CREATE SUB-PAGES

Sub-pages are created in the same way that normal pages are. To turn a regular page into a sub-page, click the page and drag it underneath the page you want to make it a sub-page of.

Click the Pages Tab.

The Pages sidebar will display.

Do one of the following:

- Select the Page that is to be made into a sub-page.
- Click the Add Page button to create a new page. This is the plus sign to the right of the word Pages.
- Select the type of page that you want to create.

In the Page Name box, input a Name for the Page.

Click the Hide in Navigation check box if the page should not display for everyone to view.

Under Header Type select a layout for the page.

The Header Type options are:

- **Header** – This option can be used to add a header to the page. An image will appear.
- **No Header** – This header type does not contain any image. Therefore, the Web site creator can use other elements, such as the Image Element, to upload images to the site.
- **Landing Page** – This page includes space for a header image, as well as a subtitle message and an action button. The action button can be linked to another page in the site.
• **Splash** – This type of page can be used to add an image to an entire page. Elements are added on top of the image.
  Click the **Visibility** list arrow. Select one of the two options.
  • **Public** – Everyone can view the page.
  • **Site Password** – The page cannot be viewed unless the person has been given the password. This will assign a password to individual pages, not all the pages in the site.
  Click the **SEO Settings** button to add additional information to the page, such as a **Page Title** that will display in the HTML tab.

† Click and drag the page to the right to make it a sub-page of the regular page above the selected page.
† Click and drag up or down to make the page a sub-page of a different regular page in the site.

**NOTE:**
† Sub-pages appear in a drop-down menu beneath another page in the site’s Navigation Menu.
† The drop-down menu will appear when you scroll over the main page of the site.
† Several pages can be made into sub-pages just by clicking and dragging a little bit further to the right of the regular page.