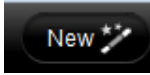
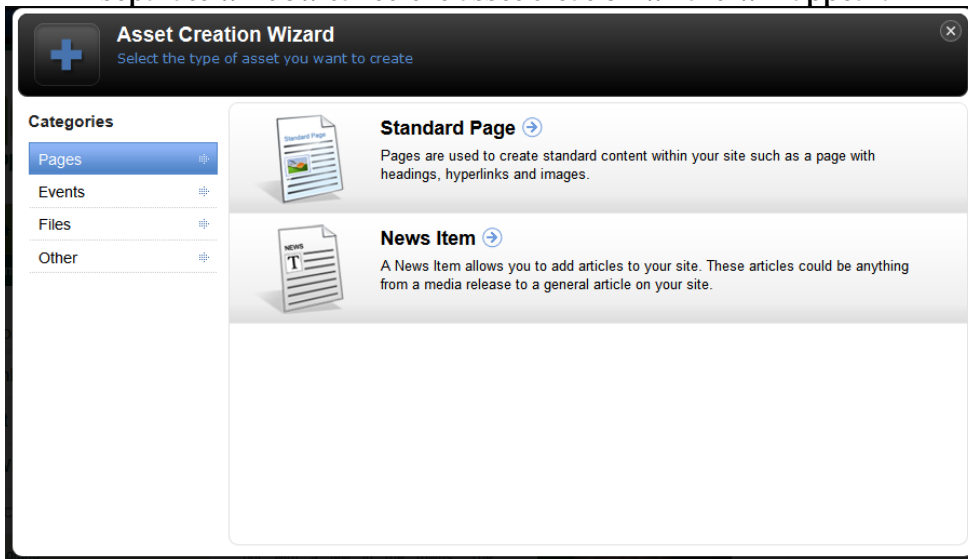
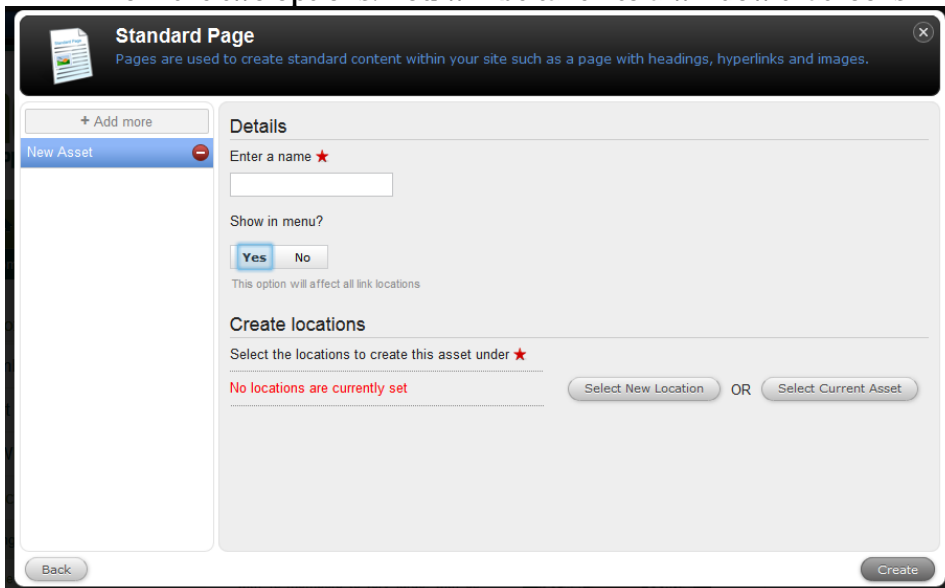


How to create a new page

1. To create a new page, click the 'new' button in the black tool bar, . A separate window called the asset creation wizard will appear:



2. Select Pages from the categories on the left hand side. Then choose Standard Page from the two options. You will be taken to a window that looks like this:



3. Enter a name for the page.
4. Then choose whether you want the page to appear in the menu or not. The menu refers to the main navigation menu for your pages - the red box outlines the menu. If you select yes, then the page will appear as an heading here. If you select no, it will not appear in this menu. The majority of the time you should select no for show in menu.

About us

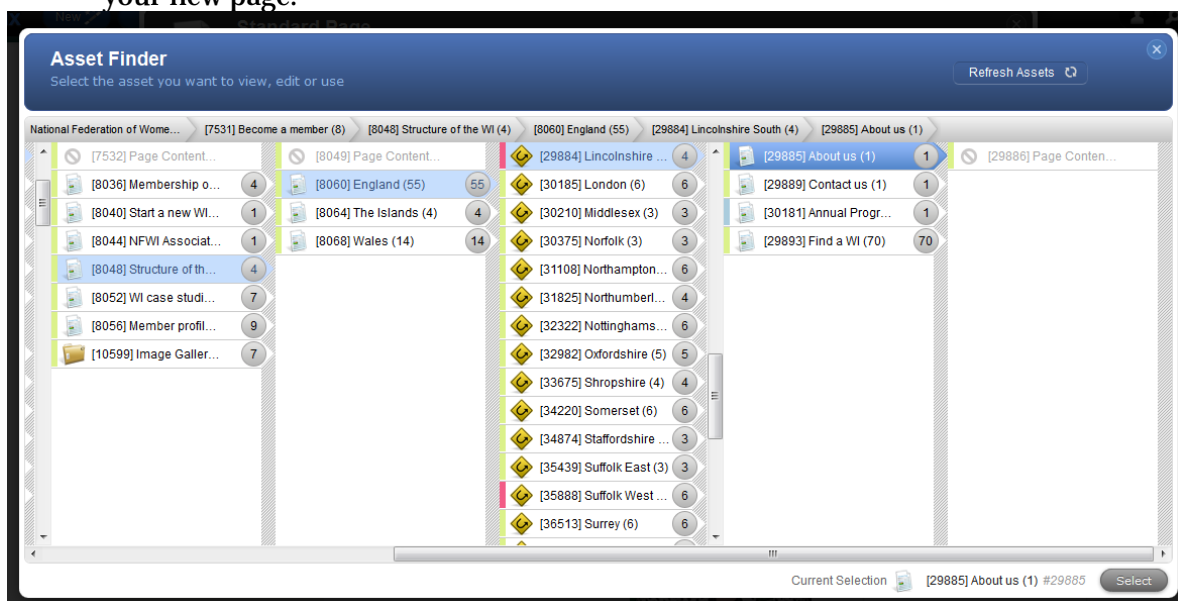
About us Contact us Events Whats New Find a WI

Welcome to the Cambridge Federation

As life becomes ever more hectic the WI, with its traditional values but modern outlook is appealing to more and more 'Inspiring Women'. Whatever



5. Finally, select a location to save your page. Click the Select New Location button. The asset finder will appear and you can navigate to the parent page you wish to create your new page.



6. Once you have filled in all the details click the create button. You can then choose to close the wizard and you will remain on the asset you were on when you clicked the 'New' button. Or you can click 'Edit' to be taken to the page you just created so you can start making changes to it. Only choose this option if you have saved the changes to the asset you were on when you clicked the 'New' button.

You have now successfully create a page. It will have the status of 'under construction' so it will not be live and no-one will see the page until it has been made live. If you go to the asset

finder and cannot see your new page, click the 'refresh assets' button

Refresh Assets