

Instructions for Creating New Pages - Web and File Cabinet

To Begin Creating ANY type of page:

- 1) In editing mode, at the top of **any** of the current pages on your site, click the "New page (c)" icon (looks like a page with a + sign in it).
- 2) If you are making a subpage under another page, it's easiest to start on the page you want to put the subpage under, but not necessary. Making your new page a subpage will cause it to appear as a subpage link at the bottom of the main page you place it under.
- 3) In "Name your page:" type in the name you want your page to be called. (This text will show up both as the title on the upper left of the page and as the sidebar name if you choose to add your new page to the left-hand sidebar.)
- 4) Leave the radio button checked beside "Put page at the top level" if you intend for this to be a main page. Otherwise, check the second radio button beside the page you started on to make this a subpage or click "Choose a different location" to select another main page.
- 5) Click the red "Create" button at the top.
- 6) Follow the steps below to make either a Web page or a File Cabinet page.

Web Page

This is the best type of new page to set up when you want to add a page on which you'll directly type text or upload individual photos.

- 1) Select "Web Page" from the "Select a template to use" dropdown menu.
- 2) Copy text from a document and paste in the second dotted box (the box under the one with the page's name) or type in the text you would like on the page. Use the editing buttons to format your text. You can also use the "Choose File" button to upload attachments from your computer and/or make Comments on the page.
- 3) Click the blue "Save" button at the top.
- 4) To find your new page, click on "Sitemap" at the bottom of your left-hand sidebar. Click on the page name in the alphabetical list of pages on your site to access the page.

File Cabinet Page

This is the best type of new page to set up when you want to add documents as attachments.

1. Ensure files you plan to upload are saved on your computer. The file name will appear as the link title on your Web site, so make any necessary changes to file names before you begin the upload process. TIP: Use a file type that most people can read, such as a PDF file.
2. Select "File Cabinet" from the "Select a template to use" dropdown menu.
3. Click the red "Create" button at the top.
4. Click "Add file."
5. Browse your computer using the "Choose File" button to find the file you want to upload and click on it. (Optional - Type text in the "File Description" field, which is the text that will show up on the new page describing the document.)
6. Click "Upload."
7. Your page shows up with the new file on it, which someone visiting your site can either view online or download, depending on which option they choose. You also have the option to add comments to the bottom of the page.
8. You can delete documents by checking the box by the name of the document and selecting the "Delete" button. If you upload the same document or a different file with the same name, it will overwrite the document you currently have on the site with that name and give it a new version designation (eg., v1, v2, v3). If you upload a document with a different name, it will be added below the first document.
9. To find your new page, click on "Sitemap" at the bottom of your left-hand sidebar. Click on the page name in the alphabetical list of pages on your site to access the page.