

# Pages Collection – Complete User Guide (Payload CMS)

The **Pages** is used to create and manage all primary website pages such as Home, About Us, Contact, Admission Policy, Gallery, and more. This guide explains each feature of the Pages in detail, including how to create, edit, structure, and optimize pages properly.

## 1. Accessing the Pages

1. Log in to the Admin Panel.
2. From the left sidebar, click **Pages**.
3. You will see a table listing all existing pages.

4

Collections

Pages

Bulletin Board

Media

Categories

Users

Redirects

Forms

Form Submissions

Search Results

Global

Header

Footer

Mahabodhi Residential School

Left

SliderBottom

SliderTop

School

Admissions

Pages

Create New

Search by Title

Columns

Filters

<input type="checkbox"/>	Title	Slug	Updated At	ID	Parent
<input type="checkbox"/>	Home	home	February 13th 2026, 12:05 PM	28: 88	<No Parents>
<input type="checkbox"/>	About	about	February 13th 2026, 12:05 PM	28: 89	<No Parents>
<input type="checkbox"/>	About Us	about-us	February 13th 2026, 12:08 PM	28: 90	About
<input type="checkbox"/>	Our Motto	our-motto	February 13th 2026, 12:09 PM	28: 91	About
<input type="checkbox"/>	Why Choose Us	why-choose-us	February 13th 2026, 12:09 PM	28: 92	About
<input type="checkbox"/>	Parent Teacher Body	parent-teacher-body	February 13th 2026, 12:09 PM	28: 93	About
<input type="checkbox"/>	Achievements & Awards	achievements-and-awards	February 13th 2026, 12:10 PM	28: 94	About
<input type="checkbox"/>	Guinness World Record	guinness-world-record	February 13th 2026, 12:11 PM	28: 95	Achievements & Awards
<input type="checkbox"/>	DECC Can Change Award	decc-can-change-award	February 13th 2026, 12:11 PM	28: 96	Achievements & Awards
<input type="checkbox"/>	Other Achievements & Awards	other-achievements-and-awards	February 13th 2026, 12:12 PM	28: 97	Achievements & Awards
<input type="checkbox"/>	Academics	academics	February 13th 2026, 12:12 PM	28: 98	<No Parents>
<input type="checkbox"/>	Results	results	February 13th 2026, 12:14 PM	28: 99	Academics
<input type="checkbox"/>	CBSE Affiliation	cbse-affiliation	February 13th 2026, 12:14 PM	28: 100	Academics
<input type="checkbox"/>	Curriculum	curriculum	February 13th 2026, 12:15 PM	28: 101	Academics
<input type="checkbox"/>	Career Counselling	career-counselling	February 13th 2026, 12:15 PM	28: 102	Academics
<input type="checkbox"/>	School Calendar	school-calendar	February 13th 2026, 12:15 PM	28: 103	Academics
<input type="checkbox"/>	Syllabus	syllabus	February 13th 2026, 12:16 PM	28: 104	Academics
<input type="checkbox"/>	Facilities	facilities	February 13th 2026, 12:16 PM	28: 105	<No Parents>
<input type="checkbox"/>	Science Labs	science-labs	February 13th 2026, 12:19 PM	28: 106	Facilities
<input type="checkbox"/>	Computer Lab	computer-lab	February 13th 2026, 12:19 PM	28: 107	Facilities

## **What You'll See in the List View:**

- Page Title
- Slug
- Last Updated Date
- Edit option

You can:

- Click a page to edit it
  - Use search to find a specific page
  - Create a new page
-

## 2. Creating a New Page

### Step 1: Click “Create New”

You will be redirected to the Page Editor form.

The screenshot displays the 'Admission Form' page editor. On the left is a sidebar with a navigation menu containing: Collections, Pages, Bulletin Board, Media, Categories, Users, Redirects, Forms, Form Submissions, Search Results, Widgets, Header, Footer, Mahabodhi Residential School, Loh, SidebarBottom, SidebarTop, School, and Admissions. The main editor area has a header with the title 'Admission Form' and a breadcrumb 'Pages / Admission Form'. Below the header, a status bar shows 'Last Modified: February 13th 2026, 4:23 PM' and 'Created: February 13th 2026, 11:56 AM', along with icons for undo, redo, save, and a settings menu. The editor is divided into two columns. The left column contains sections for 'Title' (with the value 'Admission Form'), 'Hero' (with tabs for Hero, Content, and SEO), 'Type' (set to 'Low Impact'), 'Slides' (containing 'Slide 01'), and 'Breadcrumbs' (containing two entries: 'Breadcrumbs 01' with URL '/admissions' and Label 'Admissions', and 'Breadcrumbs 02' with URL '/admissions/admission-form' and Label 'Admission Form'). The right column contains 'Published At' (02/13/2026), 'Slug' (admission-form), and 'Parent' (Admissions 01). At the top right of the editor area are buttons for 'Edit' and 'API'.

# 3. Page Editor – Field-by-Field Explanation

Below is a detailed explanation of the common fields in a Page.

---

## A. Title

### **Purpose:**

The main name of the page. This is usually displayed as the page heading and used internally for identification.

### **Examples:**

- About Us
- Admission Form
- Educational and Cultural Excursions

### **Best Practices:**

- Keep it clear and concise
  - Use proper capitalization
  - Avoid unnecessary symbols
- 

## B. Slug

**Purpose:** Defines the page URL.

If slug = `admission-form`

The URL becomes:

`https://mahabodhiresidentialschool.org/admission-form`

### **Guidelines:**

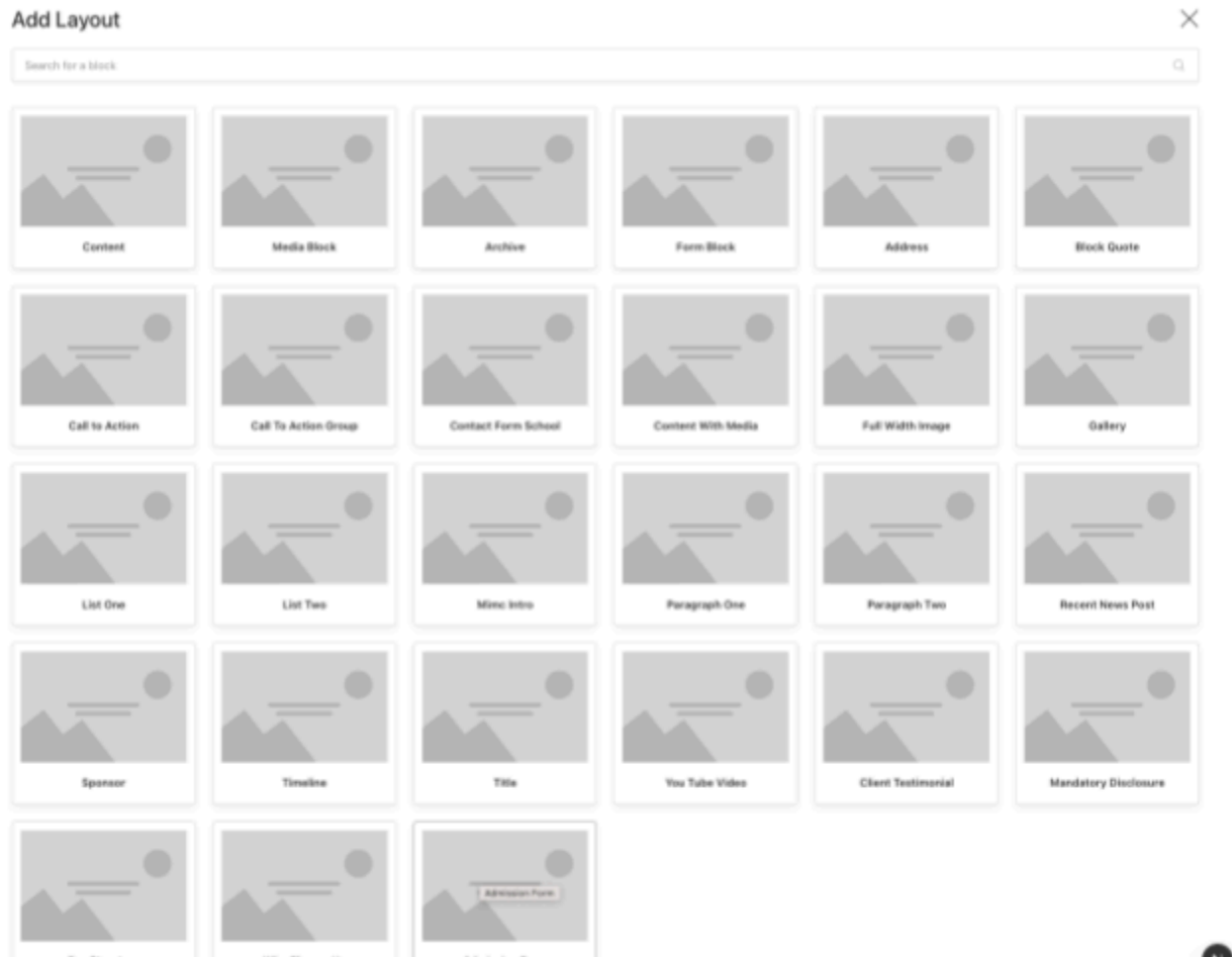
- Use lowercase letters
- Use hyphens (-) instead of spaces
- Avoid special characters
- Keep it short and descriptive

Avoid changing the slug after the page is publicly linked/published on the live site.

---

## C. Layout / Blocks Field (If Configured)

Most modern website setups use a **Blocks field** for flexible content building.



### How Blocks Work:

- Click **Add Block**
- Select block type (e.g., Hero, Content, Gallery, CTA)
- Fill in the required fields
- Add multiple blocks as needed

- Drag to reorder blocks

### **Typical Block Types:**

- Hero Section
- Rich Content Section
- Image Block
- Gallery Block
- Call-To-Action Block
- Video Section

Each block may have its own fields such as:

- Heading
  - Description
  - Button text
  - Button link
  - Background image
-

## D. Rich Text Editor

For content sections, Payload typically uses a Rich Text Editor (such as Lexical).

Layout\*

Collapse All Show All ...

01 Content With Media Content With Media ... ^

☒ Enabled

Media

Create New or Choose from existing

or drag and drop a file

Content

+ v T v ≡ v ≡ ≡ B I U X<sub>e</sub> X<sup>o</sup> ↻

+ At Mahabodhi Residential School, career counselling is a cornerstone of our commitment to guiding students toward fulfilling futures. We provide personalized support from early years through Class 12, empowering them to discover passions, set goals, and navigate opportunities with confidence.

### Importance of Career Counselling

Early and ongoing guidance helps students align interests with realistic pathways, reducing anxiety around choices like engineering, medicine, or arts. It fosters self-awareness, skill-building, and informed decisions, leading to higher success rates in competitive exams and careers.

### Dedicated Career Counsellors

Our team of certified professionals, with expertise in psychology and industry trends, offers one-on-one sessions, aptitude tests, and psychometric assessments. They stay updated on global job markets, scholarships, and emerging fields like AI and sustainability.

### Annual Career Fair

Each year, we host a vibrant Career Fair featuring alumni, industry leaders from IITs, corporates, and startups. Students engage in workshops, panel discussions, and live demos, gaining firsthand insights into professions and networking opportunities.

### Personalized Support Tools

We use digital platforms for interest profiling, resume building, and mock interviews tailored to CBSE streams (Science, Commerce, Humanities). Regular parent workshops ensure family involvement in the journey.

### Proven Outcomes

Our counselling has propelled alumni into top institutions like IITs and medical colleges. This holistic approach reflects our "Meditation In Action" ethos, nurturing mindful leaders ready for tomorrow's world.

+ Add Layout

## **Common Formatting Options:**

- Headings (H2, H3, etc.)
- Bold / Italic
- Bullet and Numbered Lists
- Links
- Media Embed
- Tables (if enabled)

## **Best Practices:**

- Use headings for proper structure
  - Keep paragraphs short
  - Avoid excessive bold styling
  - Maintain consistent formatting
-



## E. Media Upload (Using Media)

Images and files are usually stored as a separate **Media** file.

<

Collections

Pages

Bulletin Board

**Media**

Categories

Users

Redirects

Forms

Form Submissions

Search Results

Globals

Header

Footer

Mahabodhi Residential School

Leh

SidebarBottom

SidebarTop

/ Media

Media

Create New











Bulk Upload

Q

Search by File Name

Columns

Filters

<input type="checkbox"/>	File Name	Alt	Caption	Updated At
<input type="checkbox"/>	 615e7029ea67b562707715.jpg	<No Alt>	<No Caption>	January 26th 2026, 12:30 PM
<input type="checkbox"/>	 image-hero1-42.webp	Straight metallic shapes with a blue gradient	<No Caption>	January 25th 2026, 12:15 PM
<input type="checkbox"/>	 slide1-85.jpg	Slide image for homepage	Local image from /public/images/slides	January 25th 2026, 12:15 PM
<input type="checkbox"/>	 image-post3-42.webp	Curving abstract shapes with an orange and blue gradient	Photo by Andrew Kliatskiy on Unsplash.	January 25th 2026, 12:15 PM
<input type="checkbox"/>	 image-post1-42.webp	Curving abstract shapes with an orange and blue gradient	Photo by Andrew Kliatskiy on Unsplash.	January 25th 2026, 12:15 PM
<input type="checkbox"/>	 image-post2-42.webp	Curving abstract shapes with an orange and blue gradient	Photo by Andrew Kliatskiy on Unsplash.	January 25th 2026, 12:15 PM
<input type="checkbox"/>	 image11-42.jpg	Gallery Image 11	<No Caption>	January 25th 2026, 12:15 PM
<input type="checkbox"/>	 image12-42.jpg	Gallery Image 12	<No Caption>	January 25th 2026, 12:15 PM
<input type="checkbox"/>	 image9-42.jpg	Gallery Image 9	<No Caption>	January 25th 2026, 12:15 PM
<input type="checkbox"/>	 image10-42.jpg	Gallery Image 10	<No Caption>	January 25th 2026, 12:15 PM

< >

1 2 3

1-10 of 22 Per Page: 10

### To Add an Image:

1. Click **Select** or **Upload**
2. Choose an existing file or upload a new one
3. Confirm selection

### Recommended:

- Use optimized image sizes
- Use descriptive file names
- Add alt text where applicable



## F. SEO Fields (If Configured)

Many setups include SEO settings grouped within the page.

### SEO

2/3 checks are passing

Title — [Auto-generate](#)

This should be between 50 and 60 characters. Auto-generation will format a title using the page title. For help in writing quality meta titles, see [best practices](#).

Payload CMS - Feature - Auto-generate TypeScript Interfaces

Good 59/50-60 chars, 1 left over

Description — [Auto-generate](#)

This should be between 100 and 150 characters. Auto-generation will format a description using the page content. For help in writing quality meta descriptions, see [best practices](#).

You can now generate types automatically for all of your collections and globals to use within your app's code.

Good 111/100-150 chars, 39 left over

Preview

Exact result listings may vary based on content and search relevancy.

https://...

**Payload CMS - Feature - Auto-generate TypeScript Interfaces**

You can now generate types automatically for all of your collections and globals to use within your app's code.

Typical SEO Fields:

- Meta Title
- Meta Description
- Open Graph Image
- Canonical URL

### SEO Best Practices:

- Keep meta title under 60 characters
- Keep meta description under 160 characters
- Include relevant keywords naturally
- Avoid keyword stuffing

## 4. Saving a Page

After filling all required fields:

1. Review content carefully
2. Check formatting
3. Verify links
4. Confirm images are correct
5. Click **Save**

The page will be updated accordingly.

---

## 5. Editing an Existing Page

1. Go to Pages Collection
2. Click the desired page
3. Update content or layout
4. Click Save

Always review the page on the website after making changes.

---

## 6. Deleting a Page

1. Open the page
2. Click **Delete**
3. Confirm deletion

Ensure the page is not linked in navigation before deleting.

---

## 7. Recommended Page Structure

A well-structured page generally includes:

1. Clear Page Title
  2. Hero Section (Optional)
  3. Intro Paragraph
  4. Organized Content Sections
  5. Supporting Images or Media
  6. Clear Headings
  7. Call-to-Action (if required)
- 

## 8. Content Management Best Practices

- Maintain consistent heading hierarchy
  - Keep content updated regularly
  - Optimize images before upload
  - Avoid duplicate content
  - Check mobile responsiveness
  - Review SEO fields carefully
- 

## 9. Summary

The Pages serve as the structural backbone of your website. By understanding how to properly create, organize, and manage pages — including layout blocks, media, and SEO settings — you can maintain a professional, well-structured, and search-optimized website with confidence.