

# **Welcome to Corel Versions**

## Welcome to Corel Versions

Corel Versions is a file management application that controls and tracks multiple copies of your files. Corel Versions monitors the updates that you make to a file by saving new versions of it under different filenames. If you are working in a group in which different people access the same files, Corel Versions also tracks each person's changes.

With Versions, you can

- archive versions of your files
- retrieve an archived version of a file
- compare archived files to view the differences between them
- attach meaningful information to each archived version
- track multiple users of a common file

Corel Versions saves the changes you make to each version of a file and archives the versions to the folder of your choice, on any read/write drive—including hard drives and floppy disks.

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**{button ,AL(`OVR Welcome to Corel Versions;',0,"Defaultoverview",)} More Detailed Information**

# Setting up Corel Versions



## Setting up Corel Versions

Corel Versions operates directly with your operating system. You will find the Corel Versions icon in the Control Panel. From the Control Panel, you can

- enable Corel Versions
- enable the file compression options
- set the maximum number of temporary versions
- specify whether the archived versions of your files are stored in a single location or in the current folder
- specify which file types are not archived

Corel Versions stores its archives as files with the (.CV) extension. These archive files can be stored in a folder specified in the Corel Versions dialog box or in the same folder as the original file.

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## Enabling Corel Versions

Corel Versions must be enabled before you archive files or access files that were archived previously.

### To enable Corel Versions

1. Click the Start button on the Windows taskbar, and click Settings, Control Panel.
2. Double-click the [Corel Versions icon](#).
3. Enable the Enable Version Control check box.

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## Enabling file compression

File compression saves disk space, but adds to the retrieval time for larger files.

### To enable file compression

1. Click the Start button on the Windows taskbar, and click Settings, Control Panel.
2. Double-click the [Corel Versions icon](#).
3. Enable the Use Compression check box.

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## Setting the maximum number of temporary versions

You can set the maximum number of temporary versions to any number. Temporary versions are replaced by newer versions when the maximum number of temporary versions for the file is reached. By setting a maximum, you can control the amount of disk space used for temporary versions.

### To set the maximum number of temporary versions

1. Click the Start button on the Windows taskbar, and click Settings, Control Panel.
2. Double-click the [Corel Versions icon](#).
3. Type the number of temporary versions you want to use in the Maximum Number of Temporary Versions box.

#### **Note**

- The default settings set the maximum number of temporary versions to ten.

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## Setting archive locations

Corel Versions lets you specify where the archived versions of your files are stored. The location can be customized for each file before you archive. The default settings archive files in a single location, which is specified in the Corel Versions dialog box; however, you can also archive files in the current Windows folder.

Whether you store your file in a local folder or in the Corel Versions folder, the filename remains the same. The Corel Versions filename is the full path of the archived file with special characters (backslash and colon) replaced with a \$. For instance, a document named SAMPLE and stored in the TEMP folder would have the archive filename C:\$TEMP~1\$SAMPLE\$.

### To archive files in a specified location

1. Click the Start button on the Windows taskbar, and click Settings, Control Panel.
2. Double-click the [Corel Versions icon](#).
3. Enable the Default check box to archive to the specified location.

### To archive files in the current Windows folder

1. Follow steps 1 and 2 from the previous procedure.
2. Disable the Default check box and type the path to the current Windows folder in the path box.

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## Excluding file types from being archived

With Corel Versions, you can archive files of any type; however, you can also specify those file types that you do not want to archive.

### To exclude file types from being archived

1. Click the Start button on the Windows taskbar, and click Settings, Control Panel.
2. Double-click the [Corel Versions icon](#).
3. Type the extensions of the file types that you want to exclude (e.g., .EXE or .SYS files) and separate each with a comma.

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# Managing files



## Managing files

Corel Versions gives you complete control when archiving, retrieving, copying and viewing your files. For example, you can archive only the first and final drafts of a file without archiving the intermediate versions, or you can archive every version of the file. You can also retrieve or copy a previous version of a file to work from. Corel Versions lets you view an archived file, compare two versions of a file, or delete a file at any time, and also tracks files that have been moved or renamed.

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## Viewing a file's properties

The Properties dialog box for an archived file provides you with information on file size and gives the creation and modification dates of the file. You also have access to commands such as View, View Multiple, Copy, Print History and Delete.

### To view a file's properties

1. In Windows Explorer, open the folder where the file is stored.
2. Right-click the filename, and click Properties.

### Notes

- The Properties tab does not appear for desktop shortcuts.
- Some file types may have additional tabs. The information provided by those tabs is maintained by the applications that created those files.

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## Archiving files

You must enable Corel Versions and set your archive location before archiving your files.

Corel Versions lets you archive a file as a temporary or permanent version. Temporary versions are replaced by newer versions when the maximum number of temporary versions for the file is reached. The number of permanent versions is unlimited and is not included when counting the total number of temporary versions.

### To archive a file

1. In Windows Explorer, open the folder where the file is stored.
2. Right-click the filename, and click Corel Versions, Save.
3. Do one of the following to specify a permanent or temporary version:
  - Enable the Make This Version Permanent check box to create a permanent version of the file.
  - Disable the Make This Version Permanent check box to create a temporary version of the file.

### Notes

- If you archive a file that has been archived previously, you can type comments in the Comments box.
- The number of temporary versions that you archive can be customized for each file.

### Tip

- You can also archive a file using the Open or Save As dialog box in any Windows-based program, or by clicking File, Corel Versions, Archive Current.

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## Retrieving and Copying files

Corel Versions lets you retrieve and copy archived files. You are able to work from these versions, but the files are not recognized as part of the original archive.

When you retrieve or copy a version of a file, Corel Versions provides a new filename. The default filename is Filename(V#).EXT. For example, the third version of SAMPLE.DOC is called SAMPLE(V3).DOC.

### To retrieve an archived file

1. Click File, Corel Versions, Retrieve Current.
2. Choose the version of the file that you want to retrieve.
4. Click Retrieve.

### To copy a version of a file

1. In Windows Explorer, open the folder where the file is stored.
2. Right-click the filename, and click Corel Versions, History.
3. Click the version that you want to copy.
4. Click Copy.

### To copy a file and its archives

1. In Windows Explorer, open the folder where the file is stored.
2. Right-click the filename, and click Corel Versions.
3. Click File, Copy.
5. Choose a folder from the Save In list box.
6. Click Save.



#### Tip

- You can also copy a version of a file or a file and its archives using the Open or Save As dialog box in any Windows-based program.

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## Comparing files

You can compare any two archived files to view the changes that have been made from one version to the next. Corel Versions displays the two files side-by-side in a text viewer and highlights the differences by color: red text has been deleted in the newer version; blue text has been added to the newer version; green text has been changed in the newer version.

While all file types can be compared, .CDR and .CPT files will display unreadable fonts. Only text files are annotated in color to show differences.

### To compare files

1. In Windows Explorer, open the folder where the file is stored.
2. Right-click the filename, and click Corel Versions, History.
3. Click the versions you want to compare.
4. Click View Multiple.



### Tips

- To compare an older version of a file with a current version, choose the older version of the file from the History list, and click View Multiple. The newest version is automatically loaded for comparison.
- You can also compare files using the Open or Save As dialog box in any Windows-based program, or by clicking File, Corel Versions, Retrieve Current. Click the versions you want to compare, and click View Multiple.

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## Deleting files

You can delete any version of a file listed in the Document History window, whether it is permanent or temporary. Corel Versions automatically deletes the oldest temporary version when the number of current temporary versions exceeds the maximum number of temporary versions. If you want to keep a particular version, enable the Permanent option for that version. When the first version of a file is permanent, the file is kept until you delete it.

### To delete a file and its archives

1. In Windows Explorer, open the folder where the file is stored.
2. Right-click the filename, and click Corel Versions.
3. Click File, Delete.

### To delete a version of a file

1. In Windows Explorer, open the folder where the file is stored.
2. Right-click the filename, and click Corel Versions, History.
3. Choose a version.
4. Click Delete.



#### Note

- If you delete a folder, you delete all of the files it contains.



#### Tip

- You can also delete files, or versions of a file, using the Open or Save As dialog box in any Windows-based program.

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**{button ,AL(` PRC Managing files;',0,"Defaultoverview",)} Related Topics**





## Moving and renaming files

Corel Versions allows you to move and rename archived files.

You can move an archive between two folders and Corel Versions continues to track the changes and record user access. However, you must use the move command in Corel Versions to map the archive path. If you move an archived file without using this procedure, the archives will not be available.

### To move or rename a file and its archives

1. In Windows Explorer, open the folder where the file is stored.
2. Right-click the filename, and click Corel Versions.
3. Click File, Move.
4. Type the filename and type in the Filename list box.
5. Choose a folder from the Save In list box.
6. Click Save.



### Tip

- You can also move, rename or copy files using the Open or Save As dialog box in any Windows-based program.

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## Viewing files

Corel Versions comes with a viewing utility that lets you view text and picture files without loading an editor. It's the fastest way to examine the contents of a file, and you can print and copy files from this viewer.

You open the viewer from the view history screen, and you can set Options for Viewing, Printing, and the Clipboard's copy function. Once you have set the options for one file, they apply to more recent files until you change them.

### To view a file

1. In Windows Explorer, open the folder where the file is stored.
2. Right-click the filename, and click Corel Versions, History.
3. Click the version that you want to view.
4. Click View.

### To set View Window options

1. Follow steps 1 to 4 from the previous procedure.
2. Click Options, and choose a menu item.

### To print a file from the View Window

1. Follow steps 1 to 4 from the "To view a file" procedure.
2. Click File, Print.

### To copy to the Clipboard from the View Window

1. Follow steps 1 to 4 from the "To view a file" procedure.
2. Select the text or image that you want to copy.
3. Click Edit, Copy.



### Tip

- You can also view a file and perform related tasks using the Open or Save As dialog box in any Windows-based program, or by clicking File, Corel Versions, Retrieve Current. Click the versions you want to view, and click View.

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**{button ,AL(' PRC Managing files;',0,"Defaultoverview",)} Related Topics**





## Corel Versions dialog box

Use this dialog box to enable Corel Versions and establish your initial settings. From the Corel Versions dialog box you can

- enable Corel Versions
- enable the file compression options
- set the maximum number of temporary versions
- set the location for archived files
- specify which file types are not archived

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## Document History window

Use this window to view the history list, which lists the versions, archive dates, different users, and comments entered by the user at the time the version was archived. You can print the history list, but the printout is unformatted; to format this list, enable the print to file option in the print dialog box.

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## New Version Properties dialog box

This dialog box appears the first time you archive a file. There are three check box options

- **Make First Version Permanent.** Check this box to preserve your first version as a permanent version. This is a useful option if the file is fairly complete, otherwise it is not necessary.
- **Use Compression.** Check this box to compress your saved versions. This saves disk space, but will add to your retrieval time for larger files.
- **Save to single location.** Check this box to save the archive files in a single location, which is specified in the Corel Versions dialog box. Do not check this box if you wish to archive files in the current Windows folder.

You can also set the maximum number of temporary versions. Temporary versions are replaced by newer versions when the maximum number of temporary versions for the file is reached. The number of permanent versions is unlimited and is not included when counting the total number of temporary versions.

### Note

- When the first version of a file is permanent, the file is kept until you delete it.

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## Version Properties dialog box

Use this dialog box when archiving a version of a file. You can enter a label for the version, such as final draft, and you can enter comments about the version. There is also a check box for making the archive permanent.

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## View Multiple dialog box

Use this dialog box to display any two archived versions of a file side-by-side in a viewer. Differences are highlighted by color: red text has been deleted in the newer version; blue text has been added to the newer version; green text has been changed in the newer version. The viewer can only display a text or picture file, you cannot edit using this command.

To compare an older version of a file with a current version, choose the older version of the file from the History list, and click View Multiple. The newest version is automatically loaded for comparison.

### Note

- While all file types can be compared, .CDR and .CPT files will display unreadable fonts. Only text files are annotated in color to show differences.

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**{button ,AL(` OVR Managing your files;',0,"Defaultoverview",)} Related Topics**





## Retrieve Version dialog box

This dialog box allows you to choose which version of a file you wish to retrieve. You are able to work from these versions, but the files are not recognized as part of the original archive.

When you retrieve a version of a file, Corel Versions provides a new filename. The default filename is Filename(V#).EXT. For example, the third version of SAMPLE.DOC is called SAMPLE(V3).DOC.

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Use this space to enter comments about the version being archived.

Enable this option to archive a version permanently. This will not affect the number of temporary versions.

Text highlighted in blue indicates new material that has been added to the file since the earlier version was archived.

Text highlighted in green indicates changes that have been made to the file since the earlier version was archived.

Indicates the date the current version was last saved.

Indicates the file type of the current version.

Indicates the name of the current version.



Takes the cursor to the next difference between the two files.

Indicates the date the old version was saved.

Indicates the file type of the old version.

Indicates the name of the old version.

Takes the cursor to the previous difference between the two files.

Text highlighted in red indicates material that has been deleted from the file since the earlier version was archived.

Opens a dialog box with information about which version of Corel Versions you are running, including copyright information.

## **About Corel Versions**

This dialog contains information about which version of Corel Versions you are running, including copyright information.



[Click here to see a visual comparison of the version you have highlighted in the list above with the current version of the document.](#)

Indicates whether or not compression has been used.

Click here to delete the version(s) you have highlighted in the list above. You will be asked to confirm your deletion.

Lists all the versions you have archived. Use the scroll bar to view details and comments. Click the category buttons to change the sort order.

Use these controls to increase or decrease the number of temporary versions.

Indicates the number of temporary versions you can archive.

[Click here to print your Document History.](#)

Click here to retrieve the version you have highlighted in the list above. You may also browse to find a different document.



[Click here to view the version you have highlighted in the list above.](#)

Use these controls to increase or decrease the number of temporary versions.

Indicates the number of temporary versions you will be able to archive.

Enable this option to make your first version permanent. This will not affect the number of temporary versions.

Enable this option to keep your archived files in a single location (defined in the Enable Corel Versions Dialog Box).

Enable this option to compress your files and save disk space.

Use this command to find another file through the Explorer.

Indicates the name of the file you have chosen to retrieve. You may enter a new filename or use the Browse command to find the file.



[Click here to see a visual comparison of the version you have highlighted in the list above with the current version of the document.](#)

Lists all the versions you have archived. Use the scroll bar to view details and comments. Click the category buttons to change the sort order.

Click here to Retrieve the version you have highlighted in the list above. You may also browse to find a different document.

[Click here to View the version you have selected in the list above.](#)

Use this button to find the directory in which you will archive your files.

Click this check box to enable Corel Versions.

Click this check box to use compression when archiving files. This will save on disk space, but may affect retrieval time for larger files.

Enter the extensions of file types you want to exclude from Corel Versions, such as programs, system files, and drivers.



Use these controls to increase or decrease the number of temporary versions.

Indicates the number of temporary versions you can archive.

Indicates the location where archived files are stored.

Click this check box to archive files in a single location.

## **View Window**

Corel Versions comes with a viewing utility that lets you view text and picture files without loading an editor. It's the fastest way to examine the contents of a file, and you can print and copy files from this viewer.

You can set Options for Printing, Viewing, and the Clipboard's copy function. Once you have set the Options for one file, they apply to more recent files until you change them.

Click here to print from the view window. Your printout will not be formatted, and will appear much like your view window.

[Click here to copy selected information to the Clipboard.](#)

Click [here](#) to set display options, including display font and file view options for text. To set options for spreadsheet and database files, click [More](#).



Click [here](#) to set default print options, including default and header fonts, and page margins. To set layout options for spreadsheet, database, bitmap, and drawing files, click [More](#).

Click [here](#) to set clipboard options, including formats to place on clipboard, and clipboard font, To set options for spreadsheet and database files, click [More](#).

[Click here to close the view window.](#)

