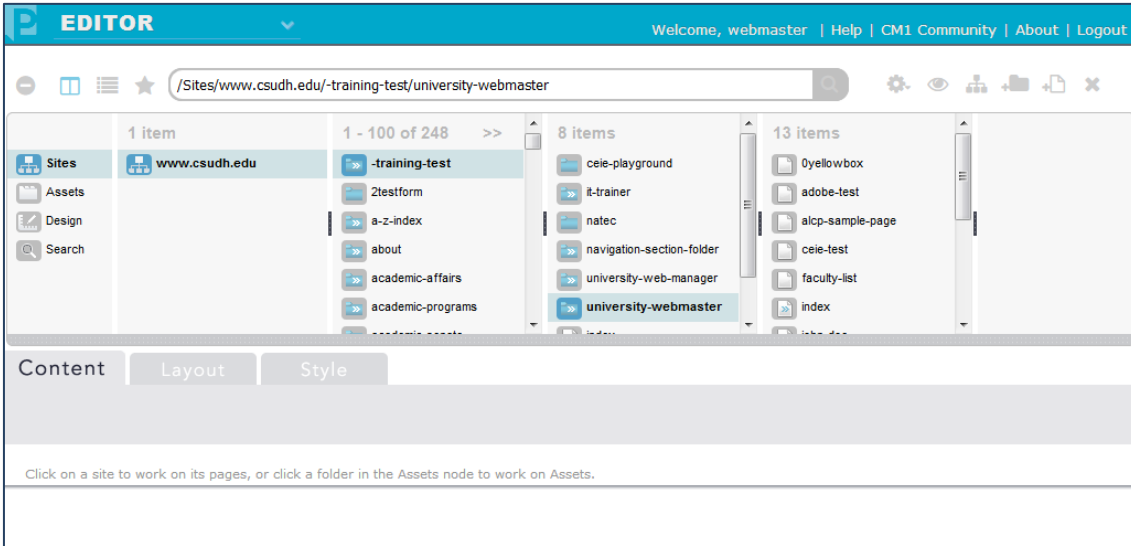

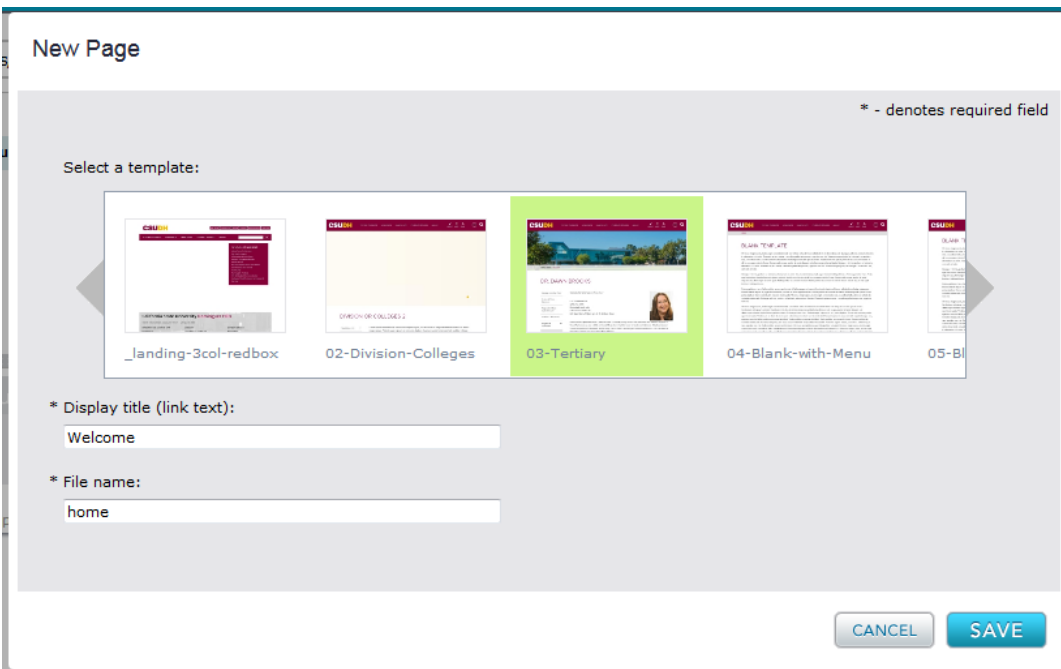


Create New Page

1. Navigate to the folder where the new page should be added under Finder.

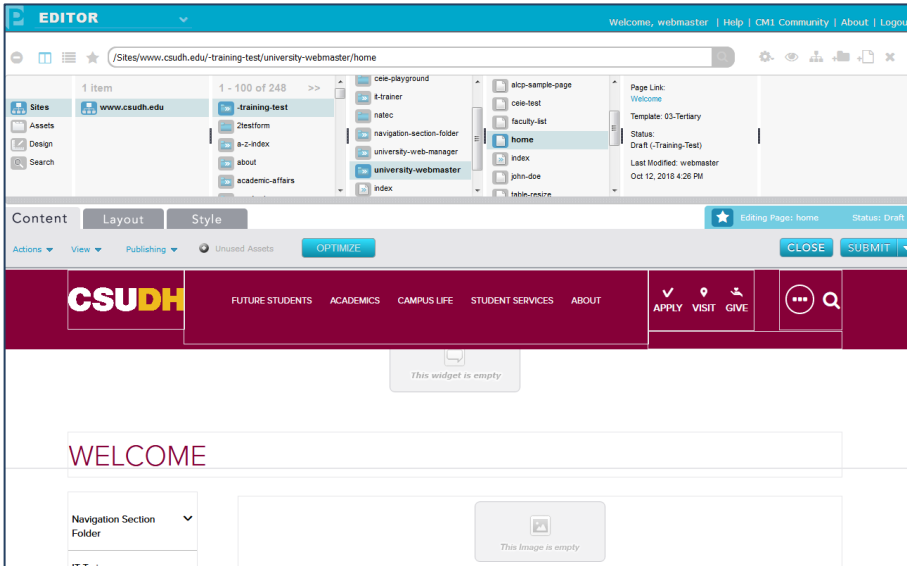



2. Click the “Click to create new page” button. 
3. In the New Page window, choose a template, type in the Display Title and the File Name. Then click Save to create the new page. You can always choose another template after the page is created. Display Title is the page title showing on the web page. File name is the name in the URL (no symbols and space).

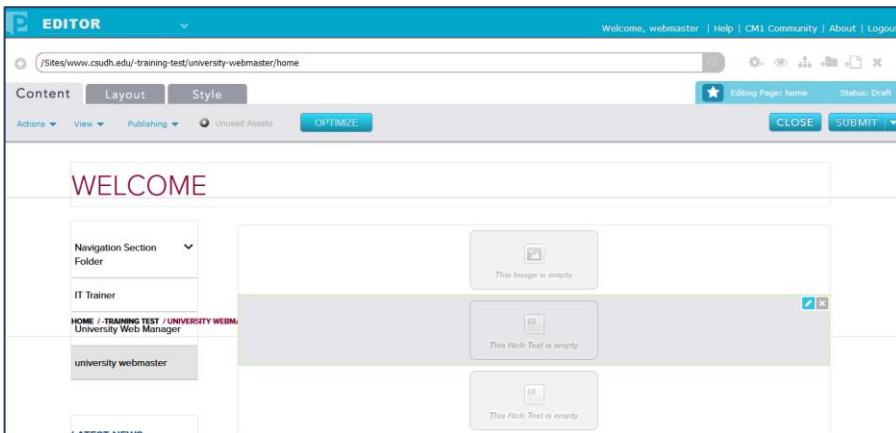


Create New Page

- Once the page opened up under the Content tab, the new file appears under the highlighted folder.



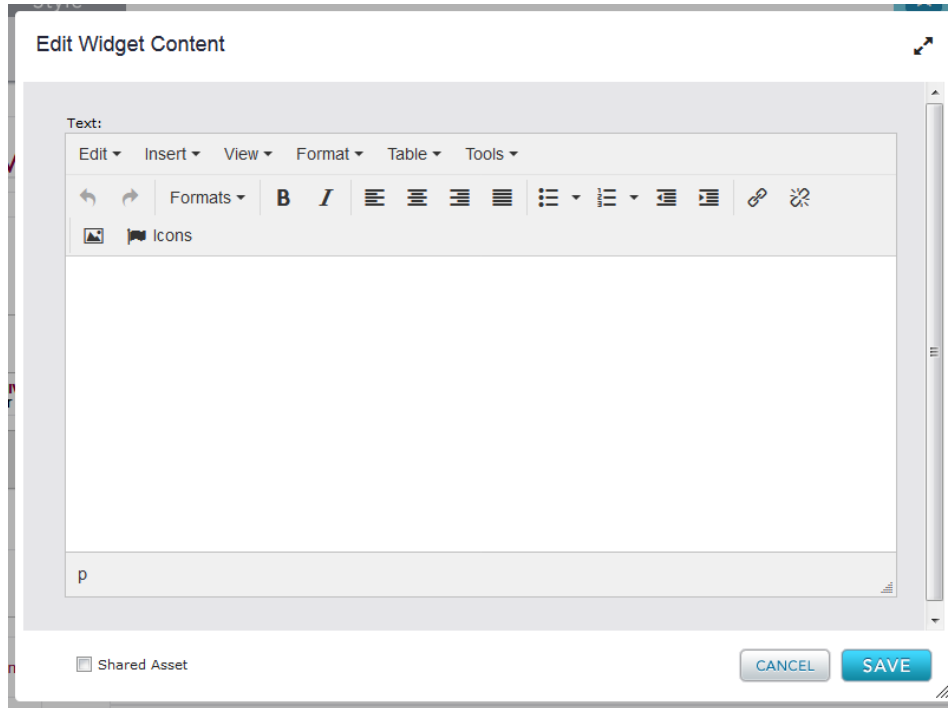
- Click the rich text area box under the navigation bar. Then click the Edit local content button () on the top right corner of the rich text box.



- Insert the page content in the rich text edit window then click Save.

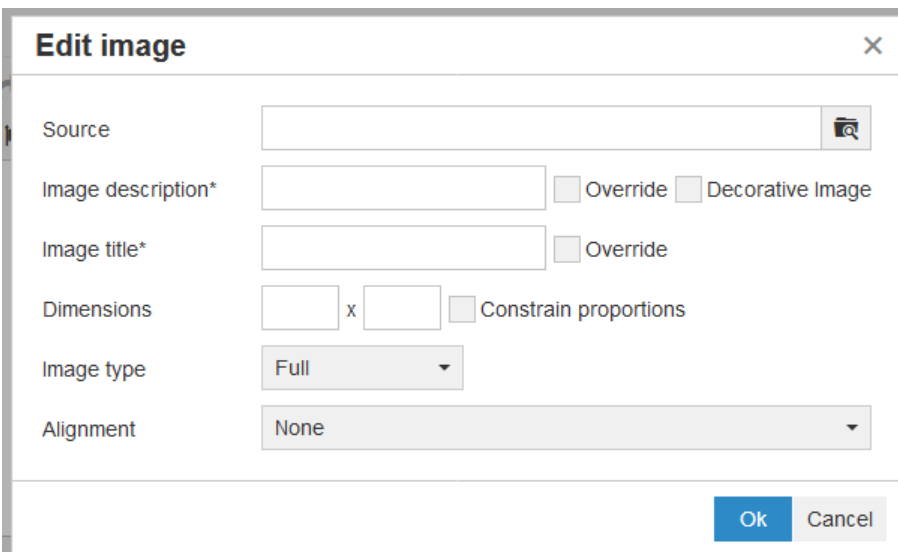
Create New Page

7. This is a screen shot of the rich text box. With rich text box, user can modify font style and format, add hyperlinks, lists, and images.



8. To insert images, click the "Insert/edit image" icon in the rich text window. 

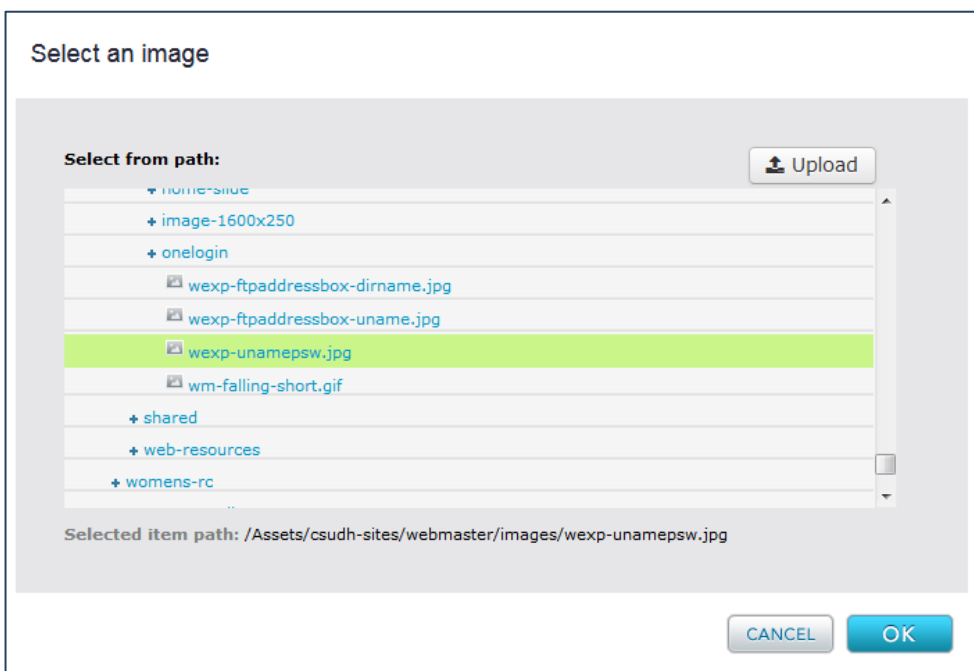
9. In the Insert/edit image window, click on the select icon () on the right side of the Image Source text box.



The "Edit image" dialog box contains the following fields and controls:

- Source:** A text input field with a select icon (camera with magnifying glass) on the right.
- Image description*:** A text input field with checkboxes for ☐ Override and ☐ Decorative Image.
- Image title*:** A text input field with a checkbox for ☐ Override.
- Dimensions:** Two text input fields for width and height, separated by an "x" character, with a checkbox for ☐ Constrain proportions.
- Image type:** A dropdown menu currently set to "Full".
- Alignment:** A dropdown menu currently set to "None".
- Buttons:** "Ok" and "Cancel" buttons at the bottom right.

10. Navigate to the department images folder under Assets and choose the image file. Then click Save.



The "Select an image" dialog box shows a file selection interface:

- Select from path:** A list of folders and files. The file `wexp-unamepsw.jpg` is selected and highlighted in green.
- Buttons:** "Upload" button at the top right, and "CANCEL" and "OK" buttons at the bottom right.
- Selected item path:** A text field showing the path `/Assets/csudh-sites/webmaster/images/wexp-unamepsw.jpg`.

