

# Create a New Page

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When using SitePro you are able to create adding one or more pages on your website which you then add modules to, this allows you to build and customize your content.

Pages can be added by:

**Part A Add New Page in the Pages menu of the admin control bar or**

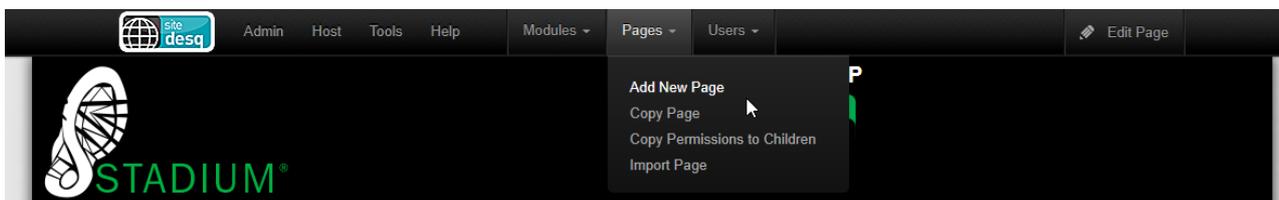
**Part B: via Page Management.**

**Part A: Add New Page in the Pages menu**

Step 1. Login as an administrator

Step 2. Hover over Pages in the black admin control bar at the top of the screen

Step 3. Select Add New Page



Step 4. Enter a Page Name into Page Name text box (you can also add a Page Title and Page URL, but if you leave them blank they will be the same as the page name that you have chosen)

Step 5. Adding a Description and Keywords will help search engines to index your page - the description can be a sentence on what the page is about and the keywords are up to fifteen search terms separated by commas

Step 6. Use Parent Page and Insert Page to set the location of your menu item - 'non-specific' means that your page will appear in the main website menu whereas setting a parent page will make your new page as a child page / subpage of existing page

Step 7. If you have Page Templates set up, you can choose them from the template folder. There is also the opportunity to choose whether you want the item to appear in the main menu structure or not by using the check-box

Page Title: 

Page URL: 

Do Not Redirect: 

Description: 

Keywords: 

Tags: 

Parent Page 

Insert Page:   Before  After  Add to End

Template Folder: 

Page Template: 

Include In Menu? 

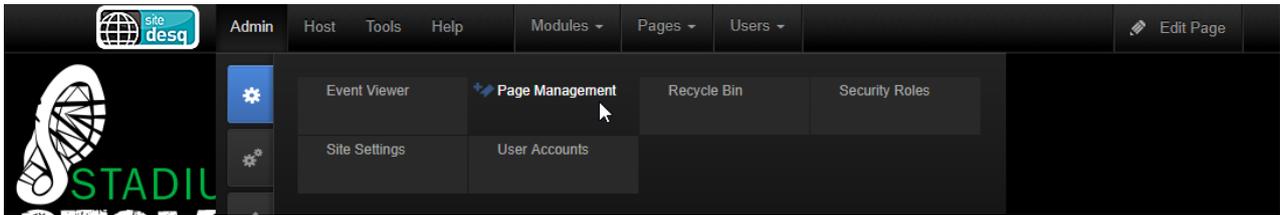
Step 8. Click Add Page button

## Part B: Add New Page in Page management page

Step 1. Login as administrator

Step 2. Hover over Admin in the black admin control bar at the top of the screen

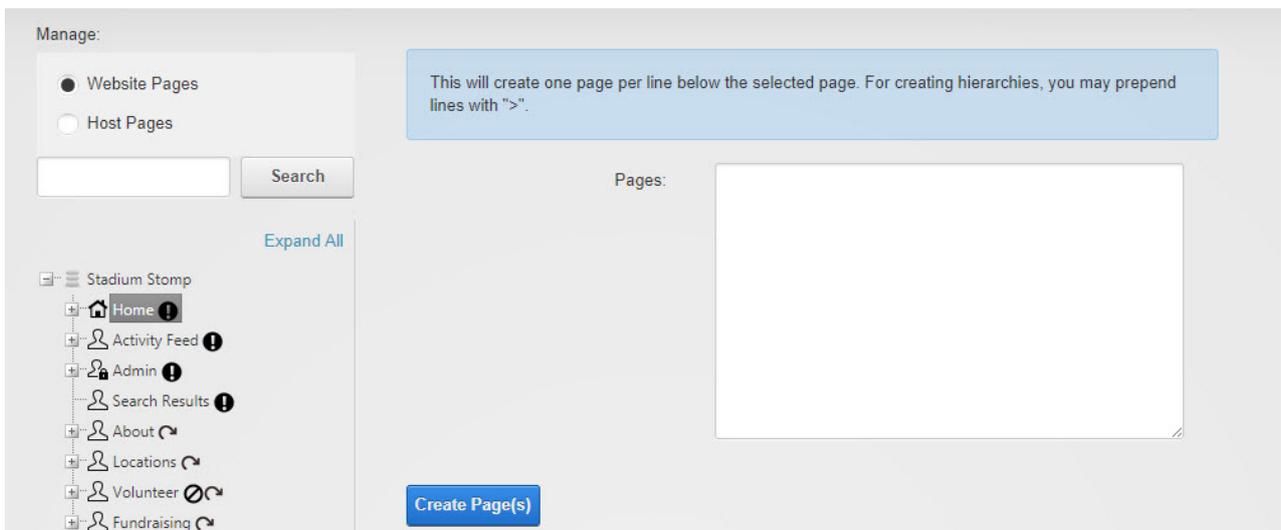
Step 3. Select Page Management



Step 4. Right click the page where the new page will be located. For example, right click on Home and the page will be created as a child page under Home page.

Step 5. Select Add Page(s)

Step 6. Pages panel will be displayed on the right. Enter page names into the panel. One page per line and the page will be created below the selected page. Prepend lines with ">" for child page(s) for page(s) you entered.



Step 7. Click Create Page(s)

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