

File Creation & Management – Activity, History, Versions

Recent Activity

Under the **Wiki** tab, the **Recent Activity** panel on the right side of the workspace shows a list of pages and files that have been edited, along with the user who edited them.

For an expanded view, press the **More activity** link to open the **Recent Changes** page.



Recent Changes

You can filter the activity by **New pages**, **New files**, etc.

Press the **show changes** link for a detailed view of recent revisions of existing pages.

| DDAY | Filter a sticity |
|---|--|
| SideBar was edited by <u>Jennifer Estrada</u> 12:29am - show changes | All activity New pages |
| STERDAY | New files New comments |
| SideBar was edited by <u>Jennifer Estrada</u> 11:05pm - show changes | <u>Page edits</u> <u>Page deletes</u> |
| SideBar was edited by <u>Jennifer Estrada</u> 11:04pm - show changes | Subscribe |
| CEMPED 15 | |

Recent changes appear in green, underlined text. Press the **Back to revisions list** link to see a complete list of revisions.

| comparing versions of <u>SideBar</u> rowing changes between <u>December 18, 2011 at 11:05:58 pm</u> (crossed out) and <u>December 19, 2011 at</u> |
|---|
| (<u>:29:23 am</u> (underlined) |
| External Links <u>The Owl</u> <u>Internal Links</u> <u>Notes and Outline</u> <u>Sources Cited</u> |
| ack to revisions list |

Note: The revisions list can also be accessed by clicking the **Page history** link on an active page.

| VIEW EDIT | | |
|--|--------------|--|
| 🕸 SideBar | | |
| last edited by 👌 Jennifer Estrada 55 minutes ago | Page history | |
| External Links | | |
| The Owl | | |

Comparing Versions

To compare different versions of a wiki page:

- 1. Click on the Page **history button** as shown above.
- 2. Select the radio buttons next to the versions you would like to compare. Note there are two columns. Whichever version you select for the left hand column will appear as the current version.
- 3. Press the **Compare** button.

| Last | edited | d by 👌 Jennifer Estrada 0 minutes ago | |
|------|--------|--|-----------------------|
| Re | visi | ons (22) | |
| Show | wing t | he 20 most recent revisions. Show all 22 revisions. | |
| Co | mpare | | |
| ۲ | 0 | Added a link to The Owl website. | × (Curren revision |
| 0 | • | No description entered December 19, 2011 at 2:38:01 am by Jennifer Estrada | × |
| | 0 | Reverted to October 31 version. December 19, 2011 at 2:29:51 am by Jennifer Estrada | × |
| 0 | | | ~ |

Note that two revisions in this list have descriptions.

Hint: Descriptions can be entered when you edit a page. To add a description, make note of your revisions in the **Describe your changes** field at the bottom of the page editor.

| 1/2000 <u>(hide th</u> |
|------------------------|
| |

This view shows the revisions between the two versions. Deleted text is red and crossed out, added text is green and underlined, and text that has not changed is black.

| Co | omparing versions of <u>SideBar</u> |
|------|--|
| Sho | wing changes between October 31, 2011 at 4:28:37 pm (crossed out) and December 19, 2011 at |
| 12:2 | 29:23 am (underlined) |
| | |
| | External links: |
| | CE3Links |
| | The Owl |
| | Page links: |
| | Project ManagementInternal Links |
| | Notes and Outline |

To view a revision as a wiki page, press the date and time link for the version you would like to view.

Here, you have the option to open the current version, revert to the selected version, or return to the page history list of revisions.

| VIEW EDIT | | | | | |
|--|---|--|--|--|--|
| 🕸 SideBar | | | | | |
| This version was saved 1 month, 2 weeks ago <u>View current version</u> Revert to this version Page histor | Saved by <u>B Jennifer Estrada</u> on October 31, 2011 at 4:28:37 pm | | | | |
| External links: | | | | | |
| The Owl | | | | | |
| Project Management Notes and Outline | | | | | |

Note: Page history is never deleted, so you can revert to a different version of a page at any time.