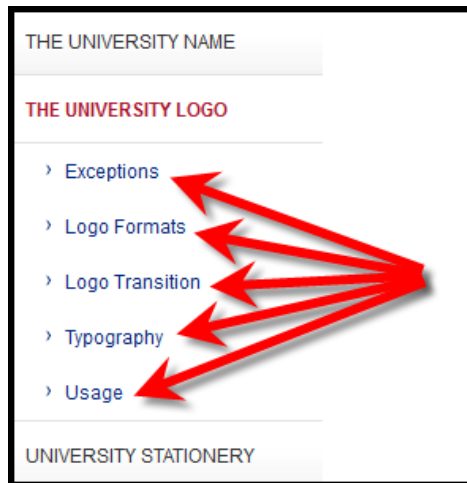
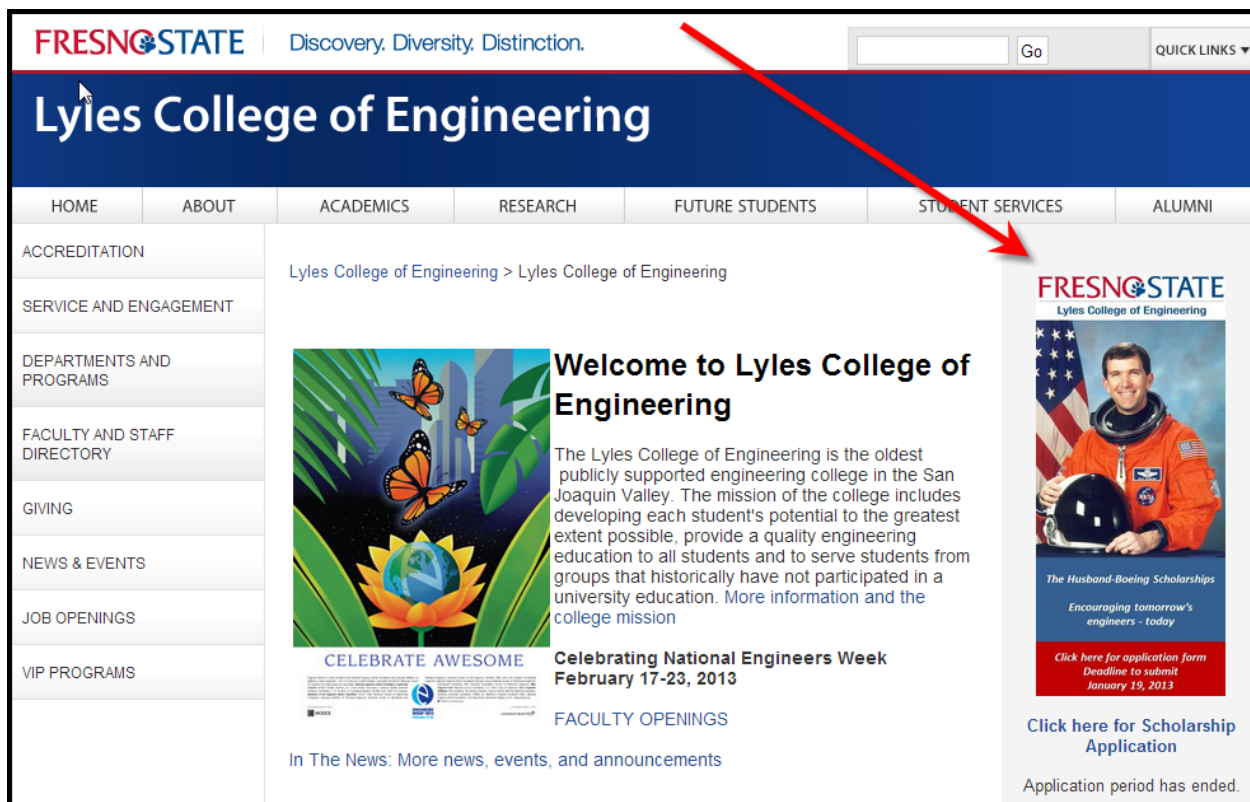


New Page

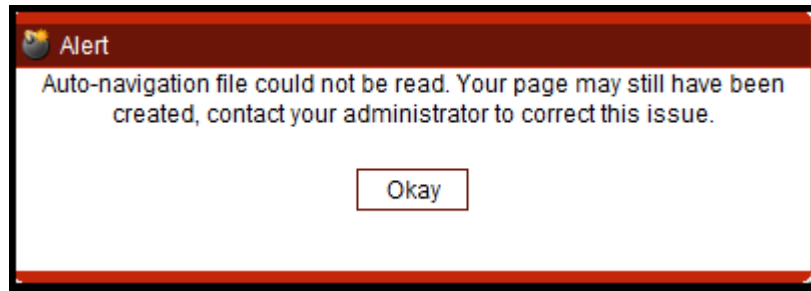


Both Level 6 and Level 8 users can create either two column or three column pages. The difference between these two templates is the two column page does not have a right bar, the three column page, as shown below has a left side navigation, main body, and a right bar which appears as a gray content area.



CREATING A PAGE

1. To create a new page, click on the Content tab. In the Pages List locate where you want the new page to be created.
2. Click on the **“New”** button.



NOTE: *You will need to publish the page to go live. The new page will not appear on the live website until it is sent for approval and/or published*
