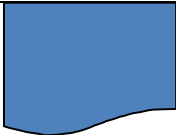
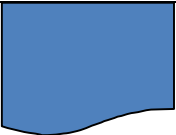





Move and Rename assets

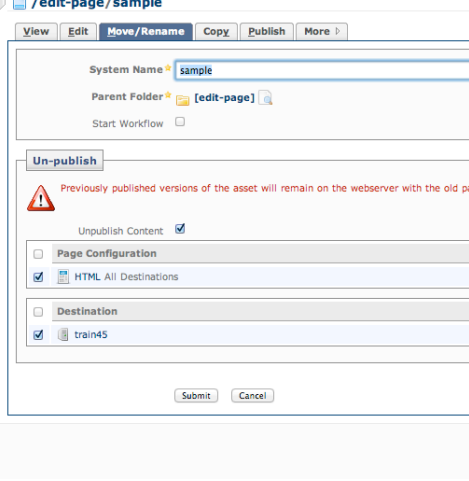
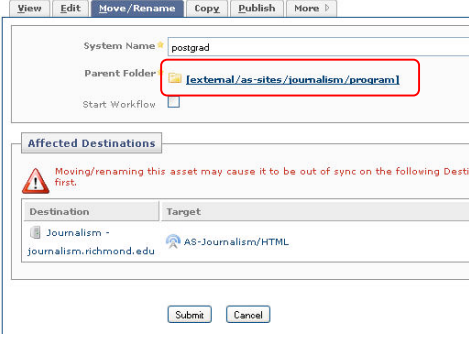
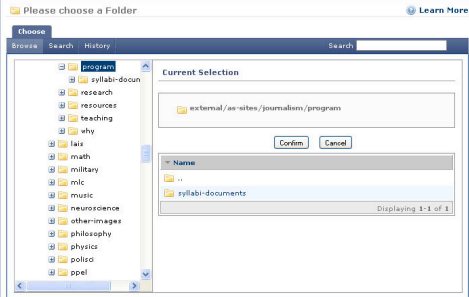
This feature is available only to those not involved in workflow.

Remember: If we do not un-publish the existing asset, that page would continue to be live and available to users. As demonstrated below: this increases the chances of users accessing inaccurate data.

	Cascade	Web Server (Live)
<i>Original Asset</i>		
<i>Scenario if modified, but not un-published</i>		  Both the original and modified assets are now available online. At this point, the only way to remove the original asset is to contact Web Services for a direct server delete.

Move or Rename

Step	Action	Result
1	Select (or click on) the page or file you wish to move or rename.	

	<p>Click the Move/Rename tab.</p> <p>Be sure to Check the Unpublish Content check box</p> 	
3	<p>If you wish to <i>move</i> the asset, click the link to the right of the Parent Folder name.</p> <p>If you wish to rename the asset, skip to step 7.</p> 	
4	<p>The <i>Choose</i> dialog box appears.</p> 	
5	<p>Select the new parent folder from the dialog box.</p>	
6	<p>Click the Confirm button.</p>	

Tech-Tips

7	If you wish to rename the asset, replace the text in the <i>System Name</i> field with your desired page name. <i>Note: This name should contain no spaces; dashes are permitted.</i>	
8	Click the Submit button.	

Now make your page edits. Don't forget to publish you page after making your modifications.