Undoing mistakes

We all make mistakes and when you are learning something new this is to be expected. The following exercise will step through the process of undoing mistakes in the editing website.

Upon completion of these steps you will have performed the following:
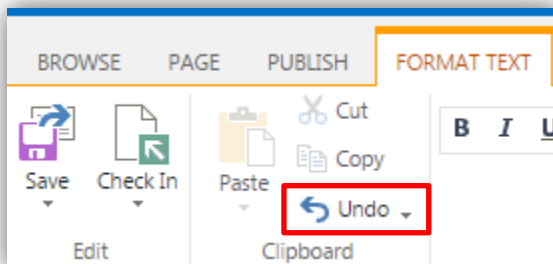
- Undone mistakes

In order to use these instructions you will need:

- Windows PC
- Google Chrome or Internet Explorer 8 (or above)
- Editor access for the channel headers that you are responsible for

If you have any problems following these instructions please contact webhelp@phsa.ca for further guidance.

Undoing mistakes you see immediately

If you realize you have made a mistake you can use the undo option on the ribbon (or Ctrl + Z) to immediately undo actions that you have taken on the page.


NOTE: Content management systems, including SharePoint 2013, do not always undo mistakes very well when these mistakes are not simply text related. If you need to undo a mistake for an item such as a tab, accordion, step, image, video etc., it may be best to follow the instructions to formally delete the problem item and start again.

Undoing mistakes after a Save

While your page is checked out to you, no one can see the changes you have made. If you have saved the page and want to undo the changes you made, you can still do this.

1. Select the PAGE tab on the ribbon and click the arrow under Check In.
2. Select Discard Check Out.
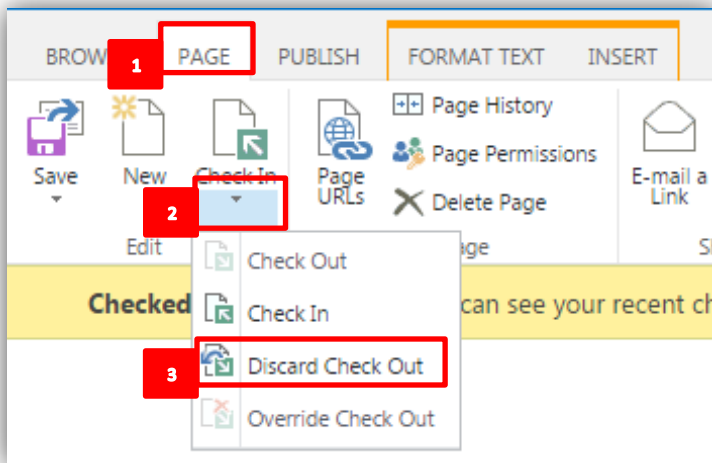
3. Doing this will revert the page to the previous Check In version.

NOTE: Be sure you want to lose *all* the editing changes you have made since the last Check Out before you select this option.

You can confirm what the page will look like if you discard the Check Out by viewing the previous Check In version in Page History.

Undoing mistakes after a Check In

There is still time to get your changes removed. Even though you have checked in your page it has not yet been published.

1. The first thing to do is to Check Out the page. You can do this by putting the page in edit mode or by selecting the arrow under Check In on the PAGE tab and clicking Check Out.
2. To see the history of your page, click Page History.
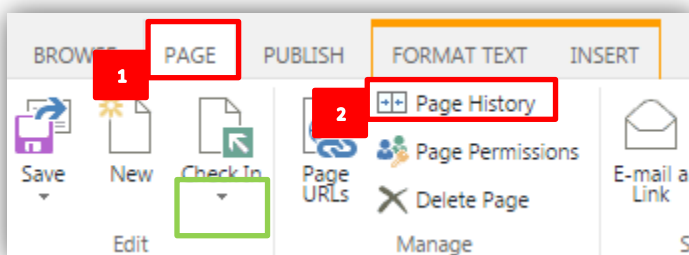


3. Select the Version History view.

Karen-Giroux-Feb-16-pm ‣ Page History ⓘ

Edit Item | ✗ Delete Item | Manage Permissions | Check In | Version History | Workflows | Alert Me

4. The Version History view will show you all the versions that have been checked in and published, with the most recent version displayed first.
5. SharePoint assigns a number to all Check Ins and Publishes.
   - Check In versions are considered Minor versions and are assigned a number to the right of the decimal point
   - Published versions are considered Major versions and are assigned a number to the left of the decimal point
6. You can view the page in previous versions by clicking on the date and time link

Delete All Versions | Delete Minor Versions

No. ↓	Modified
4.2	3/3/2015 11:29 AM

7. When you find the version you want to restore to, click on the arrow next to the date and select restore. You will be asked to confirm that this is the action you want to take.
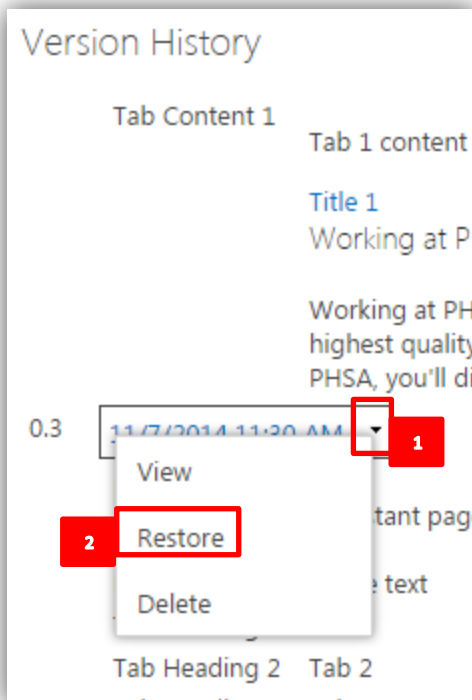
Note: Discarding a Check In or reverting to a previous version will **undo all the changes** made to a page since the version selected.

Undoing mistakes after a Publish

If your page has been published and you find mistakes that need to be corrected you can unpublish the page.

1. Select the PUBLISH tab on the ribbon and click Unpublish.
2. Your page will no longer be visible on the live website. You can make adjustments to the page, check it in and publish it again.
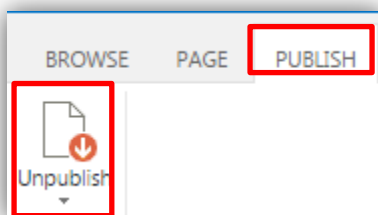
NOTE: Authors do not have the editing rights to unpublish pages. Please request an editor for your section to unpublish the page if you are an Author.