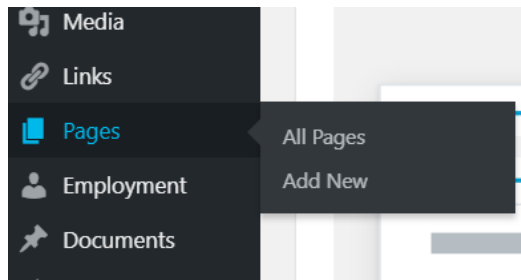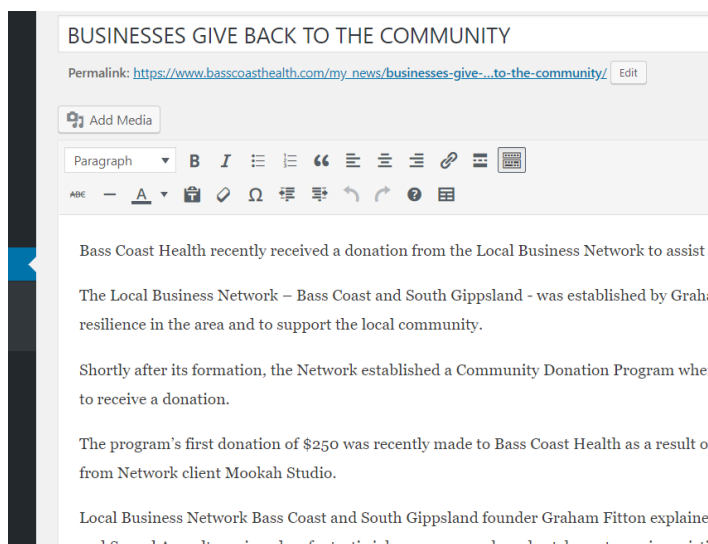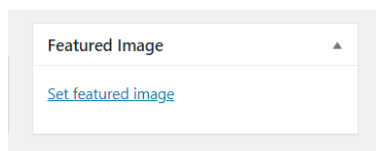# auscity.com

How to create a web page

IMPORTANT: If you are adding a picture to your web page and/or adding a file/PDF, read the other 'image' and 'PDF' manuals first.

1. Latest Pages > Add New.

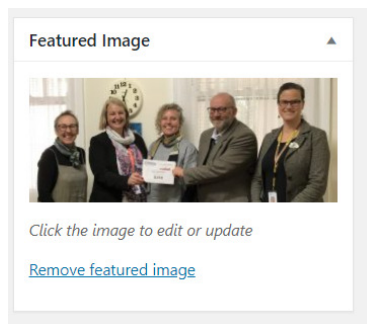2. Add a title then …
3. copy the content into the Editor.

4. On the bottom right hand side of the screen, if you wish to add an image to your page, click on the 'Set featured image' link. Maximum image width is 1,400 pixels.

5. Select your Library image (confirmed by the large tick).

6. Click on 'Set featured image' button in the bottom right hand side of the screen.

7. Your image will now load as the Featured image.

8. To save your work, move up the page on the right hand side and click on the 'Publish' or 'Update' button.

9. To see your new page from the front end, click on the 'View Page' link at the very top of the screen.