

Using the Content Palette on UA2 pages

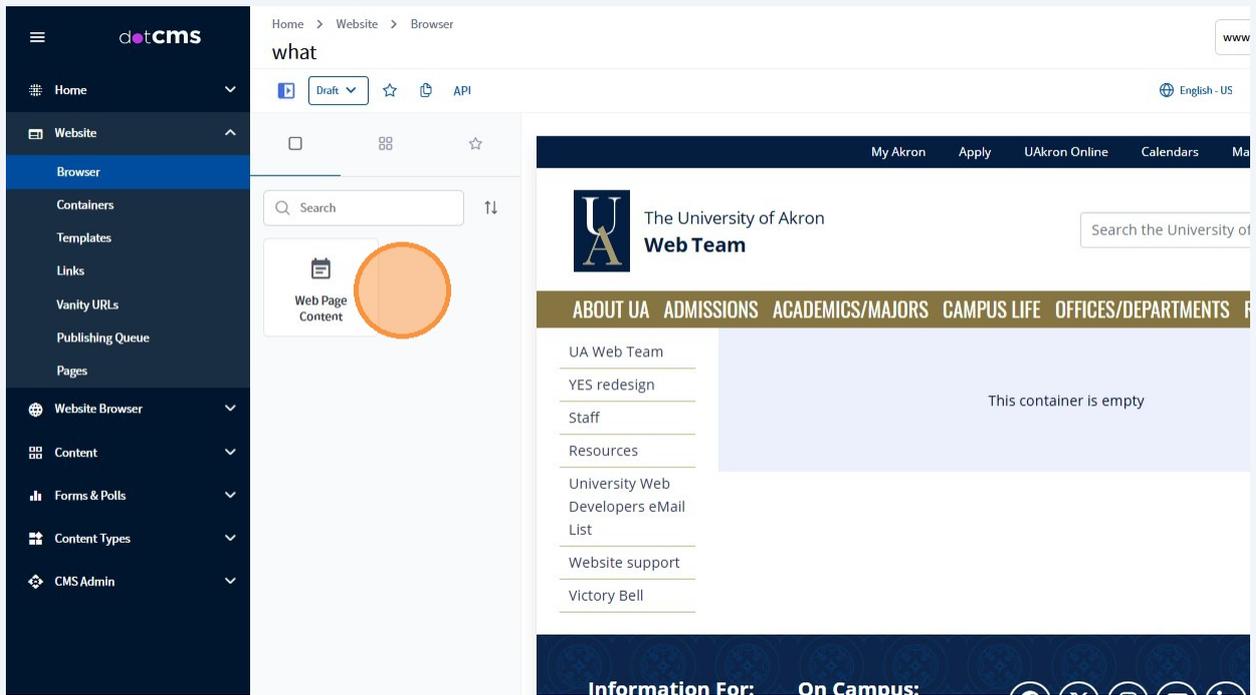
The Content Palette allows you to quickly add Web Page Content, add new Widgets, find and add existing content and widgets, and set Favorite Widgets for easy reuse.

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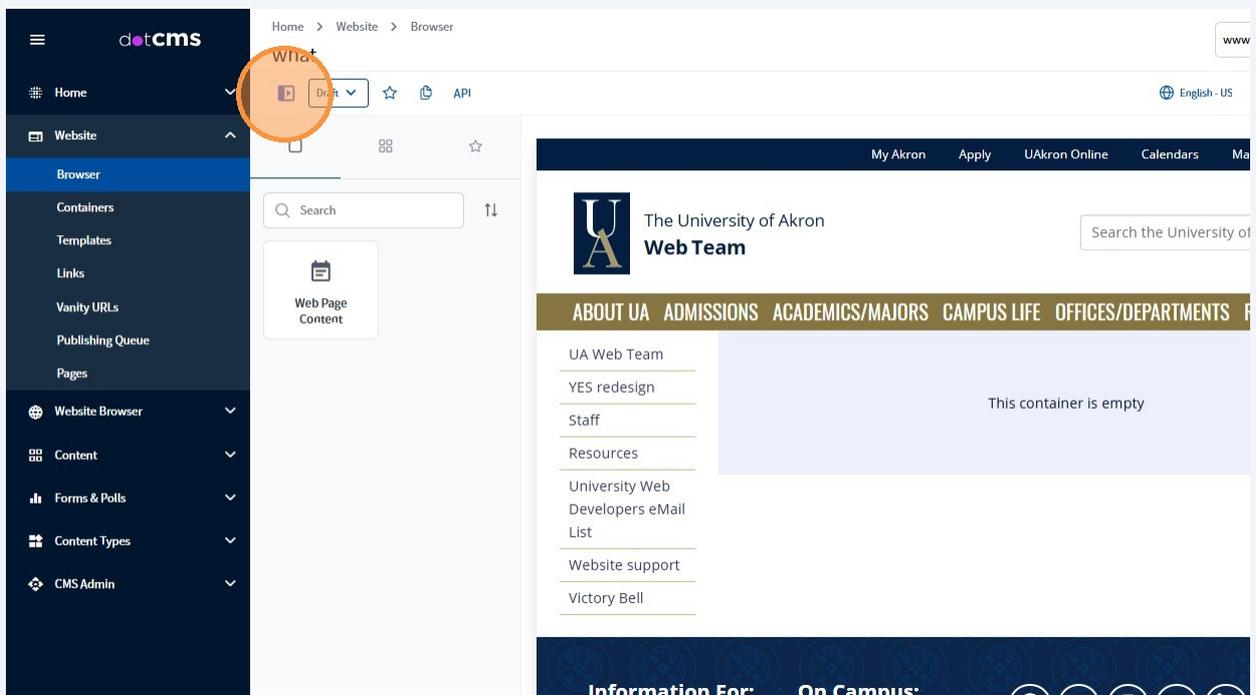
Navigate to <https://www.uakron.edu/c> and Log in with your UA credentials. Navigate to your folder and enter draft/edit mode.

The screenshot displays the University of Akron website editor. On the left is a dark sidebar with a 'Web Page Content' palette icon. The main content area shows a page header with navigation links (My Akron, Apply, UAkron Online, Calendars, Maps, Careers, Giving), the UA logo, 'The University of Akron Web Team', and a search bar. Below the header is a navigation menu with links: ABOUT UA, ADMISSIONS, ACADEMICS/MAJORS, CAMPUS LIFE, OFFICES/DEPARTMENTS, RESEARCH, LIBRARIES. The main content area contains a list of links: UA Web Team, YES redesign, Staff, Resources, University Web Developers eMail List, Website support, and Victory Bell. A large light blue box in the center of the page contains the text 'This container is empty'. The footer includes 'Information For:' (Required Reporting, Future Students, Accepted Students, Alumni & Friends), 'On Campus:' (Athletics, Colleges & Schools, Events & Calendar, Help a Zip), social media icons (Facebook, X, Instagram, YouTube, LinkedIn, TikTok, and a 'SEE ALL' button), the University of Akron logo, and contact information (Akron, OHIO 44325, Phone: 330-972-7111, Contact us).

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

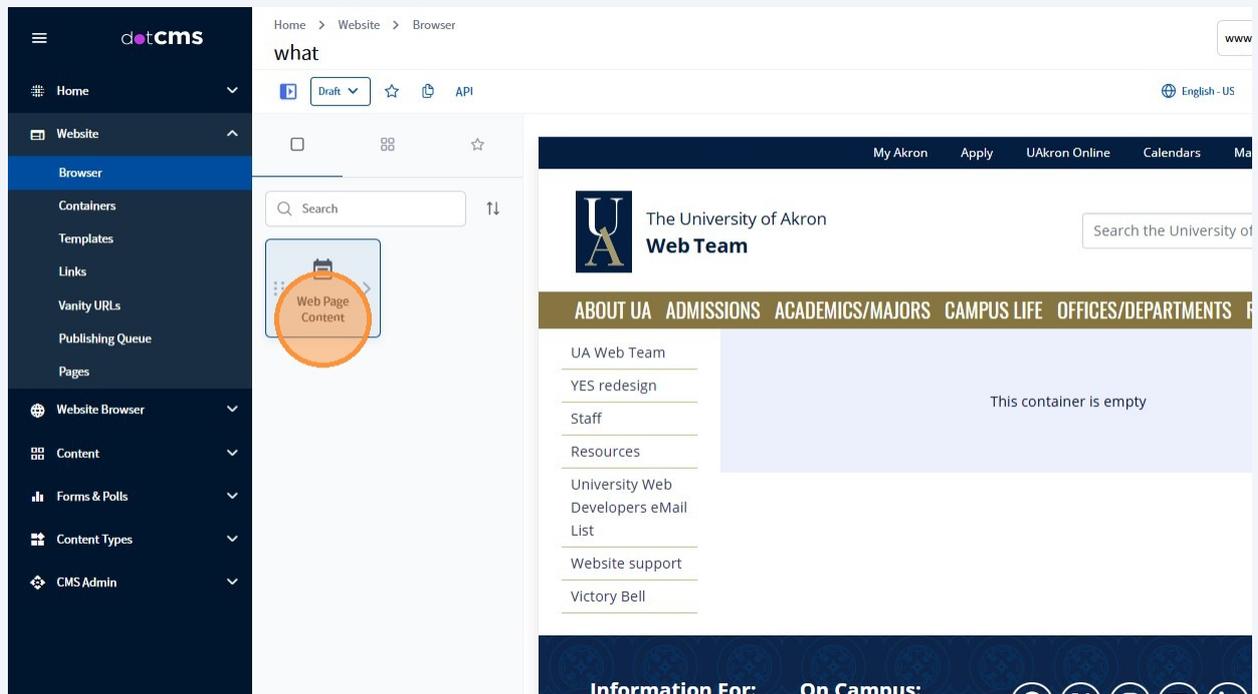


3 You can click this symbol to toggle the Content Palette open and closed.



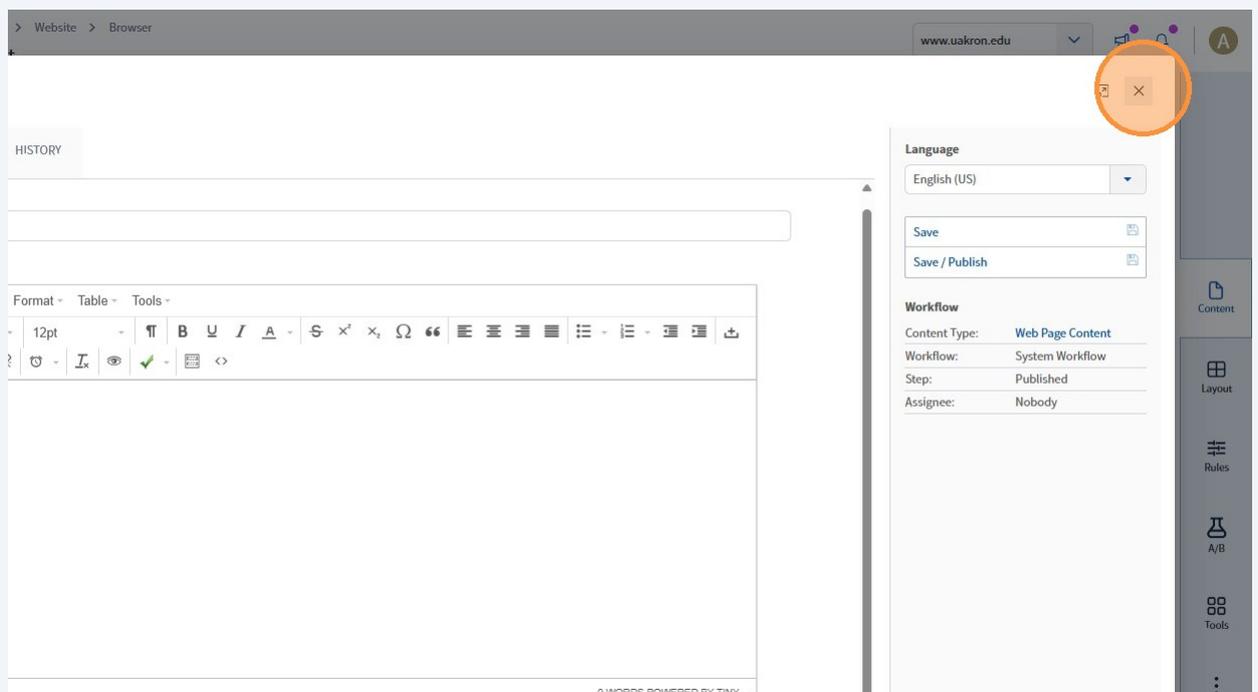
4

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.



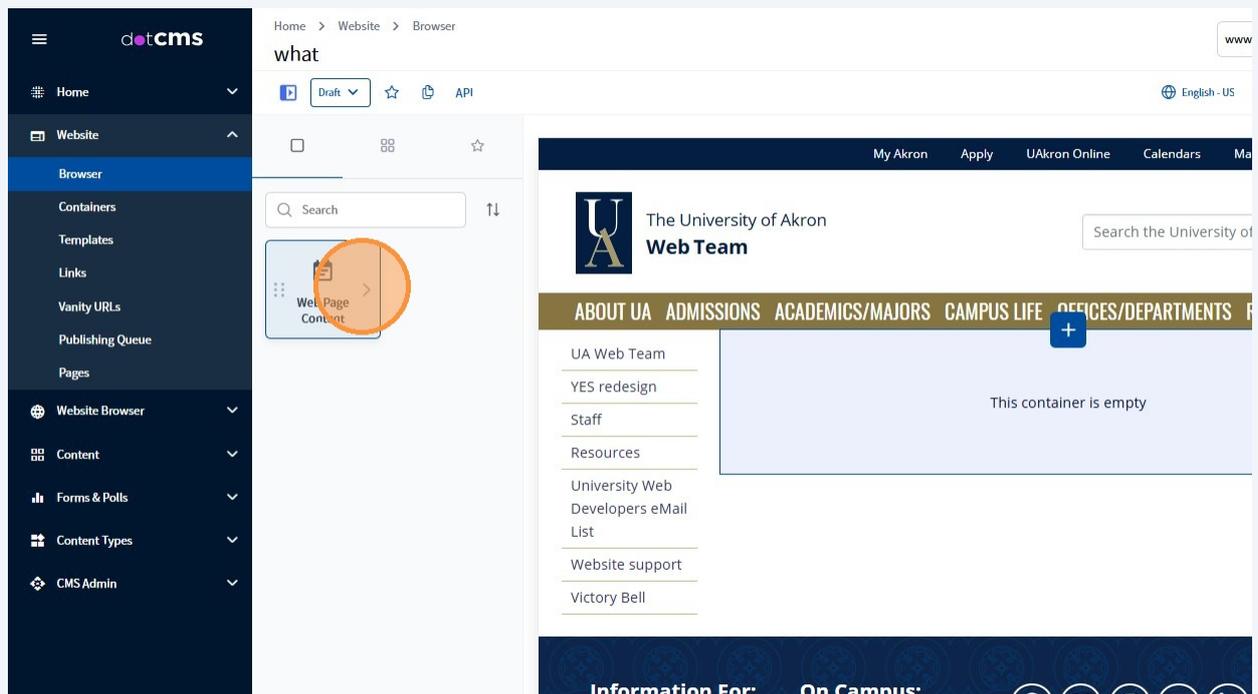
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Edit your content as needed, then use Save or Save/Publish to save your changes. Use the "x" to close the Web Page Content and return to the page.



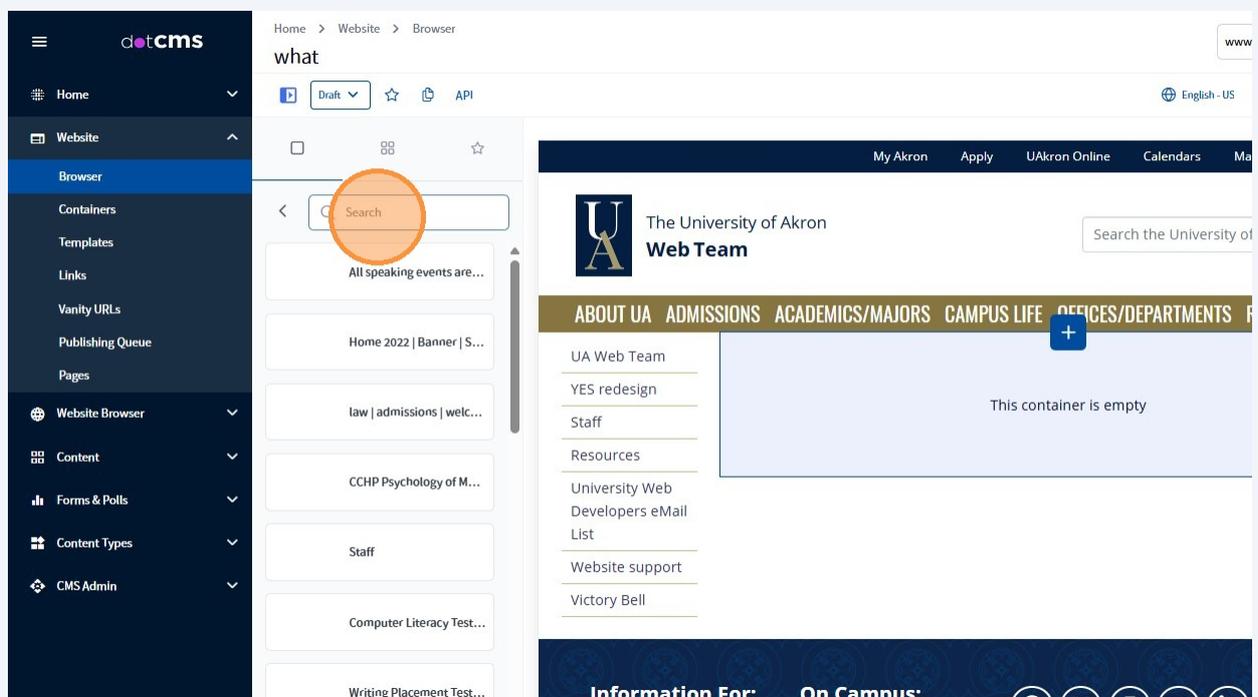
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To add existing Web Page Content, click the ">" in the item to bring up a list of recently saved items and a search option.



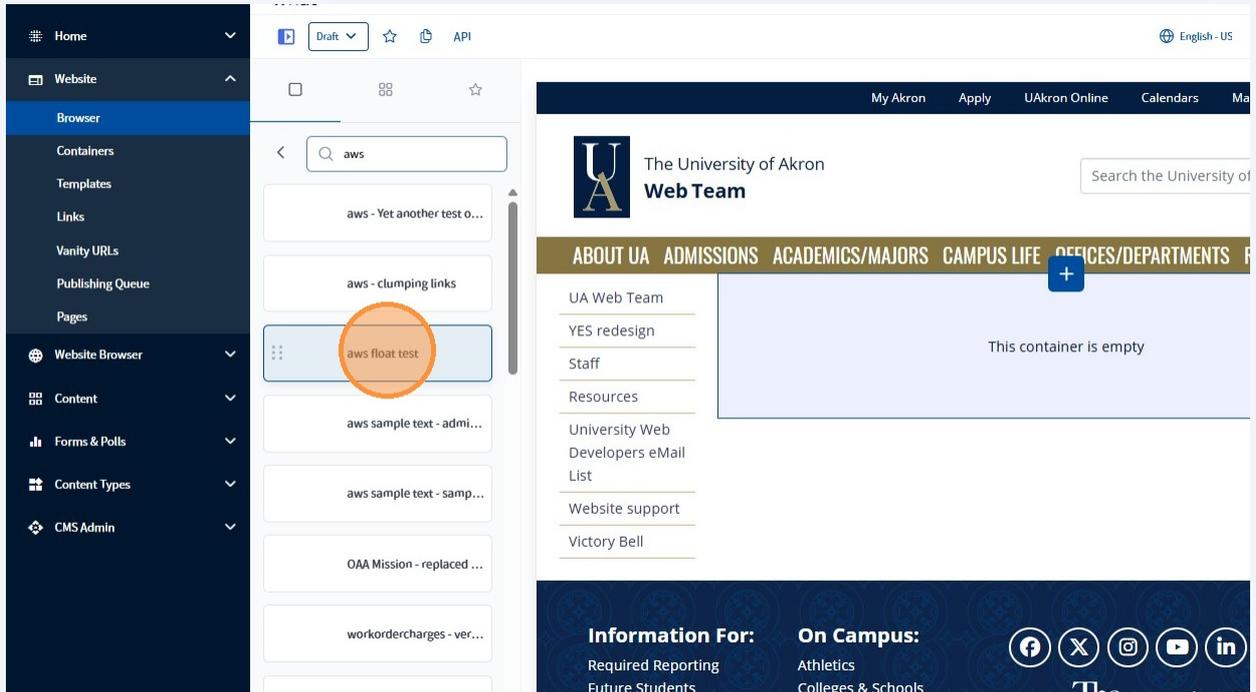
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Click the "Search" field.



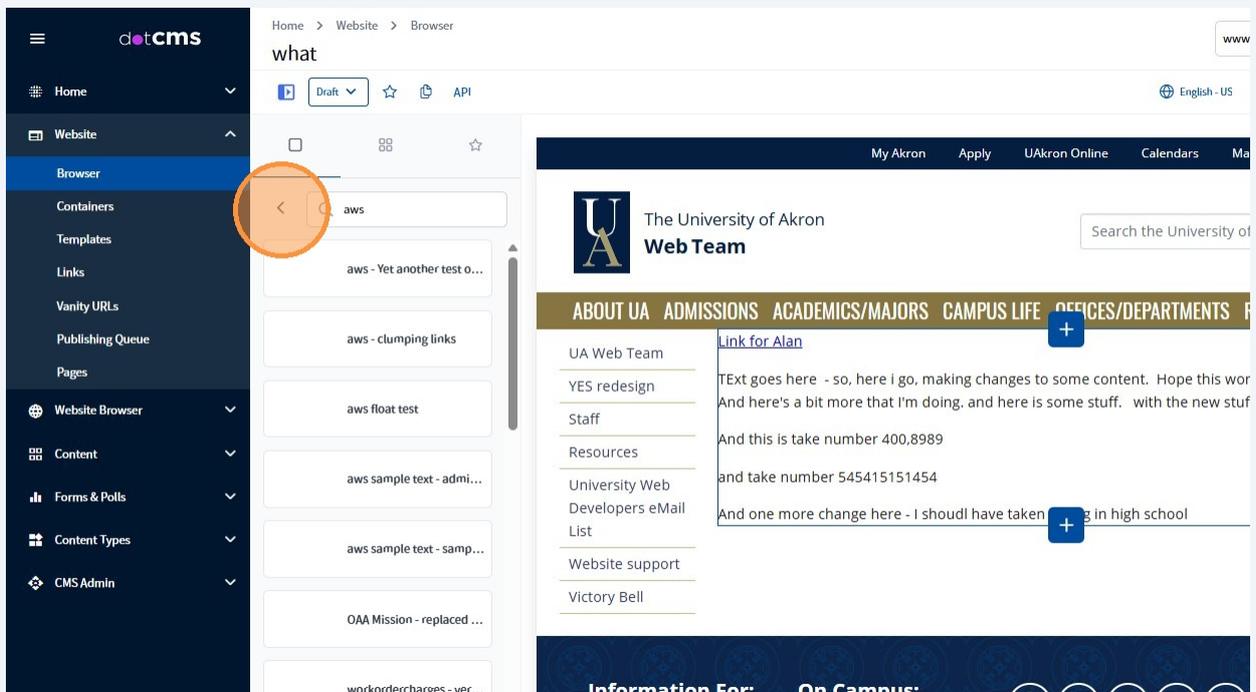
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Locate the existing Web Page Content you want to add and drag-and-drop to the "This container is empty" area or on the blue lines between items to add it to your page.



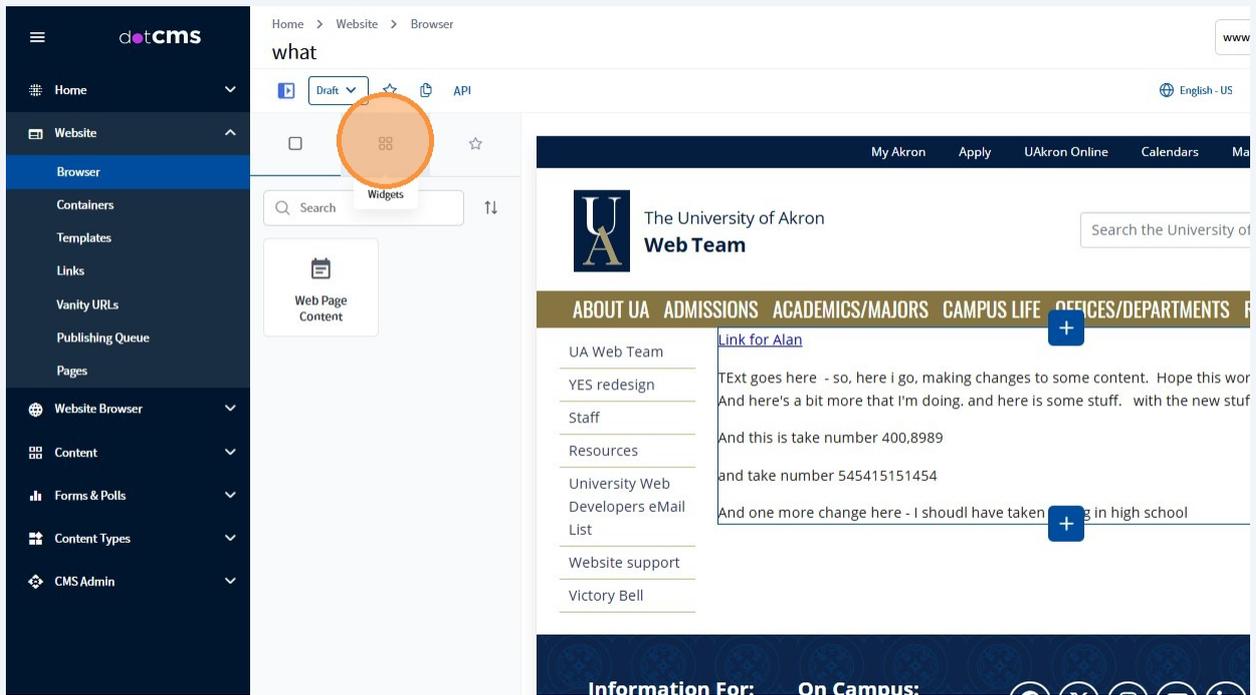
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Use the "<" to leave the search area.



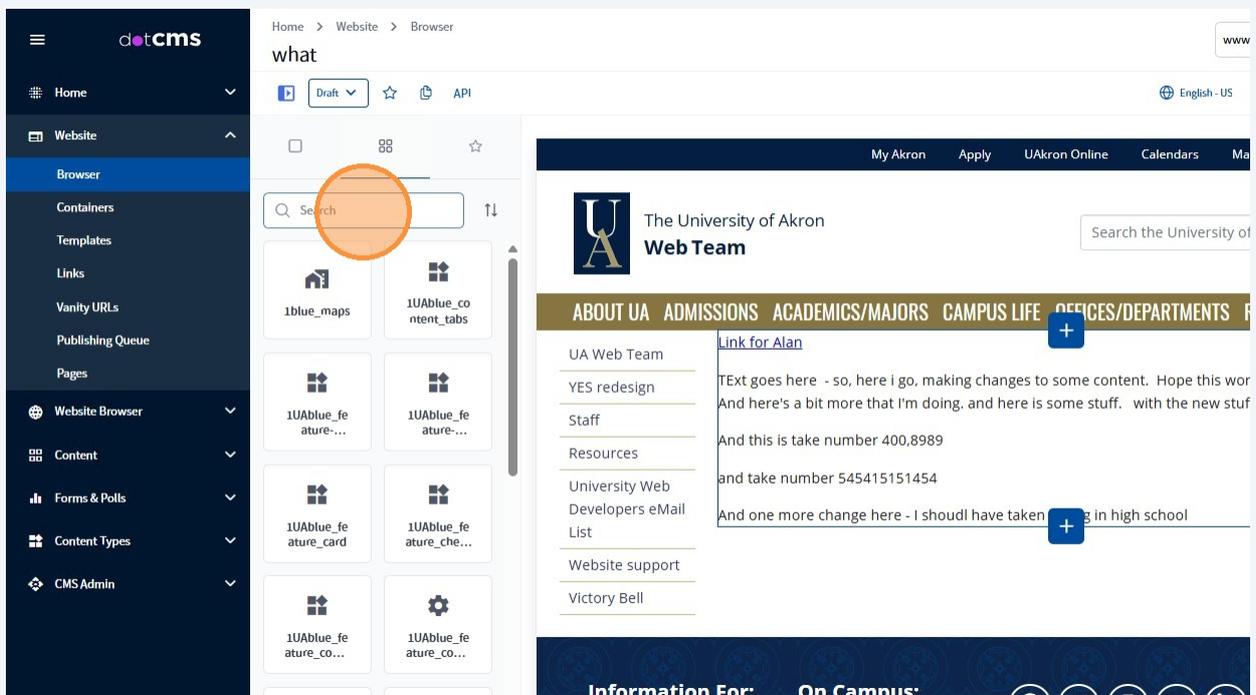
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The second icon in the Content Palette is the Widget button. Click to bring up the available widgets.



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.

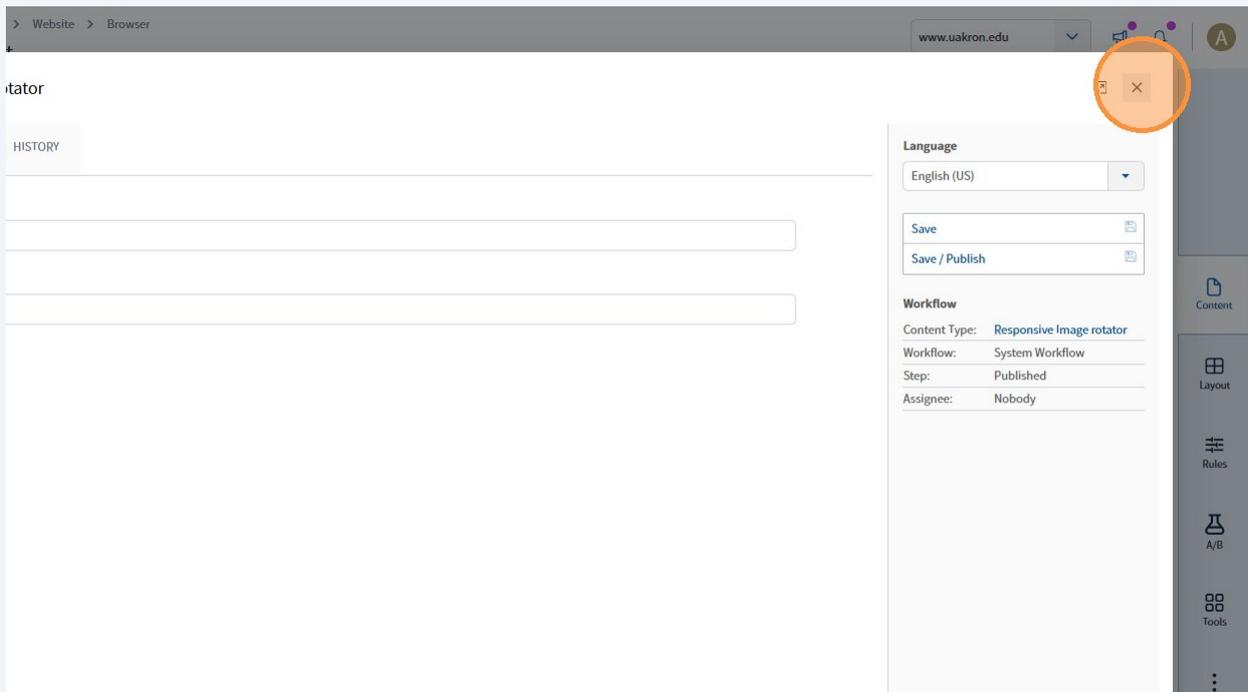
The screenshot shows the dotCMS interface. On the left is a dark sidebar with a menu. The 'Browser' category is selected, showing a list of widgets. A search bar at the top of the widget grid is highlighted with an orange circle. The main content area displays a preview of a website page for 'The University of Akron Web Team'. The page has a dark header with navigation links and a search bar. Below the header is a navigation menu with items like 'ABOUT UA', 'ADMISSIONS', 'ACADEMICS/MAJORS', 'CAMPUS LIFE', and 'OFFICES/DEPARTMENTS'. The main content area contains a list of links and text, with a blue plus sign icon next to a 'Link for Alan' entry.

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

The screenshot shows the dotCMS interface. On the left is a dark sidebar with a menu. The 'Browser' category is selected, showing a list of widgets. A search bar at the top of the widget grid is highlighted with an orange circle. The main content area displays a preview of a website page for 'The University of Akron Web Team'. The page has a dark header with navigation links and a search bar. Below the header is a navigation menu with items like 'ABOUT UA', 'ADMISSIONS', 'ACADEMICS/MAJORS', 'CAMPUS LIFE', and 'OFFICES/DEPARTMENTS'. The main content area contains a list of links and text, with a blue plus sign icon next to a 'Link for Alan' entry.

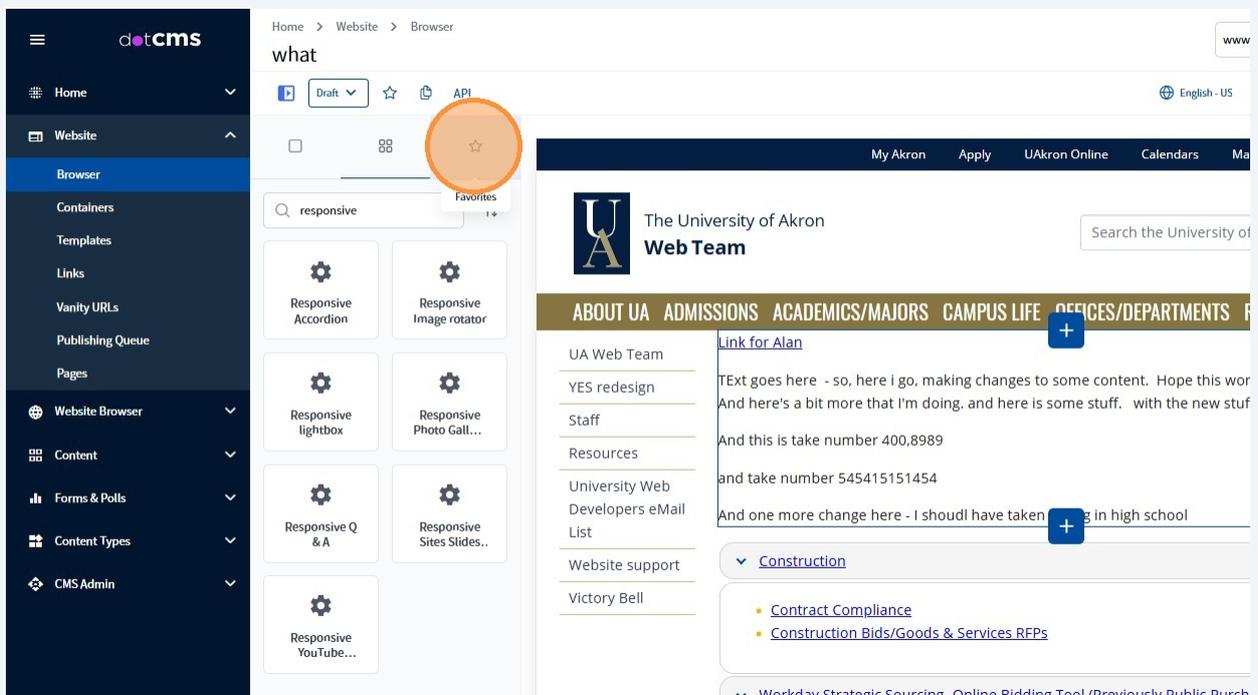
14

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.



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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

The screenshot shows the dotCMS interface. On the left is a dark sidebar with a menu including 'Website Browser', 'Content', 'Forms & Polls', 'Content Types', and 'CMS Admin'. The main area is split into two panes. The left pane shows a large plus sign and the text 'No content yet. Add new content to this list for quick and easy access.' The right pane shows a preview of a 'Web Team' widget with a search bar and navigation tabs. A star icon is highlighted on the widget list, and an 'Add' button is highlighted on the widget preview.

17

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

The screenshot shows the dotCMS interface with a search for widgets. The left sidebar is the same as in the previous image. The main area shows a search bar with the text 'Search for favorites' highlighted. Below the search bar is a list of widget options, including '1UAblue_feature-profile-related-content', '1UAblue_feature_events', '1UAblue_feature_promos', '1UAblue_plugin_news-detail', 'Blurb', 'DotAsset', 'File Asset', 'Site Banner Rotator', 'UA2 Contact us Modal', and 'Undergraduate Program Detail'. The right pane shows a preview of the 'Web Team' widget, which is highlighted with a star icon.

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

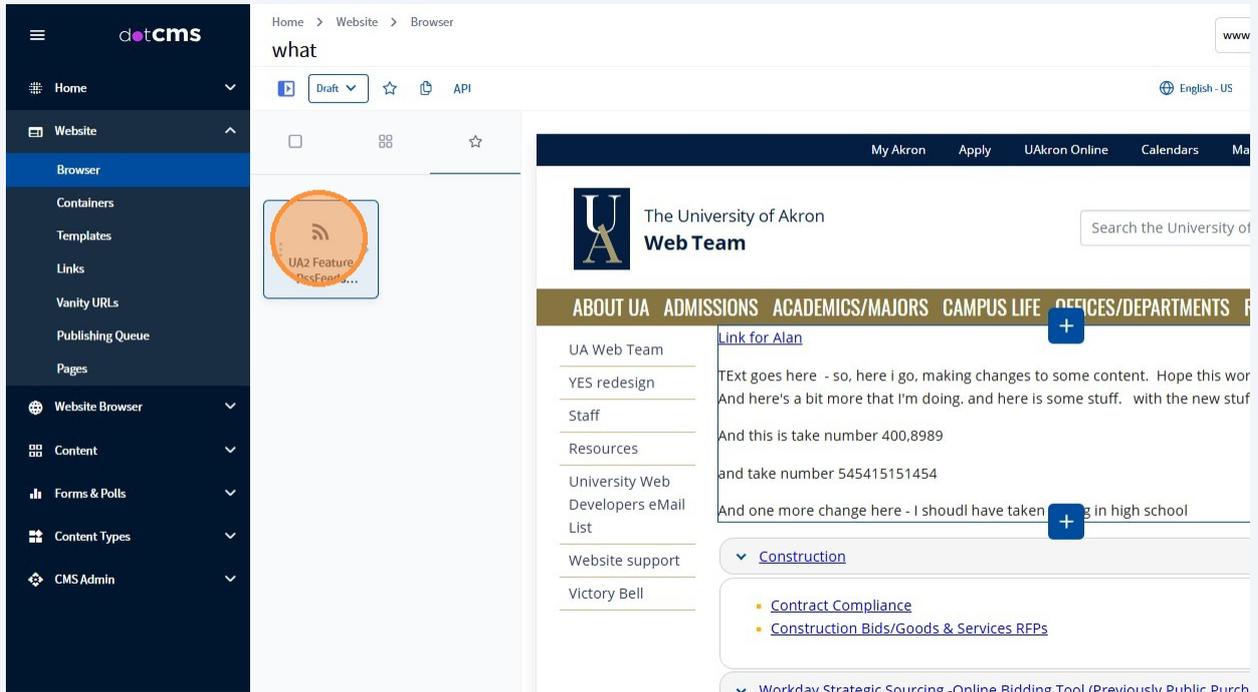
The screenshot shows the dotCMS interface. On the left is a dark sidebar with a menu including Home, Website, Browser, Containers, Templates, Links, Vanity URLs, Publishing Queue, Pages, Website Browser, Content, Forms & Polls, Content Types, and CMS Admin. The main area is titled 'what' and shows a search bar with 'ua2' and a list of widgets. The widget 'UA2 Feature RssFeeds Handshake' is highlighted with an orange circle. To the right is a preview of the website content, including the University of Akron logo, navigation menu, and various text blocks. A blue plus sign is visible in the preview area.

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

This screenshot is similar to the previous one but shows the 'UA2 Feature RssFeeds Handshake' widget selected with a checkmark. A large orange circle is positioned below the widget list. The website preview on the right shows the same content as before, but with a blue plus sign in the search area. The footer of the preview includes 'Information For:' and 'On Campus:' sections with social media icons.

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.