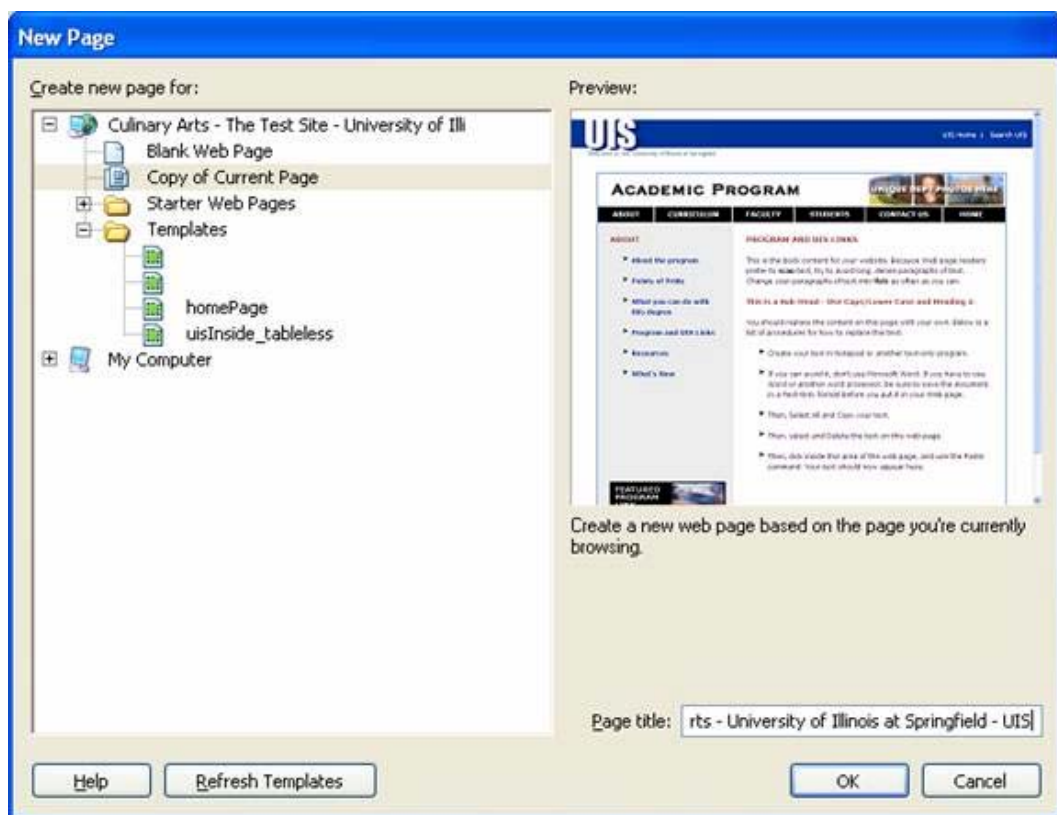


Creating a New Page from an Existing Page

Adobe Contribute can create a new web page that is based on an existing page. This allows you to easily create a new page when it only needs to be slightly different from an existing one. When creating a new page from an existing page it is important to make sure that the proper navigation will still be available in the new page.

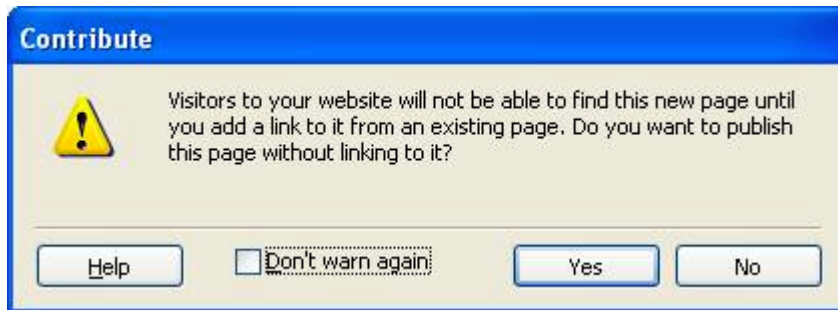
1. While in Contribute, navigate to the page that you desire to re-create [the existing page that you want your new page to be similar to]. For example, you wish to create a new page with the same set of navigation items that appear on the left of the current page.
2. Click **File > New Page...**, which will display the “New Page” screen in the top-left portion of your screen



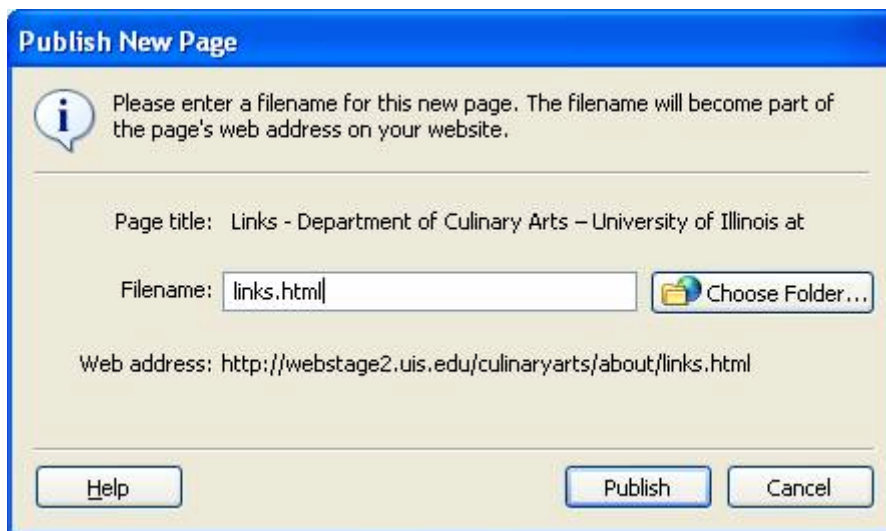
3. Click on **Copy of Current Page** to select it.
4. In the area next to “Page title:” you need to enter the name of the new page you are creating. This should be done in the manner described by the UIS Office of Web Services:
 - The standard UIS format for Page Titles is *“Name of Page – Name of Department – University of Illinois at Springfield – UIS.”*
5. Click **OK**.
6. Your new page has been created. You are now in Edit mode and you may begin changing the content of the page.

Publishing a New Page

1. When you are finished making changes, save your page and click **Publish** to publish the page.
2. Contribute will remind you that while the page is published, you have not linked to it from your department's website.



3. Click **Yes**.
4. Contribute will now ask for the "Filename" of the new web page. This will be the actual name *at the end* of the URL.



Following the guidelines of the UIS Office of Web Services, the Filename must be:

- short and completely in lower case;
 - without spaces or special characters;
 - must be followed by **.html**
5. Click **Choose Folder** to make sure the page is being saved in the proper location. Your program or department website comprises of several folders.
 6. Click on **Publish**.
 7. Click **OK**.