















































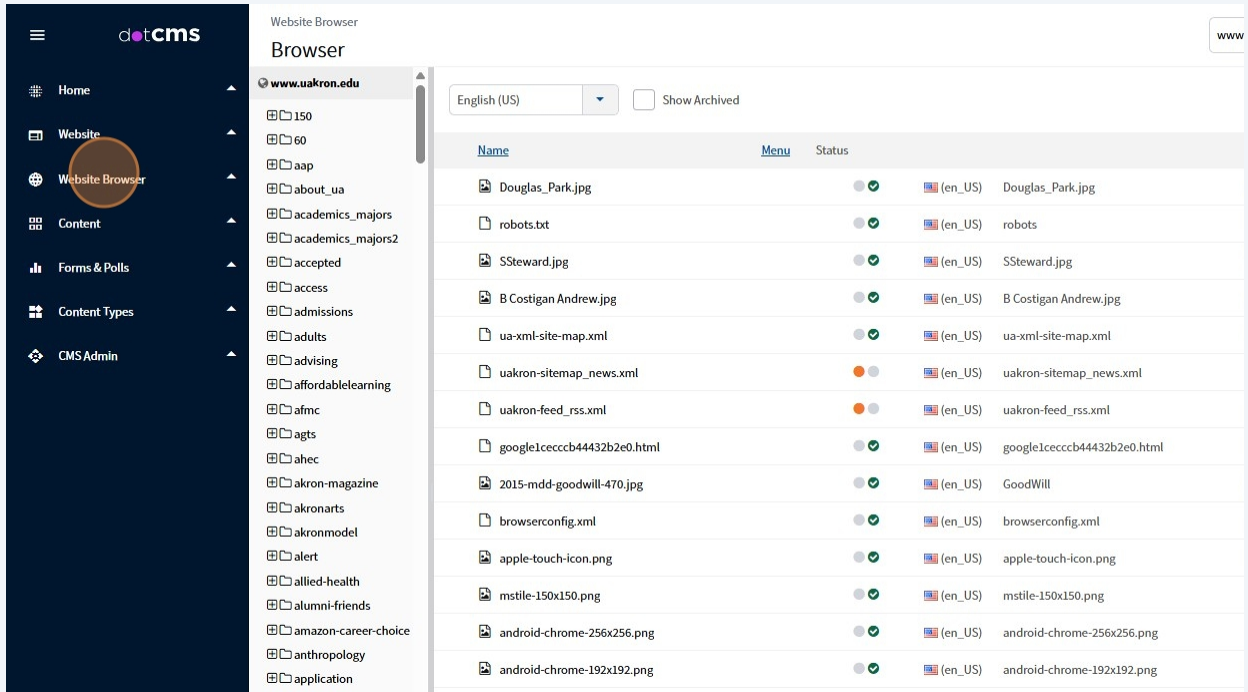


# Create a New Landing Page in DotCMS

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

Name	Menu	Status		Mod. User	Mod.
 Douglas_Park.jpg			 (en_US) Douglas_Park.jpg	Joshua Grove	03/14/
 robots.txt			 (en_US) robots	Steve Patton	12/05/
 SSteward.jpg			 (en_US) SSteward.jpg	Joshua Grove	11/07/
 B Costigan Andrew.jpg			 (en_US) B Costigan Andrew.jpg	Joshua Grove	09/26/
 ua-xml-site-map.xml			 (en_US) ua-xml-site-map.xml	Steve Patton	06/03/
 uakron-sitemap_news.xml			 (en_US) uakron-sitemap_news.xml	Steve Patton	02/05/
 uakron-feed_rss.xml			 (en_US) uakron-feed_rss.xml	Steve Patton	02/05/
 google1cecccb44432b2e0.html			 (en_US) google1cecccb44432b2e0.html	Steve Patton	06/02/
 2015-mdd-goodwill-470.jpg			 (en_US) GoodWill	Richard Newsome	01/28/
 browserconfig.xml			 (en_US) browserconfig.xml	Steve Patton	09/05/
 apple-touch-icon.png			 (en_US) apple-touch-icon.png	Steve Patton	09/05/
 mstile-150x150.png			 (en_US) mstile-150x150.png	Steve Patton	09/05/
 android-chrome-256x256.png			 (en_US) android-chrome-256x256.png	Steve Patton	09/05/
 android-chrome-192x192.png			 (en_US) android-chrome-192x192.png	Steve Patton	09/05/
 favicon.ico			 (en_US) favicon.ico	Steve Patton	09/05/
 google262ae914dbb004f0.html			 (en_US) google262ae914dbb004f0.html	Steve Patton	08/02/

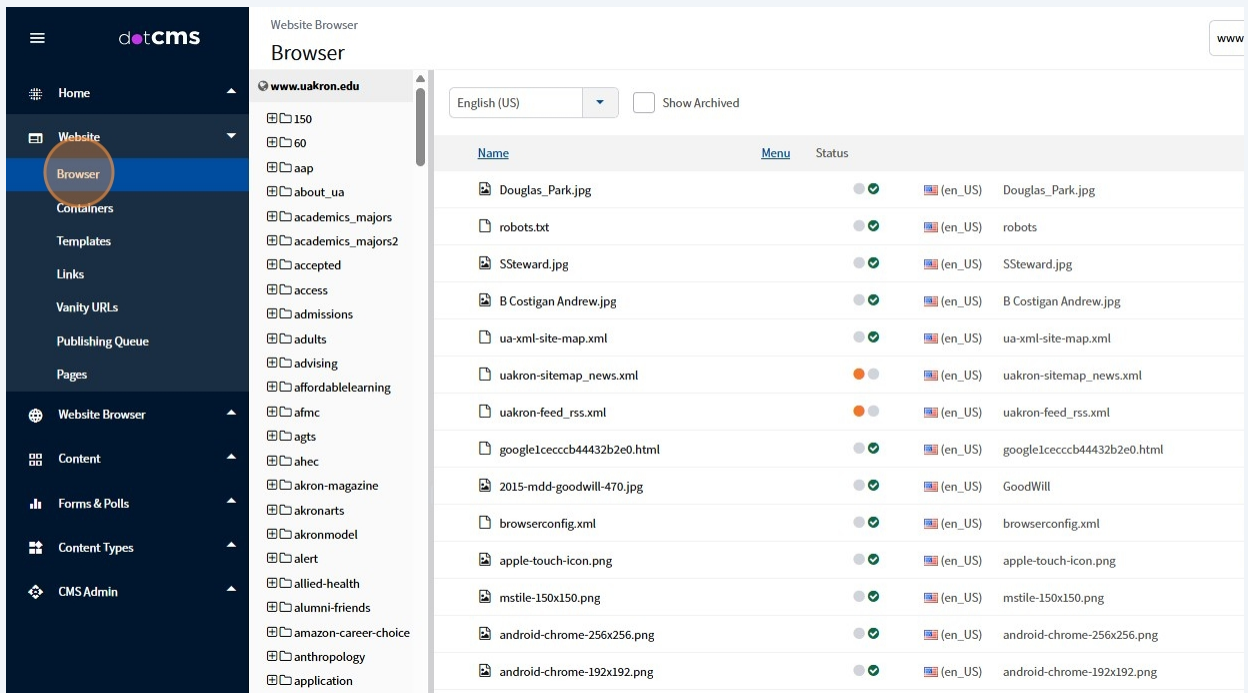
## 2 Click "Website Browser"



The screenshot shows the dotCMS Website Browser interface. On the left, a dark sidebar contains a menu with items: Home, Website, Website Browser (highlighted with a red circle), Content, Forms & Polls, Content Types, and CMS Admin. The main area is titled 'Website Browser' and shows a list of files for the website 'www.uakron.edu'. The files are listed in a table with columns: Name, Menu, and Status. The files 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. The status column shows green checkmarks for most files, indicating they are active.

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	✓

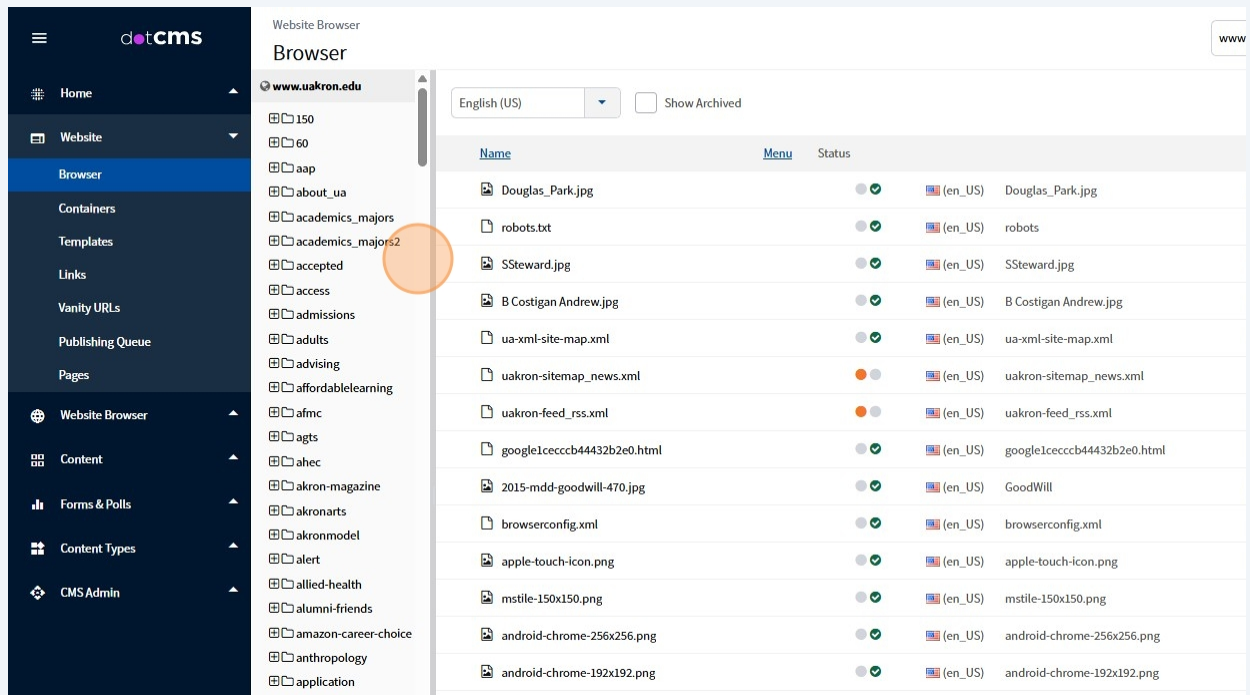
## 3 Click "Browser"



The screenshot shows the dotCMS Website Browser interface. On the left, a dark sidebar contains a menu with items: Home, Website, Browser (highlighted with a red circle), Containers, Templates, Links, Vanity URLs, Publishing Queue, Pages, Website Browser, Content, Forms & Polls, Content Types, and CMS Admin. The main area is titled 'Website Browser' and shows a list of files for the website 'www.uakron.edu'. The files are listed in a table with columns: Name, Menu, and Status. The files 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. The status column shows green checkmarks for most files, indicating they are active.

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	✓

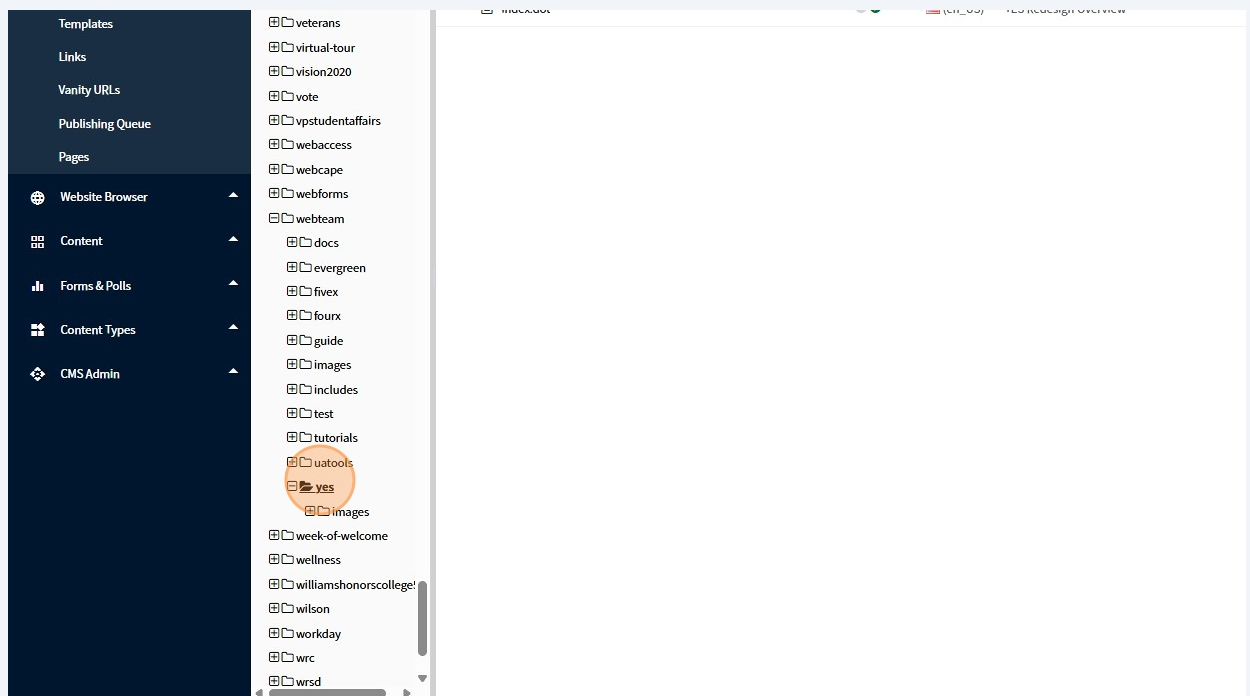
## 4 Scroll to locate your folder.



The screenshot shows the dotCMS Website Browser interface. On the left is a dark sidebar with a menu. The 'Website Browser' section is expanded, showing a list of folders. An orange circle highlights the 'academics\_majors2' folder. The main area displays a table of files and folders for the selected folder.

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

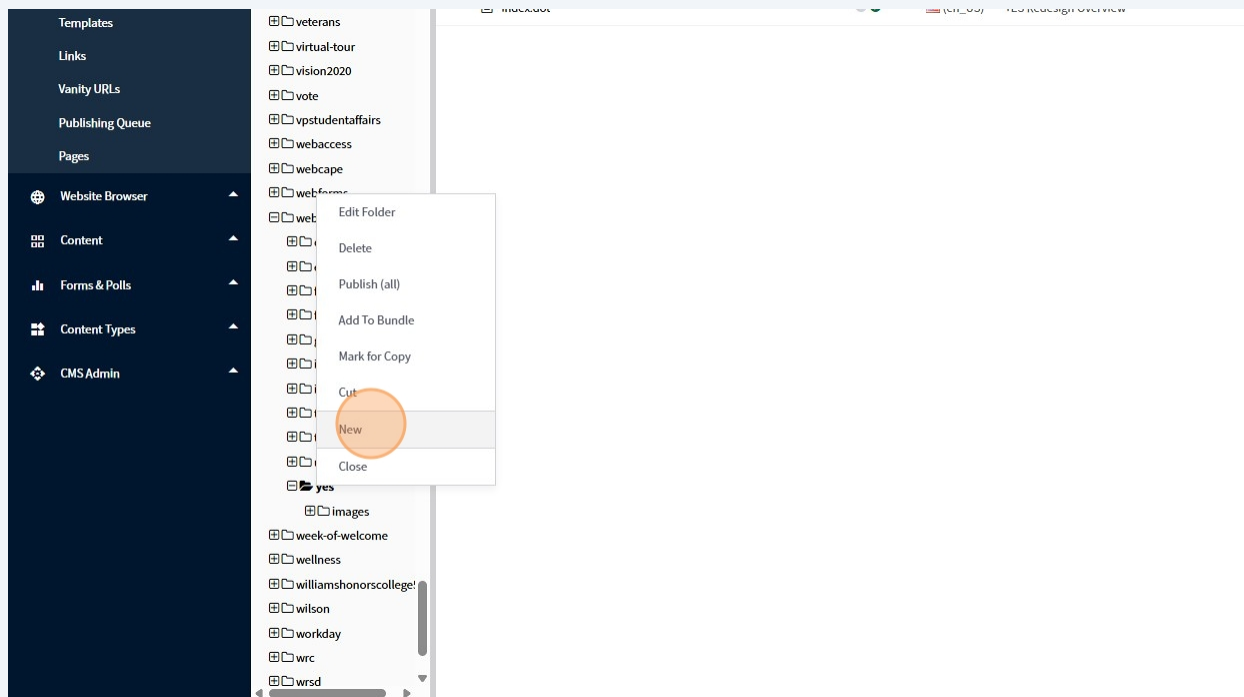
## 5 Right-click on your folder where the new page will live



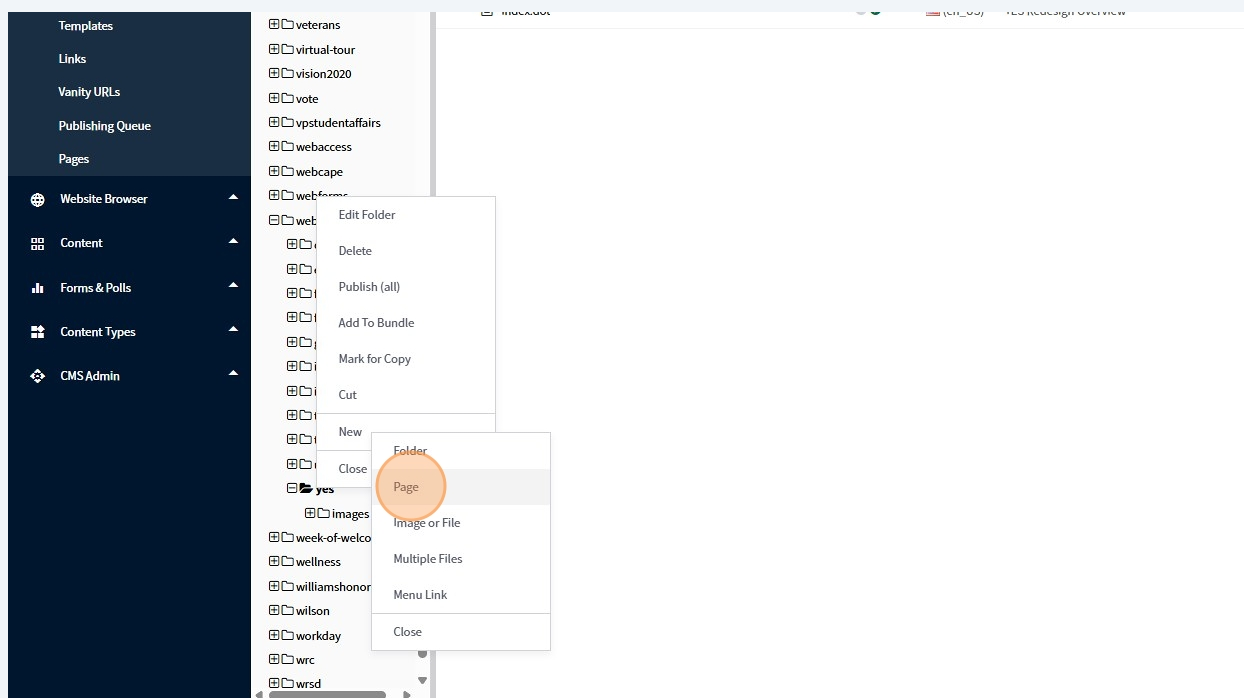
The screenshot shows the dotCMS Website Browser interface. On the left is a dark sidebar with a menu. The 'Website Browser' section is expanded, showing a list of folders. An orange circle highlights the 'uatools' folder. The main area displays a table of files and folders for the selected folder.

Name	Menu	Status
veterans		
virtual-tour		
vision2020		
vote		
vpstudentaffairs		
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		

## 6 In the menu that pops up, Click "New"

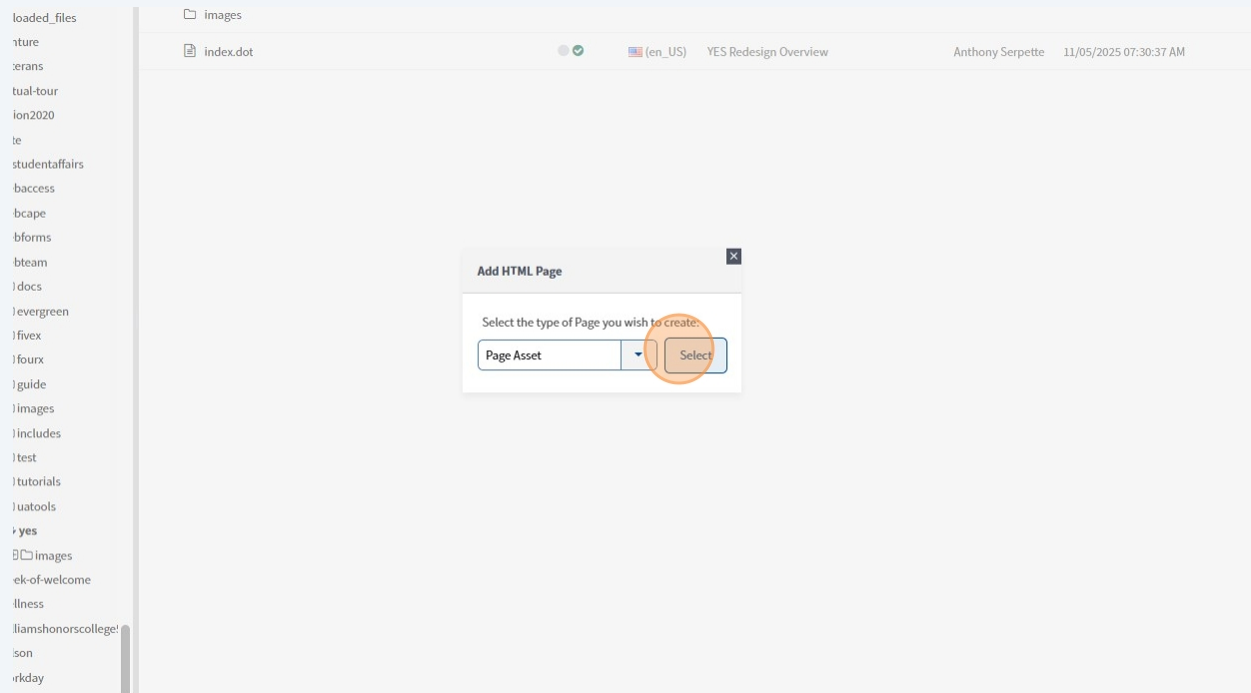


## 7 Click "Page"



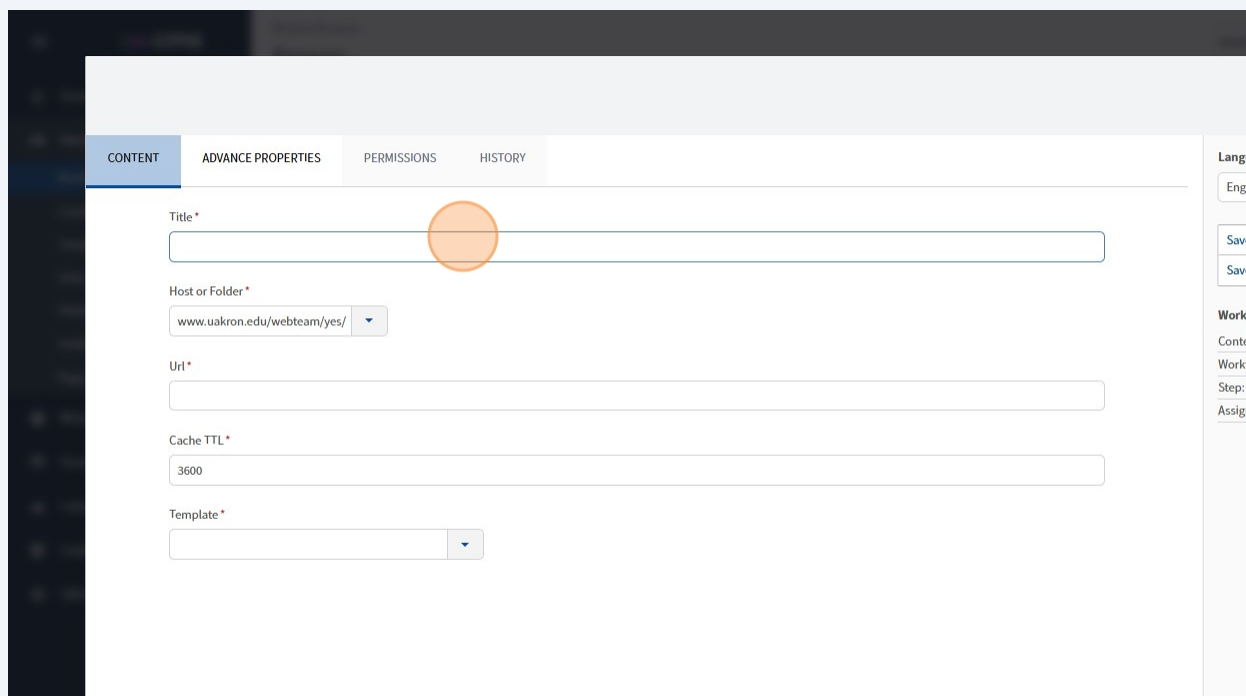
8

Click "Select"



9

Click in the Title field



## 10 Type in the Title for the page, then click in the URL field

Page Asset

CONTENT ADVANCE PROPERTIES PERMISSIONS HISTORY

Title \*

Landing Page

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

## 11 Update the URL, if needed. Avoid spaces or special charcters - other than "-".

Page Asset

CONTENT ADVANCE PROPERTIES PERMISSIONS HISTORY

Title \*

Landing Page

Host or Folder \*

www.uakron.edu/webteam/yes/

Url \*

landing-page

Cache TTL \*

3600

Template \*

System Template (system)

Language  
English (US)  
Save  
Save / Publish  
Workflow  
Content Type: f  
Workflow: s  
Step: f  
Assignee: f

## 12 Click the Cache TTL field and replace this number with 15

The screenshot shows the 'ADVANCE PROPERTIES' tab of a content management system. The 'Cache TTL' field is highlighted with an orange circle, indicating the value '3600' that needs to be replaced with '15'. Other fields include Title (Landing Page), Host or Folder (www.uakron.edu/webteam/yes/), Url (landing-page), and Template (System Template (system)).

CONTENT	ADVANCE PROPERTIES	PERMISSIONS	HISTORY
<p>Title *</p> <p>Landing Page</p> <p>Host or Folder *</p> <p>www.uakron.edu/webteam/yes/</p> <p>Url *</p> <p>landing-page</p> <p>Cache TTL *</p> <p>3600</p> <p>Template *</p> <p>System Template (system)</p>			

Lang  
Eng  
Save  
Save  
Workflow  
Content  
Work  
Step:  
Assign

## 13 Type "15"

The screenshot shows the 'ADVANCE PROPERTIES' tab of a content management system. The 'Cache TTL' field now contains the value '15'. The 'Template' dropdown menu is open, showing an error message 'Invalid option selected'. Other fields include Title (Landing Page), Host or Folder (www.uakron.edu/webteam/yes/), Url (landing-page), and Template (System Template (system)).

CONTENT	ADVANCE PROPERTIES	PERMISSIONS	HISTORY
<p>Title *</p> <p>Landing Page</p> <p>Host or Folder *</p> <p>www.uakron.edu/webteam/yes/</p> <p>Url *</p> <p>landing-page</p> <p>Cache TTL *</p> <p>15</p> <p>Template *</p> <p>System Template (system)</p>			

Language  
English (US)  
Save  
Save / Publish  
Workflow  
Content Type: F  
Workflow: S  
Step: F  
Assignee: F

## 14 Double-click this text field.

The screenshot shows a web form with the following fields:

- Title \***: Text input containing "Landing Page".
- Host or Folder \***: Text input containing "www.uakron.edu/webteam/yes/" with a dropdown arrow.
- Uri \***: Text input containing "landing-page".
- Cache TTL \***: Text input containing "15".
- Template \***: Dropdown menu with "System Template (system)" selected. An orange circle highlights the dropdown arrow. A red error message "Invalid option selected" is visible next to the dropdown.

On the right side, there is a sidebar with buttons: "Save", "Save", "Work", "Conte", "Work", "Step:", and "Assig".

## 15 Type in "1UAblue" to show the list of new templates

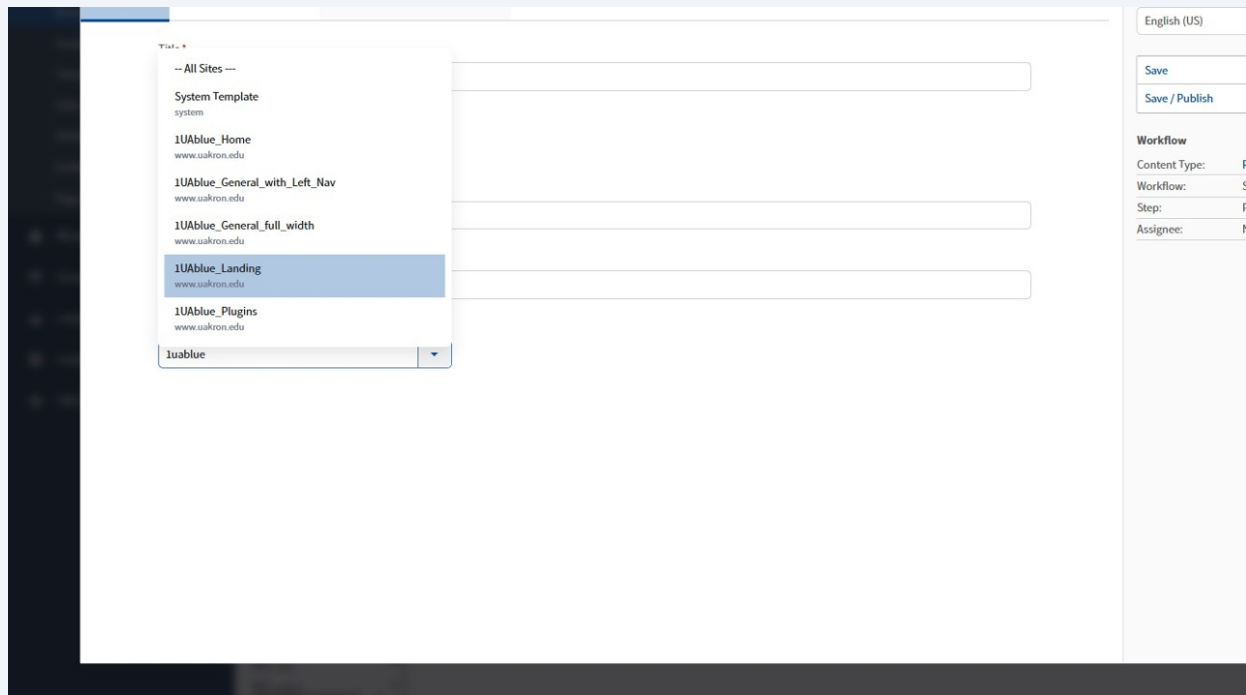
The screenshot shows the same web form as in step 14, but with the following differences:

- The **Template \*** dropdown menu is highlighted with an orange circle. The dropdown arrow is visible, but no error message is present.

The sidebar on the right remains the same, with buttons: "Save", "Save", "Work", "Conte", "Work", "Step:", and "Assig".



## 16 Select the 1UAblue\_Landing page



## 17 Click "Save" - you'll then be taken to Edit mode for the page.

