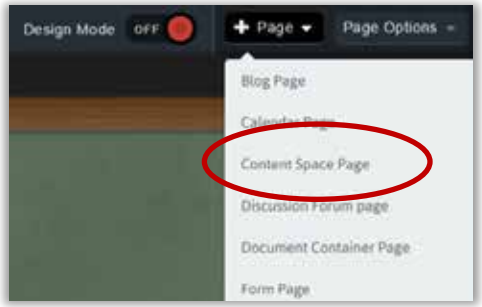
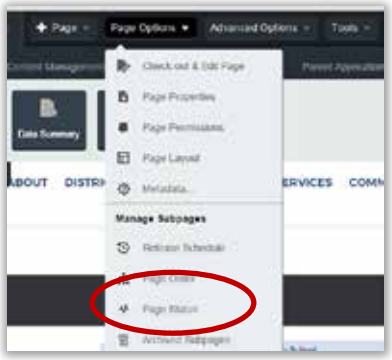
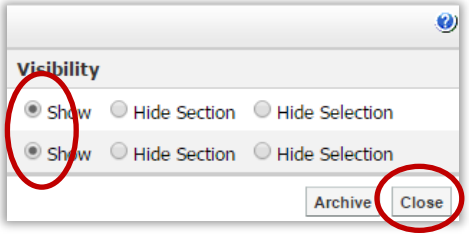
MANAGING WEB PAGES (BASIC)

Adding Pages	Archiving Pages	Show/Hide Pages
1. Navigate to the section (parent page) to which you want to add the page. Do NOT add pages from the homepage. 2. From the site toolbar, click on: +Page and select **Content Space Page**  3. Type in a title for your new page and hit the publish button	1. Go to the parent page of the page to be archived 2. From the toolbar, click on: **Page Options** and select **Page Status**  3. Check the box next to the page(s) you want to archive and click the "**Archive**" button. Read the prompt and click Ok. 	1. Navigate to the section which contains the page you want to show/hide 2. From the toolbar, click on: **Page Options** and select **Page Status** 3. To hide a page, select the "**Hide Section**" radio button corresponding to that page 4. To show a page, select the "**Show**" radio button  5. Click the "**Close**" button to complete the process

MANAGING WEB PAGES (SCHEDULING, VERSIONS)

- You can publish web pages at specific times and dates using the online scheduling tool. This is useful for event based pages
- You can switch between different versions of your web page using the Version History tool

Scheduling Pages

1. Navigate to the section (parent page) which contains the page(s) you want to schedule

2. From the site toolbar, click on: **Page Options** and select **Release Schedule**

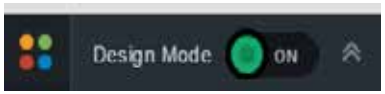
3. For the page(s) you want to schedule, specify the starting and ending times and dates by using the "**Release On**" and "**Release Until**" fields. (*Click the drop down buttons on the left to select times, and the ones on the right to select dates from the calendar)*

4. Click the "**Save**" button to finish

Switching Page Versions

Note: Every change you make on a page and save is tracked using version numbers.

1. Navigate to your page and from the site toolbar, click the Design Mode button. It will turn green.



2. Move your cursor over the red box that contains your content. You'll see a black bar with tools on the right-hand side. Click on the clock tool

3. You will see versions denoted by numbers. (*If you modified a page 5 times you will see 5 versions.*) Select a version number and click the "**Preview**" option to see how the page looks like. 4. Click the "**Make Live**" option for the version of your choice to make it the Live version

Note: Do <u>NOT</u> click the red, delete circle on the right. We should keep versions for possible public records retention purposes.

Comparing Page Versions

1. Navigate to the page in question
2. From the site toolbar, click on: **Page Properties Version History**

***Note**: You will find 2 radio buttons next to each version number. The left button relates to the left preview pane and the right button corresponds to the right*

3. For the two versions you want to compare, select the left button for one and the right for the other

4. You will now be able to compare the 2 versions side by side.