

How to create Content Information in the Canvas and the Feed Editor?

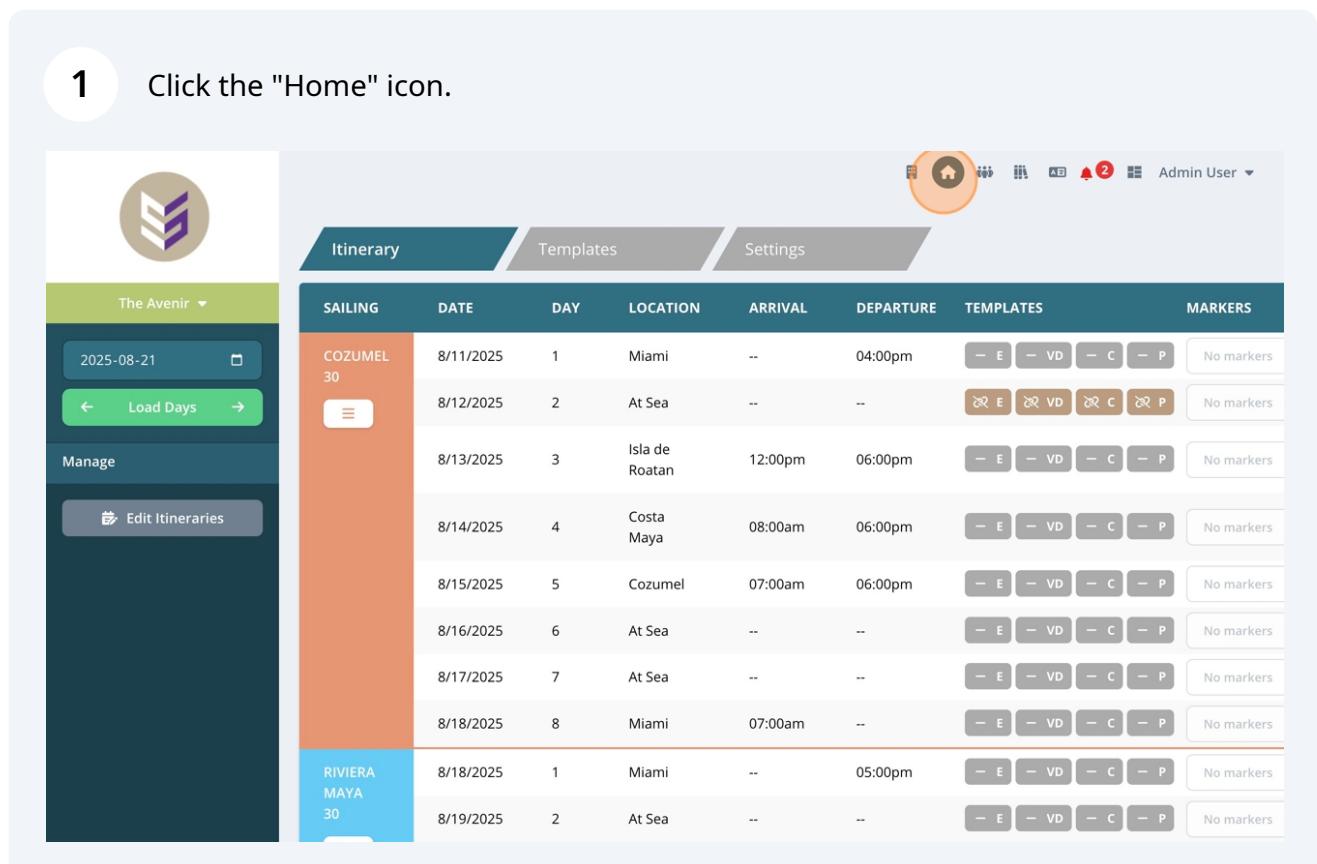
Scribe 

This guide is also available as a video. Click the link below to watch:

scribehow.com/embed-preview/How_to_create_Content_in_the_Canvas_and_the_Feed_Editor

This guide provides a step-by-step process for creating Content Information in the Canvas and the Feed Editor, making it more efficient for anyone trying to create FAQs or important information to showcase to their guests.

- 1 Click the "Home" icon.

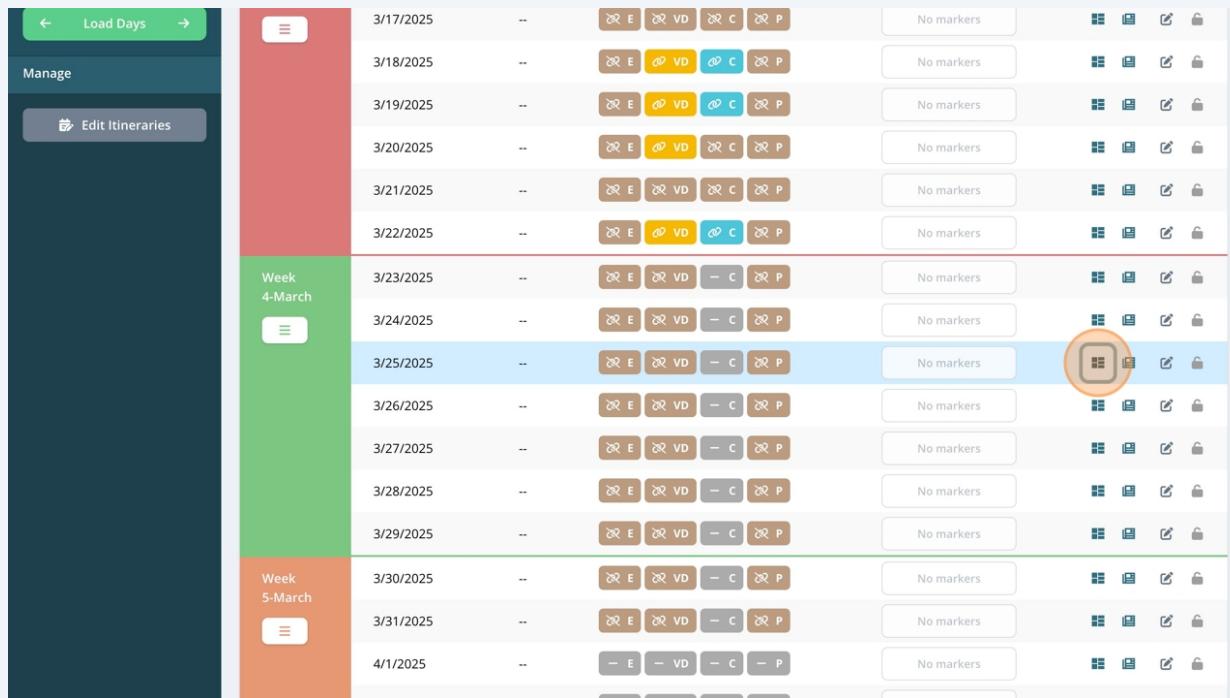


The screenshot shows the Scribe software interface. On the left, there is a sidebar with a logo, a date dropdown set to '2025-08-21', a 'Load Days' button, and a 'Manage' section with an 'Edit Itineraries' button. The main area is titled 'Itinerary' and shows a table of sailing days. The table has columns: SAILING, DATE, DAY, LOCATION, ARRIVAL, DEPARTURE, TEMPLATES, and MARKERS. The data in the table is as follows:

SAILING	DATE	DAY	LOCATION	ARRIVAL	DEPARTURE	TEMPLATES	MARKERS	
COZUMEL 30	8/11/2025	1	Miami	--	04:00pm	- E - VD - C - P	No markers	
	8/12/2025	2	At Sea	--	--	✓ E ✓ VD ✓ C ✓ P	No markers	
	8/13/2025	3	Isla de Roatan	12:00pm	06:00pm	- E - VD - C - P	No markers	
		8/14/2025	4	Costa Maya	08:00am	06:00pm	- E - VD - C - P	No markers
		8/15/2025	5	Cozumel	07:00am	06:00pm	- E - VD - C - P	No markers
		8/16/2025	6	At Sea	--	--	- E - VD - C - P	No markers
		8/17/2025	7	At Sea	--	--	- E - VD - C - P	No markers
RIVIERA MAYA 30	8/18/2025	8	Miami	07:00am	--	- E - VD - C - P	No markers	
		8/19/2025	1	Miami	--	05:00pm	- E - VD - C - P	No markers
			At Sea	--	--	- E - VD - C - P	No markers	

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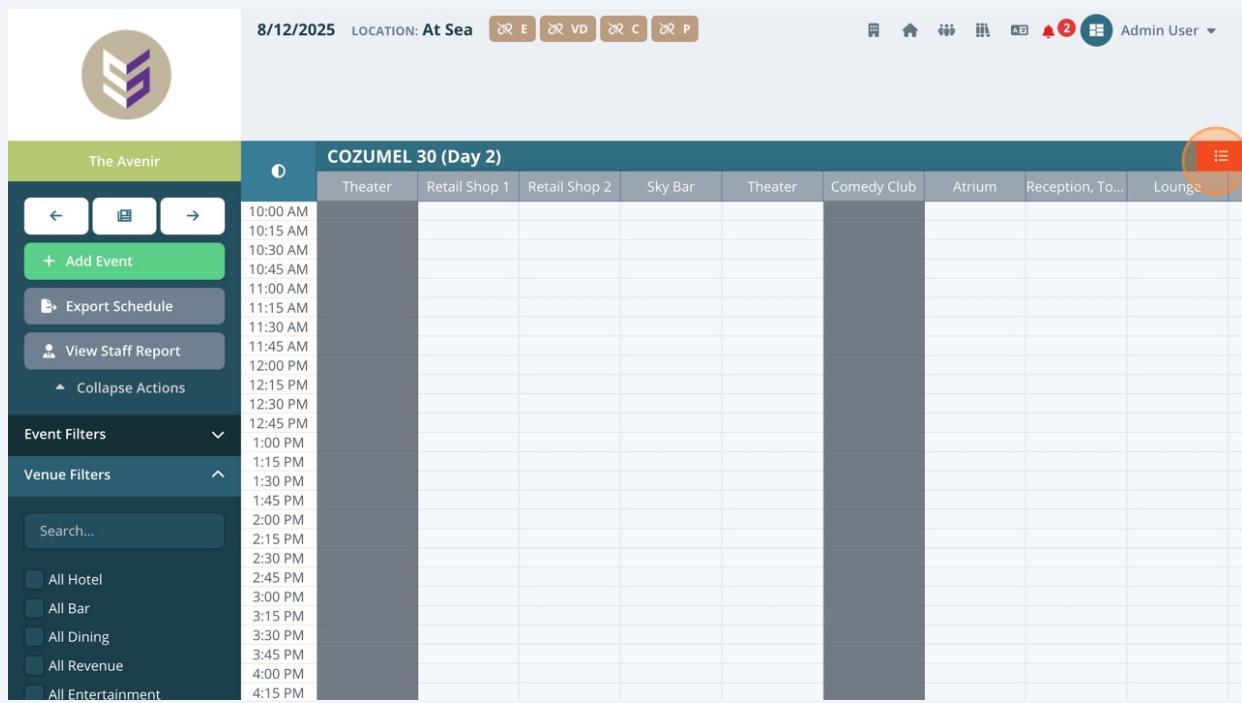
Click here to open the Canvas (Daily Calendar) for the specific day you would like to add the information in.



		3/17/2025	--	E VD C P	No markers	Actions
		3/18/2025	--	E VD C P	No markers	Actions
		3/19/2025	--	E VD C P	No markers	Actions
		3/20/2025	--	E VD C P	No markers	Actions
		3/21/2025	--	E VD C P	No markers	Actions
		3/22/2025	--	E VD C P	No markers	Actions
Week 4-March		3/23/2025	--	E VD - C P	No markers	Actions
		3/24/2025	--	E VD - C P	No markers	Actions
		3/25/2025	--	E VD - C P	No markers	Actions
		3/26/2025	--	E VD - C P	No markers	Actions
		3/27/2025	--	E VD - C P	No markers	Actions
		3/28/2025	--	E VD - C P	No markers	Actions
		3/29/2025	--	E VD - C P	No markers	Actions
Week 5-March		3/30/2025	--	E VD - C P	No markers	Actions
		3/31/2025	--	E VD - C P	No markers	Actions
		4/1/2025	--	- E - VD - C - P	No markers	Actions

3

Click here.



8/12/2025 LOCATION: At Sea

Theater Retail Shop 1 Retail Shop 2 Sky Bar Theater Comedy Club Atrium Reception, To... Lounge

10:00 AM 10:15 AM 10:30 AM 10:45 AM 11:00 AM 11:15 AM 11:30 AM 11:45 AM 12:00 PM 12:15 PM 12:30 PM 12:45 PM 1:00 PM 1:15 PM 1:30 PM 1:45 PM 2:00 PM 2:15 PM 2:30 PM 2:45 PM 3:00 PM 3:15 PM 3:30 PM 3:45 PM 4:00 PM 4:15 PM

4 Click the "Content" tab.

The Avenir

COZUMEL 30 (Day 2)

DAILY SCHEDULE

Events Venues Content

06:00am 05:59am

Information from canvas

5 Click the "+" icon to add/create a Content Information.

The Avenir

COZUMEL 30 (Day 2)

DAILY SCHEDULE

Events Venues Content

08:00am 09:00am

08:00am 09:00am

08:45am 09:30am

09:00am 10:30am

09:30am 10:30am

10:00am

Quiet the Mind Yoga Fitness Center

Monopoly Tournament Café

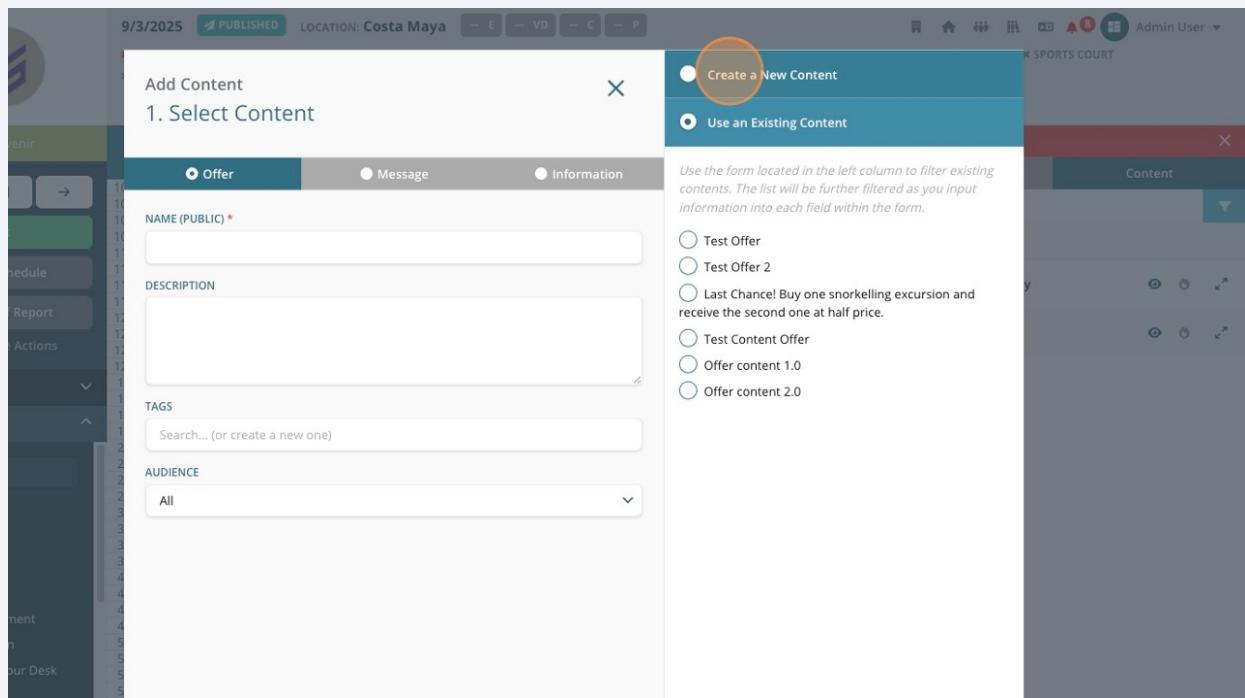
Welcome onboard with Captain David Sky Bar

Exotic Mimosa Bar Avenir Restaurant

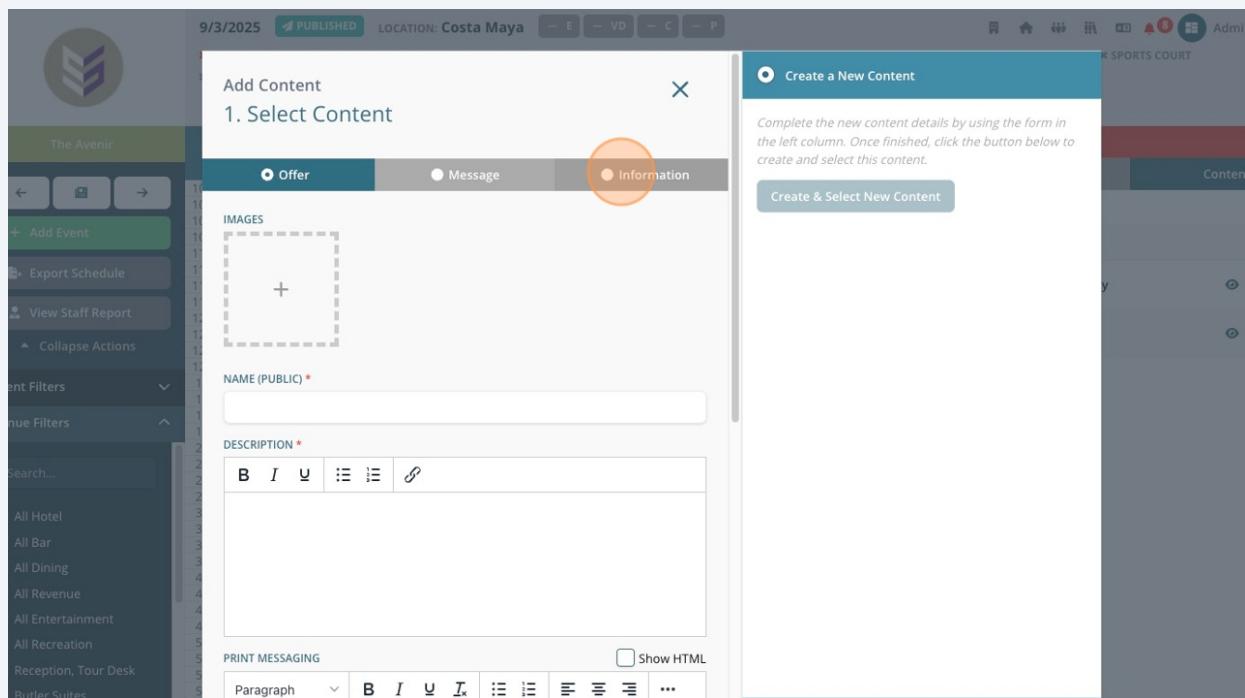
FIT Bootcamp Fitness Center

Basketball

6 Click "Create a New Content"

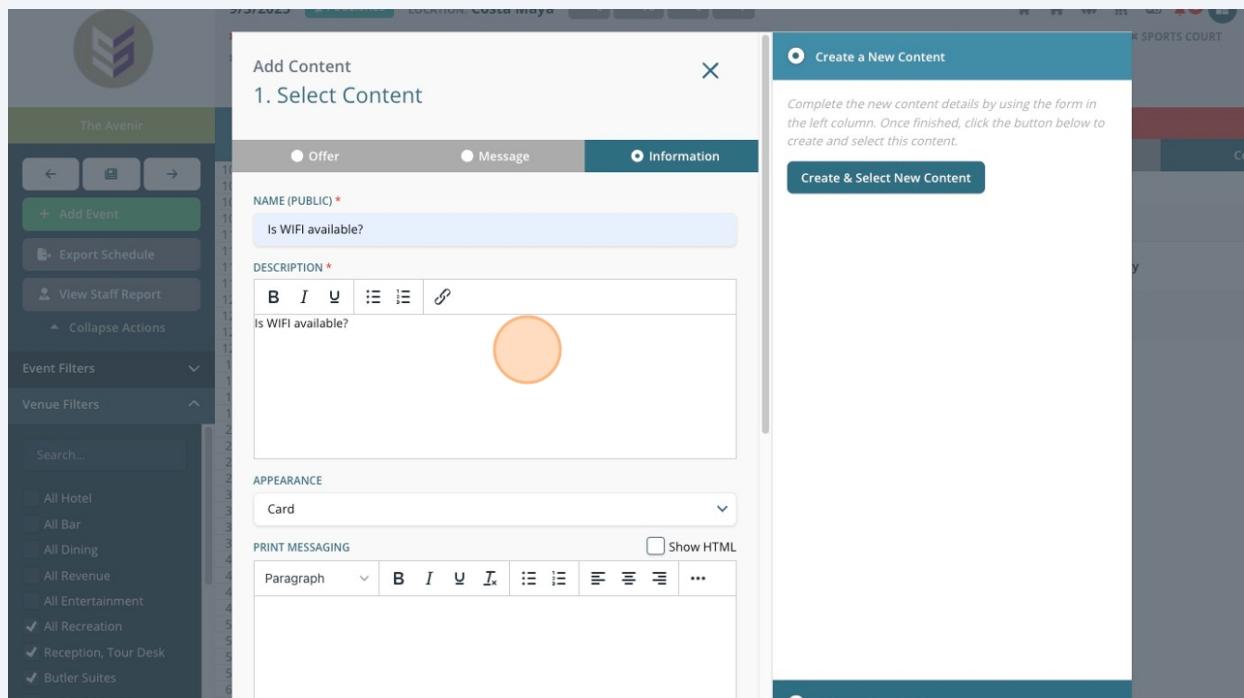


7 Click "Information"



8 Fill in the Name, Description, and Appearance fields.

All other fields are optional.



Add Content

1. Select Content

Offer Message Information

NAME (PUBLIC) *

Is WiFi available?

DESCRIPTION *

APPEARANCE

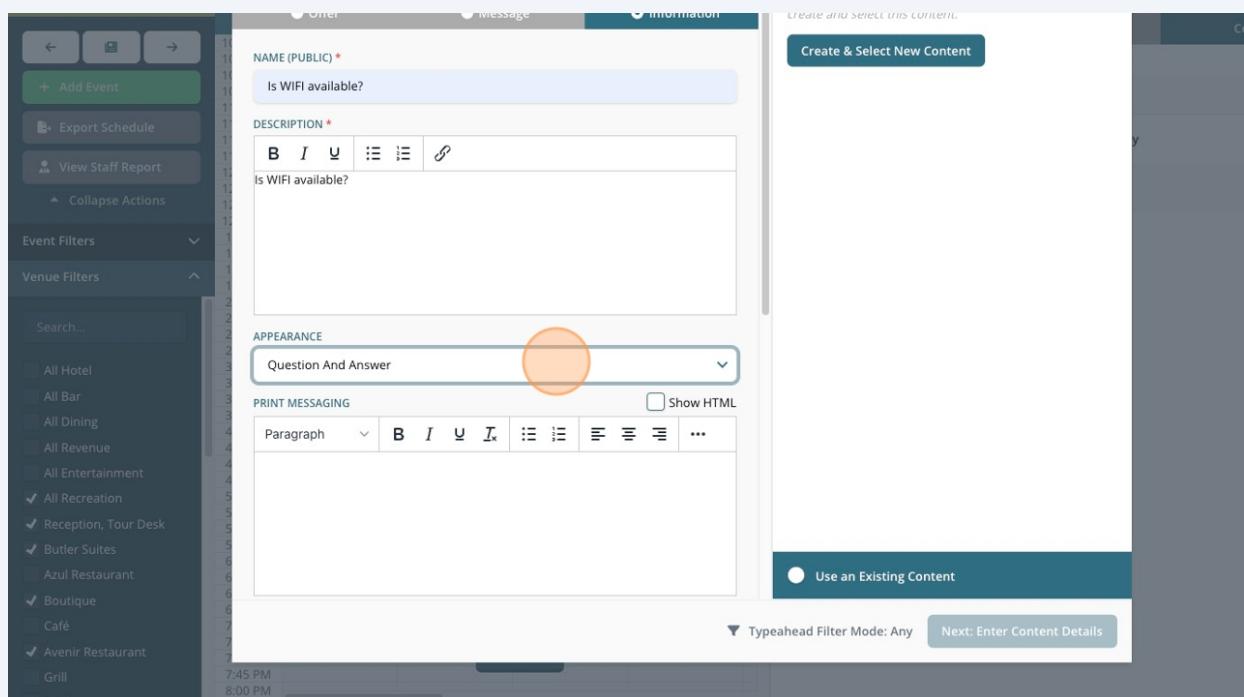
Card

PRINT MESSAGING

Show HTML

Create & Select New Content

9 Click the dropdown and select either *Card* or *Question and Answer*.



Offer Message Information

NAME (PUBLIC) *

Is WiFi available?

DESCRIPTION *

APPEARANCE

Question And Answer

PRINT MESSAGING

Show HTML

Create & Select New Content

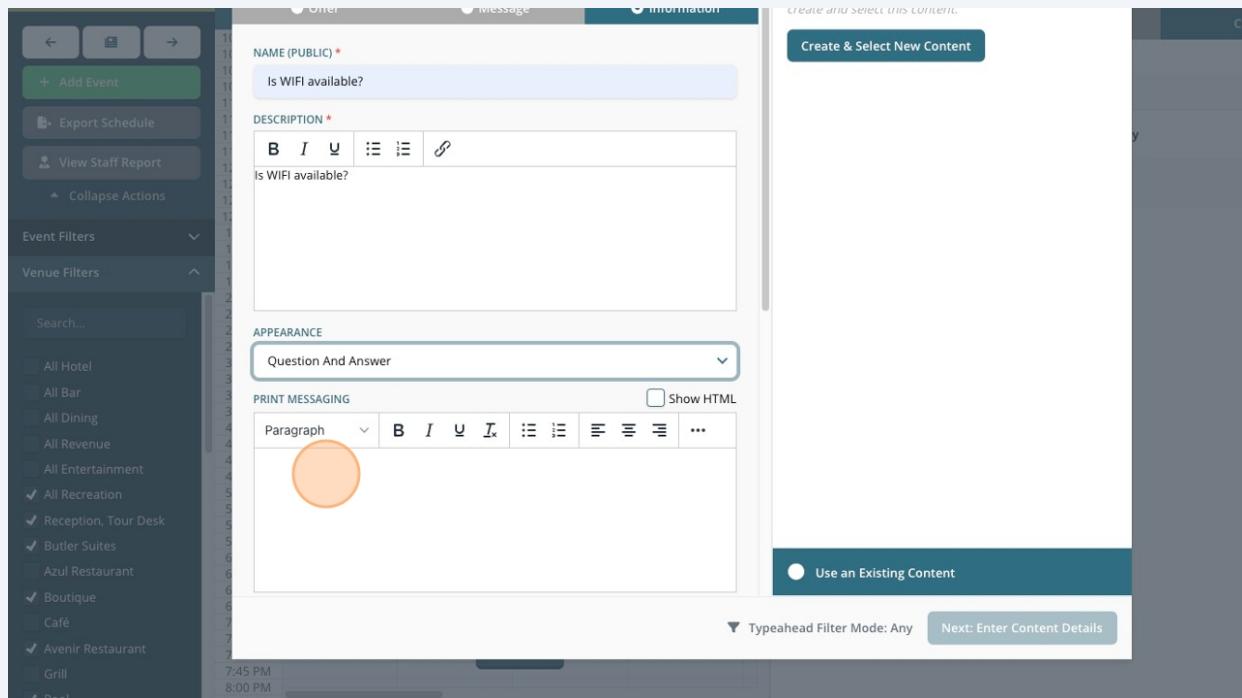
Use an Existing Content

Typeahead Filter Mode: Any

Next: Enter Content Details

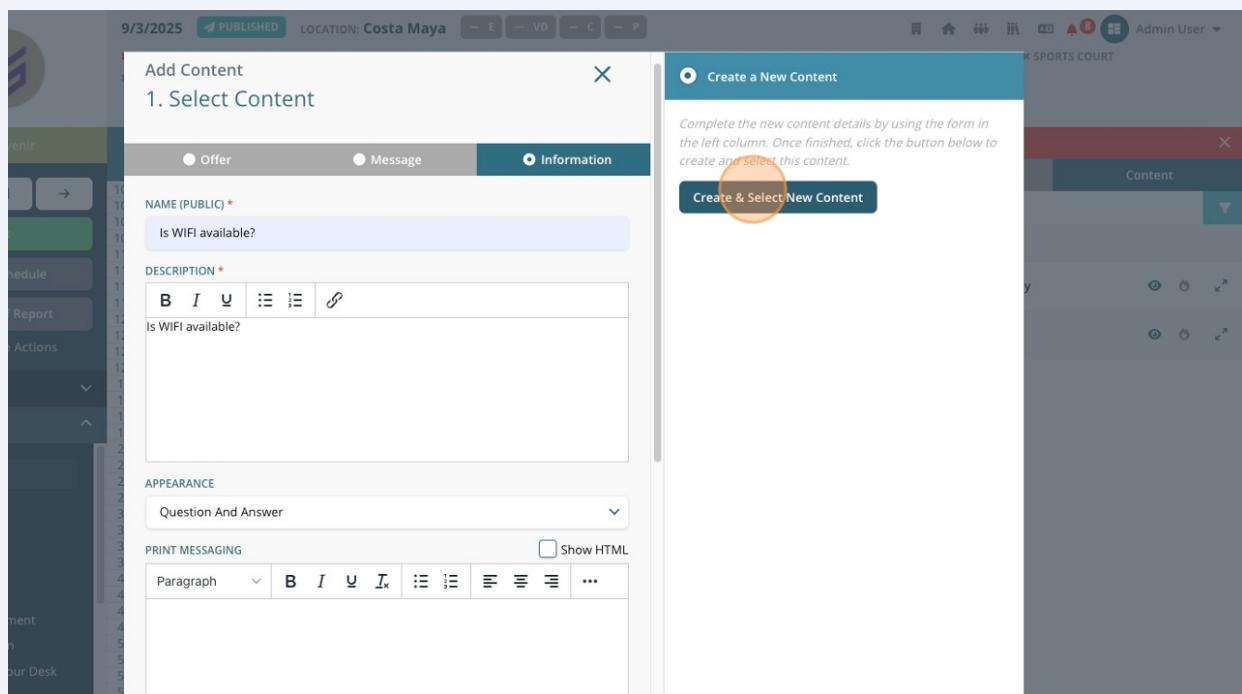
10

If you'd like the Content Information to display in the print program you have to create the information in the Print Messaging section as well. You will need to include the name of the Information and the description and then apply the applicable styling and formatting (as you would with Basic content) as how it is formatted here is how it will appear in the print program.

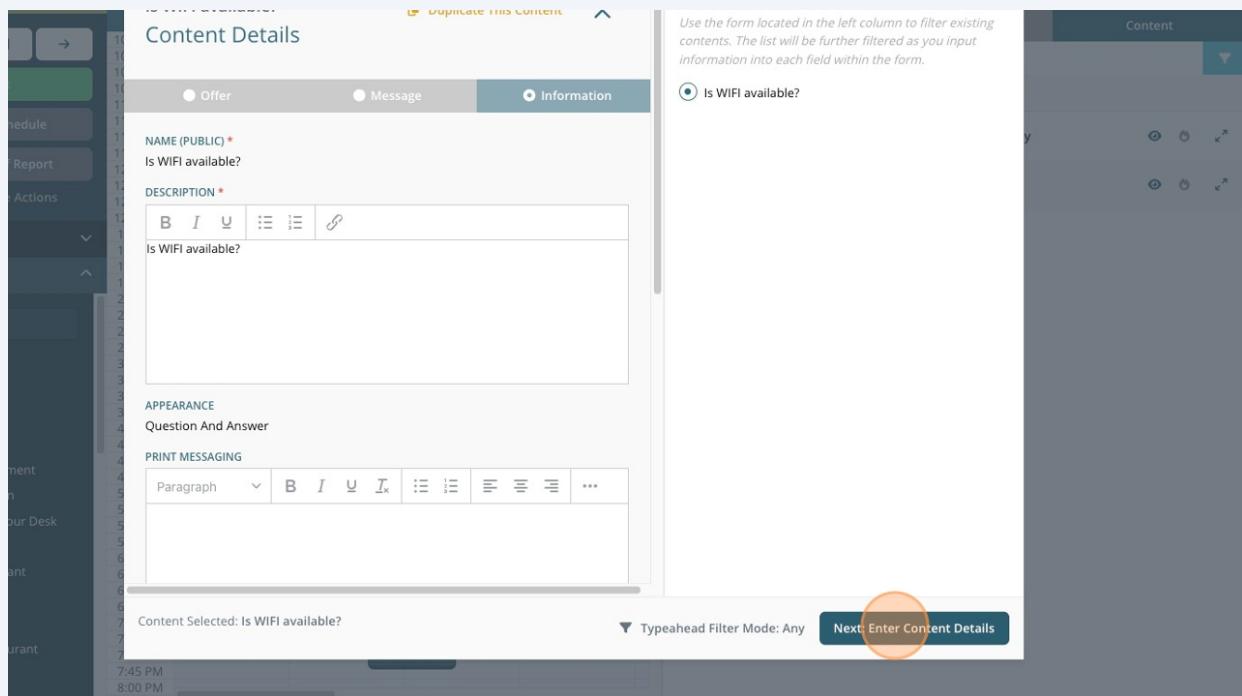


11

Click "Create & Select New Content" when done.



12 Click "Next: Enter Content Details"



Content Details

Offer Message Information

NAME (PUBLIC) *

Is WiFi available?

DESCRIPTION *

Is WiFi available?

APPEARANCE

Question And Answer

PRINT MESSAGING

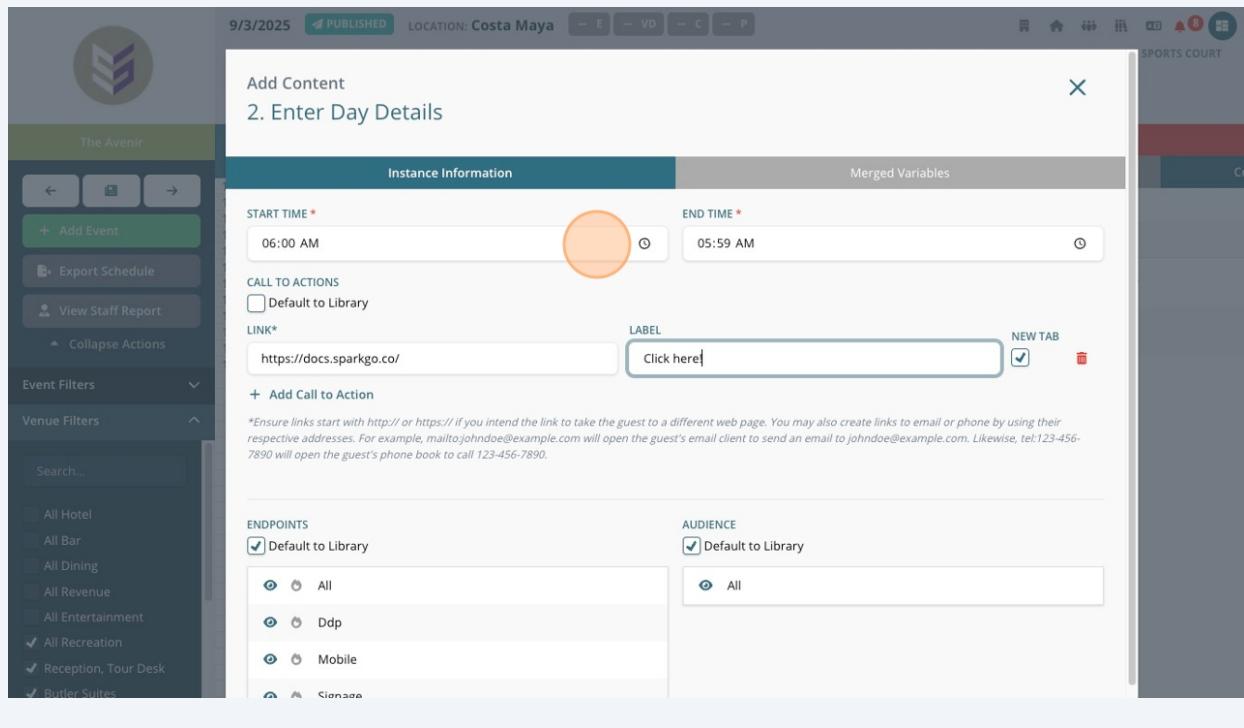
Content Selected: Is WiFi available? Typeahead Filter Mode: Any

Next: Enter Content Details

13 In this section, you can:

- **Schedule visibility:** Set when the offer becomes visible to guests by entering a start and end time.
- **Associate a venue:** Choose the relevant venue from the dropdown list.
- **Add a Call to Action:** Include a link and label to guide guests.
- **Select channels:** Use the Endpoints section to decide where the information will appear on guest-facing channels.

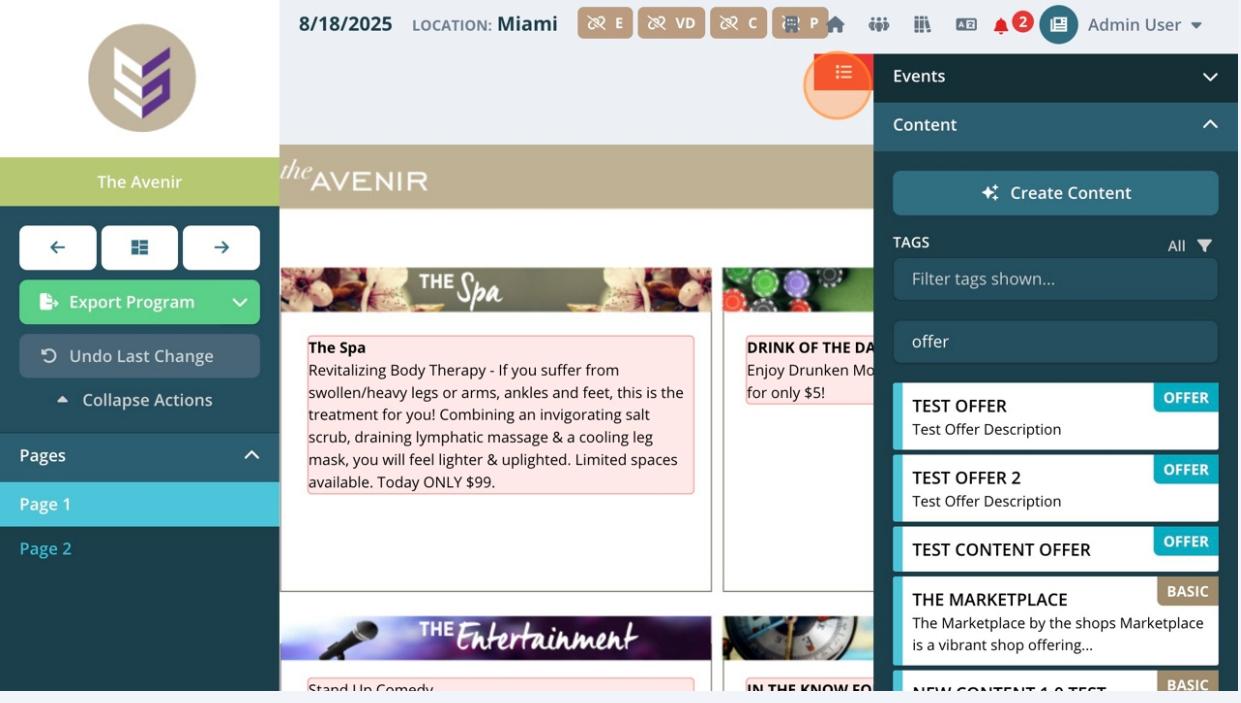
Once done, click "Finish: Create Content".



Tip! If you'd like to create a Content Offer from the Feed Editor follow the below instructions.

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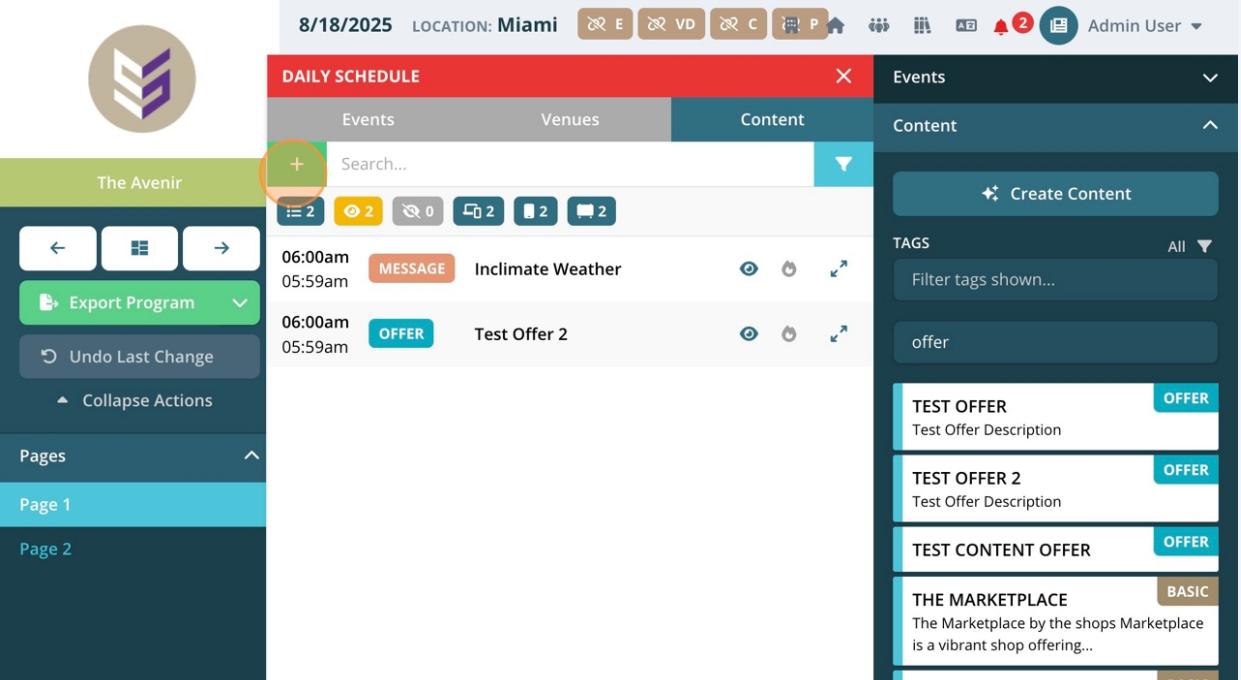
To create Content Information in the Feed Editor, navigate to the Feed Editor and click the red icon highlighted below.



The screenshot shows the Feed Editor interface. At the top, it displays the date '8/18/2025' and location 'Miami'. On the left, there's a sidebar with 'The Avenir' logo and navigation buttons for 'Export Program', 'Undo Last Change', and 'Collapse Actions'. The main content area shows 'the AVENIR' banner, 'THE Spa' section with a 'Revitalizing Body Therapy' offer, and 'THE Entertainment' section with a 'Stand Up Comedy' offer. On the right, a sidebar is open with 'Events' and 'Content' tabs. The 'Content' tab is selected, showing a 'Create Content' button with a red circle around it. Below it are sections for 'TAGS' (All, Filter tags shown...), 'offer', 'TEST OFFER' (Offer, Test Offer Description), 'TEST OFFER 2' (Offer, Test Offer Description), 'TEST CONTENT OFFER' (Offer), 'THE MARKETPLACE' (Basic, The Marketplace by the shops Marketplace is a vibrant shop offering...), and a 'VIEW CONTENT & TEST' button.

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Click the "+" icon and then follow steps 6 through 13 from above.



The screenshot shows the Feed Editor interface. At the top, it displays the date '8/18/2025' and location 'Miami'. On the left, there's a sidebar with 'The Avenir' logo and navigation buttons for 'Export Program', 'Undo Last Change', and 'Collapse Actions'. The main content area shows the 'DAILY SCHEDULE' section with a red circle highlighting the green '+' icon. Below it is a search bar and a list of scheduled items: '06:00am 05:59am MESSAGE Inclimate Weather' and '06:00am 05:59am OFFER Test Offer 2'. On the right, a sidebar is open with 'Events' and 'Content' tabs. The 'Content' tab is selected, showing a 'Create Content' button, 'TAGS' (All, Filter tags shown...), 'offer', 'TEST OFFER' (Offer, Test Offer Description), 'TEST OFFER 2' (Offer, Test Offer Description), 'TEST CONTENT OFFER' (Offer), 'THE MARKETPLACE' (Basic, The Marketplace by the shops Marketplace is a vibrant shop offering...), and a 'VIEW CONTENT & TEST' button.