

Exporting a Page

Contros makes it easy to “roll up” your new pages to your website. When you are ready to move your new pages to your site, you must approve the pages first. Once they are approved, you simply click on “Export” and follow the easy steps from there. Below are screen shots to help you along the way. Remember to “Try it out” yourself.

Title/Filename	Status	Creator	Created	Template	
Ferguson Team Online - 2901 Katie Lane/ 2701katielanephotoalbum.htm	<input checked="" type="checkbox"/>	Ferguson, Tim & Carol	10/15/2006 11:47 AM		Copy Delete Preview Export Mark Inactive UnApprove Set Page Template
Ferguson Team Online - 2908 Lois Lane/ 2908loislane.htm	<input checked="" type="checkbox"/>	Ferguson, Tim & Carol	10/15/2006 11:22 AM		Copy Delete Preview Export Mark Inactive UnApprove Set Page Template



2 File Name

3 Format Type: HTML ASPX ASP

4 Submit



Title/Filename	Status	Creator	Created	Template	
Bob's Junk - Community - Tips/ tips.htm	<input checked="" type="checkbox"/>	Vance, Bob	06/01/2007 04:56 PM		Copy Delete Preview Export Mark Inactive UnApprove Set Page Template
Bob's Junk - Community/ community.htm	<input checked="" type="checkbox"/>	Vance, Bob	05/31/2007 11:37 PM		Copy Delete Preview Export Mark Inactive UnApprove Set Page Template
Bob's Junk - Contact/ contact.htm	<input checked="" type="checkbox"/>	Vance, Bob	05/31/2007 11:12 PM		Copy Delete Preview Export Mark Inactive UnApprove Set Page Template
Bob's Junk - Parts/ parts.htm	<input checked="" type="checkbox"/>	Vance, Bob	05/31/2007 11:11 PM		Copy Delete Preview Export Mark Inactive UnApprove Set Page Template
Bob's Junk - About Us/ about.htm	<input type="checkbox"/>	Vance, Bob	05/31/2007 10:25 PM		Copy Delete Preview Export Mark Inactive UnApprove Set Page Template
Website Home Page/ default.htm	<input type="checkbox"/>	Vance, Bob	05/04/2007 04:04 PM		Copy Delete Preview Export Mark Inactive UnApprove Set Page Template

5 Bulk Export

Try it out!

Exporting a Page.

Step 1: After you have made all your changes to your page, You must “**submit for approval**,” “**approve**” and “**export**”.

Step 2: Once you click on **Export**, a pop up window will appear where you will enter the **name of the page**, e.g. “**productspage**”.

Note: Make sure there are no spaces in the export page title.

Step 3: Select the **Format Type**. Contros allows you to select HTML, HTM, ASPX, or ASP type formats.

Step 4: Then select **Submit** to export page. Then go to your live site and **Refresh** your live website by clicking on **F5** or hitting your “**Refresh**” button on your browser.

Step 5: You can export multiple pages by checking each page and clicking on **Bulk Export**.