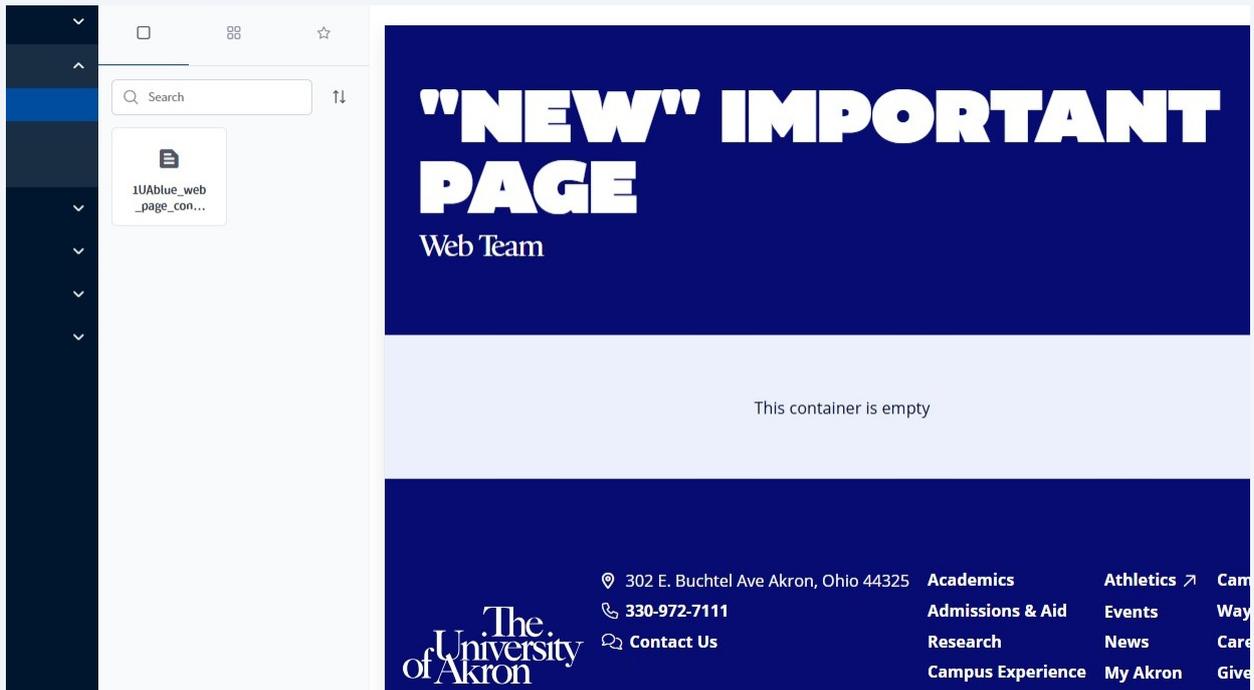


Using the Content Palette on 1UAbblue pages

The Content Palette allows you to quickly add 1UAbblue_Web_Page_Content, add new Widgets, find and add existing content and widgets, and set Favorite Widgets for easy reuse.

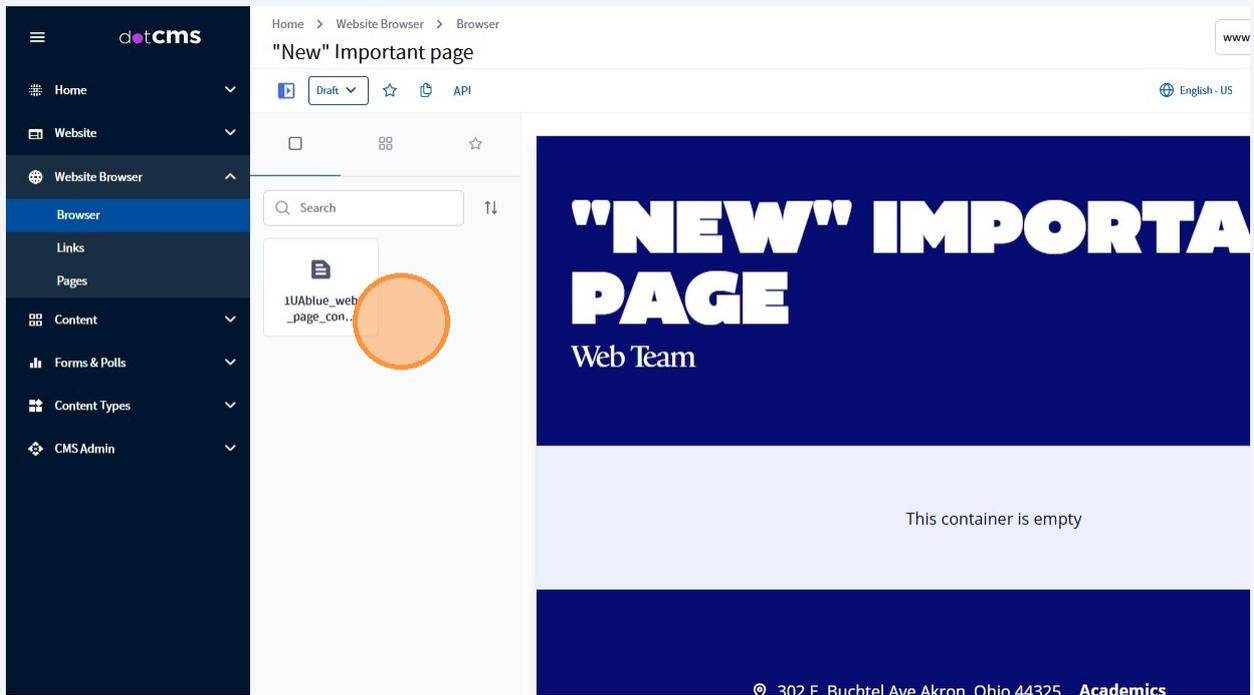
1

Navigate to <https://www.uakron.edu/c> Log in with your UA Credentials and navigate to your page in draft/edit mode.



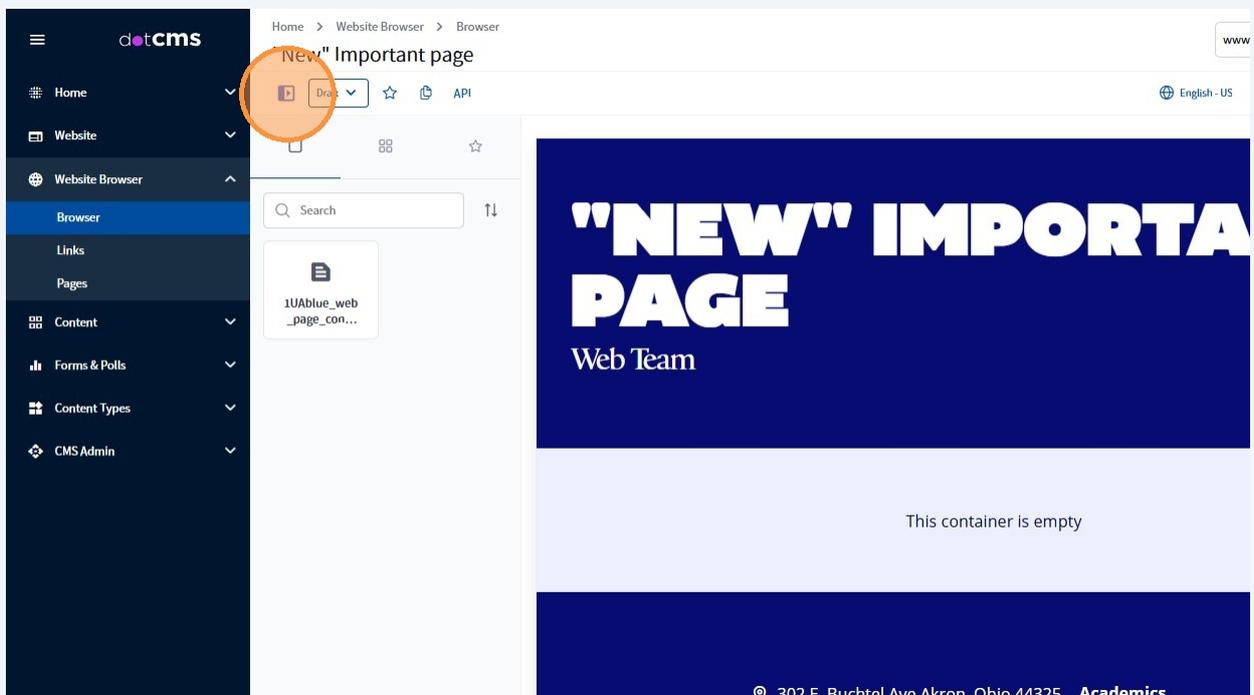
2

This area is the Content Palette and for the 1UAbblue template pages, you'll use "1UAbblue_web_page_content" to add new content to the page.



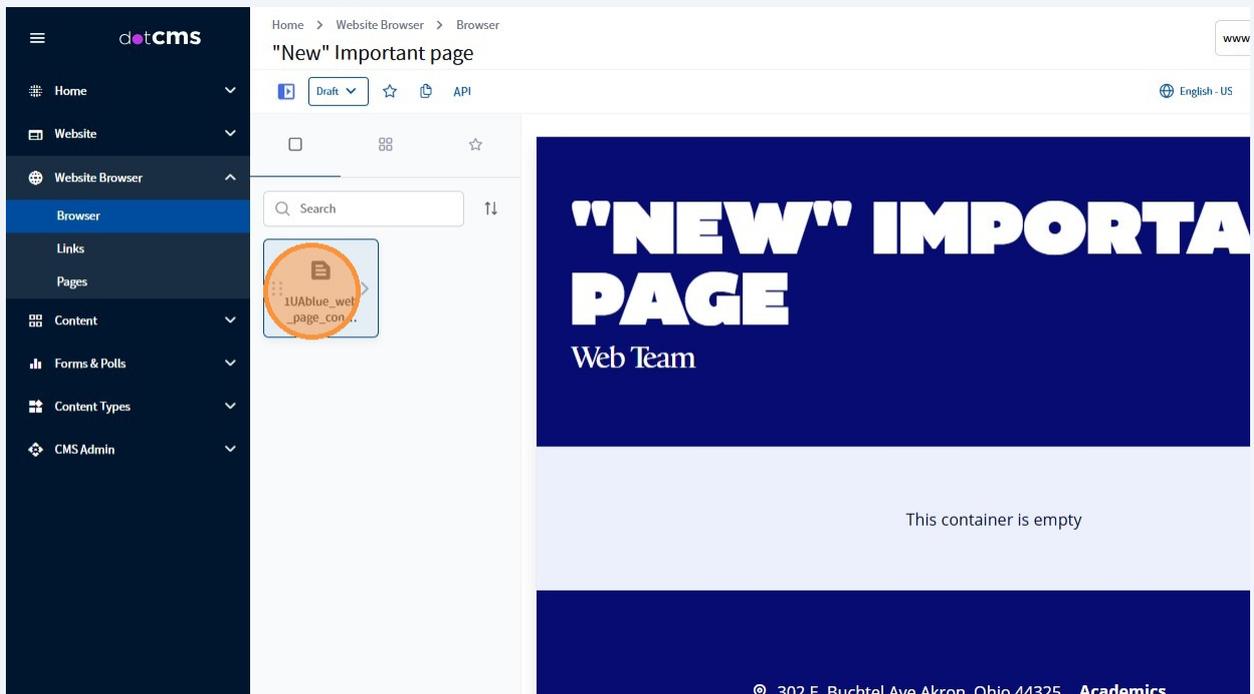
3

The Content Palette can be opened and closed by clicking this icon.



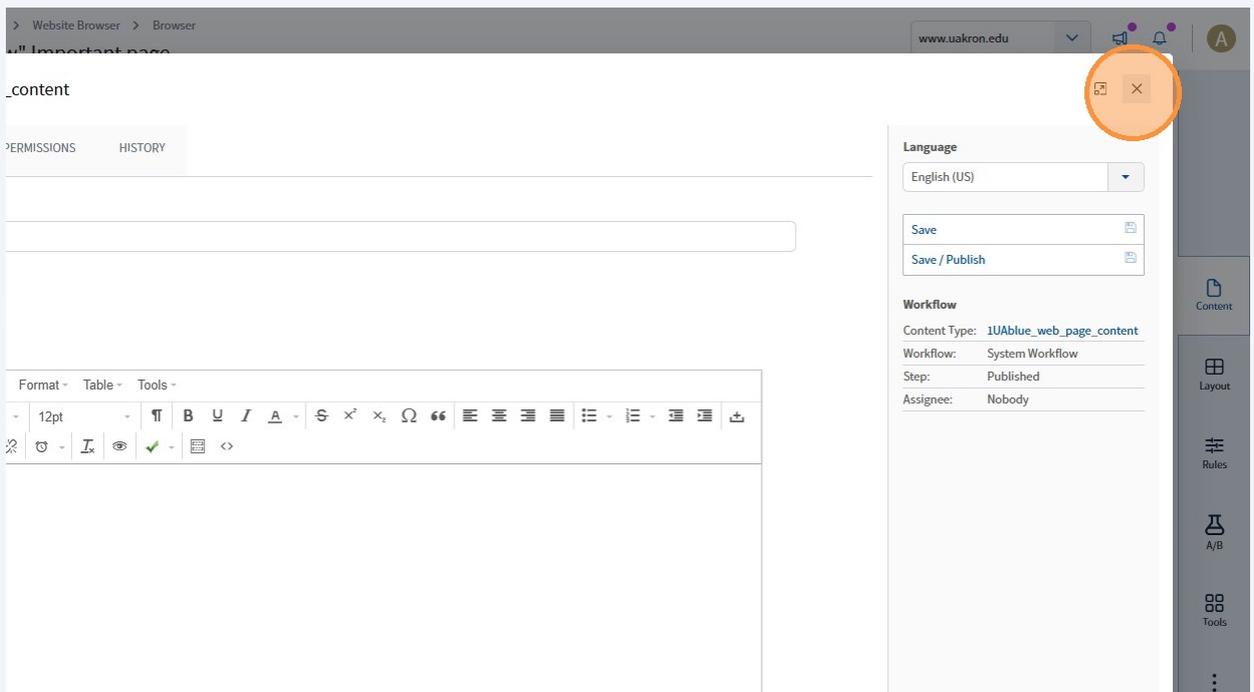
4

To a new web page content, click and hold on 1UAbblue_web_page_content and drag-and-drop to the "This container is empty" box on your page. If you already have content or widgets on the page, drag-and-drop the new item to the blue lines separating the content on the page.

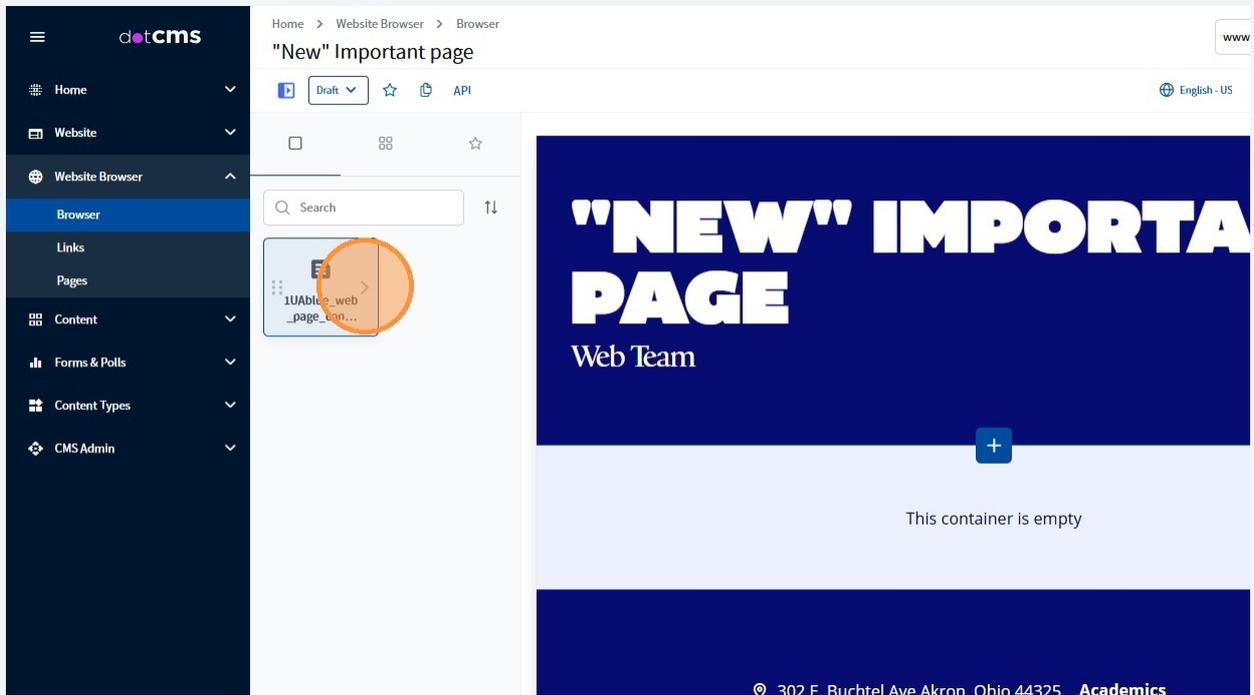


5

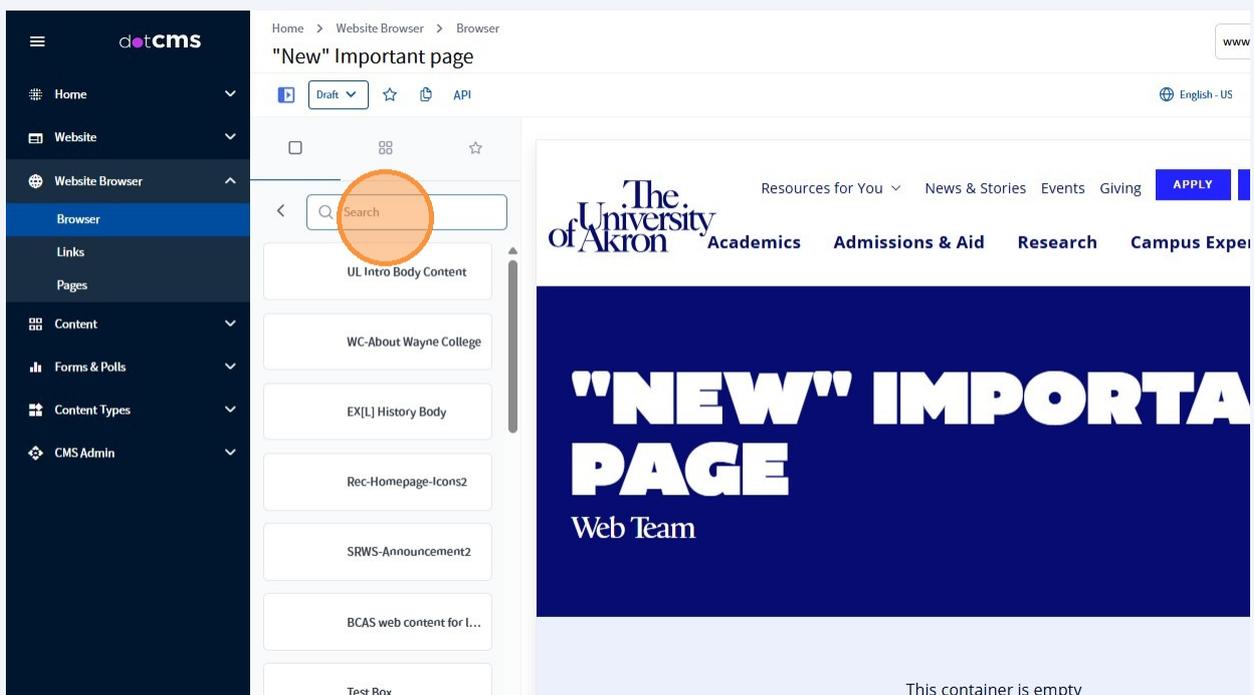
You can edit the web page content as needed, then Save or Save and Publish to save your changes. Click the "x" to close out of the web page content and return to the page.



6 Click the ">" to look for existing content already saved in dotCMS.

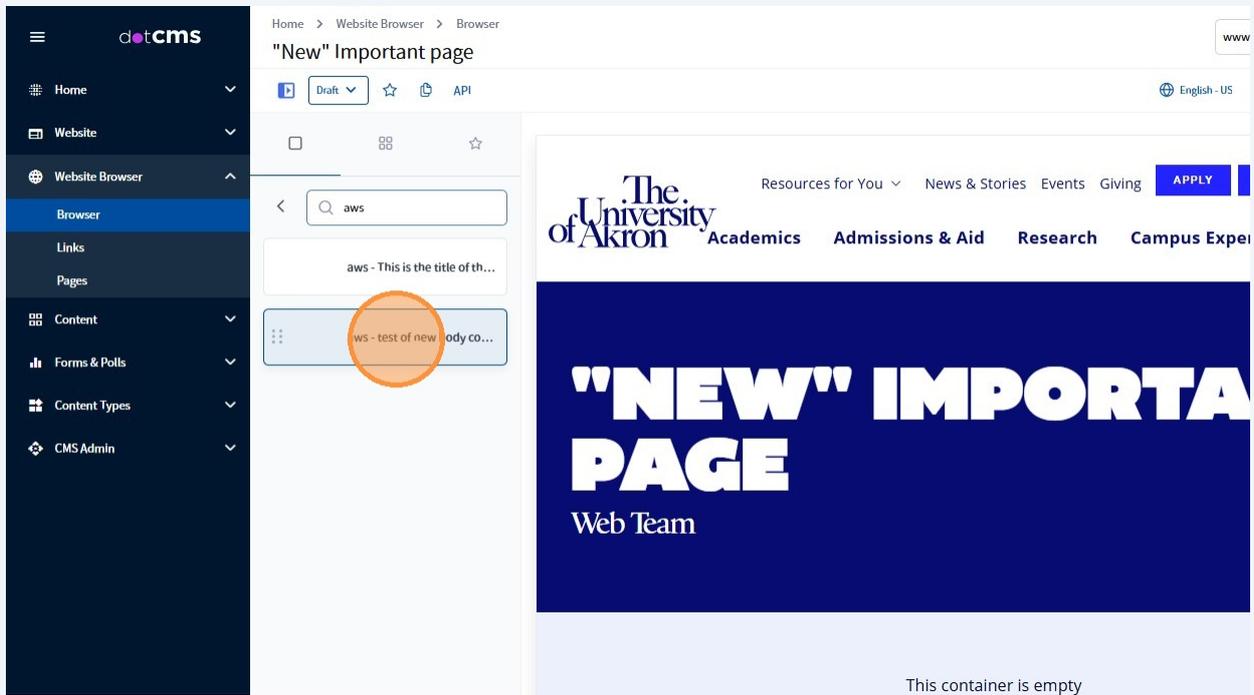


7 Use search box to find the existing item you want to add. Having a good naming convention for your content will help.



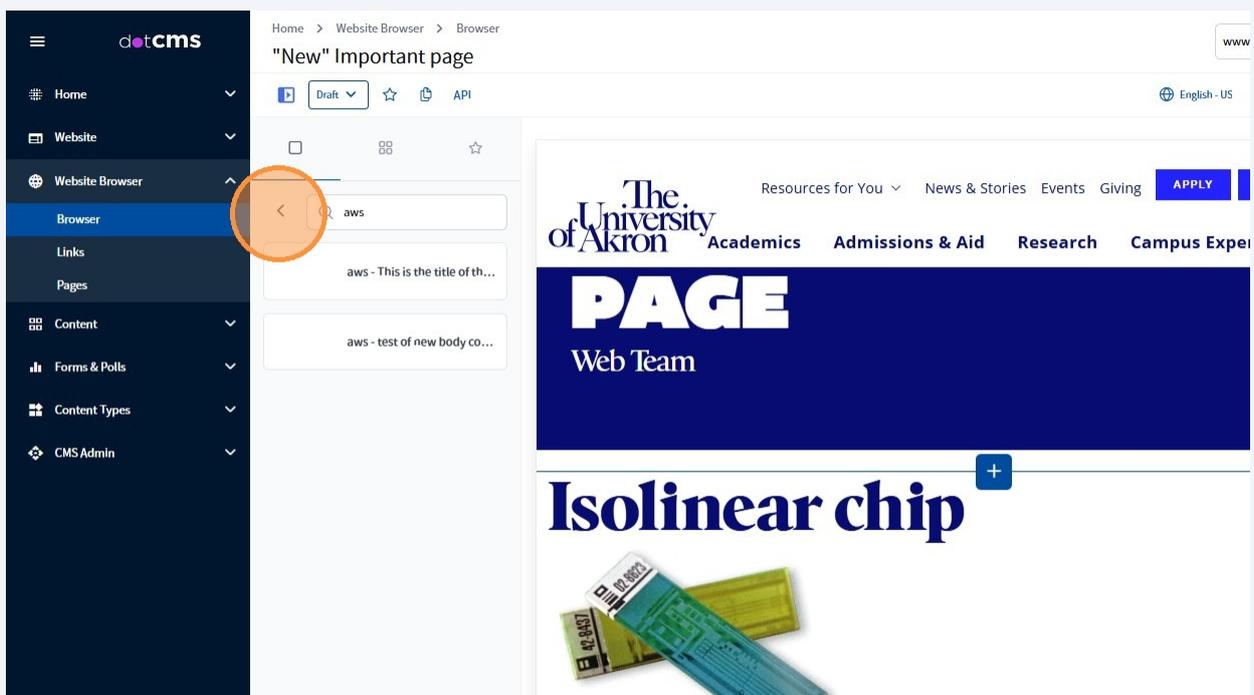
8

Click and hold on the existing item, then drag-and-drop to the page - either to the "This container is empty" box or the blue lines between items.

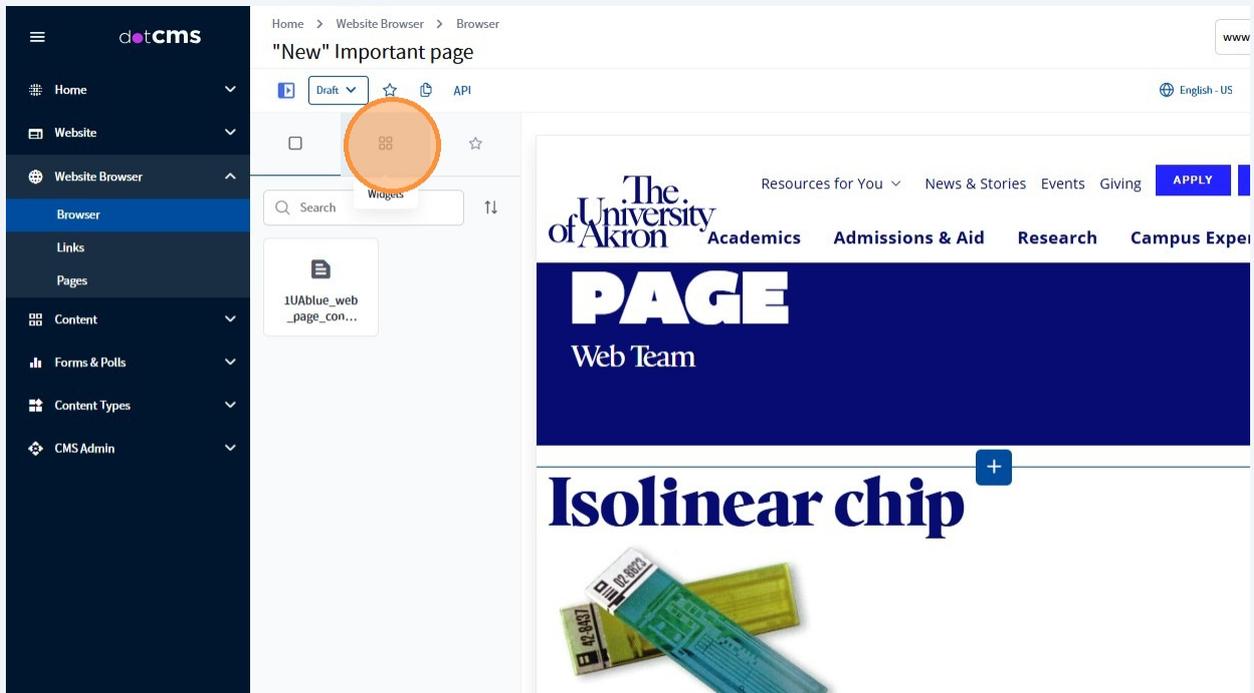


9

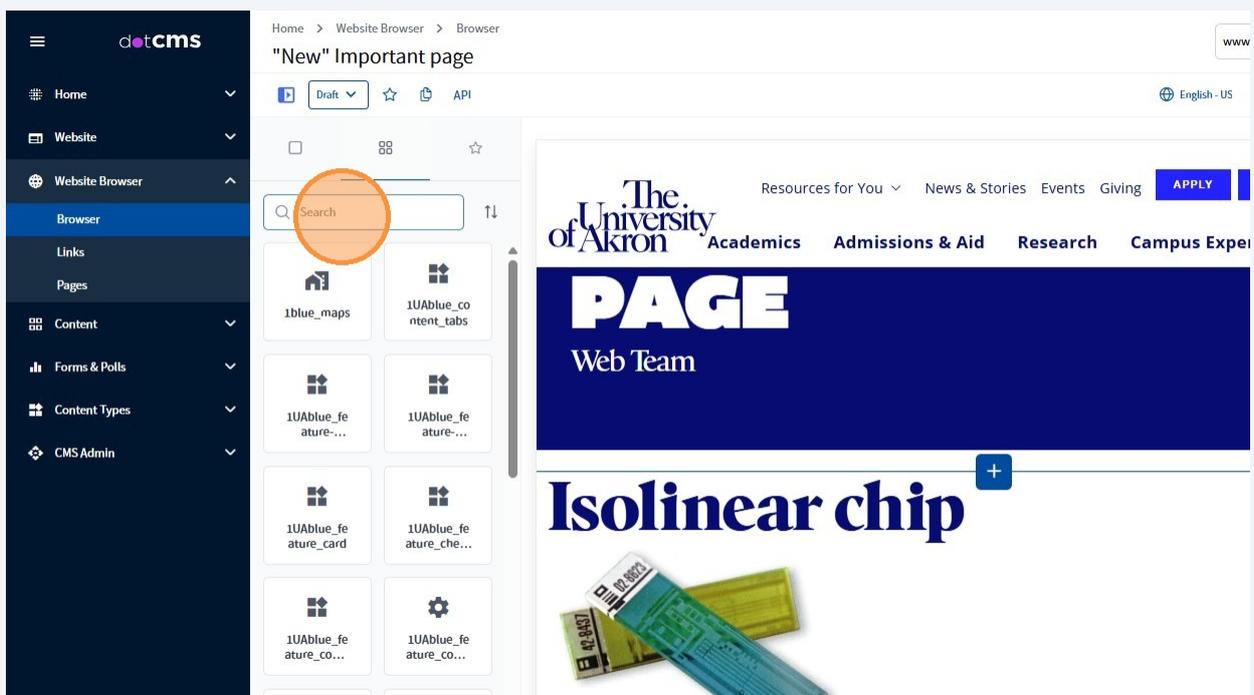
Use the "<" to return to the Content Palette list.



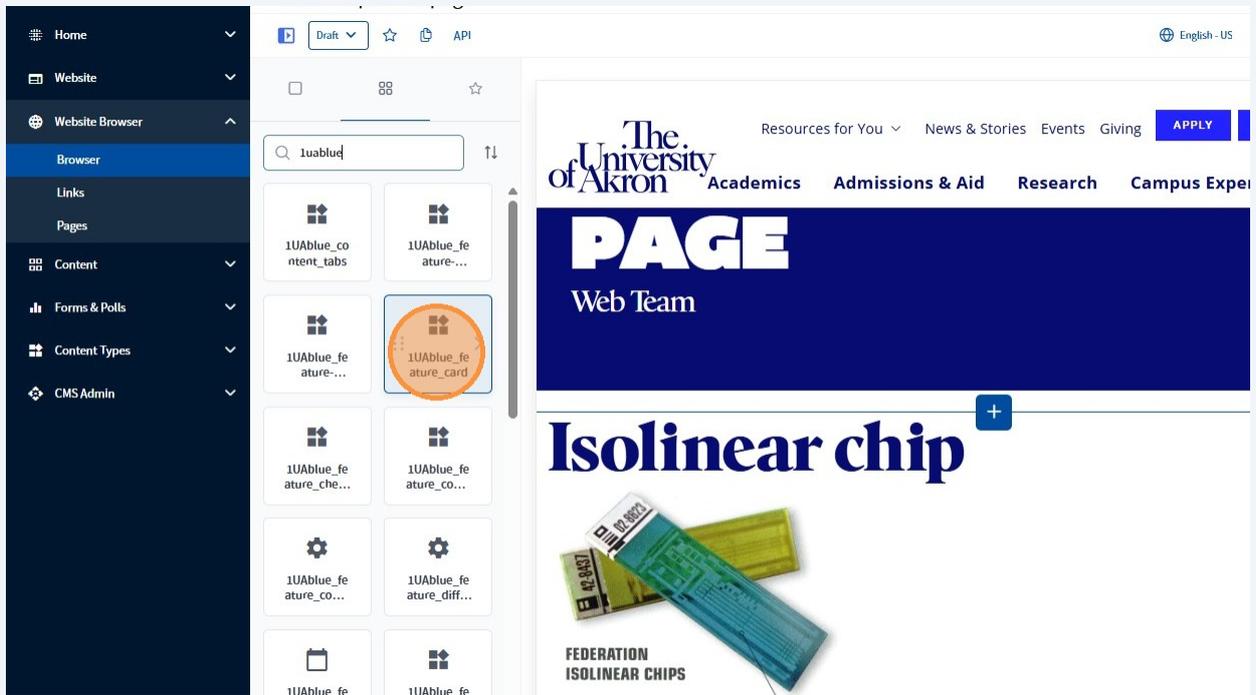
10 The second button in the Content Palette will bring up a list of available widgets.



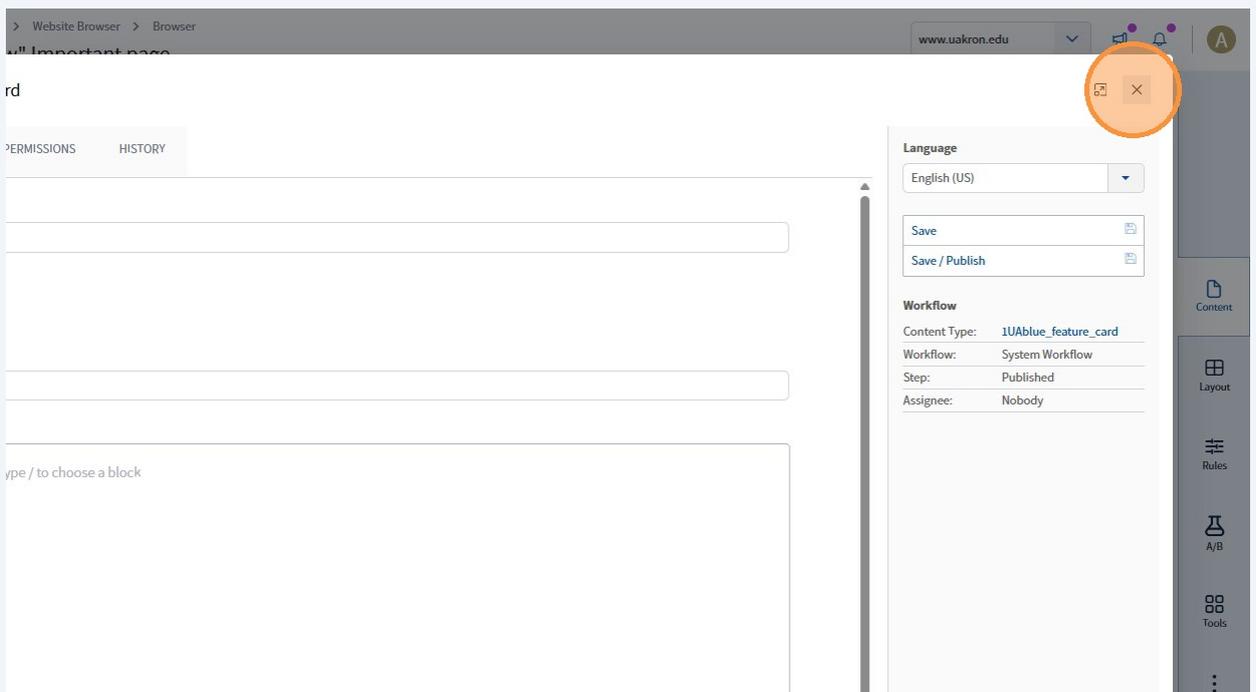
11 Use the search box to locate the Widget you want to add. Remember that only 1UAbblue widgets should be added to 1UAbblue Template pages.



12 Click and hold the widget you want to add and drag-and-drop to the page.

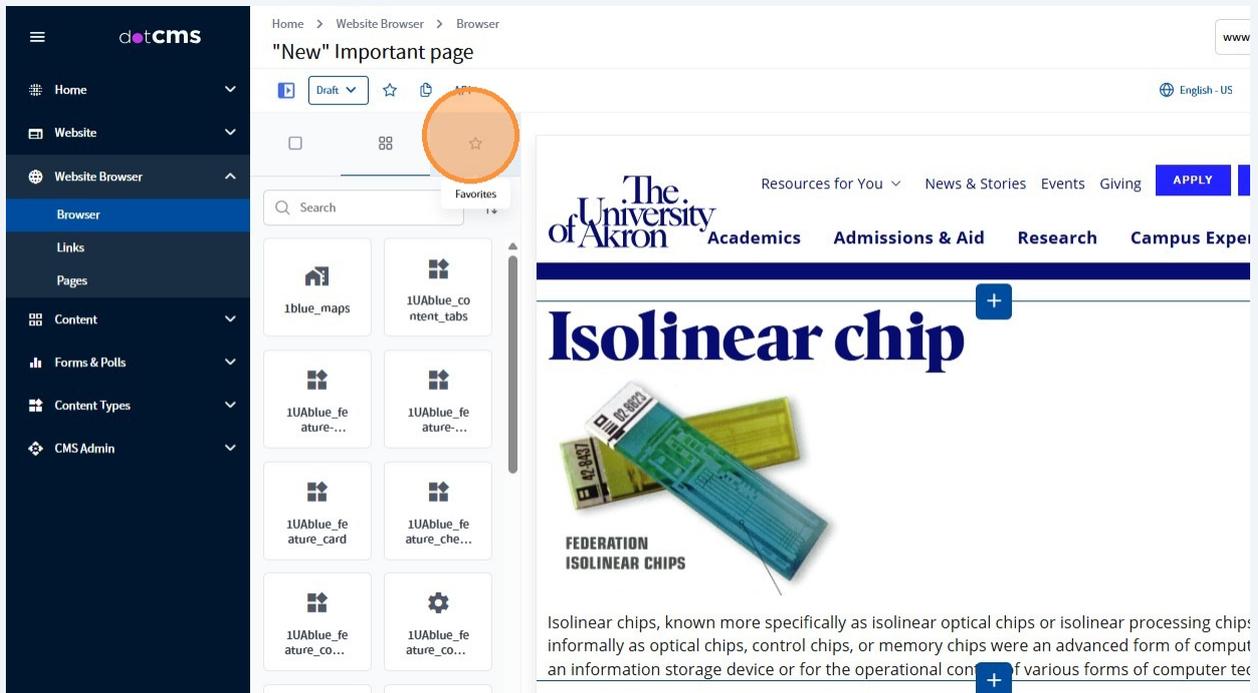


13 Edit the widget as needed, then Save or Save and Publish to save your content. Click the "x" to close the widget.



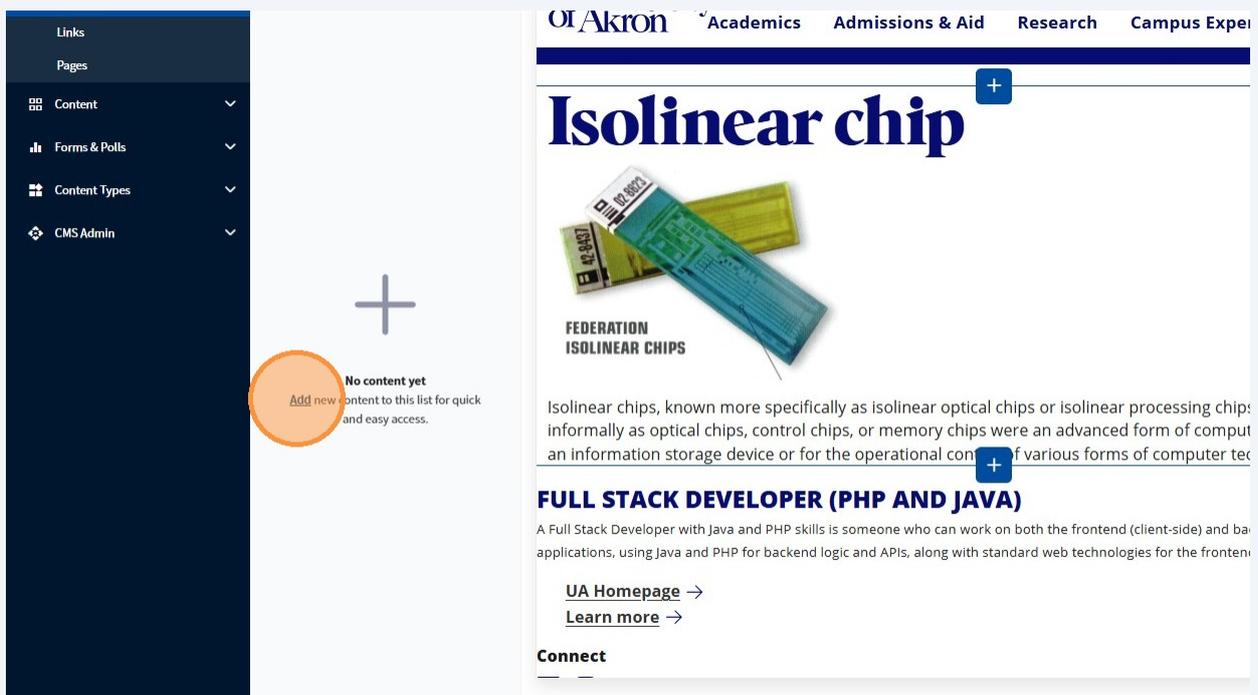
14

The last button in the Content Palette is the Favorite area. You can save frequently used widgets to this area for quick access.

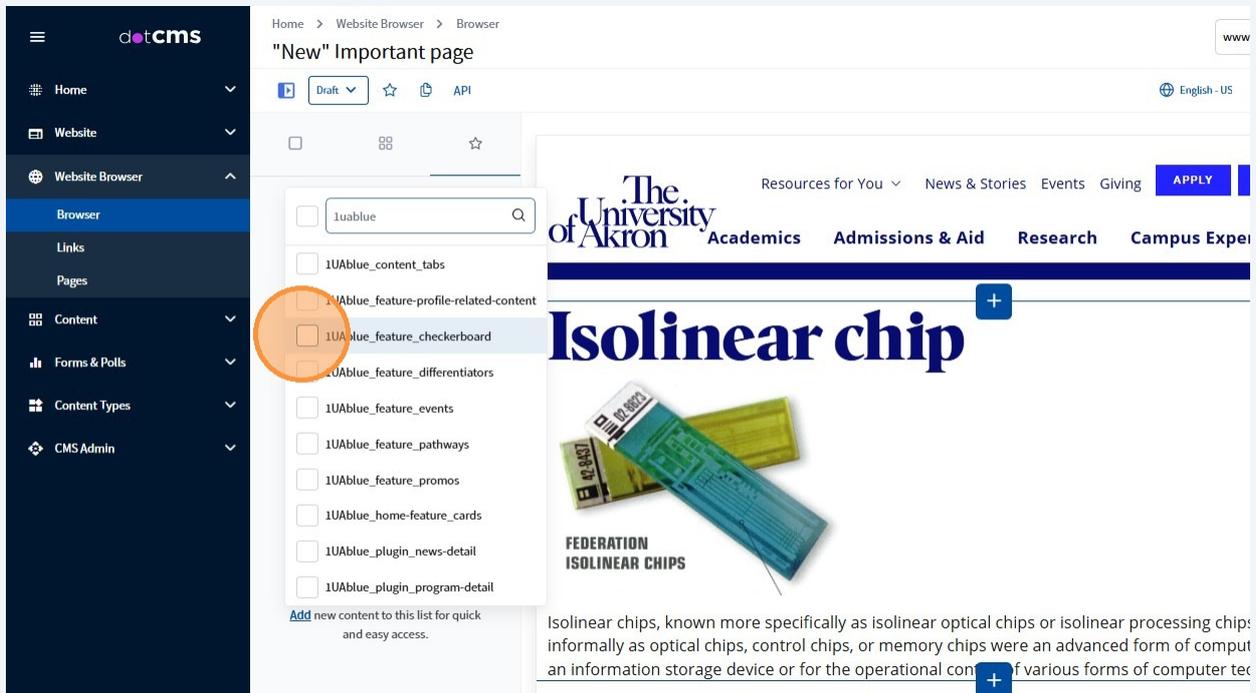


15

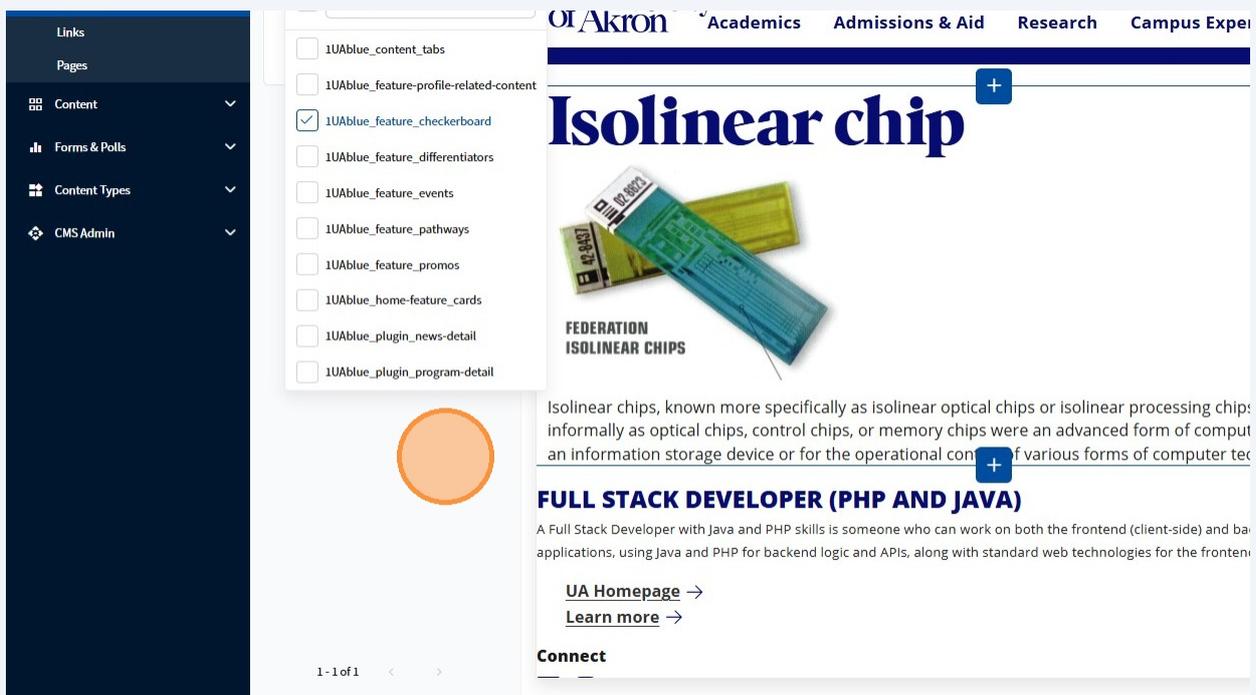
Click the star to access the Favorite menu, then click Add to locate a widget from the menu.



16 Check the box next to the Widget you want to add to the Favorites.

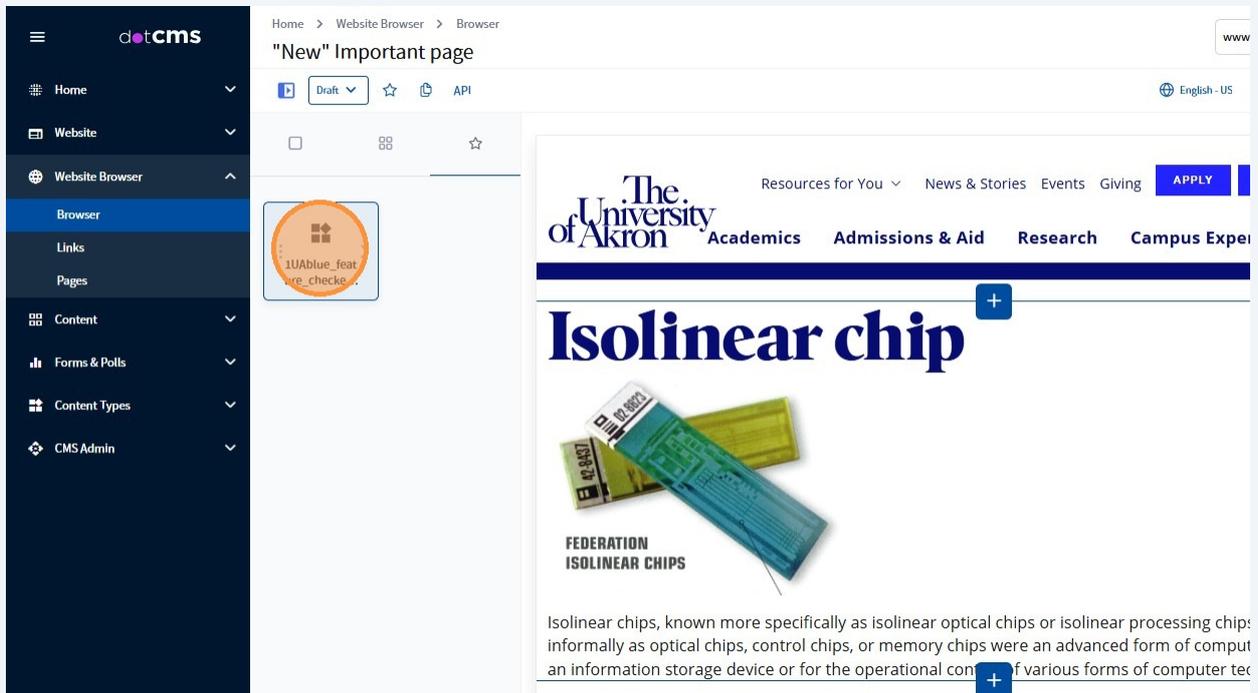


17 Then click outside the menu to return to your Favorites.



18

To add or remove widgets from the favorites, click the plus sign next to the search box to bring up the menu.



The Content Palette is optional. You can always use the blue squares with the plus signs to add new or existing content or widgets.