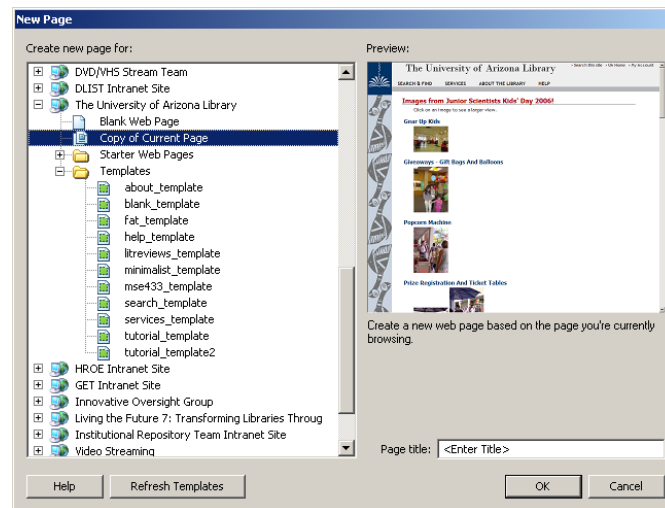

CREATE A NEW PAGE IN CONTRIBUTE

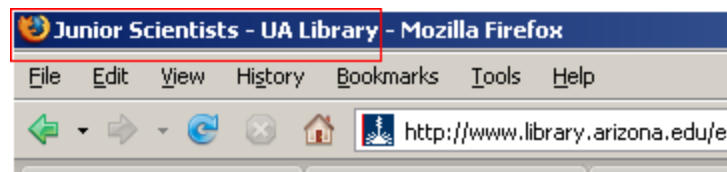
To create a new page in Contribute, browse to a similar page on the same website where you'd like to create the new page.

- Click **File**, and select **"New Page..."**

This dialog window pops up:



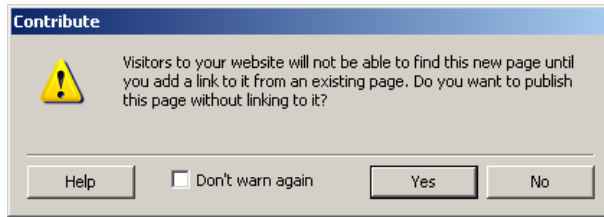
- Select **"Copy of Current Page"** from the choices. An image of that page pops up in the window. Underneath the page image is the field where you enter the page title. This is the title that appears in the Windows identification bar at the top of your browser, outlined in red here:



(You don't have to worry about keeping the "< >" characters in the Page Title field – they don't need to be included in the title...don't know why they're there...)

- Click **OK**

Your new page will appear in the Contribute editing window. Change the Header title and Content information to what you want, then click the **Publish** button. If you have not provided a link to your new page from another document yet, you will see this message pop up:



Click **“Yes”**, and your page will be published.

- Another message pops up asking you to provide a file name for the document. By default Contribute uses the same name you provided for the Title, above. However, the name you enter here becomes the address, (URL), for the page. For example, if you enter **“thisNewPage”** as the title of the page, the URL might look like this:
 - Example: <http://www.library.arizona.edu/folder1/thisNewPage.html>
- Next, in Contribute, browse to the page where you want to provide the link to your new page from. Click **Edit**, and type in the text you want to use to link to your new page. Highlight the text and then **right click** the highlighted text. The first choice on the menu that pops up is **“Insert Link”**. Click that choice. In the **Insert Link** dialog box, you should see the new page you made. Select that page, and click OK. You have provided a link to your new page. Publish and you are done.

