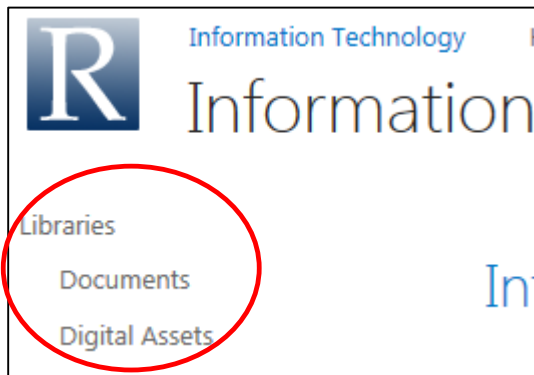


Turn on “Document Version” to keep previous versions of your project while making revisions.

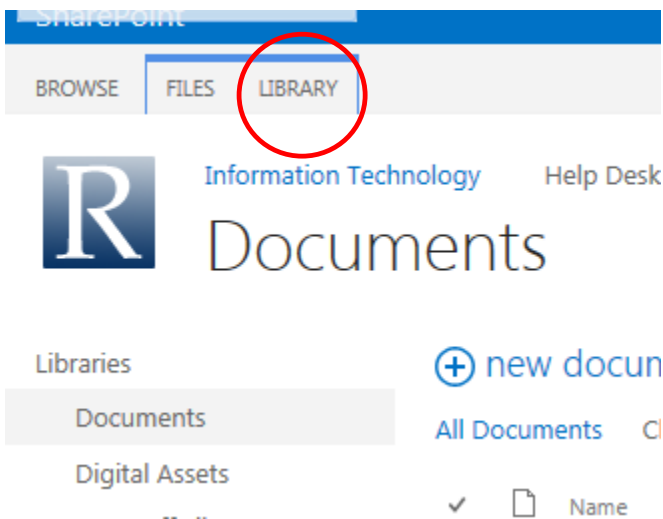
*This is a great way to keep previous versions of your project without having to keep saving it under different names.

The default setting for Document Version History is off. Here is how to turn it on.

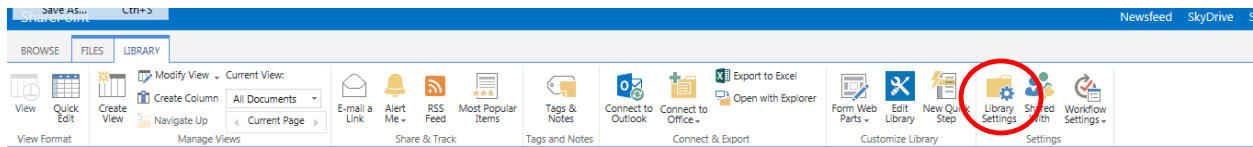
1. After signing in to SharePoint, click a link in the left column



2. After making a selection, the Library tab will appear at the top of the screen. Click the library tab. This will open the Library Ribbon.



3. On the Library Ribbon, select Library Settings. This will take you to the Library Settings Page



4. On the Library Settings page, select “Versioning Settings” link. This will open the Version Settings page

List Information

Name: Drop Off Library

Web Address: [Redacted]

Description: After their properties are filled out, files uploaded to this library are automatically moved to the correct library or folder according to rules created by the owner of this site.

General Settings Permissions and Management Communications

- List name, description, and navigator
- Versioning settings**
- Advanced settings
- Validation settings
- Manage item scheduling
- Column default value settings
- Metadata navigation settings
- Rating settings
- Audience targeting settings
- Per-location view settings
- Form settings

Permissions and Management

- Permissions for this document library
- Manage files which have no checked in version
- Workflow Settings
- Information management policy settings
- Enterprise Metadata and Keywords Settings
- Generate file plan report
- Record declaration settings

Communications

- Incoming e-mail settings
- RSS settings

Content Types

This document library is configured to allow multiple content types. Use content types to specify the information you want to display about an item, in addition to its policies, workflows, or other behavior. The fol currently available in this library:

Content Type	Visible on New Button	Default Content Type

5. As you can see, the version history is set to off. You can select which type of versions you would like to have (major versions, major and minor versions, or no versioning.)

The screenshot displays two sections of a settings interface. The top section, 'Content Approval', includes a description and a radio button selection for 'Require content approval for submitted items?' with 'No' selected. The bottom section, 'Document Version History', includes a description and a radio button selection for 'Create a version each time you edit a file in this document library?' with 'No versioning' selected. A red circle highlights the 'No versioning' option, and a red rectangle highlights the entire 'Document Version History' section. Below the radio buttons are two unchecked checkboxes for limiting the number of versions to retain, each followed by an empty input field.

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:

6. After selecting your preferred Version settings, be sure to click “OK” at the bottom of the page to save these settings.