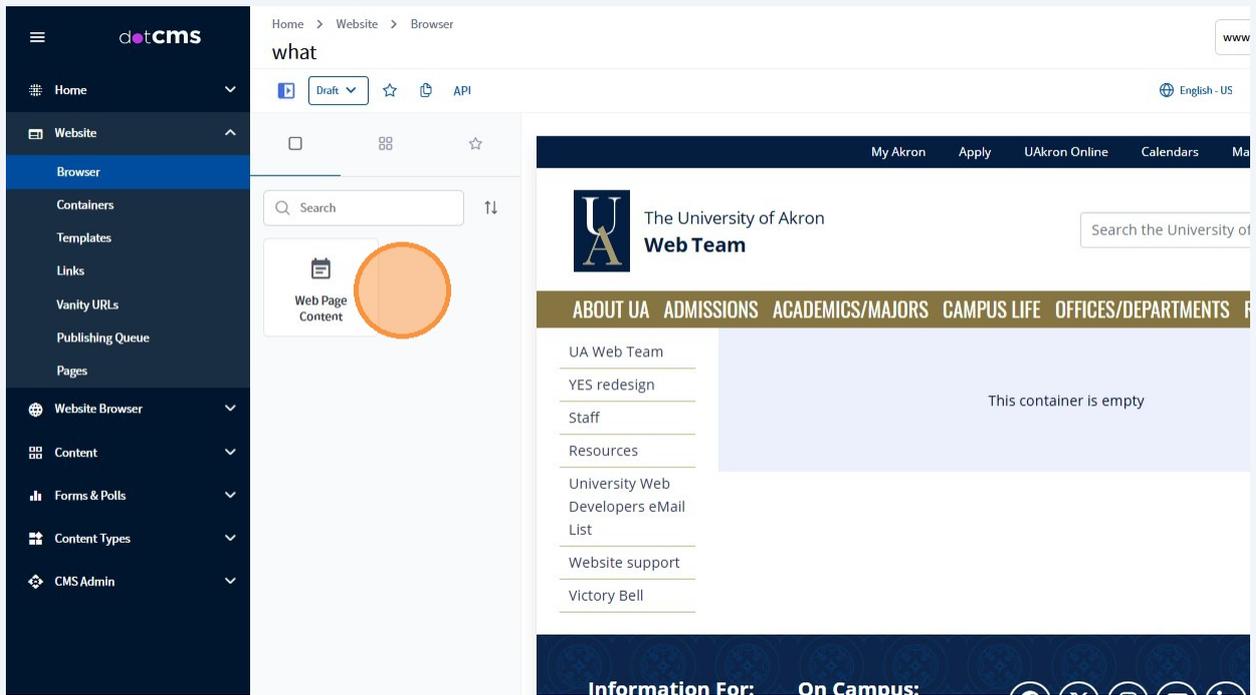# Using the Content Palette on UA2 pages

The Content Palette allows you to quickly add Web Page Content, add new Widgets, find and add existing content and widgets, and set Favorite Widgets for easy reuse.
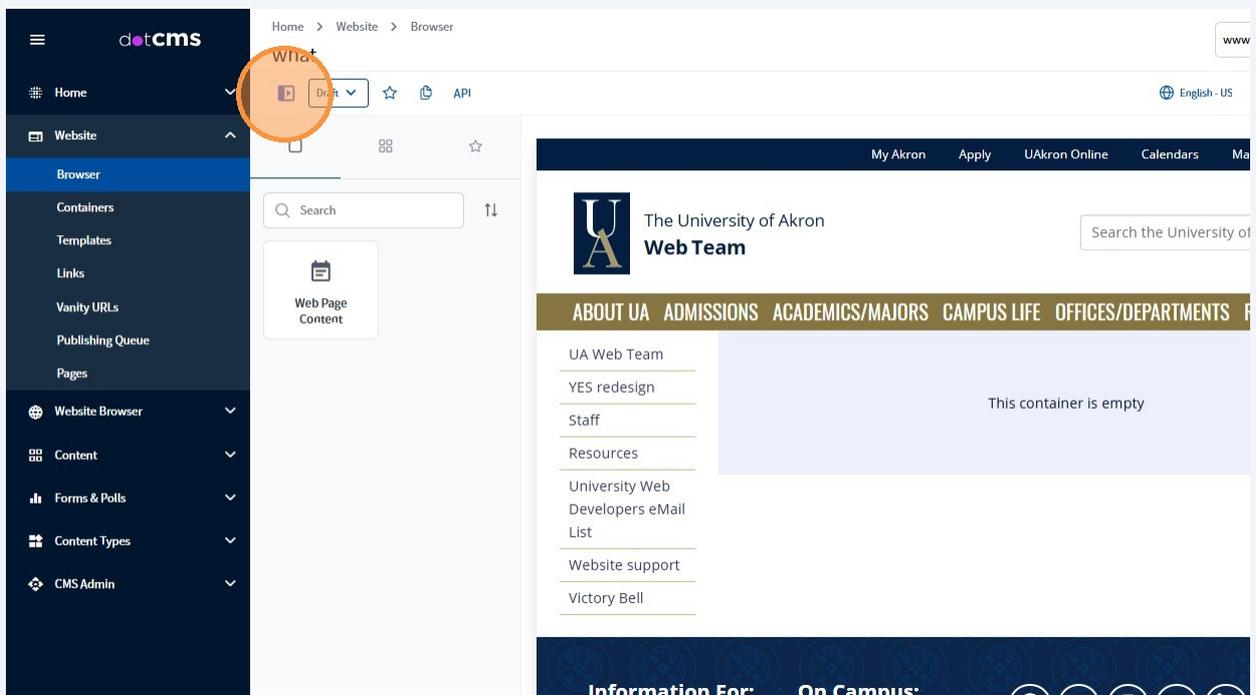
1 Navigate to **https://www.uakron.edu/c** and Log in with your UA credentials. Navigate to your folder and enter draft/edit mode.

**2** This area is the Content Palette and starts with the Web Page Content item.

**3** You can click this symbol to toggle the Content Palette open and closed.

4 Click and hold the "Web Page Content" item and drag this to the "This container is empty" area to add a new Web Page Content item to your page. If you have existing widgets or content on the page, you can drag-and-drop this to the blue lines separating the items.
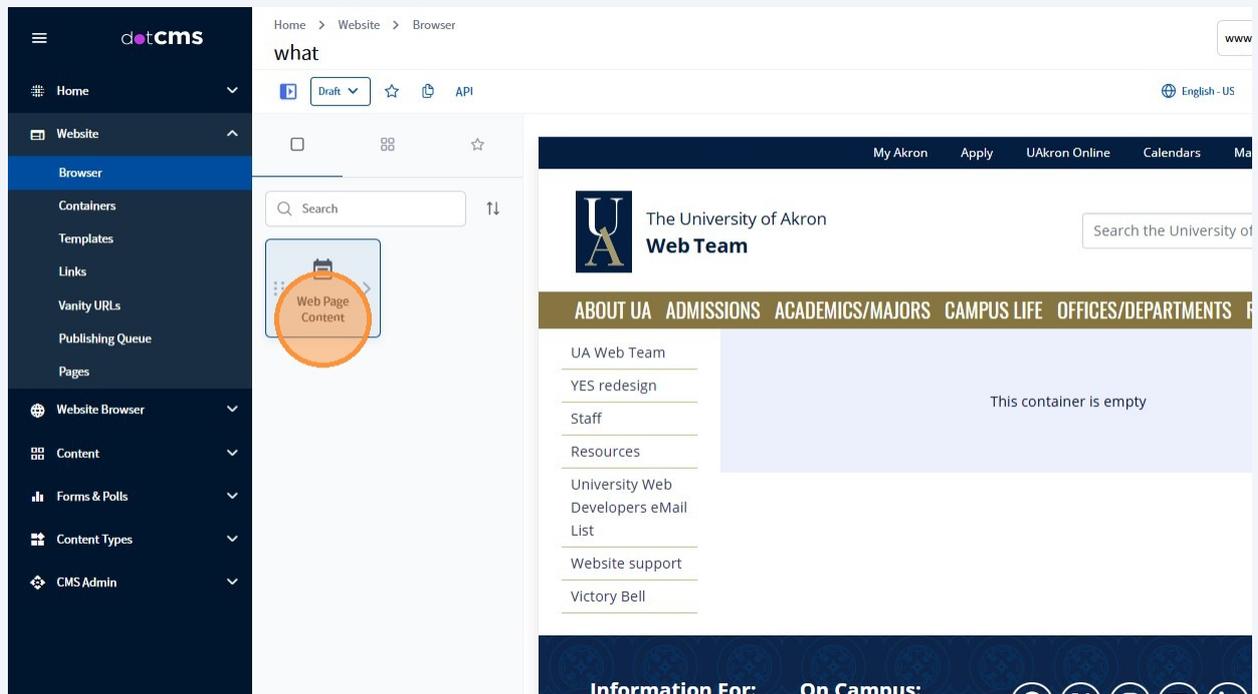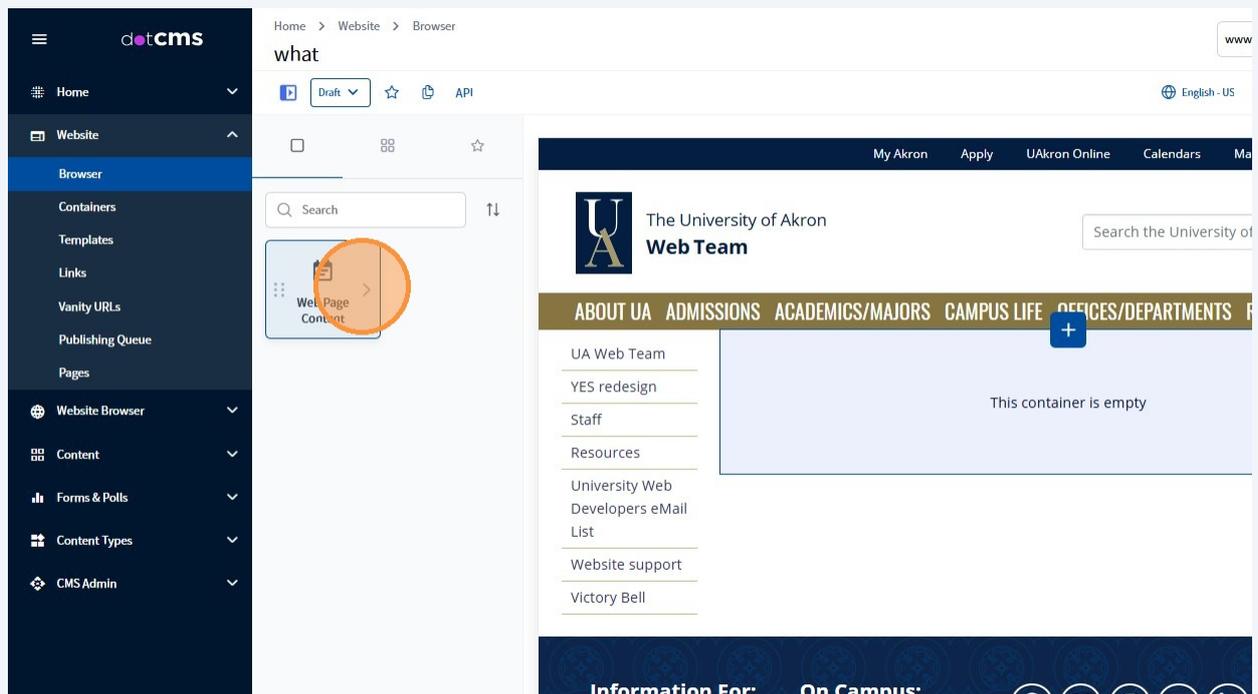

5 Edit your content as needed, the use Save or Save/Publish to save your changes. Use the "x" to close the Web Page Content and return to the page.
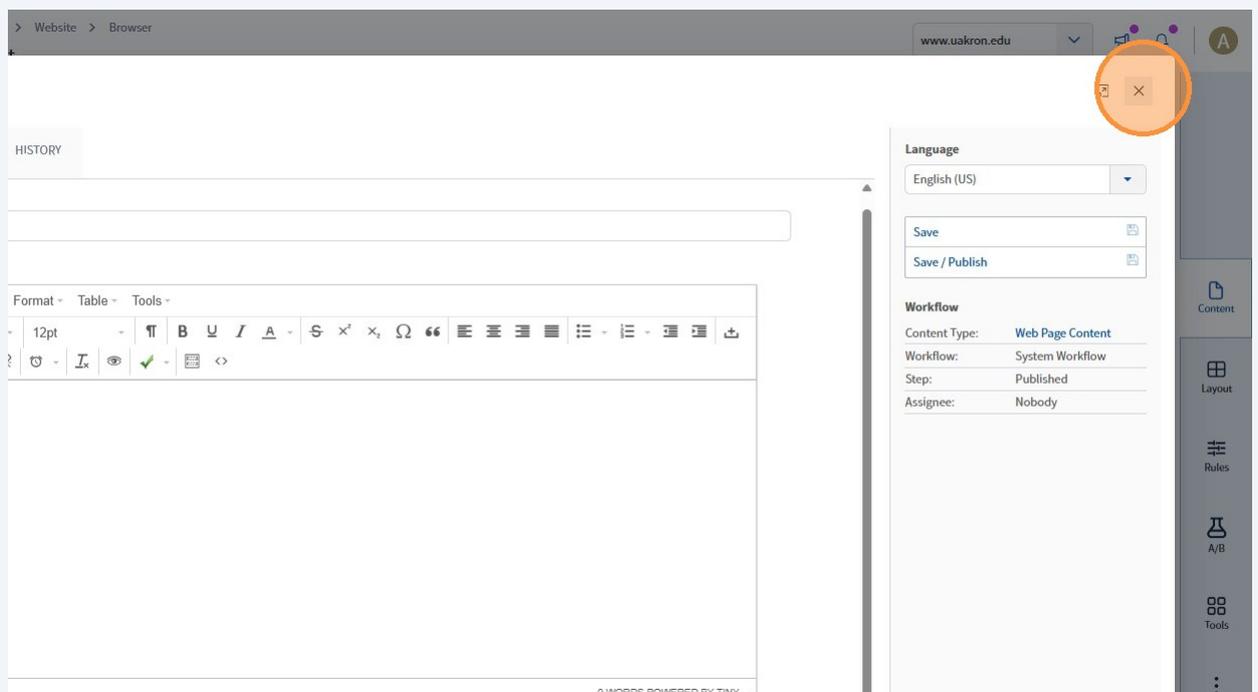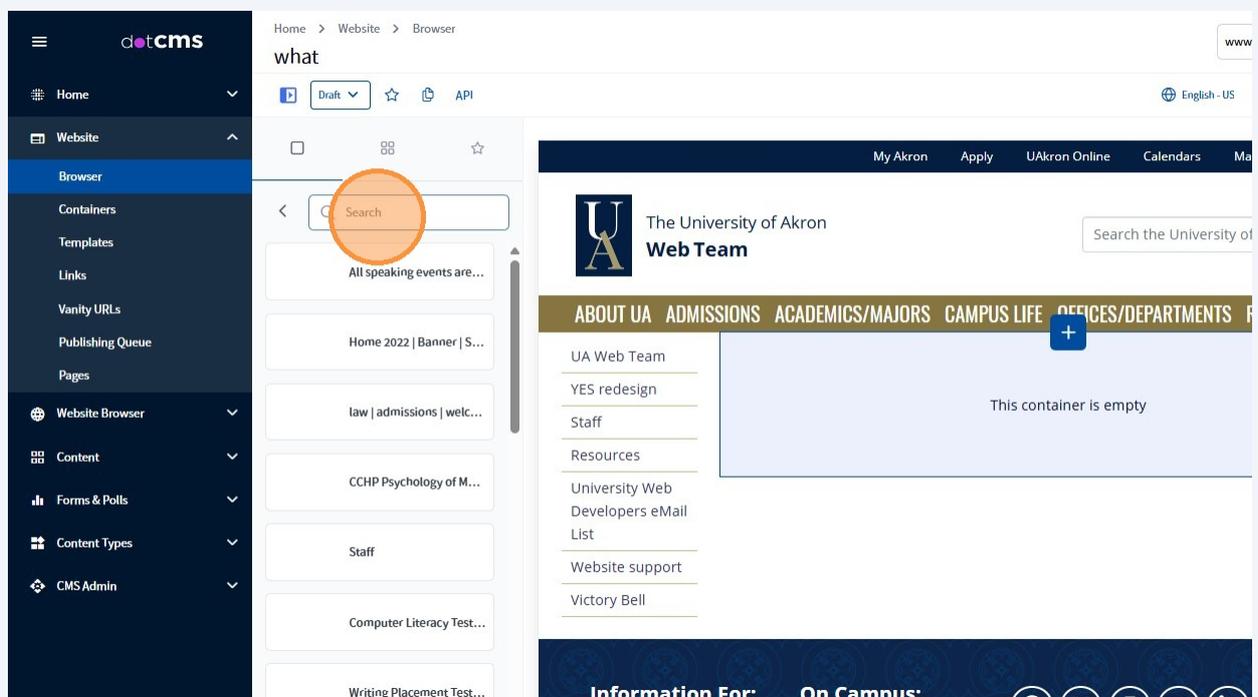
6 To add existing Web Page Content, click the ">" in the item to bring up a list of recently saved items and a search option.
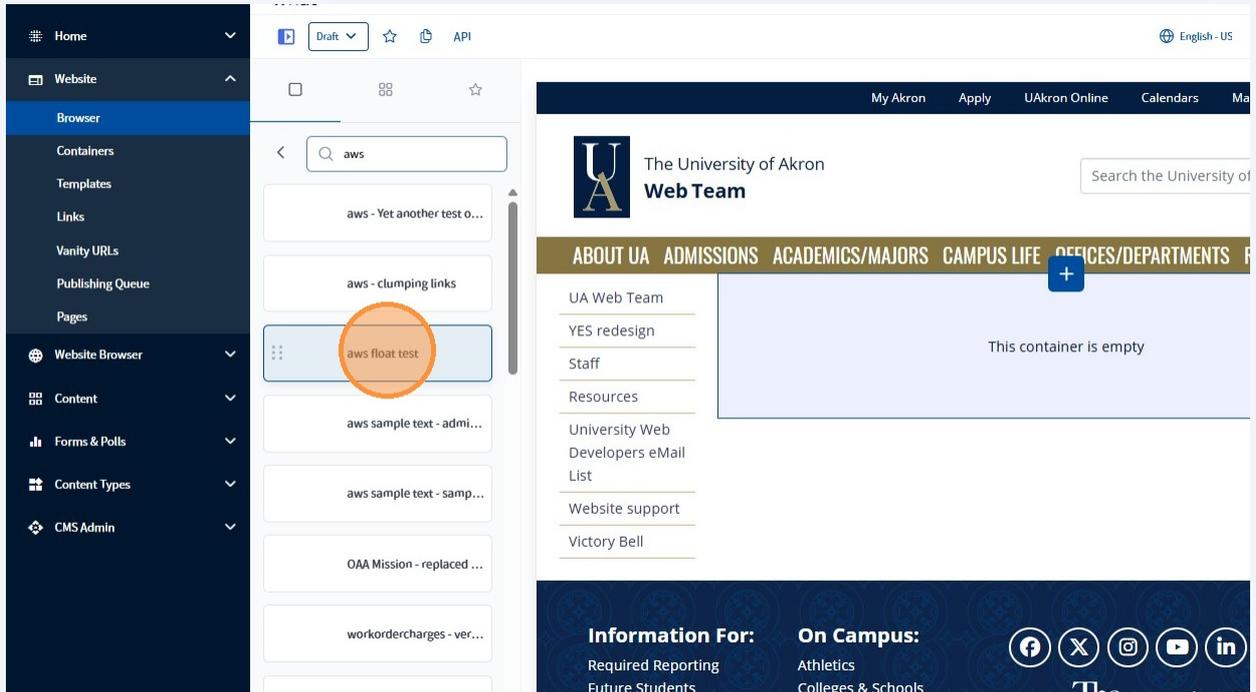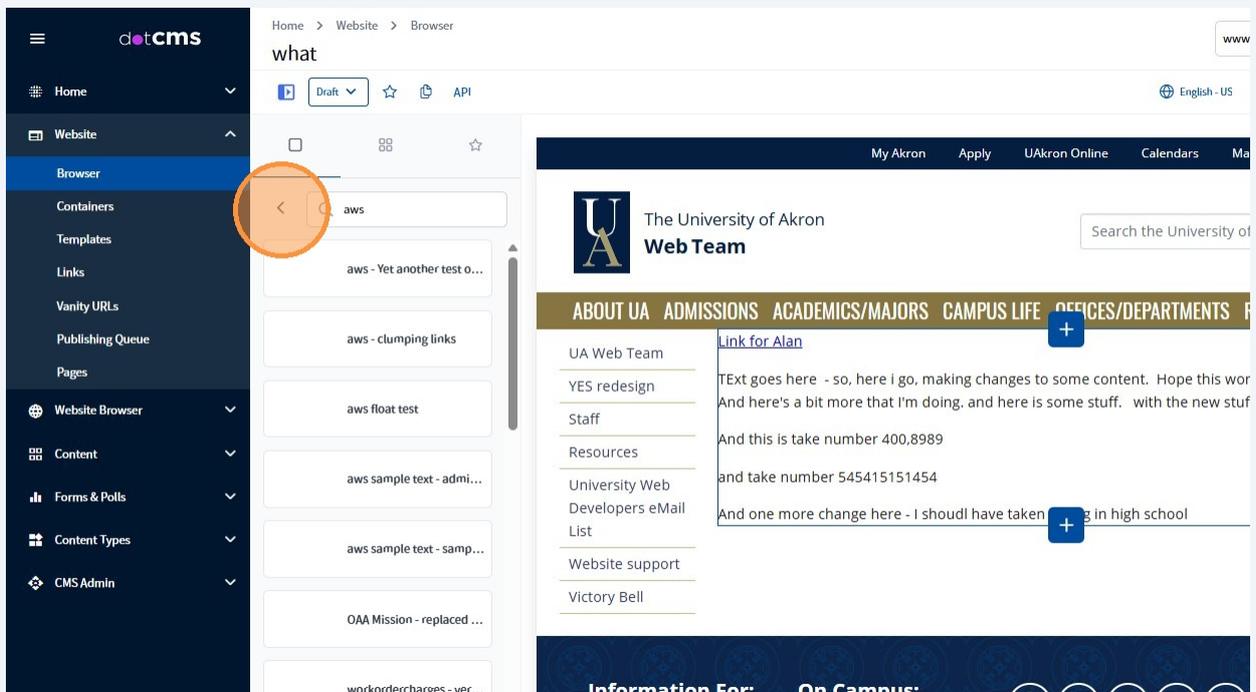

7 Click the "Search" field.

8 Locate the existing Web Page Content you want to add and drag-and-drop to the "This container is empty" area or on the blue lines between items to add it to your page.
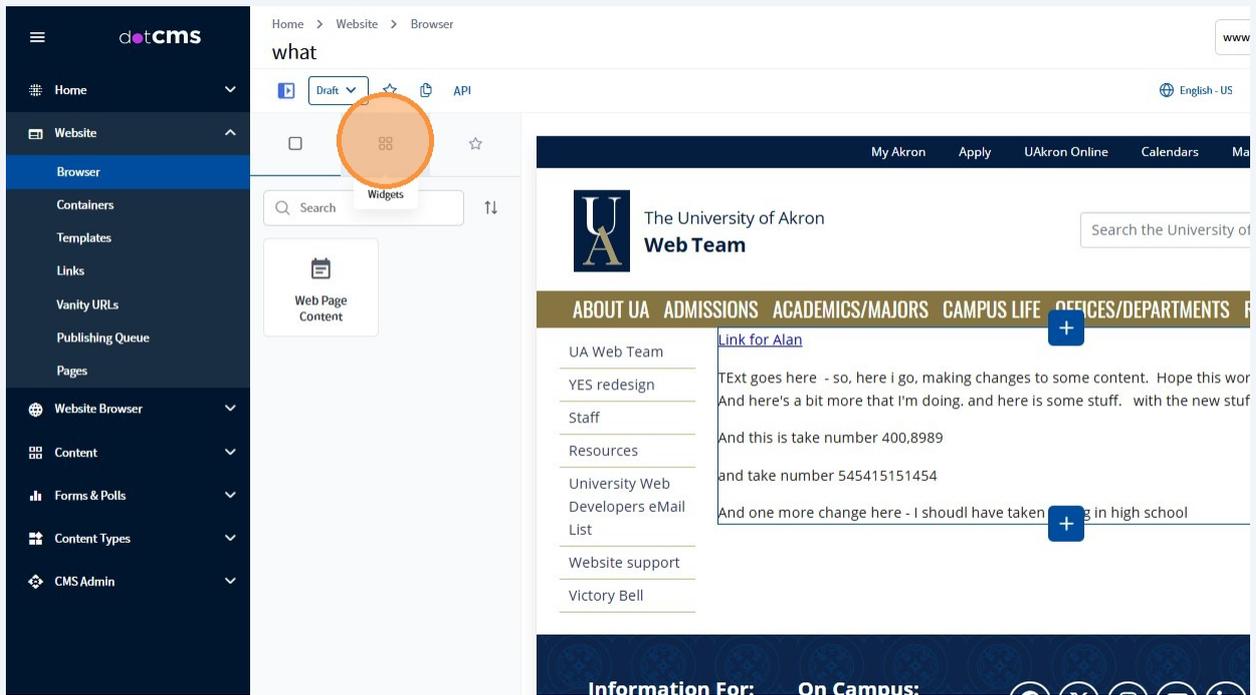

9 Use the "<" to leave the search area.
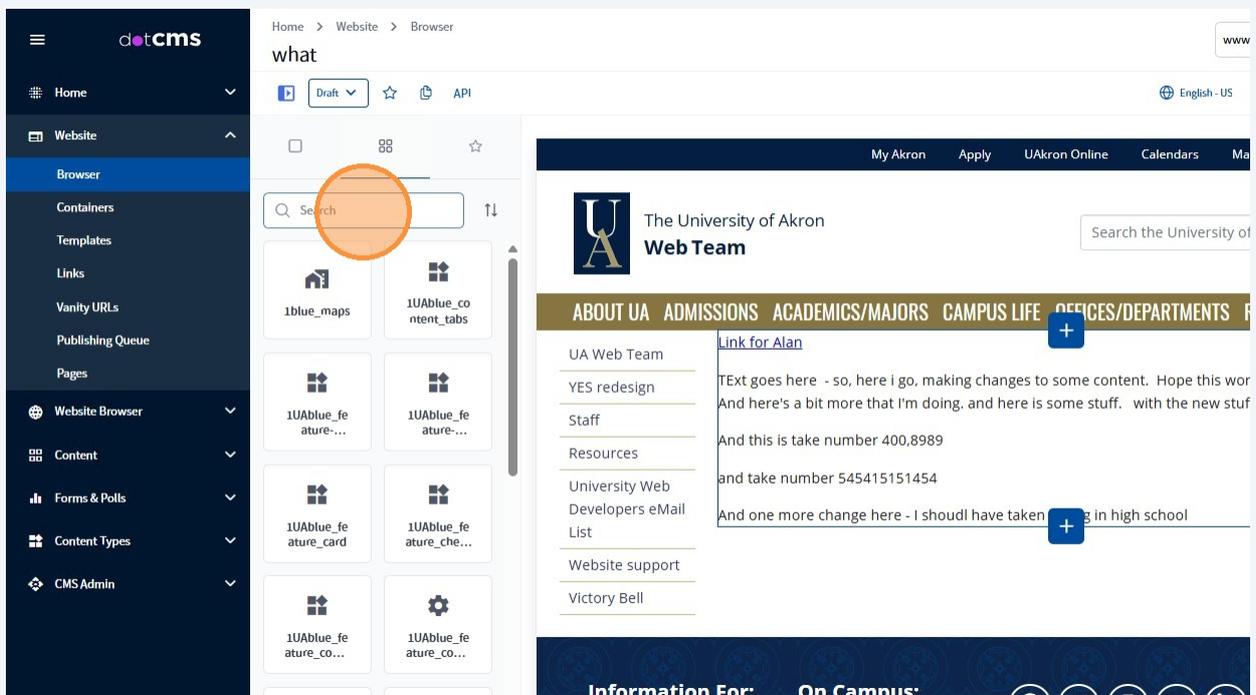
10 The second icon in the Content Palette is the Widget button. Click to bring up the available widgets.

11 Scroll through the list of widgets or search on the name of the widget you want to add. For the UA2 templates, only use the UA2 or Responsive widgets.
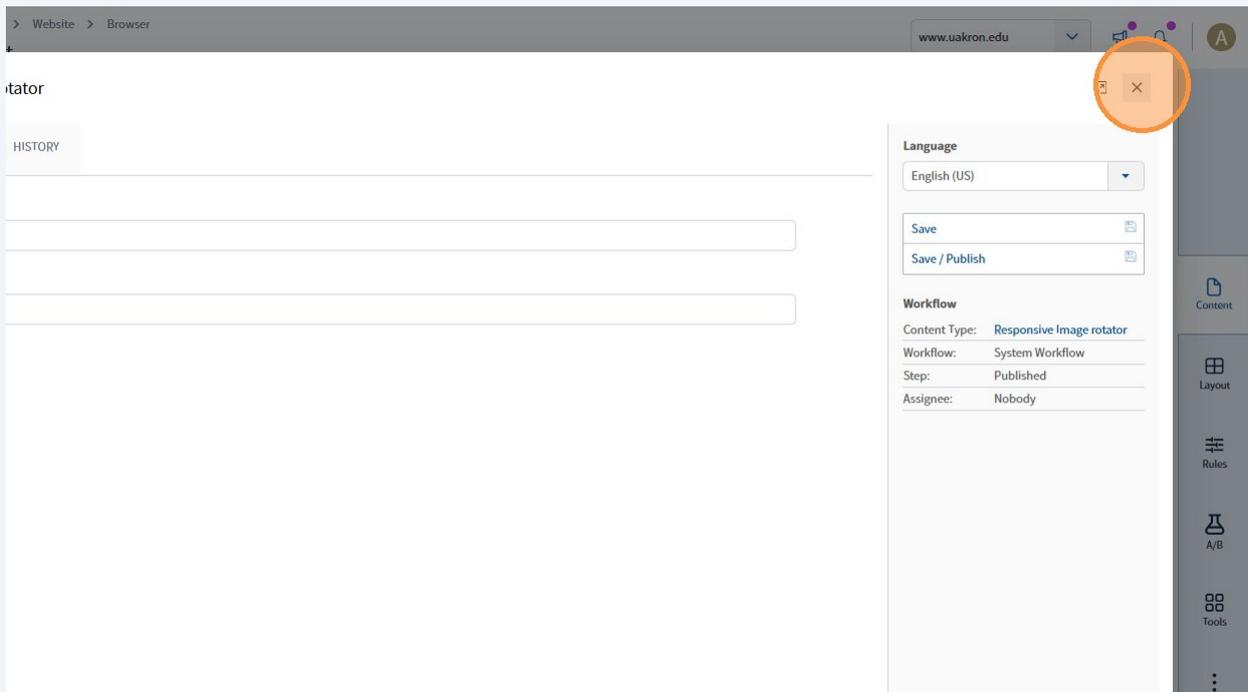
12   Locate the widget you want to add.

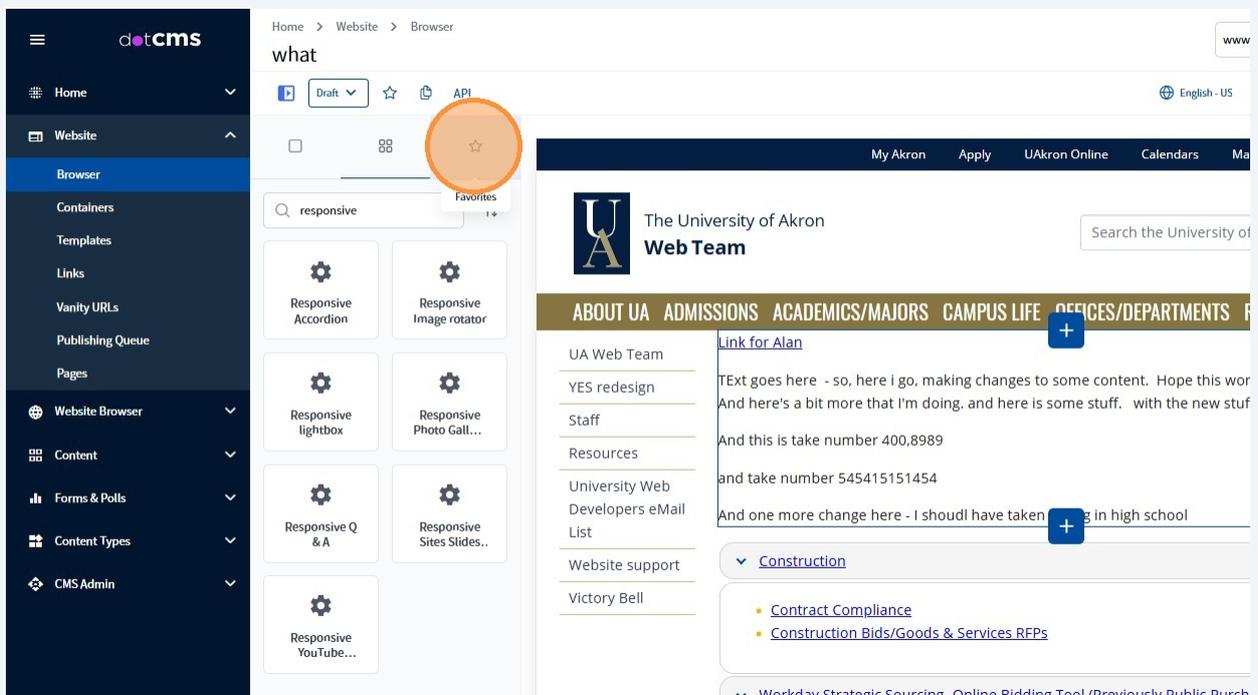**13**   Drag-and-drop the widget to the "This container is empty" box or the blue lines between items.

14 Edit the widget as needed, then use Save or Save and Publish to save your changes. Click the "x" to close out of the Widget and return to your page.

15 The last button in the Content Palette is the Favorite button.

16 Click the Star to bring up the Favorite menu. Click Add to add your first favorite item

17 Search through the list of widgets to find one that you use frequently. Remember that only UA2 and Reponsive Widgets can be used on UA2 template pages.

18 Click the box or boxes next to widgets you want to add to your favorites.

19 Click outside the search area to return to your Favorites.

20 You can now add the Widget to your page with drag-and-drop, or use the ">" to find existing widgets of that type to add. If you want to add or remove widgets from your Favorites, use the ">" next to the search box to bring up the menu.
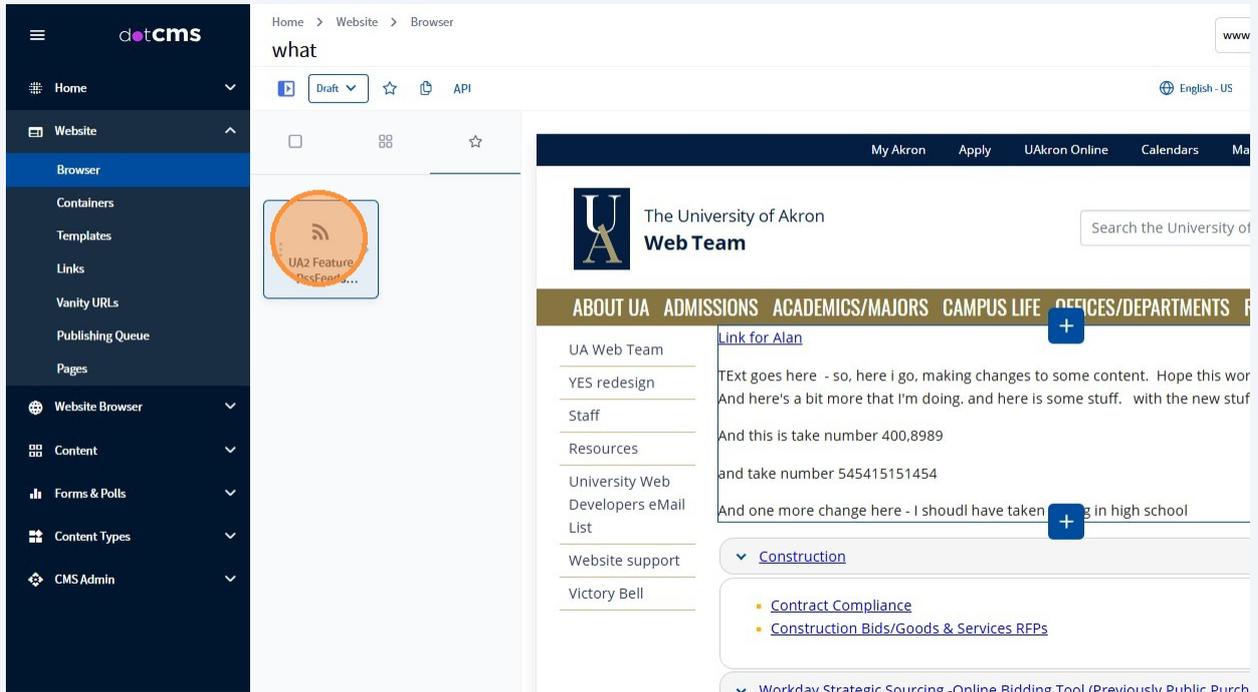
The Content Palette is an optional feature. You can always add new content and widget to your page by clicking the blue squares with plus signs to bring up the Content menu.