







## Content Tab




**Pages**-Shows all the pages that apply to your site or that you have access to.

The pages tab will show you a list of all of your pages, next to each file name are icons showing what can be applied to your page. The majority of the icons appear only after the file has been checked out by the user. The icons that appear will vary depending on your level of access.



In the Edit column:

-  Check out- Once this is selected the file is checked out which means only you can edit it.
-  Checked out will appear if a specified contributor has this file checked out.
-  Check in- Once you have finished editing a page check it back in so that others may edit it.
-  Edit Source- Allows you to edit the source of this page.
-  Edit properties- Edit page properties including any editable metadata.
-  Reminders- Allow you to set a reminder to take an action associated with this page.



In the Review Column:

-  Preview this page- Preview this page to see what it looks like before publishing it.
-  Compare- Compare this page against previous versions.
-  Check Links- Check the links on this page for validity.




In the Publish Column:


-  Expire- Set this page to expire at a certain time
-  Publish-Publish this page to the production server making it live.


In the Admin Column:

-  Access- setup access privileges for this page define directory properties, and define other parameters.
-  Log- Review the history of this page.

In the File Column:

-  Backup- Commit a new copy of this file to the versioning system
-  Revert-Revert this page to a previous version
-  Rename-Rename this file on the production and staging servers

 Move-move this file to another location on both the production and staging server

 Delete- Delete this file from both production and staging server.

**Recent Saves-** Shows a list of the most recent saves, this feature is especially useful when there are multiple people who have access to edit the web site; it shows who made the save. Allowing more control over the users that may be editing the web site.

**Recent Publishes-** this shows the most recently published pages

**In the right hand corner of the page is**

**New-**creates new pages

**Upload-** up load pages

**Staging Server-**access to staging server

**Production Server-**access to production server