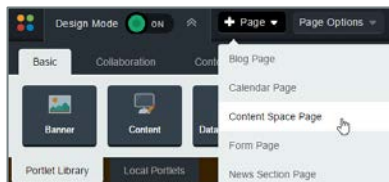


MANAGING WEB PAGES (BASIC TASKS)

- The Page Options component contains all the tools you need to manage web page.
- You can show or hide pages depending on your needs.
- If you archive a page that will automatically hide it as well. The page can be un-archived at any point of time.

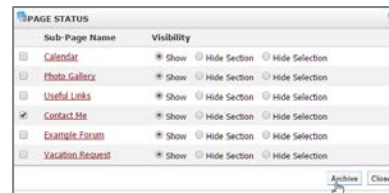
Adding Pages

1. Navigate to the section below which you want to add the page.
2. From the Administrative Toolbar, click on **Page** -> **Content Space Page**.
3. Type in a title for your new page and click **Publish**.




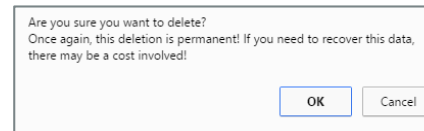
Archiving Pages

1. Navigate to the section which contains the page you want to archive.
2. From the Administrative Toolbar, click on: **Page Options** -> **Page Status**.
3. Place a checkmark next to the page(s) you want to archive and click **Archive**. Read the prompt and click **OK**.



Deleting Pages

- Note:** *You need to archive a page before you can delete it.*
1. From the Administrative Toolbar, click on **Page Properties** -> **Archived Sub-pages**
 2. Select the page you wish to delete, and click the red  icon.
 3. Click **OK** to confirm.



Show/Hide Pages

1. Navigate to the section which contains the page you want to show/hide.
2. From the toolbar, click on **Page Options** -> **Page Status**.
3. To hide a page, select the **Hide Section** radio button corresponding to the page.
4. To show a page, select the **Show** radio button.
5. Click **Close** to complete the process.

