



Tracking Versions in Microsoft Word

Follow these simple steps to save and retrieve multiple versions of a document

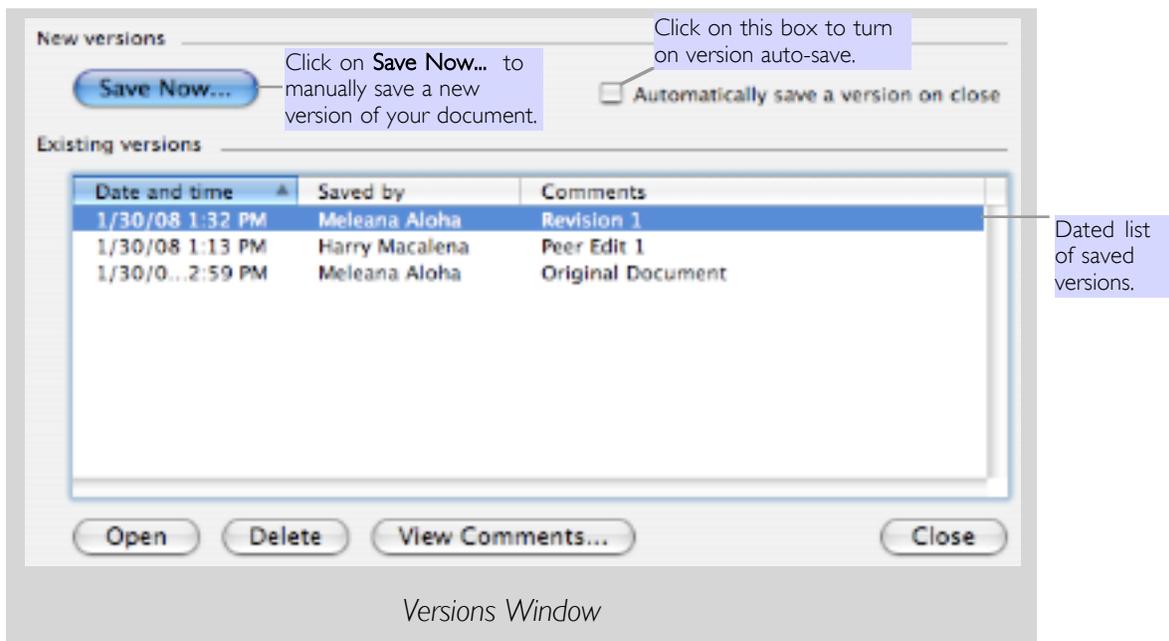
Saving Versions

The **Versions** option in Microsoft Word enables you to record ongoing changes made to a document by saving multiple versions of a document within the same document. After you've saved several versions of the document, you can go back and review, open, print, and delete earlier versions.

There are two ways to save a version of a document:

Manually Any time you want to save your document in its current state, you can save a version of the document. For example, you might save your original version, send it out for review and then save another version after you receive comments and make changes to it.

Automatically Word can automatically save a version of your document each time the document is closed. This is useful when you need a record of each time a change was made and by whom.



To access the **Versions** option, from the menu bar, select **File > Versions...**

To manually save a version, click on **Save Now...**

The **Save Versions** window will appear and display the Date and Time that the version is being saved as well as the Name of the Person saving the version. Click **OK** to save the version.

When you re-open a document with multiple versions, Word will display only the current version by default. Open the Versions window and double-click on the version you wish to view.

