

Create a Page and Insert it into Navigation

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This guide will show you how to create a new page and insert it into the Navigation so that it is visible on your site.

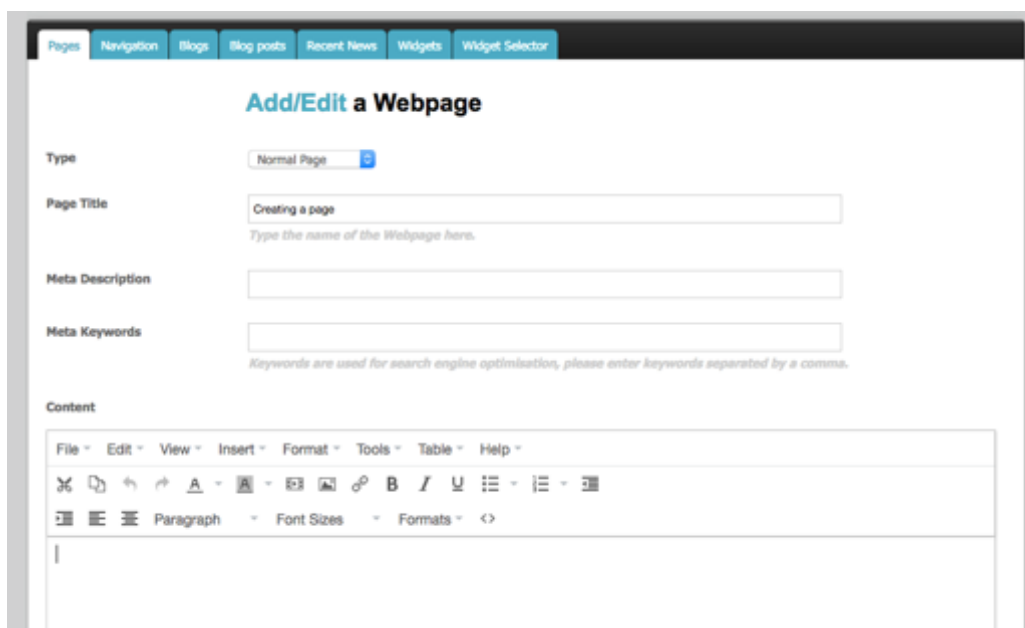
1. WEBSITE CONTENT – Pages
Click on *Create New*



2. Select *Normal Page* from the dropdown menu.

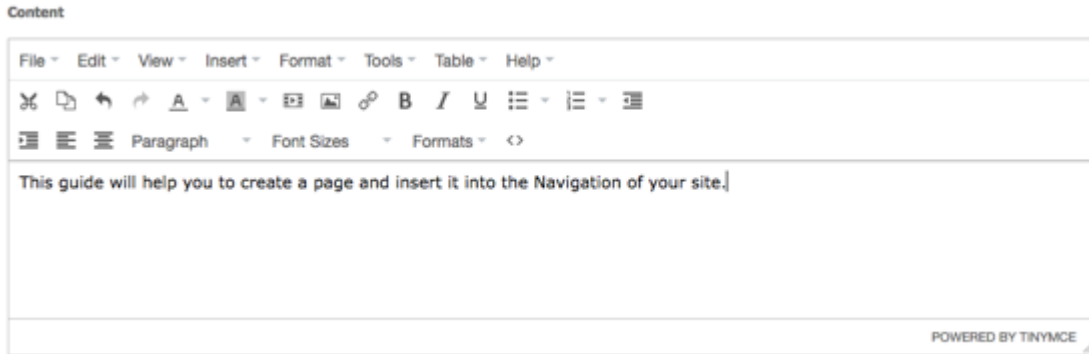


3. Give your page a title.

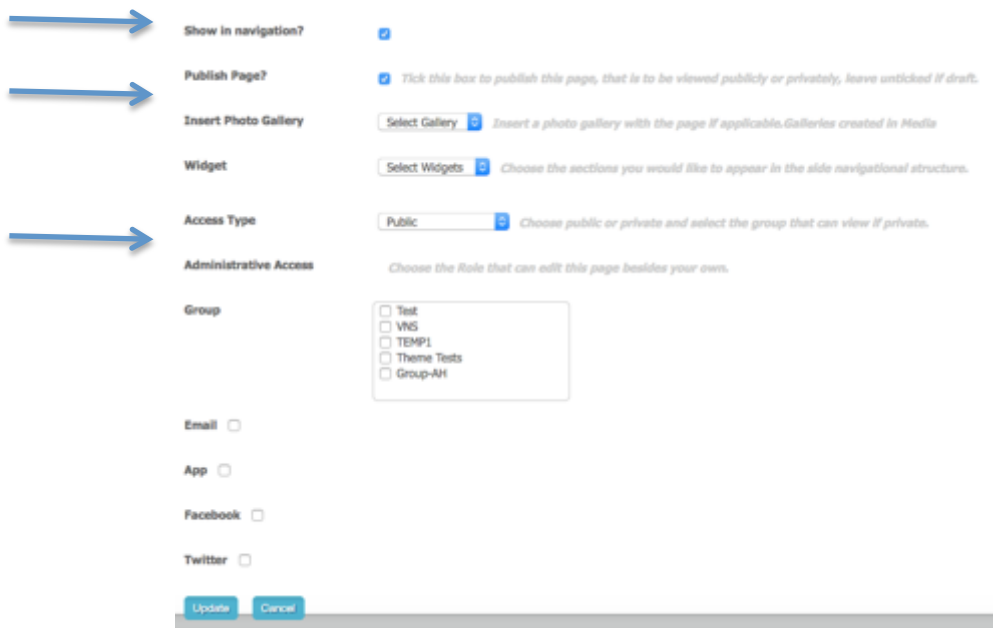


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4. Type your information into the *Content* box.



5. Underneath the content box, you will find the following have been pre-selected:
Show in Navigation
Publish Page
Access Type: Public

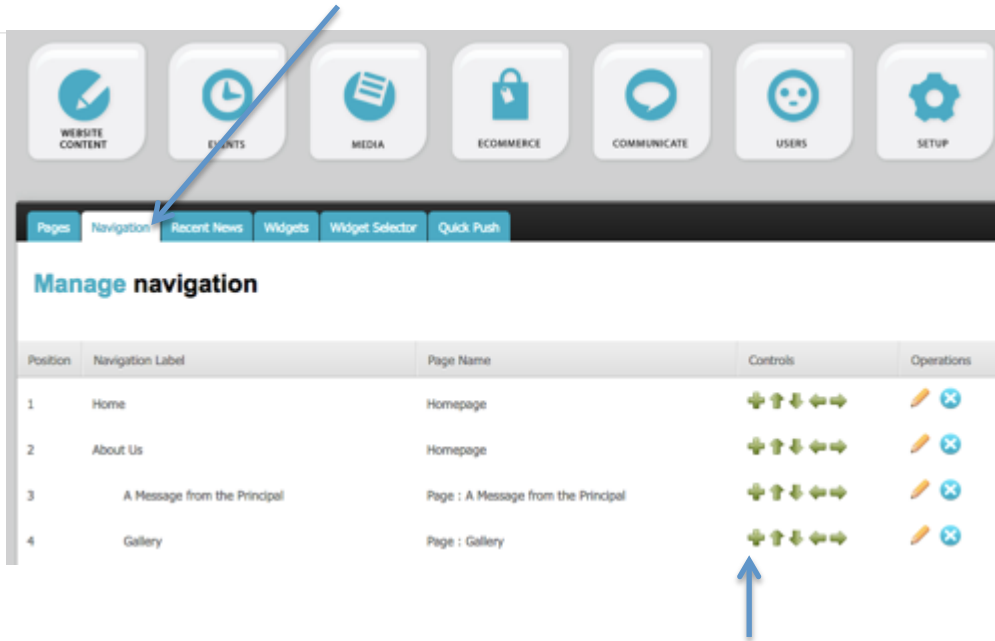


6. Click on *Submit*. If you are creating a *Private Password Protected Page*, please select private from the access type.

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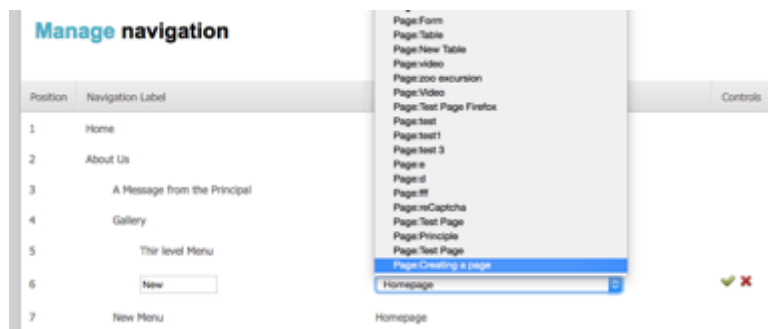
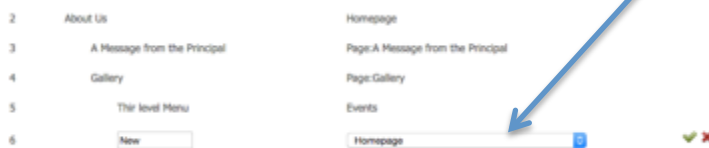
Your new page has been created, now it is time to place it in your site map so that your audience can see it.

5. WEBSITE CONTENT - Navigation



6. Find the position in your navigation where you would like your new page to appear and click on the + button.

7. Click on the drop down menu to sort through the pages – newly created pages generally end up at the bottom of the menu.



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7. Items on the very left are your **Main Navigation** pages – these appear on your homepage. If you indent the page once – it becomes a secondary page – so it is then a page within a heading on your Main Navigation. See below:

Manage navigation

Position	Navigation Label	Page Name	Controls	Operations
1	Home	Homepage	⬆️⬆️⬆️⬆️⬆️⬆️	✏️ ❌
2	About Us	Homepage	⬆️⬆️⬆️⬆️⬆️⬆️	✏️ ❌
3	A Message from the Principal	Page:A Message from the Principal	⬆️⬆️⬆️⬆️⬆️⬆️	✏️ ❌
4	Gallery	Page:Gallery	⬆️⬆️⬆️⬆️⬆️⬆️	✏️ ❌
5	Creating a page	Page:Creating a page	⬆️⬆️⬆️⬆️⬆️⬆️	✏️ ❌

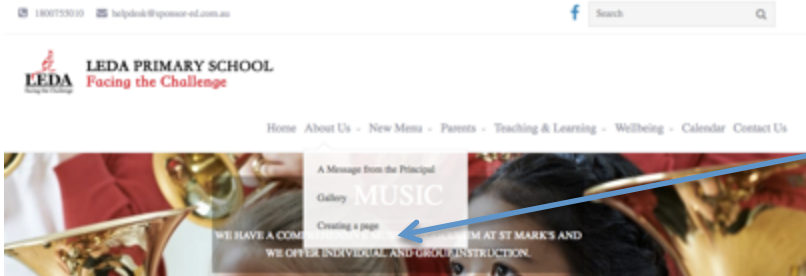
8. In this instance “*Creating a page*” is a secondary page underneath the title “About Us”.

9. Click on *Visit Site* to check your work.



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10. Click on your new page to see your handiwork.

CREATING A PAGE

This guide will help you to create a page and insert it into the Navigation of your site.

11. The page title you typed in Step 3 automatically titles your new page.