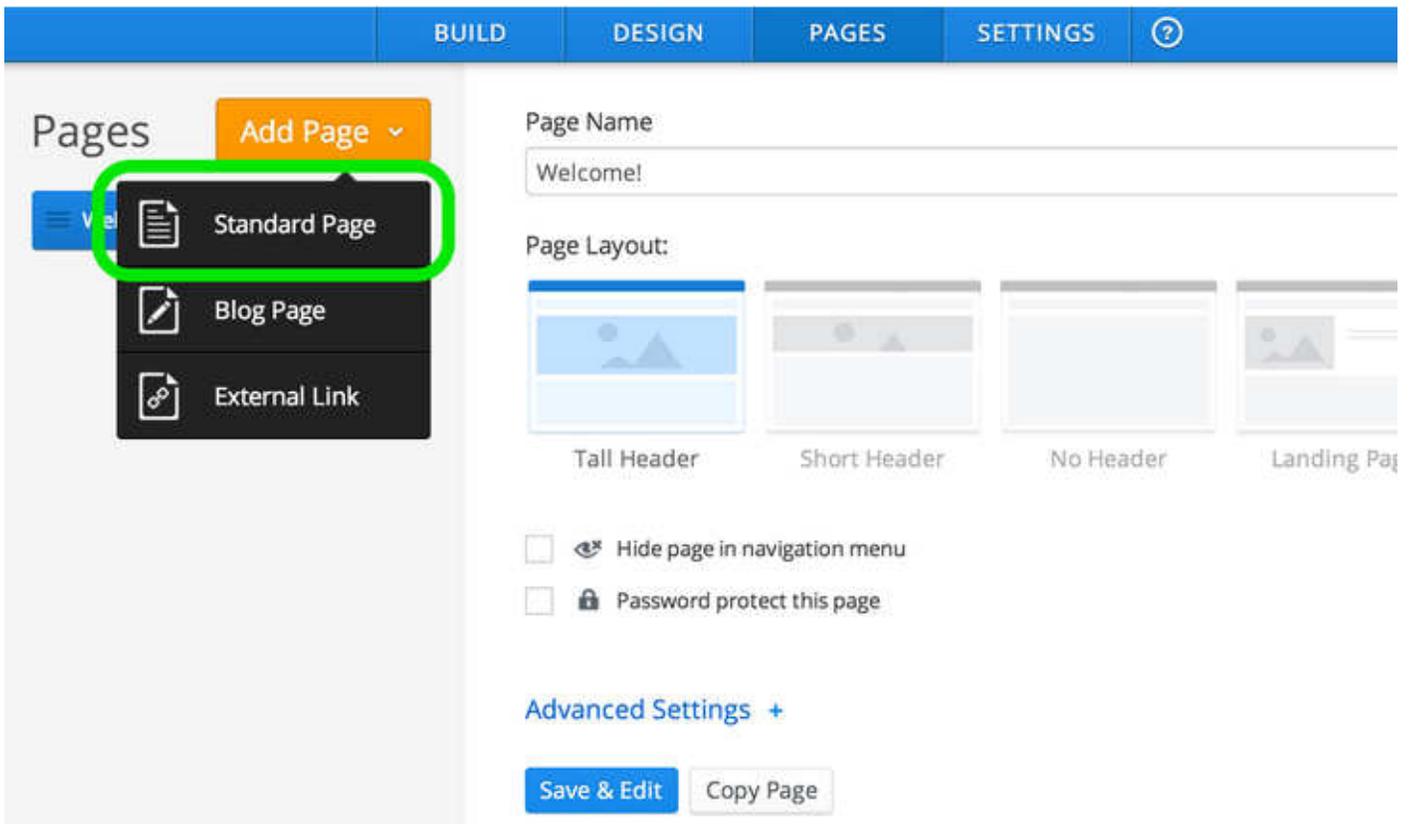# Create a New Page

NOTE: If you do not see the "DESIGN", "PAGES", or "SETTINGS" tabs at the top of your editor and you need to make a
change, please send a request to **support@addisonmultimedia.com** to add access to those tabs.

Your site can have as many pages and sub-pages as needed. We place no limits whatsoever on the number of pages that can be added to a site. Creating a new page is as simple as going to the Pages tab and clicking Add Page.

There is an option to create a Standard Page or a Blog Page. For now let's focus on just creating Standard Pages.

Clicking the Standard Page option adds a new page to your list.
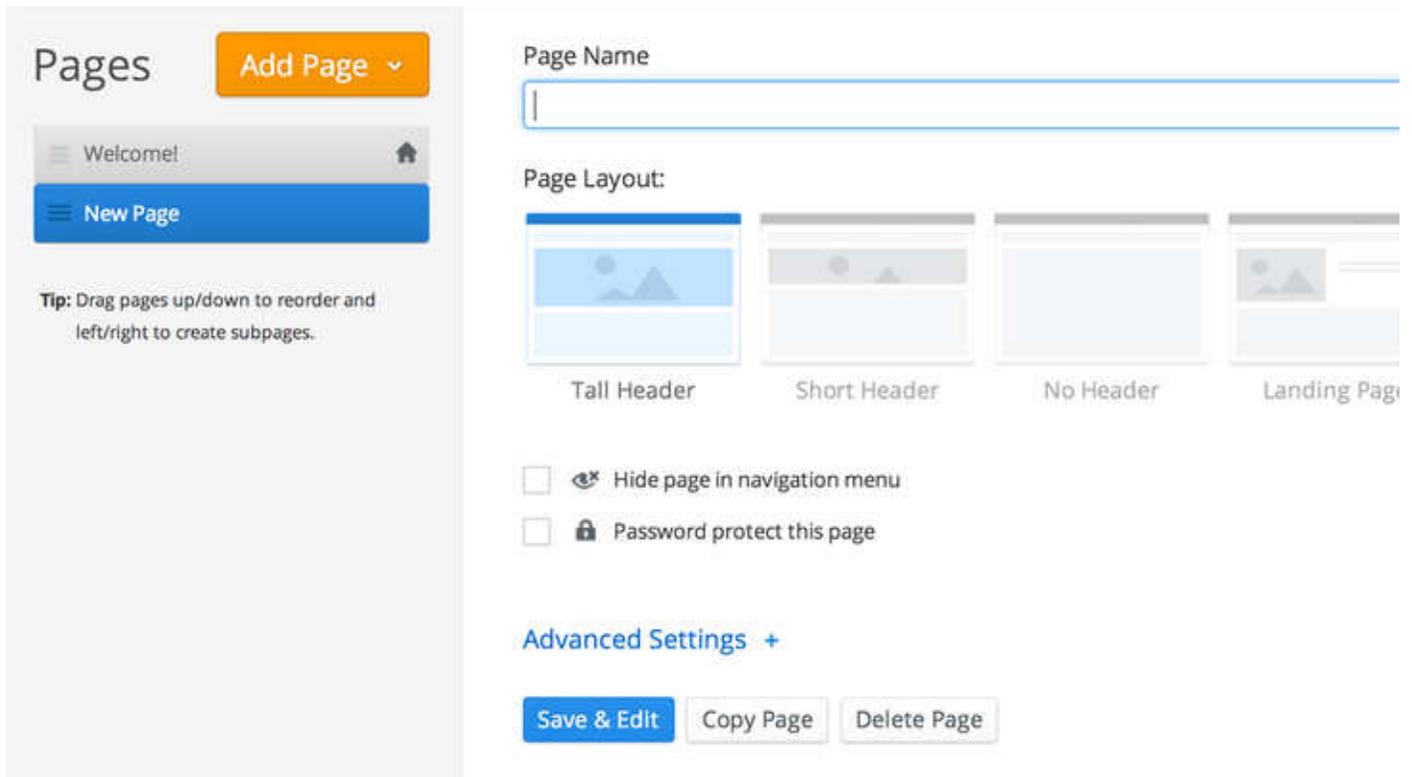
Working from top-to-bottom you can:

- Change the Page's Name
- Alter the Page's Layout
- Hide the page in the navigation menu. If you check this box, the page is hidden from the navigation (though you can create your own links to hidden pages).
- Turn on Password Protection (Requires access to the "Settings" tab.)
- Adjust the Advanced Settings
- Edit the Page (which will take you back to the elements area of the editor that we've previously been looking at)
- Copy the Page to use as the basis for a new page
- Delete the Page

Drag pages up/down to reorder them and left/right to create subpages. These changes will be automatically reflected in your site's navigation menu. (Note: Changes won't be live until you "Publish" your site.)

Organize Subpages

If your site has more pages than you can fit on the navigation bar our system will automatically create a More link and add all of your new pages as subpages of this More link.
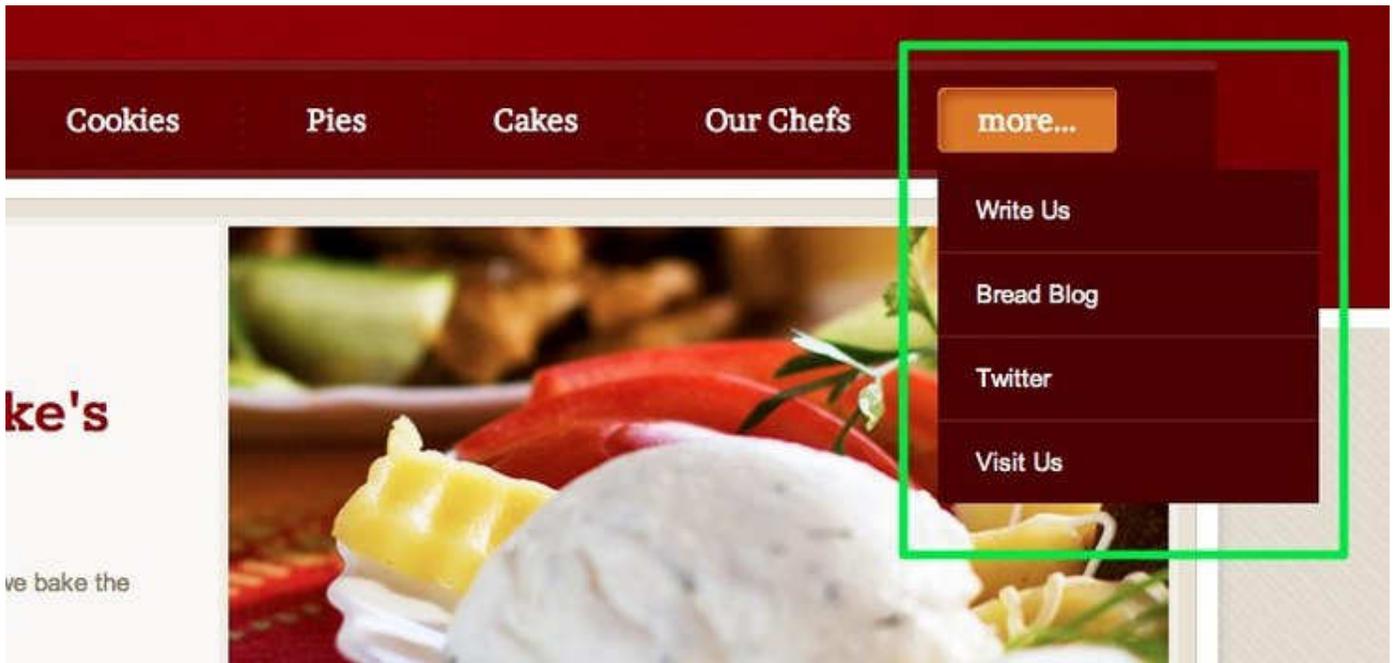
This works reasonably well, but a better option is to avoid this More link entirely by making any excess pages of your site sub-pages of other pages. This gives you more control over the structure of the site.


How? By using the option found under the Pages tab. Drag a page underneath and to the right of another page in the list to create a subpage.
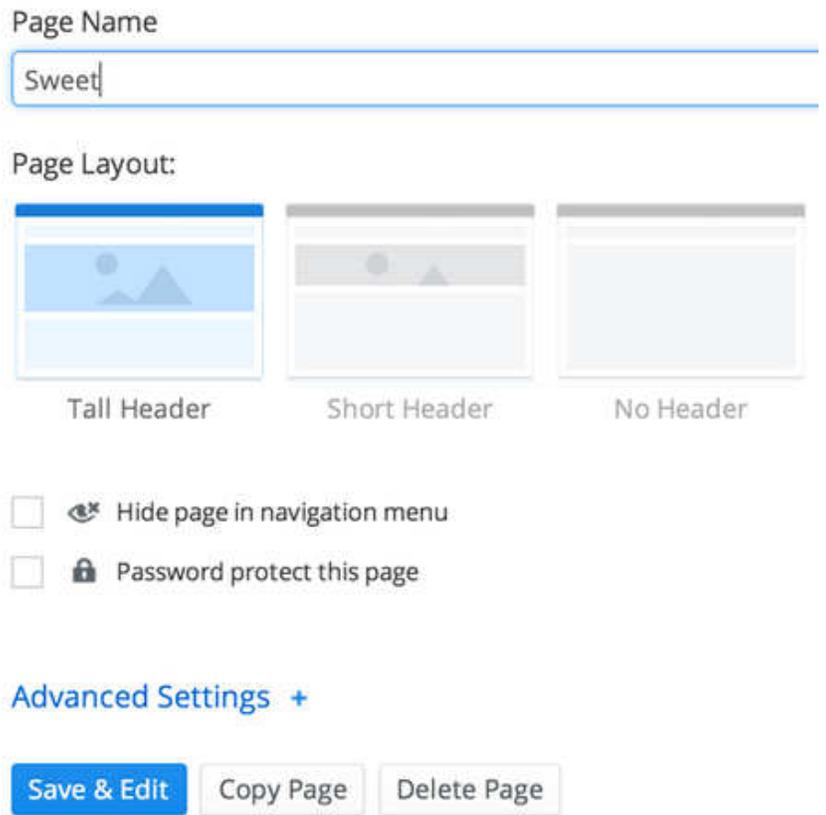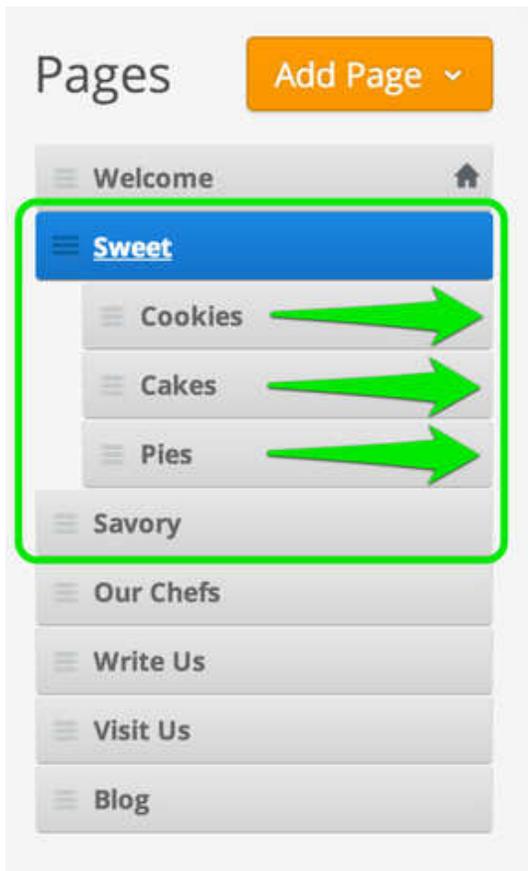
Hide Pages from the Navigation Menu

Sometimes you may not want pages to appear in your navigation menu at all.

To a hide a page from the navigation menu, go to the Pages tab, select the page and check the *Hide page in navigation menu* option shown there.
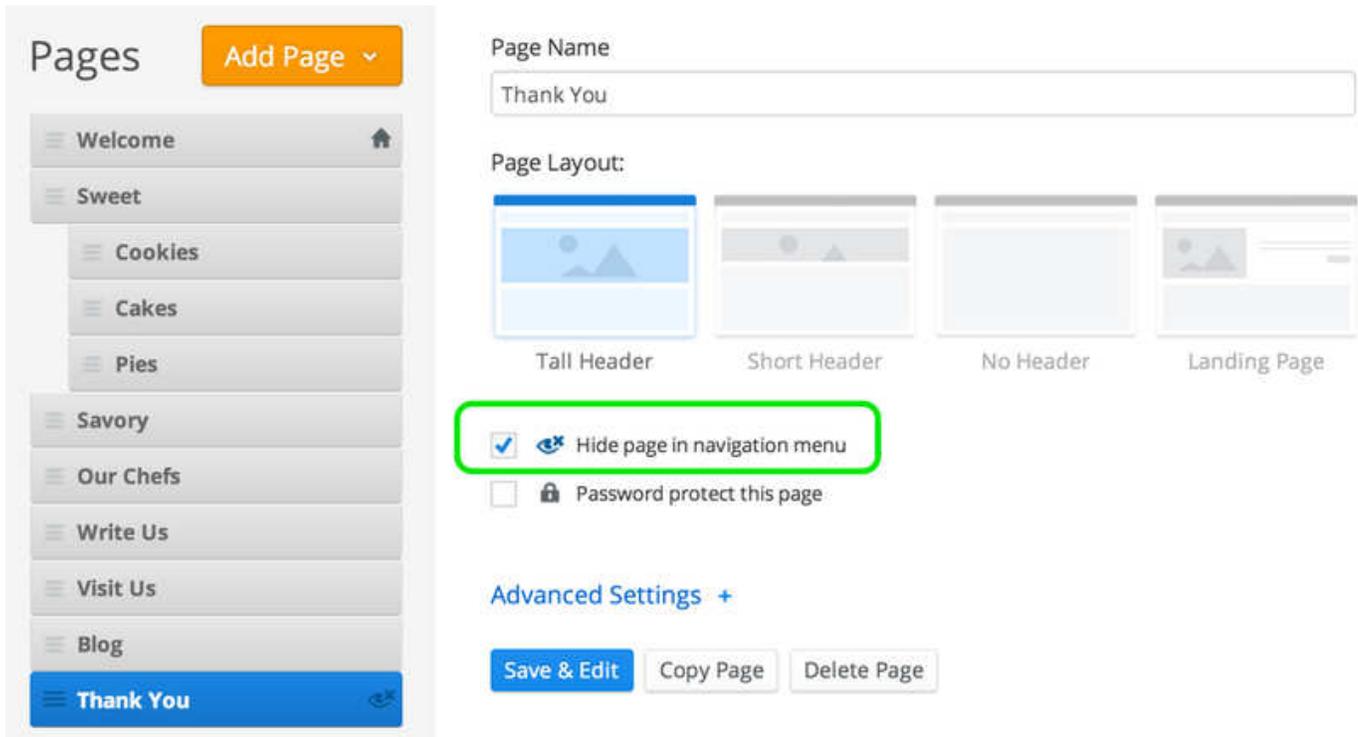
Taking this action with a page means it won't show up in the navigation menu. As seen in this example, the hidden page named "Thank You" is nowhere to be seen.


How would a visitor find a page if you hide it from the navigation? Our system allows you to create links to pages using text, images and buttons within the content area of your site. So you can create a link to a hidden page from elsewhere on the site instead of from than the navigation menu.

But why hide a page at all? If you have dozens and dozens of pages, showing all those pages in the navigation could be overwhelming for your visitors. Hiding some of the less important pages and linking to them from the content area of your site is a way to keep the navigation area clean and easy to, well, navigate.
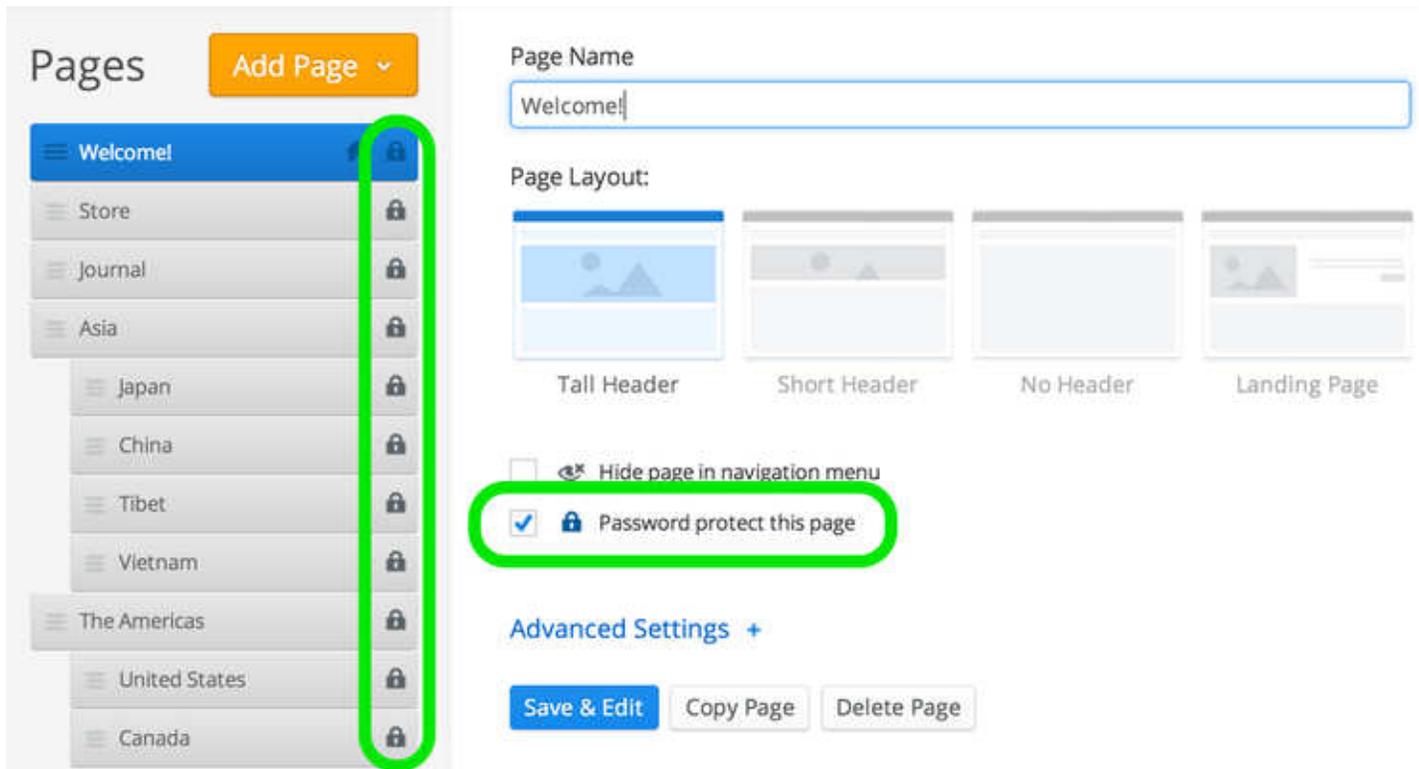
Password Protect Pages

You can also password protect individual pages or your entire site.

First you have to activate password protection by creating a password. This is done using the Site Password field found under the Settings tab. Save your changes when you're done.
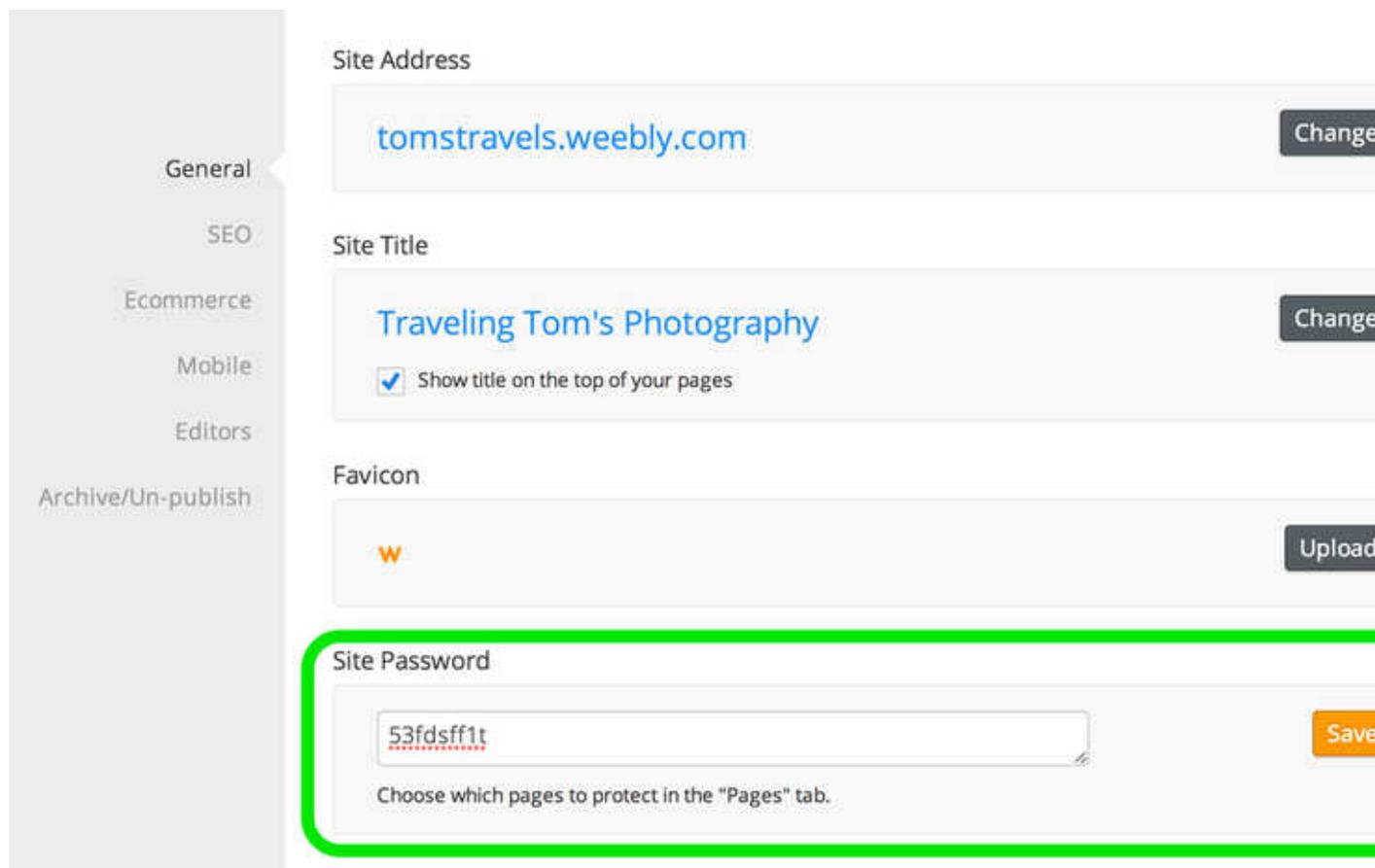

Setting a Site Password automatically password protects your entire site. If you only want to password protect specific pages, you'll now need to make adjustments under the Pages tab. Select each page you do not want to protect and un-check the "Password protect this page" box.

Any page you leave marked as Password Protected will display a lock icon to the right of its name.
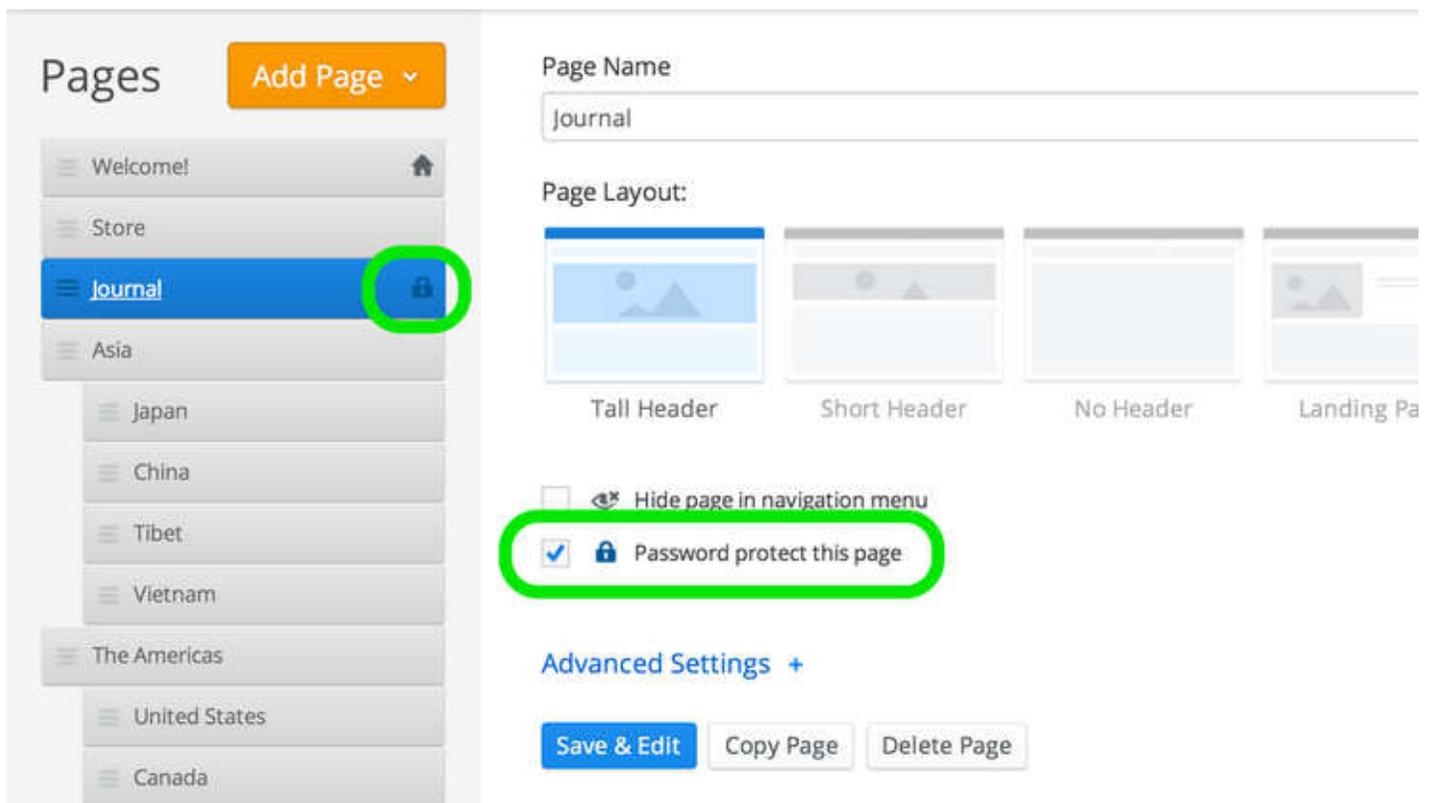
If someone tries to access that page, they'll be prompted to enter your password. Note that the password must be entered exactly as written in your site's Settings section, including any capitalization.
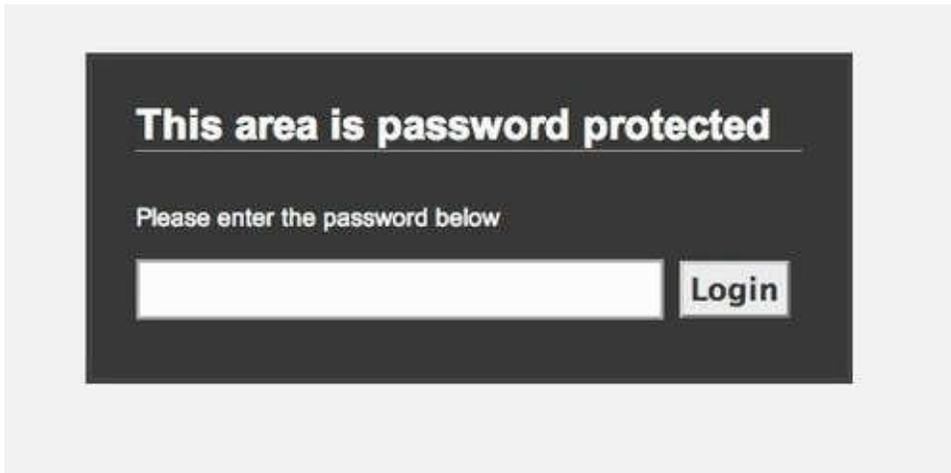
Each site can only have one password, no matter how many pages are protected. And once a visitor enters the password for one page, they'll be able to access any other password protected pages until their session is over (when they close their browser) - after that point they'll need to enter the password again the next time they visit a password protected page on your site.
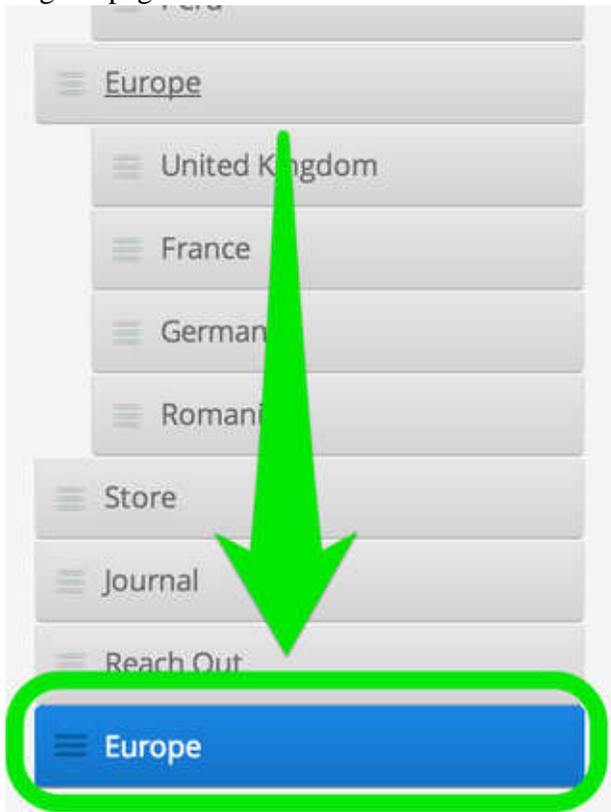
Copy a Page

A page can be copied and used as the basis for a new page. To do this, just go to the Pages tab and select the page you want to copy from your list of pages, then use the Copy Page button to generate a copy of the page.
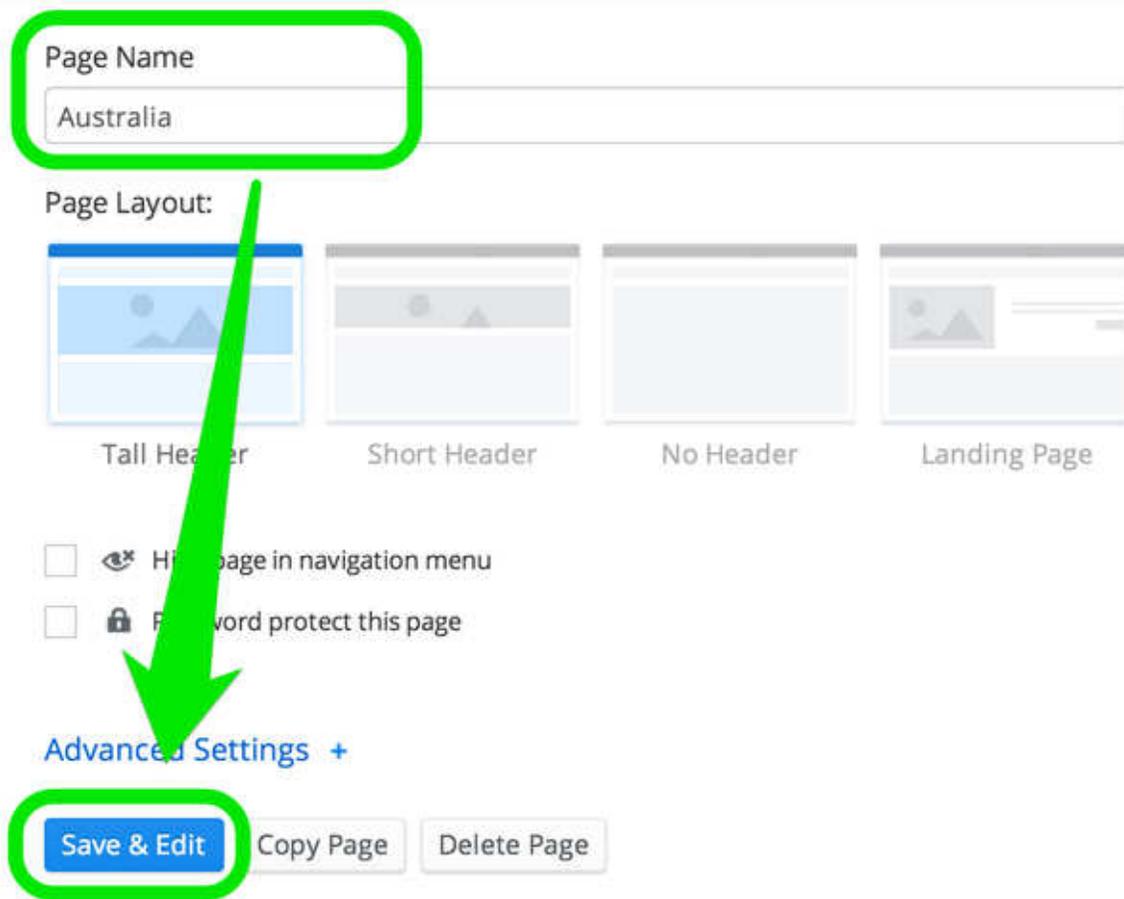

This will generate a new page at the bottom of your list of pages. This new page will have the same name as the

original page.

Give the page a new name and then click Save & Edit to make changes to it.

Reorder Pages

As you add pages to your site, they appear in the site's navigation menu and are also stacked in a list found under your Pages tab. Where a page appears on this Pages list directly controls where it appears in the navigation.

The list of pages seen here:
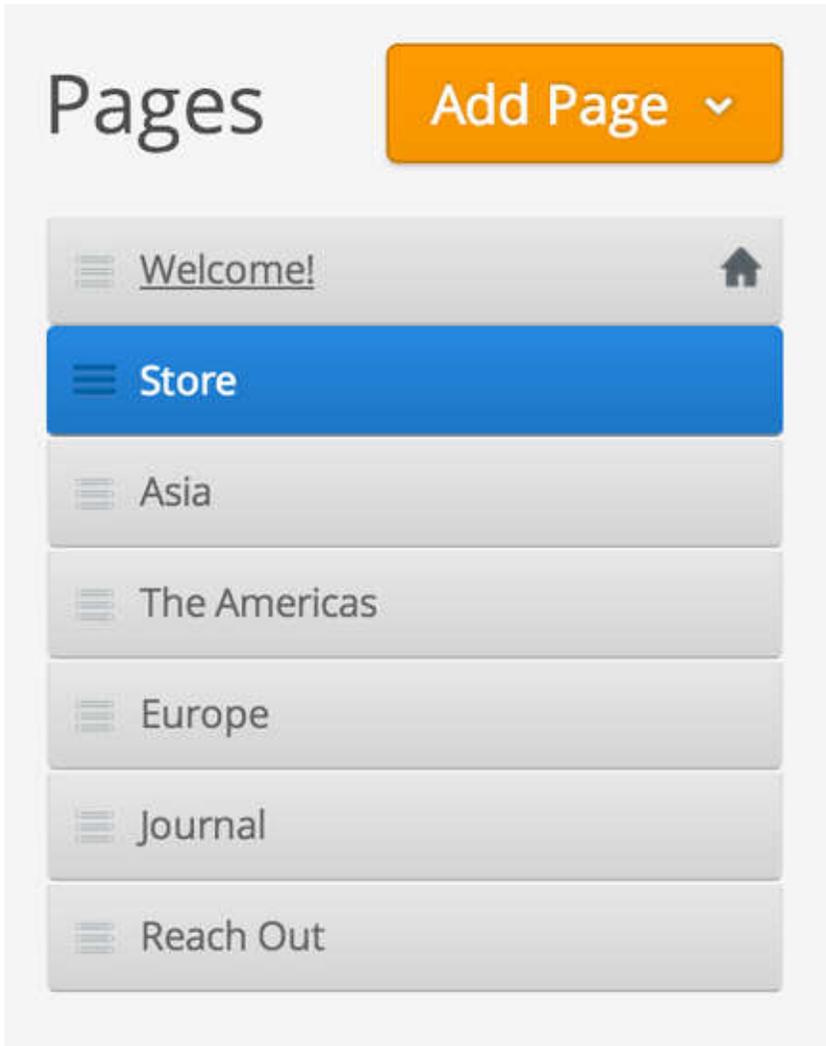
Give the site a navigation menu that looks like this one:

To move a page elsewhere in the list, just click it and drag it wherever you want. Moving the "My Blog" page as seen here:
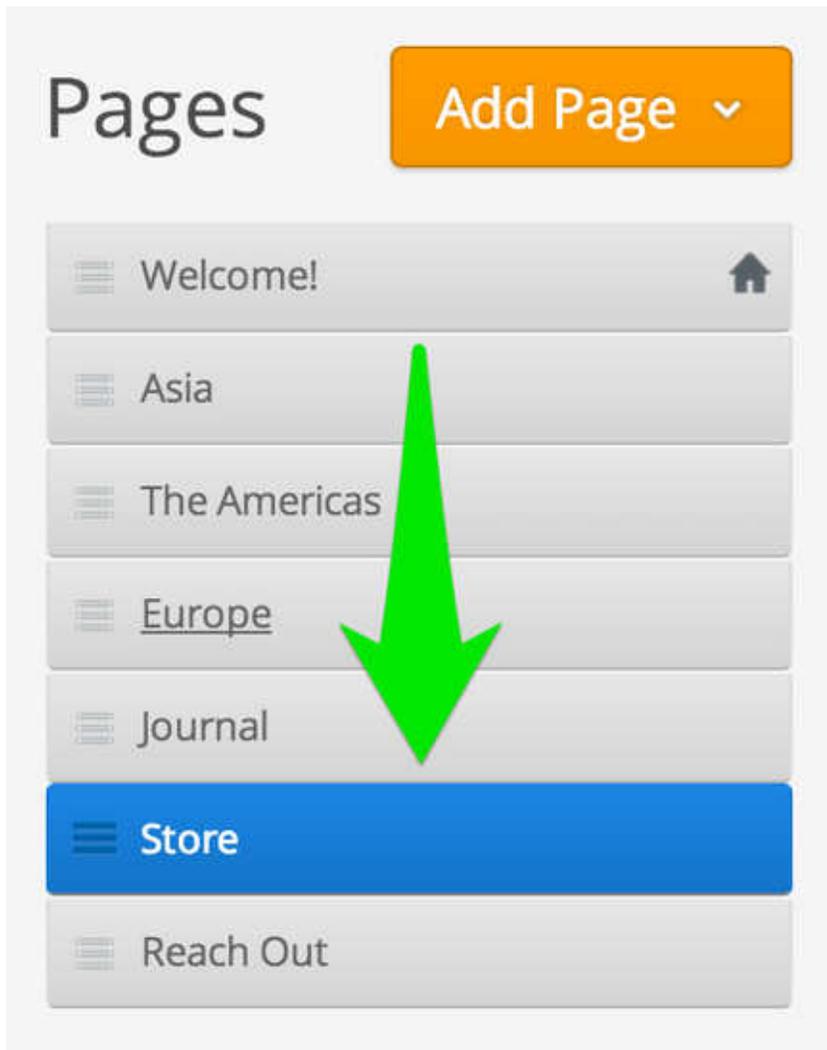
Gives us a menu that looks like this one, with the Store page moving from the right of "Welcome!" to the right of "Journal".

Create a Navigation Link that Leads to Another Site

You'll generally want most (if not all) of the links in your site's navigation to link to a page within your own site. But there are some situations where you may want the navigation to link elsewhere - to lead people to your twitter page, an outside blog, a partner's site, etc.

To create a navigation link that leads to another site, go to the Pages tab, click the Add Page button, and choose the External Link option.
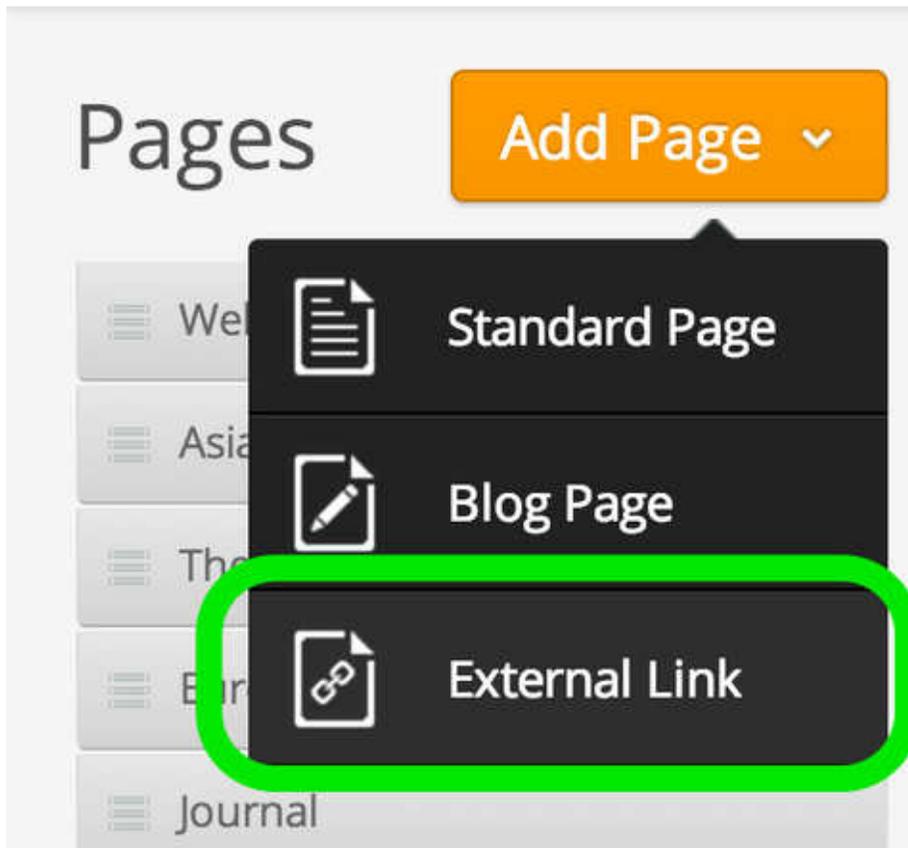
Give the link a name; this name is what will appear in your navigation. Then enter the full link to the page or site to which you want to link. Click Save when you're done.

Now if anyone clicks the link to this page in your navigation menu, they'll leave your site and go straight to the link you created above. If you ever want to remove the link and turn the page into a normal page again, just uncheck the box and click Save Settings.

Any page that is directly linked to an external site will have an external link icon added to its page listing, as seen below:
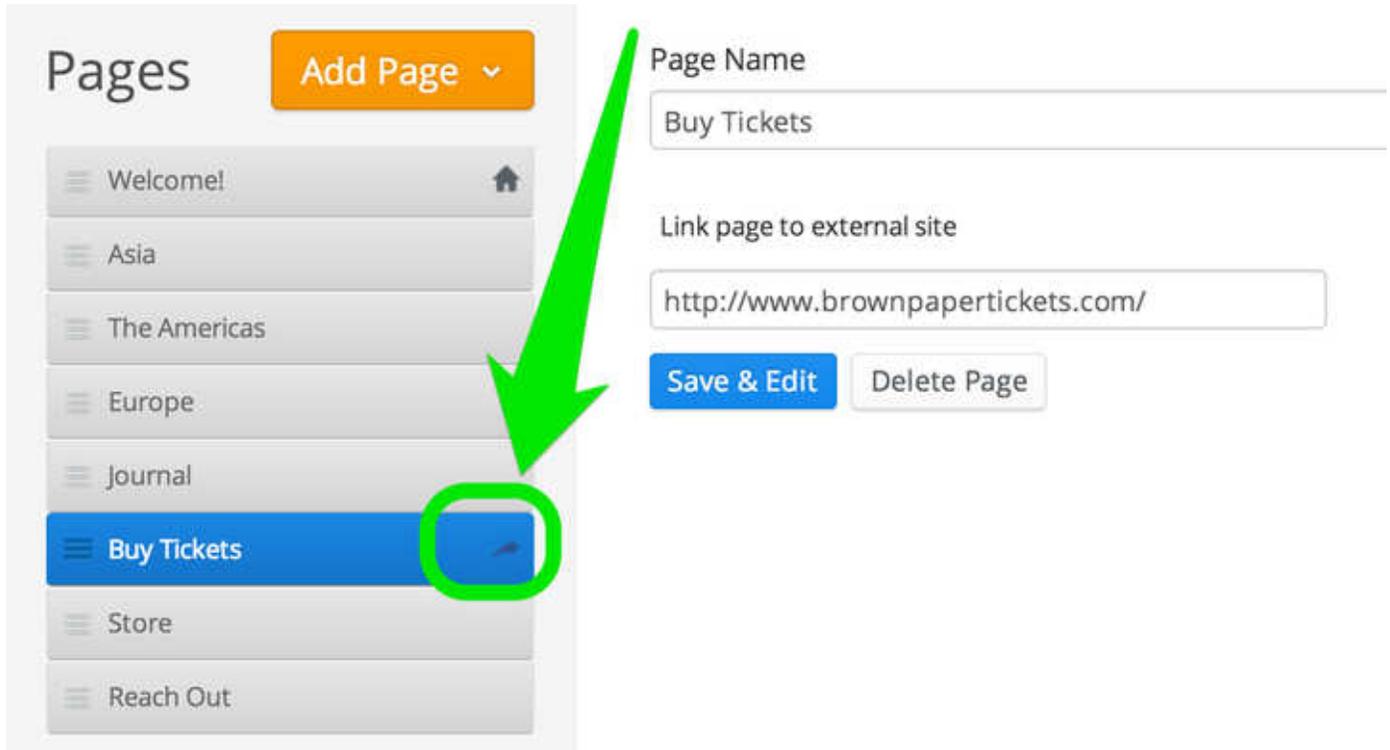
You can do the above with any page on your site aside from the Home page.

Page Types

Page types allow different pages of your site to have different layouts. For example, the website's homepage could have a landing page layout while an interior page has a standard layout with more focus on the content area.

To add a page type, click on the "Add new type" link and select the type of page you want to add.
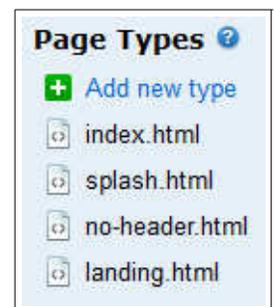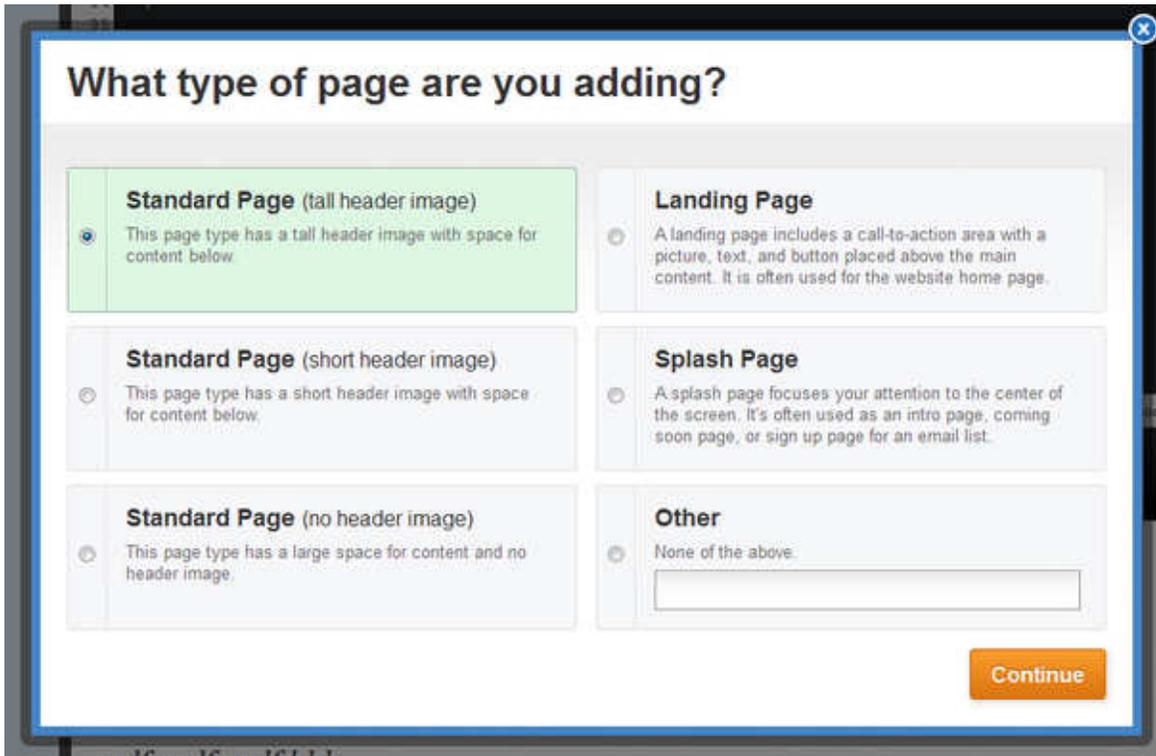
What type of page are you adding?

Standard Page (tall header image)
This page type has a tall header image with space for content below.

Landing Page
A landing page includes a call-to-action area with a picture, text, and button placed above the main content. It is often used for the website home page.

Standard Page (short header image)
This page type has a short header image with space for content below.

Splash Page
A splash page focuses your attention to the center of the screen. It's often used as an intro page, coming soon page, or sign up page for an email list.

Standard Page (no header image)
This page type has a large space for content and no header image.

Other
None of the above.

Continue

Next, you'll be asked to choose the icon that best represents this page type.

Add a Landing page

Choose the icon that best represents this page layout:

Content Area   Content Area   Content Area   Content Area

◄ Go back   Save
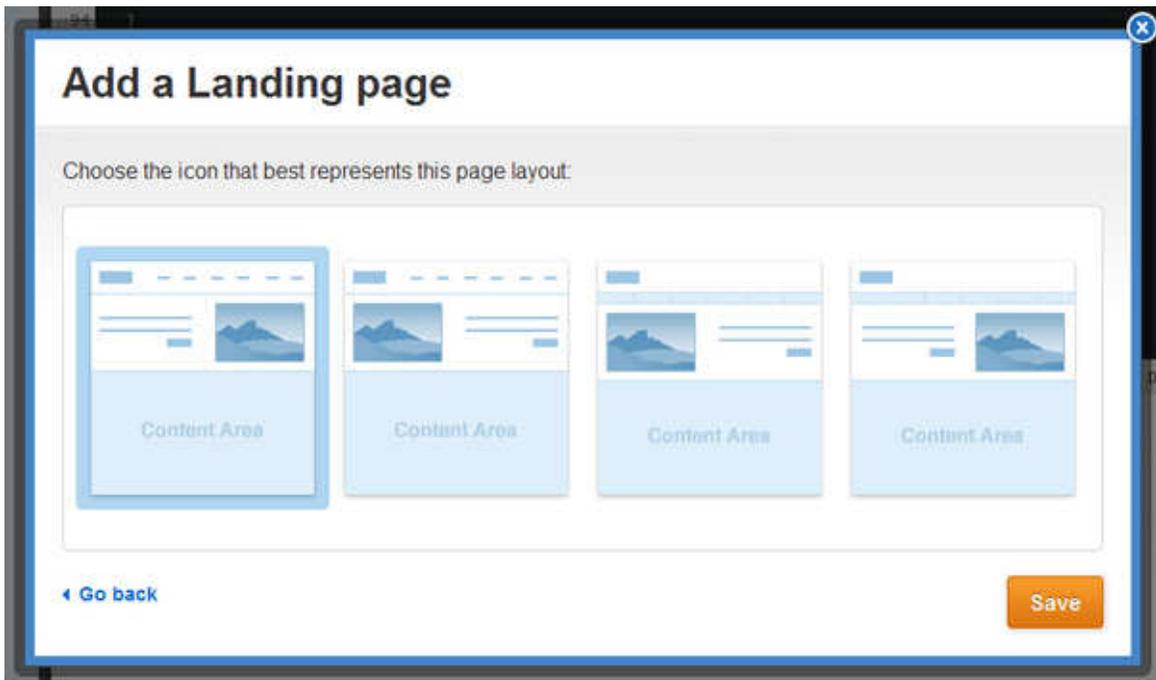
This is the icon that will display in the "Pages" tab when choosing the layout for a page.

Manage Pages

Add Page **Add Blog**

Home 🏠
Services
Blog
Contact Us 🔵

Tip: Drag pages up/down to reorder and left/right to create subpages.

Edit Page **Copy Page** De

Page Name

Home

Page Type: Landing Page

Index | Content Area | Content Area | Content Area

👁 **Hide page in navigation menu**

🔓 **Password protect this page**