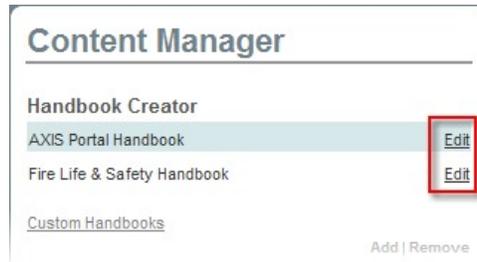




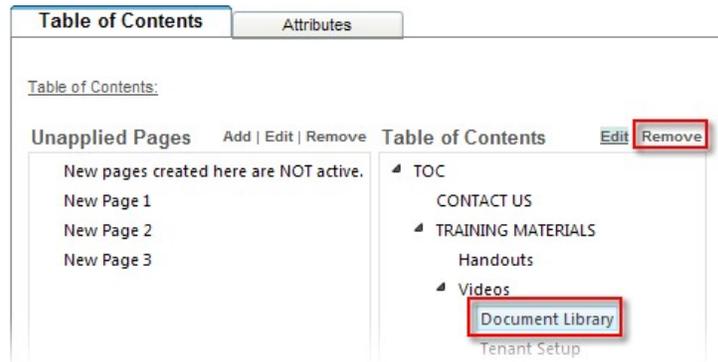


## Removing a Page

1. Click [Control Panel > Content Manager > Handbooks](#)
2. Locate the desired handbook and click **Edit**.



3. To remove a page from the live handbook, select the desired page from the **Table of Contents** column, and click **Remove**.



4. Click **OK** to confirm removal.



**Note:**

- The removal of a page from the active Table of Contents moves it over to the Unapplied Pages column.

5. To completely delete the page select it again (but from the **Unapplied Pages** column this time.)

**Note:**

- To select multiple pages to remove at once, hold **Ctrl** or **Shift** + when clicking the unapplied pages.

6. Click **Remove**.



Unapplied Pages    Add | Edit | **Remove**    Table of Contents    Edit | Remove

**Document Library**

New pages created here are NOT active.

- New Page 1
- New Page 2
- New Page 3

TOC

- CONTACT US
- TRAINING MATERIALS
  - Handouts
- Videos
  - Tenant Setup
  - Content Manager

7. Click **OK** to confirm that you wish to delete the page(s).

