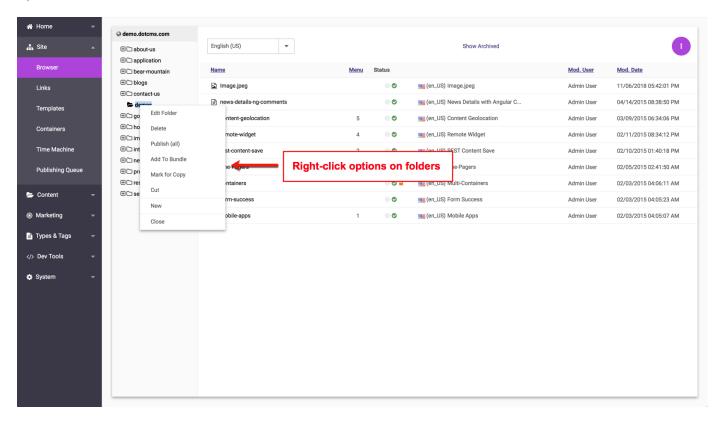
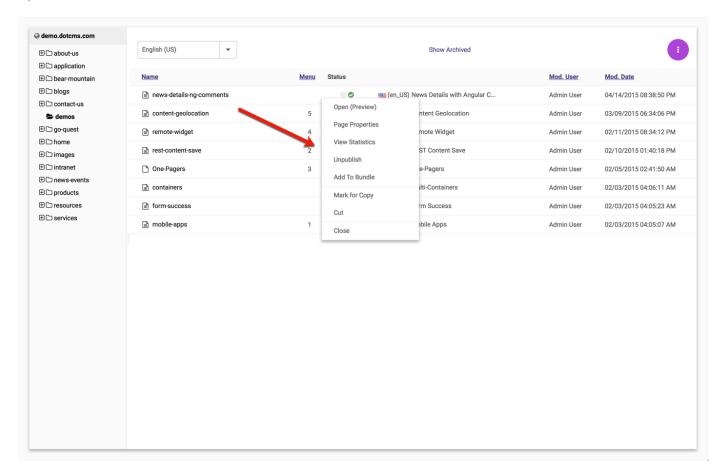


From the Site Browser you can easily find, create, and modify folders, File Assets, Pages and Menu Links, and upload File Assets to any folder. For ease of navigation, the Site Browser has been divided into two basic viewing areas: The folder tree which shows a Site's folder directory and a detail area that displays the contents of the selected folder.



From either the folder tree or the detail area, you can right-click on a folder to display the following options:

- Edit Folder change the name/properties/permissions of a folder
- Delete deletes the folder and ALL of it's contents
- Publish (all) publishes all Pages and files that are currently unpublished in the selected directory and all it's subfolders
- Push Publish adds the folder or object to the push publishing queue Not used on our site
  Add To Bundle adds the folder or asset to a Bundle for push publishing Not used on our site
- Copy creates a duplicate copy of the folder, subfolders, Pages and files that can then be pasted into
- another directory or the root folder of a host.
  - Cut allows the folder to be transferred or "pasted" into another folder. If the paste option is not chosen,
- the original folder and it's contents will remain in their current folder
  - New select this option to create a new folder, Page, upload an image or file, upload multiple files, or
- · create a Menu Link inside the selected folder



From either the folder tree or the detail area you can right-click on a Page to display the following options:

- Open (Preview) opens the Page in Edit Mode
- Page Properties allows editing of the Page properties: title, URL, template, permissions, etc.
- View Statistics displays statistical data concerning front end user traffic to the HMTL page selected
- Publish/Republish forces modifications to display on the "live" front-end Page
- Push Publish- adds the folder or object to the push publishing queue Not used on our site
  Add To Bundle adds the page to a Bundle for push publishing Not used on our site
- Publish publishes a saved or draft copy of a Page or asset
- Unpublish forces the Page into a draft state in which the Page will be no longer visible from the live
- site
  - Unlock unlocks a previously locked page or asset
- Archive- removes the Page from the content repository to be picked up for final deletion by
- administrative cleanup tasks
  - Copy copies the Page and its properties so that a duplicate can be pasted in another folder or the root
- folder of a host.(does not make a copy of content linked to Page)
  - **Cut** allows the Page to be transferred or "pasted" into another folder. If the paste option is not chosen,
- the Page and will remain in the current folder