Creating content using the General Content module
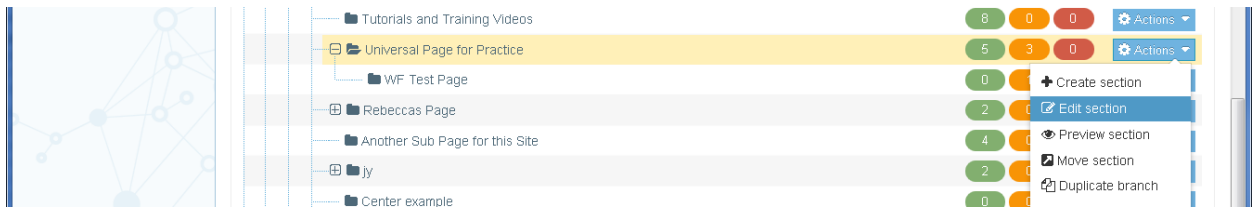
The General Content module is a very basic and versatile module. It allows you to place text, inster images into the text area, make links and other features.

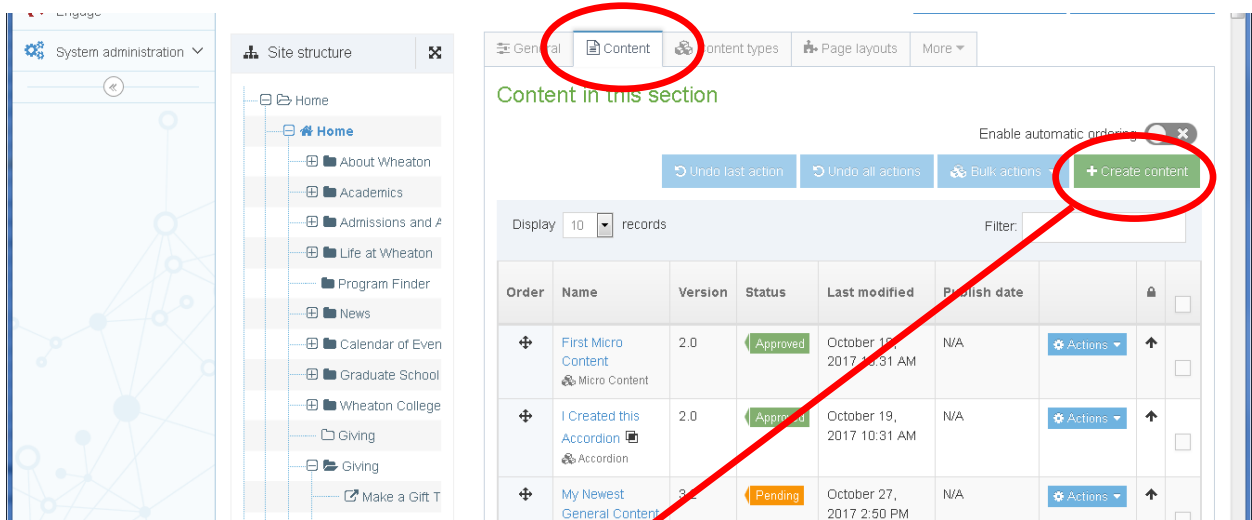Navigate to the section (page) on which you want the content module to appear.

Click on the name of the section…

Or go to the adjacent Actions menu and choose "Edit section"

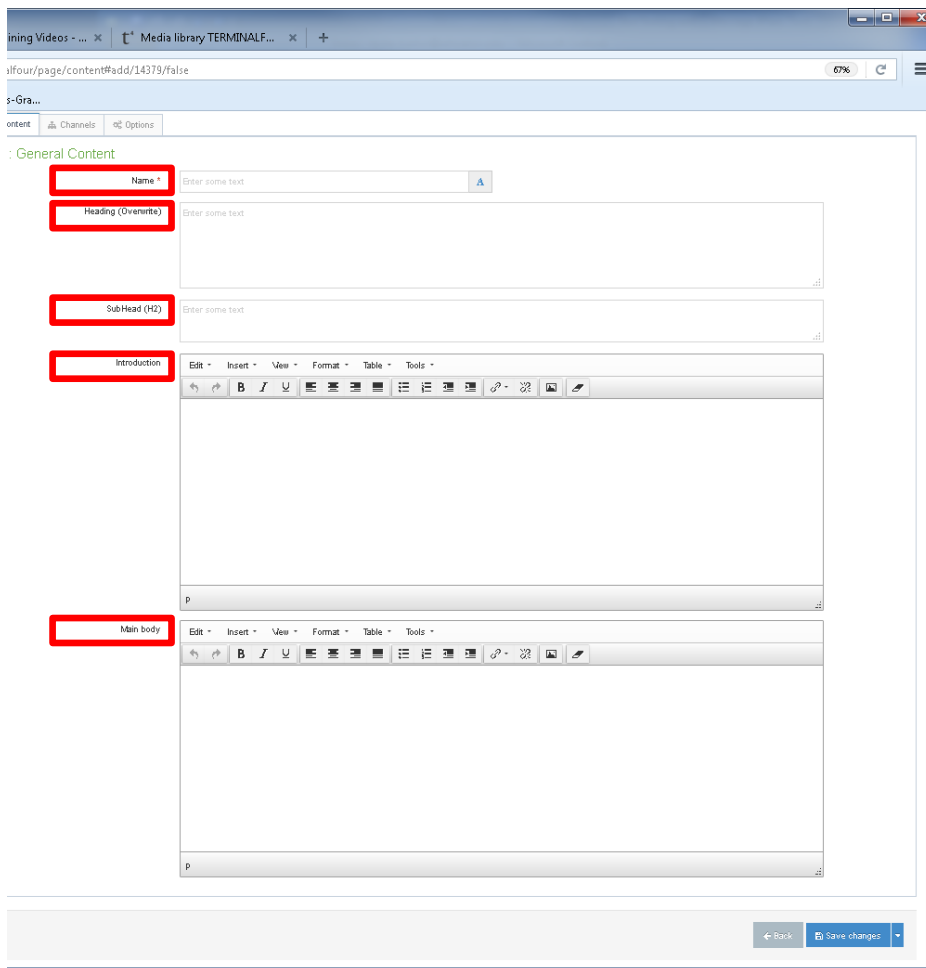Click on the "Content" tab to show the content types for this section (page)

Then click on the green "Create content" button

If you don't see the listing for General Content in the list, then type "general" in the filter field

Then click on the blue text for General Content

This will bring up the content editing view for the module, which has five fields of content...

The fields are:

Name
This is the name of the content module that will appear in TerminalFour but not on the page itself.

Heading (Overwrite)
Although the word "Heading" appears here, **this field is used very rarely**. Basically, text entered here overwrites the title of the page. Check with the Web Team before using this.

Subhead

Text entered here is formatted with the Heading 2 (H2) style which is a very large and prominent heading. This field has no formatting options

Introduction

Text entered here is slightly larger than Main Body text below, and is used to provide a summary of the content of the section (page). This field has no formatting options

Main body

This is the field for entering the majority of the text on the page. Basic formatting such as bold, italic, numbered and bulleted lists, etc. is allowed. Please do not use underline as a format.

Remember to use the **"Save Changes"** button regularly to save your work. Never go any longer, without saving, than you would want to have to spend to make up the work you have done.

When you are ready for that information to go 'live' then choose **"Save and approve"** which is an option when you click on the white triangle to the right of **"Save changes."**

Remember to **preview** your work to see how the formatting is working. Never assume that what you see in the editing environment is what the content will look like on the page.

Note: If, as you preview the page, you encounter unexplained formatting issues (strange line spacing, image alignment, etc.) please do not spend a lot of time trying to trouble-shoot this. It is usually an underlying HTML code issue that we would be happy to resolve for you.