

## Quick Guide! Content Versioning

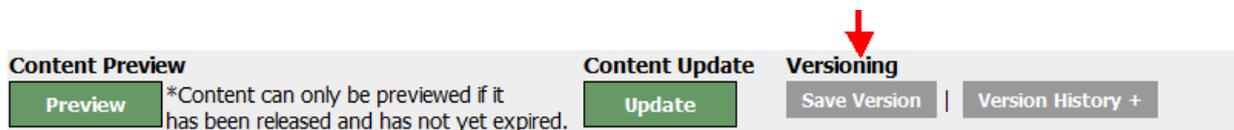
### Why would you need to "version" a piece of content?

- You are editing an important piece of content.
- You are not sure that it exists elsewhere besides the web site.
- You are not aware of any backup copies.
- If you wreck it, you will not be able to reproduce what it looked like.

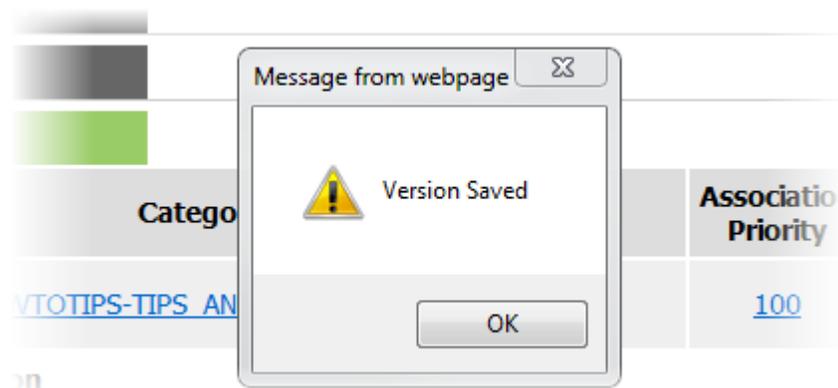
### How to version content:

Go to the edit content page for your content.

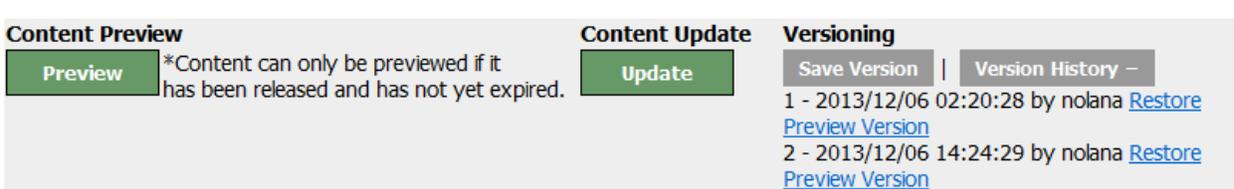
Before you do anything to this important piece of content, scroll down the page and locate the "Save Version" button. It is located below the Body field.



Click the button to save the content version as it looks now before you update it. You will get a confirmation pop up. OK out of the window to continue.

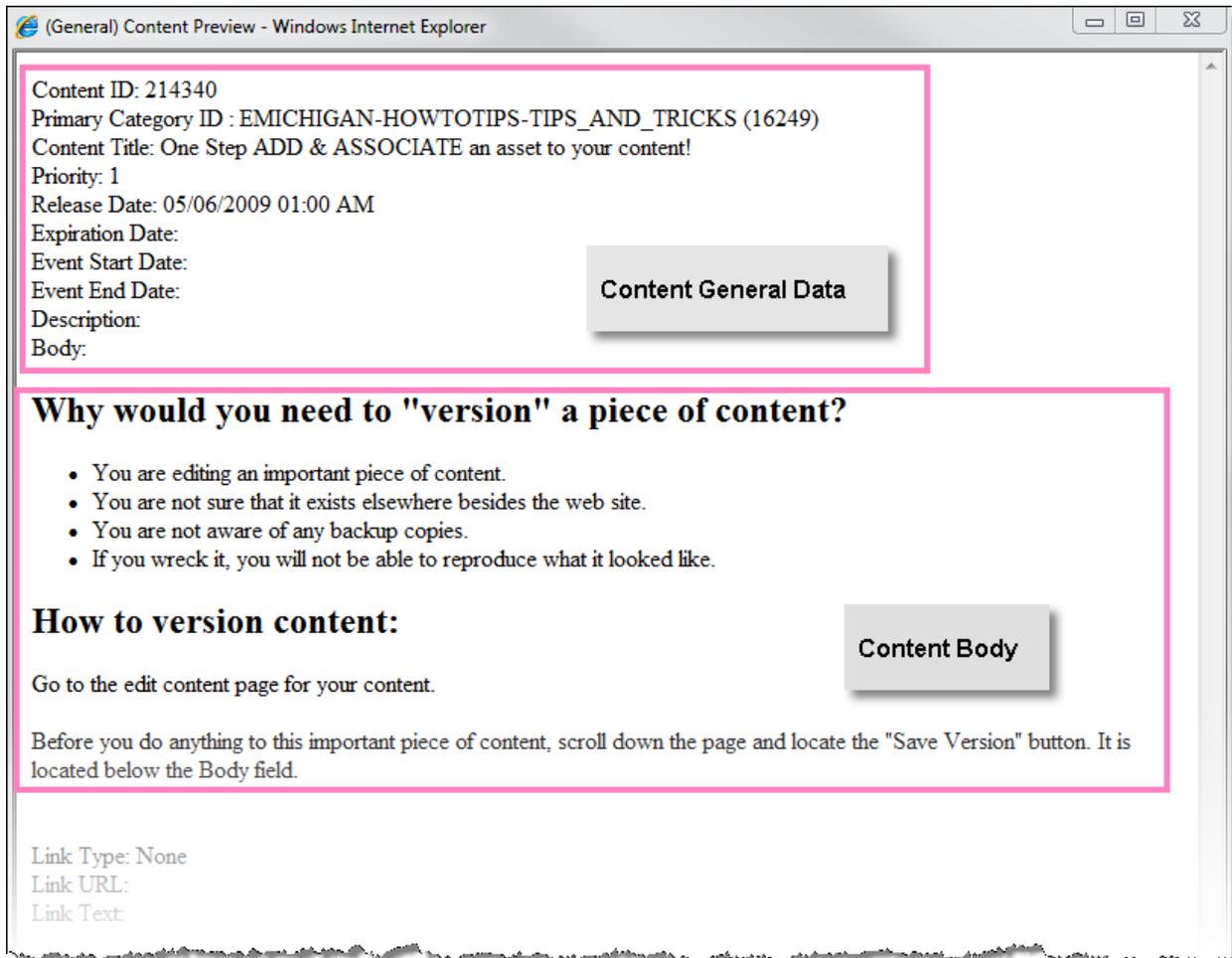


View the version history of content by opening the Version History tab. Now you can see the version records under the Version History button:

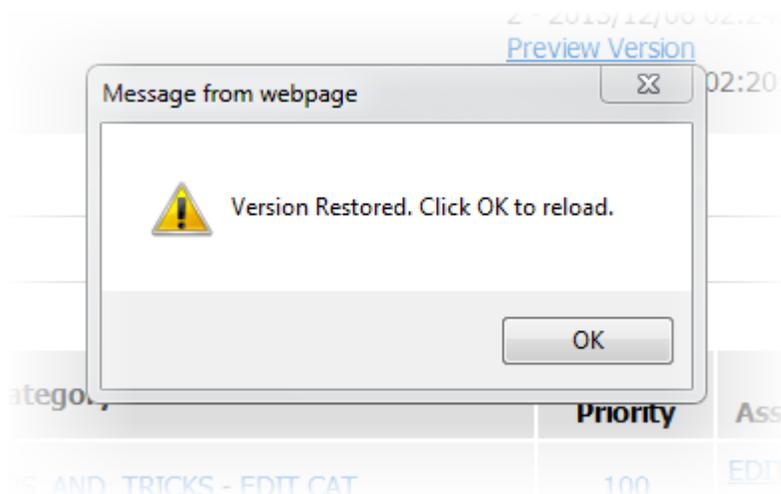


## Working with Versions

To PREVIEW a version, click the preview version link from the list.



The screenshot shows a browser window titled "(General) Content Preview - Windows Internet Explorer". The content is displayed in two main sections, each highlighted with a pink border. The first section, labeled "Content General Data", contains the following information: Content ID: 214340, Primary Category ID: EMICHIGAN-HOWTOTIPS-TIPS\_AND\_TRICKS (16249), Content Title: One Step ADD & ASSOCIATE an asset to your content!, Priority: 1, Release Date: 05/06/2009 01:00 AM, Expiration Date: (blank), Event Start Date: (blank), Event End Date: (blank), Description: (blank), and Body: (blank). The second section, labeled "Content Body", contains the heading "Why would you need to 'version' a piece of content?" followed by a bulleted list: "You are editing an important piece of content.", "You are not sure that it exists elsewhere besides the web site.", "You are not aware of any backup copies.", and "If you wreck it, you will not be able to reproduce what it looked like." Below this is the heading "How to version content:" followed by the text "Go to the edit content page for your content." and "Before you do anything to this important piece of content, scroll down the page and locate the 'Save Version' button. It is located below the Body field." At the bottom of the preview area, there are fields for "Link Type: None", "Link URL:", and "Link Text:". The browser window also shows a "Preview Version" link in blue text.



The screenshot shows a "Message from webpage" dialog box with a yellow warning icon. The message text reads: "Version Restored. Click OK to reload." There is an "OK" button at the bottom right of the dialog box. In the background, a table is partially visible with columns for "Category", "Priority", and "Ass". One row is visible with "EMICHIGAN-HOWTOTIPS-TIPS\_AND\_TRICKS - EDIT CAT", "100", and "EDIT".

To RESTORE a version, click the Restore link. A confirmation message appears. Clicking OK will place the version in the content body field and when you UPDATE your content, the restored version will be saved.

Send feedback for this Quick Guide to [emichigan@michigan.gov](mailto:emichigan@michigan.gov)