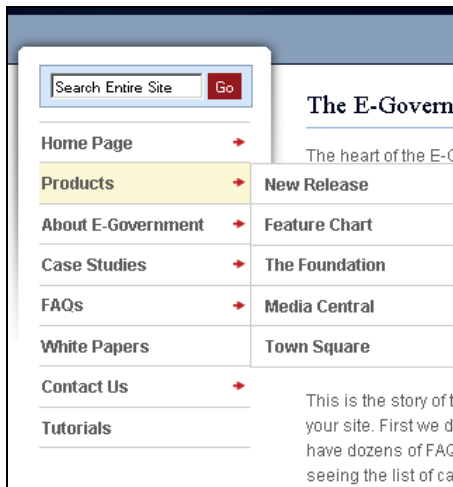


## Pages & Subsites

This document explains how to add a new page to the site. The first decision is where you want the new page to appear in the navigation menus. The E-Government.com site pictured below shows the pages in the home page. All of the pages listed under Home Page are called subsites. They all have additional pages in them. This is indicated by the arrow pointing to the right after the name of the page.



When you move the mouse over any of the lines with an arrow, you see the list of pages inside the page you're on. In the next image, the mouse is over the Products page.



The list of pages starting with New Release are all in the Products page.

If you want to put additional pages in any of those, they would then also have an arrow after the name. See the next image from another site.

|                   |   |                       |
|-------------------|---|-----------------------|
| <b>Government</b> | → | <b>Administration</b> |
| Commissions       | → | Mayor & Council →     |
| Our People        | → | Planning & Zoning →   |

## Pages & Subsites

In this image, the mouse is over Government. Administration is a page and the other two items below that are subsites. The definitions in the following table provide another look at this.

| Item            | AKA (Also known as) | Description   |
|-----------------|---------------------|---|
| Navigation bar  | Menu                | This is the column on the left where you choose what you'd like to see.                     |
| Page            |                     | Each time a new screen displays on a website, you're looking at a new page on the site.     |
| Subsite         | Folder or Directory | A page that has additional pages in it.   |
| Home Page       | The Level 1 subsite | This is only 1 home page for a site. Therefore, there can only be 1 level 1 subsite.        |
| Level 2 Subsite |                     | These are the subsites that appear in the navigation bar without needing to expand it.      |
| Nested Subsite  | Level 3 subsite     | Subsites that appear (together with other pages) when you mouse over a navigation bar item. |

Table 1, Definitions

Summary – If the page you're creating is to appear in the left navigation bar or if you need pages in the new page, then it's a subsite. Otherwise it's a page.

Now that you understand this relationship, let's see how to create pages and subsites.

## Pages & Subsites

### Adding a new Sub-Site

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Now that you understand the use of subsites vs. the use of pages, let's look at how to create a new subsite. When choosing this option from the main admin menu, this is the screen that appears.

|   |   |
|---|---|
| Insert New Sub Site Immediately Under:  | Home Page Level - /index.php  |
| Description of this level:  | <input type="text"/>  |
| Title of Home Page of the New Sub Site:   | <input type="text"/>  |
| Title of first section:   | <input type="text"/>  |
| Page Description - Press the Enter Key Twice for a Paragraph Break;                                 |   |
| <input type="text"/>  |   |
| Menu Name:  | <input type="text"/>  |
| The path name can contain only letters, numbers, "-", or "_", any other characters will be removed. |   |
| New Path (Directory) Name:  | <input type="text"/>  |
| File Name:  | <input checked="" type="radio"/> index.php <input type="radio"/> index.html |
| <input type="button" value="Submit Now"/>   |   |

**The first and primary rule is to consider ALL questions as required. They must all be answered.**

Make sure you choose the location for the subsite. The default is in the home page. A subsite that's in the home page is a level 2 subsite. A subsite that's in any other subsite is called a nested or level 3 subsite.

The last two fields on the form above are Menu Name and New Path. The Menu name shows in the navigation bar on the left column on the site. The New Path is part of the URL that displays when the page is displayed.

There are only two rules for the menu name:

1. It cannot be blank. That is the error on the subsites you attempted to create.
2. It should be short enough to comfortably fit on the navigation bar.

The rules for the New Path are much more rigid.

1. The only characters that can be used other than letters or numbers are "-" or "\_".
2. It should start with a letter, not a number.
3. All letters should be lower case.
4. It should be short and simple. A subsite with a menu name of "Municipal Services" might have a path name of just "services".

Remember that if a new addition is to have pages within it, it's a subsite. Otherwise it's a page.

## Pages & Subsites

### Adding a new page

---

|  |                                |
|--|--------------------------------|
| <b>If the new page is to be inserted as part of the home page subsite, select "Main DeltaVision LLC Home Page" below. Otherwise, select the subsite where the page is to appear.</b> |                                |
| <b>Page Level:</b>   | Home Page Level - /index.php ▾ |
| <b>All of the following fields are required</b>  |                                |
| <b>Page Type:</b>  | Generic Template ▾             |
| <b>Top of Page Title:</b>  | <input type="text"/>           |
| <b>First Section Title:</b>  | <input type="text"/>           |
| <b>Page Description - Press the Enter Key Twice for a Paragraph Break</b>  |                                |
| <input type="text"/>   |                                |
| <b>Menu Title:</b>   | <input type="text"/>           |
| Insert link for the new page into menu navigation areas? Yes: <input checked="" type="radio"/> No: <input type="radio"/>   |                                |
| <input type="button" value="Build Page Now"/>  |                                |

**As in creating a new subsite, the first and primary rule is to consider ALL questions as required. They must all be answered.**

Make sure you choose the location for the page. The default is in the home page.

There are many different types of pages choose the one that best fits the use of the page you're creating. A complete list of the available functionality can be found on our website in the Feature Chart of our products section.

There are only two rules for the menu name:

1. It cannot be blank. That is the error on the subsites you attempted to create.
2. It should be short enough to comfortably fit on the navigation bar.