

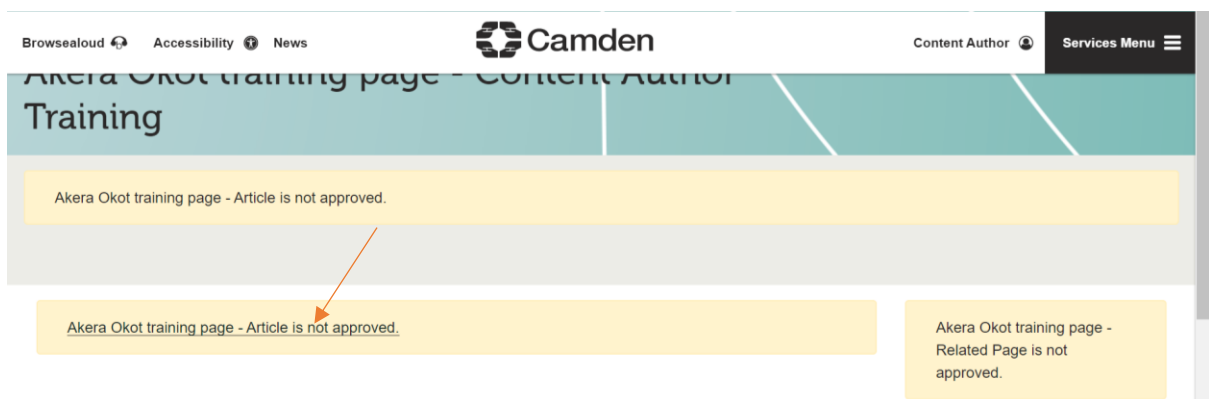
Adding content to a newly created page

1) Before you start to create a new page, prepare your text in Word, and then copy this text over to Notepad.

2) Then, copy text from Notepad to the website, so that it doesn't affect the formatting on the website.

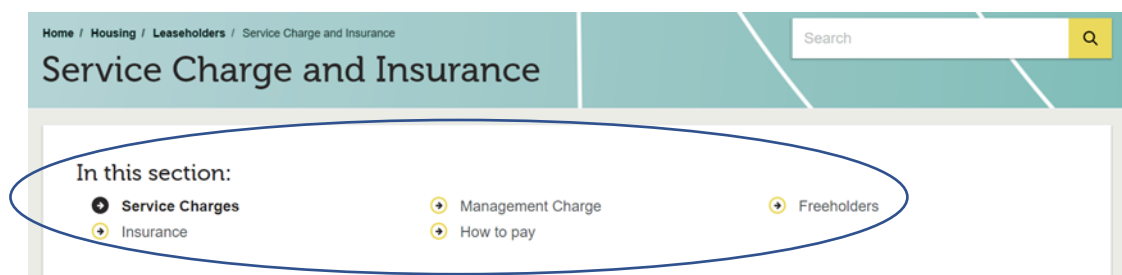
Note: Do not copy prepared text straight from Word.

3) In the main text box (on the white background), click the hyperlink:

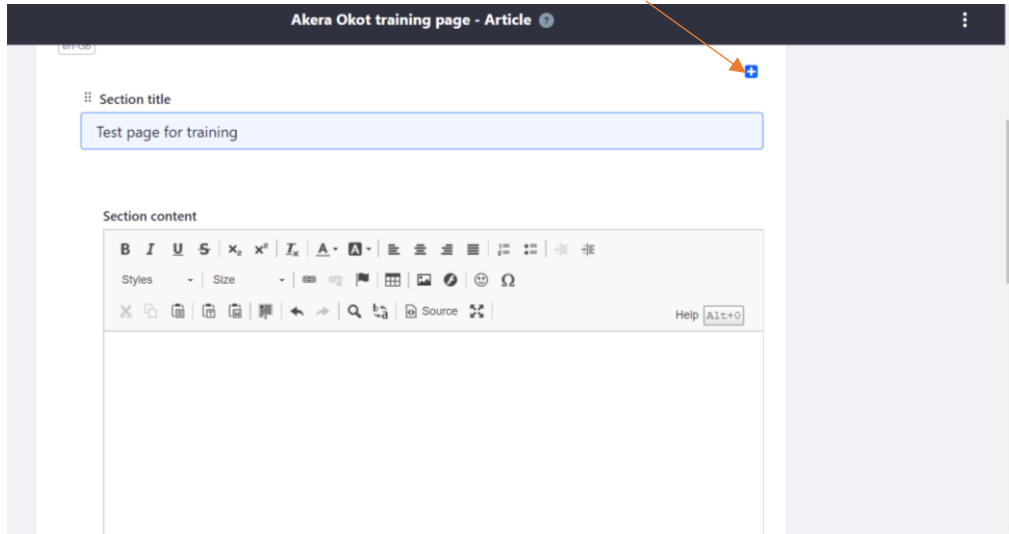


4) If the page is a single-part page (just one section), you do not need to enter a section title. If it is a multipart, add section titles.

The image below is what multipart page titles look like once the page has been published.



5) To add a second part of the page, click on the plus button.



Tip: If you have added extra sections to make the page a multi-part, you may need to refresh your preview of the page to make the navigation bit appear:

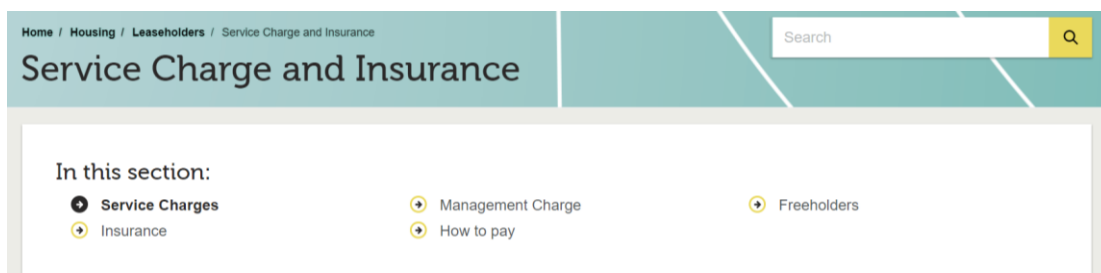
Note: If your preview function does not work, you will have to submit for publication to see the change - don't click submit, until you're happy with your work (as it will be reviewed by the web team).

Example of a multi-part page: <https://www.camden.gov.uk/housing-repairs>

Example of a normal page: <https://www.camden.gov.uk/housing-news>

Tip: Regularly save your content as a draft, so that it doesn't get lost (for whatever reason).

6) Once the multi-part page has been created, save as draft and refresh the page for the 'In this section' title to appear (see below).



Note: If this does not work, you will have to submit for publication to see these changes - don't click submit, until you're happy with your work (as it will be reviewed by the web team).


7) Once you're happy with your page, go into the text editor and click "Submit for publication".

Note: Once completed, you must also go into your related pages content and "Submit for publication" as it is a separate piece of content – please read the document on related pages.

Browsealoud

Accessibility

News



Akera Okot

Services Menu

Akera Okot training page - Article is not approved.

Web Content Display

Akera Okot training page - Related Page is not approved.

Note: Related pages must be added to all content pages.