

To Add a New Page – Click New Page

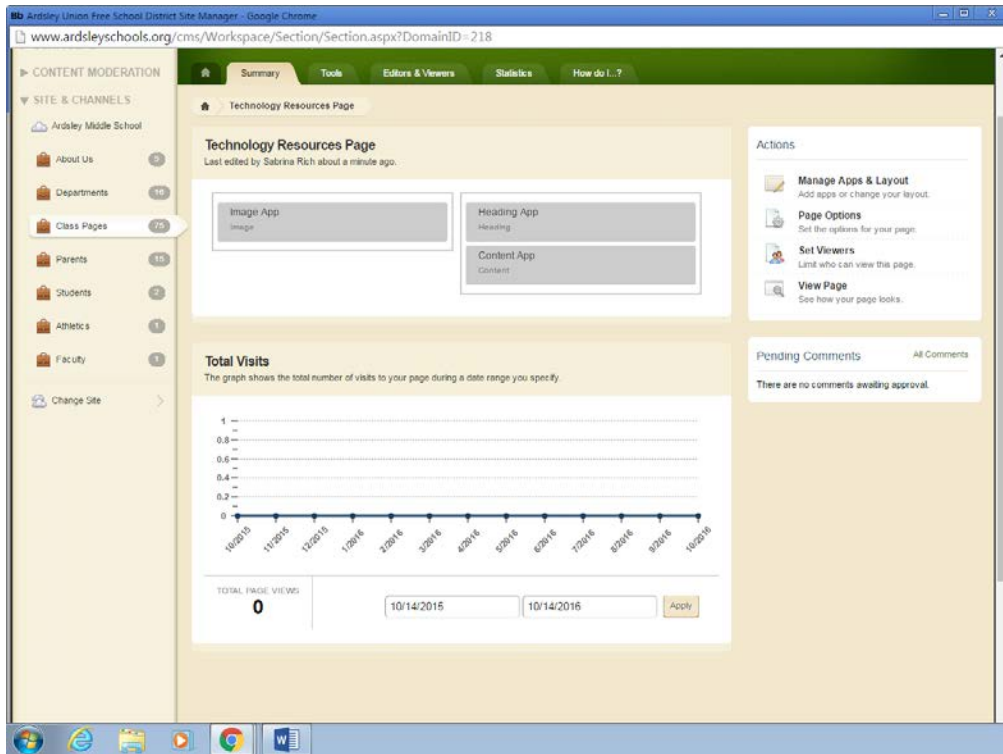
The screenshot shows the 'Current Pages' section of the site manager. A 'New Page' button is highlighted with a red circle. A tooltip menu is open over the 'New Page' button, with 'Page Options' selected and circled in red. The main content area displays a list of pages with their status (Active or Inactive) and an 'Actions' dropdown menu for each. The right sidebar contains 'Common Tools' (Photo Gallery, Forms & Surveys, Files & Folders), 'Pending Comments', and a 'Total Visits' line graph.

STATUS	PAGE	Actions
ACTIVE	Welcome	Actions
INACTIVE	Computers - Grade 6	Actions
ACTIVE	Computers - Grade 5	Actions
ACTIVE	Helpful Videos	Actions
ACTIVE	Course Calendar	Actions
ACTIVE	Course Documents	Actions
ACTIVE	Online Resources	Actions
ACTIVE	Photo Gallery	Actions

Name the Page and select Basic Page – Click Save & Continue

The screenshot shows the 'Page Name' dialog box. The page name is 'Technology Resources'. Below the name, there is a list of page types. The 'Basic Page' type is selected and highlighted in grey. The 'Basic Page' description is: 'The page type keeps things simple with an image app, a heading app and a content app.' At the bottom, there are three buttons: 'Save & Continue', 'Save & Exit', and 'Cancel'.

Return to the Page List by click on the house. You can remove any of the apps you may not use by clicking on Manage Apps and Layout.



Click Organize Pages and drag the new page under the "Parent Page." Be sure to click SAVE!

