

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.

Page Library

View pages in: Entire Library Home Page Widget Bulletins

Filter pages:

Grid List Create New Page

Name	Owner	Date	Permalink	Status	Actions
President's Message	Sherye Bream	Nov 25, 2019	president-s-message	Draft	View Edit Properties more
Become a member	Sherye Bream	Sep 09, 2019	become-a-member	Draft	View Edit Properties more
ClubRunner Essentials	Guy Delamar	Dec 06, 2019	clubrunner-essentials		View Edit Properties more
Exchange ideas		Sep 09, 2019	exchange-ideas		View Edit Properties more

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

Page Library

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Name	Owner	Date	Permalink	Status	Actions
President's Message	Sherye Bream	Nov 25, 2019	president-s-message	Draft	View Edit Properties more

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

Page Library

View pages in: [Entire Library](#) [Home Page Widget](#) [Bulletins](#)

Filter pages:

[Grid](#) [List](#) [Create New Page](#)

Name	Owner	Date	Permalink	Status	Actions
President's Message	Sherye Bream	Nov 25, 2019	president-s-message	Draft	View Edit Properties more

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.

Page Library

View pages in: [Entire Library](#) [Home Page Widget](#) [Bulletins](#)

Filter pages:

[Grid](#) [List](#) [Create New Page](#)

Name	Owner	Date	Permalink	Status	Actions
President's Message	Sherye Bream	Nov 25, 2019	president-s-message	Draft	View Edit Properties more

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

Page Library

View pages in: [Entire Library](#) [Home Page Widget](#) [Bulletins](#)

Filter pages:

[Grid](#) [List](#) [Create New Page](#)

Name	Owner	Date	Permalink	Status	Actions
President's Message	Sherye Bream	Nov 25, 2019	president-s-message	Draft	View Edit Properties more

- **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**

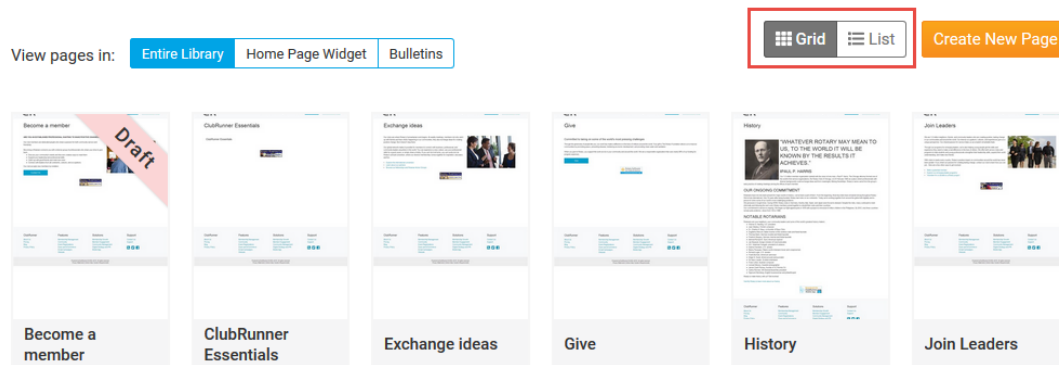
- Clicking the delete option will remove the custom page. Note that deleting a custom page will delete the custom page permanently and cannot be recovered.

Grid View

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

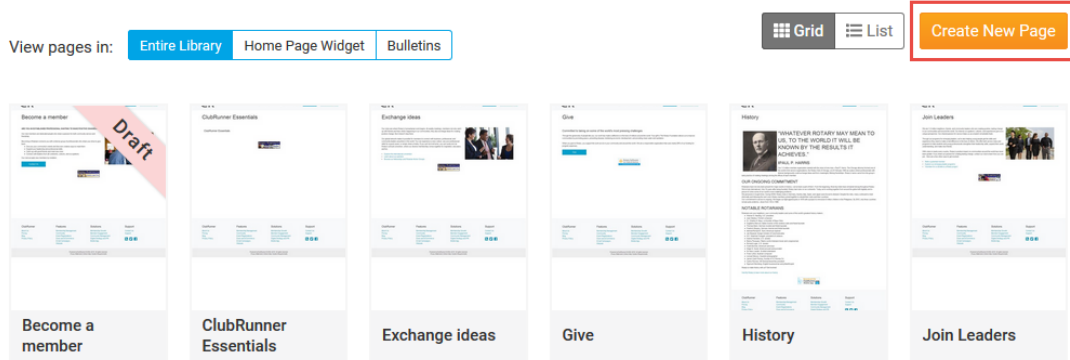
1. The view switch can be used to change which view is currently being displayed at any time

Custom Pages



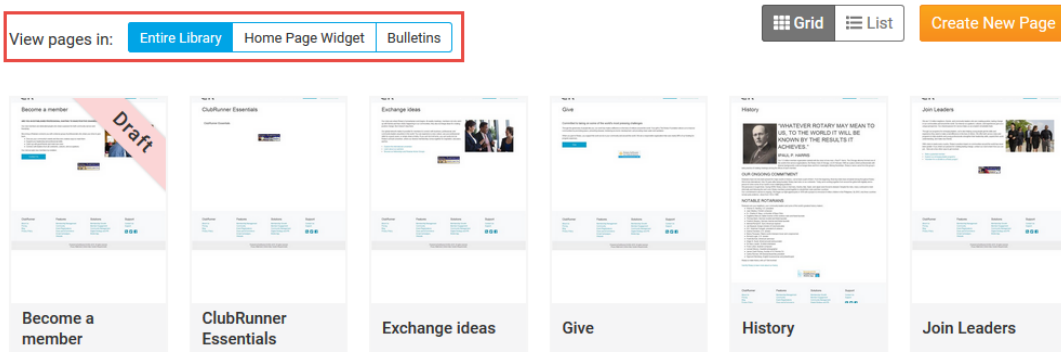
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Custom Pages



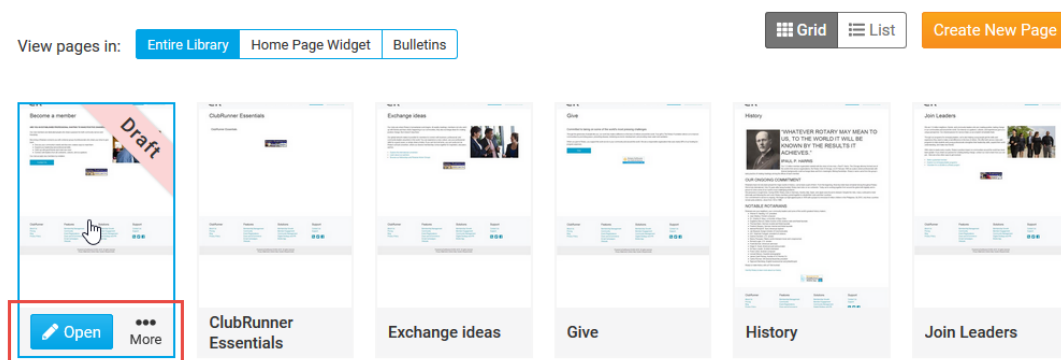
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Custom Pages



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

Custom Pages



- **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