Managing content pages

You can create and edit custom content pages on your WebSell webstore.

By default, WebSell creates the following content pages automatically:

- Home

- About Us

- Contact Us

These are the most commonly used content pages on e-commerce stores, but you can have additional content pages on your webstore too.

Adding new content pages

Steps:

1. Log in to your WebStore Manager.

2. Go to **Design & Content** > **Content**.

3. Choose which tab you would like to edit a page from.

4. Click **Add a new page.**

5. Select the **Page Type**.

6. Choose the **Page Location** - this will be where the page can be viewed.

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

8. Click the **Save** icon.

9. 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 existing content pages

Steps:

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:
   - ✔ Live Page
   - ✏ Draft Page
   - ✖ Blank Page
   - ✖ 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.

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.