

# Creating a contact page

We have included guidance on how to create a contact page for your site on essexinfo.net

## Creating a contact page

In order to make a contact page you need create a new page, you can do this by:

- Selecting '**Manage Website**' and then '**Use customised pages**'
- Click on the '**Content**' tab
- In '**Site Map**' click on the name of your organisation at the top of the list
- Click '**Create Item**'
- Select '**Page**' from the drop down menu, then click '**Go**'
- A form for creating a page of text is shown. It includes:
  - Title – title of page
  - Short title – option to provide an alternative title to be shown on the navigation menu, as the link to the document and in the web address
  - Body text – content of the page. This is where you would include the contact details for your page. When adding the address make each new line by a 'Soft Return' (shift+return) We would advise you to include information which would enable people to contact you, such as an email address, telephone number and if appropriate the address of where your organisation meets (an example of this can be seen at <http://www.essexinfo.net/siteparish/contact-us/>)
  - If you wish to reorder the items in your navigation menu see Helpsheet 2 – Reorder menu items
  - Include in navigation menu – click on '**Yes**'
  - You are then given the choice to:
    - '**Save changes**' - allows you to save and preview your work before making it public *or*
    - '**Save and Publish**' - saves your work and immediately publishes it to the website
- Select the most appropriate - the page will appear within the folder on the site map, once saved. Select the '**Preview**' link to view your changes
- Once published you can view your updated website by clicking '**Back to homepage**' in the top left hand corner then click on your page from the navigation side bar. You may need to refresh your browser screen to see the changes - press **F5** on your keyboard or click the refresh link on your browser toolbar
- You can add pictures, documents and other elements to your page. See the '**Adding images and documents to your pages**' worksheet for more details

You can reach the Help Desk on: **01245 436559** or via email [support@essexinfo.net](mailto:support@essexinfo.net)