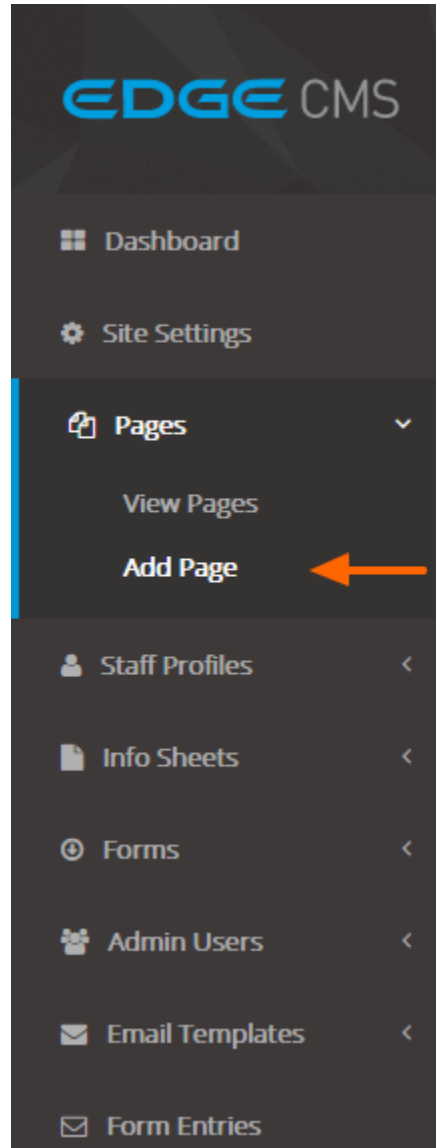


Add New Page

To add a new page to your content management system follow the steps below.

STEP 1 - Access

Select and expand the **Pages** menu item and select the **Add Page** option.



STEP 2 - New Page Details

Fill out the new page settings fields.

Title

Required The title of your new page

Parent

If applicable, select the parent of the page to create a sub-page. If enabled and the display order is set below 9999, the page will appear in the navigation as a drop down menu item.

Permalinks

Auto generated on page save and converts your page title into a link URL. Eg. *Contact Us* would be converted to *contact-us*.

Set manual permalink override: Click the **Show Override** button to reveal an input field to manually set your page URL.

Manual Override Requirements

- a-z, 0-9, hyphen and underscore characters only
- Lower case only
- No spaces or special characters

Extract

An introductory paragraph about your new page. Extract content appears below the **Page Title** on your website in larger font size and/or font formatting (bold/italic).

Chiropractic Care

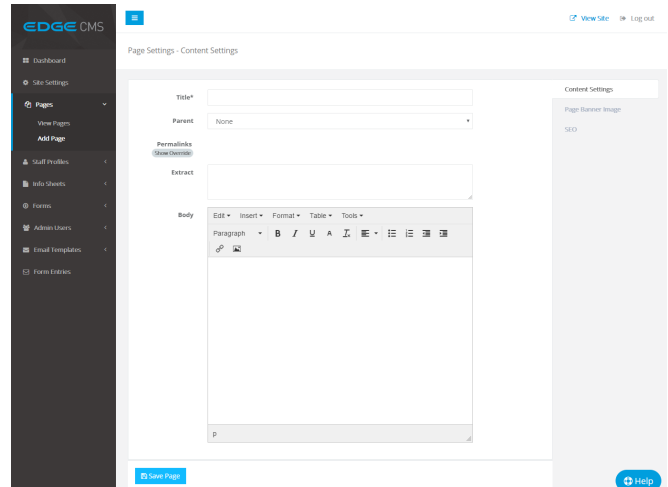
Chiropractic Care in Hervey bay

At Chiropractic iQ Platform in Hervey bay, people come to see us for a variety of reasons...

1. For relief from symptoms (aches, pains or dysfunction)
2. To rehabilitate or correct long term spinal problems
3. As one component of their overall approach to better health

Body

Type or paste your page's content into the WYSIWYG editor. More information on the editor's formatting and functionality can be found [here](#).

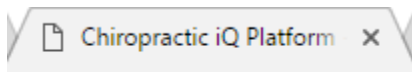


STEP 3 - SEO Details

If required, set custom **Search Engine Optimisation** fields.

SEO Title

By default, your front end page's **SEO title** will be set to your page title. The SEO title appears as the title in your web browser's tab.

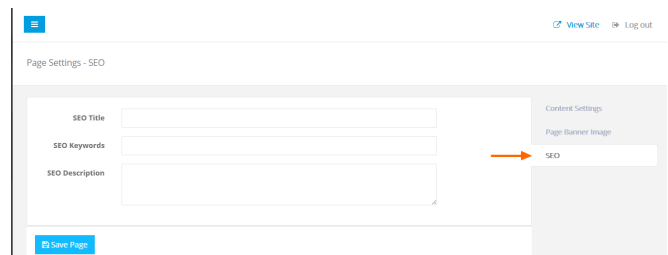


SEO Keywords

Set custom keywords for search engines to index.

SEO Description

Set a custom description for search engines to index.



STEP 4 - Save Page

Ensure you press the **Save Page** button at the bottom of the screen after any change to ensure the changes are saved to the system.

