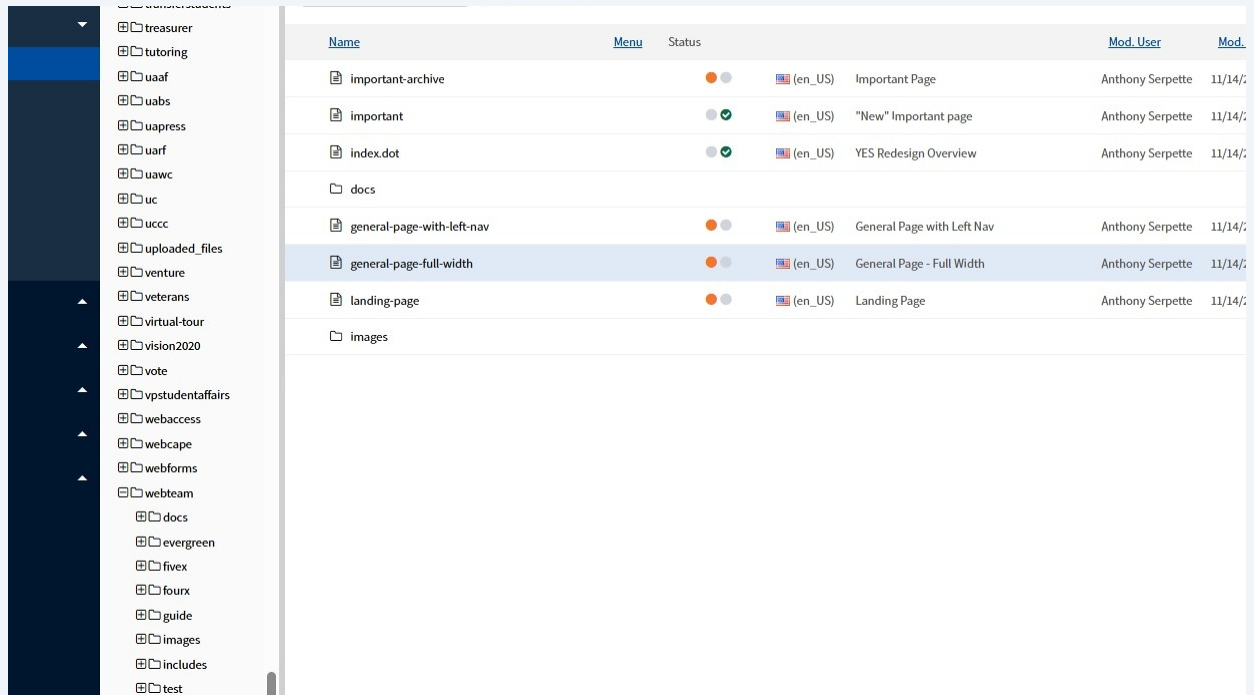




















Create a Checkerboard Widget with two rows

1

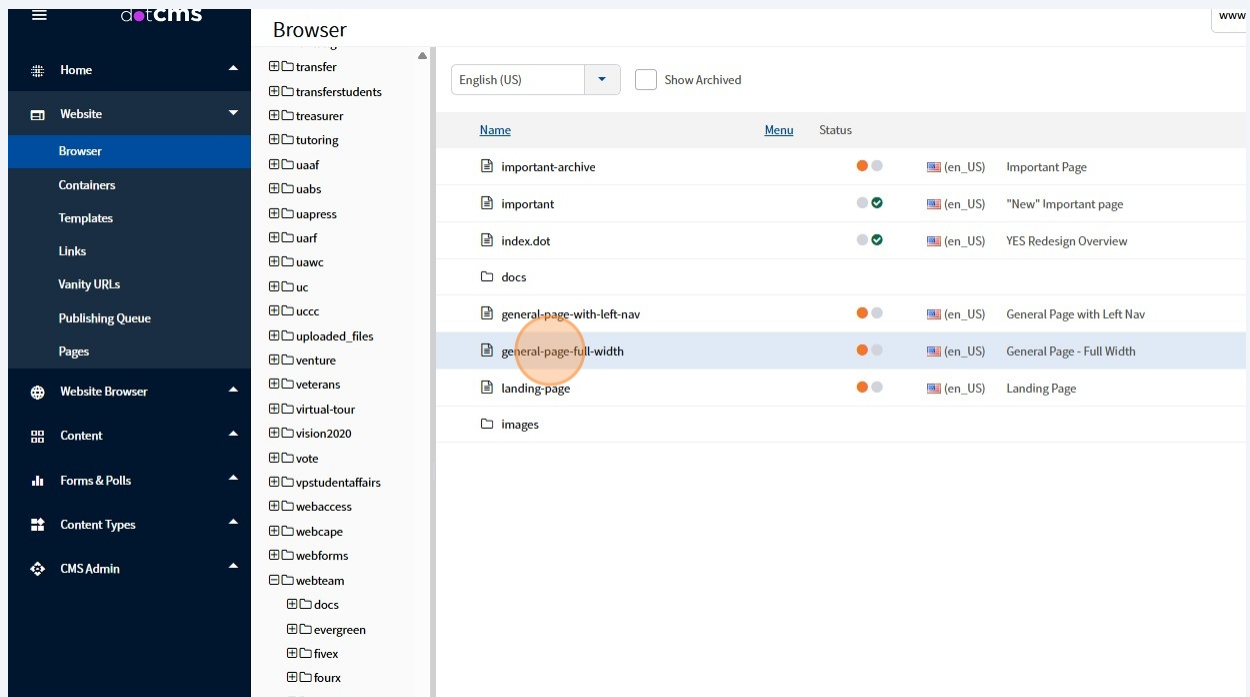
Navigate to <https://www.uakron.edu/c> Log-in with your UA credentials. Scoll to locate your folder.



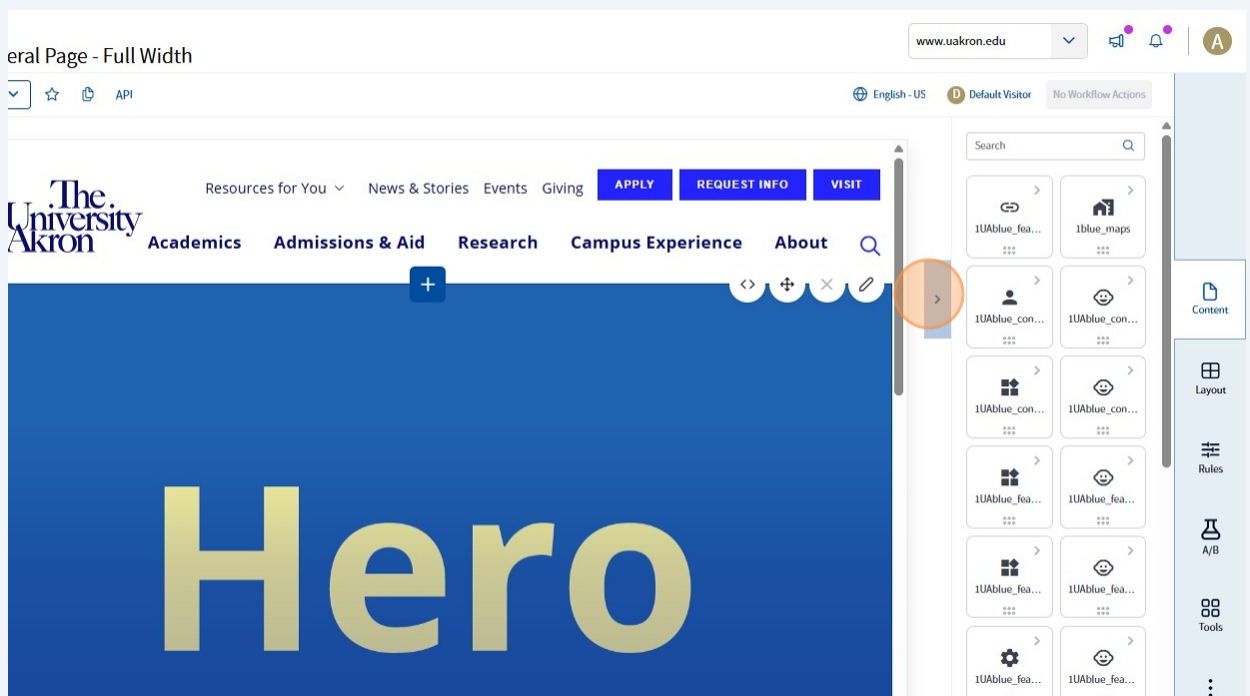
The screenshot shows a web application interface. On the left is a dark sidebar with a list of folders, each preceded by a folder icon. The folders are: treasurer, tutoring, uaaf, uabs, uapress, uarf, uawc, uc, uccc, uploaded_files, venture, veterans, virtual-tour, vision2020, vote, vpstudentaffairs, webaccess, webcape, webforms, webteam, docs, evergreen, fiveX, fourX, guide, images, includes, and test. The 'general-page-full-width' folder is highlighted. The main area displays a table with the following columns: Name, Menu, Status, Mod. User, and Mod. The table contains several rows of content items, including 'important-archive', 'important', 'index.dot', 'docs', 'general-page-with-left-nav', 'general-page-full-width' (highlighted), 'landing-page', and 'images'.

Name	Menu	Status	Mod. User	Mod.
important-archive		 	 (en_US) Important Page	Anthony Serpette 11/14/;
important		 	 (en_US) "New" Important page	Anthony Serpette 11/14/;
index.dot		 	 (en_US) YES Redesign Overview	Anthony Serpette 11/14/;
docs				
general-page-with-left-nav		 	 (en_US) General Page with Left Nav	Anthony Serpette 11/14/;
general-page-full-width		 	 (en_US) General Page - Full Width	Anthony Serpette 11/14/;
landing-page		 	 (en_US) Landing Page	Anthony Serpette 11/14/;
images				

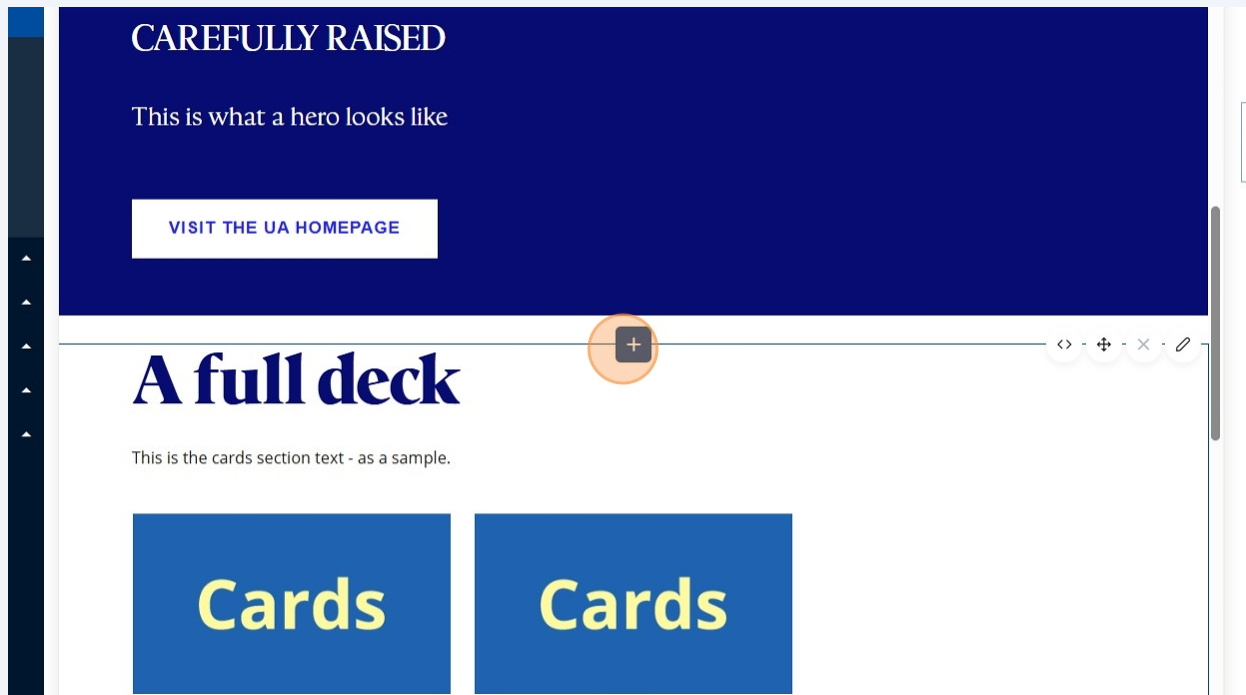
2 Double-click the page where you want to add the Checkerboard feature



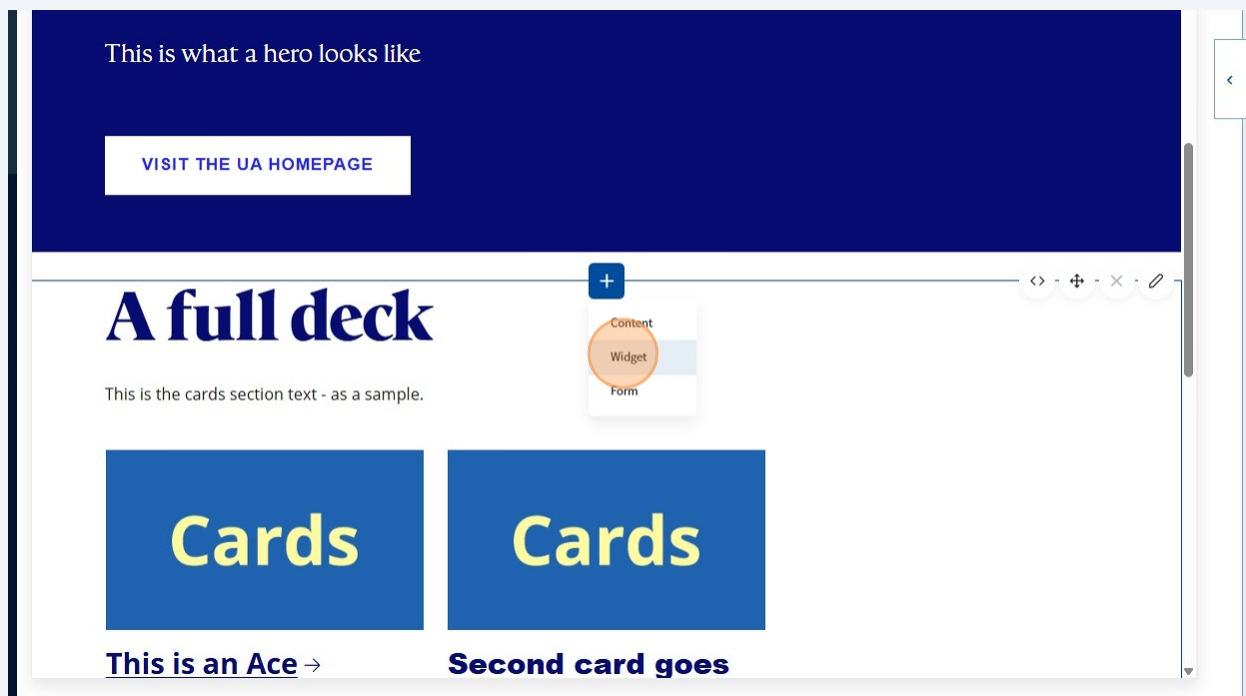
3 Click to close the Content Palette.



- 4 Click the blue square with the plus sign.

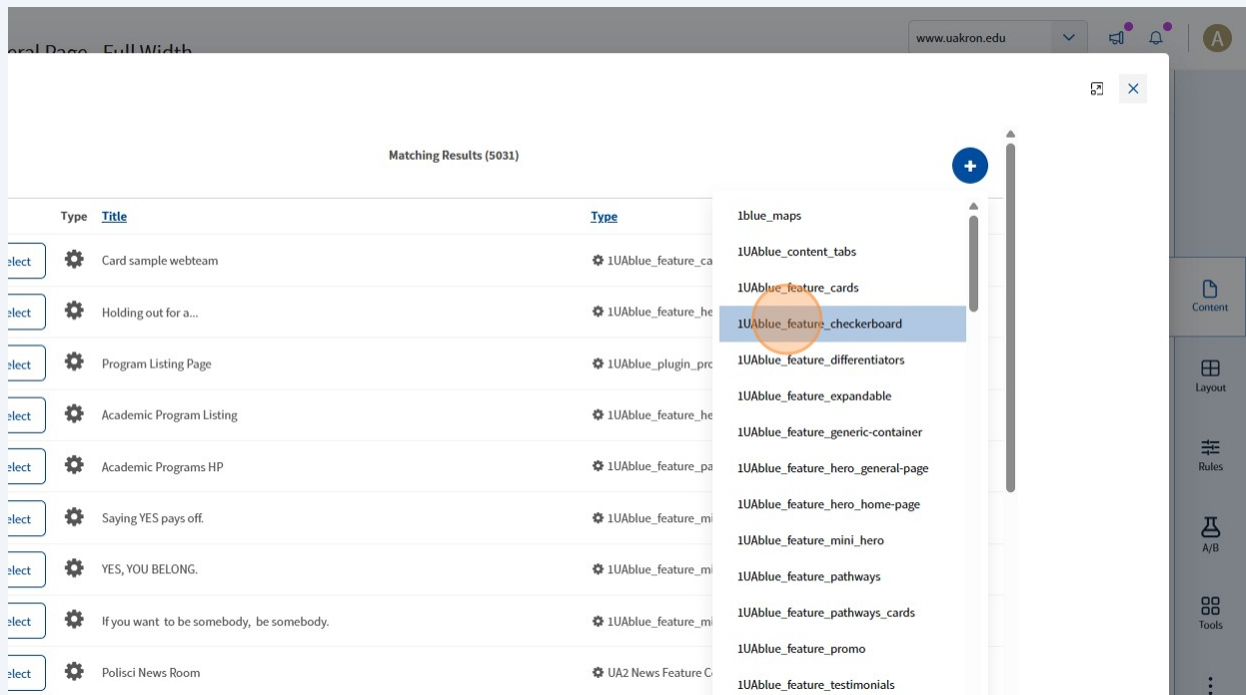


- 5 Click "Widget"



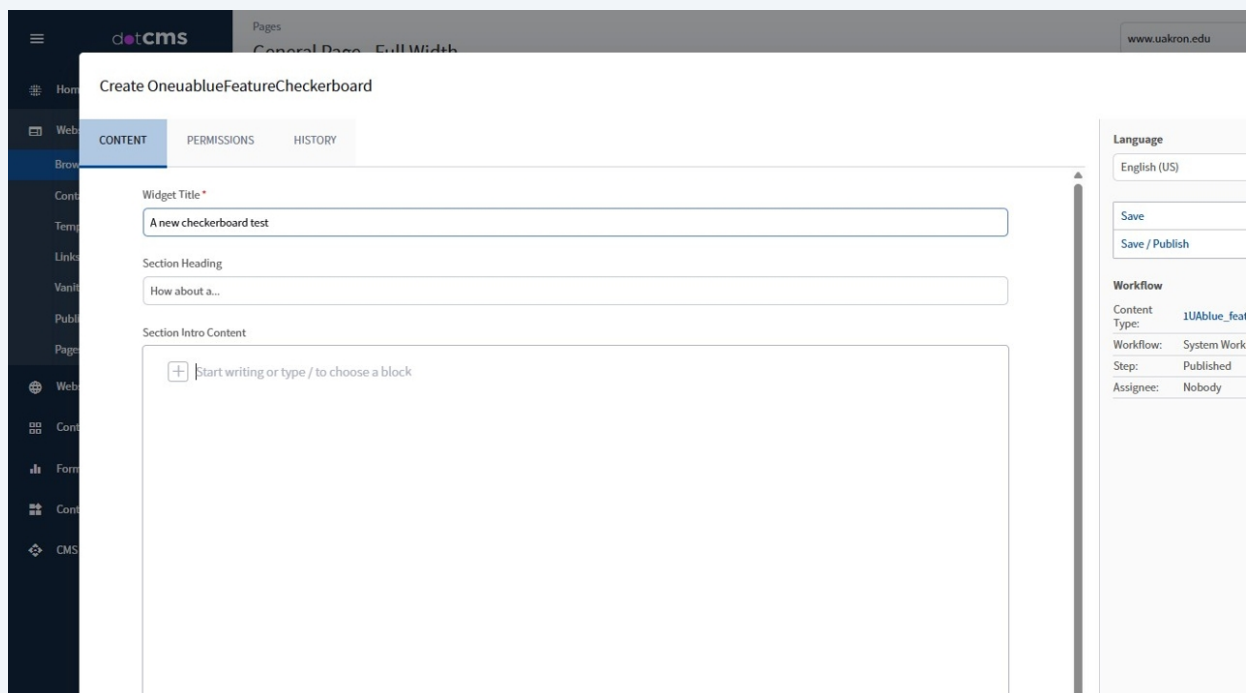
6

Click the blue circle with the plus sign, then click "1UAblue_feature_checkerboard"



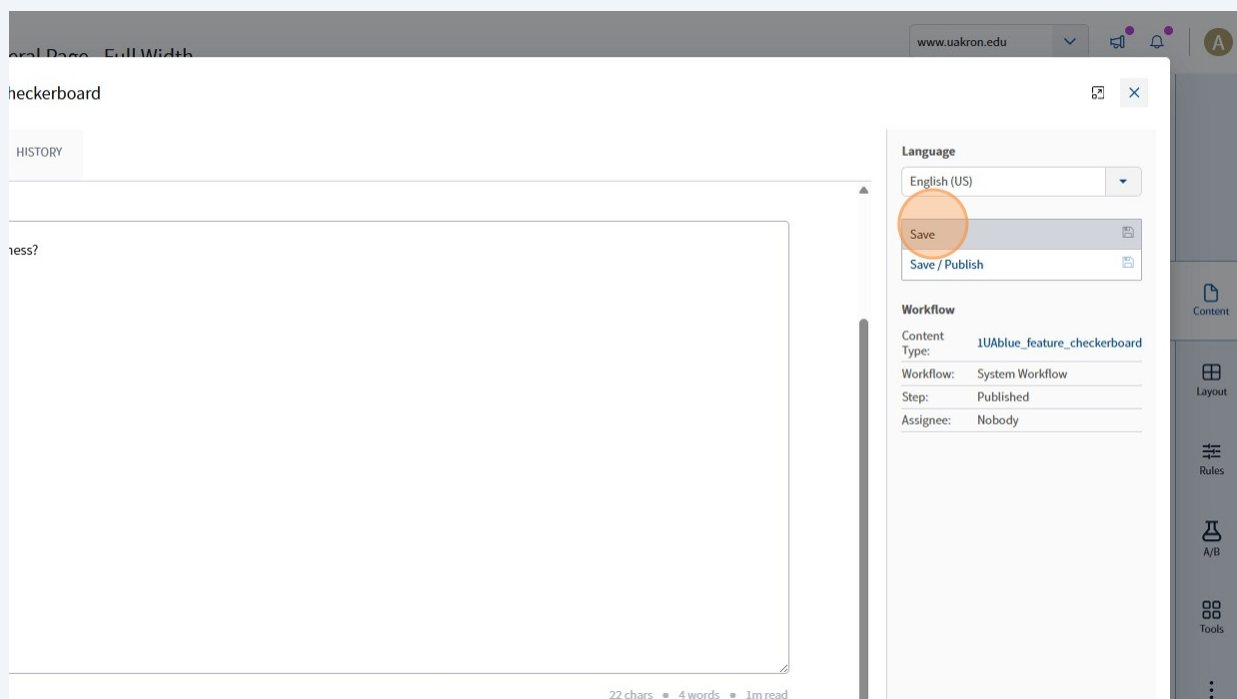
7

Fill in the Widget title (not visible to the users), the Section Heading and Section Intro text (visible)



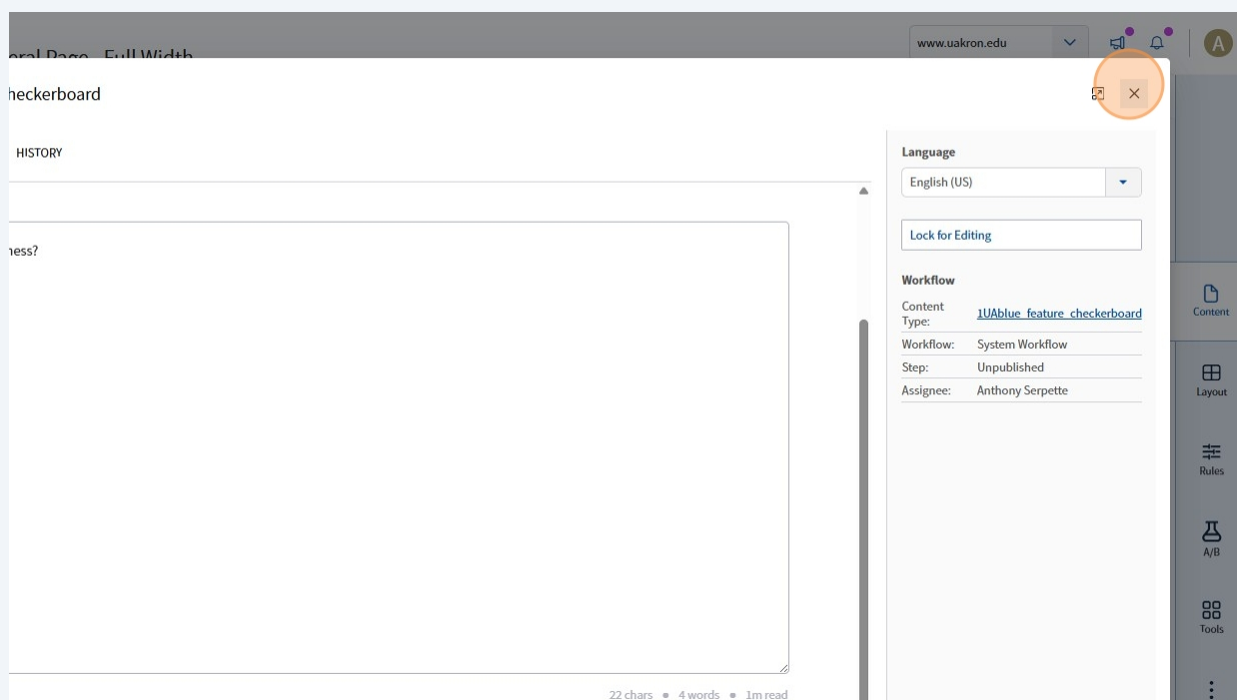
8

Before we can relate the Checkerboard items to the Checkerboard Feature, we'll need to save, exit, and return. Click "Save"

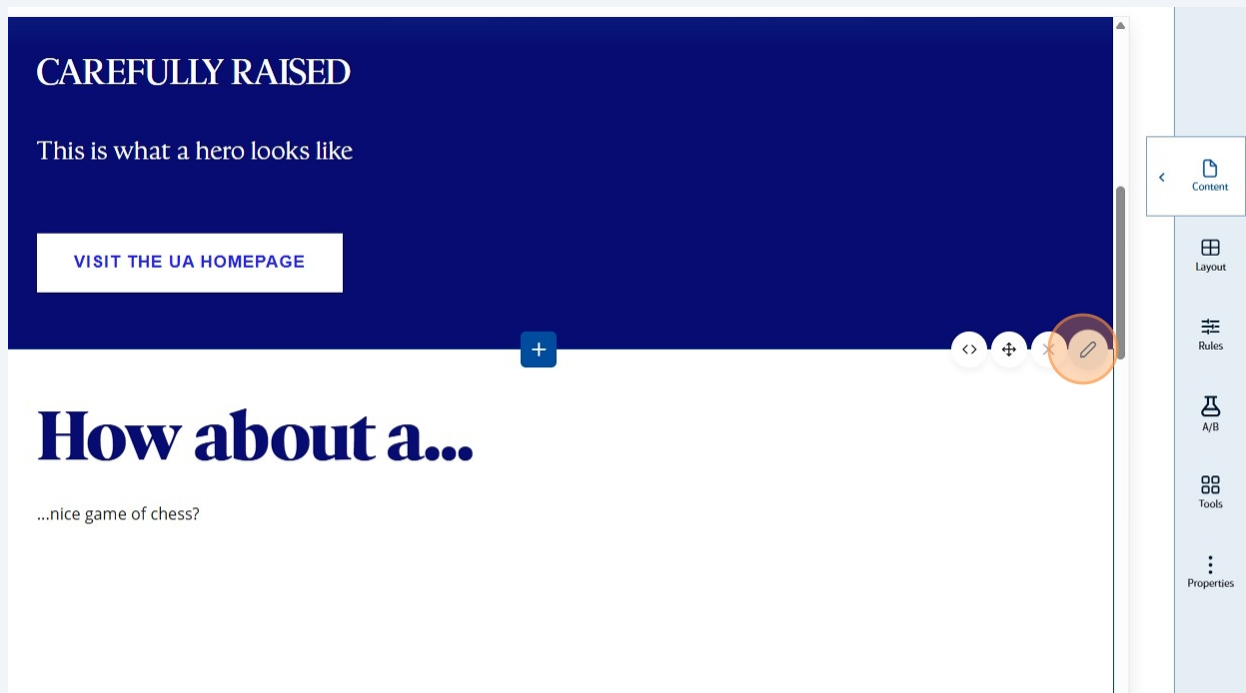


9

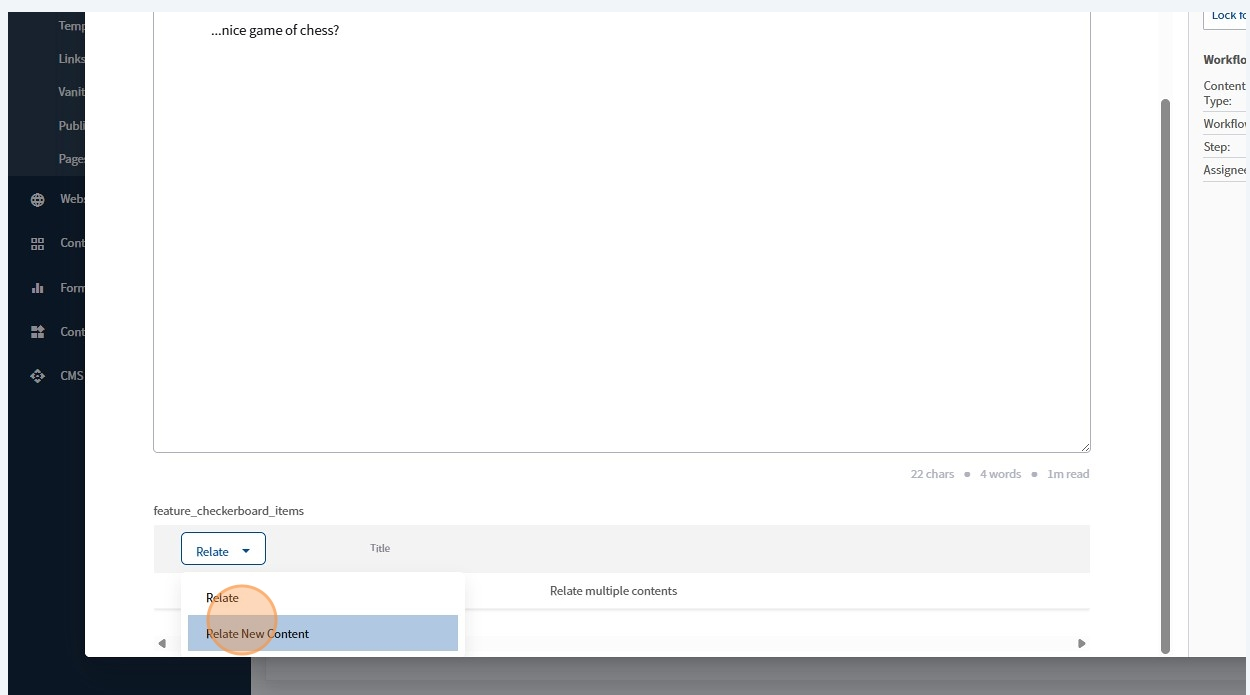
Click this icon to close the Checkerboard feature.



- 10 Click the pencil icon to return to the Checkerboard feature.



- 11 Click "Relate" and "Relate New Content"



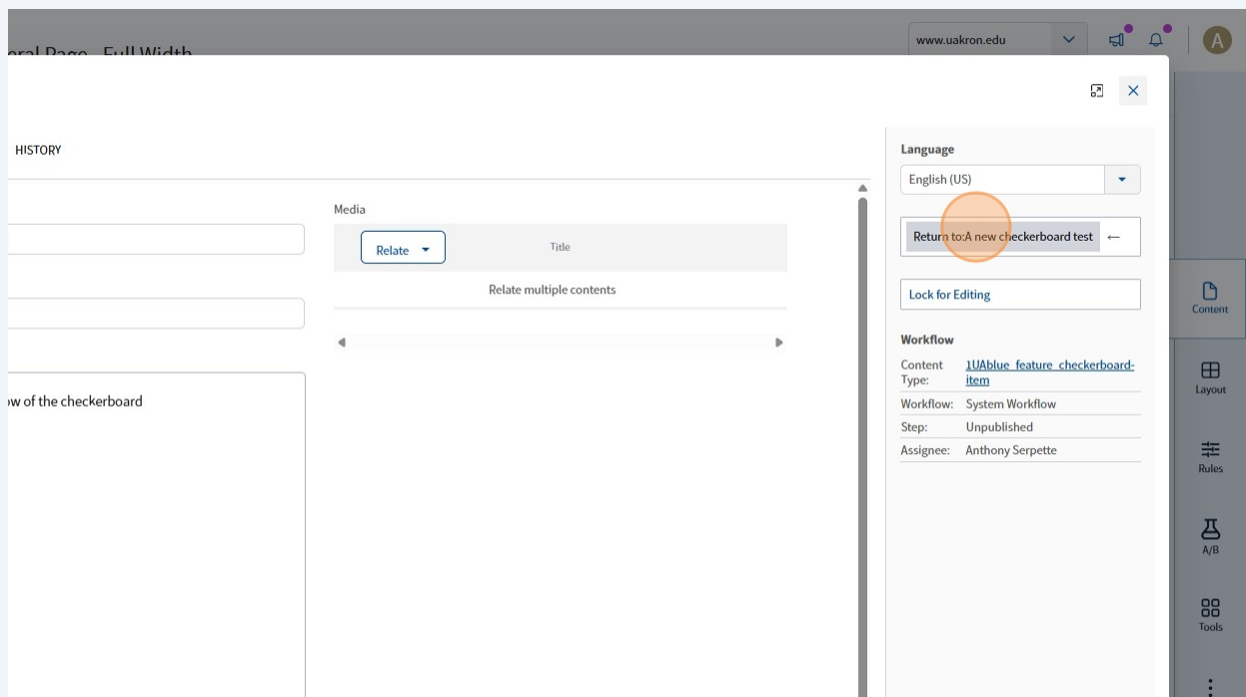
12

Fill in the optional eyebrow, the Title, and intro content for the first Checkerboard Item (row)

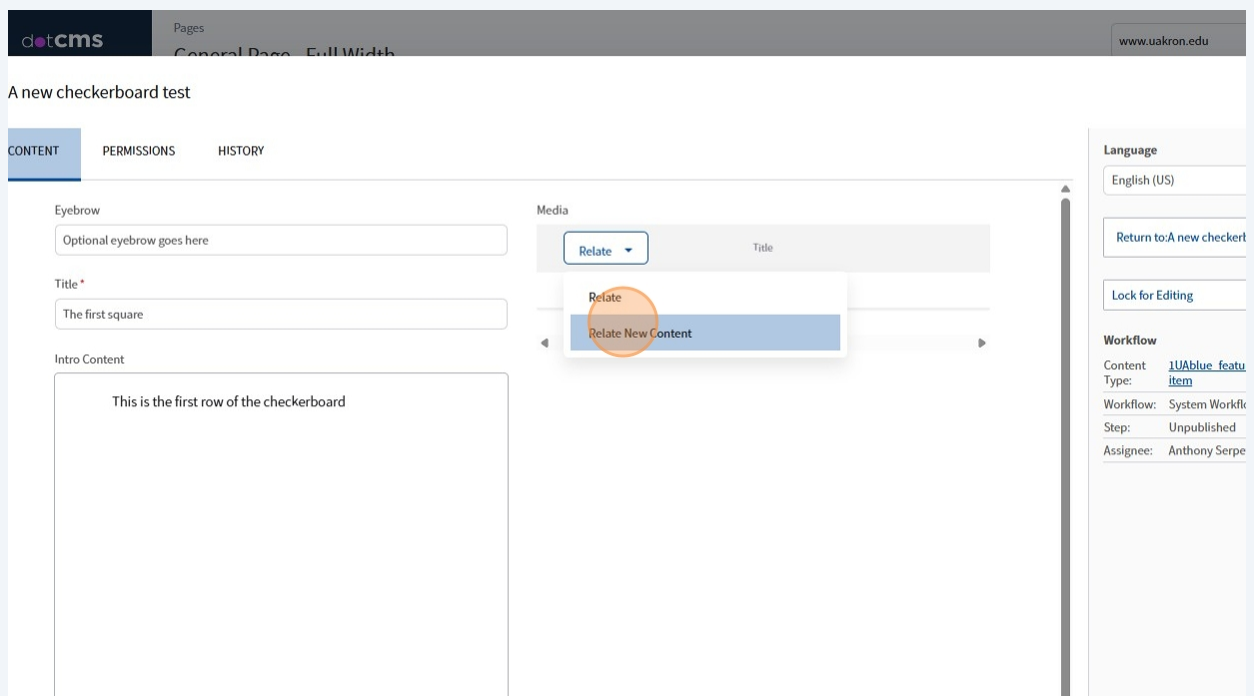
13

Before we can add in the image and the Call To Action, we'll need to save, exit, and return. Click "Save"

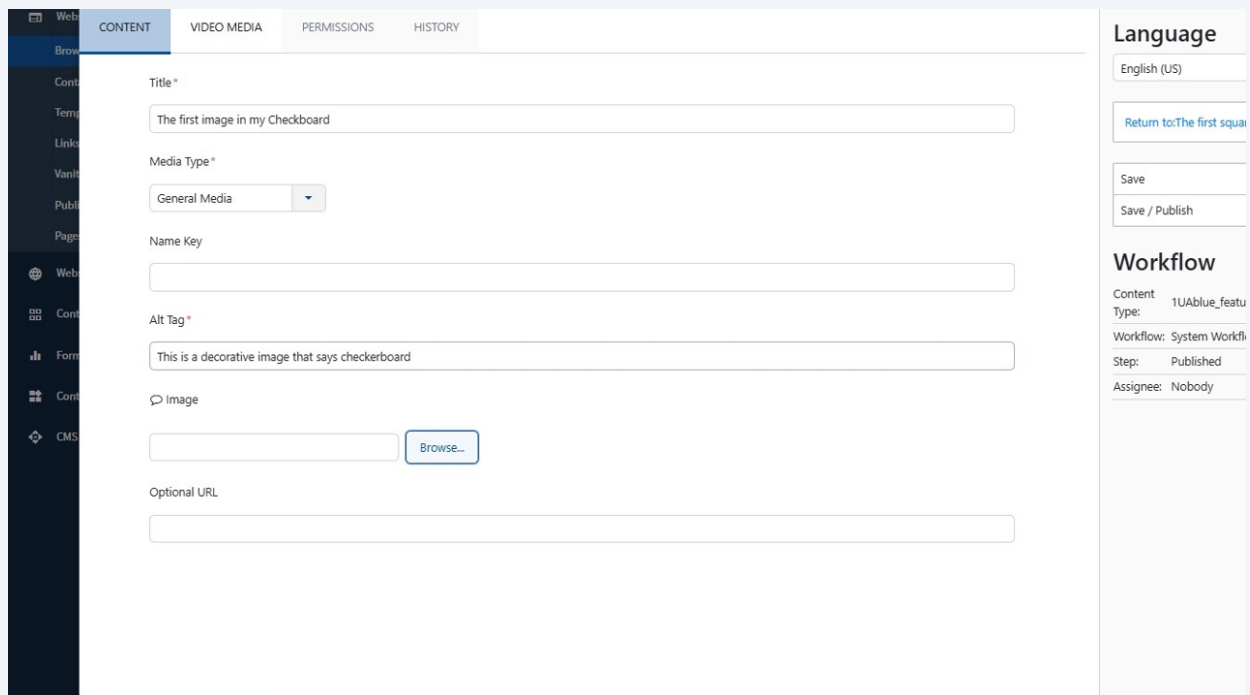
14 Click "Return to:..." to leave the Checkerboard item.



15 Click the name of the Checkerboard item to reopen it, then click "Relate" and "Relate New Content"



16 Fill in the Title and the Alt-tag for your image.



CONTENT VIDEO MEDIA PERMISSIONS HISTORY

Title*

The first image in my Checkboard

Media Type*

General Media

Name Key

Alt Tag*

This is a decorative image that says checkerboard

Image

Browse...

Optional URL

Language

English (US)

[Return to: The first squa](#)

Save

Save / Publish

Workflow

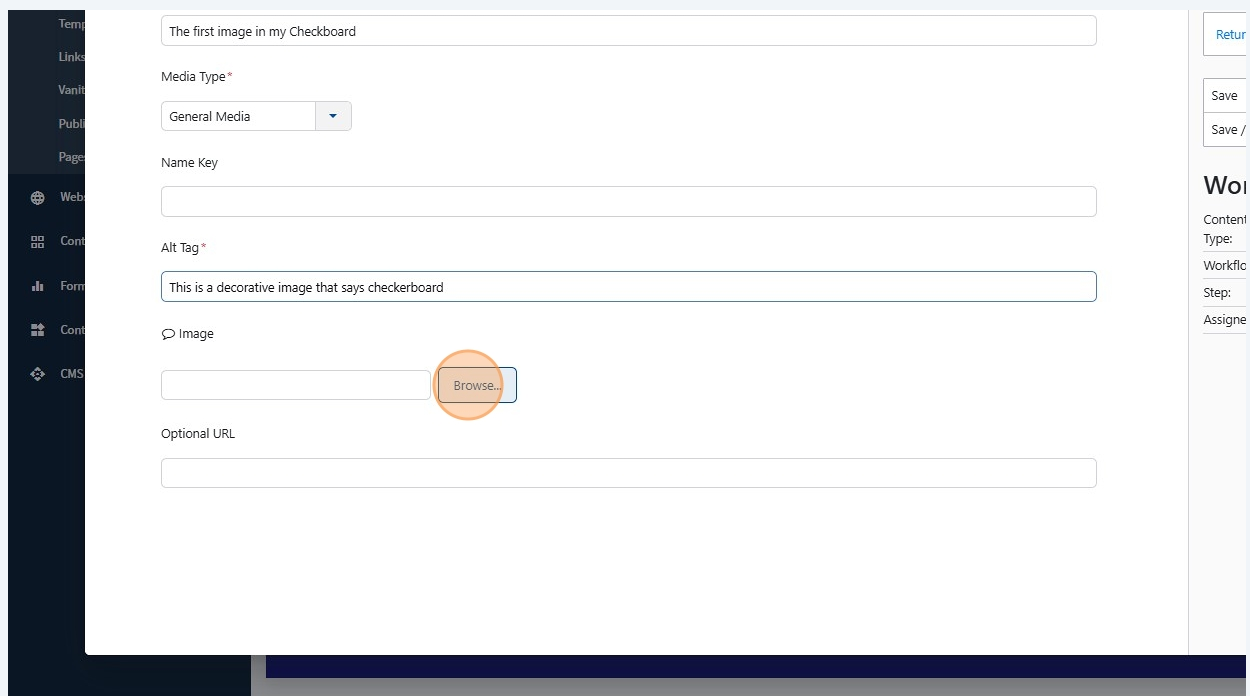
Content Type: 1UAblue_featu

Workflow: System Workfl

Step: Published

Assignee: Nobody

17 Click "Browse..." and navigate to your images folder.



The first image in my Checkboard

Media Type*

General Media

Name Key

Alt Tag*

This is a decorative image that says checkerboard

Image

Browse...

Optional URL

Workflow

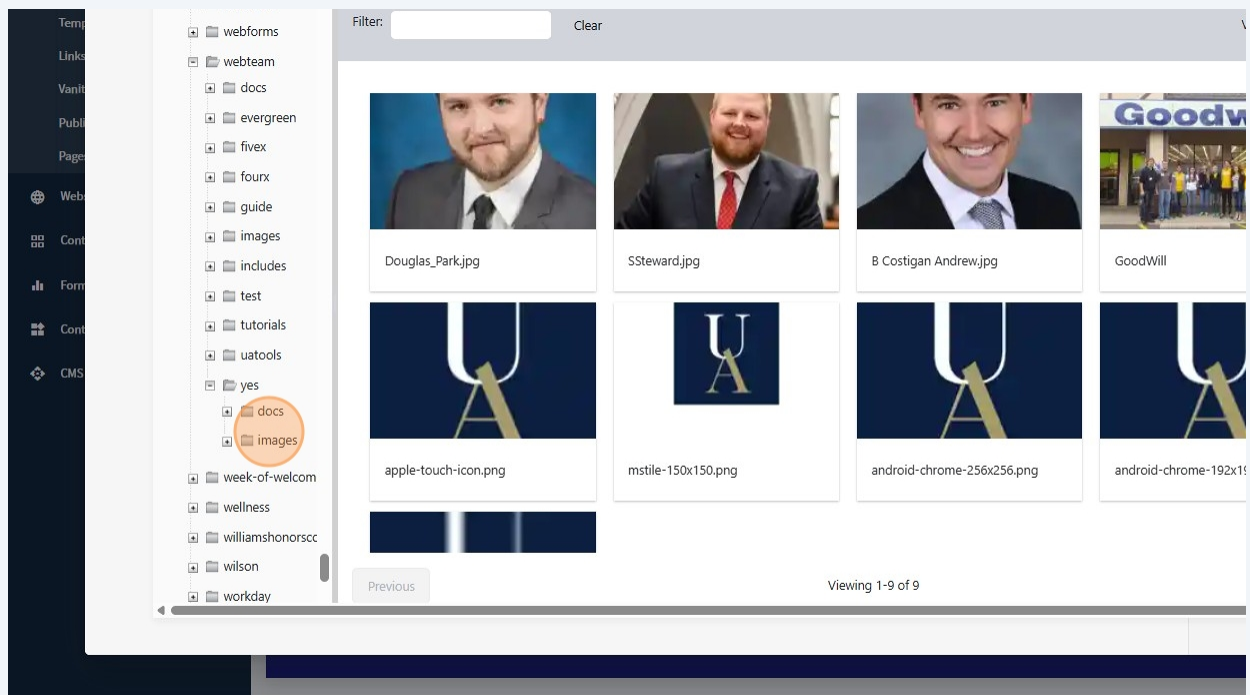
Content Type: 1UAblue_featu

Workflow: System Workfl

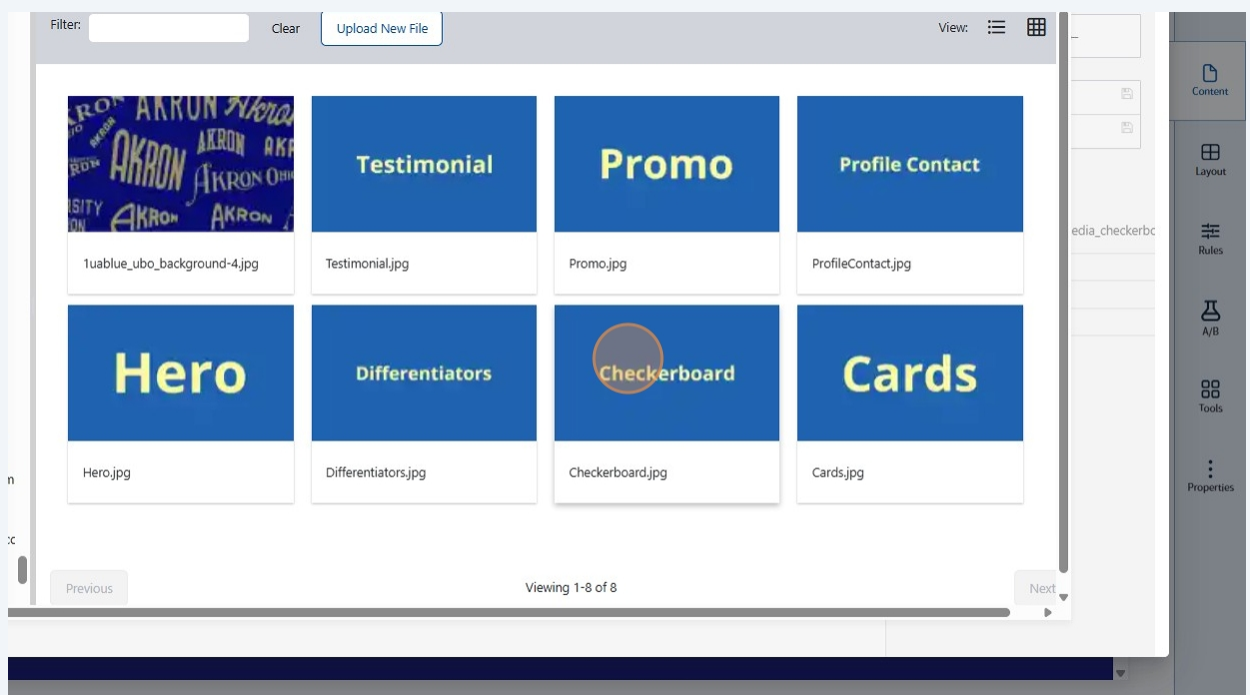
Step: Published

Assignee: Nobody

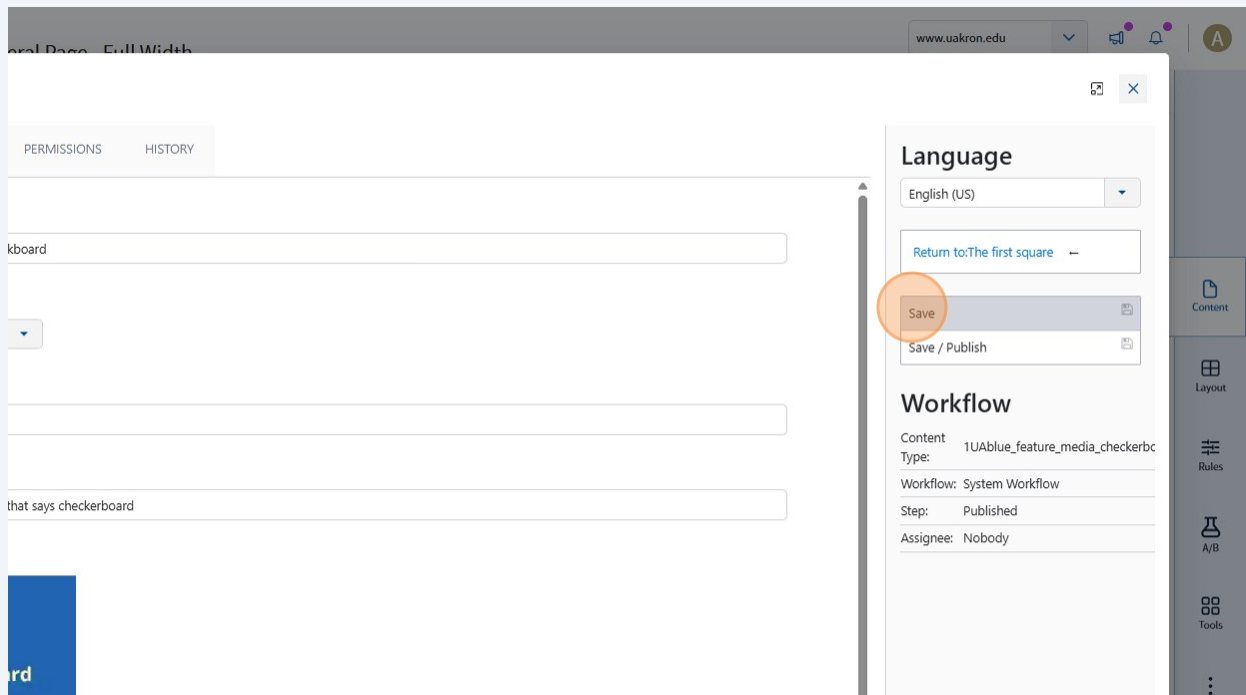
18 Click "images"



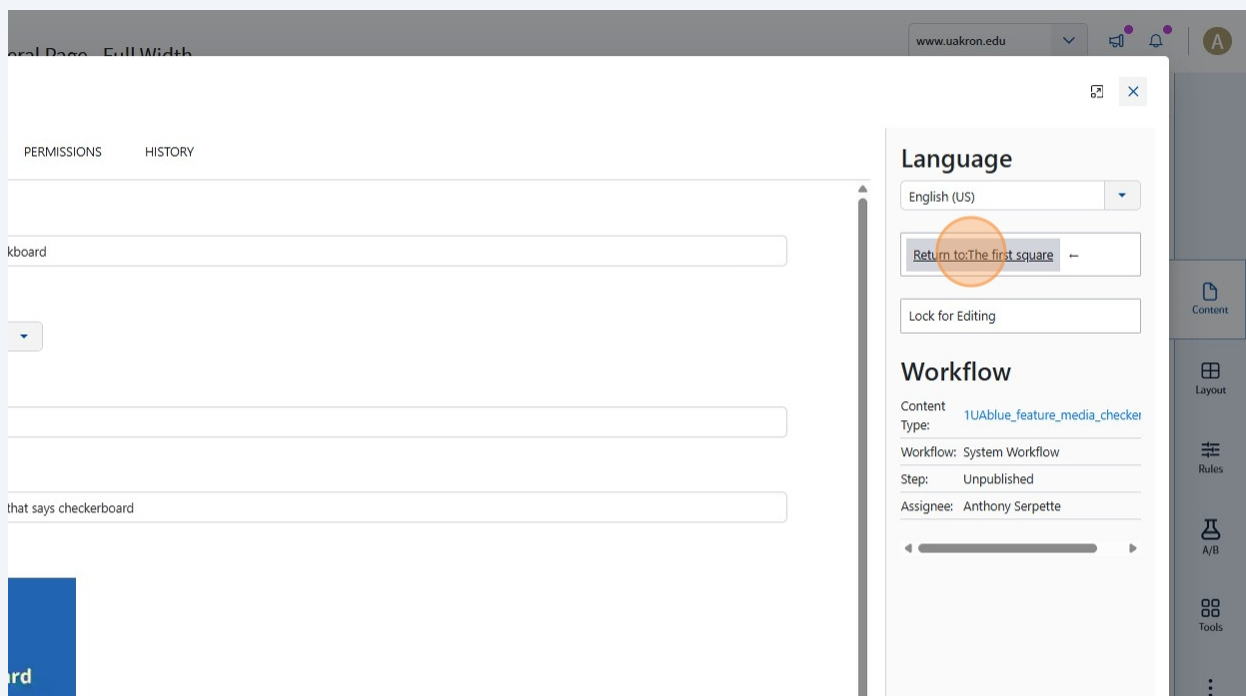
19 Click the image for the first row of your checkerboard.



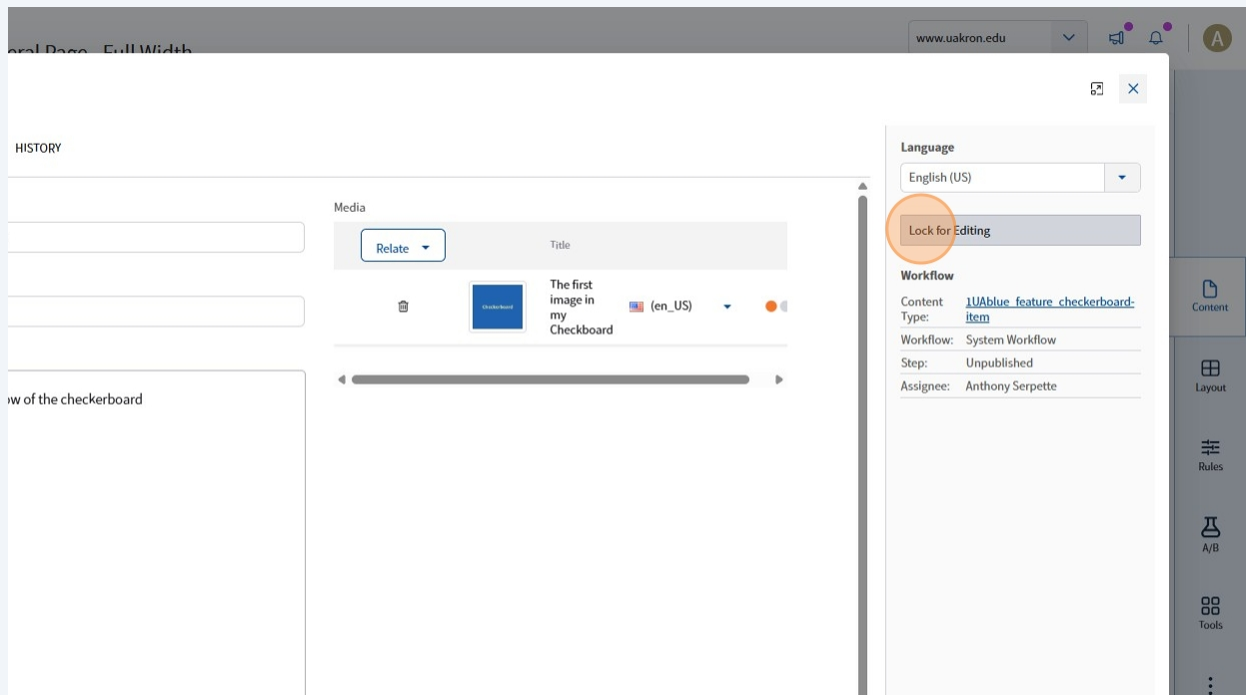
20 Click "Save"



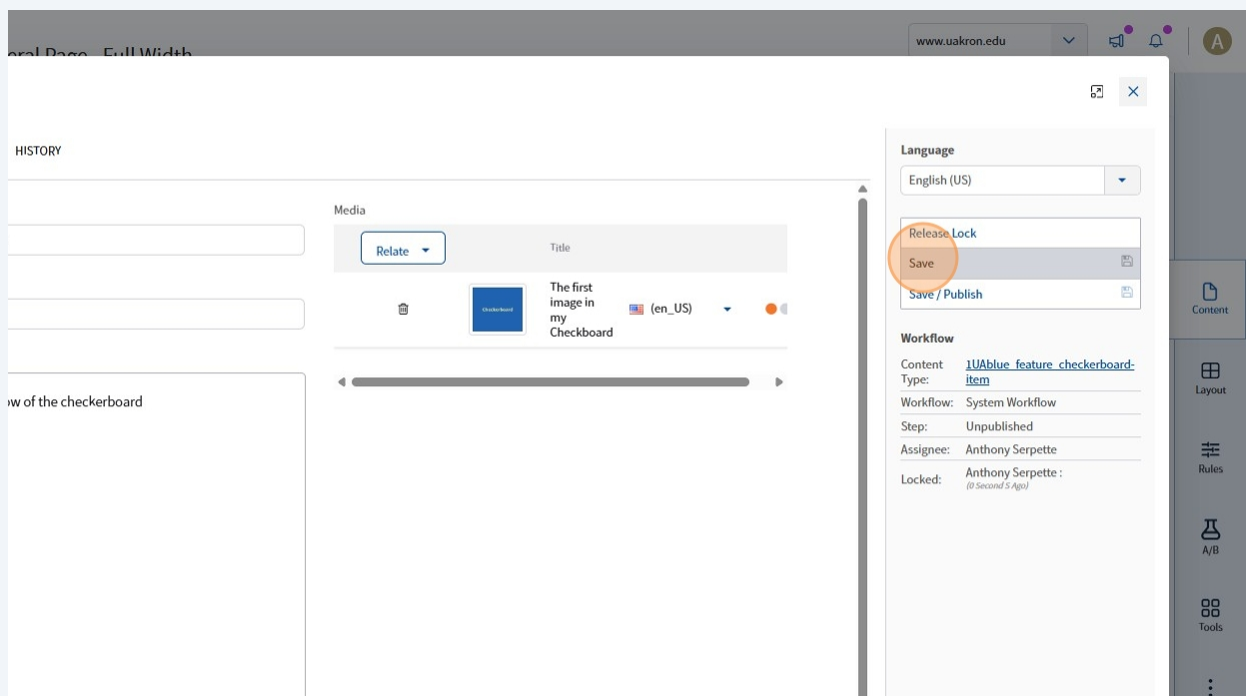
21 Click "Return to:..." to exit the image and return to the first row (Checkerboard itme)



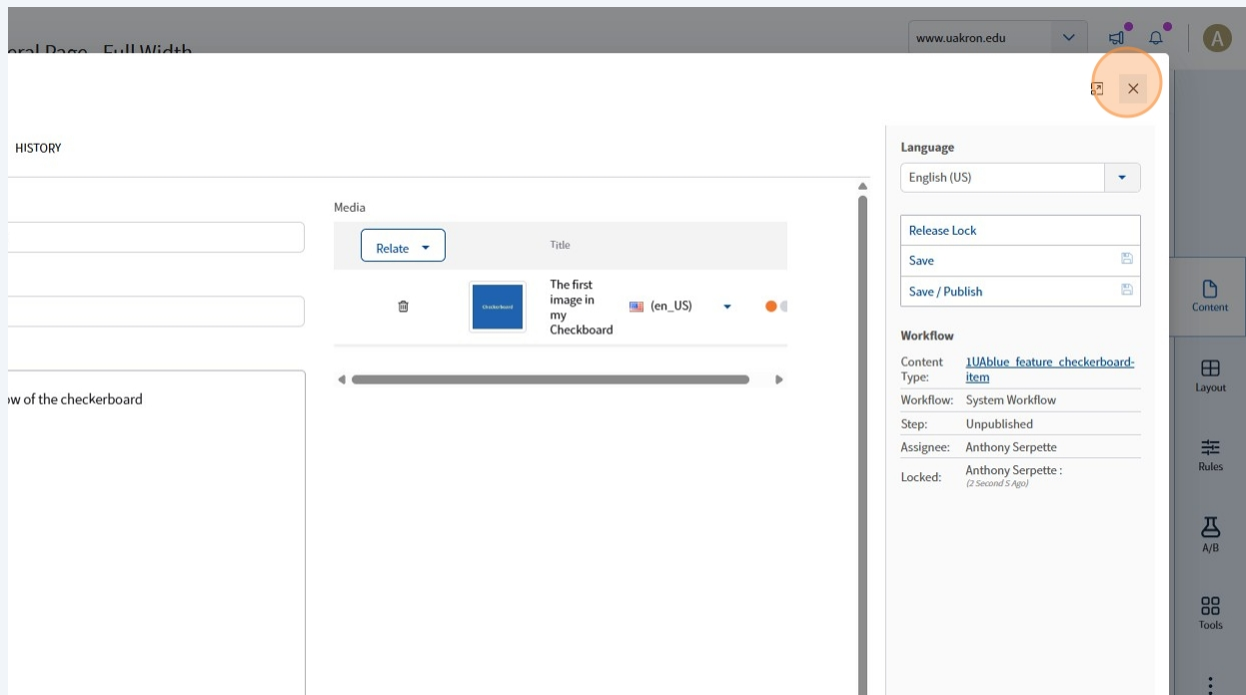
22 Click "Lock for Editing"



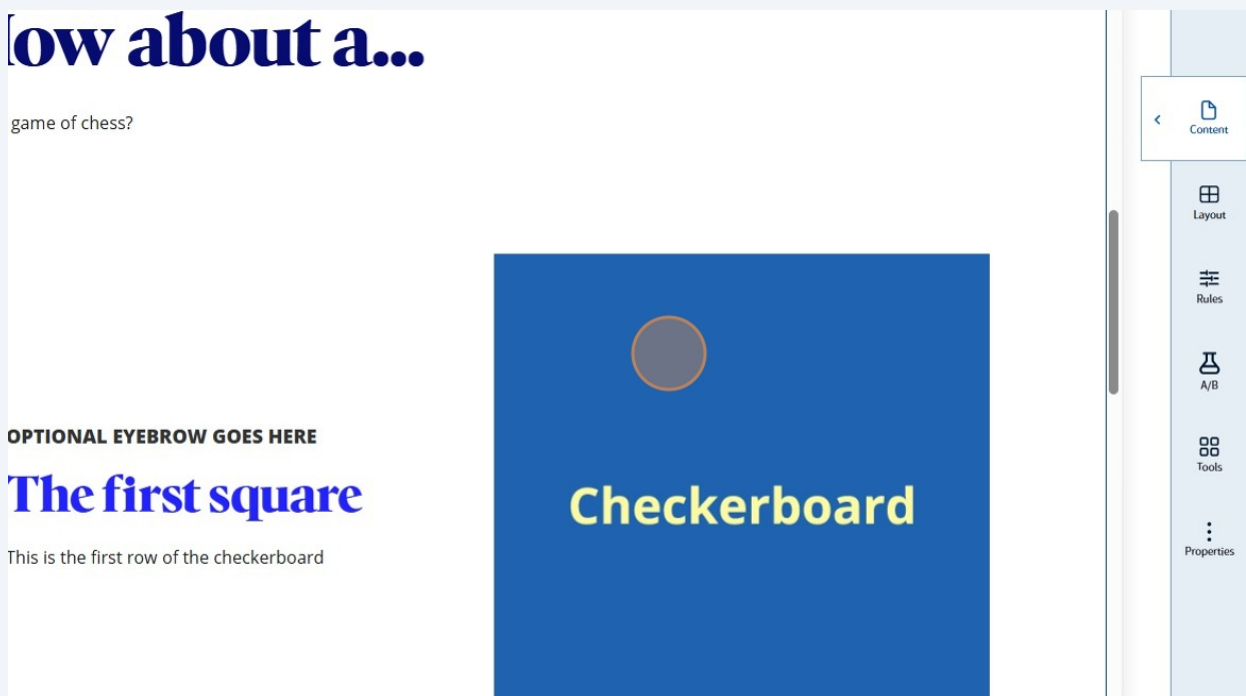
23 Click "Save"



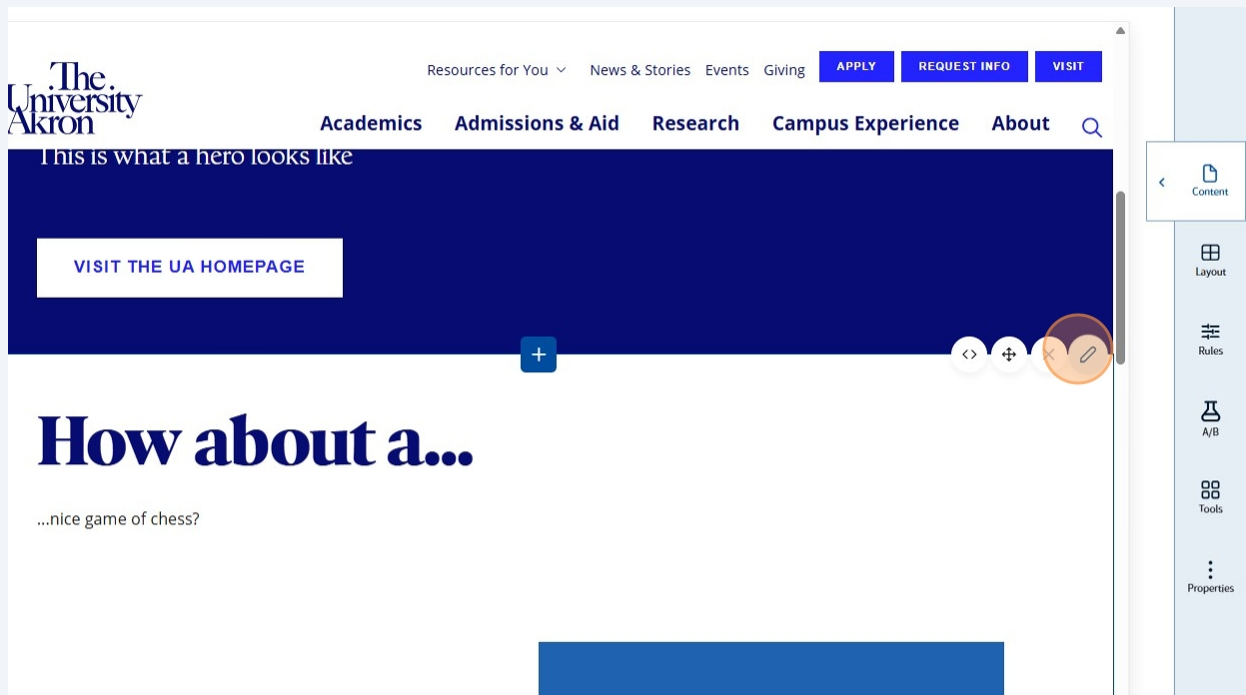
24 Click the "x" to return to the Checkboard feature.



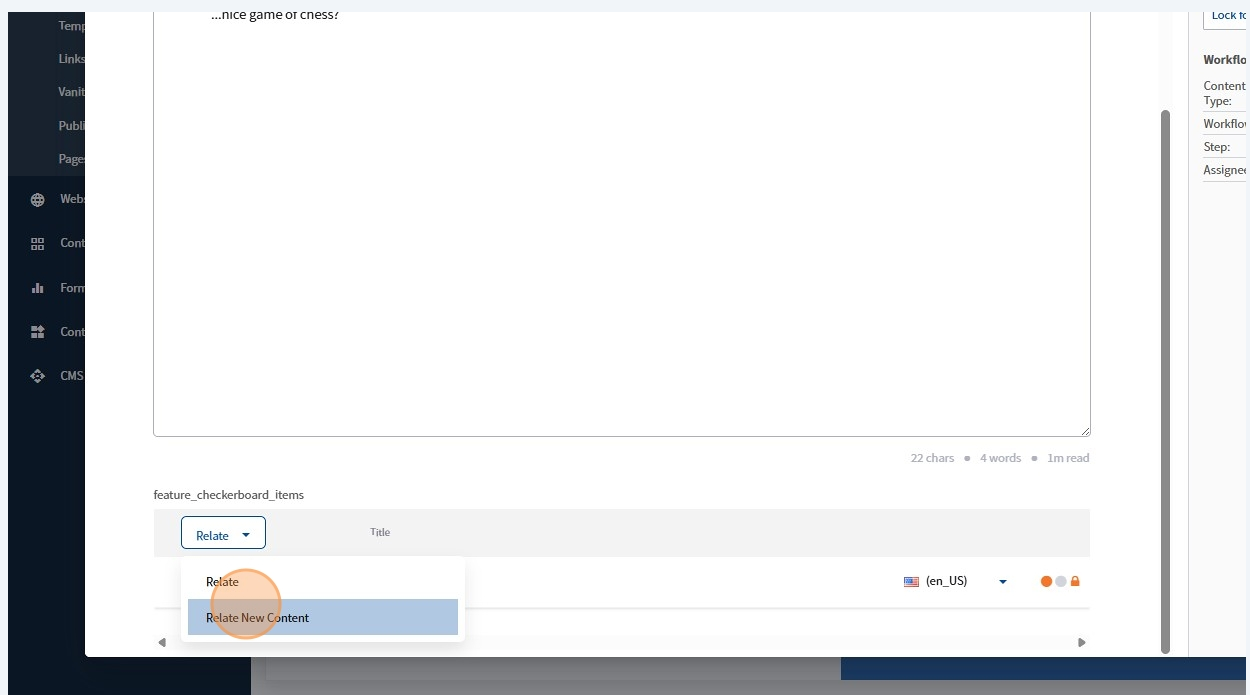
25 You'll now see the first row of your Checkerboard.



26 To add additional rows (Checkerboard items), click the Pencil icon.



27 Since the Checkerboard feature has already been saved we can proceed - click "Relate" and "Relate New Content"



28 Fill in the optional Eyebrow, the title, and the Intro content for your second row.

A new checkerboard test

CONTENT PERMISSIONS HISTORY

Eyebrow

Optional Eyebrow two

Title *

This is the second row

Intro Content

+ Start writing or type / to choose a block

Media

Relate

Title

Relate multiple contents

Language

English (US)

Return to: A new checkerboard test

Save

Save / Publish

Workflow

Content Type: 1UAbblue_featu item

Workflow: System Workflc

Step: Published

Assignee: Nobody

29 To add in the image and Call To Action, we'll need to save, exit, and return. Click "Save"

A new checkerboard test

CONTENT PERMISSIONS HISTORY

Eyebrow

Optional Eyebrow two

Title *

This is the second row

Intro Content

content for the second row

Media

Relate

Title

Relate multiple contents

Language

English (US)

Return to: A new checkerboard test

Save

Save / Publish

Workflow

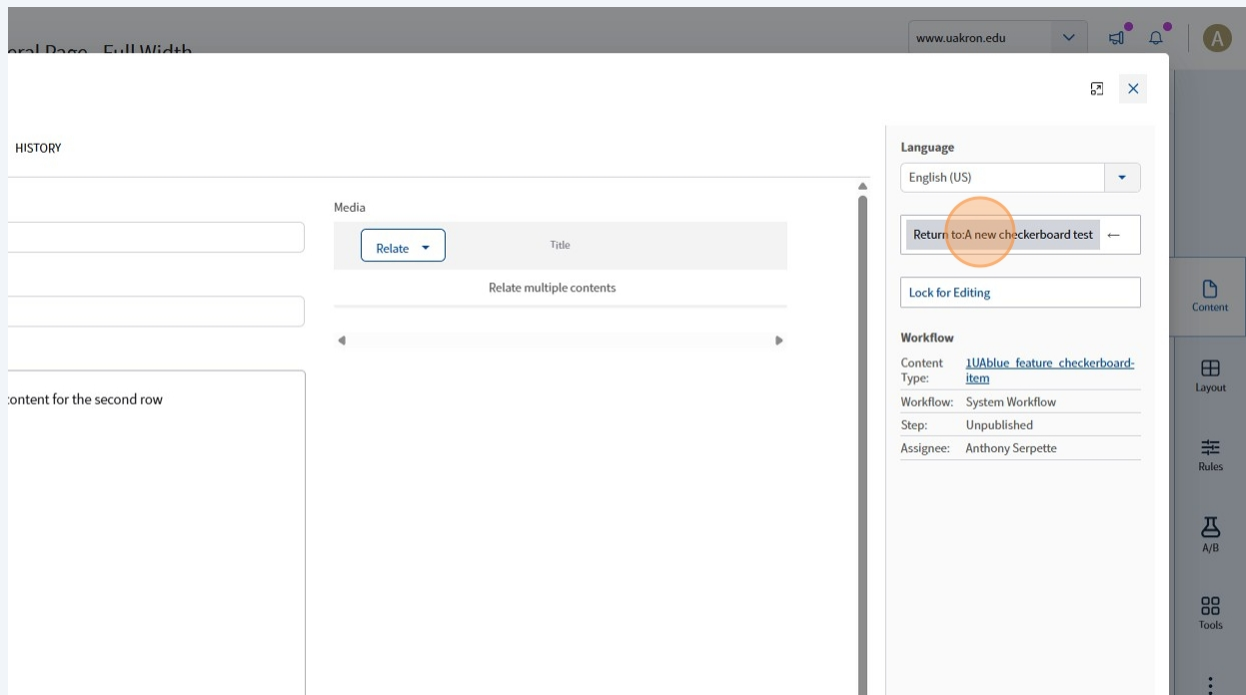
Content Type: 1UAbblue_feature_checkerboard-item

Workflow: System Workflow

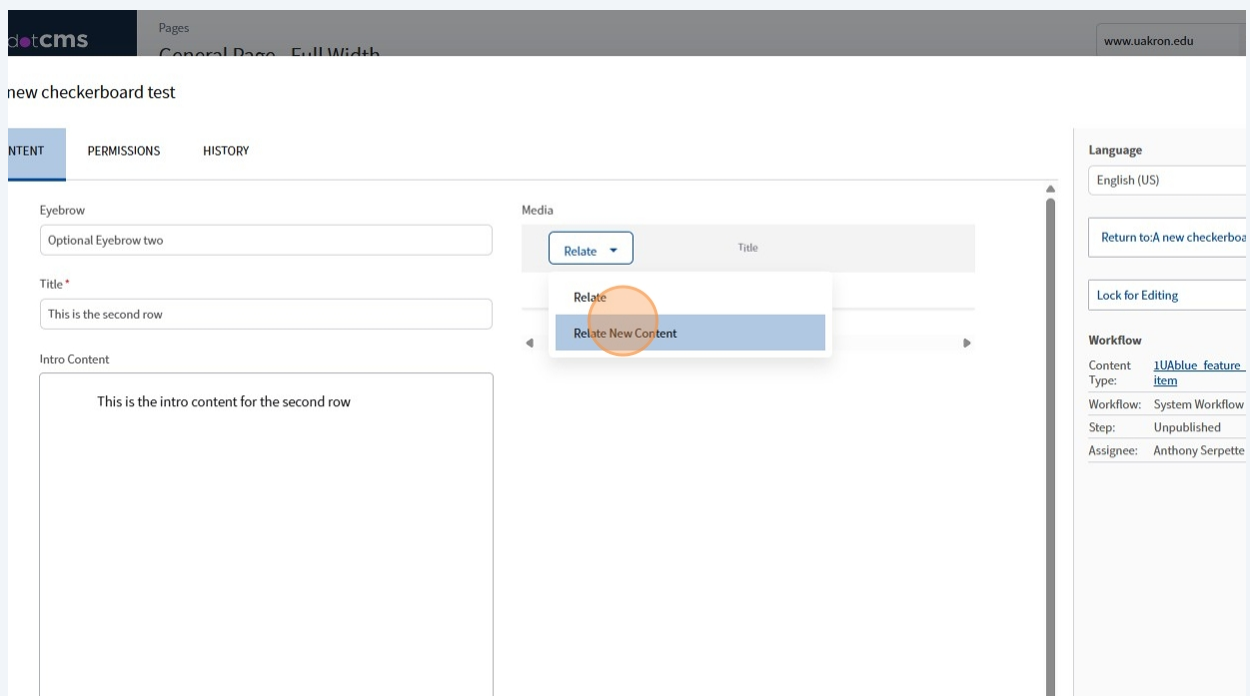
Step: Published

Assignee: Nobody

30 Click "Return to:..."

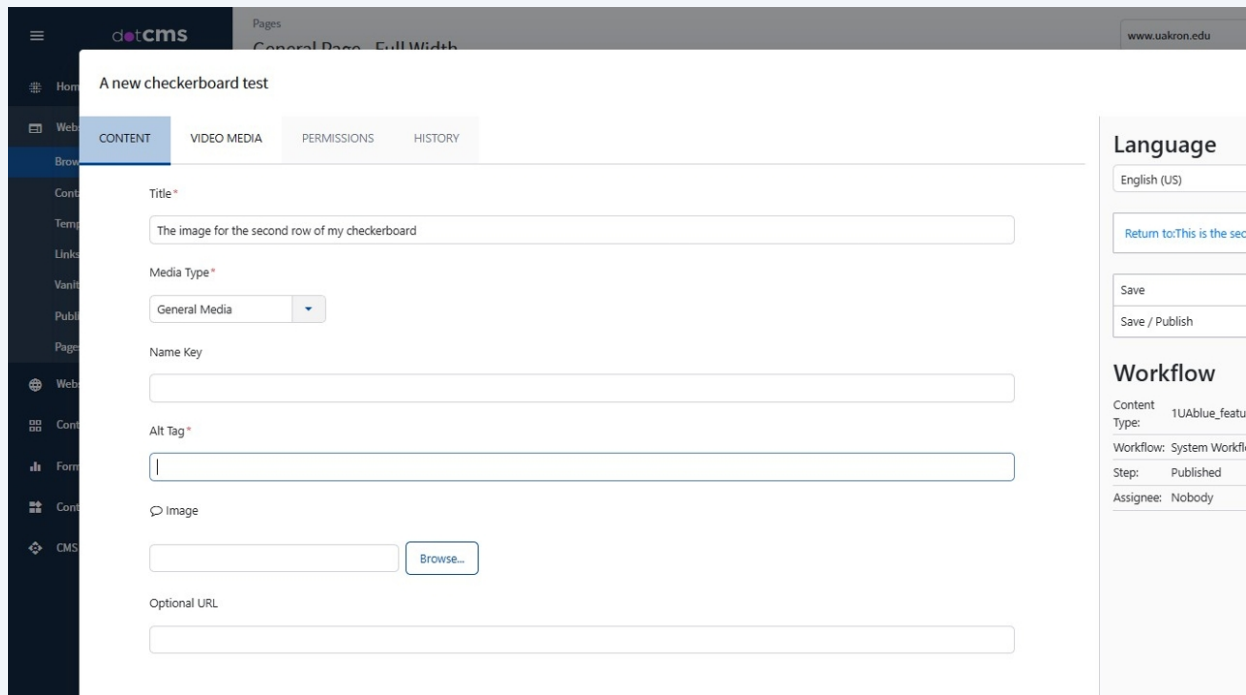


31 Click on the name for your second row, then click "Relate" and "Relate New Content"



32

Fill in the Title and Alt-tag for the image for the second row (Checkerboard item). Click "Browse..." and navigate to your images folder.



A new checkerboard test

CONTENT VIDEO MEDIA PERMISSIONS HISTORY

Title*

The image for the second row of my checkerboard

Media Type*

General Media

Name Key

Alt Tag*

Image

Browse...

Optional URL

Language

English (US)

Return to: This is the sec

Save

Save / Publish

Workflow

Content Type: 1UAblue_featu

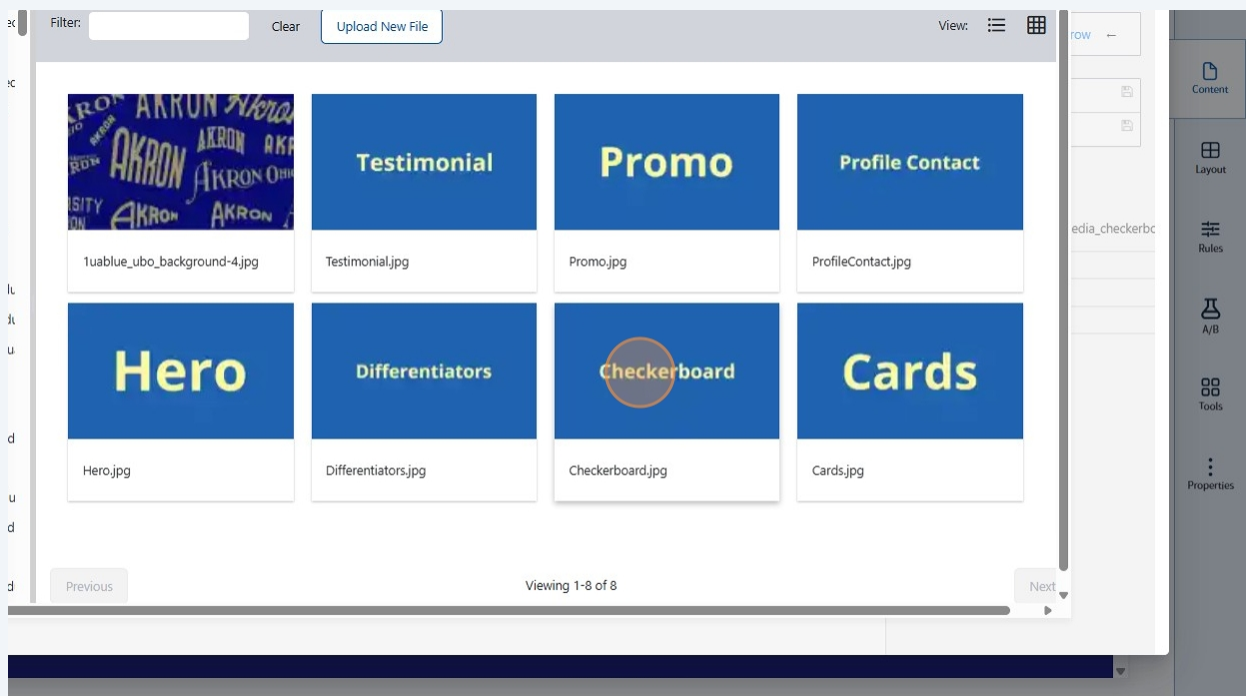
Workflow: System Workfl

Step: Published

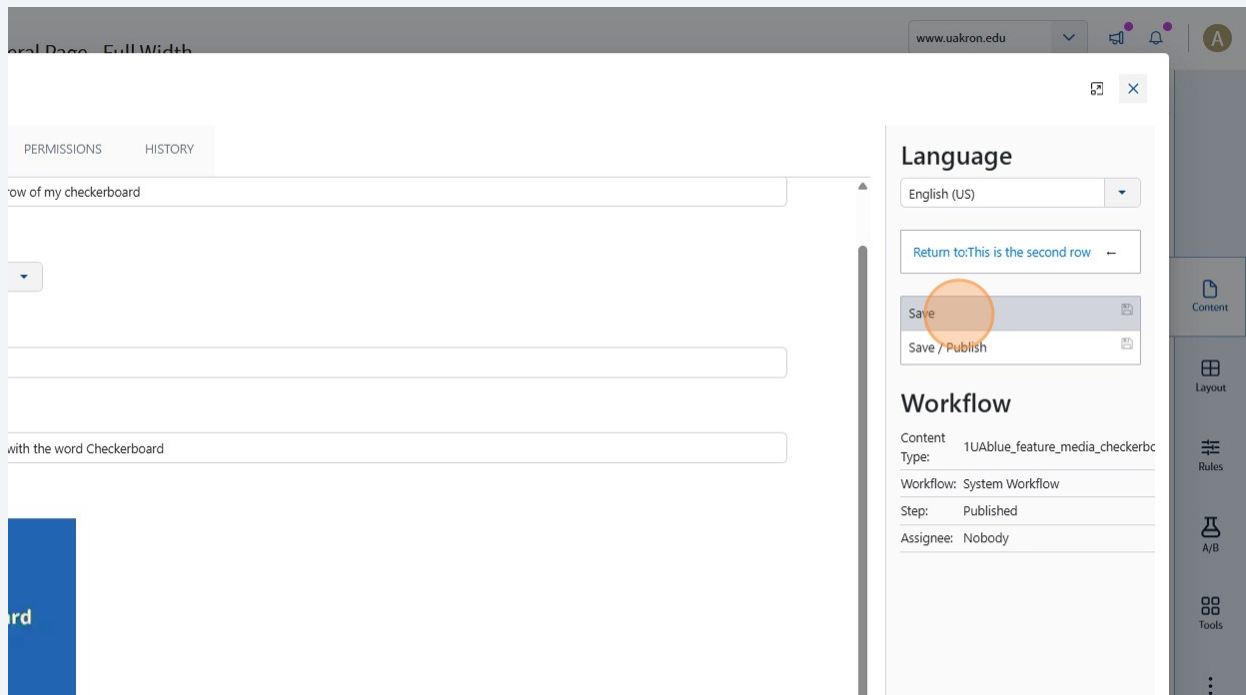
Assignee: Nobody

33

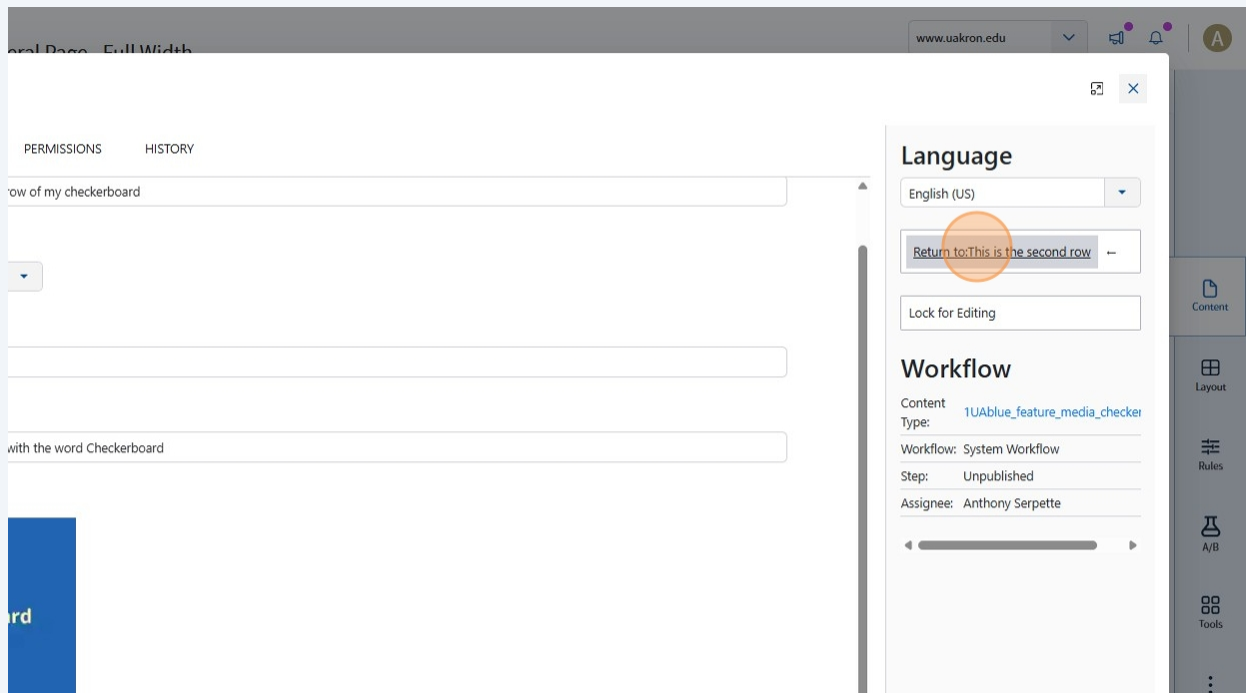
Select the image for your second row (Checkerboard item).



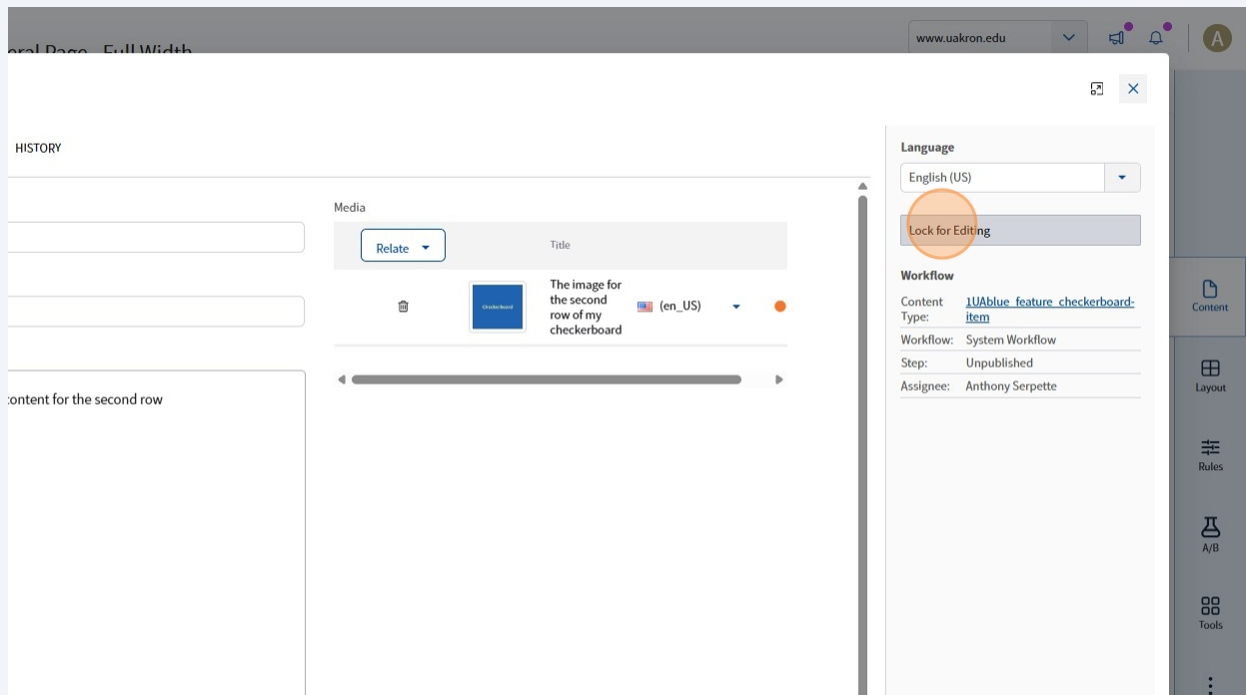
34 Click "Save"



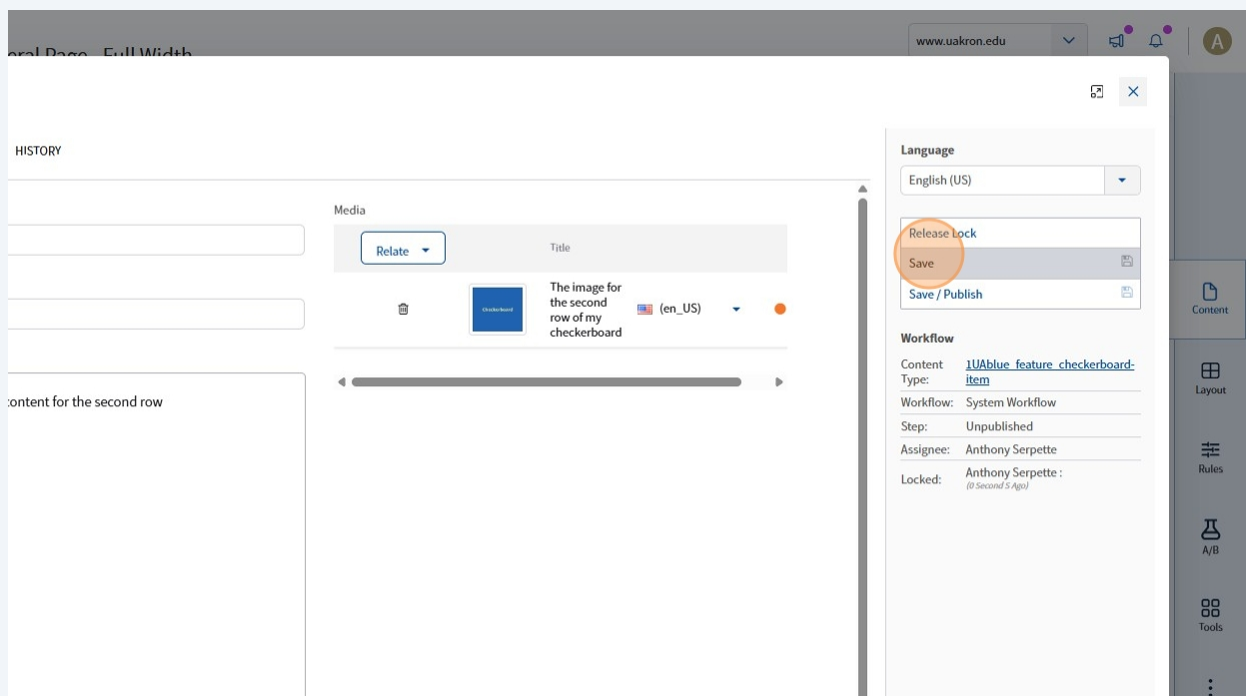
35 Click "Return to:..."



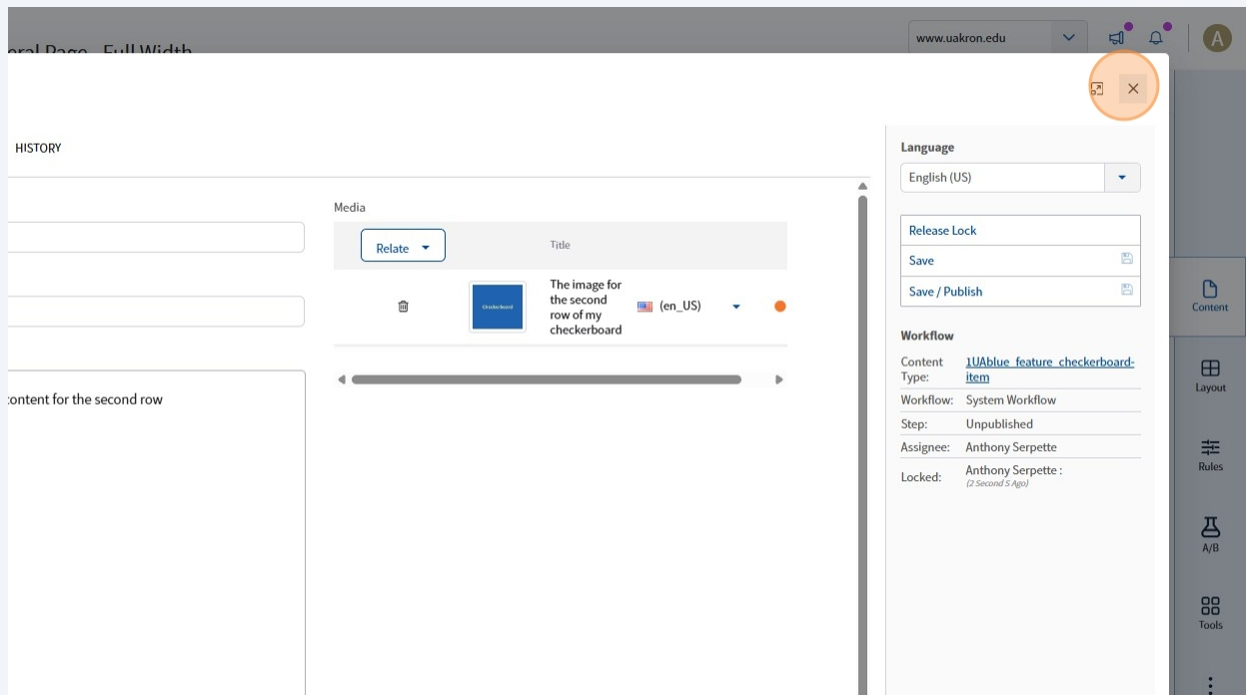
36 Click "Lock for Editing"



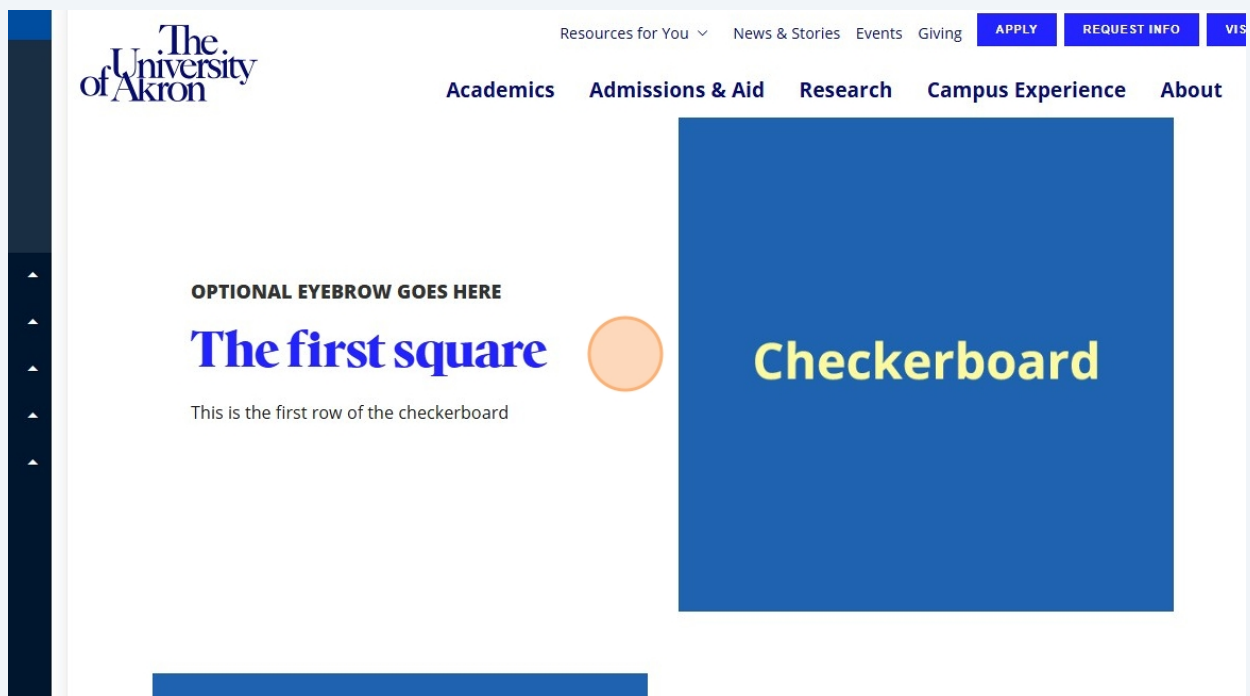
37 Click "Save"



- 38 Click the "x" to close the Checkerboard feature and return to the page.



- 39 You'll now see the first row of your Checkerboard feature.



40

And your second row.

