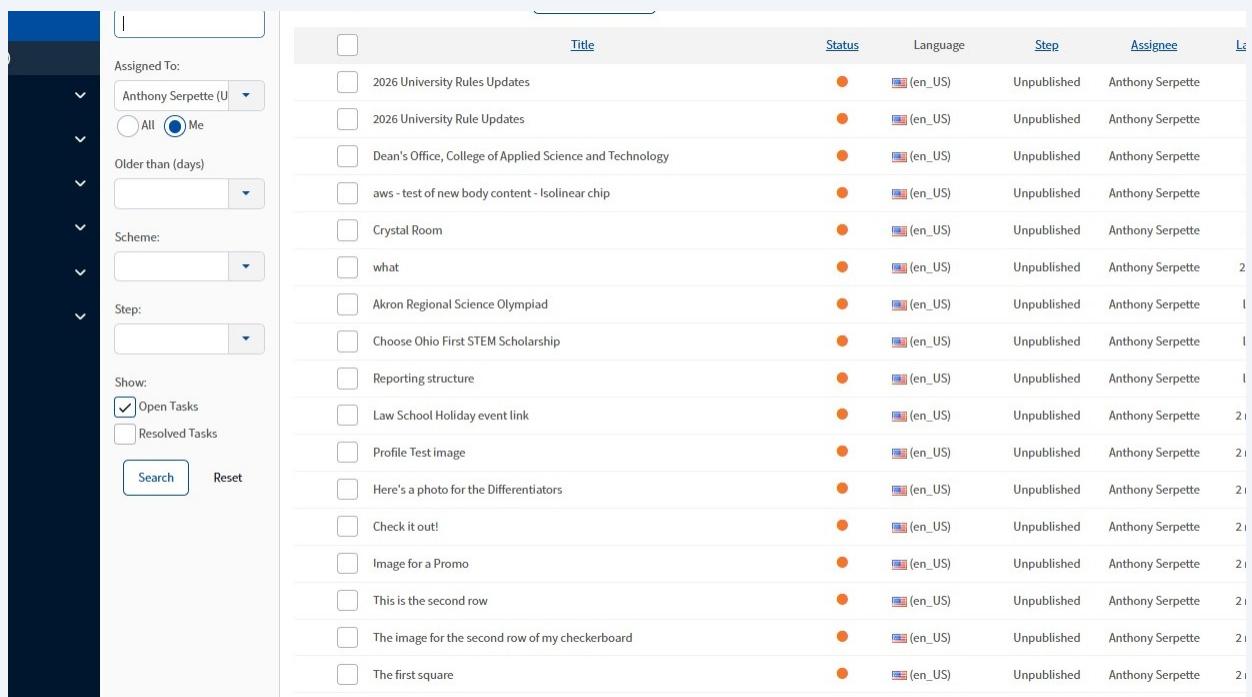


Add new Webpage Content

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.

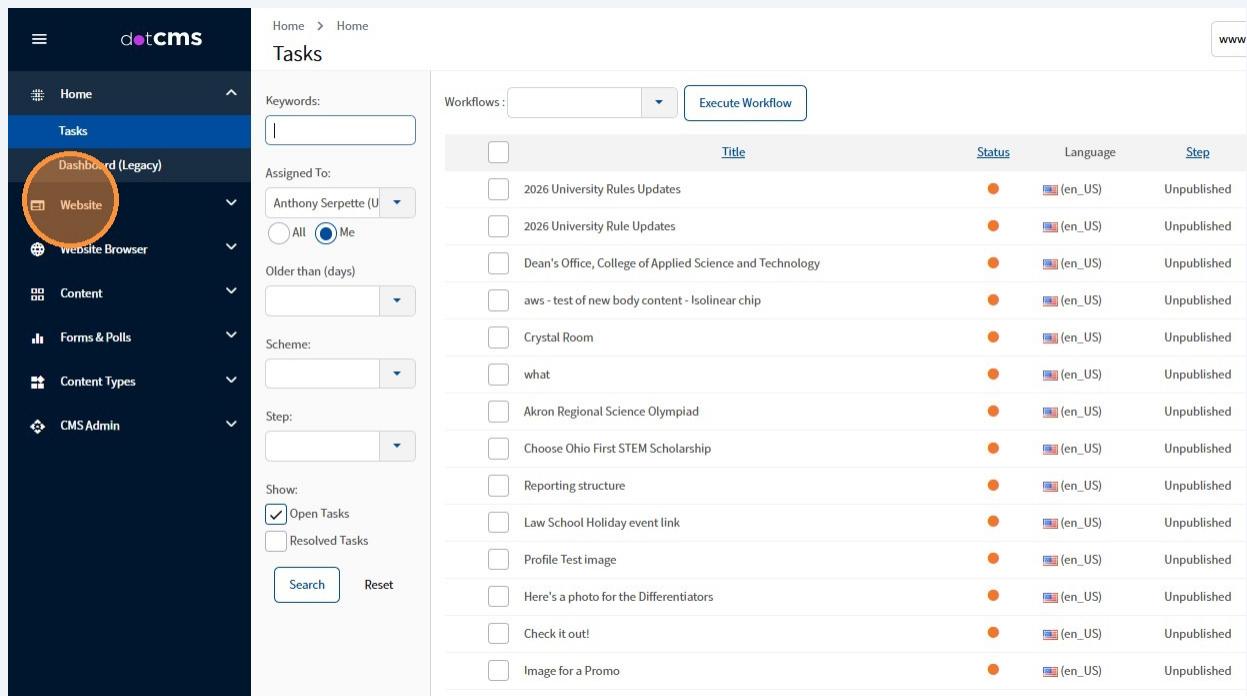


The screenshot shows a user interface for managing tasks. On the left, there is a sidebar with dropdown menus for 'Assigned To' (set to 'Me'), 'Older than (days)', 'Scheme', 'Step', and 'Show' (with 'Open Tasks' checked). Below these are 'Search' and 'Reset' buttons. The main area is a table with the following columns: Title, Status, Language, Step, Assignee, and Li. The table contains 18 rows of task data, each with a checkbox in the first column. The tasks are: 2026 University Rules Updates, 2026 University Rule Updates, Dean's Office, College of Applied Science and Technology, aws - test of new body content - Isolinear chip, Crystal Room, what, Akron Regional Science Olympiad, Choose Ohio First STEM Scholarship, Reporting structure, Law School Holiday event link, Profile Test image, Here's a photo for the Differentiators, Check it out!, Image for a Promo, This is the second row, The image for the second row of my checkerboard, and The first square.

	Title	Status	Language	Step	Assignee	Li
<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	2026 University Rules Updates	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	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	2026 University Rule Updates	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	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	Dean's Office, College of Applied Science and Technology	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	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	aws - test of new body content - Isolinear chip	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	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	Crystal Room	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	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	what	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	2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	Akron Regional Science Olympiad	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	1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	Choose Ohio First STEM Scholarship	●	🇺🇸 (en_US)	Unpublished	Anthony Serpette	1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"



dotCMS

Home > Home

Tasks

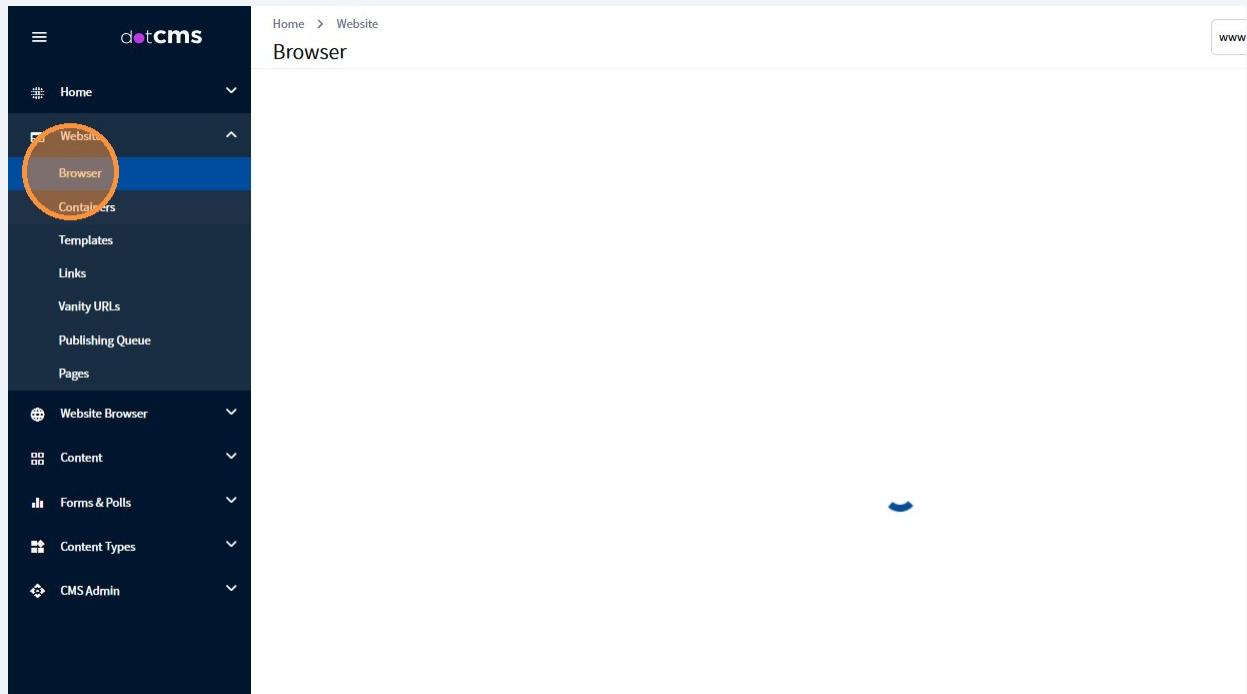
Keywords:

Workflows: Execute Workflow

	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"



dotCMS

Home > Website

Browser

www

Website

Browser

Containers

Templates

Links

Vanity URLs

Publishing Queue

Pages

Website Browser

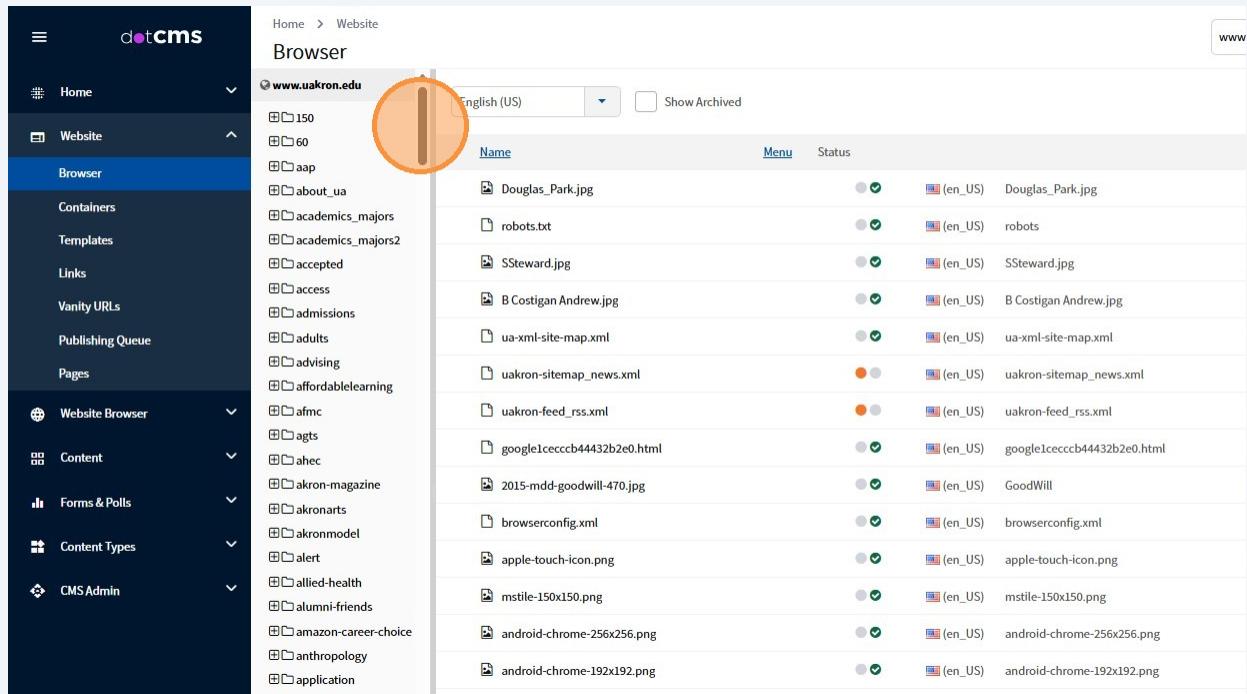
Content

Forms & Polls

Content Types

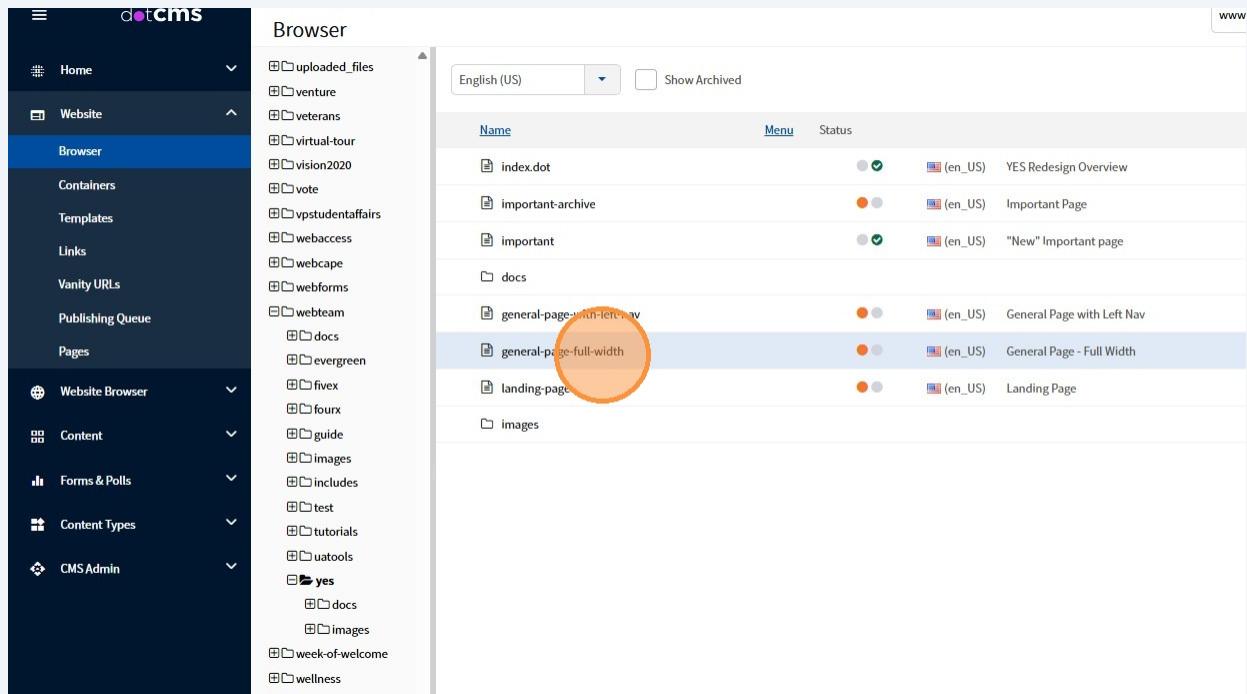
CMS Admin

4 Use the scroll bar to navigate to your folder.



The screenshot shows the dotCMS 'Browser' interface. The left sidebar contains a navigation menu with sections like Home, Website, Browser, Containers, Templates, Links, Vanity URLs, Publishing Queue, Pages, Website Browser, Content, Forms & Polls, Content Types, and CMS Admin. The 'Browser' section is currently selected. The main content area displays a list of files and folders under the 'www.uakron.edu' context. The list includes: 150, 60, aap, about_ua, academics_majors, academics_majors2, accepted, access, admissions, adults, advising, affordablelearning, afmc, agts, ahec, akron-magazine, akronarts, akronmodel, alert, allied-health, alumni-friends, amazon-career-choice, anthropology, application, Douglas_Park.jpg, robots.txt, SSteward.jpg, B Costigan Andrew.jpg, ua-xml-site-map.xml, uakron-sitemap_news.xml, uakron-feed_rss.xml, google1cecccb44432b2e0.html, 2015-mdd-goodwill-470.jpg, browserconfig.xml, apple-touch-icon.png, mstile-150x150.png, android-chrome-256x256.png, and android-chrome-192x192.png. The scroll bar on the right side of the content area is highlighted with an orange circle.

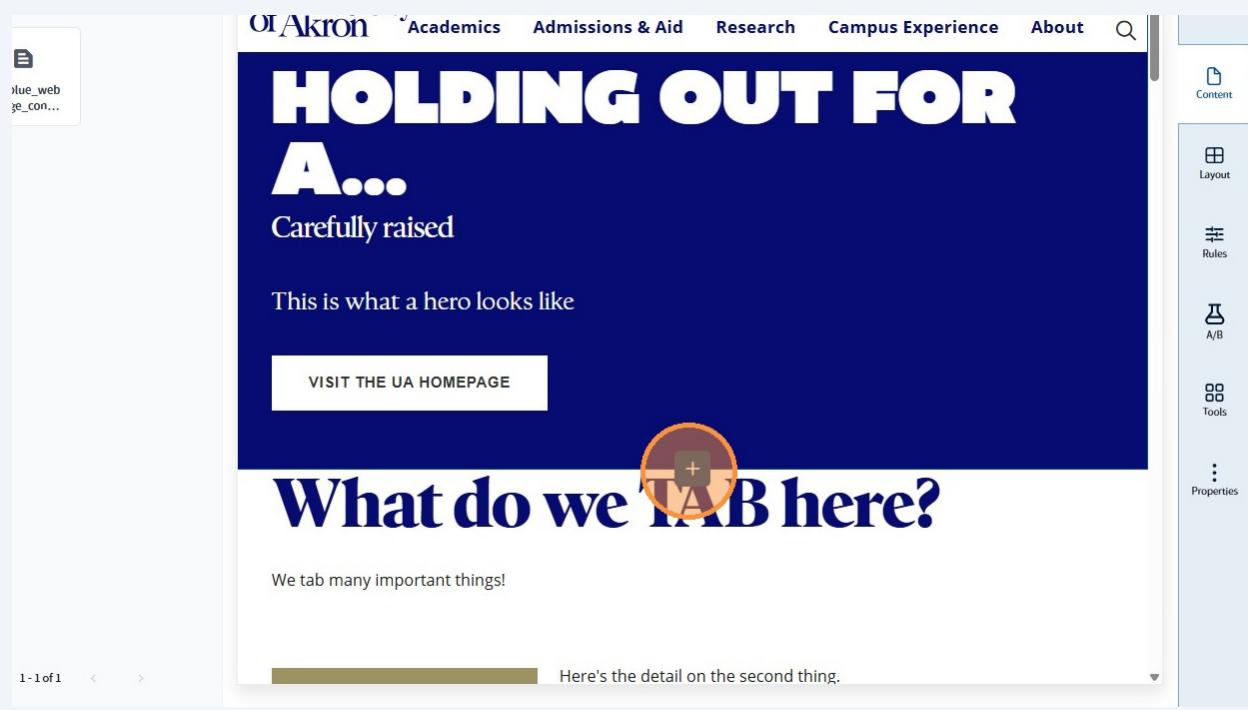
5 Locate the page you want to update and double-click to open in draft mode.



The screenshot shows the dotCMS 'Browser' interface. The left sidebar contains a navigation menu with sections like Home, Website, Browser, Containers, Templates, Links, Vanity URLs, Publishing Queue, Pages, Website Browser, Content, Forms & Polls, Content Types, and CMS Admin. The 'Browser' section is currently selected. The main content area displays a list of pages under the 'www' context. The list includes: uploaded_files, venture, veterans, virtual-tour, vision2020, vote, vpstudentaffairs, webaccess, webcape, webteam, docs, evergreen, fivex, fourx, guide, images, includes, test, tutorials, uatools, yes, docs, images, week-of-welcome, and wellness. One specific page, 'general-page-full-width', is highlighted with an orange circle.

6

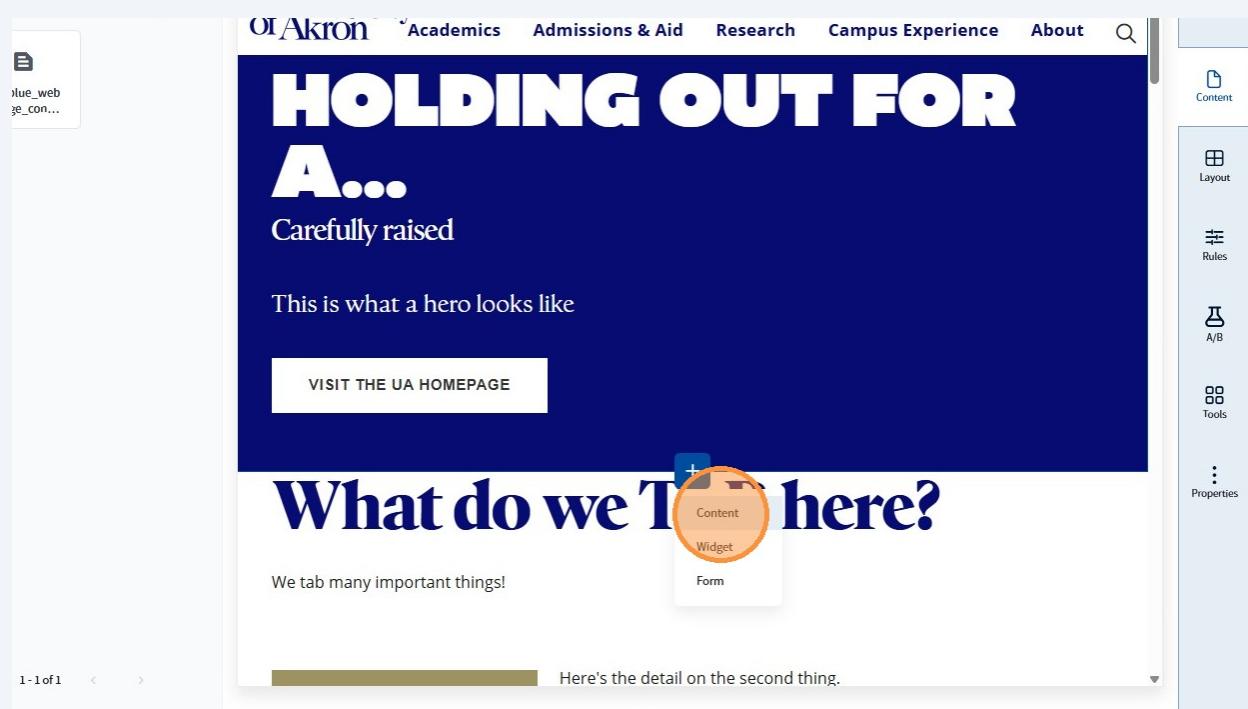
Locate where on the page you want the new Webpage Content to live and click the blue square with a plus sign.



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

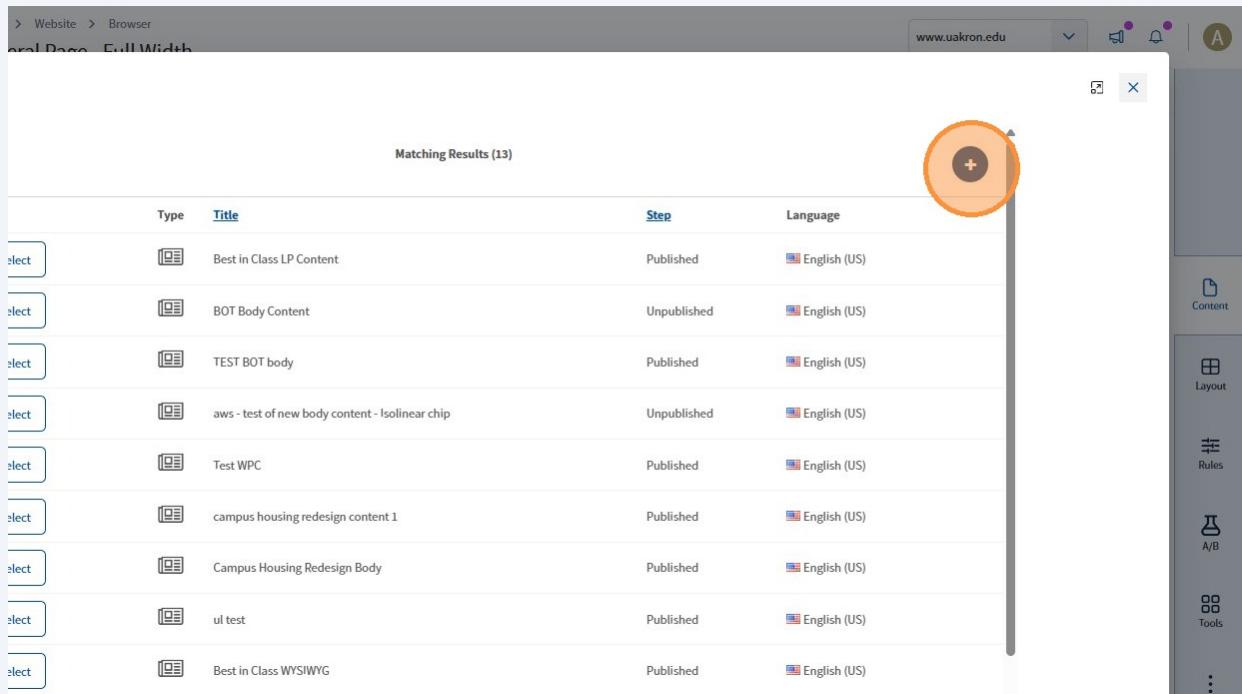
7

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



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

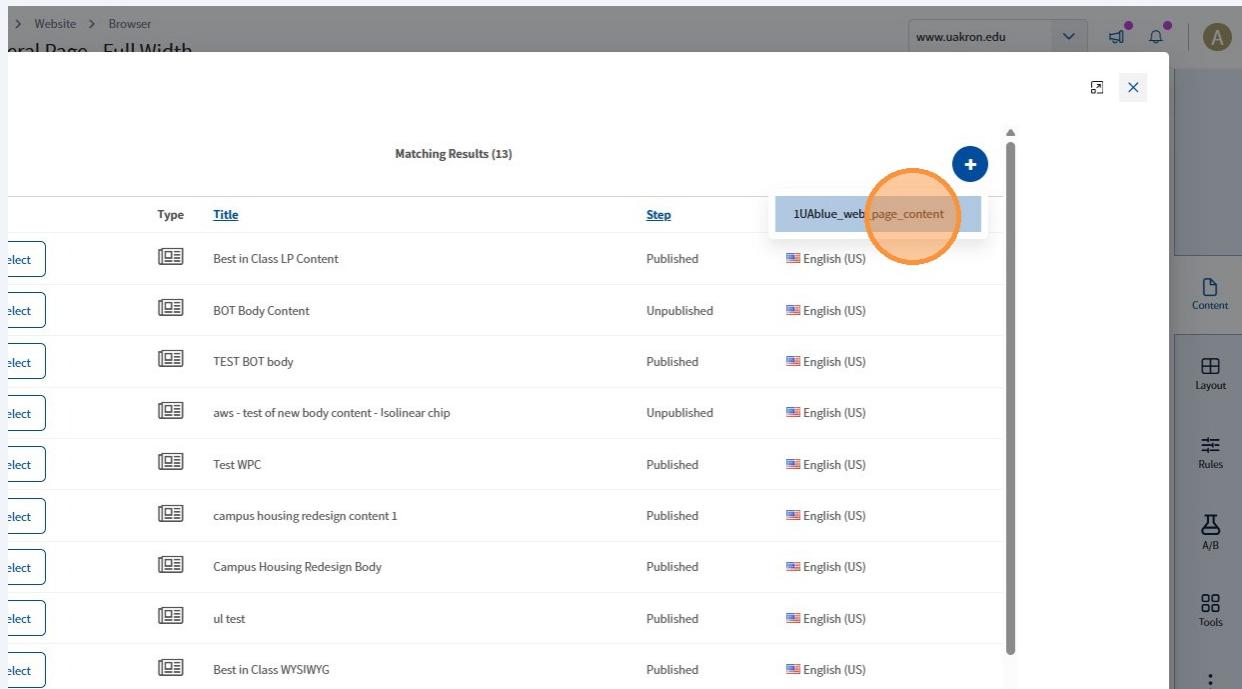
8 Click the blue circle with a plus sign.



Matching Results (13)

Type	Title	Step	Language
select	Best in Class LP Content	Published	English (US)
select	BOT Body Content	Unpublished	English (US)
select	TEST BOT body	Published	English (US)
select	aws - test of new body content - Isolinear chip	Unpublished	English (US)
select	Test WPC	Published	English (US)
select	campus housing redesign content 1	Published	English (US)
select	Campus Housing Redesign Body	Published	English (US)
select	ul test	Published	English (US)
select	Best in Class WYSIWYG	Published	English (US)

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

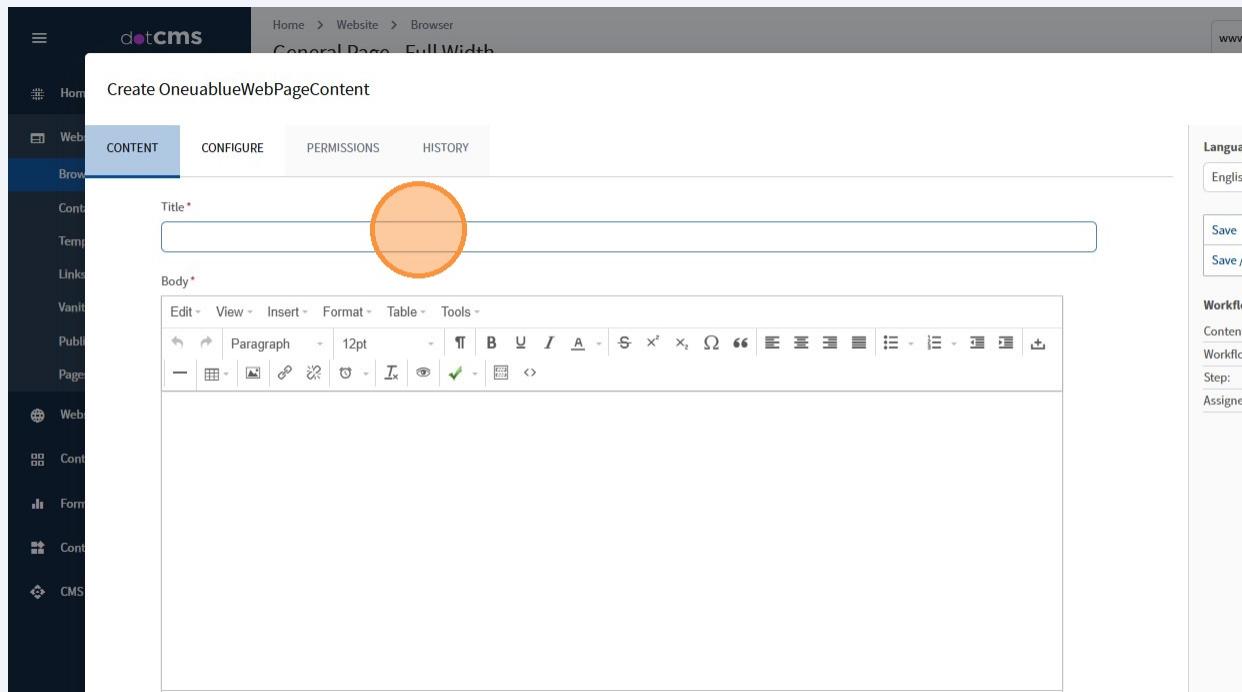


Matching Results (13)

Type	Title	Step	Language
select	Best in Class LP Content	Published	English (US)
select	BOT Body Content	Unpublished	English (US)
select	TEST BOT body	Published	English (US)
select	aws - test of new body content - Isolinear chip	Unpublished	English (US)
select	Test WPC	Published	English (US)
select	campus housing redesign content 1	Published	English (US)
select	Campus Housing Redesign Body	Published	English (US)
select	ul test	Published	English (US)
select	Best in Class WYSIWYG	Published	English (US)

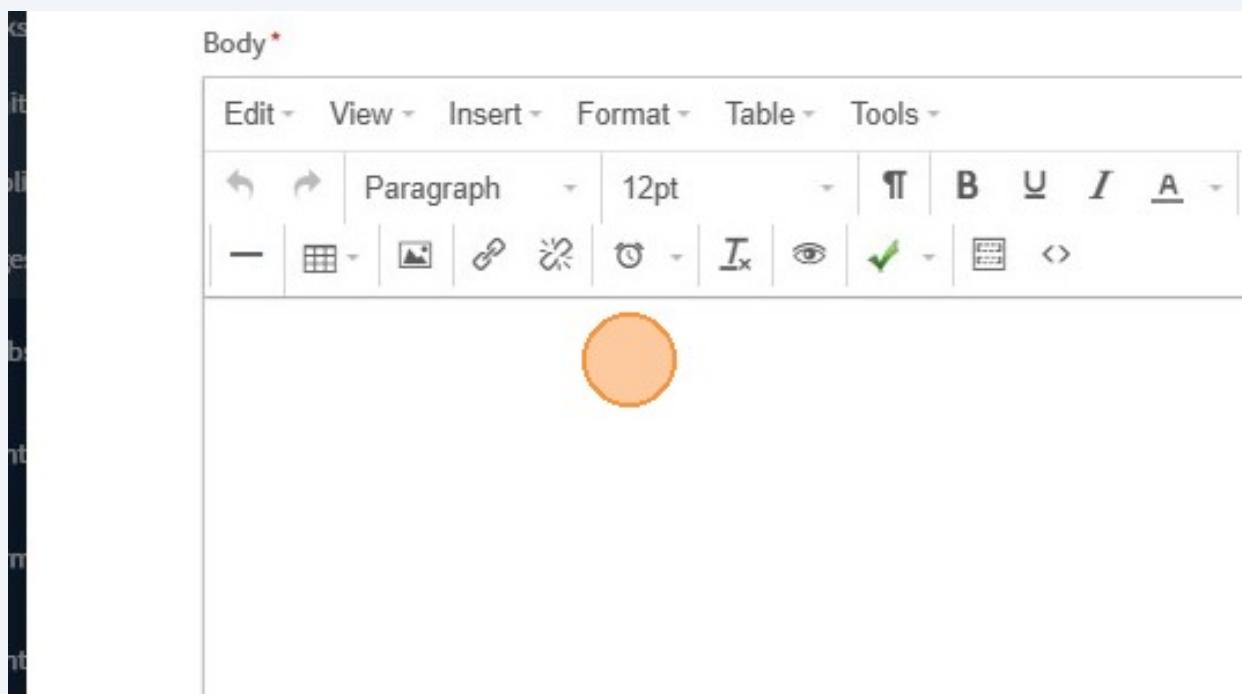
10

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.



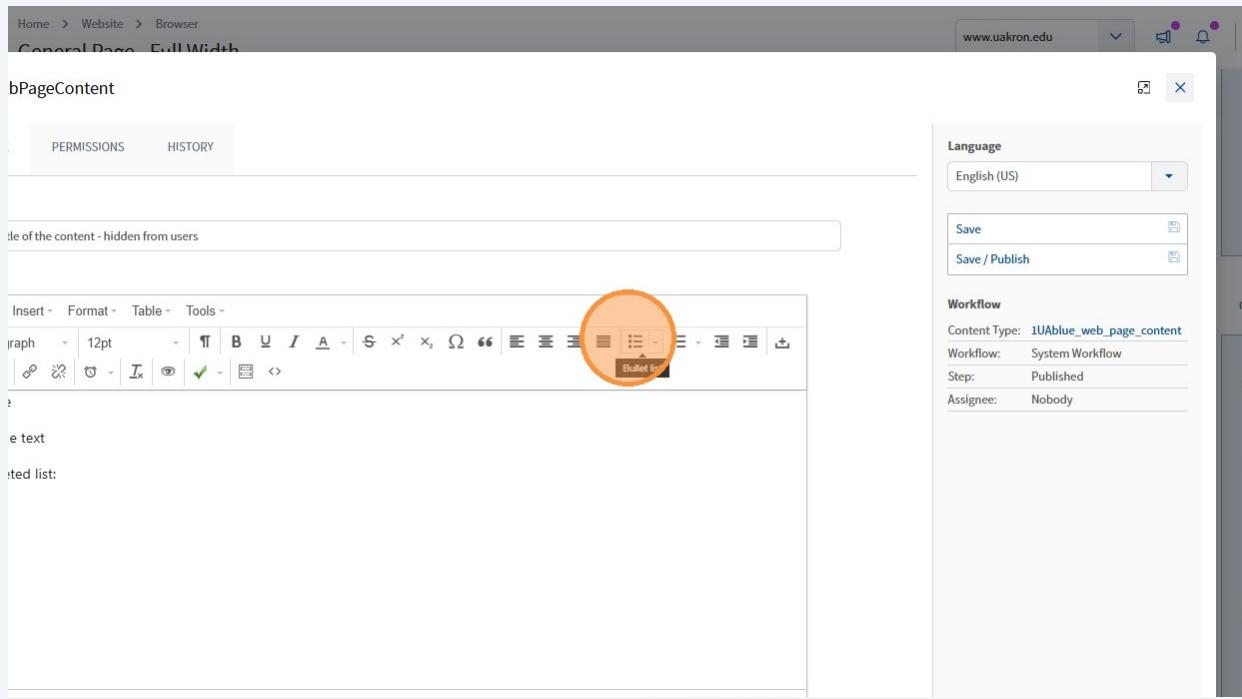
11

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.



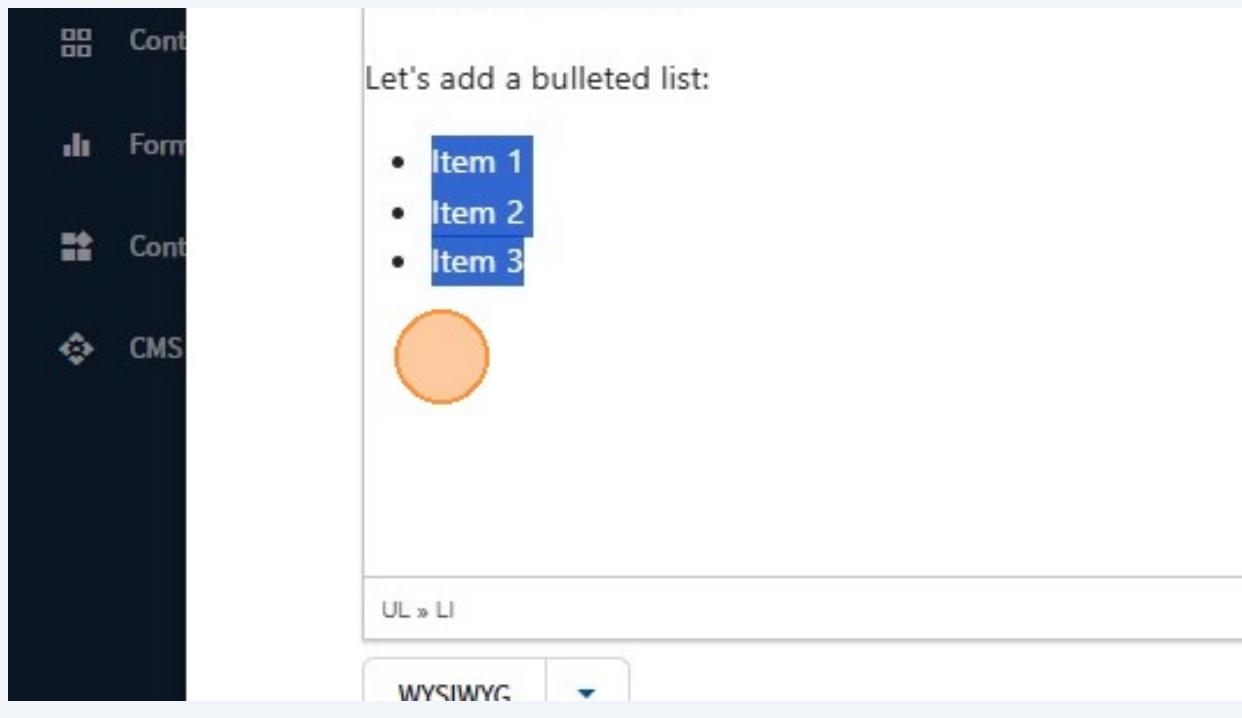
12

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



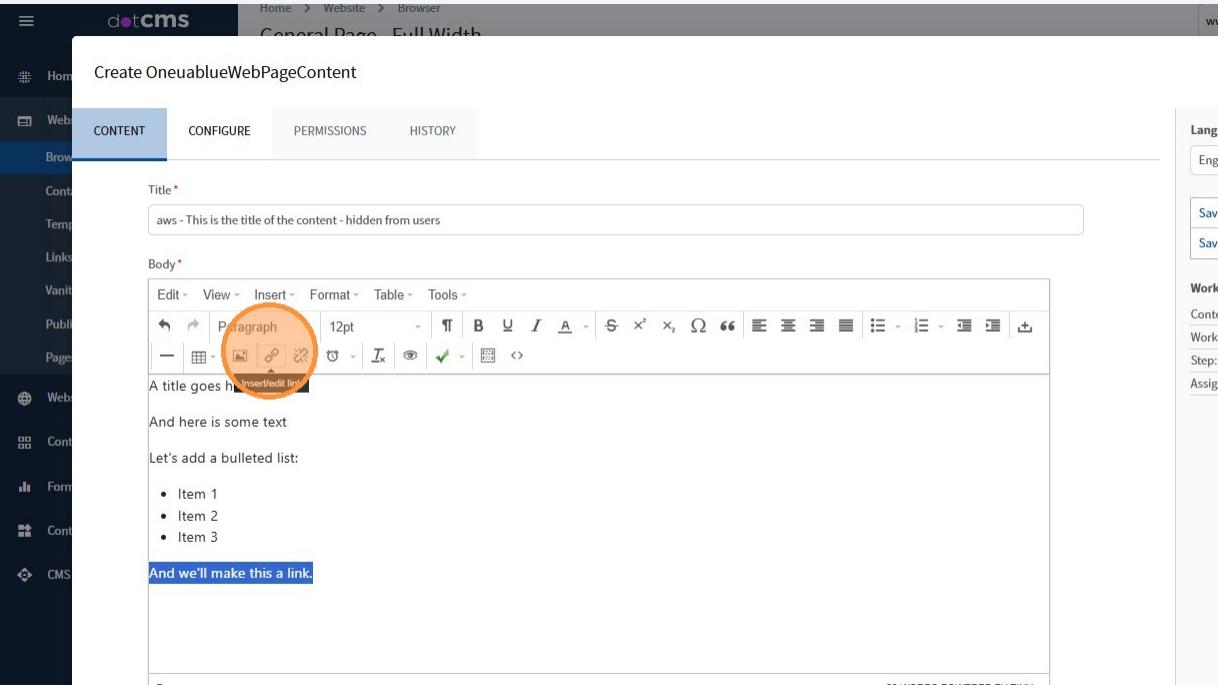
13

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.

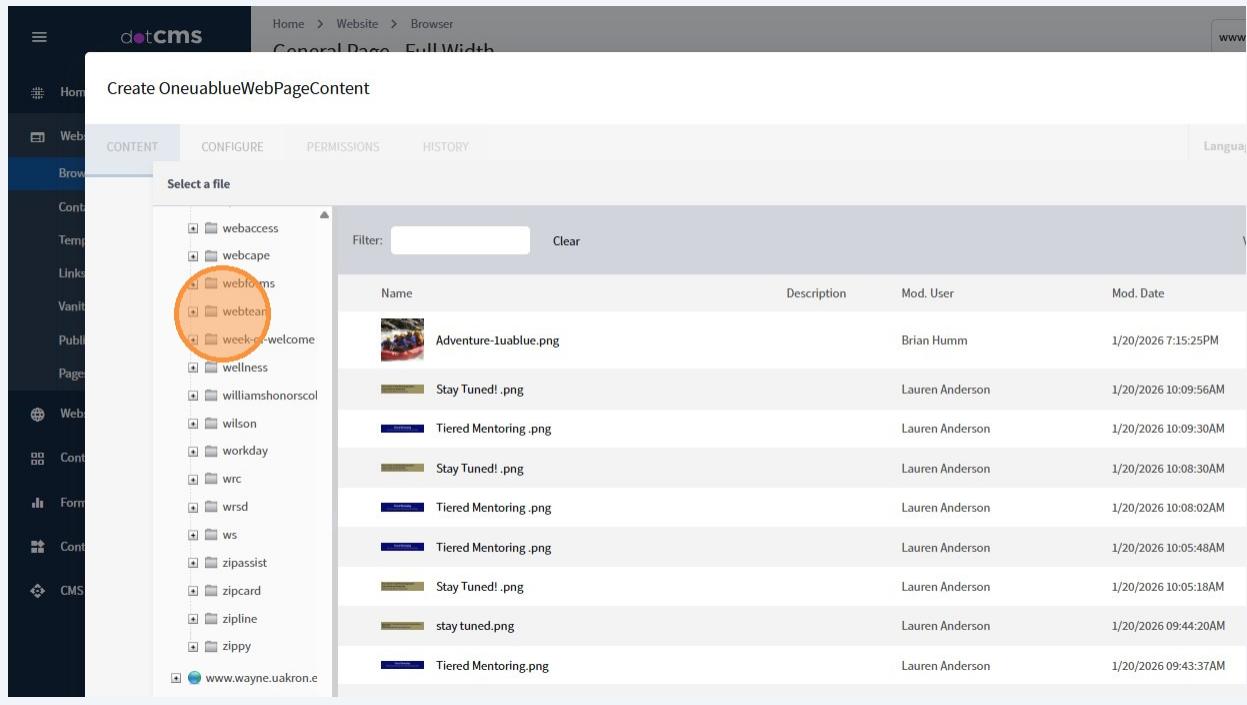


The screenshot shows the dotCMS content creation interface. The top navigation bar includes 'dotCMS', 'Home', 'Website', 'Browser', 'General Page', and 'Full Width'. The left sidebar lists 'Web', 'Brow', 'Content', 'Temp', 'Links', 'Vanit', 'Publi', 'Page', 'Web', 'Cont', 'Form', 'Cont', and 'CMS'. The main content area has tabs for 'CONTENT' (selected), 'CONFIGURE', 'PERMISSIONS', and 'HISTORY'. The 'CONTENT' tab shows a 'Title' field with the value 'aws - This is the title of the content - hidden from users' and a 'Body' rich text editor. The rich text editor toolbar is visible, with a circled icon for inserting links. The body content includes a heading 'A title goes here', a text 'And here is some text', a bulleted list 'Let's add a bulleted list: • Item 1 • Item 2 • Item 3', and a link 'And we'll make this a link.' The right sidebar shows 'Language' (English), 'Save /', 'Workflow' (Content), 'Workflow Step:', and 'Assigned'.

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.



dotCMS

Home > Website > Browser

General Page Full Width

Create OneuableWebPageContent

CONTENT CONFIGURE PERMISSIONS HISTORY

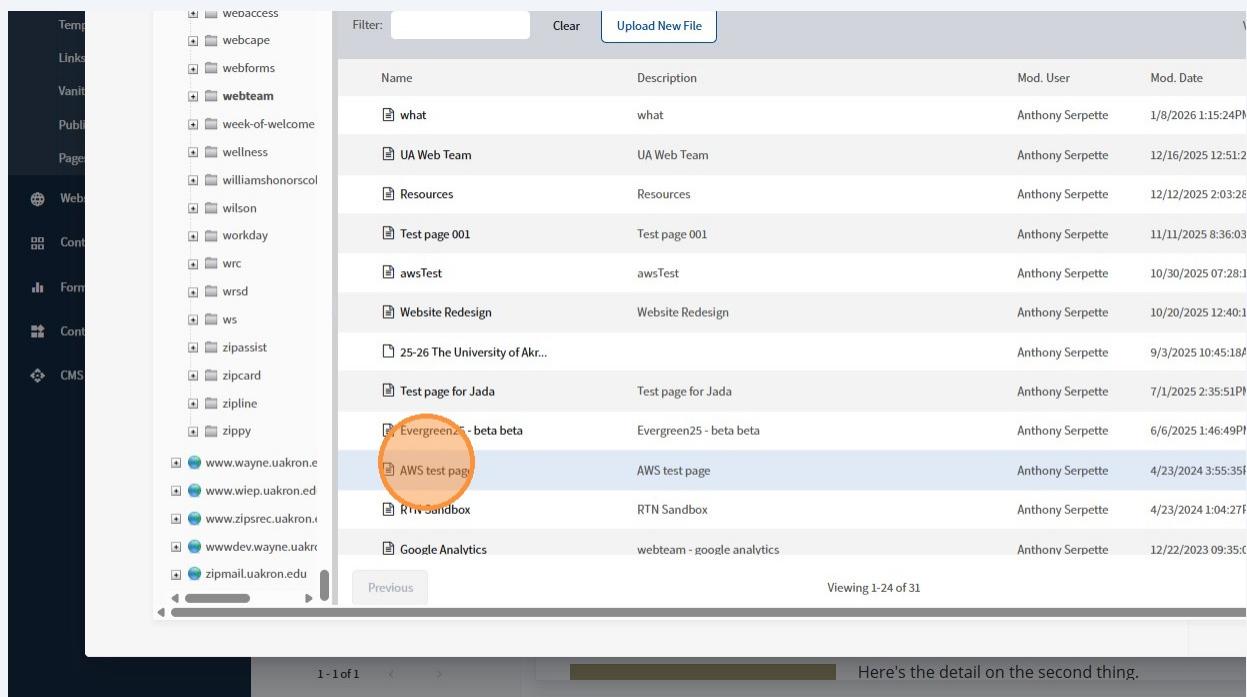
Select a file

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	
Stay Tuned!.png	Lauren Anderson	1/20/2026 10:05:48AM	
stay tuned.png	Lauren Anderson	1/20/2026 10:05:18AM	
Tiered Mentoring.png	Lauren Anderson	1/20/2026 09:44:20AM	
			1/20/2026 09:43:37AM

www.wayne.uakron.e

17 Click the page or file to link to.



dotCMS

Home > Website > Browser

General Page Full Width

Create OneuableWebPageContent

CONTENT CONFIGURE PERMISSIONS HISTORY

Select a file

Filter: Clear Upload New File

Name	Description	Mod. User	Mod. Date
what	what	Anthony Serrette	1/8/2026 1:15:24PM
UA Web Team	UA Web Team	Anthony Serrette	12/16/2025 12:51:2
Resources	Resources	Anthony Serrette	12/12/2025 2:03:26
Test page 001	Test page 001	Anthony Serrette	11/11/2025 8:36:03
awsTest	awsTest	Anthony Serrette	10/30/2025 07:28:1
Website Redesign	Website Redesign	Anthony Serrette	10/20/2025 12:40:1
25-26 The University of Akron		Anthony Serrette	9/3/2025 10:45:18AM
Test page for Jada	Test page for Jada	Anthony Serrette	7/1/2025 2:35:51PM
Evergreen25 - beta beta	Evergreen25 - beta beta	Anthony Serrette	6/6/2025 1:46:49PM
AWS test page	AWS test page	Anthony Serrette	4/23/2024 3:55:35PM
RTN Sandbox	RTN Sandbox	Anthony Serrette	4/23/2024 1:04:27PM
Google Analytics	webteam - google analytics	Anthony Serrette	12/22/2023 09:35:01

www.wayne.uakron.e

www.wiep.uakron.ed

www.zipsrec.uakron.r

wwwdev.wayne.uakron

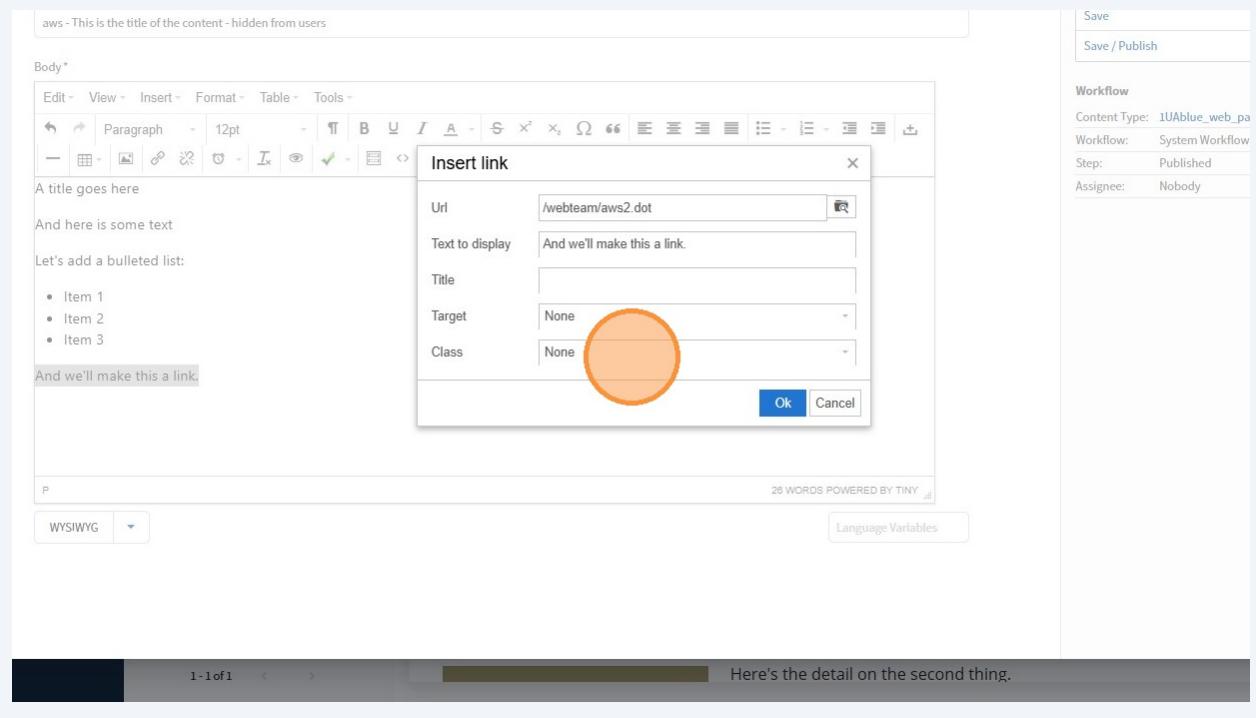
zipmail.uakron.edu

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 *

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

Workflow

Content Type: 1UAbule_web_pa

Workflow: System Workflow

Step: Published

Assignee: Nobody

Save

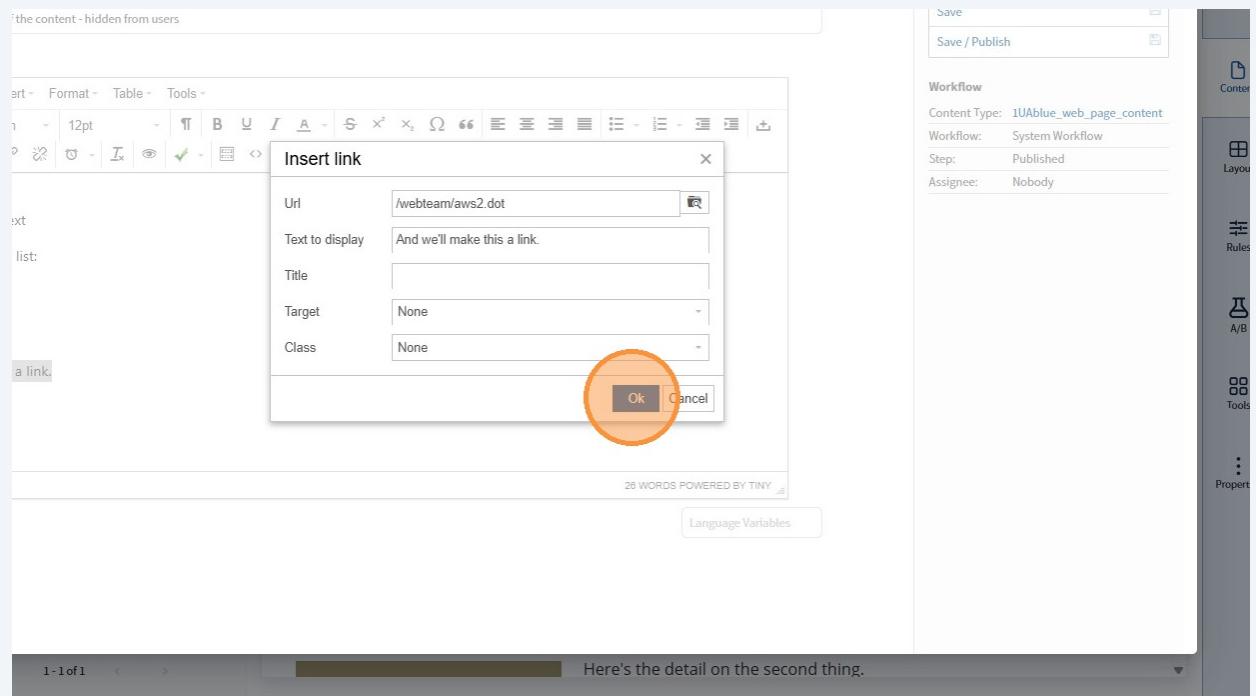
Save / Publish

28 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

Format - Table - Tools -

Text

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

Workflow

Content Type: 1UAbule_web_page_content

Workflow: System Workflow

Step: Published

Assignee: Nobody

Save

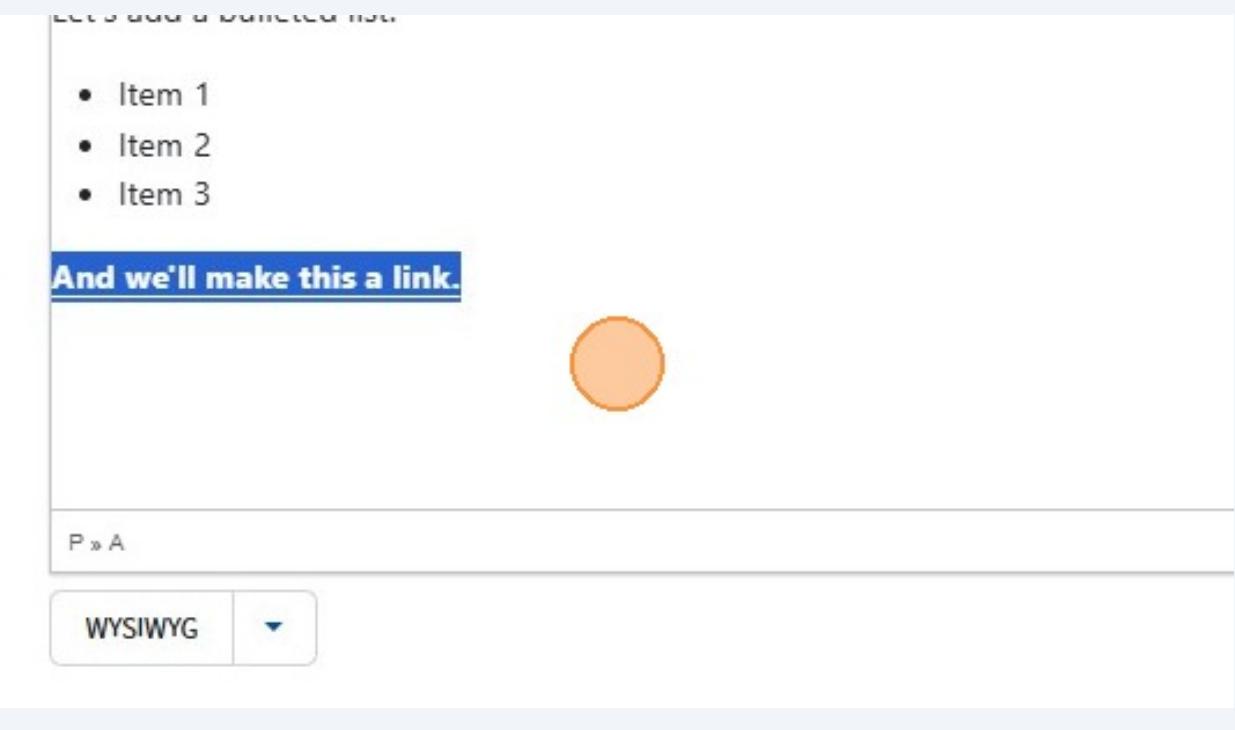
Save / Publish

28 WORDS POWERED BY TINY

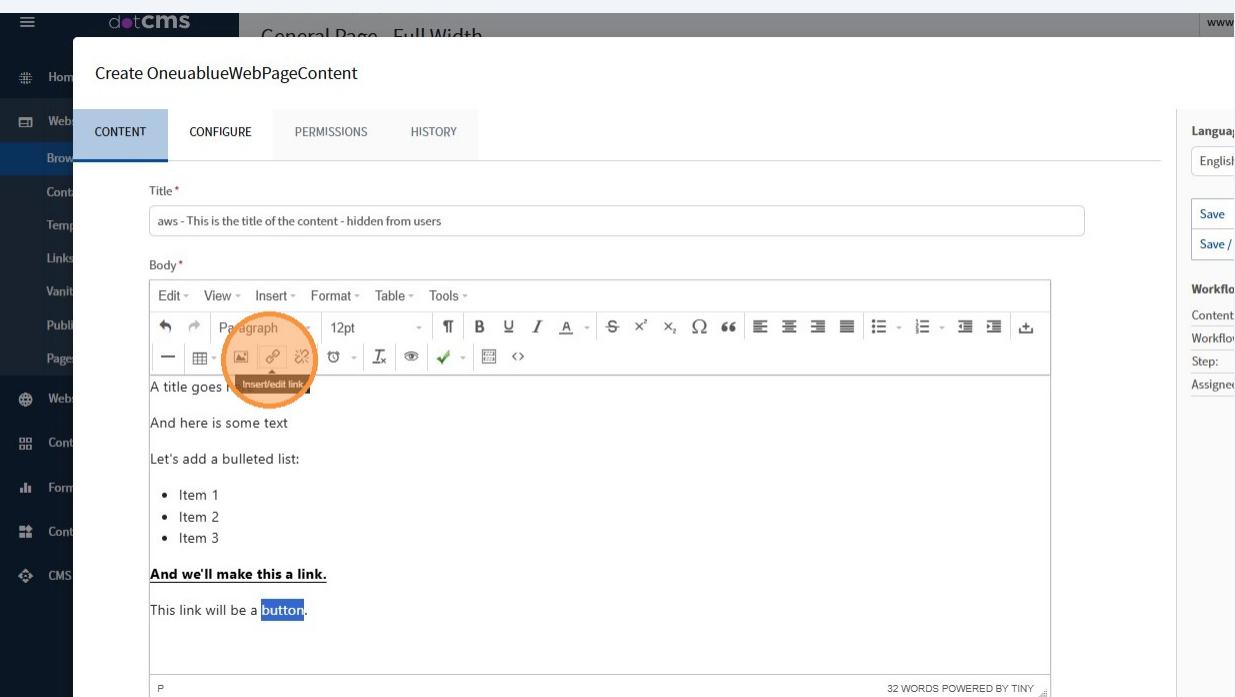
Language Variables

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

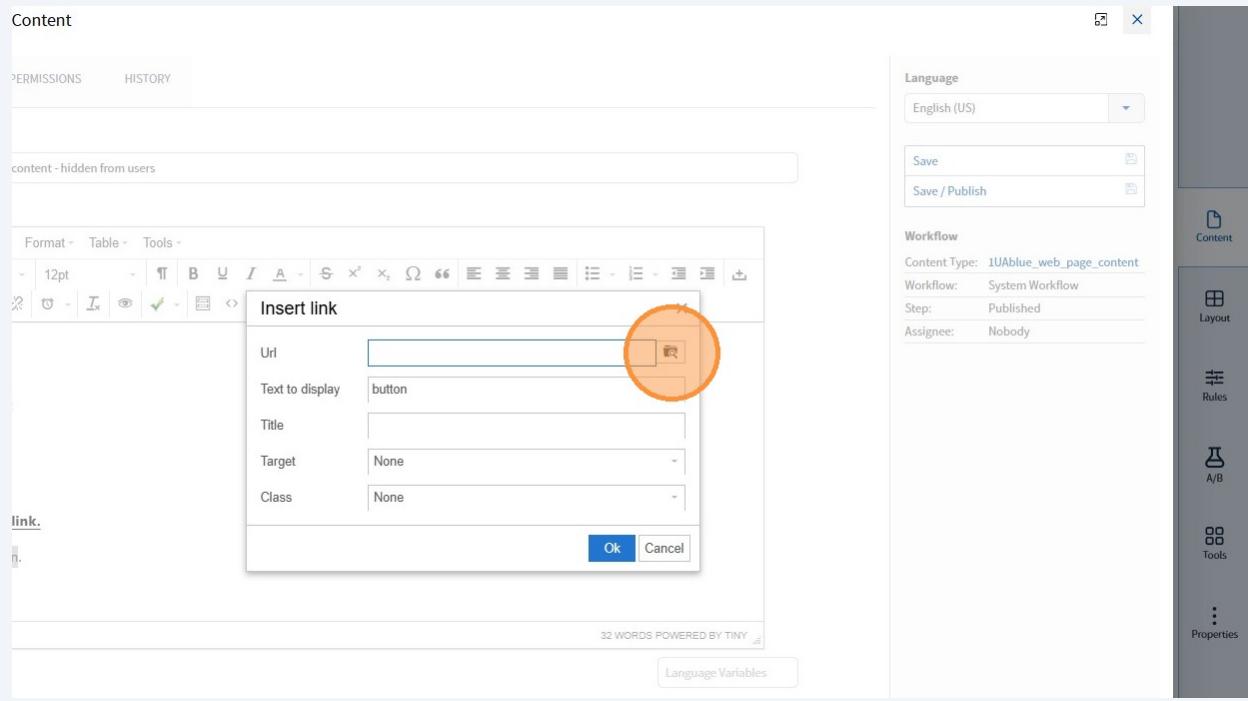
20 The link will show as underlined/Clickable.



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

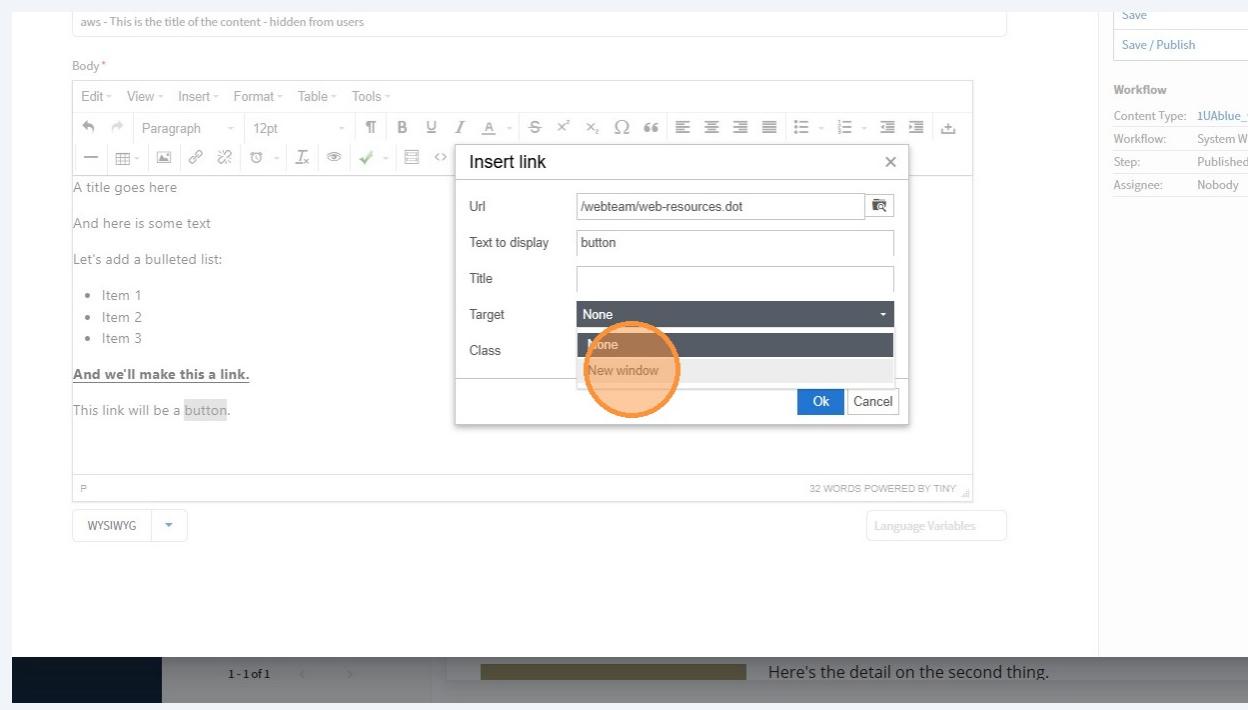


22 Enter the address or browse to find the destination.



The screenshot shows a content editor interface. On the left, there's a toolbar with various icons. In the center, a text area contains the word "link.". A modal dialog box titled "Insert link" is open over the text. The "Url" input field is highlighted with an orange circle. The dialog also contains fields for "Text to display" (set to "button"), "Title", "Target" (set to "None"), and "Class". At the bottom of the dialog are "Ok" and "Cancel" buttons. To the right of the editor, there's a sidebar with sections for "Language" (set to "English (US)"), "Save" (with "Save" and "Save / Publish" buttons), and "Workflow" (showing "Content Type: 1UAbule_web_page_content", "Workflow: System Workflow", "Step: Published", and "Assignee: Nobody"). The bottom right of the sidebar has a "Properties" section with icons for Content, Layout, Rules, A/B, Tools, and Properties.

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



The screenshot shows a content editor interface with a toolbar and a text area containing sample text. A modal dialog box titled "Insert link" is open. The "Url" field contains the value "/webteam/web-resources.dot". The "Text to display" field is set to "button". The "Target" dropdown is open, showing "None" and "New window", with "New window" highlighted with an orange circle. The "Class" field is set to "None". At the bottom of the dialog are "Ok" and "Cancel" buttons. To the right of the editor, there's a sidebar with sections for "Save" (with "Save" and "Save / Publish" buttons), and "Workflow" (showing "Content Type: 1UAbule_v", "Workflow: System W", "Step: Published", and "Assignee: Nobody"). The bottom right of the sidebar has a "Properties" section with icons for Content, Layout, Rules, A/B, Tools, and Properties. At the bottom of the editor, there's a footer bar with "1-1 of 1" and "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 -

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: New window

Class: None

None

PRIMARY BUTTON

PRIMARY EXTERNAL BUTTON

REVERSE BUTTON

REVERSE EXTERNAL BUTTON

RED BY TINY

Language Variables

Save

Save / Publish

Workflow

Content Type: 1UAbule_w

Workflow: System Wor

Step: Published

Assignee: Nobody

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

BUTTON'. The word 'BUTTON' is highlighted with a blue box and has an orange circle drawn around it, indicating it is a button link. The text 'make this a link.' is also present."/>

1

2

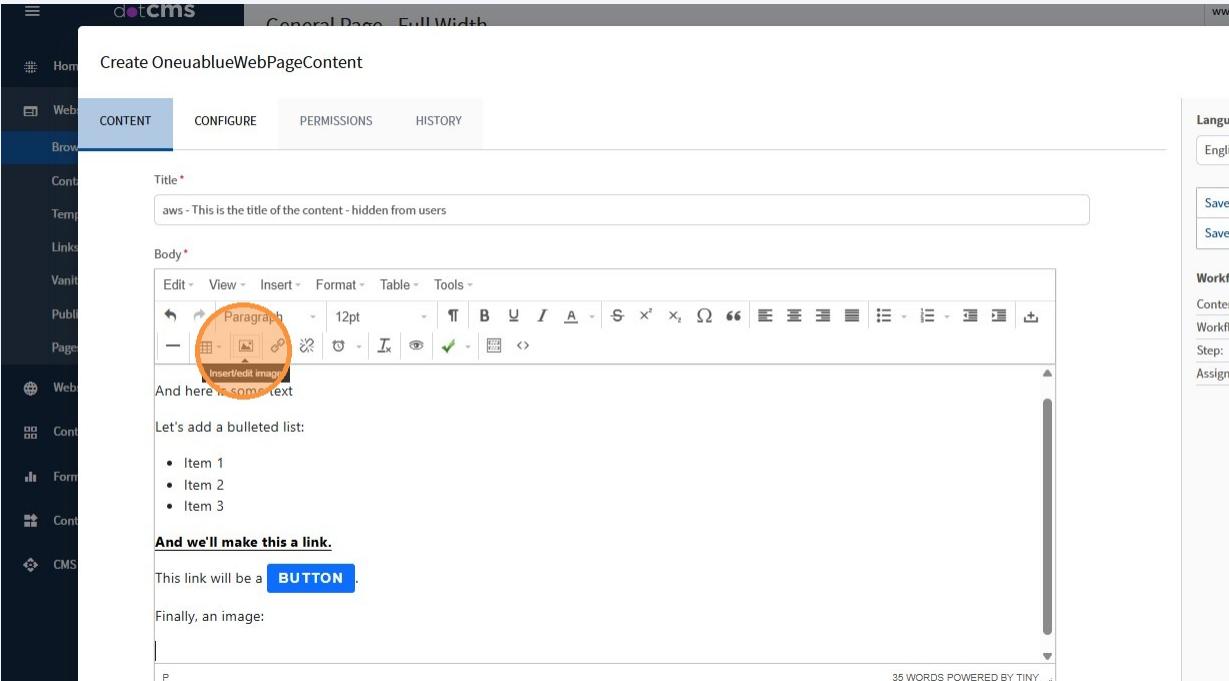
3

make this a link.

will be a [BUTTON](#).

26

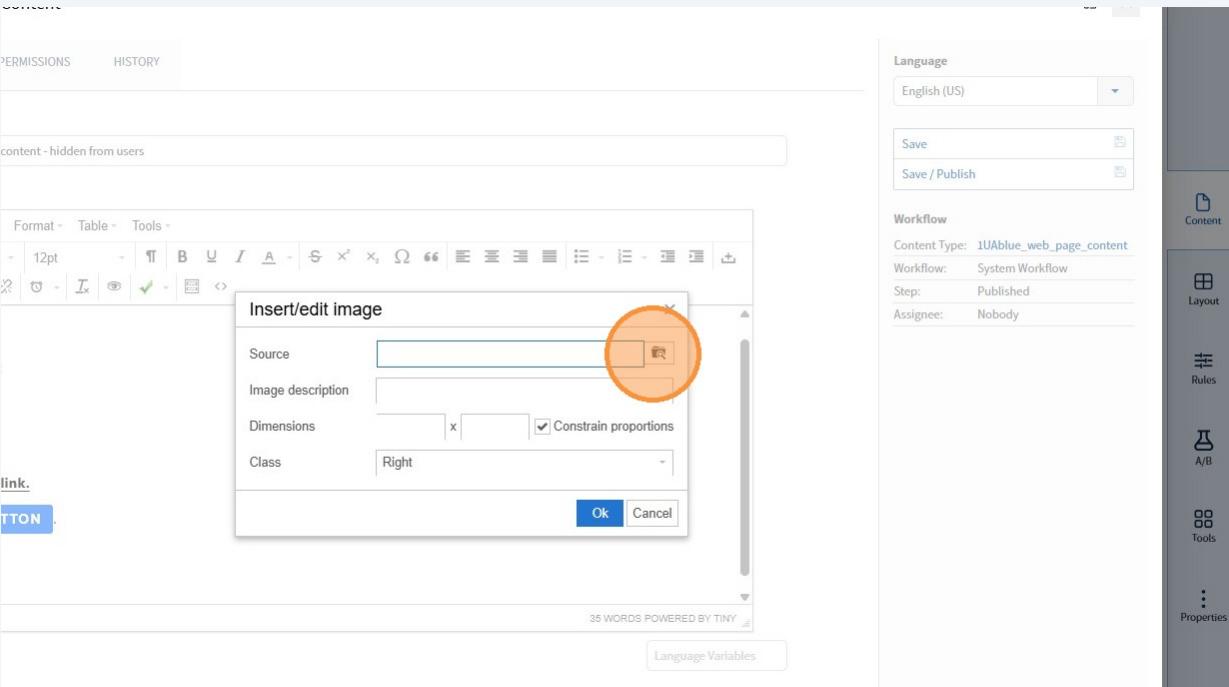
Images must be uploaded to dotCMS before they can be added to a page. To add the image, position your cursor and then click the Image button.



The screenshot shows the dotCMS content editor interface. The left sidebar has 'CONTENT' selected. The main area shows a content page titled 'aws - This is the title of the content - hidden from users'. The rich text editor toolbar is open, and the 'Insert/edit image' button is highlighted with a red circle. The text area contains placeholder text: 'And here is some text', 'Let's add a bulleted list:', a bulleted list with three items, 'And we'll make this a link.', and 'This link will be a **BUTTON**'. The right sidebar shows language and workflow settings.

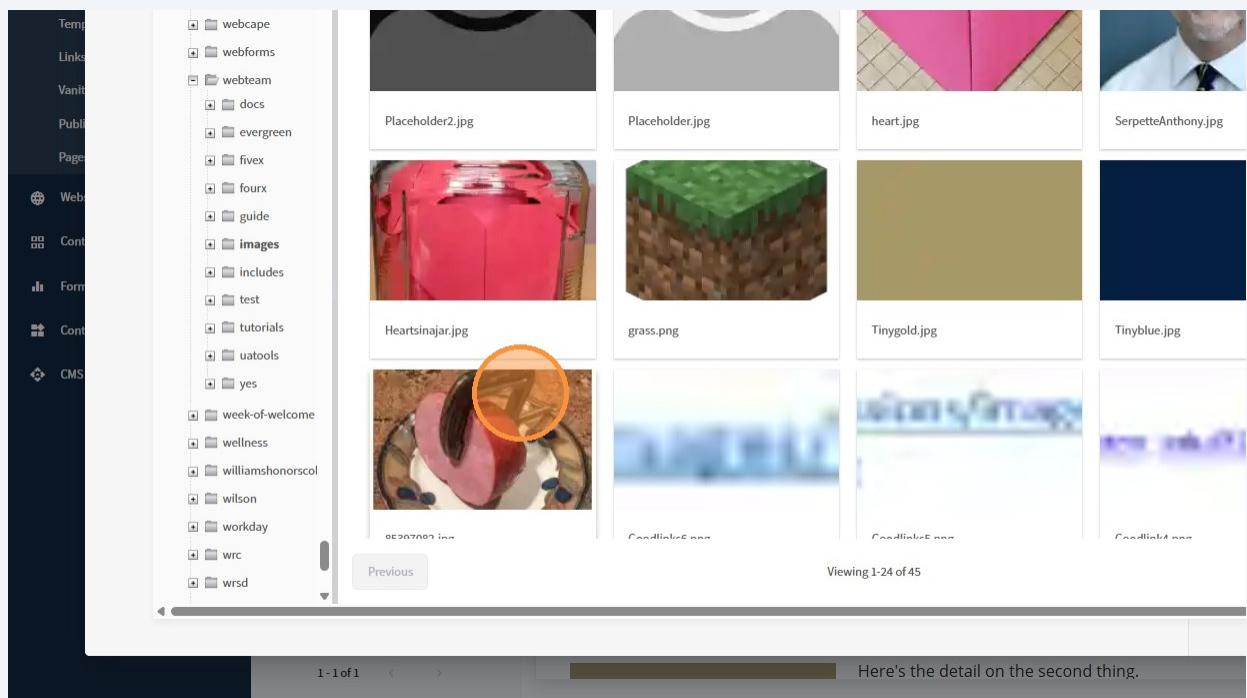
27

Use the browse button to navigate to your images folder.



The screenshot shows the dotCMS content editor interface. The left sidebar has 'CONTENT' selected. The main area shows a content page with a text area containing 'content - hidden from users'. The rich text editor toolbar is open. A 'Insert/edit image' dialog box is open, and the 'Browse' button in the 'Source' section is highlighted with a red circle. The right sidebar shows language, workflow, and layout settings.

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.

Body*

Edit View Insert Format Table Tools

Paragraph 12pt **B** U *I* A ^S ^x ^x Ω “ “

Paragraph

A title goes here

Header 2

Header 3

And here

Header 4

Let's add a list:

- Item 1 Header Preformatted
- Item 2
- Item 3

And we'll make this a link.

This link will be a **BUTTON**.

Finally, an image:

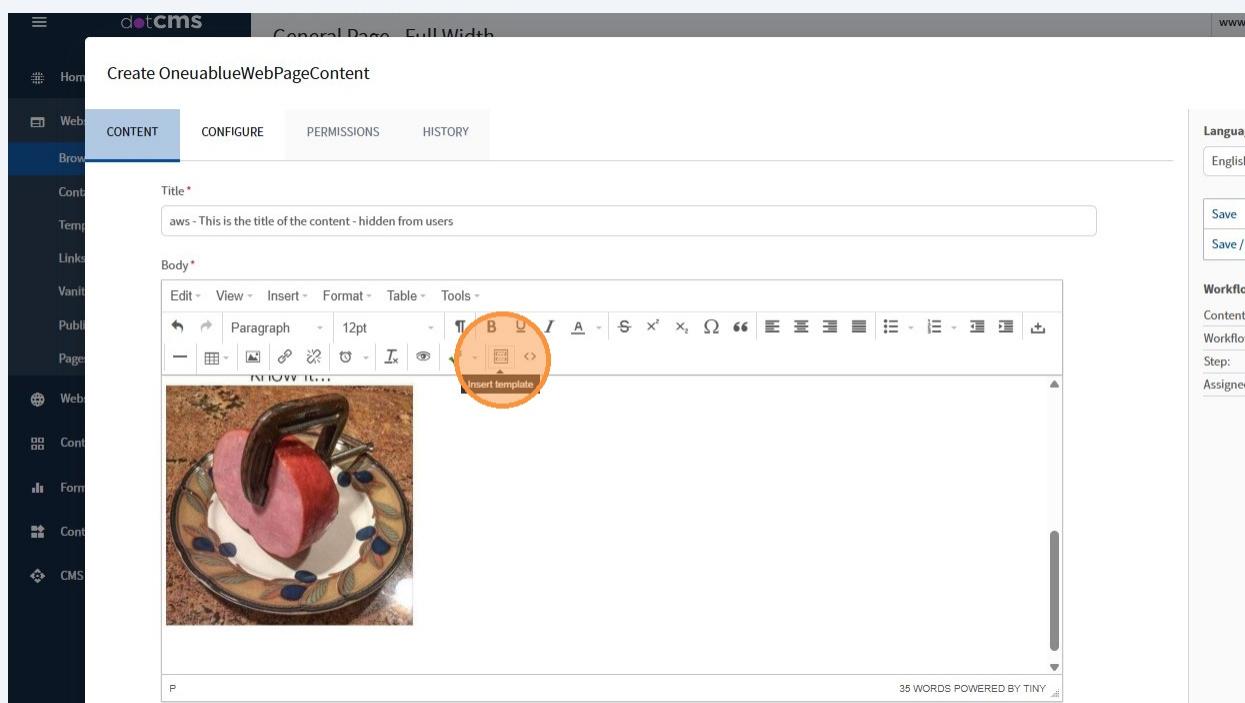
P

35 WORDS POWERED BY TINY

WYSIWYG Language Variables

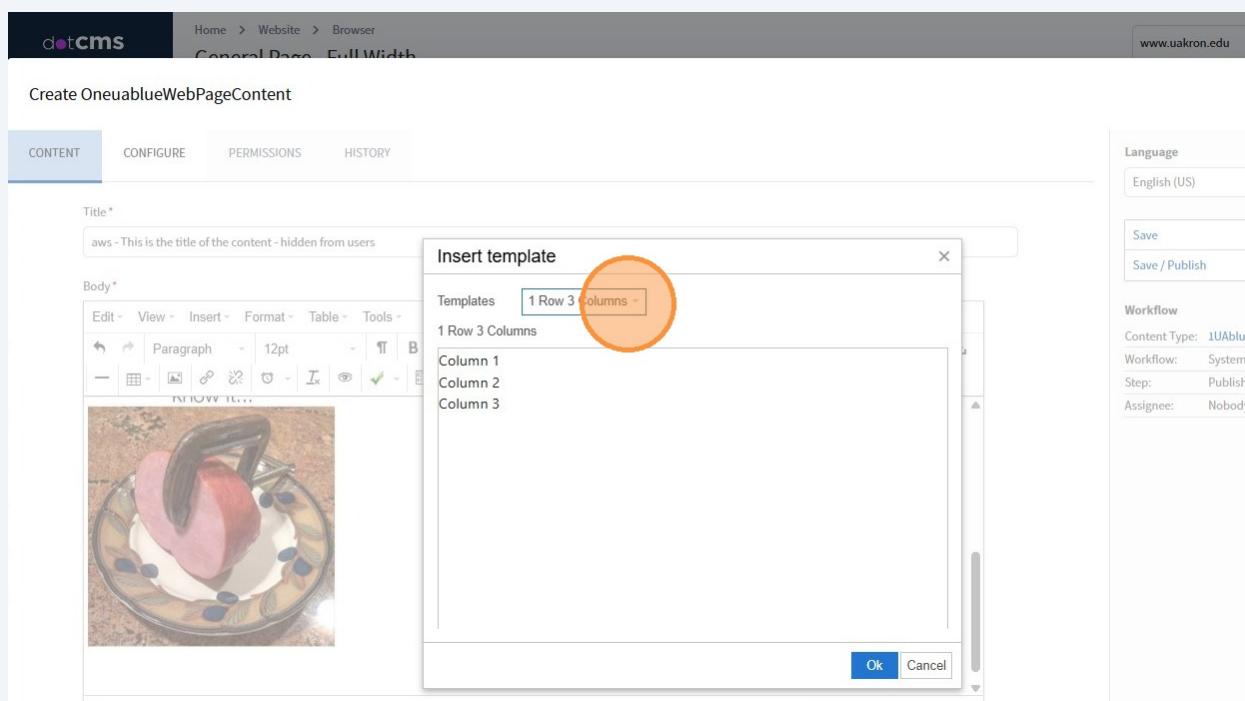
32

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



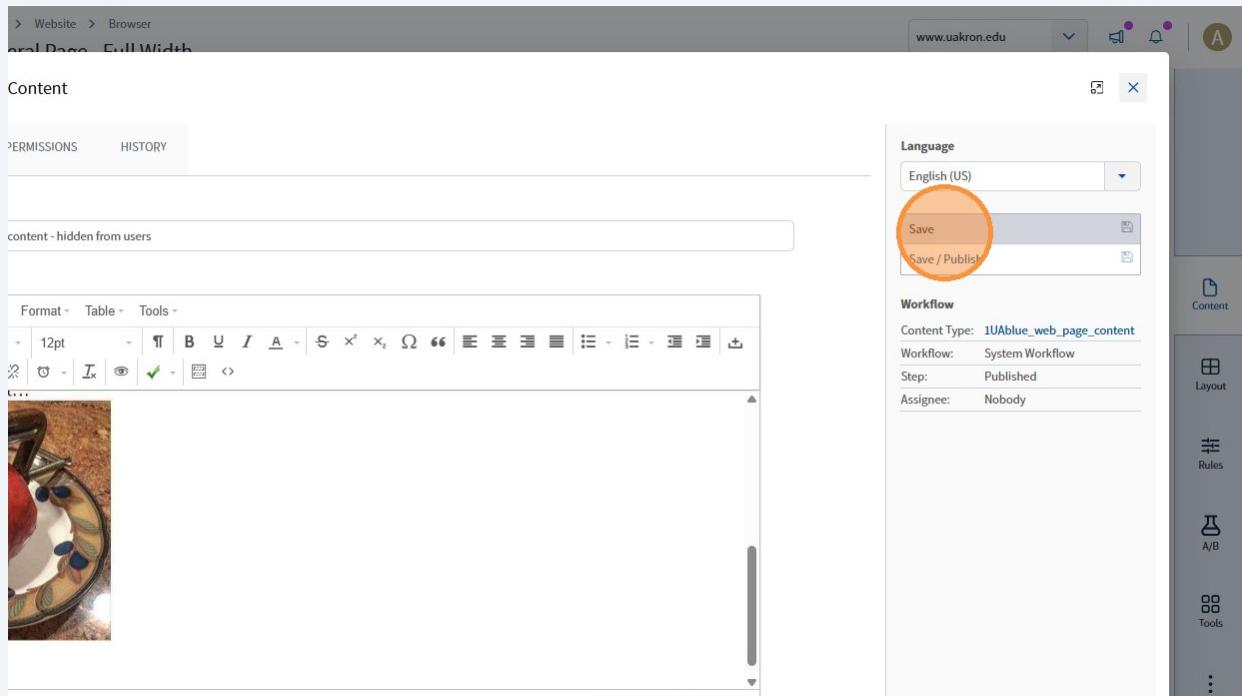
33

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.

