

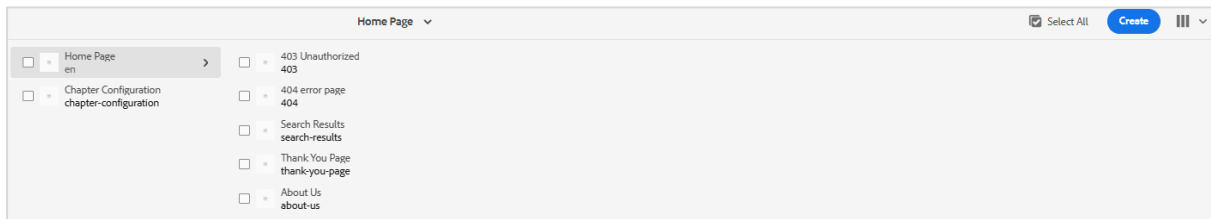
Create a Page

This document provides **step-by-step instructions** for creating main pages and subpages in AEM.

Step 1: Navigate to the Home Page Section

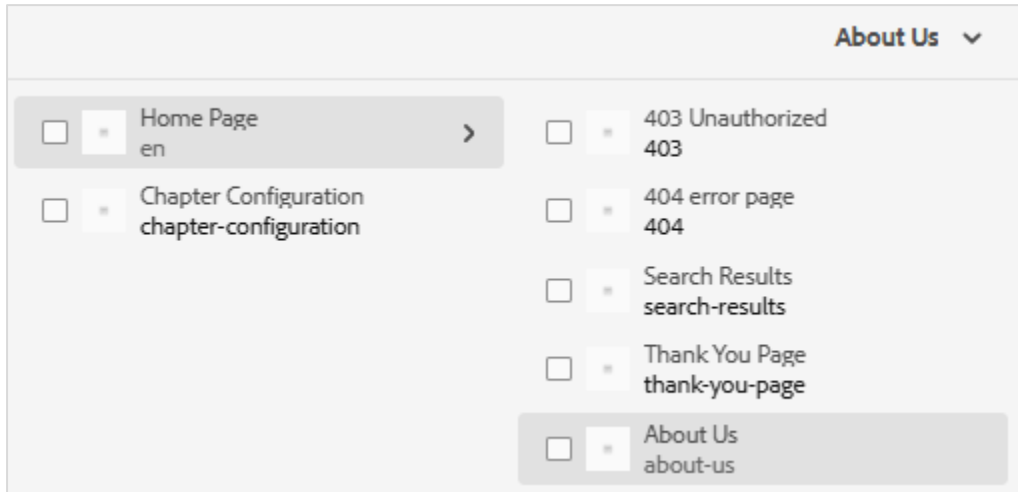
To create a **main page**:

- Browse to your AEM Console and click **Home Page** to select the location.
- You will see **Home Page highlighted in gray**, indicating it is selected.



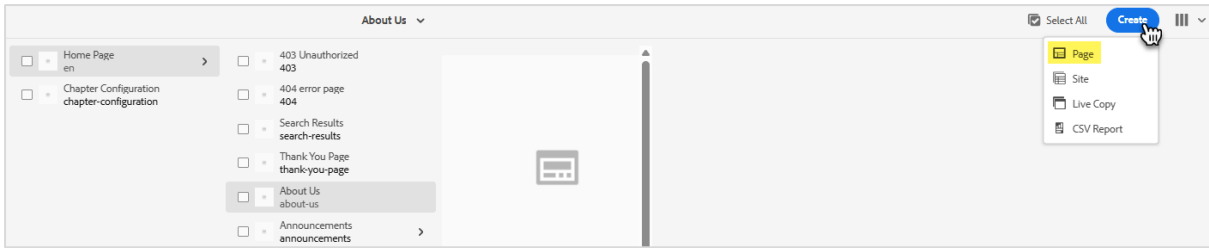
To create a **subpage**:

- Browse to your AEM Console and click the **main page** where you wish to add your **subpage**.
- The selected page will be highlighted in gray.



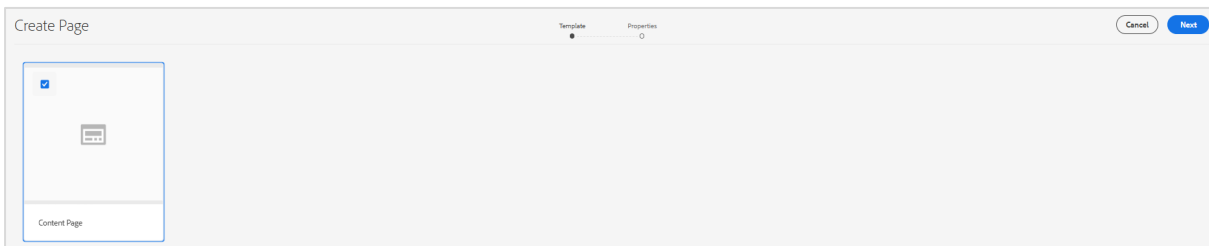
Step 2: Create a Page

1. In the upper right corner, click the **blue Create button**.
2. From the drop-down, select **Page**.



Step 3: Select Content Page Template

1. You will be directed to the Create Page screen, where you choose the **Content Page** template.
2. Click the **blue Next button** in the upper right corner to continue.



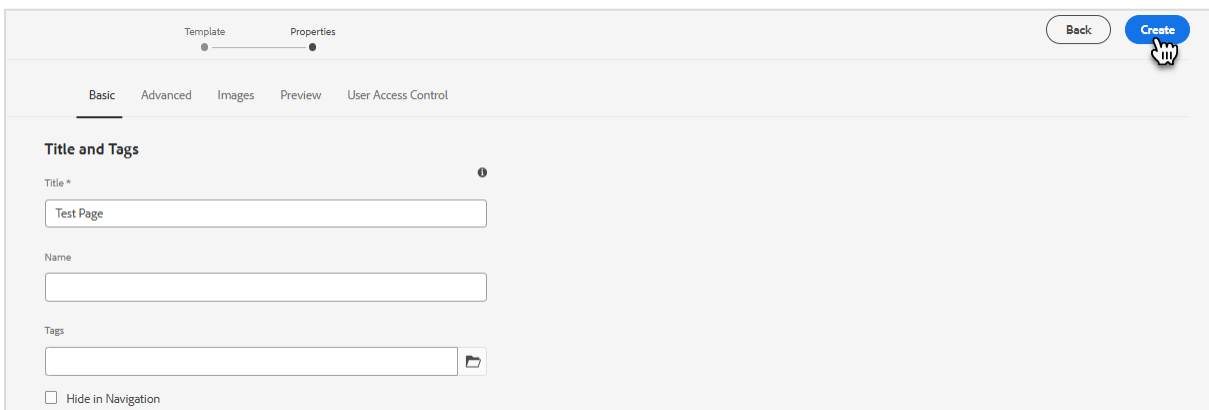
Step 4: Enter Page Details

You will now see the Page properties for your new page.

1. **Title:** Enter the title of your page. The title will appear at the top of your page as the main heading.

Special Note: When creating pages, leave the “Name” field empty so the system auto-generates a valid lowercase URL.

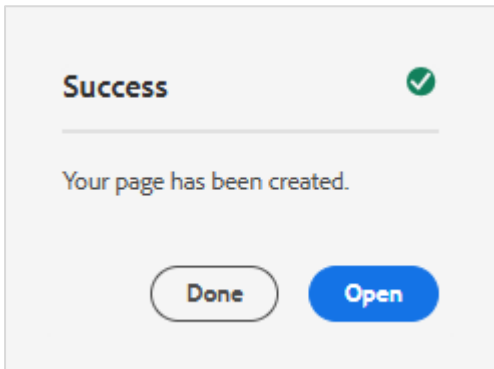
2. Click the **blue Create button** in the upper right corner.



Step 5: Confirm Creation

You will receive a **Success** confirmation that your page has been created. You will have the options of **Done** and **Open**.

- **Done:** Returns you to the main AEM Console. Make this selection if you are not ready to add content to your page.
- **Open:** Opens the newly created page to add content.



Step 6: Add Page Content

1. Select Components:

- Click the **Drag Components here** bar to choose components you want to add to the page.
- Common components include **Text and Images**.

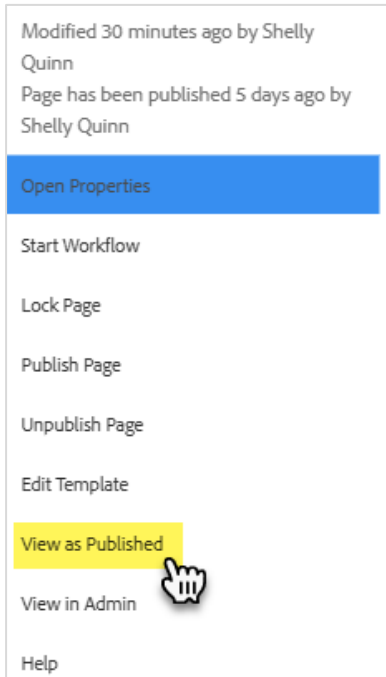
2. Add Content:

- Click the **plus sign (+)** to **Insert New Component**.
- Select the desired component from the **pop-up list**.
- Enter your **text** and add any supporting **images or files** by adding additional components.
- Use the **editor toolbar** to format your content for **readability** and **visual impact** (e.g., headings, bullet points, links).

Step 7: Preview and Publish Page

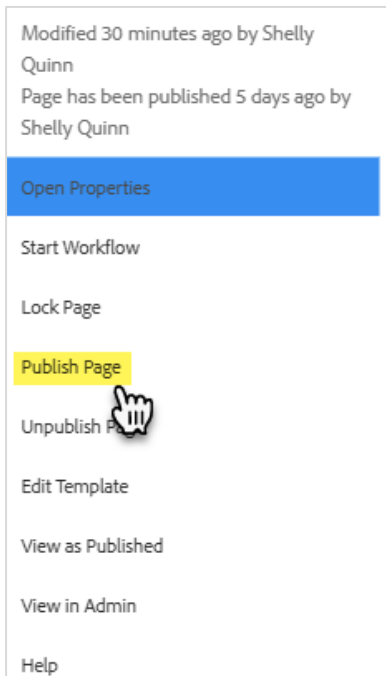
1. Preview the Page:

- Click the **Page Information** tool at the top of the page to open the drop-down menu.
- Select **View as Published** to preview how your page as it will appear to users.
- The preview will **open in a new browser window**, allowing you to review the content and layout before publishing.



2. Edit or Publish

- Review your page for **accuracy, formatting, and completeness**.
- If edits are needed, return to the editor and make necessary changes.
- When ready, click the **Page Information** tool again and select **Publish Page**.



3. Confirmation and Publishing

- After selecting **Publish Page**, a **blue pop-up** will appear at the bottom of your screen indicating the page has been submitted for publishing.

- Your page will be **live on the site within an hour.**

