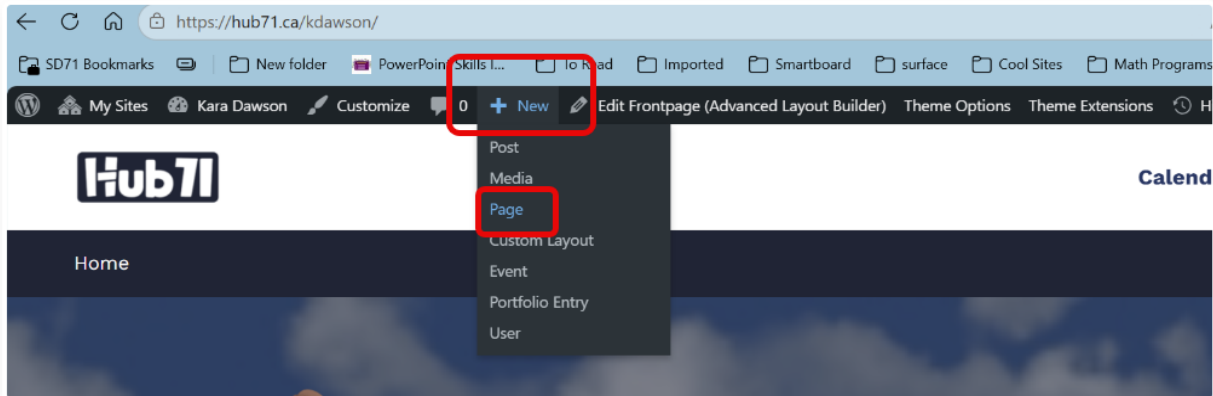


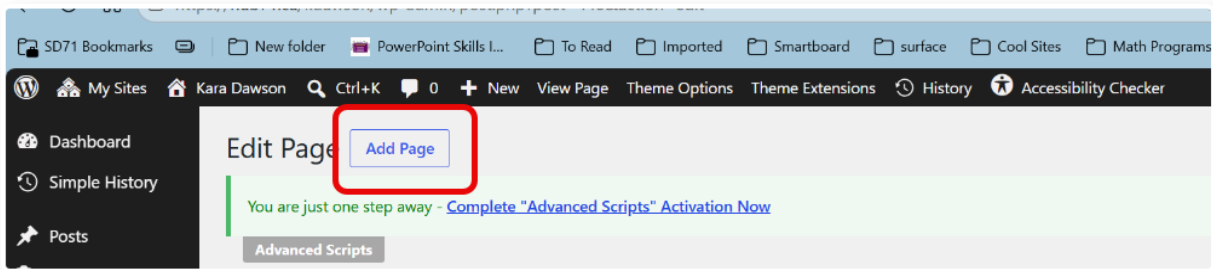
Creating a New Page for Your Hub71 Website

It is easy to create new pages for your website to help organize your information.

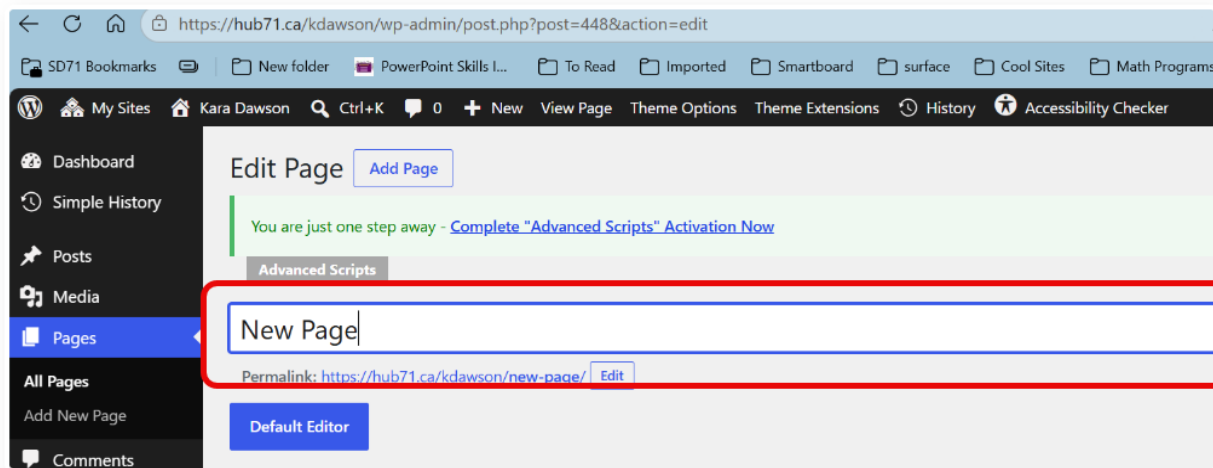
- 1 There are a few different ways to start a new page. After you have logged in to your page to edit it, you can click on **+New** at the top and then select **Page**.



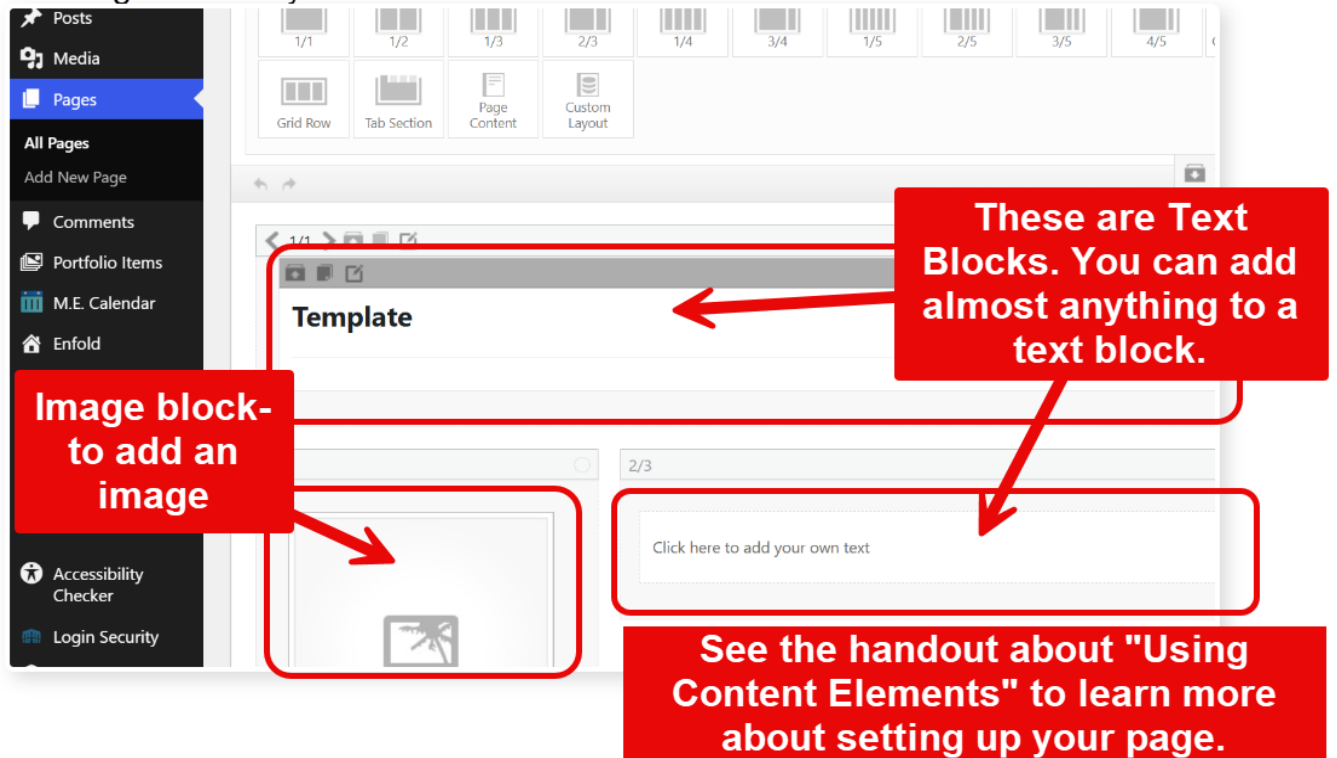
- 2 You can also click on **Add Page** when you are editing to create a new page.



- 3 Delete **New Page** and give your page a title. The address will change when you publish it so this will be in the new URL. This will also be the link at the top of your website to take viewers to your new page.

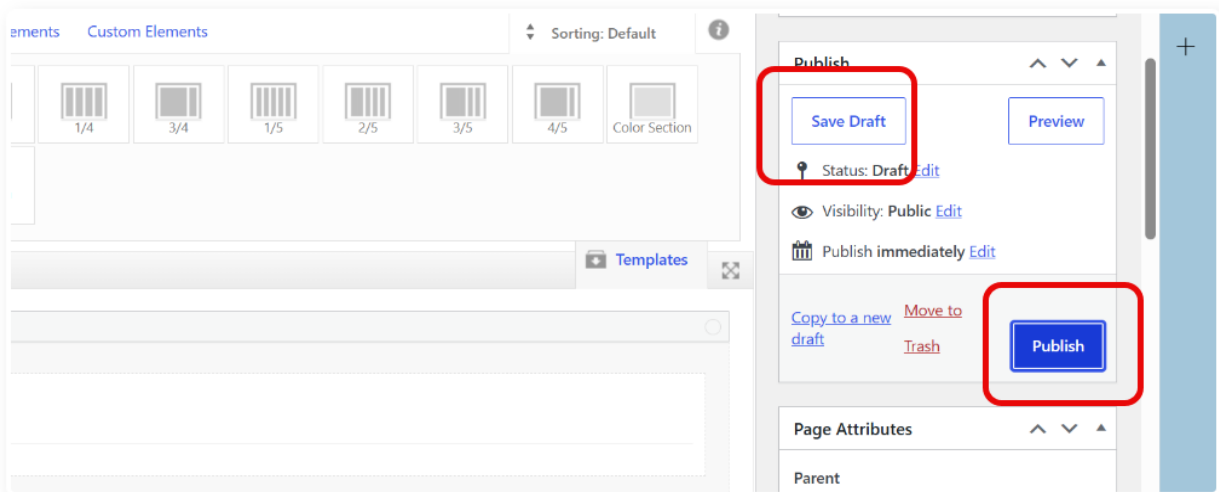


- 4 The page is designed to let you add text and images. You can leave it as is or change it to suit your needs.



The screenshot shows a page editor interface. On the left is a dark sidebar with navigation options: Posts, Media, Pages (highlighted), All Pages, Add New Page, Comments, Portfolio Items, M.E. Calendar, and Enfold. Below these are Accessibility Checker and Login Security. The main workspace shows a 'Template' editor with a grid of content blocks. A top toolbar contains various grid and section options like 'Grid Row', 'Tab Section', 'Page Content', and 'Custom Layout'. A red callout box on the left points to an image placeholder with the text 'Image block- to add an image'. A red callout box on the right points to a text block with the text 'These are Text Blocks. You can add almost anything to a text block.' Another red callout box at the bottom points to a text block with the text 'See the handout about "Using Content Elements" to learn more about setting up your page.' A third red callout box at the bottom right points to a text block with the text 'Click here to add your own text'.

- 5 When you are ready, click **Publish**. This will add a link to your page and make it available for people to see. You can click on **Save Draft** to keep it private and work on it later. To find Draft pages, click on **Pages** on the bar on the left.



The screenshot shows the 'Publish' panel in the page editor. The 'Save Draft' button is highlighted with a red box. Below it, the status is 'Draft' with an 'Edit' link. The visibility is set to 'Public' with an 'Edit' link. The 'Publish immediately' option is also visible with an 'Edit' link. The 'Publish' button is also highlighted with a red box. The 'Page Attributes' section is partially visible at the bottom.