

# CONNECTICUT

**Sitecore Training**

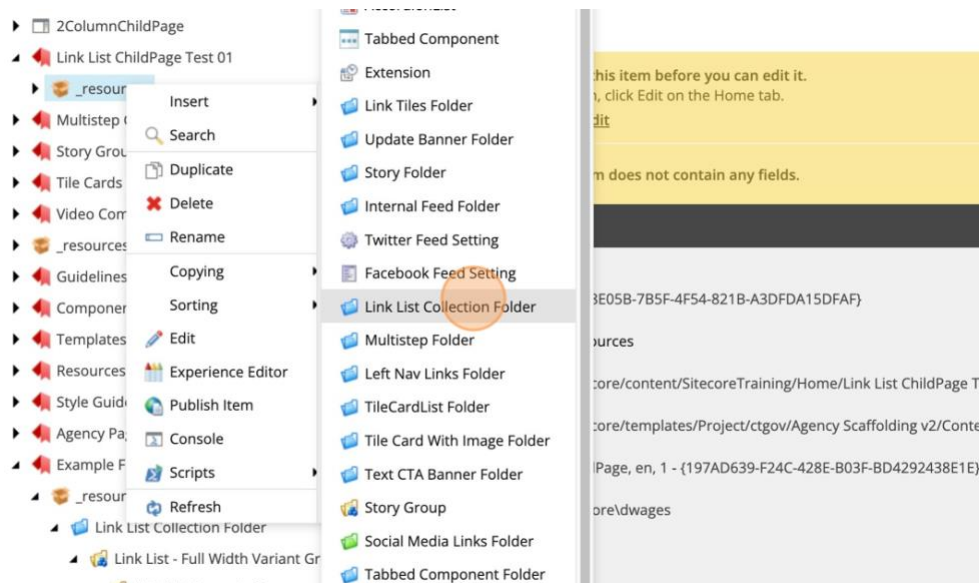
# How to Create a Link List Component (Content Editor) Part 1.

## Introduction

Link list components are beneficial for arranging and categorizing different resources. Link lists come in handy when displaying walls of otherwise daunting, seemingly unrelated links. These linked lists let you break up the content visually and thematically according to their natural groupings. For example, if organizing IT links, you might group one linked list into IT Help and the other into Security Services.

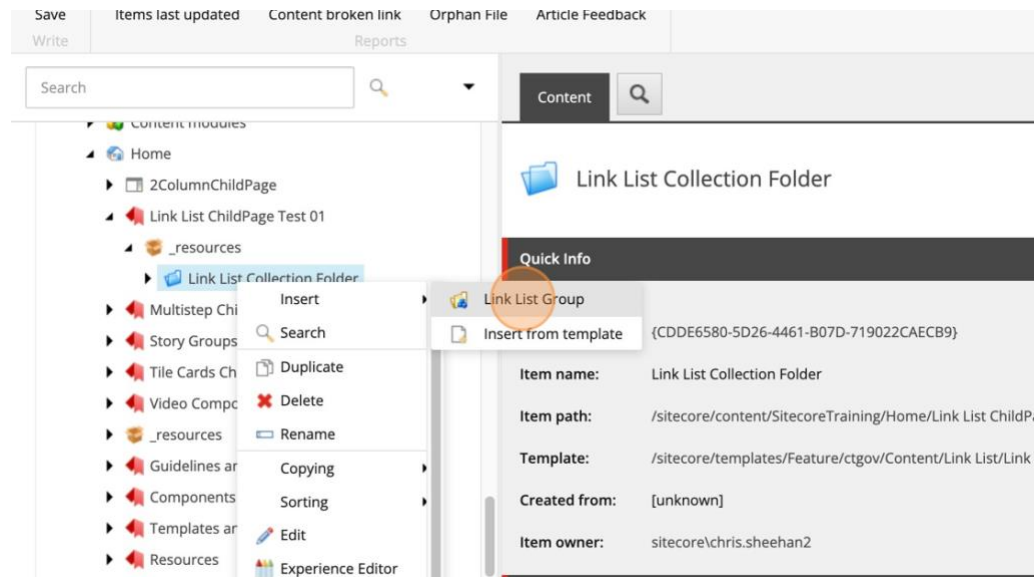
## Step 1

Locate the "\_resources" box and right click it. Click "Insert". Then click "Link List Collection Folder".



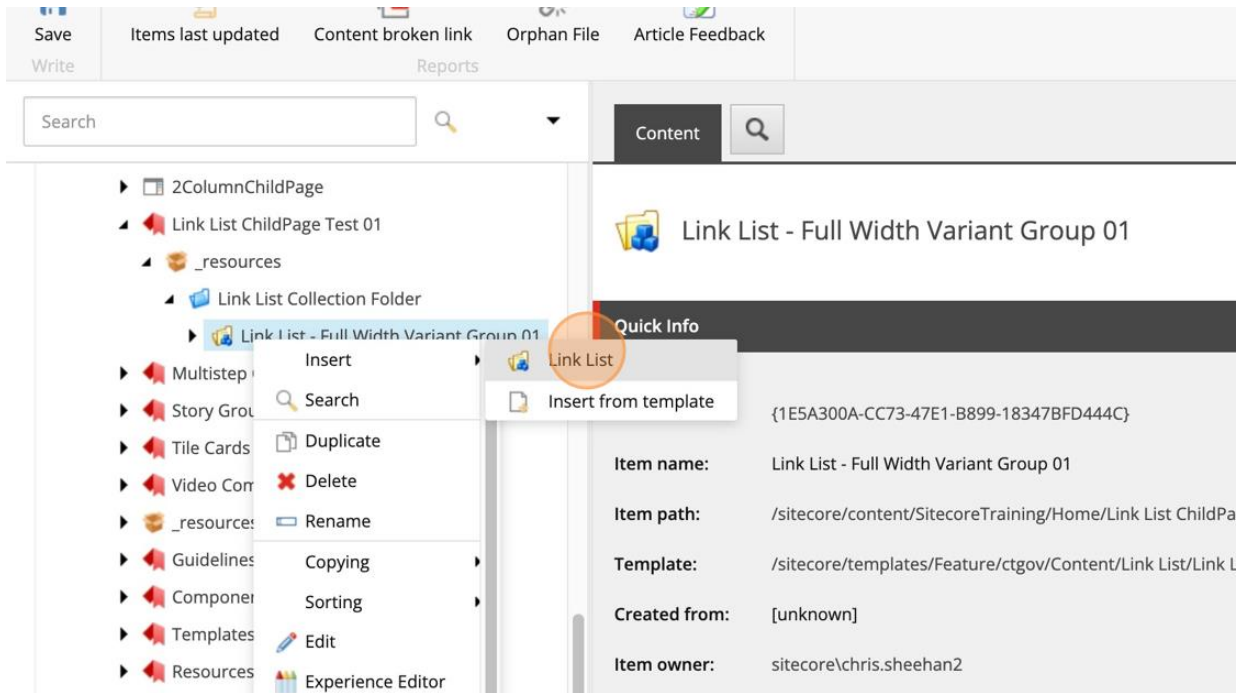
## Step 2

Right-click the Link List Collection Folder, click "Insert" and click "Link List Group". In the pop-up that appears, give the Link List Group folder a unique name and click "OK".



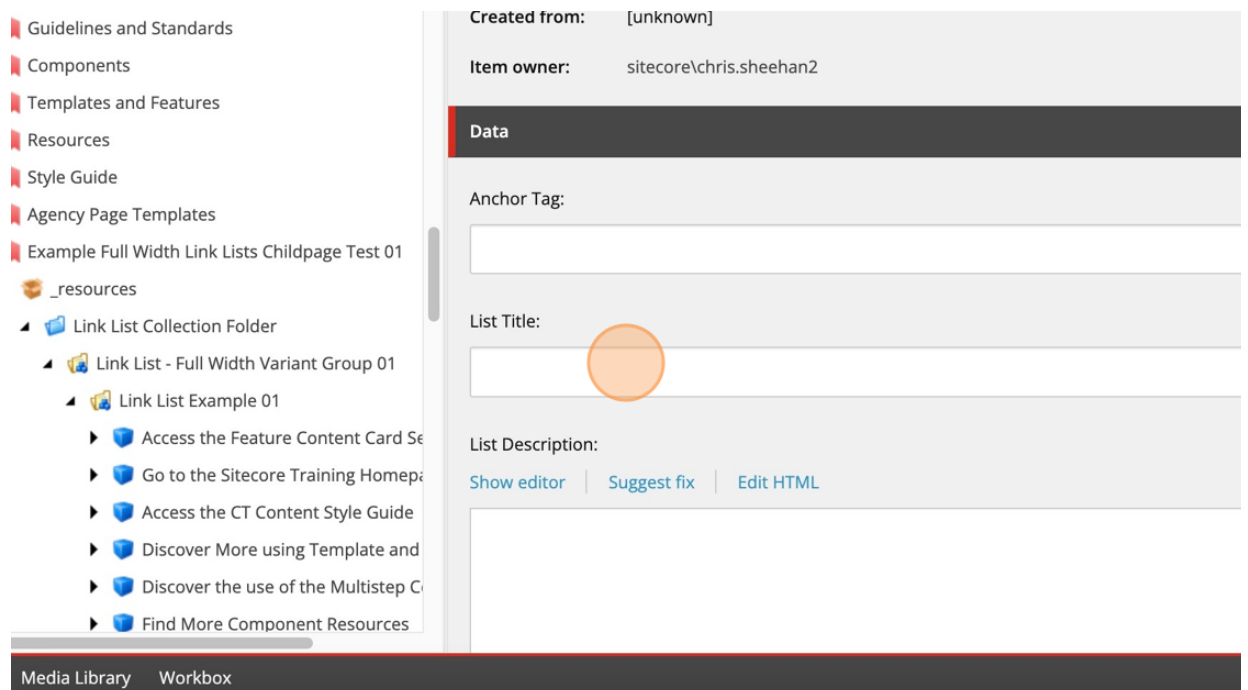
### Step 3

Right-click the “Link List Group”, click “Insert” and click “Link List”. In the pop-up that appears, give the Link List folder a unique name and click “OK”.



### Step 4

Click on the “Link List” folder, and in the right panel, fill in the details. First, fill in the List Title.



## Step 5

Next, go to the "List Description" section and click "Show Editor". Fill in the Description.

The screenshot shows a sidebar on the left with a tree view. The tree view is expanded to 'Link List Example 01'. The main editor area has the following fields and buttons:

- Anchor Tag: [Empty text box]
- List Title: Link List Example 01
- List Description: [Empty text box] with buttons: [Show editor](#) (circled in orange), [Suggest fix](#), and [Edit HTML](#)
- Link: [Empty text box] with buttons: [Insert link](#), [Insert media link](#), [Insert external link](#), [Insert anchor](#), and [Insert c...](#)

Once inside the "Rich Text Editor", only use simple text that has NO formatting if you are copy/pasting from a file, only simple text is allowed. If you are not sure how to do this, click in the "Paste Plain Text" editor if you are pasting content from another file and want to REMOVE ALL FORMATTING from the content you are copying. When you are finished with this step, click "Accept" in the "Rich Text Editor".

The screenshot shows the top navigation bar with the following tabs: VIEW, ANALYZE, VERSIONS, CONFIGURE, PRESENTATION, SECURITY, VIEW, REPORTS, MY TOOLBAR. The main area is titled "Rich Text Editor". Below the title is a toolbar with various icons for text formatting and editing.

ample text to show in the Link List component training videos in example 1 of a Full Width Layout. Lorem ipsum dolor sit a uis mi ut diam molestie bibendum eget vel erat. Integer non felis fermentum, fermentum justo ut, malesuada nibh. Duis pe um nunc tempor nec. Curabitur iaculis arcu ut mollis euismod.

## Step 6

Next, go to the "Number of Columns to Display" dropdown. For this example, we will be using a Full Width Sub layout, but we will be displaying this list in three columns, so it displays resembling a 4x4x4 Sub-layout. It is here where you must decide as to how your Link List will display. Whether it will spread across the whole page or if it will be a Link List belonging to a right rail page.

The screenshot shows the Sitecore Content Editor interface. On the left, a tree view displays the content structure, with 'Link List Example 01' selected under 'Link List - Full Width Variant Group 01'. The right pane shows the configuration for this link list. The 'Link' field has buttons for 'Insert link', 'Insert media link', 'Insert external link', 'Insert anchor', and 'Insert image'. The 'Link Description' field is empty. The 'Number Of Columns To Display' dropdown is set to 3, with a blue highlight and a red circle around the number 3. The 'Background Color' field is empty. The bottom of the editor shows tabs for 'Content Editor', 'Media Library', and 'Workbox'.

## Step 7

The parent Link List Group Folder is now complete. Immediately click on the "Save" button in the top left corner of the Sitecore Content Editor to SAVE YOUR WORK. Next, in the "Publish" tab, click "Publish Content".

The screenshot shows the Sitecore Content Editor interface. The top navigation bar includes tabs for 'HOME', 'NAVIGATE', 'PUBLISH', 'REVIEW', 'ANALYZE', 'VERSIONS', 'CONFIGURE', 'PRESENTATION', 'SECURITY', and 'VIEW'. The 'Save' button is highlighted with a red circle. Below the navigation bar, there are icons for 'Items last updated', 'Content broken link', 'Orphan File', and 'Article Feedback'. The main area shows a search bar and a list of content items, including 'SDECertification', 'Sitecode', 'SitecoreTraining', 'cmsconnect', 'Content modules', 'Home', '2ColumnChildPage', and 'Link List ChildPage Test 01'. The right pane shows the configuration for the selected item, including 'Item owner: sitecore\chris.sheehan2' and a 'Data' section with an 'Anchor Tag' field.

## Step 8

Now, it is time to add your Link List Items. For this example, we will insert 9 of them so that we have a symmetrical display across the 3 columns as was established in Step 6.

Next, right-click on the Link List Group Folder and click "Insert". Click on the "Link Item" option. Create a unique name for the "Link Item", and then click "OK".

The screenshot shows the SharePoint interface. On the left, a navigation pane displays a folder structure: Home > 2ColumnChildPage > Link List ChildPage Test 01 > \_resources > Link List Collection Folder > Link List - Full Width Variant Group 01 > Link List Example 01. A context menu is open over the 'Link List Example 01' folder, with the 'Insert' option selected. The 'Link Item' option is highlighted with an orange circle. The right-hand pane shows the 'Data' section for the new Link Item. The 'Anchor Tag' field is empty. The 'List Description' field contains the text: "This is sample text to show in the Link List component training videos in Donec quis mi ut diam molestie bibendum eget vel erat. Integer non felis vestibulum nunc tempor nec. Curabitur iaculis arcu ut mollis euismod." Below the description are links for 'Show editor', 'Suggest fix', and 'Edit HTML'.

## Step 9

Click on your first Link Item. In the right panel, fill in the details. First, fill in the Title.

The screenshot shows the SharePoint interface. On the left, a navigation pane displays a folder structure: \_resources > Link List Collection Folder > Link List - Full Width Variant Group 01 > Link List Example 01 > Go to the Sitecore Training Home page. The right-hand pane shows the details for the Link Item. The 'Item path' is '/sitecore/content/SitecoreTraining/Home/Link List ChildPage Test 01/\_resources'. The 'Template' is '/sitecore/templates/Feature/ctgov/Content/Link List/Link Item - {5D0A6FF8-CC...}'. The 'Created from' is '[unknown]'. The 'Item owner' is 'sitecore\chris.sheehan2'. The 'Data' section is expanded, showing the 'Link Title' field, which is highlighted with an orange circle. The 'Link Description' field is empty. Below the description are links for 'Show editor', 'Suggest fix', and 'Edit HTML'.

## Step 10

Next, fill in the Links section. For this Link List Item, there are 3 types of links that you can use.

10.1. Insert link. This option is used to insert links that are going to be linked to internal pages.

10.2. Insert external link. This option is meant to add links that go to external web pages.

10.3. Insert media link. This option allows you to link to different types of media that you have uploaded into the Media folder.

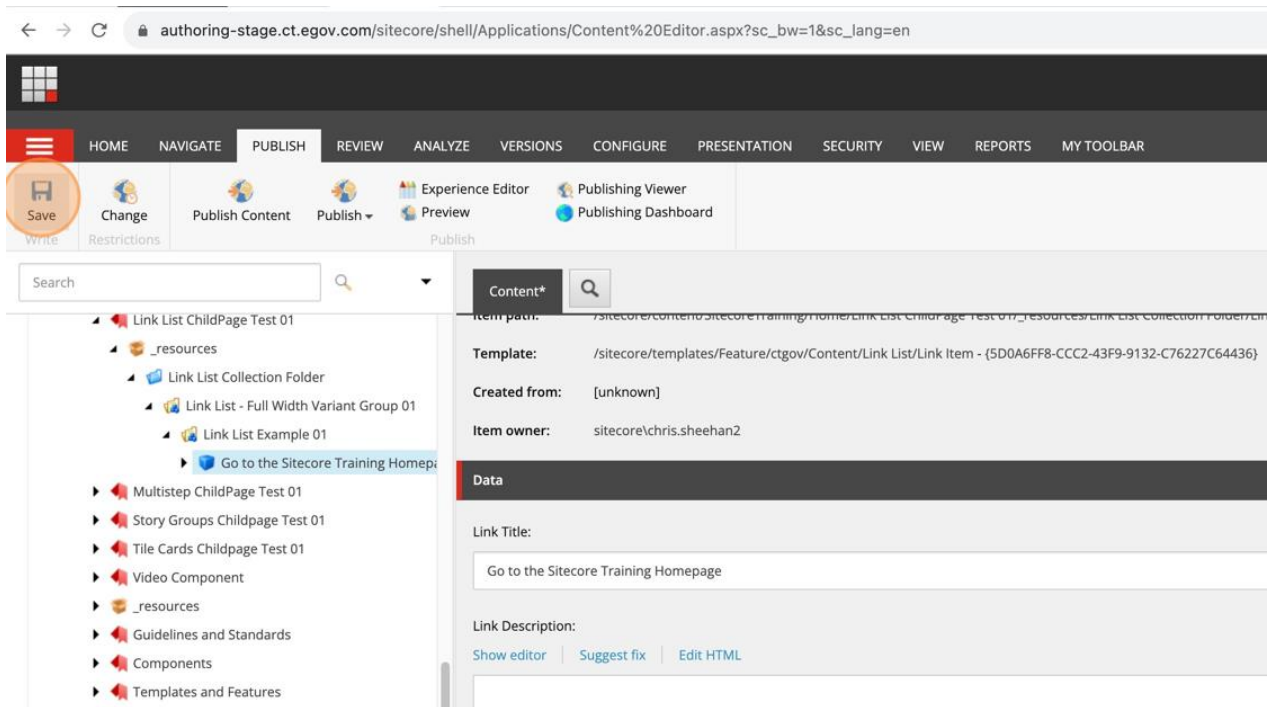
The screenshot shows the Sitecore Content Editor interface. On the left, a tree view displays a hierarchy of folders and items, including 'Example Full Width Link Lists Childpage Test 01' and 'Link List Example 01'. The 'Link List Example 01' folder contains two items: 'Access the Feature Content Card Se' and 'Go to the Sitecore Training Homepe'. On the right, the 'Link Details' pop-up window is open. It has a 'Link Title' field containing 'Go to the Sitecore Training Homepage'. Below it is a 'Link Description' field with options for 'Show editor', 'Suggest fix', and 'Edit HTML'. At the bottom of the pop-up, there are buttons for 'Insert link', 'Insert media link', 'Insert external link', 'Insert anchor', and 'Ins'. The 'Insert link' button is circled in orange. The browser's address bar at the bottom shows the URL: 's://authoring-stage.ct.egov.com/sitecore/shell/Applications/Content Editor.aspx?sc\_bw=1&sc\_lang=en#'

Once inside the “Link Details” pop-up window, select where your link will point to, add a Description. For this example, click “Active Browser” (due to internal page linking), and add Alternative text for differently abled audiences. Click “Insert”.

The screenshot shows the Sitecore Content Editor interface with the 'Link Details' pop-up window open. The 'Item Name' is 'Home'. The 'Description' field contains 'Go to the Sitecore Training Homepage'. The 'Anchor' field is empty. The 'Target' dropdown menu is set to 'Active Browser'. The 'Custom' field is empty. The 'Alternate text' field contains 'Go to the Sitecore Training Homepage'. The 'Style class' field is empty. At the bottom of the pop-up, there are 'Insert' and 'Cancel' buttons. The 'Insert' button is circled in orange. Below the pop-up, there are buttons for 'Insert media link', 'Insert external link', 'Insert anchor', 'Insert email', 'Insert JavaScript', 'Follow', and 'Clear'.

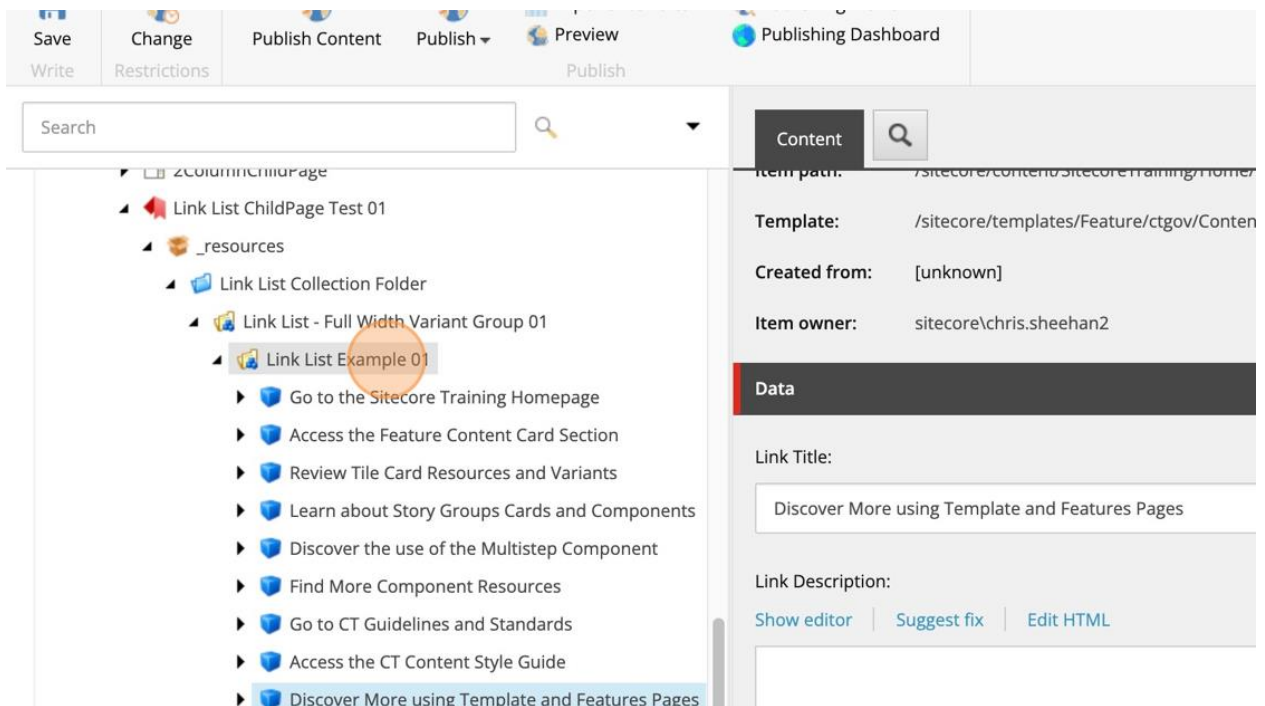


After completing your first Link from this Link List group, click "Save" in the top left corner of the Sitecore Content Editor. Then, in the "Publish" tab, click on "Publish Content".



## Step 11

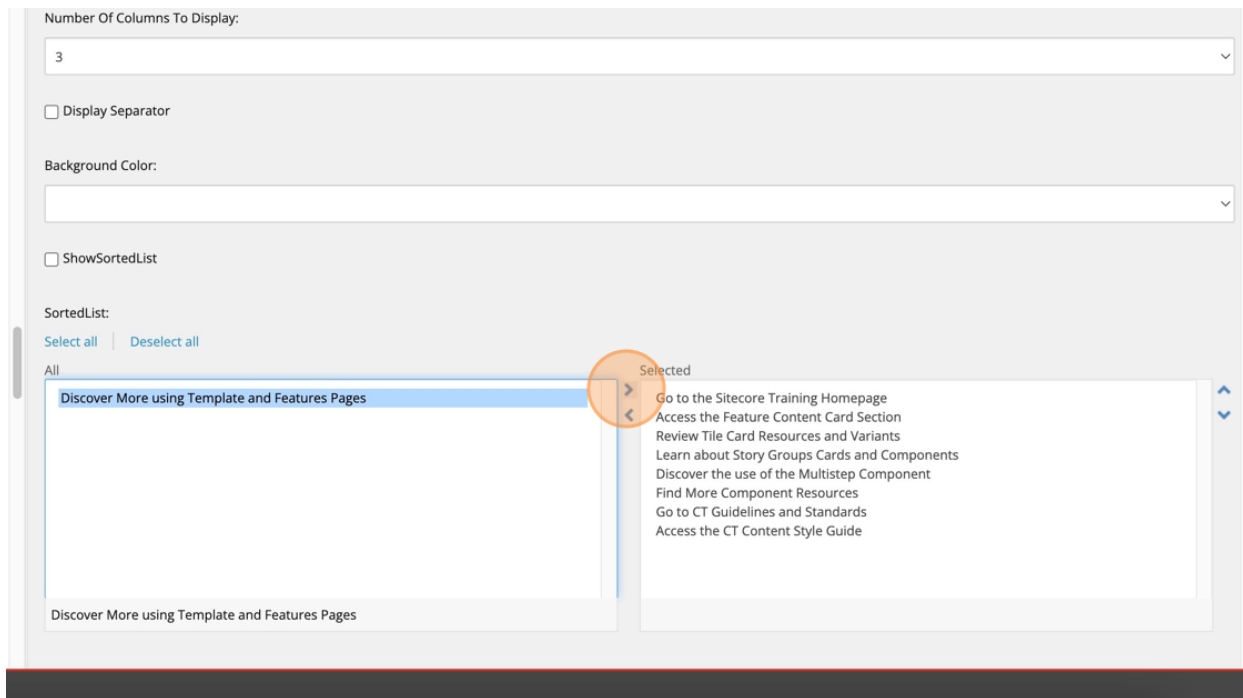
Now that you have created your first Link List Item and Link List Group parent component, you can now proceed to create the other 8 links needed for this Full Width Sub layout example. Just follow steps 8-10 of this lesson.



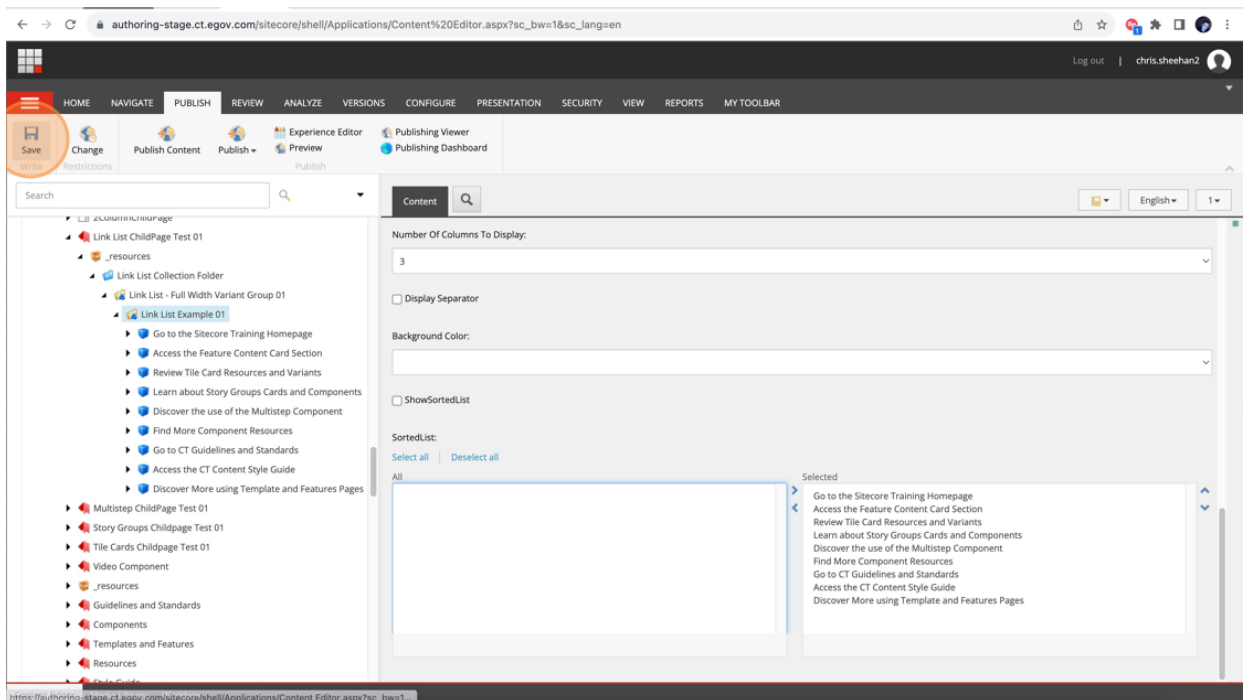


## Step 12

Next, you need to add your Link List Items into your Link List Group Folder parent component. Return to the parent component and go to the right panel as demonstrated below. In the "Sorted List" section, use the right arrow to add you links to the selected section.



Once the Link List Items have been added, click "Save" and then "Publish Content". This step is to ensure that the entire component is saved in the latest version with all the updates we just included.



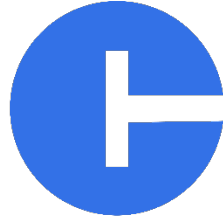
## Step 13

Finally, click on the parent Link List Collection Folder of your Link List component. One final time, go to the "Number of Columns to Display" dropdown of this section in the right panel. Select 3.

The screenshot shows the Sitecore Content Editor interface. On the left, the Content Editor tree is expanded to show a Link List component configuration. The right-hand configuration pane is visible, showing the 'Lists' section where 'SitecoreTraining' is selected. Below this, a dropdown menu for 'Number of Columns to Display' is open, with the option '3' highlighted and circled in orange. The bottom of the interface shows the 'Media Library' and 'Workbox' tabs.

Lastly, with the parent Link List Collection Folder selected, click "Save" and then "Publish Content".

This screenshot shows the Sitecore Content Editor interface with the 'Publish Content' button in the top navigation bar highlighted with an orange circle. The left pane shows the same tree view as the previous screenshot. The right-hand configuration pane is visible, showing the 'Lists' section with 'SitecoreTraining' selected. The bottom of the interface shows the 'Media Library' and 'Workbox' tabs.



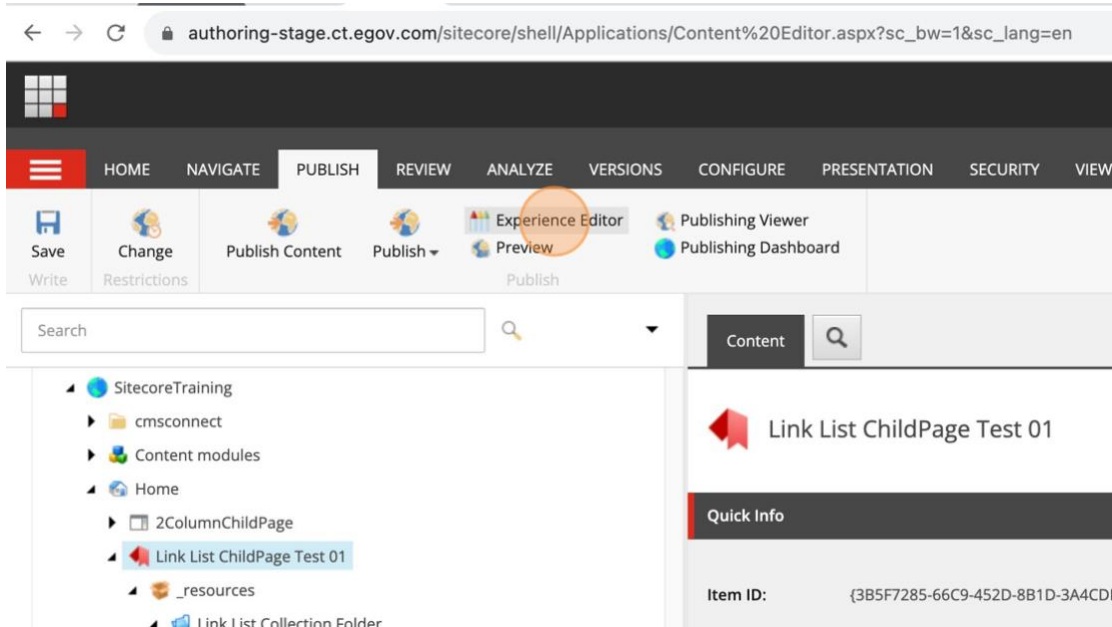
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**Sitecore Training**

# How to Create a Link List Component (Experience Editor) Part 2.

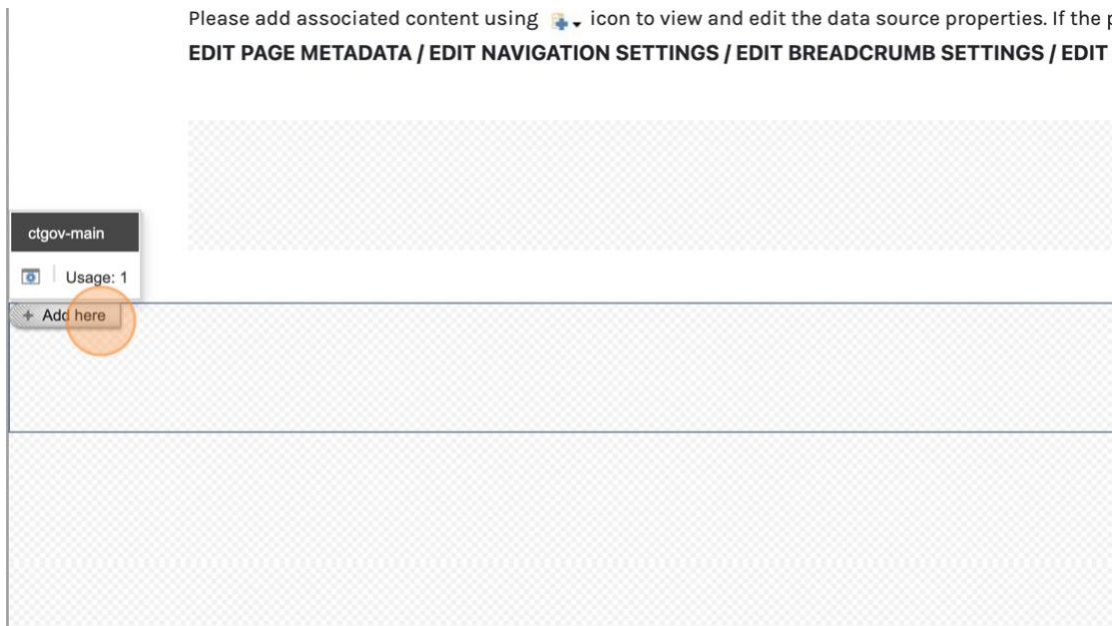
## Step 1

Click the page you are working on in the Content Editor and inside the "Publish" tab open the "Experience Editor". Once the new browser tab has opened, wait for the Experience Editor page to load.



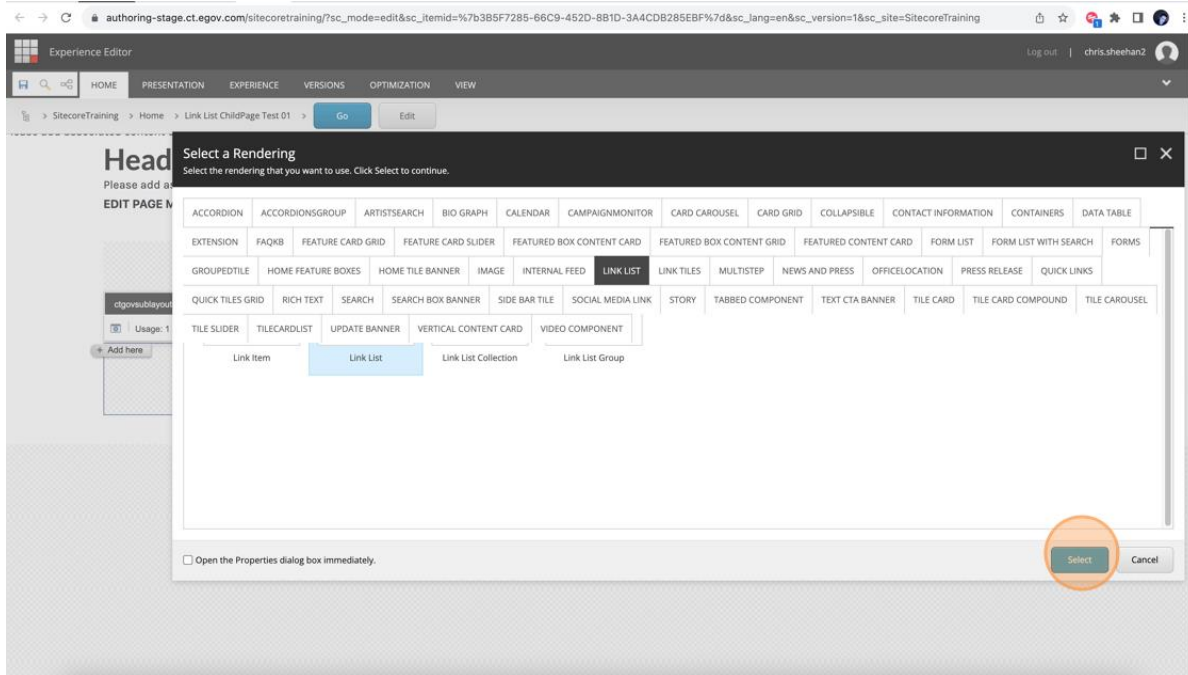
## Step 2

Click in the empty box as shown and select "Full Width Sub-layout" in the pop-up that appears and click "Select". Click "Add here" as shown below. Select the "Full Width Sub layout" option for this example.



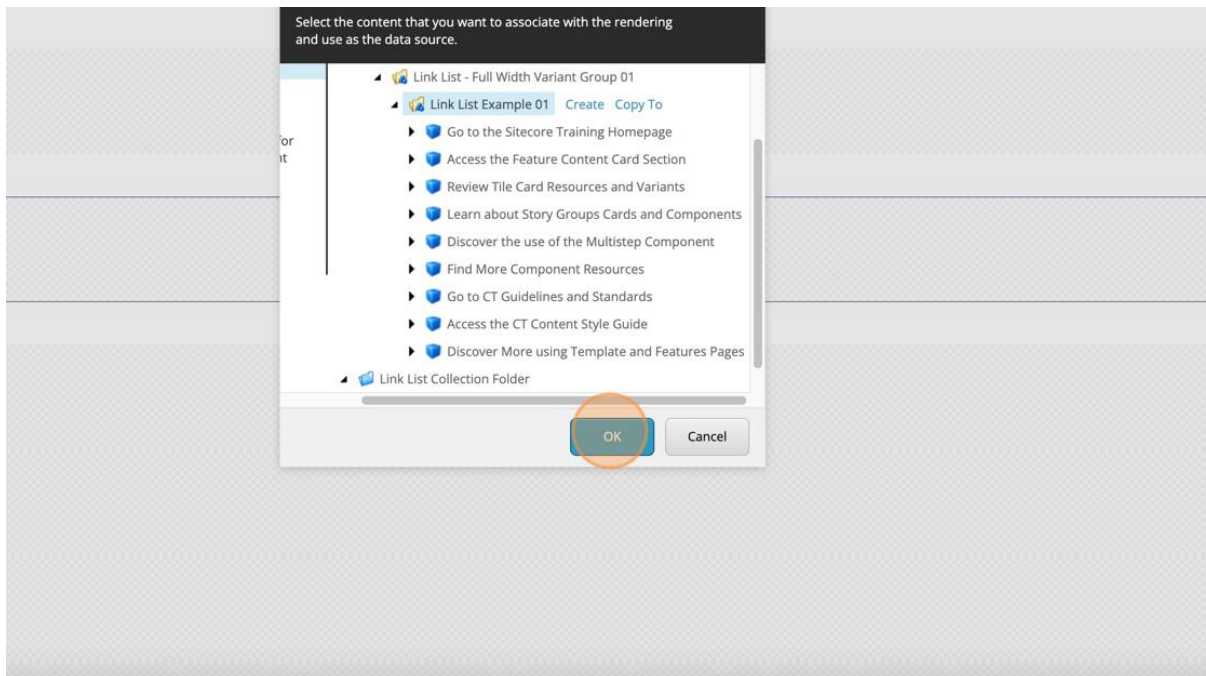
### Step 3

Click inside the rectangle container placeholder, click "Add here". Select "Link List" in the pop-up. Click on the "Link List" image. Click "Select".



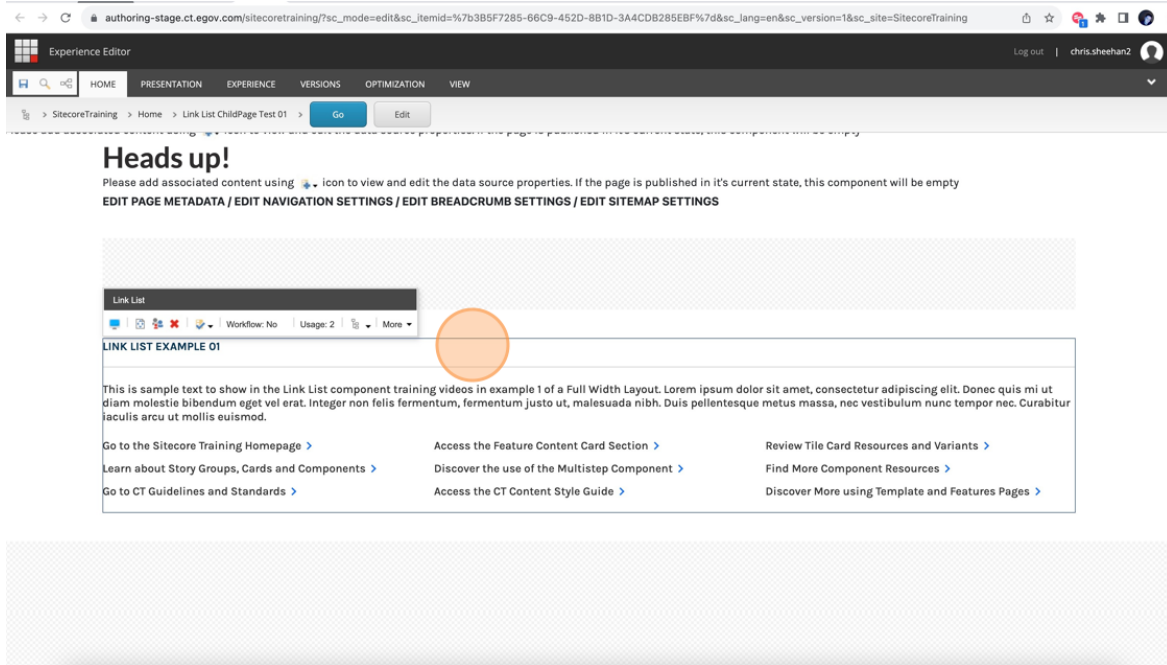
### Step 4

In this new pop-up, expand the "Link List Collection Folder" you previously created in the Content Editor. Click the Link List Group component within the structure and expand it. Your Link List Items should be visible and resemble the example shown below. Select the "Link List Folder" component and click "OK".



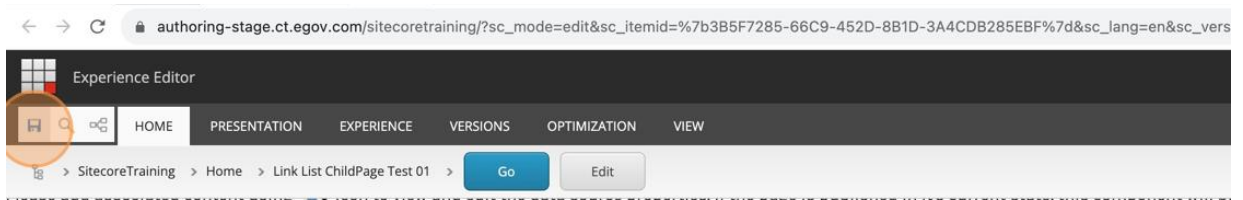
## Step 5

Your Link List component has just been imported to the “Experience Editor” view on your page.



## Step 6

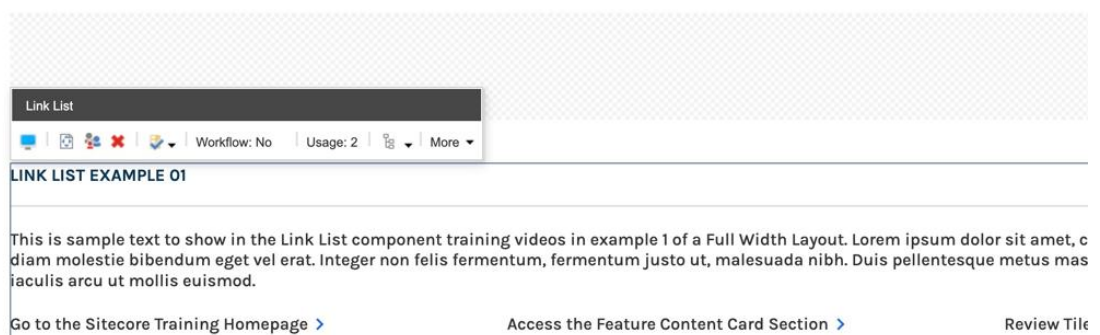
Immediately click the Disc icon to SAVE YOUR WORK in the Experience Editor. WAIT FOR THE PAGE TO RE-LOAD. Once the page has reloaded, it should resemble the image displayed below, and the SAVE icon image should be grayed out meaning that your save is in the latest version.



## Heads up!

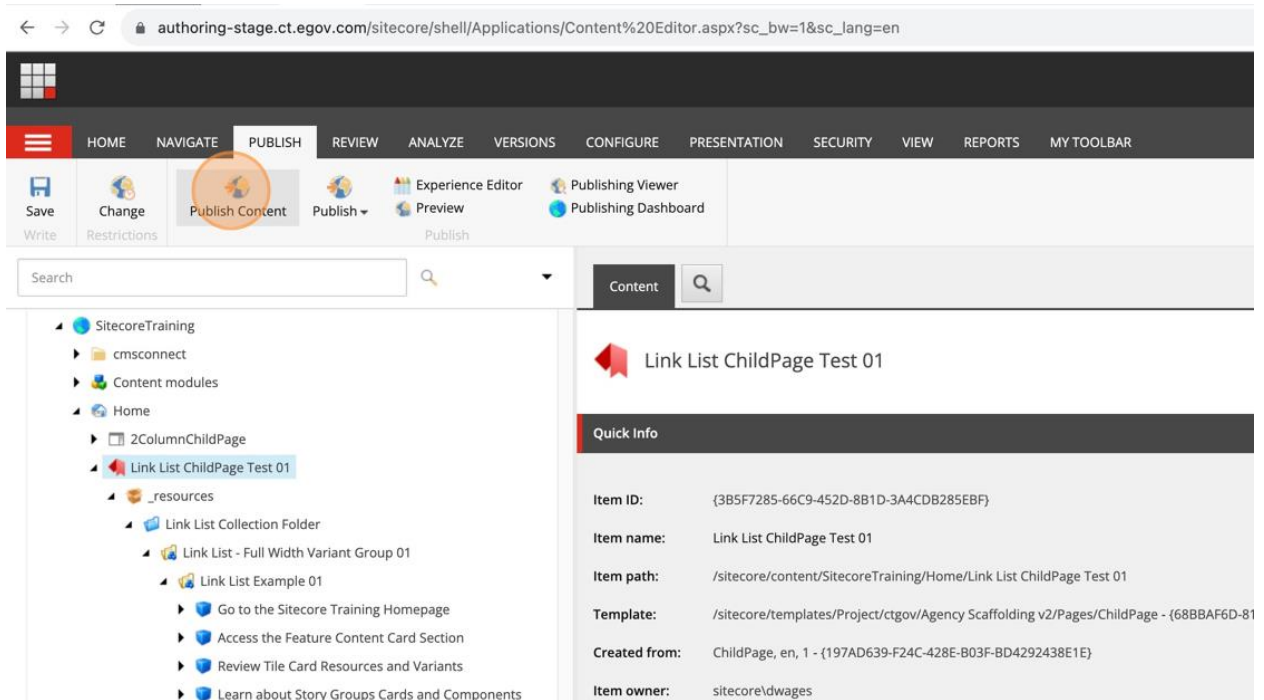
Please add associated content using [icon] icon to view and edit the data source properties. If the page is published in its current state, this component will be empty.

**EDIT PAGE METADATA / EDIT NAVIGATION SETTINGS / EDIT BREADCRUMB SETTINGS / EDIT SITEMAP SETTINGS**



## Step 7

Once you have completed editing the "Experience Editor", you can now return to the "Content Editor" in Sitecore, most likely, in the previous browser tab. Upon returning to the "Content Editor", click once again on the Link List Child page, and only then proceed to the "SAVE" icon in the "Content Editor".



The screenshot displays the Sitecore Content Editor interface. The top navigation bar includes tabs for HOME, NAVIGATE, PUBLISH, REVIEW, ANALYZE, VERSIONS, CONFIGURE, PRESENTATION, SECURITY, VIEW, REPORTS, and MY TOOLBAR. The PUBLISH tab is active, and the 'Publish Content' button is highlighted with an orange circle. Other buttons visible include Save, Change, Experience Editor, Publishing Viewer, Preview, and Publishing Dashboard. The left-hand navigation pane shows a tree view of the content structure, with 'Link List ChildPage Test 01' selected. The right-hand pane displays the 'Quick Info' for the selected item, including Item ID, Item name, Item path, Template, Created from, and Item owner.

Quick Info	
Item ID:	{3B5F7285-66C9-452D-8B1D-3A4CDB285EBF}
Item name:	Link List ChildPage Test 01
Item path:	/sitecore/content/SitecoreTraining/Home/Link List ChildPage Test 01
Template:	/sitecore/templates/Project/ctgov/Agency Scaffolding v2/Pages/ChildPage - {68BBAF6D-81
Created from:	ChildPage, en, 1 - {197AD639-F24C-428E-B03F-BD4292438E1E}
Item owner:	sitecore\dwages