

TU0006. Simple Information Module

Tocaspace Tutorials

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The simple information module is the simplest Tocaspac module we have, whereby the content in a block is "free-form" and you can basically do what you want with it.

1. Enter edit mode

- See tutorial "TU0001. How to Enter Edit Mode".

2. Select the Block to Edit



Navigate to the page block you wish to edit (often there is only one block on a page), then click on the "Edit" icon at the top right of the block. This will take you through to the edit view of this block.

3. Modify and Save the Content



Change the text for the title of the block and modify the main content, then click the "Save" icon at the top or the "Save" button at the bottom to save and view your changes.

Click the "Cancel" icon at the top or the "Cancel" button at the bottom to return to the page view without making any changes.

- For more information on editing the main content using the WYSIWYG editor, see the tutorial "TU0004. Using the WYSIWYG Editor".