

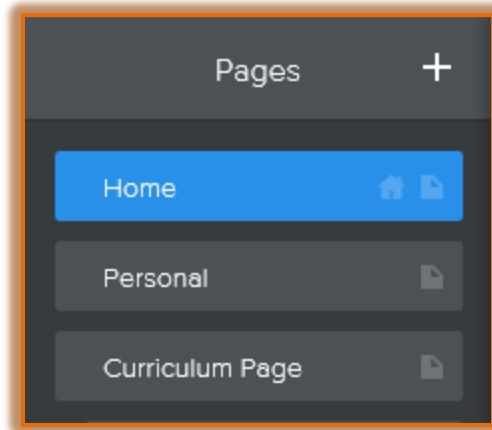
## CREATE SUB-PAGES

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:

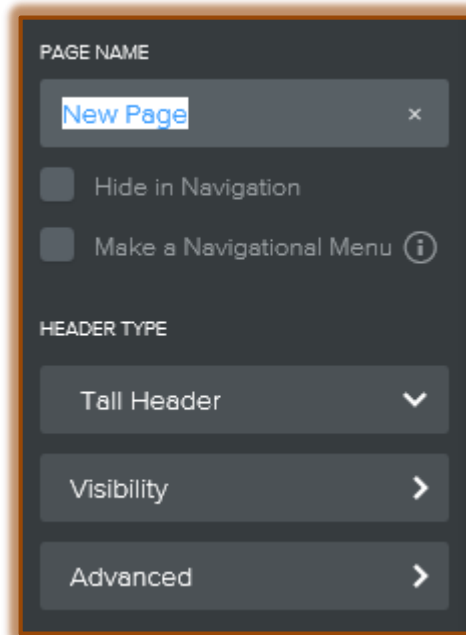
✦ Select the **Page** that is to be made into a sub-page.

✦ Click the **Add Page** button to create a new page. This is the blue button to the right of the word Pages.

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

✦ Click the **Hide in Navigation** if the page should not display for everyone to view.

✦ Under **Header Type** select a layout for the page.



✦ The **Header Type** options are:

- **Tall Header** – This header type is the default for all new pages. It includes a section where a large header image can be uploaded. A default image will display. This image can be personalized.
- **Short Header** – This header type displays at the top of the page the same as the tall header. However, it is smaller than the one for the tall header type. The image can also be personalized.
- **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.
- **Title** – The Title page is the same type of layout as the No Header. There aren't any pictures on the page. Images can be added using the Image Element.
- ✦ 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 **Advanced 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.