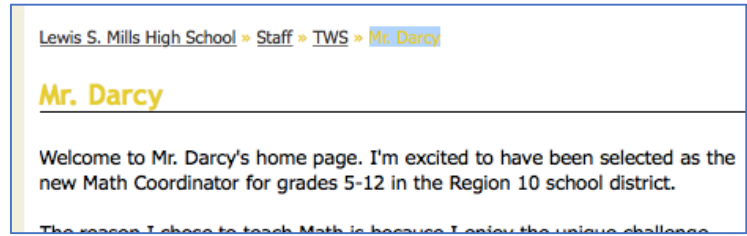
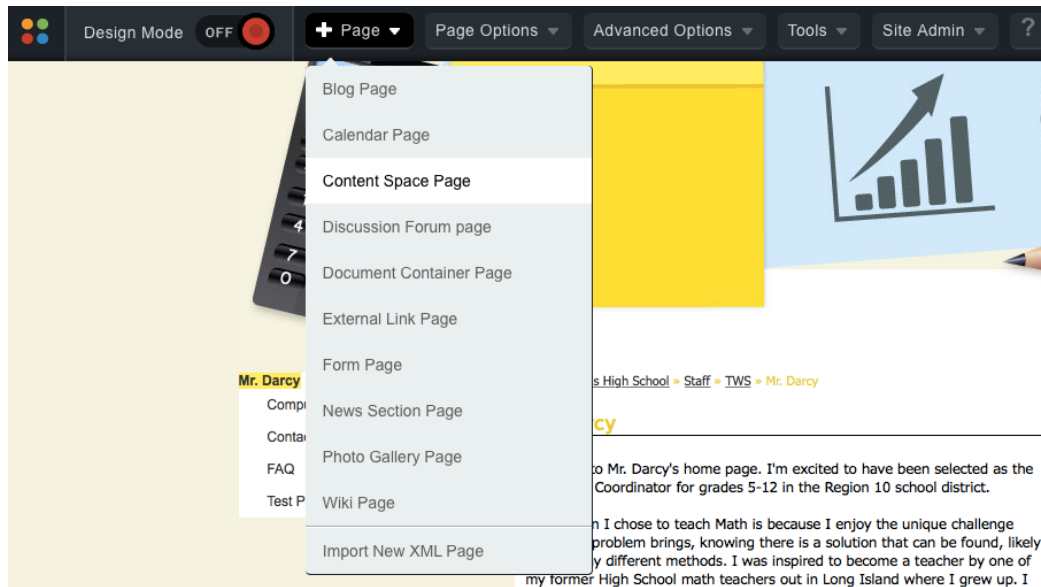


How to add a page.

- Be sure you are your “home” page.
(The one it originally goes to...just after TWS on the links)



- Select + Page, choose Content Space Page (Always choose this option for ease of use)
 - Design mode does NOT need to be on.



- You will see this screen.
 - Title: is what the link will be.
 - Name : Disregard (this will autofill)
 - Select Create Page

A screenshot of a "NEW PAGE" form. It has several input fields: "Title" with a blue arrow icon and an asterisk, "Name" with an asterisk, "Page Owner" with the name "DarcyJ" and a profile picture icon, and "Icon" with a "Select Icon..." link. There is a checkbox labeled "Replace Page Owner's website with this page". At the bottom right, there are "Create Page" and "Cancel" buttons.

- It will then allow you to create the page.
- **Click Publish** to make it go live.
 - It will ask to change from Hidden to Publish → Yes
 - “Save Draft” will make your page, but its tricky to find where it saves to. I recommend just clicking Publish.

Done!