

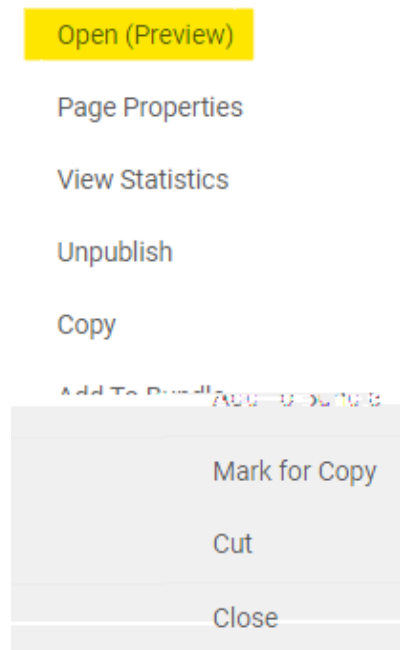
Editing Content

You can edit content by going to a page where the content “lives” or by searching for a specific piece of content in the Content area of dotCMS. Both methods work equally well and produce the same results. It can be helpful to use the Page option for content that only lives on one page or is infrequently changed. For content - like Bios – that might live on multiple pages, the Content option is a bit easier.

In this overview, we’ll look at editing content on a page.

Log into dotCMS and use the Website | Browser to navigate to the page in your folder that contains the content you want to modify. This might be a program overview, office hours and contact info, or a list of links.

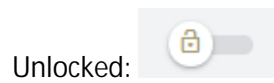
Right click on page and choose Open (Preview)



You’ll start off in Preview mode and see a view of the page:

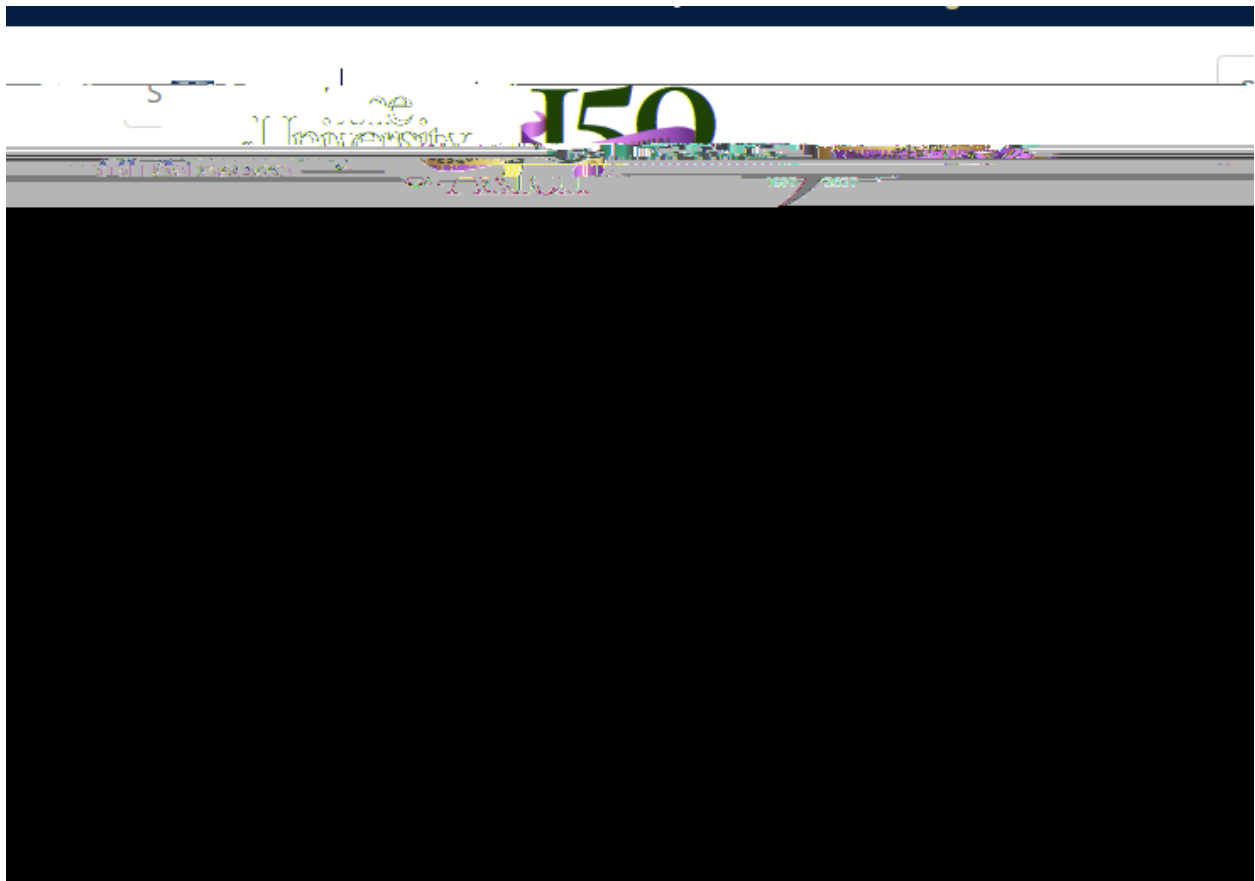


Click on Preview to see how this will look, then click on the lock icon to unlock the page when you are done.



You can add additional edits if needed or click on the Website | Browser to return to the list of files.

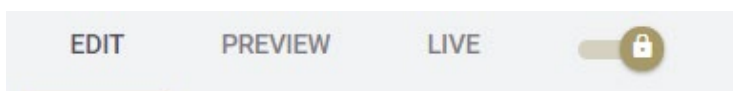
Note: Your changes won't show in Live mode until you Save/Publish them.



Adding/Reusing Content

You can also add brand new content to a page – or reuse existing content that was previously created.

Make sure you are in Edit mode for your page:



Then look for the plus sign in a circle on the right-hand side of the page

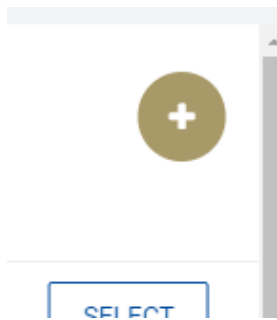


Clicking the plus sign will bring up a small menu



Clicking **Content** will bring up a new window with a list of all the content areas stored in the system. You can use the search to locate an item to reuse based on the title.

Or, you can click the new plus sign



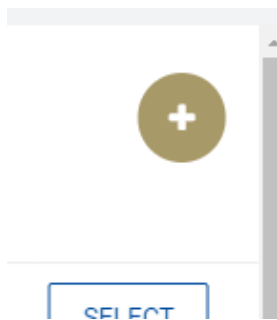
To add new Web Page Content. You'll get a new content area and can proceed with your editing.

Widgets are the customized tools to add in rotating banners, embedded video, grids of employees or programs, mini-maps, etc. Clicking Widget will bring up a list of all the widgets stored in dotCMS and you can use the search to narrow down and find the widget you want to add to your page.

In this case, I've used the Content Type to limit this search to Faculty and Staff listings, then narrowed it further to the webteam.



Clicking on the title of the widget will add this to your page. Or, you can click the new plus sign to add a new widget of this type to your page.



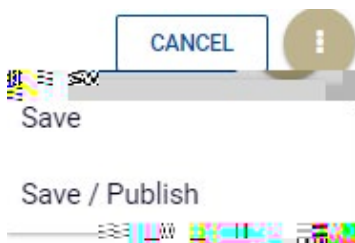
The webteam has better tools for **Forms** outside of this environment – please contact our group for assistance if you need a new form.

Publishing changes

Once you are done editing your page, click the three dots menu:



And choose Save (to work on this later) or Save/Publish to make those changes live.



You can then click on [Browser](#) to continue working on other pages, or [log-out](#).