

Adding and editing a new page

To add a page, right click on the page you wish to be the parent of your new page.

Similarly to edit a page right click on the page and select 'Edit page'.

After completing the mandatory fields in the 'Properties' tab, the page can either be saved or published by clicking the hyperlinks saying 'Save' or 'Publish' in the top right corner.

Clicking the 'Cancel' hyperlink will cancel any changes made and no page will be created.

Structure

This is where you would like to place the page within the site structure, the template you wish to use for the page and the directory of the page.

You can also reorder pages using the arrows within the Order box.

Modules

This is where you can start populating your site with content and functionality. Refer to [Add and edit "Modules"](#) for more details.

Preview

Clicking on this tab shows what the site looks like if it were live

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<http://www.youdu.co.uk/KBV2/KnowledgebaseArticle10023.aspx>

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