Creating a blank / default page

Last Modified on 16/12/2024 2:51 pm AEDT

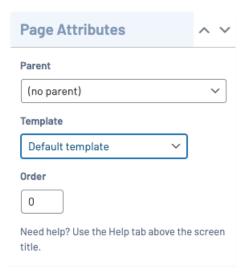
- 1. Hover over **CONTENT**.
- 2. Click on PAGES.



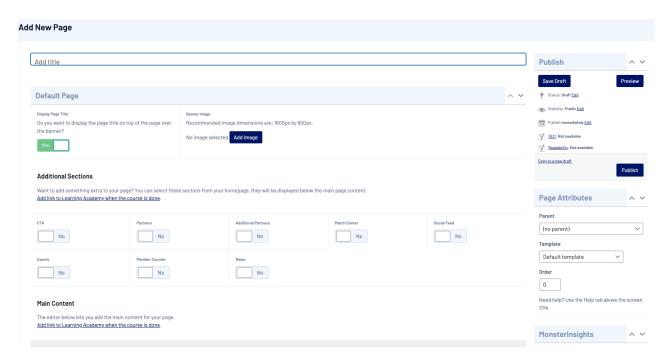
3. Click **ADD NEW** against the PAGES heading.



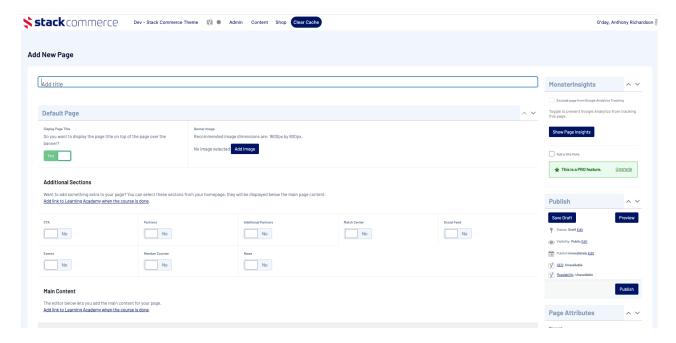
4. On the right hand side of the page you will see a **PAGE ATTRIBUTES** menu. Under this menu, select the **Default Template** from the **TEMPLATE** drop down list.



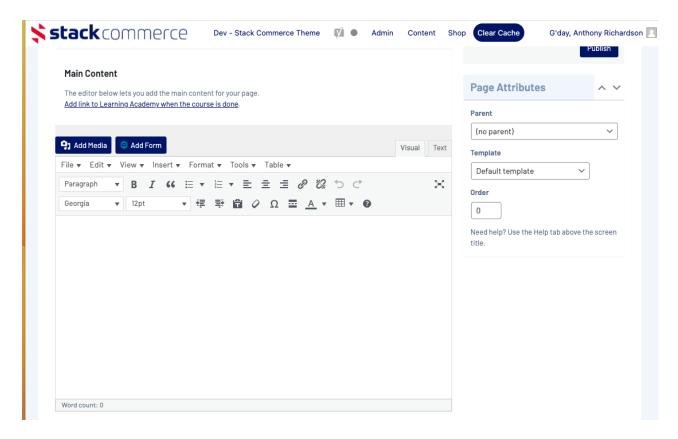
This will automatically adjust the page to display this template. If you have other pages you can nominate a parent page to fit into the menu structure of your site.



5. Add a title for this Page, although it is optional if you want to display that title on the page itself. You can also add a page banner or image for this page if you wish to add one.

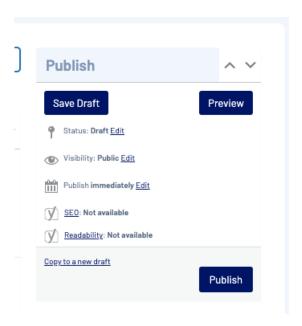


- 6. Select any additional sections you would like to display below the custom content of the page.
- 7. Add the custom content using the editor provided.



8. If you wish to view a draft of what changes you have made will look like on the page itself. Click the **PREVIEW CHANGES** button in the right hand corner.

Your changes don't need to have been saved/published yet to use this preview as it will display anything you currently have on this page.



9. When ready to push this page live/save, click **UPDATE** and make sure the page is set to **PUBLISHED** status.