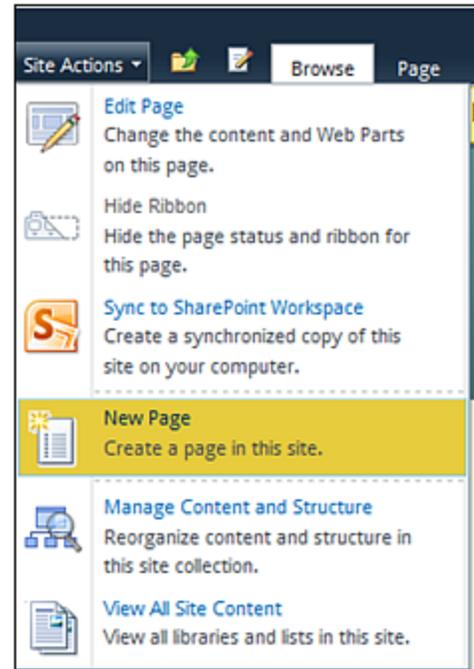


Adding a Page

Once a SharePoint site has been created, **authorized users** can create additional content as needed. This is accomplished by creating individual pages. Pages can only be added to a site. First navigate to the site where you want to add additional content and then use the Editor Login link to sign in.

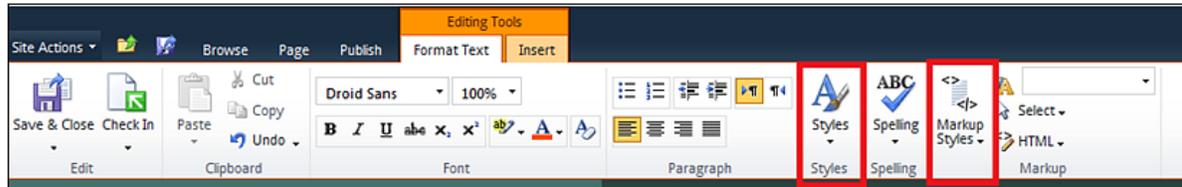
- Place your mouse over **Site Actions**, click on the down arrow to open the various options and click on New Page.
 - Please note, this page will be added at the bottom of the Quick Launch Toolbar. You can change the order of the pages later.
- Enter the new page name in the dialog box. Use lower case letters and/or numbers separated by a dash, do not use spaces or underscores (see [naming-pages reference](#) for guidelines) and click the **Create** button.



- A new page is created and displayed. The **Navigation Title** will show the page name. **Important:** you need to change the **Navigation Title** to reflect the link name you want to appear in the left side navigation bar. Remove any dashes and capitalize words as needed. Finally create a Heading for the page.

- By default, the new page is created as a **Standard Content Type**. However, you can change the template by clicking on **Page Layout** icon. Clicking on the down arrow will show the available layouts.
- To add content, click on the link "[Click here to add new content.](#)"

6. The look and feel (style) of the content has been created exclusively for this site. There is specific styling to follow. Use the **Styles or Markup Styles** icon drop down in the Editing Tools contextual tool bar under Format Text tab to view the options. First, **highlight the text** that you wish to format and you will see the result. If you are satisfied then click



7. You can also create Meta data for the page in the Meta Data Panel when creating the page. It is found at the bottom of the content entry page.

Meta Data Panel

Browser Title/Meta Title

Keywords applied to this page (may contain page keys that were saved last time this page was edited):
DePaul University

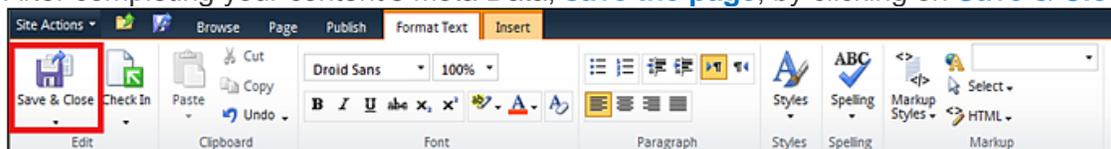
Meta Keywords

Meta Description

Meta title is a title you give your page so that when a person sees a link to your page from a search engine it has a title to go with it. Keywords should be used in this title because the search engine will use the words in the title to help it index your page. Adding a good Meta title to your Web page will help raise its ranking in the search engines.

A Meta description tag is a short HTML paragraph that provides search engines with a description of a pages content for search engine Index purposes. The Meta description tag is not displayed on the website itself, and may or may not be displayed in the search engines listing for that site. Search engines are now giving less importance to Meta description tags in lieu of actual page content.

8. After completing your content's Meta Data, **save the page**, by clicking on **Save & Close**.



9. Now, you need to check In the page so that other authorized users can view your edits/changes. Click on the **Check In** button. This creates a minor version.



10. You will be presented with the dialog box below. It is a good idea to describe the page that you have just created. Use the **Comments** box and when finished click the **Continue** button.



11. You have just completed the first step in creating a page. You have created the content and checked it back in for other editors/members to view. The general public cannot view the page until it is saved as a major version which is what the publishing work flow will do..
12. To start the publishing work flow for the page, click on the **Publish** tab
13. Click on the **Submit** icon on the left side of the ribbon bar to start the approval process.
14. Click on the **Start** button, you do not need to make any entries in any of the boxes or schedules.
15. Wait for the application to finish processing.