

# How to create Content Information in the Content Library?

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

[scribehow.com/embed-preview/How to create Conte...](https://scribehow.com/embed-preview/How%20to%20create%20Conte...)

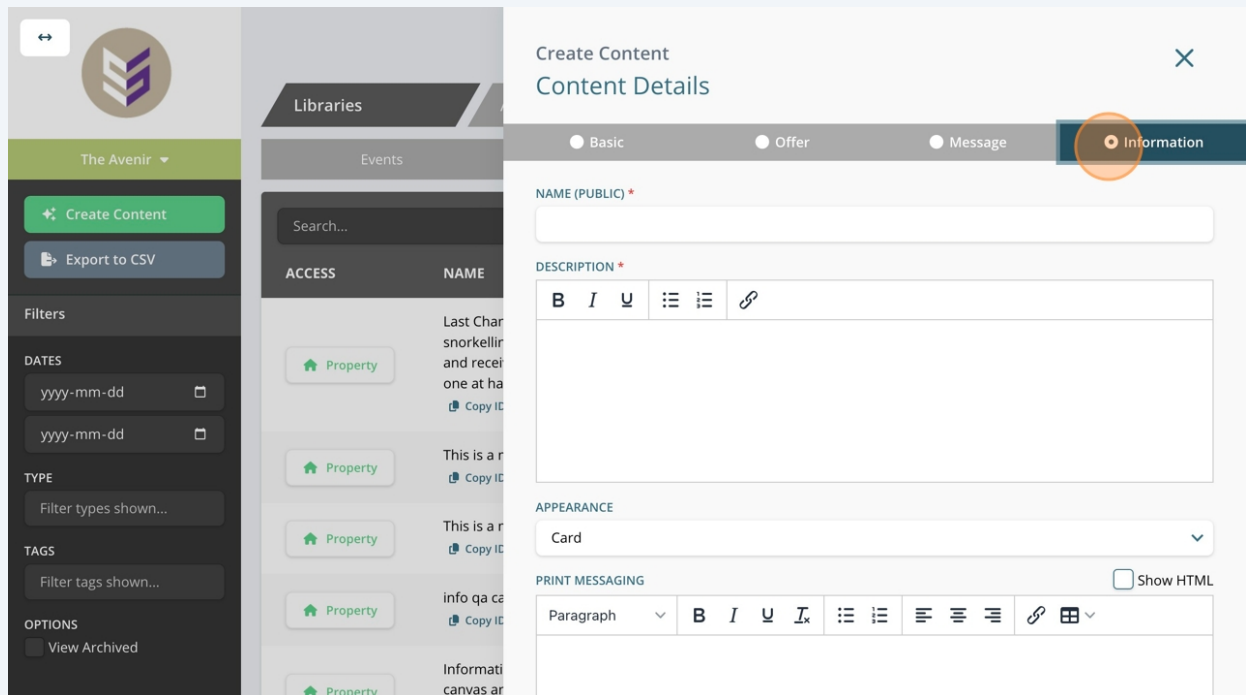
This guide provides a step-by-step process for creating Content Information in the Content Library, making it essential for anyone trying to create FAQs or important information to showcase to their guests.

## 1 Click "Create Content".

The screenshot displays the Scribe Content Library interface. On the left sidebar, the 'Create Content' button is highlighted with a red circle. The main area shows a table of content items with columns for Access, Name, Description, Type, and Tags. The table contains five rows of data, including a 'Last Chance! Buy one snorkelling excursion' and several 'This is a message!!' entries.

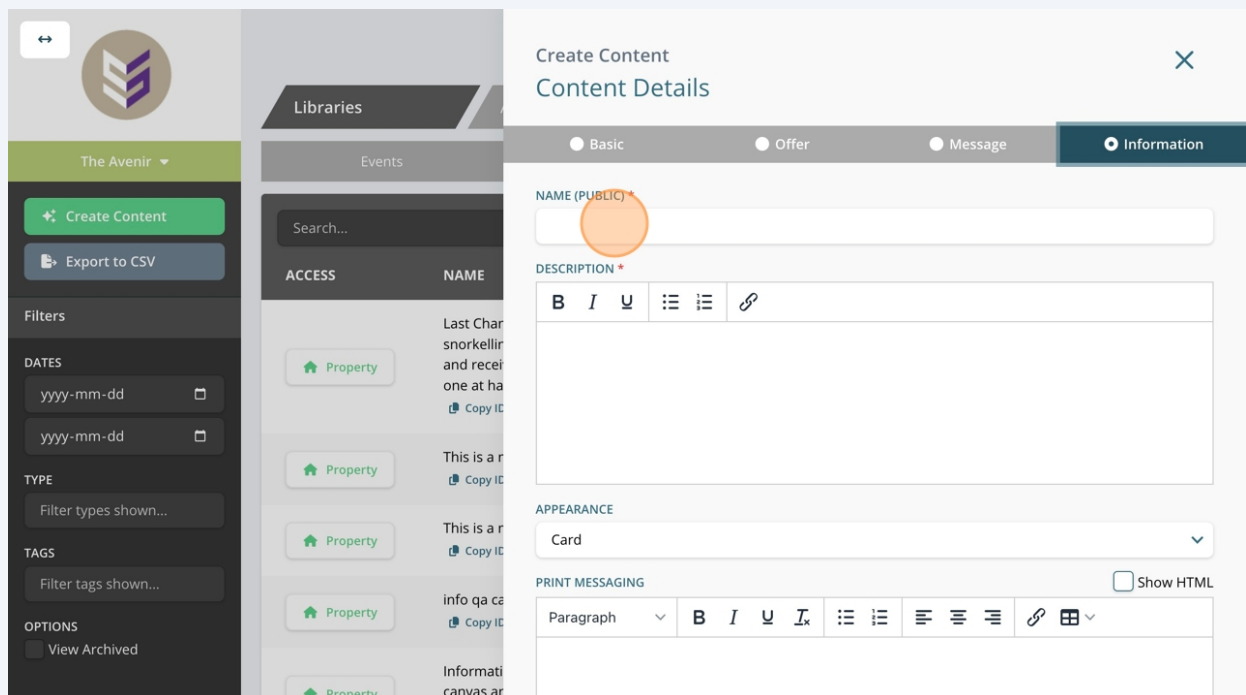
ACCESS	NAME	DESCRIPTION	TYPE	TAGS
Property	Last Chance! Buy one snorkelling excursion and receive the second one at half price.	Don't miss out on this exclusive.	OFFER	--
Property	This is a message!! 2.0	This is a message!!	MESSAGE	--
Property	This is a message!!	This is a message!!	MESSAGE	--
Property	info qa card	Information from canvas	INFO	--
Property	Information from canvas and library	Information from canvas	INFO	--

## 2 Click the "Information" tab.



The screenshot shows the 'Create Content' dialog with the 'Information' tab selected. The dialog has a sidebar on the left with a 'Create Content' button and filters. The main area is divided into 'Libraries' and 'Events' sections. The 'Information' tab is highlighted with an orange circle. The 'NAME (PUBLIC)' field is empty. The 'DESCRIPTION' field has a rich text editor with bold, italic, underline, list, and link icons. The 'APPEARANCE' dropdown is set to 'Card'. The 'PRINT MESSAGING' section has a 'Paragraph' dropdown and a 'Show HTML' checkbox.

## 3 Fill in the "Name" section with the message title or the question if you are adding an FAQ. Fill in the "Description" section to provide more details such as details of the information or answer to the FAQ.



The screenshot shows the 'Create Content' dialog with the 'Information' tab selected. The 'NAME (PUBLIC)' field is now filled with 'Last Char snorkellir and recei one at ha'. The 'DESCRIPTION' field is also filled with 'This is a r'. The 'APPEARANCE' dropdown is set to 'Card'. The 'PRINT MESSAGING' section has a 'Paragraph' dropdown and a 'Show HTML' checkbox. An orange circle highlights the 'NAME (PUBLIC)' field.

4

Select the "Question And Answer" option from the drop down menu if you are using the FAQ format.

The screenshot shows a content management system interface. On the left is a sidebar with filters for dates, type, tags, and options. The main area is divided into two panels. The left panel shows a list of events with columns for 'ACCESS' and 'NAME'. The right panel is the 'Information' tab, which includes fields for 'NAME (PUBLIC)', 'DESCRIPTION', and 'APPEARANCE'. The 'APPEARANCE' dropdown menu is highlighted with an orange circle, showing the 'Question And Answer' option selected. Below this is the 'PRINT MESSAGING' section with a 'Paragraph' dropdown and various formatting options. At the bottom right are 'Reset' and 'Create Content' buttons.

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Add tags to differentiate the Content Information to a particular department or type of information. If the option is not available, please type the new one you would like to add.

This screenshot shows the same content management system interface, but with the 'TAGS' section expanded. The 'TAGS' dropdown menu is highlighted with an orange circle, showing a search bar and a list of tags: 'Tag', 'Drink', 'port of call', 'promotion', 'Bar', 'Test', and 'ENTERTAINMENT'. Each tag has a red trash icon to its right. Below the tags section are the 'ENDPOINTS' and 'AUDIENCE' sections, each with a dropdown menu. The 'ENDPOINTS' dropdown shows 'All' and 'Ddp' options. The 'AUDIENCE' dropdown shows 'All'.

6

In the Endpoint Section, select any endpoint that you would like to hide from guest view using the eye icon. You can choose to make an event "trending" by clicking on the flame icon.

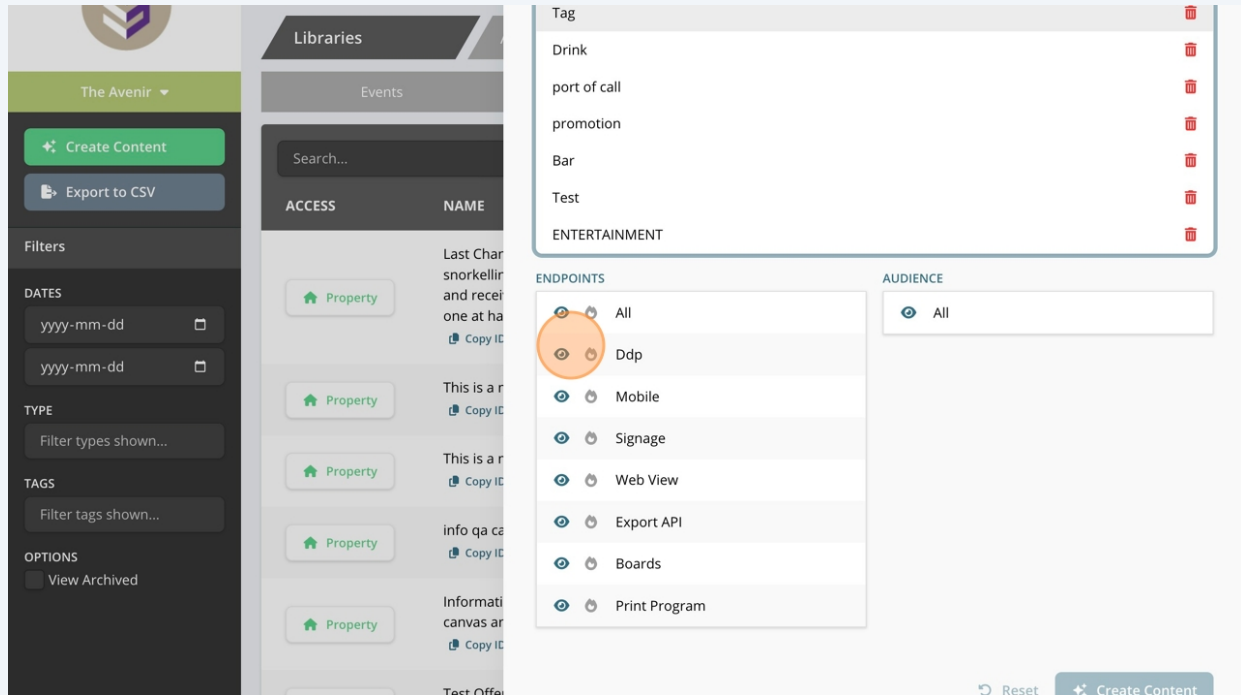
DDP = Digital Daily Program

Mobile = GO Mobile

Signage = TV Screens Digital Signage

Web View = Client Website View

Print Program = Daily Printed Program



Tip! Endpoints vary by client and how your GO environment is configured.

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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.

NAME (PUBLIC) \*

DESCRIPTION \*

APPEARANCE

Card

PRINT MESSAGING

Paragraph

Reset Create Content

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Click on "Create Content" when done.

The Avenir

Events

Search...

ACCESS NAME

Property Last Char snorkellir and recei one at ha Copy IC

Property This is a r Copy IC

Property This is a r Copy IC

Property info qa ca Copy IC

Property Informati canvas ar Copy IC

Property Test Offe Copy IC

TAGS

Search... (or create a new one)

ENDPOINTS

All

Ddp

Mobile

Signage

Web View

Export API

Boards

Print Program

AUDIENCE

All

Reset Create Content