Comparing Changes

Before determining whether the page should be published, scheduled, or the publication request should be declined, a comparison of the page's current configuration to that of a previous version, including the currently live version, can be completed using the "Compare" feature.

The "Compare" feature is found in the Versions section of a page. Compare allows a user or reviewer (e.g., an approver) to easily identify changes that have been made to a given page by comparing the newly proposed page with either the page currently live (the last published version of the page), to any prior published versions.

When using "Compare," the system provides visual indication of changes that have been made between the versions in order to determine if the updates are appropriate and ready to be published.

- 1. Click Versions
- 2. Click the **Compare** button.
- 3. Select the version to which to compare the current version.

Versions (20)	Ϋ́ Piter			Compare to Live -	
Version *	Date	User	Description	Options	
205.MB	11/19/2014 12:18 PM	Ging D'Alessio		Live on publish target: usl, edu	
10	11/15/2014 12:16 PM	Gine D'Alessio			
18	11/18/2014 11:47 AM	IT CMS Leve 6 Editor			
17.	11/18/2014 12:50 PM	Jason Lehman			
16	11/7/2014 2:55 PM	Jason Lehman			

Changes are indicated by:

- Deletions: red with a strikethrough
- Additions: green with an underline
- Style changes: blue with a squiggly line (page view only)