

## 4. The Standard Page Template

This lesson describes how to add a standard page to your website. All the templates work basically in the same way and they are all designed to be as simple as possible to use. As you have already set up a home page you will probably be familiar with the layout of the templates.

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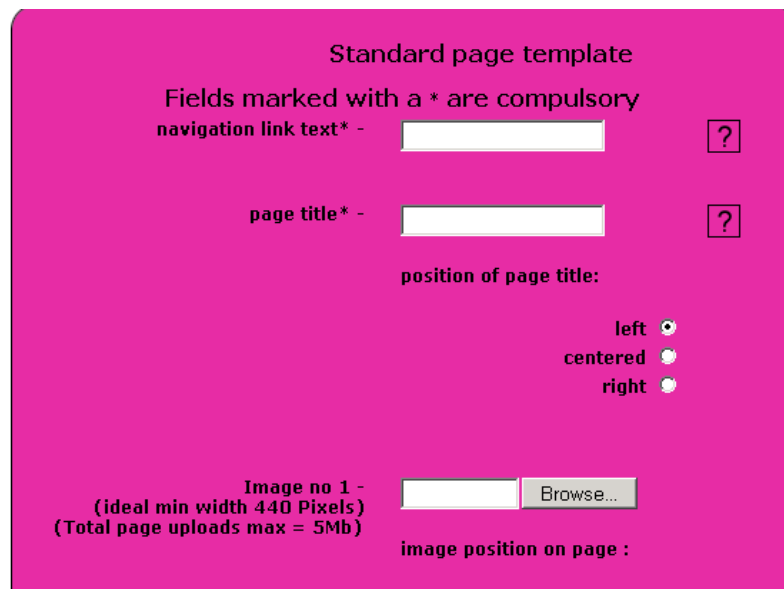
### Creating a standard page

Go to the [www.wdco.org](http://www.wdco.org) home page, click on **CREATE A SITE** and then enter your user ID and password

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



On the admin screen click on **add a new page** and select the Standard Page template from the displayed list. The following template will open (full template not shown):



Standard page template

Fields marked with a \* are compulsory

navigation link text\* -  ?

page title\* -  ?

position of page title:

left

centered

right

Image no 1 -  Browse...  
(ideal min width 440 Pixels)  
(Total page uploads max = 5Mb)

image position on page :

If you click on one of the question marks further details about what you should enter into that box is displayed on the right-hand side of the screen.

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### Adding content to your standard page

<b>Navigation Link Text</b>	The name (text) you enter here is the name used as the <i>link</i> to your page. The link is displayed on the left-hand side of the screen. Visitors to your website will be able to click on this link to go to this specific page of your site. The name can include letters, numbers and spaces but can be no more than 18 characters long
<b>Page Title</b>	The title is displayed as a bold heading at the top of the page. You can choose to position your title on the left, in the centre or to the right.
<b>Image No. 1</b>	This is where you can choose the first picture to appear on your page. If you have an image you want to add click on the <i>browse</i> button. You will be asked to look for the picture on your computer. Once you have located the image file you want to use simply double click on it to tell WDCO where you want it to be added
<b>Text</b>	This is where you can enter your first paragraph of text. If you have included a picture the text will be displayed next to it.
<b>Image No. 2</b>	Add an image as before if desired.
<b>Text</b>	There are five text boxes that each accommodates a paragraph of text.
<b>Browser Page Title</b>	The <i>browser page title</i> is the title that visitors to your site will see in the browser bar at the top of their screen
<b>Description</b>	The description is important because this is what is displayed by search engines in their search results. Make your description simple and clear.
<b>Keyword</b>	Keywords can help people find your website when they are using a search engine so choose words which are specifically relevant to your site.

Once you have added all the information to the template click on the arrow at the bottom of the page. You will then see a preview of your *standard page*. If you spot any typing errors or you are not happy with the results simply click on the **click here** link to go back to the template where you can make the changes.

If you are happy with your new page then click on the arrow at the bottom of the preview box – your page will automatically be added to your website.