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Topics: Create a new page using templates, swap page templates

Create a New Page

- Add SubPage at Top, Add SubPage at Bottom
- Choosing a Page Template for your page
- The Navigation Name (left nav menu)
- Title is Page Title on page
- Subtitle is optional
- Publish/Expire date to have the CMS automatically display and remove the Page from the front end according to the dates selected.
- Show in Main Navigation? This checkbox allows you to control if the Page appears in the main navigational menu on the website front-end.
- Show in Side Navigation? This checkbox allows you to control if the Page appears in the side navigational menu on the website front-end.
- Move order of page

Swap Page Templates

- In Tree View, locate and select your page.
- **IMPORTANT:** First, copy the content on existing page you are about to swap Page Template.
- Go back to page in Tree View, Select Swap Page Template
- Choose from available template choice
- Paste content back to page (Select Edit Design page, then paste)