**HTML Catch-All Component**

1. Navigate to page within Sitecore that you would like to add the HTML component to.
2. For testing purposes navigate to this path to view the Catch-All HTML component on the dev site: /sitecore/content/Sites/NDIA/Home/About
3. Open Experience Editor
4. Use the top Ribbon and select the 3 box icon to add component to page

![Ribbon with 3 box icon](image)

5. Select Placeholder or area on page that you would like to add component, in my example I want to add this component above the advertisement on the about page

![About page with advertisement](image)

6. Select a Rendering Dialogue will pop-up navigate to renderings/global/contents/Rich Text, click on Rich Text and select

![Select a Rendering](image)
7. Create New Content, other options like Select Existing Content can be used when other RTE components have been created and do not need to be duplicated. Content can be created once and updated and used for multiple pages. The RTE Item will live as a sub-item within a folder labeled Rich Texts of the page it is originally created on. Hit Ok to proceed.

8. Author can begin adding HTML code to the Rich Text Editor.