

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

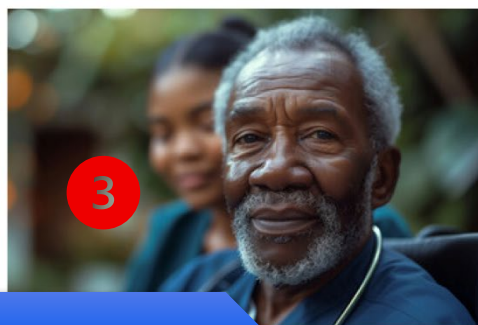
Each story group includes:

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:
 - Title
 - Description/teaser
 - Image or video
 - Optional links (CTA) for each story

Variations:

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

Story group with images



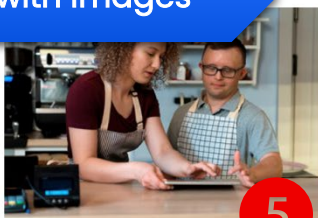
Inclusive communities. Empowered lives.

Thank you for visiting Aging and Disability Services (ADS).

Our mission is to maximize opportunities for the independence and well-being of people with disabilities and older adults in Connecticut.

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Frequently asked questions

Find answers to common questions about our services.

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Get in touch

Get in touch with Aging and Disability Services today.

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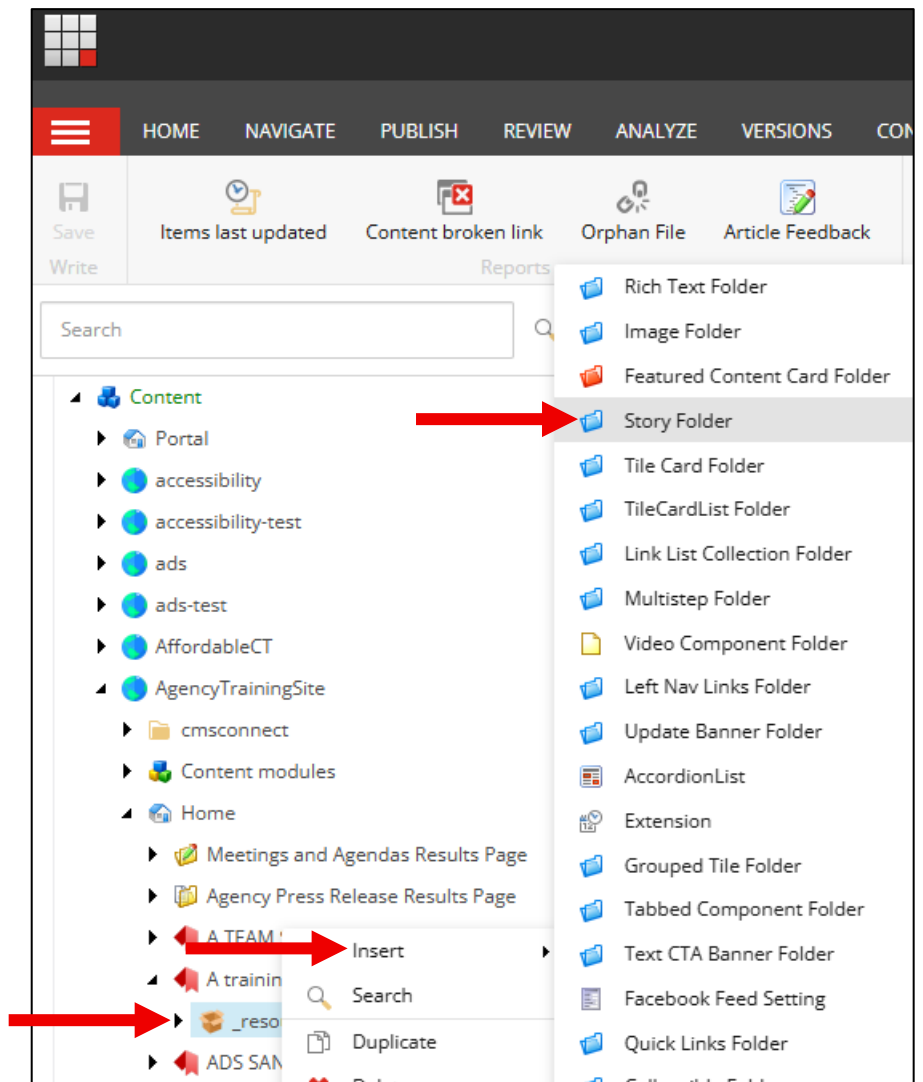
● Phase 1: Content Editor

This phase covers creating and configuring the Story Group in the Content Editor

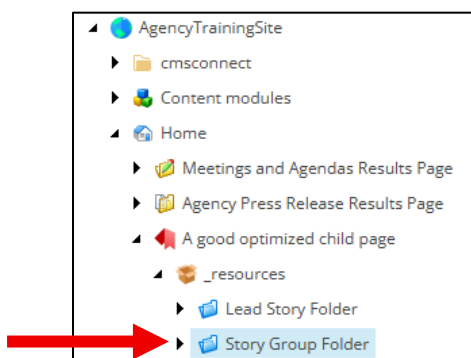
Step 1: Create a Story Folder

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**.

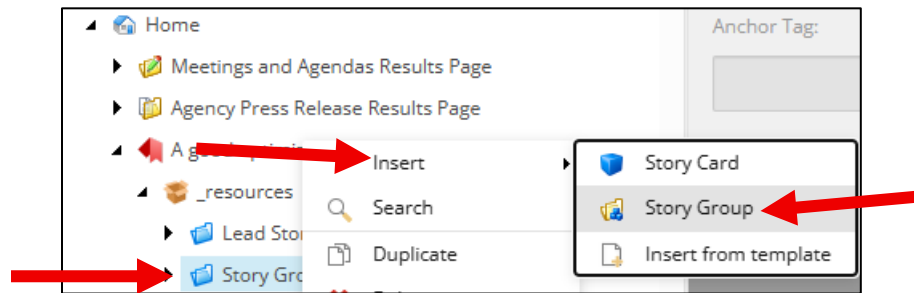


3. Name the folder clearly (e.g., Story Group Folder).



Step 2: Insert Story Group

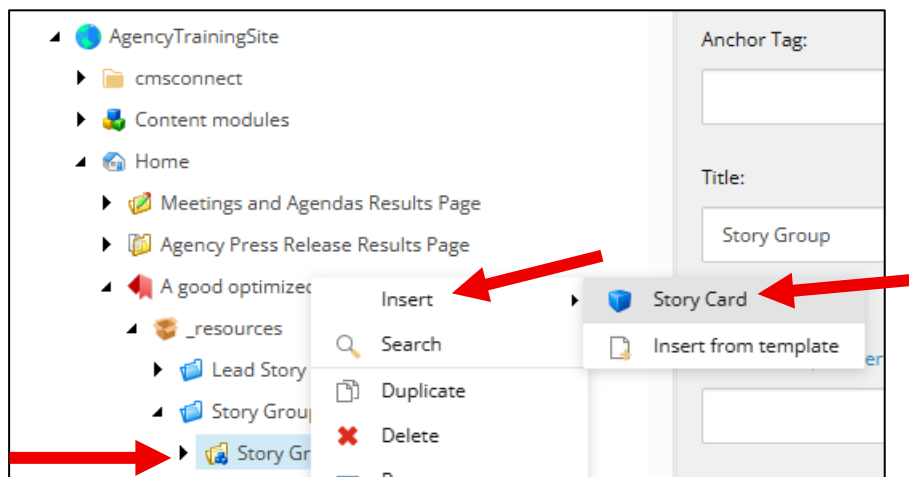
1. Right click the Story Group Folder and **add Story Group**.



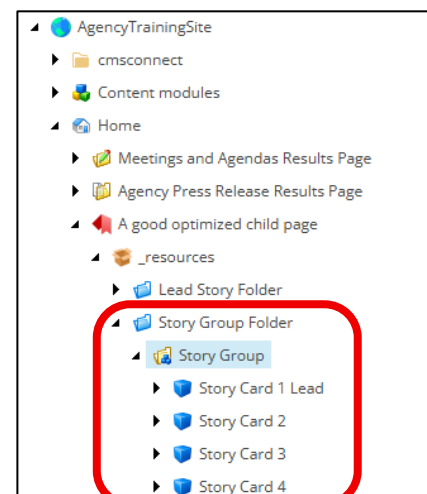
Step 3: Insert Story Card

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**.

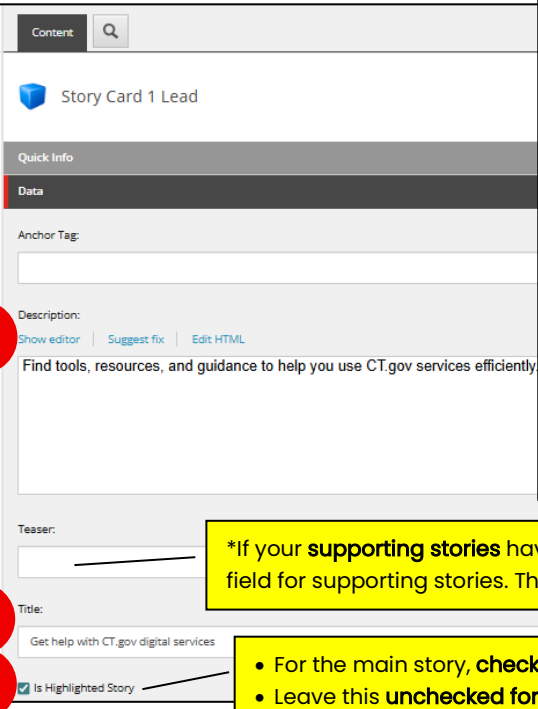


3. Name the card (e.g., **Story Card 1 Lead**)
4. Repeat for all additional stories. (e.g., **Story Card 2, Story Card 3, Story Card 4**)



Step 3: Add Title, highlight option and description/teaser

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



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.

*If your **supporting stories** have descriptions, add that text in the **teaser** field. Don't use the description field for supporting stories. The teaser can only hold plain text (no bold, bullets, or other formatting).

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

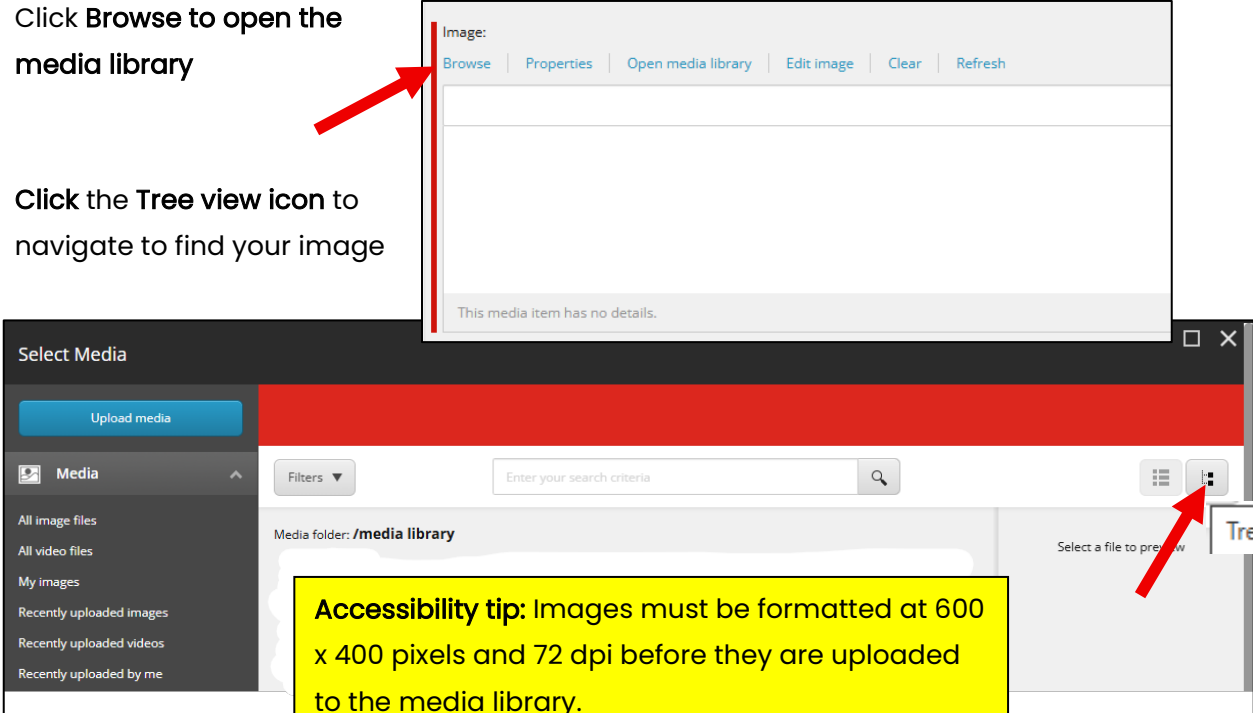


Image:

[Browse](#) | [Properties](#) | [Open media library](#) | [Edit image](#) | [Clear](#) | [Refresh](#)

This media item has no details.

Select Media

Upload media

Media

All image files

All video files

My images

Recently uploaded images

Recently uploaded videos

Recently uploaded by me

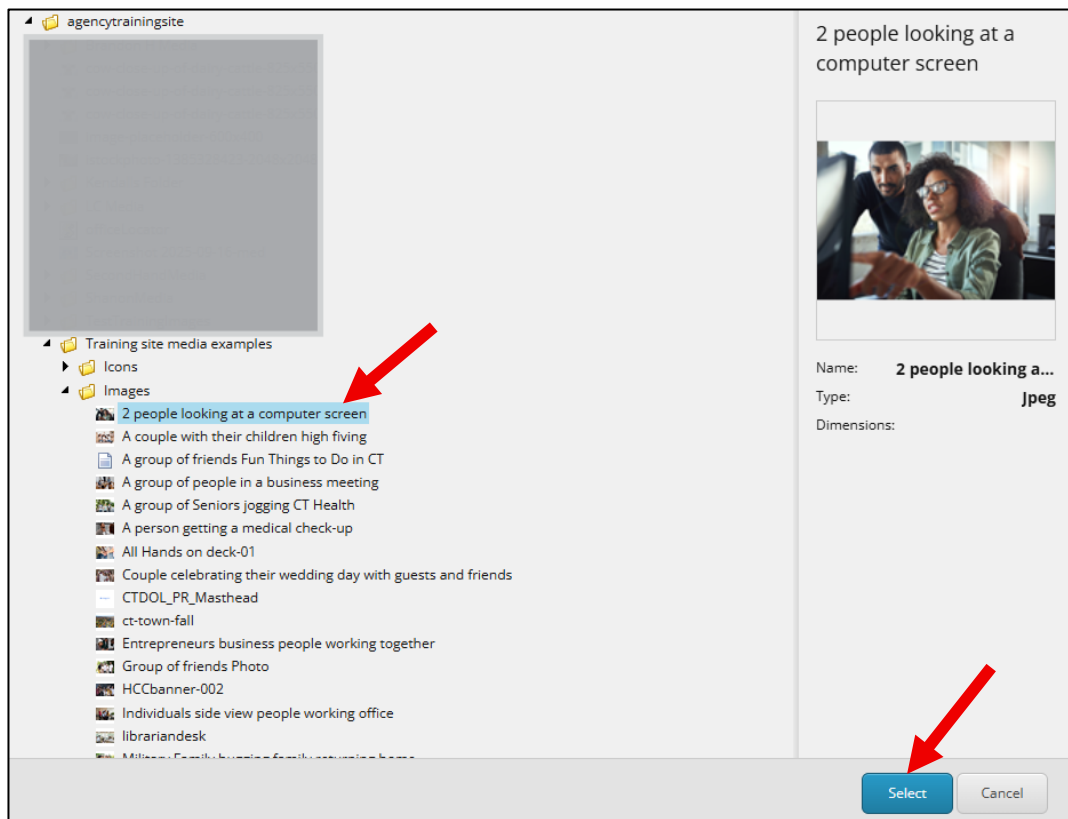
Media folder: /media library

Enter your search criteria

Tree view

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

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.

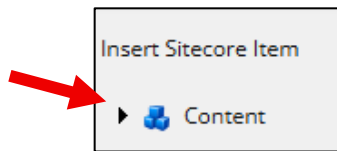
Choose a link type:

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

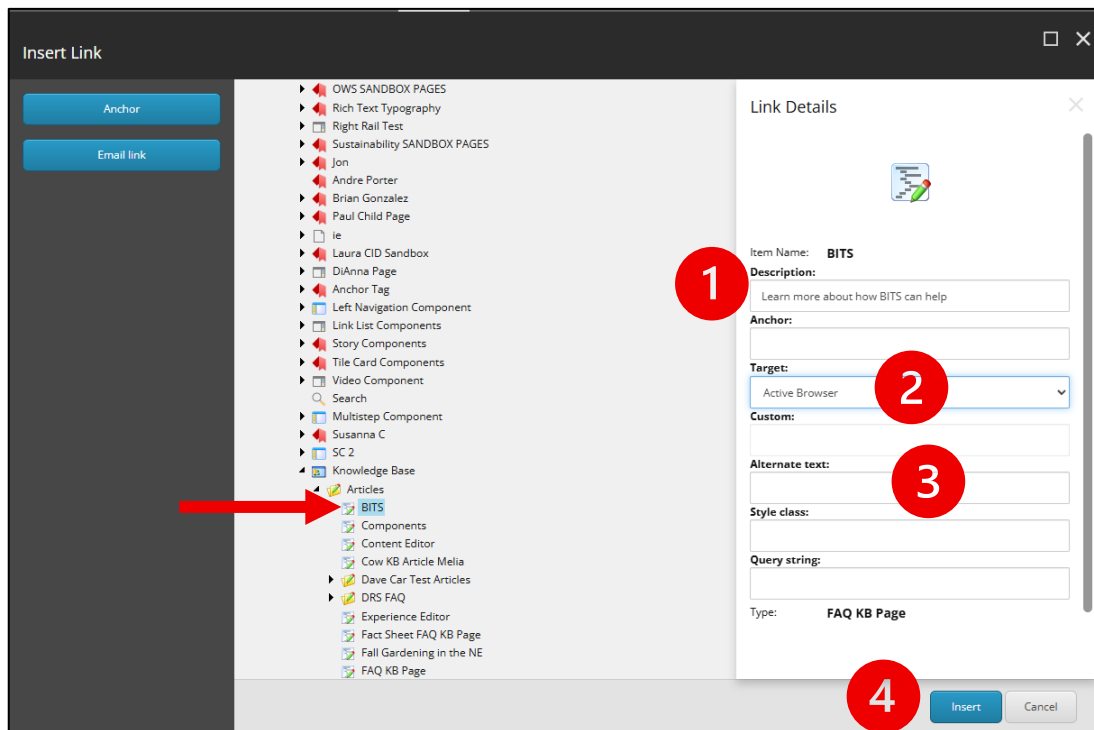
1. **Insert link:** Link to another internal ct.gov page
2. **Insert media link:** Link to a media library item
3. **Insert external link:** Link to a page outside of ct.gov

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.



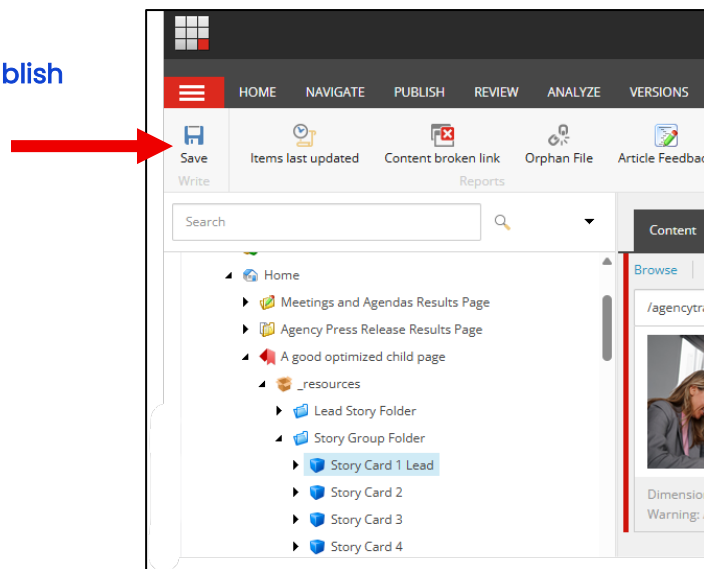
Navigate to the internal page and select it.



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**



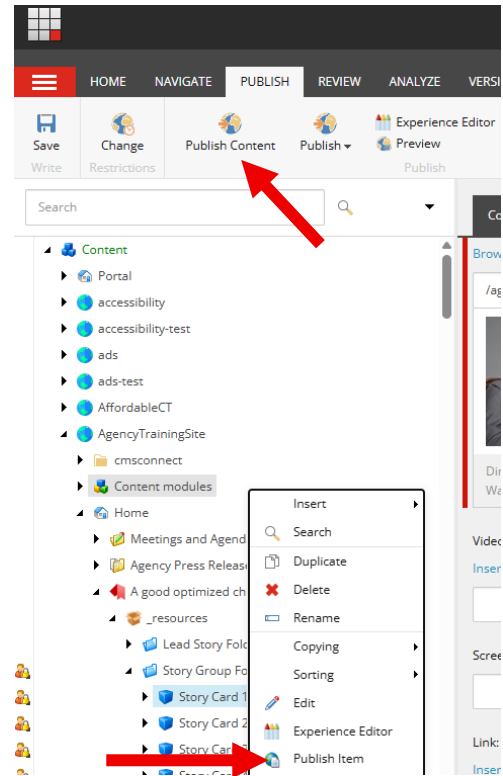
Publish the Content

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**

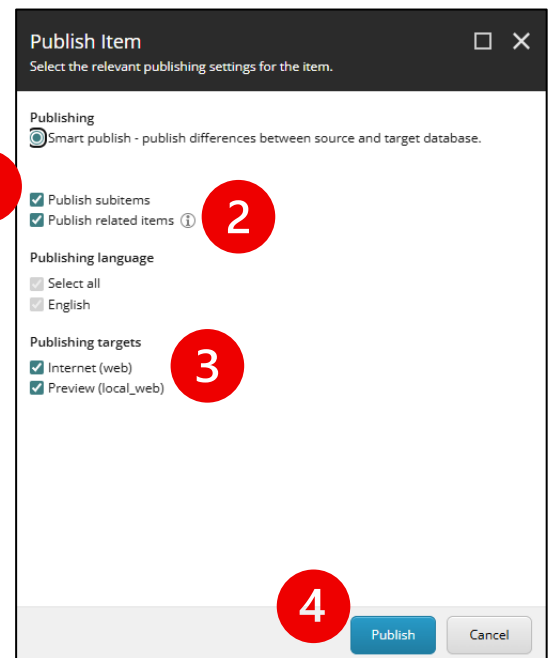
Both options open the same **Publish Item** window and work the same way.

 **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

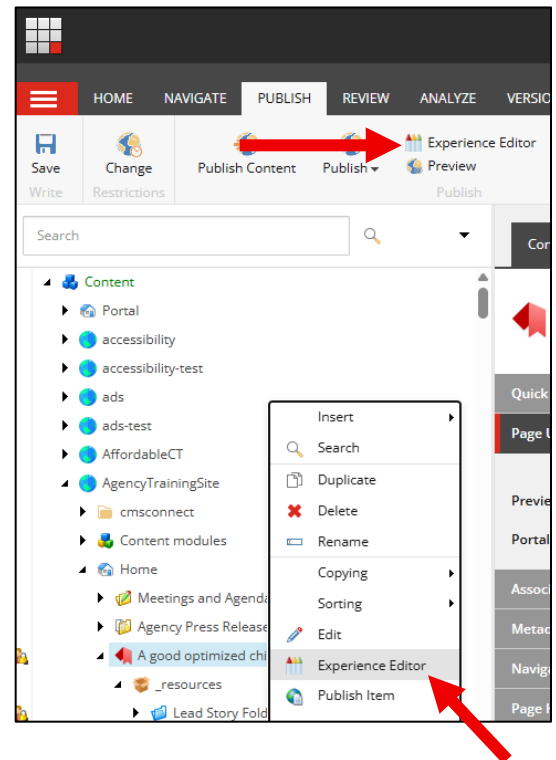
In this phase, you'll add the component to the page and choose how it's displayed.

Step 1: Open the Experience Editor

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

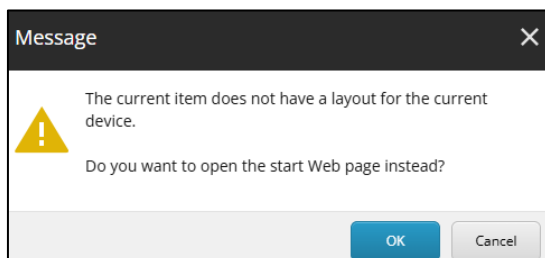
- From content editor: select the page > **Publish tab** > **Experience Editor**
- Right-click the page > **Experience Editor**

Both options open the same editing window.



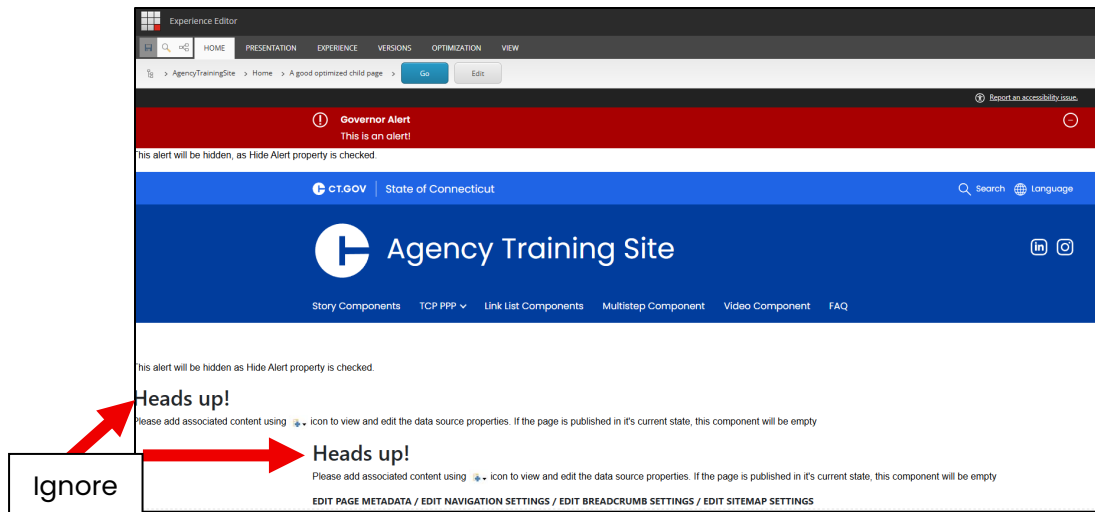
 **Warning:** Make sure you have the correct child page selected (and not the folder or component) in the Content Editor before opening the Experience Editor.

If you try otherwise, you will see this message:



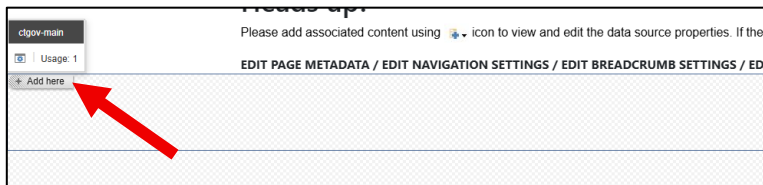
Cancel the message and select the correct child page first.

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.

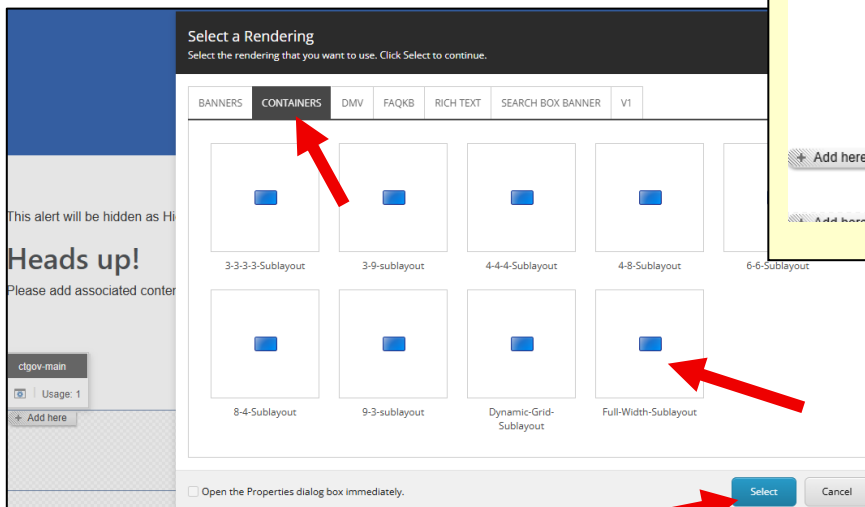


Step 2: Adding a Component to a container

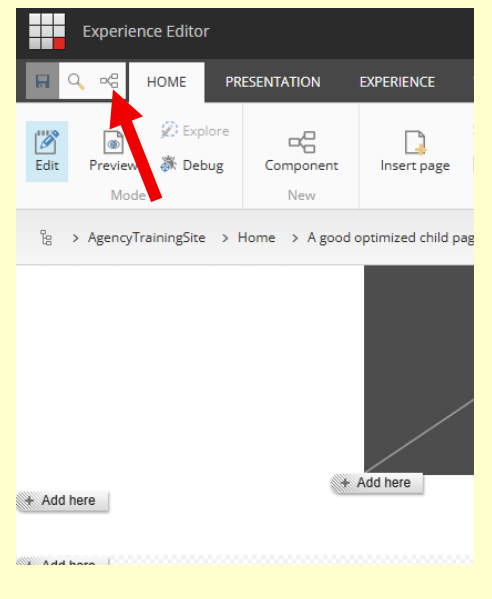
1. Add the container that will hold your component. Click the empty area where you want to add the component to reveal the 'Add here' button, then click **Add here**.



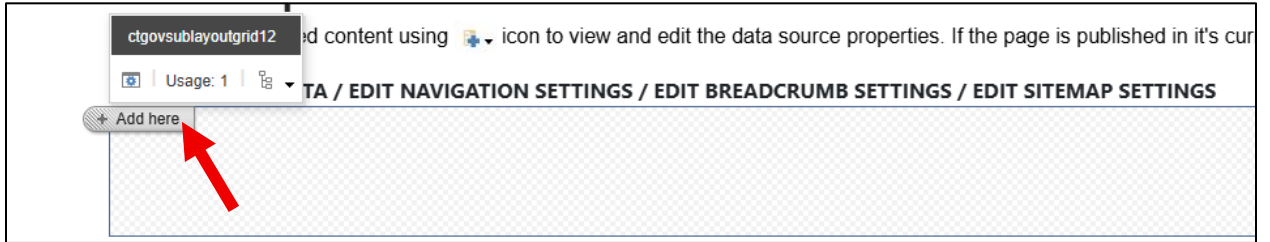
2. In the pop-up, click **Containers** > **Full-Width Sub layout** > **Select**. For this example, choose **Full Width Sub-layout** (other options include **8x4** or **9x3** width configurations) then **Select**.



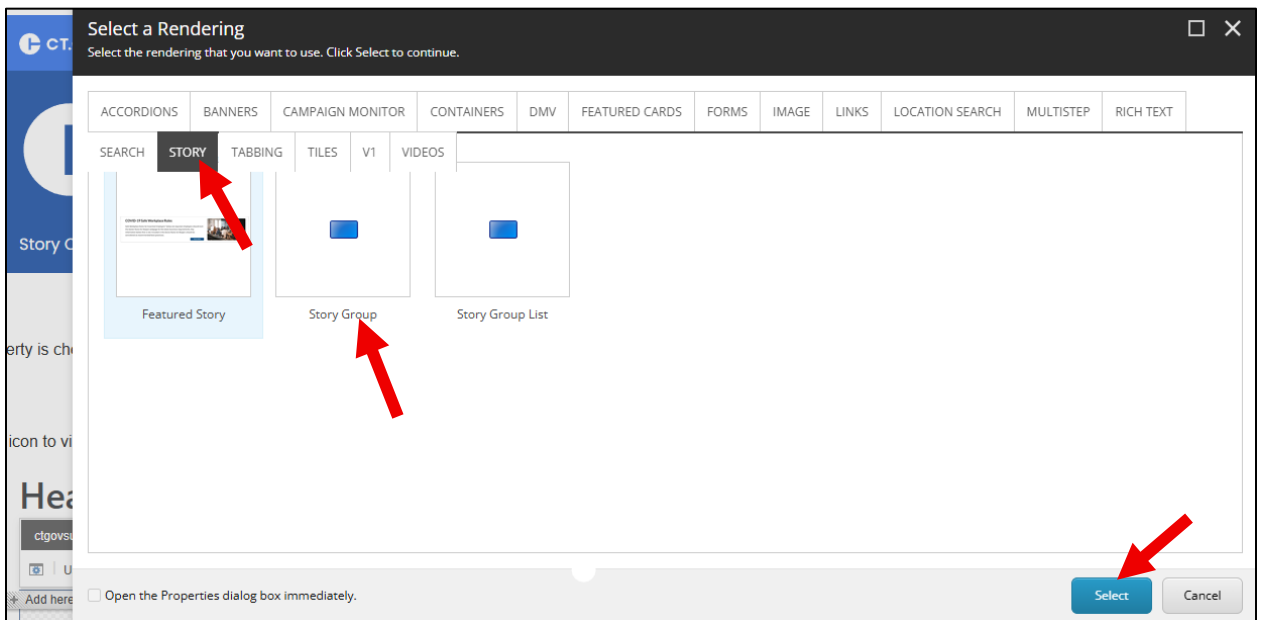
Tip: Sometimes the **Add here** option won't appear automatically. Click the **Component** button in the Ribbon to make it visible.



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



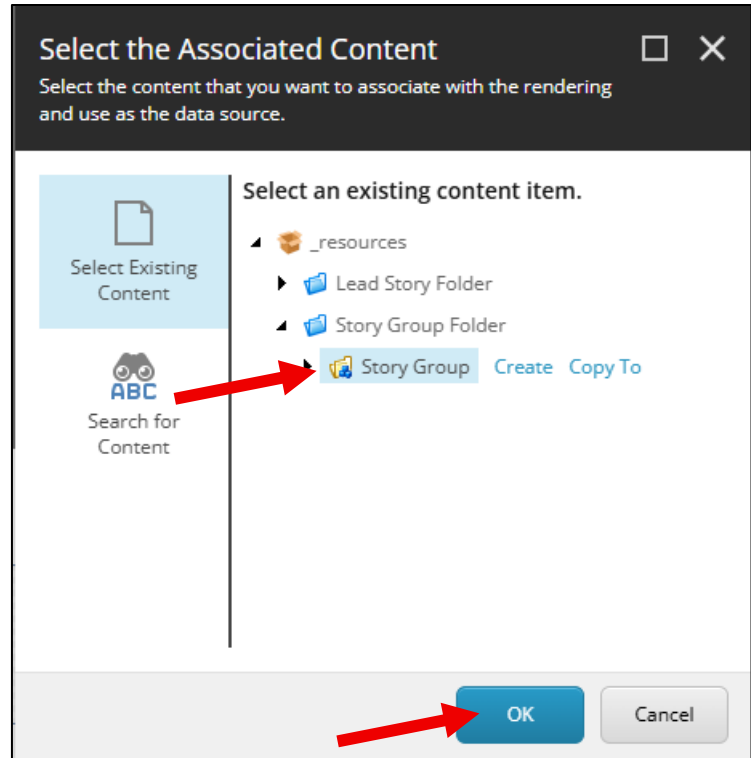
5. In the pop-up, click the **Story** tab, then **Story Group**, then **Select**.



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.



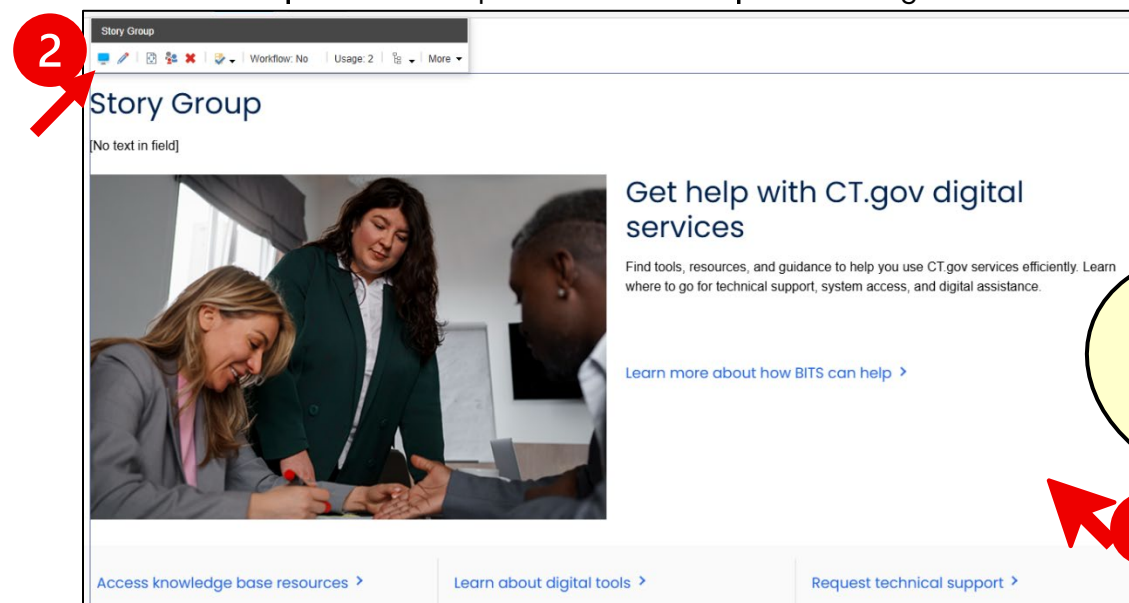
Step 4: Set Display Style (required) ⚠

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

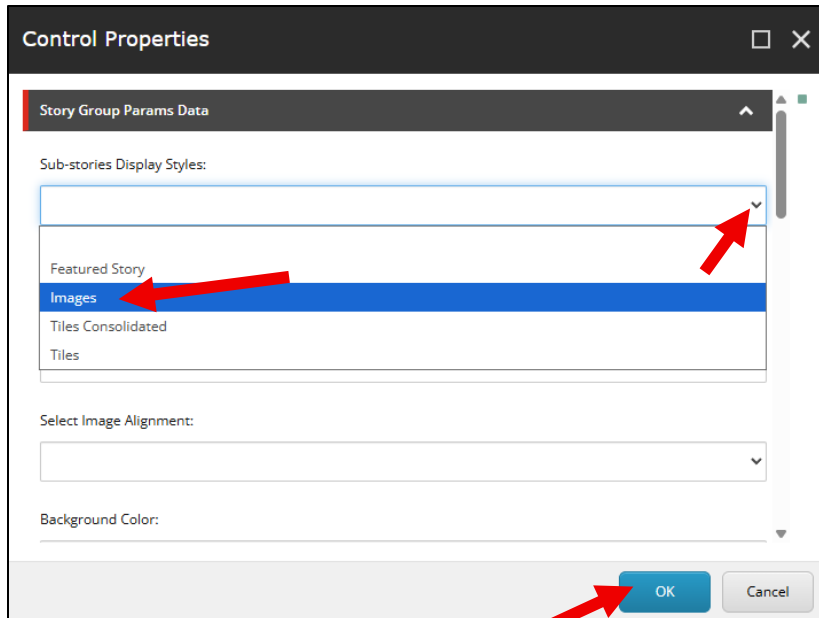
Note: the wording in the dropdown may differ depending on the component, but this step is always required.

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.

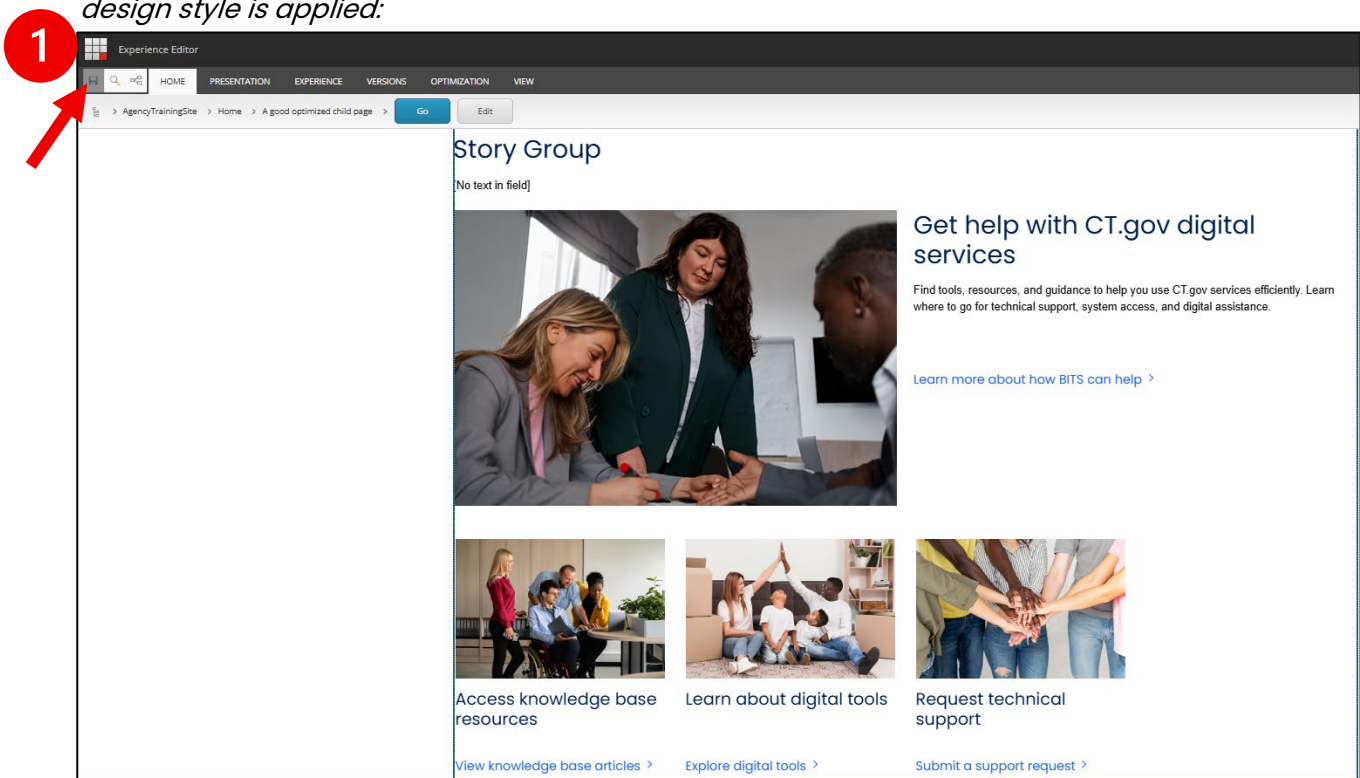


- Click OK.

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.

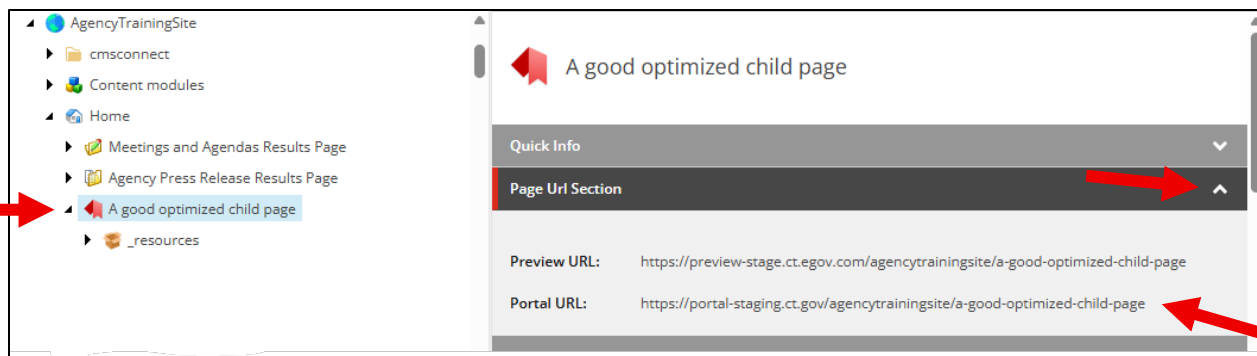
This ensures you're publishing the most recent version of your page.

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.)

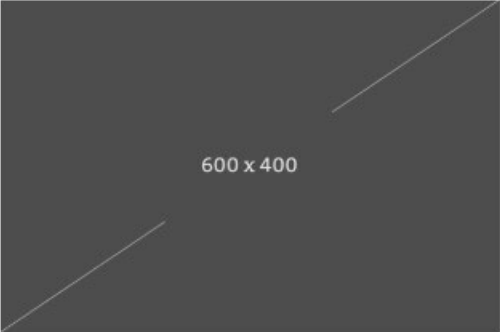
Once you've published, you can view it.

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.

Continued on the next page>



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.

[Learn more about how BITS can help](#)

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.

[Learn more about how BITS can help](#)



Access knowledge base resources

[View knowledge base articles](#)



Learn about digital tools

[Explore digital tools](#)



Request technical support

[Submit a support request](#)

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