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 Content Title. 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 | Content Title
Enter the main content title.

Add Navigation Item | Yes ⬍
Add the page to the navigation file automatically.

New Page File Name Options

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

Cancel   Create

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 Content Title. 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 Text Page

Content Title	Content Title
	Enter the main content title.
Add Navigation Item	Yes ⇕
	Add the page to the navigation file automatically.

New Page File Name Options

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

Cancel Create

7. Click **Create**.