View Properties of a Page

Each page has standard properties (such as name, title, comments and contact) and may have custom properties (such as the website on which it should appear or the user for whom it is intended).

Page properties may vary, depending upon whether the page is on Inside NCDOT or Connect NCDOT or is part of a team or project site.

## Contents

[Page Properties – Ribbon](#_Toc418153143)

[Example of Page Properties](#_Toc418153144)

[View Properties – Method 1](#_Toc418153145)

[View Properties – Method 2](#_Toc418153146)

[View Properties – Method 3](#_Toc418153147)

## Page Properties – Ribbon

The **View** ribbon at the top of the page properties contains options to work with the page.



## Example of Page Properties



## View Properties – Method 1

1. Navigate to the page.
2. On the ribbon, click the **PAGE** tab. In the Manage group, click **Edit Properties** and click **View Properties**.
 The page properties appear.
3. Click **Close** when you have finished your review.

## View Properties – Method 2

1. Click the **Settings** icon and click **Site contents**.
2. Click the **Pages** library.

3. Click the ellipsis next to the page name, click the ellipsis in the callout, and click **View Properties**.

The page properties appear.
4. Click **Close** when you have finished your review.

## View Properties – Method 3

1. Click the **Settings** icon and click **Site contents**.
2. Click the **Pages** library.

3. Select a page by clicking the checkbox next to the name of the page.

4. On the ribbon, click the **FILES** tab. In the **Manage** group, click **View Properties**.
 The page properties appear.
5. Click **Close** when you have finished your review.