Create and Relate Content Cards in DotCMS

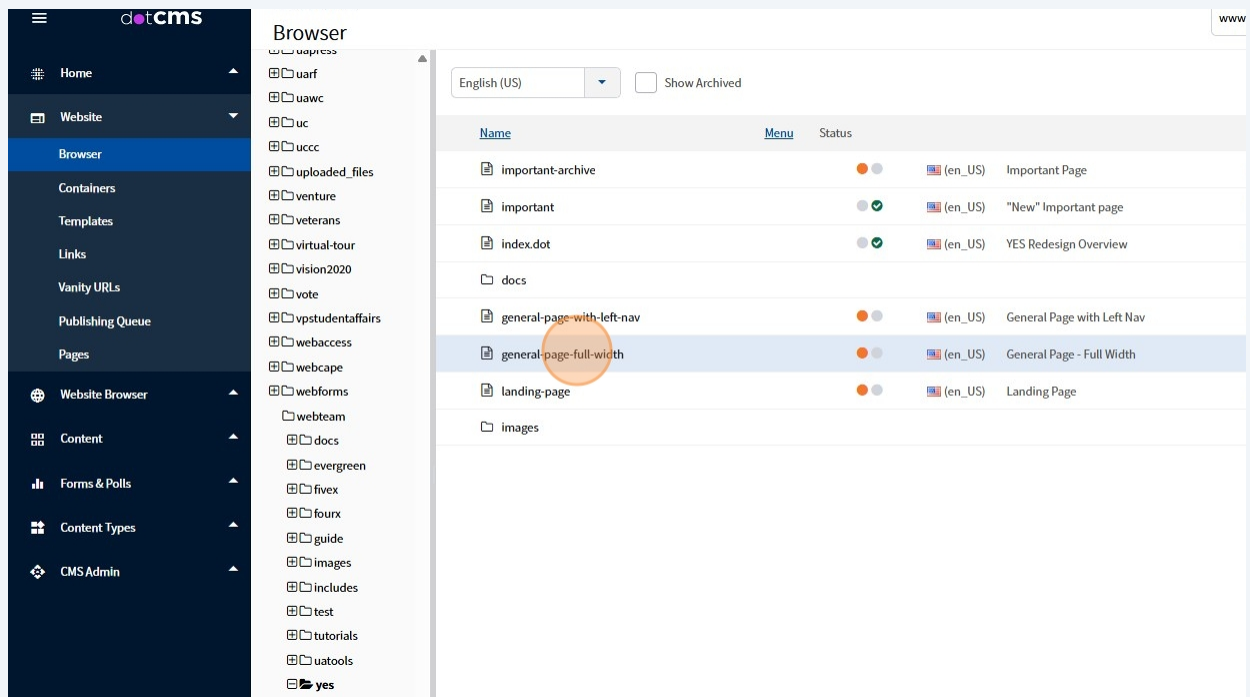**1**   Navigate to **https://www.uakron.edu/c** Log-in with your UA credentials and navigate to your folder.

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:
- uawc
- uc
- uccc
- uploaded_files
- venture
- veterans
- virtual-tour
- vision2020
- vote
- vpstudentaffairs
- webaccess
- webcape
- webforms
  - webteam
    - docs
    - evergreen
    - fivex
    - fourx
    - guide
    - images
    - includes
    - test
    - tutorials
    - uatools
    - yes
      - docs
      - images
  - week-of-welcome
  - wellness

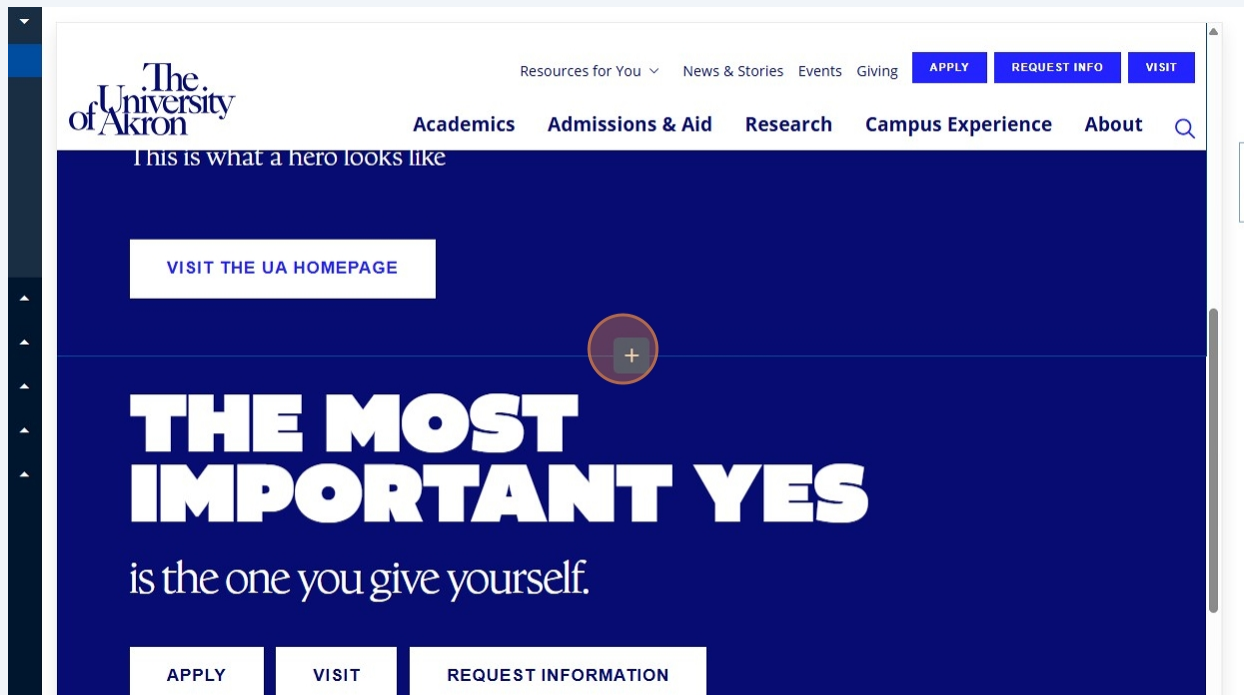**2** Double-click the page where you want to add cards.
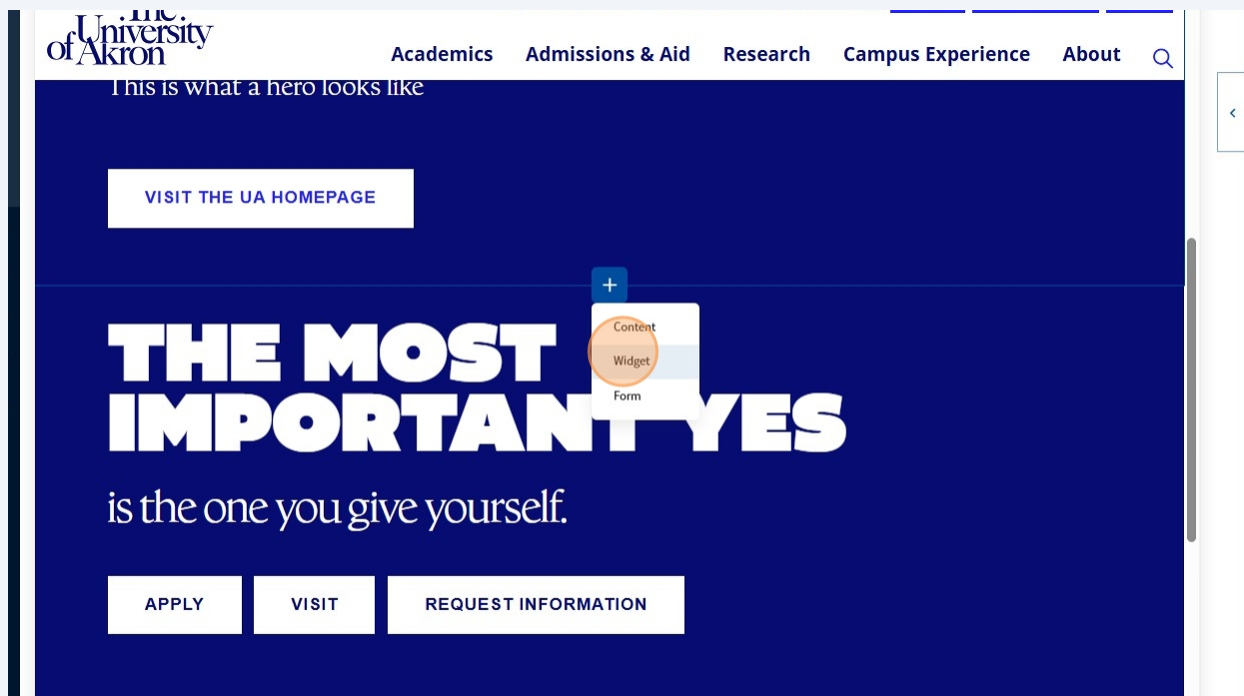
3 Click to close the Content Panel.
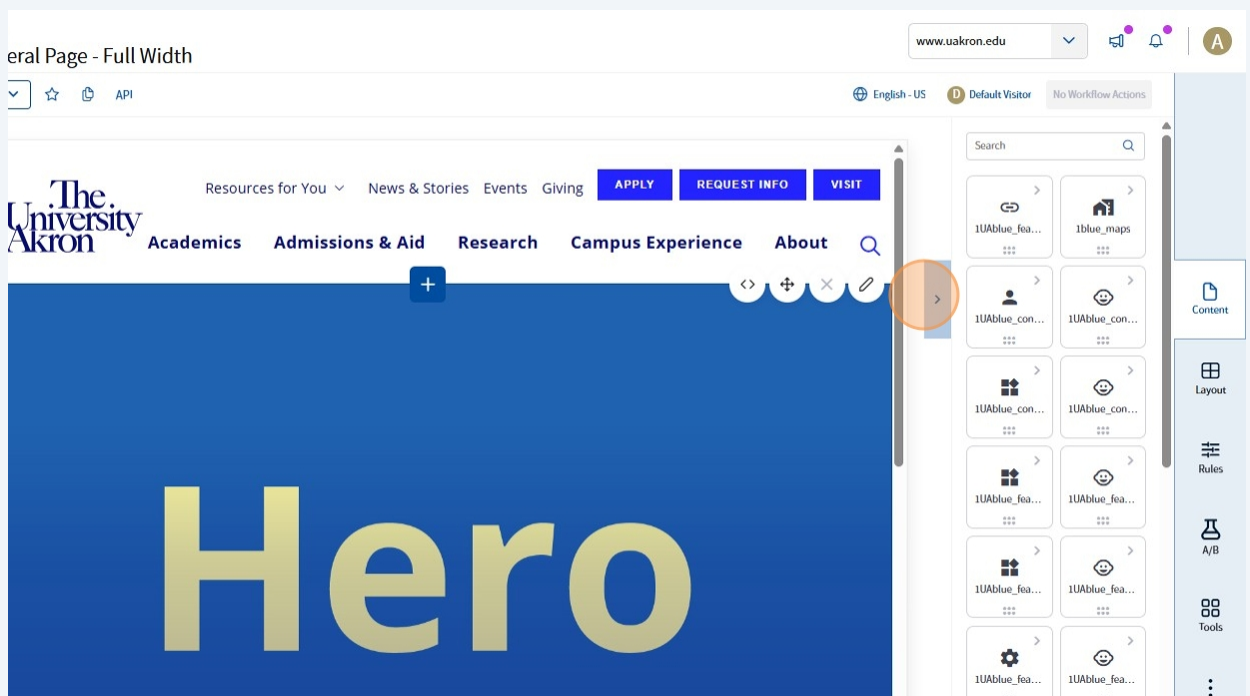
4 Scroll down and click the blue square with the plus sign where you want to add your cards.
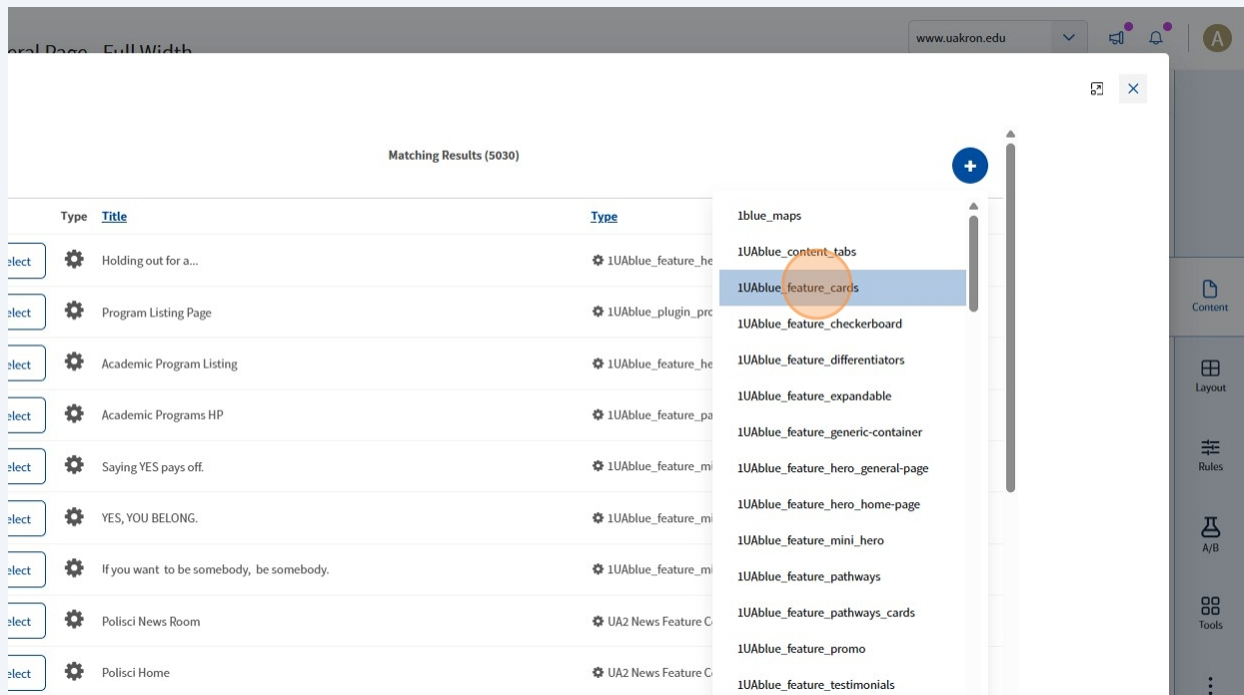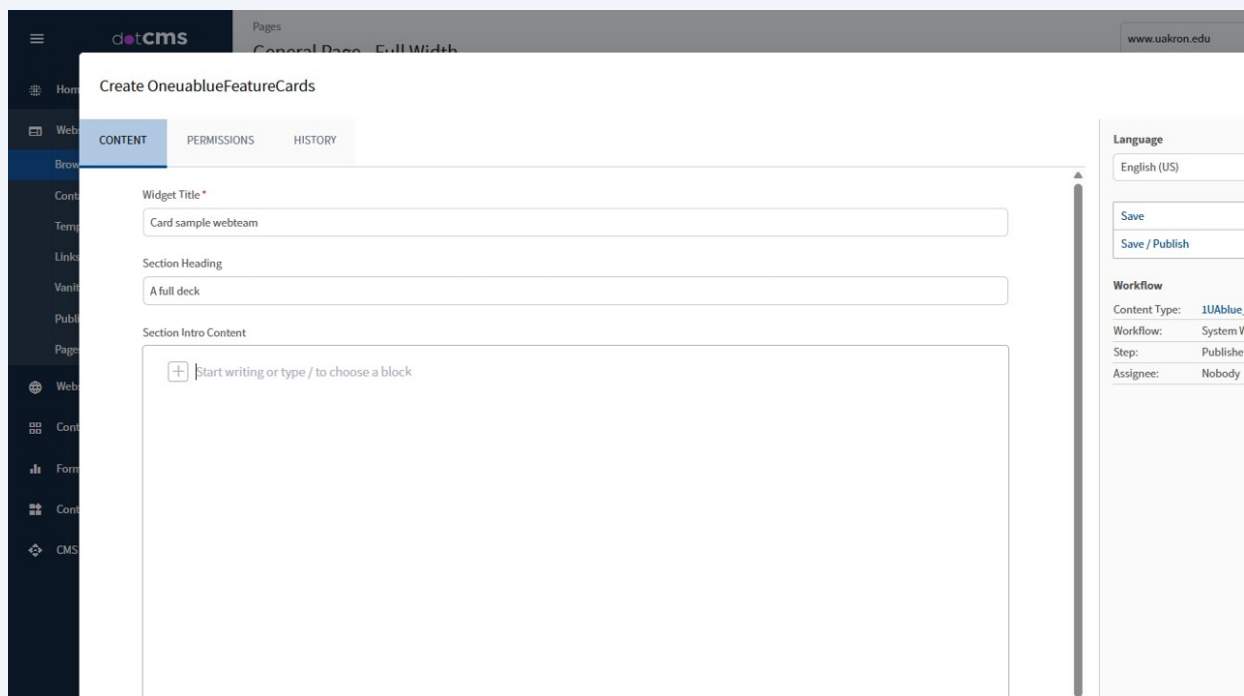

5 Click "Widget" from the menu

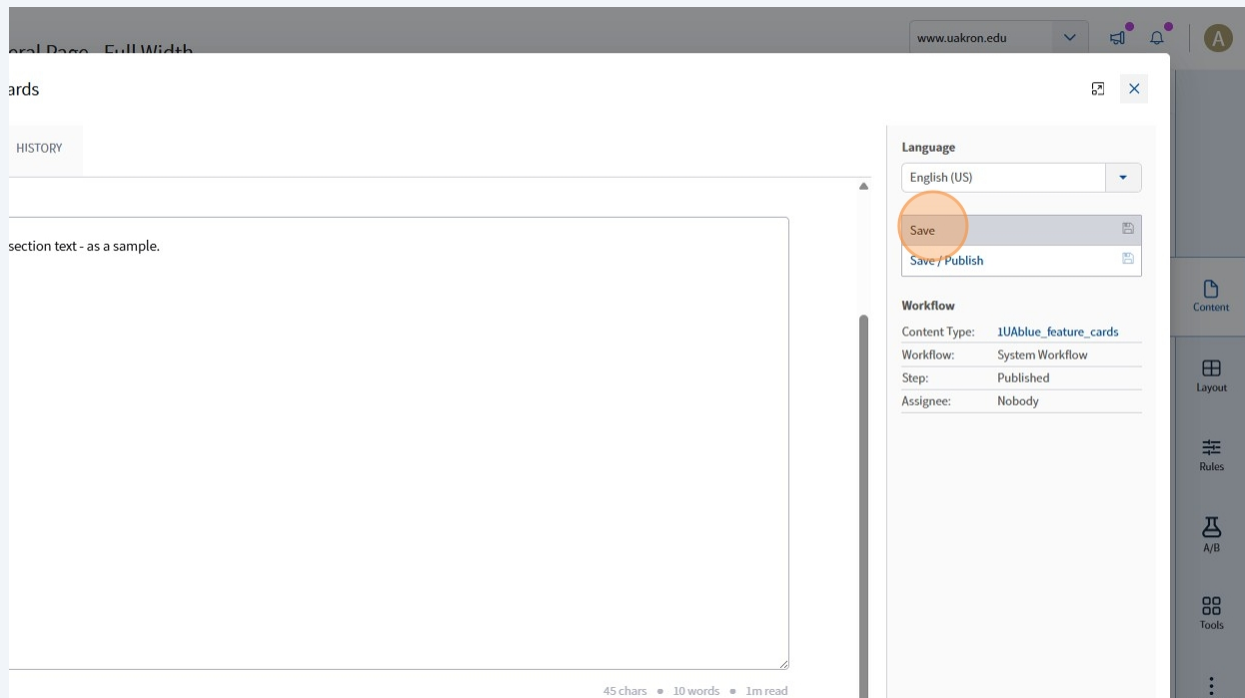**6** Click the blue circle with a plus sign, then select "1UAblue_feature_cards"

7 Add in the Widget Title (not visible to the users), the Section heading (visible), and the Section Intro Text.
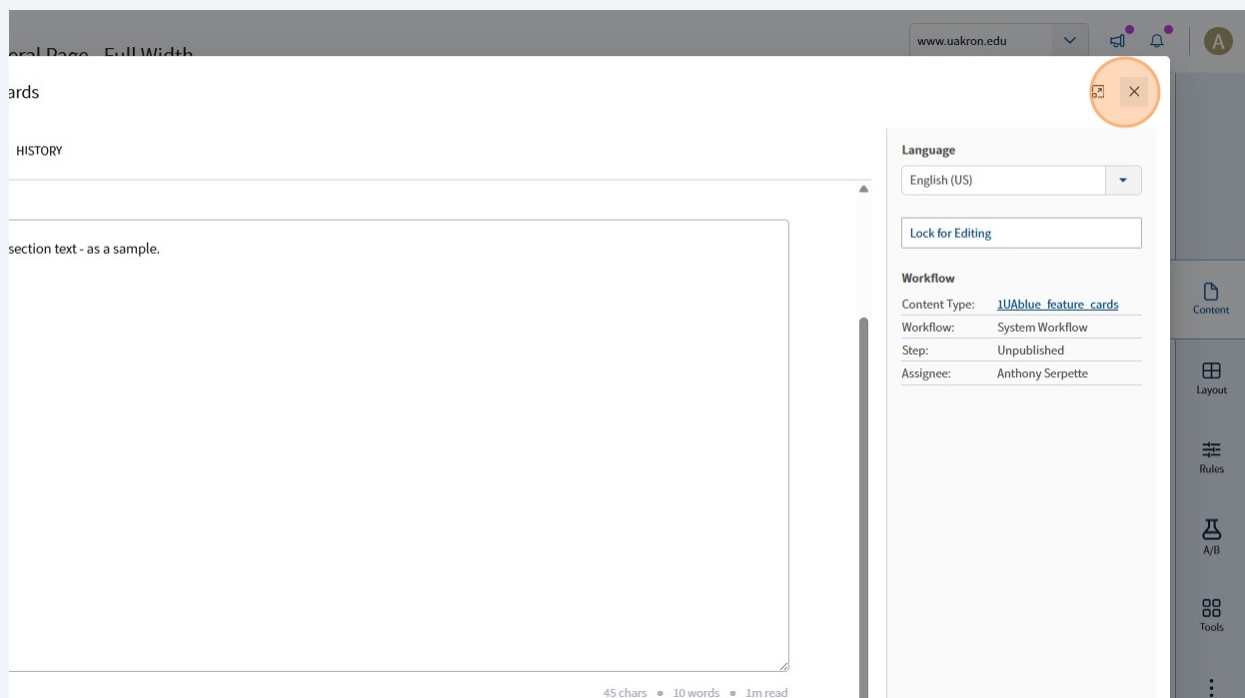
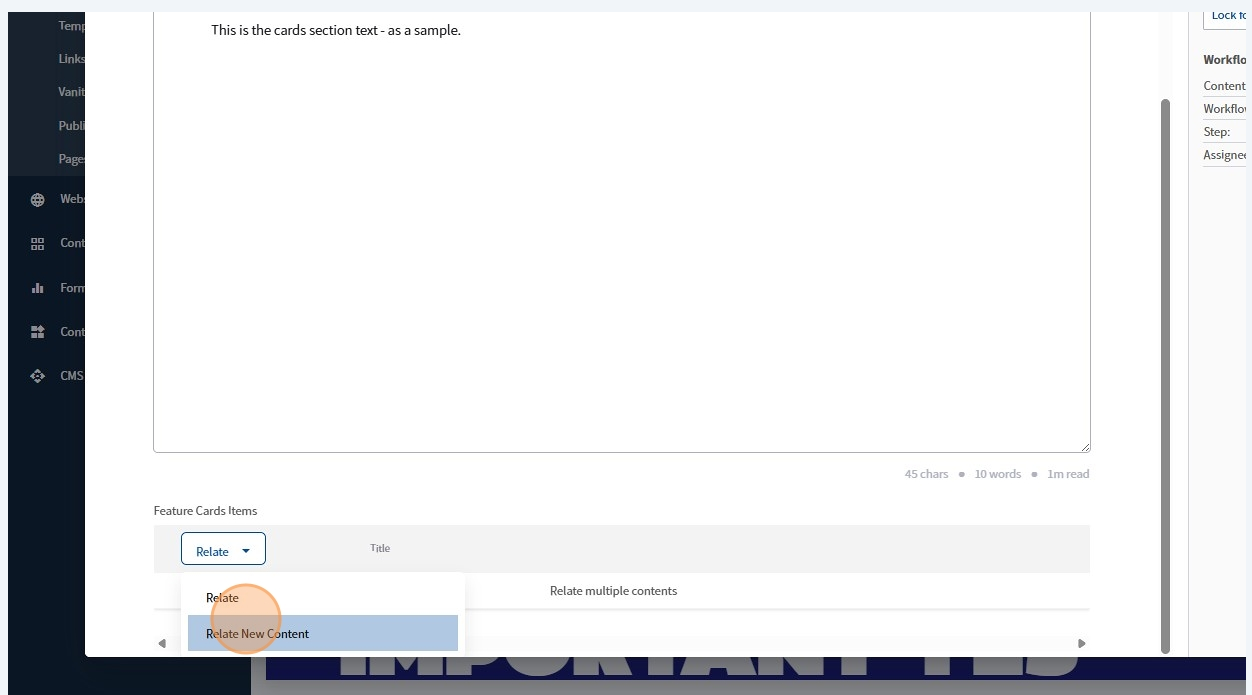**8** To Relate new content for the image and the Call to Action (CTA), we'll need to save, exit the widget, and return. Click "Save".

9 Click the "x" to close the widget.

10 Click the Pencil icon to re-enter the widget.

CAREFULLY RAISED

This is what a hero looks like

VISIT THE UA HOMEPAGE

A full deck

This is the cards section text - as a sample.

THE MOST
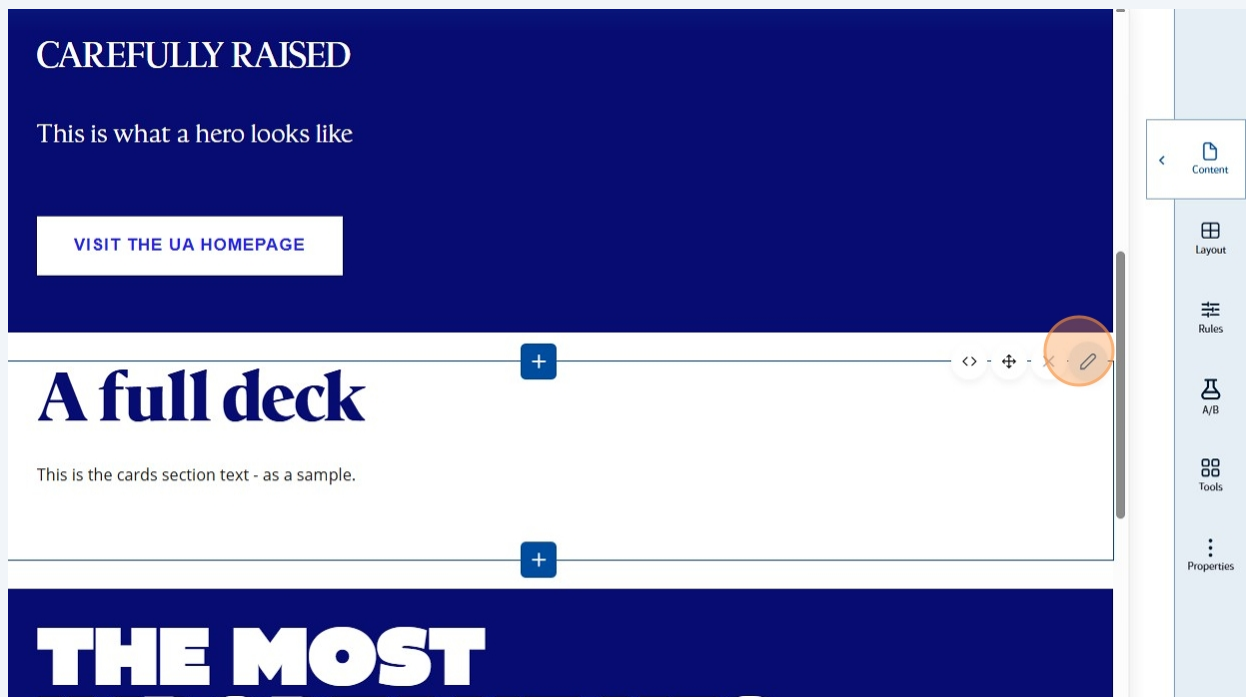
11 To add your first card, click "Relate", then "Relate New Content"

This is the cards section text - as a sample.

45 chars • 10 words • 1m read

Feature Cards Items

Relate ▼   Title

Relate   Relate multiple contents

Relate New Content

12 Click this text field.

13 Enter the Title and Heading. To add the image and call to action, we''ll need to save, exit to the "card feature" widget, then return.

14 Click "Save"
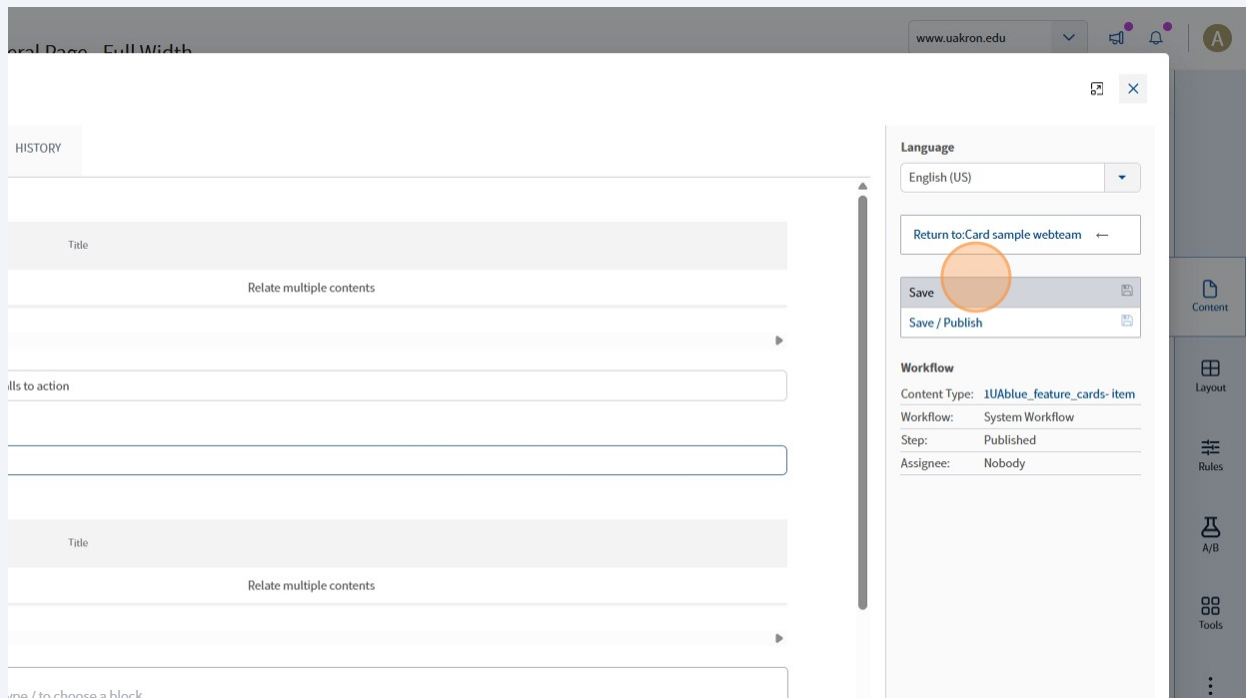
15 Click "Return to:..."
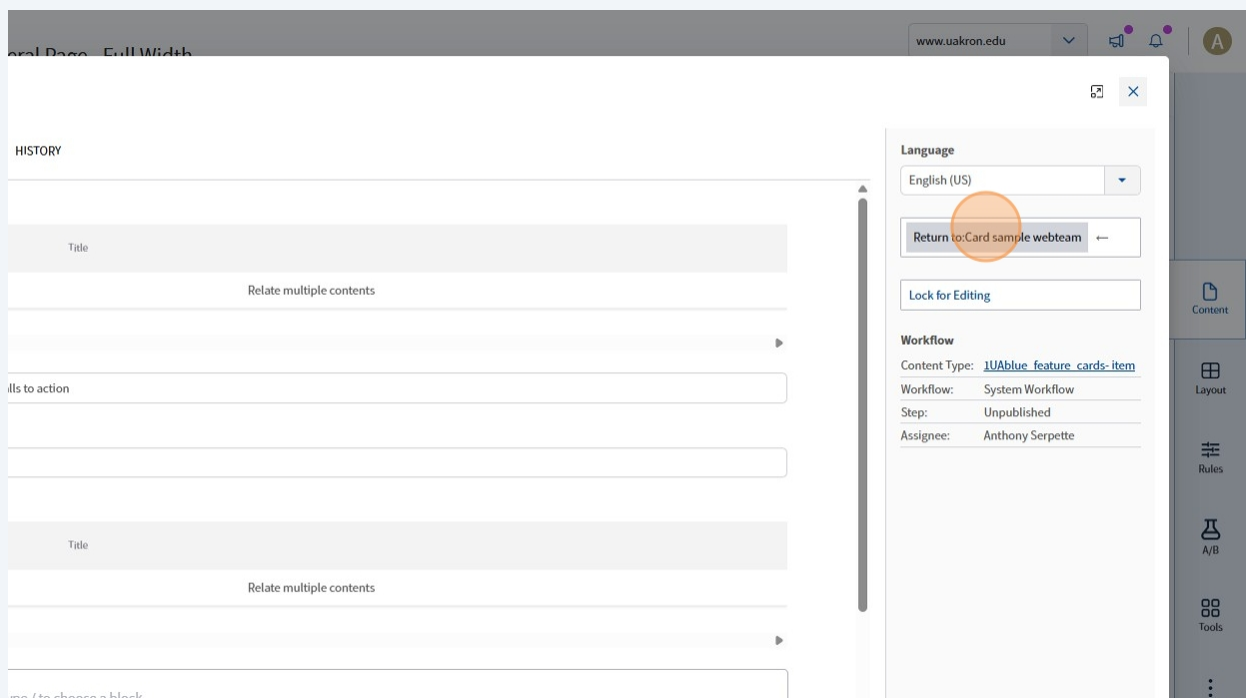
16 Click the name of your card to re-enter. To add the image, click 'Relate" then, "Relate New Content"

17 Add in your Title and Alt Tag for the image.

18 Click "Browse..." and navigate to your images.

This is my first card
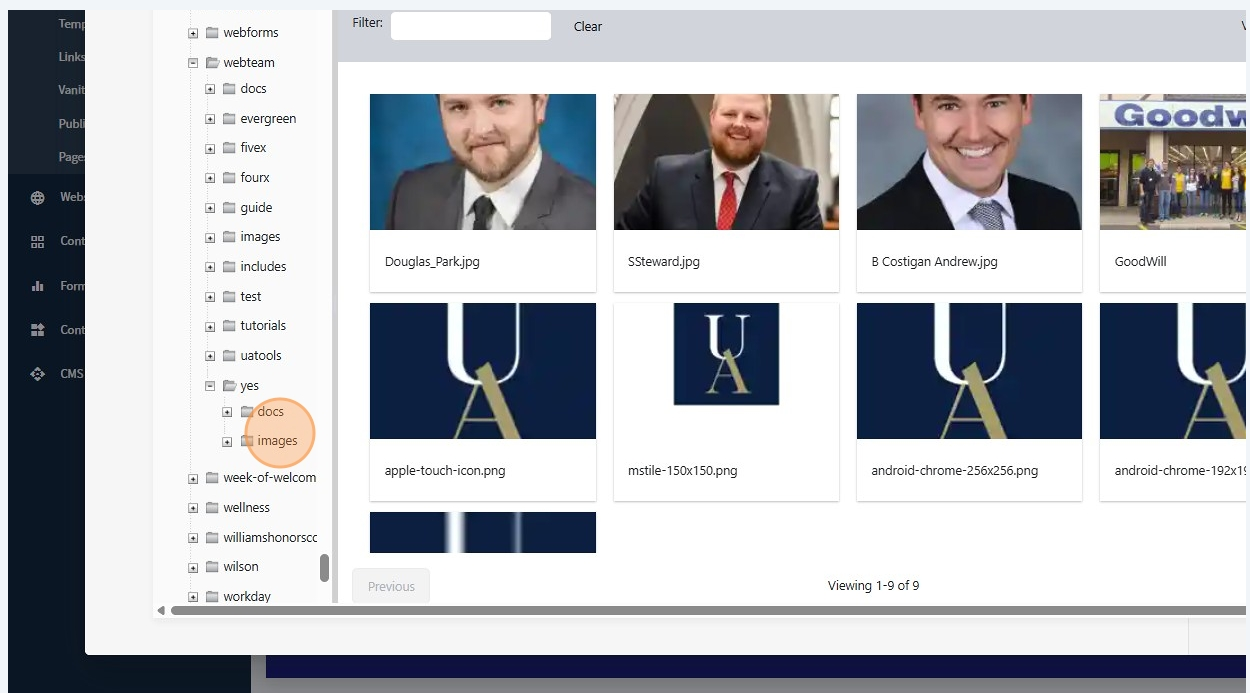
Media Type*

General Media

Name Key

Alt Tag*
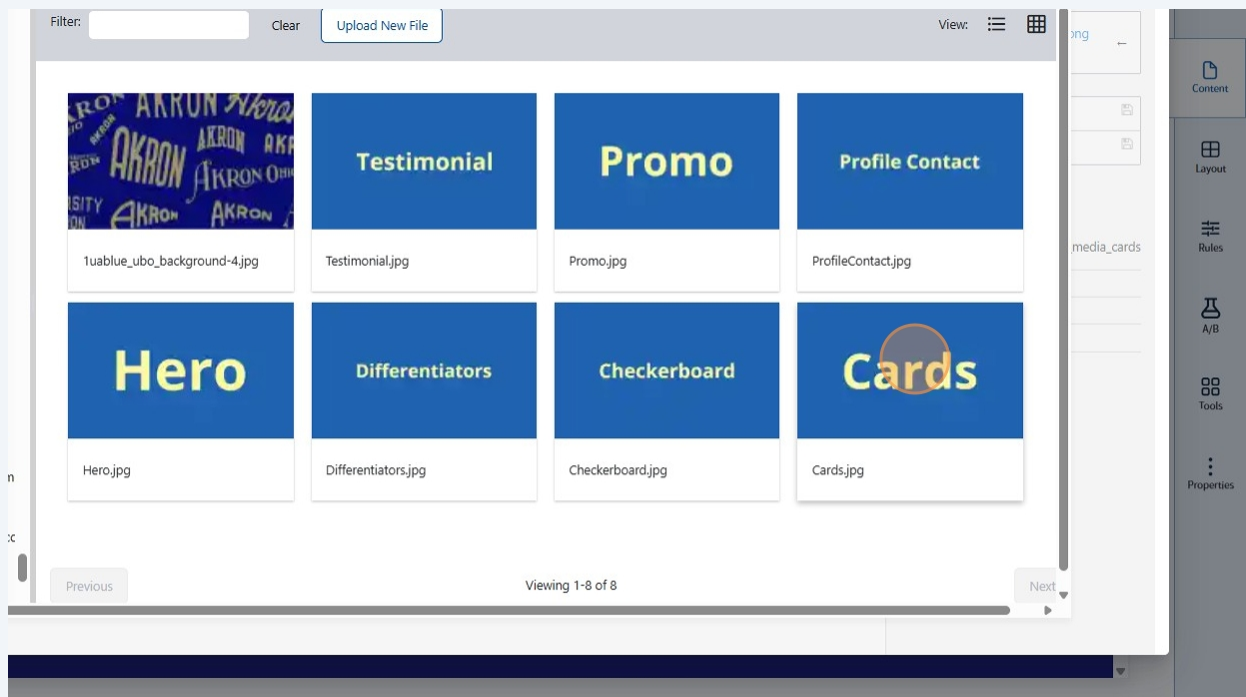
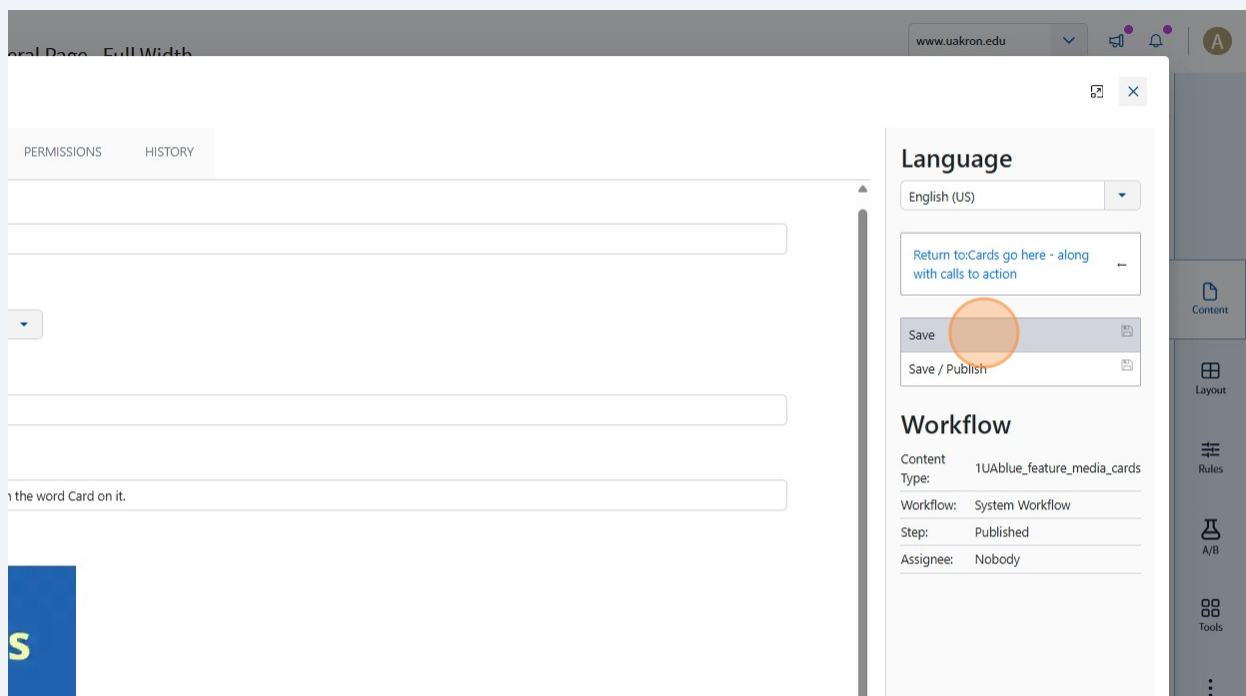This is a sample image with the word Card on it.

💬 Image

Browse...

Optional URL

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19 Click "images"

- ⊞ 📁 webforms
- ⊟ 📁 webteam
  - ⊞ 📁 docs
  - ⊞ 📁 evergreen
  - ⊞ 📁 fivex
  - ⊞ 📁 fourx
  - ⊞ 📁 guide
  - ⊞ 📁 images
  - ⊞ 📁 includes
  - ⊞ 📁 test
  - ⊞ 📁 tutorials
  - ⊞ 📁 uatools
  - ⊟ 📁 yes
    - ⊞ 📁 docs
    - ⊞ 📁 images
- ⊞ 📁 week-of-welcom
- ⊞ 📁 wellness
- ⊞ 📁 williamshonorscc
- ⊞ 📁 wilson
- ⊞ 📁 workday

Filter: [   ] Clear

Douglas_Park.jpg

SSteward.jpg

B Costigan Andrew.jpg

GoodWill

apple-touch-icon.png

mstile-150x150.png

android-chrome-256x256.png

android-chrome-192x19

Previous   Viewing 1-9 of 9

20 Click on the image for your first card to select it.
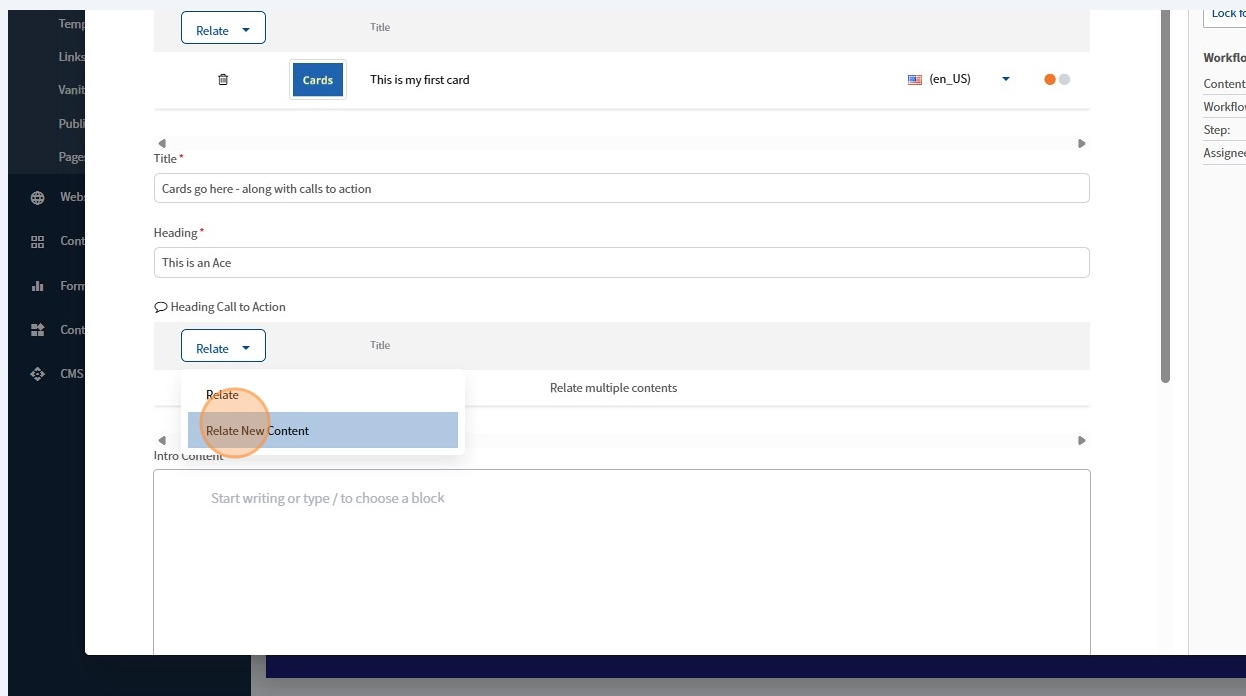

21 Click "Save"

22 Click "Return to:.." to go back to the card to add in the Call To Action
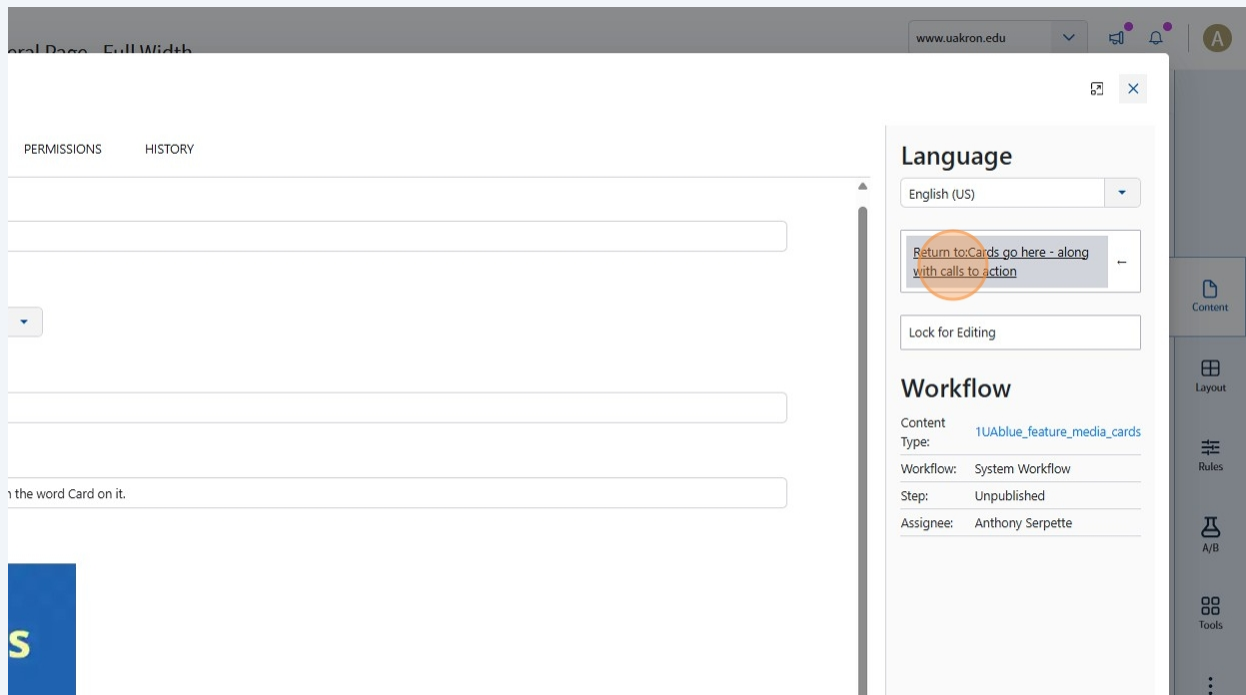
23 At the Call to Action, click "Relate New Content"

24   Fill in the Link Label, the Link URL and the Link Description

25   Select your Link Type.

26 Click "Save"
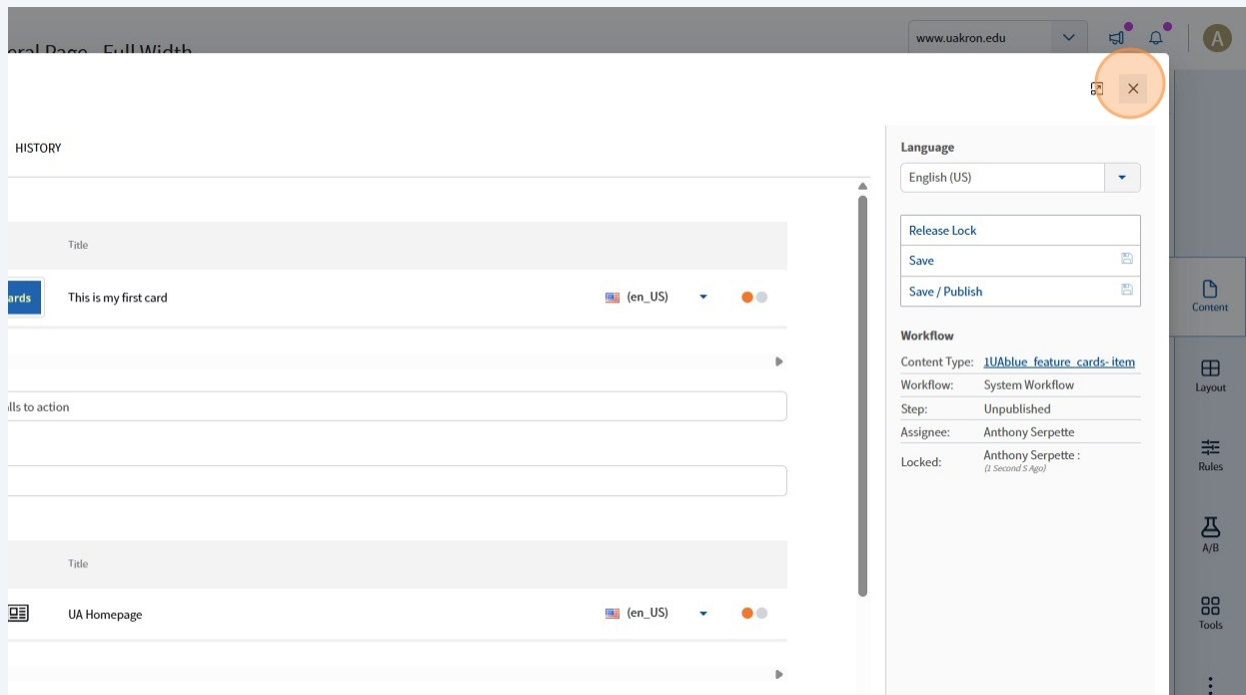

27 Click "Return to:..."
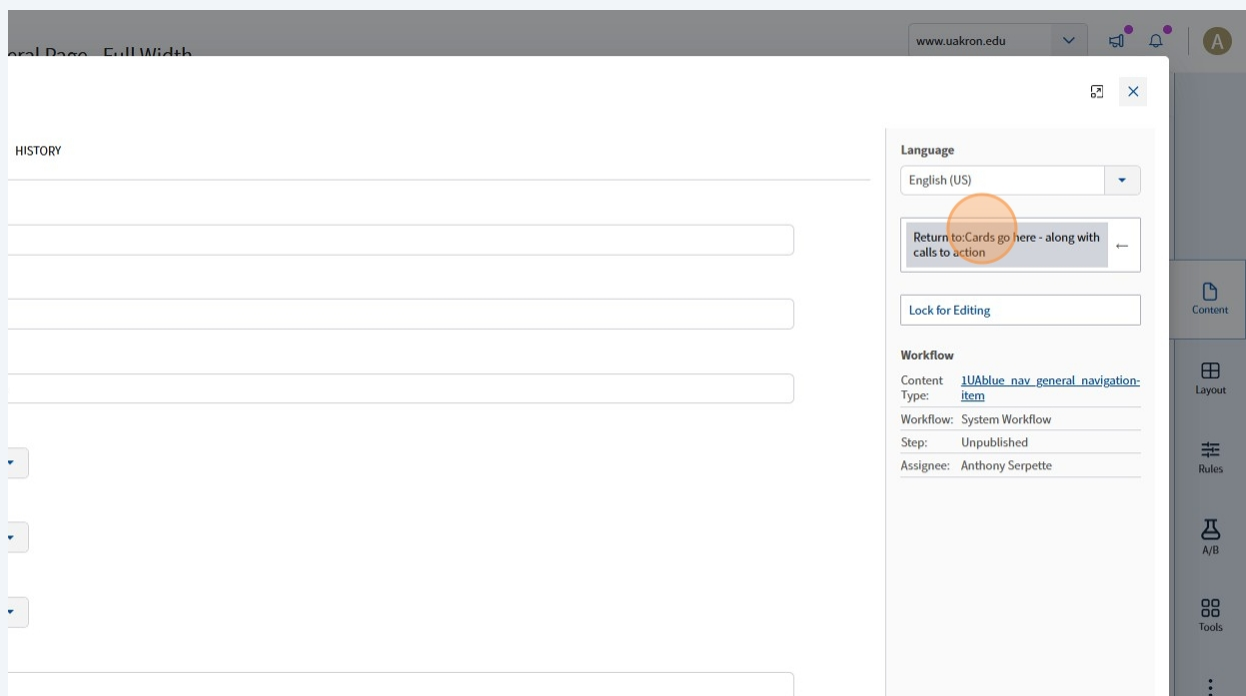
28 Click "Lock for Editing"
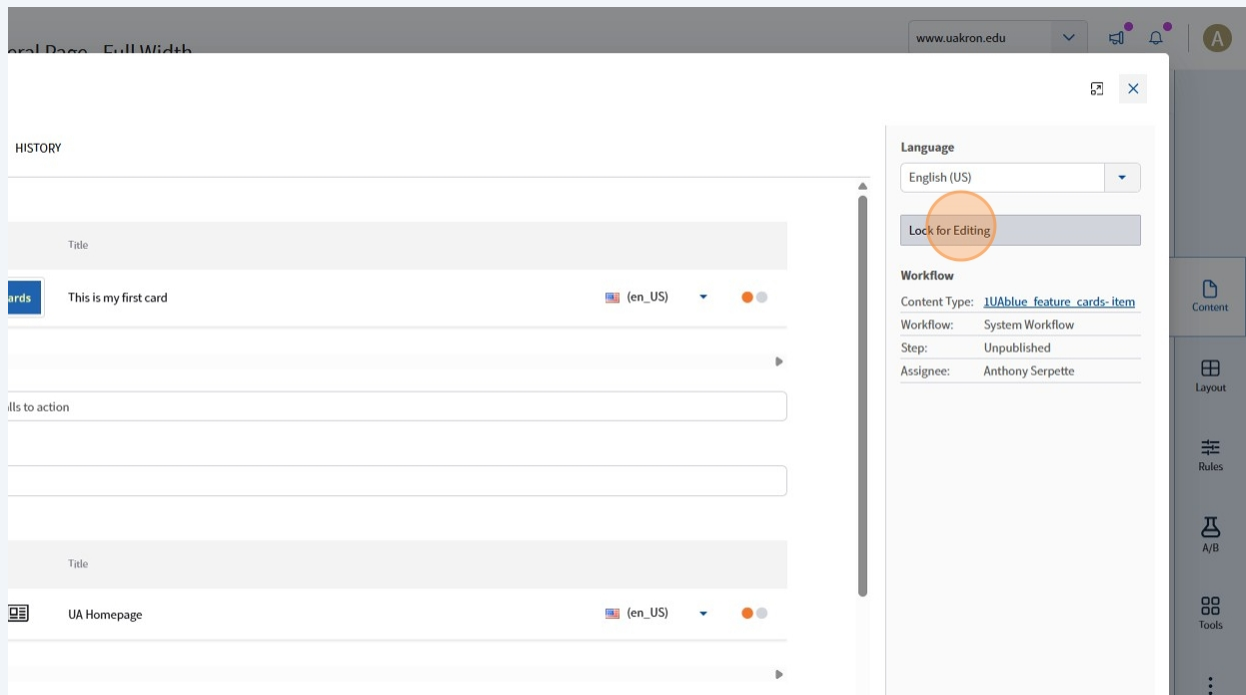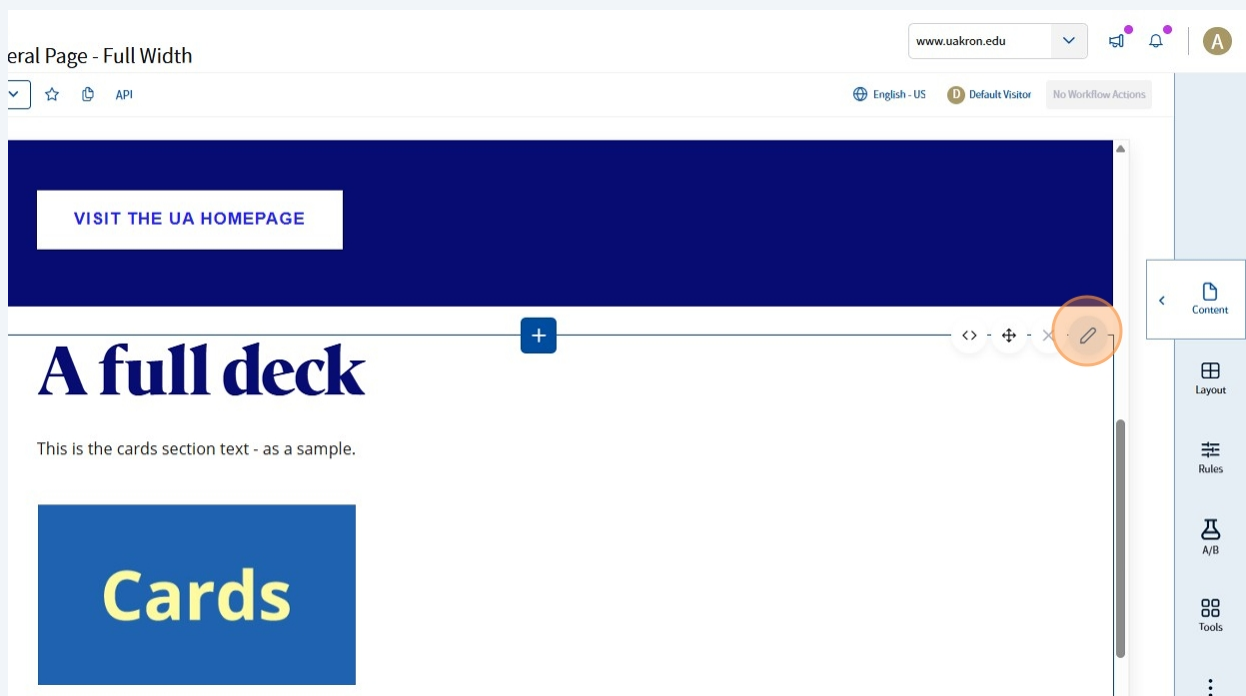

29 Click "Save"
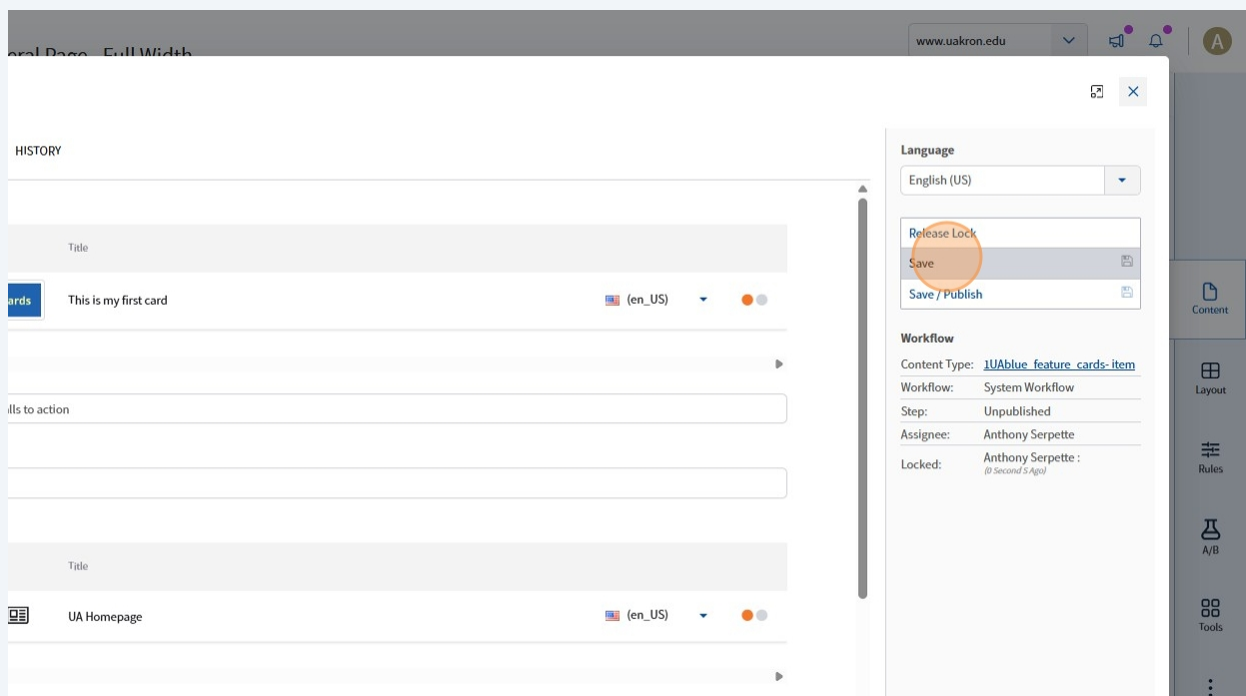
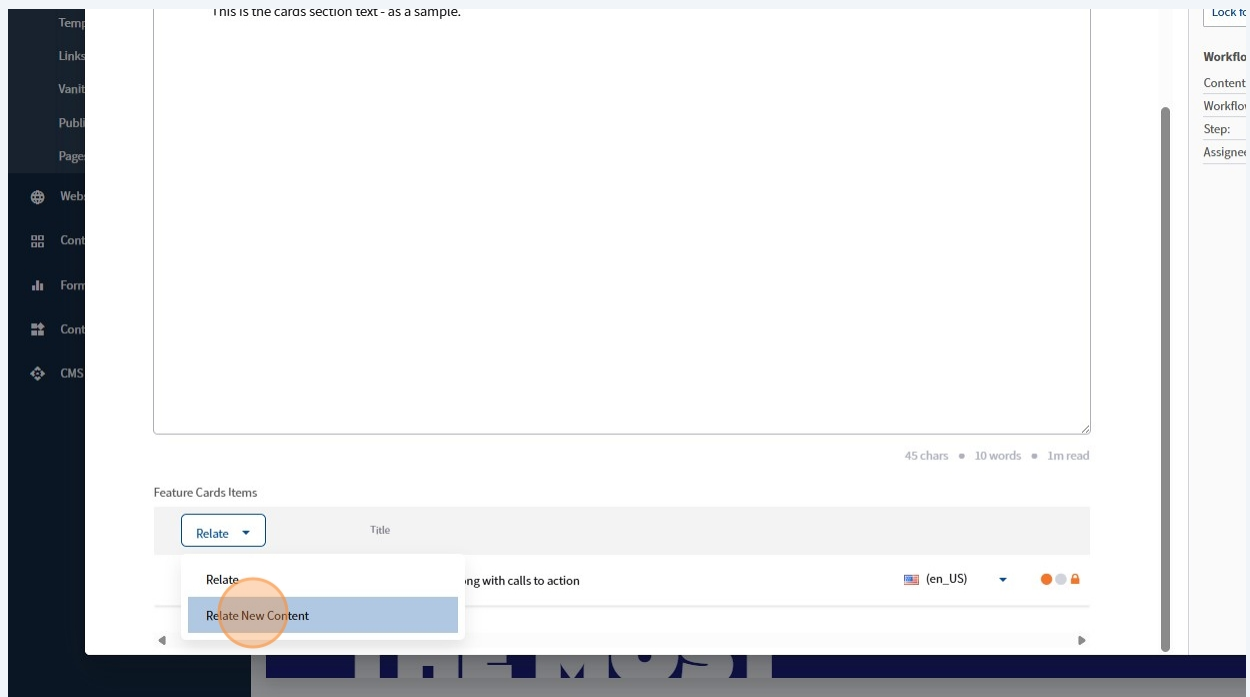**30**   Click this icon to close the Card Feature widget and return to the page.

31   If you want to add additional cards, click the Pencil icon to edit the Card Feature widget.
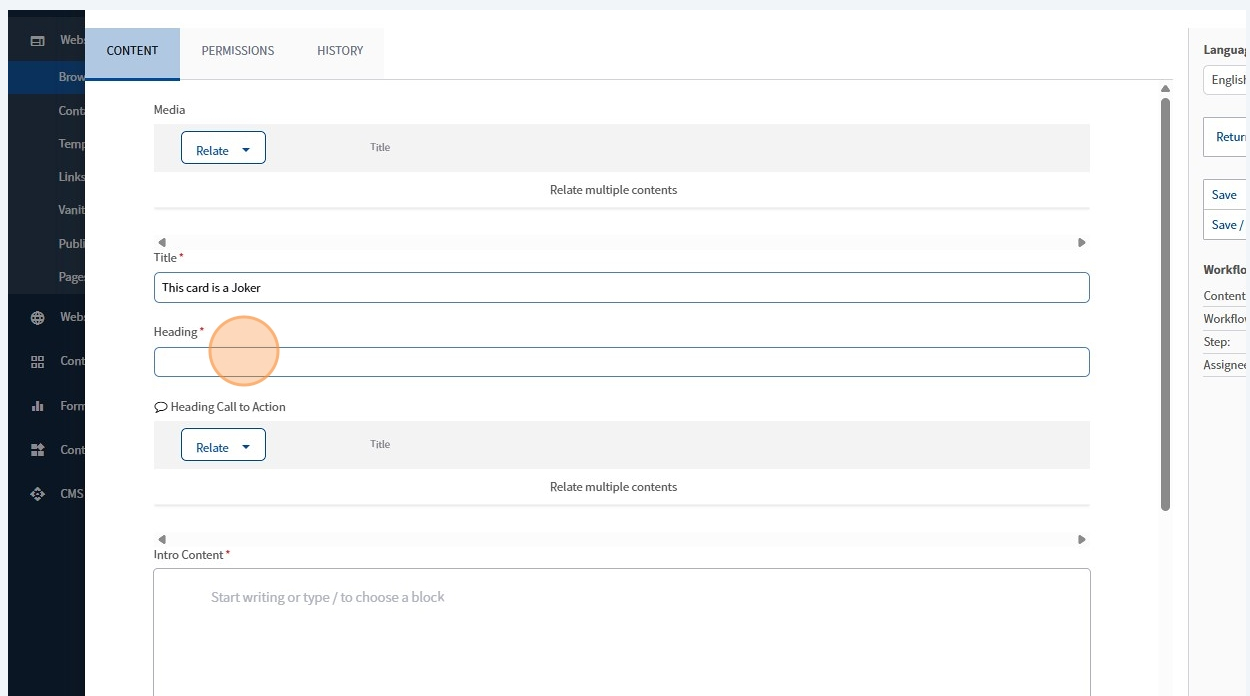
32   Since the Card Feature widget has already been saved, we can proceed to click "Relate" and "Relate New Content"
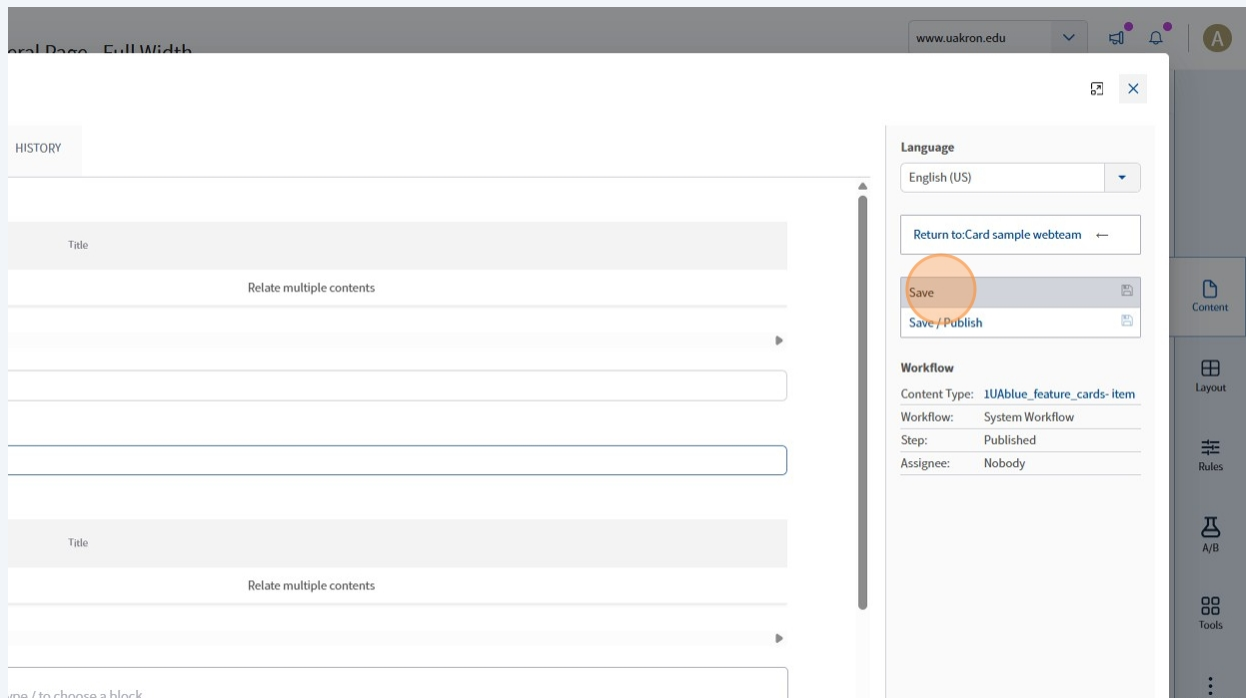

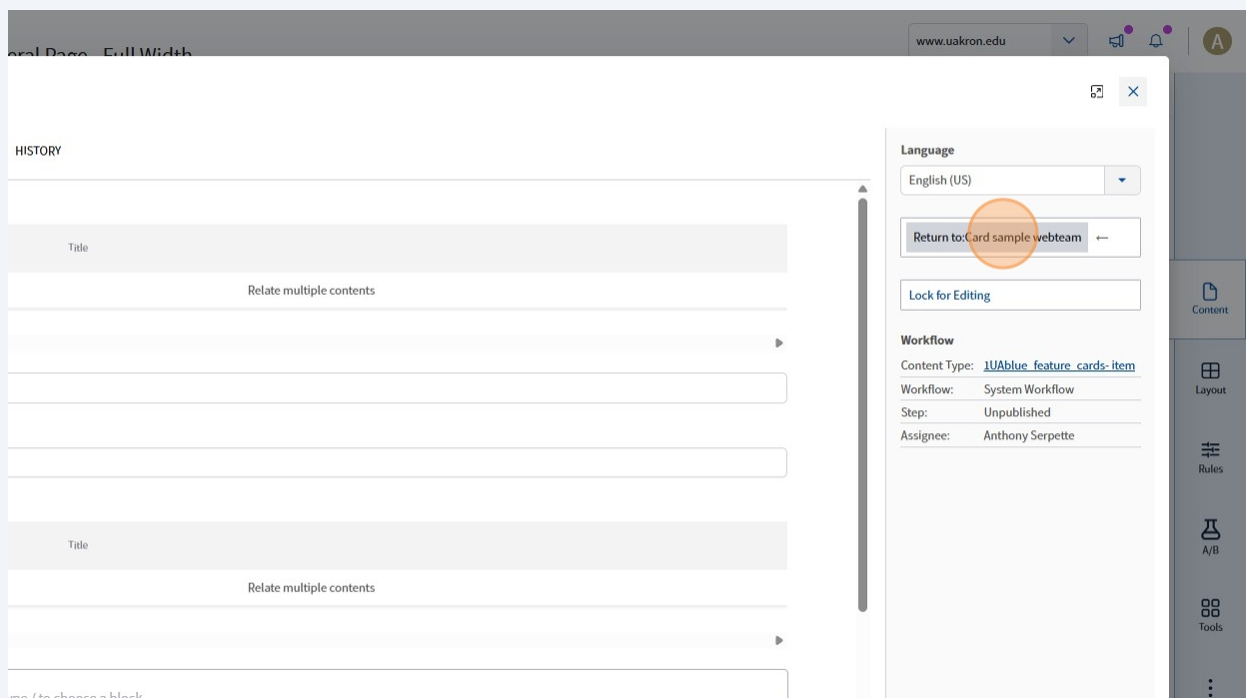**33**   Fill in the Title and Heading for your second card.

34 For the second card, we'll need to Save, exit, and return before we can add the image and/or Call To Action. Click "Save"

35 Click "Return to:..."

36 Click the name of your second card to re-enter. Click "Relate" and "Relate New Content" to add the image to your second card.

37 Fill in the Tile and Alt-Tag for your image.

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

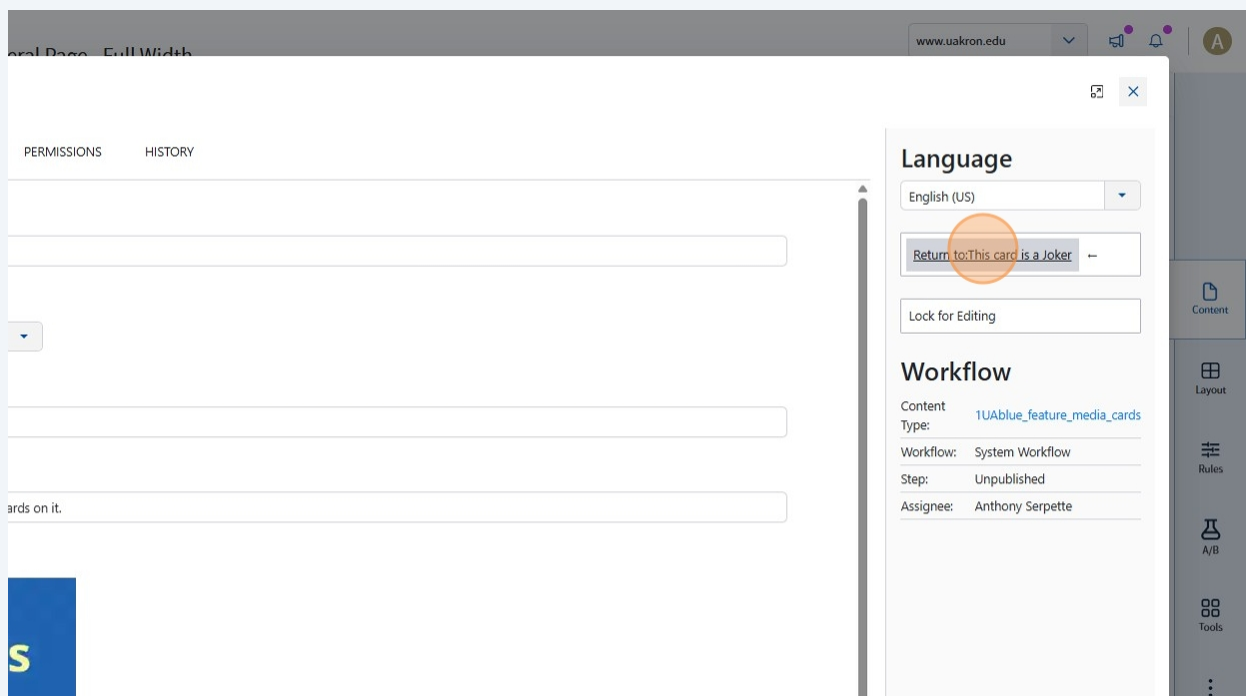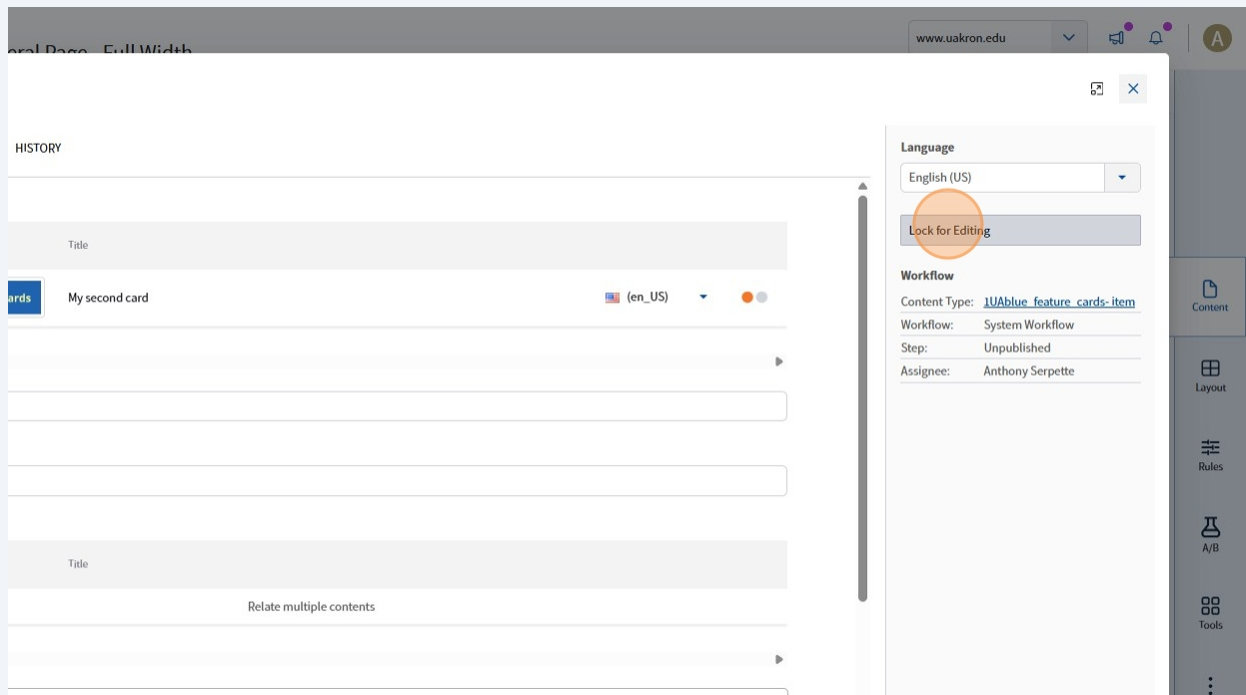**39** Click your image to add it to the second card.
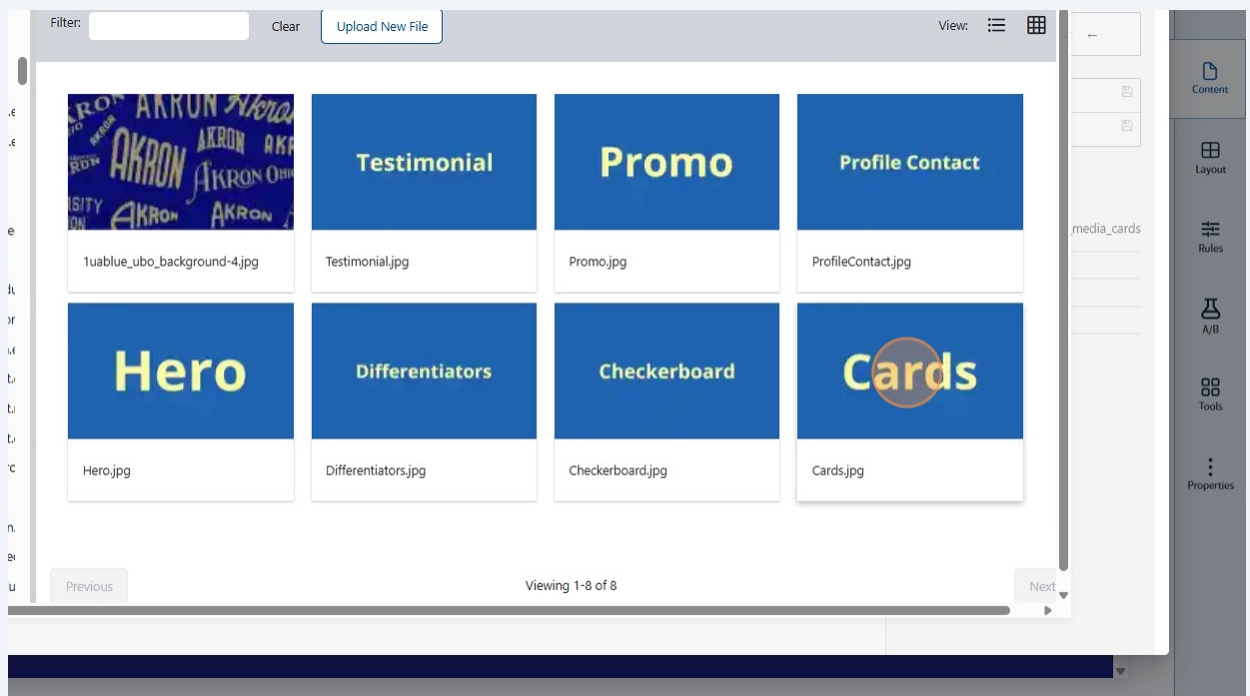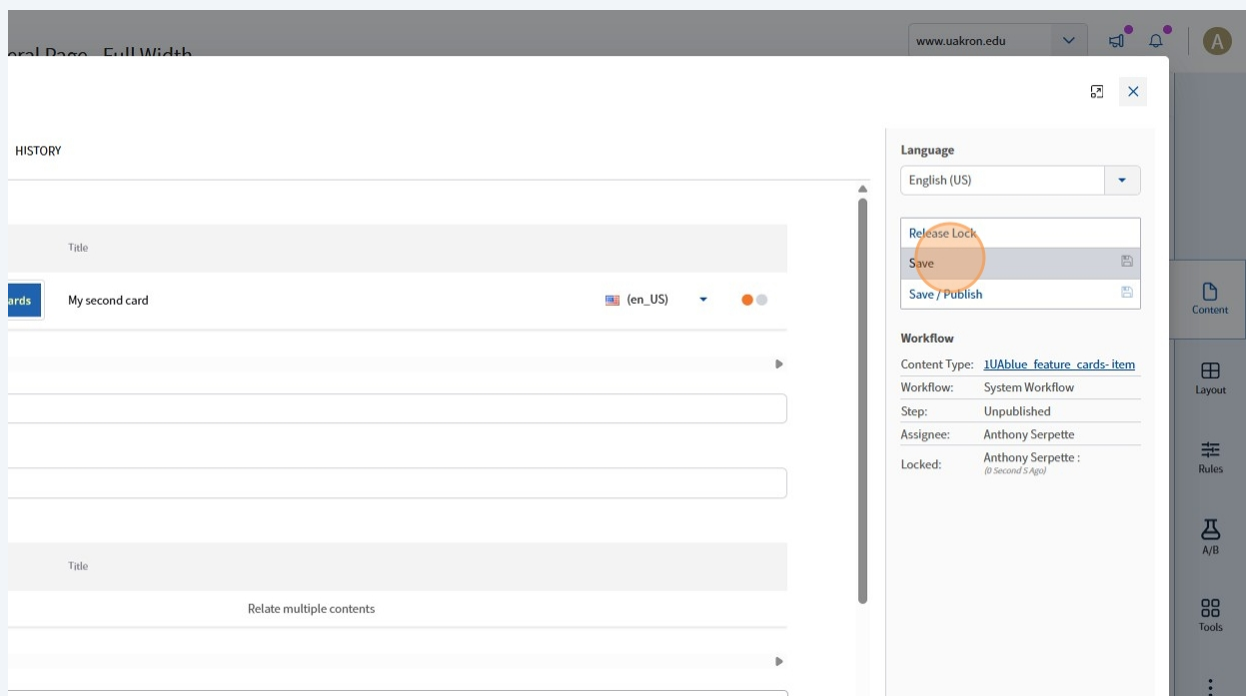
40 Click "Save"
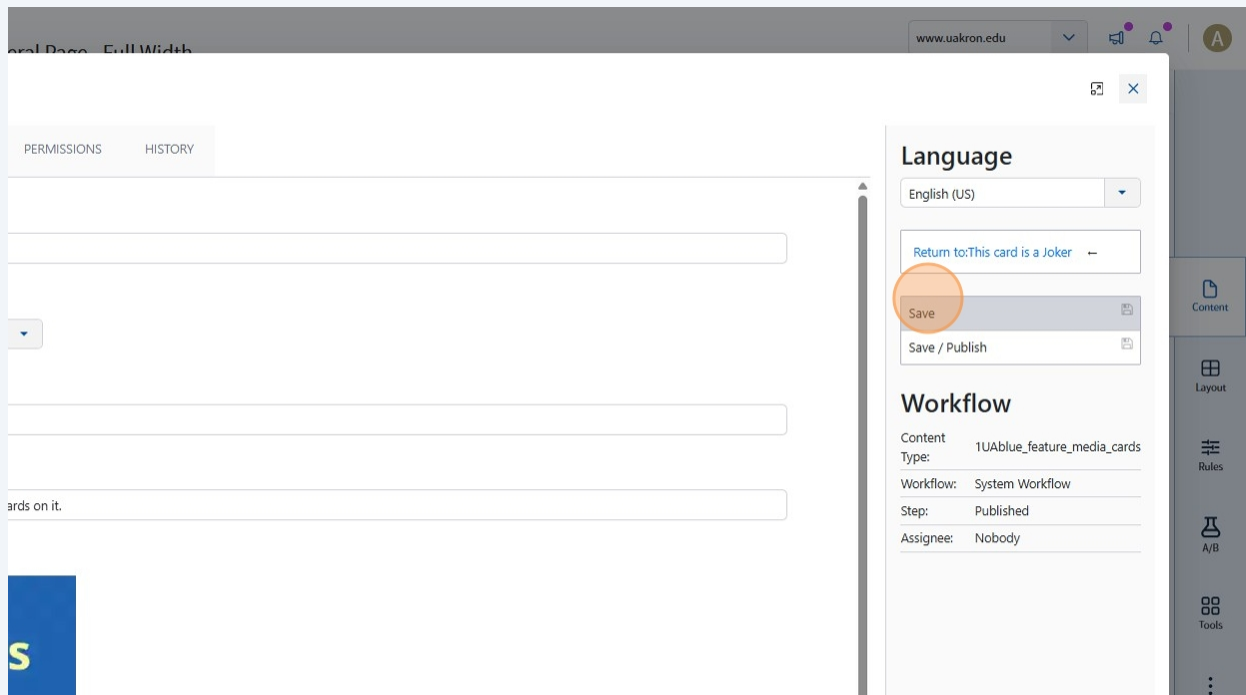
41 Click "Return to:..."
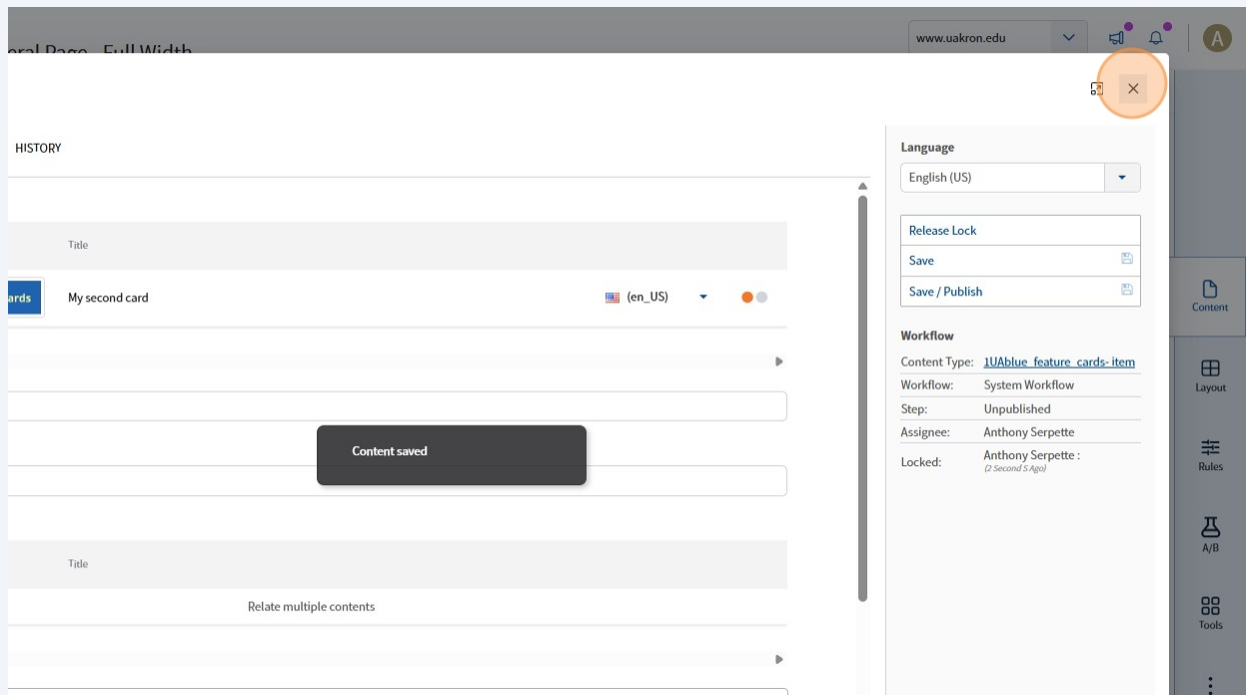
42 Click "Lock for Editing"

43 Click "Save"

44   Click this icon to close the Card Feature widget.

45   You'll now see both of your cards - one with a Call to Action and with a header.