

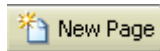
How to Create a New Page in Contribute

NOTE: All new pages must be created from an existing functional webpage which will take on all of that page's features such as top, side and bottom navigation links. The content, text, images, etc. will be changed.

Step 1: Browse to a source page in Contribute.

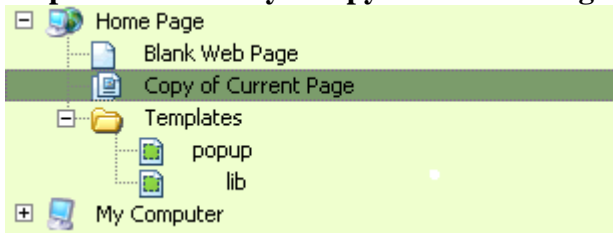
Either browse to or "choose" from the folder icon in the upper right corner of the Contribute browser panel to view the page to be cloned for your new page. Try to choose an existing web page with similar navigation and formatting to the new page you want to create.

Step 2: Choose "New Page."

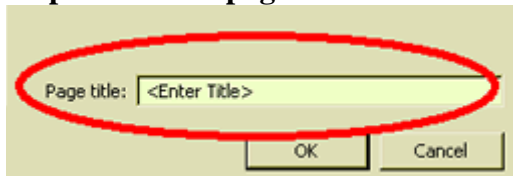


Do not choose "Edit Page."

Step 3: Choose only "Copy of Current Page."



Step 4: Enter a page title which will display in the top bar of the browser window.

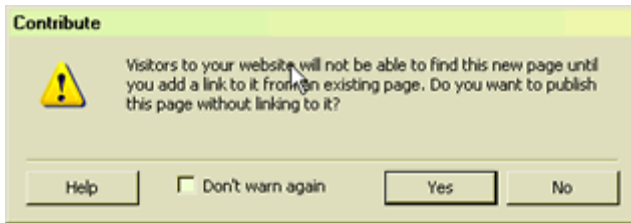


Choose "OK."

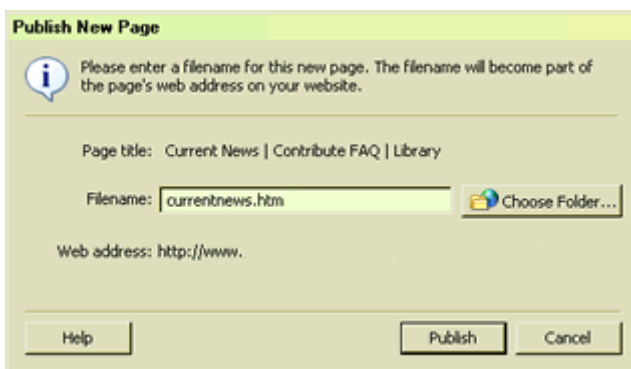
Step 5: Delete unwanted content and add new content to your new page.

Step 6: When new page is completed, hit "Publish."

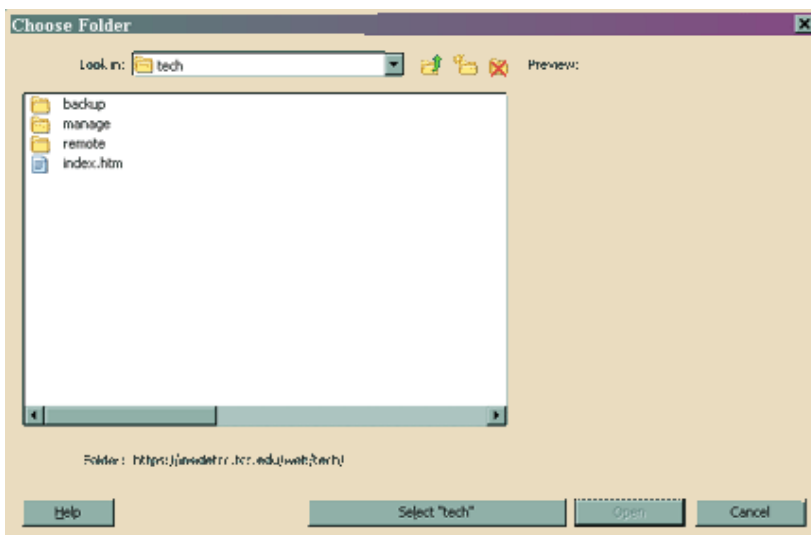
Choose "Yes" in response to the question in the next window:



Step 7: The Publish New Page window shows the page title which Contribute uses to create a Filename. Place your cursor in the Filename and rename your file (if necessary) to a name with no spaces, no special characters, and preferably about 8 characters in length. Add the ".htm" extension to your file name.



If you decide to place your new file in another folder, use the "**Choose Folder**" icon to open the "**Publish New Page**" window which allows you to *either choose another folder* (by double-clicking or using the green arrow/yellow folder icon to find the preferred folder) *or create a new folder* (by double-clicking on the yellow folder with the star beside it) for the new web page. Choose "**Select**" for the folder you highlight (or create) in your directory:



Once you have named the new page and selected the appropriate directory path, choose "**Publish**" in the "**Publish New Page**" window. Contribute will publish the new page.

Step 8: Create a link to the new page or send a request to Webservices@tcc.edu to add a link to the left navigation on your website.