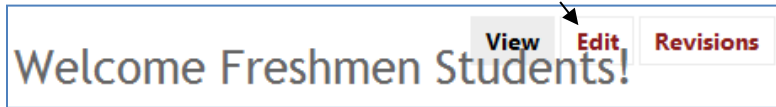



SACL Drupal Website Handout

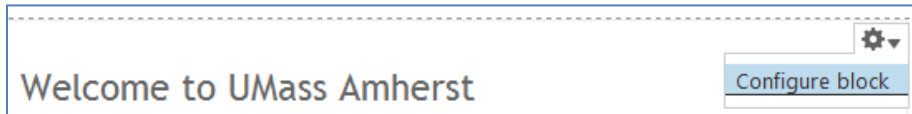
Edit Page Content and Revert to Previous Page Versions

Edit Page Content

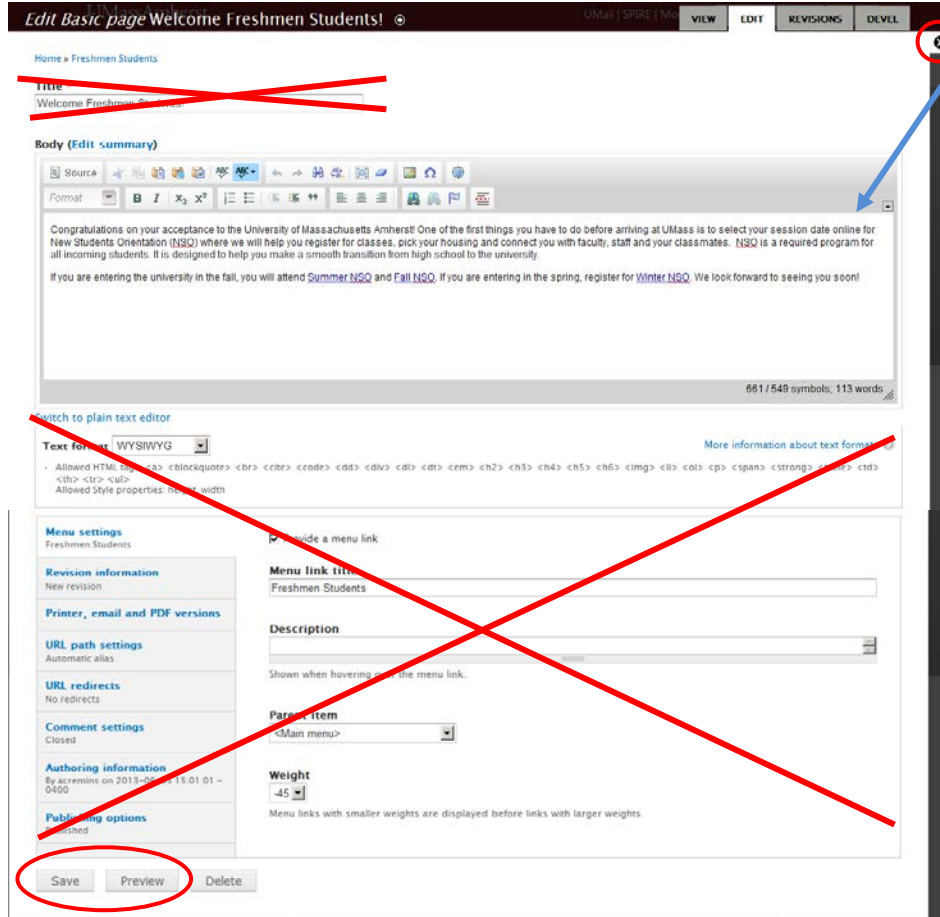
1. In the main text area of the page, click the **Edit** tab in the top right corner



NOTE: on the **NSO Home Page**, you will **hover** in the top right corner of the main text area, click the  button and select **Configure block**



2. This will bring you to the basic Edit page
It is **VERY IMPORTANT** that you **DO NOT CHANGE** the page **TITLE** or any of the info in the central **section X's out below**, as it can cause significant problems with your pages and navigation.
3. To make changes to the text area, simply use the standard formatting tools in the **Body** area.



4. Use the **Preview** button to view changes and the **Save** button to save them.

NOTE: DO NOT DELETE ANY PAGES

NOTE: When you Save, your page goes LIVE, so please review your changes.

5. To **CLOSE** the edit page **without making changes**, click the  in the top right corner of the page.

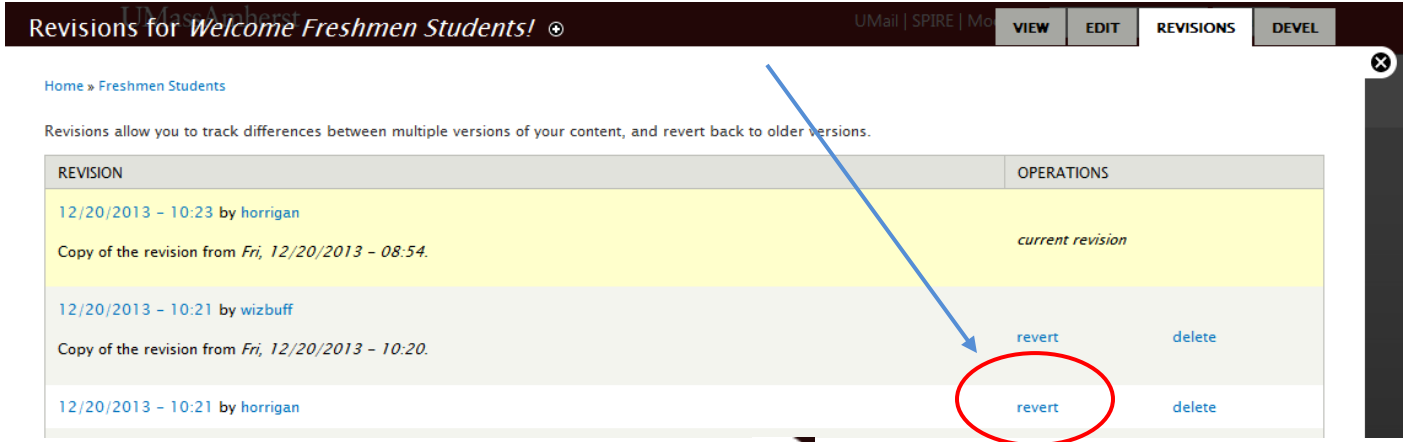
Revert to a Previous Version of a Page


1. In the main text area of the page, click the **Revisions** tab in the top right corner



Congratulations on your acceptance to the University of Massachusetts An

2. Find the version of the page you wish to revert to and click **revert**



Revisions for *Welcome Freshmen Students!* 

UMail | SPIRE | Mo **VIEW** **EDIT** **REVISIONS** **DEVEL**

Home » Freshmen Students

Revisions allow you to track differences between multiple versions of your content, and revert back to older versions.

REVISION	OPERATIONS
12/20/2013 - 10:23 by horrigan Copy of the revision from <i>Fri, 12/20/2013 - 08:54.</i>	current revision
12/20/2013 - 10:21 by wizbuff Copy of the revision from <i>Fri, 12/20/2013 - 10:20.</i>	revert delete
12/20/2013 - 10:21 by horrigan	revert delete

3. Close the Revisions window **to view page again** by clicking the  in the top right corner.