



## Pages

Page layouts are based off templates that organize the layout of the page and manage where content should be placed.

### Add a page

1. Pages are a great way to share ideas using documents, images, videos, and other Web content.
2. In the left navigation pane, click Site Contents.
3. From the New drop-down, select Page.
4. In the Name Your Page field, enter a name for the page.
5. To add content to the page, click the Plus icon.
6. In the Featured area, click the appropriate content.
7. When finished, click Save and Close.
8. To publish the page, click Publish.

### Edit the content of a page

1. In the left navigation pane, click Pages.
2. In the Site Pages area, click the name of the page you want to edit.
3. Click Edit.
4. To edit content, hover over the appropriate information.
5. Click the Edit Web Part icon.
6. Enter the appropriate information.
7. To insert a featured option, click the Add icon.
8. When finished, click Save And Close.

### Save changes to a site page

1. Changes to pages are automatically saved, but you can also save your pages, and publish your changes to inform other users that a change has been made to the site.
2. To save the changes and close Edit mode, click Save And Close.
3. To publish the changes, click Publish.

### View page properties

1. In the left navigation pane, click Pages.
2. In the Site Pages area, right-click the appropriate item.
3. Select More.
4. Click Properties.

*If you need more help, please reach out to your division's FSSA Super User or send an email to [SharepointRequests@fssa.in.gov](mailto:SharepointRequests@fssa.in.gov) with a description of your issue.*



### Edit the page properties

1. Click the View tab.
2. In the Manage group, select Edit Item.
3. Make the appropriate changes.
4. Click Save.
5. To remove personal settings, click Open Web Part Page In Maintenance View.
6. This link can also be used to delete problem Web Parts.

### View page history

1. In the left navigation pane, click Pages.
2. In the Site Pages area, right-click the appropriate item.
3. Select More.
4. Click Properties.
5. Click the View tab.
6. In the Manage group, click Version History.

### Create an alert for a page

1. In the left pane, click Pages.
2. Under Site Pages, select the checkbox of the page you want to create an alert for.
3. Click the Other Things You Can Do With The Selected Items icon.
4. Select Alert Me.
5. In the Alert Title field, enter the appropriate name.
6. In the Send Alerts To field, enter the appropriate user name.
7. In the Send Me Alerts By area, select the appropriate delivery method radio button.
8. In the Send Me An Alert When area, select the appropriate radio button.
9. In the When To Send Alerts area, select the appropriate radio button.
10. When finished, click OK.

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