

# CONNECTICUT

**Sitecore Training**

# How to Create a Tile Card List (Content Editor) Part 1.

## Introduction

**ALERT!** Before continuing with these instructions, make sure that you have covered the lesson “How to Create Tile Cards”. The following instructions assume that you know how to create a Tile Card Folder and Tile Card components in the Content Editor and implement them through the Experience Editor. If you have not learned this process, please refer to that lesson before going any further.

The tile card list component is an effective way to organize a larger amount of tile cards into one single component instead of importing them individually into separate component spaces within a layout and in separate blades of content. The tile card list can also be used for all the display variants that Sitecore offers (with Icons, Text, Original and New version variants). In the following instructions we will be creating a Tile Card List that contains 6 tile cards that spread across a Full Width sub-layout and in 2 rows within one blade of content.

## Step 1

Inside the child page that you are working on, and where you have created the Tile Card folder that you are going to use, locate the “\_resources” box and expand it to secure that your folder is in place and that it contains the 6 tile cards that we are going to use.

The screenshot displays the Sitecore Content Editor interface. On the left, the navigation pane shows a tree structure of content items. The item “\_resources” is selected and expanded, revealing three sub-items: “Tile Card Folder Test 01”, “Tile Card Folder Test 02”, and “Tile Card Folder Test 03”. A red circle highlights the “\_resources” folder in the tree. On the right, the details pane for the “\_resources” item is shown. It includes a warning message: “You must lock this item before you can edit it. To lock this item, click Edit on the Home tab. Lock and Edit”. Below this, the “Quick Info” section lists the following details:

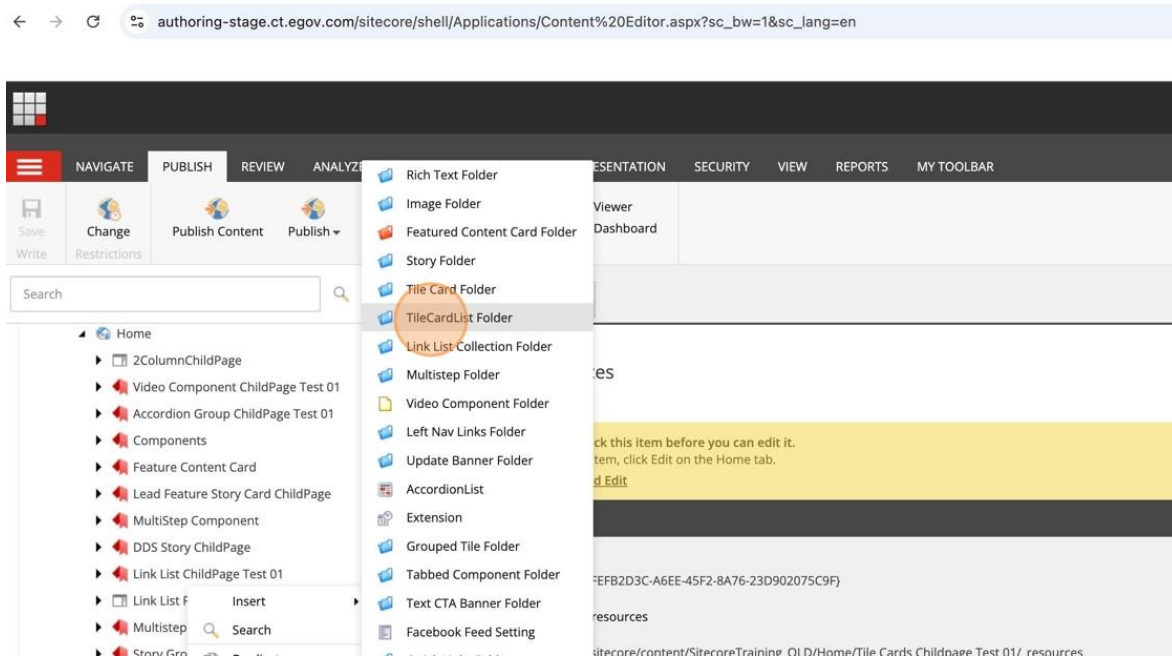
- Item ID:** {FEFB2D3C-A6EE-45F2-8A76-23D902075C9F}
- Item name:** \_resources
- Item path:** /sitecore/content/SitecoreTraining\_OLD/Home/Tile Cards Childpage Test 01/\_resources
- Template:** /sitecore/templates/Project/ctgov/Agency Scaffolding v2/Content modules/\_resources - (BD0F0A12-B3C
- Created from:** ChildPage, en, 1 - {197AD639-F24C-428E-B03F-BD4292438E1E}
- Item owner:** sitecore\dwages

The “Advanced” section is partially visible at the bottom, showing a “Source [standard value]:” field.

https://authoring-stage.ct.egov.com/sitecore/shell/Applications/Content Editor.aspx?sc\_bw=1...

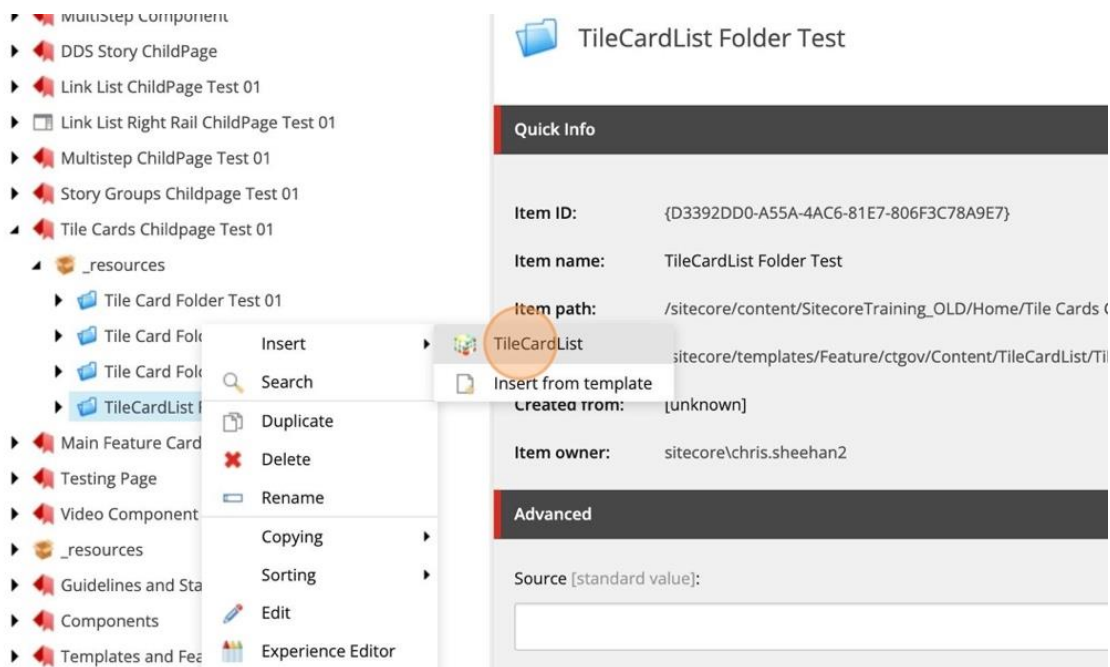
## Step 2

Right click the "\_resources" box. Click "Insert". Then click "Tile Card List Folder". In the pop-up that appears, give the Tile Card Folder a unique name and click "OK".



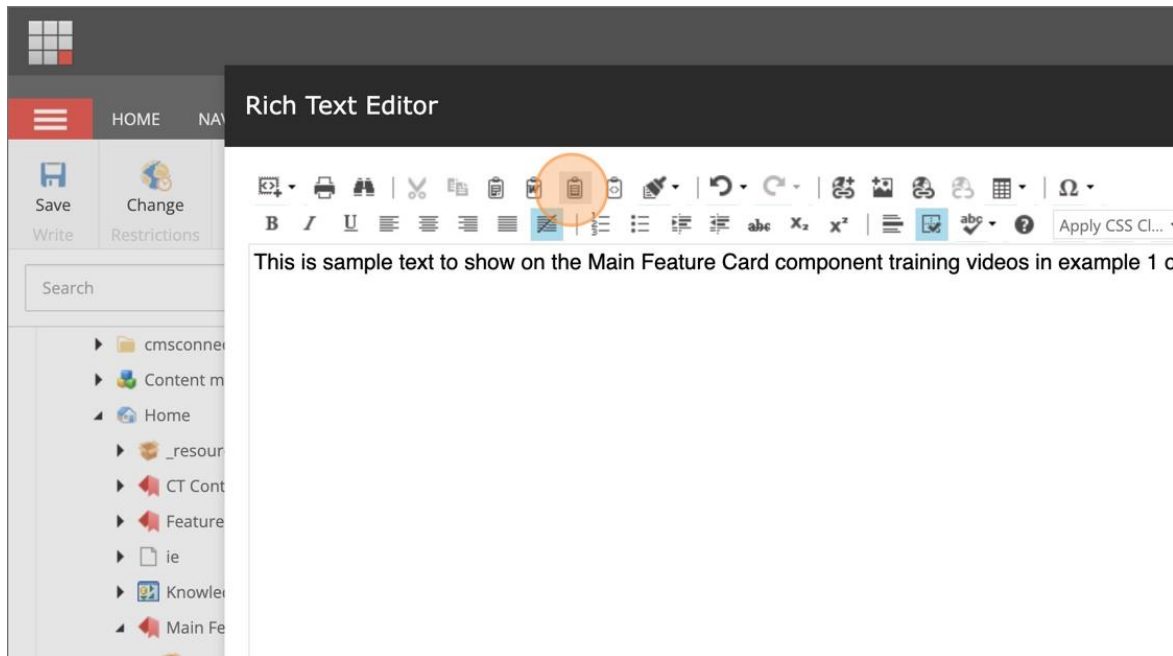
## Step 3

Right-click the Tile Card List Folder, click "Insert" and click "Tile Card List". In the pop-up that appears, give the Tile Card List a unique name and click "OK".



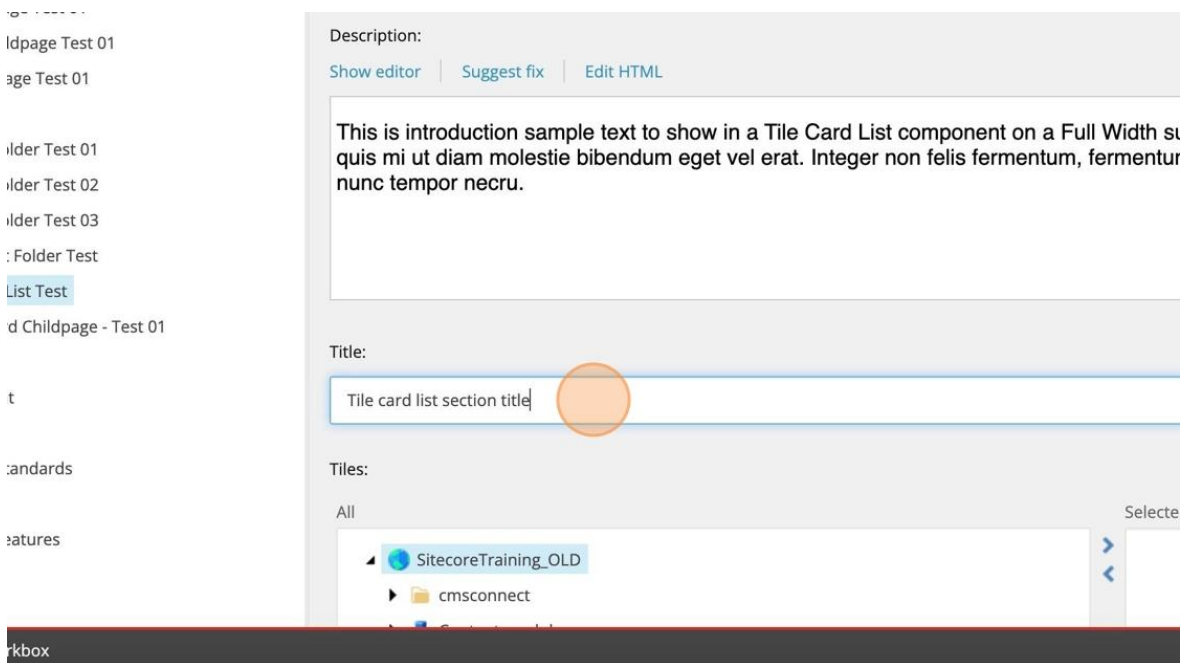
## Step 4

Fill in the first field for the Tile Card List Description, this will be the introduction text for your component. 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 5

Click in the Tile Card List Title field. In the right panel, fill in the Title.



## Step 6

Next, in the Tiles section, navigate to your child page within the site directory and locate your Tile Card folder, expand its contents.

- Link List ChildPage Test 01
- Link List Right Rail ChildPage Test 01
- Multistep ChildPage Test 01
- Story Groups Childpage Test 01
- Tile Cards Childpage Test 01
- 📁 \_resources
- ▶ 📁 Tile Card Folder Test 01
- ▶ 📁 Tile Card Folder Test 02
- ▶ 📁 Tile Card Folder Test 03
- ▶ 📁 TileCardList Folder Test
- ▶ 📁 **TileCardList Test**
- Main Feature Card Childpage - Test 01
- Testing Page
- Video Component
- \_resources
- Guidelines and Standards
- Components
- Templates and Features
- Resources

Title:

Tiles:

All

- ▶ 📁 Story Groups Childpage Test 01
- ▶ 📁 Tile Cards Childpage Test 01
  - ▶ 📁 \_resources
  - ▶ 📁 **Tile Card Folder Test 01**
  - ▶ 📁 Tile Card Folder Test 02
  - ▶ 📁 Tile Card Folder Test 03
  - ▶ 📁 TileCardList Folder Test
- ▶ 📁 Main Feature Card Childpage - Test 01

Link:

[Insert link](#) | [Insert media link](#) | [Insert external link](#) | [Insert anchor](#) | [Insert email](#)

Screen Reader Descriptive Text:

Next, move each tile individually into the Selected area by clicking the tile card and then using the right blue arrow to move it to that area. These tile card components are what will make your Tile Card List.

Title:

Tiles:

All

- ▶ 📁 Tile Card Folder Test 02
  - ▶ 📁 **Tile Card Component New Version Variant 01**
  - ▶ 📁 **Tile Card Component New Version Variant 02**
  - ▶ 📁 Tile Card Component New Version Variant 03
  - ▶ 📁 Tile Card Component New Version Variant 04
  - ▶ 📁 Tile Card Component New Version Variant 05
  - ▶ 📁 Tile Card Component New Version Variant 06

Selected

- ▶ 📁 Tile Card Component New Versio

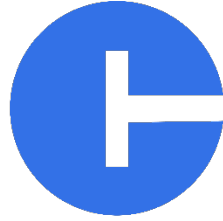
Link:

[Insert link](#) | [Insert media link](#) | [Insert external link](#) | [Insert anchor](#) | [Insert email](#) | [Insert JavaScript](#) | [Follow](#) | [Clear](#)

## Step 6

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

The screenshot displays the Sitecore Content Editor interface. The browser address bar shows the URL: `authoring-stage.ct.egov.com/sitecore/shell/Applications/Content%20Editor.aspx?sc_bw=1&sc_lang=en`. The top navigation bar includes tabs for NAVIGATE, PUBLISH, REVIEW, ANALYZE, VERSIONS, CONFIGURE, PRESENTATION, SECURITY, VIEW, REPORTS, and MY TOOLBAR. Below this, a secondary toolbar contains icons for Save, Change, Publish Content (highlighted with an orange circle), Publish, Experience Editor, Publishing Viewer, and Publishing Dashboard. The main content area is titled 'Content' and features a search bar. On the left, a tree view shows a hierarchy of content items, with 'TileCardList Test' selected. The central editor pane shows a description field with placeholder text: 'This is introduction sample text to show in a Tile Card List component on a Full Width sub-layout. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec quis mi ut diam molestie bibendum eget vel erat. Integer non felis fermentum, fermentum justo ut, malesuada nibh. Duis pellentesque metus massa, nec vestibulum nunc tempor necru.' Below the description is a 'Title' field containing 'Tile card list section title'. At the bottom, there are two panes: 'All' and 'Selected'. The 'All' pane shows a tree view with 'SitecoreTraining\_OLD' selected. The 'Selected' pane lists six variants of the 'Tile Card Component New Version'.



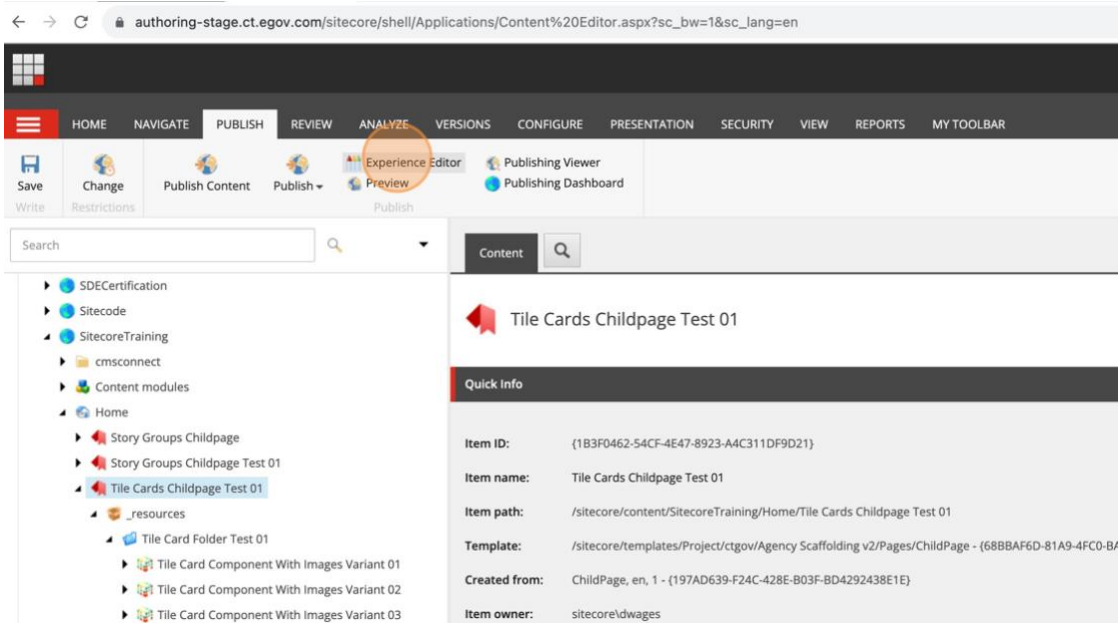
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**Sitecore Training**

# How to Create a Tile Card List (Experience Editor) Part 2.

## Step 1

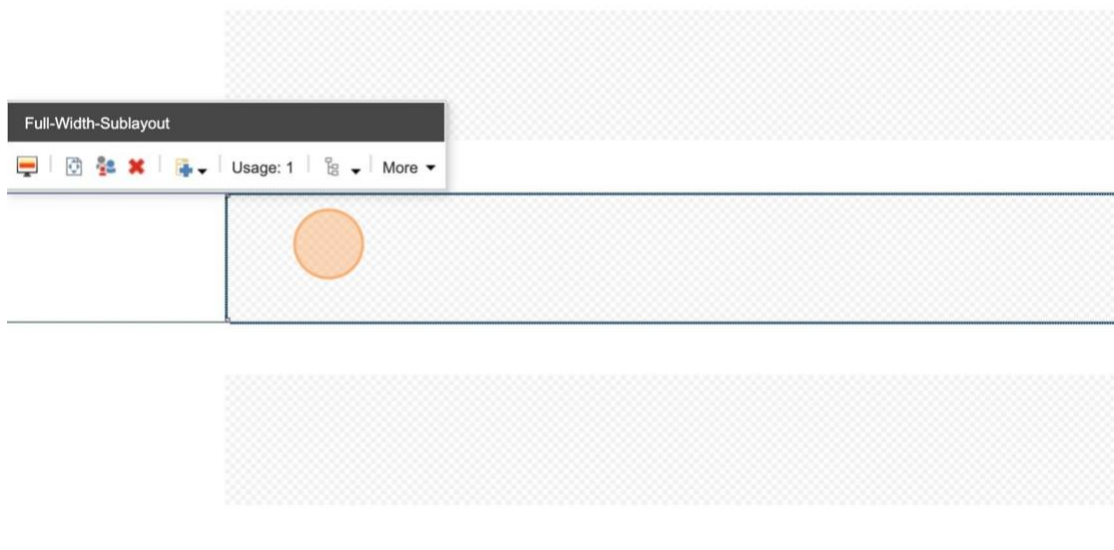
Click the page you are working on in the Content Editor and inside the “Publish” tab open the “Experience Editor”. Once the new browser tab has opened, wait for the Experience Editor page to load.



## Step 2

Click in the empty rectangle box and select "Full Width Sub-layout" in the pop-up that appears and click "Select". Click "Add here". Select in the “Full Width Sub layout” option for this example. As you will see, the blade container has now integrated the Sub-layout across the page.

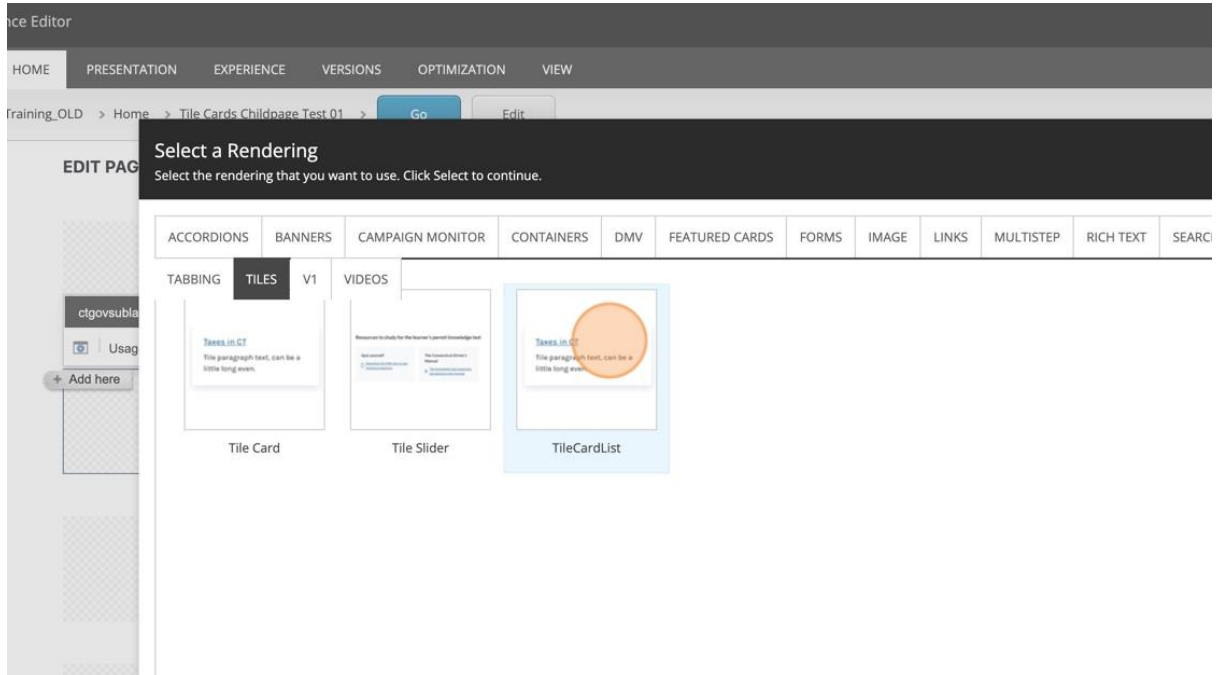
**EDIT PAGE METADATA / EDIT NAVIGATION SETTINGS / EDIT BREADCRUMB SETTINGS / ED**





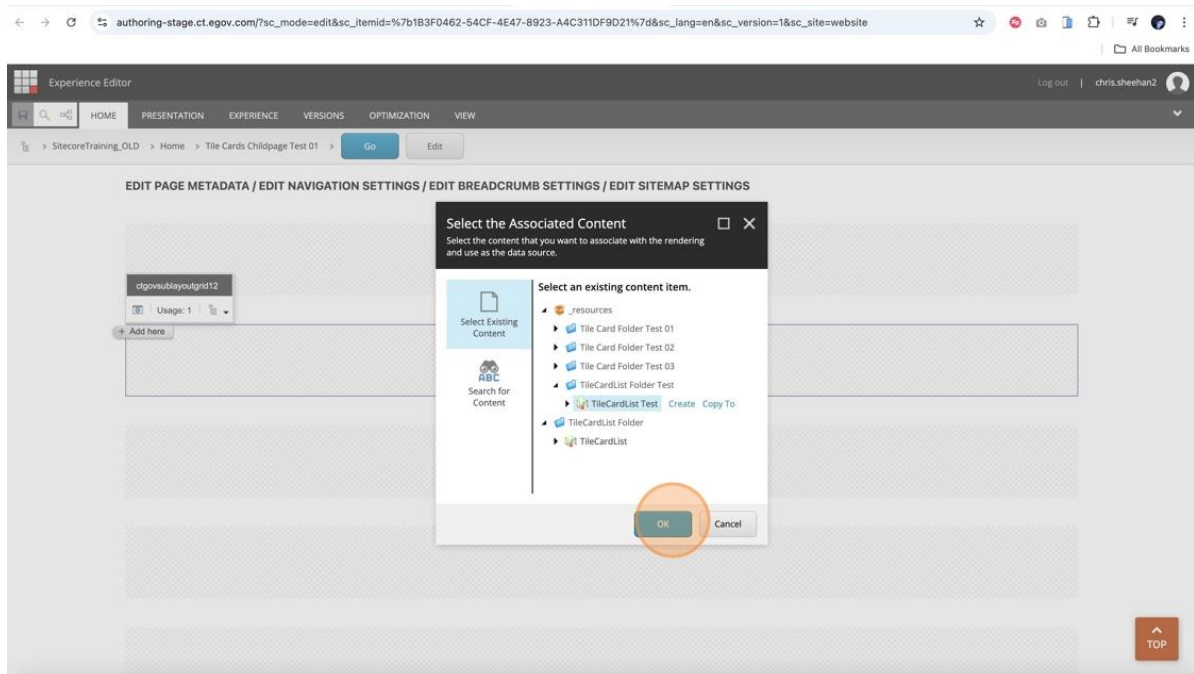
### Step 3

Click inside the container placeholder, click "Add here". Select "Tiles" in the component index. Click on the "Tile Card List" image. Click "Select".



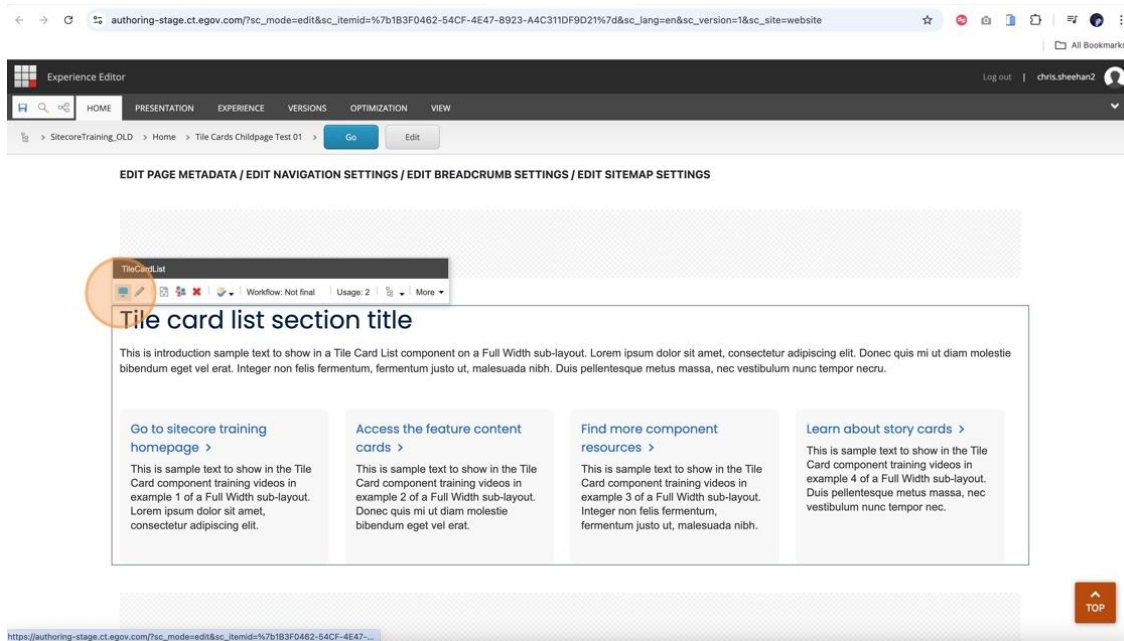
### Step 4

In this new pop-up, expand the "Tile Card List Folder" you previously created in the Content Editor. Your Tile Card List component should be visible and resemble the example shown below. Select the "Tile Card List" and click "OK".



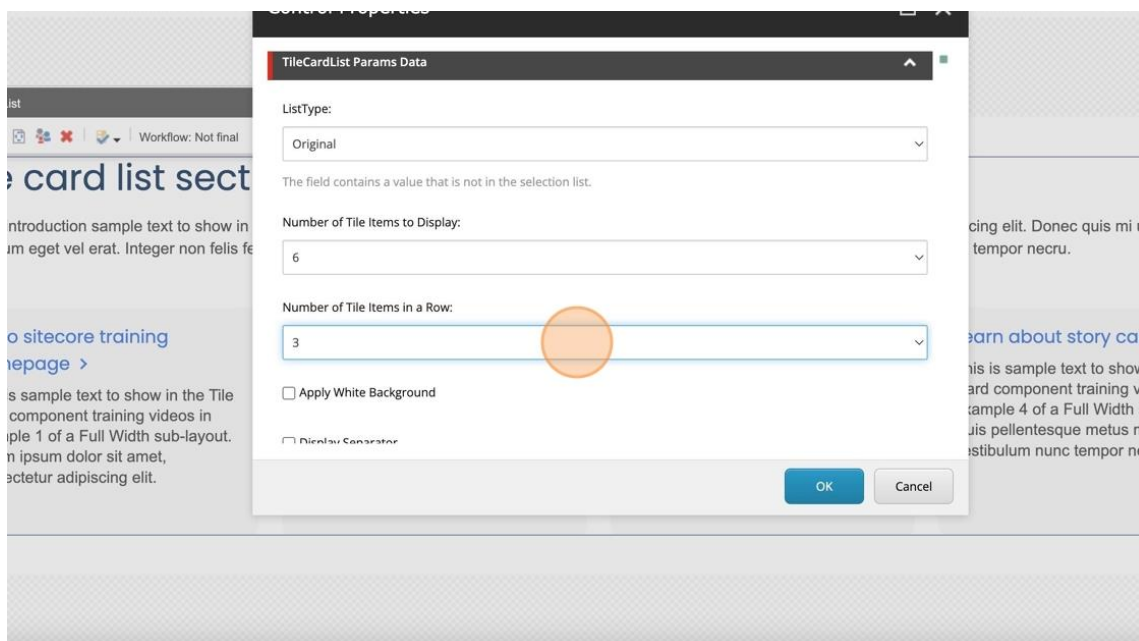
## Step 5

Your Tile Card List has just been imported in the default view on your page. Click anywhere inside the component so that its 'Control Properties' menu appears. Click the "Tile Card List" icon as shown below to access the component's "Control Properties" and display settings.



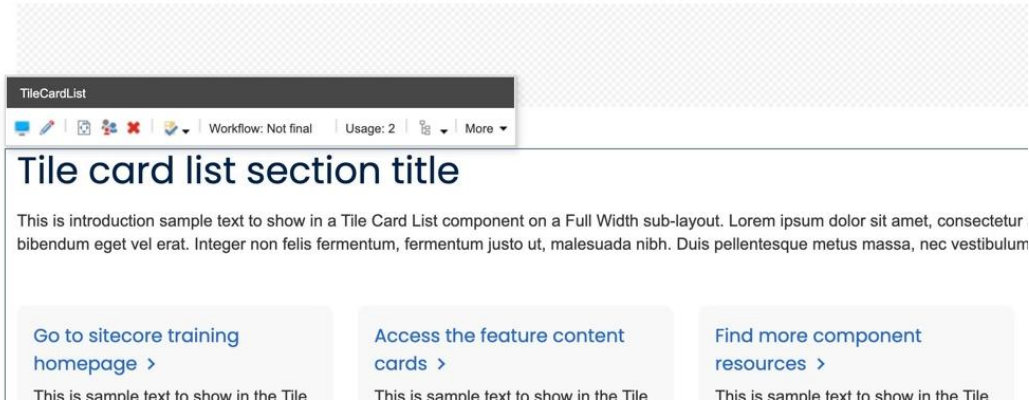
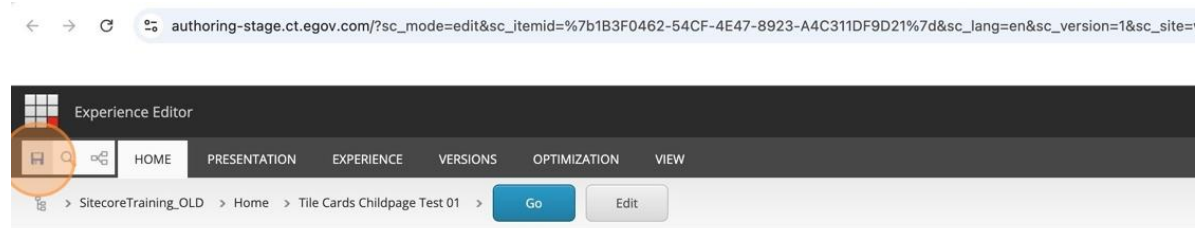
## Step 6

Search for the "List Type" dropdown settings and select "Original". There are 4 variant styles to choose from. Since we are selecting the "Original" variant for this example, the other 3 include "Text", "Icon", and "New". In the "Number of Tile Items to Display" dropdown select "6" because there are six tile cards that we added to the Tile Card List in Part 1 of this lesson. In the "Number of Tile Items in a Row" dropdown select "3" for this example. Click Ok.



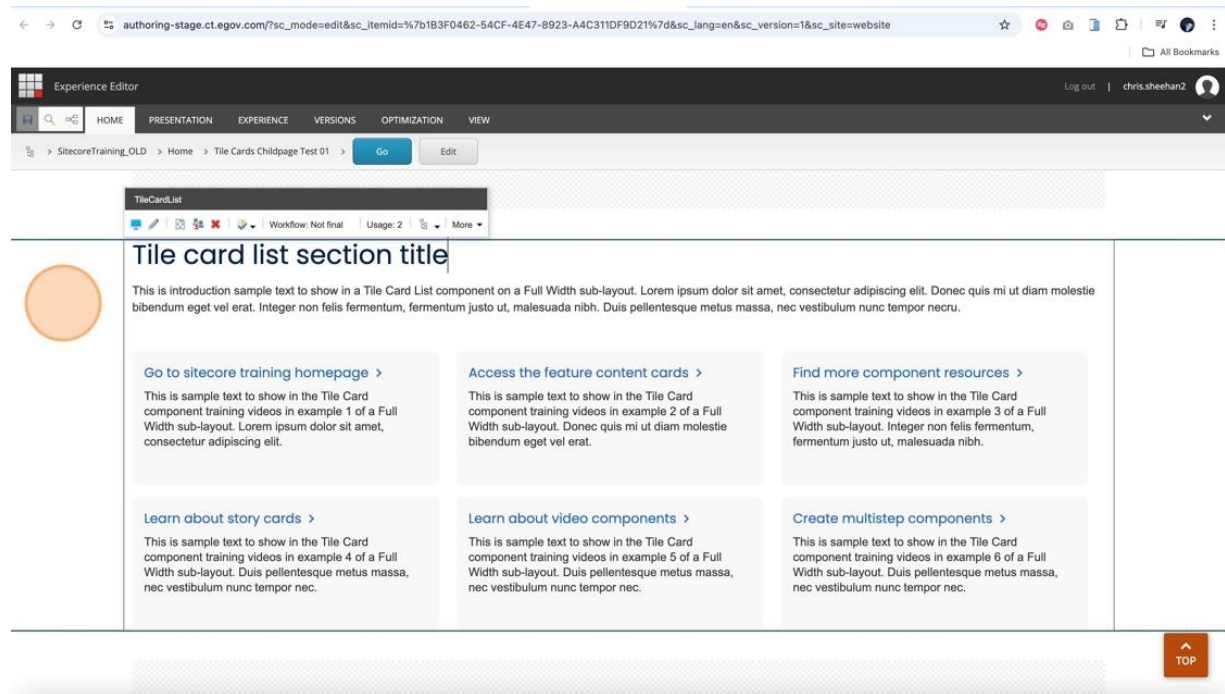
## Step 7

Immediately click the Disc icon to SAVE YOUR WORK in the Experience Editor. WAIT FOR THE PAGE TO RE-LOAD.



## Step 8

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 9

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.

The screenshot shows the Sitecore Content Editor interface. On the left is a tree view of content items. The item 'Tile Cards Childpage Test 01' is selected and expanded, showing a sub-folder '\_resources' which is circled in orange. Other items in the tree include 'Lead Feature Story Card ChildPage', 'MultiStep Component', 'DDS Story ChildPage', 'Link List ChildPage Test 01', 'Link List Right Rail ChildPage Test 01', 'Multistep ChildPage Test 01', 'Story Groups Childpage Test 01', 'Main Feature Card Childpage - Test 01', 'Testing Page', 'Video Component', and another '\_resources' folder. On the right, the 'Content' panel is visible. It has a search bar and a section titled 'Associated Content:' containing a list of content items: 'accessibility', 'ads-beta', 'ads-test', 'AffordableCT', 'AgencyTestSite', and 'AgencyTrainingSite'. Below this is a section titled 'Editing Base Data' with a field for 'Author Name:' containing the text 'chris.sheehan2'.

Click once again on the Tile Card 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".

This screenshot shows the Sitecore Content Editor interface with the 'Publish Content' button circled in orange in the top navigation bar. The browser address bar shows the URL: 'authoring-stage.ct.egov.com/sitecore/shell/Applications/Content%20Editor.aspx?sc\_bw=1&sc\_lang=en'. The left tree view shows the same content structure as the previous screenshot, with 'Tile Cards Childpage Test 01' selected. The right-hand panel now displays 'Quick Info' for the selected item. The information includes: 'Item ID: {1B3F0462-54CF-4E47-8923-A4C311DF9D21}', 'Item name: Tile Cards Childpage Test 01', 'Item path: /sitecore/content/SitecoreTraining\_OLD/Home/Tile Cards Childpage Test 01', 'Template: /sitecore/templates/Project/ctgov/Agency Scaffolding v2/Pages/ChildPage - {68BBAF6D-81A9-4FC0-BA73}', and 'Created from: ChildPage, en, 1 - {197AD639-F24C-428E-B03F-BD4292438E1E}'.