

Step 2: Adding/Editing Content AEM Components

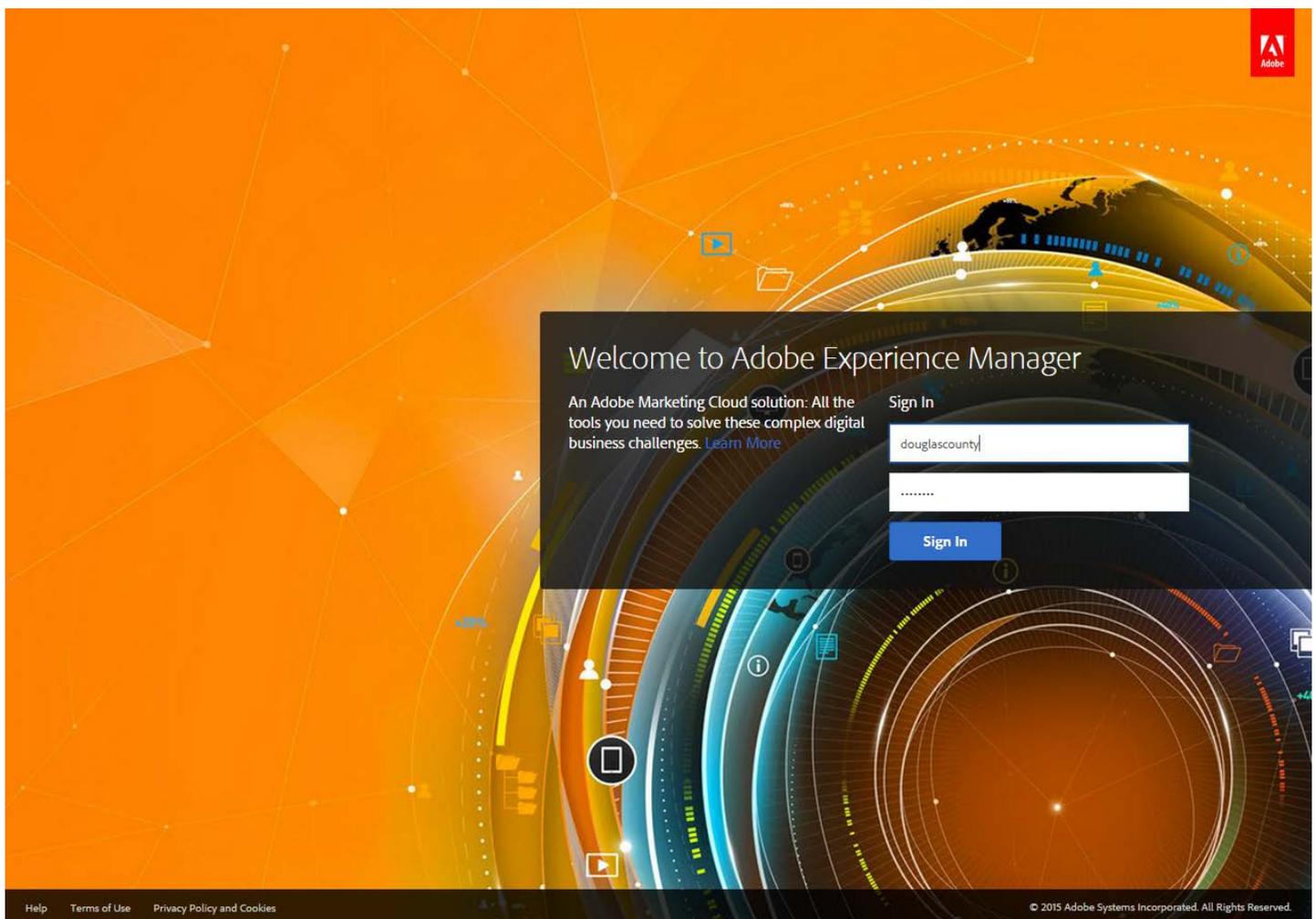
Colorado Virtual Job Fair

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Accessing VJF

Login Page: <http://10.33.31.96:4502/>



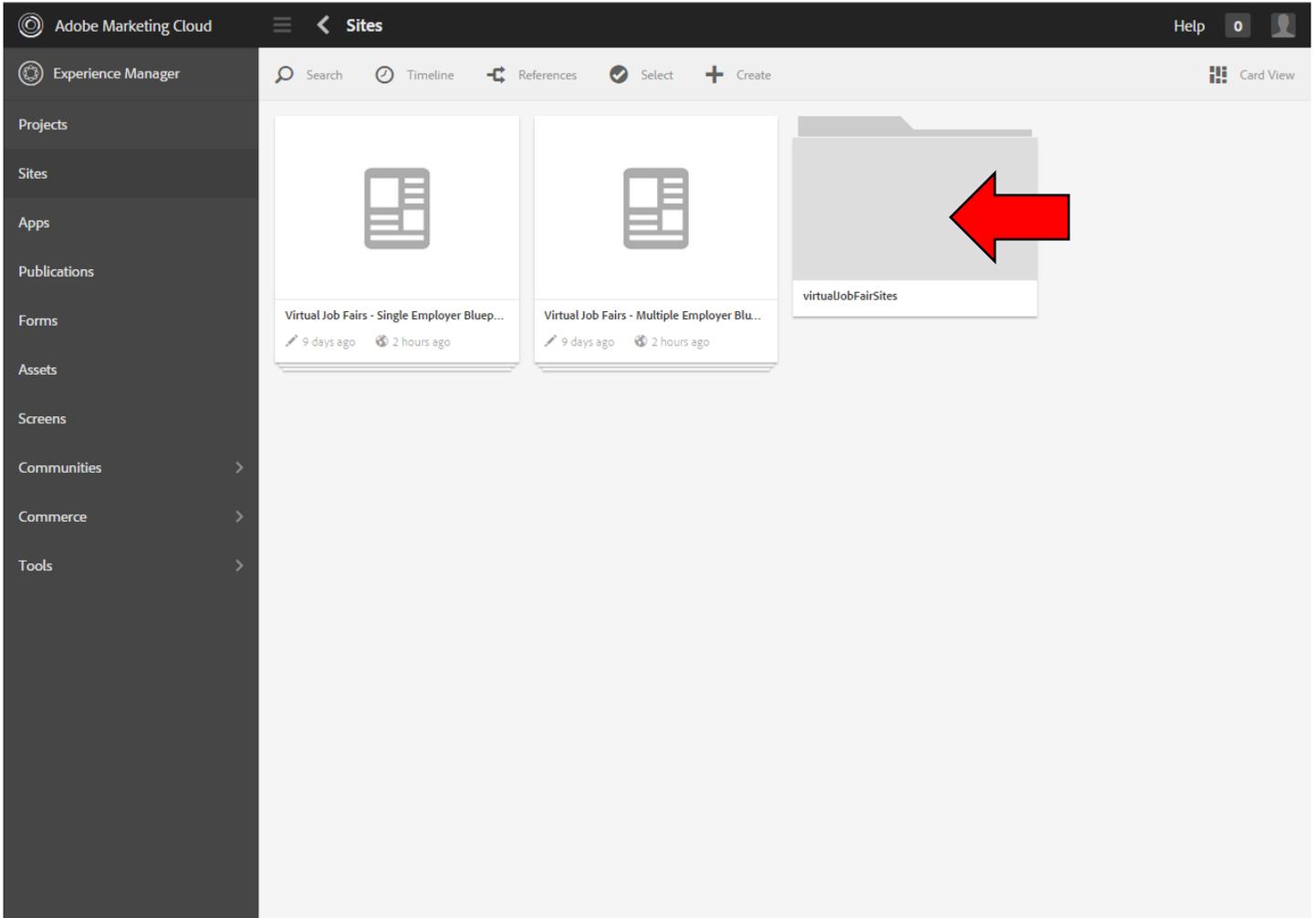
Navigate to your Work Force Center Content Folder

Navigate to Sites via the left side menu.

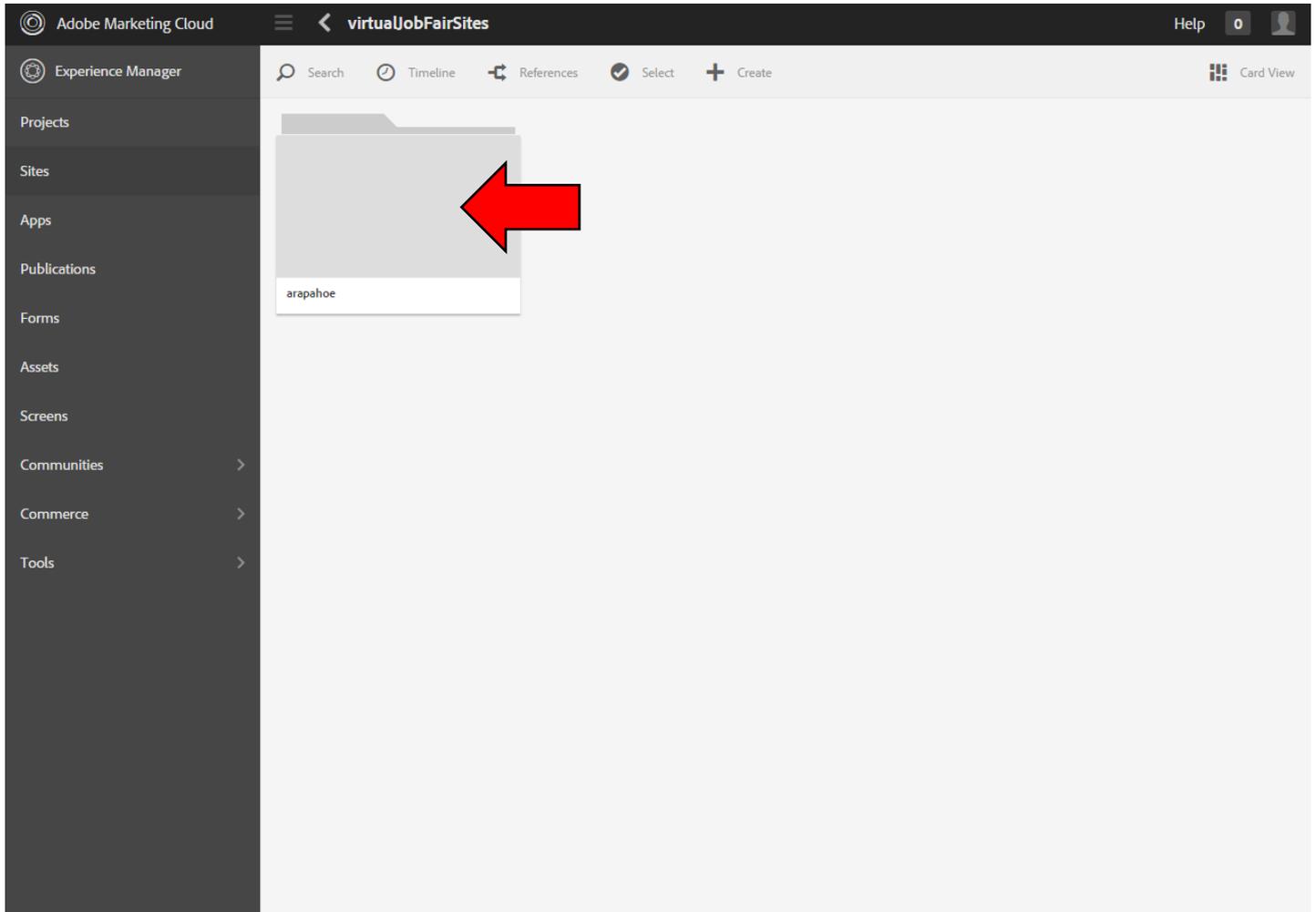
Three tiles:

1. Single Employer Blueprint
2. Multiple Employer Blueprint
3. virtualJobFairSites Folder

[STEP 2: ADDING/EDITING CONTENT AEM COMPONENTS]



Navigate to the Folder – virtualJobFairSites



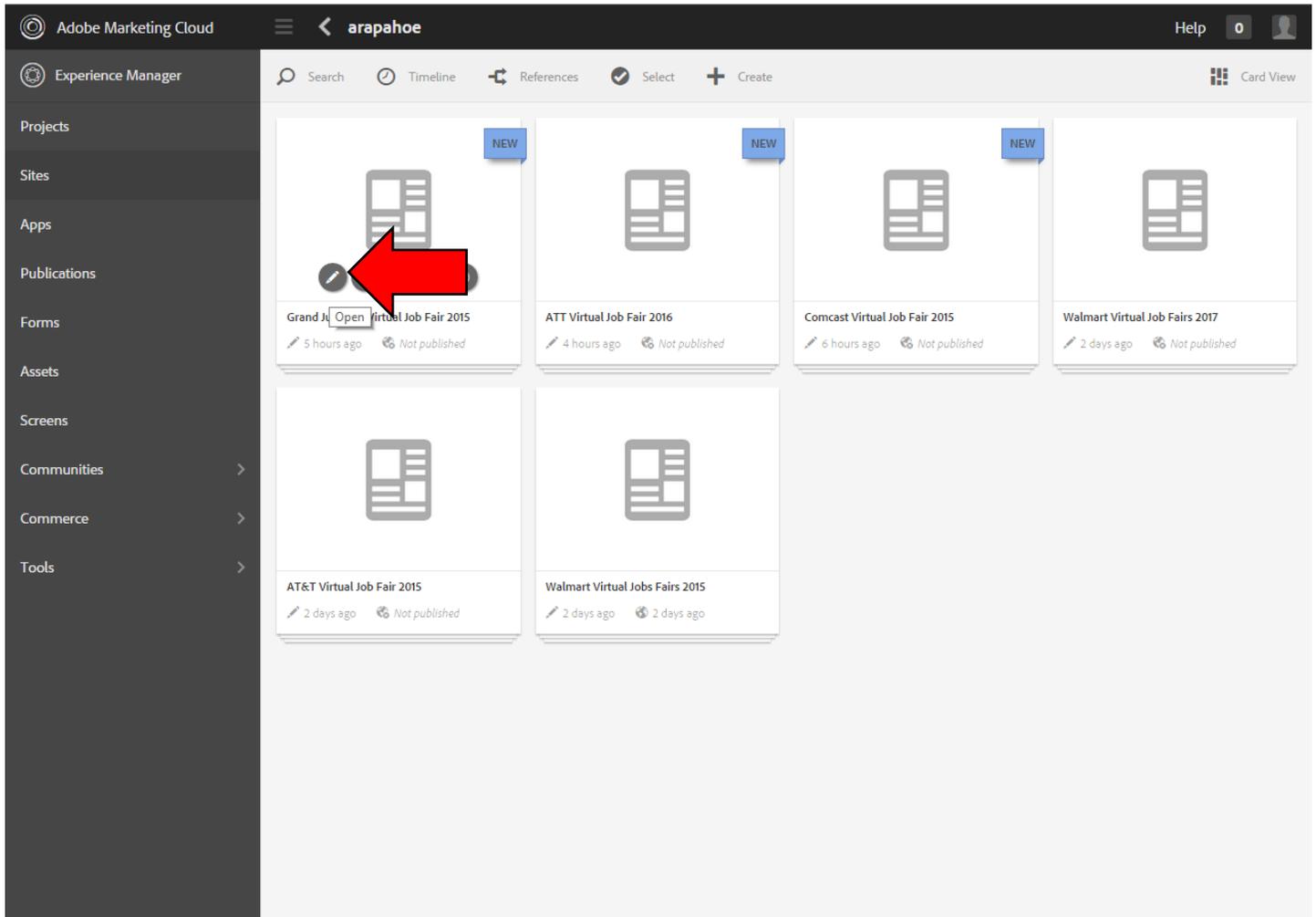
Navigate into your folder.

Now Hover over the site you want to edit.

4 icons will appear.

Click on the Pencil Icon to open that site in a new window.

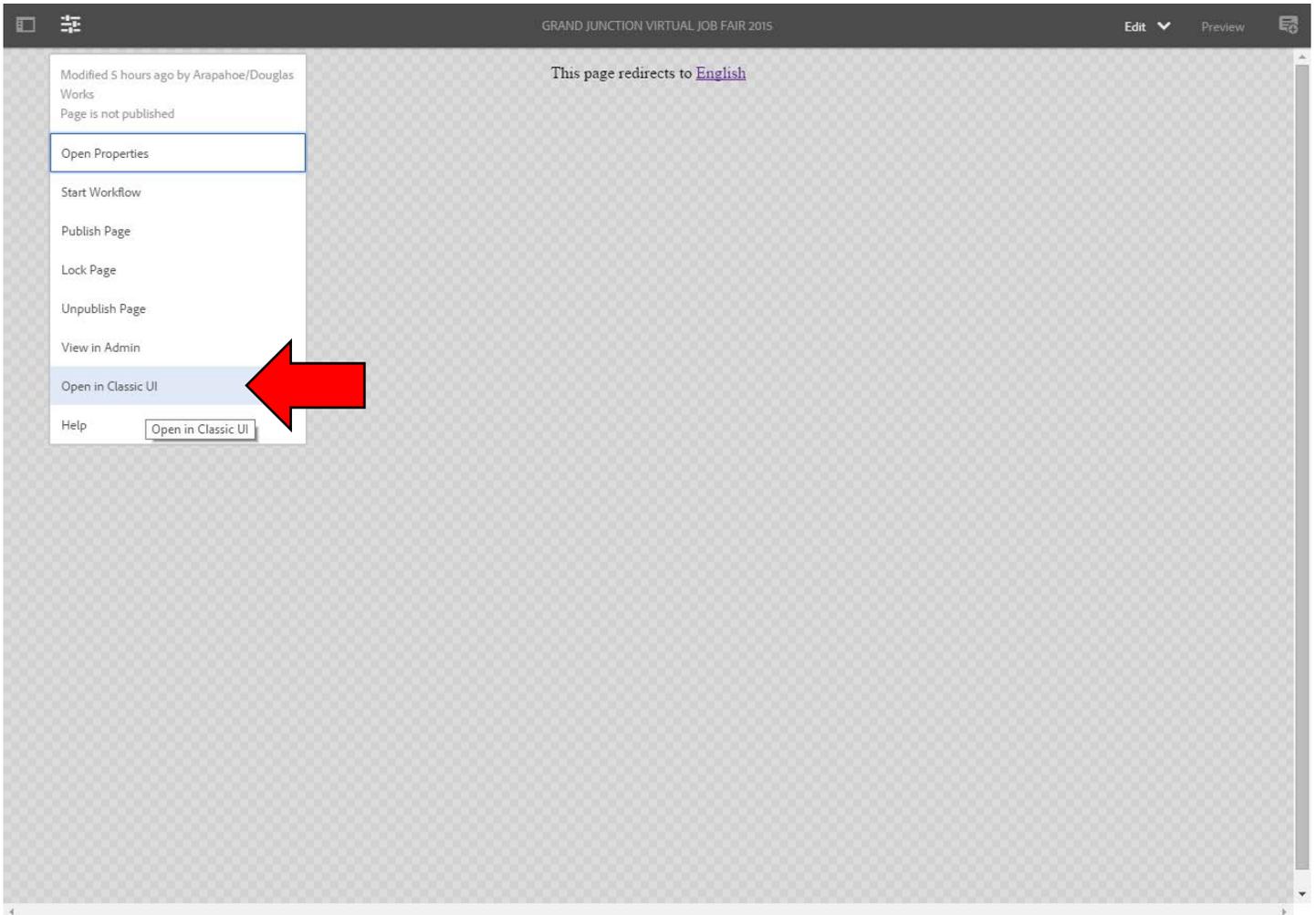
[STEP 2: ADDING/EDITING CONTENT AEM COMPONENTS]



2nd Icon, Top Left. Click

Go down to Open in Classic UI, Click.

[STEP 2: ADDING/EDITING CONTENT AEM COMPONENTS]



Click on the blue hyperlinks (2 times total) to get to the homepage.

[STEP 2: ADDING/EDITING CONTENT AEM COMPONENTS]

The screenshot displays the Adobe Experience Manager (AEM) page editor interface. On the left, a vertical sidebar contains several content component thumbnails, each labeled with a filename: 'phone-gear.jpg', 'phone-about.jpg', 'phone-produc...', and 'phone-locati...'. Below these is a 'Clipboard' section. The main content area shows the text 'This page redirects to [Home](#)'. A large red arrow points from the right towards this text. On the right side, a context menu is open, listing various actions such as 'Page Properties...', 'Create Child Page', 'Copy Page', 'Move Page', 'Delete Page', 'Activate Page', 'Deactivate Page', 'Lock Page', 'Show References...', and 'Rollout Page'. The menu has a green header with the 'AEM' logo and a search icon.

TIP: To get rid of the left side menu, take “cf#/" out of the URL and hit enter

<http://10.33.31.96:4502/cf#/content/virtualJobFairSites/arapahoe/grandjunction2015/en/home.html>

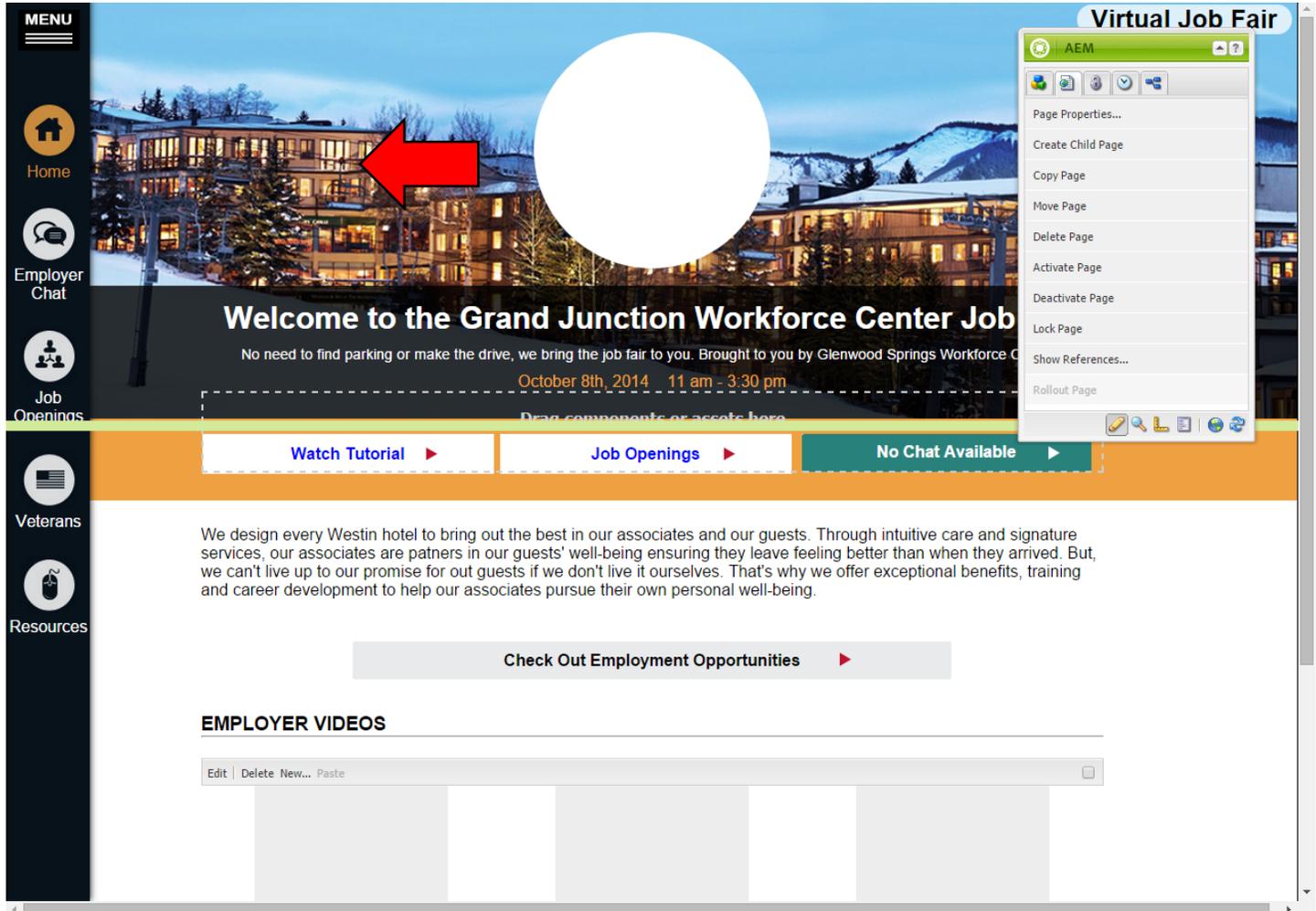
<http://10.33.31.96:4502/content/virtualJobFairSites/arapahoe/grandjunction2015/en/home.html>

Home Page Section

Here is the VJF site.

Hovering over the top puts a green border around the **Header Component**.

Right click to edit the Header Component.



Click on edit.

The screenshot displays the Adobe Experience Manager (AEM) page editor interface. The main content area shows a banner for a 'Virtual Job Fair' with a background image of a modern building at night. A red arrow points to the 'Edit' option in a context menu that is open over the banner. The context menu also includes 'Target' and 'Annotate' options. On the right side, a component palette is visible, listing various content components such as '2 Columns', '3 Columns', '4 Columns', 'Column Control', 'Employer Chat Component', 'Image', 'Image Button', 'Single Employer Chat Link', 'Table', 'Text', 'Text & Image - Slightly', 'Title', and 'Video'. The left sidebar contains a 'MENU' with icons for 'Home', 'Employer Chat', 'Job Openings', 'Veterans', and 'Resources'. Below the banner, there are three buttons: 'Watch Tutorial', 'Job Openings', and 'No Chat Available'. A paragraph of text follows, and a 'Check Out Employment Opportunities' button is positioned below it. At the bottom, there is an 'EMPLOYER VIDEOS' section with a placeholder for video content. The URL at the bottom of the browser window is '10.33.31.96:4502/content/virtualJobFairSites/arapahoe/grandjunction2015/en/home.html#'

[STEP 2: ADDING/EDITING CONTENT AEM COMPONENTS]

You will see 3 tabs.

1st tab is to add the logo. Logo template is provided by Terry. This is a template you will edit for the appropriate logo of the VJF site. It will be saved on the desktop you are using. Click on Gray Icon to upload the logo.

The screenshot displays the AEM editor interface. At the top, there are three tabs: 'Header Logo Image', 'Advanced Image Properties', and 'Background Image Selection'. The 'Header Logo Image' tab is active, showing a gray icon with the text 'Drop an image or click to upload'. A red arrow points to this icon. Below the editor, a sidebar on the left contains 'Job Openings', 'Veterans', and 'Resources'. The main content area shows a 'Watch Tutorial' button, 'Job Openings' link, and 'No Chat Available' status. A paragraph of text is followed by a 'Check Out Employment Opportunities' button. Below is an 'EMPLOYER VIDEOS' section with three video placeholders and a 'Drag components or assets here' prompt for each.

[STEP 2: ADDING/EDITING CONTENT AEM COMPONENTS]

The 2nd Tab is for the Properties of the Logo.

Title and Alt Text are required for all Images! This is meet compliance.

The screenshot displays the 'Advanced Image Properties' dialog box for a 'Header Logo Image'. The 'Title' field contains 'Logo' and the 'Alt Text' field contains 'logo'. Two red arrows point to these fields. Below the dialog, a live page preview shows a navigation bar with 'Watch Tutorial', 'Job Openings', and 'No Chat Available' buttons. A text block describes Westin hotel services, followed by a 'Check Out Employment Opportunities' button. Below this is an 'EMPLOYER VIDEOS' section with three video placeholders, each with a 'Drag components or assets here' prompt. A vertical sidebar on the left contains 'Job Openings', 'Veterans', and 'Resources' links. A context menu is open over the text block, showing options like 'Single Employer Chat Link', 'Table', 'Text', 'Text & Image - Sightly', 'Title', and 'Video'.

[STEP 2: ADDING/EDITING CONTENT AEM COMPONENTS]

3rd tab is for selecting the background image. These images cannot be changed as they have been approved already.

When finish will all three tabs, Click OK.

The screenshot displays the AEM editor's 'Background Image Selection' dialog box. The 'Background Image' dropdown menu is open, showing a list of pre-approved image options: Snow, Mountains, People 1, People 2, Snow, Transportation, US Flag 1, Veterans, and Youth. A red arrow points to the 'Veterans' option. The dialog box also features 'Help' and 'OK' buttons, with another red arrow pointing to the 'OK' button. Below the dialog box, the main content area of the page is visible, showing a navigation bar with 'Job Openings', 'Veterans', and 'Resources' links. The main content includes a paragraph of text, a 'Check Out Employment Opportunities' button, and an 'EMPLOYER VIDEOS' section with three video placeholders. A 'Drag components or assets here' prompt is visible above the video placeholders.

Text Component

Again, right click and click on Edit to edit the content of this component. The green box around the area means that component is currently being selected.

The screenshot shows a web browser window displaying an AEM site. The URL is `10.33.31.96:4502/content/virtualJobFairSites/arapahoe/grandjunction2015/en/home.html`. The page features a dark sidebar with navigation icons for Home, Employer Chat, Job Openings, Veterans, and Resources. The main content area has a header with a bus image and a green banner that reads "Welcome to the Grand Junction Workforce Center Job Fair". A text component within this banner is highlighted with a green border, and a right-click context menu is open over it, with the "Edit" option selected by a red arrow. To the right, the AEM component palette is open, showing a list of available components such as "Text", "Image", and "Video". Below the banner, there is a "Watch Tutorial" button and a "Check Out Employment Opportunities" button. The page footer contains the URL `10.33.31.96:4502/content/virtualJobFairSites/arapahoe/grandjunction2015/en/home.html#`.

[STEP 2: ADDING/EDITING CONTENT AEM COMPONENTS]

Edit the text in the field.

Down below are advance options for HTML/CSS customization. Text size, color, etc....

Click OK when finished.

The screenshot displays the AEM (Adobe Experience Manager) editor interface. At the top, the browser address bar shows the URL: `10.33.31.96:4502/content/virtualJobFairSites/arapahoe/grandjunction2015/en/home.html`. The page title is "Virtual Job Fair".

On the left, a vertical "MENU" sidebar contains icons for Home, Employer Chat, Job Openings, Veterans, and Resources. The main content area features a large image of a bus with a white circular overlay. Below the image, a "Text" component is being edited. The text field contains the text: "Welcome to the Grand Junction Workforce Center Job Fair". A red arrow points to this text field. Below the text field, there are input fields for "Text Size (px%)" set to "30px" and "Text Color". At the bottom right of the text editor, there are "Help" and "OK" buttons. A second red arrow points to the "OK" button.

On the right side, a "Virtual Job Fair" panel is open, showing a list of components: 2 Columns, 3 Columns, 4 Columns, Column Control, Employer Chat Component, Image, Button, and Employer Chat Link. Below this, an "EMPLOYER VIDEOS" section is visible, dated "October 8th, 2014 11 am - 3:30 pm".

You now see your changes reflected on the site.

The screenshot displays the Adobe Experience Manager (AEM) website editor interface. On the left is a dark sidebar menu with icons for Home, Employer Chat, Job Openings, Veterans, and Resources. The main area shows a live preview of a website page titled "Virtual Job Fair". The page features a header with a blurred image of a bus, a central white circle with a dashed border, and a main heading "Welcome to the Grand Junction Workforce Job Fair 2015". Below the heading is a date and time "October 8th, 2014 11 am - 3:30 pm" and a "Drag components or assets here" area. A navigation bar contains three buttons: "Watch Tutorial", "Job Openings", and "No Chat Available". The main content area includes a paragraph of text and a "Check Out Employment Opportunities" button. At the bottom, there is an "EMPLOYER VIDEOS" section with a toolbar and a grid of video placeholders. On the right side, the AEM component palette is open, showing a list of components such as "Virtual Job Fair", "2 Columns", "3 Columns", "4 Columns", "Column Control", "Employer Chat Component", "Image", "Image Button", "Single Employer Chat Link", "Table", "Text", "Text & Image - Slightly", "Title", and "Video".

Image Button Component

This component uses a blank image for the button with an editable text overlay to give the user a description of what the button does. Right click and click on Edit.

The screenshot displays the Adobe Experience Manager (AEM) interface for editing a website page. The page title is "Welcome to the Grand Junction Workforce Job Fair 2015". The main content area features a text block and a button labeled "Check Out Employment Opportunities". A red arrow points to the "Edit" option in the context menu that appears when right-clicking the button. The AEM editor toolbar on the right shows the "Image Button" component selected. The page footer includes the Colorado Workforce logo and navigation links for Resources, Training Tips, FAQ, and Connecting Colorado.

[STEP 2: ADDING/EDITING CONTENT AEM COMPONENTS]

The first 2 tabs are the same as the Header Component.

1st tab is to upload/change the picture.

2nd tab is for the Title and Alt Text (Required)

3rd tab is for the Text Overlay, and additional color option. Default is black when left blank.

The screenshot shows the AEM editor interface for a job fair page. The page title is "Welcome to the Grand Junction Workforce Job Fair 2015". Below the title, there is a date and time: "October 8th, 2014 11 am - 3:30 pm". A dashed box highlights the content area with the text "Drag components or assets here". Below this, there are three buttons: "Watch Tutorial", "Job Openings", and "No Chat Available". The main content area contains a paragraph of text: "We design every Westin hotel to bring out the best in our associates and our guests. Through intuitive care and signature services, our associates are partners in our guests' well-being ensuring they leave feeling better than when they arrived. But, we can't live up to our promise for our guests if we don't live it ourselves. That's why we offer exceptional benefits, training and career development to help our associates pursue their own personal well-being." A red arrow points to the "Text" tab in the AEM component editor, which is currently showing the text "Check out Employment Openings". The editor also has a "Text Color" field. The AEM component editor is open, showing a list of components on the right side, including "Text", "Text & Image - Slightly", "Title", and "Video".

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Navigating back to the 2nd tab to choose where this link takes the user.

Click on the Magnifying Glass that's in line with the "Link to" text.

Navigate your folder, then to this site, then to the page desired. Click OK

Note: An external site can be manually typed in this box, but it requires "<http://>" or else it will break the link.

Click OK when finished.

The screenshot displays the AEM editor interface. On the left is a vertical menu with icons for Home, Employer Chat, Job Openings, Veterans, and Resources. The main content area shows a 'Welcome to the' banner with a 'Watch Tutorial' button and a 'No Chat Available' button. A 'Select Path' dialog box is open, showing a tree view of folders. The 'Job Openings' folder is highlighted. A red arrow points from this folder to the 'Link to' field in the 'Advanced' dialog box below. The 'Advanced' dialog box has fields for Title, Alt Text, Link to (containing '/content/multipleEmployerVJF/en/job-openings'), Description, Size, Container Width, and Top Padding. A red arrow points from the 'OK' button in the 'Advanced' dialog to the 'Watch Tutorial' button on the page. Another red arrow points from the 'OK' button in the 'Advanced' dialog to the 'OK' button in the 'Select Path' dialog. The bottom of the page shows an 'EMPLOYER VIDEOS' section with a toolbar.

Changes reflected.

MENU

Welcome to the Grand Junction Workforce Job Fair 2015

No need to find parking or make the drive, we bring the job fair to you. Brought to you by Glenwood Springs Workforce Center

October 8th, 2014 11 am - 3:30 pm

Drag components or assets here

[Watch Tutorial](#) [Job Openings](#) [No Chat Available](#)

We design every Westin hotel to bring out the best in our associates and our guests. Through intuitive care and signature services, our associates are partners in our guests' well-being ensuring they leave feeling better than when they arrived. But, we can't live up to our promise for our guests if we don't live it ourselves. That's why we offer exceptional benefits, training and career development to help our associates pursue their own personal well-being.

[Check out Employment Openings](#)

EMPLOYER VIDEOS

Edit | Delete New... Paste

Drag components or assets here

Please report website accessibility to the Web Master, webmaster@ecolorado.gov. In your message, include the website address or URL and the specific problem you have.

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[Resources](#) | [Training Tips](#) | [FAQ](#) | [Connecting Colorado](#)

AEM

Virtual Job Fair

- 2 Columns
- 3 Columns
- 4 Columns
- Column Control
- Employer Chat Component
- Image
- Image Button
- Single Employer Chat Link
- Table
- Text
- Text & Image - Slightly
- Title
- Video

[STEP 2: ADDING/EDITING CONTENT AEM COMPONENTS]

Down below are 3 **Image Components**

The 1st tab is to select an image and upload it.

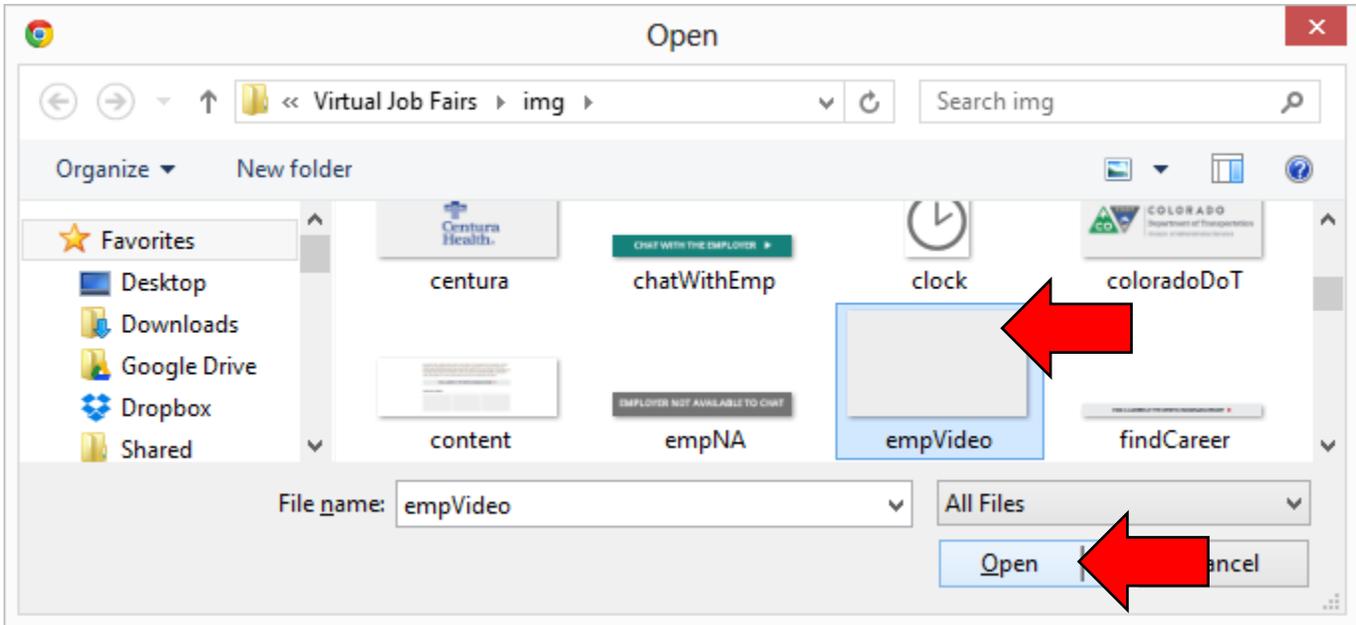
To clear an image that already exists hit the clear button.

The screenshot displays the AEM editor interface. At the top, a banner reads "Welcome to the Grand Junction Workforce Job Fair 2015". Below the banner, there are sections for "Watch Tutorial" and "What Available". The main content area features "EMPLOYER VIDEOS" with three video placeholders and a "Drag components or assets here" instruction. A sidebar menu on the left includes "Home", "Employer Chat", "Job Openings", "Veterans", and "Resources". On the right, the "AEM" component palette is visible, listing various components like "Virtual Job Fair", "2 Columns", "3 Columns", "4 Columns", "Column Control", "Employer Chat Component", "Image", "Image Button", "Single Employer Chat Link", "Table", "Text", "Text & Image - Slightly", "Title", and "Video". The "Edit Component" dialog box is open, showing the "Image" tab with a toolbar containing "Map", "Crop", "Rotate", "Clear", and a plus icon. A red arrow points to the "Clear" button. The dialog also has "Help", "OK", and "Cancel" buttons.

[STEP 2: ADDING/EDITING CONTENT AEM COMPONENTS]

Click on the Gray Image then select the image from your file system.

The screenshot displays the Adobe Experience Manager (AEM) website editor interface. The main content area shows a page titled "Welcome to the Grand Junction Workforce Job Fair 2015". A modal dialog titled "Edit Component" is open, showing the "Image" component configuration. A red arrow points to the "Drop an image or click to upload" button in the dialog. The background shows a sidebar menu with options like Home, Employer Chat, Job Openings, Veterans, and Resources. A component palette is visible on the right side of the editor, listing various components such as Virtual Job Fair, Columns, Column Control, Employer Chat Component, Image, Image Button, Single Employer Chat Link, Table, Text, Text & Image - Slightly, Title, and Video.



Click on the 2nd Tab

MENU

Home

Employer Chat

Job Openings

Veterans

Resources

Welcome to the Grand Junction Workforce Job Fair 2015

No need to find parking

Watch Tutorial

We design every Westin... services, our associates a... we can't live up to our pro... and career development t...

... care and signature... when they arrived. But... tional benefits, training

EMPLOYER VIDEOS

Edit | Delete New... Paste

Drag components or assets here

Please report website accessibility to the Web Master, webmaster@ecolorado.gov. In your message, include the website address or URL and the specific problem you have.

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[STEP 2: ADDING/EDITING CONTENT AEM COMPONENTS]

The 2nd tab should seem familiar at this point.

Title and Alt Text are required.

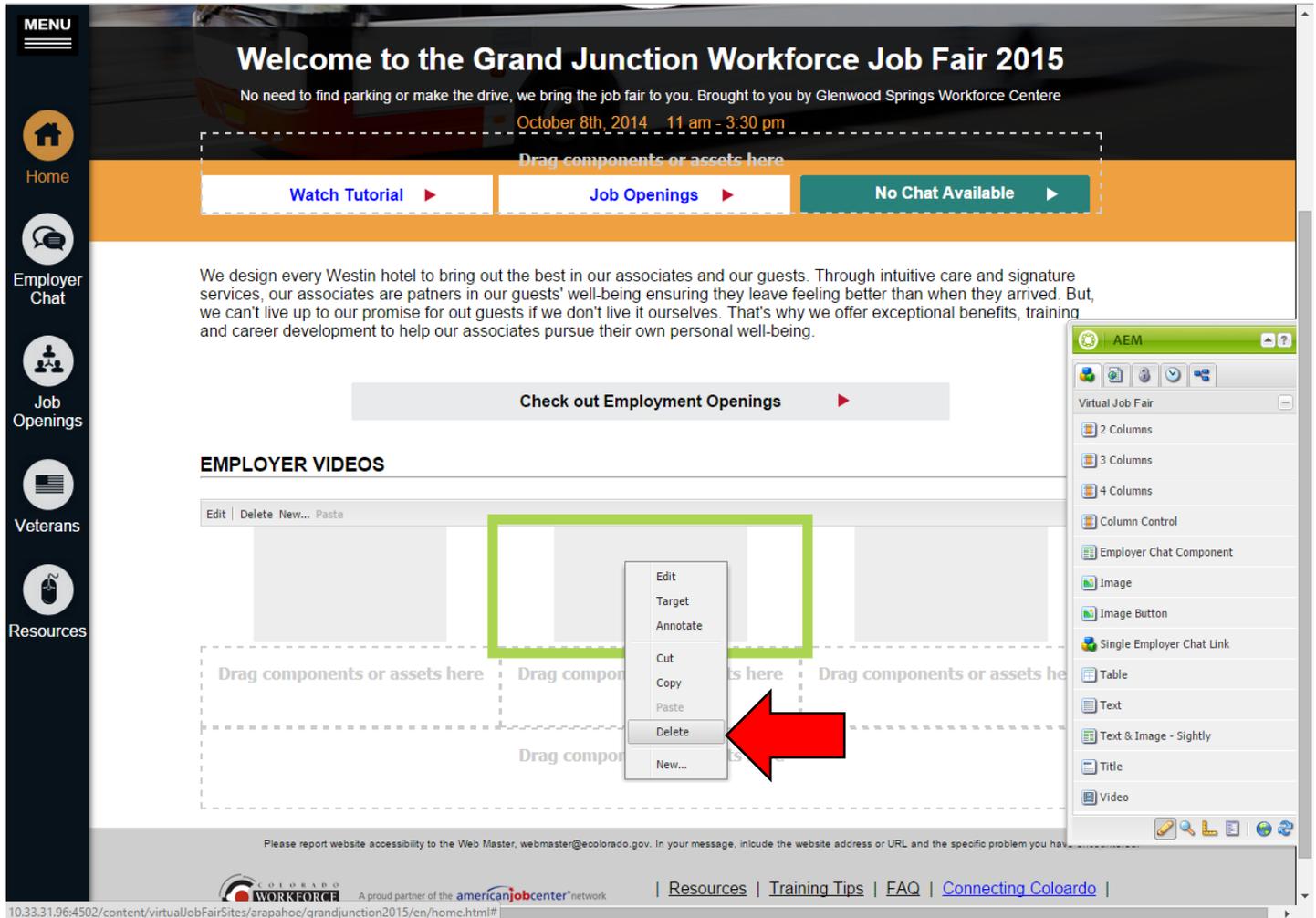
Link to: "<http://>" is required on ALL external links.

Use the Magnifying Glass to find an internal page to the site you're on.

The screenshot displays the AEM editor interface for editing a video component. The main content area shows a website layout for the "Grand Junction Workforce Job Fair 2015". A "Watch Tutorial" button is highlighted with a dashed box. Below it, there is a section for "EMPLOYER VIDEOS" with three placeholder boxes and a "Drag components or assets here" instruction. The "Edit Component" dialog box is open, showing the "Advanced" tab. The "Link to" field contains "http://www.youtube.com" and has a magnifying glass icon. The "Title" and "Alt Text" fields are empty. The "Description" field is also empty. The "Size" field shows "px x px" and the "Container Width (px%)" field is empty. The "Help", "OK", and "Cancel" buttons are at the bottom of the dialog. On the right side, the "AEM" component palette is visible, showing various components like "Virtual Job Fair", "2 Columns", "3 Columns", "4 Columns", "Column Control", "Employer Chat Component", "Image", "Image Button", "Single Employer Chat Link", "Table", "Text", "Text & Image - Slightly", "Title", and "Video".

Delete Component Example:

Right click. Delete. Click.



Copy Component Example:

Right Click.

MENU

Welcome to the Grand Junction Workforce Job Fair 2015

No need to find parking or make the drive, we bring the job fair to you. Brought to you by Glenwood Springs Workforce Center

October 8th, 2014 11 am - 3:30 pm

Drag components or assets here

[Watch Tutorial](#) ▶ [Job Openings](#) ▶ [No Chat Available](#) ▶

We design every Westin hotel to bring out the best in our associates and our guests. Through intuitive care and signature services, our associates are partners in our guests' well-being ensuring they leave feeling better than when they arrived. But we can't live up to our promise for our guests if we don't live it ourselves. That's why we offer exceptional benefits, training and career development to help our associates pursue their own personal well-being.

[Check out Employment Openings](#) ▶

EMPLOYER VIDEOS

Drag components or assets here

Please report website accessibility to the Web Master, webmaster@colorado.gov. In your message, include the website address or URL and the specific problem you have.

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www.youtube.com

AEM

Virtual Job Fair

- 2 Columns
- 3 Columns
- 4 Columns
- Column Control
- Employer Chat Component
- Image
- Image Button
- Single Employer Chat Link
- Table
- Text
- Text & Image - Slightly
- Title
- Video

Copy. Click.

MENU

Welcome to the Grand Junction Workforce Job Fair 2015

No need to find parking or make the drive, we bring the job fair to you. Brought to you by Glenwood Springs Workforce Center

October 8th, 2014 11 am - 3:30 pm

Drag components or assets here

[Watch Tutorial](#) ▶ [Job Openings](#) ▶ [No Chat Available](#) ▶

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[Check out Employment Openings](#) ▶

EMPLOYER VIDEOS

Edit | Delete | New | Paste

Drag components or assets here

Copy

Resources | Training Tips | FAQ | [Connecting Colorado](#) |

10.33.31.96:4502/content/virtualJobFairSites/arapahoe/grandjunction2015/en/home.html#

Right click on the box you want the new component to be. Paste. Click.

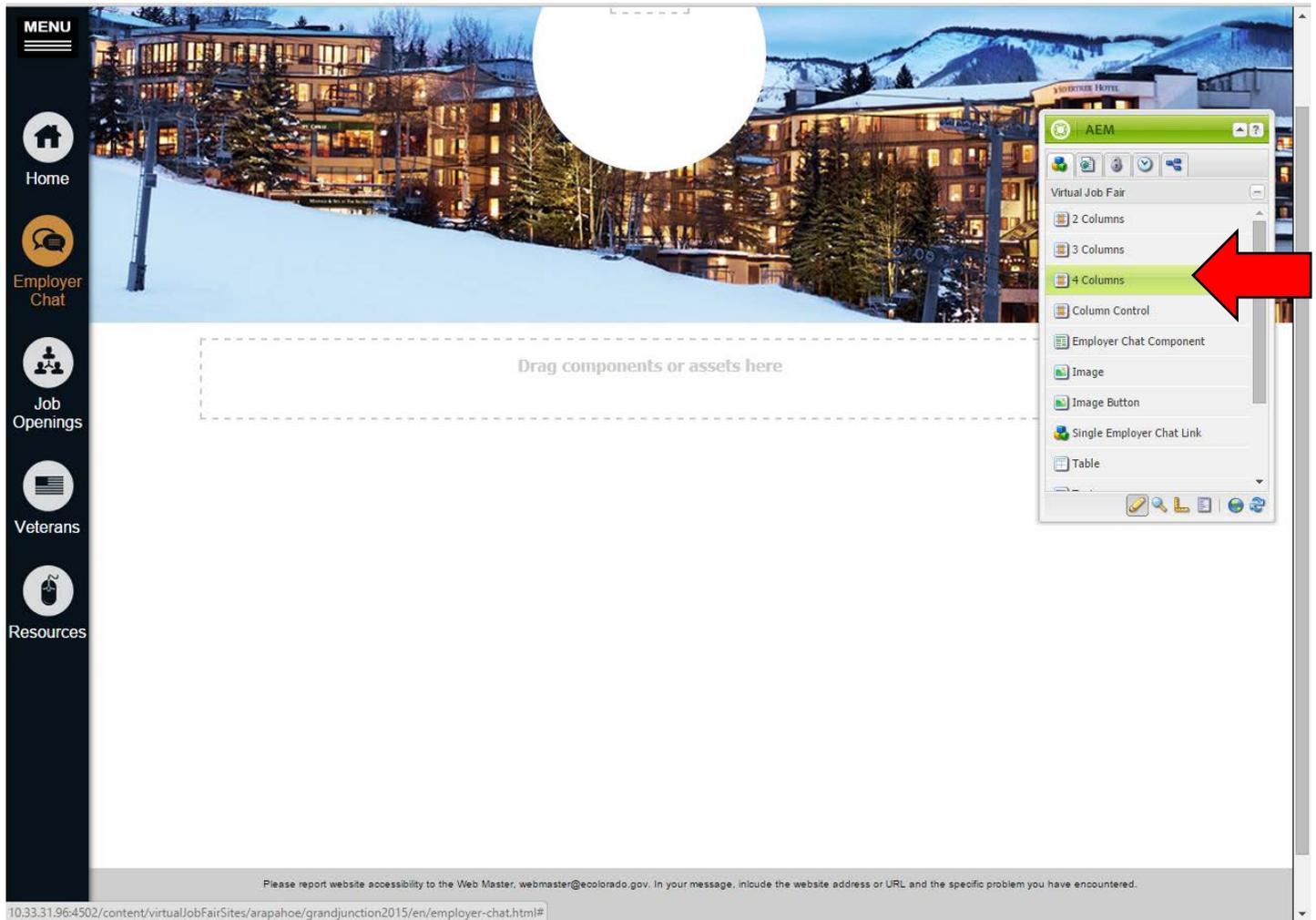
The screenshot displays the Adobe Experience Manager (AEM) website editor interface. The main content area shows a page titled "Welcome to the Grand Junction Workforce Job Fair 2015" with a sub-header "No need to find parking or make the drive, we bring the job fair to you. Brought to you by Glenwood Springs Workforce Center" and a date "October 8th, 2014 11 am - 3:30 pm". Below this is a navigation bar with buttons for "Watch Tutorial", "Job Openings", and "No Chat Available". The main text area contains a paragraph about Westin hotel services. Below the text is a button "Check out Employment Openings". The "EMPLOYER VIDEOS" section is visible, with a "Drag components or assets here" box highlighted in green. A context menu is open over this box, showing "New..." and "Paste" options. A red arrow points to the "Paste" option. On the right, the AEM component palette is open, listing various components like "Image", "Text", "Table", and "Video". The left sidebar contains navigation links for "Home", "Employer Chat", "Job Openings", "Veterans", and "Resources".

Employer Chat Section

Multiple Employer Chat Page

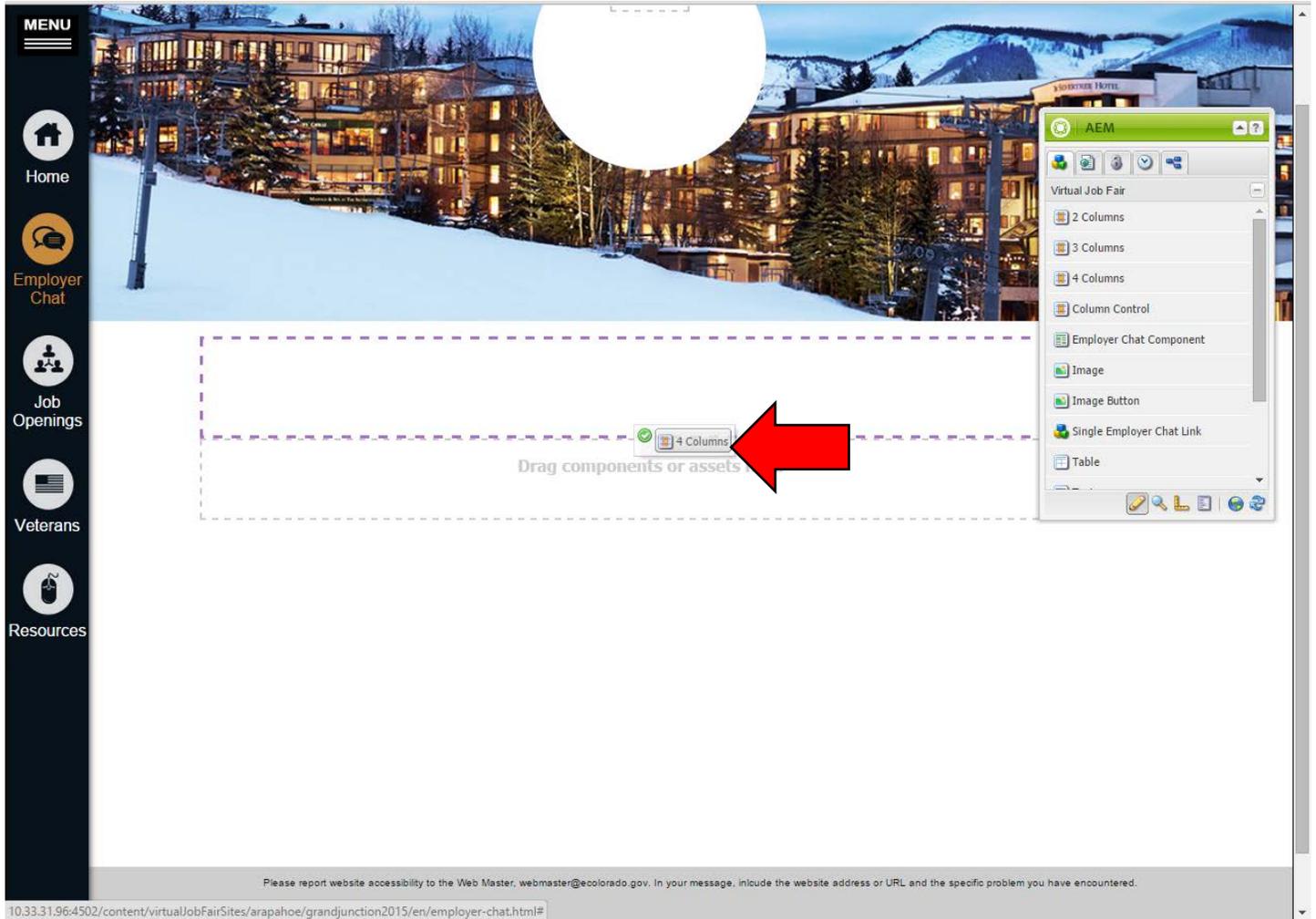
Note: this blueprint will already have some examples on it by the time you're using AEM.

Click, hold, and dragging a 4 Column Component into the dotted line box.

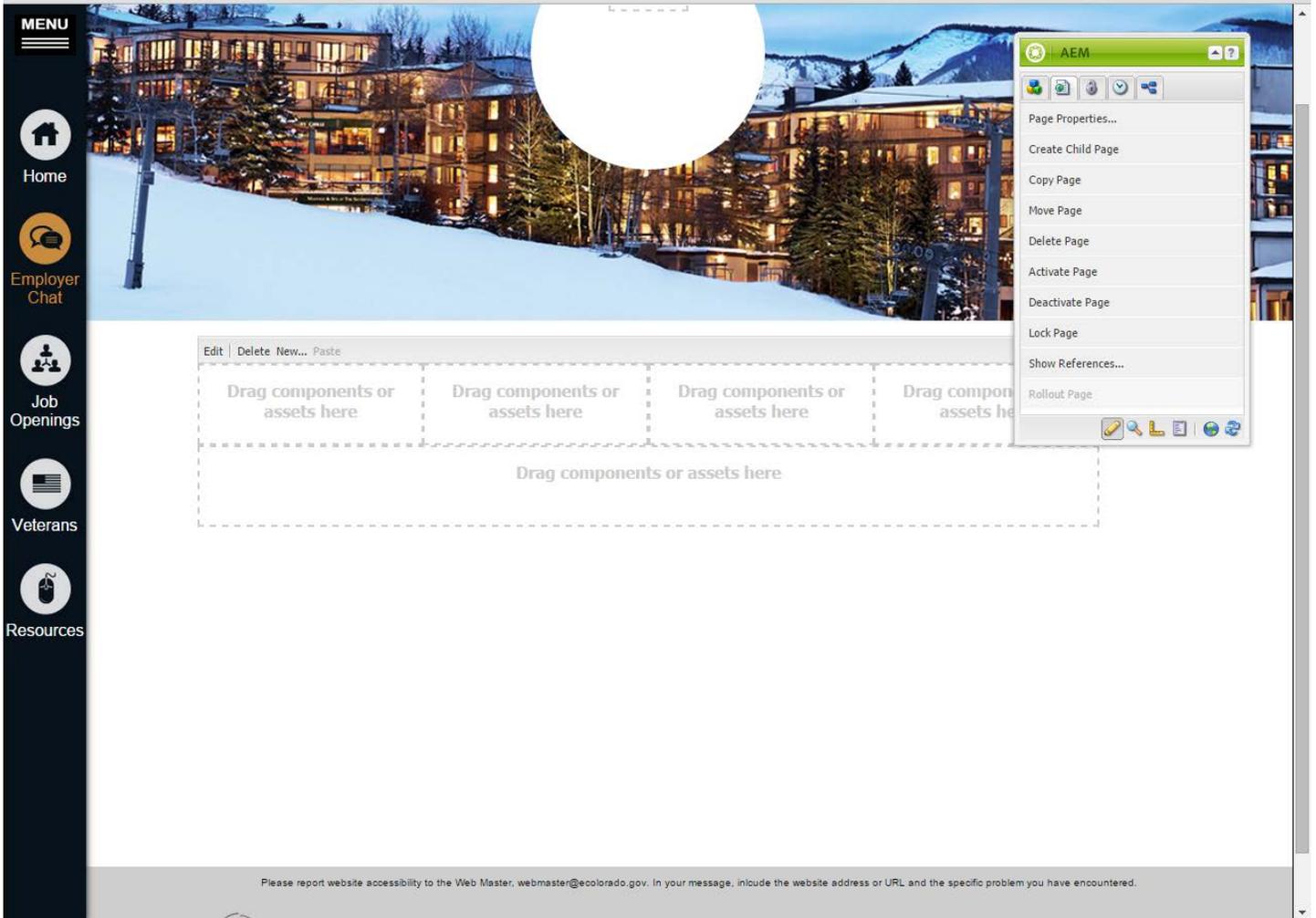


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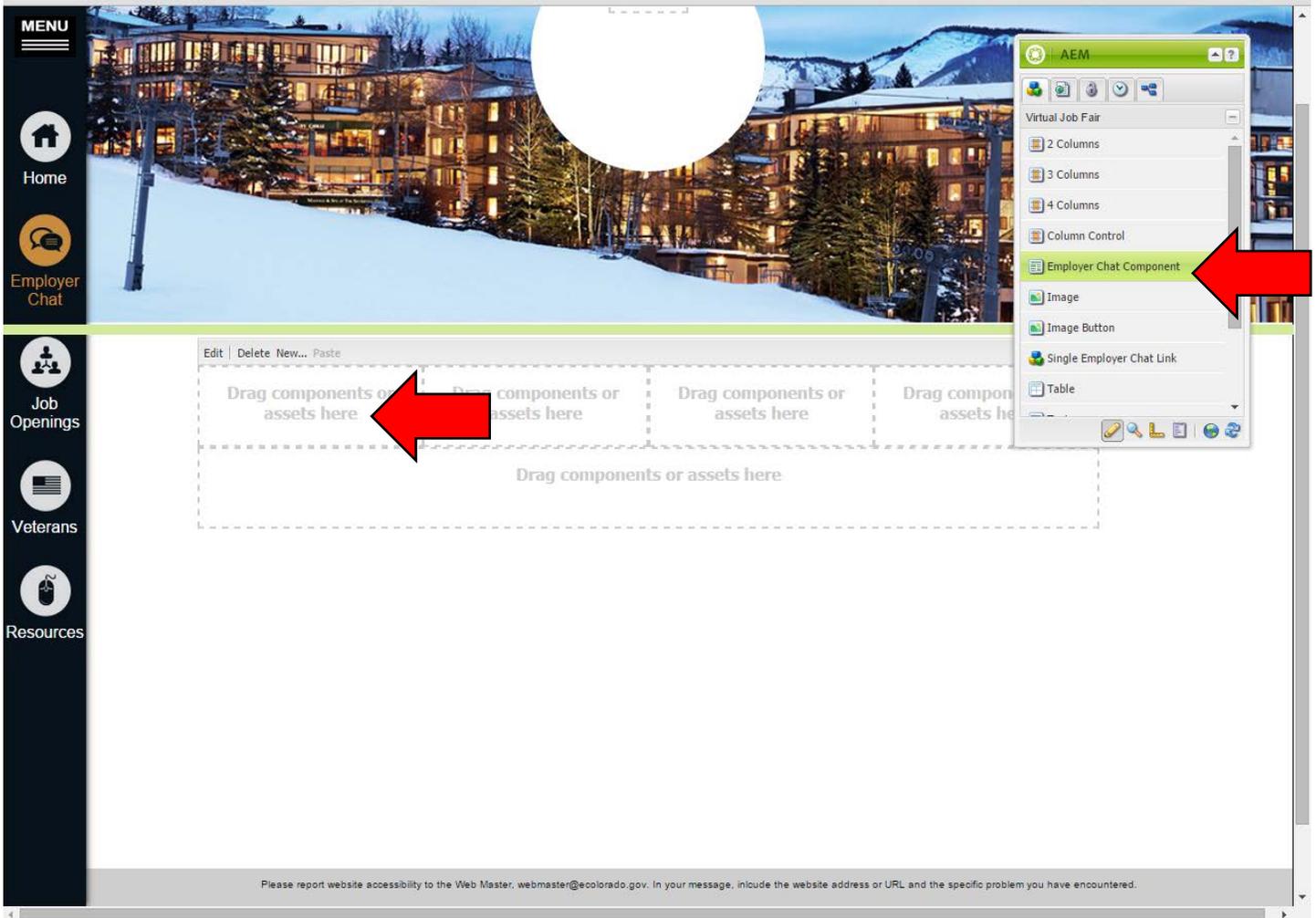
The purple dotted box means it's good to unclick the mouse button.



4 Columns.



Dragging an **Employer Chat Component** do the 1st column.



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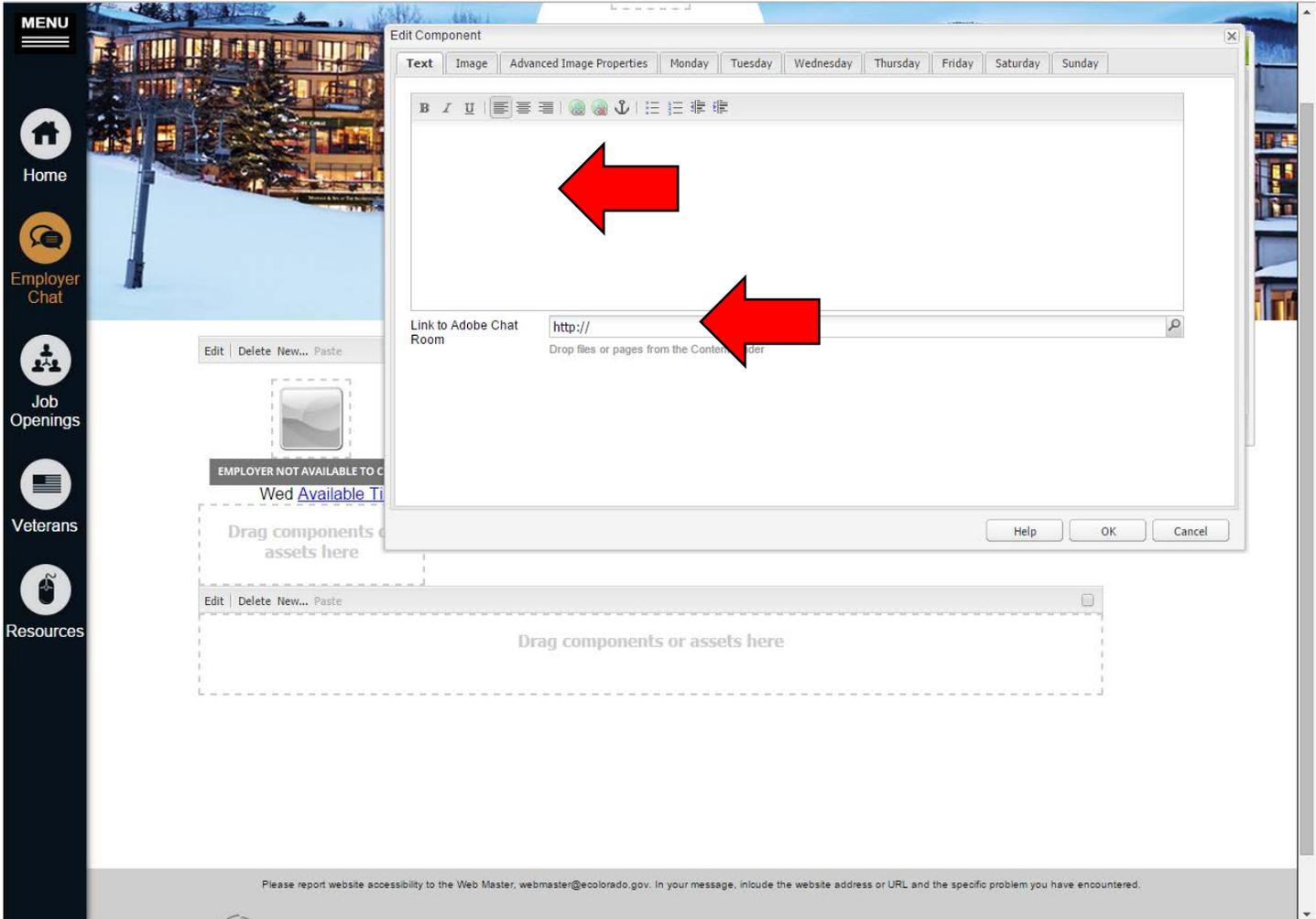
The screenshot displays the Adobe Experience Manager (AEM) content editor interface. On the left, a vertical sidebar menu contains icons and labels for 'Home', 'Employer Chat', 'Job Openings', 'Veterans', and 'Resources'. The main workspace features a background image of a snowy resort building at night. A large white circle highlights the top navigation area. In the center, a content editor window is open, showing a menu with options: 'Edit', 'Delete', 'New...', and 'Paste'. Below the menu, there are four dashed boxes, each containing the text 'Drag components or assets here'. A red arrow points from the 'Employer Chat Component' in the component palette to the first dashed box. The component palette on the right lists various components: 'Virtual Job Fair', '2 Columns', '3 Columns', '4 Columns', 'Column Control', 'Employer Chat Component', 'Image', 'Image Button', 'Single Employer Chat Link', and 'Table'. At the bottom of the page, a footer contains the text: 'Please report website accessibility to the Web Master, webmaster@ecolorado.gov. In your message, include the website address or URL and the specific problem you have encountered.'

[STEP 2: ADDING/EDITING CONTENT AEM COMPONENTS]

Hover over new component, right click. Edit. Click.

1st tab is the Employer Name then the link to their Adobe Connect Chat Session

2nd and 3rd tab should be familiar to you. It's for the Employer Logo.



[STEP 2: ADDING/EDITING CONTENT AEM COMPONENTS]

The last 7 tabs are for the employers daily chat schedule.

As you can see below it allows for 2 blocks of time during each day. To enable that day schedule, make sure the Enable Day checkbox is selected or else the chat link will not activate during that day.

The screenshot displays the AEM user interface with a sidebar menu on the left containing icons for Home, Employer Chat, Job Openings, Veterans, and Resources. The main content area shows a chat schedule editor. An 'Edit Component' dialog box is open, showing the 'Monday' tab. A red arrow points to the 'Monday' tab. The dialog includes an 'Enable Day' checkbox which is checked. Below this, there are two sections for time schedules:

- 1st Time Schedule:**
 - 1st Start Time (HH:MM): 8:00
 - 1st Start AM/PM: AM
 - 1st End Time (HH:MM): 11:30
 - 1st End AM/PM: AM
- 2nd Time Schedule:**
 - 2nd Start Time (HH:MM): 1:00
 - 2nd Start AM/PM: PM
 - 2nd End Time (HH:MM): 5:00
 - 2nd End AM/PM: PM

The dialog also features 'Help', 'OK', and 'Cancel' buttons at the bottom. The background shows a placeholder for a chat component with the text 'Drag components or assets here' and a message that says 'EMPLOYER NOT AVAILABLE TO CHAT Wed Available Time'.

Active Chat Example.

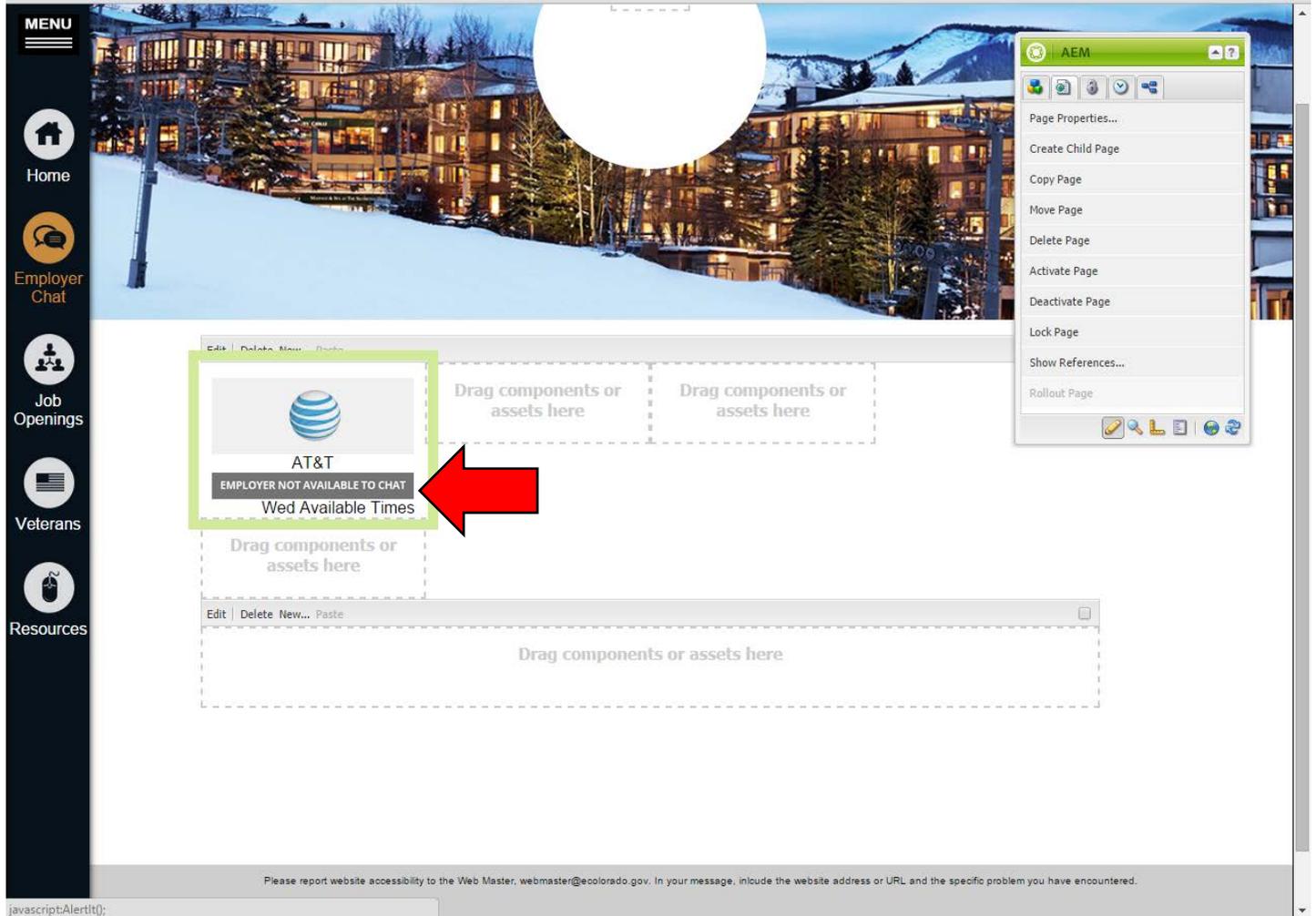
The screenshot displays the Adobe Experience Manager (AEM) editor interface. On the left is a dark sidebar menu with icons for Home, Employer Chat, Job Openings, Veterans, and Resources. The main content area features a background image of a snowy resort building. A large white circle highlights a specific area. Below this, there are three content blocks, each with a dashed border and the text "Drag components or assets here". The first block contains the AT&T logo and a "CHAT WITH THE EMPLOYER" button. A red arrow points to this block. A context menu is open on the right side of the page, listing various actions such as "Page Properties...", "Create Child Page", "Copy Page", "Move Page", "Delete Page", "Activate Page", "Deactivate Page", "Lock Page", "Show References...", and "Rollout Page". At the bottom of the page, there is a footer with accessibility information: "Please report website accessibility to the Web Master, webmaster@colorado.gov. In your message, include the website address or URL and the specific problem you have encountered."

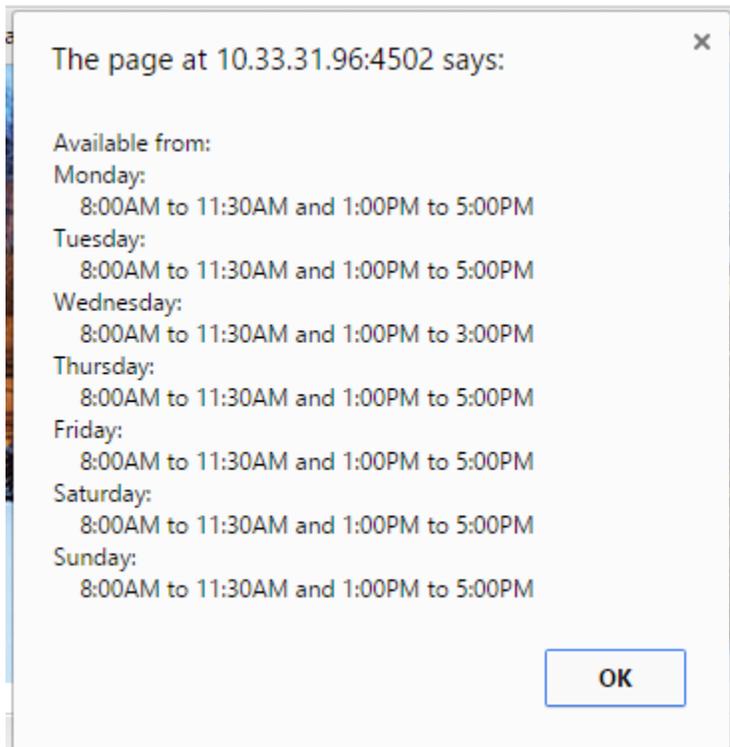
[STEP 2: ADDING/EDITING CONTENT AEM COMPONENTS]

Inactive chat example.

Note: ignore “Wed” it will not be there, it was for development/testing purposes.

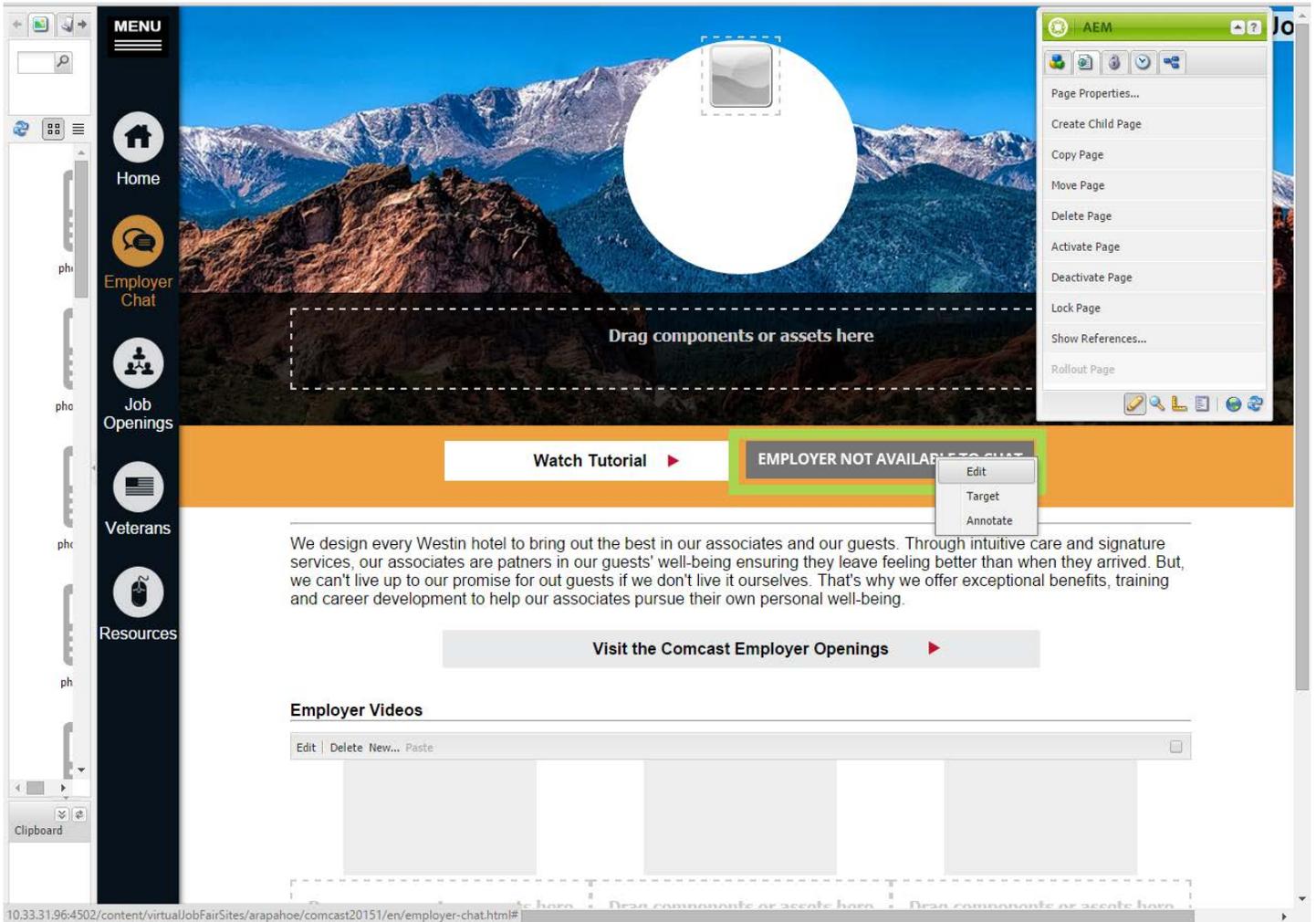
Available Time link becomes active. Show pop up of available Days and Times. See next screenshot.





Single Employer Chat Page

This chat component is similar to the one above when **editing** minus the employer logo and name option. Right click to edit.



[STEP 2: ADDING/EDITING CONTENT AEM COMPONENTS]

Provide the Adobe Chat link.

The screenshot displays the Adobe Experience Manager (AEM) interface. On the left is a vertical navigation menu with icons for Home, Employer Chat, Job Openings, Veterans, and Resources. The main content area features a header with a 'Watch Tutorial' button and a 'EMPLOYER NOT AVAILABLE TO CHAT' message. Below this is a paragraph of text: "We design every Westin hotel to bring out the best in our associates and our guests. Through intuitive care and signature services, our associates are partners in our guests' well-being ensuring they leave feeling better than when they arrived. But, we can't live up to our promise for our guests if we don't live it ourselves. That's why we offer exceptional benefits, training and career development to help our associates pursue their own personal well-being." Below the text is a button labeled "Visit the Comcast Employer Openings". Further down is an "Employer Videos" section with three video placeholders. A dashed box highlights the area where the 'Edit Component' dialog box is open. The dialog box is titled "Edit Component" and shows the "Start/End Single Employer Chat Times" component. It has a text input field containing "http://www.adobeconnect.com" and a search icon. Below the input field is the text "Drop files or pages from the Content Finder". The dialog box has "Help", "OK", and "Cancel" buttons. On the right side of the AEM interface, there is a sidebar with various options like "Page Properties...", "Create Child Page", "Copy Page", "Move Page", "Delete Page", "Activate Page", "Deactivate Page", "Lock Page", "Show References...", and "Rollout Page".

[STEP 2: ADDING/EDITING CONTENT AEM COMPONENTS]

Setup the daily schedule. Make sure Enable Day is checked for that day.

The screenshot displays the AEM (Adobe Experience Manager) interface. On the left is a vertical navigation menu with icons for Home, Employer Chat, Job Openings, Veterans, and Resources. The main content area features a top orange bar with a 'Watch Tutorial' button and a grey status bar that reads 'EMPLOYER NOT AVAILABLE TO CHAT'. Below this, there is a paragraph of text about Westin hotel services, followed by a 'Visit the Comcast Employer Openings' button. Underneath is an 'Employer Videos' section with a toolbar and three video placeholders. A dashed box highlights the 'Edit Component' dialog box, which is open to the 'Monday' tab. The dialog is titled 'Edit Component' and 'Start/End Single Employer Chat Times'. It has a tabbed interface with 'Monday', 'Tuesday', 'Wednesday', and 'Thursday'. The 'Enable Day' checkbox is checked. Under '1st Time Schedule', the '1st Start Time (HH:MM)' is 9:00, '1st Start AM/PM' is AM, '1st End Time (HH:MM)' is 11:30, and '1st End AM/PM' is AM. Under '2nd Time Schedule', the '2nd Start Time' is 1:00. The dialog has 'Help', 'OK', and 'Cancel' buttons. On the right side of the AEM interface, there is a 'Page Properties' panel with various options like 'Create Child Page', 'Copy Page', 'Move Page', 'Delete Page', 'Activate Page', 'Deactivate Page', 'Lock Page', 'Show References...', and 'Rollout Page'.

Note:

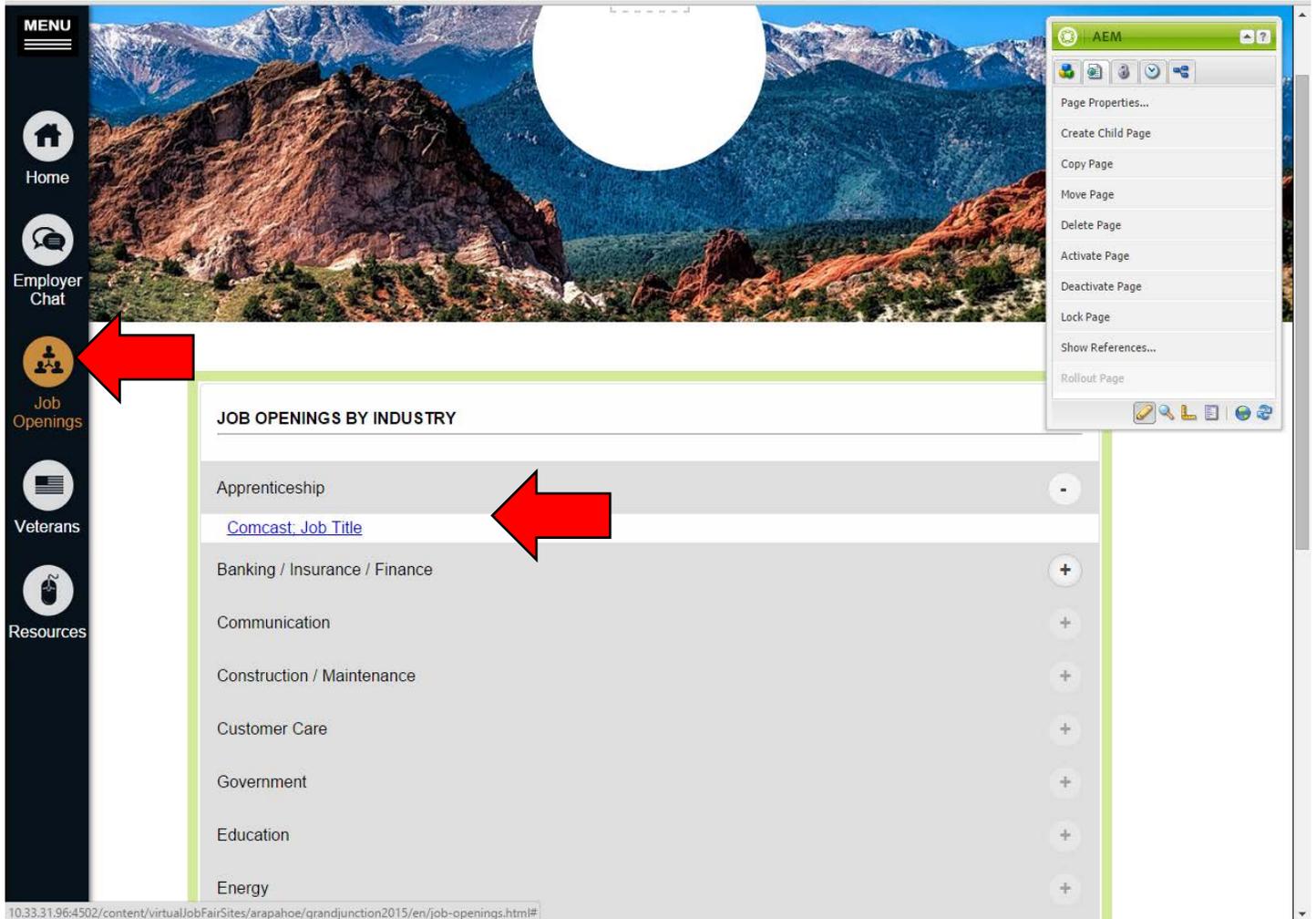
When the chat is not active, the page will display a list of days and time the employer will be available just below the orange bar, very top of the main white bodied background. This hasn't been captured yet when this document was written.

Job Openings Section

Job Openings Page

No components can be added on this page. It is made up of one custom component.

Right click. Edit. Click.



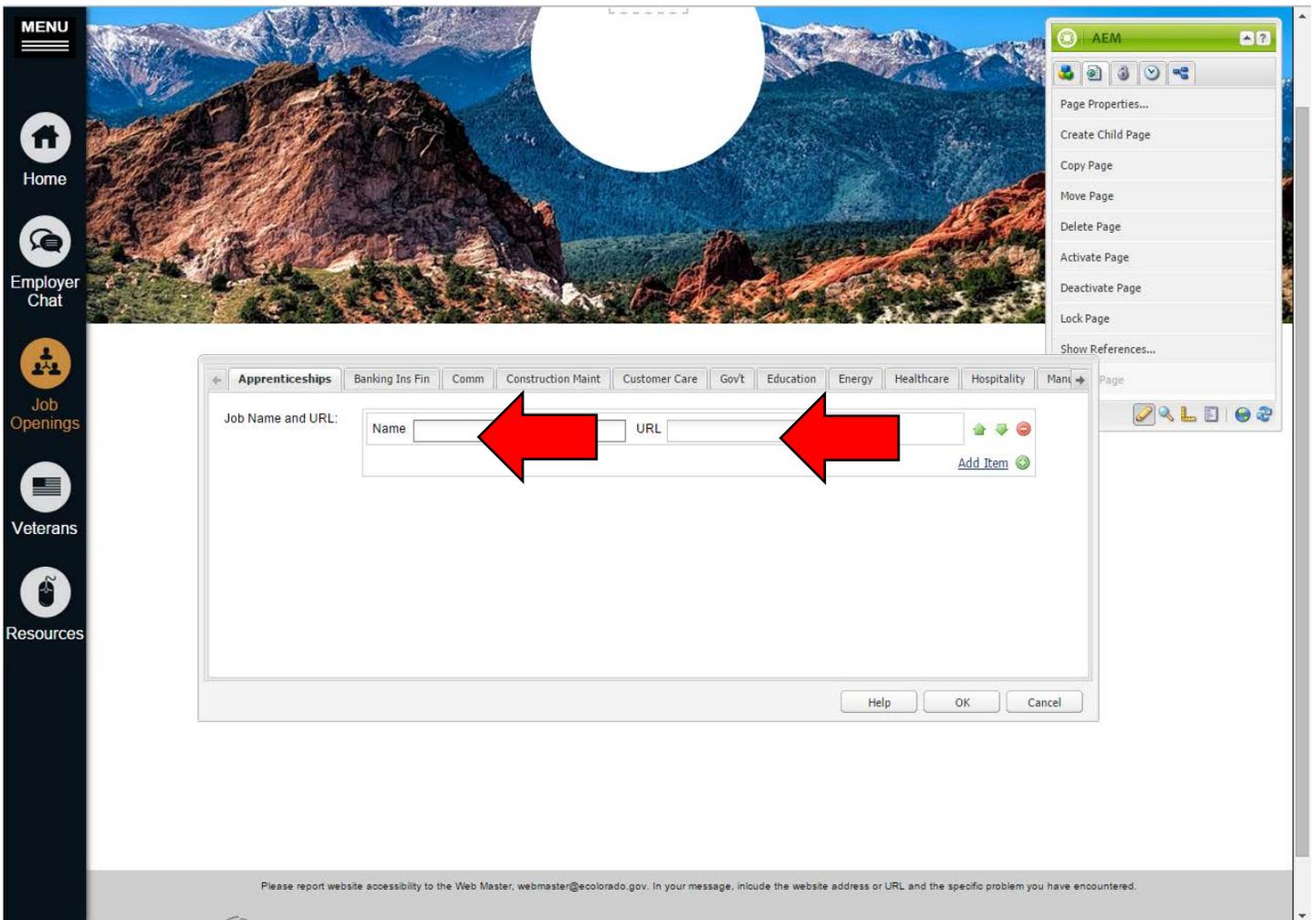
Jobs are categorized.

To add a job listing, click on Add Item.

Then fill in the Name and the URL.

Format:

EMPLOYER; JOBTITLE



Click OK when finished.

The screenshot displays the AEM user interface. On the left is a vertical navigation menu with icons for Home, Employer Chat, Job Openings, Veterans, and Resources. The main content area shows a form titled "Apprenticeships" with tabs for various categories. The "Job Name and URL:" section contains two input fields: "Name" with the text "AT&T; Job Title/Position" and "URL" with the text "http://www.att.com". Below these fields is an "Add Item" button. At the bottom of the form are "Help" and "OK" buttons, with a red arrow pointing to the "OK" button. A context menu is open on the right side of the page, listing options such as "Page Properties...", "Create Child Page", "Copy Page", "Move Page", "Delete Page", "Activate Page", "Deactivate Page", "Lock Page", and "Show References...".

Change Reflected

The screenshot shows the Adobe Experience Manager (AEM) page editor interface. On the left is a dark sidebar menu with icons for Home, Employer Chat, Job Openings, Veterans, and Resources. The main content area features a header image of a mountain range and a white circle. Below the image is a section titled "JOB OPENINGS BY INDUSTRY" containing a list of industry categories, each with a plus or minus icon on the right. A red arrow points to the link "AT&T: Job Title/Position" under the "Banking / Insurance / Finance" category. On the right side, a context menu is open, displaying options such as "Page Properties...", "Create Child Page", "Copy Page", "Move Page", "Delete Page", "Activate Page", "Deactivate Page", "Lock Page", "Show References...", and "Rollout Page".

JOB OPENINGS BY INDUSTRY	
Apprenticeship	-
AT&T: Job Title/Position	
Banking / Insurance / Finance	+
Communication	+
Construction / Maintenance	+
Customer Care	+
Government	+
Education	+
Energy	+

Repeated steps above to add another job under a different category.

The screenshot displays the Adobe Experience Manager (AEM) web editor interface. On the left is a dark vertical navigation menu with icons and labels: 'MENU', 'Home', 'Employer Chat', 'Job Openings', 'Veterans', and 'Resources'. The main content area features a large background image of a mountain range with a white circular placeholder. Below the image is a table titled 'JOB OPENINGS BY INDUSTRY'. The table has two columns: industry names and expand/collapse controls. The 'Banking / Insurance / Finance' row is expanded, showing a job listing for 'Bank of America, Banker'. A context menu is open over the table, listing actions such as 'Page Properties...', 'Create Child Page', 'Copy Page', 'Move Page', 'Delete Page', 'Activate Page', 'Deactivate Page', 'Lock Page', 'Show References...', and 'Rollout Page'. The table data is as follows:

Industry	Expand/Collapse
Apprenticeship	-
AT&T, Job Title/Position	
Banking / Insurance / Finance	-
Bank of America, Banker	
Communication	+
Construction / Maintenance	+
Customer Care	+
Government	+
Education	+
Energy	+

Veterans Section

Veterans Pages:

Any veteran's resources from your workforce center or employer go here.

Simple text and image components make up this page.

MENU

- Home
- Employer Chat
- Job Openings
- Veterans**
- Resources

Veterans

Veterans are our priority.

We assist veterans, transitioning service members, and spouses with the resources and services to meet labor-market demands through employment and training opportunities. We ensure early priority on all job listings, job fair and events, and other services for veterans.

Resources:

- [U.S. Department of Veterans Affairs](#)
- [Connecting Colorado](#)
- [U.S. Department of Veterans Affairs](#)

Virtual Job Fair

AEM

- Page Properties...
- Create Child Page
- Copy Page
- Move Page
- Delete Page
- Activate Page
- Deactivate Page
- Lock Page
- Show References...
- Rollout Page

Resources Section

Resource Page:

Blank slate for all your workforce center and employer(s) resources to be listed.

