Story Group component

Summary

Use the Story Group component to feature multiple related stories or topics on a page. It highlights a lead story and several supporting stories using images or tile cards. This helps customers quickly see the most important content and related items.

When to use this component

- Feature a main story with supporting stories.
- Highlight multiple topics at once.
- Display content visually with images or tile cards.
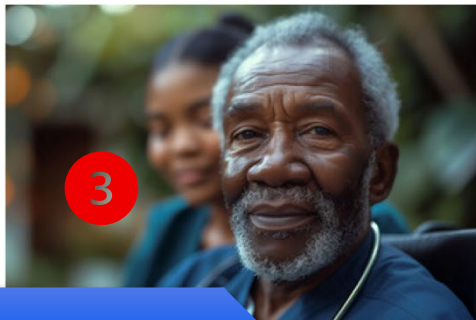
Component content fields

Each story group includes:
1. **Title** – Main heading for the group.
2. **Body copy** – Short description or details.
3. **Image or video** – Visual content for the story group.
4. **Call to action (CTA) link** – Optional for each story.
5. **Story Cards** – Individual stories with:
     o Title
     o Description
     o Image or video
     o Optional links (CTA) for each story

Variations:
- Full-width with images
- Full-width with tile cards
- Consolidated tile cards
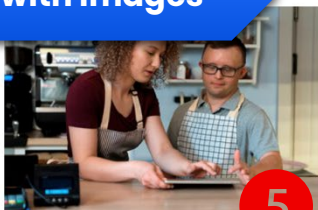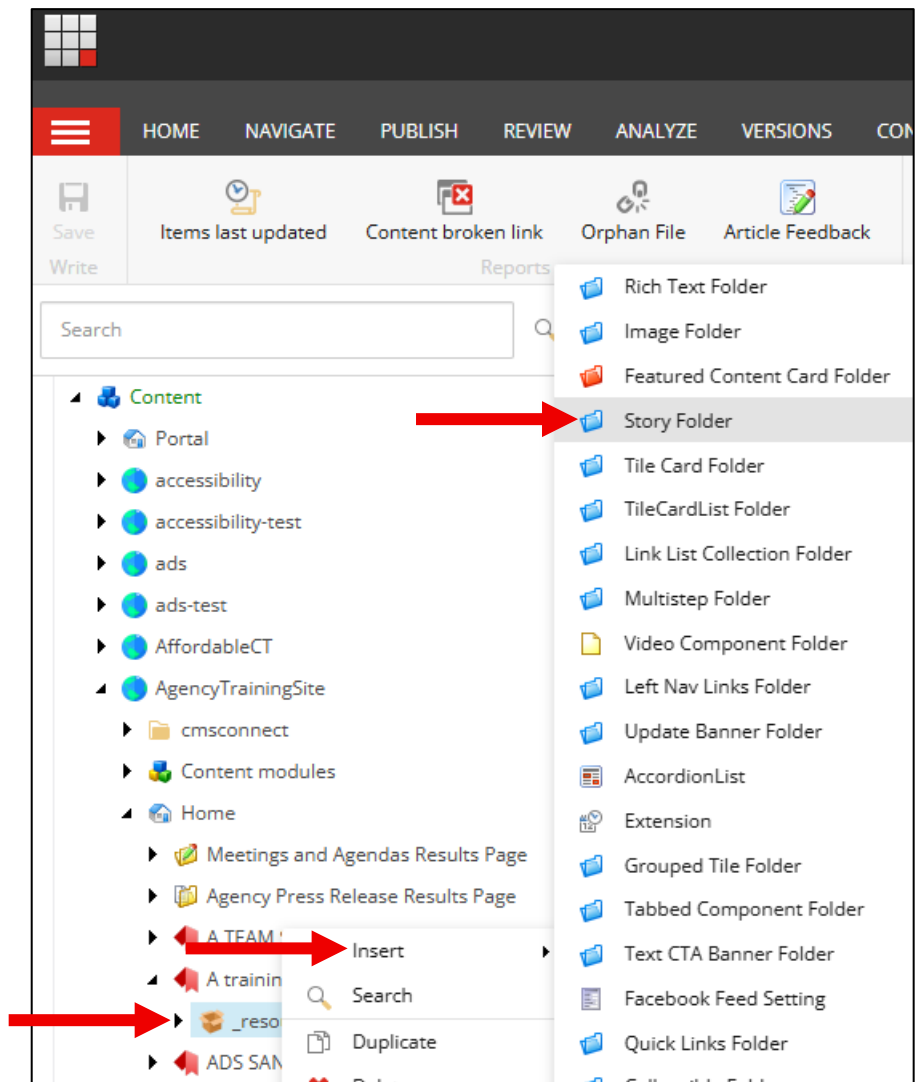

Story group with images

● **Phase 1: Content Editor**

This phase covers creating and configuring the Story Group in the Content Editor
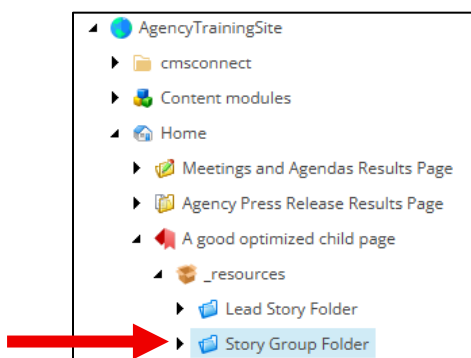
Step 1: Create a Story Folder

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

1. Right-click the page's **_resources folder**.
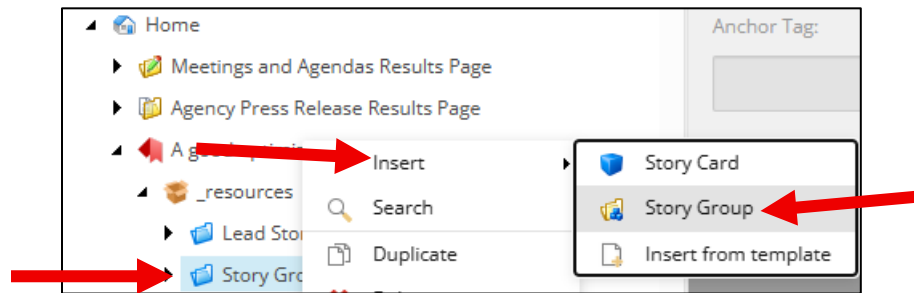2. Select **Insert > Story folder**.

3. **Name the folder** clearly (e.g., **Story Group Folder**).
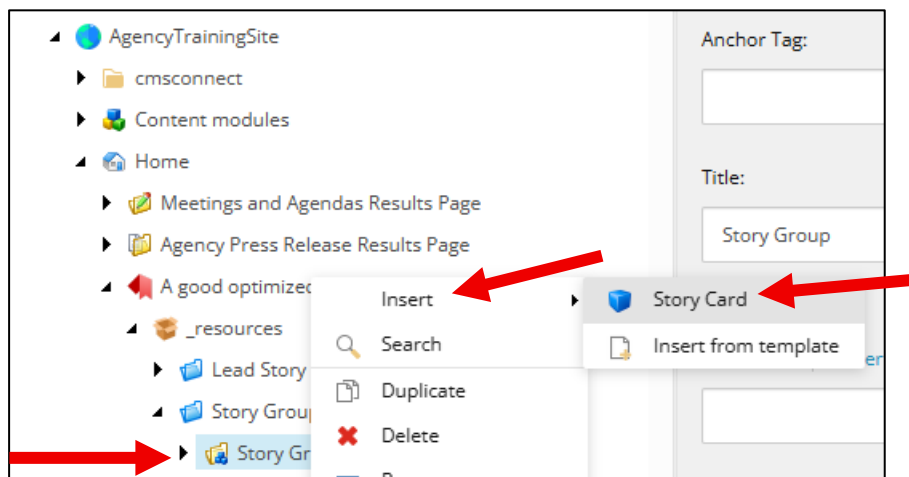
Step 2: Insert Story Group

1. Right click the Story Group Folder and **add Story Group**.
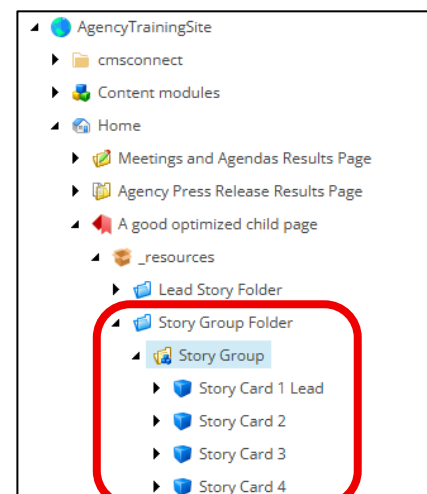

Step 3: Insert Story Card

For this example, you will create one lead story and three supporting stories.

1. Right-click the **Story Group** you just created (within the Story Group Folder).
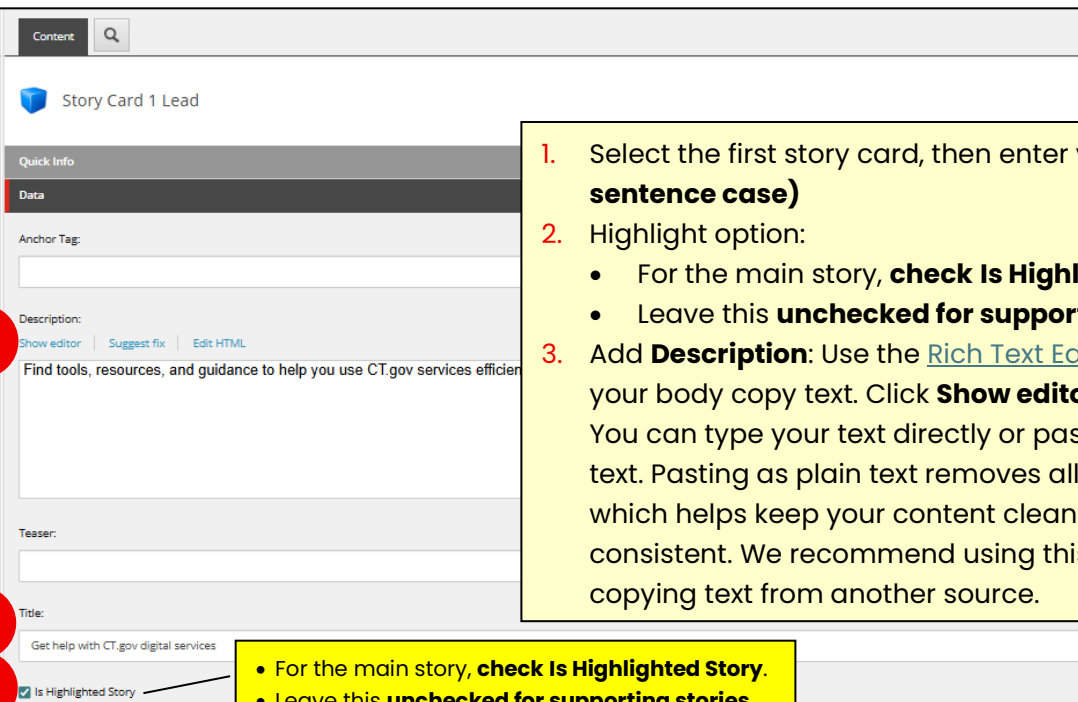2. Select **Insert > Story Card**.

3. Name the card (e.g., **Story Card 1 Lead**)
4. Repeat for all additional stories. (e.g., **Story Card 2, Story Card 3, Story Card 4**)

Step 3: Add Title, highlight option and description

Complete this step for each Story Card in the Story Group.

Content

🧊 Story Card 1 Lead

Quick Info

Data

Anchor Tag:

3 Description:
Show editor | Suggest fix | Edit HTML

Find tools, resources, and guidance to help you use CT.gov services efficien

Teaser:

1 Title:
Get help with CT.gov digital services

2 ☑ Is Highlighted Story

1. Select the first story card, then enter your **Title (use sentence case)**
2. Highlight option:
   - For the main story, **check Is Highlighted Story**.
   - Leave this **unchecked for supporting stories**.
3. 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.
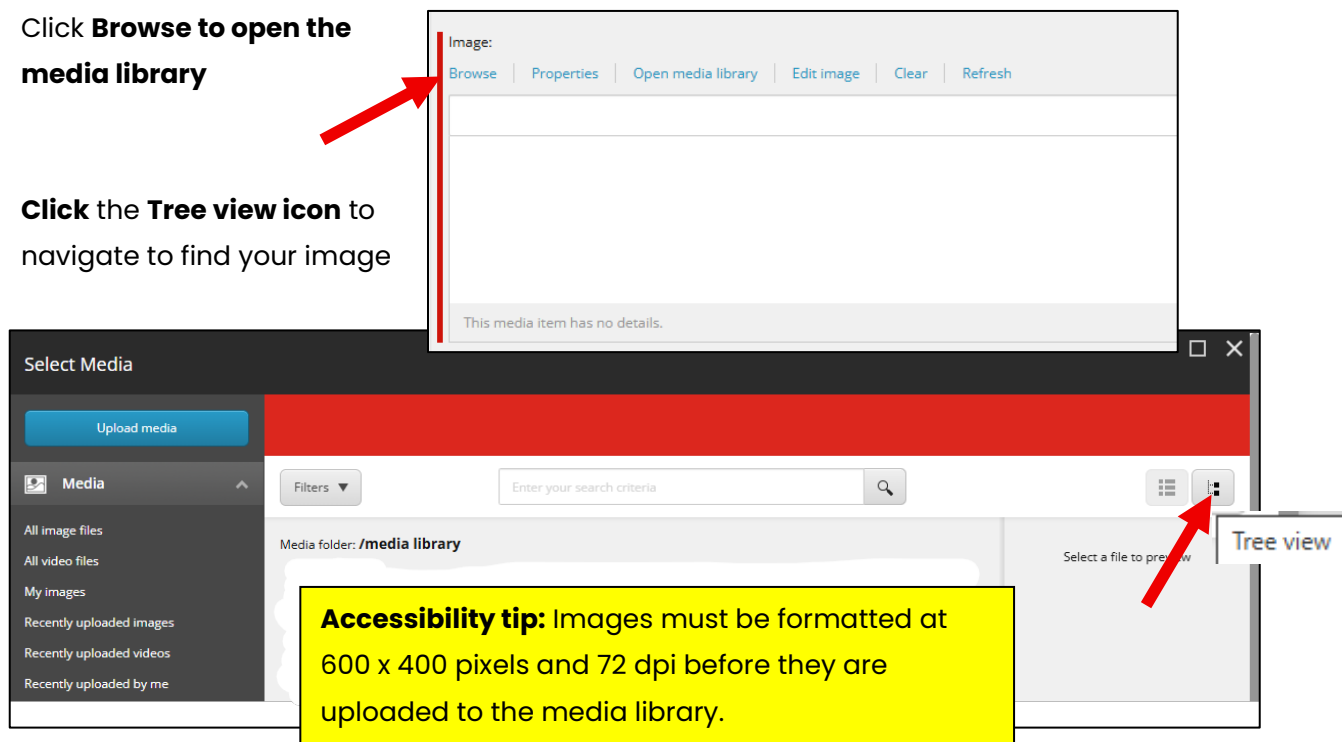
- For the main story, **check Is Highlighted Story**.
- Leave this **unchecked for supporting stories**.

Step 4: Add an Image

Complete this step for each Story Card in the Story Group.

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

Image:
Browse | Properties | Open media library | Edit image | Clear | Refresh

This media item has no details.

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

Select Media

Upload media

🖼 Media

All image files
All video files
My images
Recently uploaded images
Recently uploaded videos
Recently uploaded by me

Filters ▼

Enter your search criteria 🔍

Media folder: /media library

Select a file to preview

Tree view

Accessibility tip: Images must be formatted at 600 x 400 pixels and 72 dpi before they are uploaded to the media library.

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3. **Select an image** (click the image you want to use, then click **Select**)
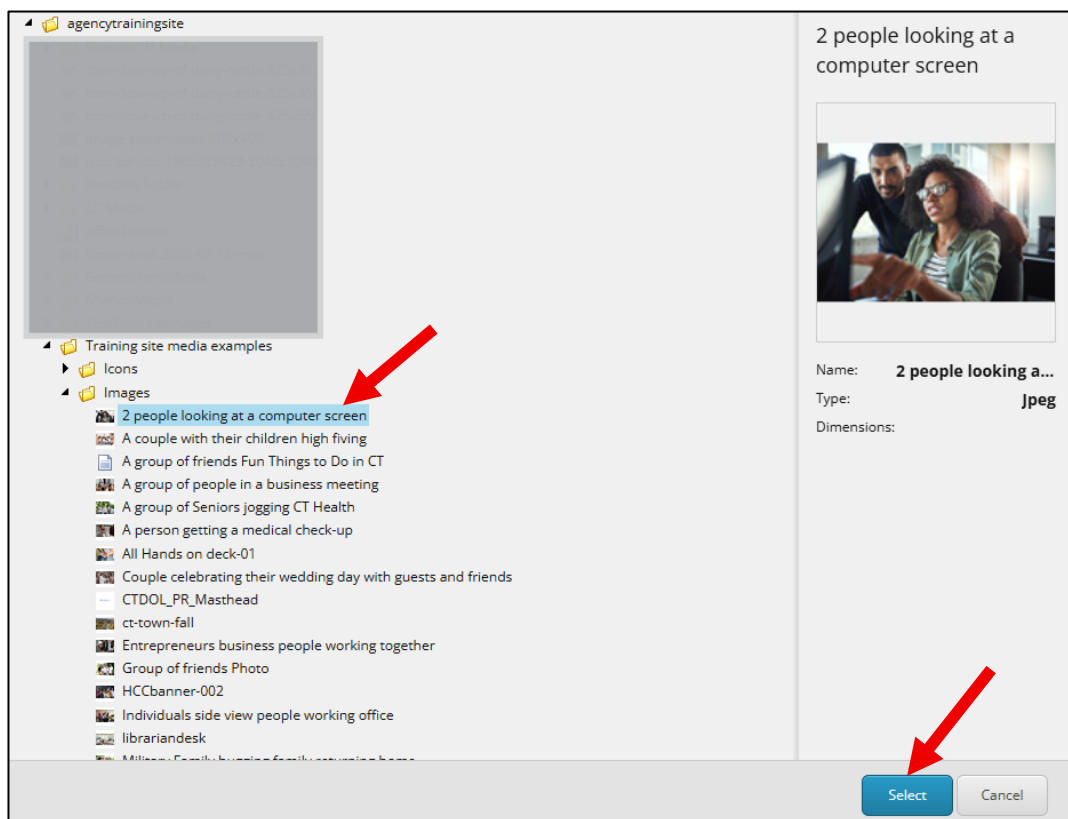
Step 5: Add a Link (CTA)

Complete this step for each Story Card in the Story Group.

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
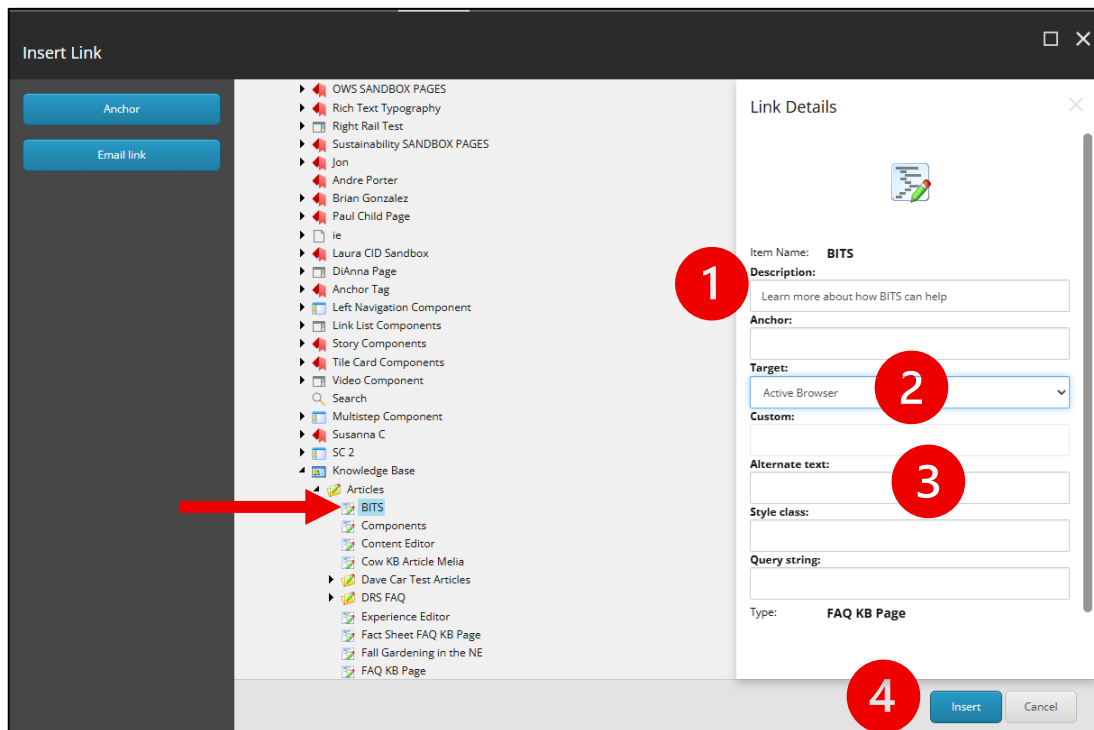3. **Insert external link:** Link to a page outside of ct.gov

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

After you click insert link, click the arrow in front of the Content folder to expand it.
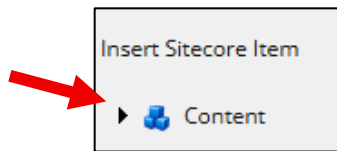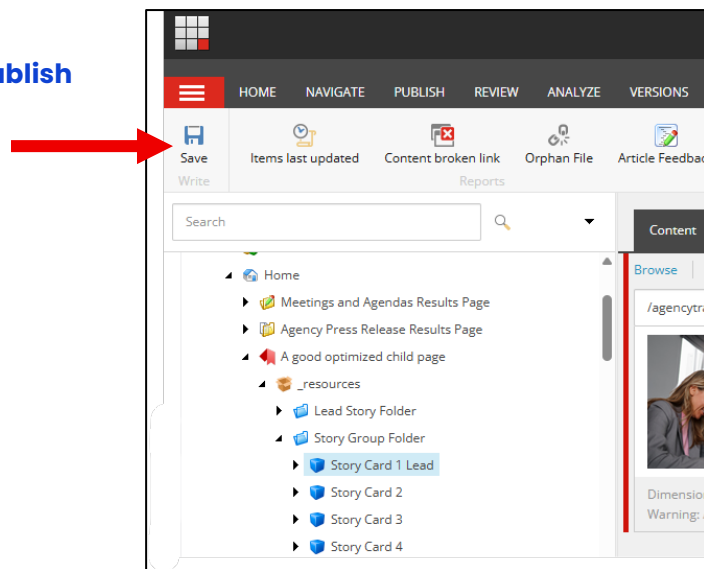
Navigate to the internal page and select it.

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**

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 Story Cards display correctly, you may need to publish the Story Group folder that contains them, not just the individual cards.
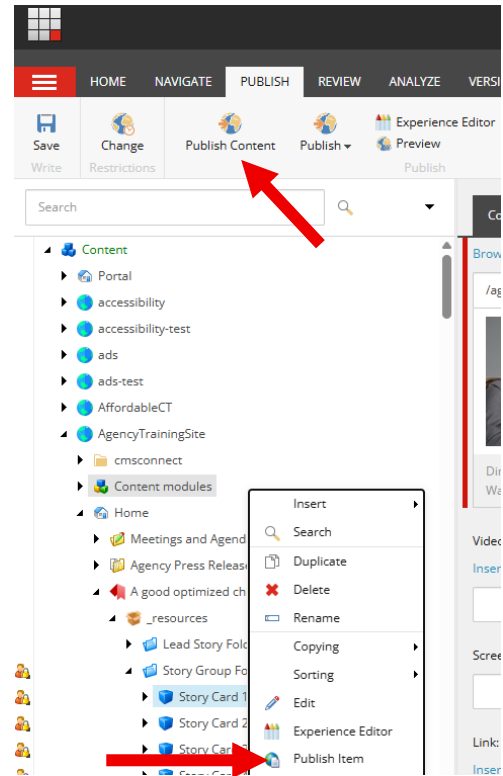
Steps to Publish

1. In the **Publish Item** window, check **Publish subitems**.
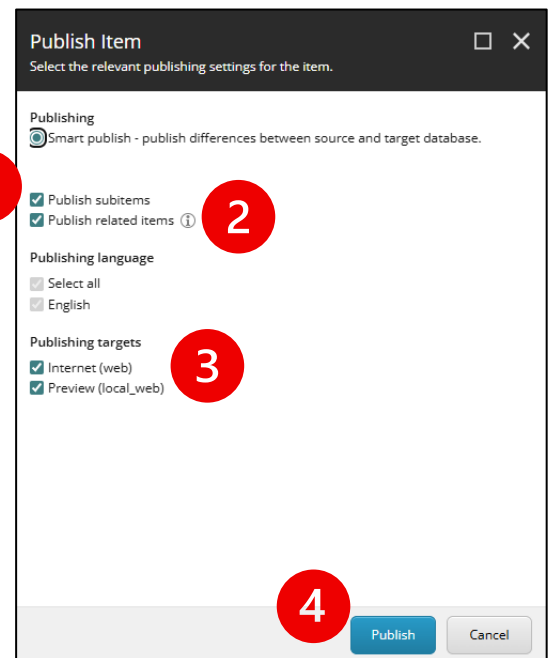   This publishes everything under this item.

2. Check **Publish related items**.
   This makes sure all linked items (such as images or media) are published too.

3. Choose a publishing target:
   - **Internet (web)** – Live site
   - **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.
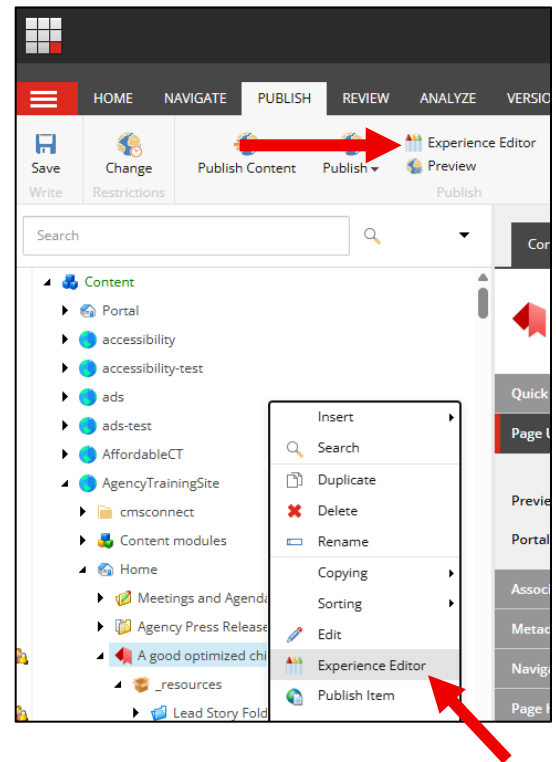
🔴 **Phase 2: Experience Editor**

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:
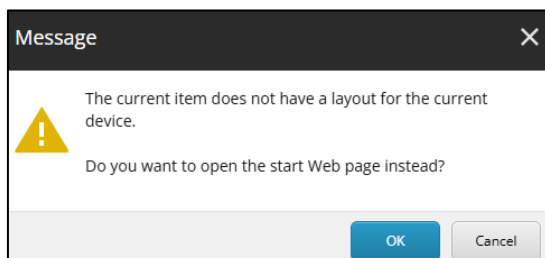
Cancel the message and select the correct child page first.

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.
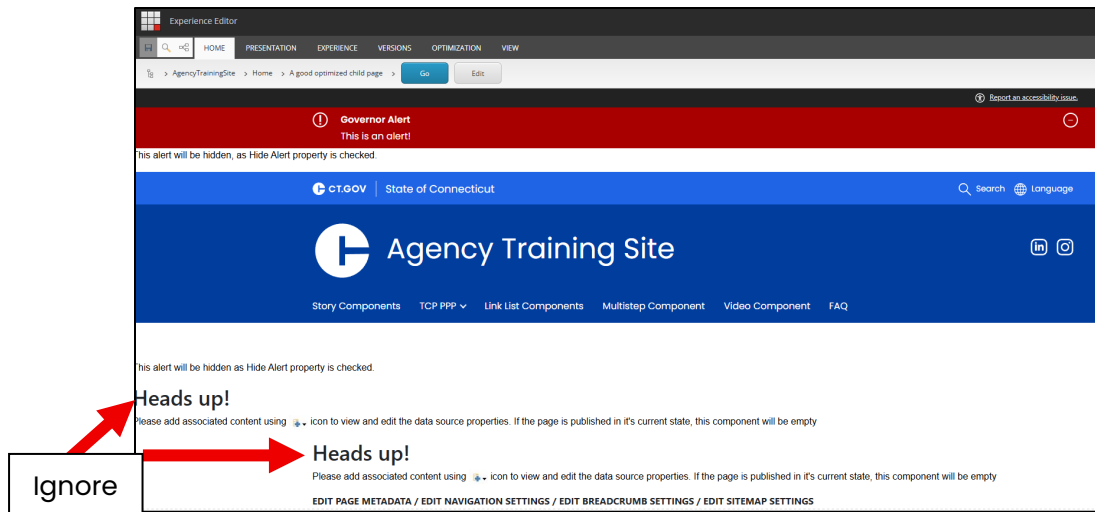


Step 2: Adding a Component to a container

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**.
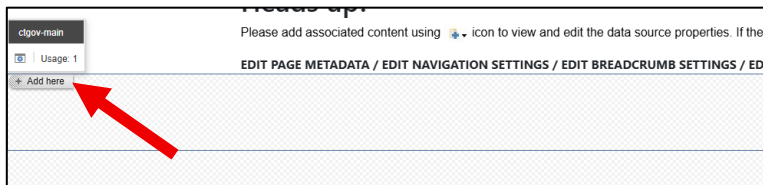

2. In the pop-up, click **Containers** > **Full-Width Sub layout** > **Select**. For this example, choose **Full Width Sub-layout** (other options include **8x4** or **9x3** width configurations) then **Select**.
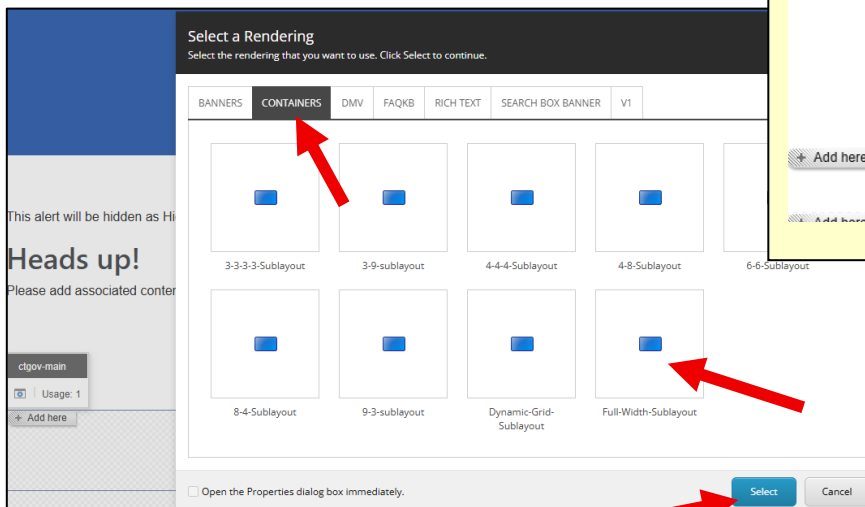

> **Tip:** Sometimes the **Add here** option won't appear automatically. Click the Component button in the Ribbon to make it visible.
>
>
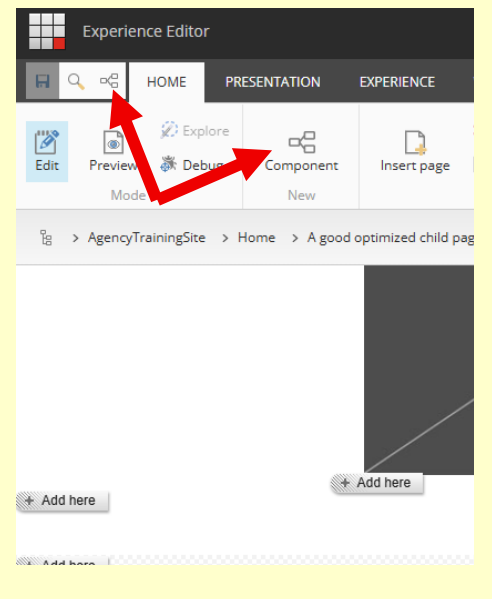
3. Click the **Full Width** container (it will appear slightly gray with a diamond grid) to reveal the next **Add here** button where you want to place your Story Group component.
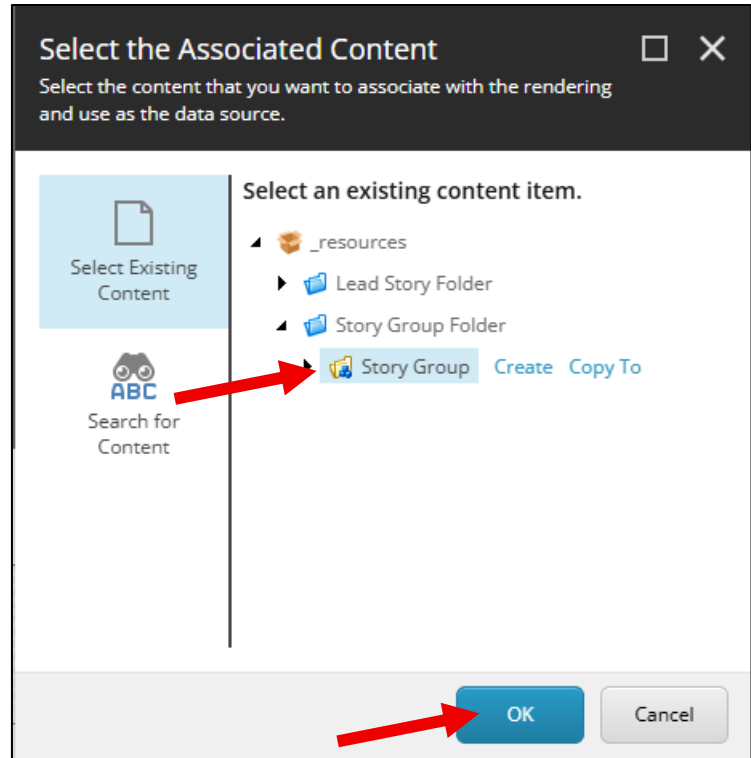
4. Click **Add here** to insert the component
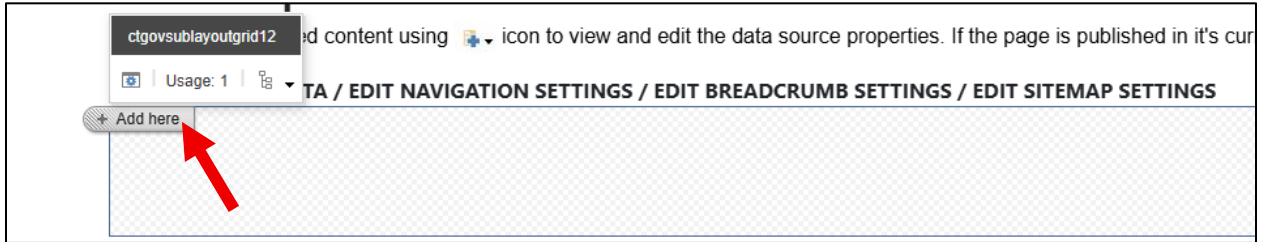
5. In the pop-up, click the **Story** tab, then **Story Group,** then **Select**.
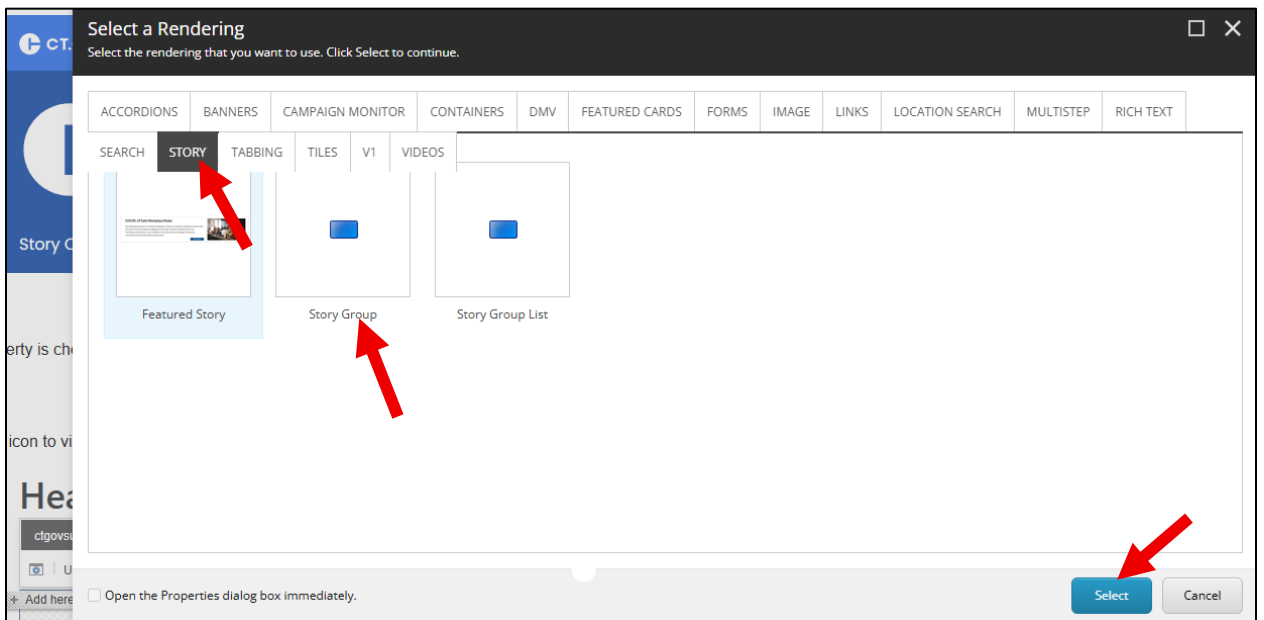
Step 3: Select the Associated Content

1. In the new pop-up, **expand the Story Group Folder**

2. **Select the Story Group**

3. Click **OK**.

**Note:** You can only select the Story Group. 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 lead story component until the entire component is outlined.**
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.
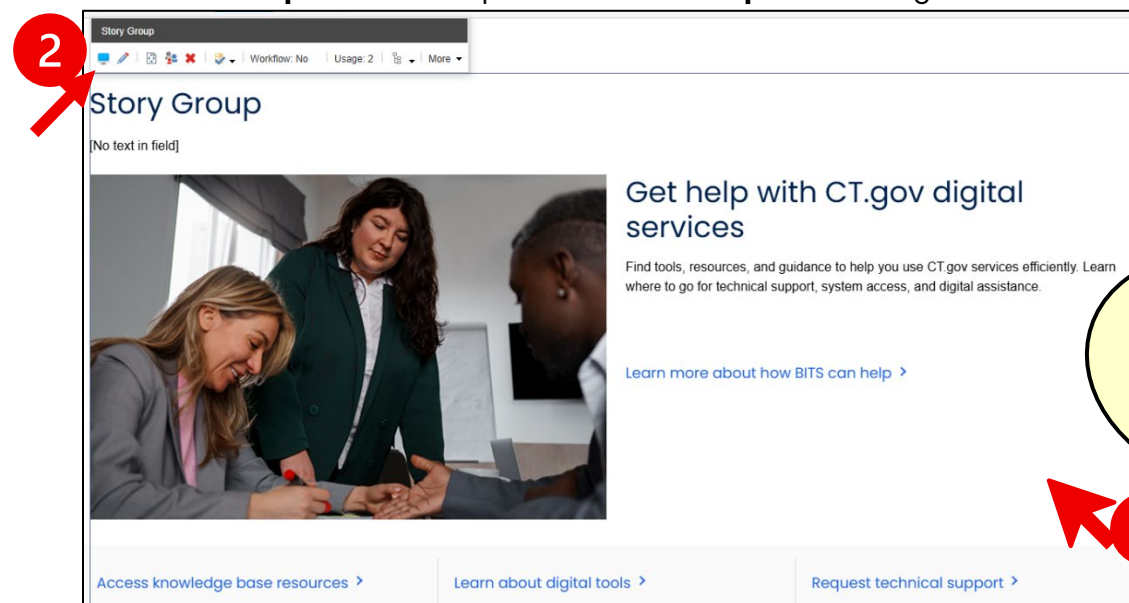
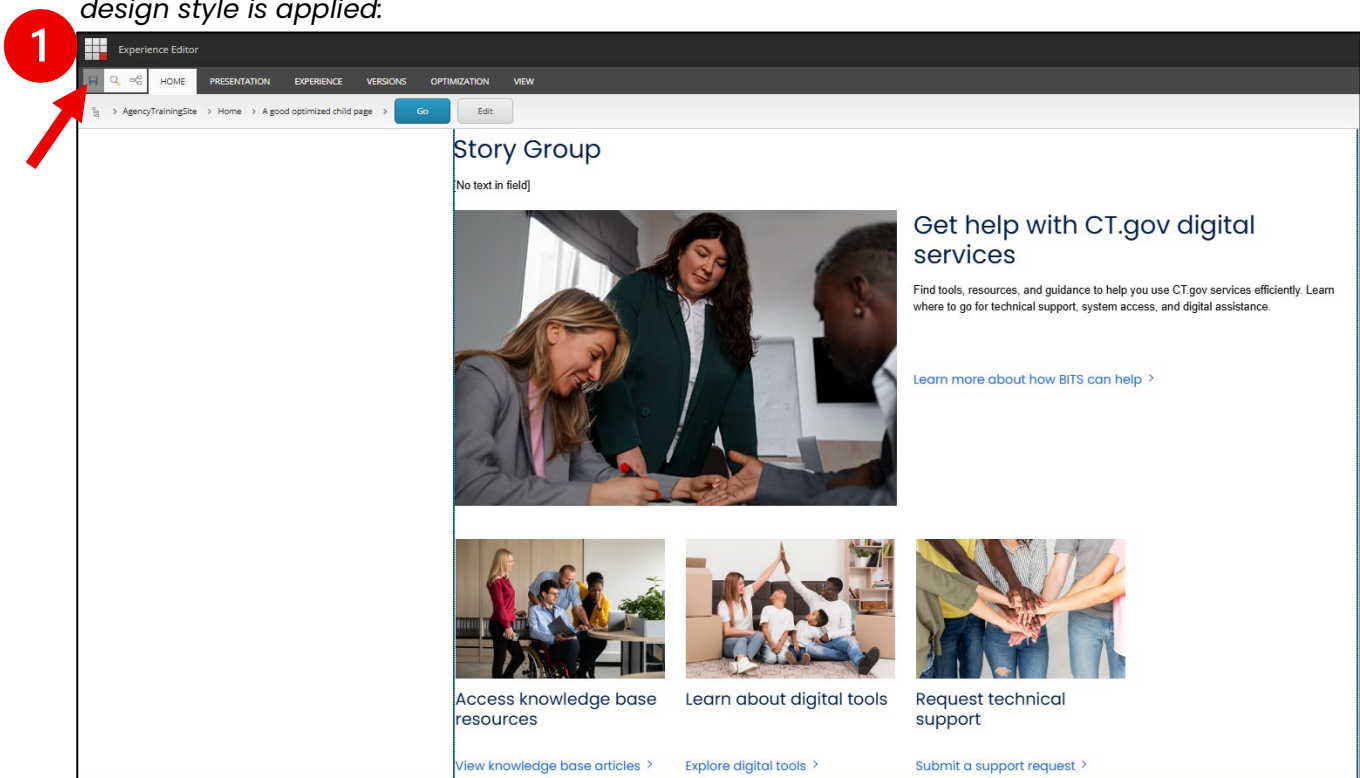- Open the **"Sub-stories Display Styles" dropdown** and change to **Images.**
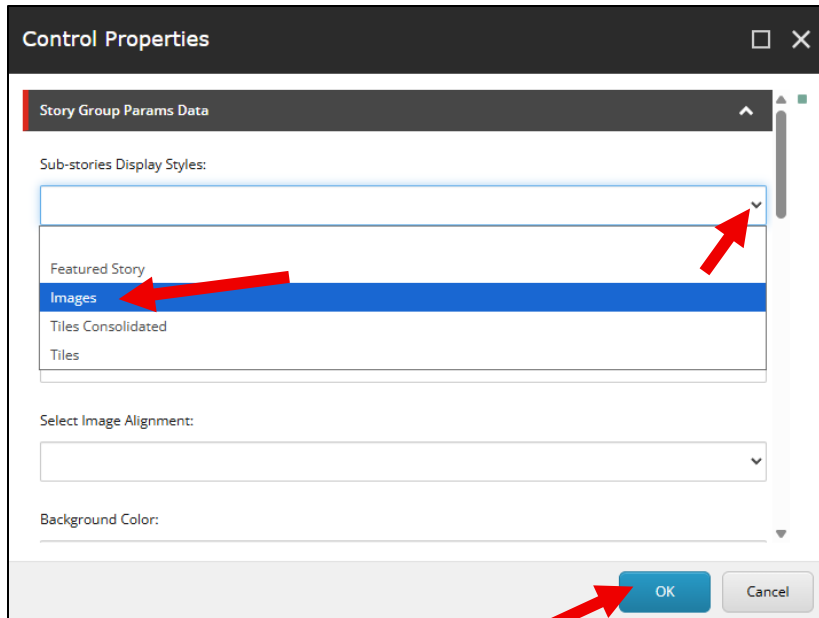
- Click **OK.**

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

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:*

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.

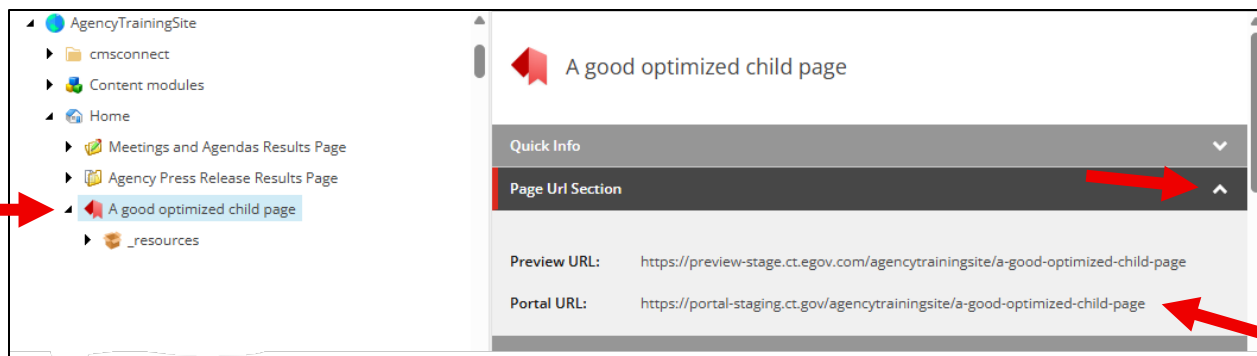4. **Click the Save icon** in the Content Editor.
   This ensures you're publishing the most recent version of your page.

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.)
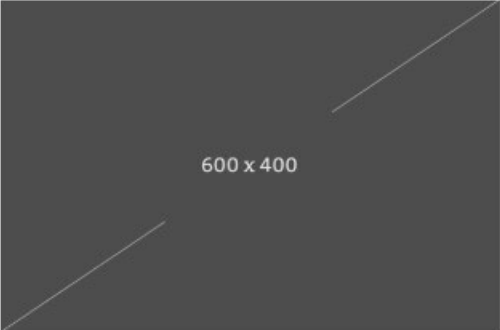
Once you've published, you can view it.

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.

Story Group variations

- **Full-width with images** – Lead story with supporting images
- **Full-width with tile cards** – Lead story with smaller card stories
- **Consolidated tile cards** – Smaller grouped stories