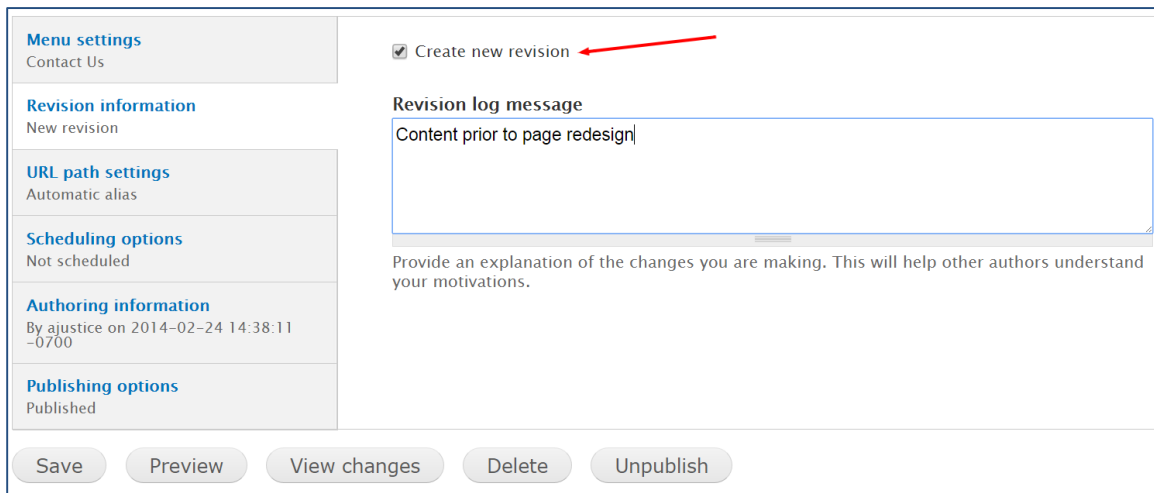


Creating Revisions and Reverting Content

Revisions allow you to track differences on multiple versions of site content and revert to older versions. Users of all permission levels have the ability to save revisions and revert content. This guide explains how to use revisions in Pacific.

1.1. SAVING REVISIONS

Check the *Create new revision* box within the *Revision information* section at the bottom of the *Create/Edit* screen. Revisions are not automatically saved, so checking this box is the only way to save a version of your content. The optional revision message can be used to track specific changes.



The screenshot shows the 'Create/Edit' screen with a sidebar on the left and a main content area on the right. The sidebar contains several sections: 'Menu settings' (Contact Us), 'Revision information' (New revision), 'URL path settings' (Automatic alias), 'Scheduling options' (Not scheduled), 'Authoring information' (By ajustice on 2014-02-24 14:38:11 -0700), and 'Publishing options' (Published). The main content area has a checkbox labeled 'Create new revision' which is checked, with a red arrow pointing to it. Below this is a text area for 'Revision log message' containing the text 'Content prior to page redesign'. A note below the text area says 'Provide an explanation of the changes you are making. This will help other authors understand your motivations.' At the bottom of the screen are five buttons: 'Save', 'Preview', 'View changes', 'Delete', and 'Unpublish'.

1.2. REVERTING CONTENT

There will be a *Revisions* tab at the top of the screen if a page has saved revisions.



Click the *Revisions* tab to see a table of all saved versions and for options to compare, revert, or delete versions. Any revision messages users added will

also be visible on this view, allowing users to know which versions are associated with which edits.

Revisions for *Contact Us* ⊕

VIEW EDIT REVISIONS UNPUBLISH EDIT MINISITE

Revisions allow you to track differences between multiple versions of your content, and revert back to older versions.

REVISION	Compare	OPERATIONS	
8/5/2015, 3:31PM by kharrison Redesigned page	<input checked="" type="radio"/>	current revision	
8/5/2015, 3:27PM by kharrison Content prior to page redesign	<input type="radio"/>	Revert	Delete
4/23/2015, 4:37PM by kharrison	<input type="radio"/>	<input type="radio"/>	Revert Delete
2/24/2014, 2:38PM by ajustice	<input type="radio"/>	<input type="radio"/>	Revert Delete

View versions by clicking the date/time links. Revert or delete versions by clicking the appropriate link in the *Operations* column; you will go through a confirmation screen for both operations.

1.3. DELETING CONTENT

Because revisions are associated with the page, deleting the page will also result in all saved versions being permanently removed from Pacific. It is generally better to unpublish nodes that are no longer in use rather than delete them.

Deleting individual revisions from the *Revisions* tab will permanently remove that version from Pacific, but will leave all other revisions unaffected.