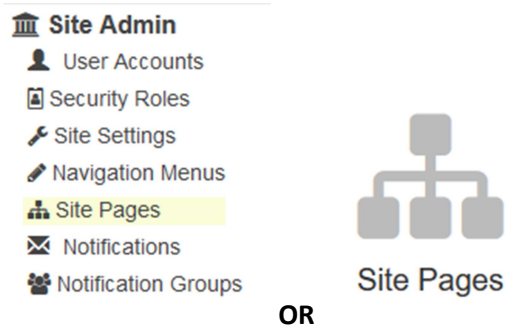
Connect 6: Site Pages

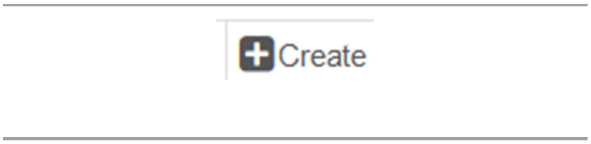
Site Pages

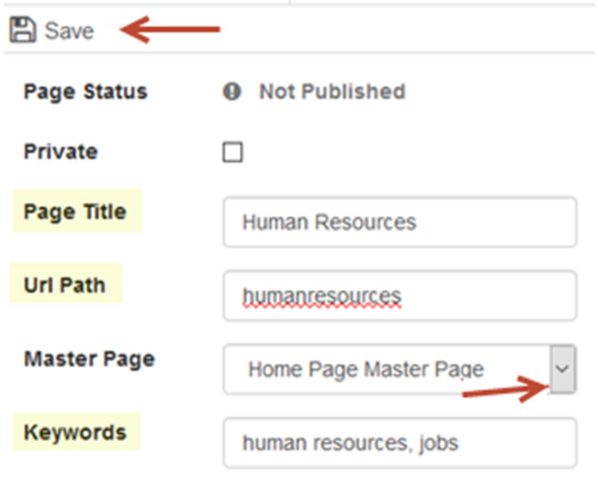
Users with complete administrative permissions on the website will be able to create pages and child pages via the Site Admin Area of the website.

➢ Creating a page

- Navigate to Site Admin from the User Menu
- Select Site Pages in left menu 'or' the Site Pages icon from the Dashboard.
- Select Create
- Enter the Page Title
- Enter the URL path. (This can be the page title without spaces. Do NOT include the /. It will automatically add this when saved.)
- Select the Master Page option from the resulting drop-down menu.
  - Home Page Master = Full Page Content (This is the preferred option.)
  - Secondary Page Master Page = Left-Hand navigation with limited page content. Any child pages of the parent page will display as links within the left-hand navigation.
- Keywords: You can enter keywords separated by a comma for Search Engine Optimization.
- Select Save.







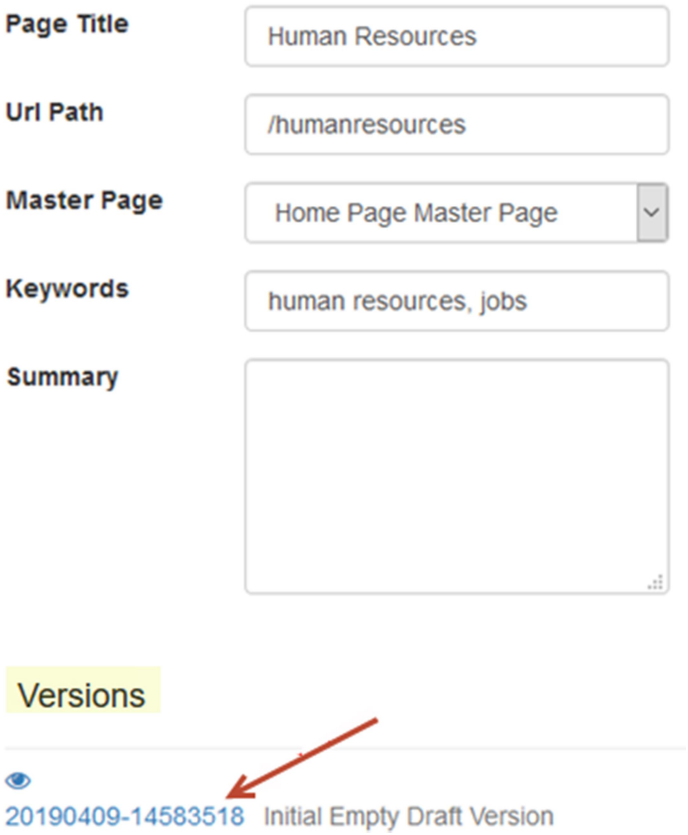


➢ Navigating to the created page

- To access your new page to add content, you will select the Initial Empty Draft Version link underneath the Versions area at the bottom of the Page Details area.

- This will direct you to the public view of your created page. You will then select the Edit Page link and begin to edit the page.

  NOTE: As a Site Admin, you will always be able to access the last draft of the page from this area. The latest draft will always be listed at the top in this area.

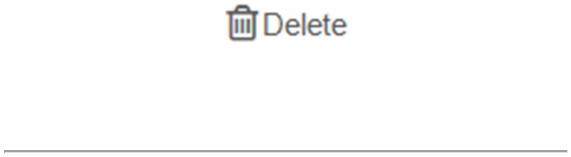


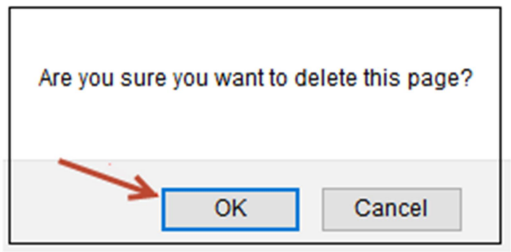
➢ Deleting a page

- Within the Site Pages area, you locate and select the page you wish to delete. In the upper right-hand corner of this area, you will select the Delete button.

- You will then select the OK button in the resulting modal window to confirm the deletion.

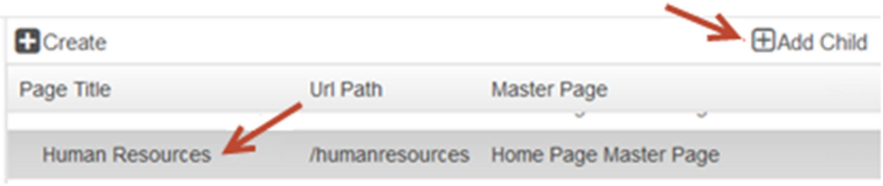
  NOTE: If there are child pages created under your page, it will not let you delete the parent page until you either delete any child pages 'or' move them to another parent page.



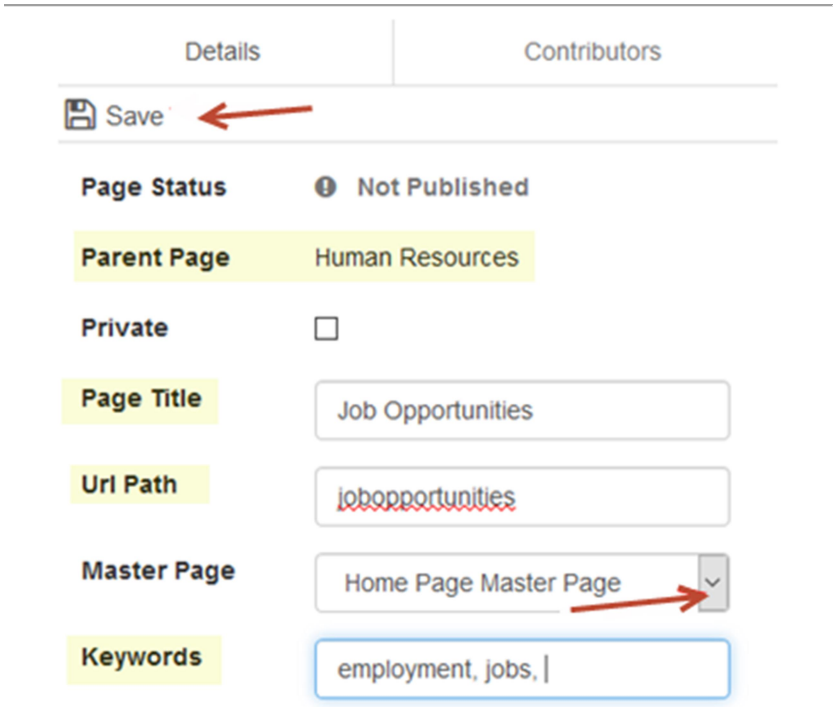


➢ Creating a child page

- Within the Site Pages area, you will select the page you wish to create a child page. In the upper right-hand corner, you will select the Add Child button.

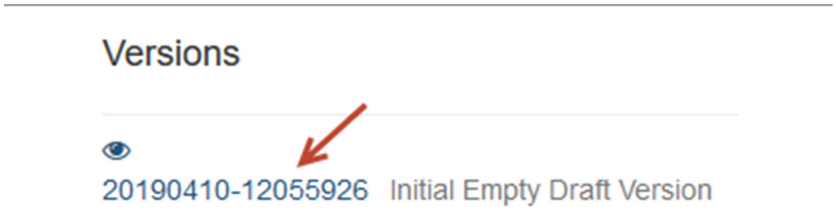


- To the right, you will then add the following:
  - Page Title
  - Url path (This can be the page title without spaces. Do NOT include the /.)
  - Keywords for Search Engine Optimization. Must be separated by a comma.



- Select Save.

NOTE: You can then select the Version link to access the page to add content.



Note: If you intend for a page to display within your top navigation, it will have to be added to the Top Navigation Menu separately via the Navigation Menus area within Si