Content versioning means automatically creating numbered versions of pages. Although content versioning works only for pages under workflow, you can use it without utilizing any <u>workflow</u> functionality. In other words, it is possible to have a new page version created every time a page is modified and saved.

Enabling content versioning for pages

To enable content versioning for pages:

- 1. In the **Pages** application, select a page in the content tree.
- 2. On the selected page, click **Apply workflow**.
- 3. Select the built-in **Versioning without workflow** workflow.
- 4. Click Save & Close.

The changes you make to the page are now versioned.



Tip: For information about version numbering, comparing page versions, and rolling back versions, see Configuring and using page versioning.

From the end-user point of view, editing pages that use versioning without workflow is identical to editing pages with no workflow. You can only use the standard *Save* button. The *Submit for approval, Approve* and *Reject* buttons are not displayed when editing pages.

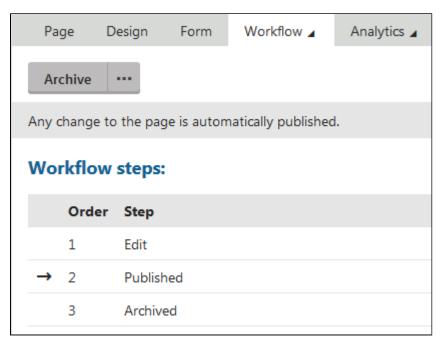
Configuring automatic publishing for workflows

To set automatic publishing for existing workflows:

- 1. Open the Workflows application.
- 2. Edit () a basic workflow.
- 3. On the General tab, select Automatically publish changes.
- 4. Click Save.

The workflow type changes from *Basic publishing* to *Basic versioning*.

On the **Properties -> Workflow** tab of pages, you can recognize versioned pages by the following sentence: *Any change to the page is automatically published.*



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The page remains in the Published step until it is archived.

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