How to Create or Delete Pages

You can create and delete pages in two locations within Pagecloud. The first method is from within your site dashboard, the second is while editing a page.

Site Dashboard

Create a new page

1. From your Site's **Dashboard**, click the **Pages** tab.
2. Click the **Create page** button located top right of the pages view.
3. In the column on the left, there are different starting points for your new page.
4. Selecting the page you would like to start with.
5. Click **Save** and name the page to ensure the page appears on your site.

Delete a page

1. From your Site's Dashboard, Click the **Pages** tab.
2. Find the thumbnail or list item of page you're looking to delete.
3. In the lower right of the page thumbnail or the right of the list click the dropdown arrow.
4. Within the drop down menu, click **Delete Page**. Note that the home page can't be deleted.
5. This will prompt a warning to verify you in fact want to delete that page.
6. Click on **Yes, delete this page**.

You cannot delete the home page. To remove content on a home page, Set a new page as the home page, then follow the delete page steps.

Editor

Create a page

1. While editing a page, Click the page name located in the Top bar.

2. Click the **Add a new page** button.
3. You can create a page by either duplicating an existing page, or starting from a blank page.
4. Selecting the page you would like to start with.
5. Click "Save" and name the page to ensure the page appears on your site.

Delete Page

1. While editing a page, Click the page name located in the Top bar.
2. Find the thumbnail of page you're looking to delete.
3. In the lower right of the page thumbnail, click the dropdown arrow.
4. Within the drop down menu, click **Delete Page**. Note that the home page can't be deleted.
5. This will prompt a warning to verify you in fact want to delete that page.
6. Click on **Yes, delete this page**.