

# Episerver instructions: Creating a new page

Last updated: 7/3/2018

*This is a guide on how to use the Episerver 10 CMS to make a new page, including types of page templates, filling in the information for search engines and editing the page settings.*

*If you need further help on the CMS, please check all of our guides available on the [Partner digital hub](#).*

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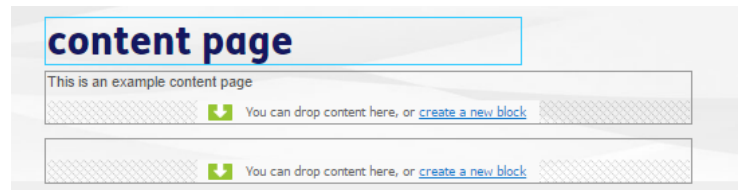
# One: Page templates

There are 2 types of template that you can create: Index and Content.

**Index pages:** An Index page is best for a landing page that leads on to other pages.

**Content Page:** A Content page is for an article or information page. It will have a left hand menu if it is under an Index page.

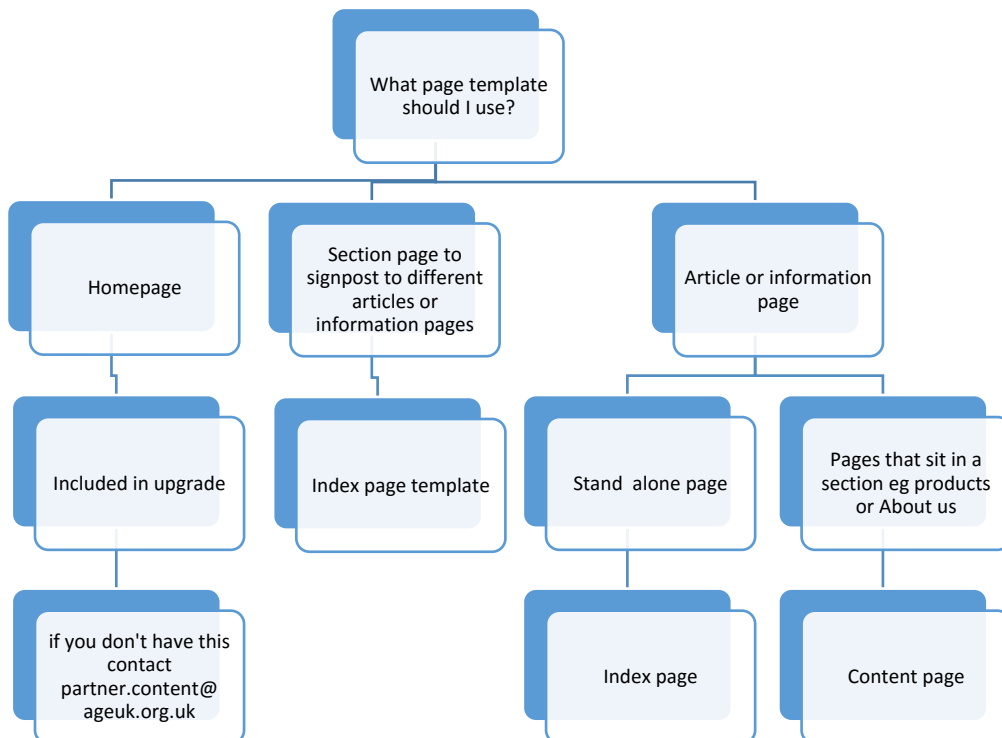
On a Content page, there are two sections. The bottom section is for footer blocks (downloads and related links) only.



A suggested structure for using Index and Content pages would be:

- Homepage
  - Index page
    - Index Page (if needed)
      - Content page
      - Content page

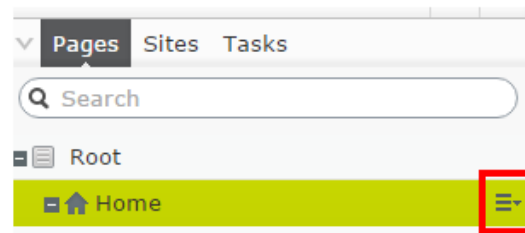
NB: You may see a Top menu page template – editors do not have access rights to create a Top menu page.



## Two: Make a new page – step-by-step guide

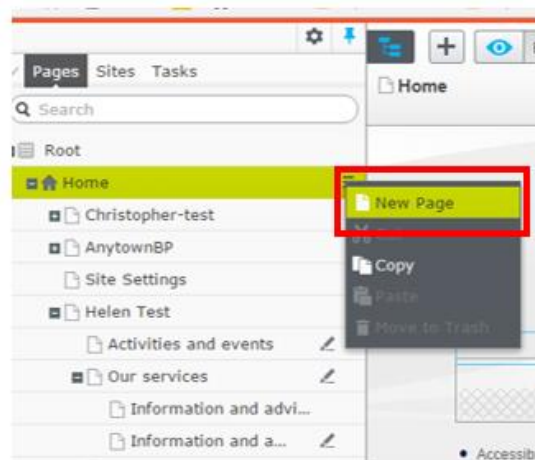
### Step one:

Go to the page tree pane on the left of your screen. Click the menu symbol to the right of your homepage in the page tree, or next to the page that you want the new page to sit under.



### Step two:

Select *New Page* from the drop-down menu.



### New Page:

Home > Anytown

Name

#### Suggested Page Types



**Home Page**  
Site Home Page



**Index Page**  
Landing page template for general content.



**Content Page With Side Nav**  
Flexible page template (with side navigation) for general content.



**Search Results Page**  
Search Results Page functionality

### Step three:

Then select which page template you would like to use from the selection.

NOTE: Editors do not have access rights to make a Top menu page.

**Step four:** Fill in fields in the settings tab. You can't publish the page until you fill them in.

Name the page, then fill in *Page name for Google* and *Page description for Google*. What you put here will show in search engine results.

For advice on using search engines and what to put in those fields, see our [advice on SEO](#).

New Page: Content Page  
Home

Name

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Required properties

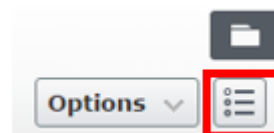
Information for public search engines

Page name for Google etc.

Page description for Google etc.

### Step five: Editing your page settings

To see the page settings, select the all properties button in the top right of your screen:



### At the top of the page:

Name	<input type="text" value="About us"/>	Visible to	Everyone <a href="#">Manage</a>
Name in URL	about-us <a href="#">Change</a>	Languages	en-GB
Simple address	<a href="#">Change</a>	ID, Type	296, Index Page
	<input checked="" type="checkbox"/> Display in navigation		<a href="#">Tools</a> ▾

1. *Name* – the title of the page.
2. *Name in URL* – this is the name of the page as it will be in the URL. If you change this it could lead to broken links.
3. *Simple address* – you can create shortcut URLs using this function.

4. *Display in navigation* – if you tick this box it means the page will be visible in the drop-down menu that appears from the top menu of your website.

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## Content Tab

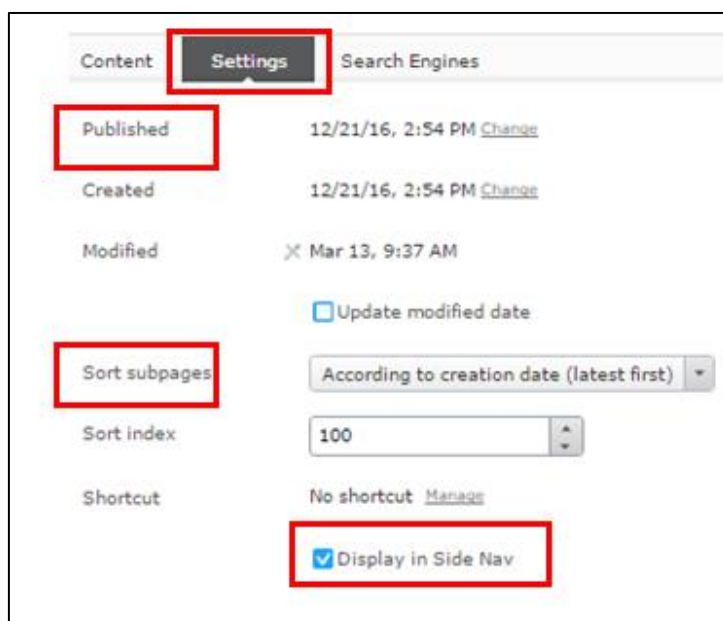
In the *content tab* you can see:



1. *Main content area* –the blocks you have on the page and the order in which they appear. You can change the order of the content if you need to.
2. *Footer content area* – Content pages have this area for *Related links* and *Related download* blocks.
3. *Display share links* – tick this to display sharing buttons, for example, to share on social media.

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## Settings tab



In the settings tab you will see:

1. *Published* - In the settings tab you can amend the publish date.
2. *Sort subpages* - If the page sits under an Index page with other content pages, you can amend the order in which they appear in the subsection.
3. *Display in side nav* – check this box for the page to appear in the menu on the left side of content pages.

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## Search engines tab

In the search engines tab there are a few more properties for your page.

The screenshot shows the 'Search Engines' tab in a CMS interface. The 'Search Engines' tab is highlighted with a red box. Below it, the 'Information for public search engines' section contains three red-bordered boxes: 'Page name for Google etc.' with the value 'About Age UK Anytown', 'Keywords' with an 'Add' button, and 'Page description for Google etc.' with the text 'Find out more about what Age UK Anytown does in the local community to help older people.' At the bottom, there are two unchecked checkboxes: 'Apply NoIndex Meta Tag' and 'Apply NoFollow Meta Tag'.

1. *Page name for Google*
2. *Keywords*
3. *Page description for Google*

These are important to make sure your page appears and ranks in public search engine results. For more advice see our guide on [search engine optimisation](#).

If you don't want the page to appear in a search engine, then tick the boxes.

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## Three: Populating the page with content

Once you have filled in the page settings, you can start to populate the page with content.

See our guides:

- [using blocks and creating content](#)
- [saving, publishing and previewing content](#).

It's important not to add any code to the CMS, for example to change font or background colours. This is because your code won't be supported by any updates we make to the CMS templates in the future and this could cause problems on your site. In addition we have built the new CMS to be consistent with the Age UK brand guidelines and house style.

## Four: Summary of making a new page

- 1 Make sure you choose the right page template for your content.
  - 1 Index pages are best for landing pages, leading to sub-pages (Content pages).
  - 1 You can't make a new Top-menu page. You can't make a new Homepage.
  - 1 Edit the properties of the page to control:
    - The page name.
    - The name in the web address.
    - If the page appears in menus.
    - When the page is published or unpublished.
    - The information for search engines.
    - To display share links.
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*There are more guides and training videos available on the [Partner digital hub](#).*

*If the answers you need are not in the guides or videos, then please contact [partner.content@ageuk.org.uk](mailto:partner.content@ageuk.org.uk)*