Create a Promo Widget

1 Navigate to **https://www.uakron.edu/c** Log-in with your UA credentials. Navigate to your folder.

Name	Menu	Status			Mod. User	Mod.
important-archive		🔴⚪	🇺🇸 (en_US)	Important Page	Anthony Serpette	11/14/2
important		⚪🟢	🇺🇸 (en_US)	"New" Important page	Anthony Serpette	11/14/2
index.dot		⚪🟢	🇺🇸 (en_US)	YES Redesign Overview	Anthony Serpette	11/14/2
docs						
general-page-with-left-nav		🔴⚪	🇺🇸 (en_US)	General Page with Left Nav	Anthony Serpette	11/14/2
general-page-full-width		🔴⚪	🇺🇸 (en_US)	General Page - Full Width	Anthony Serpette	11/14/2
landing-page		🔴⚪	🇺🇸 (en_US)	Landing Page	Anthony Serpette	11/14/2
images						

Sidebar folders:
- veterans
- virtual-tour
- vision2020
- vote
- vpstudentaffairs
- webaccess
- webcape
- webforms
- webteam
  - docs
  - evergreen
  - fivex
  - fourx
  - guide
  - images
  - includes
  - test
  - tutorials
  - uatools
  - yes
- week-of-welcome
- wellness
- williamshonorscollege!
- wilson
- workday
- wrc
- wrsd
- ws

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

	Home	▲
	Website	▼
	Browser	
	Containers	
	Templates	
	Links	
	Vanity URLs	
	Publishing Queue	
	Pages	
	Website Browser	▲
	Content	▲
	Forms & Polls	▲
	Content Types	▲
	CMS Admin	▲

- ⊞☐ uploaded_files
- ⊞☐ venture
- ⊞☐ veterans
- ⊞☐ virtual-tour
- ⊞☐ vision2020
- ⊞☐ vote
- ⊞☐ vpstudentaffairs
- ⊞☐ webaccess
- ⊞☐ webcape
- ⊞☐ webforms
- ⊟☐ webteam
  - ⊞☐ docs
  - ⊞☐ evergreen
  - ⊞☐ fivex
  - ⊞☐ fourx
  - ⊞☐ guide
  - ⊞☐ images
  - ⊞☐ includes
  - ⊞☐ test
  - ⊞☐ tutorials
  - ⊞☐ uatools
  - ⊟📂 yes
- ⊞☐ week-of-welcome
- ⊞☐ wellness
- ⊞☐ williamshonorscollege!
- ⊞☐ wilson
- ⊞☐ workday
- ⊞☐ wrc

English (US) ▼   ☐ Show Archived

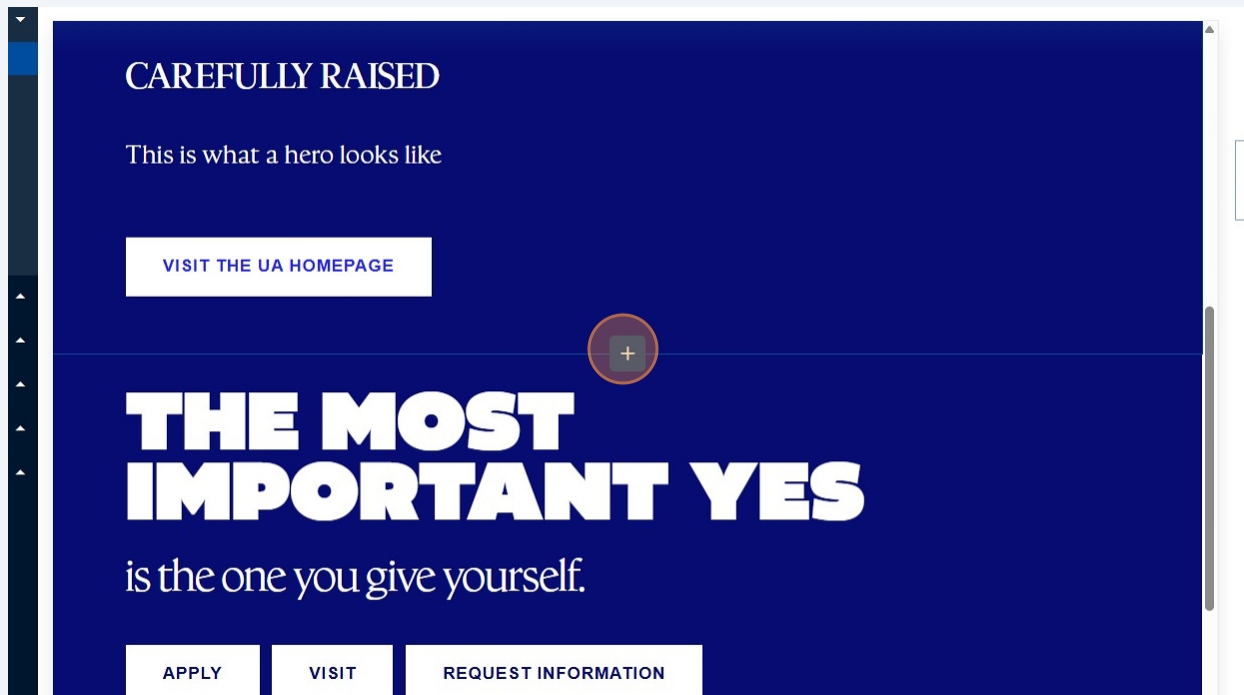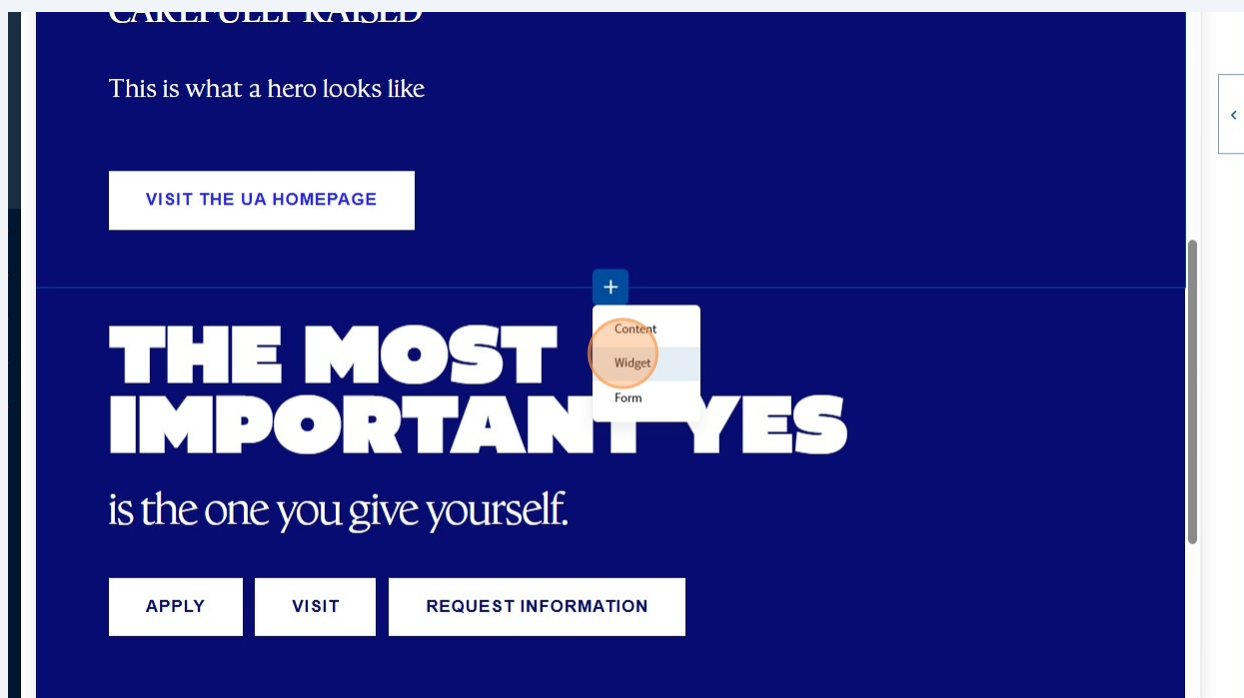| Name	Menu	Status		
📄 important-archive	● ●	🇺🇸 (en_US)	Important Page
📄 important	● ✓	🇺🇸 (en_US)	"New" Important page
📄 index.dot	● ✓	🇺🇸 (en_US)	YES Redesign Overview
📁 docs			
📄 general-page-with-left-nav	● ●	🇺🇸 (en_US)	General Page with Left Nav
📄 general-page-full-width	● ●	🇺🇸 (en_US)	General Page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

3 Click to close the Content Palette.
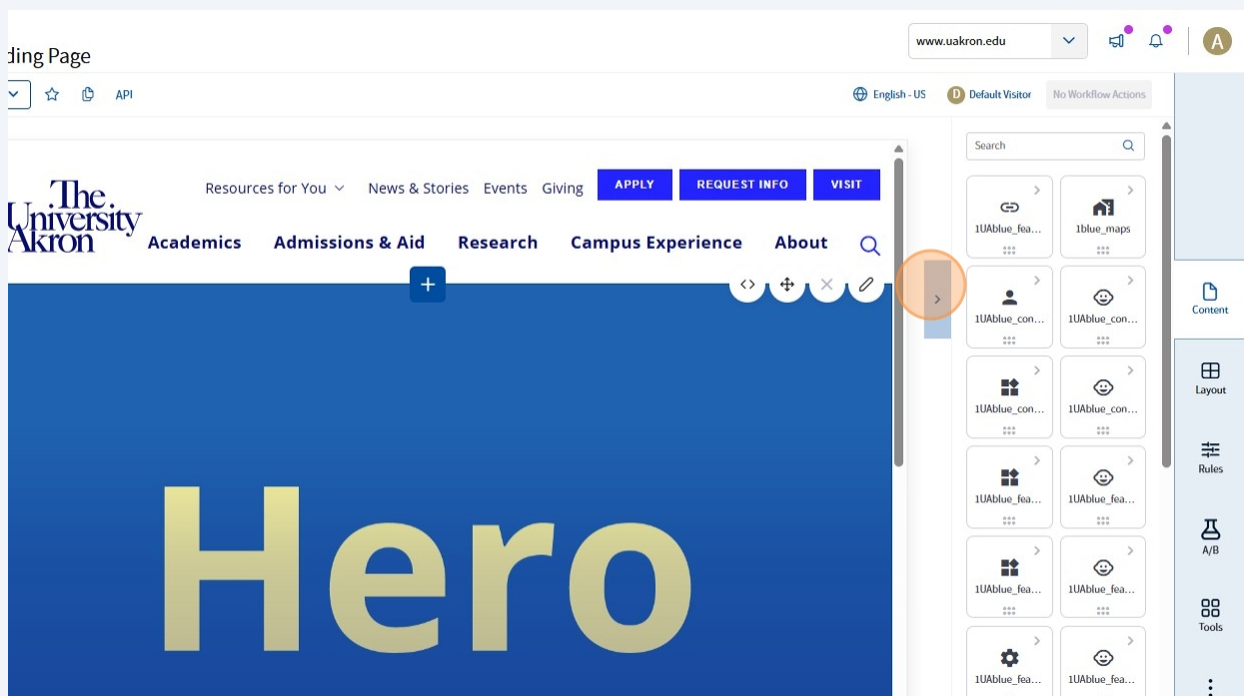
4 Click the blue square with the plus sign where you want to add the Promo feature

CAREFULLY RAISED

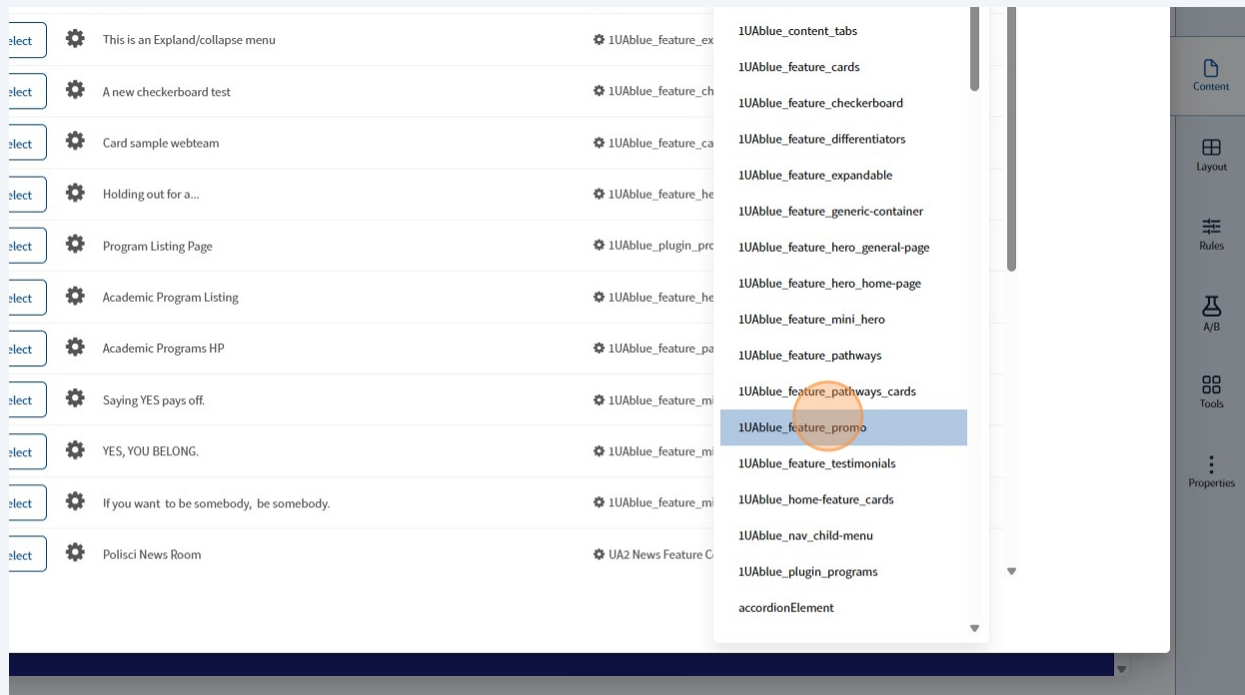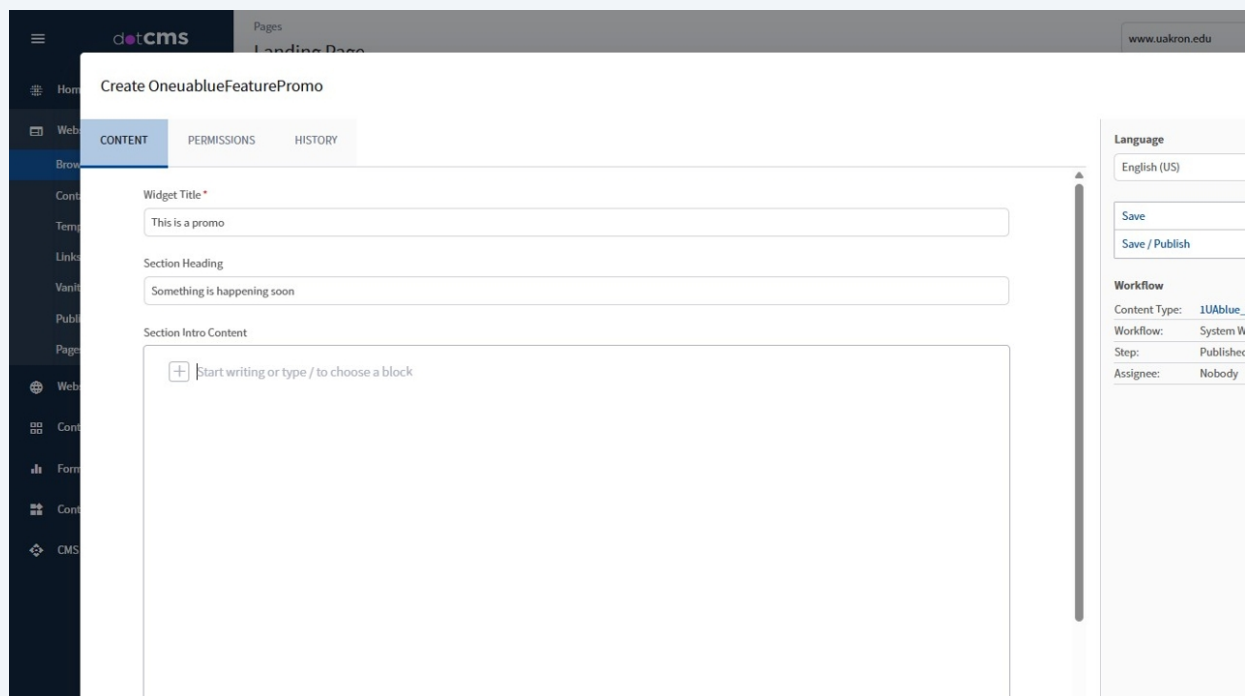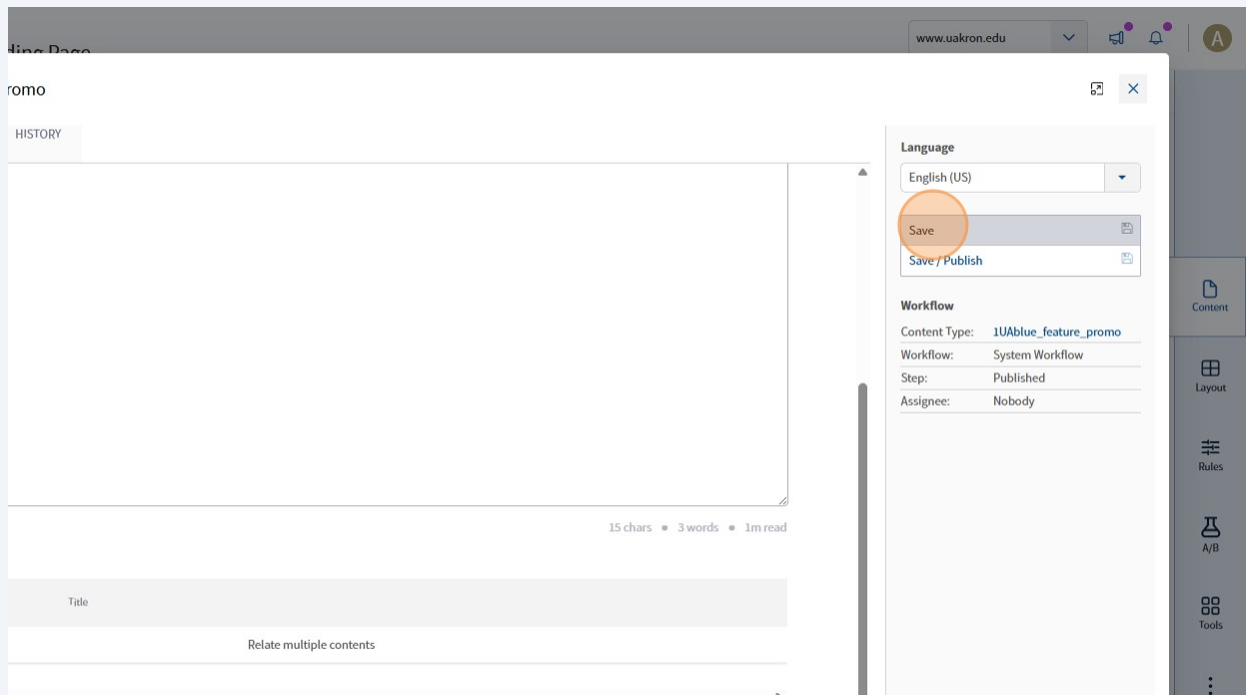This is what a hero looks like

VISIT THE UA HOMEPAGE

THE MOST
IMPORTANT YES
is the one you give yourself.

APPLY   VISIT   REQUEST INFORMATION

5 Click "Widget"

CAREFULLY RAISED

This is what a hero looks like

VISIT THE UA HOMEPAGE

THE MOST
IMPORTANT YES
is the one you give yourself.

APPLY   VISIT   REQUEST INFORMATION

Content
Widget
Form

6 Click the blue circle with the plus sign, the select "1UAblue_feature_promo"

elect	⚙	This is an Expand/collapse menu	⚙ 1UAblue_feature_ex	
elect	⚙	A new checkerboard test	⚙ 1UAblue_feature_ch	
elect	⚙	Card sample webteam	⚙ 1UAblue_feature_ca	
elect	⚙	Holding out for a...	⚙ 1UAblue_feature_he	
elect	⚙	Program Listing Page	⚙ 1UAblue_plugin_prc	
elect	⚙	Academic Program Listing	⚙ 1UAblue_feature_he	
elect	⚙	Academic Programs HP	⚙ 1UAblue_feature_pa	
elect	⚙	Saying YES pays off.	⚙ 1UAblue_feature_mi	
elect	⚙	YES, YOU BELONG.	⚙ 1UAblue_feature_mi	
elect	⚙	If you want to be somebody, be somebody.	⚙ 1UAblue_feature_mi	
elect	⚙	Polisci News Room	⚙ UA2 News Feature C	

Dropdown list:
- 1UAblue_content_tabs
- 1UAblue_feature_cards
- 1UAblue_feature_checkerboard
- 1UAblue_feature_differentiators
- 1UAblue_feature_expandable
- 1UAblue_feature_generic-container
- 1UAblue_feature_hero_general-page
- 1UAblue_feature_hero_home-page
- 1UAblue_feature_mini_hero
- 1UAblue_feature_pathways
- 1UAblue_feature_pathways_cards
- 1UAblue_feature_promo
- 1UAblue_feature_testimonials
- 1UAblue_home-feature_cards
- 1UAblue_nav_child-menu
- 1UAblue_plugin_programs
- accordionElement

Right sidebar:
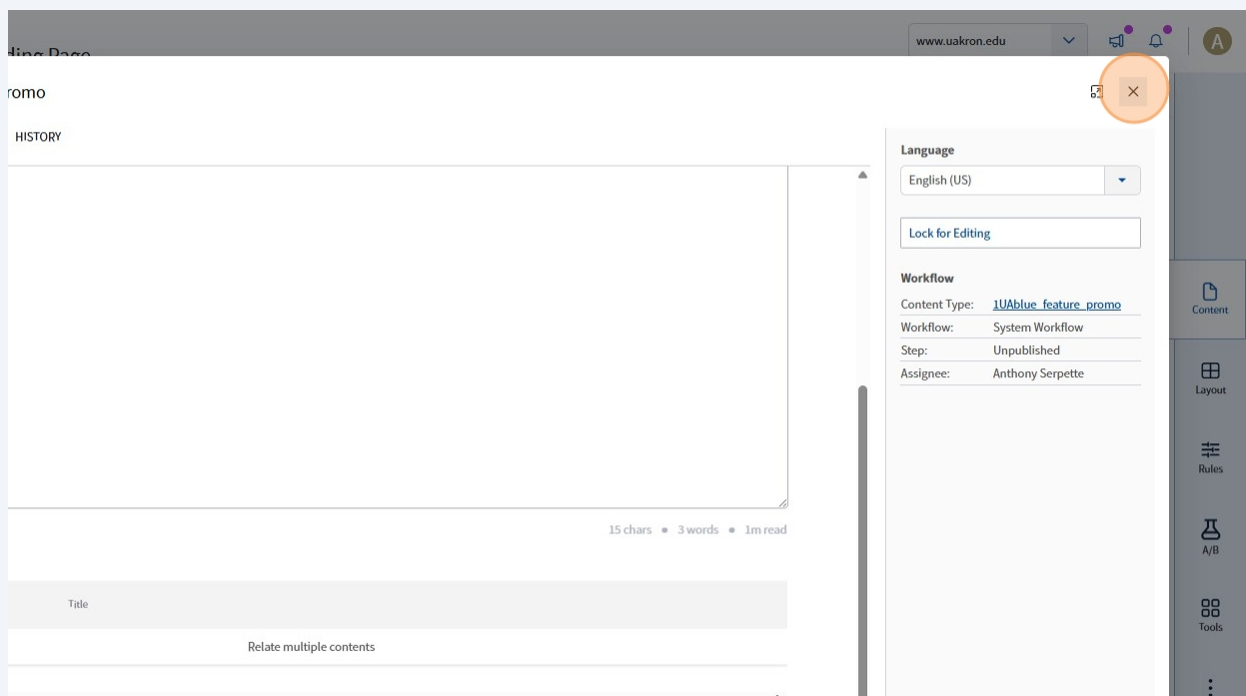- Content
- Layout
- Rules
- A/B
- Tools
- Properties

7 Fill in the Widget title, the Section heading, and the Section intro. To add in the media (image or video) and the Call to Action, we'll need to save, exit, and return.
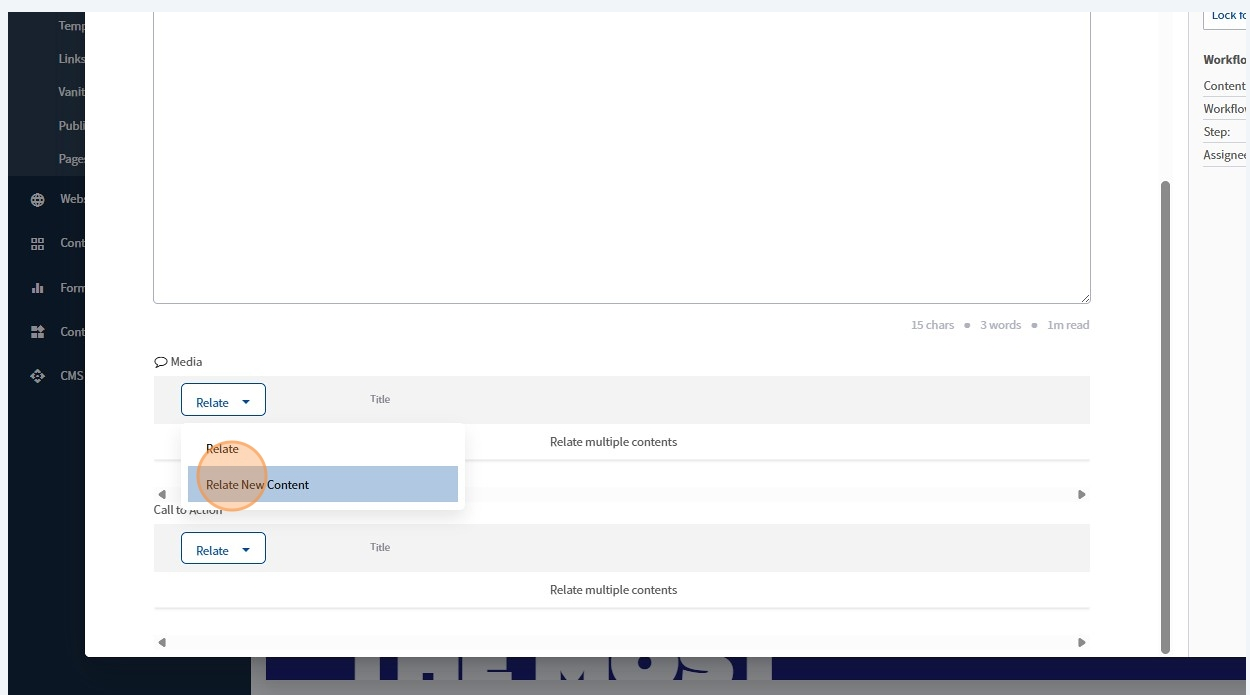
dotcms   Pages   Landing Page   www.uakron.edu

Create OneuablueFeaturePromo

CONTENT | PERMISSIONS | HISTORY

Widget Title *
This is a promo

Section Heading
Something is happening soon

Section Intro Content
+ Start writing or type / to choose a block

Language
English (US)

Save
Save / Publish

Workflow
Content Type: 1UAblue_
Workflow: System W
Step: Published
Assignee: Nobody

8 Click "Save"

9 Click the "x" to close the Promo feature

10 Click the pencil icon to re-enter the Promo feature.
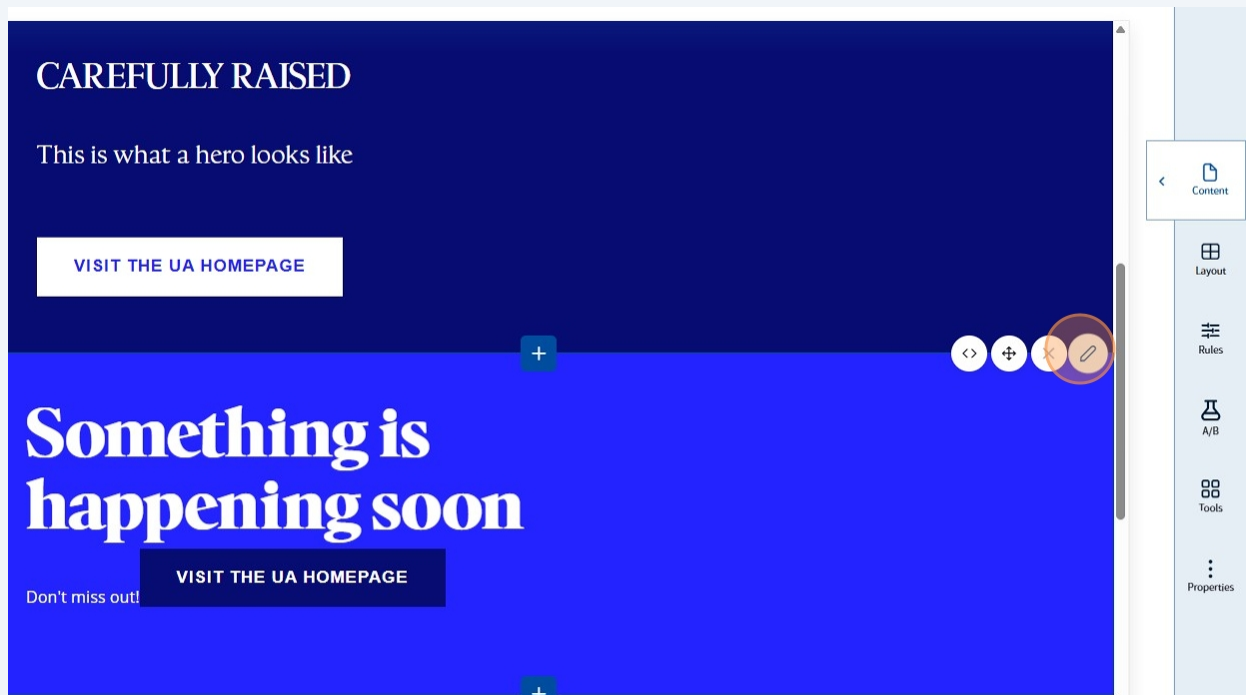
11 Click "Relate" and "Relate New Content" for the Media

12 Fill in the Title and the Alt-tag.

13 Click "Browse..." and navigate to your images folder.
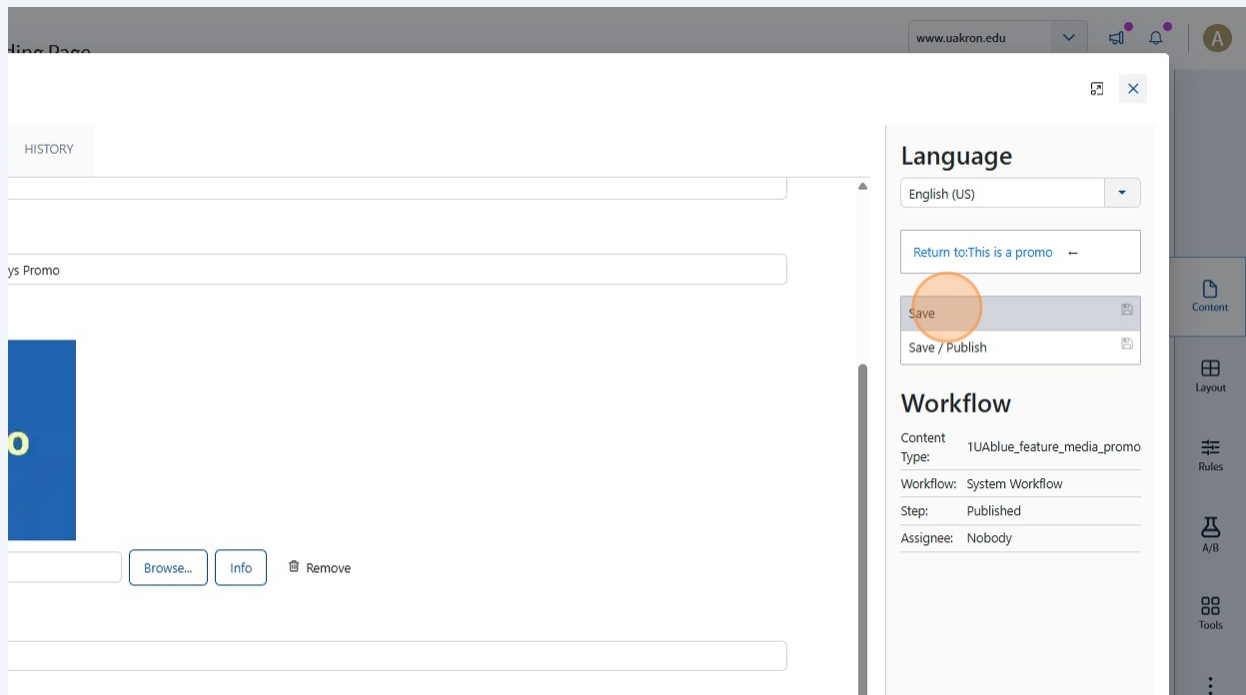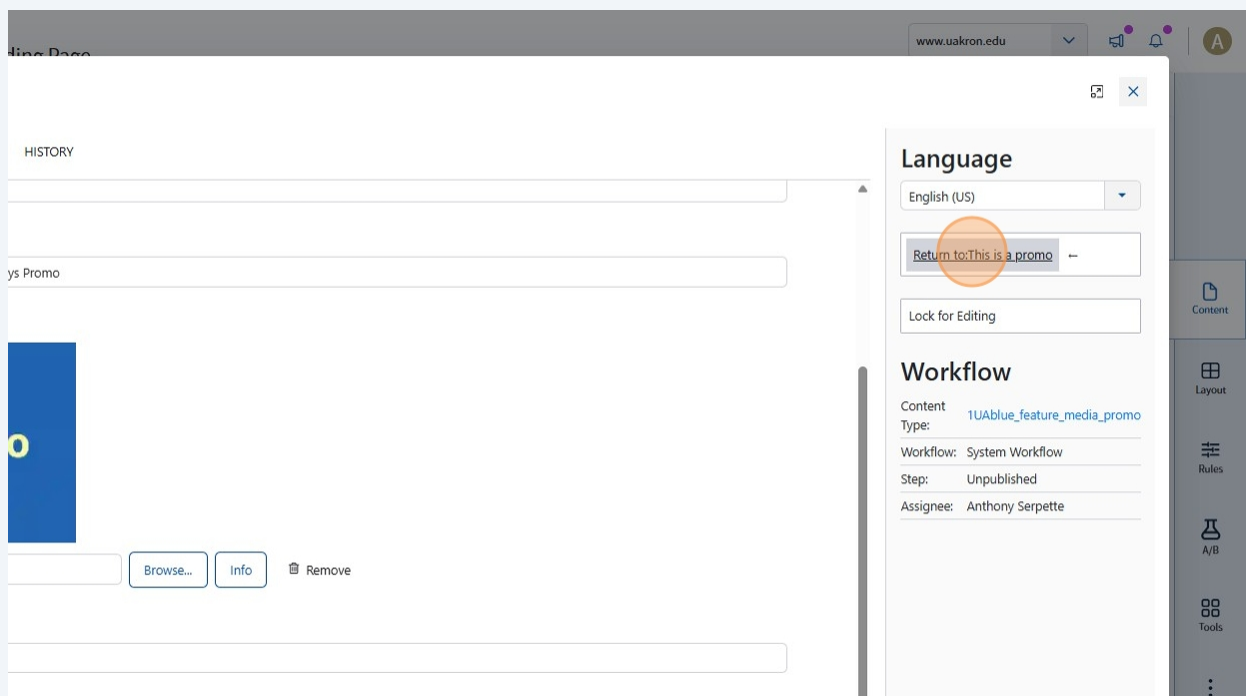
14 Click "images"
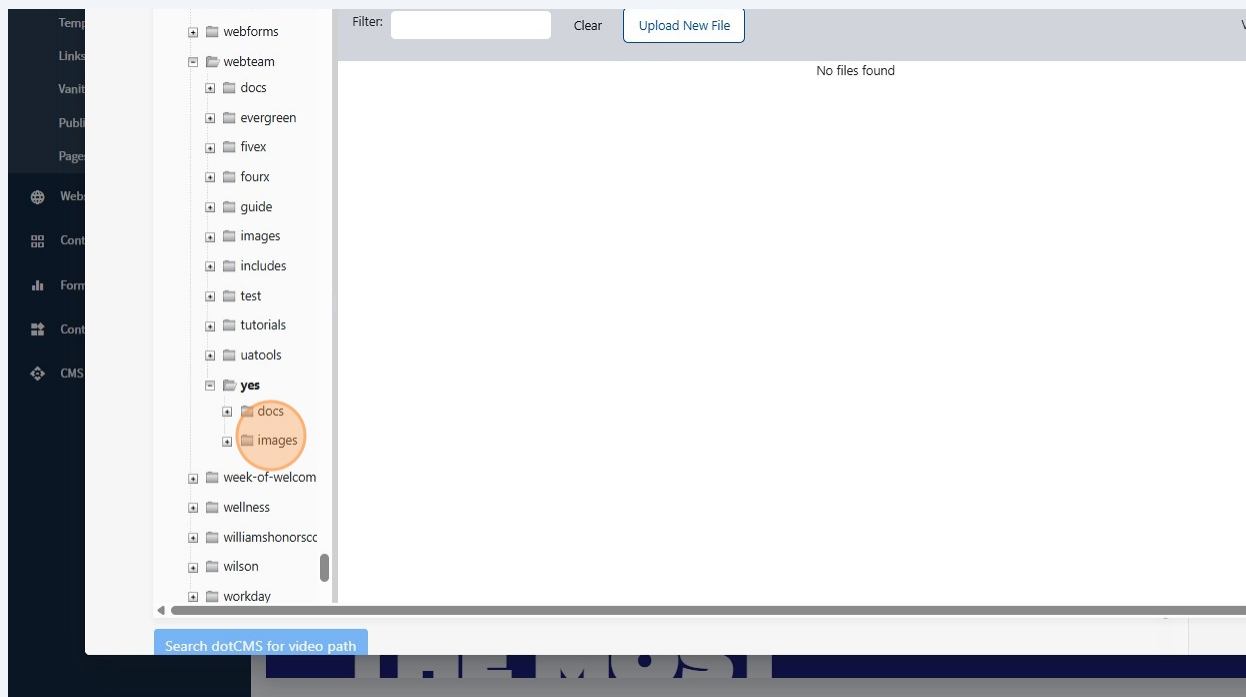
15 Select the image for your Promo feature
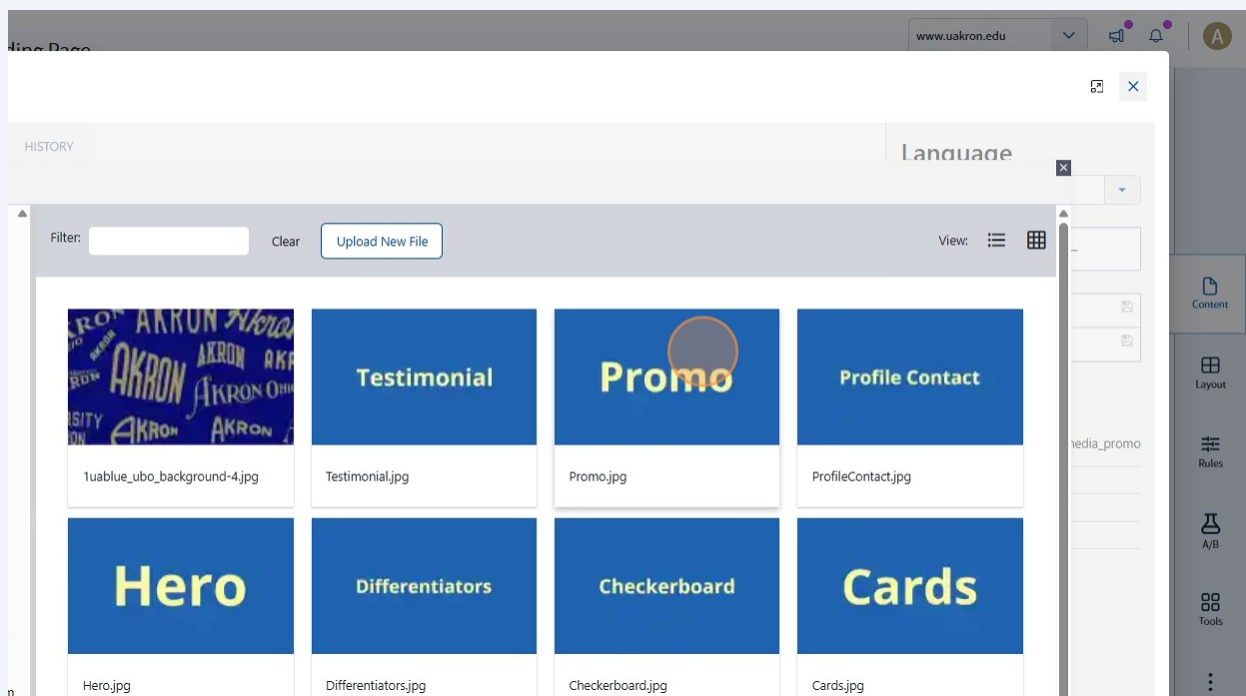
16   Click "Save"

17   Click "Return to:..."

18 To add in the Call To Action (CTA) click "Relate" and "Relate New Content"
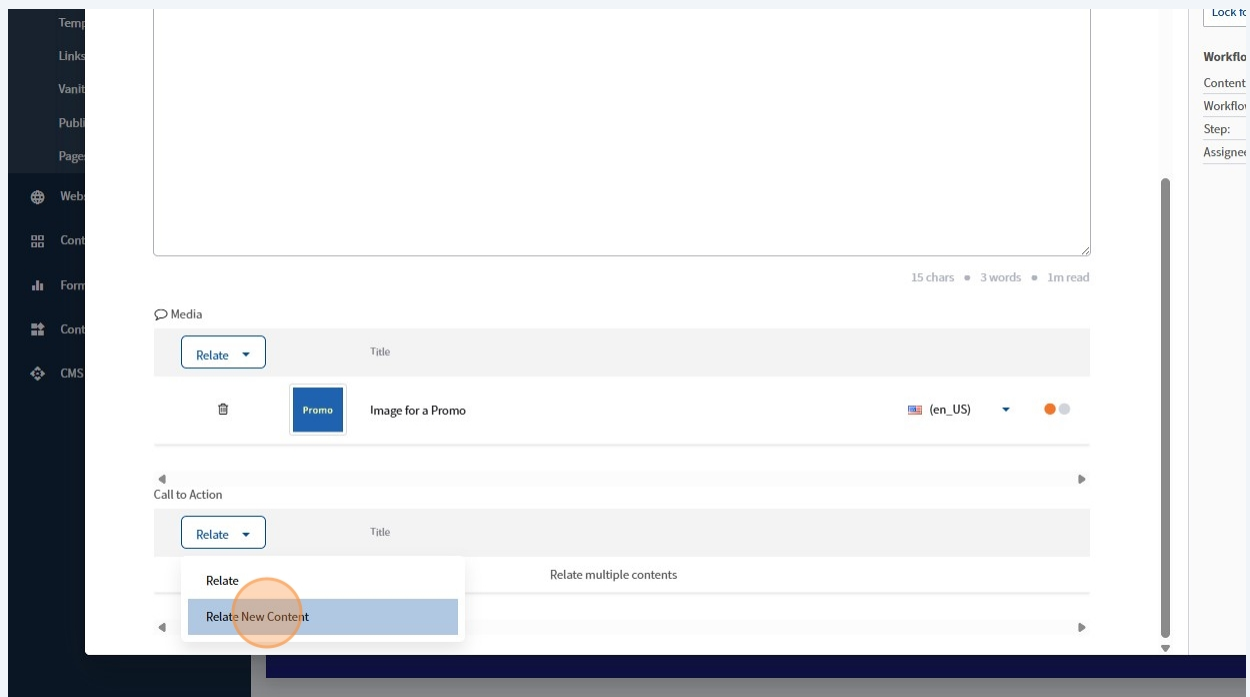
19 Fill in the Link label, the Link URL, and the Link description.
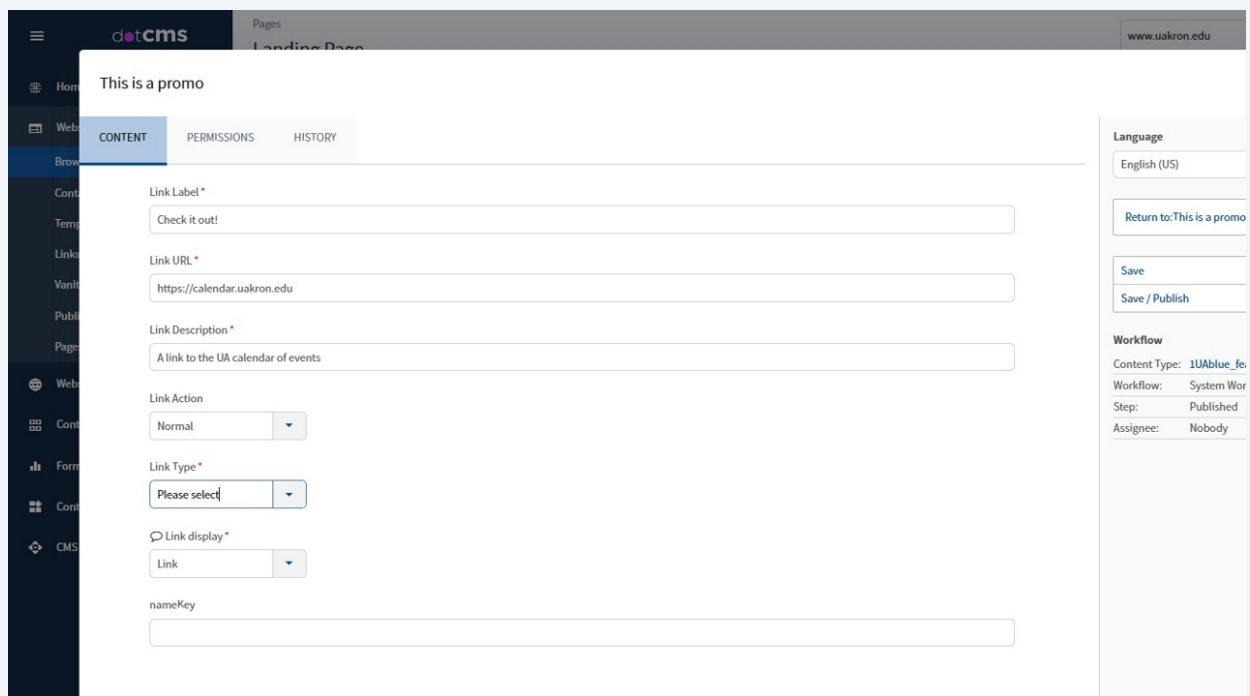
20   Click the Link Type drop down and select Promo button

Check it out!

Link URL *

https://calendar.uakron.edu

Link Description *

A link to the UA calendar of events

Link Action

Normal

Link Type *

Please select

| Please select |
| General |
| Promo Buttons |
| Differentiator Links |
| Related Links |
| Bulletin Links |
| Profiles |

21   Click the Link Display and choose your type.

Check it out!

Link URL *

https://calendar.uakron.edu

Link Description *

A link to the UA calendar of events

Link Action

Normal

Link Type *

Promo Buttons

Link display *

Link
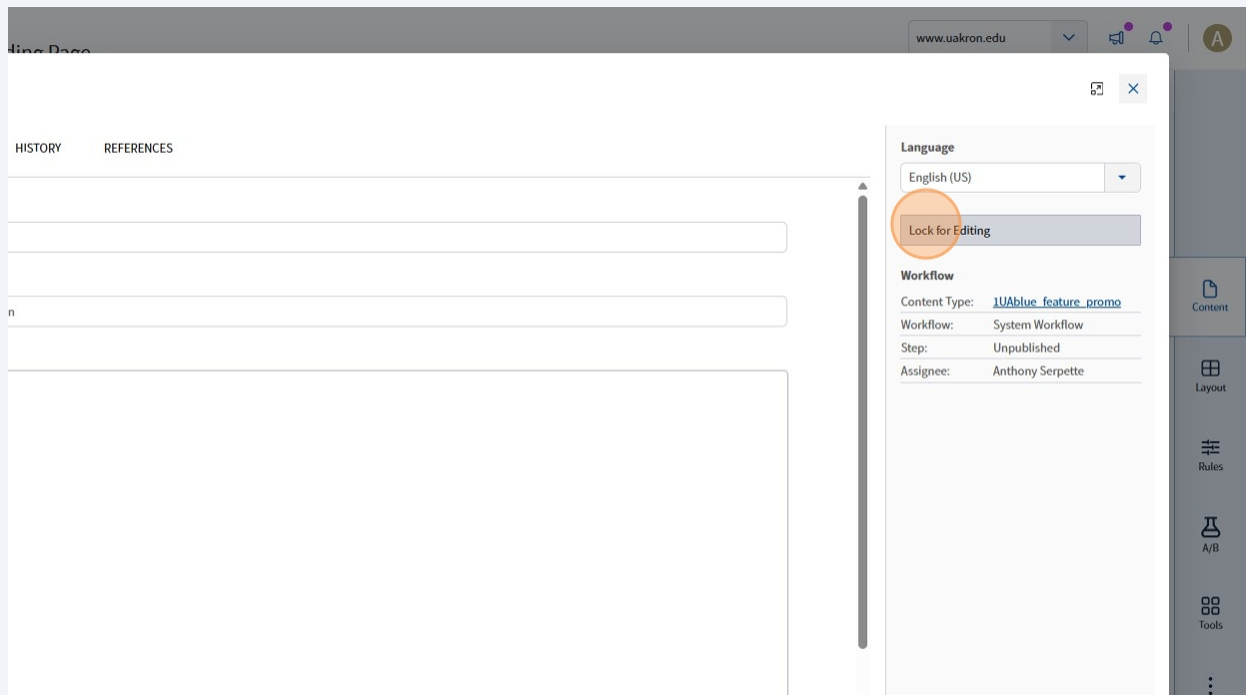
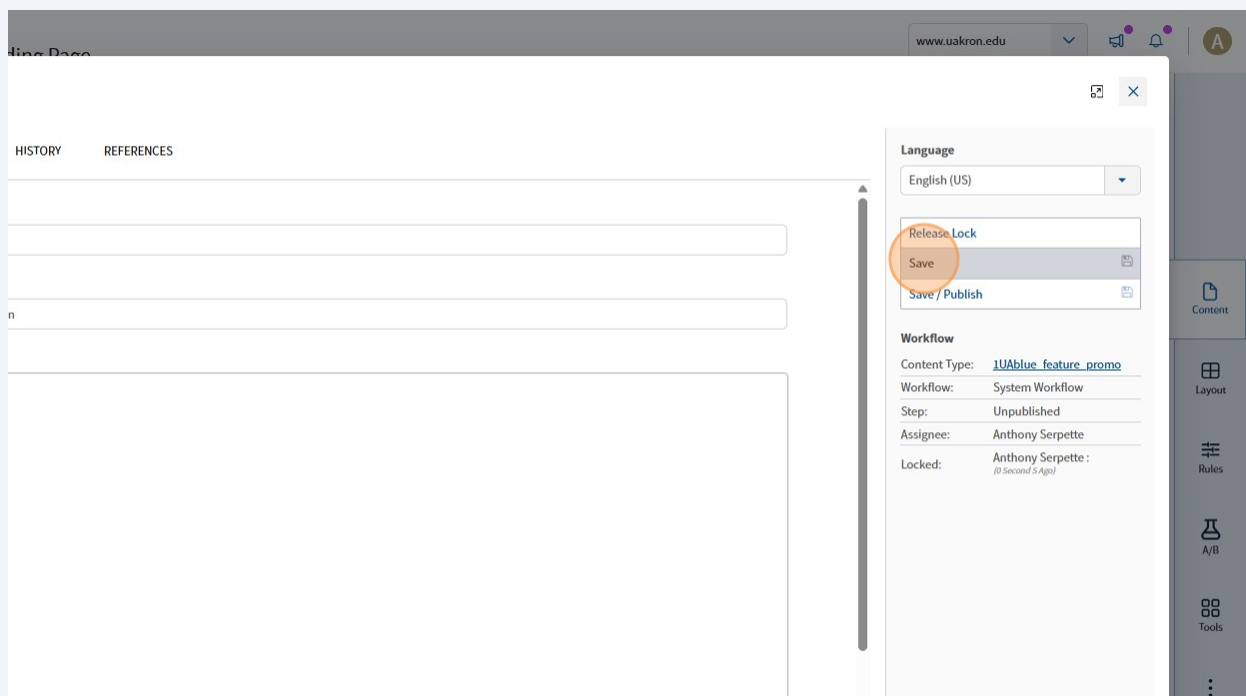| Link |
| Button |
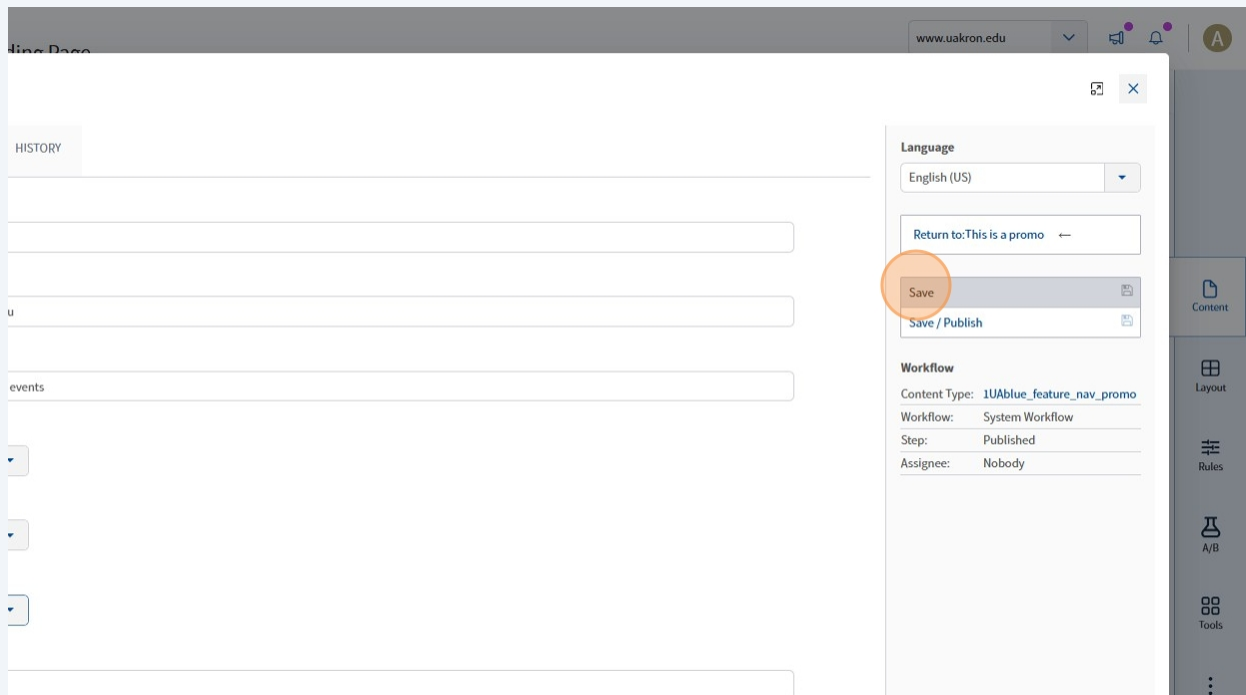
22 Click "Save"

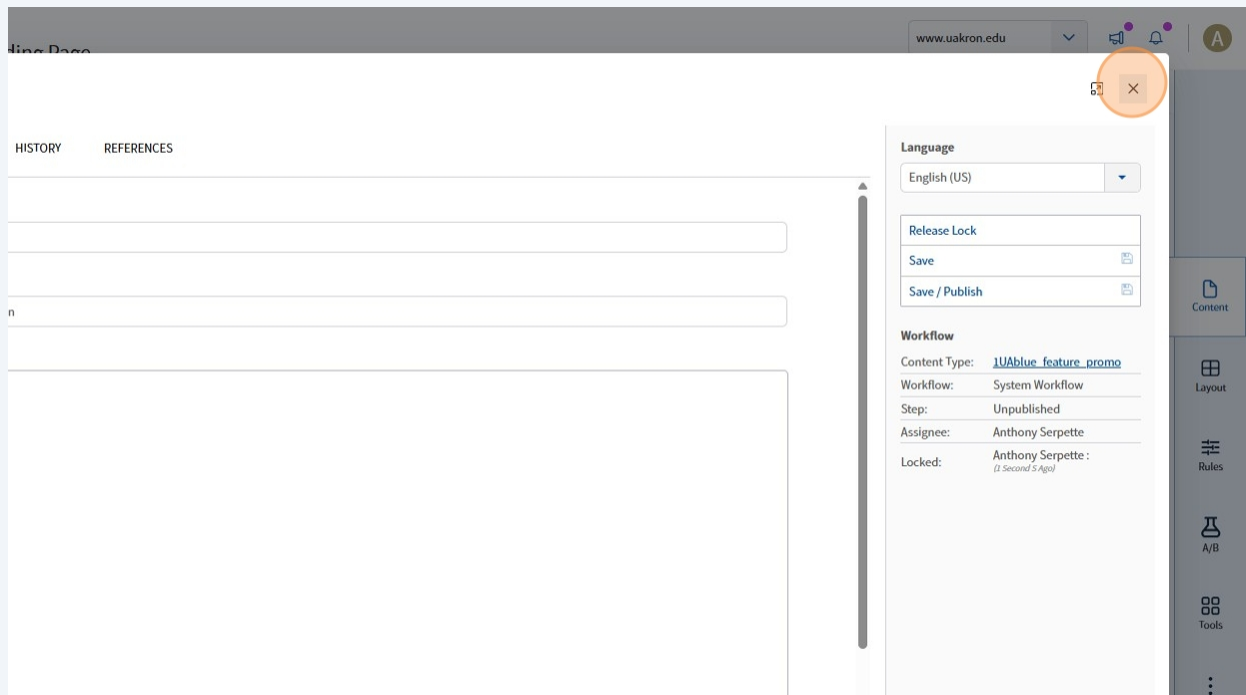**23** Click "Return to:"
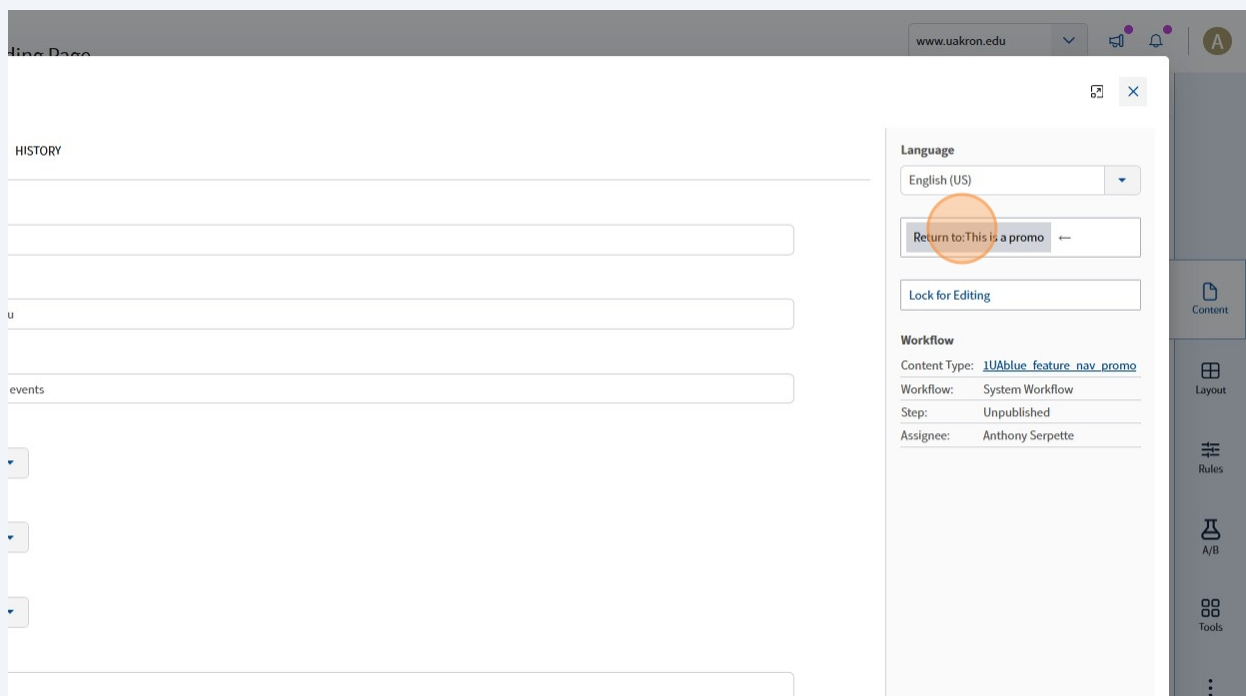
24   Click "Lock for Editing"

25   Click "Save"

26   Click the "x" to close the Promo feature and return to the page.

27   You'll now see the new Promo feature on your page.