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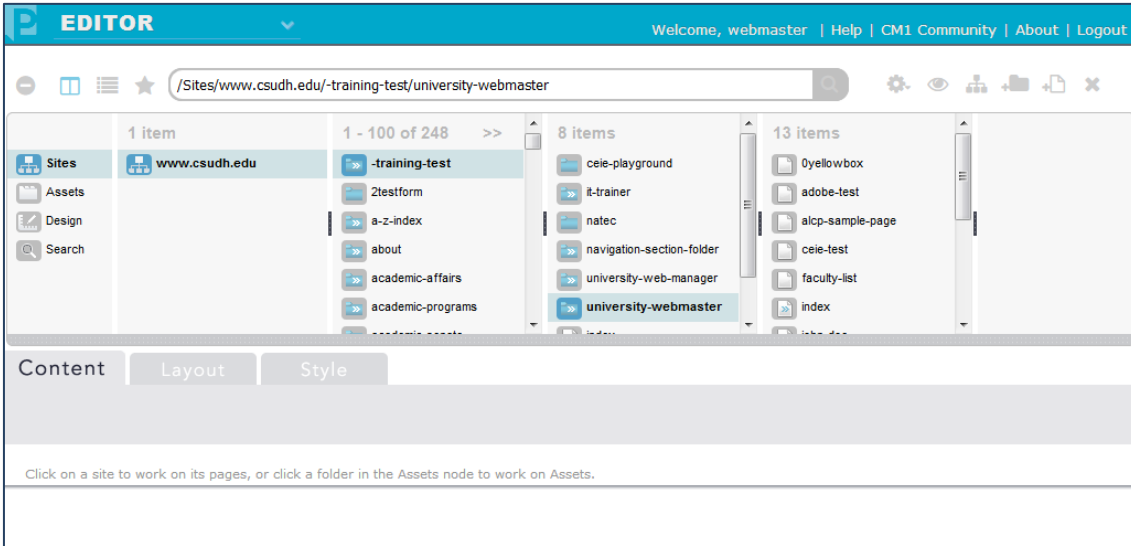
1. Navigate to the folder where the new page should be added under Finder.
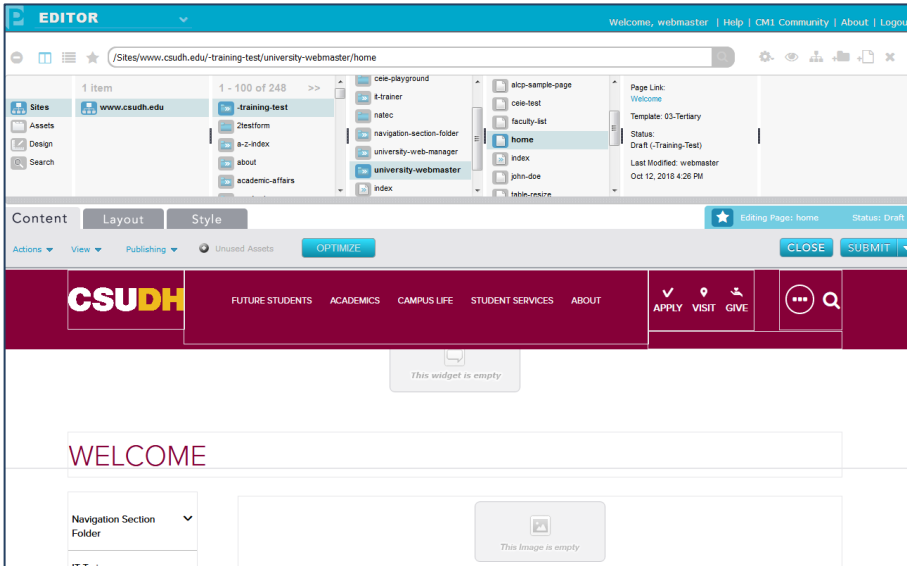

2. Click the "Click to create new page" button.

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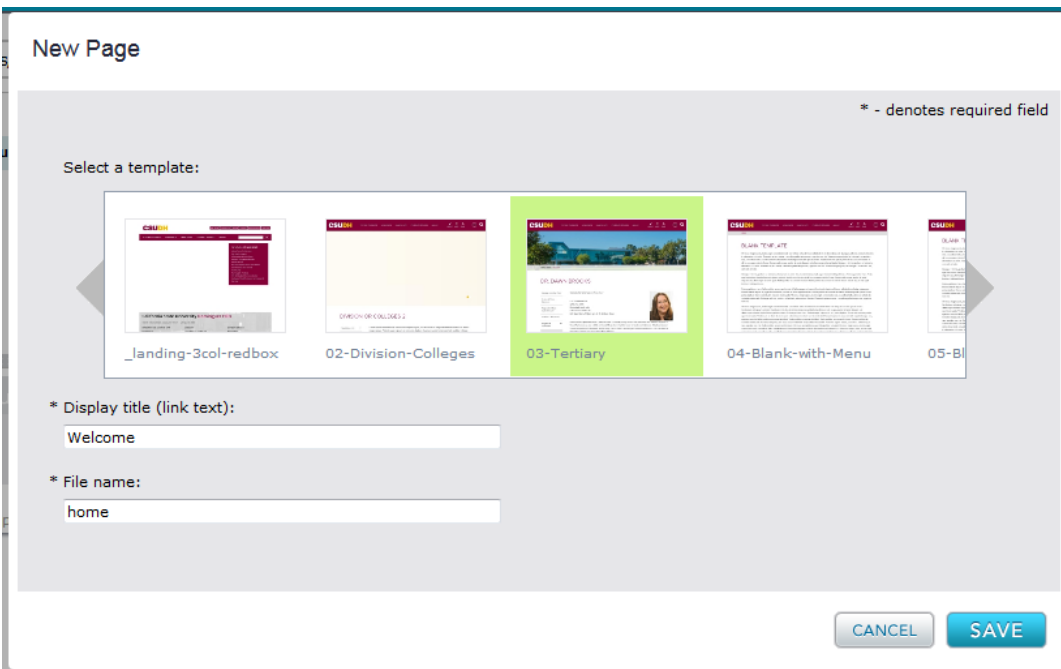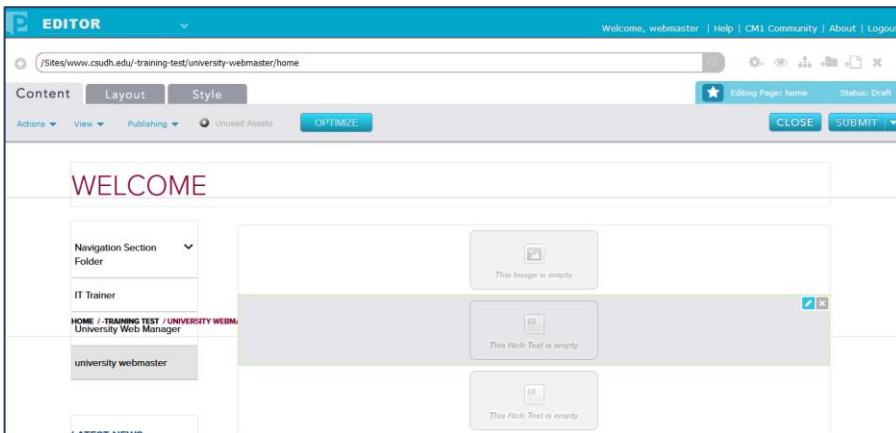
4. Once the page opened up under the Content tab, the new file appears under the highlighted folder.
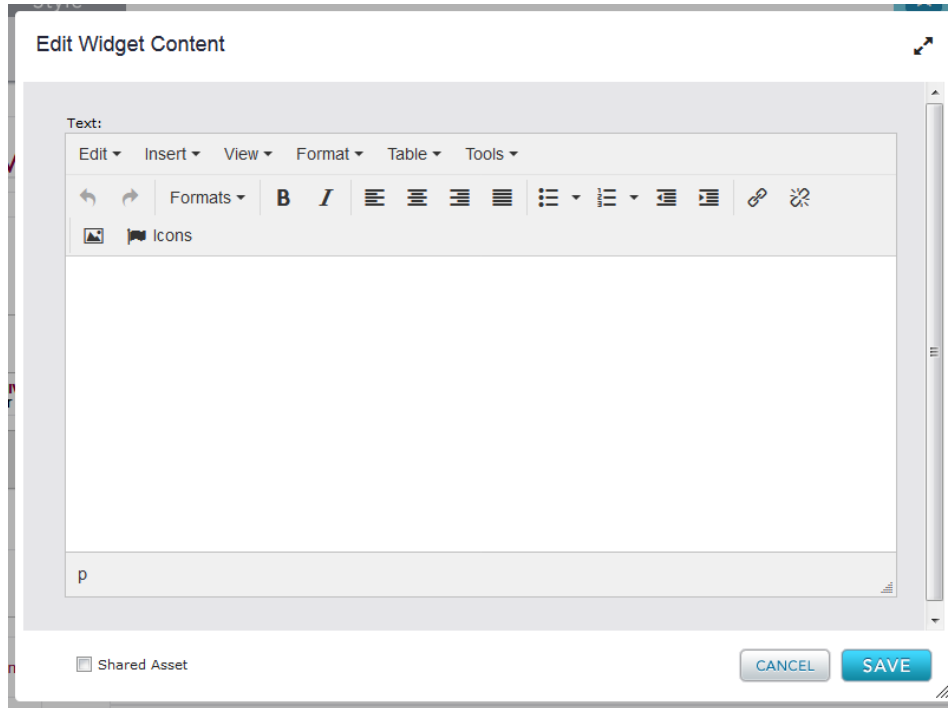

5. Click the rich text area box under the navigation bar. Then click the Edit local content button ( ) on the top right corner of the rich text box.

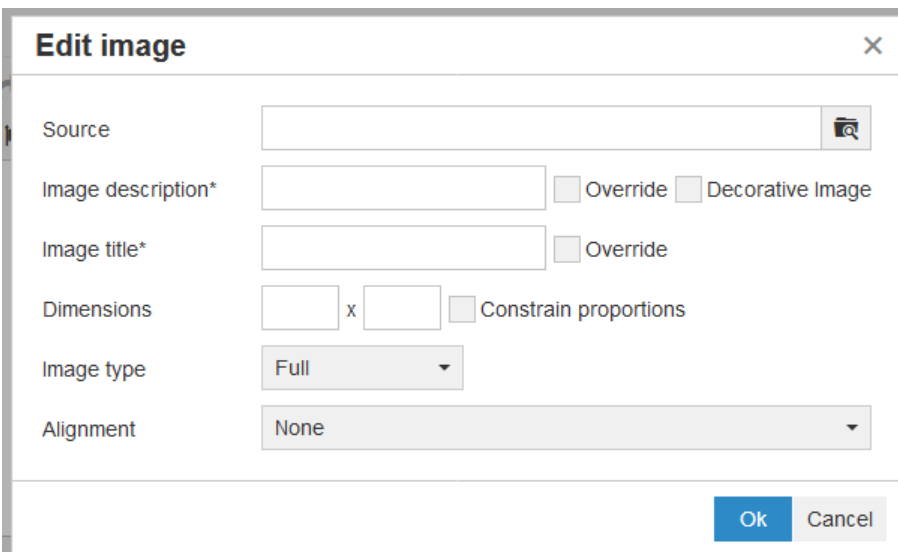6. Insert the page content in the rich text edit window then click Save.

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.

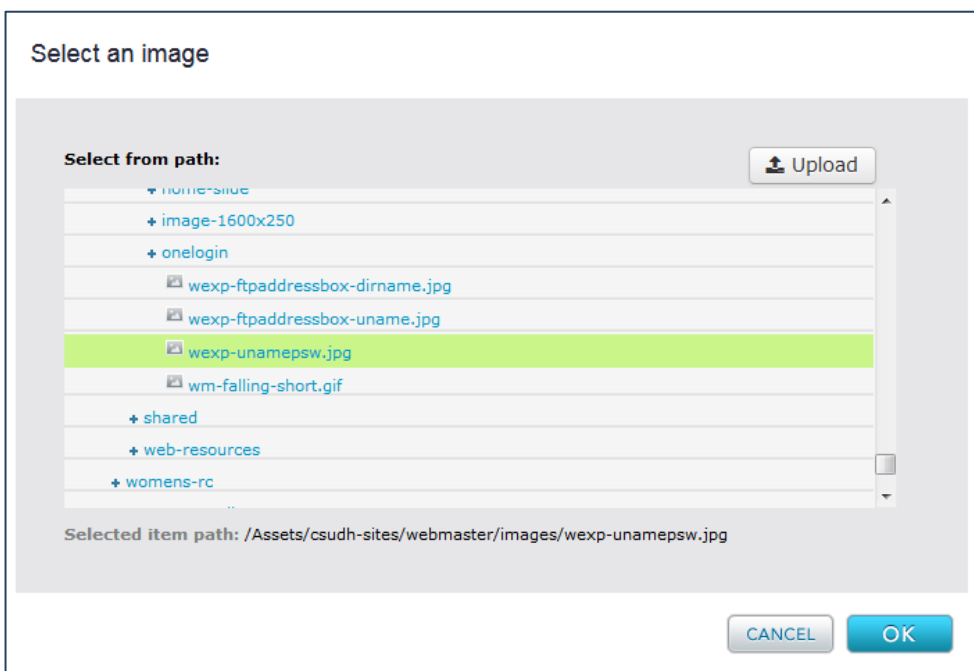8. To insert images, click the "Insert/edit image" icon in the rich text window.

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

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

11. Click Insert on the Insert/edit image window to insert the image in the rich text window.

12. Once the content and pictures are all inserted under the Edit Widget Content window, click the Save button to save the changes.

13. Click the Close button to save the changes under Content tab.