

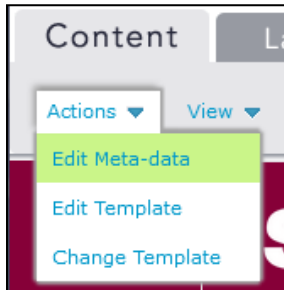


Rename Non-Navigation Folder/Page

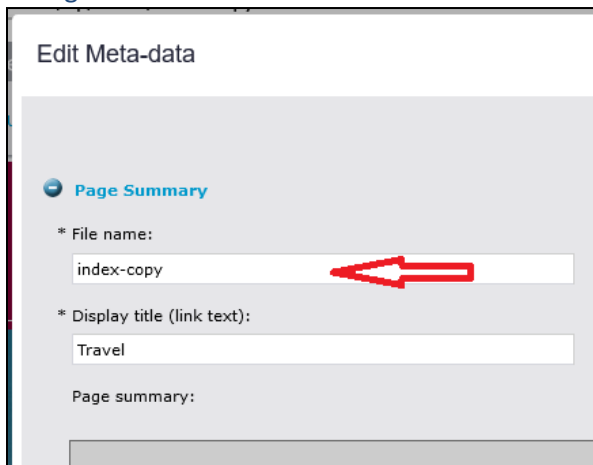
If the file is a navigation landing page or the folder is a navigation folder, the icon will have two blue >> symbols in it ( or ). CM1 editors/contributors will not be able to make changes on the file name. Please notify I.T. Web Services or file a ticket at <https://csudh.service-now.com>. Navigation page file/folder names should be updated in navigation set up.

To change non-navigation page file name in CM1:

1. Open the page in Edit mode.
2. Click Edit meta-data under Actions menu.

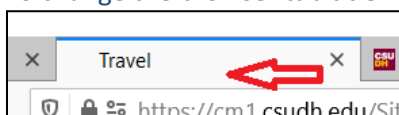


3. Change the content in the File Name box. Users can also change the Display Title.

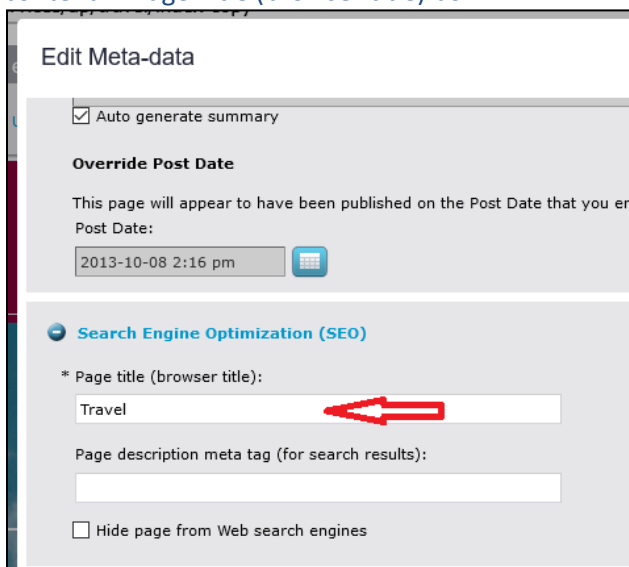
A screenshot of the 'Edit Meta-data' window. The 'Page Summary' section is expanded. It contains three fields: '* File name:' with the value 'index-copy', '* Display title (link text):' with the value 'Travel', and 'Page summary:' which is empty. A red arrow points to the 'index-copy' text field.

Optional:

- To change the browser tab title:



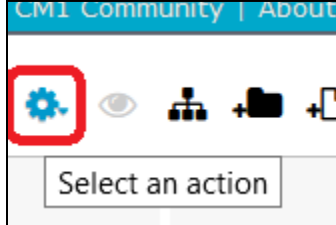
- Scroll down after opening the Meta-data window and expand Search Engine Optimization (SEO). Update the content in Page Title (browser title) box.

A screenshot of the 'Edit Meta-data' window, scrolled down to the 'Search Engine Optimization (SEO)' section. The 'Page title (browser title):' field contains the text 'Travel' and is highlighted with a red arrow. Other fields include 'Page description meta tag (for search results):' and a checkbox for 'Hide page from Web search engines'. Above the SEO section, there is a section for 'Override Post Date' with a date picker set to '2013-10-08 2:16 pm'.

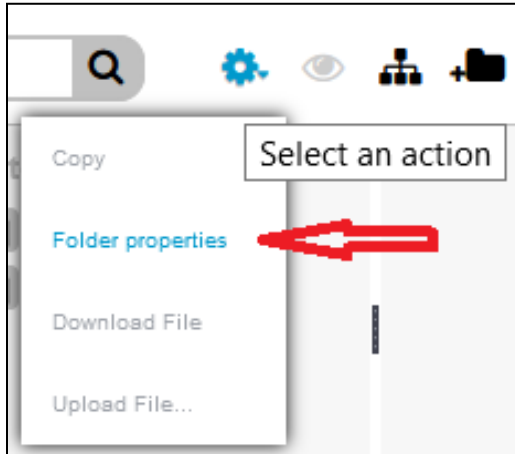
Rename Non-Navigation Folder/Page

To update non-navigation folder name in CM1:

1. Highlight the folder in CM1 Finder, click on the Select an Action icon on the right top corner.



2. Select Folder properties in the dropdown menu.



3. Folder name can be changed in the Name box under General section.

A screenshot of the 'Folder Properties' dialog box. The 'General' section is active, showing a label '* Name:' followed by a text input field containing 'New-Folder'. A red arrow points to the input field. The 'Permissions' section is collapsed. At the bottom right, there are 'CANCEL' and 'SAVE' buttons. A note '* - denotes required field' is visible in the top right corner of the dialog.