Squiz DXP training exercises

You'll complete these exercises in your dedicated training sandpit.

To find your training sandpit, access the Welcome to DXP training page, select the date of the webinar you attended and you'll then see a sandpit with your name on it.

You'll also need the following resources:

- Summer internships marked-up changes
- Exclamation abolition group—text for new page
- Home page marked-up changes

You might find it easier to print these exercises and the resources you'll need as you work through.

In DXP, you'll also find folders containing images, documents and common pages that you'll need for the exercises.

Exercise A: edit the Summer internships page

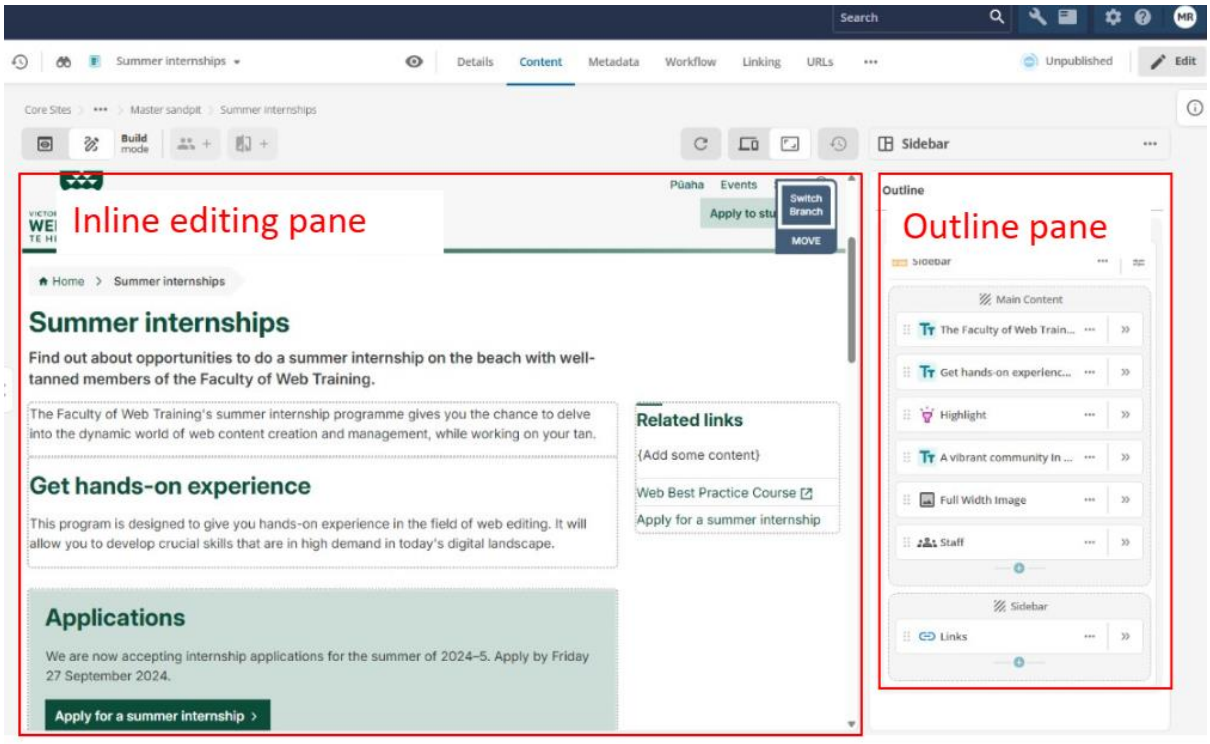
In this exercise, you'll make changes to an existing webpage in your sandpit called 'Summer internships exercise'. You'll find the changes you need to make in a marked-up PDF called 'Summer internships marked-up changes'.

1. What you need to do: getting started

1. Look at the marked-up PDF called 'Summer internships marked-up changes'.
2. Look for the page in your sandpit called 'Summer internships' and compare it to the marked-up copy.
3. Change the page URL to enter admin mode by adding '/_admin' to the end of it.
4. Start from the content screen.
5. Put the page asset into safe edit mode and get the editing locks as you usually would.

2. What you need to do: edit a text block

There are two ways you can edit a page in DXP. One is in the inline editing pane and the other is in the right-hand outline pane. You can edit content using either of these methods. We're going to practice both in this exercise.



On the marked-up PDF, look at the text that needs to be changed in the first sentence "The Faculty of Web Training's summer internship programme…".

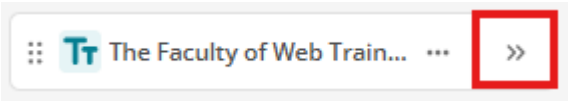
In the editing pane

1. Directly select the text in the editing pane and make the changes.
2. Make sure you save the page.
3. Preview the internships page using the preview screen to see the differences.

In the right-hand outline pane

You can also use the right-hand outline pane to edit content.

1. In the outline pane, select the relevant text block. You'll see a blue outline in the editing pane, confirming this is the area that you're about to edit.
2. In the outline pane, select the 2 arrows (>>) to enter editing mode for the text block.



3. Beside the text content, select Quick edit and make the changes to the text.
4. Save and preview.

3. What you need to do: add a text and image component

Next, on the marked-up PDF, you're asked to add a new paragraph of text and an image, titled "Programme highlights". To do this, you're going to add the Text and image component.

To add the new component to the page:

1. Select the blue '+' button under the text block "Get hands-on experience".
2. Select Component.
3. Look for the Text and image component from the list and select it.
4. Add the heading and text from the marked-up sheet. You can do this either in the editing pane or outline pane.

4. What you need to do: add the image

Next, you need to add the image.

We've already uploaded the image you're going to add. It's called 'Students at oriental', which you'll find in the Images folder in the DXP training site. Have a look in the asset tree to find the image and take note of the asset number.

Then, to add the image to the component:

1. From the editing pane, select Change image (you might need to click into the heading for it to appear) or from the outline pane, select Choose image.
2. In the pop-up, you can either:
    a. Add the asset number of the 'Students at oriental' image to the search bar.
    b. Add the image title to the search bar (and double check in the results that you select the correct asset number).
    c. Select from one of your recently accessed assets.
    d. Select Browse to navigate to the image in the asset tree.
3. If you use the Browse option, select the DXP training site, the Welcome to DXP training page, then the Images folder.
4. When you've found the image, click Select.

5. Save and preview.

5. What you need to do: add a hyperlink to another University webpage

In the new text and image component that you've just added, you might notice some text that should be hyperlinked to another web page.

You're going to add a link to an internal page that already exists, called 'Web best practice', which you'll find in the Common pages folder. Have a look in the asset tree to find the page and take note of the asset number.

To add the link:

1. In your new text and image component, highlight just the text that says "web best practice" (this will be the link text).
2. Select the chain link icon in the Selection pane that appears immediately below your selection.
3. Ensure From source is selected and select Choose asset.
4. Look for the 'Web best practice' page asset, either by using the asset ID, searching for the title, or browsing in the asset tree and select it. If you use the Browse option, select the DXP training site, then the Welcome to DXP training page, then the Common pages folder.
5. Select Insert Link to finish.
6. Select anywhere else to make the link pop-up go away.
7. Save and preview.
8. Test the link you just added to make sure it goes to the right place.

6. What you need to do: edit the highlight box

Next, you need to make changes to the highlight box. You can use the editing pane or the outline pane to make edits. Use whichever way you prefer, or try both for practice!

1. On the marked-up PDF, look at the changes you need to make to the highlight box.
2. Make the changes to the heading and content fields.
3. Save and preview.

The highlight component has 3 styles you can use in different scenarios:

- Standard
- Strong
- Notification

You'll see Primary and Promo are also on the list, but please do not use them. They're the old names for Standard and Strong, and Squiz will be removing them soon.

Feel free to switch between each of the 3 approved styles and notice the changes:

1. In the editing pane, hover over the highlight component and select the dropdown Quick options menu, allowing you to change the style.
2. In the outline pane, select the 2 arrows (>>) next to the highlight component to enter editing mode and switch between styles using the dropdown.

Read more about when to use each style of the Highlight component on the intranet.

7. What you need to do: move the highlight box

Again, you can move components either in the editing pane or the outline pane.

In the editing pane

1. Hover over the highlight component in the inline editor and select the 3 dots.
2. Select Move. The highlight component will have a pulsing blue outline.
3. Hover below the first text block on the page, and a blue pulsing '+' button will appear.
4. Select the '+' and select Move here.
5. Save and preview.

In the outline pane

1. In the outline pane, select the 6 dots to drag and drop the highlight component between the first and second text block.

2. Save and preview.

8. What you need to do: edit another text block

On the marked-up PDF, look at the text that needs to be changed under the heading "A vibrant community". You can use the editing pane or the outline pane to make edits. Use whichever way you prefer, or try both for practice!

1. Make the changes to the text.
2. Save and preview.

9. What you need to do: update the contact to Dr Lifeng Peng

You need to update the contact in the Staff component from Rachael to Lifeng. You will need to do this in the outline pane.

Please note, these are test email accounts used only to demonstrate this exercise. Squiz will be setting up the link to our full staff directory soon. Make sure you enter the correct test email address, otherwise the details won't pull through correctly.

1. Find the staff component where Rachael's email address is shown.
2. Replace her email address with Lifeng's (lifeng.peng@vuwtest.ac.nz).
3. Save the page, and preview it to see the change. Remember that if you get the email address wrong, Lifeng's details won't show properly.
4. Save and preview the page.

10. What you need to do: add contact details for an external member of staff

On the marked-up sheet, you're asked to add an external stakeholder's details below Lifeng's.

Adding a staff email address like in the previous exercise works for all internal members of staff. If you need to provide contact details for an external colleague or stakeholder, you will need to manually add their details to a separate staff component. This is because each staff component can either use an email address or manually entered details, not both.

To add a new component underneath the existing staff component:

1. Select the blue '+' button.
2. Select Component.
3. Look for the Staff component from the list and select it.
4. You cannot add new contact details in the editing pane, so you'll need to use the outline pane (because there are now 2 staff components, make sure you're editing the correct one).
5. Then:
    a. add the first sentence from the marked-up PDF to the Content field.
    b. select Manual from the Data source dropdown.

    c. add the name, job title, contact number, and email address from the marked-up PDF.
6. Save and preview. You'll notice you are not asked to add anything to the Title field, so notice what happens to the optional heading when you preview.

11. What you need to do: add a related downloads list

Finally, you're going to add a link to a downloadable PDF in the main content zone.

The PDF you're going to add is called 'Summer internships terms and conditions', and we've uploaded it for you to the Documents folder. Have a look in the asset tree to find the PDF and take note of the asset number.

1. In the main content zone, add a new Links component to the bottom of your page. The Links component allows you to add both a list of links or downloads.
2. Change the link type to Downloads. You can do this either in the editing pane using the dropdown Quick options, or in the outline pane using the dropdown Link Type.
3. Add the heading "Related downloads".
4. Add the download. You can do this either in the editing page using the Change resource icon, or in the editing pane under the Downloads heading.
5. Look for the 'Summer internships terms and conditions' PDF asset, either by using the asset ID, document title, or browsing in the asset tree and select it. If you use the Browse option, select the DXP training site, then the Welcome to DXP training page, then the Documents folder.
6. Save and preview.

12. What you need to do: move the related downloads list

You can move a Links component between the main content zone and the sidebar zone. The only way you can do this is via the outline pane.

You're going to move the related downloads list to the sidebar zone.

1. In the outline pane, find the Links component you just created (hint, there are 2, so it'll be the one at the bottom of the list).

2. Select the 3 dots.
3. Select Move. The Links component will have a pulsing blue outline
4. Within the sidebar zone in the outline pane, select the pulsing blue '+' button under the current Links component.
5. Select Move here.
6. Save and preview.
7. Your related downloads list will now appear in the sidebar.

13. What you can do: familiarise yourself with the 'Related links' component

Familiarise yourself with the first Links component already in the sidebar zone, called 'Related links'. You'll see that you can add link assets and external URLs. You can also try moving it to the main content zone too.

There are also 3 different styles to choose from:

- List
- Columns
- Highlight

Feel free to switch between each style and notice the changes:

1. In the editing pane, select the dropdown menu. This shows the Quick options, allowing you to change the style.
2. In the outline pane, select the 2 arrows (>>) to enter editing mode for the Links component and switch between styles using the dropdown.

Read more about when to use each style of the Links component on the intranet.

Exercise B: make a page for a research group

In this exercise, you'll make a new page in your sandpit called 'Exclamation abolition group'. You'll find the changes you need to make in a Word document called 'Exclamation abolition group—text for new page'.

1. What you need to do: getting started

1. Look at the word document called 'Exclamation abolition group—text for new page'.
2. Familiarise yourself with what the content and what you'll need to create.

2. What you need to do: add a new content page asset

You'll create the new page in your sandpit folder under the page with your name in the title (called 'Sandpit (your name)').

1. Create a new Content page asset. Make sure it's a Content page and not a Standard page.

2. Choose Menu link and name the page "Mission for the Abolition of Exclamation marks and Other Excessive Punctuation".
3. Select Edit from the Asset created successfully window.

3. What you need to do: apply a template to your new page

New content pages you create in DXP have no content template by default.

Before you add any content to your new page, you need to add the Sidebar page template. We're not going to add any content to the sidebar in this exercise, but adding the Sidebar template means you can add content to the sidebar much more easily in future.

To add a template:

1. Switch to the content screen of your new page.
2. Above the outline pane, you will see the words 'No content template'. Select the '+' button, Apply template.
3. Look for the Sidebar template and apply it.
4. In the outline pane, you will see a main content zone and sidebar zone. We're going to leave the sidebar zone blank. This means your page will be the width of a classic child page.
5. Save.

4. What you need to do: add the text to your new page

1. Add a Text block to the main content zone by selecting the blue '+' button and selecting Text.
2. Copy the text from the Word document and paste as plain text.
3. Format and update the headings, text, and bullet list so that they look like the Word document.

4. Save and preview.

5. What you need to do: add a summary (metadata description)

1. Go to the metadata screen, find the description field and add the summary.
2. Save and preview.

6. What you need to do: add a Contact Us component

1. Go back to the content screen and add a component to the main content zone, after the text block.
2. Look for the Contact Us component and select it.
3. Add “Contact us” as the title and ignore the heading field.
4. Add the sentence starting “If you’d like to…” from the Word document to the content field. You’ll add the addresses in a separate field.
5. In the outline pane, select the 2 arrows (>>) next to the Contact Us component to enter editing mode and find the Email Addresses field.
6. Select the blue ’+Add’ button and add the email “no-exclamation-marks@vuw.ac.nz” to the Email Address field. You can leave the Display text field blank since we want to display the email address.
7. Next, select the blue ‘+Add’ button next to Addresses.
8. Add “Exclamation Abolition group” as the address title.
9. Add the Exclamation Abolition group address from the Word document to the Address field.
10. Save and preview.

7. What you need to do: add the image

Next, you need to add the image to the page.

We’ve already uploaded the image you’re going to add. It’s called ‘Exclamation marks’, which you’ll find in the Images folder. Have a look in the asset tree to find the image and take note of the asset number.

1. Go back to the content screen and add a component to the main content zone after the Contact Us component.
2. Look for the Full Width Image component and select it.

3. To add the image, look for the ‘Exclamation marks’ image asset, either by using the asset ID, image title, or browsing in the asset tree and select it. If you use the Browse option, select the DXP training site, then the DXP training page, then the Images folder.
4. Add the image caption from the Word document.
5. Save and preview.
6. Go to the details screen.
7. Add the same image asset as the thumbnail image of your new Exclamation Abolition Mission group’s page.
8. Save.

Exercise C: update a home page

In this exercise, you’ll make changes to the home page in your sandpit called ‘Home page exercise’. You’ll find the changes you need to make in a marked-up PDF called ‘Home page marked-up changes’.

1. What you need to do: getting started

1. Look at the marked-up PDF called ‘Home page marked-up changes’.
2. Preview the page in your sandpit called ‘Home page exercise’ and compare it to the marked-up copy.
3. Start from the content screen.
4. Put the page asset into safe edit mode and get the editing locks as you usually would.

2. What you need to do: update the intro text

1. Use the marked-up PDF to update the Intro Box component in the content zone.
2. Save and preview.

You’ll see there’s a highlight component in the Sidebar of the Intro layout. Feel free to play around and replace it with another component to see what it looks like. Components you can replace it with include Cards (with an image), Highlight, Image quote, Intro Box, Video Card and Video Embed.

Read more about the Intro layout on the intranet.

3. What you need to do: remove the WWW 2025 lecture promo

1. Find the Content Embed component that contains the '2025 Weird Wide Web Lecture' promo and select the 2 arrows (>>) to enter editing mode.
2. Select the 'x' button to remove the Annual Weird Web lecture promo content asset from the component—don't delete the Content Embed component entirely as you're going to create and add a new promo!
3. Save and preview.

4. What you need to do: create a new promo for summer internships

You're going to create a new promo asset to embed on your home page.

You'll create the new asset in your sandpit folder, under the page 'Home page exercise'.

1. Create a new Content page asset under 'Home page exercise'.
2. Choose Hidden link and name the page "Summer internships promo".
3. Select Edit from the Asset created successfully window.
4. Go to the content screen of your newly created Summer Internships promo asset.
5. Add a Promo component.
6. Save.

5. What you need to do: add content to the new promo

You can edit the promo in either the editing pane or the outline pane, whichever suits you best. However, you'll need to add the image via the outline pane.

1. Use the marked-up PDF to add the:
    a. Heading
    b. Content text.
    c. Button destination (find the page 'Summer internships exercise').
    d. Button text.
2. To add the new image, look for the 'Oriental-parade-beach' image asset in the Images folder, either by using the asset ID, image title or browsing in the asset tree and select it. If you use the 'Browse' option, select the DXP

training site, then the Welcome to DXP training page, then the Images folder.
3. Save and preview.

6. What you need to do: add the new promo to your home page

1. Go back to the content screen for your site's home page.
2. Find the currently empty Content Embed component.
3. In the outline pane, select the 2 arrows (>>) next to the embed component to enter editing mode.
4. To add the new promo, look for your new 'Summer internship promo' page asset either by using the asset ID or browsing in the asset tree and select it.
5. Save and preview.

7. What you need to do: add cards to your home page

Finally, you're going to add the 2 cards shown at the bottom of your marked-up PDF. You can use the Cards component for this. Remember from the presentation, there are many uses for the Cards component!

1. Start on the content screen of your site's home page and add a component after the Welcome to the Faculty promo component.
2. Look for the Cards component and select it.

You'll see that your 'Summer internships promo' appears. This is because the Cards component is automatically set to display any child pages of the page you're creating it on.

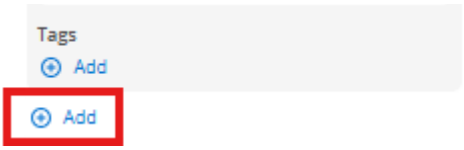
We want to adjust the Cards component so that we can manually add content, images and links of our choosing.

1. In the outline pane, select the 2 arrows (>>) next to the Cards component to enter editing mode.
2. Change the Data source from 'Children of' to 'Manual input'.

8. What you need to do: add images and links to your cards

You're now going to add the images and links to your cards. You can do this in the editing pane, but it might be easier to use the outline pane on the right-hand side.

1. In the right-hand outline pane, scroll down until you see the Cards component.
3. In the Cards-1 field, add the title and description from the marked-up PDF.
4. To add the new image, look for the 'exclamation-marks' image asset in the Images folder, either by using the asset ID, image title, or browsing in the asset tree and select it. If you use the Browse option, select the DXP training site, then the Welcome to DXP training page, then the Images folder.
5. For the link, select the Exclamation abolition group page in your sandpit that you created as part of Exercise B.
6. Leave the link text empty. It will look like the link text has the same name as the asset you just linked, but you can ignore this.
7. Now you need to add another card. You'll notice there are two '+Add' buttons. Select the blue '+' button below the blue 'Tags+' button.

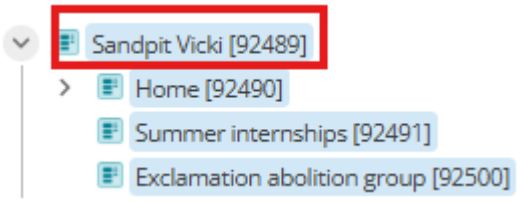


8. In the Cards-2 field, add the title and description from the marked-up PDF.
9. To add the new image, look for the 'uni-icons-graphic' image asset in the Images folder, either by using the asset ID, image title, or browsing in the asset tree and select it. If you use the 'Browse' option, select the DXP training site, then the Welcome to DXP training page, then the Images folder.
10. For the link, change the link type from 'Matrix asset' to 'Custom URL'
11. Add the URL "https://intranet.wgtn.ac.nz/web-guide"
12. Scroll down and change the configuration for the card columns to 2.
13. Save and preview.

Exercise D: review your sandpit landing page cards

In this exercise, we want you to see how a Cards component looks when it automatically pulls through the details of the child pages.

We've already set up your sandpit landing page (the one with your name in the title) so that it uses a Cards component to list its child pages. You'll have noticed when you started the exercises, that there were only 2 cards displaying.



1. What you need to do: look at the cards on the landing page

1. Navigate to the content screen for your site's landing page.
2. Preview the page.
3. When before you saw two cards, you should now see three because of the new page you created. You should see Home with an image, Summer internships with a description and image, and Exclamation abolition group with a description and image.

Well done, you've completed the exercises!

If you have any questions or need any help with the exercises, register for one of the hands-on training sessions.