

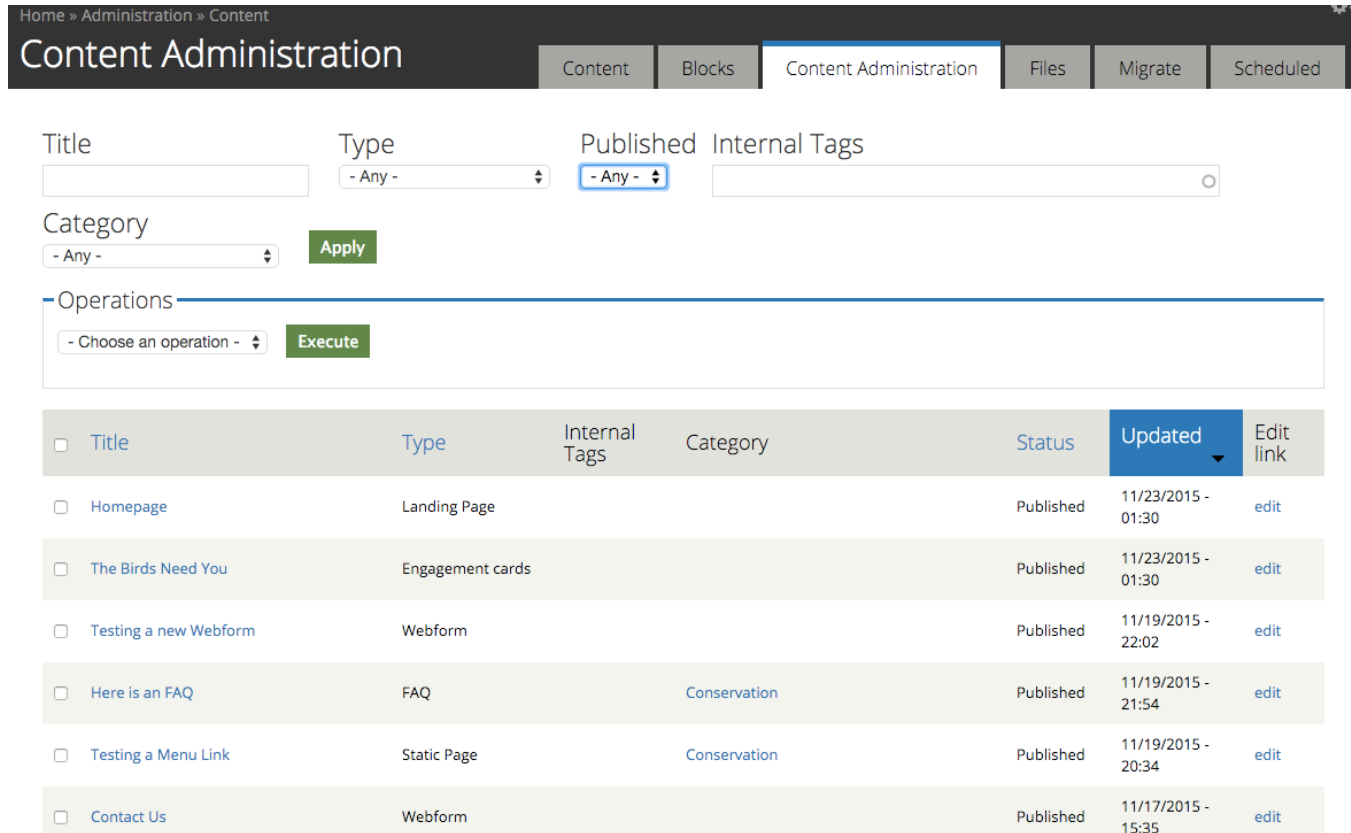
How to find content on your site or make bulk changes

We are importing every page from your old site into your new site. But without adding it to a landing page or your homepage, it may be difficult to find initially. Thankfully, the new web platform has an easy way to locate content on your site to edit.

Go to Content - > Content Administration

By default, this will show you a list of all the pages on your site, with those that have been most recently edited at the top. From this screen, you can find content by searching for its title, or selecting any number of other filters to narrow your search by content type, category, etc. It's a very handy page.

Note: you must click the green "Apply" button for your filtering changes to take effect.



The screenshot shows the 'Content Administration' interface. At the top, there's a breadcrumb 'Home > Administration > Content' and a title 'Content Administration'. Below the title are tabs for 'Content', 'Blocks', 'Content Administration' (selected), 'Files', 'Migrate', and 'Scheduled'. The main area has search filters: 'Title' (text input), 'Type' (dropdown menu showing '- Any -'), 'Published' (dropdown menu showing '- Any -'), and 'Internal Tags' (text input). Below these is a 'Category' dropdown menu showing '- Any -' and a green 'Apply' button. Underneath is an 'Operations' section with a dropdown menu showing '- Choose an operation -' and a green 'Execute' button. The main content is a table with columns: Title, Type, Internal Tags, Category, Status, Updated, and Edit link. The table lists six items: 'Homepage' (Landing Page), 'The Birds Need You' (Engagement cards), 'Testing a new Webform' (Webform), 'Here is an FAQ' (FAQ, Conservation), 'Testing a Menu Link' (Static Page, Conservation), and 'Contact Us' (Webform). Each item has a checkbox, a status of 'Published', an updated timestamp, and an 'edit' link.

<input type="checkbox"/>	Title	Type	Internal Tags	Category	Status	Updated	Edit link
<input type="checkbox"/>	Homepage	Landing Page			Published	11/23/2015 - 01:30	edit
<input type="checkbox"/>	The Birds Need You	Engagement cards			Published	11/23/2015 - 01:30	edit
<input type="checkbox"/>	Testing a new Webform	Webform			Published	11/19/2015 - 22:02	edit
<input type="checkbox"/>	Here is an FAQ	FAQ		Conservation	Published	11/19/2015 - 21:54	edit
<input type="checkbox"/>	Testing a Menu Link	Static Page		Conservation	Published	11/19/2015 - 20:34	edit
<input type="checkbox"/>	Contact Us	Webform			Published	11/17/2015 - 15:35	edit

Or, you can just type in the old URL...

The URLs to all your old pages will still be the same on your new site. During the site preparation phase, your new site will be on a private web address with "dev" at the end of your subdomain (if your existing site is ny.audubon.org, your new site will be at nydev.audubon.org).

So, if you're looking for a page on your old site, and you know its old URL (ny.audubon.org/conservation/some-page-title) you can just add a "dev" to the subdomain and you'll see that page on your new site.

After launch, all the old URLs will continue to work.

If you want, you can use the checkbox next to each item to select multiple pages to publish, unpublish, or delete.

Once you've selected multiple pages, you can choose an operation under "Operations" and press the green Execute button.

3. If you want to make additional changes in bulk, like changing several pages' Categories...

Go to Content -> Bulk Content Editing. You will see a very similar screen that has a few extra things in the "Operations" dropdown. To assign several pages to a new category, click "Edit node categories" from the Operations dropdown and follow the instructions.