

Steps for creating a new page:

1. Once logged in to Sitefinity, locate your department and expand the architecture tree:

☐	☑	Department of Neurology Published	View	Actions	22 Dec, 2011 Philip Zorn
☐	▶	General Information Group page		Actions	23 Jan, 2012 Philip Zorn
☐	▶	Department Divisions Group page		Actions	23 Jan, 2012 Philip Zorn
☐	▶	Academic Information Group page		Actions	24 Jan, 2012 Philip Zorn
☐	☑	For Residents Published	View	Actions	24 Jan, 2012 Philip Zorn
☐	☑	For Faculty Published	View	Actions	24 Jan, 2012 Philip Zorn
☐	☐	For Patients Redirecting page	View	Actions	24 Jan, 2012 Philip Zorn

2. On the appropriate parent page click **Actions** and select "Create a Child Page":

☐	☑	Department of Neurology Published	View	Actions	22 Dec, 2011 Philip Zorn
☐	▶	General Information Group page		Actions	23 Jan, 2012 Philip Zorn
☐	▶	Department Divisions Group page			23 Jan, 2012 Philip Zorn
☐	▶	Academic Information Group page			24 Jan, 2012 Philip Zorn
☐	☑	For Residents Published	View		24 Jan, 2012 Philip Zorn
☐	☑	For Faculty Published	View		24 Jan, 2012 Philip Zorn
☐	☐	For Patients Redirecting page	View		24 Jan, 2012 Philip Zorn
☐	▶	Department of Neurosurgery Published	View		22 Dec, 2011 Philip Zorn
☐	▶	Department of Obstetrics and Gynecology Published	View		22 Dec, 2011 Philip Zorn
☐	▶	Department of Orthopedic Surgery and Rehabilitation Published	View		22 Dec, 2011 Philip Zorn
☐	▶	Department of Otorhinolaryngology	View	Actions	22 Dec, 2011

☑ **Actions**

☑ Delete

☑ Create a child page

Edit...

☑ Title & Properties

☑ Permissions

Change

☑ Owner

Move...

☑ Up

☑ Down

3. Title the page in the "Name" field:

Create a page

Name

Displayed in navigation. Example: *About Us*

4. Fill in an appropriate “Title for search engines”:

Title for search engines

Displayed in browser titlebar and in search results. Make it more descriptive

i.e. Department of Neruology – “page name”

5. For search engine purposes, fill out a page description and keywords. The page description should be a short once sentence description of the page, or simply just the page title you used in “title for search engines”. The keywords should include the academic department, page name, and commonly used words on the page:

▼ Description, Keywords

Description

Keywords

Separate keywords with comma.
Example: *music, guitar, song*

6. Choose the correct department template under “Do you want this template to be based on another template”:

Do you want this template to be based on another template?

Use template

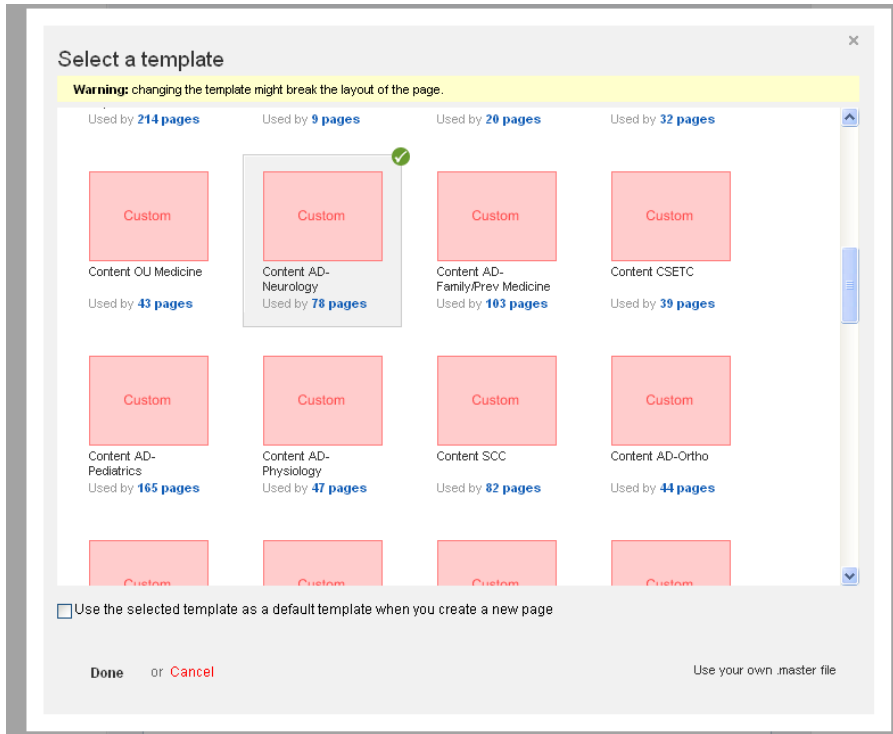
Custom

Content AD-Anesthesiology

Select another Template

Don't use template (start from scratch)

7. Click "Select another Template" and choose from the thumbnails:



8. Click "Create and go to add content":

Create and go to add content

Create and return to Pages

Back to Pages