

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.