



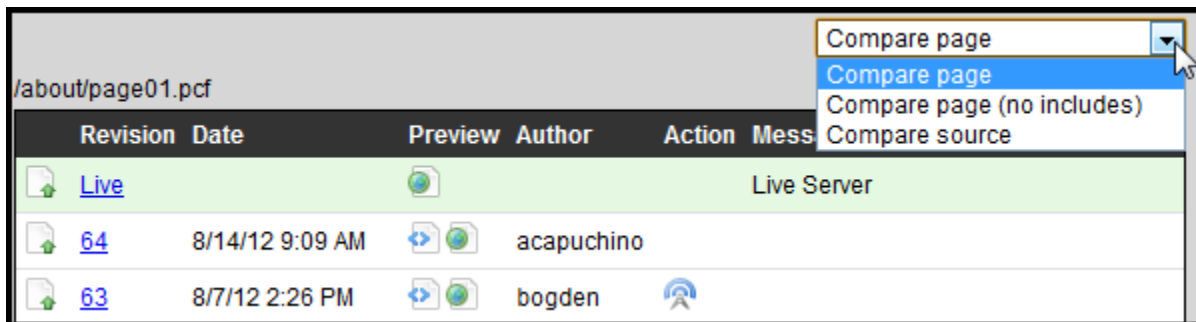
Comparing Pages

Compare allows a user (especially useful for an approver) to easily identify changes that have been made to any given page. This feature compares a newly proposed page with either the page currently on the live Production Server (the last published version of the page), or to any prior published or backed-up version. The comparison feature highlights text, image, and Asset changes with color coding and strikethrough notations.

1. Go to the Pages View by clicking on the content tab; **locate the page** where you want to do a comparison.

***NOTE:** You can only modify pages that have not been checked out to someone else.

2. Click the **Check-out icon**  so that the light bulb is lit.
3. Click on the Compare icon 
4. Select the type of compare to be used by choosing an option in the drop down menu.



- **Compare page** shows a live view comparison when comparing to the version on the live Production Server. This selection can be used with other versions but will render a source code comparison. This option pulls in the includes files as well.
 - **Compare page (no includes)** shows a live view comparison when comparing to the version on the live Production Server. This selection can be used with other versions but will render a source code comparison. This version will not pull in include files. It is useful for pages when the compare is not being rendered due to the format of the include files.
 - **Compare source** provides a source code comparison. It can be used with all versions of the page.
5. Next, select the file to which the currently saved version should be compared.
 - Clicking on the "Live" version will render a comparison as the page will appear to site visitors, unless Compare source is selected from the drop-down.
 - Clicking on a previous version number renders a source view of the comparison with the highlighting still visible.

When using the Compare function, the results will be color-coded and stylized in order to clearly emphasize where the changes have occurred when utilizing "Compare page" or "Compare page (no includes)" with the Live option:

Table 1 - Compare KEY

Type of Change	Color	Style
Deletion	Red	Strikethrough
Addition	Green	<u>Underlined</u>
Formatting Change	Blue	<u>Squiggly underline</u>