

Add a new page in CMS

- 1) log into the CMS and, in the left column, locate the folder where you want to create a new page
- 2) right-click on the folder and click on **“New”**, then **“HTML Page”**
- 3) on the page that opens up, enter the **“Page Title”** (e.g. Public Lecture in CUB), **“Page URL”** (e.g. public_lecture_in_cub.dot), and select a template for the page; then click Preview for preview, if everything is right, click **“Save”**
- 4) When the new pages loads, click **“Container”** on the top, then **“New Content”** to get to editing area
- 5) fill out **“Title”** and write or copy & paste your content into the **“Body”**. **Please note:** if you are copying from Word, click the small clipboard on the CMS menu with the W on it and then paste.

once you are done with editing, scroll down and select **“Save and Publish”** to place the page online