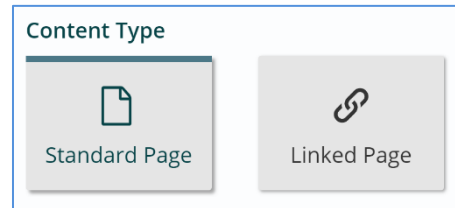


Pages Basics

Types of Pages

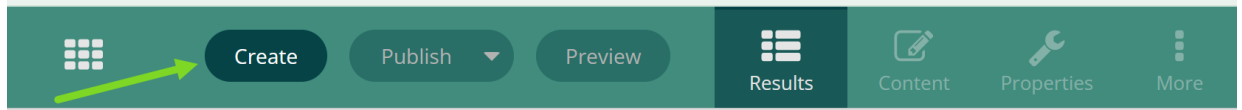
There are two types of pages you can add in Titan CMS:

1. A **standard page** is a basic content page. You will add content to the page using Titan blocks.
2. A **linked page** is used when you are going to link to another content page, file or an external site and want to display the link within a filter block or site navigation.

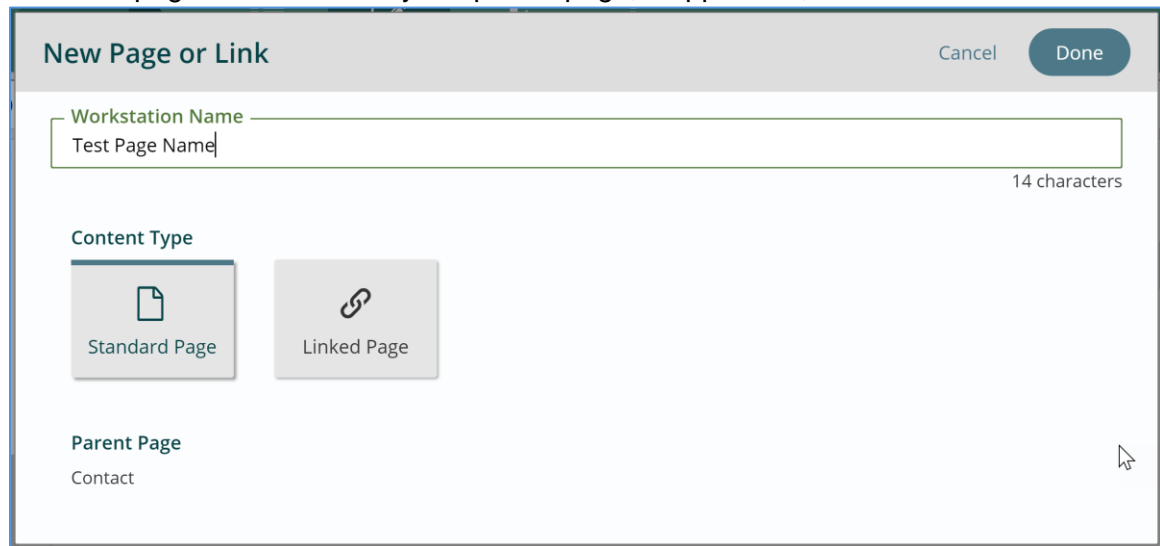


Add a Standard page

1. Select the parent page in the Nav Tree.
2. Click **Create** in the App Ribbon.



3. Enter the page name and verify the parent page, if applicable, is correct.

A screenshot of the "New Page or Link" dialog box. It has a title bar with "Cancel" and "Done" buttons. Below the title bar is a text input field labeled "Workstation Name" containing "Test Page Name" with a "14 characters" limit. Underneath is a "Content Type" section with two buttons: "Standard Page" (selected) and "Linked Page". At the bottom is a "Parent Page" section with the text "Contact".

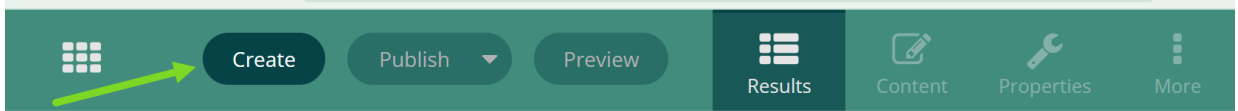
4. Choose **Standard Page** as the content type (this is the default)
5. Click **Done**.

- You should now see your page listed in the Nav Tree.

<input type="checkbox"/>	Page Name	Page URL
<input type="checkbox"/>	Contact	/PublicSite/OffNav/Page-Shares/Contact.htm
<input type="checkbox"/>	test	/PublicSite/OffNav/Page-Shares/Contact/test.htm
<input type="checkbox"/>	Test Page Name	/PublicSite/OffNav/Page-Shares/Contact/Test-Page-N...

Add or Edit a Linked Page

- Find the "parent" of the page you wish to create in the Nav Tree and highlight it (click it).
- Click **Create** in the App Ribbon.



- Enter the page name and verify the parent page, if applicable, is correct.

New Page or Link

Cancel Done

Workstation Name

test linked page

16 characters

Content Type

Standard Page

Linked Page

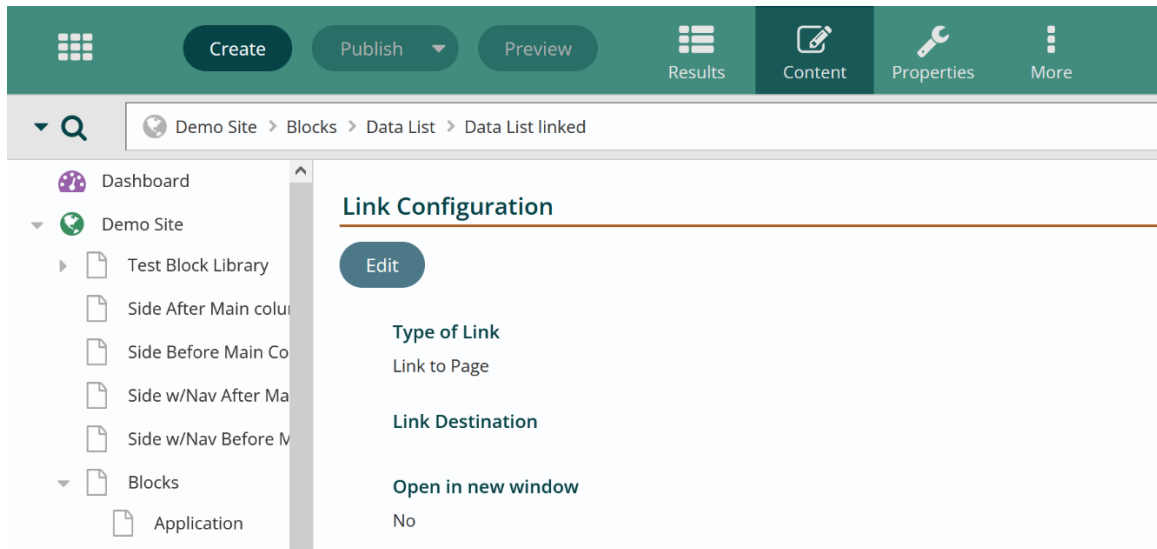
Parent Page

test

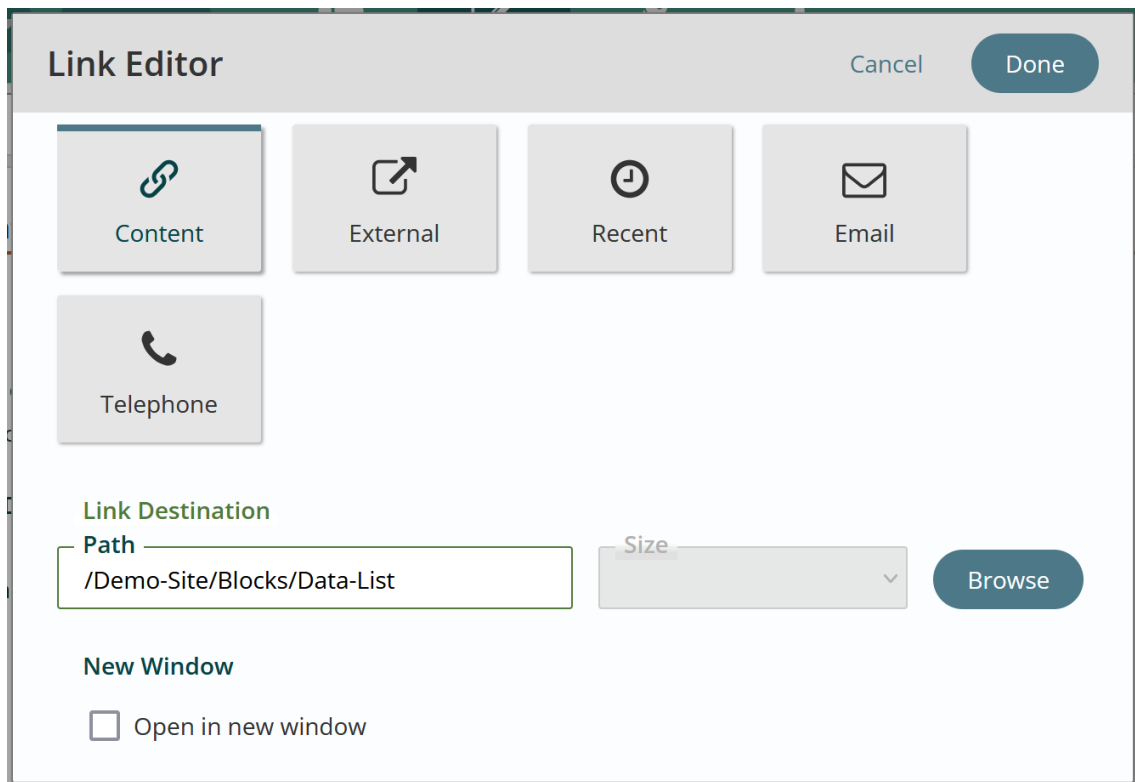
- Make sure Linked Page is selected and click **Done**.
- When you click **Done**, the linked page will be in an "editing" workflow state. You will see the typical gold triangle to tell you that. However, note the change in the icon associated with this linked page – it is a chain to indicate linking.

<input type="checkbox"/>	Page Name	Page URL
<input type="checkbox"/>	test	/PublicSite/OffNav/Page-Shares/Contact/test.htm
<input checked="" type="checkbox"/>	test linked page	/PublicSite/OffNav/Page-Shares/Contact/test/test-link...

6. The Content edit screen looks entirely different from the standard content page.

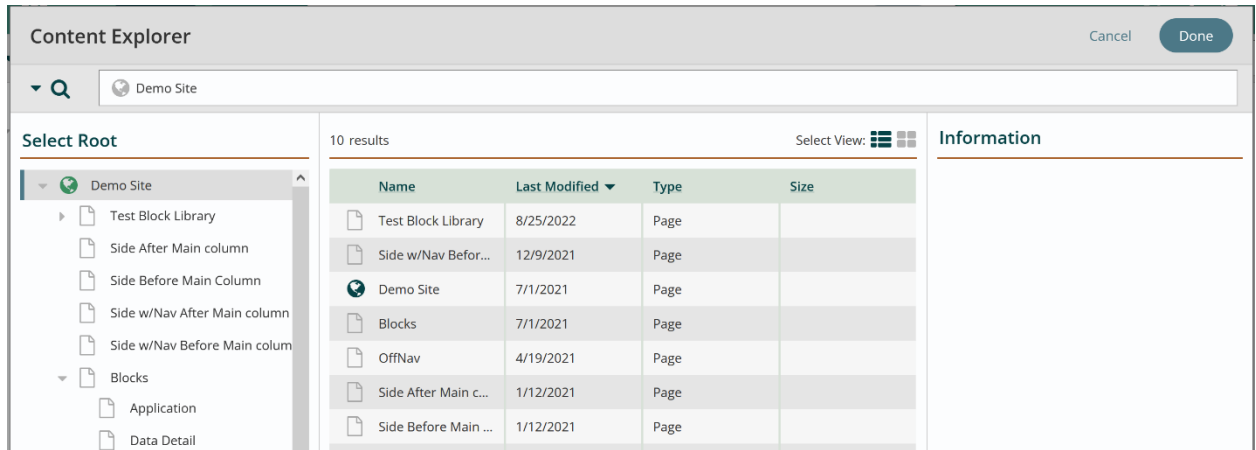


7. Hit the Edit button. Select the type of content the page should link to.

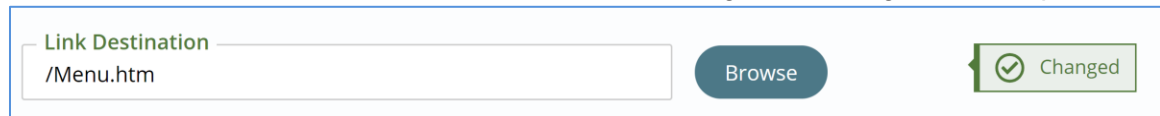


8. Click Browse

- Use the Content Explorer to select the link to your desired content. It can be a page, file, or data.



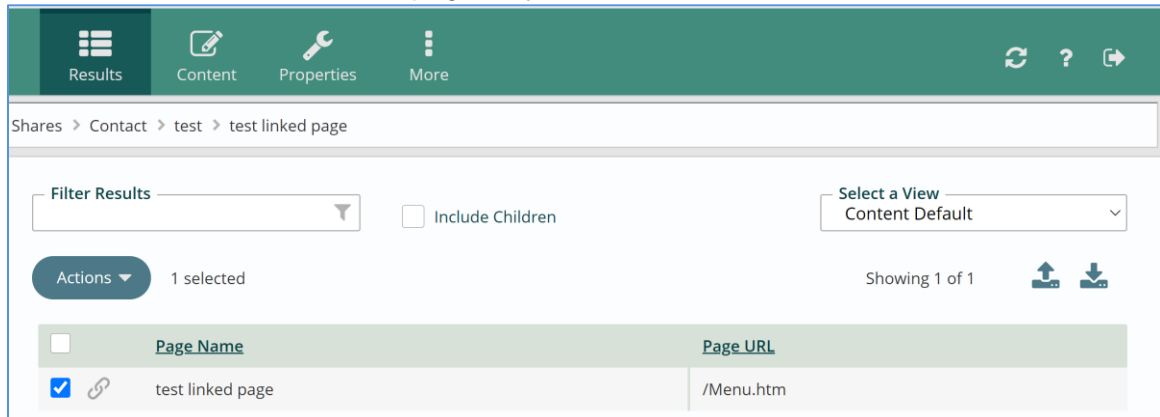
- Find the item you want to link to, click on its title and then click **Done**.
- You will now see the link destination URL and the changed state flag should be present.



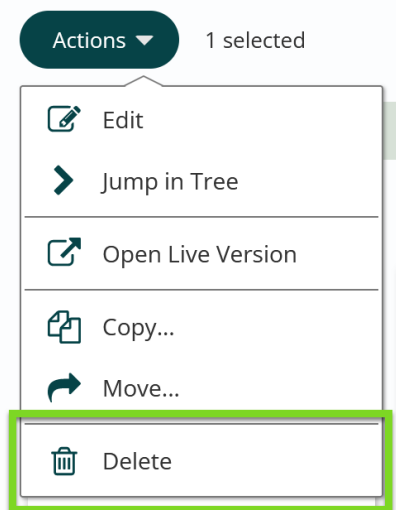
- Publish the page and test the linked page on the website.
- To edit a linked page:** Navigate to your linked page, choose the new content or URL for the linked page, and publish.

Delete a page

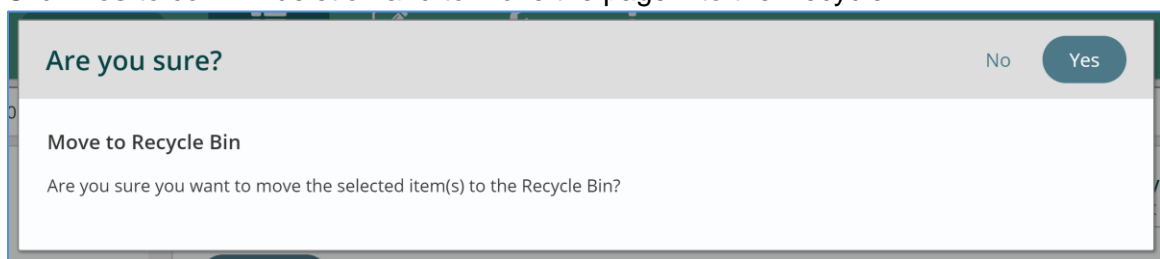
1. Identify the page you would like to delete.
2. Click the checkbox next to that page on your results screen.



3. Click the Actions button and then delete.



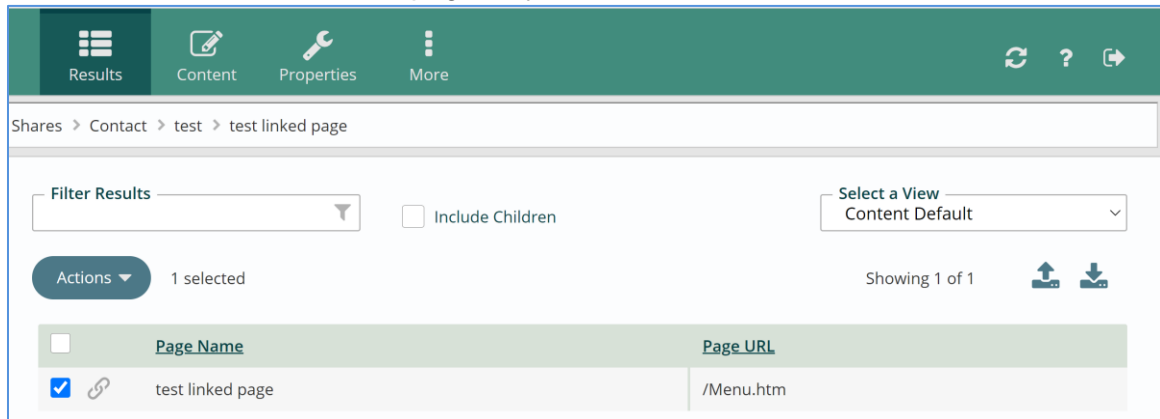
4. Click **Yes** to confirm deletion and to move the page into the Recycle Bin.



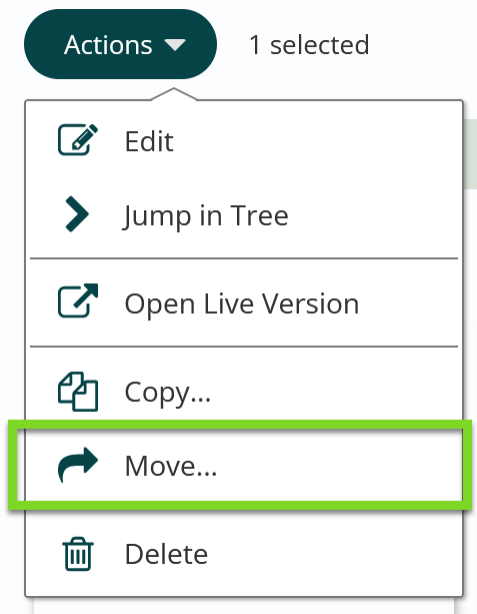
Move a page

You may create a page and then determine you have not placed it in the best location within your site map. You can move the page to a new location. To move a page within the website:

1. Identify the page you would like to move.
2. Click the checkbox next to that page on your results screen.



3. Click the Actions button and then **Move**.

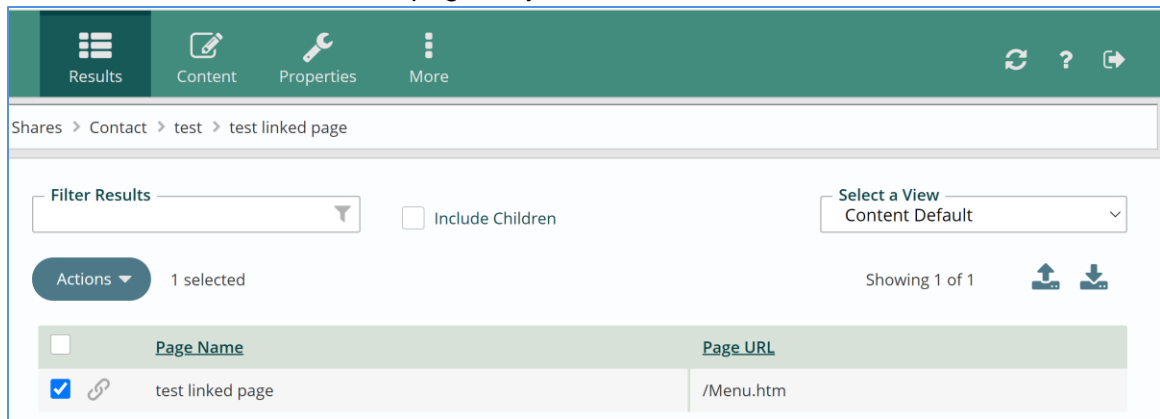


4. Choose where within the Nav Tree you want the page to live.
5. Click **Done**.

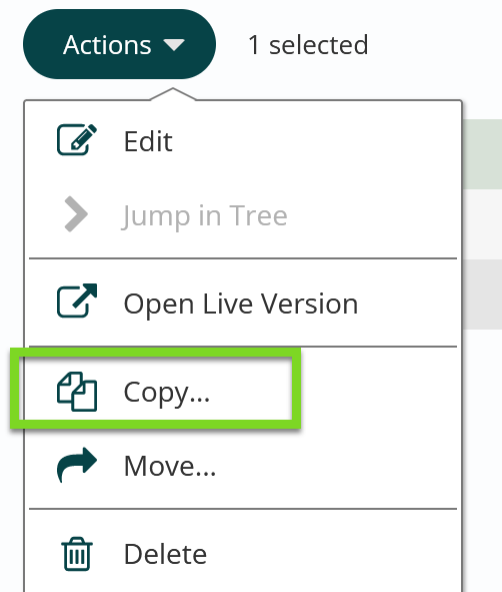
Copy a page

You may want to copy a page because it has the same type of layout you would like to apply to another set of content. This can be accomplished by copying the page and updating the content later.

1. Identify the page you would like to copy.
2. Click the checkbox next to that page on your results screen.



3. Click the Actions button and then **Copy**.



4. Choose where within the Nav Tree you want the newly copied page to live.
5. Click **Done**.

NOTE: If you copy a page, make sure you also update the Properties tab of the copied page to reflect the proper page name, URL, etc.