


ADDING A STANDARD PAGE

1. Log onto the eMAGC editor by going to www.yourwebsite.com/eMAGC
2. Click on **NAV & CONTENT MANAGER** tab on left
3. Add a new **TAB** by clicking on the “Add New Category” tab on right; this will create a new tab titled “Untitled Category”
4. Click on **UNTITLED CATEGORY** to open a new page editor
5. Change **PAGE TYPE** to **STANDARD**
6. Here you can name your page with the Button Title, Set Button as a Link and Add a URL or RSS Feed
7. Customize the page with a headline, body content, image and web widget
8. After all changes are made, click **SUBMIT** at the bottom of the page and click show page, then **CLOSE WINDOW** on left



NOTE: To add a **SUBCATEGORY**, click  to the right of the category. To view all subcategories under a page title, click the plus sign to the left of the category name. Turning the subcategory page into a standard page can be done the same way as a category page. (see above)