

How to Move a Page

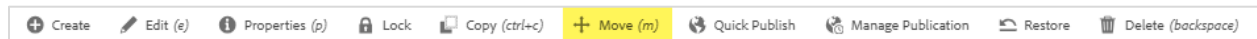
Step 1: Select the Page You Want to Move

Find the page you wish to move in the list of pages.

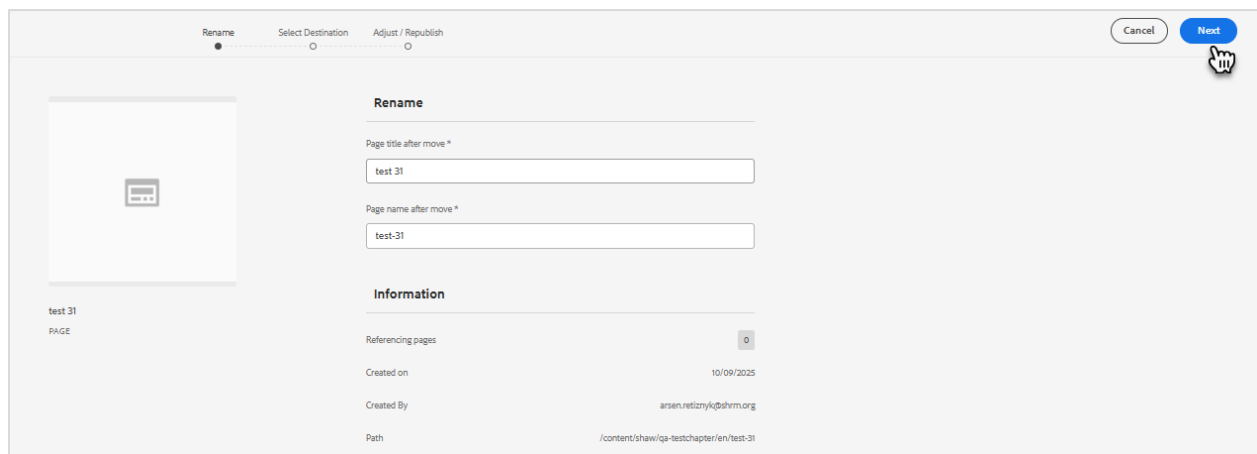
Click the checkbox next to the page name to select it.

This will display admin options at the top of your site.

Click the "**Move**" button in the admin options.



On the next screen, click the blue "Next" button to continue.

A dialog box titled 'Rename' with a progress indicator at the top showing 'Rename' as the active step. It contains two input fields: 'Page title after move *' with the value 'test 31' and 'Page name after move *' with the value 'test-31'. Below these is an 'Information' section with fields for 'Referencing pages' (0), 'Created on' (10/09/2025), 'Created By' (arsen.retiznyk@shrm.org), and 'Path' (/content/shaw/qa-testchapter/en/test-31). A 'Cancel' button and a blue 'Next' button with a mouse cursor are in the top right corner.

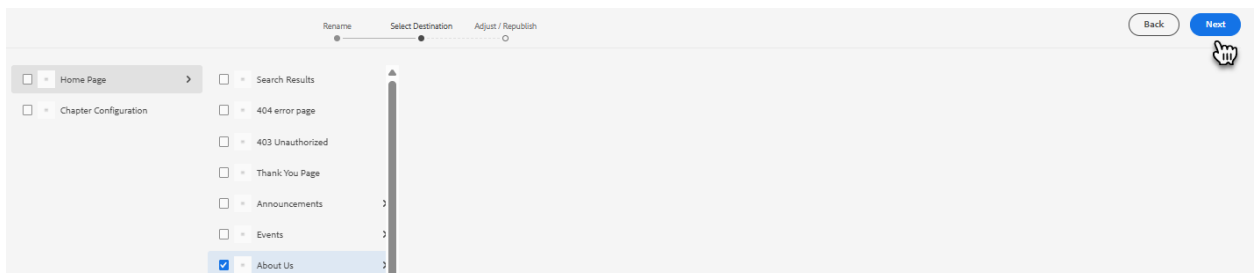
Step 2: Choose the New Location for the Page

You will now select where you want to move the page.

Remove the checkmark from "Home Page" to reveal all available pages.

Find and select the destination page by clicking its checkbox.

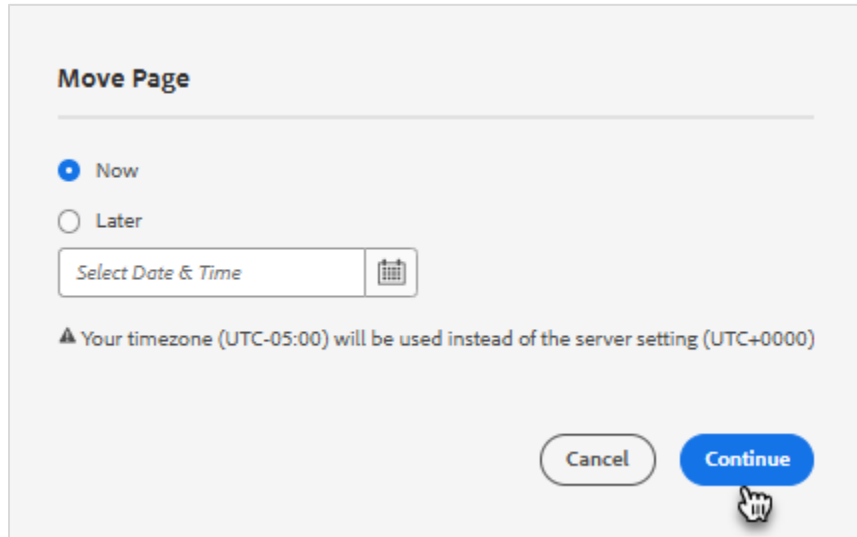
Click the blue "Next" button in the upper right corner.

A dialog box titled 'Select Destination' with a progress indicator at the top showing 'Select Destination' as the active step. It displays a list of pages with checkboxes: 'Home Page' (checked), 'Chapter Configuration', 'Search Results', '404 error page', '403 Unauthorized', 'Thank You Page', 'Announcements', 'Events', and 'About Us' (checked). A 'Back' button and a blue 'Next' button with a mouse cursor are in the top right corner.

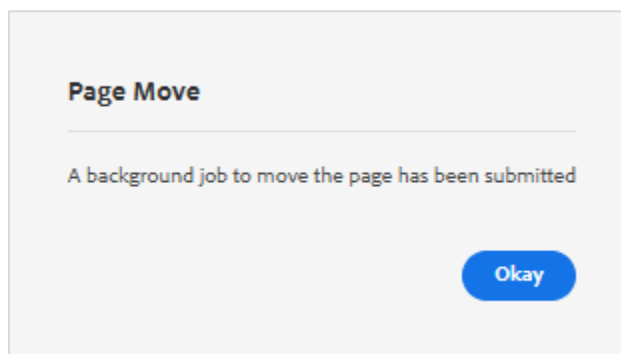
On the following screen, click the blue "Move" button.



A confirmation box will appear. Click the blue "Continue" button.



You will see a Page Move Confirmation message. Click the blue "Okay" button.



After clicking "Okay", you will be returned to the main screen.

Frequently Asked Questions (FAQ)

1. What if I don't see the Move button after selecting a page?

- **Check that you have selected a page** by clicking its checkbox.

2. Can I move more than one page at a time?

- **No, you can only move one page at a time.**
- If you need to move multiple pages, **repeat the move process for each page individually.**

3. What happens to links or references to the page after it is moved?

- **Adobe Experience Manager will update internal links automatically.** However, it's a good idea to review your site to ensure all links are working as expected after the move.

4. I accidentally moved a page to the wrong location. How can I fix it?

- **Repeat the move process** and select the correct destination page.
- If you need further help, contact your site administrator.

5. Will moving a page affect its content or settings?

- **No, moving a page only changes its location** within your site's structure. The content and settings will remain the same.