

Creating New Pages

1. Click the [Create Content](#) link in the Admin Menu, and then click [Page](#).
2. Give the page a title. The title will appear at the top of the page once it has been posted.
3. Write content for the page in the "Body" section. For more information about using the text editor, please refer to the "Using the WYSIWYG editor" section in this guide.
4. Under the "Body" area, click the [Input Format](#) link and make sure the *Full HTML* option is selected.
5. Click the [URL Path Settings](#) link and type in the web address where you want this page to appear (this is an optional step, but it is recommended that you give each page it's own URL path)
 - a. *Note: you do not need to include "http://www.yoursite.com/" in the URL path.*
 - b. *Example: entering "about_us" will make the web address of this page be "http://www.yoursite.com/about_us"*
 - c. *To make a subpage, enter the original page's URL path, followed by a forward-slash and the subpage's URL path*
 - d. *Example: entering "about_us/history" will make the web address of this page be "http://www.yoursite.com/about_us/history". This will apply all of the sub-navigation menus from the About Us page apply to your new page.*
6. Click the [Menu Settings](#) link to place a link to this page in a menu.
 - a. Title: The text of the link
 - b. Description: an optional description that will appear when a user hovers their cursor over the link without clicking
 - c. Parent Item: Where the link will appear.
 - i. *Note: Each of your main pages should have it's own menu. To add a link to a menu, select the name of the menu from the drop-down list.*
 - ii. *You can add a link to your main navigation (showing up on all pages) by selecting "Primary Links" from the drop-down list.*
 - d. Weight: This determines the order in which links will appear in the menu (this is also optional).
7. You may also optionally click the [Publishing Options](#) link. To create a page without posting it to the website (i.e. make an unpublished draft), uncheck the "Published" option. By default, all of the other options should be unchecked.
8. Click the [Preview](#) button to review the page before posting; otherwise, click the [Submit](#) button to post the page to your website.