

Creating Blank Pages

There are two ways to create a new page:

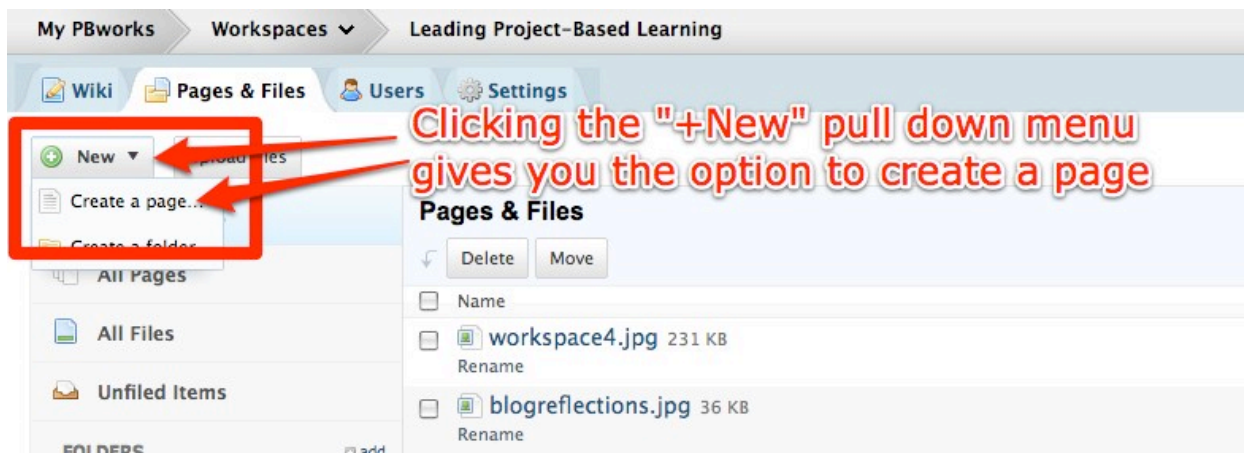
Option 1: Using the "Create a page" link

You can create a new page from almost any place in the wiki (you do **NOT** have to be on the "Front Page" to see this option). First, be sure you are in "View" mode (your screen changes if you are in "Edit" mode). Second, find the "Create a page" button located in the top right-hand corner of the page.



Option 2: From the "Pages and Files" tab

Click on the "Pages & Files" tab at the top of your screen. You will see a pull down menu in the top left corner called, "+New." When you click on this menu, you will see the option to create a page.



Once on “Create a new page,” you need to:

1. Name your page using the first initial of your first name, your last name, a hyphen (no spaces), and a short descriptor. For example, I might enter **KKamps-Project Overview** as the title of my page.
2. Select the folder where you would like your work saved*
3. Click the “Create page” button.

[Home](#) » Create a new page

1. Name your page

Name your page **Create page**

2. Select the folder where you would like the page saved

Put this page in a folder
(no folder)

Page security
default security

Page content
☒ Blank page
☐ Use a template

3. Click "Create"

Create page

Your page is ready for you to get started:

Leading Project-Based Learning

Basic editing tools

Text box

Remember to save your work before exiting.

Save or **Cancel** [Edit tags](#)

***Important Note**

If you are a writer (as opposed to an editor) on a wiki, be careful when creating new pages. Before you save a newly created page, always make sure you are placing it in the correct folder. While writers can initially put a page into a folder, writers cannot change the folder a page is in (only editors and administrators can change a page's location).