How to create a new Page or News item

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To Create a Page

1. [Log in.](#)
2. Under Create Content in the left-hand bar, choose "Page" or "Basic Page" depending upon the version of your Brownsite.
3. Create a Title for the page.
4. Insert the content in the body.
5. If you wish to include this page in your site navigation menu, please see https://ithelp.brown.edu/kb/articles/make-a-new-page-and-add-it-to-the-navigation
6. If you want the item to be published, change the Workflow State from "draft" to "published".
7. Click "Save"

To Create a News item

1. [Log in.](#)
2. Under Create Content in the left-hand bar, choose "News".
3. Create a Title for the News Item.
4. Insert the content in the body.
5. If you wish to include an image, you may create a Title for the image.
6. To credit an image, simply type any names in the "Image Credit" field.
7. If you want the item to be published, change the Workflow State from "draft" to "published".
8. Once published, the item will be added automatically to your site's News listing located at brown.edu/your-sites-address/news.
9. Click "Save"