CREATING A PAGE

Find your web site in the list of folders. Folders are displayed with a yellow folder symbol. Select the folder for the area you want to edit.

From the New menu, select the type of page layout that you want.
Note: Items marked with a yellow asterisk * are required.

**Fill in the Metadata fields.** These fields are used by search engines to find and display a short summary about your page.

**Title:** this will show in the navigation area on the left side of the page if you choose. You will probably want to type this title in **Title Case.** You should not use any special characters in the Metadata fields.

**Keywords:** these words will help a user find your page. Separate the keywords with a comma. For example, keywords might be – community college, your department name, any typical words that would be used when searching for this page

**Description:** this a short summary. What words would you want Google or Yahoo to display when someone searches for your site?

**Include in left navigation:** this tells the system whether you want this title to show in the navigation area on the left side of the page
Add your Main Title. You will probably want this title in UPPERCASE. Then type or copy and paste the information you want to display into the Main Content area. Some of the text formatting will automatically be done for you, but you can use the buttons on the toolbar to Bold, Italicize, etc.

You may have other areas of your page to edit. Go ahead and fill them in. If the content is required and you do not have information to add in this content area, just type a space.

You can select some of the advanced options.
Check Accessibility will check to see if your images and tables are accessible.
Check for Broken Links is always a good idea to check.
Tidy HTML can help clean up inaccurate HTML coding, but you won’t normally use it.
When you are done, click Submit.

Your page has been created. Notice that the “My Title for navigation” is listed automatically. Your Main Content is displayed in the middle area and your sidebar to the right (not shown in this image).

Your new page is now displayed under your web site folder name. Pages are displayed with a blue page symbol.

Don’t forget to publish your new page.