MARKETING HUB Quick Reference Guide

Managing Versions

HOW TO ...

- View Versions
- Add New Versions
- Revert to a Previous Version

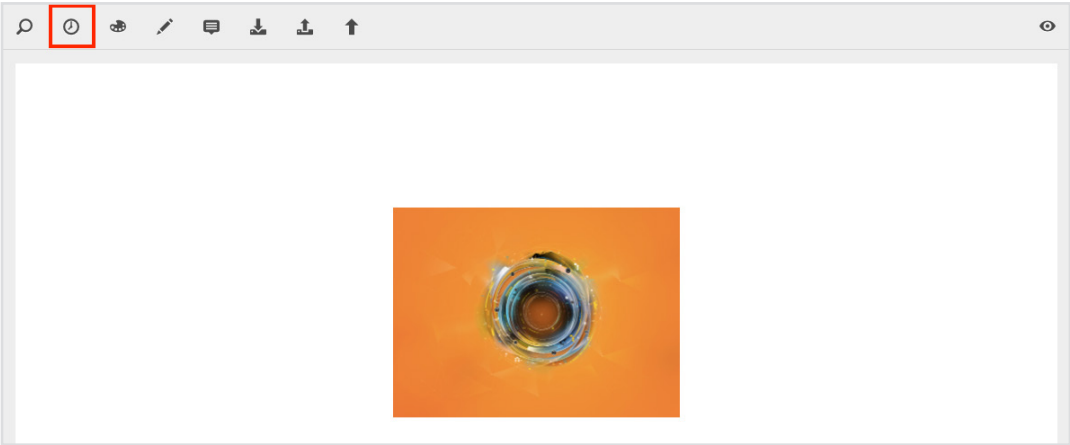
When an asset has undergone a significant change, you can create a new version of the asset. This process creates a snapshot of the current version and archives it. Additionally, it creates an edit trail that gives you the ability to revert to a previous version of an asset if ever required.

Before starting, prepare the new files for upload by renaming them on your hard drive. The naming convention to use for your renditions should adhere to the "Adobe's Digital Asset Naming Guidelines" (see page 4 of the *Quick Reference Guide: Adding and Editing Assets*).

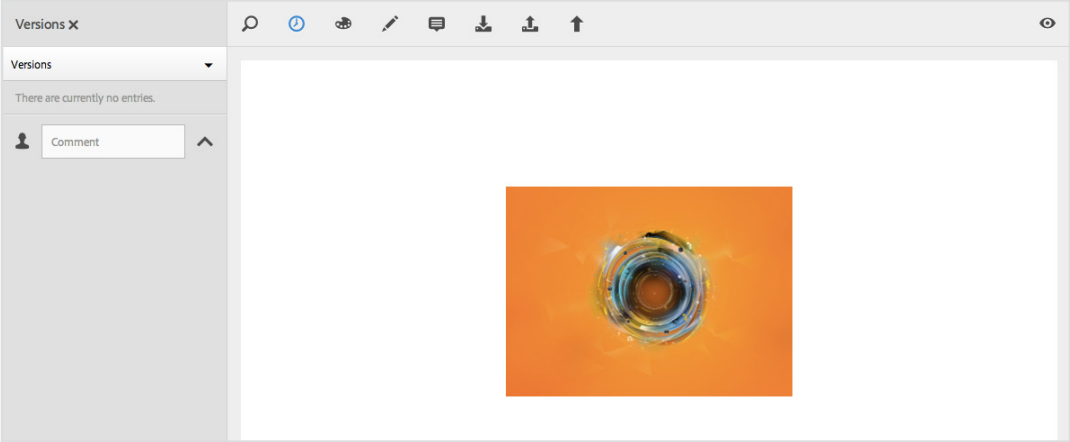
Step 1: View Versions

1. Navigate to the folder where the asset is stored.
2. Click the asset to open the asset details page.
3. Click the **Versions** icon to display the Versions panel.
4. In the Versions panel, view the list of versions for the asset.

The following picture shows the asset details page. The Versions icon is outlined in red.



The following picture shows the asset details page with the Versions panel displayed. No versions are listed in the panel because the asset has not been versioned.



Step 2: Adding a Version

1. Click the **Actions** icon.
2. Click **Save as Version** to initiate the creation of a new version.
3. Click the **Upload file** icon and select a revised rendition file.
4. Add a Version label and/or Comment (optional).

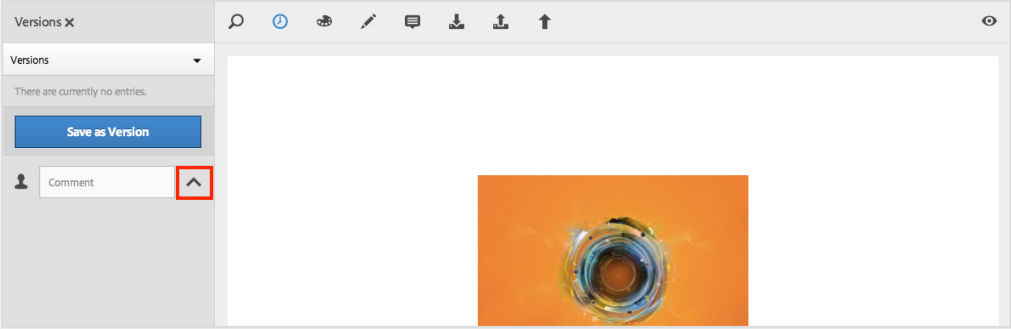
NOTES:

- The rendition uploaded must be one that renders a thumbnail, as new thumbnails will be created.
- Values entered in the Version Label and the Comment fields should refer to the version being archived NOT the new version being uploaded.

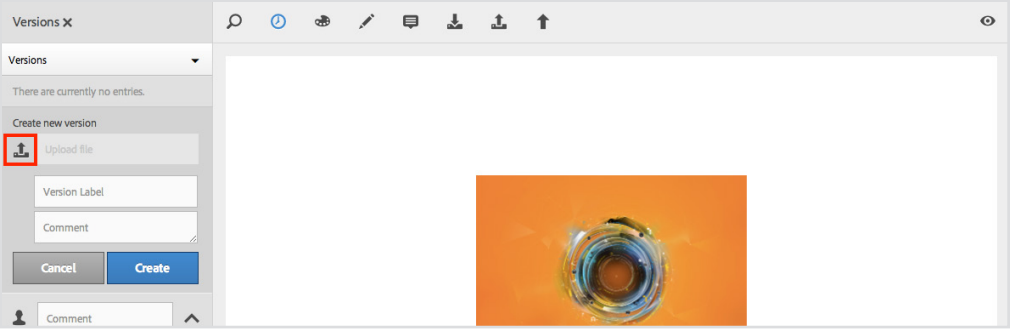
5. Click **Create** to confirm the action and create a version for the asset.
6. Upload new renditions and/or change any relevant metadata for the new version.
7. Re-publish the asset.

IMPORTANT:
You must re-publish your asset for the new version to appear on the publish instance. Until re-published, users will continue to view and download the previously published version from the Asset Finder.

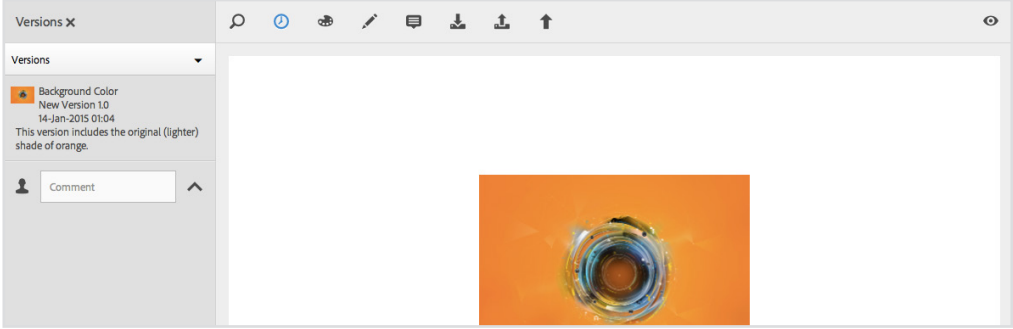
The following picture shows the Save as Version button, which appears after clicking the Actions icon. The Actions icon is outlined in red.



The following picture shows the File upload icon outlined in red. The Create button activates after a file is selected to replace the original asset rendition.



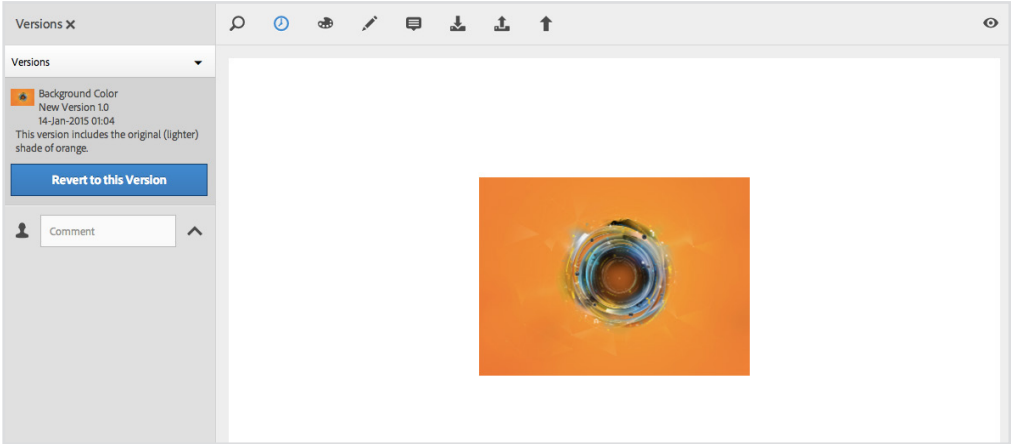
The following picture shows a new version that includes a version label and a comment.



Step 3: Reverting to a Previous Version

1. If not already open, click the **Versions** icon to view the Versions pane. (See Step 1)
2. Select a version from the list and click **Revert to this Version**.
3. Re-publish the asset so the reverted version is what users view and download on Asset Finder.

The following picture shows a selected version and the Revert to this Version button.



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