

## 6-3 Page Settings

<http://www.websuburb.com.au/HelpDesk/Pages/BasicSettings/tabid/183/Default.aspx>

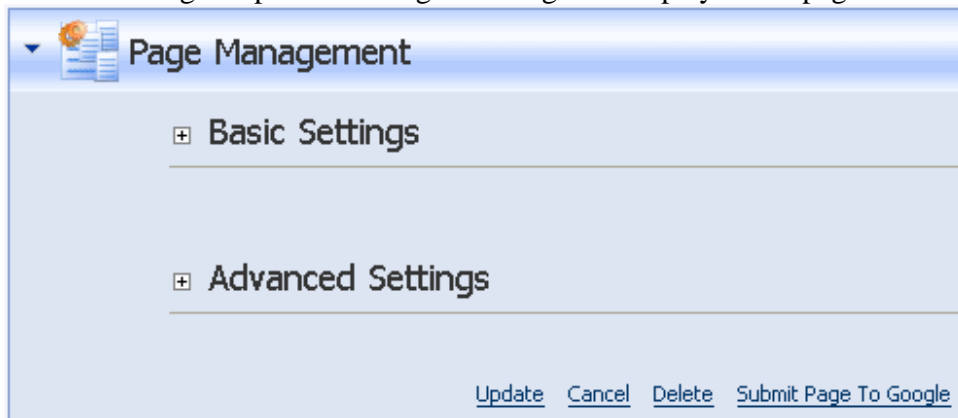


Select the Settings menu option from the Page functions menu in the top left hand corner of the web page. This will open the page titled Page Management.

**Figure: Page Settings shortcut**

There are two groups of Pages Settings viz.

1. Basic Settings – essential items to complete and
2. Advanced Settings – optional settings to change the display of the page



**Figure: Page Management Options – Basic Settings and Advanced Settings**

### 6-3.1 Basic Settings

**Basic Settings**

In this section, you can set up the basic settings for this page.

**Page Details**

**Page Name:**

**Page Title:**

**Description:**


**Key Words:**

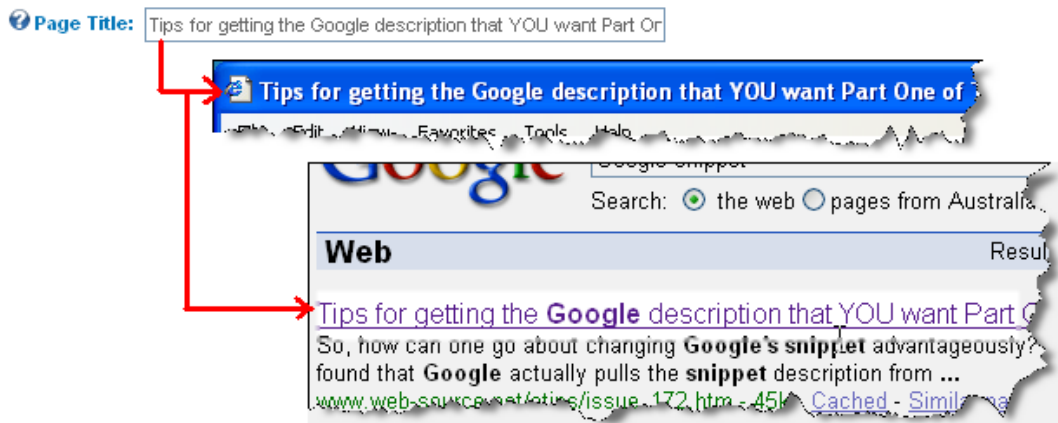
**Parent Page:**

**Permissions:**

	View	Edit
Administrators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>

Figure: Basic page settings detail

- Page Name – the text that appears in the menu i.e. 
- Page Title – Important because this is the content in the browser title bar at the top of the page and also the Google header title. I.e.



- Description – the page description is used by some search engines to index the page. Google will also display the description as a snippet in some searches.
- Key Words – used by some search engines when indexing the page. “...created fake words, put them ONLY in the key word tag and both MSN and

Yahoo found them.”

[<http://forums.searchenginewatch.com/showthread.php?threadid=11444>]

- Parent Page – specifies the location of the page in the menu hierarchy (can also be set using the Pages menu from the Admin menu)
- Permission – used in authorising the publication of pages. Select the appropriate check boxes to authorise viewing and editing of the page.  
Generally the administrator would reserve all editing rights. I.e. check boxes not ticked.  
Ticking the ‘View Page’ check box for All Users effectively publishes the page.

The next step in the session is Deleting and Restoring Pages.

<http://www.websuburb.com.au/HelpDesk/Pages/Deleting/tabid/185/Default.aspx>