

Adding Content Widgets to Pages

The screenshot shows the 'Pages' section of the Sitefinity CMS. On the left, there is a list of pages including 'Home', 'Member Resources', 'CE & Events', 'News & Publications', 'Jobs & Classifieds', 'Market/Partner with Us', 'Find a Dentist', '404', 'Accessibility', 'Login', 'Logout', 'Privacy Policy', 'Search', and 'Terms & Conditions'. The 'Home' page is marked with a house icon. On the right, an 'EDIT' menu is open, showing options like 'Content', 'Title & properties', 'Unpublish', 'Schedule publish/unpublish', 'Create a child page', 'Duplicate', and 'Share preview link...'. A blue box with a circled '1' points to the 'Content' option in the menu.

1

- Select *Pages* to view all pages on the website
- Home page is marked by 🏠
- Main content pages are at the top
- System pages are toward the bottom

- Add content widgets in the page editor during or after page creation
- To access the page editor:
 - Select the page's title or *Actions menu (Content)*
 - Create a new page, and choose a template to be directed to the page editor

2

The screenshot shows the 'Select a template' dialog. It displays three custom templates: 'Homepage' (Used by 4 pages), '3 Column' (Used by 7 pages), and '2 Column' (Used by 90 pages). A green button labeled 'Select template' is positioned over the '3 Column' template. A blue box with a circled '2' points to this button.

2

The screenshot shows the 'Test page' configuration panel. It includes fields for 'URL' (set to '/test-page'), 'Put this page...' (with options 'On top level' and 'Under parent page...'), and 'Navigation options' (with checkboxes for 'Show in navigation', 'Make this a group page', and 'Redirect to another page'). A green 'Continue' button is at the bottom.

The screenshot shows the 'Test page' in the page editor. The page title is 'Test page'. A green box with a circled '3' points to the 'Page Title' widget in the 'Content' sidebar. The sidebar also lists other widgets: 'Master Widget (News/...', 'Content block', 'Events', 'Calendar', 'Form', and 'List'. A note on the page states 'Google Ad will not display when editing'.

3

- In the page editor, drag and drop the *Page Title* widget first
- Select and add other widgets

Content Block Widgets

Home

PageTitle Edit More

Test page

Content block Edit More

Create Content

Google Ad will not display when editing

Drag widgets to add content to the page

Content

- PageTitle
- Master Widget (News/...
- Content block
- Events
- Calendar
- Form
- List

Content block widgets: The most common and flexible

- Provide consistency and can be shared across pages and templates
- Select *Edit* or *Create Content* to open the content editor

1

Content block

Format B I

Add content here

- Type or paste content into the editor
- Pasting from a plain text editor is best for formatting
- Use text formatting tools

2

- Insert links, documents, media, or tables
- Save changes

3

Save Cancel

News Widgets

Home

PageTitle Edit More

Test page

News Edit More

Jul 5, 2023

CAL/OSHA Return T

Jul 5, 2023

What Do You Do Wh

Team Tests Positive

Google Ad will not display when editing

Drag widgets to add content to the page

- Events
- Calendar
- Form
- List
- Document link
- Documents list
- Image
- Image gallery
- News

1

- Select *Edit* in the widget's upper right corner
- Content*: Choose what to display
 - All published news
 - Selected news...
 - Filtered news by...

Test Page for Tem... Preview

Content List settings Single item settings

Open single item in...

☐ Auto-generated page (with the same layout as the list page)

☒ Selected existing page...

Select

Detail template

Detail page

Detail page

More options

Save Cancel

3

- Single item settings*: Choose how to display individual items
- Selected existing page* is recommended
- The selected page must have a News widget
- Detail page* is pre-set to display National, State, & Local content

Test Page for Tem... Preview

Content List settings Single item settings

Which news to display?

Local: CA - San Francisco

☐ All published news

☐ Selected news...

☒ Filtered news by...

☐ Categories...

☐ Tags...

☐ Topics...

☐ Date...

Save Cancel

Advanced

Select more than one filter to further narrow results

Test Page for Tem... Preview

Content List settings Single item settings

☐ Use paging

Divide the list on pages up to 20 items per page

☒ Use limit

Show only limited number of items 20 items in total

☐ No limit and paging

Show all published items at once

Sort news

Last published

Last published

Last modified

By Title (A-Z)

By Title (Z-A)

By Sort Order Ascending

By Sort Order Descending

As set manually

As set in Advanced mode

List template

News list

News home page

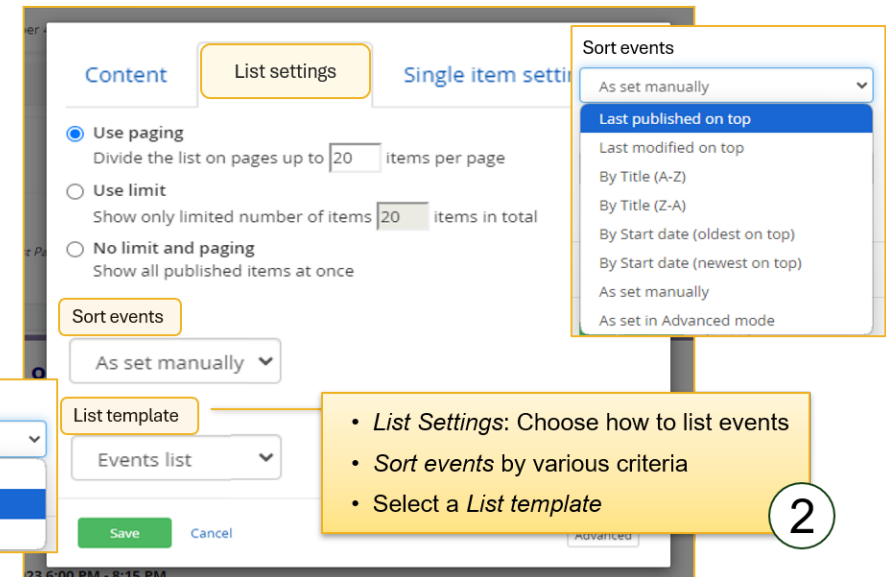
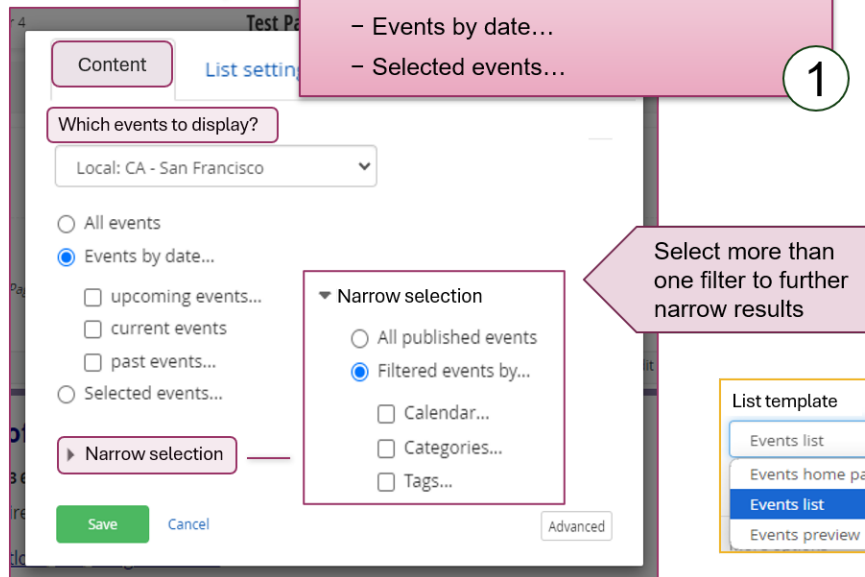
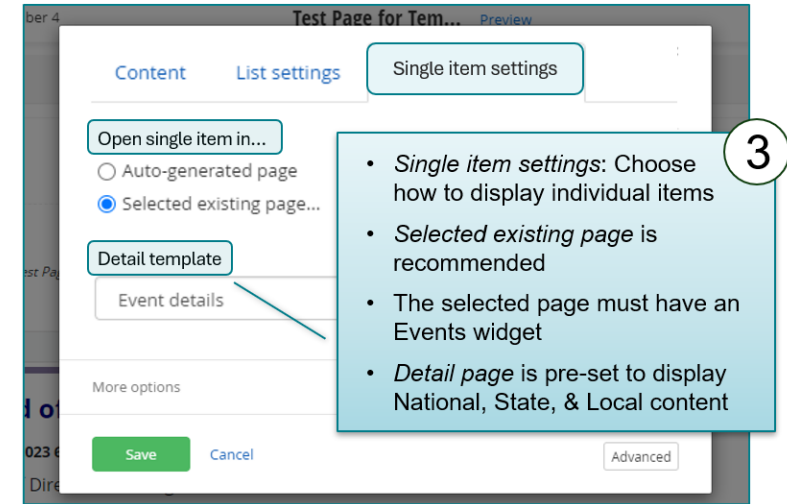
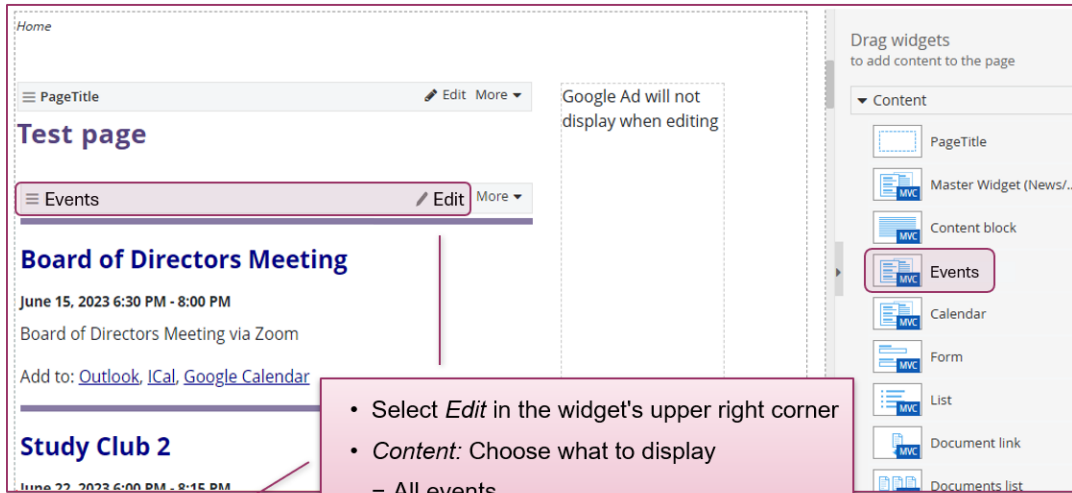
News list

Save Cancel

2

- List Settings*: Choose how to display the news
- Sort news* by various criteria
- Select a *List template* for displaying the content

Events Widgets



Documents List Widgets

Home

PageTitle Edit More

Test page

Documents list Edit More

ADA-Test-Document

LEG PDF

BOD-MAN-P PDF, 380 KB

Nov PDF

Google Ad will not display when editing

Drag widgets to add content to the page

Content

Events

Calendar

Form

List

Document link

Documents list

Image

Image gallery

- Select *Edit* in the widget's upper right corner
- *Content*: Choose documents to display
 - From all libraries
 - From selected libraries only...
 - From currently opened libraries...

1

Test Page for Tem... Preview

Content List settings Single item settings

Open single item in...

☐ Auto-generated page

☒ Selected existing page...

Detail template

Document details

More options

Save Cancel

- *Single item settings*: Choose how to display individual items
- *Selected existing page* is recommended
- The selected page must have a Documents list widget
- *Detail page* is pre-set to display National, State, & Local content

3

Test Page for Tem... Preview

Content List settings Single item settings

Which documents to display?

Local: CA - San Francisco

☒ From all libraries

☐ From selected libraries only...

☐ From currently opened library

Narrow selection by...

☐ All published documents

☒ Selection of documents...

☐ Categories...

☐ Tags...

☐ Date...

Select more than one filter to further narrow results

2

Test Page for Tem... Preview

Content List settings Single item settings

☒ Use paging

Divide the list on pages up to 20 items per page

☐ Use limit

Show only limited number of items 20 items in total

☐ No limit and paging

Show all published items at once

Sort documents

Last published

Icon Style

Large Icon

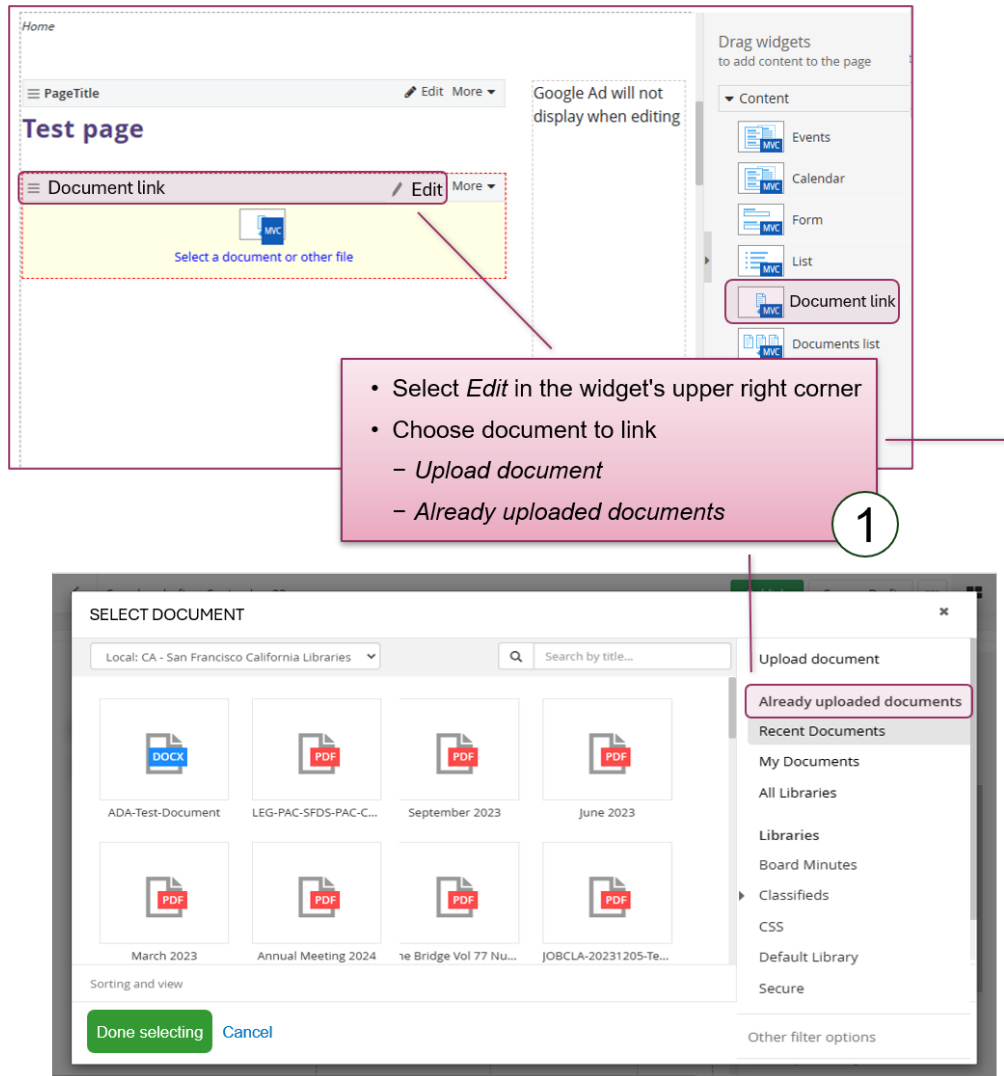
List template

Documents list

- *List Settings*: Choose how to display the documents list
- *Sort documents* by various criteria
- Select the *Icon Style* and *List template*

2

Document Link Widgets



Home

PageTitle Edit More

Test page

Document link Edit More

Select a document or other file

Google Ad will not display when editing

Drag widgets to add content to the page

Content

Events

Calendar

Form

List

Document link

Documents list

- Select *Edit* in the widget's upper right corner
- Choose document to link
 - Upload document
 - Already uploaded documents

1

SELECT DOCUMENT

Local: CA - San Francisco California Libraries

Search by title...

ADA-Test-Document

LEG-PAC-SFDS-PAC-C...

September 2023

June 2023

March 2023

Annual Meeting 2024

1e Bridge Vol 77 Nu...

JOBCLA-20231205-Te...

Sorting and view

Done selecting Cancel

Upload document

Already uploaded documents

Recent Documents

My Documents

All Libraries

Libraries

Board Minutes

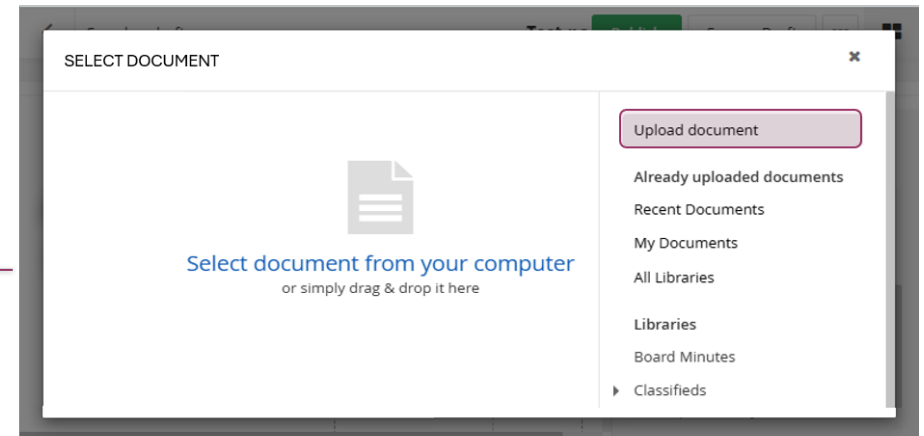
Classifieds

CSS

Default Library

Secure

Other filter options



SELECT DOCUMENT

Select document from your computer
or simply drag & drop it here

Upload document

Already uploaded documents

Recent Documents

My Documents

All Libraries

Libraries

Board Minutes

Classifieds

Common Homepage Widgets and Best Practices

1

- **Alert:** Appears as a bar at the top of the page
- Can have a heading, description, and call-to-action
- Shows a default message if no alert is selected

2

- **Featured Box and Quick Links:** Display key links and featured content
- Recommended practices for use:
 - Limit to 3 links or 1-2 groups with 3-6 links each
 - Use uniform image sizes in *Featured Box* for visual consistency

3

- **Slide Group:** Creates a rotator of images on the home page
- Slides stack during setup but rotate once published
- Use Preview to check final appearance

4

- Best practices to keep in mind:
 - Preview before publishing to check appearance
 - Add categories and tags to organize content and display filtered lists
 - Limit displayed items and use consistent image sizes
 - Use simple URLs with keywords

Test page Preview Publish Save as Draft

Content Layout

Drag widgets to add content to the page

Custom

- Alert
- Featured Box
- Featured Box
- Callouts
- Quick Links
- Slide Group

Upcoming Events

AHA Hybrid CPR Renewal for Healthcare Providers September 24, 2024 6:00 PM - 7:30 PM Maximum capacity is 10 registrants per class. To register, call the SFDOS at 415.928.7337. Add to Outlook, iCal, Google Calendar	AHA Hybrid CPR Renewal for Healthcare Providers October 22, 2024 6:00 PM - 7:30 PM Maximum capacity is 10 registrants per class. To register, call the SFDOS at 415.928.7337. Add to Outlook, iCal, Google Calendar	AHA Hybrid CPR Renewal for Healthcare Providers November 19, 2024 6:00 PM - 7:30 PM Maximum capacity is 10 registrants per class. To register, call the SFDOS at 415.928.7337. Add to Outlook, iCal, Google Calendar
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News

CAL/OSHA Return To Work Requirement July 01, 2023	What Do You Do When A Member Of Your Team Tests Positive For CV-19? July 01, 2023	Patient Notifies They Tested Positive For CV-19 After Treatment July 01, 2023
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Sponsors

JVS Rectangle tdlc Abyde HOUSE CALL

Image properties

219 x 204 • 10.67 KB • jpg

Title

Photo of San Francisco

Alternative text

Photo of San Francisco

URL

round-city-bridge-no-trim

Published on April 4 Home Preview Publish Save as Draft

Content

Alert

No alert is selected, and nothing will be displayed on the front end.

Slide Group

Thank you!

Thank you for visiting the San Francisco Dental Society, proudly supporting local dental professionals for over 150 years.

Welcome to the
SAN FRANCISCO
DENTAL SOCIETY

Drag widgets to add content to the page

Users

Custom

- Alert
- Facebook Feed
- Featured Box
- Callouts
- Quick Links