

3. Adding Content

Essential Content

All sections in the CMS should have content providing the main part of the page, as well as additional content to complete the page. The most commonly used content for the main part of the page is General Content, although other types of content can be used. All sections should also have a Contact Block and Meta Data.

- **General Content** (see [Information Sheet 3.1.1](#))

This piece of content is where the main web page text is located. It is essential unless you have an alternative piece of content where the main text of the web page is held.

- **Contact Block** (see [Information Sheet 3.1.2](#))

This piece of content contains the contact details relevant to the web page. On the web page the Contact Block is displayed at the bottom of the page.

- **Meta Data** (see [Information Sheet 3.1.3](#))

This piece of content contains information about the web page. This information is used by search engines to index pages appropriately.

Other Content

- **Related Links** (see [Information Sheet 3.2](#))

Related links appear under the left-hand menu on your page and are designed to allow users to quickly access pages which are related to the current page.

- **Tabs or Accordions** (see [Information Sheet 13](#))

Tabbed pages and Accordion pages are used to allow multiple pieces of information to be available on the same page. They allow the user to swap between the tabs (or accordions) without moving off the main page.

- **Expanding Content** (see [Information Sheet 14](#))
Expanding content can be used to have some content on a page hidden and then revealed when users click on a link. This can be useful for helping users to navigate through information and for pages such as FAQs.
- **Image Menus** (see [Information Sheet 15](#))
Image Menus can be used to display several links in a graphical way. Users can click on the images or the text to visit the linked page.
- **Video** (see [Information Sheet 17](#))
Videos can be used to add additional information and interest to a page. You can simply link to a video that is already online, but often it is better to embed the video in your page. This means that the user can see the video and watch it without leaving your page.
- **Page Intro** (see [Information Sheet 29](#))
It is possible to add a large image (or video) at the top of your page, with a headline and introductory text beneath.

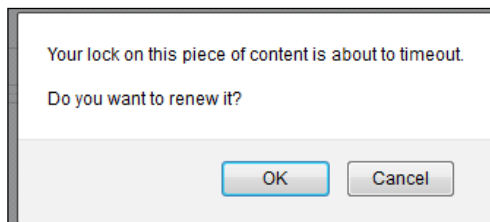
Reusing Content – see [Information Sheet 3.3](#)

It is possible to reuse existing content by mirroring or duplicating it from one section to another. See Information Sheet 3.3 for more information.

Timeout

When editing content, you should be aware of the system timeout. If you leave your edit window unused for a certain amount of time, a timeout will occur, and your work could be lost. If you need to leave your work when you haven't finished with it, remember to click on Add or Update to save what you have done so far.

If you are still at your computer when the timeout occurs, you will see a pop-up message:



Click on OK to keep your content open for editing. Click on Cancel if you have finished and haven't made any changes that need to be saved.