

Basic Template

This template is available across all sites and is the default template used for new pages in most circumstances. You can create a very simple page using the Basic Template.

There are areas for the Title, a Page image, a Page Summary and Page Content on the left side.

There is a web part on the right side for you to create additional links and callouts. Refer to [Content Editing 6 – Using Web Parts](#) before you start trying to add content to this area.

NOTE: As per navigation instructions in [Content Editing 1 – Navigation and Page Management](#) there will also be an “In this section” navigation box on the right side of pages at level 3 navigation and below. This does not show when editing a page.

At the bottom of the page you can add keywords and Metadata to improve SharePoint search results.

The image shows a screenshot of the SharePoint Basic Template page layout. The layout is organized into several sections:

- Title:** A large text box containing the text "Basic Layout".
- Page Image:** A text box with the placeholder text "Click here to insert a picture from SharePoint."
- Summary Line:** A large text box containing the text "Page Summary goes here".
- Zone 1:** A text box containing the text "Add a Web Part".
- Page Content:** A text box containing the text "Page content goes here".
- Keywords and Metadata:** A section with a grey background containing three text boxes for "Tags", "Categories", and "Health Conditions", each with a small icon to its right.