

CONNECTICUT

Sitecore Training

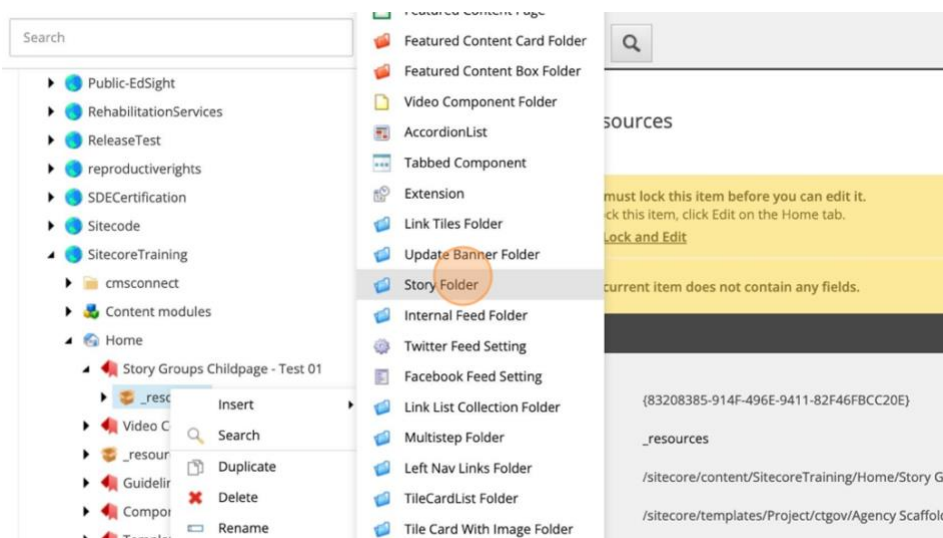
How to Create Story Groups (Content Editor) Part 1.

Introduction

The story group component displays a group of priority “stories” of the page’s main content. It contains a section heading, a headline, body copy, an image or video, and an optional call-to-action link. The difference between the story group and the lead story is that the story group has components in smaller text boxes. The story group component helps call out several second-most equally important “stories” or topics.

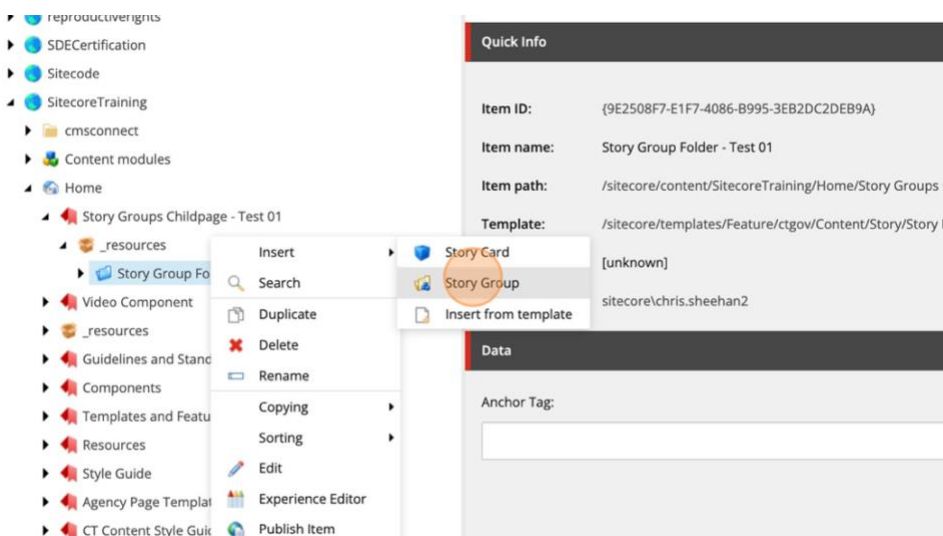
Step 1

Locate the “_resources” box and right click it. Click “Insert”. Then click “Story Folder”.



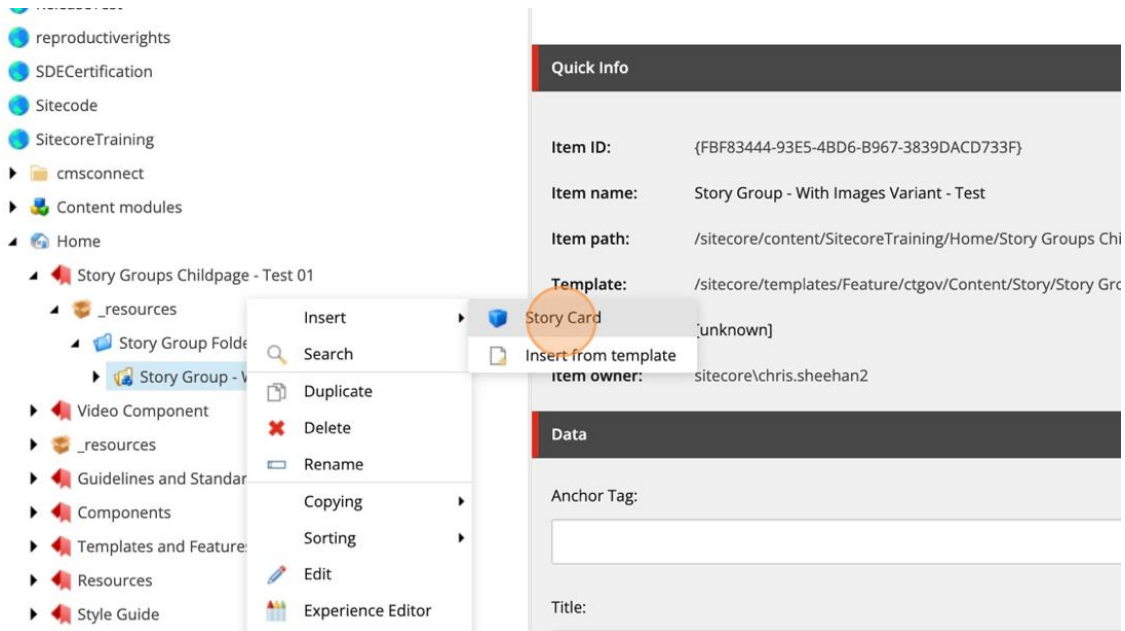
Step 2

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



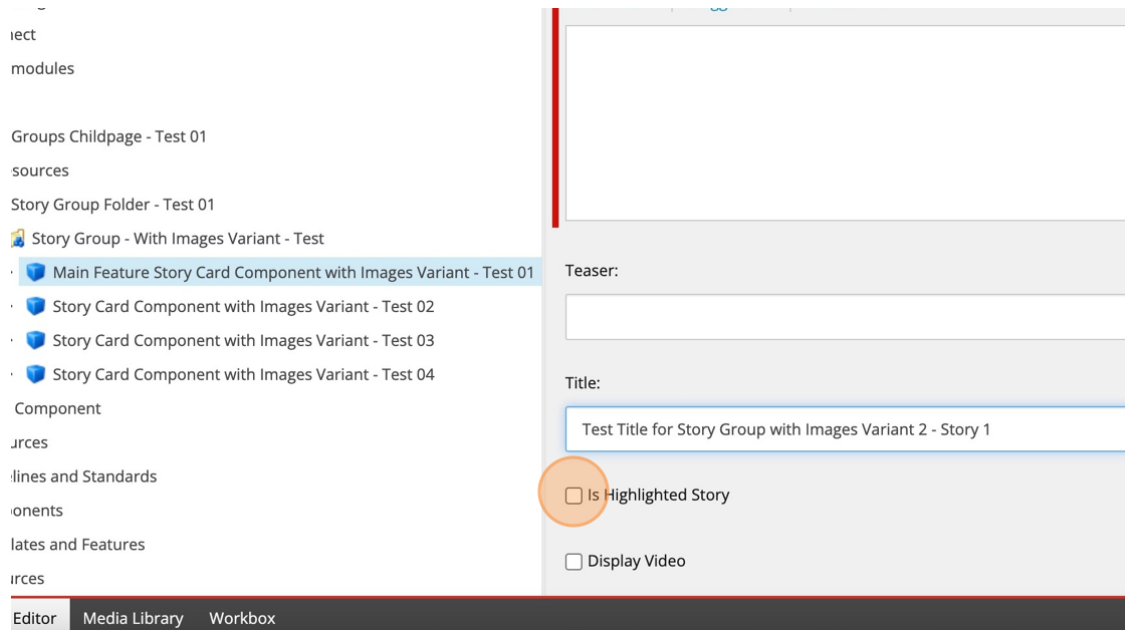
Step 3

Right click the new Story Group folder. Insert the first Story Card, name the Story Card, and click “OK”. Repeat this same step for the remaining Story Cards.



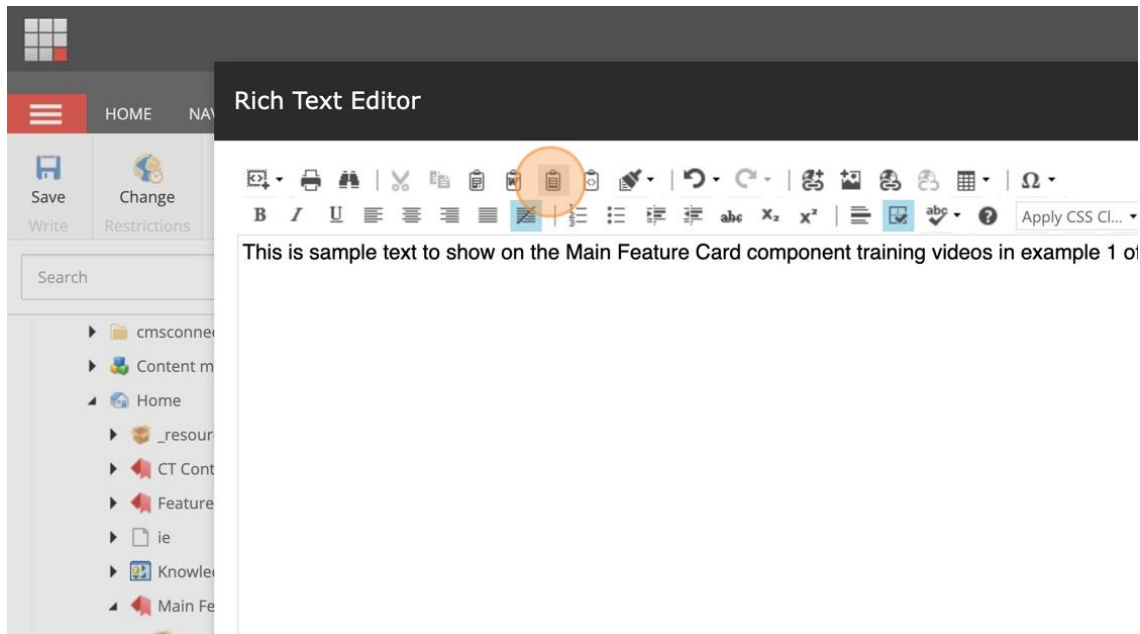
Step 4

Click the first Story Card. In the right panel, fill in the details. First, fill in the Title. An important note for this initial Story Card, click on the “Is Highlighted Story” under the “Title” field option only for this first card. When filling out the details of the other Stories, repeat this same step for the remaining cards leaving the “Highlighted Story” option not checked.



Step 5

Fill in the Description. In here you need to click the "Show 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".



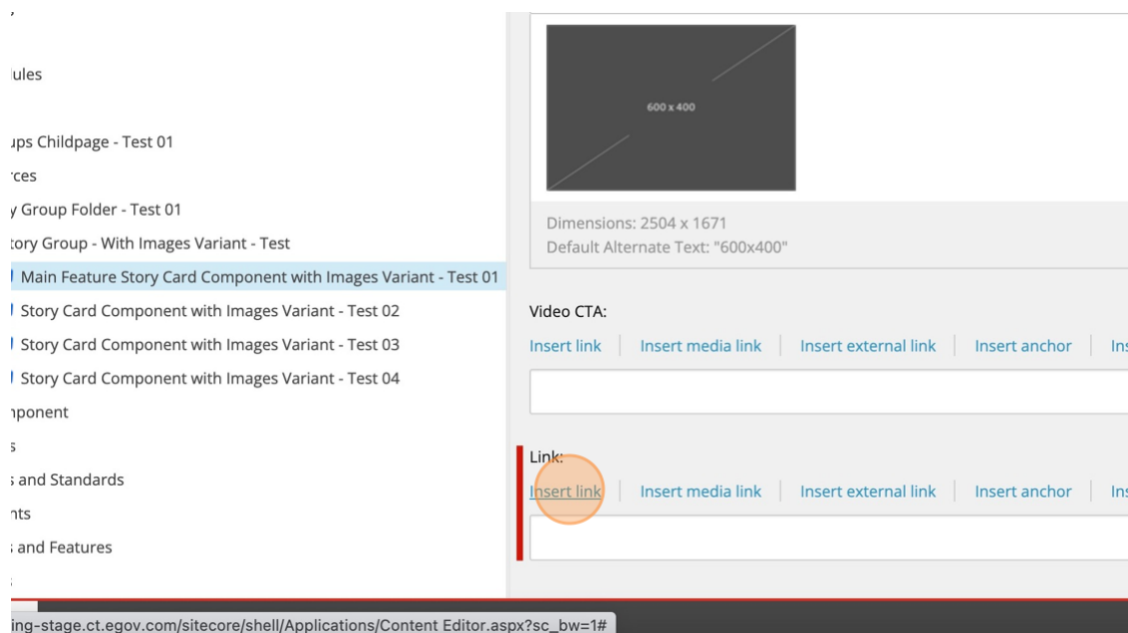
Step 6

Next, fill in the Links section. For this Story Group component, there are 3 types of links that you can use.

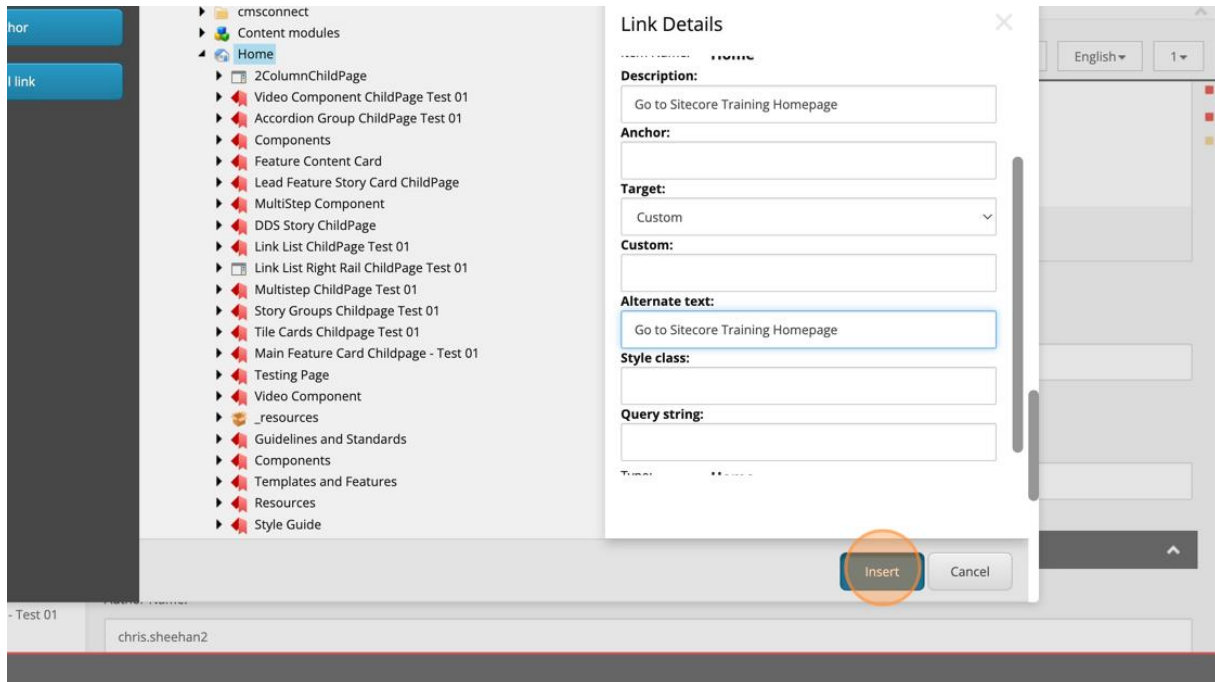
6.1. Insert link. This option is used to insert links that are going to be linked to internal pages.

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

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

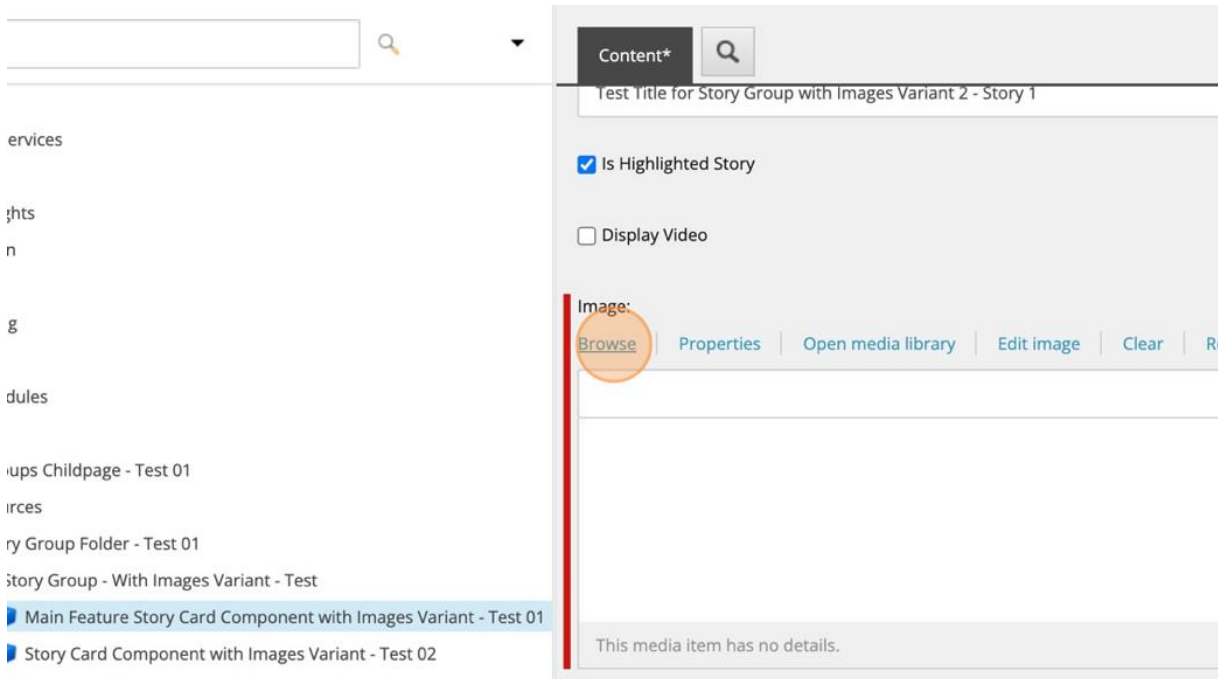


Once inside the “Link Details” pop-up window, select where your link will point to, add a Description, for this example click “Active Browser” (due to internal page linking), and add Alternative text for differently abled audiences.

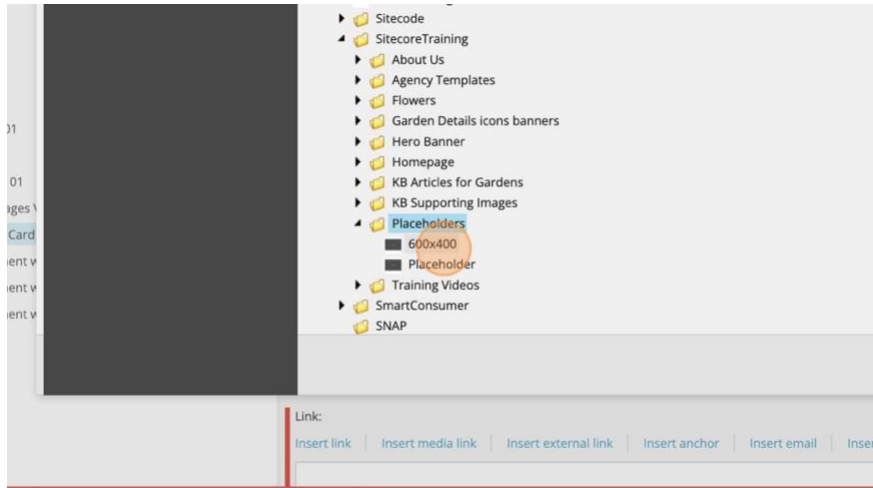


Step 7

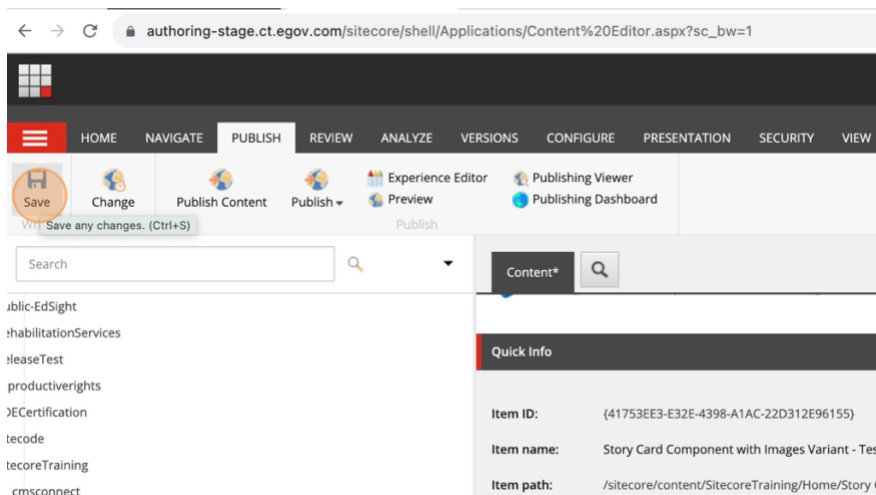
Next, you need to attach an image to the Story Card component. Click “Browse”, select the respective image from the Media Folder, and click “Insert”.



All images introduced into the Story components must be 600x400px and 72 dpi in aspect ratio and size.

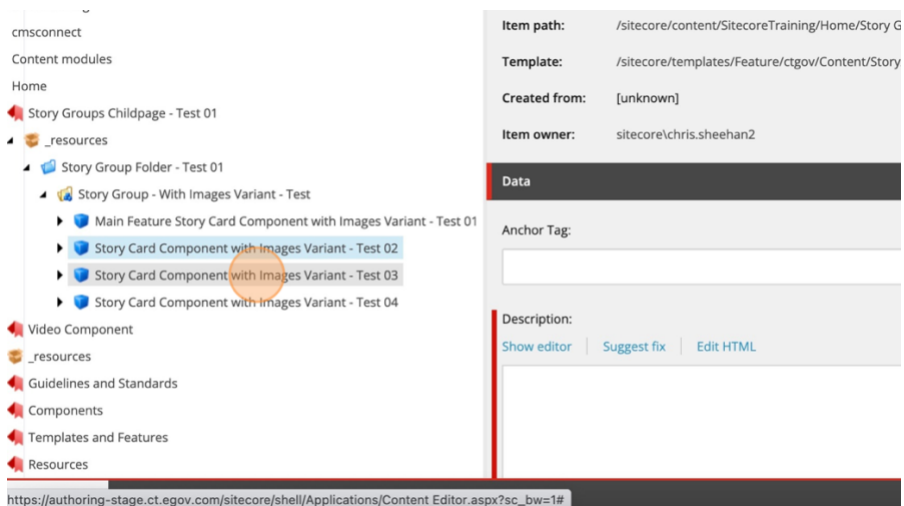


Finally, click “Save” and “Publish Content” to publish your Story Card.



Step 8

Now, insert the titles, descriptions, images and links for the remaining stories. Follow steps 4-7 for this process.

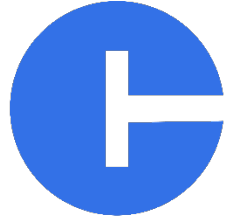


Step 9

Next, click once on the Story Group folder, and publish your Story Group by clicking “Publish Content”.

The screenshot shows the Sitecore Content Editor interface. The browser address bar displays `authoring-stage.ct.egov.com/sitecore/shell/Applications/Content%20Editor.aspx?sc_bw=1`. The top navigation bar includes tabs for HOME, NAVIGATE, PUBLISH, REVIEW, ANALYZE, VERSIONS, CONFIGURE, PRESENTATION, SECURITY, and VIEW. The PUBLISH tab is active, and the 'Publish Content' button is highlighted with an orange circle. Other buttons in the PUBLISH section include Save, Change, Publish, Experience Editor, Publishing Viewer, and Publishing Dashboard. A search bar is visible above a list of content items: iblic-EdSight, habilitationServices, leaseTest, productiverights, ECertification, ecode, ecoreTraining, and cmsconnect. On the right, a 'Quick Info' panel displays the following details:

| Quick Info | |
|------------|---|
| Item ID: | {41753EE3-E32E-4398-A1AC-22D312E96155} |
| Item name: | Story Card Component with Images Variant - Test |
| Item path: | /sitecore/content/SitecoreTraining/Home/Story G |



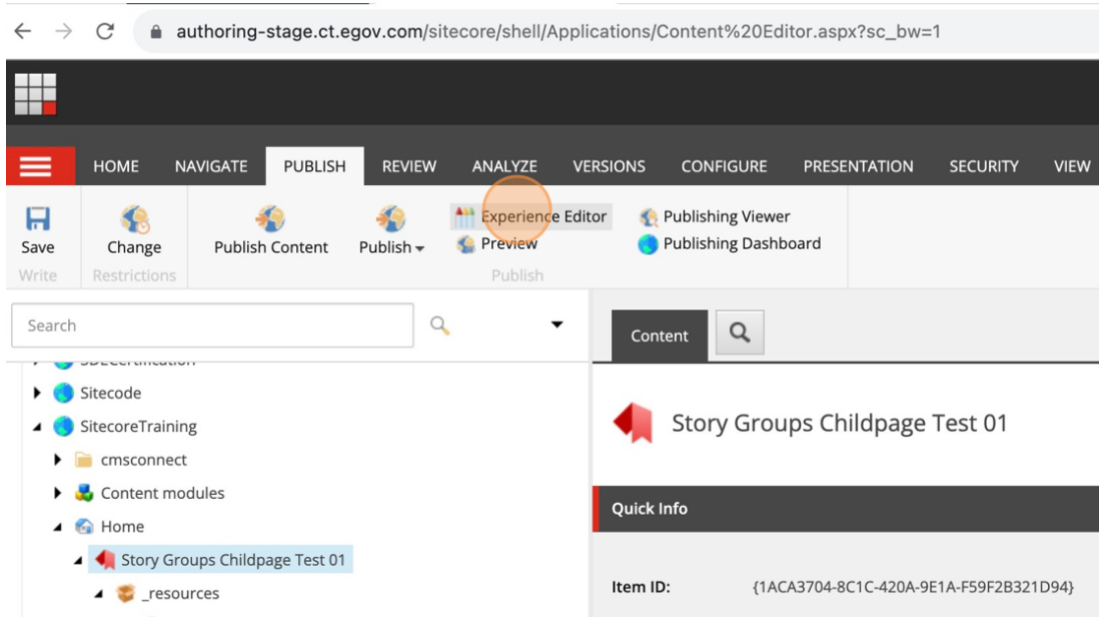
CONNECTICUT

Sitecore Training

How to Create Story Groups (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 8x4 or 9x3 width options. For Story Groups in general, the options are Full Width, 9 or 8 columns.

Heads up!

Please add associated content using  icon to view and edit the data source properties. If the page is published in i

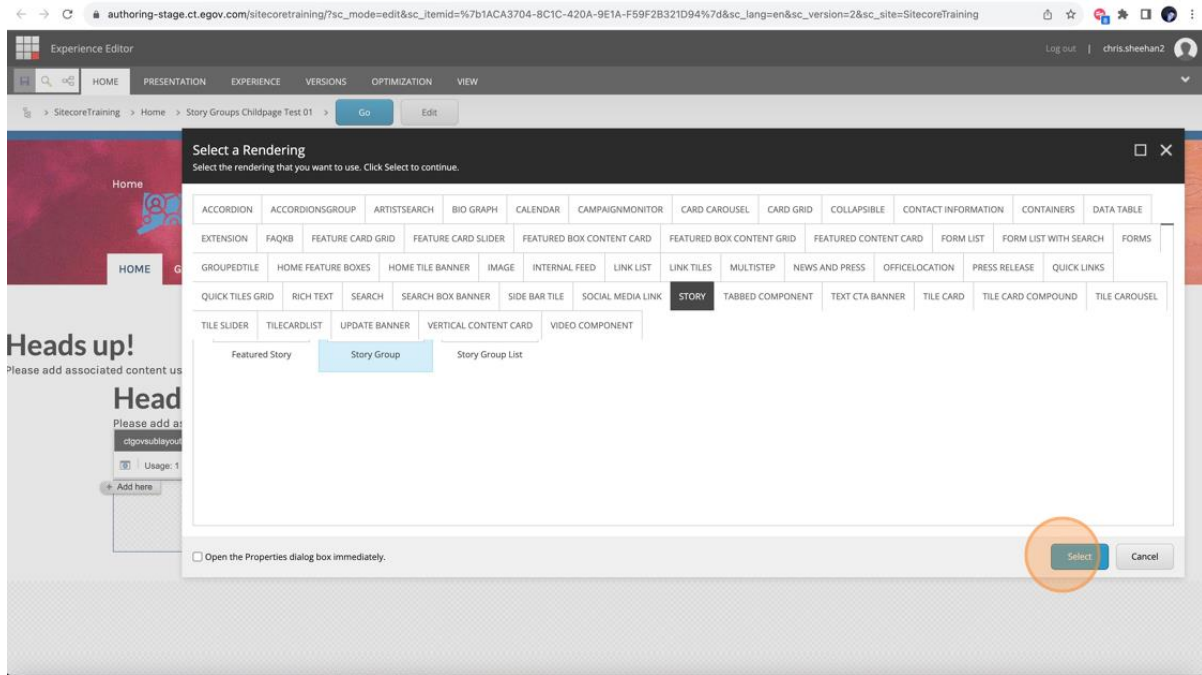
Heads up!

Please add associated content using  icon to view and edit the data source properties. If the p
EDIT PAGE METADATA / EDIT NAVIGATION SETTINGS / EDIT BREADCRUMB SETTINGS / EDIT



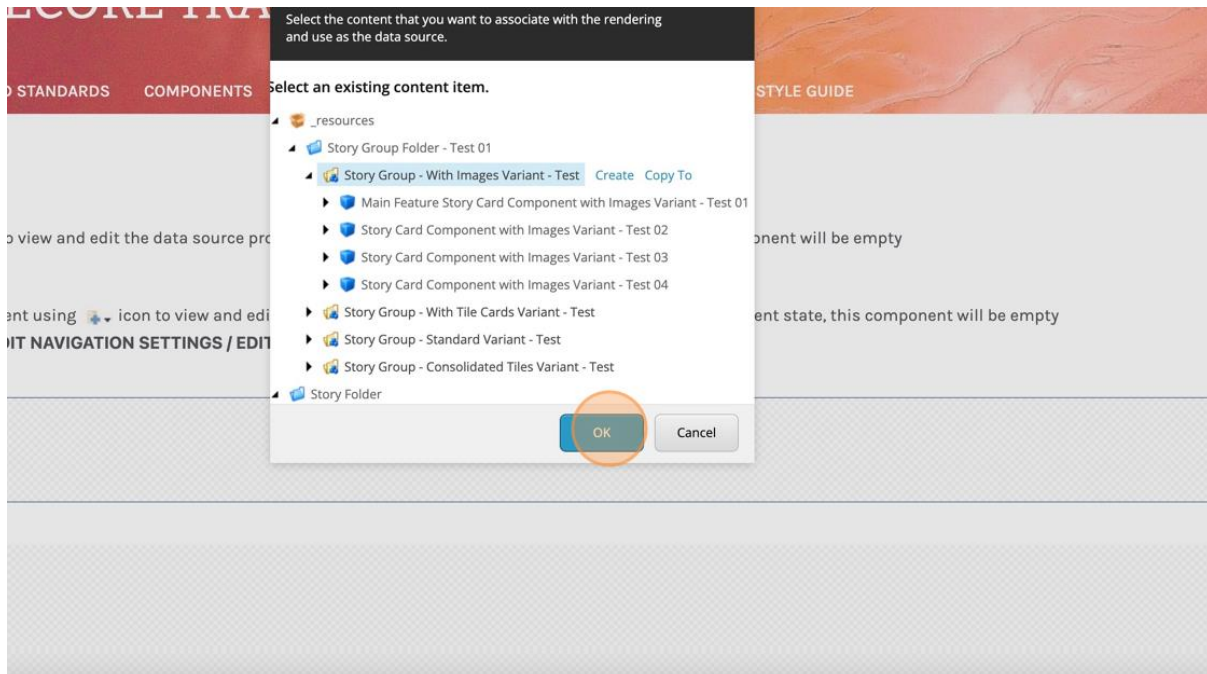
Step 3

Inside the rectangle placeholder, click "Add here". Select "STORY" in the pop-up. Click on the "STORY GROUP" image. Select "OK".



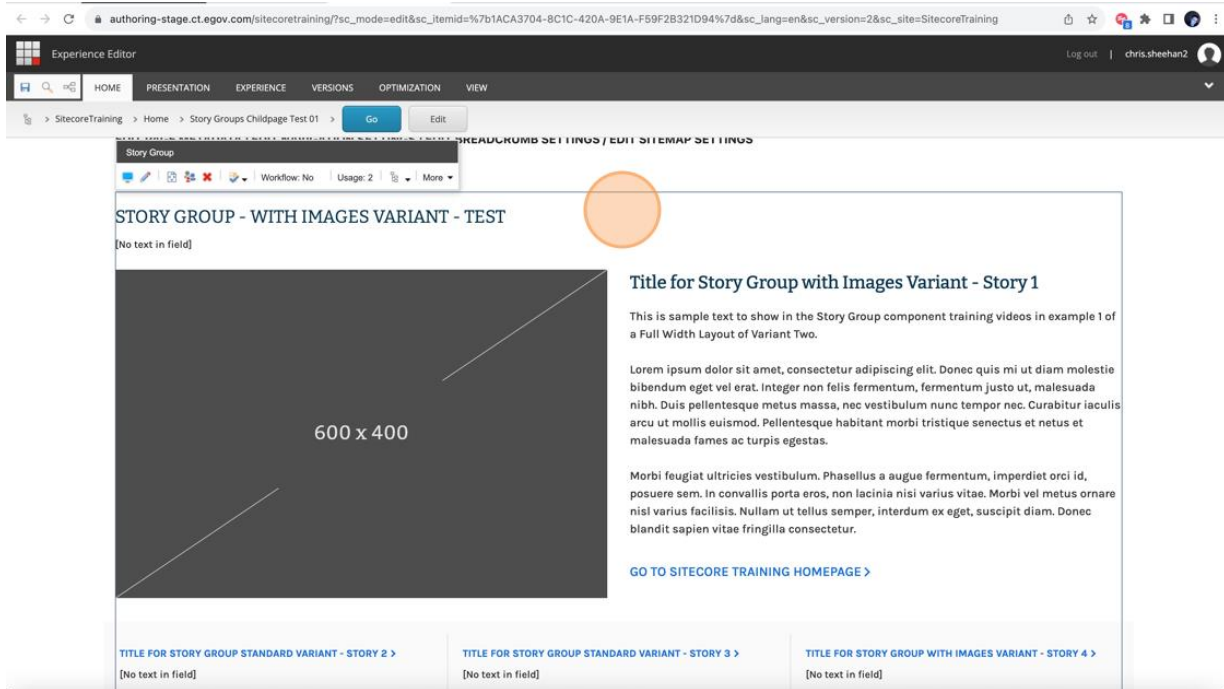
Step 4

In this new pop-up, expand the "Story Group Folder" you previously created. Click the first "Story Group" folder within the structure and expand it. Your Story Group components should be visible and resemble the example shown below. Select the "Story Group" folder and click "OK".



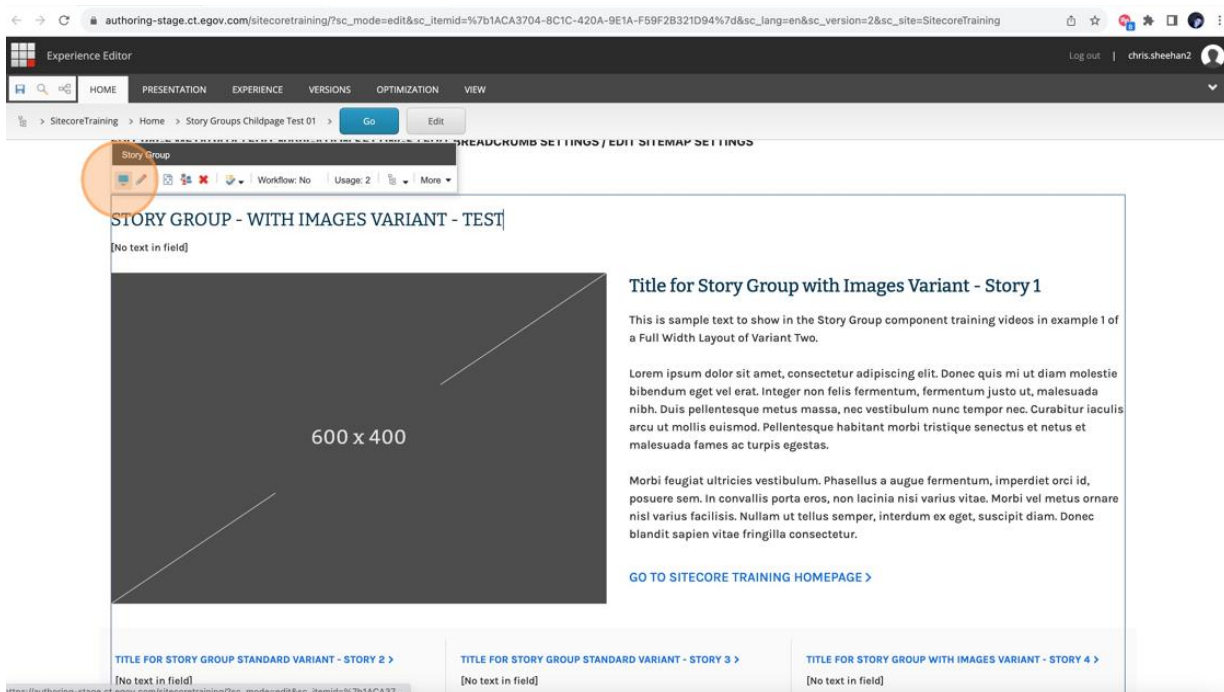
Step 5

Your first Story Group (4 Story Card components) has just been imported in the default "Standard" view on your page. Click anywhere inside the component so that its' Control Properties menu appears.



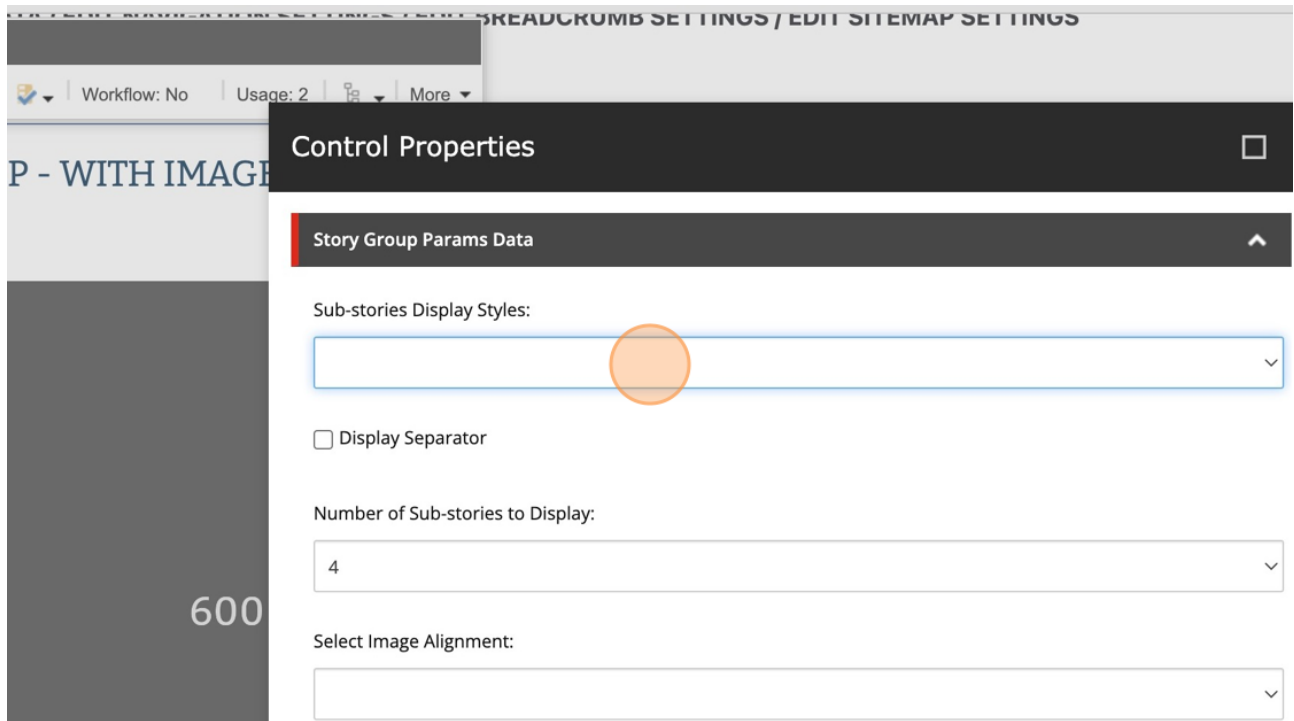
Step 6

Click the "Story Group" icon as shown below to access the component's "Control Properties" and display settings.



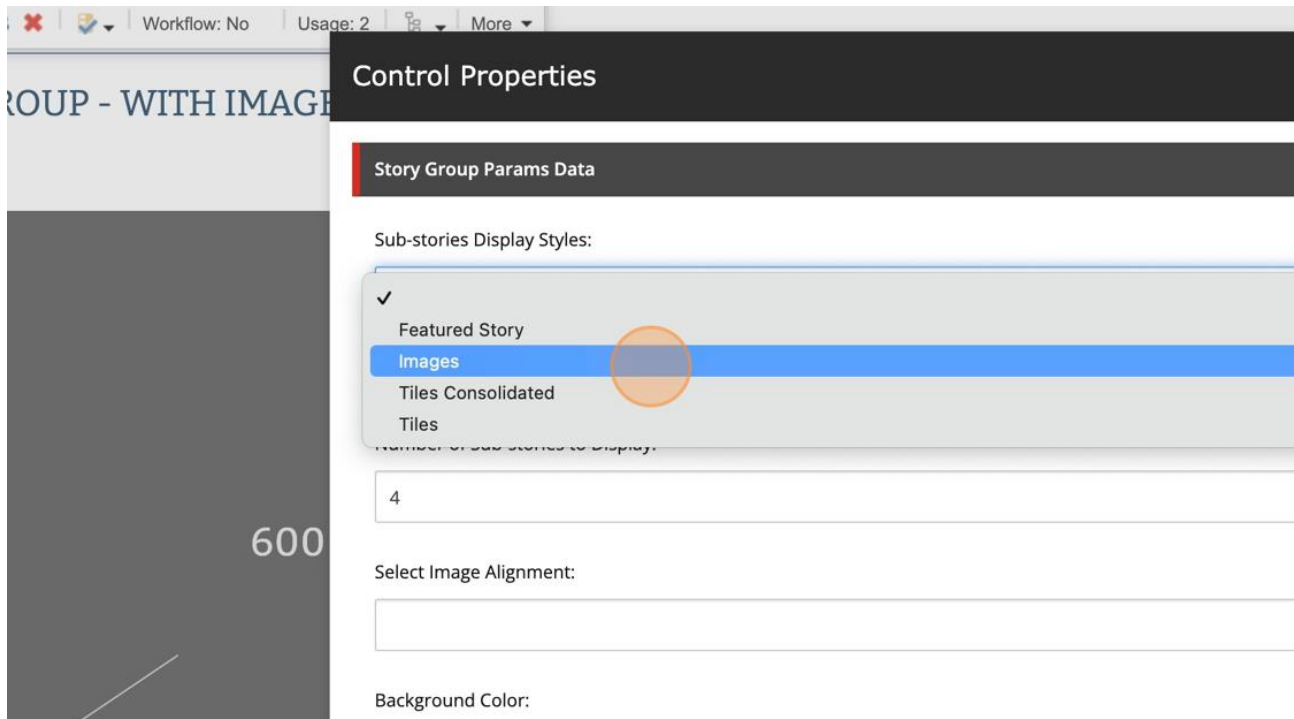
Step 7

Locate the "Sub-stories Display Styles" dropdown settings.



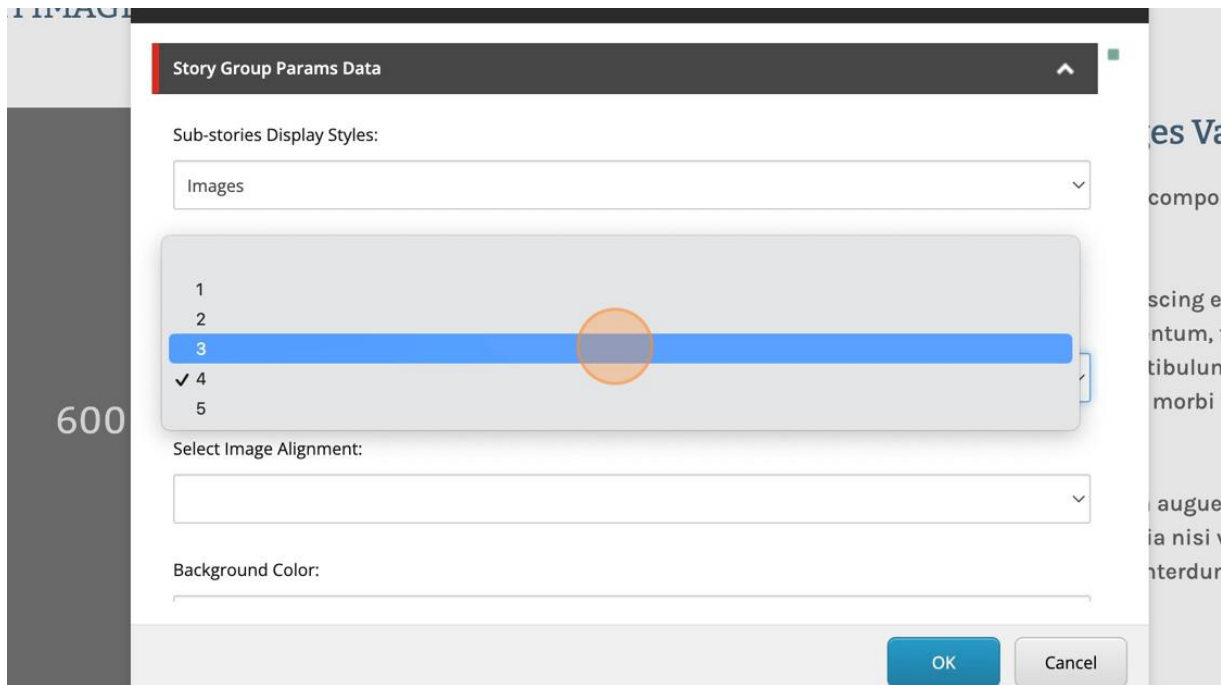
Step 8

There are 3 variant styles to choose from. For this example, click and select "IMAGES" as shown below.



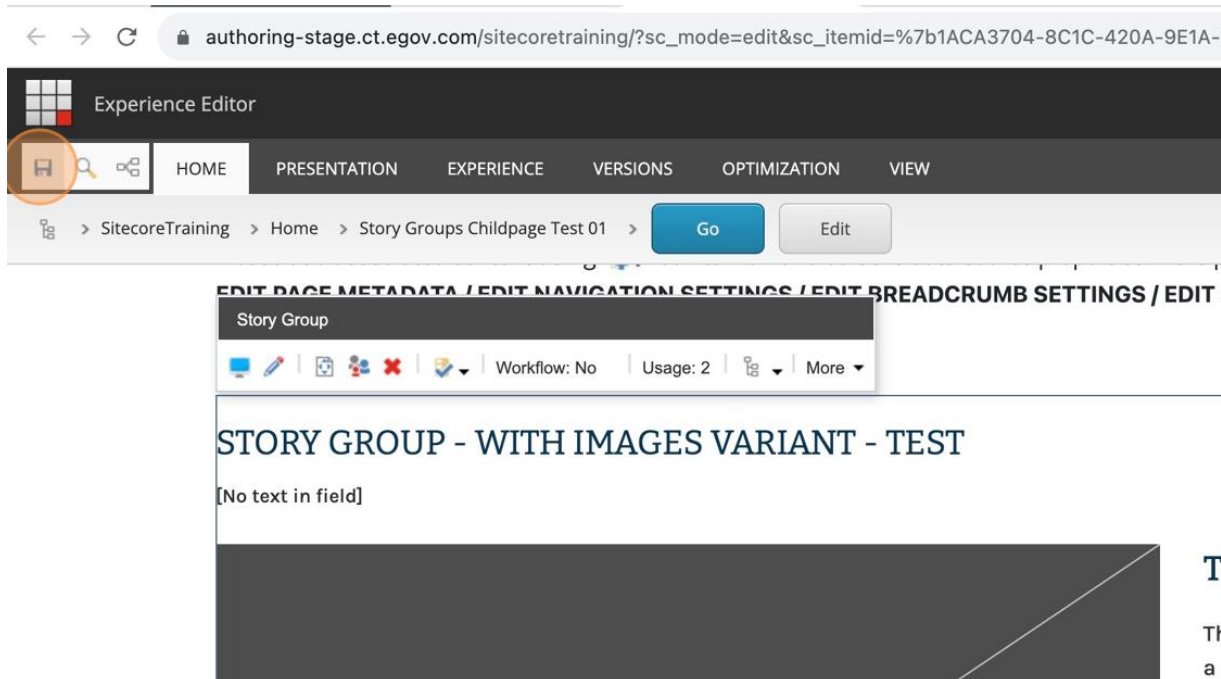
Step 9

Next, locate the "Number of Sub-stories to Display" dropdown. Since we are working with a Main Feature Highlighted Story with 3 additional Feature Stories in our Story Group, click on the "3" option for this example. Once this step is completed, click "OK" to render your selections.

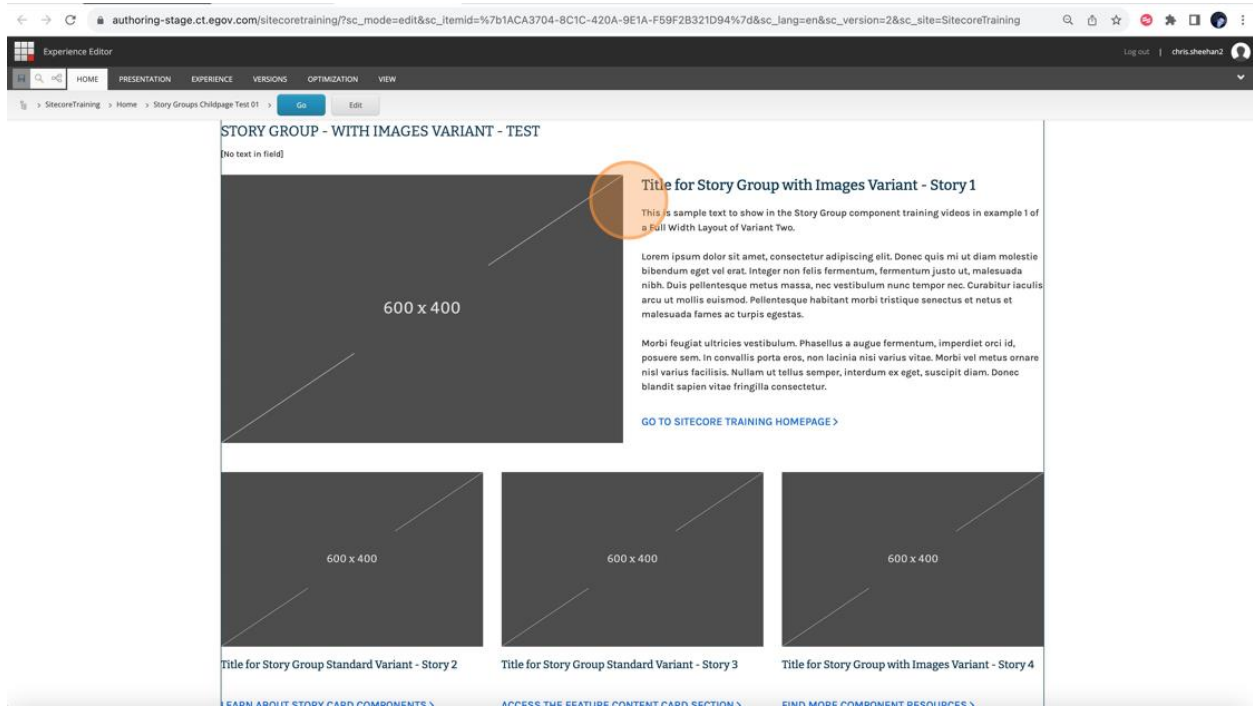


Step 10

Once you have completed inserting the Story Group component into the space you assigned for it, immediately click the Disc icon to SAVE YOUR WORK in the Experience Editor. WAIT FOR THE PAGE TO RE-LOAD.

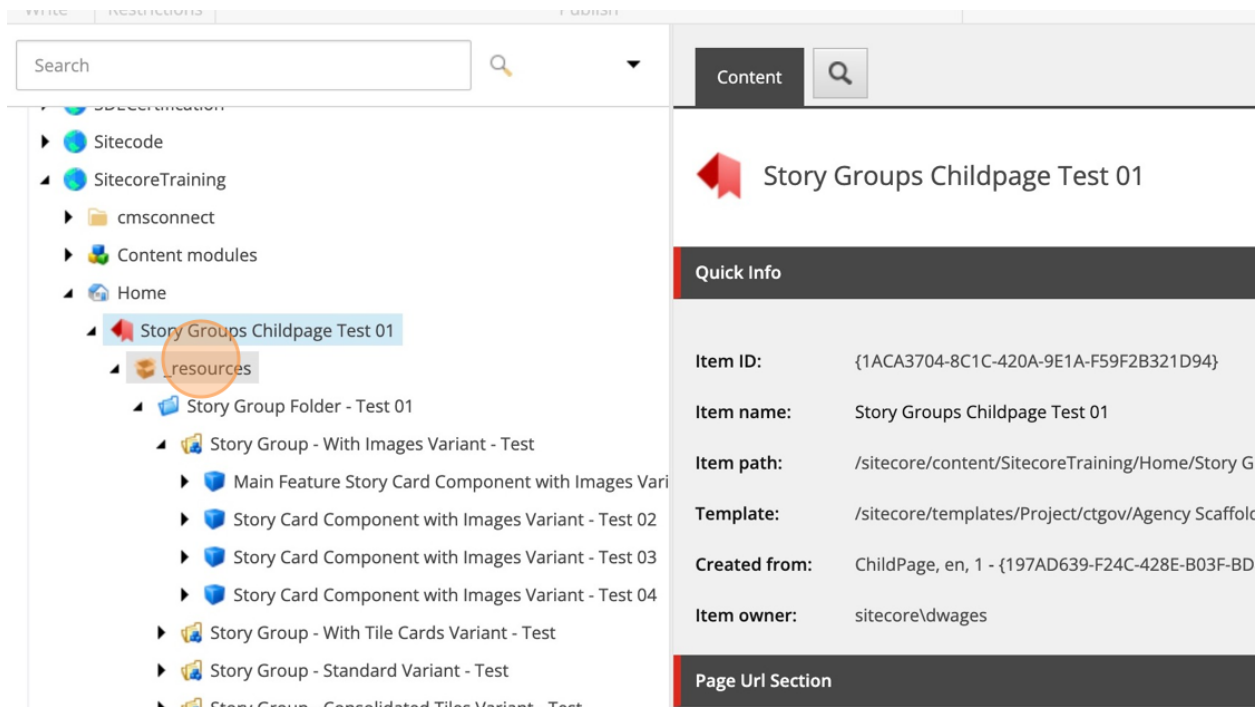


Once the page has reloaded, it should resemble the image displayed below, and the SAVE icon image should be grayed out meaning that your save is in the latest version.



Step 11

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 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".

The screenshot shows the Sitecore Content Editor interface. The browser address bar at the top displays the URL: `authoring-stage.ct.egov.com/sitecore/shell/Applications/Content%20Editor.aspx?sc_bw=1`. The main navigation bar includes tabs for HOME, NAVIGATE, PUBLISH, REVIEW, ANALYZE, VERSIONS, CONFIGURE, PRESENTATION, SECURITY, and VIEW. The PUBLISH tab is active, and the 'Publish Content' button is highlighted with a red circle. Other buttons in the navigation bar include Save, Change, Publish, Experience Editor, Publishing Viewer, and Publishing Dashboard. Below the navigation bar is a search bar and a sidebar with a tree view of the site structure. The tree view shows the following hierarchy:

- Sitecode
- SitecoreTraining
 - cmsconnect
 - Content modules
 - Home
 - Story Groups Childpage Test 01
 - _resources

The main content area displays the title 'Story Groups Childpage Test 01' and a 'Quick Info' section with the following details:

| | |
|----------|--|
| Item ID: | {1ACA3704-8C1C-420A-9E1A-F59F2B321D94} |
|----------|--|