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Content Management

The Content Management page allows you to edit or update predefined content sections within CareerPortal. These sections can be added to multiple pages. Content displayed in these sections is only editable from this page. All changes to this page are displayed on pages containing a content section that is associated with a defined Content ID. Existing Content IDs and their content are displayed in a grid on this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Return to Admin Tools You can return to the Admin Tools page at any time by clicking **Admin Tools**.

View content sections

Field	Description
Content ID	Displays the content ID.
Content Name	Displays the content name.
Content Description	Displays a description of the content.
Preview	*With Changes*: Preview content as it appears in its edited state (what your are currently editing). *Current*: Preview content that is currently published. *With Previous Content* Preview content published before the current content.
Publish	Publish or revert your content additions and edits. *Publish Content*: Publish content that is currently in the editor. **Note**: Previously published content is saved and is accessible using the *With Previous Content* option in the **Preview** field. *Rollback Content*: Restore previously published content. Content that is replaced by the revert is moved back into the editor.

Edit content section data

Edit Content allows you to edit content section information. Editing is facilitated using the editor on the Edit Content Management page.

- Click **Edit** to open and view your content in the editor.

  Note: Content titles and descriptions cannot be edited.

- Click **Save** to save your work.
- Click **Cancel** to return to the previous screen.

Enable or disable content sections

Field	Description
Display	Enable or disable content sections. Click **✔** or **X** to enable or disable a content section.

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