* **[How to enable versioning](https://sharepoint.rackspace.com/Learning/Articles/Pages/SharePoint-2013--how-to-enable-versioning.aspx)**

Why would you want to activate versioning on a SharePoint List or Library?  Good question, versioning allows you to retain edits previously made to items.  You can retain both minor (drafts) and major drafts.  To put it simply a minor version is something that still needs reviewed before it is converted to a major version and published to all of your users.  You also have the ability to choose how many minor or major versions you would like to retain.  It is important to keep in mind each version is basically a copy of your item (or document) so if you’re saving 10 plus versions of a larger item this can take up more space on your SharePoint site. Now you have the basics, lets enable this feature.

1. From your SharePoint site, open any list or library you would like, in this example I will open my “Documents” library.

2. At the top of the page click **LIBRARY** to expand the ribbon.

3. In the Settings section click **Library Settings**.

4. Under General Settings click **Versioning Settings**.

5. On the Versioning Settings page click the radio button next to **Create major and minor (draft) versions Example: 1.0, 1.1, 1.2, 2.0**  
  
6. Under Optionally limit the number of versions to retain: enter the following information:

* Check the box next to Keep the following number of major versions:
* a. Enter – 5
* Check the box next to Keep drafts for the following number of major versions:
* a. Enter – 5

8. Under Who should see draft items in this document library? Click the radio button next to **Only users who can edit items**.

9. Review your settings and click **OK**.  
  
Pretty basic!  If you’re wondering how to check what version an item is or how to recover a previous version this will be covered in “How to recover an item from Version History”.