

# New page

From Earthwise

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To make a new page you just need ordinary ***user privileges***.

Take a few minutes to look through the existing categories and subcategories. Does your proposed new page/set of pages align with a pre-existing category? If so you can create a new page using a template as follows:

- Each category page has an input box with a button below labelled 'name and create a new document'. Type the name of the page you wish to create into the box and click the bar.
- this will create a ***new page*** in the ***edit view***
- Once you have a new page in the editing view, you can ***type directly*** into the page or ***cut and paste*** from Word documents and from PDFs. To ***convert*** cut-and-pasted text, select the text and click the **[W]** button on the toolbar.
- The **toolbar** contains most of the editing and searching buttons you are familiar with from Word. Mouse-over text explains them.
- you can also insert [images](#) and [links](#)
- **References** should be set out in the Harvard style
- When the first draft of your page is complete, make any comments needed in the **Summary** box then click **Save**.
- This produces a ***new page*** which will be reviewed and edited by the Earthwise™ panel before appearing in the ***alphabetical list*** of 'Additional' pages in the home category you have chosen.

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[Category](#):

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