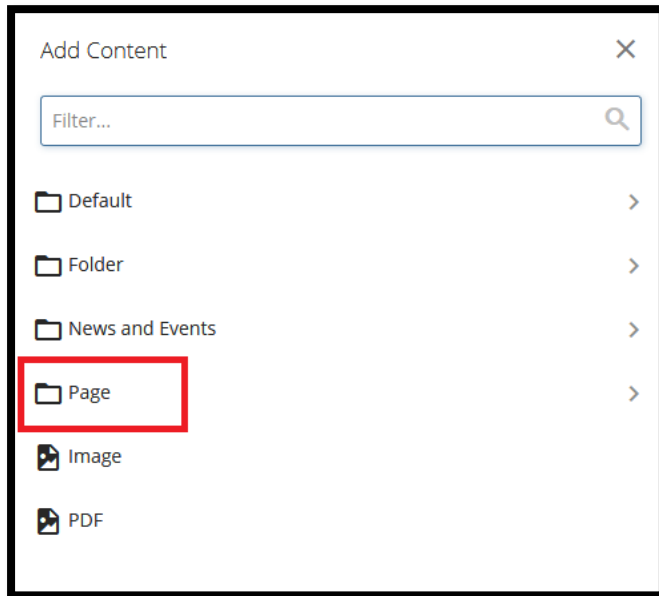
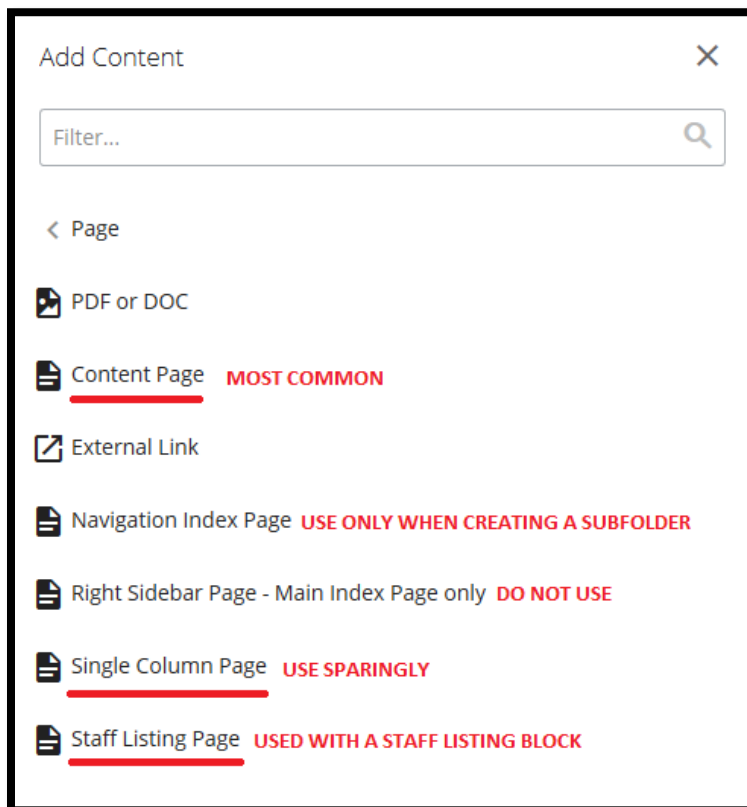


# Adding Pages



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:

The screenshot displays a web page for Schulich Medicine & Dentistry's Communications department. The page title is "Content Page Example". The navigation menu includes: BRANDING, PUBLICATIONS, MEDIA RELATIONS, SCHOOL SWAG, SERVICES, and ABOUT US. The breadcrumb trail is: Home > About Us > Content Page Example. A search bar is located in the top right corner with the text "Search Communications" and a "Go!" button. The main content area is titled "Content Page Example" and contains three columns of text. The first column is titled "Basic Page Content area" and explains that the "Content Page" is the most common type of page, with four sections: Basic Page Content, Left Column, Right Column, and Basic Page Content Below Columns. The second column explains that the "left column" and "right column" areas should be used together, and if only one is used, the page will look unbalanced. The third column explains that the "left column" and "right column" areas should be used together, and if only one is used, the page will look unbalanced. The footer contains contact information for Communications, a list of key topics (Branding, Publications, Media Relations, School Swag, Services, About Us), a list of popular resources (School News, Branded Templates, The Pulse, Alumni eNewsletter, Branding Guidelines), and the Western University logo.

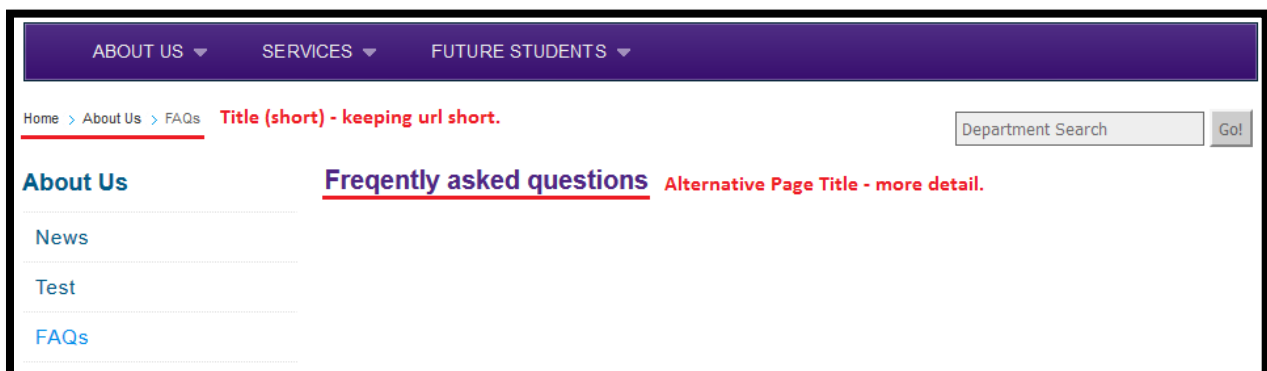


Longer page names will create a longer URL making it difficult to link from on publications and to share with others. It is always recommended to keep the name of your pages short and easy to read. There are two ways to create a shorter page title:

## 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.

The screenshot shows the configuration interface for a page. At the top, there are tabs for 'Content', 'Metadata', 'Configure', and 'Fullscreen'. The 'Content' tab is active. The page is titled 'FAQs' and is located in the 'about\_us' placement folder. The 'Display Name' is 'Information Services'. The 'Title' is 'FAQs'. There are two radio button options for navigation: 'Include in Top & Footer Navigation' (set to 'Yes') and 'Include in Side Navigation' (set to 'Yes'). Under the 'Basic' section, the 'Alternative Title' is 'Frequently asked questions'. The 'Alternative Page Title' field is highlighted with a red box, indicating where to enter the full title for SEO purposes.



## 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.

