

Adding and editing pages

Category: Pages

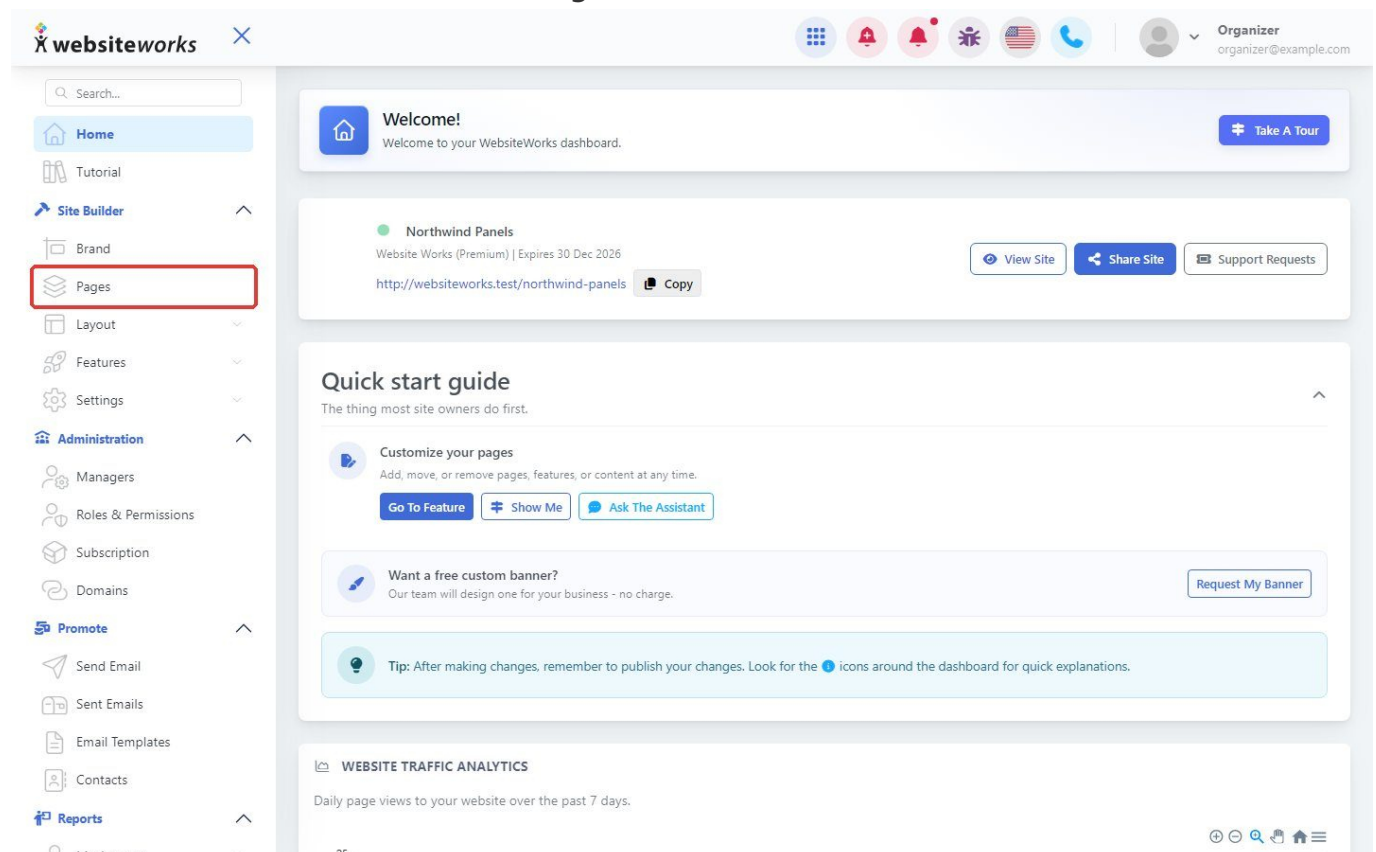
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Reading Time: 2 min

Your website is made of pages, such as Home, About Us or Contact. This article shows how to add a page, change its settings and edit what is on it.

Step 1: Open Pages

In the menu, under **Site Builder**, click **Pages**.

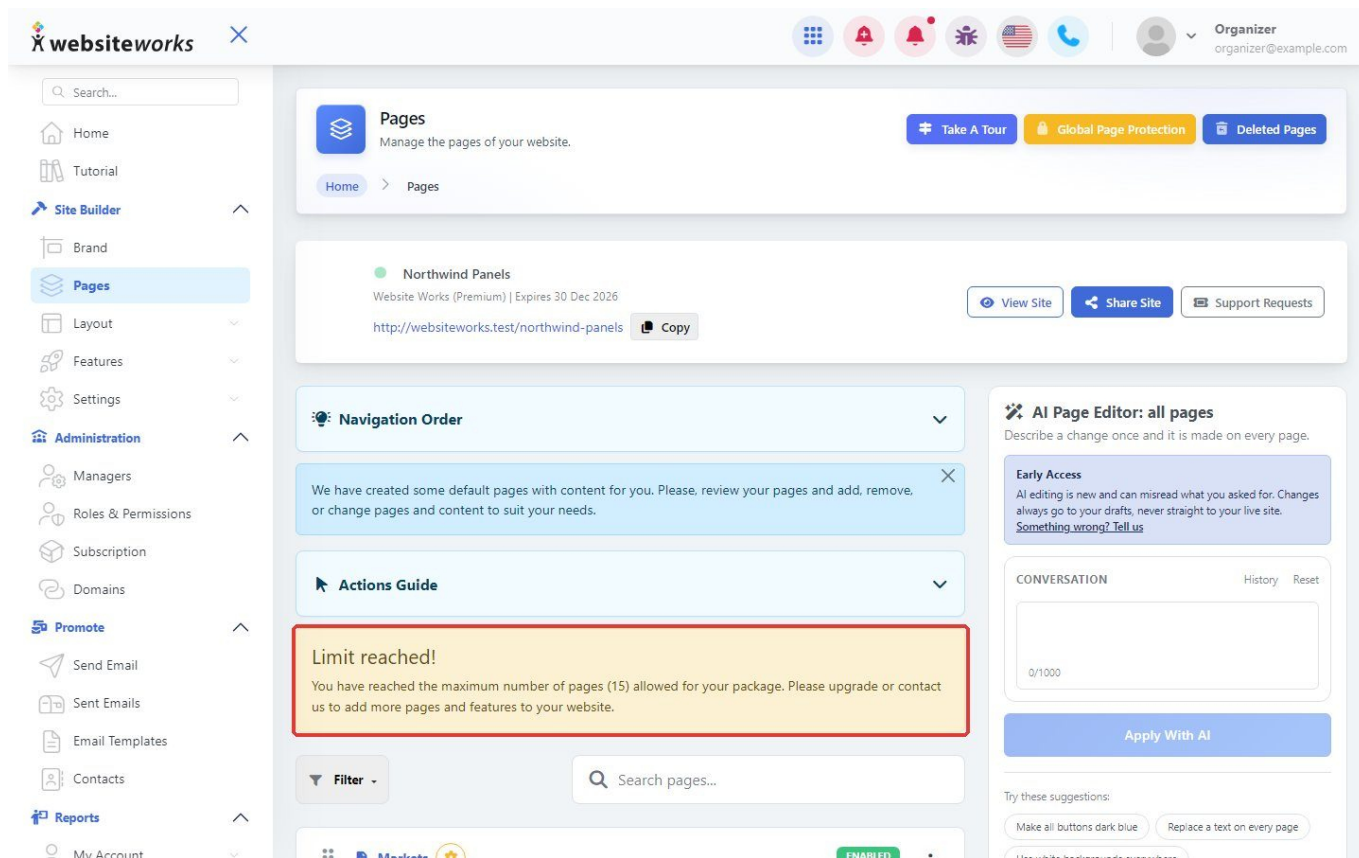


Click **Pages**.

Step 2: Add a new page

Click **New Page**, enter a title and confirm. Your new page appears in the list.

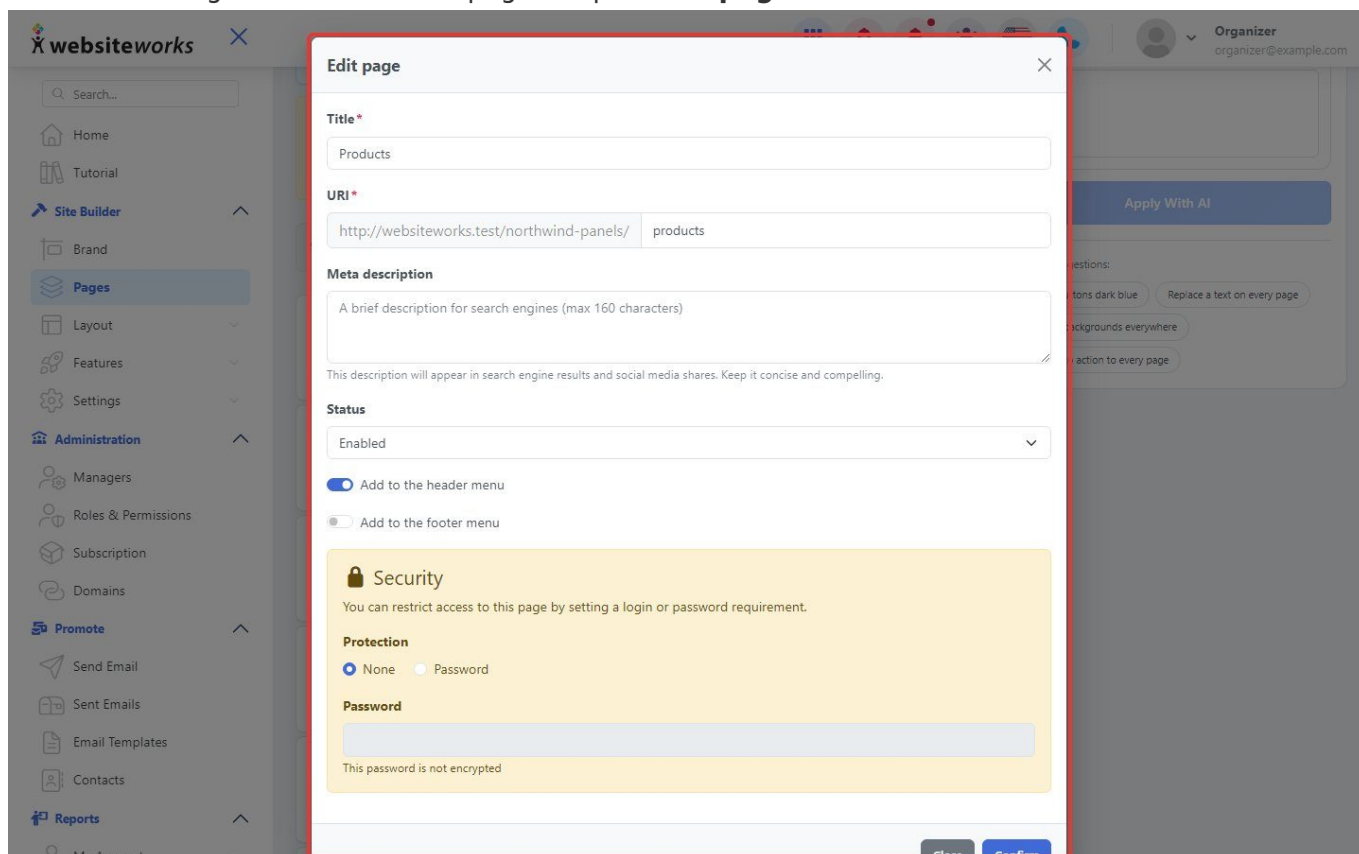
Your plan includes a set number of pages. When you reach it, the page shows **Limit reached!** and the **New Page** button is hidden. Delete a page you no longer need, or contact us to add more.



Your pages and your page limit.

Step 3: Open the page settings

Click the settings button next to a page to open **Edit page**.



The Edit page window.

Step 4: Change the title, address and description

Edit the **Title**, the **URI** (the end of the page address) and the **Meta description** (the short text search engines can show).

The screenshot shows the 'Edit page' dialog in the 'website works' application. The dialog is titled 'Edit page' and has a close button (X) in the top right corner. It contains the following fields and options:

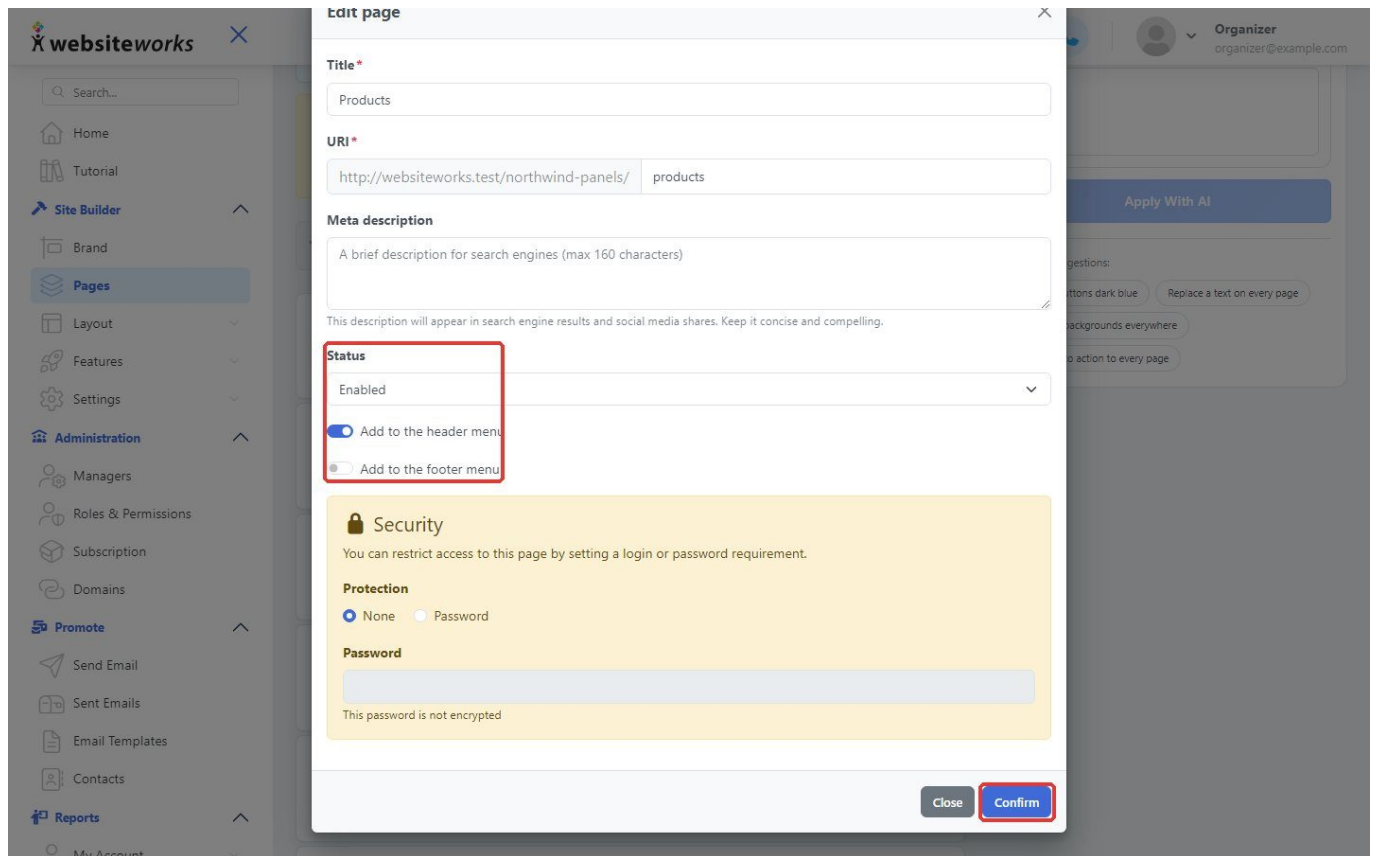
- Title ***: A text input field containing 'Products'.
- URI ***: A text input field containing 'http://websiteworks.test/northwind-panels/' and 'products'.
- Meta description**: A text input field containing 'A brief description for search engines (max 160 characters)'. Below this field is a note: 'This description will appear in search engine results and social media shares. Keep it concise and compelling.'
- Status**: A dropdown menu set to 'Enabled'. Below it are two checkboxes: 'Add to the header menu' (checked) and 'Add to the footer menu' (unchecked).
- Security**: A section with a lock icon and the text 'You can restrict access to this page by setting a login or password requirement.' It includes a 'Protection' section with radio buttons for 'None' (selected) and 'Password'. Below this is a 'Password' input field and a note 'This password is not encrypted'.

At the bottom of the dialog are two buttons: 'Close' and 'Confirm'.

Title, address and description.

Step 5: Choose where the page appears

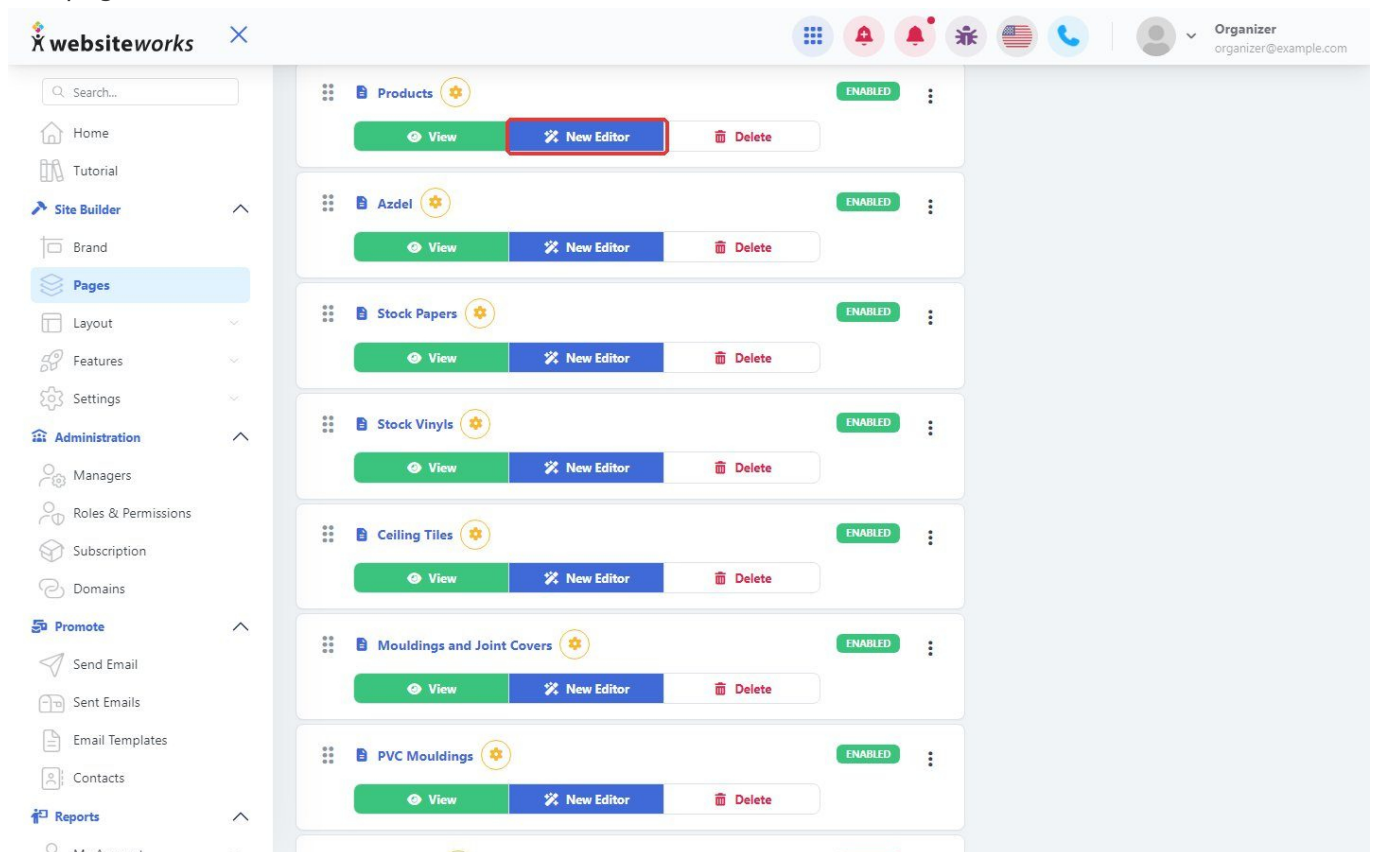
Set **Status** to **Enabled** to show the page. Check **Add to the header menu** or **Add to the footer menu** to add a link to it. Under **Protection**, choose **Password** if only people with the password should see it. Click **Confirm**.



Choose menus, then Confirm.

Step 6: Edit the page content

Click **New Editor** next to the page to change its text, images and blocks. See *Adding content blocks to a page*.



Click New Editor.