Page Commands

Navigate to the page, then follow these quick steps. If a command is grayed out on the ribbon, you may not have the permissions to use it.

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| Add Page – New Page  | Compare Page Versions  |
| 1. **Settings** gear > **Add a Page**.
2. Enter name > **Create**.
3. **PAGE** tab > **Page Layout** > Select layout.
4. Add lists, libraries and web parts.
5. **PAGE** tab > **Save** > **Check it in** > Add comments > **Continue** > **Publish it**.
 | 1. **PAGE** tab > **Page History**.
2. **Compare with version** > Select earlier version to compare.
 |
| Delete a Page  | Edit a Page  |
| 1. **Settings** gear > **Edit page**.
2. **PAGE** tab > **X Delete Page** > **OK**.
 | 1. **Settings** gear > **Edit Page**.
2. Edit page as needed.
3. **PAGE** tab > **Save** > **Check it in** > Add comments > **Continue** > **Publish this draft**.
 |
| Edit the Properties of a Page  | Email a Link |
| 1. **PAGE** tab > **Edit Properties**.
2. Update properties.
3. **Save**.
 | 1. **PAGE** tab > **E-mail a Link**.
 |
| Incoming Links  | Manage My Alerts |
| 1. **PAGE** tab > **Incoming Links**.
 | 1. **PAGE** tab > **Alert Me** > **Manage My Alerts**.
2. View, add, edit or delete alerts.
 |
| Manage Alerts for Others  | Open a Web Page in Maintenance View |
| 1. **PAGE** tab > **Alert Me** > **Set an alert**.
2. Enter user names > Define alert details > **OK**.

– or –1. **Settings** gear > **Site settings** > **User alerts**.
2. Select user > **Update**.
3. Select alert(s) > **Delete Selected Alerts** > **OK**.
 | 1. **PAGE** tab > **Edit Properties** > **Open Web Part Page in maintenance view**.
2. Select web part(s).
3. **Close**, **Reset** or **Delete**.
4. **Go Back to Web Part Page**.
 |
| Page History | Popularity Trends  |
| 1. **PAGE** tab > **Page History**.
 | 1. **PAGE** tab > **Popularity Trends** > **Open** or **Save** spreadsheet.
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| Restore Selection from Recycle Bin | Restore Version of a Page  |
| 1. **Settings** gear > **Site contents** > **RECYCLE BIN**.
2. Select items > **Restore Selection** > **OK**.
 | 1. **Settings** gear > **Edit page** > **OK**.
2. **PAGE** tab > **Page History**.
3. Select older version from **Compare with version** drop-down.
4. Select older version > **Restore this version** > **OK**.
 |
| Set Alert – Page | View All Pages |
| 1. **PAGE** tab > **Alert Me** > **Set alert on this page**.
2. Define details of alert > **OK**.
 | 1. **PAGE** tab > **View All Pages**.
 |
| View Properties – Page  |  |
| 1. **PAGE** tab > **Edit Properties** > **View Properties**.
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