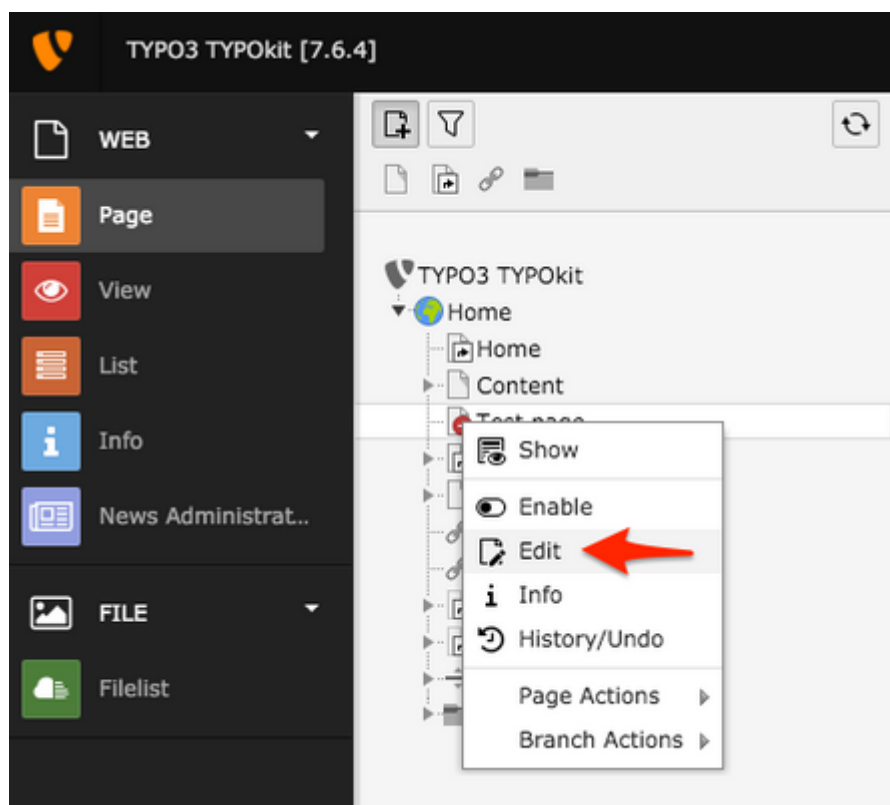
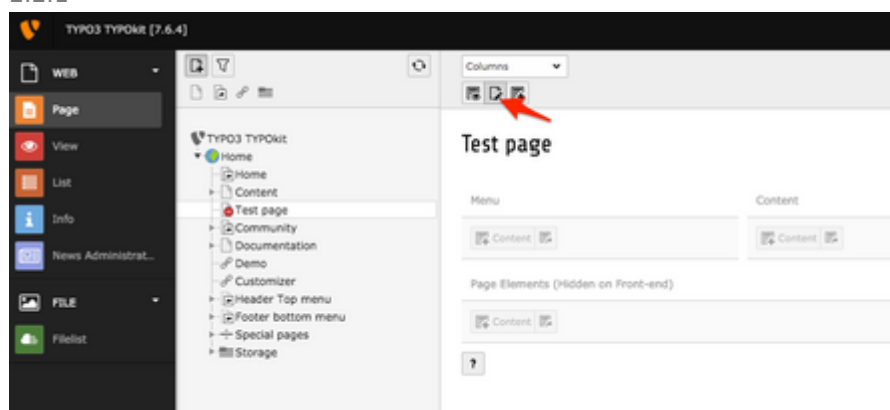


2.2 Page properties

To edit the page settings, you can either right click on the page, in the page tree, and choose "Edit" (Img. 2.2.1) or the page properties icon above the page content area (Img. 2.2.2).



2.2.1



2.2.2

General

The tab "General" contains all the information regarding the Page

type (1), the Page title (2), Alternative navigation title (3), if you want the title shown in the menus to be other than page title, the Speaking URL path segment (4), to alter the [URL](#) of the page, and finally the option to exclude the page from the URL (5).

(Img. 2.2.3)

Edit Page "Test page"

The screenshot shows the 'Edit Page' interface for 'Test page'. At the top, there are tabs: 'General' (highlighted with a red box), 'Access', 'Metadata', 'Appearance', 'Behaviour', 'Resources', and 'Categories'. The 'General' tab is active, showing the following fields:

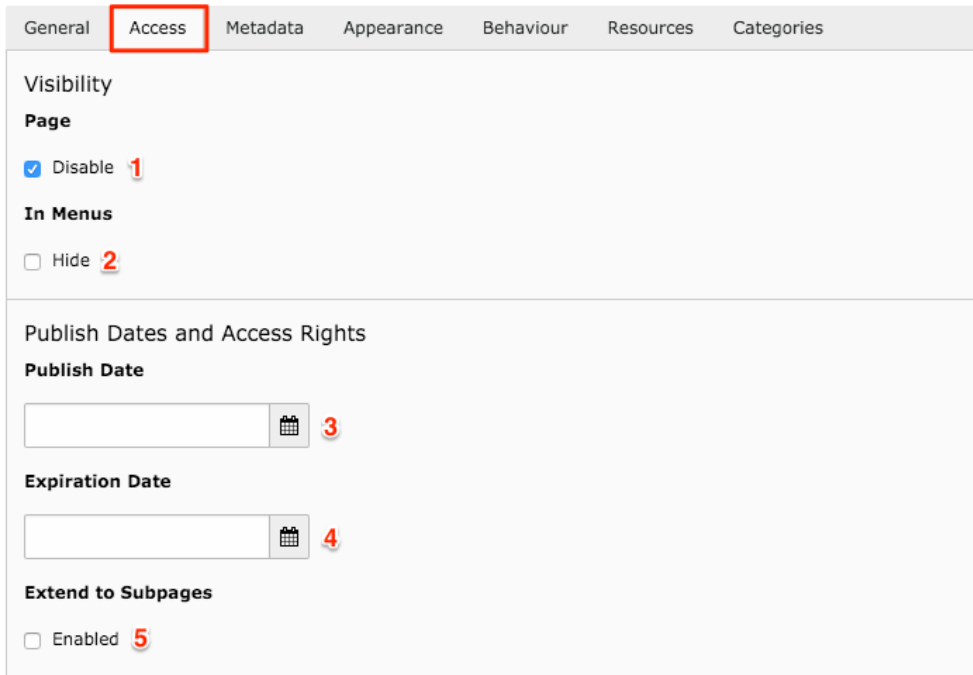
- Page Type:** A dropdown menu set to 'Standard' with a red '1' next to it.
- Title:**
 - Page Title:** A text input field containing 'Test page' with a red '2' next to it.
 - Alternative Navigation Title:** An empty text input field with a red '3' next to it.
- Speaking URL path segment:** An empty text input field with a red '4' next to it.
- Exclude from speaking URL:** A checkbox that is unchecked, with a red '5' next to it.

2.2.3

Access

Below the tab "Access" you have the visibility option, to disable the page (1) and [hide the page from the menu](#) (2). It is also possible to set publishing (3) and expiration (4) dates of a page here. This setting can be set to include all subpages as well (5).

(Img. 2.2.4)



General **Access** Metadata Appearance Behaviour Resources Categories

Visibility

Page


☒ Disable 1

In Menus


☐ Hide 2

Publish Dates and Access Rights

Publish Date

 3

Expiration Date

 4

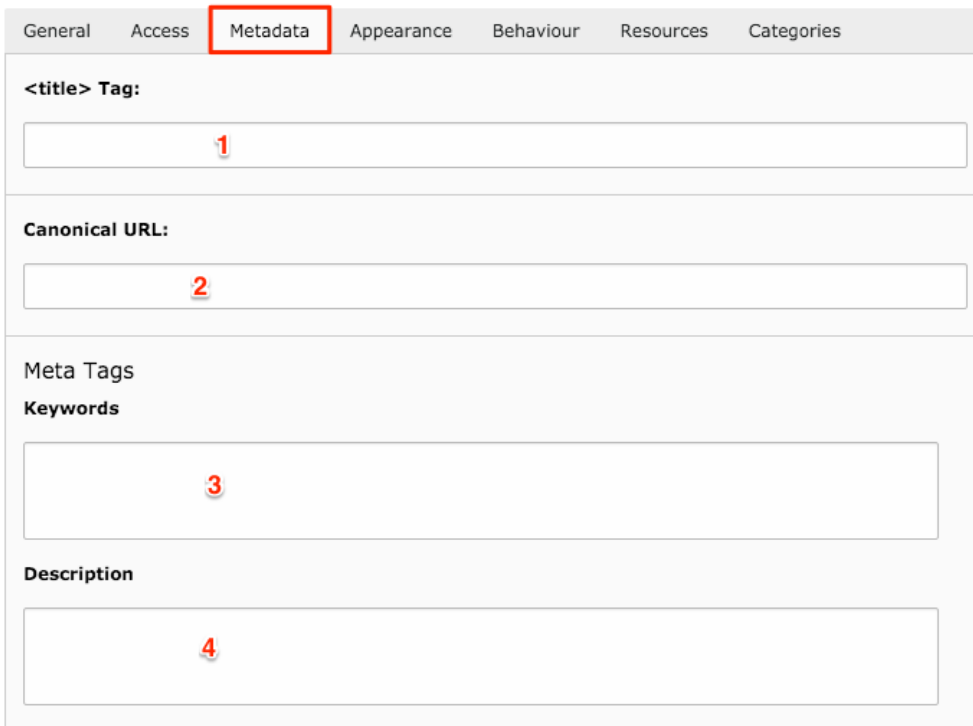
Extend to Subpages

☐ Enabled 5

2.2.4

Metadata

The tab "Metadata" contains all information for the [Search Engine Optimization](#). Here you can set the [Title-tag](#) (1), [canonical URL](#) (2), [keywords](#) (3) and [description](#) (4). (Img. 2.2.5)



General Access **Metadata** Appearance Behaviour Resources Categories

<title> Tag:

1

Canonical URL:

2

Meta Tags

Keywords

3

Description

4

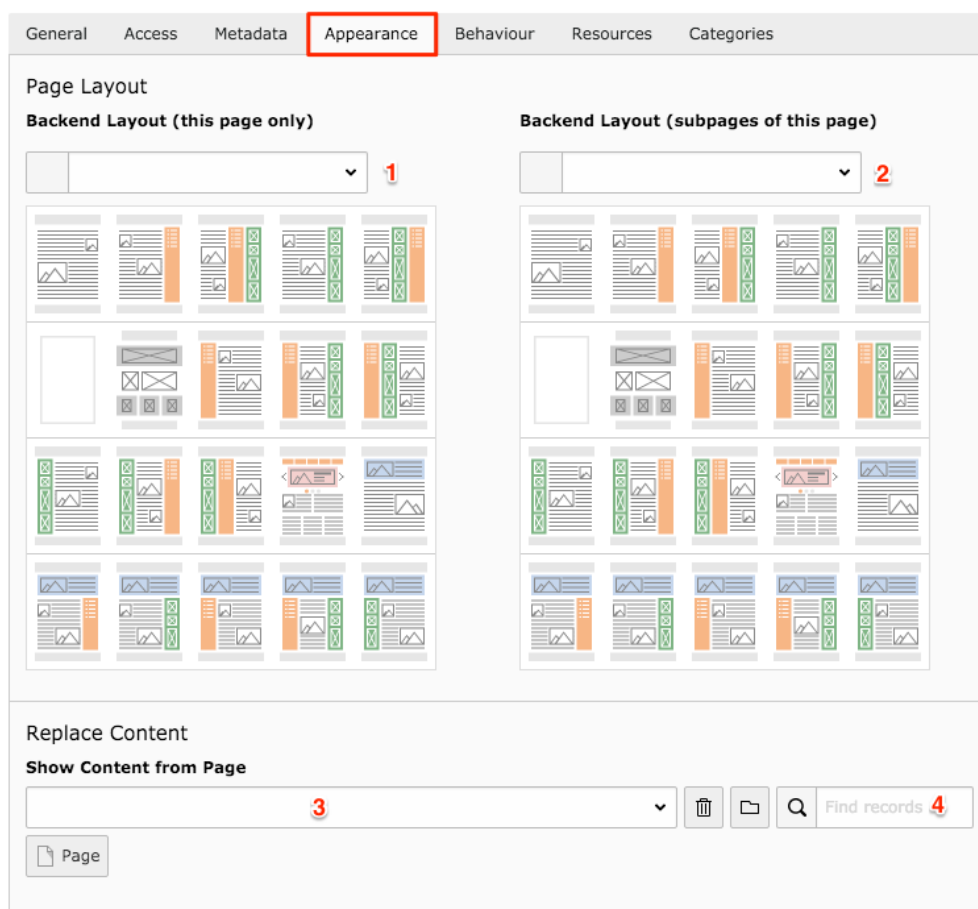
2.2.5

Appearance

The tab "Appearance" contains template selection for the page,

which means the layout of the page. All available templates can be found in the dropdown or by selecting through the thumbnails (1). It is also possible to set what template should be used for all subpages of this page (2).

In the case where you wish to have the same page content available on more than one page, but not having to edit it on multiple places, you can use the function "Show content from page". One field shows what page the content is fetched from (3) and there is a search field (4) to search and add page. (Img. 2.2.6).

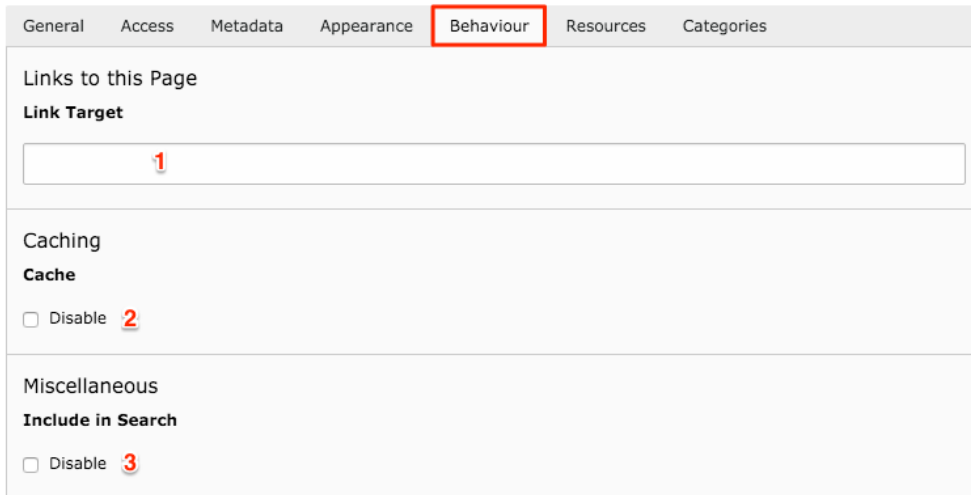


2.2.6

Behaviour

Below the tab "Behaviour" you can find functions like Link target (1), which is used to force a linked page to open in a new window. This is mostly used when creating a [page that links to an external URL](#). If you wish to exclude a page from being [cached](#), you can disable the function (2). If you wish to exclude a page from the internal search function, on your website, this can also be

selected (3). (Img. 2.2.7)



General Access Metadata Appearance **Behaviour** Resources Categories

Links to this Page

Link Target

1

Caching

Cache

☐ Disable 2

Miscellaneous

Include in Search

☐ Disable 3

2.2.7

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