

Custom pages

Add a Subsection



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- Add section
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 - Search engine optimization attributes
- Actions with section
 - Edit
 - In admin panel
 - On website
 - Delete
- Add subsection
 - By clicking “Add” button
 - Using “Actions” menu
- Actions with subsection
 - Edit
 - Delete

This is where the content hierarchy of your website is created. The content hierarchy is defined as sections with subsections which are web pages. Here one can also enter the content of web pages.

Navigate to Content > Pages > Sections in admin panel.

Pricing

Promotion

Contents

Catalog

Users

Configuration

Reports

Content > Pages

Pages

Navigation

News

Blog

Banners

Pages

Custom pages

Services

Custom pages

Add

Name	Address	Menu	Language	Actions
Payment is completed successfully	paymentsuccess	Sidebar	English (English)	
Payment is completed successfully	robo_success		English (English)	
The errors in the payment process	paymentfail		English (English)	
The errors in the payment process	robo_fail		English (English)	

English (English)

Basic data

Description

Custom pages section is represented as a hierarchy of sections and subsections. This hierarchy is implemented in the form of the table consisting of the following columns:

1. The title (of sections and their subsections)
2. The address (the names of sections or subsections written in Latin script. The address is displayed in an address bar.)
3. A Menu (the menu type this section is assigned to)
4. A Language (i.e. language version of the section and its subsections)
5. Actions (what one can do with the section and its subsections)

Pages

Custom pages

Services

Custom pages

Add

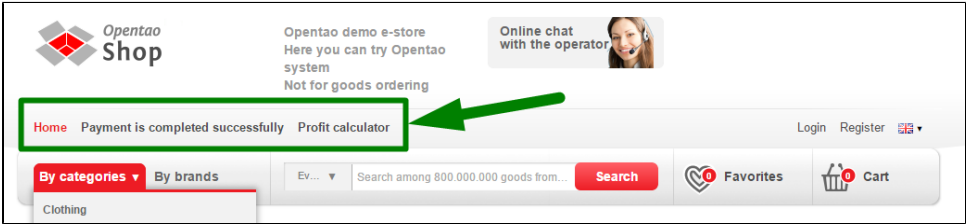
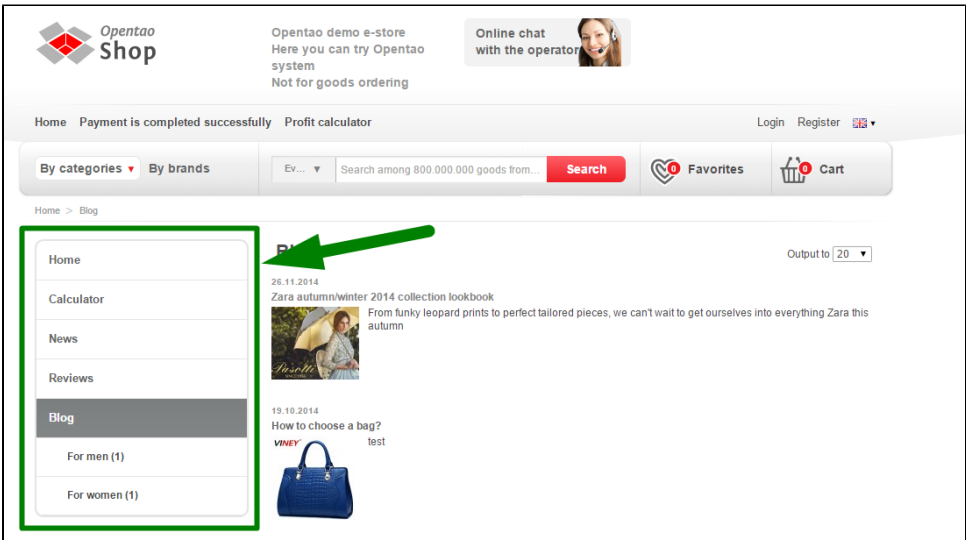
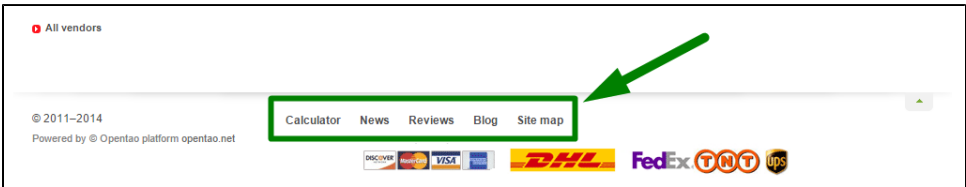
Name	Address	Menu	Language	Actions
Payment is completed successfully	paymentsuccess	Sidebar	English (English)	
Payment is completed successfully	robo_success		English (English)	
The errors in the payment process	paymentfail		English (English)	
The errors in the payment process	robo_fail		English (English)	

English (English)

Each section or subsection is a page. The only difference is that the ones (subsections) are subordinates of others (sections). Thus, for clarity sake, we call these pages “sections” and “subsections”.

Menus on website

Sections and subsections fall into three different menus.

Menu Location	The way it looks like On website
Top	
Sidebar (The menu is visible when a section or subsection created precisely in Content is selected by a user)	
Bottom	

A section can be configured to not display in a menu at all.

A sidebar menu can be set up in the [Configuration](#) section.

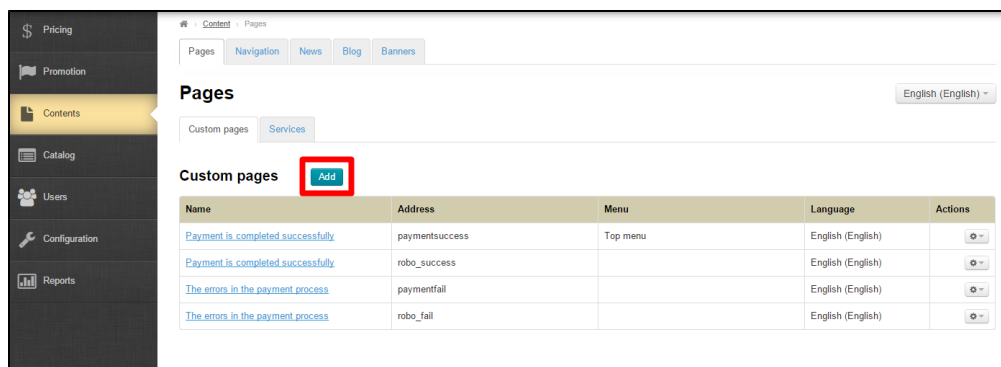
One can choose the pages to display in different menus Using [Navigation](#) section.

Add section

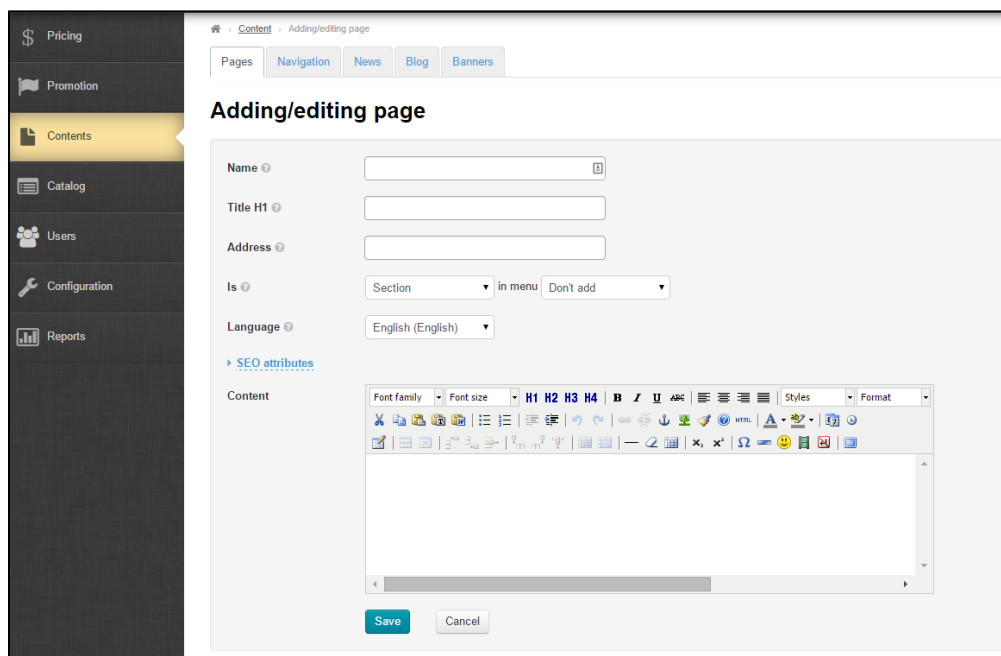
Important!

Since sections and subsections are added one after another (a new one is added to the end of the list) you should have a clear understanding of the sequence of sections (and subsections) within different types of menus. One can change the order of sections within a menu in the “[Navigation](#)” section.

To Add section you need to click the "Add" button.



This will open a form for adding a page.





The page:


- Can be a section or a subsection;
- Can or cannot be added to the menu;
- Can be a page in any language available.


Basic data


Enter the name of a page:


Adding/editing page

Name  

Title H1 





























Address 

Is  in menu

Language 

[SEO attributes](#)

Content

Font family Font size **H1 H2 H3 H4** **B** *I* U **ABC**                            

Adding/editing page

Name ⓘ

Title H1 ⓘ

Address ⓘ

Is ⓘ in menu

Language ⓘ

[SEO attributes](#)

Content

Font family Font size H1 H2 H3 H4 B I U ABC Styles Format

Save Cancel

Since we are creating a section leave the name as it is "Section".

Adding/editing page

Name ⓘ

Title H1 ⓘ

Address ⓘ

Is ⓘ in menu

Language ⓘ

[SEO attributes](#)

Content


Font family Font size H1 H2 H3 H4 B I U ABC Styles Format


Save Cancel


Choose what type of [menu](#) the section will be displayed in.





Click the down arrow to open a drop-down list of menus.



Adding/editing page

Name 

Title H1 









Address 





























Is  Section  in menu Don't add  





























Language  English (English) 

[SEO attributes](#)

Content

Font family  Font size  **H1 H2 H3 H4** **B** *I* U ABC     Styles  Format 



                           


Save


Cancel



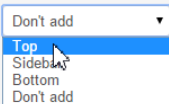
Select the appropriate menu from the list.



Adding/editing page

Name  Delivery 

Title H1  Delivery to USA








Address  delivery

























































Is  Section  in menu 

Language  English (English) 

[SEO attributes](#)

Content

Font family  Font size  H1 H2 H3 H4 **B** *I* U ABC    Styles  Format 

If the [Multilingualism](#) module is enabled you can select a language which the section will be displayed in.

Adding/editing page

The screenshot shows a form titled "Adding/editing page" with the following fields and options:

- Name**: Delivery
- Title H1**: Delivery to USA
- Address**: delivery
- Is**: Section (dropdown) in menu Top (dropdown)
- Language**: A dropdown menu is open, showing three options: English (English), Russian (русский), and English (English). A red arrow points to the first "English (English)" option.
- SEO attributes**: A link to expand the section.
- Content**: A rich text editor with a toolbar containing various formatting options (font family, size, bold, italic, underline, link, unlink, list, link, unlink, image, video, table, etc.) and a large text area below it.
- Buttons**: Save and Cancel buttons at the bottom.

Content

This is what a section is created for: information essential for a buyer.



Fill in the form.


Adding/editing page


This screenshot shows the same "Adding/editing page" form, but with the "Content" section highlighted by a red rectangle. A red arrow points to the "Content" label. The "Language" dropdown is now closed and set to "English (English)". The "Content" section includes a rich text editor with a toolbar and a large text area for input. The "Save" and "Cancel" buttons are at the bottom.




Add any information and pictures. You can do any required formatting in a content editor like you do using MS Word.



Adding/editing page

Name  Delivery 

Title H1  Delivery to USA








Address  delivery









































Is  Section  in menu Top 

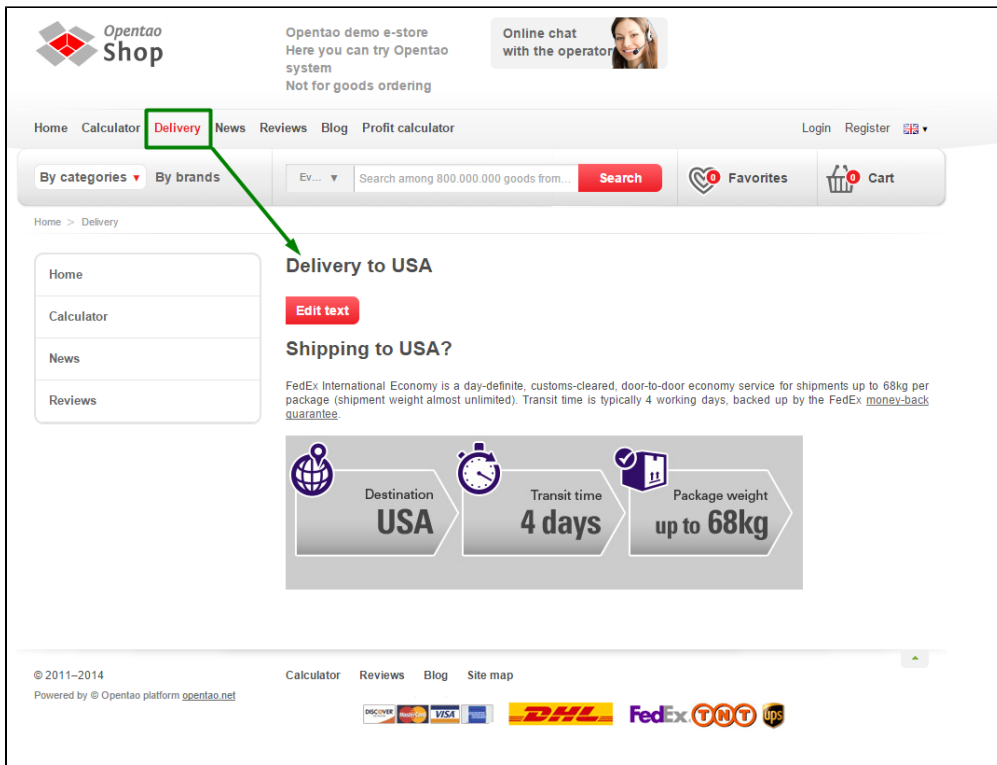
Language  English (English) 

[SEO attributes](#)

Content

Font family  Font size  H1 H2 H3 H4 **B** *I* U ABC    Styles  Format 

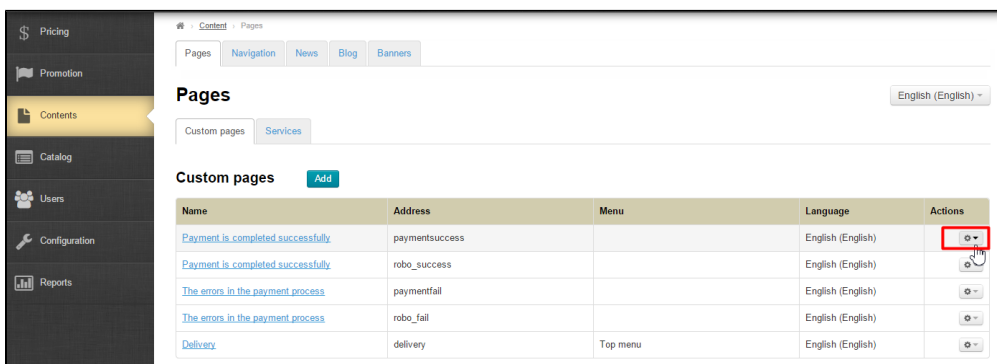


Search engine optimization attributes

Completing the Search engine optimization attributes form is necessary for website promotion. For details see [Optimizer Module](#).

Actions with section

Once a section has been created it can be edited or deleted. To do so you need to use the dropdown menu in the "Actions" column.



Edit

In admin panel

Choose a section to edit and click the gear button.

Content > Pages

Pages Navigation News Blog Banners

Pages English (English) -

Custom pages Services

Custom pages Add

Name	Address	Menu	Language	Actions
Payment is completed successfully	paymentsuccess		English (English)	
Payment is completed successfully	robo_success		English (English)	
The errors in the payment process	paymentfail		English (English)	
The errors in the payment process	robo_fail		English (English)	
Delivery	delivery	Top menu	English (English)	

In the dropdown list that appears select **Edit**.

Content > Pages

Pages Navigation News Blog Banners

Pages English (English) -

Custom pages Services

Custom pages Add

Name	Address	Menu	Language	Actions
Payment is completed successfully	paymentsuccess		English (English)	
Payment is completed successfully	robo_success		English (English)	
The errors in the payment process	paymentfail		English (English)	
The errors in the payment process	robo_fail		English (English)	
Delivery	delivery	Top menu	English (English)	

Edit
Delete
Add subsection

This will open a page similar to that for [adding a section](#). Fill out the fields in the same manner as you did in the “Add section” part of the present instructions.

On website

Click the name of a section in admin panel.

Pricing Promotion Contents Catalog Users Configuration Reports

Content > Pages

Pages Navigation News Blog Banners

Pages English (English) -

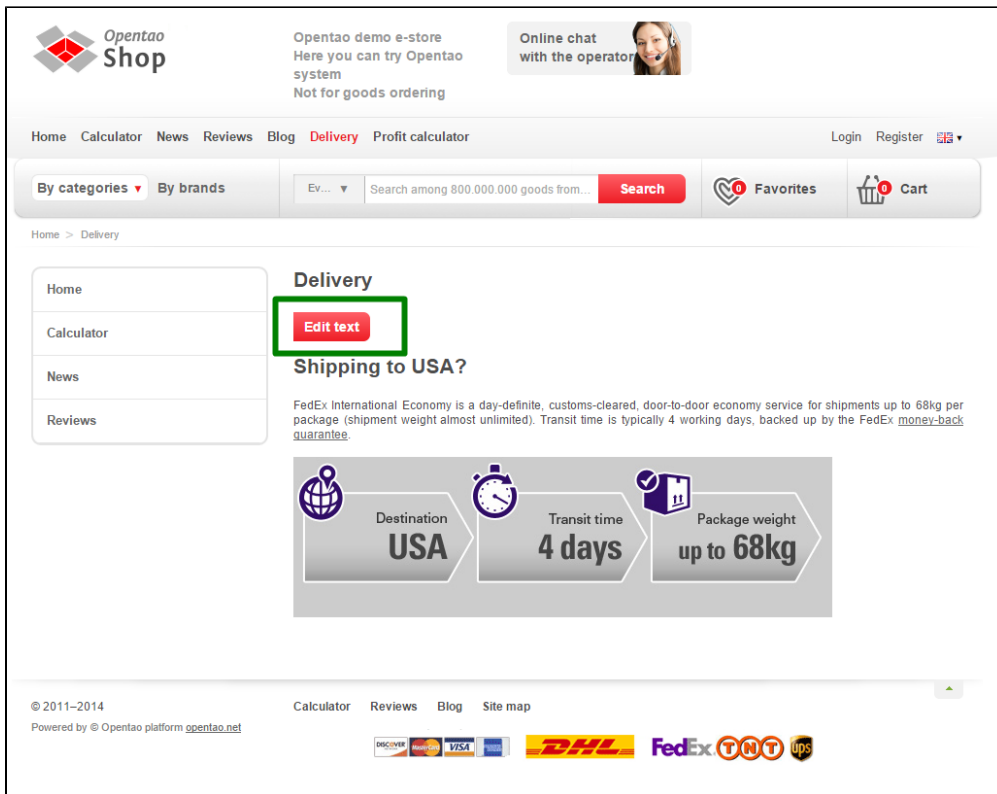
Custom pages Services

Custom pages Add

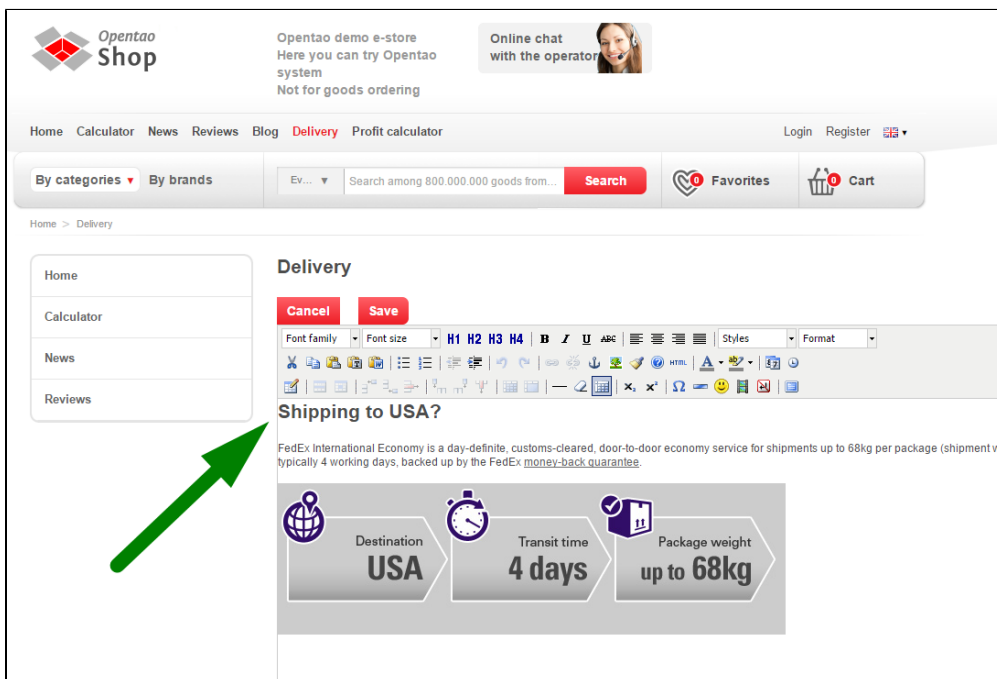
Name	Address	Menu	Language	Actions
Payment is completed successfully	paymentsuccess		English (English)	
Payment is completed successfully	robo_success		English (English)	
The errors in the payment process	paymentfail		English (English)	
The errors in the payment process	robo_fail		English (English)	
Delivery	delivery	Top menu	English (English)	

Go to page

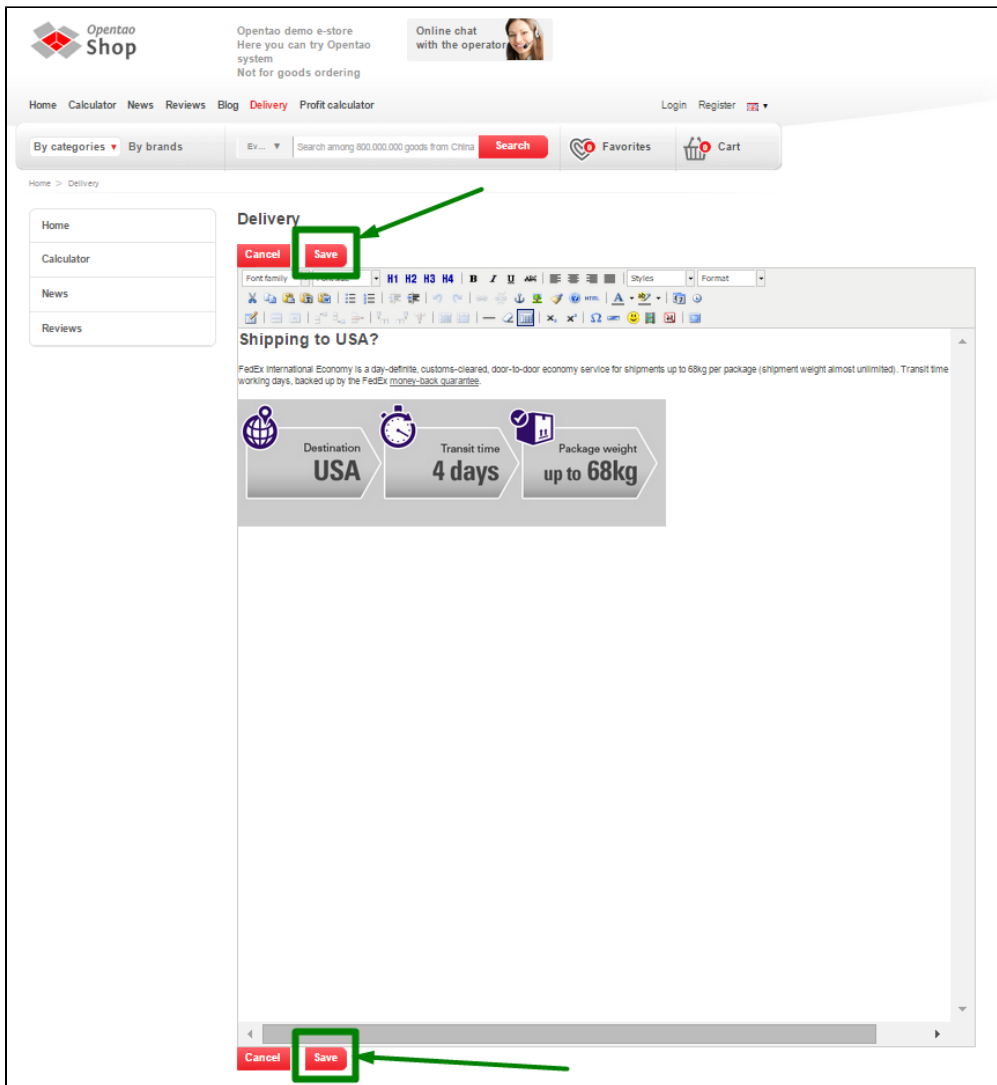
Once you’ve done that the selected section with the “Edit text” button will be opened in a new browser tab.



Click the "Edit" button. This will bring up a text editor (in the same manner as in the "Add Content" part).



Make all necessary modifications and save them by clicking "Save" button.



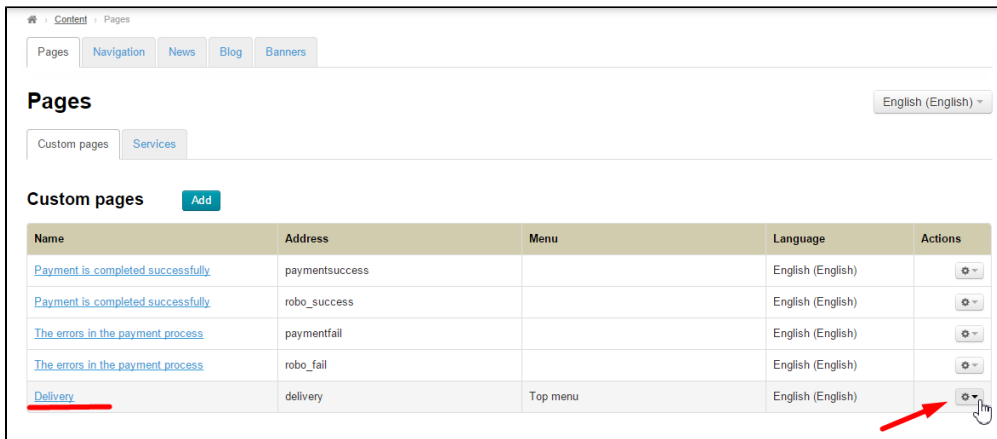
Upon saving all changes will appear On website.

Delete

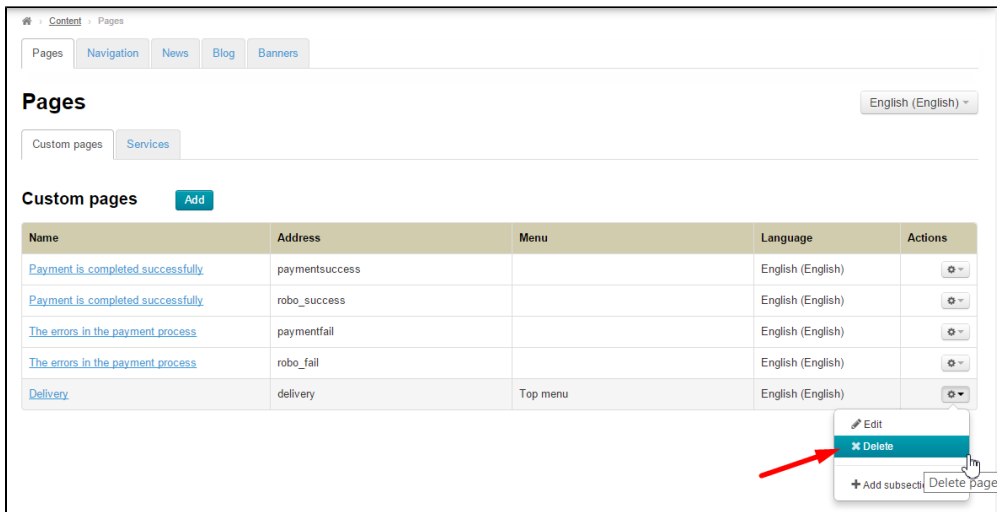
If it is necessary to delete a section one should remember:

1. A section (with all information) will be permanently deleted.
2. In case there are subsections in a section they will automatically be subsections of the superior section.

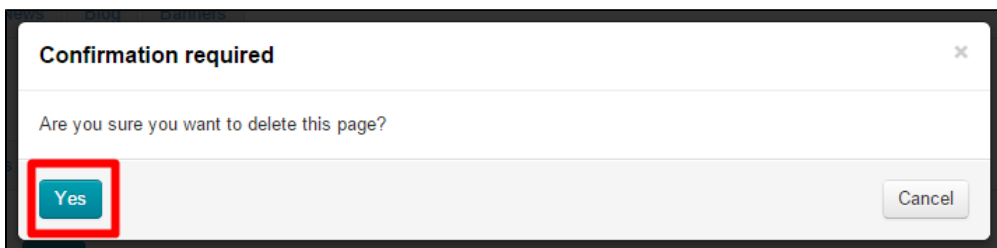
To delete a section Click the gear button in the "Actions" column in the string that contains a section to be deleted.



From the subsequent drop-down list select the "Delete" button.



Once you have clicked the "Delete" button you should confirm the deletion. A confirm screen will appear asking if you are sure you want to delete the section.



Once you click "Yes" the section will be permanently deleted.

If there were subsections in the "How to choose the right size" section they would be subsections of the "Questions and Answers" section.

Add subsection

There are two ways to add a subsection:

1. Click the "Add" button
2. Select the section and add a subsection Using "Actions" menu.

Let's us consider both variants.

By clicking "Add" button

One can add a subsection in the manner as he or she did when adding a section (Please refer to “Add section” part of the present instructions). The only difference lies in the “is a” field.

The screenshot shows the 'Adding/editing page' form in a web application. The left sidebar contains navigation links: Pricing, Promotion, Contents (highlighted), Catalog, Users, Configuration, and Reports. The main content area has tabs for Pages, Navigation, News, Blog, and Banners. The form fields are: Name (Delivery), Title H1 (Delivery), Address (delivery), Is (Section, highlighted with a red box), in menu (Top), and Language (English (English)). Below the form is a rich text editor with a toolbar and a preview of the content: 'Shipping to USA?' followed by a paragraph about FedEx International Economy and a 'money-back guarantee' link. The bottom of the form has 'Save' and 'Cancel' buttons.

So then you need to click the “Add” button. This will bring up a form to be completed. Fill in all the fields as you did in the “Add section” part.

This screenshot is identical to the one above, showing the 'Adding/editing page' form. The 'Is' field, which is a dropdown menu currently set to 'Section', is highlighted with a blue border. The rest of the form, including the sidebar, tabs, and rich text editor, remains the same.

In the “is a” string click the down arrow in the “Section” field.

Content > Adding/editing page

Pages Navigation News Blog Banners

Adding/editing page

Name Delivery

Title H1 Delivery

Address delivery

Is Section menu Top

Language English (English)

[SEO attributes](#)

Content

Font family Font size H1 H2 H3 H4 B I U ABC Styles Format

Shipping to USA?

FedEx International Economy is a day-definite, customs-cleared, door-to-door economy service for shipments up to 68 typically 4 working days, backed up by the FedEx [money-back guarantee](#).

Save Cancel

When the drop down menu shows up Click the "Subsection" option.

Content > Adding/editing page

Pages Navigation News Blog Banners

Adding/editing page

Name Delivery

Title H1 Delivery

Address delivery

Is Section menu Top

Language English (English)

[SEO attributes](#)

Content

Font family Font size H1 H2 H3 H4 B I U ABC Styles Format

Shipping to USA?

FedEx International Economy is a day-definite, customs-cleared, door-to-door economy service for shipments up to 68 typically 4 working days, backed up by the FedEx [money-back guarantee](#).

Save Cancel



Once you have done this a new field will appear to select a section which the new subsection is assigned to.


You will see a list of options to select the desired section.


Content > Adding/editing page


Pages Navigation News Blog Banners


Adding/editing page

Name  Delivery 

Title H1  Delivery

Address  delivery


Is  Subsection ▼ for Payment is comple ▼

Language  English (English) ▼

[SEO attributes](#)


Content

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Shipping to USA?

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Save Cancel


To save the settings you need to click the "Save" button.


Content > Adding/editing page


Pages Navigation News Blog Banners


Adding/editing page

Name  Delivery 

Title H1  Delivery

Address  delivery


Is  Subsection ▼ for Payment is comple ▼

Language  English (English) ▼

[SEO attributes](#)


Content

Font family ▼ Font size ▼ H1 H2 H3 H4 B I U ABC ▼ Styles ▼ Format ▼



Shipping to USA?

FedEx International Economy is a day-definite, customs-cleared, door-to-door economy service for shipments up to 68 typically 4 working days, backed up by the FedEx [money-back guarantee](#).



Save Cancel

Upon saving the new subsection will be displayed in admin panel.

The screenshot shows the Opentao admin interface. On the left is a sidebar with menu items: Pricing, Promotion, Contents (highlighted), Catalog, Users, Configuration, and Reports. The main area is titled 'Pages' and includes tabs for Pages, Navigation, News, Blog, and Banners. Below these are 'Custom pages' and 'Services' tabs. A table lists custom pages with columns: Name, Address, Menu, Language, and Actions. The 'Delivery' page is highlighted with a red box. The table contains the following data:

Name	Address	Menu	Language	Actions
Payment is completed successfully	paymentsuccess		English (English)	
Delivery	delivery		English (English)	
Payment is completed successfully	robo_success		English (English)	
The errors in the payment process	paymentfail		English (English)	
The errors in the payment process	robo_fail		English (English)	

You can also see the new subsection within the chosen section On website.

The screenshot shows the Opentao website. The header includes the 'Opentao Shop' logo, a description 'Opentao demo e-store Here you can try Opentao system Not for goods ordering', and an 'Online chat with the operator' button. The navigation bar has links: Home, Calculator, News, Reviews, Blog, Profit calculator, Login, and Register. Below the navigation bar are filters for 'By categories' and 'By brands', a search bar, and buttons for 'Favorites' and 'Cart'. The main content area is titled 'Delivery' and features a section 'Shipping to USA?' with details about FedEx International Economy service. A green arrow points to the 'Delivery' link in the left sidebar menu.

Using "Actions" menu

To add a subsection Using "Actions" menu you should select the desired section and click the gear button.

Content > Pages

Pages Navigation News Blog Banners

Pages

English (English) -

Custom pages Services

Custom pages

Add

Name	Address	Menu	Language	Actions
Payment is completed successfully	paymentsuccess		English (English)	
Payment is completed successfully	robo_success		English (English)	
The errors in the payment process	paymentfail		English (English)	
The errors in the payment process	robo_fail		English (English)	
Delivery	delivery	Top menu	English (English)	

This will bring up a dropdown menu with a list of options. Select the "Add a subsection" option.

Content > Pages

Pages Navigation News Blog Banners

Pages

English (English) -

Custom pages Services

Custom pages

Add

Name	Address	Menu	Language	Actions
Payment is completed successfully	paymentsuccess	Sidebar	English (English)	
Payment is completed successfully	robo_success		English (English)	
The errors in the payment process	paymentfail		English (English)	
The errors in the payment process	robo_fail		English (English)	
Delivery	delivery		English (English)	


- Edit
- Delete
- + Add subsection
- Add subsection


Next a form for adding a subsection will be opened. This form will show the section this subsection is assigned to.


Content > Adding/editing page


Pages Navigation News Blog Banners


Adding/editing page

Name 

Title H1 

Address 

Is  Subsection for Delivery

Language  English (English)

[SEO attributes](#)

Content

Font family Font size H1 H2 H3 H4 B I U ABC Styles Format


Save Cancel


Fill in all the fields as you did in the “Add section” part of the present instructions and save the changes By clicking “Save” button.


Content > Adding/editing page


Pages Navigation News Blog Banners


Adding/editing page

Name  DHL Service Point size & price guide

Title H1  DHL Service Point size & price guide

Address  DHL-Service-Point-size-price-guide


Is  Subsection for Delivery

Language  English (English)

[SEO attributes](#)

Content

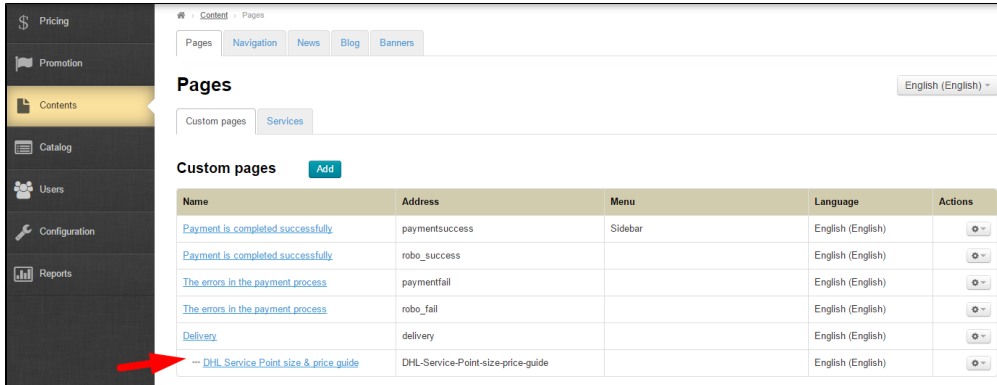
Font family Font size H1 H2 H3 H4 B I U ABC Styles Format

 Ideal for sending single parcels, DHL Service Point gives you 7 different DHL envelope and box sizes to choose from. Larger items can be sent with [DHLitNow](#) or [DHL by Phone](#).

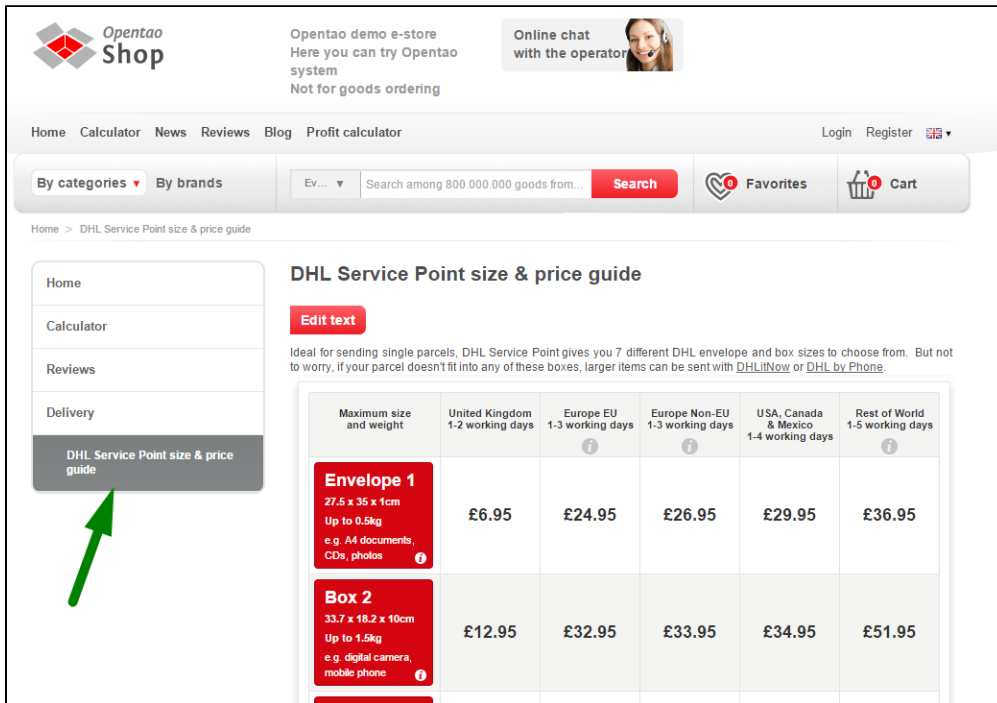
Maximum size and weight	United Kingdom 1-2 working days	Europe EU1-3 working days	Europe Non-EU1-3 working days
Envelope 1 27.5 x 35 x 1cm Up to 0.5kg	£6.95	£24.95	£26.95

Save Cancel

After saving a subsection will appear in admin panel.



And On website



Actions with subsection

Subsections as well as sections can be edited or deleted.

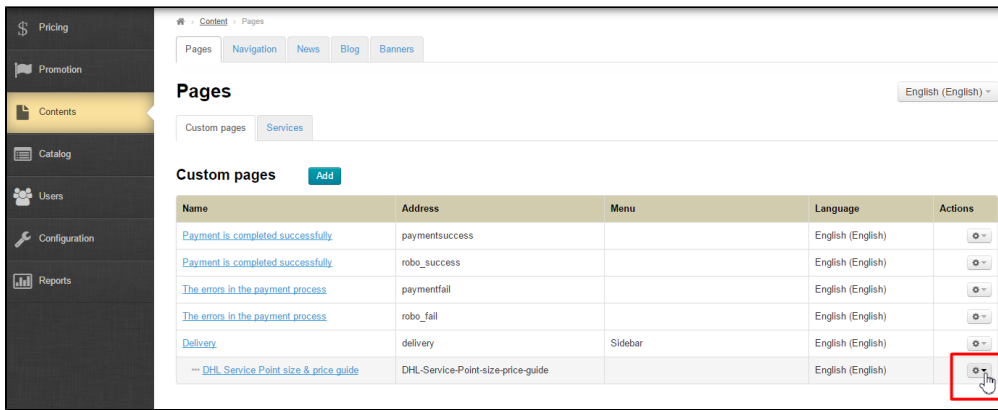
Edit

There are two ways of editing a subsection:

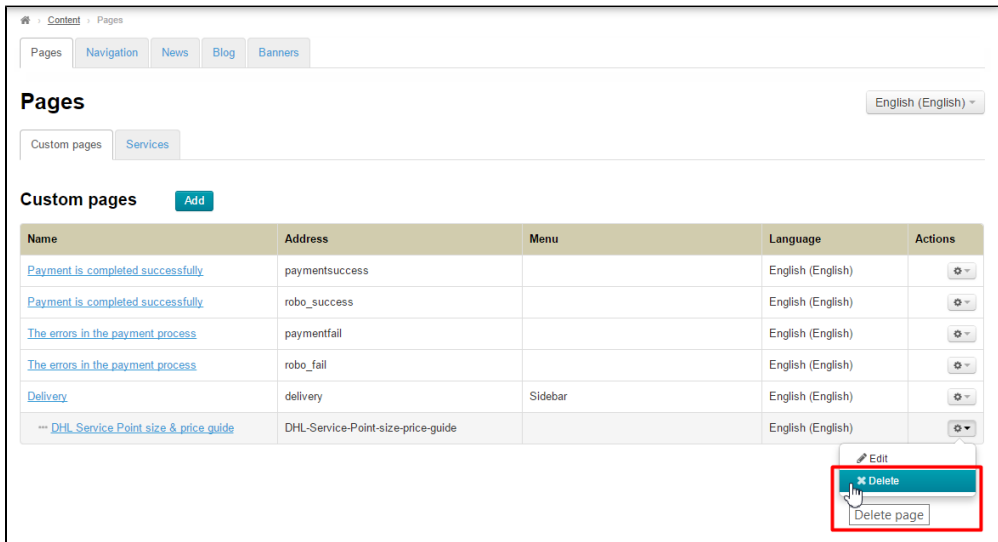
1. in admin panel Using "Actions" menu (please refer to the "Editing in admin panel" part)
2. On the subsection page On website (please refer to the "Editing On website" part)

Delete

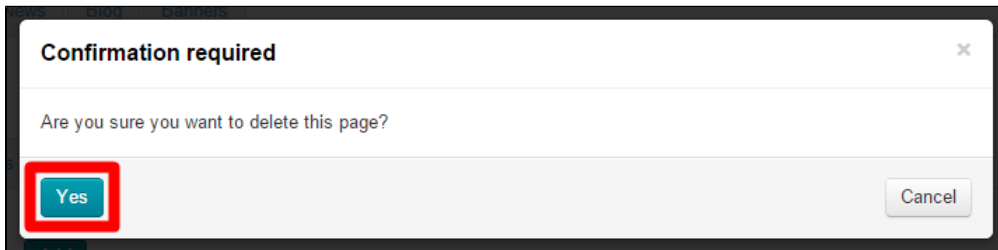
To delete a subsection you need to Click the gear button in the "Actions" column.



In the dropdown list that appears click the "Delete" option.



To delete a subsection you should confirm your choice. If you are sure you want to delete the section click "Yes".



Once you click "Yes" the section will be deleted.