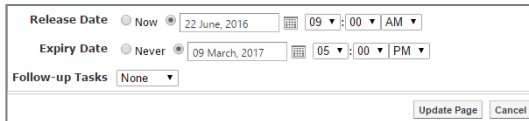


MANAGING WEB PAGES (ADVANCED)

- You can publish web pages at specific times and dates using the online scheduling tool. This is useful for event based pages.
- You can switch between different versions of your web page using the Version History tool.

Scheduling Pages

- Navigate to the page you want to schedule.
- From the Administrative Toolbar, click on **Page Options -> Page Properties**.
- In the **Page Administration** section use the **Release Date** and **Expiry** fields to specify the time when the page should be visible.
- Click **Update Page** to finish.




Release Date Now 22 June, 2016 AM

Expiry Date Never 09 March, 2017 PM

Follow-up Tasks

Switching Page Versions


Note: *Every change you make on a page is tracked by the system using version numbers.*

- Navigate to the page in question.
- From the Administrative Toolbar, click on **Design Mode**.
- Click the  icon for your desired portlet.
- You will see numerous versions denoted by numbers.
- Select a version number and click the **Preview** option to see how the page looks like.
- Click the **Make Live** option for the version of your choice to make it the live version.



Version	Description	Owner	Created On	Published On	Actions
2	Web_Content	Bert_Tate	11/06/2015 08:15 AM	11/06/2015 08:15 AM	Preview Live
1	Web_Content	Charlie_Ganner	4/01/2013 06:19 AM	11/06/2015 08:14 AM	Preview Make Live

Comparing Page Versions

- Navigate to the page in question.
- From the Administrative Toolbar, click on **Design Mode**.
- Click the  icon for your desired portlet.
- For the two versions you want to compare, select the left button for one and the right for the other.
- You will now be able to compare the 2 versions side by side.

