

Adding a New Page

Adding a Page

General Guidelines

If your content fits into any of the existing pages, please create a subpage there.

Before adding a top-level page, decide whether one of the existing pages is an appropriate place for your content.

You can see the top-level pages from the [Homepage](#).

Naming Pages

Individual page names must be unique within the space. You will receive an error message if a page with your chosen name already exists.

Spaces are fine in names. In fact, you are encouraged to use spaces as usual when naming pages.

Adding a Top Level Page

1. Go to the [ILC space](#)
1. Click on **Add a new Page**.
1. Type in a title. (I will use the name *parent page* as an example.)
1. Click **Add** to submit the form.

Now your page will be created at

<http://confluence.slac.stanford.edu/display/ilc/parent+page>

Notice that Confluence replaces spaces with "+".

So now have a page at the topmost level of the ILC space.

Adding a Child Page

But mostly you should be creating child pages on existing topics.

1. To create a child page, e.g. subpage, go to its URL and click on **Add Child Page** on the lefthand side. On the form, you should see the name of the parent in the **Parent Page** box.
2. Fill in the title and content and click Add. (As an example, I use the title *child page*.)
3. To see that it was put in a hierarchy properly, go to the [Directory View](#).

You should something like this in the hierarchy once you expand it.

```
+parent page
  child page
```

The key is to use **Add Child Page** from the parent, which creates a child page (like a subdirectory), rather than **Add Page**, which will add a top-level page to the root space.