

## Create & publish a new page

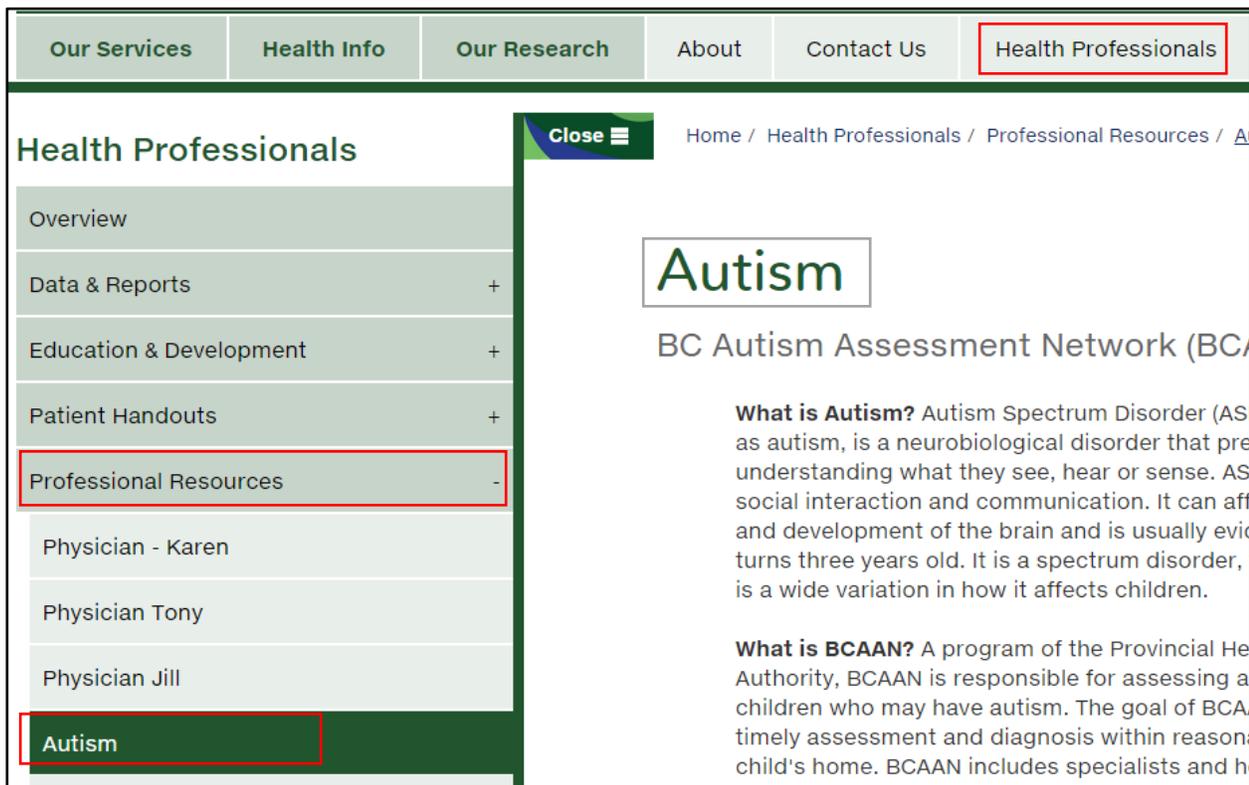
These instructions cover:

- creating and publishing a new page
- viewing a page history

### Creating & publishing a new page

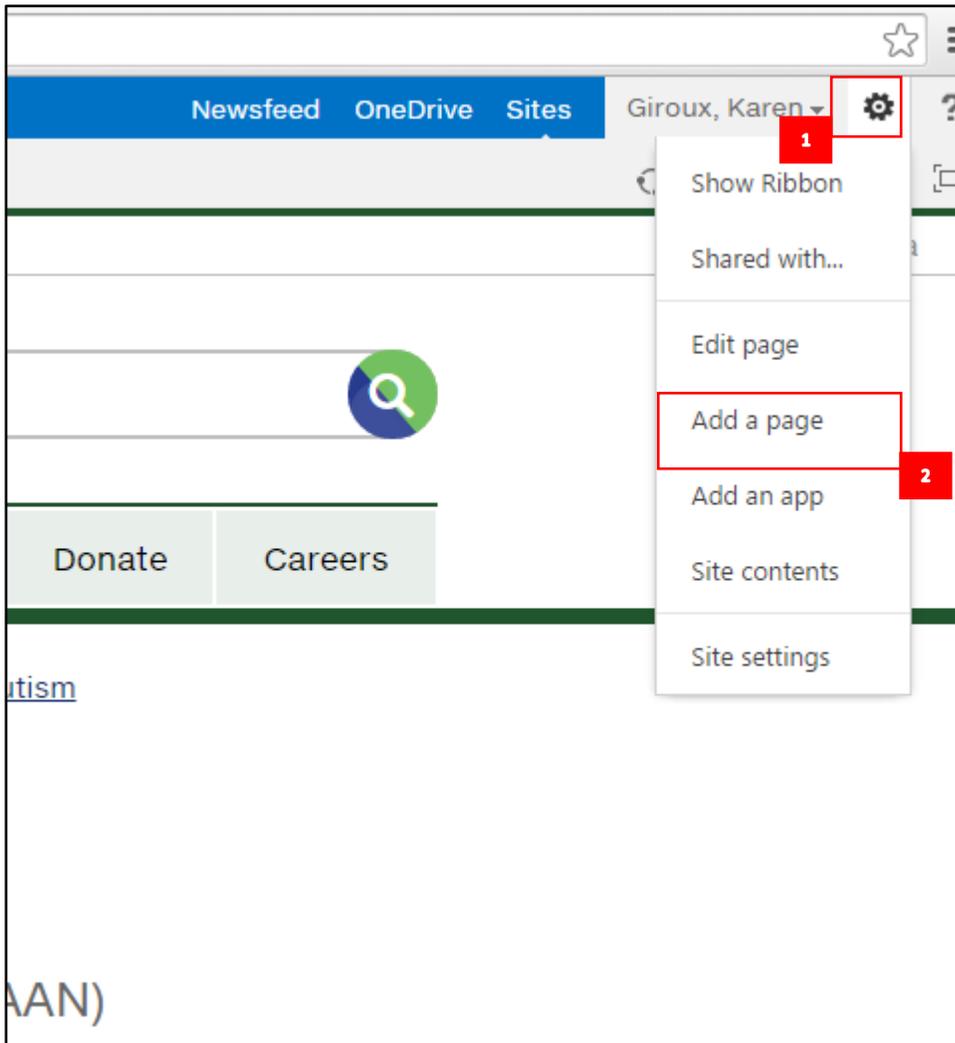
To create a new page in the correct place, you must start from another page in the same channel **at the same level** as the page you want to create. In SharePoint, pages are created as “siblings” (at the same level) not “parent/child” (higher/lower level of navigation).

For example: To create a new page in the Health Professionals > Professional Resources channel, you must be on a page in that sub-channel (for example, the Autism page).



**NOTE:** All channels and sub-channels have been created by IMITS for you. If you have need of a new sub-channel, please email [webhelp@phsa.ca](mailto:webhelp@phsa.ca) to ask for set up.

1. Once you are sure the page will be created in the correct place, click on the SharePoint cogwheel in the top right-hand corner and select Add a page.



**NOTE:** If you do not see the Add a page option, you may be in a section that you do not have editing permissions for. If you feel you should have editing access, contact [webhelp@phsa.ca](mailto:webhelp@phsa.ca) to request it.

2. Give your new page a name and click Create.

**NOTE:** Use a clear, descriptive page name with keywords that match the page content. The page name becomes part of the URL for the page. Remember that the longer the page title, the longer the URL. (The maximum character length for a URL is 255 characters, but this is extraordinarily long.) Try to keep your URL to about 150 characters or less (this URL is 149 characters: <http://www.bccancer.bc.ca/health-professionals/professional-resources/cancer-management-guidelines/genitourinary/miscellaneous-genitourinary-tumours>).

## Add a page

Give it a name

Online Resources 1

Find it at

<http://wstage13.healthbc.org/sites/phsa-training/health-professionals/professional-resources/online-resources>

2 Create Cancel

3. A page with the name you chose will appear, in the default template for the section.

**NOTE:** For most sections the default template is the Basic Template, but some sections have a different default template.

4. You can save your page and populate it with content later, or populate it with content right away and then save it.

**Note:** When you are editing, do not change the page title because this will create a discrepancy between the URL (and the page title in the breadcrumb trail), and the title on the page. If you find that you do need to change the page title, contact [webhelp@phsa.ca](mailto:webhelp@phsa.ca).

Page Image

Add an image

## Title

OnlineResources

Page Summary

Add a summary of the page

Page Content

Add page content

Add additional web links, and content.

Zone 1

[Add a Web Part](#)

[New Link](#) [New Group](#)

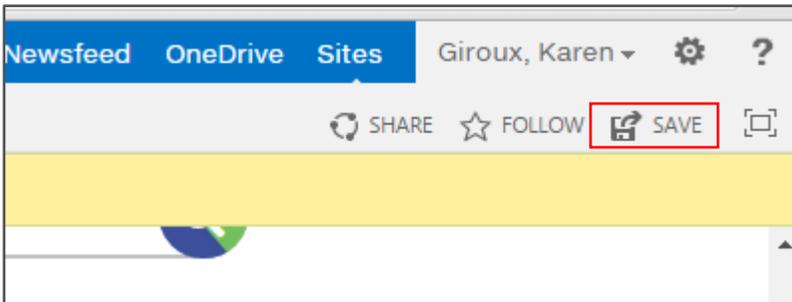
[Configure Styles and Layout](#)

[Reorder](#)

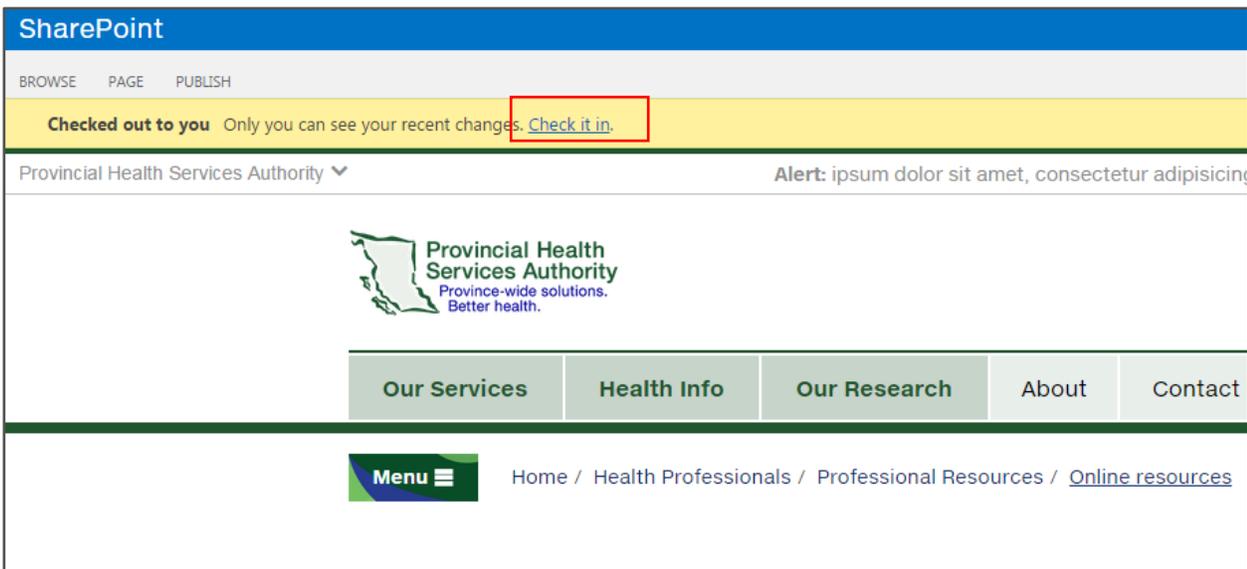
There are no items to show in this view.

5. To save the page, click SAVE in the top right-hand corner.

**Note:** Sharepoint knocks users out of the system after four hours, so if you don't want to lose your work, plan to save your page accordingly.



6. At this point the page is unpublished and is checked out in your name. This means that no one can see this version of the page and no one else can edit it. To check in the page, click **Check it In** in the yellow SharePoint bar.



**NOTE:** When you check in a page it creates a new version of the page in SharePoint. You can use versions to roll-back the content of a page if necessary (see Undoing mistakes on **The Basics** page of the Editing Hub website.)

7. If you need to record the reason for changing a page, add a comment in the Comments box and click Continue. Adding comments also helps when recovering content using previous versions (see the **Viewing page history** section of this document).

## Check In

Comments:

Test page for training|

1
2
Continue
Cancel

8. Your page has now been checked in. This means that no external visitor can see the page on the website, but others who have editing rights to the page can check it out and edit it. To make the page live (visible on the website) click **Publish this draft** in the yellow Sharepoint bar.

The screenshot shows a SharePoint interface. At the top is a blue header with the text "SharePoint". Below it is a navigation bar with "BROWSE", "PAGE", and "PUBLISH" options. A yellow banner across the page contains the text "Recent draft not published" followed by "Visitors can't see recent changes" and a red-bordered button labeled "Publish this draft.". Below the banner, the page content includes the logo for the Provincial Health Services Authority, which features a map of the province and the text "Provincial Health Services Authority" and "Province-wide solutions. Better health.". At the bottom, there is a green navigation menu with "Our Services", "Health Info", and "Our Resea" (partially visible). A "Menu" button is also visible in the bottom left corner.

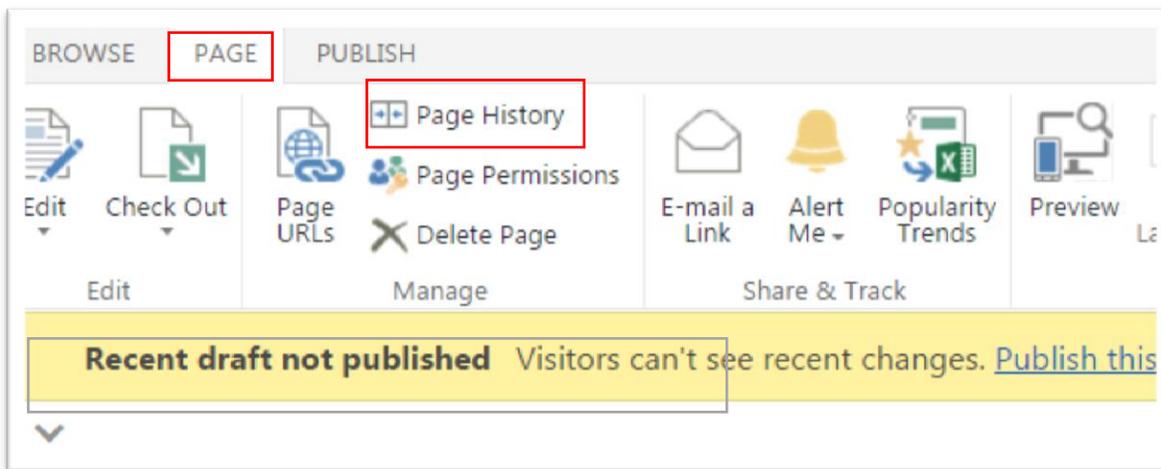
**NOTE:** When you publish a page, the content is visible immediately on the live website and external visitors can see it. Don't publish a page until the contents are final, proofread and ready for live viewing.

9. Now when you navigate to the channel, you will see your page in the menu.



## Viewing a page history

To view the page history of page, click the Page History button in the Page tab of the editing ribbon.



The Page History for the page will appear. Click Version History.

# The-Basics » Page History ⓘ

[Edit Item](#) | [Delete Item](#) | [Manage Permissions](#) | [Check Out](#) | [Version History](#) | [Workflows](#) | [Alert Me](#)

This page does not show changes in Web Parts, images, or HTML formatting.

Modified at 5/26/2016 9:56 AM by [Theresa.Best@phsa.ca](#) Deleted Added

Contact

[Theresa.Best@phsa.ca](#)

The Version History for the page will appear. Here is where you can see the comments (if any) for the page, which helps you decide which version to restore, if you are restoring a page.

[Delete All Versions](#) | [Delete Minor Versions](#)

No.	Modified	Modified By	Size	Comments
8.3	5/26/2016 9:56 AM	<a href="#">Theresa.Best@phsa.ca</a>	20.9 KB	Test page for training.

Tab Content 1 Logging on & navigating to your content

- Download instructions for logging on to the website and navigating to your content

[URLs for editing sites](#) [URLs for editing sites](#)