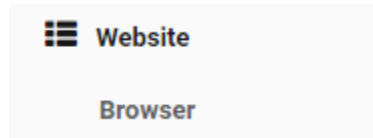
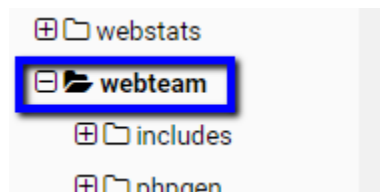


## Editing a page

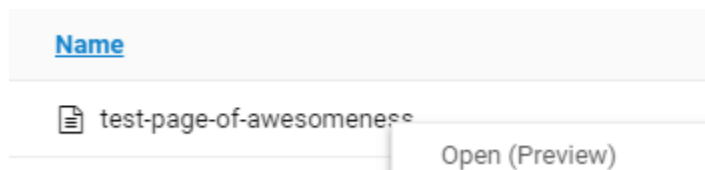
1. Log into dotCMS <http://www.uakron.edu/c>
2. Click on Website | Browser



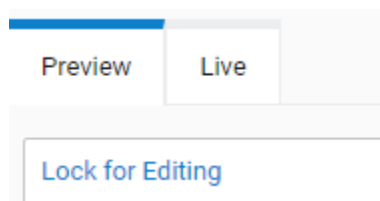
3. Navigate to the folder (and subfolder, if needed) where the page you want to edit is located.



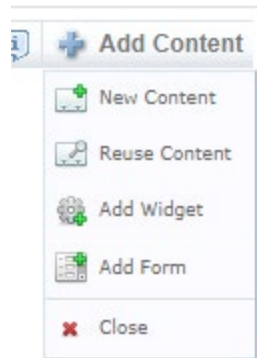
4. You can double click on the page to open for editing, or right-click and choose Open (Preview)



5. You'll start in a Preview Mode for the page. To edit this, you'll need to Lock for Editing – this makes the page “yours” while you are editing.



6. Locking the page will put you in Edit mode so that you can make changes.
7. To add new content to the page, click on Add Content



You'll see a small menu with some options:

- a. **New Content** will add a new – blank – content area to your page.
  - b. **Reuse Content** allows you to search through all the previously created content on the site. This is great for things like Office Hours or Contact Information that you may want on multiple pages.
  - c. **Add Widget** allows you to select from a list of pre-built content that includes menus, rotating images, banners, galleries, etc.
  - d. **Add Form**. If you need a form, please contact a member of the UA Webteam for options
8. For New Content, you'll need to add in a Title first. The Title is not visible to the users, but it's helpful to have a naming convention for your content so you can find it later if needed.

**Title:**

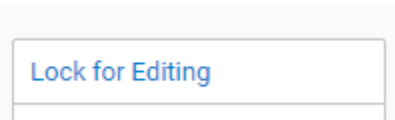
**Body:**

The Body of the page is where your Text, Images, and Links will go. You can Copy | Paste into this box or type – then use the WYSIWYG (What You See Is What You Get) editor to add in your formatting.

9. For editing an existing piece of content, you'll first click on Edit Content for that section:



10. Next, you should Lock for Editing. This makes the content “yours” while you are working on it.



11. Make your changes, then click on Save or Save/Publish (to make the changes “live” immediately) – or Release Lock (or cancel) to abandon your changes without saving.



12. You’ll be directed back to the page and can then Add more Content or Edit an existing item. You can also use the Red X to remove a piece of content from the page.



The Red X will remove the content from the page, but not delete it from dotCMS. You can later Reuse Content to bring back this removed content to this – or any other – page.

13. Done with the page? Use the Release Lock, then Website | Browser to return to your list of files.

Release Lock

Publish Page

Push Publish Page

Add To Bundle

 Website

Browser

14. You can then edit other pages or Log out.