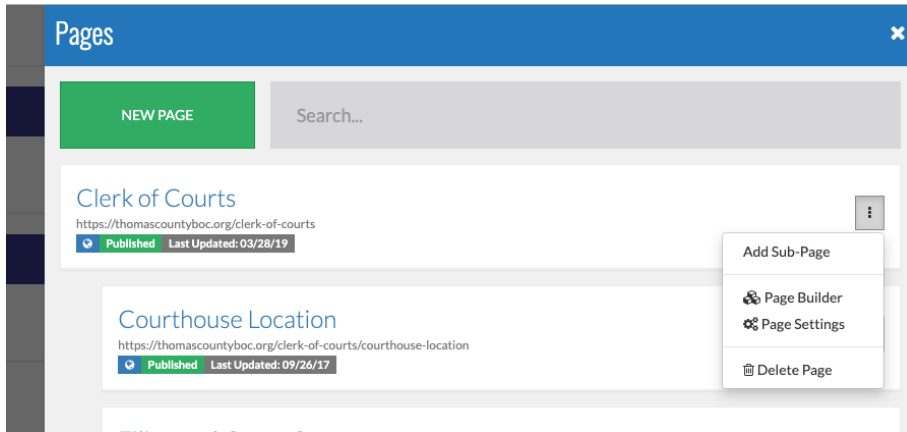
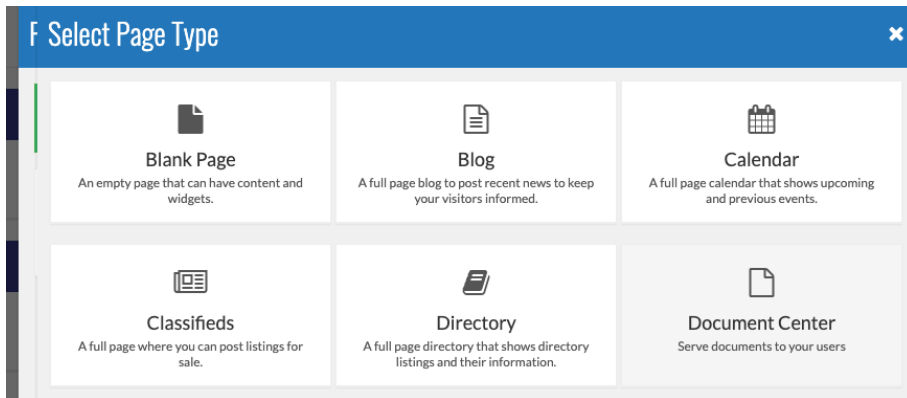


# Creating a Document Center

1. Click "New Page" or if you are creating a subpage, click on the menu icon for the Parent page and select "Add Sub-Page."



2. For the page type, select "Document Center." This will direct you to select a folder from file manager to be the main folder from which it will pull documents and display on the page for users.



3. Navigate through your File Manager to find the main folder you want to use. Click to select that folder, then click on the menu button and choose "Select" from the dropdown. Continue through the page creation process, adding your page title and description, and click "Create Page" once complete.

