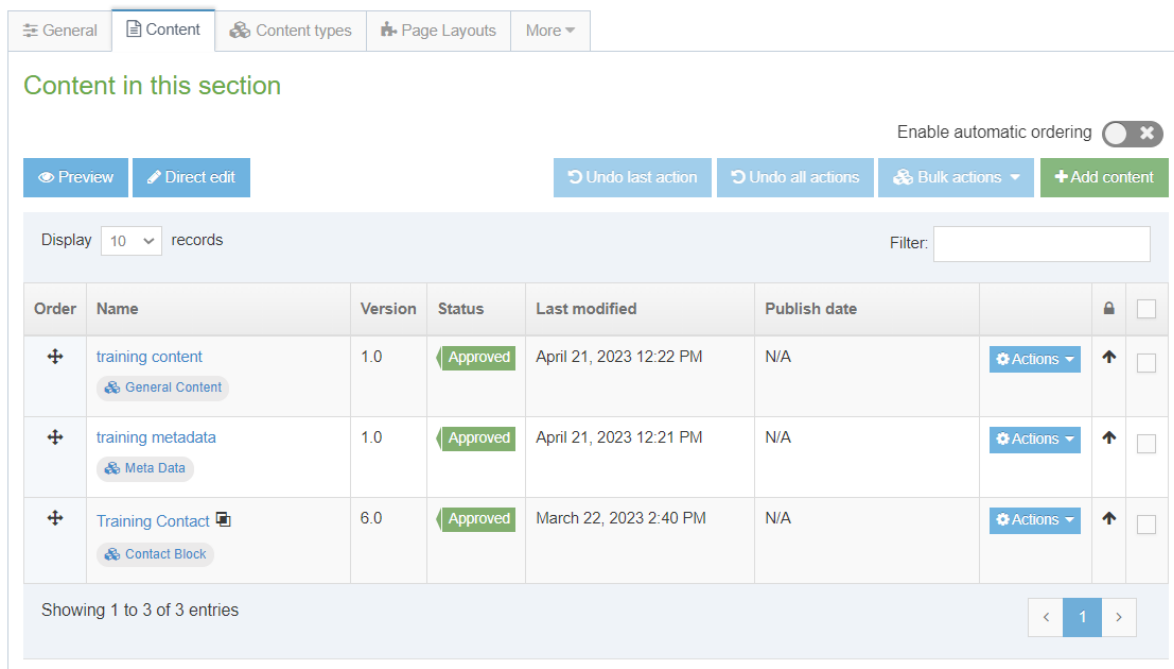


3.1.1 Adding General Content

Note: This piece of content is essential unless you have an alternative piece of content where the main text of the web page is held. If you are using an alternative piece of content for the main text of the page, you may leave out the General Content.

1. Open the Site Structure and browse to the section you want to add content to. Click on the name of the section to open it for editing.
2. The 'General section details' page appears. Click on the 'Content' tab.



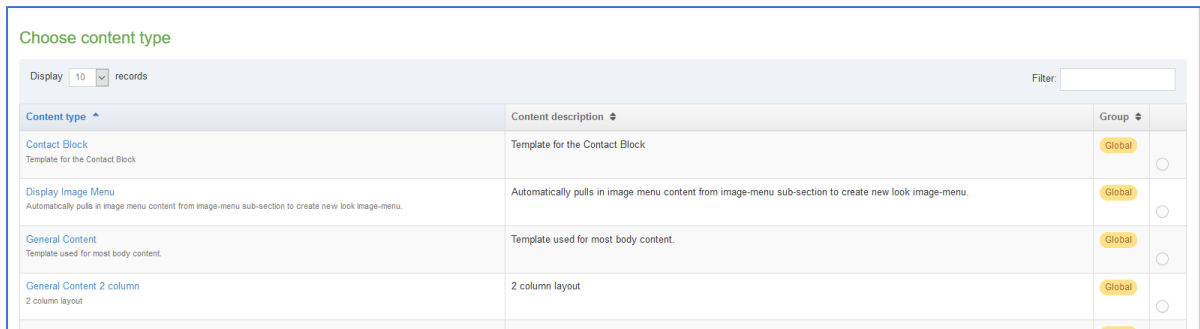
The screenshot shows the 'Content' tab of a CMS interface. At the top, there are tabs for 'General', 'Content', 'Content types', 'Page Layouts', and 'More'. Below the tabs, the title 'Content in this section' is displayed. On the right, there is a toggle for 'Enable automatic ordering'. Below this, there are buttons for 'Preview', 'Direct edit', 'Undo last action', 'Undo all actions', 'Bulk actions', and '+ Add content'. A 'Display' dropdown is set to '10 records' and a 'Filter' input field is present. The main area contains a table with the following data:

Order	Name	Version	Status	Last modified	Publish date		Lock	Check
+	training content <small>General Content</small>	1.0	Approved	April 21, 2023 12:22 PM	N/A	Actions	↑	<input type="checkbox"/>
+	training metadata <small>Meta Data</small>	1.0	Approved	April 21, 2023 12:21 PM	N/A	Actions	↑	<input type="checkbox"/>
+	Training Contact <small>Contact Block</small>	6.0	Approved	March 22, 2023 2:40 PM	N/A	Actions	↑	<input type="checkbox"/>

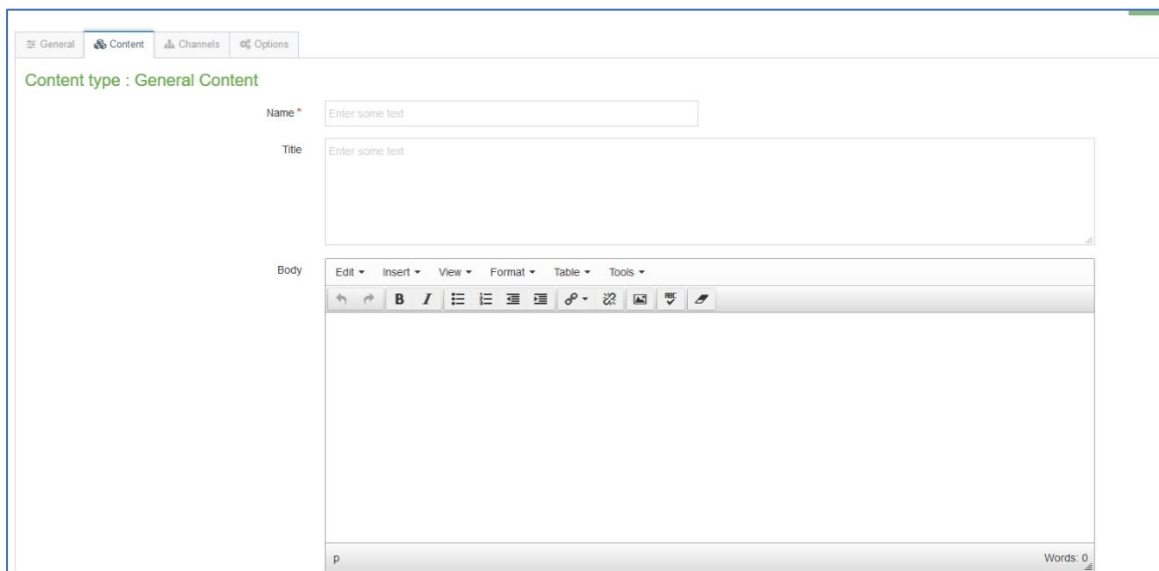
At the bottom, it says 'Showing 1 to 3 of 3 entries' and a pagination control shows '1'.

3. Click on the 'Add Content' button on the right.

4. The 'Choose content type' page appears – click on 'General Content' in the list that is displayed.



5. The General Content template will now appear.

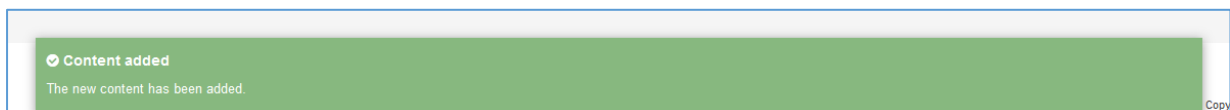


6. Insert a name for your new content in the Name box. This isn't seen by people using the web site, but it is important that you choose something that will make sense to other CMS users.

7. Give your content a Main Heading by entering it into the Title box. This will be displayed as a Heading 1 by the CMS.

8. Add the main text of the page in the Body box using the HTML Editor. See *Information Sheets 4 to 4.4 for more information on using the HTML Editor.*

- When you have finished adding content click on the 'Save changes' button or click on the small triangle at the end of the button and select 'Save as draft' if you are going to come back to this piece of content later and don't want it to enter the approval process.
- A message will appear at the bottom of the page to tell you that the content has been successfully added:



- You will be returned to the Content tab, where you can see your newly added content listed along with any other content that you have added to this section.

The screenshot shows a user interface for managing content. At the top, there are tabs for 'General', 'Content', 'Content types', 'Page Layouts', and 'More'. Below the tabs, the heading 'Content in this section' is displayed. To the right of the heading is a toggle for 'Enable automatic ordering'. Below the heading are buttons for 'Preview', 'Direct edit', 'Undo last action', 'Undo all actions', 'Bulk actions', and 'Add content'. A 'Display' dropdown is set to '10 records' and there is a 'Filter' input field. The main content is a table with the following data:

Order	Name	Version	Status	Last modified	Publish date			
+	About me main text <small>General Content</small>	0.6	Pending	April 12, 2023 9:52 AM	N/A	Actions	↑	
+	Training Contact <small>Contact Block</small>	6.0	Approved	March 22, 2023 2:40 PM	N/A	Actions	↑	
+	training metadata <small>Meta Data</small>	0.2	Pending	April 12, 2023 10:00 AM	N/A	Actions	↑	

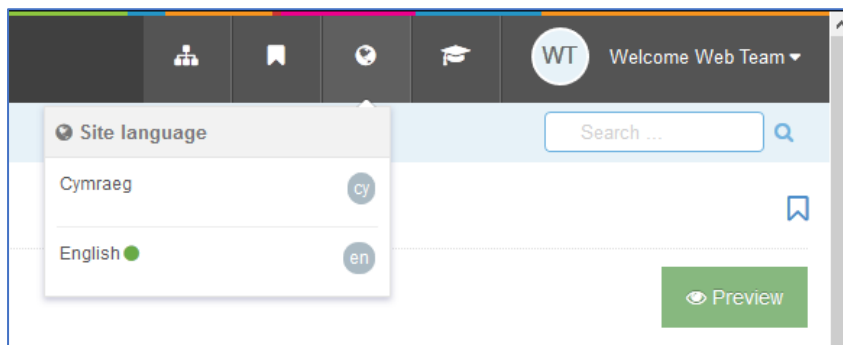
At the bottom of the table, it says 'Showing 1 to 3 of 3 entries' and there is a pagination control showing '1'.

You will notice that the content appears with the Status 'Pending' (or 'Draft'). Pending content needs to be approved before being published. See [Information Sheet 6](#) for more information on approval (Moderators only). Draft content will not enter the approval process – you can continue to edit it and when you are ready for it to enter the approval process you will be able to click the 'Save changes' button to save it.

Creating the Welsh Version of your General Content

Note: You should only create the Welsh version of your content when you have the Welsh text ready. If you have sent your English text to Translation, wait for it to return before creating the Welsh content.

1. Click on the 'Site language' button at the top of the screen and select Cymraeg.

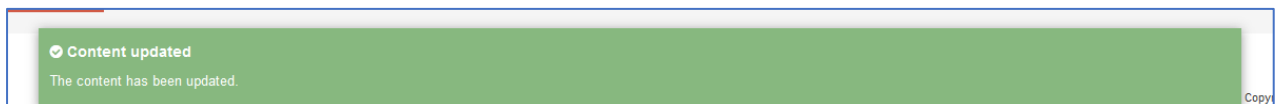


2. The Welsh version of the section's 'General section details' page appears. Click on the Content tab.
3. The Name of the content appears as 'Not translated', as it hasn't yet been named in Welsh. Click on the name of the piece of content to modify it.

Note: If there are lots of new pieces of content which haven't had their Welsh title set, it can be hard to find the right one that you need to work on – move or hover your mouse over the words Not translated and a small box containing the English title of the content will appear.

4. Insert a name for your content – this can be in English or Welsh depending on your preference. This isn't seen by people using the web site, but it is important that you choose something that will make sense to other CMS users.
5. Give your content a Main Heading by entering it into the Title box. This should be the Welsh translation of the English Main Heading.

6. Add the main text of the page in the Body box using the HTML Editor. This should be the Welsh translation of the English Body text.
7. When you have finished adding content click on the 'Save changes' button or click on the small triangle at the end of the button and select 'Save as draft' if you are going to come back to this piece of content later and don't want it to enter the approval process.
8. A message will appear at the bottom of the page to tell you that the content has been successfully updated:



9. You will be returned to the Content tab, where you can see your newly added content listed along with any other content that you have added to this section.
10. You will notice that the content appears with the Status 'Pending' (or 'Draft'). Pending content needs to be approved before being published. See [Information Sheet 6](#) for more information on approval (Moderators only). Draft content will not enter the approval process – you can continue to edit it and when you are ready for it to enter the approval process you will be able to click the 'Save changes' button to save it.