Episerver instructions: Saving, publishing, previewing and removing content.

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This is a guide on how to use the Episerver 7 CMS to save changes to your content, preview your pages, publish blocks and pages, how to compare differences between previous versions of your pages, how to unpublish content and how to delete content.

If you need further help on the CMS, please check all of our guides available on the [Partner digital hub](#).

In this guide:

One: Previewing

In this CMS there are several different ways to preview.

Find the preview mode by clicking the eye icon in the top of the screen.

This gives you a few options for customising the preview mode.

EN-GB

| 1 | 2 | 3 | 4 |

1 EN-GB refers to languages, there is only one language setting except for Age Cymru partners.

2 View as visitor group, this doesn't affect the preview.

3 Allows you to change the type of view so you can see what your web page will look like on a mobile device.

4 View as if this project was published.
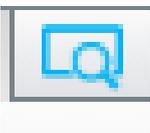
If you click this icon, it changes to preview mode, so you can see what your website looks like.
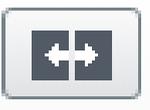
If you click this icon, you can compare previous versions of a page (you can see the history of changes on a page). See section 3 of this guide for more information.

Two: Saving changes and publishing

When you create a block or make changes to a block you won't see a "save" button.

Autosave

The CMS autosaves your work. When you make changes, you will see this message come up in the top bar across your screen, which says when it was autosaved.
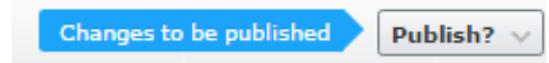

Undo

The autosaved message contains a link that says *undo?*. Click on this to undo any changes you made.
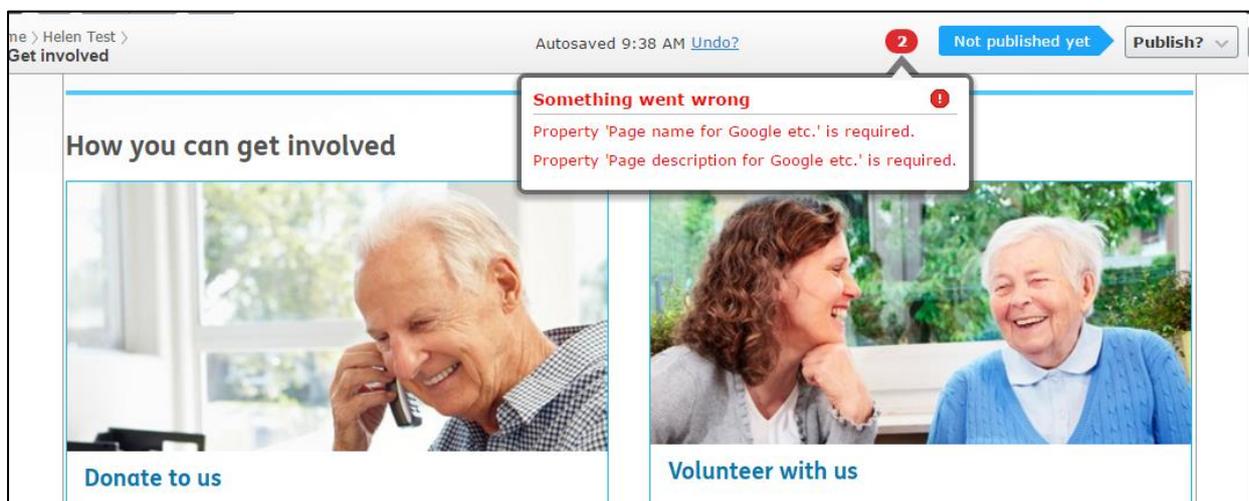

Publish changes

When you make a change to a block, the change will be autosaved but it won't be published so you won't see it on your page or in the preview mode.

You will see the *changes to be published* icon appear in the top right of the screen whenever you make a change to a block.

If you see a red number next to the *Publish* box, this means there are changes that need to be made before it can be published. In the example below, it shows that the page settings metadata need to be filled in. Click on the red number to see what needs to be changed.
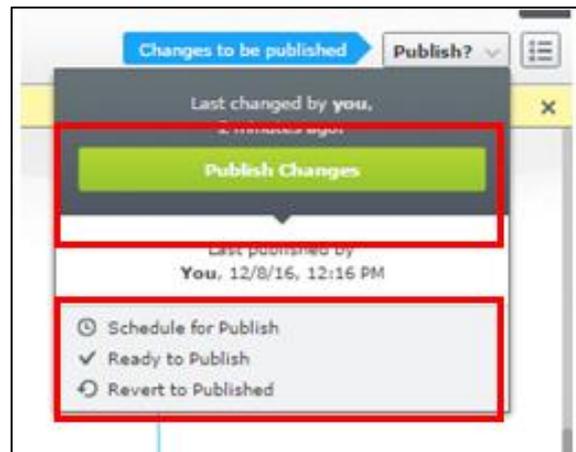
For any changes to show on your page, you need to press *Publish*. When you click the *Publish* button, this box will appear.

Here's what each of those options means:

Publish changes
This means the changes will be published and live.

Schedule for publish
A box will appear allowing you to select the date and time for publication.

Revert to published
Changes the block back to the previously published version, discarding any changes you made after the last time the block was published.

Ready for publish
If you select this, it marks the block as ready to publish. The block will be saved into your *ready to publish* task list (see below for the task list information). This icon will appear:

Then when you select *publish*, you need to approve and publish the changes to go live. You can also select *Reject changes*.
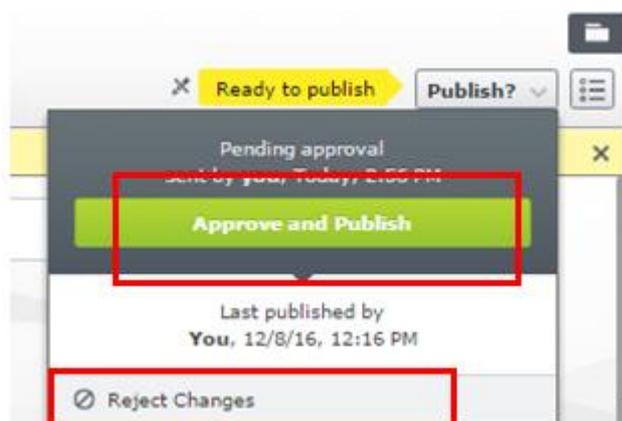

If you reject the changes, it will go back to this icon for you to decide what to do next.
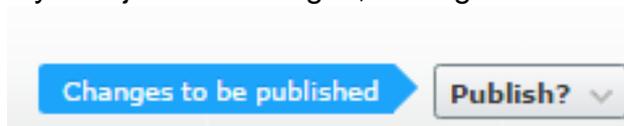
Changes waiting to be published

If you have made changes to a block and you leave the page, they will remain autosaved in the block. When you go back into that block at a later time to edit it, you will see a *Changes to be published* icon flash up, indicating that something was changed which has yet to be published.
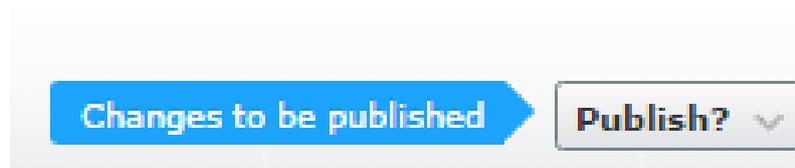

Task list of all your pending changes

To find out what blocks or pages have pending changes, go to your site tree in the left window and click on *Tasks* in the top of the window. Here you will see a list of all pending items.

If you select *Draft* from the drop-down menu, it shows you any changes that have not been published. Click on any of the items to go directly to it.
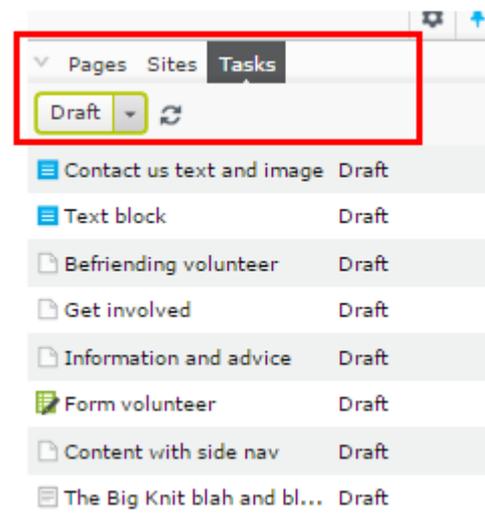
If you marked the item as *Ready to publish*, you can find it under the *Task* list when you select *Ready to publish* from the drop-down menu.
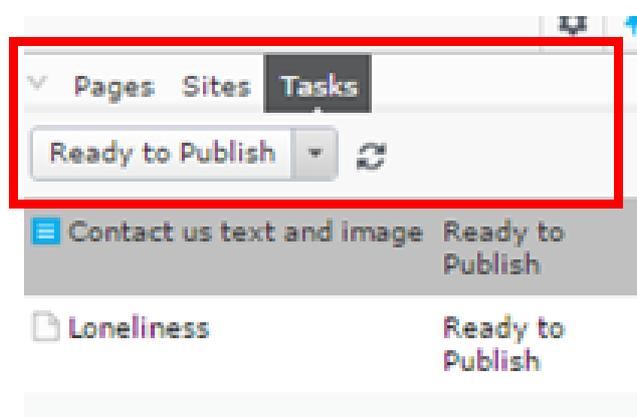
Three: Seeing a previous version of your page (change history)
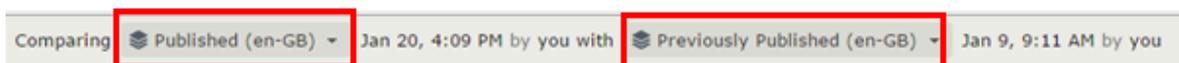
If you would like to see and compare previous versions of a page, select this icon from the top of the screen.

When you select this button, a properties icon will appear next to it. You can use the properties button to select the way you want to compare the changes on a page – either on the page itself or all properties.

The bar at the top of the screen allows you to select which versions you want to compare. It will show you the dates of previous versions, there are drop-down menus to select other versions.

Comparing Published (en-GB) ▾ Jan 20, 4:09 PM by you with Previously Published (en-GB) ▾ Jan 9, 9:11 AM by you

Compare all properties

You'll see a series of tabs which will tell you where there are differences between the two versions of the page you are comparing.

In the example below, there are two differences found between the two versions, shown by the yellow number on the content tab.

In the example below, the differences in the old page are ringed in red.

Compare on page

You will see both versions of the page side by side. The differences between the pages are not highlighted for you.

Four: Unpublishing content

If you want to remove a page from your website, you can unpublish the content. This will keep the page in your site tree, but it will not be 'live' to the public.

Go to the page you want to unpublish and click on the properties button in the top-right hand corner of the page.

You'll see the top grey bar in your screen – shown below. Click on *Tools* and select *Manage expiration and archiving* from the menu.

A pop-up box will give you the option to expire (unpublish) the page. You can select a date in the future or select now.

An orange bar will appear will tell you when the content has expired or will expire. You have the option to remove the expiration if you want to.

You can also select an area of your site tree for the page to be archived to, where it will be stored when it expires.

Also ensure the "Display in Navigation" option is unchecked otherwise this will result in a "Page not available" error message.

Five: Removing content

Removed folders, pages, blocks and media files go to trash, and are not publicly available on the website once in the trash.

Here are some important things you need to know about removing your content:

- ☐ Always remember to update any links to removed content.
- ☐ When you remove content, move it to trash, do not delete it. From there, you can restore the content.
- ☐ It is not recommended that you permanently delete your content until you are sure that you will not need it again. Once it has been deleted, you will **NOT** be able to restore it.

☐ When you remove a page, all underlying pages will also be removed.

Moving content to trash

Select the content to delete. If it's a page, select the page from your site tree in the left hand menu. If it's a document, block or image, find the item to delete in your folders in the right hand pane.

Click on the menu icon to the right of the item you wish to delete and select *Move to Trash* from the drop-down menu.
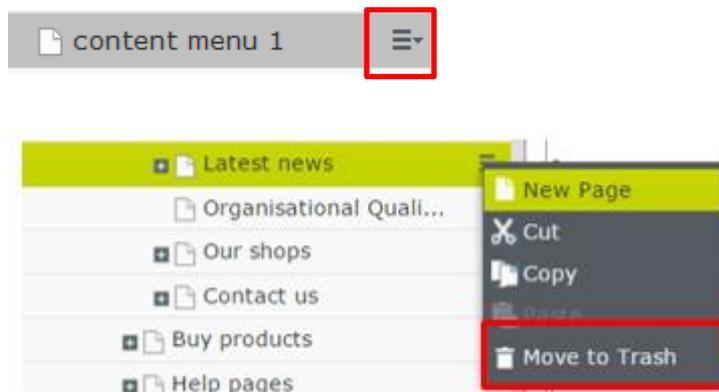
Content that is moved to trash is automatically unpublished from the website. When moving content to trash, you will receive a notification asking you if you are sure that you want to move your content to trash. PLEASE NOTE: deletion might result in broken links.
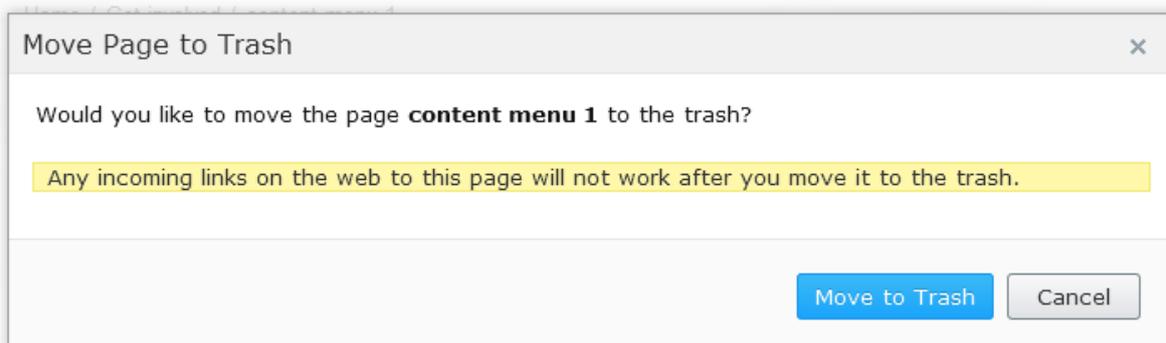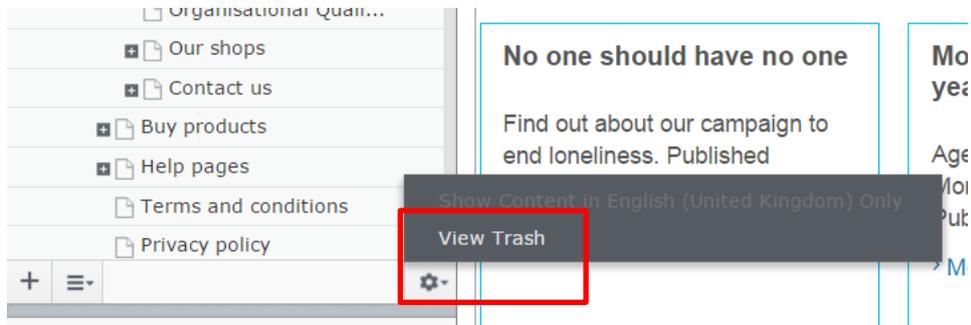

Six: Restoring content

Step one: Select *View Trash* either at the bottom of the site tree or the bottom of the

folders windows by clicking this icon:

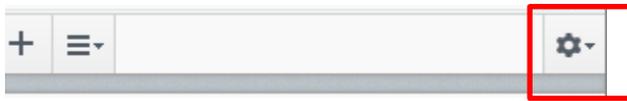**Step two:** Click *View Trash* from the menu that appears.

Step three: Select the desired content in the list and click *restore*. The content will be restored to its original place and republished.

Seven: Deleting trash

Select *View Trash* from the pane settings in the navigation or assets pane.

Select *Empty Trash* to delete your trash permanently. You can automatically empty the trash at a regular time interval using a scheduled job.

Eight: Summary – important points to remember

1 Amendments are auto-saved by the CMS.

2 Amendments only go live to the public when you press *publish changes*.

3 You can compare different versions of a page.

4 You can schedule a page to publish at a certain time.

5 You can mark a page as ready to publish and come back to it later.

There are more guides and training videos available on the [Partner digital hub](.).

If the answers you need are not in the guides or videos, then please contact partner.content@ageuk.org.uk