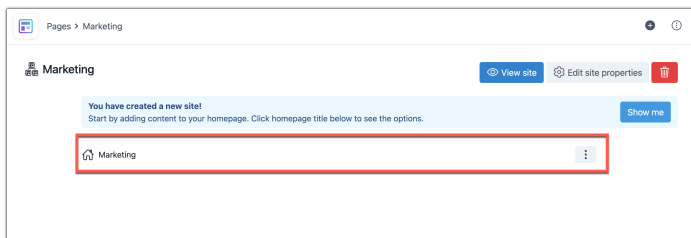# Creating More Pages in a Site

When a Site is created by a user with permissions, it automatically is given a homepage:

This page can suffice alone to represent the site, be linked in the main menu bar and edited to display the content and components you need users to see.

However, you may wish to create further pages within a Site and have their links appear on the other existing pages to assist user navigation between them.

Pages created within sites will use the site title in their URL and can have links appear to assist navigation within the site.

So, when you come to create a new page, think, can this be added to an existing 'Site' as a new page, or does it work better under its own 'Site'?

If the latter, you will need to create a new site first, and the homepage generated for this can be used for your purpose.

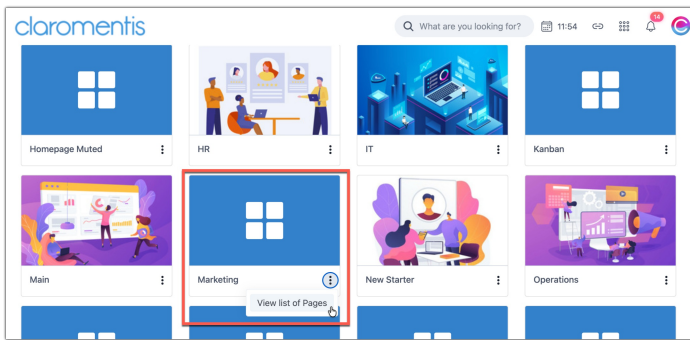## Creating more pages within a site

- Application administrators of the Pages application can create additional pages in any Site.

- Any users with the 'manage site' and any users with the additional 'add/edit' permission can create extra pages within the Sites they have these permissions.
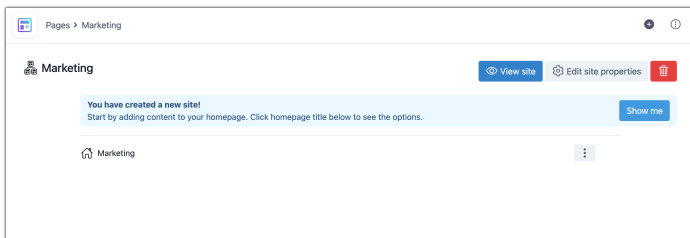
Check you have the correct permissions set to create more pages within a site, as detailed here.
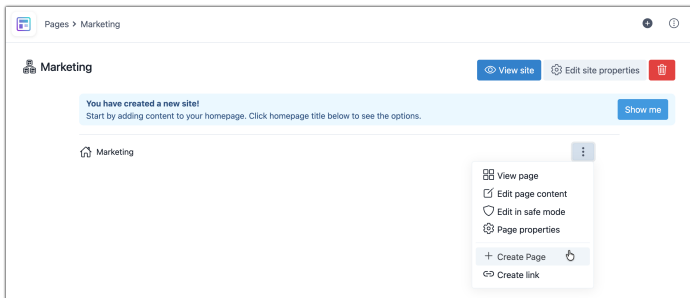
Steps

Head to Applications > Pages > Click the 3 dots on the Site you want to add more Pages to > Click 'View List of Pages'
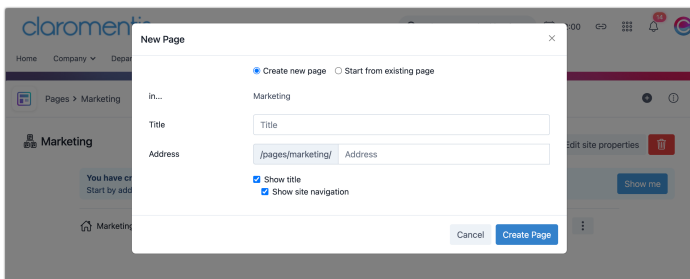
The next screen is the site landing area:

From here, new Pages can be created by clicking the 3 dots in line with the Site homepage:

A pop-up will appear:

Just like for a Site itself, new pages can be duplicates of those pre-existing.

This can be useful if the components or layout on the page being duplicated would work well for your new one, as this speeds up having to add those in yourself.
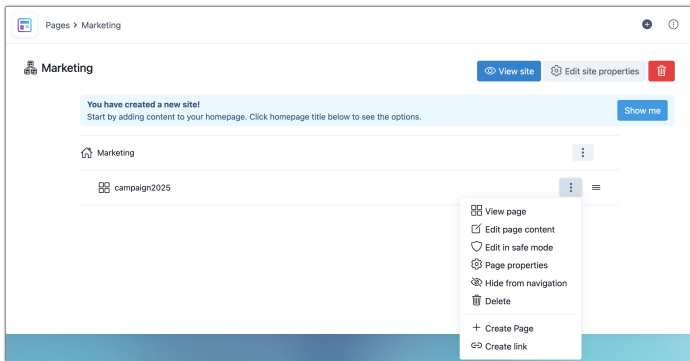
- Create a new page

Fill out the requested information about the new page.

- **Page title:** The name that will appear at the top of this page (if the 'Show title' option is selected)
- **Address:** The URL of the new page (this will autopopulate once a title is entered). Notice that the site name is specified before the new part for the page, because this page will be nested within the site.
- **Show title checkbox:** If selected, a title bar will appear on the new page with its title displayed.
- **Show site navigation checkbox:** If other pages within the site exist, select this option for links to them to appear on the top right of the new page, aiding users' navigation between them.

Once ready, click 'Create Page' to apply.

The new page will be shown listed in the Site:
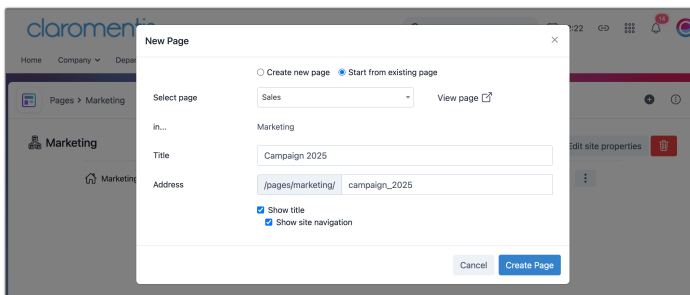

Its components or properties can be edited.

Consider linking the new page in your main menu bar if appropriate to bring it to the user's attention more easily.

The URL to use in the menu item can be checked in page properties.

Repeat this process to create more new pages within a site.

- Start from existing Page

If you choose this option, an additional box will appear asking which existing page should be copied for the new.
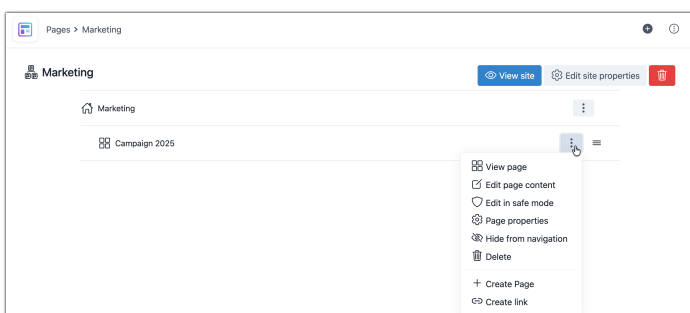

Fill out the requested information about the new page.

- **Page title:** The name that will appear at the top of this page (if the 'Show title' option is selected)
- **Address:** The URL of the new page (this will autopopulate once a title is entered). Notice that the site name is specified before the new part for the page, because this page will be nested within the site.
- **Show title checkbox:** If selected, a title bar will appear on the new page with its title displayed.
- **Show site navigation checkbox:** If other pages within the site exist, select this option for links to them to appear on the top right of the new page, aiding users' navigation between them.

Once ready, click 'Create Page' to apply.

The new page will be shown listed in the Site:

Its components or properties can be edited, as the page was copied, it will have all the same content as the original.

Consider linking the new page in your main menu bar if appropriate to bring it to the user's attention more easily.

The URL to use in the menu item can be checked in page properties.

Repeat this process to create more new pages in a site by copying those already existing.

Sub Pages

It is possible to create a subpage of a Page.

Click the 3 dots in line with an existing page, and the option will appear.

The same options will appear when creating a sub page, as well as the same behaviour to edit and manage them over time.

The only differences are that the sub page will appear nested visually in the Site landing area and its URLs will demonstrate this: