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## Creating a New Page

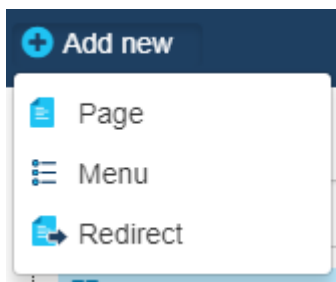
You can create new pages to provide your end-users with information on events, key contacts, emergency procedures, and more. The simplest way to create a page is to use an out-of-the-box template, which provides a fully responsive experience. You can start with a predefined template and edit it to your needs.

### To create a new page:

1. Select any top-level menu or sub-menu node from the content menu and select the **Add new** menu



The options are as follows:



2. Select one of the options.
  - **Page** – Add a new content page. See [Creating a Page from a Template](#).
  - **Menu** – Add a sub-menu. See [Creating a Sub-Menu](#).
  - **Redirect** – Add an option to redirect the user to another page or service or external webpage. See [Creating a Redirect](#).

The new node that you create is created under the menu node that you selected. If you try to create a node under a page or redirect, the new node is instead created under that node's parent menu or sub-menu.

For more information, see [Creative Studio: How to Create a New Page](#).

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## Creating a Page from a Template

The easiest option to create a page is to use an existing responsive template. Select a template that looks about right and get straight to work. To start with a blank page, select the **Blank Page** template, which enables you to design the page from scratch. Regardless of your choice, you can load HTML/CSS (if desired) and fully use the rest of Creative Studio's features.

To save a page as a template, see [Page Menu](#). To edit the name or description of a user-created template, or to delete it, see below.

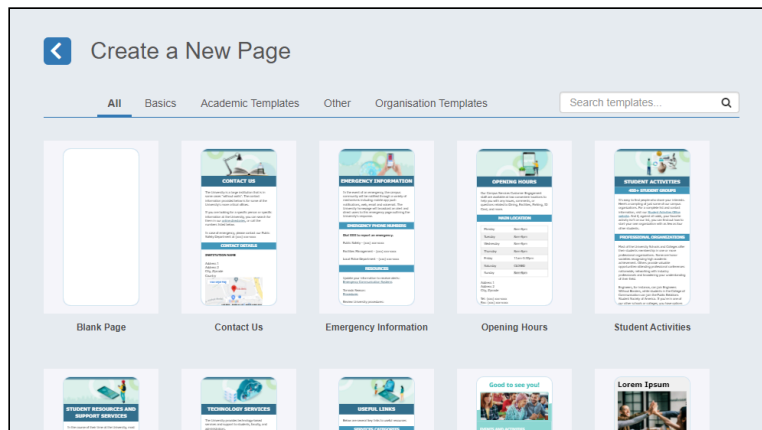
Templates are grouped by categories:

- **All** – presenting all available Creative Studio templates.
- **Basics** – set of basic pages used to jump-start your app, including “contact us,” “useful links,” and other templates.

- **Academic Templates** – event and purpose-specific templates such as “Welcome Week” or “Graduation Day.” The Academic Templates are unique from other templates as they combine a set of app features on a single page and can act as a “mini-homepage” for their designed purpose.
- **Other** – additional templates including menus, photo cards, blog, etc.
- **Organization Templates** – templates created by the institution for use by other app admins.

**To create a page from a template:**

1. Select **Add New > Page**. A visual selection of pre-existing templates is displayed.



2. Select a template.

If a template was created by a user (**Organization Templates**), you can edit the template's name and description, or delete the template from this page. Hover your mouse over the template and select the edit / delete icon.

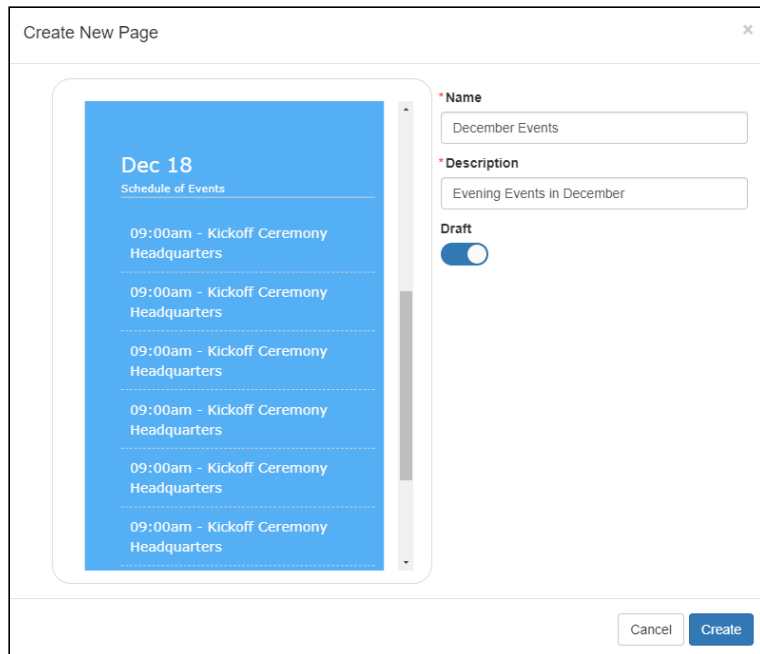
3. When you select a template, a preview pane for the template is displayed. Enter the page title and description and select **Create** to start editing the page.

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**Note**

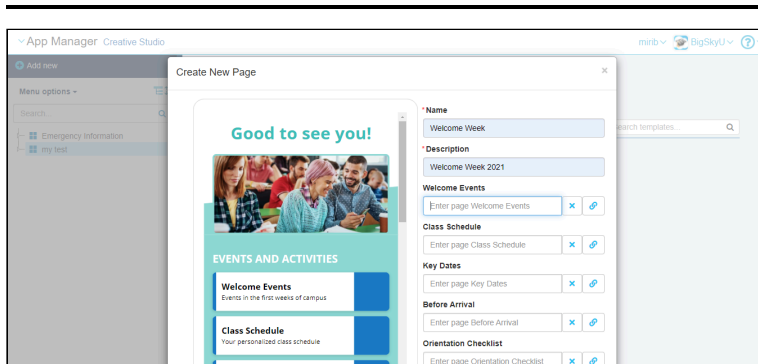
For users with the assigned permission **Content item : Can manage drafts in Creative Studio (App Manager > Users/Permissions > Users > User permissions)**, you can publish new Creative Studio pages when selecting **Create** by disabling the **Draft** toggle when creating the new page.

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For **Academic Templates**, you can also insert additional links that will be embedded in the page.

For example, in the **Welcome Week** template, you can preselect an Event Product Integration, webpage, or another Creative Studio page to be used.



Once a template is created, you can still edit its components, look-n-feel, etc.

For more information, see [Creative Studio: How to Create a New Page](#) from a Template.

## Creating a Sub-Menu

An end-user opens a sub-menu and sees options to open other pages or sub-menus.

**To create a sub-menu option:**

1. Select **Add New > Menu**.
2. Enter the menu name and description and select **Create**.

Menu Details ✕

**\* Name**

**\* Description**

**Hidden**

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### Note

You can create hidden menus and pages to enable you to edit and design them without the end-user having access to them.

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## Creating a Redirect

An end-user opens a redirect and is redirected either to some other service or to a URL in a web browser. For more information, see [Working with App URLs](#).

### To create a redirect option:

1. Select **Add New > Redirect**.
2. Enter the page name, description, and an app URL and select **Create**.

Redirect Link Details ✕

**\* Name**

**\* Description**

**\* URL**

**Hidden**