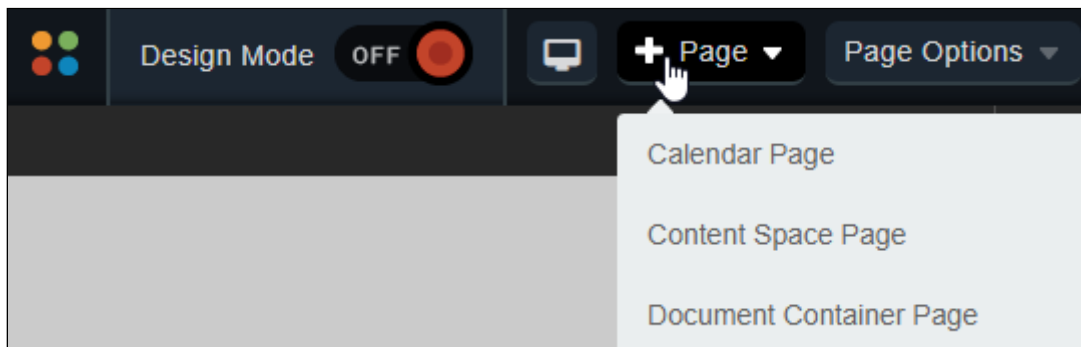



Adding a New Page

To create a new page, navigate to the page where you wish to add a page and then go to **Page** in the **Administrative Toolbar** and select the type of page you wish to create.



Fill in the **Page Name** field for your new page.

The **Page URL** field will automatically be filled in. The **Page URL** is used to build the Friendly URL used to access the page. If you wish to make modifications to the **Page URL**, click on the  icon and then you can change the text. Keep in mind that only alphanumeric characters, underscores and dashes can be used. Any other characters will be automatically removed.

By default, you will be assigned as the **Page Owner**. If you wish to set someone else as the owner, click the  icon.

When the User Picker opens, choose the user you wish to make the owner, and click **Add** then click **OK**.


Search <input type="text" value="danner"/> <input type="button" value="Search"/>
Users (1 - 2 of 2)
<div style="border: 1px solid gray; padding: 5px;"><p>charlie.danner</p><p>edanner</p><hr/></div>
<input type="button" value="Add"/>
Selected Users (1)
<div style="border: 1px solid gray; padding: 5px;"><p>charlie.danner</p><hr/></div>
<input type="button" value="Remove"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>


If you want to set the page as the user's homepage in their user profile, click **Replace Page Owner's website with this page**.

 **Note:** On some sites, you may also have a **Category** drop-down that you can use to select a category for the page.

NEW PAGE ✕

Page Name*

Page URL*
 

Page Owner
charlie.danner  **Replace Page Owner's website with this page**

Create **Cancel**

Once you have finished configuring the new page, click **Create Page**.

You will then be routed to the page you created.