

Add Sections to Texts

Before you add sections or pages to a text, create a main page. Learn more with the [Texts' Structure](#) guide.

1. Log in to texts.shanti.virginia.edu
2. Open your text
 - Learn how to [open your texts](#)
3. Find the page of text that needs a section
 - Click on the section title in "Contents" to navigate to that page
4. Click the + button next to the page title in the table of contents
 - You'll see the table of contents next to the text
 - The "Create Book page" window will open
5. Type the new section's title into the "Title" field
6. Click **SHANTI Texts Splitter**
 - The section will expand
 - Choose whether you want to split your text into sections
7. Type the new section's content into the "Content" box
8. To add metadata to the section, scroll down
 - Typically, only use metadata for the main page of a text
 - Check out [Texts Metadata Fields](#) for more information
9. Click **Preview** at the bottom of the page to review your section
 - The "Preview" page will open
10. Click **Save text section** at the bottom of the page
 - A message will confirm your new section