
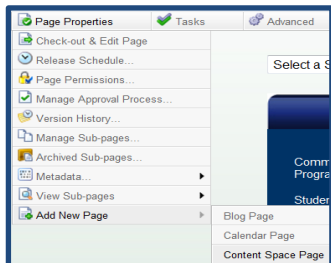


## Managing Web Pages (Basic Tasks)

- The Page Properties component contains all the tools you need to manage web pages
- 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

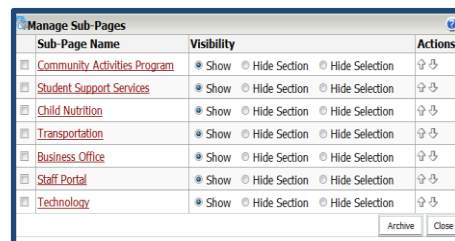
1. Navigate to the section below which you want to add the page
  2. From the site toolbar, click on:  
**Page Properties**
-  **Add New Page**  
  
**Content Space Page**
3. Type in a title for your new page and click **Publish**



### Archiving Pages



#### Archiving a Page:

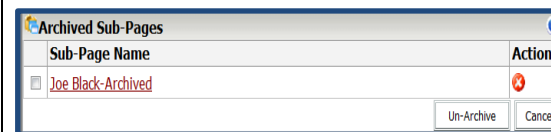
1. Navigate to the section which contains the page you want to archive
  2. From the site toolbar, click on:  
**Page Properties**
-  **Manage Sub-pages**
3. Place a checkmark next to the page(s) you want to archive and click **Archive**. Read the prompt and click **OK**



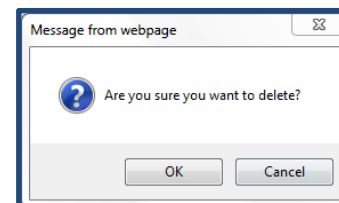
### Deleting Pages

*Note: You need to archive a page before you can delete it.*


1. From the site toolbar, click on:  
**Page Properties**
-  **Archived Sub-pages**
2. Select the page you wish to delete, and click the red **X** 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 Properties**
-  **Manage Sub-pages**
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

