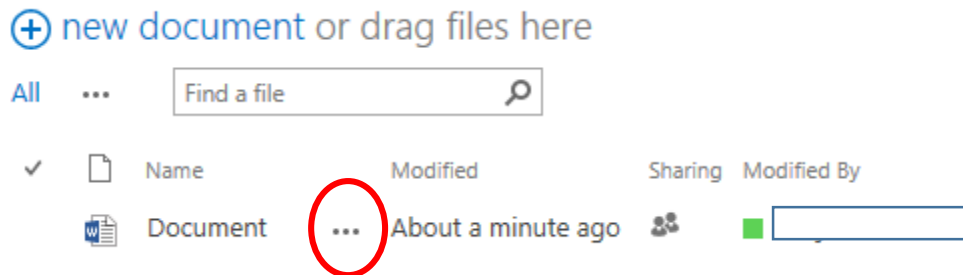


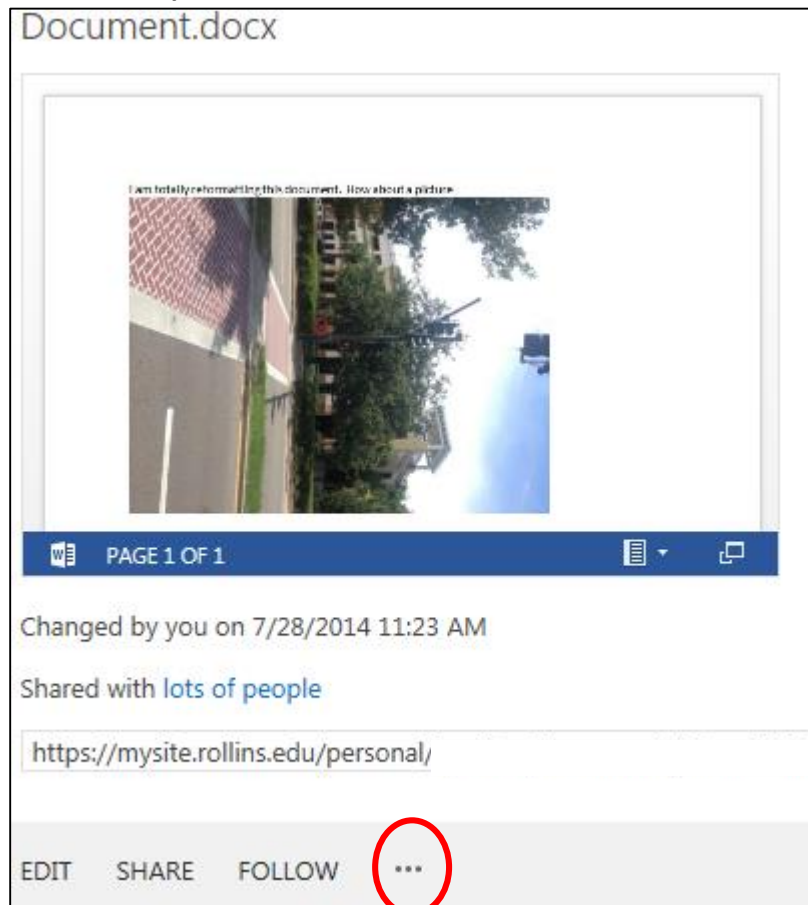
Selecting a Previous Version

*After turning on Versioning, you can select which version you would like to see, or use. This is especially helpful if you have made changes, but want to change back to an earlier version.

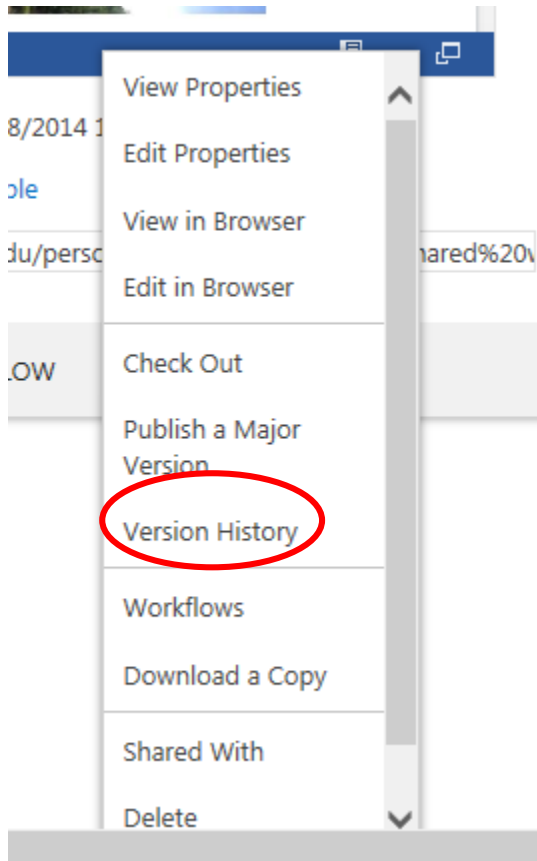
1. Select the document that you would like to view/use, and select the ellipses (...)



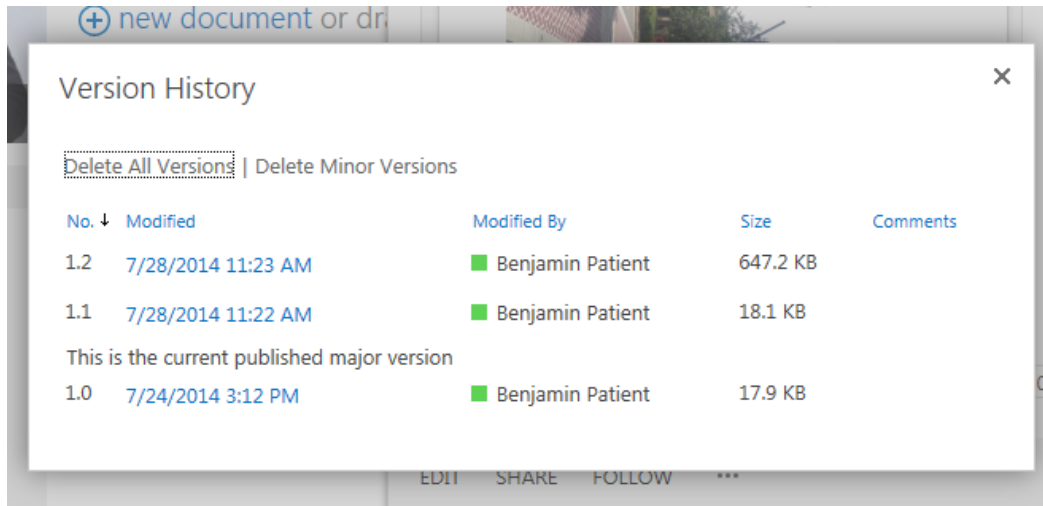
2. After selecting the ellipses, a document preview box will pop up with details of the document. Select the ellipses in this box.



3. After selecting the ellipses, a box will pop up with additional options. Select the Version History option.



4. After selecting Version History a new box will pop up showing details of the previous versions.



Notice in this image there are 3 versions (1.0, 1.1, and 1.2.) The most current version is 1.2. If 1.1 was the desired version, that version could be selected and restored as the most current version. The restored version would become version 1.4.

*If you are not using minor versioning, then each version is listed as a major version and only has a whole number (1,2,3,4, etc.).