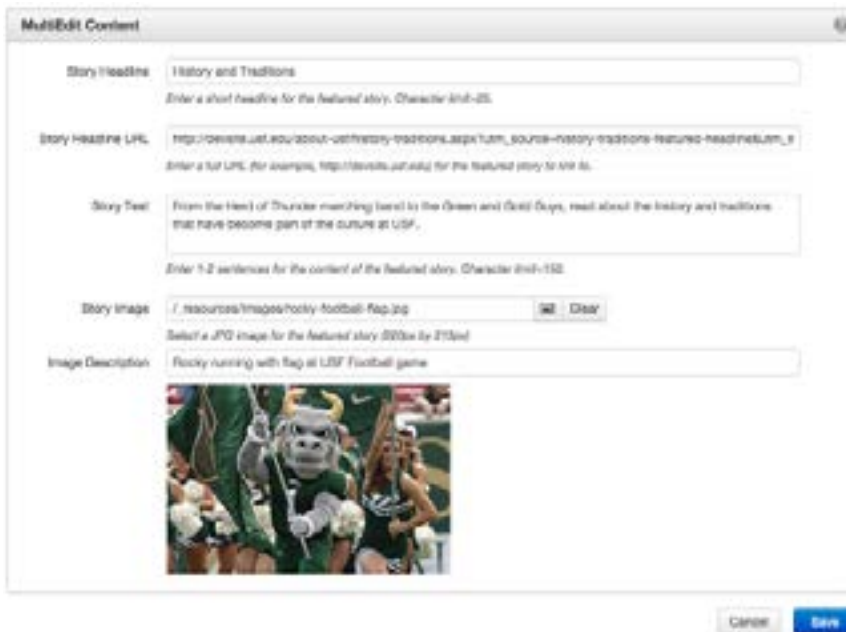


To change an existing Widget

1. From the **top (Home)** directory, click the **widget** folder.
2. Click on your unit's folder.
3. Check out the widget that you want to edit.
4. Select the Multi Edit button.
5. Make all appropriate changes.
6. Click **Save**.



The screenshot shows a 'MultiEdit Content' dialog box with the following fields and content:

- Story Headline:** History and Traditions
Enter a short headline for the featured story. Character limit: 255.
- Story Headline URL:** http://events.usf.edu/about-us/history-traditions.aspx?utm_source=history-traditions-featured-headlines&utm_medium=story
Enter a full URL. For example, http://events.usf.edu for the featured story to link to.
- Story Text:** From the New! of Thumper marching band to the Green and Gold Guys, read about the history and traditions that have become part of the culture at USF.
Enter 1-2 sentences for the content of the featured story. Character limit: 1500.
- Story Image:** /resources/images/rocky-football-flag.jpg
- Image Description:** Rocky running with flag at USF Football game

At the bottom right of the dialog box are 'Cancel' and 'Save' buttons.

7. From the Publish drop down menu, select which action is appropriate for your permission level/workflow (Publish, Schedule, Submit for Approval, etc.).

To select a Widget to use on your homepage

1. Click the Properties button in the page options at the top of the homepage (index.pcf file).



2. Click the document icon, navigate to and click on the widget you wish to use. You may also enter in the path manually. Widgets need to be created and published prior to selecting them here.



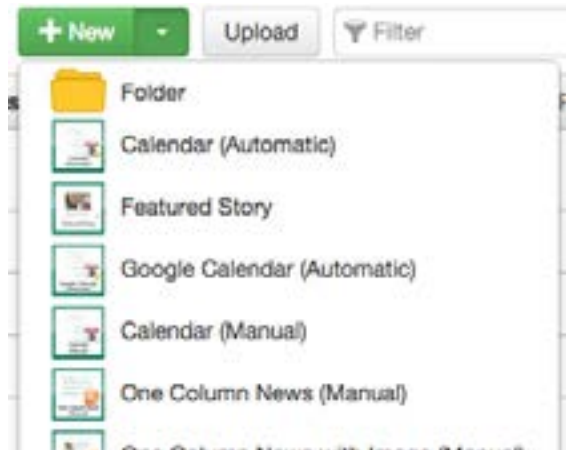
3. Click **Save**.
4. From the Publish drop down menu, select which action is appropriate for your permission level/workflow (Publish, Schedule, Submit for Approval, etc.).

To create a new Widget

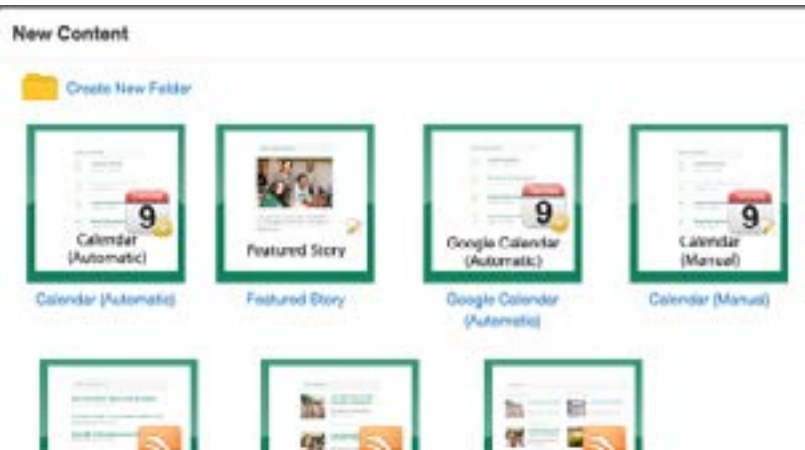
If your site has not gone live yet, please contact your CMS Liaison to create new widgets for you. Once your site has launched, follow these steps:

1. From the **top (Home)** directory, click the **widget** folder.
2. Click on your unit's folder.
3. Click either the **New button or the arrow**. Clicking the arrow will provide a quick look at which widgets are available, while clicking the New button will provide a larger view.

Quick View



Large View



4. Select the type of widget you want to create.
5. Complete all required information, following all instructions.
6. Click **Create**.
7. Click the **MultiEdit** button.
8. Make all appropriate changes.

9. Click **Save**.
10. From the Publish drop down menu, select which action is appropriate for your permission level/workflow (Publish, Schedule, Submit for Approval, etc.).