

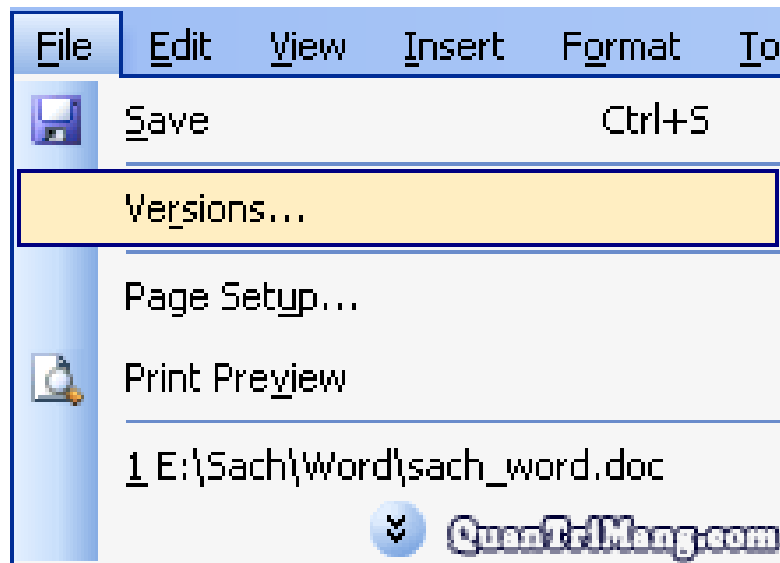
Working with files saved as version (Version)

MS Word: The Versions function in MS Word allows you to store text file contents into versions (versions), QuanTriMang.com will show you how to do the following:

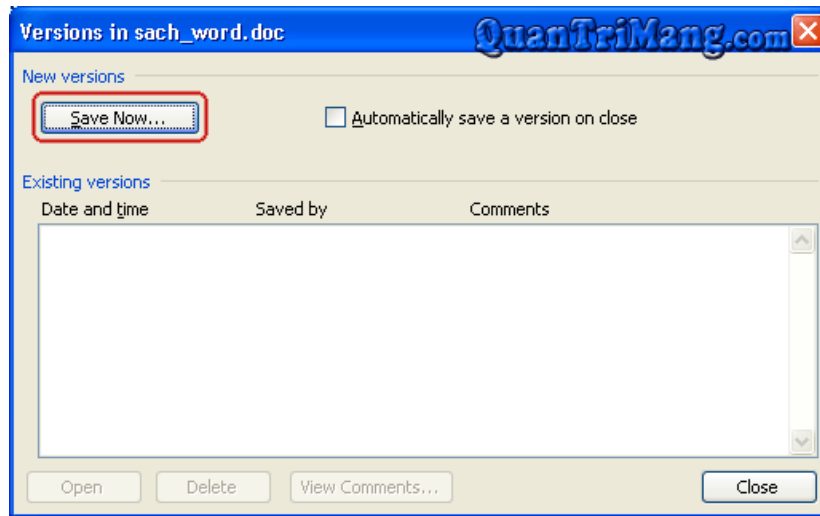
MS Word: The Versions function in MS Word allows you to store text file contents into versions (versions), QuanTriMang.com will show you how to do the following:

1- Retain the old file content (old version) and save the file contents to be added or modified (new version)

1. Open the file to create the version.
2. Go to the File Versions menu .



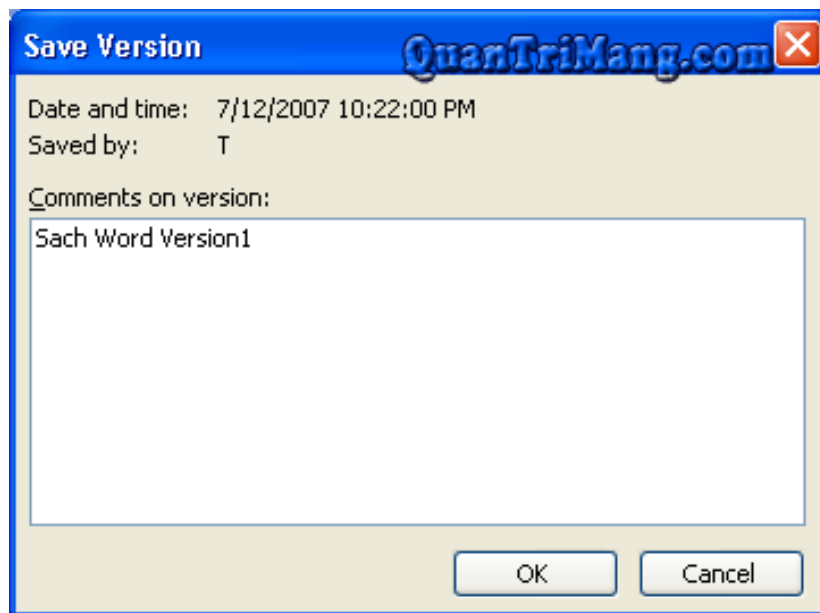
3. The Version in [name_file] dialog box appears:



- Select the **Save Now** button: Save the contents of the open text file.

↳ Automatically save a version on close: Automatically save the file contents as a version every time you exit.

4. Save Version dialog box appears:



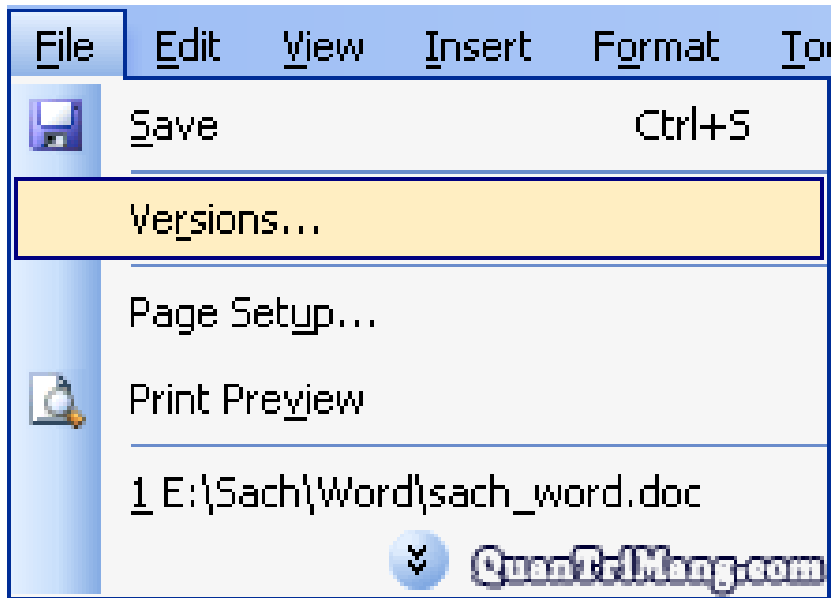
- Enter the caption content for the version at the **Comments on version**

5. Click the OK button

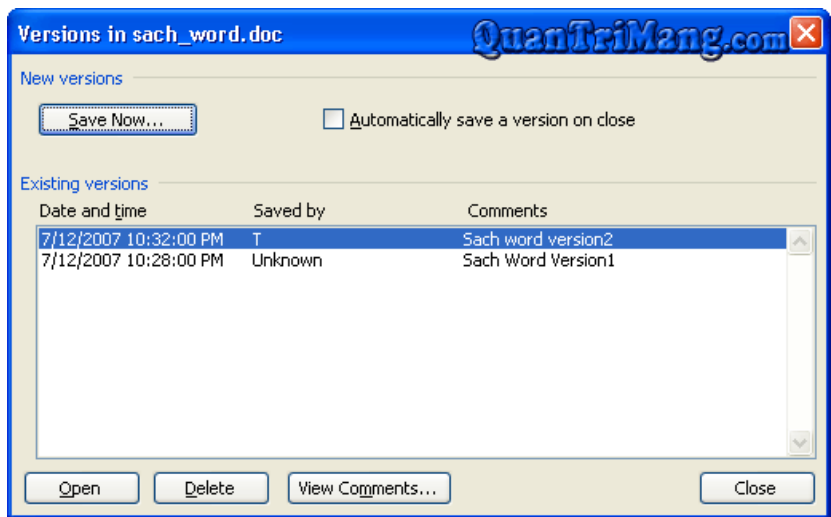
After adding and editing text file content, you can follow the steps above to save the text into different versions.

2- Re-open the old version of the saved file.

1. Go to File Versions...



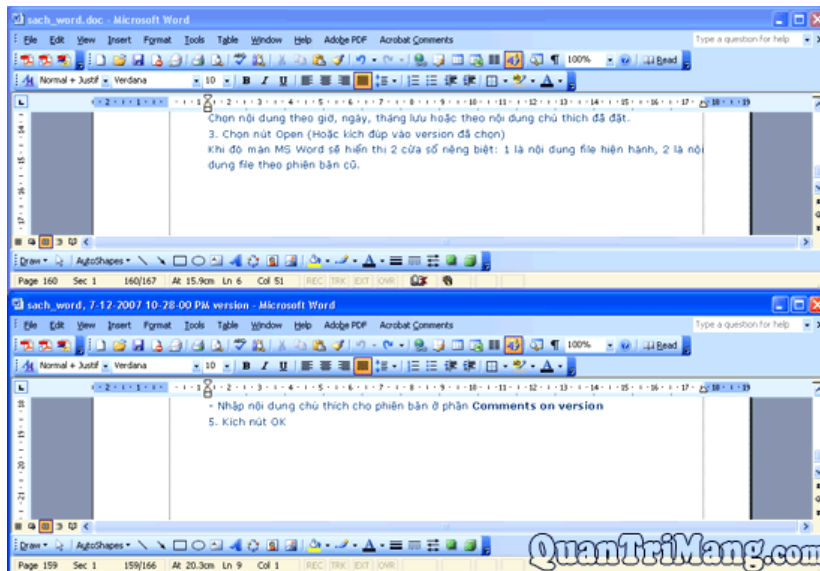
2. The Version in [name_file] dialog box appears:



Select content by hour, day, month saved or according to the annotated content.

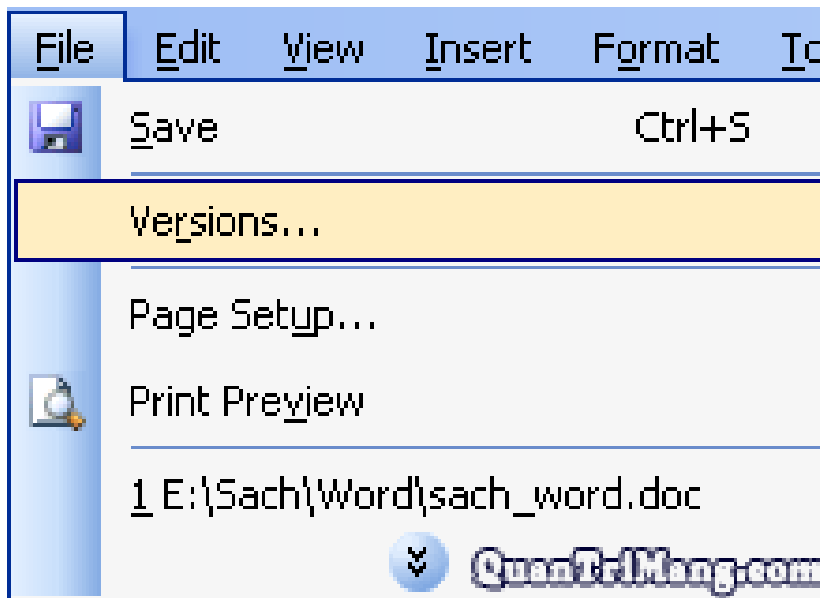
3. Select the Open button (Or double-click the selected version)

Then MS Word screen will display 2 separate windows: 1 is the current file content, 2 is the file content according to the old version.

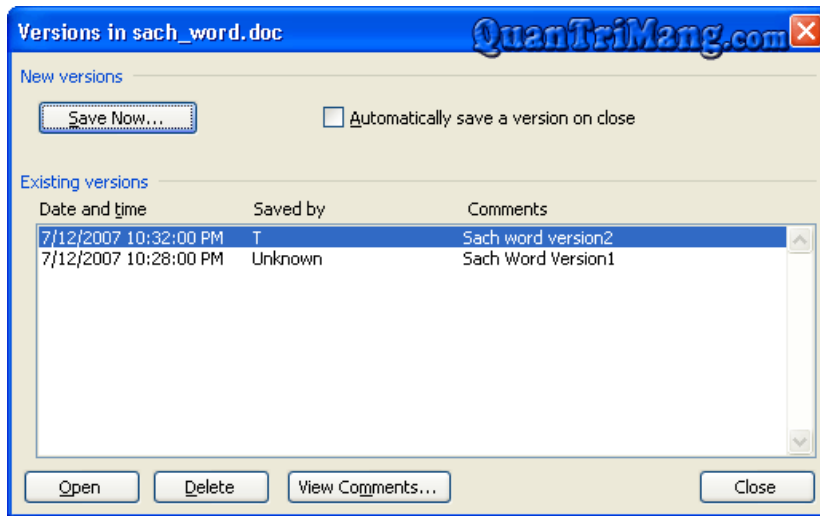


3- See the note and delete the old version

1. Go to File Versions...

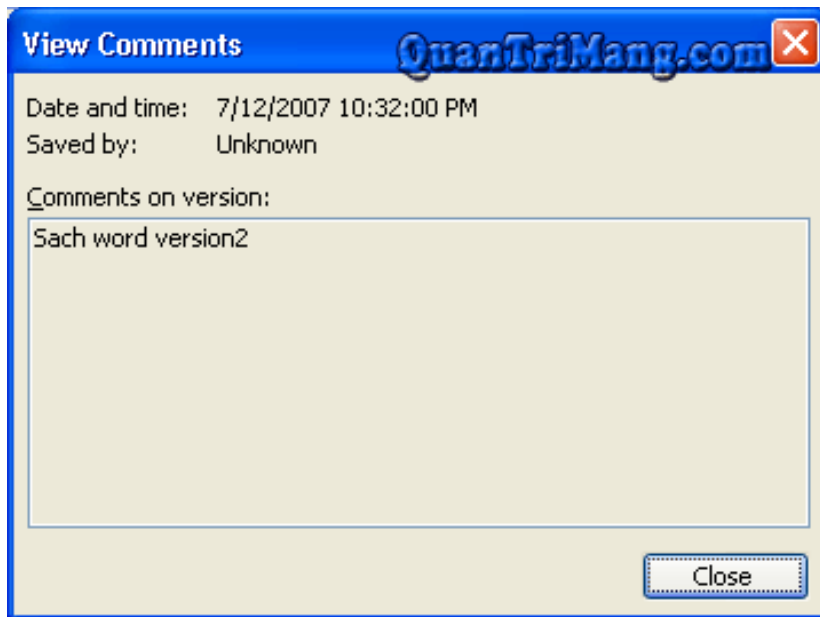


2. The Version in [name_file] dialog box appears:

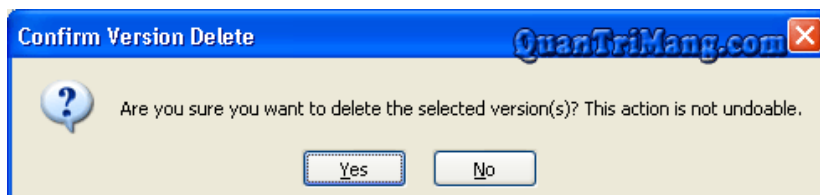


Select the version to view the caption or delete

3. View Comments button . : Review the annotation content of the version



4. Delete button: Delete the selected version, the message appears:



Are you sure you want to delete the selected version? The deleted version cannot be restored.

- Yes: Agree.

- No: Do not delete

You finished reading the article "**Working with files saved as version (Version)**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
