

Feature content card component

Summary

Use the feature content card component to highlight short, related stories or resources on a page. Each card includes a title, brief description, image or video, and an optional call-to-action (CTA) link. This component helps customers quickly scan and navigate to important content.

When to use this component

- Highlight key services, programs, or announcements
- Link to internal pages or knowledge base articles
- Display multiple stories evenly across a page layout
- Provide a visual entry point to important content

Component content fields

Each feature content card includes:

1. **Title** – Short, clear heading for the card
2. **Description** – Brief summary using plain text only
3. **Image or video** – Visual representation of the content
4. **Call to action (CTA) link** – Optional link to related content
 - Internal page
 - External website
 - Media file

Variations:

- **3x3x3x3** – four cards across
- **4x4x4** – three cards across
- **6x6** – two cards across

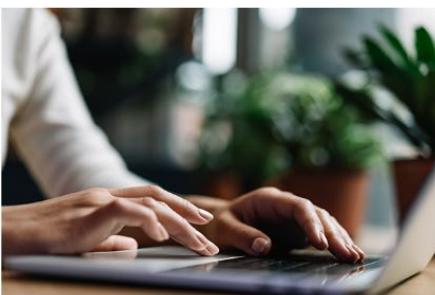
Featured content card section



Feature content cards with images

Find guidance, tools, and support for using CT.gov digital services efficiently.

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Browse knowledge base articles

Access step-by-step guidance, FAQs, and best practices for managing content and digital tools.

[View knowledge base resources >](#)



Request technical support

Submit a support request for technical issues, access problems, or system questions.

2

[Submit a support request >](#)

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● Phase 1: Content Editor

This phase covers creating the feature content card content in the Content Editor.

Before you begin

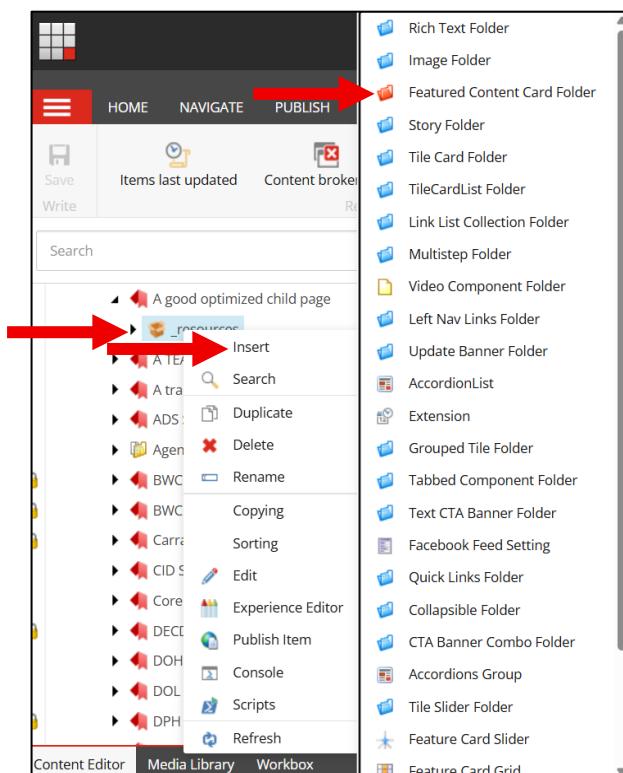
To create three feature content cards in a 4x4x4 layout, gather the following before you start:

- Three short, clear titles (one per card)
- Three plain-language descriptions (1–2 sentences each)
- Three images that meet size requirements (600 × 400 px and 72 dpi)
- Three destination links (internal pages or KB articles)

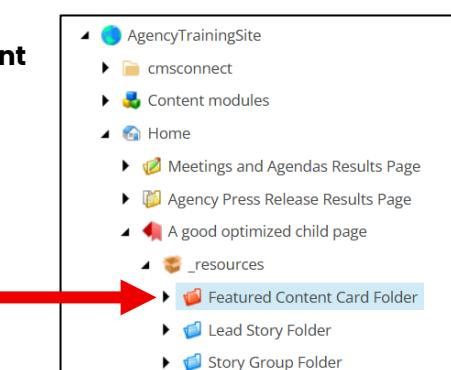
Step 1: Create a feature content card folder

To make a component work in Sitecore, you always create a folder for it.

1. Right-click the page's **_resources** folder.
2. Select **Insert > Featured Content Card Folder**.

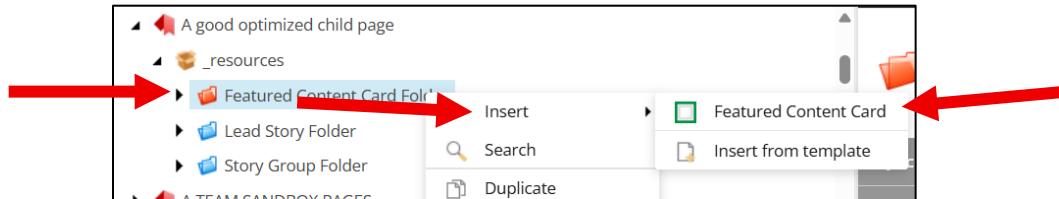


3. **Name the folder** clearly (e.g., **Featured Content Card Folder**).

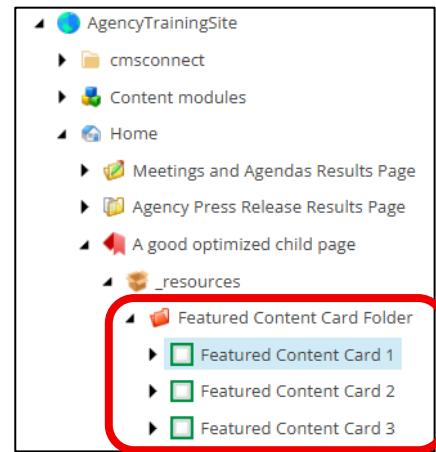


Step 2: Insert a feature content card

1. Right click the Featured Content Card Folder
2. Select **Insert > Featured Content Card**.

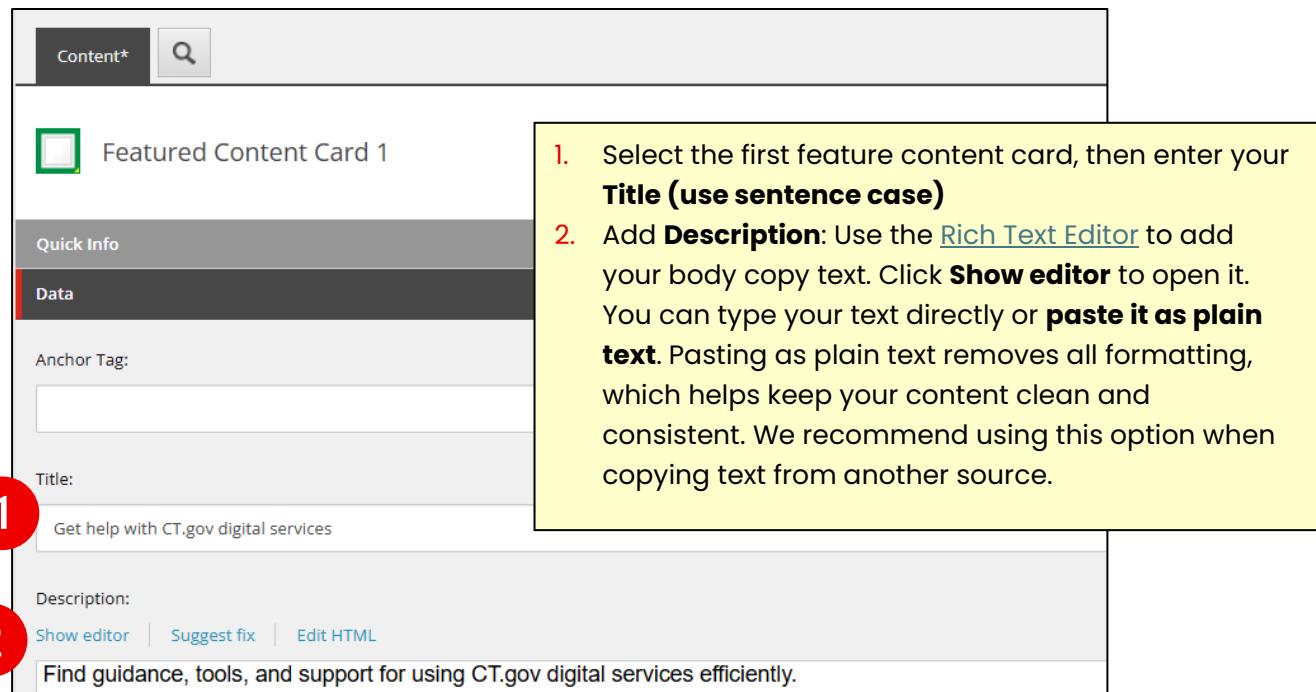


1. Name the card (e.g., **Featured Content Card 1**)
2. Repeat for all additional stories. (e.g., **Featured Content Card 1, Featured Content Card 2, Featured Content Card 3**)



Step 3: Add title and description

Complete this step for each Featured Content Card.



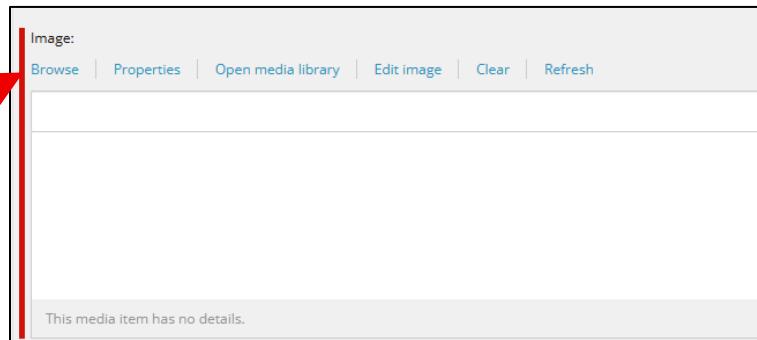
1. Select the first feature content card, then enter your **Title (use sentence case)**

2. Add **Description**: Use the [Rich Text Editor](#) to add your body copy text. Click **Show editor** to open it. You can type your text directly or **paste it as plain text**. Pasting as plain text removes all formatting, which helps keep your content clean and consistent. We recommend using this option when copying text from another source.

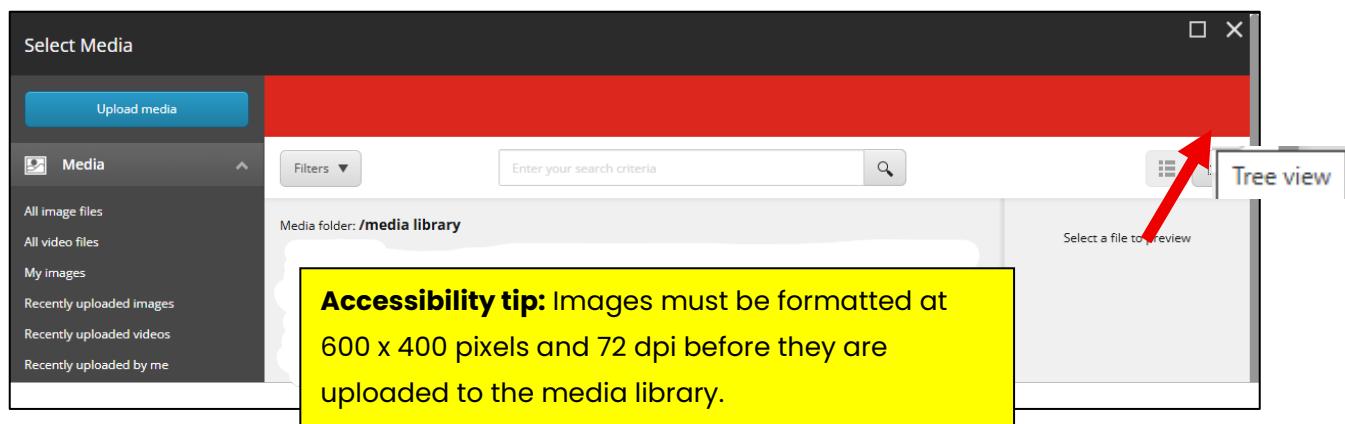
Step 4: Add an Image

Complete this step for each Featured Content Card.

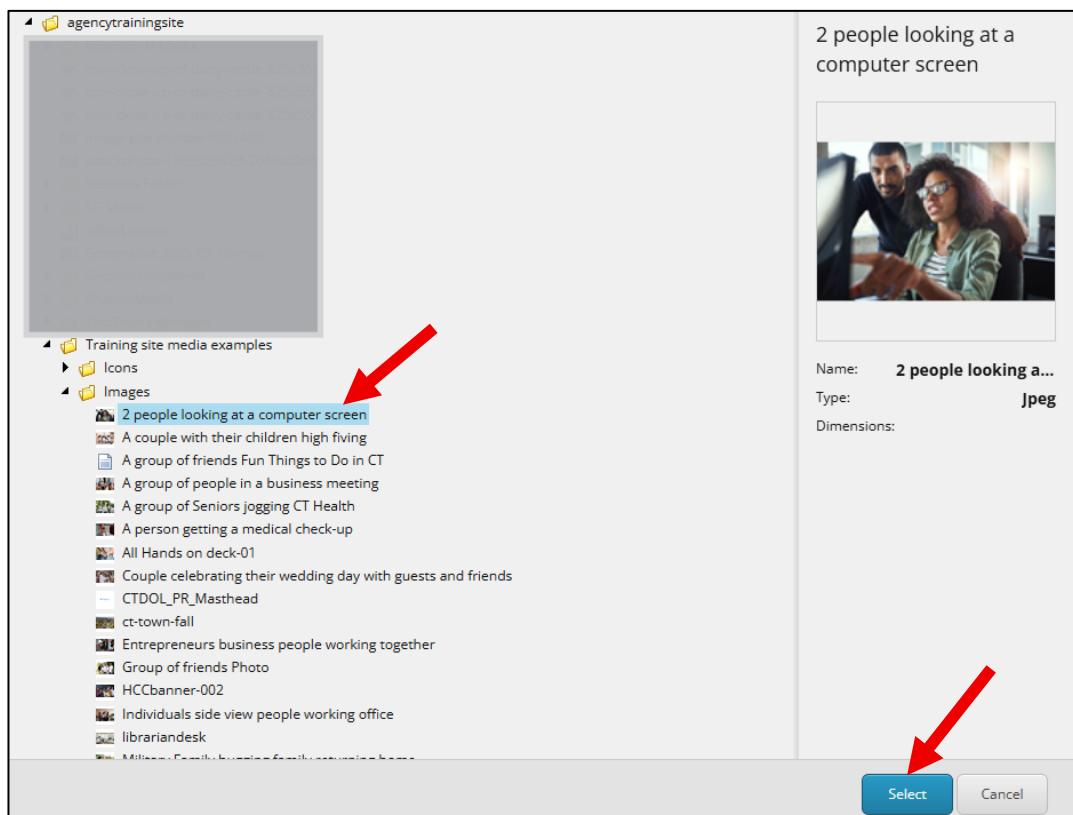
1. Click **Browse** to open the **media library**



2. Click the **Tree view icon** to navigate to find your image



3. Select an image (click the image you want to use, then click **Select**)



Step 5: Add a Link (CTA)

Complete this step for each Featured Content Card.

1. Choose a link type:

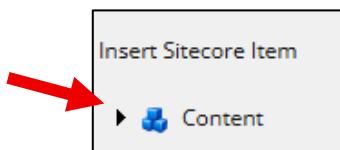
Important: You must use one of these options to create the link in Sitecore. **Do not** paste a link directly.

1. **Insert link:** Link to another internal ct.gov page
2. **Insert media link:** Link to a media library item
3. **Insert external link:** Link to a page outside of ct.gov

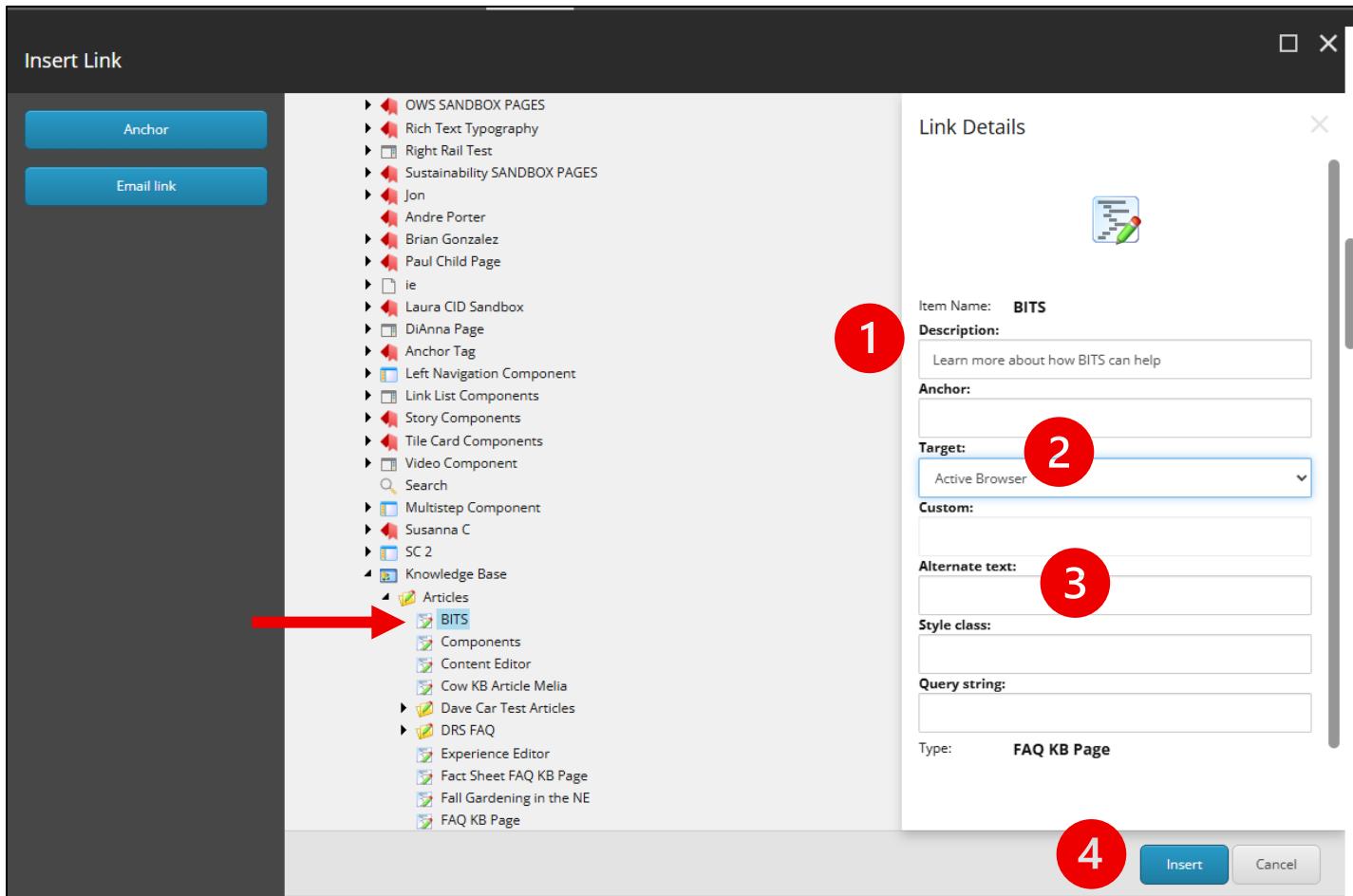


Note: In this example, we'll choose **Insert link** and link to an internal knowledge base (KB) article page called **BITS**.

2. After you click insert link, click the arrow in front of the Content folder to expand it.



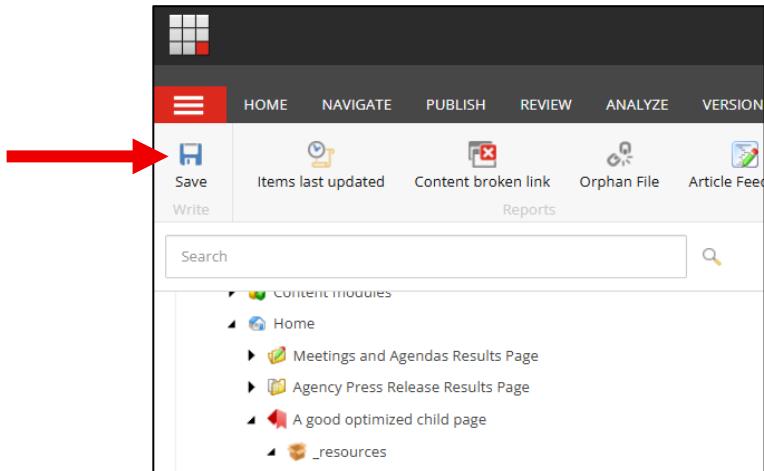
3. Navigate to the internal page and select it (see arrow below).



1. **Description:** This is the descriptive title for the link. This explains where the link will take the user (for example: *Learn more about how BITS can help*).
2. Select **Active browser** for Target.
3. Leave **Alternate text** blank. Descriptive link text is enough.
4. Click **Insert**.

Step 6: Save and Publish

1. Click **Save**



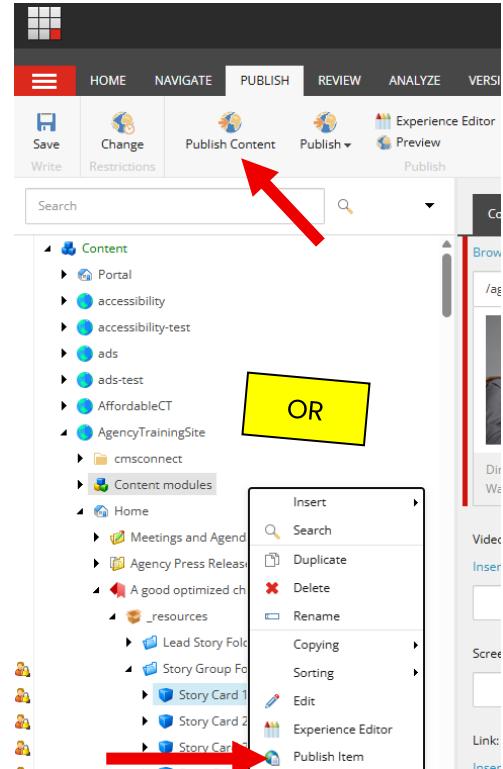
2. Publish the Content

You can publish content in two ways:

- Click **Publish Content** in the **PUBLISH** tab of the ribbon, **or**
- Right-click the item and select **Publish item**

Both options open the same **Publish Item** window and work the same way.

💡 Publishing Tip: To make sure your component display correctly, you may need to publish at the folder level, not just the individual cards.



Steps to Publish

1. In the **Publish Item** window, check **Publish subitems**.

This publishes everything under this item.

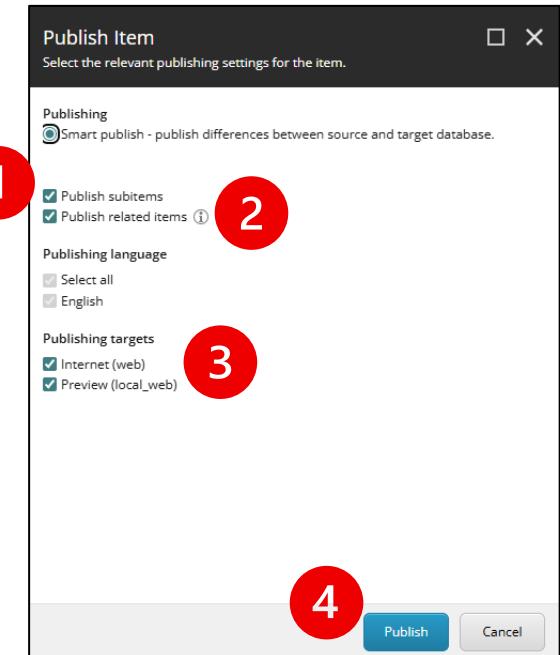
2. Check **Publish related items**.

This makes sure all linked items (such as images or media) are published too.

3. Choose a publishing target:

- o **Internet (web)** – Live site
- o **Preview (local_web)** – Preview before going live

4. Click **Publish** to finish.



Important (Publishing Permissions):

Only **Sitecore administrators** can publish to the **live portal site (Internet/web)**.

In the **staging site**, all users can publish so they can practice and test content.

Transition to Phase 2

Now that your content is created and saved in the Content Editor, you're ready to place it on the page using the Experience Editor.

● Phase 2: Experience Editor

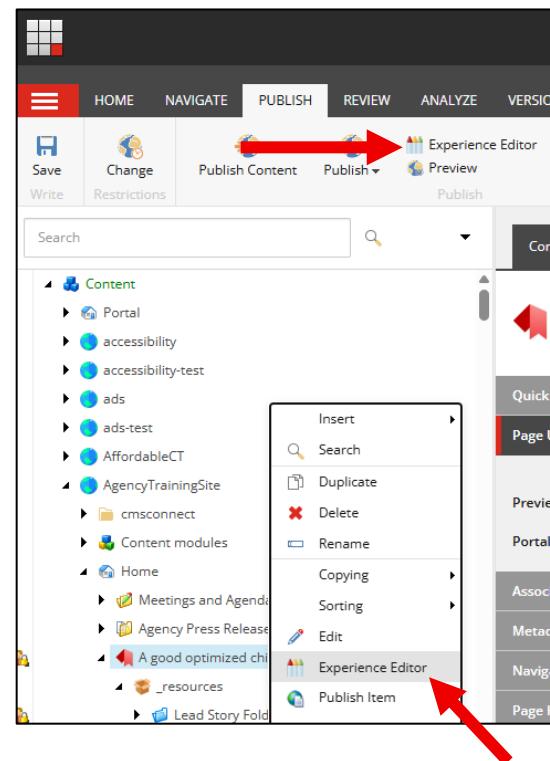
In this phase, you'll add the component to the page and choose how it's displayed.

Step 1: Open the Experience Editor

You can open the Experience Editor in either of these ways:

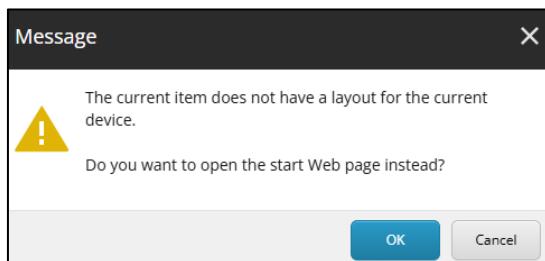
- From content editor: select the page > **PUBLISH** tab > **Experience Editor**
- Right-click the page > **Experience Editor**

Both options open the same editing window.



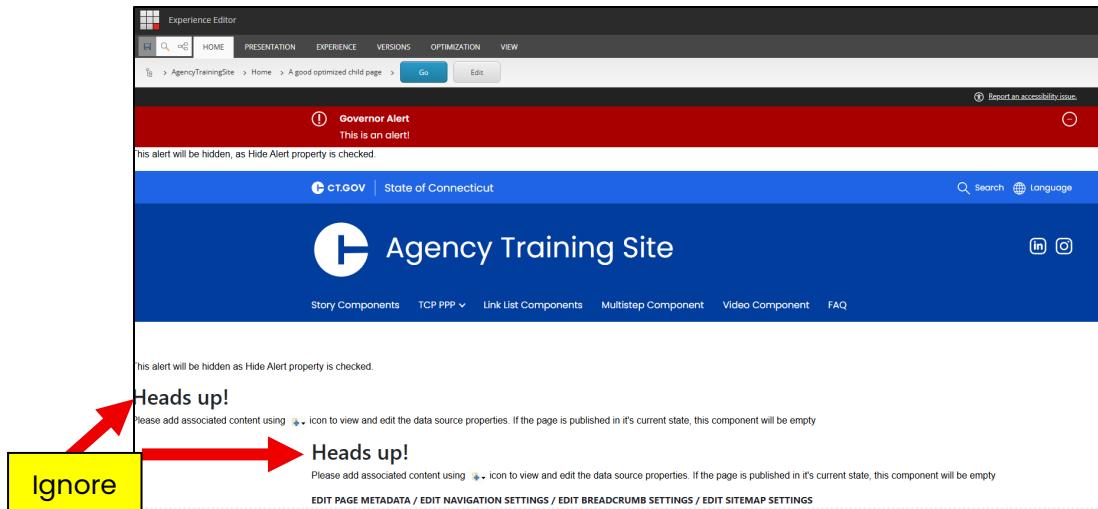
⚠ Warning: Make sure you have the correct child page selected (and not the folder or component) in the Content Editor before opening the Experience Editor.

If you try otherwise, you will see this message:



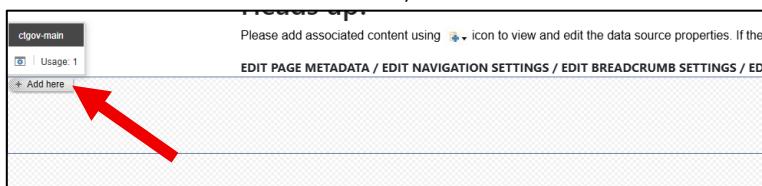
Cancel the message and select the correct child page first.

Note: You will see “Heads up!” messages at the top of the page. Do not interact with them. The page may show extra white space or look different than it does in Preview or on the live site. This is normal.

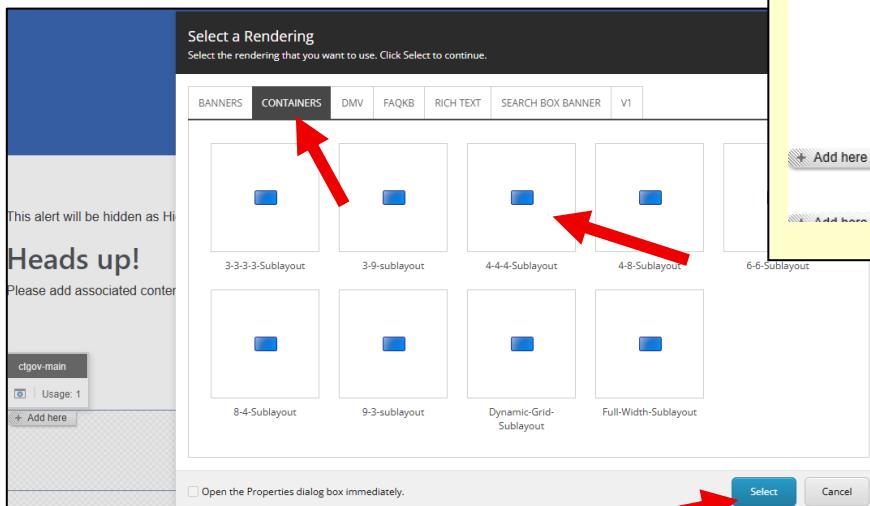


Step 2: Adding a Component to a container

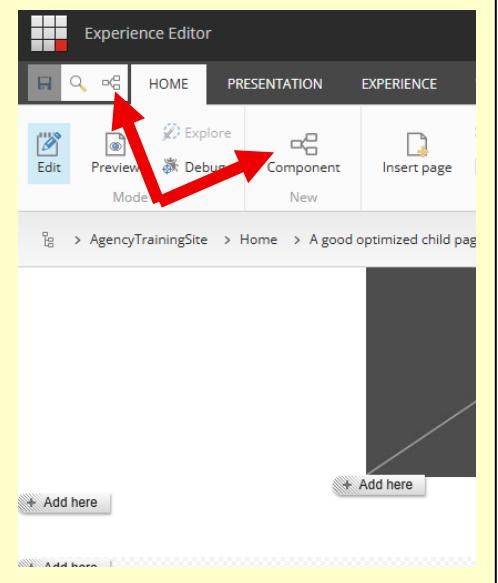
1. Add the container that will hold your component. Click the empty area where you want to add the component to reveal the ‘Add here’ button, then click **Add here**.



2. In the pop-up, click **Containers > 4-4-4 Sub layout > Select**. For this example, choose **4-4-4** (other options include 3-3-3-3 or 6-6 width configurations) then **Select**.



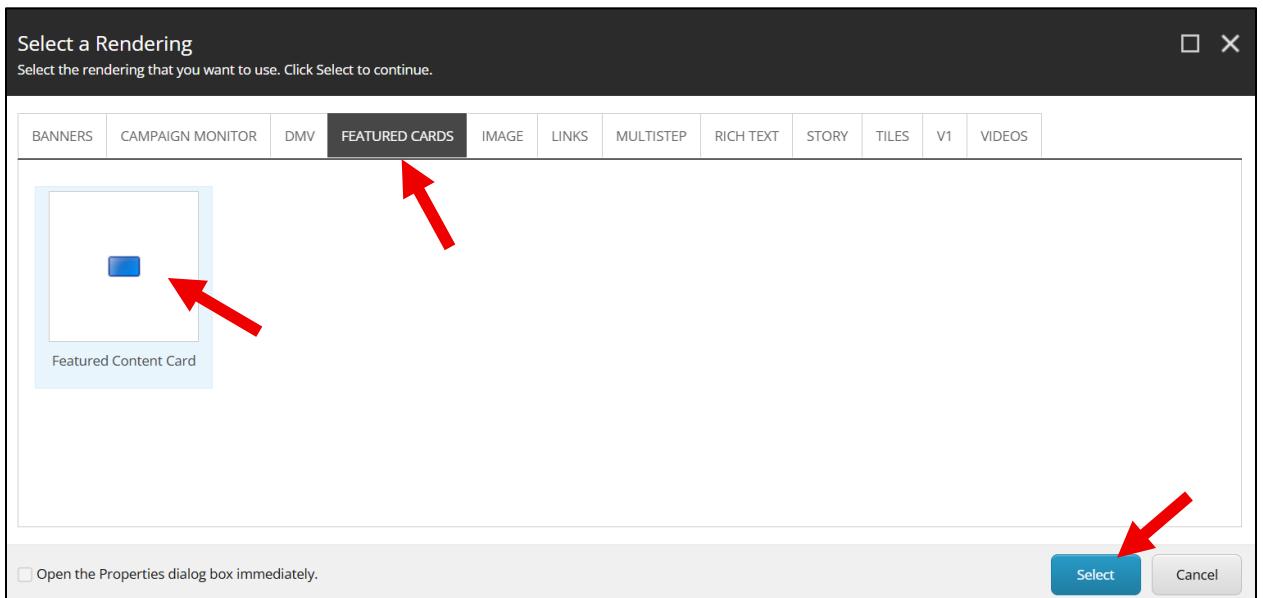
Tip: Sometimes the **Add here** option won’t appear automatically. Click the Component button in the Ribbon to make it visible.



3. Click the **first** container (it will appear slightly gray with a diamond grid) to reveal the next 'Add here' button where you want to place the first featured content card.
4. Click **Add here** to insert the component



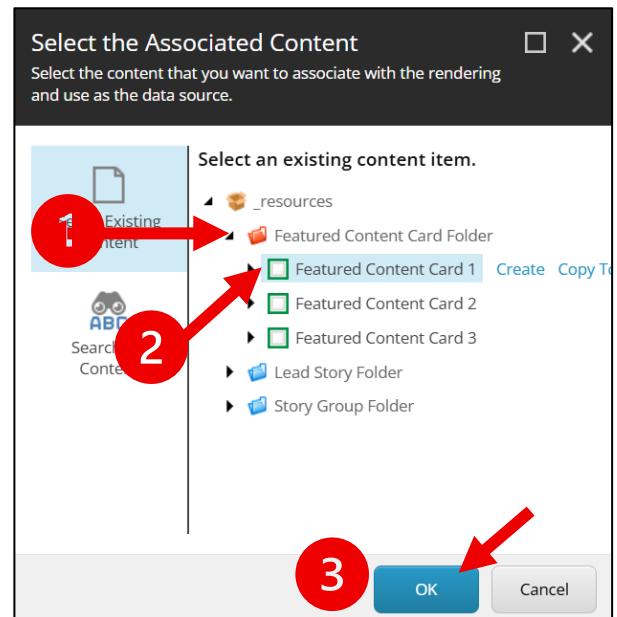
5. In the pop-up, click the **Featured Cards tab** > **Featured Content Card**, then **Select**.



Step 3: Select the Associated Content

1. In the new pop-up, **expand the Featured Content Card Folder**
2. **Select the first Featured Content Card**
3. Click **OK**.

Note: You can only select a Featured Content Card. Sitecore prevents incompatible items.



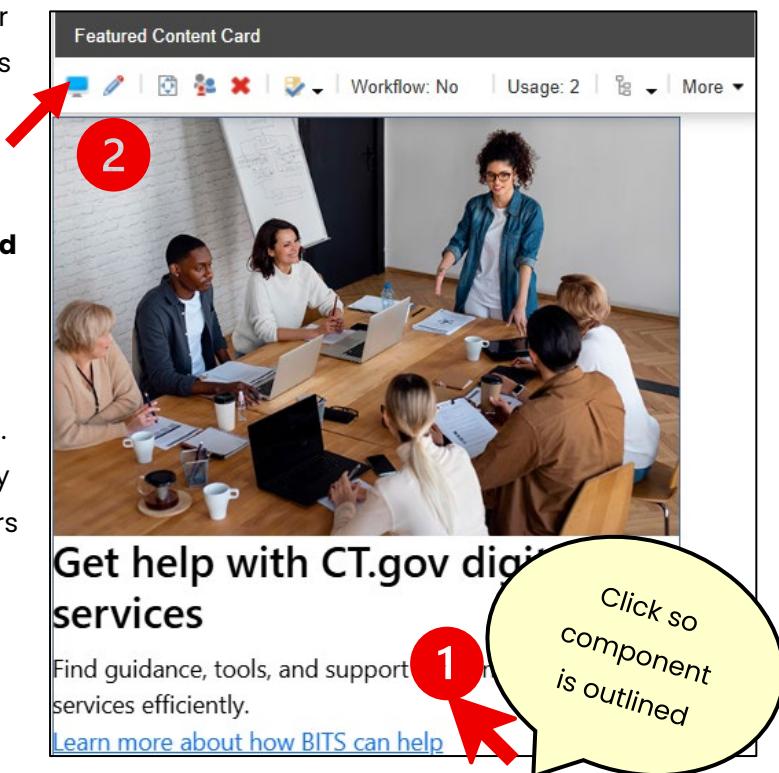
Step 4: Set Display Style (required) !

Every component **must have a display style**. You must choose a style from the dropdown in **Control Properties** each time you add a component.

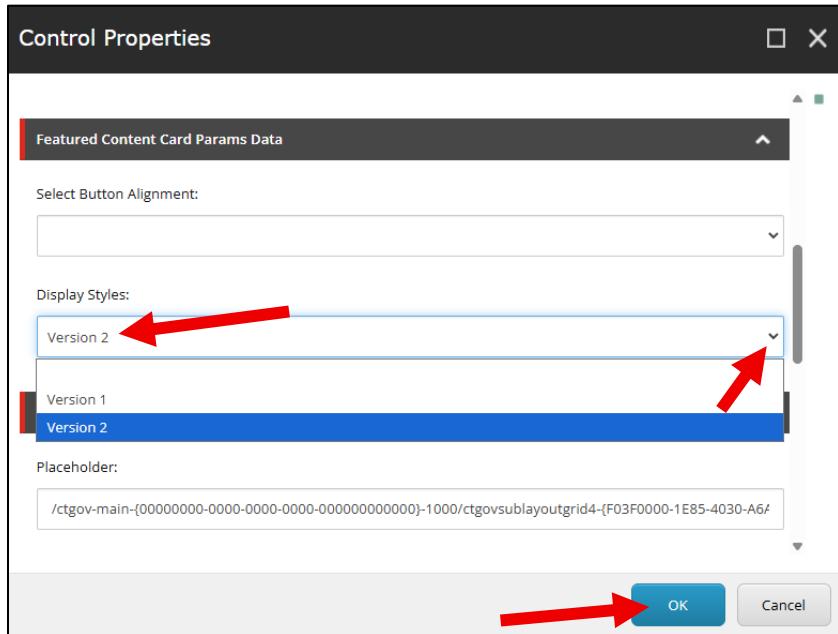
Note: the wording in the dropdown may differ depending on the component, but this step is always required.

To do this:

1. **Click inside the featured content card component until the entire component is outlined.** (note: this may already be selected if you just add the component to the container).
2. You'll know you've selected it correctly when the **blue computer icon** appears. Click the **blue computer icon** to open the **Control Properties** dialog box.



Open the **'Display Styles'** dropdown and change to **Version 2**.



1. Click **OK**.

Tip: Always check the display style before publishing. Missing this step can cause the component to display incorrectly on the page.

Add the other two featured content cards into the remaining containers.



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Request technical support

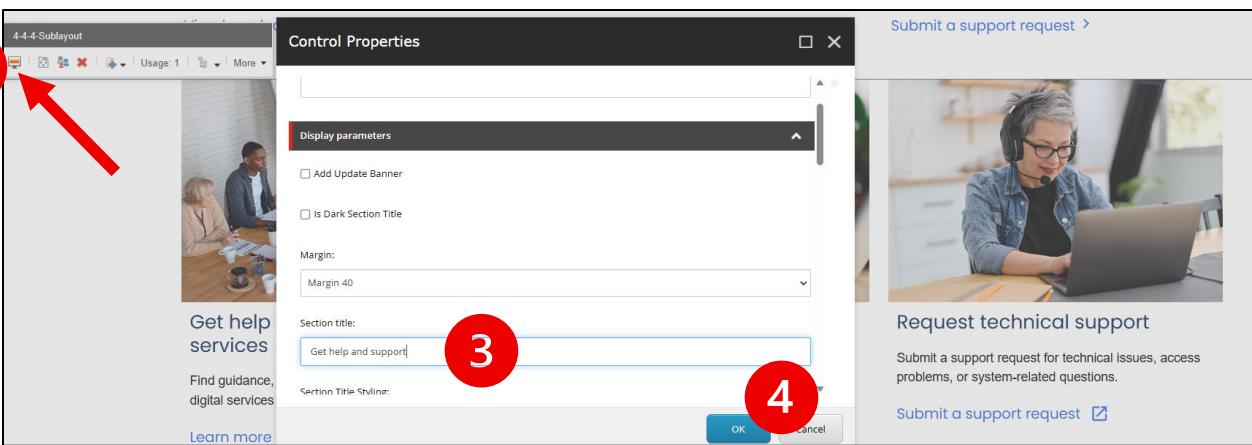
Submit a support request for technical issues, access problems, or system-related questions.

[Submit a support request !\[\]\(9fb35ce00785e0d1c8f42da5044e6593_img.jpg\)](#)

Step 7: Label the container with the section title

Section titles help customers understand what a section is about and support proper heading hierarchy.

1. Click the container (the “blade” of content) to select it (not the component).
 - Click just outside the component so the entire container is selected.
2. When the white computer icon with the red line appears in the upper-left corner, click it to open **Control Properties**.
3. Scroll to the **Section title** field and enter the section title:
(Example: Get help and support)
4. Click **OK**.



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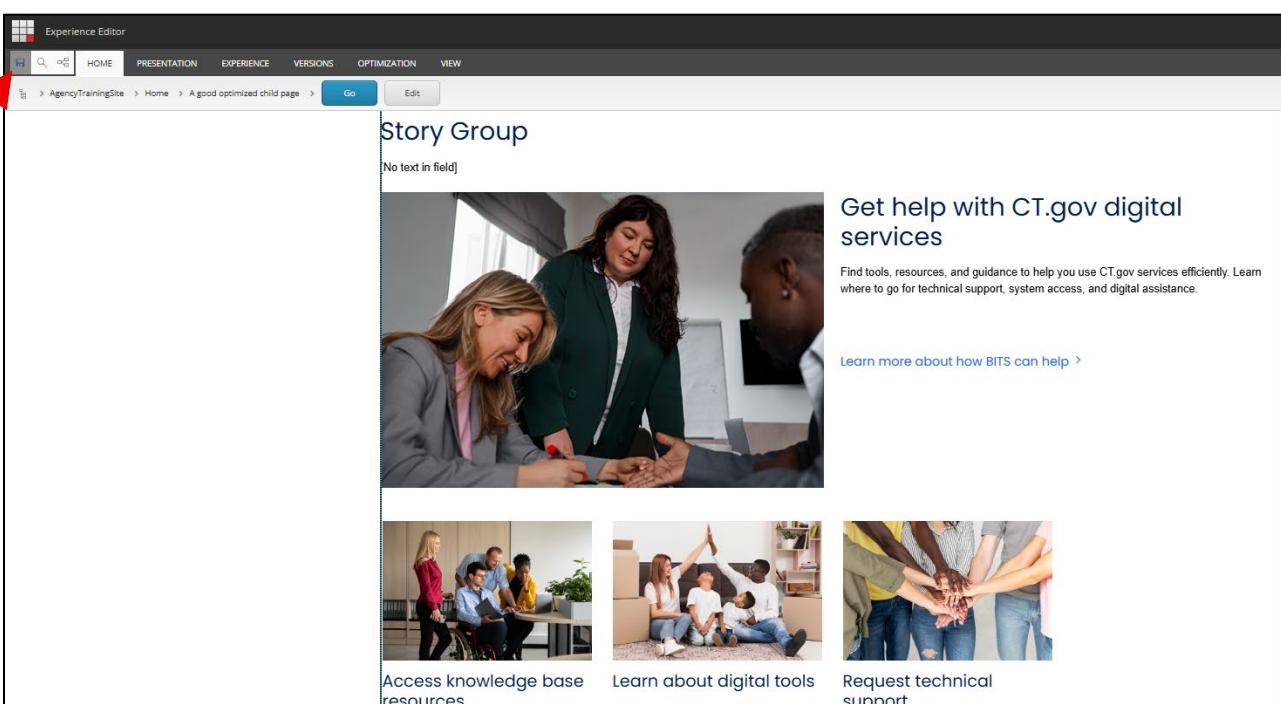
3

4

Accessibility note: Use section titles to create a clear heading hierarchy and describe the purpose of the content in the section.

Step 7: Save and Publish

Click the **Save (disc)** icon (upper left). Wait for the page to reload. *You'll notice that the new design style is applied:*



1

Publish the Content

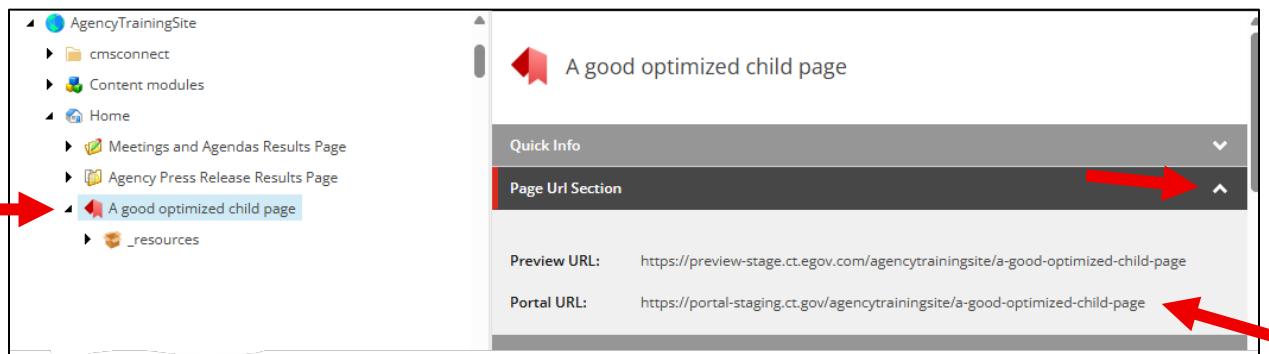
It's recommended that you publish from the **Content Editor**, not the Experience Editor.

1. **Go back to Content Editor.**
It's usually still open in a previous browser tab.
2. **Navigate to your child page** (the page you just edited).
3. **Expand the page folder in the content tree** to refresh it.
4. **Click the Save icon** in the Content Editor.
This ensures you're publishing the most recent version of your page.
5. Click **Publish Content** on the Publish tab of the ribbon.

(For detailed publishing options, see “Publish the Content – Steps to Publish” on page 7.)

Once you've published, you can view it.

Select your page, then expand the **Page URL Section** and **click the Portal URL link**.



A new window will open so you can view the latest published version of your child page.

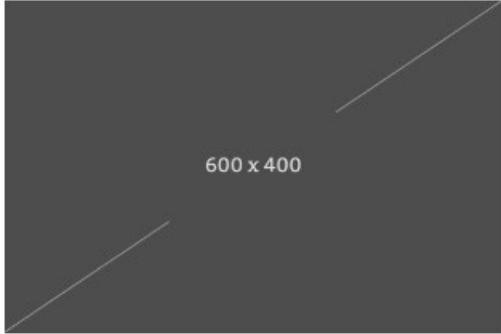
Continued on the next page>



Agency Training Site

Story Components ▾ TCP PPP ▾ Link List Components ▾ Multistep Component Video Component FAQ

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Welcome to the CT Department of lorem ipsum

This lead story introduces the purpose of the page and provides a high-level overview for visitors. Use this space to summarize key information and guide customers to important actions or resources.

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Story Group



Get help with CT.gov digital services

Find tools, resources, and guidance to help you use CT.gov services efficiently. Learn where to go for technical support, system access, and digital assistance.

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Feature content card 4x4x4 sub layout

Feature content card layout options

Feature content cards are designed to spread evenly across the page. You can choose different container sizes depending on how many cards you want in a row:

- **3x3x3x3** – four cards across
- **4x4x4** – three cards across
- **6x6** – two cards across