

Web Management

Hiding a Page From the Live Website (Without Deleting It)

Sometimes you want to hide a page from the live website for a period of time. One option is to delete it and recover it from the Recycle Bin later. This following option is a little softer.

- Mouse over the Edit button top left.
- Click Edit This Page.
- Mouse over the Editing button top left.
- Click Properties
- Click the Custom Attributes tab.
- Scroll to the bottom.
- Click on Exclude From Nav.
- (Technically the page still exists on the internet, but is unlikely to be found.)

Remember for existing pages if you don't want to make changes live right away you just:

- Mouse over Editing button top left.
- Click Preview my Edits
- This saves the changes as a version but doesn't make it live.
- The page now has a green Approve Version button at the top right. The current version won't be made live on the live website until you click the Approve Version button.