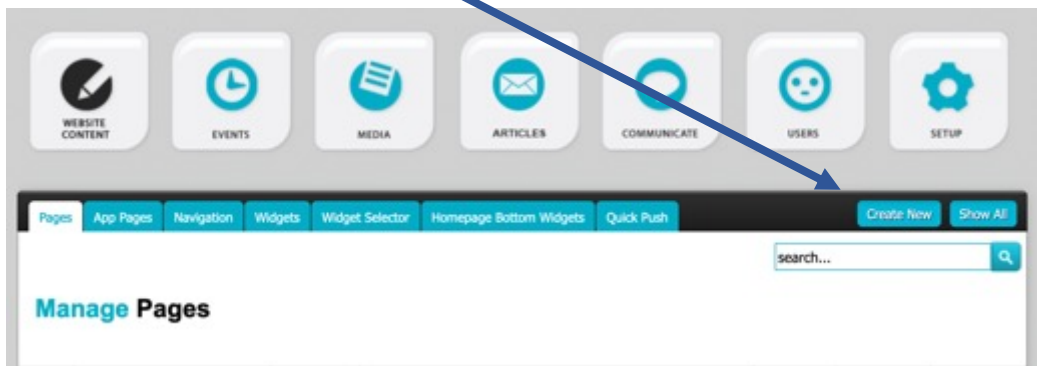


Create a Page and Insert into Navigation

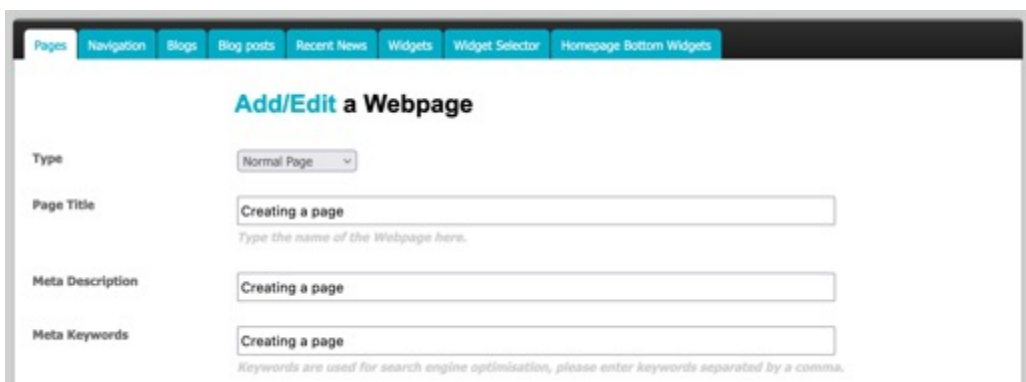
- **Website Content** - Pages
- Click **Create New**



- Select **Normal Page** from the dropdown menu













- Give your page a title and copy this into description and keyword also



- Type your information into the **Content** box

Content

File Edit View Insert Format Tools Table Help

Paragraph Font Sizes Formats <>











This is a test to show you how to create a page on your website.

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- Scroll to the bottom of the page and click **Submit**

Content

File Edit View Insert Format Tools Table Help

Paragraph Font Sizes Formats <>

This is a test to show you how to create a page on your website.

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Show in navigation? ☒ Tick this box if you would like this page to appear in your website navigational menu.

Publish Page? ☒ Tick this box to publish this page, that is to be viewed publicly or privately, leave unticked if draft.

Insert Photo Gallery Insert a photo gallery with the page if applicable. Galleries created in Media

Widget Choose the sections you would like to appear in the side navigational structure.

Access Type Choose public or private and select the group that can view if private.

Administrative Access Choose the role that can edit this page besides your own.

Group

- ☐ DM & SB ONLY
- ☐ Prospect
- ☐ Server 183
- ☐ Server 184
- ☐ Server 185
- ☐ TESTDB
- ☐ TINYMCE

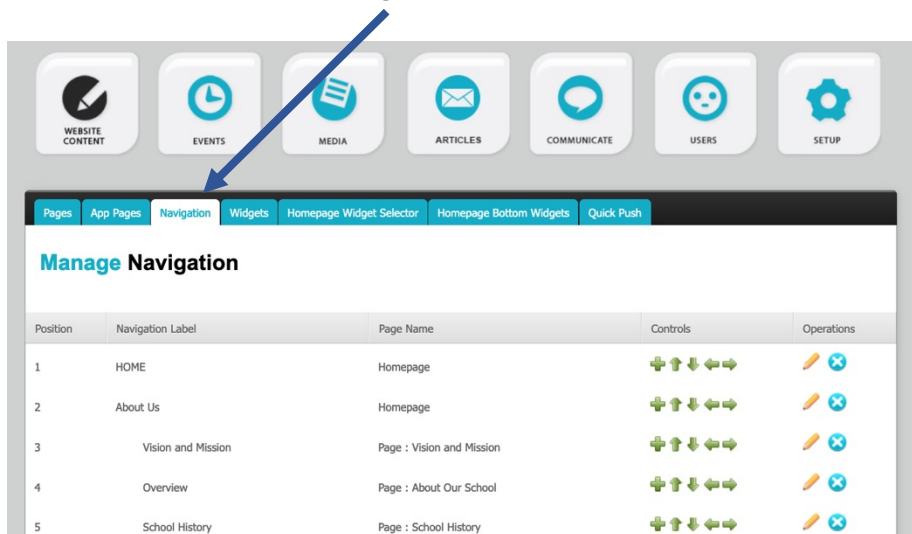
Email ☐

App ☐

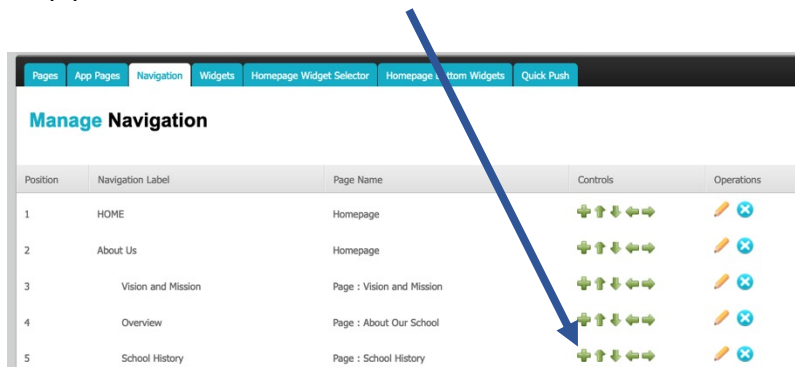
Facebook ☐

Twitter ☐

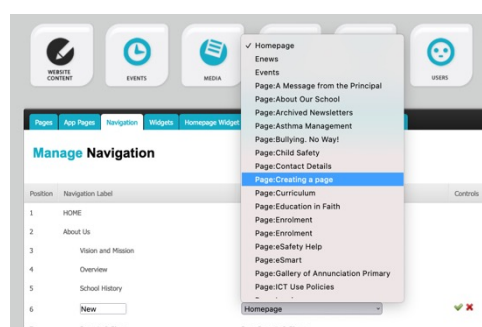
- Your new page has been created, it is time to place it in your navigation so your audience can see it.
- **Website Content - Navigation**



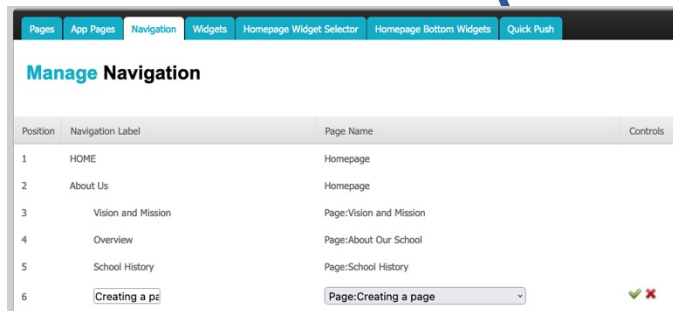
- Find the position in your navigation where you would like your new page to appear and click on the + button



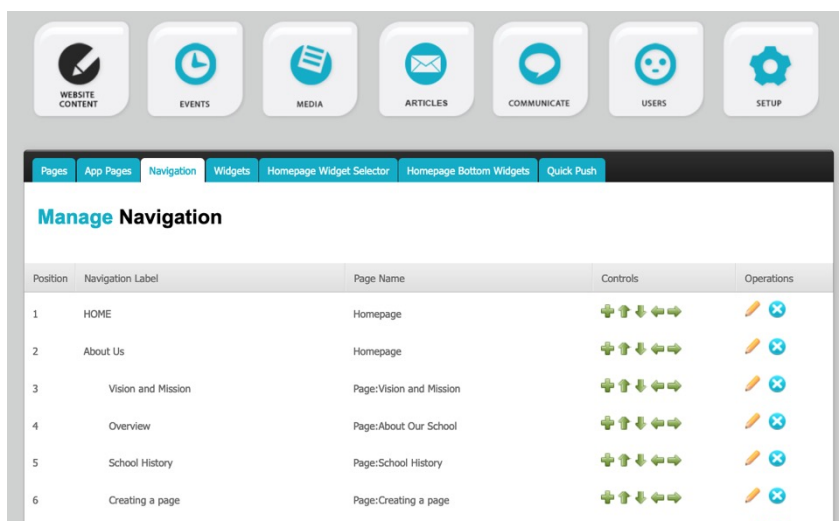
- Click on the drop down menu to sort through the pages, newly created pages generally end up at the bottom of the menu.



- Select your page then click on the green tick



- Items to the very left are your Main Navigation pages – these appear on your homepage across the top. If you indent the page once it becomes a secondary page – so it is a page that sits under the main navigation. See below:



- In this instance “Creating a page” is a secondary page underneath the title “About Us”.

