Creating/Adding Pages for New/Transfer Sites

Understanding the Copy:

1) Look over the [Navigation Page](#) of the copy. This is usually the first page in the copy and has a bunch of grid marks on it - looks like a bunch of boxes.
2) Across the top, you will notice words like Home, About Us, School Info, News & Events, and Departments. There will be some variation on what these words read and the order they are in, but it will be similar between sites. These are PARENT PAGES.
3) You will see a bunch of pages listed beneath each of the Parent Pages (Navigational Tabs) in what we call a drop down menu. These are called CHILD PAGES. There will need to be a page created for each of these.

Add the Pages:
1) Click on the Add New Page button. Title the page according to what is listed in the navigational tab. Do this for each of the Parent pages, using the "add new page" button listed on the page management page in SW Engine.
2) Publish each of these pages.
3) Click on the first page you made, click on the gear icon in the flyout menu, check the URL path to be sure it meets our requirements (no symbols or apostrophes, not too long)
4) Save changes.

Adding Child Pages/Subnavigation:
1) Click on the parent page that the child page belongs to. At the bottom of the page, click on Add New Child Page.
2) Referring to the navigation page in the final copy, title the page accordingly.
3) Repeat steps 1 and 2 until all child pages are added for that section.
4) Click on each child page you have added and follow steps 2-4 in the Add the Pages section listed above (publish the page, click on the gear icon, adjust the URL path according to our requirements)