

# How do I create a page in the UCLA Knowledge Base?

1. Make sure you are logged in to the Knowledge Base.
2. Before creating a new page, please search the Knowledge Base and confirm there is not already a similar page.
3. Decide where to categorize your new page. Choose a book and, optionally, a chapter to create the page in. If your page doesn't fit in any existing book or chapter, feel free to create a new one.
4. Once you are in the book or chapter you want to create the page in, click "New page" in the right panel under "Actions". If you are on mobile, you may need to click the "Info" tab to see the actions.
5. Fill out your page. Notice on the right panel, there are four icons. You can use these to add tags and attachments or use page templates (advanced).
6. Add any tags you think will help people find your page more easily. To do so, click the tag icon in the right panel and fill in the Tag Name fields. The Tag Value field is usually left empty, but you may use it if you want.
7. Press "Save Page" near the top right to submit your new page. Thank you for your contribution!

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