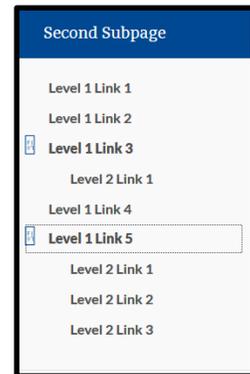
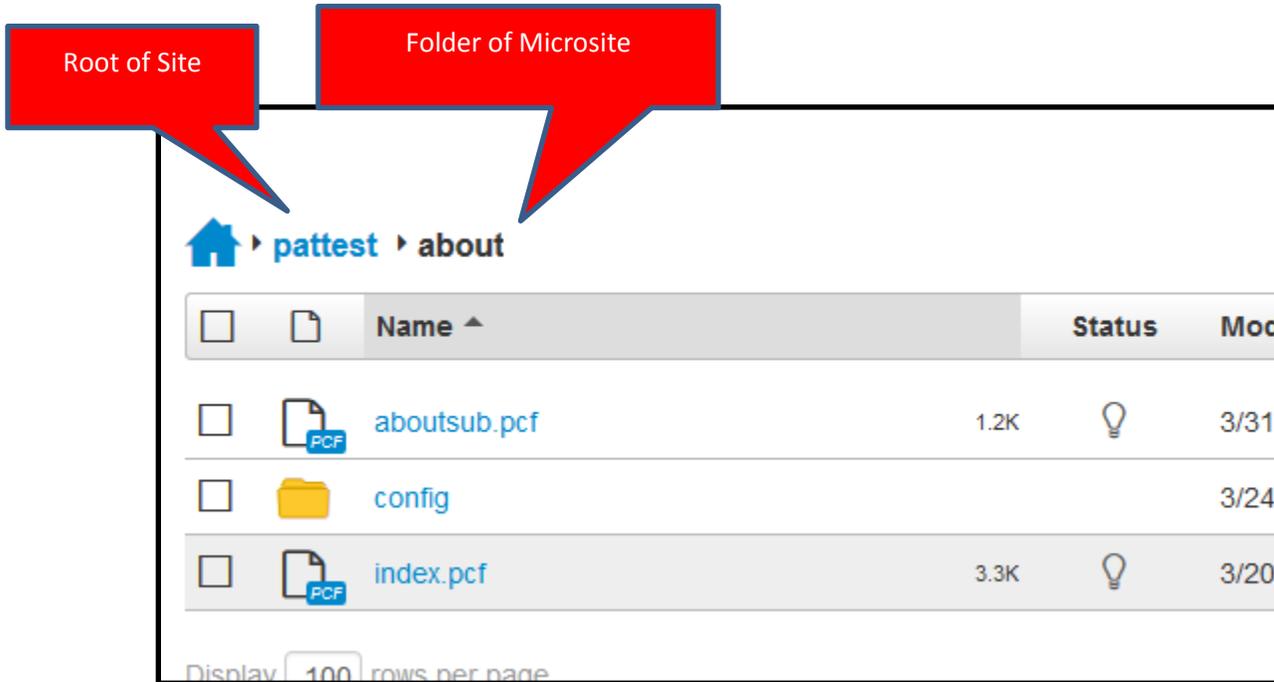


# How to Create a New Webpage

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

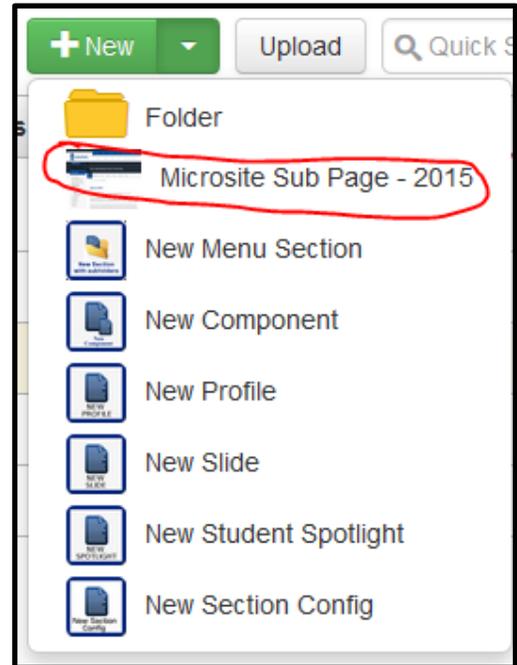


1. Make sure you are within the folder of the microsite. Not in the root of the site.

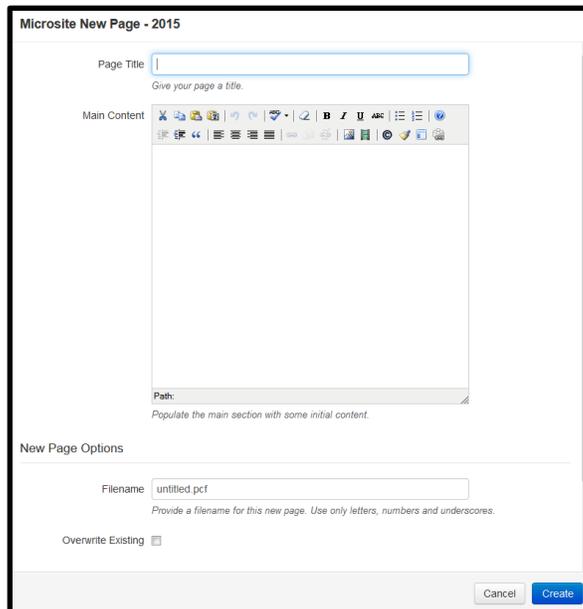


# How to Create a New Webpage

2. Select New Button. Then select Microsite Sub Page – 2015.

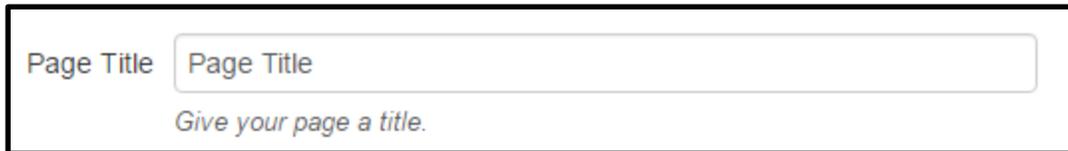


3. A new window will appear.



## How to Create a New Webpage

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.



A screenshot of a form field for entering a page title. The label 'Page Title' is on the left. The input field contains the text 'Page Title'. Below the input field is the instruction: 'Give your page a title.'

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



A screenshot of a form field for entering a filename. The label 'Filename' is on the left. The input field contains the text 'untitled.pcf'. Below the input field is the instruction: 'Provide a filename for this new page. Use only letters, numbers and underscores.'

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

