

# Athena Pages: Editing a Page: Properties Tab

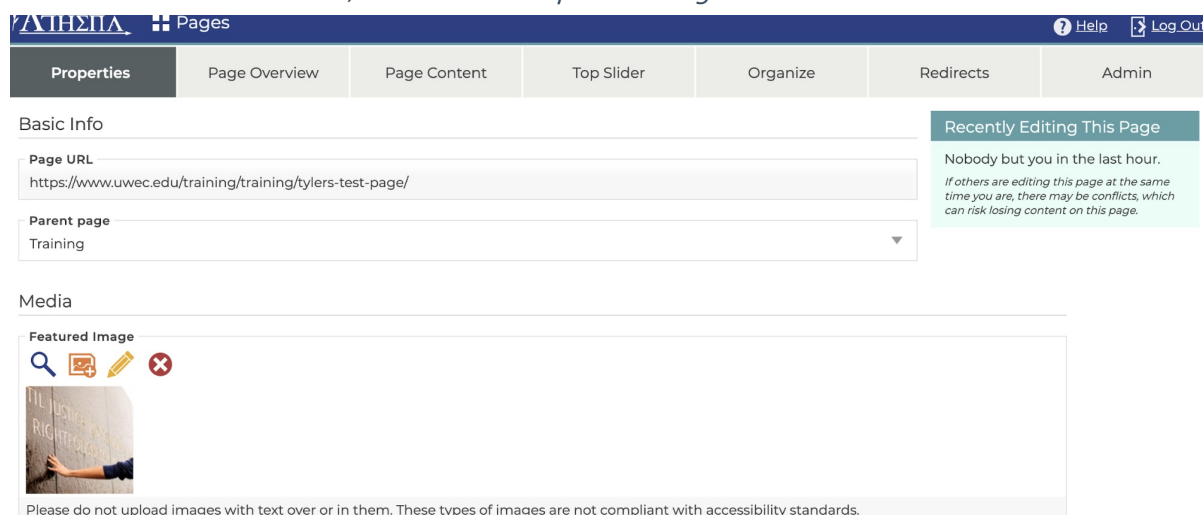
Last Modified on 04/19/2022 5:29 pm CDT

*NOTE: If you are looking to activate or deactivate an already created item [click here](#).*

This article is for editing the Properties tab in the Pages app in Athena. When editing pages, the Properties Tab allows you to edit basic info, media, a contact form, navigation, and an announcement banner for your page to better sort it on the website. Below are brief descriptions of each box in the Properties Tab.

1. Review the *Page URL* for accuracy.

*NOTE: The page URL is the path of the page and is automatically generated when a page is made; it is built based on the unit URL plus any parent pages followed by the page name. The Page URL cannot be altered by the contributor once a page has been created; if you think it needs to be altered, contact the Help Desk for guidance.*



The screenshot shows the Athena Pages interface. At the top, there is a navigation bar with the University of Wisconsin logo and the word "Pages". Below this is a tabbed interface with "Properties" selected. The "Properties" tab is divided into sections: "Basic Info" and "Media".

**Basic Info**

- Page URL:** A text input field containing "https://www.uwec.edu/training/training/tylers-test-page/".
- Parent page:** A dropdown menu currently set to "Training".

**Media**

- Featured Image:** A section with a search icon, a plus icon, a pencil icon, and a close icon. Below these icons is a placeholder image of a hand pointing to a chalkboard with the words "JUSTICE" and "RIGHTS" written on it. Below the image is a warning message: "Please do not upload images with text over or in them. These types of images are not compliant with accessibility standards."

**Recently Editing This Page**

Nobody but you in the last hour.  
*If others are editing this page at the same time you are, there may be conflicts, which can risk losing content on this page.*

2. Edit the **Parent Page** as needed.

*NOTE: Altering the parent page may result in broken links and other unexpected outcomes.*


3. (Optional) Select or add a new **Featured Image** as desired.

*NOTE: If a page has no featured image, the page will appear in certain listings with a brand color instead. For help adding a new image, see [Adding an Image](#), [Editing Image Properties](#), and [Cropping an Image](#).*

4. (Optional) Select or add a new **Featured Video** as desired.

*NOTE: This will replace the featured image with the selected video. For help adding a new video, see [Adding a Video](#) and [Editing a Video](#).*

5. Set the **Does this page have a contact form?** as desired.

 Pages ? Help Log Out

Featured Video

Contact Form

Does this page have a contact form?  
No

Navigation

Show sidebar navigation?  
Yes

Announcement Banner

Show the Announcement?  
Yes

Announcement Title  
This is my test announcement

6. Set a **Contact Location** as desired.

*NOTE: Generally, this should be left blank to inherit the unit's contact info and location; it should only be overridden in special circumstances.*


7. Set **Show sidebar navigation?** as desired.

*NOTE: An **Edit Navigation** button will be displayed if you have appropriate permissions to edit the selected navigation.*

8. Set **Show the Announcement?** as desired.

*NOTE: If Yes is selected, more fields will appear to further configure the announcement.*

- Announcement Title: Add a title for the announcement.
- Announcement Content: Add content to the announcement.
- Announcement Button URL: Adding a URL will automatically add a button to the announcement.
- Announcement Button Label: Set a label for the button.
- Announcement Publication Date/Time: Set when the announcement should start displaying. If no explicit publication date/time is set, the announcement will be published as soon as the "Save and Publish" button is clicked.
- Announcement Expiration Date/Time: Set when the announcement should stop displaying. If no expiration date/time is set, the announcement will stay published.

 Pages ? Help Log Out

This is my test announcement

Announcement Content  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec euismod risus non nulla tristique, vel lacinia enim commodo. Quisque varius hendrerit ligula id rhoncus. Donec eget arcu nec lectus consectetur luctus. Vestibulum enim orci, fermentum sed viv.

Announcement Button URL  
https://www.thinkgeek.com

Announcement Button Label  
GO TO THINKGEEK!

Announcement Publication Date  
mm/dd/yyyy

Announcement Publication Time  
--:--

Announcement Expiration Date  
mm/dd/yyyy

Announcement Expiration Time  
--:--

← BACK
SAVE AND PUBLISH

9. Click **Save and Publish**.
10. Proceed to the [Page Overview](#) tab.

### **Still need help?**

If you have questions related to this article, please contact the LTS Help Desk at [715-836-5711](tel:715-836-5711) or [helpdesk@uwec.edu](mailto:helpdesk@uwec.edu).

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