

## **Versioning Settings for Site Owners**

A document library in SharePoint can be set to require check-out before any editing takes place. Configure your Library using the following steps:

1. Within your Document Library, click the top-most check-mark of the Library to select all items.

Home	⊕ new document or drag files here				
Notebook	All Documents ···· Find a file				
Documents					200 XI 1970 XX
HB Documents	Name Name		Modified	Modified By	Checked Out To
FIN Documents	🗸 💼 All Hands	•••	February 24	adcusysedu\grant	
UIS Documents	<ul> <li>Templates</li> </ul>	••••	November 12, 2014	adcusysedu\grant	
Links	<ul> <li>Editorial Process_v3</li> </ul>	•••	September 04, 2014	adcusysedu\grant	
Announcements	✓ I hcm_fin_brand_presentation_final		September 04, 2014	adcusysedu\grant	
Calendar	<ul> <li>hcm_fin_comm_plan_program_plan_draft</li> </ul>	•••	November 05, 2014	adcusysedu\temaress	6
Time Tracking	✓ ↓ hcm_fin_org_chart_final	••••	January 06	adcusysedu\temaress	x
Customization Request	hcm_fin_program_timeline-comm_change_draft	••••	September 04, 2014	adcusysedu\grant	
Time Tracking - Running	Voting_analysis		September 04, 2014	adcusysedu\grant	

2. Click the Library tab in the Ribbon.

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BRO	WSE F	6	IBRARY															
1110	Notes		Modify View -	Current View:		$\sim$		-			1.4	Export to Excel	-	31	<b>5</b>	-		C.
10		<u> </u>	Treate Column	All Documents *	2		-	2	Next Desider			Open with Explorer	-/	~		\$	-	<b>C</b>
view	Edit	View	havigate Up	Current Page	Notes	E-mail a Link	Me -	Feed	items	Outlook	Office -		Parts -	Library	Step	Settings	With	Settings -
View	Format	_	Manage Vie	tws	Tags and Notes		Shar	e & Trac	k		Connect	& Export	Cust	tomize Li	brary	_	Setting	5

3. On the right-hand side of the Library Ribbon, click Library Settings.



4. Click Versioning settings.

List Information						
Name:	Documents					
Web Address:	https://sp.cu.edu/Collaboration/elevate/Shared Documents/Forms/AllItems.aspx					
Description:	Share a document with the team by adding it to this document library.					
General Settings	Permissions and Management	Communicatio				
B List name, description and navigation	Delete this document library	<ul> <li>RSS settings</li> </ul>				
= Versioning settings	Save document library as template					
<ul> <li>Advanced settings</li> </ul>	Permissions for this document library					
Validation settings	Manage files which have no checked in version					
Column default value settings	Workflow Settings					
Manage item scheduling	# Generate file plan report					
Audience targeting settings	Enterprise Metadata and Keywords Settings					
Rating settings	Information management policy settings					
# Form settings						

5. Select Yes or No from the Require Check Out dialog box to turn versioning on or off, and click OK.



Documents with versioning turned on cannot be edited without first being checked out.

Questions: Do you have questions about documents and plug-ins in SharePoint? Contact the UIS Service Desk at <u>help@cu.edu</u> or 303-860-HELP (4357).