

Adding web pages and content v1

You can create an unlimited number of web pages on your RescueGroups.org website. You have complete control over the content of the pages and the type of layout you use. You receive a list of built-in web pages courtesy of the RescueGroups.org website service (Adoption Info, Contact Info, etc) when you first set up your website, and all those are visible in the web page list. You'll also see all of your custom web pages in the web pages list.

For each web page in the list, there is a link to edit the page. You can also select the check box next to a page and click **Activate Selected**, **Deactivate Selected** or the **Delete Selected** buttons.

Please read the section below, [Configuring web page settings](#), for information about changing the title, formatting, meta keywords, description, and permissions for your custom web pages.



You do not need to manually create pages of animals. You can instead use the built-in [Special Lists](#) and create [Custom Animal Groups](#) to display your animals.

Adding a web page

To create a new web page, click the **Add a Web Page** item on the **Content** menu.

Enter a name for the page in the **Page Name** text box. This name is what will appear on all links to the new page (you can change the name later if you want).

You can also choose to use the standard layout/formatting for the web page. If you decide to not use the standard layout/formatting, the page will appear on a blank page without your website's layout, colors, and design.

You have the option to show the new page on your menu. If you are using a site menu that automatically adds/removes links for you, that option can prevent the new page from appearing on that menu. If you have a completely static site menu and you add this page to your menu (see [Creating a new menu item](#)), this option won't prevent the page from appearing on the menu.

Click **Save Web Page**. To add your content to the webpage, continue with the **Edit a Web Page** item.

Editing a web page

To edit a web page, click **Web Site > Web Pages and Content** from the menu, then click **Edit** next to one of the existing pages.

Page Name: This is the name of the page, as it will appear on all links to the page.

Meta Description: Change the Meta Description that is used by Internet search engines to index your website. You can use the variables at the top of the page to insert a site or page specific value into the description. The description should be in sentence form.

Redirect From: If you want to create a Web Page Forwarder for this page, enter the location to redirect from. This is typically used if you are transitioning from another website, and page locations have changed.

Use standard layout/formatting: You can choose whether you would like to use your standard layout and formatting for the page. If you choose **No**, you will be starting with a blank page when you create the web page content. If you choose **Yes**, you will see your layout and website design around the text that you enter for the web page. Typically you would choose **Yes**.

Show this page on the menu: Selecting **No** for this option will prevent a link from appearing on the menu or sidebar with your web page links. If you are using a custom menu, add the new web page to your menu.

You can use variables in the settings for your web pages. To use a variable, select it from the drop down and copy and paste the resulting tag from the text box into the content where you want the value to be inserted.

Deleting a web page

To delete a web page you've created, do the following:

1. Click **Website > Web Page List**.
2. Click the **Edit page settings** icon next to the web page you want to delete
3. Select **Deleted** from the **Status** drop down
4. Click **Save**



Your **Website Service** comes with built-in pages. You cannot delete these built-in pages. If you don't want to use any of the built-in pages, you can create a custom website menu and then not add the built-in pages to your custom menu.

Configuring web page settings

Your custom web pages will also have a link to change the settings of the pages. Web page settings include the title, formatting, meta keywords, and description, etc.

- **Title:** Enter the page title you want to use for the current web page.
- **Status:** Select whether you want the page to be active (publicly accessible).
- **Use Site Layout:** Select whether you want the page to use your website's layout (web page design). If you select **No** the page will be shown on a blank page, using only the formatting from the web page content.
- **Show on Menu:** If you select **Yes**, this page will appear on your website menu. You must be using the default RescueGroups.org site menu otherwise you will need to add the page to your menu manually.
- **Meta Description:** Enter the description you want to use for search engine indexing.
- **Use Background Image:** Select an image that you would like to use as the web page's background image. You can upload new images from Web Images.
- **Use Background Music:** Select a file that you would like to use as web music for the web page. You can upload new music files under **Web Files**.
- **Security Settings:** Select the security roles that can access this web page.