

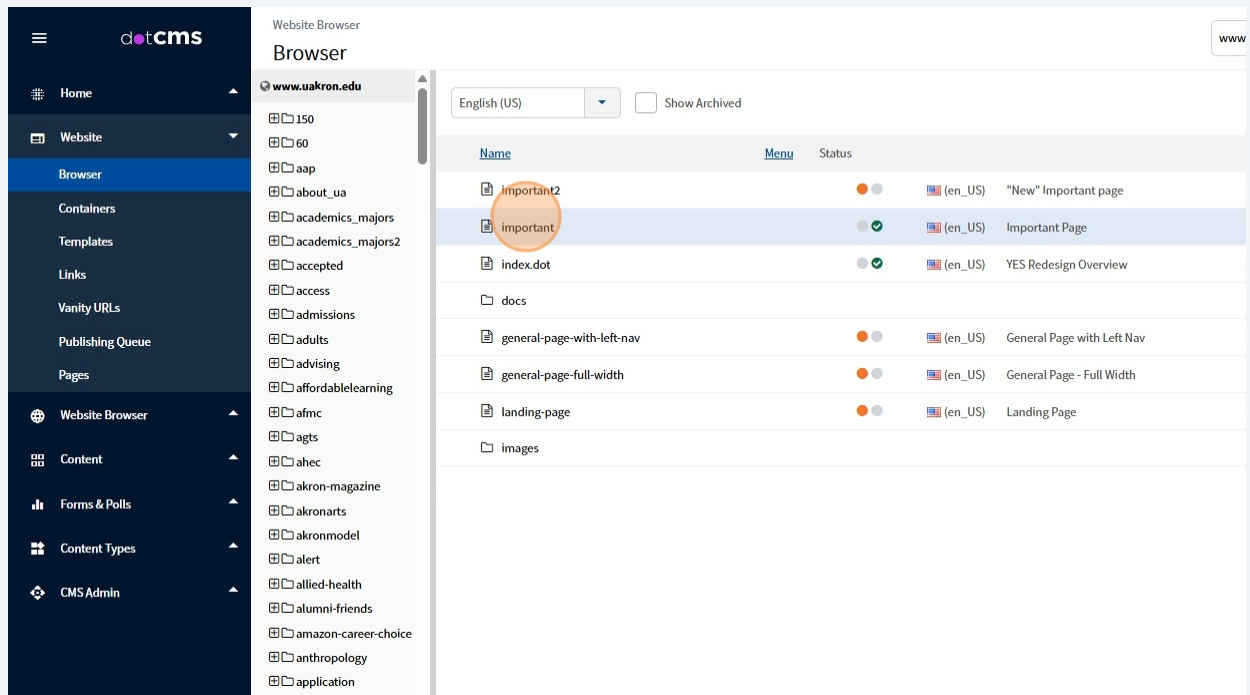
Renaming pages to use a new version in DotCMS

1

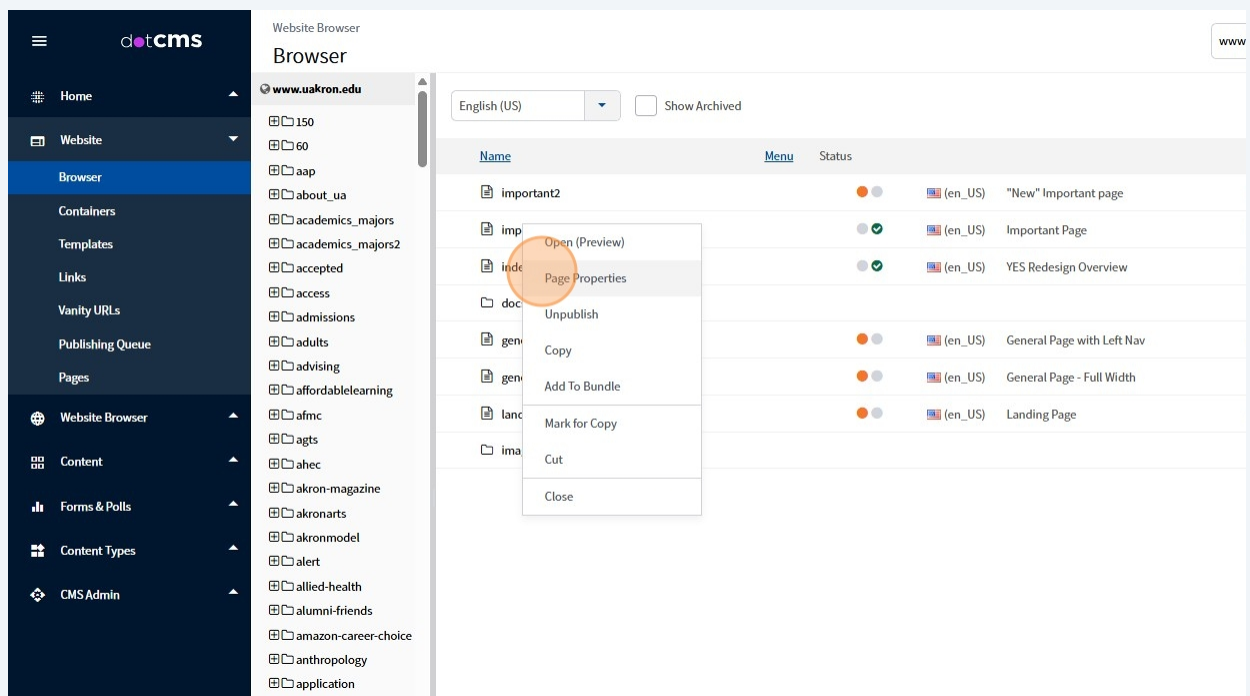
Navigate to <https://www.uakron.edu/c> Log-in with your UA credentials. Scroll to and select your folder.

<

2 Right-click on your current live webpage.



3 Click "Page Properties"



4 Click "Lock for Editing"

The screenshot shows a web application interface with a dark header and a light gray sidebar. The main content area has a tabbed interface with tabs labeled 'ES', 'RULES', 'PERMISSIONS', and 'HISTORY'. The 'PERMISSIONS' tab is active. On the right side, there is a 'Language' dropdown menu set to 'English (US)', a 'Preview' button, and a 'Lock for Editing' button highlighted with an orange circle. Below these, there is a 'Workflow' section with a table showing 'Content Type: Page Asset', 'Workflow: System Workflow', 'Step: Published', and 'Assignee: Anthony Serpette'.

5 Click the URL field

The screenshot shows a 'Page Asset' form with a dark header and a light gray sidebar. The main content area has a tabbed interface with tabs labeled 'CONTENT', 'ADVANCE PROPERTIES', 'RULES', 'PERMISSIONS', and 'HISTORY'. The 'CONTENT' tab is active. The form contains several fields: 'Title *' with the value 'Important Page', 'Host or Folder *' with a dropdown menu showing 'www.uakron.edu/webteam/yes/', 'Url *' with the value 'important' and an orange circle highlighting the field, 'Cache TTL *' with the value '15', and 'Template *' with a dropdown menu showing '1UAblue_General_full_width (www.uakron.edu)'. On the right side, there is a 'Lang' dropdown menu set to 'Eng', a 'Pre' button, a 'Loc' button, and a 'Work' section with a table showing 'Content: Work', 'Step: Step', and 'Assign: Assign'.

6

Type "-archive" on the end of the file name. If your file has a .dot on the end, "-archive" goes before that extension.

Page Asset

CONTENT ADVANCE PROPERTIES RULES PERMISSIONS HISTORY

Title *
Important Page

Host or Folder *
www.uakron.edu/webteam/yes/

Url *
important-archive

Cache TTL *
15

Template *
IUAbblue_General_full_width (www.uakron.edu)

Language
English (US)

Preview

Lock for Editing

Workflow
Content Type: Page Asset
Workflow: System Workflow
Step: Published
Assignee: Anthony Serpette

7

Click "Save / Publish"

ES RULES PERMISSIONS HISTORY

m/yes/

idth (www.uakron.edu)

Language
English (US)

Preview

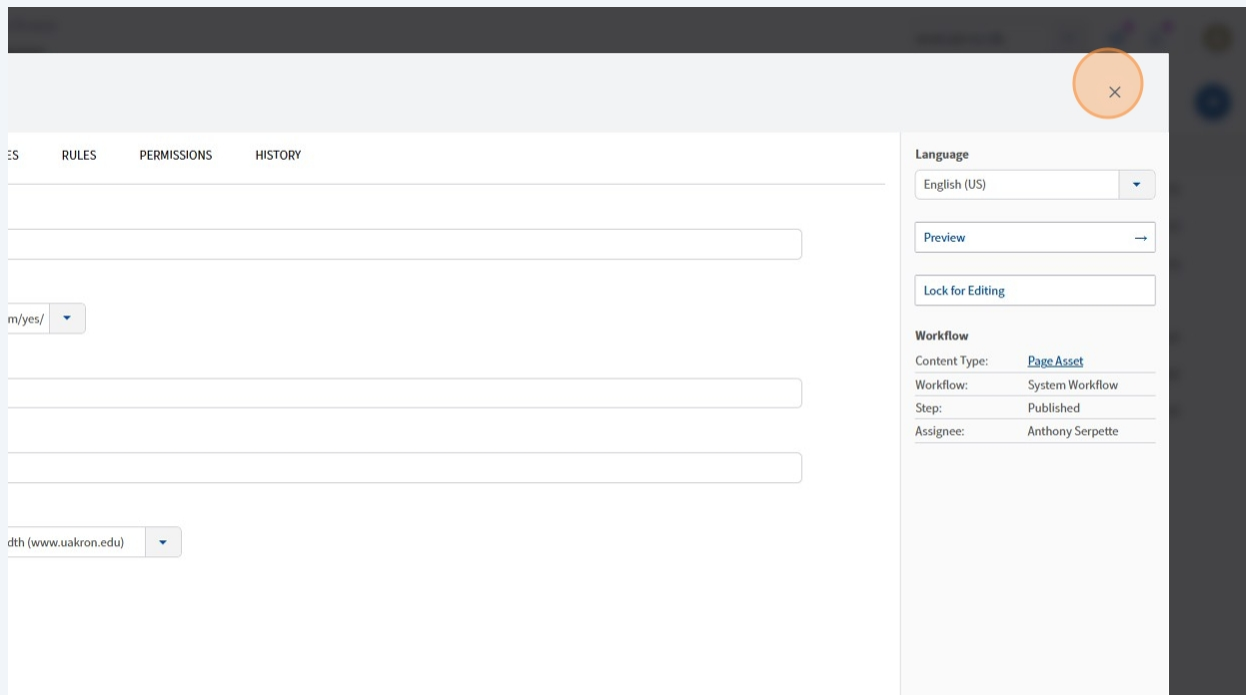
Release Lock

Save

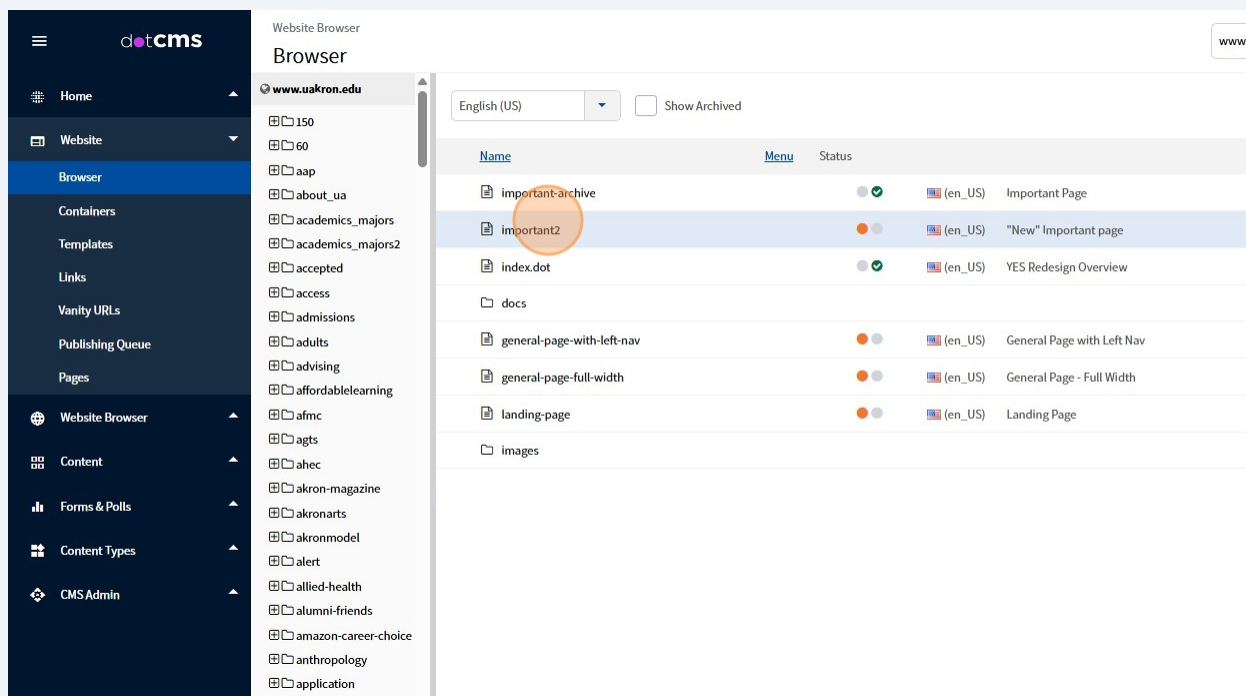
Save / Publish

Workflow
Content Type: Page Asset
Workflow: System Workflow
Step: Published
Assignee: Anthony Serpette
Locked: Anthony Serpette : (0 Second 5 Ago)

8 Click the "x" to close the window.



9 Right-click on the filename for the new version of the page.



10 Click "Page Properties"

The screenshot shows the dotCMS Website Browser interface. On the left is a dark sidebar with a menu including Home, Website, Browser, Containers, Templates, Links, Vanity URLs, Publishing Queue, Pages, Website Browser, Content, Forms & Polls, Content Types, and CMS Admin. The 'Website Browser' section is active, displaying a list of folders and files for the website 'www.uakron.edu'. A context menu is open over the 'indexdc' file, with 'Page Properties' highlighted. The main area shows a table of content items with columns for Name, Menu, and Status.

Name	Menu	Status
important-archive		✓ (en_US) Important Page
importa		• (en_US) "New" Important page
indexdc		✓ (en_US) YES Redesign Overview
docs		
general-		• (en_US) General Page with Left Nav
general-		• (en_US) General Page - Full Width
landing-		• (en_US) Landing Page
images		

11 Click "Lock for Editing"

The screenshot shows the 'Page Properties' dialog box in dotCMS. The dialog has tabs for 'PROPERTIES', 'RULES', 'PERMISSIONS', and 'HISTORY'. The 'PROPERTIES' tab is active, showing a form with various input fields. On the right side of the dialog, there is a 'Language' dropdown set to 'English (US)', a 'Preview' button, and a 'Lock for Editing' button, which is highlighted with an orange circle. Below these are 'Workflow' details: Content Type: Page Asset, Workflow: System Workflow, Step: Unpublished, and Assignee: Anthony Serpette.

12 Click the URL file

The screenshot shows a web application interface with a dark sidebar on the left and a main content area. The main content area has a top navigation bar with tabs: CONTENT, ADVANCE PROPERTIES, RULES, PERMISSIONS, and HISTORY. The 'CONTENT' tab is selected. Below the tabs, there are several form fields:

- Title ***: A text input field containing "New" Important page.
- Host or Folder ***: A dropdown menu showing "www.uakron.edu/webteam/yes/".
- Url ***: A text input field containing "important2". An orange circle highlights this field.
- Cache TTL ***: A text input field containing "15".
- Template ***: A dropdown menu showing "1UAblue_General_full_width (www.uakron.edu)".

On the right side of the interface, there is a vertical sidebar with the following sections:

- Lang**: A dropdown menu showing "Eng".
- Pre**: A button.
- Loc**: A button.
- Work**: A section with a dropdown menu showing "Conti".
- Work**: A section with a dropdown menu showing "Step:".
- Assig**: A section with a dropdown menu showing "Assig".

13 Edit the URL to match the current live file. Usually, this is removing the "2".

The screenshot shows the same web application interface as in step 12, but the 'Url' field now contains the text "important". The orange circle is no longer present.

14 Click "Save / Publish"

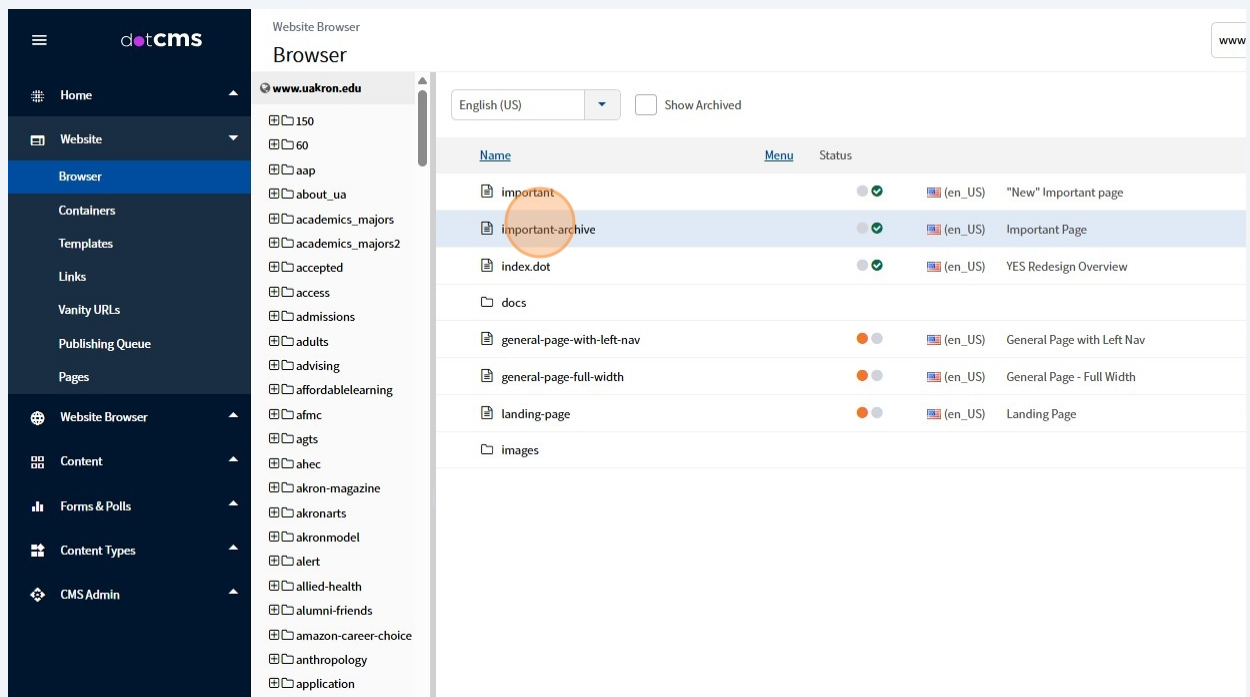
The screenshot shows a web application interface with a dark header bar. Below the header, there's a light gray sidebar with tabs labeled 'ES', 'RULES', 'PERMISSIONS', and 'HISTORY'. The main content area has several horizontal input fields. On the right side, there's a panel with a close button (X) in the top right corner. This panel contains a 'Language' section with a dropdown menu set to 'English (US)' and a 'Preview' button. Below that is a 'Release Lock' section with two buttons: 'Save' and 'Save / Publish'. The 'Save / Publish' button is highlighted with an orange circle. At the bottom of this panel is a 'Workflow' section with a table of metadata.

Workflow	
Content Type:	Page Asset
Workflow:	System Workflow
Step:	Unpublished
Assignee:	Anthony Serpette
Locked:	Anthony Serpette : (0 Second 5 Ago)

15 Click "x" to close the window.

This screenshot is identical to the previous one, but the 'Save / Publish' button is no longer highlighted. Instead, the close button (X) in the top right corner of the right-hand panel is highlighted with an orange circle.

16 Right-click on the filename for the old version.



17 Click "Unpublish"

