SHERKETY BYTES ALIGN

Previewing Changes Before Saving Content

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Opening the editor and understanding the live preview

In Sherkety ERP & Website Platform, open the Content Editor from the admin area or from the website's inline edit controls, depending on your role and workflow. If you need help getting back to the editing screen itself, see Editing Multilingual Content in the Editor. If the section you are editing includes repeating cards, lists, or grouped items, use Managing Repeating Content and Structured Items alongside this guide.

When the editor opens, you work in two main areas:

- The **content form**, where you change visible fields such as **Title**, **Slug**, **Summary**, **Body**, button text, links, and image-related fields
- The **live preview pane**, shown beside the editor so you can see how the page or section will look before you save

[SCREENSHOT: Content Editor with form fields on one side and live preview on the other]

As you type into the form, the preview updates to reflect those edits. This is especially useful when you change page headings, paragraph text, call-to-action labels, images, or links. Instead of saving first and checking later, you can review the visual result while you are still editing.

It is important to separate **what you are previewing** from **what visitors currently see**. The preview shows your in-progress edits, including unsaved changes. Website visitors still see the current live version until you save and complete the publishing step used by your team. That means you can safely test wording, layout, and formatting in the preview without immediately changing the public website.

Roles matter here:

- **Content Editors** usually focus on page text, images, links, and section content
- **Administrators** may also check whether a change affects shared website areas, access rules, or other site-wide behavior before moving forward

Use the preview as your working copy: edit, compare, adjust, and only then decide whether the content is ready to save.

Editing content and checking how changes appear before saving

Use the form fields in the Content Editor to update the page exactly as visitors will read it. Common fields include **Title**, **Slug**, **Summary**, **Body**, call-to-action text, and image selections. As you change each field, watch the live preview pane to confirm the result.

1. Update the **Title** to match the page topic clearly.
2. Review the **Slug** if the page name or navigation label is changing.
3. Edit the **Summary** so it supports the title without repeating it word for word.
4. Use the **Body** field to add or revise the main page content.
5. Adjust button labels, link text, and image choices as needed.
6. Check the preview after each major change instead of waiting until the end.

The **Body** area is especially important because formatting can change how readable the page feels. In the preview, confirm that:

- headings appear in the right order
- bullet lists display cleanly
- links are visible and readable
- bold or emphasized text stands out without overuse
- embedded media sits in the right place within the content flow

[SCREENSHOT: Rich text field with matching formatted content in the live preview]

If you update images, use the preview to check more than just whether the image appears. Look at the crop, spacing around the image, and whether the image still makes sense next to the surrounding text. If the editor includes text that explains the image, make sure the wording still matches the selected visual.

Also review navigation-facing changes carefully. A revised **Title** or **Slug** can affect how the page is recognized by editors and visitors. In the preview, make sure the page still feels correctly labeled and easy to understand. If the new wording makes the page look misleading or too broad, adjust it before saving.

Reviewing validation messages before you save

Before Sherkety ERP & Website Platform accepts your changes, the editor checks whether important fields are complete and correctly formatted. If something needs attention, you will see validation feedback directly in the editing screen.

Validation messages usually appear in familiar places:

- next to the field that needs fixing
- as highlighted input borders
- as inline error text under a field
- in a message banner near the top of the editor

[SCREENSHOT: Validation messages displayed in the editor with highlighted fields]

Pay close attention to required fields such as **Title**, **Slug**, and **Body**. If one of these is empty, the editor may block saving until you complete it. These are **blocking errors**. They stop the **Save** action because the content is not ready to store.

You may also see **warnings** that do not fully stop your work. For example, a field may need review, but you can still continue checking the preview. Treat warnings as a signal to inspect the content carefully before deciding whether to save.

A simple way to read validation feedback is:

Feedback type	What it means	What to do
Inline field error	One specific field has a problem	Correct that field directly
Highlighted field	The editor wants your attention there	Open the field and review the value
Top banner message	One or more issues affect the whole form	Read the message, then scroll to each affected field

Validation and preview should be used together. If a link is formatted incorrectly, fix the link field and then check the preview to confirm the button or text link now appears correctly. If the **Body** field is missing or incomplete, add the content and verify that the page layout still reads naturally. Do not treat validation as a separate task from previewing; each correction should be confirmed visually before you save.

Saving changes without accidentally publishing unfinished content

When you click **Save** in Sherkety ERP & Website Platform, the editor stores the values currently shown in the form. Before that happens, the editor checks the content again for missing required fields or invalid entries. If everything passes, your latest edits are saved as the current working version used by your team's content process.

1. Review the live preview and make your final edits.
2. Click **Save**.
3. Wait for the editor to finish checking the form.
4. Look for the confirmation message or updated save state.
5. Continue editing if you still need more changes.

The most important point is this: **saving is not the same as publishing**. Saving lets you keep your work without making it immediately visible to public website visitors. This is what protects unfinished drafts, partial rewrites, and in-progress image changes from appearing too early.

Watch for interface signals that confirm what happened after you clicked **Save**:

- a success message or toast notification
- a disabled **Save** button while the editor is processing
- an unsaved-changes indicator disappearing after the save completes
- validation messages remaining on screen if something still needs correction

[SCREENSHOT: Save confirmation message after content is stored successfully]

If you click **Save** and nothing appears to change, look for field-level errors or a banner message at the top of the form. The editor may be waiting for you to fix one item before it can store the update.

For **Content Editors**, the main goal is to confirm that the page-level content was saved correctly. For **Administrators**, it is also worth checking whether the edited section appears in shared website areas, reused blocks, or content that may affect more than one page. If your change touches site-wide wording or shared content, save first, then review those related areas before moving on.

Checking the most important details before publishing

Before content moves beyond the saved stage, use the preview to review the details visitors notice first. This final check helps you catch small issues that are easy to miss while writing.

Start with the visible text. Read the preview from top to bottom and confirm:

- spelling is correct

- punctuation is consistent
- headings appear in a sensible order
- the **Title**, **Summary**, and **Body** use a consistent tone
- button text matches the message of the page

Then inspect every link you changed. This includes text links inside the **Body**, call-to-action buttons, and any destination fields connected to the page. Make sure the destination matches the user's expectation. A button that says "Request Demo" should not lead somewhere unrelated, and a renamed page should still be easy to identify from its **Slug** and title.

Images deserve a separate review. In the preview, check that the selected image fits the section visually and supports the surrounding text. If the page includes image descriptions or context text, confirm that they still make sense after your latest edits. Also look at spacing and balance so the page does not feel crowded or uneven.

A practical review order is:

1. Read the page title and summary.
2. Scan the body headings and paragraph flow.
3. Check buttons and links.
4. Review images and media placement.
5. Confirm navigation-facing labels such as **Title** and **Slug**.

If your team also maintains search-facing page details in the admin area, review those separately in the SEO screen when needed. For that workflow, see Managing Page Metadata in the SEO Admin. Your goal here is to make sure the content is clear, correctly labeled, and ready for the next approval or publishing step.

Fixing common issues when the preview or save result looks wrong

If the preview or save result does not match what you expected, start with the simplest checks inside the editor. Most issues come from incomplete field updates, validation problems, or content that needs cleanup.

If the preview does not reflect your latest edits, click back into the field you changed and then click outside it again. Some updates appear only after the field finishes updating. Then check whether the preview pane refreshes. If the editor provides a preview refresh option, use it and compare the result again.

If **Save** is unavailable or the save fails, look for these signs:

- required fields such as **Title**, **Slug**, or **Body** are empty
- a link or URL-style field is not entered correctly
- a banner message at the top of the editor explains what must be fixed
- one or more fields are highlighted with inline error text

[SCREENSHOT: Save blocked by validation errors in required fields]

Formatting problems often come from pasted content. If headings look too large or too small, lists break oddly, or spacing appears uneven in the preview, inspect the rich text content carefully. Remove extra line breaks, reapply the correct heading style, and check whether list items were pasted with inconsistent formatting. Then review the preview again to confirm the page now matches the site's normal style.

If the content saves but still does not appear live on the public page, the most likely reason is that it has only been saved as a draft or revision and has not yet been published through your team's process. In that case, the editor has stored your work successfully, but visitors are still seeing the previously published version.

When a change still looks wrong after these checks, compare the form values with the preview section by section. Correct one issue at a time, save again, and confirm the result before making additional edits.

Overview

This guide focuses on the review stage inside the Content Editor in Sherkety ERP & Website Platform. The main idea is simple: use the live preview to inspect your edits before you save, fix any validation issues the editor shows, and make sure your saved work is ready for the next publishing step.

The most important areas covered in this workflow are:

- the **content form**, where you edit visible fields such as **Title**, **Slug**, **Summary**, **Body**, links, and image-related content
- the **live preview pane**, where you check how those edits will appear on the page
- **validation messages**, which point out missing or incorrect entries before saving
- the **Save** action, which stores your work without automatically making it public

This document does not repeat the basics of editing multilingual content or managing repeating items. If you need help with those tasks, return to Editing Multilingual Content in the Editor and Managing Repeating Content and Structured Items.

Use this guide when you want to answer questions like:

- Does the page still read well after my edits?
- Are the title, summary, body text, links, and images working together properly?
- Is the editor warning me about anything before I save?
- Have I saved my latest changes without publishing unfinished content?

For Content Editors, this is the safest way to review page content before handing it off or publishing it later. For Administrators, it is also a checkpoint for spotting wider effects on shared website content. The next step in this learning path is Managing Multilingual Fields in the Content Editor, which shows how to review and maintain language-specific versions of the same content.

Prerequisites

Before following this workflow in Sherkety ERP & Website Platform, make sure you already have access to the editing area and know which page or section you are responsible for updating.

You should have:

- permission to sign in to the admin area
- access to the **Content** area or inline edit controls for the page you are updating
- a page or section selected for editing
- draft text, revised wording, links, or images ready to review if you are making planned updates

It also helps if you are already comfortable with these earlier tasks:

- opening the editor and changing basic multilingual fields in Editing Multilingual Content in the Editor
- working with grouped items, cards, or repeating content in Managing Repeating Content and Structured Items

If you are an **Administrator**, you may also need to know whether the content you are editing appears in shared sections, reused website blocks, or other pages that should be checked after saving.

Before you begin, confirm these practical points:

- you are editing the correct page or section
- you can see both the form fields and the live preview area

- the **Save** action is available in your current editing session
- you understand whether your team treats **Save** as draft storage, revision storage, or part of a larger publishing process

If you cannot open the admin area or reach the editor, start with Signing In and Accessing the Admin Portal. If you need help finding the right admin section first, use Navigating Admin Sections for Content and Configuration.