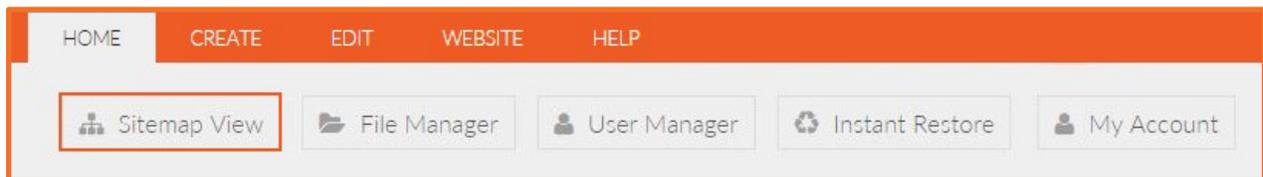


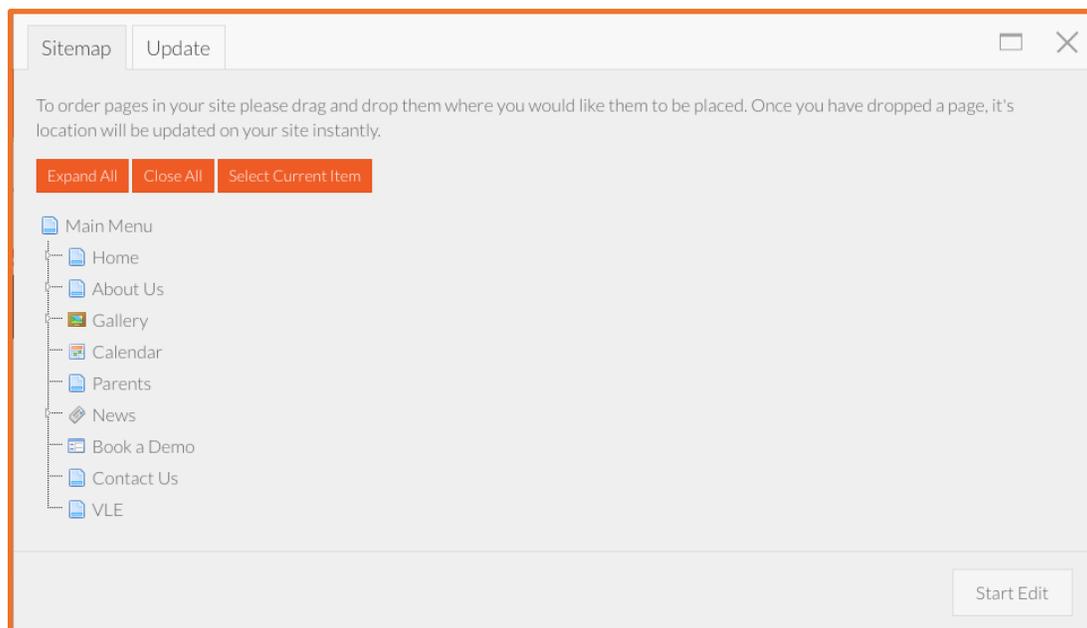
Editing and updating your website sitemap within your Content Management System (CMS)

To view and edit the structure of your navigation menu (also known as your sitemap), you will need to go to the **home** tab on the orange admin toolbar and then select **sitemap view**.

If you are a website **administrator** then you will be able to reorder and edit the pages, whereas if you have a **publisher** or **writer** role, then you will only be able to view the sitemap.



The pop-up window will show you the **sitemap** and will also show you the most recently updated pages under the **update** tab.



To view all of the pages within your sitemap structure, including those which are beneath other pages, you can click **expand all**. To reduce your sitemap back to your top-level items, you can click **close all**.

Reordering your sitemap

To rearrange or move a page to a new location, click and hold onto the page you're looking to move (it will turn blue), then drag it to the new location within the sitemap.

Once you release your mouse button, the page will stay in that location and the new position will be saved and immediately updated.

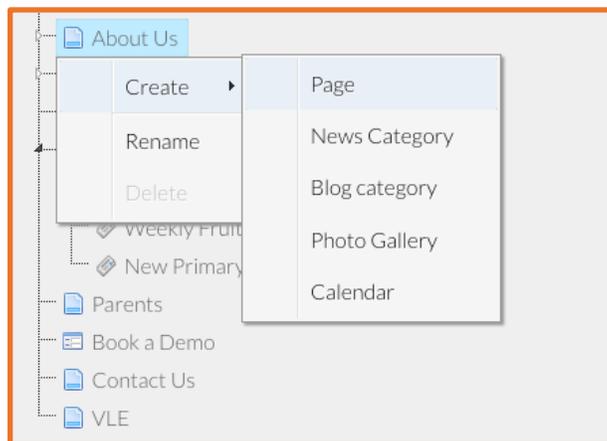
To expand a top-level page to see the child page menu items, you will need to click the tiny triangle on the left-hand side.



Editing pages within the sitemap view

To rename, delete or create a new page via the sitemap view, click the **start edit** button on the bottom right-hand corner. A yellow warning will appear at the bottom of the pop-up to remind you that you are currently in edit mode.

You can then right-click on a page to bring up the **create**, **rename** and **delete** options.



Please note that you cannot delete a top-level page via the sitemap view or a page which has child pages underneath. You will need to remove the pages underneath first.

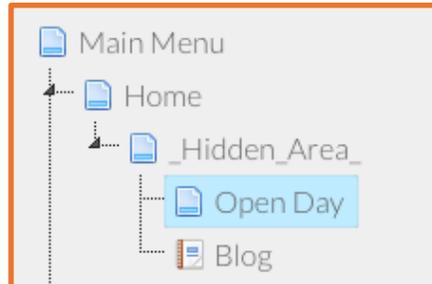
Moving a page to the 'hidden area'

The **hidden area** of your website is section under **home** on the sitemap view which is not publicly visible as part of your sitemap and can provide a location to *hide* content.

Please note that there is still a chance that the hidden area can be accessed externally *if* the content you add to this section has ever been linked to publicly, as search engines may have crawled the page previously and added the link to the search engine.

This means that, even if you move the public page to the hidden area, the link may still be found on Google or other search engines which will drive traffic to it.

If the page you wish to add to the hidden area is new, then you can hide it within the hidden area by dragging the relevant page into the **hidden area** page on the sitemap tree.



At this point, the page is now **hidden** and can only be accessed through the sitemap view functionality. To move it back to a visible location, simply drag and drop the page *out* of the hidden area and into the main sitemap hierarchy.