

Create New Page

1. Log into website.
2. Navigate to the Page tab.
3. Select a preexisting Page that you want to use as a template.
 - (To save time you are doing to basically do a “Save As” of one Page to create a new Page.)
4. Click the **Copy Page** button in the upper right hand side of the Page.
 - This will automatically create and open the new Page.
5. Immediately give the new Page the correct name.
6. Click **Save Setting** button.
7. Now that the page has been created and properly named, you need to move it to the correct location on the website. Looking at the list of Pages on the left hand side of the screen, scrolls down until you find your new page. Click and drag the new page into that area that it should belong on the website.
8. Now you can edit that page and make whatever changes you need.
9. It is **recommended** that you go into your new Page and update some text to reduce your getting confused about editing the Page you made a copy of.
10. Remember, it is only after you click the **Publish** button that changes will be made visible to the world.