Creating a New Webpage with Page Builder

A step-by-step guide for Literatum publishers

This 8-step guide shows you how to use Page Builder to create and design a new webpage; add images, text, and ads; populate it with topical content; sort that content by relevance; and schedule it to go live on your site. This example creates a new topic-based landing page in response to a breaking news story. The same approach is used to create a page for promoting a product, an event, or existing content.

1   Create a new webpage.

1.1   Log in to your website as an admin and add a new path to the site's URL.
For example, if the site domain is *your-domain.com*, type *your-domain.com/new-page*.

1.2   Click "Enter" to navigate to this new page.

1.3   Type the name of an existing page template in the Page Group and Page Template text fields. This will be used as the basis for the new page. (Your Account Manager can provide you with a list of the templates for your site.) Then click "Create page."

New path name →

Template name →

Page not found

The Page you requested does not exist. You can create a new page using the form below:

Page URI:
/new-page

☐ Page hidden

Page template:

Page Group
Custom Page

Page Template

Sub-Template

Visibility Options

This page will be available on:
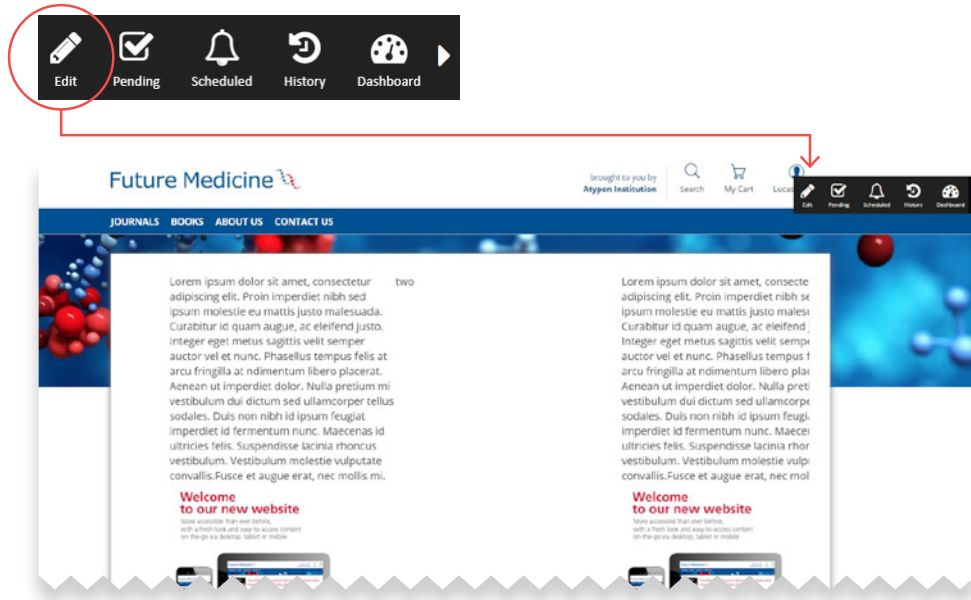This website only ▾   www.futuremedicine.com

Indexing Options

◉ Index this page
Weekly ▾

◯ Do NOT index this page

Page Redirect:

☐ Redirect to URL:

☐ Enable delay before the redirect:
Delay in seconds
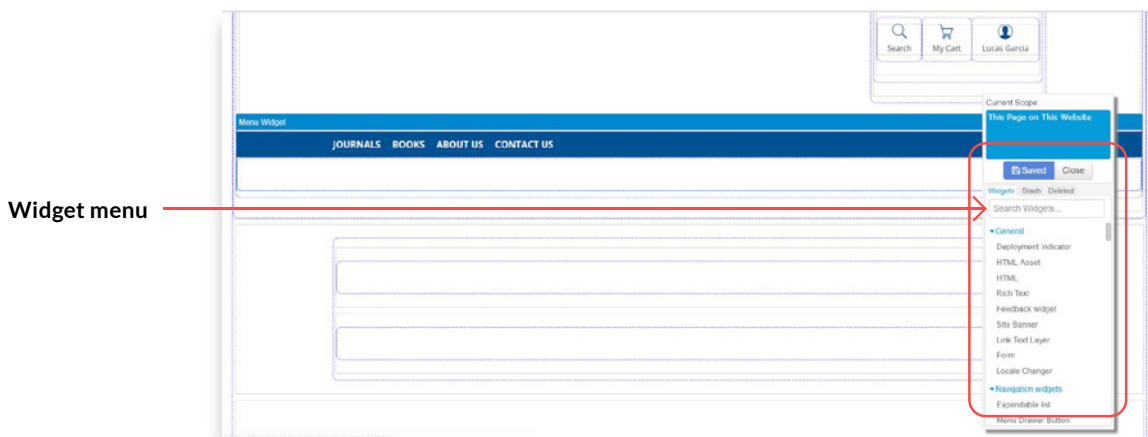2

Back   Create Page

1.4 You will see the existing page template, with the Page Builder menu at the top right. Click on the "Edit" icon.

1.5 You will be asked to define a scope, or a set of webpages. The page you have just created will appear as the default scope. Click "Edit."
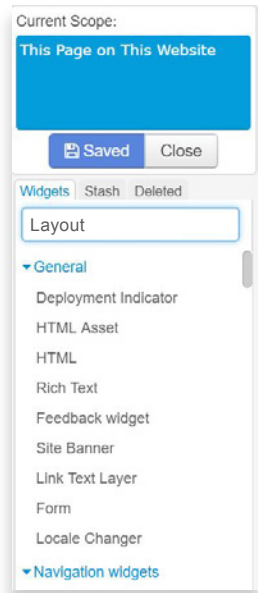
Default scope name
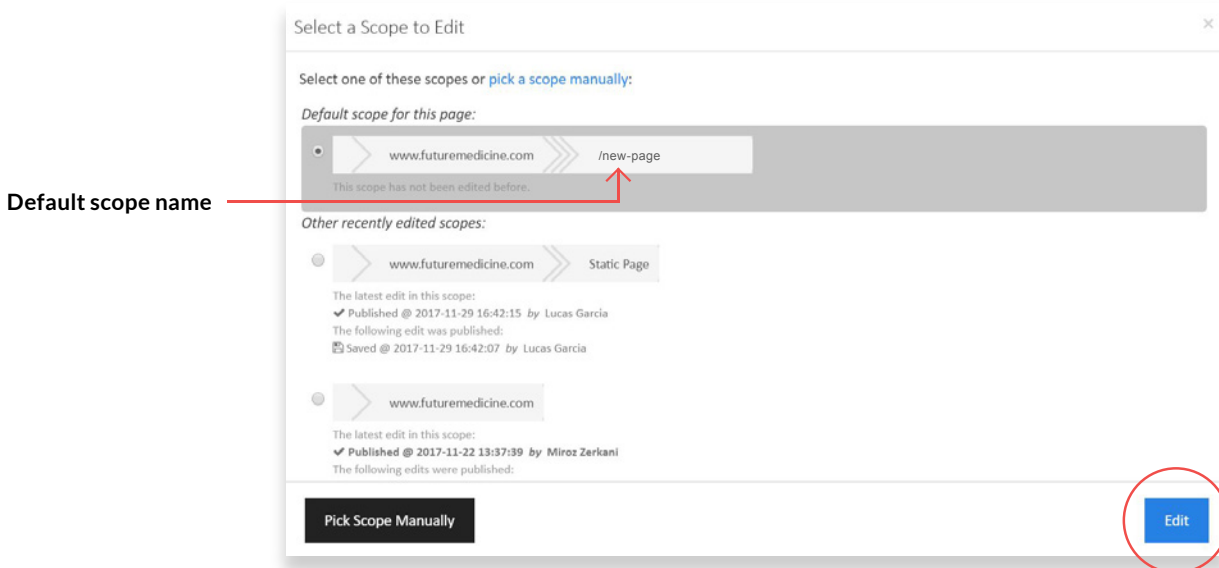
You will see the new page you have created, with the widget menu on the right.

Widget menu

2 Design the page structure.

2.1 Search for a "Layout" widget in the widget library.

2.2. Drag the widget into the page.

**2.3** Drag another Layout widget into the page, below the first widget.
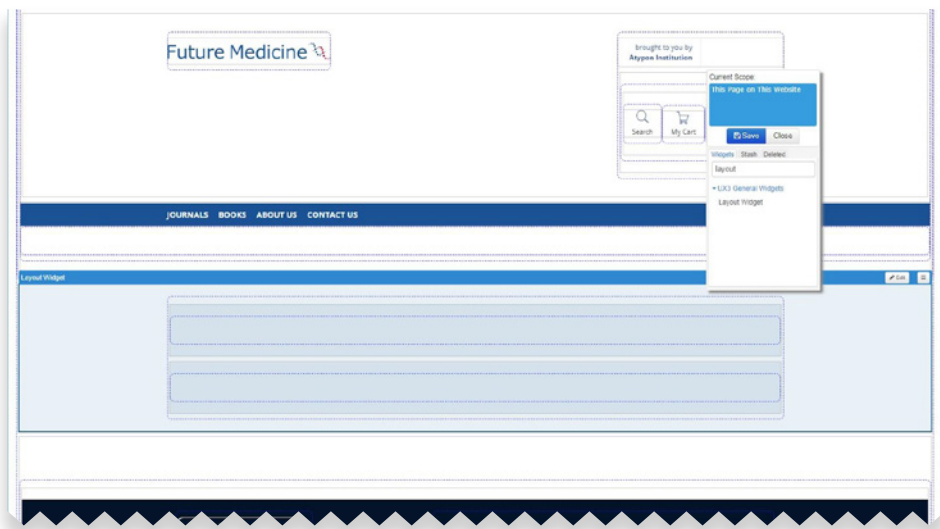
2.4 Click "Edit" in the top right corner of the first widget. In the dialog box that appears, specify the number of columns and the width of each column. Then do the same for the bottom widget.

In this example, the page is 12 units wide. Specify the column widths as follows:

TOP WIDGET: Make the left column 8 units and the right column 4 units. Click "Save."
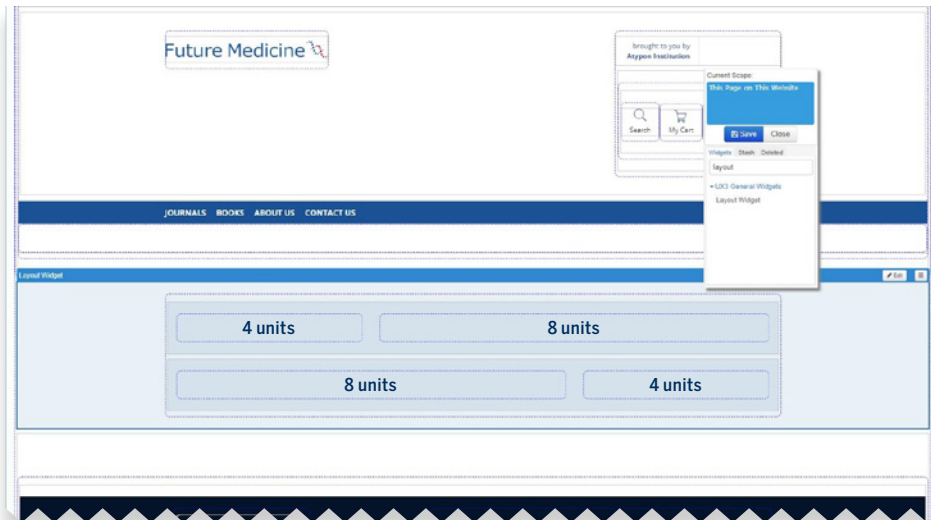BOTTOM WIDGET: Make the left column 4 units and the right column 8 units. Click "Save."
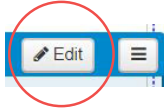
TOP WIDGET   BOTTOM WIDGET

Specifying
2 columns

Specifying
width of
left column

Specifying
width of
right column

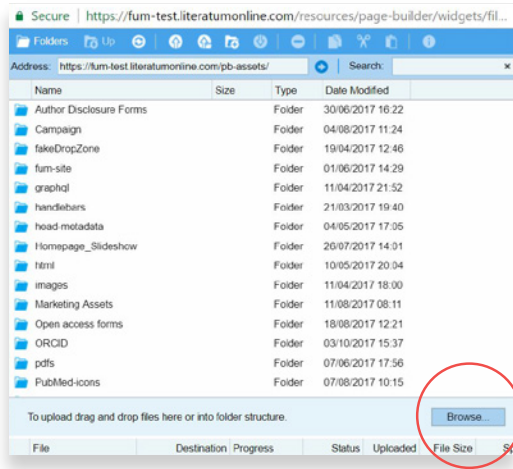The page will now have two widgets with 2 columns each.

3 Add an image to the page.

3.1 To add an image to the page you must first upload it to the Assets folder. Begin by clicking the "Assets" button.
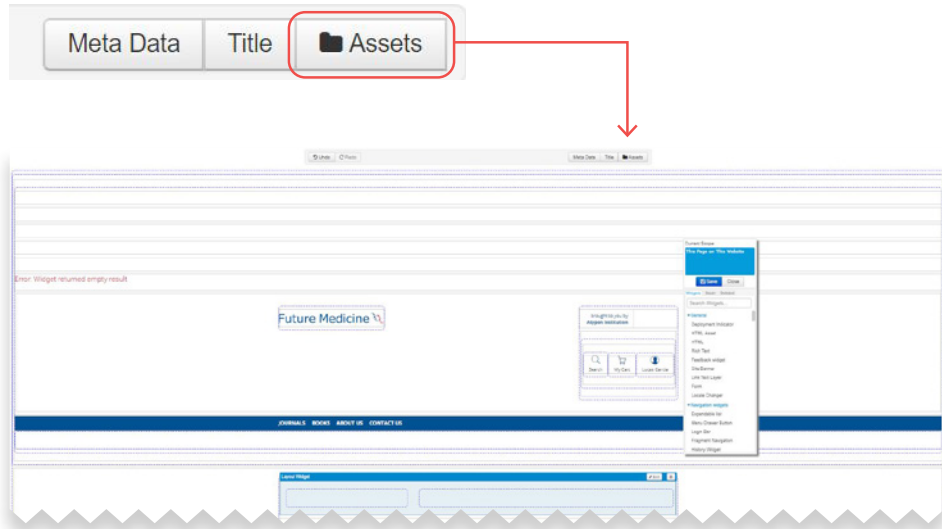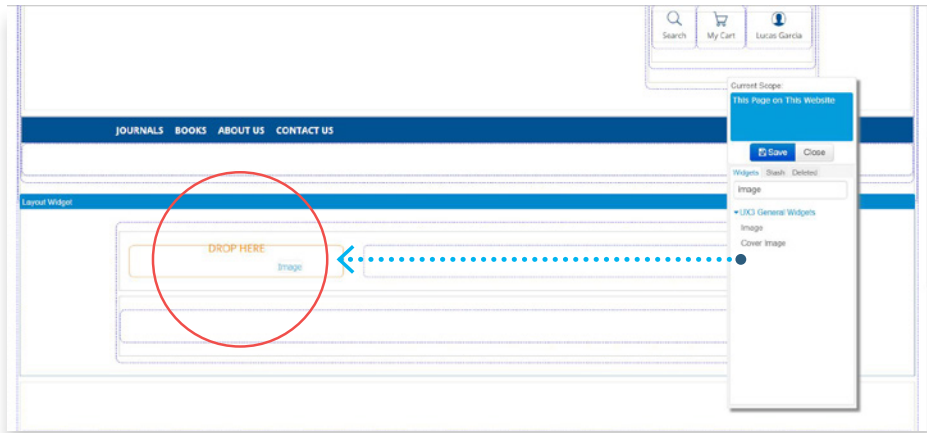

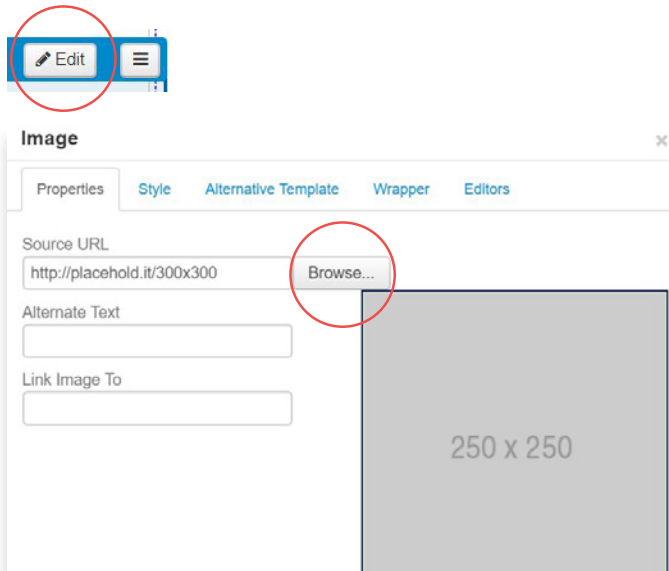The Page Builder file browser will appear.

**3.2** Click "Browse" and select a file from your computer to upload to the Assets folder.

3.3 Go back to the new page, search the widget library for "image," and drag the Image widget into the left column.

3.4 Click "Edit," then "Browse."

3.5 The Assets folder will reappear. Double-click on the image in the Assets folder to add the image to the widget. Then click "Save," and the image will appear on the page.
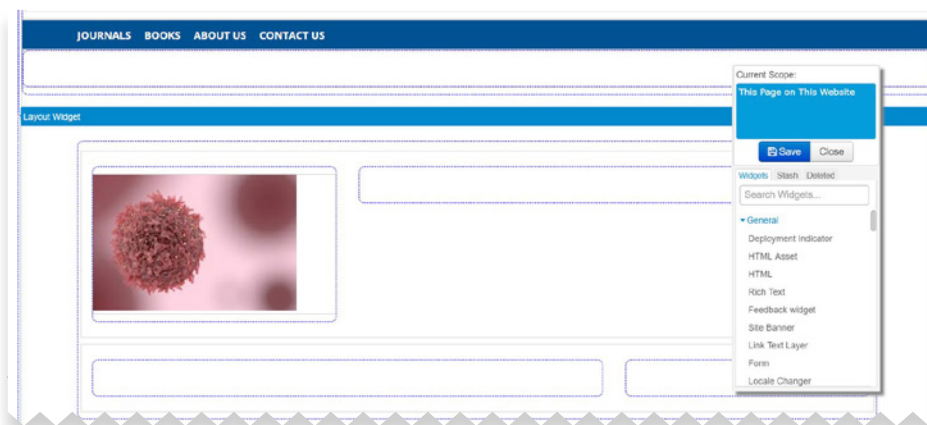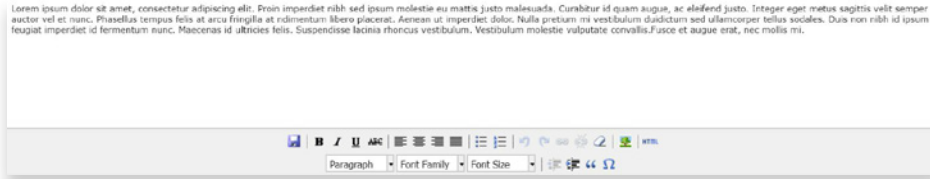
4

Add text to the page.

4.1   Search for the Rich Text widget in the widget library.

4.2   Drag it into the page and double-click on the dummy text to enter Edit mode.
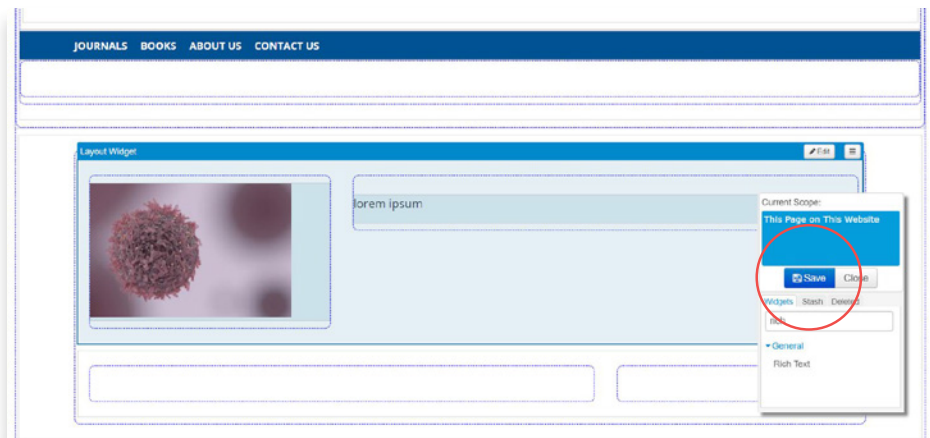
Dummy text →

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin imperdiet nibh sed ipsum molestie eu mattis justo malesuada. Curabitur id quam augue, ac eleifend justo. Integer eget metus sagittis velit semper auctor vel et nunc. Phasellus tempus felis at arcu fringilla at rdimentum libero placerat. Aenean ut imperdiet dolor. Nulla pretium mi vestibulum duidictum sed ullamcorper tellus sodales. Duis non nibh id ipsum feugiat imperdiet id fermentum nunc. Maecenas id ultricies felis. Suspendisse lacinia rhoncus vestibulum. Vestibulum molestie vulputate convallis.Fusce et augue erat, nec mollis mi.

4.3   Type the text you want to add.

Page text →

lorem ipsum

**4.4**   Click the "Save" icon. The text will appear on the page.

5 Add an advertisement to the page.

5.1 Search for an ad placeholder widget in the widget library.

5.2 Drag it into the page.

5.3 Click "Edit." The Ad Placeholder ID drop-down menu will appear, displaying all of the available ad placeholders.
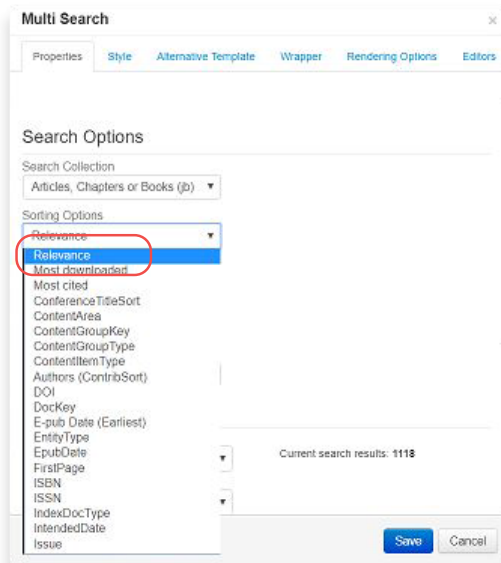

Search field →

Names of ad placeholders →
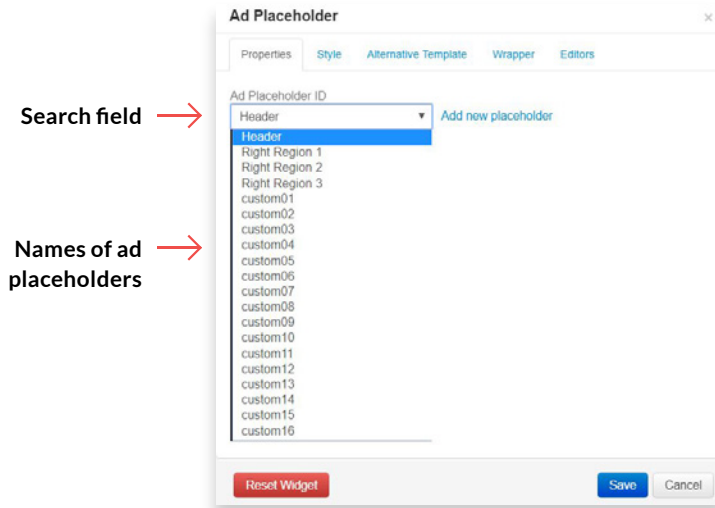
5.4 Select one of the ad placeholders and click "Save." The advertisement, which will have been pre-configured in the Admin Tool, will appear on the page. (Check with your Account Manager if there are no pre-configured ad placeholders.)
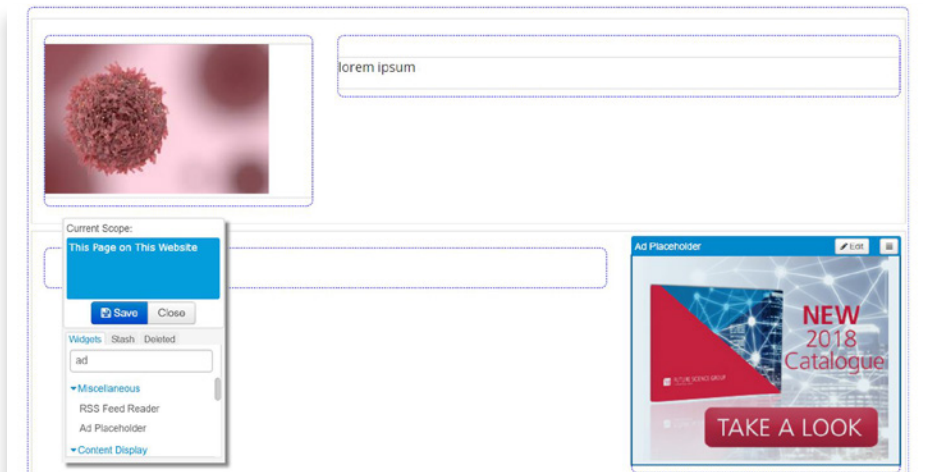
6 Populate the page with topical content.

6.1 Search for "multi search" in the widget library.

6.2 Drag it into the page's right column.

6.3 Click on the "Edit" button at the top right.

6.4 Select "Relevance" from the Sorting Options drop-down menu. This will populate the page with content related to the topic specified in step 6.7, below. (Note: The content could also be sorted by "most downloaded," "most sorted," and other criteria.)
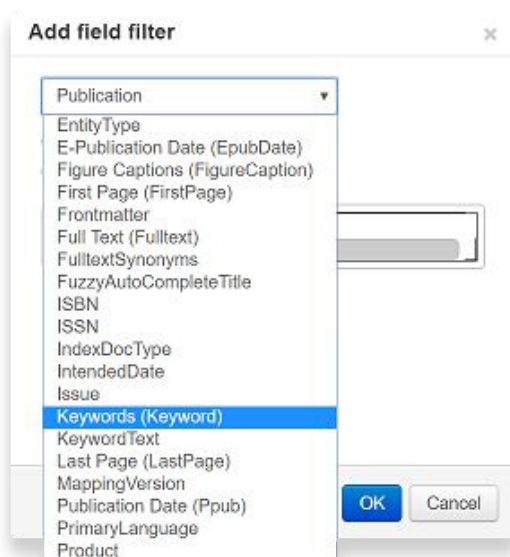

6.5 Enter the number of results to be displayed simultaneously on the page in the Results Count field.
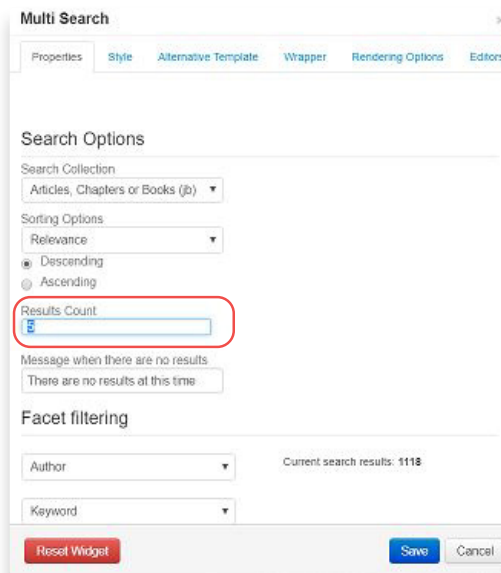
6.6 Click on the "Add Field Filter" button.
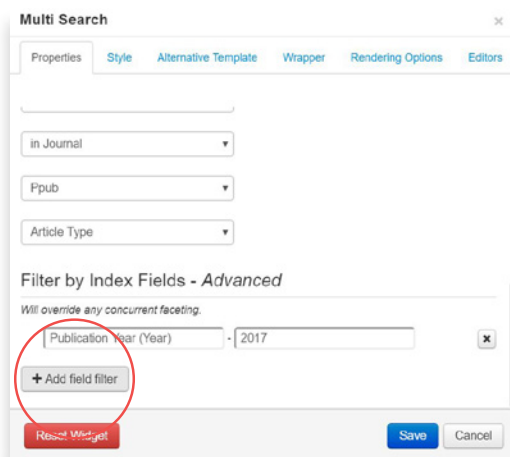
6.7 Select "Keywords" from the drop-down menu.

6.8 Type a keyword, then click "OK," then "Save."
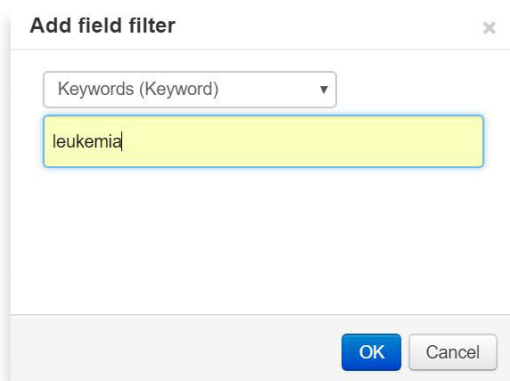
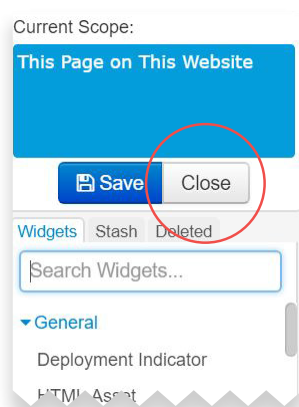The search results will appear on the page.

7 Save the page.

7.1   After you have added all the page elements, click the widget library's "Save" button to save the page without publishing it.
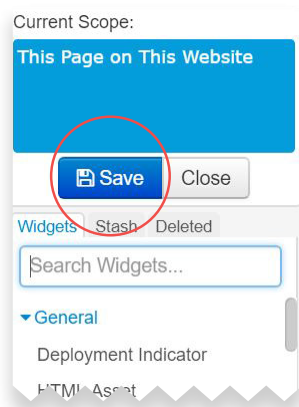
7.2   The Save Changes dialog box will appear. If you wish, you can add a note about the changes you have made in the Comment field. Then click "Save."
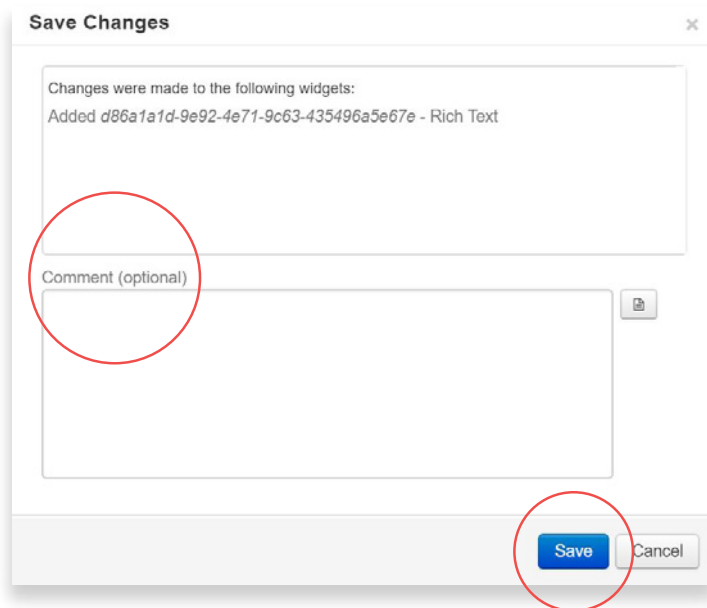
7.3   Click the widget library's "Close" button.

8 Review and publish the page.

8.1 You will now see a "Pending" icon in the Page Builder menu. Click on that icon, then "Review" to look over the page you have just created. When you are satisfied with the page, click "Publish."
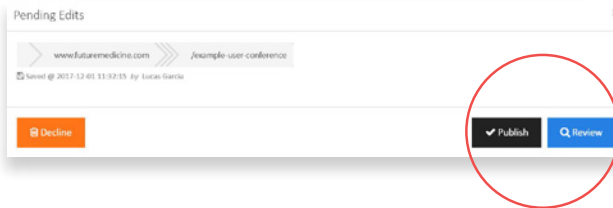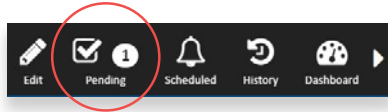
The Publish Edits dialog box will appear.
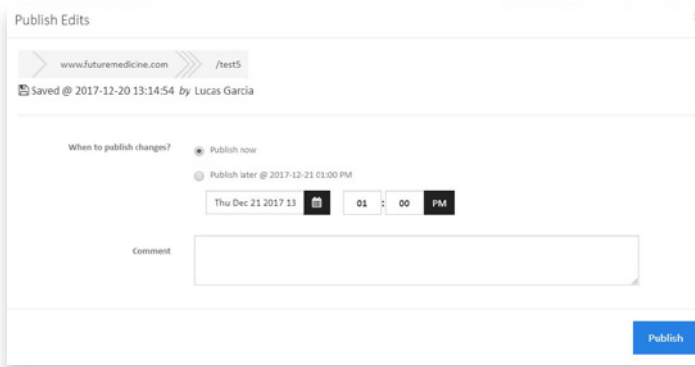
8.2 To schedule when the page will go live, click the "Publish later" radio button, set the date and time you want the page to be published, and click "Publish."

To make the new page live immediately, select the "Publish now" radio button and then click "Publish."

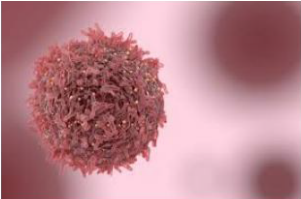**Set the date using the calendar function**
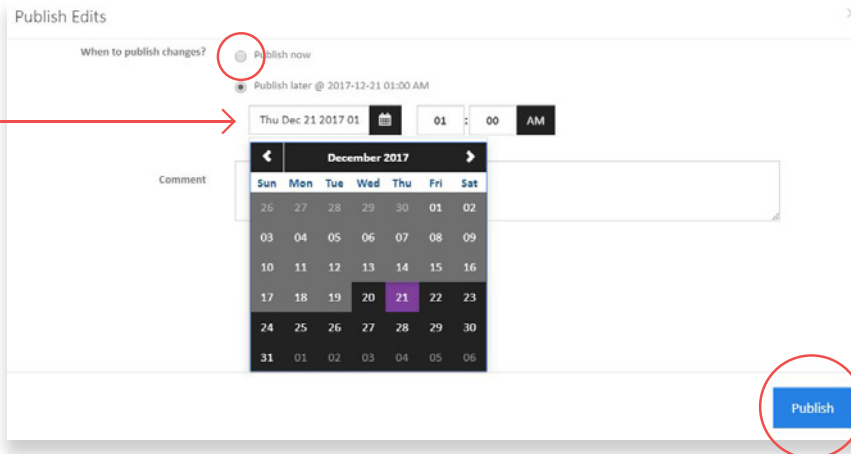
The new page will now appear on your website.