Create a Page

All new pages are based upon a Welcome Page template and are stored in the Pages library.

## Contents

[Create a Page – Method 1](#_Toc418695630)

[Create Page – Method 2](#_Toc418695631)

[What Page Layout Should I Use?](#_Toc418695632)

[Inside](#_Toc418695633)

[Connect Home Page Layout](#_Toc418695634)

[Connect Letting Home Page Layout](#_Toc418695635)

[Connect Content 3 Column Top/Wide Bottom](#_Toc418695636)

[Connect Content 66%-33% Top/Wide Bottom](#_Toc418695637)

[Connect Content Details](#_Toc418695638)

[Connect Content Even Split](#_Toc418695639)

[Connect Content Left Navigation](#_Toc418695640)

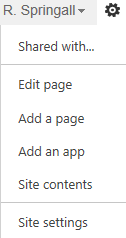
[Connect Content Wide Top/Wide Bottom](#_Toc418695641)

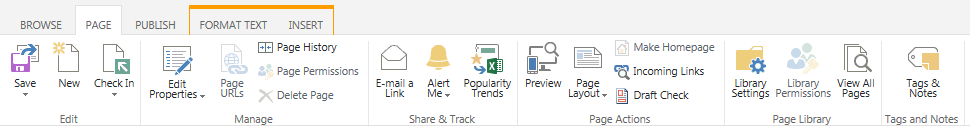
[Connect Help Home Page Layout](#_Toc418695642)

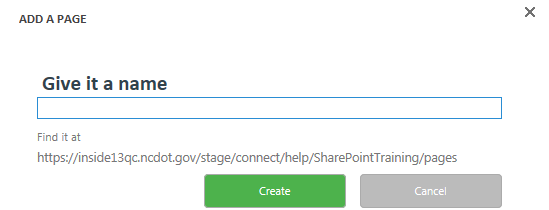
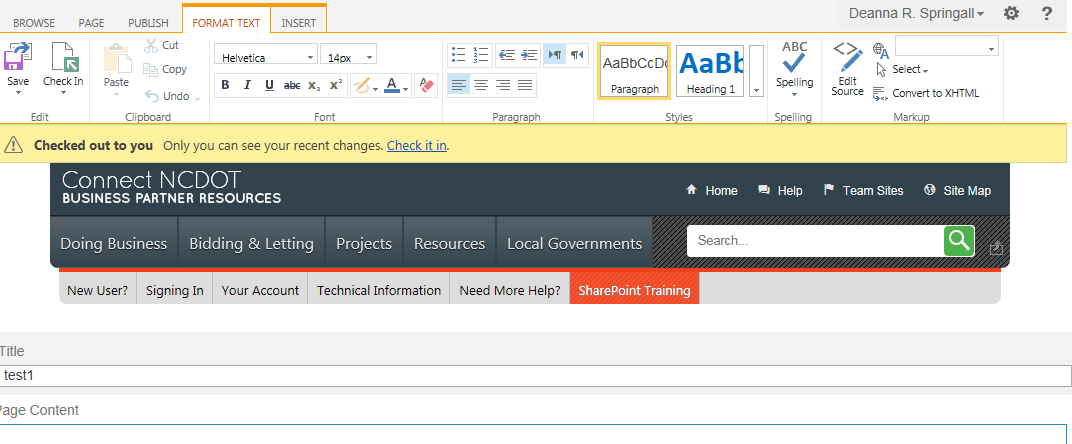
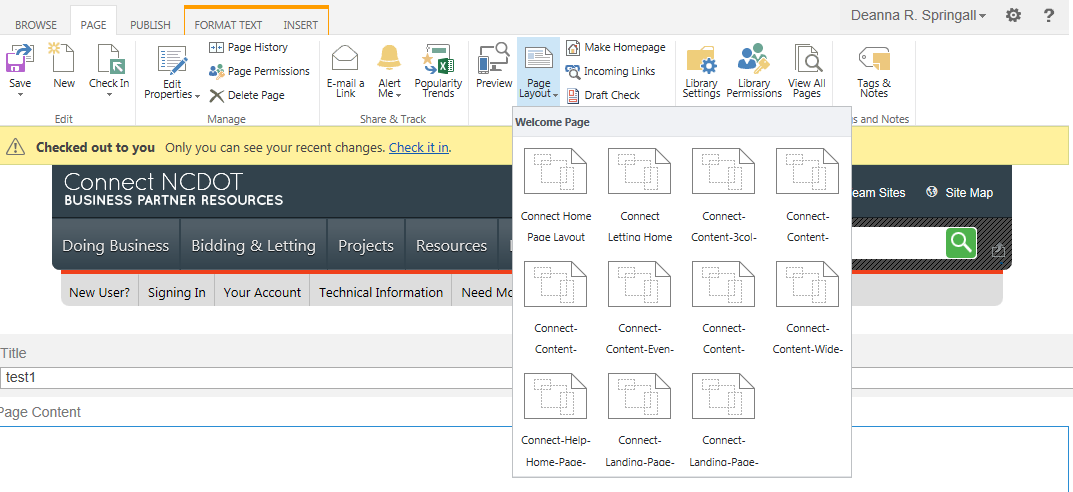
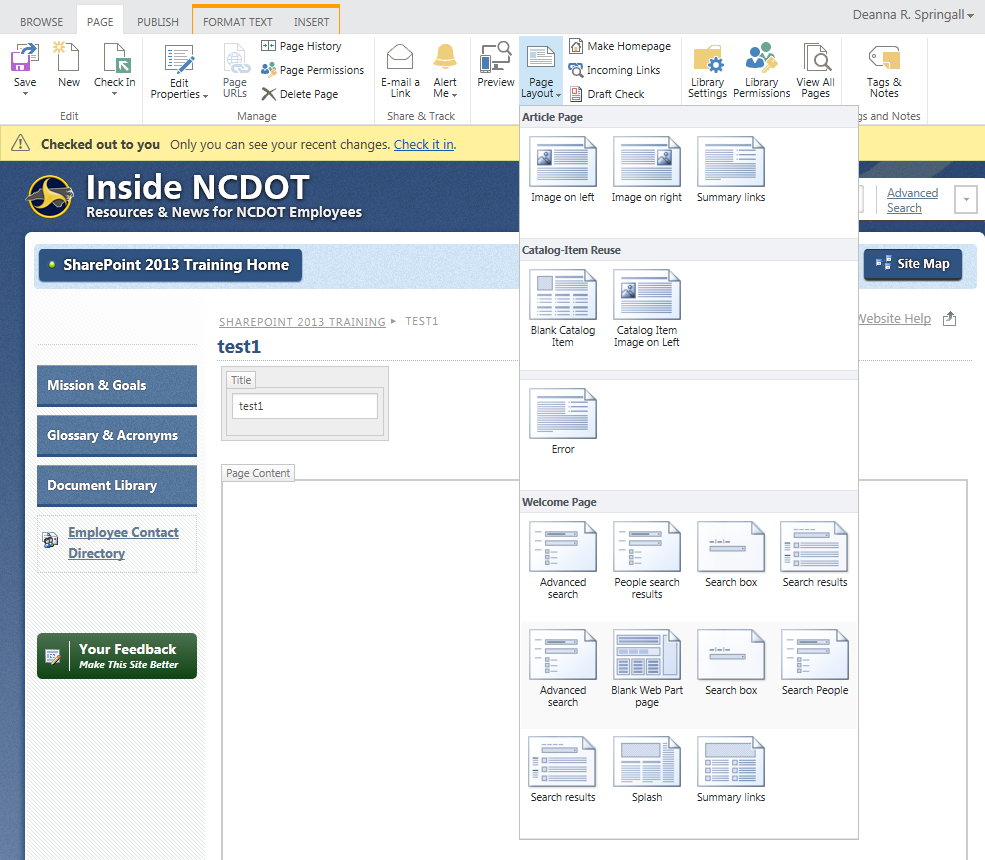
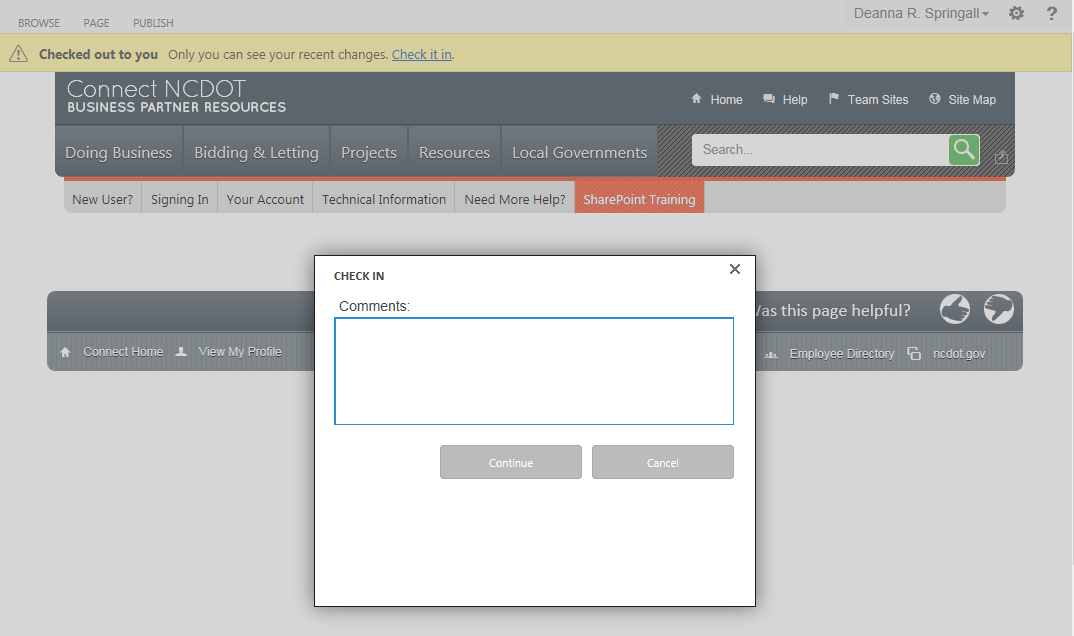
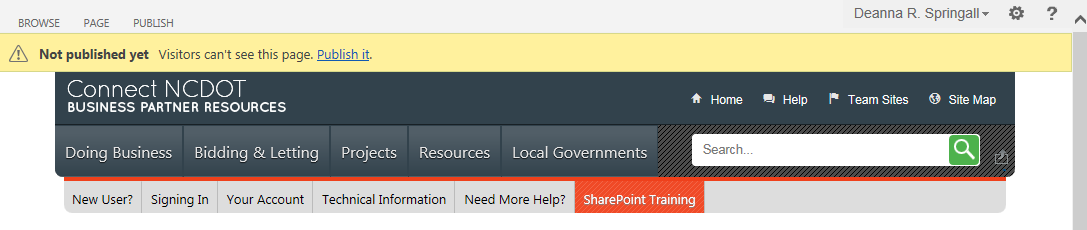
[Connect Landing Page Layout](#_Toc418695643)

[Connect Landing Page Letting](#_Toc418695644)

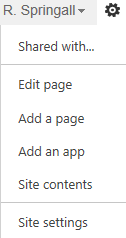
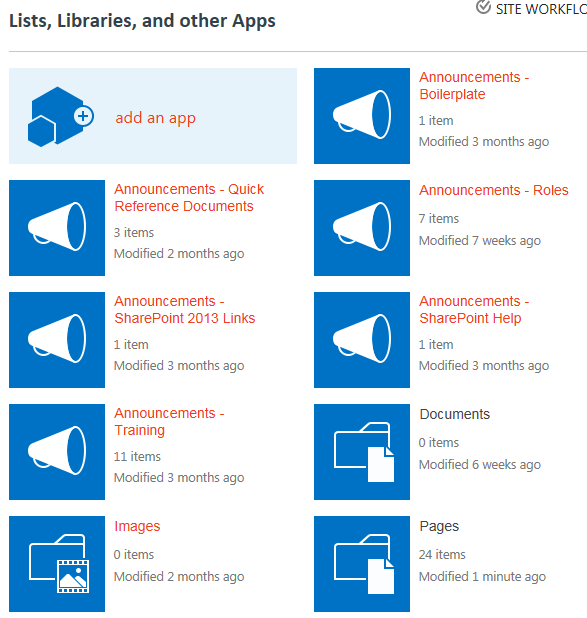
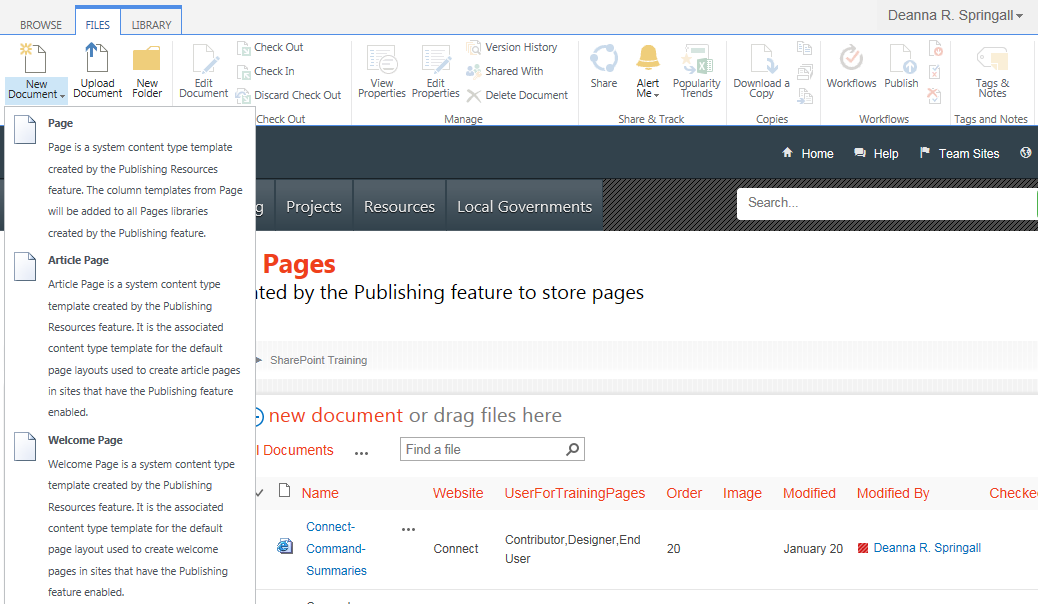
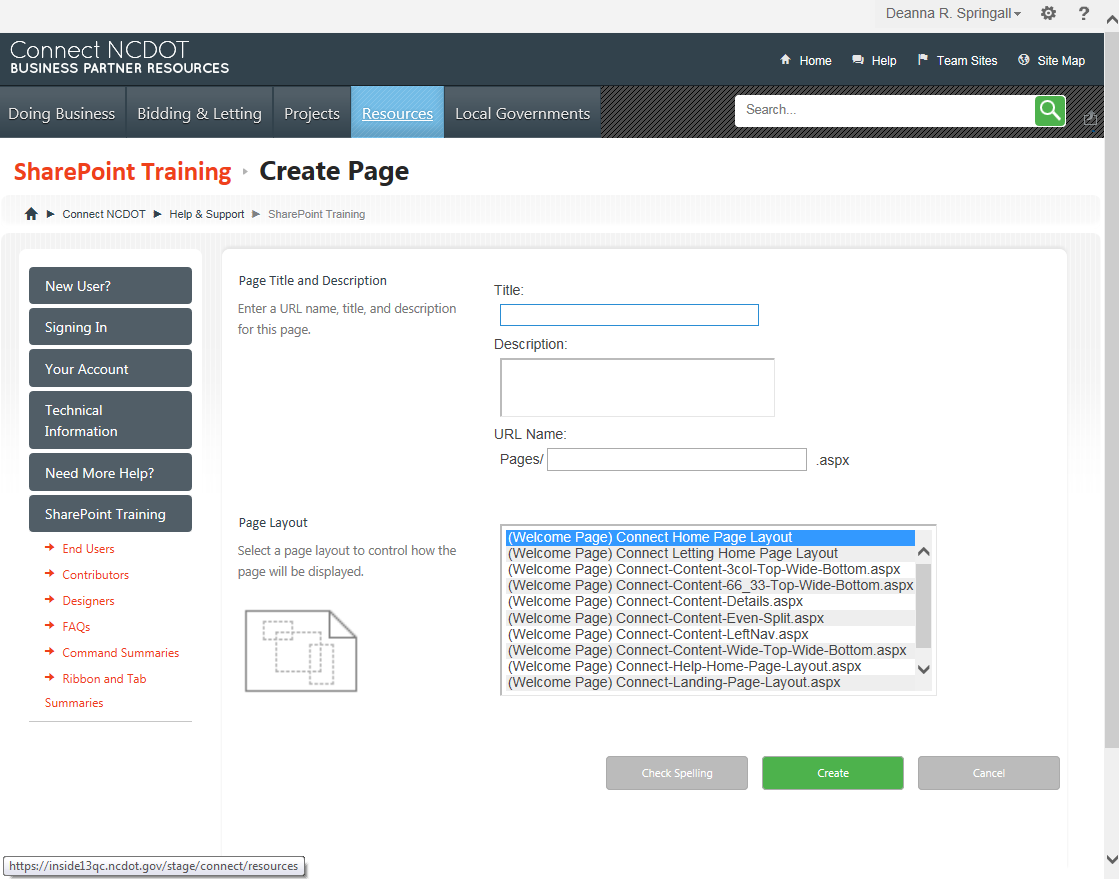
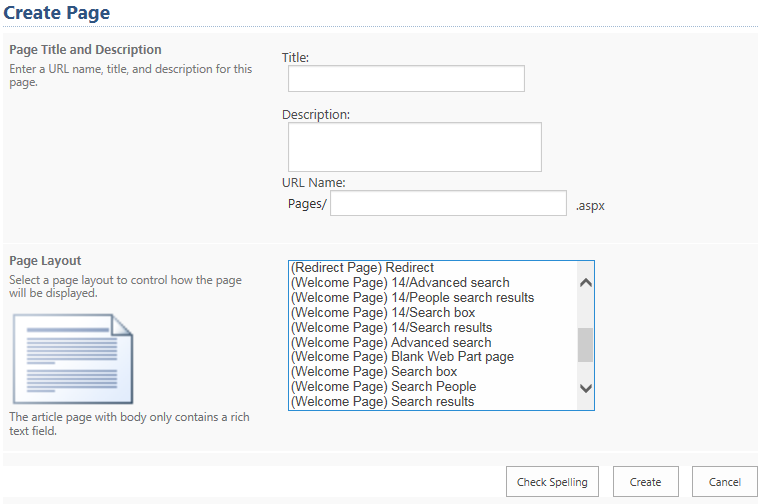
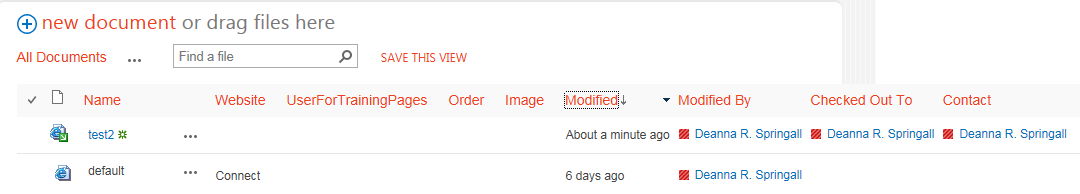
## Create a Page – Method 1

1. Click the **Settings** gear and click **Add a Page**.  
     
   OR

On the ribbon, click the **PAGE** tab. In the **Edit** group, click **New**.  


1. In th**e ADD A PAGE** dialog, enter the name of the new page and click **Create**.  
     
   The new page is created. When it opens, it is checked out to you and ready for editing.   
   
2. Apply a page template. On the ribbon, click the **PAGE** tab. In the **Page Actions** group, click **Page Layout**, and click the layout to be used. Examples of each page layout are later in this help file.  
   For Connect NCDOT, select one of the Welcome Page templates.  
    For Inside NCDOT, use the Blank Web Part page template.  
   
3. Add apps (lists and libraries) and add and configure web parts as needed. There are so many options to add content to a page that they are documented separately. See the help file for Add, Edit or Delete a Web Part and the help file for Add an App.
4. Save the changes. On the ribbon, click the **PAGE** tab. In the **Edit** group, click **Save**.   
   
5. Because the page was checked out to you when it was created, click **Check it in**. Add comments to describe your changes and click **Continue**.   
   
6. The page must also be published so your changes can be viewed by all. Click **Publish it**.   
   

## Create Page – Method 2

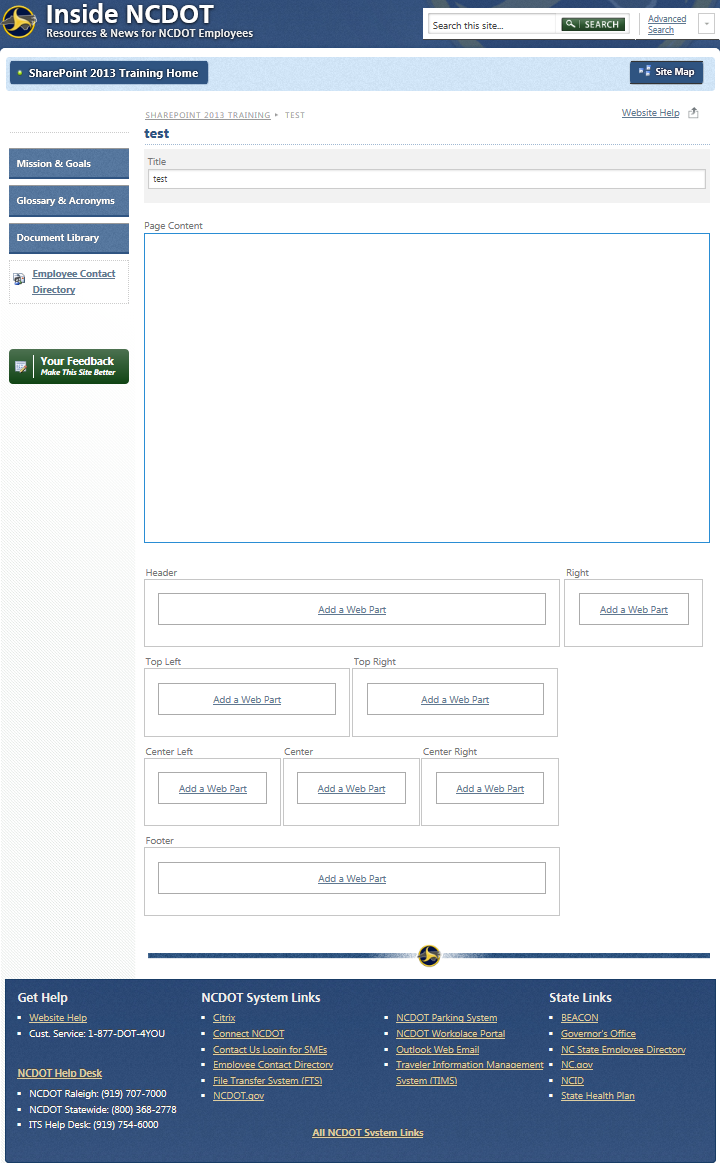
1. Click the **Settings** gear, and click **Site contents**.  
   
2. Click the icon for the **Pages** library.  
   
3. On the ribbon, click the **FILES** tab, click down arrow by **New Document**, and click **Welcome Page**.  
   
4. On the **Create Page** page, enter a **Title** for the page and, if desired, a **Description**. The **URL Name** is automatically created from the title but you can enter another name if you want. Click the **Page Layout** that you want for the new page, and click **Create**. Examples of each page layout are later in this help file.  
   This is the **Create Page** on Connect NCDOT, showing the various Welcome Page templates.  
   This is the **Create Page** on Inside NCDOT; use the Blank Web Part page template.  
   
5. Navigate to the page you just created. Click the **Settings** icon, click **Site contents**, and click the icon for the **Pages** library. Note the green star that indicates the page is new and the green down arrow that indicates the page is checked out.   
   
6. Click the page name to navigate to the page.
7. To open the page for editing, click the **Settings** gear and click **Edit page**.  
   OR   
   On the ribbon, click the **PAGE** tab and, in the **Edit** section, click **Edit**.  
   Steps 8-11 are the same as Steps 4-8 in the previous section.
8. Add apps (lists and libraries) and add and configure web parts as needed. There are many, many options to add content to a page, so they are documented separately. See the help file for Add, Edit or Delete a Web Part and the help file for Add an App.
9. Save the changes. On the ribbon, click the **PAGE** tab. In the **Edit** group, click **Save**.
10. Because the page was checked out to you when it was created, click **Check it in**. Add an explanation of your changes and click **Continue**.
11. The page must also be published so your changes can be viewed by all. Click **Publish it**.

## What Page Layout Should I Use?

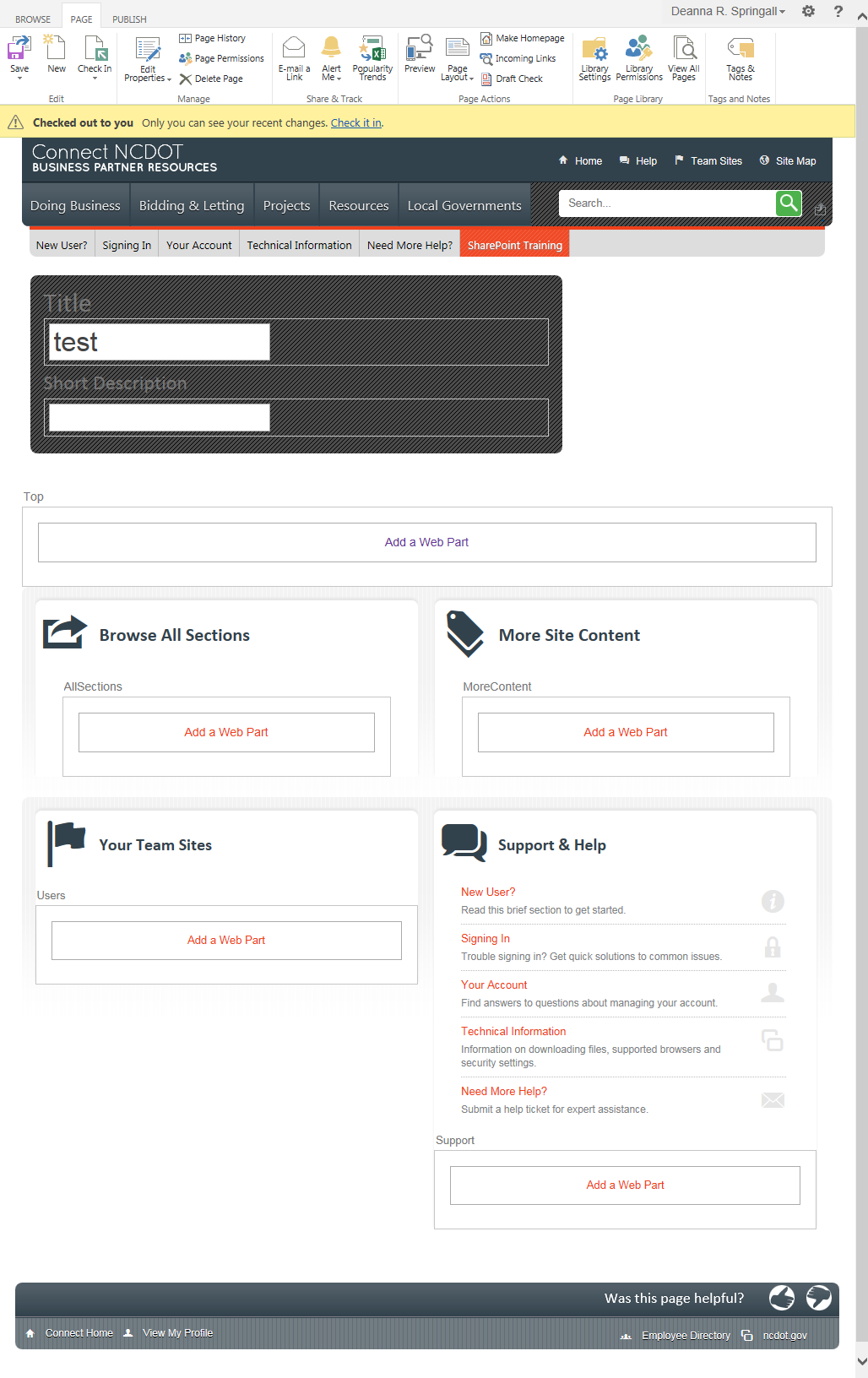
For Inside NCDOT, use the Welcome Page: Blank Web Part page as the page template. For Connect NCDOT, you can choose among several Welcome Page templates.

Examples of each are given in the next sections.

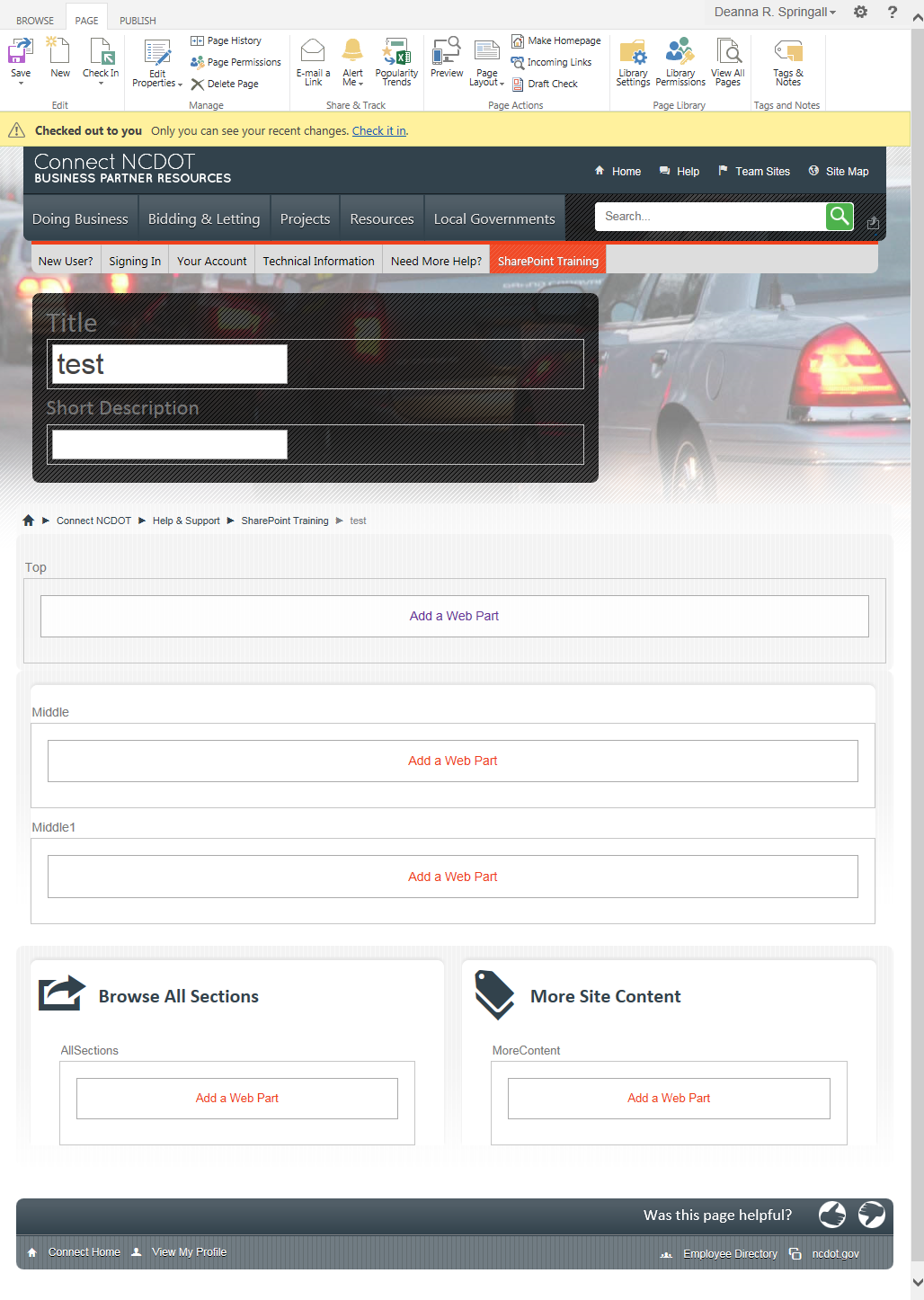
### Inside: Blank Web Part Page



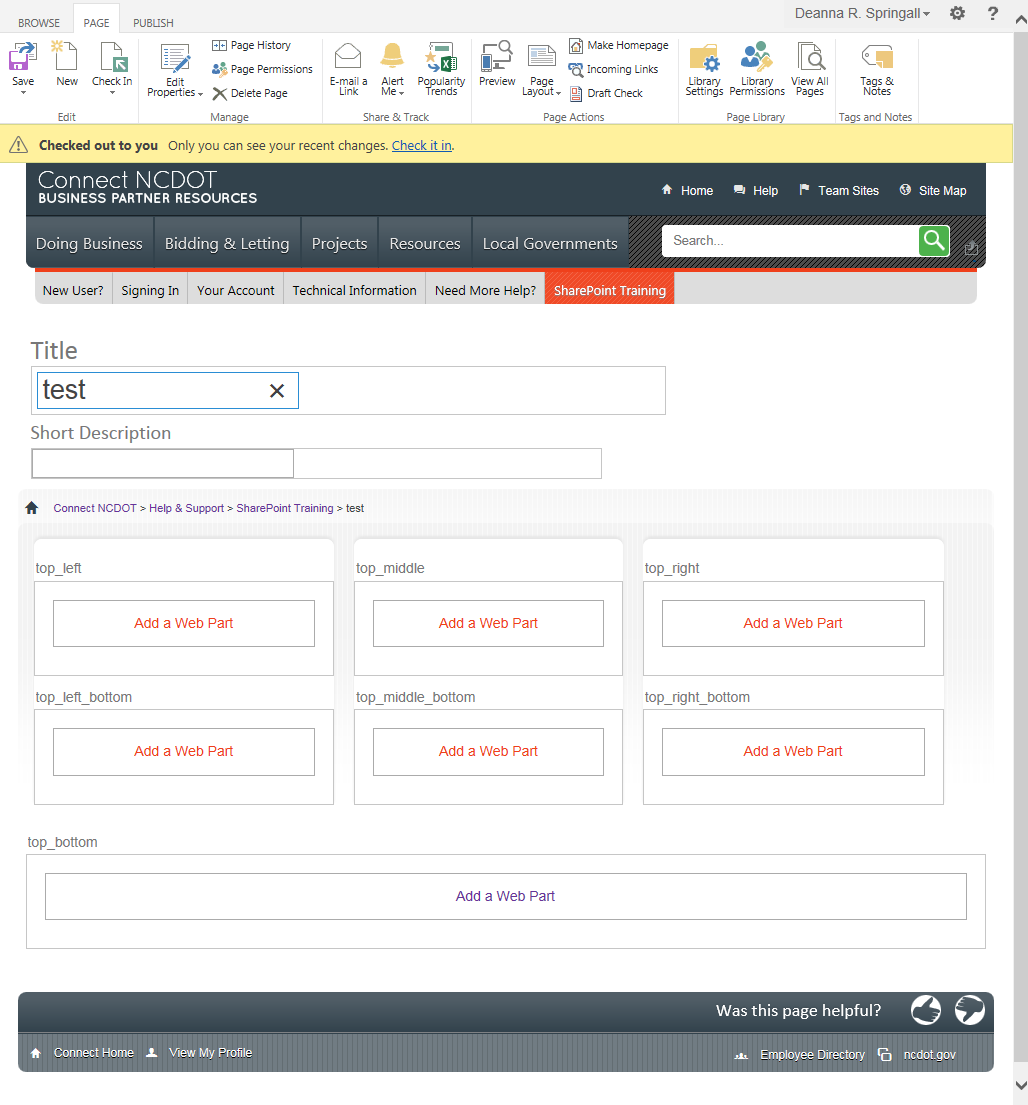
### Connect: Home Page Layout



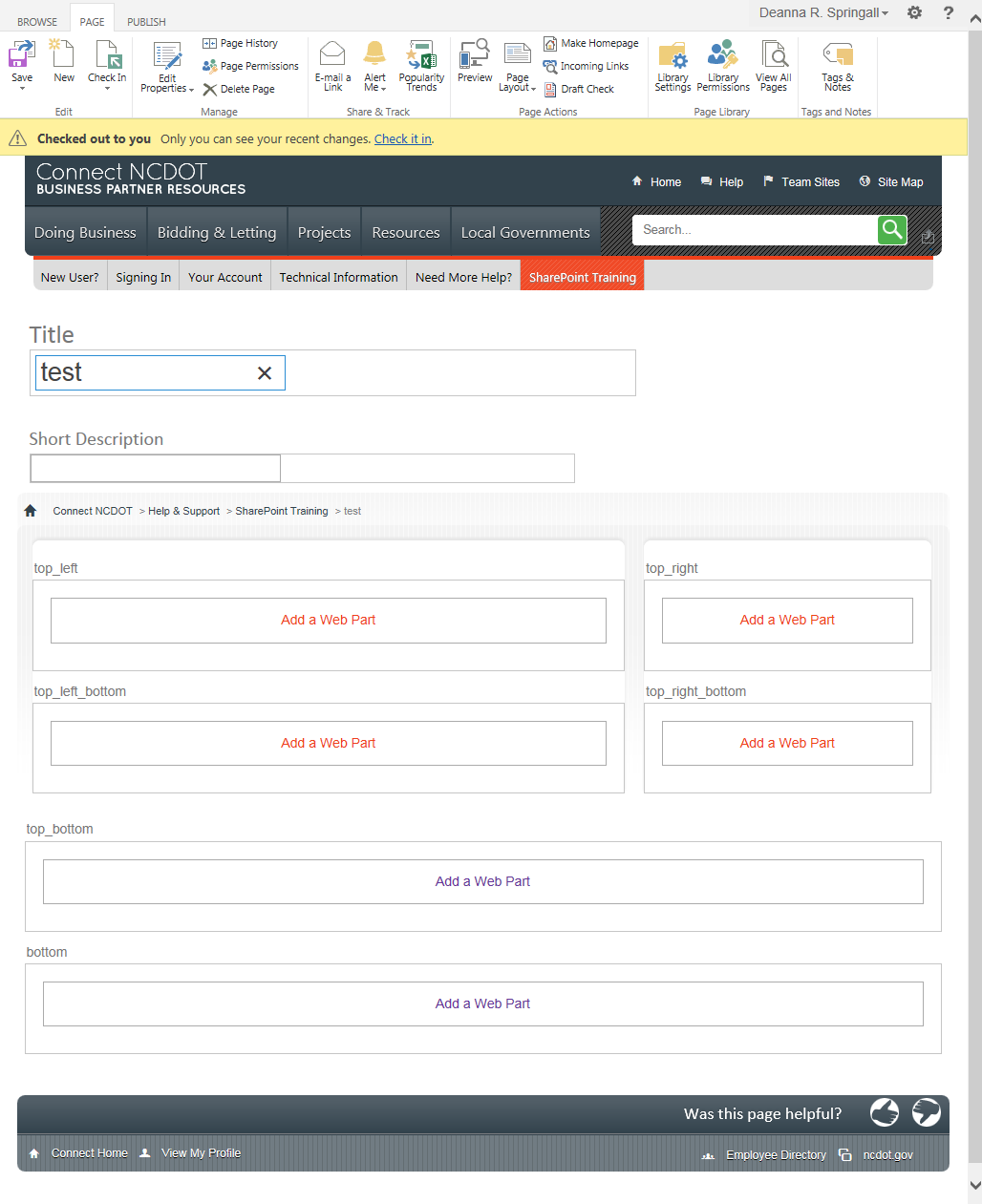
### Connect: Letting Home Page Layout



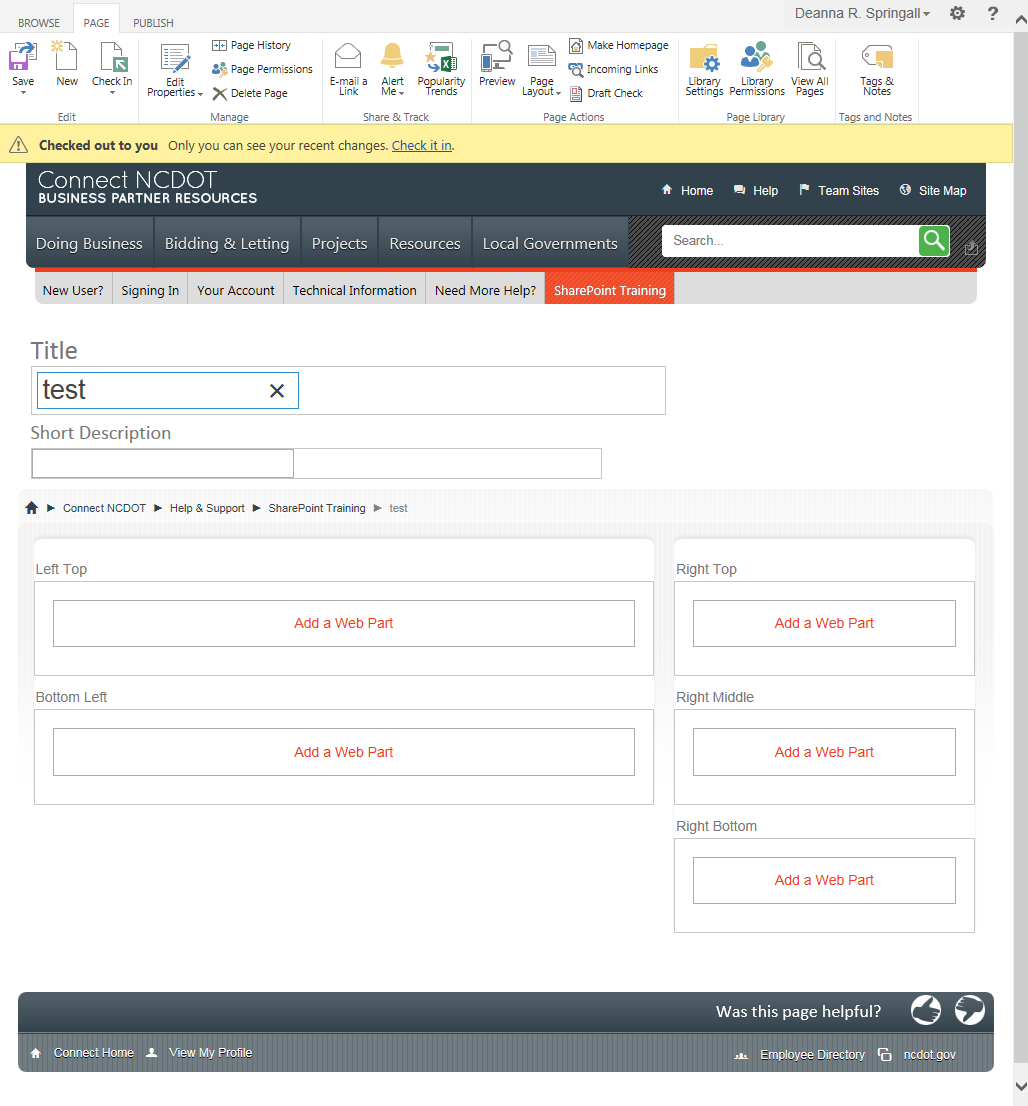
### Connect: Content 3 Column Top/Wide Bottom



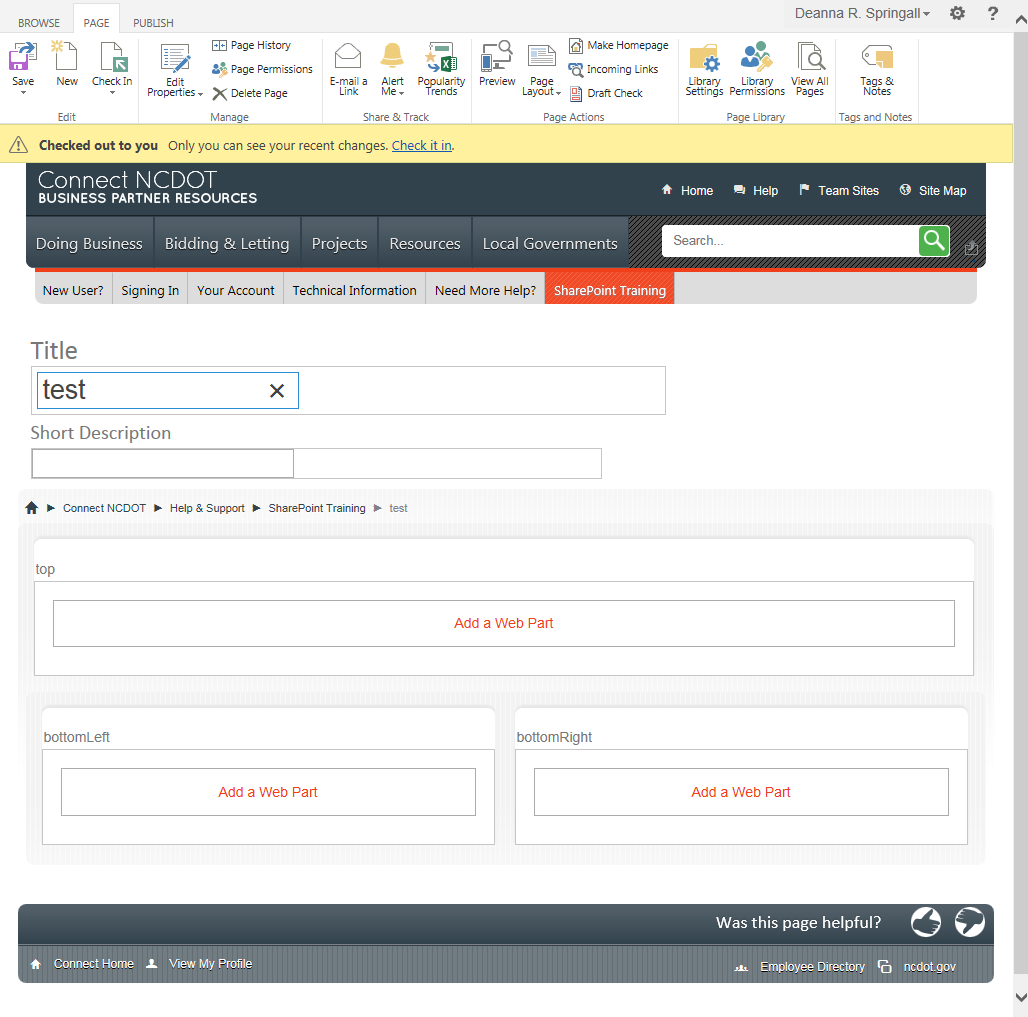
### Connect: Content 66%-33% Top/Wide Bottom



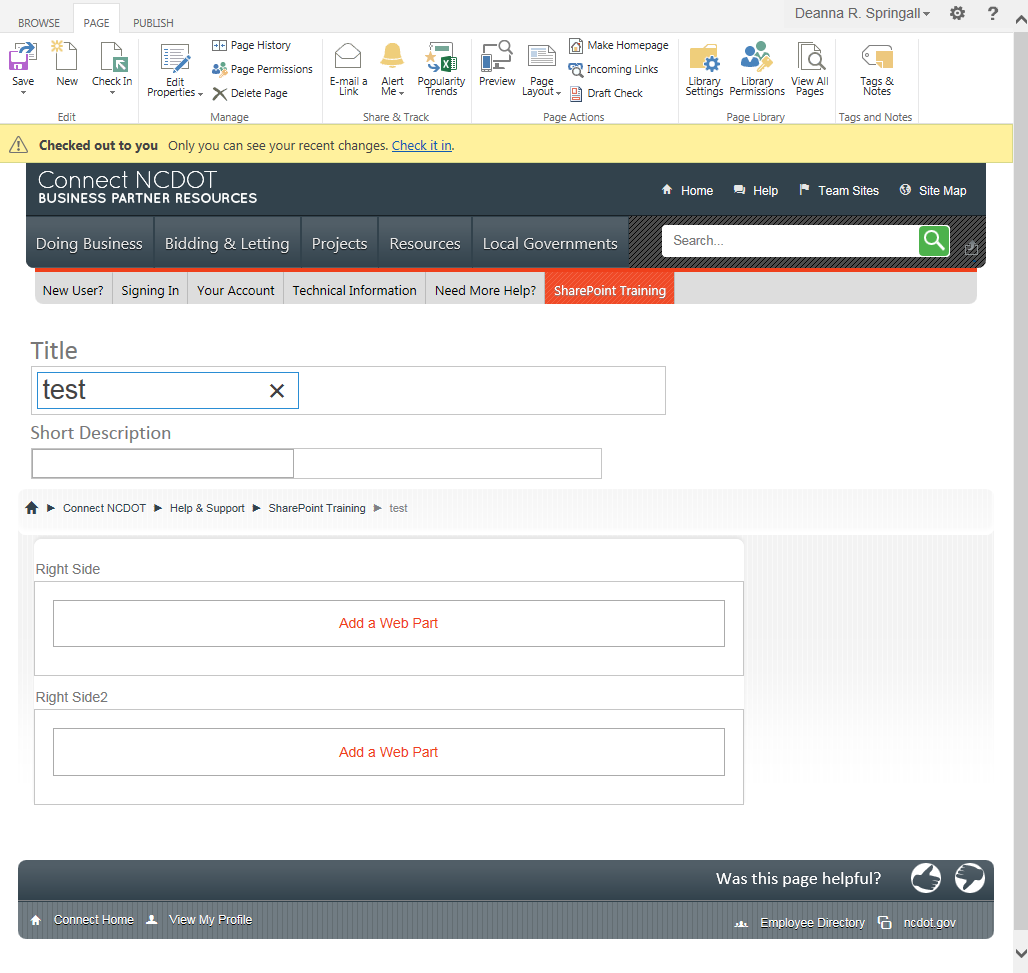
### Connect: Content Details



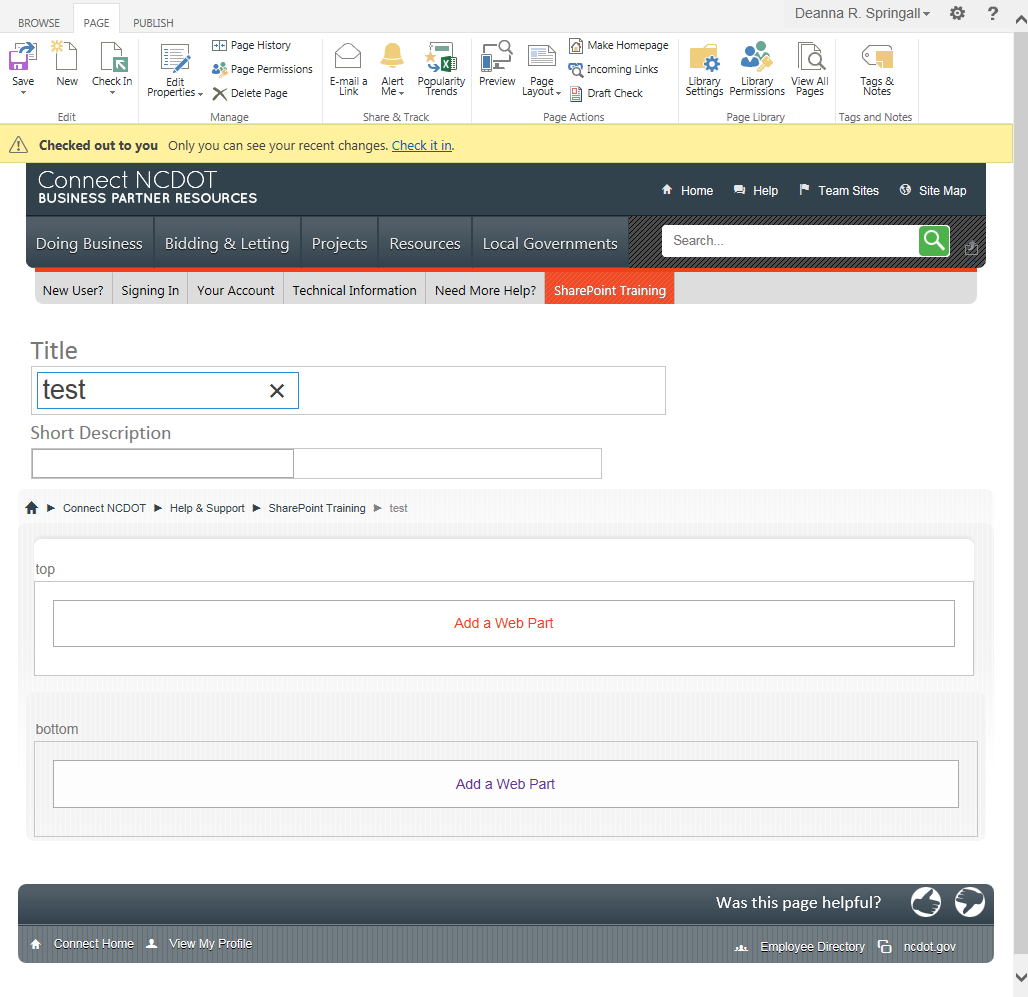
### Connect: Content Even Split



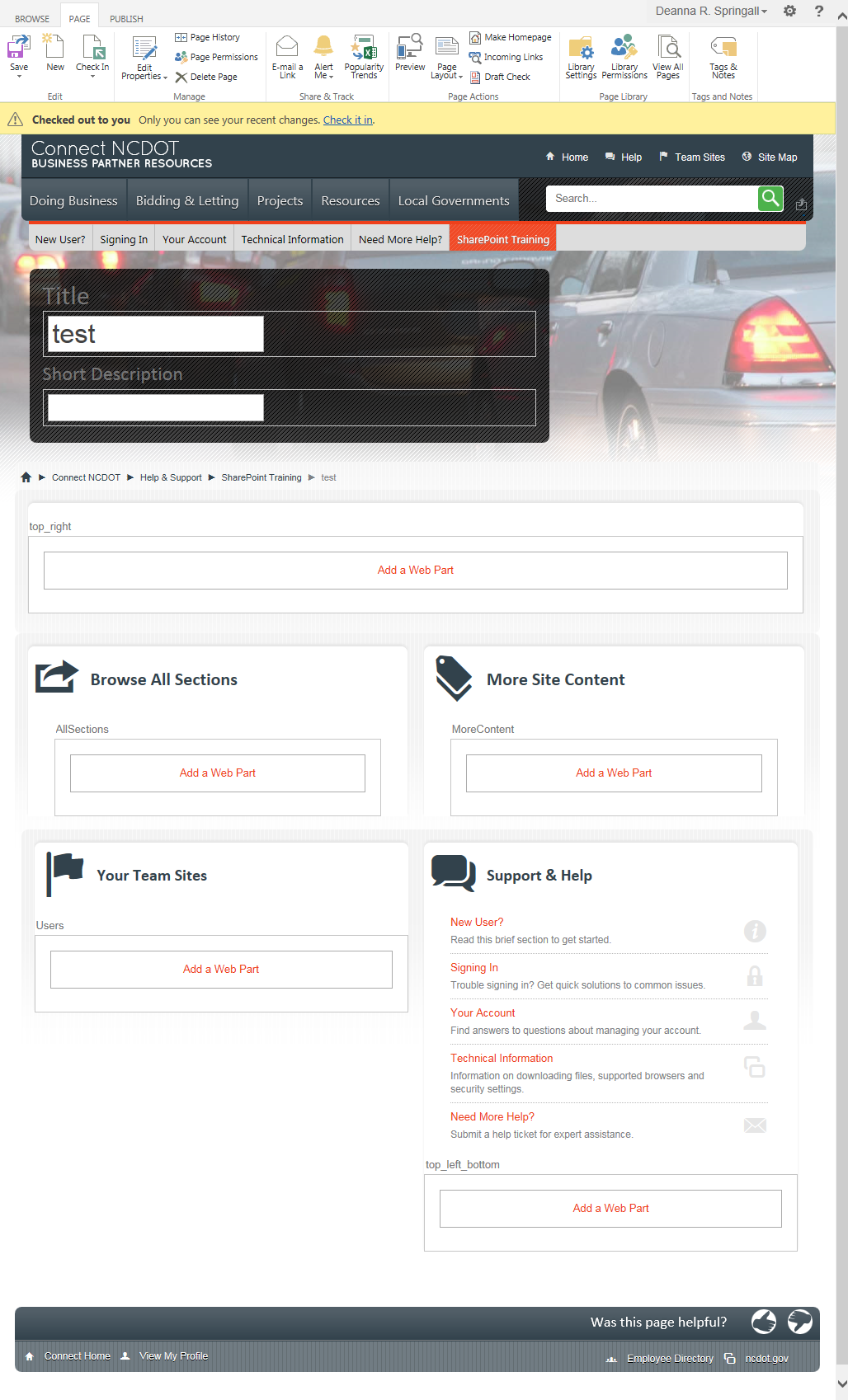
### Connect: Content Left Navigation



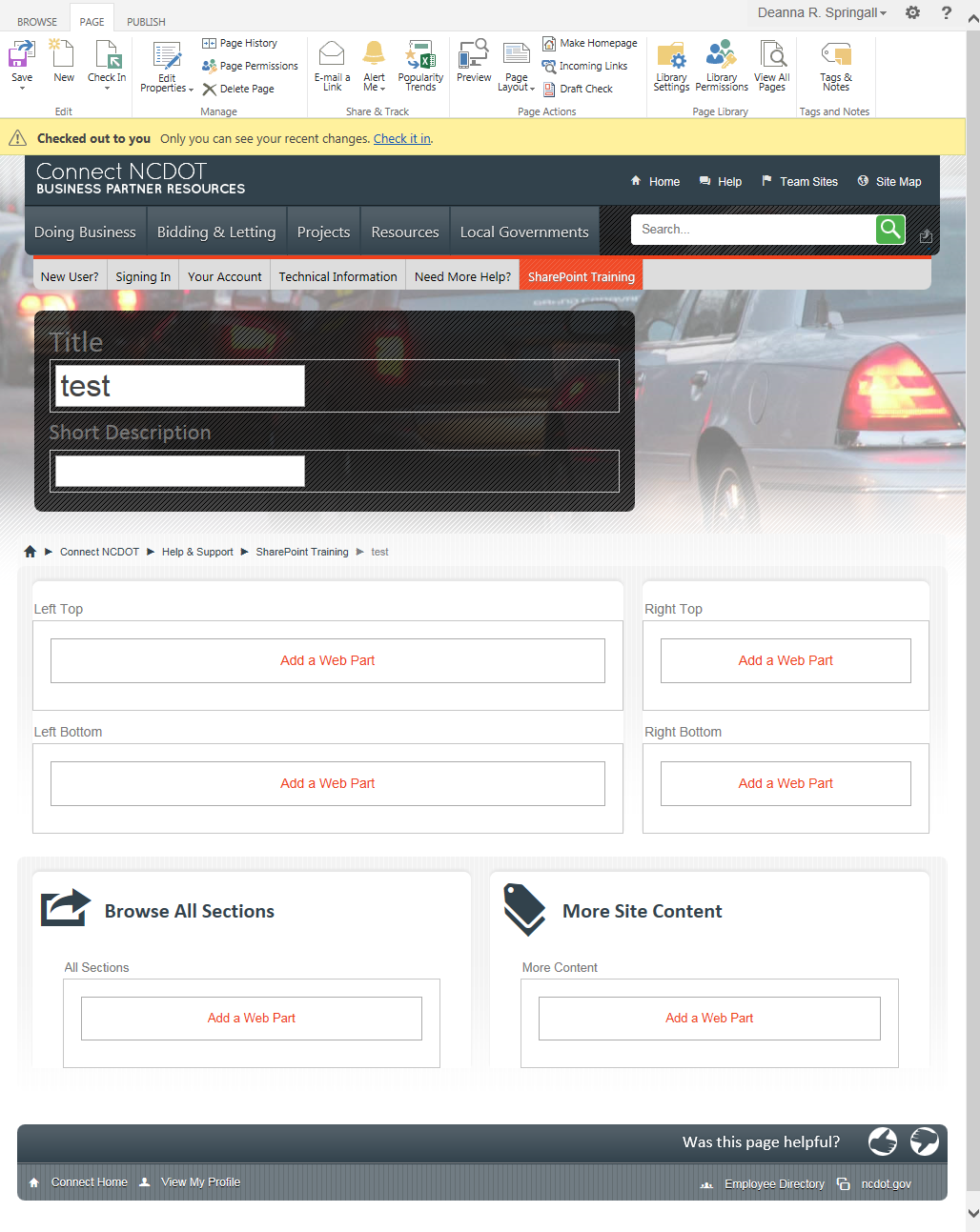
### Connect: Content Wide Top/Wide Bottom



### Connect: Help Home Page Layout



### Connect: Landing Page Layout



### Connect: Landing Page Letting

