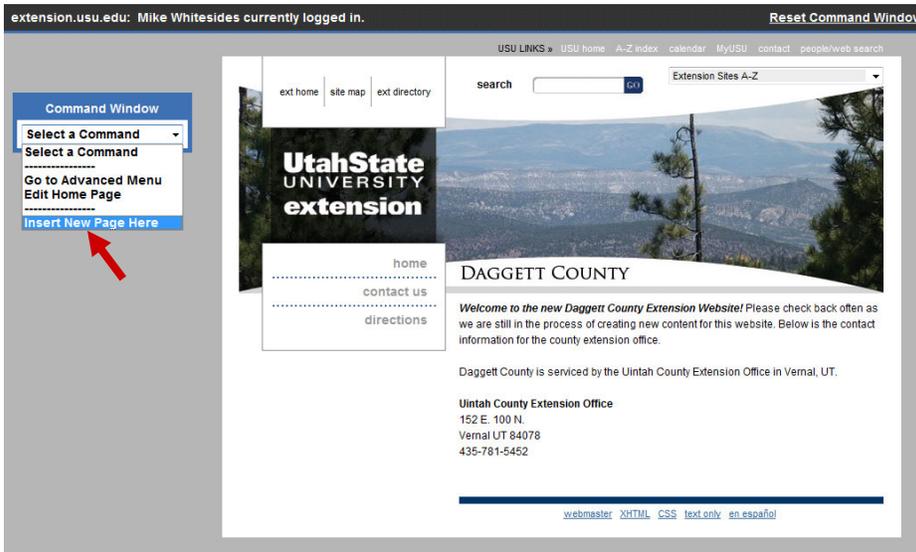
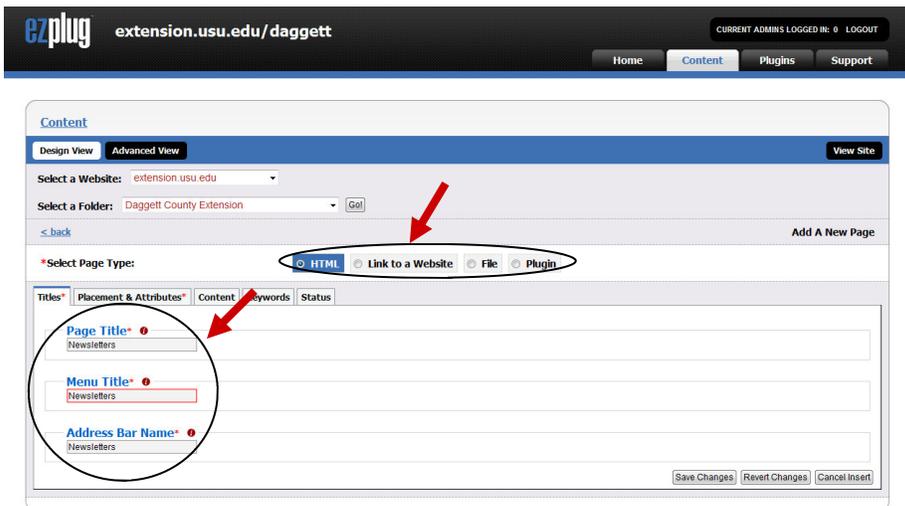


Inserting a New Page



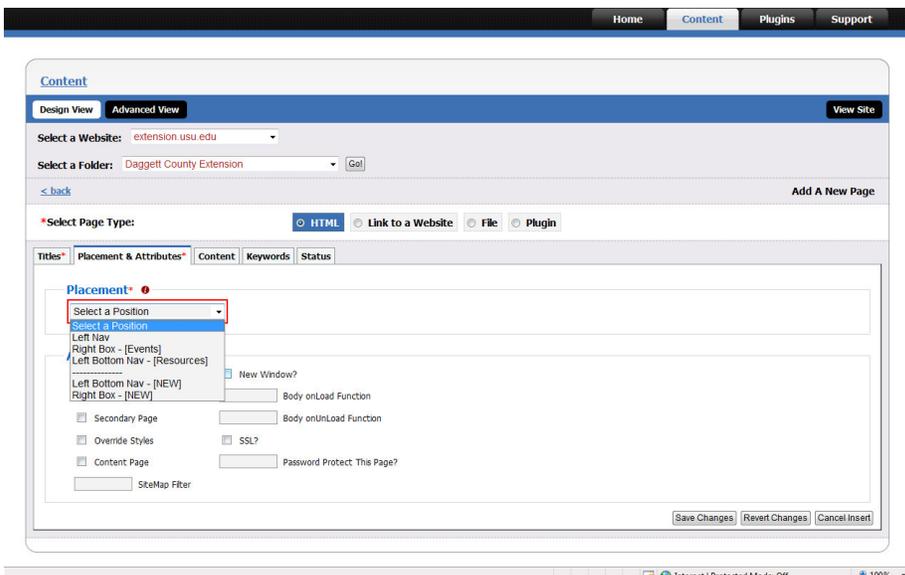
1. In the command window click on 'Insert New Page Here'

Note: You should always insert a new page from the Home Page



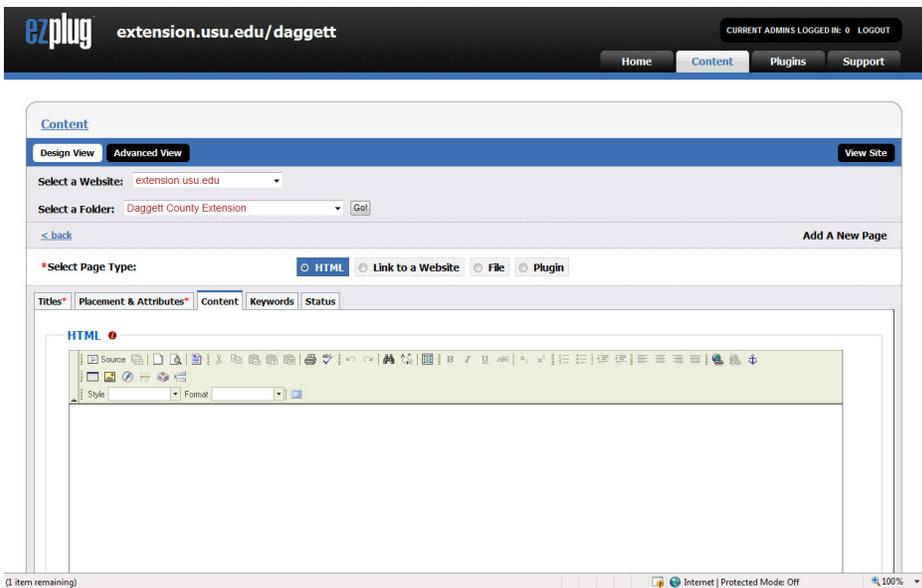
Title Tab

1. Select page type you would like:
 - HTML—web page
 - Link to a Website—link to an external Web site
 - File—Link to a PDF or Word File
 - Plugin— Link to the Calendar, Analytics, or another Plug-in (Contact Jay McEntire for access)
2. Insert the title you would like for the Page Title, Menu Title and Address Bar
 - Page Title: The title on the Web Page
 - Menu Title: The name on the navigation
 - Address Bar: The title in the URL



Placement & Attributes Tab

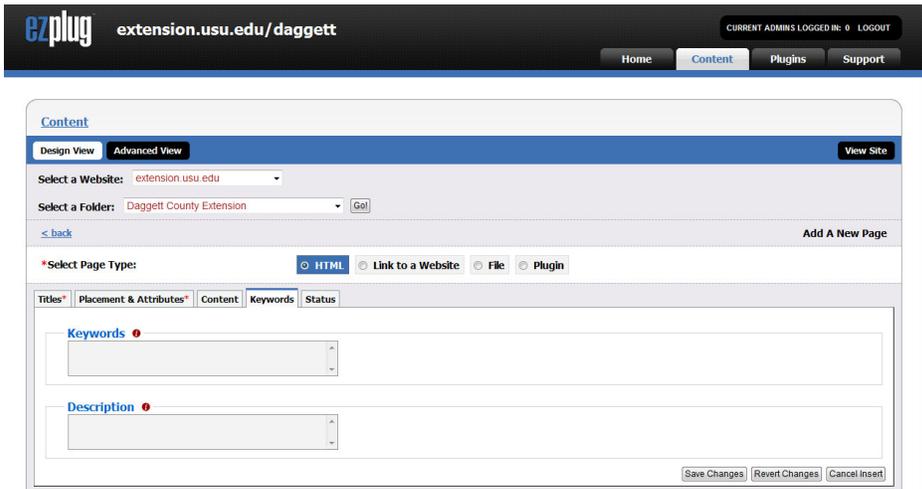
1. In the Placement drop down window select where you would like the navigation to be for your new page
2. Generally you will always select 'Left Nav' unless you have other navigation



Content Tab

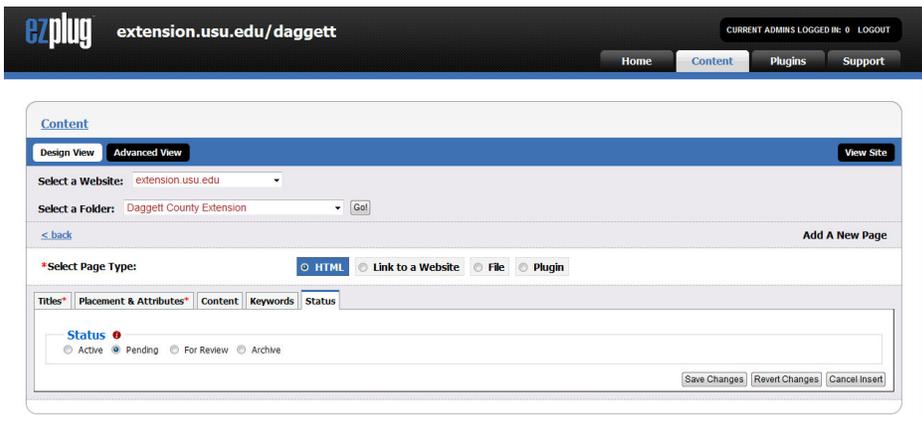
1. In the Content Tab is where you insert your text, images, links or other content.

Please refer to the other tutorials for more detailed information.



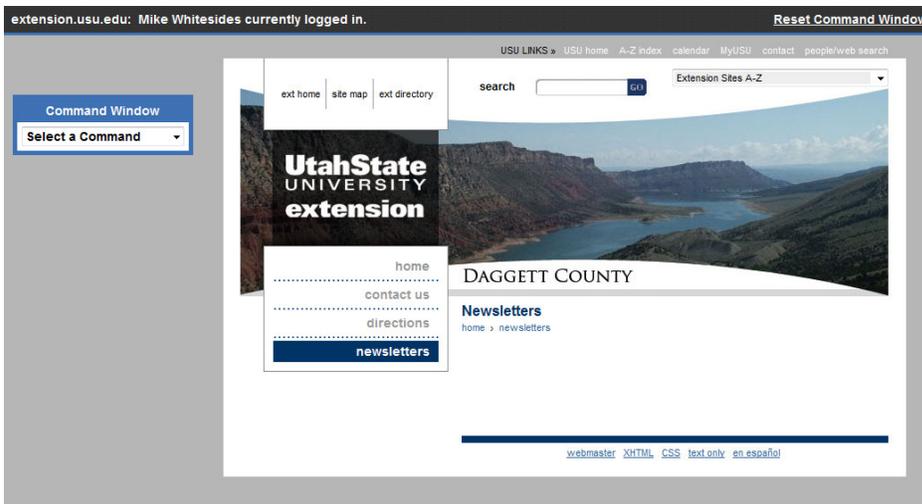
Keywords Tab

1. Insert Keywords separated by commas (,) for search engine optimization
2. Insert a brief description of the web page



Status Tab

1. By default the status of your Web site will be 'Pending Approval.' To make the site live click on 'Active.'
2. To update the page click on 'Update Page'



The 'Newsletter' Page has now been created