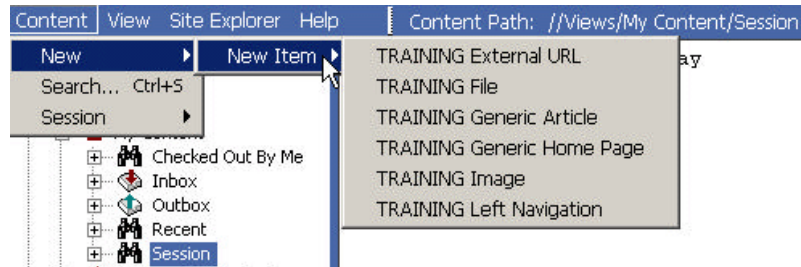


What are the different ways I can create new content on the Rhythmyx Content Management System (CMS), version 5.6?

**Content menu on the Content Explorer menu bar**

1. Click 'Content' on the Content Explorer menu bar to display its drop-down menu.
2. Choose 'New', then 'New Item', then the content editor you need.



**On the background of the Navigation Tree (left pane) of the Content Explorer**

1. Click anywhere on the background of the Navigation Tree (left pane) of the Content Explorer.
2. Display menu using a right click (PC) or a control click (Mac).
3. Choose 'Content', then 'New', then 'New Item', then the content editor you need.



**Search for existing content and create new copy**

This option will create a copy of the content that will not maintain any relationship to the original version.

See <http://www.bgsu.edu/downloads/cio/file18104.pdf> for instructions.

**Search for existing content and create promotable version**

This option will create a copy of the content that will maintain a relationship as a revision of the original version. It can be used to create an updated version of existing content or to make an older revision of that content item the current version.

See <http://www.bgsu.edu/downloads/cio/file17210.pdf> for instructions.