

Instructions for Managing Web Pages

- Adding Linked Documents
- Disabling/Re-enabling a Web Page
- Restoring a Previous Version

Adding Linked Documents

If you are adding a new document to the web page, or have a new version you want to link to, the basic steps are: 1) open web page to edit, 2) upload new file in content management system, and 3) link them together.

1. Confirm document is in PDF form, the title has no spaces or special characters and is saved onto One Drive
2. Access the web page
3. Select the Edit/pencil icon and select Edit Content
4. The Edit Content page will open. Highlight the link that will be hyperlinked to the new document
5. Select the Hyperlink Document/link icon on tool bar
6. On the left view, select AOCFARE and then select and open the folder of the court you want. The right view will contain a list of documents already saved in that court's folder
7. Select the Upload/Green Plus icon on the task bar
8. Browse through and select the file you want to upload, and select Upload at the bottom left corner
9. This will return you back to the split screen with the new uploaded file added
10. In the right hand view, select Target and select New Window (so that when someone selects your document, it will open the document in a new window)
11. Select Insert button at the bottom right corner and select OK
12. Back on the web page, select the Save button (near bottom of page, blue)
13. To confirm, select the item you just attached your document to and it should appear

Disabling/Re-enabling a Web Page

If you need to inactivate a web page so that no one can access it, you will need to follow the steps below.

1. Access the web page
2. On the far left side, select the Admin button on the navy blue navigation menu
3. Select Page Management from the drop down list
4. From the Pages page, select the web page you wish to disable
5. Scroll down and put a check mark next to Disabled?
6. Then scroll down further and click Update Page (blue button) and now page is disabled

7. To re-enable a web page, follow the same directions above, except for step #5, remove the check mark next to the Disabled?

Restoring a Previous Version

If you need to restore to a previous version of the web page (say, you don't like at all the changes you make today and want to get back to yesterday's version), you can follow the steps below.

1. Access the web page
2. Select the Edit/pencil icon and select Edit Content
3. The Edit Content page will open
4. At the top of the page, are three tabs – select the Version Tracking tab
5. Select the version you wish to restore to
6. In the Action column, select Rollback (arrow looping back) icon
7. The selected version will now become the current version