Lead story component

Summary

Use the Lead Story Component to feature the main story or message at the top of a page. It tells visitors what to expect and guides them to the most important content or next step.

When to use this component

- Highlight the most important story or message on a page.
- Provide a clear overview so customers know what they will find.
- Help customers understand the page structure and next steps.

Component content fields

Each lead story includes:

1. **Title (H1)** – Main heading of your story.
2. **Body copy** – Short description or details.
3. **Image or video** – Visual content for the story.
4. **Call to action (CTA) link** – Optional link to guide customers.

Note: The lead story component has three size options: full-size, 2/3 size, and 3/4 size.

This is a section title for a full width Story Card

1

Lead Feature Story title in one line

This is the body text of a Lead Feature story or a Highlighted Lead Feature Story of a Story Group. Any content between 300 as a minimum to 900 characters as a maximum is fine for this specific component.

3

600 X 400

Lorem ipsum odor amet, consect **2** scing elit. Mollis sit facilisis auctor taciti curae duis justo condimentum. Curae nulla dictumst amet consectetur conubia. Sem vel libero habitasse ultricies fusce eleifend lureet. Nunc non aptent; nam facilisi imperdiet mattis. Senectus vitae mauris ornare et erat proin nibh suscipit mattis.

Curae arcu ac viverra commodo netus viverra dictum. Lorem laoreet vehicula ultricies aliquam erat. Elit aptent mollis tempor habitasse, laoreet nulla faucibus:

- Facilisi sit dapibus rhoncus, lectus pellentesque dictum
- Facilisi venenatis ac condimentum sapien nisi libero suspendisse
- Quis ornare lacus duisamet netus sapien morbi congue

This is a call to action in one line made up of 20-70 characters › **4**

● Phase 1: Content Editor

This phase covers how to create and configure the component 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**.
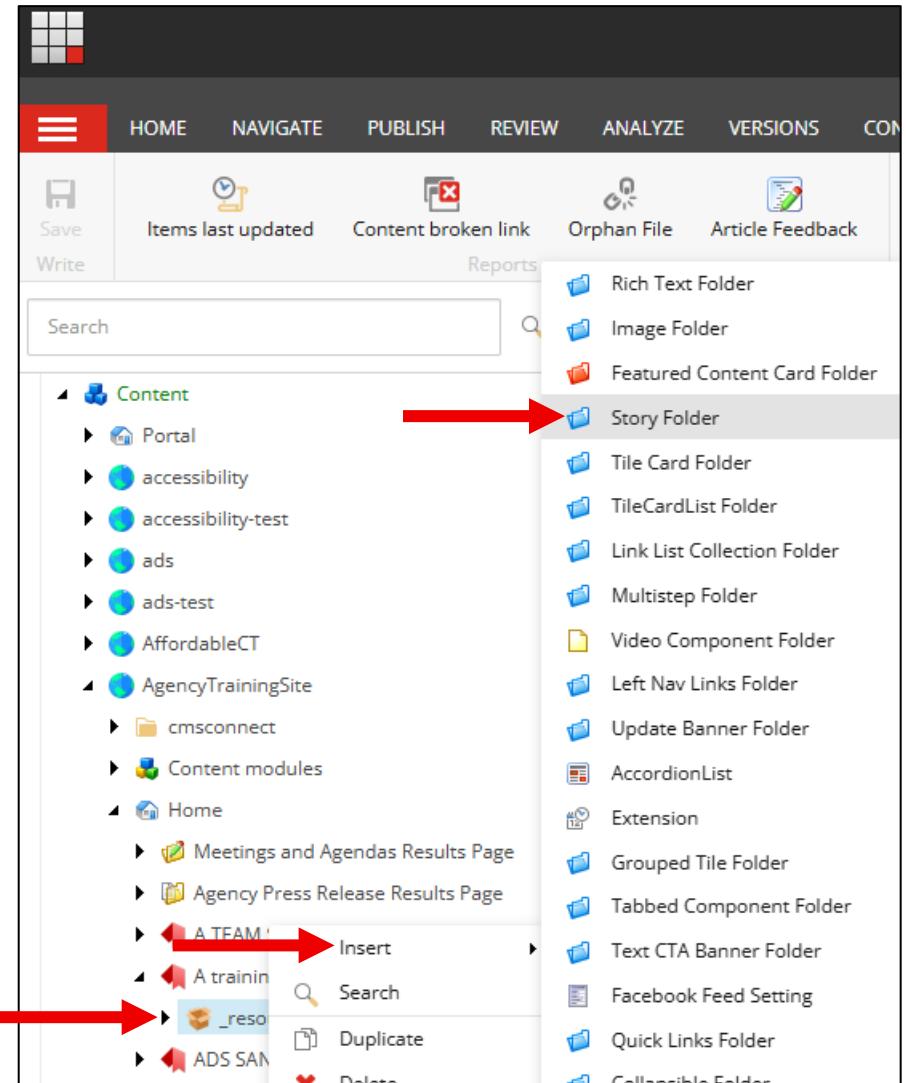
3. **Name the folder** clearly (e.g., **Lead Story Folder**).
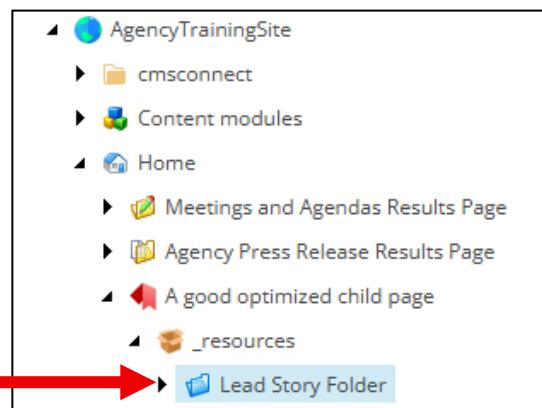
Step 2: Insert a Story Card

1. Right-click the folder you just created.
2. Select **Insert > Story card**.
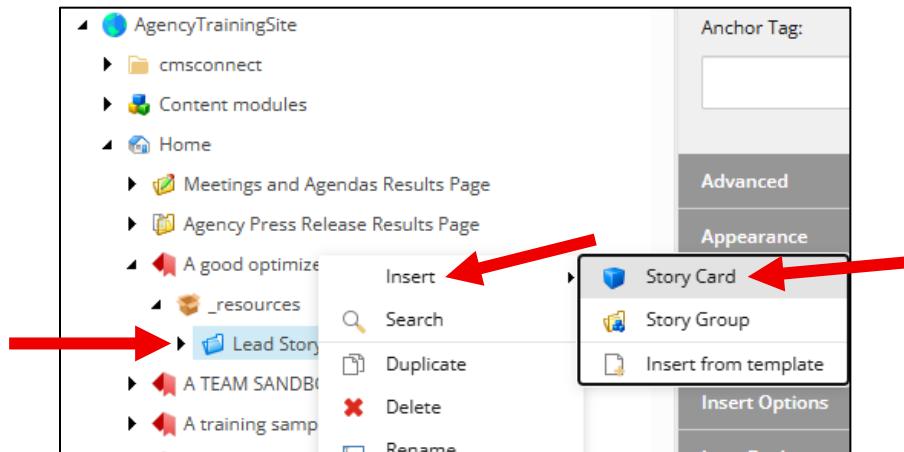
3. Name it (e.g., **Lead Story Card**)
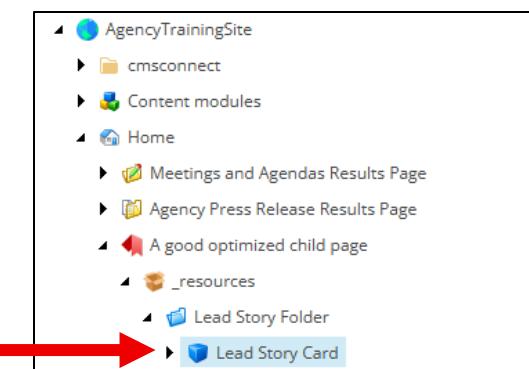
Step 3: Add Title, highlight option and description
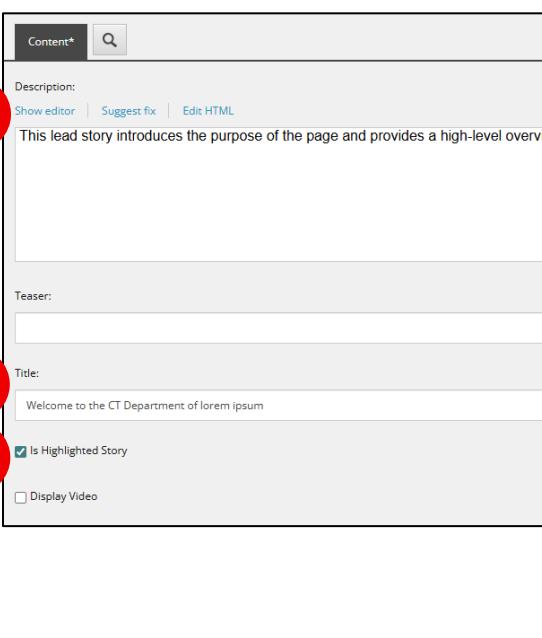
1. Enter your **Title**
2. Check **"Is Highlighted Story"**
3. Add **Description**: Use the Rich Text Editor to add your body copy text. Click **Show editor** to open it. You can type your text directly or paste it as plain text. Pasting as plain text removes all formatting, which helps keep your content clean and consistent. We recommend always using this when copying text from another source.

Step 4: Add an Image

- 4. Click **Browse to open the media library**

Image:

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

This media item has no details.
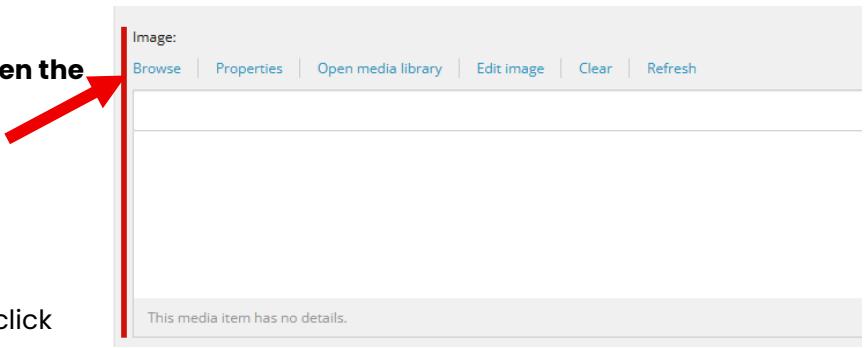
- 5. **Select an image** (click the **Tree view icon** to find your image)

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**

Accessibility tip: Images must be formatted at 600 x 400 pixels and 72 dpi

Select a file to preview

Tree view

Step 5: Add a Link (CTA)

Link:

Insert link | Insert media link | Insert external link

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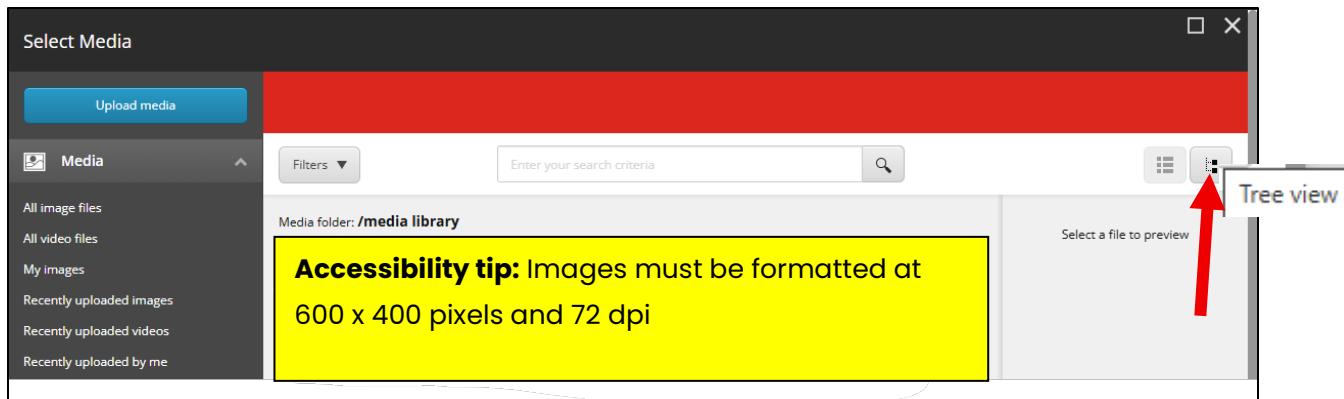
- **Choose a link type:**
    1. **Insert link:** Link to another internal ct.gov page
    2. **Insert media link:** Link to a media library item
    3. **Insert external link:** Link to a page outside of ct.gov

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

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

After you click insert link, click the arrow in front of the Content folder to expand it.

Insert Sitecore Item

▶ 🧊 Content
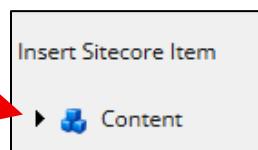
Navigate to the internal page and select it.
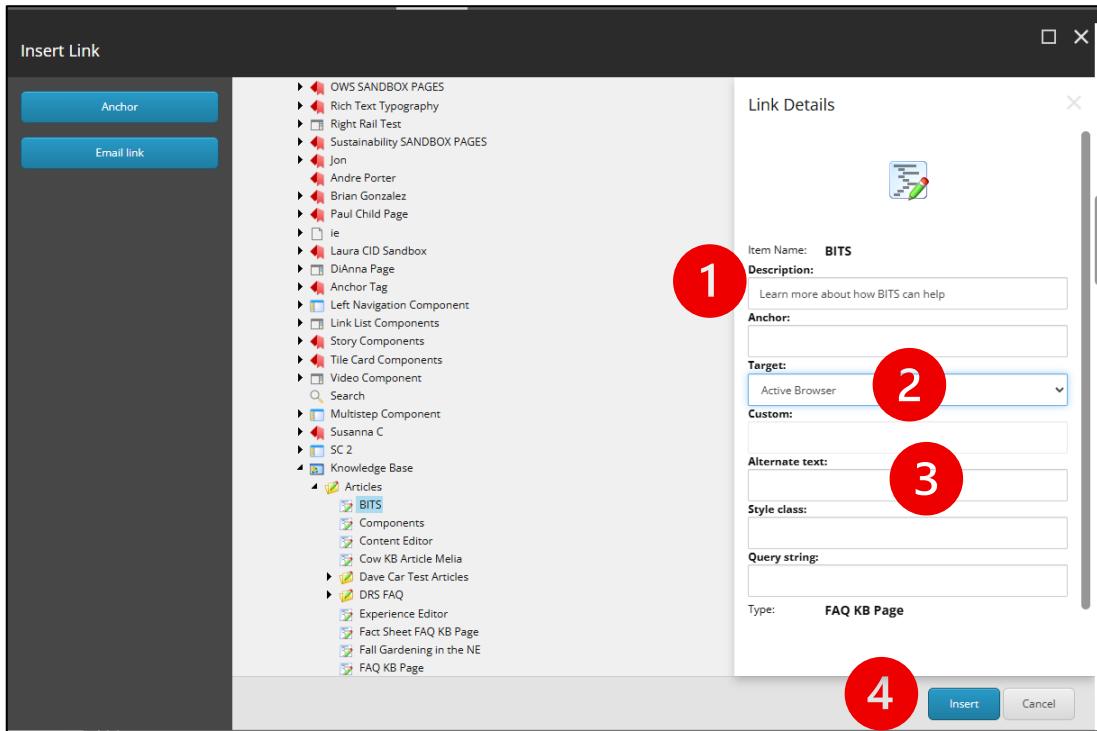
1. **Description:** Type a short description for the link. This explains where the link will take the user (for example: *Learn more about how BITS can help*).
2. Select **Active browser** for Target.
3. Leave **Alternate text** blank. Descriptive link text is enough.
4. Click **Insert**.

Step 6: Save and Publish

1. Click **Save**
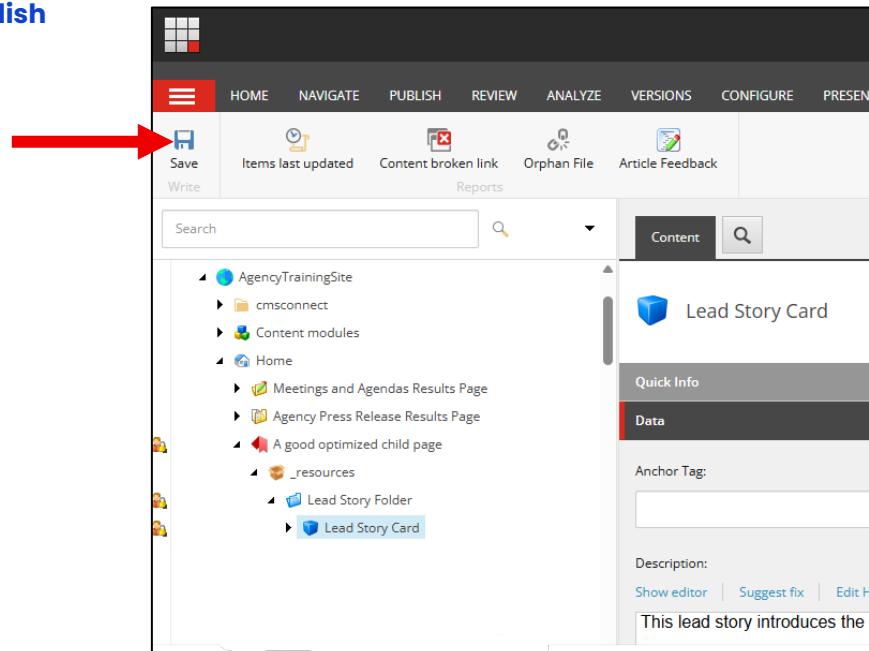
Publish the Content

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.
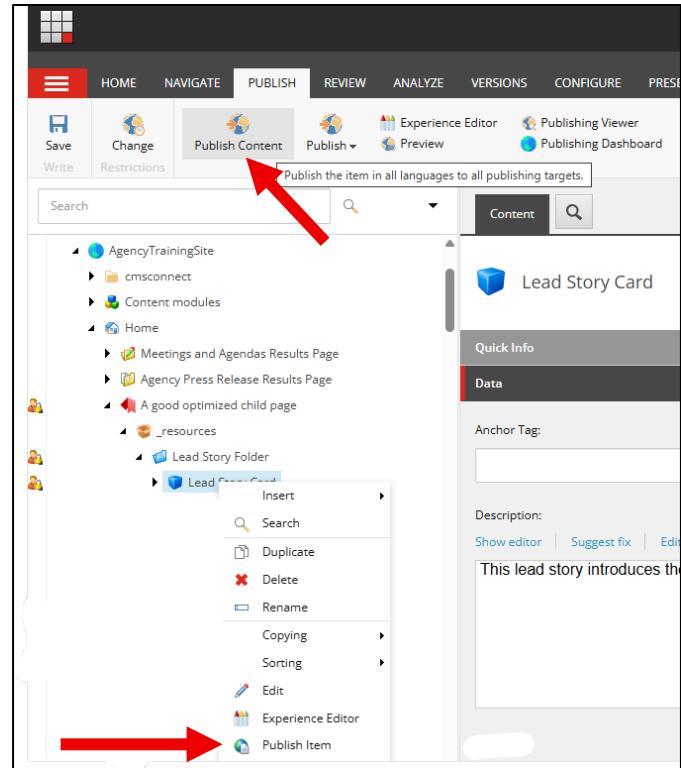
Steps to Publish

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.
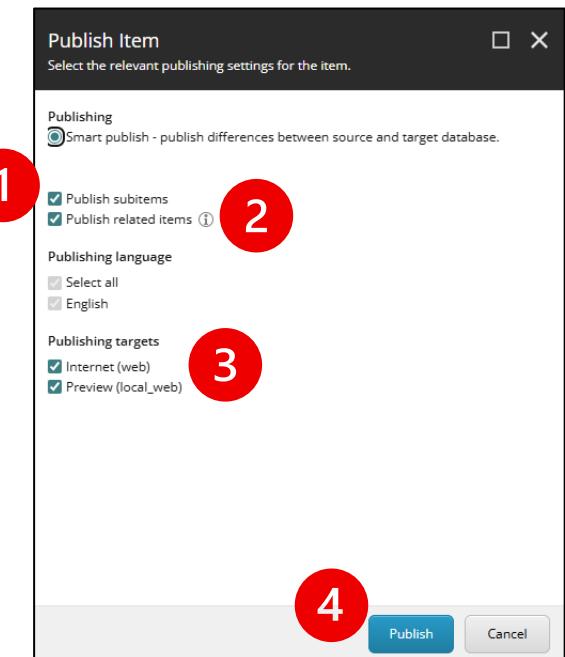
Important (Publishing Permissions):
Only **Sitecore administrators** can publish to the **live portal site (Internet/web)**.
In the **staging site**, all users can publish so they can practice and test content.

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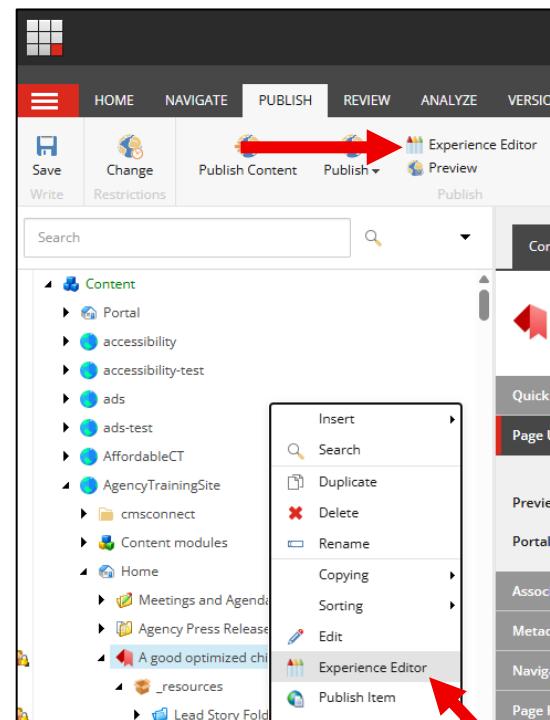
⚠️ **Warning:** Make sure you have the correct child page selected (and not the folder or component) in the Content Editor before opening the Experience Editor.

If you try otherwise, you will see this message:
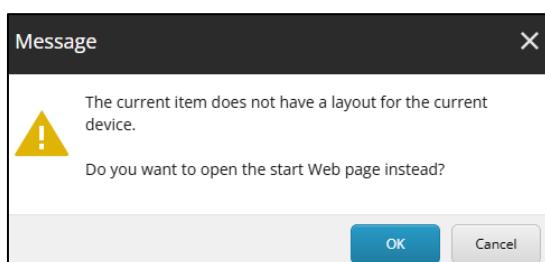
Cancel the message and select the correct child page first.

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.
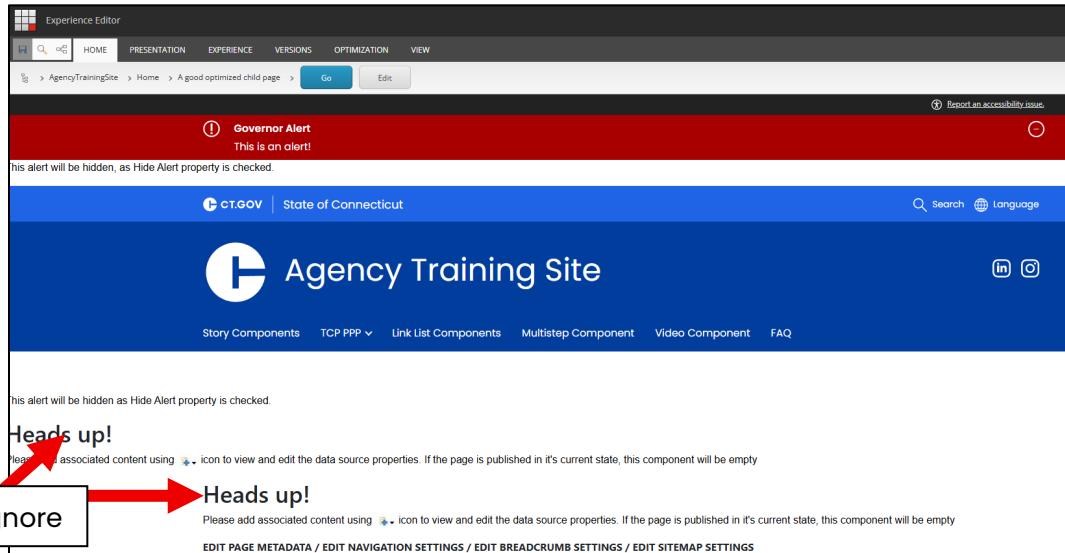
Step 2: Choose a Sub-Layout

1. Click on the empty placeholder box where you want to the component. Click **Add here.**
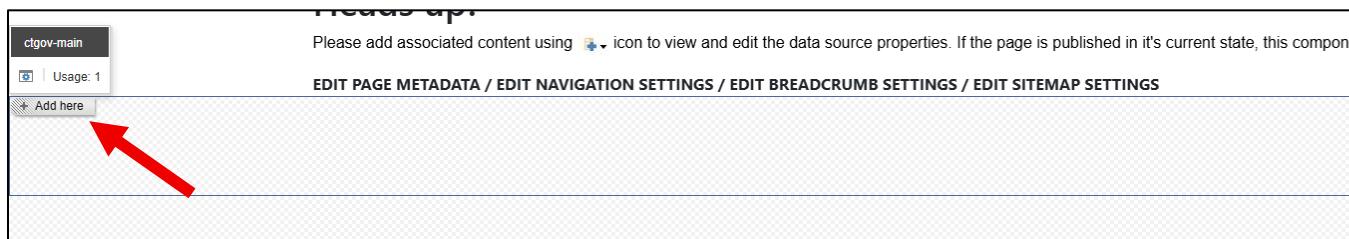
2. In the pop-up, click **Containers** > **Full-Width Sub layout** > **Select**.
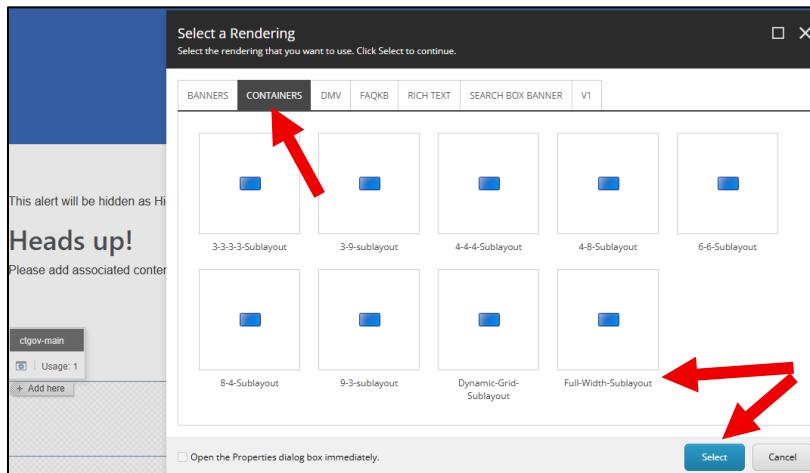
3. Hover over the center of the Full-Width Sub-layout and click. When the "Add here" prompt appears, select it.
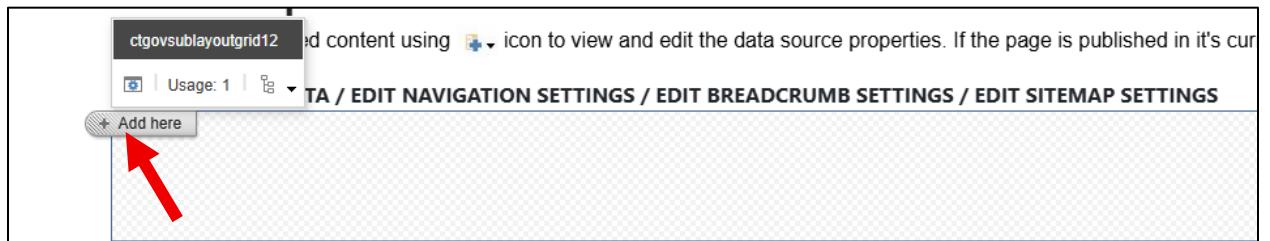
4. In the pop-up, click the **Story** tab, then **Featured Story,** then **Select**.
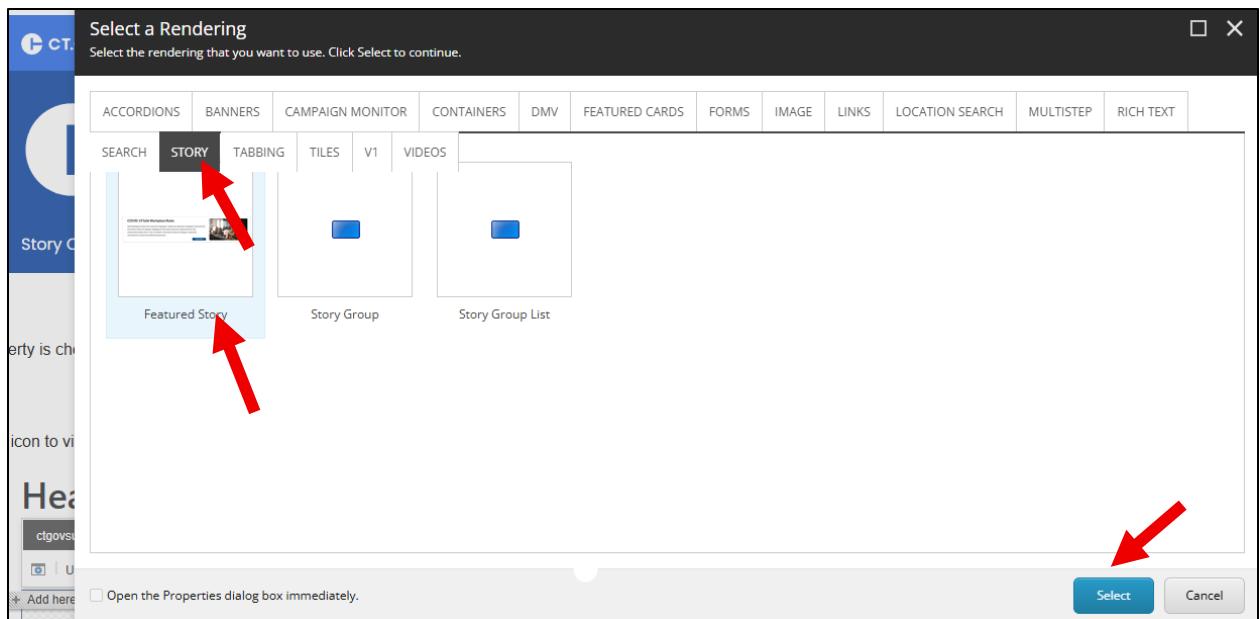
Step 3: Select the Associated Content

1. In the new pop-up, **expand the Folder** (e.g.: Lead Story Folder).

2. **Select the Story card** (e.g.: Lead Story Card)

3. Click **OK**.

Note: You can only select the correct type of story card. Sitecore prevents incompatible items.
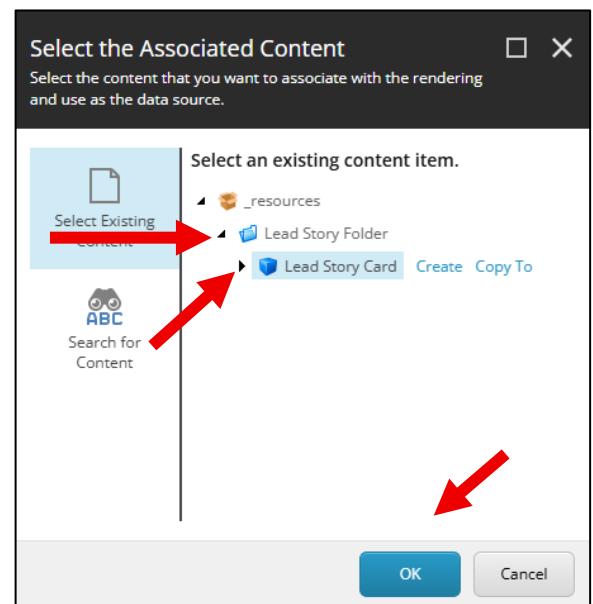
Step 4: Set Display Style (required) ⚠️

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

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.
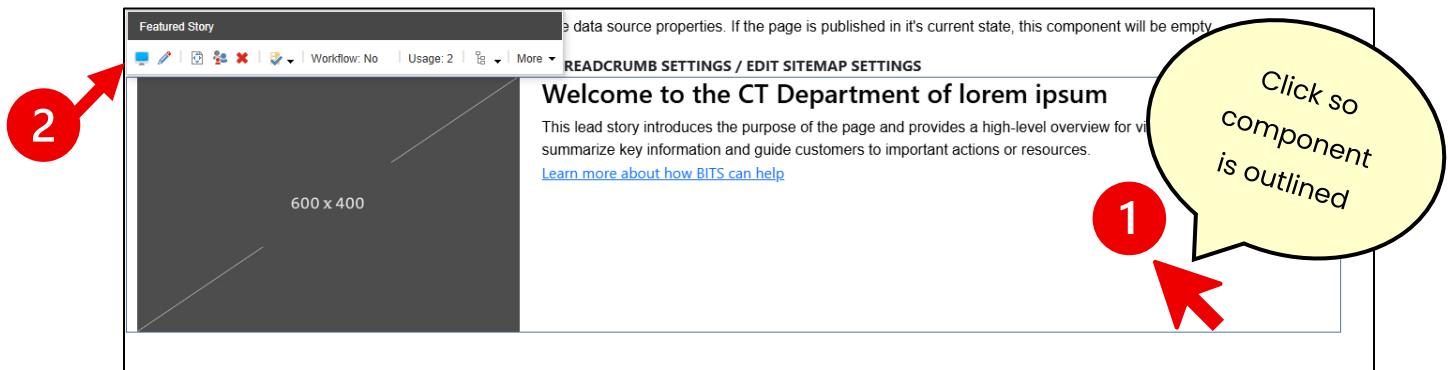
- Click the **blue computer icon** to open the **Control Properties** dialog box.
- Open the **"Featured Story" dropdown** and change to **Lead Story.**
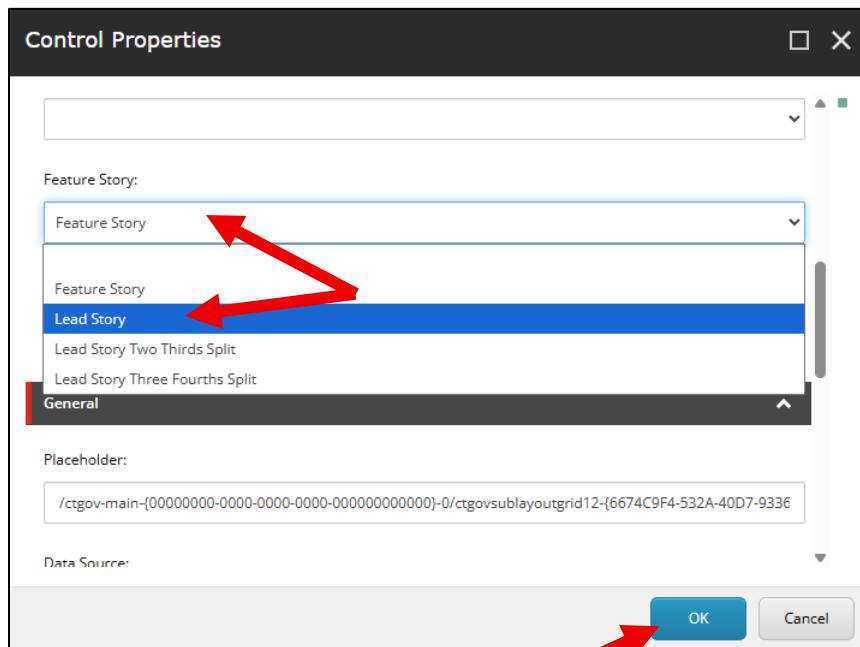
- Click **OK.**

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

Step 7: Save and Publish

1. Click the **Save (disc)** icon (upper left). Wait for the page to reload.

Note: The Save icon should be grayed out when your work is successfully saved.

You'll notice that the new design style is applied:
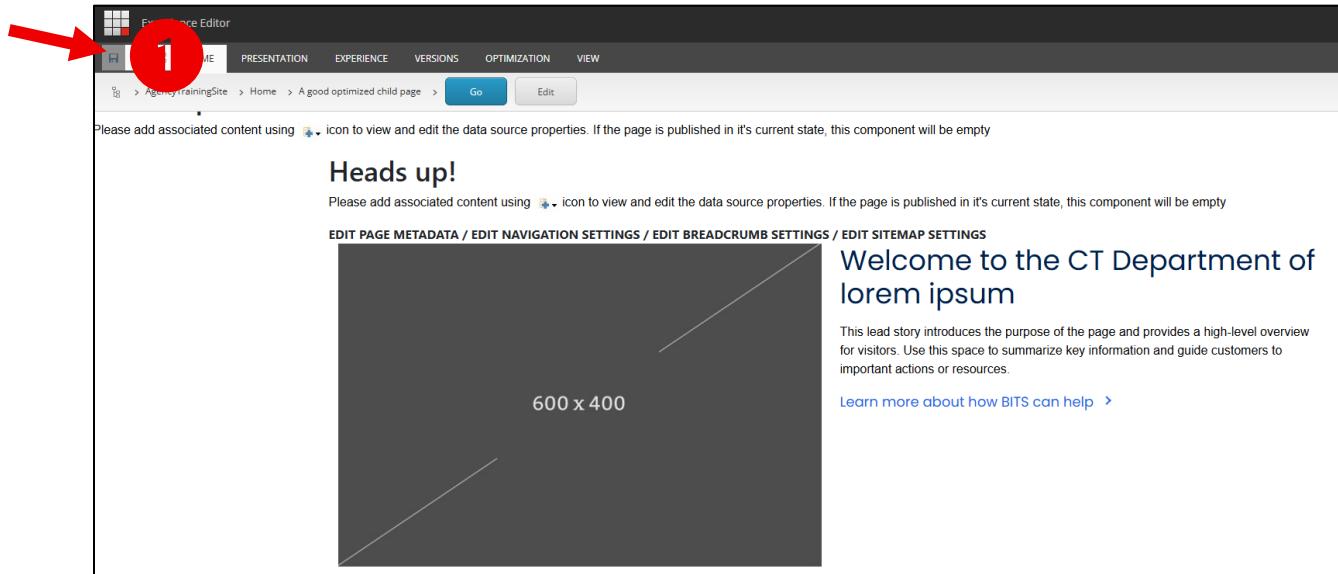
Publish the Content

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 6.)

Once you've published, you can view it.

Select your page, then expand the **Page URL Section** and **click the Portal URL link**.
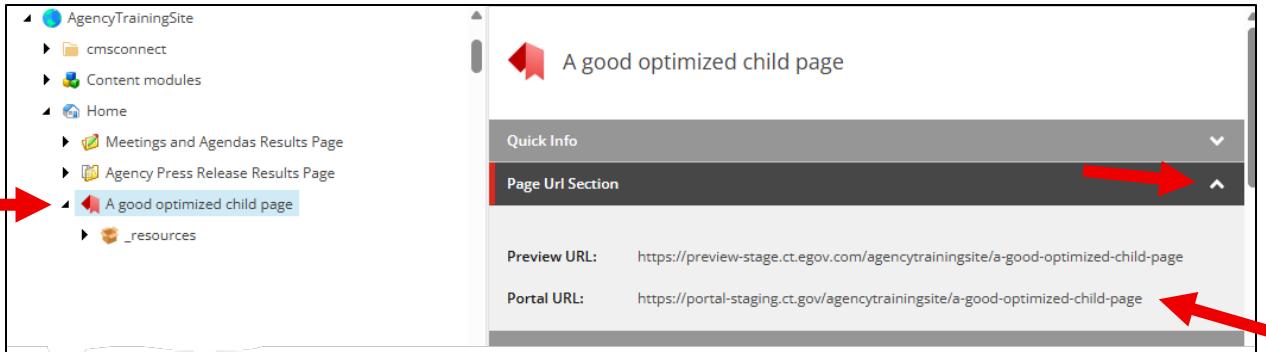
A new window will open so you can view the latest published version of your child page.
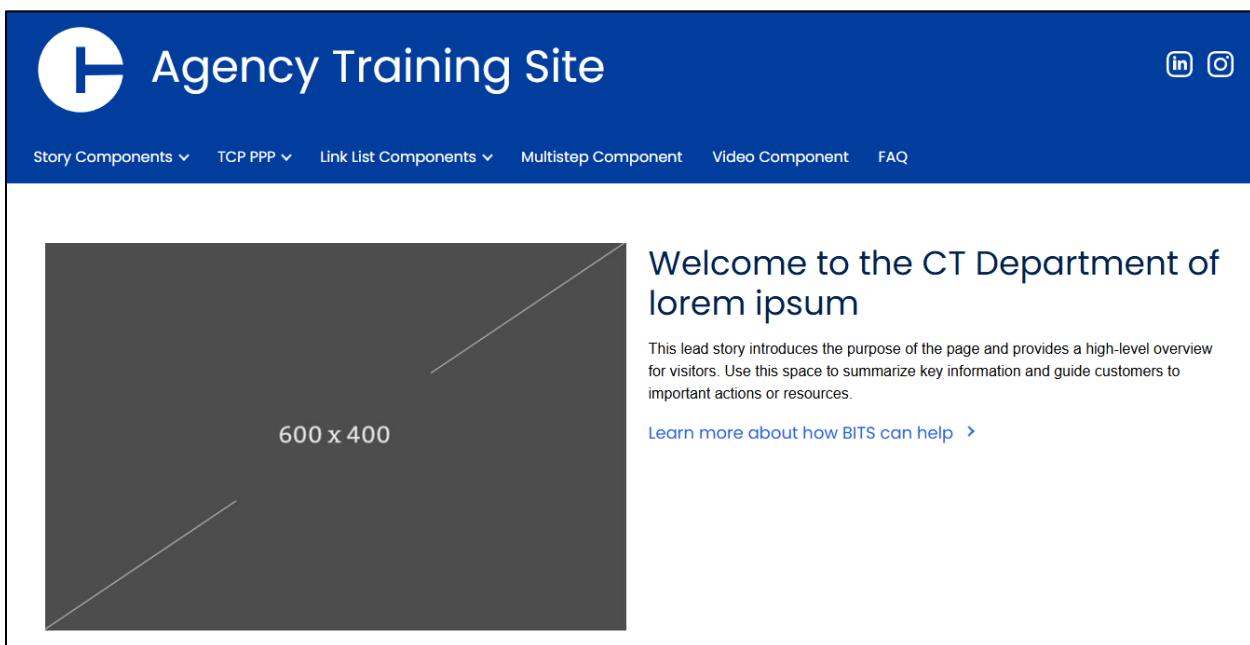
Lead Story variations

Visual reference for the three display style variations:

- **Full-size**

- **2/3 size**

- **3/4 size**