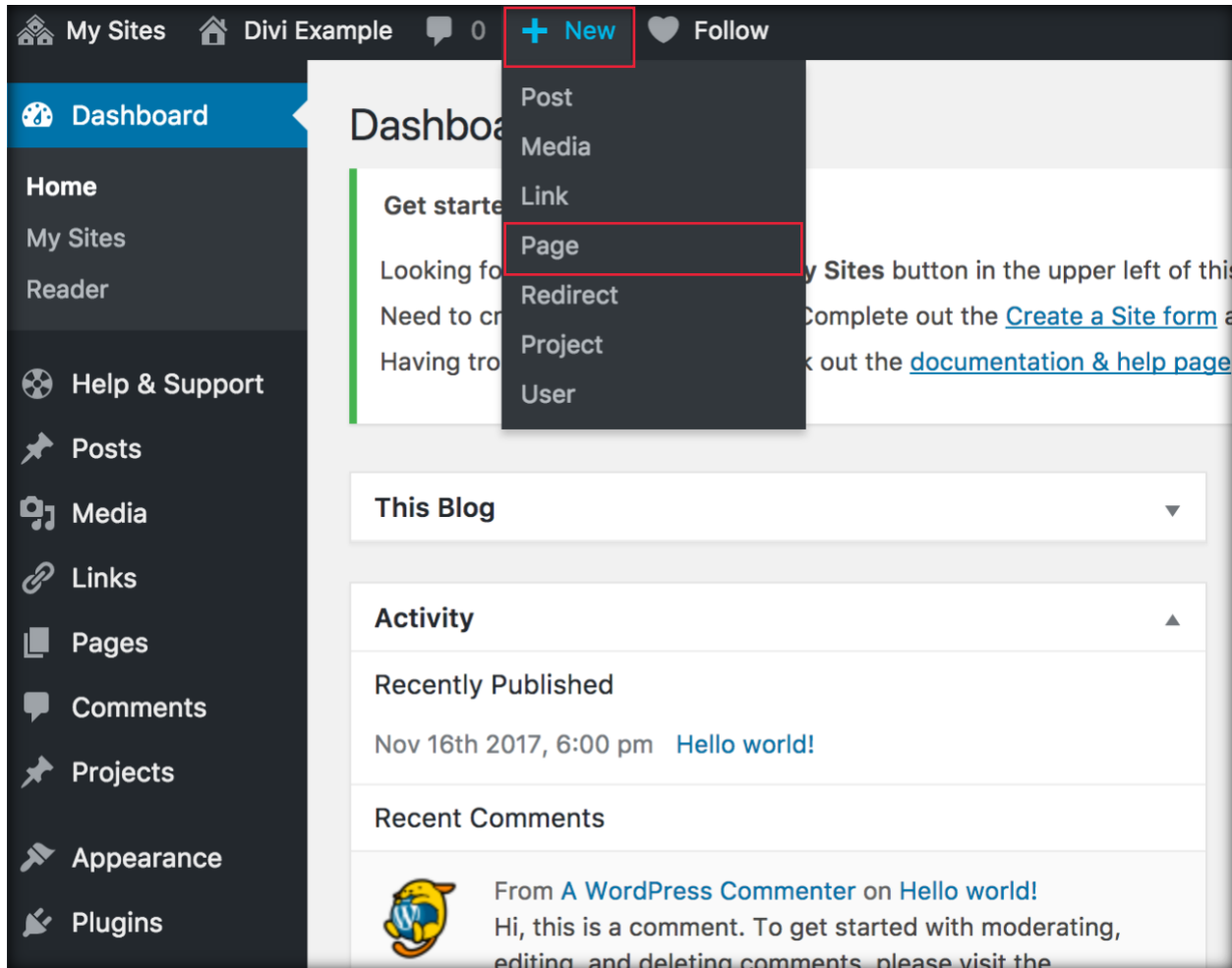


Creating a New Page

When you are logged into NUsites you can add a new page at any time via the admin horizontal navigation bar. Simply hover over the “+ New” option then scroll down and select “Page”.



Please follow these three steps when you create a new page:

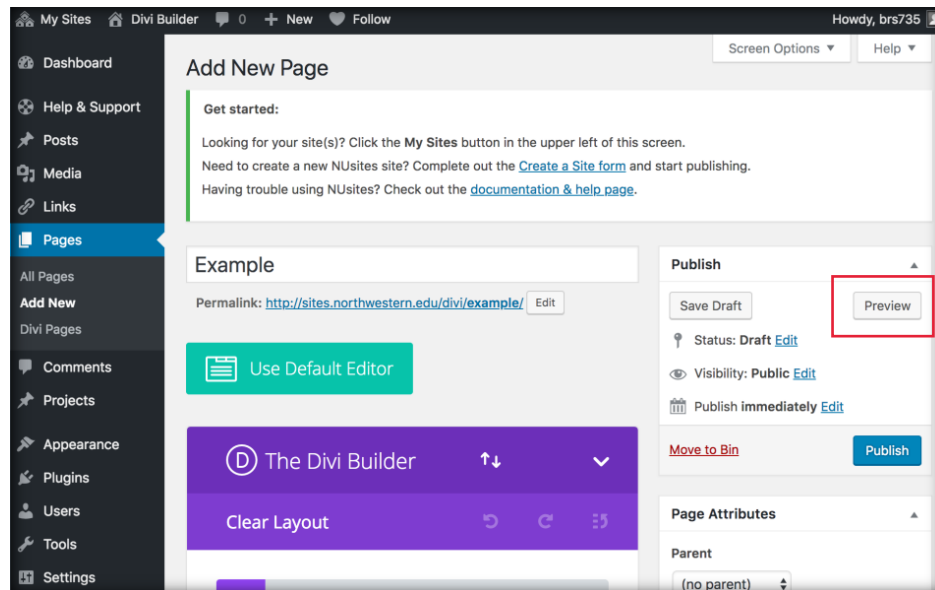
1. Enter a title
2. Select the purple “Use The Divi Builder” option
3. Hit the Publish button to save your page

These three steps ensure that your page is created and saved. Then you can go back and edit the page, add modules to the page, or insert an image.

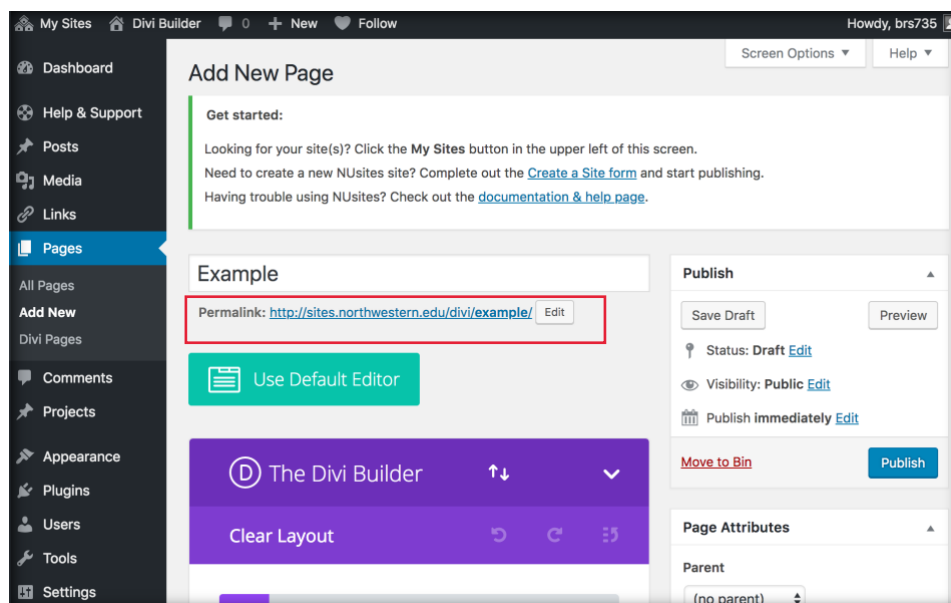
Previewing your New Page

If you would like to preview your new page before you publish it, you have two options.

1. You can click on the “Preview” button on the right-hand side.

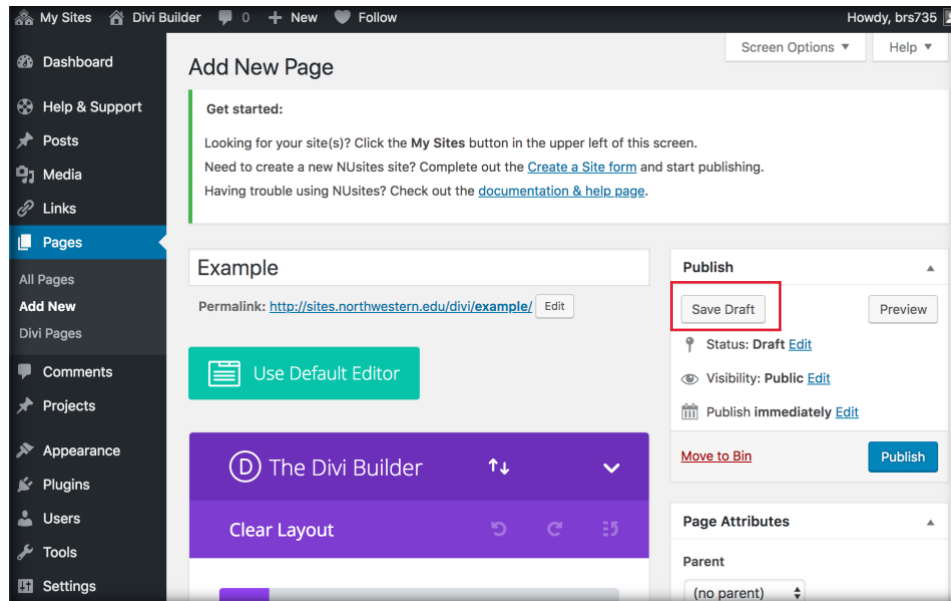


2. Or you can click on the example permalink that is generated once you type in the page name and click out of the title box.



Saving vs Publishing Pages

Once you've added all your content to your Page you have the option of Saving the Page as a Draft or Publishing the page. Clicking the *Save Draft* button will simply save your Page. This is handy if you would like to come back at a later date to add more content or if you're simply not ready to publish yet.



To publish your new page, you just simply hit the blue button that says “Publish”.

