



Add a New Page

Click 'Web Pages - Add a Page' on the menu

Title and Meta Tag Settings	
1) Enter the name of this page: (This will be used on the navigation menu)	<input type="text"/>
2) Enter the title of this page:	<input type="text"/>
3) Enter a list of meta-keywords: (optional)	<input type="text"/>
4) Enter a meta-description: (optional)	<input type="text"/>
5) Enter a heading for this page: (optional)	<input type="text"/>
6) Display this page in the menu?	<input type="button" value="Yes"/>

1. Enter the name of the page. This will be used as the menu button name.
2. Enter the title of the page. This will display at the top of the browser window.
- 3/4. You then have the option to add keywords and Meta descriptions. Using these may help to promote your website.

How do I enter Meta descriptions and what words should I use?

See our 'Promote Your Website' help section for more information.

5. Enter a heading for your page content. This will display as a bold headline before the rest of the content on your page.
6. You have the option to not display the page from the main menu. Leave this set as 'YES'.

Why wouldn't I want my page to show on the main menu?

You may want to link to a page but not have it displayed as a main option. See our 'Using Links' help sheet for more information.

7. Add your page content.

Want to add a style to your text?

See our 'Text Effects' help sheet for more information.

8. Click submit, and save your changes. Click on view website link at the top right of the page to view your new page online.