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Build a content list



OpenCities Product Team

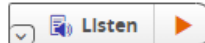
Last updated 2 months ago

From any [WYSIWYG](#), you can build and insert a list of content. You can list all the content with a specific content type or [content label](#).

Some list ideas to inspire you

- Libraries in a specific area
- Upcoming events in a particular venue
- Everything on your site to do with keeping the city clean

Keep our city clean

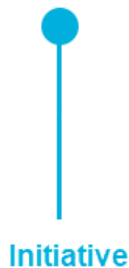


There's nothing more important to the city's wellbeing than having a clean, healthy environment. Point Russell has ongoing initiatives and events to make sure that our city's environment is always improving.

Engage with our environment

Environmental sustainability

We have a number of initiatives to reduce the impact of our operations on the environment and to support the community to do the same.



Clean up the streets day

Get some friends together and join us this Sunday for our annual clean up the streets day. Pick a local park or beach and get cleaning - we'll supply all the materials, all you need to do is come along!



Point Russell's air is 10% cleaner than in 2015

New research conducted by the city has revealed that the pollution in the air has dropped significantly in the last 3 years.



Build a list using content types and labels

Before you build your list, think about the kind of content you want in it. If you want to build a list of pages with lots of different content types, it's a good idea to give those pages the same content label. [Visit our content labels help topic for more information.](#)

You can list as many items as you want, but we recommend you use short lists that get information across quickly.

Once you know what content you want to list, choose a page and start building the list.

1. Create a new page or update an existing one.
2. Open the WYSIWYG editor.

3. Select the **Insert Content Lists** icon from the WYSIWYG menu.



4. Go to the **Create** tab.

5. Choose **Base on content type and labels** and press **Next**.

6. Under **Content types to include**, select **All** to include everything or **Some** to only include a few content types.

7. Under **Content labels to include**, choose:

- **All** to include everything
- **Has all content labels from current page** to only include content that has all of the same labels as the page you're working on
- **Has any content label from current page** to only include content that shares at least one label with the page you're working on
- **Some** to choose the labels you want to include content from.

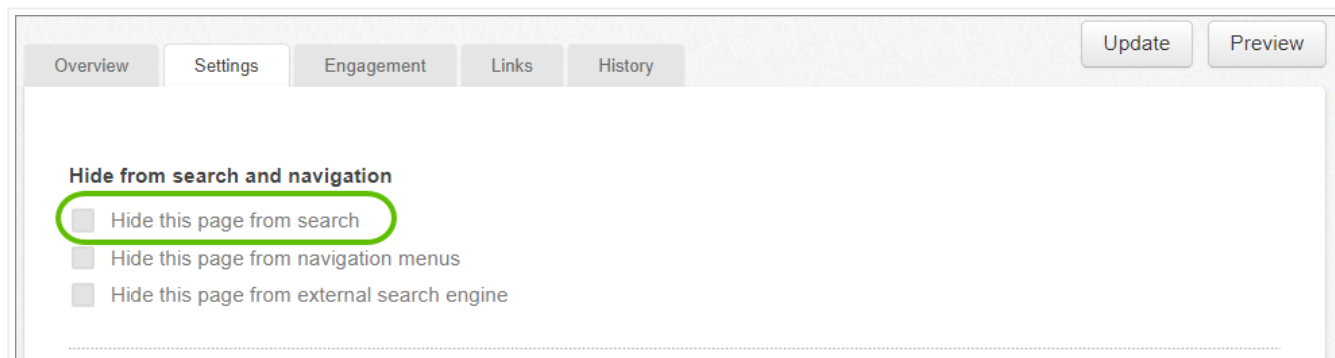
8. Set the other settings for your list and press **Next**.

9. Choose a template for the list and press **Next**.

10. Set the details of the template.

11. Press **Insert** to drop the list into your WYSIWYG.

It's important to note that only content that is **visible to search** will be added to your list. To make a page visible to search, go to its settings page and uncheck the **hide this page from search** checkbox.



Insert an existing list into a page

1. Create a new page or update an existing one.

2. Open the WYSIWYG editor.
3. Select the **Insert Content Lists** icon from the WYSIWYG menu.



4. Choose an existing content list.
5. Press **Insert** to drop the list into your WYSIWYG.

Redesign an existing list

1. Create a new page or update an existing one.
2. Open the WYSIWYG editor.
3. Select the **Insert Content Lists** icon from the WYSIWYG menu.



4. Go to the **Create** tab.
5. Choose **Source from existing content list** and press **Next**.
6. Choose an existing content list and press **Next**.
7. Choose a new template for the list and press **Next**.
8. Set the details of the template.
9. Press **Insert** to drop the list into your WYSIWYG.

Edit a list

Edit a list by selecting it in the WYSIWYG editor and choosing the **Insert Content Lists** icon from the WYSIWYG menu.



Once you publish your page, your list will be live on your site.

Be careful with the pages you include in content lists. Lists can easily break if you accidentally remove their content. If you delete or archive a page, you won't be

alerted about the content lists it's in.

If your list isn't working, double-check that you haven't deleted or archived any of its content. You may need to create a new list.

If you want to create an advanced list, [check out our developer help](#).

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