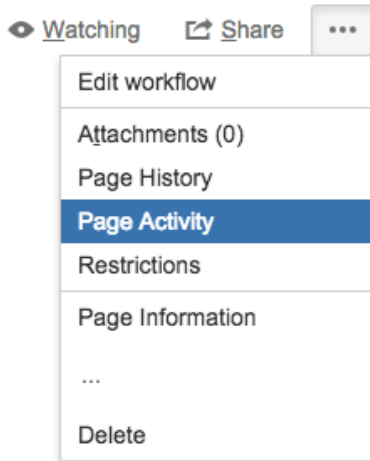


# Page Tools Menu

## Overview

The **Page Tools menu** can be accessed from any page or blog post by clicking the ellipsis (...) button in the top-right corner of the screen.

There are four workflow-related links that appear on the menu: [Page Activity](#), [Add Task](#), [Add Workflow](#), [Edit Workflow](#).



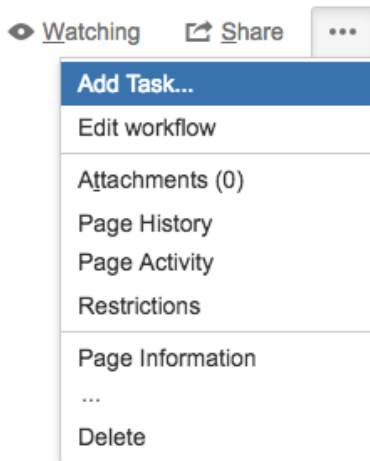
## Page Activity

Displays [Activity Report - Content](#) for the content you are looking at.

Appears for pages and blog posts:

- Regardless of whether they have a workflow
- Only shown, by default, to users who can [edit or admin](#) the content

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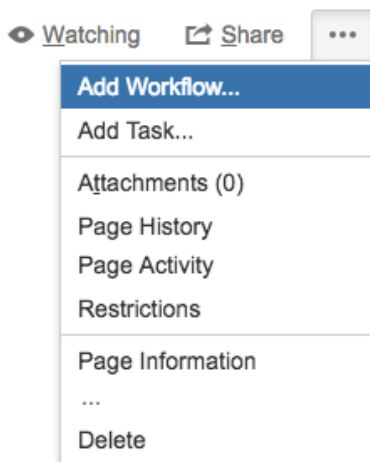
## Add Task...

Adds the "Tasks" link to the [Workflow Status Bar](#), from which you can access the [Tasks Popup](#).

Appears for pages and blog posts:

- If they don't have a workflow, or
- The workflow is in a "taskable" state

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## Add Workflow

Displays the [Add Workflow dialog](#) where you can copy an existing workflow to the page or blog post, or create a new [Custom states workflow](#).

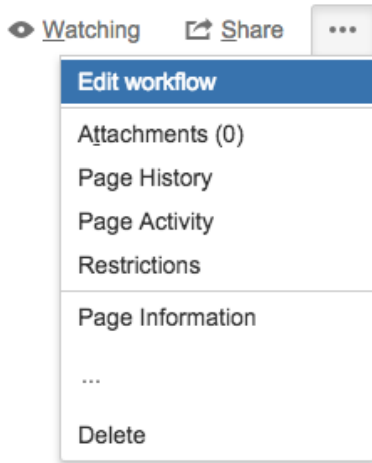
Appears for pages and blog posts:

- Only when the space is running in [Page Mode](#)
- Only for users who can [edit or admin](#) the content

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## Edit Workflow

Displays the [Using Workflow Builder](#), which includes:

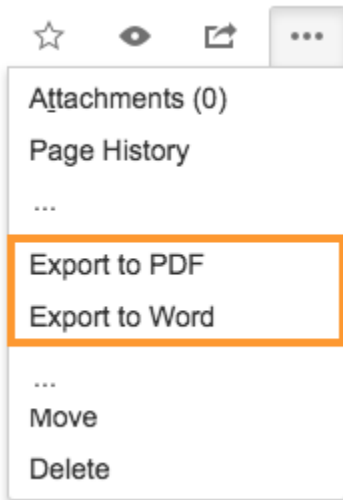


- Interactive flowchart
- Trigger summary
- Workflow markup editor

Appears on pages and blog posts:

- Only when the space is running in [Page Mode](#)
- Only for users who can [edit or admin](#) the content

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## Export to PDF or Word

PDF and Word exports respect **Published** vs. **Draft** state restrictions for [Same-space publishing](#).

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