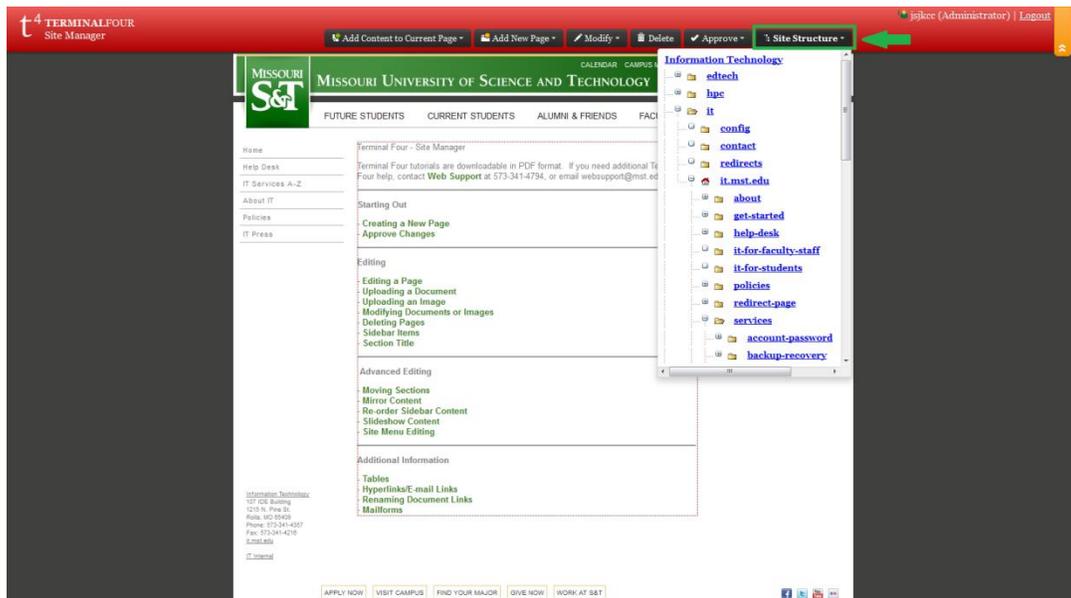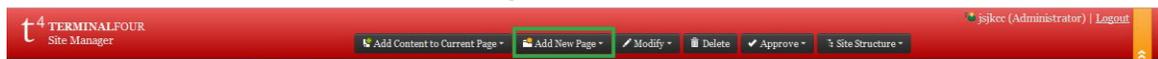# Create a New Web Page:

1. To create a new web page, Log in to the Terminal 4 Direct Edit view
2. Once in the Direct Edit View, select the "Site Structure" button from the Terminal 4 banner and a dropdown menu should appear. Select the required page in the dropdown menu under which a new page is to be added.

Navigate to the directory under which you wish the site to be (ex. Help-desk is under it.mst.edu)

3. Once on the site click on the "Add New Page" button in the terminal 4 banner.

4. A drop down box should appear with the option of "Please enter the page name". Use all lower case letters and dashes ("-") or underscores ("_") to indicate a space. Everything else will be stripped from the name. e.g. "my-web-page". In the "Please enter a page title" field enter the title you wish the page to have. The title is the name that will be displayed after the "Missouri S&T" in the top of the browser tab / window. This content is allowed to have uppercase letters and spaces. When you are finished, click "Add" and the page will be created.

5. The new page will be created but will contain no default body content. To add content to this new page, click on the "Add Content to Current Page" button in the Terminal 4 banner located furthest to the left. Choose Body Content as the new content type.

6. For the title field enter the text that you would like to have as the title on the top of the page. The Body field is where the content for the page goes. When the title and body fields have been filled out, click Add.

7. When you are done making changes be sure to [Approve Changes](#) to make sure it updates on the actual site.
8. Next, you can create a Section Link from any of your other pages to this page. *Note: You cannot create the Section Link to your new page until you have Approved Content on your new page.*