

How-to Select and Use a Web Page Template

Purpose:

Once a site collection is created, site owners can build content pages for their sites and sub sites. The layout and structure of a web page is determined by selecting a Page Layout template at the time you create it.

Steps:

1. Using Internet Explorer, navigate to the site that the page will be added.
2. On the Site Actions menu, select the Create option to open the options panel.
Note: You can also choose "New Document" from within a Web page library.
3. Under the Web Pages menu, choose Web Part Page or Basic Page.
NOTE: Skip step 5, 8 & 9 if you choose to create a basic page since it will automatically be opened in edit mode after it has been created).
4. Enter a simple filename in the Name field (use underscores - not blank spaces).
5. Select a Page Layout option (a page preview will display to the left). The Full Page and Header Right Column layouts are that more commonly used templates.
6. Select a location to store the new page from the Document Library drop-down.
7. To change the page title, click "Edit Title Bar Properties" from the right side link.
8. Use the "Site Actions" menu to Edit the page and add the required Web Parts.
9. Enter the content, using the available tools to format the text.
10. Click the Exit Edit Mode to view the page with the updated content.

NOTE: Each web page created prompts you for a location on your site to store new page such as Shared Documents. For the IWSP site, it is recommended that you create a Featured Pages Library for all the additional web pages you create.