



## Editing Page properties

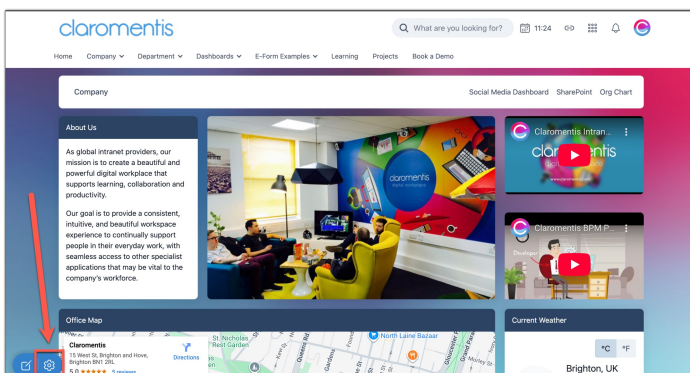
Once your team have begun using the Pages application, there will likely be multiple sites & pages to manage over time.

Certain [changes to site properties](#) can be carried out by those with 'manage site' permissions.

Changes to the pages within sites can be carried out by those with manage site permissions, as well as any user given 'add/edit' rights per page.

## Opening the 'Page properties' area

A user with appropriate permissions can open the properties of a page directly by clicking the cog icon that appears on it:

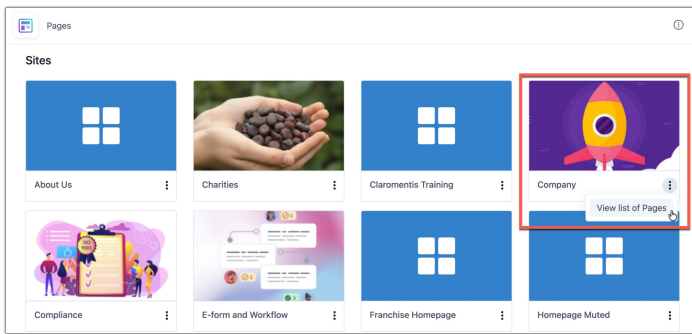


Otherwise, this can be opened from Applications > Pages.

The Sites listed here will be those a user has at least 'View' permissions for.

Users with 'Manage site' or 'Add/edit' permissions can open the 'Page properties' area per page within a Site where they have this right.

Open the relevant site landing page by clicking the 3 dots > 'View List of pages':



Here, all pages or links within the site opened will be listed.

'Page properties' can be opened per page listed by clicking the 3 dots in line with each and choosing the option:

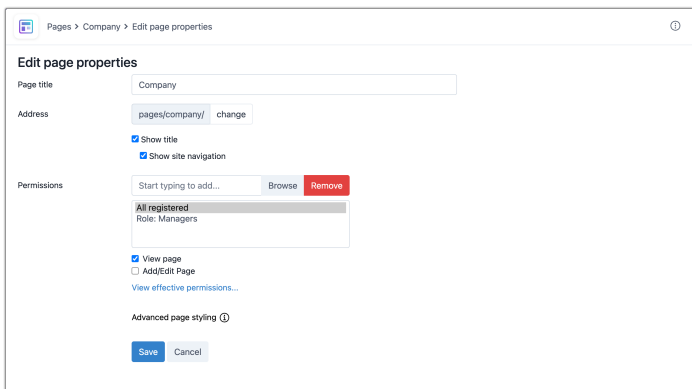


**Please note:** If the cog or 'page properties' tab does not appear, you do not have the correct permissions to access this.

An application administrator of the Pages application or those with 'manage' site rights can resolve this by [updating permissions](#) to the site overall or per page to allow your access.

## Possible Changes

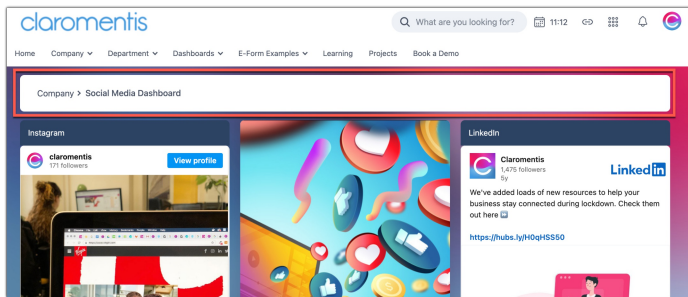
Make sure to click 'save' to apply any changes made.



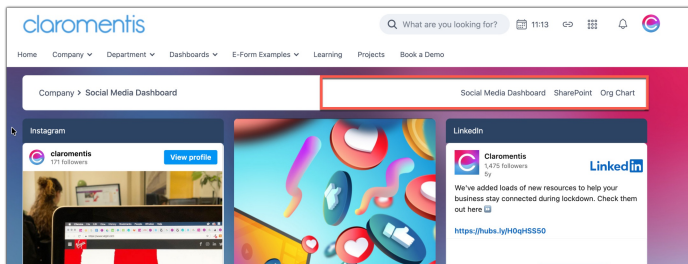
- **Page title:** The name that will appear for this page in the Site landing area, and if 'Show title' is enabled.
- **Address:** The URL of the Page

**Please note:** The URL will not update if the page title is changed; instead, this can be edited manually using the 'change' button. If you do change the URL, ensure you have considered the other updates required whenever the previous URL was linked, e.g. user bookmarks, menu items, buttons, etc, to prevent any change to user access.

- **Show title checkbox:** Select this to show the title in a bar on the Page:



- **Show site navigation checkbox:** If other pages exist within the same Site, select this option to have links to these appear on the right in a bar at the top of this page to assist navigation between them:



- **Permissions:** Change the users/roles/groups based on the access you want them to have to this page. the Site and its pages. More information to assist your choices [here](#).

**Please note:** If any subpages have been created off the page being edited and they are set to inherit permissions, they will also be updated when your changes are saved. Consider if this will modify user access unexpectedly before applying the changes.