

3. Adding more pages

Once you have successfully created your homepage you can start to add more pages to your site.

How to add more pages

To add more pages go to the www.wdco.org home page, click on CREATE A SITE and then enter your user ID and password. The following four options will then be displayed

- Create a site – use this if you are wanting to create another new website.
- Modify an existing site – you need to choose this option to add new pages to your web site.
- Delete a site – use this option to delete one of your websites. Take care using this option. Once you have deleted a site you cannot get it back!
- Modify an existing job or add a job – this option allows you to advertise jobs on WDCO. More about this later on.

To add a new page to your site, choose your site from the *Please select to modify* drop down list and then click on the arrow to go to the *admin* screen



The admin screen will appear as below:

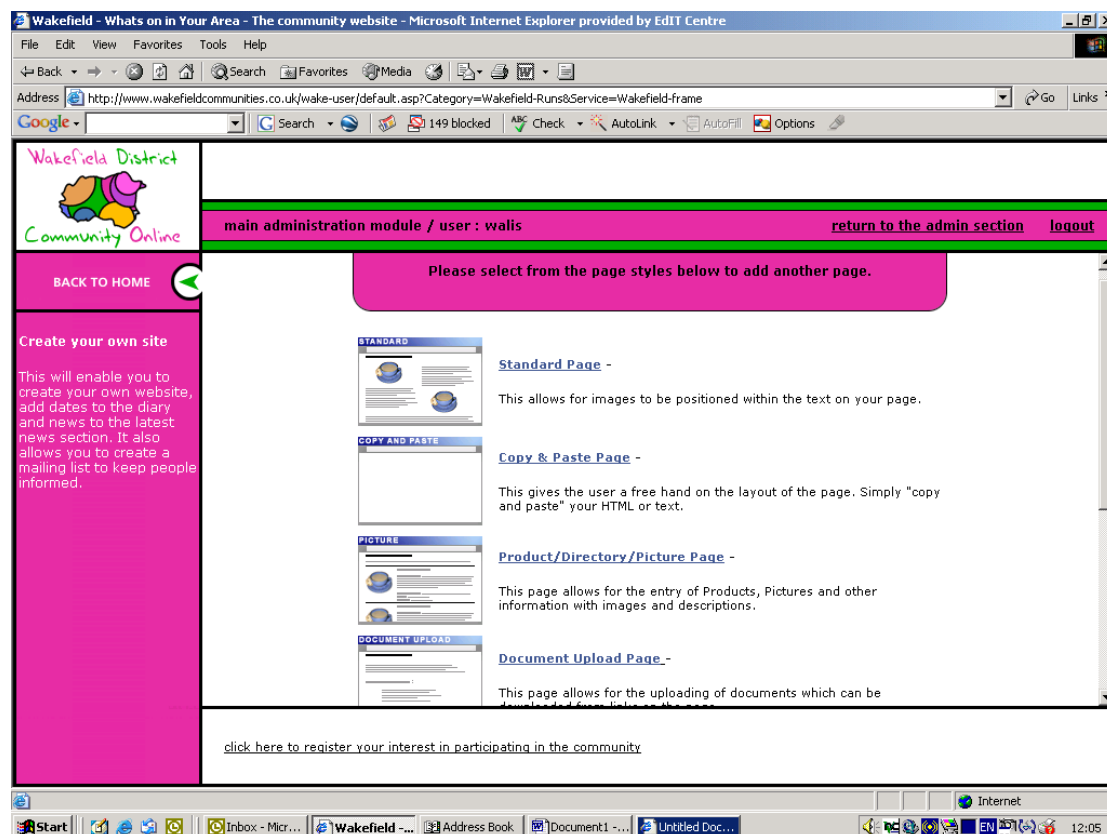
A screenshot of the WDCO admin interface. At the top, a green header bar contains the text "main administration module / user : walis" and links for "return to the admin section" and "logout". Below this, a pink bar displays "you are currently amending : test | you last logged on to this account : 08 February 2006 at 08:43". The main content area is titled "MY WEB PAGES" and includes links for "add a new page | amend project title" and "preview modify delete". Below this, there is a table with two rows: "index page" and "add a new page | amend page Order". At the bottom, there are three pink boxes for "MY ENTRIES" in the "NEWS", "DIARY", and "MAILING" sections, each with a "View" link and an icon.

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 web pages (note that you cannot delete your index page)

The *admin* screen also enables you to add an event to the WDCO online events diary and to add a news item to the WDCO news pages. See the lesson called *Adding News and Events* for these. You can also set up a mailing list. See the lesson *Setting up a Mailing List* for full details.

In this lesson we are going to look at how to add a new page. Click on **add a new page** to display a list of templates. The page below will appear with a choice of **seven** templates:



The seven templates all work in a very similar way to the *home* page template.

The templates are:

Standard This page is for general content and information. You can add two images and five paragraphs of text

- Copy and Paste Page** This page is also 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). In this template you can also add simple formatting tags (html) to your text (for more details about formatting see the lesson called *Simple Text Formatting*)
- Product Directory/Picture** The page is intended for listing items such as a list of members, a list of past or forthcoming events...the choice is yours! You can add up to 12 items together with a picture for each. You can also add a link to an email address and a website address for each item if desired.
- Document Upload** This page is especially designed to let you upload documents such as minutes, agendas, reports etc. onto your website. You can also use it to upload movie clips or sound files but remember that these may take up a lot of memory. You can load up to 12 documents
- Links** This page is specifically for managing links to other websites. You can add up to 20 links
- Contacts** This page lets you add the full contact details for two people or organisations including one image
- Columns** This page enables you to set up two columns of information. Ideal for telephone numbers.

To choose a template simply click on it and the appropriate template is displayed ready for you to enter your information. You can use each template as many times as you wish.
