

# Archiving:

## Hiding components or pages

Last updated 6/30/20

# What is archiving?

- The ability to hide an element without having to delete it.
- Provides access to the component or page on the back end of the website, but does not allow the website visitor to see these components or pages.
- You can hide any component!
- You can hide any page!

# How to archive or hide a **Text Window Component**:

1. Click into the component you are wanting to hide:

## 2. Click Text Window Option

### 3. Expire your component (pick a date before today)

[illegible]

# How to archive or hide a PDF (downloads) Component:

Edit Downloads Component

Component Title

Save Component Title

☐ Show Public Title as a bar

Manage Existing Downloads

[Add A New Download](#) [?](#)

Order By: [Please Select](#)

☐ Select All [Delete Selected](#)

<input type="checkbox"/>	<a href="#">App Flyer PDF Download (AppFlyer.pdf)</a>	<a href="#">item details</a>	<a href="#">Delete</a>
<input type="checkbox"/>	<a href="#">App Flyer (.rtf) (63ee7131_RTF.rtf)</a>	<a href="#">item details</a>	<a href="#">Delete</a>

1. Click into the component you are wanting to hide:

2. Click the File's title you want to hide.

3. Expire your component (pick a date before today)

4. **Delete** your Component Title (if there is one)

5. Save!

**\*\*\* If you want the PDF AND the RTF to both be hidden, you but expire both of them separately!**

Edit 'App Flyer PDF Download'

Download Title:

App Flyer PDF Download

Short Description:

250 character limit

??? characters left.

Date Visible:

mm/dd/yyyy

Date Expires:

mm/dd/yyyy

Existing File:

Please Select [none]

File:

[AppFlyer.pdf](#)

[Choose File](#)

No file chosen

☐ Overwrite File

Resize Width (px):

50

☐ Resize image

NOTE: This only applies to newly uploaded images.

Icon:

[Choose File](#)

No file chosen

☐ Use icon as download link

# How to archive or hide a Link Component:

1. Click into the component you are wanting to hide:

2. Click the Link title you want to hide.

3. Expire your component (pick a date before today)

4. **Delete** your Component Title (if there is one)

5. Save!

Manage Existing Links

Display Options

[Add A New Link](#)

Order By: Please Select [Sort](#)

☐ Select All

☐ CUSD App Info! (<https://www.cusd.com/CUSDAApp.aspx>)

Link Title: CUSD App Info!

Link URL: <https://www.cusd.com/CUSDAApp.aspx>

Short Description: 250 character limit  
??? characters left.

☐ Display Link In New Window

Date Visible:

Date Expires:

☒ Resize Image

Max Image Width:

Upload Image:  No file chosen

Required File: If you're using an image, this is Required

# How to archive or hide a **Photo Gallery** Component:

1. Click into the component you are wanting to hide:

2. Click **Gallery Options**

3. Expire your component (pick a date before today)

4. **Delete** your Component Title (if there is one)

5. Save!

The screenshot displays the 'Manage Gallery' interface. At the top, there's a 'Component Title' field with a 'Save Component Title' button. Below this is a checkbox for 'Show Public Title as a bar'. The 'Add New Images' section includes a green bar for 'Step 1: Drop Images here or Browse' and a grey bar for 'Step 2: Click to upload' with an 'Upload' button. The 'Gallery Options' section is expanded, showing fields for 'Photo Gallery Date Visible' and 'Photo Gallery Date Expired', a 'Display Mode' dropdown set to 'Entire area Gallery', a checkbox for 'Auto Rotate Images', a 'Slide Timing' dropdown set to 'A Seconds', checkboxes for 'Hide Slideshow Buttons' and 'Display Thumbnails of Slides', a 'Position of Thumbnails' dropdown set to 'bottom', checkboxes for 'Shuffle Slides' and 'Display Full Screen Option', and a 'Transition Effect' dropdown set to 'Slide'. A 'Save' button is at the bottom of this section. The 'Manage Existing Images' section at the bottom shows a list of images with a table header 'Order By: Previous/Next' and a 'Sort' button. The first image is 'App Flyer.jpg' with a thumbnail, alt text 'App Flyer', and a description field. There are 'Delete Selected' and 'Update Info' buttons at the top of the image list, and 'Select All', 'Delete Selected', and 'Update Info' buttons at the bottom.

# Where will this component go?

- The component will still be present on the page.
- You will see it in the black bar on the page (that only you can see).
- The content inside the component will be hidden.
- You can only archive the entire component, not parts of the component.
- To reactivate the component, remove the expiration date.
- \*\*Remember to delete component titles. They will still show if they are not deleted.



# How to archive an entire page:



# 1. Click Edit Page on the page you want to archive.

Click the General Settings Tab

This checkbox will deactivate the page. It will not allow you to see the page components to edit while it completely deactivated.

Unchecking this box will hide the page from the side navigation. This is the best way to hide a page!

Only those with the direct link to the page will still be able to see it. This allows you to see the page, without it publicly seeing it in the structure of the website.

The screenshot shows the 'Page Settings & Options' form in a web application. At the top, there are buttons for 'View', 'Delete', 'Copy', 'WAVE', and 'Audit'. Below these are tabs for 'General Settings', 'Window #1 Content', 'Move Content', and 'Move Page'. The 'General Settings' tab is selected. The form contains the following fields and options:

- Page Title:** Digital Communications Training Portal
- Friendly URL:** DigitalCommunicationsTrainingPortal.aspx
- Meta Keywords:** (empty)
- Meta Description:** (empty)
- Search Terms:** 100 character limit, comma separated: term1, term2, term3
- Active:** ☒ Active. Unchecking this option will make the page unavailable to everyone.
- Page Password Group:** Public Access
- Show in Dynamic Navigation:** ☒ Show in Dynamic Navigation. Unchecking this will hide this Page in the Dynamic Navigation.
- Navigation Display Type:** Show Entire NAV
- Tout Group Display:** None
- Link to File:** Choose File No file chosen
- External URL:** contentpage.aspx OR http://www.externalUrl.com

At the bottom of the form is a green button labeled 'Save Changes'.

Save!

## 2. Remove the link in the dropdown menu (if present!)

See tutorial on editing the dropdown menu or adding a new page.

### Section Management

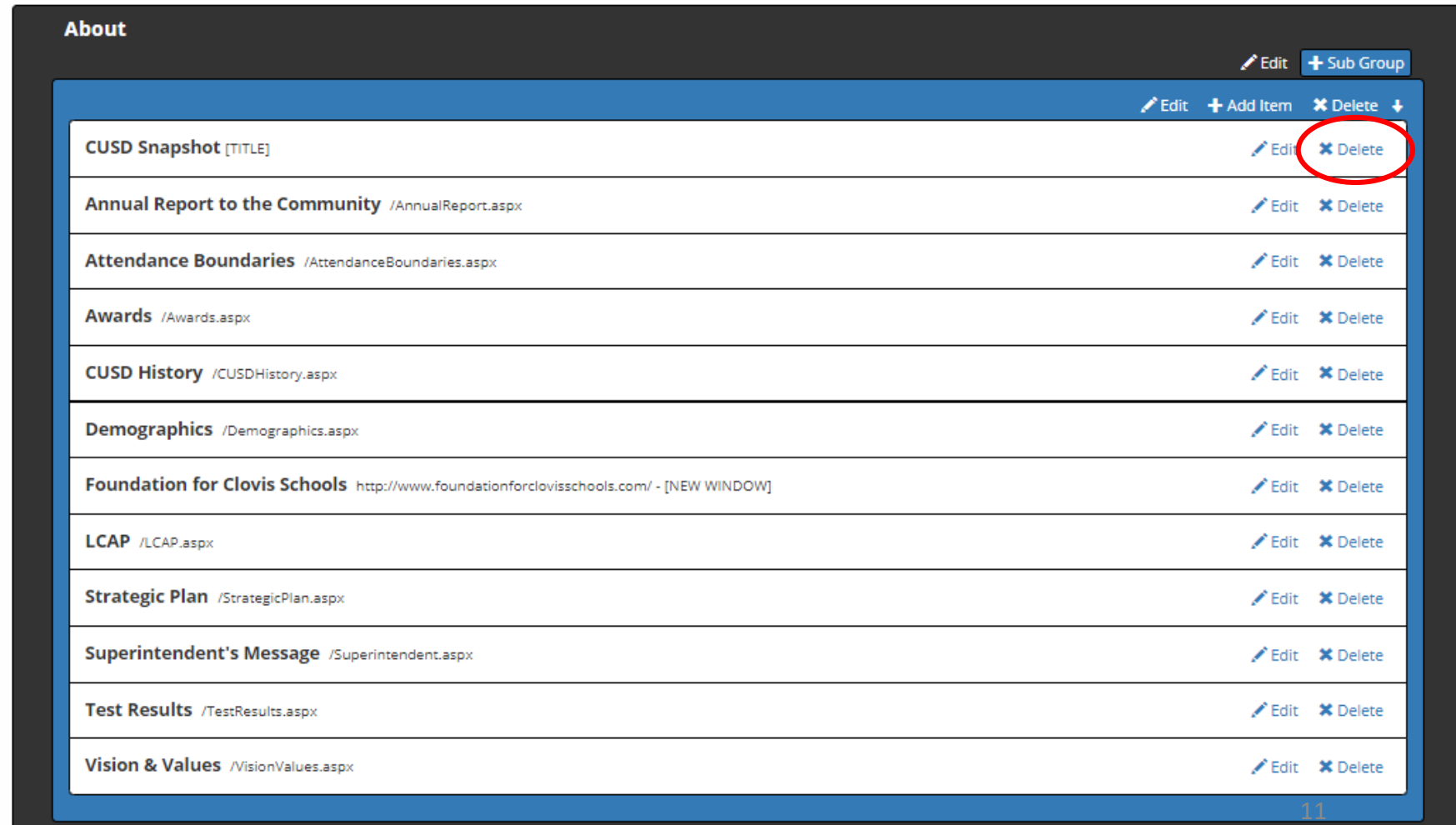
The screenshot displays the 'Section Management' interface. On the left, there is a grid of management tools:

- Content Pages (highlighted in orange)
- Event Calendar
- Survey/Form/Quiz Management
- Touts Manager
- Employment Opportunities
- Section CMS Users
- Homepage Slideshow
- Staff Management
- Blogs
- Custom Drop Down Menu (indicated by a blue arrow)
- Departments

On the right, there is a sidebar for 'Clovis Unified School District' containing the address '1450 Herndon Ave, Clovis, CA 93611' and an 'Edit Section Information' button.

## 2. Remove the link in the dropdown menu (if present!)

Delete the page you've hidden from the dropdown menu.



The screenshot shows a web application interface with a dark header and a blue sidebar. The main content area is titled "About" and contains a list of links. Each link has an "Edit" button (pencil icon) and a "Delete" button (X icon). The "Delete" button for the first item, "CUSD Snapshot [TITLE]", is circled in red. The interface also includes a "Sub Group" button in the top right corner.

Item	Edit	Delete
CUSD Snapshot [TITLE]	Edit	Delete
Annual Report to the Community /AnnualReport.aspx	Edit	Delete
Attendance Boundaries /AttendanceBoundaries.aspx	Edit	Delete
Awards /Awards.aspx	Edit	Delete
CUSD History /CUSDHistory.aspx	Edit	Delete
Demographics /Demographics.aspx	Edit	Delete
Foundation for Clovis Schools http://www.foundationforclovischools.com/ - [NEW WINDOW]	Edit	Delete
LCAP /LCAP.aspx	Edit	Delete
Strategic Plan /StrategicPlan.aspx	Edit	Delete
Superintendent's Message /Superintendent.aspx	Edit	Delete
Test Results /TestResults.aspx	Edit	Delete
Vision & Values /VisionValues.aspx	Edit	Delete

On the back end, your page will appear red to indicate it has been archived.

## Interior Pages:

Drag and drop pages to reorder how they will appear in navigation.

+ Interior Page > open all < close all

Page Count: 599

 view	About [AboutUs.aspx]	  
 view	Parents [Parents.aspx]	  
 view	Students [Students.aspx]	  
 view	Schools [Schools.aspx]	  
 view	Community [Community.aspx]	  
 view	Departments [Departments.aspx]	  
 view	Employees [Employees.aspx]	  
 view	Help [Help.aspx]	  

### Want to edit your hidden page? Access it by

1. Typing in the exact link to access the page in the url bar of your browser. (i.e.: [cusd.com/help.aspx](http://cusd.com/help.aspx))
2. OR click Add Page in the black bar and find it in the view above that shows your backend web structure.

# To reactivate your page:

- Access the page
- General Settings Tab
- Check the Show in Dynamic Navigation box
- To add it back into the dropdown menu, go to the Custom Dropdown Menu to re-create the menu link to the page.