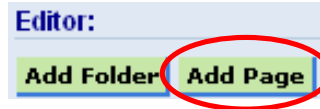


How to Add a Page to Your Site

To create a new page, click on the “Add Page” button in the editor options. This will create a new page in the current folder.

A screenshot of the 'Add page' dialog box. The 'Name' field is highlighted with a black arrow. The fields contain the following text: Name: sampletemplates; Title: Sample Templates; Keywords: templates, samples; Description: Sample Templates for Web users; Navigation: Sample Templates; Image 1: :socialons/beachpartnership/bashir2.jpg; Image 2: :socialons/beachpartnership/bashir2.jpg; Image 3: :socialons/beachpartnership/bashir2.jpg; Image 4: :socialons/beachpartnership/bashir2.jpg; Text area 1: text 1; Text area 2: text 2; Text area 3: text 3. At the bottom, there are 'Ok' and 'Cancel' buttons and a note: '* You are required to fill in these fields to submit the form.'

Name

Enter the name of the page. 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 as part of your URL (Your website address).

Title

This will appear as the title of the new page. You can have spaces, special characters (“&”, “+” “%” etc.) and capital letters here.

Keywords

Enter some keywords that provide a concise overview of the new content. This will be used by the website’s search engine to allow people to search for your page using certain keywords. It will also help the page appear in other common third-party search engines such as Google.

Description

Enter a longer description of the content of this page.

Navigation

This text will appear in your site’s navigation menus allowing users to click on it to access the page.

Images

Click on the  icon to upload and add images from the image gallery (see “Adding Images to your Web-in-a-Box Website” sheet).

Text areas

Enter the text you wish to appear in the associated text area of the new page. You can enter any HTML you wish. Be sure to check what it looks like to ensure that the HTML doesn’t break the layout of the page.

Once you have finished, click on the **OK** button once to create the page.

