


## File versions

Nicolas ARBOUIN - 2024-02-27 - Manage and edit your documents

### File versions

*During edition, your platform allows you to create file versions and rollback on previous ones.*

## How to reach versions

Right-click on file or click on  then in the menu, click on "Details" (lower option in menu). A column pops up on the right of the screen, in the upper part you will see the latest version of your file, then the previous ones.


**Test document.docx** ✕


Size 26.0 KB  
 Owner Nicolas Arbouin  
 Modified on the 06/20/2022 11:25 AM  
 Created on the 06/20/2022 11:21 AM

ACTIVITY WORKFLOW


Include: All ▼

**VERSION 10** 🔗 0 👁 2 📄 0 ⋮


 2 Previews


 Nicolas Arbouin 06/20/2022 11:25 AM

**VERSION 9** 🔗 0 👁 0 📄 0 ⋮

 Nicolas Arbouin 06/20/2022 11:24 AM




**VERSION 8** 🔗 0 👁 0 📄 0 ⋮


 Nicolas Arbouin 06/20/2022 11:24 AM

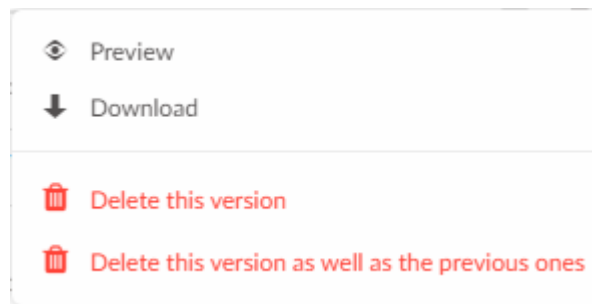
 *Type a comment here, strike 'Enter' to save it or 'Escape' to cancel*

For every version you can see a bunch of icons :

**VERSION 2** 🔗 1 👁 2 📄 2 ⋮

-  : number of share links
-  : number of sights
-  : number of downloads

-  : brings to the next menu









As you can see, you can also get a preview or download the file.

You can eventually delete this file or any version you want to.

## Exemple

*This is a file "Document de test.docx" you want to rollback to a version older than version 8 :*

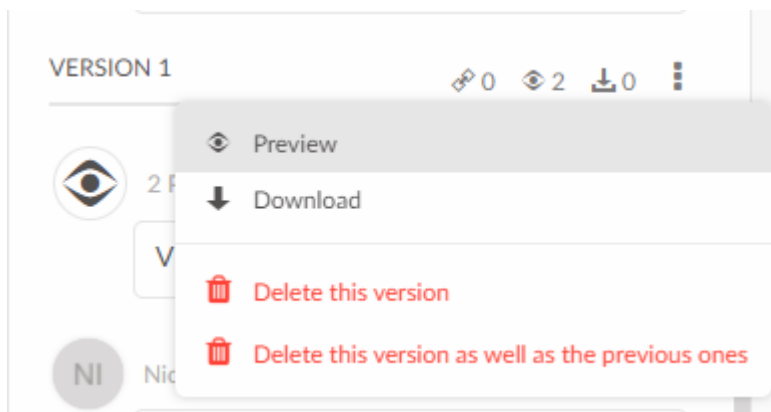
- Right-click/Details on your file.
- On version 8 line, click on  and  Preview (overview), then check the preview if this is the right version you're looking for
- On version 10 line, click on  and  Delete this version (Delete version)
- On version 9 line, click on  and  Delete this version (Delete version)
- You're done !


## Restore an older version as the main version

You need to restore an older version as the newest ?

### **2 methods for that :**

1. Download the file and add it again
2. Open preview, then modify it (a simple "space" or "comma" will do the trick), which generate automatically a new record.



Then  Edit  anything to trigger a new record, and you're done !

Tags

perte

rechercher

versions