

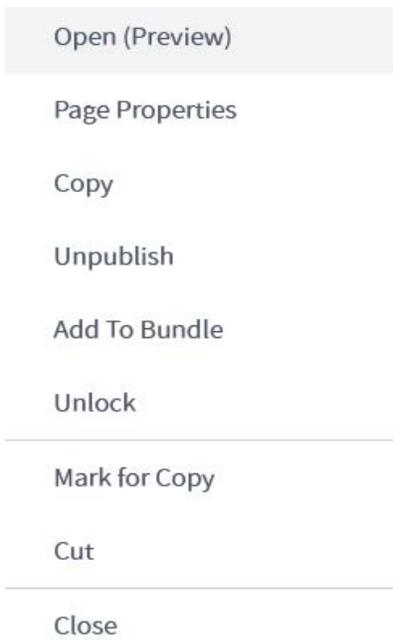
Editing Content

You can edit content by going to a page where the content “lives” or by searching for a specific piece of content in the Content area of dotCMS. Both methods work equally well and produce the same results. It can be helpful to use the Page option for content that only lives on one page or is infrequently changed. For content - like Bios – that might live on multiple pages, the Content option is easier.

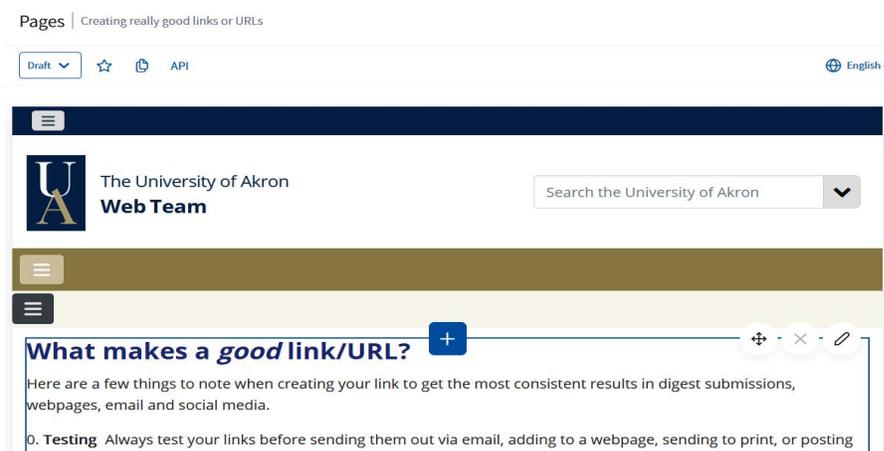
In this overview, we’ll look at editing content on a page.

Log into dotCMS and use the Website | Browser to navigate to the page in your folder that contains the content you want to modify. This might be a program overview, office hours and contact info, or a list of links.

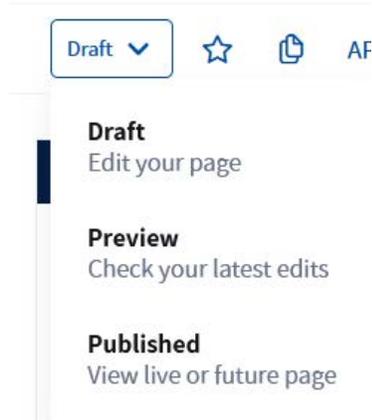
Right click on page and choose Open (Preview)



You’ll start off in Draft mode and see a view of the page:



At the top of a page is a small menu to change the "mode" you are in.



Draft is the edit mode for the page - allowing you to update, add, or remove content from the page.

Preview will show your changes as they will look "live" without the editing controls.

Published shows the current live version of the page

It's helpful to compare the Preview and Published modes for the page.

The page will be Locked automatically while you are working on it.

In Draft mode, you'll get two options – editing the content areas or adding/reusing content areas.

Editing the Content



The content "chunks" (also called contentlets) will be outlined in blue to show where they begin and end. Clicking in a content box will show three small buttons to the right-hand side of the screen.



1. The "compass arrows" will allow you to move the content around on the page to reorder the page or move items from one section to another.
2. The pencil takes you into edit mode for the contentlet
3. The X will remove that content from the page. It won't destroy it and you can bring it back later if needed.

Clicking the Pencil takes us into Edit mode for this content and will bring up an editing tool.

Start by locking this for editing:

Lock for Editing

Next, make the changes you need using the WYSIWYG editor (what you see is what you get)

Title *

webteam - good link URL

Body *

Edit ▾ View ▾ Insert ▾ Format ▾ Table ▾ Tools ▾

↶ ↷ Paragraph ▾ 20pt ▾ ¶ B U I A ▾ S x² x₂

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What makes a *good* link/URL?

Here are a few things to note when creating your link to get the most consistent social media.

0. **Testing** Always test your links before sending them out via email, adding to media. There are no fixes or workarounds for some link errors - creating costly Always. Test.

Note: Some of your formatting changes won't show until you go back to the page preview.

When you are done with your edits, click on Save or Save/Publish. When the operation is done, you'll be returned to the page with your changes intact.

If you use Save and Publish - your changes will go "live" on the main web site immediately.

If you use Save - click on Preview to see how this will look. You can switch back to Draft and edit the page again to publish your changes.

You can add additional edits if needed or click on the Website | Browser to return to the list of files.

Note: Your changes won't show in Live mode until you Save/Publish them.

Adding/Reusing Content

You can also add brand new content to a page – or reuse existing content that was previously created.

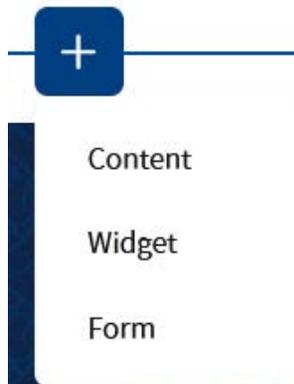
Make sure you are in Draft mode for your page:



Look for the plus in a blue square in the middle of the page. This will allow you to add content above or below existing items.

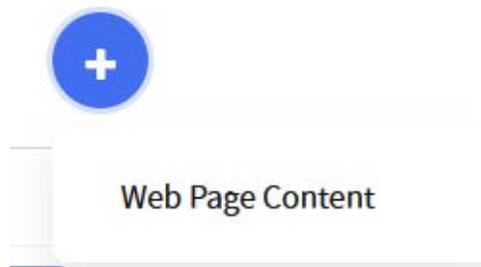


Clicking the plus sign will bring up a small menu



Clicking **Content** will bring up a new window with a list of all the content areas stored in the system. You can use the search to locate an item to reuse based on the title.

Or, you can click the new plus sign...

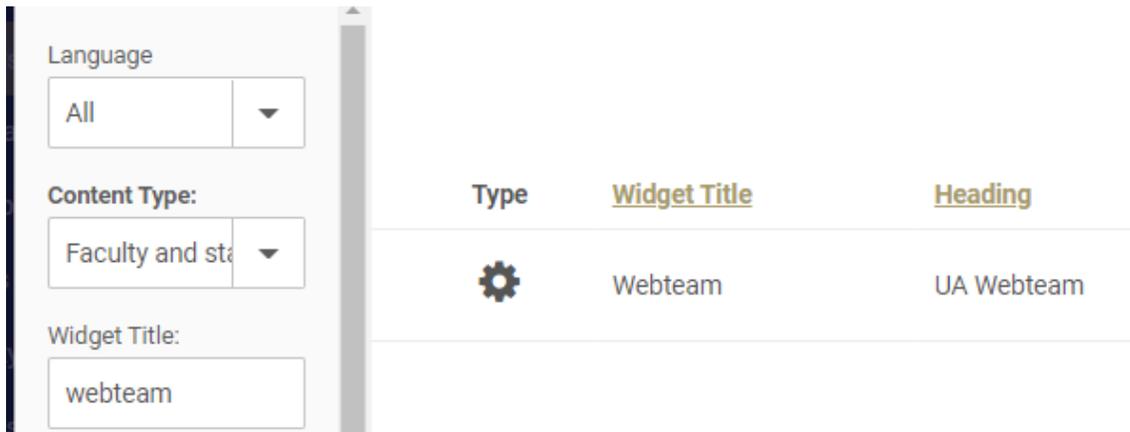


To add new Web Page Content. You'll get a new content area and can proceed with your editing.

Widgets are the customized tools to add in rotating banners, embedded video, grids of employees or

programs, mini-maps, etc. Clicking Widget will bring up a list of all the widgets stored in dotCMS and you can use the search to narrow down and find the widget you want to add to your page.

In this case, I've used the Content Type to limit this search to Faculty and Staff listings, then narrowed it further to the webteam.



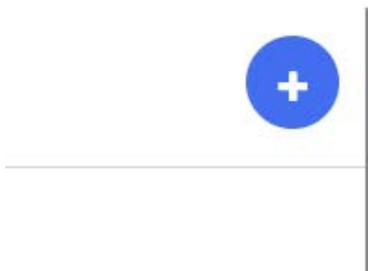
The screenshot shows a search interface with the following elements:

- Language:** A dropdown menu set to "All".
- Content Type:** A dropdown menu set to "Faculty and sta".
- Widget Title:** A text input field containing "webteam".

Below the filters is a table with the following data:

Type	Widget Title	Heading
	Webteam	UA Webteam

Clicking on the title of the widget will add this to your page. Or, you can click the new plus sign to add a new widget of this type to your page.



NOTE: The webteam has better tools for **Forms** outside of this environment – please contact our group for assistance if you need a new form.

Publishing changes

Changes to the content on the page go live when Saved and Published.

If you've changed the page itself:

- Adding a new Content Item
- Reusing a Content item
- Editing the properties of the page - like an update to the title

...you'll need to Save or Save and Publish the page.

In the upper right corner of the screen, look for a blue button labeled Save



Click Save (to work on this later) or click the down arrow and choose Save/Publish to make those changes live.



You'll be get a brief confirmation message. Once the operation completes, you can then click on Browser to continue working on other pages, or log-out.