

Editing pages in draft mode

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Sometimes you might find you need to update content on a page that is live on your site, but you don't have the time to do it in one sitting. You can draft this page (so it is not visible on your live website) to work on it in your own time.

A page that is currently live on your site can be marked as a draft with a simple check box.

1. Go to WEBSITE CONTENT – Pages
2. Find the page you wish to mark as a draft and click on the Pencil Icon to edit it.
3. Scroll down to the options near the bottom of the page. You will see PUBLISH PAGE.
4. Uncheck Publish Page and scroll to the bottom to UPDATE the changes.
5. This page is no longer visible on your site – you can edit it in your own time and simply check PUBLISH when you are ready for it to go live on your site again!

Let's draft the cheat sheet page.



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Manage Pages

<input type="checkbox"/>	Title	Access	Url	Published	Created	Actions
<input type="checkbox"/>	Cheat Sheets	Public	http://sponsor-ed.com.au/page/199	Yes	24/04/2014	 

with selected do:

Click on the pencil icon

Show in navigation?

Publish Page? *Tick this box to publish this page, that is to be viewed publicly or privately, leave unticked if draft.*

Insert Photo Gallery *Insert a photo gallery with the page if applicable. Galleries created in Media*

Section *Choose the sections you would like to appear in the side navigational structure.*

Helpdesk Sort Order

Tips & Tricks Sort Order

Access Type *Choose public or private and select the group that can view if private.*

Uncheck Publish Page and Update your changes.

The page is no longer on my live site – I am free to edit at my own pace and Publish when it is ready!

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