

1-Pager — on Uncombining Pages —————

Fixing a mistake in combining pages

» **REMOVING A PAGE FROM YOUR DOCUMENT**

There are times when a user will accidentally combine the wrong pages in BLOX Total CMS. You can separate the pages, making them all usable again.

Step 1

Open the Pages panel.

Step 2

Double-click the page or multi-select each of the pages that were combined accidentally.

Step 3

With them selected, click the Trash at the bottom of the Pages panel.

Step 4

Click Yes to confirm deletion of the page.

» **RESTORING THE PREVIOUSLY COMBINED PAGE**

Step 1

Click the File menu and choose Open From BLOX Total CMS.

Step 2

Navigate to the correct publication folder.

Step 3

Navigate to the correct date folder. This is where all the pages for that particular date are stored.

Step 4

Navigate to the Backups folder.

Step 5

Right-click on the page that was combined accidentally and choose Cut.

Step 6

Navigate to one level, back to the correct

date folder where all the date's pages are stored.

Step 7

Right-click in an empty area of the window and select Paste.

Step 8

Right-click on the shortcut to the page that you deleted and delete the shortcut. It will look like all the other files except it will have a shortcut icon at the beginning of the filename and a .link extension at the end.

Step 9

Right-click the file you just pasted and select Rename. Remove the _BU from the end of the filename.



Tip

Do not uncombine pages that have content placed through the asset manager on both pages.