

# Creating a Page


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When it is time to create a new page, it is usually because you have something important to say. Similar to a page within a magazine or book, a page within a website is a dedicated space to deliver a clear message for your audience. Though the length, design, and format of a page on the CalLutheran.edu website is more variable than the pages of traditional print materials, the message you intend to share is what counts most.

Once you know that you are ready to create a page (and you have verified that creating a page is more optimal than adding content to an existing page), the steps for doing so are short and simple.

## Instructional Video



Watch this 3-minute tutorial for an initial overview of creating a page, or scroll below to see complete written instructions.

\*Note: Click  icon for best view.

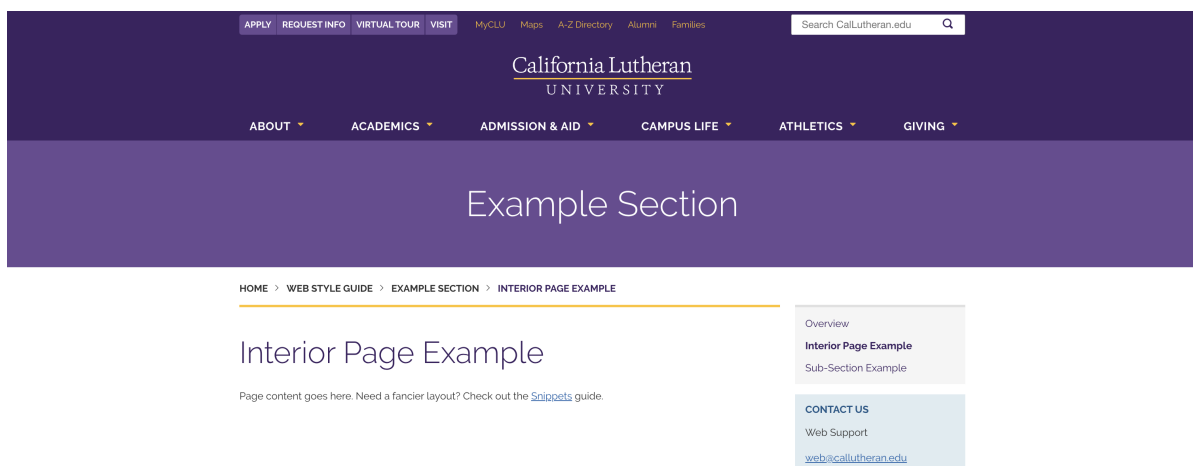
## How to Create a Page

Before you begin to create a page, consider whether you intend to create one page, or a collection of pages that are a subset of a new page. If you are looking to create a subset, see the [Sub-Sections](#) article for details.

### 1. Select a Page Template

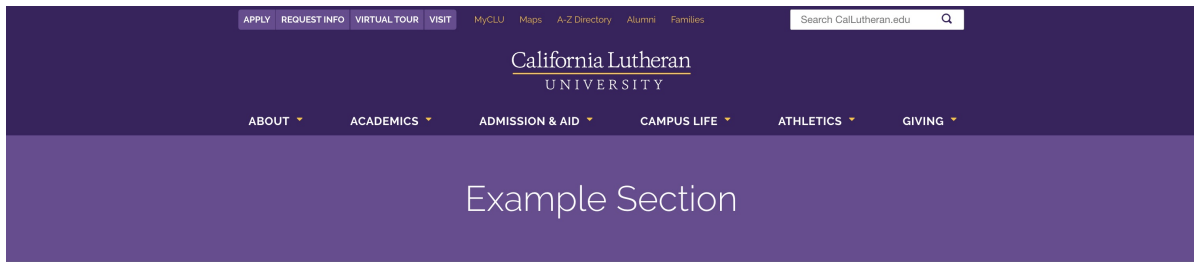
While you are [Editing a Page](#), click the  link in the upper left corner of the editing interface and click the  button. In the editing window, select one of the following page templates:

- Default page template — best choice in most situations.



- Alternate page template that covers the full width of the screen and

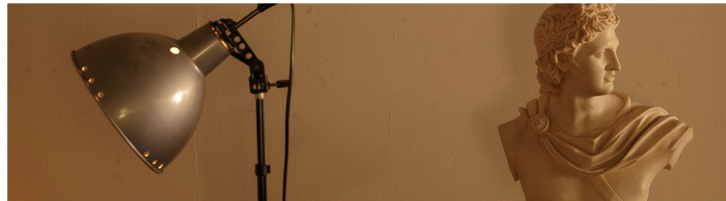
omits the [Navigation](#) menu.



HOME > WEB STYLE GUIDE > EXAMPLE SECTION > EXAMPLE INTERIOR SUB-SECTION > FULL-WIDTH INTERIOR PAGE EXAMPLE

## Full-Width Interior Page Example

This page is extra wide and lacks a side navigation.



- or [see the Landing Pages](#) article for details. If you are interested in these page templates,



HOME > WEB STYLE GUIDE > EXAMPLE SECTION

Landing page introduction text.

More text with the Intro Text style applied.

Regular text.

Overview  
Interior Page Example  
Sub-Section Example

**CONTACT US**  
Web Support  
[web@callutheran.edu](mailto:web@callutheran.edu)

## Landing Page Row

Here we have a Flex Three Column Feature.

556 x 315

556 x 315

556 x 315

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## 2. Configure the Page

After you choose a page template, complete the following fields in the configuration window:

- Enter a title that is clear for your audience, includes relevant keywords, and maintains consistent phrasing with other page titles in this section of the CalLutheran.edu website.

- Enter a brief and keyword-rich description for search engines to display (i.e., Google).
- Enter a filename similar to the [example](#), but with short words omitted (e.g., "the," "and", "to").

Then, click the **CREATE** button, as seen in the example below.

### Interior Page

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**General Page Setup**

Page Title   
Required Field. Enter the page title. This will also be displayed by search engines as well as the web browser window.

Description   
Important. Enter a short description of the page, to be displayed by search engines.

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**File Configuration**

Add Navigation Item   
Specify if this page should be added to the navigation file automatically. Note that both files need to be published after creation.

Filename   
Enter a filename using only lowercase letters, numbers, underscores, or dashes.

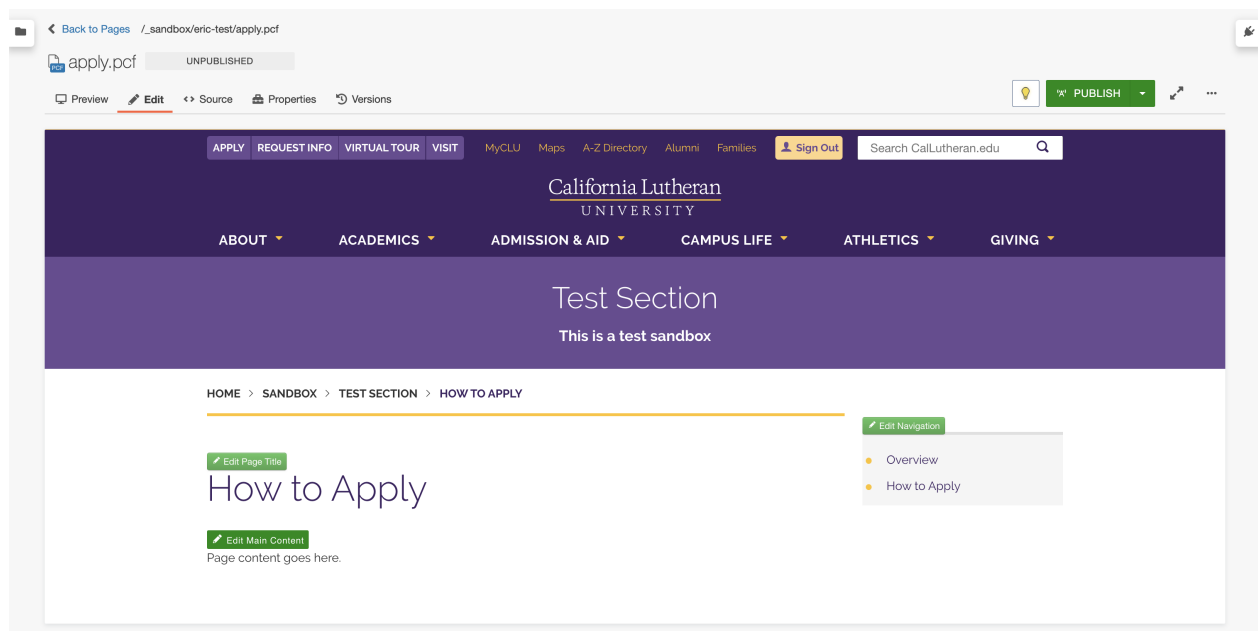
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**Page Options**

Overwrite Existing

### 3. Edit the Page


You are now able to edit your page by adding content. For help with this step, see the [Editing a Page](#) article or the example below.



**PRO TIP:** Don't worry too much about page length. A long page is perfectly fine and typically optimal. As long as the page is easy to skim and consume, people are ok with scrolling for what they need.

#### 4. Save and Publish

To update the CalLutheran.edu website with your edits, click the **SAVE** button and **PUBLISH** button. Don't forget to view the published page on desktop AND mobile to ensure that everything is neat and tidy.

 **EXTRA INSIGHT:** If you would like the page to appear in the navigation menu on the right side of the screen, be sure to edit and publish the [Navigation](#) file to include the link to the page you created.

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[Next Article >](#)

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