



APPENDIX **A**

Modifying Default Layouts and Creating a Custom Template

As community owner or system administrator, you can change the default layout of several pages of Cisco WebEx Social for your users. You can also create custom templates.


This appendix contains the following topics:

- [Creating a Custom Community Template, page A-1](#)
- [Creating a Custom Home Page Template, page A-2](#)
- [Creating a Custom Profile Page Template, page A-3](#)

Creating a Custom Community Template

To change the default layout of a template for a community (open, restricted, or hidden), follow these steps:

Procedure

- Step 1** Create a new community of the type you want to modify (open, restricted or hidden). For instructions, see the [“Adding a Community” section on page 2-11](#).
- Step 2** Add or remove applications in the community as desired.
- Step 3** From a community Home page, click the Change Layout icon .
- Step 4** Click **Advanced page management**.
- Step 5** Select the **Pages** tab from the list of tabs near the top of the screen.
- Step 6** Select the **Pages** tab under the text “Edit Pages for Community: *community_name*.”
- Step 7** Click the **Export/Import** tab.
- Step 8** In the provided space, enter the name of the LAR file as follows depending on the community type:
 - Community_template_open.lar (for open communities)
 - Community_template_restricted.lar (for restricted communities)
 - Community_template_private.lar (for hidden communities):
- Step 9** Select checkboxes for the items you want to export.

These items will be exported from the layout of the Community that you chose to the LAR file that you entered.

Step 10 Click the **Export** button at the bottom of the page.

The new LAR file is created.

Step 11 If you are prompted to save the LAR file, save the file in the location of your choice.


Creating a Custom Home Page Template

To create a custom template to be used for the Home page of users, follow these steps:

Procedure

Step 1 Go to the Home page of an administrator.

Step 2 Add or remove applications in the Home page as desired.

Step 3 Click the Change Layout icon .

Step 4 Click **Advanced page management**.

Step 5 Click the **Export/Import** tab.

Step 6 In the provided space, enter the name of the LAR file as follows:

MyView_default_layout.lar


Step 7 Select checkboxes for the items you want to export.

These items will be exported from the layout of the Home that you chose to the LAR file.


Step 8 Click the **Export** button at the bottom of the page.


The new LAR file is created.

Step 9 If you are prompted to save the LAR file, save the file in the location of your choice.

Step 10 Click the down-arrow  to the right of your name in the Global Navigation bar and select **Account Settings** from the drop-down menu.

Step 11 Take either of these actions:

- To import the Home page settings for a specific user:
 1. Click the right-arrow  next to **Portal**.
 2. Click **Users** in the Portal drawer.
 3. In the Users window, select the desired user.
 4. From the Actions drop-down menu next to the user, select **Manage Pages**.
 5. Select the **Home Pages** tab.
 6. Select the **Export/Import** tab.
 7. Select the **Import** tab.
 8. In the **Import a LAR file to overwrite the selected data** field, click **Browse** and navigate to and select MyView_default_layout.lar file.
 9. Check the boxes for the options that you want to import.


10. Click the **Import** button.
- To import the Home page settings for all users:
 1. Click the right-arrow  next to **My Settings**.
 2. Click **Manage Pages** in the My Settings drawer.
 3. Select the **Home Pages** tab.
 4. Select the **Export/Import** tab.
 5. Select the **Import** tab.
 6. In the **Import a LAR file to overwrite the selected data** field, click **Browse** and navigate to and select MyView_default_layout.lar file.
 7. Check the boxes for the options that you want to import.
 8. Click the **Import All (Users)** button.

It can take some time for all information to be imported, depending on the number of users. Do not close your browser until you see a message that indicates that the process has completed.



Creating a Custom Profile Page Template

To create a custom template to be used for the Profile page of users, follow these steps:

Procedure

- Step 1** Go to the Profile page of an administrator.
- Step 2** Add or remove applications in the Featured Content tab as desired.
- Step 3** Click the right-arrow  next to **My Settings**.
- Step 4** Click **Manage Pages** in the My Settings drawer.
- Step 5** Select the **Profile Pages** tab.
- Step 6** Select the **Pages** tab.
- Step 7** Click the **Export/Import** tab.
- Step 8** Click the **Export** tab.
- Step 9** In the provided space, enter the name of the LAR file as follows:
MyProfile_default_layout.lar
- Step 10** Select checkboxes for the items you want to export.
These items will be exported from the layout of the Home that you chose to the LAR file.
- Step 11** Click the **Export** button at the bottom of the page.
The new LAR file is created.
- Step 12** If you are prompted to save the LAR file, save the file in the location of your choice.

Step 13 Take either of these actions:

- To import the Profile page settings for a specific user:
 1. Click the right-arrow  next to **Portal**.
 2. Click **Users** in the Portal drawer.
 3. In the Users window, select the desired user.
 4. From the Actions drop-down menu next to the user, select **Manage Pages**.
 5. Select the **Profile Pages** tab.
 6. Select the **Export/Import** tab.
 7. Select the **Import** tab.
 8. In the **Import a LAR file to overwrite the selected data** field, click **Browse** and navigate to and select MyProfile_default_layout.lar file.
 9. Check the boxes for the options that you want to import.
Make sure the **Permissions** box is not checked.
 10. Click the **Import** button.
 - To import the Profile page settings for all users:
 1. Click the right-arrow  next to **My Settings**.
 2. Click **Manage Pages** in the My Settings drawer.
 3. Select the **Profile Pages** tab.
 4. Select the **Export/Import** tab.
 5. Select the **Import** tab.
 6. In the **Import a LAR file to overwrite the selected data** field, click **Browse** and navigate to and select MyProfile_default_layout.lar file.
 7. Check the boxes for the options that you want to import.
Make sure the **Permissions** box is not checked.
 8. Click the **Import All (Users)** button.
It can take some time for all information to be imported, depending on the number of users. Do not close your browser until you see a message that indicates that the process has completed.
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