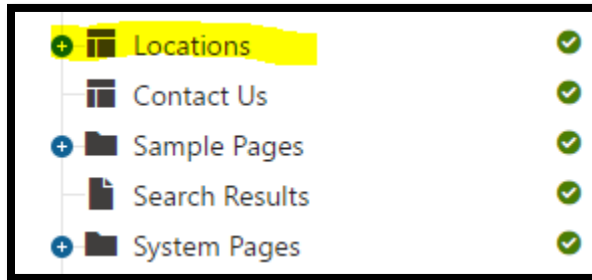
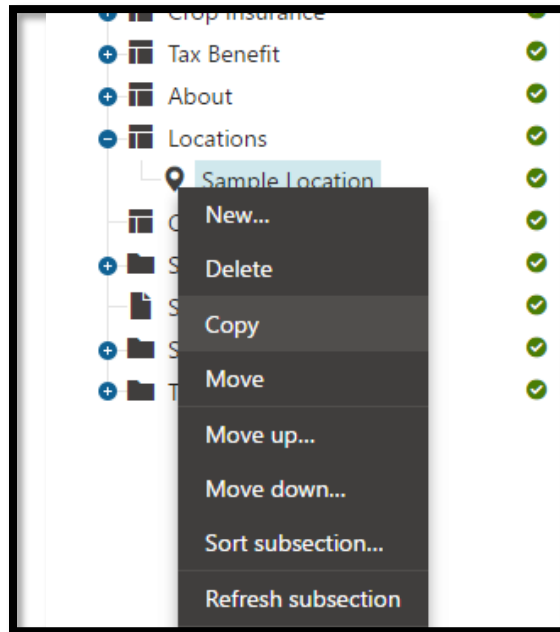


Creating Location Pages

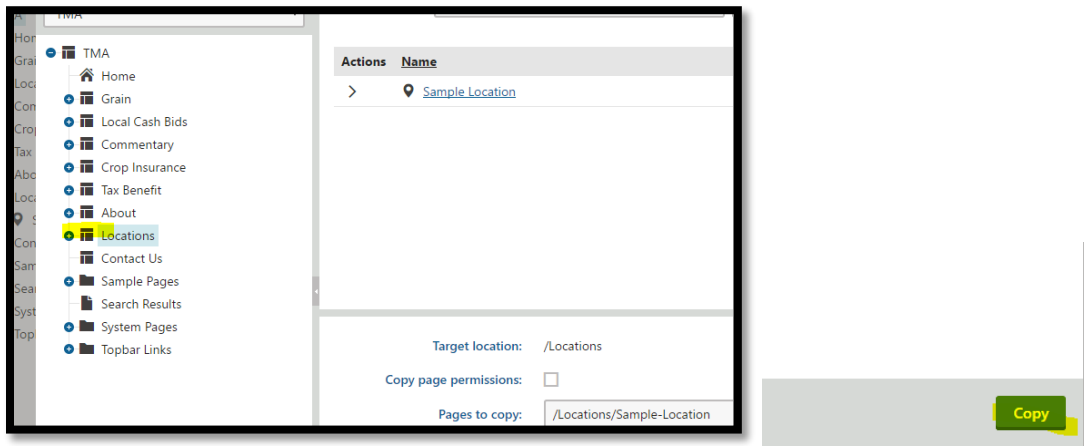
1: Open up the location folder in the content tree



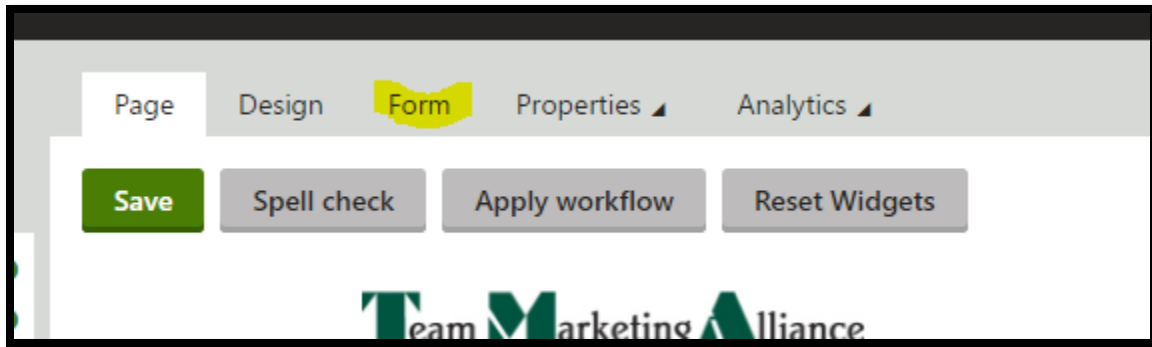
2: Right click on the sample location and chose "copy" from the dropdown



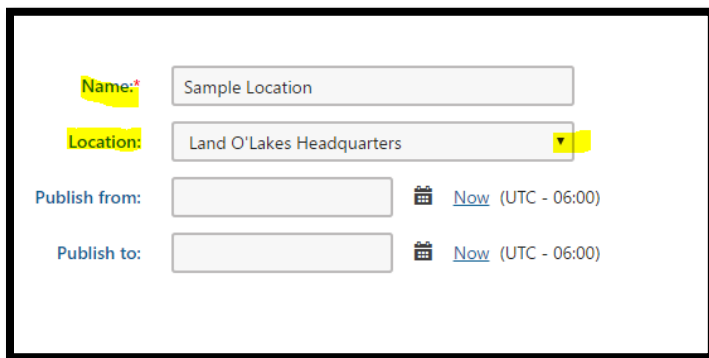
3: In the window that opens, click on locations again, then press copy



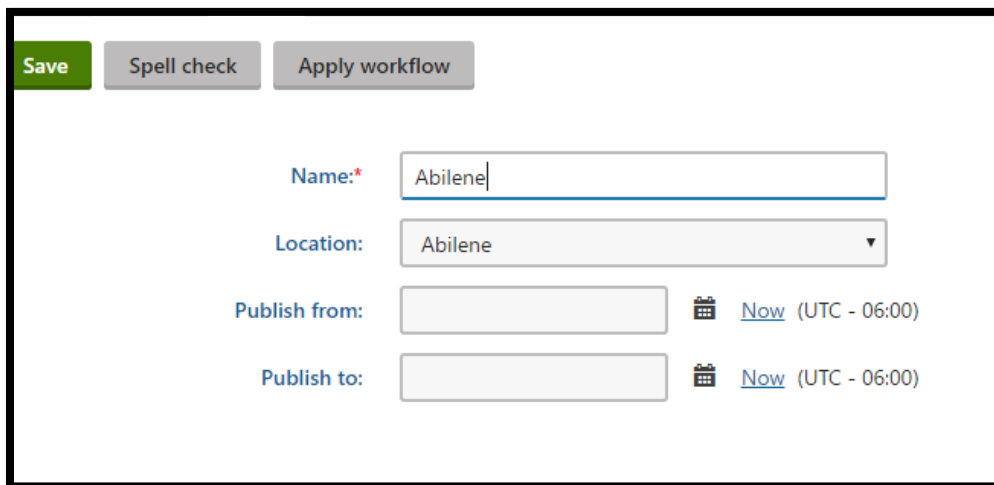
4: Click on the Form Tab



5: Use the dropdown to change the location, then type the name of that selected location in the "name" text box:

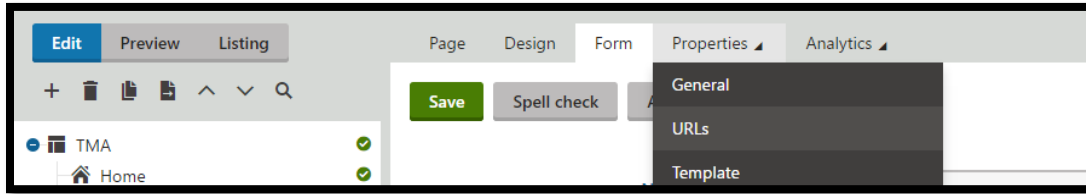


Like This:

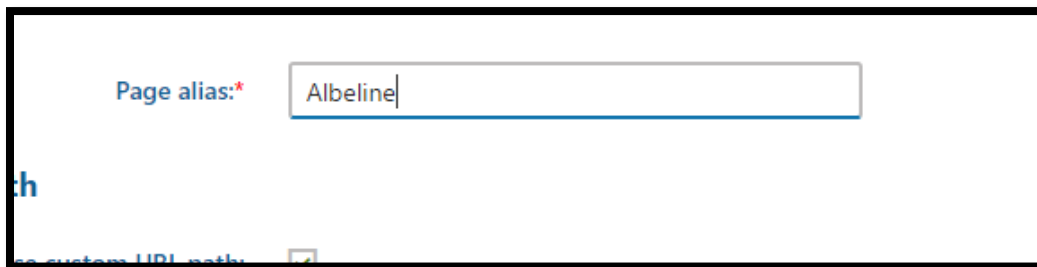


Then press save

6: Click on properties, then click on URL from the dropdown



7: Change the Page Alias to match the new location name you typed in the form tabAl



Press Save

8: Delete out any page alias' that appear. There should be ZERO page alias'. Click on the red can to delete them.

