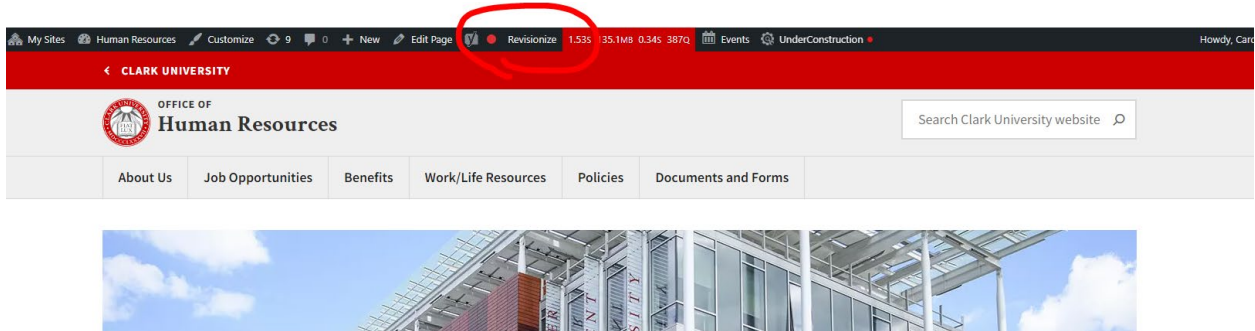


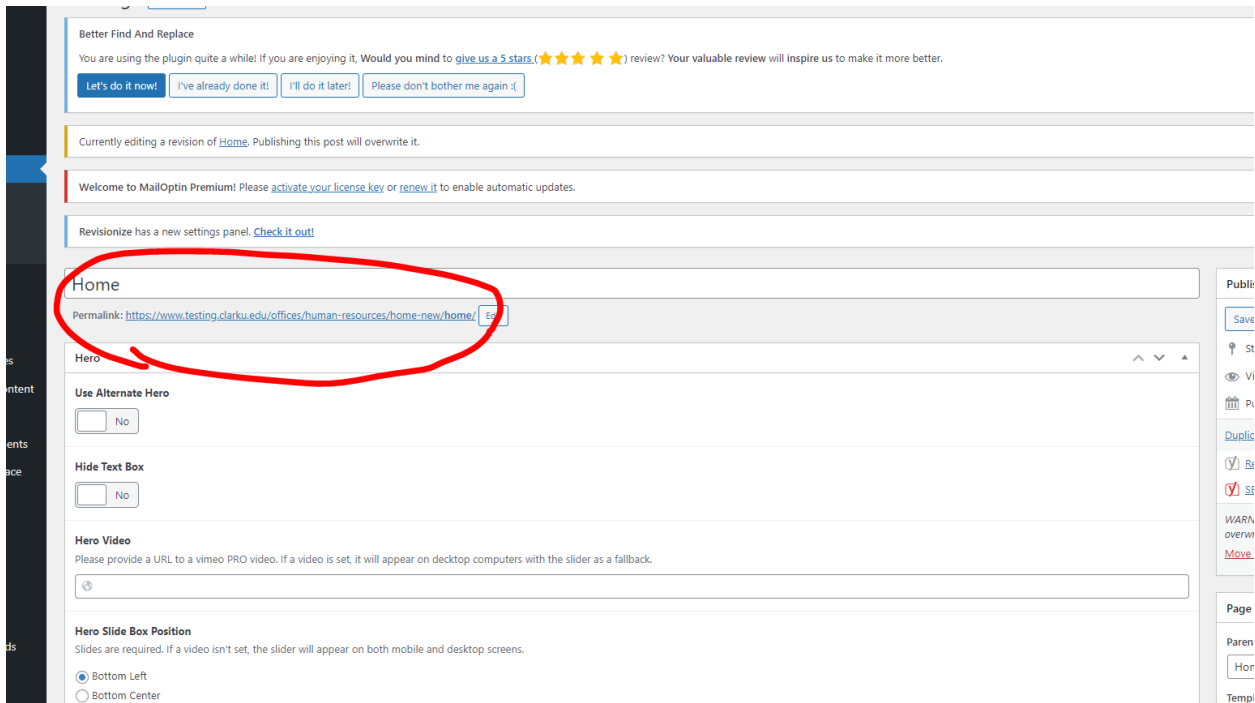
Using the Revisionize Tool

When you want to make major changes to your page like adding new components, it's best to use the Revisionize Tool. This tool takes a copy of your live page and add this copy in the background. It allows you to save it as "Draft" and not affect the live page on your site. This way you and your team can go back and forth on making changes to it. When your ready to go live, then you hit the publish button.

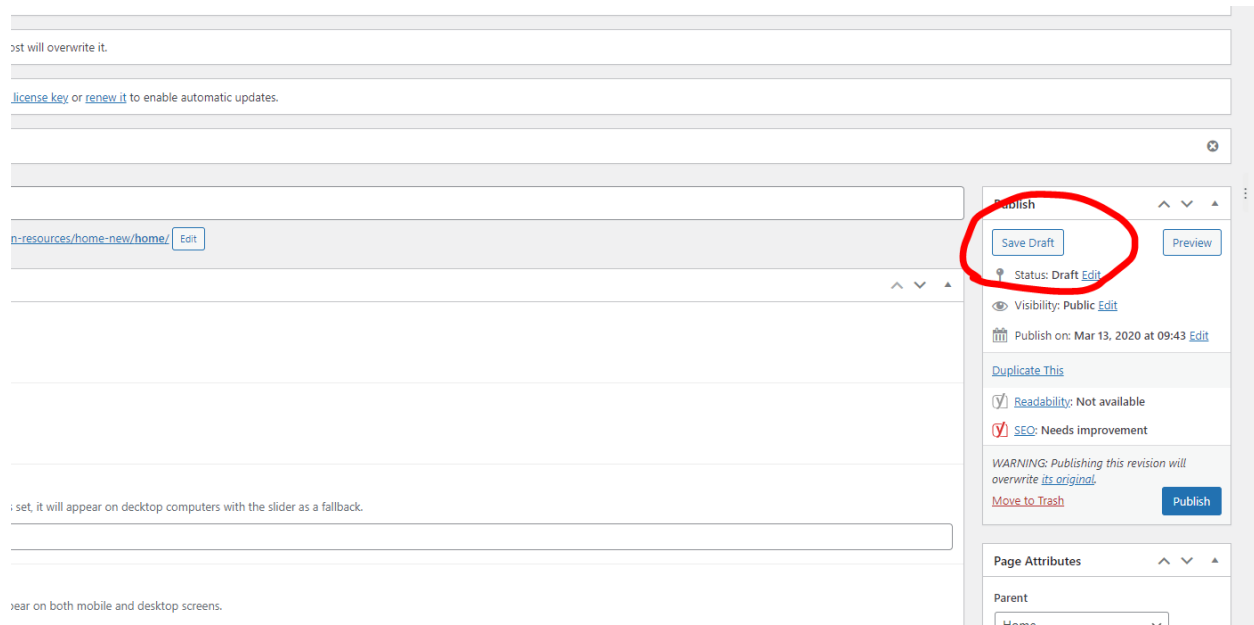
To use this tool. Click on the "Revisionize" button at the top in the black horizontal administrative bar:



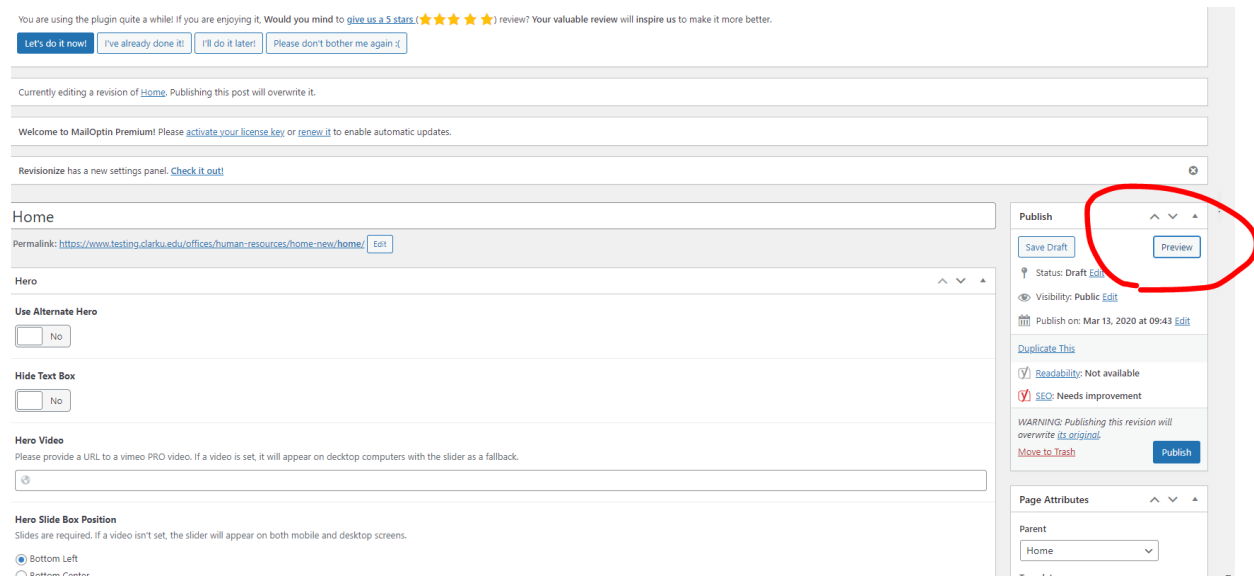
Notice that the system will rename your page or duplicates your page name:



Go ahead and make your changes. Add new components, etc. When your done and your ready to review, click on the “Save Draft” button on the far-right corner of the page:



Then you can hit “Preview” to see your changes.



This will open in a new window for you to be able to not only QA but send the URL to a team member to review.

testing.clarku.edu/offices/human-resources/?page_id=1281&preview=true

CLARK UNIVERSITY

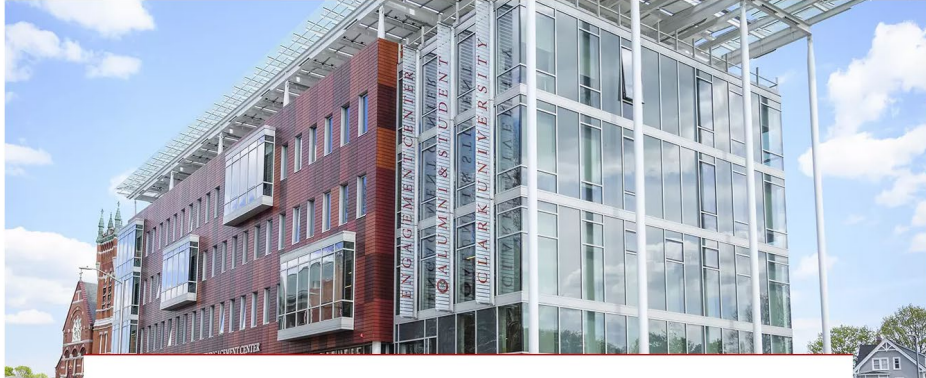
OFFICE OF Human Resources

Search Clark University website

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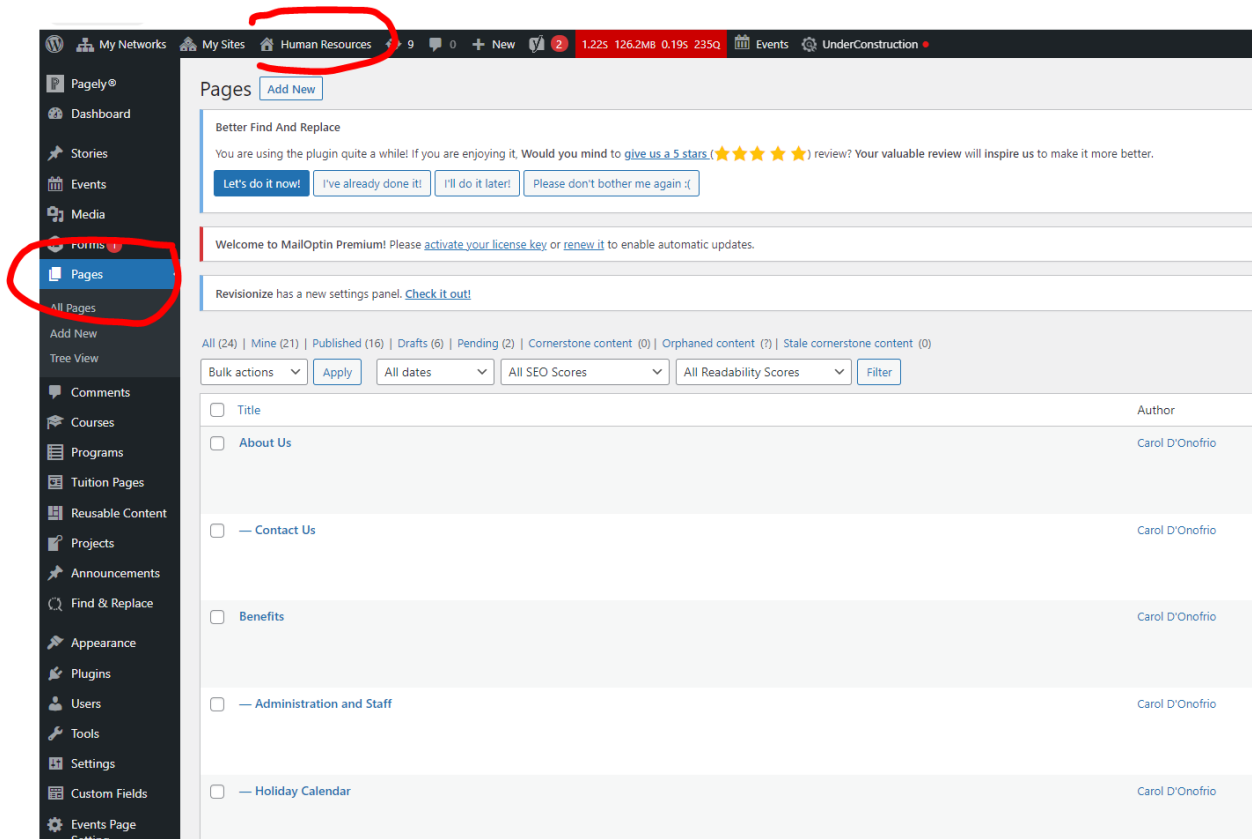
Home

HOME > HOME > HOME

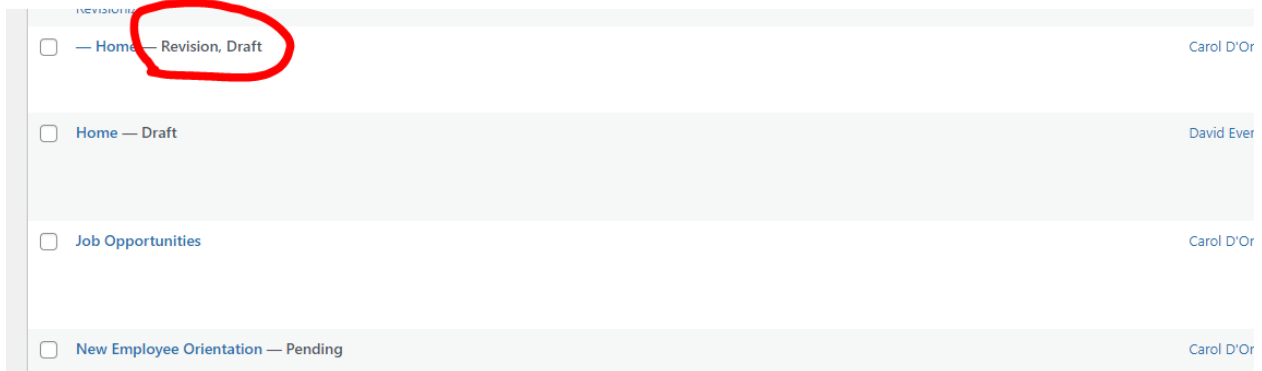


You can log off the system and go in another day to continue editing if needed.

Just go to the dashboard and view your pages:



You'll see the page listed with the words "Revision, draft" next to it:



When you hover over the page you'll see the "edit" button will appear. Just click on edit and you can continue to work on that page:

Home — Revision, Draft
Edit | Quick Edit | Trash | Preview | Duplicate This

Home — Draft

Job Opportunities

When your finished, click on the “Publish” button on the far top right corner of the page:

The screenshot shows the WordPress page editor interface. At the top, there are several notification banners. The main content area is titled "Home" and includes a permalink field. Below this are several sections for editing: "Use Alternate Hero" with a "No" button, "Hide Text Box" with a "No" button, "Hero Video" with a text input field, and "Hero Slide Box Position" with radio buttons for "Bottom Left" (selected) and "Bottom Center". On the right side, the "Publish" panel is visible, showing the status as "Draft", visibility as "Public", and a "Publish" button circled in red. Other buttons in the panel include "Save Draft", "Preview", "Duplicate This", and "Move to Trash".

After you hit “publish” you’ll overwrite the existing page and you’ll notice the URL will change back to the original url:

Home

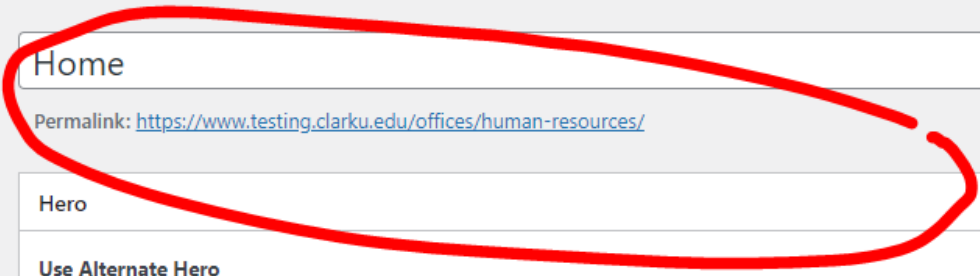
Permalink: <https://www.testing.clarku.edu/offices/human-resources/>

Hero

Use Alternate Hero

No

Hide Text Box



Any questions or concerns, please don't hesitate to reach out to us for help.