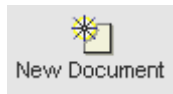
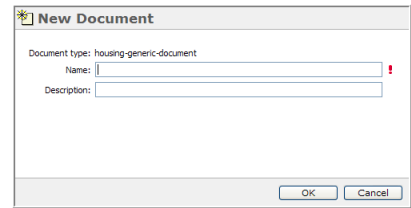


CREATE A NEW PAGE (NOT TOPICS, VIDEOS OR TESTIMONIALS)

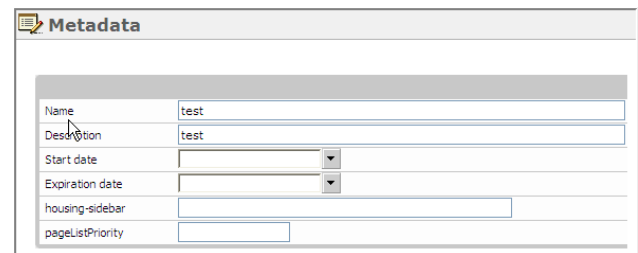
1. Select the folder the new file will be stored in.



2. Click **New Document**.
3. Enter the file name. Use only lower case letters and do not use spaces.
4. Enter a description of the Document.
5. Click OK.
6. Enter the Metadata for the page.

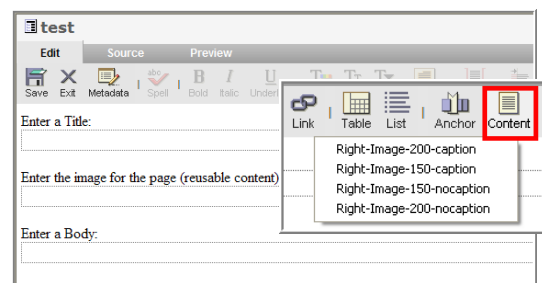
A dialog box titled "New Document". It contains a "Document type" field set to "housing-generic-document", a "Name:" input field, and a "Description:" input field. At the bottom are "OK" and "Cancel" buttons.

- b. Name: Prefilled from previous window.
- c. Description: Prefilled from previous window.
- d. Start date: Leave blank
- e. Expiration date: Leave blank
- f. Housing-sidebar: Enter the name of the sidebar items that the full page should display.
- g. Page Priority (Optional): Enter the number to place the item in the left navigation.
- h. Click OK.

A dialog box titled "Metadata". It contains several input fields: "Name" (prefilled with "test"), "Description" (prefilled with "test"), "Start date" (dropdown), "Expiration date" (dropdown), "housing-sidebar" (text input), and "pageListPriority" (text input). There are "OK" and "Cancel" buttons at the bottom.

7. Enter the Title for the page.
8. Enter and image for the page:

- a. Click in the image box.
- b. Click the Content button on the toolbar.
- c. Select the size and caption option. Images in the body of a page must be either 150 or 200 pixels wide.
- d. If a caption is included, select the default caption text and replace it with the image caption.



- f. Locate and check the image you want to use.

g. Enter ALT text for the Image.

h. Click OK.


i. Resize the image as needed.

9. Enter the body of the page. If the text is saved in Word, copy and paste through Notepad into Collage.




10. Click  .

11. Preview the page

a. Click the  tab.

12. Close the editor

a. From the Toolbar, click  .

13. Close Collage.