

Creating New Secondary Pages

New Page – Info Sections

1. Navigate to the folder in which you want the page to appear.
2. Click either the **New button or the arrow**. Clicking the arrow will provide a quick look at which templates are available, while clicking the New button will provide a larger view.
3. Click **New Page – Info Sections**.
4. Enter ContentTitle. This is the text that will appear at the top of your page.
5. Choose whether you want the new page to appear in the side navigation.
6. Enter the file name. Make sure you keep the .pcf at the end. Follow all formatting instructions on naming. Remember, this text also becomes part of your URL.

New Info Section Page

Content Title
Enter the main content title.

Add Navigation Item
Add the page to the navigation file automatically.

New Page File Name Options

Filename
Provide a file name for this new page. Use only lowercase letters and numbers. Separate words and numbers with dashes.

7. Click **Create**.

New Page - Text

1. Navigate to the folder in which you want the page to appear.
2. Click either the **New button or the arrow**. Clicking the arrow will provide a quick look at which widgets are available, while clicking the New button will provide a larger view.
3. Click **New Page – Text**.
4. Enter ContentTitle. This is the text that will appear at the top of your page.
5. Choose whether you want the new page to appear in the side navigation.
6. Enter the file name. Make sure you keep the .pcf at the end. Follow all formatting instructions on naming. Remember, this text also becomes part of your URL.

The screenshot shows a form titled "New Text Page" with the following fields and options:

- Content Title:** A text input field containing "Content Title". Below it is the instruction: "Enter the main content title."
- Add Navigation Item:** A dropdown menu currently set to "Yes". Below it is the instruction: "Add the page to the navigation file automatically."
- New Page File Name Options:** A section header above a text input field.
- Filename:** A text input field containing "untitled.pcf". Below it is the instruction: "Provide a file name for this new page. Use only lowercase letters and numbers. Separate words and numbers with dashes."

At the bottom right of the form are two buttons: "Cancel" and "Create".

7. Click **Create**.