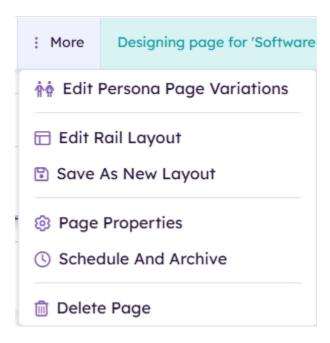- **Quick Reference Guides**

COMMUNITY ARTICLE

Page Builder More options

There are further options for Page Builders in Akumina Page Edit Mode

Edit Persona Page Variations

allows the page to have different page variations based on Akumina Persona. Check out our article on [Persona Page Variations](#) to learn more
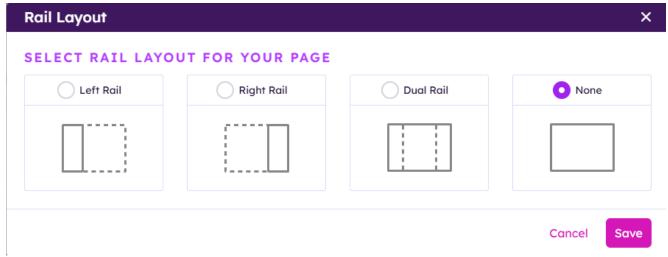
Edit Rail Layout

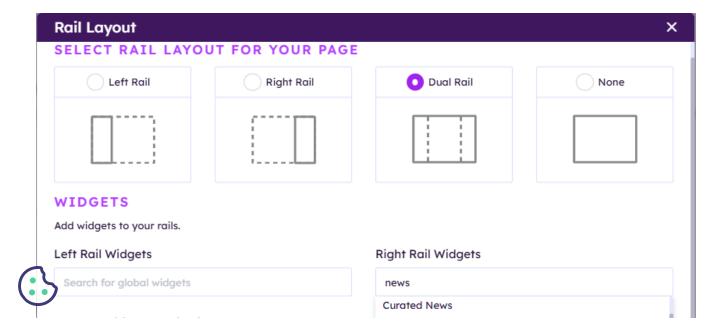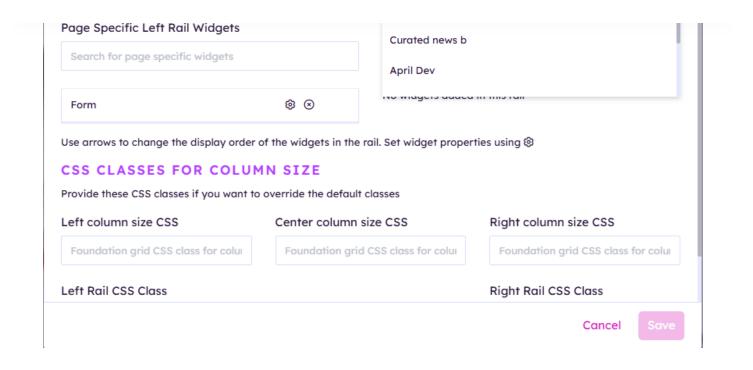allows you to add Rail space to the right and or left of the main page content

Choose between the Rail options. By default pages will not have a Rail Layout

After choosing a Rail choice

You can then add widget instances into each rail by typing in a widget instance name. It is possible to apply CSS classes to the Rail as well. Click **Save** when finished.
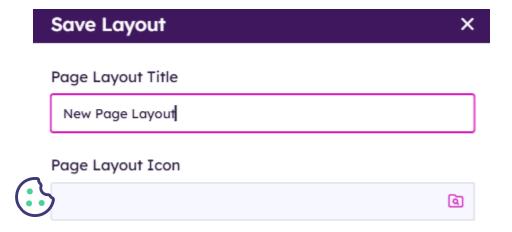
Page Specific Left Rail Widgets

Search for page specific widgets

Curated news b

April Dev

Form   ⚙ ⊗

No widgets added in this rail

Use arrows to change the display order of the widgets in the rail. Set widget properties using ⚙

CSS CLASSES FOR COLUMN SIZE

Provide these CSS classes if you want to override the default classes

Left column size CSS   Center column size CSS   Right column size CSS

Foundation grid CSS class for colum   Foundation grid CSS class for colu   Foundation grid CSS class for colu

Left Rail CSS Class   Right Rail CSS Class

Cancel   Save

Save as a new layout

💾 Save As New Layout

Save as a new layout allows the page builder to create a page starting template for building new pages. This new template will include page rows and configuration along with starting widget instances if **Include Widget Instances** is selected. There is an Optional Page Layout Icon (PNG) that can be assigned to the layout and a Page Layout description. Click **Save** when done.

Save Layout   ✕

Page Layout Title

New Page Layout

Page Layout Icon
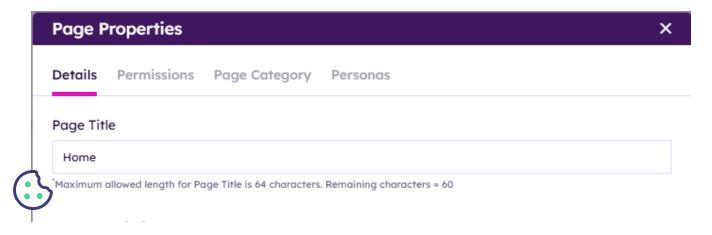
Page Layout Description

> Page Layout Description

☑ Include Widget Instances

☐ Site specific layout

Saving a layout will save the following:

- Rows
- Columns
- Widget Definition Restrictions
- Widget Instances

Saving Layout will not save rail and widget instances in the rail.

Cancel   **Save**

Page Properties

⚙ Page Properties
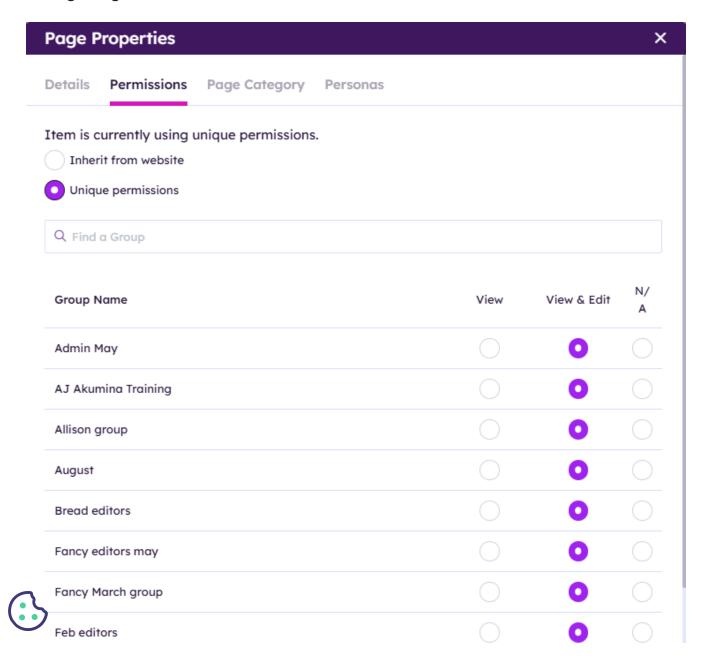
Page Properties allow you to change certain settings of the page.

Change Page Title

Page Properties   ✕

Details   Permissions   Page Category   Personas

Page Title

> Home

*Maximum allowed length for Page Title is 64 characters. Remaining characters = 60

Page Description

Page Description

Page Type

GenericPage

Cancel   **Update**

Change Page Permissions

Page Properties   ✕

Details   **Permissions**   Page Category   Personas

Item is currently using unique permissions.

◯ Inherit from website

⦿ Unique permissions

🔍 Find a Group

Group Name	View	View & Edit	N/A
Admin May	◯	⦿	◯
AJ Akumina Training	◯	⦿	◯
Allison group	◯	⦿	◯
August	◯	⦿	◯
Bread editors	◯	⦿	◯
Fancy editors may	◯	⦿	◯
Fancy March group	◯	⦿	◯
Feb editors	◯	⦿	◯

Hospital Editors   ○   ●   ○

                                                    Cancel   **Update**

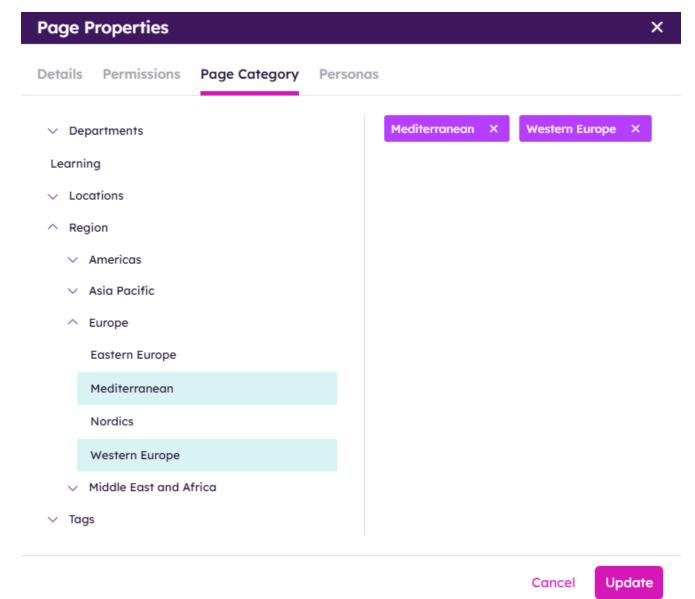By default your page will inherit permissions. If you need to change permissions for just this page you can click **Unique Permissions.**
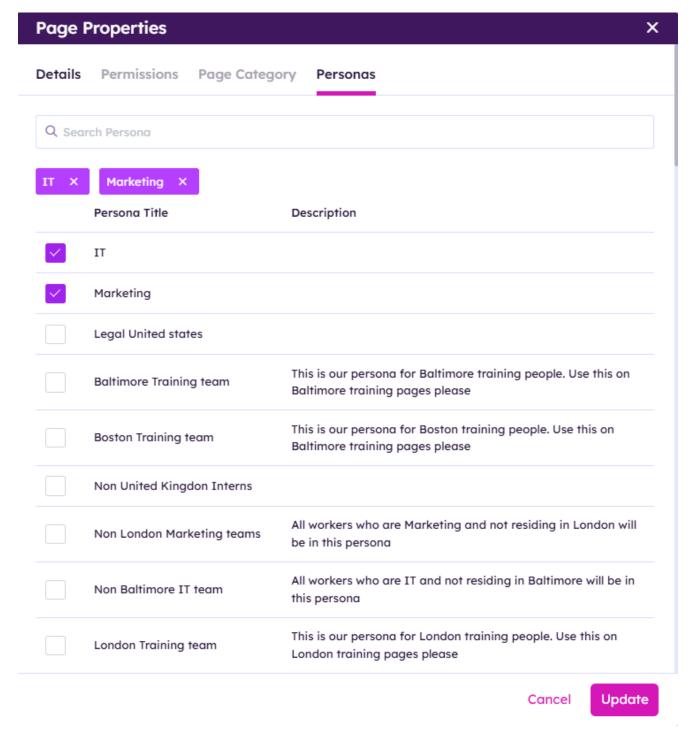
You can set SharePoint Security Groups to have View, View & Edit and N/A permissions to the page.

Page Category allows you to assign Page Properties to a page. These come from the TermStore of the intranet's Central Site.

Page Properties   ✕

Details   Permissions   **Page Category**   Personas

⌄ Departments | Mediterranean ✕ | | Western Europe ✕ |

Learning

⌄ Locations

⌃ Region

   ⌄ Americas

   ⌄ Asia Pacific

   ⌃ Europe

      Eastern Europe

      Mediterranean

      Nordics

      Western Europe

   ⌄ Middle East and Africa

⌄ Tags

                                                    Cancel   **Update**

Click on applicable Page Categories then click Update.

Personas

Page Properties   ✕

Details   Permissions   Page Category   **Personas**

🔍 Search Persona

[IT ✕] [Marketing ✕]

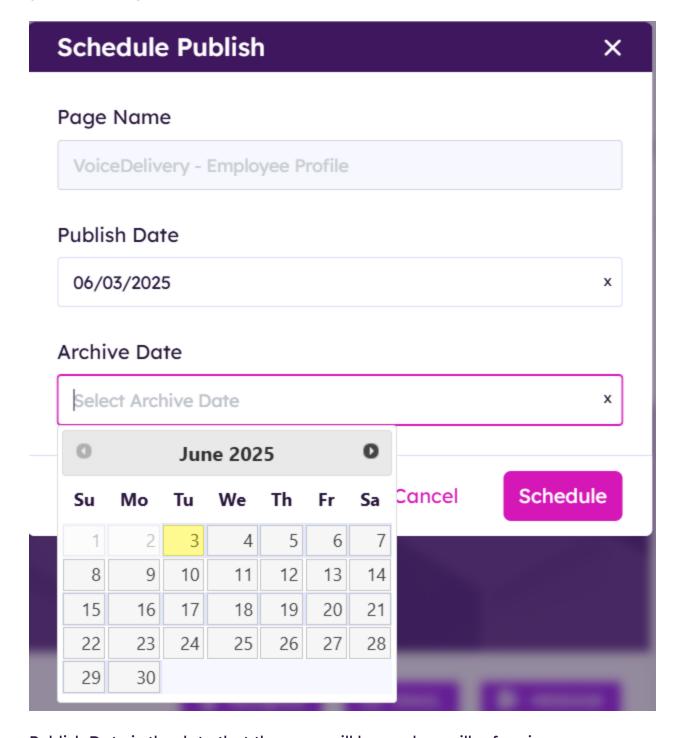|	Persona Title	Description
☑	IT	
☑	Marketing	
☐	Legal United states	
☐	Baltimore Training team	This is our persona for Baltimore training people. Use this on Baltimore training pages please
☐	Boston Training team	This is our persona for Boston training people. Use this on Baltimore training pages please
☐	Non United Kingdon Interns	
☐	Non London Marketing teams	All workers who are Marketing and not residing in London will be in this persona
☐	Non Baltimore IT team	All workers who are IT and not residing in Baltimore will be in this persona
☐	London Training team	This is our persona for London training people. Use this on London training pages please

Cancel   **Update**

Assign applicable persona(s) that should be assigned to the page. By default the All persona will be assigned to the page. Click Update when finished.

⚬Schedule And Archive

🕐 Schedule And Archive

By default pages that are published are published immeditely. If you have a need to publish a page in the future or have the page be archived after a set period of time you can configure that here.

Schedule Publish   ✕

Page Name

VoiceDelivery - Employee Profile

Publish Date

06/03/2025   x

Archive Date

Select Archive Date   x

◀		June 2025				▶
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Cancel   **Schedule**

Publish Date is the date that the page will be made availbe for view.

Archive will Archive the page and mark it as Archived.
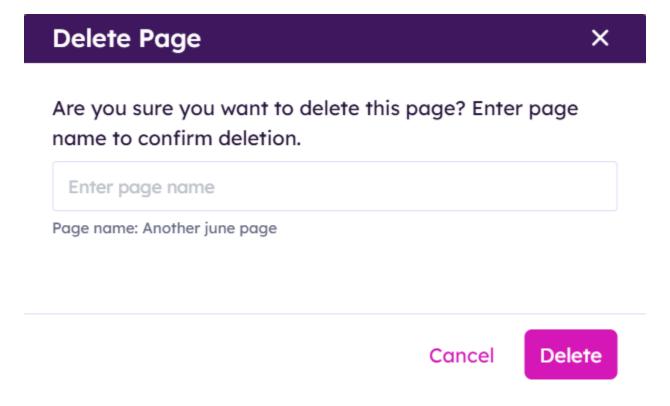
Delete Page

🗑 Delete Page

Allows you to Delete the Page

To actually Delete the page click Delete Page

Then you will have to enter the Page name then hit Delete again
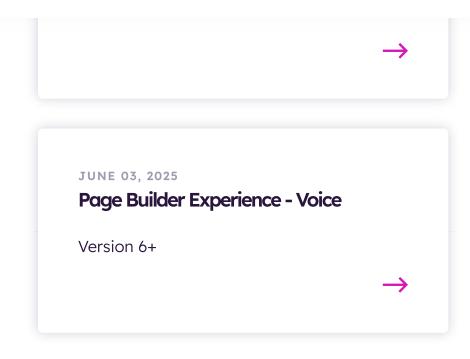
Delete Page ✕

Are you sure you want to delete this page? Enter page name to confirm deletion.

Enter page name

Page name: Another june page

Cancel   **Delete**

Please note Delete is final. But given the safe guards we can know it wasn't done by a misclick.

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Page Builder Experience - Voice

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