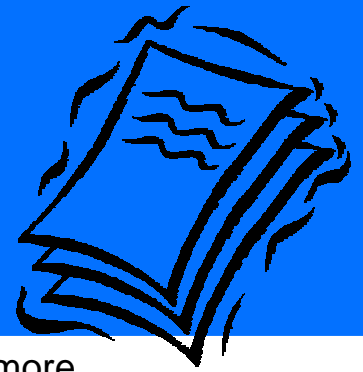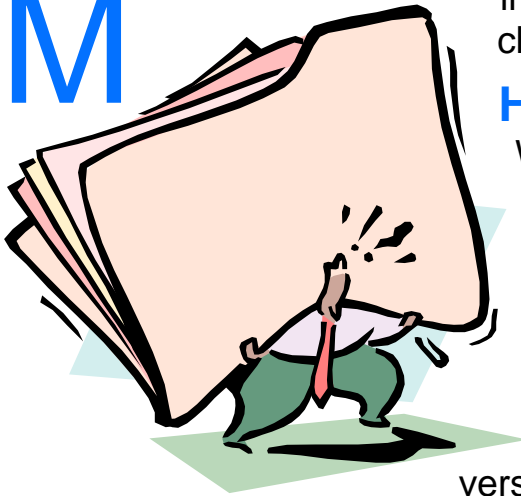# Versioneer

Managing versions of documents produced has never been more important. In large projects it is a critical component of change control and document management.

Helps Organize Documents

With *Versioneer*, you can readily organize the naming and storage of documents that move through approval processes. As a result, you bring quality and consistency to the handling of your documents, which translates into improved document control.

Provides Document Version Controls

Versioneer lets you add a new level document version control to your business environment. By providing a simple method of effectively naming and tracking document versions, your project has better control over the release of project documents and moving them through the revision and approval processes. *Versioneer* brings consistency to document naming conventions. It allows individuals to readily know that they are reviewing the right document and it's approval status.

Leverages the benefits of your Microsoft environment

Since *Versioneer* is implemented using Microsoft global templates and AddIns, there are clear benefits to your organization. For example, documents need not be modified to take advantage of the enhanced file save capabilities *Versioneer* offers. Seamlessly integrated with the MS-Office interface, no new macros are introduced to your documents. They do not become any larger and since the macros are held outside the document, there is no possibility that a document cannot be e-mailed because of mail system virus checking. *Versioneer* is easy to learn and easy to use.
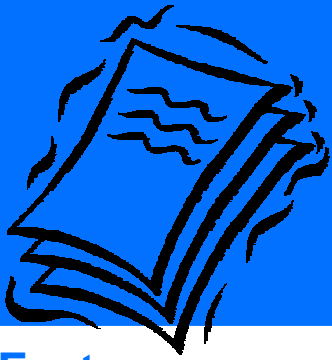
Versioneer SPD V1.1-1

Versioneer SPD V1.1-2

Versioneer SPD V1.2-1

Versioneer SPD V2.0-1

Versioneer

Features

File Naming

With *Versioneer*, you can readily identify the version of Microsoft documents. Documents are easily named according to their release status. For example "`Versioneer SPD V1.2-3`" might identify that the first major version of the document has been released. The number two indicates that the document has been updated for review two times. The number three shows that there have been three editing changes to the document during review.

Field Updates

When *Versioneer* saves a document, it also updates the fields in Word documents. These fields can be located at any point in the document and are especially useful in headers and footers.

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Sample Page Footer

Document Properties

Versioneer updates two document properties (if they exist) each time it saves the document. The "Date completed" is set to the current date. The value of the "Version" property is updated to track Major, Minor or Edit file version numbers.
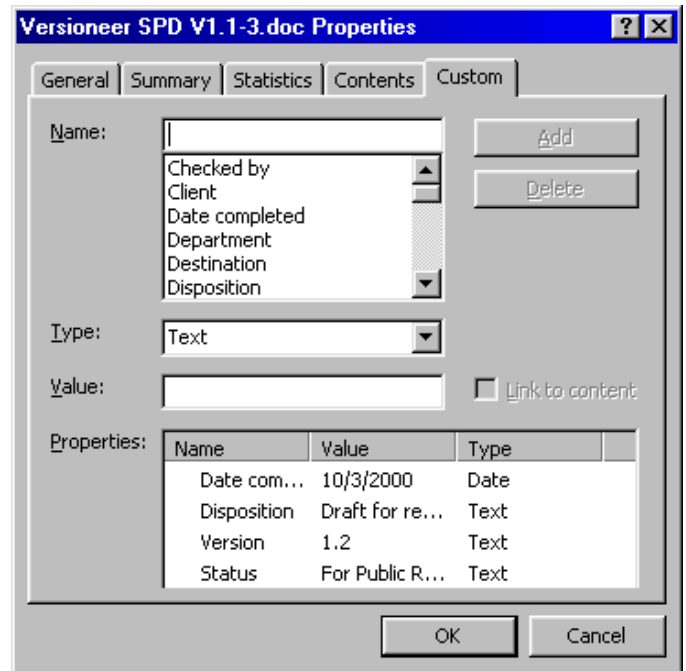
Record of Changes

Versioneer also searches documents for a table containing a Record of Changes. A row is added to the table each time a new Major or Minor version is saved. *Versioneer* also asks for a description to enter into the record as well. If a new edit version is saved, *Versioneer* just updates the Revision number and issue date.

RECORD OF CHANGES		
Revision	**Description**	**Issue Date**
1.1-2	Original working release	September 10, 2000
1.2-2	Incorporates changes from review.	September 16, 2000
2.0-1	Public Release	October 3, 2000

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