

GO by Spark - How to create a new content Scribe[®] from the Feed Editor? GO Version: v1.18.0

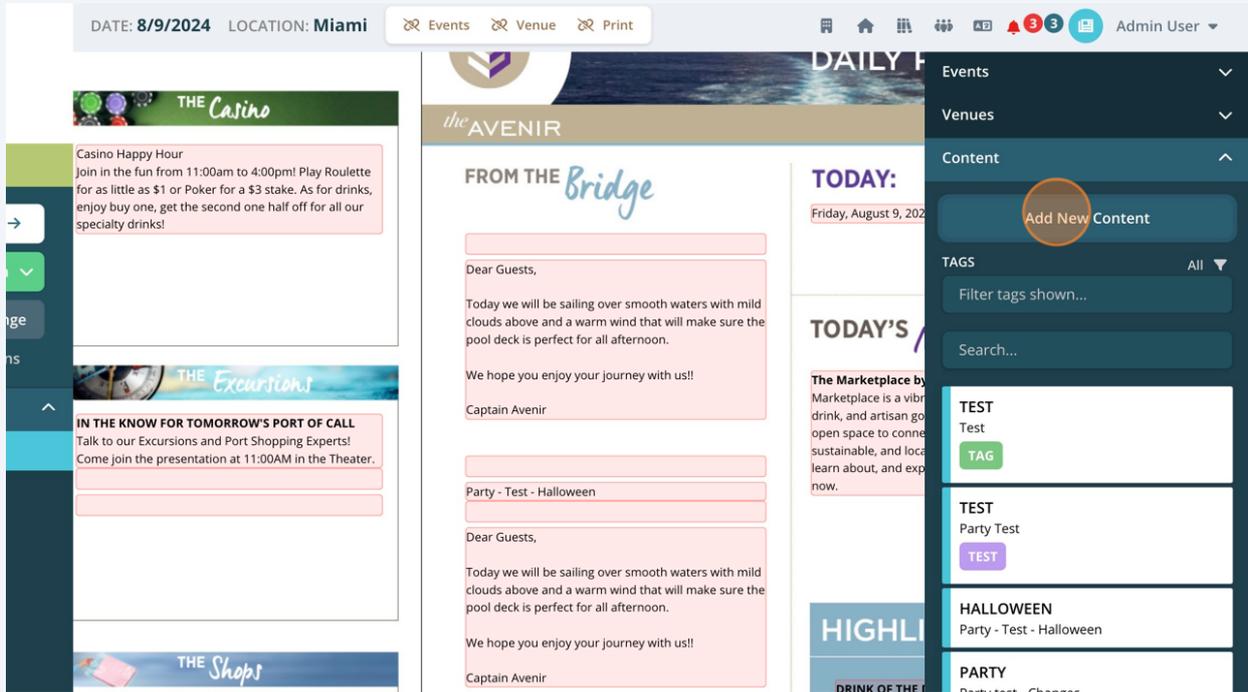
This guide provides step-by-step instructions on how to create new content using the Feed Editor in GO software.

1 Navigate to your GO Software URL and open the Itinerary Page.

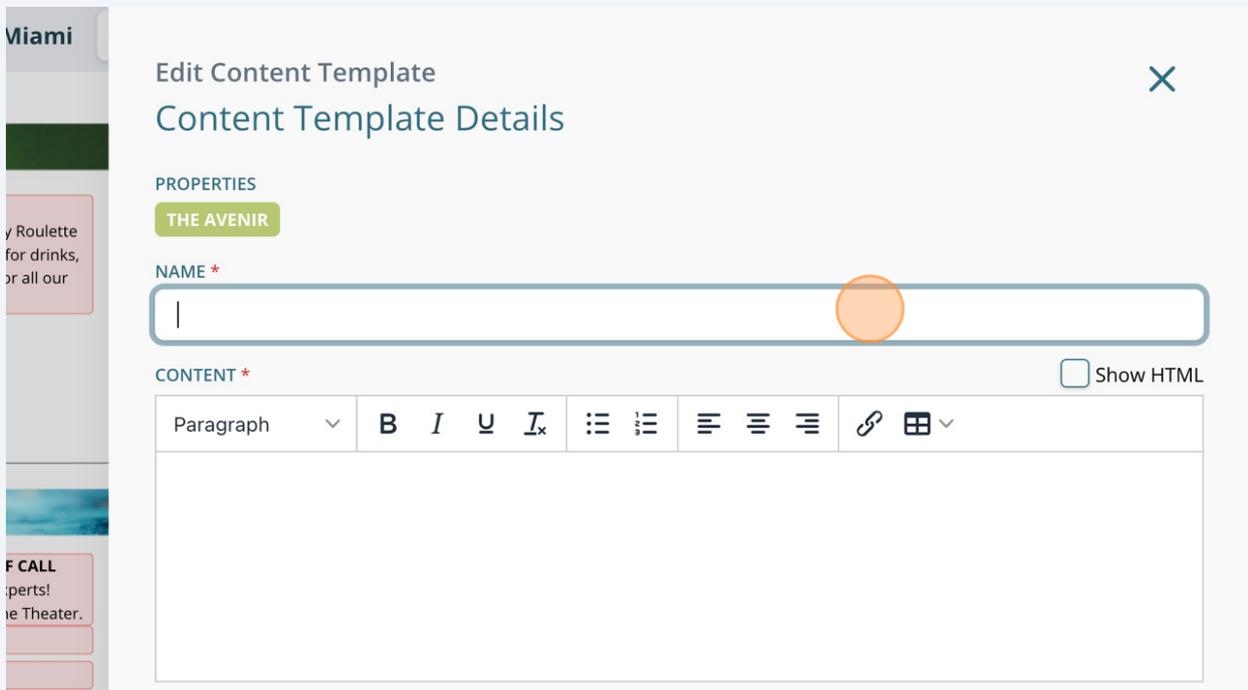
2 Click on the "Newspaper Icon" to open the feed editor for the specific day.

Miami	--	05:00pm	<input type="checkbox"/> Events	<input type="checkbox"/> Venue	<input type="checkbox"/> Print	No markers				
At Sea	--	--	<input type="checkbox"/> Events	<input type="checkbox"/> Venue	<input type="checkbox"/> Print	No markers				
San Juan	11:00am	07:00pm	<input type="checkbox"/> Events	<input type="checkbox"/> Venue	<input type="checkbox"/> Print	No markers				
At Sea	--	--	<input type="checkbox"/> Events	<input type="checkbox"/> Venue	<input type="checkbox"/> Print	No markers				
Nassau	10:00am	04:00pm	<input type="checkbox"/> Events	<input type="checkbox"/> Venue	<input type="checkbox"/> Print	No markers				
Miami	07:00am	--	<input checked="" type="checkbox"/> Events	<input checked="" type="checkbox"/> Venue	<input checked="" type="checkbox"/> Print	No markers				
Miami	--	07:00pm	<input type="checkbox"/> Events	<input type="checkbox"/> Venue	<input type="checkbox"/> Print	No markers				
At Sea	--	--	<input type="checkbox"/> Events	<input type="checkbox"/> Venue	<input type="checkbox"/> Print	No markers				
Ocho Ríos	09:00am	05:00pm	<input type="checkbox"/> Events	<input type="checkbox"/> Venue	<input type="checkbox"/> Print	No markers				
George Town	08:00am	04:00pm	<input type="checkbox"/> Events	<input type="checkbox"/> Venue	<input type="checkbox"/> Print	No markers				

3 Click "Add New Content"

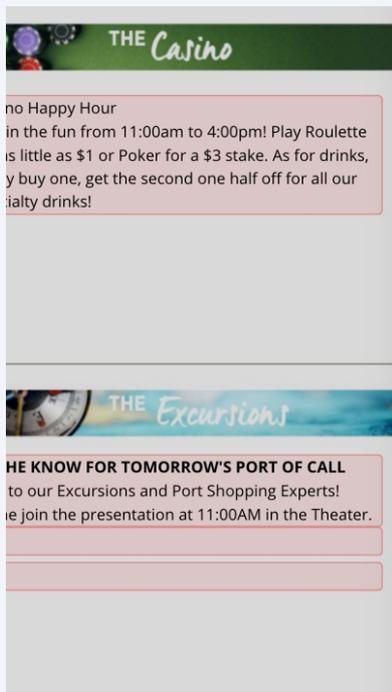


4 In the "Name" field, write an internal name to identify the Content Blurb.



5

In description section, write exactly what should populate including a title if needed. Users have the ability to change the style of the text.



Content Template Details

PROPERTIES

THE AVENIR

NAME *

Welcome - Test

CONTENT *

Heading 1



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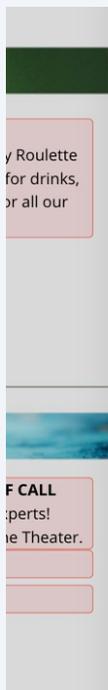
- To our test

TAGS

Search by tag name...

6

Click here to add a URL for the content blurb. This URL will populate and be accessible when this piece of content is displayed in the Digital Daily Program.



Content Template Details

PROPERTIES

THE AVENIR

NAME *

Welcome - Test

CONTENT *

Heading 1



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Show HTML

WELCOME

- To our test

TAGS

Search by tag name...

7 Insert/Edit the URL link.

Click "Save" at the end.

The screenshot shows the 'Edit Content Template' interface with the 'Content Template Details' section. A modal dialog titled 'Insert/Edit Link' is open in the foreground. The dialog has the following fields: 'URL' (with a blue circle highlighting the input field), 'Text to display', 'Title', and 'Open link in...' (a dropdown menu currently set to 'Current window'). At the bottom of the dialog are 'Cancel' and 'Save' buttons. In the background, the 'Edit Content Template' window shows the 'NAME' field with 'Welcome - Test' and a 'Show HTML' checkbox. The main content area displays a preview of a website with sections like 'THE Casino', 'THE Excursions', and 'THE Shops'.

8 Add "Tags" to the content to make it easier to identify when using the content in the future.

The screenshot shows the 'Edit Content Template' interface with the 'TAGS' section. The 'TAGS' section is highlighted with a blue border and contains a search bar labeled 'Search by tag name...' (with a blue circle highlighting the search bar) and a list of tags: 'Tag', 'Drink', 'port of call', 'promotion', 'Bar', and 'Test'. The main content area displays a preview of a website with sections like 'THE Excursions' and 'THE Shops'. The 'TAGS' section is located below the main content area.



Tip! Tags are primarily used as a filter. You can search by tag from both the Feed Editor and the Content Library.

9

If this content should be hidden from the Digital Daily Program and only be displayed on the print program when added, choose "Hide from Digital Daily Program".

The screenshot displays a content editor interface. On the left is a preview of two articles. The first article, titled "THE Excursions", has a sub-header "IN THE KNOW FOR TOMORROW'S PORT OF CALL" and text: "Talk to our Excursions and Port Shopping Experts! Come join the presentation at 11:00AM in the Theater." The second article, titled "THE Shops", has a sub-header "Special Fragrance Sale!" and text: "Shop luxury fragrances including the perfect gift sets to take home with up to 40% savings!". On the right is the tags management panel. It shows a list of tags with "To our test" selected. Below this is a "TAGS" section with "CLEAR ALL" and "TEST" buttons, and a search input field. At the bottom of the tags section, the checkbox for "Hide from Digital Daily Program" is checked, highlighted with an orange circle.

10

Click "Create Content" when finished.

F CALL
perts!
ie Theater.

TAGS

× CLEAR ALL

× TEST

Search by tag name...



Hide from Digital Daily Program

↻ Reset

★ Create Content

gift sets to

11 Users can search for a content blurb by:

- Tags
- Typing in the search box

The results will populate below.

