How to create a new web page

Overview: -
The e-c toolset allows you to create web pages that can be viewed publicly or in passworded directories.

You can create pages up to the number that the e-c administrator has set for you and you can contact us to increase the number of pages available to you if required.

There are three ways to create a new page using the e-c editor.

1) Login to the admin system at the following web address with the username and password that has been sent to you
   www.e-c.co.nz/admin/
   Hint: - *You may want to bookmark this page as this is the page you will use every time you want to edit your web site.*
   Result: - This will load the main admin menu

2) Click on the editor "Add / Edit" Button as below: -
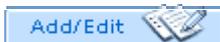
   Result: - This will load the main Editor menu

3) Navigate to the directory you wish to add the file in – or view the main directory list of files. If this is the first page you are creating (either in a sub directory or within the entire site) you will see the advisory message below and Create New Page Button: -
   No Page within this Folder...

   Result: - This will load the main New Page Editor window

4) You will see the entry fields as below – we'll go through them and describe
   what they each do and then cover the three ways to create the page: -

Choose Template (Required)
This drop down list box contains the page templates that you are allowed
to use. You can click the "View Template" button to preview the page
templates. Click on the box to open box and scroll up or down before
clicking on one template name to select it.

Document Title (Required)
This text box allows you to enter the title of this page. This is displayed in
the top bar of the visitors' web browser and is used by some search
engines to order the search returns.

Page Link Name (Required)
This text box allow you to enter the Page Name that will be displayed in
the Menu of the pages – that is the name the page viewers see in the
navigation that they would click on to visit the page.

Existing Page (Optional)
Use this drop down list box to make this new page an exact copy of some
other page within your web site. See below for more information about
this function.

Page Name (Required)
Use this text box to enter the file name of the new page. Do not include
spaces, or any the following characters: - "/ \: *?""<>|#". If this is the
first page you are creating you should use either "index" or "default" as
the page name so this page gets displayed when a web visitor does not
specify the file name in your web address. This cannot be edited after a
new page has been created.

Company Name (Optional)
Use this text box to display your entities name or a heading for the page
in the templates that support this. Some templates will display this text in
a larger font size near the top of the page.

Edit Meta Tags (Optional)
Use this text box to enter words to describe the page for search engine
bait. This is the area that you can enter misspellings of common words to
do with your sites content and other search terms.

Creating a new page from scratch

The WYSIWYG (What You See Is What You Get) editor can be used to simply start typing…! While you can also cut and paste from other applications – such as Microsoft Word or another web page some of the formatting used in those pages may not display correctly.

Hint: - *It is better to cut and paste text from a text based system such as Notepad and then format the text in the e-c editor.*

Creating a new page from an existing page

Using the editor you can use the "Existing Page" drop down to create a new page with the exact formatting of an existing page.
Simply select which page to copy the format and contents from and then once that is displayed you can overwrite the page contents with the new contents.

Hint: - *This is a great way to standardise on the look and feel of your web site.*

Creating a new page with a standard body template

You can also choose from some "pre-built" body templates to lay up the overall look of a page and then overwrite the text.

To do this click the "Insert Body Template" link in the navigation bar of the editor – this will pop up a window that shows some standard layouts.

You can preview how the body template looks by clicking the "View" option.

Select the one you wish to put into the page by clicking the "Select" option and it will be displayed in the editor window.

You can close the window by using the "Close window" icon (small cross) at the top right hand corner of the pop-up window.

Overwrite the sample text with your own text and replace the sample images with your own.

For more help see www.e-c.co.nz/help/

Or email help@e-c.co.nz