



How to Add a page on your website *(detailed)*

- Login
- Manage

(This is situated most often at the top right: "Show Quick - **Manage** - Logout")

- Site Pages/Create New Page

New Page Creation - Fill in the blanks:

- **NewPage/Link Title: *(fill in)***

The Page/Link Title is the name of the page as you will see it on the navigation bar. You should choose a name that is brief but is easily intuitive to the reader. In some environments the title is also displayed just above the main page area.

- **Page Name: *(auto-fills with spaces removed)***

The Page Name is the internal identifier for this page. The page name must be unique and should not contain spaces. Choose a word that makes sense to you such as aboutMe or myEvents. Don't worry about uniqueness. The system will warn you if you choose a name already in use. Consider using the same word for this as well as the file name below.

- **Page Layout: *(drop-down menu)***

Use this selector to choose a layout style for this page. Your site will have at least one custom layout governing how the page appears. The layout determines where the navigation bars are positioned, the background, size, and numerous other characteristics that make your site unique.

- **Page Functionality: *(drop-down menu)***

Page Functionality enables you to create a page with special functionality (event calendar, guestbook, etc). You would normally keep the Default selection to create a regular page (i.e. a page providing a blank content area for you to edit). Be careful when selecting any of the other choices to be sure this is what you want. The other choices are pages that have unique capability and once you have created such a page you won't be able to change it back to a default page:

- *Default*
- *Google Map (Special)*
- *Resource Page (Special)*
- *Events (Special)*
- *Guestbook Page (Special)*
- *Showcase (Special)*

- **Page File Name: *(auto-fills with ".php" extension added)***

This is the file name of the server file implementing the page. We recommend that you use the same name for the file as the Page Name above. One difference is that the file name must end with a .php extension. Note that this will appear as the last component in the URL for this page and visible on the browser's address bar. Filenames must be unique but the system will warn you if you chose a name already in use.



- **Page Parent: (drop-down menu)**

Check this box if this page is the main page of a set of related pages. See Parent Page above

- **Navigation Set: (drop-down menu)**

Navigation Set is used to associate the page with one of your navigation bars. Depending on how your site is laid out, you may have a top and/or side bar. The specific names are defined for the layout of your specific site. Note that these are called navigation sets because you may have sub-navigation bars to enable linking to pages in a set:

--root--

--(page name shows here)--, etc. through list of existing pages

- **Page Sort Position: (drop-down menu)**

The Page Sort Position defines where this page is listed relative to other pages having the same Page Parent. The dropdown menu lists all the other pages at this level even if those pages don't belong to a navigation set. This ensures that the pages will appear in the proper order on the 'Site Map' page as well as on any Navigation Set. Pages the drop down list that are part of a Navigation Set will be highlighted (typically bold green):

--At the Beginning--

--After (page name shows here)--, etc. through list of existing pages

- **Add to Bottom Links: (check box)**

Most sites have a navigation link set at the bottom of each page as a convenience for the user. This often is the same set of links as presented in the main navigational link bar but can have other links as well. Simply check this item if you wish this page to be included in the bottom link bar.

- **Page is Parent: (check box)**

Check this box if this page is the main page of a set of related pages. See Parent Page above.

- **Privilege Required: (drop-down menu)**

Use this only if your site has users that can logon and some users have a role or privilege to see pages others cannot. This is a selection list of privilege types configured for your site. If you have a page that should only be seen by users with this privilege, select that privilege definition.

The link in the navigational bars will only appear if the correct user is logged in.

Note, you should also check the require login below.

- **Alternate Edit Group: (drop-down menu)**

Select a user group from the drop-down list to enable other site users (in addition to Administrators) that can 'Quick Edit' this page. Any user that is a member of the selected group will be able to edit the content of this page but will not be able to add or delete pages. This privilege is ONLY enabled for this specific page.

The alternate admins DO NOT have the capability to change the Link Title nor this Alternate Edit Group.



- **Public Page: (check box)**

Check this box if this page is public. Public pages are those you intend for the general viewing public to see. Only public pages are advertised to the search engines. Public pages should never require the user to be logged in, but you can have pages that don't require login and are also not public (i.e. hidden pages).

- **Require Login: (check box)**

Check this if your site has login capability and the page should only be viewed by someone who can log into the system. It is best if these pages are grouped under a Members Only main link.

- **Page Title Bar Text: (auto-fills with page name - Make it unique!)**

The Page Title Bar Text is the name of the page as you will see it on the title bar of your browser. This is also the text displayed by search engines when listing one of your pages. You should **choose a unique name that is brief but is easily intuitive** to the reader. If you do not enter text here, the Page Title text will be used instead.

- **Your Page URL:**

This is the link or URL for this page. You should select and copy this if you need to create a link to this page somewhere else. When the link will be used in an email or on another site you should always use the entire URL. When you create a link on another page of this same site you should only copy the part after the site name (i.e. on 'http://www.mysite.com/Pages/page.php' it would be the '/ Pages/page.php' part).

- **Meta Description: (fill in box)**

This text is displayed just below the link to your page in the search results. The Meta Description is a brief description of your page for use by the search engines. *It is important to make this brief but descriptive* as it will cause the search user to either click on your page or pass on to another. If not present, a default description for your site (typically the home page) will be used instead.

- **Meta Keywords: (fill in box)**

The Meta Keywords are a comma separated set of search terms you wish to cause the search engines to list this page. Keywords can contain common misspellings of words but in general keywords should also be found in the content of your page to be considered legitimate. If not present, the default keywords for your site (typically the home page) will be used instead.

- **Additional Notes:**

Be sure to click on "Save Page" to actually create the page itself. It will be available for editing immediately.

The "Page/Link Title" will appear on the navigational link; although you can change this so it appears differently on the navigational link after the page is created, you cannot change "Page Name" as it appears within the editing window.

You can send a private page URL to someone in an e-mail and they will be able to go directly to this page.