



## How to Change a Section's Status

You can set a page's status when creating it.

1. Use the drop down menu to select your section status. When working on content, always do so in Pending status.

The screenshot shows a web interface for creating or editing content. At the top, there are tabs for 'General', 'Content types', 'Page layouts', and 'More'. The 'General' tab is active. Below the tabs, there are two sections: 'General section details' and 'Advanced settings'. In the 'General section details' section, there is a 'Name' field with the placeholder text 'e.g. News and events'. Below it is a 'Status' dropdown menu currently set to 'Approved'. A search box labeled 'Section options' is positioned below the status dropdown, and a list of options is displayed: 'Approved', 'Pending', and 'Inactive'. The 'Pending' option is highlighted in blue. In the 'Advanced settings' section, there is a 'Content owner' field with a 'Select content owner' button, an 'Output URI' field with the placeholder 'e.g. university-news-events', an 'Output file name' field with the placeholder 'e.g. my-filename.php', an 'SEO key phrases' field, a 'Default workflow' dropdown menu set to 'None', and an 'Access key' field. At the bottom right of the form, there are two buttons: 'Cancel' and 'Save changes'.

2. If content has been created already, go to the Actions tab in the Site Structure view and choose Edit Content. Follow Step 1 above.