Page Preview

Is this feature disabled?

[Contact To Enable] *This feature needs to be switched on for your site by Commerce Vision. Your site also needs to be on 4.06+.*
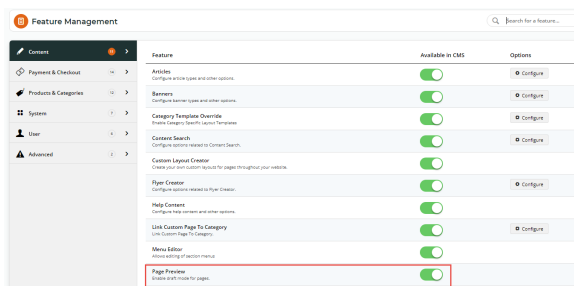
Overview

Ever wanted to edit one of your website pages and see what your changes look like BEFORE you hit publish? Page Preview lets you can changes in draft mode first. It can be enabled for the Stage site, Live site, or both.
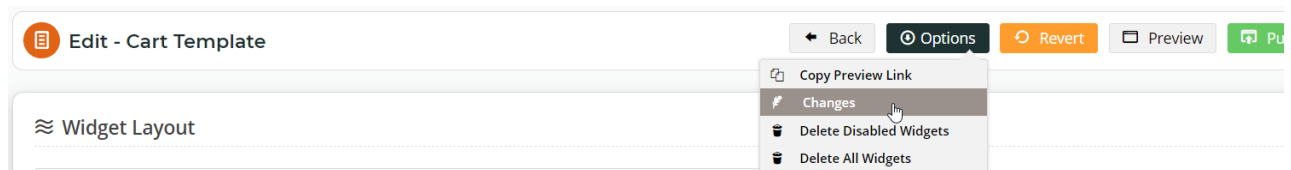
Enable Page Preview

To enable Page Preview on a site, go to **Settings Feature Management Content**, then toggle ON **Page Preview**.

Draft mode

Once you enable Page Preview, here's what you'll notice:

When you make a change to a page (adding or editing a widget, for example), it's instantly put into draft mode and you'll see some new options at the top right.
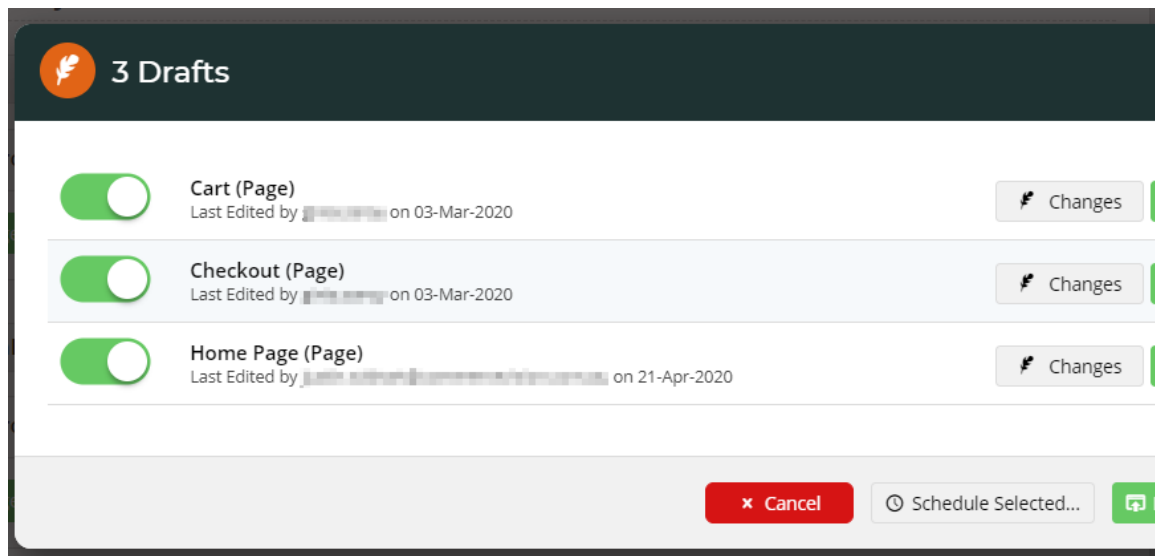

- **Options**
  - **Copy Preview Link** - copies the page preview link to your clipboard so you can send it to a colleague
  - **Changes** - brings up a detailed list of all the changes that have been made to that page
  - **Delete Disabled Widgets** - bulk removes all widgets from the page which are currently in a disabled state
  - **Delete All Widgets -** bulk removes ALL widgets from the page
- **Revert** - undoes the changes you made to the page since the last publish

- **Preview** - opens the site in a new tab so you can see your changes. You may need to login or navigate to the relevant page.

- **Publish** - pushes your changes live!

Draft counter

In the CMS header, you'll also see a Draft counter (with the little quill icon). It also shows how many pages are currently in draft mode

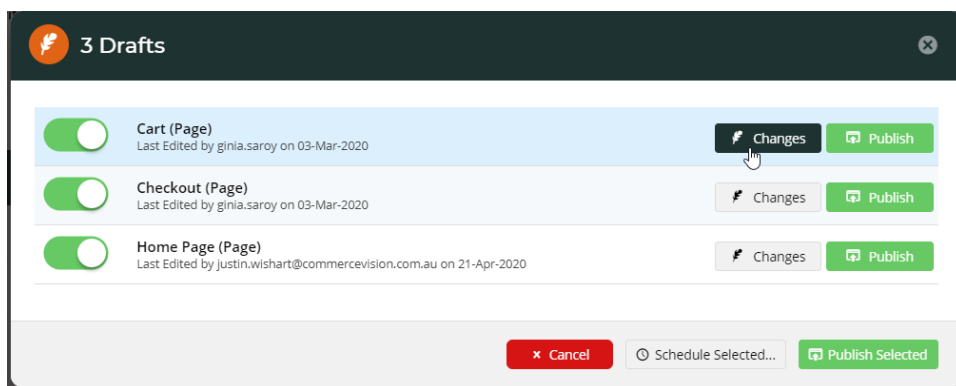*Click it to view a list of every page with unpublished changes.*

You can publish a single page, toggle ON several and 'Publish Selected' (or schedule for later), or to go to Edit mode for a page, click on its page name.
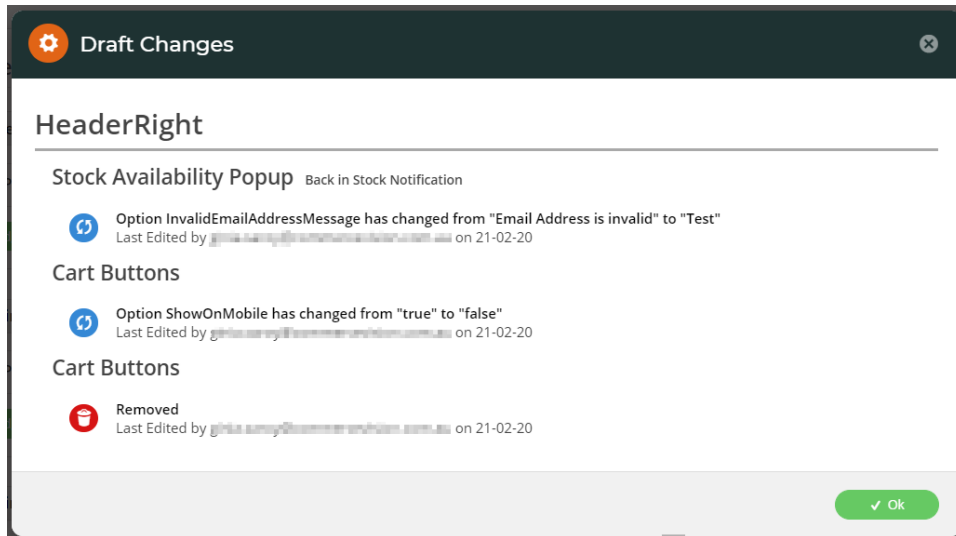
Check your changes

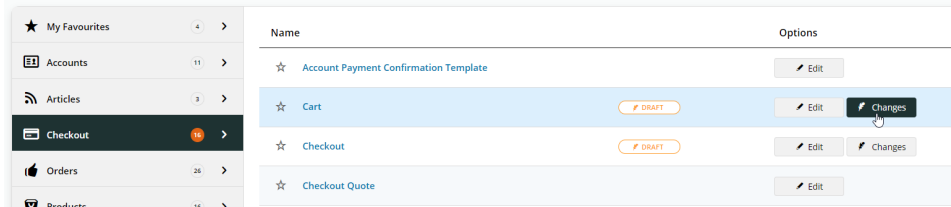*Access the list of changes for each draft page in these ways:*

1. **Draft counter** *Click the Draft counter in the CMS header. In the popup, click* **Changes** *next to the draft page.*
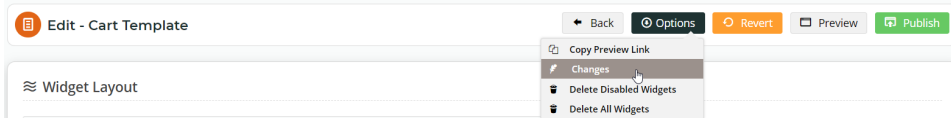

For each unpublished change, you can view the name and description of the changed widget, the zone it is in, the change made, and the user and date.

2. **Pages & Templates** When viewing the template list (**Content Pages & Templates**) pages in Draft mode have an indicator and the **Changes** button to access the Draft Changes popup.

3. **Edit page/template page** Hover on **Options** , then select **C hanges** in the dropdown menu.

Schedule Drafts for publishing

A page is actually a page of widgets. Suppose you have one or more widgets in draft mode on a page. They have been edited and preparation is finished. But the time isn't yet right yet to send them live. You can schedule publishing to a later date/time.

Example: Say you're running a seasonal promotion on camping gear, starting next week. You plan to promote it with an eye-catching banner on the home page, and want your images loaded and ready. On the Home Page template, you update your Banner Slider widget but leave it in Draft mode. Then you schedule the widget changes to go live early Monday morning.
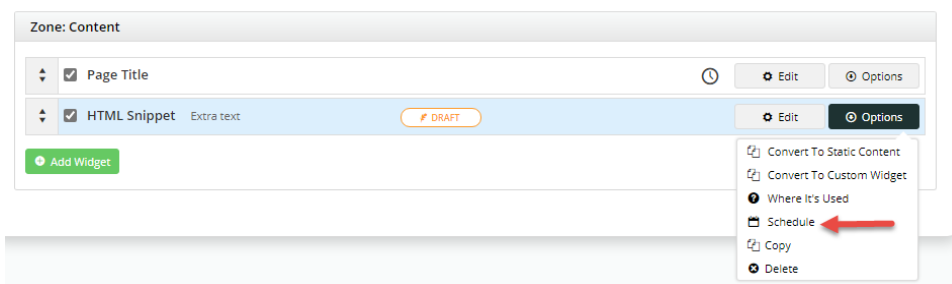
For a page/template, you can schedule a publishing date/time for a single draft widget or all draft widgets.

Schedule to publish a single widget

To schedule the publishing of one widget:

1. Go to the template with the widget, make changes to the widget, and save.
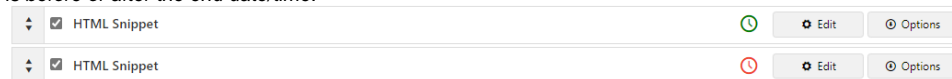
2. *Hover over **Options**, then select **Schedule**.*

3. *In the Schedule popup, define the period changes are effective from and end (if applicable). Enter the start publish date /time, or end date/time, or both.*

4. *Click **Confirm**.*

5. *The widget's Schedule icon is either green ('active') or red ('inactive'). **Active** - changes are active on website as current date/time is in the period defined. **Inactive** - changes are not live on website as current date/time is outside defined period. **NOTE -** If no end date/time is set, published status depends on whether the current date/time is before or after the start date/time set. If no start date/time is set, published status depends on whether the current date/time is before or after the end date/time.*
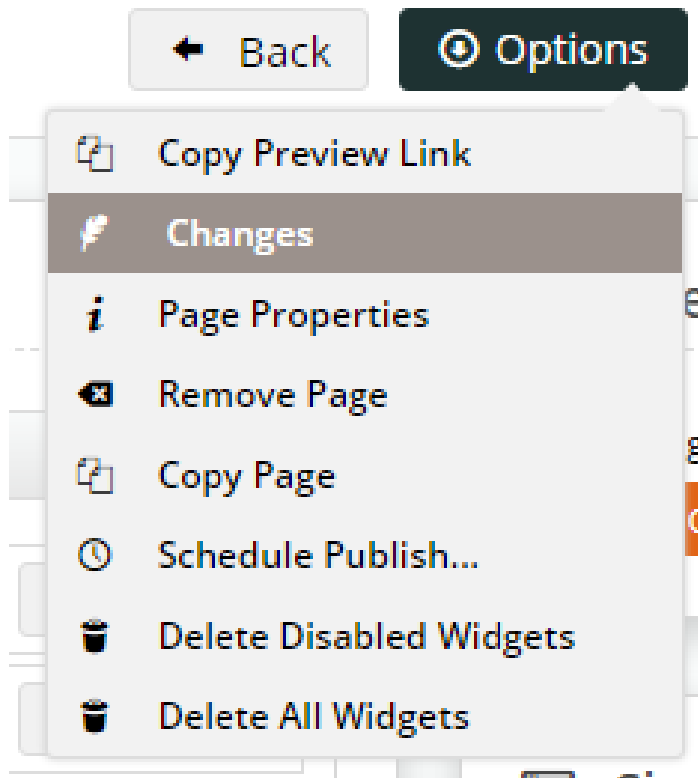

Schedule to publish all draft widgets on a page

You can also schedule all draft widgets on the page to publish in one go. **NOTE -** If this is a new page on your website and you schedule all widgets to publish at a later date/time, the page will be live but display no content until then.
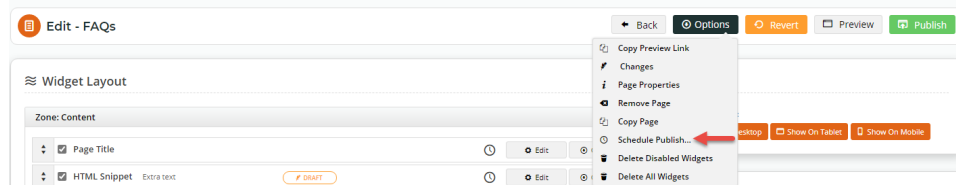
To schedule the publishing of all draft widgets on a page:

1. *In the template, make changes to all widgets as needed and save the changes.*
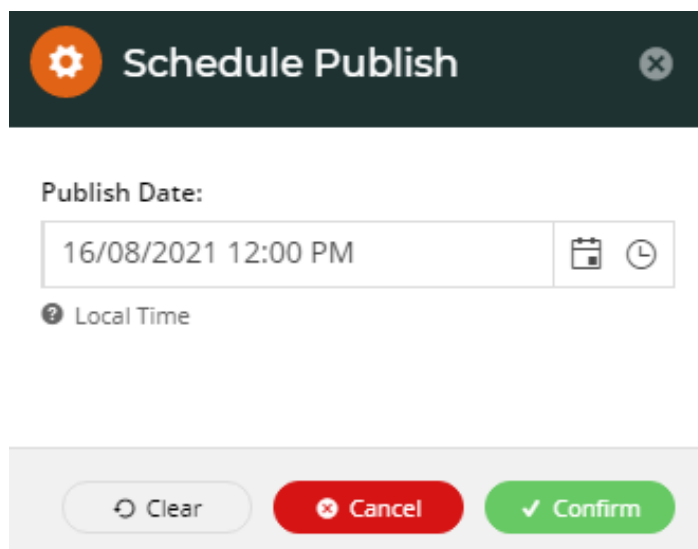
2. *To see a summary of changes for this page, scroll to the top of the page, hover over **Options** and select **Changes**.*

3. *To schedule publishing of all widgets, on the top of the page, hover over **Options**, then select **Schedule Publishing....***

4. *In the Schedule Publish popup, enter the date and time using the calendar and clock icons.*

5. *To save the schedule, click **Confirm**.*

6. *Notice the Schedule icon on the top right corner of the page.*

That's it! The changes made to the widgets will now go live on the date and time set. No further action needed.

Cancel a scheduled publish

To cancel a scheduled publish,

1. Hover over **Options** and select **Schedule**.

2. In the **Schedule** popup, click **Clear**.

3. ,Click **Confirm**.

Additional Information

View changes in draft mode before sending them live. A draft counter displays how many changes are in draft mode at any one time.

Minimum Version Requirements	4.08.03
Prerequisites	--
Self Configurable	Yes
Business Function	Content
BPD Only?	Yes
B2B/B2C/Both	Both
Third Party Costs	n/a

Related help

- Layout Creator
- 301 Page Redirects
- What is the Theme Layout?
- Edit Field Prompts
- Detailed view of changes in Draft mode
- Animation Support
- WYSIWYG Content Editor
- Code Editor
- Product Reviews
- Edit Text Prompts
- Product Token Data Tester
- Customising System Messages and Prompts
- Reviewing Changes to a Template Before Saving (2014 R1)
- Content Management - Template properties
- Manage Product Reviews