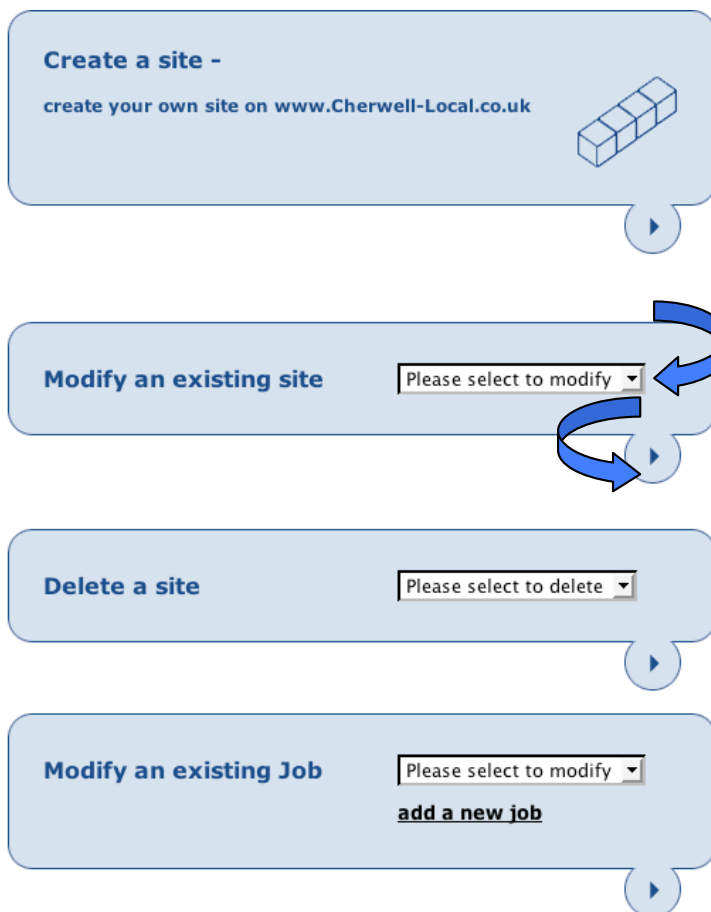


3 ADDING MORE PAGES

Once you have successfully created your *home* page, you can start to add more pages to your site.

How to add more pages

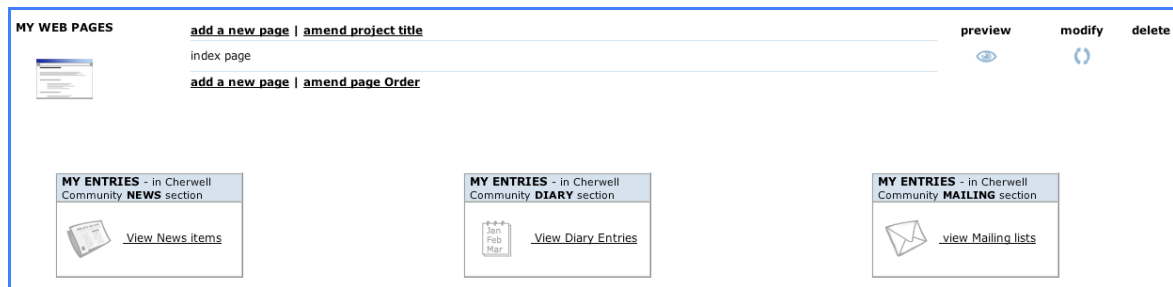
To add more pages, go the cherwell-local.com home page, click on  and then enter your user ID and password. The following options will then be displayed.



The screenshot displays a vertical list of four light blue rounded rectangular buttons, each with a small right-pointing arrow at the bottom center. The first button is titled "Create a site -" and contains the text "create your own site on www.Cherwell-Local.co.uk" and a small icon of a row of five white cubes. The second button is titled "Modify an existing site" and features a dropdown menu with the text "Please select to modify" and a blue curved arrow pointing to the dropdown arrow. The third button is titled "Delete a site" and features a dropdown menu with the text "Please select to delete". The fourth button is titled "Modify an existing Job" and features a dropdown menu with the text "Please select to modify" and a link labeled "add a new job" below it.

As you will see you now have the option not only to create a site but also options to modify or delete an existing site. Take care when deleting a site - once you have deleted a site you can't get it back!

To modify your site, choose your site from the *Please select to modify* drop-down list and then click on the arrow to go the *admin* screen.



Details about your site are displayed on the *admin* screen (see example above). If you have only created a *home* page, this is the only page you will see listed. It is called the *index page*.

The *admin* screen enables you to do a number of things including adding new pages and previewing, modifying and deleting existing pages (note that you can't delete your index (home) page. Once again be very careful about using *delete*. Once a page is deleted you can't get it back. Although you can also change the name of your site (project title) from the *admin* screen, it is best not to do this - so avoid using this option.

The *admin* screen also enables you to add an event to the Cherwell Community online diary and add a news item to the Cherwell Community News. See the lesson called *Adding events and news items* for further information about these. You can also set up a mailing list from the *admin* screen. See the lesson called *Setting up a mailing list* for full details.

In this lesson we are looking at how to add a new page, so click on **add a new page** to display a list of templates.

Please select from the page styles below to add another page.



Standard Page -

This allows for images to be positioned within the text on your page.



Copy & Paste Page -

This gives the user a free hand on the layout of the page. Simply "copy and paste" your HTML or text.



Product/Directory/Picture Page -

This page allows for the entry of Products, Pictures and other information with images and descriptions.



Document Upload Page -

This page allows for the uploading of documents which can be downloaded from links on the page.



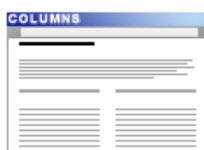
Links Page -

This page allows for the entry of links from your site.



Contact Page -

This page allows for the entry of contact details for people on your site.



Column Page -

This allows for two columns to be created within the page and is ideal for football scores, cricket results etc.

Choosing a template

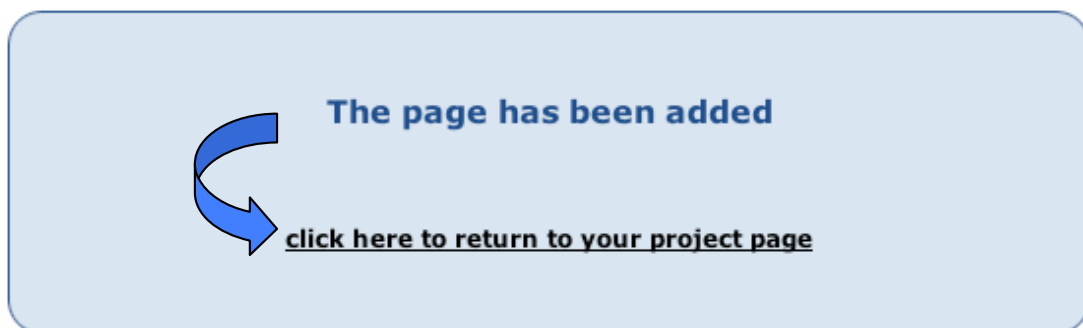
As you will see there are seven page templates to choose from all of which work in a very similar way to the *home* page template.

- | | |
|----------------|--|
| Standard page | This page is for general content and information. You can add two images (pictures) and five paragraphs of text. |
| Copy and paste | Once again this page is for general use but it is mainly intended for copying and pasting larger chunks of text from other files saved on your computer (such as Word documents). You can add one image and six paragraphs of text. In both this template and the <i>standard page</i> template you can also add some simple |

formatting tags (html) to your text (for more details about formatting, see the lesson called *Simple text formatting*).

- Product/Directory** This page is intended for listing items such as a list of members, a list of products for sale, a list of village facilities, trade listings (directory) and so on. You can add up to 12 items together with a picture for each. You can also add a link to an email address and website address for each item.
- Document upload** This page is especially designed to let you *upload* documents such as minutes, agendas, reports etc. on to your website. When you upload a document, visitors to your site can save a copy of the document on to their own computer which they can subsequently read and/or print. You can upload up to 12 documents.
- Links page** This page is specifically for managing links to other websites. You can add up to 20 links.
- Contacts page** This page lets you enter the full contact details for two people or organisations. Don't forget that this information will be available to all visitors to your website so make sure that the contacts or organisations are happy to be included.
- Columns** This page enables you to set up two columns of information. This is good for telephone lists, price lists etc.

To choose a template simply click on it and the appropriate template is displayed. For now, just take a look at each template – don't create a new page. You will notice that all of the templates work in the same way. You simply enter text into the boxes and click on the browse button to find the picture or documents you want to upload. When you have entered all of the information, you go to the bottom of the template and click on the arrow to preview your new page (you may have to scroll down the screen to find the arrow). And, once you have previewed your new page, you can either go back and make some changes or click on the arrow to add your new page. The new page is then automatically added to your website and the following message is displayed:



You could then either return to your project page by clicking on the above link or you could click on **logout** (you will find it in the top, right-hand corner of the screen) to return to the login page.