

How to

Create a New Page

Prerequisites: Read or watch *How to log in* and *Overview of the page builder*.

In this lesson, you will learn how to create a new page. You will also learn how to load a layout previously copied to your Library (from the lesson *Copy the layout of an existing page*) into this new page.

1. Log into your website (as shown in the lesson *How to log in*).
2. Once you are logged in, no matter which page you're on, you'll see a black menu bar running along the top of the browser. Hover your mouse over "New", and then click "Page".
3. You're now on the Add New Page screen. Enter the title of your new page at the top.
- (3a). Depending on your website's settings, you may have the option to manually set a *permalink* for your blog post directly under the title. A permalink is the last section of a post's URL; for instance, a FlowerShop.com might make a page called "This Month's Specials". When they wanted to tell customers to view specials, they could tell them to go to FlowerShop.com/specials where **specials** would be the custom permalink.
4. Then, click the purple Use the Divi Builder button right below the title. This will activate the Divi builder.

If you are copying the design from an existing page, now is the best time to do it. Just click Load from Library on the purple, top bar of the Divi builder. Then, click the Add from Library tab. Then, click the blue Load button next to the name of the layout you'd like to load.

5. Make any desired changes to your page using the Divi Builder. For more information about how to use the Divi Builder, please watch the lesson *Overview of the page builder*; if you want to add something like extra text or images, you can use their corresponding lessons.
6. When you are finished, scroll to the top of the page and click the blue Update button.

Additional Notes

Add new pages to your menu

Add your new page to the navigation menu by following the steps in the lesson, *Edit the navigation menu*.

Keep pages similar

Keep your page layouts similar to ensure your customers learn how to access information while browsing your site. For instance, if your page is usually laid out with a title on the top, a sidebar on the right, and an image on the bottom, you should not introduce a page that adds the image above the title and moves the sidebar to the left.