Adding a Content Module

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This article relates to SitePro

Quick Steps: MODULES > ADD NEW MODULES > COMMON > HTML > DRAG ONTO PAGE

1. Hover over **Modules** in the black admin bar at the top of the screen

2. Select **Add New Module**

3. Select **COMMON** from the drop-down list

4. Click on HTML and use your mouse to drag the module onto the page - you can drag and drop the module into different panes as desired

5. To edit the page and any of the modules on it, click **Edit This Page** in the top right of the screen

6. Hover over the cog icon and select **Settings**

7. Under the **Permissions** tab, ensure that the permission is set to **Administrator Only** while you are working on the new module so that it cannot be viewed by the public

8. Under the **Module Settings** tab, set a title for the module under **Module Title** and click **Update**

9. Hover over the pencil icon and select Edit Content so that you can add content to your module using the text editor

10. Once you are satisfied with the module, open the **Settings** box and set the **Permissions** tab to **All Users**

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