

# Creating and managing content pages

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## Creating and managing content pages

In this feature, you can:

- Create and edit custom content pages

To access content pages, do the following:

1. Login to your WebStore Manager.
2. Go to **Design & Content > Content**.
3. Choose which tab you would like to edit a page from.

To learn more about blogs visit: [Creating a blog for your WebStore.](#)

## Creating new pages

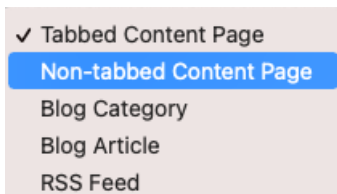
To create new pages, do the following:

1. By default, WebSell creates the following content pages automatically:
  - Home
  - About Us
  - Contact Us
2. Click **Add a new page**.

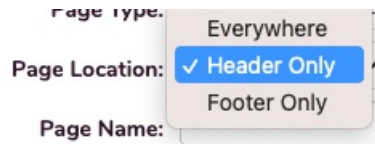
### New Page Properties

Page Type:	Tabbed Content Page	▼
Page Location:	Everywhere	▼
Page Name:	New Page	

3. Select the page type.



4. Choose the page location, this will be where the page can be viewed.



5. Type up your new article, you can always come back and edit it again to suit your preference.

6. Click the **Save** icon.

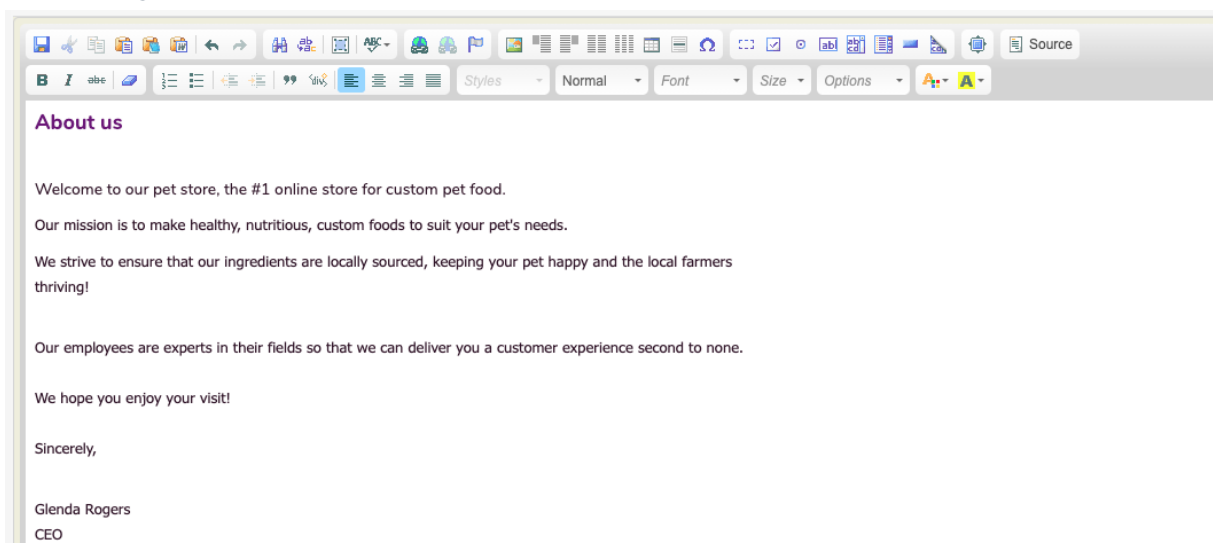
7. You will be given a preview of your work which you can then choose to set live or continue editing.

Note: When you create a page it isn't displayed until you choose to make it live.

## Editing content pages

To create and edit pages, do the following:

1. Select the type of page you wish to edit.
2. You will be given a list of pages available to edit and their current status:
  - o Live Page
  - o Draft Page
  - o Blank Page
  - o Inactive Page
3. Edit the page until you are happy with how it looks.



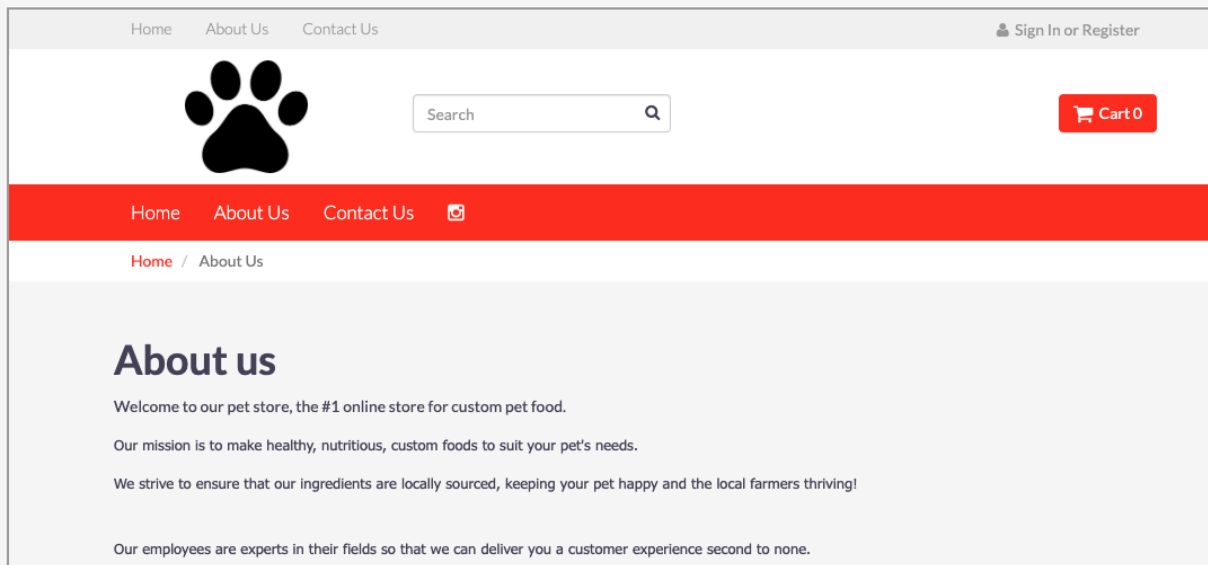
4. Click **Options** to edit, delete, deactivate, or load previous saves.

- Operations
- Edit Properties**
- Delete Page
- Deactivate Page
- Load Last Saved
- Load Live Page Data

5. Select **Edit Properties** to change the page details, such as the name.
6. Click the **Save** icon to view a preview of your content.
7. Choose to set the article live or continue editing.

The changes you've made have not yet been set live! Below is a preview of the page, you can now, [make this change live](#) or [continue editing](#).

URL: </about-us/>



## Contact Us

If you have any problems with this feature, contact our support team by opening a ticket.