Comparing Versions

You can compare different versions of the documentation and display all changes in a specific version. Besides it is possible to compare versions on page level.

Before you begin: Before comparing two versions, at least two versions must be in the space and you must log in with Author permissions.

Comparing versions of a whole space

To compare two versions:

1. Open the space with the versions you want to compare.
2. In the Working Version drop-down, select the version you want to compare.
3. Click Tools > Compare Versions.
   The Compare Versions screen is displayed.

To compare the working version with a different version, change the version in the drop-down.

4. You can customize the viewed details:
   - Expand All – All pages in the space are displayed.
   - Collapse All – Only the home page of the space is displayed.
   - Hide Added – All pages added in the working version are hidden.
   - Hide Removed – All pages removed in the working version are hidden.
   - Hide Unchanged – All pages with no changes in the working version are hidden.
     Be careful: Hide Added, Hide Remove, and Hide Unchanged can be activated all at once. You have to click the button again to deactivate the option.
   - Tree – The pages are displayed in a hierarchical tree view.
   - List – The pages are displayed in a list.
     In the List view, Expand All and Collapse All are grayed out (inactive).
5. The change detail is displayed for each page. There are five different change details:
   • No change – The specific page has not been changed in the other version.
   • Page removed – The specific page has been removed from the other version.
   • Page added – The specific page has been added to the other version.
   • Page does not exist in both versions
   • Page modified – The specific page has been modified in the other version.
6. If the page is modified, click **show differences** to display the changes.
   The **Comparing Page Versions** screen is displayed.

   ![Comparing Page Versions](image)

   Changes in the page content are marked in different colors:
   • **Green:** The marked text was added in the working version.
   • **Red:** The marked text was removed in the working version.
   • **Blue:** The formatting of the marked text was changed in the working version.
   Changes in the page title and page key are marked at the top of the page.

7. You can change the page versions in the version drop downs in the top left corner of the screen.
8. Click **Close** to close the screen.

**Comparing Versions of a single page**

Besides comparing whole spaces it is also possible to compare versions of a single page, to see what has changed on page level from version to version.

To compare versions of a single page:

1. Open the page you want to compare.
2. Expand the **page info panel**.
3. Select the working version you want to compare.
4. Click **Compare** in the version you want to compare with the current working version.
   The **Comparing Page Versions** screen is displayed and you can see the differences in the two selected versions.

   ![Comparing Page Versions](image)

   Changes in the page content are marked in different colors:
   • **Green:** The marked text was added in the working version.
   • **Red:** The marked text was removed in the working version.
• **Blue**: The formatting of the marked text was changed in the working version. Changes in the page title and page key are marked at the top of the page.
5. You can change the page versions in the version drop downs in the top left corner of the screen.
6. Click **Close** to close the screen.