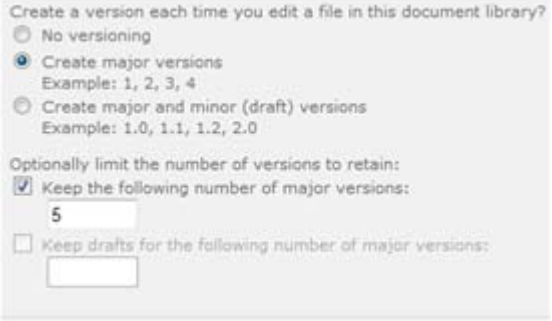# KEVIN O'NEILL

SharePoint 2010 List and Library Versioning

Versioning is mainly used so one can revert back to a previous version of an item/document and view a previous version.

1. The first item one needs to do in regards to versioning is to enable it. Typically it is also a good idea to enter in the number of major versions that get kept. In this example here Create major versions of each document has been selected and 5 major versions will be kept with the notion that after five versions get uploaded the oldest version will be deleted (and not kept) once a sixth version is uploaded.	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:
	 5
	 ☐ Keep drafts for the following number of major versions:

2. Additionally, it should be noted that minor versions for draft purposes can be kept by selecting that	

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version and thus if this is selected then versions ending in .0 are major versions and versions ending with non-zero extensions are minor versions.	