

# SharePoint (Insider): Publishing Pages


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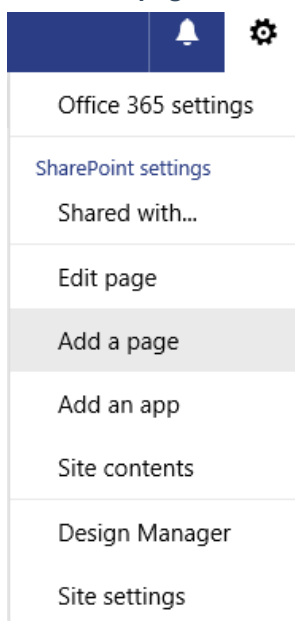
Publishing pages are simple web pages that exist within a SharePoint site that you can add text, formatting, images, and web parts to using familiar MS Word-like buttons. Publishing pages can be edited and published for view separately so that content is made “live” as the author decides. Also, publishing pages are automatically versioned so that an author can restore previously edited pages.

## Content

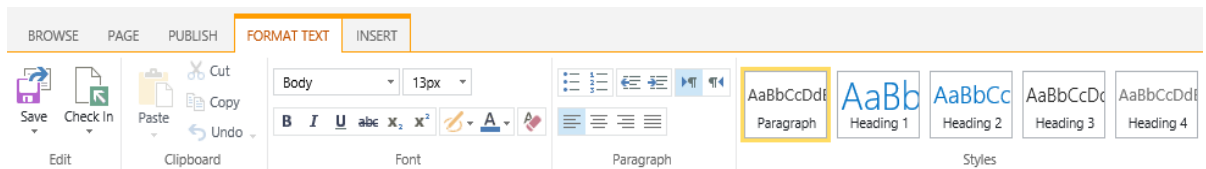
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## Creating a Publishing Page

1. Click the **Settings** icon. 
2. Click **Add a page**.




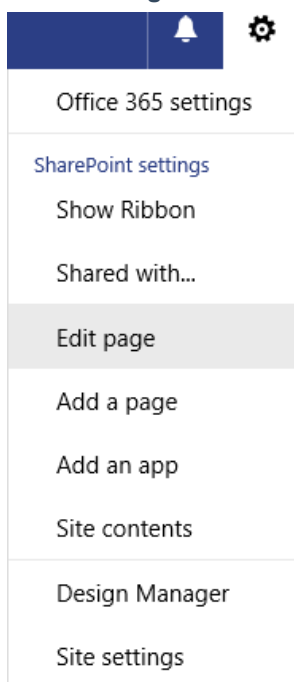
3. Type a name for the page.
4. Click **Create**.
5. Enter text in the *Page Content* section and add formatting using the text editor buttons found in the ribbon of the *FORMAT TEXT* tab.



6. Click the **Save** button found in the ribbon to save changes (only author/editors can view).
7. Click the **PUBLISH** tab and then the **Publish** button found in the ribbon to publish changes (all readers can view).

## Editing a Publishing Page

1. Click the **Settings** icon. 
2. Click **Edit Page**.



3. Make changes to your page.
4. Click the **Save** button found in the ribbon to save changes (only author/editors can view).
5. Click the **PUBLISH** tab and then the **Publish** button found in the ribbon to publish changes (all readers can view).

## View/Restore Previous Versions

1. Click **Site Contents** in the left navigation menu.
2. Click the **Pages** library.
3. Click the **ellipses** icon next to the *Name* of the page's version you would like to view/restore.
4. Click **Version History**.
5. Hover over the date of the version you wish to view/restore.

6. Click the dropdown arrow that appears.
7. Click **View** to view the version of the page.
8. Click **Restore** and **OK** to make the selected version the current version.

