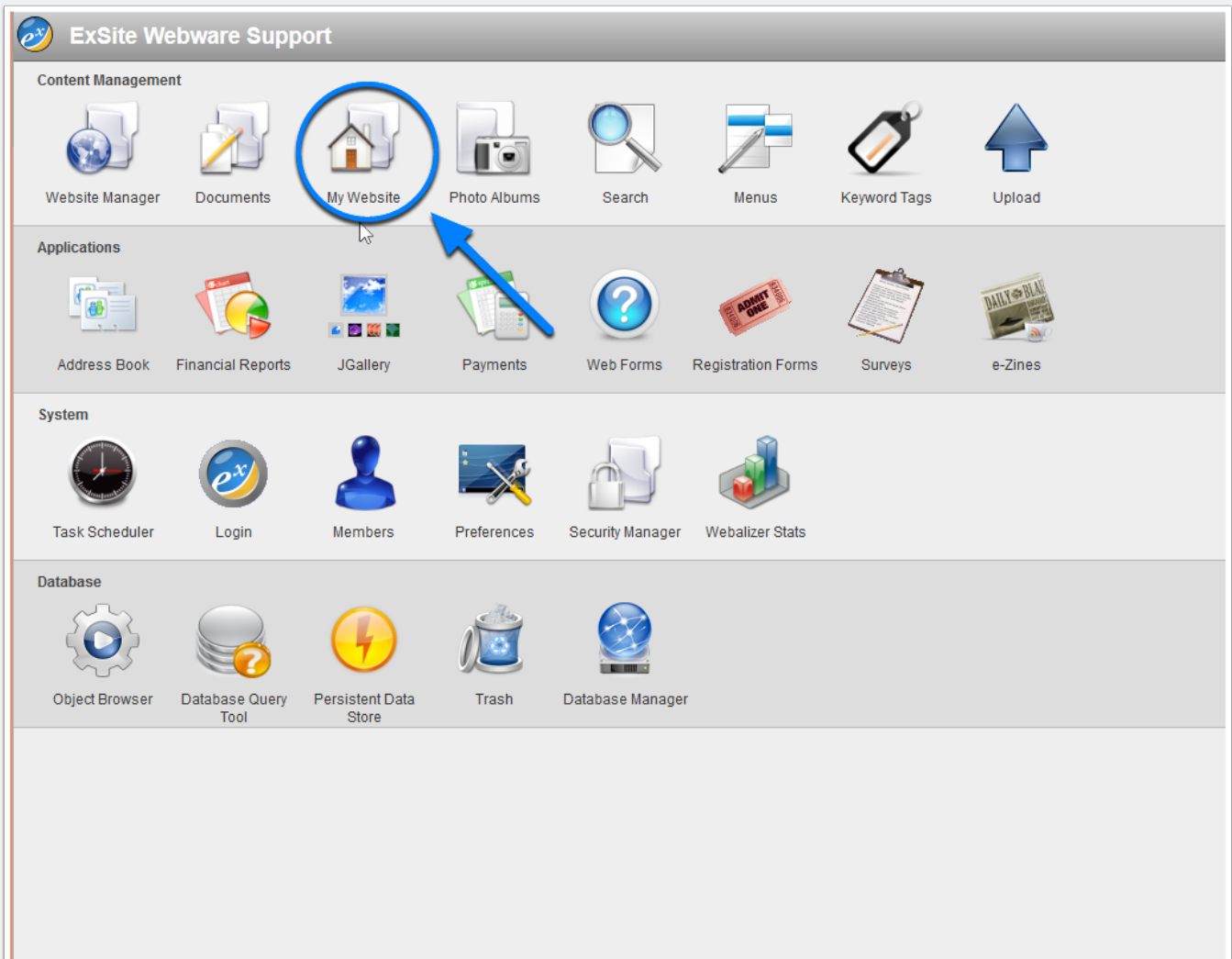


# How to Add and Configure New Pages

## My Website

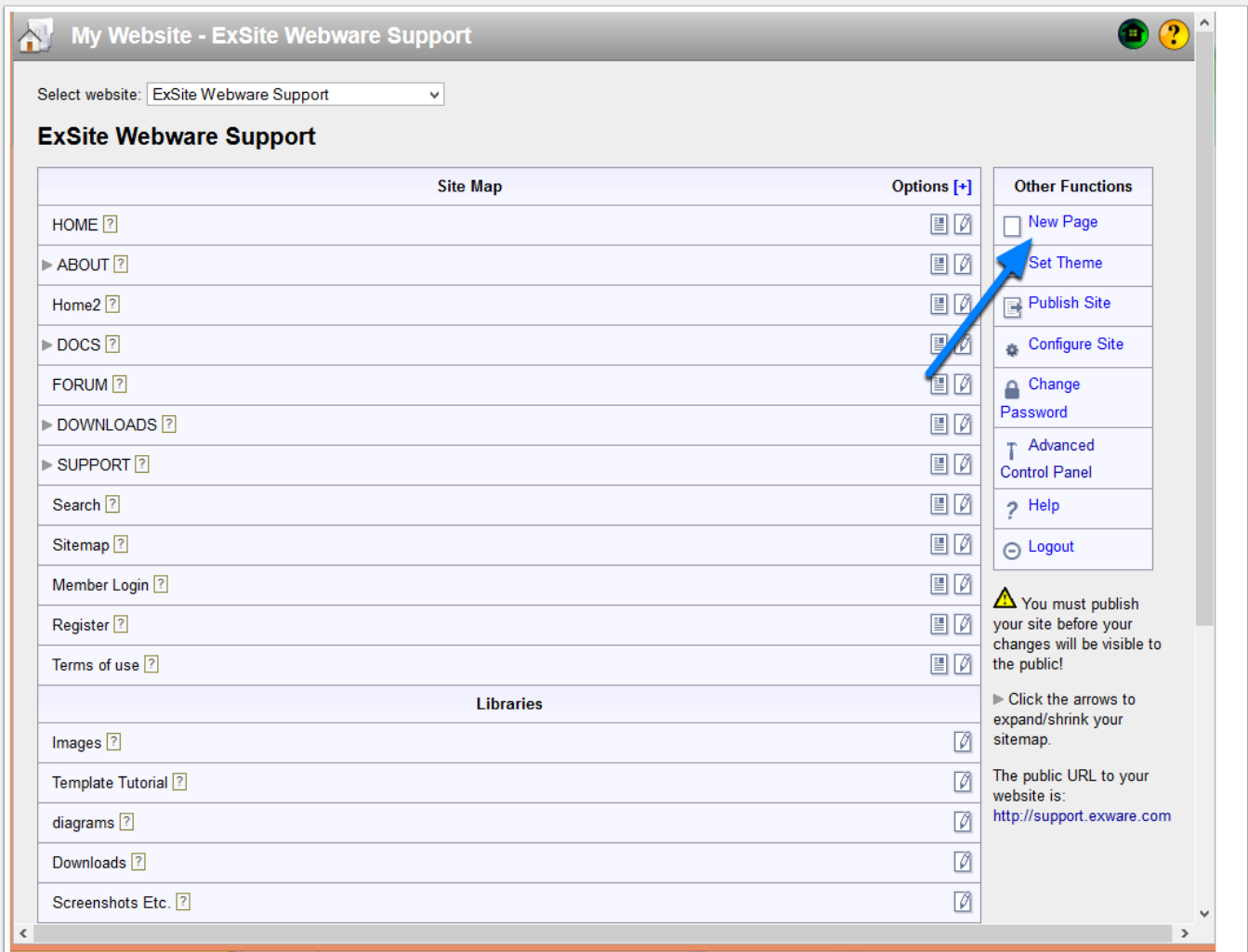
In the Control Panel, click on My Website



# How to Add and Configure New Pages

## New Page #1






























To add a new page to your site, click on the new page icon.



My Website - ExSite Webware Support

Select website: ExSite Webware Support

### ExSite Webware Support

Site Map	Options [+]	Other Functions
HOME ?	 	<input type="checkbox"/> New Page
▶ ABOUT ?	 	Set Theme
Home2 ?	 	Publish Site
▶ DOCS ?	 	Configure Site
FORUM ?	 	Change Password
▶ DOWNLOADS ?	 	Advanced Control Panel
▶ SUPPORT ?	 	Help
Search ?	 	Logout
Sitemap ?	 	
Member Login ?	 	
Register ?	 	
Terms of use ?	 	
<b>Libraries</b>		
Images ?		
Template Tutorial ?		
diagrams ?		
Downloads ?		
Screenshots Etc. ?		

**Other Functions**

- New Page
- Set Theme
- Publish Site
- Configure Site
- Change Password
- Advanced Control Panel
- Help
- Logout

**Warning:** You must publish your site before your changes will be visible to the public!

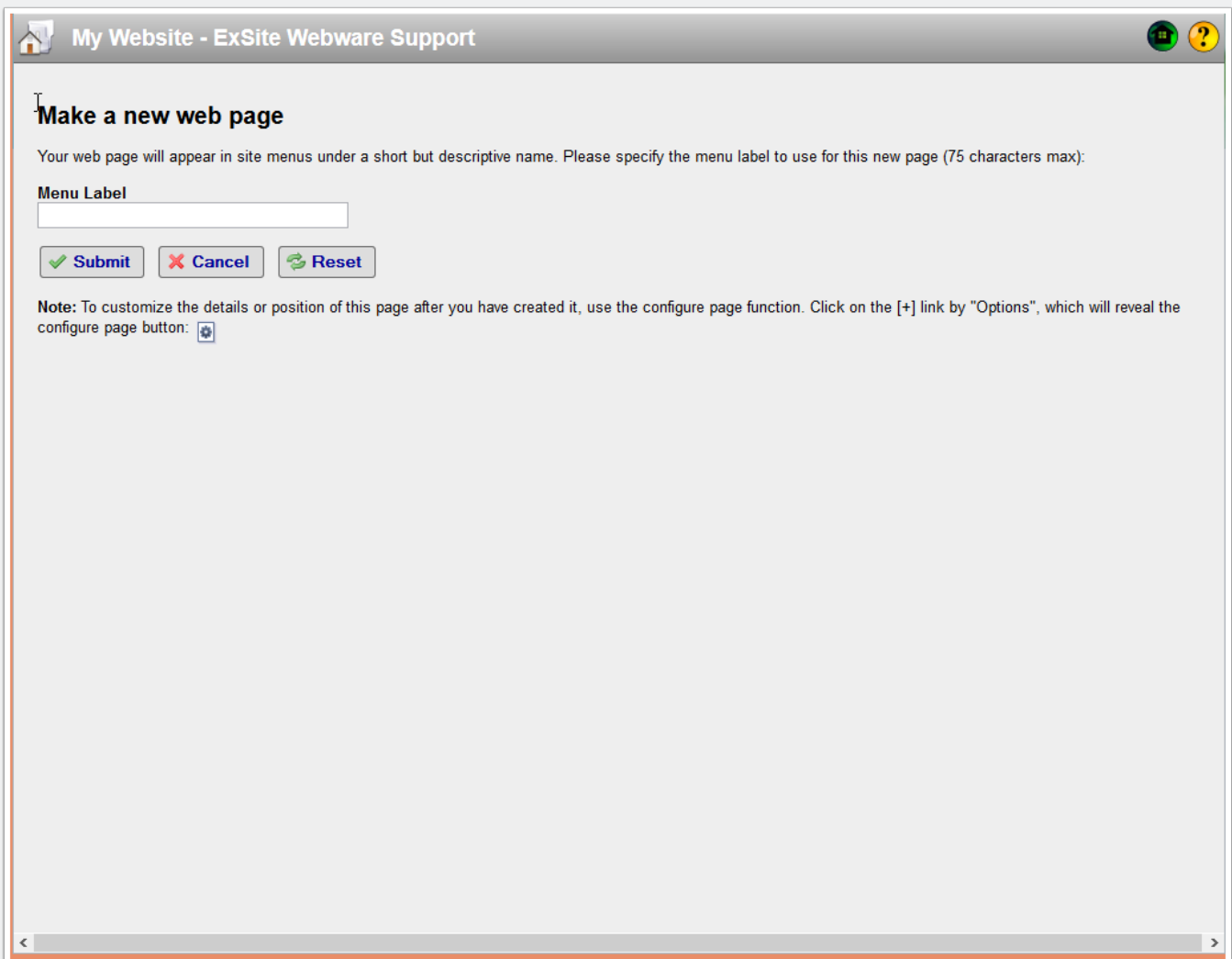
▶ Click the arrows to expand/shrink your sitemap.

The public URL to your website is:  
<http://support.exware.com>

## New Page #2

Now provide a menu label for the new page. ExSite will use this label when it creates menu links to this new page. Click on the "Submit" button to create the page.

*Note: this does not publish the page, so the public will still not be able to view the page. First you must edit the page and then publish it.*



The screenshot shows a web browser window titled "My Website - ExSite Webware Support". The main content area is titled "Make a new web page". Below the title, there is a text input field labeled "Menu Label" with a placeholder text: "Your web page will appear in site menus under a short but descriptive name. Please specify the menu label to use for this new page (75 characters max):". Below the input field are three buttons: "Submit" (with a green checkmark icon), "Cancel" (with a red X icon), and "Reset" (with a green circular arrow icon). A note at the bottom of the form reads: "Note: To customize the details or position of this page after you have created it, use the configure page function. Click on the [+] link by 'Options', which will reveal the configure page button: [gear icon]".

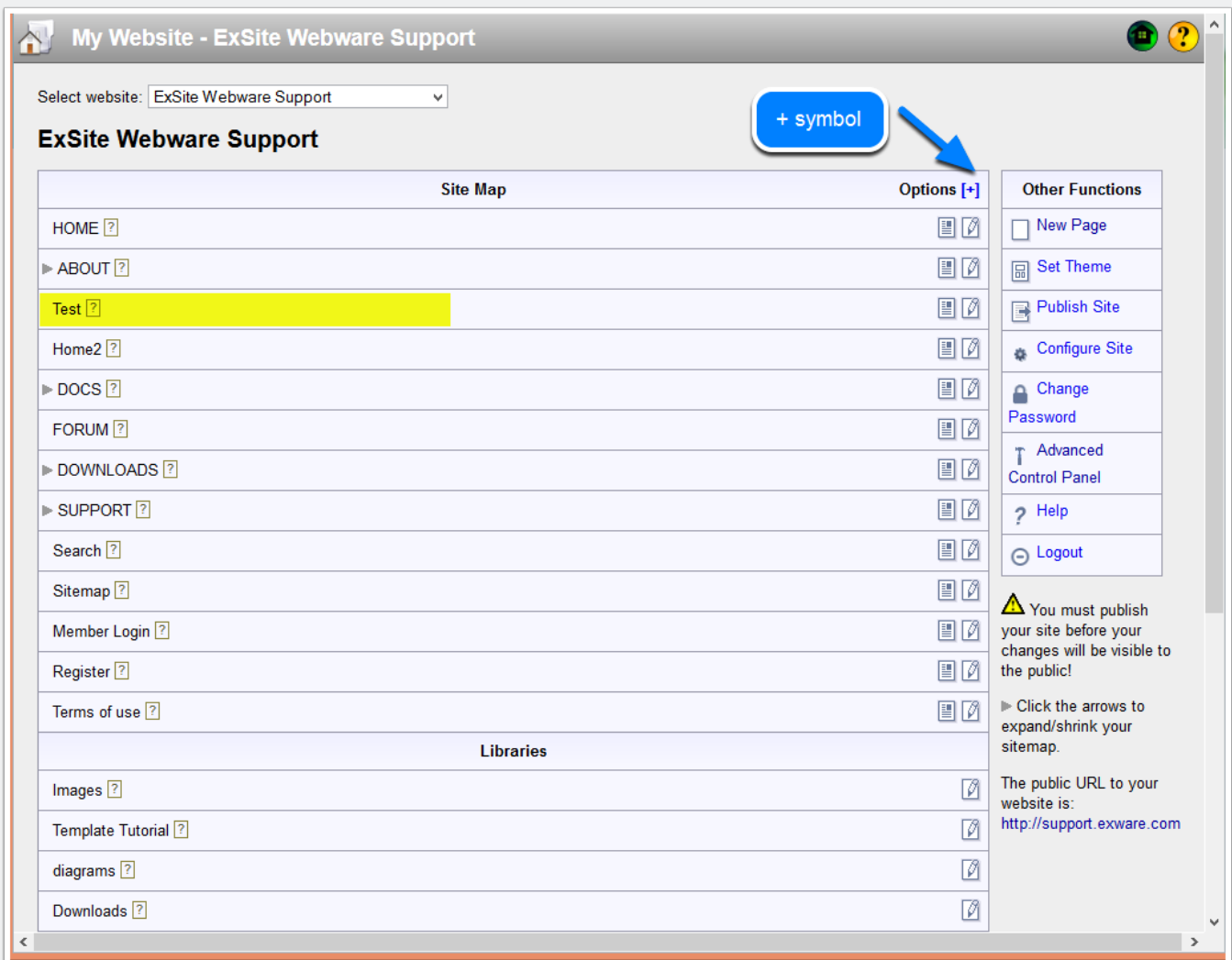
# How to Add and Configure New Pages

## New Page #3

And here is the new page.

Now let's take a look at all the configurations we can set for this page.







































First, click on the + symbol beside "Options" and extra page tools will be shown.



My Website - ExSite Webware Support

Select website: ExSite Webware Support

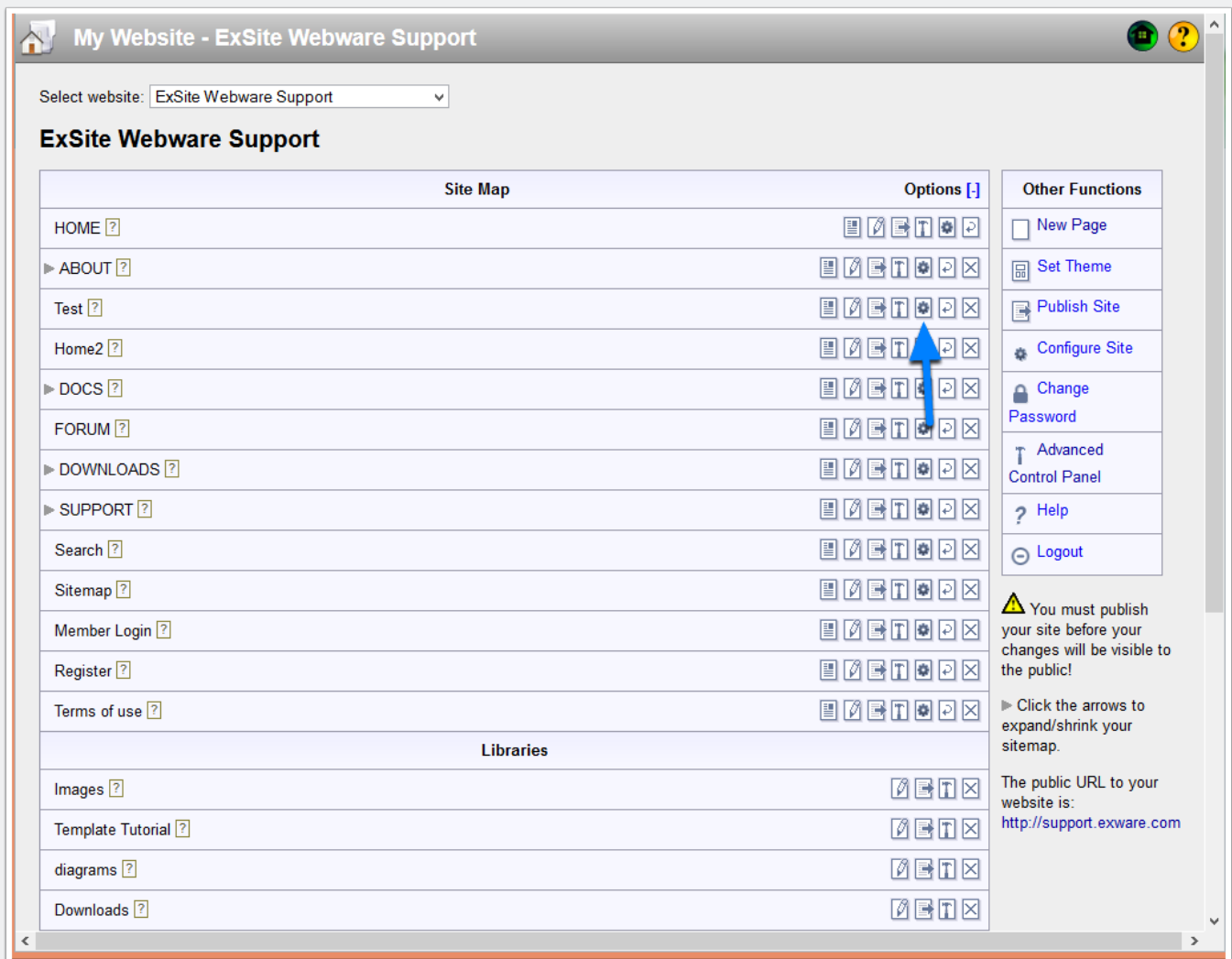
### ExSite Webware Support

Site Map	Options [+]	Other Functions
HOME ?	 	<input type="checkbox"/> New Page
▶ ABOUT ?	 	 Set Theme
<b>Test ?</b>	 	 Publish Site
Home2 ?	 	 Configure Site
▶ DOCS ?	 	 Change Password
FORUM ?	 	 Advanced Control Panel
▶ DOWNLOADS ?	 	 Help
▶ SUPPORT ?	 	 Logout
Search ?	 	
Sitemap ?	 	
Member Login ?	 	 You must publish your site before your changes will be visible to the public!
Register ?	 	▶ Click the arrows to expand/shrink your sitemap.
Terms of use ?	 	The public URL to your website is: <a href="http://support.exware.com">http://support.exware.com</a>
<b>Libraries</b>		
Images ?		
Template Tutorial ?		
diagrams ?		
Downloads ?		

# How to Add and Configure New Pages

## Configuration Tool

Now click on the Configuration tool, represented by the gear icon.



## Page Configurations #1

Here is the configuration page. Now let's explain a little about each setting:

1. **Menu Label:** you already entered data in this field in the previous step. You now have the options of changing that information if you would like.
2. **Title:** This is the information that will appear at the top of the browser window when people visit this page. It defaults to the Menu Label, but you can set it to be different if you would like.
3. **Description:** descriptions are HTML attributes that provide concise explanations of the contents of web pages. Meta descriptions are commonly used on search engine result pages (SERPs) to display preview snippets for a given page.
4. **Keywords:** Though meta keywords tags are not a major factor search engines consider when ranking sites, they should not be left off the page. Both the meta keywords tag and the meta description tag contribute to your search engine ranking. A meta keywords tag is supposed to be a brief and concise list of the most important themes of your page.

# How to Add and Configure New Pages

My Website - ExSite Webware Support

### Configure Page

**Menu Label**  
 1

**Title** - defaults to menu label if not set  
 2

**Description** - may be used for search engine optimization  
 3

**Keywords** - may be used for search engine optimization  
 4

**Page Visibility** - controls if the page appears in menus  
visible ▾

**Parent Page** - sets the position in the site map  
== select parent page == ▾

**Template** - determines the page layout  
Support2 ▾

**Page Rank** - a number (typically 1 - 9) used for ordering pages in menus and submenus (lower values appear higher in menus)

**File Name** - used to build the URL to this page

**Privacy**  
Public page ▾

## Page Configurations #2

1. **Page Visibility:** This will determine how your page appears in menus and sitemaps; *Visible:* Your page will be accessible from menus and the site map; *Hidden:* Your page will not be accessible from any menu or site map. It will only be accessible via manually encoded links; *Sitemap-Only:* Your will be accessible only from the site map; *Menu-Only:* Your page will be accessible from menus, but not the site map.
2. **Parent Page:** If a page has a parent page defined, then it will be placed into a submenu underneath the parent page.
3. **Template:** This will bring up a listing of the available templates. Just select the new template and once the page has been published, it will be implemented.
4. **Page Rank:** In a particular menu or sub-menu, pages are sorted in the order in which they were created. To change this order, you can assign page ranks to certain pages, to form them to sort differently with respect to each other.
5. **File Name:** This field will be used to build the URL to your page. It should always end with .html or .htm and should not include any symbols or blank spaces.
6. **Privacy:** This allows you to make pages private (ie: for members only), by setting the privacy option appropriately. If a member of the public attempts to view a members-only page, they will first be challenged for a login/ password.



# How to Add and Configure New Pages

My Website - ExSite Webware Support

### Configure Page

**Menu Label**

**Title** - defaults to menu label if not set

**Description** - may be used for search engine optimization

**Keywords** - may be used for search engine optimization

**Page Visibility** - controls if the page appears in menus  
visible

**Parent Page** - sets the position in the site map  
== select parent page ==

**Template** - determines the page layout  
Support2

**Page Rank** - a number (typically 1 - 9) used for ordering pages in menus and submenus (lower values appear higher in menus)  
1

**File Name** - used to build the URL to this page  
Test.html

**Privacy**  
Public page

# How to Add and Configure New Pages

## Publish

Once you've hit Submit, you then want to make the page and/or changes live. To do so, click on the Publish Page icon or Publish Site link.

The screenshot shows the 'My Website - ExSite Webware Support' control panel. The main area is titled 'ExSite Webware Support' and contains a 'Site Map' table with various pages listed. Each page has a set of icons for editing and publishing. A blue arrow points to the 'Publish Page' icon for the 'Test' page. Another blue arrow points to the 'Publish Site' link in the 'Other Functions' sidebar. A third blue arrow points to the 'Publish Site' button in the sidebar. A warning message states: 'You must publish your site before your changes will be visible to the public!'. Below this, it says 'Click the arrows to expand/shrink your sitemap.' and provides the public URL: 'http://support.exware.com'.

Site Map	Options
HOME ?	[Icons]
▶ ABOUT ?	[Icons]
Test ?	[Icons]
Home2 ?	[Icons]
▶ DOCS ?	[Icons]
FORUM ?	[Icons]
▶ DOWNLOADS ?	[Icons]
▶ SUPPORT ?	[Icons]
Search ?	[Icons]
Sitemap ?	[Icons]
Member Login ?	[Icons]
Register ?	[Icons]
Terms of use ?	[Icons]

**Libraries**

Images ?	[Icons]
Template Tutorial ?	[Icons]
diagrams ?	[Icons]
Downloads ?	[Icons]

**Other Functions**

- New Page
- Set Theme
- Publish Site
- Configure Site
- Change Password
- Advanced Control Panel
- Publish Site**

**Warning:** You must publish your site before your changes will be visible to the public!  
▶ Click the arrows to expand/shrink your sitemap.  
The public URL to your website is: <http://support.exware.com>