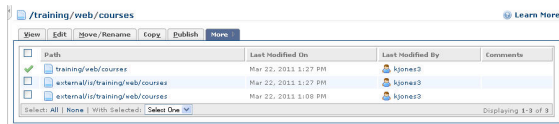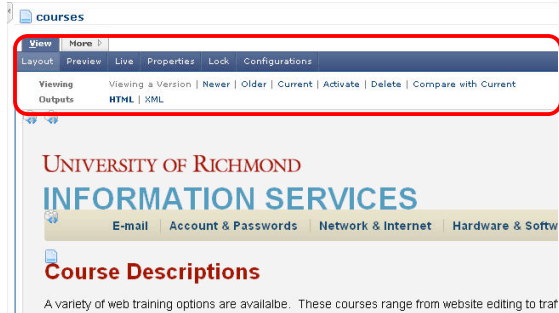# Tech-Tips

Working with Versions

Each time you click the Submit button, Cascade creates a new version of your page. Versions are useful in instances where you must roll back to a previous version. They can also be used to quickly change the verbiage of a page.
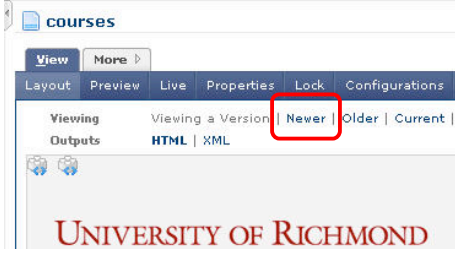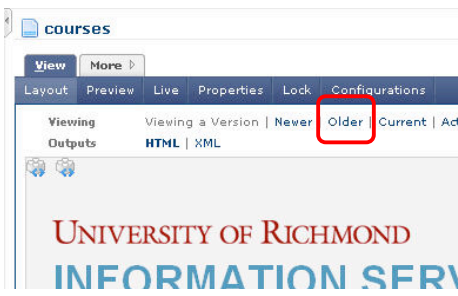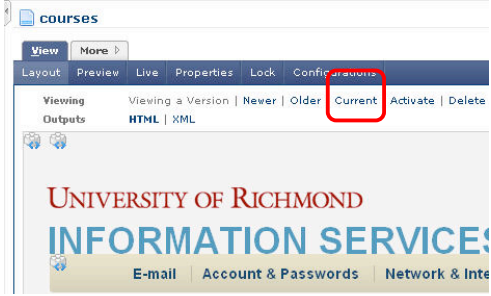
For example, if your page should read one way in the spring and another way in the fall, use versions to quickly switch between the two versions of the page.
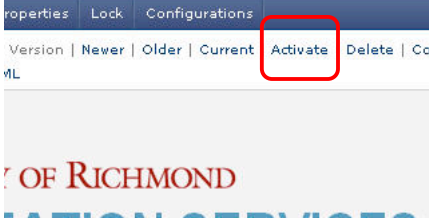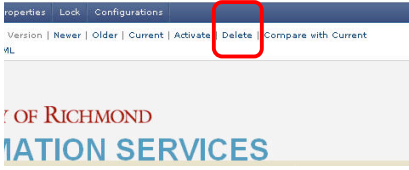
Viewing Versions
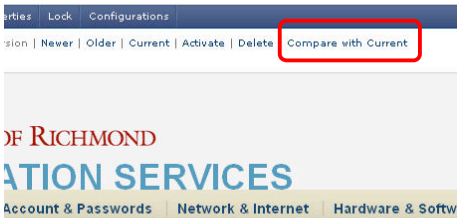
Step	Action	Result
1	To view previous versions of any page, you must first select that page.	A preview of the page will appear in the right pane.
2	Click the **More** tab and select **Versions**.	A list of versions will be displayed in descending order by date. You will also see columns indicating the last modified date/time, last modified by and any comments added to the version.
3	Select a version from the list by clicking the hyperlink (reads as the absolute path in Cascade). **Quick Tip:** You can add comments to any version by clicking the Advanced Options link at the bottom of your page (while in edit mode) and entering text in the Version comments text area.	The version will display in the right pane.

Cascade Server

Tech-Tips

Options for viewing versions
You will see a set of options available at the top of your preview pane. These options enable you to view additional versions, delete, activate or even compare versions.

Step	Action	Result
1	Clicking the **Newer** option will allow you to move one version up on the list that we saw in step 2 above.	The version will display in the right pane.
2	Clicking the **Older** option will allow you to move one version down on the list that we saw in step 2 above.	The version will display in the right pane.
3	Clicking the **Current** option will allow you to view the last saved version of the page. This is the version you see when you first select the page in Cascade and may even be the page visible on the live website.	The version will display in the right pane.

Cascade Server

4	Clicking the **Activate** option will make the version you are currently viewing the active (or current version). It will move to the top of the list. *Note*: *A newly activated page is not live and must be published to display on the live website.*	
5	Clicking the **Delete** option will remove the version you are currently viewing from the versions list. *Note*: *Remember, a new version is created each time the Submit button is clicked. Deleting versions may be helpful when trying to eliminate noise from your versions list.*	
6	Clicking the **Compare with Current** option allows you to compare the selected version with the current version.	Markings similar to those of track changes in Microsoft Word will display on the page.

Cascade Server