

# Take full control of file versions!

Managing asynchronous contributions to multiple documents can be time consuming and cumbersome, especially in highly collaborative projects.

Using a version control system to track changes over time improves:



## Traceability

Provides evidence of all revisions and changes made over time while enabling users to compare the development of the file through its various stages.



## Identity

Tracks all changes made by several contributors and insures that different versions are distinguishable from one another.



## Efficiency

Avoids duplication of efforts and errors caused by incorrect versions while allowing undesired actions to be easily undone.

## WHICH VERSION CONTROL SYSTEM SHOULD YOU CHOOSE?

There are plenty of options available on the market, but we advocate for Git. Why?

- It is open and free
- It is widely adopted both in academia and industry
- It can be used offline
- It requires minimal configuration
- It works seamlessly with Github.com
- Its branching capability makes it easier to merge edits
- Users can label changes and add explanations to them
- Users can move between different versions of the same document
- It allows users to undo change X, make edit Y, then get back change X, without affecting edit Y
- It provides a backup of your files



LEARN MORE



Stay tuned with our [calendar](#) of workshops on Git or request a consultation with the Interdisciplinary Research Collaboratory [collaboratory@library.ucsb.edu](mailto:collaboratory@library.ucsb.edu)