

Purpose of this document

This document explains how to complete fields in the **Page Summary** and **General Properties** sections of all the page types. The Page Summary area provides the tools for naming your page, moving a page (and its child pages) to a new parent, making a page inactive, or viewing the history and restoring a previous version of the page.

PAGE SUMMARY	
Title: <small>REQUIRED</small>	General Content Page Active <input checked="" type="checkbox"/>
URL Title:	gcp Show History <input type="checkbox"/>
HTML Title:	IronPoint - General Content Page
Location:	> Home Page for Version 7.5 > <> Move Page (Select new parent): << Select Page >>
New Location:	> Home Page for Version 7.5 (pending publication)
Page Type:	General Content Page ID: 555 Site ID: 3

Page Sections & Fields

<i>Page Section</i>	<i>Field Name/Item</i>	<i>Description of usage</i>
Page Summary	Title	Required The title entered here is used by various IronPoint tags and will be the default title displayed on the page, in the menu, in the location line and in links to the page.
	URL Title	Optional If you leave this field blank, the Title field will be used by default with spaces and illegal characters replaced with a standard character The purpose of the URL Title is to create a "file name" for your site pages that are exported or use the friendly URL designation. If you are not sure if you use either of these, speak to your site administrator.
	HTML Title	Optional If you leave this field blank, the Title field will be used by default. The HTML Title is the title that is displayed in the top left hand corner of a browser window. The title is entered into the HTML <title> tag, which is indexed by Search Engines and displayed in their results. Enter a title that will optimize your site's ranking in the list of search results.

<i>Page Section</i>	<i>Field Name/Item</i>	<i>Description of usage</i>
	Active	<p>Provides Functionality</p> <p>This checkbox controls whether the page is active and displayed on your site. If the checkbox is unchecked, the page is not displayed but is retained in the database. This means it can be reactivated later by checking the Active checkbox again.</p>
	Show History	<p>Provides Functionality</p> <p>Checking this checkbox displays the History tab for the page. The History tab displays the version number and date for each published version of the page as well as the user responsible for the changes.</p>
	Location	<p>Display Only</p> <p>This is the location (path) within the web site of the page you are currently editing.</p>
	Move Page	<p>Provides Functionality</p> <p>The Move Page link allows you to move the current page to a different location within the site.</p>
	Page Type	<p>Display Only</p> <p>Indicates the type of page currently being edited.</p>
	Page ID	<p>Display Only</p> <p>Indicates the page number within the site. These numbers are assigned automatically by the system when the page is created.</p>
	Site ID	<p>Display Only</p> <p>Indicates which site within the Active CM that this page belongs to. This number is assigned automatically by the system when a Site is created.</p>
General Properties	Teaser	<p>Use the Teaser field to briefly describe the page content. This information is not displayed on the page it is entered on, but is pulled from the page to other pages (i.e. General Content 2) as a method to provide additional information about a page link.</p>