

Create a New General Full Width Page in DotCMS

1

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

Assigned To:

Anthony Serpette (U

All Me

Older than (days)

Scheme:

Step:

Show:

☒ Open Tasks

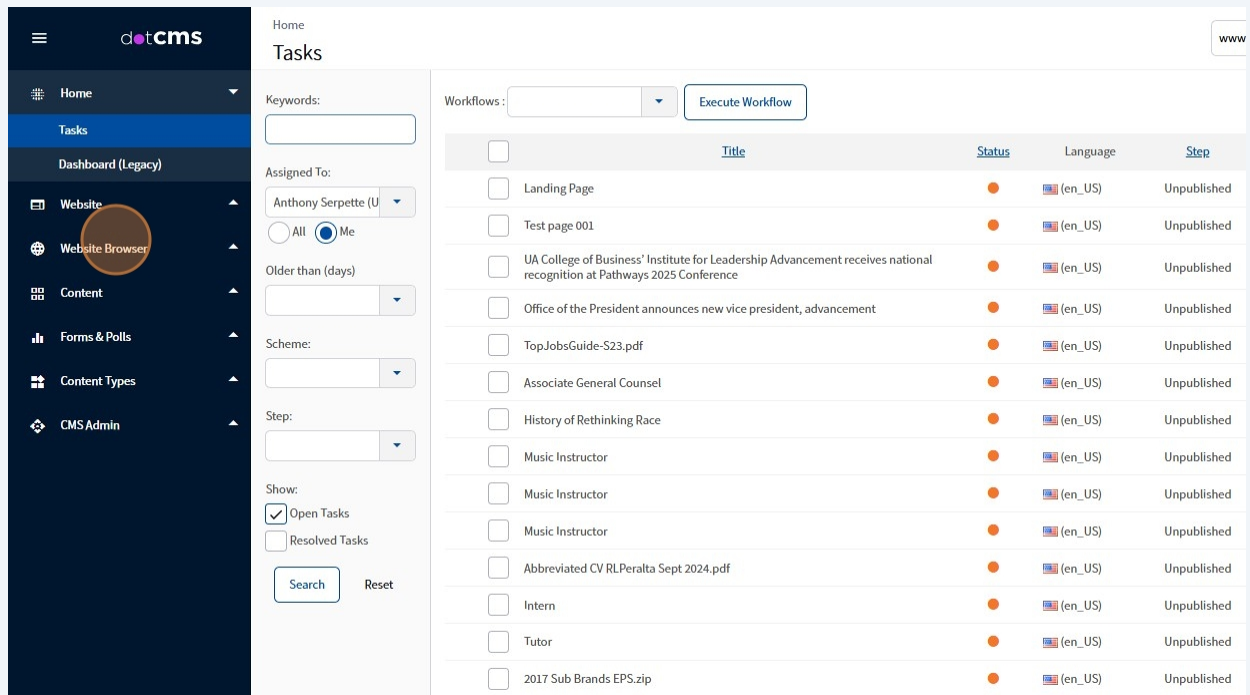
☐ Resolved Tasks

Search

Reset

	Title	Status	Language	Step	Assignee	Li
<input type="checkbox"/>	Landing Page		(en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	Test page 001		(en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/>	UA College of Business' Institute for Leadership Advancement receives national recognition at Pathways 2025 Conference		(en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	Office of the President announces new vice president, advancement		(en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	TopJobsGuide-S23.pdf		(en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	Associate General Counsel		(en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	History of Rethinking Race		(en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	Music Instructor		(en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	Music Instructor		(en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	Music Instructor		(en_US)	Unpublished	Anthony Serpette	1
<input type="checkbox"/>	Abbreviated CV RLPeralta Sept 2024.pdf		(en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/>	Intern		(en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/>	Tutor		(en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/>	2017 Sub Brands EPS.zip		(en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/>	YES Call out for the UCM homepage		(en_US)	Unpublished	Anthony Serpette	2
<input type="checkbox"/>	Test content for DI		(en_US)	Unpublished	Anthony Serpette	3
<input type="checkbox"/>	Test page for DI		(en_US)	Unpublished	Anthony Serpette	3

2 Click "Website Browser"



Home

Tasks

Keywords:

Assigned To: Anthony Serpette (U)

Older than (days)

Scheme:

Step:

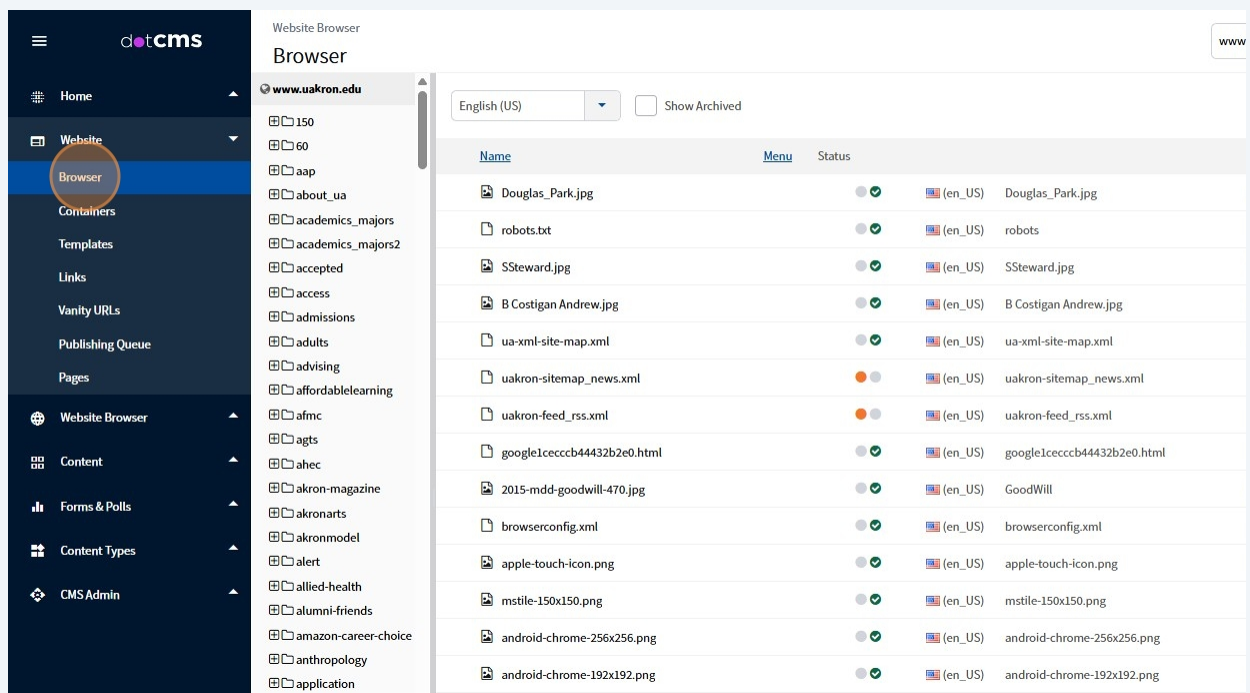
Show: ☒ Open Tasks ☐ Resolved Tasks

Search Reset

Workflows:

<input type="checkbox"/>	Title	Status	Language	Step
<input type="checkbox"/>	Landing Page	●	(en_US)	Unpublished
<input type="checkbox"/>	Test page 001	●	(en_US)	Unpublished
<input type="checkbox"/>	UA College of Business' Institute for Leadership Advancement receives national recognition at Pathways 2025 Conference	●	(en_US)	Unpublished
<input type="checkbox"/>	Office of the President announces new vice president, advancement	●	(en_US)	Unpublished
<input type="checkbox"/>	TopJobsGuide-S23.pdf	●	(en_US)	Unpublished
<input type="checkbox"/>	Associate General Counsel	●	(en_US)	Unpublished
<input type="checkbox"/>	History of Rethinking Race	●	(en_US)	Unpublished
<input type="checkbox"/>	Music Instructor	●	(en_US)	Unpublished
<input type="checkbox"/>	Music Instructor	●	(en_US)	Unpublished
<input type="checkbox"/>	Music Instructor	●	(en_US)	Unpublished
<input type="checkbox"/>	Abbreviated CV RL Peralta Sept 2024.pdf	●	(en_US)	Unpublished
<input type="checkbox"/>	Intern	●	(en_US)	Unpublished
<input type="checkbox"/>	Tutor	●	(en_US)	Unpublished
<input type="checkbox"/>	2017 Sub Brands EPS.zip	●	(en_US)	Unpublished

3 Click "Browser"



Website Browser

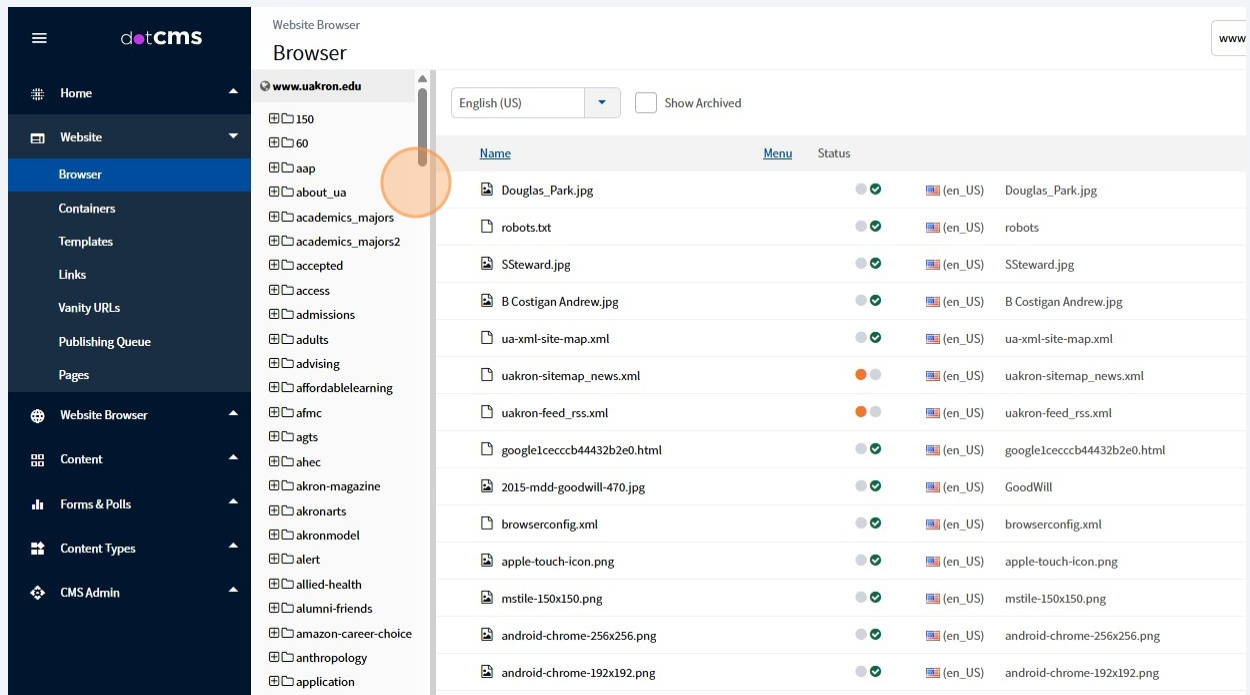
Browser

www.uakron.edu

English (US)

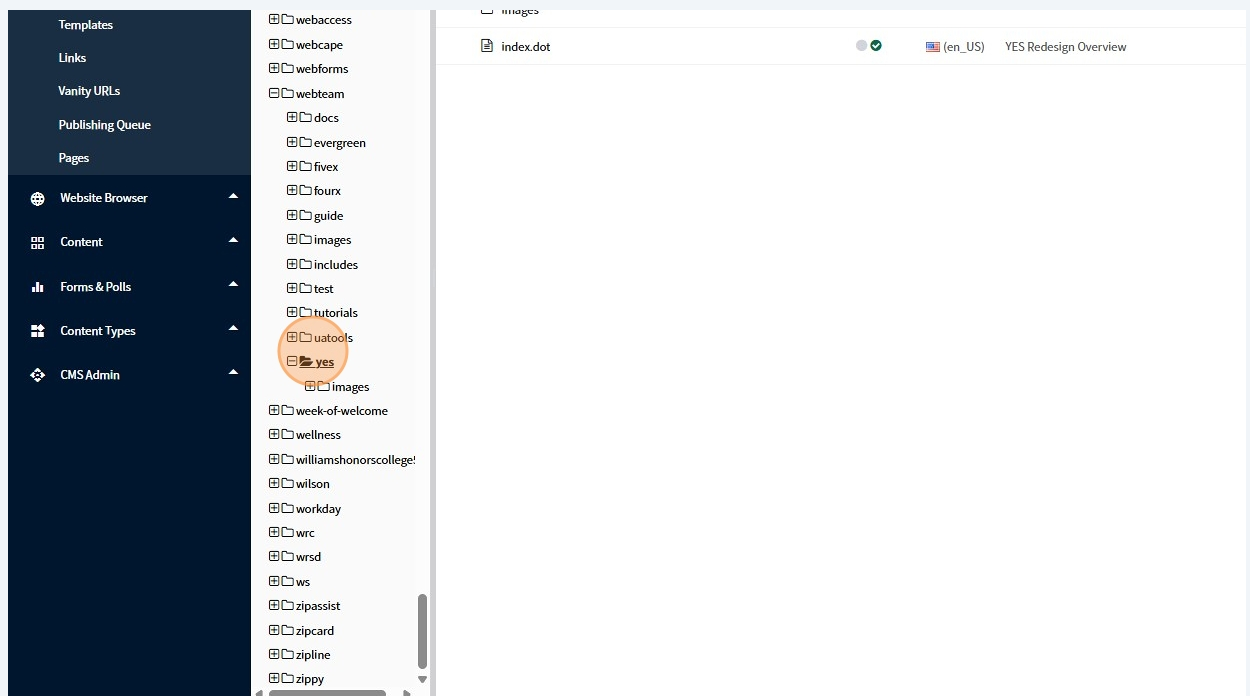
Name	Menu	Status
Douglas_Park.jpg		● (en_US) Douglas_Park.jpg
robots.txt		● (en_US) robots
SSteward.jpg		● (en_US) SSteward.jpg
B Costigan Andrew.jpg		● (en_US) B Costigan Andrew.jpg
ua-xml-site-map.xml		● (en_US) ua-xml-site-map.xml
uakron-sitemap_news.xml		● (en_US) uakron-sitemap_news.xml
uakron-feed_rss.xml		● (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

4 Scroll through the list to locate your folder.



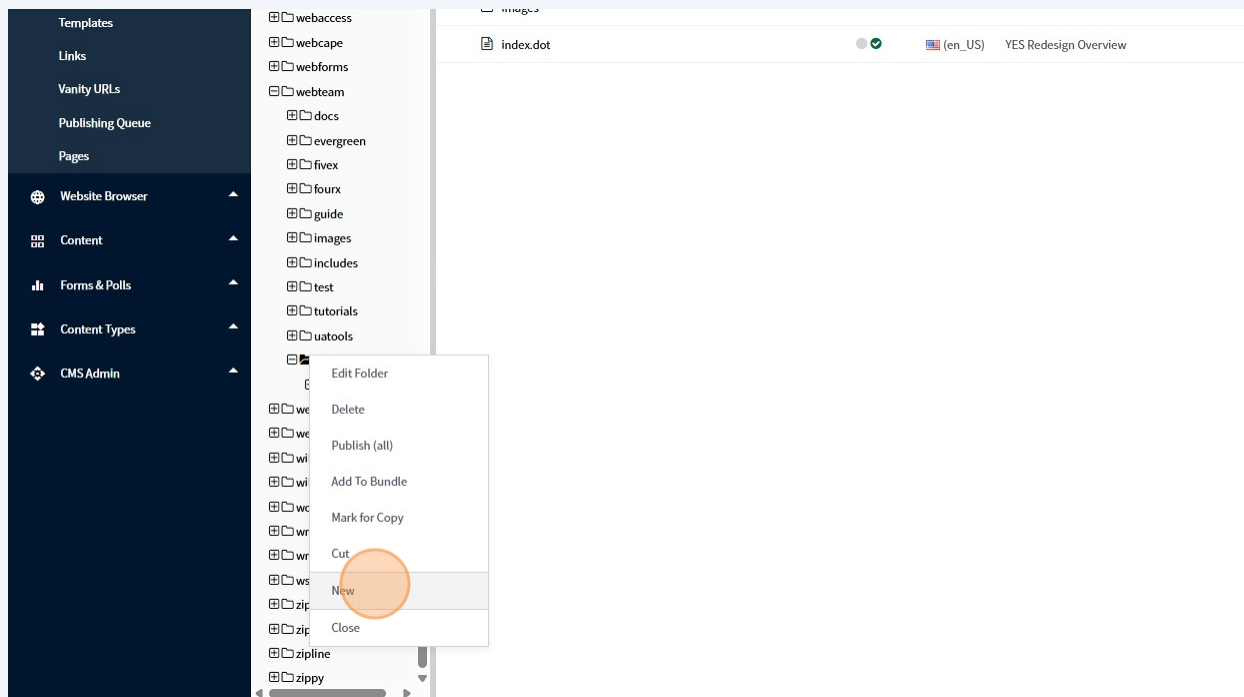
The screenshot shows the dotCMS Website Browser interface. On the left is a dark sidebar with a menu. The 'Website Browser' option is selected. Below it, a list of folders is visible, including '150', '60', 'aap', 'about_ua', 'academics_majors', 'academics_majors2', 'accepted', 'access', 'admissions', 'adults', 'advising', 'affordablelearning', 'afmc', 'agts', 'ahcc', 'akron-magazine', 'akronarts', 'akronmodel', 'alert', 'allied-health', 'alumni-friends', 'amazon-career-choice', 'anthropology', and 'application'. An orange circle highlights the 'ua' folder. The main area shows a list of files and folders with columns for Name, Menu, and Status. The files listed include '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'.

5 Right-click on your folder where the new page will live.

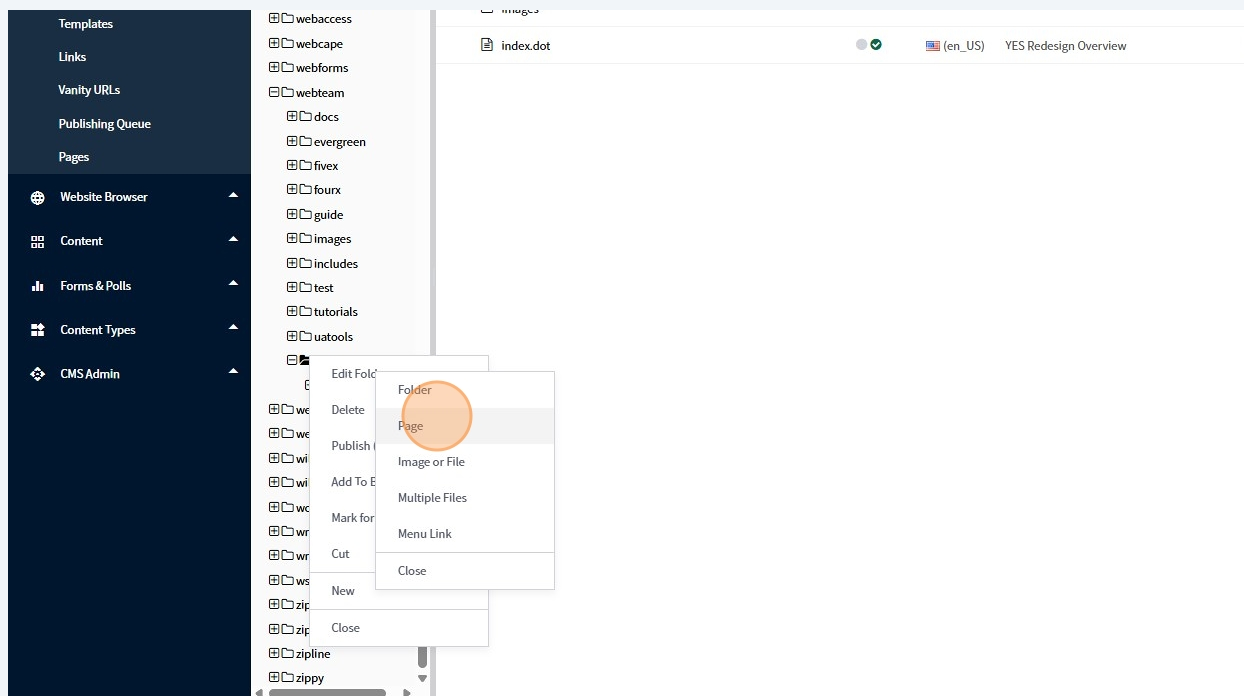


The screenshot shows the dotCMS Website Browser interface. On the left is a dark sidebar with a menu. The 'Website Browser' option is selected. Below it, a list of folders is visible, including 'webaccess', 'webcape', 'webforms', 'webteam', 'docs', 'evergreen', 'fixex', 'fourx', 'guide', 'images', 'includes', 'test', 'tutorials', 'uatools', 'yes', 'images', 'week-of-welcome', 'wellness', 'williamshonorscollege!', 'wilson', 'workday', 'wrc', 'wrsd', 'ws', 'zipassist', 'zipcard', 'zipline', and 'zippy'. An orange circle highlights the 'ua' folder. The main area shows a list of files and folders with columns for Name, Menu, and Status. The files listed include 'index.dot'.

6 Click "New"

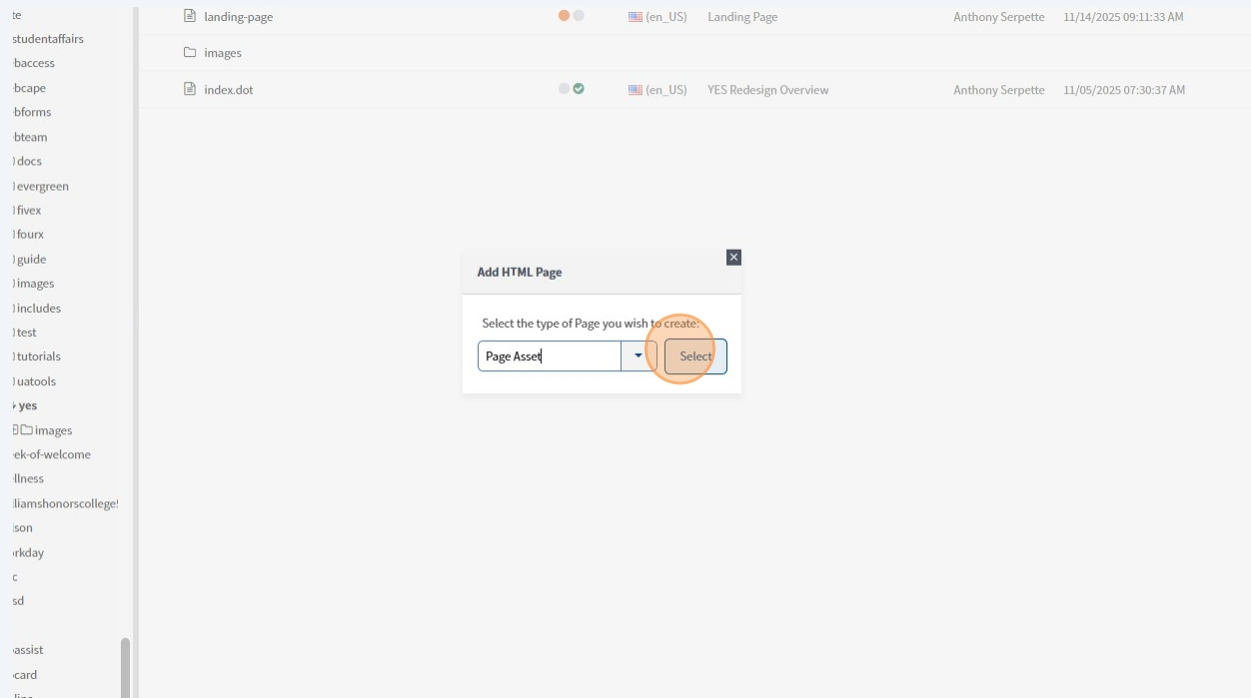


7 Click "Page"



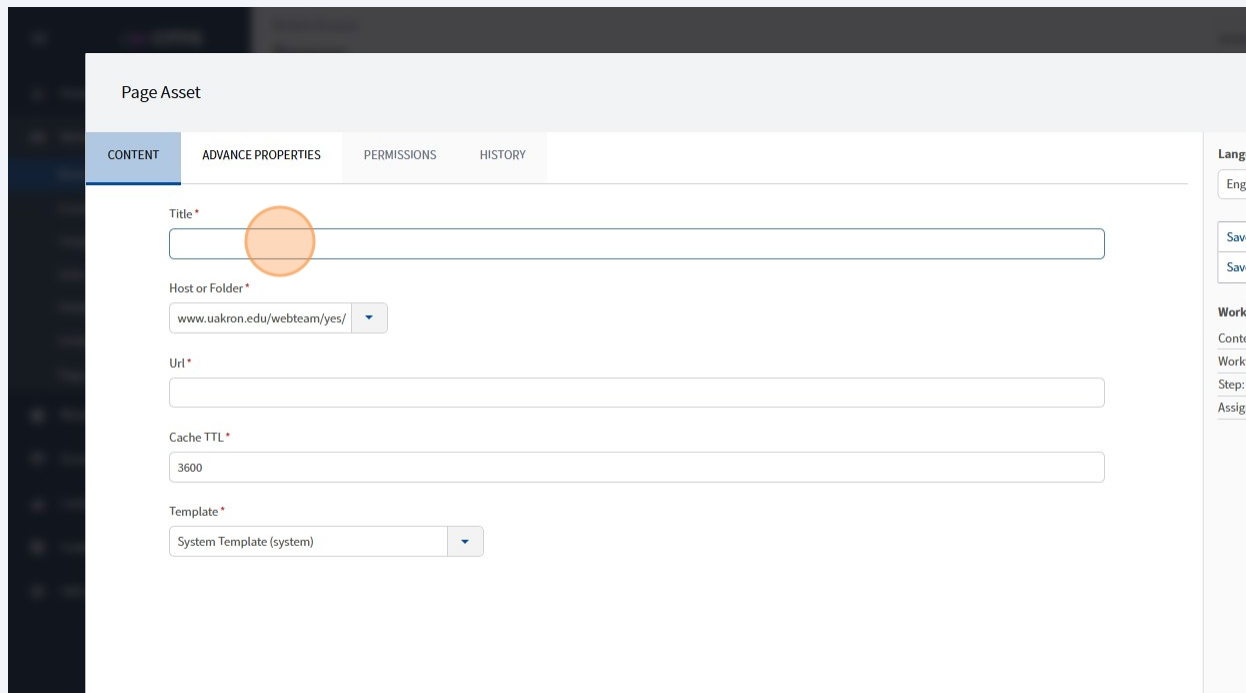
8

Click "Select"



9

Click the Title field.



10 Type the title for your new page

Page Asset

CONTENT ADVANCE PROPERTIES PERMISSIONS HISTORY

Title *

General Page - Full Width

Host or Folder *

www.uakron.edu/webteam/yes/

Url *

general-page-full-width

Cache TTL *

3600

Template *

System Template (system)

Language

English (US)

Save

Save / Publish

Workflow

Content Type: f

Workflow: s

Step: f

Assignee: f

11 Click the URL field and update the URL/Filename if needed. Avoid using spaces or special characters, other than "-".

Page Asset

CONTENT ADVANCE PROPERTIES PERMISSIONS HISTORY

Title *

General Page - Full Width

Host or Folder *

www.uakron.edu/webteam/yes/

Url *

Cache TTL *

3600

Template *

System Template (system)

Lang

Eng

Save

Save

Work

Cont:

Work

Step:

Assig

12 Click Cache TTL field and change this to 15

The screenshot shows the 'ADVANCE PROPERTIES' tab of a content management system. The 'Cache TTL' field is highlighted with an orange circle. The form contains the following fields:

- Title *: General Page - Full Width
- Host or Folder *: www.uakron.edu/webteam/yes/
- Uri *: general-page-full-width
- Cache TTL *: 3600
- Template *: System Template (system)

On the right side, there are buttons for 'Lang' (Eng), 'Sav', 'Sav', 'Work', 'Cont', 'Work', 'Step:', and 'Assig'.

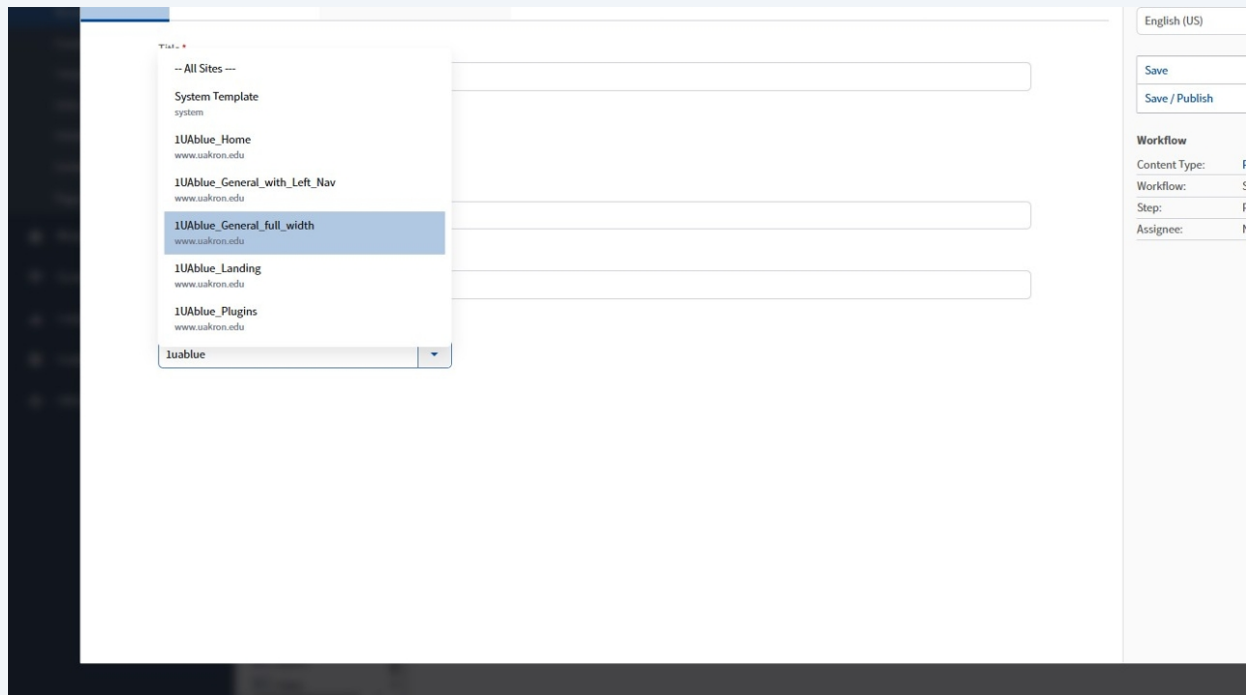
13 Click in the Template field.

The screenshot shows the 'ADVANCE PROPERTIES' tab of a content management system. The 'Template' field is highlighted with an orange circle. The form contains the following fields:

- Title *: General Page - Full Width
- Host or Folder *: www.uakron.edu/webteam/yes/
- Uri *: general-page-full-width
- Cache TTL *: 15
- Template *: System Template (system)

On the right side, there are buttons for 'Sav', 'Sav', 'Work', 'Cont', 'Work', 'Step:', and 'Assig'.

14 Type "1uablu" and select "1UAblue_General_full_width"



15 Click "Save". You'll be taken to Edit mode for the new page.

