

Designing Pages with Widgets

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Designing Pages with Widgets

You can easily get some of the pages in the user interface to look the way you want to by using widgets to choose and arrange content.

Each widget displays content of a particular kind — for example, HTML, recent documents, or feed subscription results — in a box that you can drag into position on a page. After you publish the page, you can come back later to update its content or design.

This topic offers 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: If you're a system administrator, you can remove widgets from the system through the admin console. In the console, go to System > Settings > Widgets.

What You Can Customize

Several parts of the application support customization with widgets. The parts you can customize depend on your role (such as whether or not you're an administrator).

Application Page	Description	Who Can Customize
Your View (customized)	Usually first page you see when you log in.	Even if you're not an administrator, you can personalize your view on the Your View tab; you're the only one who'll see the changes you make. If you're a system admin or root space admin, you can customize what's displayed on the All Content tab.
Your View (default)	The Your View home page as people see it before they personalize it.	A system admin or space admin for the root space.
Space overview	Displayed on the Overview tab for space.	A system admin or space admin (for this space).
Project overview	Displayed on the Overview tab for a project.	A system admin or space admin (for the space containing the project).
Group overview	Display on the Overview tab for group.	A group's owner or administrator.

If your community is connected to another community (via what's called a "bridge"), then you might also be able to use widgets that are in the other community. Members of both the current community and the remote (or bridged) one can use remotely available widgets to get views into content and activity on the remote community.

Quick Steps

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

1. To start customizing a page, go to the tab that will display your layout.
 - If you're personalizing the home page, this will be the **Your View** tab.
 - If you're customizing an overview page, this will be the **Overview** tab.

You'll get a layout screen with a set of widgets listed at the top and a default layout beneath it.

2. In the layout area beneath, find widgets you don't want displayed on the page and click their **Remove** button (that's a red X in the widget's upper right corner).
3. In the widgets list above, find widgets you want and drag them onto the layout area.

If you're connected to another community you're a member of, click the tab with that community's name to get a list of the widgets related to that community.

4. Tailor a widget to your needs by clicking its **Edit** button (the little pencil in the widget's upper right corner).
5. Click a layout to arrange your layout's columns.
6. Repeat steps 2 through 5 until you have what you want, then click **Publish Layout**.

You'll probably spend a lot of time in your personalized page, but if you ever want to see the full view of content again, click the **All Content** tab.

Widgets Included

By default, there are a number of widgets you can use to expose content from inside or outside the community, or to add content that appears only on the space overview page. Here's a list of the widgets that shows where you can use them, as well as whether the widget can be used remotely from a bridged community.

Widget	Description	Where Available	Available Remotely
Actions	Displays the Action links through which people can create content and receive notifications for this space.	All Content Space Overview Group Overview Project Overview	'
Checkpoints	Displays the checkpoints for the project.	Project Overview	'
Connection Activity	Recent activity by the people the current person is following.	Your View	'
Formatted Text	Displays your text with formatting and links.	Your View All Content All Content Space Overview Group Overview Project Overview	'
Group Overview	General overview of the group.	Group Overview	'
HTML	Renders your HTML with JavaScript or even CSS.	Your View All Content All Content Space Overview Group Overview Project Overview	'
Jotlet Calendar	Displays a Jotlet calendar.	'	'
Latest Poll	Displays this space's latest poll.	Your View All Content All Content Space Overview Group Overview	'

Widget	Description	Where Available	Available Remotely
		Project Overview	
Newest Members		Your View	'
Places	Displays places you are following.	Your View All Content	'
Popular Blog Posts	Displays the popular posts from the blogs associated with this space.	Your View All Content All Content Space Overview Group Overview Project Overview	Yes, in Your View
Popular Bookmarks	Displays a list of popular bookmarks over the last month.	Your View All Content All Content Space Overview Group Overview Project Overview	'
Popular Discussions	Displays a list of the popular discussions for this space (and sub-spaces if you like).	Your View All Content All Content Space Overview Group Overview Project Overview	Yes, in Your View
Popular Documents	Displays a list of the popular documents for this space (and sub-spaces if you like).	Your View All Content All Content Space Overview Group Overview Project Overview	Yes, in Your View
Popular Tags	Displays the most commonly used tags.	Your View All Content All Content Space Overview Group Overview Project Overview	'
Popular Videos	Displays a list of the most popular videos.	Your View All Content All Content Space Overview	Yes, in Your View

Widget	Description	Where Available	Available Remotely
		Group Overview Project Overview	
Project Calendar	Displays checkpoints and tasks due in coming weeks.	Project Overview	'
Projects	Displays a list of the current space's projects.	All Content Space Overview	'
Projects You Are Following	A list of projects the current person is following.	Your View	'
Recent Activity	Displays a list of the most recent activity.	Your View All Content All Content Space Overview Group Overview Project Overview	Yes, in Your View
Recent Blog Posts	Displays the most recent posts from the blogs associated with this space.	Your View All Content All Content Space Overview Group Overview Project Overview	Yes, in Your View
Recent Bookmarks	Displays a list of recent bookmarks.	Your View All Content All Content Space Overview Group Overview Project Overview	'
Recent Content	Displays a list of the most recent discussions, documents, and blog posts for this space (and sub-spaces if you like).	Your View All Content All Content Space Overview Group Overview Project Overview	Yes, in Your View
Recent Discussions	Displays a list of the most recent discussions for this space (and sub-spaces if you like).	Your View All Content All Content Space Overview Group Overview Project Overview	Yes, in Your View

Widget	Description	Where Available	Available Remotely
Recent Documents	Displays a list of the most recent documents for this space (and sub-spaces if you like).	Your View All Content All Content Space Overview Group Overview Project Overview	Yes, in Your View
Recent Videos	Displays a list of the most recent videos.	Your View All Content All Content Space Overview Group Overview Project Overview	'
Recently Joined	Members who have most recently joined a group.	Group Overview	'
Related Groups	A list of groups similar to the one with which the widget is published.	Group Overview	'
RSS Subscription	Displays results of a feed from another part of Jive SBS or from another web site.	Your View All Content All Content Space Overview Group Overview Project Overview	'
Spaces	Displays a list of this space's sub-spaces.	Your View All Content Space Overview	Yes, in Your View
Status Updates	Provides a way for a person to update and view their current status.	Your View	'
Tag Cloud	Displays a list of cloud of tags in the space.	All Content Space Overview Project Overview	Yes, in Your View
Tag Groups	Displays a list of tag groups.	All Content Space Overview	Yes, in Your View
Tasks	A list of upcoming project tasks.	Project Overview	'
Top Participants	Lists the top ranked participants.	Your View All Content All Content Space Overview Group Overview	Yes, in Your View

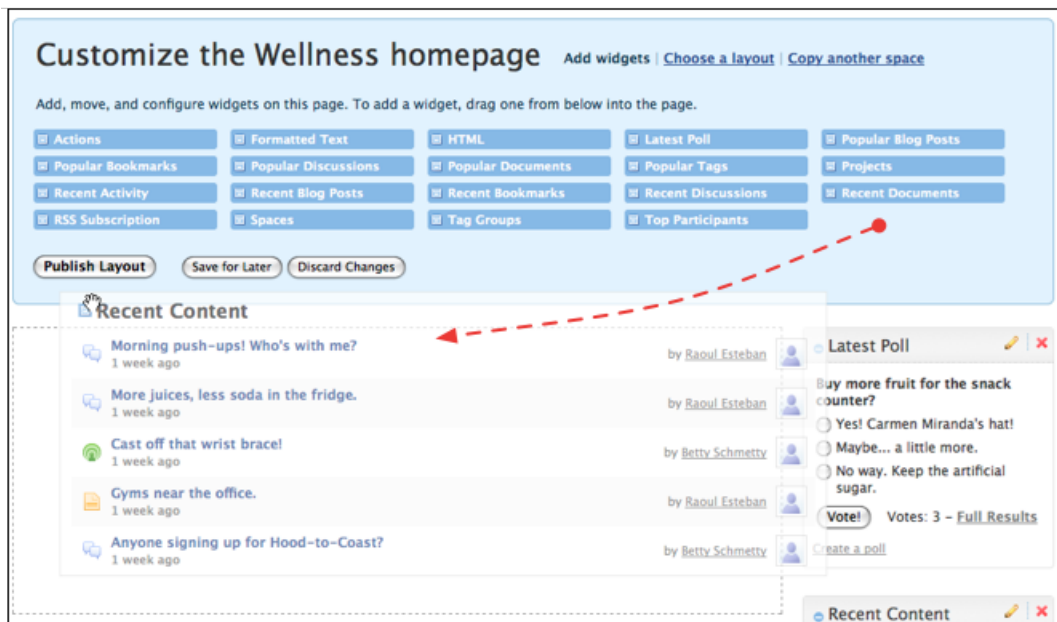
Widget	Description	Where Available	Available Remotely
		Project Overview	
Watch A Tag	Lists the content tagged with the tag you choose.	Your View	'
Watch A User	Lists the content created by the user you choose.	Your View	'
Your Blogs	A list of blogs you're an author on.	Your View	'
Your Bookmarks	Displays a list of your bookmarks.	Your View	'
Your Colleagues	A list of your colleagues, optionally including your boss and your direct reports.	Your View	'
Your Friends	A list of your friends	Your View	Yes, in Your View
Your Groups	Groups the current user has joined.	Your View	'
Your Projects	A list of projects you have at least one task in.	Your View	Yes, in Your View
Your Tasks	Displays a list of your tasks.	Your View	Yes, in Your View
Your Videos	Displays a list of videos you've added.	Your View	Yes, in Your View

Designing Layouts

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.

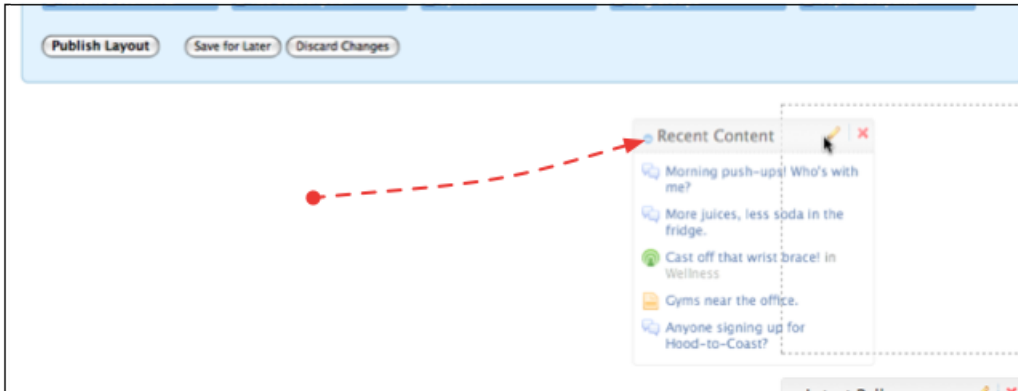
Drag and Drop

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



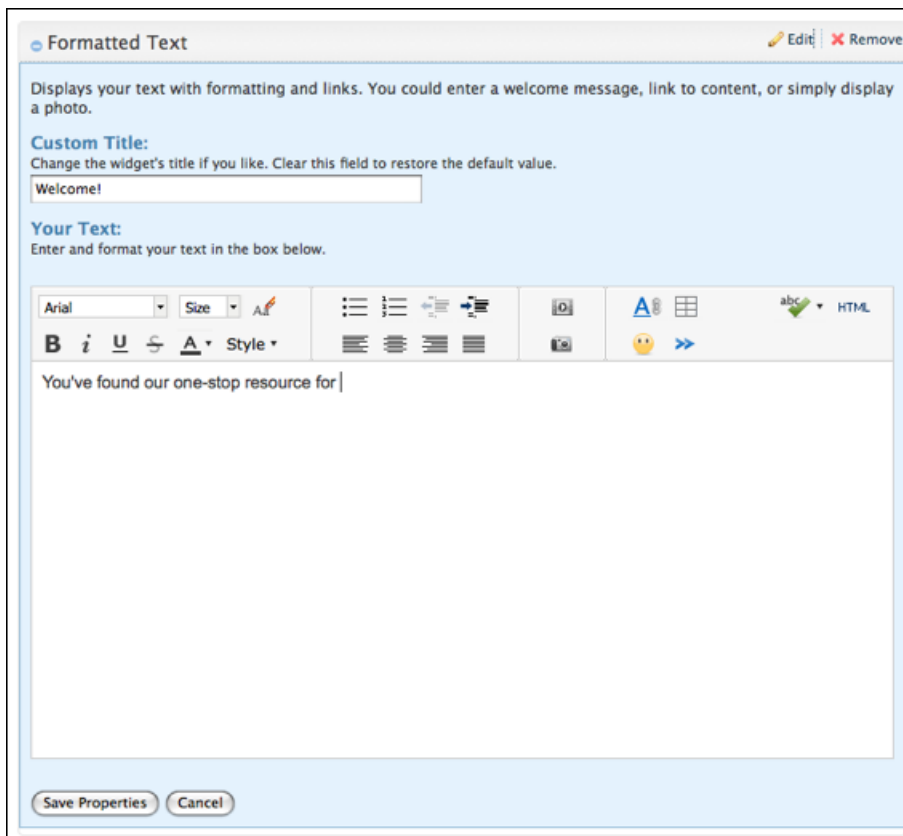
Change Position

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.



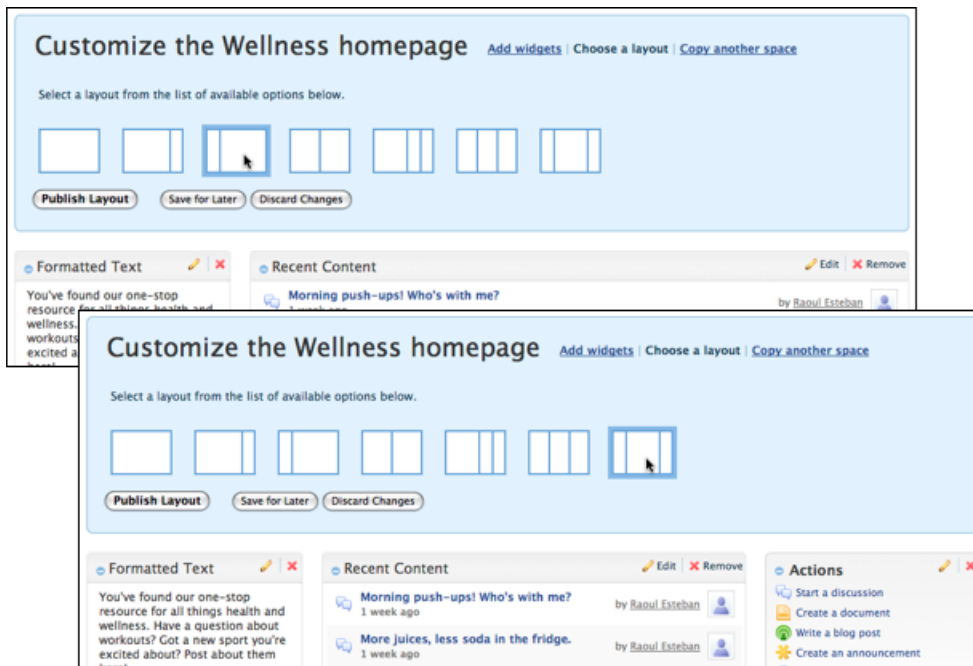
Edit Widget Properties

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.



Choose a Layout

Click **Choose layout**, then click the kind of layout you want to use. Your widgets are rearranged to fit, but you should drag them around until you like what you see.



Take the Easy Way Out: Copy

If you're designing an overview page and you've see another layout you like, you can just copy it for your own use. Click **Copy another space** to copy that layout as your own. You can then rearrange to suit your needs.

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 community) 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)**. Here, the overview is provided with a Formatted Text widget.
- Beneath the introduction, the Recent Content widget **(2)** provides links to the most recently created or changed content in the space.
- In the upper right is the space's most recent poll **(3)**, via the Latest Poll widget. People can vote if they haven't yet or view results if they have.
- The Actions **(4)** and RSS Subscription **(5)** widget provide access to content-related action and collect links to related content.

Wellness

Overview (customize) All Content (5) Discussions (3) Documents (1) Blog Set as default tab

Welcome! 1

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 [Anyone signing up for Hood-to-Coast?](#)
- Raoul has updated [Gyms near the office](#) with a new spot just a few blocks away.
- There's a better way to avoid carpal tunnel. Betty talks about it in [Cast off that wrist brace!](#)

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

15-Minute Desk Workout

★★★★★



Latest Poll 3

Buy more fruit for the snack counter?

Yes! Carmen Miranda's hat!

Maybe... a little more.

No way. Keep the artificial sugar.

Vote! Votes: 3 - [Full Results](#)

[Create a poll](#)

Actions 4

- [Start a discussion](#)
- [Create a document](#)
- [Write a blog post](#)
- [Create an announcement](#)
- [Create a poll](#)
- [Create Tag Group](#)
- [Edit the Space](#)
- [Manage blog](#)
- [Create a sub-space](#)
- [Create a Project](#)

Notifications

- [Receive email notifications](#)
- [Follow this space](#)
- [View feeds](#)

Recent Content 2

Morning push-ups! Who's with me? 1 week ago	by Raoul Esteban
More juices, less soda in the fridge. 1 week ago	by Raoul Esteban
Cast off that wrist brace! 1 week ago	by Betty Schmetty
Gyms near the office. 1 week ago	by Raoul Esteban
Anyone signing up for Hood-to-Coast? 1 week ago	by Betty Schmetty

Fitness at MSNBC 5

Feb 10, 2009
Think 30 minutes of exercise cuts it? Try 50

Feb 4, 2009
Exercising etiquette: Don't be a gym diva

Feb 2, 2009
Boomers keep fitness industry feelin' groovy

Jan 27, 2009
Don't hurt yourself: Avoid 5 fitness faux pas

Jan 8, 2009
Pinched Americans hit the gym, but seek deals