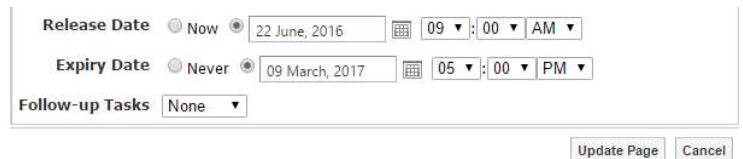


# MANAGING WEB PAGES (ADVANCED)

- 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

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




The screenshot shows a form with the following fields:

- Release Date:** Radio buttons for 'Now' and '22 June, 2016' (with a calendar icon), and a time selector for '09:00 AM'.
- Expiry Date:** Radio buttons for 'Never' and '09 March, 2017' (with a calendar icon), and a time selector for '05:00 PM'.
- Follow-up Tasks:** A dropdown menu currently set to 'None'.
- Buttons for **Update Page** and **Cancel**.


## Switching Page Versions

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

1. Navigate to the page in question
2. From the Administrative Toolbar, click on **Design Mode**
3. Click the  icon for your desired portlet
4. You will see numerous versions denoted by numbers
5. Select a version number and click the **Preview** option to see how the page looks like
6. 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
9	Content 1	charlie.danner	6/03/2016 12:05 PM	6/03/2016 12:05 PM	<a href="#">Preview</a> <a href="#">Live</a>
8	Content 1	bert.tate	6/03/2016 09:29 AM	6/03/2016 09:29 AM	<a href="#">Preview</a> <a href="#">Make Live</a>
7	Content 1	bert.tate	3/24/2016 08:21 AM	3/24/2016 08:21 AM	<a href="#">Preview</a> <a href="#">Make Live</a>

## Comparing Page Versions

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

