

# Check or revert to earlier file versions in Drive

## View or revert to earlier versions of Docs, Sheets, and Slides files

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**Note:** You need **Owner** or **Can edit** access to see the version history.

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1. In Drive, open your file.
  2. Click **File** and then **Version history** and then **See version history**.
  3. Click a timestamp to see a previous version of the file. Below the timestamp, you'll see:

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- Names of people who edited the document.
  - A color next to each person's name. The edits they made appear in that color.

4. (Optional) To revert to this version, click **Restore this version**.

## Upload a new version of a non-Google file to Drive

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On the web



1. In Drive, right-click the file that isn't in a Google format and select **Manage versions**.
2. Click **Upload New Version** and select the file from your computer.
3. When the new version is uploaded, click **Close**.

## From your computer

1. If you haven't already, install Drive File Stream.
2. On your computer, find the non-Google file.
3. Click Drive File Stream Drive File Stream.
4. Click Open Google Drive Folder.
5. Do one of the following actions:
  - To move the file, drag it into a folder.
  - To copy the file, copy and paste it into a folder.

The file synchronizes automatically to Drive on the web. If you update an existing file, the previous file is overwritten, but versions are maintained.

## Download or revert to earlier versions of non-Google files in Drive

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1. In Drive, click the file and at the top right, click More More and then **Manage versions**.
2. Click More More and then Download Download to download the file.
3. (Optional) To revert to an earlier version (such as the one you downloaded above), click **Upload New Version**, find the version of the file, and click **Open**.
4. Click **Close**.