Create a New Web Page:

To create a new web page, follow the instructions below.

1. While in the Direct Edit View, select the directory to the left that you want the new page under.

2. Click on the add Section button that is in the top left corner of the page. When the option is given, type the name of the new page. Use all lower case letters and underscores "_" to indicate a space. Anything else will be stripped from the name. E.g. “my_web_page”.

3. The new page will be displayed with no content. To add a text field, click on the Add Content button in the top left corner. Choose Body Content as the new content type. When adding the new content it is important that the name is the same as the Section name that was used in step
4. 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.