Depending on your intentions and needs with the content stored and displayed on pages, you can create two types of pages:

- **Structured page** – used for storing structured data in separate fields that can be displayed on other pages. A typical use for structured pages is displaying lists of items, such as news or products, on a single page.
- **Page (menu item)** – used for displaying unstructured content in the form of editable regions. These pages are displayed in the menu of the website by default and can be edited on the **Page** tab.

You can create new pages either in the Pages application or on the Live site (Using On-Site editing).
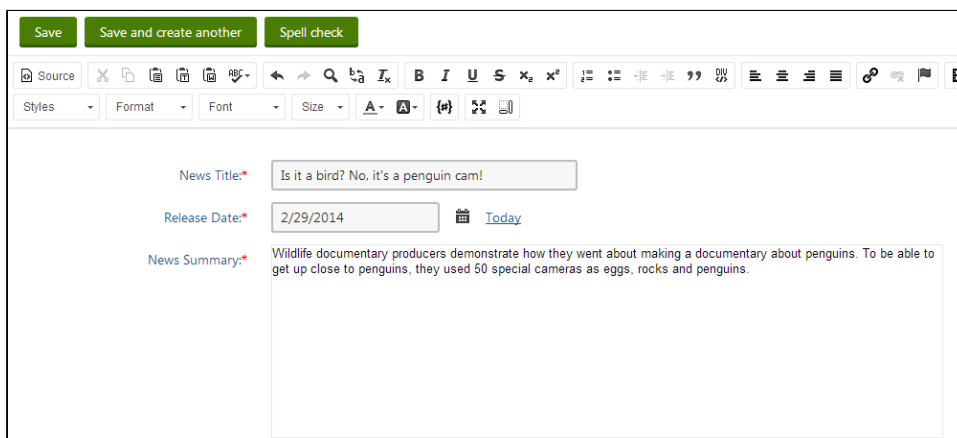
Creating new pages in the Pages application

1. Open the **Pages** application.
2. In Content tree, click on the item under which the new page should be placed.
3. Click **New** (✚).

- Creating a **structured page**:
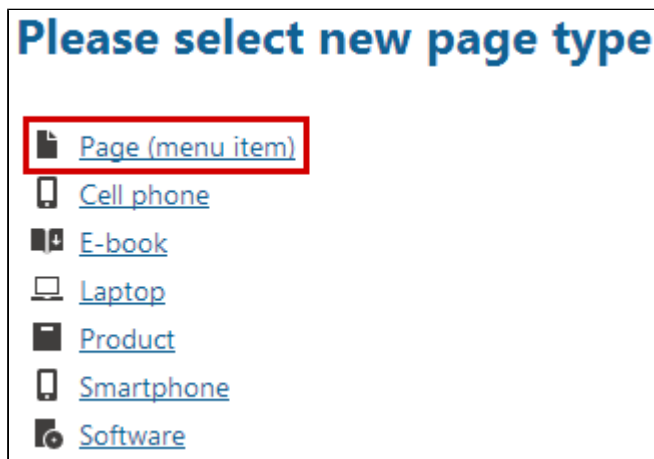 a. Choose the type of page that you want to create.
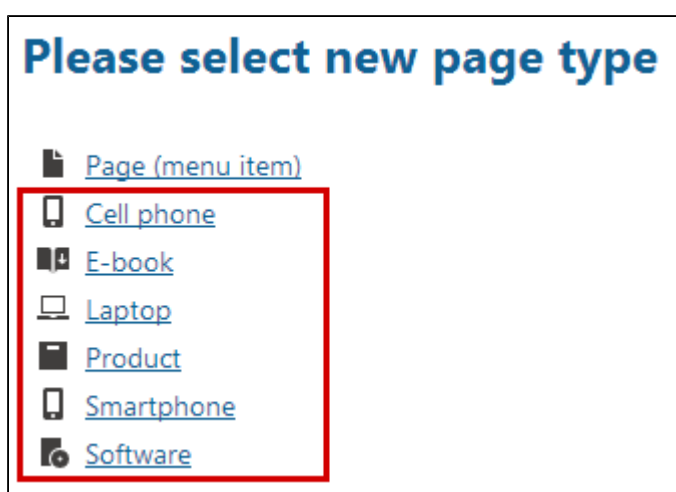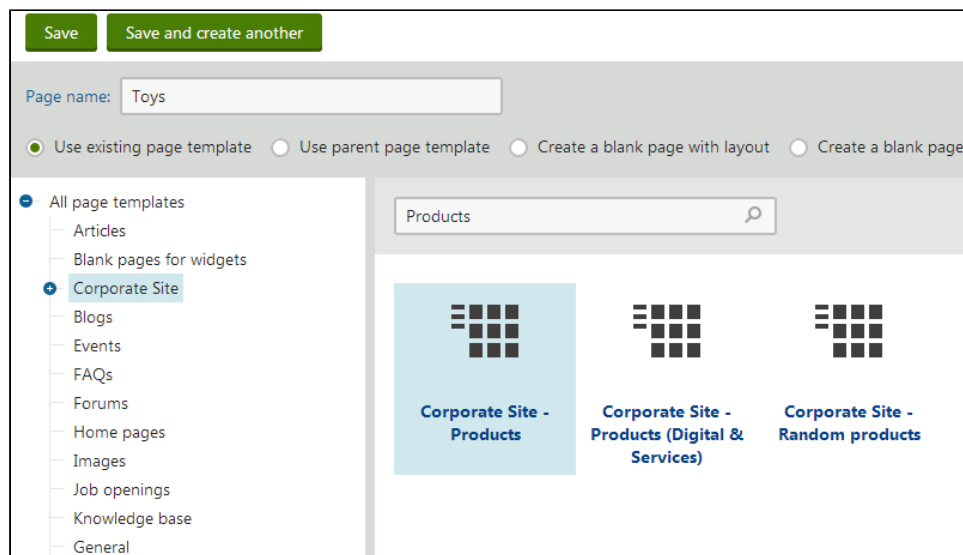

  b. Fill in the editing form.

- Creating a **Page (menu item)** page:

a. Click on the **Page (menu item)** page type.

Please select new page type

- 📄 Page (menu item)
- 📱 Cell phone
- 📖 E-book
- 💻 Laptop
- 💾 Product
- 📱 Smartphone
- 💿 Software

b. Fill in the **Page name** field.

c. Choose from the following options using the radio buttons below the **Page name** field:

    i. **Use existing page template** - choose to view reusable page templates.

    ii. **Use parent page template** - choose to make the page inherit the template used by its parent page.

    iii. **Create a blank page with layout** - choose to create a new ad-hoc portal page template using one of the page layouts below. Turn the **Copy this layout to my page template** check-box below to generate a unique copy of the chosen layout for this template—otherwise the template will share its layout. Any changes made to a shared layout affect all the page templates that use it.

    iv. **Create a blank page** - choose to create a new ad-hoc portal page template for the new page. The page has a single web part zone and no other formatting.

4. Click **Save** to confirm, or **Save and create another** to confirm and start creating a new page.

You have created a new page and can now edit the page.

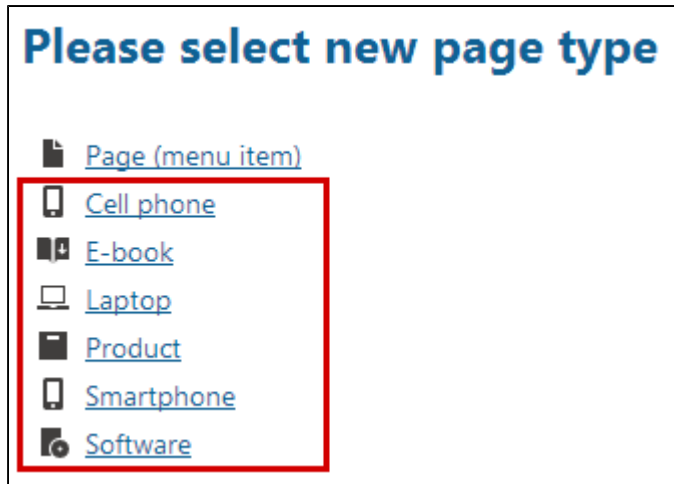## Creating new pages on the Live site

To be able to create pages on the Live site, your administrator needs to enable On-site editing on the site.
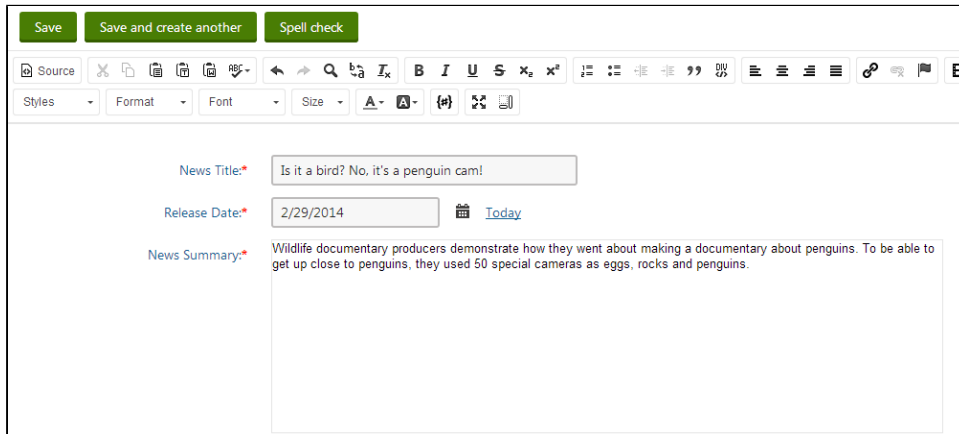
1. Log on to the Live site.

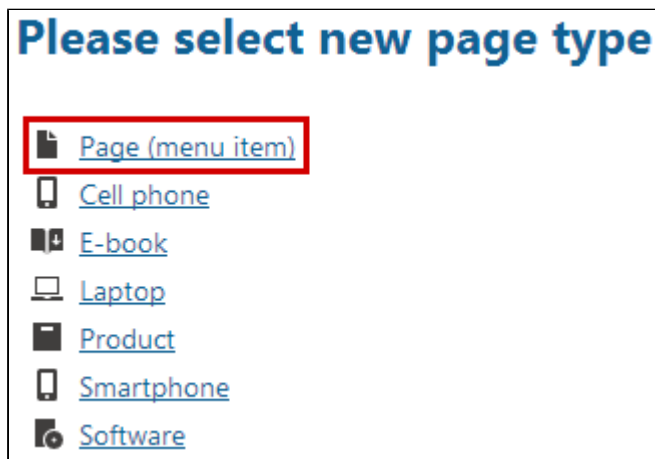2. Click on the **Edit page** button in the top left corner.

3. Navigate to the page under which you want to create the new page.
4. Click the **New** action on the toolbar. A **New page** dialog opens.

   a. Choose the type of page that you want to create.
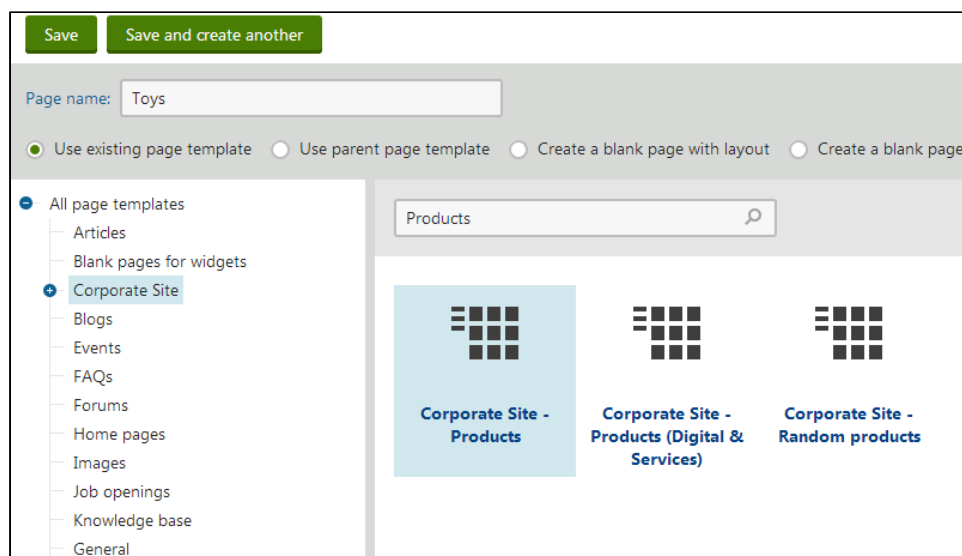

   b. Fill in the editing form.

a. Click on the **Page (menu item)** page type.

b. Fill in the **Page name** field.
c. Choose from the following options using the radio buttons below the **Page name** field:
   i. **Use existing page template** - choose to view reusable page templates.
   ii. **Use parent page template** - choose to make the page inherit the template used by its parent page.
   iii. **Create a blank page with layout** - choose to create a new ad-hoc portal page template using one of the page layouts below. Turn the **Copy this layout to my page template** check-box below to generate a unique copy of the chosen layout for this template—otherwise the template will share its layout. Any changes made to a shared layout affect all the page templates that use it.
   iv. **Create a blank page** - choose to create a new ad-hoc portal page template for the new page. The page has a single web part zone and no other formatting.

5. Click on **Save** to confirm, or **Save and create another** to confirm and start creating a new page.

You have created a new page and can now edit the page.