

## Page Order

When you first create a new page, it will automatically be added to the bottom of the list of subpages for the page you are on. This is the case both for the horizontal menu across the top and the vertical sidebar menu.

To change the order that subpages appear, both in the horizontal and vertical menus, go to **Page Options** -> **Page Order**.

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### ↕ Page Order

Drag and drop pages to reorder

Sort by creation date ▲
Sort by name ▲

	Sub-Page Name	Creation Date	
↕	Summer Hours	22 March, 2018	
↕	Welcome Dr. Waltz!	22 March, 2018	
↕	Robotics Team Wins "Best in Show" At State Exhibit	22 March, 2018	
↕	KPXA News Coverage	20 August, 2018	
↕	FallFest 2019 Details	23 November, 2018	

Update Page Order
Cancel

Click and drag the icons to rearrange the pages to your liking.

You can also sort the pages by creation date or name (in ascending or descending order) by clicking on the **Sort by creation date** and **Sort by name** buttons.

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## ◆ Page Order

Drag and drop pages to reorder

Sort by creation date ▲Sort by name ▲

	Sub-Page Name	Creation Date	
◆	FallFest 2019 Details	23 November, 2018	
◆	KPXA News Coverage	20 August, 2018	
◆	Robotics Team Wins "Best in Show" At State Exhibit	22 March, 2018	
◆	Summer Hours	22 March, 2018	
◆	Welcome Dr. Waltz!	22 March, 2018	

Update Page Order Cancel

When you have finished rearranging the pages, click **Update Page Order** to save your changes.