The versioning functionality in workflows automatically stores page versions as pages are edited. Versioning allows users to:

- View and compare page versions
- Roll pages back to previous versions

Page versioning is **closely tied to the Workflows application**. To use versioning on pages, you need to apply a <u>workflow</u> on them. If you don't want pages to go through any workflow process and use versioning at the same time, refer to <u>Configuring content versioning without workflow</u>.



Content versioning means automatically creating numbered versions of pages. If you are looking for versioning of objects (CSS stylesheets, email templates, web part containers, etc.), refer to the <a href="Working with object versioning">Working with object versioning</a> chapter.

## Version numbering

Every page version is identified by a version number. By default, the system assigns numbers to versions automatically according to the following rules:

- When you create a page, it gets version number **0.1**.
- When you save a page, a minor version is created and the number after the period increases. Example: 0.2, 0.3, etc.
- When you publish a page, the latest minor version gets promoted to a major version. The number before the period increases and the number after the period resets to zero. Example: **1.0**, **2.0**, etc.

If you use <u>content locking</u>, you can disable the automatic numbering in **Settings -> Content -> Content management**, by turning off the **Use automatic version numbering** setting.

## Non-versioned data

New page version is not created when you make changes to pages on the following page properties tabs:

- General
- URLs
- Template
- Categories
- Related pages
- Security
- Personas



You can change the length of version history by configuring the **Version history length** property in **Settings -> Content** -> **Content management**.

## Viewing and comparing page versions

- 1. Navigate to the page whose versions you want to view.
- 2. Switch to **Properties -> Versions**.
- 3. Click **View** next to the version you want to view.
  - The **Page version** window opens.
- 4. Select a version for comparison using the **Compare to** drop-down list.

When comparing page versions, the older version appears on the left.

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Page version		
Compare to:	2.3 (11/9/2015 4:57:42 PM (UTC - 04:00)	
Version number:	2.3 (11/9/2015 4:57:42 PM (UTC - 04:00)) Roll back to this version	2.4 (11/9/2015 5:12:21 PM (UTC - 04:00)) Roll back to this version
ArticleID:	11	11
ArticleTitle:	Which brewing fits you-the-most	Which brewing fits you
ArticleSummary:	We have put down two procedures with clearly written steps describing the process of making coffee. Read this article to convince yourself that brewing coffee is no science.	We have put down three procedures with clearly written steps describing the process of making coffee. Read this article to convince yourself that brewing coffee is no science.
ArticleText:	Not that long ago, the coffee making industry had a single aim: convenience. It might have been hand in hand with the rising economic growth. Everyone felt they had to stay busy and get as much done as possible in order to succeed in their lives. Making coffee was usually the matter of pressing a single button. Convenience brought us the likes of Tassimo, Nespresso, and many other similar amenities. Nowadays, though, everything seems to be slowing down. People take time. Or maybe, they just gave up and they don't bother being in a rush anymore. This brought a renaissance of rediscovering the forgotten. Decades-old brewing techniques, otherwise performed only by baristas and the geekiest of coffee enthusiasts, are finding their way into everyone's homes.	Not that long ago, actually back in the early 2000s, the coffee making industry had a single aim: convenience. It might have been hand in han with the rising economic growth. Everyone felt they had to stay busy ar get as much done as possible in order to succeed in their lives. Making coffee was usually the matter of pressing a single button. Nowadays, though, everything seems to be slowing down. People take time. This brought a renaissance of rediscovering the forgotten. Decades-old brev techniques, otherwise performed only by baristas and the geekiest of coffee enthusiasts, are finding their way into everyone's homes.
DocumentName:	Which brewing fits you <del>-the-most</del>	Which brewing fits you

## Rolling back versions

- 1. Navigate to the page that you want to roll back to a previous version.
- 2. Switch to **Properties -> Versions**.
- 3. Click **Roll back** next to a version.
  - The system creates a copy of the given version and marks the copy as the page's latest version.

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