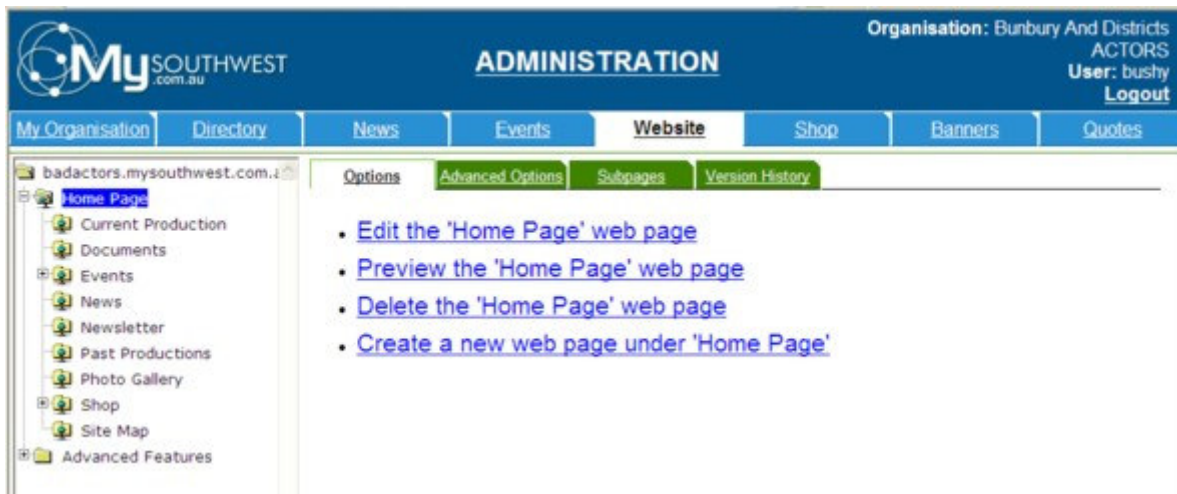


Fact Sheet 22 - Adding & Deleting Pages

Adding new pages:

To add new pages, begin in the main CMS window. Clicking on the left hand side of the screen will get a range of options on the right hand side.



By clicking on the home page you will see that you now have options to edit the page, preview the page, delete the page or to create a new page under the home page.

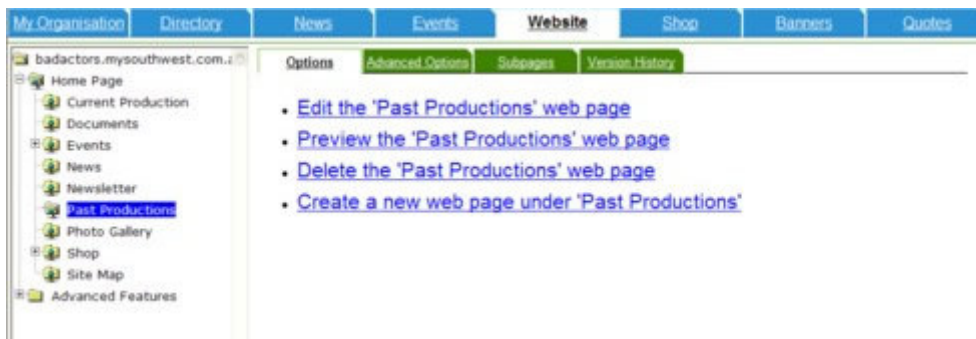
By adding a new page you can easily decide upon the structure of your website. If you create pages under the home page, these would, in effect, be top level pages. You can add pages under these pages and construct a 'nested' approach.

It is recommended that you plan your website on paper first. In the following example, a Drama Group plan their website to include:

- Home Page
- Current Production
- Past Productions
 - Mikado
 - Dark Rainbow
- Newsletter
- News
- Events
- Photo Gallery
- Documents

This means that they could use the pages that had been automatically created from within the Website Wizard and create a few more as they needed them. In order to create the Mikado page and the Dark Rainbow page they first would need to select the page they wished to 'nest' them under.

Fact Sheet 22 - Adding & Deleting Pages



Once selected, they would click on Create a new web page under 'Past Productions'. A new window will pop-up and in here the new page name would be typed.

In this case and on your own website, if you only have one template available then that is the default template that will be applied to all pages.

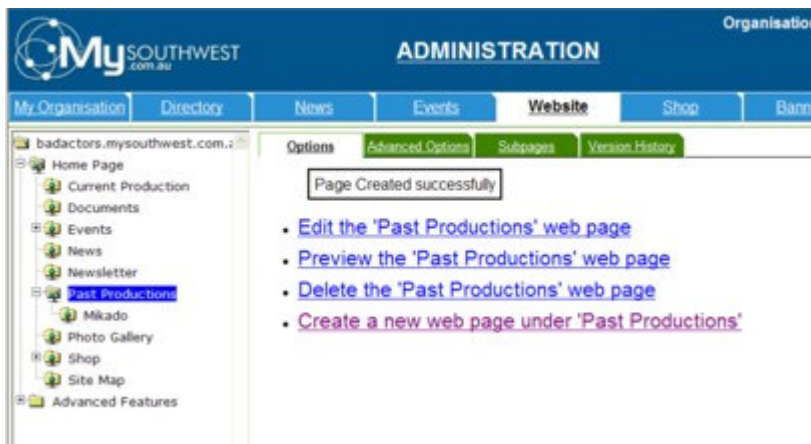
The page is finally created when you click on the Create sub page button.



This will take you straight into the editing page.

Having edited the page, you would then select update content and then on save, to save the page. On return to the main window you would see the new page had been added. In this example, the new page has been added under the Past Productions page on the left hand side.

Fact Sheet 22 - Adding & Deleting Pages



You will also notice that there is a sub-pages tab on the right hand side of the screen. Clicking here would also let you create sub-pages under the current page.

Deleting pages:

If you are back in the main website window, clicking on the left hand side of the screen will get a range of options with regard to that page.



By clicking on Delete the page, you will be given an option to confirm the deletion and to select to delete the page now.

Notice that you can actually delete the home page. **CAUTION** if you delete a page which has sub pages under it, you will lose access to all of those pages as well. That meant if you delete the home page **YOUR WHOLE SITE WILL DISAPPEAR**. Be careful when deleting pages as once the confirmation is clicked there is no way to get them back.