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 setting are to be managed. Select "Page" and then "Library Settings"
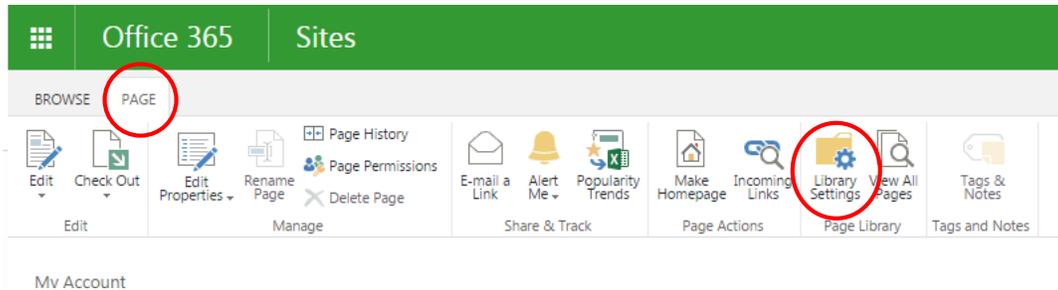
2) The setting page for the site will open. Locate and select "Versioning settings"
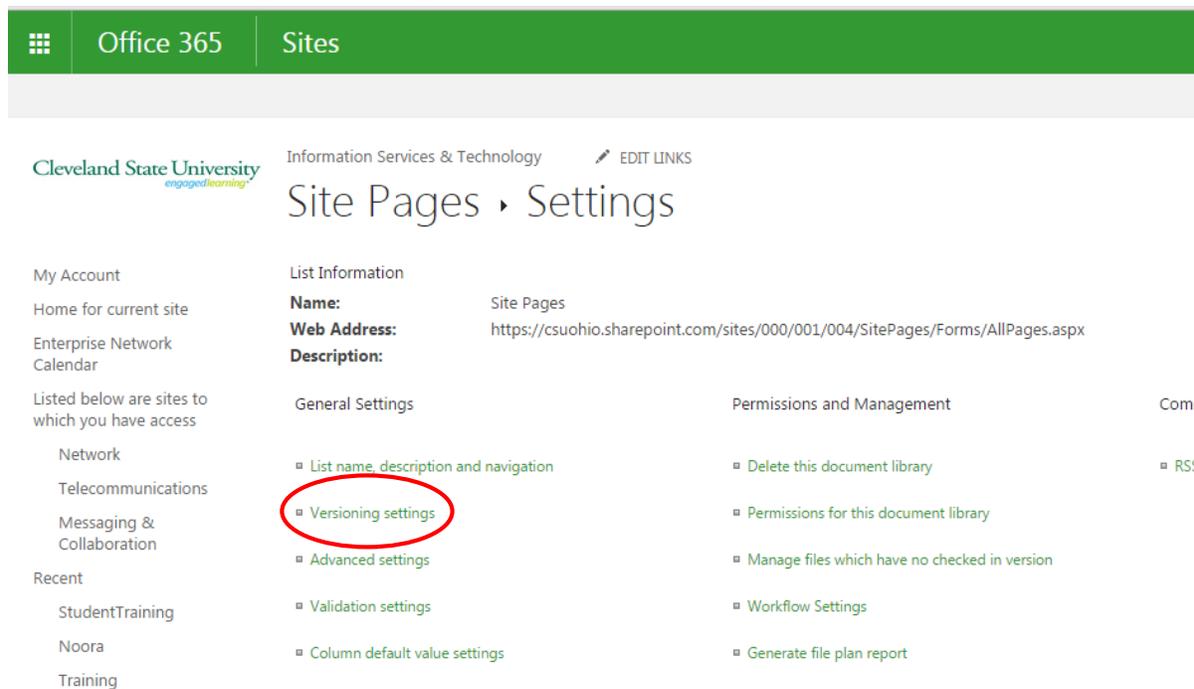
3) The page for the versioning setting definitions will appear. Set the options to meet individual needs and then OK.

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engaged learning

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

[OK]   [Cancel]

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.

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

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"
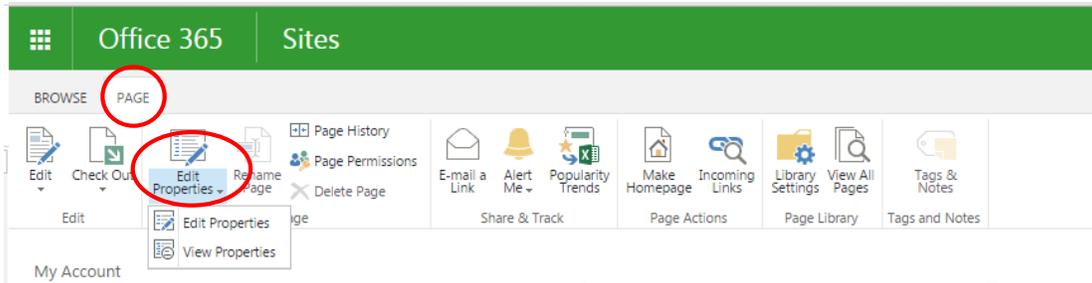
2) Select the option "Version History"
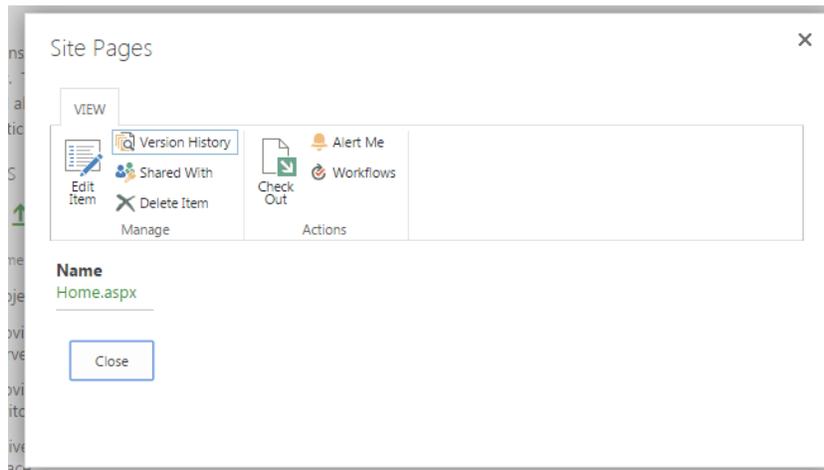
3) A list of previous versions will appear, select a version and to the right will appear a little arrow, select the arrow.

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.