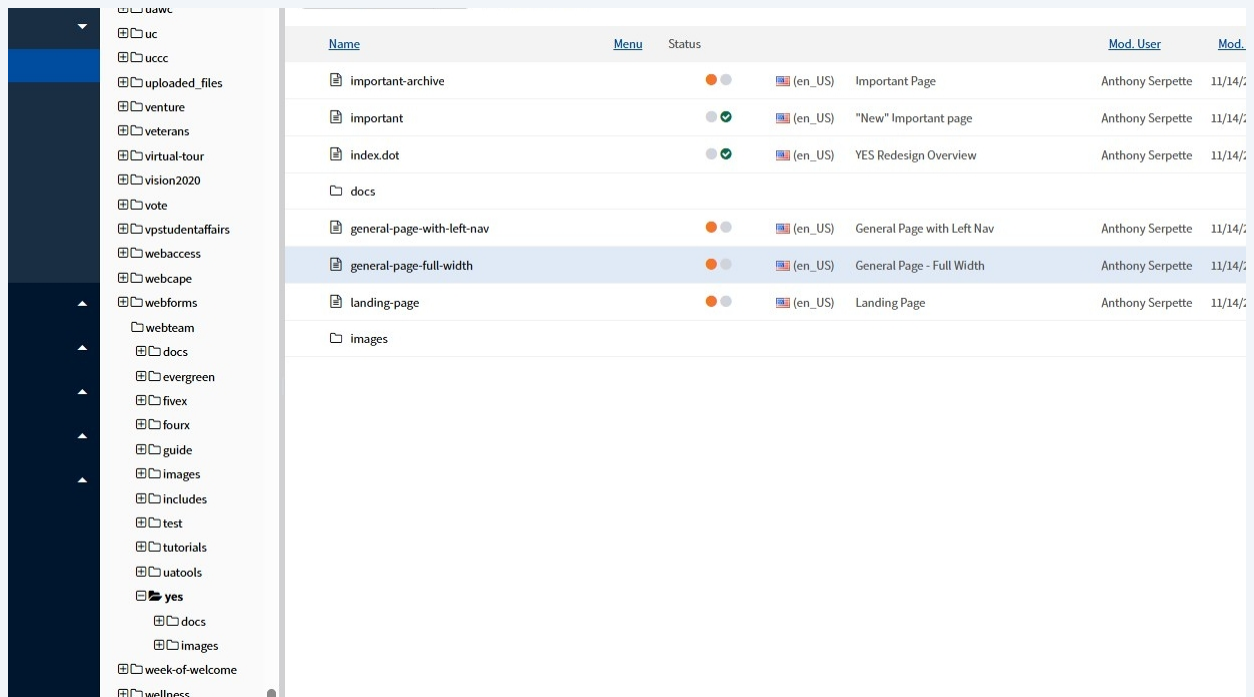


# Create and Relate Content Cards in DotCMS

1

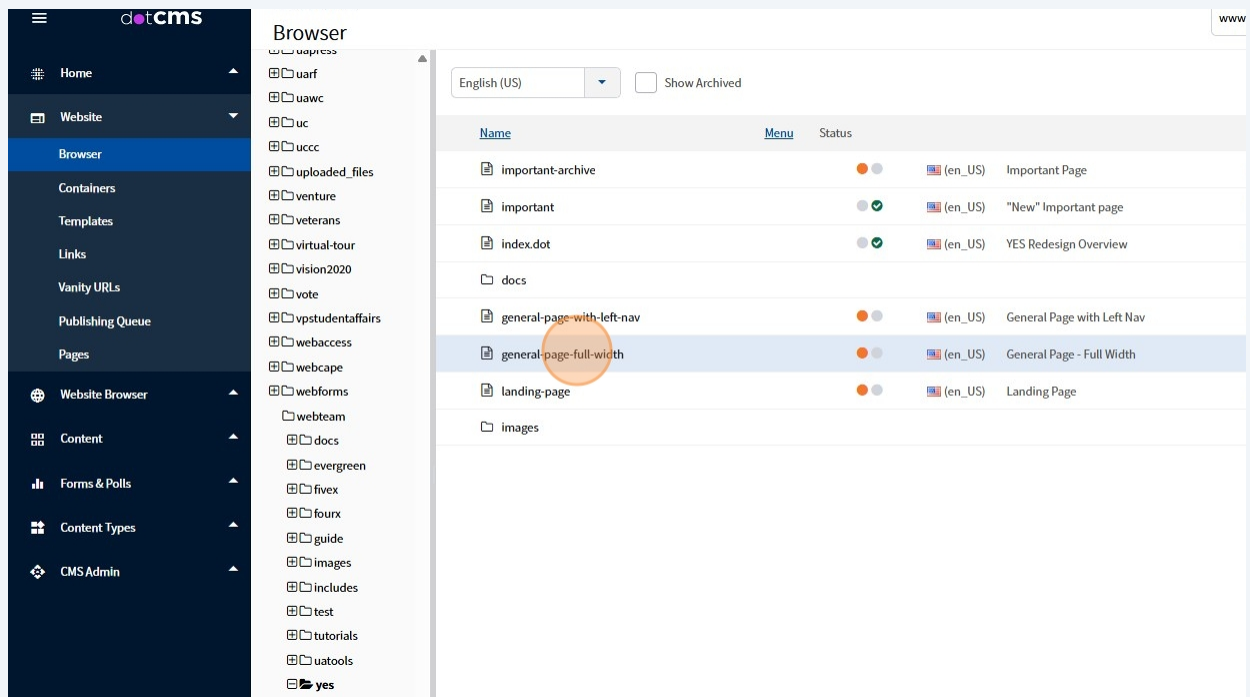
Navigate to <https://www.uakron.edu/c> Log-in with your UA credentials and navigate to your folder.



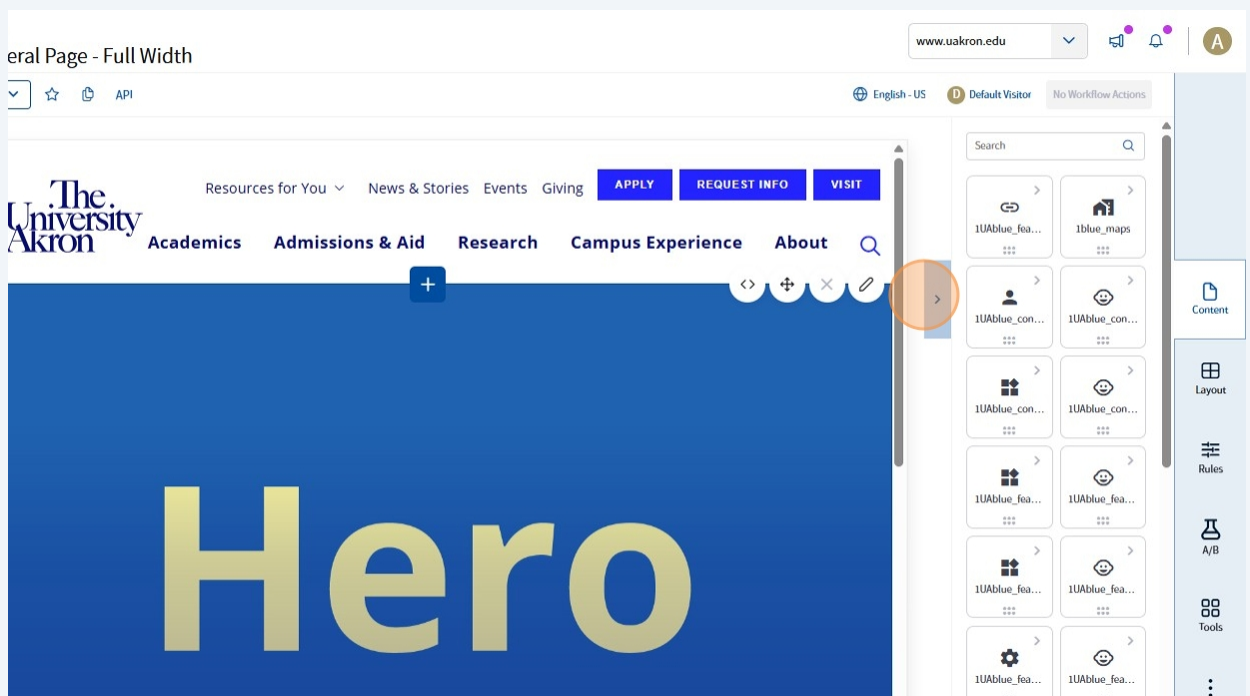
The screenshot displays the DotCMS interface. On the left is a dark sidebar with a folder tree. The main area on the right shows a table of content cards.

| Name                       | Menu | Status                  | Mod. User        | Mod.    |
|----------------------------|------|-------------------------|------------------|---------|
| important-archive          |      | <span>🇺🇸 (en_US)</span> | Anthony Serpette | 11/14/; |
| important                  |      | <span>🇺🇸 (en_US)</span> | Anthony Serpette | 11/14/; |
| index.dot                  |      | <span>🇺🇸 (en_US)</span> | Anthony Serpette | 11/14/; |
| docs                       |      |                         |                  |         |
| general-page-with-left-nav |      | <span>🇺🇸 (en_US)</span> | Anthony Serpette | 11/14/; |
| general-page-full-width    |      | <span>🇺🇸 (en_US)</span> | Anthony Serpette | 11/14/; |
| landing-page               |      | <span>🇺🇸 (en_US)</span> | Anthony Serpette | 11/14/; |
| images                     |      |                         |                  |         |

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

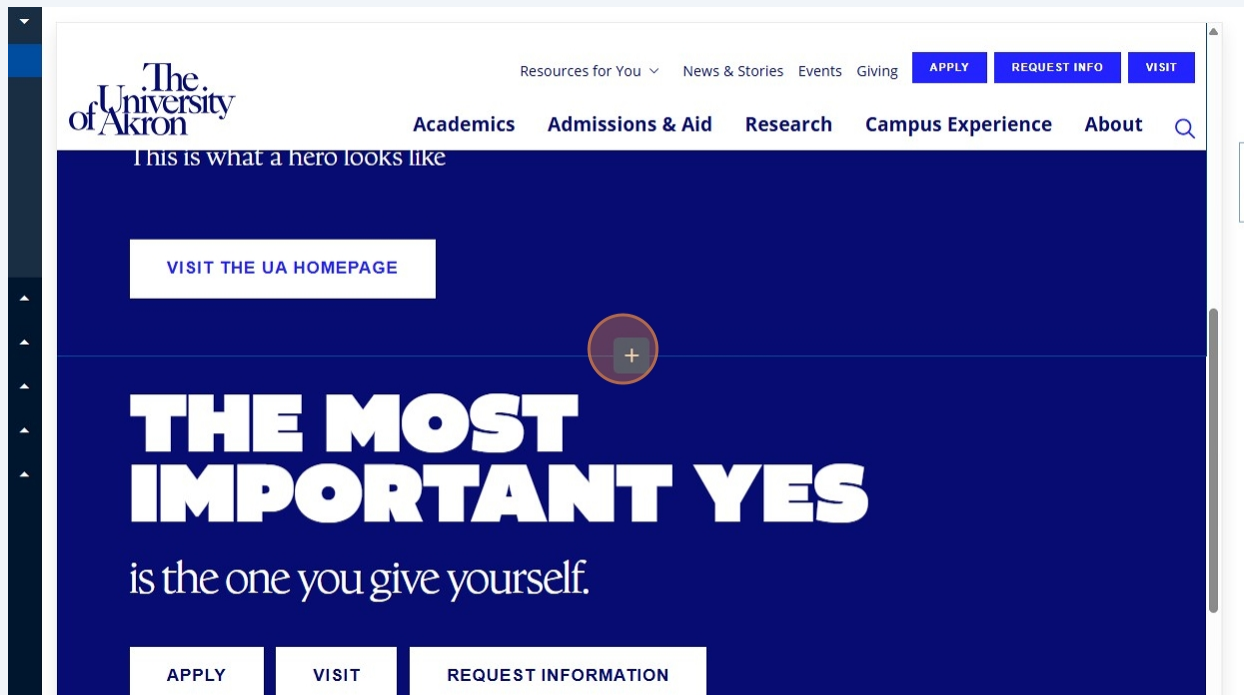


3 Click to close the Content Panel.



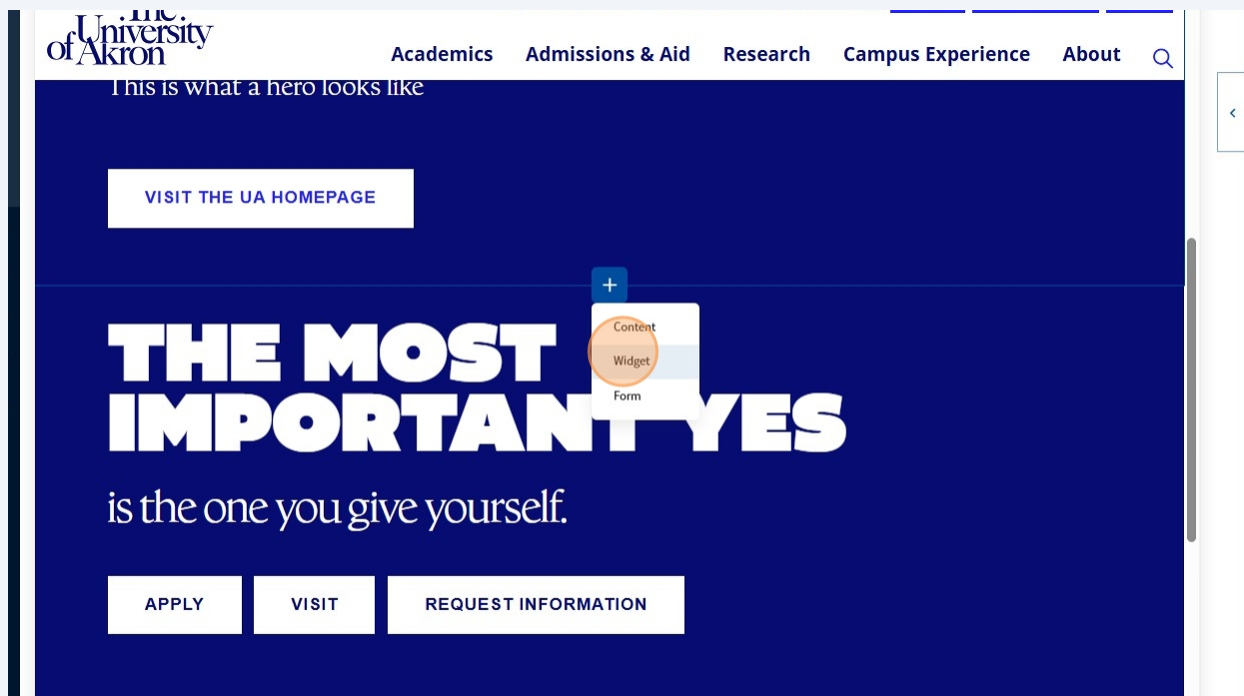
4

Scroll down and click the blue square with the plus sign where you want to add your cards.

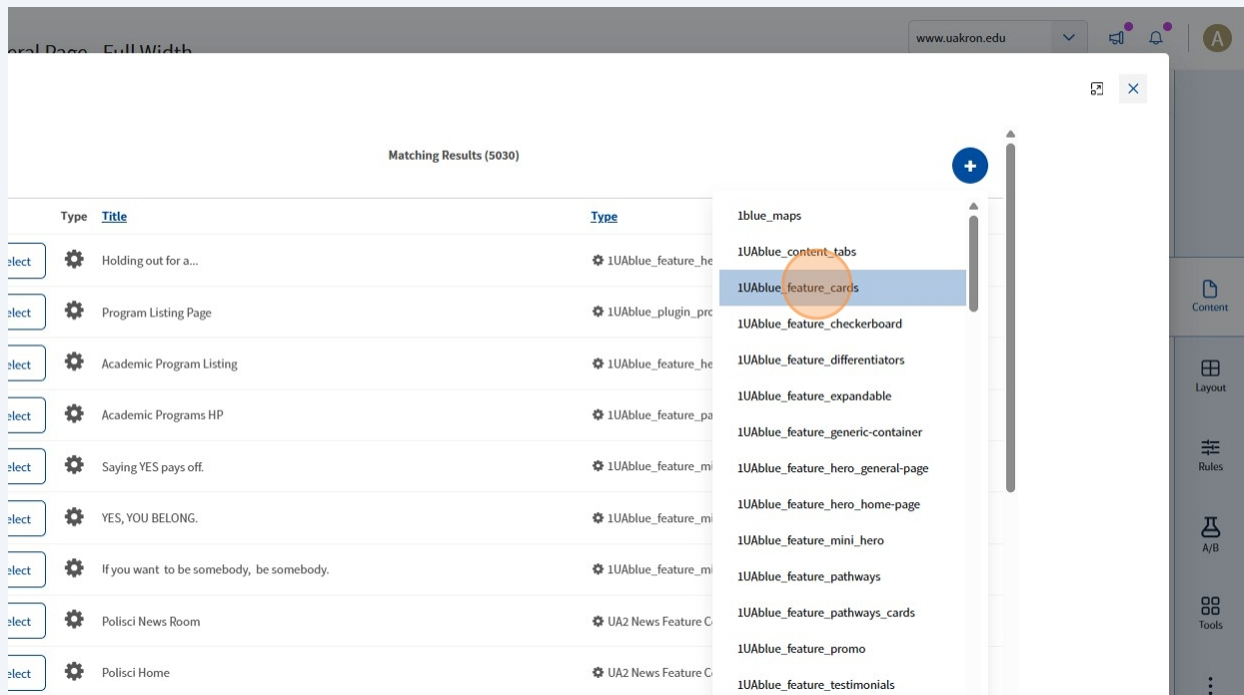


5

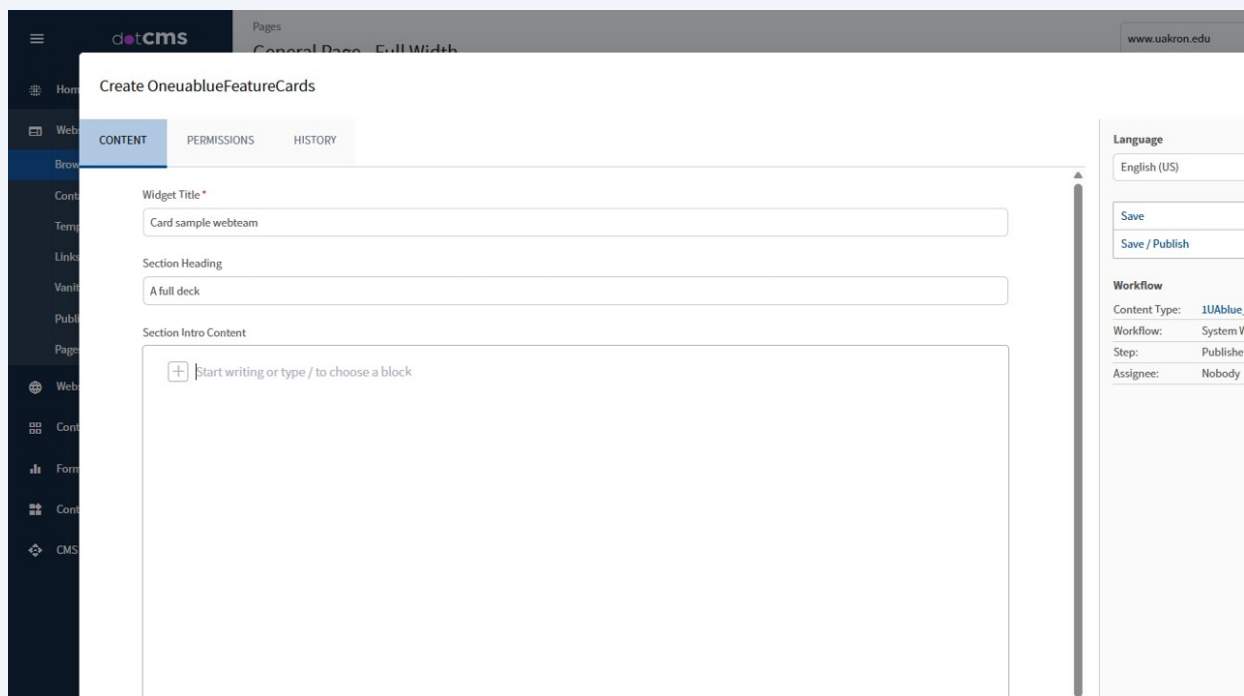
Click "Widget" from the menu



6 Click the blue circle with a plus sign, then select "1UAbblue\_feature\_cards"

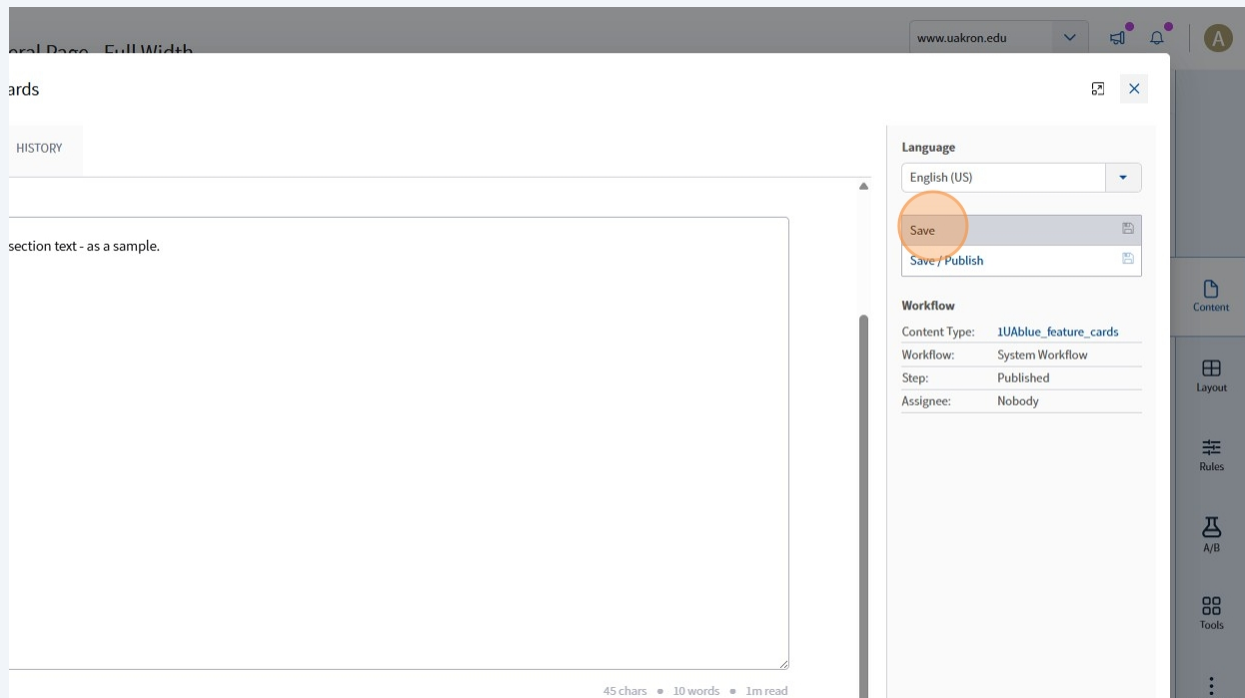


7 Add in the Widget Title (not visible to the users), the Section heading (visible), and the Section Intro Text.



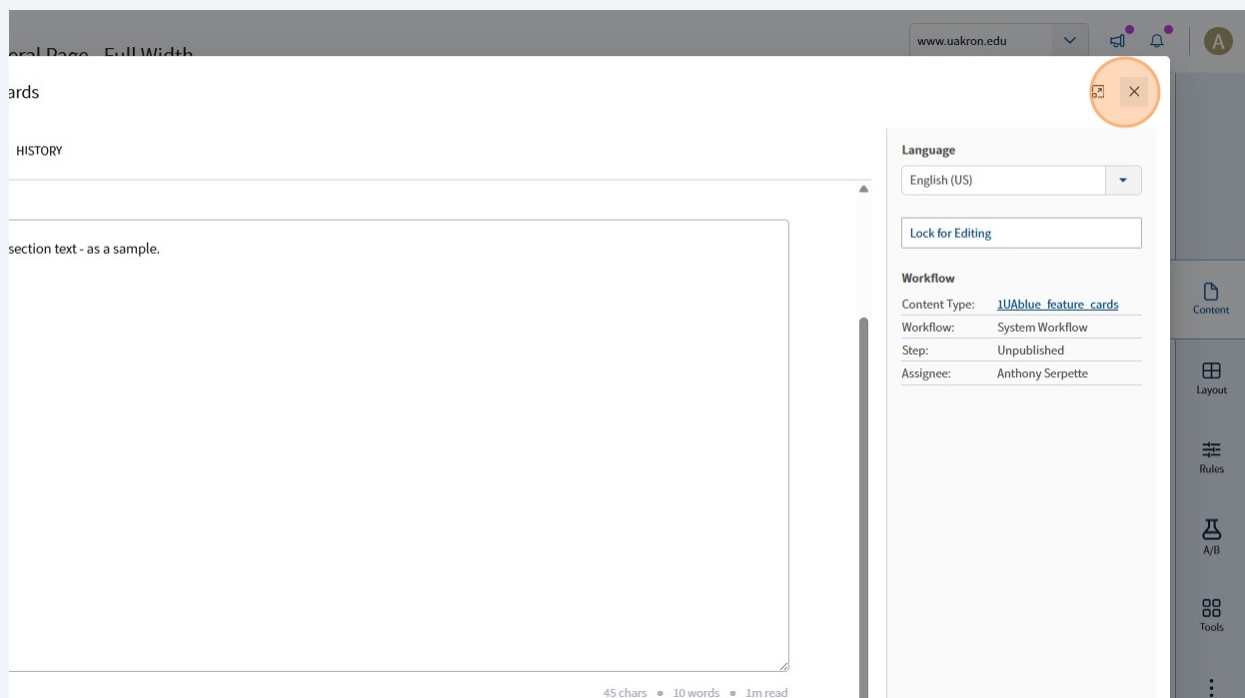
8

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".

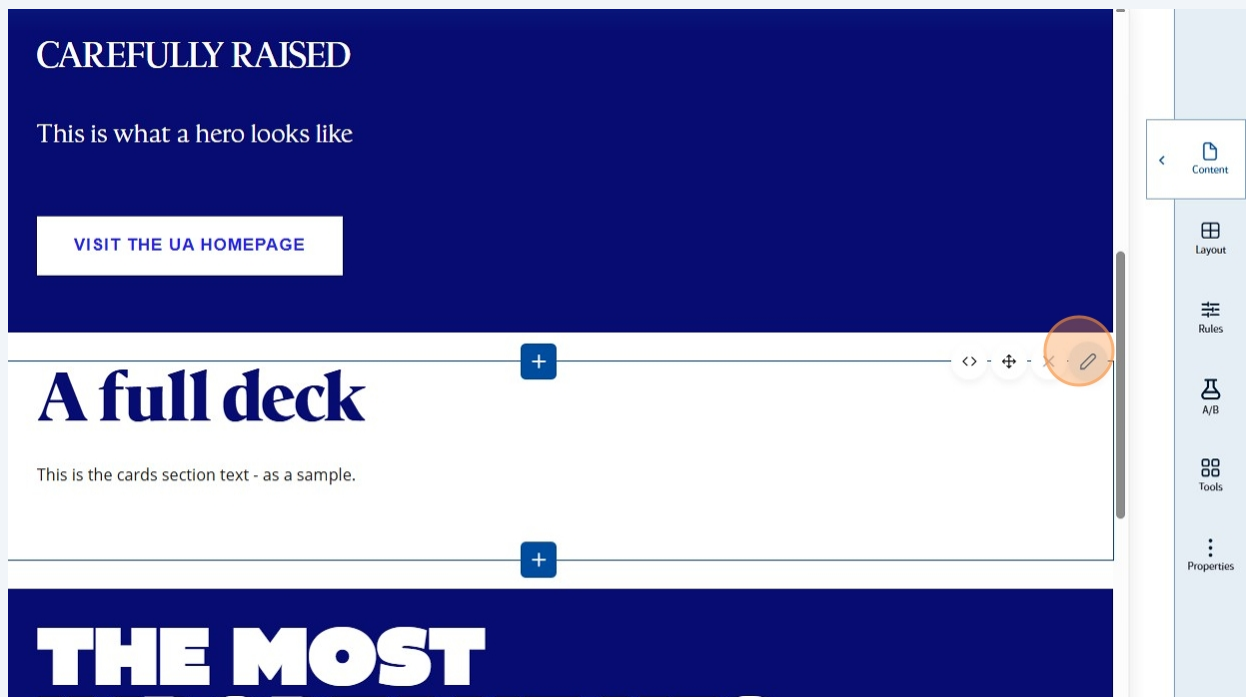


9

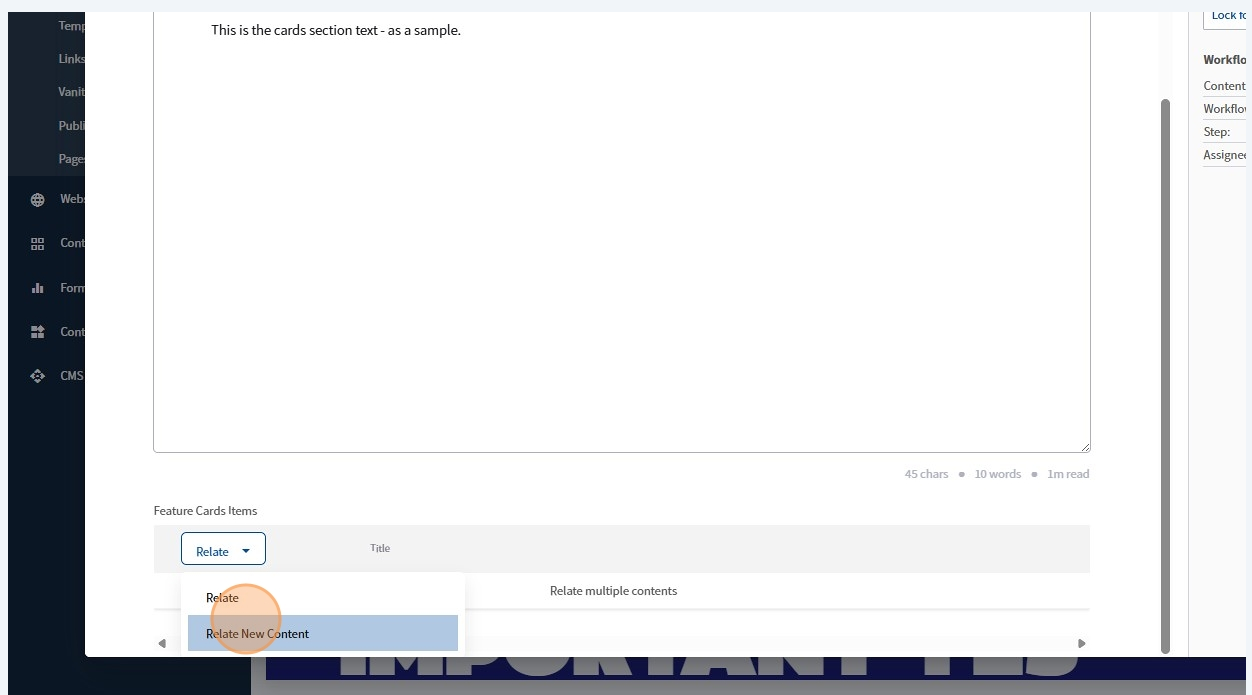
Click the "x" to close the widget.



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



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



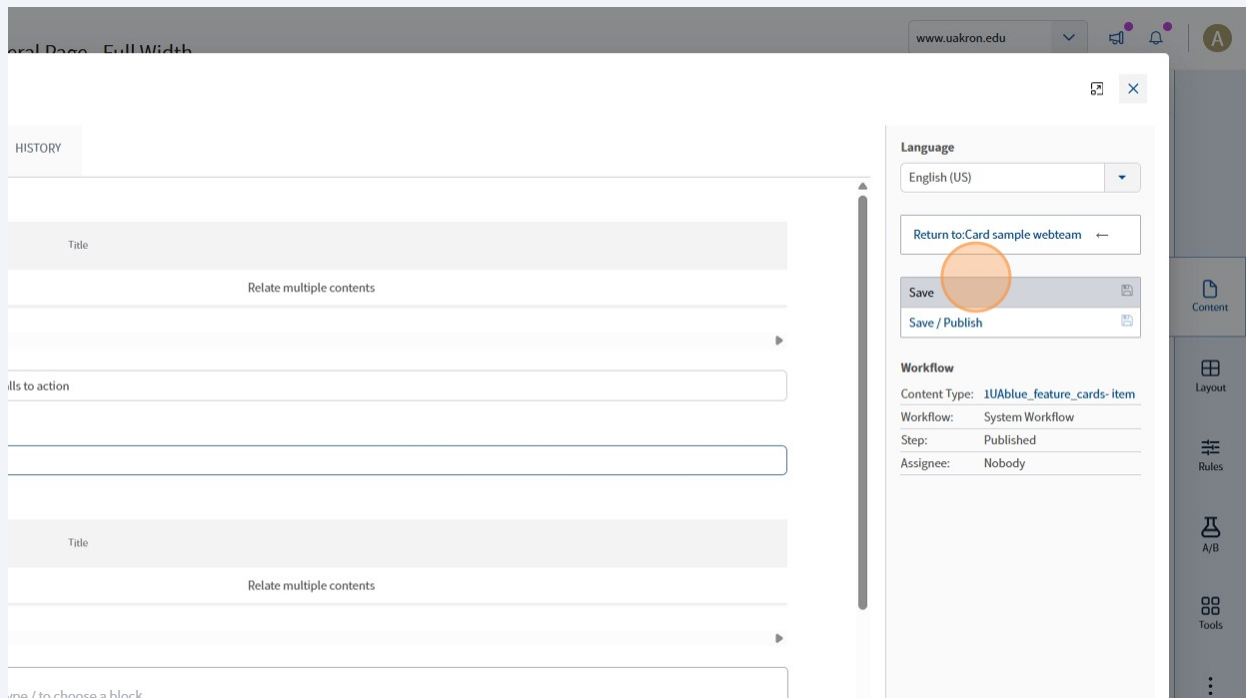
## 12 Click this text field.

The screenshot shows the dotCMS interface for editing a 'Card sample webteam'. The 'CONTENT' tab is active. In the 'Media' section, there is a 'Title' field which is highlighted with an orange circle. Above it is a 'Relate' dropdown menu. Below the 'Title' field is a 'Heading' field. Further down is a 'Heading Call to Action' section with another 'Relate' dropdown. At the bottom is an 'Intro Content' section with a placeholder text 'Start writing or type / to choose a block'. On the right side, there is a sidebar with 'Language' (English), 'Return', 'Save', 'Save /', and 'Workflow' (Content, Workflow, Step, Assignee) buttons.

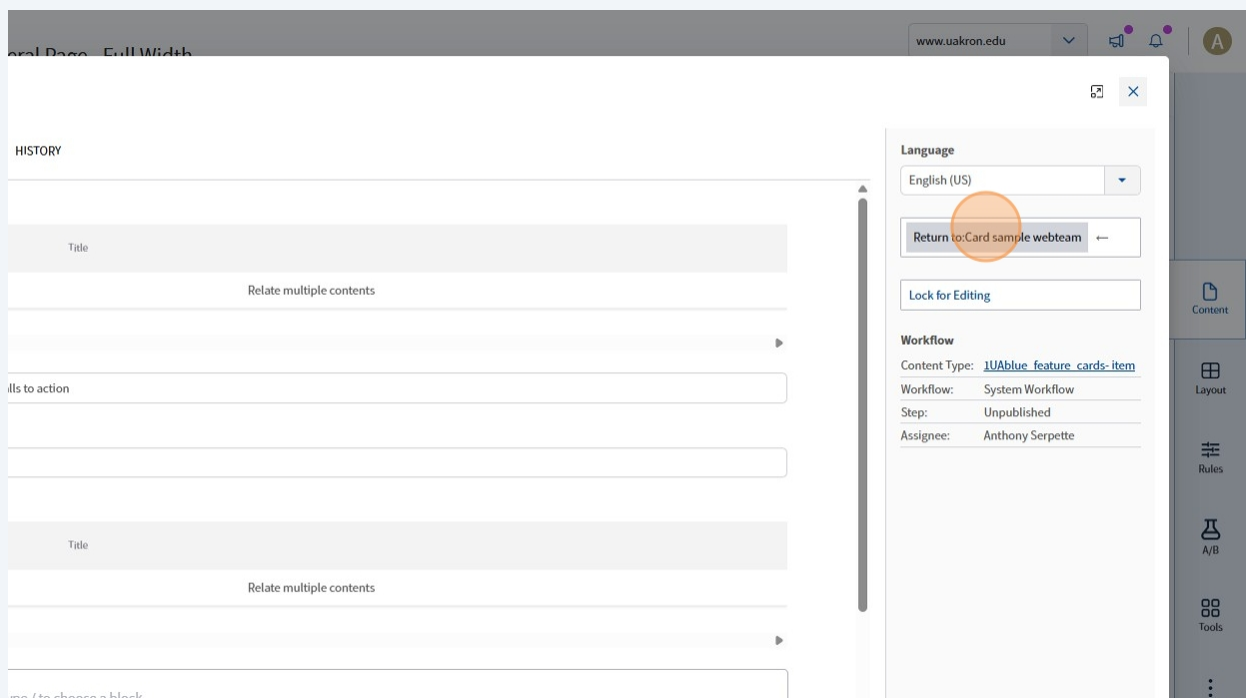
## 13 Enter the Title and Heading. To add the image and call to action, we'll need to save, exit to the "card feature" widget, then return.

The screenshot shows the same dotCMS interface as before, but now the 'Title' field is filled with the text 'Cards go here - along with calls to action'. The 'Heading' field is empty. The 'Heading Call to Action' section is still present. The 'Intro Content' section remains at the bottom. The sidebar on the right now includes a 'Return to: Card sample webteam' button, along with 'Save' and 'Save / Publish' buttons. The 'Workflow' section shows 'Content Type: IUAbblue\_fe', 'Workflow: System Wor', 'Step: Published', and 'Assignee: Nobody'.

## 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"

Card sample webteam

CONTENT PERMISSIONS HISTORY

Media

Relate

Relate

Relate New Content

Title

Relate multiple contents

Title \*

Cards go here - along with calls to action

Heading \*

This is an Ace

Heading Call to Action

Relate

Title

Relate multiple contents

Intro Content \*

Start writing or type / to choose a block

Language

English

Return

Lock

Workflow

Content

Workflow

Step:

Assignee

17

Add in your Title and Alt Tag for the image.

CONTENT VIDEO MEDIA PERMISSIONS HISTORY

Title \*

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

Language

English (US)

Return to: Cards go here with calls to action

Save

Save / Publish

Workflow

Content Type: 1UAblue\_fea

Workflow: System Work

Step: Published

Assignee: Nobody

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

This is my first card

Media Type\*

General Media

Name Key

Alt Tag \*

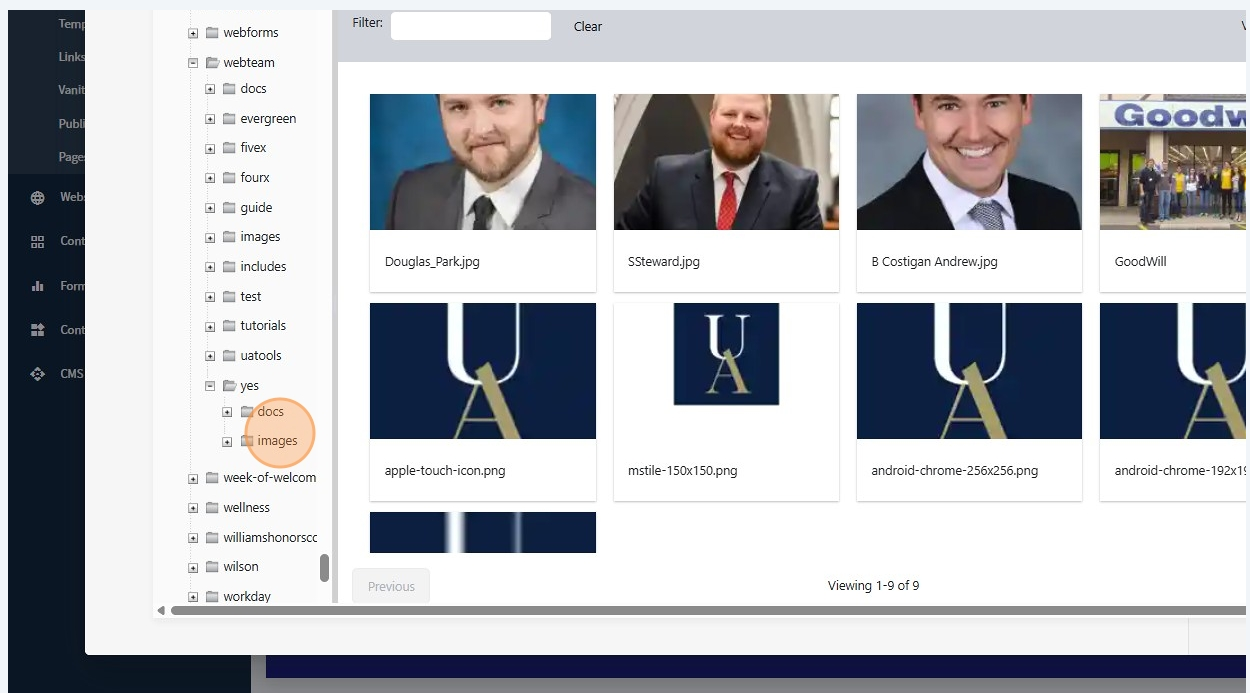
This is a sample image with the word Card on it.

Image

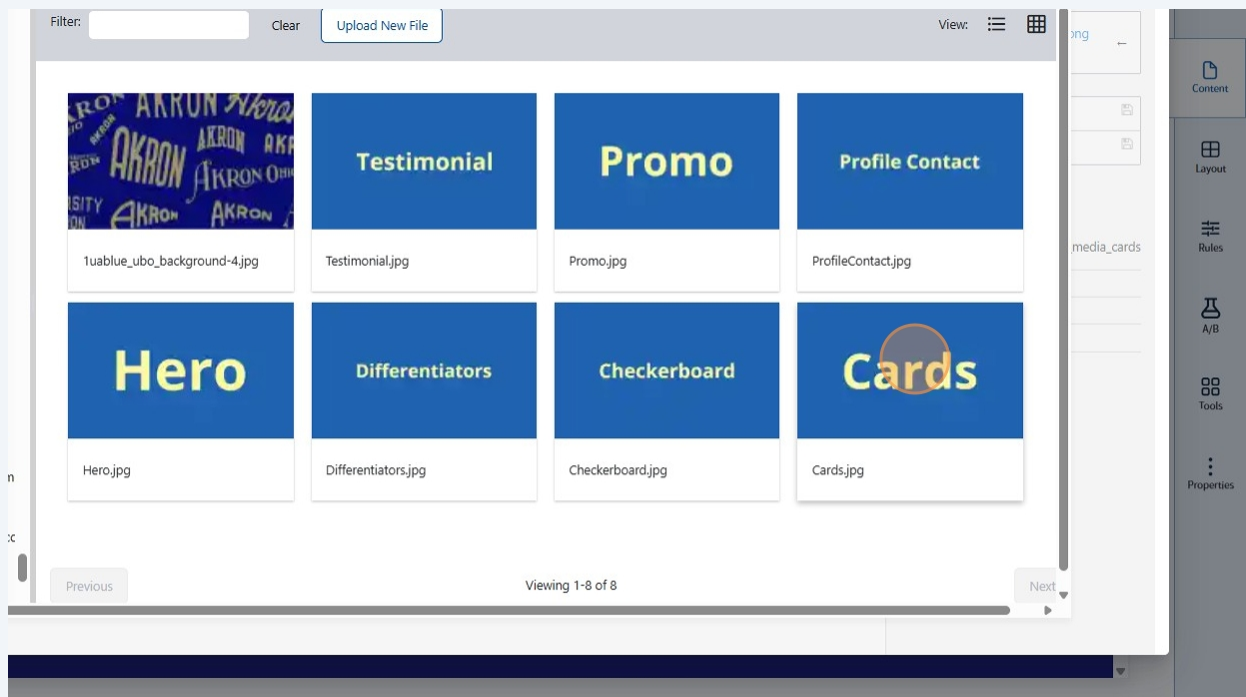
Browse...

Optional URL

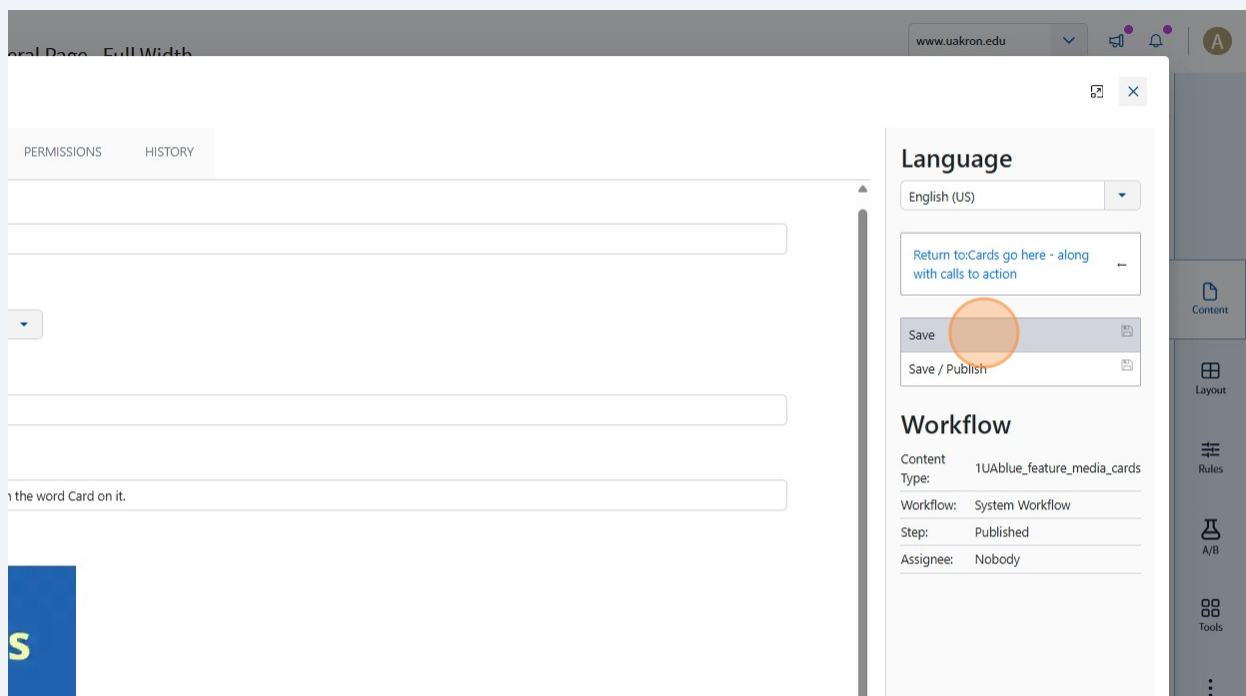
## 19 Click "images"



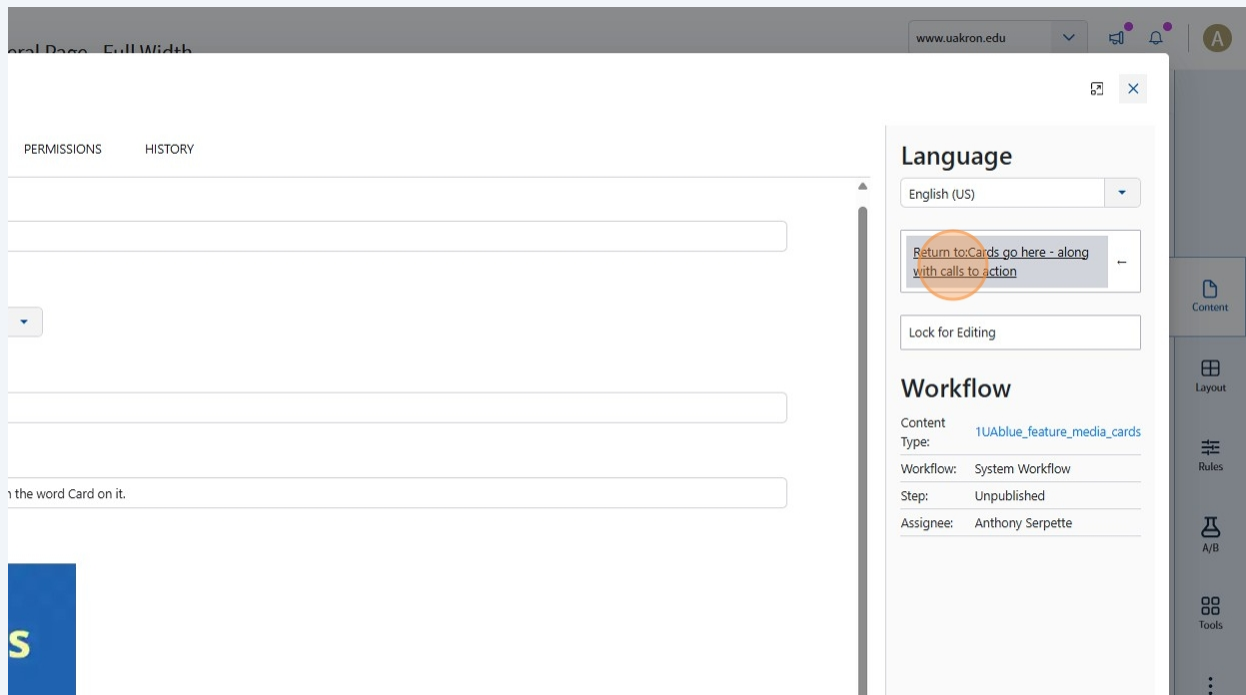
20 Click on the image for your first card to select it.



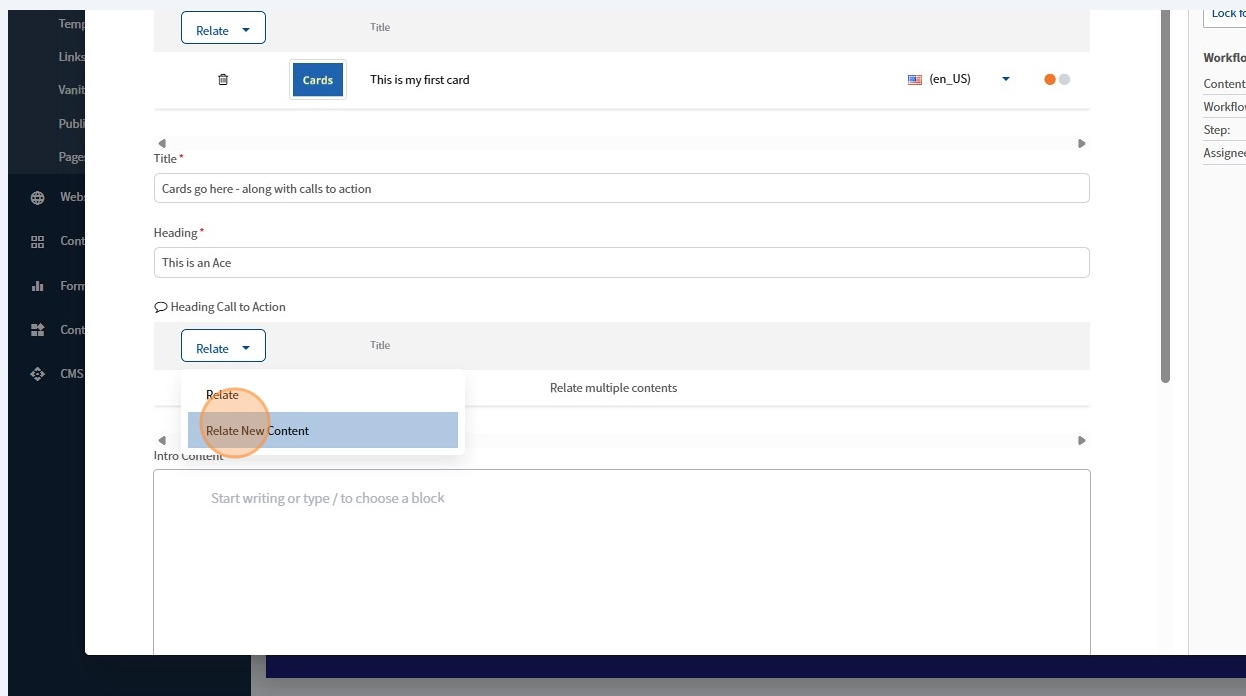
21 Click "Save"



## 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

Card sample webteam

CONTENT PERMISSIONS HISTORY

Link Label \*  
UA Homepage

Link URL \*  
<https://www.uakron.edu/>

Link Description \*  
A link to the UA homepage

Link Action  
Normal

Link Type \*  
Please select

Link display \*  
Link

nameKey

Language  
English (US)

Return to: Cards go here - calls to action

Save  
Save / Publish

Workflow  
Content Type: 1UAblue\_nav\_g item  
Workflow: System Workflow  
Step: Published  
Assignee: Nobody

## 25 Select your Link Type.

UA Homepage

Link URL \*  
<https://www.uakron.edu/>

Link Description \*  
A link to the UA homepage

Link Action  
Normal

Link Type \*  
Please select

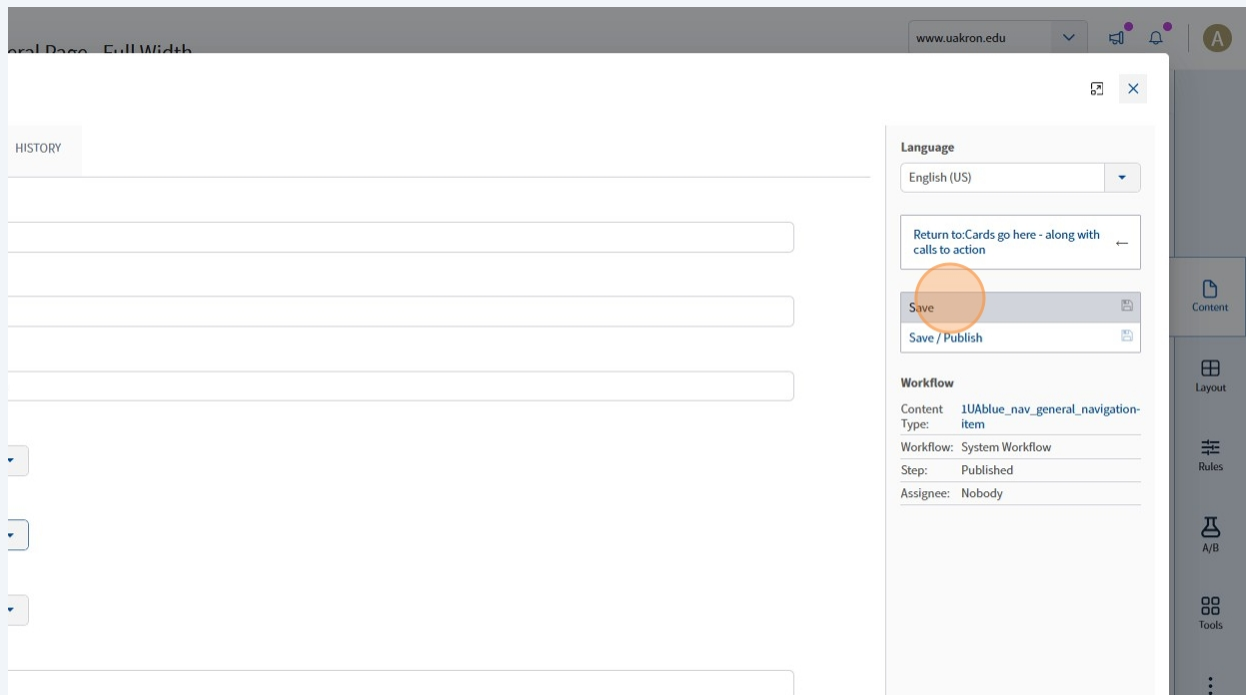
Please select  
General  
Promo Buttons  
Differentiator Links  
Related Links  
Bulletin Links  
Profiles

Return calls t

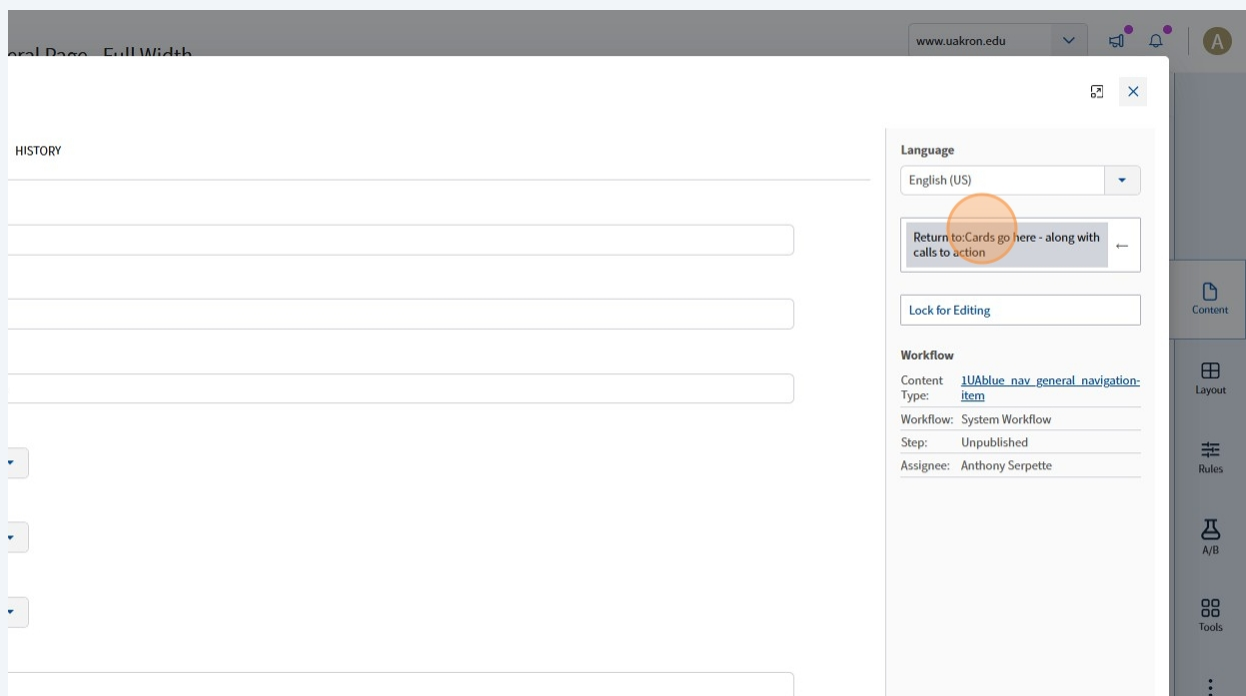
Save  
Save /

Workflow  
Content Type:  
Workflow:  
Step:  
Assignee:

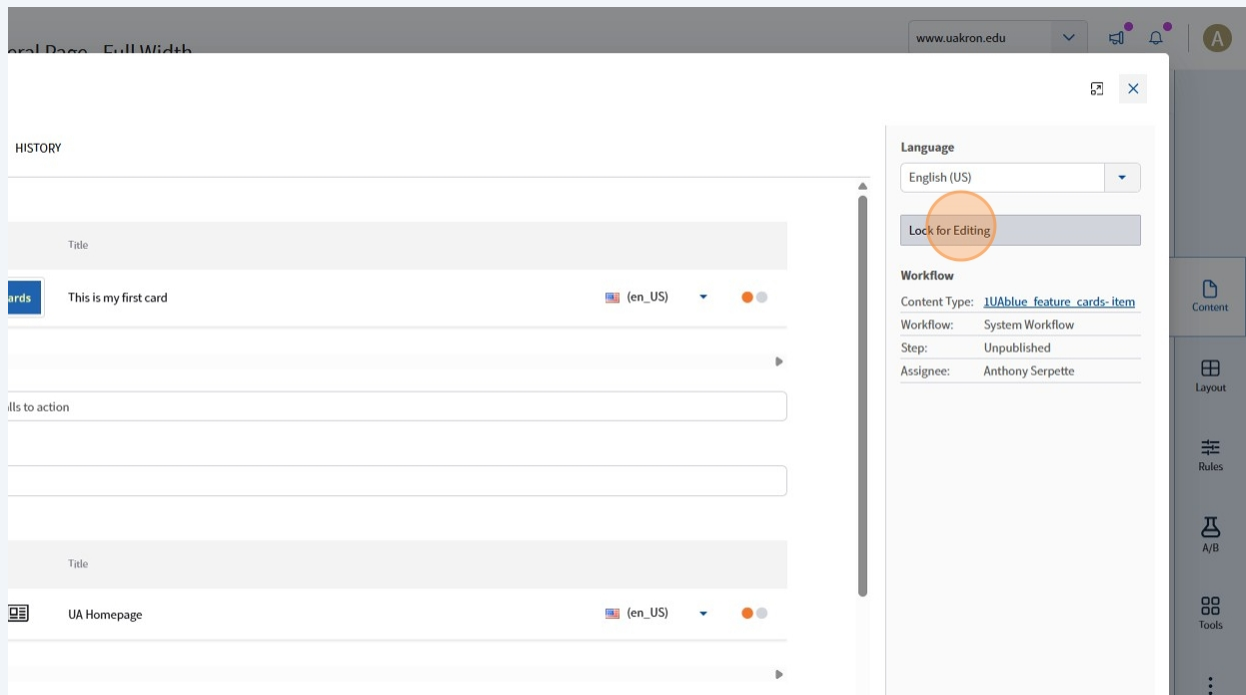
## 26 Click "Save"



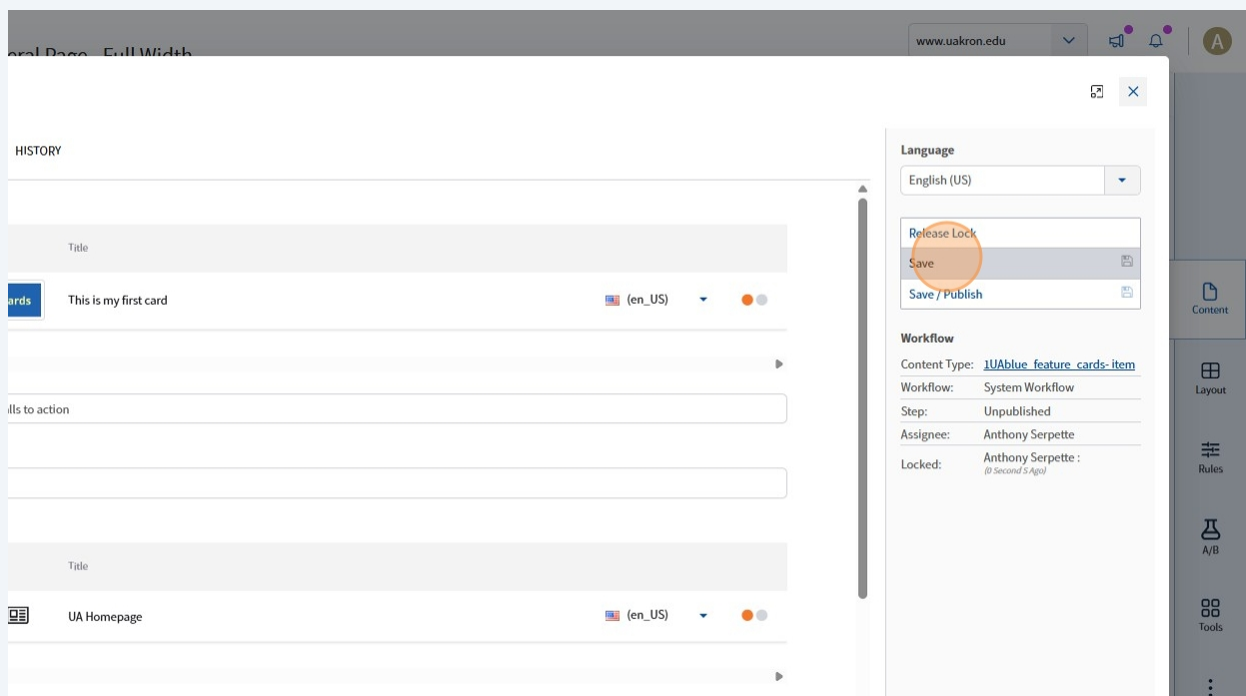
## 27 Click "Return to:..."



## 28 Click "Lock for Editing"

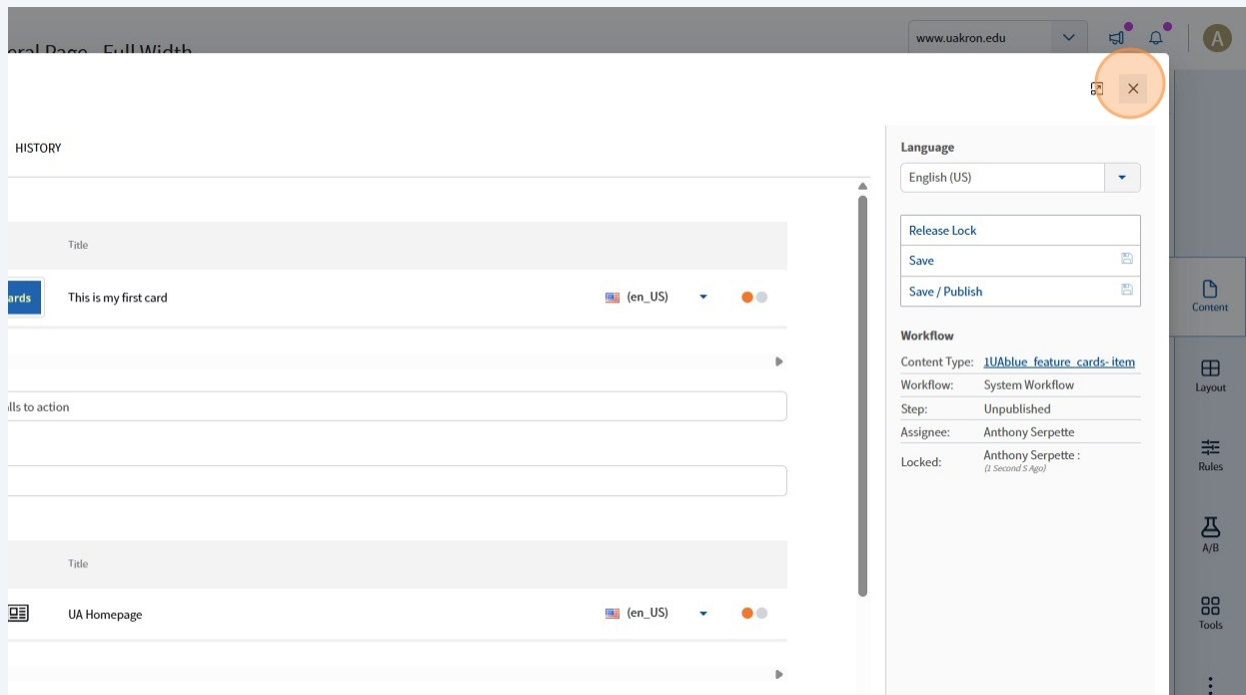


## 29 Click "Save"



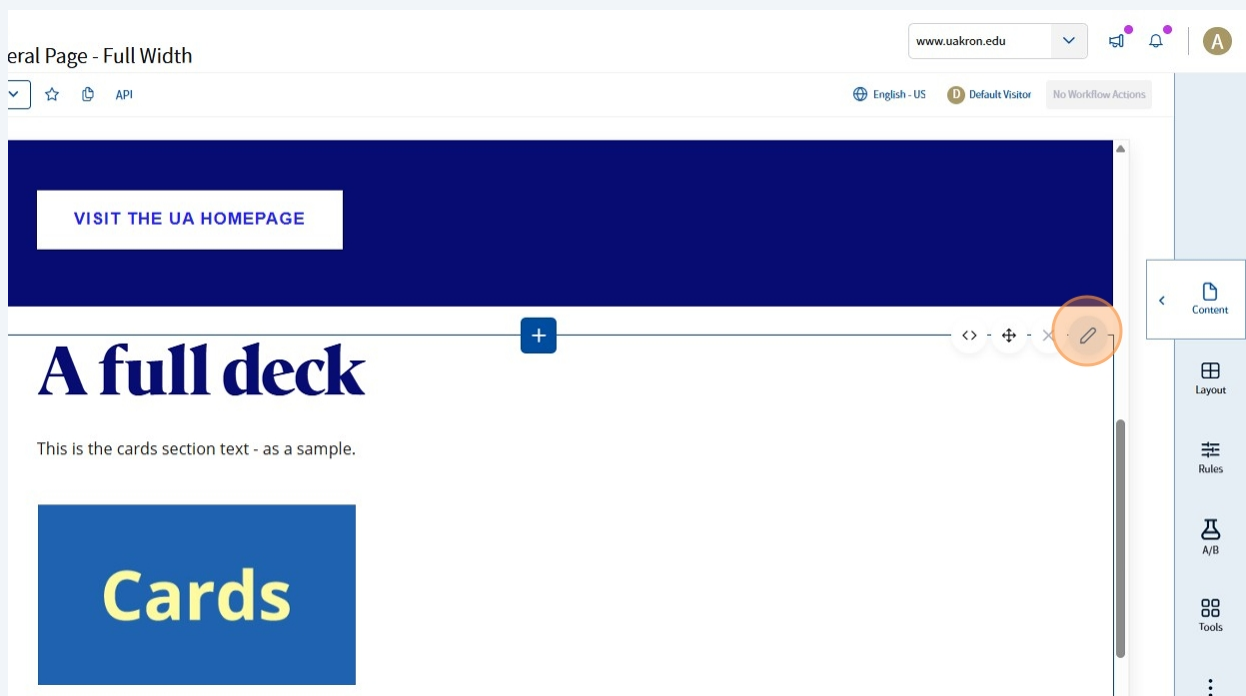
30

Click this icon to close the Card Feature widget and return to the page.



31

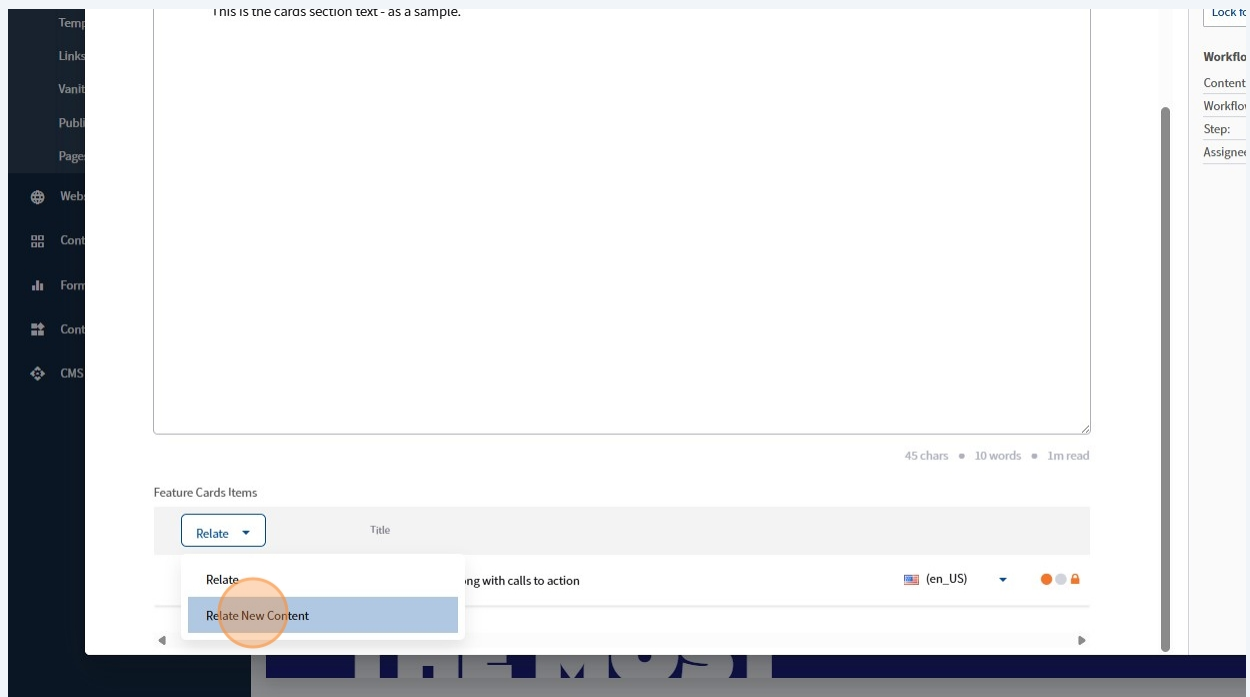
If you want to add additional cards, click the Pencil icon to edit the Card Feature widget.





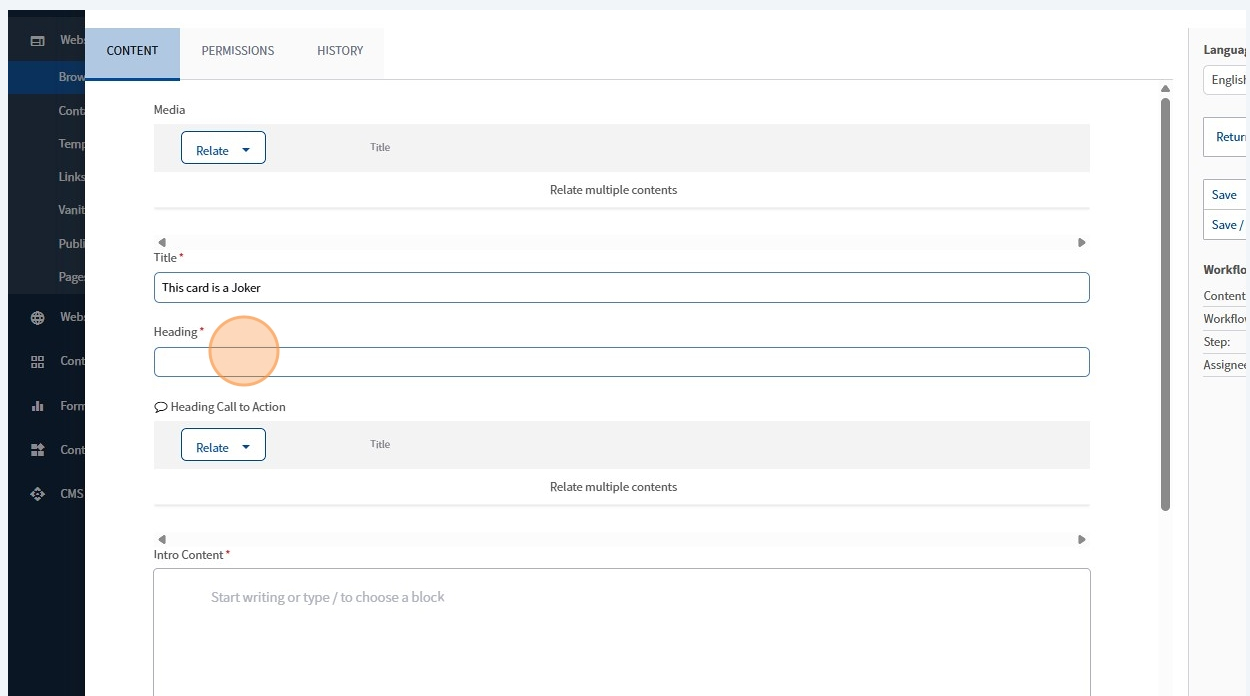
32

Since the Card Feature widget has already been saved, we can proceed to click "Relate" and "Relate New Content"



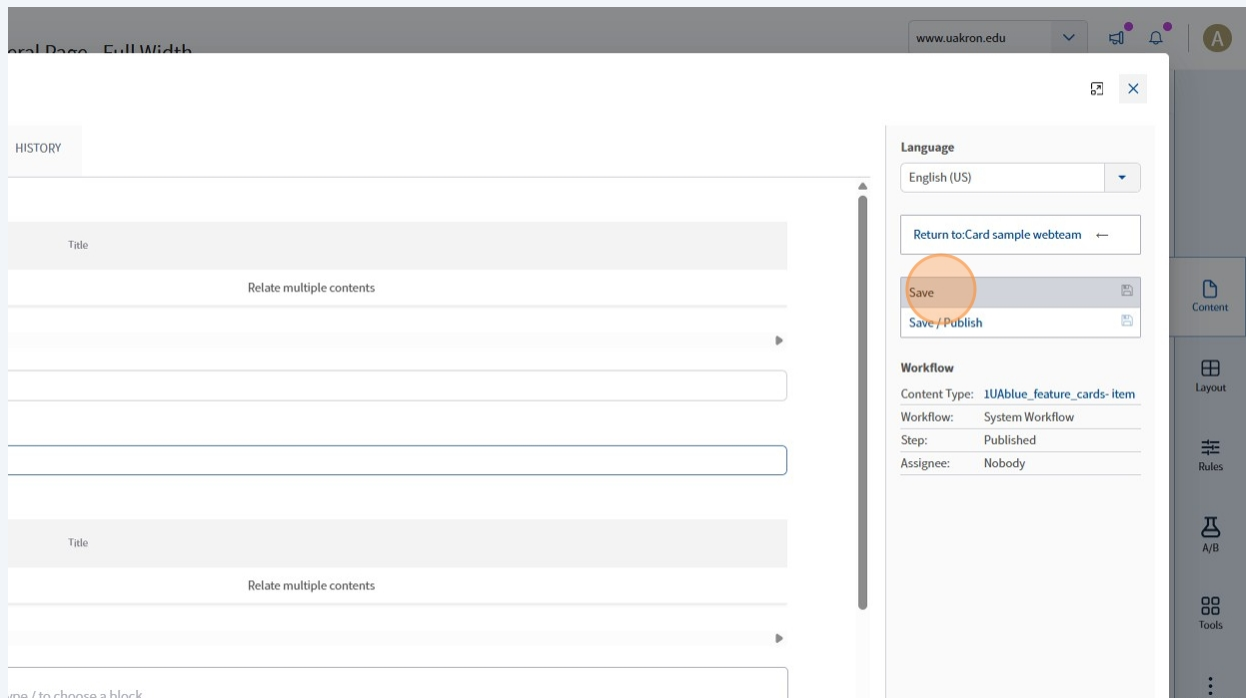
33

Fill in the Title and Heading for your second card.



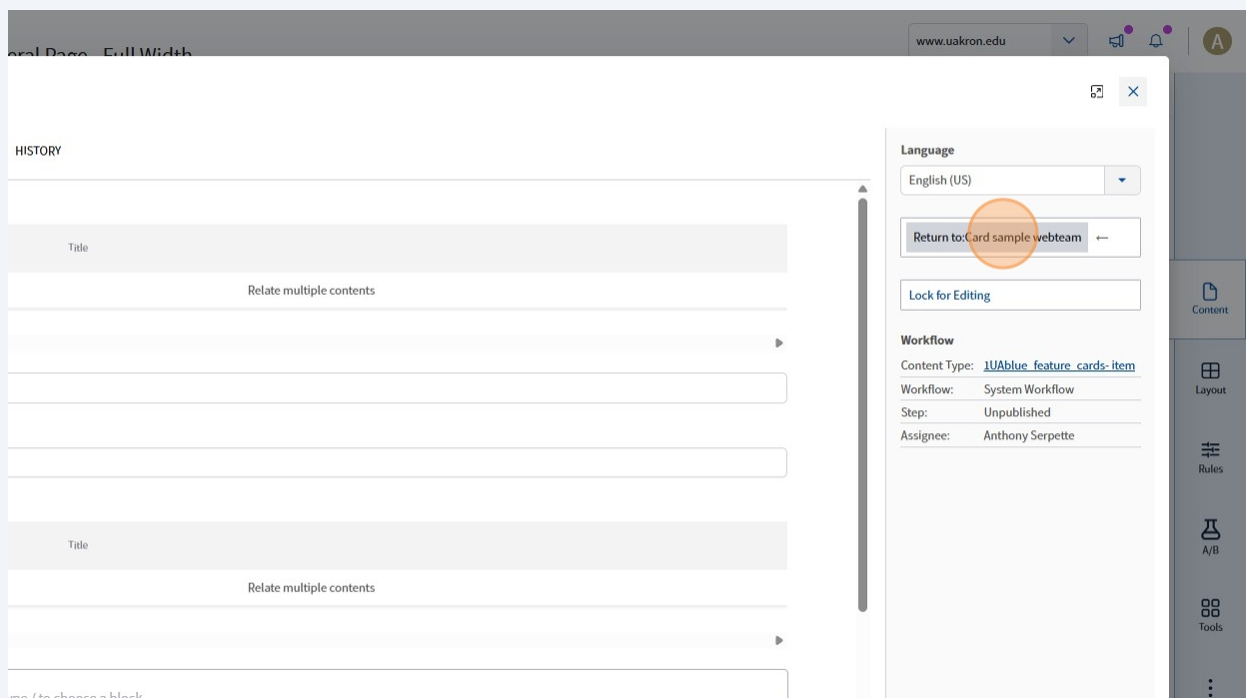
34

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.

Card sample webteam

CONTENT PERMISSIONS HISTORY

Media

Relate

Relate

Relate New Content

Title

Relate multiple contents

Title \*

This card is a Joker

Heading \*

Second card goes here

Heading Call to Action

Relate

Title

Relate multiple contents

Intro Content \*

Start writing or type / to choose a block

Language

English

Return

Lock

Workflow

Content

Workflow

Step:

Assignee

37

Fill in the Title and Alt-Tag for your image.

Card sample webteam

CONTENT VIDEO MEDIA PERMISSIONS HISTORY

Title \*

My second card

Media Type \*

General Media

Name Key

Alt Tag \*

Image

Browse...

Optional URL

Language

English (US)

Return to: This card is a .

Save

Save / Publish

Workflow

Content

Type: 1UAblue\_fea

Workflow: System Work

Step: Published

Assignee: Nobody

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

My second card

Media Type\*

General Media

Name Key

Alt Tag \*

This image has the word Cards on it.

Image

Browse...

Optional URL

Return

Save

Save /

Woi

Content

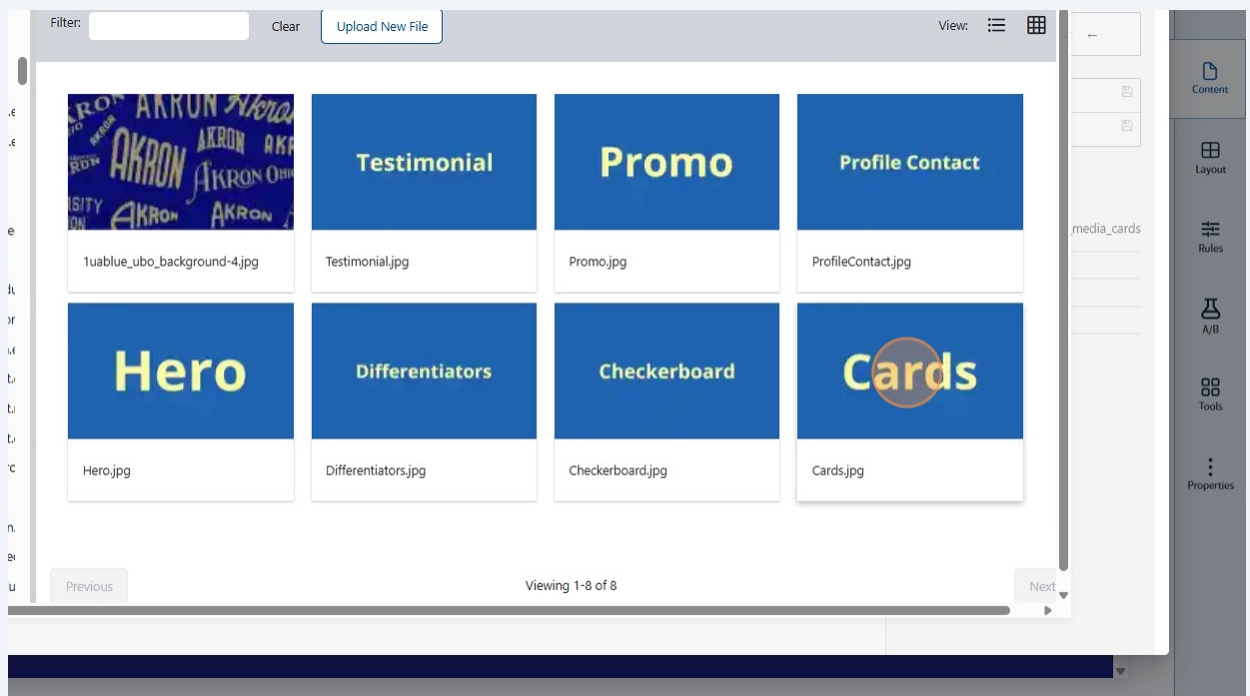
Type:

Workflc

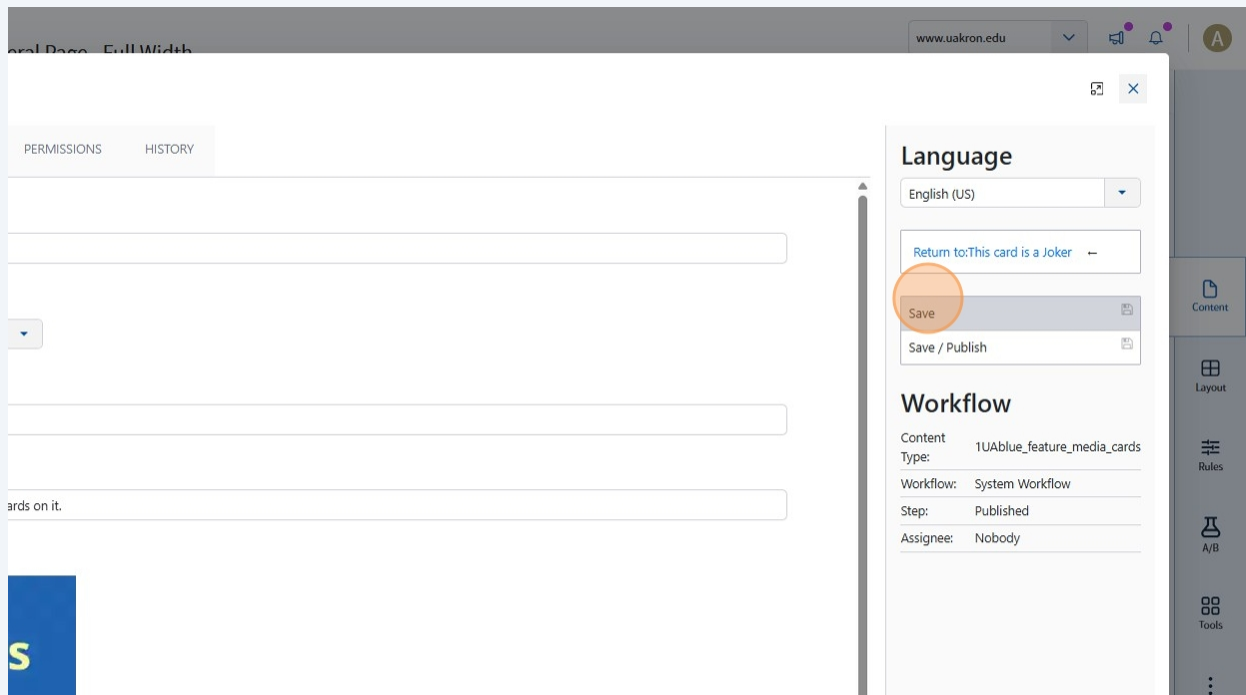
Step:

Assigne

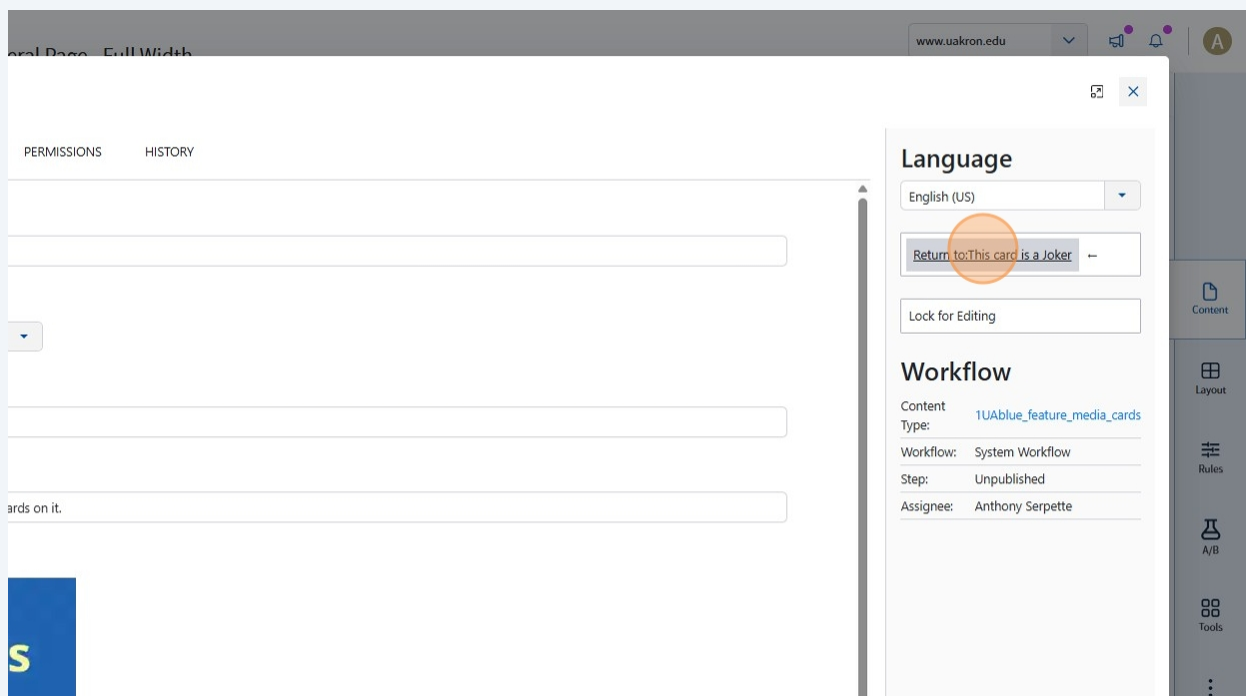
39 Click your image to add it to the second card.



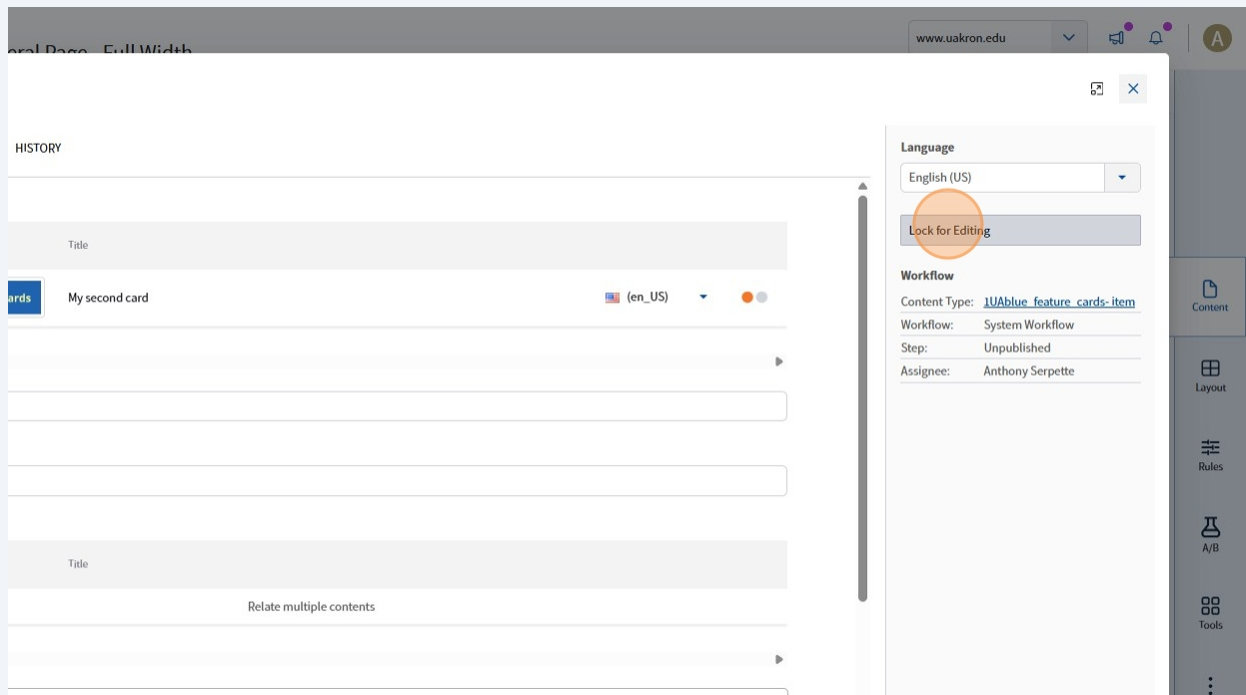
## 40 Click "Save"



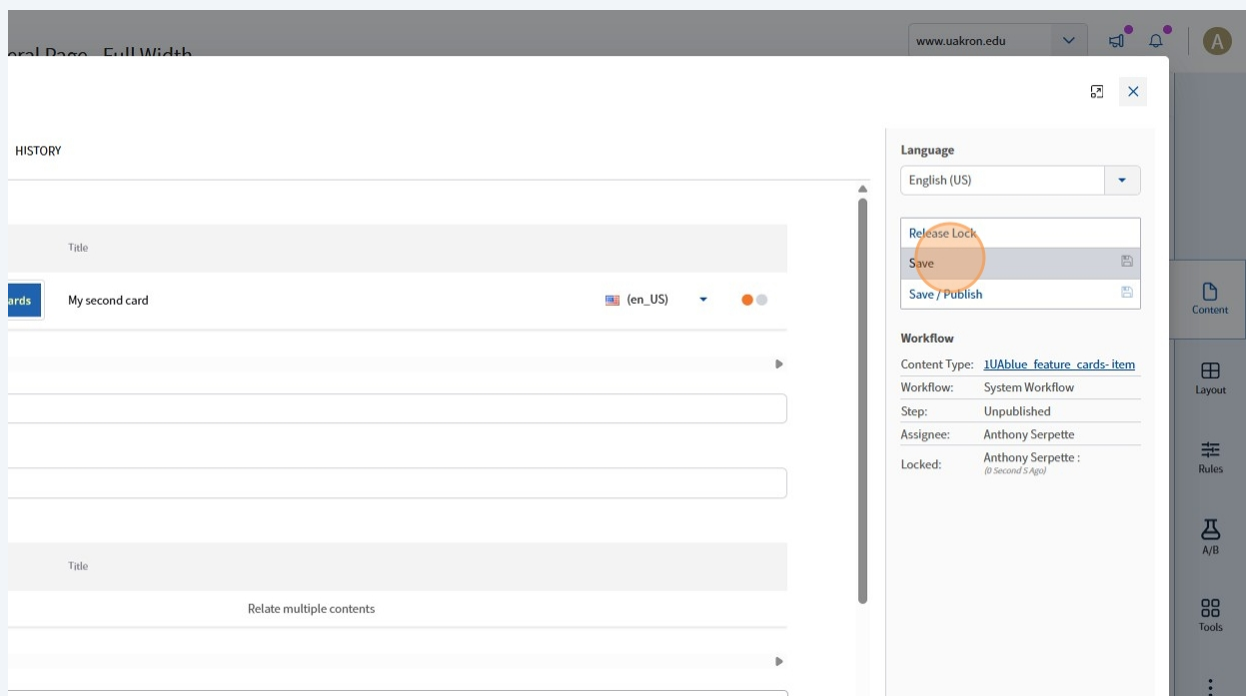
## 41 Click "Return to:..."



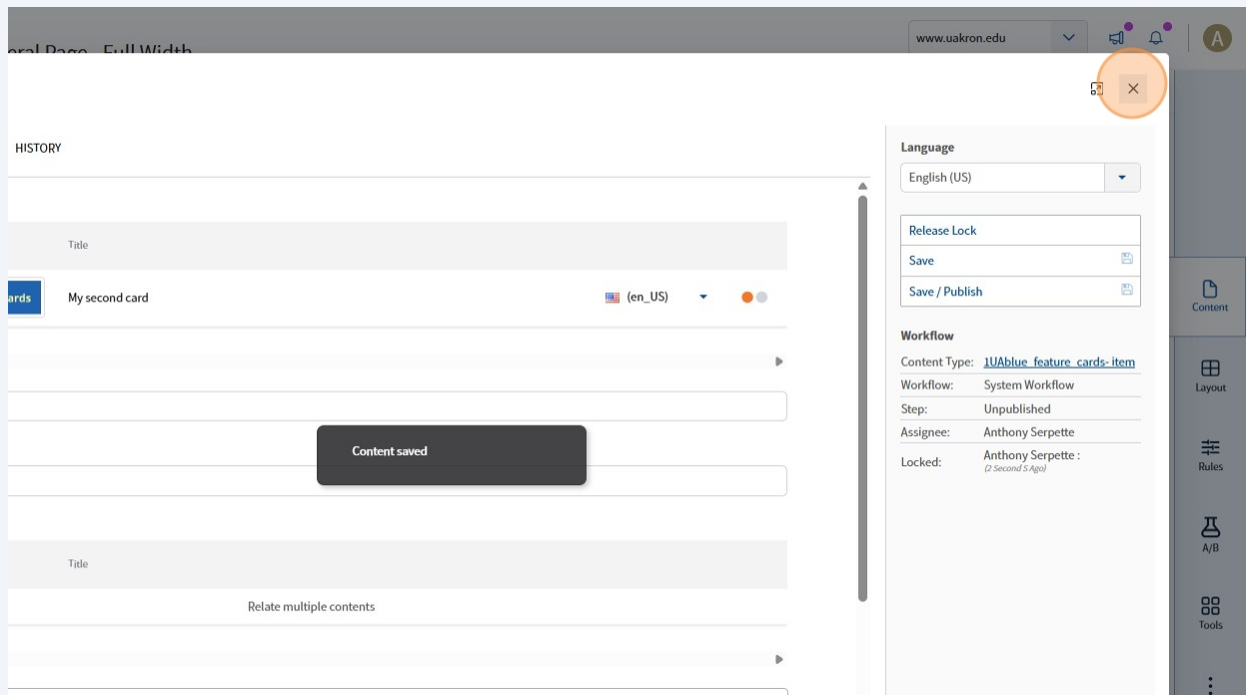
## 42 Click "Lock for Editing"



## 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.

