

## Editing Controls –Page Control

### Page Control

Your website is divided into Sections which show in the menu on the left.

Use the Page Control to add pages within the Sections.

When a visitor selects a section of your site from the Section menu, the pages you have created inside the section will show in a Drop-Down list.

Selecting the page and clicking the GO button sends the viewer to the page.

If there are no pages added to a section, the Drop-Down List will not show to your visitors.

**Note** The **Section** of the website you are in is indicated by the text that shows in the Header and by the grey section in the Section menu.

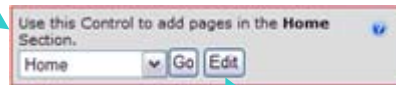
The **Page** you are on is indicated by the text in the Drop-Down List and Page Name.



### Page Control Editing

This is a view of the control with the page in **Edit Mode**.

To add pages to a particular Section of your site, just navigate to that Section, and then use this control to add the pages.



Clicking the **Edit** button opens the page dialog box.

### Editing

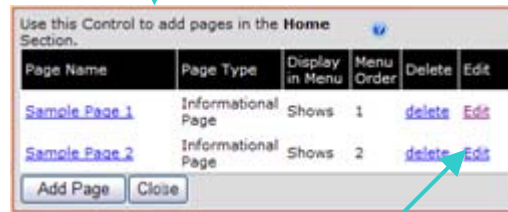
**Page Name** - will appear at the top of your new page.

**Page Type** – see below, and the *Page Types Guide for more information on types*.

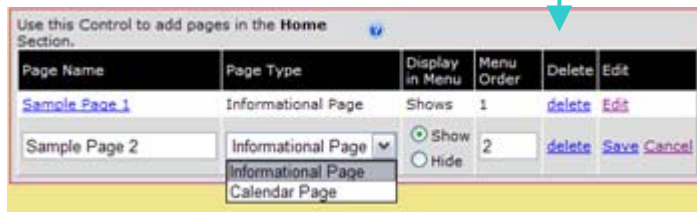
**Display in Menu** - You can Show or Hide pages at any time. If you add information to a page, and then hide it, the information will return if you show it again later.

**Menu Order** - Sections will show in the menu in ascending order. Sections with the same number will sort alphabetically.

**Delete** – If you **delete** the page, the information will be deleted permanently.



Clicking the **Edit** button for a page.



1. **Informational Page** – Most common page. Used for general information - same type of page as your home page.
2. **Calendar Page** – Interactive calendar for date specific information.

