

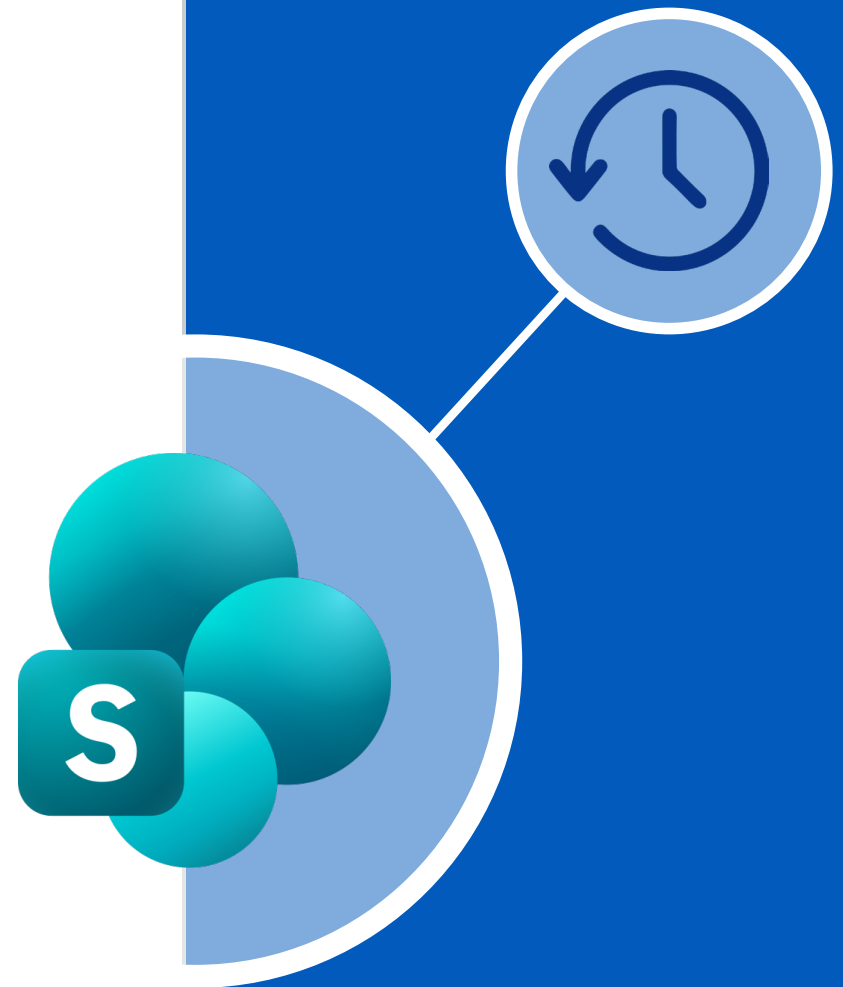


The Newcastle upon Tyne Hospitals

NHS Foundation Trust

SharePoint Version Control

Track document changes and restore previous versions without creating duplicate files.



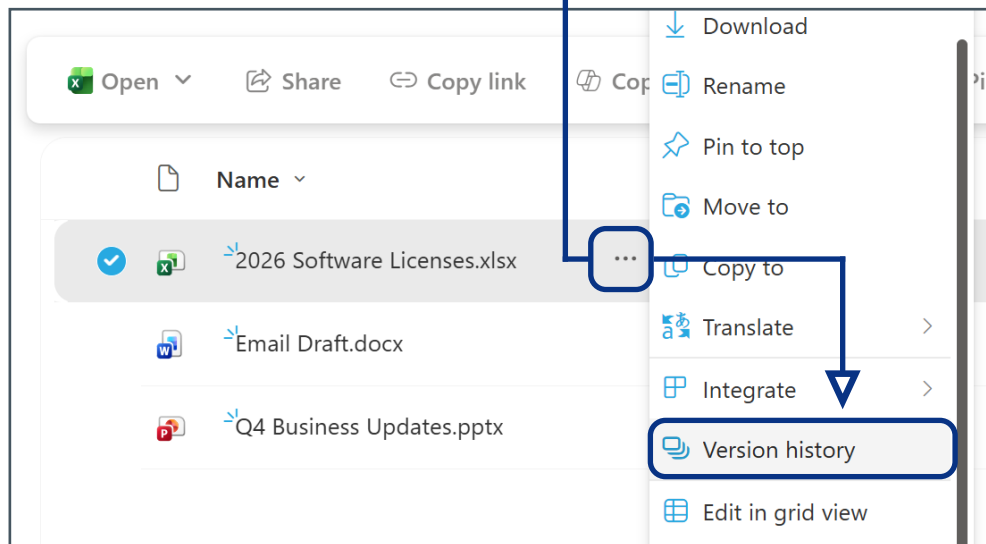
Introduction

SharePoint automatically keeps a history of changes made to documents stored within a document library. This allows you to review previous versions, identify when changes were made, see who made them, and restore earlier versions when required without creating duplicate copies of the file.

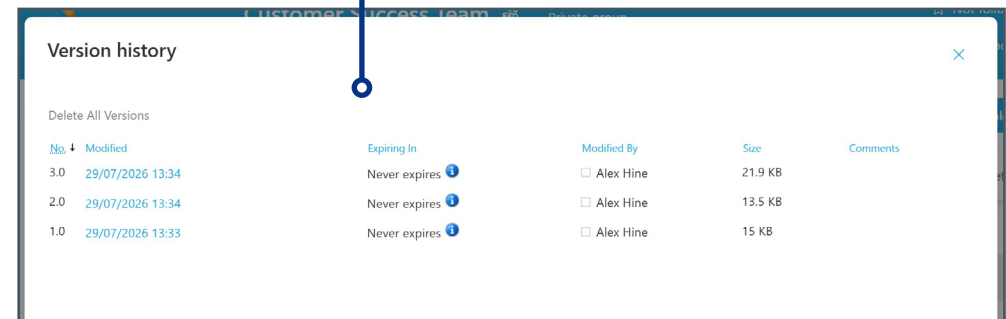
Viewing Document Version History

Navigate to the SharePoint document library containing the document you wish to review.

Select the three dots (...) next to the document and choose **Version History**.



The Version History panel displays a list of previous versions of the document, including the date and time of each change and the user who made the update.



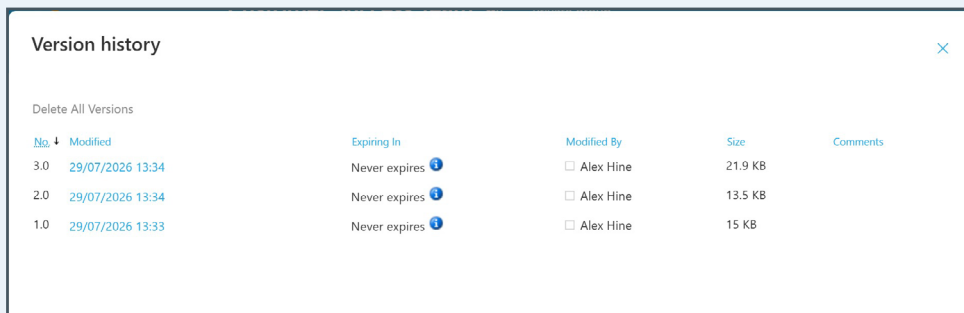
This gives visibility of how a document has changed over time and allows you to identify the version you may wish to review or restore.

Understanding Version History

Every time a document is edited and saved, SharePoint automatically creates a new version.

The Version History panel provides information including:

- Version number
- Date and time of modification
- User who made the change
- Available actions for each version



The screenshot shows the 'Version history' panel with a table of document versions. The table has columns for version number, modified date, expiring in, modified by, size, and comments. Three versions are listed: 3.0, 2.0, and 1.0, all modified by Alex Hine on 29/07/2026.

No.	Modified	Expiring In	Modified By	Size	Comments
3.0	29/07/2026 13:34	Never expires	Alex Hine	21.9 KB	
2.0	29/07/2026 13:34	Never expires	Alex Hine	13.5 KB	
1.0	29/07/2026 13:33	Never expires	Alex Hine	15 KB	

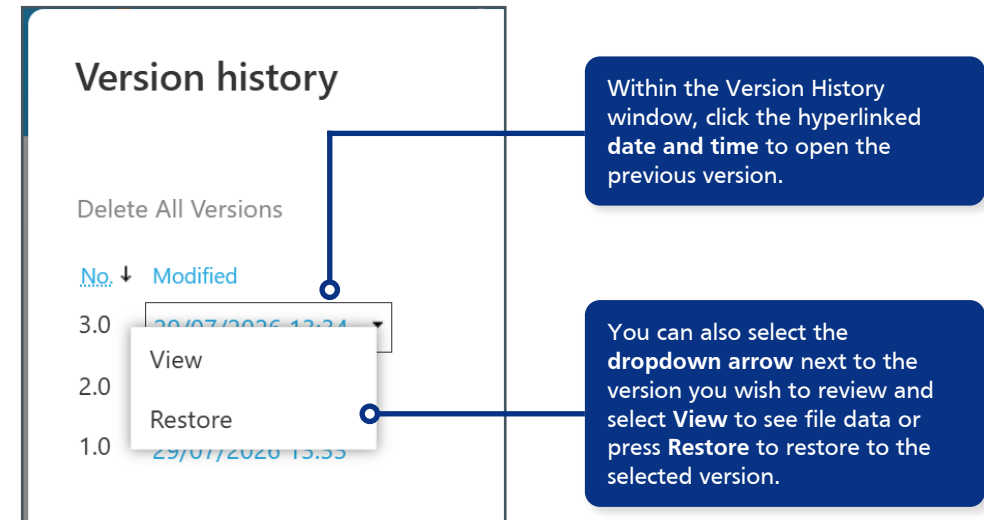
Version History helps you review document changes without creating multiple copies such as:

- Policy_V1
- Policy_V2
- Policy_Final

Instead, SharePoint manages the version history automatically within a single document, so you can always view a previous version and revert to it if needed.

Opening an Older Version

You can view a previous version of a document without restoring it.



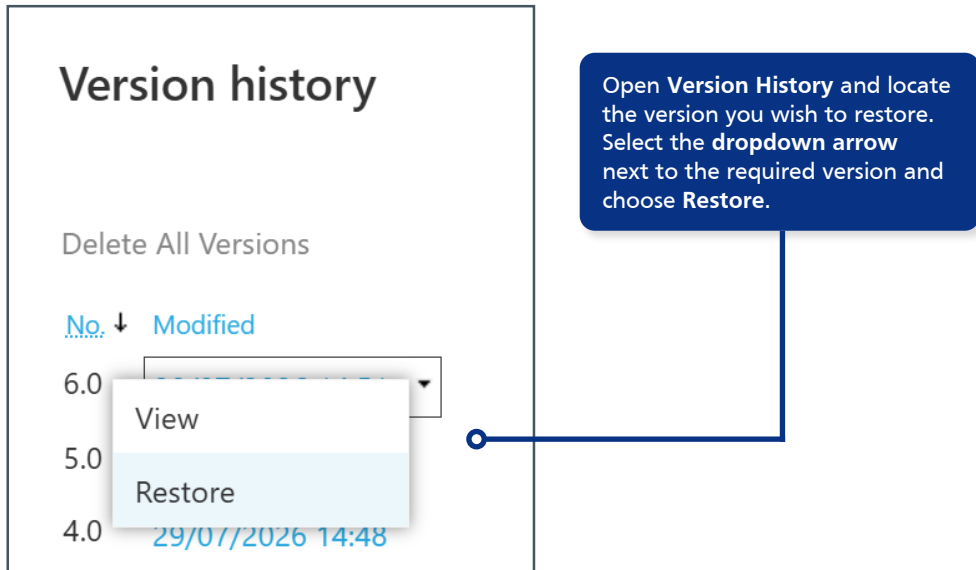
The diagram shows the 'Version history' panel with a table of versions. A callout box points to the 'Modified' column, stating: 'Within the Version History window, click the hyperlinked date and time to open the previous version.' Another callout box points to the 'View' and 'Restore' buttons, stating: 'You can also select the dropdown arrow next to the version you wish to review and select View to see file data or press Restore to restore to the selected version.'

No.	Modified
3.0	29/07/2026 13:34
2.0	29/07/2026 13:34
1.0	29/07/2026 13:33

By pressing the hyperlinked date, the selected version will open, allowing you to review the contents before deciding whether restoration is necessary.

Restoring a Previous Version

If an incorrect change has been made, a previous version can be restored.



Version history

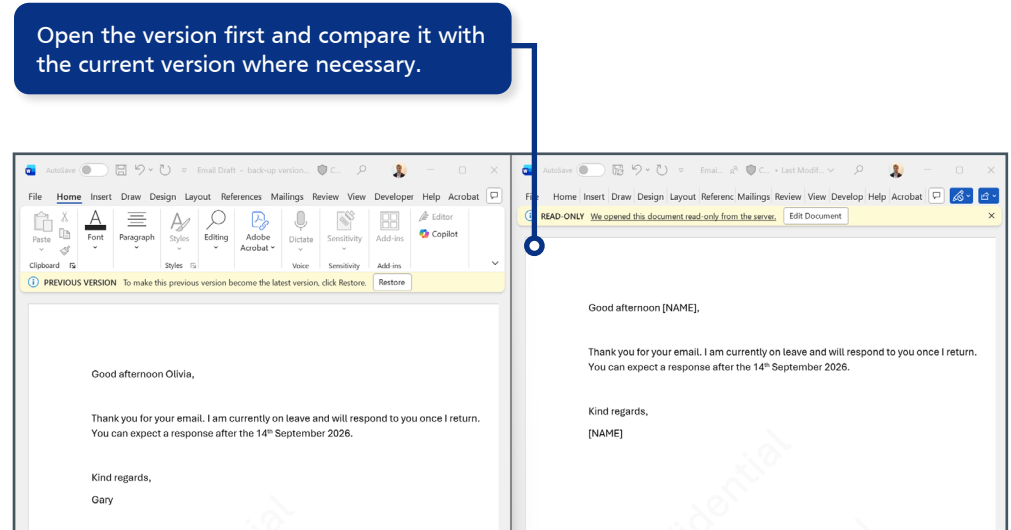
Delete All Versions

No. ↓	Modified
6.0	
5.0	
4.0	29/07/2026 14:48

Open **Version History** and locate the version you wish to restore. Select the **dropdown arrow** next to the required version and choose **Restore**.

SharePoint will then restore the selected version as the current version of the document.

Before restoring an older version, it is recommended that users review the version carefully to ensure it contains the required information.



Open the version first and compare it with the current version where necessary.

PREVIOUS VERSION To make this previous version become the latest version, click Restore. **Restore**

Good afternoon [NAME],

Thank you for your email. I am currently on leave and will respond to you once I return. You can expect a response after the 14th September 2026.

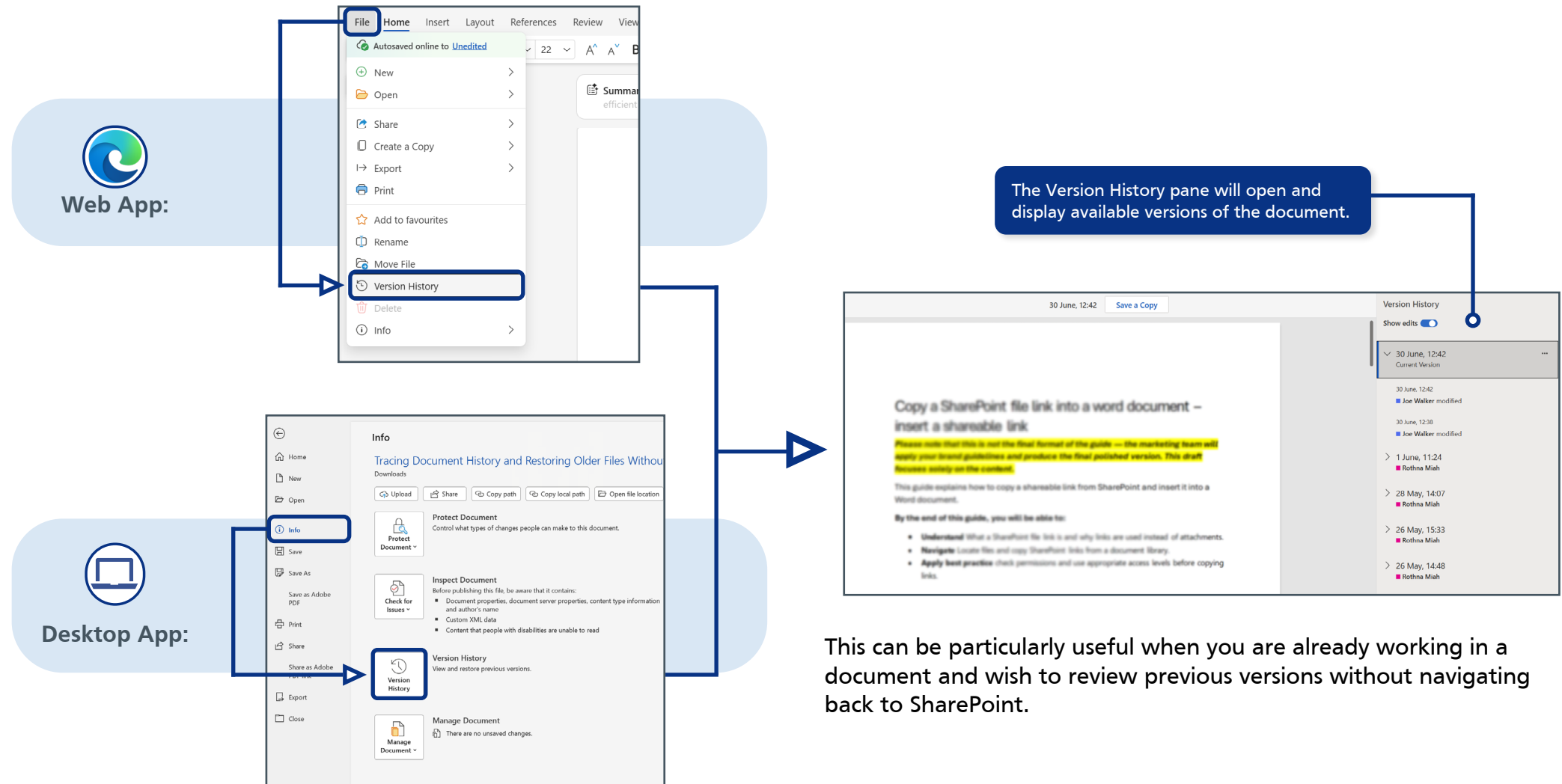
Kind regards,
[NAME]

This helps prevent restoring an incorrect version and reduces unnecessary document changes.

Importantly, the newer version is not deleted. SharePoint maintains the version history, allowing users to return to later versions if required.

Accessing Version History from Within a Document

Version History can also be accessed directly from within Word, Excel and PowerPoint without returning to the SharePoint document library. Open the document and select **File**, then **Version History**. In desktop applications, you may need to select **File**, **Info**, then **Version History**.



This can be particularly useful when you are already working in a document and wish to review previous versions without navigating back to SharePoint.

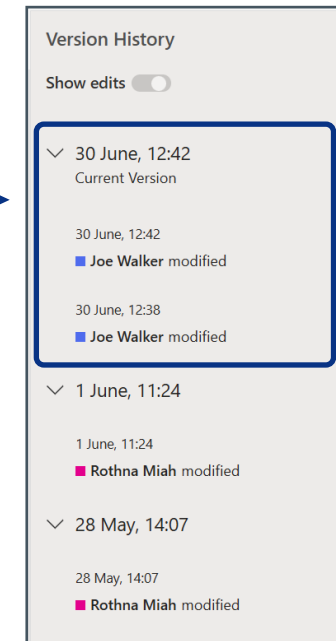
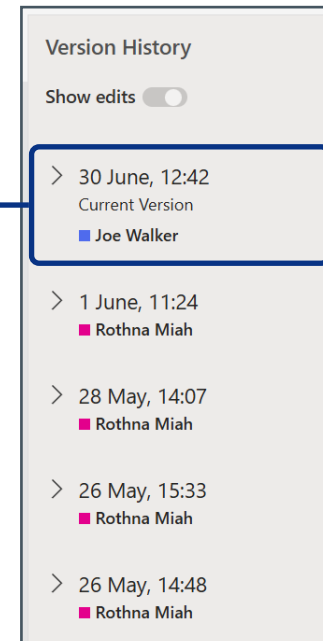
Viewing Edits Between Versions

When using Version History within Microsoft 365 documents, you can review edits that were made between versions.

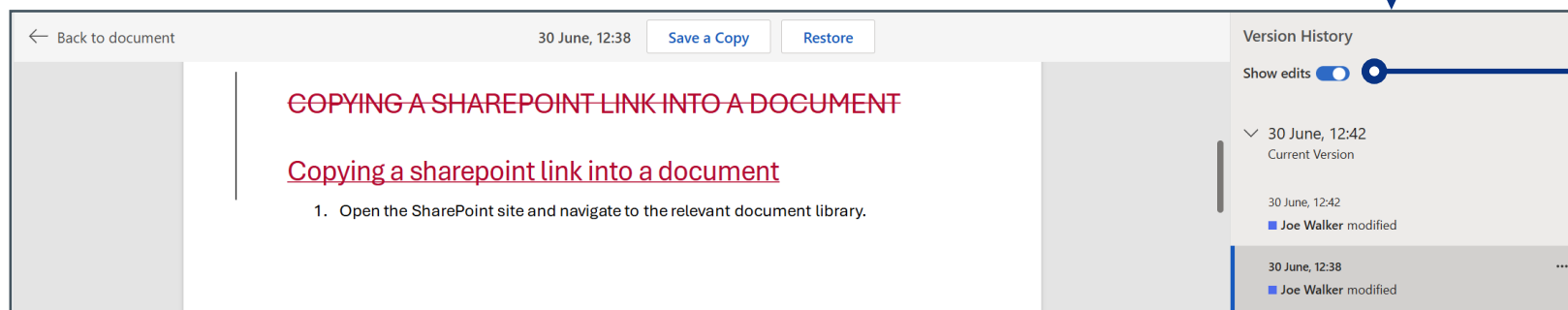
This helps you identify what content was added, removed or amended and can make it easier to decide whether a previous version should be restored.

Clicking the dropdown arrow next to a version will display when and by whom a version was modified.

Tip: Open an older version and compare it with the current document before making any restoration decisions.



Select a previous version from the Version History pane to open it.



The Show Edits option can be used to display changes that were made within a version.

Why Version History is Better Than Multiple Copies

Some users create duplicate files to preserve previous versions of documents.

For example:

- Procedure Draft
- Procedure Draft V2
- Procedure Final
- Procedure Final Updated

This approach can create confusion and make it difficult to identify the correct document.

Using Version History allows all changes to be stored within a single document, providing a clear audit trail whilst maintaining one authoritative version.

Summary

Version History in SharePoint provides a simple way to track document changes, review previous versions and restore older copies when required. By using Version History instead of creating duplicate files, users can maintain a single source of truth whilst retaining access to the complete history of a document.

Best practice

- ✓ Store documents within SharePoint document libraries rather than local drives.
- ✓ Use Version History rather than creating duplicate copies of files.
- ✓ Review older versions before restoring them.
- ✓ Restore documents only when necessary.
- ✓ Keep document names simple and consistent.
- ✓ Collaborate on a single document wherever possible.
- ✓ Avoid creating files named Final, Final V2 or Final Updated.