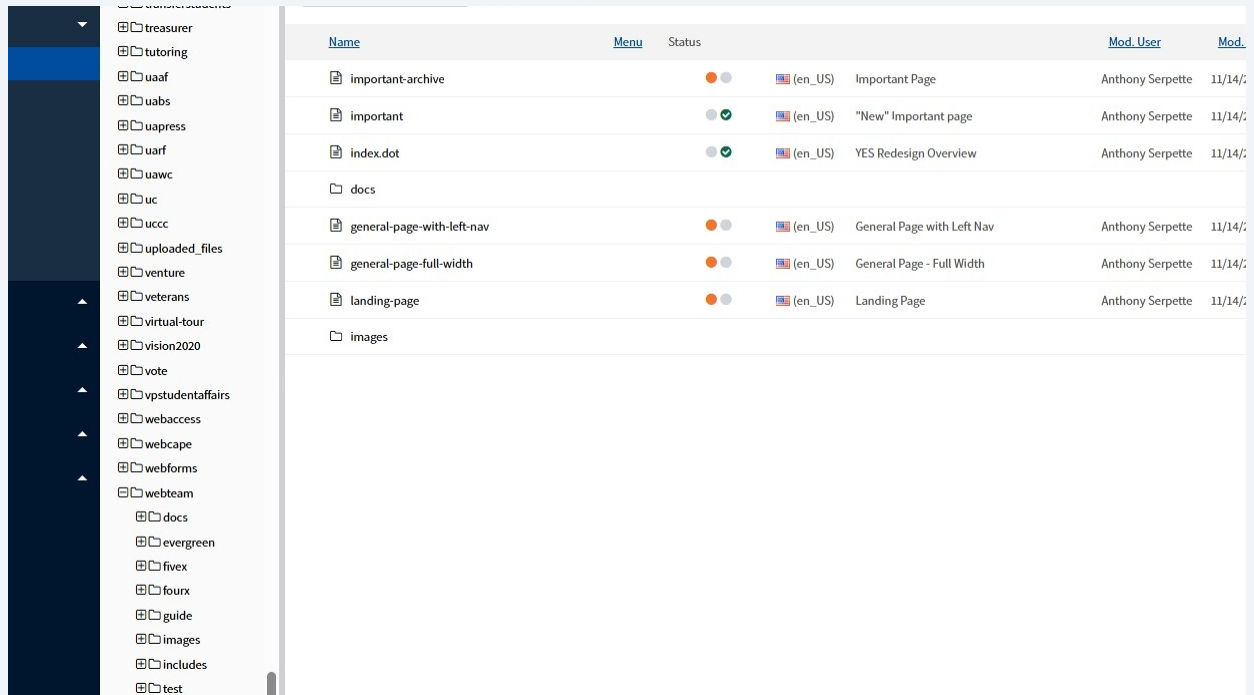














# Create and Edit Tab content

1

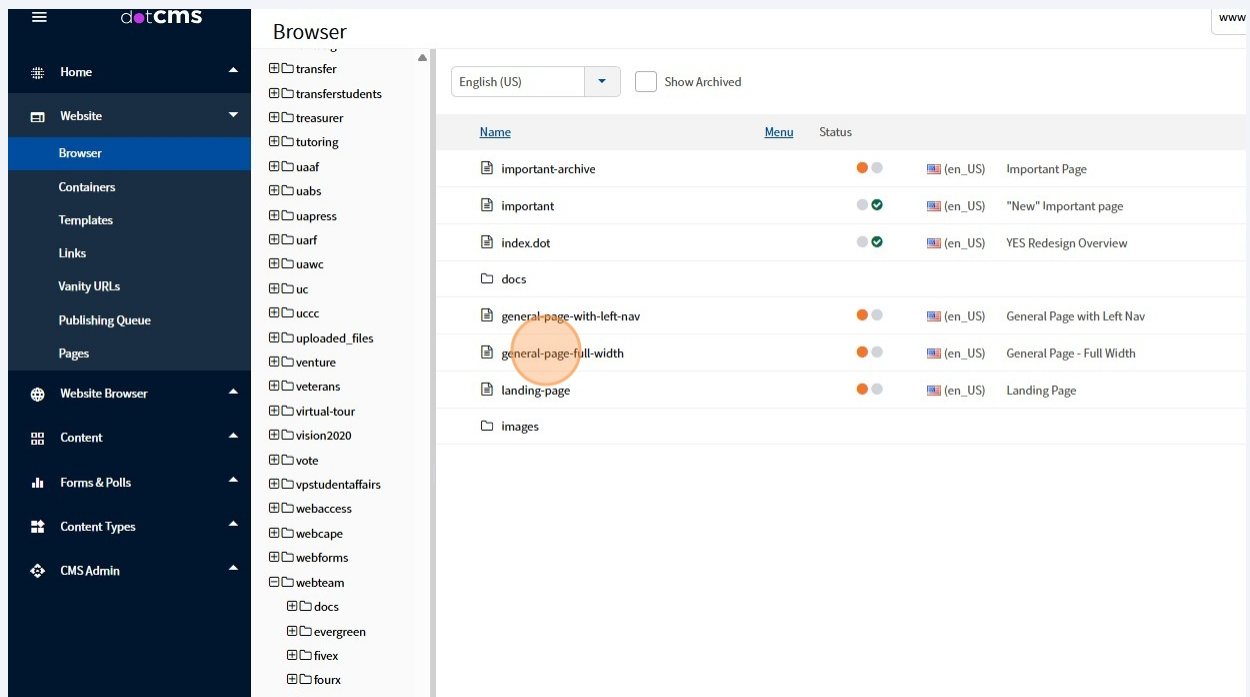
Navigate to <https://www.uakron.edu/c> Log-in with your UA credentials. Navigate to your folder.



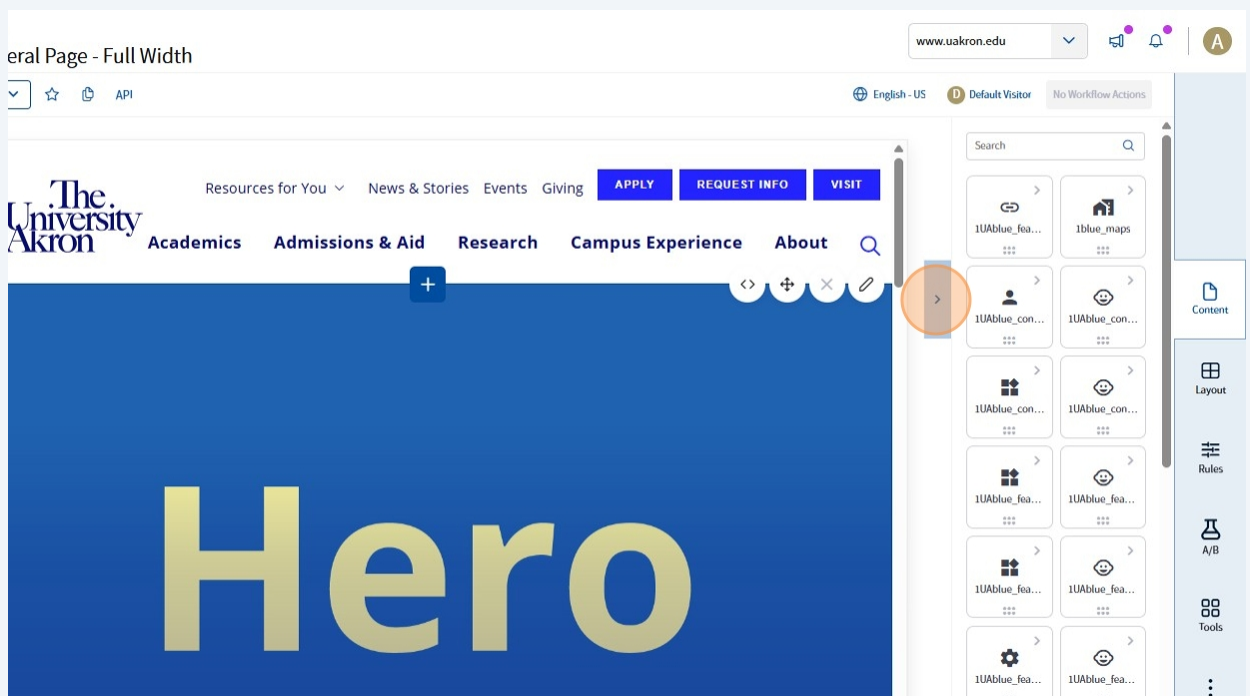
The screenshot shows a web application interface. On the left is a dark sidebar with a folder tree. The main area on the right displays a table of content items. The table has columns for Name, Menu, Status, Mod. User, and Mod. Date. The items listed include 'important-archive', 'important', 'index.dot', 'docs', 'general-page-with-left-nav', 'general-page-full-width', 'landing-page', and 'images'.

Name	Menu	Status	Mod. User	Mod. Date
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				

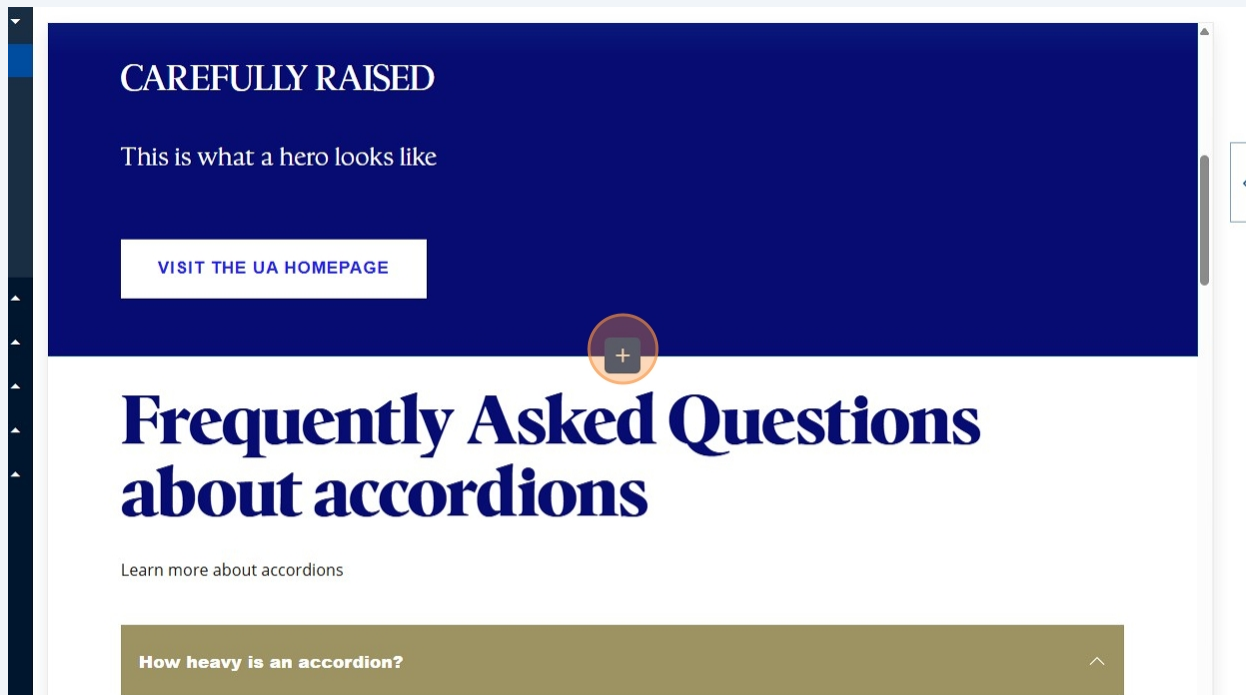
## 2 Double-click on the page where you want to add a Tab feature



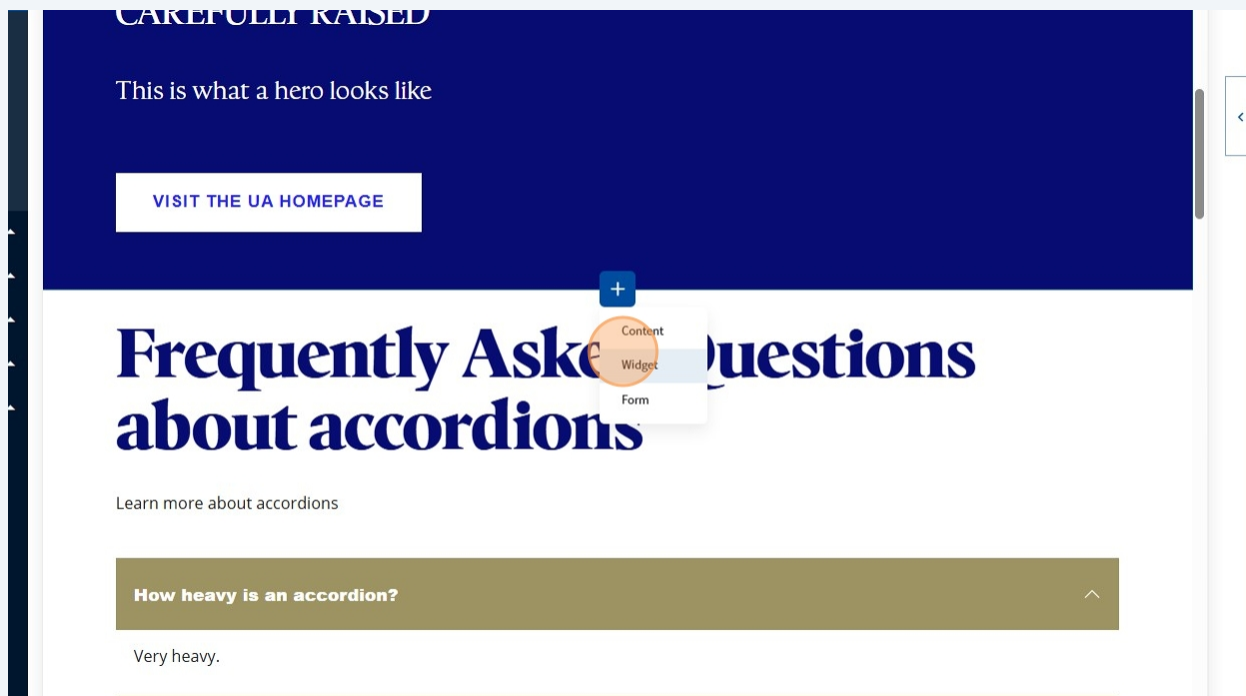
## 3 Click to close the Content Palette



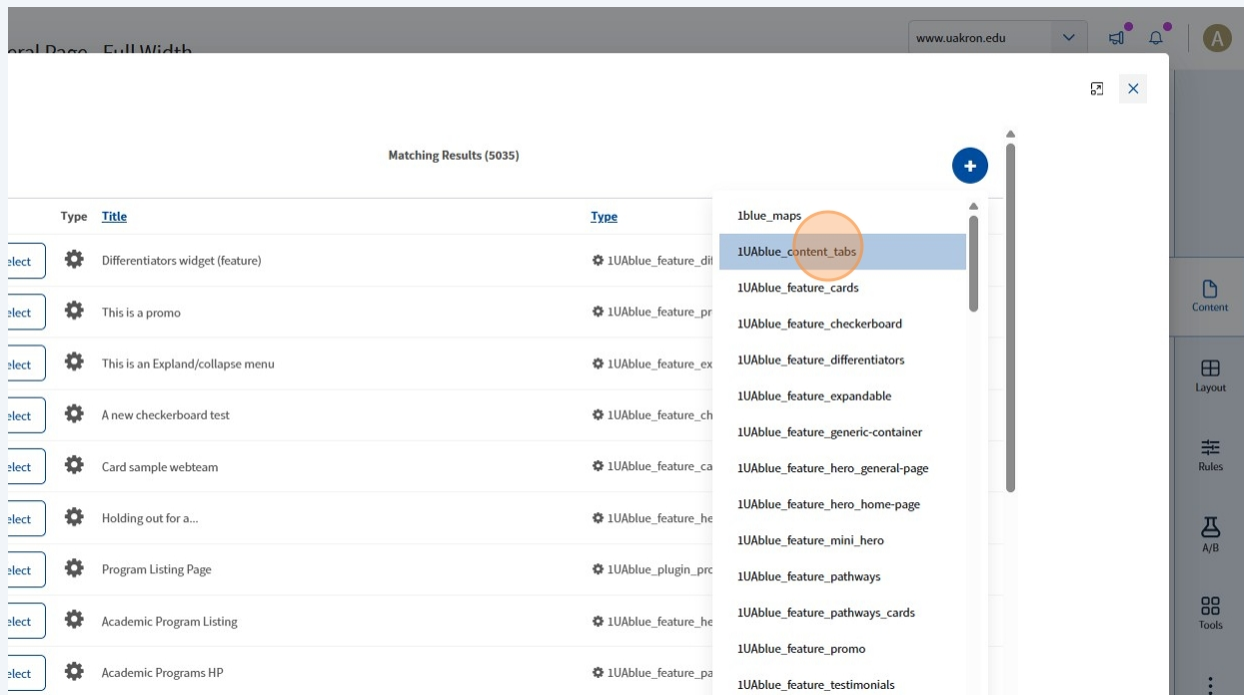
- 4 Click the blue square with the plus sign.



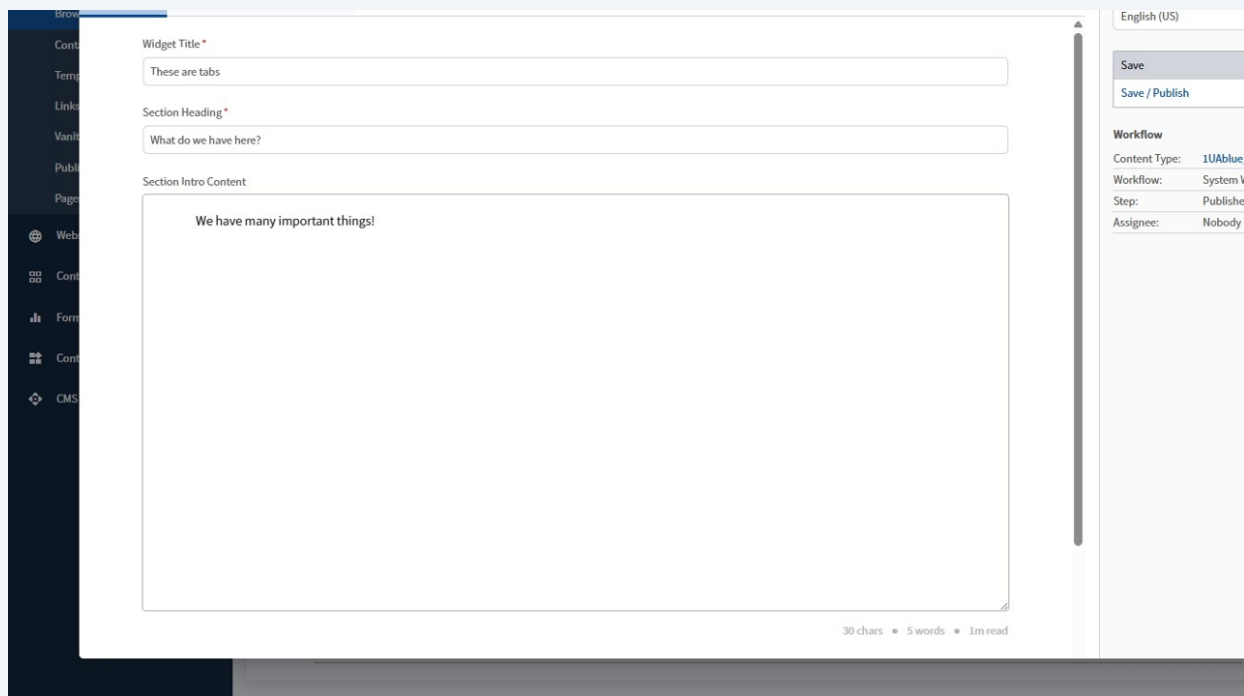
- 5 Click "Widget"



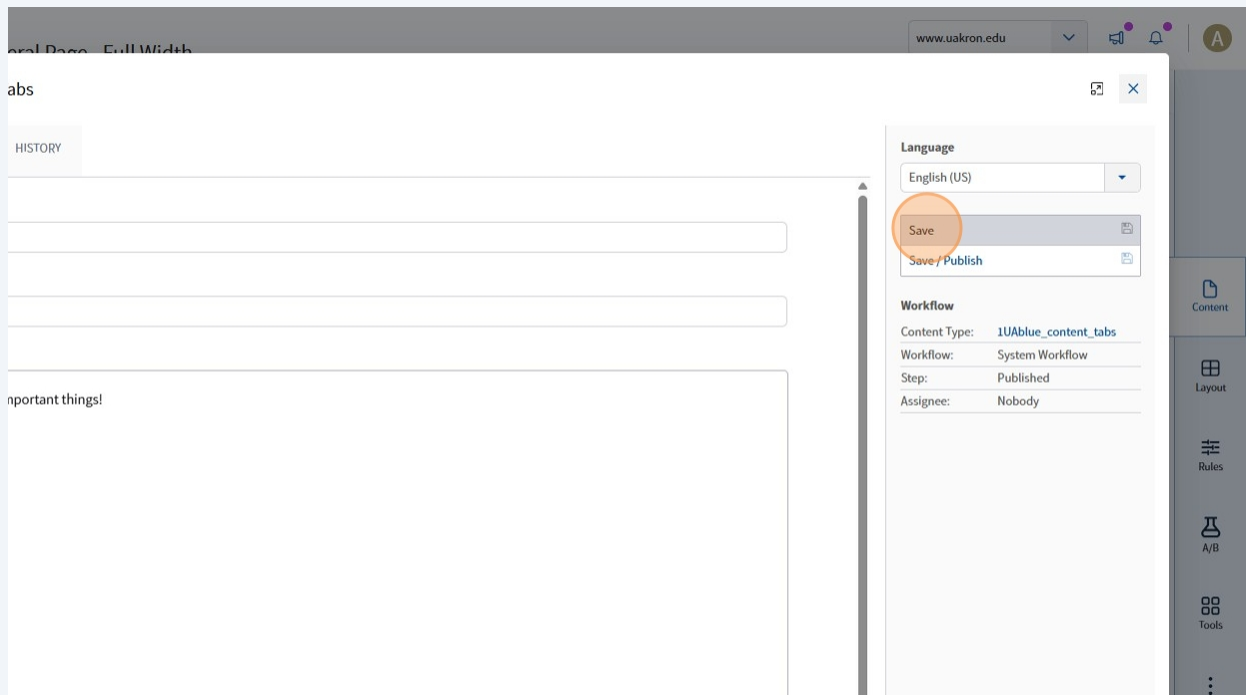
6 Click the blue circle with the plus sign, then select "1UAbblue\_content\_tabs"



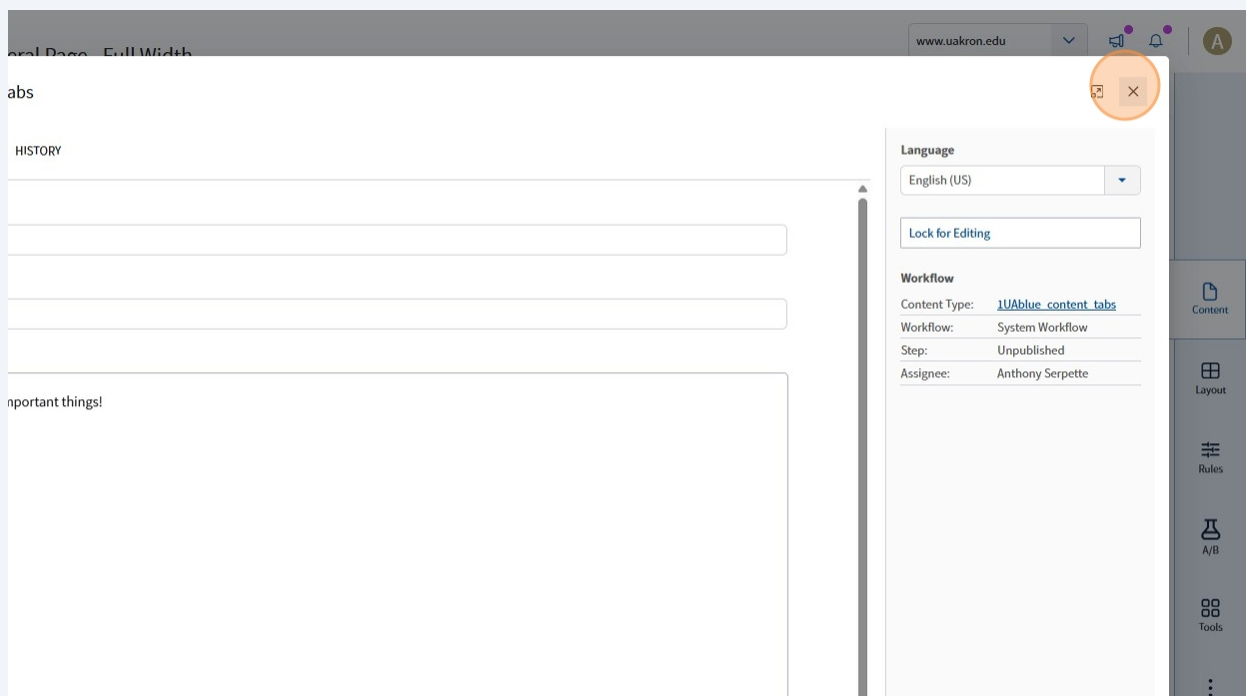
7 Fill in the Widget title, the Section heading, and the Section intro content. To add in the Tab items, we'll need to save, exit, and return.



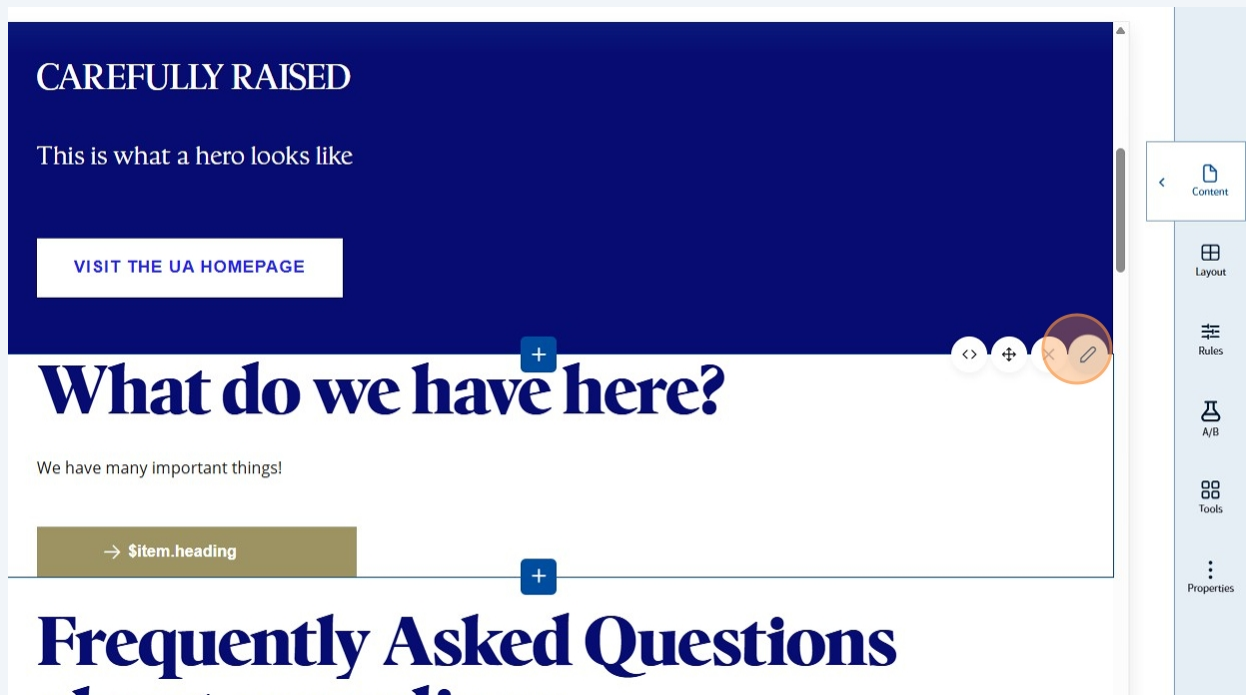
## 8 Click "Save"



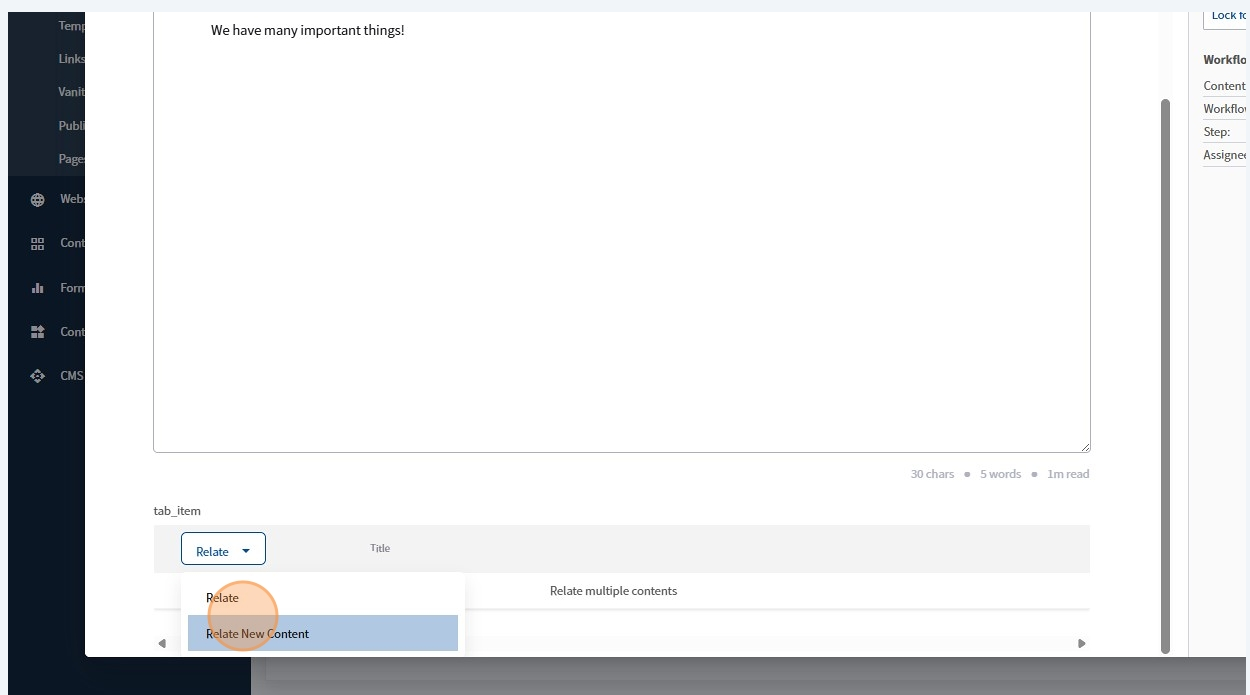
## 9 Click the 'x' to close the Tab feature



- 10 Click the Pencil icon to re-enter the Tab feature.



- 11 To add Tab items, click "Relate" and "Relate New Content"



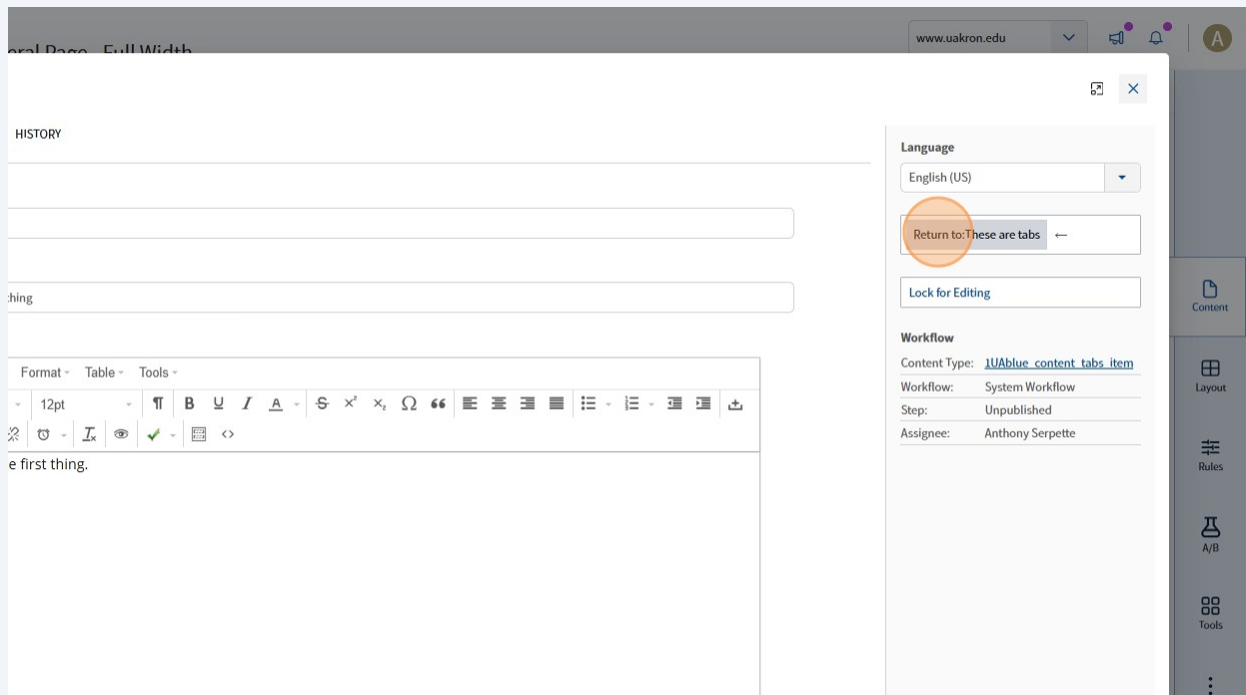
## 12 Fill in the Tab title, the Heading, and the detail for the Tab item

The screenshot shows the dotCMS editor interface. The main content area is titled "These are tabs" and has three tabs: "CONTENT", "PERMISSIONS", and "HISTORY". The "CONTENT" tab is active. It contains three input fields: "Tab Title \*" with the text "This is the first tab", "Heading \*" with the text "Learn more about the first thing", and a rich text editor labeled "IntroContentWysiwyg \*". The rich text editor has a toolbar with various formatting options. On the right side, there is a sidebar with a "Language" dropdown set to "English (US)", a "Return to: These are tabs" button, a "Save" button, and a "Save / Publish" button. Below these is a "Workflow" section with fields for "Content Type: IUABlue\_cc", "Workflow: System Wor", "Step: Published", and "Assignee: Nobody".

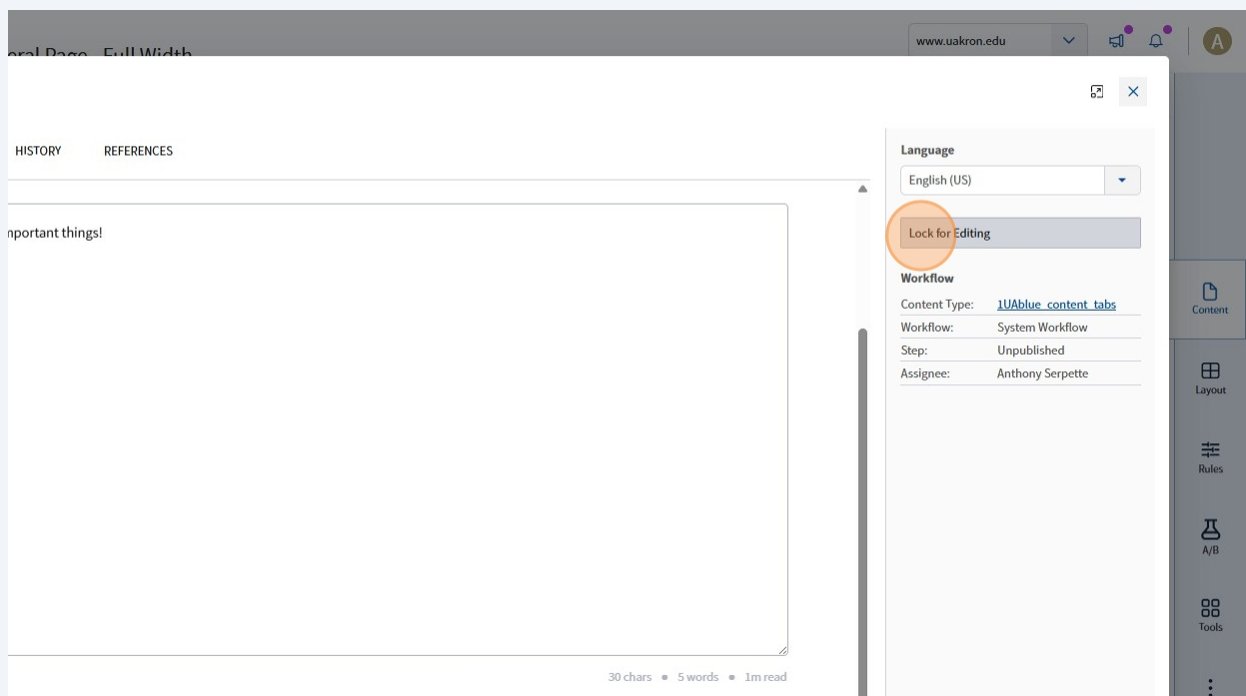
## 13 Click "Save"

The screenshot shows the dotCMS editor interface, similar to the previous one, but with the "Save" button highlighted by an orange circle. The "Save" button is located in the sidebar, below the "Return to: These are tabs" button and above the "Save / Publish" button. The "Workflow" section is also visible, showing "Content Type: IUABlue\_content\_tabs\_item", "Workflow: System Workflow", "Step: Published", and "Assignee: Nobody".

## 14 Click "Return to:..."

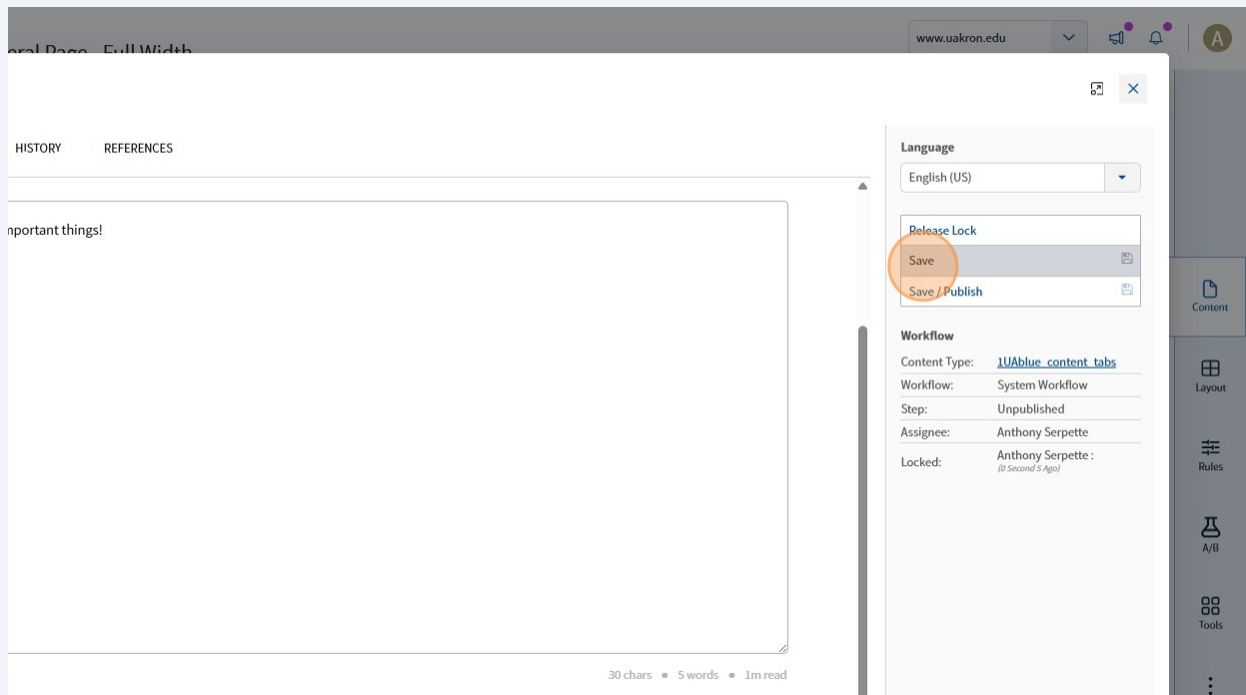


## 15 We need to Save the Tab feature before adding more Tab items. Click "Lock for Editing"

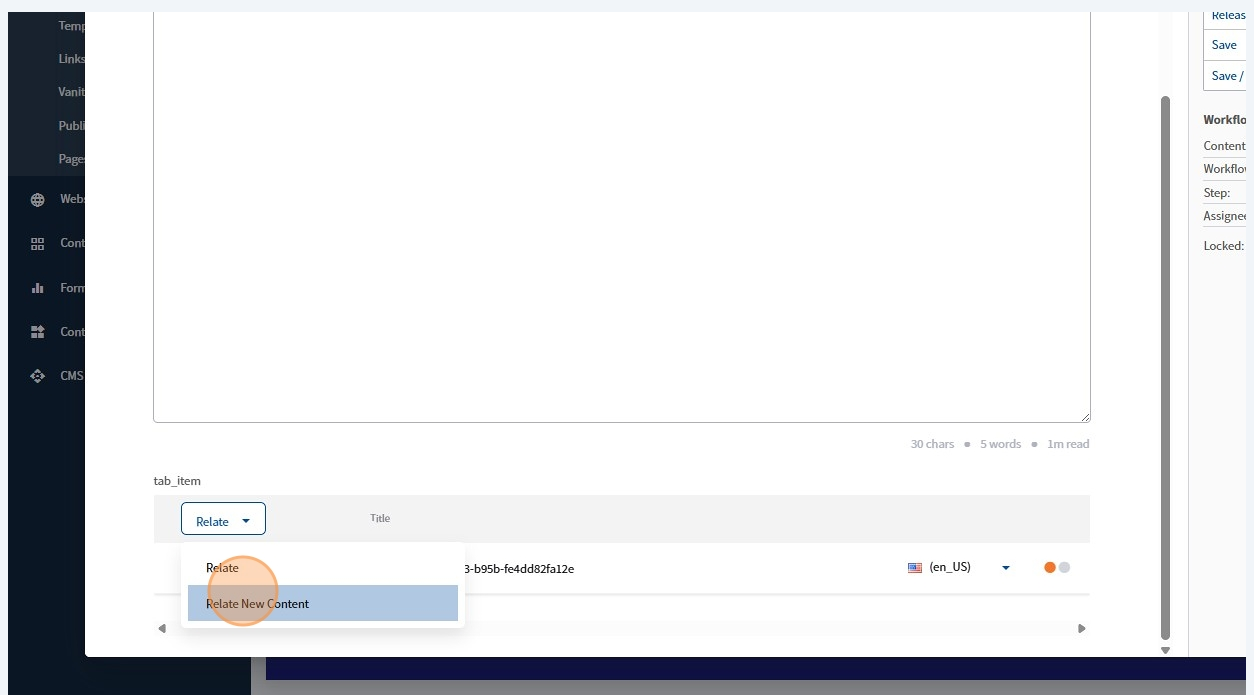




## 16 Click "Save"



## 17 To add more Tab item, click "Relate" and "Relate New Content"



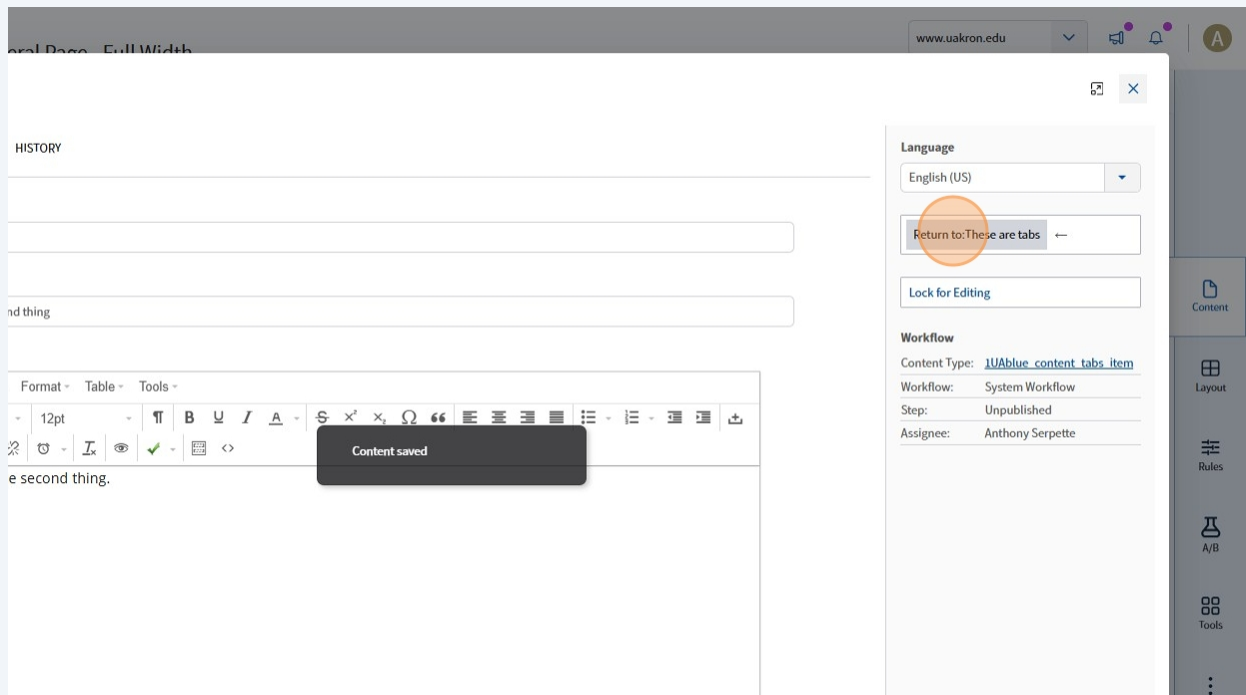
## 18 Fill in the Tab title, the Heading, and the detail for the second Tab item

The screenshot shows the dotCMS editor interface. The main content area is titled "These are tabs" and has three tabs: "CONTENT", "PERMISSIONS", and "HISTORY". The "CONTENT" tab is active. It contains three input fields: "Tab Title \*" with the value "Here's the second thing", "Heading \*" with the value "Learn more about the second thing", and a rich text editor labeled "IntroContentWysiwyg \*". The rich text editor has a toolbar with various formatting options. On the right side, there is a "Language" dropdown set to "English (US)", a "Return to: These are tabs" button, and "Save" and "Save / Publish" buttons. Below these is a "Workflow" section with fields for "Content Type: IUAbblue\_cc", "Workflow: System Wor", "Step: Published", and "Assignee: Nobody".

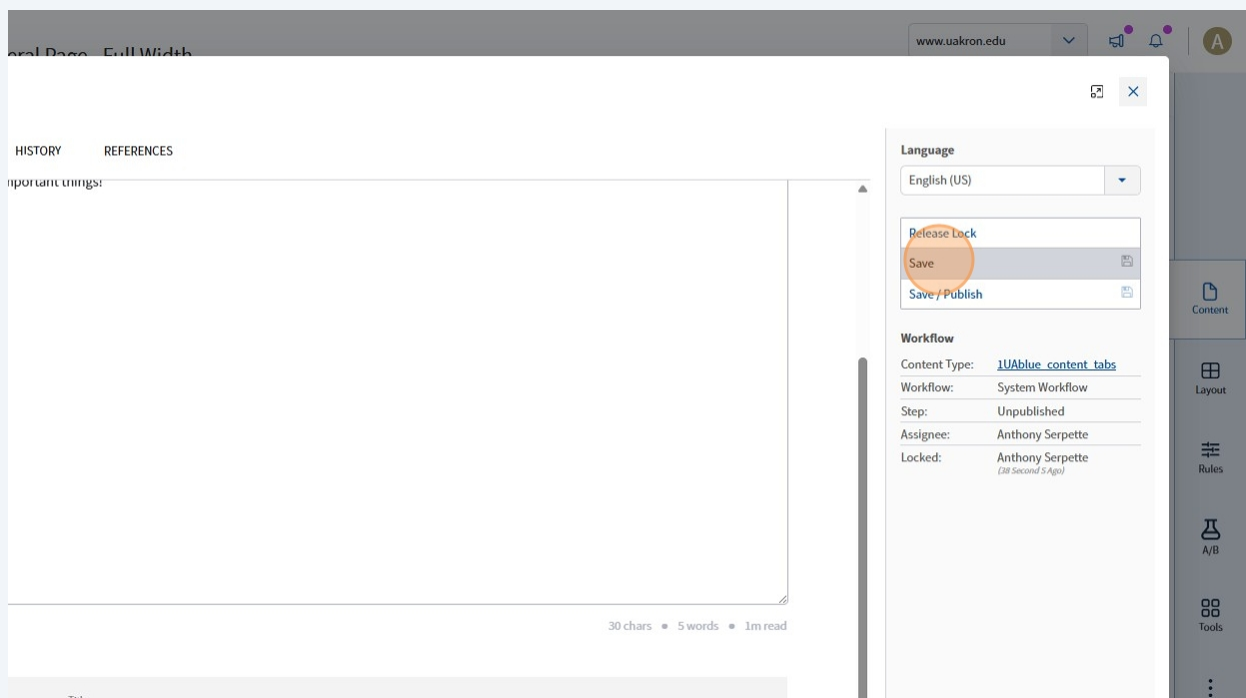
## 19 Click "Save"

The screenshot shows the dotCMS editor interface, similar to the previous one, but with the "Save" button highlighted by an orange circle. The "Save" button is located in the right sidebar, below the "Return to: These are tabs" button and above the "Save / Publish" button. The "Workflow" section is also visible, showing "Content Type: IUAbblue\_content\_tabs\_item", "Workflow: System Workflow", "Step: Published", and "Assignee: Nobody".

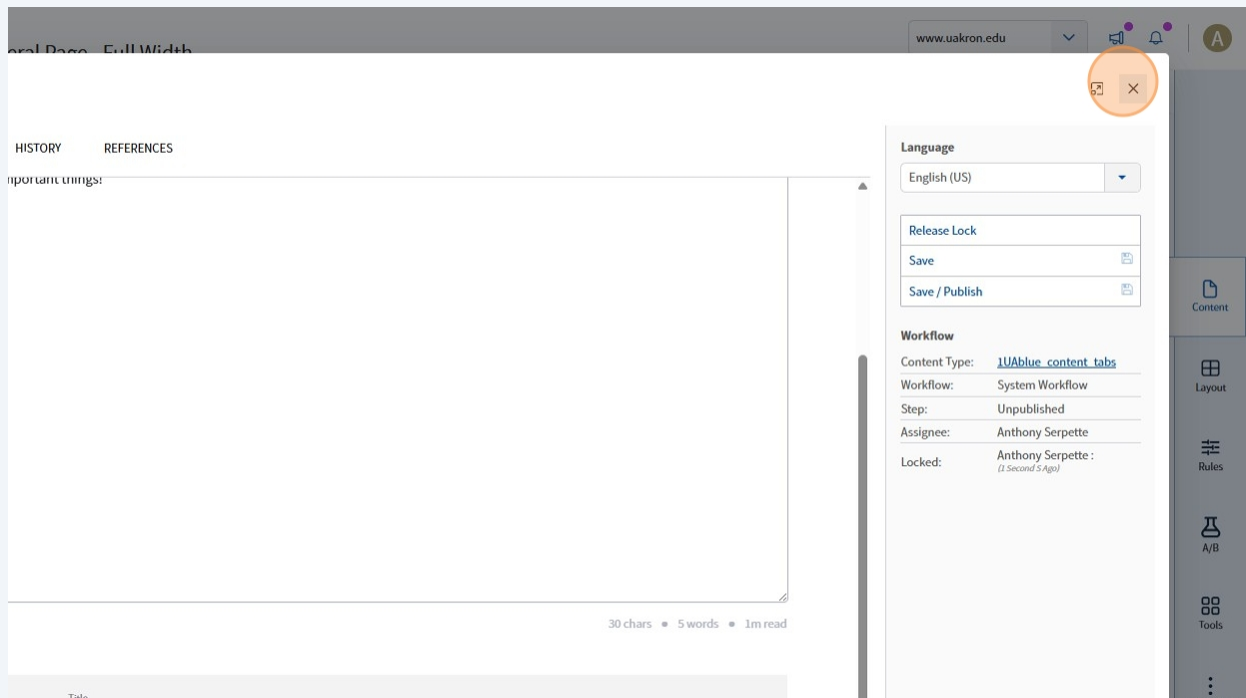
## 20 Click "Return to:..."



## 21 Click "Save" to save the Tab feature



- 22 Click the "x" to close the Tab feature and return to the page.



- 23 We now have a Tab feature with two items. Clicking the items in the list will so the related detail.

