

Page Status

After creating pages you have the ability to show or hide them on your site. Hidden pages are different than archived pages; users who have a direct URL will still be able to access a hidden page as it is still **live** on your website. As mentioned earlier, archived pages are essentially saved pages that you can make live at any time.

To archive or change the status of a page, navigate to the parent page of the page you wish to update and then in the Administrative Toolbar, hover over **Page Options** and click **Page Status**.

Changing Page Status

Hiding and showing pages is easy: click on the **Show**, **Hide from Menu** or **Hide All Content** option next to the title of the page. The key point to understand how the visibility of a page can be used to enhance the impact of your website.

Often content authors make the mistake of adding too many subpages to their website. These pages negatively impact the readability of the site as nobody likes being confronted with an unwieldy menu. To avoid this common pitfall, content authors can create hidden subpages and simply link to them from another area of the website.

Hide All Content allows you to hide your subpages, as well as hide the page from top menu bar and the side menu bar. If there is a calendar within your hidden section, it will not be visible from other calendars on your site. You will not be able to see any subpages of the page from the side menu bar.

Hide from Menu allows you to remove a page from the top menu bar and sidebar menu, without hiding the items that are contained within. The calendars under the hidden page will be visible to other calendars and the side menu bar will display any subpages of the current page.

 **Page Status**
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- Show** will display the page in the menu
- Hide from Menu** will hide the page from the menu
- Hide All Content** will hide the page and any objects under the page

	Sub-Page Name	Status	
<input type="checkbox"/>	Annual SummerFest Celebrations Begin	<input type="radio"/> Show <input checked="" type="radio"/> Hide from Menu <input type="radio"/> Hide All Content	
<input type="checkbox"/>	Inclement Weather Closures	<input type="radio"/> Show <input type="radio"/> Hide from Menu <input checked="" type="radio"/> Hide All Content	
<input type="checkbox"/>	New Regulations and You	<input checked="" type="radio"/> Show <input type="radio"/> Hide from Menu <input type="radio"/> Hide All Content	
<input type="checkbox"/>	Fall Entertainment Schedule Released	<input checked="" type="radio"/> Show <input type="radio"/> Hide from Menu <input type="radio"/> Hide All Content	
<input type="checkbox"/>	Winter Storm Clean-Up Update	<input checked="" type="radio"/> Show <input type="radio"/> Hide from Menu <input type="radio"/> Hide All Content	
<input type="checkbox"/>	Water Monitoring Alert	<input checked="" type="radio"/> Show <input type="radio"/> Hide from Menu <input type="radio"/> Hide All Content	

Archive
The selected page(s) and its(their) sub-pages will be archived.

Close

Archiving Pages

Archived pages are those pages that are saved and cannot be accessed by anyone except page owners and administrators.

To archive a **subpage** select the checkbox next to the name of the page(s) you want to archive and click **Archive**.

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When prompted, click **OK** to confirm that you wish to archive the selected pages.

Viewing Pages

From the Page Status page, you can view each of the listed pages by clicking the icon.