Using Panels on the English Website

Table of Contents
Accessing Panels ........................................................................................................................................... 2
Adding items ................................................................................................................................................. 3
Existing panes................................................................................................................................................ 6
Saving ............................................................................................................................................................ 8
Viewing.......................................................................................................................................................... 8
Accessing Panels

1. Go to www.english.umd.edu and log in using your directory ID and password

2. Navigate to the page you wish to edit

3. At the top of the content, you will see five tabs. Click on “Panelizer”

4. From the menu that loads, select “content”

5. You will see a page that looks something like this:

6. The page is divided into “regions” like “Top”, “Left Side” and “Bottom”. These give you a rough idea of where things will appear on the page
Adding items

1. **To add an item to a region**, (called a “pane”) click the gear at the top left of the region, in the tan bar.

2. Select “add content”
3. A menu will appear. If you are just looking to add text/images, select “New Custom Content”

4. You will see a new interface

   a. **Administrative Title** is the name you will see on the back end, and may help you identify what a pane is. This is optional.
b. **Title** will be displayed on the page as a banner above the content. If you do not want to see this banner, leave “title” blank.

c. Body is what you want to put in the block. You may add text, images, links, and files, just like you can with your profile.

5. When you are done, Press “Finish”
Existing panes

6. **To edit an existing pane**, click the gear in the gray bar for that block, and then select “edit”

7. **To delete an existing pane**, click the gear in the gray bar and then click “Remove”
8. To **unpublish an existing pane** (which makes it invisible to viewers, but does not erase the content) click the gear in the gray bar and then click “Disable this pane”
Saving

When you are done making your edits, click “save” to publish your changes.

Viewing

To view your changes, click “view” from the tabs at the top of the content.