

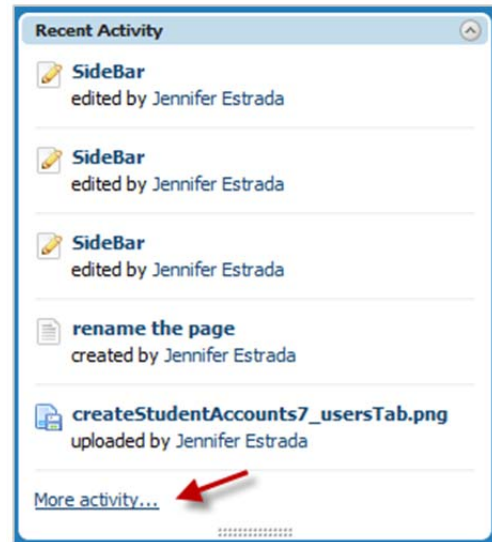


File Creation & Management – Activity, History, Versions

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.

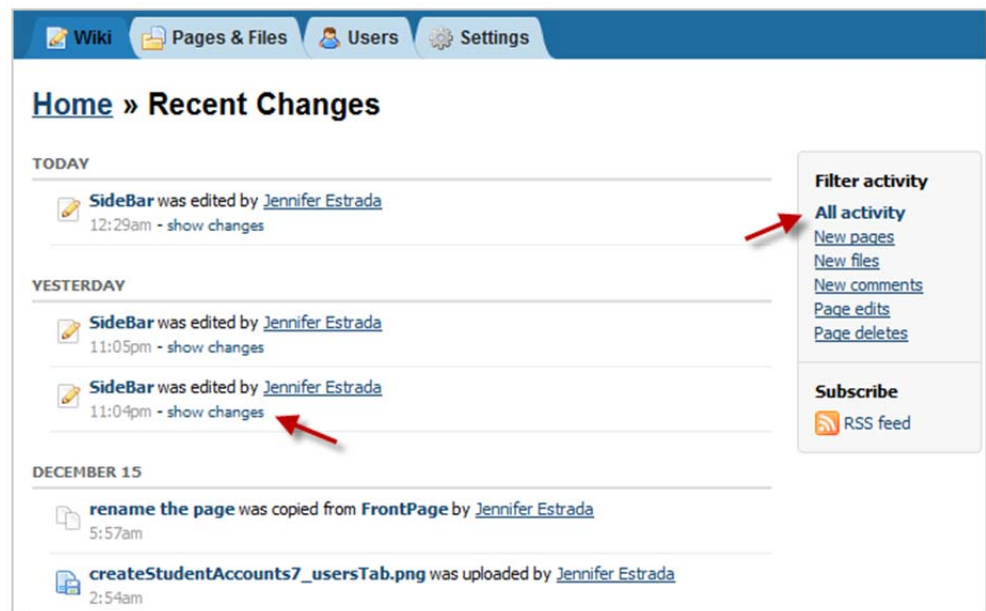
For an expanded view, press the **More activity** link to open the **Recent Changes** page.



Recent Changes

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

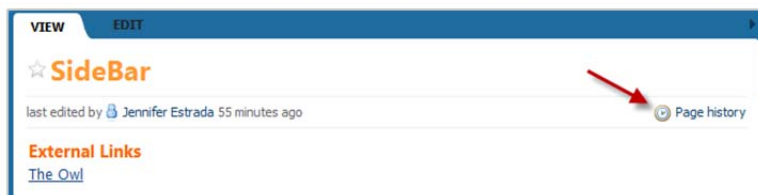
Press the **show changes** link for a detailed view of recent revisions of existing pages.



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



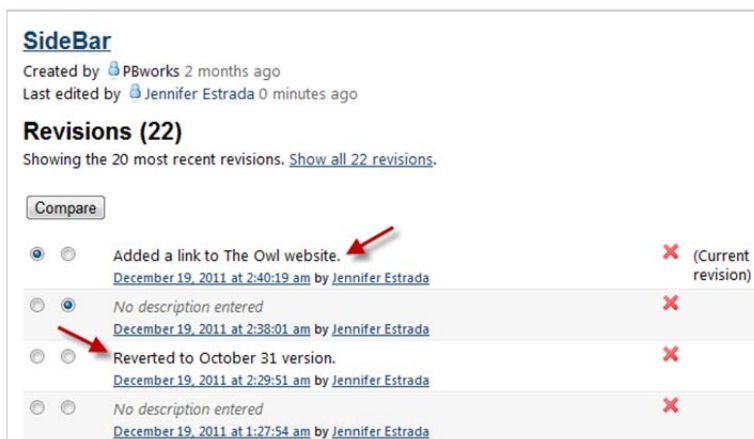
Note: The revisions list can also be accessed by clicking the **Page history** link on an active page.



Comparing Versions

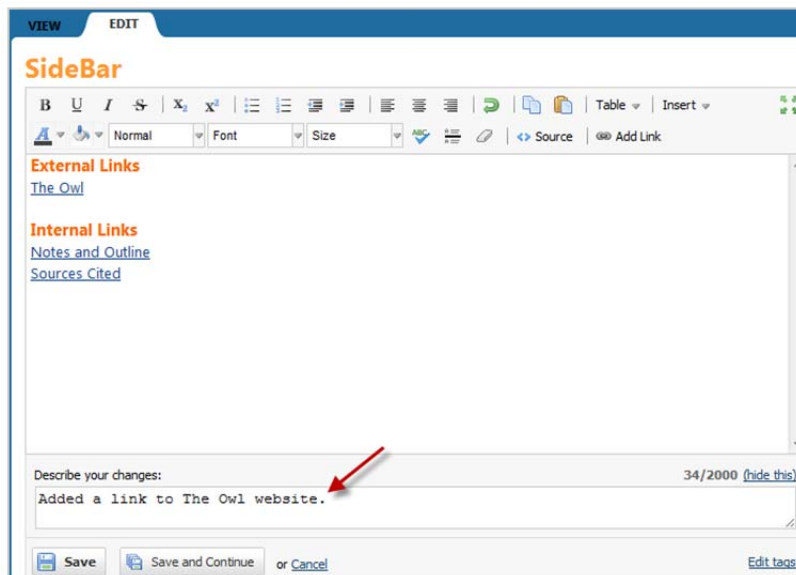
To compare different versions of a wiki page:

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.



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.

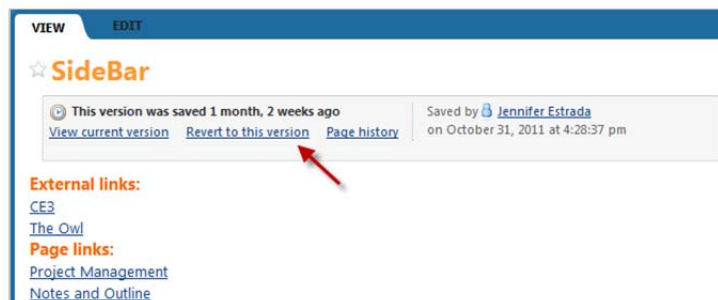


This view shows the revisions between the two versions. Deleted text is red and crossed out, added text is green and underlined, and text that has not changed is black.



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.



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