



Creating and Editing Pages

Create@USQ User Guide

Last Updated: March 2023



University of
**Southern
Queensland**



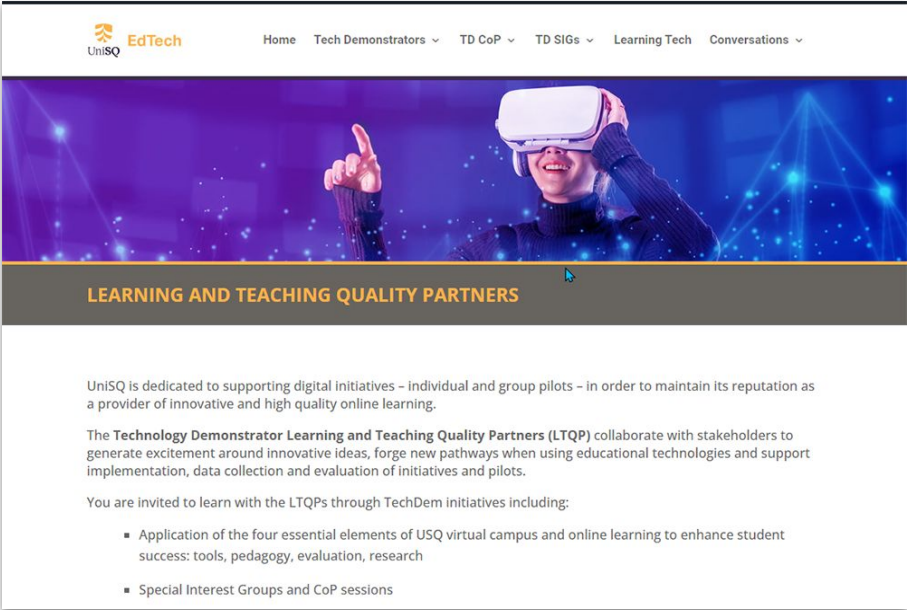
About Pages

Pages are one of the two main ways you can publish content to your [Create@UniSQ Portfolio / Site](#).

Pages are usually used for information that you want to share with your readers, but don't expect to update frequently.

For example Pages would be used for:

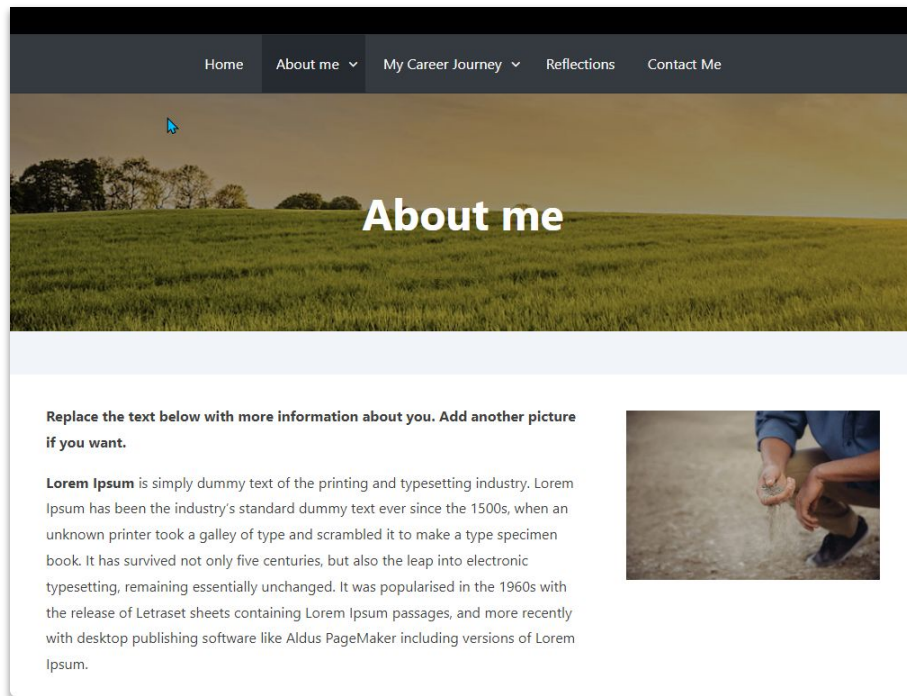
- **About Page:** Used to tell readers more about yourself and your Thinkspace Site.
- A **major essay** that is ready to be submitted for assessment:
- A **collection of links or resources** that is created over time.
- **Contact Page:** so users can get in touch with you.



Anatomy of a Page

Pages are usually made up of:

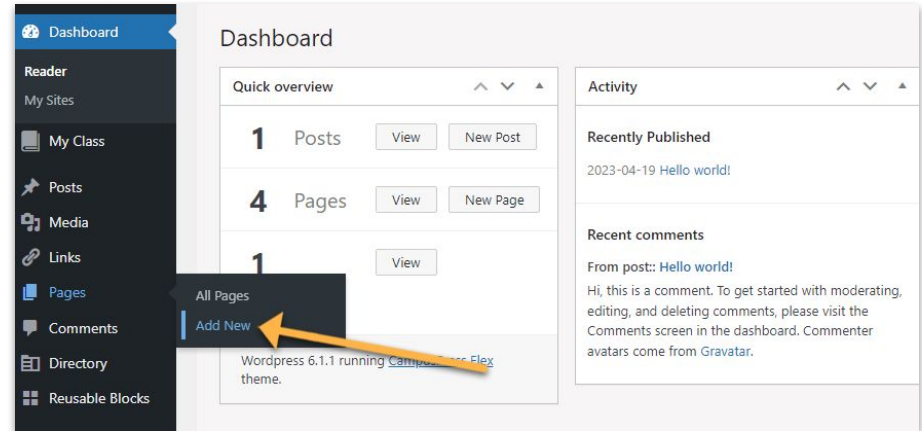
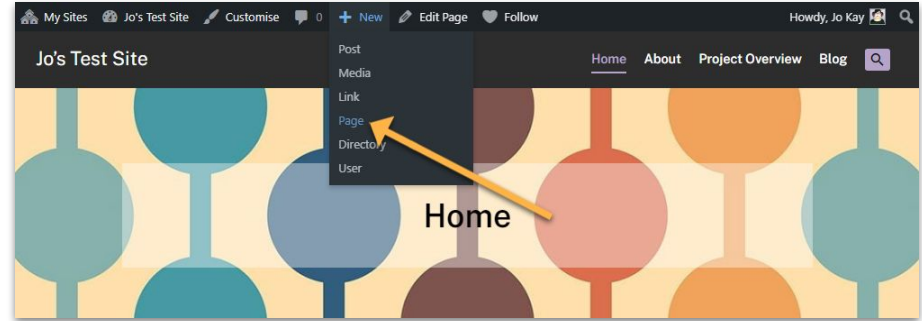
- **Page Title:** Tells the reader what the page is about.
- **Your page content :** The information you want to share on this page. This can include text, images and embedded media.
- **Comments** are automatically disabled on pages by default, but can be enabled if you'd like to use a Page for an ongoing discussion.



Creating a New Page

To create a **New Page**, simply **rollover the 'New' Menu** at the top of the page and choose **'Page'** from the dropdown menu.

Alternatively you can also create a **New Page** from the Dashboard of your site. Simply go to **'Pages'** in the menu on the left hand side and selecting **'Add New Page'**.



Creating a Page

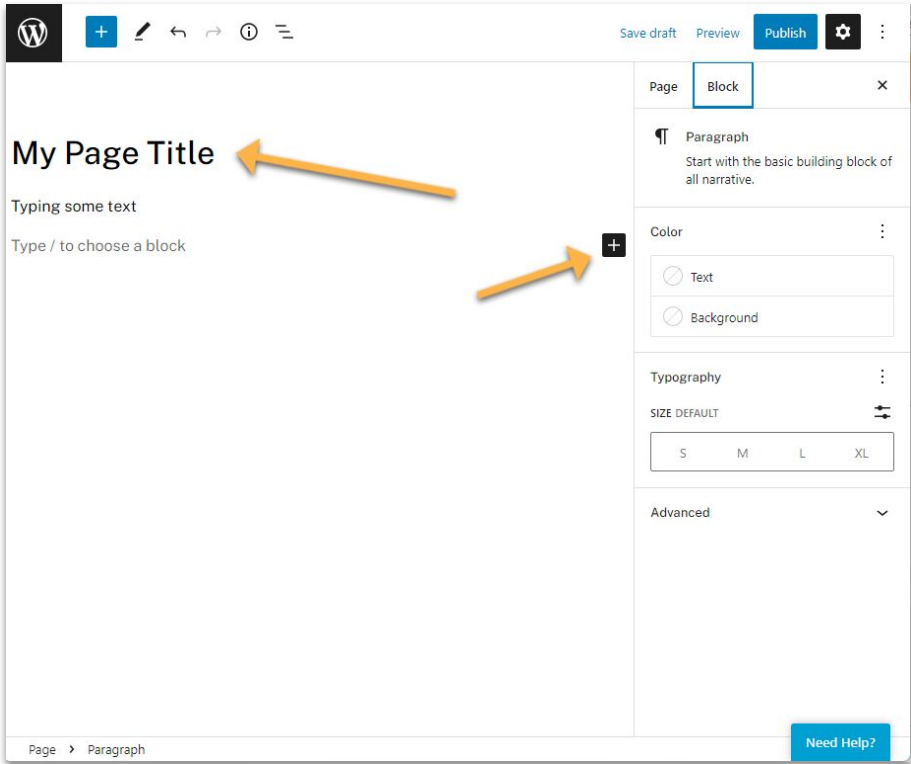
After creating your page, give it a **Title**.

Start adding content using the **Editing Tools**. You can add blocks by clicking on the black + symbol.

Blocks allow you to add a range of different content types including Headings, Paragraphs, Images and Multimedia.

When you have finished editing, click the **blue 'Publish' button** on the right of your screen to publish your page and make it visible to site visitors.

PROTIP: Check out the Block Editor and Classic Editor Guides in the Create@UniSQ Getting Started Resources for more info on using the Editing tools.



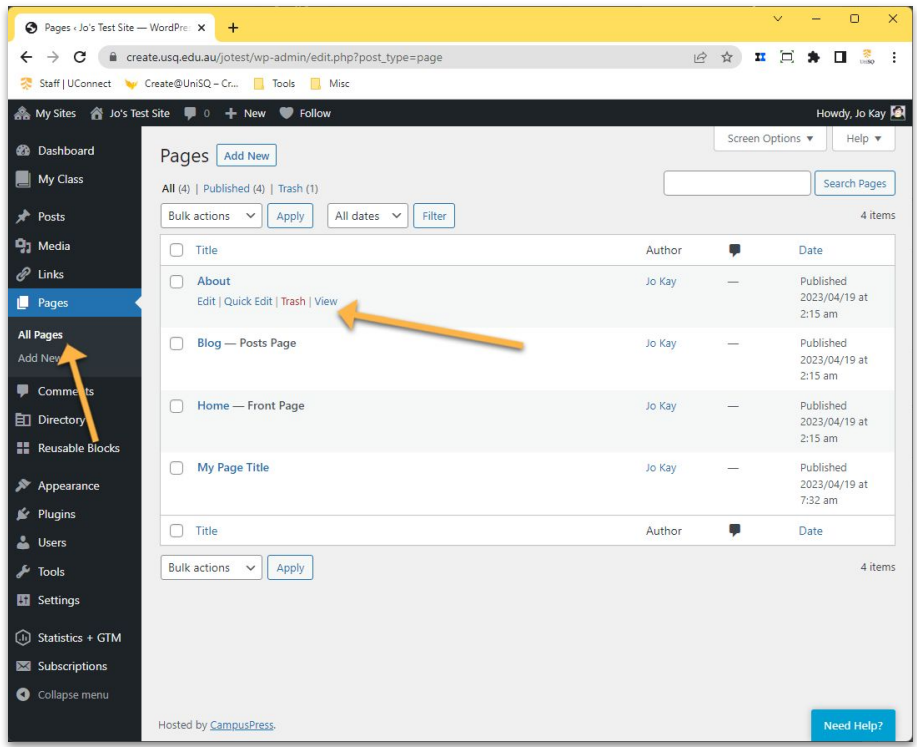
Editing Pages

You can **Manage** and **Edit Pages** via the **All Pages section in your Dashboard**, where you will find a list of all your pages.

Roll your mouse over the title of each page to access links to **Edit**, **Trash** (delete) or **View** your page.

Clicking on the **Edit button** will take you back to the page editing window where you can make changes or additions.

Click the blue **Publish button** to save changes.



Deleting Pages

To delete a page, go to the **All Pages section** in your **Dashboard**, where you will find a list of all your pages.

Roll your mouse over the title of the page you wish to delete and choose **Trash**.

Deleted Pages can be restored from the Trash if you have removed them in error.

