

Web Author Tips

Deleting Pages with referring links

Scenario: You have a web page that needs to be deleted because the information has been included on a different page, but other pages are linked to your page.

Background: When you delete a page, Common Spot gives you a list of referring pages (you can also view these in a report). A referring page is a page anywhere within Common Spot that contains a link to your page. At the time that you delete your page, you have the opportunity to change the link on all referring pages whether they are in your subsite or in other subsites. This is very handy because the owner of the referring page does not have to update their link. You do it for them.

Process:

1. Go to the page that you want to delete. (You can be in Viewing As Published.)
2. Click "Actions" in the dark blue menu bar (second from left).
3. Choose "Delete page..."
4. On the "Delete Page Confirmation" you will be notified if there are references to the page you are deleting.
5. Click "View Referring Pages."
6. Put a checkmark in the box next to each reference.
7. Click "Change Reference."
8. If the new page is in your subsite, click "Choose from current subsite..." and select the page.
9. If the new page is in a different subsite than the old page, click "Choose...", locate the new subsite, and select the page.
10. Save your changes.

Note: Using the correct link type is important in Common Spot.

All links inside Common Spot should use the default Type: "Page or Bookmark on Page." Almost every page on our website is inside Common Spot – if it's not, it will use the URL of www2.uwrf.edu.

Only pages outside of Common Spot (including [www2](http://www2.uwrf.edu) pages) should use the full "Unregistered URL or Relative Internal URL" including the <http://www>.