

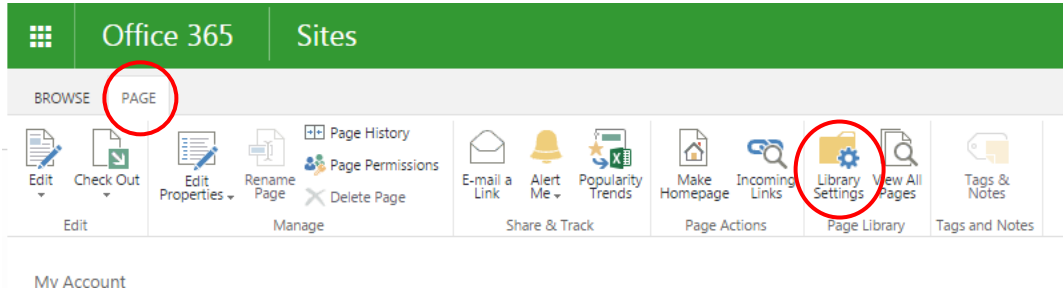


Versioning in a SharePoint Site

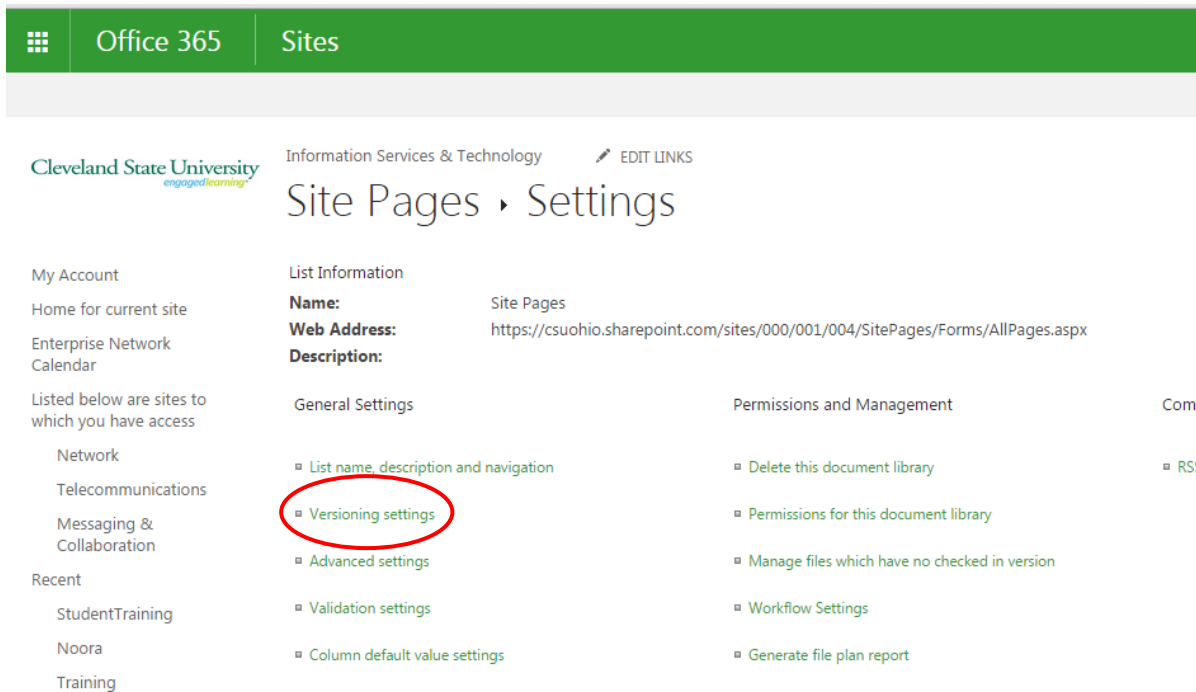
To check / manage versioning settings for documents

These steps are to be executed by the owner(s) of the site

- 1) Go to the set on which the versioning settings are to be managed. Select “Page” and then “Library Settings”



- 2) The setting page for the site will open. Locate and select “Versioning settings”





3) The page for the versioning setting definitions will appear. Set the options to meet individual needs and then OK.

Cleveland State University **Information Services & Technology** [EDIT LINKS](#)

Settings ▸ Versioning Settings

My Account

Home for current site

Enterprise Network

Calendar

Listed below are sites to which you have access

- Network
- Telecommunications
- Messaging & Collaboration

Recent

- StudentTraining
- Noora
- Training
- Construction Projects
- Maintenance Coverage

CSU Vendor's Contacts

Recycle Bin

[EDIT LINKS](#)

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.](#)

Who should see draft items in this document library?

Any user who can read items

Only users who can edit items

Only users who can approve items (and the author of the item)

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



To restore a document from a previous version.

Person must have appropriate access level, that is must have the ability to edit, create documents etc. for the site.

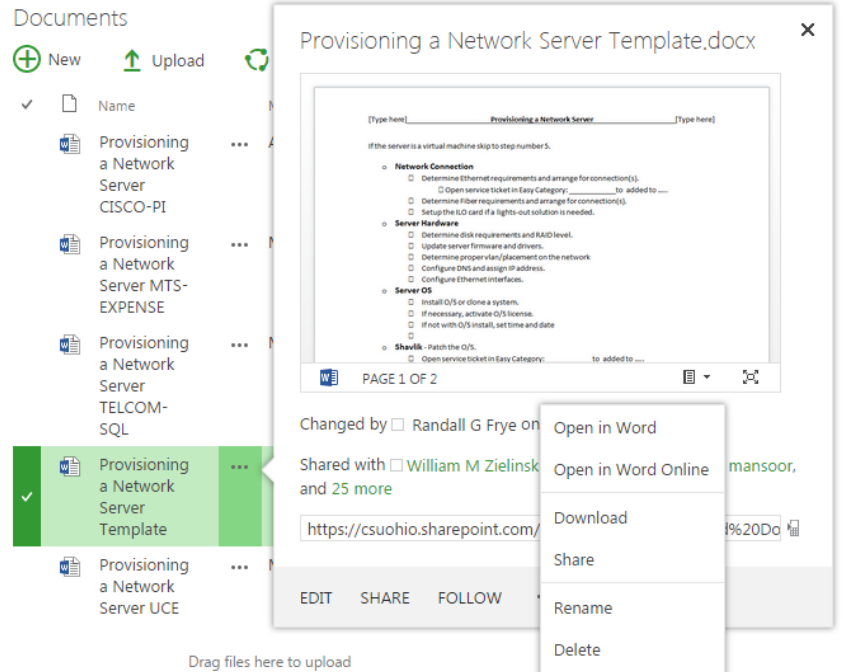
- 1) Locate and select the document to be restored from a previous version. Select the options for that individual document by select the “...” to the right of the document. A pop-up will appear with details concerning the document. Near the bottom will be additional options section, select the “...” to access these options.

The screenshot shows the Office 365 Sites interface. The top navigation bar includes 'Office 365' and 'Sites'. Below this, there are tabs for 'BROWSE' and 'PAGE'. The left sidebar lists various site categories like 'Network', 'Telecommunications', and 'Recent' items. The main content area displays a 'Page' titled 'Provisioning a Network Server Template.docx'. A 'Documents' list is shown with several entries, including 'Provisioning a Network Server Template'. A red circle highlights the '...' menu icon next to this document. A pop-up window titled 'Provisioning a Network Server Template.docx' is open, showing the document's content and metadata. A red circle highlights the '...' menu icon at the bottom of this pop-up window. The document content includes sections for 'Network Connection', 'Server Hardware', 'Server OS', and 'Shellk'. The metadata shows it was changed by Randall G Frye on 4/28/2015 and is shared with several users.

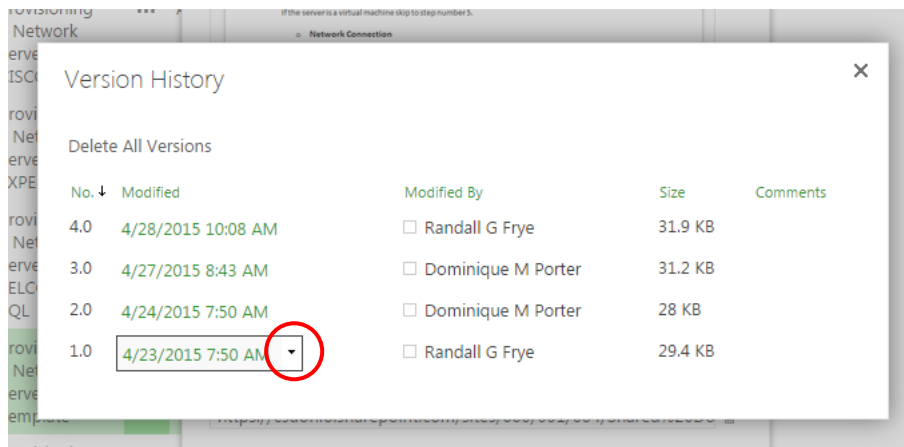


2) Scroll down the list of the additional options and select "Version History"

This site contains information for use by the Enterprise Network staff managed by Mimi Porter. To locate information easily, it is recommended that folders be created and all documentation relating to that subject matter be stored within that particular folder.

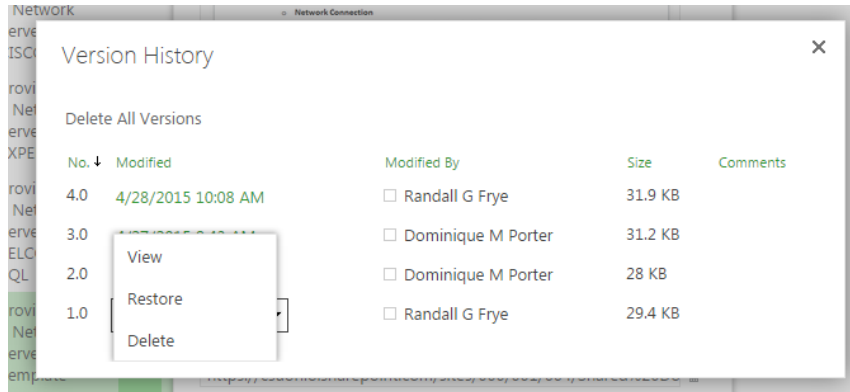


3) Select a version and to the right will appear an arrow, select the arrow





- 4) Three options will appear. It is recommended that before restoring that the item be viewed to verify that it is the correct version to be restored. Once an item is restored, it becomes the current version, the version that is being restored will drop down one level.

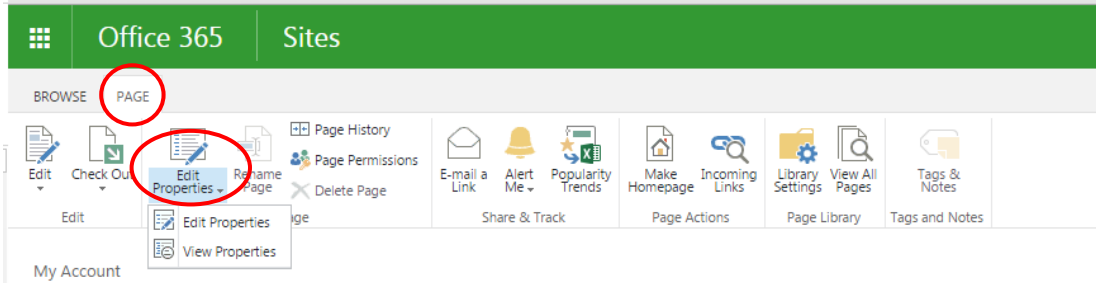




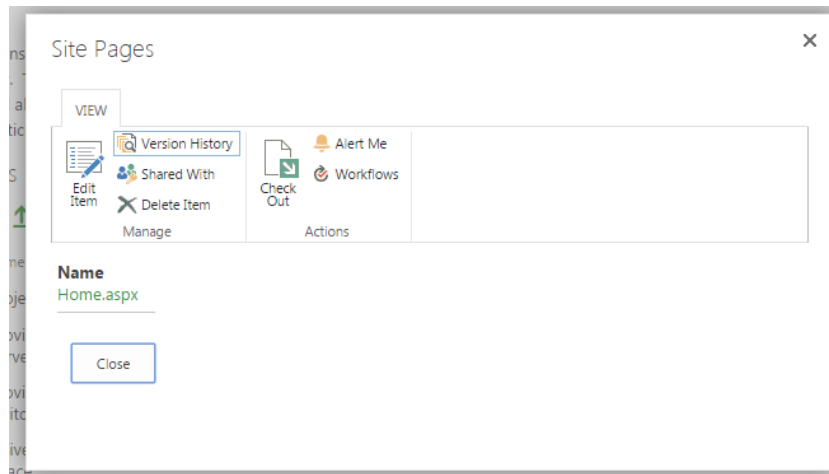
Restore a site from a previous version

These steps are to be executed by the owner(s) of the site. As always, anytime work is being performed on a site, it is recommended that the site be “checked out” and then once the work has been completed the site is then “checked in”.

- 1) Access the site to be restored from a previous version. Select “Page”; select “Edit Properties” and from the drop down that appears select “view properties”



- 2) Select the option “Version History”





- 3) A list of previous versions will appear, select a version and to the right will appear a little arrow, select the arrow.

The screenshot shows a 'Site Pages' window with a table of version history. The table has columns for 'No.', 'Modified', 'Modified By', 'Size', and 'Comments'. Two versions are listed: version 9.0 (modified 6/26/2015 4:04 PM) and version 8.0 (modified 6/26/2015 4:03 PM). The 8.0 version's modified date is circled in red, and a small downward arrow is visible to its right. Below the table, the content of the selected version is shown, featuring the title 'Enterprise Network Landing Page' and a paragraph of text.

No.	Modified	Modified By	Size	Comments
9.0	6/26/2015 4:04 PM	<input type="checkbox"/> Dominique M Porter	3.3 KB	
8.0	6/26/2015 4:03 PM	<input type="checkbox"/> Dominique M Porter	3.3 KB	

Wiki Content

Enterprise Network Landing Page

This site contains information for use by the Enterprise Network staff managed by Mimi Porter. To locate information easily, it is recommended that folders be created and all documentation rela...

Wiki Content

Enterprise Network Landing Page

This site contains information for use by the Enterprise Network staff



- 4) Three options will appear. It is recommended that before restoring, that the item be viewed to verify that it is the correct version to be restored. Once an item is restored, it becomes the current version, the version that is being restored will drop down one level.

The screenshot displays a SharePoint 'Site Pages' library. At the top, there is a 'Delete All Versions' link. Below it is a table with columns for 'No.', 'Modified', 'Modified By', 'Size', and 'Comments'. The table lists two versions of a document:

No.	Modified	Modified By	Size	Comments
9.0	6/26/2015 4:04 PM	<input type="checkbox"/> Dominique M Porter	3.3 KB	
8.0	6/26/2015 4:03 PM	<input type="checkbox"/> Dominique M Porter	3.3 KB	

The document preview shows the title 'Enterprise Network Landing Page' in large green text. Below the title, there is a paragraph of text: 'This site contains information for use by the Enterprise Network staff managed by Mimi Porter. To locate information easily, it is recommended that folders be created and all documentation rela...'. A context menu is open over the 8.0 version, showing three options: 'View', 'Restore', and 'Delete'.