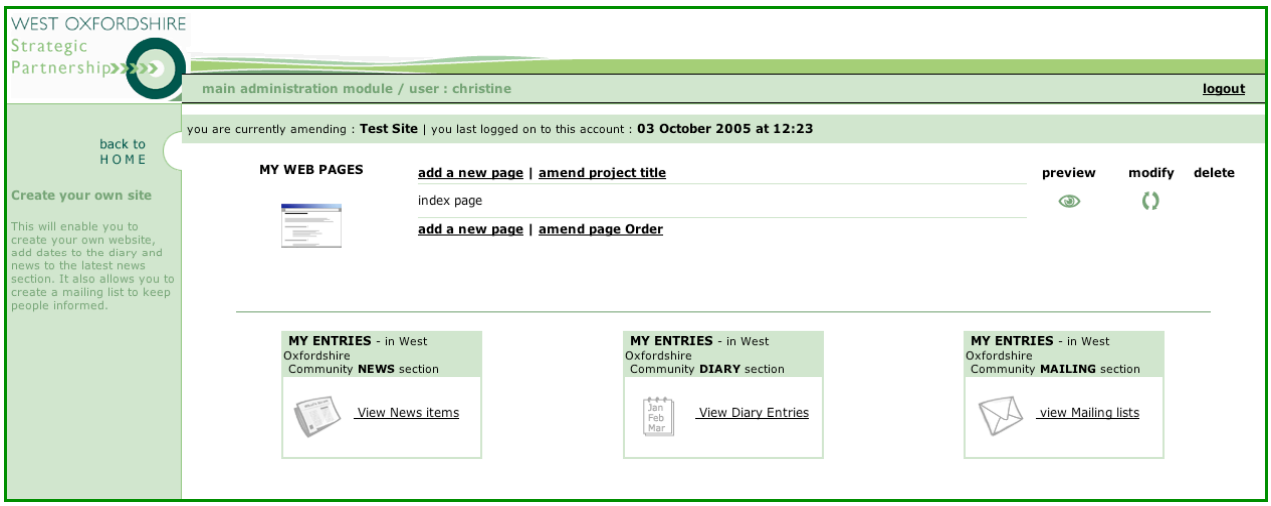
4 THE STANDARD PAGE TEMPLATE

This lesson describes how to add a *standard* page to your website. All of the templates basically work in the same way and they are all designed to be as simple as possible to use and, if you have already set up a home page, you will be familiar with the layout of a template.

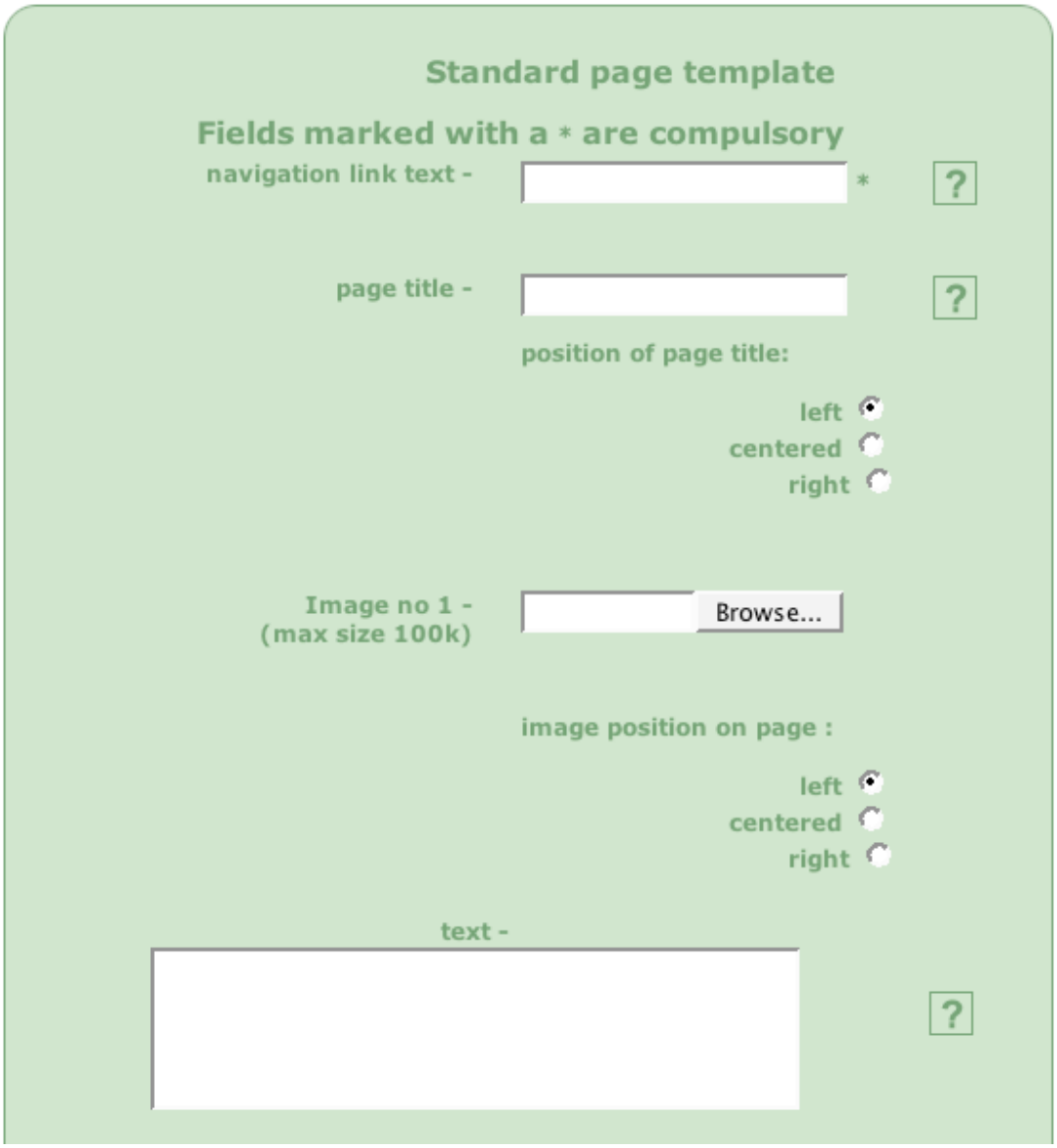
Creating a standard page

Go the wospweb.com home page, click on CREATE A SITE and then enter your user ID and password.

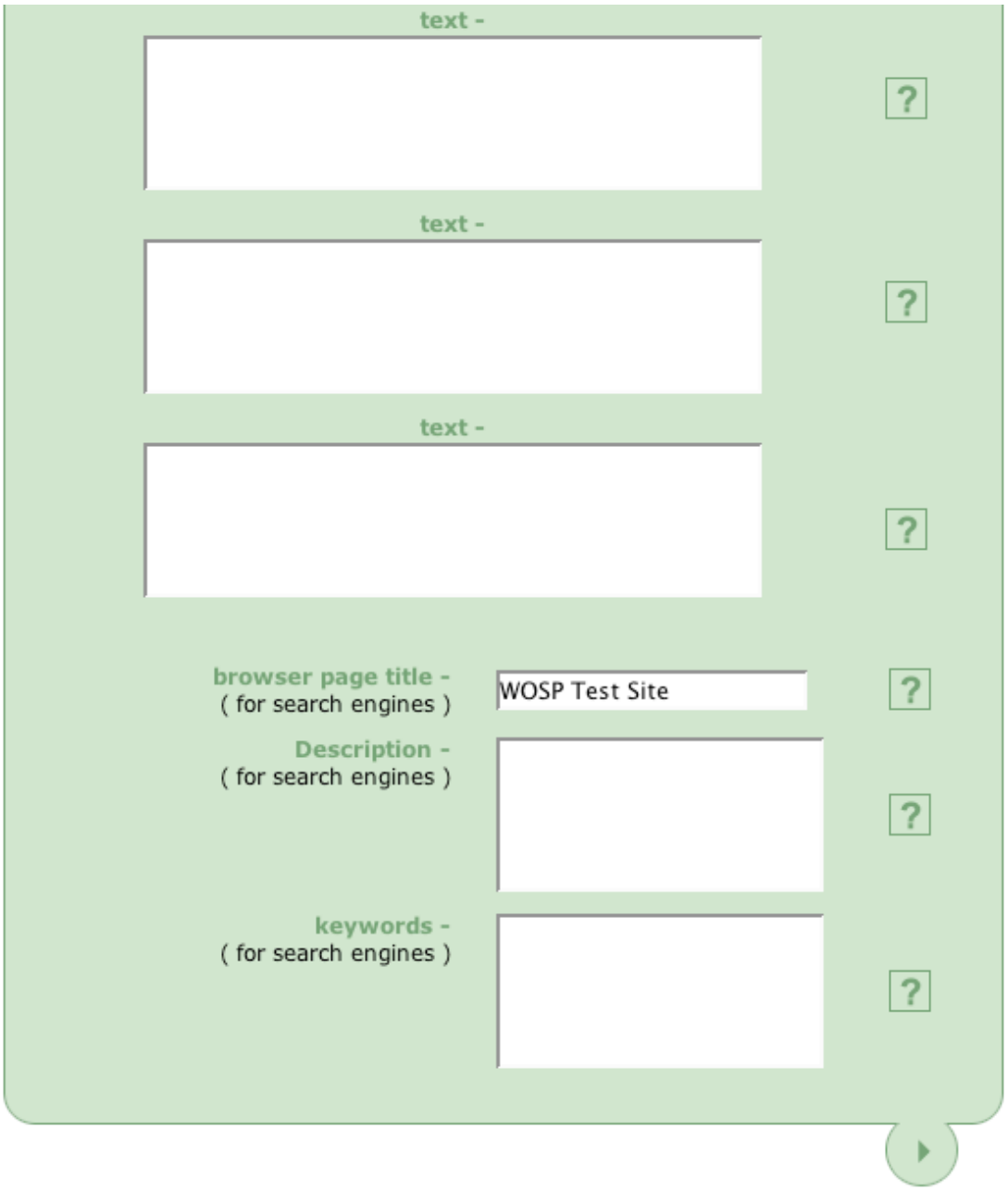
Choose the website you want to modify from the drop-down list, click the arrow and the *admin* screen is displayed.



On the *admin* screen click on **add new page** and choose the first template in the displayed list (Standard Page). The standard page template is then displayed.



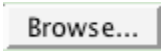
You will need to scroll down to see rest of the template (see below).



If you click on one of the question marks, further details about what you should enter in that box is displayed on the right-hand side of the screen.

Adding content to your standard page

navigation link text	The name (text) you enter here is the name used as the **link** to your page. The **link** is displayed on the left-hand side of the screen. Visitors to your website will be able to click on the link to go this page of your website. The name can include letters, numbers and spaces but can be no more than 18 characters long.
page title	The title is displayed as a bold heading at the top of the page. You can choose to position your title on the left, in the centre or on the right.

image no 1	This is where you can choose to include the first picture on your page. When you click on the  button, you will be asked to look for the picture on your computer. Once you have found it, simply double click on it to tell wospweb.com where to find the picture you want to display (upload). You will notice that the name of the picture and its location is then displayed on the template. You can choose whether you want your picture on the left, in the middle or on the right.
text	This is where you enter your first paragraph of text. If you have included a picture this text is displayed next to the picture.
image no 2	You can, if you wish, add a second picture in the way described above.
text	If you have included a second picture, the text in this box is displayed next to the second picture.
text	You can now add another four paragraphs of text. You will already know from setting up your *home* page that when you type some text into a text box the formatting is done automatically for you by the system. If you have some text already prepared in a document stored on your computer, (for example, a Word document) you can copy and paste the text into a text box. You do not have to logout of wospweb to do this – you can simply toggle (switch) between your word processor document and your community web page. To find your document, click on the **Start** button (in the bottom left-hand corner of your screen), find *your word processing* program from the pop-up list and click on it. When the *word processor* window opens, open the document you want to use. Once the document is displayed, you can toggle between the document and the wospweb template, by holding down the **Alt** key and pressing the **Tab** key. To copy and paste some text, toggle to the document and copy the text you want. Then toggle to the wospweb template and paste the text into the appropriate text box.
browser page title	The *browser page title* is the title that visitors to your site will see in the browser bar at the top of their screen.
description	The description is displayed by search engines in their search results. It should be simple and clear so that surfers will know what your site is all about.
keywords	Keywords help people find your website when they are using a search engine so make sure you choose words which are specifically relevant to your site.

Once you have added all the information to the template, click on the arrow at the bottom of the page. You will then see a preview of your *standard* page. If you spot any typing errors or you are not happy with the pictures, simply click on the **click here** link to go back to the template where you can make the changes.

If you are happy with your new page, click on the arrow at the bottom of the preview box and your page is automatically added to your website. You can go and have a look at it straight away.