LESSON 4

Adding more pages – the templates

Great! You have now made your very own homepage on the web.

Next Steps

Now you have one page, you will want to add more. When you are back to the district home page of WCW, select CREATE A SITE and login. You will notice a few changes!

You now have more options to choose from – 'Create a Site', 'Modify a Site' or 'Modify an Existing Job' (**more in Lesson 8**). You can also Delete a Site, but beware, once you have deleted a site you can never get it back!

From the 'Modify a Site' section, drop down the list to select the site you wish to work on. This will take you to the admin page for your website.

Admin Page

This will list the pages that you create for your website. You will see there are a number of links: 'add a new page', 'amend project title' (allows you to change the name of your site, place and categories) and 'amend page order' (the order in which your pages are displayed down the left hand side of your site)

To the right of each page listed there are three icons – preview, modify or delete. At the bottom of the page there are three boxes; News, Diary and Mailing. *These will be covered in Lessons 5,6 and 8*

Add a New Page

Click on the 'add a new page' link. You will see that there are 9 templates to choose from to create a page. They all work in a similar way, but will display your pages differently.

- **Standard**
    - Allows you to add 2 images and 5 paragraphs of text
    - Good for general content and information pages

- **Copy and Paste**
    - Allows you to add 1 image and 6 paragraphs of text
    - Formatting tags can be used upon this to improve appearance of your page (*see Lesson 9*)

- **Diary Page**
    - Allows you to add up to 12 events per template
    - These events can be displayed both as a page on your own website and automatically entered into the 'What's On' section for the entire district site.

- **Product/ Directory/ Picture**
    - Allows you to add a list of 12 items with an image, email link and web address for each if required.
    - Ideal for product sales, directories, listing village facilities etc
    - You can chose which fields to complete and which to leave blank

- **Document Upload**
    - Allows you to upload up to 12 documents per page
    - Formats supported include: PDF, Word, Excel, PowerPoint

- **Photo Gallery Page**
    - Allows you to upload up to 20 images
    - The order of the images can be changed after upload
    - The total size of all the images to be uploaded should not exceed 4Mb, but you can upload some images and then go back and upload more to the same page later

- **Links**
    - Allows you to add up to 20 links per page
    - Good for a 'Useful Links' page upon your own website

- **Contacts**
  - Allows you to enter 2 sets of contact details

- **Columns**
  - Allows you to add 2 columns of information
  - Good for price lists, telephone lists etc

All of these templates work in the same way. You simply enter your text into the white text boxes and click the browse button to locate your pictures or documents.

When you have finished working on your new page, simply select the arrow at the bottom of the page to be taken to the preview page. From this preview page you can either go back to make any further amendments or click the arrow again for the page to added to your website and to return to the site admin page.