Custom Pages

Overview

Static content pages are an essential part of your website. There are customer service pages for FAQs and return policies, marketing pages for promotions and blog posts, product and sizing guides... The possibilities are endless!

When your Commerce Visio site was implemented, we started you off with a few classic hits such as 'Terms & Conditions' or 'About Us'. But you can create new and exciting pages yourself and link them to a menu in the CMS.

Create a custom page

1. In the CMS, go to **Content Content Pages & Templates**.

2. Click the **Custom Pages** tab.

3. Existing custom pages are displayed. To create a new page, click **Add Page**.

4. Enter your **Page Name** and other SEO/meta data information. **NOTE -** Once you enter the Page Name, the fields below it will auto-populate. Edit any of them as needed.

   a. **SEO Friendly URL** - User- and search engine-friendly URL for the page.
   b. **SEO Description** - the blurb that displays under the Title and URL on a search engine's results listing.
   c. **Browser Page Title** - the page title displayed at the top of the browser window (or on the browser tab) and in the meta title tag.
   d. **Image Name** - a social media-shareable image (OG image) when this page description and link appear on social media platforms (available for v4.11+ only)
   e. **Breadcrumb Parent** - (optional) to display a product category in this page's breadcrumb, select from the dropdown list.

5. (Skip this step for a Widget-based page.) For a **Simple** page (i.e. no widgets used), enter the **Title**, **Icon**, and **Subtitle** to display at the top of the page content area.

Data input	Resulting output

6. Users access pages via menus. In the **Add to a Menu** section, you must add the page to at least one menu. The menu can be an existing one or you can create a new menu here.

In **Menu Type**, select 'Section Menu' or 'Navigation Menu' to filter the menus in dropdown list. **NOTE -** To select a Section Menu, the Menu Editor feature must be enabled for your site.


Your Commerce Vision website has two types of menus:

- the navigation menu - usually for products and categories
- section menus - for content pages

A standard ecommerce website typically has only one main navigation menu. But it probably will have a few section menus in various places. For example, your site's footer is likely to have more than one section menus, e.g., an 'Our Store' and 'Need Help?'.
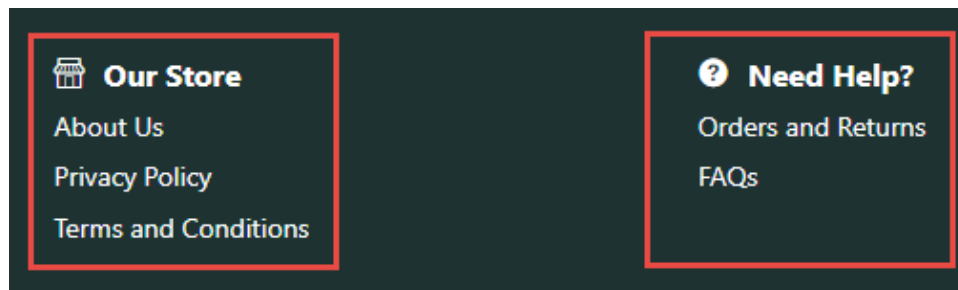

7. Use Step (7a) if you want to link the page to an existing section menu. Use Step (7b) if you want to create a new section menu. Go straight to Step 8 to add to a navigation menu.

a. Select an existing menu.

   NOTE - The blue text bubbles next to a menu show existing access restrictions for menu. Once you have selected a menu, you can add or remove restrictions.
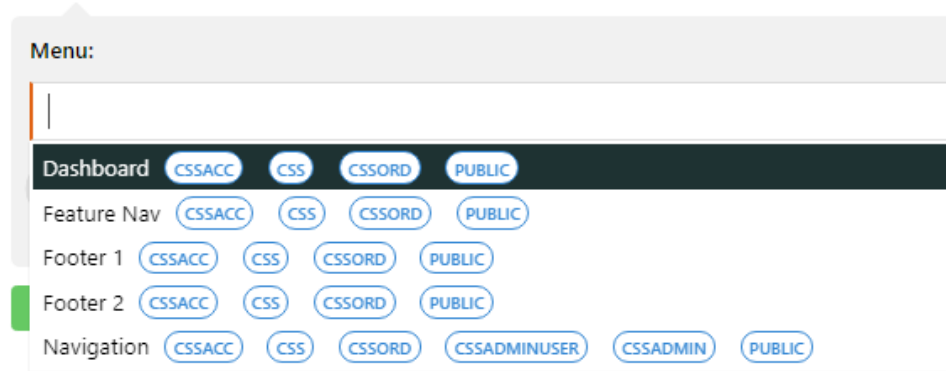

   i. (optional) *If you chose to add this page to an existing menu and want to add or remove existing role restrictions, hover on **Options** and select **Menu Associations**. Toggle ON each **Role** that should has access to this menu, then click **Confirm**.*
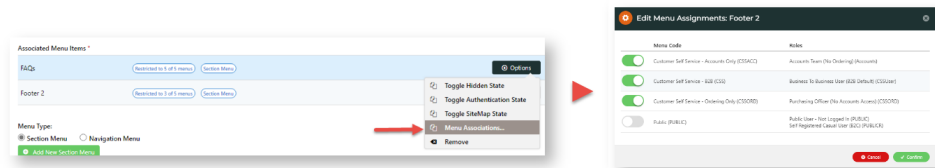
   ii. Hover over **Options** to add other conditions on the page: hidden (not searchable), authenticated (user mut be logged in to view it) or included in the sitemap.

   iii. You have finiished linking the page to an existing menu. Go straight to Step 15.
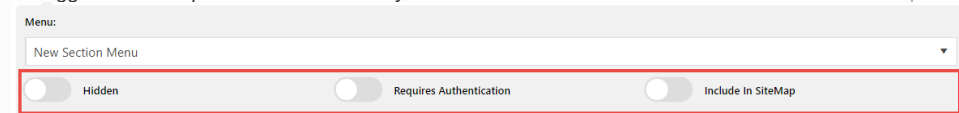
b. Create a new menu.
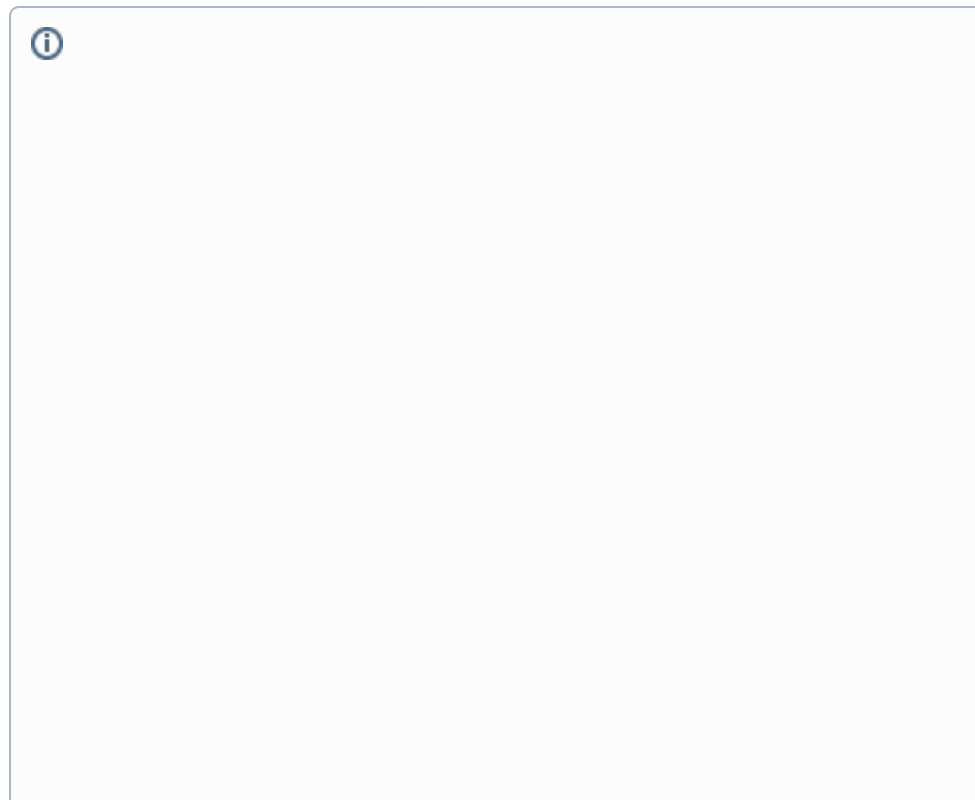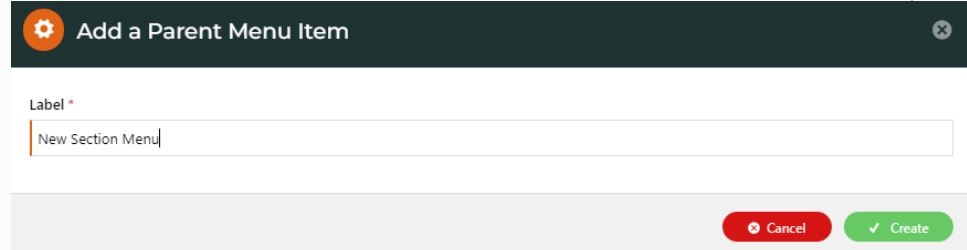
Section Menu

*1. Make sure the **Section Menu** radio button is selected, then click **Add New Section Menu**.*
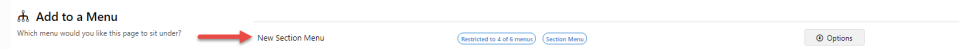

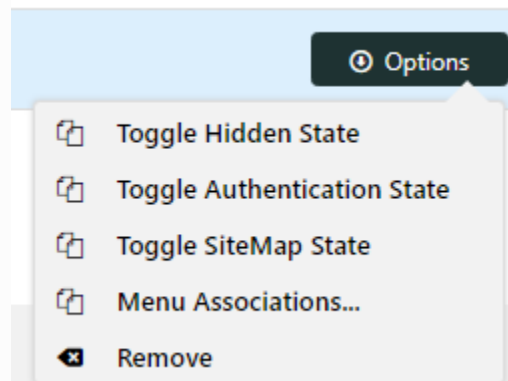*2. In the modal window, enter the section menu name, then click **Create**.*

3. Toggle ON/OFF options for the menu as you need. See: Section Menu Editor.

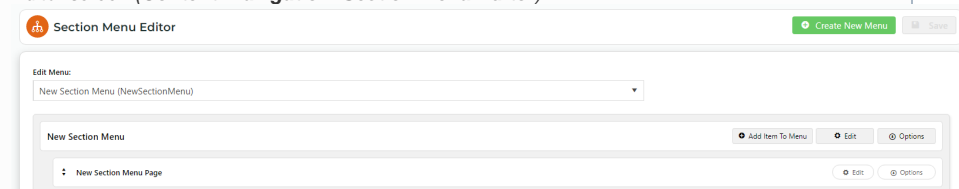*4. Click **Add Menu**. The added menu appears in the **Add to a Menu** section.*

*5. To add any restrictions to access, hover over **Options** and select the restriction type. **TIP -** The new Section Menu can also be deleted here by selecting **Remove**.*

*6. To restrict access by User Role, select **Menu Associations**.*

*Once the page has been saved, the new Section Menu can be accessed on the Section Menu Editor screen (**Content Navigation Section Menu Editor**).*

7. You have finished adding a new menu. Go straight to Step 16.

8. To add to a navigation menu, in **Menu**, select a navigation menu.

(i) Select '***Top Level***' to add a link on the highest level of the Navigation Menu (typically used for products /categories).

Menu Type:

○ Section Menu   ◉ Navigation Menu

Menu:

* Top Level *

○ Hidden

⛓ **Add to a Menu**
Which menu would you like this page to sit under?   * Top Level * (c64aeb886dc448e97d0b214e56cb4fe)   Restricted to 4 of 6 menus   Navigation Menu   ⊕ Options

9. **Hidden:** Toggle ON to hide the page link on the menu (say, for example you want the page to be accessed via a promotional email link only).

10. **Requires Authentification:** Toggle ON if users must be logged in to see the page.

11. **Include in SiteMap:** Toggle ON to include page in your website's sitemap.

⛓ **Add to a Menu**
Which menu would you like this page to sit under?   Our Store   Restricted to 1 of 6 menus   Navigation Menu   ⊕ Options
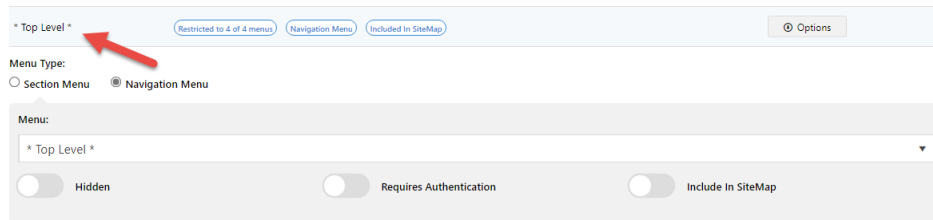
Menu Type:
◉ Section Menu   ○ Navigation Menu

Menu:

○ Hidden   ● Requires Authentication   ● Include In SiteMap

⊕ Add Menu
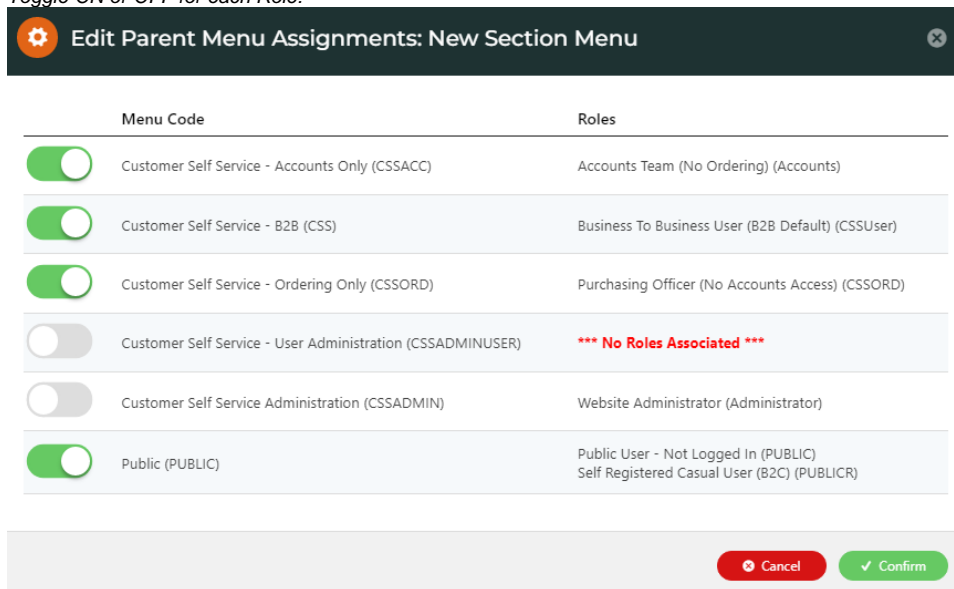
12. Click **Add Menu**. The added menu is displayed with options shown.

13. To restrict which Roles can view this page, hover over **Options**, then **Menu Associations**.
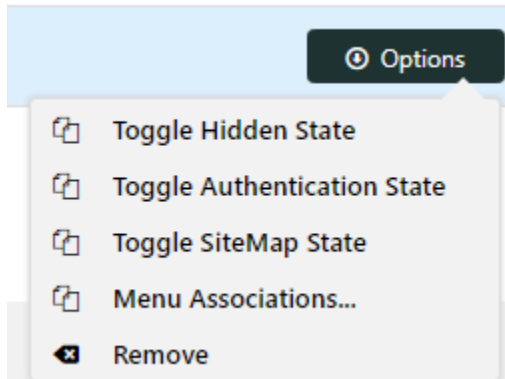
14. Toggle ON or OFF for each Role:

15. Repeat steps 6-15 for another menu this page is linked from.

16. In the **Page Content** section, select **Simple** or **Widget Based**:

- **Simple** - page content is added via the WYSIWYG (What You See Is What You Get) content editor you see here. The editor allows you to format text, add links, images, and other html. See 'Adding Content - Simple Pages' below.

- **Widget Based** - *page content is added via widgets on a template. Use this option to display dynamic content such as product campaigns, banner sliders, and more.*

17. *To save your page, click **Save** or **Save & Exit**.*

Add Content - Simple Pages

If you selected the **Simple** option, click '**Edit**' on your newly created page. This will load the WYSIWYG content editor.

1. *In the **Page Content** area, add content.*

   Below is obviously a very simplified example, but you can play with font sizes, colours, and formats. The editor is very much like what you've used in Microsoft Word or OpenOffice.

2. To add images, embedded videos and links, click the **Insert** tab, then select the option you want. For instance, to add an image, select **Insert Image**. Upload the image and give it a description. Change the dimensions if you wish. Click **OK** to insert it. The selected image is now inserted into your page content.
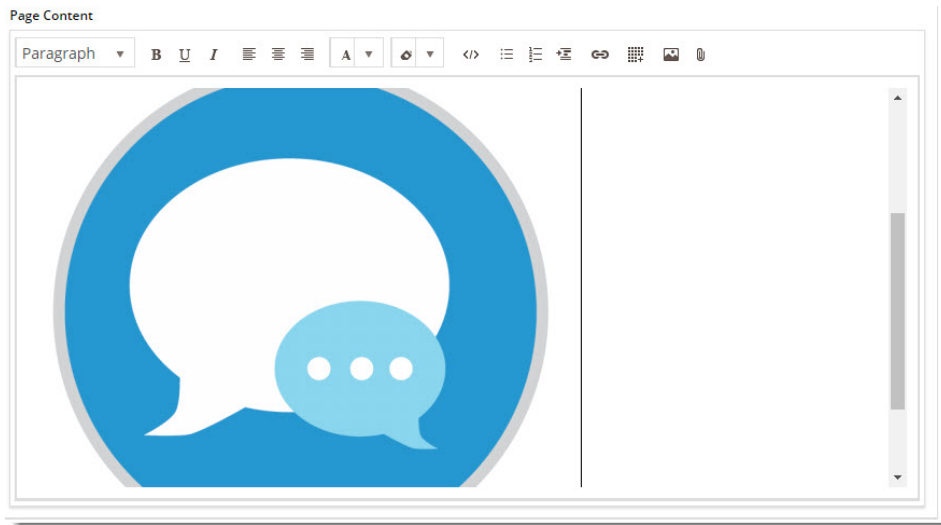
3. For greater control, you can edit your content via the HTML code editor.

   a. Select **Tools,** then **< > Source Code** to access the code view.
   b. Here you can edit text formatting tags, resize images, or add other content directly into the HTML.

   c. Click **OK** to return to content editor mode, where you can see a preview of your slick coding skills.
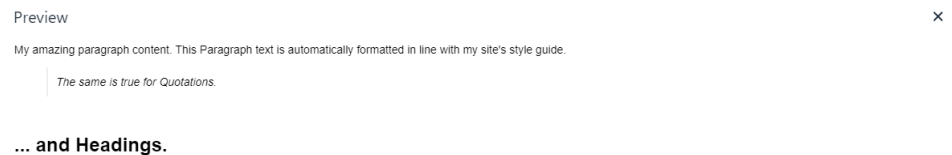
4. To save the page, click **Save & Exit**.

There are plenty of online tutorials if your HTML knowledge is minimal or a bit rusty. Try http://www.w3schools.com /html/ on for size.

Add Content - Widget Based Pages

If you selected the Widget Based option, you are redirected to an empty template on first save of your new page. This is your blank canvas, all ready to go.

By default, custom pages are created using a single column layout with one row. Before adding widgets, you may wish to create a custom layout for your page. See our Layout Creator article for information on how to do this.
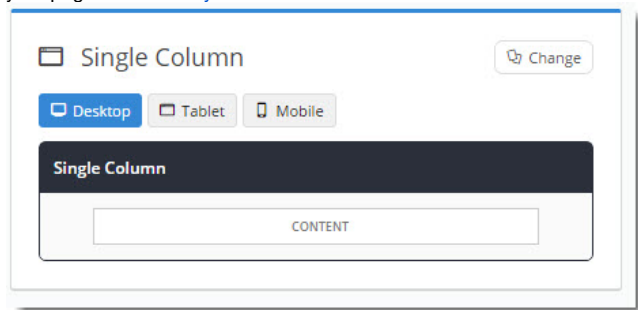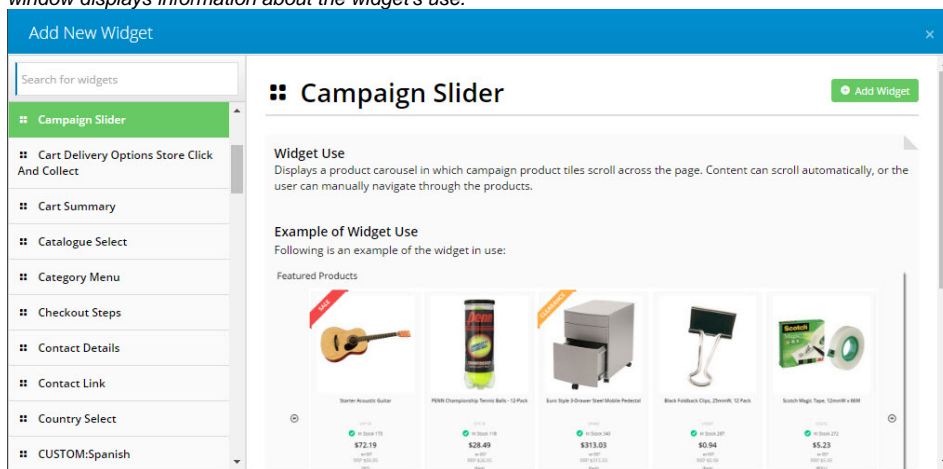

1. Once you're ready to add content, simply click '**Add Widget**' in the zone you'd like to it to appear.

2. The widget selector window will open, where you can browse or search for just the right widget. The right side of the window displays information about the widget's use.


3. You might like to start with an HTML Snippet Widget, or perhaps a Static Content Widget. If your custom page relates to a product promotion, why not a Campaign Slider Widget? Whatever you choose, you can add an unlimited number of widgets to any content zone on the page.

4. Once a widget has been added, it opens for you to configure the options.

5. Repeat as needed until your new page looks just right.

If you really want to get tricky, try targeting your content to different audiences using Layers or Personalisation.

> ✅ If you created a 'Simple' page and have changed your mind, you can easily convert it to a 'Widget Based' page.
> Simply edit the page, hover on **Options**, then select **Convert To Widget Template**.
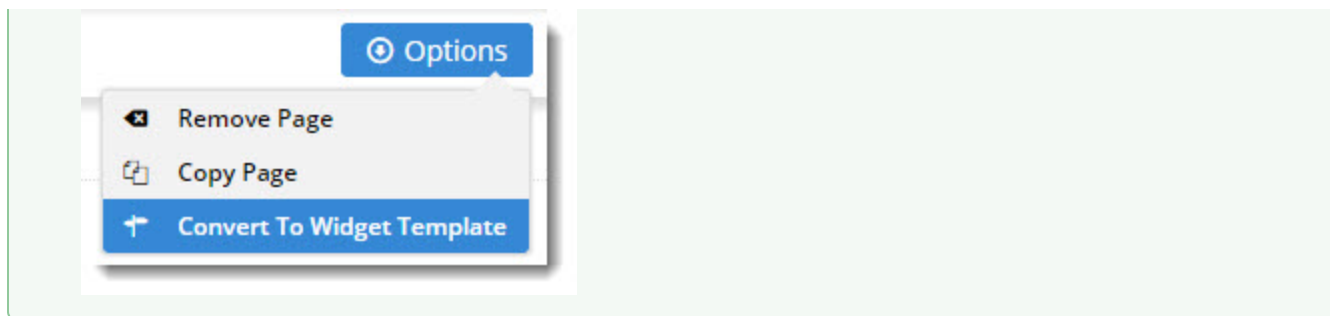
Related help

- [What is a Template?](#)

Site Design

- [Icon Library](#)
- [Favicon Update](#)
- [Default Fonts](#)
- [Design UI/UX - Additional Classes "Utility Classes"](#)
- [Front End Grid System](#)
- [Customise Widgets Using Classes](#)
- [Design Guide & FAQs](#)
- [Background Colours for Custom Page Layouts](#)
- [Style Guide Class Colours](#)
- [Best Image Sizes for Zone](#)
- [.css Variables for Scripts & Styles .css editor](#)
- [Layout Creator](#)
- [Image Optimisation](#)
- [Copy Page Template to Create Static Page](#)
- [Animation Support](#)

Related widgets

- [HTML Snippet Widget](#)

- [Static Content Widget](#)