Creating a page

If you want to Create a Page, there are two different paths you can take to get the same result. Here they are:

The first way

- Select the page under which you want the new page to appear.
- Select the New button in the top tool bar and then select Page

The second way

- Right-Click on the page under which you want the new page to appear.
- Then select New and then select Page

Once you click Page, the Create New Page dialog will appear.
Enter the name of the page in the Name field

The Select Rule dropdown controls which type of page you would like to create. The Detail Page type is the default selection in this field. You will need to select Bio Page if you are creating a new bio for a faculty or staff member.

Once all of this is completed, click Create and the new page will be created.

That’s Tips & Tricks for this month. Please contact Joshua Motsinger if you have any questions.