

## How to create a web page

### 1. To create a web page?

1. Go to the "Learners" link on the home page
2. Go to Create and then Regular Page
3. Click Regular page
4. Put a title for your page in the Title Box
5. In the larger box below with the name **Body:** type some text
6. Scroll to the foot of the page and click "Save"

### 2. To keep track of your pages?

1. Make sure you are logged in
2. Click on "My account" in the right hand block
3. Click the my Pages tab
4. Choose a page and click on it's link

### 3. How do I give my page a named URL?

1. Create a new page or select one you have already created
2. Make sure the page has a title and some content
3. Scroll down to "URL path settings"
4. Type in the name you want for your page
5. Save the page (It will now have a URL theingots.org/community/<name>)

### 4. How do I go back to an earlier version of my page?

1. Make sure that the page has been saved more than once
2. Make sure you are logged in
3. Go to the page to view it
4. Click on the revisions tab
5. Select the version you want to go back to
6. Click revert

### 5. How do I delete a page?

1. Make sure you are logged in
2. Go to the page to view it
3. Click on the revisions tab
4. Select the version you want to delete
5. Click delete (Be careful, be absolutely sure you want to delete the page)

### 6. How do I put styles to text?

1. Make sure you are logged in
2. Create a new page or select one you have already created
3. Make sure the page has a title and some text in it
4. Highlight some text by dragging the mouse across it
5. Go to the ruler/toolbar at the top of the window
6. Click B to make the text bold
7. Click Switch to pain text editor to observe the HTML tags you have produced
8. You should see <strong>your text</strong>
9. You can put styles to text either by using the Rich text editor with the ruler/toolbar or by

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using the plain text editor and typing in the HTML tags.

**Source URL:** <https://theingots.org/community/CreatingPages>