

GETTING STARTED

Versionary is a Control Panel. After you have installed it, the way you access it depends on the version of the Finder operating on your Mac.

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If you are running System 6, go to the Control Panel under the Apple menu. Scroll down the left side of the Control Panel and select the Versionary icon.

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If you are running System 7, go to the Control Panel folder, in your System Folder and double-click on the Versionary icon.

The Versionary Main Screen will be displayed.

Selecting Applications for Versioning

See next main topic: "Adding Applications for Versiioning"

Turning Versioning On or Off

Whenever you want Versionary to be working for you, make sure the On checkbox at the lower right-hand corner of the Main Screen is checked. You must also close the Control Panel for Versionary to function. If you leave it open and begin to work in another window, a dialog box will soon inform you that Versionary cannot version documents until the Control Panel is closed.

The next section of this topic discusses the basic set of Versionary options: the App Settings.

Choosing Application Settings

Versionary versions your documents and performs its other major tasks according to the applications you select and the options you choose for each selected application. You can choose a separate set of options for each application, or you can use a Menu command to copy a set of options from one application to another (see "Copy App Settings/Paste App Settings" under the Help topic "Menu Commands.").

A set of basic options, called the App Settings, allows you to specify the following aspects of your versioning:

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The maximum number of versions to be kept.

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The location of the stored versions.

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Whether or when to compress the versions.

To set up any of these options, go to the Versionary Main Screen, select the application that you wish to set up and then click on the App Settings... button. The App Settings dialog box will appear. See section "App Settings" for details.