

How to find and manage content (imported and newly created)

There are a number of ways to locate content on your site! If you're looking for content that has been imported from your old site, the process is very easy:

Finding imported content

1. Copy everything after the "xyz.audubon.org/" (do not copy the slash) of the page's old URL and paste it into the URL bar of your browser on your new site AFTER the ".com/" leaving the slash intact.

So:

<http://ny.audubon.org/conservation/any-random-page>

Can be found by pasting the following into your address bar:

<http://ny.nas.acsitefactory.com/conservation/any-random-page>

Searching for content by title, category, or type

The Content Administration tool is very powerful, and you'll use it often.

1. In the admin bar, hover over Content and then click Content Administration (admin/content/administration)
2. Type in a word or two from the title of the article you're trying to find, and press "Apply"
3. Using the dropdown menus, you can further limit your search by selecting a Type of content (static page, article, local bird, etc), whether or not it's published, or the Category under which it was filed.
4. Once you see results, you can click the title to view that page, or press the edit link to dive directly into editing it

The screenshot shows the 'Content Administration' interface. At the top, there is a navigation bar with tabs for 'Content', 'Blocks', 'Content Administration', 'Files', 'Migrate', and 'Scheduled'. Below this, there are search filters: 'Title' (text input with 'shearwater'), 'Type' (dropdown menu with 'Local bird'), and 'Published' (dropdown menu with '- Any -'). There is also an 'Internal Tags' text input and a 'Category' dropdown menu with '- Any -'. A green 'Apply' button is next to the Category dropdown. Below the filters is an 'Operations' section with a dropdown menu set to '- Choose an operation -' and a green 'Execute' button. At the bottom, there is a table of search results with columns: Title, Type, Internal Tags, Category, Status, Updated, and Edit link. Two results are shown: 'Flesh-footed Shearwater' and 'Wedge-tailed Shearwater', both of type 'Local bird' and status 'Published'. Red arrows point to the 'Title' and 'Type' filters, and the 'Edit link' column in the table.

<input type="checkbox"/>	Title	Type	Internal Tags	Category	Status	Updated	Edit link
<input type="checkbox"/>	Flesh-footed Shearwater	Local bird			Published	07/02/2015 - 17:27	edit
<input type="checkbox"/>	Wedge-tailed Shearwater	Local bird			Published	07/02/2015 - 17:27	edit

Related articles

- [Setting Up Your EveryAction User Account](#)
- [How to load Events for your Events Calendar via Audubon Works](#)
- [How to edit your site's menus](#)
- [How to syndicate content from the National site \(or any other site\)](#)
- [How to create a new static page or article](#)