Restore an Earlier Version of a File

If versioning is turned on, you can revert to an earlier version of a file.

You can also use the version history to copy content from an earlier to a later version. Open the earlier version and copy the content, then open the later version and paste the content.

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## Restore Earlier Version – Method 1

1. Navigate to the library.
2. Click the ellipsis next to the name of the file, and click the ellipsis in the callout. In the context menu, click **Version History**.

3. Hover over the date of the version to restore. Click the down arrow that appears, and click **Restore**.

4. You are prompted to restore the earlier version. Click **OK** to confirm.
 A new version is created with the content from the older version. Check in the new version of the file and check out the file again.
5. Return to the Version History and note that there is a new version of the document. This new version is actually the earlier version that has been restored.


## Restore Earlier Version – Method 2

1. Navigate to the library.
2. Select the document by clicking the checkbox next to the name of the document.

3. On the ribbon, click the **FILES** tab. In the **Manage** group, click **Version History**.

4. Continue with step 3 in the previous section.