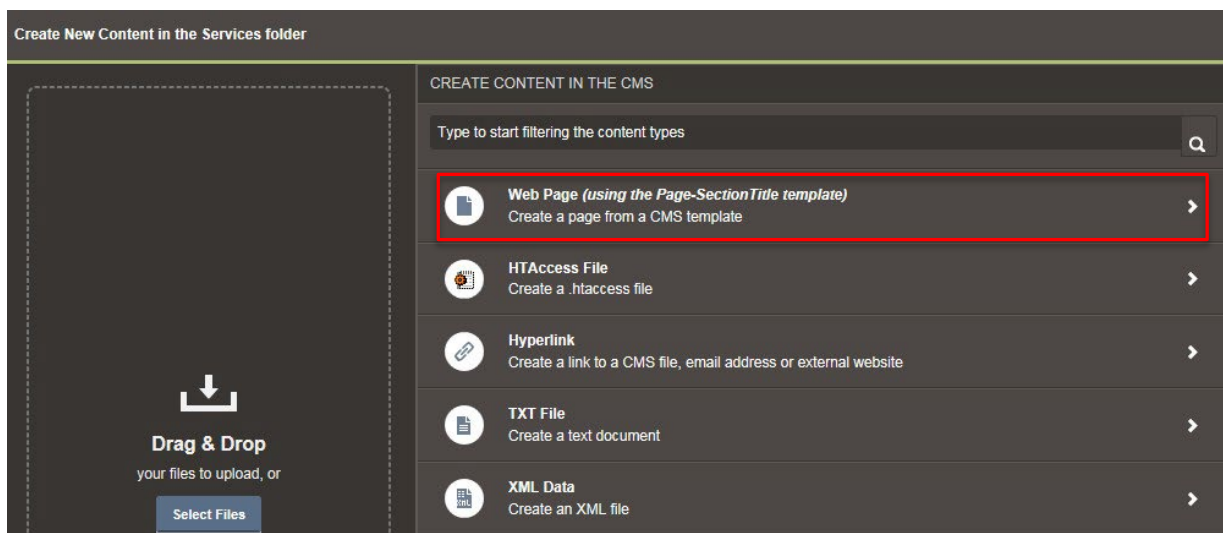# Creating webpages
## in Contensis CMS

1. Click on the folder you want to create your webpage in and select **New Content**.

2. The **Create New Content** dialog will display a drag and drop area and a list of available content types. To create a webpage, click on the **Web Page** option from the right-hand list.

If there are multiple page templates available, you will be able to choose from these on the next screen. If only one template is available, the CMS will create the page using this.
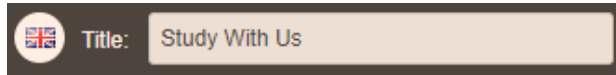
**Note:** It is not possible to use the **Drag and Drop** function to create webpages. This is only available for other content types (images, documents, etc).
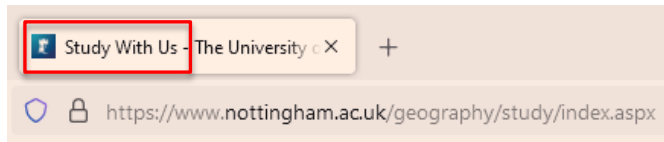


The page will open ready for editing. The page will appear in the CMS folder navigation as '**Untitled**'.
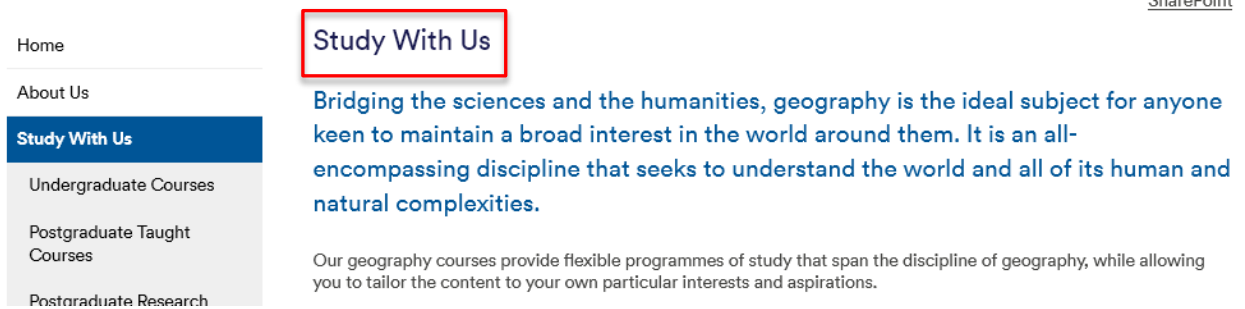
3. First, give your page a title. This is at the top of the page you are editing.



This should be what the page is about. The **Title** will display as the page title on the website.
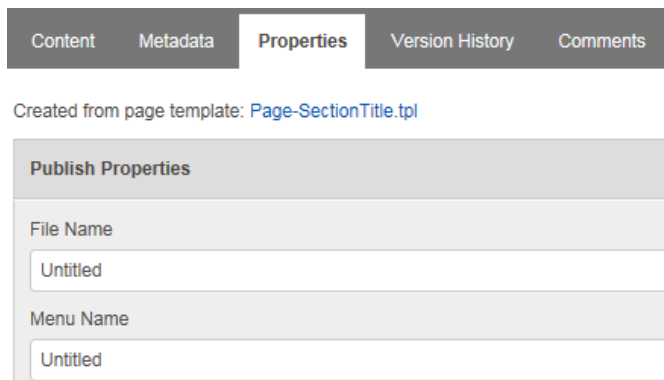


Depending on the page template you are using, it may also automatically generate as your Heading 1.
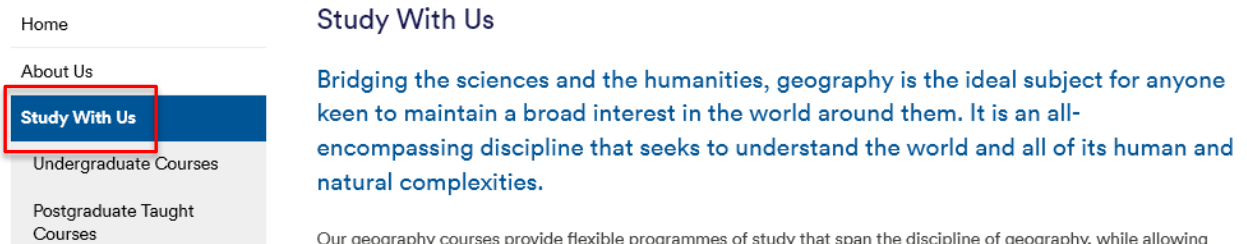


The menu name and file name are automatically generated from this.

4. To change the **Menu Name** and **File Name**, click on the **Properties** tab and change the **File Name** (this should be as short as possible with no special characters, lowercase, with hyphens between words). It is best practice to name homepages of folders as **index**.

**Menu Name** is how your page will appear on the left-hand menu on the website.



5. Save you page after you have filled these in.

6. You can then edit your page content. Once you have finished editing your page, you can **Save** and **Preview** your page as normal.

Under **Workflow** you will also find **Check-In, Pass to Another User, Submit, Submit with Message** and **Submit and Approve** depending on your permissions.