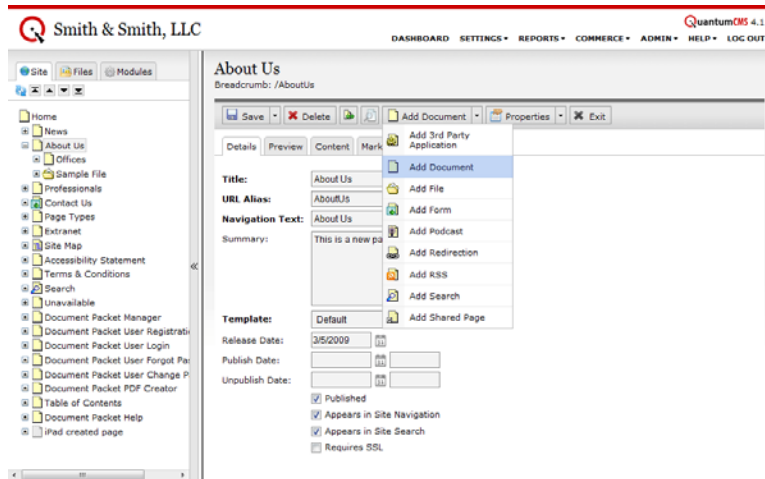


## Adding a Document Page

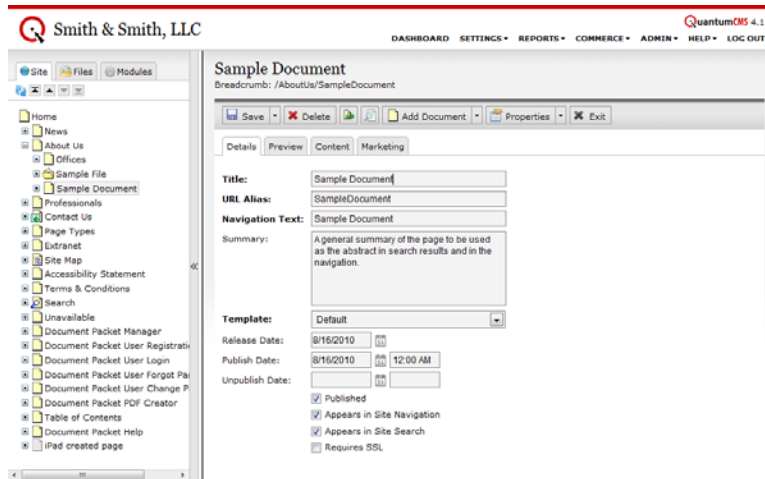
The document page type is the default page type and will be used for most pages of your web site.

Step 1: Using the Navigation Tree, access the section of the site where you wish to add the new page.

Step 2: Click the **Add Document** button or you can click the arrow next to the **Add Document** button and select "Add Document" from the menu.



Step 3: Fill out the details to create your new page. You may wish to leave the page unpublished at first while you author and edit your content.



Details Overview:

- *Title*: used in searches and appears as the link text in search results
- *URL Alias*: appears in the browser's address bar
- *Navigation Text*: appears in the in the site's primary and/or sub navigation
- *Summary*: used in searches and appears as the abstract in search results

Step 4: Select the *Content* tab and enter your page content using a WYSIWYG editor.

Smith & Smith, LLC

QuantumCMS 4.1

DASHBOARD SETTINGS REPORTS COMMERCE ADMIN HELP LOG OUT

Sample Document

Breadcrumb: /AboutUs/SampleDocument

Save Delete Add Document Properties Cancel

Details Preview Content Marketing

Source

Style Format Normal Font Size

Sample page content entered in content editor.