File Creation & Management - Active Page Tools
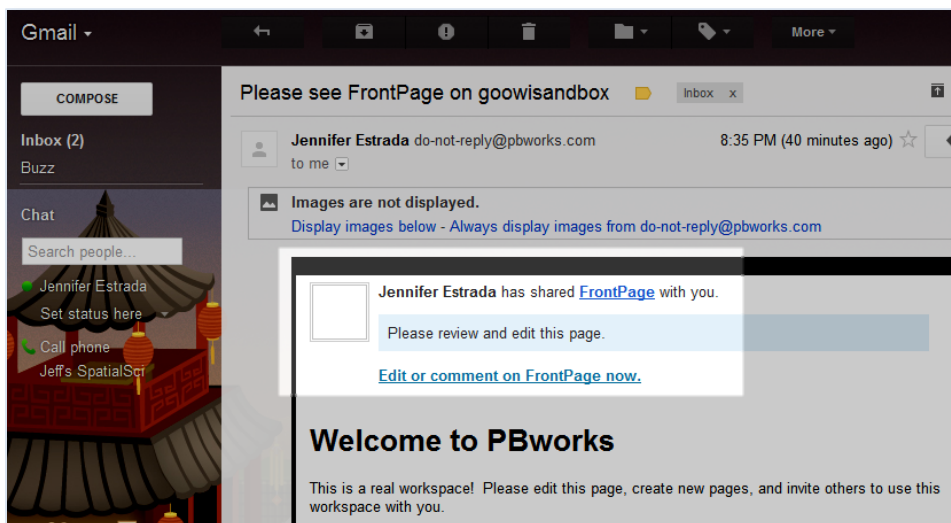
The following functions apply only to the **active page**.

Share this page

1. Click the **Share this page** link on the right side of the active page.
2. Select recipients and add a message.
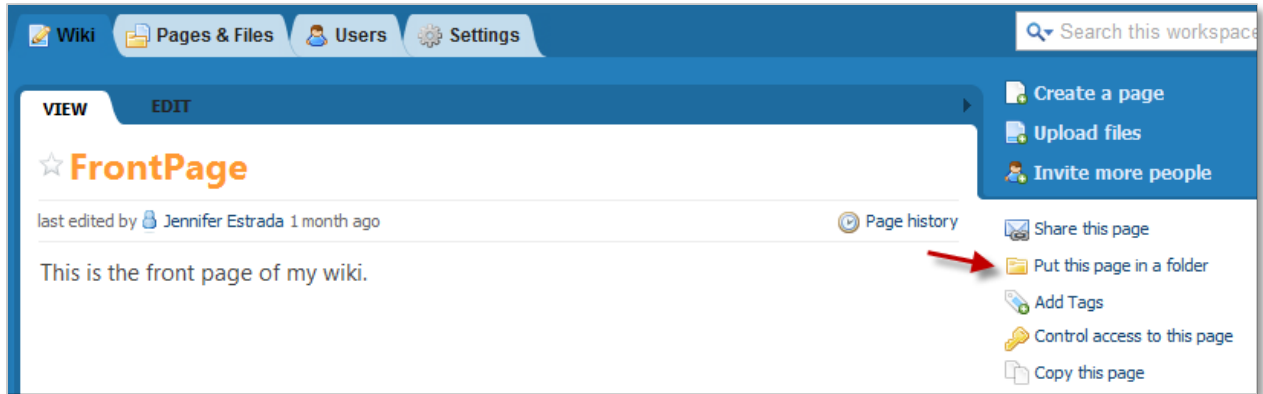3. Press the **Share** button.

4. An email containing the page link is sent to the recipient.

Note: The share icon also appears on folders and files.
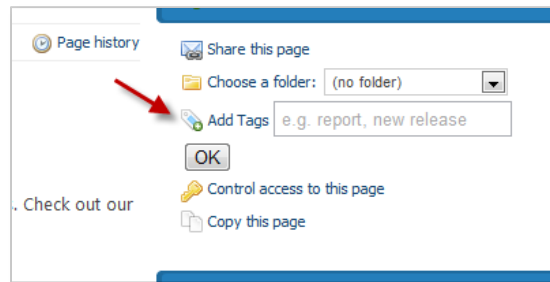
Move the page to a different folder

1. Click on the **Put this page in a different folder** link.
2. Choose a folder from the drop down list.

Add tags to the active page

Tags are keywords used to search for different types of content. To add tags to a page:

1. Click on the **Add Tags** link.
2. Enter tag words. Tags like "video" and "balloon" enable your wiki search engine to find pages that contain that content, but don't have those words in the title, page, or file.
3. Press the **OK** button.

Control access to a page

This feature is not available in the PBworks free version.

Copy this page

1. Click the **Copy this page** link.
2. Rename the page.
3. Press the **Copy** button.