

MCPS Content Management System (EpiServer) Training

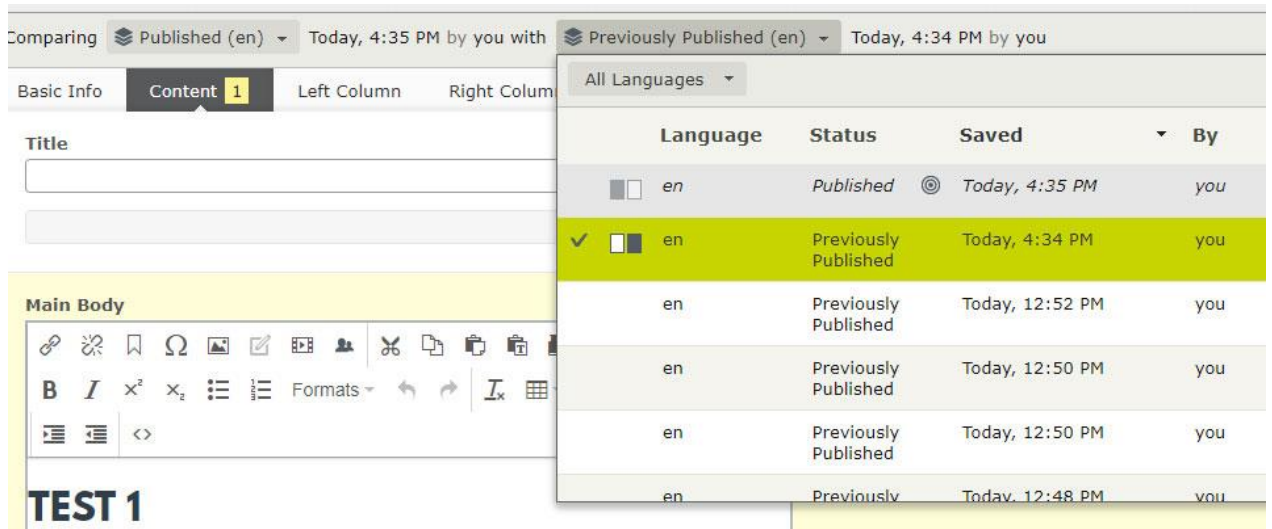
Version History

Comparing Versions

1. From the page or content block you wish to edit, select the Compare Different Versions button at the top of the screen.

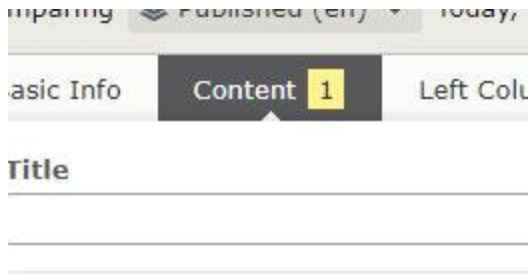


2. An area will appear above the tabs that will default to comparing the published version of the page or content block to the previously published version.



Language	Status	Saved	By
en	Published	Today, 4:35 PM	you
en	Previously Published	Today, 4:34 PM	you
en	Previously Published	Today, 12:52 PM	you
en	Previously Published	Today, 12:50 PM	you
en	Previously Published	Today, 12:50 PM	you
en	Previously Published	Today, 12:48 PM	you

3. To change the comparison date to an older version, click **Previously Published** and select the previously published date to compare to the published version.
4. Areas which have changed between the two versions being compared will have a number highlighted in yellow indicating the number of differences.
(For example, the 1 highlighted in yellow means there was one change on the Content tab)



5. Click the **copy** icon to revert what has changed to the previous version with which you are comparing the published version.



6. If you are satisfied with the change, click **Publish**.
7. Click **the Compare Different Versions** button again to turn it off. It will turn blue when on, and gray when off.

