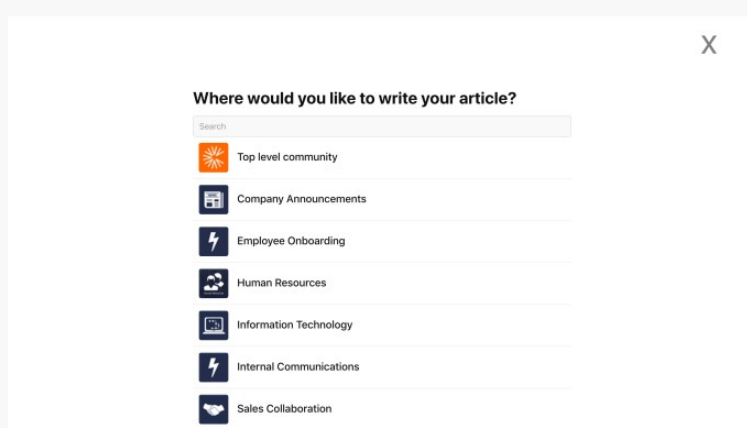
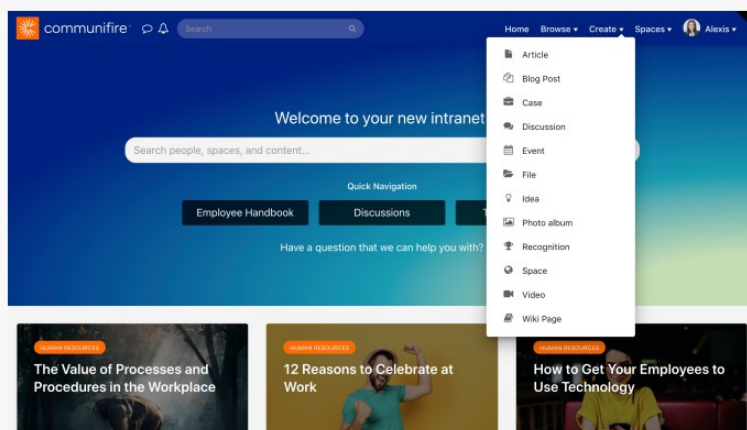


Create

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To create new content, select one of the many [Content Types](#) from the Create menu, and a modal will pop up for you with [Spaces](#) for you to select the desired space you want to create content in. If you have the proper permissions, you will be able to create content in the space, otherwise the space will not be listed in the modal. You can search for the space you want using the search bar.



Create a Space

Spaces are virtual work spaces that you can create for the different groups within your larger collaboration community. They allow you to organize teams, groups of people, and content. By creating spaces for specific groups, you can organize information better, cut down on

By creating spaces for specific groups, you can organize information better, cut down on clutter, improve communication, and encourage participation.

[Content Types](#)

Learn about the different content types in Communifire and how you can interact with them.

[Award a Badge](#)

Award a badge to recognize someone for their contributions to the community.

Related

[Customize the Rich Editor Toolbar](#)

You can add more options and buttons to the rich editor toolbar, such as a font menu, table buttons, and more.

[How to Make an Announcement](#)

In this guide, you'll learn how to make announcements using a variety of methods to your entire intranet as well as to groups of people. Communifire has multiple options to send announcements to your entire intranet. Make an announcement to notifying the entire community about an upcoming system maintenance outage, introduce new employees in a certain department, or advertise open positions.

[How to Set Contact Request Email Addresses](#)

Communifire comes with a Contact Us page which your intranet members can use to contact site administrators. You can set specific email addresses to receive contact requests, by request type.

[How to Add a Stock Album for Featured Images](#)

You can make certain albums available to everyone for use when adding featured images to content. You can upload stock images to an album in a space, then make the album available to everyone to select featured images from. Make it easy and painless for your content creators to add beautiful images to content.

[Rich Editor Templates Guide](#)

You can create document templates to be used in the rich text editor. This allows your site administrator or space administrators to create HTML templates that users can select from a dropdown and insert into the editor textarea. If you create a lot of documents using a

a snippet and insert into the editor content. If you create a lot of documents using a uniform layout, this saves you time and effort by creating a standard HTML layout for your template.

[How to Enable Content Resubmission](#)

By default, content can't be submitted again after being declined in workflow. You can enable content resubmission, to allow users to edit declined content and resubmit it for approval.

tags : member