Add new pages to the website
Add a page and set visibility. Make the page live.
Black text = guide. Blue text = notes / more info.

Add a new page:
Go to the /admin folder of your website and log in.

• Select 'Pages' from the main menu.

• Scroll down to Add Page:

Add Page

Title:	
Type:	WYSIWYG ▼
Parent:	None ▼
Visibility:	Public ▼
	Add Reset

• Type a SHORT Title for your new page.

• Optionally you can choose a Type if you know you need something other than the WYSIWYG default which is fine for most purposes. WYSIWYG gives you an empty page body to add whatever you want.

• You should choose a Parent from the list IF you want your new page to be grouped 'under' an existing introductory page. The Parent is an existing page on the site.

• Change the visibility to 'Hidden' (so pages you are still working on do not appear on the menu).

• Click 'Add'.

Once you have added your page you will be taken to the 'Modify Page' screen to enter content.

Make a page live:

Click the 'Pages' tab then click the ⬛ settings icon in the pages list for the page you want. Change the visibility to 'Public' and 'Save'.

Visibility:
Visibility changes the way your page will be seen on the site, and indeed if it will be seen at all. The three types of visibility you should know about are -

1. Public - A Public page can be viewed on the website and will be included in any navigation menus visible on the page. The page will be shown in a hierarchy as the 'child' of any 'parent' page you choose for it. It will only appear in a menu if the Parent is itself Public.

2. Hidden - A Hidden page can be viewed by anyone who knows it's URL (page address) or clicks on a link you have created. It is NOT included in the main navigation menus so will only be found if you make a link to it from one or more other pages. Even if you intend your new page to be a 'Public' type you should start editing it as 'Hidden' and change its visibility when you have finished editing it. This is so that visitors do not stumble upon a partially complete page which may not yet make sense.

3. 'None' - Such a page cannot be accessed by any member of the public EVEN if they know its address or follow a link to it. You must be logged in to the editing system to see the page, change it's contents and preview it. It may be useful to select 'None' if you want to remove a page from view without actually deleting it.

Website Bakers own help documentation explains more about page types.

Save your work:
Remember to save your work periodically as you add content to a page. There is no warning if you leave work unsaved to move to another page!