

## Editing a Page

To change a page in dotCMS, log in and use Website | Browser to navigate your folders and locate the page in the list of files. Note that in this case we are looking at changing the parameters of the page itself – not the content.

Right-click on the page to see a menu of options and select Page Properties

- Open (Preview)
- Page Properties
- View Statistics
- Unpublish
- Copy
- Add To Bundle

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- Mark for Copy
- Cut

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- Close

You'll start by seeing the same options you had when creating a new page:

**Title:**

**Host or Folder:**

 

**Url:**

**Cache TTL:**

**Template:**

Changing the Title will update the browser's title bar when viewing the page. It will also change the left-hand menu entry – if the page is set to show on the menu.

Changing the URL will change the address of the page. This is not recommended since it will break all the links currently pointing to your page. Contact a member of the Webteam for more details and options.

Changing the Template will give you a new layout for the page. You may need to move or re-add some elements to the page depending on the changes you make.

For Templates that make use of the left hand menu, the Advance Properties controls that function.

<b>Advance Properties</b>	<b>Rules</b>	<b>Permissions</b>	<b>History</b>
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Show on Menu:

**Sort Order:**

**Friendly Name:**

Redirect Url:

Checking the Show on Menu box will add this page to the left hand menu and adding a number to the Sort Order will set the position of the page in the menu.

The Redirect URL can be used to organize or consolidate pages on the site – but it can have a negative impact on the search returns. Contact the Webteam if you need a page redirected to a new location.

When you are done with your changes you can Save or Save/Publish

<b>Save</b> 
<b>Save / Publish</b> 