



# GCdocs16



Job aid

## Working with version control

Classic View

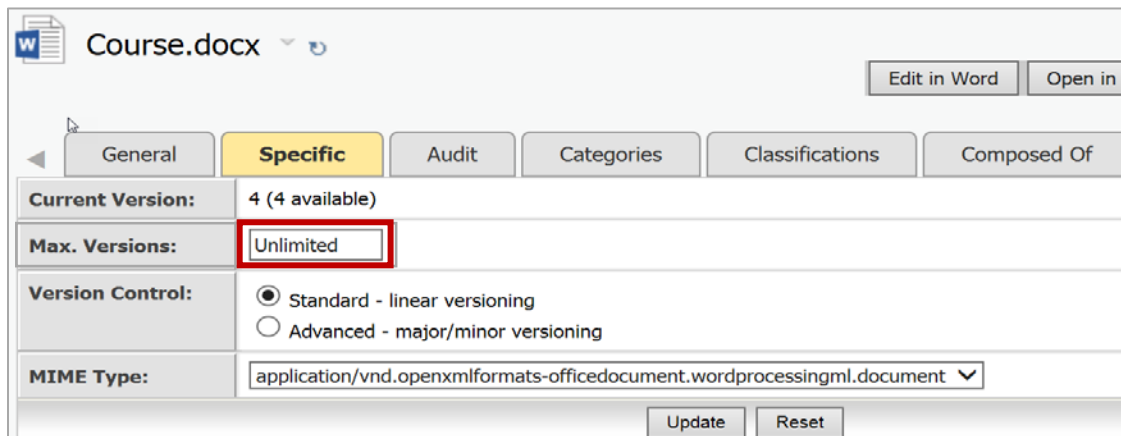
## How to view versions, modify settings and promote versions

### Viewing versions

1. Navigate to the document you wish to view the versions
2. Select the **Functions** menu
3. Select **Properties**
4. Select **Versions**

### Limiting the maximum number of versions

1. Navigate to the document you wish to limit the number of versions
2. Select the **Functions** menu
3. Select **Properties**
4. Select **Versions**
5. Select **Specific**
6. Modify the value in the **Max. Versions** field



7. Select **Update**



## Selecting Version Control



GCdocs allows you to select the type of versioning that will be applied to your documents. Your choices for versioning are **Standard** and **Advanced**.

**Standard versioning** applies versions in a linear format, meaning version 1 will be followed by version 2, which will be followed by version 3, and so on.

**Advanced versioning** applies major and minor versions. Major versions are represented by 1, 2, while minor versions are represented as 0.1, 0.2, 0.3, and so on.

Versions	
Version	File Name
1.1	Briefing_Note.docx
1.0	Briefing_Note.docx
0.3	Briefing_Note.docx
0.2	Briefing_Note.docx
0.1	Briefing_Note.docx





1. Navigate to the document you wish to modify the version control
2. Select the **Functions** menu
3. Select **Properties**
4. Select **Specific**
5. Select the **Standard** or **Advanced** radio button in the **Version Control** field


	General	<b>Specific</b>	Audit	Categories	Classifications	
<b>Current Version:</b>	4 (4 available)					
<b>Max. Versions:</b>	<input type="text" value="Unlimited"/>					
<b>Version Control:</b>	<input checked="" type="radio"/> Standard - linear versioning <input type="radio"/> Advanced - major/minor versioning					
<b>MIME Type:</b>	<input type="text" value="application/vnd.openxmlformats-officedocument.wordprocessingml.docume"/>					
					Update	Reset

6. Select **Update**





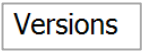

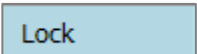
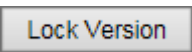
## Promoting a minor version to a major version

1. Navigate to the document
2. Select the **Functions** menu 
3. Select Properties 
4. Select Versions 
5. Select the **Functions**  menu of a specific minor version
6. Select **Promote to Major**
7. Select **Submit**

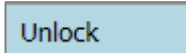
 You may only promote a version if advanced version has been selected in the properties. Users with only **See Contents** permissions will only see the major versions of the item. Users require **Modify** permissions to see major and minor versions.

## Locking a version

GCdocs allows you to lock certain versions, ensuring that they cannot be deleted.

1. Navigate to the document you wish to lock a version
2. Select the **Functions** menu 
3. Select Properties 
4. Select Versions 
5. Select the **Functions** menu  of a specific version
6. Select **Lock** 
7. Select **Lock Version** 

## Unlocking a version

1. Follow the above steps 1 to 6 and at number 6 select **Unlock** 
2. Select **Unlock Version** 