

Adding a new page 1 (making the folder first)

Before you can add a page you have to make a folder to put it in.

Making a folder

See the instructions on the Church Edit page [Adding a Folder](#).

Notes (Updated January 2020)

'Folder Parent' – from the drop down menu select where the new folder will appear. For example the 'Welcome' folder is located in 'Home>About us'.

'Folder name' - enter the name for your new folder (it will be the same as the page name you will be making next). *You can't use a forward slash in your folder names as they are used as part of web addresses, using one in a folder name would cause page not found errors.*

'Live' - Enter yes if this folder is to be available on the website straight away (if you enter no, you will be able to work on your page and then you can make it go live when you are ready).

'Show Folder' - Enter yes if this folder is to appear in the menu system. If you enter no, it will not show but will still be in the system and you can make it show later.

'Folder Access' - you can restrict who can view this folder – leave at everyone.

Click 'Next' to create your folder. You will then be able to add web pages and forms to the new folder (see below).

Adding a new page 2 (adding a page to the folder)

Adding your new page to a new or existing folder

See the instructions on the Church Edit page [Adding a Page](#).

Other help pages on Church Edit

- [Move a Folder](#)
- [Deleting a Folder](#)
- [Change Folder Order](#)
- [Deleting a Page](#)
- [Copying a Page](#)