How to Create a New Webpage

To create a webpage that’s linked from a Microsite’s nested navigation:

1. Make sure you are within the folder of the microsite. Not in the root of the site.
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3. A new window will appear.
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3. Enter your **Page Title**. The page title will be visible on the webpage in the breadcrumb area. The text can be capitalized and spaces can be used for multiple words.

   ![Page Title Example]

   *Give your page a title.*

4. Enter your **Filename**. The text should be lowercase with no spaces.

   ![Filename Example]

   *Provide a filename for this new page. Use only letters, numbers and underscores.*

5. Select the blue **Create** button.