Custom Page Library overview

Omar S. - 2022-11-14 - Website Designer

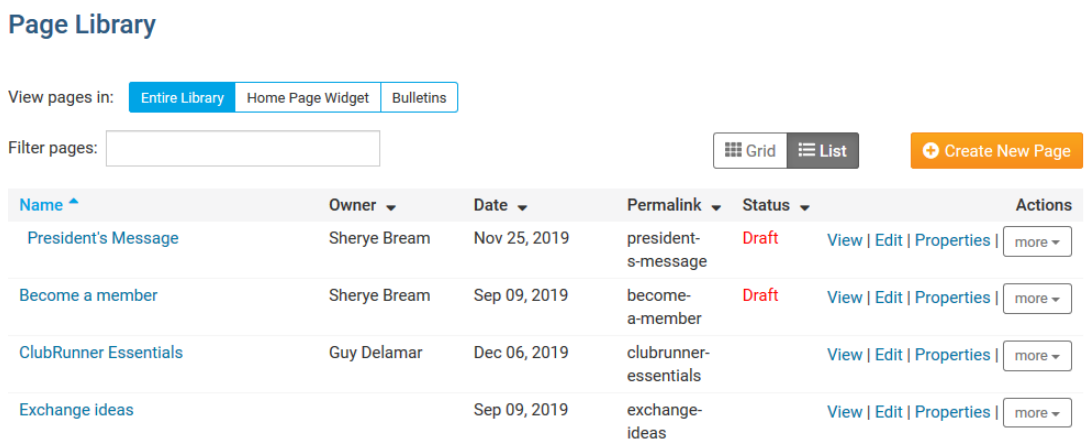
The Custom Page Library is a central location to access all of your website's custom pages. This Library will allow you to create and manage custom pages across the entire set - including the Home Page Widget and Bulletins.

There are two different views available for the Custom Page Library - the List view, and Grid View.

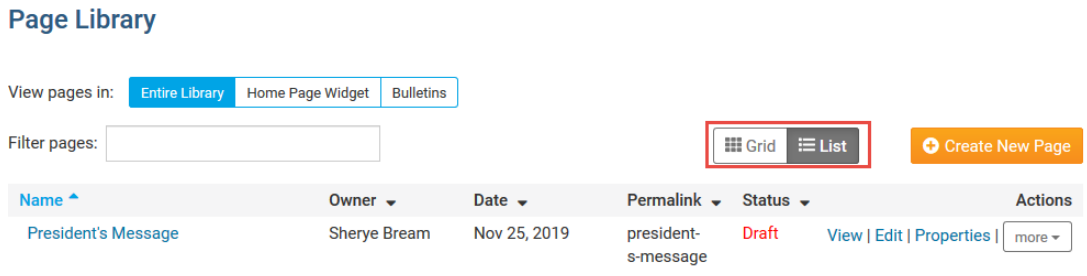
Click here to jump directly to Grid View.

List View

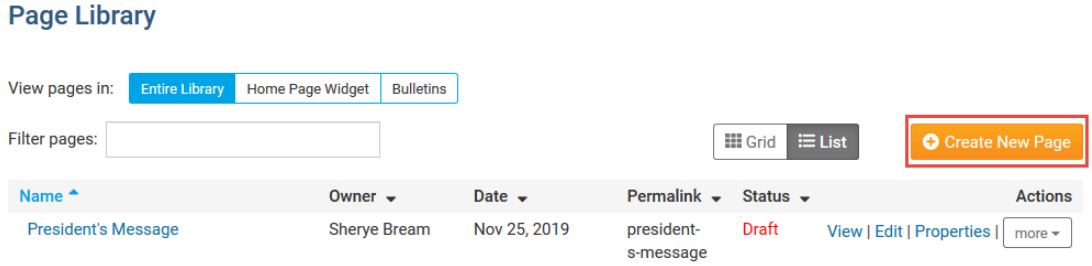
The List view is the default view when accessing the library from the Website Designer.



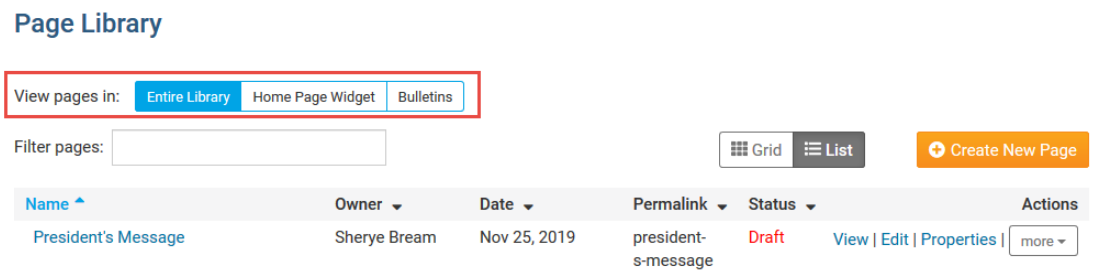
1. The view switch button can be used to change which view is currently being displayed at any time



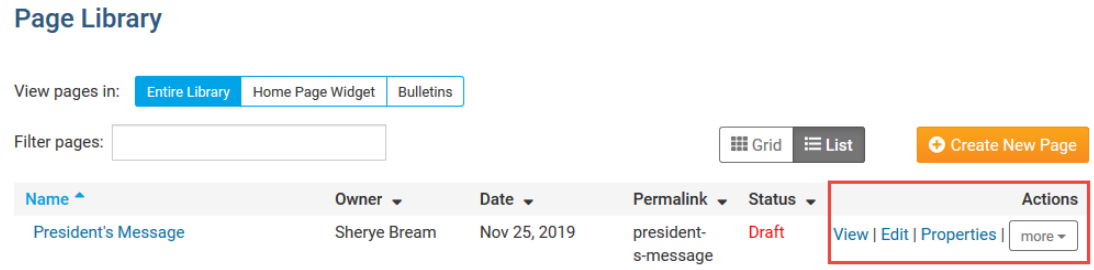
2. Clicking on the 'Create New Page' button will start the process of creating a new custom page



3. Clicking on either ‘Home Page Widget’, or ‘Bulletins’ will filter which custom pages are shown based on whether the page is listed in the selected section (eg. If a custom page is shown on the Home Page Widget, it will be listed when the ‘Home Page Widget’ option is selected), while ‘Entire Library’ will list every custom page that has been created.



4. Each custom page can be managed using the ‘Actions’ options.



- **View**
    - This will open up the custom page on the live website
- **Edit**
    - Opens up the website designer to allow the custom page content to be edited
- **Properties**
    - Opens up the page properties for the custom page. You can edit the page’s name, permalink, custom title, choose whether or not to display the page on the home page widget, and select if a visitor needs to be logged in to view the page.
- **More**
    - Clicking on more will open a drop down window with some additional options:
    - **Widgets**
        - Widgets will open up a library of custom widgets that were created for the custom page
    - **Files**
        - Files will open up a library of download files that were uploaded to the custom page
    - **Rename**

- Allows for the page to be renamed

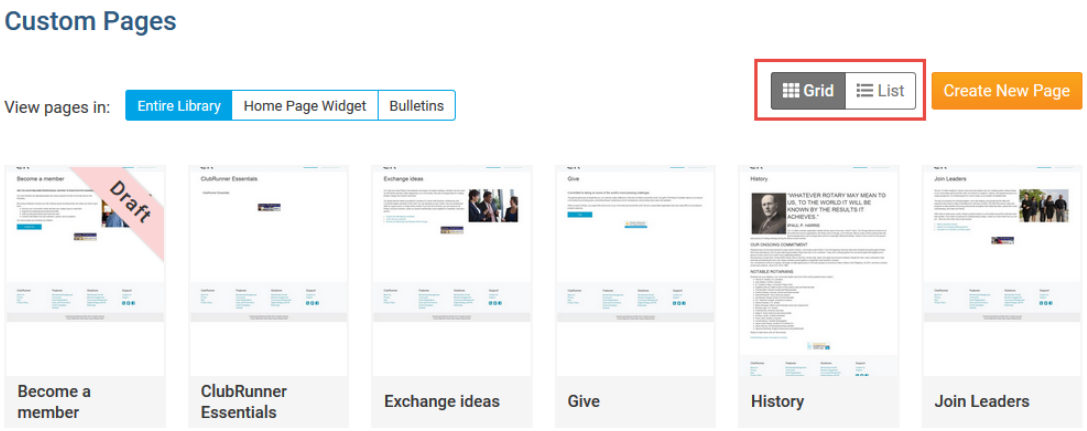
- **Delete**

  - Clicking the delete option will remove the custom page. Note that deleting a custom page will delete the custom page permanently and cannot be recovered.

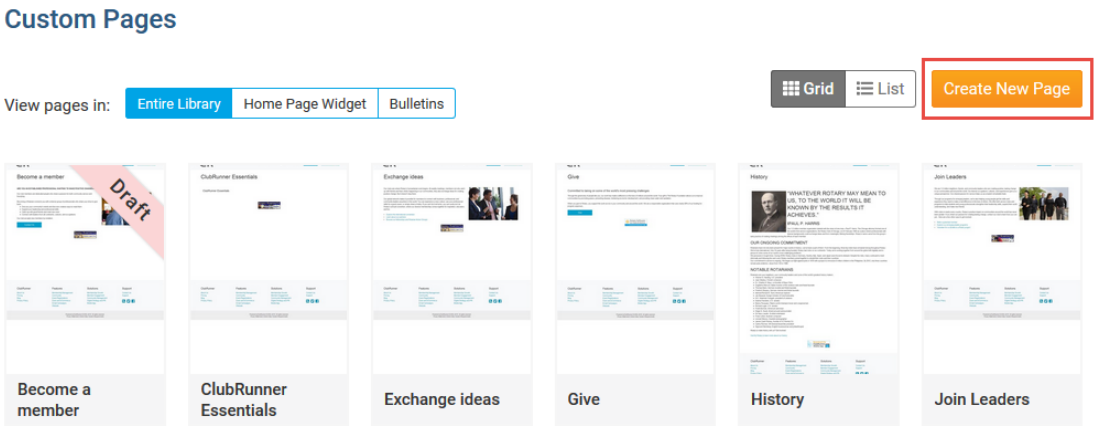
Grid View

The Grid View is the default view when accessing the Custom Page Library through the Website designer.

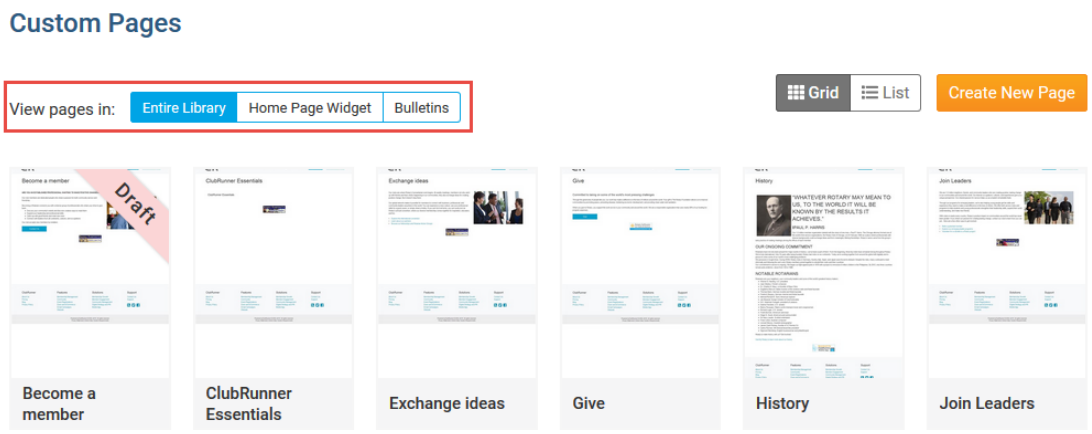
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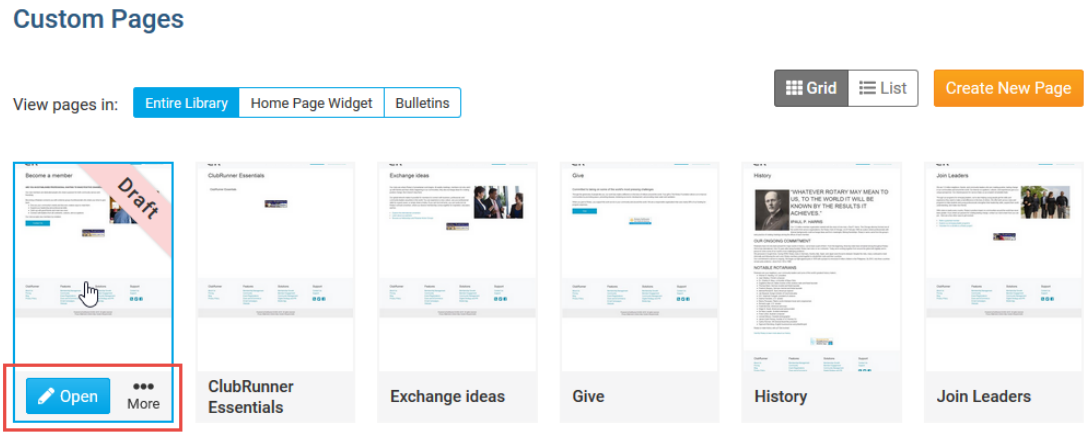
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5. Hovering over each page with your cursor will display some options



- **Open**
    - Click on the 'Open' button will open the custom page in the live designer and can be edited.
- **More**
    - Click on the 'More' button will open up a list of secondary options
    - **Preview**
        - Will open a preview of the custom page to see what the page will look like before it is published to the live website
    - **Properties**
        - Opens the properties of the custom page which can be edited and modified.
    - **Copy Page**
        - Creates a copy of the page that can be modified without affecting the original copy.
    - **Save as Template**

        - Creates a template copy of the page which can be used to create new pages based on the template page

    - **Delete**

        - Deletes the custom page