

Document Version Control

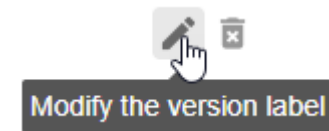
Software Support - 2019-05-10 - Documents

You can store multiple versions of your document in your Kahootz workspace. Version control allows you to see all previous versions of the document that you have uploaded or made amendments to. You can explicitly add a new version of a document, or upload the same document again and it will be added as a new version of the existing one. You can view the document version history and download specific versions.

The screenshot shows a list of document versions under the heading "Versions 3 ^".

- Version 3 - latest**
 - Word Document.docx
 - Added by Chris Holt 1 minute ago
 - Icons for edit and delete
- Version 2**
 - Word Document.docx
 - Added by Chris Holt 8 weeks ago
 - Kept forever
 - Icons for edit and delete
- Version 1 - oldest**
 - Word Document.docx
 - Icons for edit and delete

Each saved version can be given a helpful label that describes it and makes it easier to spot key versions in the list. E.g. 'First round of post-review edits'.



Modify Version Label

The dialog box is titled "Version 3 of Word Document". It contains a label "Version label" above a text input field. At the bottom, there are two buttons: "Save" and "Cancel".

Click '**save**' and your file label will now be updated.

Related Content

- [Direct "Edit In Office" for Documents](#)
- [Document Locking](#)
- [How-To use Microsoft Office 365 via Kahootz](#)