Page Content

This is the template used for loading general content to a page, and it is the most used content template in the Rhodes University TerminalFour.

Objective – Page Content

- To add general content is added to a page/section.

Below is a step-by-step process of how you will go about adding content using page content.

How To

1. (**From Site Structure View**)Select Create Content from the (⚙ Actions ▼) Actions Drop-Down Menu beside the section you wish to add content to.

2. If only one content type is available to you, this will open straight away. Alternatively you need to select which content type you wish to use. (**See fig. 1**).
3. A new window with elements, (text boxes), that need to be filled in comes up. **(See fig.2),**
    a. The * next to the element identifies that the element is required.
4. Enter the **Name** for the content piece. This will not be displayed on the published page, but simply act as a name within TERMINALFOUR Site Manager.
5. Enter **Heading**, it is standard practice to keep the name and heading the same.
6. Enter text in the "**Body Content**" element, either by typing or copying from an existing document and pasting to the body content element.

7. **Save and Approve** to save the content once complete, by clicking on the drop-down icon (▾) next to **Save Changes** to reveal options such as **Save as Draft & Save and Approve** (**See fig. 3**)..

Figure 1: Choosing the Page Content template
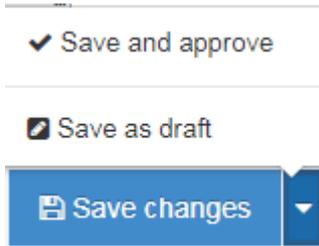

Figure 2: Page content with the element populated

Figure 3: The pop-up showing options to save the content

The Page Content template consists of three (3) elements.

> **Name**: An element used within **TERMINAL**FOUR Site Manager to identify the content. Ideally, this should be the same as the heading, for ease of identifying the content.
> **Heading:** This the main heading that will appear on the page, before the body content.
> **Body Content:** This content will make up the body of your page. All the information you want to display on that page, including images and links.

The text entered in the template above will look like this:

Figure 4: Front end view of the page content

Aside Page Content
Objective – Aside

> To display related or secondary content(including newsletters), social media and Upcoming Events
> This content would normally show below the news
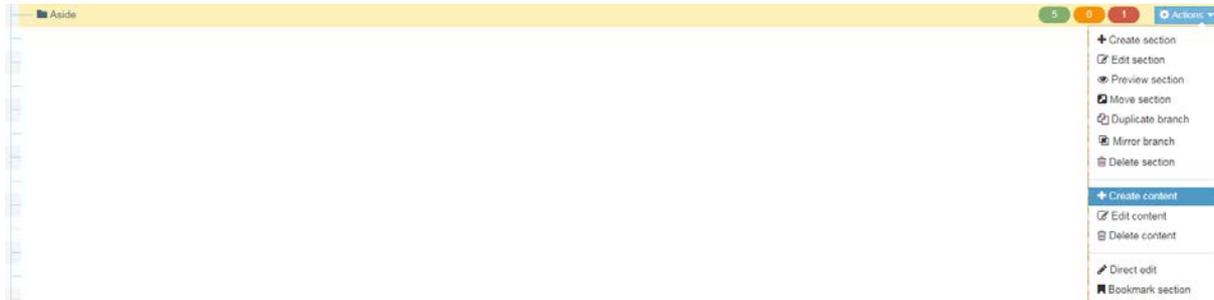> The Aside cascades down on all other subsection that do not have their own aside section

Figure 5: Adding content to the aside section

Figure 6: Selecting the Aside Page content template

Objective- Aside Page Content

This template is for adding content on the "Aside" section of the website.

This is the same as the Page Content, but with two (2) elements instead of 3, where the "**name**" becomes the heading:

Name *

Body *

Figure 7: The elements of the Aside Page Content
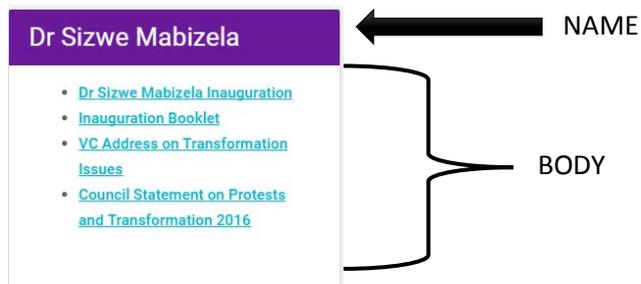
On the page, the content will look like this:

Figure 8: Front end view of the Aside Page content