

Hello everyone, my name is Nora Wesselmann, and I am the Missouri Ploud Project Coordinator here at the Missouri State Library.

In this video I am going to show you what portlets are and how to add and edit them, and how to turn the portlet columns off to make your content column larger.

So, what are Portlets?

Portlets are what are in the side columns on your website and each has its own purpose.

Location and Hours, Upcoming events, and News are portlets that have more specific uses.

The portlets here on the left are called Static text portlets are more flexible in that you can add any content that you could add to a page, like text, pictures, and links.

To edit portlets, scroll down to the bottom of the page that you are on and click the "Manage Portlets" button.

This will take you to the portlets settings for the page. To go to the portlet settings for the website, click on the "go here" button in the blue box.

You can tell the difference between the page settings and the website settings by looking at the title, which will say which settings we are looking at. For example, this is saying we are looking at the settings for the website name.

Here we have options to edit the portlets for the entire website.

To add a new portlet, use one of the drop downs on the left or right side and choose the portlet type you want. For this example, I am going to choose a static text portlet. Once you click the type you want, it will open a dialog where you can enter the information for the portlet.

Once you are done adding the information, click save, it will add the portlet to the bottom of the list.

You can use the arrows next to the name to change the position of the portlet on the list up or down, you can use the hide option to temporarily hide the portlet from view, and the x deletes the portlet.

If you want to edit a portlet after you have created it, click on the name and it will open up the same dialog box from before, and save once you have made your changes and go back to the home page to see the portlet.

You also have the option to turn one or both of the portlet columns off. This will make the middle column wider.

To do this, go to the page you want to turn off one or both columns and go to the Manage Portlets. This time we are going to stay on the page specific settings, stated by the title, and change the Parent portlets setting to block, and click save settings, and go back to the page, and now this column is turned off, this one is much wider, but we still have the column on the right.

That is all I have to show you in this video. I hope you found this small presentation helpful. I have my contact information here as well as Janet Caruthers who works with me on this project. If you have any

questions or want any more information feel free to reach out to either one of us. Thank you for watching, and have a great rest of your day.