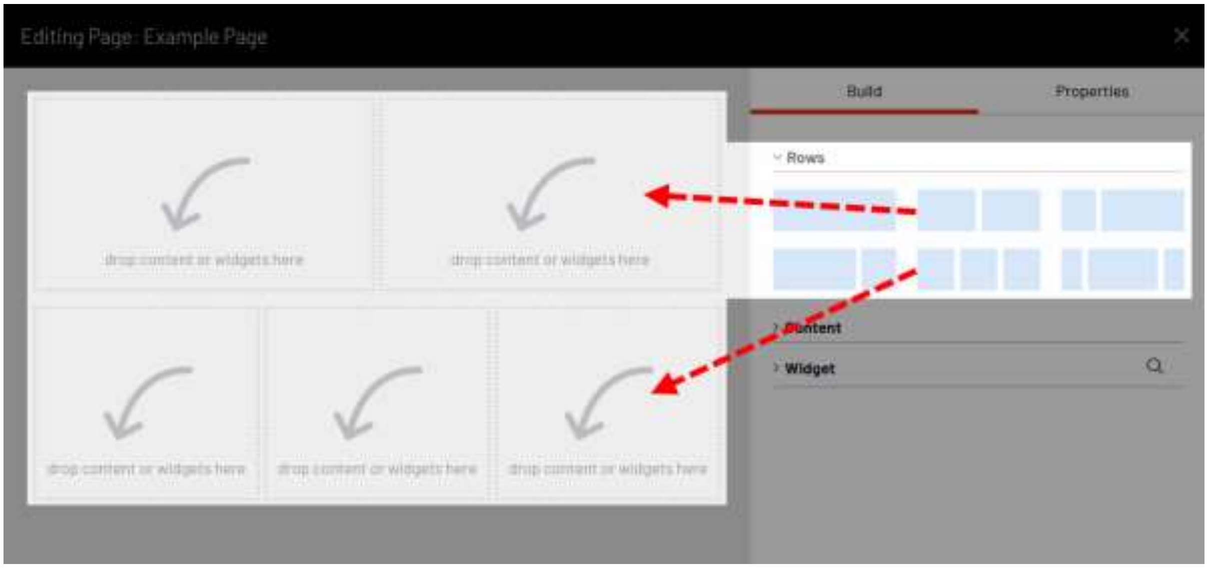
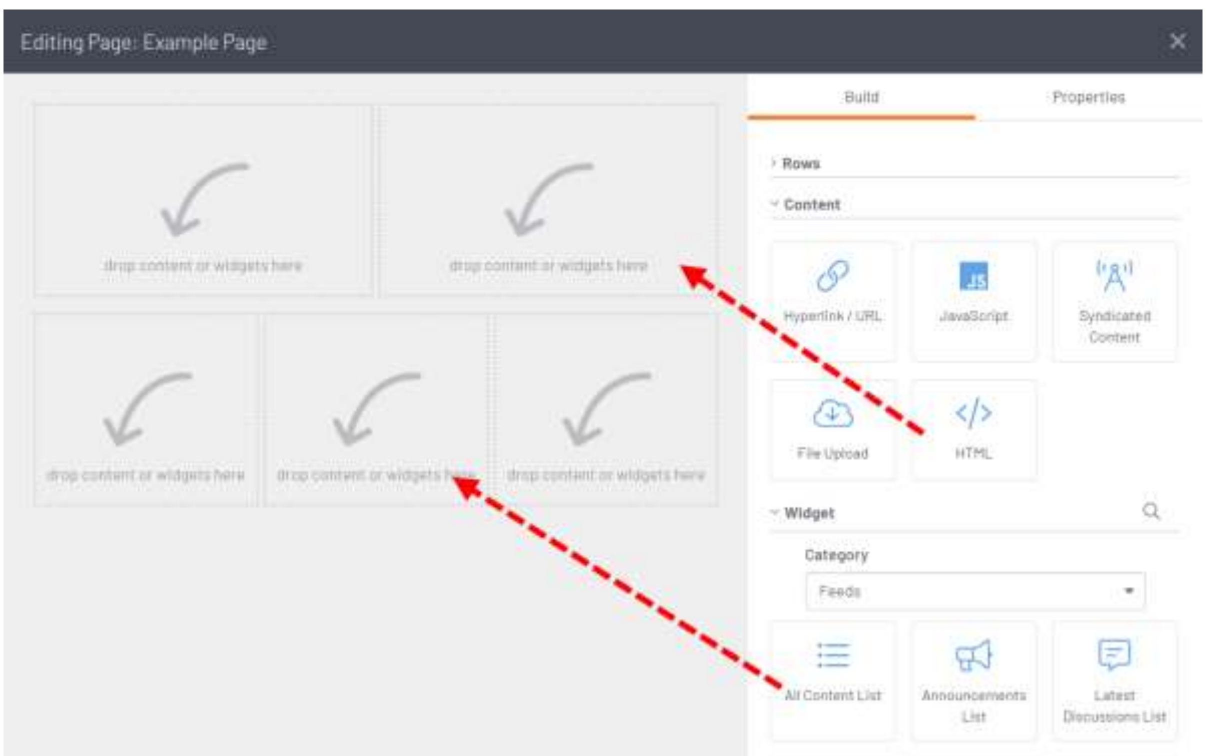
Build Page Layout and Content

Building pages is accomplished via Page Designer's three building blocks: **Rows**, **Content Items**, and **Widgets**. These building blocks are added to a page by dragging-and-dropping them onto the canvas from the **Build** tab.

Use **Rows** to build your page **layout**. On the canvas, rows and any associated columns, are outlined with dotted gray lines, helping you understand a page's overall structure.



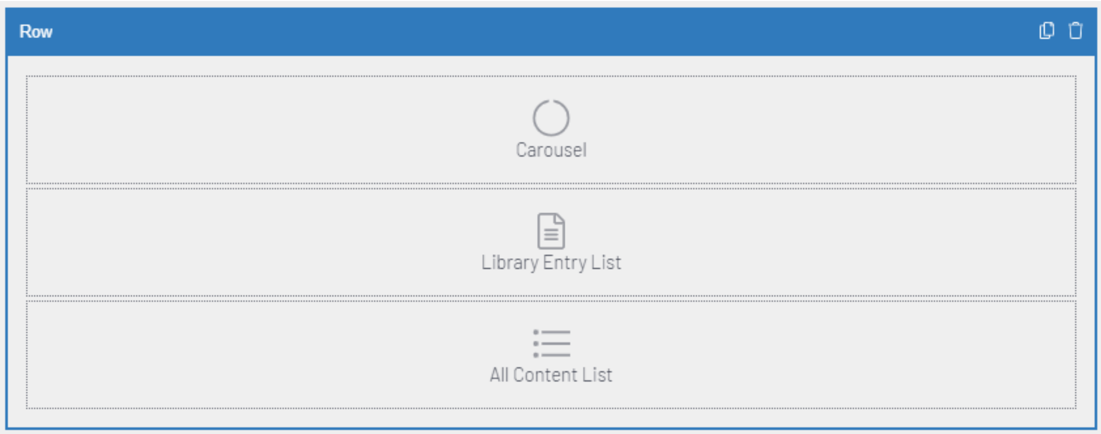
Add **Content Items** and **Widgets** *to* Rows to build page **content**.



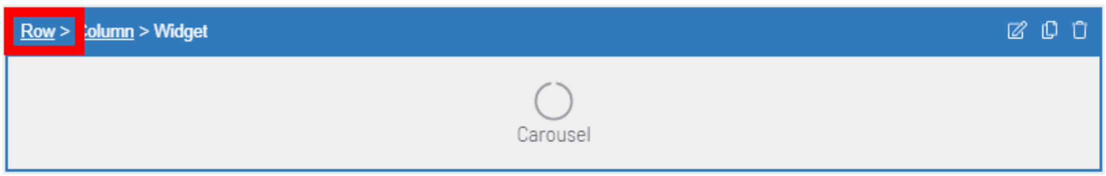
Full width Rows

You can configure a Row to display at the full width (i.e., 100% instead of the default *fixed width*) of the browser window.

1. Select a Row (the content's container). The **Properties** tab (on the right) automatically opens.



Alternatively, select a Content Item or Widget; Page Designer will automatically select the Row container. Click **Row** in the header. The **Properties** tab (on the right) automatically opens.

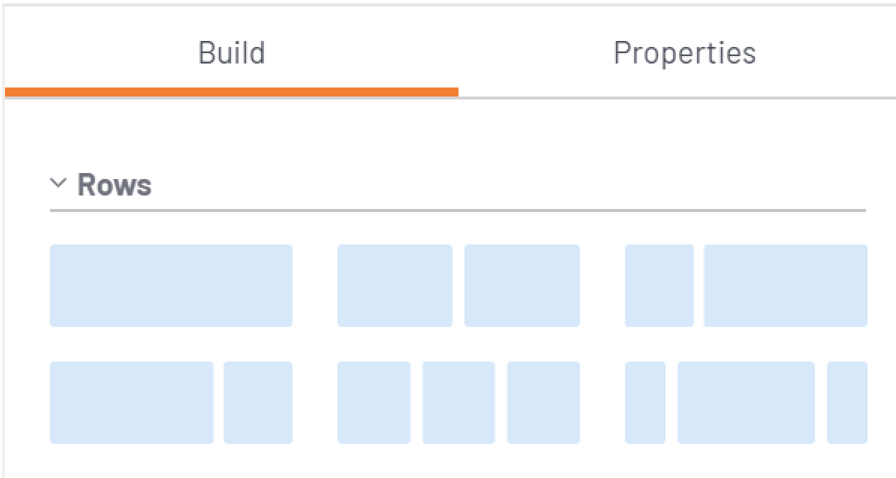


2. Check the box for **Full-width row**.

The Row will now be the full width (i.e., 100%) of the browser.

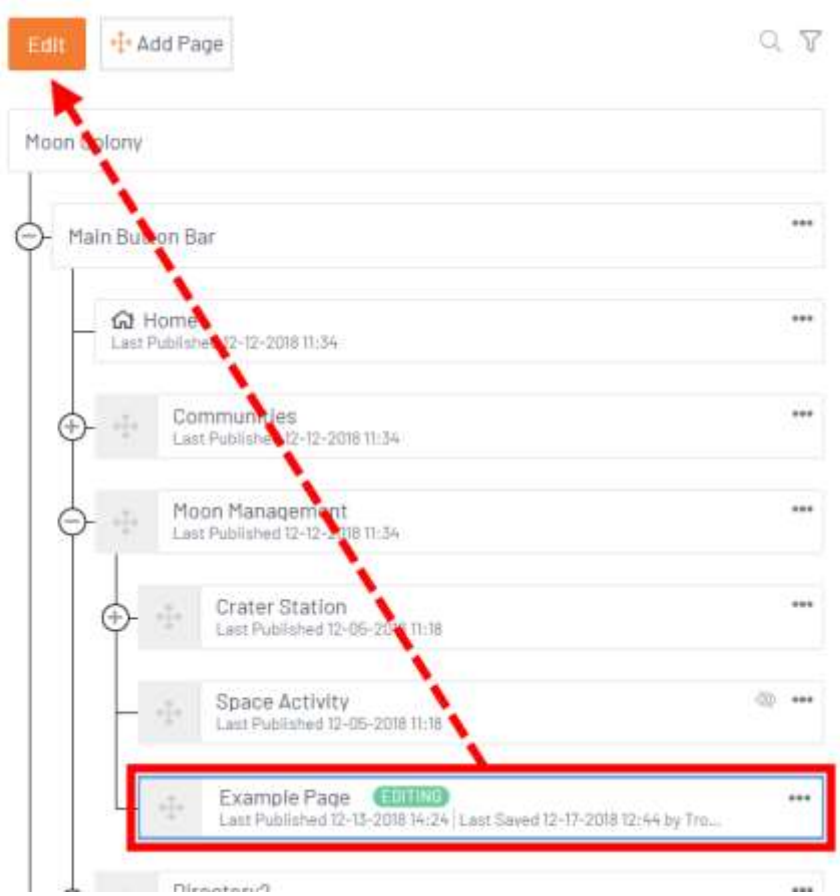
Build a page's layout

You can add six Row types to a page, from single column to multiple two- and three-column Rows:

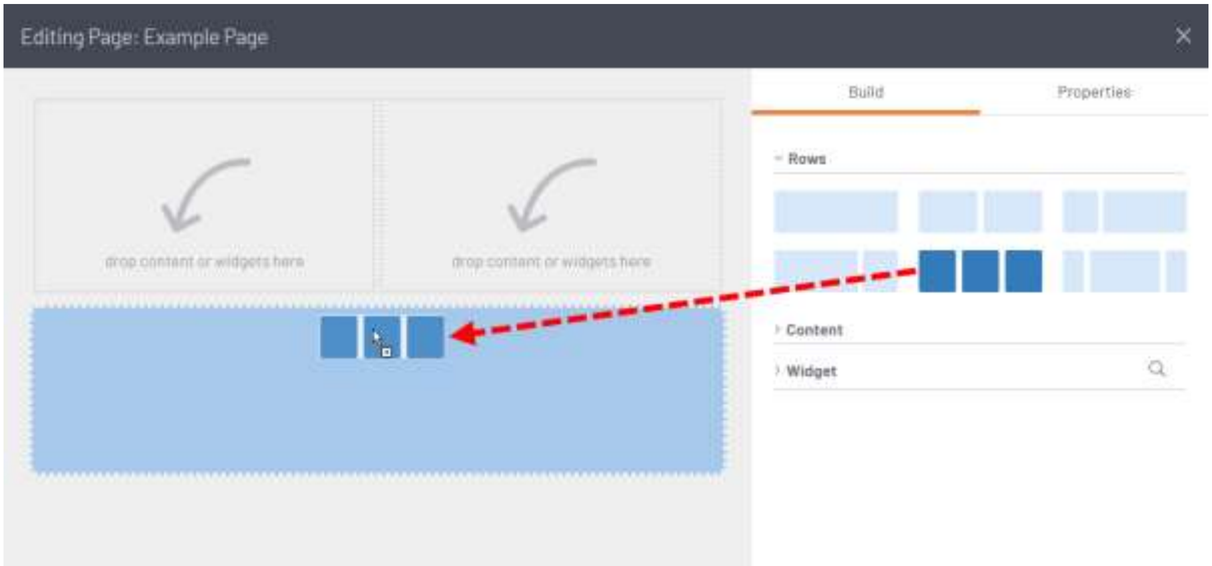


To add a Row:

1. Select your page in the CMS and click **Edit**. You're now managing the page in Page Designer.



2. On the **Build** tab, drag-and-drop a Row type to the desired location on the **canvas**: Hover above or below existing Rows to determine its positioning.



3. Repeat this process until you've created your desired page layout.

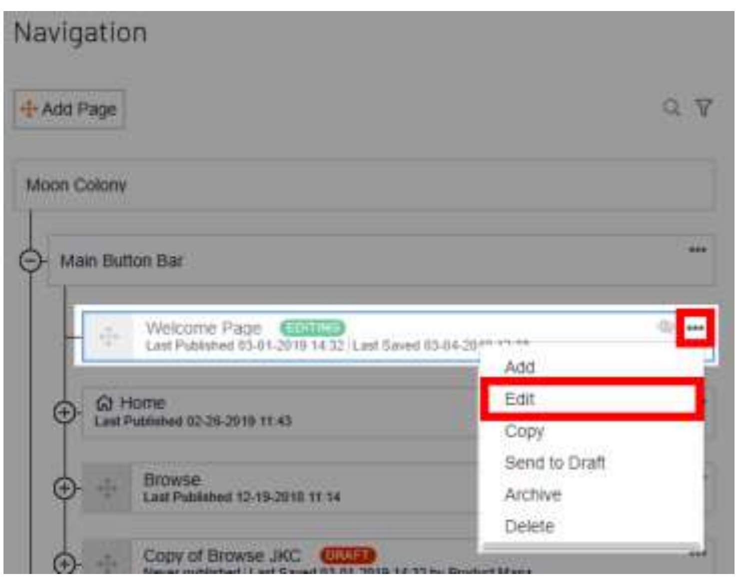
You can add any combination of Rows to a page, so try different layouts until you find the one that best suits the content you're adding. The number of Content Items and Widgets on a page, and their type, generally impact the *number* and *type* of Rows you should use.

TIP: You can change a Row to a different type even with content already in place; content will shift to the most logical column based on the new selection.

You can re-order columns in multiple-column Rows by dragging-and-dropping them. This is a great way to easily move content around a page.

Add content to a page

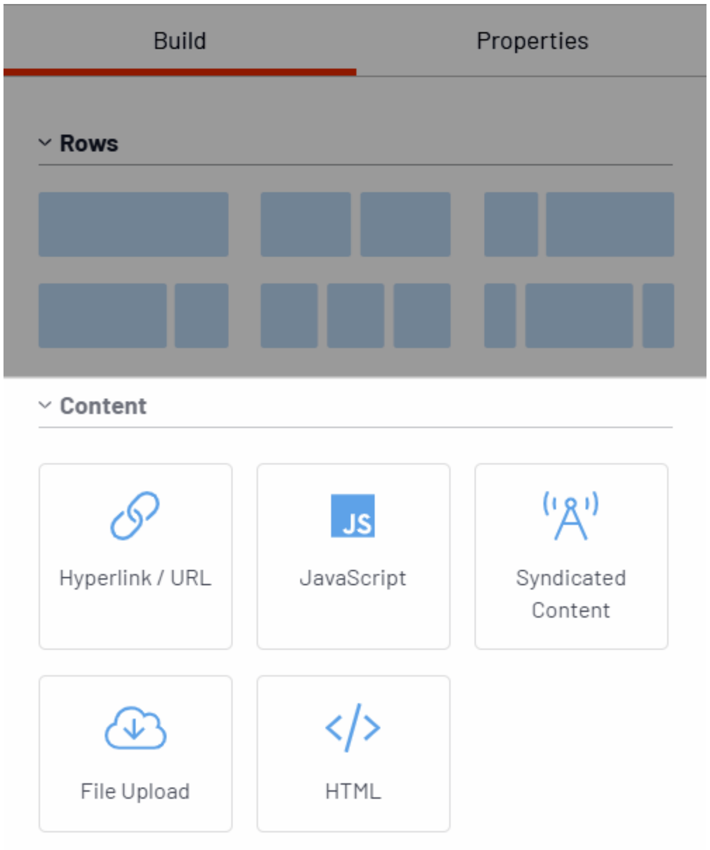
There are two types of content you can add to pages: **Content Items** and **Widgets**. To add either type, begin by selecting your page in the CMS and selecting **Edit** from its **ellipsis menu**.



Now, refer to the section below for the type of content you're adding.

Content Items

You can add five types of content to a Row:



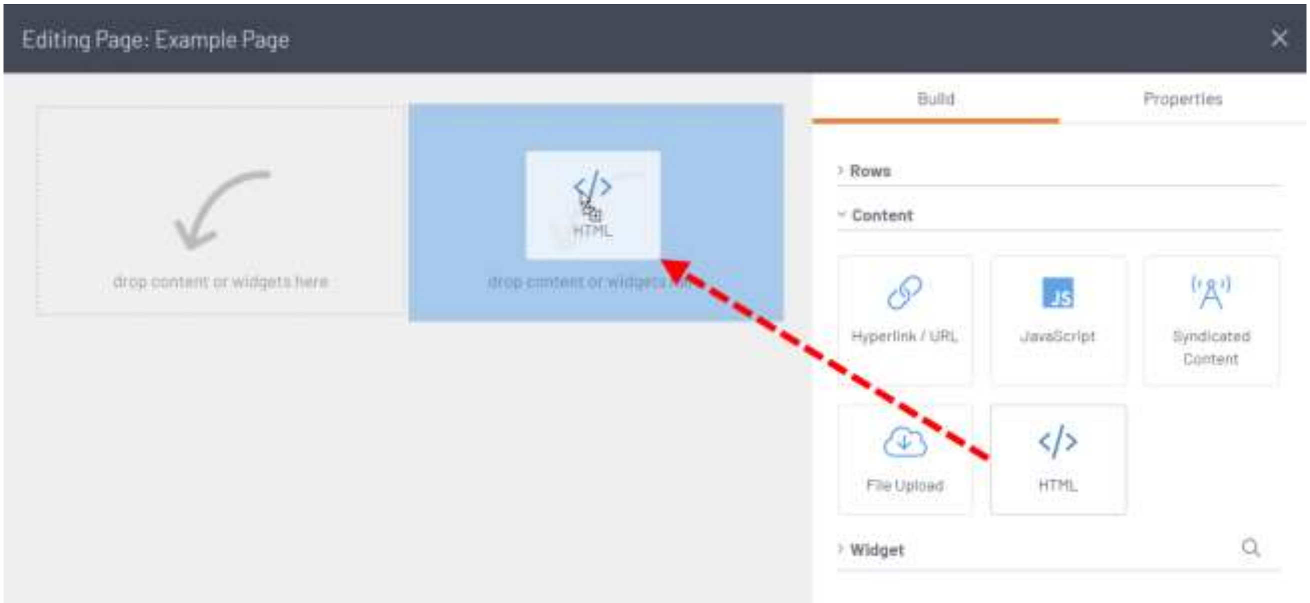
View Descriptions

Content Item	Description
Hyperlink / URL	Add a hyperlink to a page pointing to an internal OR external web page. You can enter either a URL or Page Code. **Primary use**: Adding internal or external links to a page or your site's navigation menu (Main Button Bar).
JavaScript	Enables you to run scripts on a page. JavaScript can be inserted in one of two ways: 1. Entering the URL to the desired JavaScript file; 2. embedding the JavaScript inline in the provided editor. **Primary use**: Embedding third-party or external JavaScript content.

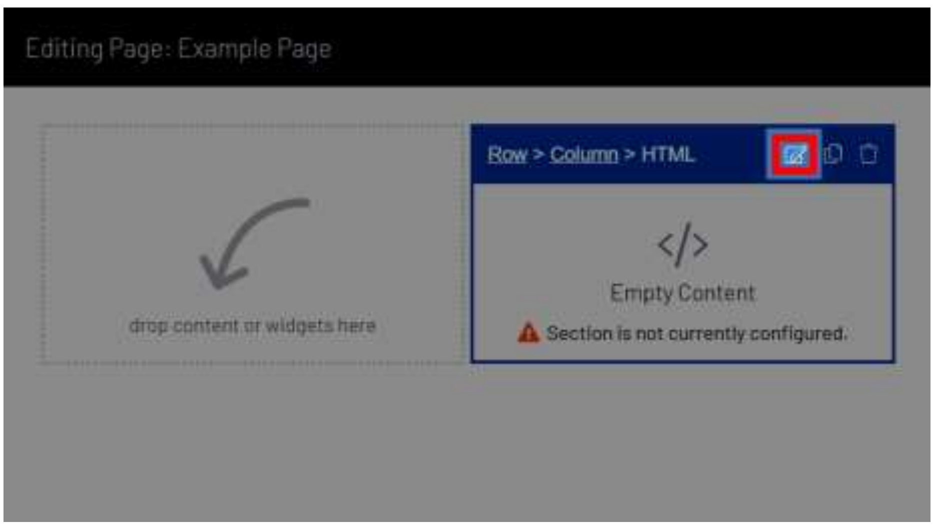
Content Item	Description
Syndicated Content	Syndicate (i.e., replicate) the selected page's content on another page. Not only does this allow you to easily re-use content in multiple places, but updates made to the syndicated content are automatically reflected on every page where it's used. **Primary use**: Replicating content on one or more pages across a site.
File Upload	Add a file to a page. **NOTE:** The page's **View Permissions** setting determines access and visibility to an uploaded file; however, files uploaded this way are saved on a publicly accessible drive, and anyone with a link or URL to the file can access it *despite* the page's and Content Item's View Permission setting.) **Primary use**: Providing documents and other files on a page or as quick downloads from a navigation menu.
HTML	Use this to add content to a page in two ways: (1) Adding, editing, and formatting content with the WYSIWYG editor, which is similar to Microsoft Word; (2) Inserting and pasting HTML code in the **Source code** editor, which provides even more creative freedom and flexibility for those proficient in HTML. (To access the Source code editor, click the **HTML** button at the bottom-right of the WYSIWYG toolbar.) **Primary use**: Presenting a mix of content, like text, images, hyperlinks, tables, videos, etc, *and* pasting HTML code from other sources.

To add a Content Item:

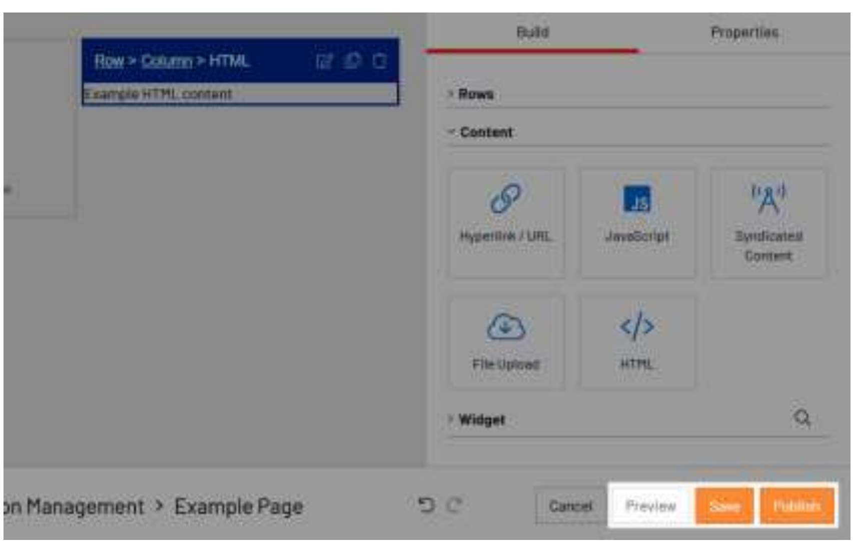
4. On the **Build** tab, drag-and-drop a Content Item to a column in a Row (or if it's a single Row, the Row itself).



5. Configure its **Properties**, which are displayed to the right. Refer to the Configure content properties section below to learn about each option.
6. Click the Content Item's **Edit** button to add your content (e.g., the file you're uploading, the HTML you're inserting, etc.).



7. When finished, click:



a. **Preview** to view the page in a new browser tab. This is a great way to see what your page will look like when published, especially when you need to test HTML and/or several pieces of content. **The page must first be saved in order to preview it.**

b. **Save** to save your content and continue editing the page (it will be in the **Editing** state, with the content not available until published).

BEST PRACTICE: Save often to ensure no progress is lost.

c. **Publish** to save your content and make the page live on your site.

Widgets

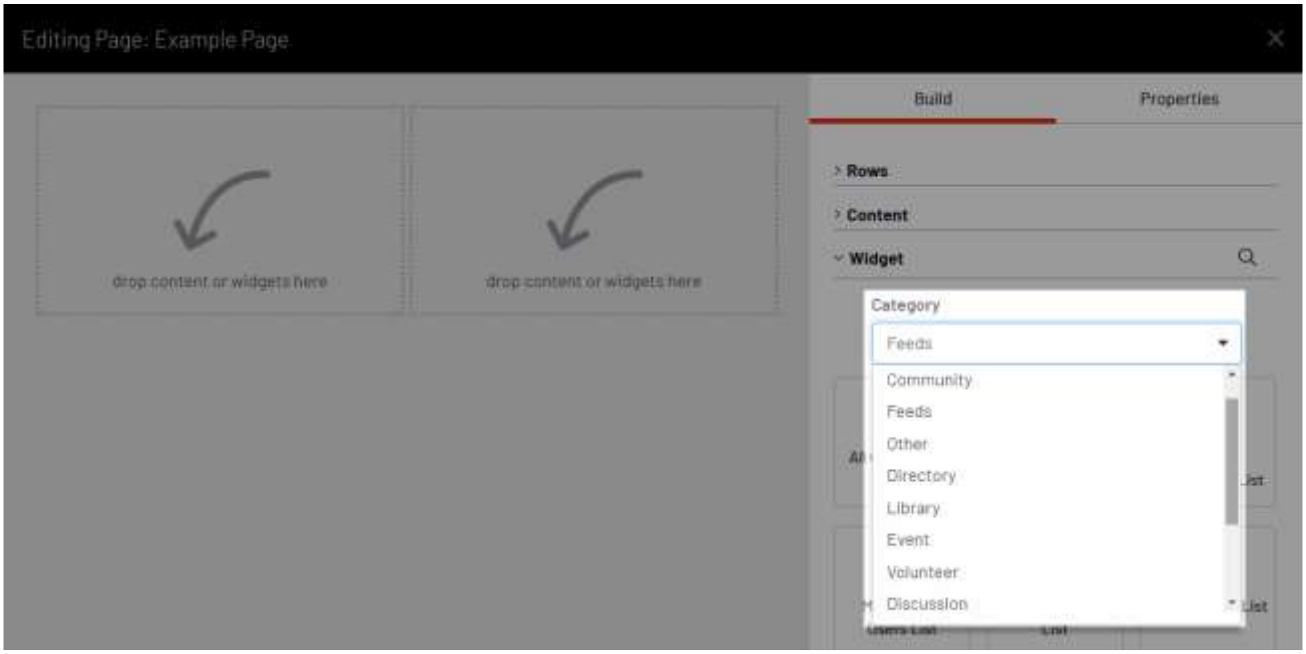
Widgets perform core Higher Logic functions and support customization via parameters. One of their best features is that many of them automatically update as new content becomes available.

EXAMPLE: The **Latest Discussions List** widget displays the latest discussion posts, and automatically shows new posts as they're made. The benefit is two-fold: Not only do Widgets like this ensure fresh content is always available for your members but they also require little maintenance by staff.

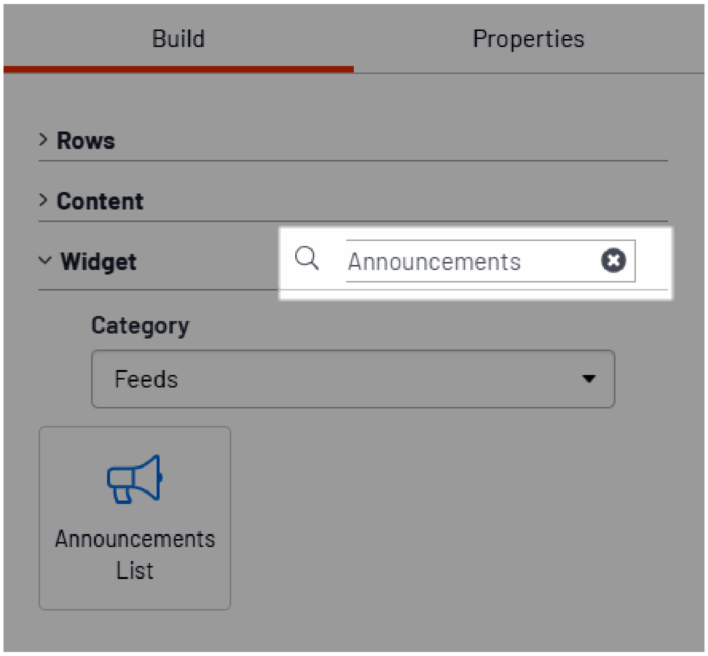
There are dozens of widgets available, and they've been grouped into categories based on their associated product area or function (e.g., blogs, discussions, communities, libraries, etc.) to make them easier to find.

To add a Widget:

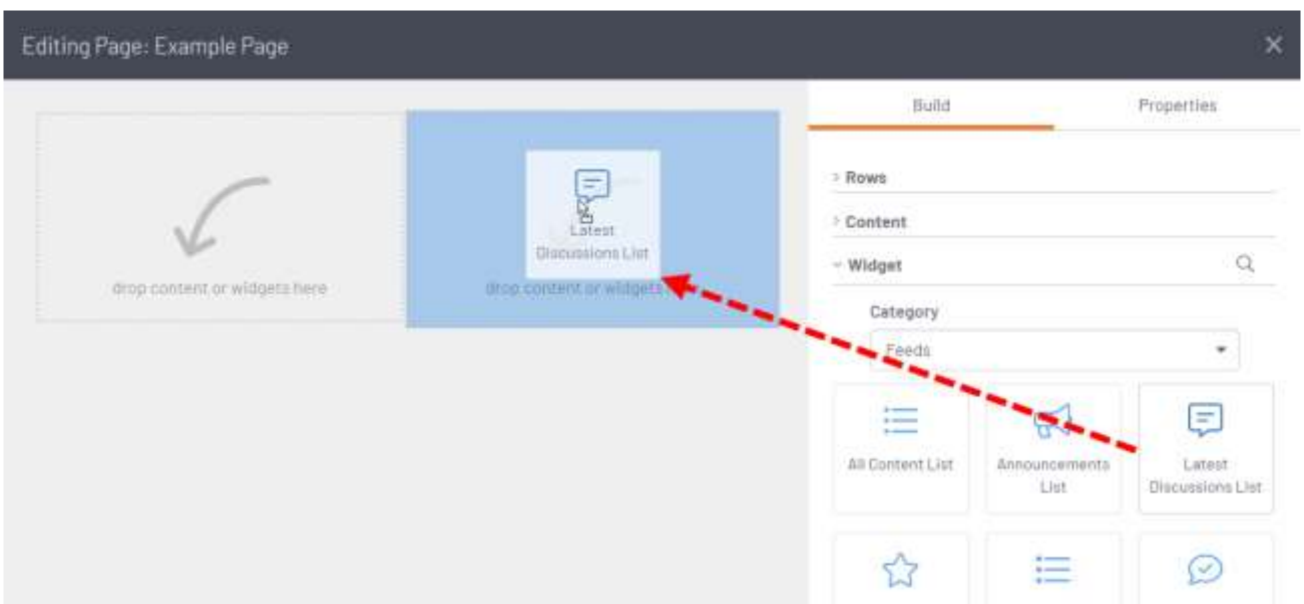
4. On the **Build** tab, select a category from the menu applicable to the Widget you want to add. Its associated Widgets are displayed below.



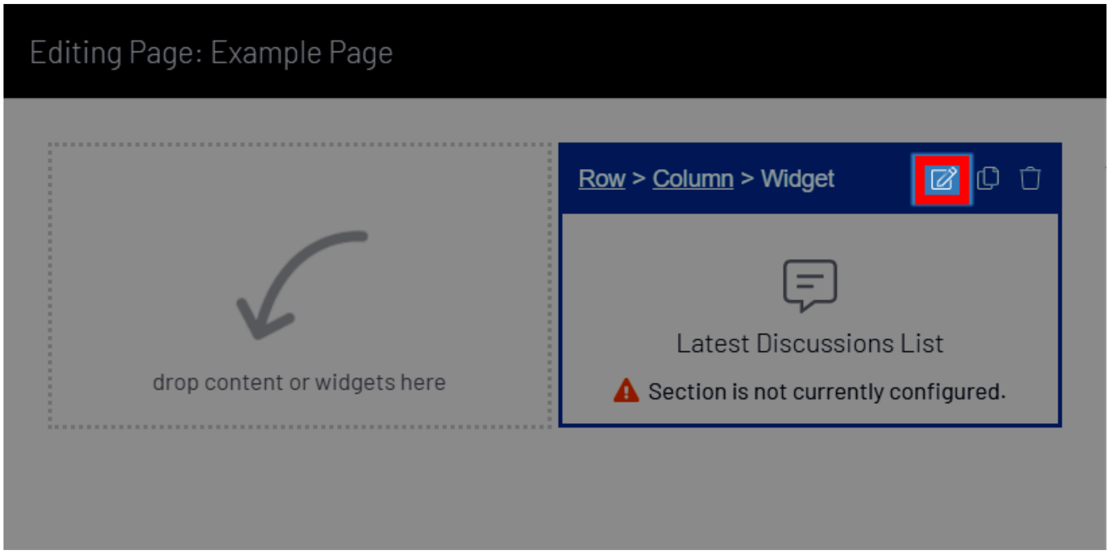
TIP: You can also quickly find a Widget by searching for it. Click the **magnifying glass** icon in the **Widget** area and enter its name. The results automatically display below. To clear search results, click the **X** in the search field.



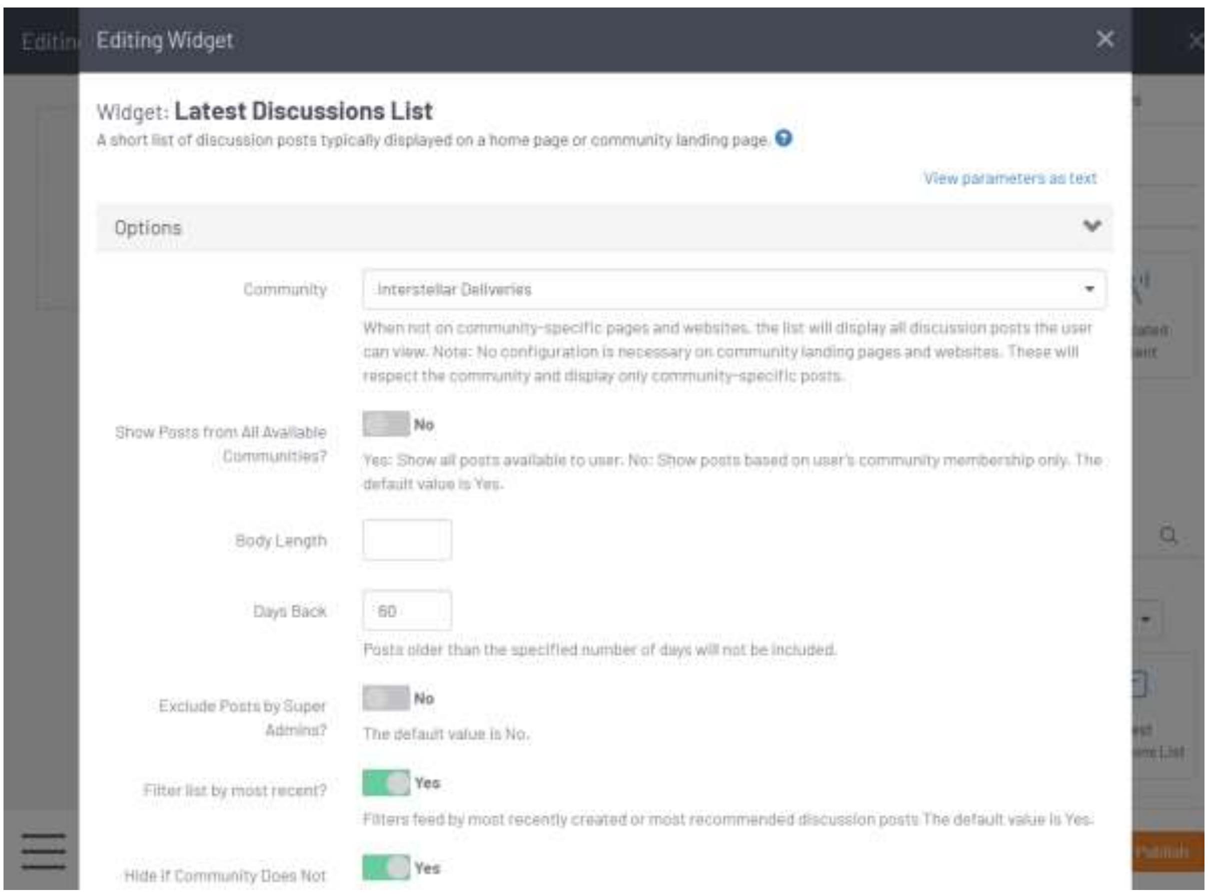
5. Drag-and-drop a Widget to a column in a Row (or if it's a single Row, the Row itself).



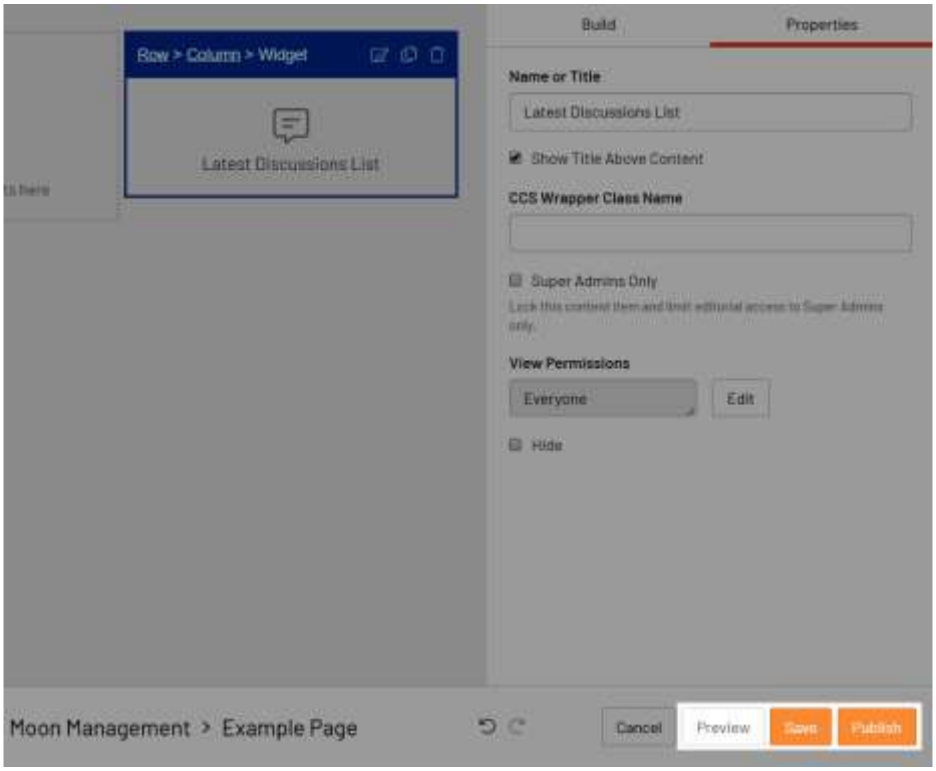
6. Configure its **Properties**, which are displayed to the right. Refer to the Configure content properties section below to learn about each option.
7. Click the Widget's **Edit** button to configure its parameters.



NOTE: With dozens of widgets, each with several parameters (sometimes dozens themselves), our documentation is not going to cover all of them. Fortunately, a combination of descriptive names and in-line descriptions are provided for almost every parameter, making it easy for you to understand what each parameter does.



8. Once configured, click **Save** at the bottom of the dialog to save your settings.
9. Lastly, click:



a. **Preview** to view the page in a new browser tab. This is a great way to see what your page will look like when published, especially when you need to test HTML and/or several pieces of content. **The page must be saved in order to preview it.**

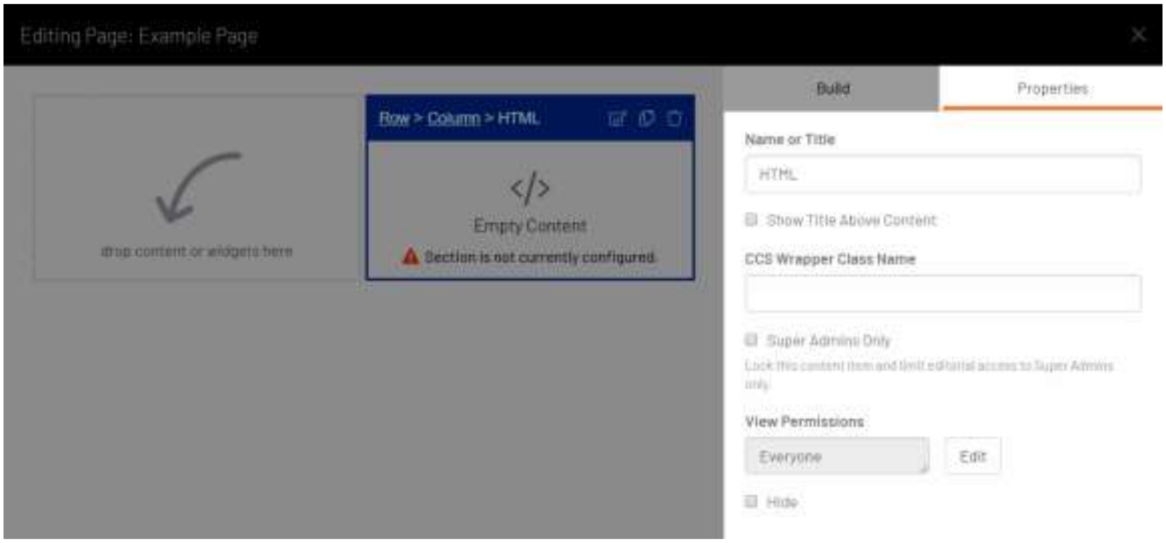
b. **Save** to save your content and continue editing the page (it will be in the **Editing** state, with the content not available until published).

BEST PRACTICE: As you're building page structure and content, save often to ensure no progress is lost.

c. **Publish** to save your content and make the page live on your site.

Configure content properties

After adding content (Content Item or Widget) to a Row, or selecting existing content, you can configure its **Properties** to the right. Refer to the table below for descriptions of each option.

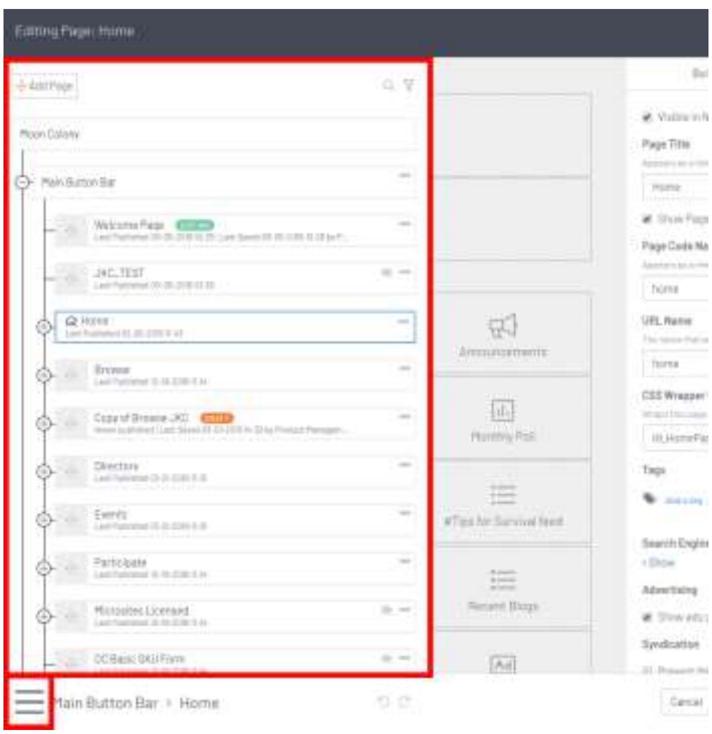


Field	Description
Name or Title	The content's title, displayed as a heading on the page. **NOTE:** The **Show Title Above Content** controls whether this name is displayed above the content on the page. Typically, you'll want to keep Content Item names hidden but show Widget names (this is the default setting for each).
CSS Wrapper Class Name	Here, you can wrap the content with a class to facilitate CSS style targeting, if needed.
View Permissions	This important setting controls who can view the content: • Select **Everyone** to make it public content visible to ALL users, regardless of whether they're members or not. If desired, check the **Hide after logged-in?** box to hide the content from logged in users, allowing you to have public (or other specific) content on your site that's automatically hidden after users log in. • Select **Logged In** to make it private content only visible to users who are logged in. You can think of this as the "members only" setting. • Select **Custom Permissions** to choose which specific roles and/or Security Groups can access the content. You'll be able to select from the default system Security

Field	Description
	Groups and those created specifically for your organization. Custom permissions provide much tighter control over who can access content. **NOTE:** You can also set View Permissions at the page level, so if a Content Item or Widget isn't appearing for some users, check the page's View Permissions setting as well to see if that's the issue.
Hide	Use this toggle to control whether the content is visible on the page. **NOTE:** See Hide & Delete Pages & Content to learn more about hiding and deleting both pages and content.

Show and hide navigation

Click the **hamburger** icon at the bottom left for quick access to the CMS, allowing you to easily manage the content and properties of other pages from within Page Designer. Click the icon again to hide the panel.



NOTE: Unsaved changes to your current page will be lost if you select another page in the panel.