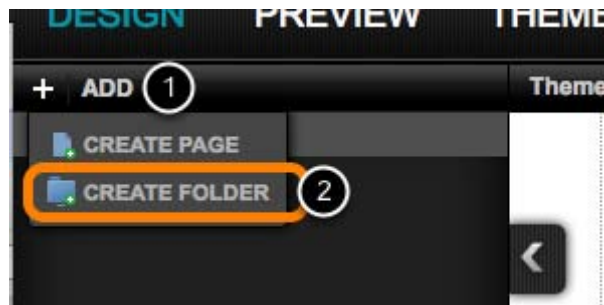


Create a page folder

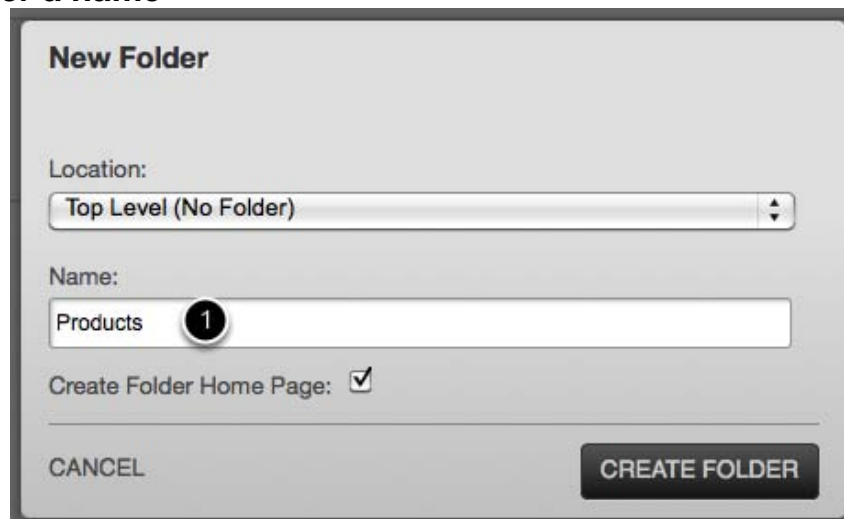
Page folders are used to group related sets of pages. Each page folder can have it's own Sub-navigation

Click the pages Tab (1)



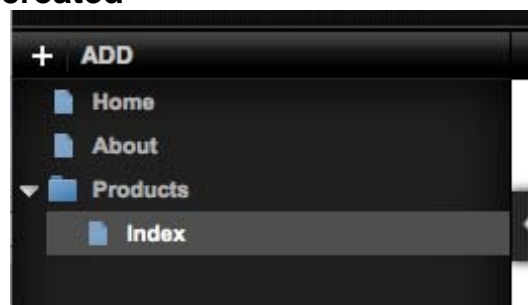
Click the create folder button (2)

Give the folder a name

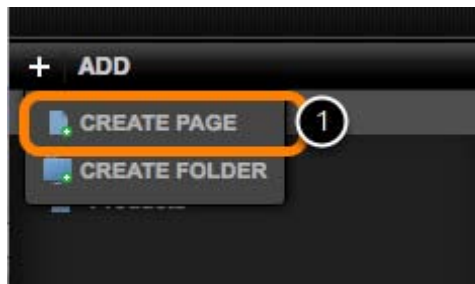
A screenshot of a 'New Folder' dialog box. The dialog has a title bar that says 'New Folder'. Below the title bar, there is a 'Location:' label and a dropdown menu showing 'Top Level (No Folder)'. Below that is a 'Name:' label and a text input field containing the word 'Products', with a circled number '1' next to it. Below the text field is a 'Create Folder Home Page:' label with a checked checkbox. At the bottom of the dialog, there are two buttons: 'CANCEL' on the left and 'CREATE FOLDER' on the right.

Enter a name in the name field (1). It's best to use a short single word where possible. If the **Create Folder Home Page** checkbox is ticked, a page called 'index' will be created inside the folder

The new folder will be created

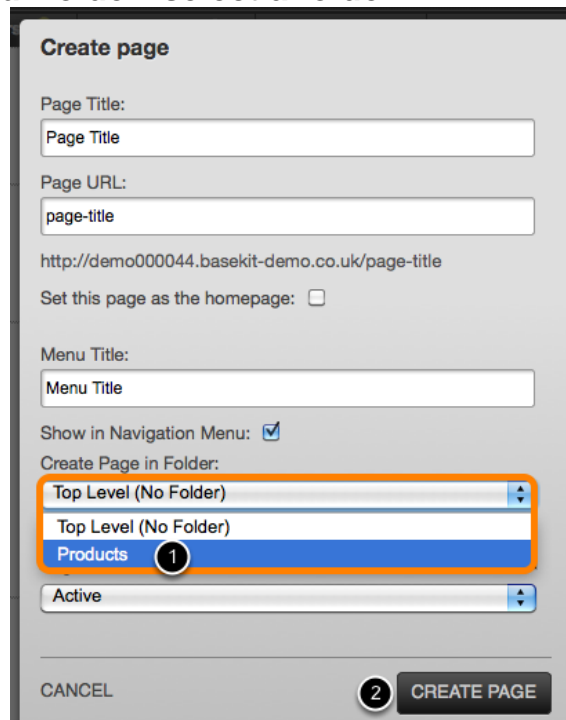


Add new pages to your folder: create a new page



Click the **Create Page** button in the pages tab (1)

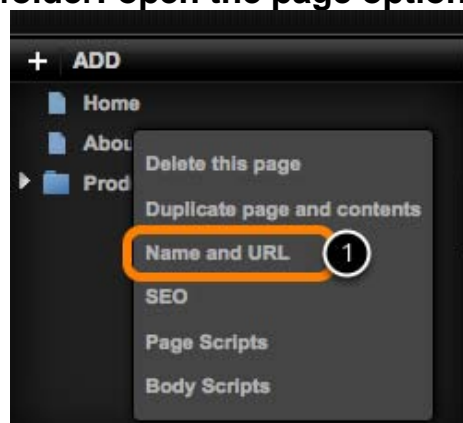
Add new pages to your folder: select a folder

A screenshot of a 'Create page' form. The form has several input fields: 'Page Title' (containing 'Page Title'), 'Page URL' (containing 'page-title'), 'Menu Title' (containing 'Menu Title'), and 'Active' (set to 'Active'). There is a checkbox for 'Set this page as the homepage' which is unchecked, and a checked checkbox for 'Show in Navigation Menu'. The 'Create Page in Folder:' dropdown menu is open, showing three options: 'Top Level (No Folder)', 'Top Level (No Folder)', and 'Products'. The 'Products' option is highlighted with an orange border and has a small white circle with the number '1' next to it. At the bottom right, there is a 'CREATE PAGE' button with a small white circle with the number '2' next to it, and a 'CANCEL' button.

Note: Drag and drop is not supported in the page navigation menu

Select the folder (1) you wish the page to be created in. Click the **Create Page** button (2) to create the page.

Add existing pages to a folder: open the page options



Click the page options button and select **Name and URL** (1)

Add existing pages to a folder: choose the folder

Name and URL

Page Title:

Page URL:

Menu Title:

<http://demo000044.basekit-demo.co.uk/about>

Show in Navigation Menu:

Make Homepage:

Page Status:

Move Page to :

- Top Level (No Folder)
- Top Level (No Folder)
- Products**

CANCEL SAVE

Select the destination folder **(1)** and click **Save (2)**

The use of page folders in the navigation system

Folders are very useful when you need a sub-navigation menu. They will allow you to categorize your pages and add a sub-navigation menu to each folder.