

Versions of a file

Nicolas ARBOUIN - 2024-08-06 - Good practices






Versions of a file

To access different versions of files :



- Spot a file and right-click/details on it.
- Timeline displays on the right of the ACTIVITY screen and list of versions. You should find the latest version on top, and older ones when going down the list.







For each version, you can see information shown as icons, representing actions made on them :

-  1 : number of uses made on share links
-  1 : number of previews
-  1 : number of downloads
-  : brings to the sub-menu 

Example

You have a file "Document test.docx" (as shown) and you wish to get the previous version :

To do so :

- right-click on file, then on version 8 and select Sur la ligne Version 8, click on  then  , so you can check that the version is really the one you need.
- On line Version 10, click on  then 
- On line Version 9  then 

This makes the version 8 becoming the current version.

If you wish to keep every version but still want the version 8 to be the latest, you can download it and re-upload it, this will make it the latest versions.