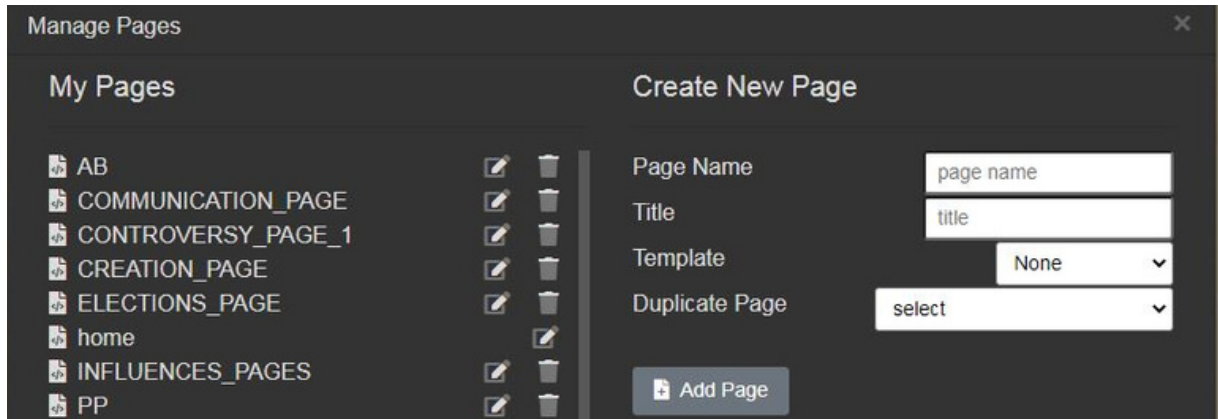▶️ **Click here** to follow along with the step-by-step instructional video.

ADDING AND LINKING ADDITIONAL PAGES

- In **Manage Pages settings,** you can do the following:
- **Create a new page.** On the right side of the screen, under **Create New Page:**
  - Give your page a **Page Name** (this is the URL name).
  - Give your page a **Title** (how it will appear on the auto-nav menu).
  - Select a **template** (or **None** to start from scratch).
  - **Duplicate** an already existing page.
  - Click the grey **Add Page** button.
- **Delete a page**. On the left side of the screen, you will see the pages you have created. Select the trash can next to the page name if you do not want that page.
- **Edit a page.** On the left side of the screen, you will see the pages you have created. If you want to edit the page name of the title, click the pencil in the square icon next to the page name.
- **Duplicate a page.** When creating a new page, you have the option to duplicate a page you already created. Next to **Duplicate Page**, select the page you wish to duplicate from the drop-down menu. This feature comes in handy when there are blocks you would like to duplicate onto other pages.

Note about page names

Keep the page names simple and avoid spaces. For example, if I want to build a page about historical context, call that page "context," "background," or "page2." This will make it easier to navigate to pages.
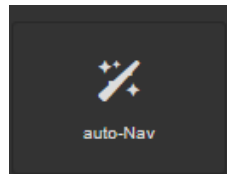
ADDING AND LINKING ADDITIONAL PAGES (CONT.)

?

FAQ: *How do I link my pages together so that my viewers can see them?*

Answer: Adding an **Auto-Nav** allows you to organize your pages and subpages easily. Watch **this video** to see how to add an Auto-Nav bar.

Setting up Auto-Nav

- Drag and drop the **Auto-Nav** block on your page to a container or cell.

- Double-click the **Auto-Nav** block, select the box and click on the pencil icon.
- When the **Nav Editor** appears, you have several options:
  - Reorganize the pages by dragging/dropping the pages' titles in the list. You will see a green line indicating where the page will be moved to and a pink line indicating the creation of a subpage.
  - Select a page, and under the **Update Menu Item** title, you can **rename** the title of your page. If you change the title of your page, remember to click **Set**.
  - You can **hide** pages from displaying **Auto-Nav** by checking the **Hide the Menu Item** option under the **Update Menu Item** screen. Remember to click **Set**.
- When you are happy with your list of organized pages, click **Save**.
- To change the alignment of the **Auto-Nav** bar:
  - With **Auto-Nav** selected, click on **Flex** settings in the **Toolbox Pane** to the right.
  - Enable **Flex** container and change the alignment under the justify setting (start, end, space between, space around, or center).
- Once you save your **Auto-Nav** on a page, move to another page and drag and drop the **Auto-Nav** block onto the page. The order you created in **Nav Editor** on the first page will be the same.

Notes about Auto-Nav

Pro tip: You could always design your first page with **Auto-Nav** (style and appearance setup) and duplicate that page, so the styling and appearance remain constant across all pages.

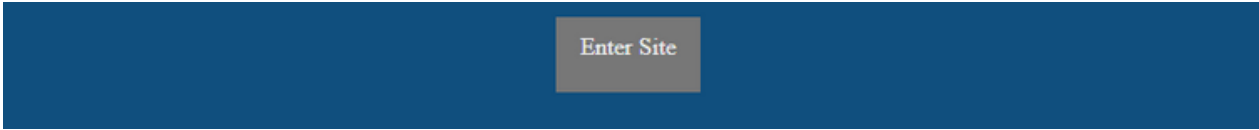You can always come back to the **Nav Editor** to reorganize your pages.

ADDING AND LINKING ADDITIONAL PAGES (CONT.)

? **FAQ:** *How do I add Enter Site, Previous, or Next buttons (link blocks) to each page?*

Answer: Decide where you want your button, and then drag in a **Link block** from the **Toolbox Pane**. You can add text or add an image. If you add a photo, make sure it is clear what to do; a judge might not know to click on a star picture to move to the next page.

Once you add your text or image, you need to direct the link. Select the block and click the **chain icon** to open the **Internal Link** editor. This will allow you to select the page you want to link to. Click **Save and Close**.

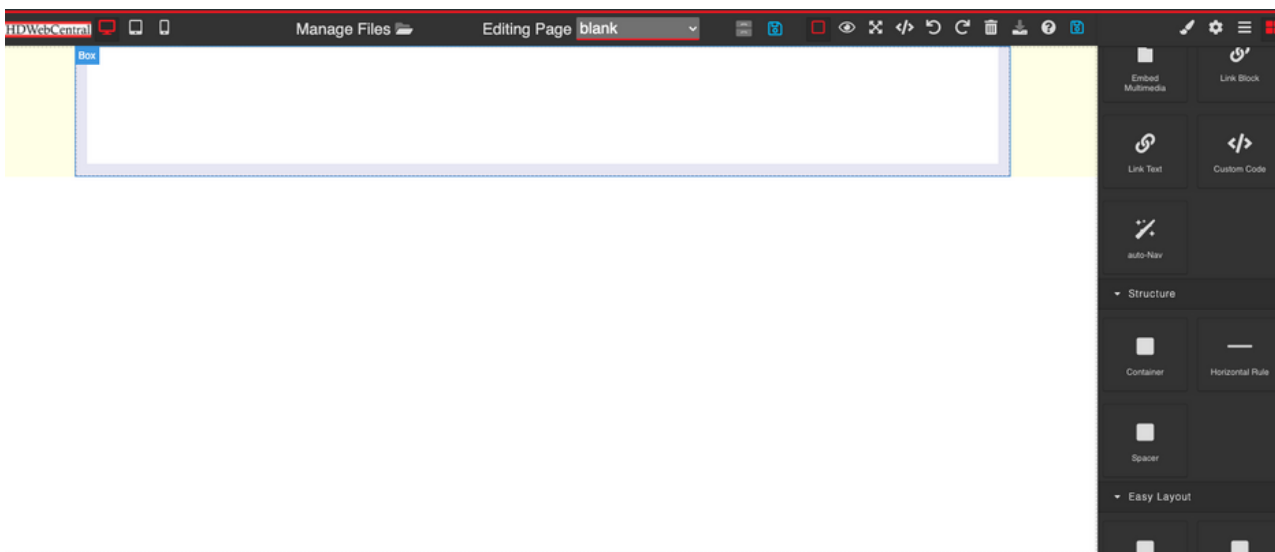Watch **this video** to help you add **Link Blocks.**

ADDING AND LINKING ADDITIONAL PAGES (CONT.)

? **FAQ:** *What do the page templates look like?*
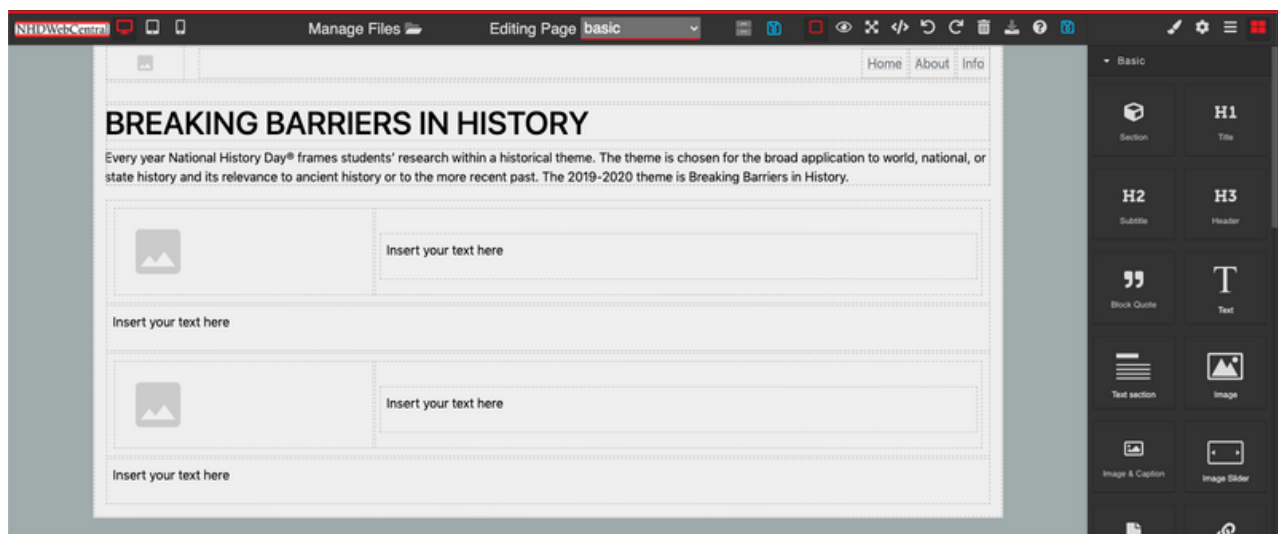
Answer: See the options below.

Example of a Blank/Empty Template

This template is blank. Start by dragging and dropping blocks into the container or code/paste code into the Import editor.
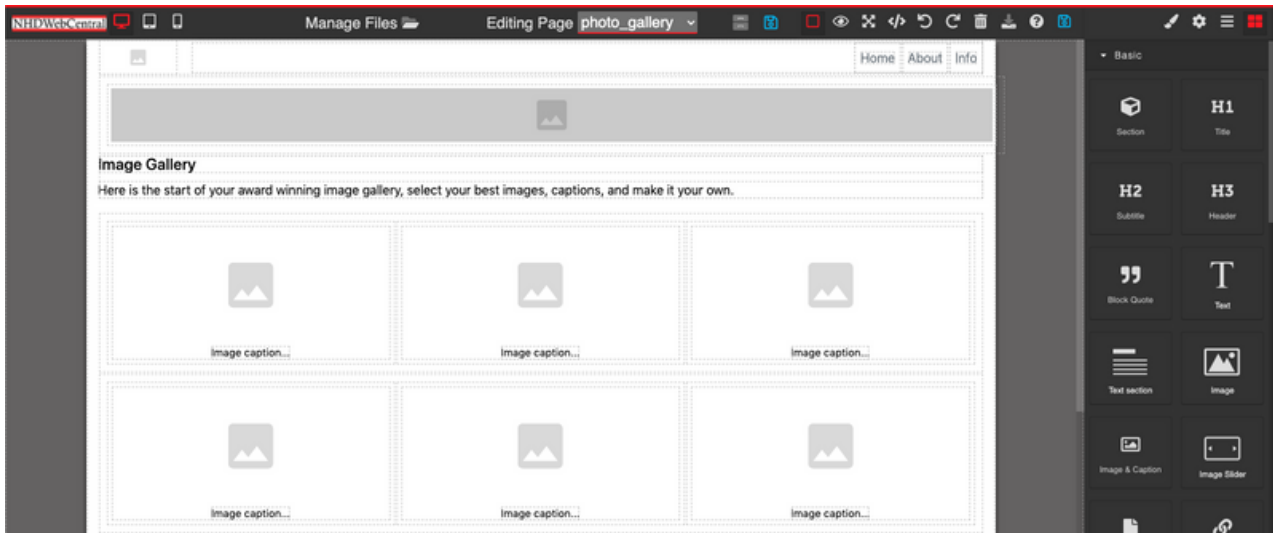

Example of a Basic Template

This template is preset with headers, images, and text blocks to get you started building a page.

ADDING AND LINKING ADDITIONAL PAGES (CONT.)

Example of a Photo Gallery Template

This template is preset with photo gallery elements. This template can be handy for creating a timeline or displaying images or documents relevant to your topic.

Example of a Splash Template

This template is preset with headers, images, and text boxes to get you started building a page. The picture at the top of the page gives you space to add a "splash" of a relevant photo to your topic.