Saving Drafts of Your Documents Using the Versions Feature in Word

Word's **Save As...** feature is a great way to save multiple versions of the same file. You can easily preserve earlier versions of your document if you think you will need to go back to an earlier stage. One drawback of saving multiple versions of the same file under different names is it can become difficult to manage all the files and it can use a considerable amount of storage space.

To help you avoid some of these drawbacks while keeping the benefits of preserving drafts of your work, Word includes a Versions feature that allows you to keep previous versions of your work in the same file as your current document. You won't have multiple files, and, since it only saves the differences between the drafts, it saves some of the disk space multiple versions require.

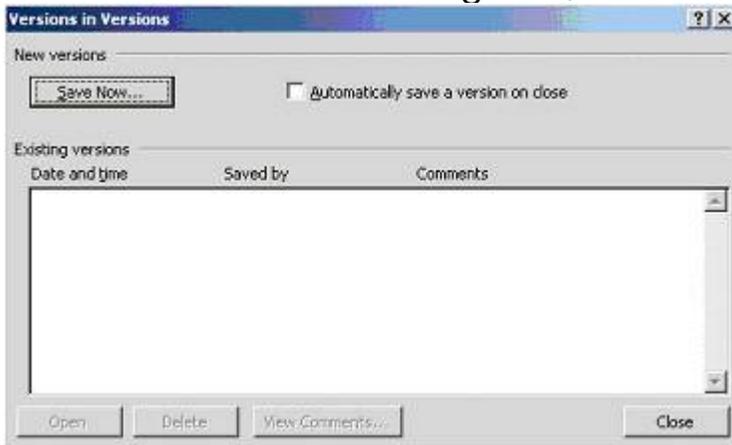There are two ways to save different versions of your document:

- You can save a version manually at any time
- Or you can opt to have Word automatically save a version of your document when you close it
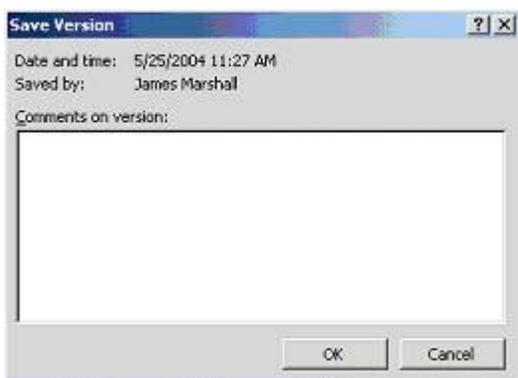
To save a version manually:

1. Make sure the document is open and active

2. Select **Versions...** from the **File** menu

3. In the **Versions** dialog box, click **Save Now...**

4. The **Save Version** dialog box appears

5. Enter any comments that will help you remember important changes

6. When you are done entering comments, click **OK**

7. The version is saved. An entry will appear in the **Versions** dialog box next time it is opened

To have Word <u>automatically</u> store versions when you close documents:

1. Make sure the document is open and active

2. Select **Versions...** from the **File** menu

3. In the **Versions** dialog box, select Automatically **Save A Version On**

Close

4. Click **Close**

Note: The versions feature does not work with web pages created in Word.

Working With Document Versions Pt. 2: Viewing, Recovering, and Deleting Document Versions

When you store a version of your document using the versions feature, you can access previous versions, delete any of the versions stored with your document, and recover document versions to a new file.

To view a version of your document

1. Select **Versions...** from the **File** menu

2. In the **Versions** dialog box, highlight the version you would like to open
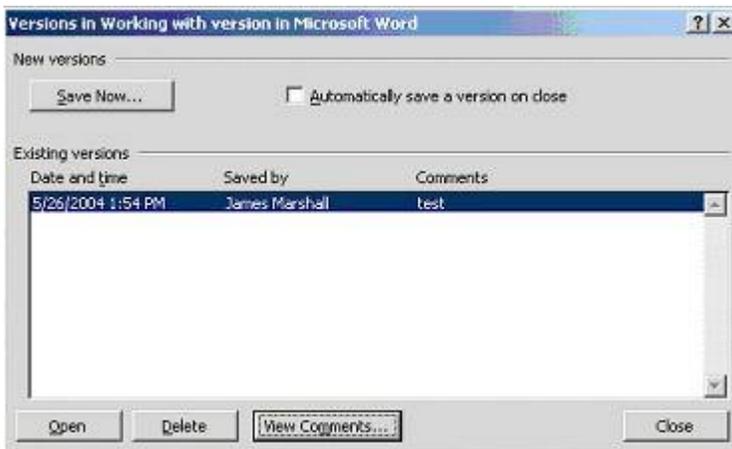
3. Click **Open**

The version of the document will open in a new window which will be tiled horizontally beneath the current document window. You can scroll through your document and interact with it as you would a normal document.

While you can make changes to the version of the document, it is important to note that the version stored in the current document cannot be altered.

If you do make changes to the document, it must be stored under a new name.

To recover the version to a new document

Simply click the **Save** icon on the standard toolbar or use the **Ctrl + S** shortcut key to save the version of your document; in a previous version of a document, this is the same as using the **Save As…** command – the **Save As** dialog box will appear prompting you to give the document a new name.

To delete a version of your document

1. Select **Versions…** from the **File** menu

2. In the **Versions** dialog box, highlight the version you would like to delete

3. Click the **delete** button

4. In the pop up box, click **Yes** if you are sure you would like to delete the version

5. Click **Close**