

Managing Pages

1. When **Manage Pages** is selected from a document, the view displays the page names of the document along with a menu of buttons. Pages are usually given names such as **General**, **Standards**, **Details** or other descriptive names. Pages organize the individual sections that make up the content of the material.

Document: Training Document 2 by Gretchen Firestone

Training Document 2

Document View Edit Properties Manage Pages **1**

Manage Pages **4**

2 **3**

<input type="checkbox"/> Title	Page
<input type="checkbox"/> Directions	1
<input type="checkbox"/> Put Your Work Here	2
<input type="checkbox"/> Getting LiveText Help & Training	3

2. Pages can be created (**New**), ordered (**Page Order**), hidden or made visible (**Hide** or **Unhide**), renamed (**Edit Titles**), copied (**Copy**), or deleted (**Delete**) by selecting the checkbox next to the page name and then selecting the appropriate command from the bar above the page list.
3. The main document title and layout can be edited by selecting **Document Properties** in the upper right hand corner. This takes you into the **Edit Properties** tab to make the changes. (You may also click directly on the **Edit Properties** tab to accomplish this.)
4. When you have completed editing a page click **Save and Finish** to save the changes and return to the main page.
5. The individual sections can be edited by selecting **Edit** from the right side of the section title. For more information about editing sections, see Editing Sections.