

Restoring Previous Versions

If you need to return a document to an earlier state, you can restore a previous version from version history. This is useful when important content was removed, changes need to be undone, or an older draft should become the current version again.

When to Restore

Consider restoring a previous version when:

- important content was deleted by mistake
- recent changes made the document worse or incorrect
- you need to undo multiple edits at once
- an earlier draft is a better starting point going forward

Restoring from File Browser

You can restore a version directly from the file list.

1. Open the folder that contains the file.
2. Rick-click and select **Properties**.
3. Open the file's **Older Versions**.
4. Browse the saved versions.
5. Select the version you want to restore.
6. Click **Save** then **Apply**.

Properties

PropertiesCommentsOlder versionsActivity

Restore

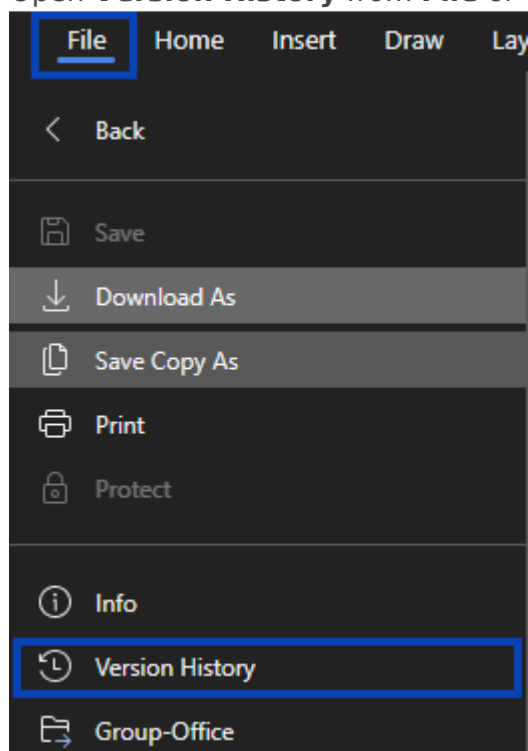
Ver.	Edited by	Size	Modified at
15	John Summers	25.12 kB	Wednesday
14	John Summers	25.5 kB	Wednesday
13	John Summers	25.31 kB	Wednesday

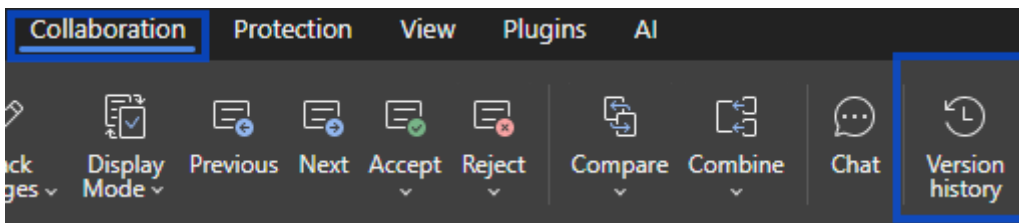
SaveApply

Restoring from the Editor

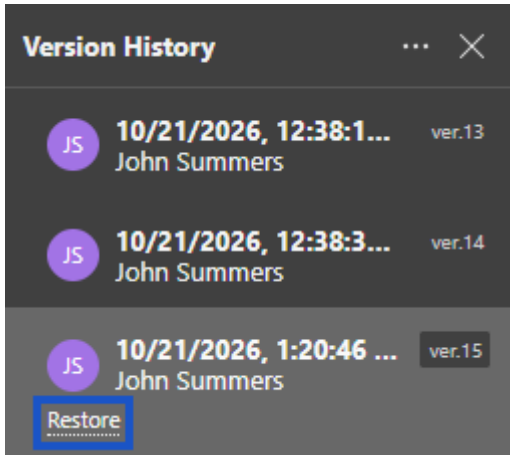
You can also restore a version while the document is open.

1. Open the document.
2. Open **Version History** from **File** or **Collaboration**.





3. Select the version you want to restore.
4. Click **Restore**.



5. The document returns to that version as the new current version.

What Happens When You Restore

When you restore a version:

- the selected version becomes the current document
- a new version is created to record the restoration
- earlier versions remain in version history
- you can restore another version later if needed

Partial Restoration

If you only need part of an older version, you do not need to restore the whole document.

1. Open the older version in view mode by not **Restoring**.
2. Copy the content you need.
3. Return to the current version.
4. Paste the content where needed.

This lets you recover specific text while keeping the rest of the current document unchanged.

Restoration and Collaborators

When a shared document is restored:

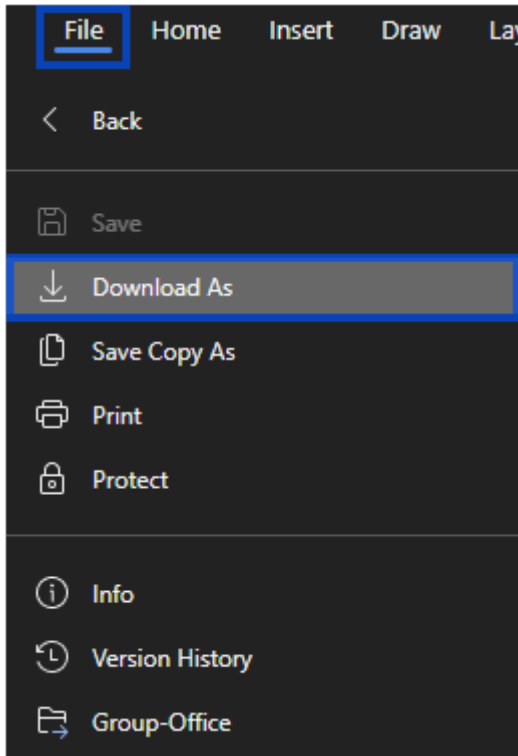
- collaborators will see the restored version as the new current file
- recent changes may be replaced by the restored version
- the restoration is recorded in version history
- it is a good idea to inform collaborators before restoring a shared file

Download Instead of Restore

If you want to keep the current document unchanged but still keep a copy of an older version:

Downloading from the Editor

1. Open **Version History**.
2. Select the older version.
3. Choose **Download As** from the **File** tab.



4. The current version remains unchanged.

Downloading from File Browser

1. Open **Version History** from the file browser.
2. Select the older version.
3. **Double-click** on the version selected.
4. The current version remains unchanged.

Properties

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Properties

Comments

Older versions

Activity

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Restore

Ver.	Edited by	Size	Modified at
15	John Summers	25.12 kB	Wednesday
14	John Summers	25.5 kB	Wednesday
13	John Summers	25.31 kB	Wednesday

Save

Apply

Restore Permissions

Restoring a previous version may depend on your access rights.

Restoration may require:

- permission to edit the document
- access to the document’s version history
- the required sharing or workspace permissions

If you do not see the restore option, your current access level may not allow restoration.

After Restoration

After a version is restored:

- review the restored document carefully
- make sure the needed content is present

- continue editing from that point if needed
- remember that version history still keeps earlier versions

Undoing a Restore

If you restore the wrong version, you can go back again using version history.

1. Open **Version History**.
2. Find the version that was current before the restore.
3. Restore that version instead.

This allows you to reverse an accidental restoration by making another version current.

Revision #5

Created 23 October 2026 16:49:14 by Gabriel

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