

## UBE Umbraco: Adding a Common Page

A Common Page can only be added as Child Page of the Root Page or as a Child Page of a Parent Page.

1	Hover over the page that is to be the Parent Page of the new Common Page.	
2	Click the ellipsis (the three dots) immediately to the right of the Parent Page's name.	A panel displays the names of the available page types.
3	Click on the Common Page type. This will have a name like xxxxCommonPage, where xxxx are the first four characters of your organisation's name.	The Main Panel to the right displays a blank template for a Common Page type.
4	At the top of the Main Panel, enter a name for the page, where it says "Enter a name..."	The name is displayed in the website's navigation bar and in the Back-Office's Content Tree
5	Select the "SEO" (Search Engine Optimisation) tab and complete the fields as described here.	
6	Click "Save and publish" at the bottom of the Main Panel.	This new page, albeit devoid of content, has now been created. You may want to hide it from the website's Navigation Bar until it is complete by clicking the "Content" tab in the Main Panel, checking "Hide from the navigation bar" and clicking "Save and publish" again.
7	Use the "Content" tab is described here.	
8	Use the "Property" tab is described here.	