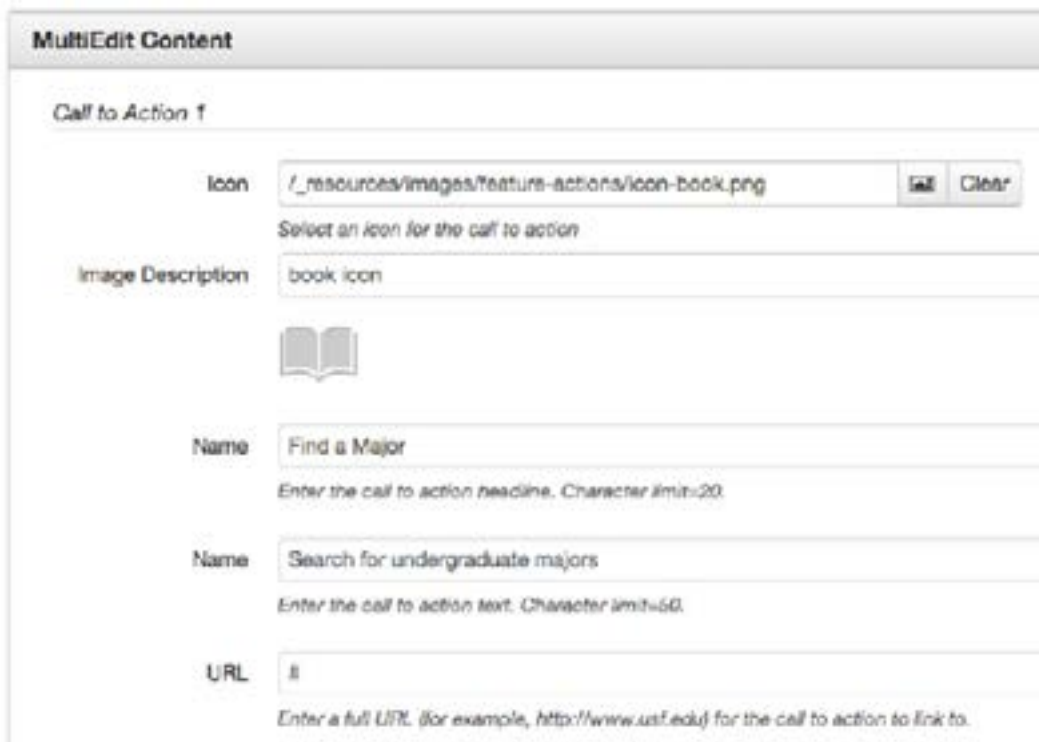


To change Call to Action Boxes

1. From the **top (Home)** directory, click the **widget** folder.
2. Click on your unit's folder and select your Call to Action widget (when creating a new Call to Action widget, please use "cta" in the filename along with the subject matter. For example, cta-find-your-major).
3. Click the orange **MultiEdit** button at the top of the screen.



4. Complete/Edit the form fields and choose the icon for each item (you must have four items in order to use the Call to Action option).

A screenshot of a web form titled "MultiEdit Content". The form is for editing a "Call to Action" and contains several input fields. The first field is labeled "Icon" and contains the path "/_resources/images/features-actions/icon-book.png", with a "Clear" button next to it. Below this is a text input field for "Image Description" containing "book icon", followed by a small icon of an open book. The next field is labeled "Name" and contains "Find a Major", with a note below it: "Enter the call to action headline. Character limit:20". The following field is also labeled "Name" and contains "Search for undergraduate majors", with a note below it: "Enter the call to action text. Character limit:60". The final field is labeled "URL" and contains "#", with a note below it: "Enter a full URL. (for example, http://www.usf.edu) for the call to action to link to."

5. Click **Save**.
6. From the Publish drop down menu, select which action is appropriate for your permission level/workflow (Publish, Schedule, Submit for Approval, etc.).

A list of icons currently available is located in Section 5 of this guide. To request a new Call to Action icon to be created, please contact your liaison.