UBE Umbraco: Preview and Save a page

After you have made changes to a page, there are several options.

At the bottom of the Main Panel, there is a green "Save and publish" button and clicking a chevron next to it reveals a menu with "Save" and "Unpublish" buttons. There might also be a "Preview" button next to the "Save and publish" button.

Save and publish

Click "Save and publish" to save changes you have made to the page. The changes will also be published to the operational page on your website.

Save

Click the chevron next to "Save and publish" to display the "Save" button. Click it to save your changes and not publish the changes to the operational page on the website. You might use this button if you are returning later to complete your changes and don't want them displayed on the operational page meanwhile.

Unpublish

Click the chevron next to the "Save and publish" button to display the "Unpublish" button. Clicking it will prevent the page from being available on the Internet – and that includes your website. Please note that any changes made prior to clicking "Unpublish" will not be saved. Please note that, if the page is already unpublished, the "Unpublish" button is not available.

Preview

The "Preview" button is displayed next to the "Save and publish" button, if any information has been added to the page. Clicking it opens a Preview of the page in a new window in your browser. It also allows you to display the page as if it was on different screen sizes (tablets, smartphones etc) by click an icon on the left of the Preview page.   Close the window containing the Preview page when you have finished with it; using "Preview" more than once will open another page and having more than one open might lead to confusion. **Please note, clicking "Preview" does not save any changes you have made. Click "Save and publish" or "Save" to do so.**

Please note

Browsers save pages that you've visited so that, the next time you look at the same page, your computer might display the page your browser has saved rather than getting it again from the Internet, which could take longer. This is called caching. When you save and publish changes to the content of a page, the operational page on the Internet is updated but your browser might display the cached version, which will be out of date. Refreshing the page in most browsers will update the cache.