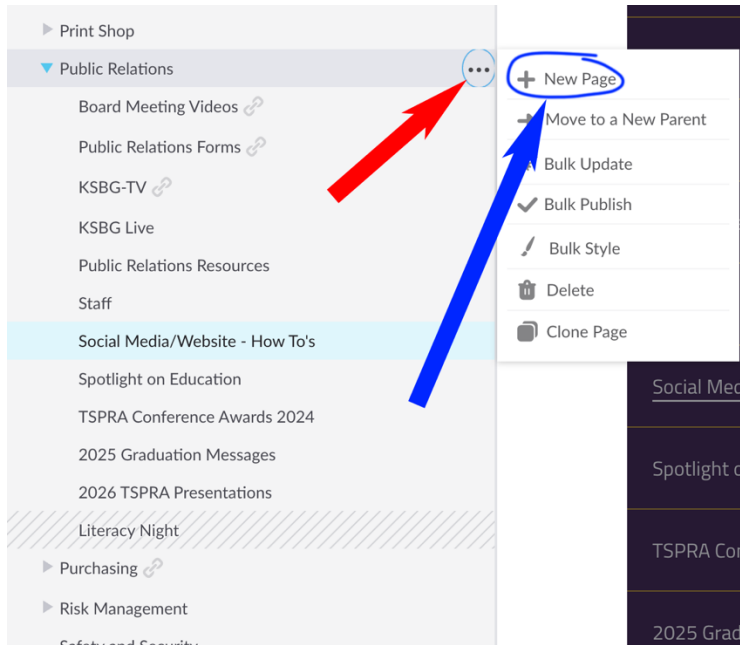
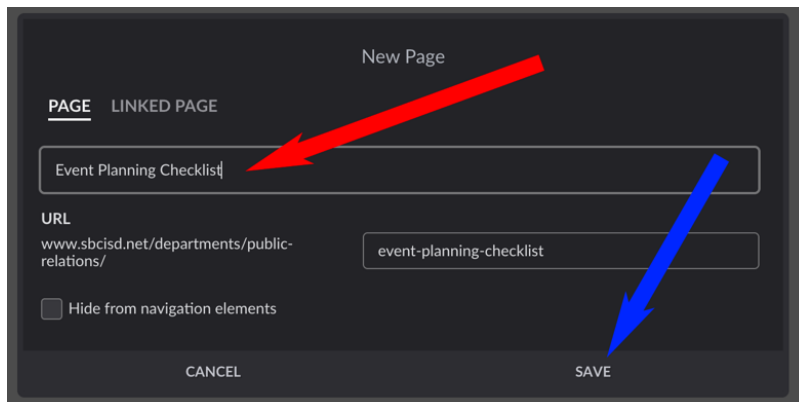


Create a new page

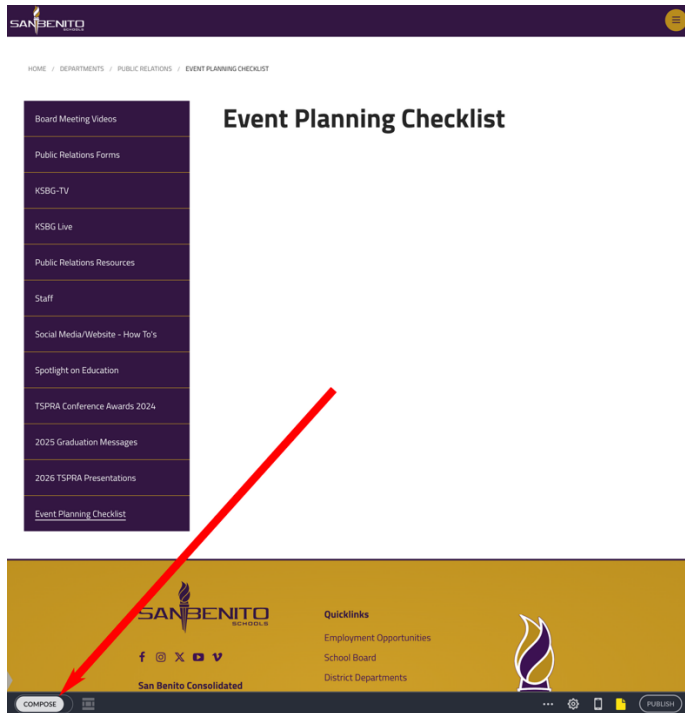
1. *In this example, I am going to create a new page under the PR department.*
Click on the “3 dots” (red arrow) under the folder you want to add a new page. Then click on “New Page” (blue arrow)



2. On the pop up window, name your page and click on SAVE.



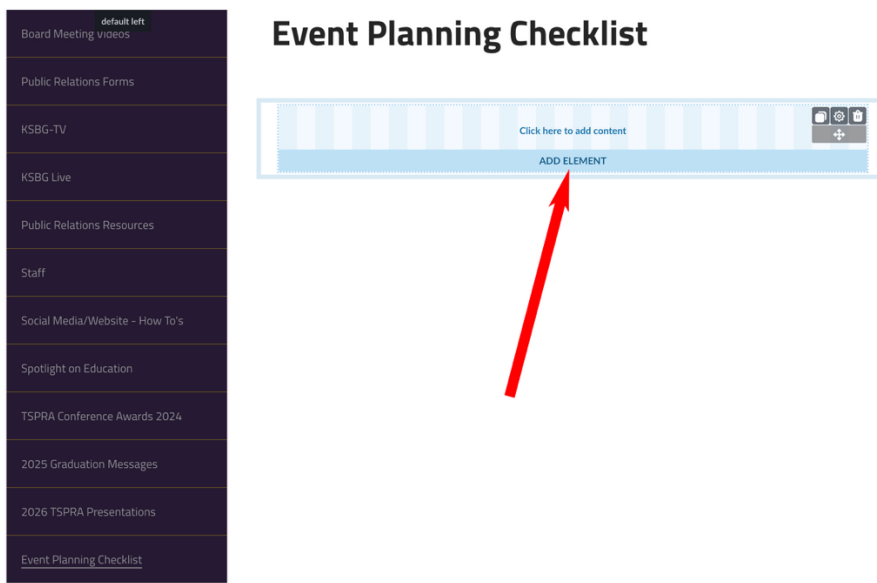
3. The new page has been created. If you're unable to edit the page, click the "COMPOSE" button to toggle to content editing mode.



4. Hover your mouse over the "Click here to add content".

Breadcrumb

HOME / DEPARTMENTS / PUBLIC RELATIONS / EVENT PLANNING CHECKLIST



5. Once you finish editing the page, click on PUBLISH on the lower right hand side.

