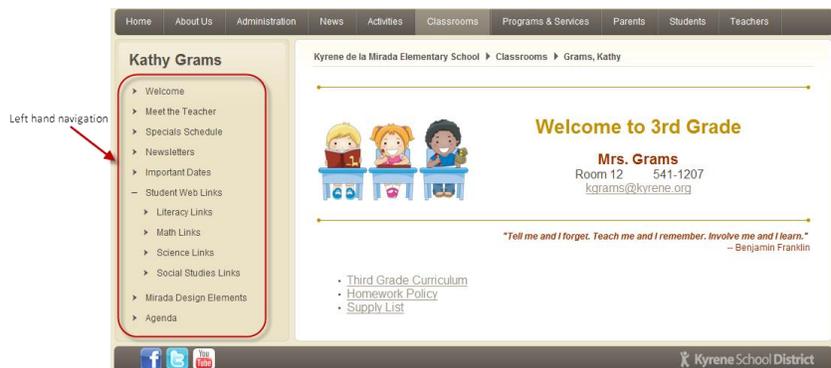


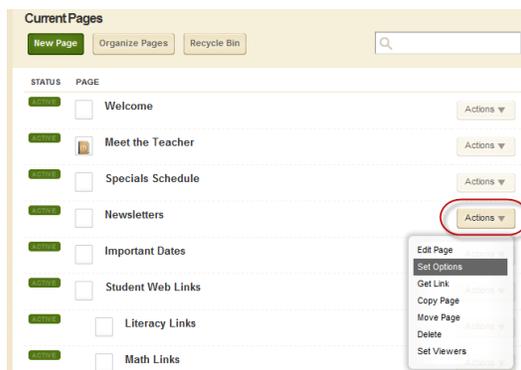
# Navigation Layout and Page Access

When you save a page in Schoolwires, the page is “live” without performing a separate publishing process. To provide you control regarding how and where content is used, you can **hide pages from the left hand navigation, activate/inactive pages** and/or **set page viewers**.

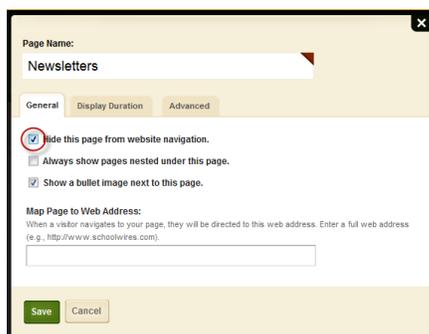
## Removing Pages from Left Hand Navigation



1. From the managing screen, click on the actions button to the right of the page and select **Set Options**.



2. Check the **Hide this page from website navigation** box. This hides the page from the left hand side of the page, but you can create a link to this page on another page.



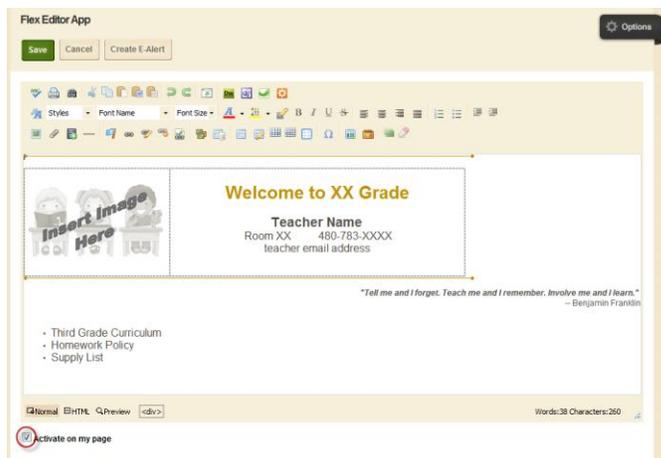
## Activating/ Inactivating Pages

A page must be active to view it from the web. If a page is inactive, you can edit the page, but no one (not even the author) can view it from the web.

- You can activate/inactivate a page by clicking on the **active** or **inactive** indicator to the left of a page.



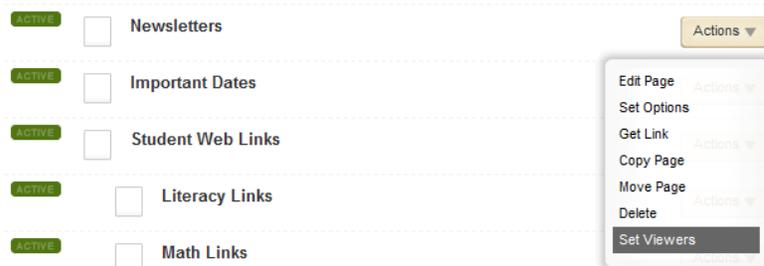
- You can also activate/inactivate a page by checking or un-checking the **Activate on my page** box at the bottom of the editor window.



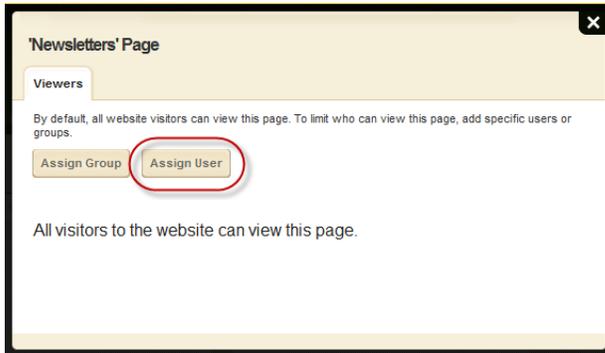
## Setting Viewers

Schoolwires allows you to set viewers for your pages. This allows you to indicate who can and cannot see your page live on the web. If you do not set viewers, all visitors to the website can view your page.

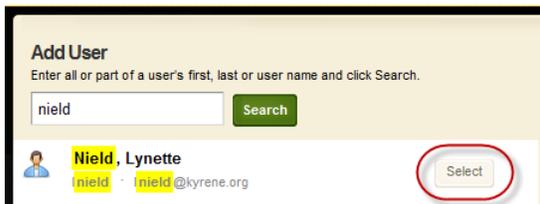
- If you want to set a page so that is only viewable by you (e.g. page is in draft form), click on the actions button to the right of the page and select **Set Viewers**.



2. Select the **Assign User** button to indicate which user(s) can view the page.



3. Use the search box to find a user and click **Select** to add the user to the selected users box.



4. Click **Add** to complete the process.



**Important Note:** Make sure you remove yourself as the only viewer when you want others to view the page.