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.

Changes are indicated by:

- Deletions: red with a strikethrough

- Additions: green with an underline

- Style changes: blue with a squiggly line (page view only)