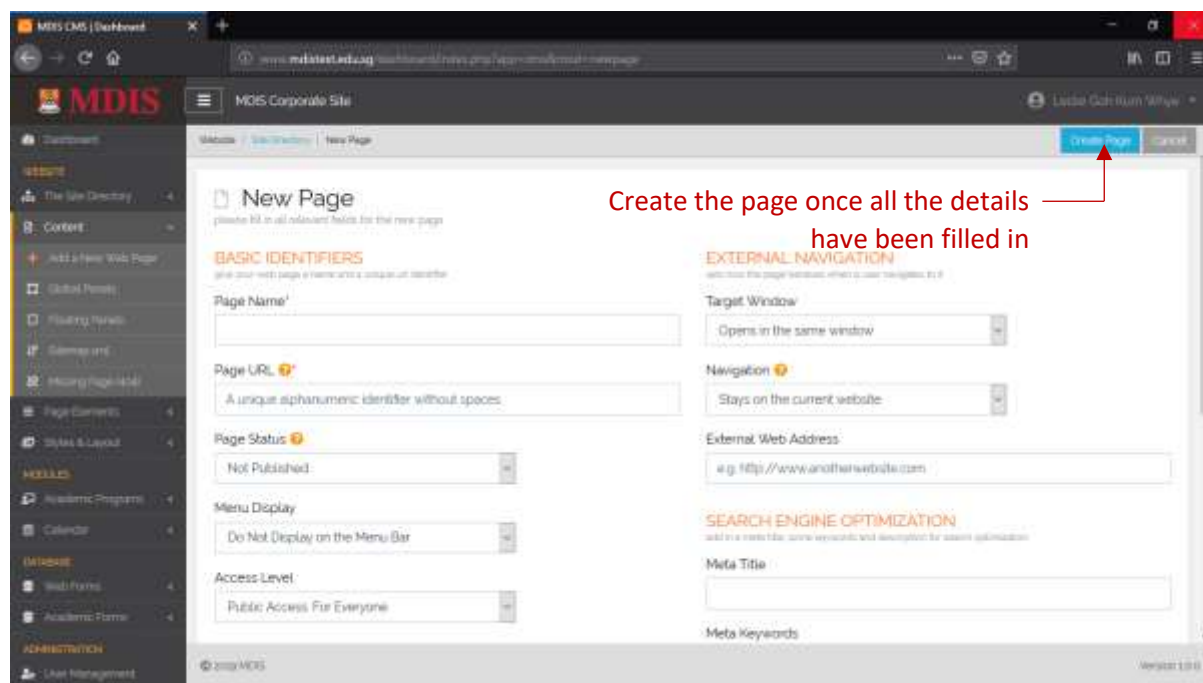


Page Details

Whether you are editing an existing page or creating a new web page, the first place that you will be directed to is the Page Details section. For the sake of this documentation, we will be looking at creating a new web page for the corporate site.



Basic Identifiers

Page Name	The name of this page; which will also appear as it is in the menu bar of the corporate site
Page URL	The unique URL reference of your web page (i.e. the page URL that appears on your browser). Please note that only alphanumeric characters without spaces are allowed for this field
Page Status	Sets whether this page is to be published on the corporate site. Content of published pages will show even though they do not appear on the menu bar. Unpublished pages will not show its content and will be unclickable on the menu bar
Menu Display	Sets whether this page appears on the menu bar, even if it has been assigned to the active site directory
Access Level	Ignore this setting for now and leave the value as PUBLIC ACCESS

Please note that PAGE NAME and PAGE URL are mandatory fields.

Page Template

Page Template	Selects the Page Template of this web page. More information can be found in the Page Templates documentation under Styles and Templates
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External Navigation

This controls the behaviour of the page when a user navigates to it on the menu bar.

Target Window	Sets whether a new window is opened upon clicking the page or the page loads in the same window
Navigation	Sets whether the user is navigated away from the corporate site
External Web Address	If the user is navigated away from the corporate site, this field will tell the system where to redirect the user to

Search Engine Optimization

Meta tags, keywords and description to optimize the page for search engines.

Meta Title	The title of this page. It does not have to be the same as the Page Name
Meta Keywords	Some keywords associated with this page. Separate keywords with commas
Meta Description	A brief description about this page
Custom Header Tags	Additional header tags specific to this page only

Once all details of the page have been filled in, click the CREATE PAGE button and the new page will be created. Once the page is created, new options will appear for you to upload and edit the actual content of the web page. This will be covered in the next section.