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**. |  |