

Creating Sub-Pages

If your website has many pages, not all of them need to appear in the main menu. You may wish to have your visitors navigate through other pages of your site to find related content. This tutorial is going to show you **how to use the "Edit Menu" to improve the navigation of your website.**

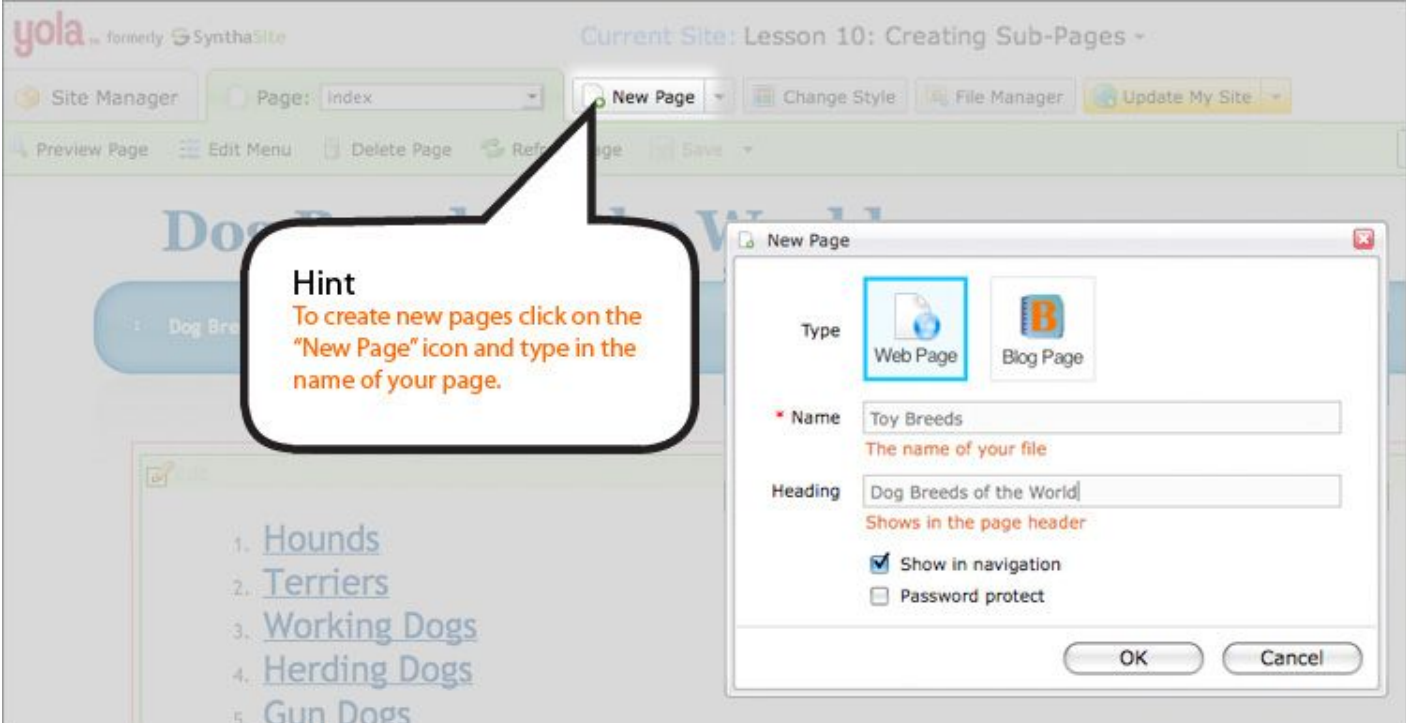
Step 1: Decide on your Categories

The first step is to **decide what your pages are going to be** and how they are going to be grouped together. For the purpose of this exercise I am going to make a website about the "Dog Breeds of the World." My main page will be called "Dog Breeds." This page will link to pages with the different groupings of dog breeds. Finally I am going to have pages with individual breeds of dog within the group. This gives me **three levels of Navigation** as follows:

1. Dog Breeds of the World
2. Groups of Dogs
3. The Breeds

Step 2: Create your pages

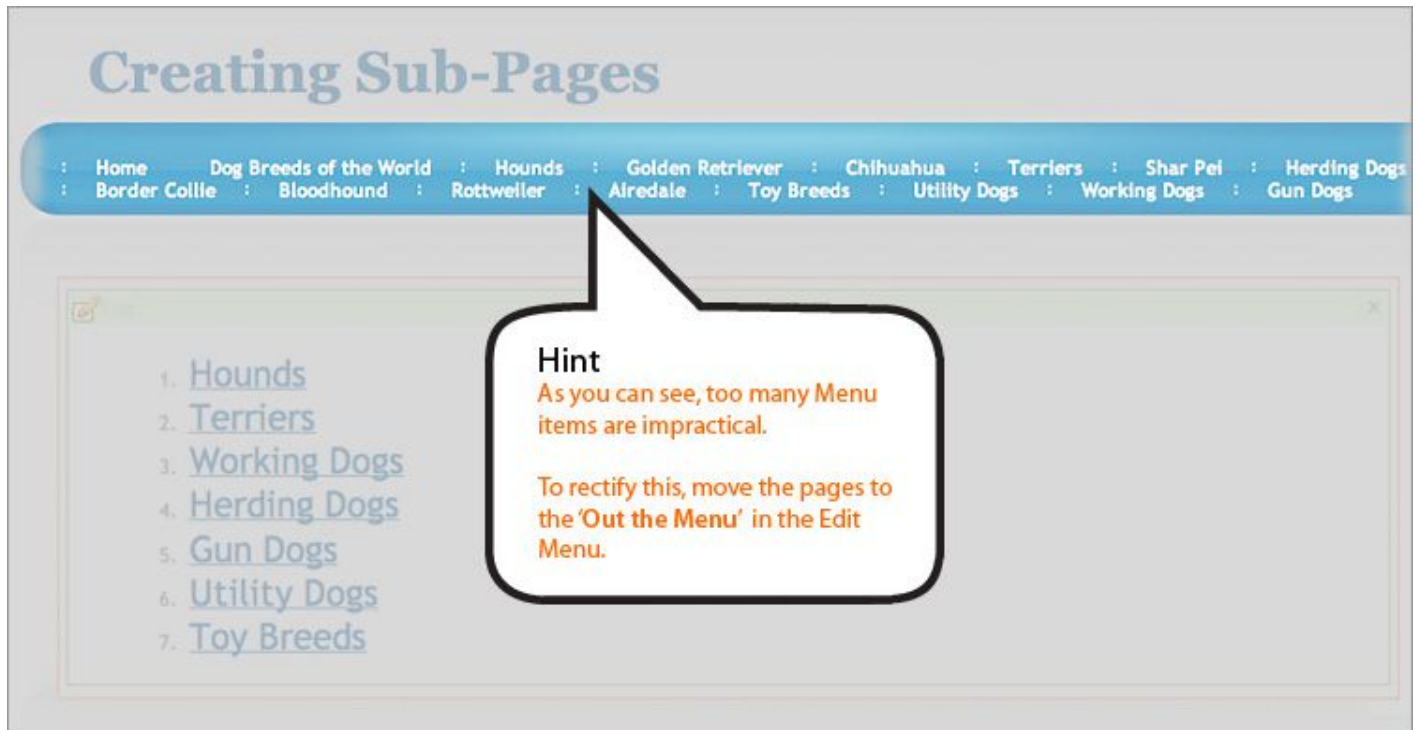
Create new pages by clicking on the **"New Page"** icon and type in the name of your page.



The screenshot shows the Yola website manager interface. At the top, it says "yola formerly SynthaSite" and "Current Site: Lesson 10: Creating Sub-Pages". Below this is a navigation bar with buttons for "Site Manager", "Page: Index", "New Page", "Change Style", "File Manager", and "Update My Site". A "New Page" dialog box is open, showing options for "Web Page" and "Blog Page". The "Name" field contains "Toy Breeds" and the "Heading" field contains "Dog Breeds of the World". There are checkboxes for "Show in navigation" (checked) and "Password protect" (unchecked). A "Hint" bubble points to the "New Page" button, stating: "Hint To create new pages click on the 'New Page' icon and type in the name of your page." In the background, a menu is visible with the following items: 1. Hounds, 2. Terriers, 3. Working Dogs, 4. Herding Dogs, 5. Gun Dogs.

I am now going to **create all the pages for my site.** This website is going to have a total of 15 pages. Look how the menu might look with all 15 pages - if I were really making a website about all the breeds of dog in the world it would have hundreds!

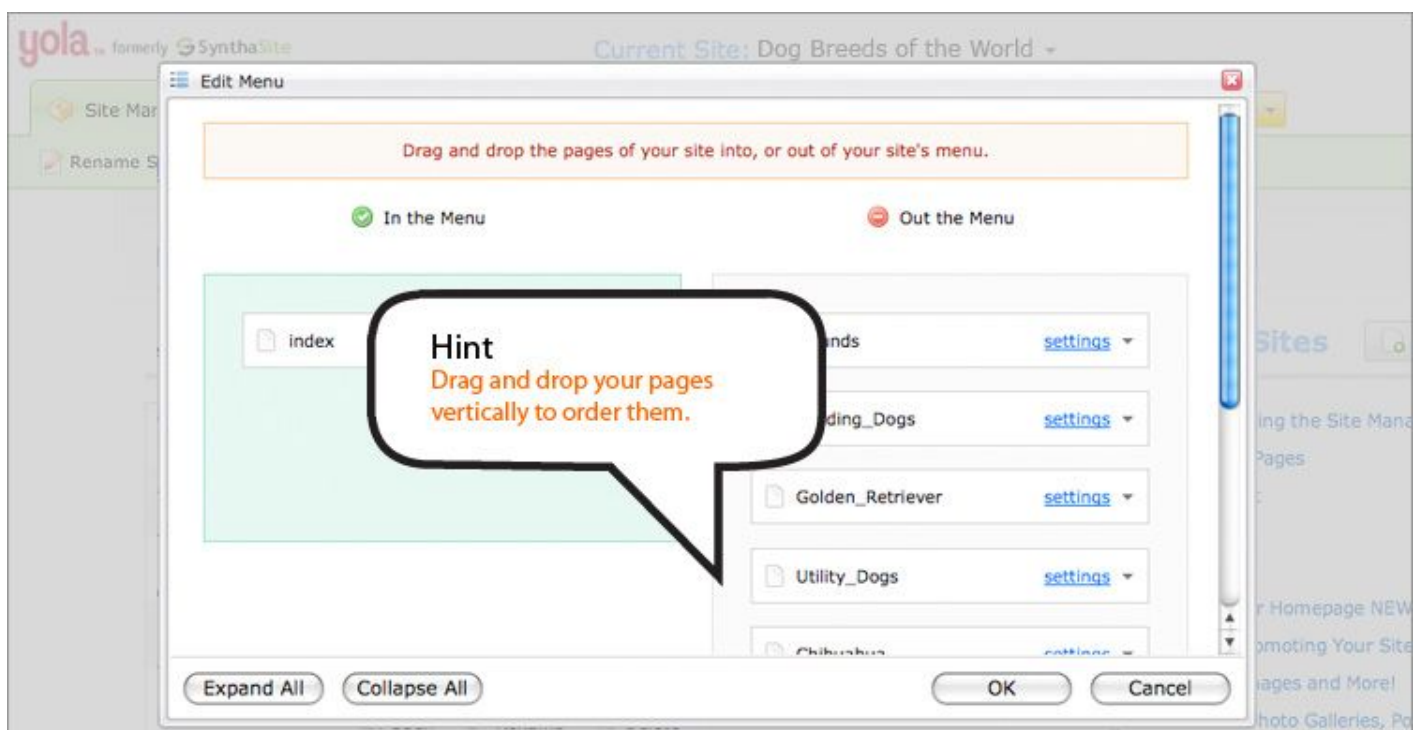
I think you will agree with me that this is not a pretty picture. It is also very confusing to your visitors, as they have no way of know what page to go to first! Something must be done...



Step 3: Use the Edit Menu to Organize Your Pages

To organize your pages in the menu, do the following:

1. Click on the "Edit Menu" icon
2. Drag all your sub-pages "Out the Menu"
3. Drag and drop your pages vertically to get them in the right order

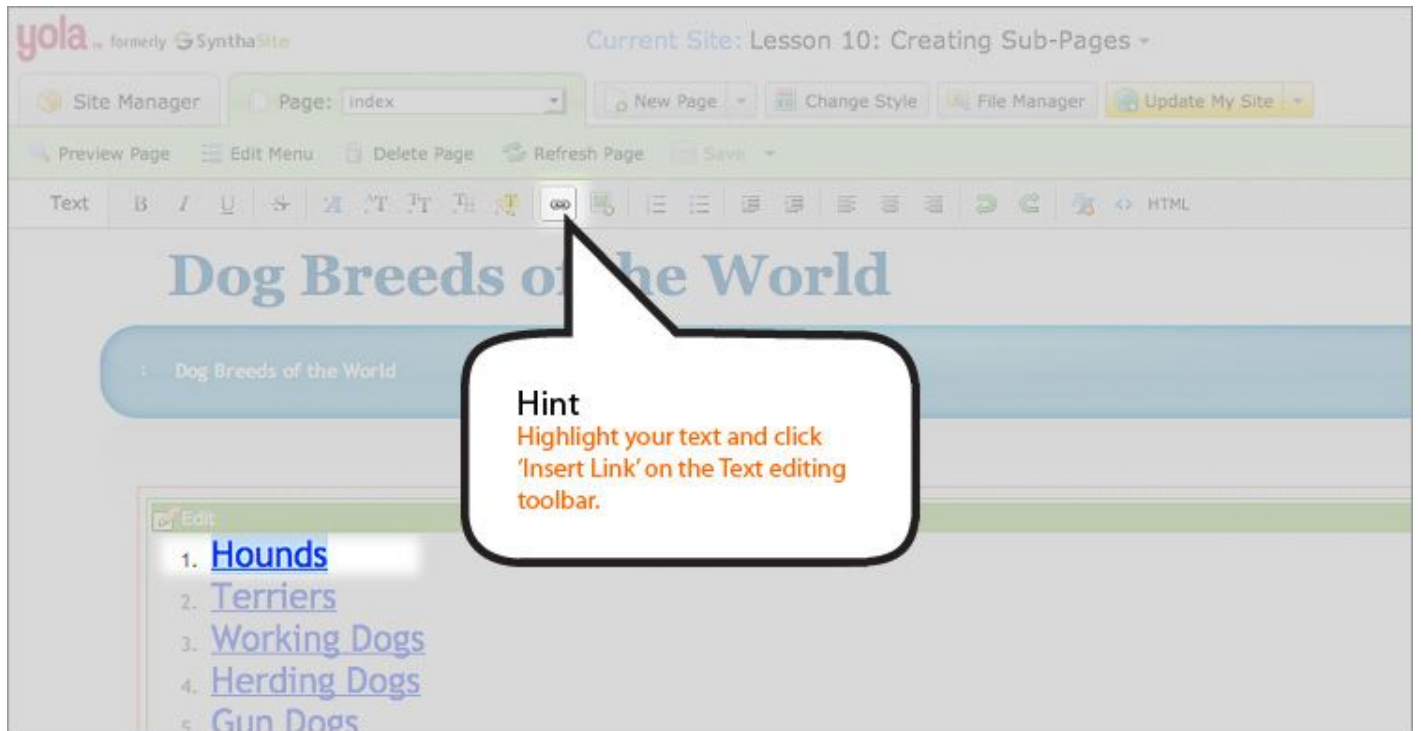


Now only my main page, "Dog Breeds of the World", is **going to appear in my menu**.

Step 4: Create your Links

The only step that remains is to create links between your pages. These are the steps:

1. Drag and drop a text widget onto your page
2. Type and highlight your link text
3. Click "Insert Link" on the text editing toolbar
4. In the link editor dialogue box, browse for the page you want to link to and click "OK"



Do this for all the pages in your site. You will then have a well organized site with a clear hierarchy that will help your visitors find the information they are looking for.

For more information please read our tutorial on [Creating Links](#).

To see how the navigation for my test site works, go to: [Subpages](#)