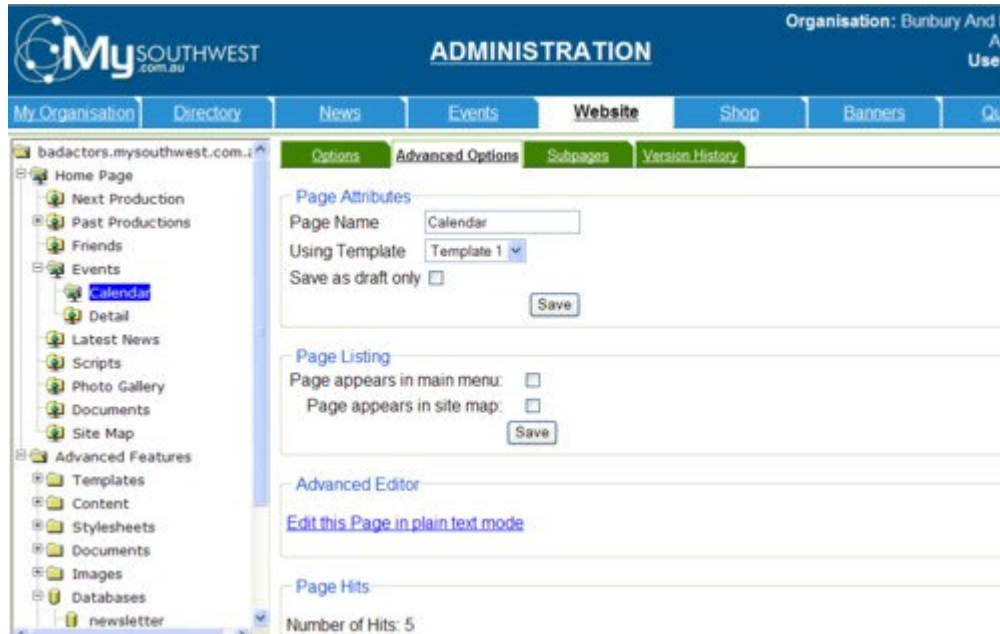


# Fact Sheet 23 - Advanced Options

You will see that there are a number of green tabs over on the right hand side of the screen when you click onto a file name on the left hand side. Click on **Advanced Options**.



From here there are a number of things you can do to the page. You can change the **name** of the page, use a different **template** for the layout (if you have one). You can **save the page as draft**, which means that the changes wouldn't appear on the actual WWW until you wanted them to. You can also choose for the page to appear in the **menu** or the **site map** or not at all. That is handy for those pages you do not want anyone to access directly, like the calendar view of the events.

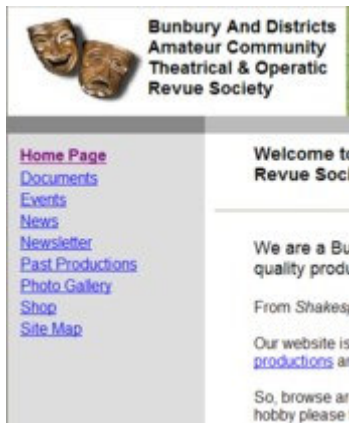
**In the following example a page is selected and the 'Display in menu' option is turned off:**



Firstly, looking in a separate browser window you can see that the 'Current Production' page is displayed in the main menu.

# Fact Sheet 23 - Advanced Options

In the **advanced options** page, you can turn this page off from the main menu by un-checking the box next to '**Pages appears in main menu**'. You do this by clicking on the green tick until it disappears and clicking on the **save** button next to it. When you look at the site in the browser and click on refresh, the page Current Productions will have 'disappeared' from the main menu.



To return the page to being displayed, return to the Advanced Options, recheck the box and click save. Everything is returned to how it had been.

Within the Advanced Options tab there is an **advanced editor** available. This editor falls outside the scope of this training manual as it is a plain text editor which requires knowledge of HTML.

There is also a count of hits against the particular page. This tells you how many times that particular page has been 'seen' by someone on the web. This number is a cumulative number from the time that the page was initially created.