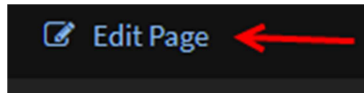


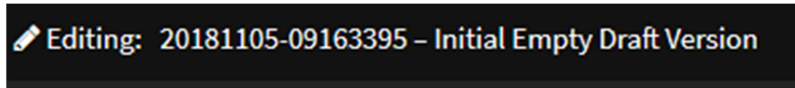
Connect 6: Populating a New Page

Populating a New Page

- To populate a page, you will select the Edit Page link in the upper left-hand corner of the site.

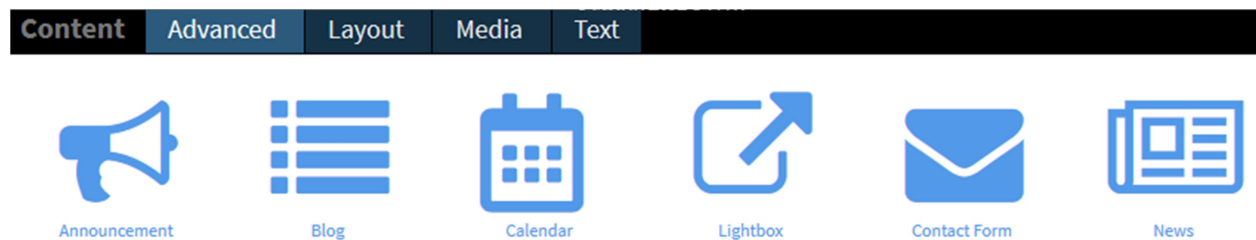


- Once you are in Edit mode, the Edit Page link no longer displays and you will see the following links:
 - Publish
 - Preview
 - Cancel
 - The version number/name of your draft



➤ Adding content to the page

You will add content to the page via Apps from the App Toolbar with simple drag and drop functionality.



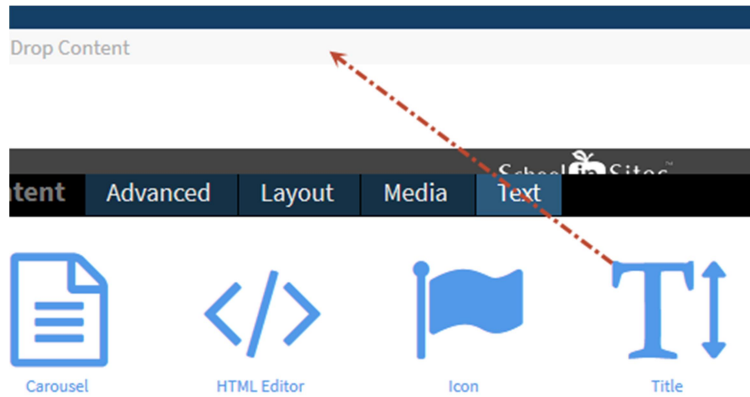
- To drag an app from the App Toolbar to the page, you will:
 - Click on the app with your left mouse button.

- Then without releasing the button, drag the app to the desired Drop Content bar.

- When the Drop Content bar turns orange, you will release the mouse button to drop the app into the content area.

(**Example:** Dragging the Title app to the top Drop Content bar to add a Title to the page.)

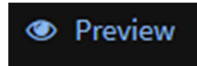
- The app will then display in the page for you to edit and enter information accordingly.



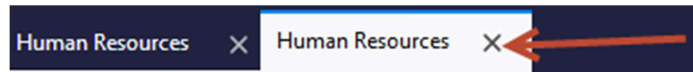
➤ **Previewing and publishing your page**

You are able to preview your page in public view prior to publishing the page.

To preview your page, you will:

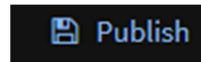


- Select the Preview link in the upper left-hand corner. The page as it appears on the public side will open in a new tab.
- Once you have viewed, you will close the Preview tab.



To publish your page, you will:

- Select the Publish button.



➤ **Editing a published page**

You have different options available when you edit a previously published page.

To edit a previously published page, you have the following options:

- **Create New Draft:** This creates an editable copy of the current published version.
- **Existing Drafts:** Select the Edit link to continue designing an existing draft version.

⚙ Page Designer - Version Selector

Create New Draft Existing Drafts Create from Archives


Version Label [Create](#)

⚙ Page Designer - Version Selector




Create New Draft Existing Drafts Create from Archives

| | Version | Label |
|----------------------|-------------------|-------|
| Edit | 20190410-16284791 | |

- Create from Archives:
Select the View link to
create a new draft
version from an archived
version of the page.

 Page Designer - Version Selector

[Create New Draft](#) [Existing Drafts](#) [Create from Archives](#)

| | Version | Label | Status |
|--|-------------------|-----------------------------|----------|
|  View  | 20190410-16284791 | | Archived |
|  View | 20181105-09163395 | Initial Empty Draft Version | Archived |