

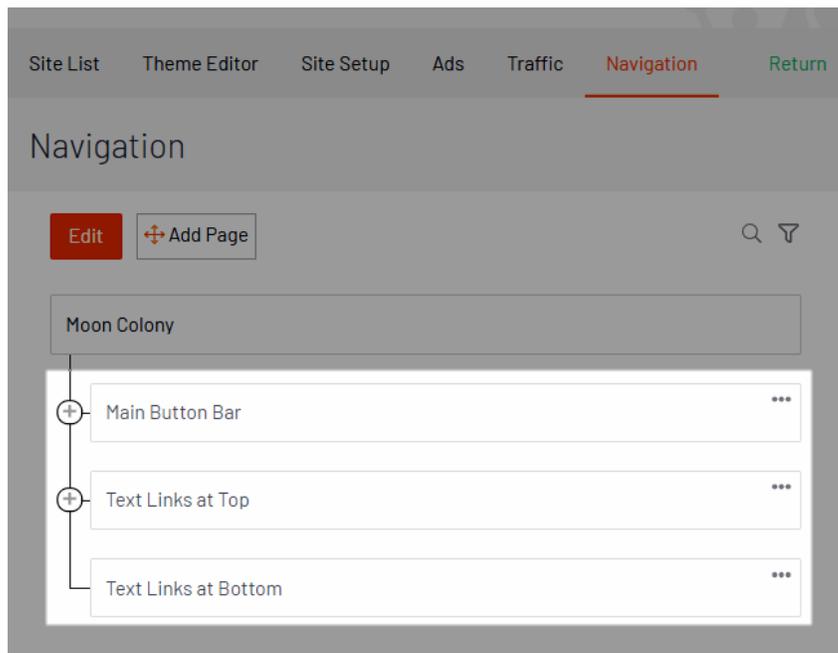
Creating Web Pages

Before creating a page, it's important to understand the CMS's three main Navigation Areas, and how adding a page to each of these areas dictates *where* it's displayed on your community site.

NOTE: If you're not familiar with these concepts, refer to the **Navigation Areas Overview** section below before continuing.

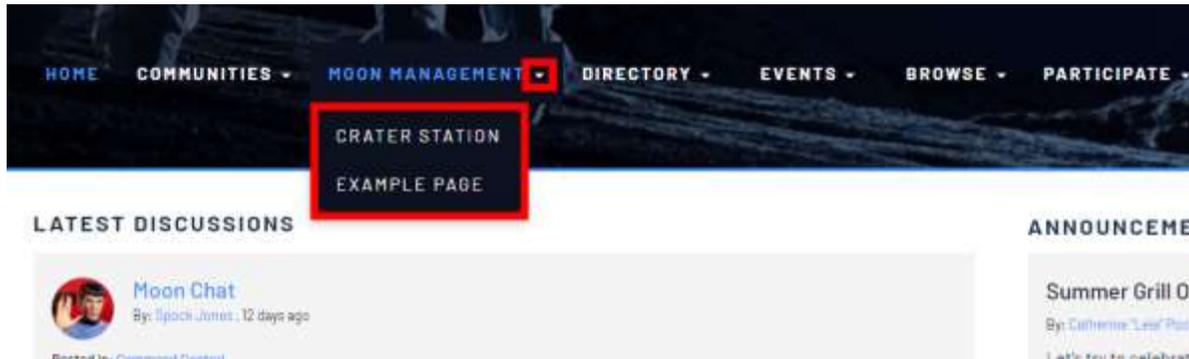
Navigation Areas Overview

Pages are organized by a site's three main Navigation Areas:



1. The **Main Button Bar** represents a site's top-level navigation. Adding/removing pages to/from the button bar is how to manage a site's main navigation options. When creating a page, you'll typically do so under the **Main Button Bar** and configure it to (a) appear directly in your site's navigation or (b) as a hidden page you'll link to from elsewhere, like other pages, discussion posts, emails, etc.

TIP: Nesting pages in the **Main Button Bar** is how you create drop-down menus in your navigation menu containing additional pages:



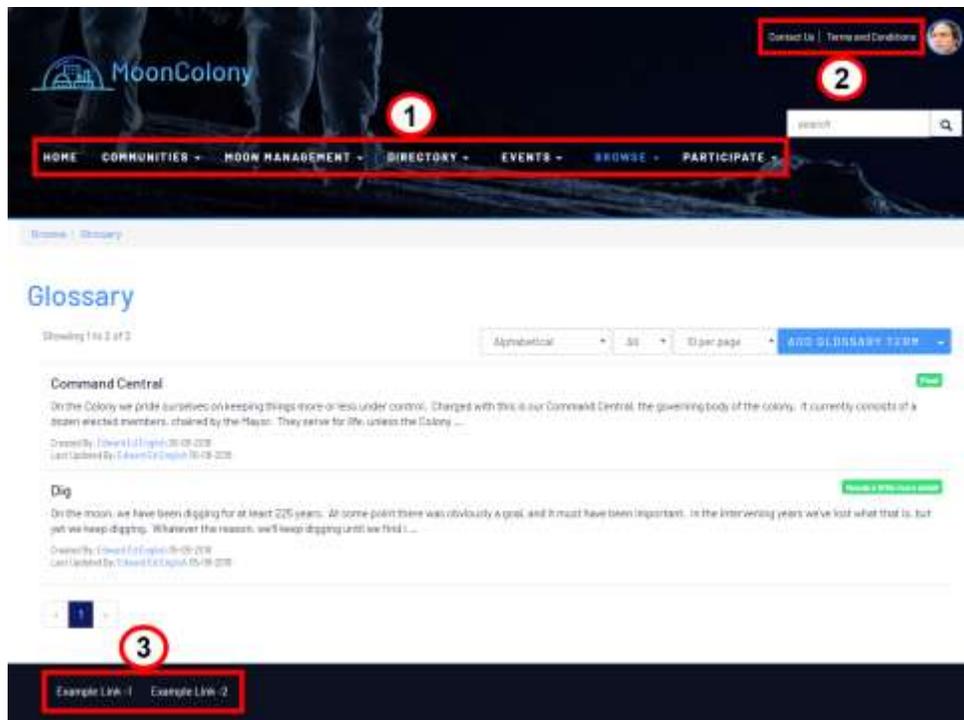
2. Pages added to **Text Links at Top** display as links in a site's banner (*Contact Us* and *Terms and Conditions* are the default links), and are available across all pages.
3. Pages added to **Text Links at Bottom** display as links in a site's footer, and are available across all pages.

EXAMPLE: Compare the two images below to see where content added to each area displays on a community site.

CMS



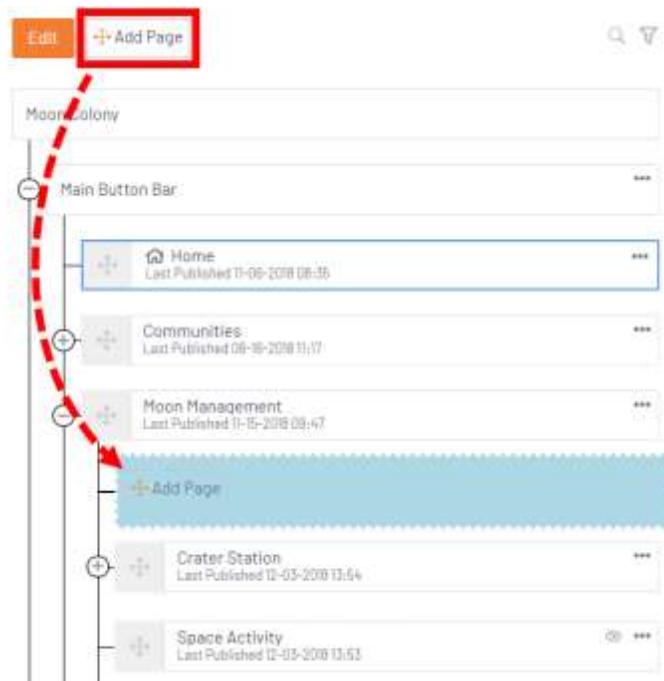
Community Site



Create a Page

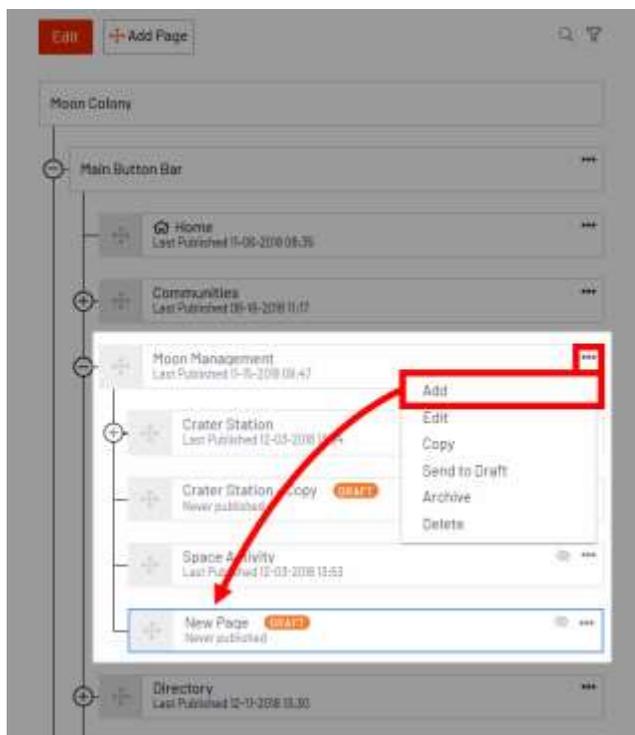
1. Begin the page-creation process in one of two ways:

- Drag-and-drop the **Add Page** tile into the desired Navigation Area. Where it's placed in the tree structure determines whether it's a parent or child page.

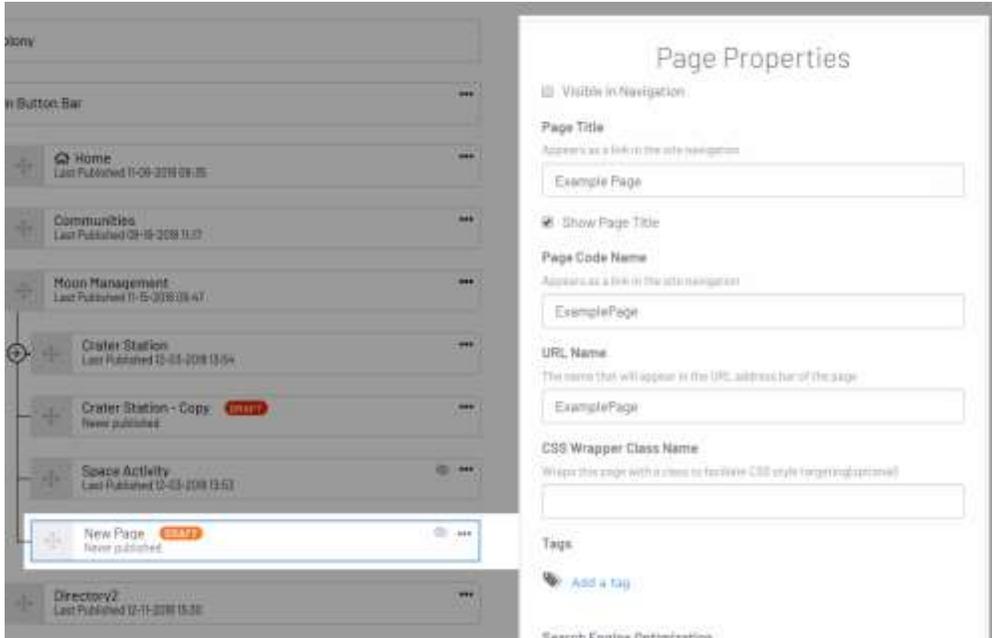


OR

- Click to highlight a page, and then select **Add** from its **ellipses menu**. A new page is added to the bottom of the list.



- At this point, your page is in the **Draft** state, meaning it won't be accessible on the site or visible in the navigation until it's published. Now, configure the page's properties, which are automatically displayed to the right.



Property	Description
Page Details	
Visible in Navigation	<ul style="list-style-type: none"> If enabled, the page is accessible on your site AND visible in the associated Navigation Area (e.g., in your navigation menu, as a top link, etc.). Use this setting for pages you want directly available to your users. If disabled, the page is accessible on your site but NOT visible in the associated Navigation Area. This hides the page but allows it to be accessed indirectly, making it ideal for pages you want to link to but not have directly available to your users. <p style="border: 2px solid orange; padding: 5px;">NOTE: See Hide & Delete Pages & Content to learn more about hiding and deleting both pages and content.</p>
Page Title	<p>The page's title, displayed as a heading on the page, if the Show Page Title box below is checked. If unchecked, the title is hidden.</p> <p>This title also represents the page in Page Designer.</p>

Property	Description
Page Code Name	<p>You can think of Page Codes as a shortened URL, making them easier to remember for site navigation and linking purposes.</p>
	<p>TIP: Assigning a Page Code is a best-practice, and we recommend using the same name for your URL Name and Page Code.</p>
	<p>When linking to a page (in a discussion post, email ,etc.), we recommend using its Page Code rather than hard-coding the entire URL. This way, if you or another admin ever update its URL, the Page Code will still link to the new URL automatically.</p>
	<p>EXAMPLE: If a page's URL is <code>hug.higherlogic.com/events/ecwest/hlacademy</code> and its Page Code is hlacademy, it can be accessed via <code>hug.higherlogic.com/hlacademy</code> instead of typing the entire URL. And, when linking to this page, it could just point to <code>/hlacademy</code> and not the full URL.</p>
	<p>Page Codes are also used to syndicate content on other pages.</p>
URL Name	<p>This is the page's name in the browser URL address bar.</p>
	<p>EXAMPLE: If you set the page's URL to <code>ecwest</code>, its URL would be: <code>https://[sitename].com/examplepath1/examplepath2/ecwest</code></p>
CSS Wrapper Class Name	<p>Here, you can wrap the page with a class to facilitate CSS style targeting, if needed.</p>
Tags	<p>Apply tags to a page to help group similar content, making it easier for users to find via search.</p>

Property	Description
Search Engine Optimization	Click Show to view these options
Meta Title	The title for this page content.
Meta Description	<p>The meta description is a ~160 character snippet, a tag in HTML, that summarizes a page's content. Search engines show the meta description in search results typically when the searched for phrase is contained in the description.</p> <p>Optimizing the meta description is a very important aspect of on-page SEO.</p>
Featured Image	<p>Link to a featured image.</p> <hr/> <p>EXAMPLE: http://www.example.com/image.jpg</p> <hr/>
Canonical URL	This is the search-engine-friendly URL you want search engines to treat as authoritative. In instances where multiple URLs go to the same place, providing a canonical URL helps instruct a search engine as to the primary URL.
Additional Meta	This is where you can add additional meta tags in the page header.
Advertising	
Show ads on this page?	Specify whether website ads will display on the page.
Syndication	
Prevent the content of this item from being syndicated to other pages/sites	<p>Controls whether this page's content can be syndicated on other pages. Unchecked allows for syndication. Syndication is an excellent way to re-use page content.</p> <hr/> <p>NOTE: When syndicating a page's content, make sure the Page Layout of the page you're syndicating <i>from</i> and the page you're syndicating <i>to</i> are the same.</p> <hr/>

Property	Description
Page Permissions	
View Permissions	<p>This important setting controls who can access the page:</p> <ul style="list-style-type: none"> • Select Everyone to make it a public page visible to ALL users, regardless of whether they're members or not. If desired, check the Hide after logged-in? box to hide the page from logged in users, allowing you to have public (or other specific) pages on your site that are automatically hidden after users log in.
	<p>EXAMPLE: Why would you want to hide pages from logged in users? Let's say you have a public page explaining the benefits of becoming a member. Once users become a member, and subsequently log in, that page is no longer applicable and can be hidden.</p>
	<ul style="list-style-type: none"> • Select Logged In to make it a private page only available to members who are logged in. You can think of this as the “members only” setting. • Select Custom Permissions to choose which specific roles and/or Security Groups can access the page. You'll be able to select from the default system Security Groups and those created specifically for your organization. Custom permissions give you much tighter control over who can access a page.
<p>NOTE: You can also set View Permissions for content as well (both Content Items and Widgets). This gives you a lot of flexibility, for example, to make a page publicly available but tighten the security on specific pieces of content on that page.</p>	

3. When finished, click:

- a. **Save** to save your settings and leave the page in the **Draft** state
- b. or **Publish** to save your settings and make the page live.

Next Step

After creating the page, you'll then want to define its layout and add content.