

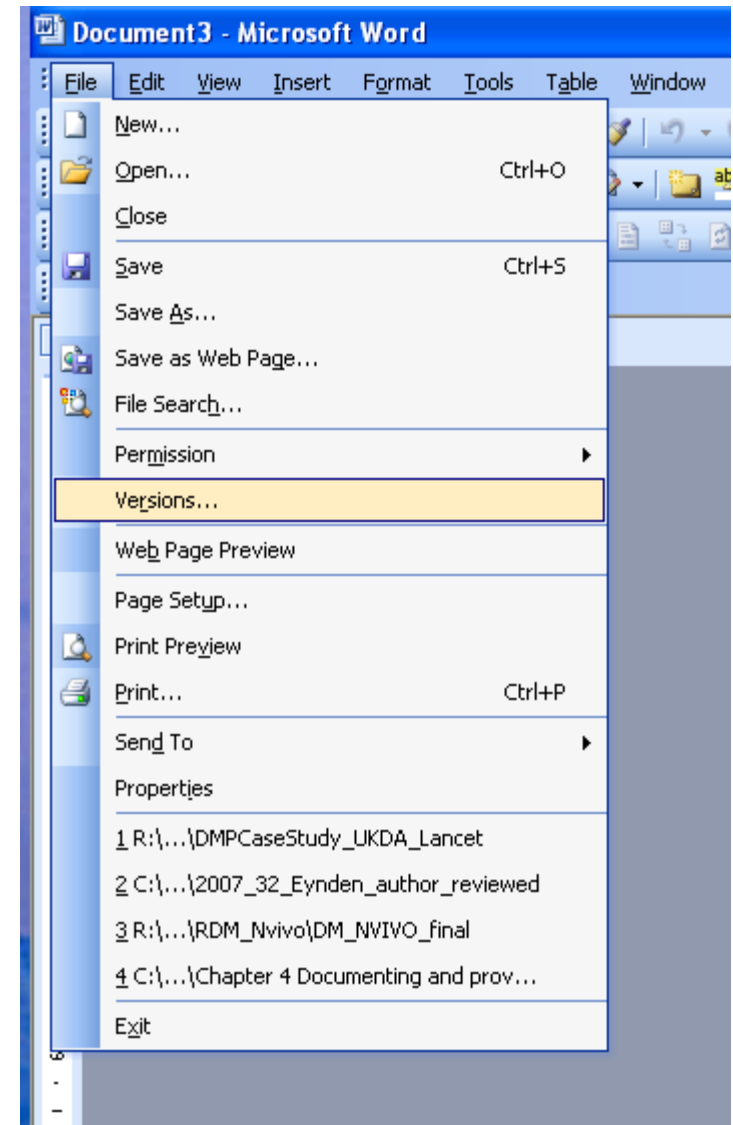


VERSIONING EXERCISE

RESEARCH DATA MANAGEMENT TEAM
UK DATA ARCHIVE
UNIVERSITY OF ESSEX

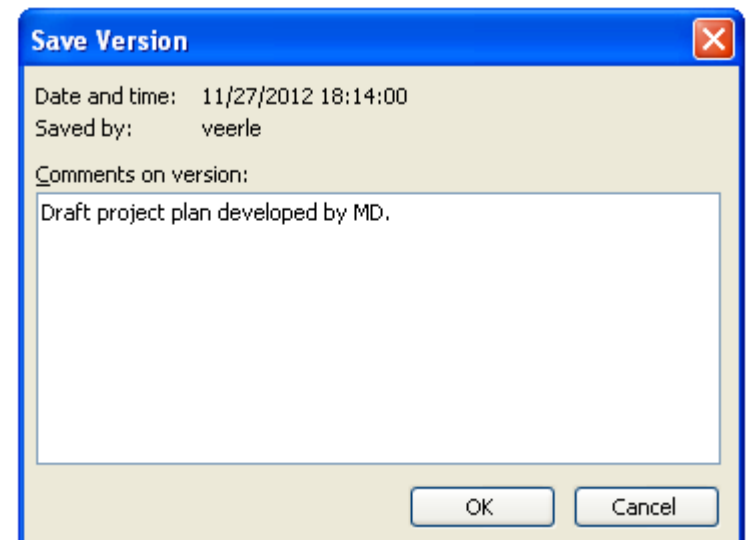
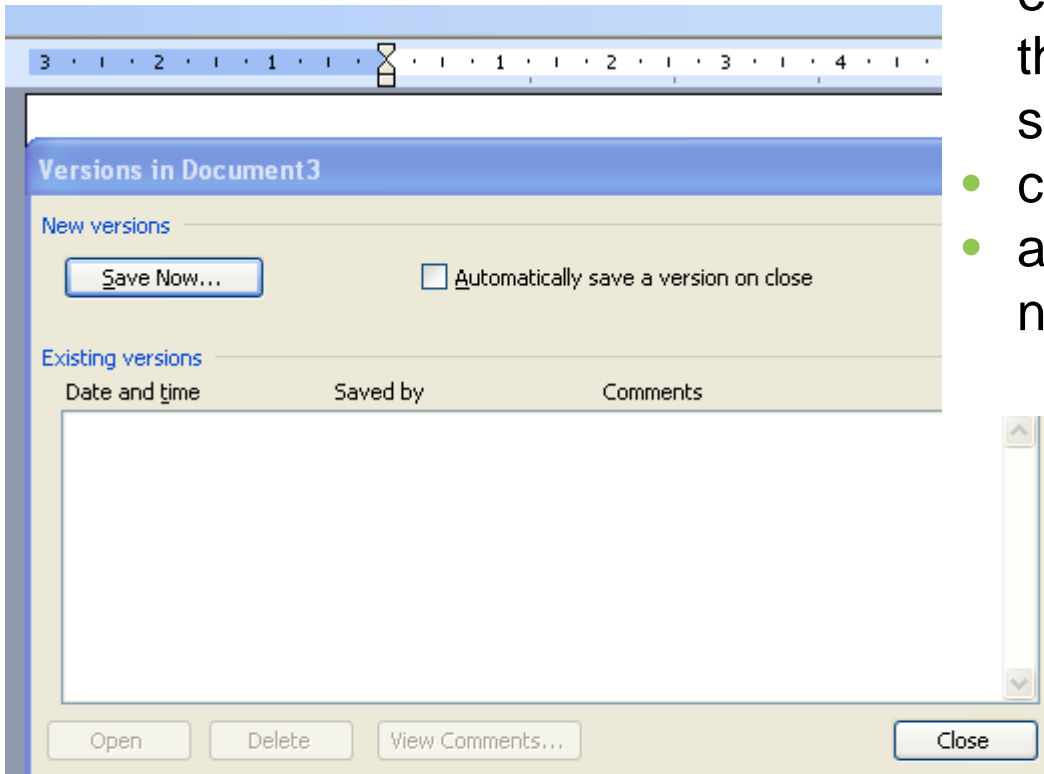
VERSIONING IN MS WORD

- in a MS Word document
- select 'File' from the toolbar drop-down menu
- select 'Versions'



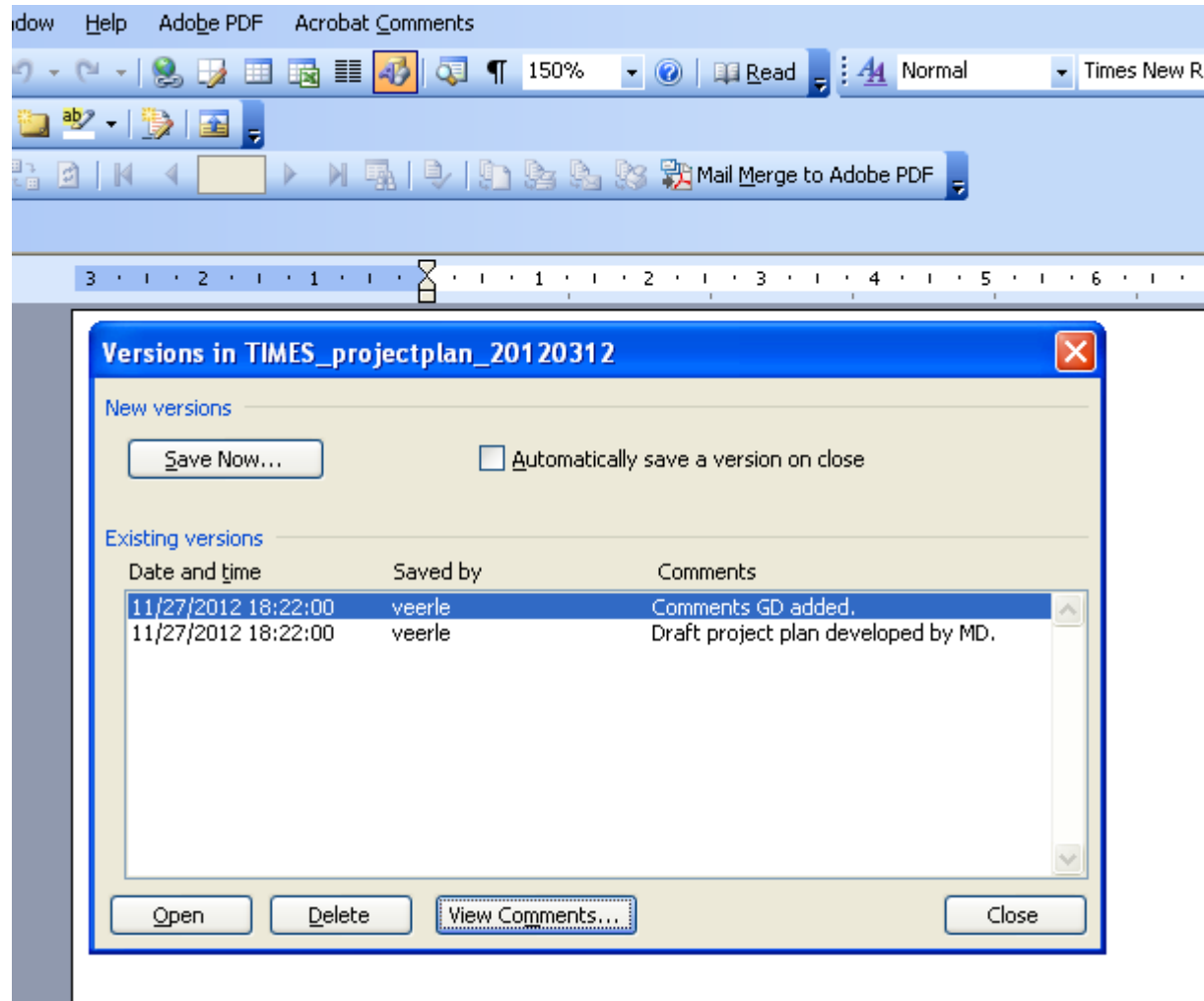
VERSIONING IN MS WORD

- click 'Save Now'
- enter any comments in the text box that describes the version you are saving
- click 'OK'
- at the 'Save As' prompt, give a name to your file



VERSIONING IN MS WORD

- create a new version each time the document changes
- the versions list records for each version of the document:
 - date and time
 - author
 - comments
- you can open previous versions of the document from the versions list





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