

Creating content

Overview

Content items are the basic building blocks of your repository.

Before you start creating content, you need to know what types of content to choose. eZ Platform allows you to create various types of content. A clean installation only has the most fundamental Content Types, and the Demo Bundle provides an example set to get you started. You can, however, create your own types to fit your content strategy.

In this topic

- Creating a new Content item
 - Creating content from View mode
 - Creating content from the Universal Discovery Widget
 - Creating content from the Dashboard
- Entering information about new content
 - Editing Rich Text Fields
- Previewing the new content
- Saving and publishing

Creating a new Content item

Creating content from View mode

To create content in View mode:

1. Go to the Content mode.
2. Click the **Content structure** option.
3. On the left side, click on **Content tree** to navigate to the Content item under which you want to create new Content.
4. Click the **+ Create** option in the Action bar on the right.

Please wait a moment while the Content Types are loading.

5. Click the Content Type you would like to base your Content item on.

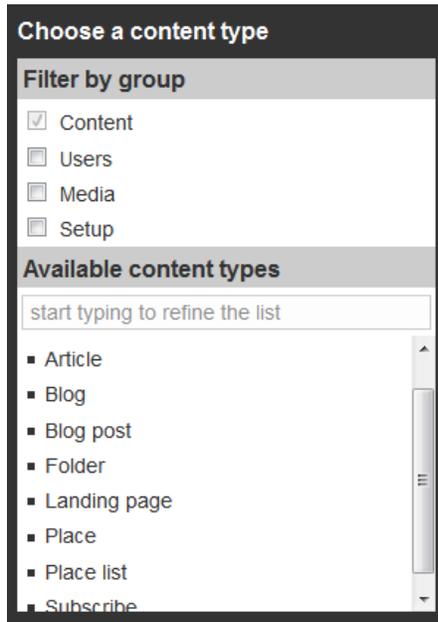
Choosing a Content Type

Content Types are divided into groups (by default, eZ Platform comes with Content Type groups Content, User and Media) according to their purpose.

Content Types from the User group are not intended to be placed on your pages. Instead, they play an administrative role.

A list of all Content Types you can choose is visible under **Available content types**. You can filter this list:

- **Filter by group:** you can filter the Content Types by selecting one or more groups that you are interested in. By default, the Content group is selected.
- **Search as you type:** You can enter the name of the Content Type you wish to search. As you type, a list of matching results will automatically appear.



Platform content menu



✓ [See a video on how to create a new Content item](#)

Creating content from the Universal Discovery Widget

V1.4

To create content in the UDW:

1. Navigate to the Universal Discovery Widget.

The UDW is opened whenever you have to select a Content item. This means you can get to it for example when choosing an image to include in an article, or when embedding content in a Rich Text Field.

2. Switch to the **Create** tab.

3. Click the Content Type you would like to base your Content item on.

4. Click **Next**.

5. Choose a Location for your new Content item:

- pick one from the list of suggested Locations
- pick a Location manually by clicking **Select location**

6. Click **Confirm selection** again.

Creating content from the Dashboard

V1.4

To create a Content item from the dashboard, click the **Create New Content** button in the top right corner of the dashboard and follow the same procedure as when creating from the UDW (above).

Entering information about new content

A newly created Content item opens in a **New <content type name>** form with a number of empty fields.

To fill in the new Content:

1. In the **New <Content type name>** form, fill in the fields of the new object.

The form may have different sets of fields, depending on the Content Type you have chosen.

All fields marked with an asterisk (*) are required.

2. Enter information in different formats.

Depending on the Field Types, you need to enter information in different formats. You may need to upload a file (for example an image), to enter plain text, formatted text, and so on.

3. To save your changes, click **Save**.

Tip

To see a description of the selected Content Type, hover the mouse over the **New <Content type name>** title.

A tooltip for every field in a Content Type is available when hovering the value field for a field type (if such a tooltip is defined in the Description field of that field in the definition of the Content Type in question.)

New "Article" eng-GB (change)

Title*:

Short title:

Author: Name:

Email:

Intro*:

Body:

Enable comments:

You can change the language of the new Content item by clicking **Change** in the upper right corner of the form. The code of the current language is also displayed there.

New "Article" Content item



See a video on how to enter information about a Content item

Editing Rich Text Fields

Rich Text Fields are filled using a special Online Editor whose options appear when you click the Field box.

You can add a new element to the Field by clicking the



plus icon to the left of the box and choosing element type.

You have the following element types to choose from: **Heading, Paragraph, List, Image** and **Embed**.



Heading

For the Heading element you can select alignment (aligned left, center, right or justified). It also has a level (from Heading 1 to Heading 6).



Paragraph

The paragraph element also allows you to select alignment.

List

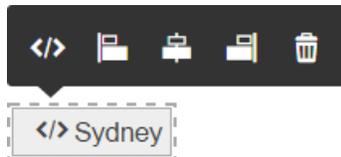
This element lets you insert an unordered list onto the page.

Select any part of a Heading, Paragraph or List element to access text formatting options, including an option to add a link:



Embed

An Embed element requires you to select a Content item to embed using the Universal Discovery Widget. You can also choose the alignment of the element:



Image

This element lets you select an Image Content item using the Universal Discovery Widget and place it in the Field.

For each embedded image you can choose one of the predefined image variations from a drop-down list. These variations are typically used to display different image sizes. You can also choose the image's alignment:



If your cursor vanishes after placing an Image on the page, simply use the



icon to create a new element.

Further information

Available image variations, including different sizing options and other filters that can be applied to images, can be configured for your installation at a

developer level. See [Images](#) for a technical guide on how to do this.

You can delete any existing element in a Rich Text Field by selecting it and clicking the trash icon.

Click the **Focus** icon located to the right above the Rich Text box. This moves you to a special distraction-free editing mode, where only the current Field is visible. Exit this Focus mode by clicking **Save and return** in the upper right corner of the screen.

Keyboard Shortcuts

When working with the Online Editor you can make use of common keyboard shortcuts. Many of them will be familiar to you from popular editing software.

▼ [List of keyboard shortcuts](#)

Based on http://docs.ckeditor.com/#!/guide/dev_shortcuts

Enter – Starts a new paragraph.

Shift+Enter – Adds a line break.

Ctrl+Backspace, **Ctrl+Del** – Deletes a word.

Ctrl+B – Applies bold formatting to the selected text.

Ctrl+I – Applies italics formatting to the selected text.

Ctrl+U – Applies underline formatting to the selected text.

Tab – Indents a list item.

Shift+Tab – Reduces the indent of a list item.

Ctrl+Z – Undoes an operation.

Ctrl+Y, **Shift+Ctrl+Z** – Redoes an undo operation.

Ctrl+X, **Shift+Del** – Removes the selected text and copies it to clipboard.

Ctrl+C – Copies the selected text to clipboard.

Ctrl+V, **Shift+Insert** – Pastes the selected text from clipboard.

Home – Jumps to the beginning of the line.

Ctrl+Home – Jumps to the beginning of the document.

End – Jumps to the end of the line.

Ctrl+End – Jumps to the end of the document.

Ctrl+A – Selects the whole document.

Shift+Arrow – Selects a fragment of text letter-by-letter.

Ctrl+Shift+Arrow – Selects a fragment of text word-by-word.

Shift+Home – Selects a fragment of text from the cursor to the beginning of the line.

Shift+End – Selects a fragment of text from the cursor to the end of the line.

Ctrl+Shift+Home – Selects a fragment of text from the cursor to the beginning of the document.

Ctrl+Shift+End – Selects a fragment of text from the cursor to the end of the document.

Alt+F10 – Makes the options of the currently displayed toolbar active. You can then move between them using arrow keys.

Space or **Enter** – Activates a toolbar button or menu option.

Esc – Exits Edit mode without saving.



✓ [See a video on how to edit a Rich Text field](#)

Previewing the new content

At any time you can preview your content before publishing it. Click the relevant icon that represents desktop, tablet or mobile phone.



Saving and publishing

Once you have finished working on your Content item, you can choose to [save or publish it](#).