

## Working With Pages

### Viewing any Page


How to view any page within a site, including those which are not included in the menu.

**Option One:** Navigate to the page using the Admin > Pages menu.

**Option Two:** Click on a link to the hidden page. (Module and Page Editors can create links to the page by using the Links module). Hidden pages will be listed last in the page list on the Link Control.

### Adding a Page - Basic Settings

How to add a new page to this portal using only the basic settings. Note: The **Page Name** field is the only mandatory field.

1. Select the **Add New Page**  button or the [Add](#) link in the Page Functions section of the Iconbar Control Panel - OR - Navigate to Admin > **Pages** and click the [Add New Page](#) link. This will open the Page Management page.
2. In **Basic Settings - Page Details**, section complete the following settings:
3. In the **Page Name** text box, enter a name for the page. This is the name that is displayed in the navigation menu.
4. In the **Page Title** text box, you can either re-enter the Page Name or enter a short, descriptive sentence summarizing the page content. However, this information will be displayed in the browser window title. Search engines also use this to identify the information contained on the page. It is recommended that the title contains at least 5 highly descriptive words and does not exceed 200 characters.
5. In the **Description** text box, enter a description of the page content. The description is used by search engines to identify the information contained on the page. It is recommended that the description contains at least 5 words and does not exceed 1000 characters.
6. In the **Keywords** text box, enter key words for this page separated by comma.
7. At **Parent Page**, select **< None Specified >** to set this as a parent page in the menu, or select a [Page Name] to set this page as a child of the selected page. Users can access child pages by mousing over the parent page. Note: This option is not available to Page Editors.
8. At **Include In Menu?**, check  the check box to include this page in the menu, or uncheck  the check box to hide the page.
9. At **Permissions**, set the page view and editing permissions for one or more roles:
  - a. At **Filter By Group** (Note: this field may not be displayed), select from the following options:
    - **All Roles:** View all roles (both global and group roles) in one single list.
    - **Global Roles:** View roles that are not within a Group.
    - **[Group Name]:** Select a [Group Name] to view all roles within that group.
  - b. In the **View Page** column, select each role that is able to view this page. By default only the Administrators role is selected.
  - c. In the **Edit Page** column, select each role that is able to edit the settings and all content on this page. By default only the Administrators role is selected.  
**WARNING:** If the role of Unauthenticated is checked at Edit Page this will allow all visitors to edit the page. **DO NOT USE THIS OPTION AT ANY TIME ON THE WEBSITE.**
10. At **Permissions**, set the page view and editing permissions for individual users:
  - a. At **Username**, enter any user's Username.
    - i. Click the [Add](#) link.
    - ii. In the **View Page** and **Edit Page** columns, check or uncheck the check box to set this users view and edit permissions. Note that if **All Users** or **Registered Users** is selected above this user will have that level access.
11. Click the [Update](#) link.

## Page Management



### Basic Settings

In this section, you can set up the basic settings for this page.

#### Page Details

**Page Name:**

**Page Title:**

**Description:**

**Keywords:**

**Parent Page:**

**Page Template:**

**Include In Menu?**

**Permissions:**

|                       | View Page Edit Page                 |                                     |
|-----------------------|-------------------------------------|-------------------------------------|
| Administrators        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| All Users             | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| EditUser              | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Newsletter            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Registered Users      | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Subscribers           | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Unauthenticated Users | <input type="checkbox"/>            | <input type="checkbox"/>            |

**Username:**  [Add](#)

#### Copy Page


#### Advanced Settings

[Update](#) [Cancel](#)

Adding a page - basic settings only

## Adding a Page - Advanced Settings

How to add a new page to the site including both the basic and advanced settings. Note: **Page Name** is the only mandatory field.

1. Click the **Add New Page**  button or the [Add](#) link in the Page Functions section of the Control Panel - OR - Navigate to Admin > **Pages** and click the [Add New Page](#) link.
2. Go to the **Basic Settings - Page Details** section and complete the following settings:
  - a. In the **Page Name** text box, enter a name for the page. If the page is included in the menu, this name will appear in the menu.
  - b. In the **Page Title** text box, enter a short, descriptive sentence summarizing the page content. The title is used by search engines to identify the information contained on the page. It is recommended that the title contains at least 5 highly descriptive words and does not exceed 200 characters. E.g. Buy Mobile Telephones and phone accessories
  - c. In the **Description** text box, enter a description of the page content. The description is used by search engines to identify the information contained on the page. It is recommended that the description contains at least 5 words and does not exceed 1000 characters.
  - d. In the **Keywords** text box, enter keywords for this page separated by comma. E.g. ring tones, cell phones, mobile phones, mobiles,
  - e. At **Parent Page**, select **< None Specified >** to set this as a parent page in the menu, or select a [Page Name] to set this page as a child of the selected page. Where a parent page is selected, the new page can be navigated to by hovering your mouse over the parent page.
  - f. At **Page Template**, select a page name if you want to use an existing page as a template for this page. You must first create a page template. The Default template includes a Text/HTML module. Select to create a page without any existing modules.
  - g. At **Include In Menu?**, check  the check box to include this page in the menu, or uncheck  the check box to hide the page. If this option is unchecked the page can only be navigated to by clicking on a link to the page or by entering the URL into your web browser. A link to the page can be created using the Announcements, Links or Text/HTML modules.
  - h. At **Permissions**, set the page view and editing permissions for one or more roles:
    - i. At **Filter By Group** (Note: this field may not be displayed), select from the following options:
      - i. **All Roles**: View all roles (both global and group roles) in one single list.
      - ii. **Global Roles**: View roles that not within a Group.
      - iii. **[Group Name]**: Select a [Group Name] to view all roles within that group.
    - ii. In the **View Page** column, select each role that is able to view this page. By default only the Administrators role is selected.
    - iii. In the **Edit Page** column, select each role that is able to edit the settings and all content on this page. By default only the Administrators role is selected.  
**WARNING**: If the role of Unauthenticated is checked at Edit Page this will allow all visitors to edit the page. **DO NOT USE THIS OPTION AT ANY TIME ON THE WEBSITE.**
  - i. At **Permissions**, set the page view and editing permissions for individual users:
    - i. At **Username**, enter any user's Username.
      - i. Click the [Add](#) link.
      - ii. In the **View Page** and **Edit Page** columns, check or uncheck the check box to set this users view and edit permissions. Note that if **All Users** or **Registered Users** is selected above this user will have that level access.
3. **Maximize**  the **Advanced Settings** section.
4. In the **Appearance** section, complete any of the following **optional** settings:
  - a. At **Icon**, select an image to be displayed beside the page name in the menu.
    - a. At **Page Skin**, select **Host** or **Site** to view the associated skins and then select a skin from the drop-down list. If is selected, the default Portal Skin will be used.
    - b. At **Page Container**, select **Host** or **Site** to view the associated containers and then select a container from the drop-down list. If is selected, the default Portal Container will be used.

- c. At **Disabled**, check  the check box if the page name is not a link. I.e. When you click on the page name in the menu nothing happens. Typically this option is selected for Parent pages and provides a way for users to navigate to a Child page. The default option is unchecked  is generally a page is a link.
  - d. At **Refresh Internal (seconds)**, enter the interval to wait between automatic page refreshes. (E.g. Enter "60" for 1 minute or 60 seconds.) Leave field blank to disable.
  - e. At **Page Header Tags** enter any tags (i.e. meta-tags, scripting tags, etc) that should be rendered in the "HEAD" tag of the HTML for this page.
5. At **Advanced Settings - Other Settings**, the following optional settings are available:
  - At **Secure?** check  the check box to force this page to use a secure connection or secure socket layer (SSL). This option requires the Administrator to configure the SSL Settings on the Admin > Site Settings page.
    - a. At **Start Date**, click the [Calendar](#) link and select the first date that the page will be viewable.
    - b. At **End Date**, click the [Calendar](#) link and select the last date that the page will be viewable. Expired pages can be viewed on the Admin > **Pages** page.
    - c. At **Link URL**, to set this page to be a navigation link to another resource, select or add the Link here. See Link Control for more details.
6. Click the [Update](#) link.

## Page Management

### Basic Settings

In this section, you can set up the basic settings for this page.

#### Page Details

**Page Name:**

**Page Title:**

**Description:**

**Keywords:**

**Parent Page:**

**Page Template:**

**Include In Menu?**

|                              |                                     | View                                | Page                                | Edit                                | Page                                |
|------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <b>Administrators</b>        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>All Users</b>             | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>EditUser</b>              | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>Newsletter</b>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>Registered Users</b>      | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>Subscribers</b>           | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>Unauthenticated Users</b> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |

**Permissions:**

**Username:**  [Add](#)

#### Copy Page

**Copy From Page:**

### Advanced Settings

In this section, you can set up more advanced settings for this page.

#### Appearance

**Icon:** **File Location:**   
**File Name:**   
[Upload New File](#)

**Page Skin:**  **Host**  **Site**  
  
[Preview](#)

**Page Container:**  **Host**  **Site**  
  
[Preview](#)

**Disabled:**

**Refresh Interval (seconds):**

**Page Header Tags:**

#### Other Settings

**Secure?**

**Start Date:**  [Calendar](#)

**End Date:**  [Calendar](#)

**Link Url:**

**Link Type:**

**None**

**URL ( A Link To An External Resource )**

**Page ( A Page On Your Site )**


**File ( A File On Your Site )**

[Update](#) [Cancel](#)

Adding a page including Advanced Settings


## Edit Page Settings for a Visible Page

How to edit the settings of the page that is included (visible) in the site menu. This option is only available from the Iconbar Control Panel.

1. Navigate to the page using the portal menu.
2. Click the **Page Settings**  button or click the [Settings](#) link in the Page Functions section of the Iconbar Control Panel.
3. Edit page settings as required.
4. Click the [Update](#) link.

## Copying a Page

Page Editors and Administrators are able to copy any existing page including modules and optional module content.

1. Select the **Copy Current Page**  button or the [Copy](#) link from the Page Functions section of the Control Panel.
2. In the **Basic Settings - Page Details** section, complete the basic settings. See "Adding a Page - Basic Settings" for full details.
3. In the **Copy Page** section complete the following fields:
4. At **Copy From Page**, select the page to be copied.
5. At **Specify Modules**, complete the following steps for each module:
6. To copy a module:
  - a. In the module title text box, enter a new module title if required.
  - b. Select one of the following options:
    - i. **New:** This will add the module without any content.
    - ii. **Copy:** This will add the module with an independent copy of the module content. Modifying copied content doesn't update the content of the original module. Note: This option will be disabled for modules which don't have content which can be copied such as the Feedback and Account Login modules.
    - iii. **Reference:** This will add the module with a referenced version of the copied content. Modifying referenced content updates both copies of the module.
7. To NOT copy a module:
  - a. Uncheck  the check box beside any module you do NOT want copy.
8. **OPTIONAL.** Set one or more Advanced Settings if required. See "Adding a Page - Advanced Settings" for full details.
9. Click the [Update](#) link. You will now be taken to the new page.

## Page Management

**Basic Settings**

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**Copy Page**

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**Copy From Page:** Home

**Specify Modules:**

|  |             |                                      |                                       |                                 |
|--|-------------|--------------------------------------|---------------------------------------|---------------------------------|
| <input checked="" type="checkbox"/> Account Login  | ContentPane | <input checked="" type="radio"/> New | <input type="radio"/> Copy            | <input type="radio"/> Reference |
| <input checked="" type="checkbox"/> Banners        | RightPane   | <input checked="" type="radio"/> New | <input type="radio"/> Copy            | <input type="radio"/> Reference |
| <input checked="" type="checkbox"/> Text/HTML      | TopPane     | <input type="radio"/> New            | <input checked="" type="radio"/> Copy | <input type="radio"/> Reference |
| <input checked="" type="checkbox"/> Search Results | ContentPane | <input checked="" type="radio"/> New | <input type="radio"/> Copy            | <input type="radio"/> Reference |

**Advanced Settings**


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[Update](#) [Cancel](#)

Copying a page

## Copying Permissions to Descendant Pages

How to copy the view page and edit page permissions set on a page to all descendant (child) pages.

1. Navigate to the page using the portal menu.
2. Click the **Page Settings**  button or click the [Settings](#) link in the Page Functions section of the Control Panel.
3. Go the **Basic Settings - Page Details** section.
4. At **Copy Permissions to Descendants**, click the [Copy Permissions](#) link.
5. Click the [Update](#) link.

Basic Settings

In this section, you can set up the basic settings for this page.

Page Details

**Page Name:**

**Page Title:**

**Description:**

**Keywords:**

**Parent Page:**

**Include In Menu?**

|                                    | View Page Edit Page                 |                                     |
|------------------------------------|-------------------------------------|-------------------------------------|
| <b>Permissions:</b> Administrators | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| All Users                          | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| EditUser                           | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Newsletter                         | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Registered Users                   | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Subscribers                        | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Unauthenticated Users              | <input type="checkbox"/>            | <input type="checkbox"/>            |

**Username:**  [Add](#)

**Copy Permissions to Descendants:** [Copy Permissions](#)


Advanced Settings

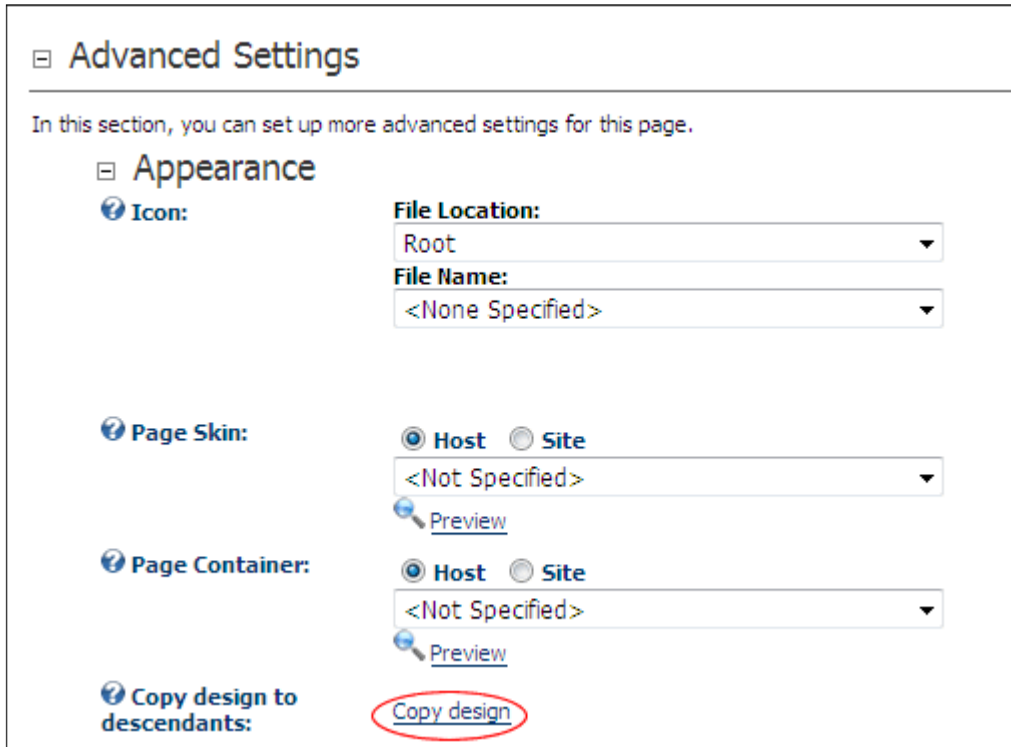
[Update](#) [Cancel](#) [Delete](#)

Copying Page Permissions to child pages

## Copying Design to Descendent Pages

How to copy the design applied to a page to all descendant (child) pages. This copies the skin and containers set at the Page Skin and Page Container settings above.

1. Navigate to the page using the portal menu.
2. Click the **Page Settings**  button or click the [Settings](#) link in the Page Functions section of the Control Panel.
3. Go the **Basic Settings - Page Details** section.
4. At **Copy Permissions to Descendants**, click the [Copy Permissions](#) link.
5. Click the [Update](#) link.



**Advanced Settings**

In this section, you can set up more advanced settings for this page.

**Appearance**

**Icon:** **File Location:** Root  
**File Name:** <None Specified>

**Page Skin:**  **Host**  **Site**  
<Not Specified>  
[Preview](#)


**Page Container:**  **Host**  **Site**  
<Not Specified>  
[Preview](#)

**Copy design to descendants:** [Copy design](#)

Copying a page design to child pages



## Moving a Page on the Menu

How to move a page to a new position on the site menu.

1. Navigate to the page using the portal menu or click a link to a hidden page.
2. Click the **Page Settings**  button or click the [Settings](#) link in the Page Functions section of the Control Panel.
3. Go to the **Basic Settings - Page Details** section.
4. At **Parent Page**, select a new parent page, or select to change the page to a parent page.
5. Click the [Update](#) link.

## Exporting a Page

How to export a page. This enables you to create a page template which you can then import. This option is only available on the Iconbar control panel.

1. Click the **Export Page**  button or the [Export](#) link on the Control Panel.
2. At **Folder**, select a folder of the Administrator's File Manager where you want to save the exported page.
3. In the **Template Name** text box, the name of the exported page is displayed. You can either use this as the name of the page template or change it to a new name.
4. In the **Description** text box enter a description of the page you are exporting. This will be the description of the page template.
5. At **Include Content?**, check  the check box to include module content, or uncheck  to add the modules without any content.
6. Click the **Export**  button. This will display a message detailing the path where the page template has been created.

### Export Page

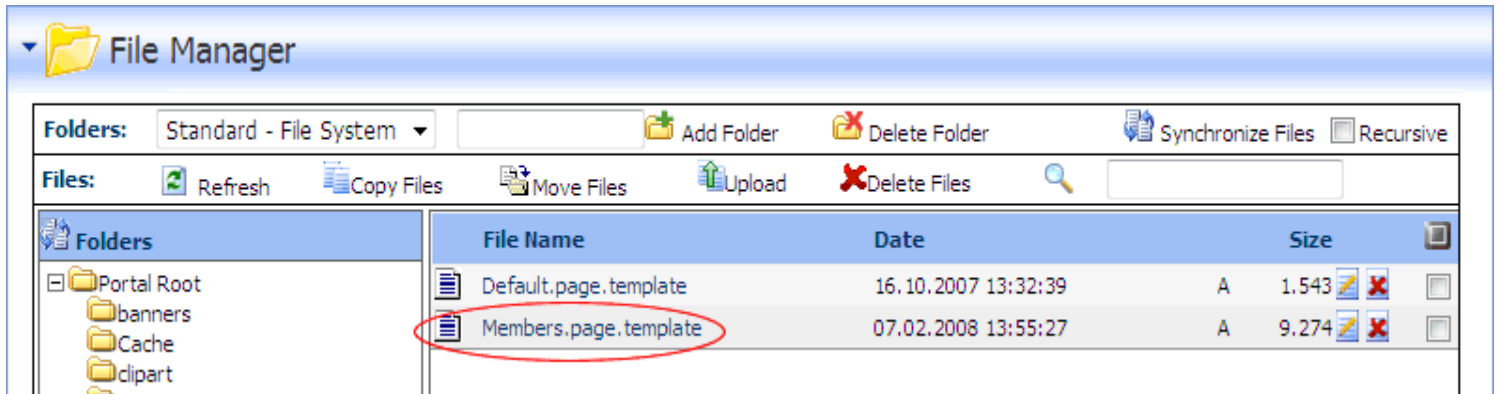
**Folder:**

**Template Name:**

**Description:**

**Include Content:**

Creating a page template



The exported template is saved to the File Manager

### Creating a New Page from a Template (Import Page)

How to import a page template that has previously been exported. This will add the new page to the site before enabling the users to change the page settings. This tutorial can only be performed using the the Iconbar control panel.

1. Click the **Import Page** button or the Import link on the Iconbar control panel.
2. At **Folder**, select the folder of your File Manager where the template is located. This will enable the template field below and populate the drop-down list with all templates within this folder.
3. At **Template**, select a template from the drop-down list. The description of the selected template will be displayed providing you with more details of the template.
4. At **Import Mode**, select **Create A New Page**.
5. In the **Page Name** text box, the name of the template will be displayed. You can choose to enter a new page name or use this name.
6. At **Redirect Mode?** select from the following options to set where you will be redirected to once you complete this importing:
  - Select **View Imported Page** to be redirected to the newly created page.
  - Select **Edit Imported Page** to be redirected to the Page Settings page of the newly created page.
7. Click the Import link. The new page will now be added to the top level of the menu. If Edit Imported Page was selected at Step 6 you can now edit page settings as required.

**Tip:** I recommend that you view the new page to ensure that any modules that are set to display on all pages are not duplicated. This may occur if the selected template includes modules that are displayed on all pages.



Creating a new page from a template

## Creating a New Page from a Template (Option Two)

How to create a new page based on an existing page template. This option allows you to configure page settings before the new page is displayed on the site.

1. Select the **Add New Page** button or the [Add](#) link in the Page Functions section of the Iconbar Control Panel - OR - Navigate to Admin > **Pages** and click the [Add New Page](#) link. This will open the Page Management page.
2. At **Basic Settings - Page Details**, complete the following settings:
  - a. In the **Page Name** text box, enter a name for the page. If this page is displayed in the menu, this will be the name in the menu.
  - b. In the **Page Title** text box, enter a short, descriptive sentence summarizing the page content. The title is used by search engines to identify the information contained on the page. It is recommended that the title contains at least 5 highly descriptive words and does not exceed 200 characters.
  - c. In the **Description** text box, enter a description of the page content. The description is used by search engines to identify the information contained on the page. It is recommended that the description contains at least 5 words and does not exceed 1000 characters.
  - d. In the **Keywords** text box, enter key words for this page separated by comma.
  - e. At **Parent Page**, select **< None Specified >** to set this as a parent page in the menu, or select a [Page Name] to set this page as a child of the selected page. Users can access child pages by mousing over the parent page. Note: This option is not available to Page Editors.
  - f. At **Template Folder**, select the folder of your File Manager where the template is located. This will enable the template field below and populate the drop-down list with all templates within this folder.
  - g. At **Page Template**, select a template from the drop-down list.
  - h. At **Include In Menu?**, check the check box to include this page in the menu, or uncheck the check box to hide the page.
  - i. At **Permissions**, set the page view and editing permissions for one or more roles:
    - i. At **Filter By Group** (Note: this field may not be displayed), select from the following options:
      - i. **All Roles**: View all roles (both global and group roles) in one single list.
      - ii. **Global Roles**: View roles that not within a Group.
      - iii. **[Group Name]**: Select a [Group Name] to view all roles within that group.
    - ii. In the **View Page** column, select each role that is able to view this page. By default only the Administrators role is selected.
    - iii. In the **Edit Page** column, select each role that is able to edit the settings and all content on this page. By default only the Administrators role is selected. **WARNING**: If the role of Unauthenticated is checked at Edit Page this will allow all visitors to edit the page.
  - j. At **Permissions**, set the page view and editing permissions for individual users:
    - i. In the **Username** text box, enter any user's Username.
    - i. Click the [Add](#) link.
    - ii. In the **View Page** and **Edit Page** columns, check or uncheck the check box to set this users view and edit permissions. Note that if **All Users** or **Registered Users** is selected above this user will have that level access.
3. Click the [Update](#) link.

Tip: See "Adding a Page - Advanced Settings" for details on setting the Advanced Settings.

▼ **Page Management**
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☐

**Basic Settings**

In this section, you can set up the basic settings for this page.

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**Page Details**

🔍 **Page Name:**

🔍 **Page Title:**

🔍 **Description:**

Learn about the advantages of membership and sign up as a member of our site.

🔍 **Keywords:**

membership, member

🔍 **Parent Page:**

<None Specified>

🔍 **Template Folder:**

Templates/

🔍 **Page Template:**

Members

🔍 **Include In Menu?**

🔍 **Permissions:**

**Filter By Group:** < Global Roles > ▼

|                       | View                                | Edit                                |
|-----------------------|-------------------------------------|-------------------------------------|
| Administrators        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| All Users             | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Forum Admin           | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Newsletter            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Registered Users      | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Subscribers           | <input type="checkbox"/>            | <input type="checkbox"/>            |
| Unauthenticated Users | <input type="checkbox"/>            | <input type="checkbox"/>            |

**Username:**  [Add](#)

---

☐

**Copy Page**

🔍 **Copy From Page:**

<None Specified>

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☒

**Advanced Settings**

[Update](#)   [Cancel](#)

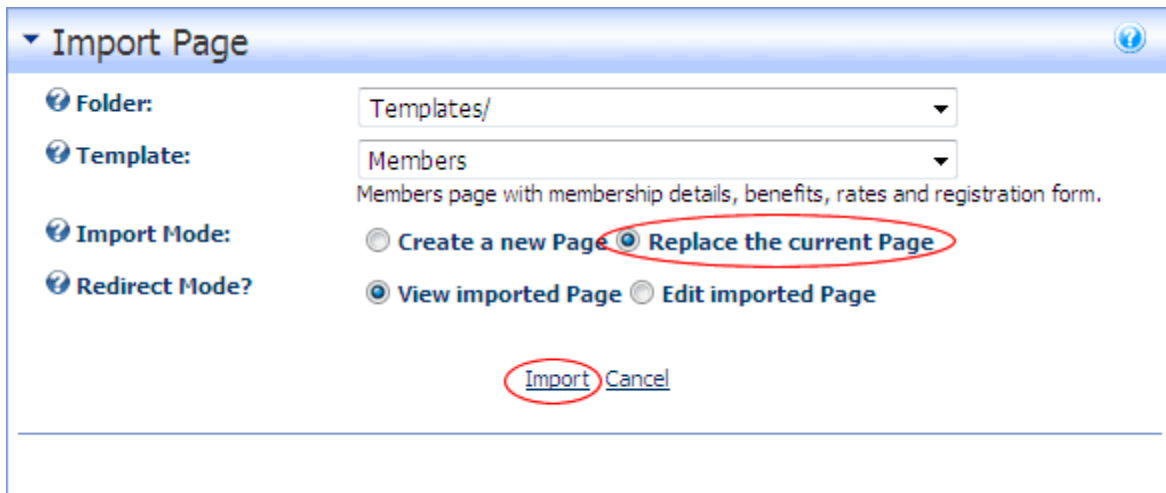
Creating a new page from an existing template

## Replacing the Current Page with a Page Template (Import Page)

How to replace the modules on the current page with a page template. This option is only available on the Iconbar control panel.

1. Click the **Import Page** button or the [Import](#) link on the Iconbar control panel.
2. At **Folder**, select the folder of your File Manager where the template is located. This will enable the template field below and populate the drop-down list with all templates within this folder.
3. At **Template**, select a template from the drop-down list. The description of the selected template will be displayed providing you with more details of the template.
4. At **Import Mode**, select **Replace The Current Page**.
5. At **Redirect Mode?** select from the following options to set where you will be redirected to once you complete this importing:
  - Select **View Imported Page** to be redirected to the newly created page. This is the typical option to select for this tutorial as you will not generally need to change the Page Settings of an existing page.
  - Select **Edit Imported Page** to be redirected to the Page Settings page of the newly created page.
6. Click the [Import](#) link. The new page will now be added to the top level of the menu. If Edit Imported Page was selected at Step 6 you can now edit page settings as required.

**Tip:** I recommend that you view the new page to ensure that any modules that are set to display on all pages are not duplicated. This may occur if the selected template includes modules that are displayed on all pages.



The screenshot shows the 'Import Page' dialog box with the following settings:



- Folder:** Templates/
- Template:** Members  
Members page with membership details, benefits, rates and registration form.
- Import Mode:**  **Replace the current Page** (circled in red)
- Redirect Mode?:**  **View imported Page**  **Edit imported Page**

At the bottom, there are two buttons: **Import** (circled in red) and **Cancel**.

Replacing the current page with imported modules


## Submitting a Page to Google

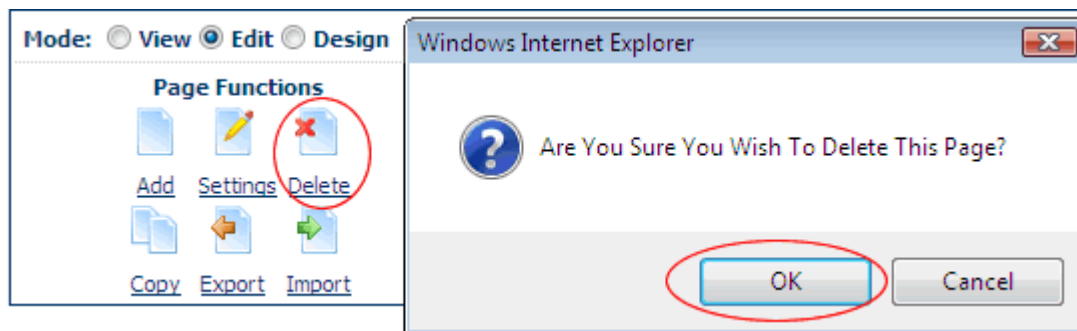
How to submit a page to Google. This will place the page on Google's list of URLs to crawl.

1. Navigate to the page.
2. Select **Page Settings**  button or click the [Settings](#) link in the Control Panel.
3. Complete the below fields to maximize the effectiveness of the submission. If these fields are completed, skip to Step 6.
  - a. Page Name
  - b. Page Title
  - c. Description
  - d. Key Words
  - e. Page Header Tags
4. Click the [Update](#) link.
5. Select **Page Settings**  button or click [Settings](#) in the Control Panel.
6. Click the [Submit Page To Google](#) link.

## Deleting a Page

Page Editors and Administrators can delete any portal page unless it has been set as the Splash page, Home page, Login page, or the User page. The last visible portal page can also not be deleted. Deleted pages are stored in the Admin > Recycle Bin where they can be restored or permanently deleted by an Administrator.

1. Navigate to the page.
2. Click the **Delete Current Page**  button or the [Delete](#) link in the Page Functions section of the Control Panel. A dialog box reading "Are You Sure You Wish To Delete This Page" will be displayed.
3. Click the **OK** button.



Deleting a page