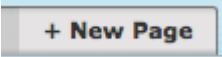
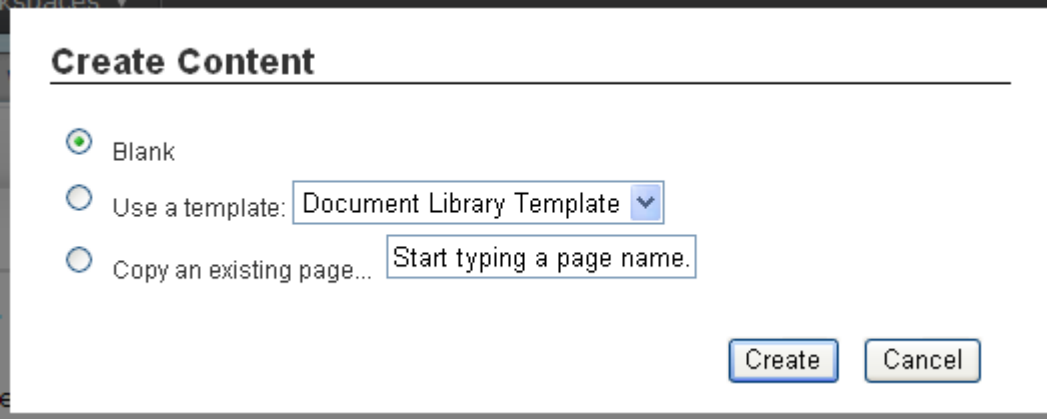


How do I make a new page?

Up: [Workspace Tour - Table of Contents](#)

Back: [How do I make links?](#)

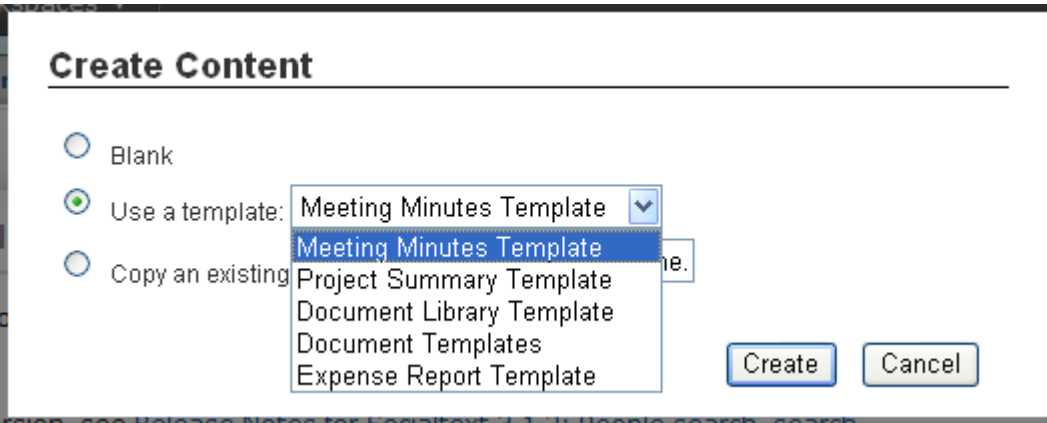
Within any of your workspaces click the **New Page** button  in the *workspace navigation bar*. This will open the following dialog box:



The 'Create Content' dialog box has a title bar and a header section. Below the header, there are three radio buttons: 'Blank' (selected), 'Use a template:', and 'Copy an existing page...'. The 'Use a template:' option has a dropdown menu showing 'Document Library Template'. The 'Copy an existing page...' option has a text input field with the placeholder text 'Start typing a page name.'. At the bottom right, there are two buttons: 'Create' and 'Cancel'.

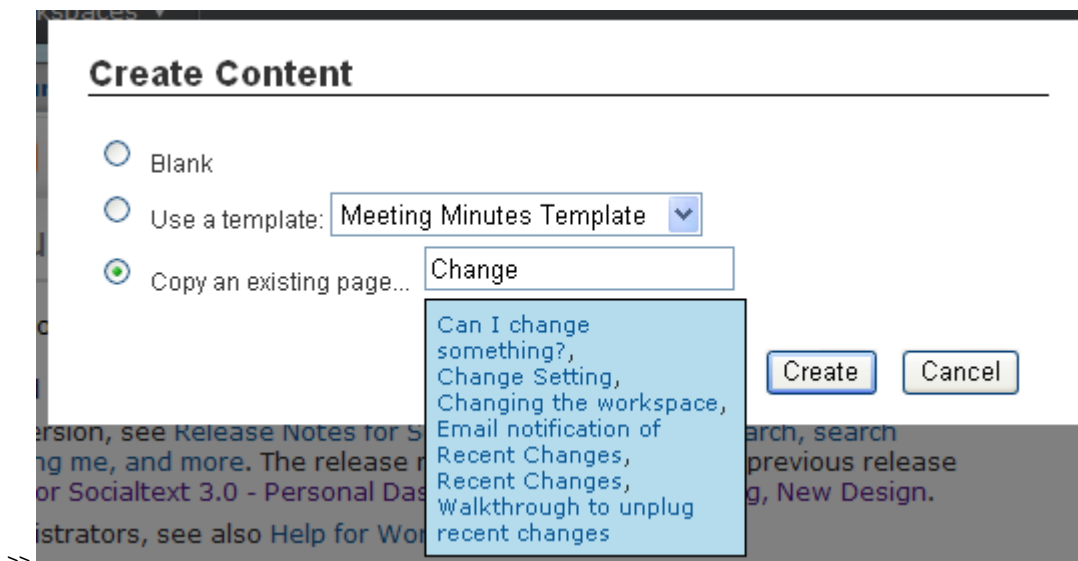
By default, the **Blank** radio button is selected. This will create a blank, untitled page.

You can also choose to **Use a template**. By clicking the arrow on the drop-down box you can see various templates with which you can model your page. Click on the desired template title to select. Any page that has been tagged with the word 'Template' will show up in this list. You can make your own templates. Simply [tag](#) the new page as 'Template'.

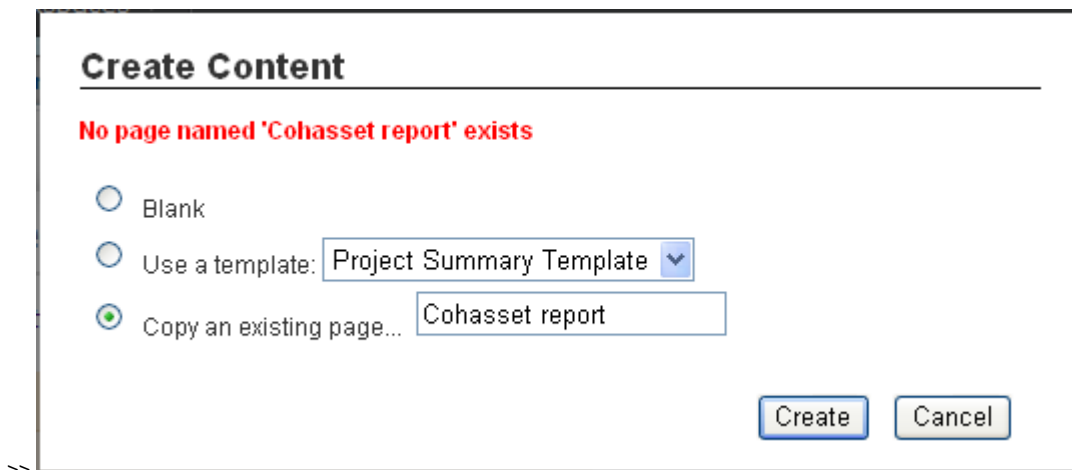


The 'Create Content' dialog box is shown with the 'Use a template:' radio button selected. The dropdown menu is open, showing a list of templates: 'Meeting Minutes Template' (highlighted), 'Project Summary Template', 'Document Library Template', 'Document Templates', and 'Expense Report Template'. The 'Copy an existing page...' option is partially visible on the left. The 'Create' and 'Cancel' buttons are at the bottom right.

To make a copy of a page, use the **Copy an existing page ...** feature. As you start typing the name of the page you wish to copy, a list of pages matching your text will appear:

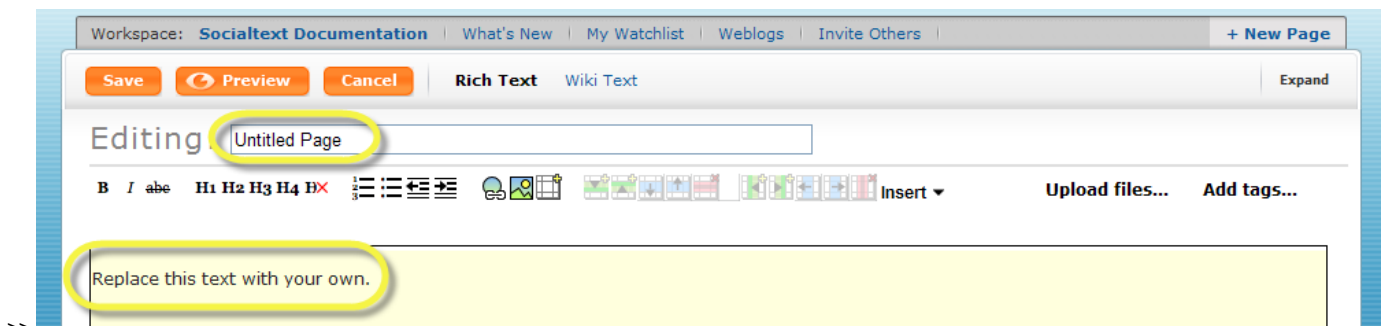



This list contains pages within your workspace. Click on any to select or continue typing. If you choose a page that does not exist within your workspace, you will receive the following error:



When you have made your choice, click the **Create** button to create the page. (Clicking **Cancel** will close the dialog box without any action.)

You will now see a new page to edit. Change the name of the page by editing the title in the field on top. Put the text of the page in the larger space below. Click the green **Save** button.



You can also create a new page by making a link on an existing page. While editing, select the text to link and click on  in the toolbar. You can also put the name of the page you wish to create in square brackets, like this: [Title of New Page](#).

After saving, the link will appear with a dashed underline, which means the link refers to page that does not exist. Whenever you click on a dashed link, you can create the missing page.

To practice, try making a new page with your name as a title using either method.

Congratulations! You know how to use a workspace