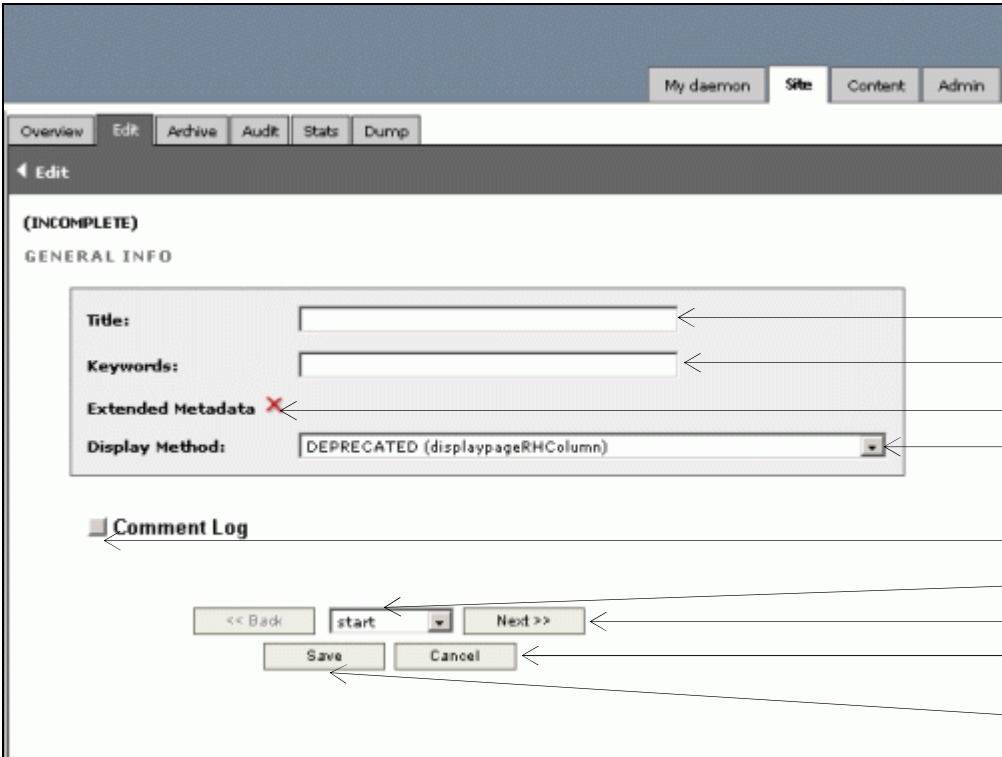# Creating an HTML page

1. Click on the **Site** tab.
2. Using the Site tree (on the left hand side of the screen(, navigate to and click on the navigation node you would like the page to sit under. The **Object Overview** screen for the navigation node should now be displayed.
3. Click on the **Create HTML Page** link. The **HTML Page Wizard – step 1** should now be displayed.

HTML Page Wizard – step 1

Item	Action	Description
Title field	Enter HTML page title	Shown in the site tree and as the page title on the website.
Keywords field	Enter keywords for the HTML page	Used by search engines
Extended metadata button	Shows/ hides the extended metadata pane	Will be inserted into the HEAD section of the template
Display method drop down	Contains available display methods. Select a display method for the HTML page. Choose a display method.	
Comment log button	Shows/ hides the comment log pane.	
Step drop down list	Shows current step in wizard and allows user to jump to other steps	
Next button	Goes to next step in the wizard	
Save button	Keeps the wizard on the current step	
Cancel button	Cancels the wizard and takes user to page showing status and properties of the journey	

4. Enter the relevant information then click on the **Next** button. The **HTML Page Wizard – step 2** should now be displayed.
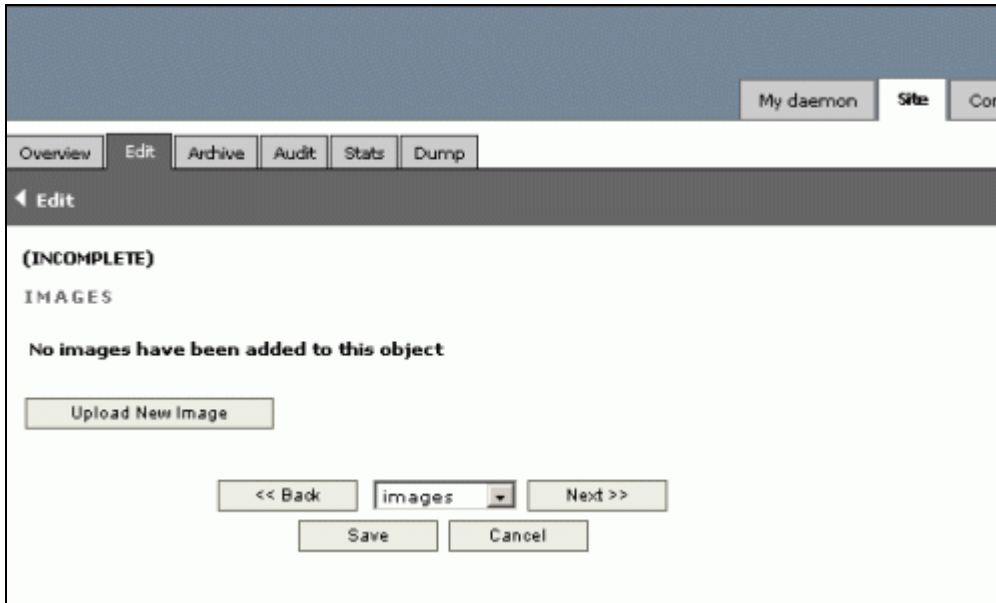
HTML Page Wizard – step 2

5. If you would like to attach files to the HTML page, click on the **Upload New File** button. The **HTML Page Wizard – step 2 (upload files)** should now be displayed.
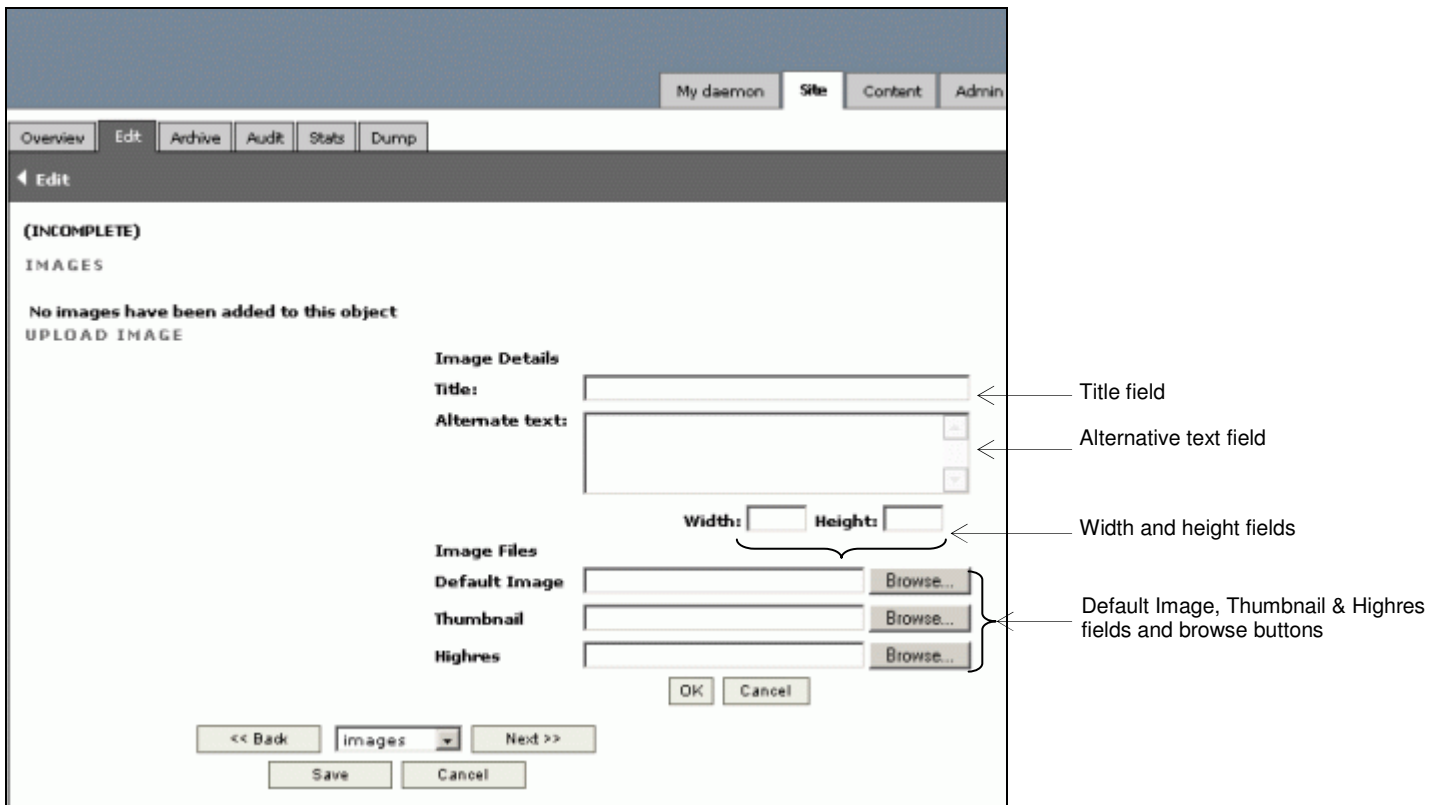

HTML Page Wizard – step 2 (upload files)

6. Enter the relevant details then either click on the **Upload File** button (if you would like to upload another file) or the **Next** button (to go to **HTML Page Wizard – step 3**).

HTML Page Wizard – step 3

7. If you would like to attach any images to the HTML page, click on the **Upload New image** button. **HTML Page Wizard – step 3 (upload images)** should now be displayed.

HTML Page Wizard – step 3 (upload images)

Item	Action	Description
Title field	Enter image title	Title stored with the image. This is a mandatory field.
Alternative text field	Enter alternative text	Shown as the alt tag for the image (on the website)
Width field	Enter width of image	Determines the size of the image shown on the website
Height field	Enter height of image	
Default image field	Enter the path of the default image or use the browse button	Default image for the page.
Default image browse button	Launches the Choose File dialogue box. Search for the image within your folder structure then click on the Open button.	
Thumbnail field	Enter the path of the thumbnail image or use the browse button	
Thumbnail browse button	Launches the Choose File dialogue box. Search for the image within your folder structure then click on the Open button.	
High res field	Enter the path of the high res image or use the browse button	
High res browse button	Launches the Choose File dialogue box. Search for the image within your folder structure then click on the Open button.	

8. Enter the image details.
9. Click on the **OK** button to add another image or click on the **Next** button to go to the next step in the wizard **(HTML Wizard – step 4).**

Teaser image drop down

Teaser field

HTML Page Wizard – step 4

| Item	Action	Description
Teaser image drop down	Contains any images that have been added to the journey (in step 2 of the wizard). Choose an image for the teaser.	
Teaser field	Enter any teaser text.	

10. Select/ enter the relevant information then click on the **Next** button. **HTML Wizard – step 5** should now be displayed.
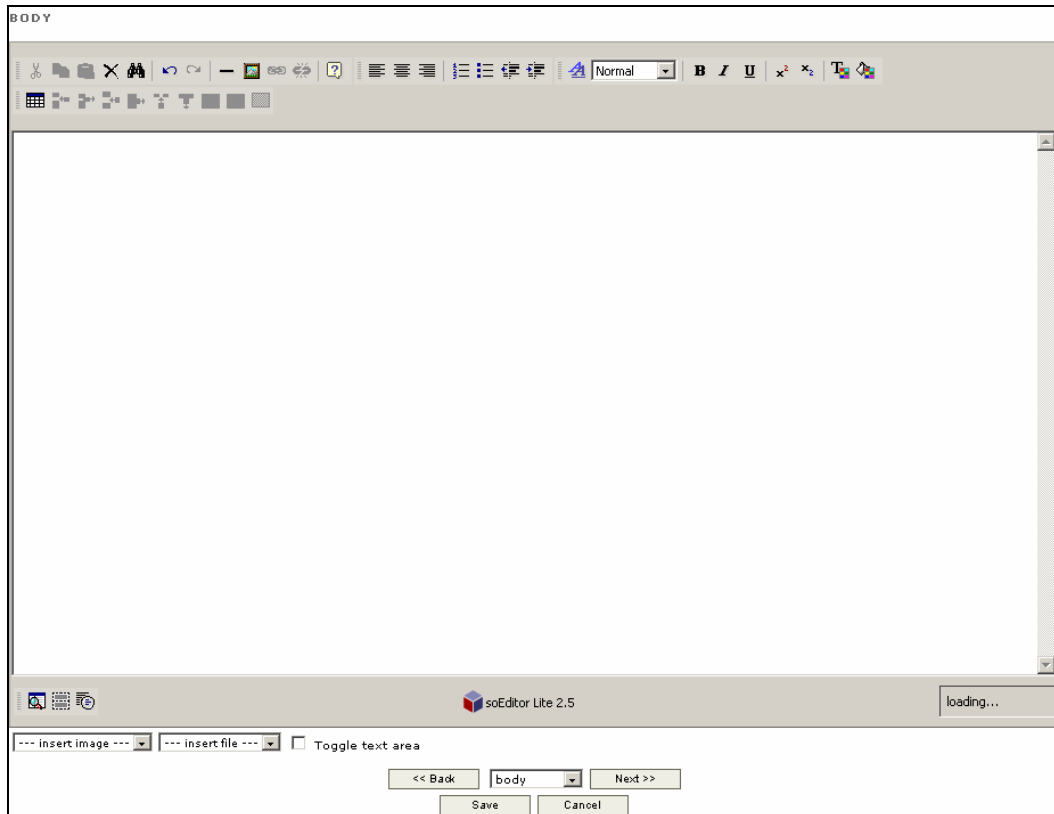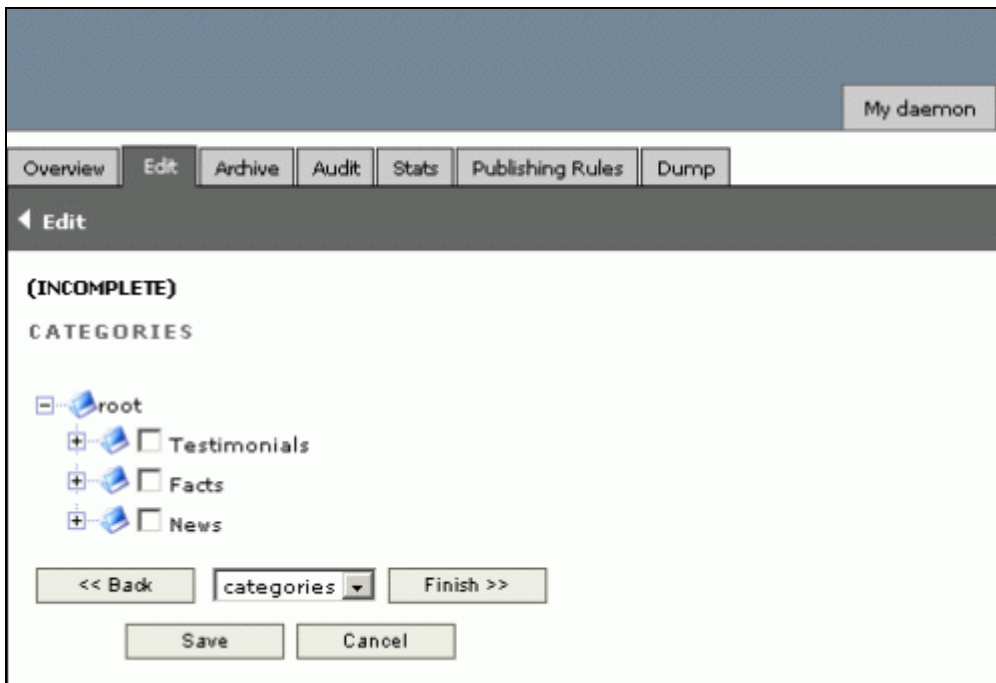

HTML Page Wizard – step 5

Item	Action	Description
Insert image drop down list	Contains any images that have been added to the HTML page (in step 2 of the wizard). Choose an image to be inserted into the body	
Insert file drop down list	Contains files that have been added to the page. Choose a file to be inserted into the body.	
Toggle text area button	Shows/ hides the toolbars.	

11. Enter and format the information for the body, then click on the **Next** button. **HTML Page Wizard - step 5** should now be displayed.
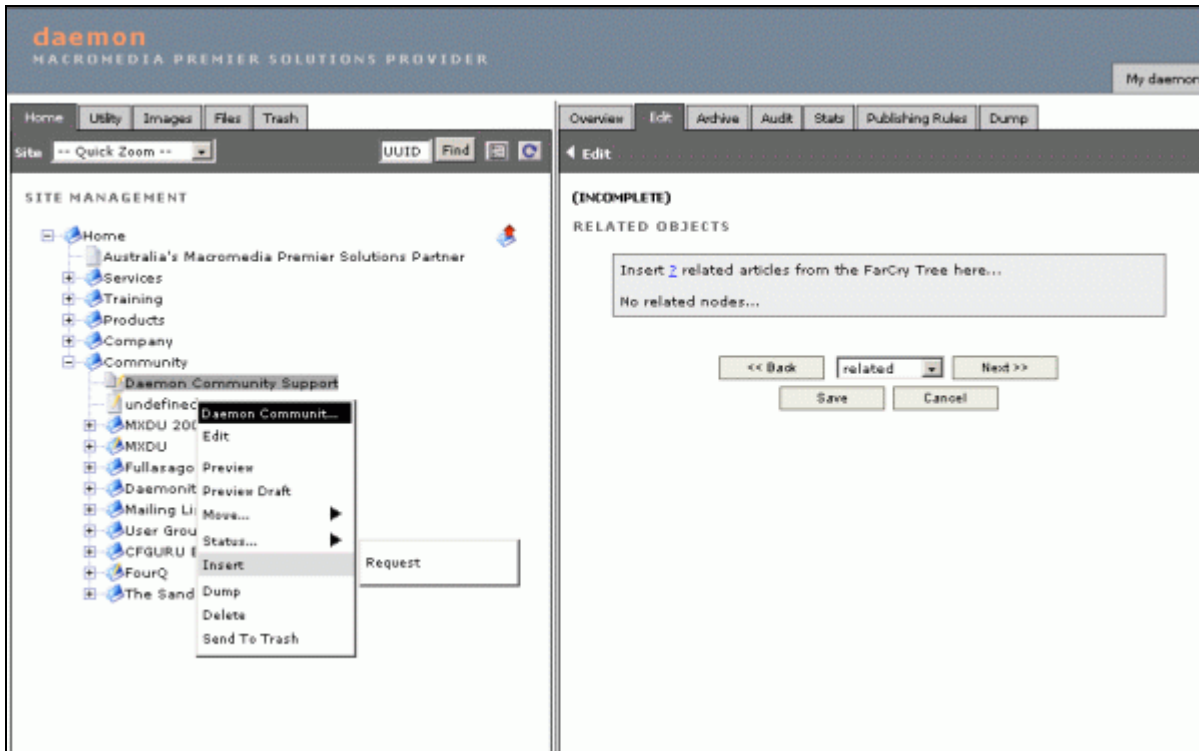
HTML Page Wizard – step 5

12. To associate content objects with the HTML page, navigate to them (using the site tree) then right-click and choose **insert**.
13. Associate all relevant objects, then click on the **Next** button. **HTML Page Wizard - step 6** should now be displayed.

HTML Page Wizard – step 6

14. Select relevant categories from the category tree then click on the **Finish** button. An **Object overview** screen for the new HTML page should now be displayed.

Object overview screen