

# Setting up a Micro Content module



- A prominent 'teaser' way to attract attention to information that you want your visitor to see or that you think would be of interest to your visitors
- And provide a link straight to that information
- Used with or without an image
- Image field calls for 760x760 pixel image
- 200 character limit (not intended to be a place for articles or long text)

To place a Micro Content module on a section/page, go to that page in TerminalFour, click on the "Content" tab, then click on the green "Create Content" button:

TerminalFour interface showing the 'Content' tab selected. The 'Create Content' button is highlighted with a red box. A red arrow points from the text above to this button.

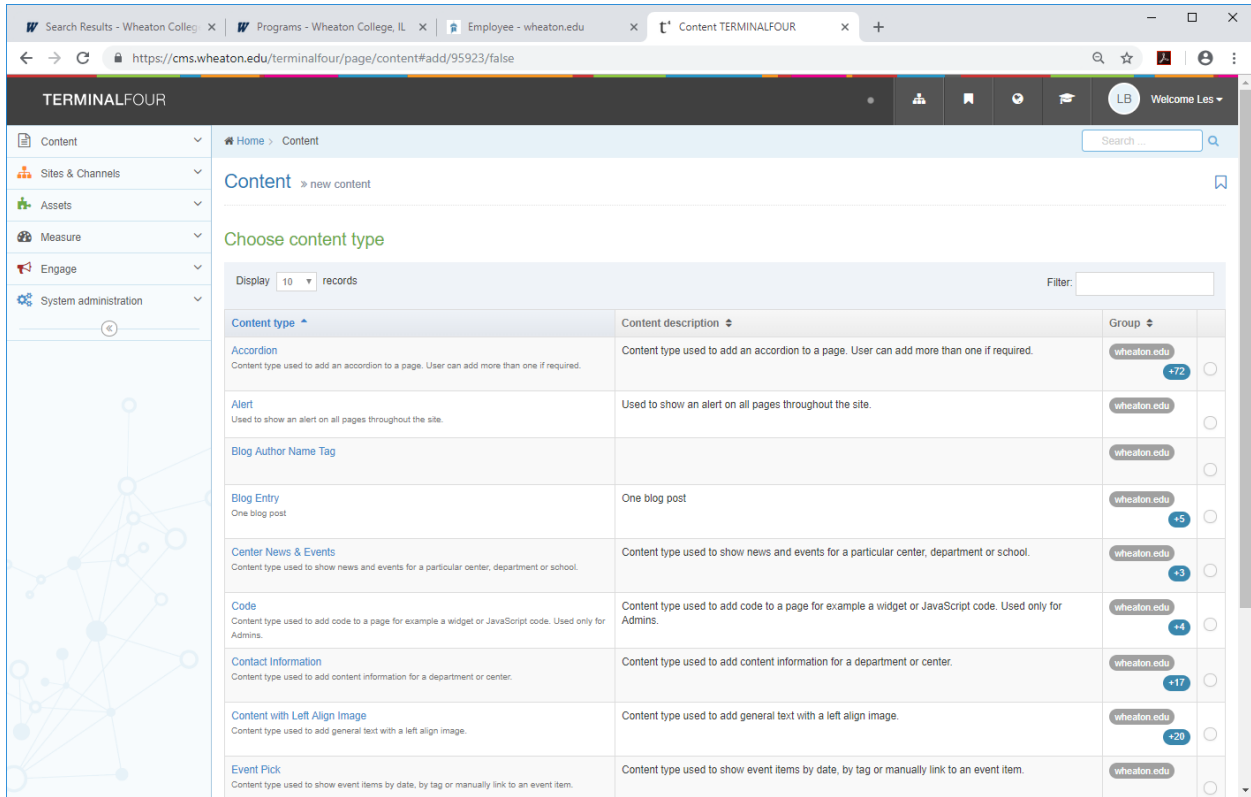
Content in this section

Order	Name	Version	Status	Last modified	Publish date	Actions
+	General Content to be deleted today General Content	1.3	Pending	October 29, 2018 11:07 AM	N/A	Actions
+	Today's Quote Quote	0.1	Pending	October 9, 2018 2:02 PM	N/A	Actions

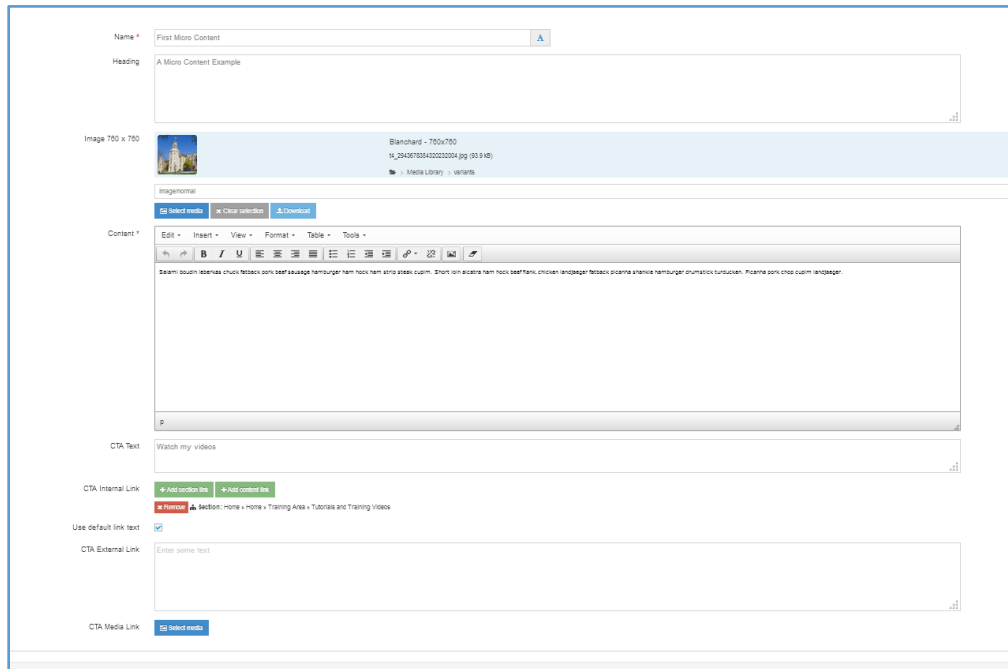
Showing 1 to 2 of 2 entries

Buttons: Delete, Cancel, Save changes

This will present you with the “Choose content type” interface. If you don’t see Micro Content in your list of content types, please let us know. Click on the blue text name “Micro Content” and...



You will be presented with the Micro Content fields of information.



## Fields

- **Name**  
This is the name of this module that will appear only in T4
- **Heading**  
The “headline” for this content module
- **Image** (760x760 pixels)  
Having an image is recommended but optional. Clicking on the “Select Media” button takes you to the Media Library. You would access your folder in the Media Library to choose a 760x760 pixel square image variant for the micro content.
- **Content**  
200 characters maximum. “Teaser” text to attract/entice visitor to learn more. It is not intended for long blocks of text. Though it is technically possible to make a link from this text, doing so negates the whole purpose behind the micro content with its Call to Action (CTA link). If there is a link, it should be the one CTA link.
- **CTA Text**  
If this field is left blank, the text for a CTA link is “Learn More” but you can type the words in this field to show something different.
- **CTA Internal Link** (optional)  
Clicking on the green “+ Add section link” button allows you to make a link to another page within your part of the Wheaton website. The green button “+ Add content link” is not working at the moment, but eventually will allow you to make a link to a specific content module.
- **Use default link text**  
(This item is currently not functional. You can ignore it.)
- **CTA External Link**  
This field allows you to have a link to a website that is external to the Wheaton website. Pasting the entire URL for that website (i.e. <http://www.amazon.com>) to which you want to make the link.
- **CTA Media Link**  
It is possible to link to a PDF or Word file using this field to select it from the Media Library.

Please be sure to click “Save Changes” regularly to ensure that your work is preserved. When you are ready for the content to go “live” then choose “Save and Approve”.

If you have any question about this tutorial, please let us know at [The.Web@wheaton.edu](mailto:The.Web@wheaton.edu)