

Editing a Content Page

When you first create a Content Space Page, you will be automatically taken the Inline Editor so that you can create your content.


In order to edit the content of existing pages on your website you can switch to **Design Mode** and click inside the content area of a **portlet**. This will launch the Inline Editor.

The screenshot displays the inline editor interface. At the top, there is a toolbar with various icons for editing, including undo, redo, bold, italic, underline, and text alignment. Below the toolbar are three buttons: "Save", "Publish", and "Cancel". The main content area is a text editor with a dark background. It contains two paragraphs of placeholder text (Lorem ipsum). The text is as follows:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam suscipit vehicula nibh, varius volutpat tortor ultricies nec. Aenean porta euismod nulla, egestas sollicitudin justo eleifend id. Quisque viverra maximus nisi in scelerisque. Aliquam non arcu sodales, tempor ligula in, lacinia neque. Morbi quam est, cursus sit amet lorem sit amet, posuere iaculis mauris. Maecenas at neque ultricies, sodales nisi quis, iaculis nulla. Cras scelerisque, nisi in interdum rutrum, ex lacus luctus sem, nec finibus felis est id neque. Proin auctor gravida turpis in placerat. Donec non consectetur ex, nec porttitor diam. Mauris ullamcorper feugiat eros, vitae vulputate velit lobortis eu. Maecenas in suscipit felis. Curabitur porttitor lacinia neque, ut placerat orci feugiat ac. Nunc mattis at mauris quis bibendum. Pellentesque ut aliquam ex, non mollis nulla. Nunc varius nulla quis erat elementum, sit amet ultricies lectus congue.

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At the bottom of the editor, there are two tabs: "Design" (selected) and "HTML".

Alternatively, you can click on **Check-out & Edit Page** under **Page Options** within the **Administrative Toolbar**. You can also access the editor by turning on **Design Mode** and clicking the  icon on the portlet you wish to edit.

You will be routed to a page that is divided into three main headings:

Save Draft
Publish
Cancel

PAGE PROPERTIES

Title ↓

Name

Summary

PAGE CONTENT

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam suscipit vehicula nibh, varius volutpat tortor ultricies nec. Aenean porta euismod nulla, egestas sollicitudin justo eleifend id. Quisque viverra maximus nisi in scelerisque. Aliquam non arcu sodales, tempor ligula in, lacinia neque. Morbi quam est, cursus sit amet lorem sit amet, posuere iaculis mauris. Maecenas at neque ultricies, sodales nisi quis, iaculis nulla. Cras scelerisque, nisi in interdum rutrum, ex lacus luctus sem, nec finibus felis est id neque. Proin auctor gravida turpis in placerat. Donec non consectetur ex, nec porttitor diam. Mauris ullamcorper feugiat eros, vitae vulputate velit lobortis eu. Maecenas in suscipit felis. Curabitur porttitor lacinia neque, ut placerat orci feugiat ac. Nunc mattis at mauris quis bibendum. Pellentesque ut aliquam ex, non mollis nulla. Nunc varius nulla quis erat elementum, sit amet ultricies lectus congue.

Design
 HTML

PAGE ADMINISTRATION

Page Owner charlie.danner

Propagate the Change of Ownership to All Sub-Pages

Last Modified Friday, October 26, 2018 at 10:30 AM

Release Date Now 08 January, 2019 : AM

Expiry Date Never 29 March, 2019 : AM

Follow-up Tasks

Save Draft
Publish
Cancel

Page Properties

The **Page Properties** section allows you to change the title of a page on the website. Simply type in the new name of your page in the **Title** field and the system will automatically update the **Name** on the page.

Page Content

The **Page Content** section contains the **WYSIWYG** Editor. A detailed overview of the editor can be found in the [Text Editor](#) section.

Page Administration

The **Page Administration** section contains user specific information on the page. This section is divided into 6 main components:

Page Owner

In institutions, the task of maintaining and updating content on websites is often distributed between different resources. The **Page Owner** field states the ownership of a page.

Users and administrators also have the ability to change the ownership of a page to another user. To do so, simply click on **Choose User/Group** and select the user or group who you wish to grant ownership to.

Last Modified

The **Last Modified** section displays when the page was last edited.

Release Schedule

The **Release Date** and **Expiry Date** fields allow you to schedule when the page will be visible to users. The **Release Date** determines when the page will be made public and the **Expiry Date** determines when the page will no longer be public. By default, the **Release Date** will be set to **Now** and the **Expiry Date** will be set to **Never**.

Follow-up Tasks

Page Owners can keep track of their pages by simply scheduling reminders for specific pages. By clicking on the **Review** option in the drop-down menu and selecting a date from the embedded calendar, page owners can ensure that their pages are never out of date. On the scheduled date the system triggers an email to the **page owner**, reminding the owner of their scheduled task.

Similarly, by clicking on **Archive** in the drop-down menu page owners can schedule specific pages to be archived on the site on a specific date.

 **Note:** *Archived Pages are pages that are saved for future use on the site. Archived Pages can be retrieved and made **live** at any time.*

The **Move** option allows Page Owners to move the page to a new location. You can select to move the current page and all the subpages or just the subpages. For the move date you can specify a date using the calendar to select or schedule the move for when the page is a certain number of days old.

Approval Notes

Administrators at your organization may choose to apply approval workflows to the page you are editing. In such a scenario, changes made by the content author, or page owner, are not made live on the site unless it is approved by a designated individual or individuals. Under the Approval Notes section, you can include notes on the changes made which will then be routed to the approver.

Publishing Your Page

After editing your portlet, you will have three options available to you: **Save**, **Publish** and **Cancel**.

PUBLISHING YOUR PAGE

Save Clicking the **Save** button saves all the changes made to your portlet but the changes will not yet appear (or be made live) to visitors of the page. This allows you to keep working on the page over multiple sessions and reveal the changes only when you are ready.

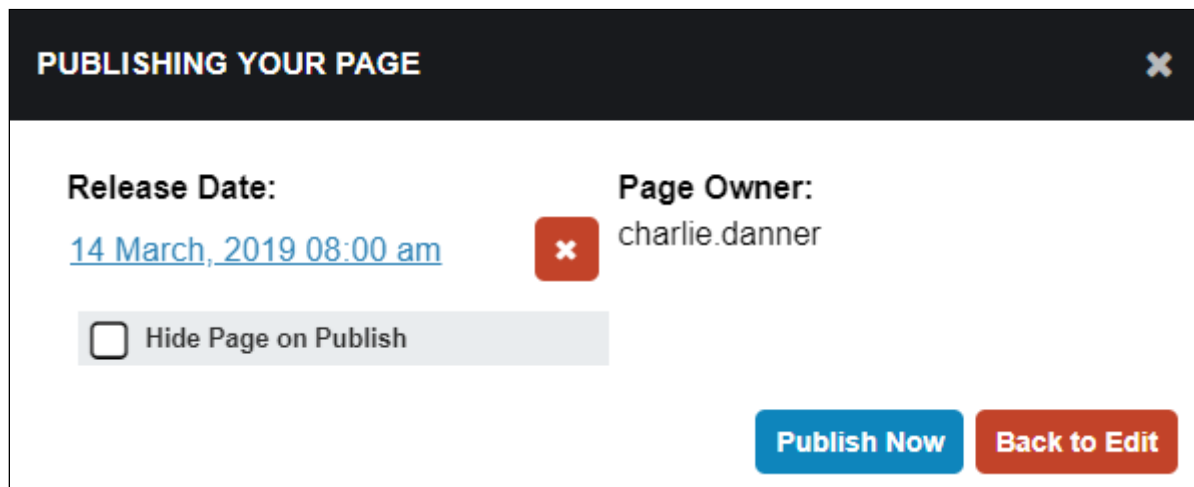
Publish Clicking on **Publish** will make your changes live immediately.

Cancel Clicking on **Cancel** will discard all the changes.

If you are editing the a content portlet on the page via Inline Editing, and the page has not been released yet, you will then be presented with a **Publishing your Page** modal.

From here, you can use the date picker to specify the **Release Date**.

You can also choose to **Hide Page on Publish**.



PUBLISHING YOUR PAGE ✕

Release Date:
[14 March, 2019 08:00 am](#)

Page Owner:
✕ charlie.danner

Hide Page on Publish

Publish Now **Back to Edit**

When you are ready to publish the page, click **Publish Now**. If you want to make further edits, click **Back to Edit**.