I could copy the file from the nightly.0 folder to my desktop, then open the file and copy the missing paragraphs into my current document.

The ~snapshot folder can help you restore deleted documents, recover from editing errors, or compare current and past versions of documents. If you have problems remembering which folder would have the correct version you are looking for, please call the Helpdesk at 6377.