Adding a New Page
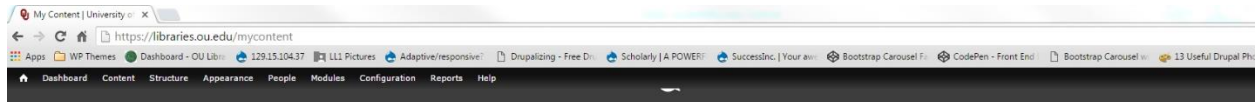
First, determine what kind of page you need to add. Is it a Service, Location, Policy, etc.? Once you decide, go to https://libraries.ou.edu/mycontent. This will bring you to your dashboard. Click on the name of the type of content you want to add. For this example, **Service** will be chosen.

The next page should feature blank fields. You will see the title field, a checkbox to indicate "Draft" form, controls for adding Sections, and various options housed under the tabs below.

In order to enter your content, you will need to begin by adding the Sections required. You might choose to start with a Section header. Select it from the dropdown menu labeled **Section type**. Then click **Add new Section.** This produces the field for you to input your desired Header.
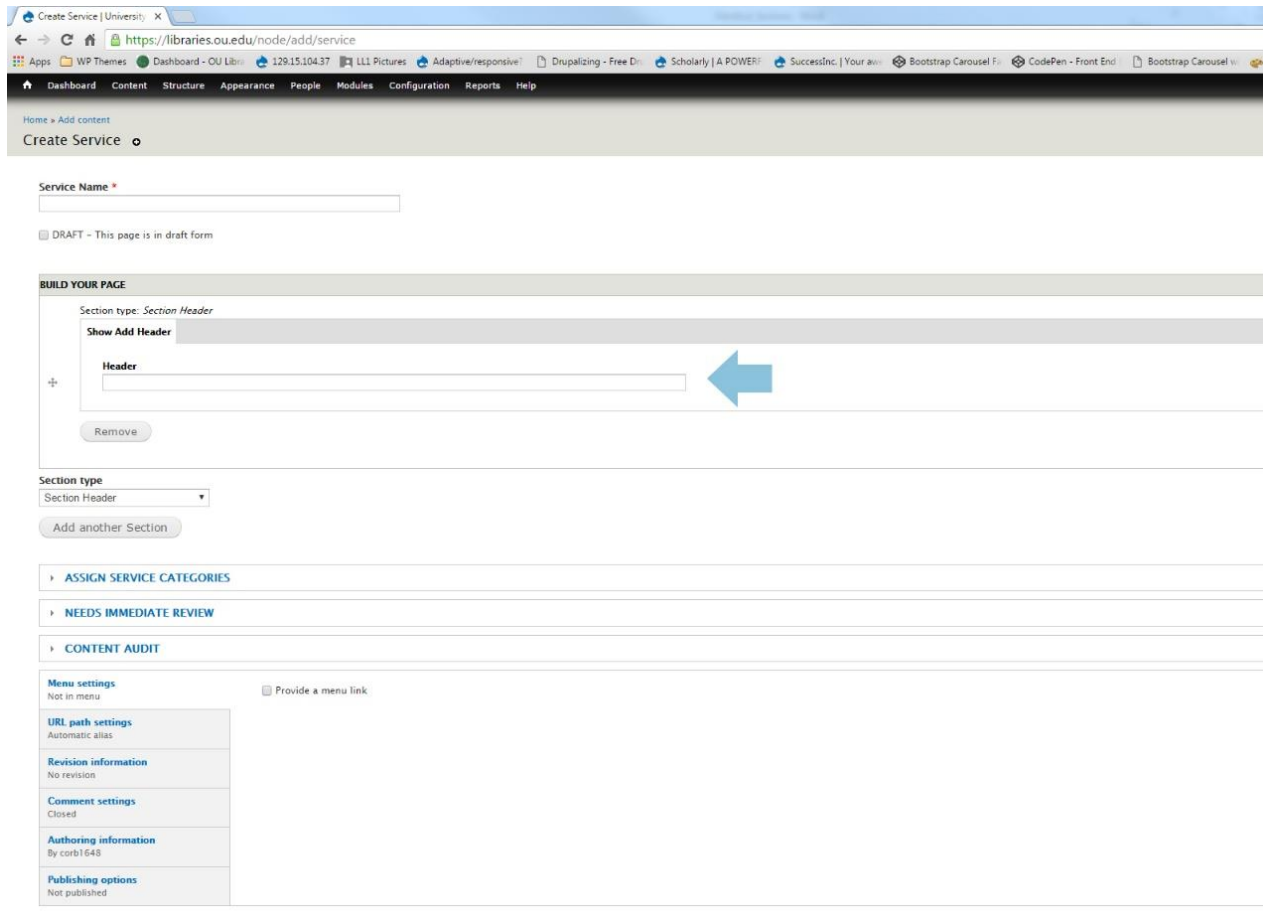
Please note that you can, if you like, choose all necessary Section types before editing them. You can also then drag and drop them to place them in the desired order.
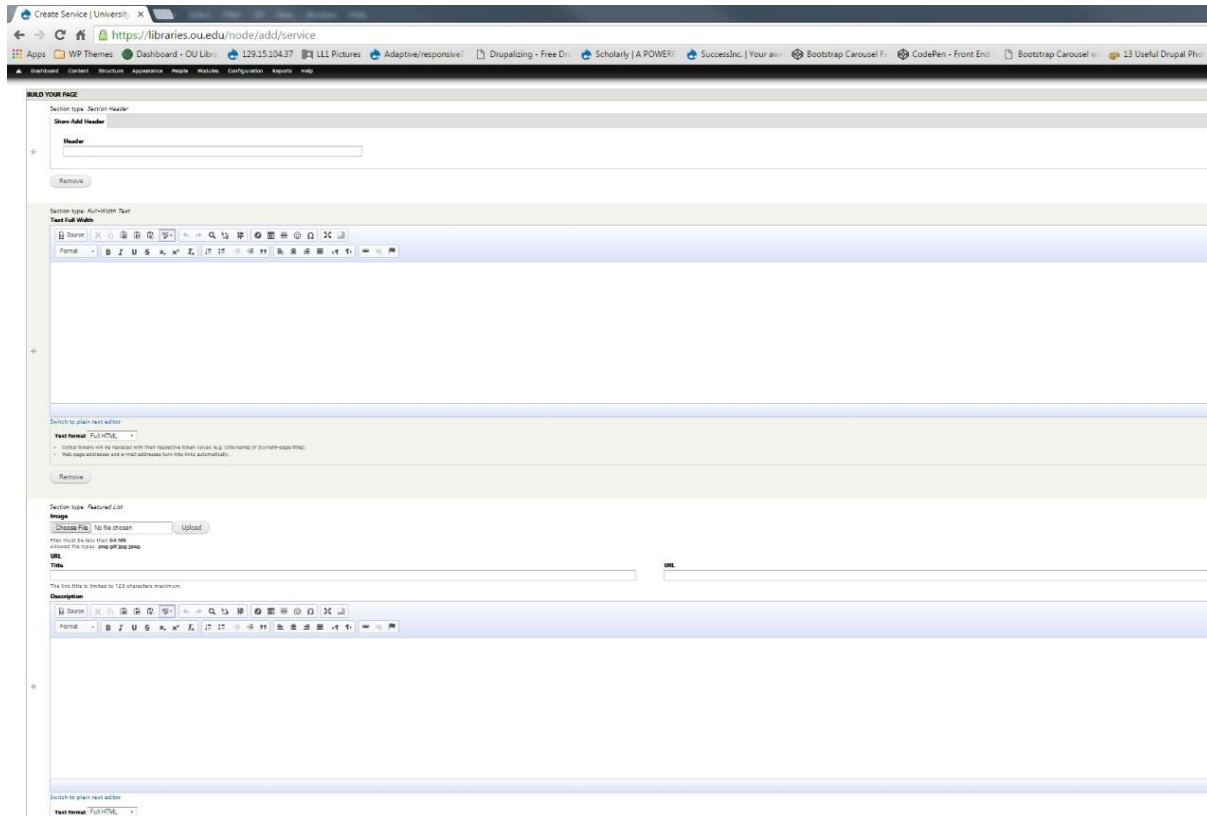
Don't forget the **tabs** below the Sections area as well. In this example, for a Service page, you will need to set which categories this particular item belongs to (ie. Faculty/Staff, Visitor, etc.)
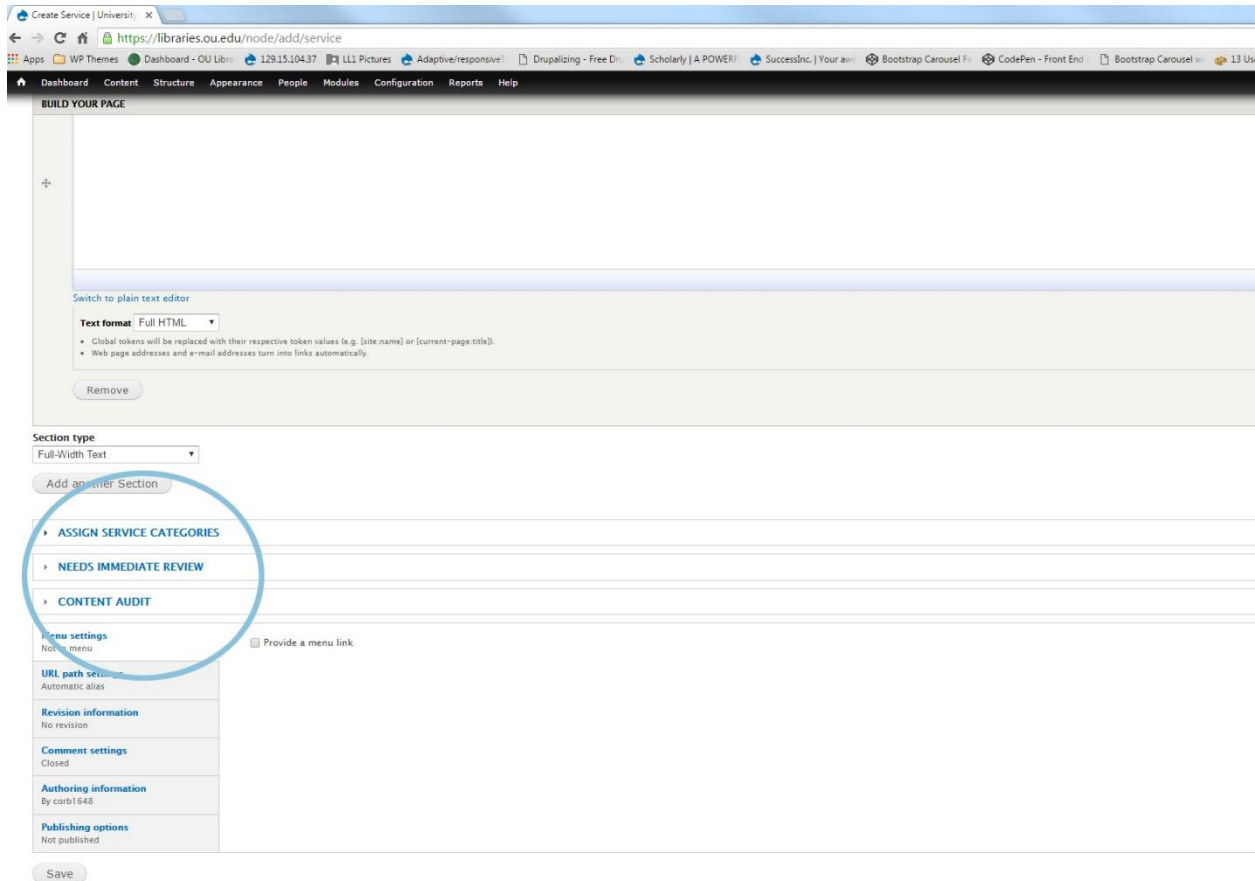
The Content Administrator will flag the page upon initial submission for review, so you should **NOT** check the box or worry about this "Needs Immediate Review" tab when adding a new page.

Under the "Content Audit" tab, you DO need to put in your name as the content maintainer for this new page. You should also enter the date of the page's creation in the date field under "Last Audit Date".

Once you finish adding all of the Sections and content needed, then scroll down and click **Save**. It will not be published immediately, so you will be able to make edits before it is live on the site, subject to approval.
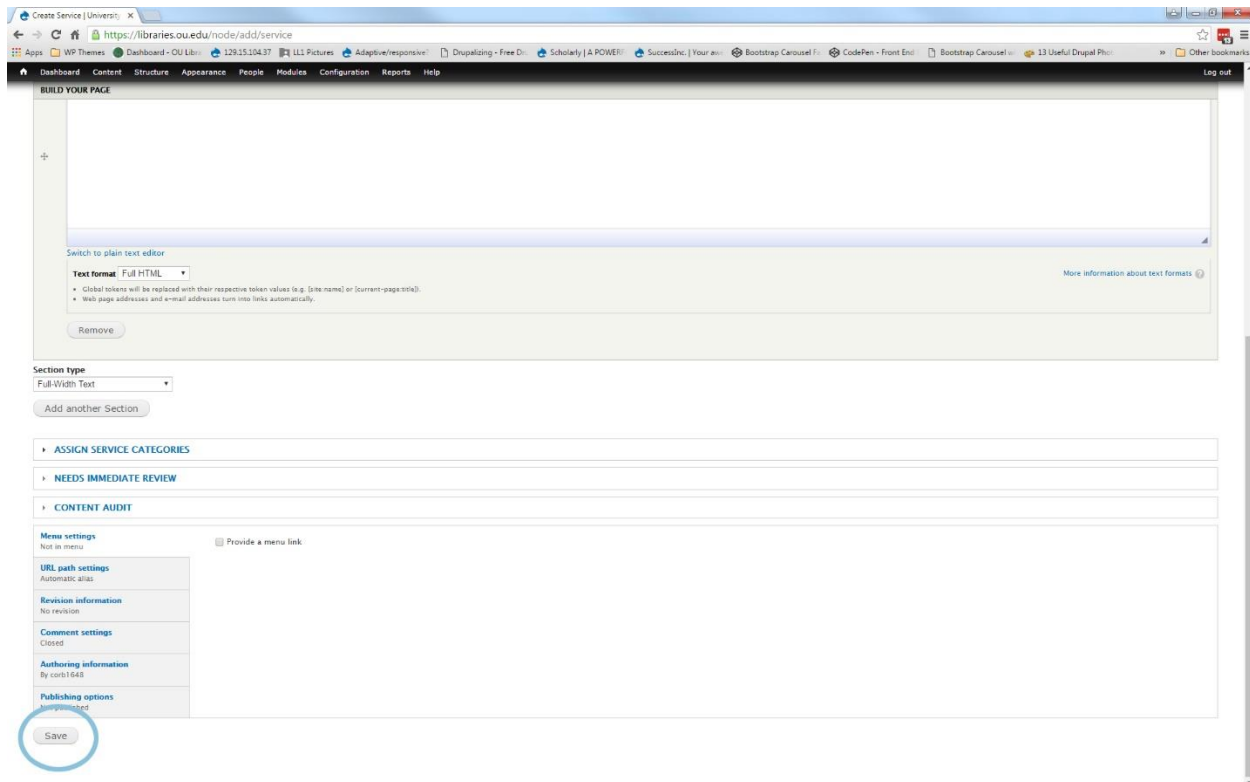
Key Things to Remember:

- Most editing experiences will be easy; basic components like a Section Header and Full-Width Text will be sufficient
- However, for those dealing with more complex material such as migrated blog content, it is even more important to understand each of the Sections and how they work
- Locations pages are essentially *index* pages; they feature links out to existing pages
- Always make sure to add **alt text for images**; this is critical for people who use screen readers to be able to explore our sites