

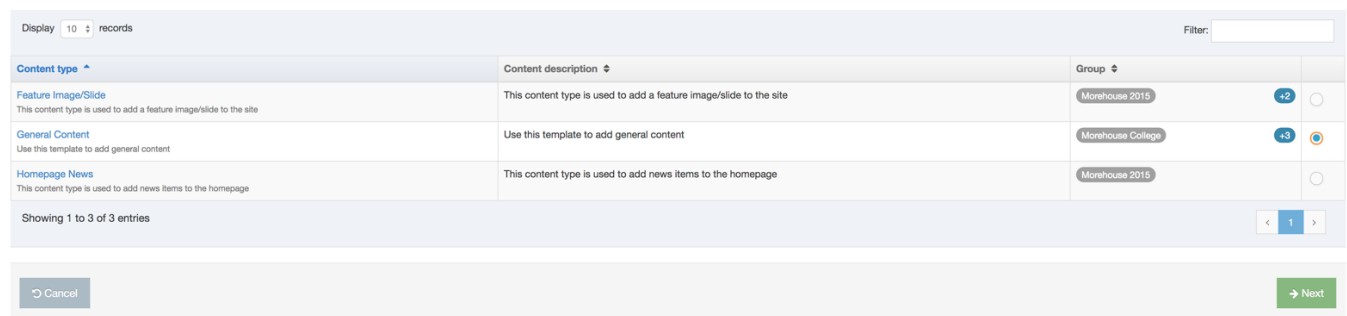
Creating General Content in TerminalFour

First, drop down the Actions menu beside the section/folder where the content will live. Select the Create Content option.



You will be taken to a page where you have to choose which kind of content you are creating. Select the General Content option.

Choose content type

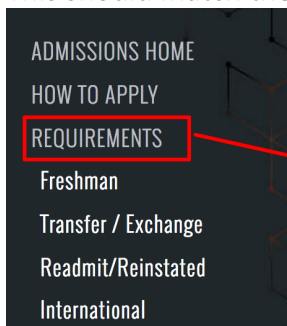


Next, you will need to set up the page. Rules around this apply.

NAME: Make it descriptive, but keep it short and sweet. This will not show up externally.

TITLE: The title should be consistent across all content created in your site. Make it the name of your department.

CONTENT: In the top of this window, add the name of the section in which the content will live. This should match the name of the section to reinforce where on the site a visitor is.



Admissions

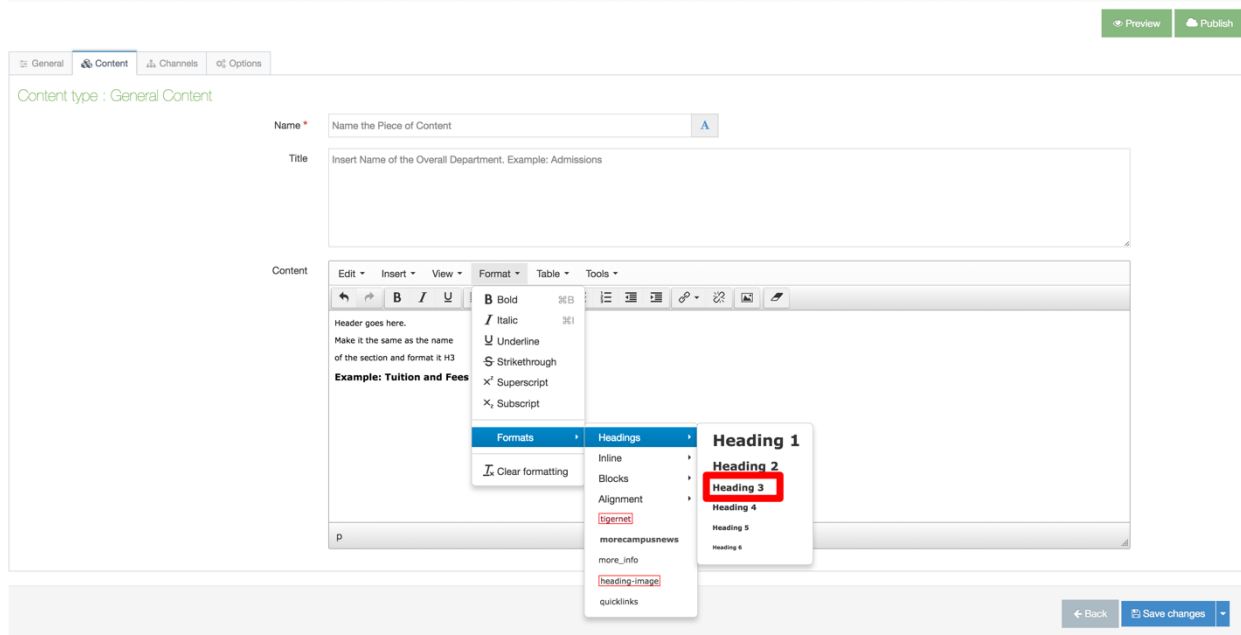
REQUIREMENTS

The College seeks students who will respond to such an opportunity and who will bring to this community a variety of interests and personal characteristics. Academic competence is a major consideration in the selection of students, but also important are an individual's personal qualities which may add to the diversity of the student body.

After adding the name of the section, format it. Highlight the Content header you just typed. Then:

1. Go to Formats
2. Select Headings
3. Choose Heading 3

Doing so will transform what you have typed into a colored font that is now all caps.



Once you have completed this step, you will be ready to add your content.

If you run into problems, call the Department of Strategic Communications at 470-639-0268 or register for in-person training at <http://www.MorehouseT4.eventbrite.com>.