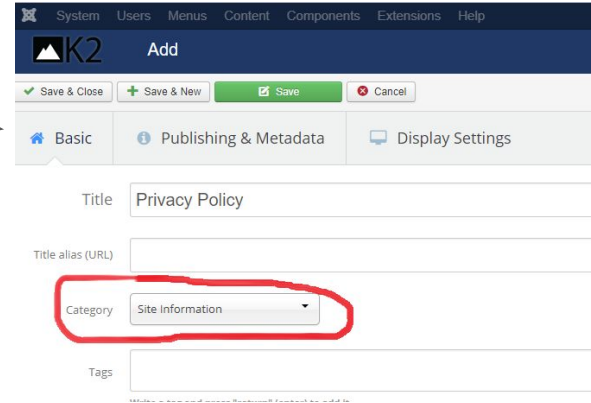


How to add a 'privacy policy'
page to your website

1. Create the page

Create a page as you normally would. Go to 'items' and create a new item. Then add your privacy policy text.

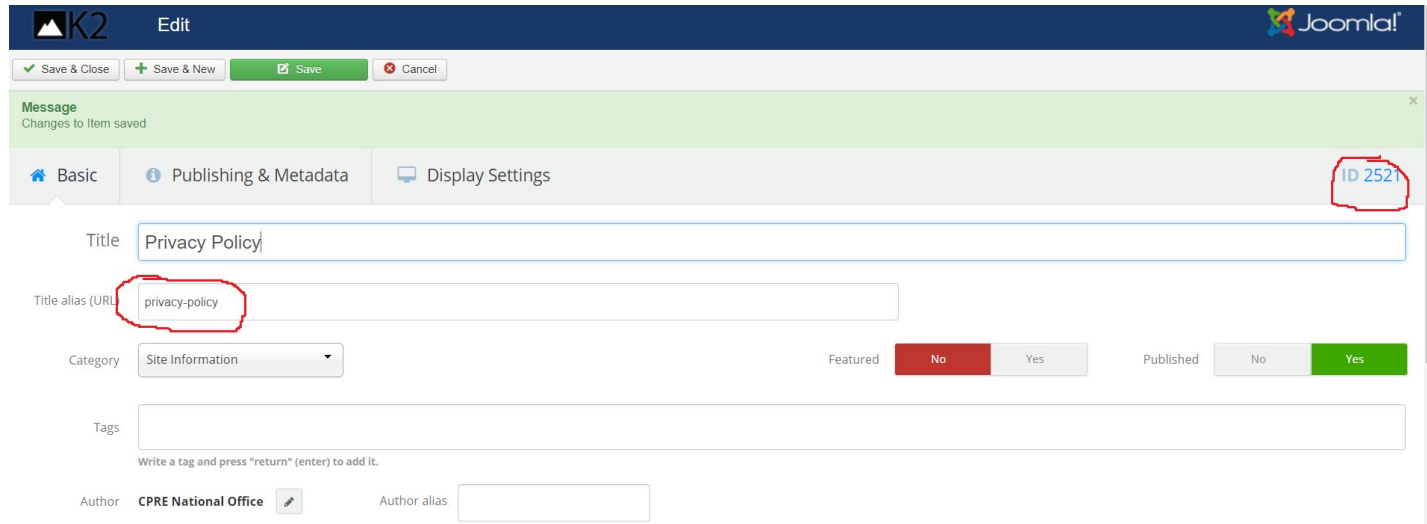
Set the category to 'site information'



The screenshot shows the K2 'Add' page form. The top navigation bar includes 'System', 'Users', 'Menus', 'Content', 'Components', 'Extensions', and 'Help'. The main header displays the K2 logo and the word 'Add'. Below the header are three tabs: 'Basic', 'Publishing & Metadata', and 'Display Settings'. The 'Basic' tab is active. The form fields are as follows: 'Title' is 'Privacy Policy'; 'Title alias (URL)' is empty; 'Category' is a dropdown menu with 'Site Information' selected, highlighted by a red oval; and 'Tags' is empty. At the top of the form are buttons for 'Save & Close', 'Save & New', 'Save', and 'Cancel'.

2. Save the page

Now save your page. Once you have saved, stay on the page and make a note of the 'title alias' and the ID number in the top right corner. You will need these later when making the link to your page.



The screenshot shows the Joomla! K2 'Edit' interface for a page titled 'Privacy Policy'. The top navigation bar includes 'Basic', 'Publishing & Metadata', and 'Display Settings' tabs. A green message bar at the top states 'Changes to item saved'. The 'Title' field contains 'Privacy Policy'. The 'Title alias (URL)' field contains 'privacy-policy'. The 'Category' is set to 'Site Information'. The 'Featured' status is 'No' and the 'Published' status is 'Yes'. The 'Tags' field is empty. The 'Author' is 'CPRE National Office' and the 'Author alias' field is empty. The ID number 'ID 2521' is displayed in the top right corner.

K2 Edit **Joomla!**

Save & Close Save & New Save Cancel

Message
Changes to item saved

Basic Publishing & Metadata Display Settings **ID 2521**

Title Privacy Policy

Title alias (URL) privacy-policy

Category Site Information Featured No Yes Published No Yes

Tags

Write a tag and press "return" (enter) to add it.

Author CPRE National Office Author alias

3. Test the page

Now test how the page looks on your site. Because it doesn't appear on any menus, you will need a special URL to access it. This is where you need the 'title alias' and 'ID' number.

The address to access your page will be:

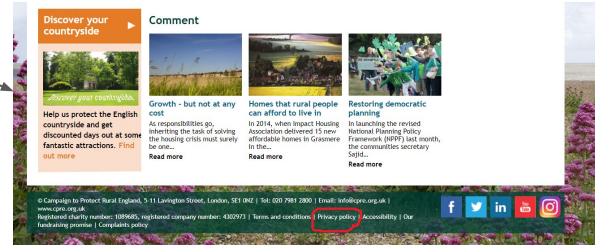
[your site's URL]/component/k2/item/[ID number]-[title alias]

The bits in red will need to be filled in with your own details. For example, the address for the national office web page is:

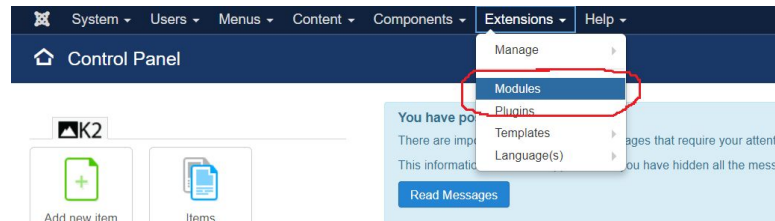
www.cpre.org.uk/component/k2/item/2566-campaign-to-protect-rural-england-privacy-policy

4. Add a link to the page in your footer

If the page all looks okay, it's time to add a link in your site footer. Here's how it looks on the national office web page



To edit this part of your site, go to 'extensions>modules' in your main Joomla menu.






4. Add a link to the page in your footer (cont.)

On the page that comes up, type 'footer' into the search bar. You should see a module called 'footer address info'.



The screenshot shows a search interface with a search bar containing the text 'footer'. Below the search bar is a table of results. The table has columns for 'Status', 'Title', 'Position', 'Type', 'Menu Items', and 'Access'. Two results are listed:

	Status	Title	Position	Type	Menu Items	Access
		Footer Address Info	addressfooter	Custom HTML	All	Public
		Social footer	socialfooter	Custom HTML	All	Public

Click on this module and you should get a text editing page, similar to the page for creating an article. Now you can add a hyperlink to your privacy policy page, using the URL from step 3. (Make sure not to delete any of the other info!)

That's it!

The link should now appear in the footer section at the bottom of your site. If you need to edit the Privacy Policy text, you can just edit the item as normal.

If you have any problems or need help, drop me an email.

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