Merging Pages 1/2

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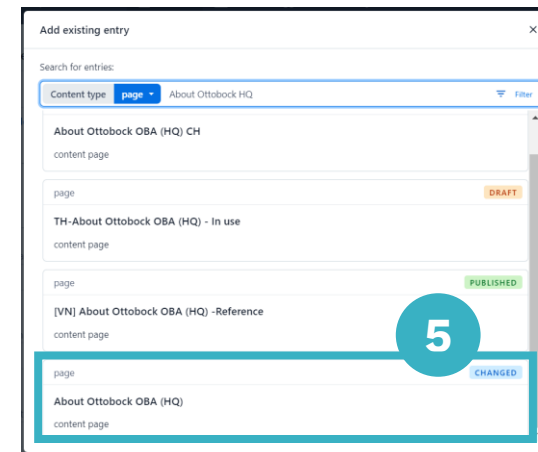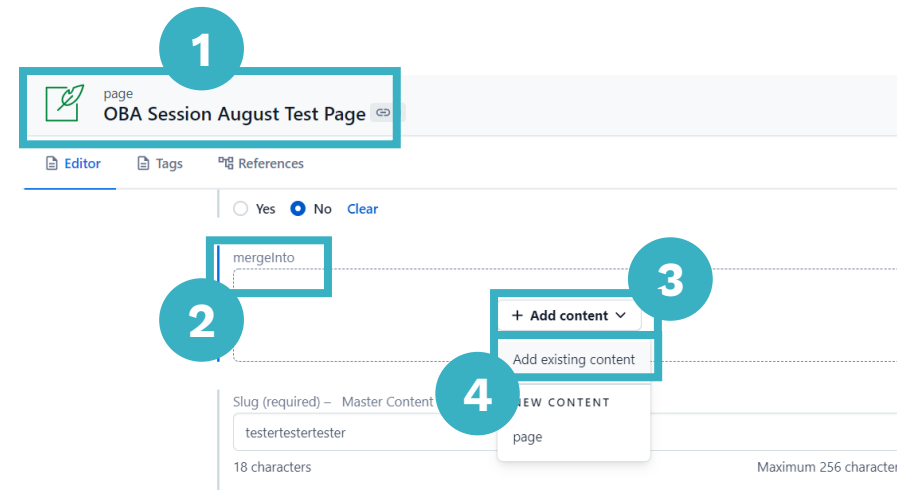**Merging will give you immediate access to updated or new content when HQ updates the page. No need to clone anymore!**

Follow these steps:

1. Open the local page you want to merge into the HQ page

2. Go to the **mergeInto** field

3. Expand **+ Add Content**

4. Select **Add existing content**

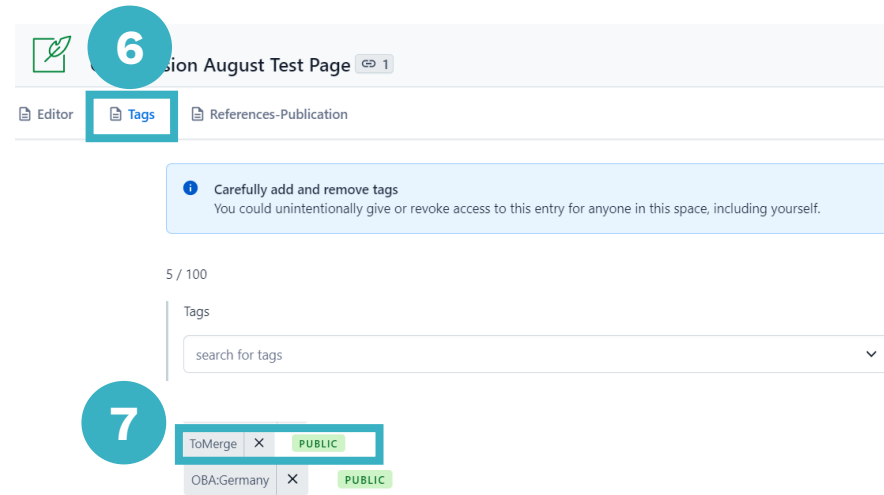5. Locate the HQ page you want to merge your local page into and select it

Merging Pages 2/2

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Merging will give you immediate access to updated or new content when HQ updates the page. No need to clone anymore!

Continue with these steps:

6. Go to **Tags**

7. Add the **ToMerge** tag

After the merge takes place on the designated day, local page goes to draft mode and the **ToMerge** tag will be replaced by new tag **mergedPage**

Archiving Merged Pages

To archive the merged page, follow these steps:

1. Go to **Tags**

2. Remove local OBA tag(s)

3. Add the **Archived-Slugs** tag

4. Go to **slug** field and write ‚archived' in the Master Content as well as the local slug fields

5. Go to the **General** tab

6. Select your **locale**

7. Finally**, Archive** the page