How to create a custom page

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A custom page is a secondary/sub page on your website, it's designed in the same way as you would design your homepage.

Note

Only people with the appropriate role are able to create pages or edit the website.

1. Login to the **Administration** area.
2. On the left menu, click **Website** or the **Globe** icon, then click **Pages**.
3. You are now on the Custom Pages page. You can click the **Create New Page** button on the right to create a new custom page.
4. You can select one of the pre-built templates or click on the **My Templates** tab to select a custom created template. After you clicked on a template to select it, click **Next**.
5. This takes you to the Page Designer. On the **left hand side** you will see a live preview of this page. This is like the '*canvas*' of your custom page where you will be placing, editing and moving around the page's widgets (content).
6. On the **right hand side** you will find all your content and editing options. This includes the various page widgets, layouts and properties for the custom page.