

Designing Pages with Widgets

You can get Overview pages to look the way you want to by using widgets to add and arrange content. Each widget displays content of a particular kind — for example, HTML, formatted text, or recent documents in your space — in a box that you can drag into position on a page. You can save your design and come back later to finish it; it won't be visible to other people until you publish it. Even after you publish it, you can come back later to update its content or design.

Note: To customize a space's overview, you need to be the space administrator for that space.

Here are a few ideas for designing pages with widgets. But the main idea is really very simple — once you get going, you'll find all kinds of uses for them.

Note: You can remove widgets from the Clearspace system through the admin console. In the console, go to System > Settings > Widgets.

Quick Steps

Here's the quick-and-easy look at designing a page with widgets.

1. If you're a space administrator, click the customize link on the **Overview** tab.
2. On the **Customize Overview** page, drag widgets from the upper part of the page to the lower part.
 - If you already have an Overview page design for another space and want to copy it (say, to use it as a template for the current page), you can click the **Copy another space** link at the top of the widget list.
3. Drop widgets into the boxed area on the left side of the page (to add it as a big widget) or onto the area to the right of the box (to add it as a small widget).
4. Click the **Edit** link in the upper-right corner of the widget to set its properties.
5. Add, remove, and reposition widgets until you have a page layout you like.
6. Click **Save for Later** if you want to finish later, but don't want to make the design visible to other people.
7. Click **Discard Changes** if you want to toss out the changes you've made since you last published the layout; this includes changes you've merely saved previously. If you've never published a layout, this will revert the page to its original design.
8. Click **Publish Layout** to make the design visible to other people.
9. Come back and customize later as you need to.

Widgets Included

By default, Clearspace features a number of widgets you can use to expose content from inside or outside Clearspace, or to add content that appears only on the space overview page.

Widget	Description
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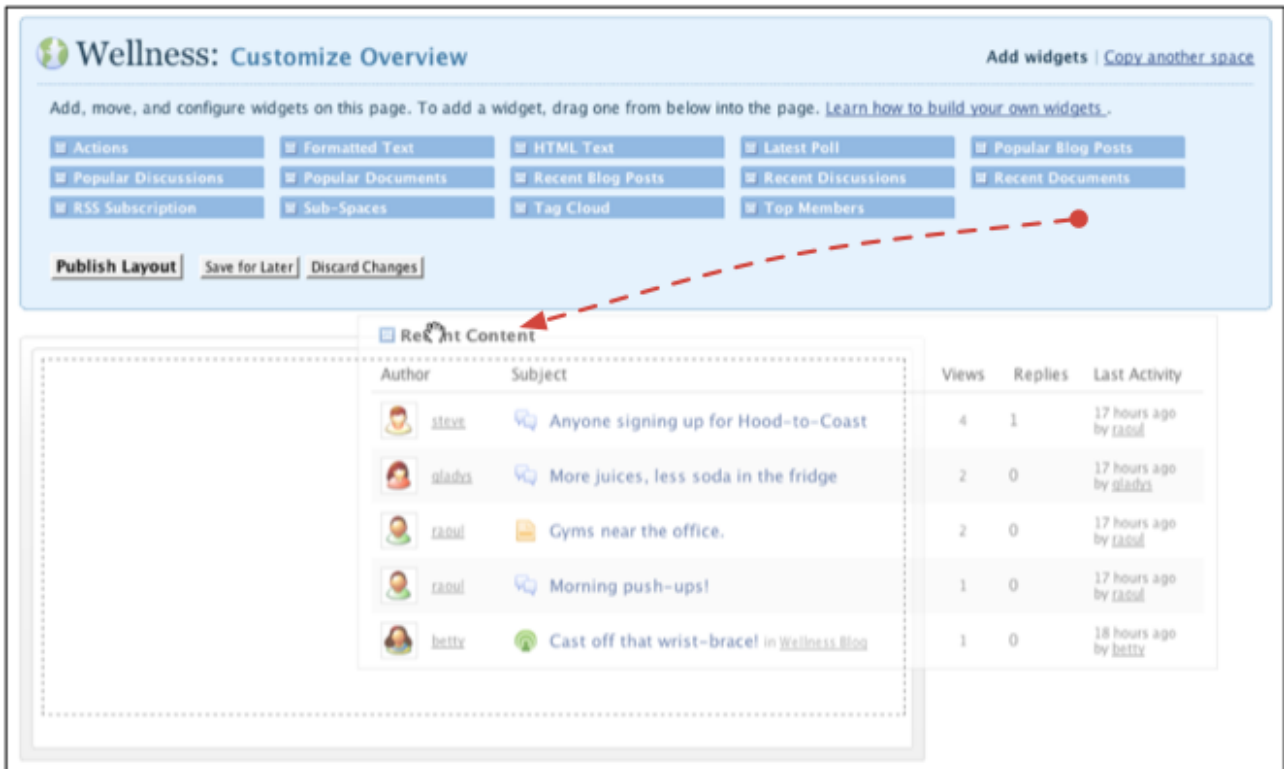
Action	Displays the Action links through which people can create content and receive notifications for this space.
Formatted Text	Displays your text with formatting and links.
HTML Text	Renders your HTML with JavaScript or even CSS.
Latest Poll	Displays this space's latest poll.
Popular Blog Posts	Displays the popular posts from the blogs associated with this space.
Popular Discussions	Displays a list of the popular discussions for this space (and sub-spaces if you like).
Popular Documents	Displays a list of the popular documents for this space (and sub-spaces if you like).
Recent Blog Posts	Displays the most recent posts from the blogs associated with this space.
Recent Content	Displays a list of the most recent discussions, documents, and blog posts for this space (and sub-spaces if you like).
Recent Discussions	Displays a list of the most recent discussions for this space (and sub-spaces if you like).
Recent Documents	Displays a list of the most recent documents for this space (and sub-spaces if you like).
RSS Subscription	Displays results of an RSS feed from another part of Clearspace or from another web site.
Sub-Spaces	Displays a list of this space's sub-spaces.
Tag Cloud	Displays a tag cloud highlighting this space's most popular tags.
Top Members	Lists the top ranked members of this space.

A Closer Look

You design pages by dragging and dropping widgets, then setting their properties. Here are a few widget features you can use to get your page design looking the way you want it.

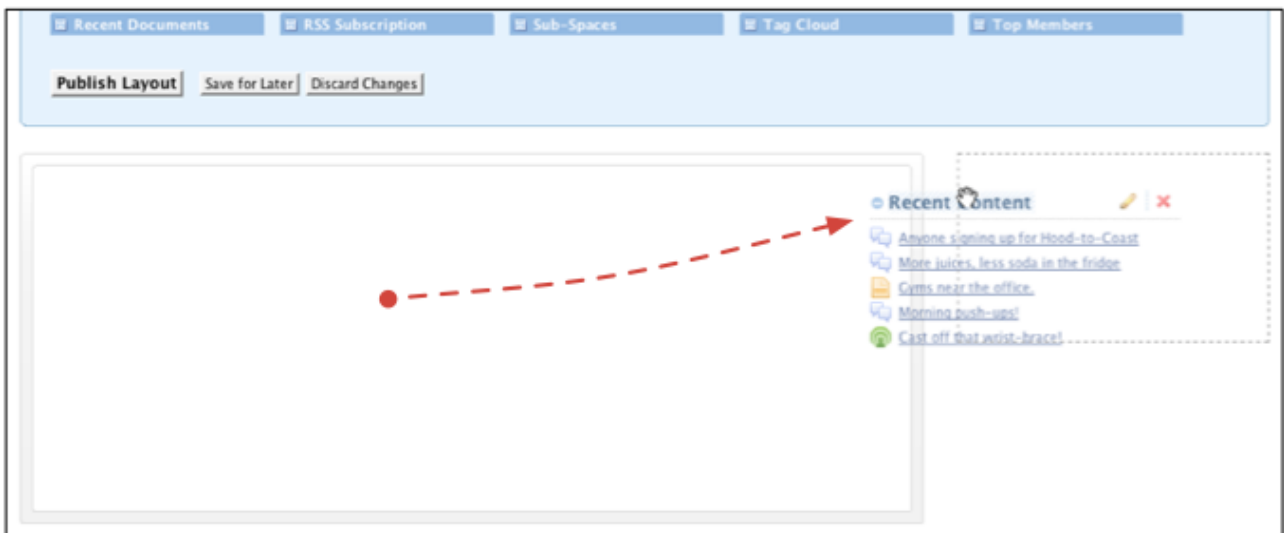
Drag and Drop

You drag widgets from the top of the page into your design.



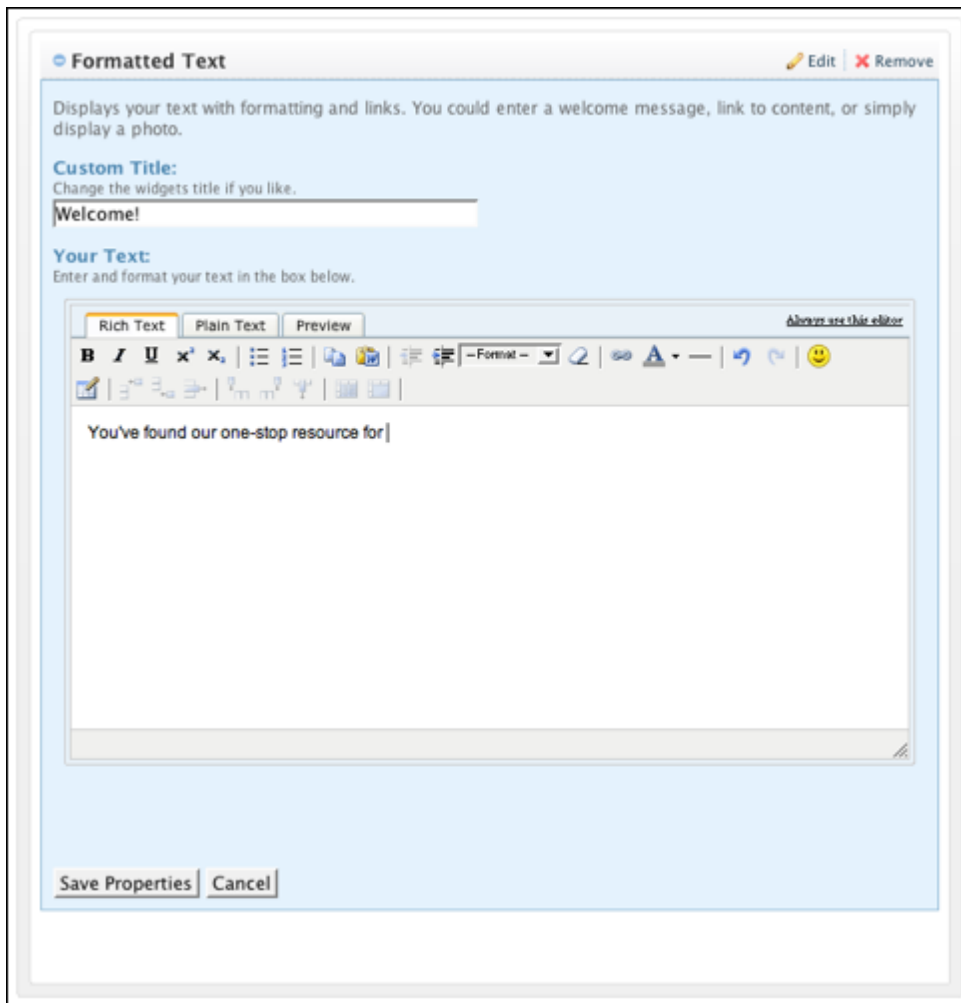
Change Position

If you want to change a widget's position, just drag it to another place in your design. Notice when you do that the widget's size and display style adapt to fit the new position.



Edit Widget Properties

Click the widget's Edit link to change the name of the widget as it appears at the top. Many widgets also include other properties you can change to tailor how the widget looks. In the Formatted Text widget, for example, you also type in the text you want the widget to display, including links, images, and so on.

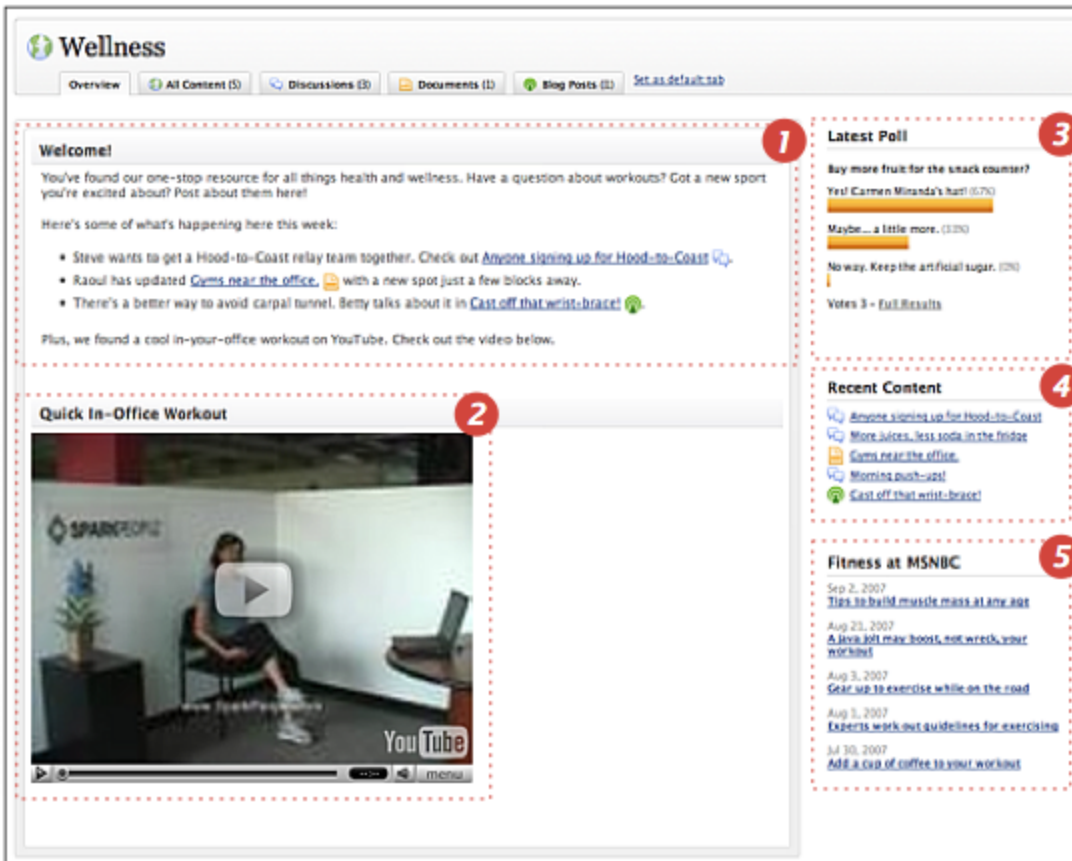


Widget Layout Example

Here's a simple layout that includes both internal and external content. This layout is designed to collect fitness-oriented information for employees. The information is a mix of internal (inside the Clearspace instance) and external (from elsewhere on the Web).

Here's what people visiting the space will see:

- The most prominent content is the introduction to the space **(1)**. The space admin can edit this content regularly to include new messages, highlight content in the space, and so on.
- Beneath the introduction is an "in-office workout" video **(2)** that's streamed from another web site. This needs to be on the left side if only because it's easier to watch at the bigger size.
- In the upper right is the space's most recent poll **(3)**. People can vote if they haven't yet or view results if they have.
- The boxes at the bottom right collect links to related content, some from inside the space **(4)** and some from another web site **(5)**.



The following image shows the "flipside" of these widgets, displaying the property sheets for each.

- The introduction is done through a Formatted Text widget **(1)**. Note that the widget provides that same editing styles (rich text and plain text, with a preview) as other content editors in Clearspace.
- An HTML widget **(2)** displays the video. The space admin merely copied HTML code provided by YouTube and pasted it into the space on the widget's property sheet.
- The poll is simply the Latest Poll widget **(3)**.
- A Recent Content widget **(4)** displays links to content inside the space.
- To get content from another site, the RSS Widget **(5)** takes a URL to the RSS feed provided by the site. It then displays the feed's results.

Formatted Text

Edit | Remove

Displays your text with formatting and links. You could enter a welcome message, link to content, or simply display a photo.

Custom Title:

Change the widget's title if you like.

Welcome!

Your Text:

Enter and format your text in the box below.

Rich Text | Plain Text | Preview

B / *I* / U [Link] [Image]

You've found our one-stop resource for all things health and wellness. Have a question about workouts? Got a new sport you're excited about? Post about them here!

Here's some of what's happening here this week:

- Steve wants to get a Hood-to-Coast relay team together. Check out (message:id=1042).
- Raoul has updated (document:id=1180) with a new spot just a few blocks away.
- There's a better way to avoid carpal tunnel. Betty talks about it in (blogpost:id=1018).

Plus, we found a cool in-your-office workout on YouTube. Check out the video below.

Save Properties | Cancel

HTML Text

Edit | Remove

Renders your HTML with JavaScript or even CSS. You could embed a YouTube video, insert Digg's widget script, or display photos from your Flickr account.

Custom Title:

Change the widget's title if you like.

Quick In-Office Workout

Your HTML:

Put your HTML, JavaScript and CSS here. Note: Using tags may require a page refresh.

```
<object width="425" height="350"><param name="movie" value="http://www.youtube.com/v/nKCPeRcJmq0"></param><param name="wmode" value="transparent"></param><embed src="http://www.youtube.com/v/nKCPeRcJmq0" type="application/x-shockwave-flash" wmode="transparent" width="425" height="350"></embed></object>
```

Save Properties | Cancel

Latest Poll

Displays this space's latest poll. People can vote in the poll or see results.

Custom Title:

Change the widget's title if you like.

Latest Poll

Save Properties | Cancel

Recent Content

Displays a list of the most recent discussions, documents, and blog posts for this space (and sub-spaces if you like).

Custom Title:

Change the widget's title if you like.

Recent Content

Number of Results:

Enter the number of recent content items to display.

5

Show Sub-Community Content:

Show content from this community's sub-communities also?

Yes No

Show Discussions:

Show discussions in this list?

Yes No

Show Documents:

Show documents in this list?

Yes No

Show Blog Posts:

Show blog posts in this list?

Yes No

Save Properties | Cancel

RSS Subscription

Displays results of an RSS feed from another part of Clearspace or from another web site.

Custom Title:

Change the widget's title if you like.

Fitness at MSNBC

URL:

Enter the URL for the RSS feed.

http://3034510/device/rss/rss.xml

Number of Results:

Enter the number of items to display.

5

Show Description Only:

Show a description rather than the full content? (Large container only.)

Yes No

Save Properties | Cancel