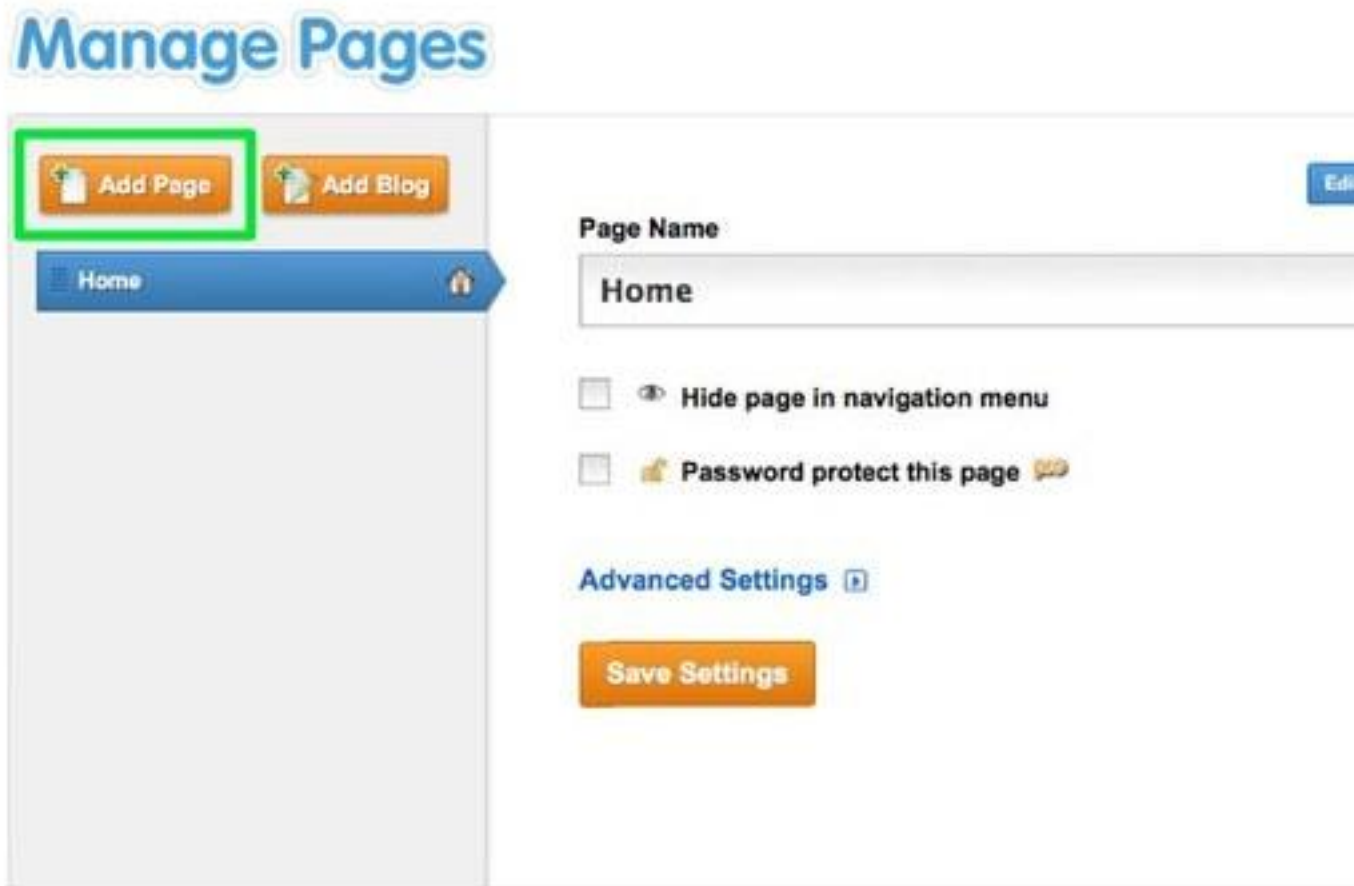


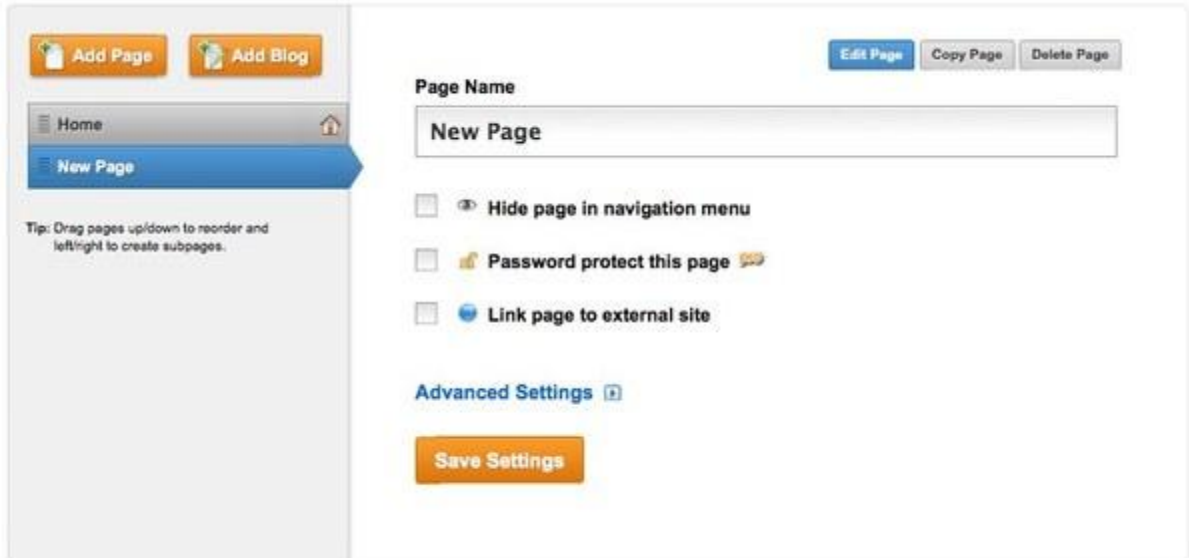
Step 1: The process for creating a page with using copy page rather than creating a new page

Your site can have as many pages and sub-pages as needed. We place no limits whatsoever on the number of pages that can be added to a site. Creating a new page is as simple as going to the Pages tab and clicking the New Page button.



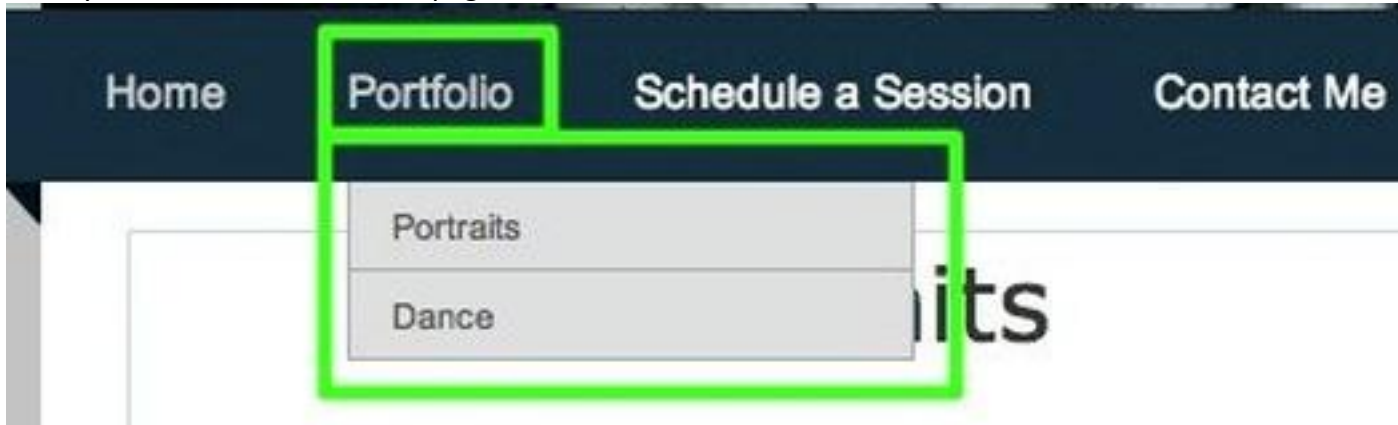
There is an option to create a New Page.

Clicking the New Page button adds a new page to your list.



Step 2: Create Sub-Pages

Sub-Pages are just like normal pages, except that appear in a drop-down menu beneath another page in the site's navigation menu. The drop-down menu appears when you scroll your mouse over the main page.



Sub-pages are created just like normal pages - using the New Page button found under the Pages tab. It just takes a little dragging and dropping to turn a regular page into a sub-page. Select the page you want to turn into a sub-page.

Manage Pages

The screenshot shows the 'Manage Pages' interface. On the left, a list of pages is displayed: Home, Portfolio, Portraits, Dance, Schedule a Session, Contact Me, About, and My Blog. The 'Portraits' page is highlighted in blue and has a green arrow pointing to it. A green box highlights the entire list area. At the top of the list area are 'Add Page' and 'Add Blog' buttons. Below the list is a tip: 'Tip: Drag pages up/down to reorder and left/right to create subpages.' On the right, the 'Page Name' field contains 'Portraits'. Below this are three checkboxes: 'Hide page in navigation menu', 'Password protect this page', and 'Link page to external site'. There is also an 'Advanced Settings' link and a 'Save Settings' button.

Add Page **Add Blog**

- Home
- Portfolio
- Portraits**
- Dance
- Schedule a Session
- Contact Me
- About
- My Blog

Tip: Drag pages up/down to reorder and left/right to create subpages.

Page Name
Portraits

- Hide page in navigation menu
- Password protect this page
- Link page to external site

[Advanced Settings](#)

Save Settings

Drag this page underneath the page you want to make it a sub-page of and also drag it a bit over to the right until it clicks in place.

The image shows a user interface for managing website pages. On the left is a vertical sidebar menu with items: Home, Portfolio, Portraits, Dance, Schedule a Session, Contact Me, About, and My Blog. The 'Portraits' item is highlighted in blue and is being dragged to the right, as shown by a green box and a green arrow. At the top of the sidebar are two orange buttons: 'Add Page' and 'Add Blog'. Below the sidebar is a tip: 'Tip: Drag pages up/down to reorder and left/right to create subpages.' On the right side, there is a settings panel for the 'Portraits' page. It has a 'Page Name' field containing 'Portraits'. Below this are three checkboxes: 'Hide page in navigation', 'Password protection', and 'Link page to external site'. At the bottom of the settings panel is a blue link for 'Advanced Settings' and an orange 'Save Settings' button.

You can make several pages into a sub-page of another page by repeating these steps. You can even make sub-pages of other sub-pages, just by dragging the page a little bit further to the right.

The screenshot displays a website management interface. On the left, a navigation menu lists pages: Home, Portfolios, Portraits, Dance (highlighted in blue), Schedule a Session, Contact Me, About, and My Blog. A green box highlights the 'Dance' page, and a green arrow points from it to the settings on the right. At the top are 'Add Page' and 'Add Blog' buttons. A tip at the bottom left reads: 'Tip: Drag pages up/down to reorder and left/right to create subpages.'

Page Name

Dance

Hide page in navigation

Password protect page

Link page to external URL

Advanced Settings ▾

Save Settings

Step 3: Hide Pages from the Site Navigation

Pages are displayed as part of your site's navigation menu by default. However, you can get around this by marking a page as "hidden." Hidden pages do not show up as part of your site's navigation.

Go to the Pages tab and select the page you want to hide.

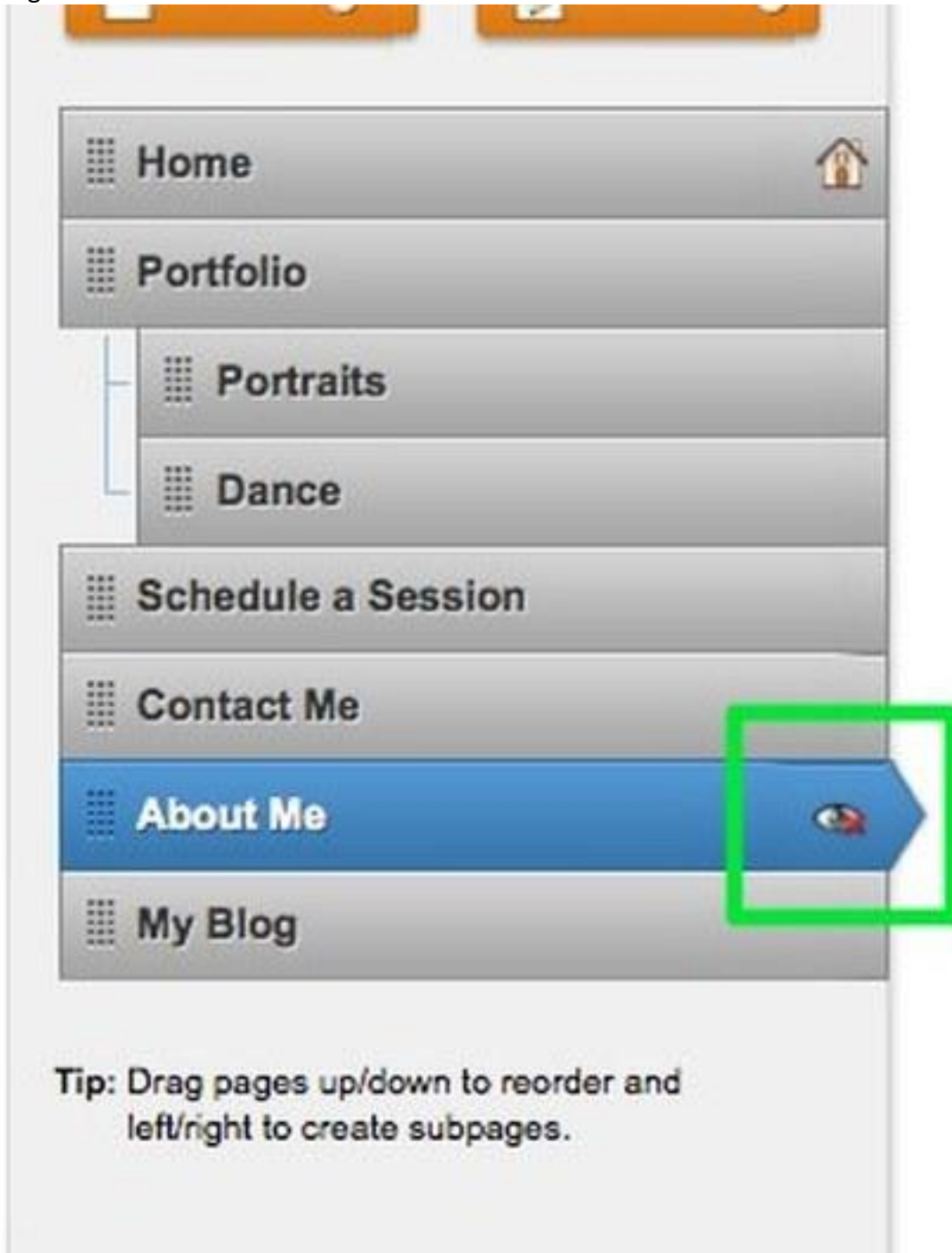
The screenshot shows a page editor interface. On the left is a sidebar menu with items: Home, Portfolio, Portraits, Dance, Schedule a Session, Contact Me, About Me (highlighted in blue with a green arrow pointing to it), and My Blog. Above the menu are 'Add Page' and 'Add Blog' buttons. Below the menu is a tip: 'Tip: Drag pages up/down to reorder and left/right to create subpages.' On the right, there are 'Edit Page', 'Copy Page', and 'Delete Page' buttons. Below these is the 'Page Name' field containing 'About Me'. Three checkboxes are visible: 'Hide page in navigation menu' (unchecked), 'Password protect this page' (unchecked), and 'Link page to external site' (unchecked). Below these is an 'Advanced Settings' link and a 'Save Settings' button.

Then check the "Hide page in navigation menu" box.

This is a close-up of the settings for the 'About Me' page. The 'Page Name' field contains 'About Me'. The 'Hide page in navigation menu' checkbox is checked and highlighted with a green border. The other two checkboxes, 'Password protect this page' and 'Link page to external site', are unchecked. Below the settings is an 'Advanced Settings' link and a 'Save Settings' button.

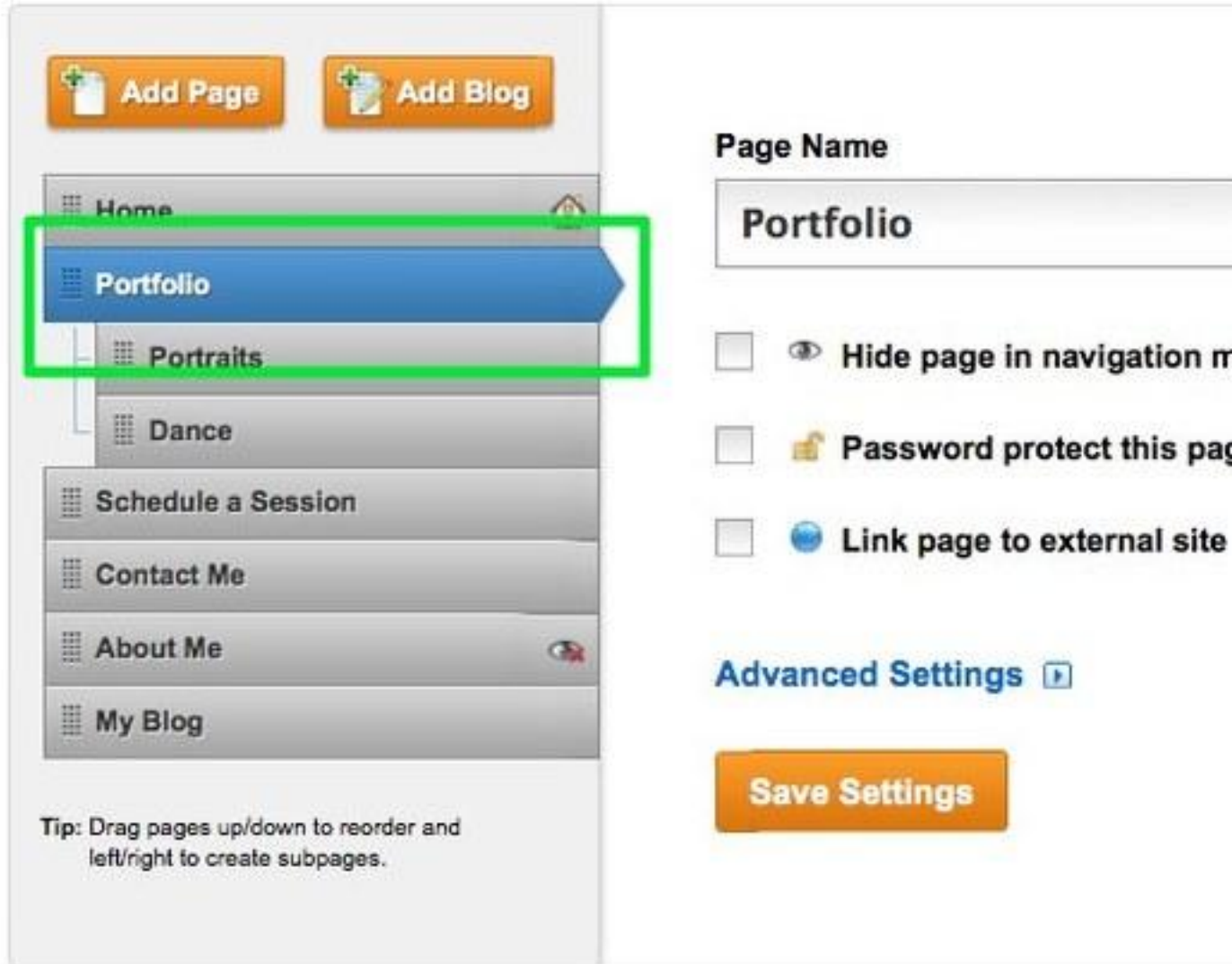
This page will no longer show up in the site's navigation menu, though you can still [manually link to it](#) yourself from elsewhere on your site.

Any hidden page will be marked with the hidden icon on your list of pages under the Pages tab.



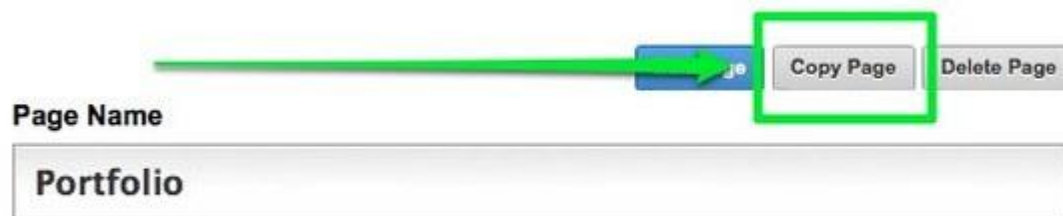
Step 4: Copy a Page

A page can be copied and used as the basis for a new page. To do this, just go to the Pages tab and select the page you want to copy from your list of pages.



The screenshot shows a page management interface. At the top, there are two orange buttons: "Add Page" and "Add Blog". Below these is a list of pages: "Home", "Portfolio", "Portraits", "Dance", "Schedule a Session", "Contact Me", "About Me", and "My Blog". The "Portfolio" page is highlighted with a blue arrow and a green box. To the right of the page list, there are settings for the "Portfolio" page. The "Page Name" field contains "Portfolio". Below this are three checkboxes: "Hide page in navigation m...", "Password protect this pag...", and "Link page to external site...". At the bottom of the settings section, there is a blue link for "Advanced Settings" and an orange "Save Settings" button. A tip at the bottom left reads: "Tip: Drag pages up/down to reorder and left/right to create subpages."

Then use the Copy Page button to generate a copy of the page.

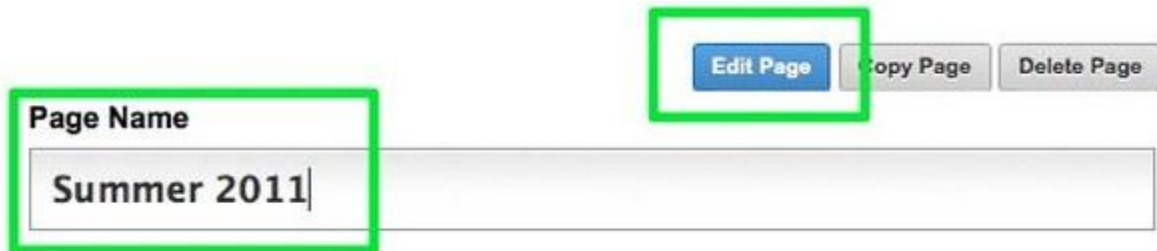


The screenshot shows a close-up of the page management interface. A green arrow points from the "Portfolio" page in the list to the "Copy Page" button. The "Copy Page" button is highlighted with a green box. Below the page list, the "Page Name" field contains "Portfolio".

This will generate a new page at the bottom of your list of pages. This new page will have the same name as the original page.



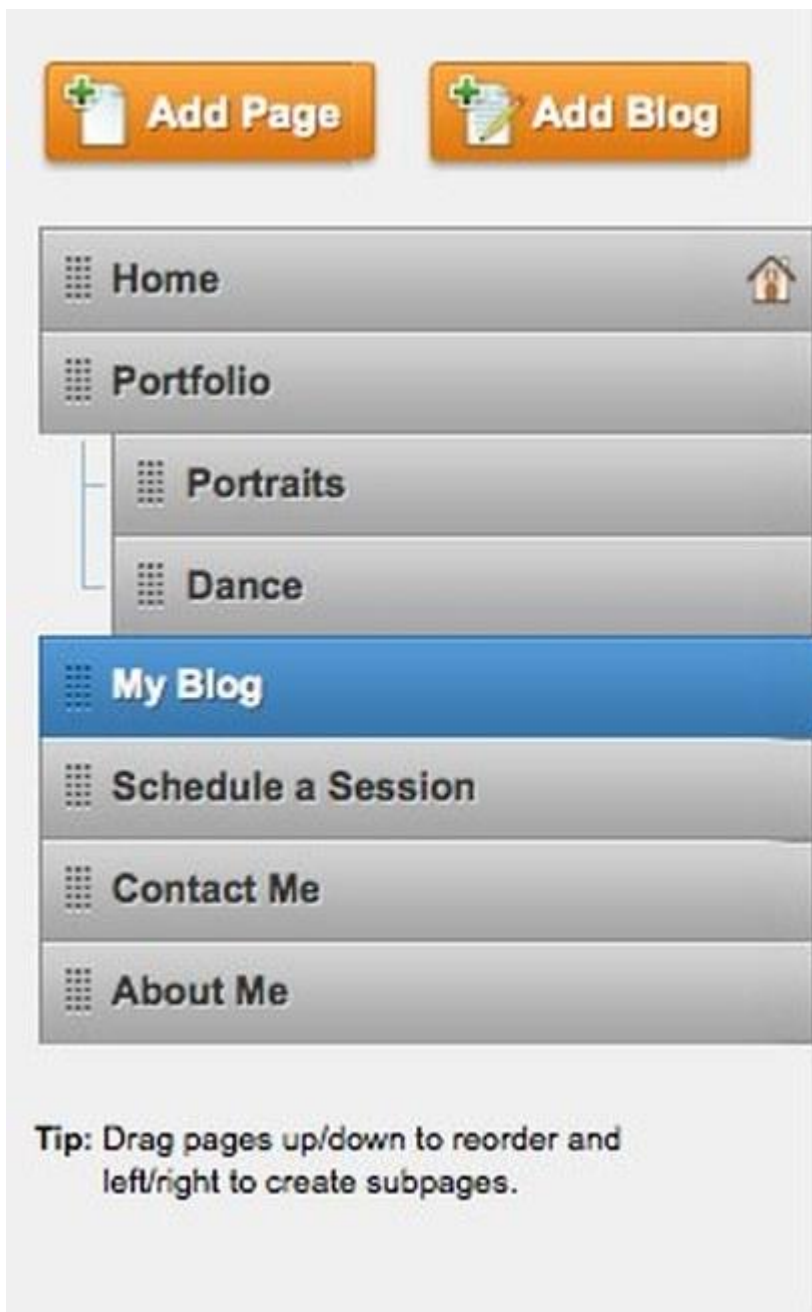
Give the page a new name and then click Edit Page to make changes to it.



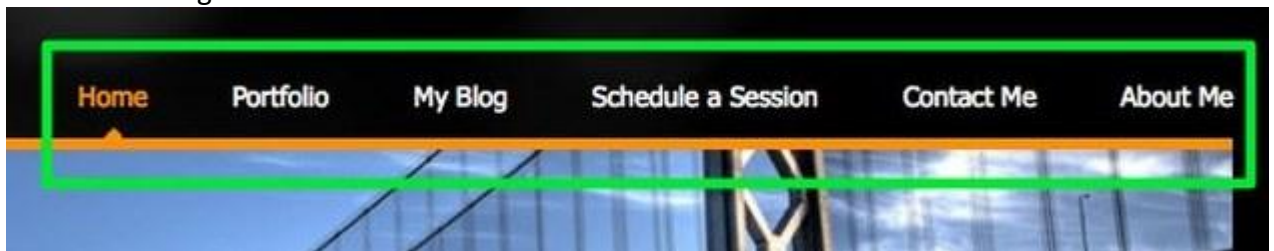
Step 5: Reorder Pages

As you add pages to your site, they appear in the site's navigation menu and are also stacked in a list found under your Pages tab. Where a page appears on this Pages list directly controls where it appears in the navigation.

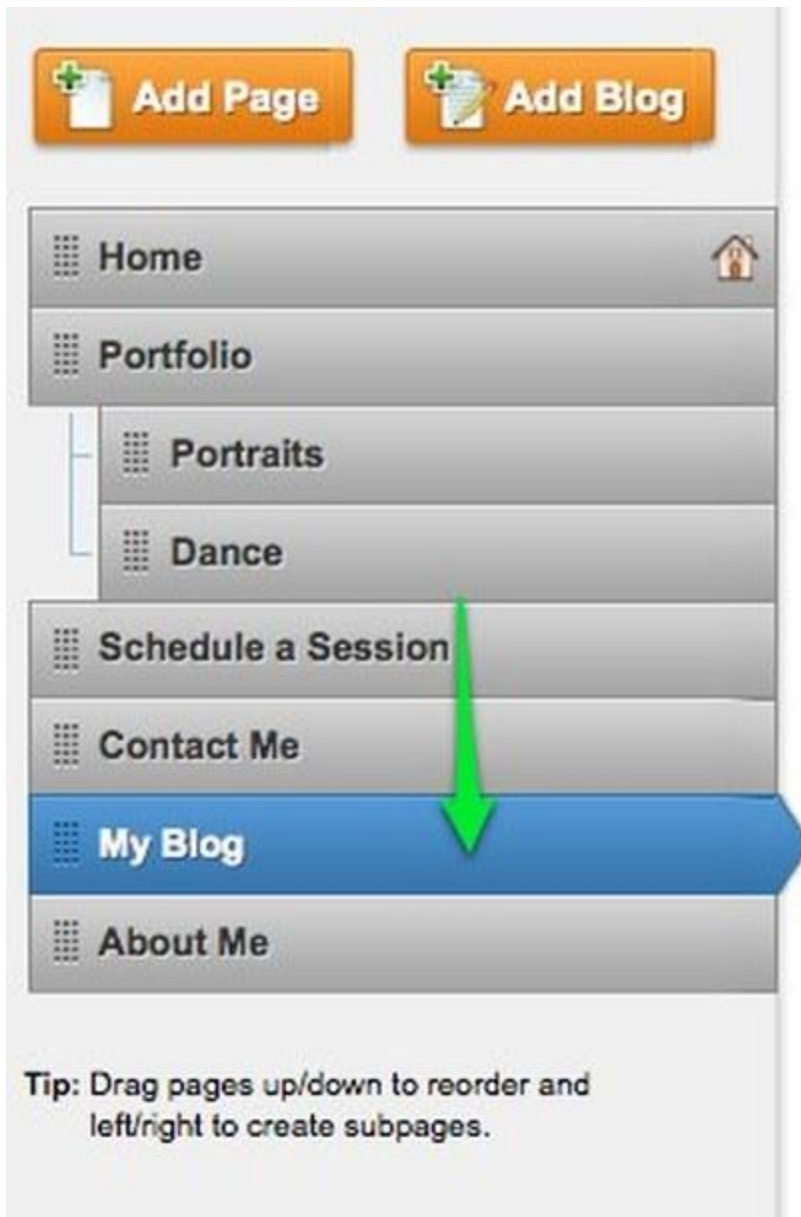
The list of pages seen here:



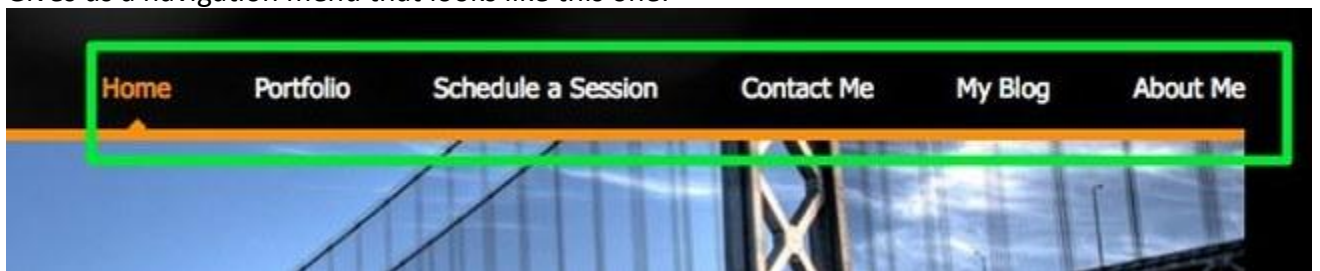
Gives us a navigation menu that looks like this one:



To move a page elsewhere in the list, just click it and drag it wherever you want.
Moving the "My Blog" page as seen here:



Gives us a navigation menu that looks like this one:



Step 6: Create a Navigation Link that Leads to Another Site

You'll generally want most (if not all) of the links in your site's navigation to link to a page within your own site. But there are some situations where you may want the navigation to link elsewhere - to lead people to your twitter page, an outside blog, a partner's site, etc.

To create a navigation link that leads to another site, go to the Pages tab, create a new page, give that page a name and then use the Link to External Site "Set Link" option.



Page Name

Twitter

 **Hide page in navigation menu**

 **Password protect this page** pro

 **Link page to external site**

Advanced Settings 

Save Settings

Enter the full link to the page or site to which you want to link. Then click the Save button.

Page Name

Twitter



Link page to external site

<http://www.twitter.com/weebly/>

Save Settings

Now if anyone clicks the link to this page in your navigation menu, they'll leave your site and go straight to the link you created above. If you ever want to remove the link and turn the page into a normal page again, just uncheck the box and click Save Settings.

Any page that is directly linked to an external site will have an external link icon added to its page listing, as seen below:

The image shows a screenshot of the Weebly website editor interface. On the left is a vertical sidebar with a list of pages: Home, Portfolio, Portraits, Dance, Schedule a Session, Contact Me, My Blog, About Me, and Twitter. The 'Twitter' page is highlighted in blue and has a blue arrow icon on its right side, which is circled in green. At the top of the sidebar are two orange buttons: 'Add Page' and 'Add Blog'. To the right of the sidebar is the settings panel for the selected 'Twitter' page. It has a 'Page Name' field containing the text 'Twitter'. Below that is a checkbox labeled 'Link page to external site', which is checked and circled in green. Underneath the checkbox is a text input field containing the URL 'http://www.twitter.com/weebly/'. At the bottom of the settings panel is an orange 'Save Settings' button.

You can do the above with any page on your site except for the Home page.