## Esploro

How to Create a General Page

Your Research Portal is visited by researchers, students, and other people interested in your institution. Using custom links, you can offer these visitors links to pages that will be interesting or useful to them.

In addition to linking to existing external websites, like the library’s homepage, you can also link to new pages that you create in Esploro. We call these **general pages** because you fill them with any content you like.

These pages can contain multiple sections of text and images, so they are great for FAQs, About pages, or anything else that you want to add to your portal. For example, this general page provides links students can use to submit their work. It has a title, an image, and several sections, each with a subtitle and text.

Here’s how to create a general page:

In the Esploro Research Hub, open Configuration. Open the Portal and Profiles menu and, under Research Portal, select General Page Configuration. If any general pages have already been created, you will see them listed here. To create a new page, click Add Page. Fill in the required page details. The Title will display as the heading of the page. The Code will be part of the URL, so it must be unique, it cannot include special characters, and you will not be able to change it after saving the page. You may also add a Description for internal use, which will not be displayed on the page itself.

The page is built of sections, so click Add Section. Each section can have Text or an Image, or both, and an optional Sub-title.

For our first section, we’ll use just an image. Click the file icon and select the image file. The size limit is 1 MegaByte. We want to add another section, so we’ll click Add. For our next section, let’s put a Sub-title, text, and an image. Some HTML tags are supported, so this will appear as a link. When we are done, we’ll click Add and close.

Click the row-action button to Edit or Delete each section. You can also disable a section temporarily with the toggle switch. Sections can be easily reordered by using drag and drop.

Remember to Save your changes.

When viewing the list of general pages, you can use the row-action button to Edit a page, the same way that you created it. You can also view the page details without the ability to edit them. Go to Page shows you how the page displays to viewers. Selecting URL shows you the web address for this page. You can also Delete the page.

Now, you have created the page, and anyone can reach it with its URL.

If you would like to link to it from your portal, you will need to copy the URL and then add it to the homepage or to the header.

Here’s how to add the link to your homepage. Open the Portal and Profile configuration menu. Under Research Portal, select Homepage Configuration.

Scroll down to an available Custom Link section. Click the row-action button and then Configure. Scroll down. Enter the Title, the URL, and, if you want, text or an image. You can add up to 2 custom links in a section; be sure to save before adding the second link. If needed you can add more link sections to the homepage. Use the toggle switch to make this link active, then save.

Here is how that custom link section will appear on your homepage.

To learn how to add the link to the header of your portal, see Esploro Online Help or the video How to Customize your Esploro Research Portal.

That’s how to create a general page in Esploro.