Introduction

Corel VERSIONS

Corel VERSIONS is the solution to the problem of trying to control and track multiple copies of the same file. If you've ever tried to keep track of all of the updates to a file by saving new versions of it under different file names, Corel VERSIONS is for you.

VERSIONS saves the changes you have made to each successive version of your file and archives them to its own folder, or the folder of your choice, on any read/write drive, including hard drives and disks.

VERSIONS lists all of your archived files in a history list and you can retrieve any archived file if you need a previous version of it. VERSIONS will also let you compare any two files to see the text differences between them.

With VERSIONS you can

- archive previous versions of your files
- retrieve any archived version of a file
- view any archived version of a file
- compare archived files to see the differences between them
- attach meaningful information to each archived version
- delete any archived file from the history list
- specify how many versions to keep in the document history list
- protect a specific archived version from being discarded from the history list, by using the permanent option
- track multiple users of a common file

  Corel VERSIONS can be used on a network when a group will work on the same files. Each saved version displays the name of the user who archived it.

Enabling or disabling Corel VERSIONS

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

- enable or disable Corel VERSIONS
- enable your file compression options
- set where your archived versions are stored; in a single location or the current directory
- set your maximum number of temporary versions
- set the file types that will not be archived

 Note

- File compression saves disk space but will add to your retrieval time for larger files.

File types

You can use Corel VERSIONS with any file types: word processing, Corel VENTURA Publisher, CorelDraw, Corel PHOTO-PAINT and spreadsheets.

You can also choose which file types to exclude from Corel VERSIONS (e.g., exe or sys files). This is done in the Enable Version Control dialog of the Corel VERSIONS application.

Corel VERSIONS stores its archives in files with the extension ".cv". These Corel VERSIONS archive files may be kept in the directory specified in the Enable Versions Control dialog or in the same directory as the original file.

To enable or disable Corel VERSIONS

1. Open the Control Panel

2. Double-click Corel VERSIONS .
3.   Click the Enable Version Control check box.
4. Set the number of temporary versions.
5.   Set the archive location options.
6.   Set the types of file that will not be archived.
7.   Click OK.

 Note

- The number of temporary versions is a global setting and can be overwritten for each individual file.

- The archive location is a a global setting and can be overwritten for each individual file.

{button ,AL(`PRC Setting up Corel VERSIONS;',0,"Defaultoverview",)} <u>Related Topics</u>

To exclude file types from being archived

1. Open the Control Panel

2. Double-click Corel VERSIONS .

3.   Enter the extensions of the file types that you want to exclude.

    Separate the file types with commas.

4. Click OK.

{button ,AL(`PRC Setting up Corel VERSIONS;',0,"Defaultoverview",)} <u>Related Topics</u>

Corel VERSIONS Properties

Properties of an archived file

Viewing the properties of an archived file is as simple as right-clicking on the filename in either Windows Explorer or the Open dialog box, then clicking Properties.

The Properties dialog box has two tabs: General, and Corel VERSIONS. The first is created and maintained by Windows while the second one is created and maintained by Corel VERSIONS.

The CorelVersions Properties tab is only displayed when Corel VERSIONS is enabled and the file has been archived. It displays the history list for the file and provides Command buttons for Compare, Retrieve, View Document, Print History, and Delete. The history list provides a check box that you can enable if you want the version to be permanent. A number box is also provided to choose the Maximum number of temporary versions to be kept.

Note

- The Version Properties tabs will not appear for files such as desktop shortcuts.

- Some file types may have additional tabs. They are maintained by the applications that created those files.

Managing your files

Managing your files is easy with Corel VERSIONS. You decide

- which files you want to have archived
- when a file's updates need to be archived
- how many archived versions of the file you want kept
- where you store your archived files

You can retrieve any archived version of the file if you need it, and you can compare any two versions of the file to see the changes that were made. You can also delete files directly from the document history list in the CorelVersions property tab.

{button ,AL(`OVR Managing your files;',0,"Defaultoverview",)} **More Detailed Information**

Archiving files

Archiving files

When to archive?

Your files are archived when you choose to do so; it is not automatic. You have complete control over which versions are archived depending on how significant they are to you, e.g., first draft, version with all approved changes made, version sent to legal department, and so on.

You can archive a file as a temporary or a permanent version. Temporary versions are replaced by newer versions when the maximum number of temporary versions for the file is reached. Permanent versions are kept unless you choose to delete them.

Where do the archived files end up?

When you enable Corel VERSIONS, you have the option of designating a specific directory for storing your archived files. If you delete the storage folder you are deleting all of you archived files, so be very sure that is your intention if you decide to delete that folder. The files created by Corel VERSIONS have the same folder and file names as your files.

You also have the option of keeping your archived files in the same directory as the original file. No matter where a file is archived (either to local directory or the versions directory) the filename is the same. The Corel VERSIONS filename is the full path of the archived file with special characters (backslash and colon) replaced with a $.

What else can I do with an archive?

You can move an archive back and forth between the file's directory and a shared directory and Corel VERSIONS will find it. For example, you might to decide to move a file from your local directory to a shared directory so that other users could modify it. Corel VERSIONS will track the changes and which users made them.

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

To archive a file

1. Open the folder where the file is located, using Windows Explorer.
2. Right-click the filename, choose Corel VERSIONS.
3. Choose Archive.
4. Click Permanent (optional).
5. Enter any comments in the Comments field (optional).
6. Click OK.

Note

- When you archive a file for the first time, you are not given a comments field. Instead, you are given the option to make the first version permanent, and options for setting the number of temporary versions.
- When you enable the permanent option your file is kept until you choose to destroy it. The number of permanent versions does not affect the number of temporary versions.
- This procedure can also be performed in any Open or Save As dialog in any Windows95-compatible application.
- Archiving may also be performed through the File, Version Control menu.

Retrieving files

Retrieving files

You can retrieve any file from the list of archived files. By retrieving a file, you save the retrieved version in place of the current version. Once retrieved, you can use the file like any other.

When you retrieve a file through Windows Explorer or the Open or Save As dialog boxes, Corel VERSIONS prompts for a filename. The default is filename (v#).ext. For example, version three of SAMPLE.DOC would be SAMPLE(V3).DOC.

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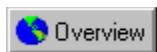
To retrieve an archived file

1. Open the folder where the file is located, using Windows Explorer.
2. Right-click the filename, choose Corel VERSIONS.
3. Choose Retrieve.
4. Highlight the version you want.
5. Click Retrieve.

Note

- This procedure can also be performed in any Open or Save As dialog in any Windows95-compatible application.
- Archived files may also be retrieved through the File, Version Control menu.
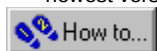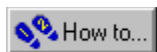
Comparing files

Comparing files

You can compare any two files from the list of archived files. Corel VERSIONS will display the two files side-by-side in a text viewer. The 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.

 Note

- All file types can be compared, but .cdr and .cpt files will display unreadable fonts. Only text files are annotated in color to show differences.

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

To compare files

1. Open the folder where the file is located, using Windows Explorer.

2. Right-click the filename, choose Corel VERSIONS.

3. Choose Retrieve.

4. Highlight the version (s) you want to compare.

5. Click Compare.
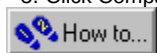
 Tip

- To compare an older version with current version, simply select the older version from the list and then click compare. The newest version is automatically loaded for comparison.

 Note

- This procedure can also be performed in any Open or Save As dialog in any Windows95-compatible application.

- You can also compare files through the File, Version Control, Retrieve dialog box.

Deleting files

Deleting files

Temporary files are automatically deleted by Corel VERSIONS: if the number of current temporary versions exceeds the maximum number of temporary version, the oldest temporary version is discarded. If you want to keep a particular version, enable the Permanent option for that version. To remove a Permanent version, you must use the Delete command in the Properties dialog box.

You can delete any version listed in the Document History window, whether it is permanent or temporary. This provides you with an easy way to manage the size of the history list. You decide which files to keep and which ones to delete.

{button ,AL(`OVR Managing your files;',0,"Defaultoverview",)} Related Topics
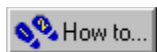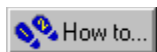
To delete a file and its archives

1. Open the folder where the file is located, using Windows Explorer.

2. Right-click the filename, choose Corel VERSIONS.
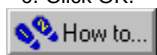
3. Choose File, Delete.
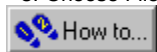
 Note

- This procedure can also be performed in any Open or Save As dialog in any Windows95-compatible application.

{button ,AL(`PRC Deleting files;',0,"Defaultoverview",)} <u>Related Topics</u>

To delete a version of a file

1. Open the folder where the file is located, using Windows Explorer.
2. Right-click the filename, choose Corel VERSIONS.
3. Choose Retrieve.
4. Highlight the version (s) you want to delete.
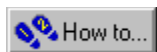5. Click Delete.
6. Click OK.

 Note

- This procedure can also be performed in any Open or Save As dialog in any Windows95-compatible application.

{button ,AL(`PRC Deleting files;',0,"Defaultoverview",)} <u>Related Topics</u>
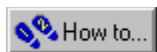
# Moving or renaming files

Moving or renaming files

Corel VERSIONS will allow you to move or rename archived files. When archived files are moved or renamed Corel VERSIONS maps the archive path.

{button ,AL(`OVR Managing your files;',0,"Defaultoverview",)} Related Topics
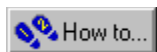
To move or rename a file and its archives

1. Open the folder where the file is located, using Windows Explorer.
2. Right-click the filename, choose Corel VERSIONS.
3. Choose File, Move.
4. Enter the filename and type.
5. Choose a directory from the Save in box.
6. Click Save.
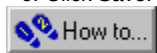
 Note

- This will move the file and map the Archive again. If you move an archived file without using this procedure, the archives will not be available.
- This procedure can also be performed in any Open or Save As dialog in any Windows95-compatible application.
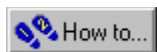
Copying files

Copying files

Corel VERSIONS will allow you to copy archived files. However the copied files are not recognized as archived files and are not available for retrieval.

{button ,AL(`OVR Managing your files;',0,"Defaultoverview",)} **Related Topics**
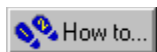
To copy a file and its archives

1. Open the folder where the file is located, using Windows Explorer.

2. Right-click the filename, choose Corel VERSIONS.

3. Choose File, Copy.

5. Choose a directory from the Save in box.
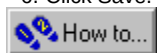
6. Click Save.

 Note

- This procedure can also be performed in any Open or Save As dialog in any Windows95-compatible application.

Viewing files

Viewing files

Corel VERSIONS comes with a viewing utility that lets you take a quick peek at text and picture files without having to load an editor. It's the fastest way to examine the contents of a file. You can also print and copy files from this viewer.

When you open the 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.

{button ,AL(`OVR Managing your files;',0,"Defaultoverview",)} Related Topics
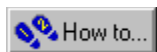
To view a file

1. Open the folder where the file is located, using Windows Explorer.
2. Right-click the filename, choose Corel VERSIONS.
3. Choose Retrieve.
4. Highlight the version you want to view.
5. Click View document.
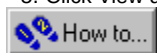
 Note

- This procedure can also be performed in any Open or Save As dialog in any Windows95-compatible application.

{button ,AL(`PRC Viewing files;',0,"Defaultoverview",)} <u>**Related Topics**</u>

To view a file's properties

1. Open the folder where the file is located, using Windows Explorer.

2. Right-click the filename.

3. Click Properties.

 Note

- This procedure can also be performed in any Open or Save As dialog in any Windows95-compatible application.

- Some file types may have additional tabs. They are maintained by the applications that created those files.

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

To view a file's history

1. Open the folder where the file is located, using Windows Explorer.

2. Right-click the filename, choose Corel VERSIONS.

3. Choose Retrieve.
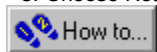
 Note

- This procedure can also be performed in any Open or Save As dialog in any Windows95-compatible application.

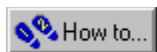**{button ,AL(`PRC Viewing files;',0,"Defaultoverview",)}** <u>**Related Topics**</u>

To set view window options

1. Open the folder where the file is located, using Windows Explorer.
2. Right-click the filename, choose Corel VERSIONS.
3. Choose Retrieve.
4. Highlight the version you want to view.
5. Click View document.
6. Click Options, and choose a menu item.

 Note

- This procedure can also be performed in any Open or Save As dialog in any Windows95-compatible application.

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{button ,AL(`PRC Viewing files;',0,"Defaultoverview",)} <u>Related Topics</u>
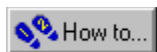
To print a file from the view window

1. Open the folder where the file is located, using Windows Explorer.
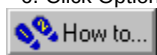2. Right-click the filename, choose Corel VERSIONS.
3. Choose Retrieve.
4. Highlight the version you want to view.
5. Click View document.
6. Click File, Print.

 Note

- This procedure can also be performed in any Open or Save As dialog in any Windows95-compatible application.

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

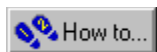**To copy to the clipboard from the view window**

1. Open the folder where the file is located, using Windows Explorer.
2. Right-click the filename, choose Corel VERSIONS.
3. Choose Retrieve.
4. Highlight the version you want to view.
5. Click View document.
6. Select what you want to copy.

   (skip this step for picture files)
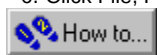7. Click Edit, Copy.
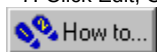
 Note

- This procedure can also be performed in any Open or Save As dialog in any Windows95-compatible application.

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

Uninstalling Corel VERSIONS

Uninstalling Corel VERSIONS

You may choose to remove Corel VERSIONS from your Explorer menu. You may not, however, remove Corel VERSIONS from your hard drive without removing the Corel applications that support it. Since some of the system files are used internally by Corel applications they will remain on your hard drive until the Corel applications that support Corel VERSIONS are removed.

To remove Corel VERSIONS from Windows Explorer

1. Click Start, Programs, CorelDRAW 8, Setup and Notes, Uninstaller.
2. Click the plus sign next to Corel DRAW 8.
3. Click the plus sign next to Productivity Tools.
4. Enable the check box next to Corel VERSIONS.
5. Click Next.
6. Ensure that Corel VERSIONS is selected as the product to remove, and click Next.
7. Click OK.
8. Click Finish.

 Note

- The procedure above removes Corel VERSIONS from your Explorer menu, but does not remove it from your hard-drive because some of the system files are used internally by Corel applications. To remove Corel VERSIONS from your hard-drive completely, you must uninstall the Corel applications that support it.

Corel VERSIONS dialog box

Use this dialog box to enable Corel VERSIONS and establish your initial settings. You can:

- enable Corel VERSIONS
- set compression for archived files
- set the maximum number of temporary versions
- set the default location for archived files
- choose which file types to exclude.

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

Document History window

Use this dialog box when you want to compare your archived versions, view a particular version without opening it, retrieve versions, view the properties of files, or delete versions.

You can also print a history, which lists the versions, dates, users, and any comments. The history printout is unformatted; to format this list, enable the print to file option in the print dialog.

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

Archive Properties dialog box

Use this dialog box when you want to archive a file. There's space for you to enter a label for the file, or any comments you want to make, such as the reason you're archiving this file, and a check box for making the archive permanent.

Note

- When you enable the permanent option your file is kept until you choose to destroy it. The number of permanent versions does not affect the number of temporary versions.

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

Compare dialog box

Displays any two archived versions in a visual format. The two files are displayed 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.

To compare an older version with current version, simply select the older version from the list and then click compare. The newest version is automatically loaded for comparison.

You cannot edit text in the compare window.

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

Retrieve dialog box

This dialog allows you to choose which file or version of a file you wish to retrieve. You can enter the path in the dialog box, or click the Browse button to explore a directory.

When you have found a file using the browse command, simply double-click filename to save the retrieved version (by retrieving a file, you save the retrieved version in place of the current version).

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

New Archive Properties dialog box

This dialog 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 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, which saves disk space, but will add to your retrieval time for larger files
- Archive to single location. Check this box to save the archive to the directory specified in the Corel VERSIONS dialog box. If this box ix not checked, the archive is stored in the same directory as the original file.

You can also set the maximum number of temporary versions that you can archive at one time. This number is not affected by the number of permanent versions you choose to keep.

Note

- When you enable the permanent option your file is kept until you choose to destroy it.

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

Choose a Version to Retrieve dialog box

This dialog allows you to access any archived versions of files. From this dialog, you can:

- retrieve any archived version of a file
- view any archived version of a file
- compare archived files to see the text differences between them
- attach meaningful information to each archived version
- track multiple users of a common file
- delete any archived file from the history list
- specify how many versions to keep in the history list; when the number is reached the oldest version is discarded; or keep all of them
- protect a specific archived version from being discarded from the history list, by using the permanent option

For instructions on performing tasks with Corel VERSIONS, click How To, above. For more information on how Corel VERSIONS works, click Related Topics, below.

Note

- When you retrieve a file, it saves that version in place of the current version.
- The Choose a Version to Retrieve dialog box will close when you choose Retrieve.

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

Use this space to enter comments about this particular version.

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 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)

Enable this option to compress your files (saves on 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 name or use the Browse command to find another.

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 all your files.

Click this check box to enable or disable Corel VERSIONS.

Click here 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 where single archive location files are stored.

Enable this option to keep your archived files in a single location.

View Window

Corel VERSIONS comes with a viewing utility that lets you take a quick look at archived text and picture files without having to load an editor. It's the fastest way to examine the archived versions. You can also print and copy versions from this viewer.

To set Options for Printing, Viewing, and the Clipboard's copy function, click Options. Once you have set the options for one file, they apply 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.