

## Create a General Template

To Do

1. Create a new template to use for any "general" content.

Element Name	Type	Size	Compulsory
Name	<i>use default</i>		
Title	Plain text	20 words	yes
Main Body	HTML	9999 words	yes

```
<!-- Begin Page with heading text/html -->  
<h1>This is the title</h1>  
<p>This is the main body of the content.</p>  
<!-- End Page with heading text/html -->
```



### Notes

1. Go to **Assets** and select **Content Templates**.
1. Click **Create New**.
2. Enter a name and description for the template.
3. Select the **Elements** tab.
4. Create the elements based on the information in the table above.
5. Click **Add Element** after each element.
6. Select **Add Template** when all elements are added. This will open the **Formatting** tab.
7. Paste the HTML into the **Format Code** box.
8. Click the **Build Tag** tab
9. In Tag Type, select **Output Content Element**.
10. In **Template Element**, select the Title element.
11. In **Output Method**, select **Normal Output (Inline)**.
12. Click **Build Tag**.
13. Copy the generated tag.
14. Click the **Modify Format** tab.
15. In the HTML code, replace THIS IS THE TITLE with the new tag for Contact Name.
16. Repeat for the Main Body element.
17. Click **Add Format** when done.
18. Click **Add Template**.
19. Assign your Template to your section from the Site Structure.
20. Modify a section, click the **Templates** tab and enable the new template.