

Create a page (editorial content)

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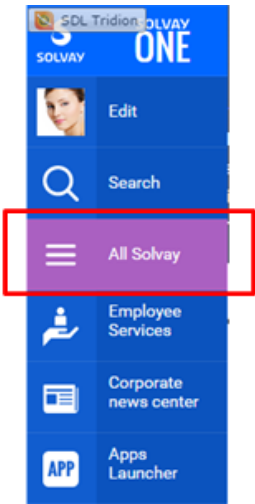
An Editorial the a generic type of content used to create pages in Solvay ONE

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Step-by-step guide

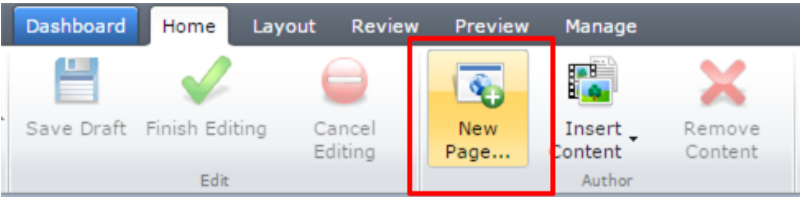
Step 1: Reach the place where to create your page

1. By using the navigation in the blue panel, go to the section where you want to create your page.



Step 2: Create new Editorial page type

1. In staging environment, under Home tab, click on New Page icon.



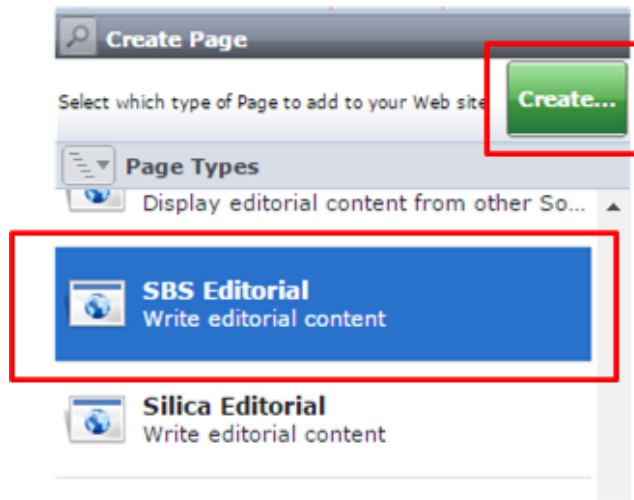
2. Select your Space Editorial in the left panel.

Click on **Create** button.

If you contribute to several spaces, you will see a list of all the different entity editorials available.



It is important to select the one that corresponds to your Entity as the Editorial content will be pre-tagged.



3. Enter the same value for **Page title** and **File name**.

It must be unique, short and meaningful.

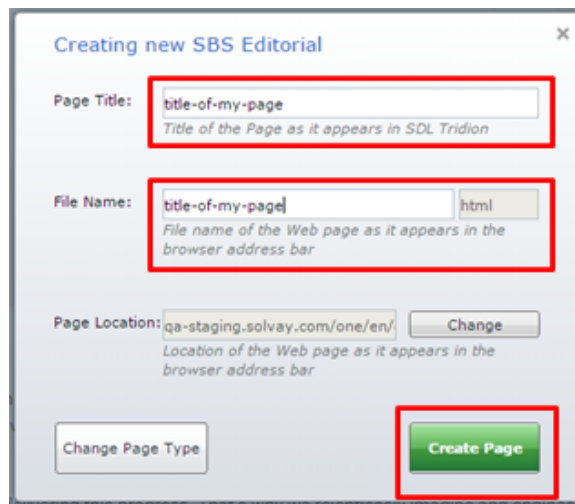
Click on **Create Page** button.



These "Page Title" and "File name" values are not displayed in your content itself.

Page title is the Editorial content name, it is viewable only by contributors while browsing Tridion content.

File name will appear in your visitors browser toolbar.

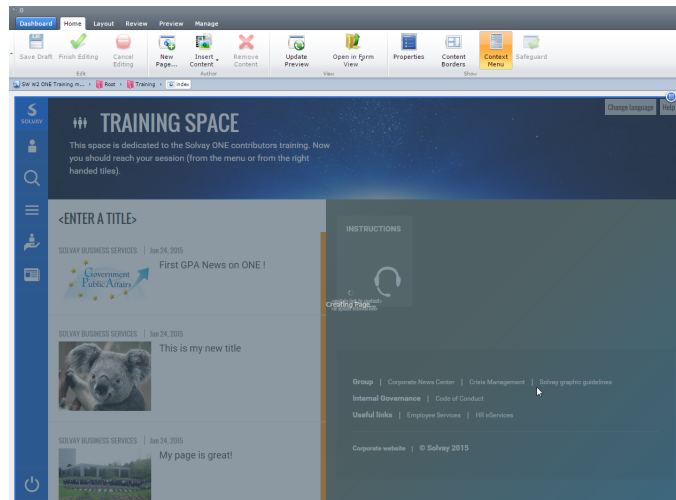


Attention

The File name must be written in english only, using:

- 'a' to 'z' letters
- **numbers**
- '-' to avoid spaces

4. Wait for "loading" to be completed so that your page will be displayed correctly.



Step 3: Edit content

1. Your newly created page is now available for editing.

2. Start editing your content:

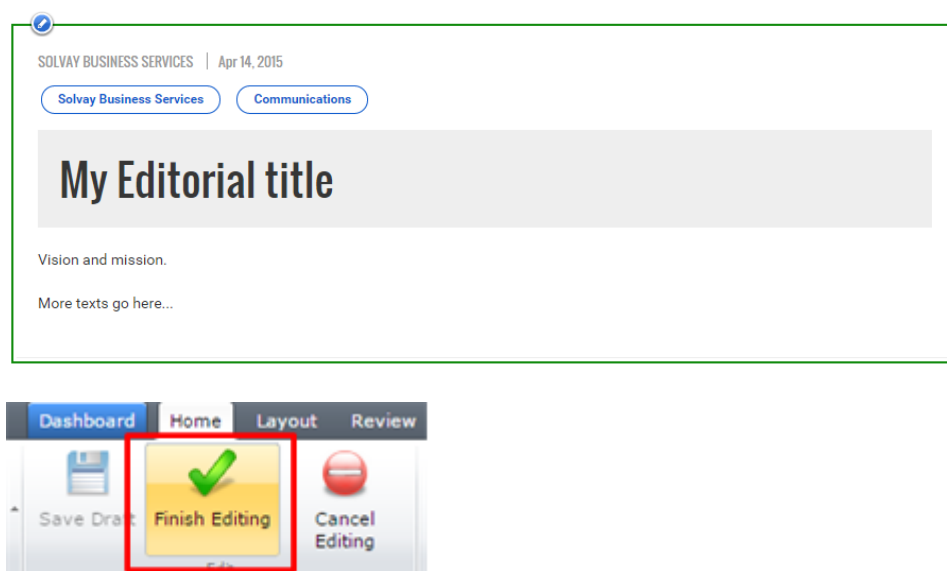
- **Author** field > pre-set filled regarding the space you create the content in
- **Date** field > Click on this field to select the date of today
- **Tags** field > Value is pre-set. If incorrect or to add additional tags, click on the Tags field and select one or multiple tags from the list
- **Picture** field > Click on this field if you wish to add a picture



The images are all managed within [KEEPEEK](#)

- **Title** field > Value is pre-set. Click on the Title field to modify the title of your content
- **Text** field > The Text field is an open rich text area.

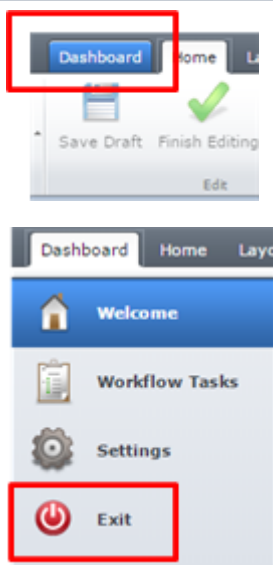
3. To save your changes and publish in staging, click on **Finish Editing** button.



4. Consult your page.

Disactivate the "Edit mode" by clicking on the **Dashboard** tab and then click on **Exit**.

Your page is now available in "staging" environment.



Can't find information?

- [Web support contact](#)

Related articles

- See how to [Categorize contents](#)
- See how to [Translate contents](#)
- See how to [Publish contents to LIVE](#)