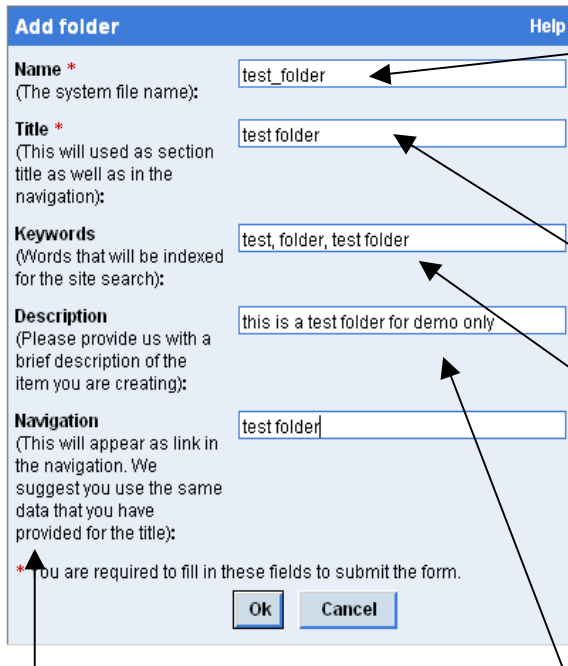


## How to Create a Folder

To create a folder, click on the **Add Folder** button on the editor bar at the top of the page. This will create a new folder for pages, essentially creating a new level of content for your site. A new folder containing an empty index page will be created, to which you will be redirected once you click **OK**.



The image shows a screenshot of the "Add folder" form. The form has a blue header with "Add folder" on the left and "Help" on the right. Below the header are several input fields: "Name \*" (containing "test\_folder"), "Title \*" (containing "test folder"), "Keywords" (containing "test, folder, test folder"), "Description" (containing "this is a test folder for demo only"), and "Navigation" (containing "test folder"). Below these fields are "Ok" and "Cancel" buttons. Arrows from the text on the right point to each of these fields.

### Name

Enter the folder's name. This must not contain any spaces and must consist of only alpha-numeric characters, underscores or hyphens. The name will not be shown on your new page but will show in the URL.

### Title

This will appear as the title of the new page.

### Keywords

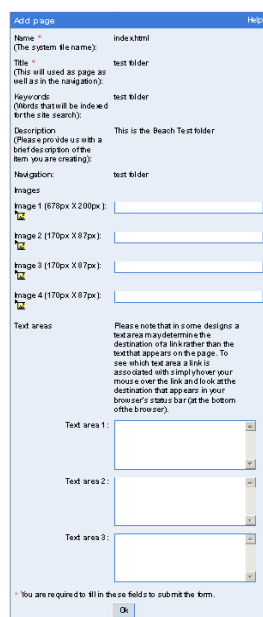
This is one of the folder's **metadata** elements. Enter some keywords to explain what the page is about here. This will be used by the website's search engine and third party search engines like Google to allow people to search for your page using certain keywords.

### Navigation

This text will appear in your site's navigation menus.

### Description

Enter a longer description of the new content.



The image shows a screenshot of the "Add page" form. The form has a blue header with "Add page" on the left and "Help" on the right. Below the header are several input fields: "Name \*" (containing "index.html"), "Title \*" (containing "test folder"), "Keywords" (containing "test folder"), "Description" (containing "This is the Beach Test folder"), and "Navigation" (containing "test folder"). Below these fields are "Ok" and "Cancel" buttons. There are also four "Image" fields and three "Text area" fields.

Once you have filled in all the details that are required, click on **OK** button to continue.

You should now be able to access the **Add Page** box where you can create the first page, which by default is always named **index.html** that cannot, and must not be changed.

You will need to fill the boxes in with the details required here to proceed. (see: "How To Add a Page").

Your folder should now appear on the front page ready for you to use in the navigation bar.

