# CONNECTICUT

Sitecore Training

How to Create a Multistep Component (Content Editor) Part 1.

Introduction

A multistep component is a terrific option for linking out to a simple grouping of different links that only need a little text to explain them. This choice is excellent if you want to save space, call out a certain point, communicate succinctly, and break up the visual monotony on the page so the reader can skim.
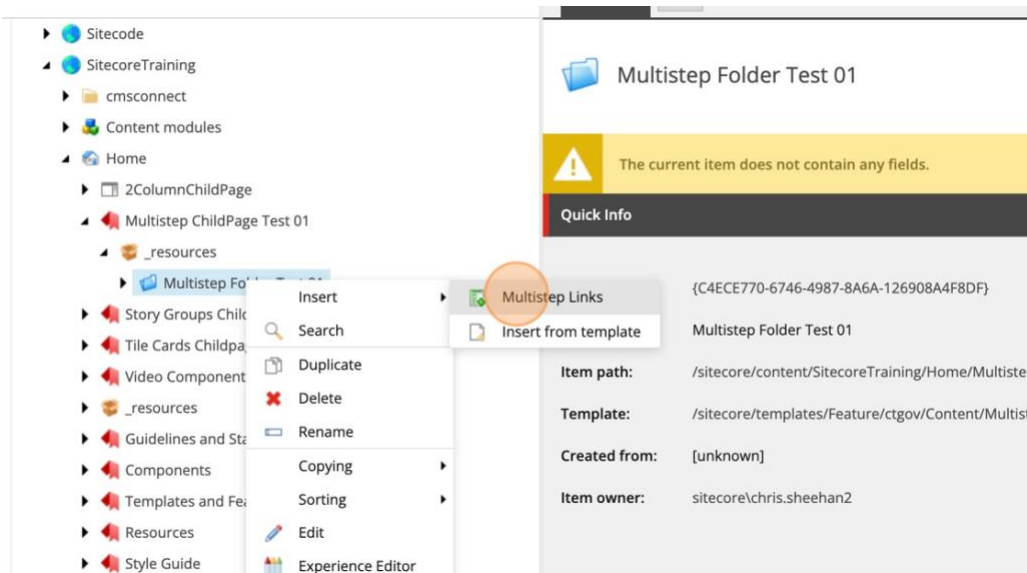
Step 1

Locate the "_resources" box and right click it. Click "Insert". Then click "Multistep Folder".
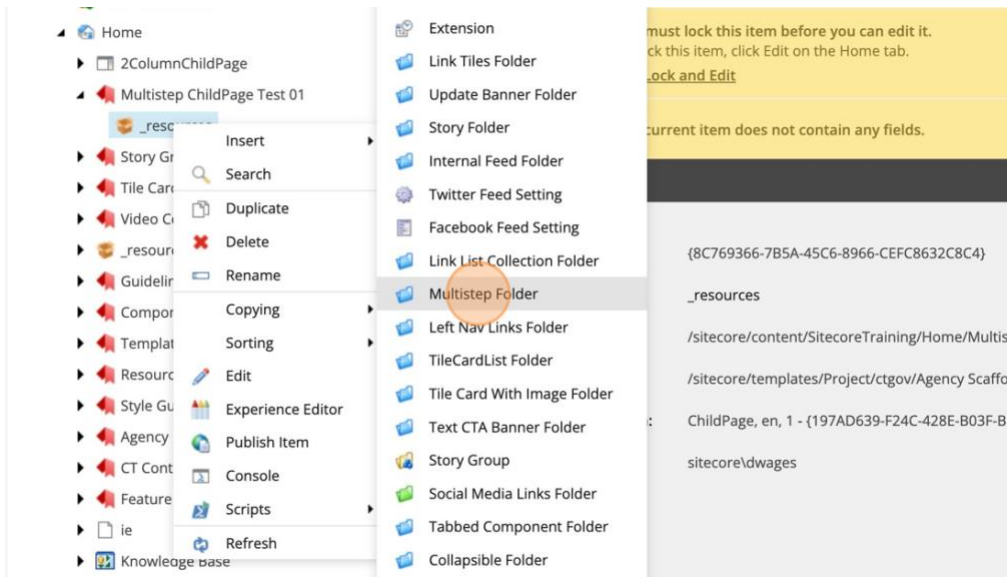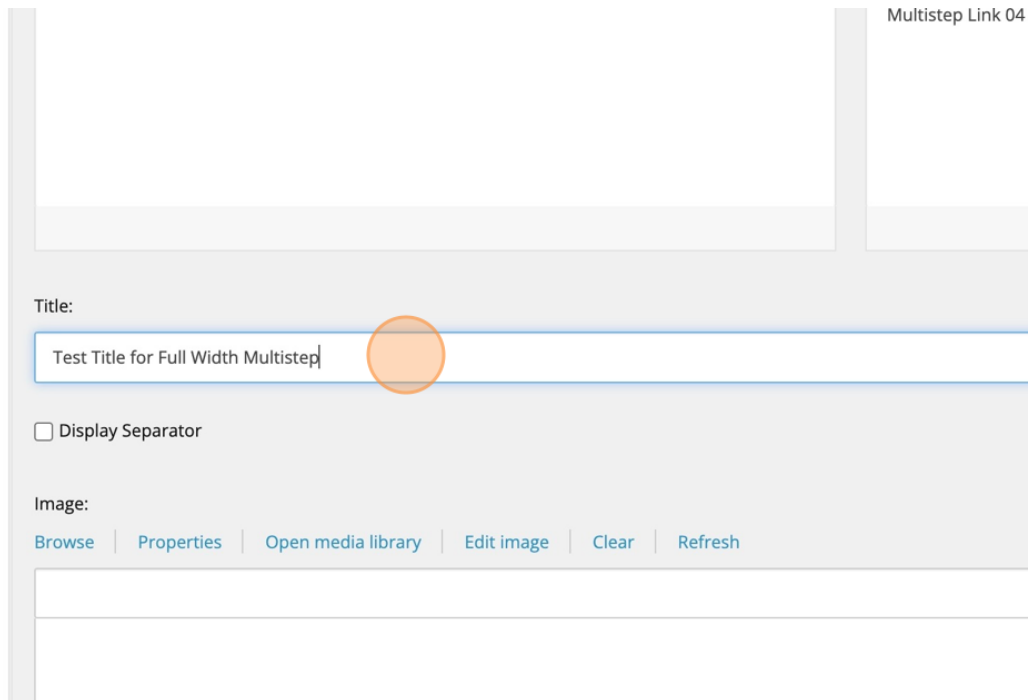

Step 2

Right-click the Multistep Folder, click "Insert" and click "Multistep Links". In the pop-up that appears, give the Multistep Links component a unique name and click "OK".
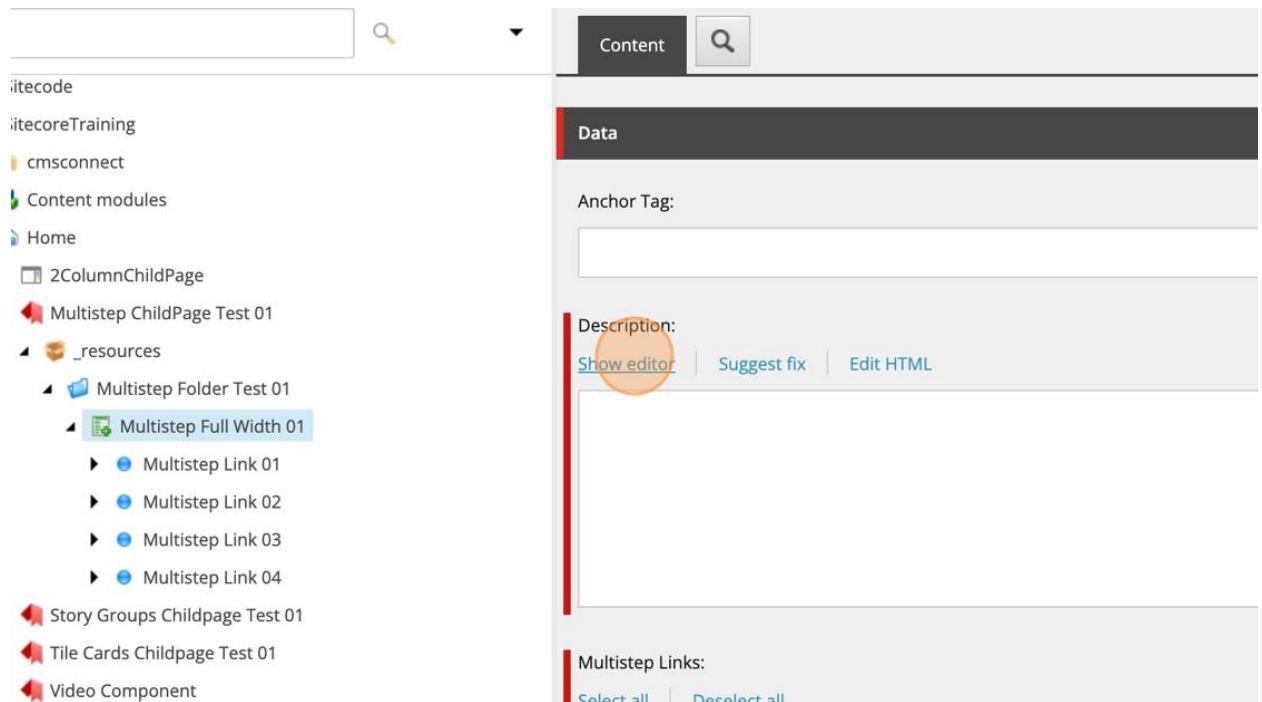
Step 3

Click on the "Multistep Links" component, and in the right panel, fill in the details. First, fill in the Title.


Step 4

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

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".
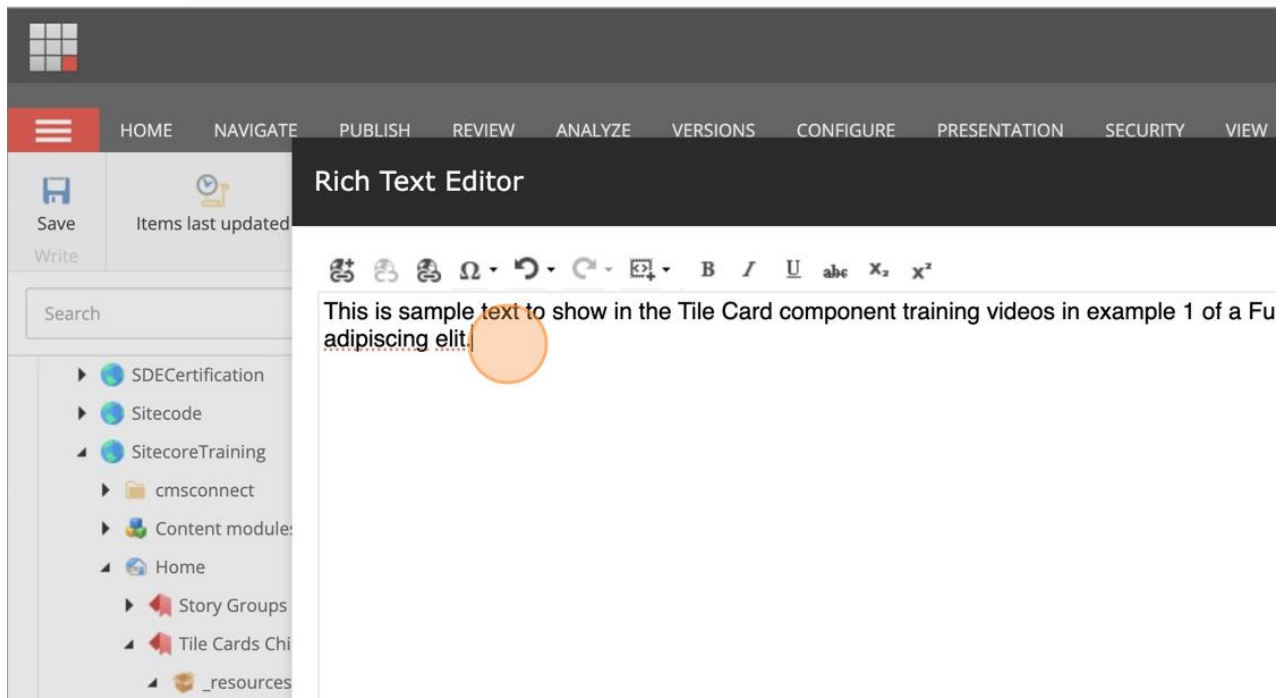

Step 5

Next, go to the "Image" section and click "Browse". Since Icons are the standard images that are supposed to be incorporated into this Multistep example, click "Browse", and select the respective image from the Media Folder.
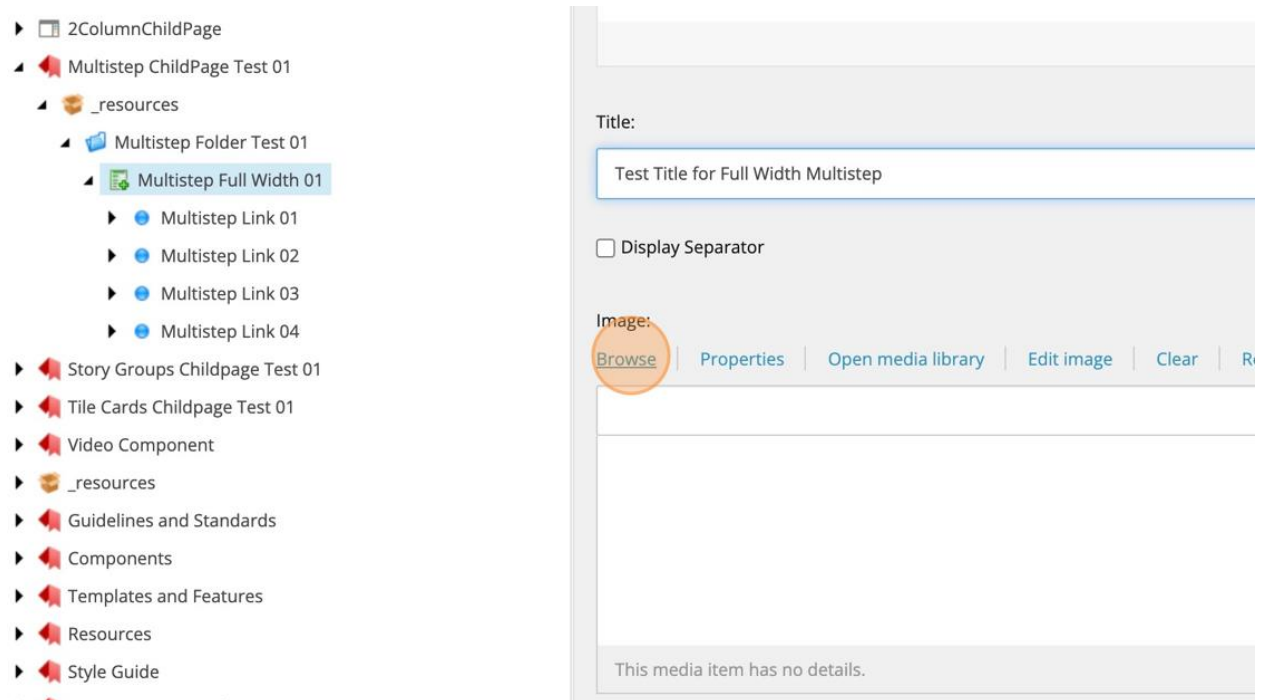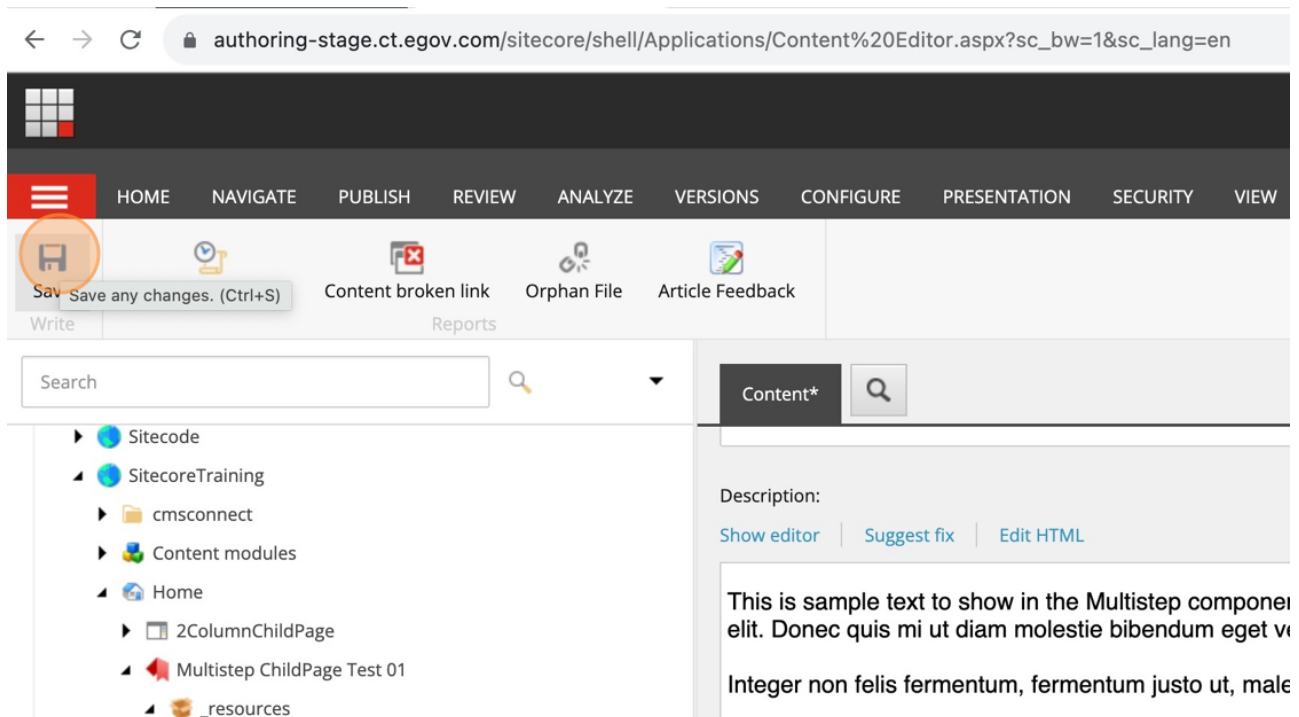
When using icons for Multistep components, always make sure that the svg formatted icon is 60px in size whether in width or height. Click "Select".
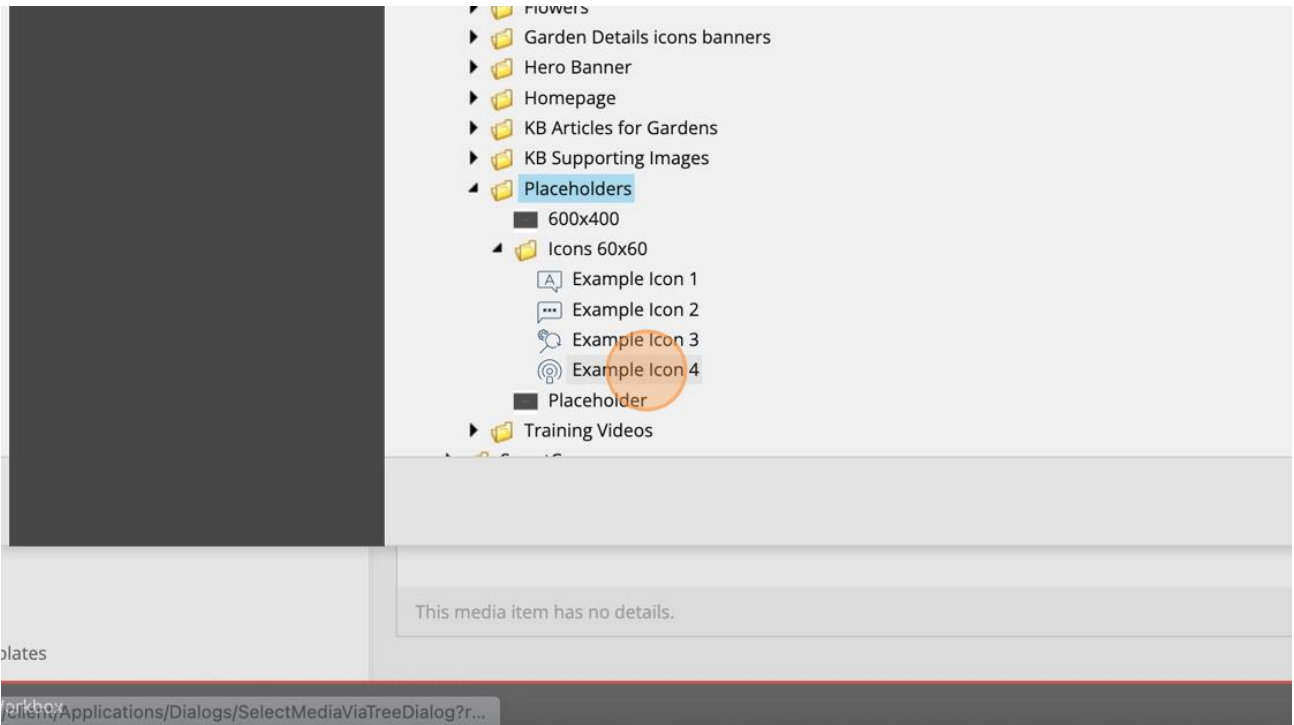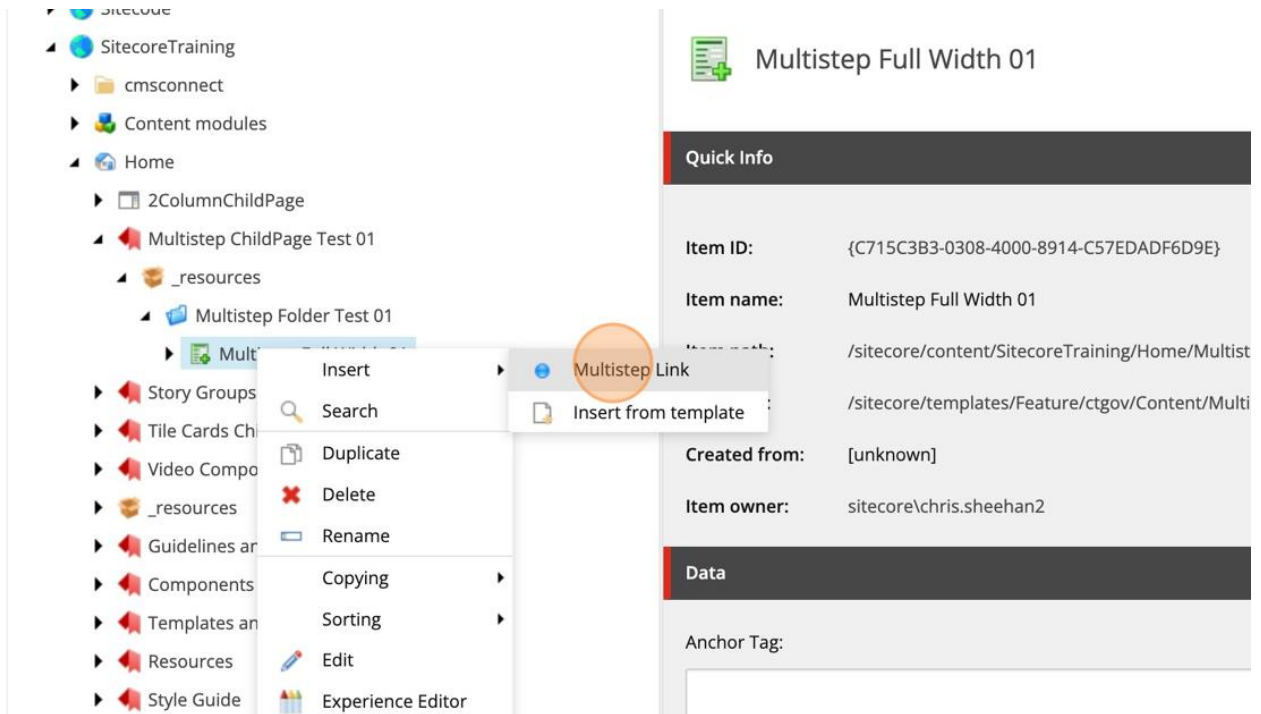

Step 6

Immediately click on the "Save" button in the top left corner of the Sitecore Content Editor to SAVE YOUR WORK.
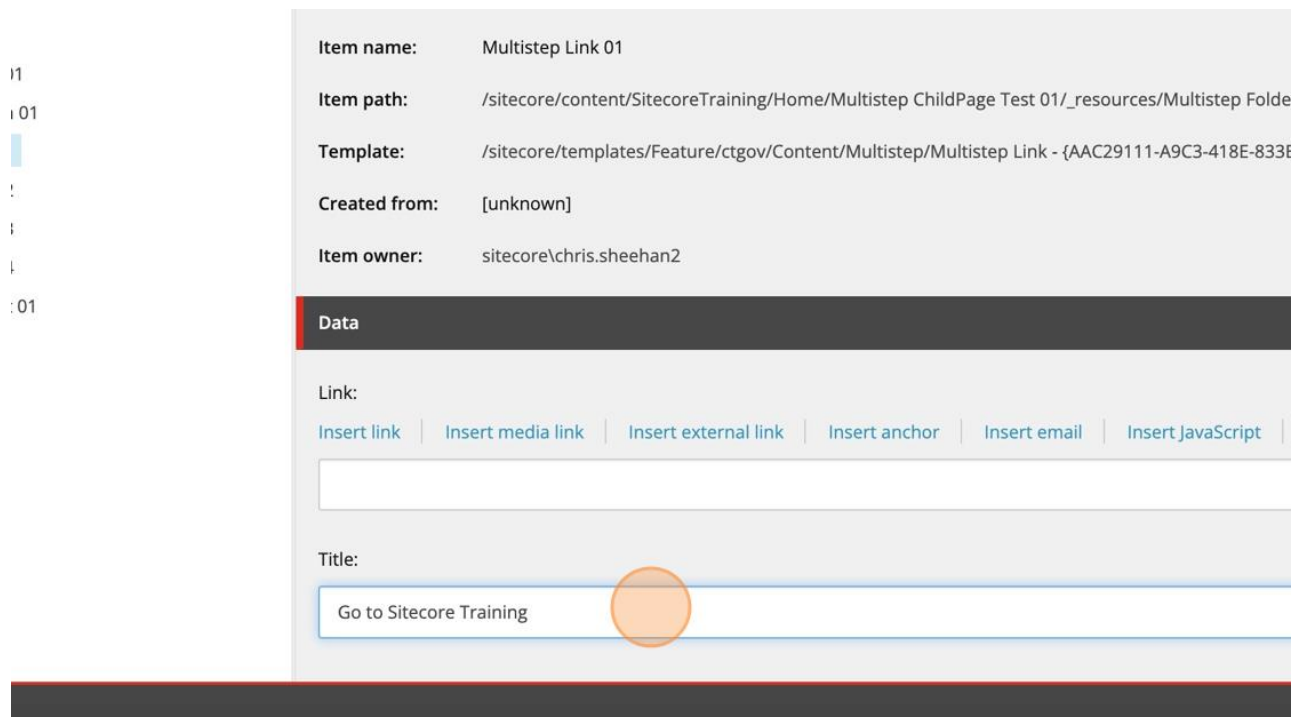
Step 7

Next, right-click the "Multistep Links" parent component once again, click "Insert" and click "Multistep Link". In the pop-up that appears, give the Multistep Link a unique name and click "OK".

Step 8

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

Step 9

Next, fill in the Links section. For this Multistep component, there are 3 types of links that you can use.
9.1. Insert link. This option is used to insert links that are going to be linked to internal pages.
9.2. Insert external link. This option is meant to add links that go to external web pages.
9.3. Insert media link. This option allows you to link to different types of media that you have uploaded into the Media folder.

Once inside the "Link Details" pop-up window, select where your link will point to, add a Description. The Description that you use will be how the link is displayed in the Multistep. For this example, click "Active Browser" (due to internal page linking), and add Alternative text for differently abled audiences.
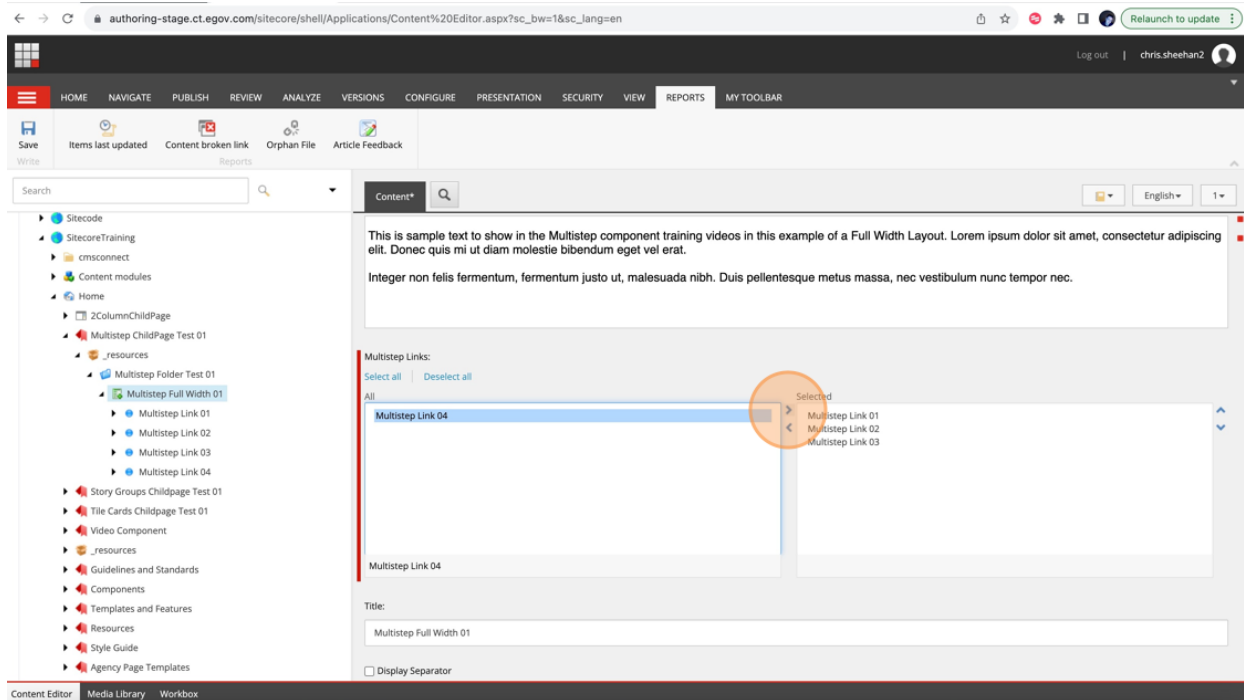
Finally, click "Save" and "Publish Content" to publish your first Multistep Link.
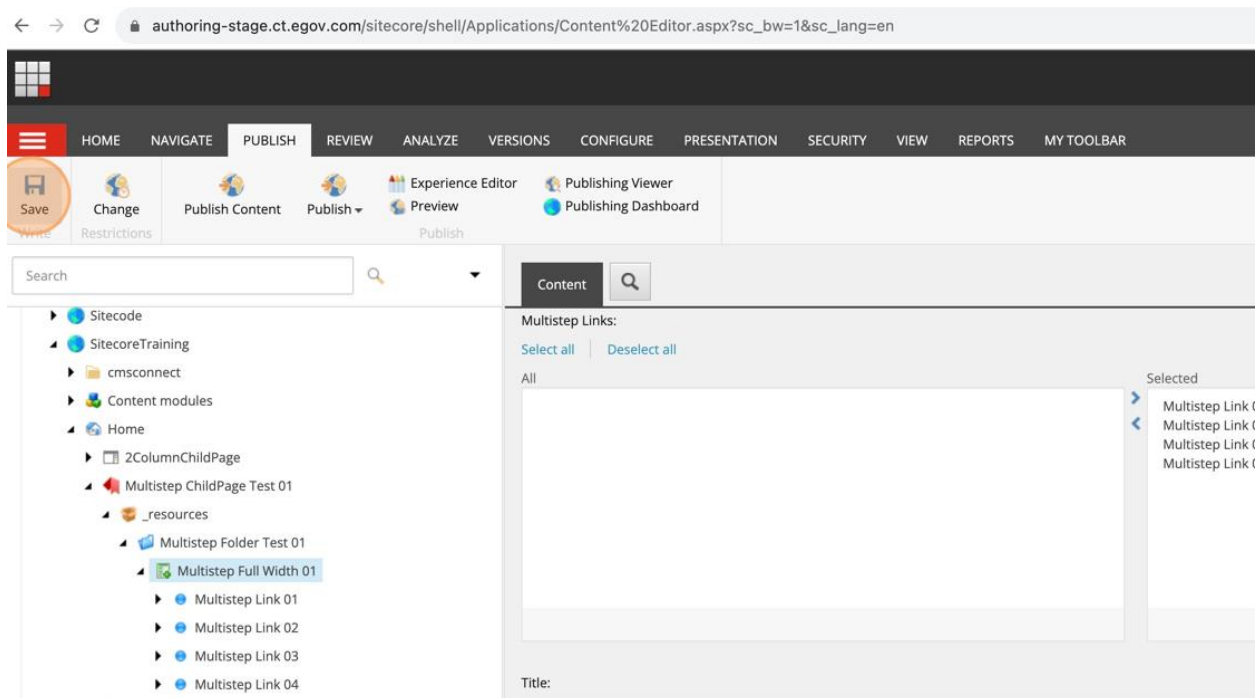

Step 10

Now that you have created your first Multistep Link and Multistep parent component, you can now proceed to create the other 3 links needed for this Full Width Sub layout example. Just follow steps 7-9 of this lesson.
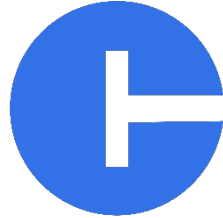
Step 11

Finally, you need to add your Multistep Links into your Multistep parent component. Return to the parent component and go to the right panel as demonstrated below. In the Multistep Links section, use the right arrow to add you links to the selected section.

Once the Multistep Links have been added, click "Save" and then "Publish Content" one final time. This step is to ensure that the entire component is saved in the latest version with all the updates we just included.
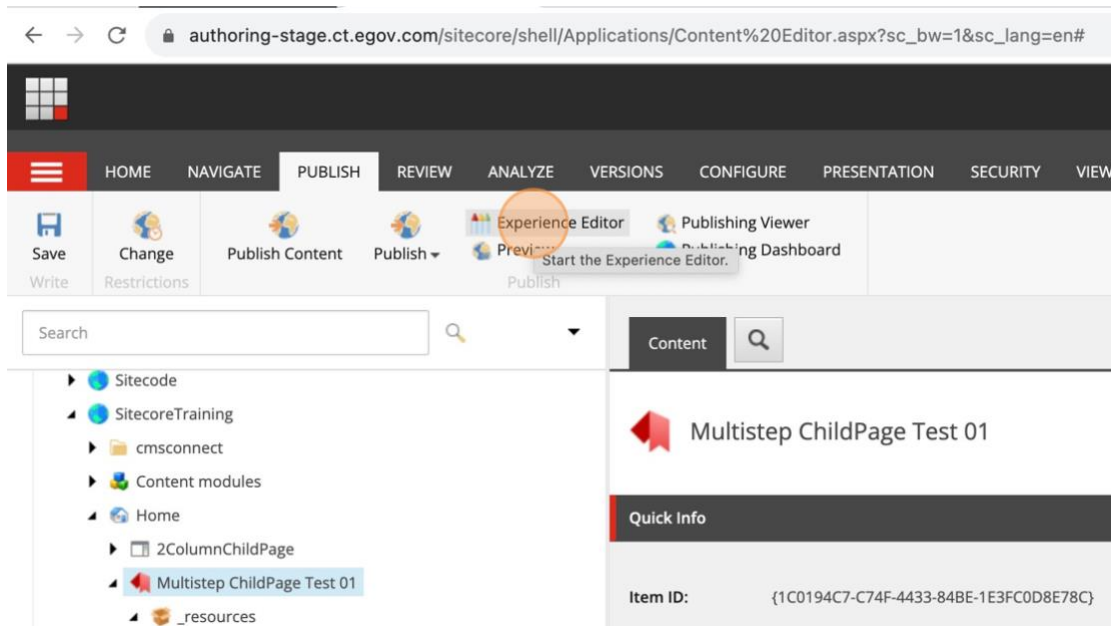
Sitecore Training

# How to Create a Multistep 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". Select on the "Full Width Sub layout" option for this example. Your other choices can be for 9 or 6 column width spaces.
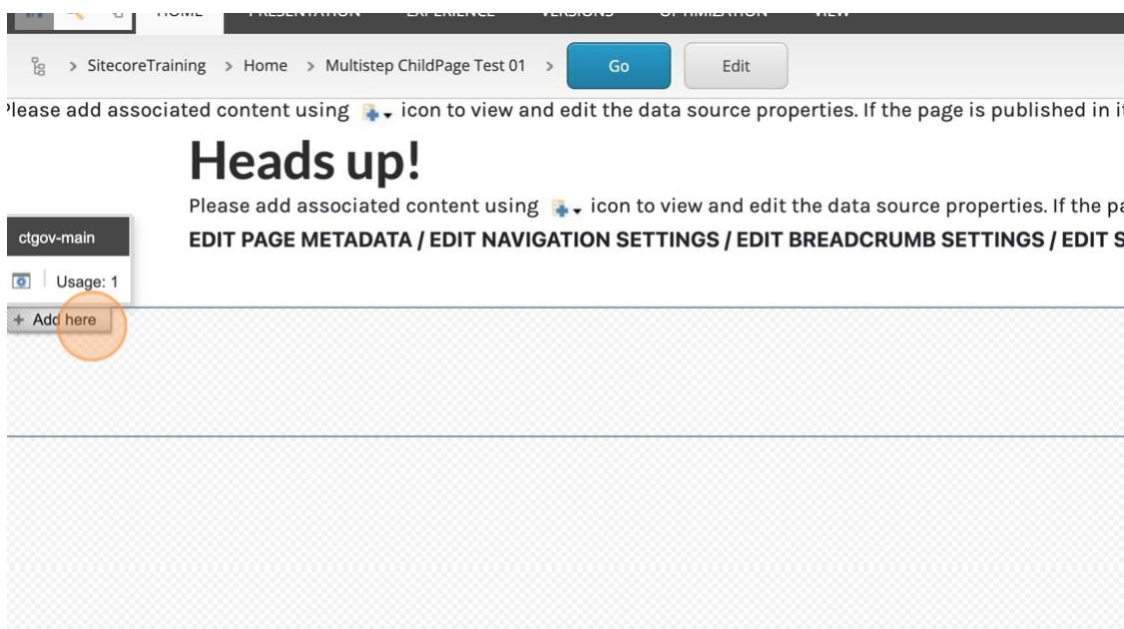
Step 3

Click inside the rectangle container placeholder, click "Add here". Select "Multistep" in the pop-up. Click on the "Multistep" image. Click "Select".
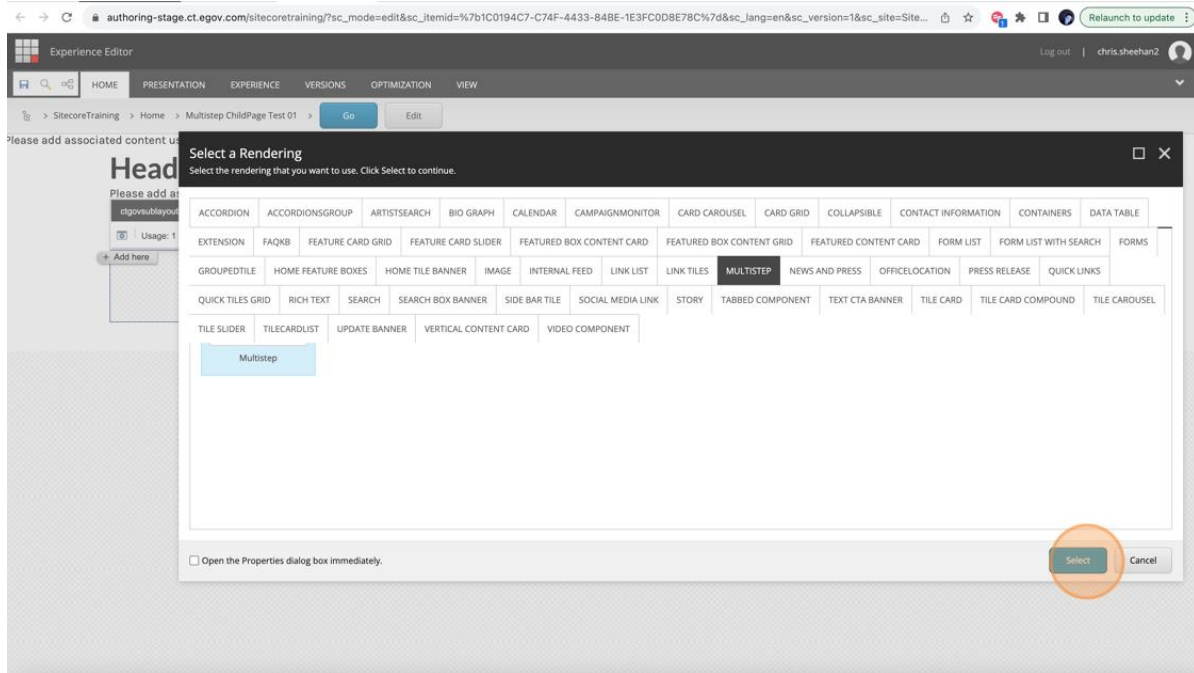
Step 4

In this new pop-up, expand the "Multistep Folder" you previously created in the Content Editor. Click the green "Multistep" component within the structure and expand it. Your Multistep component should be visible and resemble the example shown below. Select the "Multistep" component and click "OK".
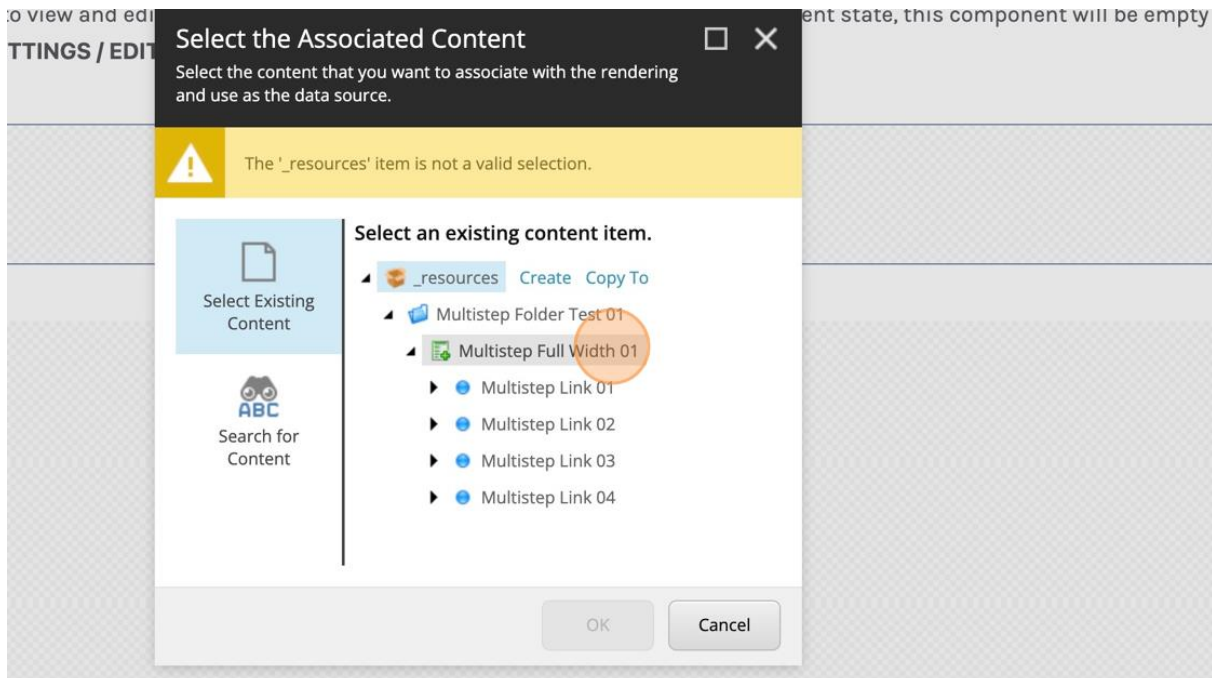
Step 5

Your Multistep component has just been imported to the "Experience Editor" view on your page.
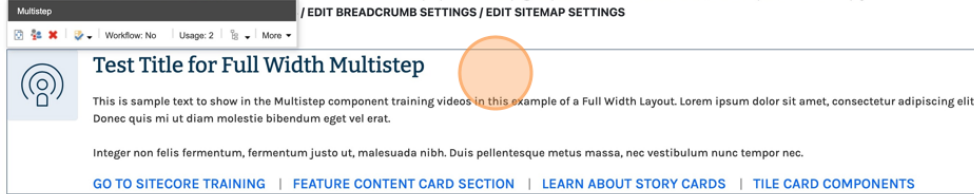
Step 6

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.
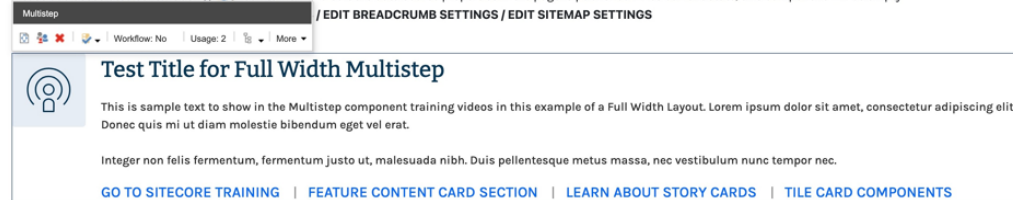
Step 7

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", go to your child page and expand its contents and click on the "_resources" folder once.

Click once again on the Multistep Child page, and only then proceed to the "SAVE" icon in the "Content Editor". The previous step makes Sitecore acknowledge the changes you made in the "Experience Editor" and will save the latest version of your page. After the save has taken effect, click on "Publish Content".