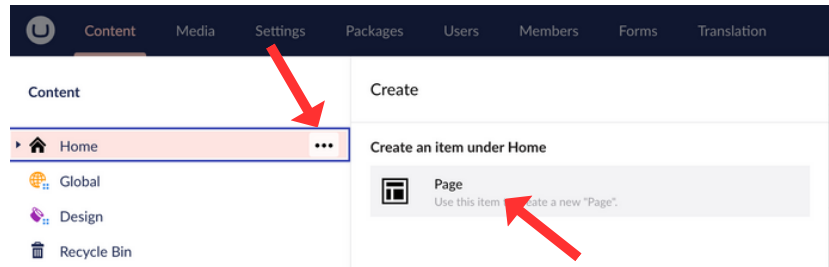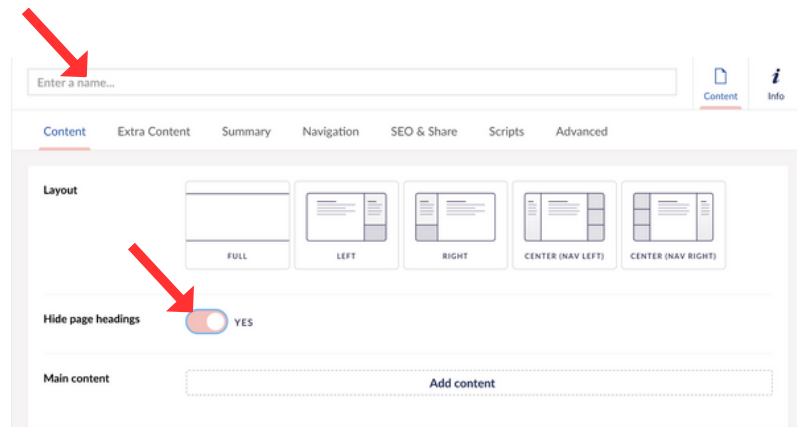# Guidance for the website

Create a new page

If you need a new page for new content.

Click on the three dots and then Page

The page layout appears.

Enter a name for the page

The "Hide page heading" option is usually set to YES. You can later insert the page's name below the content in the Main content section.
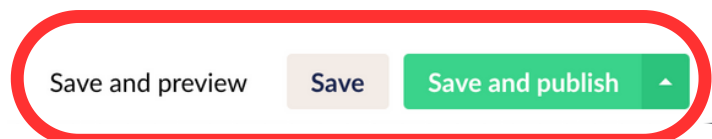

The page layout is set as default without a side menu.
If it's a subpage in the 2nd or 3rd level, it can be advantageous to add a side menu.

Now, you can add content
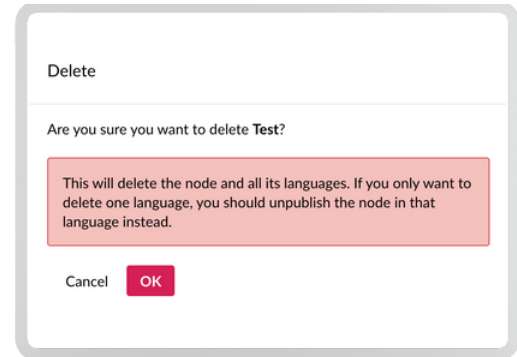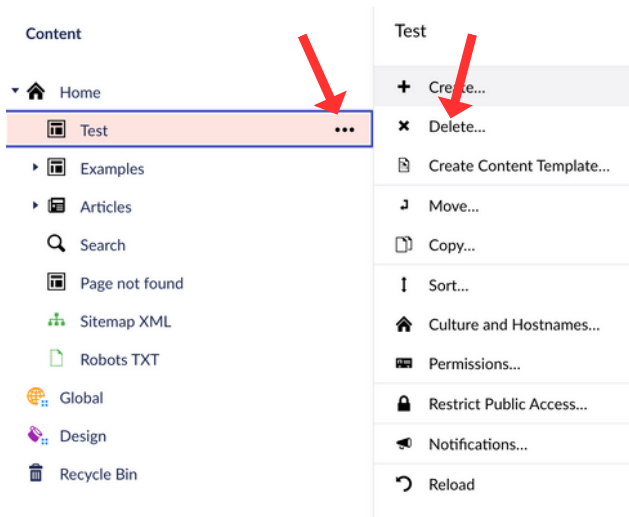(see document "Creating content.")

Remember to save.

Delete a page.

Right-click on the three dots and select "delete."

The page will then be in the Recycle bin and can be restored if needed.

Otherwise, empty the Recycle bin to delete everything.

Copy a page.

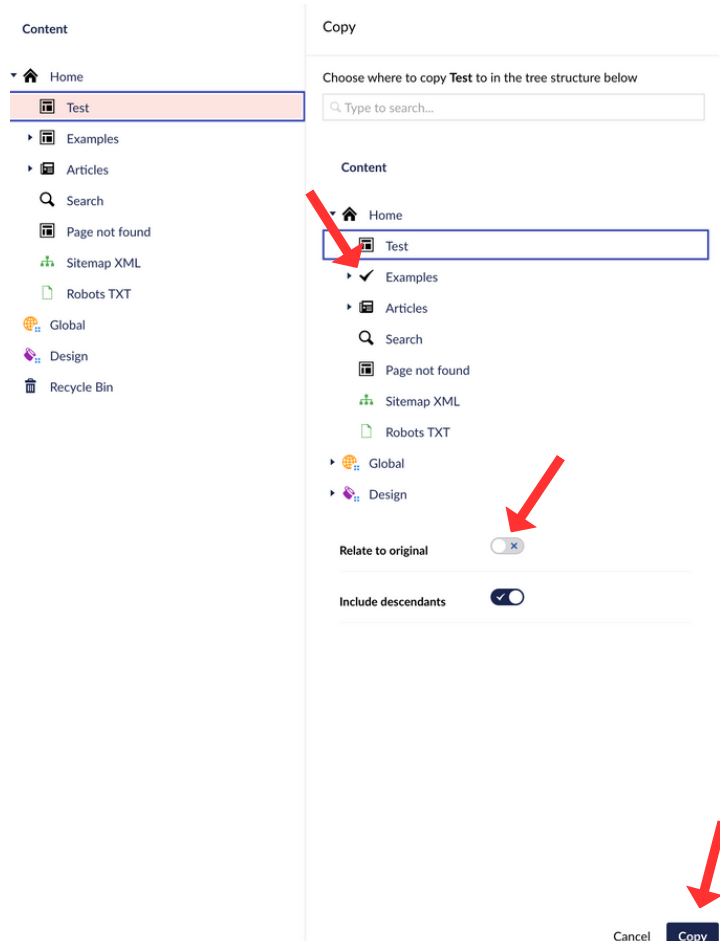If you have a page that you know works with the setup,

Right-click on the three dots and choose "Copy." See above for reference.

Choose where you want to copy the page to. ✓

Remove the checkmark from "Relate to the original."

Click "Copy" at the bottom of the page, and the page is now copied to "Examples."

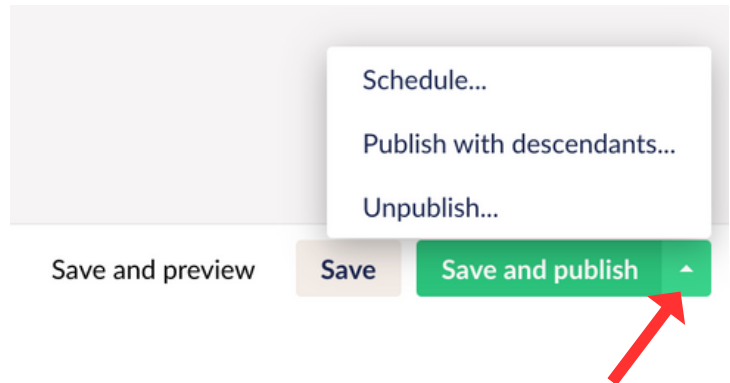You can then edit the page and its content, save it, and publish it.
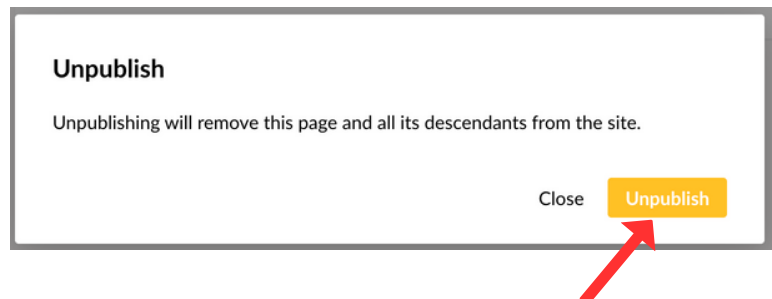
Unpublish a page.

If you have a page you want to save for everyone but might still need later

Click on the small arrow next to
"Save and publish."
A window will pop up - choose
"Unpublish..."

A new window will pop up.
 Click on "Unpublish."

NOTE
If you then click on "Save and publish"
afterward,
the page will be published again.
Only click on "Save" to save it.

How does the page look on a tablet or phone?

To see how the current page looks on a tablet or smartphone, click on "Preview" at the bottom right corner.

At the bottom of the preview screen (a blue bar), click on "Fit browser."

A new window appears, and here you can choose the desired view.

Fit browser

Desktop

Laptop

Tablet portrait

Tablet landscape

Smartphone portrait

Smartphone landscape

Fit browser