

# Page User Guide

## Page Actions

### Add Page



Allows either a singular Page to be created or can create multiple Pages at once.

When this action starts a form is displayed to enter the the name of the Page and where it should be added in the Page tree.

If the "Add Multiple Pages" box is checked multiple Pages can be added at once by using tab characters to signify their places in the tree.

Alongside most fields is a small ? icon with further help for each field. This information is included at the end of this document.

### View


To start this action, select the Page you need to work on, and click the  View button in the  More Menu on that row.

Display the selected Page.

This action displays the Page similarly as for an Edit Action, except none of the fields are editable.

Useful for reviewing records without making any changes.

### Edit

To start this action, select the Page you need to work on, and click the  button on that row.

Edits an existing Page.



When this action starts a form is displayed with the existing Page and any previous information entered.

Each field customises or controls some aspect of the Page display or behaviour.

When editing it is advisable to only change what is needed and most fields may not need to be changed. These other fields allow further customisation.

Alongside most fields is a small ? icon with further help for each field. This information is included at the end of this document.



### Copy

To start this action, select the Page you need to work on, and click the  Copy button in the  More Menu on that row.

Copies an existing Page.

The selected Page is copied and the word (Copy) will be added to the name of the new Copy

### Delete

To start this action, either select the Page to work on and click the  button on that row. Or CTRL+click to select multiple Pages and click the  button above the Page listing.

Deletes an existing Page.

When this action starts a screen is displayed to check for Confirmation before the Action continues.

On this screen a list of warnings may be provided to show the impact of deleting this Page.

### Search



To start this action, click the  button above the Page listing.

Allows a Search of Pages.

This allows a simple text search across all Pages.

To search a specific field select the field from the drop down list

### Adv. Search

To start this action, click the  Adv. Search button above the Page listing in the  More Menu.

Allows an Advanced Search of Pages.

The Advanced Search opens a new section at the bottom of the Pages and allows several distinct features:

- Multiple Search Lines : allows Page matches to be identified where more than one search criteria is required
- Nested Searches : allows a combination of AND and OR logic to find results
- Saved Filters : allows a search to be saved as a Filter

- Export : allows the results of the search to be exported and worked on separately

## Refresh



To start this action, click the  Refresh button above the Page listing in the  More Menu.

Refresh the list of Pages.

Allows the list of records to be refreshed.

Although the records in the system will automatically update if a another Admin is using the system at the same time, the Refresh button allows the list to be manually updated.

## Export to List

To start this action, click the  Export to List button above the Page listing in the  More Menu.

Export the Page results shown to a List.

An Export List can be downloaded as a CSV file, or through any number of customised Export Templates.

Export to List will begin the process of Exporting the Pages shown.


Once the data is exported it is available to download as a CSV file with all columns.

A list of Export Templates for Pages will be shown, select the Export Template to Print, Export to Document, Export to CSV or Email.

Before using a template an opportunity to amend the template is provided.

See Export Templates for more information on Managing Export Templates.



## Export All

To start this action, click the  Export All button above the Page listing in the  More Menu.

Export all the Pages to a List.

Exactly as for "Export to List" except rather than just Exporting the Page results shown, all Pages will be expored.

## Export Item

To start this action, select the Page you need to work on, and click the  Export Item button in the  More Menu on that row.

Export only the selected Page to a List.

Exactly as for "Export to List" except rather than just Exporting the Page results shown, only the selected Page is exported.

## Page Field Reference

### Smart Page Name

The file name of the page together with the domain name forms the URL of the page shown in a visitor's browser address bar.

Examples: 'mypage.html', 'index.html'.

Leave blank for auto-generated value based on the 'Name'

### Child Page Template

Choose a template to be set for newly added child pages, or leave as (default) to use the same Page Template as this page.

Changing this setting does not affect child pages that have already been added.

### Menu Text

Name of page as displayed on menus. Leave blank to use the Name of the Page

### Menu Style Class

Class name for page in CSS Page Menu Item. This is an advanced feature used by a designer, e.g. to set a specific background colour for the page in the menu

### Show on Site Map Item

This field is mandatory.

This setting determines if and how the page is shown on the visitor-facing site map generated by the Site Map Item

### Access Permission

Select a permission that a user must have in order to view this page

## No Permission Page

Select another page to be shown if the User does not have the requisite Access Permission. Used only if Access Permission has been set. If an Access Permission is set and no page is selected, then this page will be displayed, however a standard 'no access' message is shown on each Page Section of this page for which 'Check User Security' is set.

## Tags

Select the tags that allow this item to be found as a related item when another item is displayed

## Find Others Mandatory Tags

When this item is displayed, another item will be found as a related item if it has ALL of these tags set

## Find Others Option Tags

When this item is displayed, another item will be found as a related item if it has ANY OF these tags set. These tags operate in addition to any 'Find Others Mandatory Tags' set

## Link names

Additional URL file name(s) for this item. Separate multiple names with ';'.

## Additional Header Content

Advanced Use Only.

This content will be copied directly into the <head> section of the page's HTML.

A '\$USE\$' macro can be used to copy the Additional Header Content from another item.

The format of the \$USE\$ macro is \$USE;Page:English/Who We Are/About Us\$.

Where:

Page - the type of item (e.g. Page, Product, Article)

English/Who We Are/ - the names of the parent Pages (for Pages), or the category path (for Products, Articles etc.)

About Us - the name of the item, e.g. the Page's 'Name' field or Article's 'Heading' field.

Where the Additional Header Content from the other item is wrapped in <nouse>....</nouse> tags then the section inside the <nouse> tags will be ignored.

## Title

It is recommended to provide this field for Best Practice to improve each Page

Title displayed in title bar of browser. Defaults to Name if blank

As a guide a title of 55 characters with reasonably few capital letters is 95% likely to be viewable in Google results without being cut short

## Description

It is recommended to provide this field for Best Practice to improve each Page

Search Engine Meta tag Description

Recommended maximum length 240 characters

Note: In 2017 and before the recommended limit was 150.

## Add to Search Engine Site Map file

This field is mandatory.

It is recommended to provide this field for Best Practice to improve each Page

Set to add an entry to the file used by search engines to locate pages on the Web Site when published

## Include in Search Database

This setting determines if the page appears in the search database and therefore can be found via a Site Search Item. If left as 'Default', the page will be included if 'Show on Site Menus' is set

## Additional Search Text

Enter additional words, such as plurals or common misspellings, that are not part of the content to enable this item to be found using the site search facility

**Engagement Score**

Engagement score associated with viewing this item. Leave blank for default score

**Folder Name**

All child pages of this page will automatically include this name in their URLs.

For example if the Folder Name is 'about\_us' and a child page is created with a Smart Page Name of what\_we\_do.html, the URL of the child page will be about\_us/what\_we\_do.html

**Site Search Match**

When a visitor enters this exact search phrase the visitor will be 301 redirected to this page.

Enter a list (one per line) of exact site search phrases that will lead to this page.

Leave blank for no action

Note: matches are case insensitive.

Note: where more than one match is found, there is no specified order as to which will take priority.

Note: only applies if this item is set to be Included in Search Database.

**Attribute Set**

The attributes in the selected attribute set will be made available to this item