

# Manage File Versioning

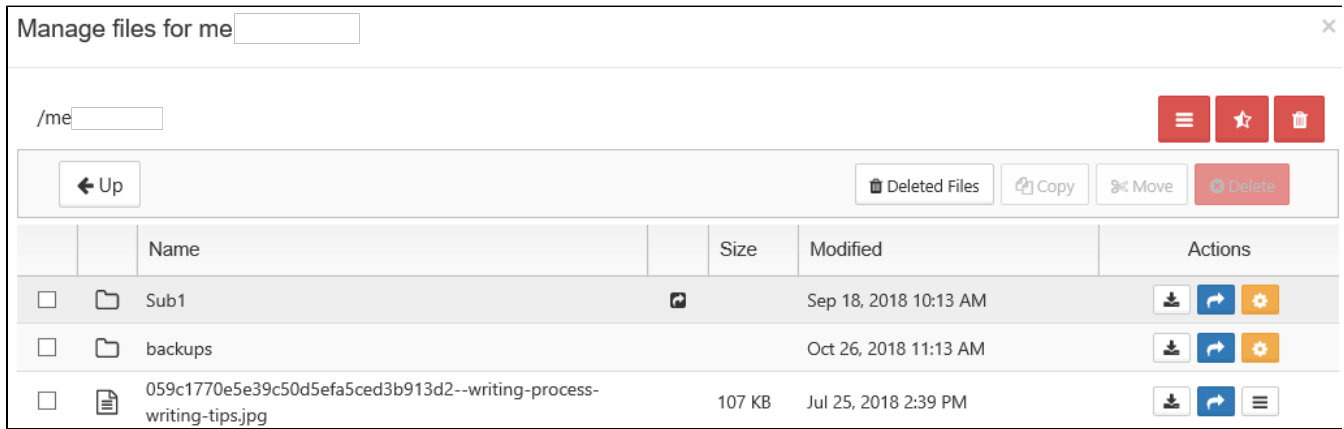
You can allow a user to upload changes to a file and create another version of a file. This is called file versioning.

- This allows users to have an older version of the file on the site
- Users can download a previous version
- Users can remove previous versions to save space

File versioning can be used with the following storage types:

- Managed
- LAN-Based Network Folders
- Managed S3

💡 Look for the Versions icon 



The screenshot shows a file management interface titled "Manage files for me". It includes a search bar, a breadcrumb path "/me", and a toolbar with buttons for "Up", "Deleted Files", "Copy", "Move", and "Delete". Below the toolbar is a table with the following data:

|                          | Name   | Size   | Modified              | Actions |
|--------------------------|--|--------|-----------------------|---------|
| <input type="checkbox"/> | Sub1   |        | Sep 18, 2018 10:13 AM |         |
| <input type="checkbox"/> | backups  |        | Oct 26, 2018 11:13 AM |         |
| <input type="checkbox"/> | 059c1770e5e39c50d5efa5ced3b913d2--writing-process-writing-tips.jpg | 107 KB | Jul 25, 2018 2:39 PM  |         |

💡 If file versioning is causing issues, you can turn it off.

- File versioning can cause loss of data when a user accidentally overwrites a file with the same name
- Users may be storing too many unnecessary versions of a file and are taking up too much space

When you configure file versioning, you can use the following values:

| Option  | Setting                   | Result   |
|---|---------------------------|--|
| <i>Number of old versions to keep for each file</i> | -1                        | The user tries to upload another version but the upload will FAIL  |
| <i>Number of old versions to keep for each file</i> | any number greater than 0 | When the user uploads a new version of a file, it is saved, and the latest <Number of old versions to keep for each file> versions are kept. |

To manage file versioning:

1. Open a browser and log on to the [Admin Portal](#).
2. From the left navigation menu, under **SETTINGS**, select **Settings**.
3. On the **Manage Settings** screen, select the **Storage** tab, and then the **My Files** sub-tab.
4. On the My Files sub-tab, in **Number of old versions to keep for each file** type in -1 to turn versioning off or any number greater than 0 to use versioning.
5. To save your changes, click **Save**.