NSO WEB ADMINISTRATORS
SEPTEMBER 2019 WORKSHOP
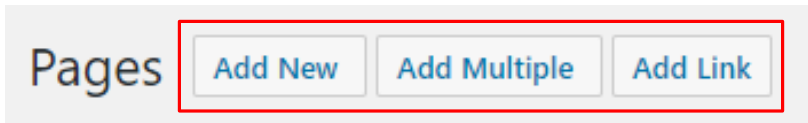
PART VII – PAGES LIST & OPTIONS

EDITING

"Editing and selectivity are processes that provide the first steps in determining and conveying content."
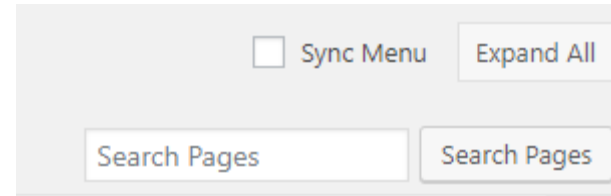
Gerald Boomer

PAGE EDITING

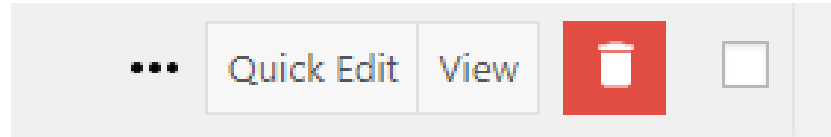## *Pages List and Creation*

- Add New
  - Adds a new page

- Add Multiple
  - Adds multiple pages quickly

- Add Link
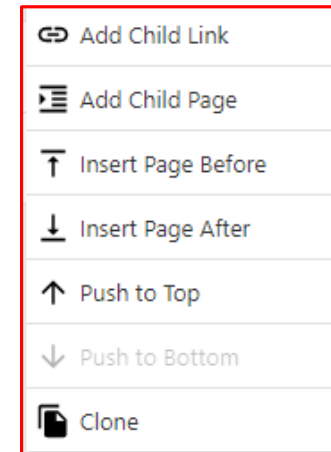 - Adds a direct link to different content types.

- Sync Menu
  - Syncs all pages to the menu (use with care)

- Expand All
  - Expands all nested menu

- Search
  - Allow you to search for pages

PAGE EDITING

Pages List and Options

- This option appears on the right most end when you hover a page title.
- Has four shortcut options;
    - Nested Page Options (represented by •••).
    - Quick Edit
    - View
    - Trash (Remove).

🔗	Add Child Link
▤	Add Child Page
↑	Insert Page Before
↓	Insert Page After
↑	Push to Top
↓	Push to Bottom
📋	Clone

Quick Edit   ID: 168

Title	About us		Template	Default Template ▾
Slug	about-us		Password		–OR– ☐ Private
Date	09-Sep ▾ 04 , 2019 @ 03 : 00			☐ Allow Comments
Author	stanley ▾			☐ Hide in Nested Pages
Status	Published ▾			Menu Options

Cancel   Update

PAGE EDITING

Page Options

- Status & Visibility

  - Visibility – allows you to set the visibility of that page to Public (Visible to everyone), Private (visible to site admins and editors) and Password Protected (Protected with a password you chose).

  - Publish – Basically gives you the option to set date to publish the page.

  - Pending Review – Check this box if you want this page to be reviewed before publishing

  - Move to trash – Removes this page

PAGE EDITING

Page Options

- Revisions

  - Gives you a history of your edits on that page so that you can rollback to previous state.

- Permalinks

  - The full URL you see or use

  - Comprises of you domain and slug (a piece that comes after the domain name, usually the name of your post or page.)

Document	Block	✕

Status & Visibility ⌄

🕒 3 Revisions

Permalink ⌃

URL Slug

```
page-options
```

The last part of the URL. Read about permalinks ⬀

Preview
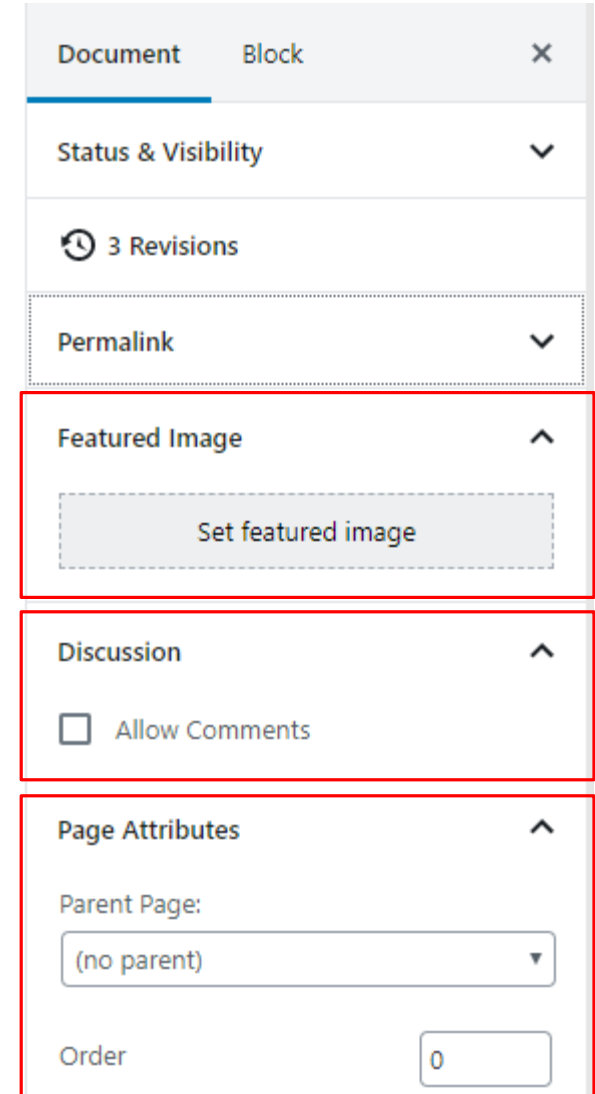http://localhost:8000/nsotraining/page-options/ ⬀

Featured Image ⌄

Discussion ⌄

Page Attributes ⌃

PAGE EDITING

Page Options

- Featured Image
  - A single image that represents a page as a whole (most commonly used on posts)

- Discussion
  - Check the "Allow Comments" box to display a commentary form on your page.

- Page Attributes
  - Defines the sitemap.
  - You can create nested pages with this option