Manage Content/Layout Help

Section 1: Accessing the Layout Management Screen
Log in to oZONE. On the left side of the screen, select Content Layout. This option is accessible from any tab.

You will then go to a screen called Manage Content/Layout. On this screen, you may add or remove entire tabs and channels within tabs and change the number of columns. You may also move channels in a certain tab to other columns.
Section 2: Adding and Modifying Tabs

Add a New Tab

1. Click on the Add Tab button. You will then see a set of options to add a new tab.

   Steps for adding this new tab:
   1. Name the tab: [ ]
   2. Select the type:
      a. Traditional
      b. Framed - URL: [ ] (i.e., http://www.theInternet.com)
   3. Select a position for the tab:
      a. Home
      b. Libraries
      c. Money
      d. Academics
      e. Faculty and Staff
   4. Submit the choices: [Submit]

   [Cancel and return]

2. Name the tab by typing the name that you wish to provide in the box.
3. Select the type of tab that you wish to add.
   a. “Traditional” describes a tab that contains oZONE channels.
   b. “Framed” describes a tab that contains a Web page within a frame.
4. Select a position for the tab by clicking on the appropriate radio button (circle). In the image above, the radio button after “Faculty and Staff” is selected, which means that the new tab will be placed to the right of the Faculty and Staff tab.
5. Click on the Submit button to create the new tab.
6. If you do not want to create a new tab, then click on the link labeled “Cancel and return.”

Move Tabs

To move a tab, click on the arrow pointing in the direction in which you want to move the tab. Each click will move the tab one space in that direction.

If you want to move the tab more than one space in a given direction, then click the corresponding arrow until the tab is in the desired position. Unavailable directions will not have arrows.
Modify an Existing Tab

1. Click on an existing tab on the Manage Content/Layout screen. You will then see a set of options for modifying that tab. (In this document, the Home tab has been selected.)

<table>
<thead>
<tr>
<th>Options for modifying this tab:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make this the default &quot;Active Tab&quot; (the tab that is selected when you log into the portal)</td>
</tr>
<tr>
<td>Rename the tab: Home Rename</td>
</tr>
<tr>
<td>Change tab type: Traditional Framed URL (e.g., <a href="http://www.theInternet.com">http://www.theInternet.com</a>) Change</td>
</tr>
<tr>
<td>Delete this tab</td>
</tr>
<tr>
<td>Cancel and return</td>
</tr>
</tbody>
</table>

2. To make a particular tab the first tab that you see when logging in to oZONE, click on “Make this the default ‘Active Tab’.” If you select this option, then you will return to the overview on the Manage Content/Layout screen, and you will have to select the tab in which you were working to see the set of options for modifying a tab again.

3. To rename the tab, type a different name in the box and click Rename.

4. To change the tab type, select Traditional or Framed. If you select Framed, then you will also have to supply a URL (Web address) to load into the frame.

5. To delete the tab, click on the link labeled “Delete this tab.” You will see a dialog box that requests confirmation to delete the tab. Click on OK in the dialog box to delete the tab.

6. If you do not want to make any changes, then click on the link labeled “Cancel and return.”

Section 3: Adding and Modifying Columns

Add a New Column

1. Click on the tab in which you want to add the new column. In this image, the Home tab is selected.

2. Beneath the set of tabs (e.g., Home, Libraries, etc.) is a set of buttons labeled “Add Column.” Click on the Add Column button that corresponds to where you want to place the new column.
3. A blank column will appear where you clicked to add the column.

4. The area above the set of tabs (e.g., Home, Libraries, etc.) will change to show the widths for each column. Go to this set of boxes and input your desired width for each column. For best results, make the widths total 100%. (In this example, the four columns each have 25% width.)

5. Click on the Submit button to confirm the column widths.

**Move Columns**

To move columns, click on the arrow corresponding in the direction that the column will move. The arrows for each column are on either side of the Select Column button for that column. Unavailable directions will not have arrows.
Modify Existing Columns

1. To modify an existing column, click on the Select Column button that corresponds to that column.

2. The column that you selected will be highlighted in pastel yellow, and its corresponding Select Column button will have disappeared.

3. To change the column widths for all the columns in the tab, go to the set of boxes under “Set Column Widths” and change the widths as appropriate. For best results, use a set of widths that add to 100%. When you finish changing the widths, click the Save Widths button.

4. To delete the selected column, click on the link labeled “Delete this column.” A dialog box will pop up to request confirmation to delete the column. Click OK to delete the column.

5. If you do not want to change or delete columns, then click on the link labeled “Cancel and return.”
Section 4: Adding and Modifying Channels

Add a New Channel

1. To add a channel, click the New Channel button that represents where you want to put the new channel. Each channel will have New Channel buttons appearing above it and below it.

2. Select the category to which the channel that you wish to add has been assigned and click the Go button. If you do not know the appropriate category, then select “Select All” and click “Go.”

3. If your category contains subcategories, then select the appropriate subcategory that contains the channel that you want to add. If there are no subcategories, then skip to the next step.
4. Select the channel that you wish to add and click on the Add Channel button.
5. If you decide not to add a channel, click on the link labeled “Cancel and return.”
6. After adding a new channel, you will return to the Manage Content/Layout screen. The new channel will be in the position to which you assigned it.

Modify Existing Channels

1. To move a channel, click on the arrow pointing in the direction in which you want to move the channel. The page will reload to show you the channel in its new position. Unavailable directions will not have selectable arrows.
2. To delete a channel, click on the X in the upper-right corner of the channel. A dialog box will pop up to ask you if you want to remove the channel. Click OK to remove the channel.
3. To select a channel, click on the name of the channel or the Select Channel button that appears directly below the name of the channel. A selected channel will be highlighted in pastel yellow. You may delete the channel by clicking on the link labeled “Delete this channel.” Note that you will not see a window confirming your decision to delete the channel.

4. If you do not want to delete the channel, click on the link labeled “Cancel and return.”

Section 5: Revert to Default Layout

If you want to undo your changes and switch back to the oZONE default layouts, then click on the link labeled “Revert to default layout.”

You will see a dialog box that reads, “You are about to replace your current layout with a default layout. You cannot undo these changes. Do you want to continue?” Click OK to use the default layout (which will eliminate any tabs, columns, or channels that you added), or click Cancel to continue using your customized layouts.