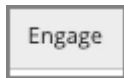

Adding an HTML Widget to a Page

Created On: February 21, 2023

1. For this lesson we'll add the HTML Widget Element to the empty placeholder that is selected on the Page (shown bound in purple).

Select the **Engage** tab (only available with the Ribbon toggled on).



2. Select Widget.



3. The Media Library will open. You can search for a previously-uploaded HTML Widget or upload a new one.

Select Upload HTML Widget.

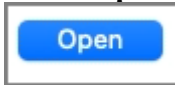


4. Navigate to the folder where the compressed or zipped file is being stored. In this example we've previously compressed the HTML Widget parts into a file called Archive.zip.

Select **Archive.zip**.



5. Select **Open**. (This step may be different on Windows computers.)



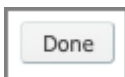
6. The zip file will be uploaded to the dominKnow | ONE site and the Widget Settings panel will open.

Give the widget a valuable name, description and keyword tags.

On the default file make sure that the correct launcher file is selected.

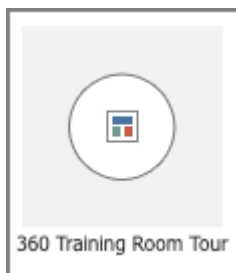
Set or confirm the Width, Height, Border and Scrolling settings.

Select **Done**.



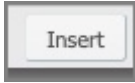
7. The widget will be shown on the media library panel.

Select the **HTML Widget**.



8. The HTML widget will be shown on the preview panel on the right side of the Media Library panel.

Select **Insert**.



9. The HTML Widget Element will be inserted into the placeholder on the page.
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