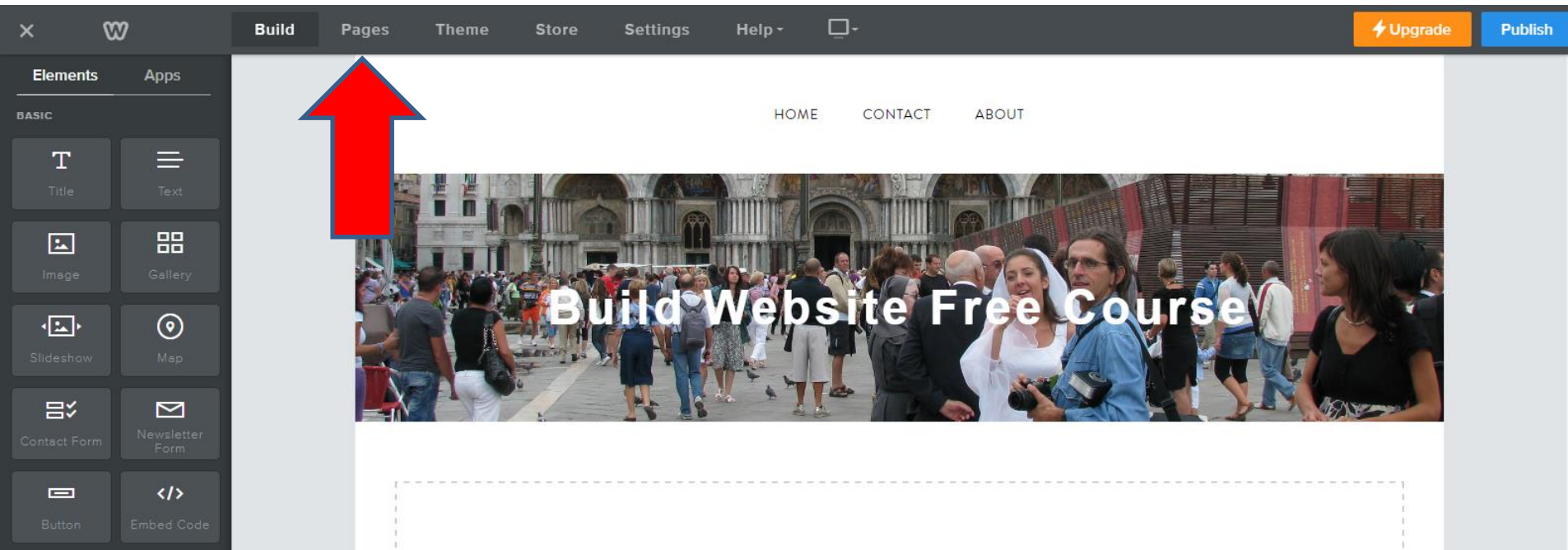


Step 4 – Add/Manage Pages – Part 1.

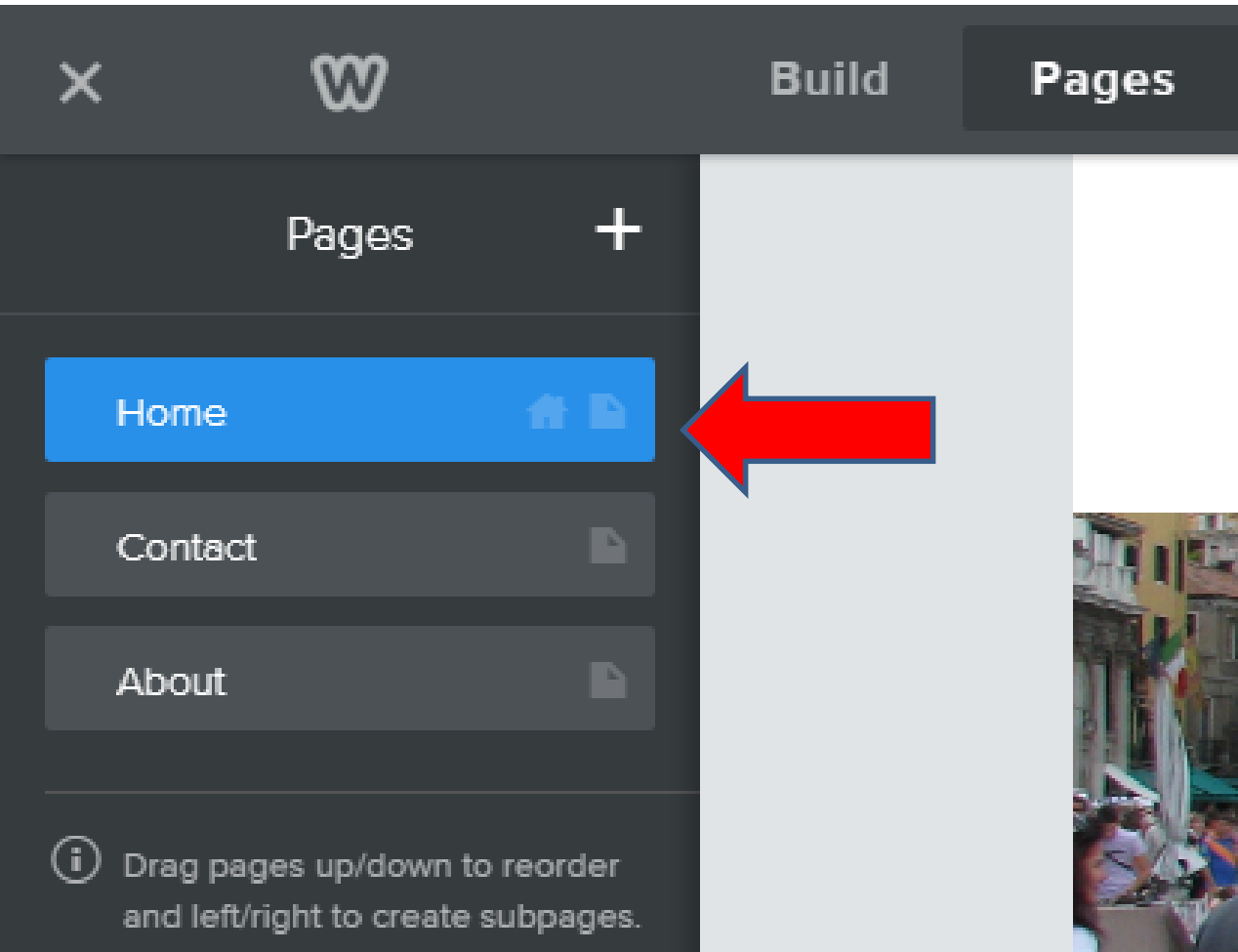
- I will be showing you how to Copy Page, Delete Page, Add Page and Hide Page.**
- We already did how to change from No Header to Header and you can always go back to No Header.**
- As I mentioned before, the reason for Copy is if you change a Header and you want it with the Site Title on most pages.**
- If you create your own “Header” with Section, you can Copy page again. The Tip shows you that.**
- I will show you how to Copy Page. First go to the page you want to copy, like Home.**

Then, click on Pages next to Build



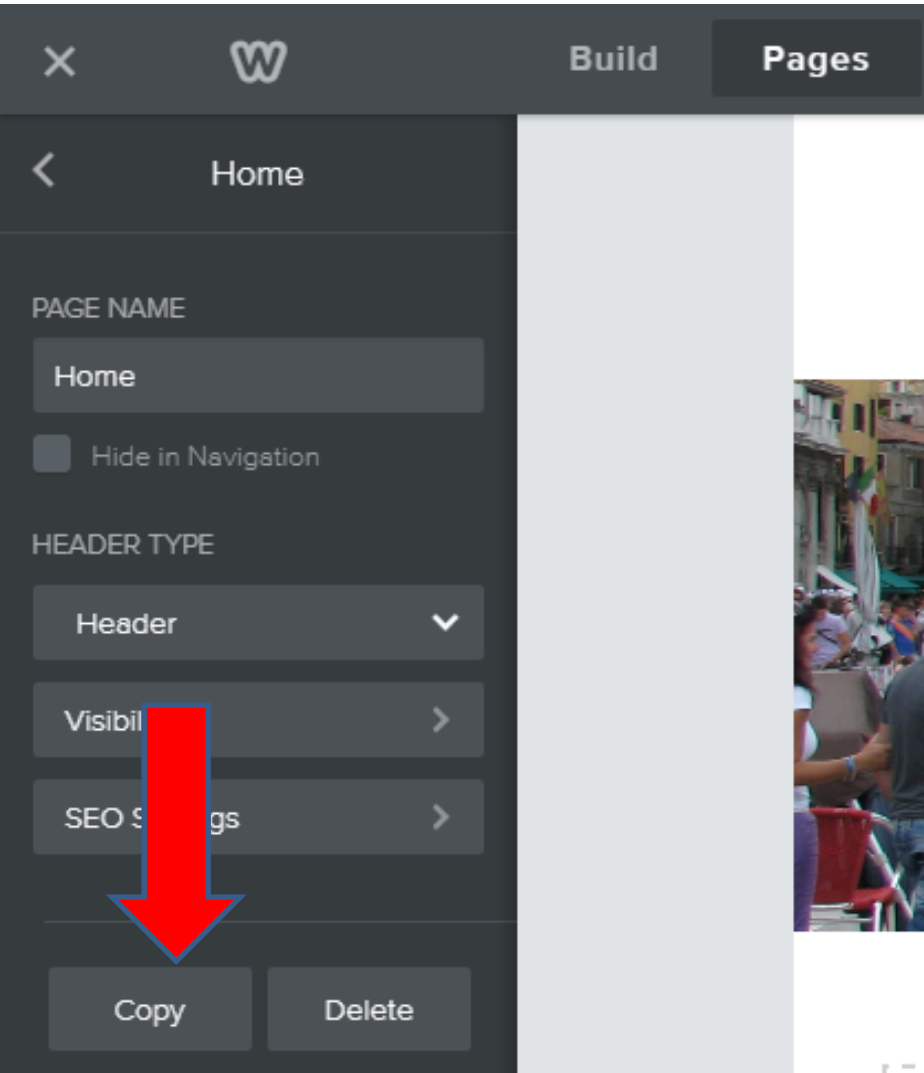
- Next is what Happens and how to copy.

- Click on the page you want to copy, like Home. Next is what happens again.

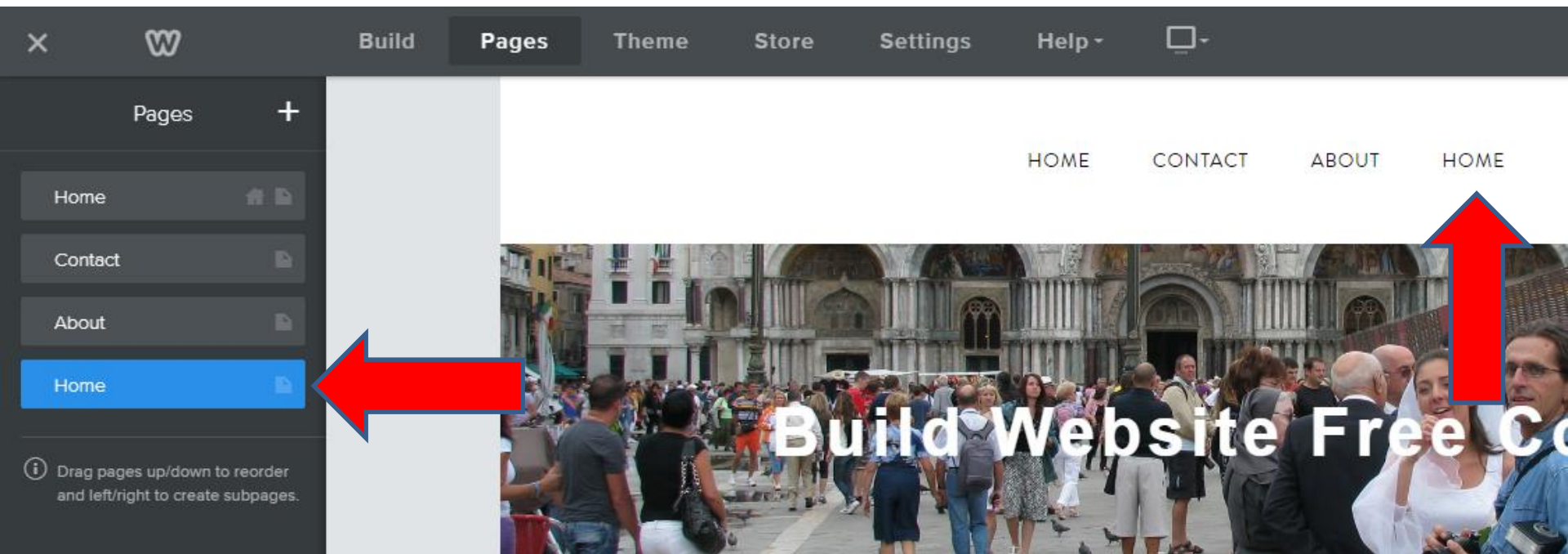


You then see Copy at the bottom.

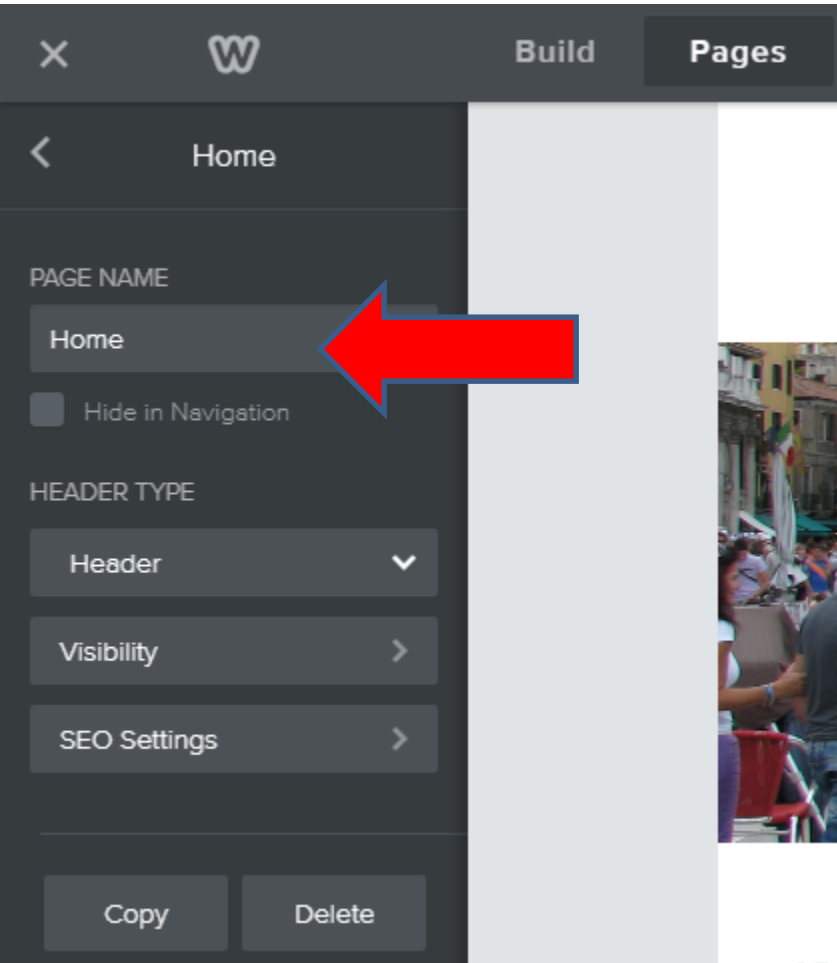
- Click on Copy and next is what Happens.



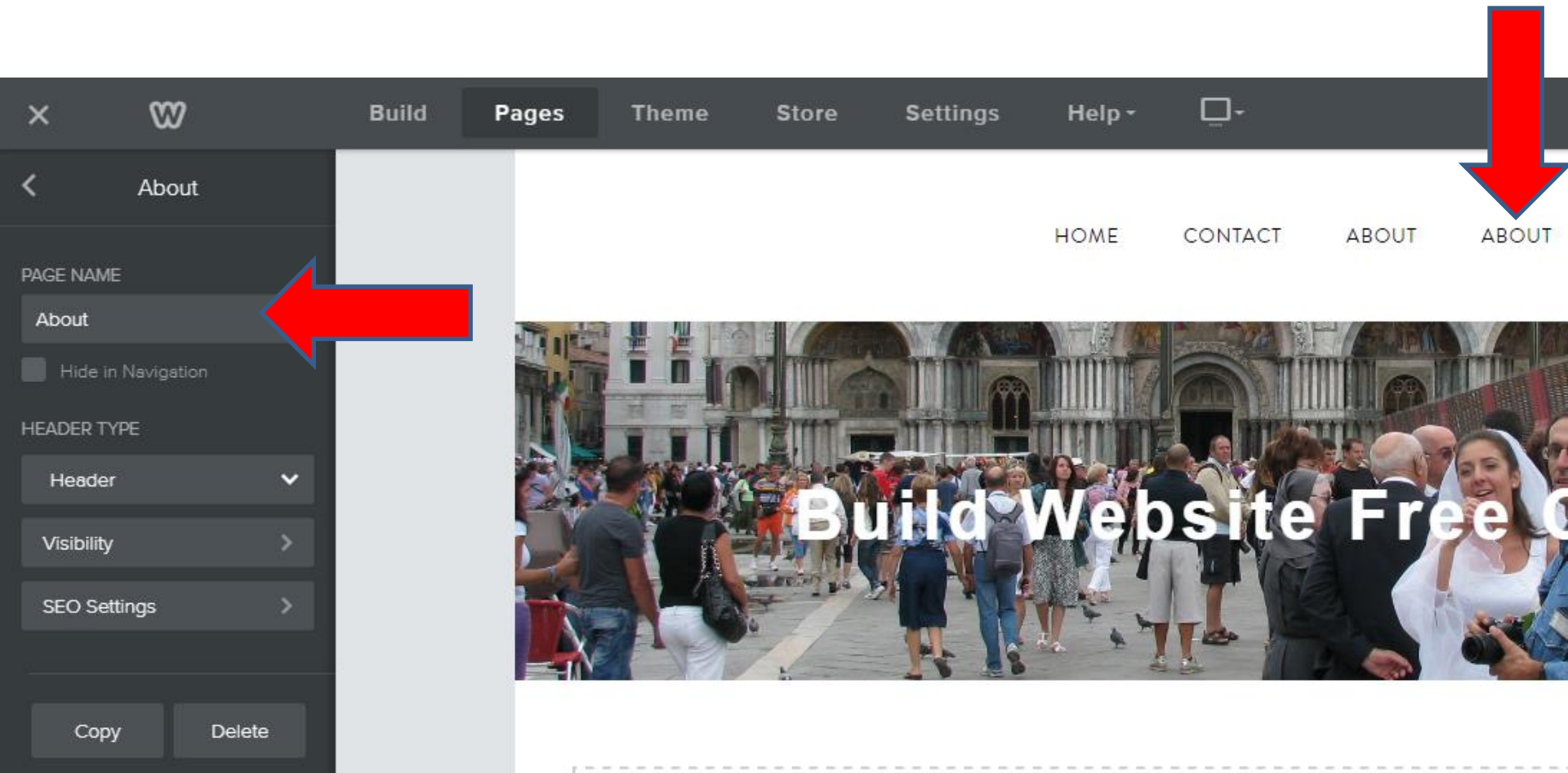
- You see second Home page.
- Click on it on the left and next is what Happens.



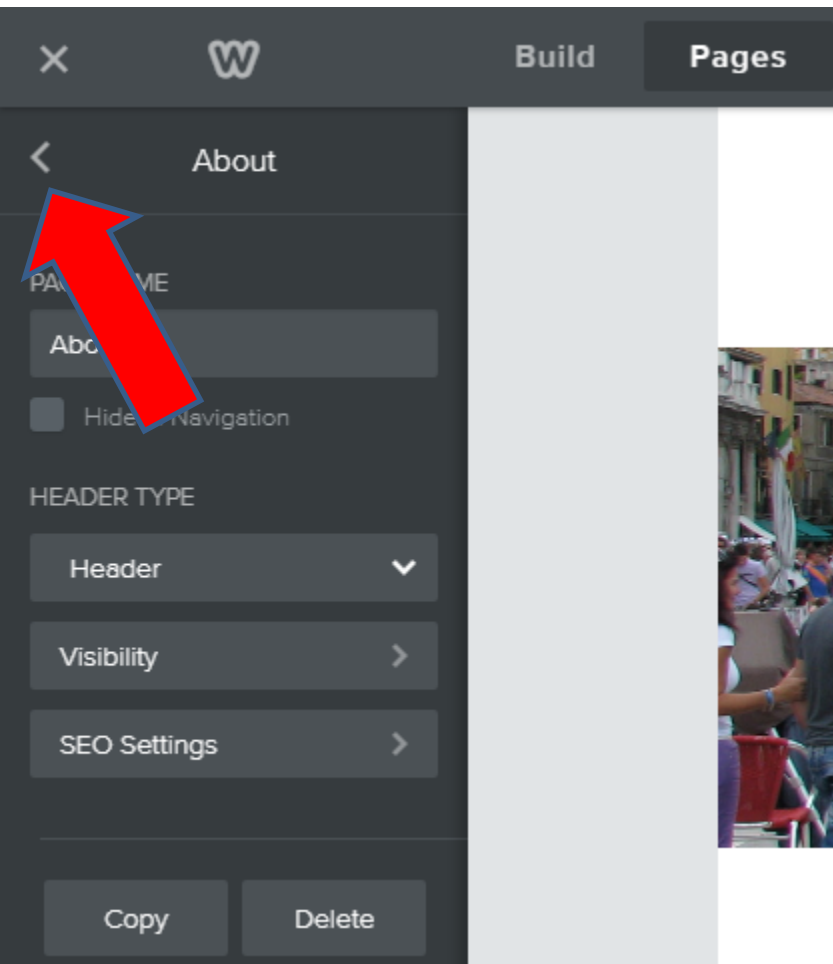
- Then highlight Home and type in another name, as About that is one of your pages. The reason is you can delete the other one.
- Next is a sample that I typed, About.



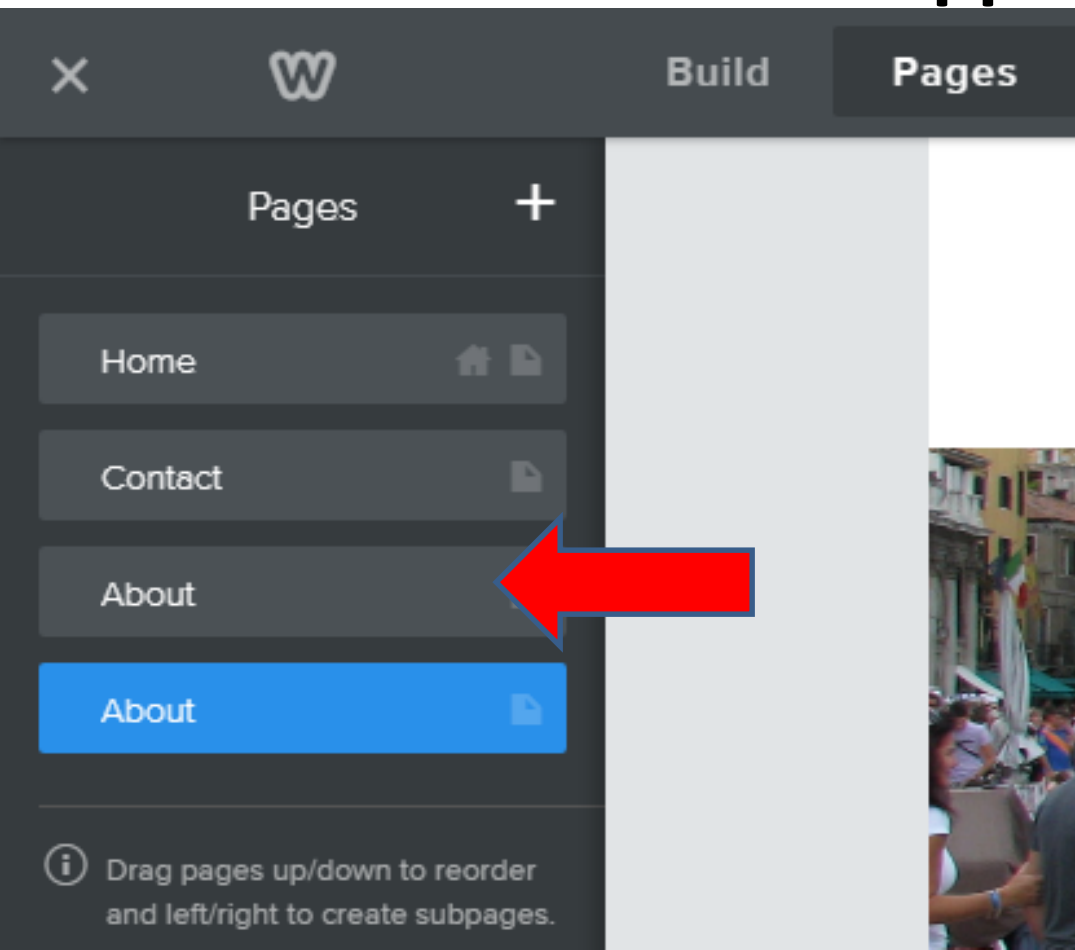
- Once you type in the text, like About, click outside of it and you will see ABOUT.
- Next is how to delete the original ABOUT.



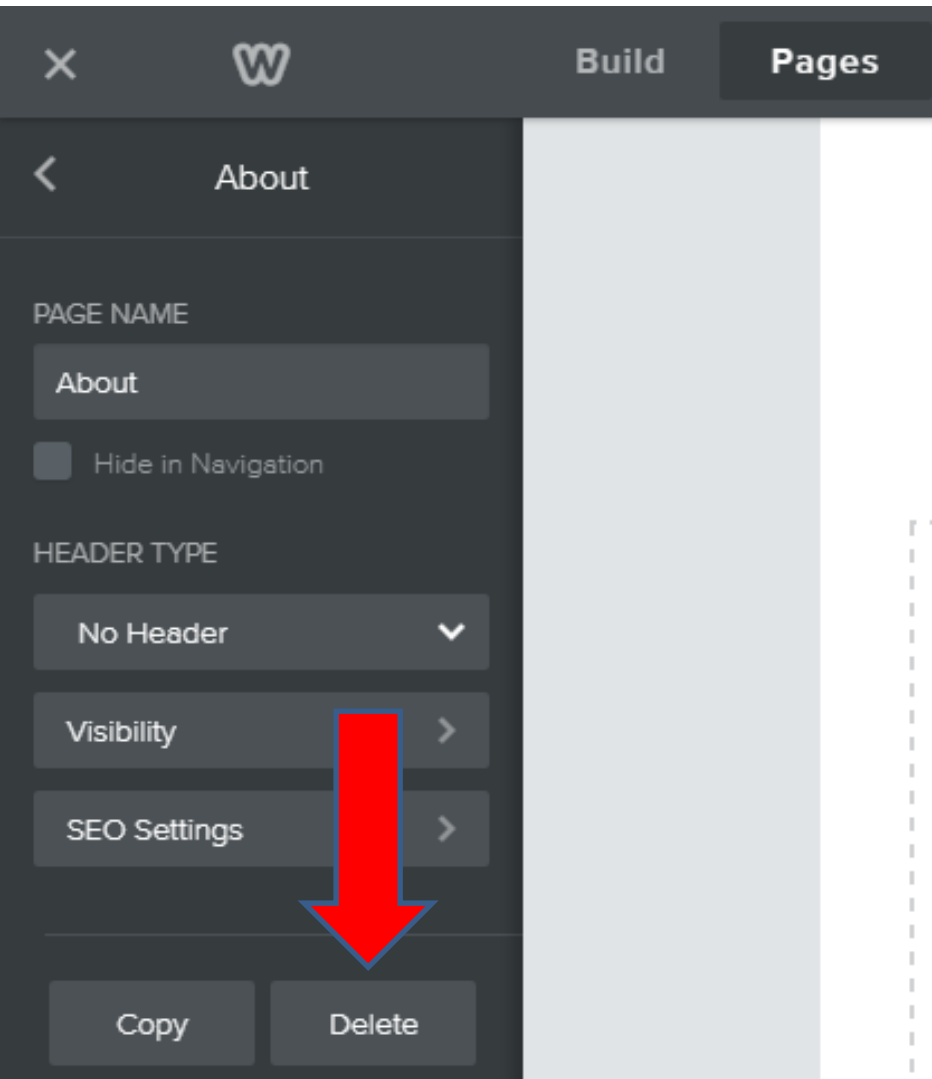
- **First click on < in the upper left to go back to the list of pages. Next is what Happens.**



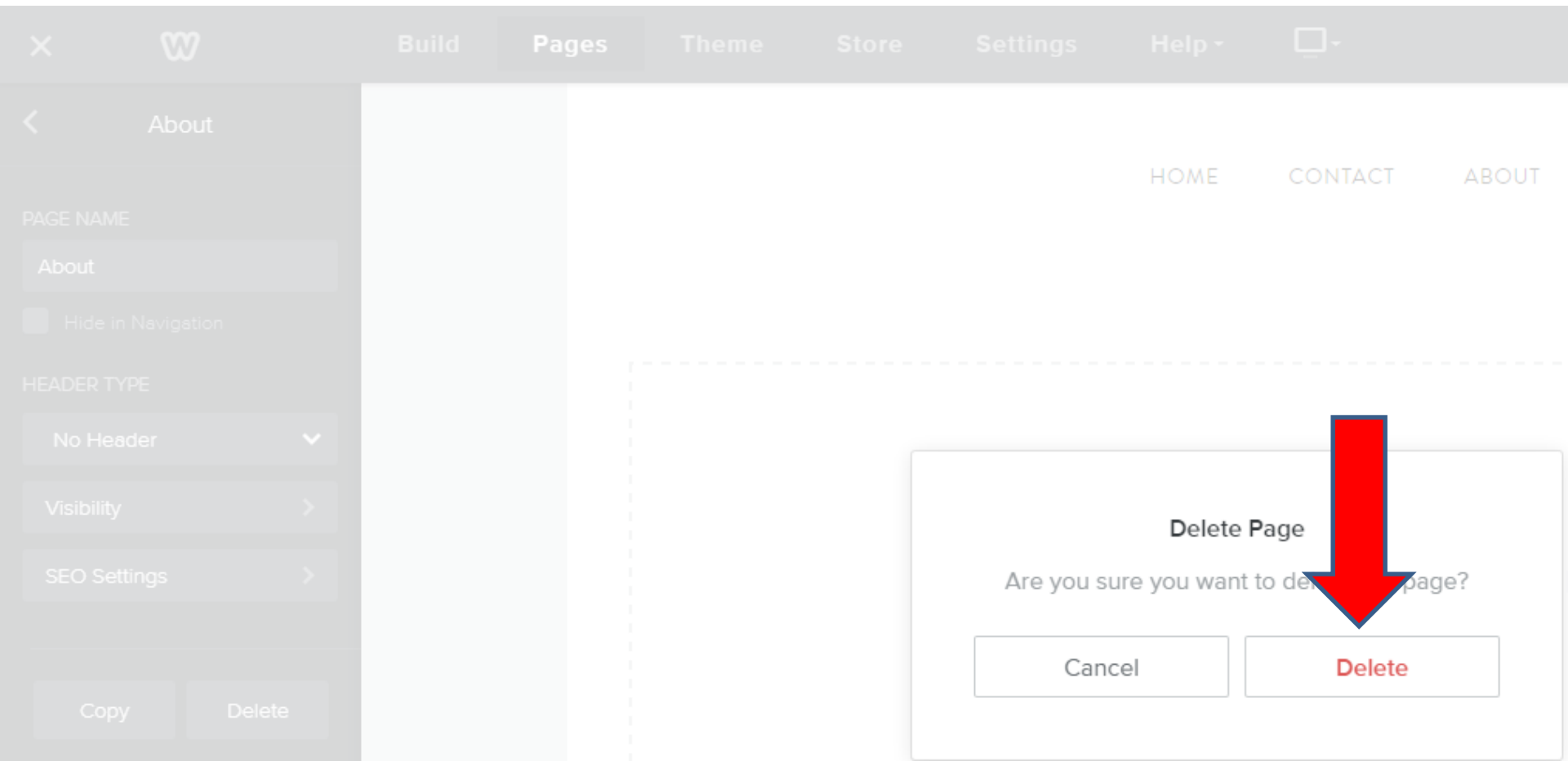
- You see the list and the new About highlighted.
- Next click on About above that is the original one. Next is what happens.



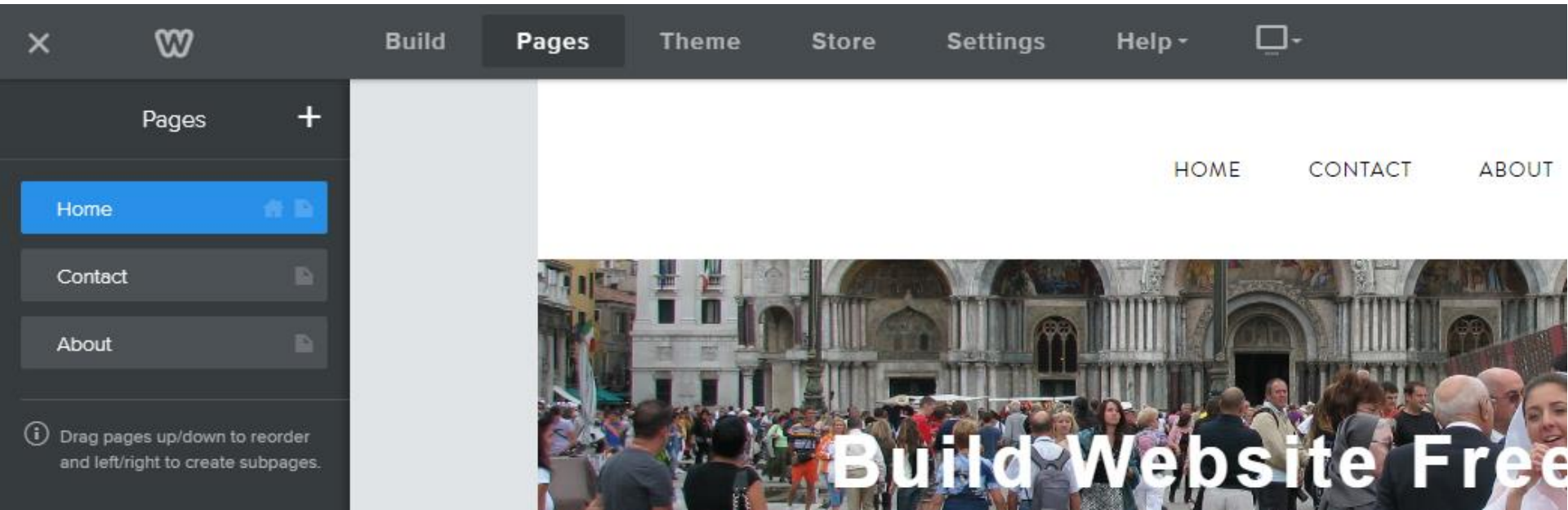
- You see the original with No Header and then click on Delete and next is what Happens.



- **New window opens and you can click Delete. If you click on Delete, the page is removed and it goes back to the Home page.**
- **Next is a sample.**



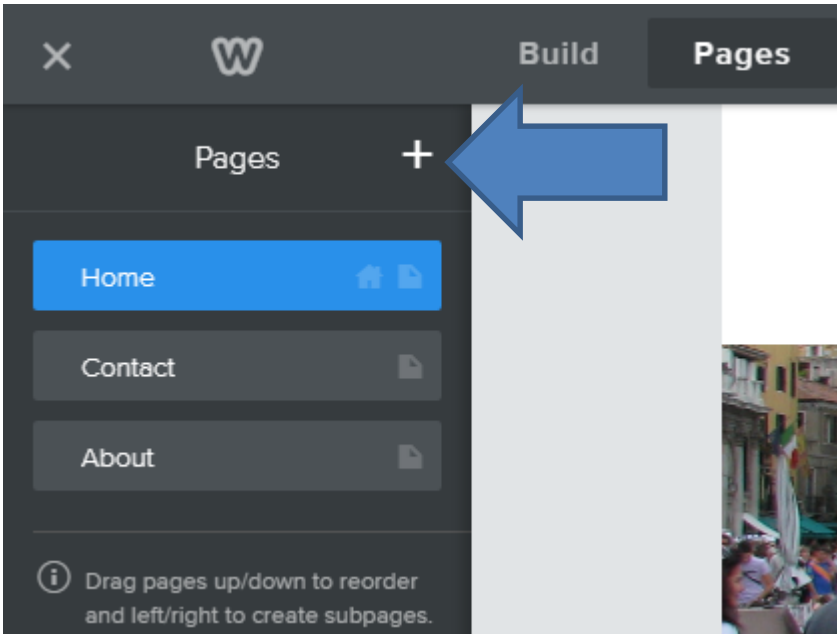
- You see the original page removed and you see Home highlighted.
- If you want the same Header on other pages, you can follow the same process to copy, like About page or Home page again.
- If you want another page without Header, you can add a page. Next is to add a page.



What is the reason to add a Page?

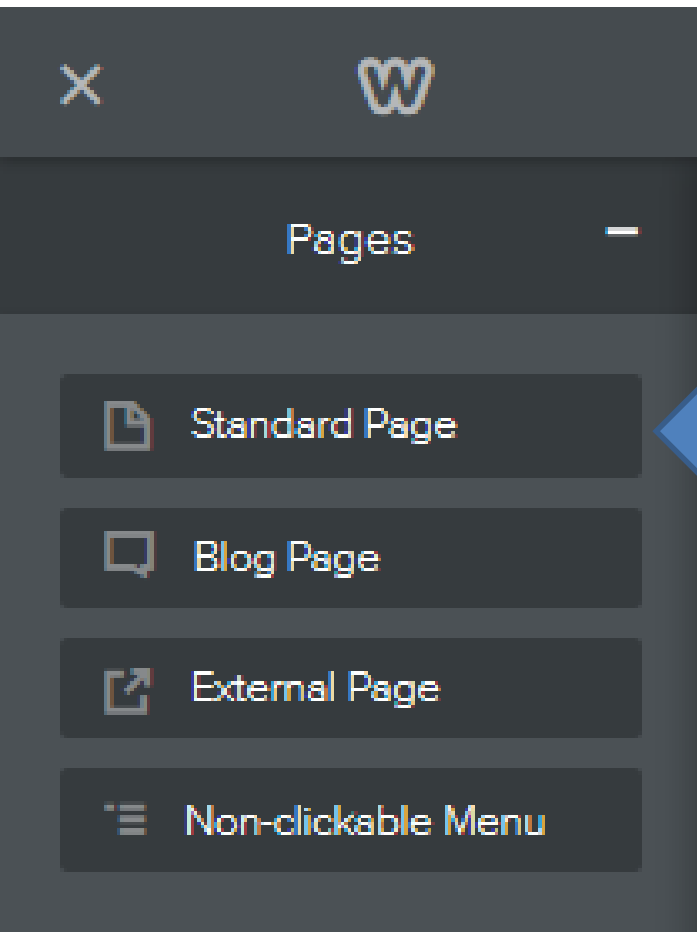
- **We are going to add a Test page, so you can practice using that page in this course.**
- **If you already did it at the course, you can add other pages you need.**
- **Next is how to add Page.**

- **First click on + to Add a page. Next is what happens**

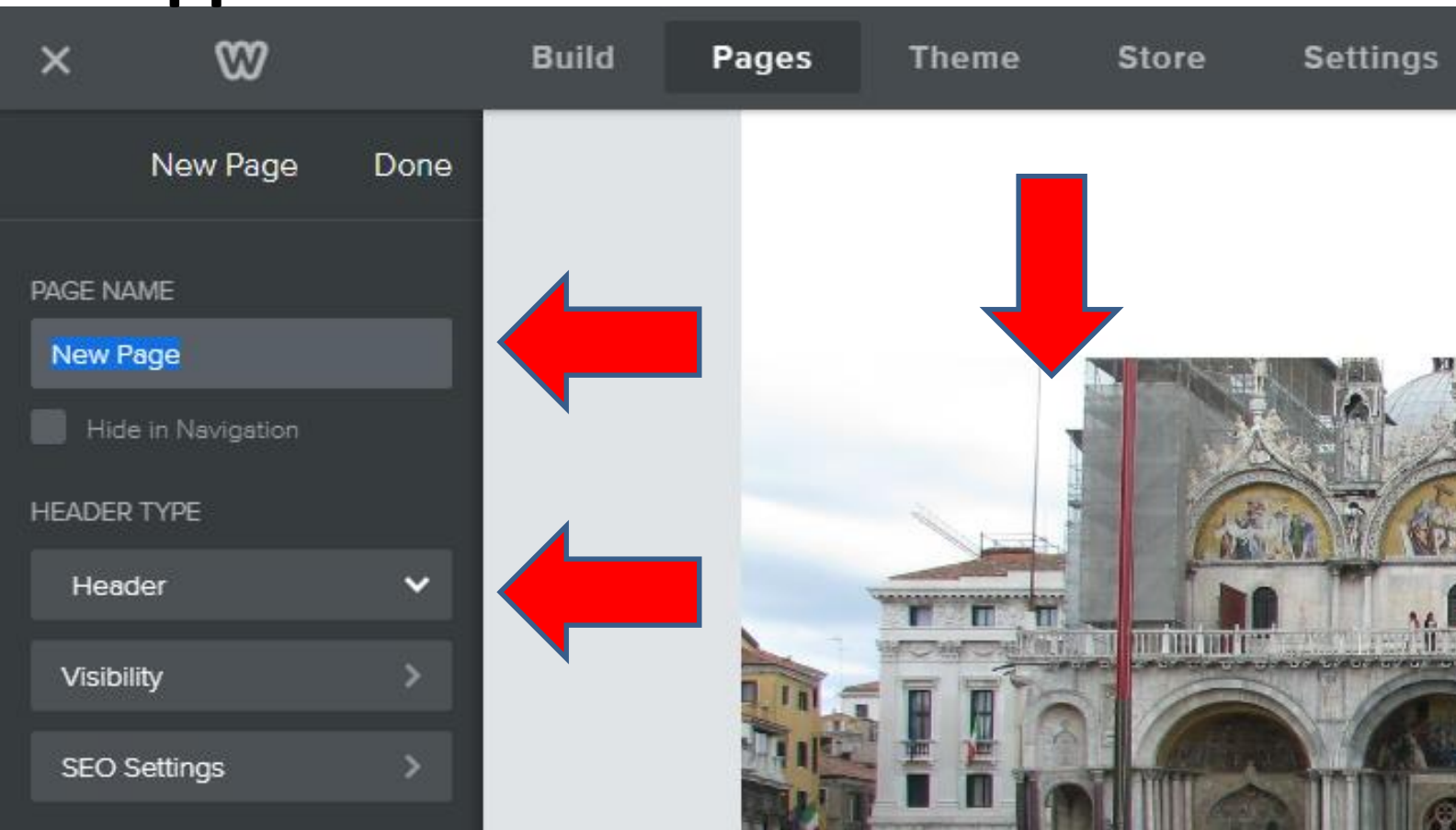


Then click on Standard Page

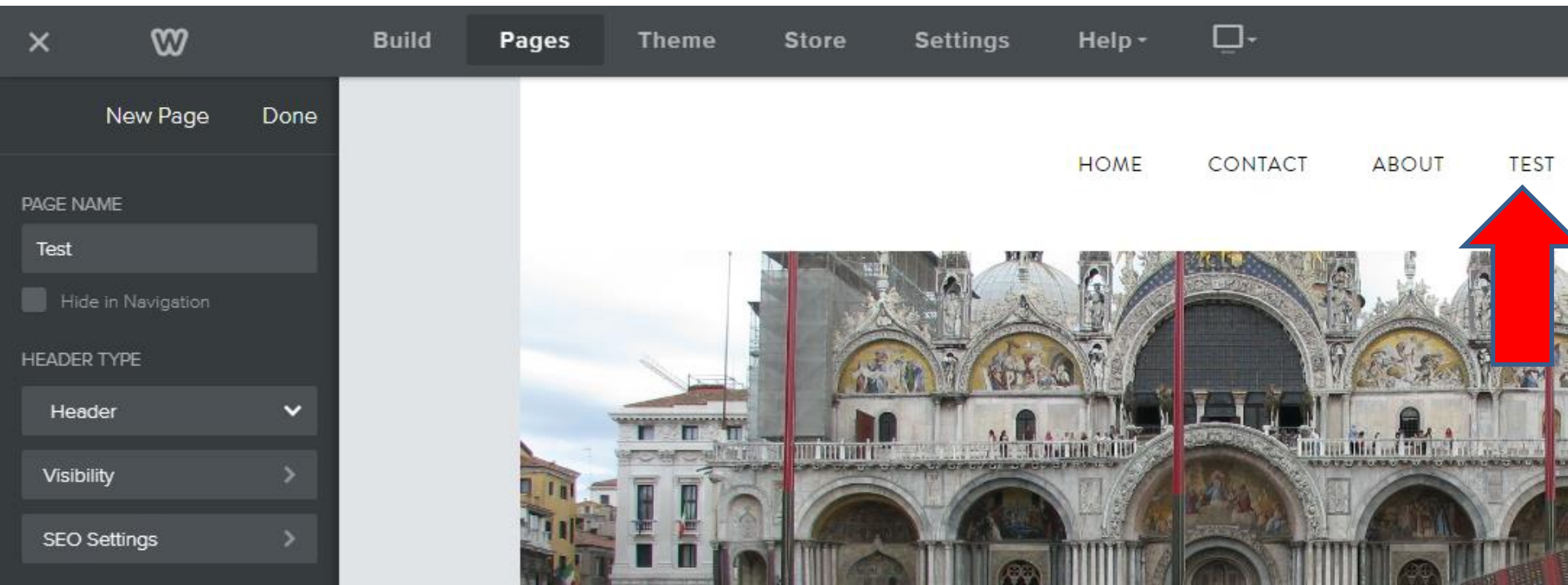
- Next is what happens.



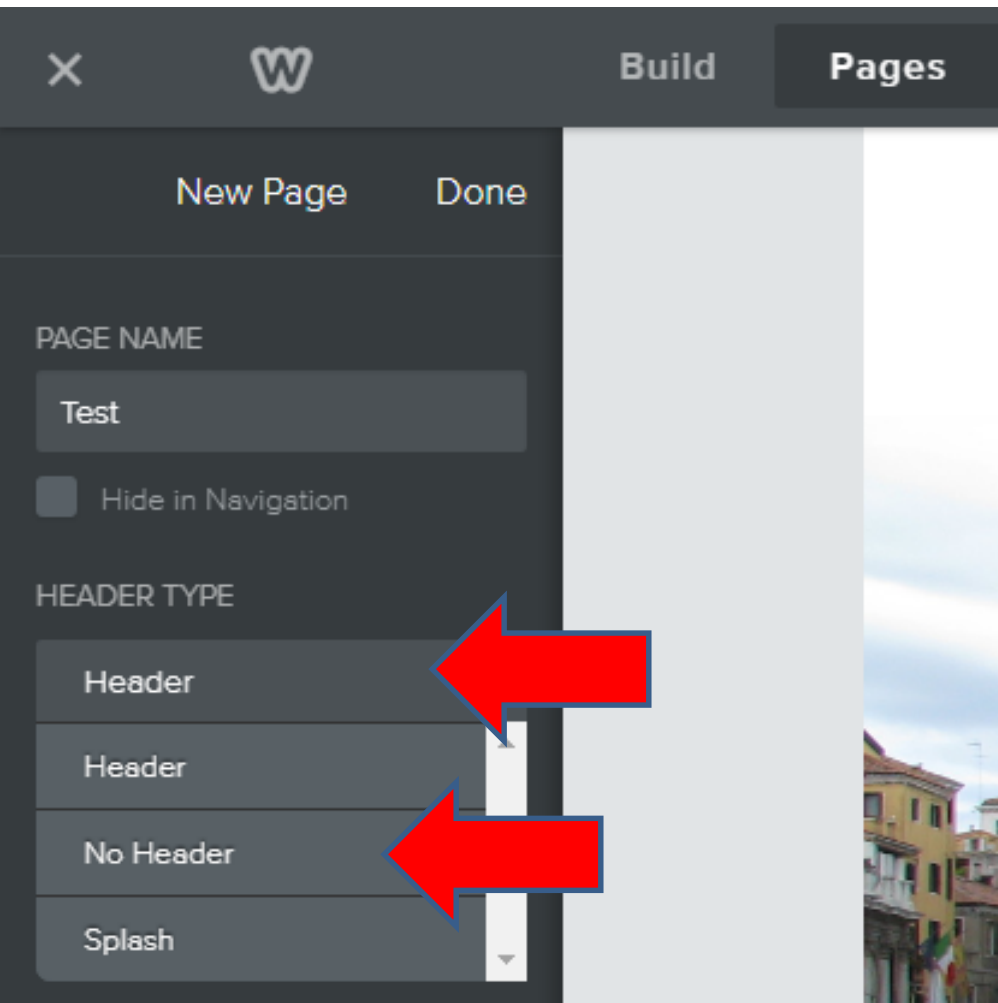
- You see New Page. And you see Header we added, but sometimes it is the original. Type in Test in the New Page or the other one you need. Next is what happens.



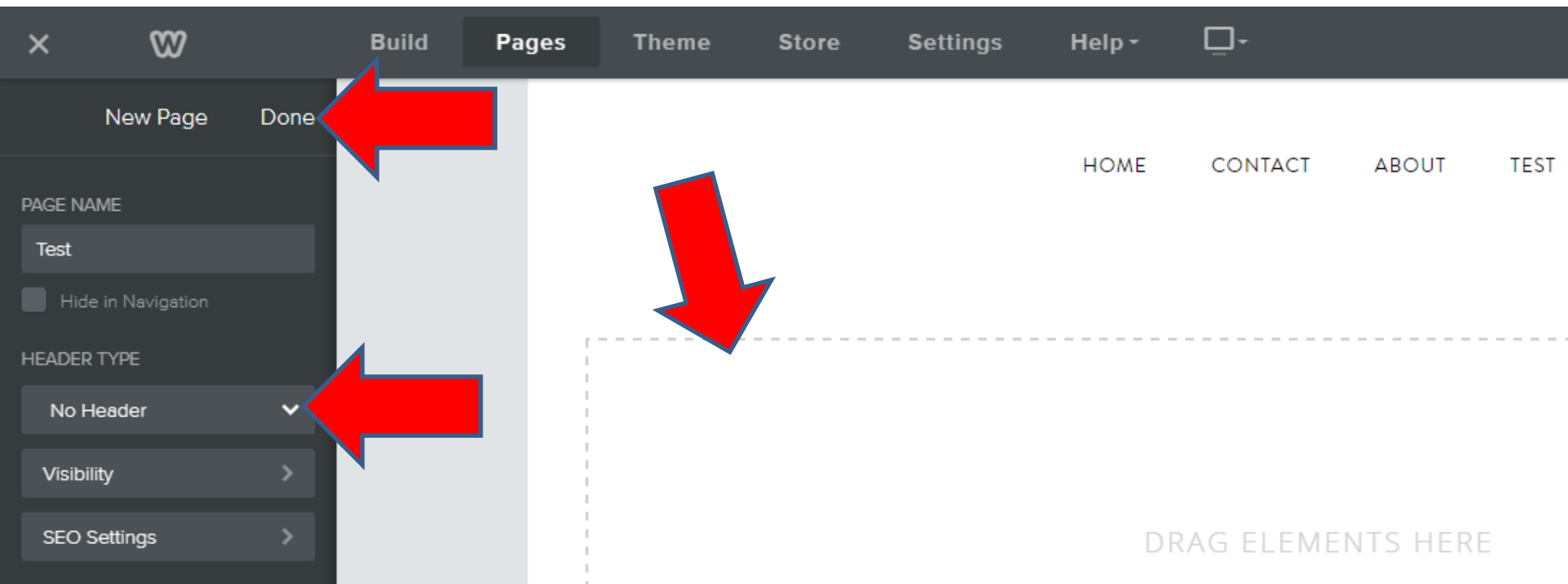
- After you type it, you may have to click outside it and you will see the Test page.
- Next is change to No Header, like I showed you before. The reason is that it is easier to add elements to the Test page.



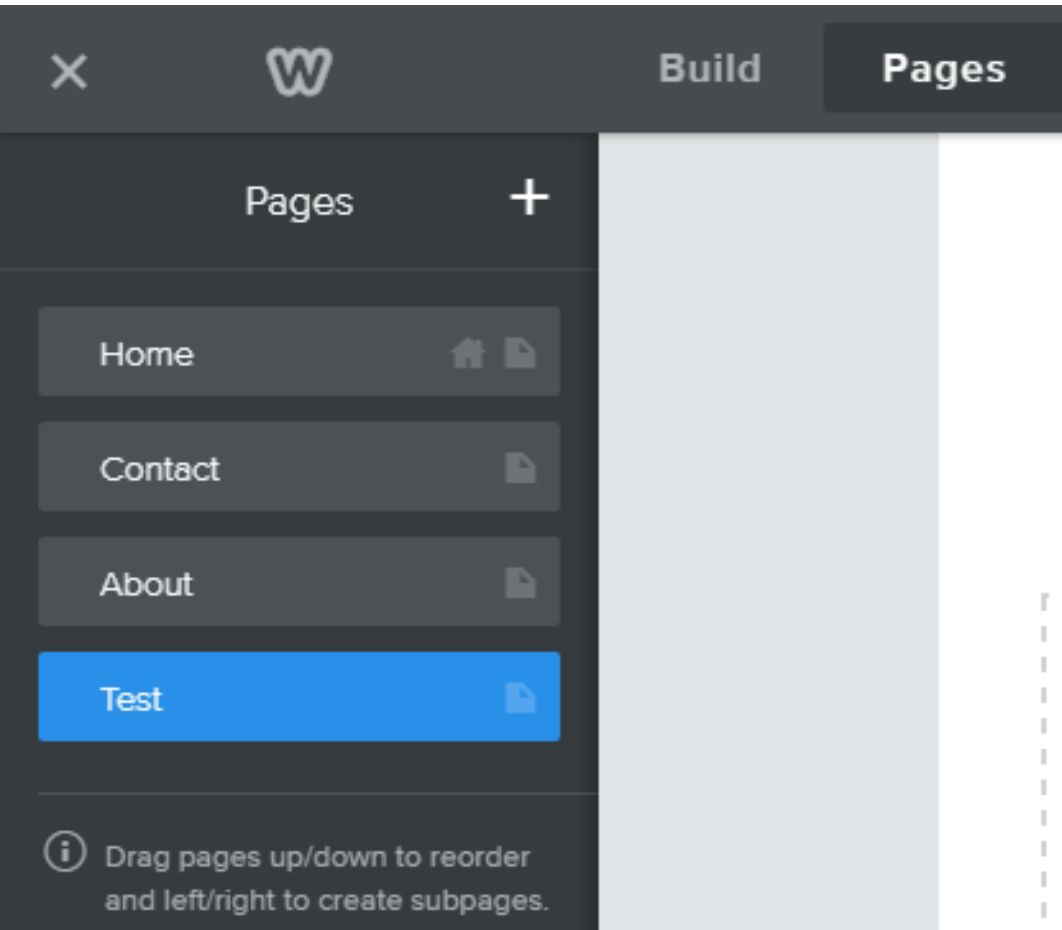
- **Click on Header and you see No Header. Click on No Header. Next is what Happens. Note – some browsers have a problem doing that, like IE.**



- You then see No Header. The reason to do that is it is easier to Test adding new Elements.
- Then click on Done and next is what happens.

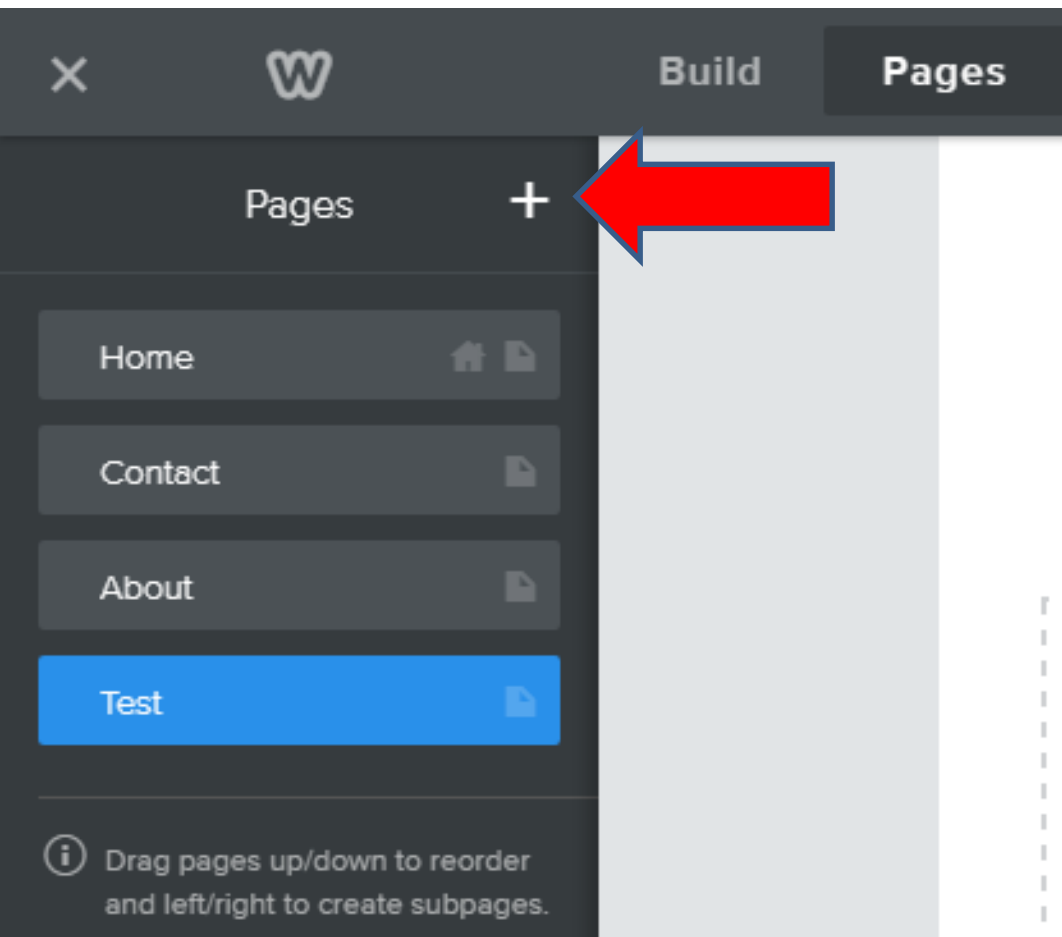


It goes back to Pages.



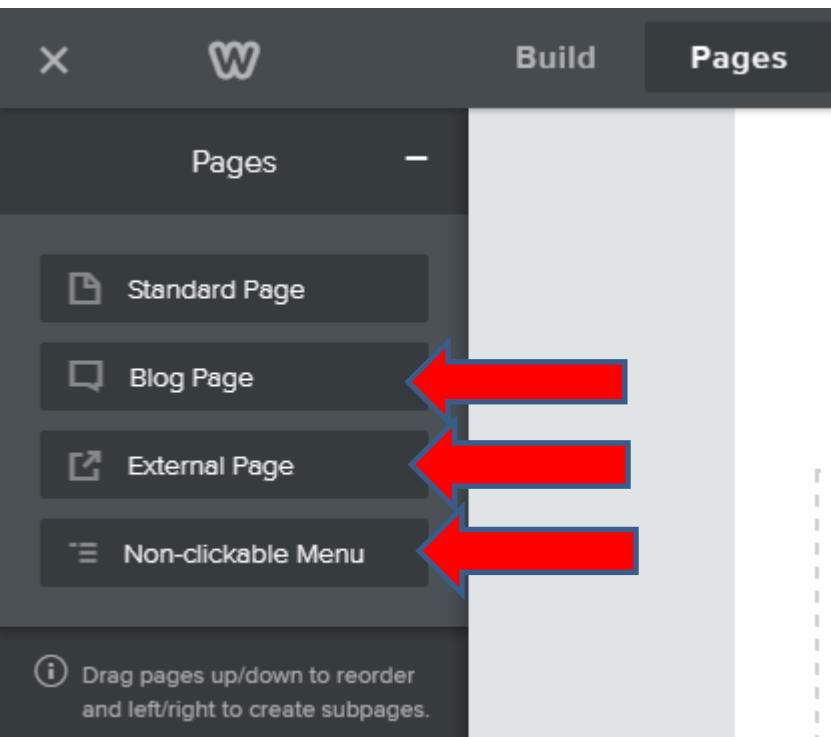
- Next I show other options to Add pages.

- Next is Other Options. First click on + again.



Other Options

- **Add Blog Page (in Part 2 on-line training)**
 - Note - a Blog Page is communication page.
- **Add External Link (in Step 9 – Add Links)**
 - Note – it is like a link to Facebook, or a page on a different Site.



• **Non-clickable Menu is next.**

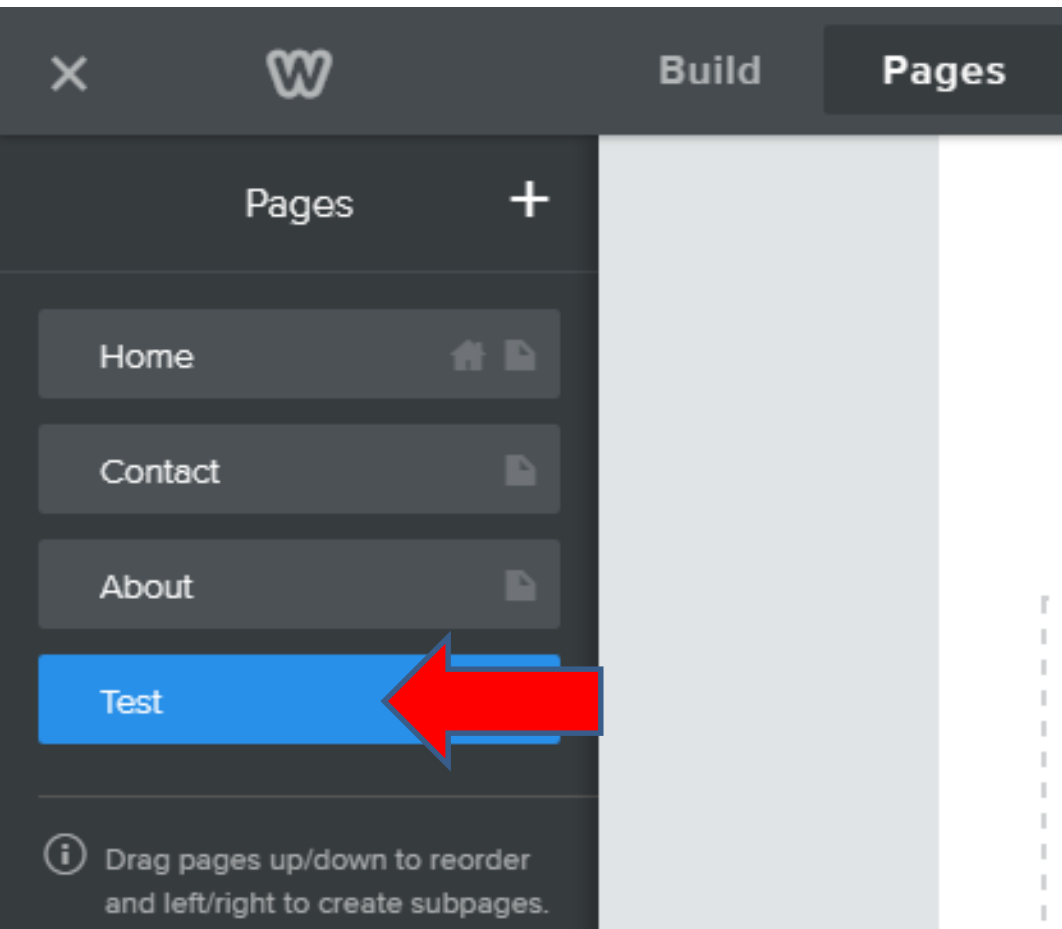
What is Non-clickable Menu?

- It is not a page.
- It is to use for sub-pages. When you click on it or hover over it, it shows the sub-pages.
- It is good for sub-pages. I will show sub-pages later.
- Note – sometimes you may see Store page, but it is not free, you have to upgrade.
- Next I show how to Hide Page.

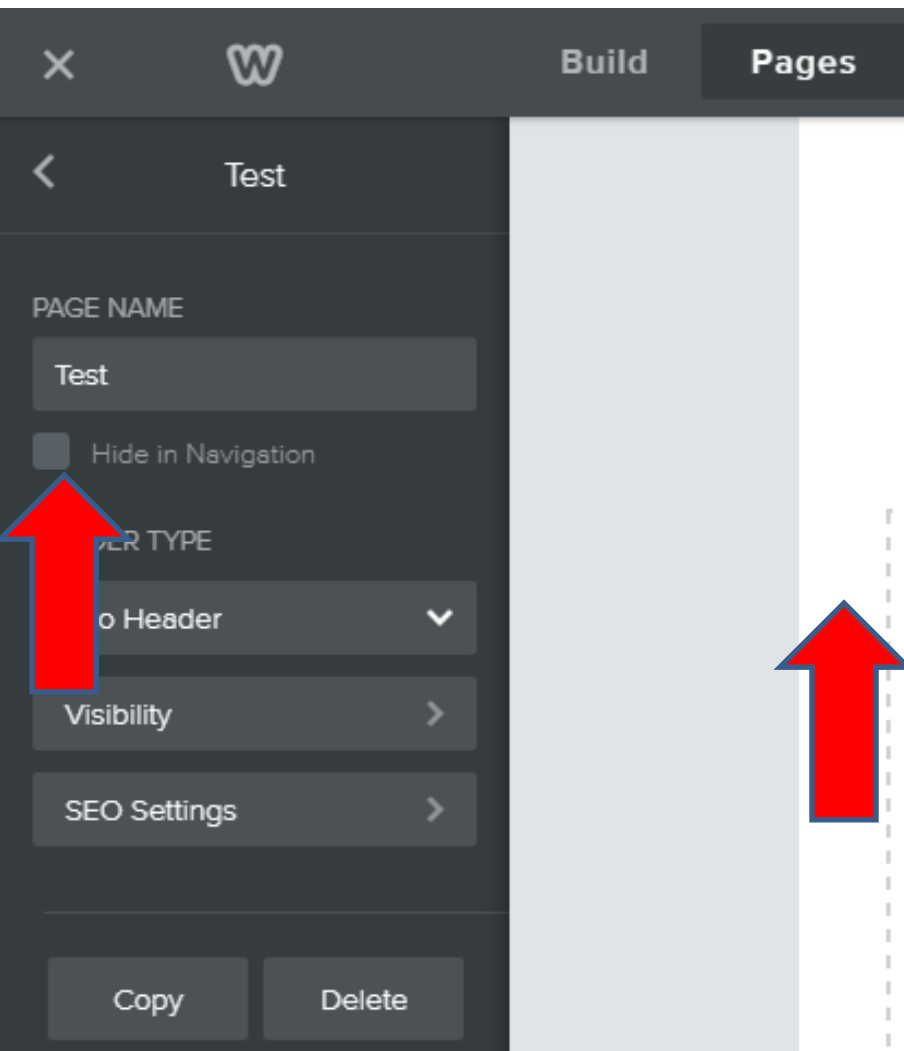
Hide Page

- **When you Hide a Page, it does not show on the Navigation Bar.**
- **Why Hide Page?**
 - **You are testing a page and you don't want people to see it when you publish.**
 - **You want people to read some information first, like on the home page and then click on a link to the page for more details. I will be showing how to add links in Step 9.**
 - **Next is how to get to Hide Page.**

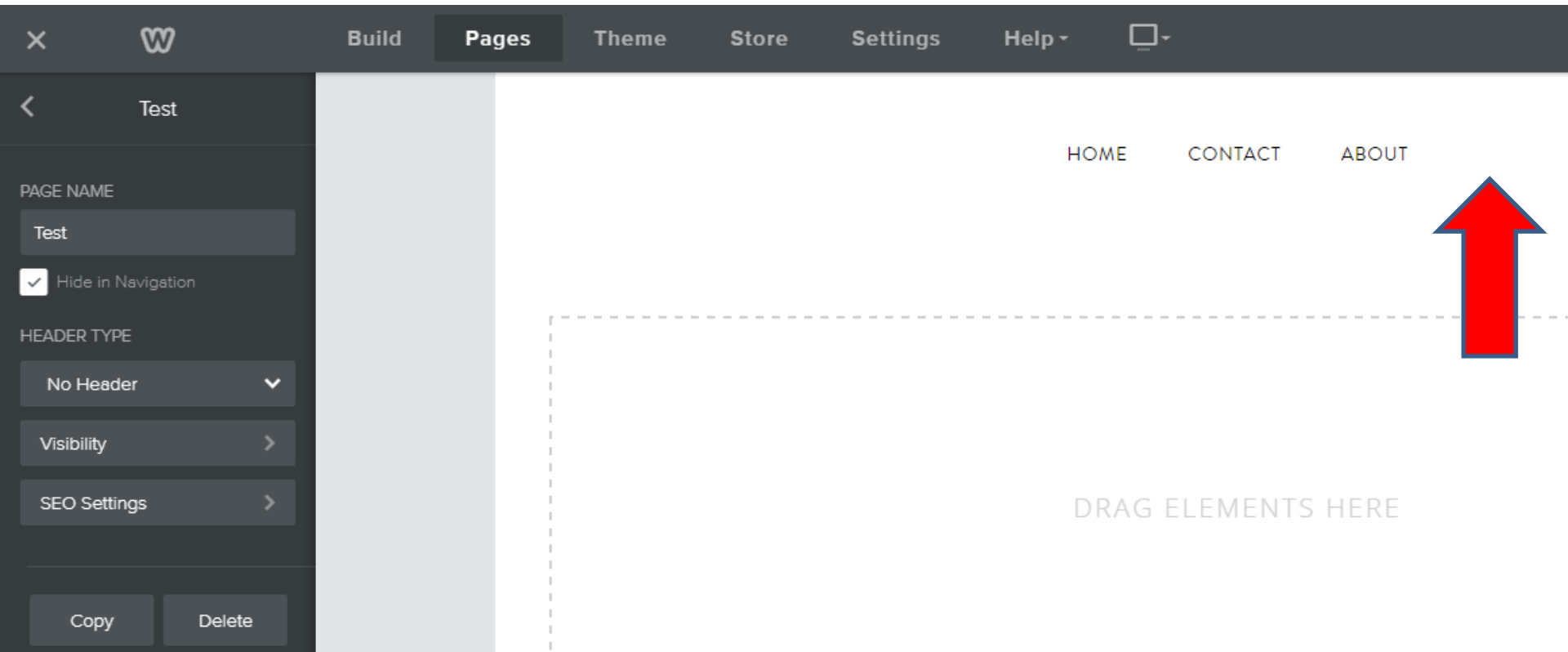
- **When you are on Pages, click on your Test page.**
- **Next is how to Hide it.**



- You see Hide in navigation. Click on the Box.
- Then click on white on the right. Next is what happens.



- You no longer shows on the Navigation Bar.
- Next is other options.



- **You can uncheck the box and it will show on the Navigation Bar, which I recommend now.**
- **Note – to get to that Page that is Hidden to edit it, you will need to go to the Page tab and click on the Page that is Hidden.**
- **This is the End of Part 1.**