**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.
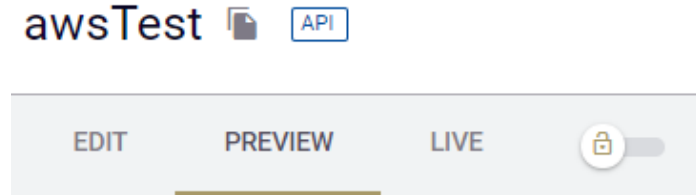
Right click on page and choose Open (Preview)
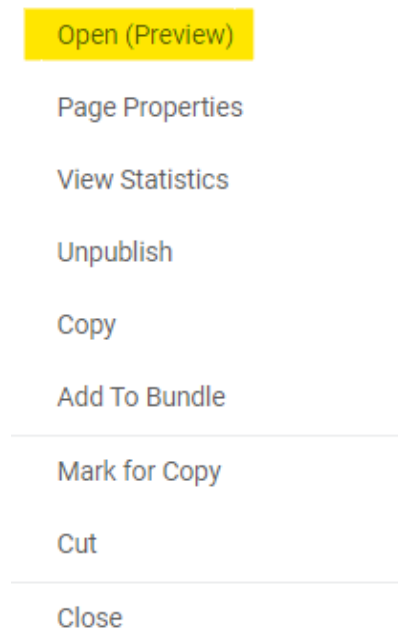
You'll start off in Preview mode and see a view of the page:

At the top of a page is a small menu that will show you the "mode" you are in.

awsTest

Preview is current version in dotCMS. This helps you compare the elements of the page and decide if the content and layout work together.

Live will show you how the pages looks to the user. This might be different from the Preview if you have Saved – but not Published – a version of the page. It can be helpful to switch back and forth between Preview and Live to compare.
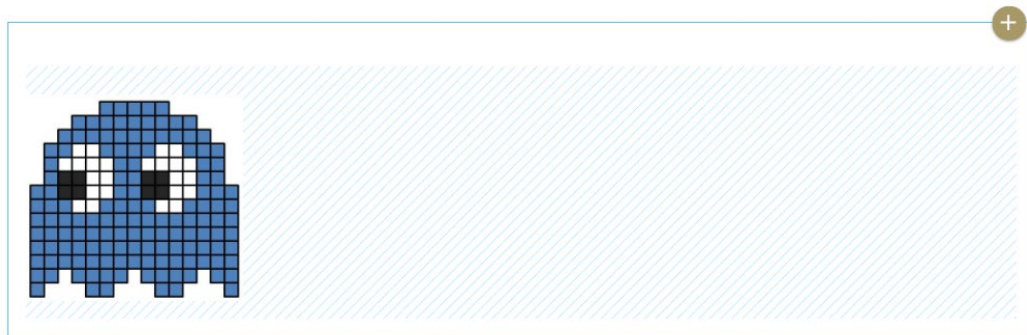
Clicking on Edit will allow you to make changes – it will also "lock" the page for you.
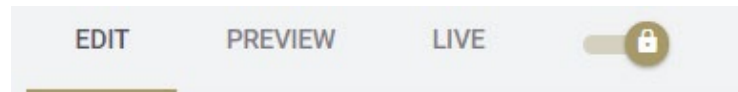
Locking the page means that no one else can work on it while you are making edits.

In Edit mode, you'll get two new options – editing the content areas or adding/reusing content areas.

Editing the Content

The content "chunks" (also called contentlets) will be outlined in blue to show where they begin and end. Clicking in a content box will show three small buttons to the right-hand side of the screen.
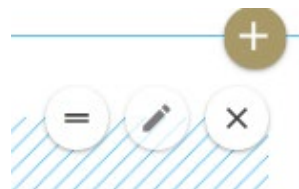
1. The two lines will allow you to move the content around on the page, usually up and down to reorder the page.

2. The pencil takes you into edit mode for the contentlet
3. The X will remove that content from the page. It won't destroy it and you can bring it back later if needed.

Clicking the Pencil takes us into Edit mode for this content and will bring up an editing tool.

Start by locking this for editing:

Lock for Editing

Next, make the changes you need using the WYSIWYG editor (what you see is what you get)
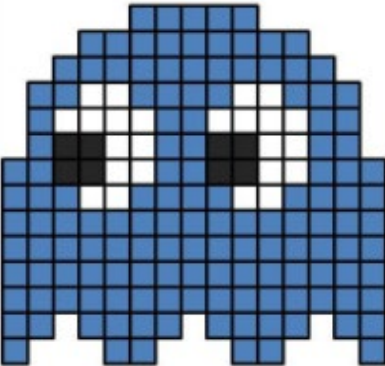
Title:

a blue ghost

Body:

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

↶ ↷ Paragraph ▾ B U I A ▾ S x² x₂ Ω 66 ☰

▦▾ ▣ 🔗 ⸜ ⏱ ▾ I̲ₓ 👁 ✔ ▾

I've added this text and made this word bold.

Note: Some of your formatting changes won't show until you go back to the page preview.

When you are done with your edits, click on Save or Save/Publish. Next, click the X in the corner to close the Web Page Content window.

This will return you to the page, with your changes intact, in Edit mode.

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

Locked:

Unlocked:

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

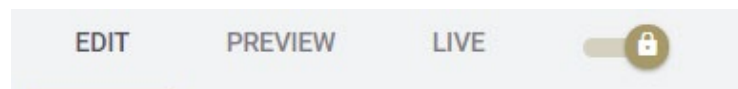Note: Your changes won't show in Live mode until you Save/Publish them.

I've added this text and made this **word** bold.

Adding/Reusing Content

You can also add brand new content to a page – or reuse existing content that was previously created.
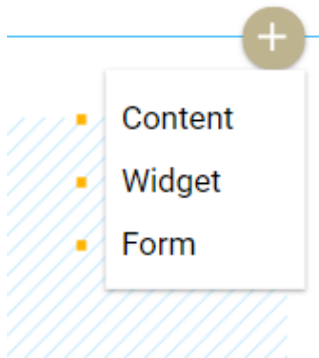
Make sure you are in Edit mode for your page:

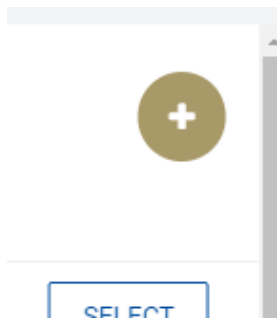Then look for the plus sign in a circle on the right-hand side of the page

Clicking the plus sign will bring up a small menu

- Content
- Widget
- Form

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.
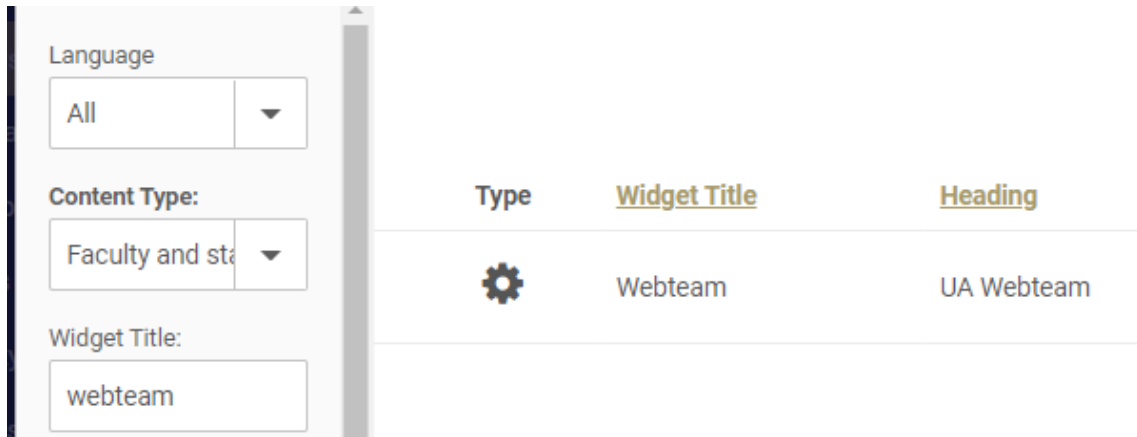
Or, you can click the new plus sign

SELECT

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.
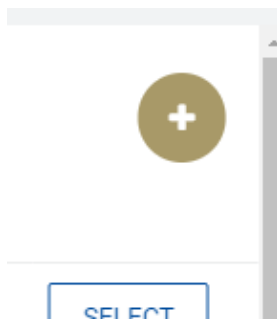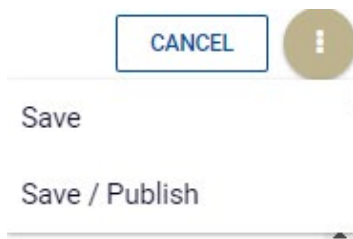

The webteam has better tools for **Forms** outside of this environment – please contact our group for assistance if you need a new form.

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.