Practice: Modify User Interface

Now that you have learned how to modify the user interface, navigate to your training sandbox and complete the practice exercises below.

Practice 1: Customize Portal Appearance

Create a new theme for the Content Hub interface with the following elements: Main color set to blue, font set to Cabin using Google Fonts, and Primary button background color set to orange. Then add the French language to the available portal languages. Add translation values for the following entities: abort (French: *avorter*) and yesterday (French: *hier*).

Practice 2: Configure Search Features

Modify the Search component on the Asset page by configuring the following components: Enable infinite scroll and change the template to Content. Then add a facet to the search feature on the Asset page. The facet should have the following components: the facet should be the Version property and the position should be Top horizontal.

Practice 3: Set-Up Metadata Interface

Add a custom mass-edit table to the asset details page. Include the following properties/taxonomies: Filename, Label, and Description. Then restrict visibility of the Geography property for assets on the asset details page. Make the Status property visible but read-only.

References

Guide: Create a new portal theme

Step 1: On the Manage page, click the Themes tile.

Step 2: Click the **+ Theme** button in the top-right corner.

Step 3: Enter a name for your new theme. When ready, click **Create**.

Step 4: You are automatically redirected to the Theme management page.

Step 5: Configure the theme to your specifications. Briefly, you can customize colors, fonts, text case, logo size, and icons. When ready, click the **Save** button in the top-right corner.

Step 6: On the Themes page, click the **three-dot menu** next to your newly created theme. Select **Set as default** and refresh the page.

Note: If you would rather give users the ability to use your theme without setting it as the default theme, toggle **the slider** in the row of your new theme.

Guide: Add a new language

Step 1: On the Manage page, select Portal languages.

Step 2: Click the **+ Portal language** button in the top-right corner.

Step 3: Enter a name for the language you are adding.

Step 4: Select a **Culture** from the drop-down list (you can also use the search box).

Step 5: Add a label if required, and click **Create** when you are finished.

Note: Standardized language codes are included as a template (e.g., en-US and nl-BE) and can be extended and customized for further localization.

Although you have created a portal language, there are no default values. You must insert the necessary values by adding translations.

Guide: Import translations

Step 1: On the Manage page, click the Translations tile.

Step 2: Click the **Export** button in the top-right corner.

Step 3: Check the box next to the language you're adding translations for and click **Export**. This begins a background process to download the package.

Step 4: Download the Excel sheet the link emailed to you or the Downloads page.

Step 5: On the M.Localization.Entry sheet, enter the required values in the M.Localization.Entry.Template#(identifier) column. The identifier should reflect the language you are adding translations for. (i.e., *M.Localization.Entry.Template#ja-jp*)

Step 6: When you are finished adding values, save the file to your desktop.

Step 7: Navigate back to the Translations page and click **Import** in the top-right.

Step 8: Drag and drop the Excel file into the upload window. Alternatively, you can click **Select file**, navigate to your completed Excel sheet, and click **Open**.

Once opened, a background process will complete your import job. You can check the status of the job from the Background processes page.

Note: Translations can be added one at a time from the Translations page, but this isn't advised—there are more than 15,000 values to translate. Manual editing is only advised for revising one or a few values.

Guide: Enable a mass-edit table for the asset detail page

Step 1: On the Manage page, click the **Pages** tile.

Step 2: Select **Asset details** in the left-side column.

Step 3: Choose a zone to place the mass edit table and click the **+ icon** at the bottom of the list to add a new component.

Step 4: In the Add component window that pops up, search for and select **Mass-edit table**.

Step 5: Add a name for the table and toggle the **Visible** button. When finished, click the **Add** button.

Step 6: Under the mass-edit table component you just created, click the **three-dot menu**, and select **Edit**.

Step 7: Select a definition. This specifies the metadata group that the table will be associated with.

Step 8: Click **Add column** and select a definition that you want to enable for editing. When finished, click **Save and close**.

Example*:* If the Definition is Asset (M.Asset), you could add Filename, Title, and Description as editable columns in the table.

Guide: Restrict metadata visibility in asset details

Step 1: On the Manage page, click the Pages tile.

Step 2: In the left-side panel, find or search for and select **Asset details**.

Step 3: In the Main Zone, toggle **Custom settings slider** under Details.

Step 4: Click the **three-dot menu** for the Details component and select **Edit**.

Step 5: At the bottom is a list of the visible members of this component. Toggle the **slider** next to each metadata definition you wish to hide. When finished, click **Save and close** in the top-right corner.

Note: Alternatively, you can keep the members visible but set them as read-only. To do so, click the drop-down menu and select **Not editable**.

Guide: Modify the search component for the Asset page

Step 1: On the Manage page, click the Pages tile.

Step 2: In the left-side panel, search for and select **Assets**.

Step 3: In the MAIN ZONE section, toggle **the slider** to enable custom settings.

Step 4: Click the **three-dot menu** and select **Edit** in the drop-down menu.

Step 5: Customize your desired components. When ready, click **Save and close**.

When modifying search parameters, there are three components that can be changed: Filters, Functionality, and Output.

Modifying Filters changes actual search results according to logic you specify. For example, you can filter all search results so that only assets with the approved status property are ever shown. Modifying Functionality changes what options are available or unavailable to users. For example, you can enable Paging and then enable Infinite scroll for results. Modifying Output changes the look and feel of search results. For example, you can configure results to display as a grid, list, or table.

Note: To modify the search feature on other pages, you must repeat the above steps.

Guide: Create and edit facets

It is common for Administrators to modify the search component to enable search facets that are useful and specific to their organization. In order to enable such facets, remember that taxonomy items must already exist for them. To create and edit facets, follow the steps below:

Step 1: On the Manage page, click the Pages tile.

Step 2: In the left-side panel, find or search for and select **Assets**.

Step 3: In the MAIN ZONE section, toggle **the slider** to enable custom settings.

Step 4: Click the **three-dot menu** and select **Edit** in the drop-down menu.

Step 5: Click on the **Facets** tab in the top ribbon.

Step 6: Click the **+ icon** at the top of the page.

Step 7: Select your taxonomy item from the drop-down list. Configure other options as needed. When ready, click **Save**.

Step 8: When you are completely finished, click **Save and close** in the top-right corner.

Note: Facets can be configured to either appear vertically (in the left-side panel) or horizontally (in the drop-down menu under the search bar).