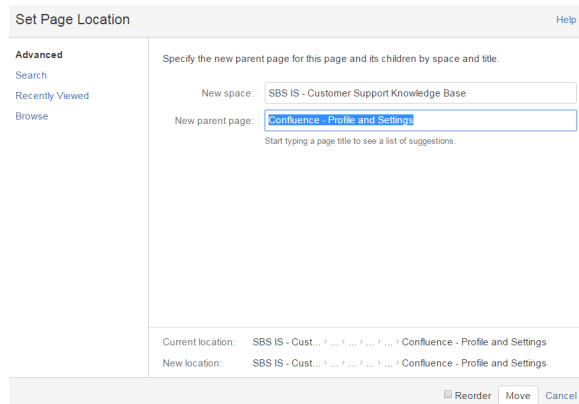


Move and Re order Page

Set page location or move a page

1. Do either of the following:
 - **While creating a page** – choose the location icon **blocked URL** at the top of the page
 - **Once a page is created** – choose **blocked URL > Move**
2. Use the tabs on the left of the 'Set Page Location' dialog to help you find the new space and/or parent page for your page (the **Current location** and **New location** breadcrumbs at the bottom of the dialog indicate the current parent page and new parent page)
3. Select **Reorder** if you want to move the page to a different position amongst the child pages (when you choose **Move** in the next step, you'll be able to reorder the page)
4. Choose **Move** (If you're reordering the child pages, choose the new position for the page and choose **Reorder**)



The 'Set Page Location' dialog box is shown. It has a sidebar on the left with tabs: 'Advanced', 'Search', 'Recently Viewed', and 'Browse'. The main area is titled 'Specify the new parent page for this page and its children by space and title.' It contains two input fields: 'New space:' with the value 'SBS IS - Customer Support Knowledge Base' and 'New parent page:' with the value 'Confluence - Profile and Settings'. Below these fields is a small text prompt: 'Start typing a page title to see a list of suggestions.' At the bottom, there are two breadcrumb lines: 'Current location: SBS IS - Cust... > ... > Confluence - Profile and Settings' and 'New location: SBS IS - Cust... > ... > Confluence - Profile and Settings'. At the very bottom are three buttons: 'Reorder', 'Move', and 'Cancel'.

The page – along with any attachments, comments, and child pages – is moved to your chosen location. Confluence will automatically adjust all links to the moved pages, to point to the page(s) in its new location.

When completing the **New parent page** field, you need to select the page suggested by Confluence's autocomplete. Typing or pasting the page name (or using your browser's autocomplete) won't work.

Reorder pages within a space

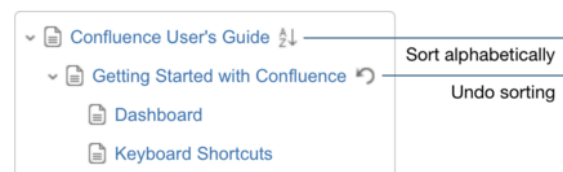
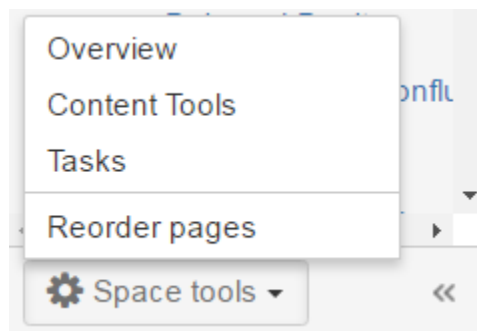
You can change the location of a page within its space, and reorder pages in the hierarchy. This allows you to:

- Move a single page, or a family of pages, to a different parent within the space.
- Reorder pages that are children of the same parent.

All links to the page are maintained. When you move a parent page, the entire hierarchy of child pages will move too.

To move or reorder a page:

1. Go to the space and choose **Space tools > Reorder pages** from the bottom of the sidebar
2. Expand the branches to locate the page you want to move
3. Drag the page to a new position in the tree



Alternatively, you can choose to order a group of child pages alphabetically by choosing the **Sort Alphabetically (A-Z)** icon. The **Sort Alphabetically (A-Z)** icon only appears next to the parent page if the page family is currently sorted manually.

If you change your mind, you can use the **Undo Sorting** icon to revert back to the previous manual page order. This option is only available immediately after sorting the page, while you're still on the **Reorder Pages** tab, and haven't performed any other action.

Notes about permissions

To move a page, you need the following permissions:

- 'Add' permission on the page you're moving, and
- 'View' permission on the page's parent page. If you're moving the page to a different parent, you need 'View' permission on the new parent.

To move a page into a different space, you also need:

- 'Delete' permission on the space you're moving from, and
- 'Add' permission on the space you're moving to.

If the page has restrictions, and you want to keep the page restrictions in the new location, you'll also need 'Restrict' permission on the space you're moving to. Alternatively, remove the page restrictions before performing the move.