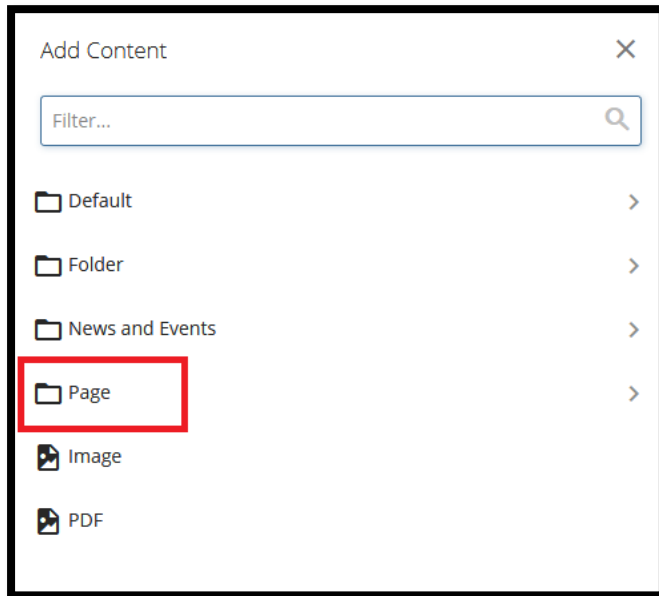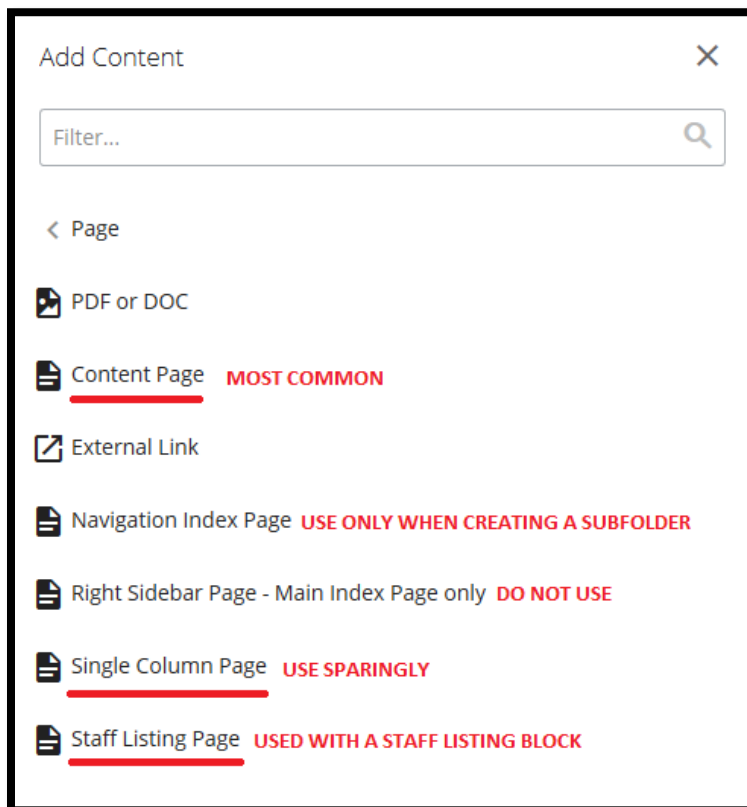# Adding Pages

Highlight the folder you want to add a page to then click Add Content > Page

Then Choose type of page

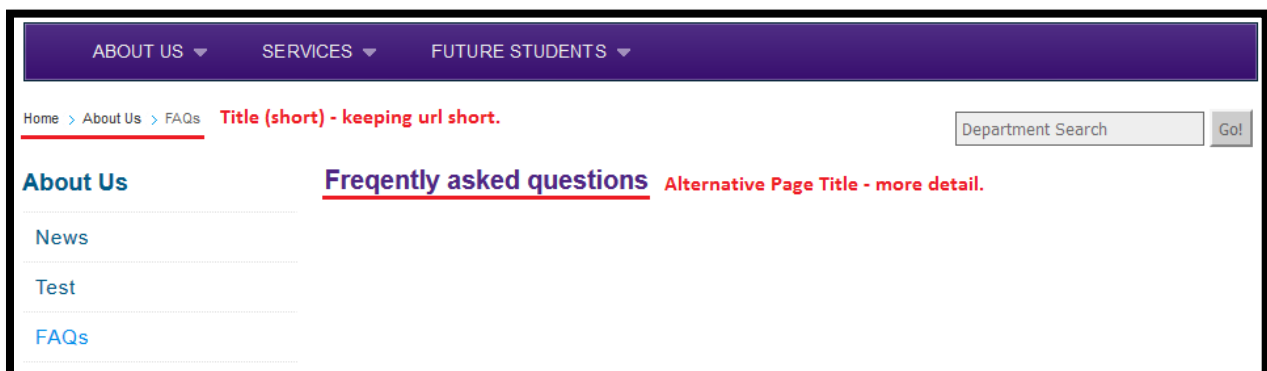**The Content Page is the most common page. An example is below:**

Longer page names will create a longer URL making it difficult to link from on publications and to share with others. It is always recommended to keep the name of your pages short and easy to read. There are two ways to create a shorter page title:

1. Alternative Page Title:

Add the shortened version of the page name under title and use the "Alternative Page Title" to capture the full title you require. The alternative page title will appear on the page but your URL will remain short.

2. Editing a Page Name to an Existing Page:

Once a page is created, adding an alternative page title will not change the actual page URL. To change a page name once the page has been created, click on the 'move/rename' tab. Change the name of your page in the system name field.

Important   **Spaces and special characters should not be used in page names as they may result in an error when a viewer tries to view your page. To separate between words the underscore character (_) should be used.**