

Creating a new page

1. Open your favorite web browser.
2. Go to your website and login. If the login is not readily visible, you can type /user after your domain name to get to the login page. You might want to bookmark this page at this time.
3. Under the **Navigation Menu**, Click -> **Add Content**
4. Click -> **Basic Page**
5. Give the Page a title
6. Under the **Body Section**, type in your content.
7. You may want to add a file to the page. If that option is available, Under the **FILE** box, Click -> **Browse** and select your file. Then click -> **Upload** to add the file to the page.
8. Scroll to the bottom of the page and the box that says **Menu settings** should be visible. Click the checkbox next to **Provide a menu link**.
9. Type in a **Menu link title** that will be visible to your users. You may add a description under that if you'd like.
10. The parent item should be the **<Main menu>**
11. The **Weight** will determine where the link goes on the menu. -50 will be the first link and 50 will be the last.
12. Click **Save**

TIP: You can always come back and edit the content. Once logged in, just go the page you want to edit and click -> **Edit** tab.

Reminder:

If you run into trouble, send an email or phone for help.

