

## 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.



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3) Select "versioning settings"



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

OneDrive	Cleveland State University
Settings - Versioning Settings	
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.	Require content approval for submitted items? Yes No
Document Version History Specify whether a version is created each time you edit a file in this document library. Learn about versions.	Create a version each time you edit a file in this document library? No versioning Create major versions Example: 1, 2, 3, 4 Create major and minor (draft) versions Example: 1.0, 1.1, 1.2, 2.0 Optionally limit the number of versions to retain: Keep the following number of major versions: Keep drafts for the following number of major 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.	<ul> <li>Who should see draft items in this document library?</li> <li>Any user who can read items</li> <li>Only users who can edit items</li> <li>Only users who can approve items (and the author of the item)</li> </ul>
Require Check Out Specify whether users must check out documents before making changes in this document library. Learn about requiring check out.	Require documents to be checked out before they can be edited? Yes   No OK Cancel



## How to restore a document from a previous version

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"

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

Version History				×
Delete All Versions				
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2.0 8/3/2015 7:17 AM	Engage At CSU	2 MB		
1.0 9/19/2014 12:07 PN	Engage At CSU	2 MB		



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.

Versi	Version History					
Delete	All Versions					
No. 4	View	-	Modified By	Size	Comments	
2.0			Engage At CSU	2 MB		
1.0	Restore		Engage At CSU	2 MB		
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