

# CONNECTICUT

**Sitecore Training**

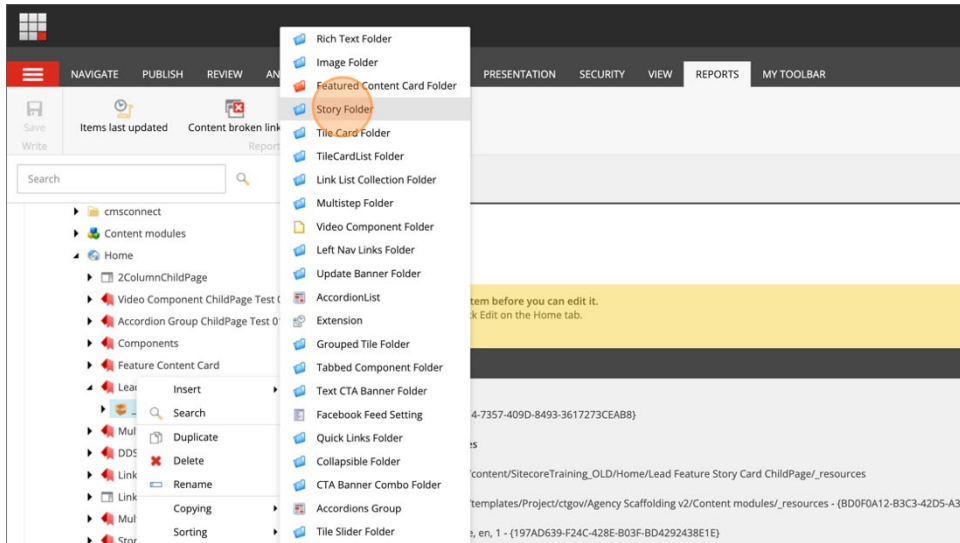
# How to Create Lead Feature Story Cards (Content Editor) Part 1.

## Introduction

A full-size lead story should contain a summary of what's on the page so that when a user lands on it, they know what they'll find if they scroll further down. Thus, the name "lead." The lead story component displays the page's most important story and summarizes what the page offers. It contains a section heading, a headline, body copy, an image or video, and an optional call-to-action link.

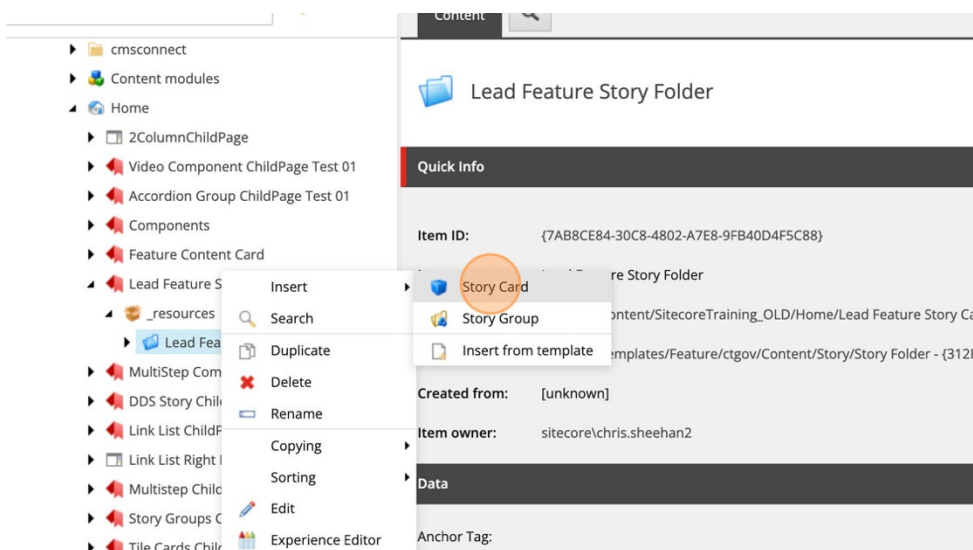
## Step 1

Locate the "\_resources" box from your page and right click it. Click "Insert". Then click "Story Folder".



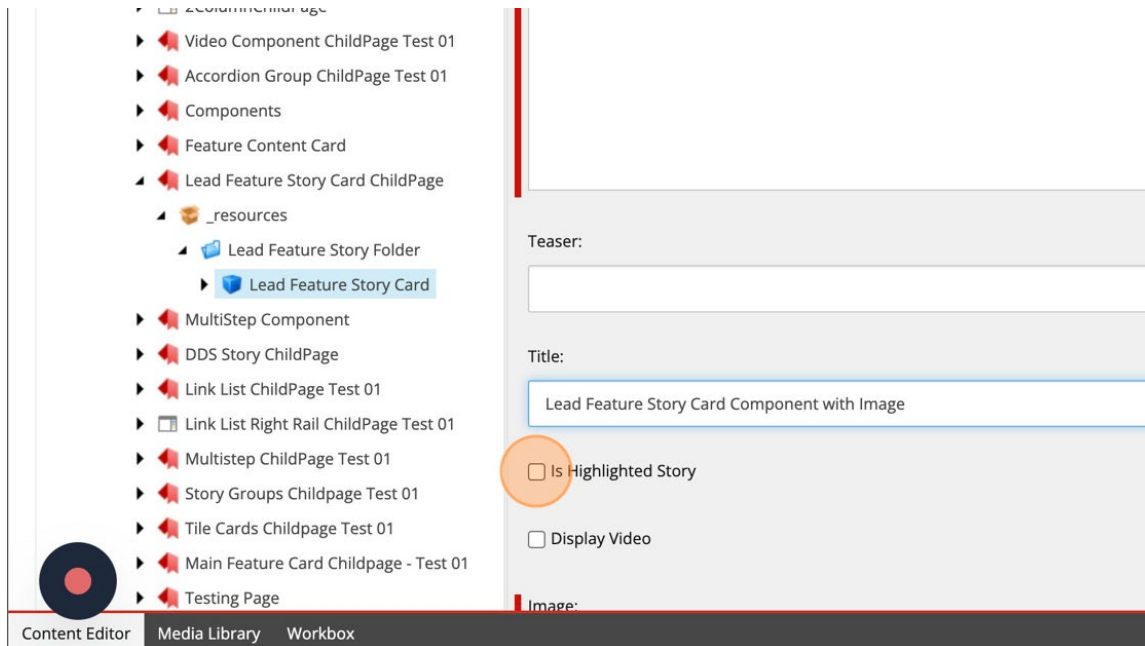
## Step 2

Right-click the Lead Feature Story folder, click "Insert" and click "Story Card". In the pop-up that appears, give the Story Card a unique name and click "OK".



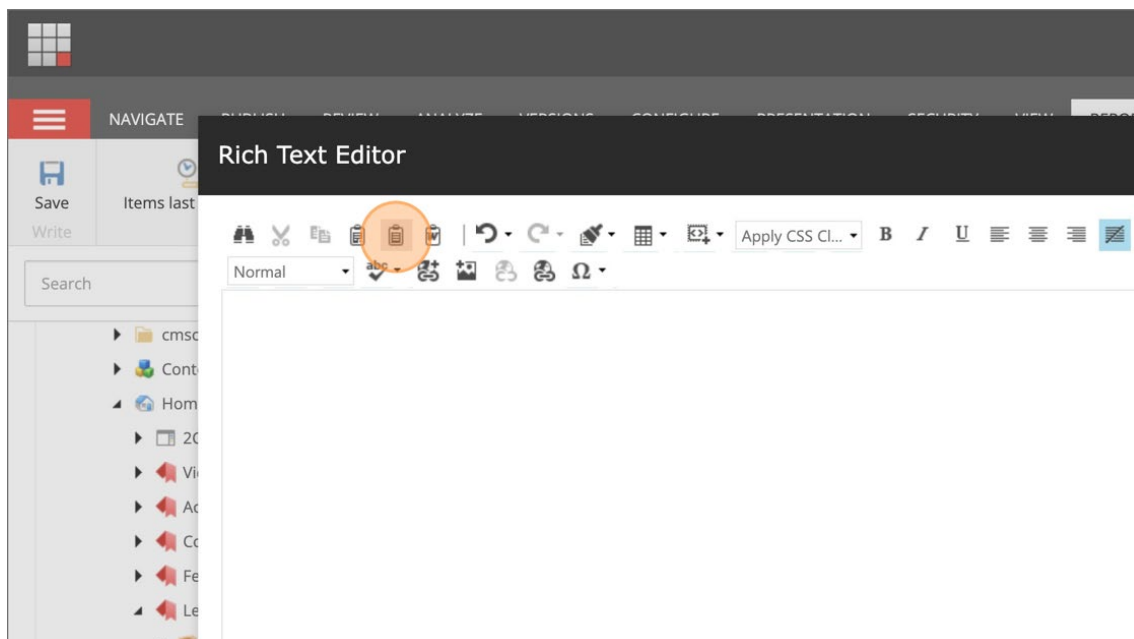
### Step 3

Click the Lead Feature Story Card. In the right panel, fill in the details. First, fill in the Title. Click on the “Is Highlighted Story” under the “Title” field option.



### Step 4

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 5

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

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

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

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

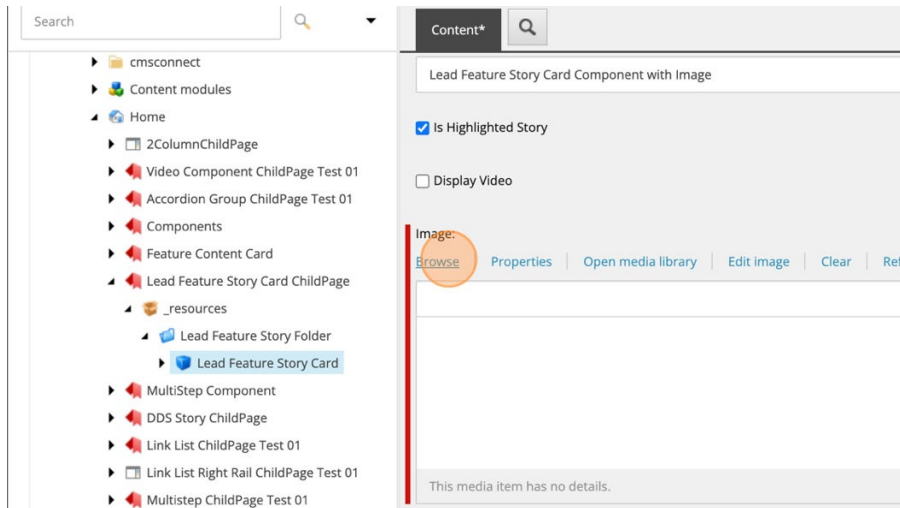
The screenshot shows the Content Editor interface. On the left, a sidebar lists various components, with 'Lead Feature Story Card' selected. The main area displays the configuration for this component. Under the 'Link' section, there are four buttons: 'Insert link', 'Insert media link', 'Insert external link', and 'Insert anchor'. The 'Insert link' button is circled in orange. Below this section is a 'workflow data' section with an 'Author Name' field containing the text 'chris.sheehan2'.

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.

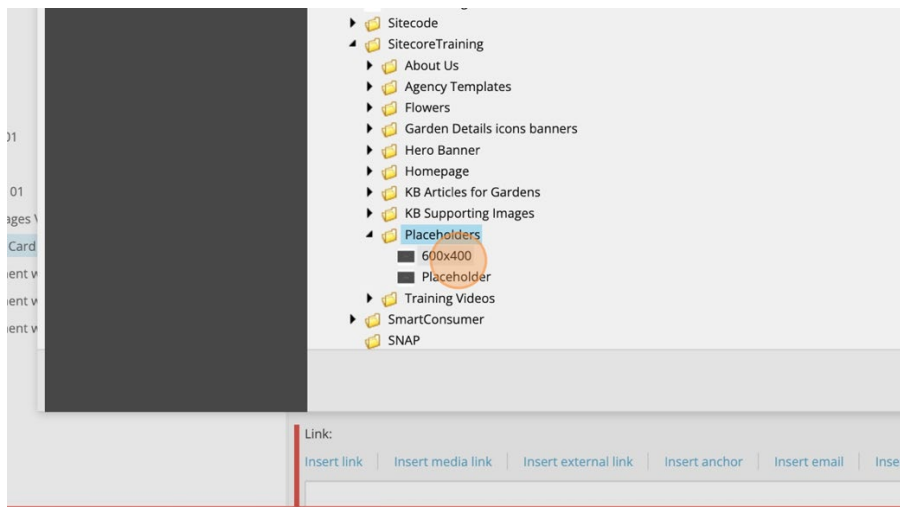
The screenshot shows the 'Link Details' pop-up window. It has several input fields: 'Description' (containing 'Go to Sitecore Training Homepage'), 'Anchor', 'Target' (set to 'Custom'), 'Custom', 'Alternate text' (containing 'Go to Sitecore Training Homepage'), 'Style class', and 'Query string'. At the bottom right, there are 'Insert' and 'Cancel' buttons. The 'Insert' button is circled in orange.

## Step 6

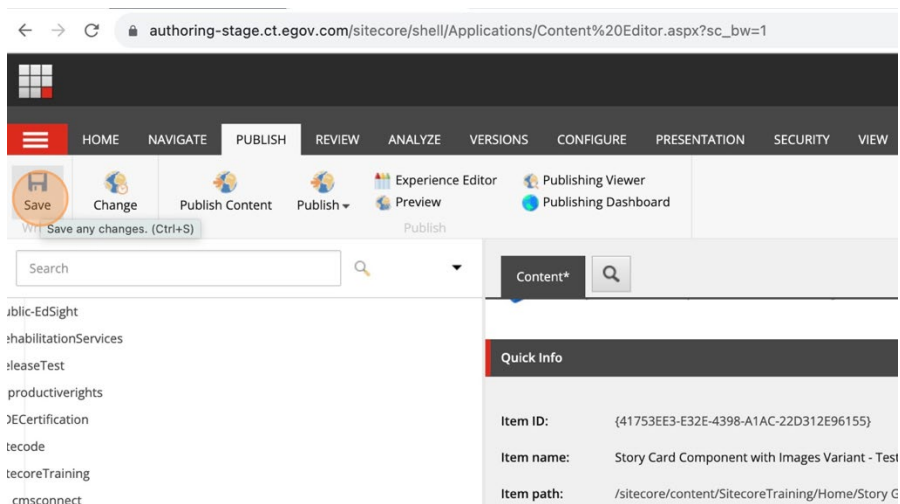
Next, you need to attach an image to the Story Card component. Click “Browse”, select the respective image from the Media Folder, and click “Insert”.



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

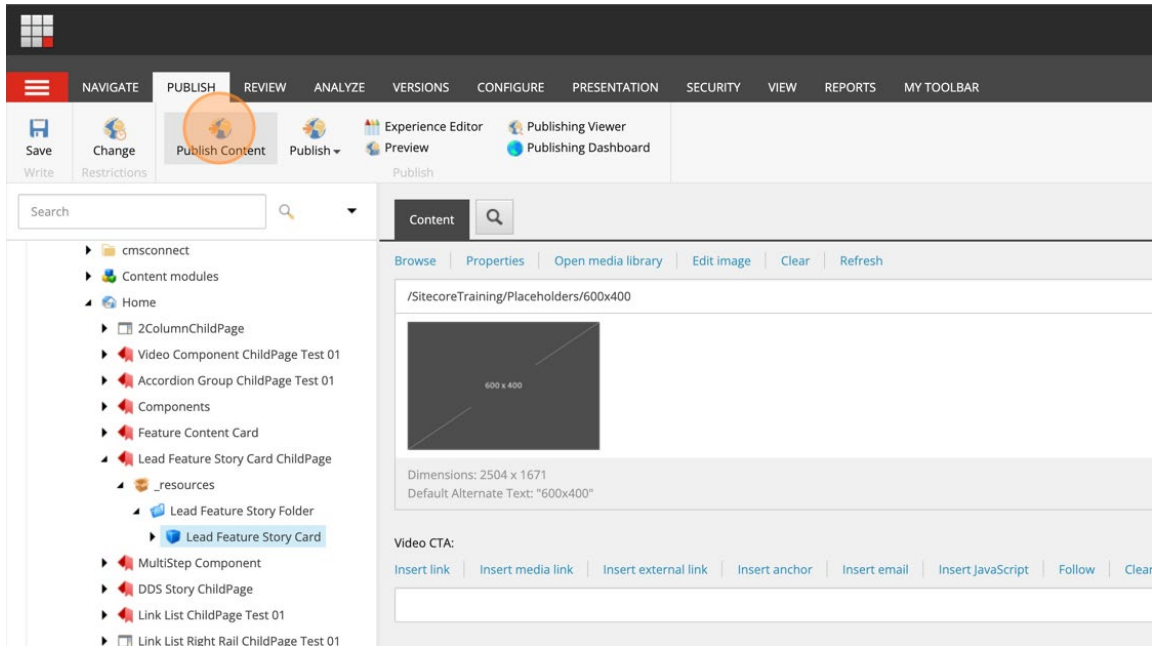


Next, click “Save” and “Publish Content” to publish your Story Card component.

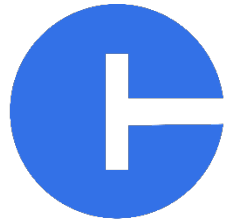


## Step 7

Finally, click once on the Lead Feature Story Card page, and publish your Story Card by clicking “Save” and “Publish Content”.



The screenshot displays the Adobe Experience Editor interface. The top navigation bar includes tabs for NAVIGATE, PUBLISH, REVIEW, ANALYZE, VERSIONS, CONFIGURE, PRESENTATION, SECURITY, VIEW, REPORTS, and MY TOOLBAR. The PUBLISH tab is active, and the 'Publish Content' button is highlighted with an orange circle. Other buttons in the toolbar include Save, Change, Experience Editor, Publishing Viewer, and Publishing Dashboard. Below the toolbar, a search bar is visible. The left sidebar shows a tree view of content modules, with 'Lead Feature Story Card' selected. The main content area displays a placeholder image with dimensions 600 x 400 and a video CTA section with options like 'Insert link', 'Insert media link', etc.



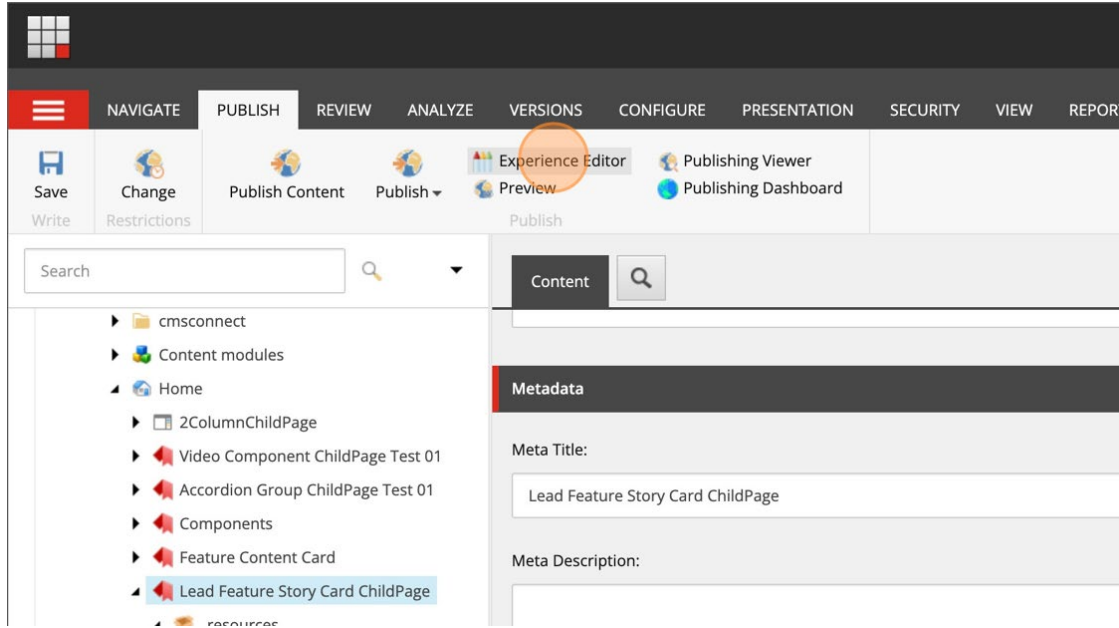
# CONNECTICUT

**Sitecore Training**

# How to Create Lead Feature Story Cards (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. For Story Groups in general, the options are Full Width or 9 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

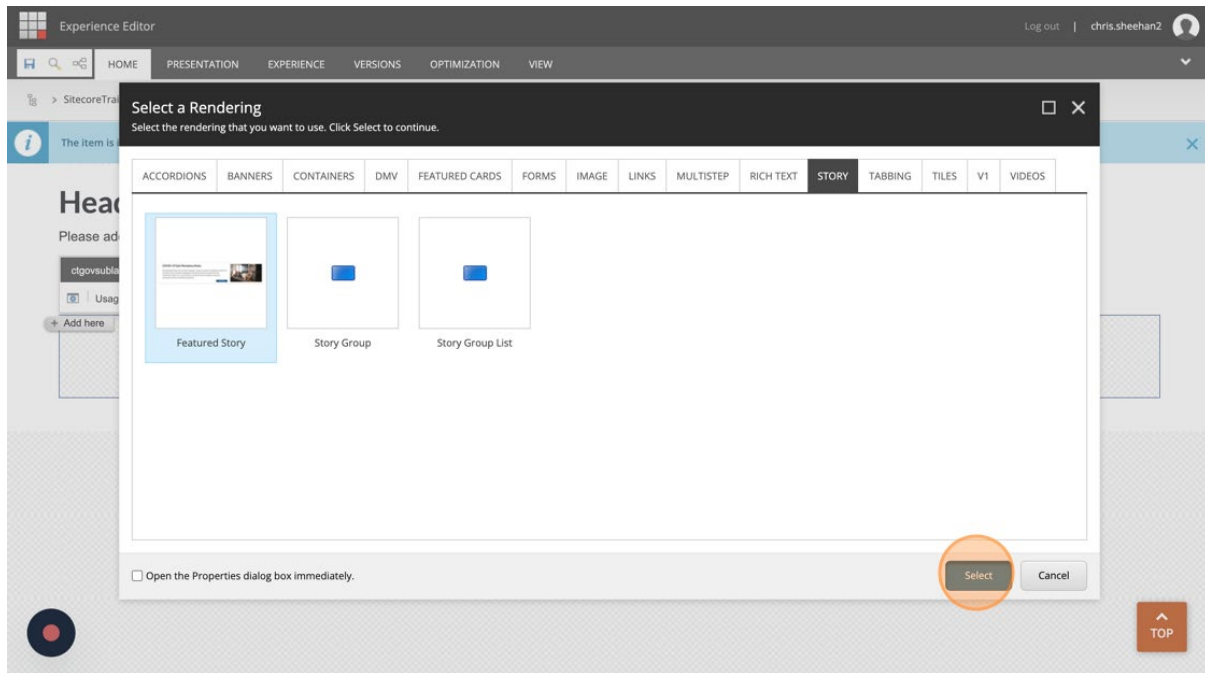
**EDIT PAGE METADATA / EDIT NAVIGATION SETTINGS / EDIT BREADCRUMB SETTINGS / EDIT :**





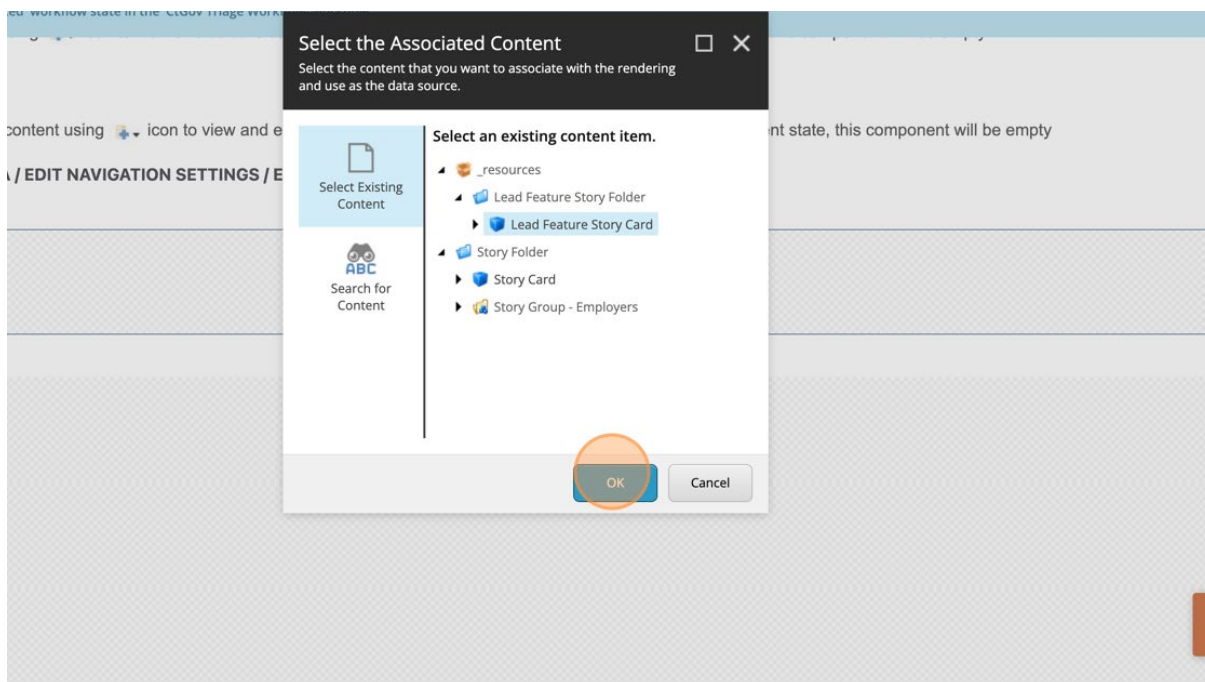
### Step 3

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



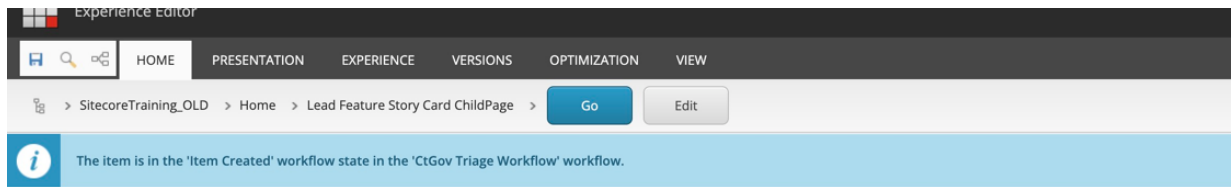
### Step 4

In this new pop-up, expand the "Lead Feature Story Folder" you previously created. Click the "Lead Feature Story Card". Your Story Card component should be visible and resemble the example shown below. Select the "Story Card" component and click "OK".



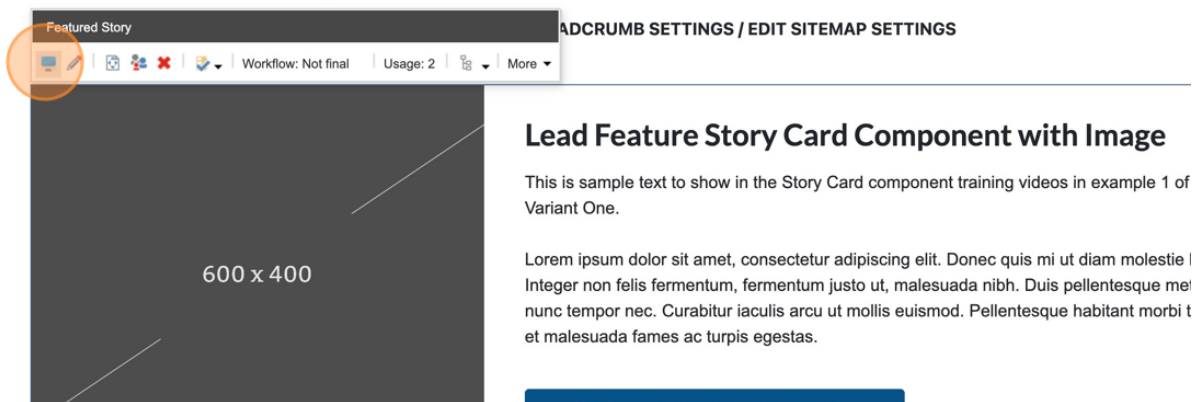
## Step 5

Your Story Card 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 "Featured Story" icon as shown below to access the component's "Control Properties" and display settings.



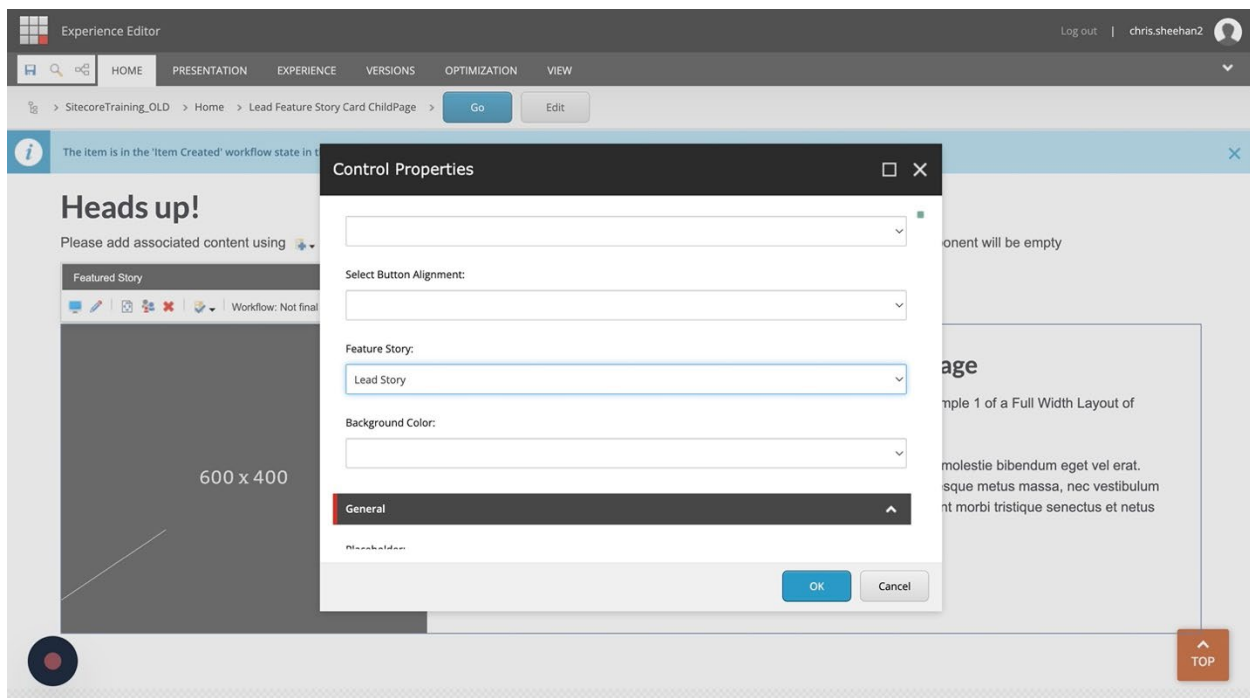
## Heads up!

Please add associated content using  icon to view and edit the data source properties. If the page is published in its current state, this component will



## Step 6

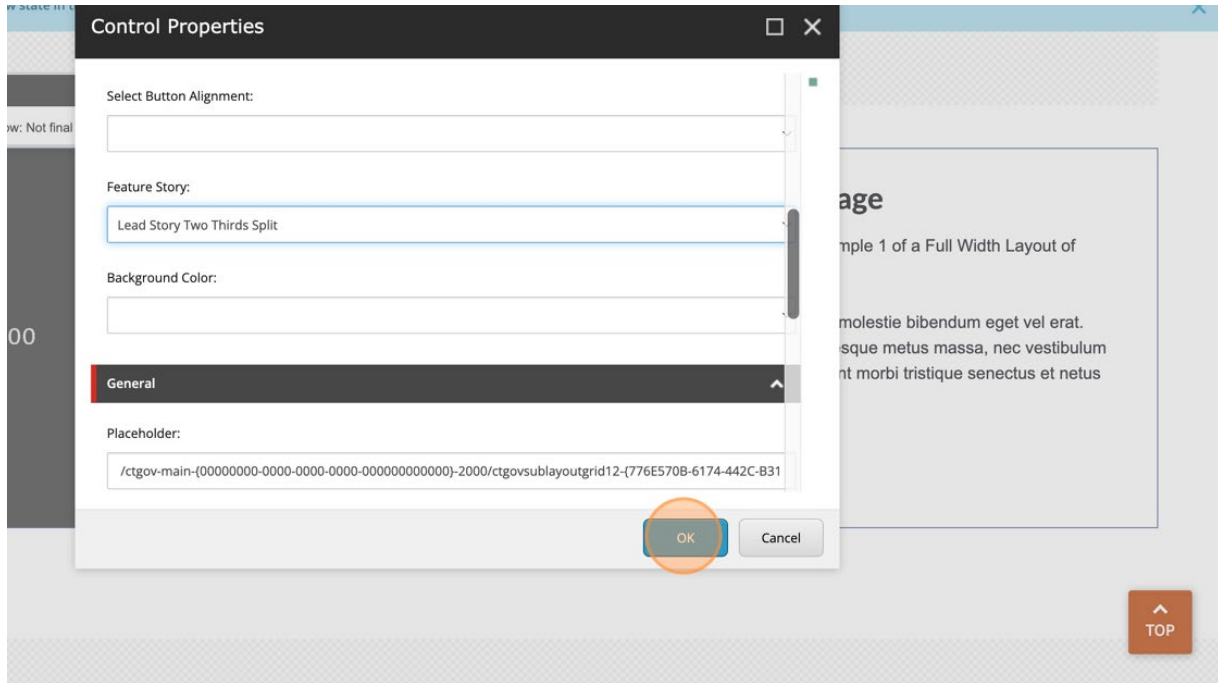
Locate the "Feature Story" dropdown settings, and for this example select "Lead Story".



Additionally, you can select the other layout display options depending on the requirements of the page structure. This is shown in the example provided below.

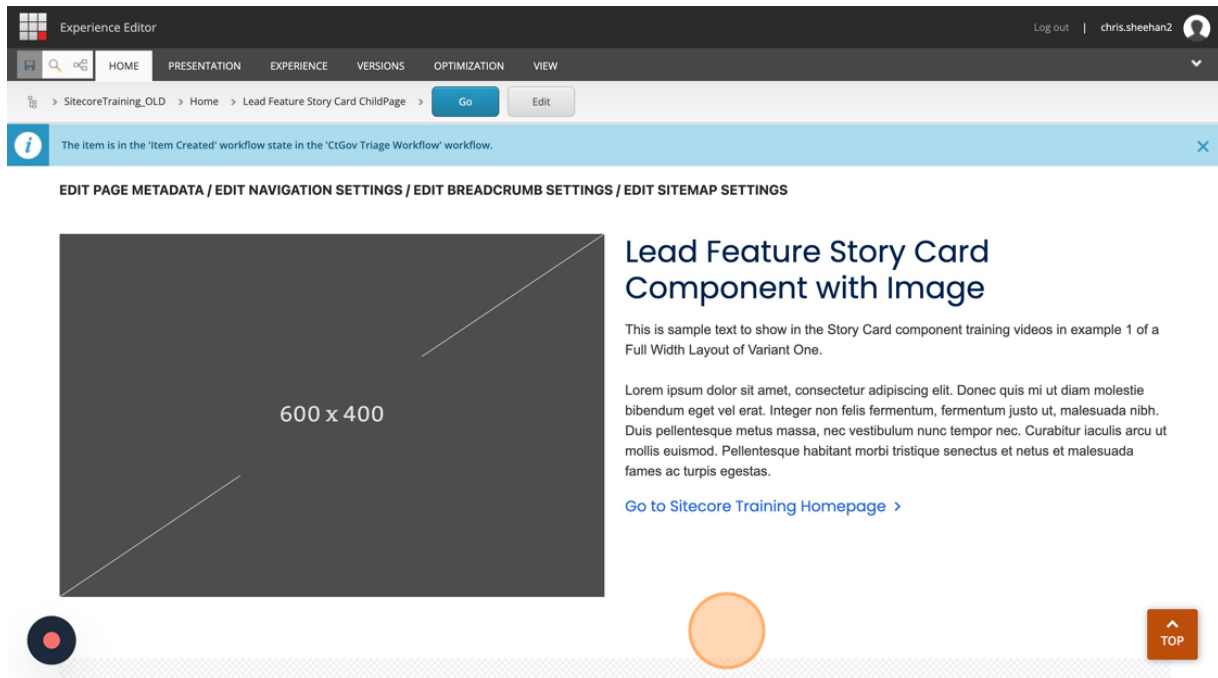
6.1. The “Lead Story Two Thirds Split” (which represents a 4x8 Sub Layout in a Full Width Container)

6.2. The “Lead Story Three Fourths Split” (which represents a 3x9 Sub Layout in a Full Width Container).



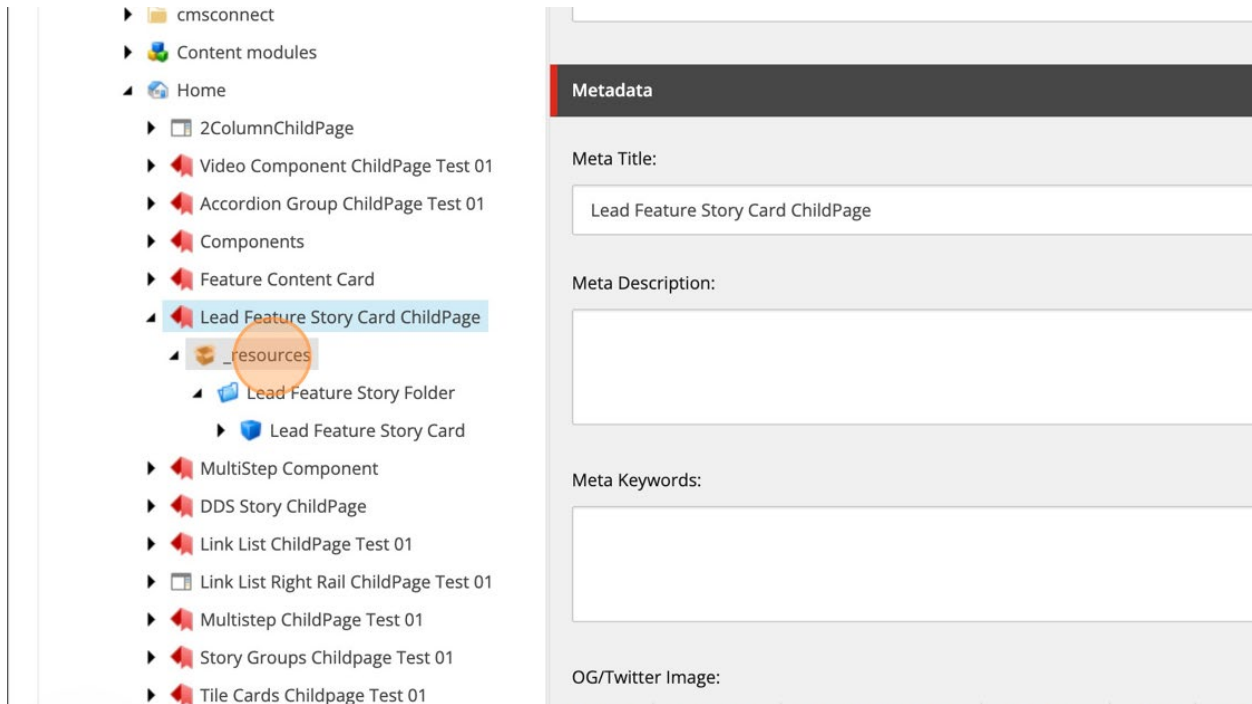
## Step 7

Once you have completed changing the display settings to “Lead Story” 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 8

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".

