Creating a New Page

1. Log into dotCMS: http://www.uakron.edu/c
2. Click on Website, the Browser
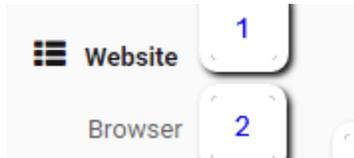
3. Click the "+" to open your folder and navigate to the location for the new webpage. Once you'd located the folder where the page should be located, click on the name of the folder to select it.
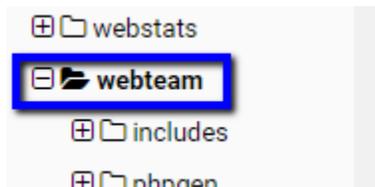
4. Right click on the folder, then choose New, and then Page:
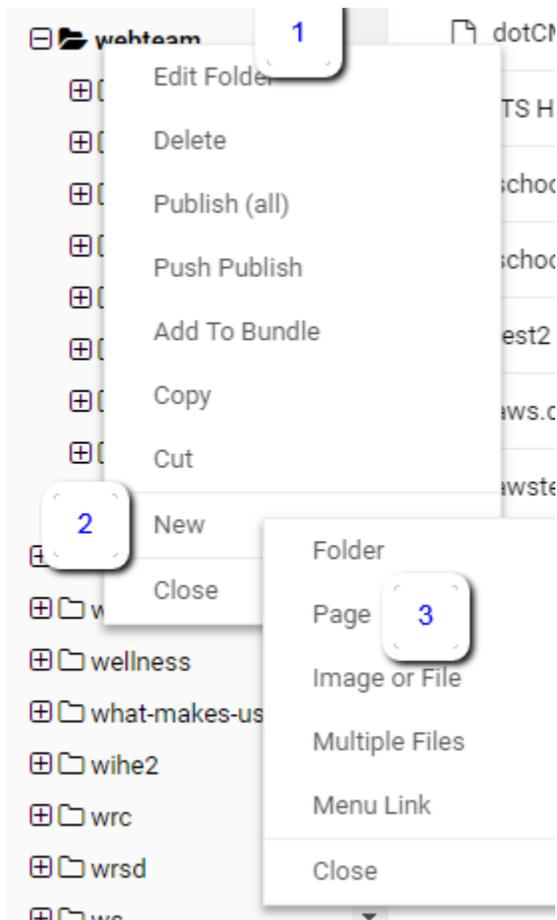
5. A small box will pop up titled Add HTML Page – with Page Asset indicated. Click on Select.
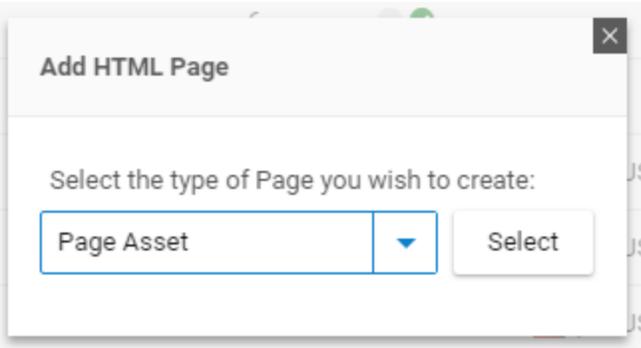
6. You'll need to enter some information to get your new page started
   a. Title: This will be visible to the users and should match the main idea for the page
   b. Host or Folder: This will already be filled in based on the folder you selected.
   c. URL: Enter the Title first, then click this box to fill in the name for the new page. You can edit this as needed to make a shorter page name. Remember – no spaces!

Important Note: The main page in a folder must be called index.dot Other pages can be called something that matches the page and can omit the .dot

   d. Cache TTL: the default of 15 is fine.
   e. Template: You can use the drop down to select your template or start typing in the box to search.

7. Click Save or Save/Publish.   If you select Save only, you'll need to later Publish your Page to make it "live"

Save
Save / Publish
Cancel

8. You'll be taken to a preview of the page. From here you can:
   a. Edit the page by clicking Lock for Editing
   b. Publish the page and make it live (if not already)

Lock for Editing	a
Publish Page	b
Push Publish Page	
Add To Bundle	
Assign Workflow	
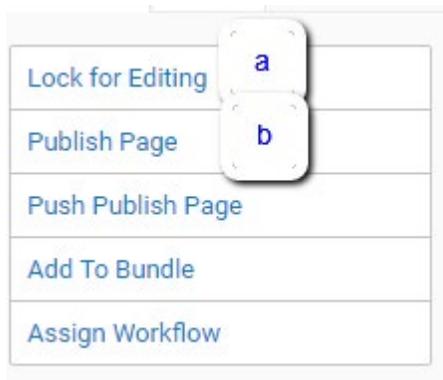
   c. Change the properties of the page (Title, URL, etc.) by clicking Page Properties

Page Properties	c
Page Statistics	
Edit Template	
Create New Page	
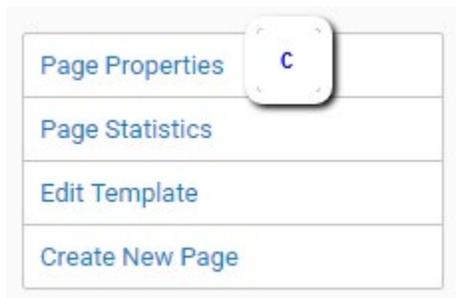
   d. Or click on Browser (under Website) to return to your list of files.

Website

Browser