

Add new Webpage Content

Webpage Content should be used when the existing widgets do not match the formatting or spacing needs of the content.

1

Navigate to <https://www.uakron.edu/c> Log in with your UA credentials.

Assigned To:

Anthony Serpette (U)

All

Me

Older than (days)

Scheme:

Step:

Show:

Open Tasks

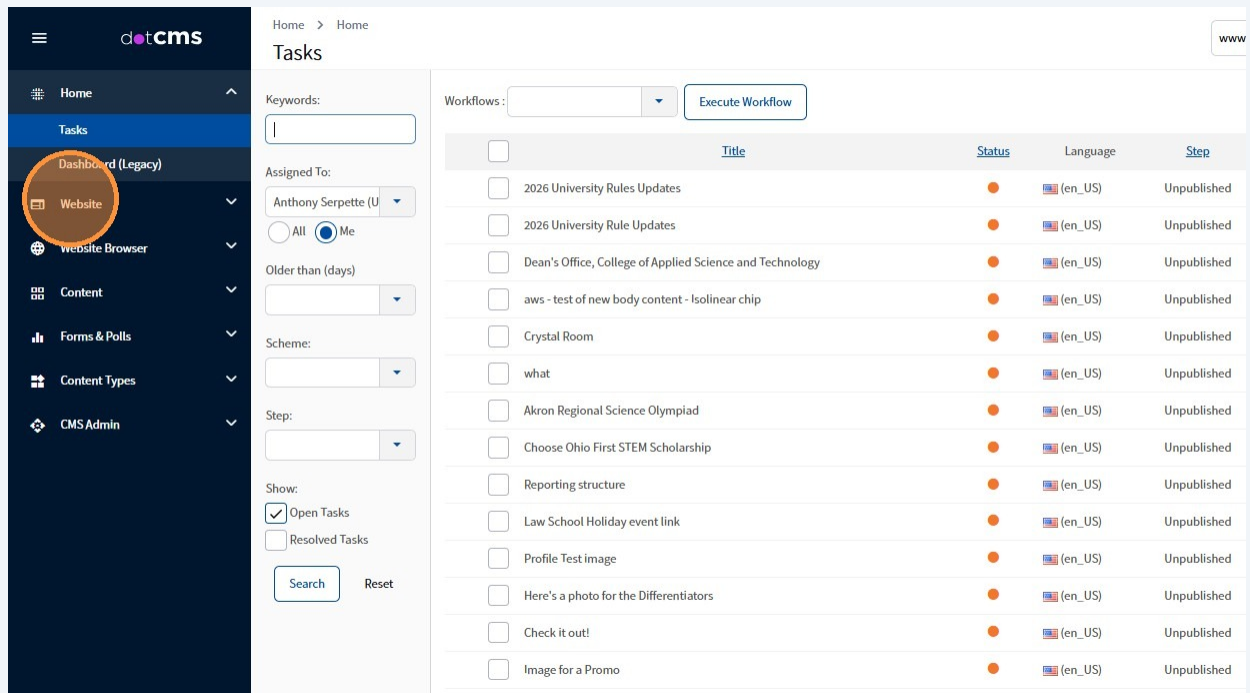
Resolved Tasks

Search

Reset

	Title	Status	Language	Step	Assignee	La
<input type="checkbox"/>	2026 University Rules Updates	●	(en_US)	Unpublished	Anthony Serpette	
<input type="checkbox"/>	2026 University Rule Updates	●	(en_US)	Unpublished	Anthony Serpette	
<input type="checkbox"/>	Dean's Office, College of Applied Science and Technology	●	(en_US)	Unpublished	Anthony Serpette	
<input type="checkbox"/>	aws - test of new body content - Isolinear chip	●	(en_US)	Unpublished	Anthony Serpette	
<input type="checkbox"/>	Crystal Room	●	(en_US)	Unpublished	Anthony Serpette	
<input type="checkbox"/>	what	●	(en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/>	Akron Regional Science Olympiad	●	(en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	Choose Ohio First STEM Scholarship	●	(en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	Reporting structure	●	(en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	Law School Holiday event link	●	(en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/>	Profile Test image	●	(en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/>	Here's a photo for the Differentiators	●	(en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/>	Check it out!	●	(en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/>	Image for a Promo	●	(en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/>	This is the second row	●	(en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/>	The image for the second row of my checkerboard	●	(en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/>	The first square	●	(en_US)	Unpublished	Anthony Serpette	2

2 Click "Website"



Home > Home

Tasks

Keywords:

Assigned To: ☐ All ☒ Me

Older than (days)

Scheme:

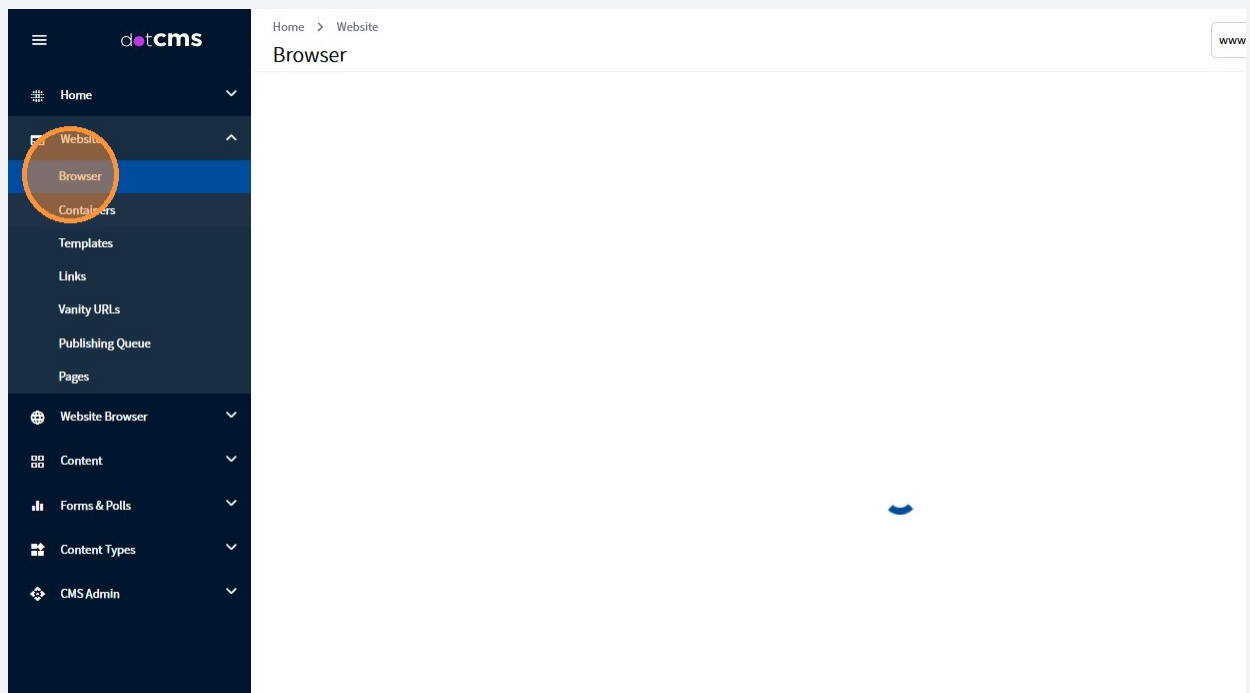
Step:

Show: ☒ Open Tasks ☐ Resolved Tasks

Workflows:

<input type="checkbox"/>	Title	Status	Language	Step
<input type="checkbox"/>	2026 University Rules Updates	●	🇺🇸 (en_US)	Unpublished
<input type="checkbox"/>	2026 University Rule Updates	●	🇺🇸 (en_US)	Unpublished
<input type="checkbox"/>	Dean's Office, College of Applied Science and Technology	●	🇺🇸 (en_US)	Unpublished
<input type="checkbox"/>	aws - test of new body content - Isolinear chip	●	🇺🇸 (en_US)	Unpublished
<input type="checkbox"/>	Crystal Room	●	🇺🇸 (en_US)	Unpublished
<input type="checkbox"/>	what	●	🇺🇸 (en_US)	Unpublished
<input type="checkbox"/>	Akron Regional Science Olympiad	●	🇺🇸 (en_US)	Unpublished
<input type="checkbox"/>	Choose Ohio First STEM Scholarship	●	🇺🇸 (en_US)	Unpublished
<input type="checkbox"/>	Reporting structure	●	🇺🇸 (en_US)	Unpublished
<input type="checkbox"/>	Law School Holiday event link	●	🇺🇸 (en_US)	Unpublished
<input type="checkbox"/>	Profile Test image	●	🇺🇸 (en_US)	Unpublished
<input type="checkbox"/>	Here's a photo for the Differentiators	●	🇺🇸 (en_US)	Unpublished
<input type="checkbox"/>	Check it out!	●	🇺🇸 (en_US)	Unpublished
<input type="checkbox"/>	Image for a Promo	●	🇺🇸 (en_US)	Unpublished

3 Click "Browser"



Home > Website

Browser

www

Browser

Containers

Templates

Links

Vanity URLs

Publishing Queue

Pages

Website Browser

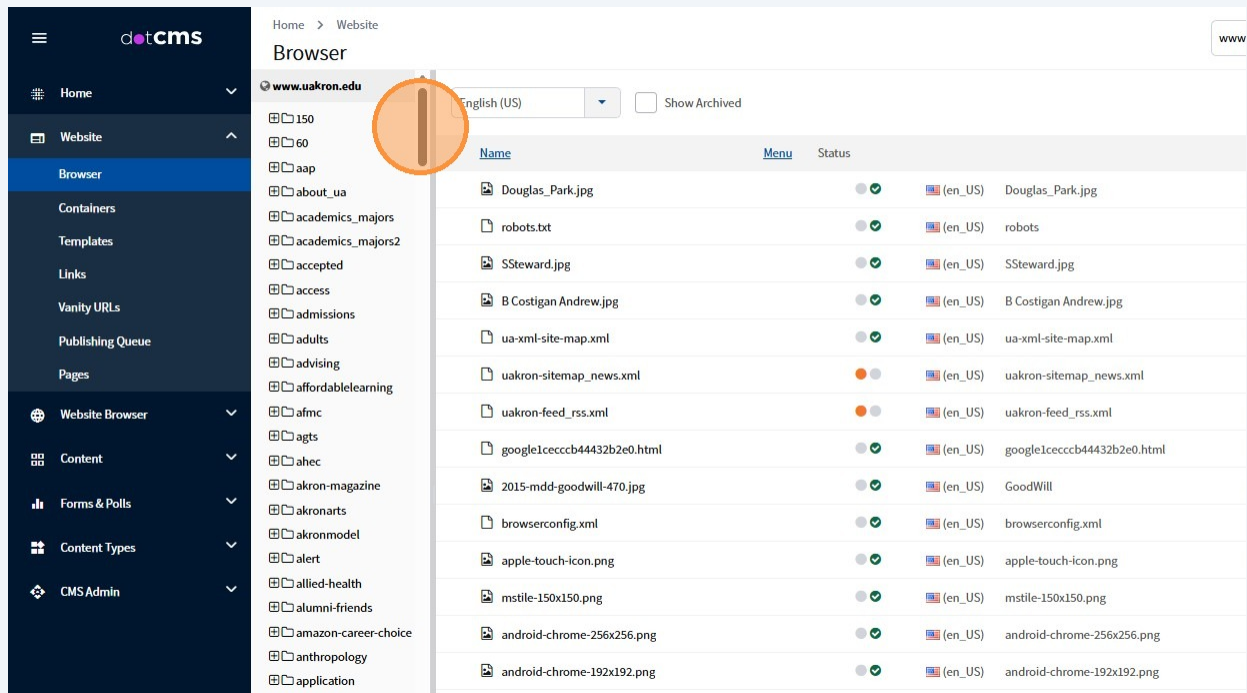
Content

Forms & Polls

Content Types

CMS Admin

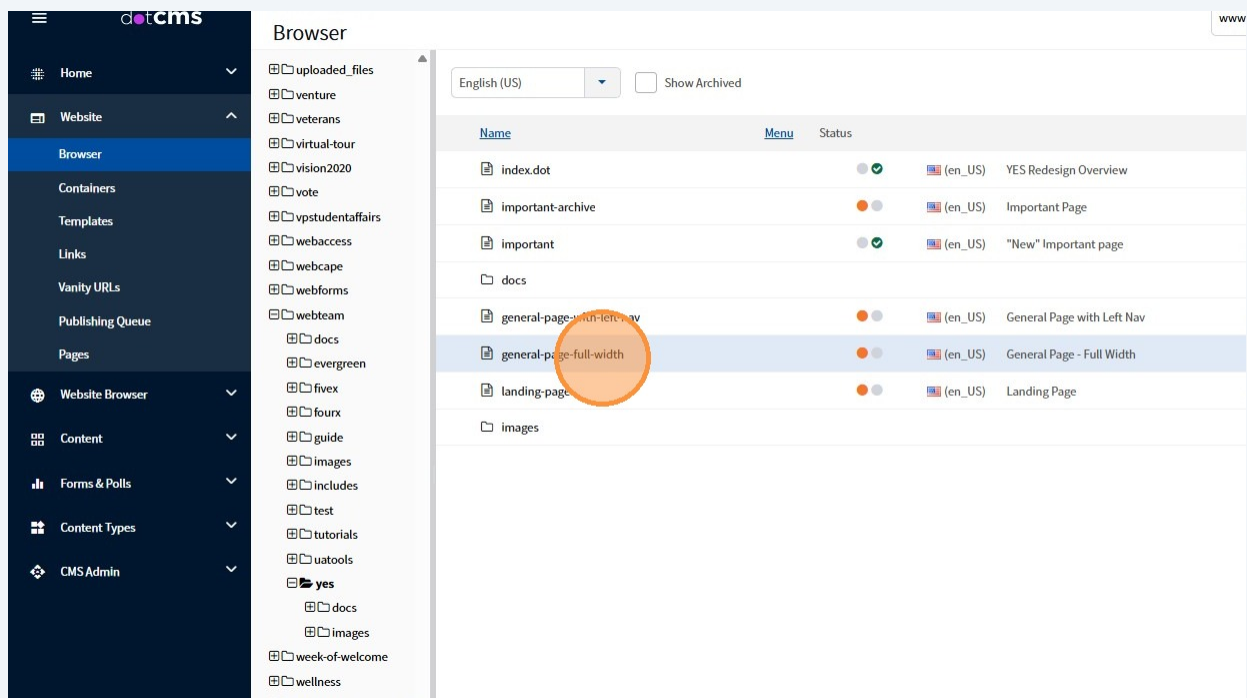
4 Use the scroll bar to navigate to your folder.



The screenshot shows the dotCMS Website Browser interface. On the left is a dark sidebar with navigation options: Home, Website, Browser (selected), Containers, Templates, Links, Vanity URLs, Publishing Queue, Pages, Website Browser, Content, Forms & Polls, Content Types, and CMS Admin. The main area displays a file browser for 'www.uakron.edu'. It includes a language dropdown set to 'English (US)' and a 'Show Archived' checkbox. A list of files and folders is shown with columns for Name, Menu, and Status. An orange circle highlights the vertical scrollbar on the left side of the file list.

Name	Menu	Status
Douglas_Park.jpg		(en_US) Douglas_Park.jpg
robots.txt		(en_US) robots
SSteward.jpg		(en_US) SSteward.jpg
B Costigan Andrew.jpg		(en_US) B Costigan Andrew.jpg
ua-xml-site-map.xml		(en_US) ua-xml-site-map.xml
uakron-sitemap_news.xml		(en_US) uakron-sitemap_news.xml
uakron-feed_rss.xml		(en_US) uakron-feed_rss.xml
google1cecccb44432b2e0.html		(en_US) google1cecccb44432b2e0.html
2015-mdd-goodwill-470.jpg		(en_US) GoodWill
browserconfig.xml		(en_US) browserconfig.xml
apple-touch-icon.png		(en_US) apple-touch-icon.png
mstile-150x150.png		(en_US) mstile-150x150.png
android-chrome-256x256.png		(en_US) android-chrome-256x256.png
android-chrome-192x192.png		(en_US) android-chrome-192x192.png

5 Locate the page you want to update and double-click to open in draft mode.

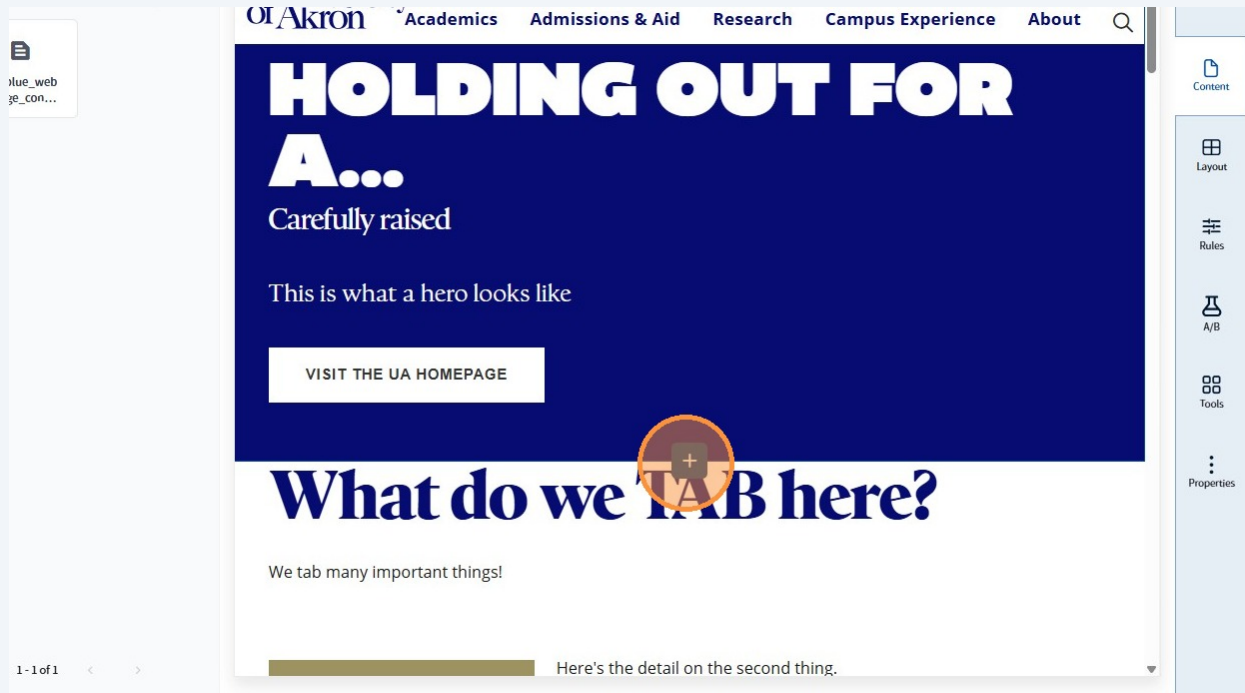


The screenshot shows the dotCMS Website Browser interface. On the left is a dark sidebar with navigation options: Home, Website, Browser (selected), Containers, Templates, Links, Vanity URLs, Publishing Queue, Pages, Website Browser, Content, Forms & Polls, Content Types, and CMS Admin. The main area displays a file browser for 'www'. It includes a language dropdown set to 'English (US)' and a 'Show Archived' checkbox. A list of files and folders is shown with columns for Name, Menu, and Status. An orange circle highlights the 'general-page-full-width' file in the list.

Name	Menu	Status
index.dot		(en_US) YES Redesign Overview
important-archive		(en_US) Important Page
important		(en_US) "New" Important page
docs		
general-page-with-left-nav		(en_US) General Page with Left Nav
general-page-full-width		(en_US) General Page - Full Width
landing-page		(en_US) Landing Page
images		

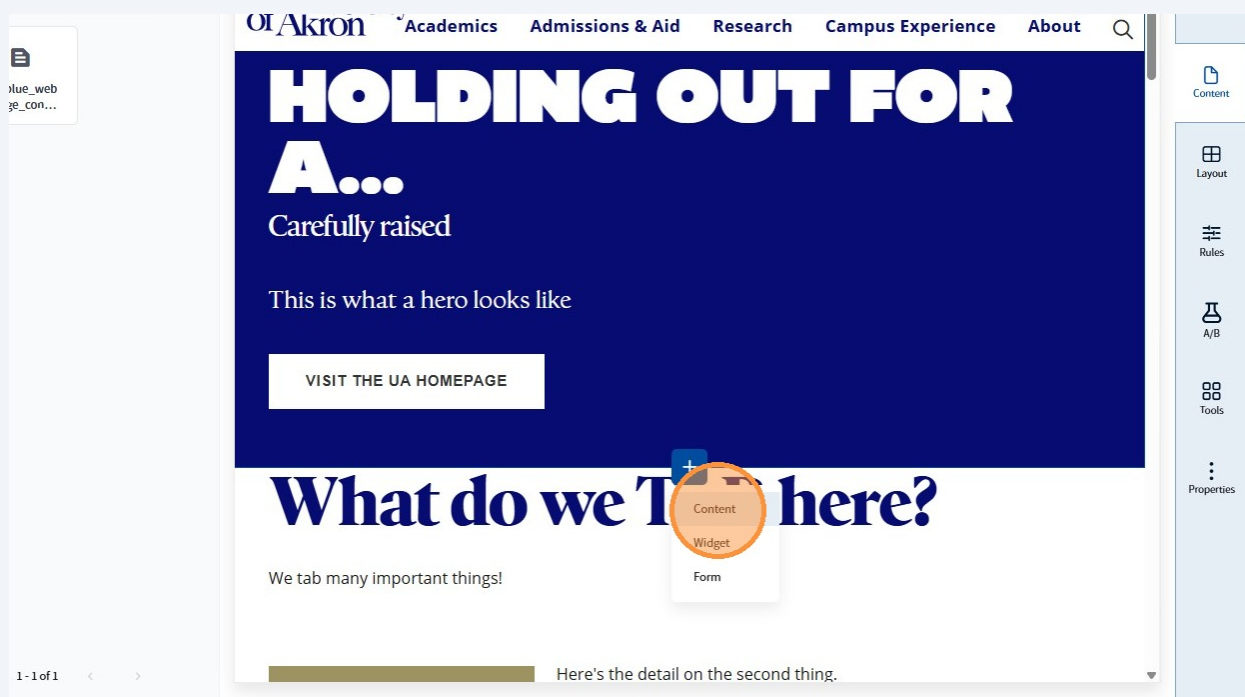
6

Locate where on the page you want the new Webpage Content to live and click the blue square with a plus sign.

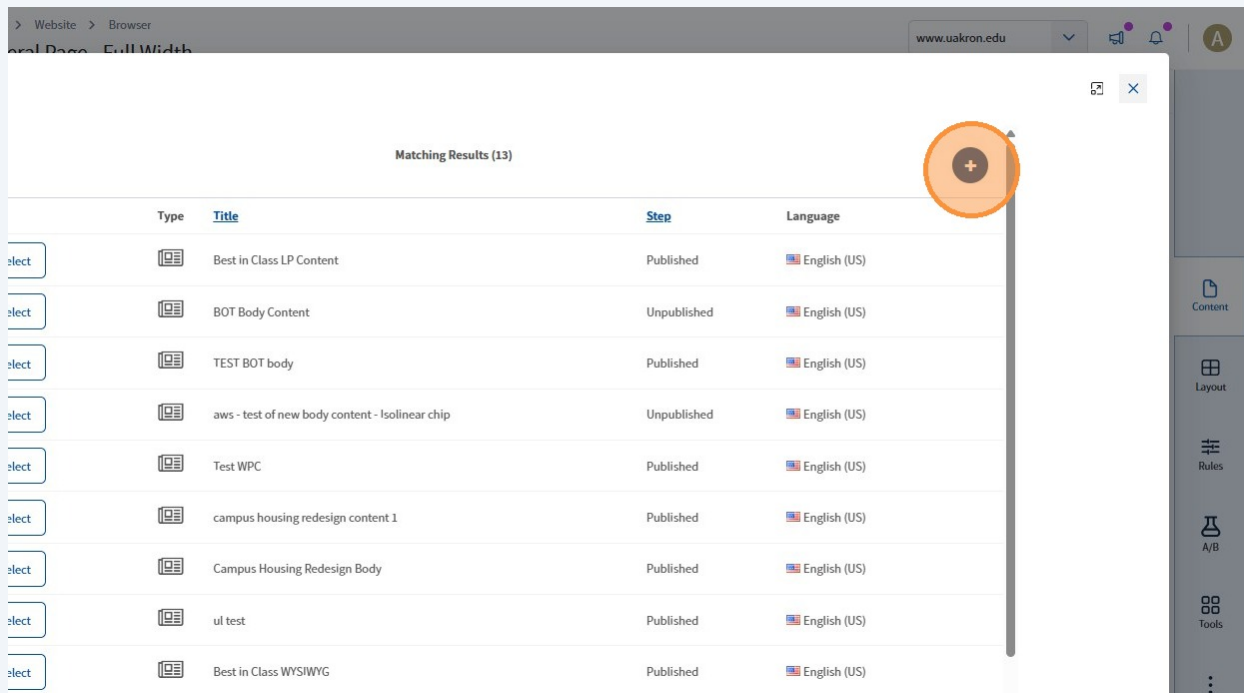


7

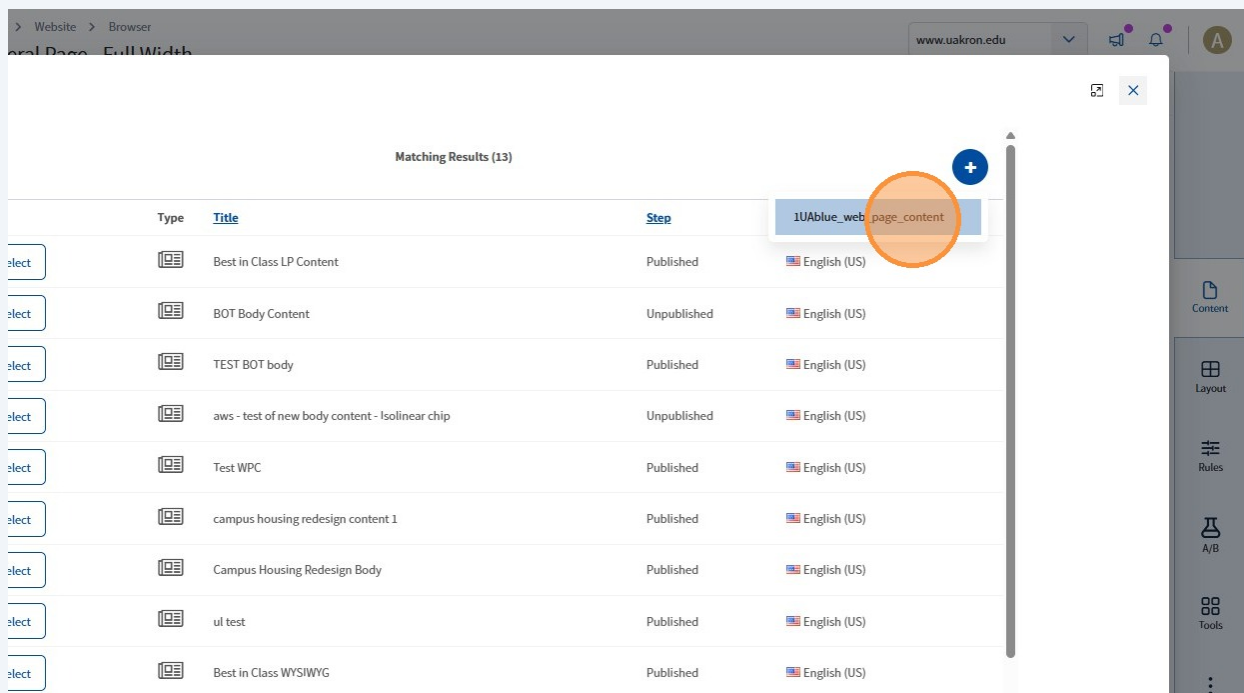
From the menu that pops up, click "Content".



8 Click the blue circle with a plus sign.

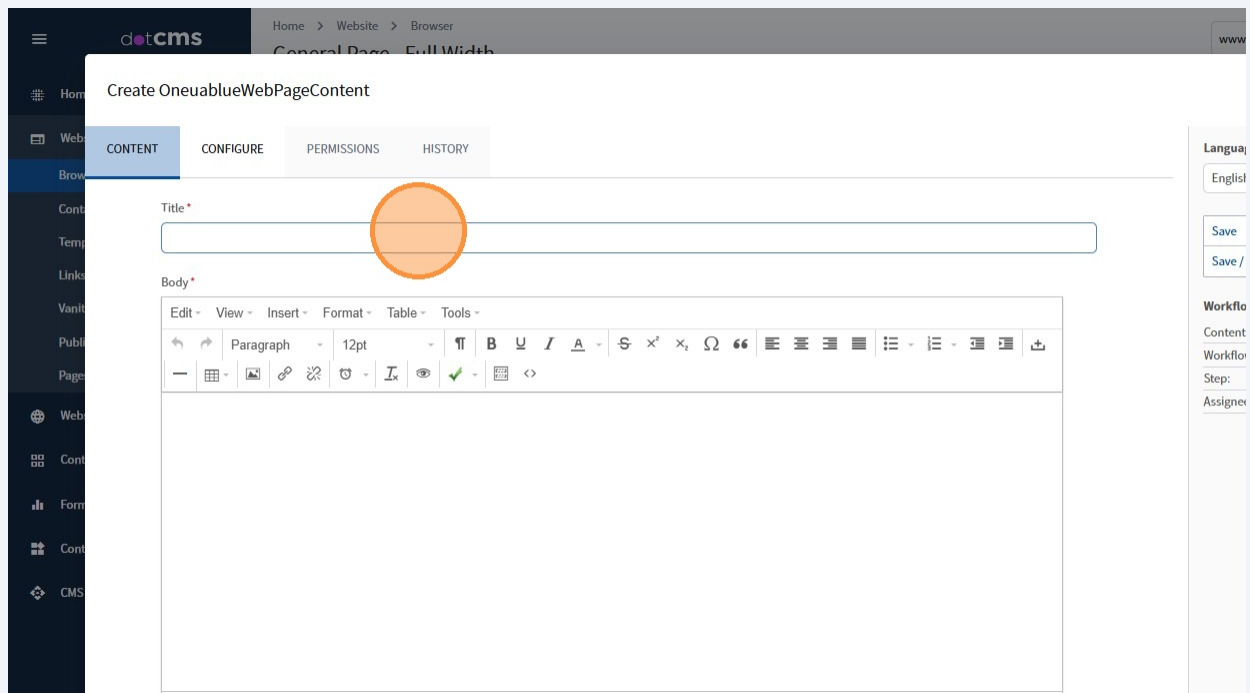


9 Click "1UAblue_web_page_content" to add a new Webpage Content item to the page.



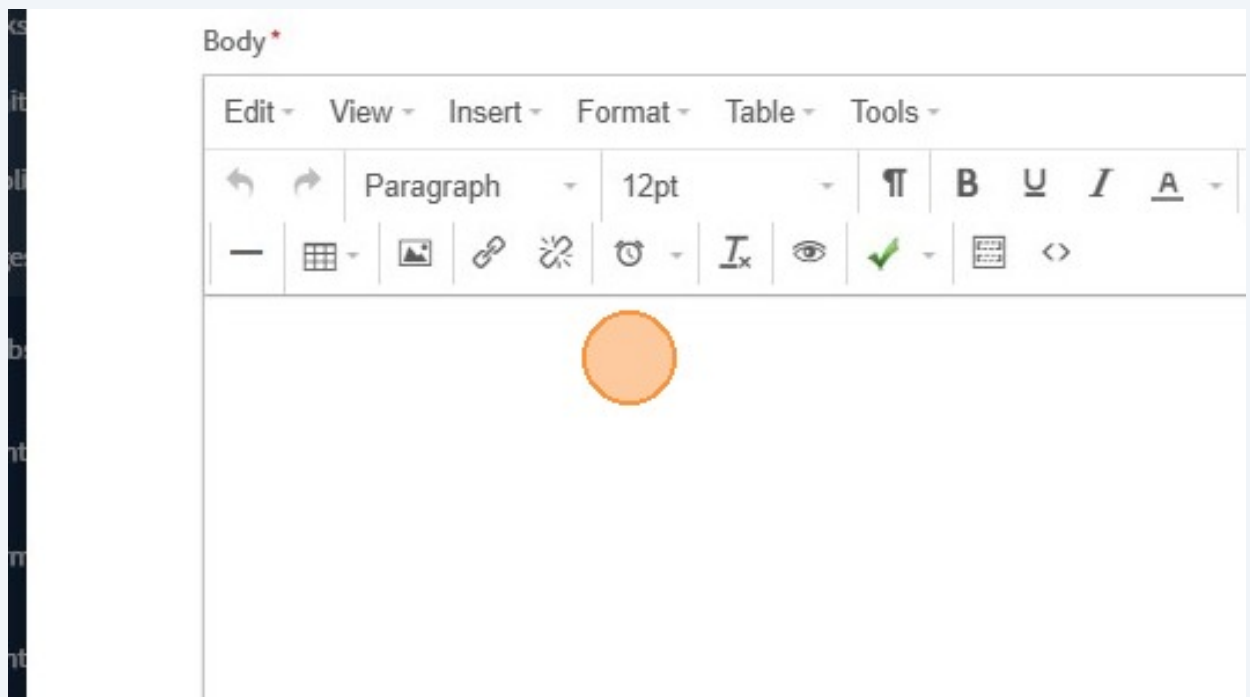
10

Add in a title for the Webpage content. This is not visible to the users, but does show up in the internal dotCMS search. Establish a naming convention for your site and use a descriptive title.



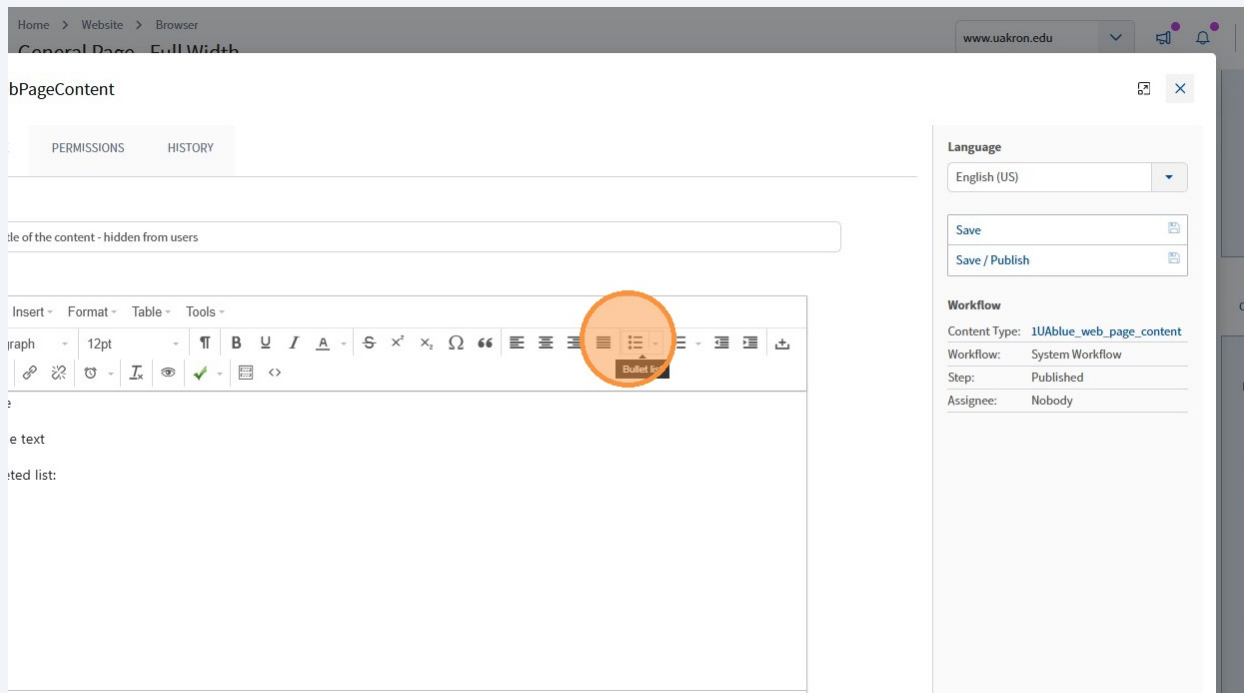
11

The Body of the Webpage content can include titles, bulleted lists, text (typed or copy/pasted), image (previously uploaded to dotCMS), links, tables, and WYSIWYG templates.



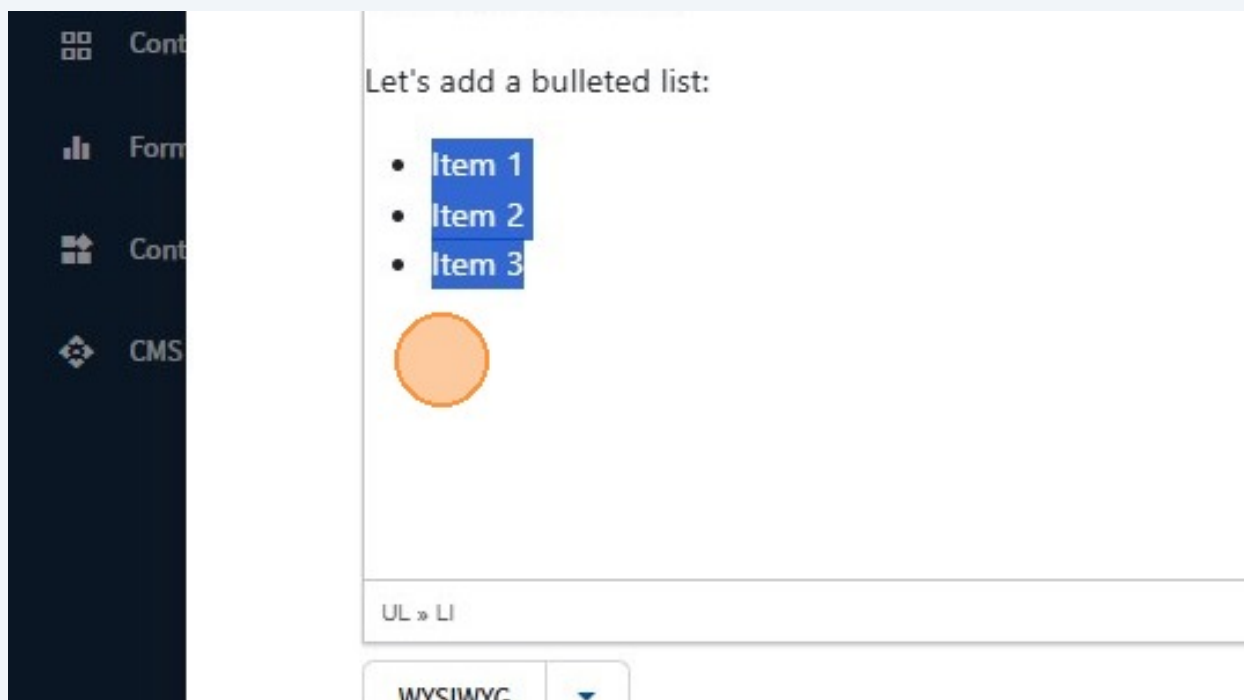
12

The buttons in the WYSIWYG interface add in the formatting. For example, a bulleted list:

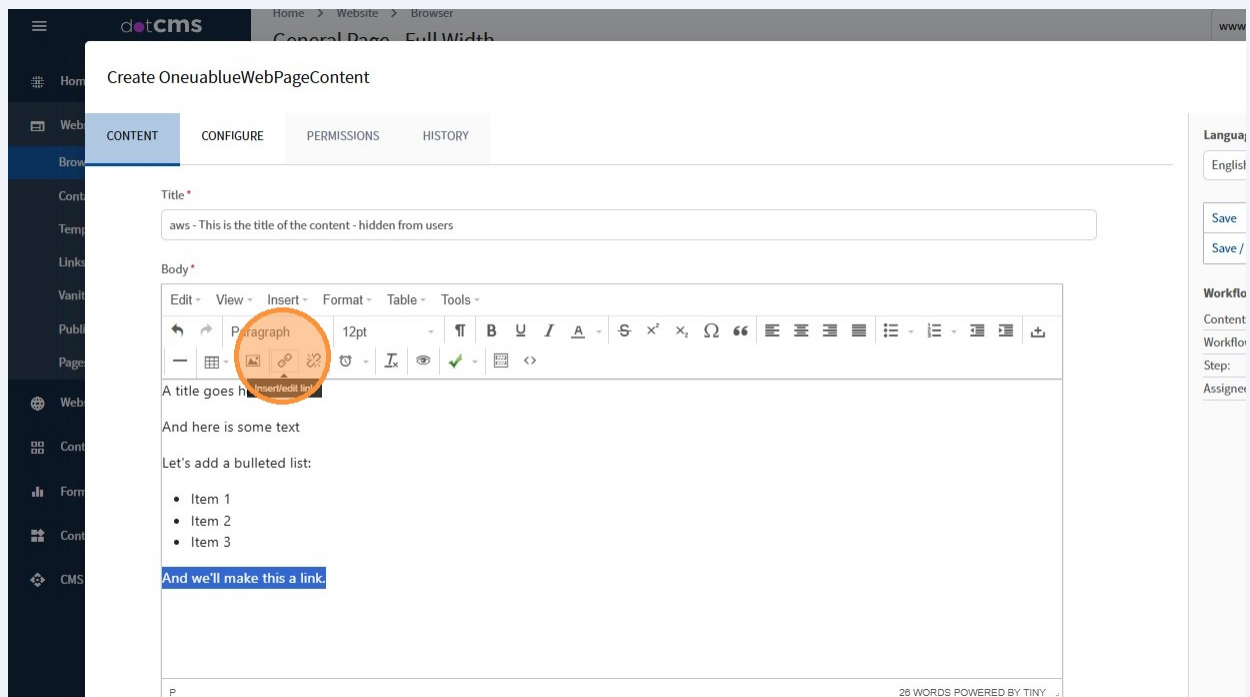


13

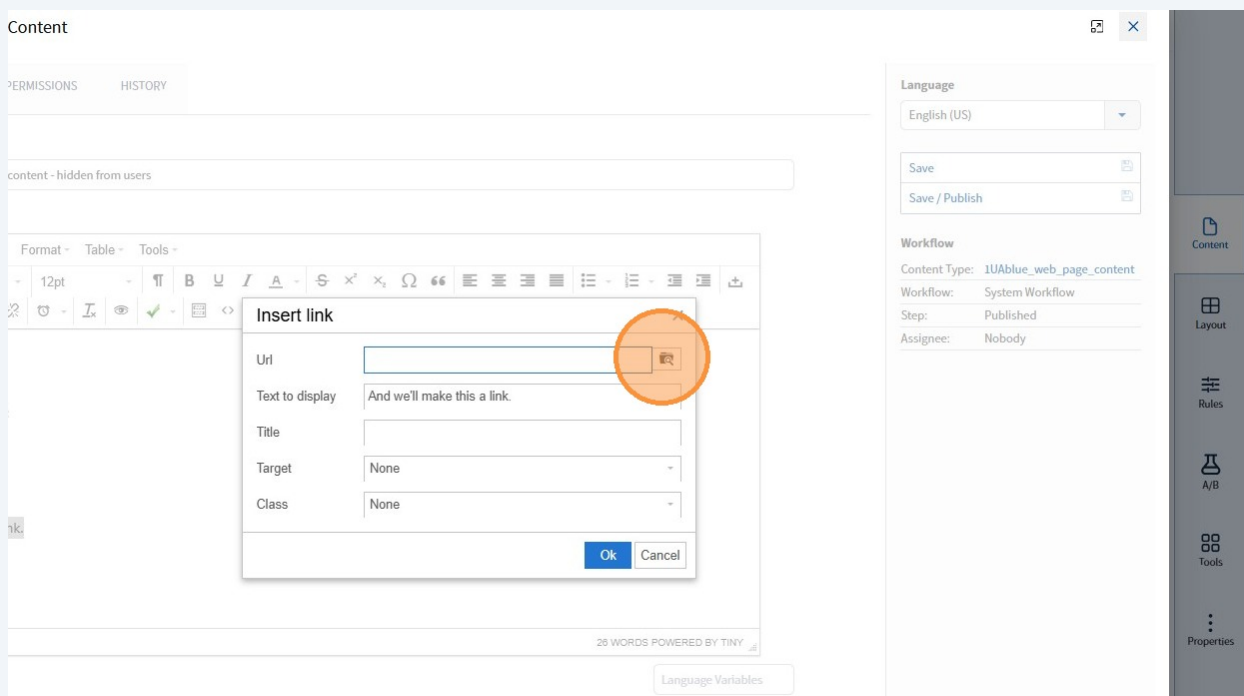
Here is the bulleted/unordered list after highlighting text and clicking the button.



14 For a link, highlight the text and click the link button.



15 In the window that pops up, enter the address you want for the link, or use the Browse button to navigate to the destination.



16 Click your folder.

Create OneuablueWebPageContent

CONTENT CONFIGURE PERMISSIONS HISTORY

Select a file

Filter: Clear

Name	Description	Mod. User	Mod. Date
Adventure-luablue.png		Brian Humm	1/20/2026 7:15:25PM
Stay Tuned!.png		Lauren Anderson	1/20/2026 10:09:56AM
Tiered Mentoring.png		Lauren Anderson	1/20/2026 10:09:30AM
Stay Tuned!.png		Lauren Anderson	1/20/2026 10:08:30AM
Tiered Mentoring.png		Lauren Anderson	1/20/2026 10:08:02AM
Tiered Mentoring.png		Lauren Anderson	1/20/2026 10:05:48AM
Stay Tuned!.png		Lauren Anderson	1/20/2026 10:05:18AM
stay tuned.png		Lauren Anderson	1/20/2026 09:44:20AM
Tiered Mentoring.png		Lauren Anderson	1/20/2026 09:43:37AM

17 Click the page or file to link to.

Create OneuablueWebPageContent

CONTENT CONFIGURE PERMISSIONS HISTORY

Select a file

Filter: Clear [Upload New File](#)

Name	Description	Mod. User	Mod. Date
what	what	Anthony Serpette	1/8/2026 1:15:24PM
UA Web Team	UA Web Team	Anthony Serpette	12/16/2025 12:51:2
Resources	Resources	Anthony Serpette	12/12/2025 2:03:28
Test page 001	Test page 001	Anthony Serpette	11/11/2025 8:36:03
awsTest	awsTest	Anthony Serpette	10/30/2025 07:28:1
Website Redesign	Website Redesign	Anthony Serpette	10/20/2025 12:40:1
25-26 The University of Ak...		Anthony Serpette	9/3/2025 10:45:18/
Test page for Jada	Test page for Jada	Anthony Serpette	7/1/2025 2:35:51P/
Evergreen25 - beta beta	Evergreen25 - beta beta	Anthony Serpette	6/6/2025 1:46:49P/
AWS test page	AWS test page	Anthony Serpette	4/23/2024 3:55:35f
RTN Sandbox	RTN Sandbox	Anthony Serpette	4/23/2024 1:04:27f
Google Analytics	webteam - google analytics	Anthony Serpette	12/22/2023 09:35:0

Previous Viewing 1-24 of 31

1 - 1 of 1 < > Here's the detail on the second thing.

18 You can select to open this link in a new window.

aws - This is the title of the content - hidden from users

Body*

Edit - View - Insert - Format - Table - Tools -

Paragraph 12pt

A title goes here

And here is some text

Let's add a bulleted list:

- Item 1
- Item 2
- Item 3

And we'll make this a link.

Insert link

Url: /webteam/aws2.dot

Text to display: And we'll make this a link.

Title:

Target: None

Class: None

Ok Cancel

Save

Save / Publish

Workflow

Content Type: 1UAbblue_web_pa

Workflow: System Workflow

Step: Published

Assignee: Nobody

26 WORDS POWERED BY TINY

WYSIWYG

Language Variables

1 - 1 of 1

Here's the detail on the second thing.

19 Click "Ok" to add the link to the Webpage Content.

the content - hidden from users

ert - Format - Table - Tools -

12pt

ext

list:

a link.

Insert link

Url: /webteam/aws2.dot

Text to display: And we'll make this a link.

Title:

Target: None

Class: None

Ok Cancel

26 WORDS POWERED BY TINY

Language Variables

Save

Save / Publish

Workflow

Content Type: 1UAbblue_web_page_content

Workflow: System Workflow

Step: Published

Assignee: Nobody

Content

Layout

Rules

A/B

Tools

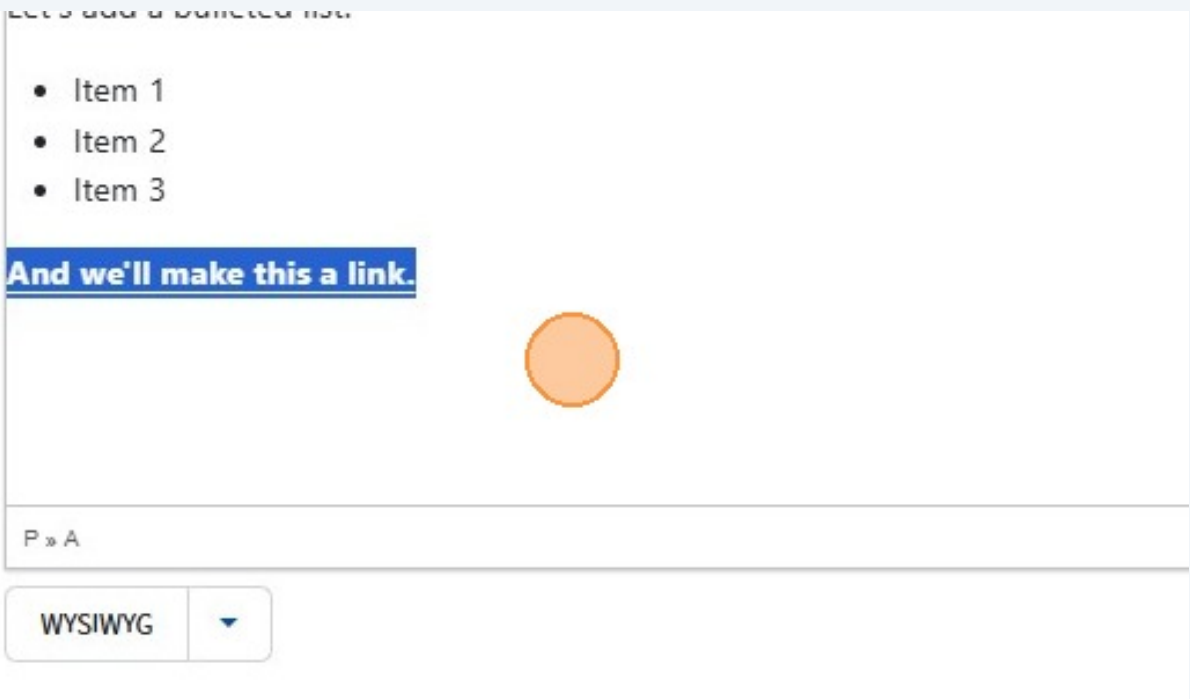
Property

1 - 1 of 1

Here's the detail on the second thing.

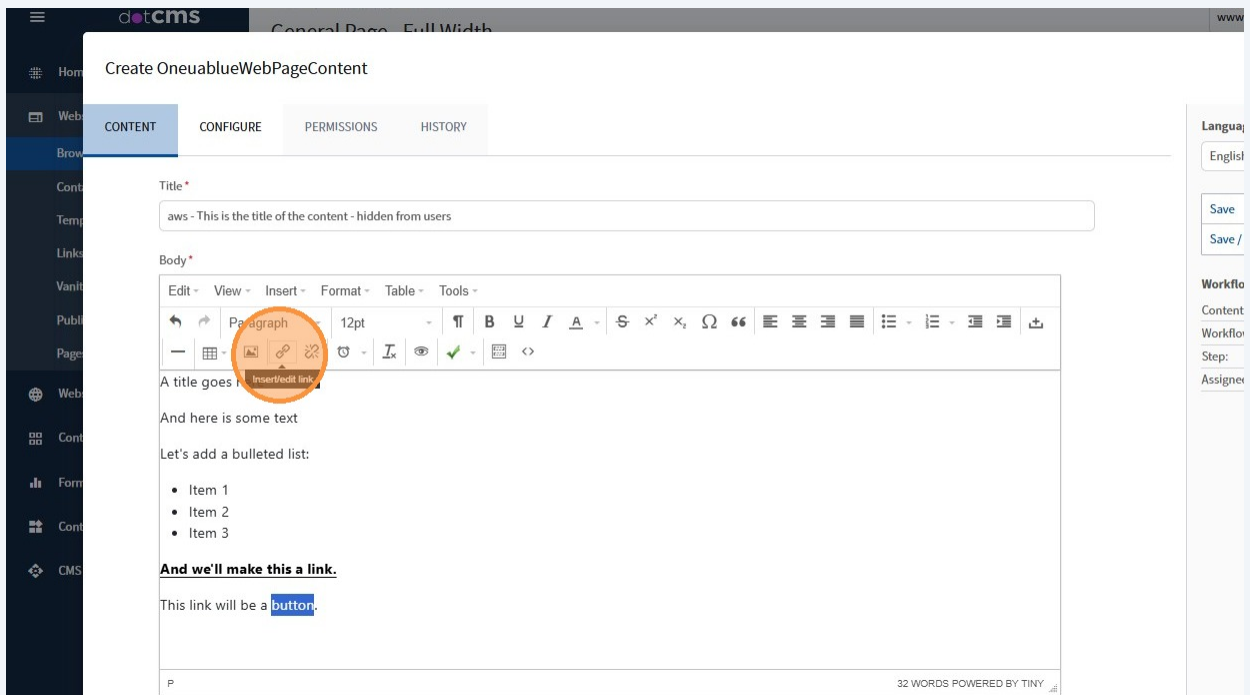
20

The link will show as underlined/clickable.



21

If we want the link to be an actionable button, highlight the word(s) and click the link button.



22 Enter the address or browse to find the destination.

Content

PERMISSIONS HISTORY

content - hidden from users

Format - Table - Tools -

12pt

Insert link

Url

Text to display button

Title

Target None

Class None

Ok Cancel

Language English (US)

Save Save / Publish

Workflow

Content Type: 1UAblue_web_page_content

Workflow: System Workflow

Step: Published

Assignee: Nobody

Content

Layout

Rules

A/B

Tools

Properties

link.

32 WORDS POWERED BY TINY

Language Variables

23 If you also want this to open in a new window/tab, select that from the "Target".

aws - This is the title of the content - hidden from users

Body*

Edit - View - Insert - Format - Table - Tools -

Paragraph 12pt

A title goes here

And here is some text

Let's add a bulleted list:

- Item 1
- Item 2
- Item 3

And we'll make this a link.

This link will be a button.

Insert link

Url /webteam/web-resources.dot

Text to display button

Title

Target None

Class

Ok Cancel

Save

Save / Publish

Workflow

Content Type: 1UAblue_v

Workflow: System Wk

Step: Published

Assignee: Nobody

WYSIWYG

Language Variables

1 - 1 of 1

Here's the detail on the second thing.

24 Click the Class dropdown to select your button, then click OK

aws - This is the title of the content - hidden from users

Body*

Edit View Insert Format Table Tools

Paragraph 12pt

A title goes here

And here is some text

Let's add a bulleted list:

- Item 1
- Item 2
- Item 3

And we'll make this a link.

This link will be a button.

WYSIWYG

Insert link

Url: /webteam/web-resources.dot

Text to display: button

Title:

Target: New window

Class: None

None

PRIMARY BUTTON

PRIMARY EXTERNAL BUTTON

REVERSE BUTTON

REVERSE EXTERNAL BUTTON

Save

Save / Publish

Workflow

Content Type: IUAbblue_w

Workflow: System Wor

Step: Published

Assignee: Nobody

1 - 1 of 1

Here's the detail on the second thing.

25 The text is now a button linked to a web page.

1

2

3

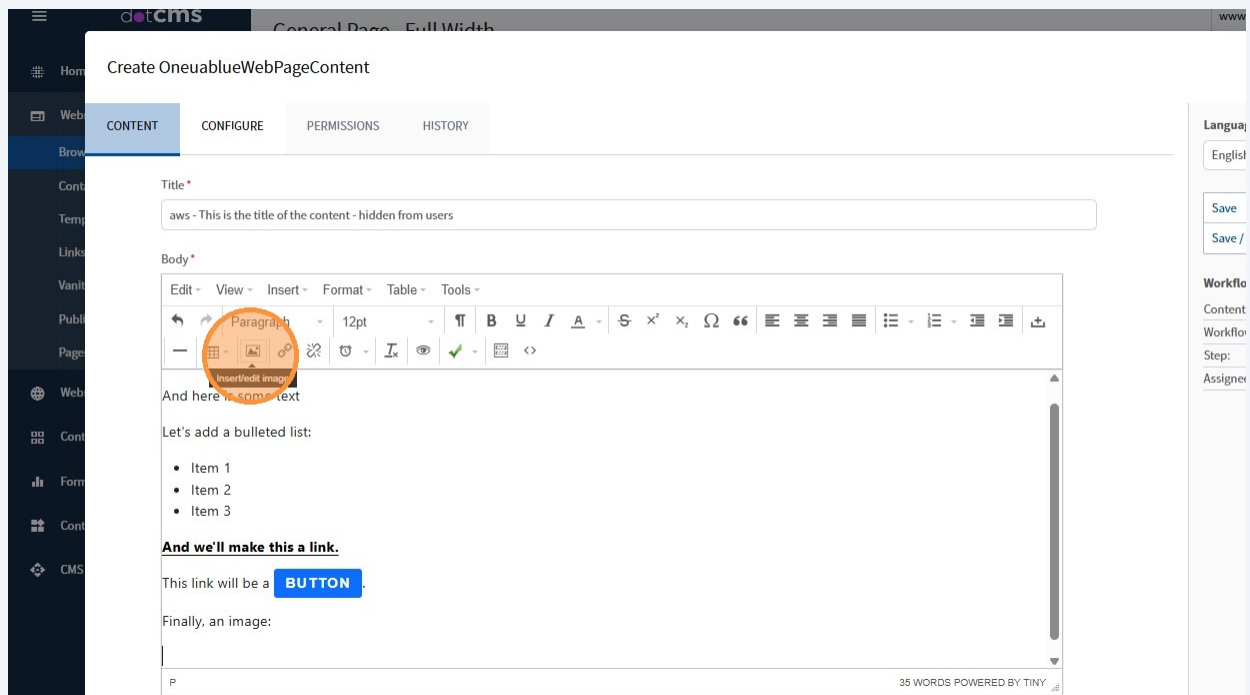
make this a link.

will be a **BUTTON**

Here's the detail on the second thing.

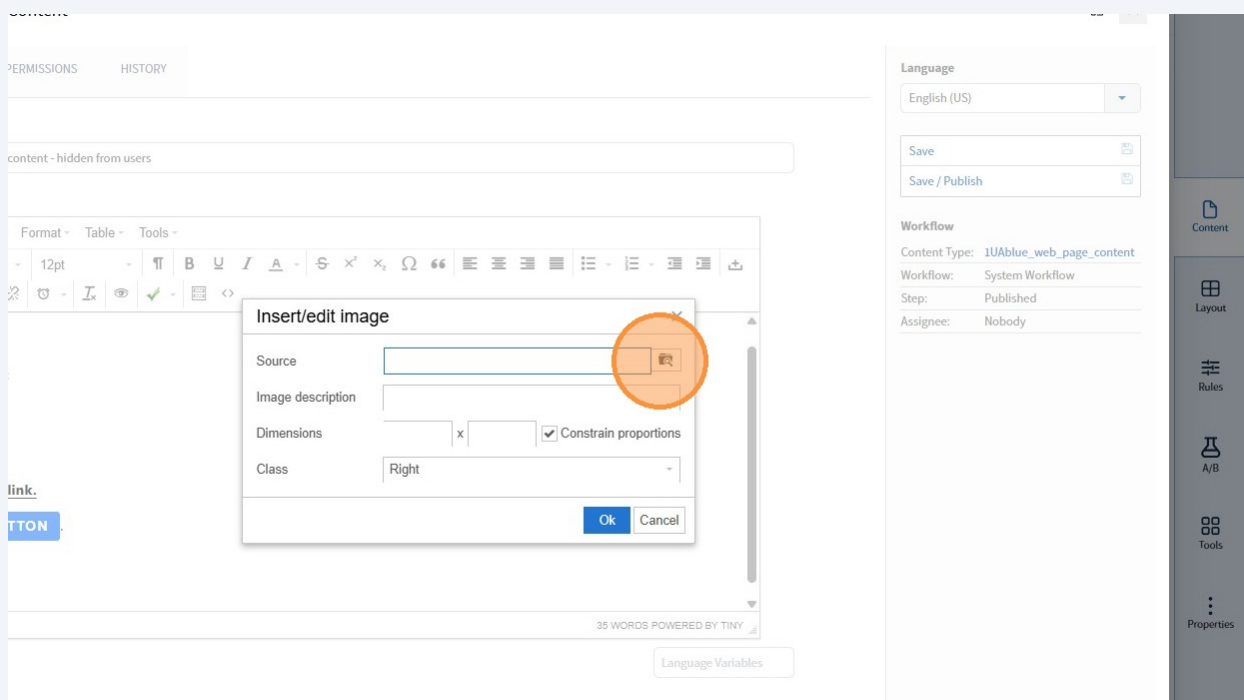
26

Images must be uploaded to dotCMS before they can be added to a page. To add the image, position your cursor and then click the Image button.

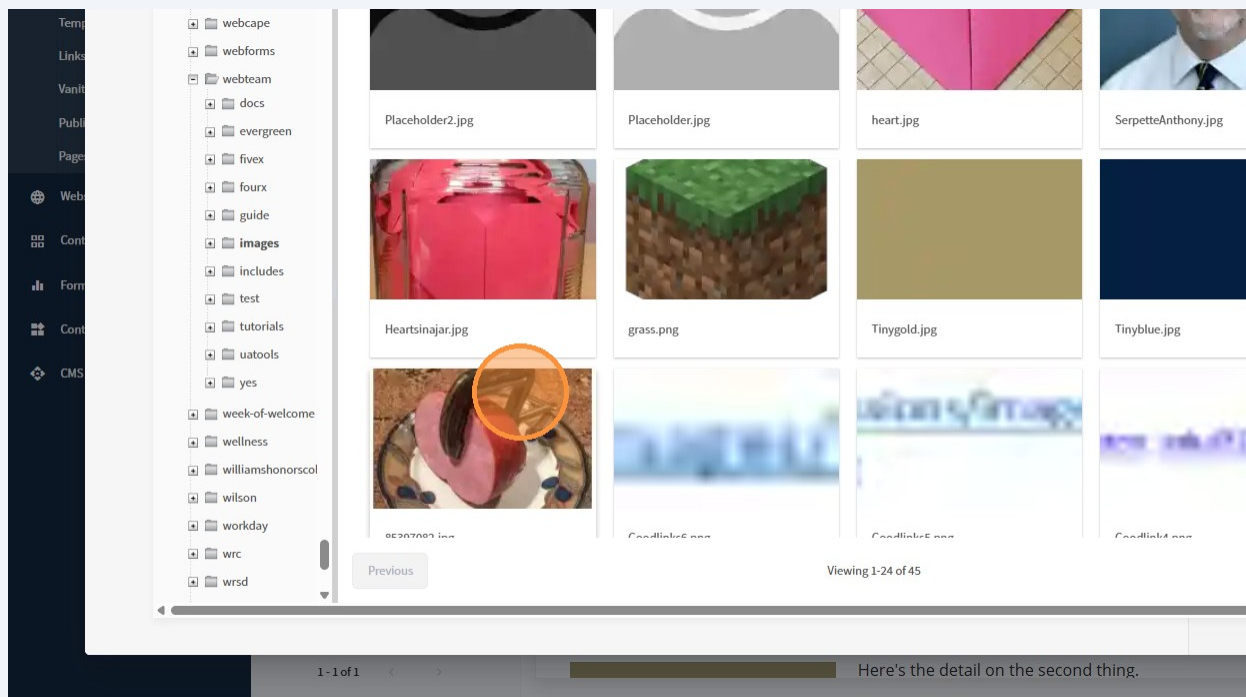


27

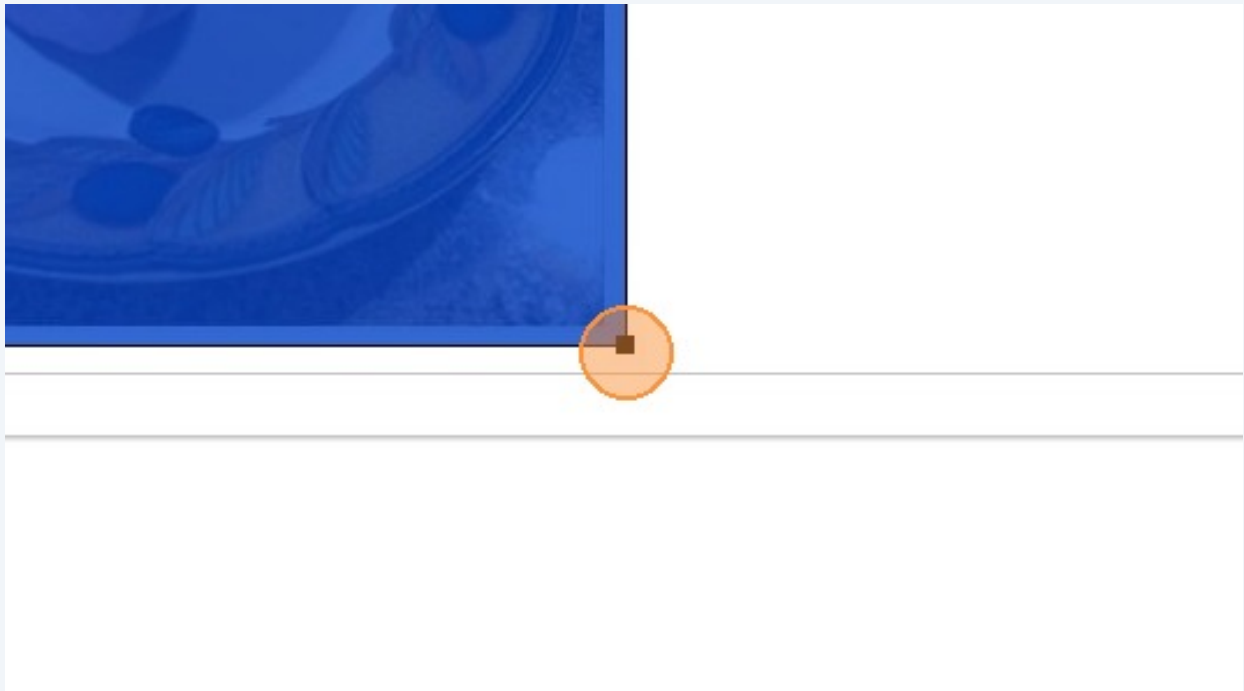
Use the browse button to navigate to your images folder.



28 Click to select your image and add it to your Webpage Content.



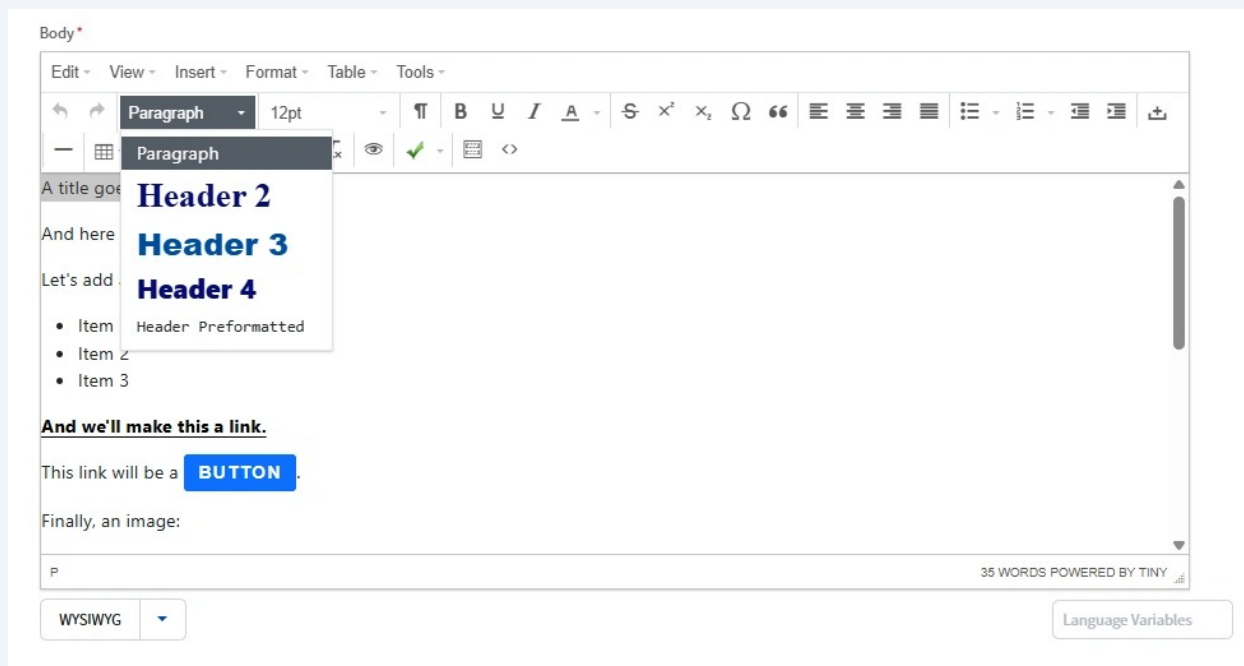
29 Your image should be resized and 'web ready' before uploading, but can be adjusted on the page. Click the image to select it, then use the square on the corner to resize for a better fit.



30 Well...

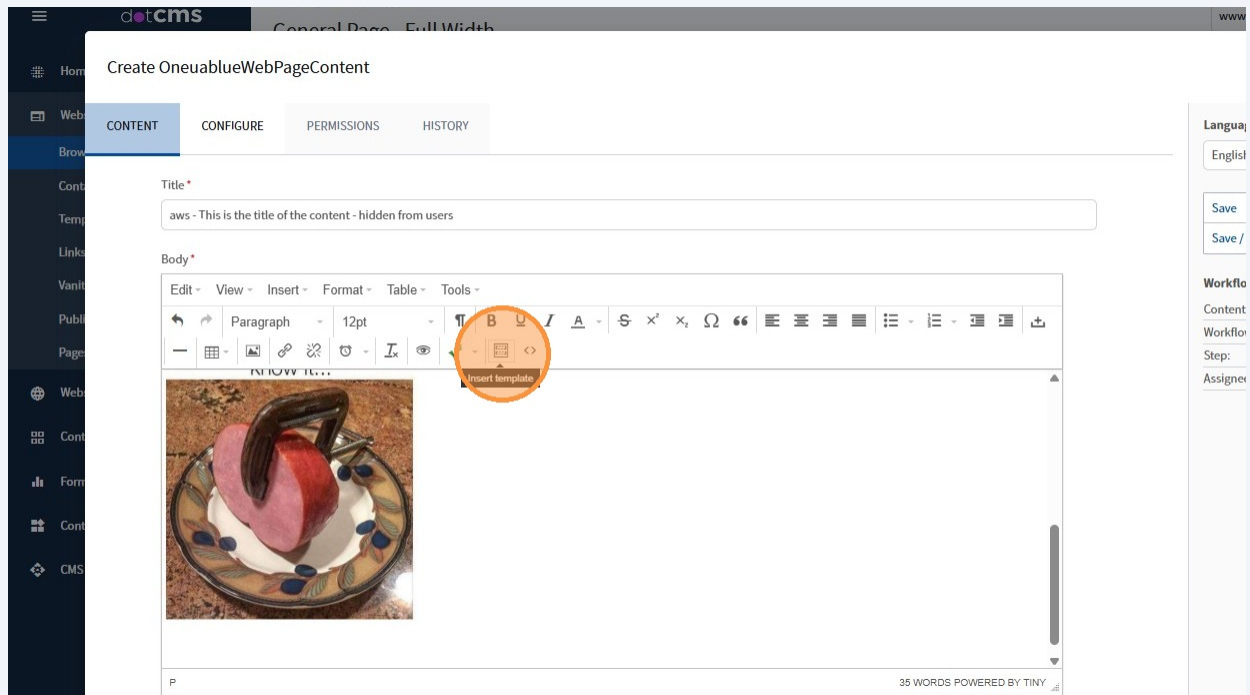


31 You can use the drop down to change the format of the text from the options - or use Bold and Italics. You should limit the changes you make to the text color to improve accessibility.



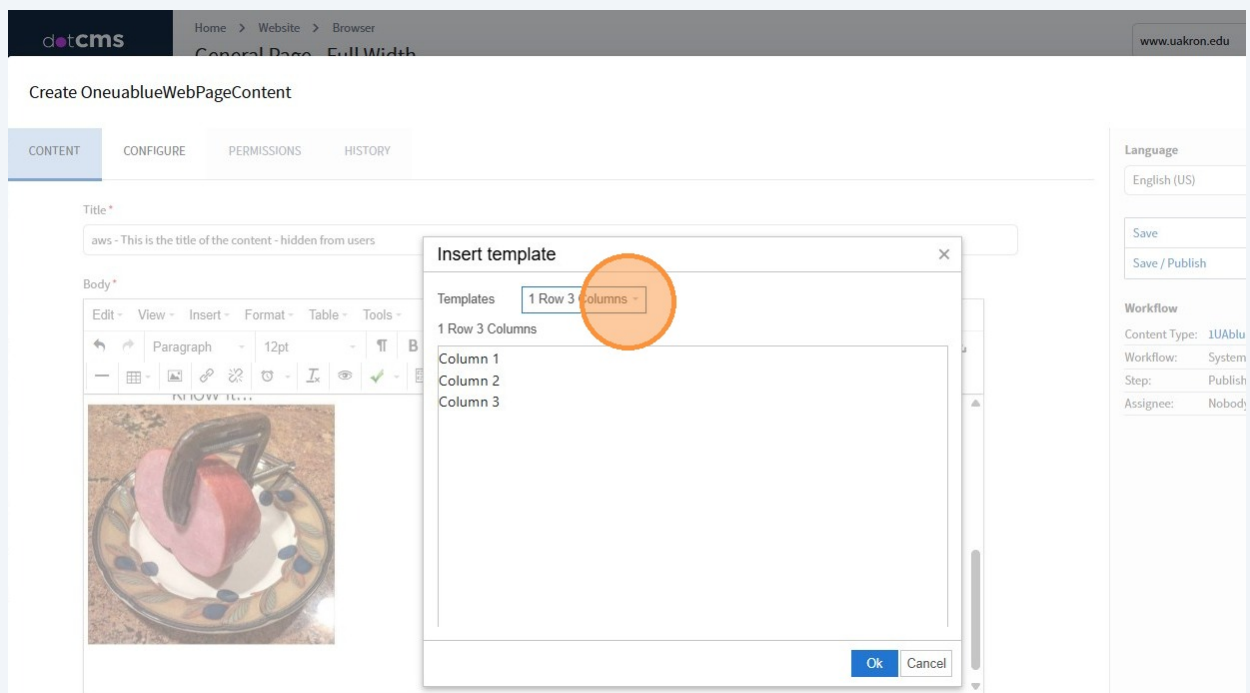
32

The Webpage Content includes WYSIWYG Templates - additional pre-formatted CSS to align images and add captions. This is also useful in News stories.

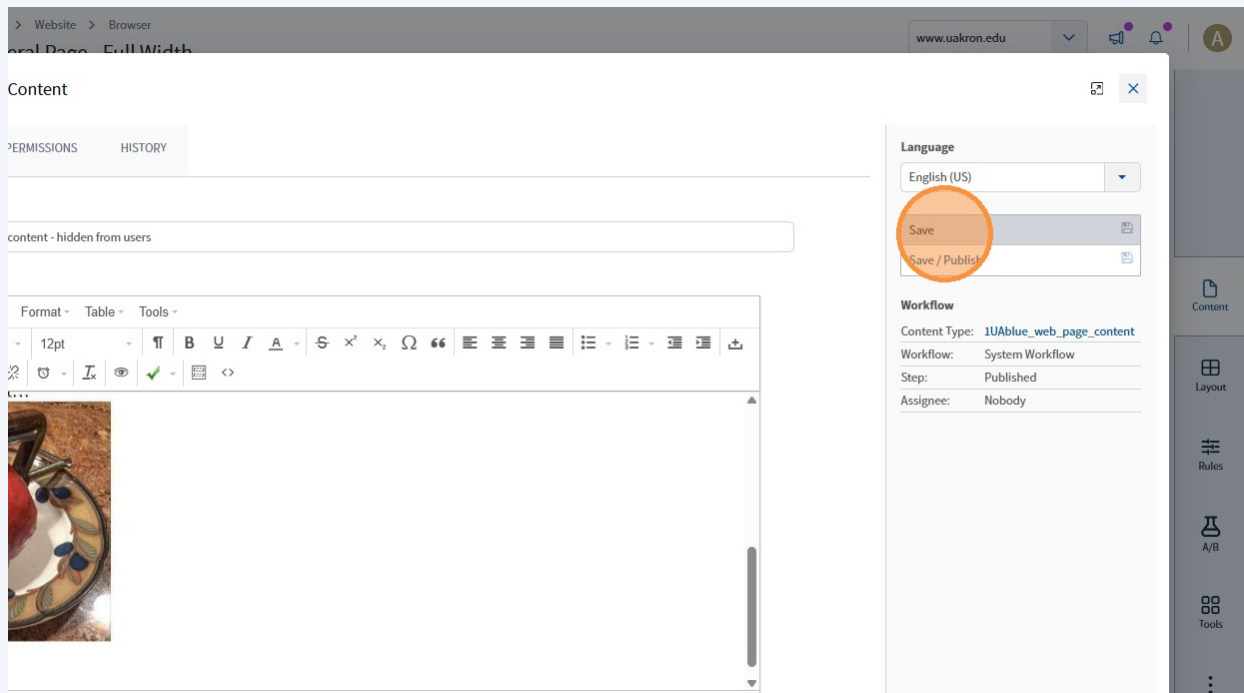


33

Use the dropdown to select the WYSIWYG Template and click OK



34 When you are done editing Click "Save" or "Save/Publish" to return to the page.



35 Moving your mouse over the Webpage Content will show the icons to Move the content (highlighted below), Remove it from the page (but not delete), or Edit (the pencil icon returns you to edit for the page). When you are done with the page, you can Publish the page or exit to the list of files in the Website | Browser.

