

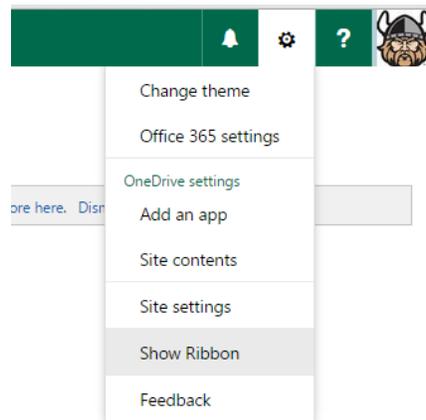


## Versioning on OneDrive

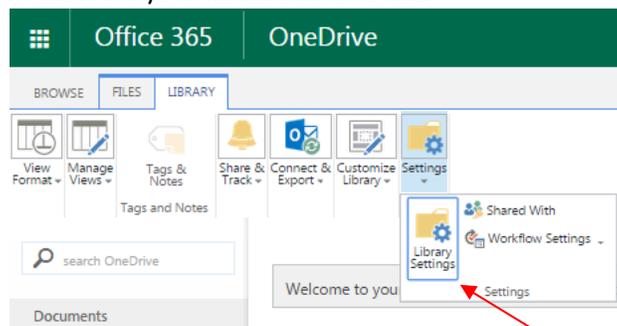
### Defining Versioning Settings on OneDrive

Since OneDrive is specific to individual's account, the versioning settings must be defined on the OneDrive site.

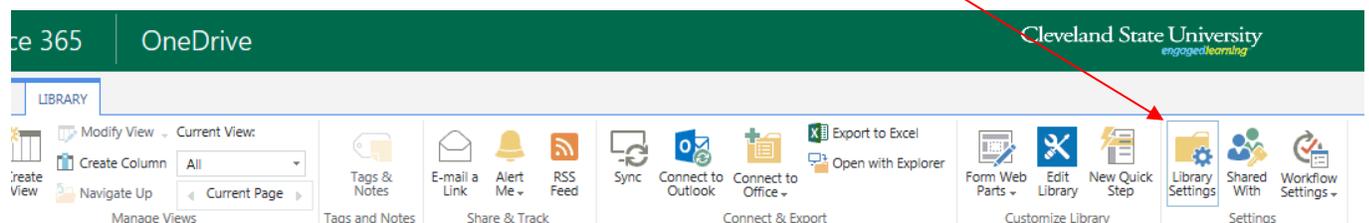
- 1) Sign into your account and open the OneDrive App. The "Browse / Files / Library" ribbon should be listed at the top, refer to picture in step 2, if not then select the settings icon ( gear icon in upper right corner) and then select "Show Ribbon"



- 2) Select Library and either a) "Settings" and then "Library Settings" or b) "Library Settings", depending upon the view for your individual account.

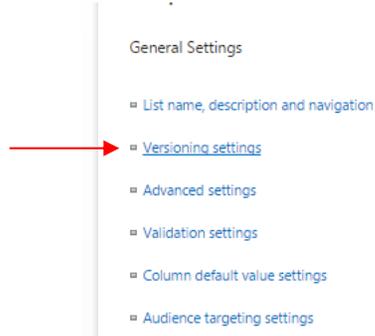


or





3) Select “versioning settings”



4) Define the options to meet your individual needs and then select “OK”

The screenshot shows the OneDrive 'Settings > Versioning Settings' page. The page is titled 'Settings > Versioning Settings' and has a dark green header with 'OneDrive' on the left and 'Cleveland State University' on the right. The main content area is divided into several sections:

- Content Approval:** 'Specify whether new items or changes to existing items should remain in a draft state until they have been approved. [Learn about requiring approval.](#)'
- Document Version History:** 'Specify whether a version is created each time you edit a file in this document library. [Learn about versions.](#)'
- Draft Item Security:** 'Drafts are minor versions or items which have not been approved. Specify which users should be able to view drafts in this document library. [Learn about specifying who can view and edit drafts.](#)'
- Require Check Out:** 'Specify whether users must check out documents before making changes in this document library. [Learn about requiring check out.](#)'

On the right side, there are several configuration options:

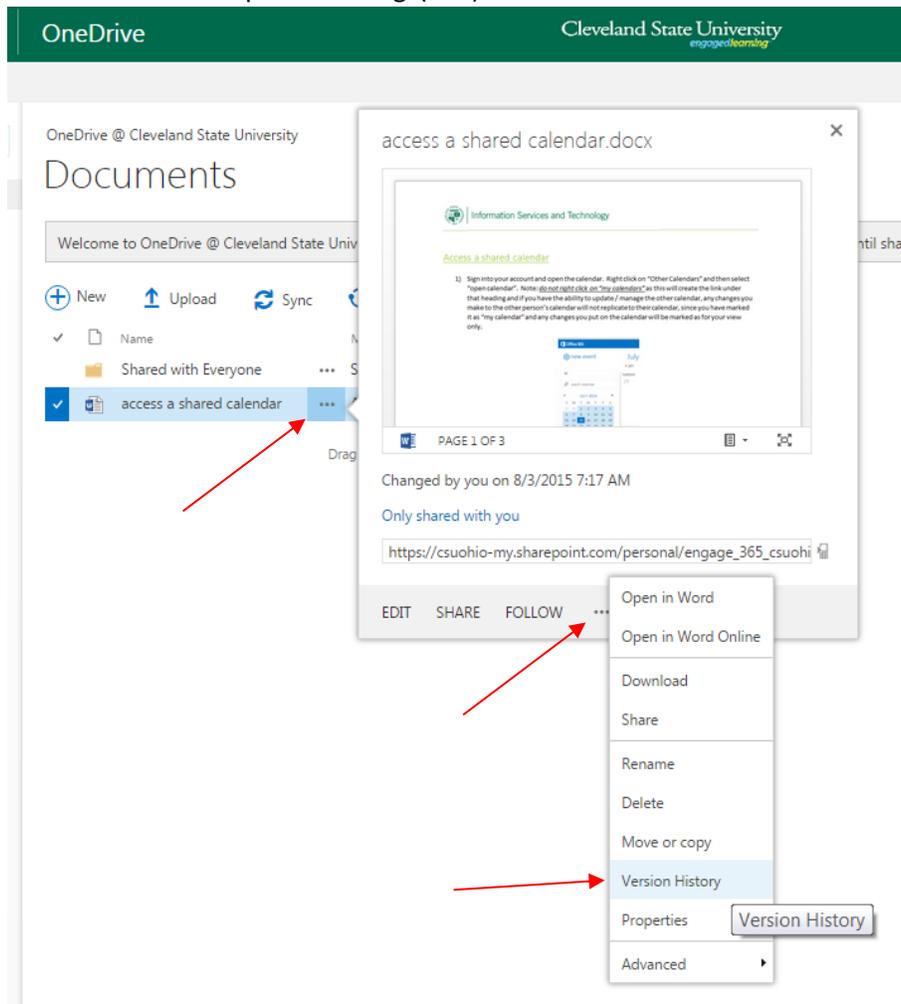
- Require content approval for submitted items?** Radio buttons for Yes and No (No is selected).
- Create a version each time you edit a file in this document library?** Radio buttons for No versioning, Create major versions (selected, Example: 1, 2, 3, 4), and Create major and minor (draft) versions (Example: 1.0, 1.1, 1.2, 2.0).
- Optionally limit the number of versions to retain:** Two checkboxes: 'Keep the following number of major versions:' (with an input field) and 'Keep drafts for the following number of major versions:' (with an input field).
- Who should see draft items in this document library?** Radio buttons for Any user who can read items (selected), Only users who can edit items, and Only users who can approve items (and the author of the item).
- Require documents to be checked out before they can be edited?** Radio buttons for Yes and No (No is selected).

At the bottom right, there are 'OK' and 'Cancel' buttons.

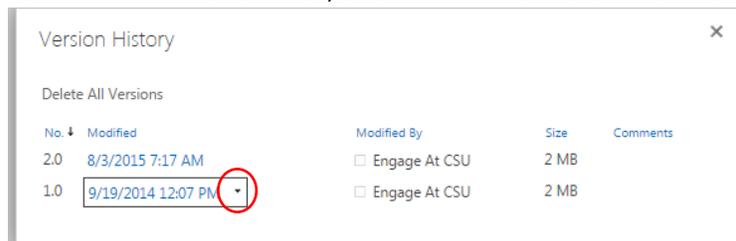


## How to restore a document from a previous version

- 1) From OneDrive select the document to be restored from a previous version. Select the options (“...”) to the right of the document. This will open a small pop-up. At the bottom of the pop-up screen will be additional options settings (“...”) select these and then select “Version History”



- 2) Locate the version that is to be restored, select it and then select the arrow.





- 3) There will be 3 options: “View”; “Restore” and “Delete” (may have to use scroll bar to view all options). Select “Restore” to restore the document to the current version.

