Recording Change Comments

A ‘change comment’ is a short description that details the changes made to a page during an edit. Change comments are a useful way of keeping track of the history of a page.

A change comment is not the same as a comment added to a page. Refer to Commenting on a Page for information about that type of comment.

Note that once a change comment has been added and the page has been saved, it is not possible to update or remove the change comment.

On this page:

- Entering a Change Comment
- Viewing a Change Comment
- Viewing a History of Change Comments

Entering a Change Comment

You can enter change comments in the field located below the edit screen:

* Screenshot above: Entering change comments

Viewing a Change Comment

Once a comment has been added, it becomes visible in the view mode of the page, so that users are aware of the most recent changes made to a page. If a comment has been recorded, you will see a ‘show comment’ link below the page title. Click the link to view the comment.

* Screenshot above: The ‘show comment’ link

The ‘hide comment’ link allows you to hide the comment again, so that it does not distract you from the content of the page.

* Screenshot above: The ‘hide comment’ link

Viewing a History of Change Comments

The change comments for a page are recorded under the ‘Recent Changes’ section of the page’s ‘Info’ view and in the page’s ‘History’ view.

* Screenshot: History of change comments on Info view

* Screenshot: History of change comments on History view

Related Topics

- Viewing Page Information
- Page History and Page Comparison Views

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