

Site Builder Toolkit Basics (v2.9)

This document covers the basic elements of Site Builder Toolkit (SBT). Some areas covered are templates, layout, creating and editing pages, and navigation.



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A LITTLE BACKGROUND

Site Builder Toolkit 2.9 (SBT) is a completely browser-based web site content management solution created by SunGard Higher Education. The simple and intuitive SBT user interface facilitates web content management through:

- Standardized page templates, including automated page headers and footers.
- Automated navigational content.
- Simple procedures for adding and editing page content, and for managing page organization.

The content management approach to web site development allows you to develop, edit, maintain, and manage your content with minimal training and it requires no HTML experience.

SBT includes a third party content authoring tool which provides MS Word-like editing capability. Content is saved and stored locally in a Microsoft SQL 2000 Server database.

GETTING STARTED

Before using SBT, your local webmaster must create a user profile for you, giving you a username and password and designating you as a content provider. The webmaster also grants you access to specific pages and permissions for what you may do to those pages (see Figure 1 Access Permissions).

Permission level	Allows you:
Read/Execute	To view the page, but no editing allowed
Update	Read/Execute level, and you may edit the page (created by someone else)
Add/Copy	Update level, and—you may copy the page and add subordinate pages (children) to the page
Delete	Add/Copy level, and you may delete the page (this level likely is restricted to one or a few individuals in the department)

Figure 1 Access Permissions

LOGIN

You may do this only if your web site currently is managed by Site Builder Toolkit.



- 1) While viewing your web site's home page, modify the browser address box so it is of the form <http://www.<your-web site>/login>. For example: <http://webservices.collegis.com/login>.
- 2) Login form appears (See Figure 2 Login Form).
- 3) Type your username and password as indicated and press Enter (or click the Login button).
- 4) After successfully logging in, you will see at least two icons in the middle of the page footer or header: the  icon on the left and  icon on the right preceded by your name in brackets. See Figure 4 Site Builder Toolkit Icons on Page 4 for a complete list of icons. Unless you have permission to modify the home page (most users will not), these are the only new icons you'll see.



Figure 2 Login Form

NAVIGATING YOUR WEB SITE

Figure 3 Sample Page Layout is an example of a web page.

Note: The specific content you see likely is different, based on the design and content of your web site. This sample is representative of the main layout you see.

The components of a typical page include:

- ① Header block tailored to specific web site or department needs. Content is controlled by the webmaster.
- ② Local navigation links. SBT creates these links dynamically based on page relationships you define.
- ③ Footer block managed by SBT. Content is controlled by the webmaster.
- ④ 'Bread-crums' are provided at the top of every page on the web site. Bread crumbs illustrate the path you have taken to get to the information page you are currently in. The bread-crums allow you to return to previous pages by clicking on any part of the bread-crumb trail. SBT creates these links dynamically based on-page relationships you define.
- ⑤ The body of the page is the primary responsibility of the content provider (you).
- ⑥ SBT icons (see Figure 4 Site Builder Toolkit Icons).

The screenshot shows a web page layout with the following elements:

- 1**: Header area containing the logo 'SUNGARD HIGHER EDUCATION' and the text 'Site Builder Toolkit'.
- 2**: A sidebar menu on the left with 'Section 1' and sub-sections '1.1' and '1.2'.
- 3**: A footer area at the bottom containing the text 'All content © Site Builder Toolkit2006 · All rights reserved.'
- 4**: A breadcrumb trail at the top of the content area: 'Home > Section 1 > 1.1 > 1.2'.
- 5**: The main content area, starting with a section header 'Section 1.2' followed by a paragraph of placeholder text.
- 6**: A toolbar at the top of the content area containing icons for editing, deleting, and other functions.

The main content area contains the following text:

Section 1.2

⑤ Lorem ipsum dolor sit amet, consectetur adipiscing elit. In nisl sapien, porta et, placerat nec, hendrerit ullamcorper, mi. Cras sapien sapien, aliquam vel, pretium a, tincidunt mattis, odio. Nam lobortis scelerisque ante. Mauris nonummy. In et urna. Donec at quam vel elit blandit auctor. Sed vel ipsum a mi iaculis tristique. Quisque ligula. Nam et augue id sapien convallis fermentum. Sed posuere dolor nec nisl. Maecenas blandit, risus ut lobortis condimentum, sem arcu scelerisque odio, vel auctor ante orci vel elit.

Praesent cursus metus id erat. Ut in magna in augue posuere fermentum. Morbi a lectus. Sed non lorem eget sem aliquam viverra. Mauris vel sapien et diam imperdiet volutpat. Morbi sed nibh. Cras at nisl ut velit faucibus venenatis. Pellentesque congue. Sed id sem at nulla vulputate lacinia. In aliquet vulputate lorem. Mauris pellentesque metus. Quisque malesuada leo gravida sem rutrum tempor. Nullam pede neque, eleifend sit amet, feugiat nec, tempor id, ligula. Donec ultricies. Nunc diam sem, vestibulum id, mattis quis, blandit ac, lorem. Phasellus aliquet auctor nibh. Quisque interdum, sem vel eleifend scelerisque, nisl nisl nonummy ipsum, nec tincidunt ipsum metus nec magna.

Proin ac nunc nec ante tincidunt posuere. Morbi at ipsum ut nisl tincidunt vehicula. Nulla elit. Sed orci nulla, auctor eget, elementum at, tincidunt eget, tellus. Vivamus porttitor accumsan velit. Maecenas in velit. Vivamus imperdiet lacus et orci. Duis sagittis. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Ut ut nibh a lorem tristique tempor. Proin dui. Curabitur suscipit eros ac libero. Proin dictum dolor at erat. Vivamus sed leo vel neque bibendum aliquam. Donec sed purus. Mauris placerat aliquet nisl. Nunc lorem lacus, condimentum et, suscipit non, euismod sit amet, elit. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Integer aliquet elit non risus. Aenean vitae massa.

Figure 3 Sample Page Layout








Site Builder Toolkit Icons		
	SBT manager	Present when you are logged into Site Builder Toolkit.
	Logout of Site Builder Toolkit (Not your user name appears to the left of this icon).	
	Edit this page	Present if you have the appropriate permissions to perform the function represented by the icon.
	Copy this page	
	Delete this page	
	Add a page to this container page	Present only if the page is a container (parent) page—one that may have subordinate (child) pages connected to it.

Figure 4 Site Builder Toolkit Icons

PUBLISH CONTROL

When a page is created or updated for the first time it is saved and “locked”. The content provider then takes complete ownership to the page and can continue to save changes to the page. To publish a page to the web site the page must be submitted for approval. Emails are sent to the submitter when the page is approved, reverted or rejected. In addition, all updates are tracked in the page history report. Below are areas where Publish Control is used but first begin by logging in and selecting a page.

- 1) Login to SBT.
- 2) Navigate the web site to the page you wish to edit.
- 3) Click the  Edit a page icon in the middle of the page footer or header. If the icon doesn't appear you may not have permission to edit the page. Check with your local webmaster to remedy this.
- 4) The SBT Manager Maintenance screen appears. Verify the Pages tab is shown by default.
- 5) Click any page name to edit the page.

Publish Control Buttons

Buttons you'll see when editing a page for the first time (see Figure 5 Publish Control Buttons).

- Save & Lock – Saves and locks the page and content provider assumes page ownership.
- Copy – Clones the existing page (see the section entitled Copy a Page).
- Preview – Preview the page (Not published to web site or pending approval).
- List – Search and manage interface for pages (see Manage Your Pages).
- Published Version – Go to the published version of the page on the web site.

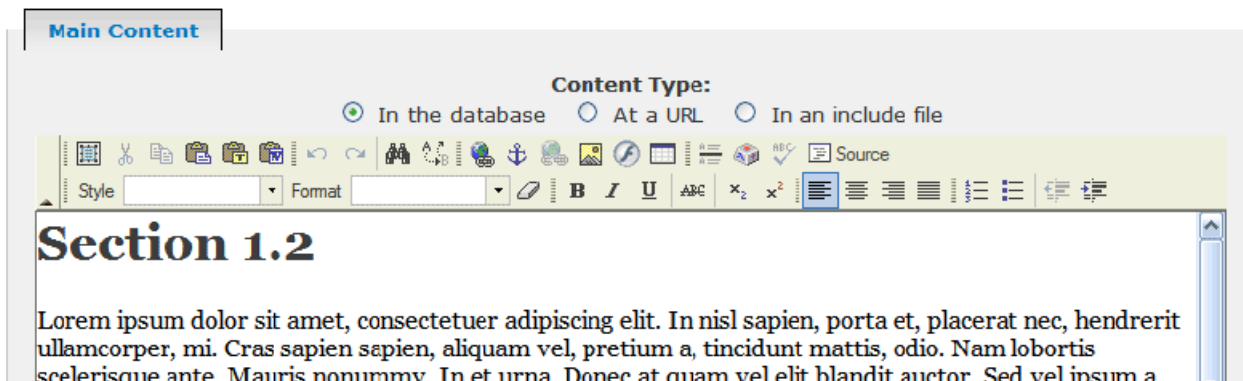
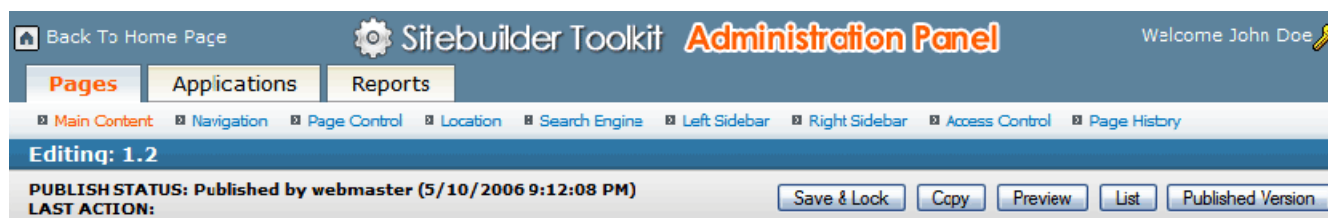


Figure 5 Publish Control Buttons

Additional buttons you'll see after a page has been Saved & Locked. Save & Lock now becomes Save but serves the same purpose (see Figure 6 Publish Control Buttons).

- Revert – Undo saved actions to the page and changes the page back to its last approved state.
- Submit for Approval – Submits page for approval.

Back To Home Page Sitebuilder Toolkit Administration Panel Welcome John Doe

Pages Applications Reports

Main Content Navigation Page Control Location Search Engine Page History

Editing: 1.2

PUBLISH STATUS: Locked by jranaudo (5/24/2006 3:09:45 PM)
LAST ACTION:

Save Copy Revert Submit for Approval Preview List Published Version

Main Content

Content Type:
 In the database At a URL In an include file

Style Format B I U ABC x₂ x² Source

Section 1.2

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In nisl sapien, porta et, placerat nec, hendrerit ullamcorper, mi. Cras sapien sapien, aliquam vel, pretium a, tincidunt mattis, odio. Nam lobortis

Figure 6 Publish Control Buttons

When a page has been submitted for approval only the Preview, List and Published Version buttons are available. At this point the content provider can not make any additional edits. All input fields are locked until a webmaster approves, reverts or rejects a page (see Figure 7 Publish Control Buttons).

Back To Home Page Sitebuilder Toolkit Administration Panel Welcome John Doe

Pages Applications Reports

Main Content Navigation Page Control Location Search Engine Page History

Editing: 1.2

PUBLISH STATUS: Pending Approval by jranaudo (5/25/2006 9:42:26 AM)
LAST ACTION: Submitted

Preview List Published Version

Main Content

Content Type:
 In the database At a URL In an include file

Style Format B I U ABC x₂ x² Source


Section 1.2

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In nisl sapien, porta et, placerat nec, hendrerit ullamcorper, mi. Cras sapien sapien, aliquam vel, pretium a, tincidunt mattis, odio. Nam lobortis scelerisque ante. Mauris nonummy. In et urna. Donec at quam vel elit blandit auctor. Sed vel ipsum a

Figure 7 Publish Control Buttons

Page History

Page history displays activity report details on a specific page when it was last published. The history details include date and time, username, publish action, and comments. Comments are added when content providers add a comment to a page when it is submitted for approval or reverted. This enables a strict control over the quality, accuracy, and consistency of information on the website (see Figure 8 Page History).

- 1) Login to SBT.
- 2) Navigate the web site to the page you wish to edit.
- 3) Click the  Edit a page icon in the middle of the page footer or header. If the icon doesn't appear you may not have permission to edit the page. Check with your local webmaster to remedy this.
- 4) The SBT Manager Maintenance screen appears. Verify the Pages tab is shown by default.
- 5) Click any page name to edit the page.
- 6) Click the **Page History** submenu (shown in orange in Figure 8 Page History).




Figure 8 Page History

Publish Control Icons

Below is a list of icons that can be found while using the list, tree and publish control status views.









Publish Control Icons	
	View page history
	Deleted page
	Hidden page
	Inactive page
	Locked page
	Preview this page
	Published/Open for editing
	Submitted/Pending approval

Figure 9 Publish Control Icons

MANAGE YOUR PAGES

Understand SBT Page Naming Convention

When you create a page, you give it a name that reflects page content and usage. That name appears in the navigation panel and the page's Title Bar. SBT assigns each page a unique identification of the form #.asp, where # is a unique number. While two or more pages may have the same name, no two pages have the same page number.

FIND PAGES WITH LIST PAGE

One way to find a page is to use the web site navigation scheme such as the left side navigation. A content provider could login to SBT and peruse the web site by clicking several links to get to a page. But what happens if you have no idea where the page exists or even the name? Use SBT to find pages by using the Paged List or Publish Control Status controls from the Pages tab (see Figure 10 Site Builder Toolkit Pages Tab).

Back To Home Page Sitebuilder Toolkit Administration Panel Welcome John Doe

Pages Applications Reports

List Pages By:
 Paged List Tree Search

Publish Control Status:
 Published Locked Awaiting Approval Inactive Deleted Expired

Page 1 of 1 [10 per page] Showing 1 - 2 of 2

Link Text	Page #	Status	Last Edit	Action
1.2	103	➔	webmaster on 5/25/2006 3:15:57 PM	
Section 1	101	➔	webmaster on 5/11/2006 3:31:22 PM	

Page 1 of 1 [10 per page] Showing 1 - 2 of 2

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Figure 10 Site Builder Toolkit Pages Tab

Paged List

The Paged List displays pages in alphabetical order. By default pages are listed ten items per page. Page elements shown in the listing are Link Text, Page #, Status, Last Edit and Action icons views.

- 1) Login to SBT.
- 2) Click the SBT Manager icon.

Note: Navigate using the VCR buttons at the top right and lower right areas of the listing view. Modify the amount of items listed or change page per count by clicking the page indicators in the top left or bottom left areas of the listing view.

Tree

A new treeview design and functionality has been added to make the current site navigation faster and easier to use. In the treeview layout information is displayed in a hierarchical order, with the home page at the top and child pages underneath. Users will find using the tree of folders much more streamlined because it's easy to learn. Also, it displays hidden, inactive and deleted pages which are useful for locating pages you can't find using other methods.

- 1) Click the **Tree** radio button.
- 2) Pages with icon are container (parent) pages. Click the icon to navigate down the tree and click the icon to up the tree. Next to the Link Text are page status Indicators (see Figure 11 Treeview Icons).
- 3) Click the Edit icon to the far right to edit the page. If the icon doesn't appear you may not have permission to edit the page. Check with your local webmaster to remedy this.

Note:

The new treeview design is only available with Publish.





Treeview Icons		
	Container page	Click this icon to show other container (parent) and leaf (child) pages.
	Container selected	Current area selected.
	Up the tree	Click this icon to go up the tree.
	Leaf page	Last position in the tree (Page isn't a container).

Figure 11 Treeview Icons

Search by Link Text

Search for pages with navigation link text. Navigation link text is the name displayed in the automated navigation links (like in the site map). The results you get from this search are limited to pages for which you have at least Update permission.

- 1) Click the **Search** radio button.
- 2) By default 'In the Link Text' option is selected.
- 3) Type a few characters regarding your search criteria.
- 4) Press **Enter** on the keyboard.
- 5) The search results are listed below ten items per page. Note that SBT finds any page name that includes the search string anywhere in the name.
- 6) Click the page link text to edit the page.

Search by Titlebar Text

Search for page Titlebar Text. Titlebar text is the text located in the web page's title bar of the browser. The results you get from this search are limited to pages for which you have at least Update permission.

- 1) Click the **Search** radio button.
- 2) Click the **In the Titlebar Text** radio button.
- 3) Type a few characters regarding your search criteria.
- 4) Press **Enter** on the keyboard.
- 5) The search results are listed below ten items per page. Note that SBT finds any page name that includes the search string anywhere in the name.
- 6) Click the page link text to edit the page.

Search by Page


The results you get from this search are limited to pages for which you have at least Update permission.

- 1) Click the **Search** radio button.
- 2) Click the **Page #** radio button.
- 3) Type the page number
- 4) Press **Enter** on the key board.
- 5) The search results are listed below ten items per page.
- 6) Click the page link text to edit the page.


PUBLISH CONTROL STATUS

The publish control status list enables content providers to preview pages published, locked, awaiting approval, inactive, deleted, and expired pages. Content providers can easily navigate and find specific pages based on their publish status (see the section entitled Publish Control).

The Publish Control Status lists pages in alphabetical order. By default pages are listed ten items per page. Page elements shown in the listing are Link Text, Page #, Status, Last Edit and Action icons.



- 1) Login to SBT.
- 2) Navigate the web site to the page you wish to edit.
- 3) Click the  Edit a page icon in the middle of the page footer or header. If the icon doesn't appear you may not have permission to edit the page. Check with your local webmaster to remedy this.
- 4) The SBT Manager Maintenance screen appears. Verify the Pages tab is shown by default.
- 5) Select any of the Publish Control Status radio buttons.
- 6) Click the page link text to edit the page.

WHAT IS A CONTAINER PAGE?

Before pages can be added or moved as subordinates of a container (parent) page it must be a container page. If the page you're viewing is a container page, you'll see the  Add a page icon in the middle of the page footer or header. If this icon isn't present take the following steps to make it a container page.

Note:

For system efficiency, recommended practice is to limit the number of container pages to those that actually will have child pages. Because of this, it's likely you'll find a page you want to be a parent page not currently defined as a container page.

- 1) Login to SBT.
- 2) Navigate the web site to the page you wish to modify.
- 3) Click the  Edit icon at the bottom of the page. If the icon doesn't appear you may not have permission to edit the page. Check with your local webmaster to remedy this.
- 4) Click **Page Control** in the submenu (shown in orange in Figure 12 Page Container).
- 5) Locate Page Container? in the Page Control Settings fieldset (see Figure 12 Page Container).
- 6) Select **Yes** next to make the page a container.
- 7) Click the **Save & Lock** button in the top right area of the page. Save & Lock will save your changes but not publish them to the web site.
- 8) After a user selects Save & Lock page ownership is applied to the content provider and additional buttons are available such as Save, Revert and Submit for Approval (see Publish Control).
- 9) Click **Submit for Approval** to have the webmaster approve the page.
- 10) A menu will prompt to submit the page for approval. Click **OK** to continue.
- 11) An alert prompt will appear "Changes in the editor since you last save will be lost". Click **OK** to continue.
- 12) Next, a comment field will appear. Add descriptive information regarding the publish status of the page. This information will be stored in the Page History.
- 13) Finally, webmaster approval is required before the page can be published to the web site.
- 14) To continue we'll assume that the page has been approved.
- 15) Click the **Published Version** button to view the published version of the web page.
- 16) The  Add a page icon should now appear in the middle group at the bottom of the page, you're ready to add a new child page to this parent page. If the icon doesn't appear, you may not have permission to add pages. Check with your local webmaster to remedy this.

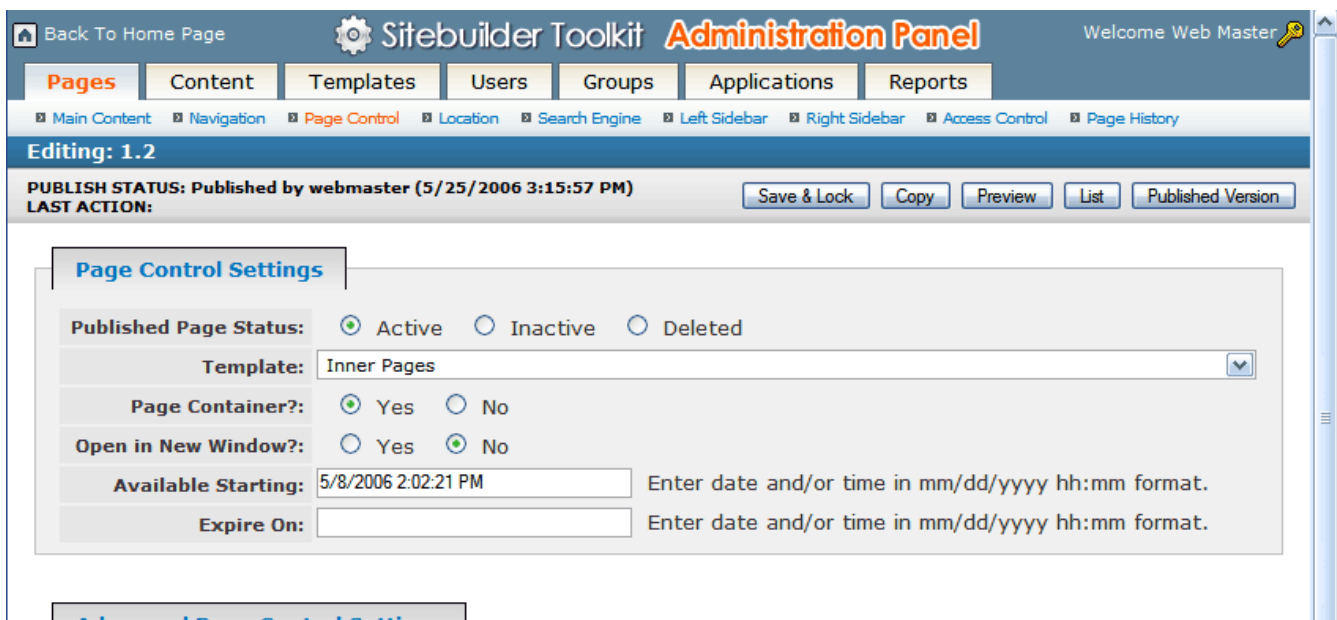




Figure 12 Page Container

ADD A PAGE


Adding a page in SBT is fast and extremely easy. Essentially all a content provider has to do is login, select the parent page, provide a page name and click the Add New button.

- 1) Login to SBT.
- 2) Navigate the web site to the page you wish to add to.
- 3) Click the  Add a page icon in the middle of the page footer or header. If the icon doesn't appear, you may not have permission or the page isn't a container page (see the section entitled What is a Container Page?). Check with your local webmaster to remedy this.
- 4) In the Add a Page fieldset type the name by which you want the page to be known.
- 5) Select a template for the template drop down list. If you're not sure what templates to use contact the webmaster. If a template isn't available from the drop down list contact your webmaster and request permission access.
- 6) Select **Yes** for page container only if this page will be a parent to other child pages. It's more efficient to leave No if you're not sure.
- 7) Click **Add New** to continue to the page properties.
- 8) Add content in the word-like editor.
- 9) Click **Save** to save changes.
- 10) Click **Submit for Approval** to have the webmaster approve the page.
- 11) A menu will prompt to submit the page for approval. Click **OK** to continue.
- 12) An alert prompt will appear "Changes in the editor since you last save will be lost". Click **OK** to continue.
- 13) Next, a comment field will appear. Add descriptive information regarding the publish status of the page. This information will be stored in the Page History.
- 14) Finally, webmaster approval is required before the page can be published to the web site.
- 15) To preview the page pending approval click the **Preview** button.

EDIT A PAGE


Editing page content typically involves navigating to the page and clicking the Edit this page  icon in the middle of the page footer or header, which opens the Edit screen with the Pages tab and Main Content option selected. The default view has a graphical word-like editor to add content to your page. This editor is customizable and specific documentation is available on how to use each editor. Please refer to the appropriate documentation for the editor on your site which should have been provided with this document. The editors in production currently (at the time of this document creation) are FCKEditor and SoEditor.

Editing the content of pages with SBT is similar in many ways to editing with MS Word and many other document editors. SBT also does well accepting material copied from other sources and pasted in its editing window. You may not achieve exactly the results you want by pasting from another source if the formatting is complex. Keep this in mind if you chose to create your content in another application (Word, WordPerfect, FrontPage, etc.) then copy it into the SBT editing window: don't use overly complex formatting. Plain text, such as you'd copy from Notepad, is a safe source.

- 1) Login to SBT.
- 2) Navigate the web site to the page you wish to add to.
- 3) Click the  Edit a page icon in the middle of the page footer or header. If the icon doesn't appear you may not have permission to edit the page. Check with your local webmaster to remedy this.
- 4) Edit the existing content within the word-like editor.
- 5) Click the **Save & Lock** button in the top right area of the page. Save & Lock will save your changes but not publish them to the web site.
- 6) After a user selects Save & Lock page ownership is applied to the content provider and additional buttons are available such as Save, Revert and Submit for Approval (see the section entitled Publish Control).
- 7) Click **Submit for Approval** to have the webmaster approve the page.
- 8) A menu will prompt to submit the page for approval. Click **OK** to continue.
- 9) An alert prompt will appear "Changes in the editor since you last save will be lost". Click **OK** to continue.
- 10) Next, a comment field will appear. Add descriptive information regarding the publish status of the page. This information will be stored in the Page History.
- 11) Finally, webmaster approval is required before the page can be published to the web site.
- 12) To preview the page pending approval click the **Preview** button.


COPY A PAGE

It may be expedient to create a new page based on an existing page, instead of creating it from scratch. This applies if you've invested significant effort in the layout of a page and you want to create a new page with all or most of the same formatting—where content is the main difference.

- 1) Login to SBT.
- 2) Navigate the web site to the page you wish clone.
- 3) Click the  Copy this page icon in the middle of the page footer or header.
- 4) An alert prompt will appear "Opening edit for this page. Please select copy option before editing!" Click **OK** to continue.
- 5) Click the **Copy** button in the top right area of the page
- 6) An alert prompt will appear "Make a copy of this page now?" Click **OK** to continue.
- 7) At this point, you have created an exact copy of the original page.
- 8) In the Navigation Settings fieldset update the following fields by which you want the page to be known.
 - a. The Titlebar Text is the text located in the web page's title bar of the browser.
 - b. The Navigation Link Text is the name you want to display in the automated navigation links (like in the site map).
 - c. The Navigation Link Popup Message is description text shown when a user hovers a mouse pointer over the link.
 - d. The List Position effects the page position shown in the dynamic navigation menus (i.e. the Left side bar navigation or Site Map). The default value is 99 which will list the page in alphabetical order. Other options available are setting the list position to 1 which will move the page to the top of the listing or setting it to -1 is which will hide it from the navigation altogether.
- 9) Click **Save**.
- 10) Click **Submit for Approval** to have the webmaster approve the page.
- 11) A menu will prompt to submit the page for approval. Click **OK** to continue.
- 12) An alert prompt will appear "Changes in the editor since you last save will be lost". Click **OK** to continue.
- 13) Next, a comment field will appear. Add descriptive information regarding the publish status of the page. This information will be stored in the Page History.
- 14) Finally, webmaster approval is required before the page can be published to the web site.
- 15) To preview the page pending approval click the **Preview** button.

MOVE A PAGE

You may find after you add a page you really would prefer it to be associated with a different container (parent) page. SBT provides a simple way to relocate the page with minimum effort.

- 1) Login to SBT.
- 2) Navigate the web site to the page you wish to edit.
- 3) Click the  Edit icon at the bottom of the page. If the icon doesn't appear you may not have permission to edit the page. Check with your local webmaster to remedy this.
- 4) Click the **Location** submenu (shown in orange in Figure 13 Move A Page).
- 5) SBT displays where the page currently is located (as a child of Professional Development & Training in this example). To relocate the page, click the **down arrow**.
- 6) Click the new parent location (any page in black is a candidate). If the parent page isn't available from the Location drop-down list the page isn't a container page (see the section entitled What is a Container Page?).
- 7) Click the **Save & Lock** button in the top right area of the page. Save & Lock will save your changes but not publish them to the web site.
- 8) After a user selects Save & Lock page ownership is applied to the content provider and additional buttons are available such as Save, Revert and Submit for Approval (see the section entitled Publish Control).
- 9) Click **Submit for Approval** to have the webmaster approve the page.
- 10) A menu will prompt to submit the page for approval. Click **OK** to continue.
- 11) An alert prompt will appear "Changes in the editor since you last save will be lost". Click **OK** to continue.
- 12) Next, a comment field will appear. Add descriptive information regarding the publish status of the page. This information will be stored in the Page History.
- 13) Finally, webmaster approval is required before the page can be published to the web site.

Note:


Child pages are not located in the drop down list and items in red are not candidates because you don't have appropriate permission for them. Check with your local webmaster to remedy this.




The screenshot displays the Sitebuilder Toolkit Administration Panel. At the top, there is a navigation bar with 'Back To Home Page', 'Sitebuilder Toolkit Administration Panel', and 'Welcome John Doe'. Below this are tabs for 'Pages', 'Applications', and 'Reports'. A breadcrumb trail shows 'Main Content' > 'Navigation' > 'Page Control' > 'Location' > 'Search Engine' > 'Page History'. The main content area is titled 'Editing: 1.2' and shows 'PUBLISH STATUS: Published by webmaster (5/25/2006 3:15:57 PM)' and 'LAST ACTION:'. A 'Location In Site Hierarchy' dropdown menu is open, showing 'Location: Section 1'. Below the dropdown, there are buttons for 'Save & Lock', 'Copy', 'Preview', 'List', and 'Published Version'. At the bottom, a footer reads 'All content © Site Builder Toolkit2006 · All rights reserved.'

Figure 13 Move A Page

DELETE A PAGE

You may delete a page anywhere you see the Delete  icon. This includes while viewing the page on the web site (after logging into Site Builder Toolkit) and from any of the find page functions available in SBT.

- 1) Login to SBT.
- 2) Navigate the web site to the page you wish to delete.
- 3) Click the Delete  icon.
- 4) In the Page Control Setting fieldset click the **Deleted** radio button.
- 5) Click the **Save & Lock** button in the top right area of the page. Save & Lock will save your changes but not publish them to the web site.
- 6) After a user selects Save & Lock page ownership is applied to the content provider and additional buttons are available such as Save, Revert and Submit for Approval (see the section entitled Publish Control).
- 7) Click **Submit for Approval** to have the webmaster approve the page.
- 8) A menu will prompt to submit the page for approval. Click **OK** to continue.
- 9) An alert prompt will appear "Changes in the editor since you last save will be lost". Click **OK** to continue.
- 10) Next, a comment field will appear. Add descriptive information regarding the publish status of the page. This information will be stored in the Page History.
- 11) Finally, webmaster approval is required before the page can be deleted or shredded which is permanently removed from the web site.