

Sitecore CMS Components User Guide

for
MSU Content Authors

Version 1.1

Table of Contents

1 CONTENT COMPONENTS	5
1.1 Ad-Coming Soon	5
1.1.1 Create/Select a CTA	8
1.2 Advanced Accordion	11
1.3 Advanced Mixed Content	14
1.4 Aside	22
1.5 Box CTA	23
1.5.1 Box CTA – Social	25
1.6 Colleges and Majors Table	27
1.6.1 Colleges Tab	33
1.7 Contextual Navigation	35
1.7.1 Navigation links	37
1.7.1.1 Navigation Icon	38
1.7.2 CTA Button	40
1.7.3 Hand curated Contextual Navigation	42
1.8 Event Listing	44
1.8.1 Configure the Event Listing component	44
1.8.2 Create Events	45
1.8.2.1 Configure the Event	46
1.9 Event Tile Auto Cycle	47
1.10 Event Tile Constant	49
1.11 Grid Container	51
1.12 Hero Banner	58
1.12.1 Create/Select a CTA	61
1.13 Highlight	64
1.14 Image Facts	66
1.15 Info Panel	69
1.16 Introduction	72
1.17 Links List	75
1.18 Media (video and image)	78

- 1.19 Media Contact 80
 - 1.19.1 Contact Data Source 81
 - 1.19.2 Place Data Source..... 82
- 1.20 Mixed Content (deprecated)..... 84
- 1.21 News Listing 89
- 1.22 Newsletter Signup 92
- 1.23 Newsletter Signup Configuration 97
- 1.24 People Directory..... 98
 - 1.24.1 Categories (For Admins) 99
 - 1.24.2 People Details Page 101
 - 1.24.1 People Details Page – Header values (For Admins) 104
- 1.25 Photo-Caption Carousel 106
- 1.26 Quote..... 109
- 1.27 Rich Text 111
 - 1.27.1 Rich Text Full Version 111
 - 1.27.2 Rich Text Full Version – Story Template 112
 - 1.27.3 Rich Text Editor – 2-column 112
 - 1.27.4 Rich Text Editor – Buttons..... 113
 - 1.27.5 Rich Text Editor – Font Colors 116
 - 1.27.6 Rich Text Lite Version 117
- 1.28 Side Tabs 119
 - 1.28.1 Format a Tab Title and Description 124
- 1.29 Single Mixed Content with Social Media 126
- 1.30 Social Feed 127
- 1.31 Social Media Directory 128
- 1.32 Social Share 136
- 1.33 Story Landing Page / View All Pages..... 138
- 1.34 Story Page [story template]..... 139
 - 1.34.1 Story Type 140
 - 1.34.2 Date, Title, Sub-Heading 141
 - 1.34.3 Authors 142
 - 1.34.4 Contacts 143
 - 1.34.5 Assets..... 144
 - 1.34.6 Categories 145
 - 1.34.7 Colleges..... 146

- 1.34.8 Thumbnail..... 146
 - 1.34.8.1 Advanced Image Tool..... 149
- 1.34.9 Backend Tags..... 150
- 1.34.10 Hero Banner 150
- 1.34.11 Social Share 152
- 1.34.12 Story Content..... 153
 - 1.34.12.1 Drop Image 156
- 1.35 Tabs 160
- 1.36 Tabular Directory..... 163
 - 1.36.1 Tabular Page 165
 - 1.36.2 Tabular Directory Categories..... 169
- 1.37 Tabular Directory Filters 172
- 1.38 Text CTAs 175
- 1.39 Text Fact Data Source 179
- 1.40 Text Facts..... 181
- 1.41 Two-column Container in Tabs 187
- 1.42 Two-column Grid 66-33..... 189
- 2 SITE-LEVEL COMPONENTS 191**
 - 2.1 Header..... 191
 - 2.1.1 Brand Bar 191
 - 2.1.1 Masthead and Site Name 193
 - 2.1.3 Main Navigation and Mega Nav 193
 - 2.2 Footer..... 198
 - 2.2.1 Mega Footer 199
 - 2.2.1.1 Footer Contacts 199
 - 2.2.1.2 Footer Links 199
 - 2.2.1.3 Footer CTAs 202
 - 2.2.1.4 Footer Social Media..... 203
 - 2.2.2 Legal Footer (aka Footer Secondary)..... 205
- 3 GLOBAL COMPONENTS 207**

1 Content Components

1.1 Ad-Coming Soon

Any combination of background image, text, and button displayed in a tiled (Grid) layout.

Usage:

- Grid display; background image only; background image + text (no link); background image + text + CTA button (link)
- Not suitable for lengthy text – it is intended for brief headings and sub-headings.

More info:

- The Ad-Coming Soon is one of the more versatile components.
- This component must be used in the Grid component. The Grid is first created in Experience Editor, then the Ad-Coming Soon component is added to one of the Grid tiles.
- Two size variants: Tall and Short. Tall is suited for tiles that extend the full height of the Grid. In the Tall variant, if a CTA selected, the Top Header and Sub header are hidden.
- The link is always a button, not a text or image link

Sub-component: CallToActionButton (optional)

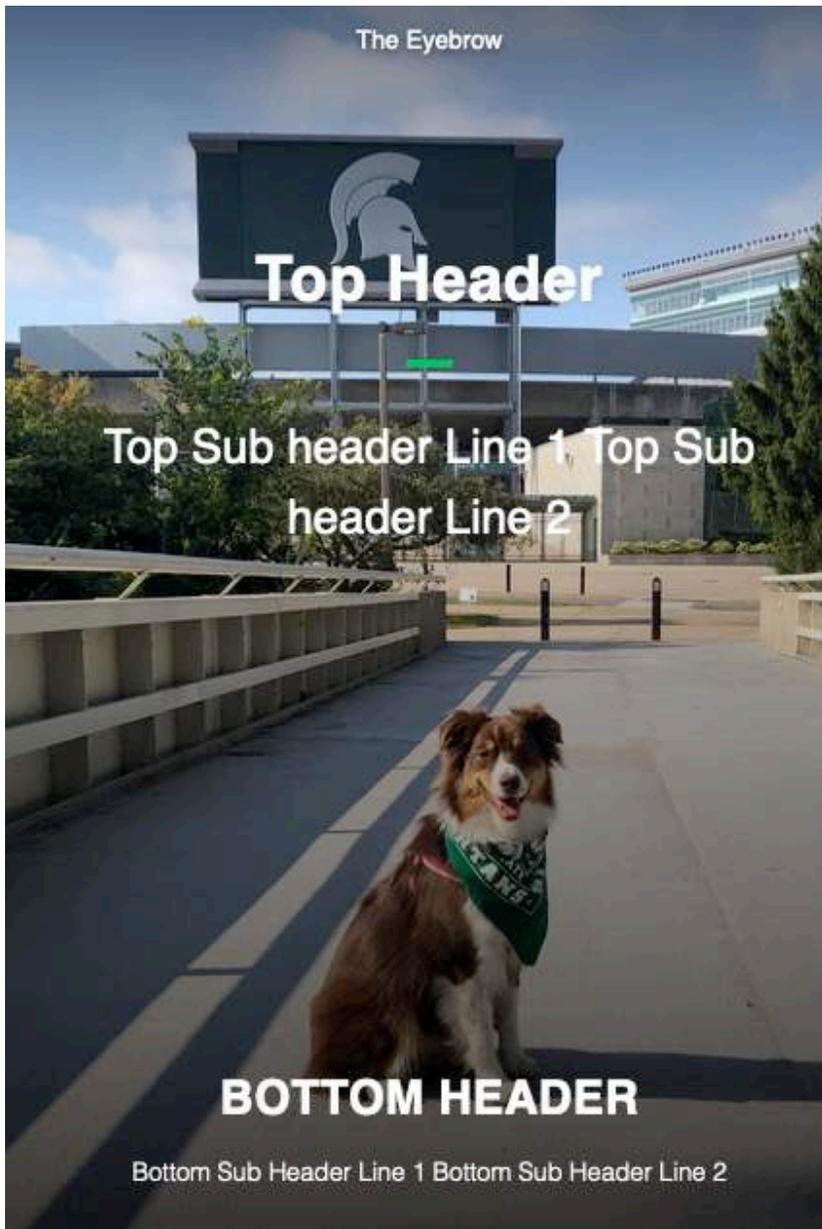
Example 1: Text and image, no link



Example 2: Text, image and button link



Example 3: Text and image, no link



STEPS – Add or modify content (data) for the component:

In Content Editor:

1. In Content Editor Tree, navigate to page's Page Components folder:
 - a. To ADD new component: right-click Page Components folder, select Insert > Ad-Coming Soon, and give it a unique name
 - b. To EDIT existing component: click Page Components folder to expand, and select Ad-Coming Soon component

In right pane, modify fields in the Content section:

2. Image (required) – add background image (select from Media Library)
3. Eyebrow – add text and choose desired position from dropdown
4. Top Header, Top Sub-Header
 - i. If component is placed in a Tall Grid tile, Top Header and Sub header are not displayed.
 - ii. If component is placed in a Short Grid tile, and if both Top and Bottom fields are entered, only Eyebrow and Bottom fields are displayed.
5. Bottom Header, Bottom Sub-Header

Top Header:
Top Header

Top Sub-Header:
Top Sub header Line 1
Top Sub header Line 2

Bottom Header:
Bottom Header

Bottom Sub-Header:
Bottom Sub Header Line 1
Bottom Sub Header Line 2

6. Add a CTA button (optional) – refer to the section below for instructions
 - a. After adding the CTA sub-component, select CallToActionButton from dropdown (must also create the CTA sub-component – instructions below)
 - b. To remove CTA button without deleting CTA sub-component, select “None” in dropdown.
7. Gradient – choose from dropdown
8. Text Alignment – choose from dropdown

9. Checkboxes – optional

10. SAVE

11. NEW Ad-Coming Soon component only:

- a. In Experience Editor, add Grid component if one does not already exist.
- b. In the Grid, add Ad-Coming Soon component to one of the tiles. Height variant is determined by the tile size into which the Ad-Coming Soon component is placed:
 - i. Tall – full height of the Grid. If CTA selected, Top Header and Sub header are not displayed
 - ii. Short – If both Top and Bottom fields are entered, only Eyebrow and Bottom fields are displayed
- c. SAVE and close EE tab

In Content Editor:

12. Optional: Select the page in the content tree and Preview to verify changes – on Publish ribbon, select Preview

13. Publish the page component.

14. Verify changes in a browser.

1.1.1 Create/Select a CTA

More Info:

- A CTA (Call to Action) sub-component can be either local or global.
- If a local CTA exists, the Ad-Coming Soon component's CTA field dropdown list will ONLY display the local CTAs available for selection.

STEPS:

Click "None" to remove the CTA button from the Ad-Coming Soon page component without deleting the CTA sub-component.



If no local CTAs exist, clicking the Ad-Coming Soon CTA field's dropdown displays the Tree and a CTA button destination can be selected.

Deleting local CTAs displays the Tree and allows selection.

CTA:

Gradient [standard value]:
Black

Text Alignment [standard value]:
Center Align

- [none]
- sitecore
 - Content
 - Home
 - Global Configurations
 - MSU
 - Forms
 - Layout
 - Media Library
 - System
 - Templates

To create a local CTA sub-component:

1. Right click the Ad-Coming Soon component in the tree. Select Insert > CallToActionButton and give it a unique name (does not display on page).



2. In Text field, enter button text – this is the button label, i.e. text that displays on the button
3. In Link field, indicate button destination, can be Internal or External. If selecting an Internal page to link to, the page must have its “Include in Navigation” checkbox selected.
 - a. Insert Link – (internal link) select page or other asset, enter Description (tooltip), Target (“Active Browser” or “New Browser”), Alt Text. Click INSERT.
 - b. Insert Media Link – select file from Media Library, enter Description (tooltip), Target, Alt Text. Click INSERT. (Can upload a file during component editing)
 - c. Insert External Link – enter Link Description, URL (fully-specified), Target, Alt Text. Click INSERT.
 - d. Insert Anchor

Content

Text:
READ MORE

Link:
[Insert link](#) | [Insert media link](#) | [Insert external link](#) | [Insert anchor](#) | In

/MSU/MSU/Home/academics

4. Enter Campaign information (optional)
5. SAVE – sub-component name will now display in CTA field of Ad-Coming Soon page component
6. In the Ad-Coming Soon Banner page component, select a CTA from the dropdown – this is the active CTA that will display on the page.

To create a global CTA sub-component:

1. Remove any local CTAs if they exist.
2. Click CTA dropdown and select a destination in the Tree
3. Save

1.2 Advanced Accordion

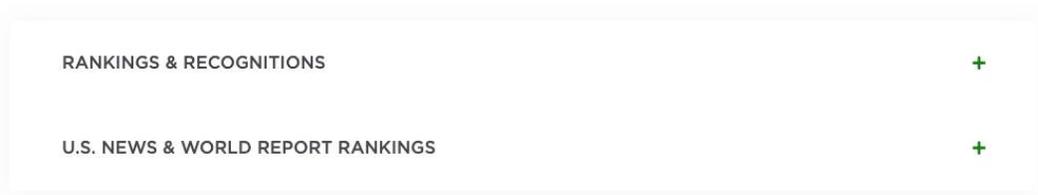
Display content in expandable panels

Usage:

More info:

- Advanced Accordion component can be used globally. The accordions can have rich text content as well as tabs.

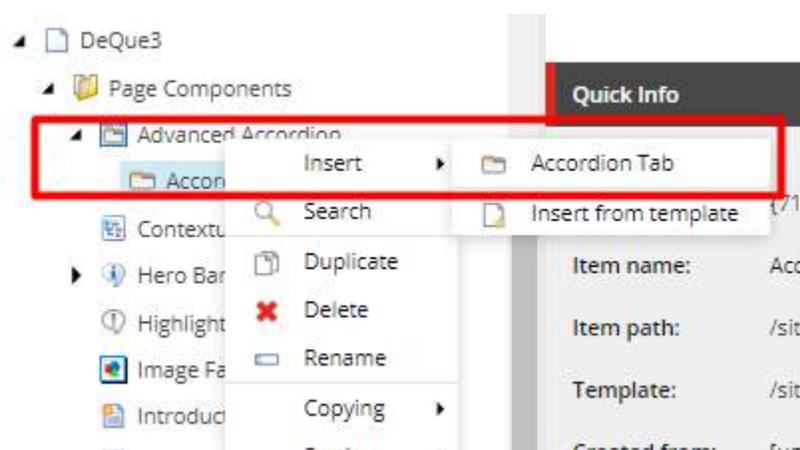
Example:



STEPS: To add or modify the content (data) for the component:

In Content Editor:

- In content tree, navigate to the Page Components folder of your page and select it.
- To ADD a new accordion component: right click Page Components folder, select INSERT > Advanced Accordion, and give it a unique name.
- To CHANGE an existing accordion component: click Page Components folder to expand it, click the Advanced Accordion component to change.
- To ADD a content panel:
 - Right click the Advanced Accordion component and select INSERT > Accordion Tab. Give it a unique name. Example: tab1



- In the right pane, enter the Accordion Tab Title – this displays whether the panel is expanded or collapsed. Text is automatically capitalized.
- Enter panel content using the Rich Text Editor – click “Show editor” to begin. SAVE tab when done.

Accordion Tab

Accordion Tab Title:

Accordion One

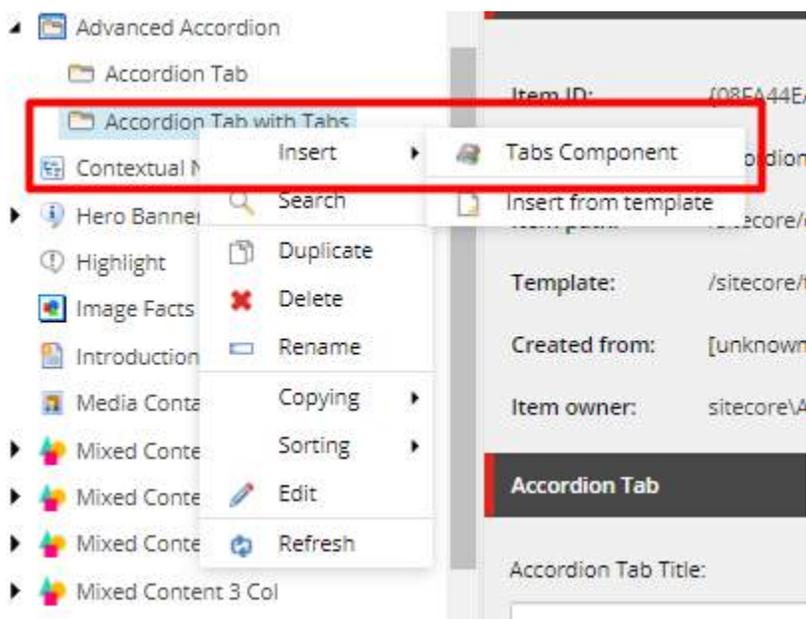
Accordion Tab Content:

Show editor | Suggest fix | Edit HTML

Vivamus suscipit tortor eget felis porttitor volutpat. Donec solloitudin molestie malesuada. Vestibulum ac diam sit amet quam vehicula elementum sed Donec rutrum congue leo eget malesuada. Donec rutrum congue leo eget malesuada. Curabitur arcu erat, accumsan id imperdiet et, porttitor at sem, \amet ligula.

Curabitur non nulla sit amet nisl tempus convallis quis ac lectus. Praesent sapien massa, convallis a pellentesque nec, egestas non nisi. Curabitur aliq

- c. If you wish to add a Tab component under the Accordion Tab, select the desired accordion tab in the content tree, right click and select INSERT > Tab Component. Give it a unique name.



- d. To add tabs, follow the steps in the Tab Component section.
- e. Note that **ONLY TWO** tabs can be added. If you add more than two tabs, only the top two in the content tree will be used.
- f. **SAVE**

NEW Advanced Accordion component only – in Experience Editor:

7. Add Advanced Accordion component and select the data source (the component created in Content Editor).
8. **SAVE** and close EE tab

In Content Editor:

9. PUBLISH your changes.

1.3 Advanced Mixed Content

**A combination of image, video, heading and text with a button link.
Content is arranged in 1-3 columns, depending on number of column sub-components.**

Usage:

- Home page
- Main section landing page, providing links to other pages in the section

More info:

- Mixed Content allows up to 3 columns of a combination of image, title, text and CTA (link).
- Image is optional. If a video is specified, an image is required (it is the video thumbnail that displays before the video starts).
- A YouTube video can be specified, it displays in a lightbox (i.e. a popup window overlay).
- The Mixed Content page component has a minimum of 1 column and a maximum of 3 columns.
- The component uses the full width of the page's content area (not full width of the viewing screen). Column image size is reduced according to number of sub-components.
- Column sub-components display on the page in the order in which they appear in the Tree.
- This component is similar to the Cascade Framework Promotion row type.

Sub-component: Column

Example 1: 1 Column, image on left, with horizontal line

Source: MSU Academics page <https://msu.edu/academics>



Example 2: 2-columns with images, no horizontal line



Example 3: 3 columns with image, with horizontal line

LATEST NEWS

		
<p>Champion for women in science named provost</p>	<p>Student emergency funding options</p>	<p>Virtual commencement scheduled for May 16</p>
<p>Following a national search, MSU President Samuel L. Stanley Jr., M.D., named Teresa Kaye Woodruff as the university's next provost and executive vice president for academic affairs. She is currently dean of the graduate school and associate provost for graduate education at Northwestern.</p>	<p>As part of the recently passed federal CARES Act, MSU will be able to provide about \$15 million in emergency financial aid grants to students. Grant applications are now available for students.</p>	<p>MSU will hold a virtual commencement celebration on May 16. The virtual event does not replace an in-person ceremony, and members of the class of 2020 will be invited to participate in a future in-person commencement.</p>
<p>Read more</p>	<p>Read more</p>	<p>Read more</p>

Example 4: 3 columns, no images, with horizontal line

Source: MSU Students page <https://msu.edu/students>

<p>Email</p> <p>Log in to your MSU account.</p>	<p>StuInfo</p> <p>Updates, quick links, questions for Sparty. It's all here.</p>	<p>Desire2Learn</p> <p>Everything you need to access MSU Distance Learning.</p>
<p>Log In to Email</p>	<p>Log In to StuInfo</p>	<p>Visit D2L Website</p>

STEPS: To add or modify the content (data) for the component:

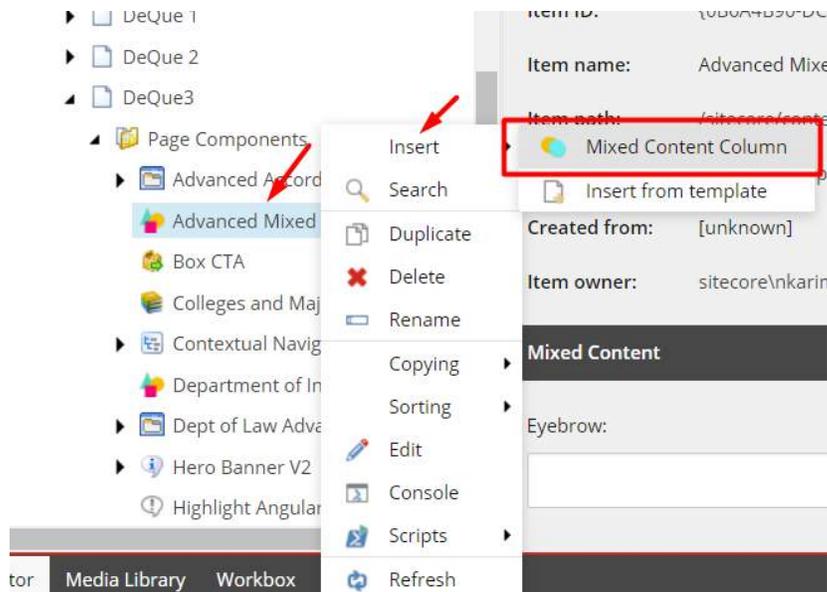
Note: If component is created in Content Editor, created columns reside as child items of the component. If component is created in EE, created columns reside as siblings of the component in the Content Editor Tree. In either case, the component behaves correctly.

In Content Editor – create the component:

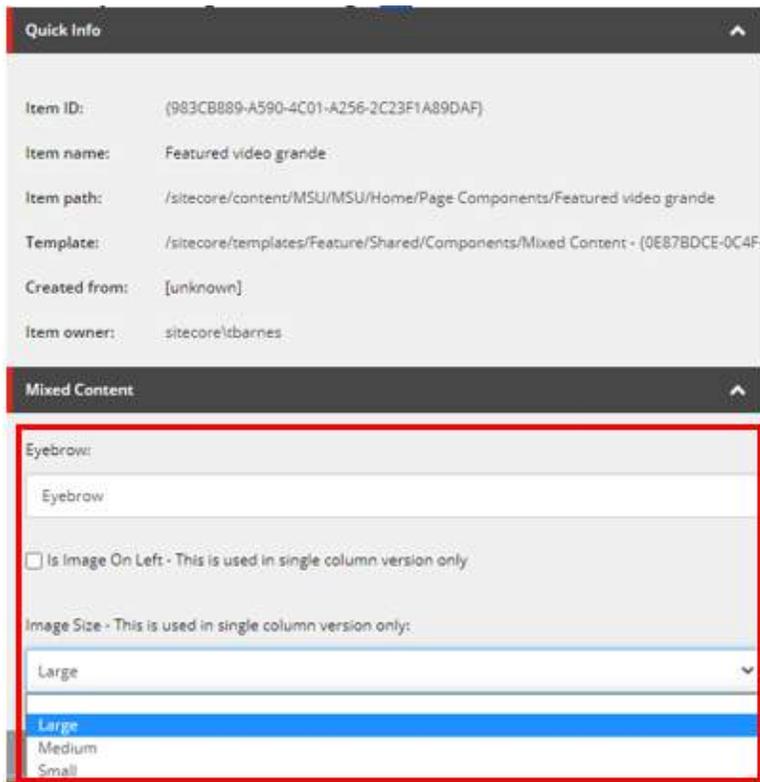
1. Navigate to the page's Page Components folder, right click and select Advanced Mixed Content.
2. Give it a unique name.

ADD Column sub-component – repeat for each column.

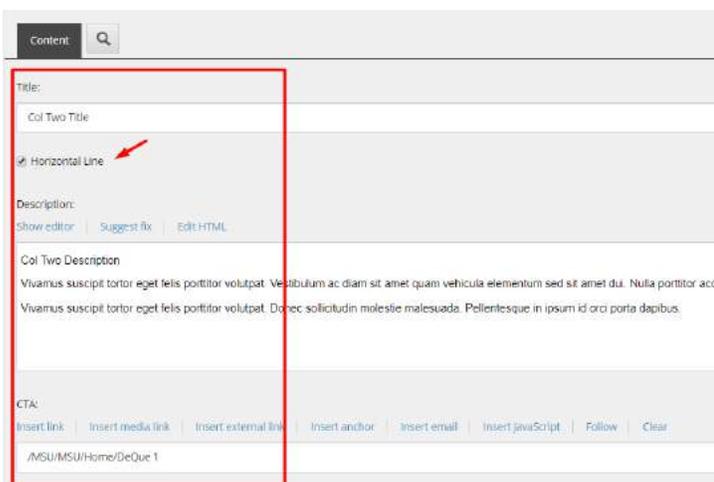
3. Right click Advanced Mixed Content component and select INSERT > Mixed Content Column.



4. Give it a name.
5. In the right pane add:
 - Title – a heading that displays above the description and button
 - Horizontal line – check to display a small green line between Title and Description
 - Description – text content
6. Optional: Add a CTA. The Link Description is the label used on the button.
 - a. Select link type
 - b. For Internal link, select a page from the content tree
 - c. For External link, enter fully specified path
 - d. Description – button label (text that appears on the button)
 - e. Target – Active Browser (destination displays in same browser tab) or “New Browser” (destination displays in new browser tab)
 - f. Click Insert

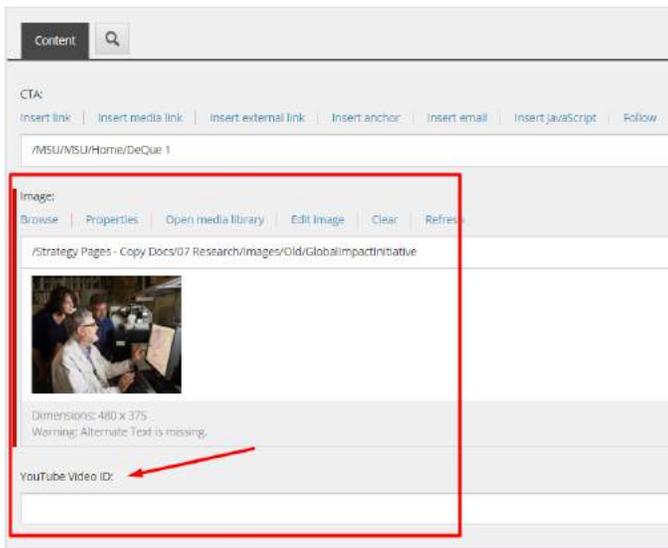


7. Eyebrow – optional heading about the component. This field is optional and can be left empty.
8. If you wish to have a Green Horizontal Line separate the Title and Description, select the “Horizontal Line” checkbox.

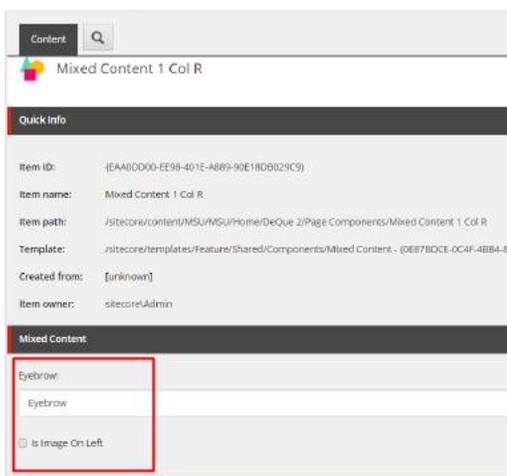


9. Image – click Browse and select an image from Media Library. An image is required if specifying a video – it is the video’s thumbnail.
10. YouTube Video ID: enter the YouTube ID (e.g. H8TBxPIGIUg)
This is the code found after “https://www.youtube.com/watch?v=” in a YouTube URL.
Example: https://www.youtube.com/watch?v=H8TBxPIGIUg

Make sure you have included an image as this will be used as the thumbnail.



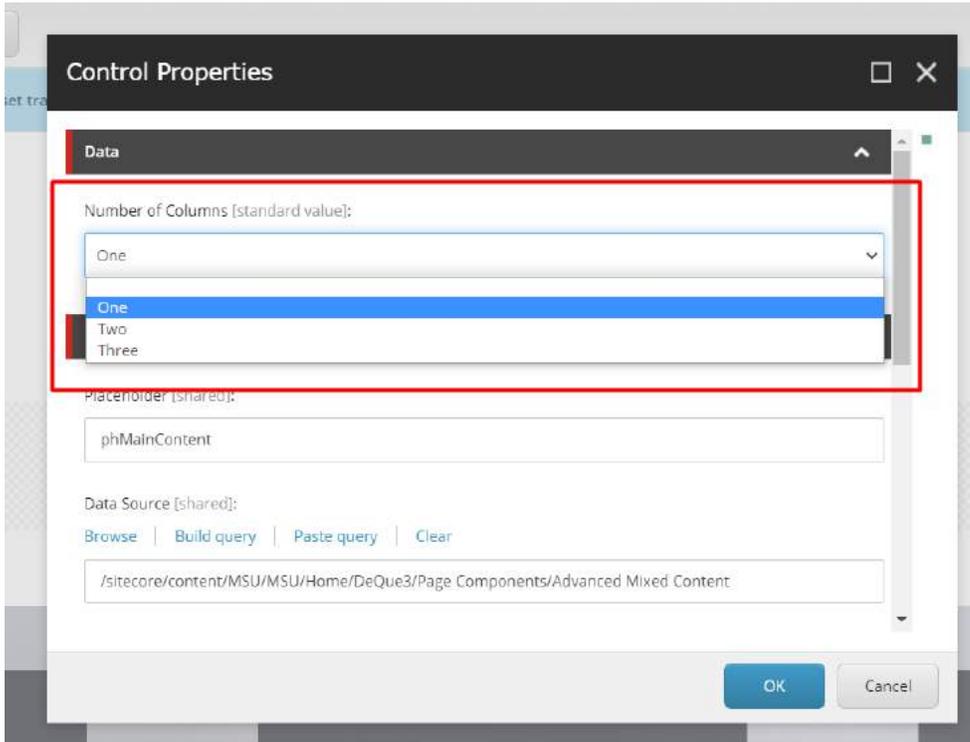
11. Is image on left – If creating a single column component, check this box to have image display on the left, uncheck to display image to the right of text and button.



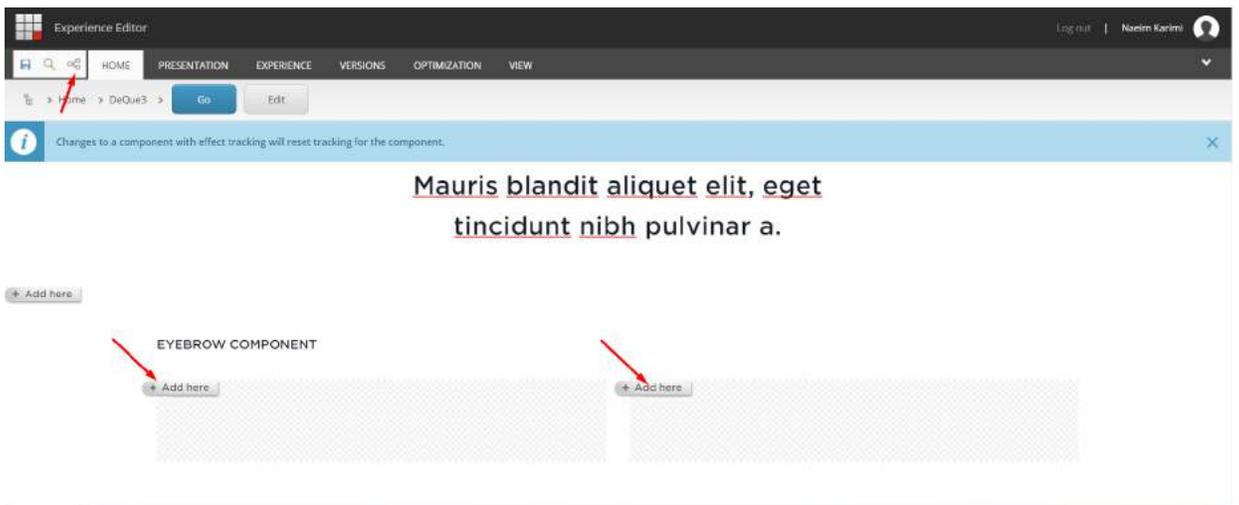
12. SAVE the column component.

In Experience Editor – place the Advanced Mixed Content component on the page:

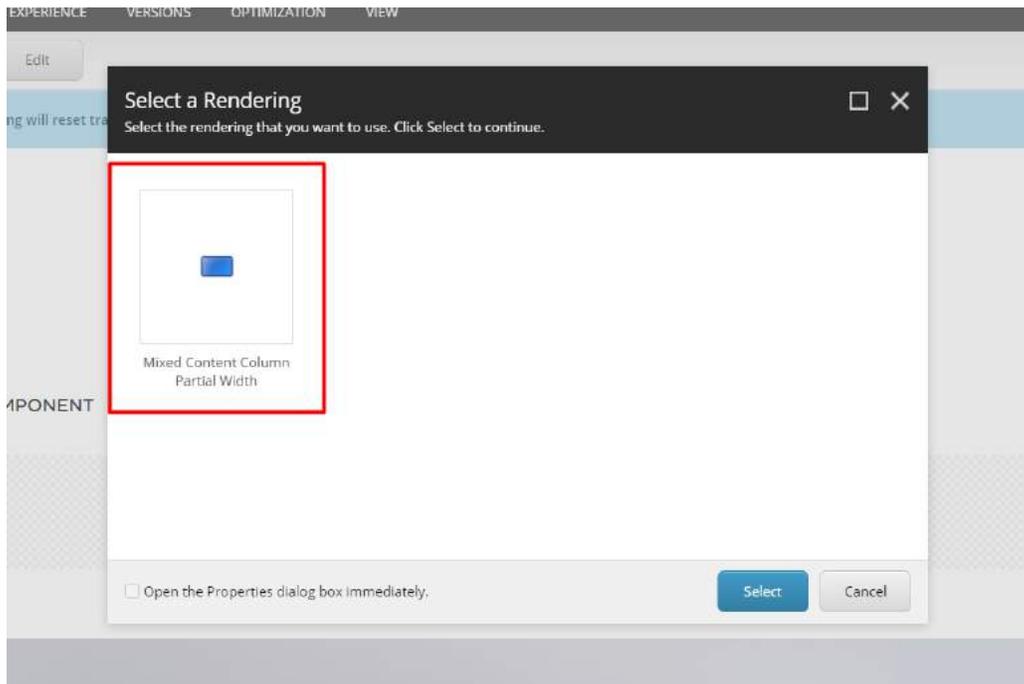
13. Click “Add a new component” icon
14. Click the “Add here” text that suits the location of the component
15. Choose “Advanced Mixed Content” from the Rendering tray
16. Select the number of columns required for the component.



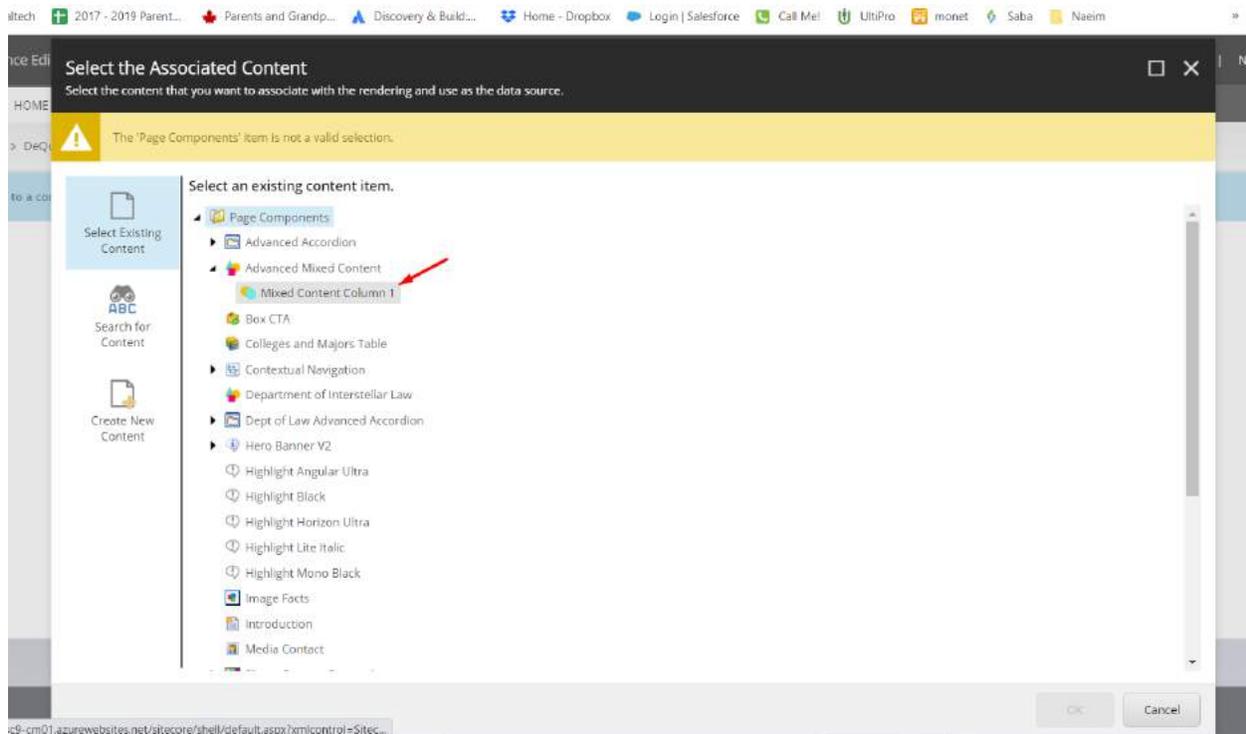
- 17. Select each column area in turn – click “Add here” for the desired column.



- 18. Choose “Mixed Content Column Partial Width” from the tray



19. Select the appropriate column in the Advanced Mixed Content component as the data source.



20. Repeat these steps until all columns have been populated with content.
21. Close the EE tab and return to Content Editor.

In Content Editor:

22. Optional: Preview the page and verify changes made – on Publish ribbon, select Preview
23. Publish the Advanced Mixed Content component.
24. Verify changes in a browser.

1.4 Aside

Description

Usage:

More info:

Example:

STEPS:

1.5 Box CTA

Simple Box CTA: Text and link displayed over a dark green box, with or without an arrow icon, in a tiled (Grid) layout.

Social Box CTA: Text and social media links displayed over a dark green box in a tiled (Grid) layout.

Usage:

- Grid container
- In the footer of most pages, in combination with the Stay Connected (Subscribe) component
- Not suitable for lengthy text.

More info:

- This component must be used in the Grid component.
- Social Box CTA is used in conjunction with the Newsletter Sign Up (which uses a grid).
- Before the Box CTA component can be created, it must first be added to the Grid component in Experience Editor as one of the Grid tiles.
- Background is dark green and cannot be changed.
- Simple Box CTA
 - No social icons are selected
 - Can specify Heading and Sub-Heading
 - CTA Label is required but not displayed
 - Can optionally displays an arrow icon
 - Entire box acts as a link – click anywhere
- Social Box CTA
 - One or more social media icons are selected from a listbox
 - Can specify Heading
 - Sub-Heading, CTA Label and Arrow icon are ignored (i.e. not displayed)
 - Social icons are the links, cannot click anywhere else on the box.
- Social icons are selected from a list residing in *sitename* > Components > Social Media Links (the site's global components, maintainable by content authors).

Example: Test page, with and without the Arrow icon



In the footer of most MSU pages, in conjunction with the Stay Connected (Signup) component:
<https://msu.edu/>



STEPS: To add or modify the content (data) for the component:

1. If this is a NEW Box CTA page component, it must first be added to the Grid container:
 - a. In Content Editor, select the page in the Tree
 - b. Navigate to Experience Editor – Publish ribbon > Experience Editor
 - c. Create a Grid component if needed
 - d. Click an empty Grid tile, click “Add here” and select “Box CTA” component
 - e. Select an existing Box CTA component or name a placeholder (empty) component
 - f. Save
 - g. Close the EE tab and return to Content Editor tab
2. In Content Editor Tree, navigate to page’s Page Components folder
3. Select the appropriate Box CTA component – it will be empty (no content) if just created in Experience Editor.

In the right pane, modify fields in the Content section:

4. Header, Sub Header
5. CTA Link – insert a link (Internal or External), CTA Label and Link Description do not display on the page

CTA Details

Header:

CTA Box Header L1
 CTA Box Header L2

Sub-Header:

Sub Header L1
 Sub Header L2

CTA Label:

CTA Label

CTA Link:

Insert link |
 Insert media link |
 Insert external link |
 Insert anchor |
 Insert email |
 Insert javascript |
 Follow

/MSU/MSU/Home

6. Display Arrow Icon – check box to display the circle/arrow icon with the link

The screenshot shows the Sitecore CMS configuration interface for a CTA Link. At the top, there is a 'Content' tab and a search icon. Below that, the 'CTA Link' section includes buttons for 'Insert link', 'Insert media link', 'Insert external link', 'Insert anchor', 'Insert email', and 'Insert JavaScript'. A text input field contains the URL '/MSU/MSU/Home'. The 'Social Links' section has 'Select all' and 'Deselect all' buttons. Below these is a list of social media links: Facebook, Instagram, LinkedIn, Snapchat, Twitter, Wordpress, and Youtube. At the bottom, a checkbox labeled 'Display Arrow Icon [standard value]' is checked and highlighted with a red rectangular box.

7. To create a Social Box CTA, use instructions below to add or edit social media links.
8. Save
9. Preview to review changes
10. Publish and verify in a browser

1.5.1 Box CTA – Social

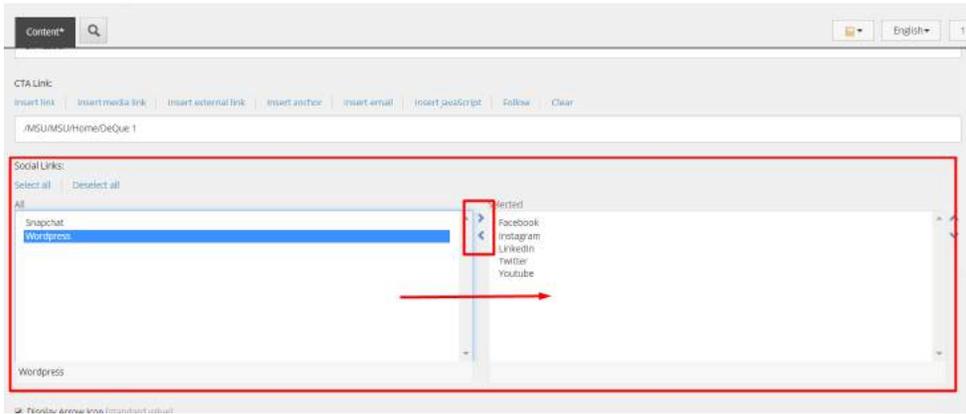
More info:

- Content Authors can convert the Box CTA page component to a Social Box CTA by adding one or more social media links that replace the standard link.
- When Social Links are selected only the Header and the Social Links will display,

STEPS:

Follow steps for creating a Box CTA. Before saving:

1. In Social Links listbox, select the desired Social Link(s) and double-click or click the right facing chevron in the center divider.
2. Deselect a Social Link by selecting the item in the Selected section and using the left facing chevron or double clicking on it.



1.6 Colleges and Majors Table

Description

More info:

- Tab contents can be split into a 2-column format – see page component “Two-column Container in Tabs”.



For Admins and Advanced Users:

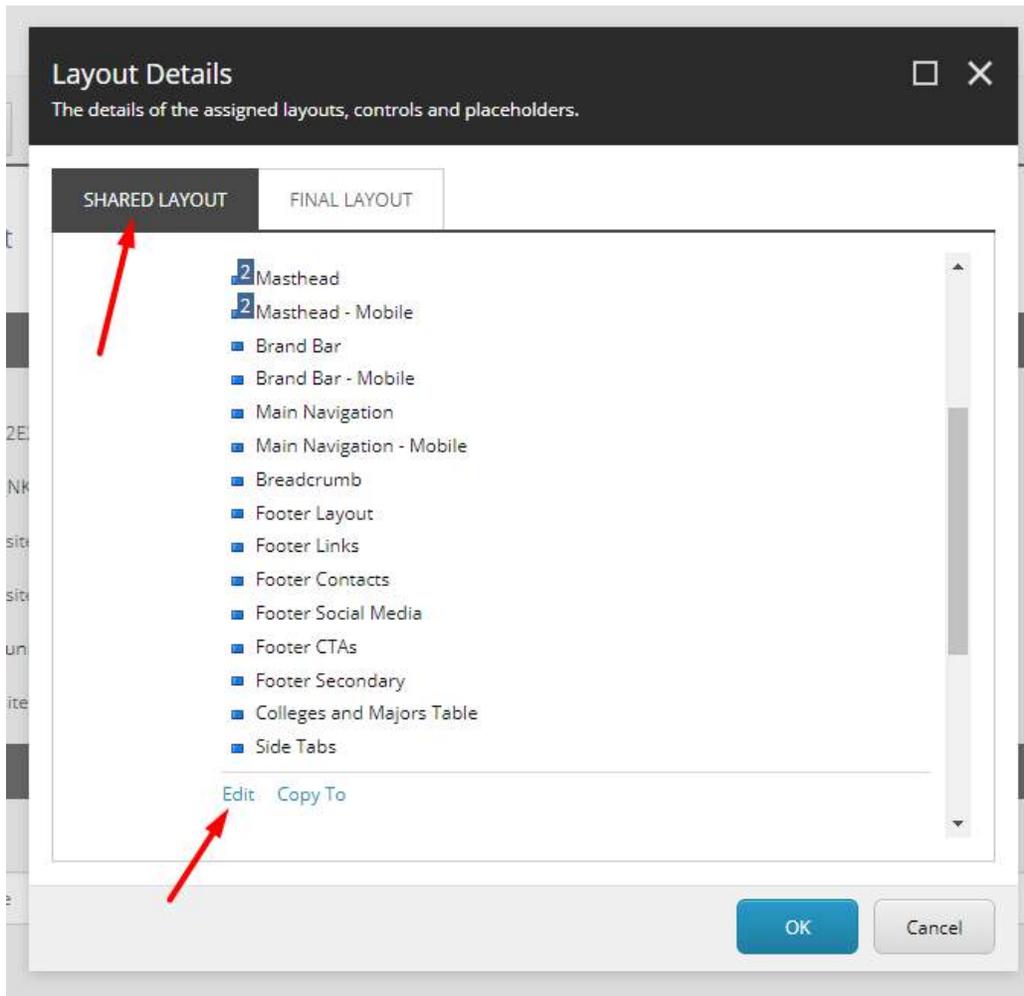
More info:

- Because the frequency of reuse of the Colleges and Majors Table is very low it cannot be found on the Components Tray in Experience Editor or the Insert menu in the Content Editor.

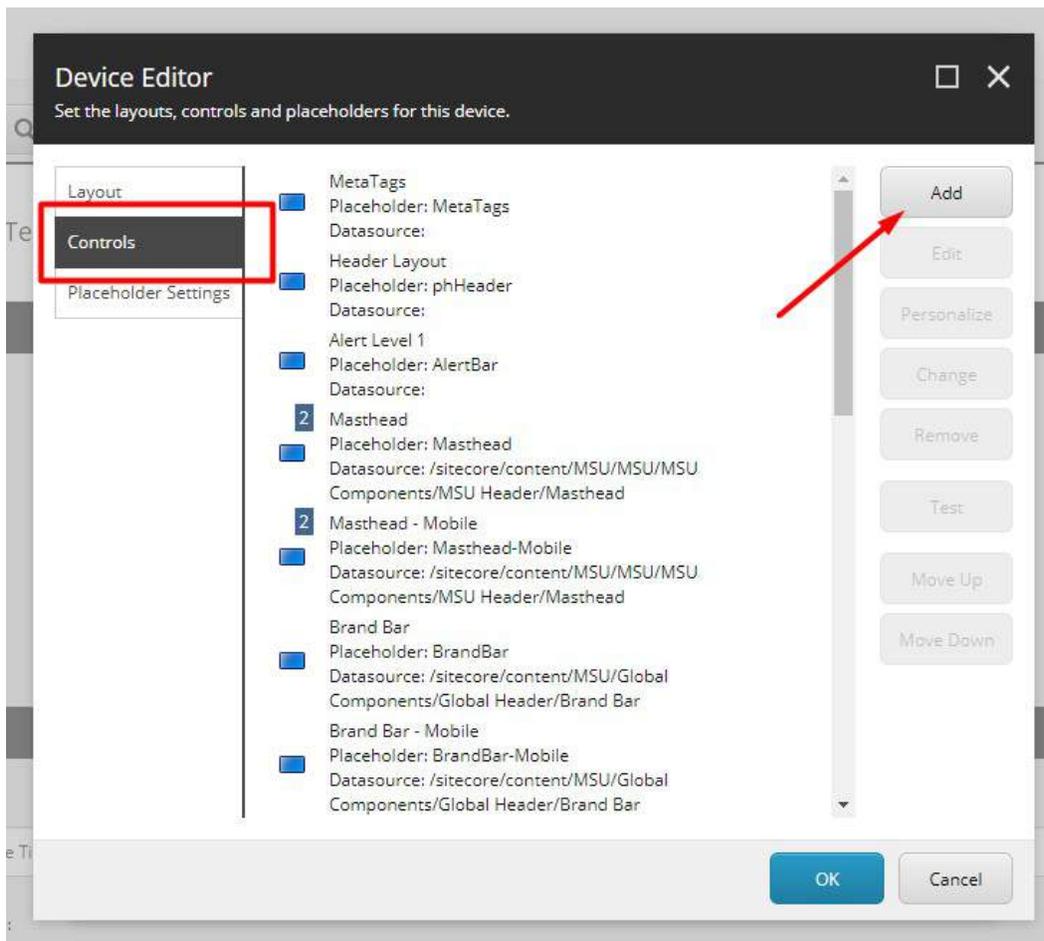
STEPS: To Add the component to a page:

In Content Editor click on the page in the tree. Then choose “Details” on the Presentation tab.

Click on the “SharedLayout” tab in the popup. Scroll down until you see “Edit” under the “Default” section. Click on Edit.

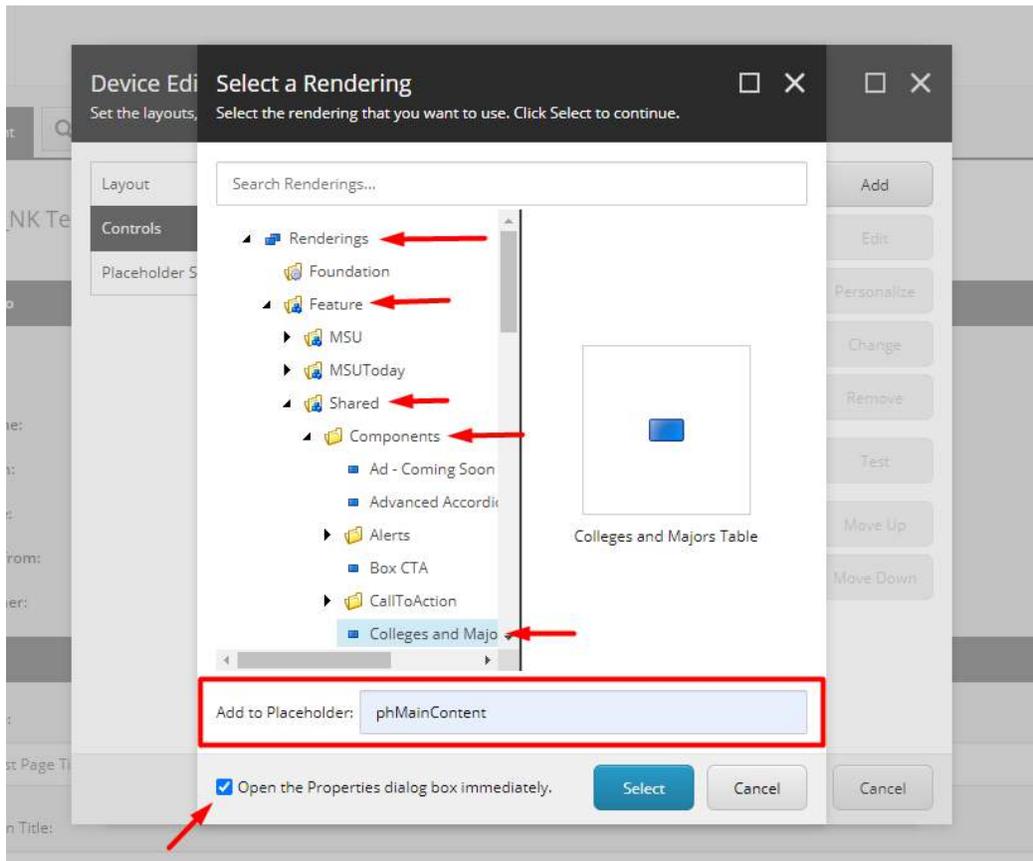


Select the “Controls” tab and click on “Add”

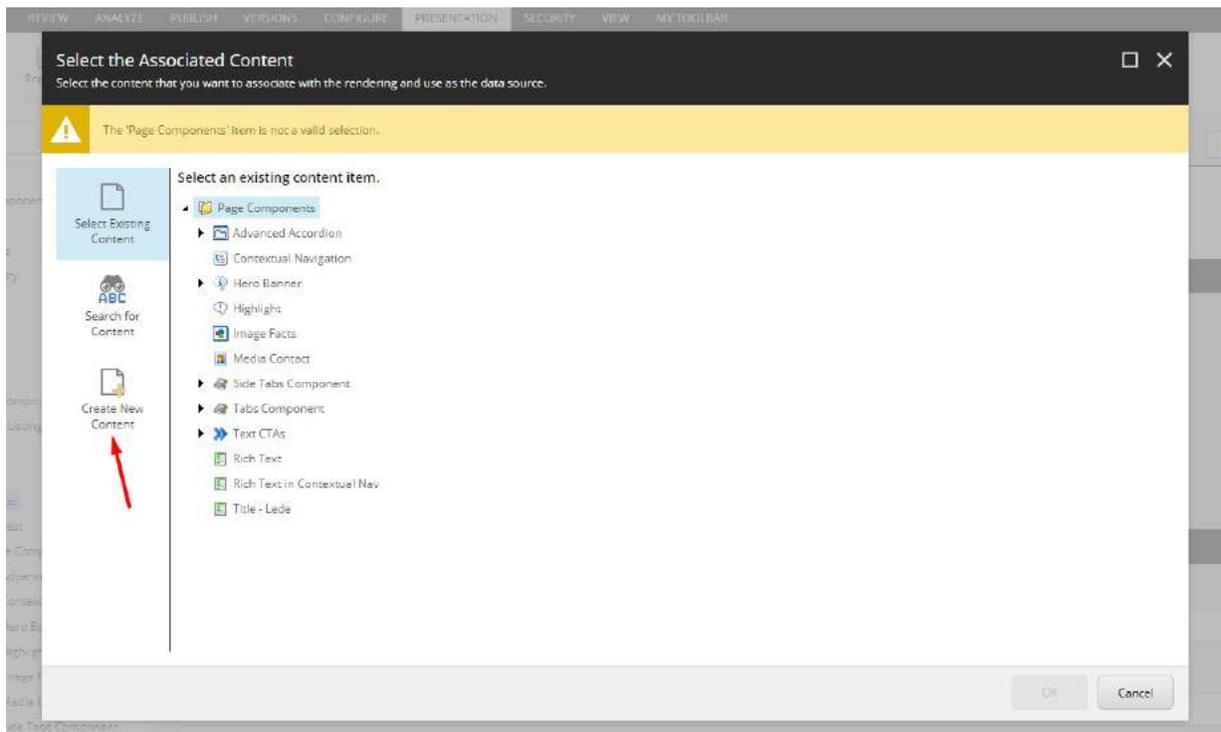
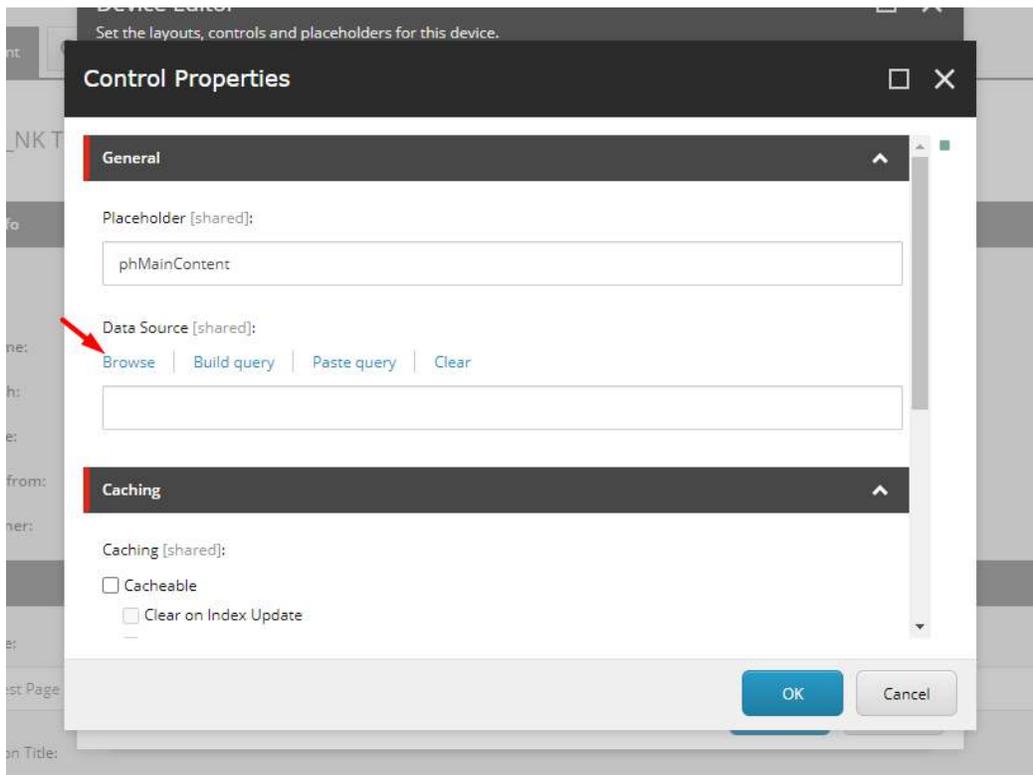


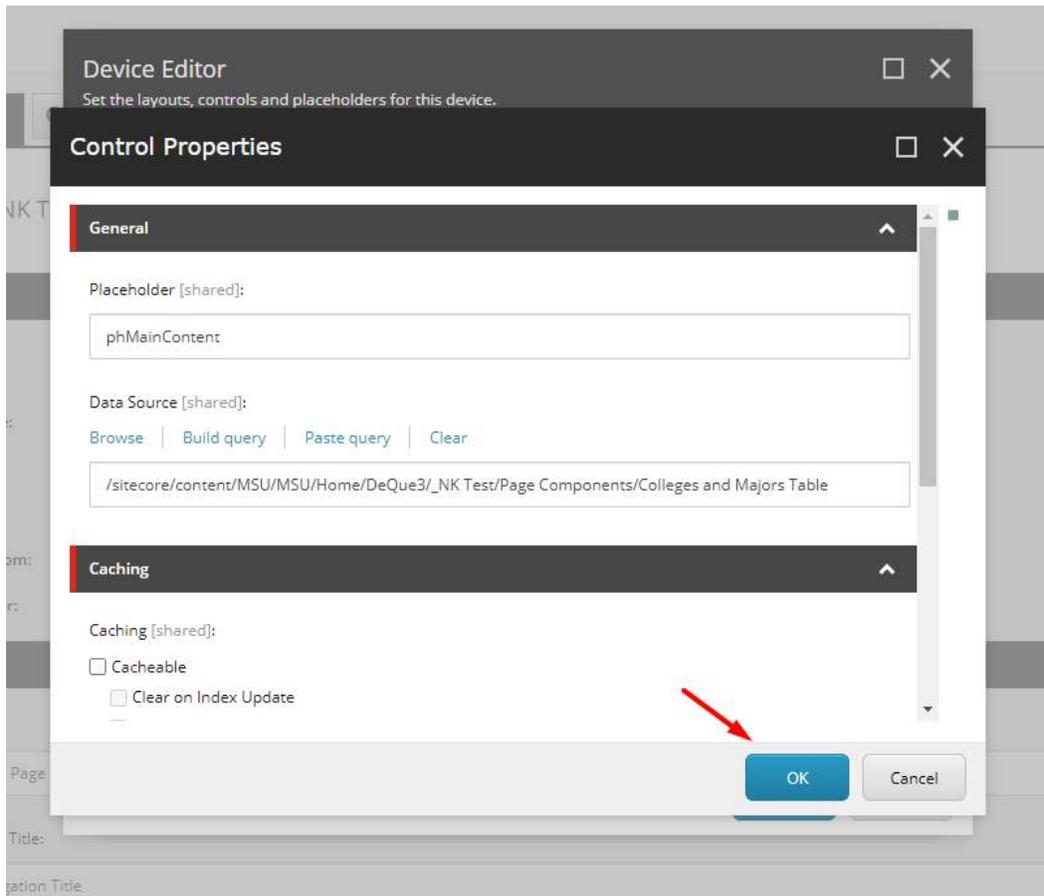
In the new popup navigate to Renderings>Feature>Shared>Components>Colleges and Majors Table.

Makesureyouenter“phMainContent”inthe“AddtoPlaceholder:”field. Checktheonlycheckboxonthe popup and click “Select”.

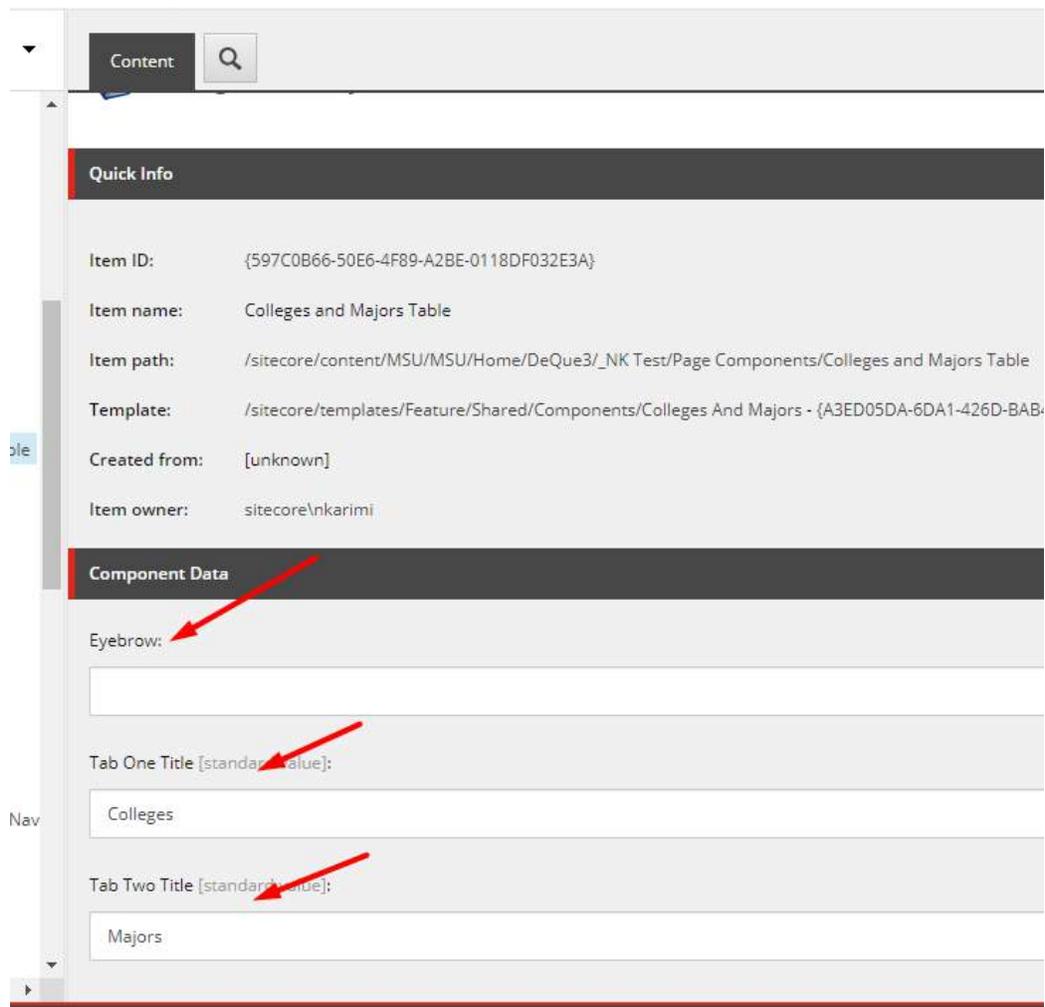


In the new popup Browse to select or create a new data source for the component.





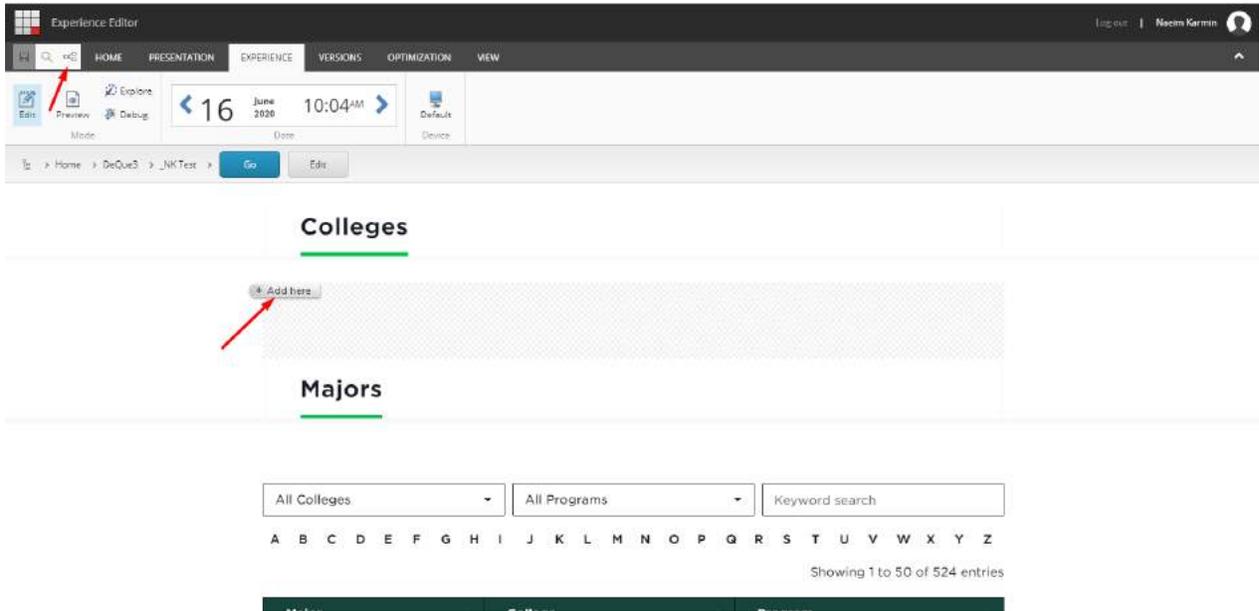
Click OK on all the open popups and make your way back to the Content Editor. In the Tree, click on the component that was just created and in the right pane modify the necessary fields.



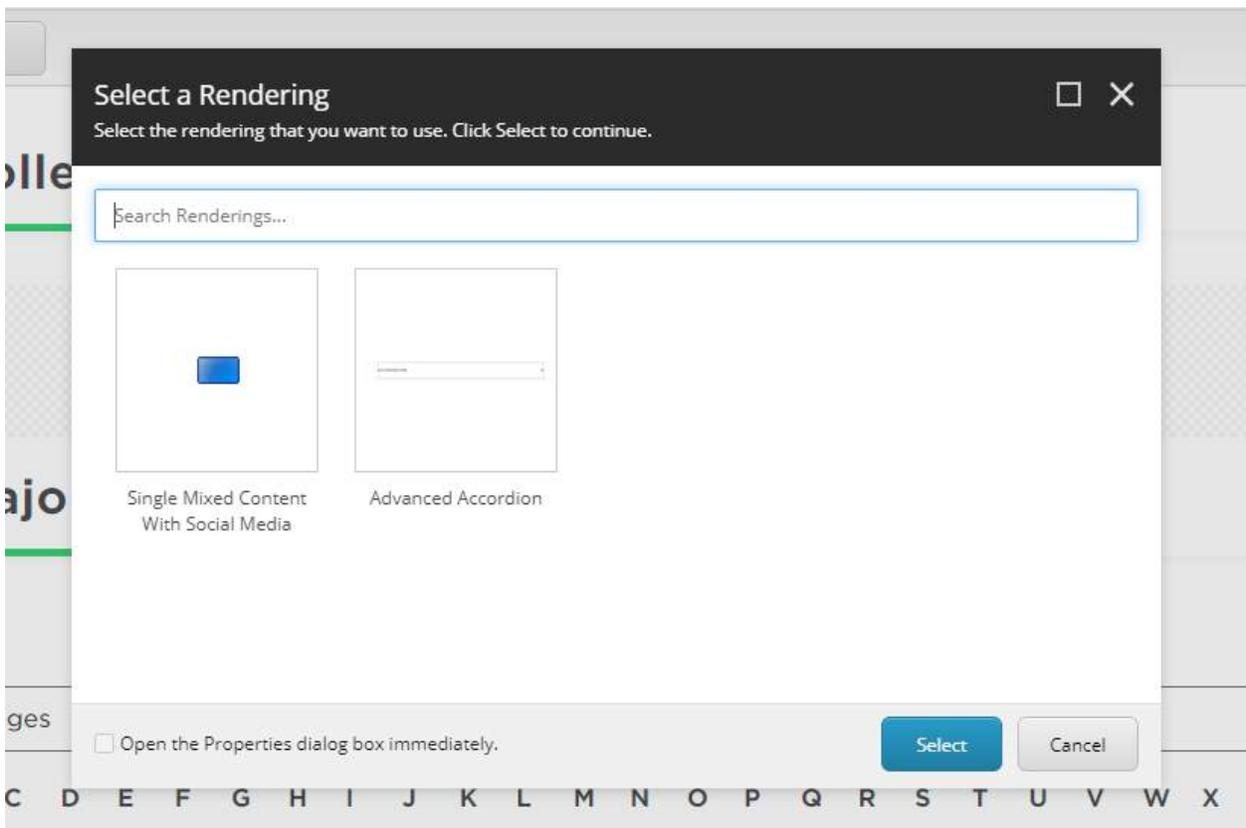
1.6.1 Colleges Tab

STEPS: To add to the Colleges Tab:

Open the Experience Editor, click on the “Add Component” icon. Select the “Add here” inside the Colleges tab.



Select the desired component from the popup.



Modify the Content for the added component as per specific instruction for the component.

1.7 Contextual Navigation

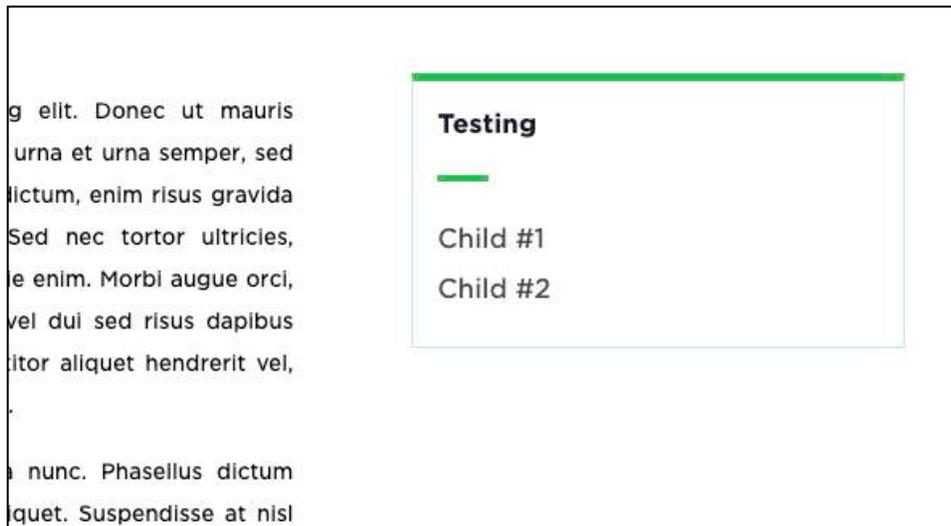
Description

Usage:

More info:

- Contextual Navigation can be added to the right column of a two-column page. It will pull in other pages within that same folder structure.
- As the visitor scrolls down the page, the contextual navigation always remains in view.
- If a site-level component is used for the data source, neither the 66/99 container nor the Contextual Navigation component appear in the content tree in the page components node.

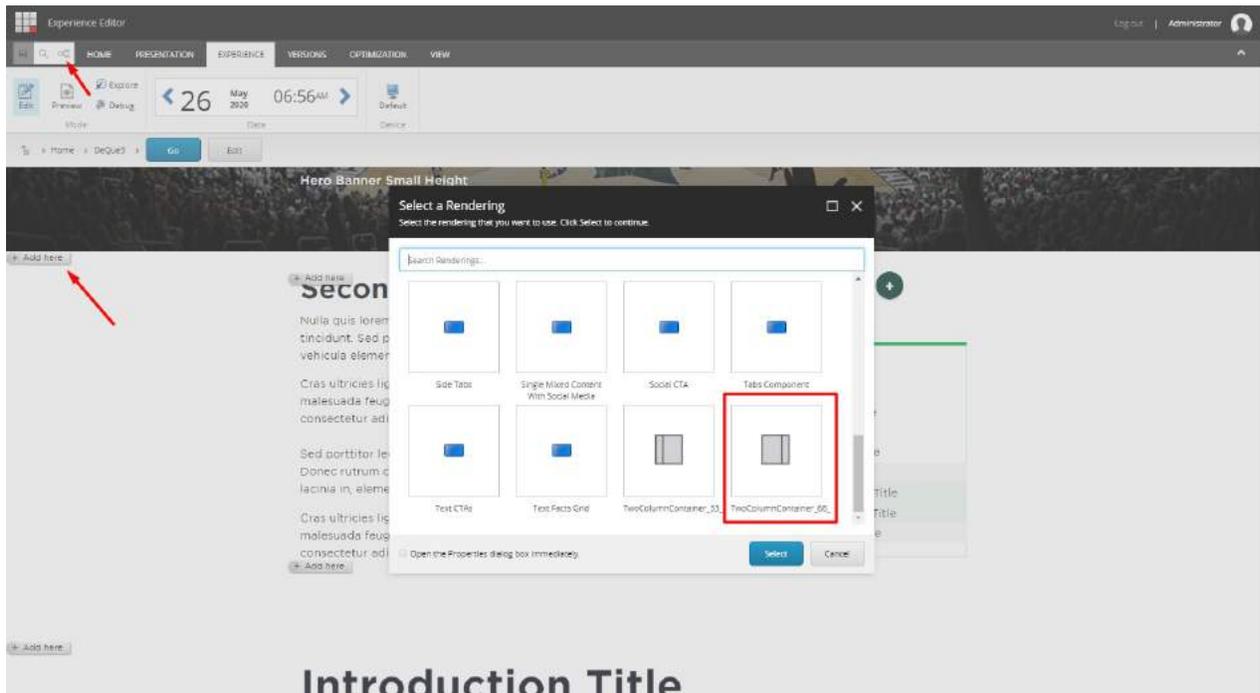
Example:



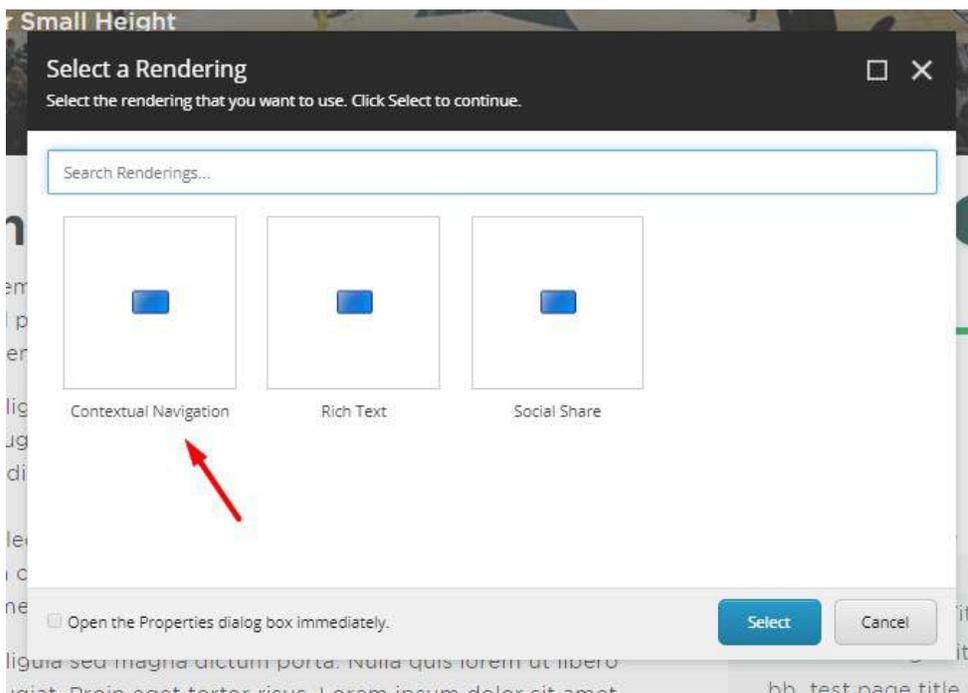
STEPS:

To place the Contextual Navigation component on a lower-level page, CA must first add a Two Column Container to the page within the Experience Editor.

1. First click the “Add Component” icon.
2. Click “Add Here” (on hover, “MainContent” should show).
3. Select “TwoColumnContainer_66_” from the popup.



4. In the right column click the “Add Here” and select “Contextual Navigation”.

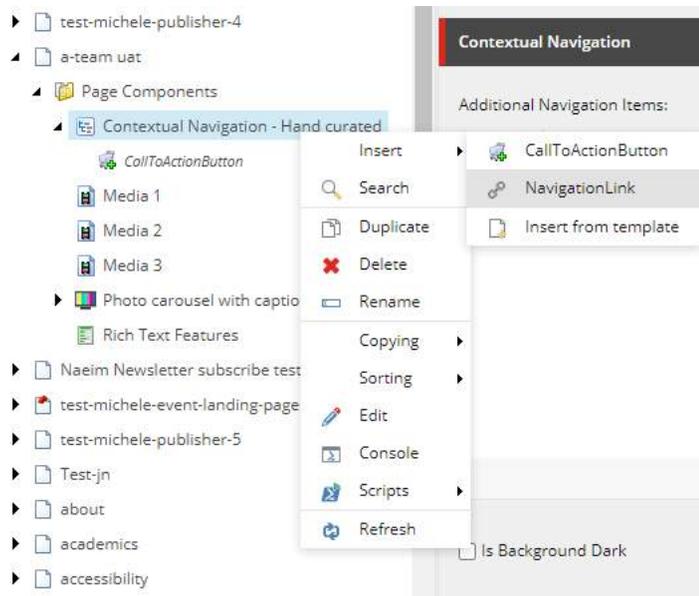


5. Select the Associated Content or Create New Content.

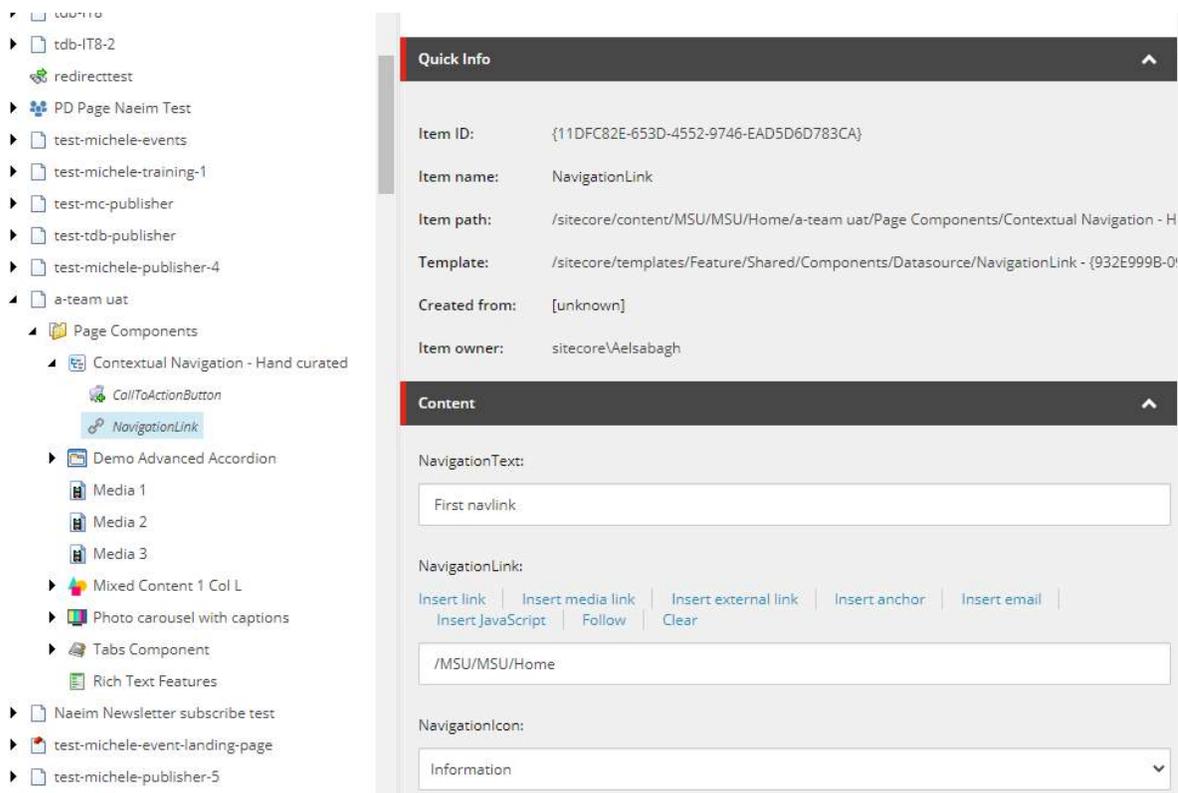
1.7.1 Navigation links

STEPS: If CA intends to add extra navigation links to the Contextual Navigation:

1. In Content Editor select the component in the tree, right click and select Insert>NavigationLink. Give it a name.



2. In the right pane add Text to be displayed, the Link, and icon if needed.

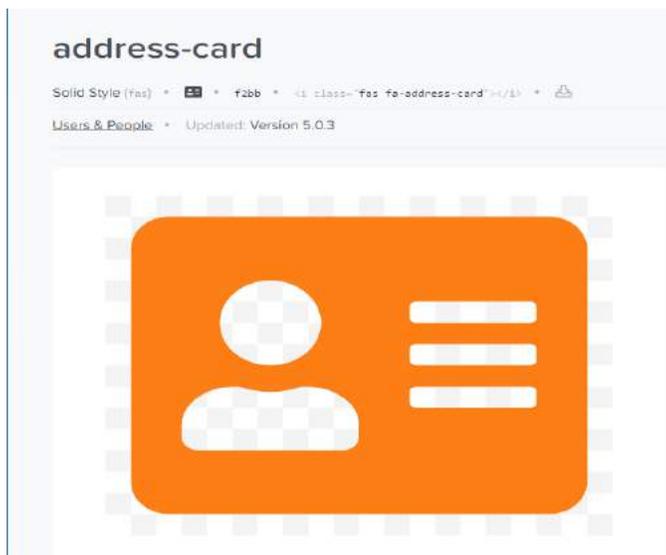


1.7.1.1 Navigation Icon

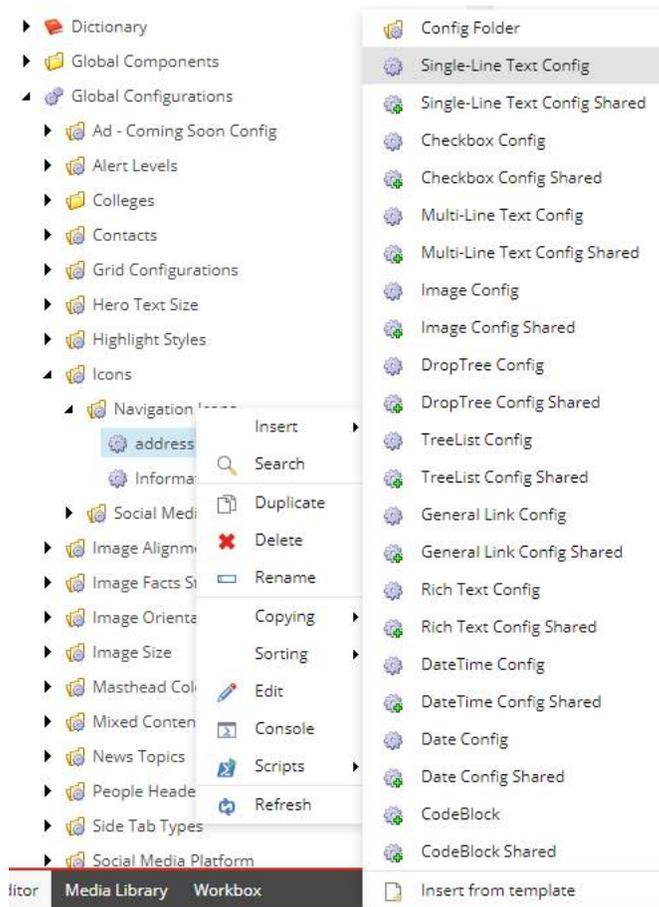
Note: This section is for advanced/admin users

STEPS: To configure the icons that appear in the Navigation icon in the dropdown list follow these steps:

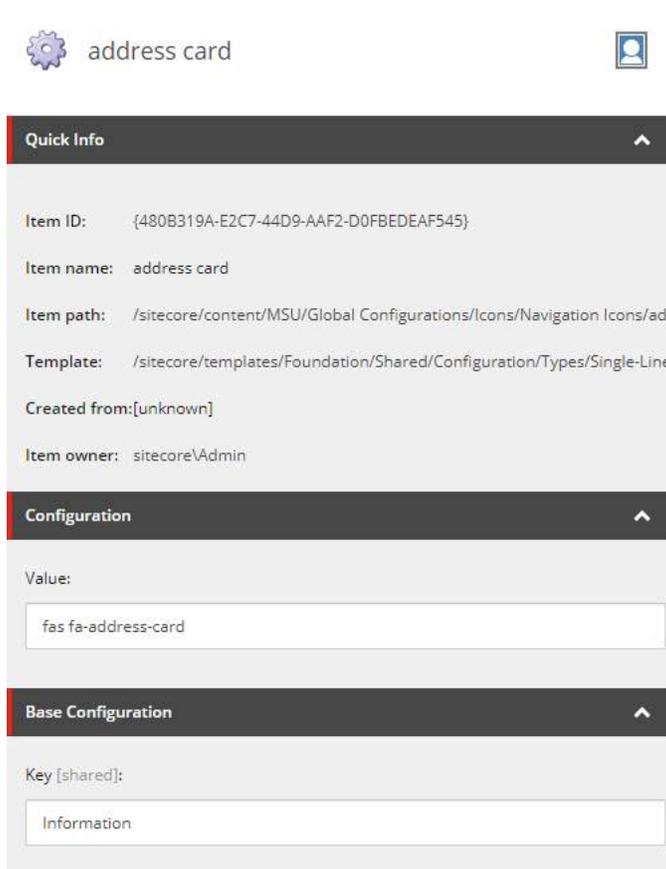
1. Navigate to this URL to find the desired icon: <https://fontawesome.com/icons?d=gallery>
2. Copy the icon's class "fas fa-address-card"



3. Navigate to this item within sitecore /sitecore/content/MSU/Global Configurations/Icons/Navigation Icons
4. Insert a "Single-Line Text Config" from the Insert menu



5. Paste the class you copied in the “Value” field and enter the name of the icon in the “Key” field



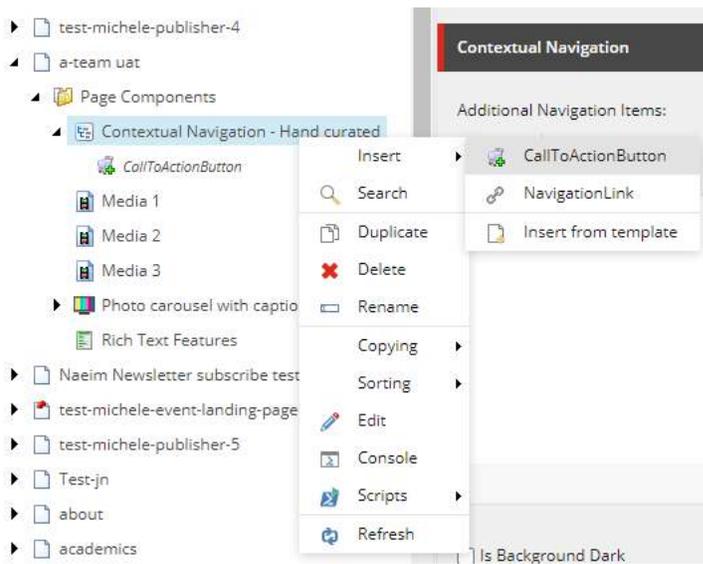
The screenshot shows the configuration interface for an 'address card' component in Sitecore CMS. At the top, there is a gear icon and the text 'address card' next to a user profile icon. Below this are three expandable sections:

- Quick Info**:
 - Item ID: {480B319A-E2C7-44D9-AAF2-D0FBEDAEAF545}
 - Item name: address card
 - Item path: /sitecore/content/MSU/Global Configurations/Icons/Navigation Icons/adc
 - Template: /sitecore/templates/Foundation/Shared/Configuration/Types/Single-Line
 - Created from:[unknown]
 - Item owner: sitecore\Admin
- Configuration**:
 - Value:
- Base Configuration**:
 - Key [shared]:

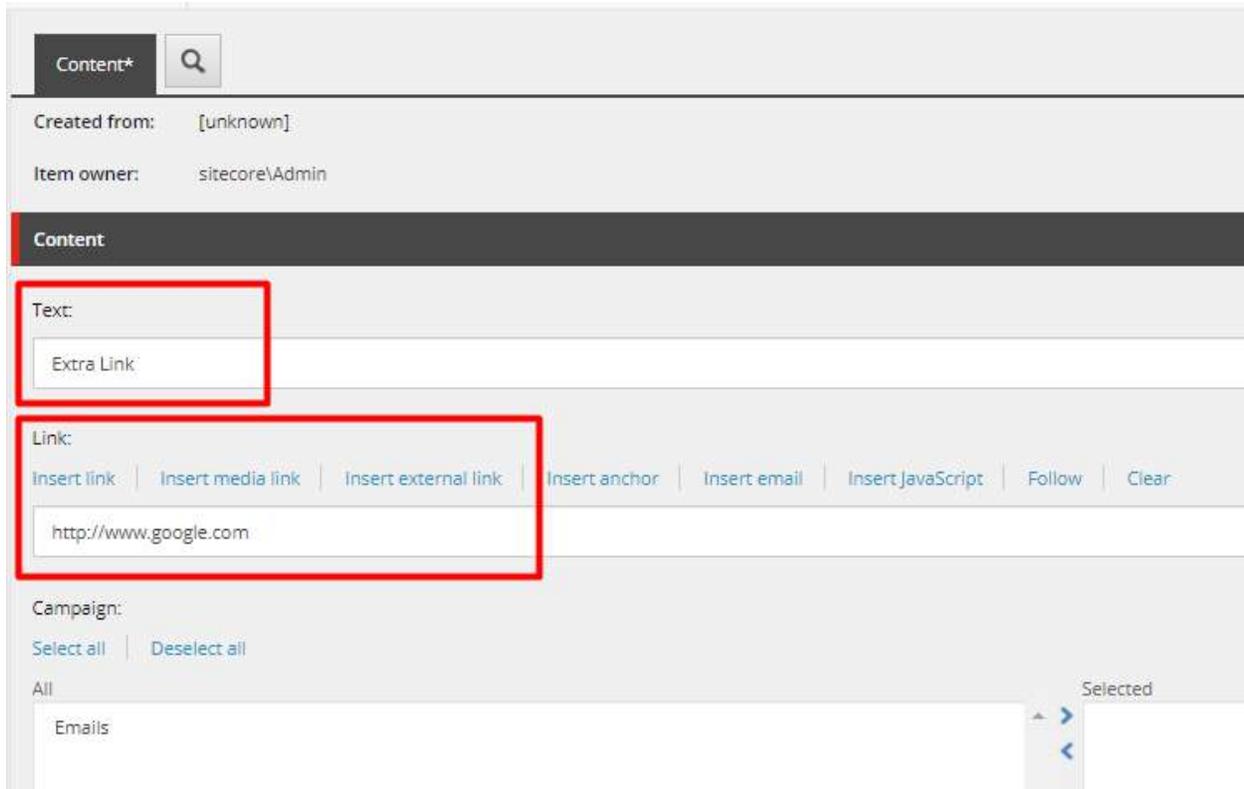
1.7.2 CTA Button

STEPS: If CA intends to add a CTA button to the Contextual Navigation:

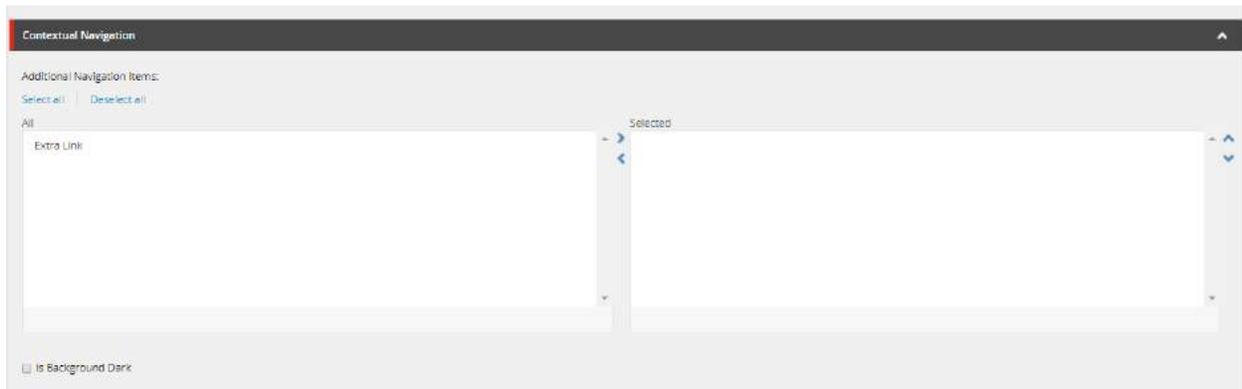
In Content Editor select the component in the tree, right click and select Insert>CallToActionButton. Give it a name.



In the right pane add Text to be displayed and the Link.



Once the link has been added it will appear in the tree under the Contextual Navigation component as well as in the “Additional Navigation Items” allowing it to be selected and displayed.



Make sure to Save and Publish the changes.

1.7.3 Hand curated Contextual Navigation

More info:

- Content authors have the ability to manually modify the title of the contextual nav.
- Content authors also define links and CTAs that appear within the component.

STEPS:

1. Select the Contextual Navigation item from the content tree to view its fields in the right pane
2. In the “Additional Navigation Items” field you can choose to display the CTA/Navlinks that were created in the previous steps
3. The Contextual nav automatically takes the title of the page it falls under. However, that title can be modified by checking the **Is Curated** checkbox and then populating the **Navigation title** field with the desired title

- ▶ test-michele-events
- ▶ test-michele-training-1
- ▶ test-mc-publisher
- ▶ test-tdb-publisher
- ▶ test-michele-publisher-4
- ▶ a-team uat
- ▶ Page Components
 - ▶ Contextual Navigation - Hand curated
 - CallToActionButton
 - NavigationLink
 - Media 1
 - Media 2
 - Media 3
 - ▶ Photo carousel with captions
 - Rich Text Features
- ▶ Naeim Newsletter subscribe test
- ▶ test-michele-event-landing-page
- ▶ test-michele-publisher-5
- ▶ Test-jn
- ▶ about
- ▶ academics
- ▶ accessibility
- ▶ MSU News
- ▶ News Test Page
- ▶ Test Event Landing

The screenshot displays the Sitecore CMS configuration interface for navigation components. It is divided into two main sections: 'Contextual Navigation' and 'Curated Navigation'.

Contextual Navigation: This section includes a header with an upward arrow. Below it, there are 'Additional Navigation Items' with 'Select all' and 'Deselect all' links. A two-column selection interface is shown, with 'All' on the left and 'Selected' on the right. The 'All' column contains 'CallToActionButton' and 'NavigationLink'. Below this interface is a checkbox labeled 'Is Background Dark' which is currently unchecked.

Curated Navigation: This section also has a header with an upward arrow. It features a checked checkbox for 'Is Curated'. Below this is a 'Navigation Title' field with the text 'Hand curated title' entered.

1.8 Event Listing

Description

This component will be deprecated. Instead, use the new Events feature.

Usage:

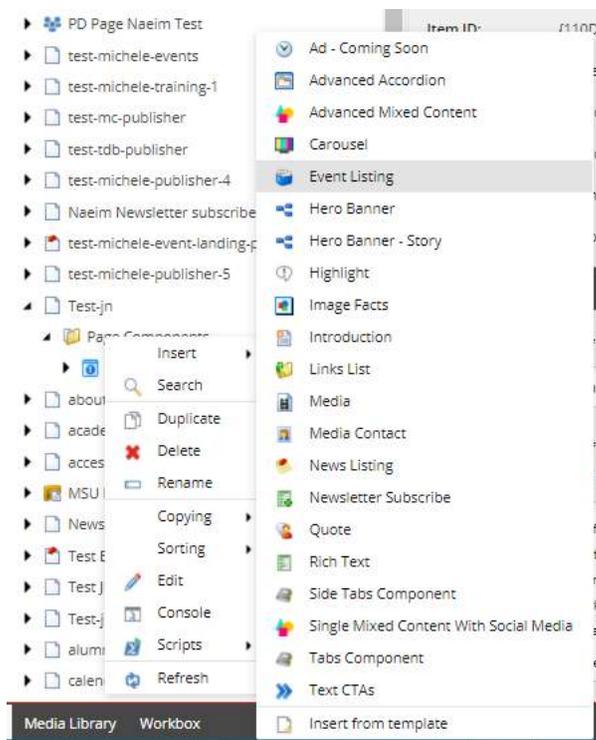
More info:

- The event listing component can be added to any page to showcase relevant events.

Example:

STEPS: The component can be added by following these steps:

1. Right click on the Page components folder of the respective page
2. Click on Insert to expand the Insert menu
3. Select Event listing from the Insert menu

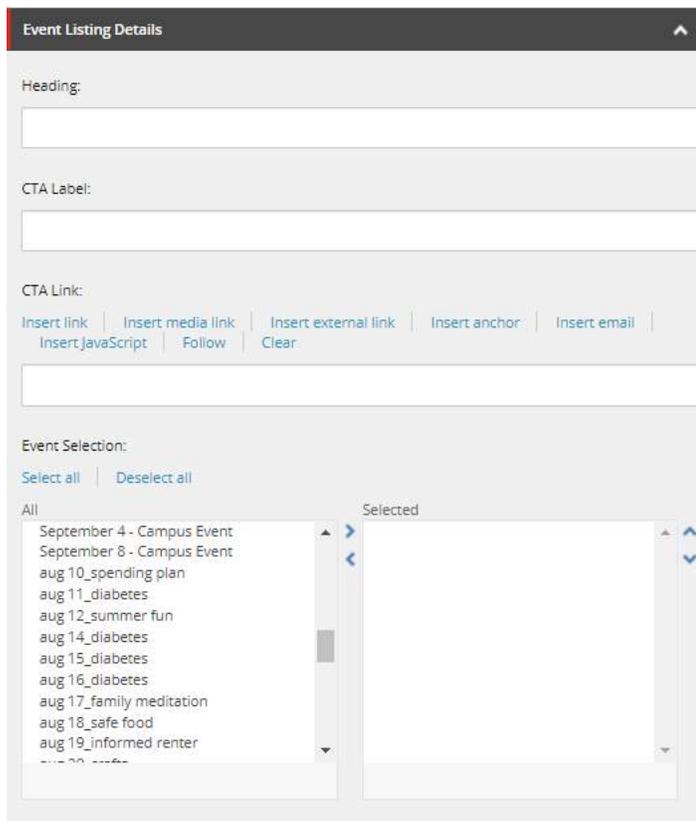


1.8.1 Configure the Event Listing component

STEPS: Now configure the Event listing component:

1. Enter the Heading that you want to appear at the top of the Event listing component
2. Define the CTA label and link if you want to have a CTA at the bottom of the Event listing component

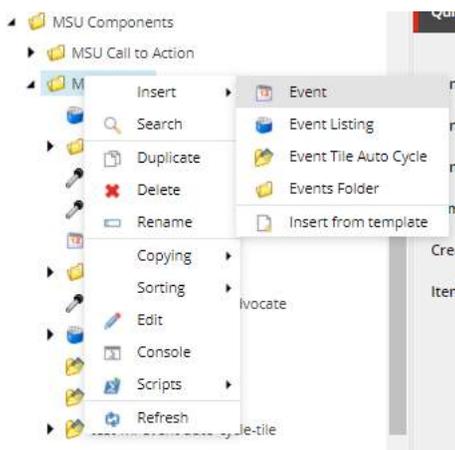
3. Select the desired events



1.8.2 Create Events

STEPS: First create the events that appear in the “Event selection” field:

1. Navigate to the Events folder /sitecore/content/MSU/MSU/MSU Components/MSU Events
2. Right click on the MSU Events folder
3. Select Insert to display the Insert menu
4. Click on Event



1.8.2.1 Configure the Event

STEPS: Populate the Event fields to define what appears in the Event listing component:

1. Select an image to appear in the Image field
2. Input details such as event Title, Start/End Date
3. You can use the Show Start Date only checkbox to only display the start date
4. Insert a link that you want this Event item to link to if selected from the Event listing component
5. Use the Event display data fields to define when you want this event to be listed on the website

The screenshot shows the 'Event' configuration panel. It includes an 'Image' section with a media library interface and a 'Title' field containing 'Test event'. The 'Start Date' and 'End Date' are both set to '10/19/2020'. There is a 'Show Start Date Only' checkbox which is currently unchecked. The 'Link' field contains 'https://msu.edu'.

Event

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

This media item has no details.

Is Background Dark

Title:
Test event

Start Date:
Today | Clear
10/19/2020

End Date:
Today | Clear
10/19/2020

Show Start Date Only

Link:
Insert link | Insert media link | Insert external link | Insert anchor | Insert email | Insert JavaScript | Follow | Clear
https://msu.edu

The screenshot shows the 'Event Display Data' configuration panel. It includes 'Put Up On Site' and 'Take Down' sections, each with 'Now' and 'Clear' buttons and two date selection fields.

Event Display Data

Put Up On Site:
Now | Clear
[Date] [Date]

Take Down:
Now | Clear
[Date] [Date]

1.9 Event Tile Auto Cycle

Description

Usage:

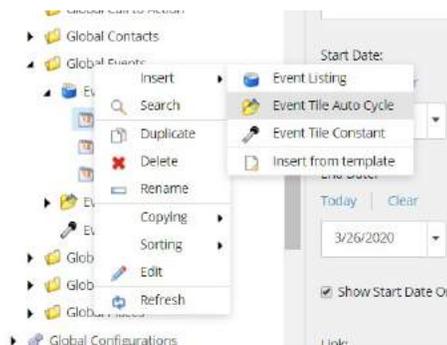
More info:

- Event Tile Auto Cycle will display an event from a list of events automatically based on the “Put Up” and “Take Down” Date and Time as defined by the Content Authors.
- Content Authors must make sure that they don’t create a “race” scenario where two events’ uptime overlaps.
- This component can be used in the Grid. The data for the Events can be housed both at the node level or the global level.

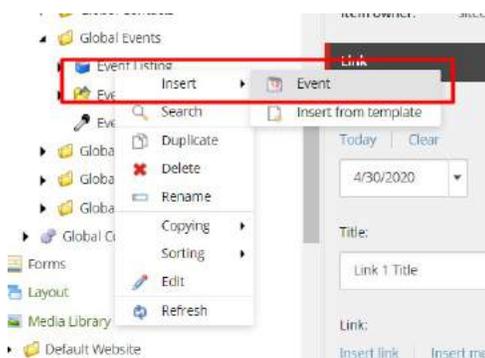
Example:

STEPS: To add or modify the content (data) for the component:

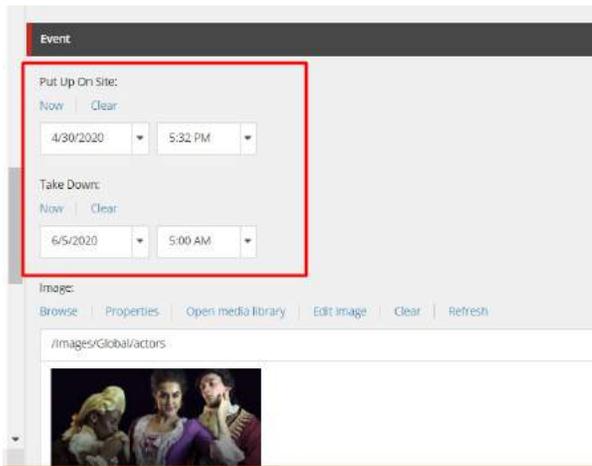
1. In Content Editor navigate to the right folder:
 - a. For MSU: /sitecore/content/MSU/MSU/MSU Components/MSU Events
 - b. For Global: /sitecore/content/MSU/Global Components/Global Events
2. Select the Events folder and right click. Select Insert>Event Tile Auto Cycle. Give it a name.



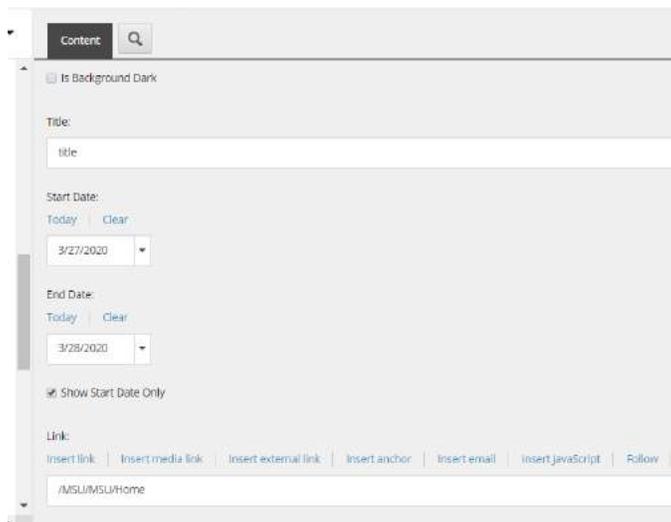
3. Select the Event Tile Auto Cycle folder in the tree and right click. Select Insert>Event.



4. Give it a name.
5. Select the Event and in the right pane set the “Put Up On Site” and “Take Down” fields.



6. Click on the Event and in the right pane add the image.
7. If the background image is dark check the “Is Background Dark” checkbox.
8. Enter the Title and the Start and End Dates. If you don’t select “Show Start Date Only” the date will be displayed as a date range.
9. Add a link.
10. Save and Publish the changes.



1.10 Event Tile Constant

Display one event

Usage:

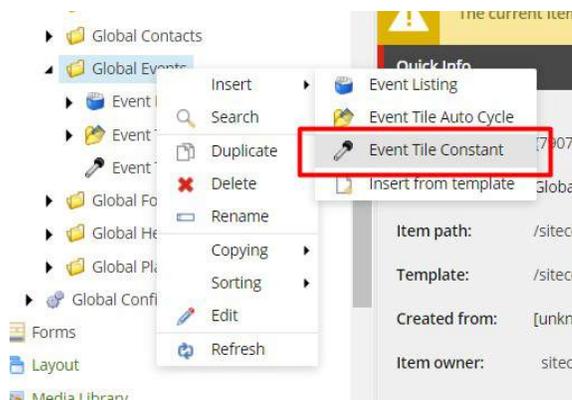
More info:

- Event Tile Constant is manually curated by the Content Authors.
- Data for the Events can be housed at the node level and in the site's global components.

Example:

STEPS: To add or modify the content (data) for the component:

1. In Content Editor navigate to the right folder:
 - a. For MSU: /sitecore/content/MSU/MSU/MSU Components/MSU Events
 - b. For Global: /sitecore/content/MSU/Global Components/Global Events
2. Select the Events folder and right click. Select Insert>Event Tile Constant. Give it a name.



3. Click on the Event Tile Constant and in the right pane add the image.
4. If the background image is dark check the “Is Background Dark” checkbox.
5. Enter the Title and the Start and End Dates. If you don't select “Show Start Date Only” the date will be displayed as a date range.
6. Enter the link.
7. Save and Publish the changes.

Content

Is Background Dark

Title:

Start Date:
Today Clear

End Date:
Today Clear

Show Start Date Only

Link:
Insert link | Insert media link | Insert external link | Insert anchor | Insert email | Insert JavaScript | Follow

1.11 Grid Container

A container for 1 to 6 page components, displayed in table fashion (no borders or spacing between cells). A Grid property controls the number and layout of the cells (tiles).

Usage:

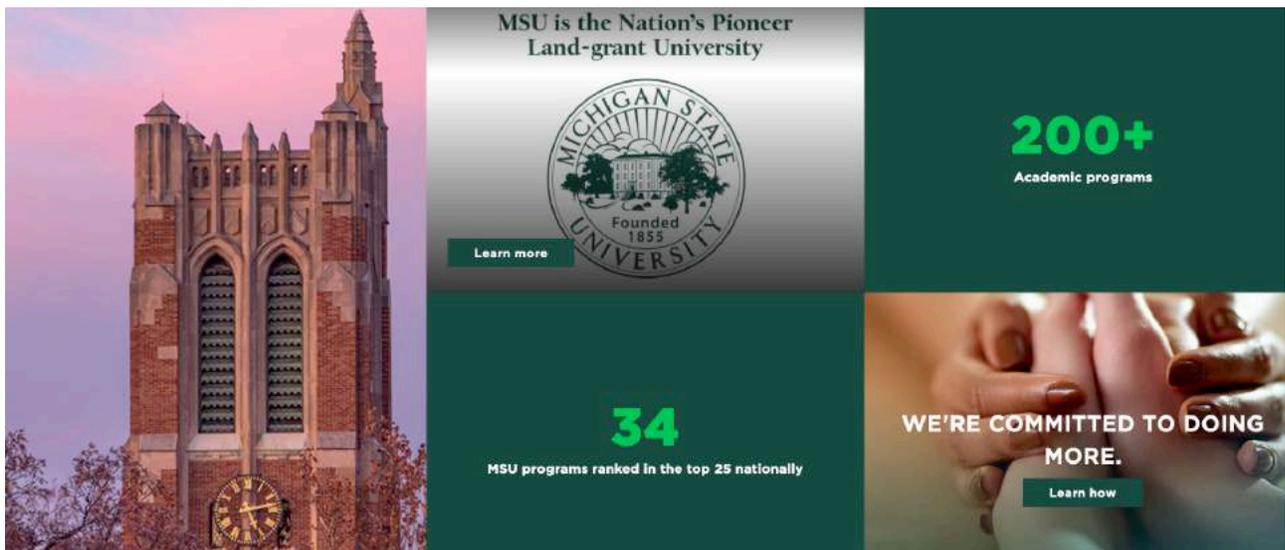
- Tiled content (especially on Home page)

More info:

- Grid is a container and hence needs to be added from the Experience Editor. The Grid will not appear in Content Editor's list of page components.
- In EE, adding a Grid is the same as adding any other component. When creating the Grid, a popup asks you to choose the layout. Once a Grid is added, an "Add here" label is displayed in each of the Grid cells so that you can select the page components to place in each cell.
- Only certain page components can be used in a Grid. When you click a tile to "Add here", all grid-ready page components are shown: Ad-Coming Soon, Box CTA, Event Tile Auto Cycle, Event Tile Constant, Media, Rich Text, Social Feed, Story, Text Fact. Additional components may be added later.

Example 1: Tiles (page components): Media (graphic image) and Ad-Coming Soon

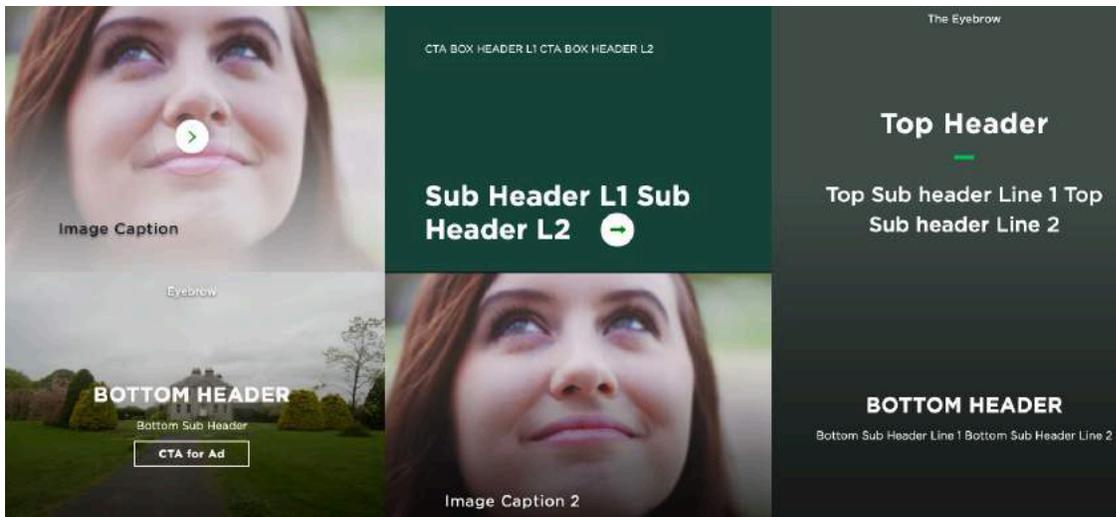
Source: MSU Home page <https://msu.edu/>



Example 2: Tiles (page components) – Story, Event Tile Auto Cycle



Example 3: Tiles (page components): Ad-Coming Soon
Source: Test page



STEPS:

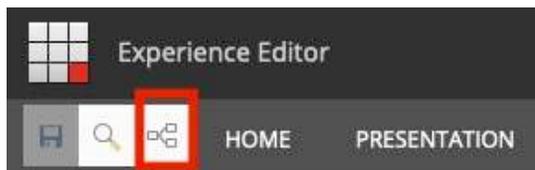
The Grid component must first be added in EE.

In Content Editor:

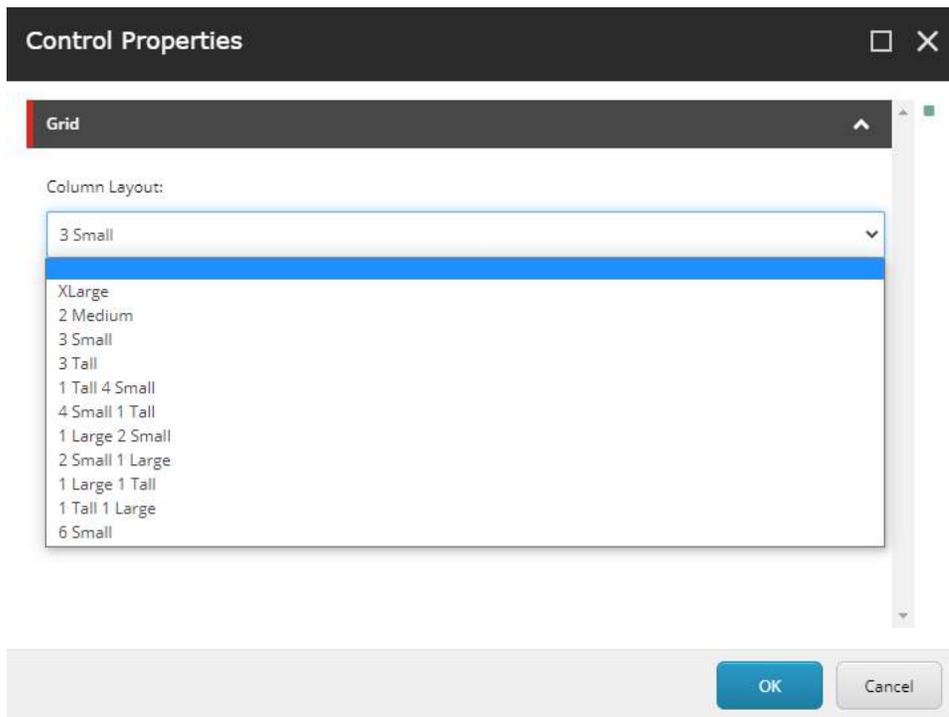
- In the content tree, navigate to the page and click it.
- Go to EE: Publish ribbon > Experience Editor

In Experience Editor:

1. Click Add a new component icon (upper right)



2. Click “+ Add here” to indicator where Grid will be placed on the page
3. Select “Grid Container” and SELECT – wait for EE to create the component
4. Select a Column Layout (illustrated below) from dropdown list and click OK.
(Grid Layout samples are below, after Steps)



5. Page components can be added to the Grid now or later. To add a component to a Grid cell in EE:
 - a. Click a Grid cell
 - b. Click “+ Add here”
 - c. Select a component from the list – available Grid components to use in a Grid are: Ad Coming Soon, Box CTA, Event Tile Auto Cycle, Event Tile Constant, Media, Rich Text, Social Feed, Story, and Text Fact.
 - d. Click Select
 - e. Click “Create New Content” unless the component was created in Content Editor.
 - f. Click OK – wait for Sitecore to add the component to the cell.
 - g. Continue until a data source is selected for all cells.
6. SAVE and close EE tab

In Content Editor – after the Grid has been assigned page components (data sources):

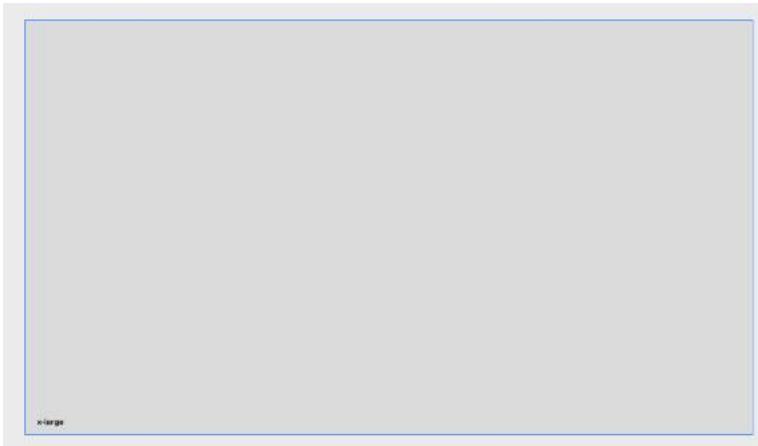
Note: The Grid component does not display in the content tree.

7. Enter content into each new component added to the Grid and SAVE.
8. Optional: Preview the page and review changes made – Publish ribbon > Preview

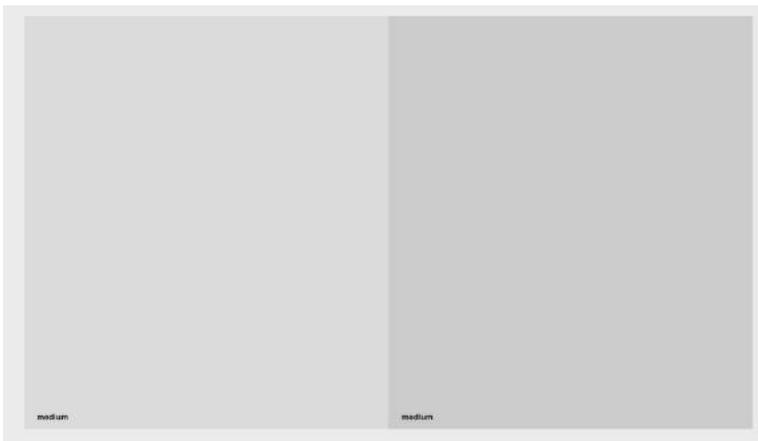
9. Publish the entire Page Components folder.
10. Verify changes in a browser.

GRID CONTENT LAYOUTS:

XLarge



Medium



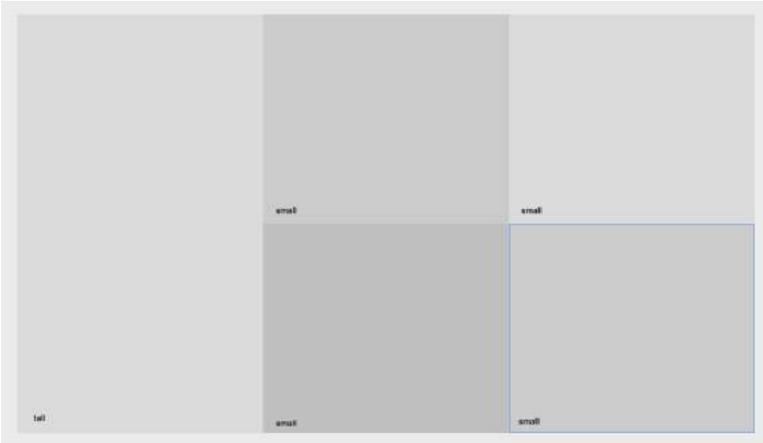
3 Small (one row)



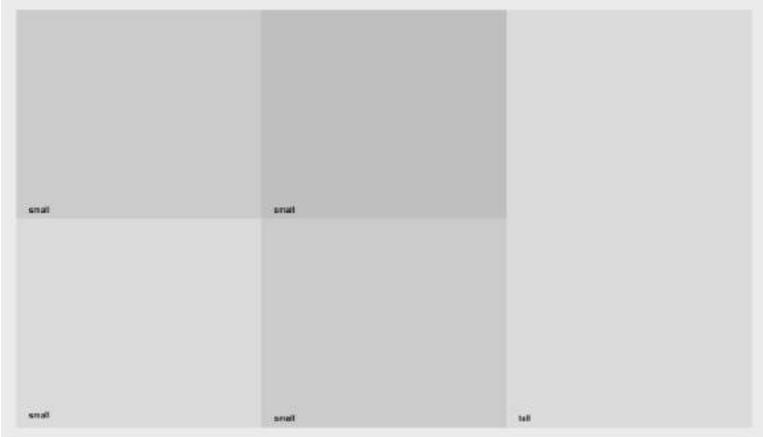
3 Tall



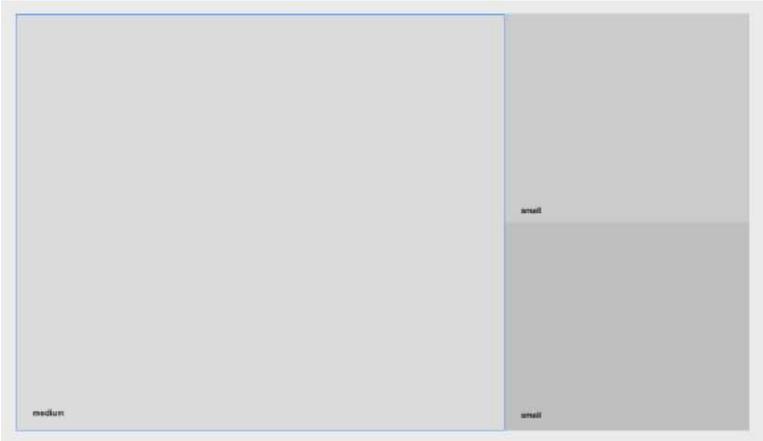
1 Tall 4 Small



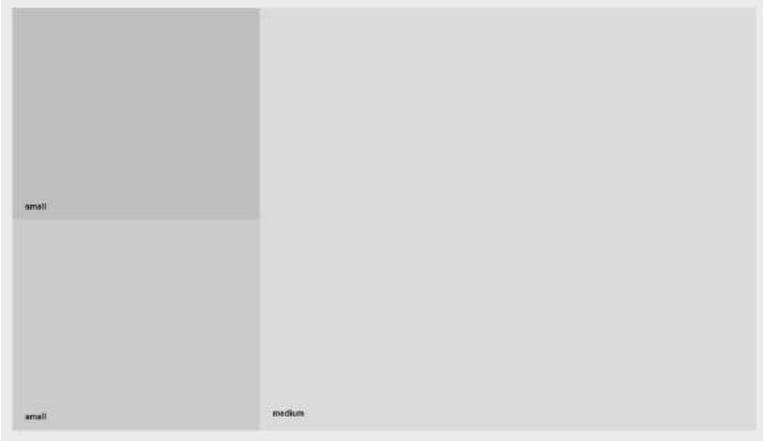
4 Small 1 Tall



1 Large 2 Small



2 Small 1 Large



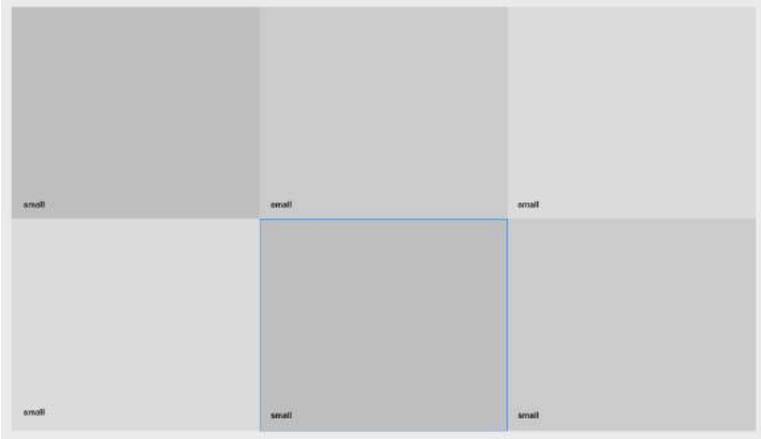
1 Large 1 Tall



1 Tall 1 Large



6 Small



1.12 Hero Banner

A large banner image or video (full page width), placed prominently at the top of the page, that serves as the background for the masthead. Text is used as the page title.

Usage:

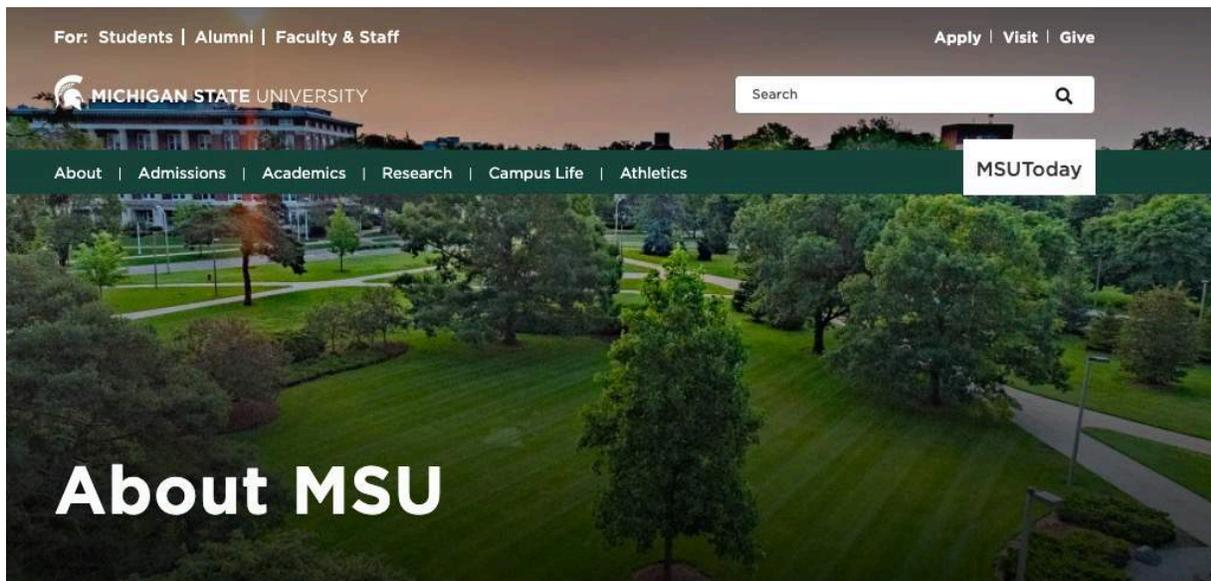
- Home page
- Index page of each main section of the website (i.e. main navigation items)

More info:

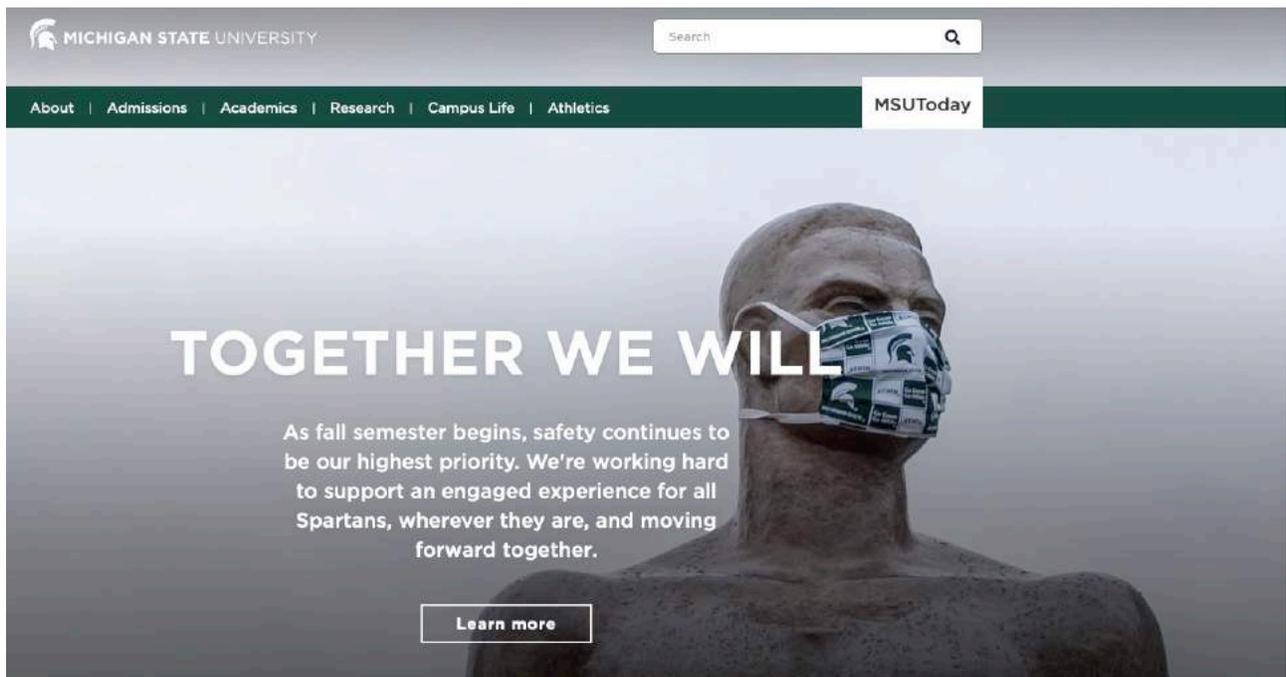
- Field: Use Gradient – always check this box for adequate color contrast
- Field: Hero Banner Size – Regular and Small; Home page is usually Regular
- Field: Hero Text Size – Large, Medium, Small
- If a page does not have a hero banner, the page title must be added manually using another page component like Rich Text or Highlight.
- See page component “Tabular Directory Filters” to add a hero banner with dropdown selectable filters.

Sub-component: CallToActionButton

Example 1: Source: MSU About page <https://msu.edu/about>



Example 2: Hero Banner with CTA button
Source: MSU Home page <https://msu.edu/>



Example 3: Hero Banner with Tabular Directory filters

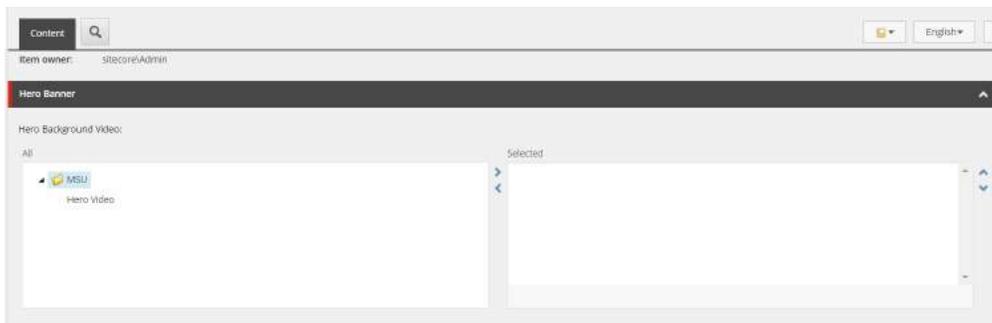


STEPS: To add or modify the content (data) for the component:

1. In Content Editor, navigate to the component under the Page Components folder of your page. Select (click) it in the content tree.

In right pane, modify fields in Hero Banner section:

2. The Hero Banner may have a background video. You can select the video from the right column by either double clicking or clicking on the right facing chevron. You must add images to your banner even if you choose to have a background video.



3. Add the Desktop Background image. Click Browse and select an image from the Media Library. To add Alt Text: click Properties and enter text.
4. Add Mobile Background image if different from Desktop image.
5. Enter Banner Title – displays in very large text (required)
6. Enter Banner Description – displays below Banner Title in large text (optional)



7. Add a CTA button (optional) – refer to the section below for instructions

Note: If Banner Description is specified, button displays on a new line, otherwise button displays on same line as Banner Title.

- 10.2 After adding the CTA sub-component, select CallToActionButton from dropdown (must also create the CTA sub-component – instructions below)
- 10.3 To remove CTA button without deleting CTA sub-component, select “None” in dropdown.

8. Modify the Hero style with these options – Center Align Text, Use Dark Text, Use Gradient (should ALWAYS be checked).
9. Select Hero Text Size – use MSU – Regular for standard content pages

Content

CTA Button:

Center Align Text

Use Dark Text

Use Gradient

Hero Banner Size:

MSU - Small

Add Horizontal Line

Hero Text Size:

Small

10. SAVE.

NEW component ONLY – In Experience Editor:

11. Add Hero Banner component above Breadcrumbs component.

12. Select the data source (the component created in Content Editor).

13. SAVE and close EE tab

In Content Editor:

14. PUBLISH

1.12.1 Create/Select a CTA

More info:

- A CTA (Call to Action) sub-component can be either local or global.
- If a local CTA exists, the Hero component's CTA field dropdown list will ONLY display the local CTAs available for selection.

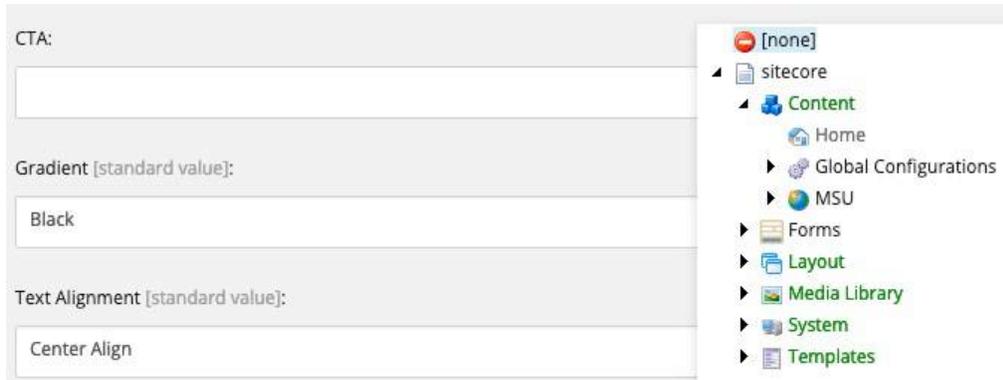
STEPS:

Click "None" to remove the CTA button from the Hero page component without deleting the CTA sub-component.



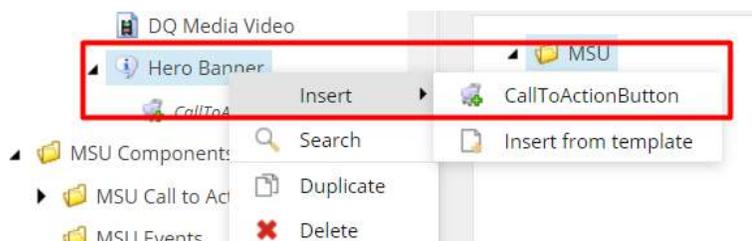
If no local CTAs exist, clicking the Hero CTA field's dropdown displays the Tree and a CTA button destination can be selected.

Deleting local CTAs displays the Tree and allows selection.



To create a local CTA sub-component:

- g. Right click the Hero component in the tree. Select Insert > CallToActionButton and give it a unique name (does not display on page).



- h. In Text field, enter button text – this is the button label, i.e. text that displays on the button
- i. In Link field, indicate button destination, can be Internal or External.
If selecting an Internal page to link to, the page must have its “Include in Navigation” checkbox selected.
 - a. Insert Link – (internal link) select page or other asset, enter Description (tooltip), Target (“Active Browser” or “New Browser”), Alt Text. Click INSERT.
 - b. Insert Media Link – select file from Media Library, enter Description (tooltip), Target, Alt Text. Click INSERT. (Can upload a file during component editing)
 - c. Insert External Link – enter Link Description, URL (fully-specified), Target, Alt Text. Click INSERT.
 - d. Insert Anchor

Content

Text:

READ MORE

Link:

Insert link | Insert media link | Insert external link | Insert anchor | In

/MSU/MSU/Home/academics

- j. Enter Campaign information (optional)
- k. SAVE – sub-component name will now display in CTA field of Hero page component
- l. In the Hero Banner page component, select a CTA from the dropdown – this is the active CTA that will display on the page.

To create a global CTA sub-component:

4. Remove any local CTAs if they exist.
5. Click CTA dropdown and select a destination in the Tree
6. Save

1.13 Highlight

Description

Usage:

More info:

- Highlight is a global component. There are five different variants of the highlight. Only Mono Black uses both Quote Line 1 and Quote Line 2 fields and the rest only use Quote Line 1.

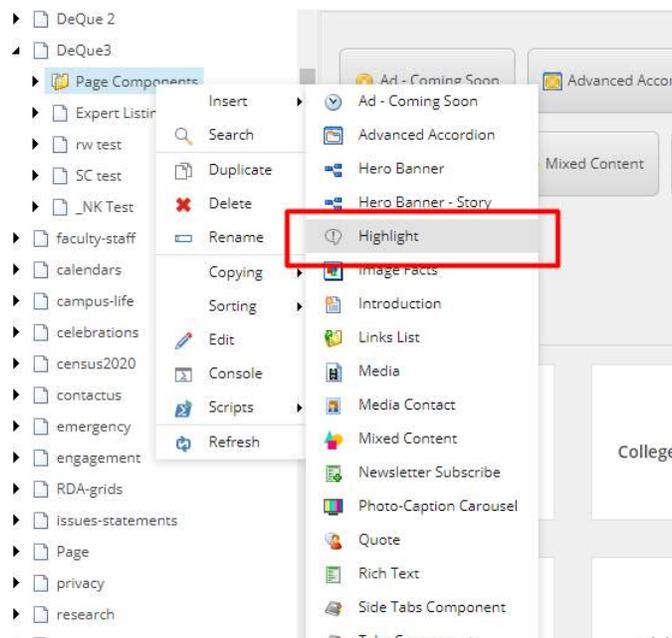
Example:

Lorem ipsum dolor.

**Stet clita kasd gubergren, no sea
takimata sanctus est Lorem ipsum
dolor sit amet.**

STEPS: To add or modify the content (data) for the component:

1. In Content Editor navigate to Page Components folder of your page and right click. Select Insert>Highlight
2. Give it a name



3. Click on the component and in the right pane fill in the appropriate fields



4. Save and Publish your changes

1.14 Image Facts

Description

Usage:

More info:

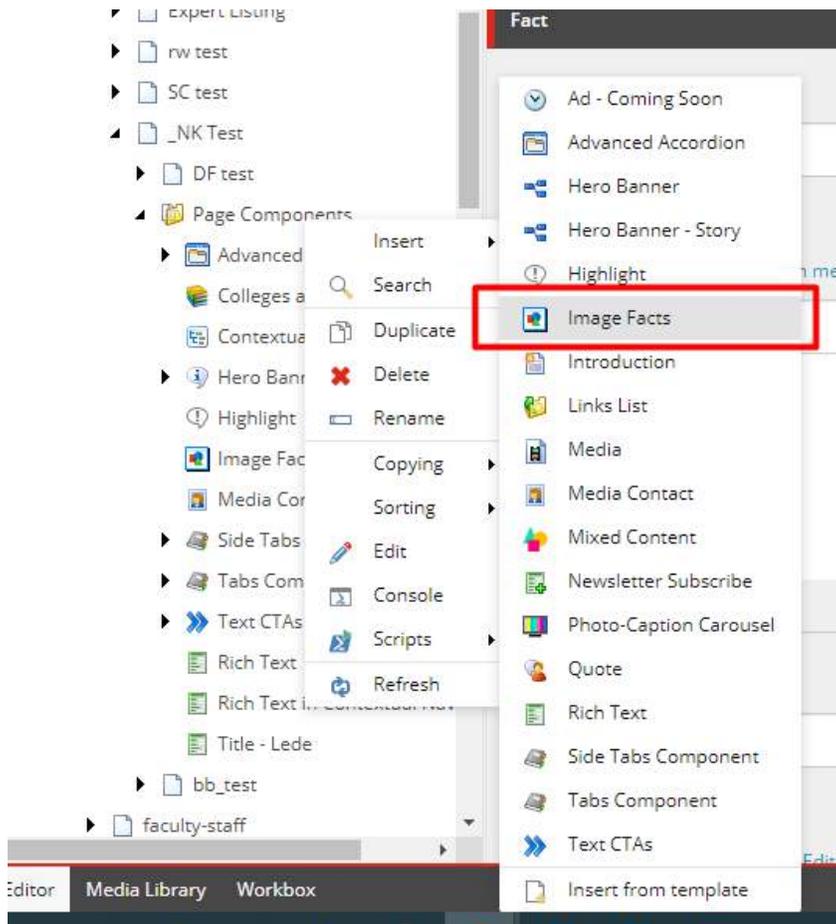
- This component allows you to place facts from Global Facts on top of an image background.

Example:

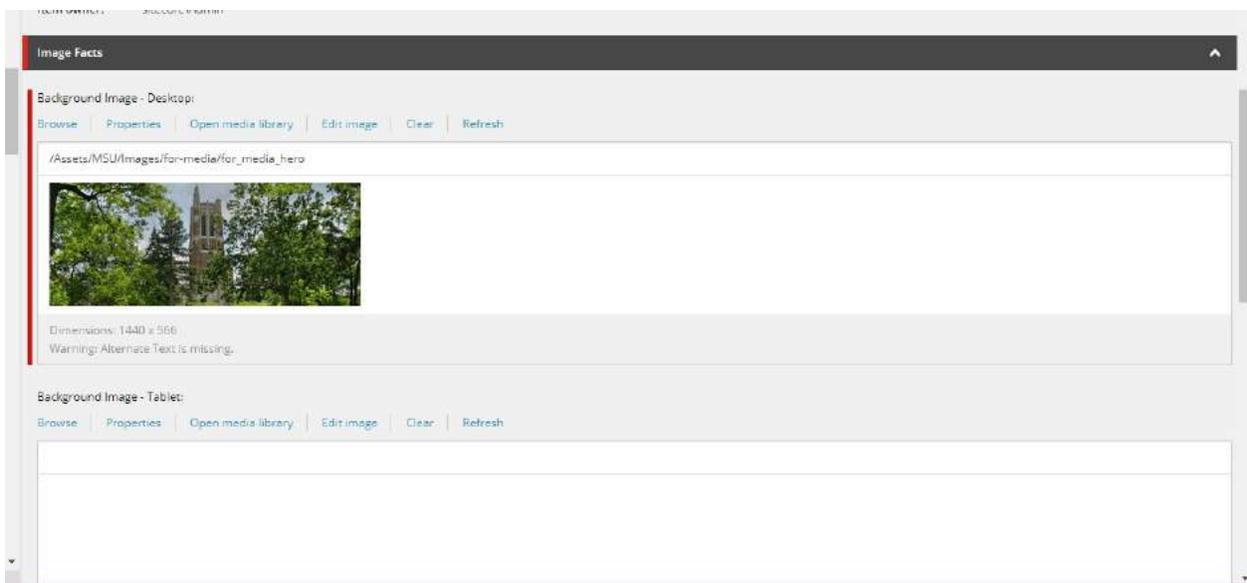


STEPS: To add or modify the content (data) for the component:

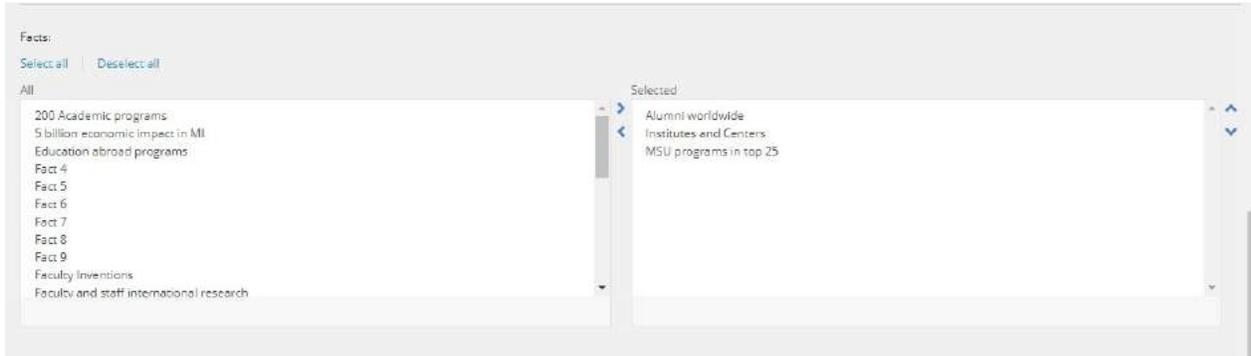
1. In Content Editor navigate to Page Components folder of your page and right click. Select Insert>Highlight
2. Give it a name



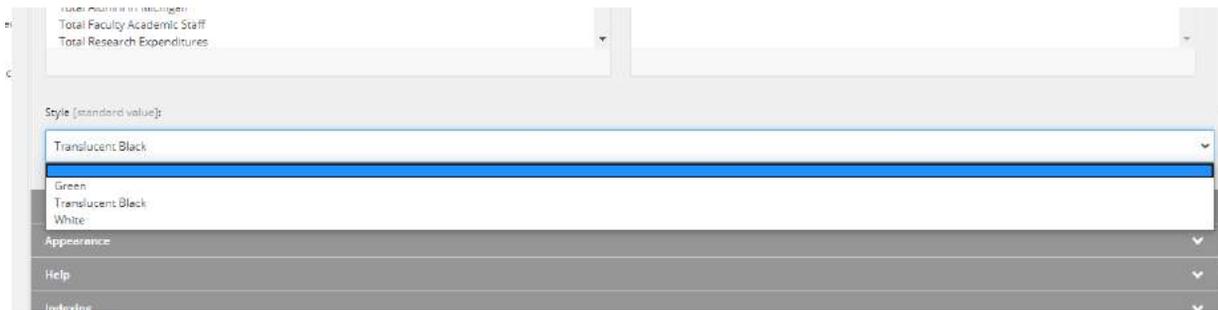
3. Choose a background Image



4. Select the facts you'd like to use from Global Facts



5. Choose the background color for the facts



1.15 Info Panel

Display a custom message at the top of a page (below main navigation and any hero banner, and above the breadcrumb links)

Usage:

More info:

- The Info Panel component can be added to any page.
- The Info Panel cannot be added automatically to all pages. The best way to add this component to all pages is to create the Info Panel in one page, drag the component to the *sitename* Components node, and then manually add the component to every page.
- Enter message in the rich text field; use Plain Text if pasting text; can add links, Heading tags, and other Rich Text Editor styles.
- The message may contain multiple paragraphs – use SHIFT-Enter to start a new paragraph.
- The blue background color is automatically added. The color cannot be changed.

Example:



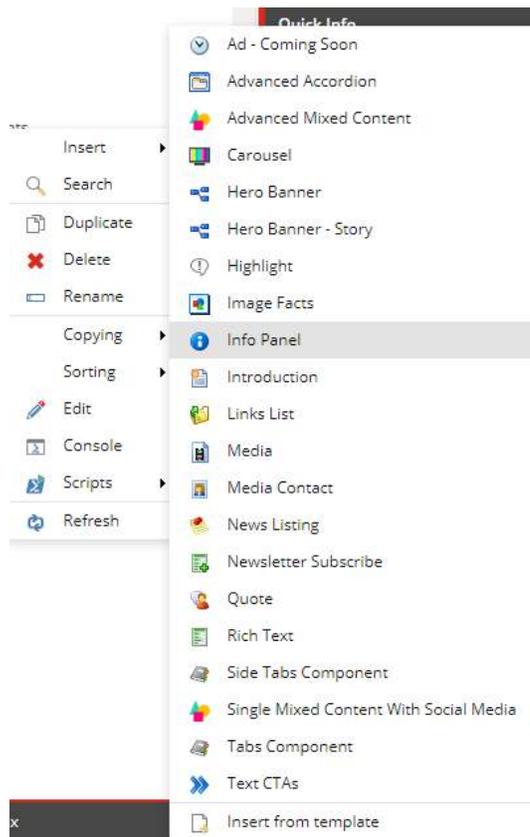
Coronavirus updates

Due to the novel coronavirus, MSU has implemented a number of changes to support our prospective students. See [admissions-related updates](#) due to the coronavirus, including the change to test optional for ACT and SAT.

STEPS: The component can be added by following these steps:

In Content Editor:

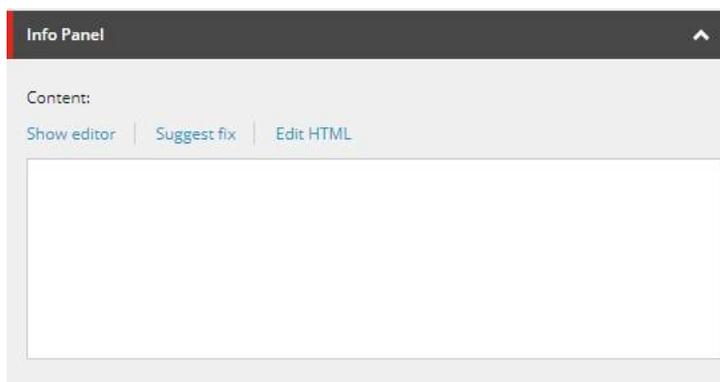
1. Right click Page Components folder of the page
2. Select Info Panel from the list
3. Give the Info Panel item a unique name



- In the right pane, enter the information you want to display in the Content rich text box.

As with any Rich Text component:

- Paste text as Plain Text
- Use SHIFT-ENTER to create blank lines
- Can add links, highlight text and apply Heading tags, change font size, etc.



- SAVE

In Experience Editor:

- Place the Info Panel component on the page, just above breadcrumb links and below the hero banner.

7. SAVE and close the EE tab.

In Content Editor:

8. If the Info Panel component was just added, publish the Page Components node to have the Info Panel display on the page.
9. If the Info Panel component is not new, publish just the Info Panel component.

1.16 Introduction

Text serving as a page introduction, expanding on the page title and explaining the contents of the page in more detail. Optional button link.

Usage:

- All pages, usually first component below Hero Banner and Breadcrumbs.

More info:

- Introduction format can be 1-column or 2-column
- Introduction component is usually placed first on the page, just below Breadcrumb links
- Button text length is limited (see Example below)
- Introduction Component can be used globally, i.e can be placed in the site's local Components (not page components) and used as a data source in any page

Example 1: 1-column (paragraph 1 is bolded manually)

Source: MSU About page <https://msu.edu/about>

Michigan State University has been advancing the common good with uncommon will for more than 160 years.

A top global university, MSU pushes the boundaries of discovery to make a better world while providing students with life-changing opportunities.

Example 2: 2-column with Button and Horizontal Line

Intro Title

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

[More about MSU Ac...](#)

STEPS: To add or modify the content (data) for the component:

15. In Content Editor Tree, navigate to page's Page Components folder:
 - 15.4 To ADD new component: right-click Page Components folder, select Insert > Introduction, and give it a unique name
 - 15.5 To EDIT existing component: click Page Components folder to expand, and select Introduction component

The screenshot shows the 'Introduction' component editor in Sitecore CMS. The interface is divided into several sections:

- Title:** A text input field for the component title.
- Make Title H1**: A checkbox to set the title as an H1 tag.
- Column 1 Description:** A rich-text editor area with a red vertical bar on the left. It includes buttons for 'Show editor', 'Suggest fix', and 'Edit HTML'.
- Column 2 Description:** Another rich-text editor area with buttons for 'Show editor', 'Suggest fix', and 'Edit HTML'.
- CTA:** A section for Call to Action with buttons for 'Insert link', 'Insert media link', 'Insert external link', 'Insert anchor', 'Insert email', 'Insert JavaScript', 'Follow', and 'Clear', followed by a text input field.

In right pane, modify fields in the Introduction section:

16. Title – optional heading about Intro text
17. Make Title H1 – check this box if the page does not already have a component that creates an <h1> tag (e.g. Hero Banner)
18. Column 1 Description – any rich-text content, i.e. any content that can be created in a rich-text WYSIWYG (“What you see is what you get”) container
19. Column 2 Description – any rich-text content, i.e. any content that can be created in a rich-text WYSIWYG (“What you see is what you get”) container.
LEAVE BLANK in order to use the single-column format.

20. CTA – the button link:

20.4 Select link type

20.5 For Internal link, select a page from the Tree

20.6 For External link, enter fully specified path

20.7 Description – button label, i.e. text that appears on the button

20.8 Target – Active Browser (destination displays in same browser tab) or “New Browser” (destination displays in new browser tab)

20.9 Click Insert

21. SAVE

22. NEW Introduction component only:

22.4 In Experience Editor, add Introduction component

22.5 SAVE and close EE tab

23. In Content Editor, preview the page and verify changes made (optional) – on Publish ribbon, select Preview

24. Publish the page component.

25. Verify changes in a browser.

1.17 Links List

Formatted list of links (internal and external) automatically arranged in ascending date sequence

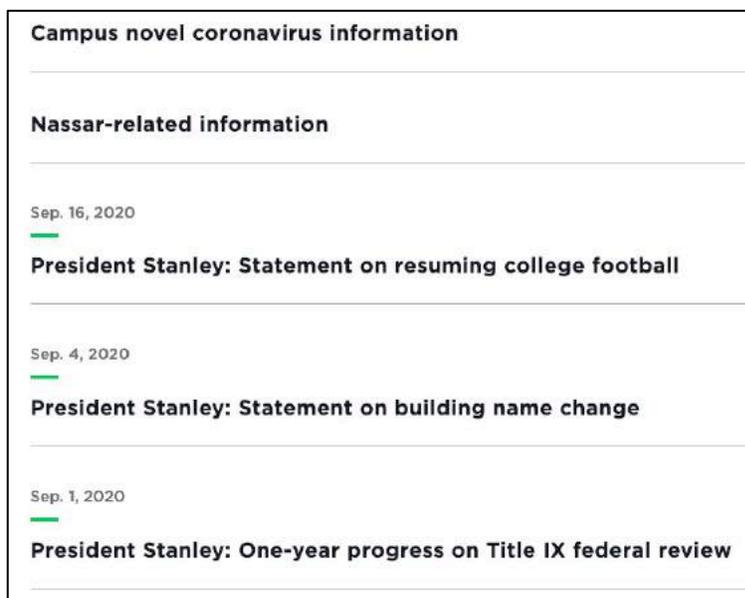
Usage: display a list of dated links (news, events, articles, etc.) in a consistent manner

More info:

- Other than the component name, no information is entered in the Links List component. All content is entered in the Link sub-components.
- Link destination can be an internal asset (page or file), an external asset.
- Links are listed in the order in which they appear in the Content Editor Tree.
- Links are separated by horizontal lines
- Date and Link title are separated by a small green horizontal line

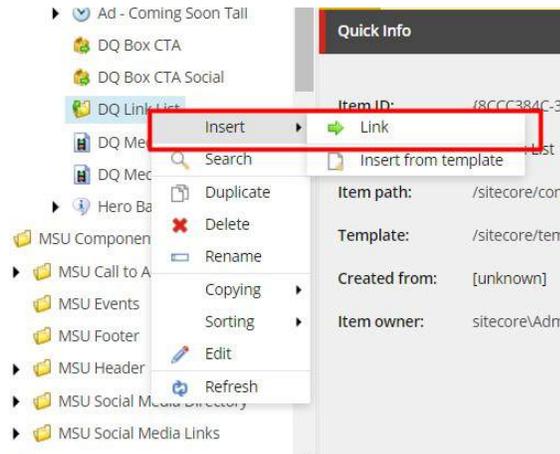
Sub-component: Link

Example: Source: MSU Issues and Statements page <https://msu.edu/issues-statements>



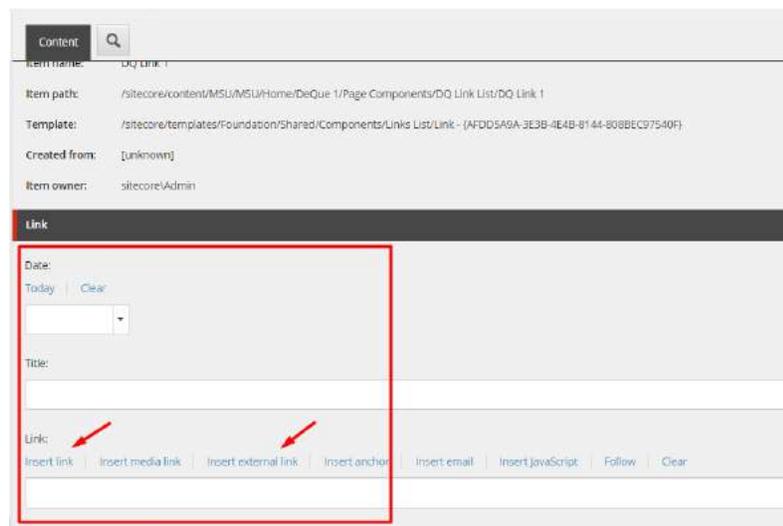
STEPS: To add or modify the content (data) for the component:

1. In Content Editor Tree, navigate to page's Page Components folder:
 - a. To ADD new component: right-click Page Components folder, select Insert > Links List, and give it a unique name
 - b. To EDIT existing component: click Page Components folder to expand, and select Links List component
2. SAVE
3. Create one or more Link sub-components – REPEAT for each Link used:
 - a. Right click Links List component and select Insert > Link



In right pane, modify fields in Link section:

- b. Date – click Today, or click the date tool to select, or leave blank



- c. Title – text that displays in the List below date
- d. Link:
 - i. Select link type
 - ii. For Internal link, select a page from the Tree
 - iii. For External link, enter fully specified path
 - iv. Description – button label, i.e. text that appears on the button
 - v. Target – Active Browser (destination displays in same browser tab) or “New Browser” (destination displays in new browser tab)
 - vi. Click Insert

4. SAVE

5. Drag and drop Links in the Tree so that they are in the correct order for display

6. NEW Links List component only:

- a. In Experience Editor, add Links List component
 - b. SAVE and close EE tab
7. In Content Editor, preview the page and verify changes made (optional) – on Publish ribbon, select Preview
8. Publish the page component.
9. Verify changes in a browser.

1.18 Media (video and image)

Description

Usage:

More info:

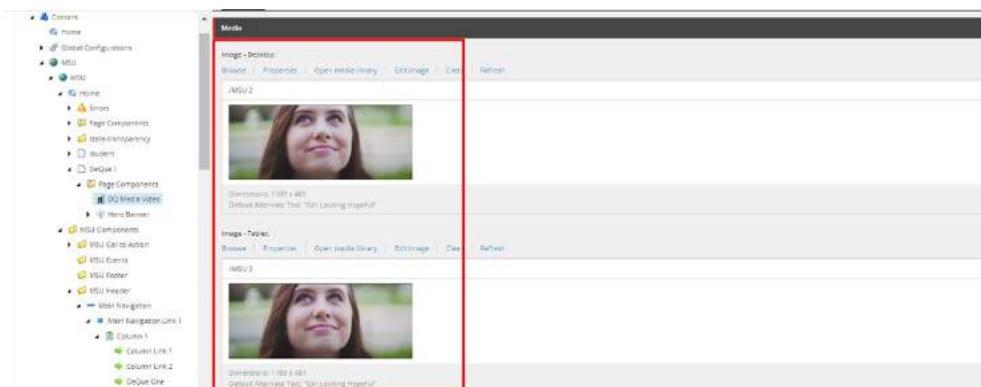
- Media component is used for both video and images. It is to be used in the Grid.

Example:

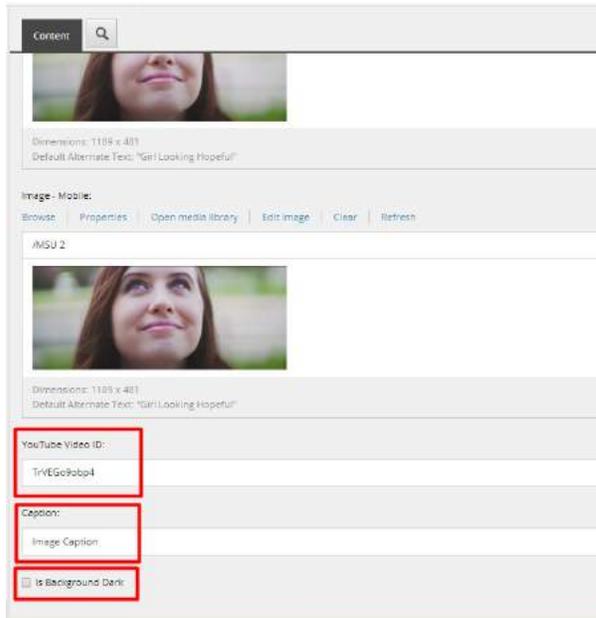


STEPS: To add or modify the content (data) for the component:

1. In Content Editor navigate to the component under the Page Components folder of your page and select the Media Component in the tree.
2. In the right pane add the image for the various view ports. The Desktop image will be used if other fields are empty.



3. You can add a caption for the image in the Caption field.
4. If the image is dark select the “Is Background Dark” so that the caption would display correctly.



5. To use the component for video, just copy the YouTube ID for the video into the appropriate field. The desktop image must be added because it will be used as the thumbnail for the video.

1.19 Media Contact

Description

Usage:

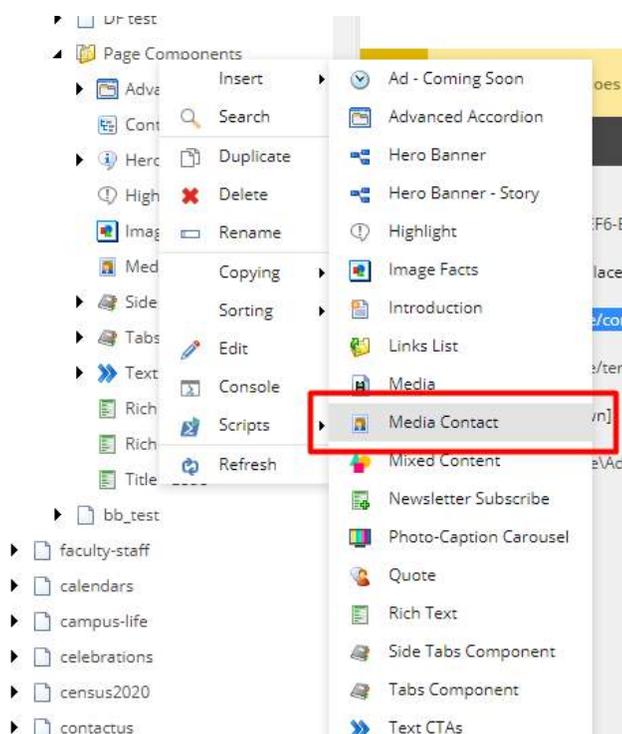
More info:

- Media Contact component has two major elements: Contact and Place. Making entries in the two data sources is explained further down.

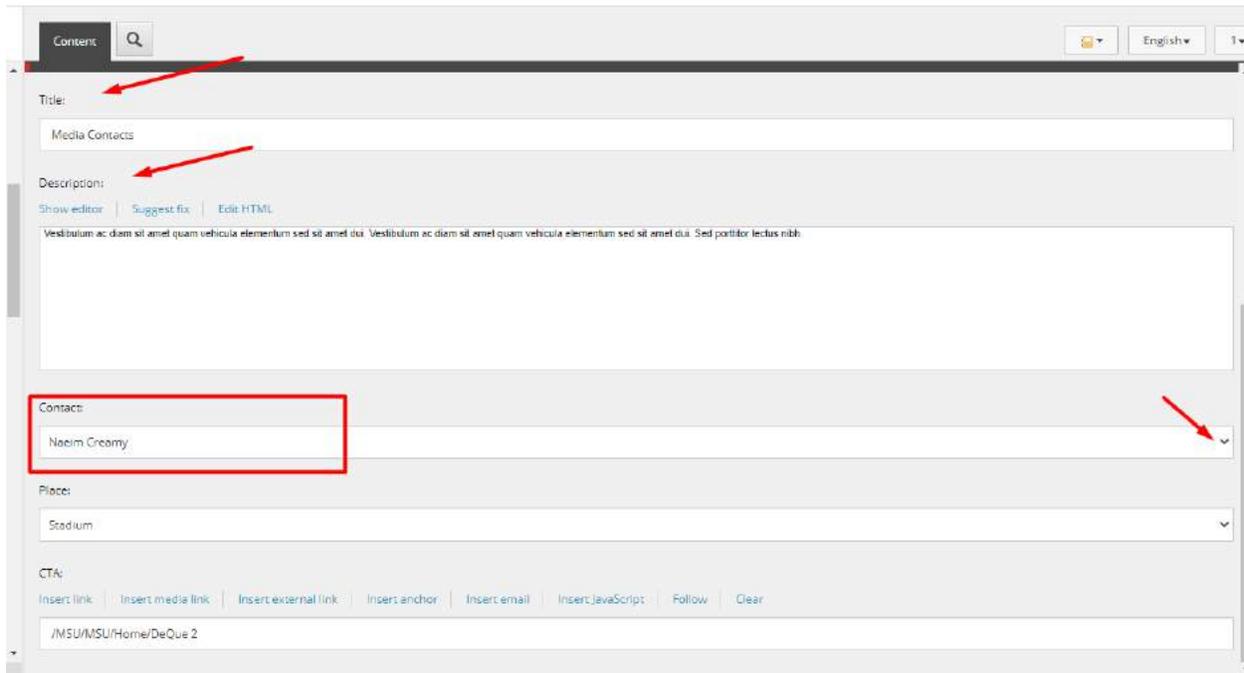
Example:

STEPS: Assuming the data is already there, to add or modify the content (data) for the component:

1. In Content Editor navigate to Page Components folder of your page and right click. Select Insert>Media Contact



1. Give it a name
2. In the right pane fill in the Title and Description for the component
3. Choose the Contact to be included from the Contact dropdown
4. Choose the Place to be included from the Place dropdown
5. Select the Link and Description for the CTA



The screenshot shows the Sitecore Content Editor interface. At the top, there is a search bar with the word 'Content' and a magnifying glass icon. Below this, the form is divided into several sections:

- Title:** A text input field containing 'Media Contacts'. A red arrow points to this field.
- Description:** A rich text editor area with a toolbar containing 'Show editor', 'Suggest fix', and 'Edit HTML'. Below the toolbar is a text area containing placeholder text: 'Vestibulum ac diam sit amet quam vehicula elementum sed sit amet dui. Vestibulum ac diam sit amet quam vehicula elementum sed sit amet dui. Sed portitor lectus nibh.' A red arrow points to the top of this section.
- Contact:** A dropdown menu with 'Naem Creamy' selected. A red box highlights this field, and a red arrow points to the dropdown arrow on the right.
- Pieces:** A dropdown menu with 'Stadium' selected.
- CTA:** A toolbar with options: 'Insert link', 'Insert media link', 'Insert external link', 'Insert anchor', 'Insert email', 'Insert JavaScript', 'Follow', and 'Clear'. Below the toolbar is a text input field containing '/MSU/MSU/Home/DeQue 2'.

6. Save and publish the changes

1.19.1 Contact Data Source



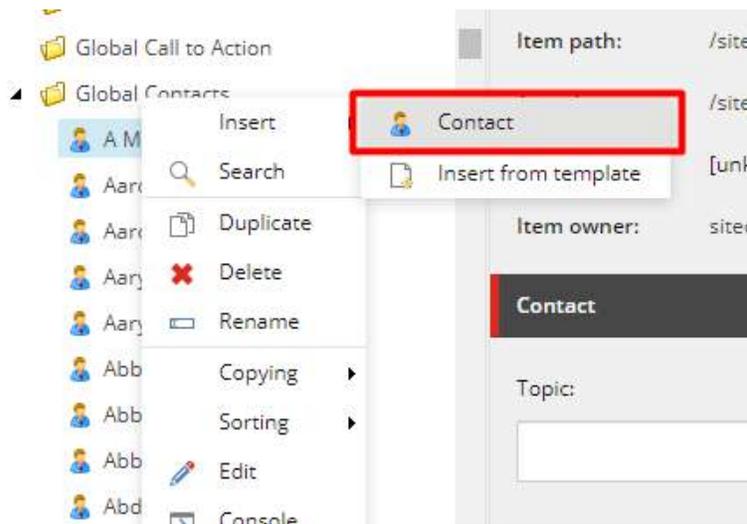
For Admins and Advanced Users:

More info:

- Contact Data Source is a Global Data Source where information about individuals is stored. For Stories both the Contacts and Authors are drawn from this data source.

STEPS: To add or modify:

1. In Content Editor navigate to /sitecore/content/MSU/Global Components/Global Contacts
2. Right click and select Insert>Contact



3. Give it a name (this is NOT displayed)
4. Select the Contact you have created and in the right pane fill in the appropriate fields

Item owner: sitecore\Admin

Contact

Topic:
 Topic 1

Department:
 Department 1

First Name:
 Naeim

Last Name:
 Creamy

Email:
 naeim.kanmi@valtech.com

Display Office Phone Number

Email Icon:

5. Save and publish the changes

1.19.2 Place Data Source

! For Admins and Advanced Users:

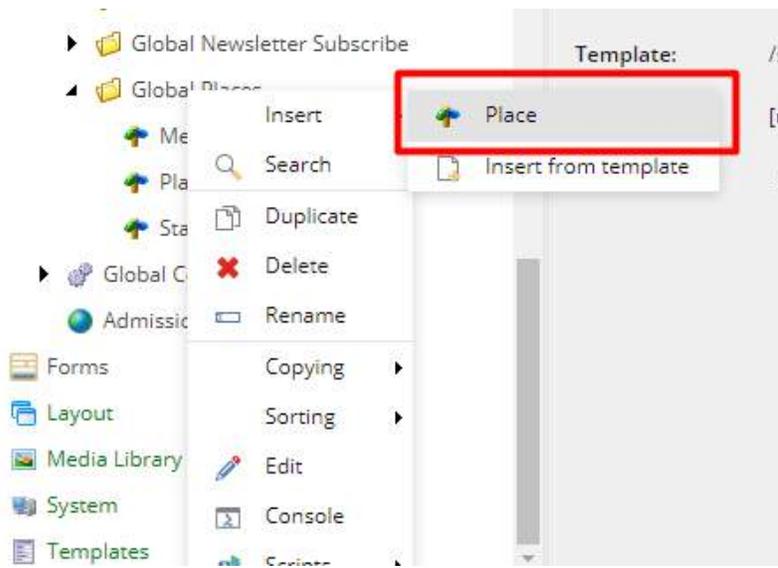
More info:

- Place Data Source is a Global Data Source where information about places is stored.

STEPS: To add or modify:

1. In Content Editor navigate to /sitecore/content/MSU/Global Components/Global Places

2. Right click and select Insert>Place



3. Give it a name (this is NOT displayed)
4. Select the Place you have created and in the right pane fill in the appropriate fields

A screenshot of the Sitecore CMS 'Place' configuration form. The form has a title bar 'Place' with an upward arrow. It contains three main sections: 'Name:' with a text input field containing 'SPARTAN STADIUM'; 'Address:' with a text input field containing 'OFFICE TOWER Spartan Way'; and 'Map Link:' with a text input field containing 'https://maps.msu.edu/interactive/index.php?location=HB6M'. Above the 'Map Link' field, there are several buttons: 'Insert link', 'Insert media link', 'Insert external link', 'Insert anchor', 'Insert email', 'Insert JavaScript', 'Follow', and 'Clear'.

5. Save and publish the changes

1.20 Mixed Content (deprecated)

A combination of image, video, heading and text with a button link.

Content is arranged in 1-3 columns, depending on number of column sub-components.

Usage:

- Home page
- Main section landing page, providing links to other pages in the section

More info:

- Image is optional. If a video is specified, an image is required (it is the video thumbnail that displays before the video starts).
- A YouTube video can be specified, it displays in a lightbox.
- The Mixed Content page component has a minimum of 1 column and a maximum of 3 columns.
- The component uses the full width of the page's content area (not full width of the viewing screen). Column image size is reduced according to number of sub-components.
- Column sub-components display on the page in the order in which they appear in the Tree.
- This component is similar to the Cascade Framework Promotion row type.

Sub-component: Column

Example 1: 1 Column, image on left, with horizontal line

Source: MSU Academics page <https://msu.edu/academics>



Majors, Degrees and Programs

We offer 200 academic programs across 17 degree-granting colleges. Discover undergraduate, graduate and pre-professional offerings.

[Learn more](#)

Example 2: 2-columns with images, no horizontal line

MIXED CONTENT EYEBROW



Column 1 Title

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

[Read more](#)



Column 2 Title

Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

[More info](#)

Example 3: 3 columns with image, with horizontal line

LATEST NEWS



Champion for women in science named provost

Following a national search, MSU President Samuel L. Stanley Jr., M.D., named Teresa Kaye Woodruff as the university's next provost and executive vice president for academic affairs. She is currently dean of the graduate school and associate provost for graduate education at Northwestern.

[Read more](#)



Student emergency funding options

As part of the recently passed federal CARES Act, MSU will be able to provide about \$15 million in emergency financial aid grants to students. Grant applications are now available for students.

[Read more](#)



Virtual commencement scheduled for May 16

MSU will hold a virtual commencement celebration on May 16. The virtual event does not replace an in-person ceremony, and members of the class of 2020 will be invited to participate in a future in-person commencement.

[Read more](#)

Example 4: 3 columns, no images, with horizontal line

Source: MSU Students page <https://msu.edu/students>

Email

Log in to your MSU account.

Log in to Email

StuInfo

Updates, quick links, questions for Sparty. It's all here.

Log in to StuInfo

Desire2Learn

Everything you need to access MSU Distance Learning.

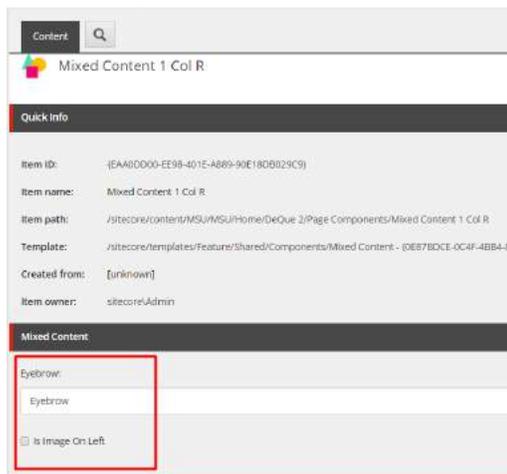
Visit D2L Website

STEPS: To add or modify the content (data) for the component:

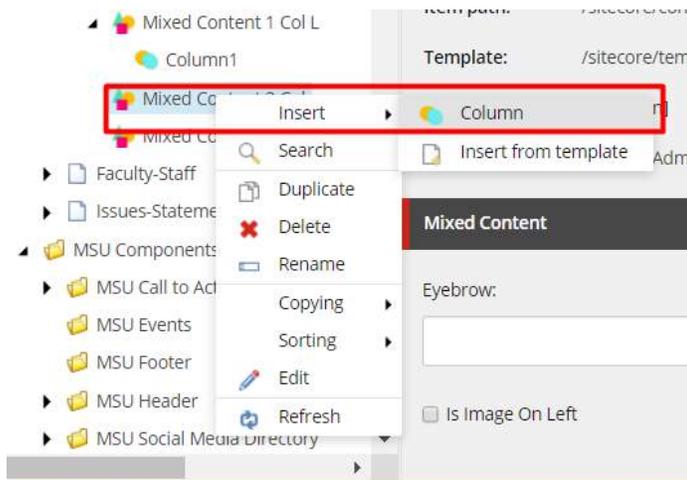
25. In Content Editor Tree, navigate to page's Page Components folder:
 - 25.4 To ADD new component: right-click Page Components folder, select Insert > Mixed Content, and give it a unique name
 - 25.5 To EDIT existing component: click Page Components folder to expand, and select Mixed Content component

In right pane, modify fields in the Content section:

26. Eyebrow – optional heading about the component
27. Is image on left – If creating a single column component, check this box to have image display on left, uncheck to display image to the right of text and button.

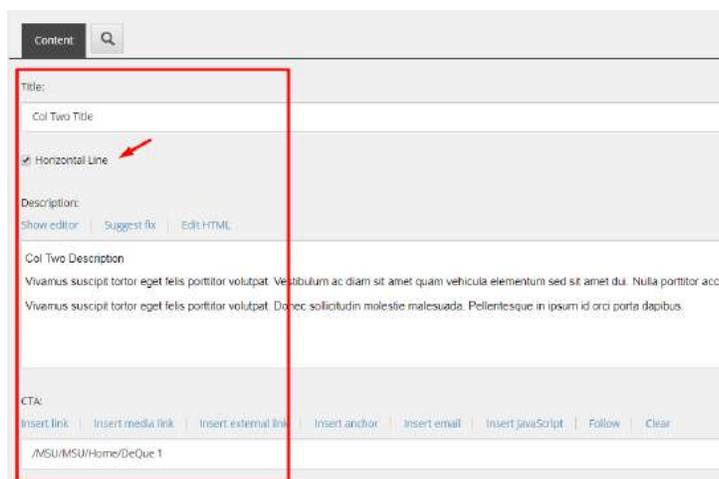


28. SAVE
29. To ADD a column (max. 3):
 - a. Right click Mixed Content component in Tree, select Insert > Column and give the column a unique name.

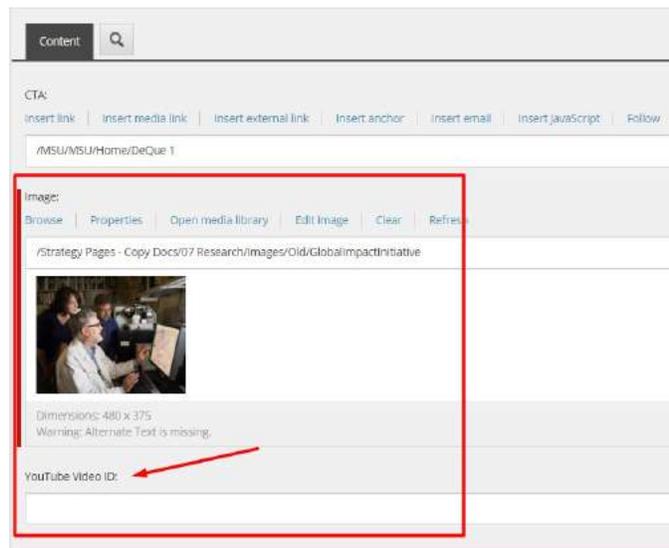


30. Add/Edit Column sub-component fields in the right pane – REPEAT for each column used:

- a. Title – a heading that displays above the description and button
- b. Horizontal line – check to display a small green line between Title and Description



- c. Description – text content
- d. CTA – the button link:
 - i. Select link type
 - ii. For Internal link, select a page from the Tree
 - iii. For External link, enter fully-specified path
 - iv. Description – button label, i.e. text that appears on the button
 - v. Target – Active Browser (destination displays in same browser tab) or “New Browser” (destination displays in new browser tab)
 - vi. Click Insert
- e. Image – click Browse and select an image from Media Library
An image is required if specifying a video – it is the video’s thumbnail.
- f. YouTube Video ID: enter the YouTube ID (e.g. H8TBxPIGIUg)
This is the code found after “?v=” in a YouTube URL.



31. SAVE
32. Save and Publish your changes.
33. NEW Mixed Content component only:
 - a. In Experience Editor, add Mixed Content component
 - b. SAVE and close EE tab
34. In Content Editor, preview the page and verify changes made (optional) – on Publish ribbon, select Preview
35. Publish the page component.
36. Verify changes in a browser.

1.21 News Listing

Description

This component will be deprecated. Instead, use the new News feature.

Usage:

More info:

- The News listing component allows you to show case the latest news and link to content pages of those news.
- The component allows the user to filter news items in the list and also complete a search within the list.

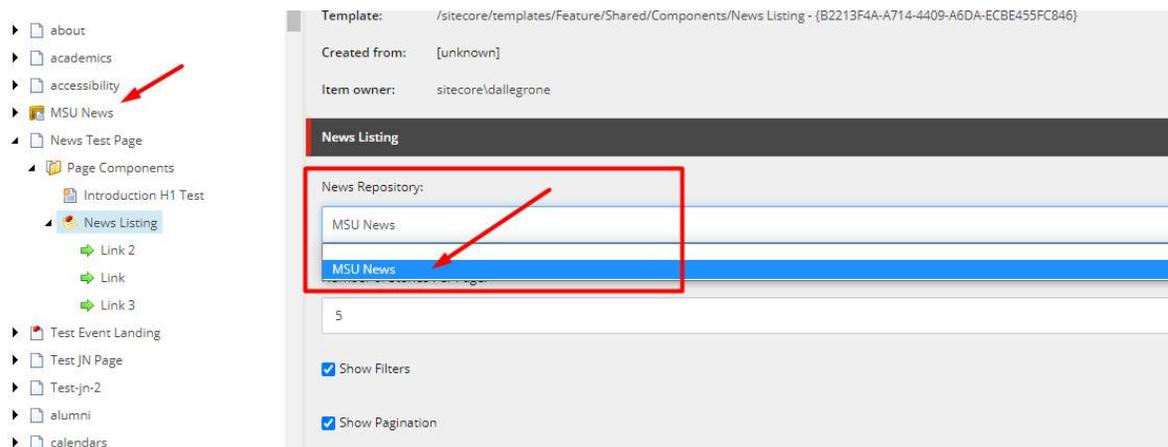
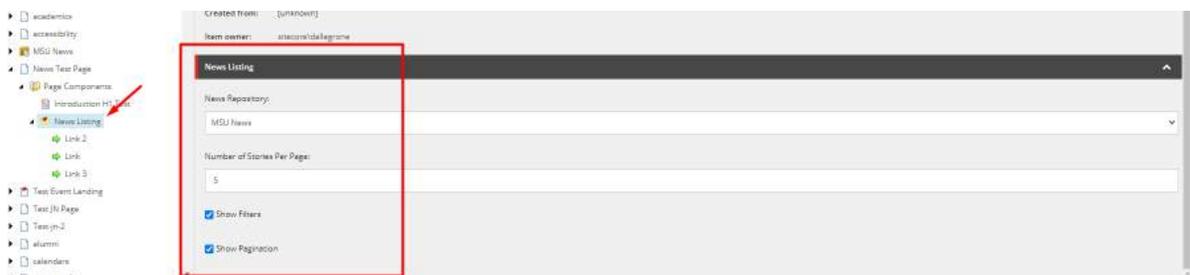
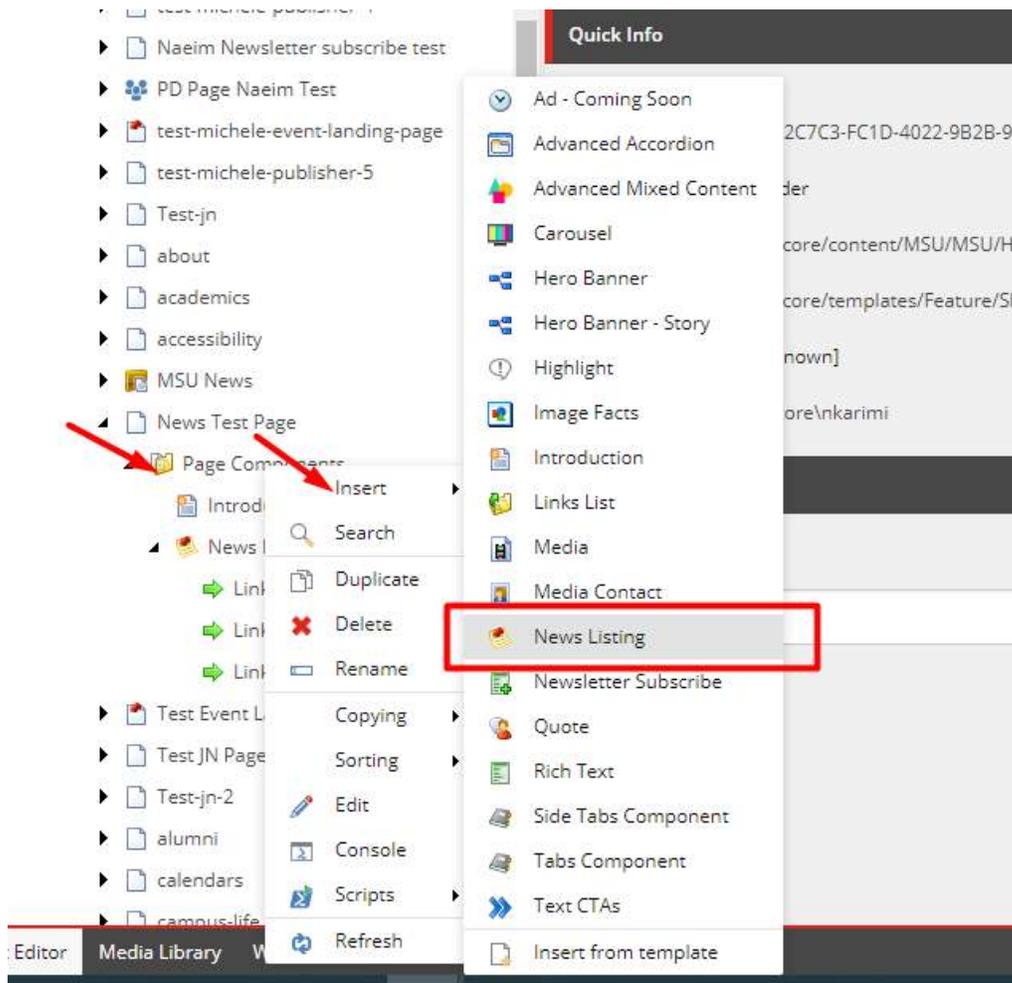
Example:

STEPS: To create a news listing component follow these steps:

1. Navigate to the "Page components" folder that corresponds to the respective page
2. Right click and then select insert to expand the "Insert menu"
3. Select the "News Listing" item from withing the Insert menu

Once the News Listing component is added, you can now configure it:

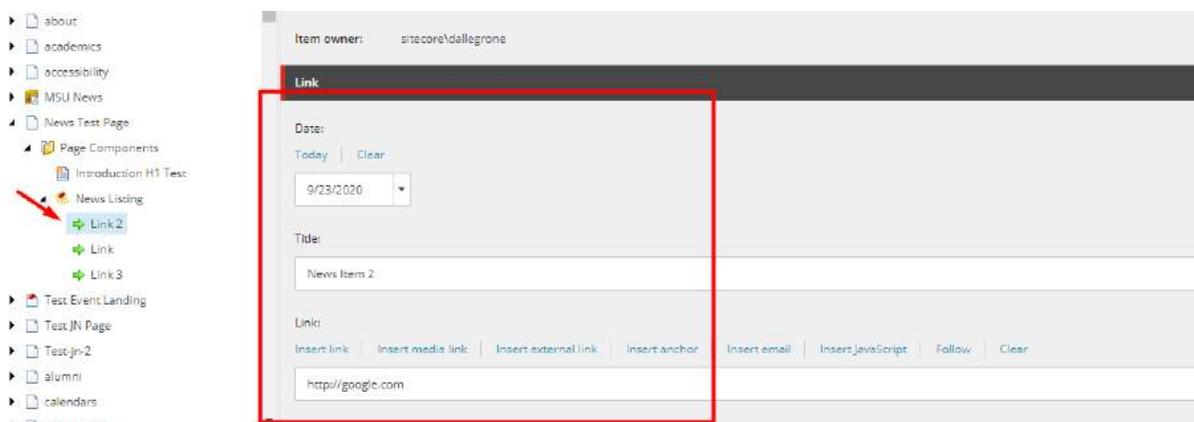
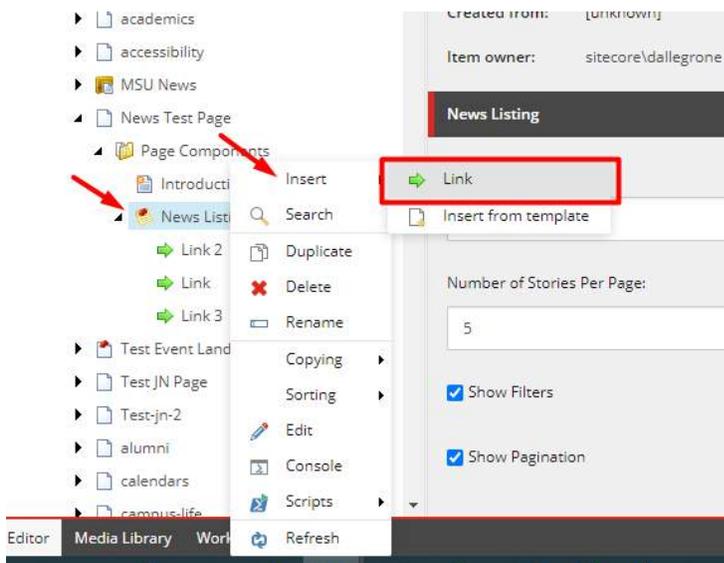
4. You can select the news source from the "News Repository" field
5. Then you can define the number of stories you want to appear per page
6. Filters & Pagination can be displayed by checking the respective "Show" checkboxes



You can add external news sources to the News listing component by following these steps:

1. Right-click on the News listing component
2. Select Insert to expand the “Insert menu”
3. Select “Link”, each link corresponds to an external news item
4. Populate the following fields:
 - Date
 - Title
 - Link

Note: If Date field is left empty it will not be displayed and the news items will bubble to the top of the listing.



1.22 Newsletter Signup

Description

MSU.edu and MSUToday use only.

Usage:

More info:

- To add Newsletter Signup to a page, CA must first add a Signup Grid.

Example:

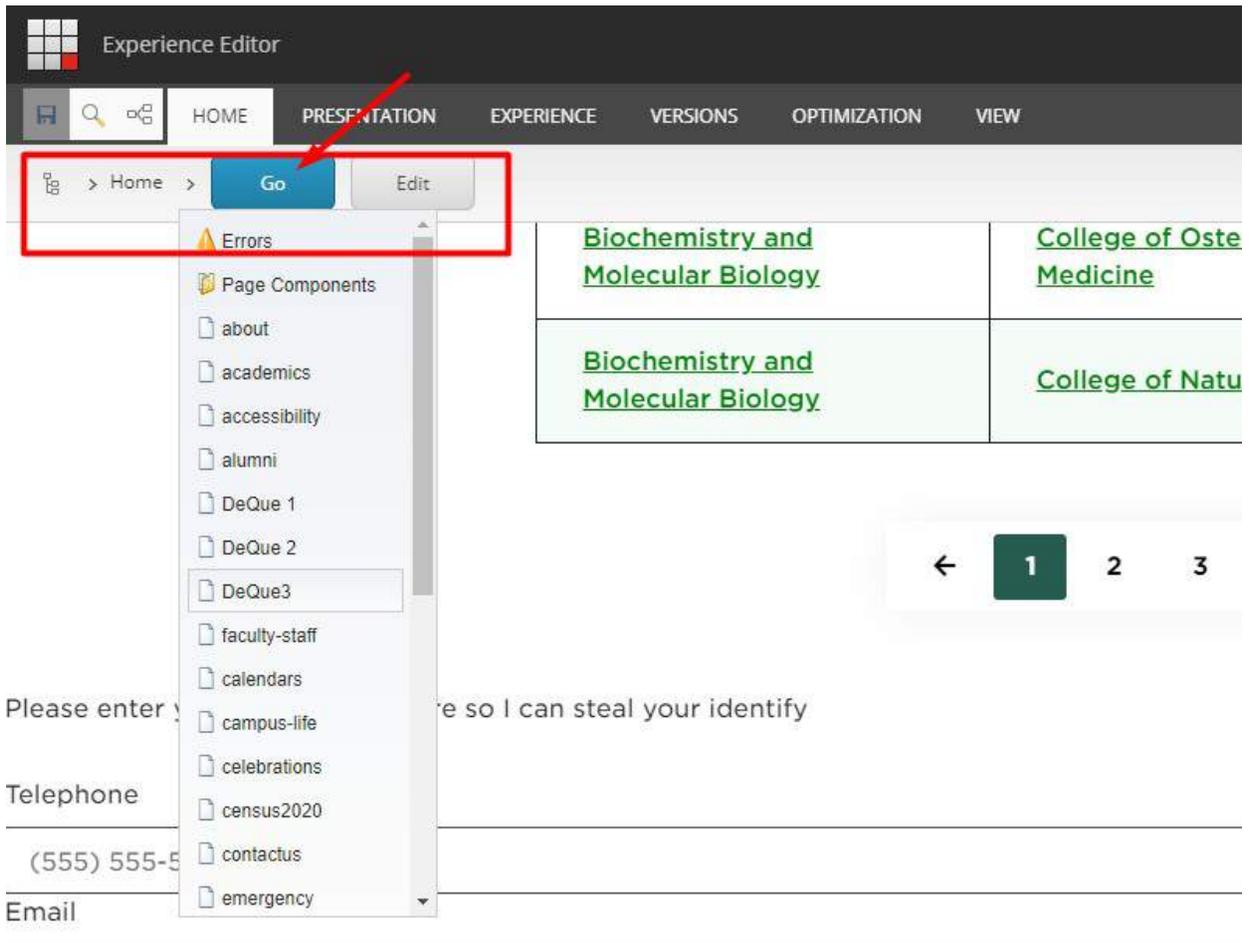
Stay connected

Subscribe to MSUDaily and MSUToday Weekly to receive timely news, groundbreaking research, inspiring videos, Spartan profiles and more.

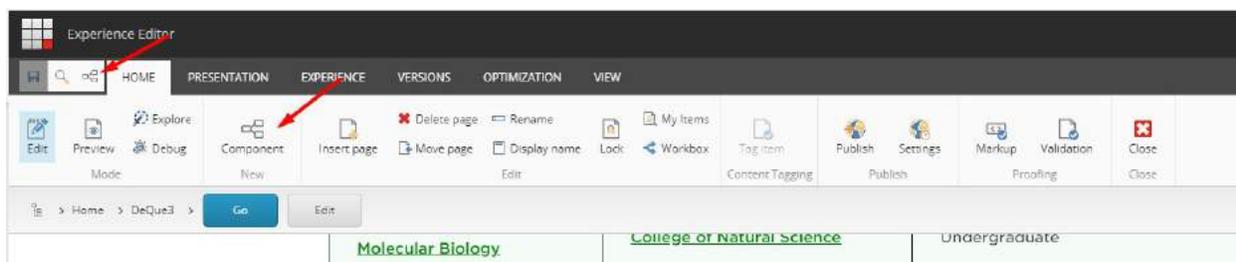
Email address

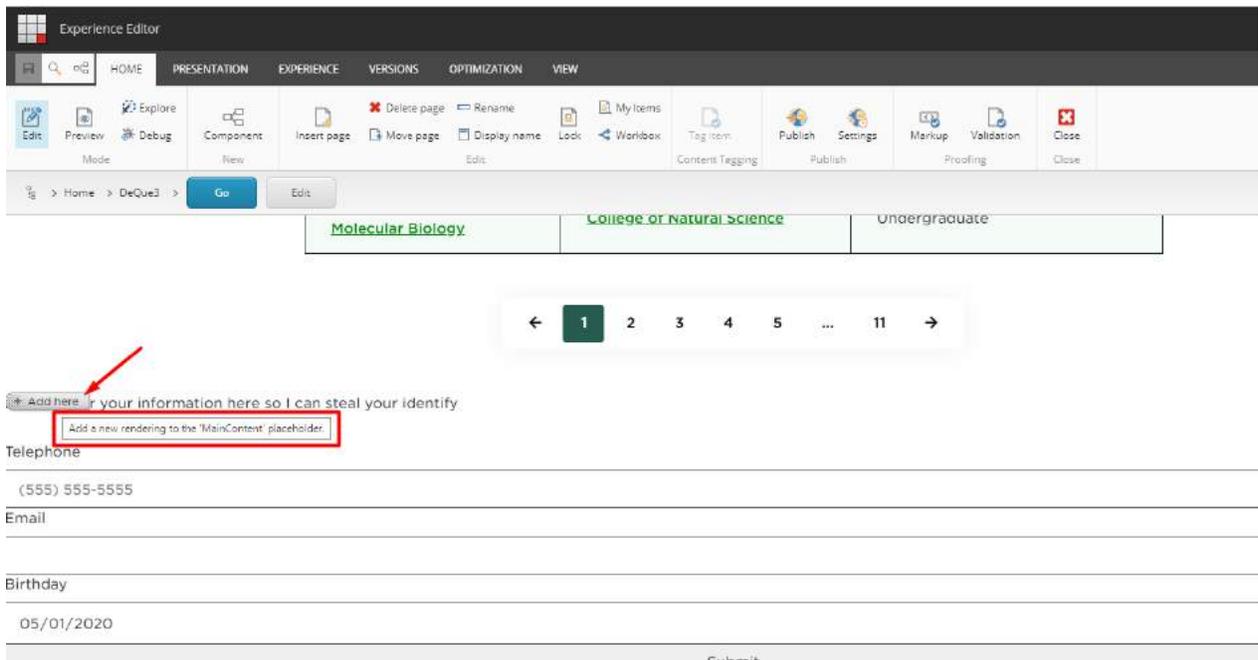
STEPS: In Experience Editor navigate to the page you wish to add the Newsletter Signup to.



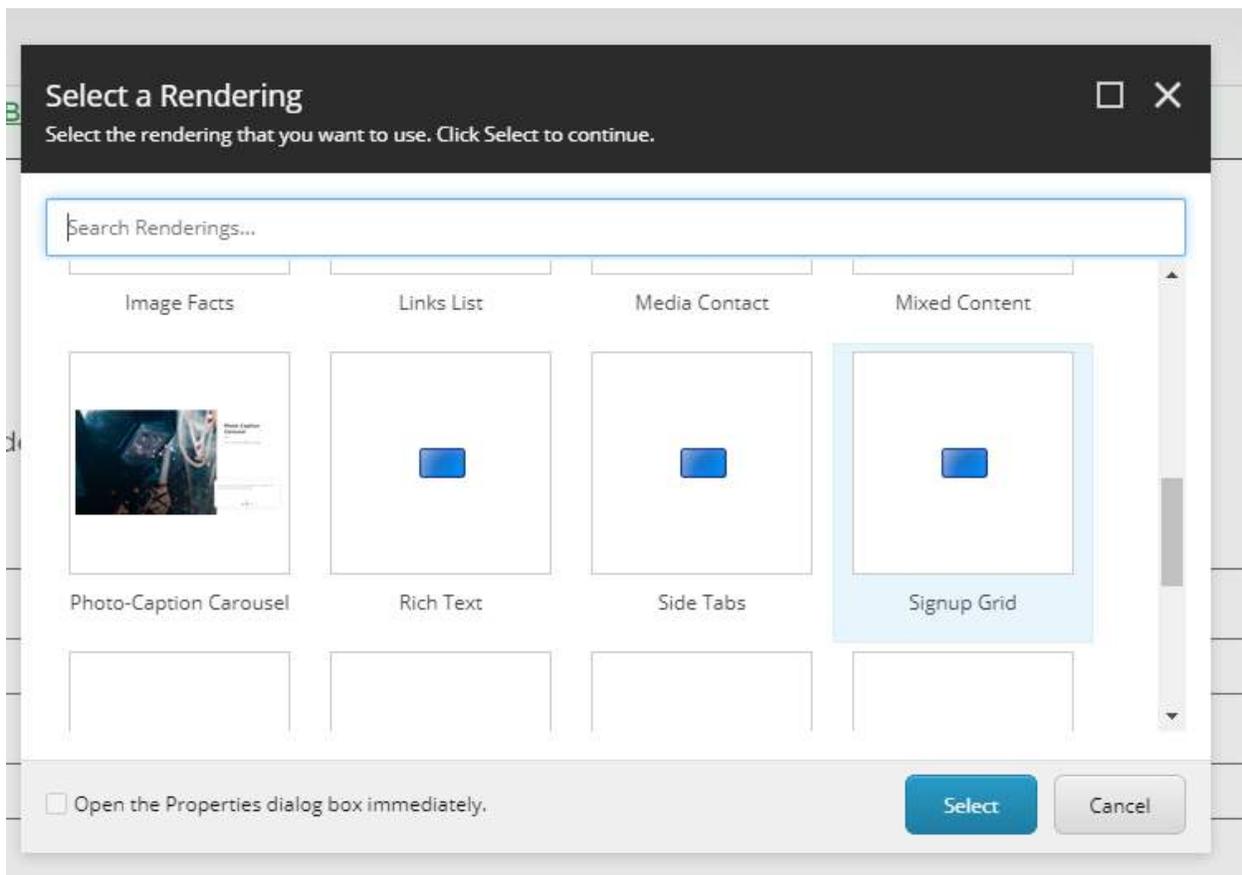
Click on Add Component



Click on the “Add here” for the MainContent

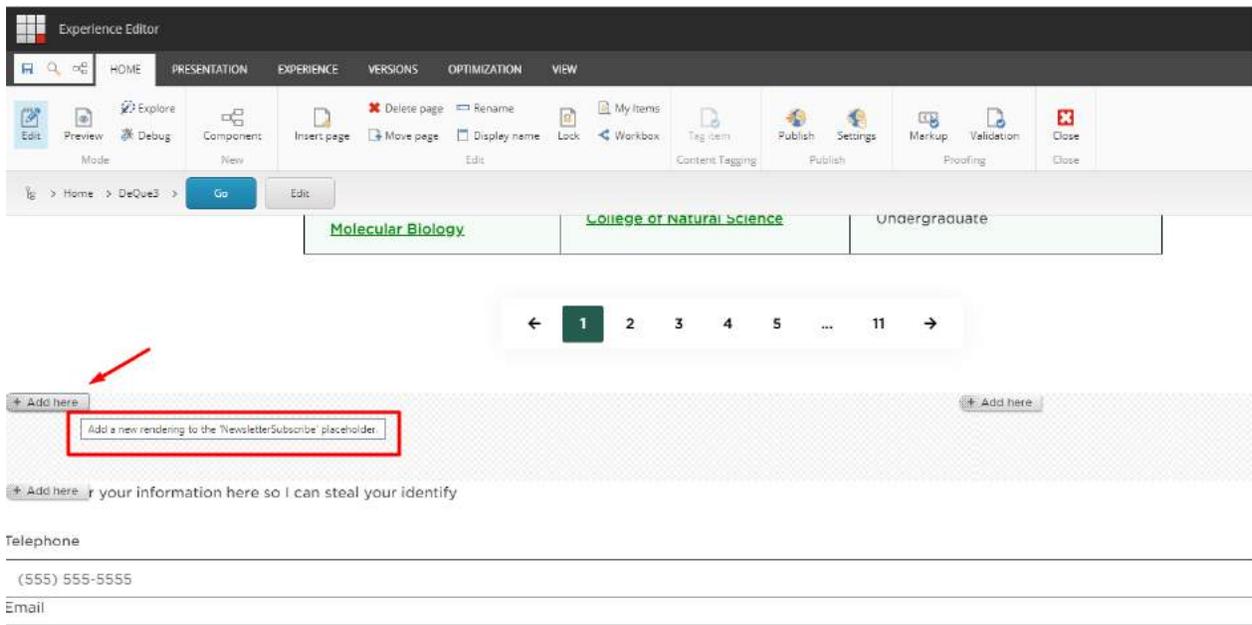


Select Signup Grid

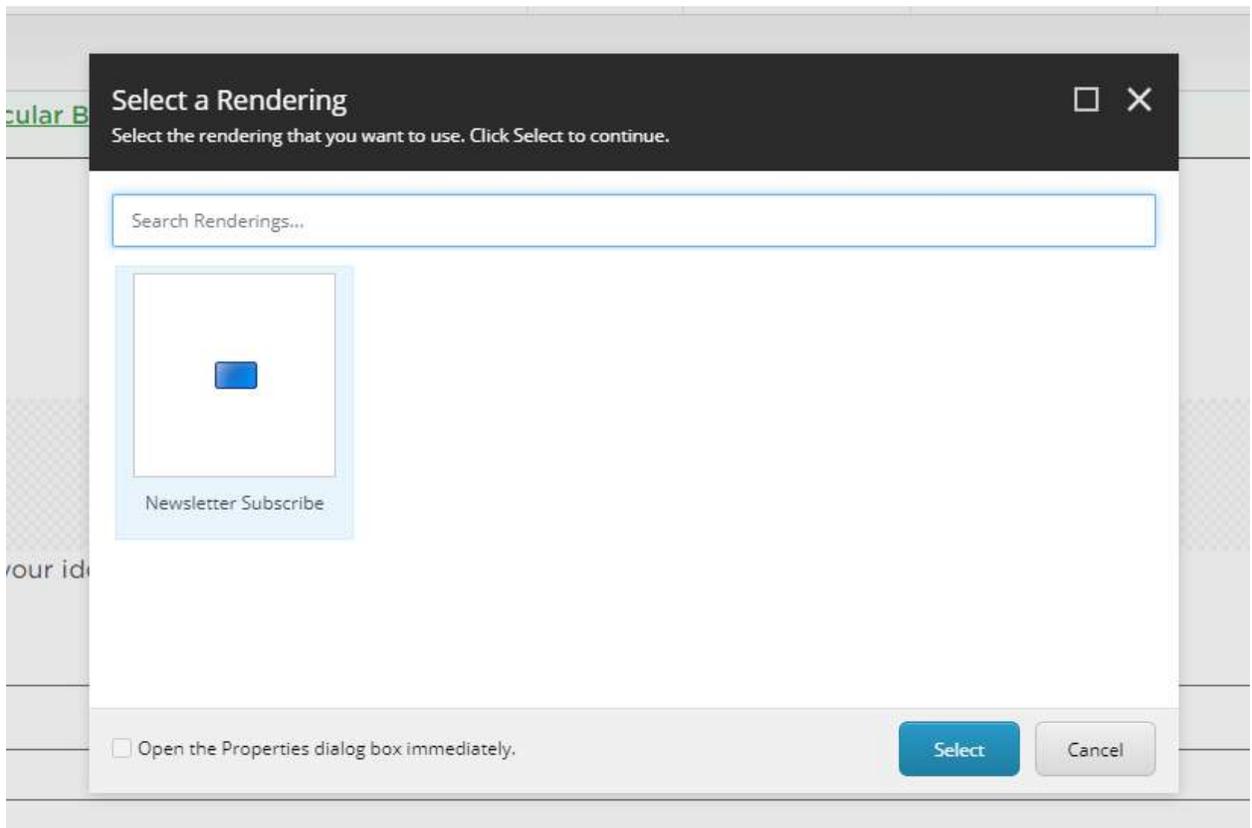


Select the Signup Grid, then click on Add Component icon again, for the Newsletter Signup click on NewsletterSubscribe “Add here”. To make sure you are clicking on the correct “Add here” hover over the button

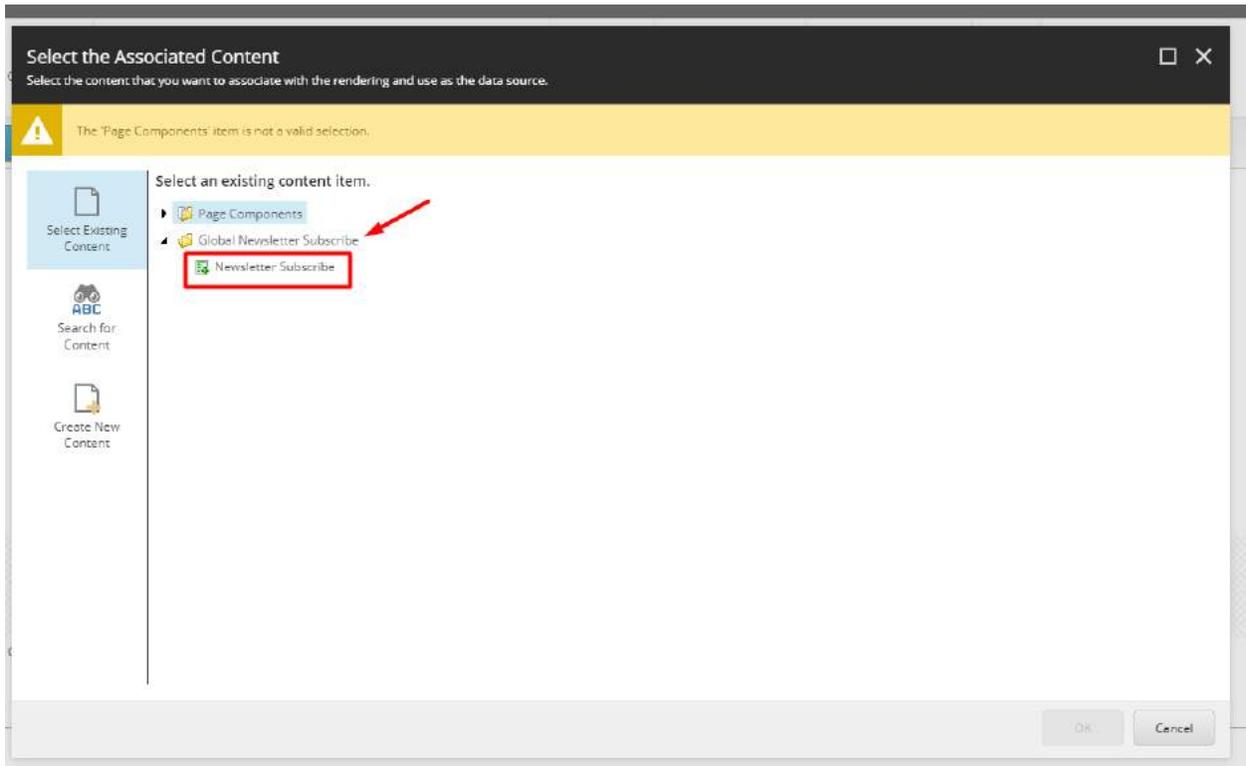
and hold for the tooltip which should display as per the image below.



Click on Newsletter Subscribe



Click Select and then link to Newsletter Subscribe under Global Newsletter Subscribe folder.
 Click Select.
 Make sure to Save. Publish as needed.



1.23 Newsletter Signup Configuration

Description

Usage:

More info:

- Configuration...
- Also called Newsletter Subscribe in Page Components dropdown list (Insert)



For Admins: TBD

STEPS:

1.24 People Directory

Serves as a landing page on which the visitor can view a list of the people being featured on the site

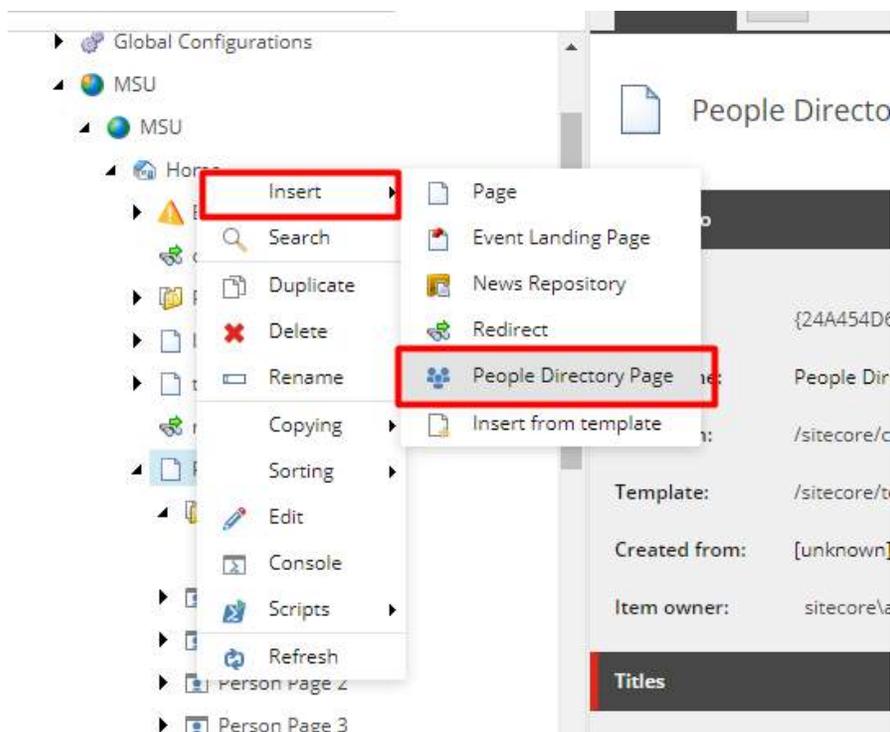
Usage:

More info:

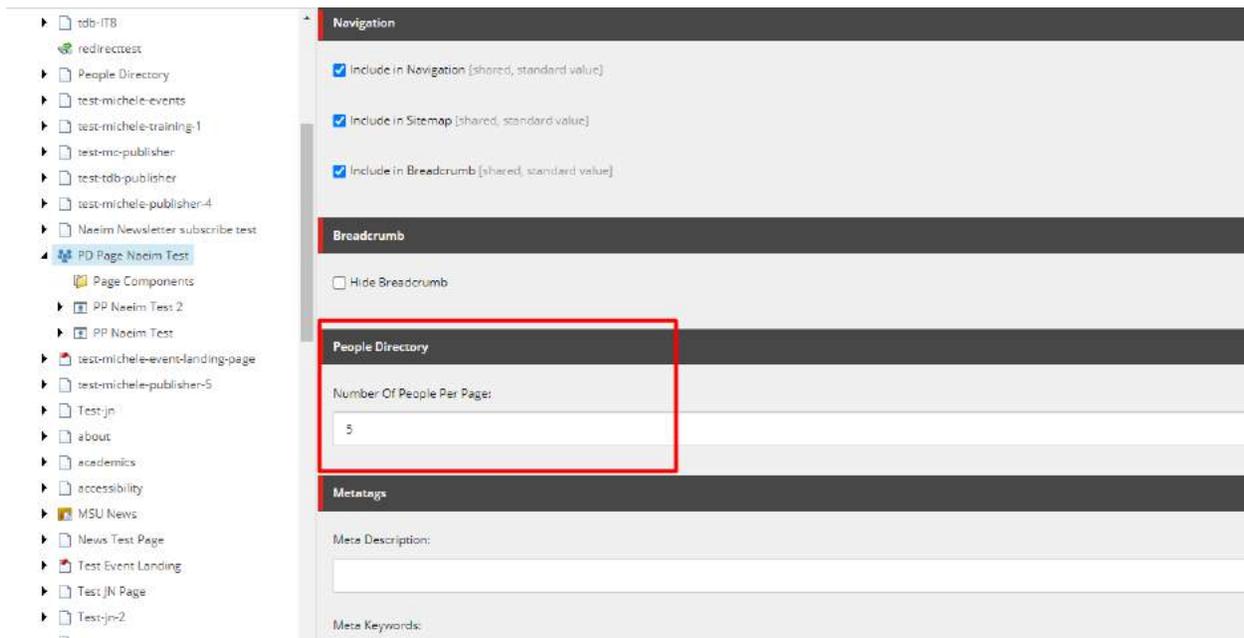
Example:

STEPS: To create a People directory page:

1. Right click the site's "Home" node and select INSERT > People Directory Page
2. Give it a unique name



3. In Titles section, enter Page Title, Navigation Title and Browser Title
4. In People Directory section, define the number of people to display per page of the Directory landing page (for pagination purposes).



5. SAVE the page.

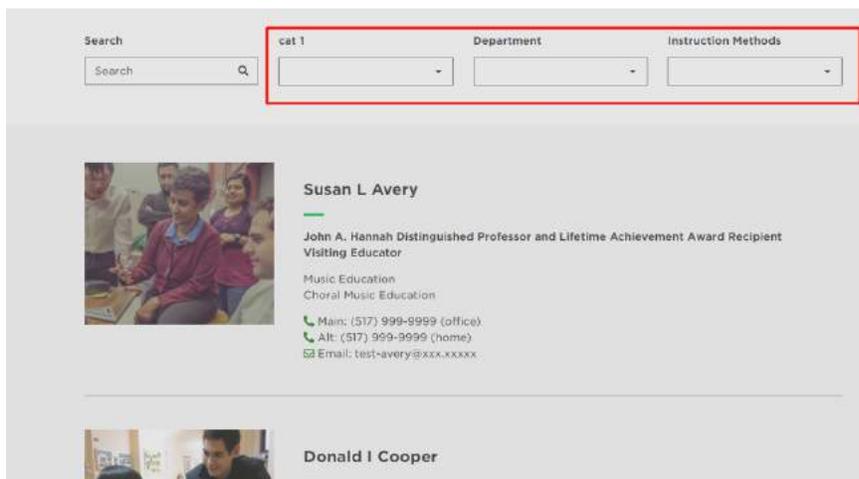
Next: Continue by setting up categories (filters) and people detail pages (profiles).

1.24.1 Categories (For Admins)

More info:

- Dynamic categories (max. 3) display on the People Detail pages during page edit where Content Editors can assign one or more values for each category.
- Categories display on the page and allow the visitors to filter page content (i.e. people profiles to display).
- If none of a category’s values are selected in any of the People Detail pages, the category is not displayed on the People Directory page.
- Only Sitecore Administrators can modify the site’s categories.

Example:

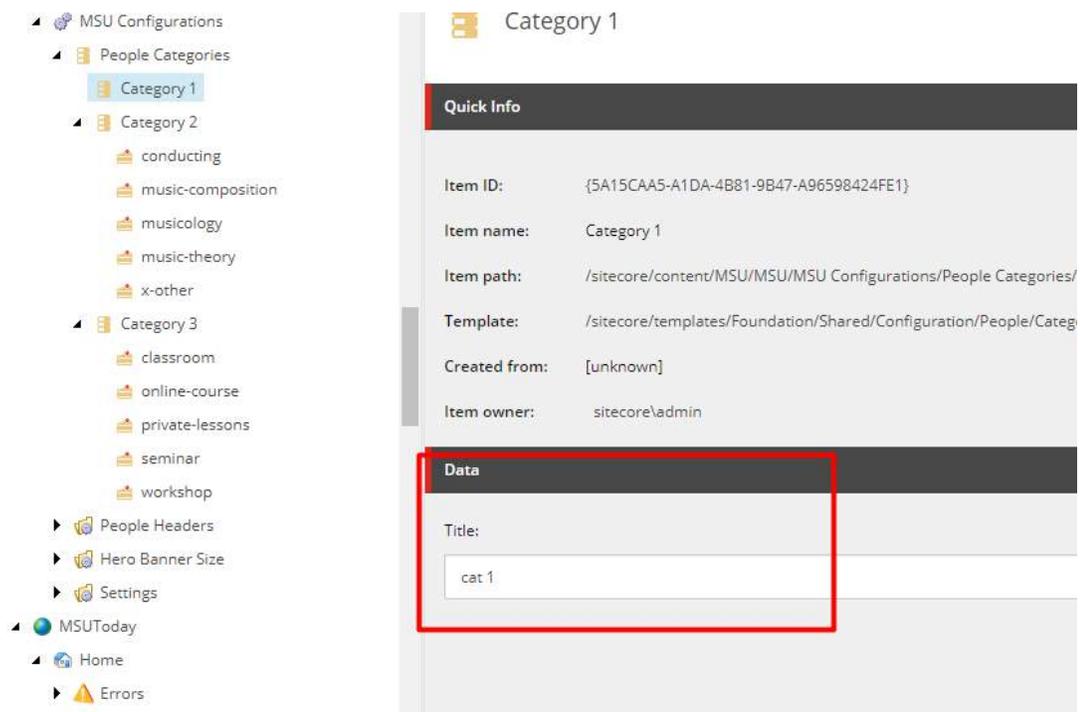


STEPS: To modify Categories that will be used as Directory filters by visitors:

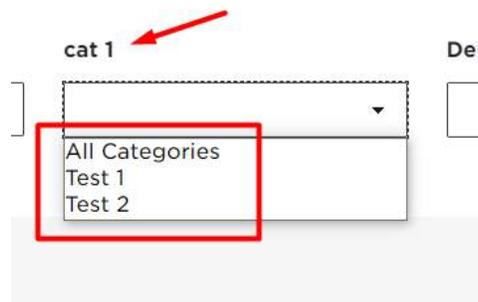
1. Navigate to */sitename* Configurations/People Categories in the content tree.
2. Click People Categories to expand – you should see Category 1, 2 and 3.

IMPORTANT: Do not delete or rename “Category 1”, “Category 2” or “Category3” items. If you do not want to use one of the Categories, simply remove any category values, then clear the Category’s Title content, SAVE.

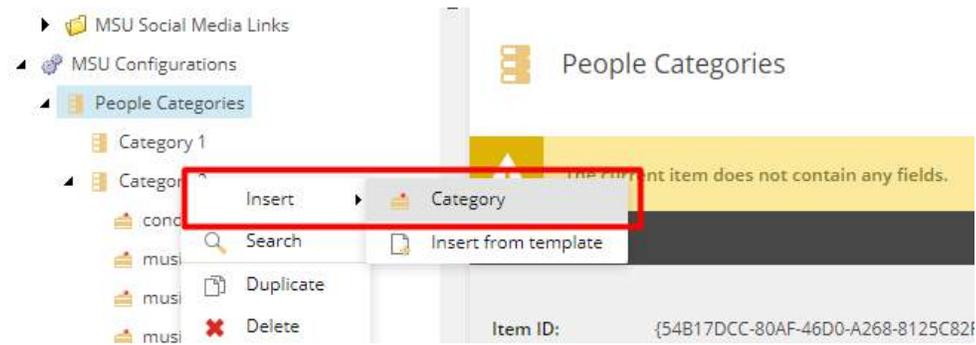
3. For each Category to be used, enter a Title.



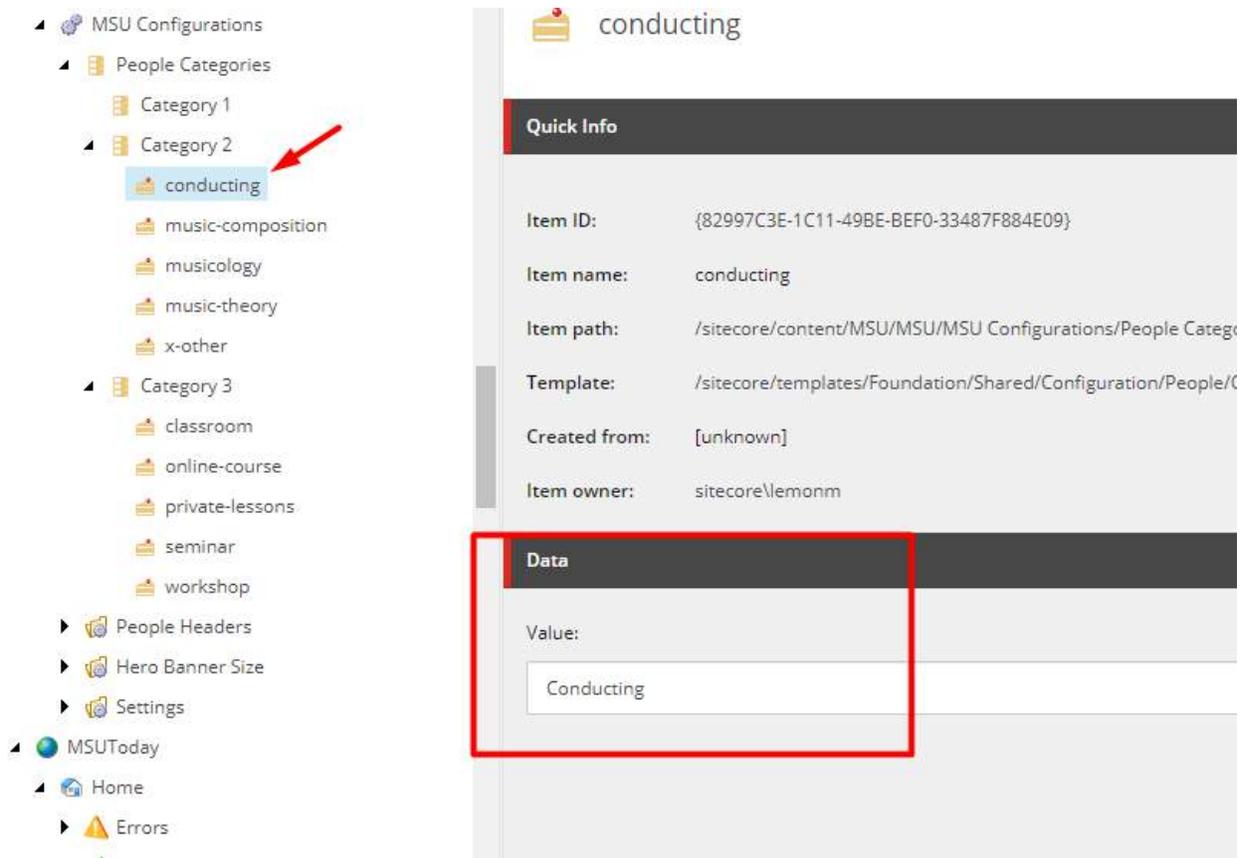
Category displays during People Detail page edit and to visitors on the Directory landing page as the title of Category dropdown lists of values used to filter displayed content.



4. To ADD a category value:
 - a. Click the category, right-click it and select INSERT > Category.
 - b. Give it a unique name
 - c. Enter a Value that displays to visitors in a dropdown selection list and SAVE.



5. To CHANGE a category value:
 - a. Select (click) a category to expand it
 - b. Select a value and modify the Value field, then SAVE.



1.24.2 People Details Page

The People Detail page consists of contact information fields and rich text components for content such as Biography, Curriculum Vitae, Area of Expertise, etc.

The contact information fields are entered in Content Editor.

The rich text components are first added to the page in Experience Editor, then content is added in Content Editor. For consistency between pages, the title of each rich text section can be selected from a dropdown list of predefined values stored in the site's Configuration node:

`/sitecore/content/MSU/sitename/sitename Configurations/People Headers`

These predefined headers are created and modified by Sitecore Administrators.

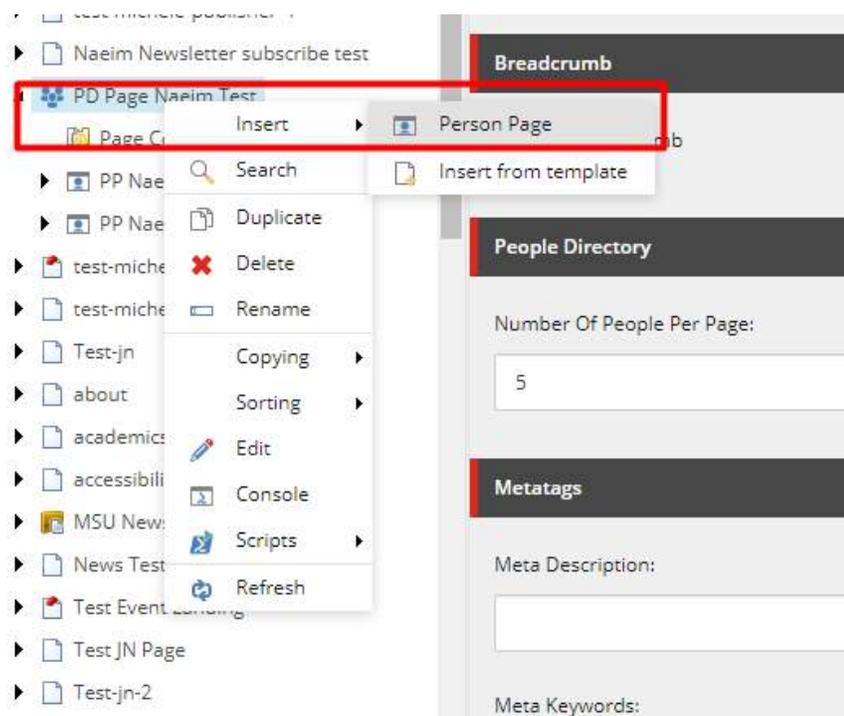
More info:

- The People Detail page is added as a child of the People Directory page.
- The People Directory page lists all People Detail page, filtered by what the visitor selected in the Category dropdown lists.
- The specific information displayed for each People Detail page is controlled by the template; you cannot alter which fields are displayed.
- Use of predefined rich text section headers is not required but is preferred.
- Components that can be added in the PersonBody area: Advanced Accordion, Header, Advanced Mixed Content, Rich Text, Social CTA, and Tabs.

STEPS: To create a People details page with contact information:

1. In the content tree, right-click the People Directory node and select INSERT > Person Page.

Choose a naming convention and be consistent. Example: last-first



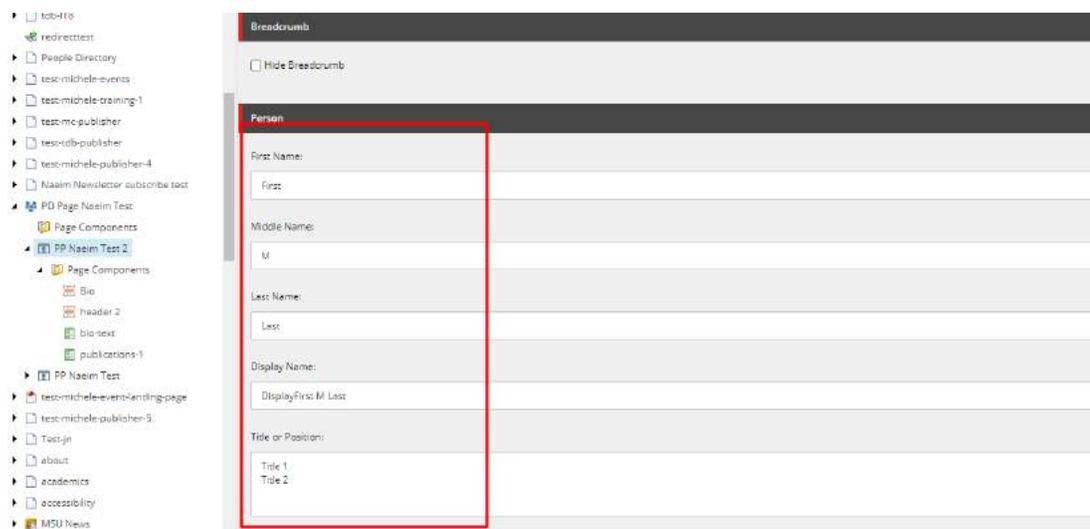
2. Enter Page Title, Navigation Title and Browser Title.
Be consistent with format – first, middle and last name; honorifics, degrees, etc.
3. Enter Person fields:
 - a. First Name
 - b. Middle Name

- c. Last Name
- d. Display Name (Directory Page)
- e. Title or Position (2 lines, Directory page)
- f. Department or Group (3 lines, Directory page)
- g. Photo (Directory Page)
- h. Affiliation
- i. User Defined

- j. Contact Information
 - a. Phone (2 lines, Directory Page)
 - b. Email (Directory Page)

- k. Place

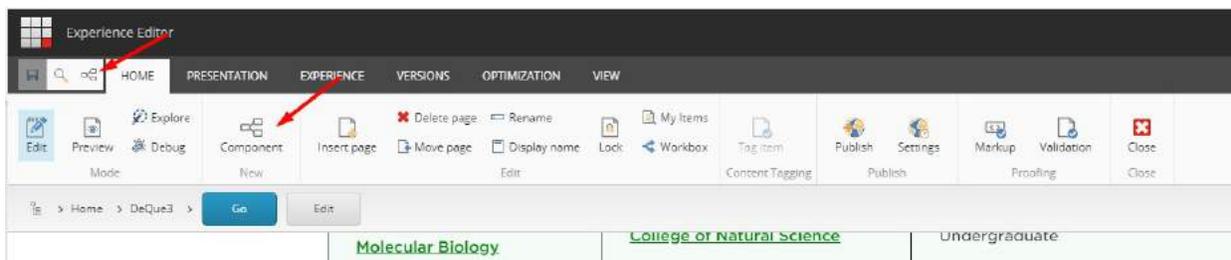
- l. Category 1 thru Category 3



STEPS: To populate the people details page with content, insert these components under the “Page components folder”:

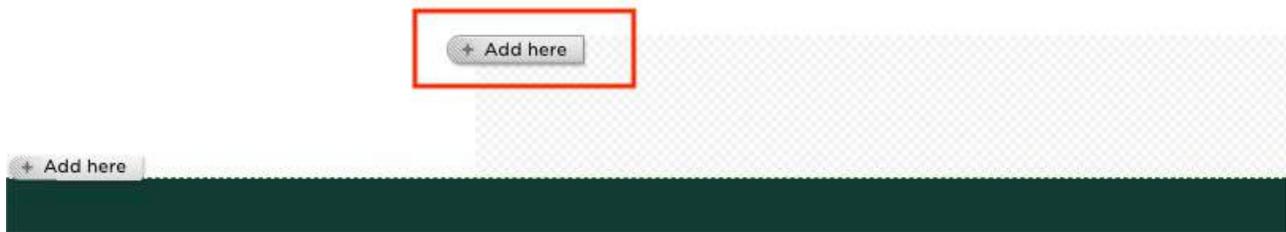
In Experience Editor:

1. Click Add Component icon (upper left).



2. Click “Add here” for “PersonBody” area – hover over “Add Here” to see where the component will be added.

To verify that you are clicking the correct “Add here” location on the page, hover over the button and hold for the tooltip that displays.
Do NOT select “MainContent” location or the page will not display correctly.



3. Add a Header component and Rich Text component for each section of content to be included on the page. Specify “Create New Content” as the data source.
4. When all components are placed on the page, SAVE and close the EE tab.

In Content Editor:

5. Click the “Page components” folder to expand it.
6. For each Header component, in the Header section, select the appropriate predefined header text in the dropdown menu. SAVE.

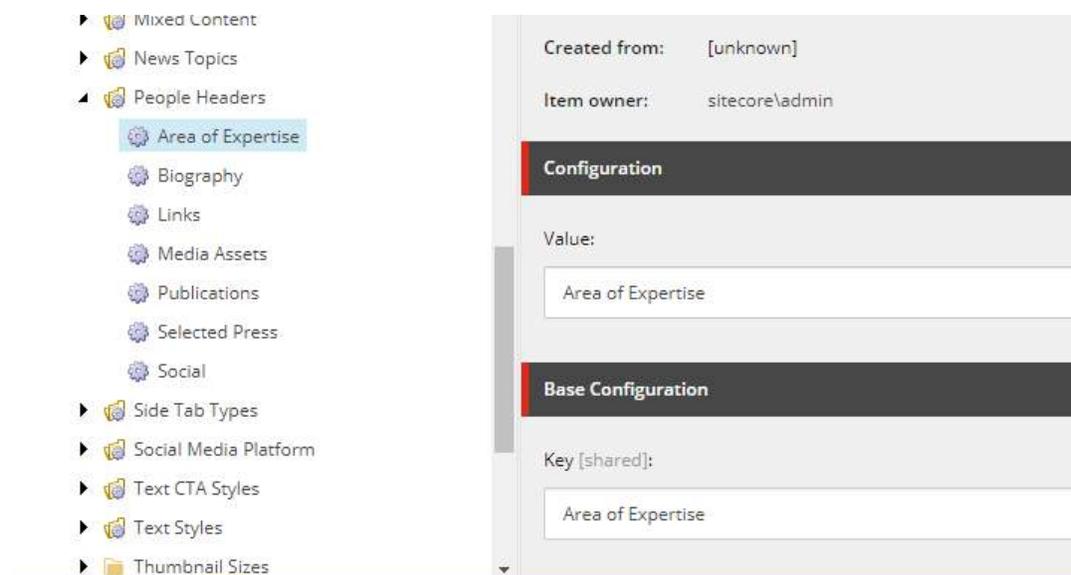
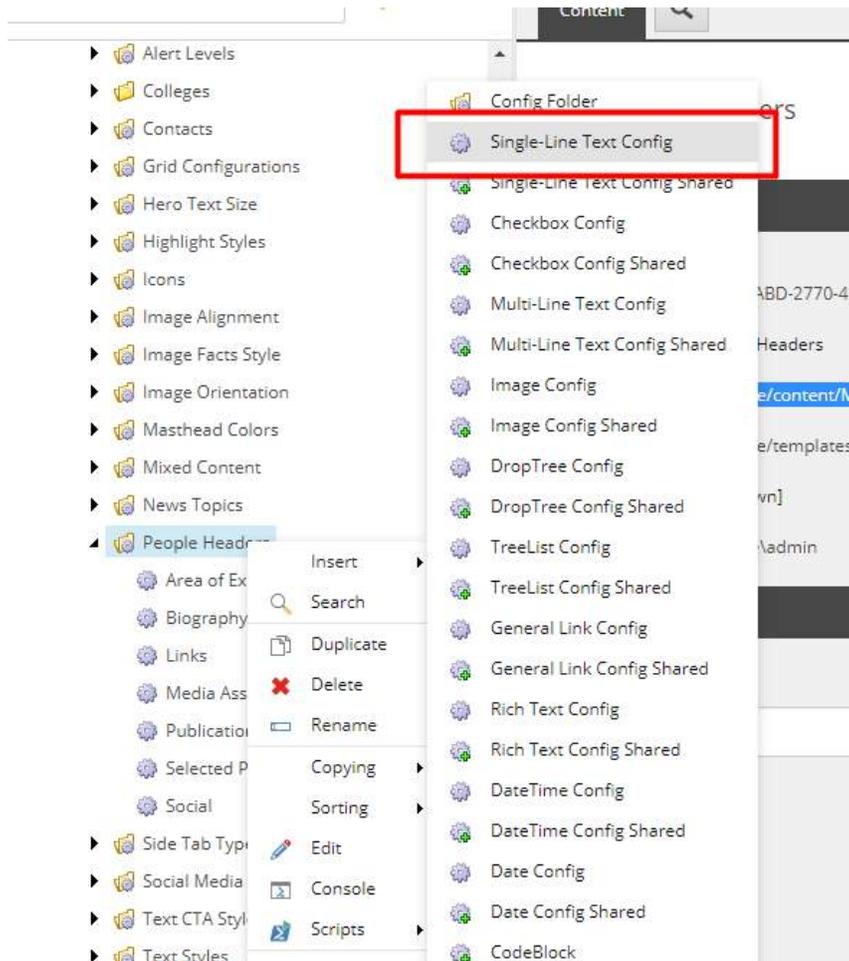


7. For each Rich Text component, enter appropriate section content. SAVE.
8. Publish the changes.

1.24.1 People Details Page – Header values (For Admins)

ADMINISTRATORS ONLY: To create a new header, follow these steps:

1. Navigate to /sitecore/content/MSU/sitename/sitename Configurations/People Headers
2. Right click on the folder
3. Select Insert to display the menu
4. Select “Single-Line Text Config”
5. Enter the Key and Value fields



1.25 Photo-Caption Carousel

Description

Usage:

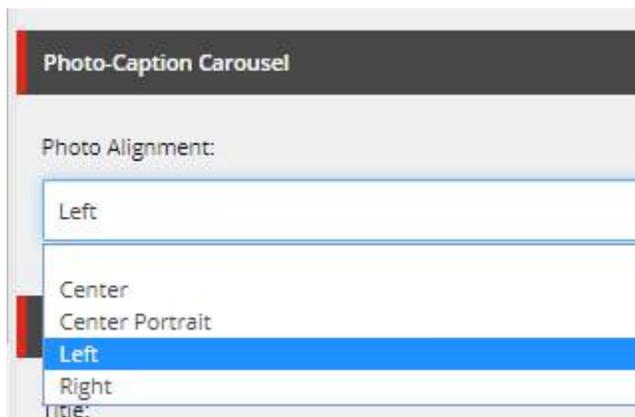
More info:

- This component is global. There are four variants for this component:
 - Center
 - Center Portrait
 - Left
 - Right

Example:

STEPS: To add or modify the content (data) for the component:

1. In Content Editor navigate to the component under the Page Components folder of your page and select the Component in the tree.
2. In the right pane, select the Photo Alignment



- a. If you are selecting either the Left or Right alignment the Title and Description fields will be displayed
- b. Horizontal Line checkbox will display the green line between the title and description when checked

Item owner: sitecore\Admin

Photo-Caption Carousel

Photo Alignment:
Left

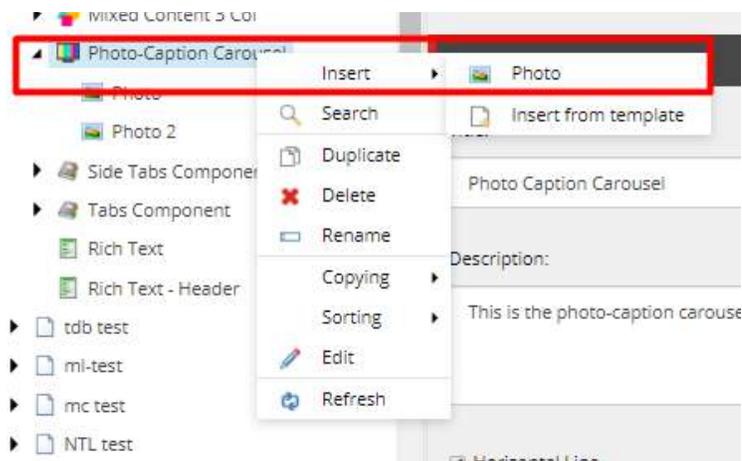
Intro

Title:
Photo Caption Carousel

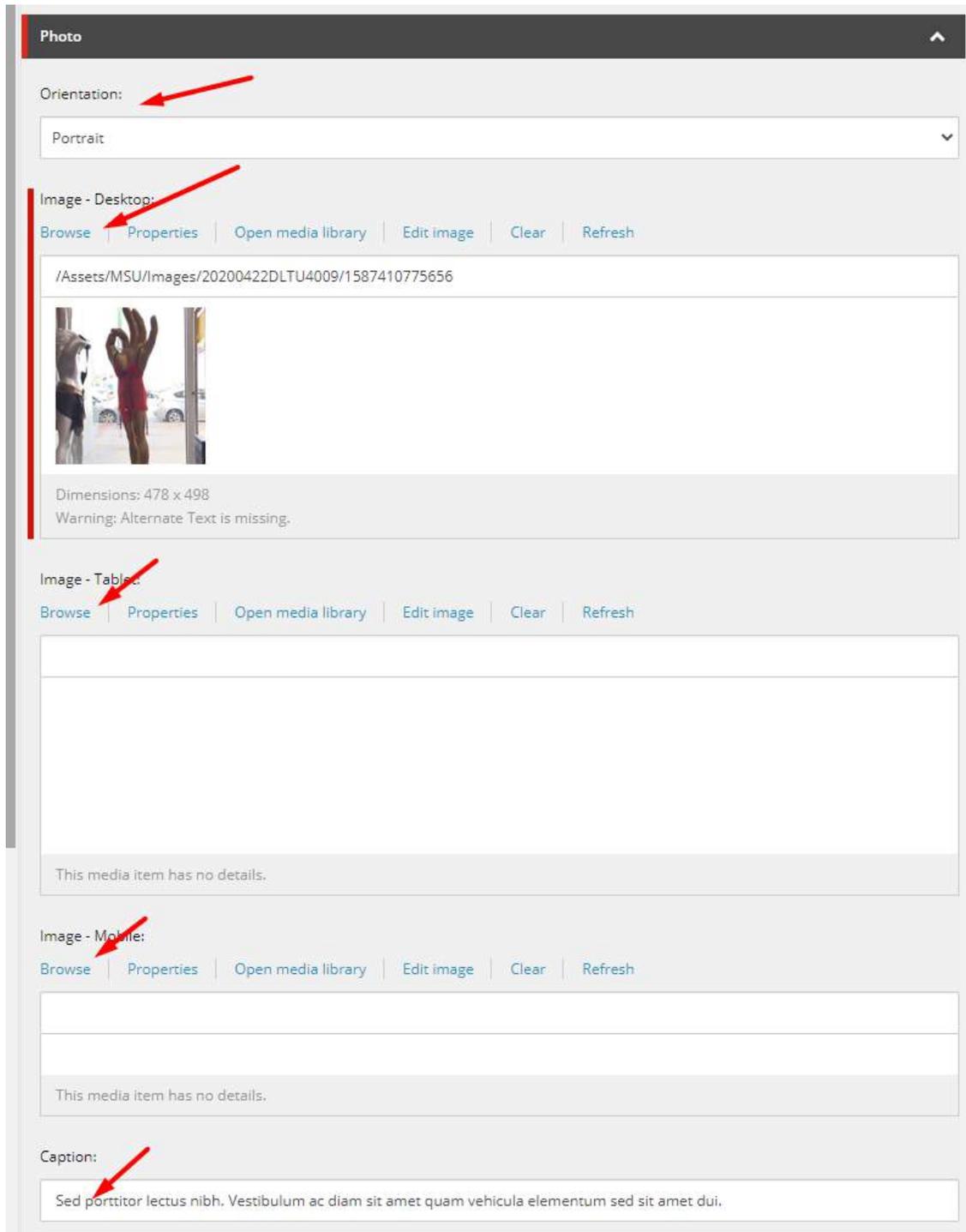
Description:
This is the photo-caption carousel.

Horizontal Line

3. Right click and select Insert > Photo



4. Choose the orientation of the photo you want to add.
5. Choose the Image for the various view ports. Desktop Image is mandatory and will be used for the view ports that do not have an image selected.



[Above photo is not correct for Caption field – recreate]

6. Fill in the Caption for the photo by selecting “Show Editor” to expand the Rich Text Editor
7. Repeat the above steps until all photos have been added
8. Make sure to Save and Publish the changes

1.26 Quote

Display a direct quotation and author

Usage:

- Display a quotation on any page

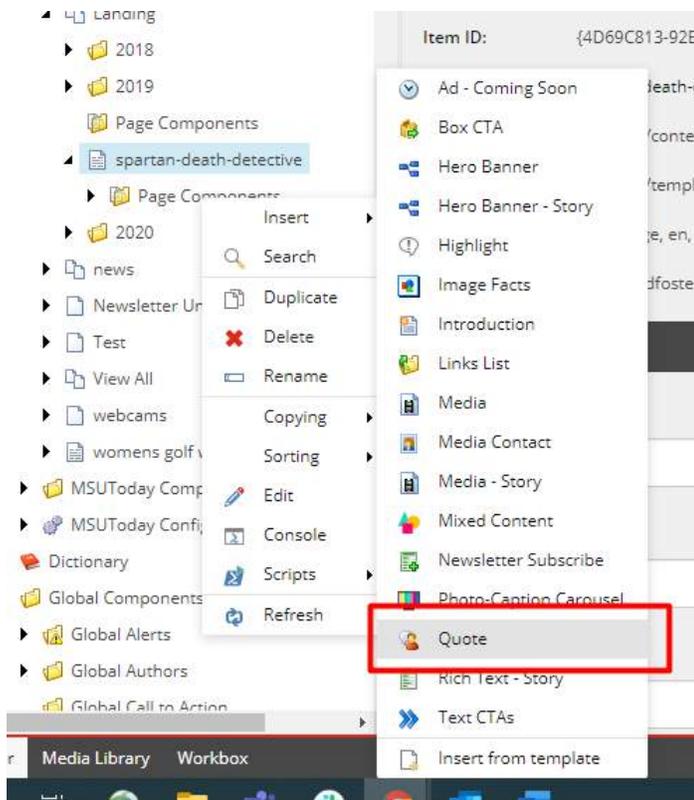
More info:

- Quote is the simplest component to use – it has only two fields and can be used globally, i.e. placed in site's Global Components and used as a data source in any components

Example:

STEPS: To add or modify the content (data) for the component:

1. In Content Editor navigate to Page Components folder of your page and right click. Select Insert>Quote



2. Give it a name
3. Click on the component and in the right pane fill in the appropriate fields

Item path: /sitecore/content/MSU/MSUToday/Home/Landing/Naeim Test Story/Page Components/Quote

Template: /sitecore/templates/Feature/Shared/Components/Quote - {D683EF5C-6D18-4424-A05F-BECAF956E05}

Created from: [unknown]

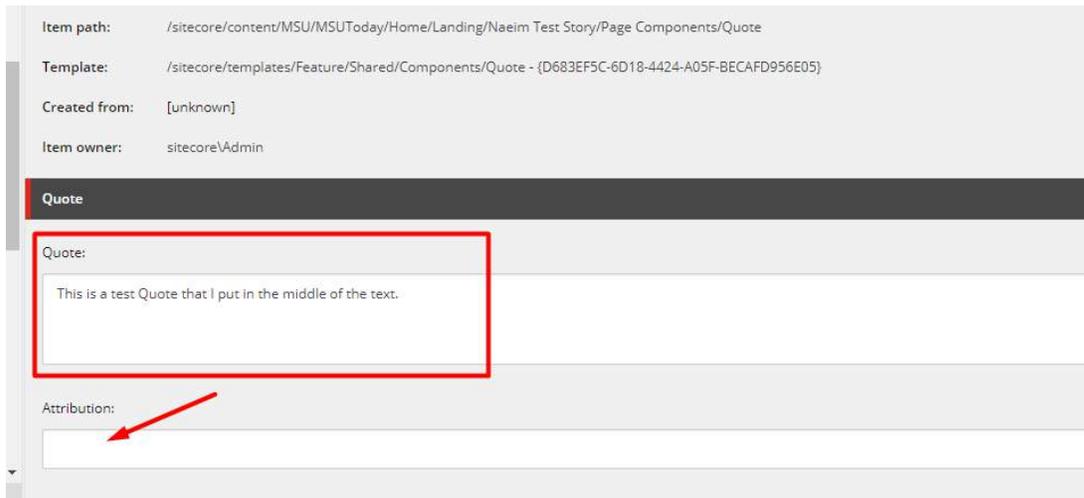
Item owner: sitecore\Admin

Quote

Quote:

This is a test Quote that I put in the middle of the text.

Attribution:



4. Save and Publish the changes

1.27 Rich Text

Add rich text content directly to a page. Rich text refers to text, formatting like bold and italic, HTML heading tags, images, media, files, videos, etc.

Usage:

More info:

- The Rich Text Component is global. There are three different variations.
 - Full Version – available for Body Content, Tabs and Accordions.
 - Modified Full Version – full version with additional functionality for the Story Page (discussed in the Story Page section)
 - Lite Version – provides a limited number of styling options
- Components that provide the Full Version rich text editor:
 - TBD

Example:

STEPS: To add a Rich Text component to a page:

In Content Editor:

1. In content tree, navigate to the Page Components folder of your page.
2. Right click Page Components and select Rich Text from the list of components.
3. Click Show Editor and enter content. Use any of the special features below.

As with any Rich Text component:

- Paste text as Plain Text
- Use SHIFT-ENTER to create blank lines
- Can add links, highlight text and apply Heading tags, change font size, etc.

4. SAVE

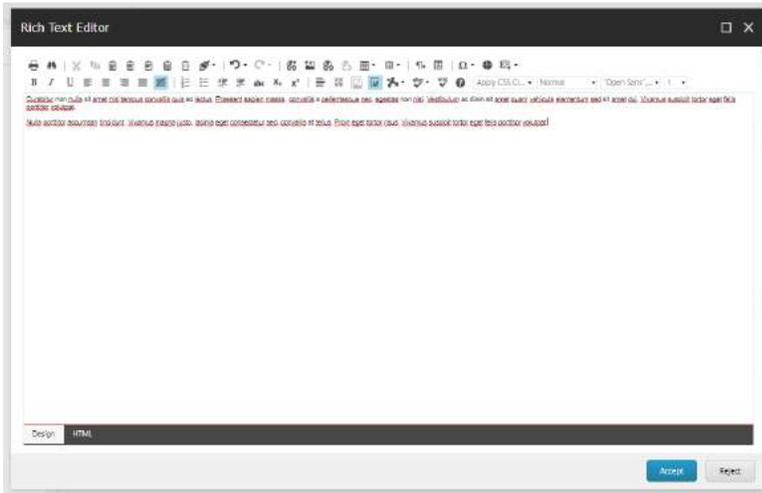
In Experience Editor:

5. Place the Rich Text component on the page
6. SAVE and close EE tab.

In Content Editor:

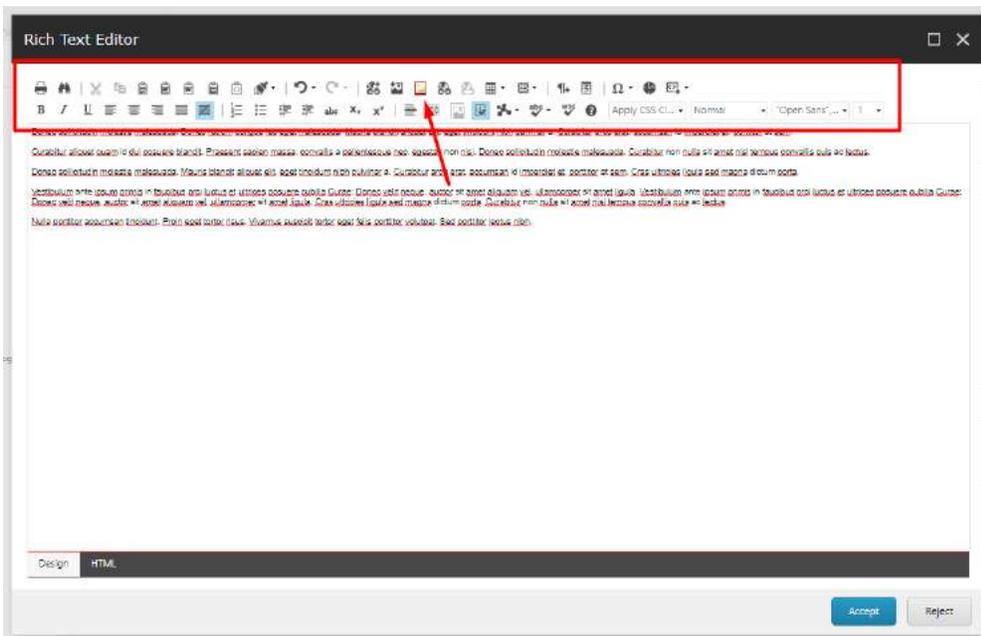
7. PUBLISH the component.

1.27.1 Rich Text Full Version



1.27.2 Rich Text Full Version – Story Template

STEPS:



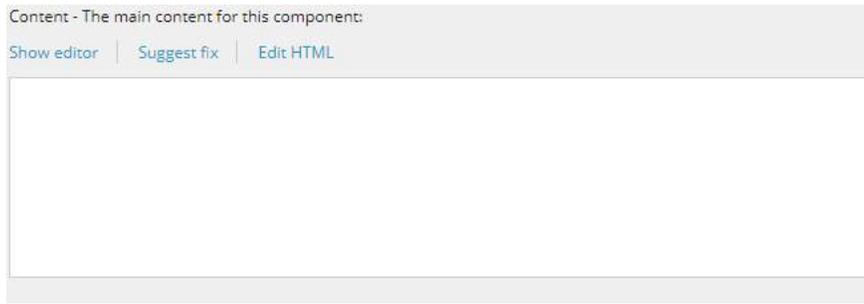
1.27.3 Rich Text Editor – 2-column

More info:

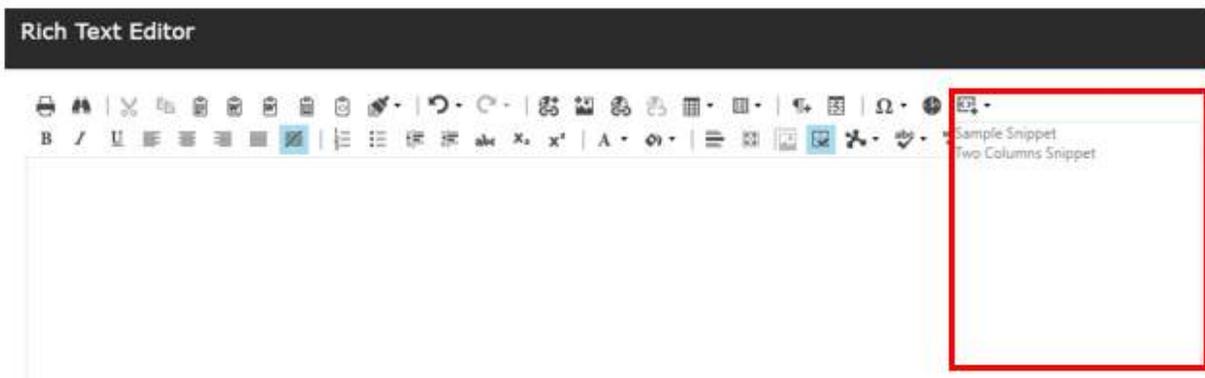
- The content author can split the rich text editor’s content into two columns, this feature is only available in Full version Rich Text Editors.

STEPS: To add the two-column layout to your rich text editor follow these steps:

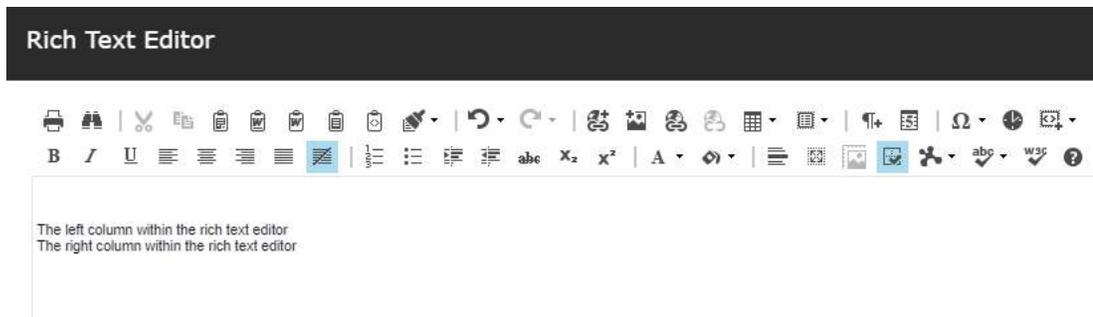
1. Click on “Show Editor” in the right pane of the content editor to open up the RTE



2. Click on the arrow next to the “Code Snippet” icon to expand the dropdown menu
3. Select the **Two Columns Snippet** from the dropdown menu



4. This will insert two placeholder items for you to insert the content for the columns respectively
5. Type in the desired text in the respective column



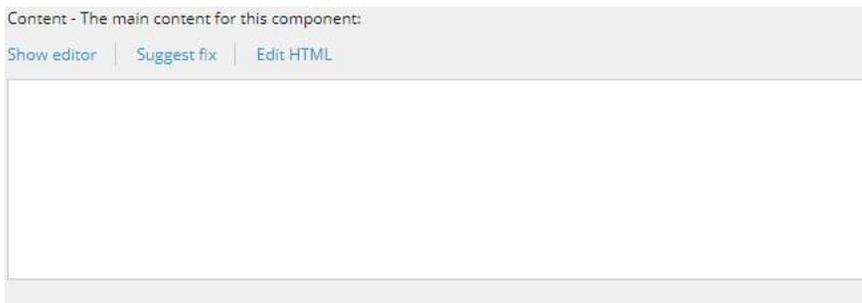
1.27.4 Rich Text Editor – Buttons

More info:

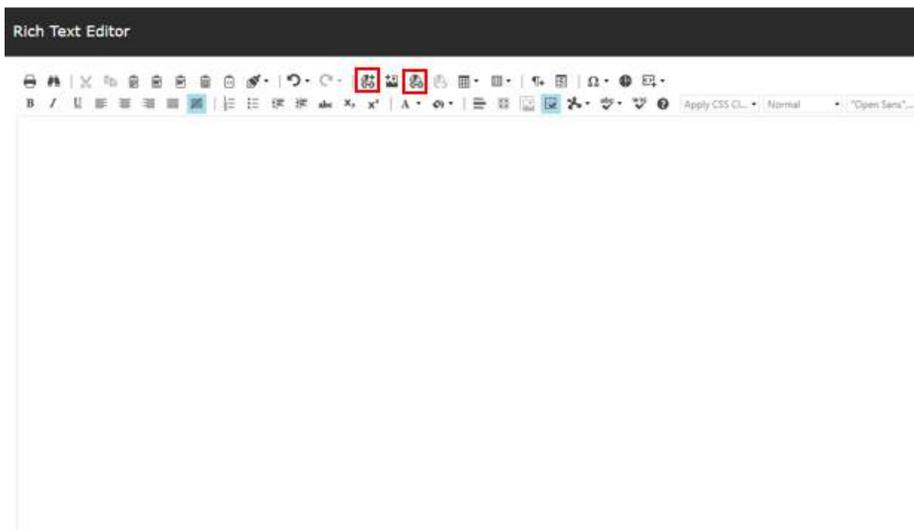
- The content author can add a button style CTA in the rich text editor.
- This feature is only available in Full version Rich Text Editors.

STEPS: To add the CTA button t to your rich text editor follow these steps:

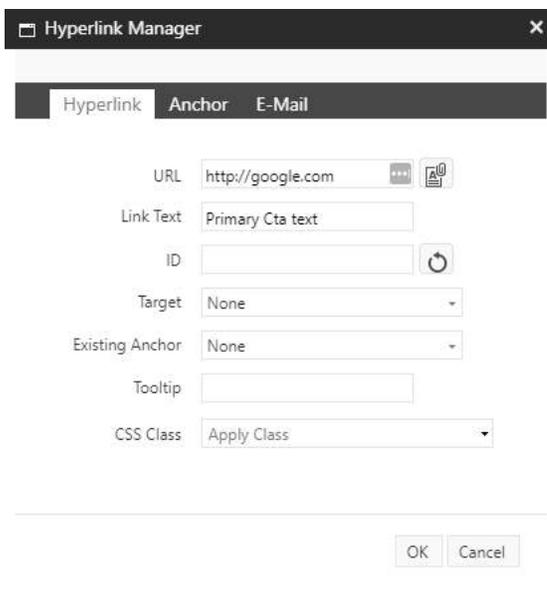
1. Click on “Show Editor” in the right pane of the content editor to open up the RTE



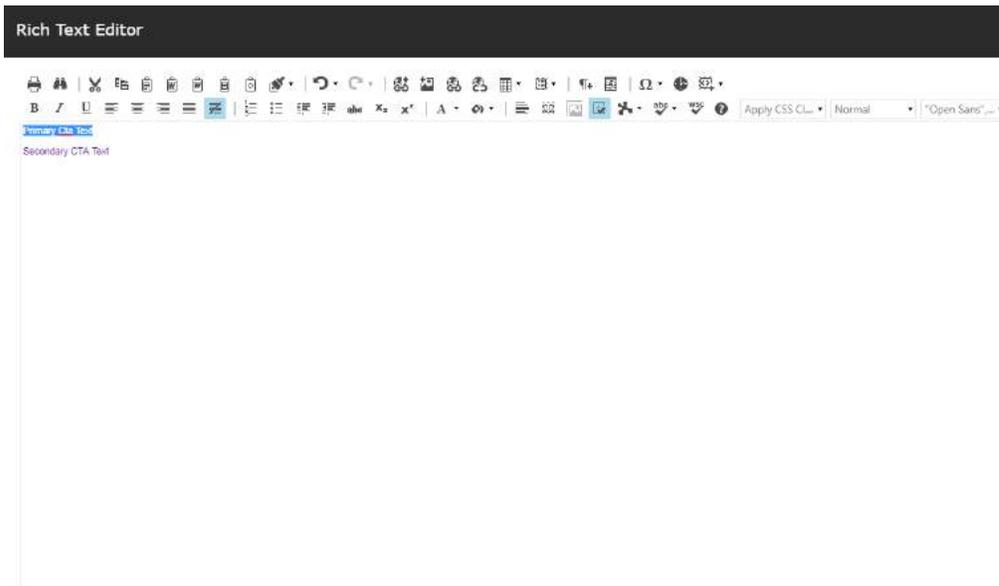
2. Insert a link (Sitecore or external link)



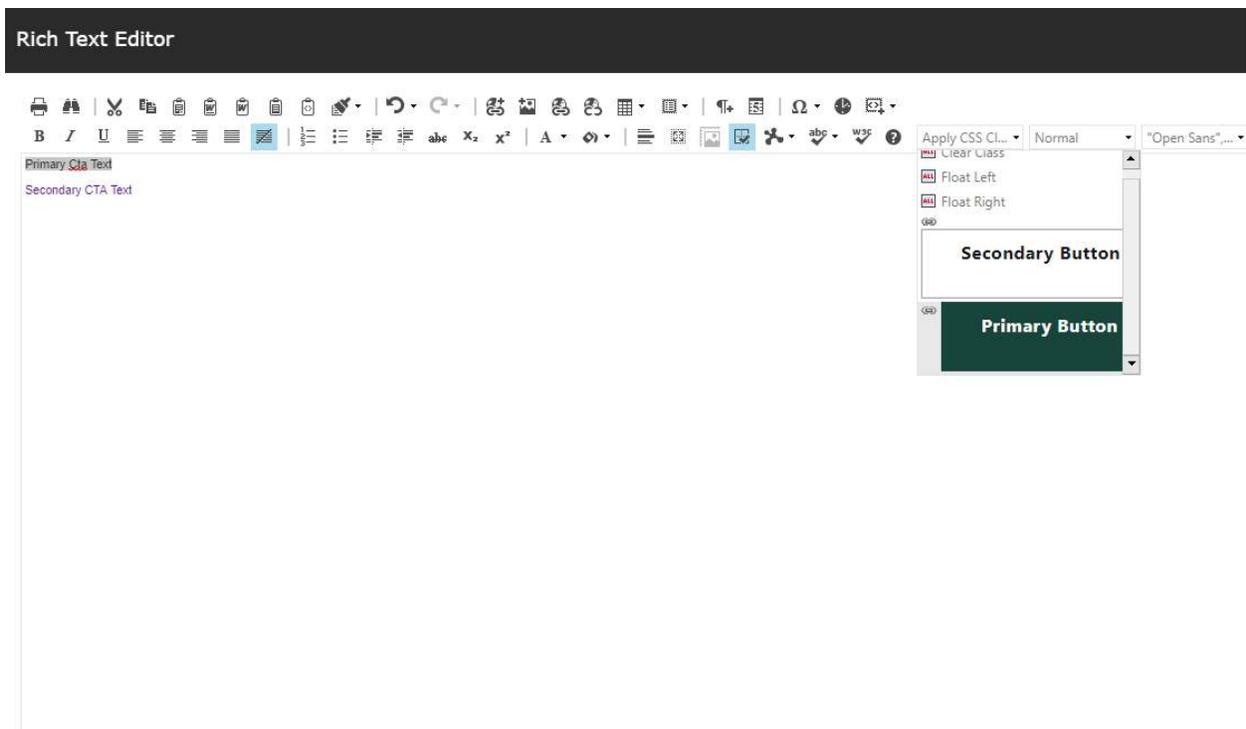
3. Define the item you want to link to or the url for your external link



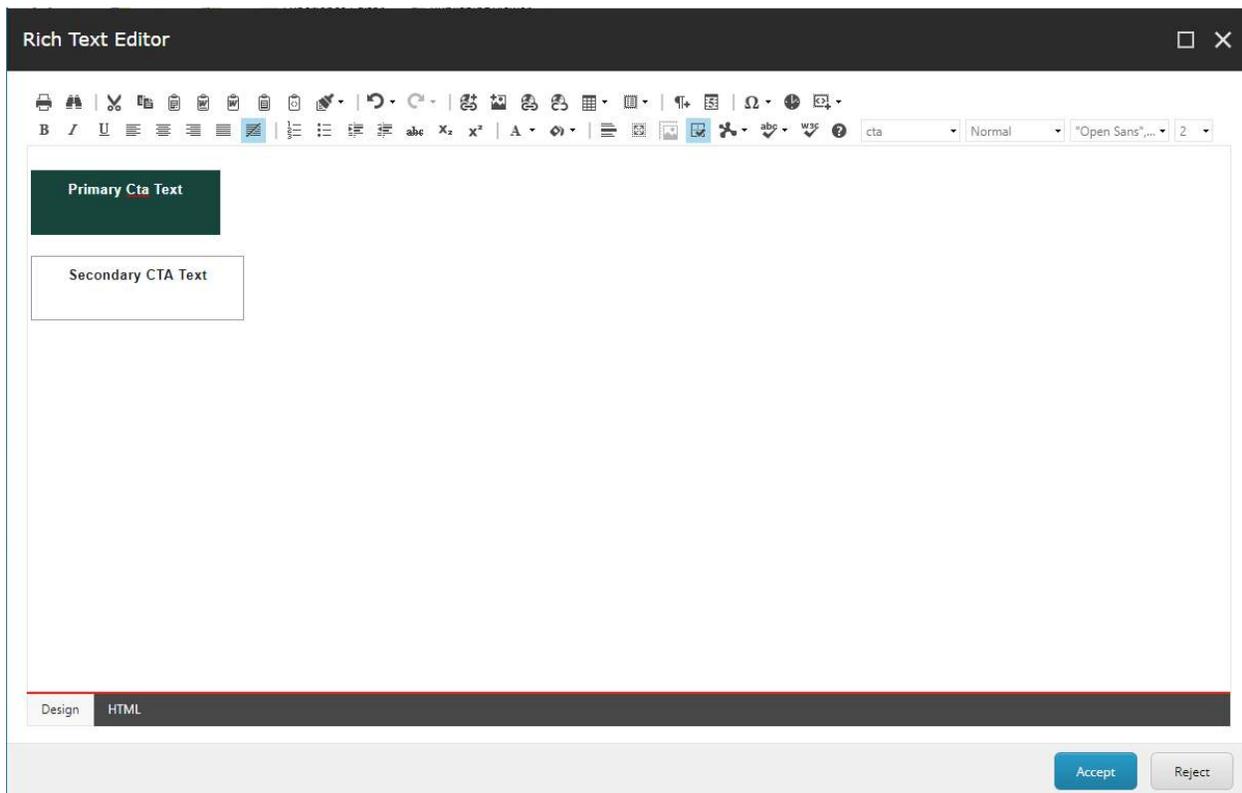
4. Highlight the text for the link you want to turn into a button



5. Select the desired button style from the "Apply css" dropdown



6. Accept Changes, Save, and Publish



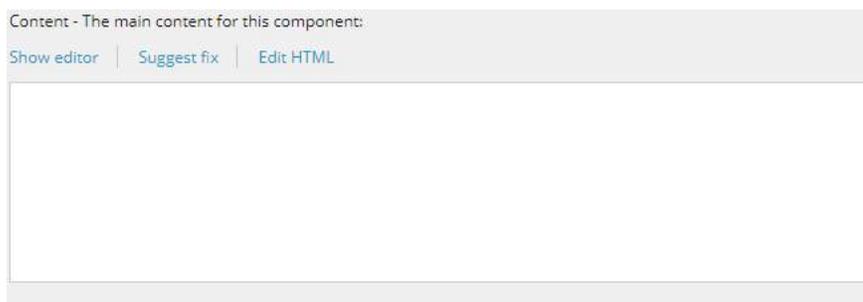
1.27.5 Rich Text Editor – Font Colors

More info:

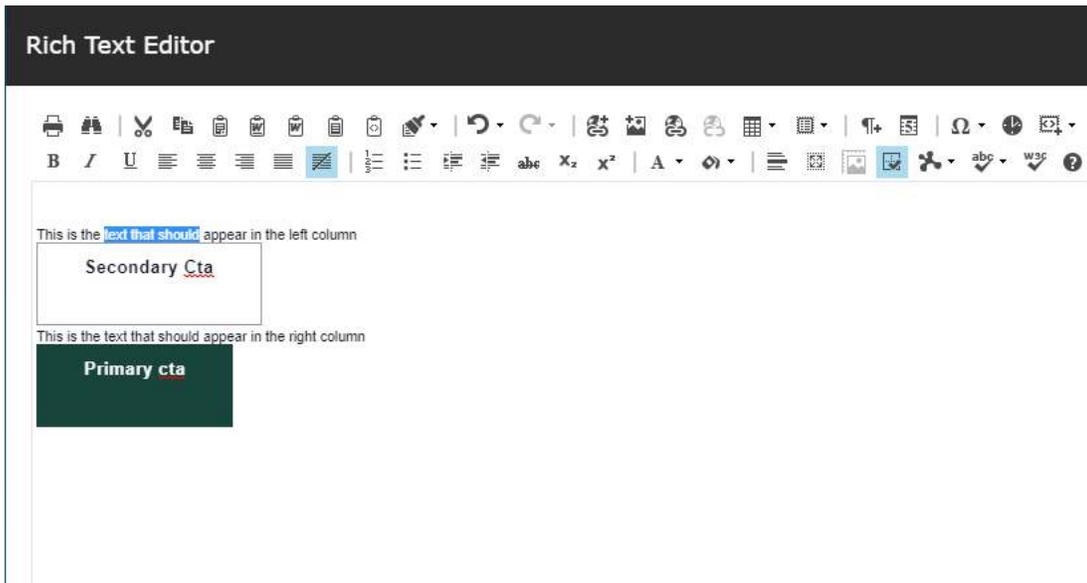
- The content author can add change the font color in the rich text editor.
- This feature is only available in Full version Rich Text Editors.

STEPS: To change the color of the font in your rich text editor follow these steps:

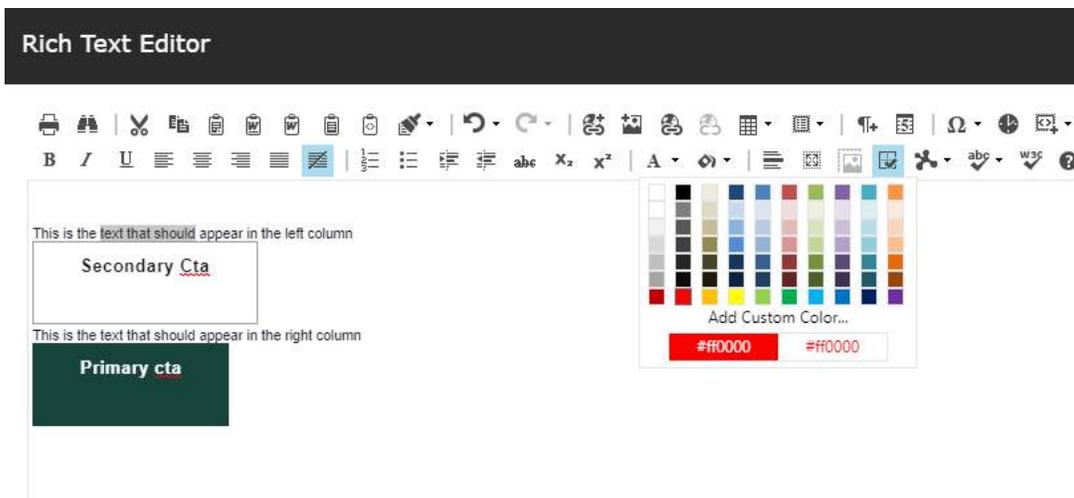
1. Click on “Show Editor” in the right pane of the content editor to open up the RTE



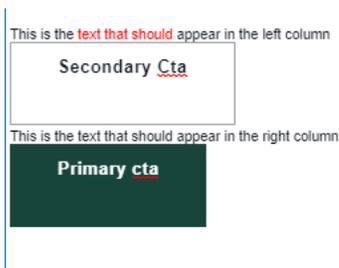
2. Type in the desired text and highlight it



3. Click on the Foreground button to expand the color palette dropdown



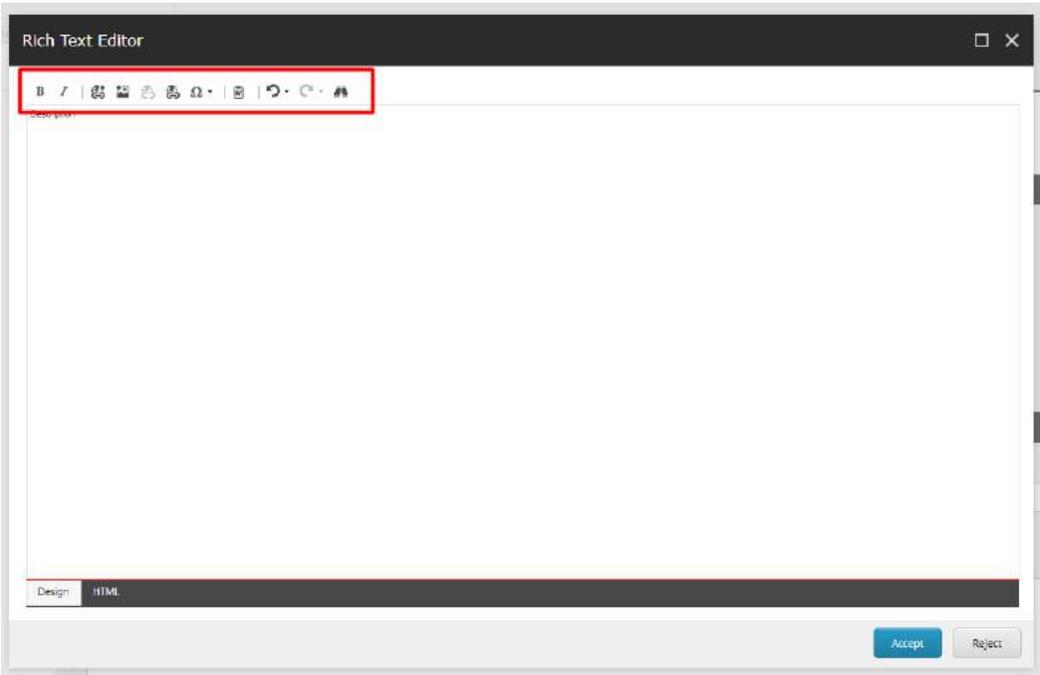
4. Select the desired color



5. Accept changes, Save, and Publish

1.27.6 Rich Text Lite Version

STEPS:



1.28 Side Tabs

Vertical list of topics (tabs) that when clicked, open a right pane of related links (two columns) and optional images. Only one topic's links are viewable at a time.

Usage:

- Displaying a large amount of related content in a compact way

More info:

- The Side Tab component functions like a standard set of tabs, but content opens in a pane to the right of a topic (tab) rather than below it, and there are no rounded tab corners.
- Content is well-organized and highly scannable in the Side Tab format, making it intuitive and easy to use.
- Side Tabs are displayed in the order in which they reside in the Tree.
- The tab content is arranged in 2 columns, although content can be added to either column at content author's choice.
- Side Tab has three content pane formats:
 - 2 Column Rich Text – example 1
 - 2 Column Rich Text with Image – example 2
 - Image with Description and CTA – example 3
- A Side Tab can use any combinations of the sub-component formats.
- Although a rich text container is provided for the tab content and technically it could contain images or other non-text content, the assumption is that only text links will be used.
- Tab content typically consists of pairs of Titles (links) and Descriptions, using single-spacing or 1.5 spacing between them. The Steps below explain how to accomplish both. Note: The MSU website uses 1.5 spacing in its Side Tab components.
- Tab contents can be split into a 2-column format – see page component “Two-column Container in Tabs”.

Example 1: 2 Column Rich Text

Source: MSU About page <https://msu.edu/about>

<p>Resources</p> <hr style="width: 20px; margin-left: 0;"/> <p>Leadership</p> <p>Initiatives & Distinctions</p> <p>History</p> <p>Connect with MSU</p> <p>Businesses & MSU</p>	<p>Leadership</p> <p>Complete list of campus leadership.</p> <p>Board of Trustees</p> <p>Bios and information about meetings, bylaws and more.</p> <p>Office of the President</p> <p>Presidential actions, initiatives and communications.</p> <p>Office of the Provost</p> <p>Matters that affect academic programs, research and</p>	<p>Associate Provosts</p> <p>Bios of MSU associate provosts.</p> <p>Organizational Chart</p> <p>Map of central administration and academic leadership.</p> <p>Academic Governance</p> <p>Faculty Senate, University Council, committees and more.</p> <p>Accreditation</p>
--	--	--

Example 2: 2 Column Rich Text with Image

MSU Activities

- Activity Highlights
- Student Activities

See what's happening at MSU

- Arts**
Making an impact on culture.
- Science & Technology**
Leading the way in discovery.
- Business**
Solving global business challenges.
- Conducting Research at MSU**
Supporting research and creative activity.



MSU Research Team

Example 3: Image with Description and CTA

Source: MSU Visit page <https://msu.edu/visit>

Things to Do

- 4-H Children's Garden
- Abrams Planetarium
- W.J. Beal Gardens
- Beaumont Tower
- Broad Art Museum
- Bug House
- Horticulture Gardens
- MSU Dairy Store
- Spartan Stadium
- Wharton Center for Performing Arts



A place of enrichment and delight for children of all ages.

Visit page

STEPS: To add or modify the component:

1. In Content Editor, locate the page in the content tree
2. To EDIT existing Site Tab component:
 - a. In content tree, click Page Components node to expand
 - b. Select Side Tab component
 - c. Modify fields
 - d. SAVE
3. To ADD new Site Tab component:
 - a. In content tree, right-click Page Components folder
 - b. Select Insert > Side Tabs Components
 - c. Give it a unique name
 - d. Mobile Tab Layout – in the dropdown, select how the Side Tab Component displays in mobile view: Listing (default, stacked vertically), Accordion (expandable panels)

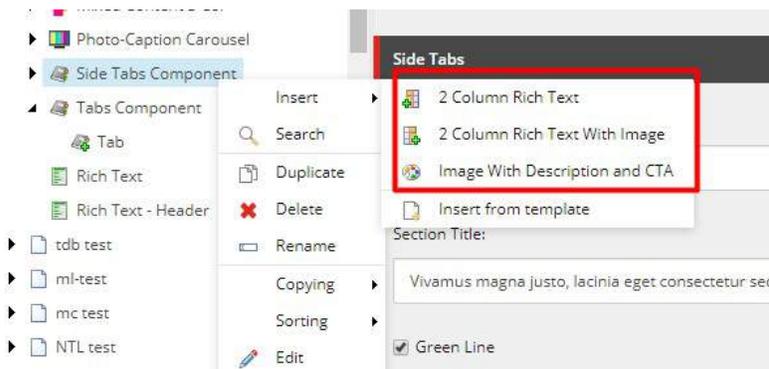


- e. Section Title – enter text that displays above tabs on left
- f. Green Line – check to display a small green line between Title and content, both left and right sides
- g. SAVE

SIDE TAB CONTENT:

4. To EDIT an existing a Side Tab sub-component:
 - a. Select a Side Tab sub-component from Side Tab Page Components node
 - b. Modify fields
 - c. SAVE

To ADD a new Side Tab sub-component – choose one of the following:



Note: Sub-component name serves as a query string that is added to the page URL when a tab panel is opened. The URL + query string can be used as a link to the page and to open a specific tab panel.

Example: <https://msu.qa.sitecore.msu.edu/page-name#2columnrichtext>

5. ADD: **2 Column Rich Text**

- a. Right click the Side Tab component and select INSERT > 2 Column Rich Text
- b. Give it a unique name
- c. Tab Title – (required) name of the tab, represents a category or topic for the tabbed content, when clicked displays the tab’s content (in right pane)
- d. Left Column Tab Content – in right pane, column 1 of content area, use the rich text editor to add content.
Click “Show editor” to begin.
Example: the MSU website displays a series of links:
 - i. Enter pairs of Title (link) and Description (see Examples)
 - ii. See below on how to format the pairs
- e. Right Column Tab Content – in right pane, column 2 of content area, use the rich text editor to create content
- f. SAVE

6. ADD: **2 Column Rich Text with Image**

- a. Right click the Side Tab component and select INSERT > 2 Column Rich Text with Image
- b. Give it a unique name
- c. Tab Title – (required) name of the tab, represents a category or topic for the tabbed content, when clicked displays the tab’s content (in right pane)
- d. Tab Image – image that displays below the 2 columns of links; click Browse to select an image from Media Library
- e. Image Link – (optional) link destination for the image (may or may not match button link destination):
 - i. Select link type
 - ii. For Internal link, select a page from the Tree
 - iii. For External link, enter fully specified path
 - iv. Description – button label, i.e. text that appears on the button
 - v. Target – Active Browser (destination displays in same browser tab) or “New Browser” (destination displays in new browser tab)
 - vi. Click Insert
- f. Left Column Heading – text that displays above column 1 in the content pane
Click “Show editor” to begin.

- g. Left Column Tab Content – in right pane, column 1 of content area, use the rich text editor to add content.
For example, the MSU website uses pairs of links as content:
 - i. Enter pairs of Title (link) and Description (see Examples)
 - ii. See below on how to format the pairs
 - h. Right Column Tab Content – in right pane, column 2 of content area, use the rich text editor to add content.
Click “Show editor” to begin.
 - i. CTA Link – button link:
 - i. Select link type
 - ii. For Internal link, select a page from the Tree
 - iii. For External link, enter fully specified path
 - iv. Description – button label, i.e. text that appears on the button
Note: This value is not used for button label.
 - v. Target – Active Browser (destination displays in same browser tab) or “New Browser” (destination displays in new browser tab)
 - vi. Click Insert
 - j. CTA Label – button label, i.e. text that displays on the button
Note: Unlike other components, the CTA Label is used for button text.
 - k. Green Line – check to display a green line under Title
 - l. SAVE
7. **ADD: Image with Description and CTA**
- a. Right click the Side Tab component and select INSERT > Image with Description and CTA
 - b. Give it a unique name
 - c. Tab Title – (required) name of the tab, represents a category or topic for the tabbed content, when clicked displays the tab’s content (in right pane)
 - d. Tab Image – image that displays below the 2 columns of links; click Browse to select an image from Media Library
 - e. Image Link – (optional) link destination for the image (may or may not match button link destination)
 - i. Select link type
 - ii. For Internal link, select a page from the Tree
 - iii. For External link, enter fully specified path
 - iv. Description – button label, i.e. text that appears on the button
 - v. Target – Active Browser (destination displays in same browser tab) or “New Browser” (destination displays in new browser tab)
 - vi. Click Insert
 - f. Description – text that displays below image and explains this sub-component’s content
 - g. CTA Link –
 - i. Select link type
 - ii. For Internal link, select a page from the Tree
 - iii. For External link, enter fully specified path
 - iv. Description – button label, i.e. text that appears on the button
Note: This value is not used for button label.
 - v. Target – Active Browser (destination displays in same browser tab) or “New Browser” (destination displays in new browser tab)
 - vi. Click Insert
 - h. CTA Label – button label, i.e. text that displays on the button link
Note: Unlike other components, the CTA Label is used for button text.
 - i. SAVE

8. NEW Side Tab Component only:
 - a. In Experience Editor, add Side Tab Component
 - b. SAVE and close EE tab
9. Drag and drop Tabs in the content tree so that they are in the correct order for display.
10. Preview the page (optional): In Content Editor, on Publish ribbon, select Preview and verify changes made
11. Publish the Side Tab component.
12. Verify changes in a browser.

1.28.1 Format a Tab Title and Description

More info:

- Tab content often consists of pairs of Titles (links) and Descriptions, using single (1-line) spacing or 1.5 line spacing between Title and Description.

<p><i>Single-spacing:</i></p> <div style="background-color: #f0f0f0; padding: 10px; margin: 10px 0;"> <p>Arts Making an impact on culture.</p> </div> <div style="background-color: #f0f0f0; padding: 10px; margin: 10px 0;"> <p>Business Solving global business challenges.</p> </div> <div style="background-color: #f0f0f0; padding: 10px; margin: 10px 0;"> <p>Environment Creating a greener tomorrow.</p> </div> <div style="background-color: #f0f0f0; padding: 10px; margin: 10px 0;"> <p>Health</p> </div>	<p><i>1.5 line spacing (MSU website):</i></p> <div style="background-color: #f0f0f0; padding: 10px; margin: 10px 0;"> <p>Arts Making an impact on culture.</p> </div> <div style="background-color: #f0f0f0; padding: 10px; margin: 10px 0;"> <p>Business Solving global business challenges.</p> </div> <div style="background-color: #f0f0f0; padding: 10px; margin: 10px 0;"> <p>Environment Creating a greener tomorrow.</p> </div> <div style="background-color: #f0f0f0; padding: 10px; margin: 10px 0;"> <p>Health</p> </div>
--	--

Single spacing:

In either Left Column Tab Content field or Right Column Tab Content field:

- Click “Show editor”
- Enter Title text
- Single space (hold SHIFT key and press RETURN key)

- Enter Description text
- Create the Title link and bold the Title text
- SAVE

1.5 line spacing:

In either Left Column Tab Content field or Right Column Tab Content field:

- Click “Show editor”
- Create the Title and Description using Single spacing instructions above
- Click “Edit HTML”
- Single-spaced text looks like this – these are the HTML tags:
 - `<p>` tag marks the start of a paragraph of text with default font
 - `</p>` tag marks the end of a paragraph
 - `<a>` tag marks the start of a link
 - `` tag marks the end of a link
 - `
` tag inserts a single line break
 - `` and `` tags mark the start and end of bolded text

```
<p><a href="https://msutoday.msu.edu/arts/"><strong>Arts</strong></a><br />
Making an impact on culture.</p>
<p><a href="https://msutoday.msu.edu/business/"><strong>Business</strong></a><br />
Solving global business challenges.</p>
<p><a href="https://msutoday.msu.edu/arts/"><strong>Arts</strong></a><br />
Creating a greener tomorrow.</p>
```

- Remove `<p>` tag that appears before `<a ... tag` and place at beginning of Description
- Remove `
` tag that appears after `` tag

Resulting HTML code is:

```
<a href="https://msutoday.msu.edu/arts/"><strong>Arts</strong></a>
<p>Making an impact on culture.</p>
<a href="https://msutoday.msu.edu/business/"><strong>Business</strong></a>
<p>Solving global business challenges.</p>
<a href="https://msutoday.msu.edu/arts/"><strong>Arts</strong></a>
<p>Creating a greener tomorrow.</p>
```

- SAVE
- Preview and verify that format is correct

1.29 Single Mixed Content with Social Media

Description

Usage:

More info:

Example:

STEPS:

(TBD)

1.30 Social Feed

Description

Usage:

More info:

Example:

STEPS:

(TBD)

1.31 Social Media Directory

Description

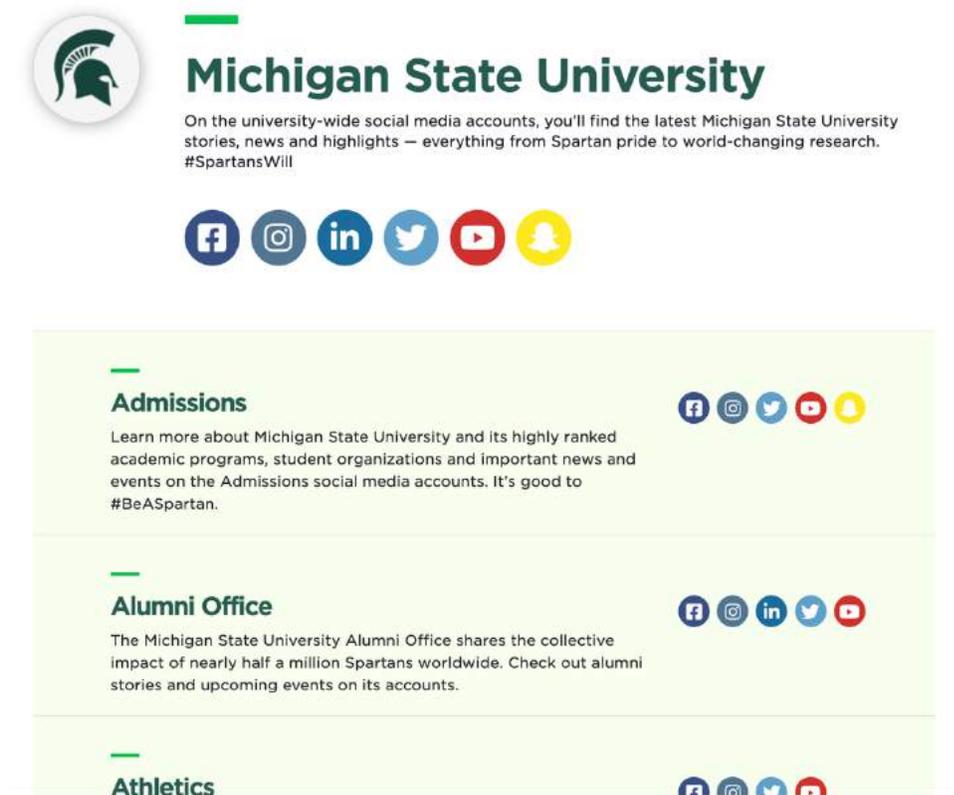
MSU.edu use only: Display a list of MSU units and their social media accounts.

Usage:

More info:

- This component is for managing a directory of social media sites for a large unit. The assumption is that there are multiple units in the organization which each have their own social media sites.

Example:

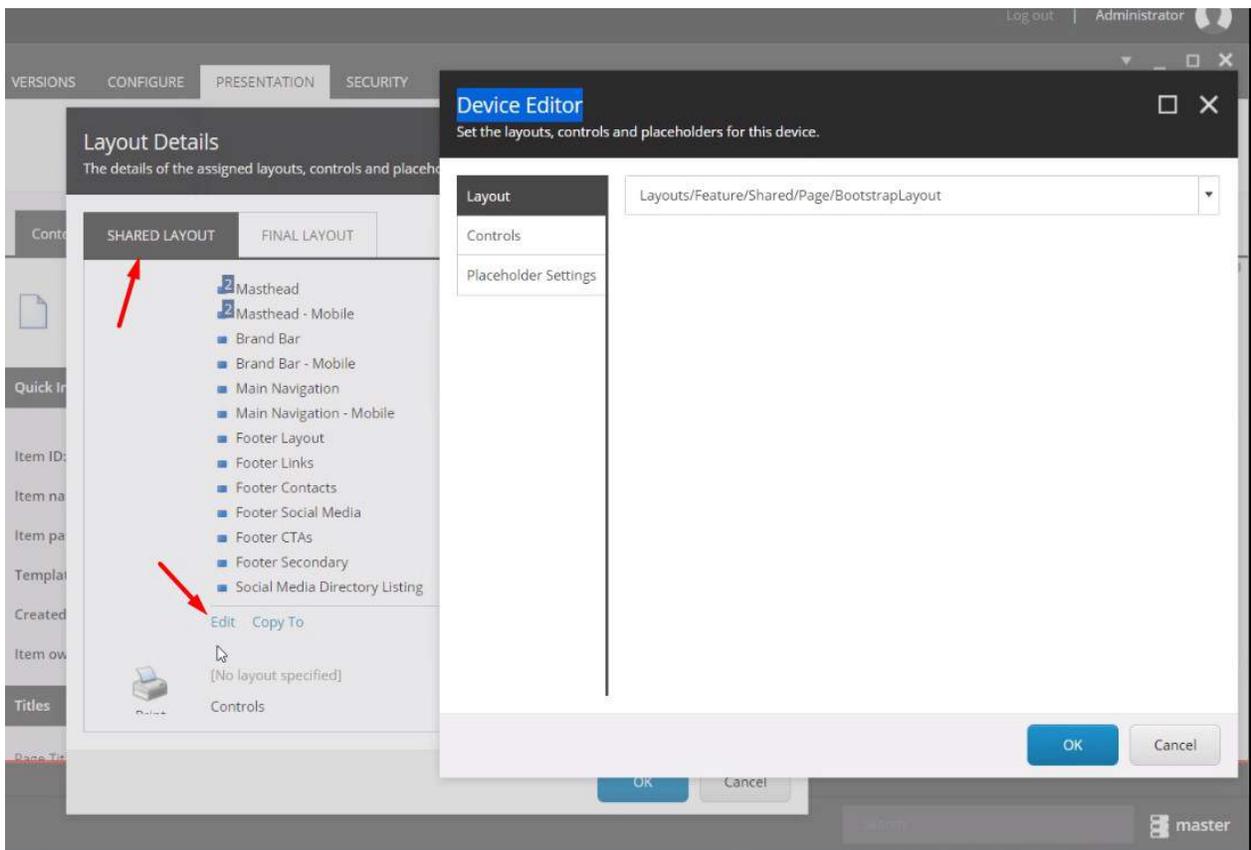
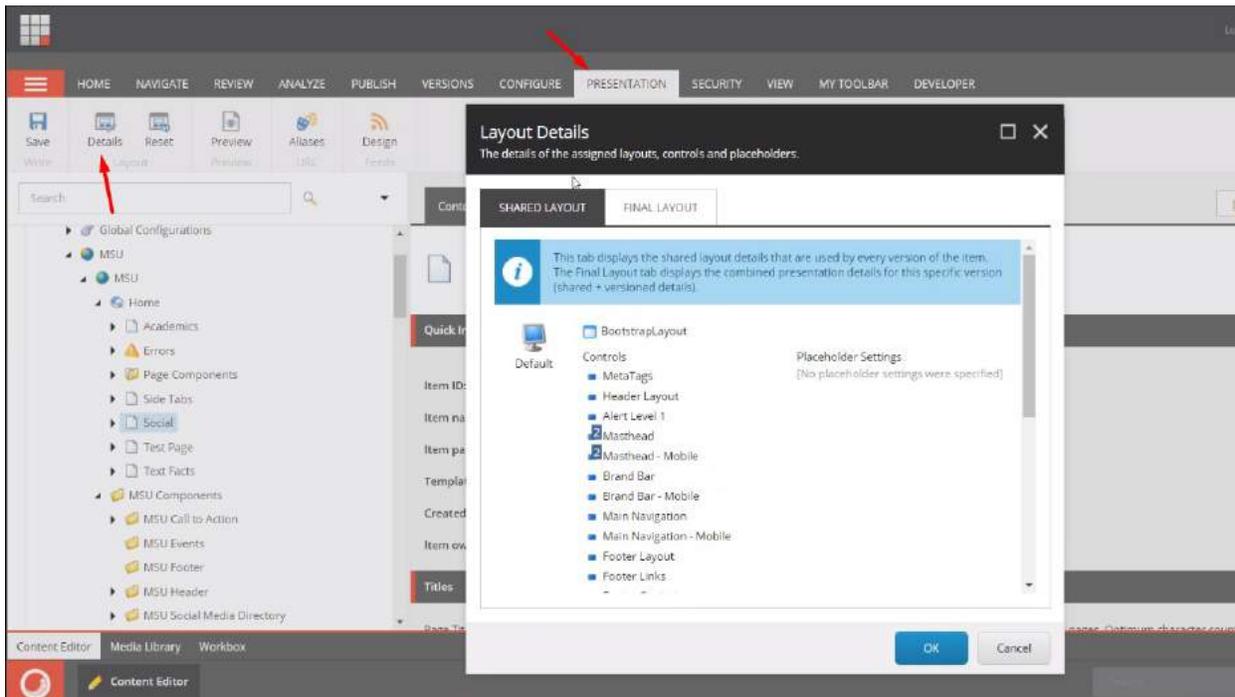


STEPS:

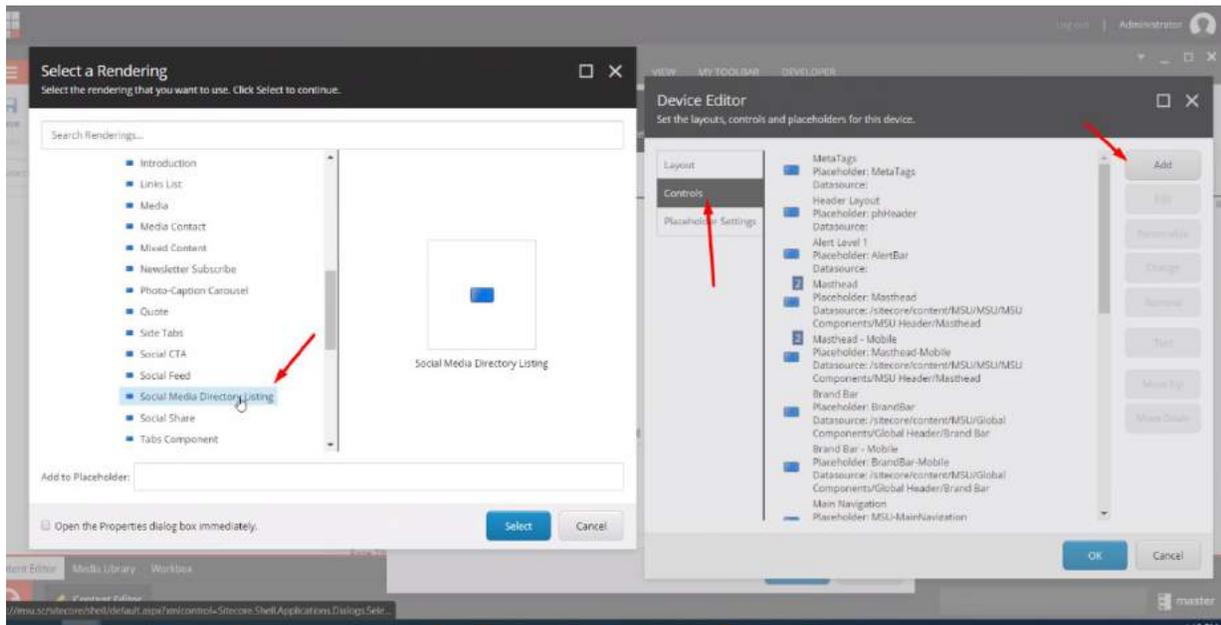


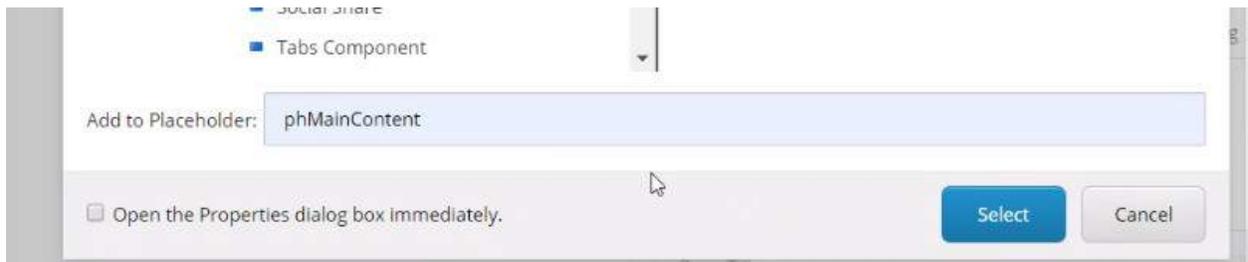
For Admins and Advanced Users

Social Media Directory
Social Media Directory

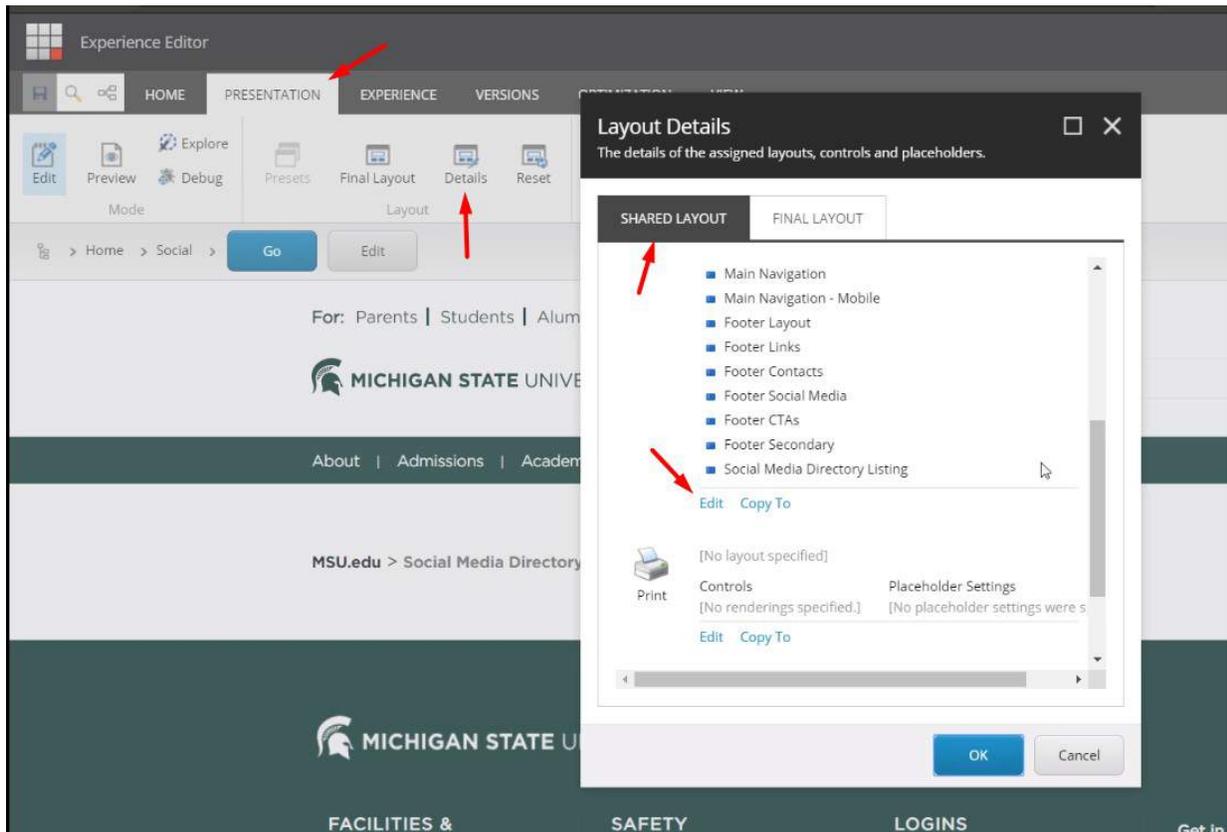


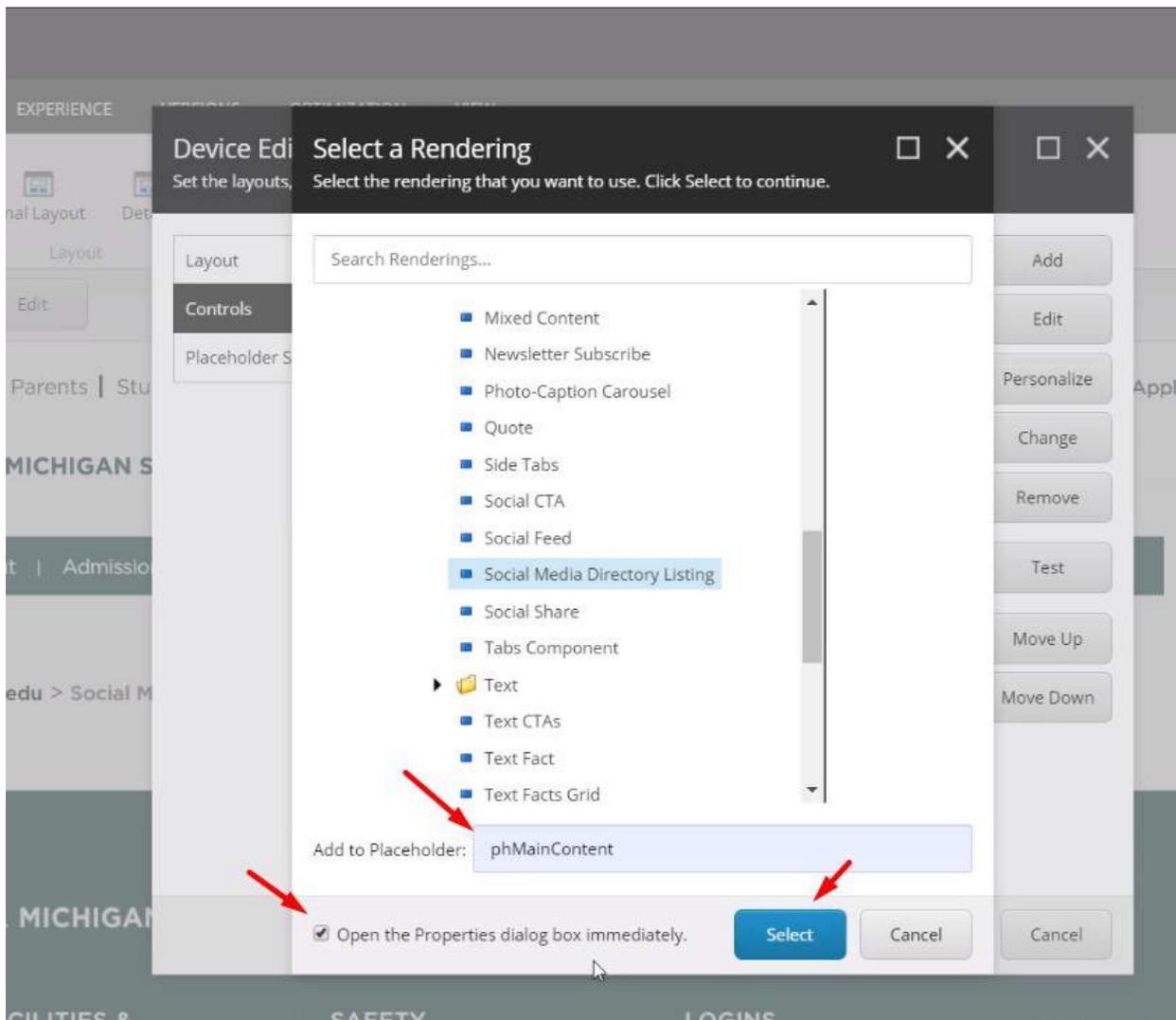
Renderings/Feature/Shared/Components/Social Media Directory Listing

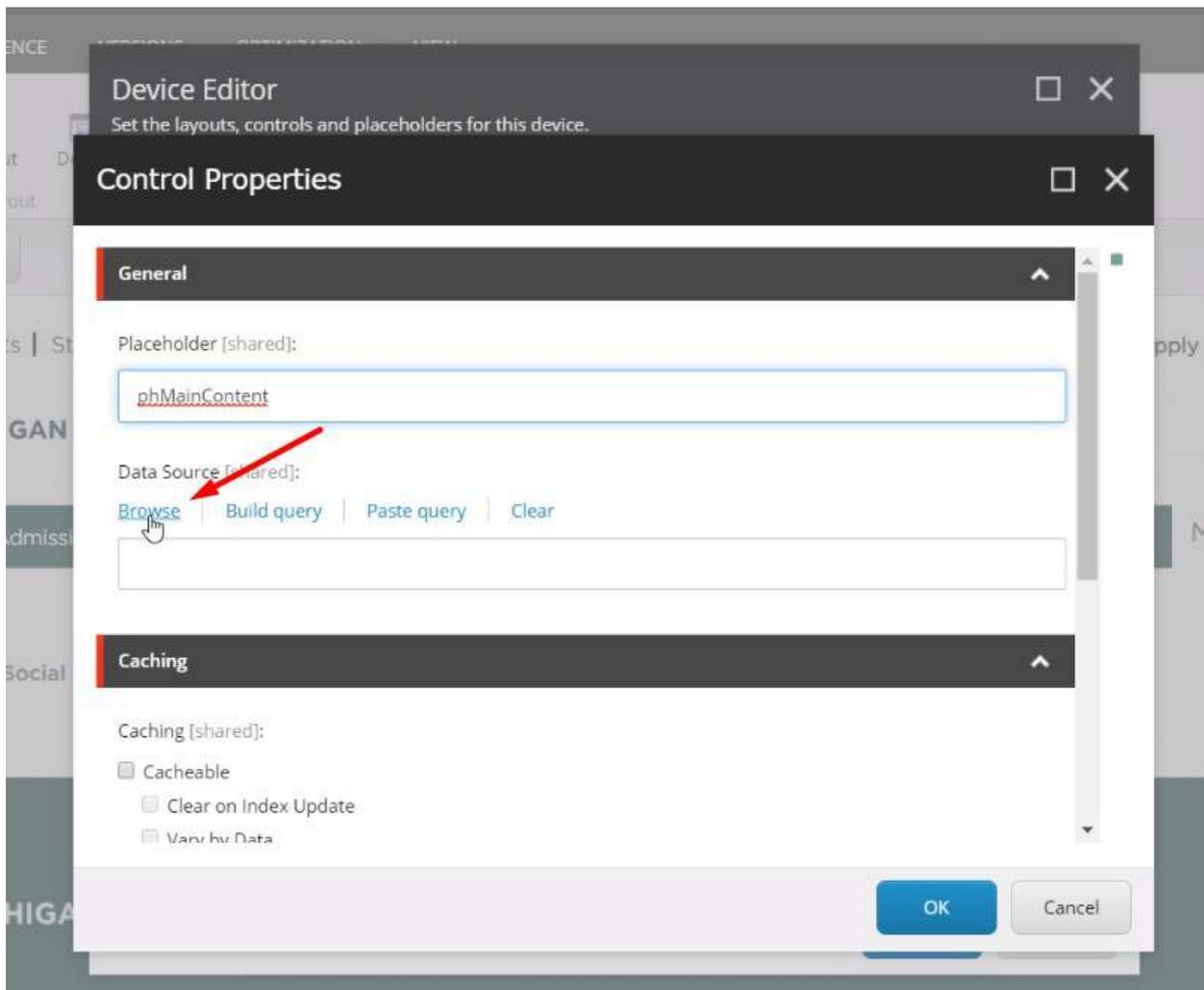




OR from the Experience Editor

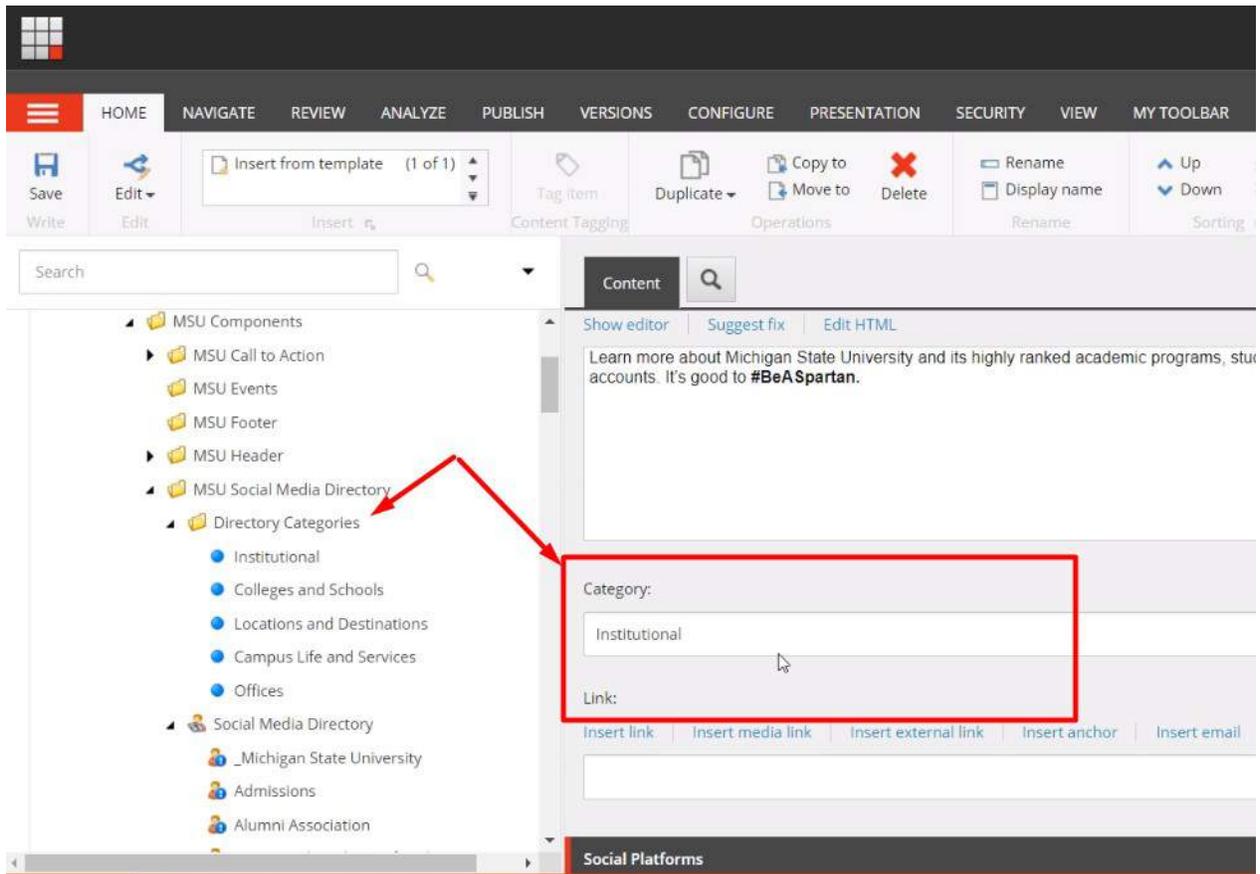




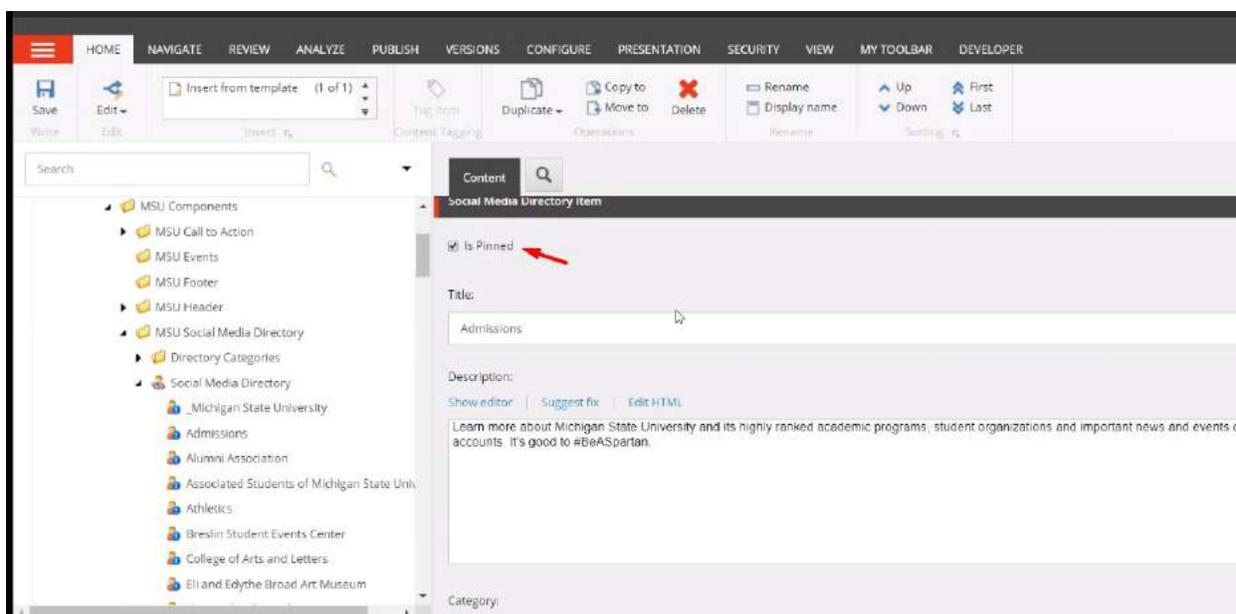


Go to
/sitecore/content/MSU/MSU/MSU Components/MSU Social Media Directory/Social Media Directory

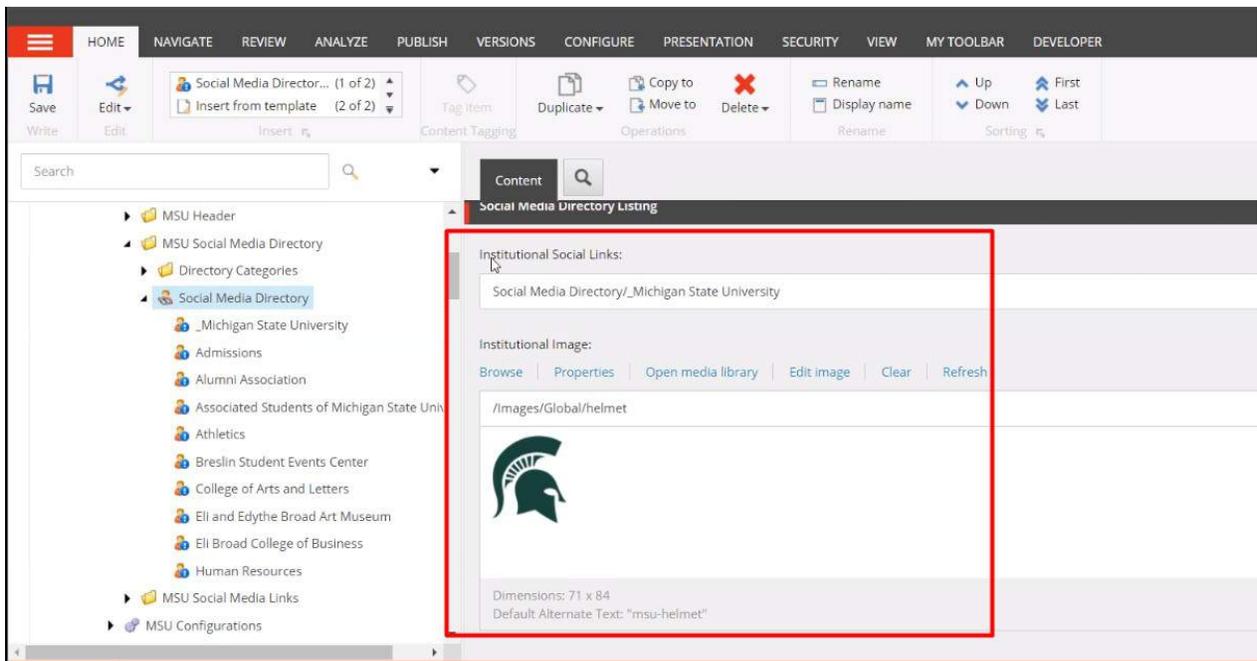
Categories that will be used to filter



Link field applies to the Title
Social Media section to be filled, if empty it will not display Pinned
Sorted in the tree alphabetically



Institutional
Will be omitted from the main list



1.32 Social Share

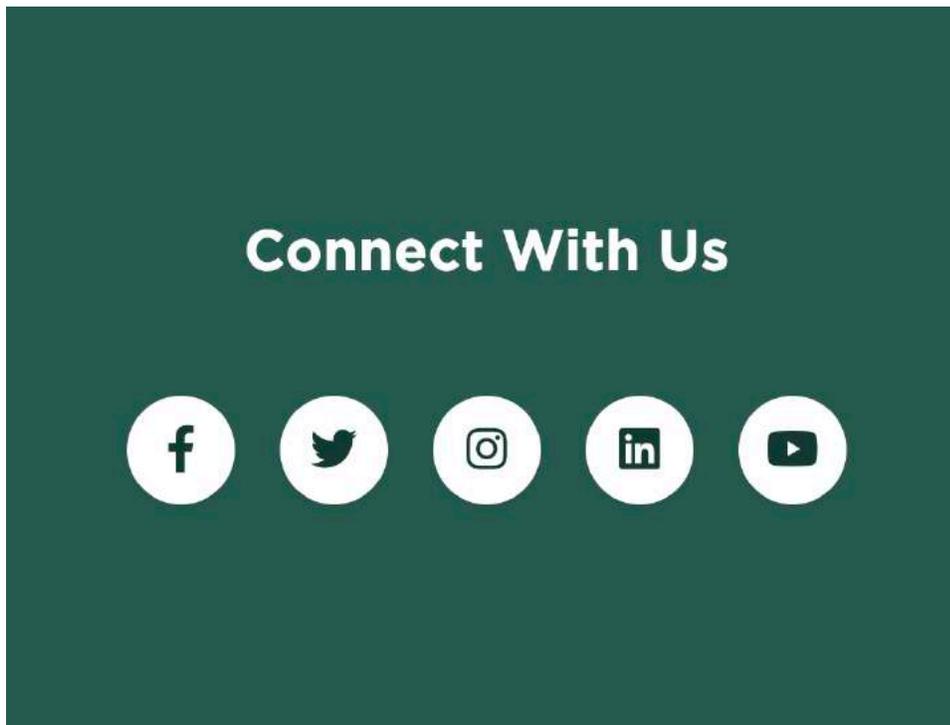
Description

Usage:

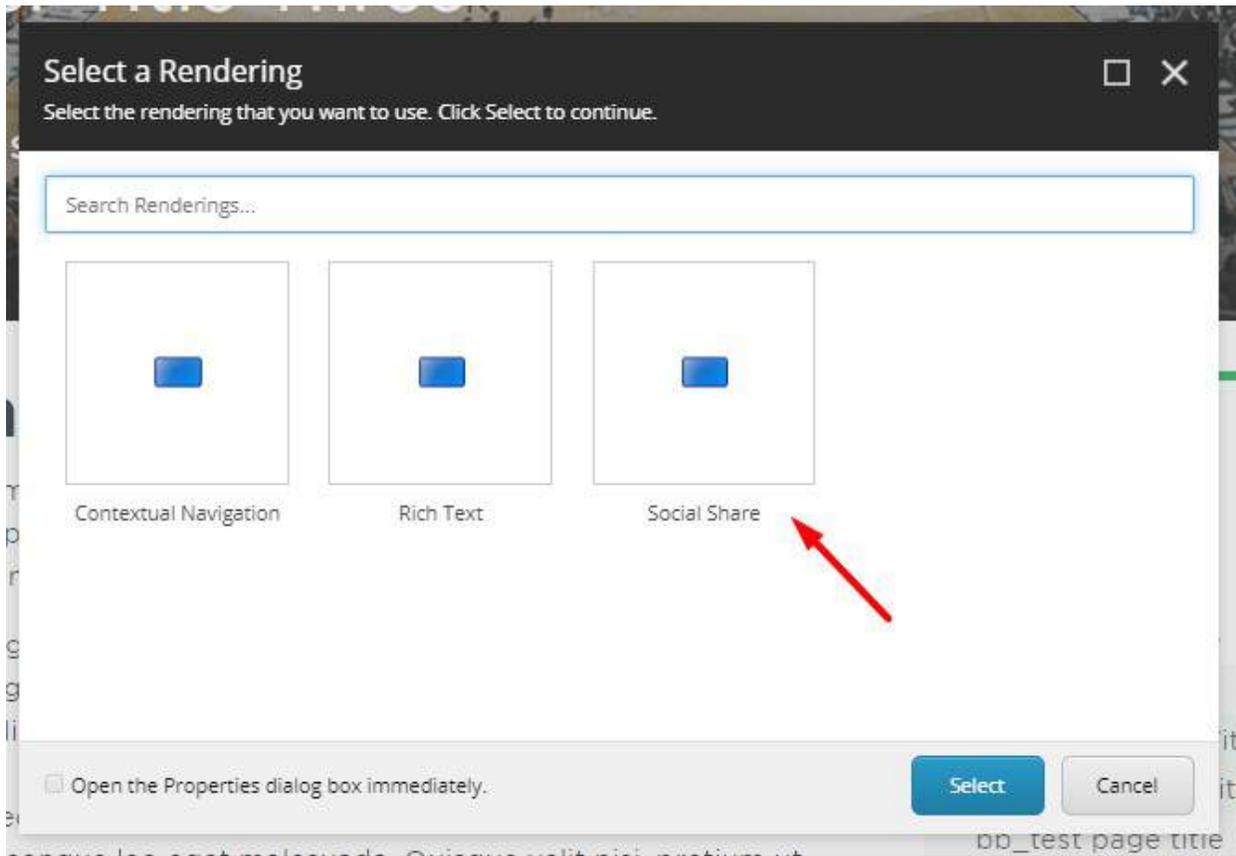
More info:

- Social Share component can only be added into the Two Column Container. The steps are similar to Contextual Navigation, except that Social Share does NOT require any content as this component connects to a third-party plugin. This component can only be added through the Experience Editor.

Example:



STEPS:



1.33 Story Landing Page / View All Pages

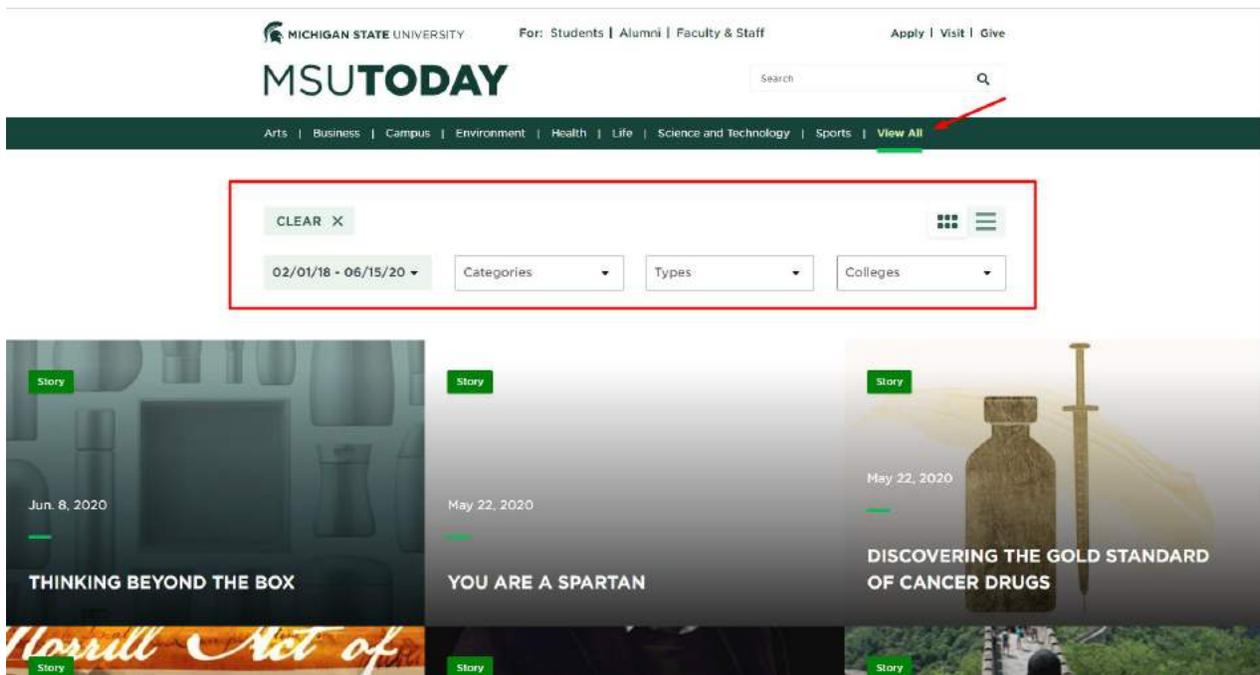
Description

Usage:

More info:

- The View All page is where all stories are “listed”.
- The visitor can toggle between the Grid View and the List View.
- When viewing the Death category, the visitor view defaults to the List view, but the visitor can switch to Grid view.
- The View All page has a filter section.

Example:



STEPS: Totell Sitecore which page to use for ViewAll, goto: (TBD)



For Admins and Advanced Users:

1.34 Story Page [story template]

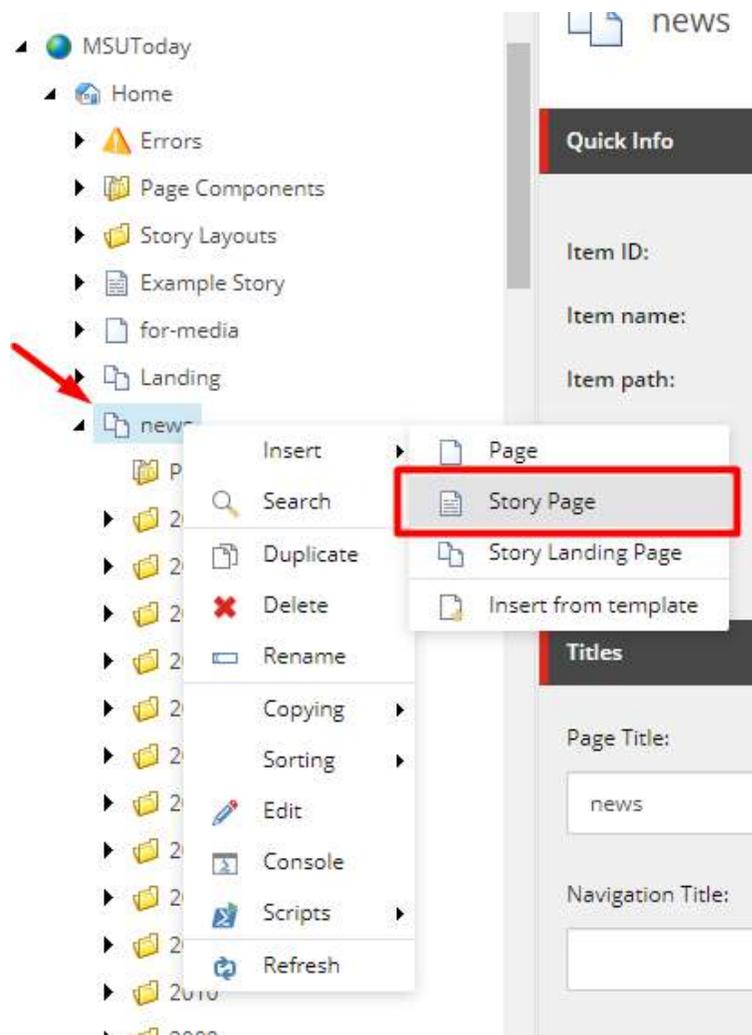
Description

Usage:

More info:

- When a Story is created a page is generated using the Story Template.
- CAs can add components to the page much like any other page. However, the template also has many specific fields that will be explained in various sections.
- “Hide Breadcrumb” is to—as the name suggests—hide the breadcrumb on the page. All pages have a breadcrumb by default.
- “Unlisted” checkbox is used to prevent the story from appearing in any of the navigation tools. This is mainly used to publish a story but not necessarily make it public, for example if a review is required by a party outside of the organization.

STEPS:



Breadcrumb

Hide Breadcrumb

Story Page

Unlisted

Story Type:

Story

Date:

Today | Clear

5/13/2020

Title:

Story Title

Subheading:

Story Subheading

Authors:

1.34.1 Story Type

More info:

- There are two Story Types:
 - Story
 - Featured Event
- The “Featured Event” story type, once selected, will trigger the display of a stylized date on the page.

STEPS:



1.34.2 Date, Title, Sub-Heading

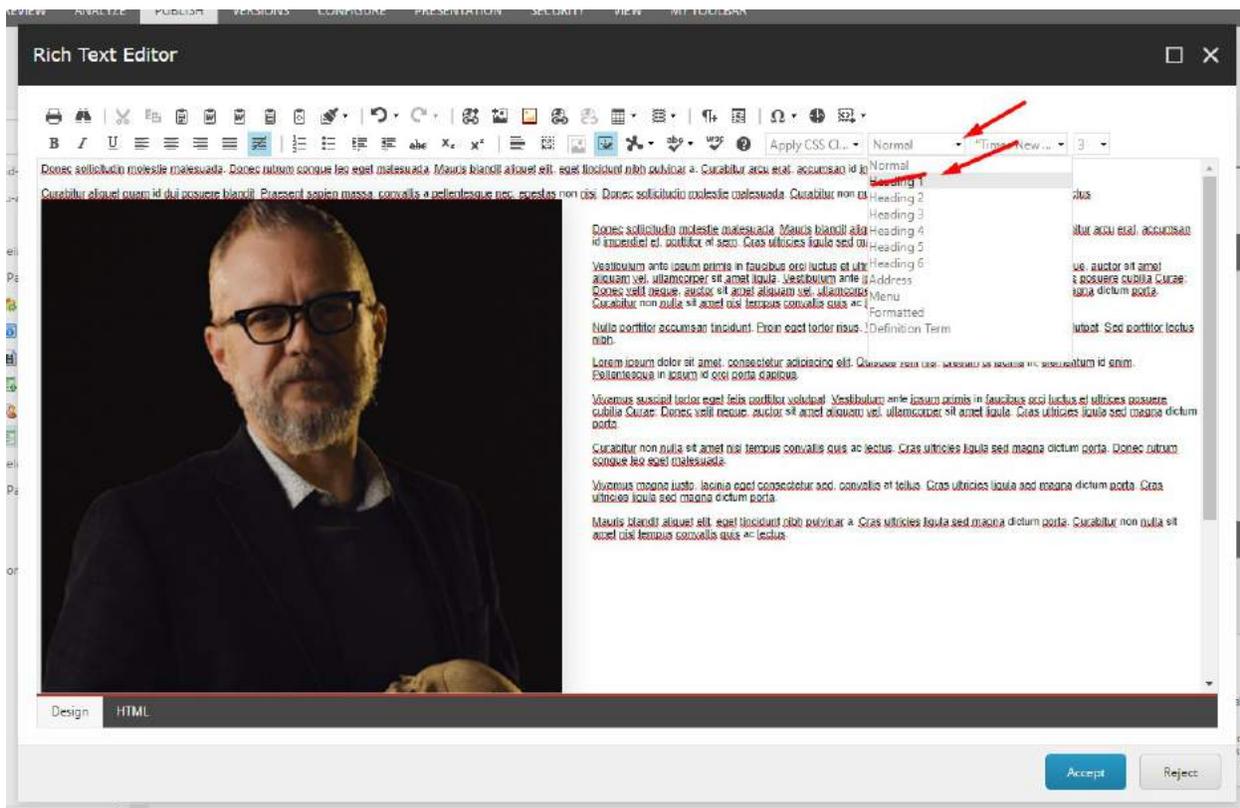
More info:

- CAs must enter the date for the story, this date will be used by the “NewsMover” feature to sort the story into the correct folder structure.
- Title of the story will be marked with <H1> tag and hence the CAs should avoid using H1 when entering content through the “Rich Text – Story” component.
- Subheading displays below the title. It is advised to keep this as short as possible.

Example:



STEPS:

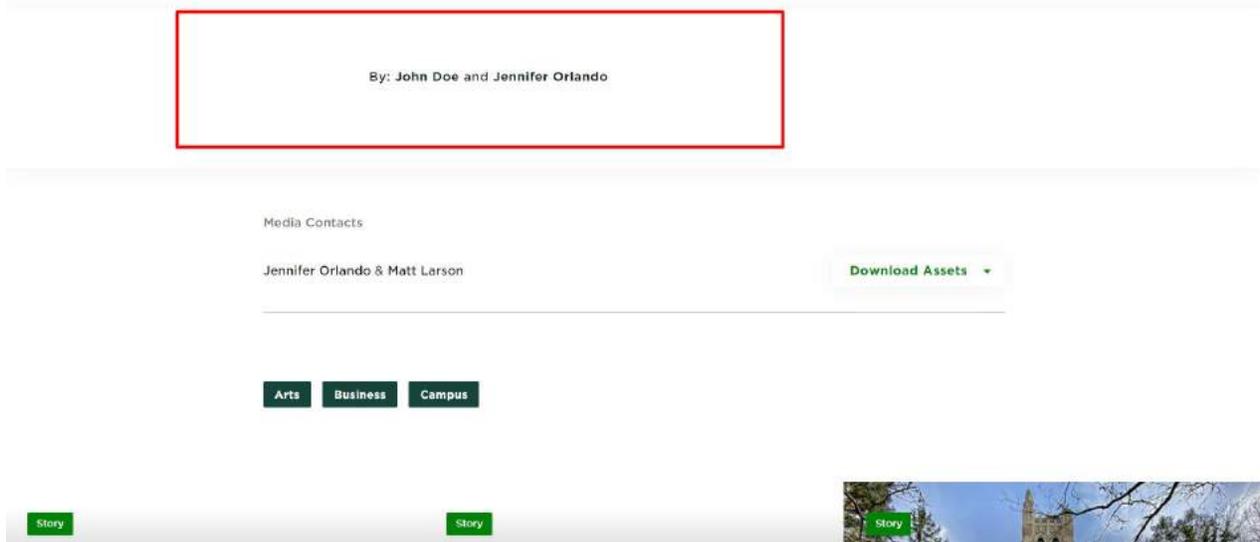


1.34.3 Authors

More info:

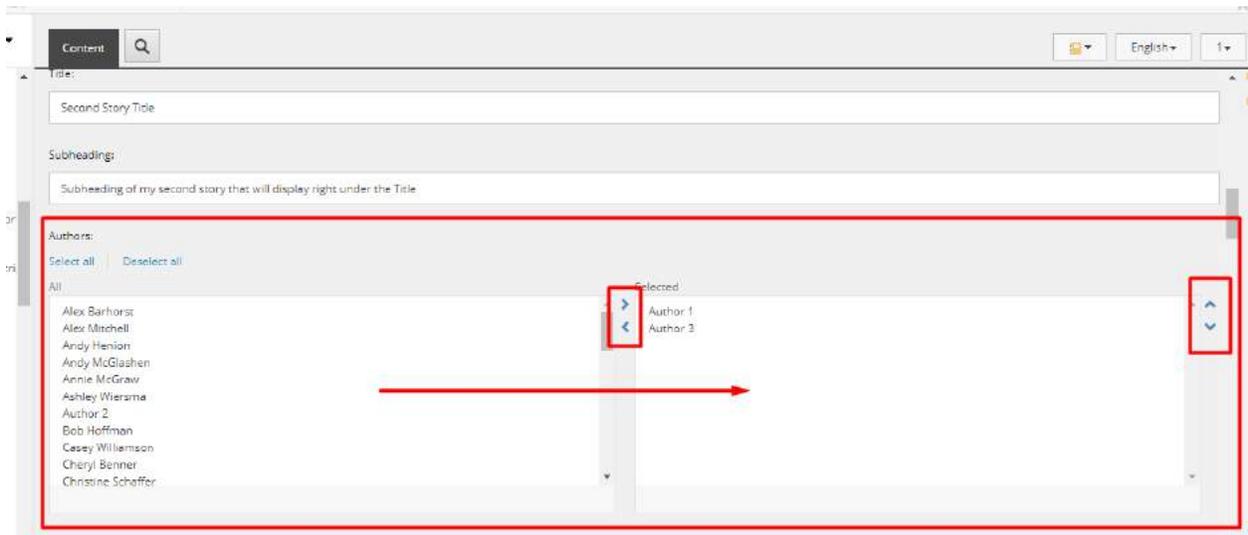
- CAs can choose Authors from the multi-list by either double clicking on the desired author or using the right facing chevron.
- Author can be removed using double click or the left facing chevron.
- The order in which authors appear is determined by their order in the “Selected” column. This order can be manipulated using the up and down chevrons.
- To add/remove/modify an Author from the list, refer to “Contact Data Source” section in this document.

Example:



STEPS:

 For Admins and Advanced Users:

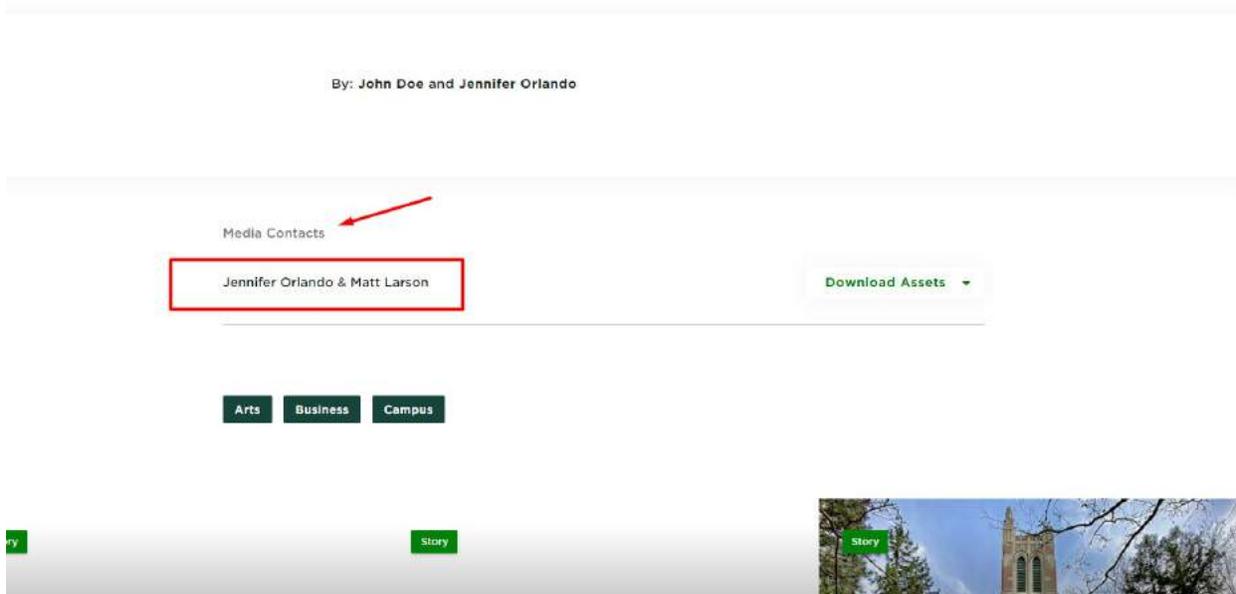


1.34.4 Contacts

More info:

- CAs can choose Contact(s) from the multi-list by either double clicking on the desired contact or using the right facing chevron.
- Contact can be removed using double click or the left facing chevron.
- The order in which contacts appear is determined by their order in the “Selected” column. This order can be manipulated using the up and down chevrons.
- CAs can also determine the Media Contact title using the field with the same name.

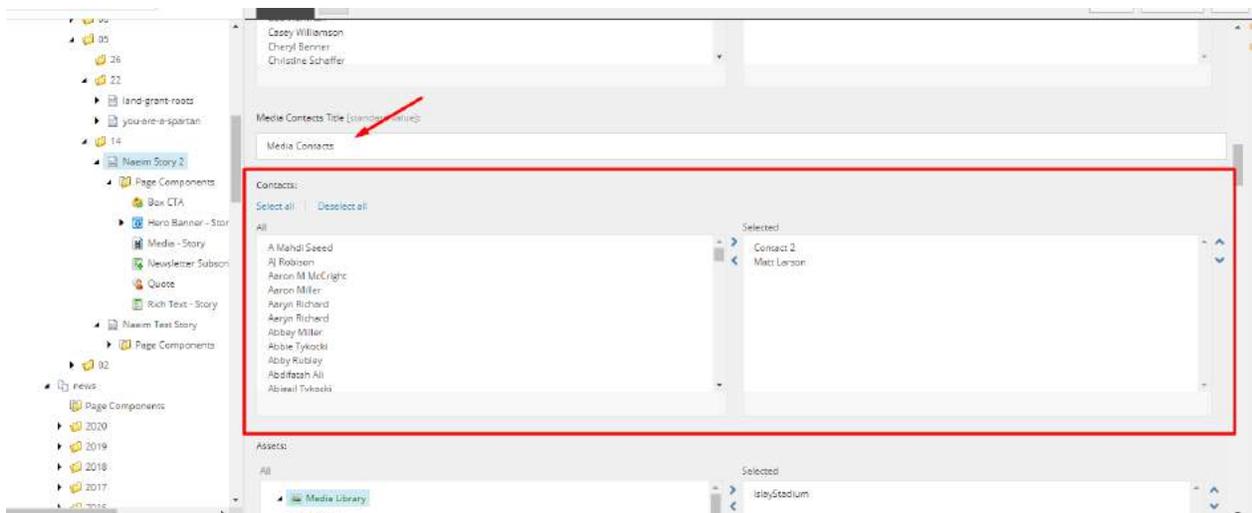
Example:



STEPS:

 For Admins and Advanced Users:

To add/remove/modify a Contact from the list, refer to “Contact Data Source” section in this document.

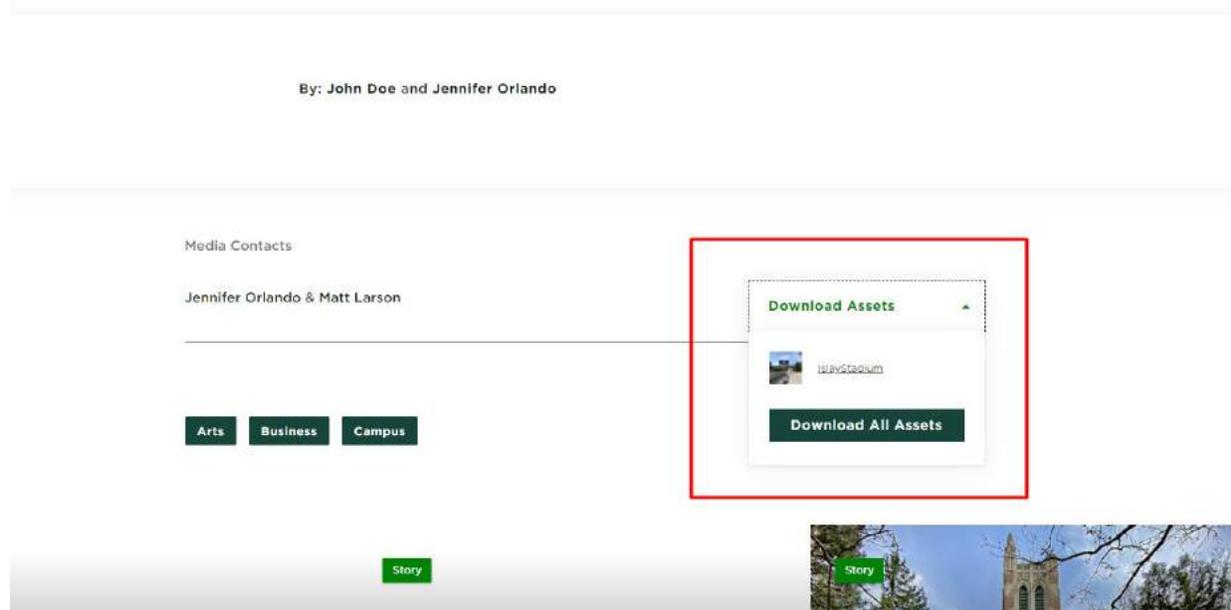


1.34.5 Assets

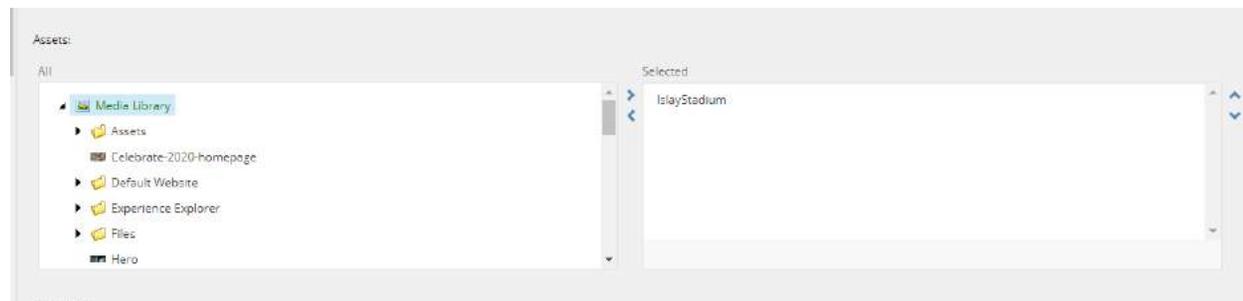
More info:

- If the Story has assets to be made available for download, the CAs can use the multi-list to select the assets that are to be included with the story. CAs can use either double click on the desired item or using the right facing chevron to select the asset. Asset can be removed using double click or the left facing chevron.

Example:



STEPS:



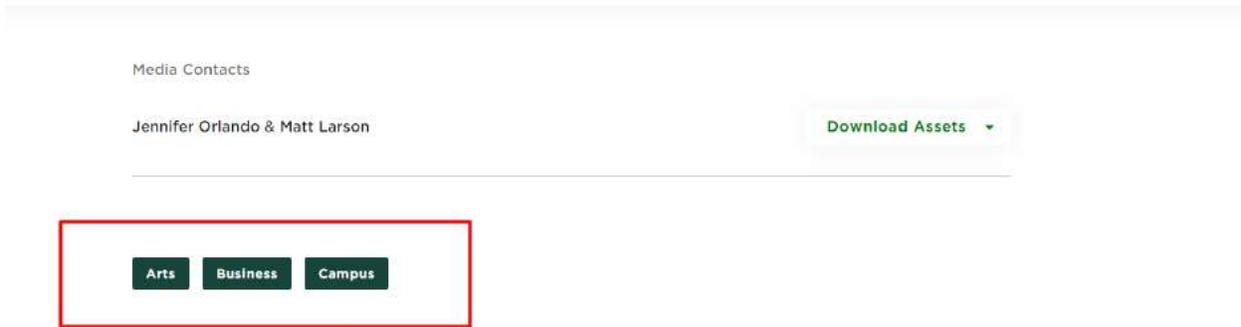
1.34.6 Categories

More info:

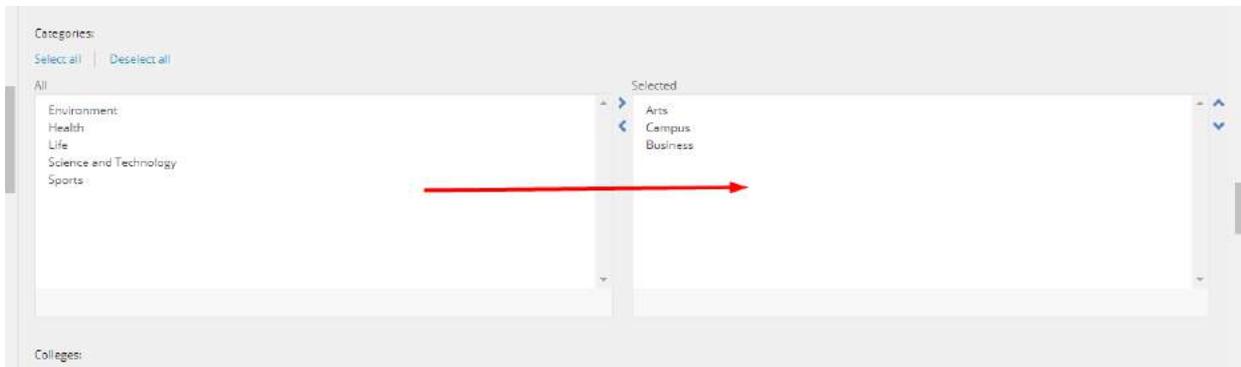
- CAs can choose Categories from the multi-list by either double clicking on the desired contact or using the right facing chevron.
- Category can be removed using double click or the left facing chevron.
- These Categories are exactly the same as those appearing in the MSUToday navigation bar.

Example:

By: John Doe and Jennifer Orlando

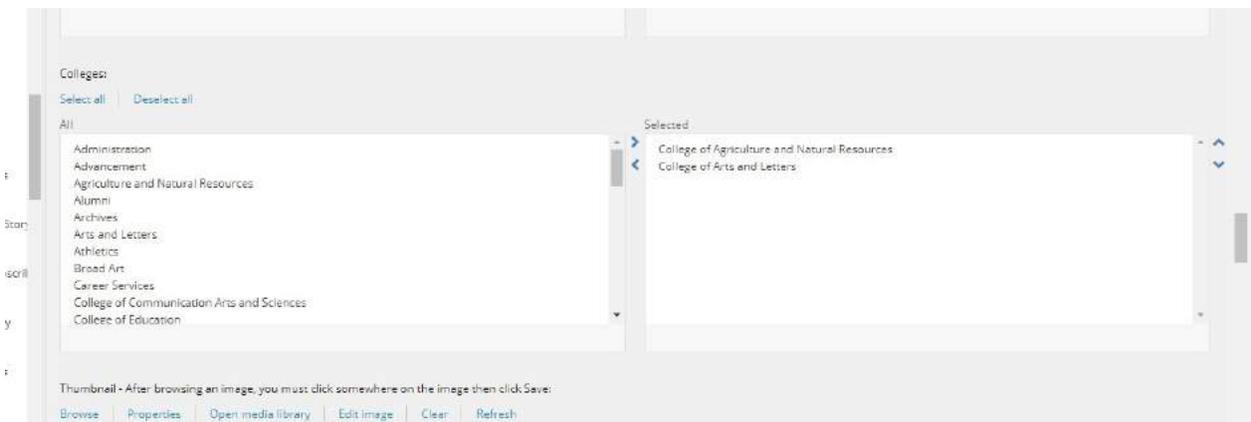


STEPS:



1.34.7 Colleges

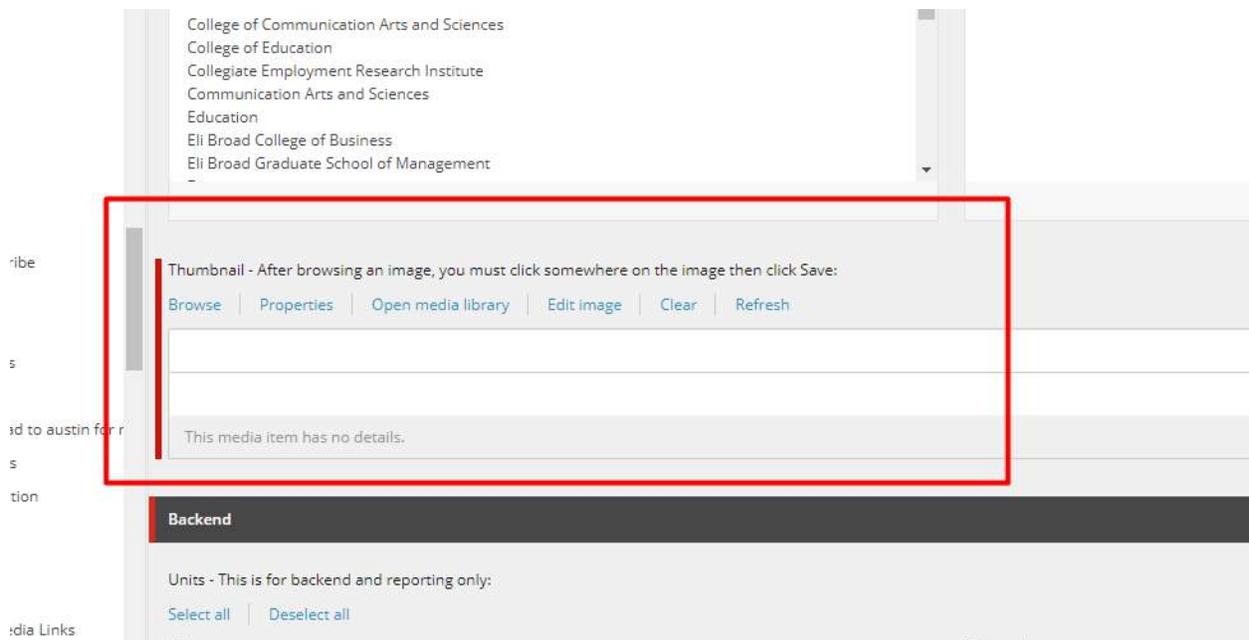
STEPS:



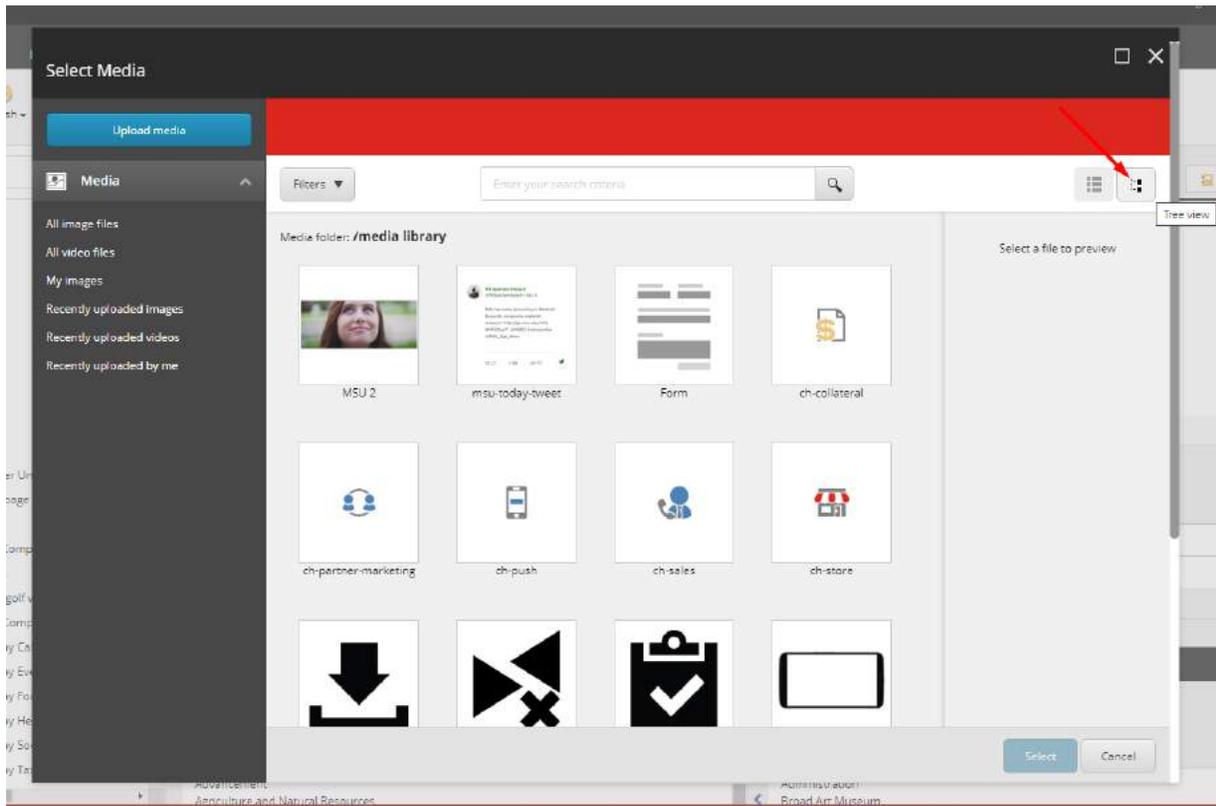
1.34.8 Thumbnail

More info:

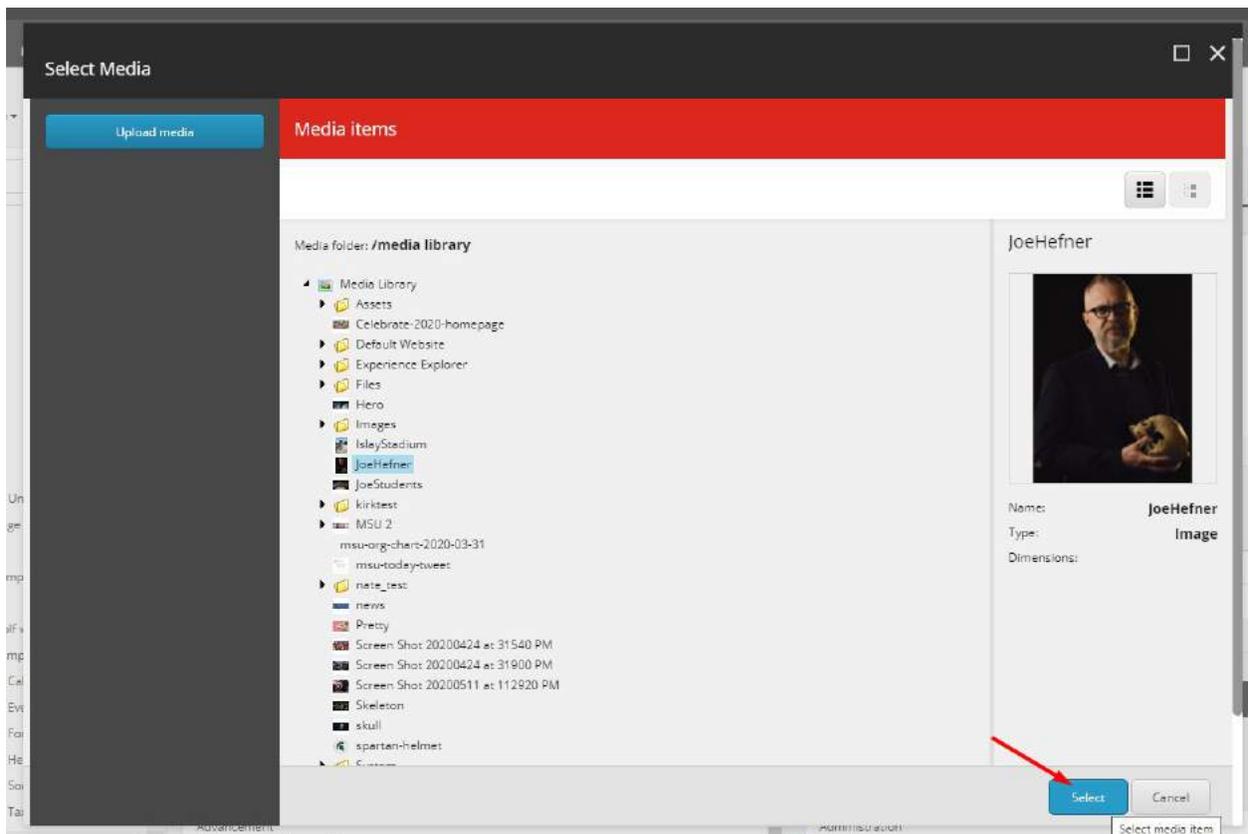
- Thumbnail is a mandatory field for the story template. This is the image used in the View All page, the Related Story rollup or anywhere else a link to the story needs to appear.
- This field uses Advanced Image Tool which will be explained further in the next section.

Example:**STEPS:** To choose a Thumbnail image for the story:

First click on Browse. You can choose to toggle between “List View” and “Tree View” from the icons in the upper left corner.

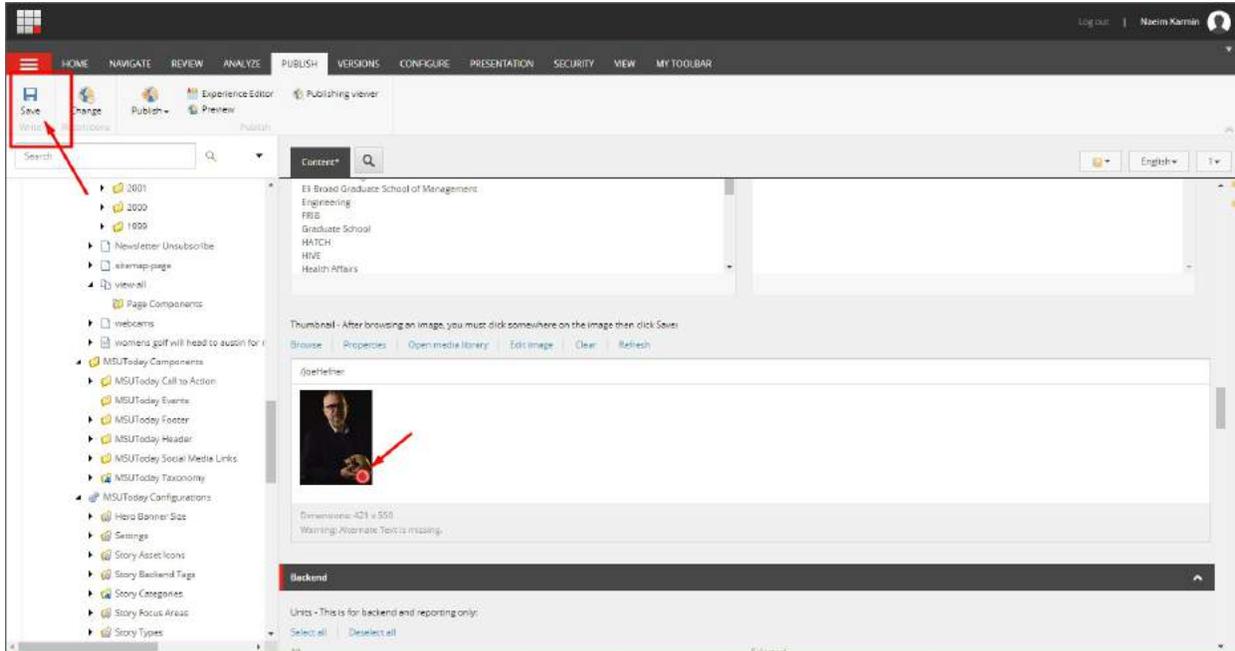


Select the image you want and click on Select.

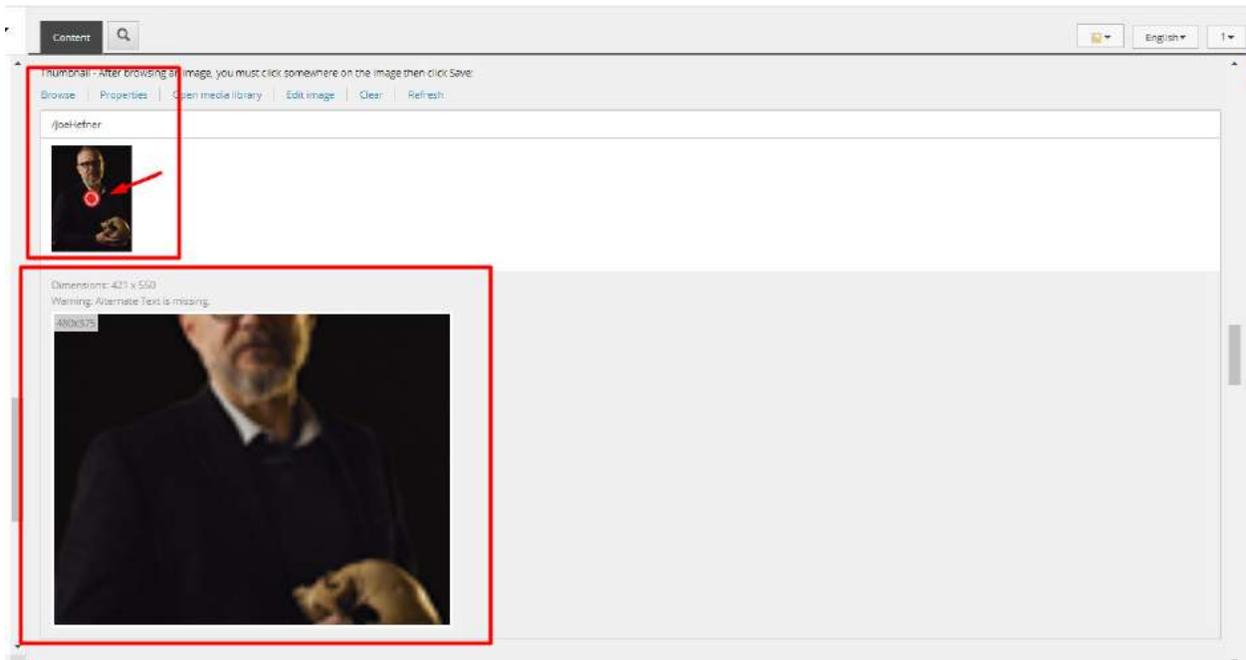


1.34.8.1 Advanced Image Tool

After you have selected an image, you must click somewhere on the image to identify the focal point. Then click Save.



Once you click Save, the correct size image is generated and displayed.



You can modify the focal point by clicking on the thumbnail of the image. A red dot will indicate the selected focal point. The output image will also change to display a preview of the final output.

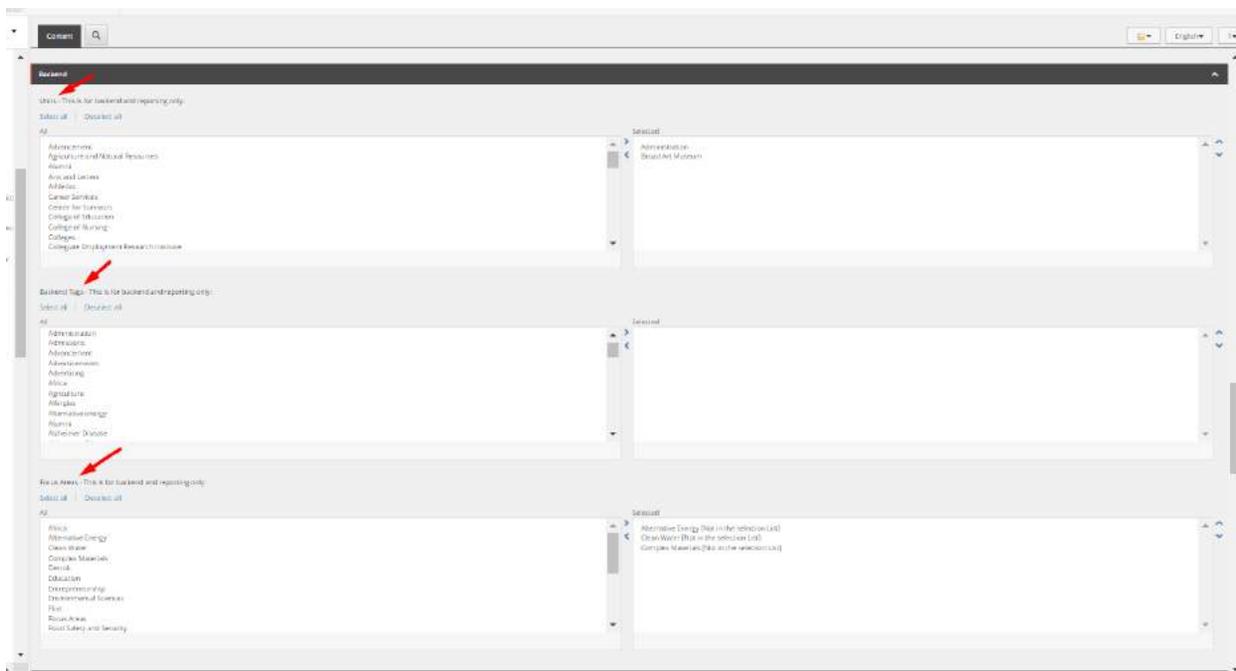
Make sure you save any changes.

1.34.9 Backend Tags

More info:

- Backend tags are used in the backend and do not have a visual representation on the page. These tags are only available on MSU and MSU.Today
- They include:
 - Units
 - Backend Tags
 - Focus Areas
- The Units field contains “Degree Granting Colleges” which also appear inside the Colleges filter on the View All page.
- If you want the story to appear as part of that filter, you must make sure to include one of those colleges in the selection you make for “Units”

STEPS:



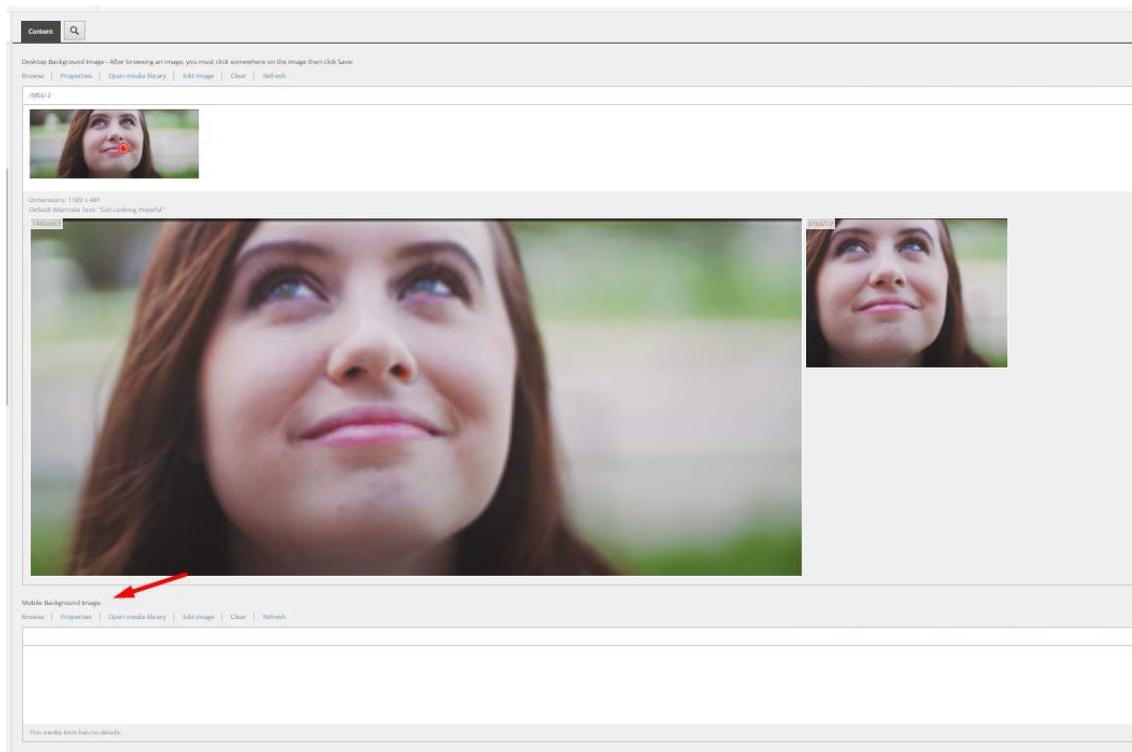
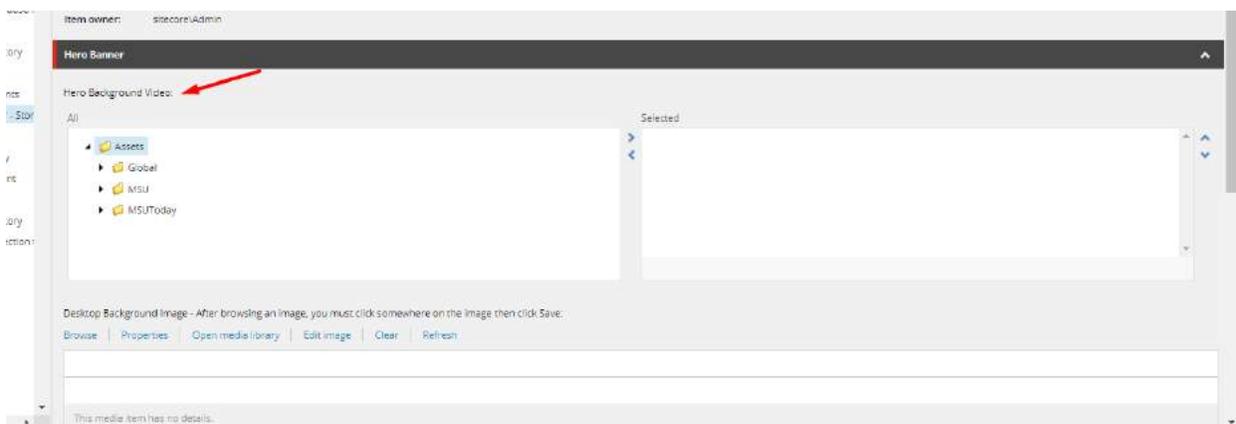
1.34.10 Hero Banner

- The Hero Banner of a Story is like the regular Hero Banner with only minor differences.
- The only fields on the Story Hero Banner are:
 - Background Video
 - Desktop Background Image
 - Mobile Background Image
 - Youtube Video ID

– Play Video In Lightbox

- The Hero Background Video takes precedence over all images and the YouTube video.
- The Desktop Background Image is a mandatory field and acts similarly to the Thumbnail image field (section 1.35.8) This field automatically generates the necessary images for both the Desktop and the Mobile view ports.
- If you wish to overwrite the auto generated Mobile version of the background image simply select the desired image in the Mobile Background Image field.
- The Youtube Video ID can be populated to play a video from Youtube.
- The Desktop Background image will be displayed on the page with a play button superimposed on top. CAs can choose whether the video would play inline or in a lightbox.

STEPS:



Lightbox:

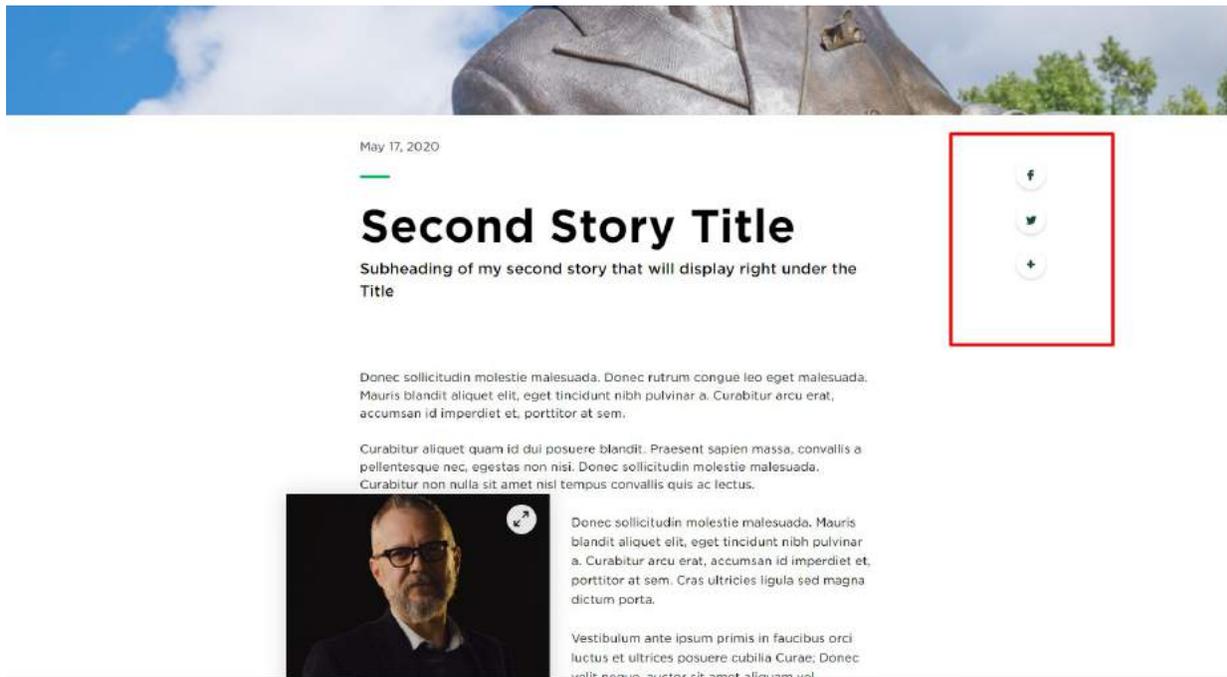


1.34.11 Social Share

More info:

- Stories will automatically get a Social Share component. This cannot and should not be modified by the CAs.

Example:



1.34.12 Story Content

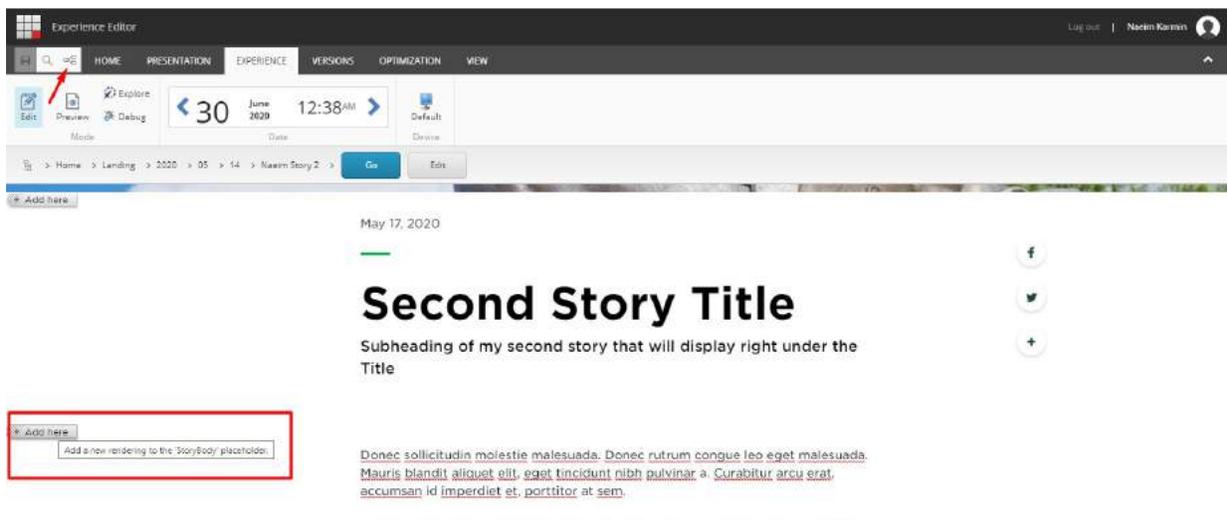
More info:

- Story Content is put on the story page using the Rich Text component.

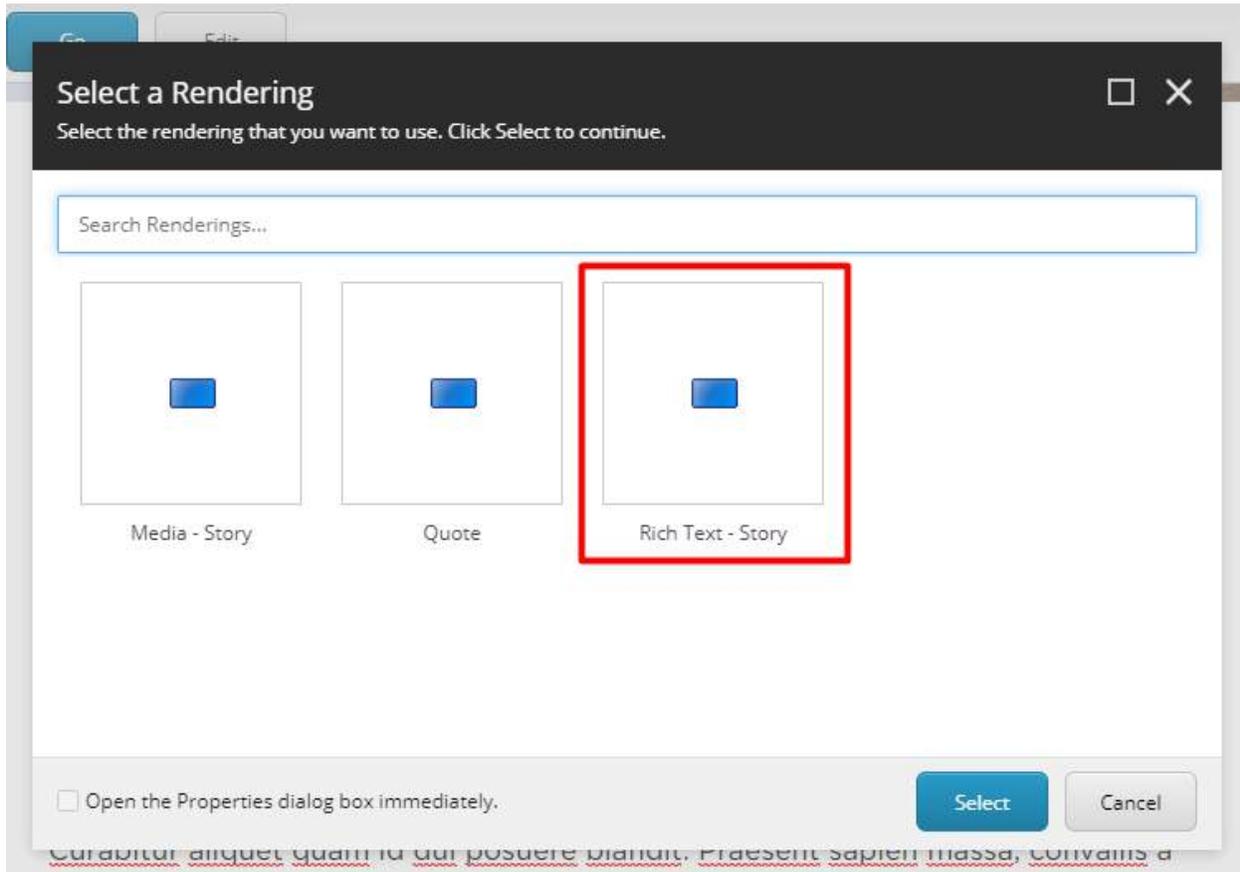
STEPS: To add the component to a story, open the story page in the Experience Editor.

Click the Add Component icon.

Click on the “Add here” button for the “StoryBody” placeholder.



Select “Rich Text – Story” from the popup and click Select.



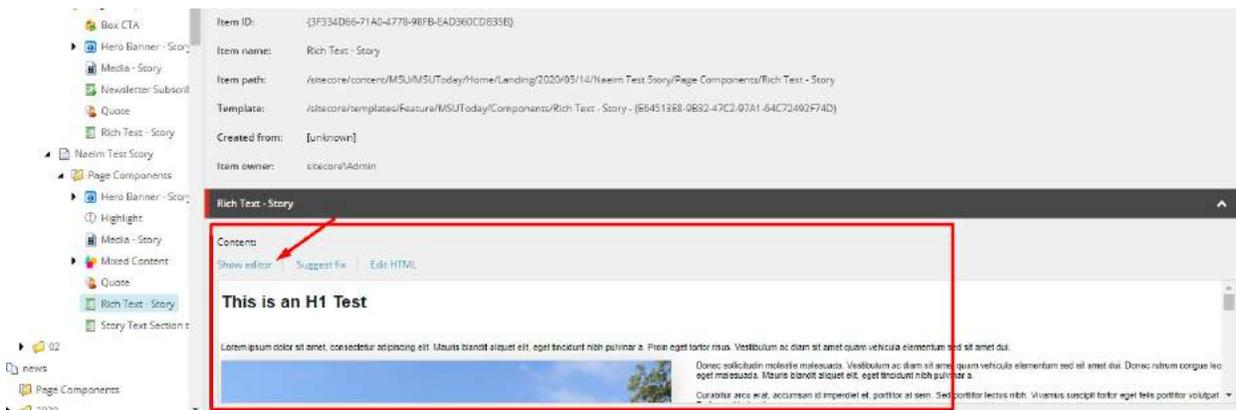
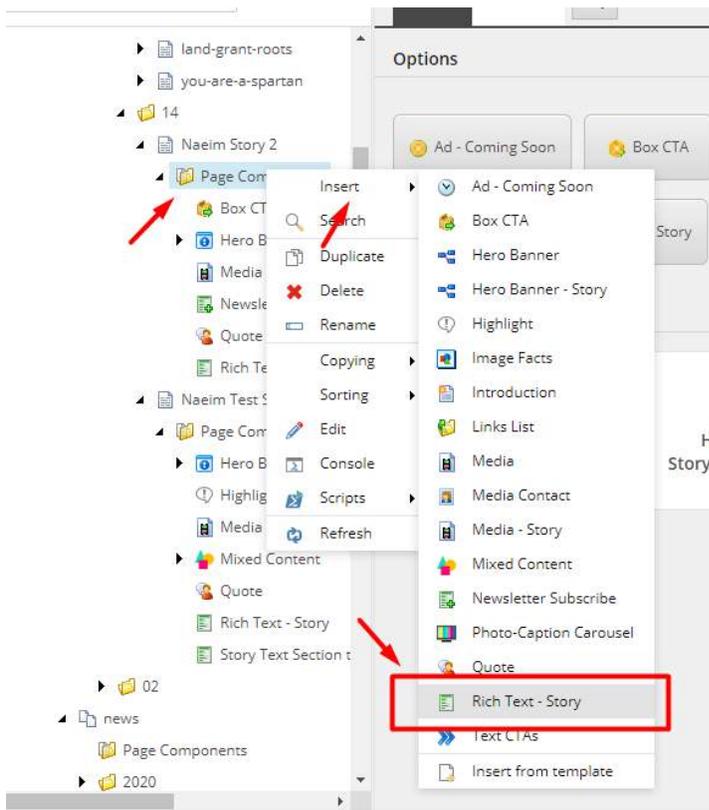
Select the Content you have previously created or create new content.

To add or modify the component content data, go to the Content Editor. In the Tree navigate to the Page Components of the story page.

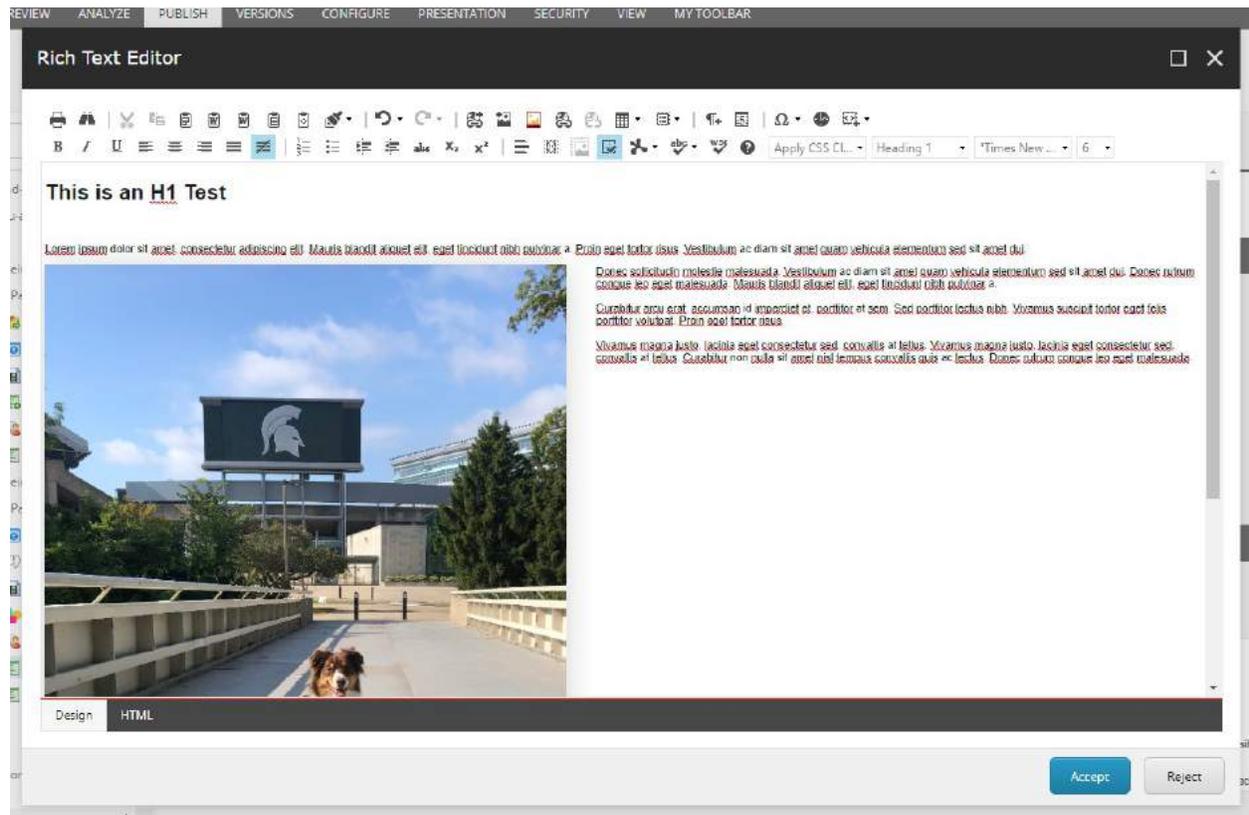
To add content, Right click and select Insert>Rich Text-Story

Give it name

To modify the content, select the component and in the right pane click "Show Editor" under the "Content" field in the "Rich Text – Story" section.



Enter your content in the Rich Text Editor. The Rich Text Editor for Story is the full version of the editor available to CAs and has many tools in the toolbar that can be used by the CAs to modify the content.



While the tools are standard to many text editors out there and should already be familiar to the CAs there is one special tool that has been custom built for MSU. It is called “Drop Image” tool.

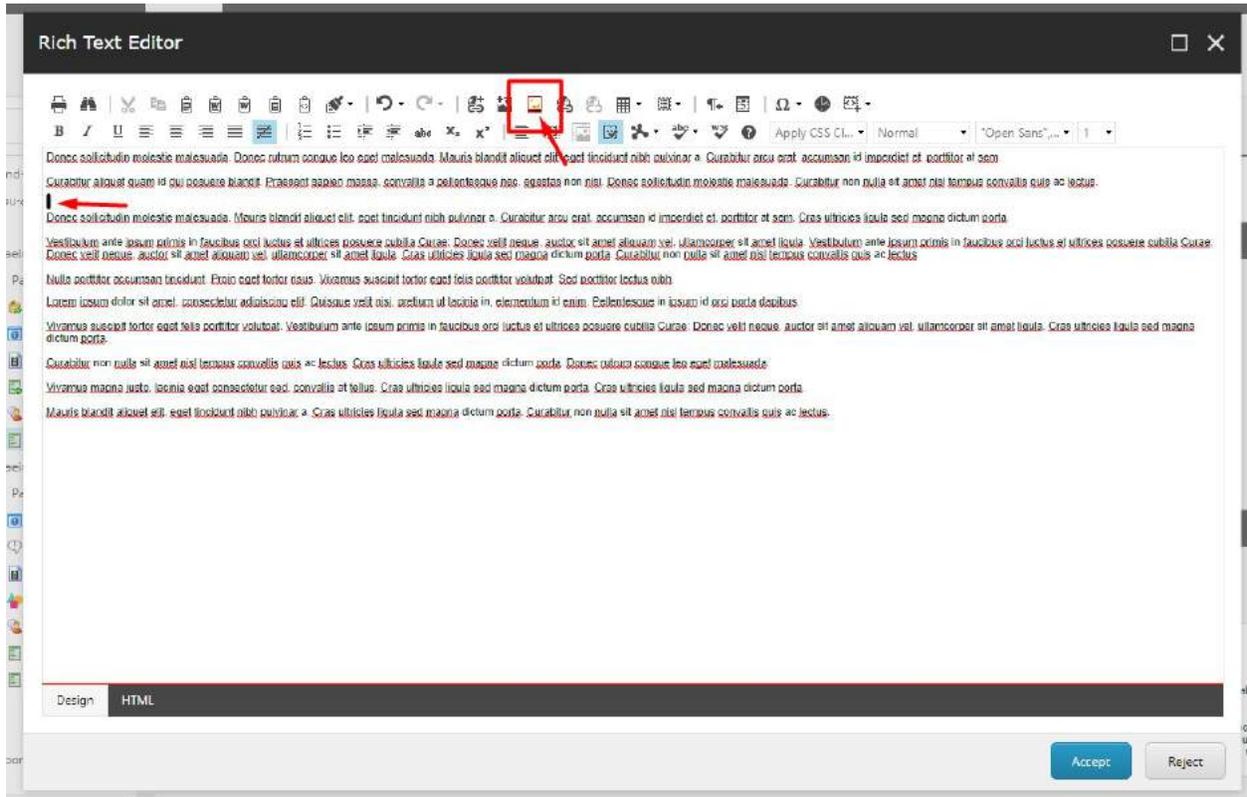
1.34.12.1 Drop Image

More info:

- It is advised that the image be placed AFTER a paragraph.

STEPS: To use the “Drop Image” tool simply position your cursor to where the image needs to be.

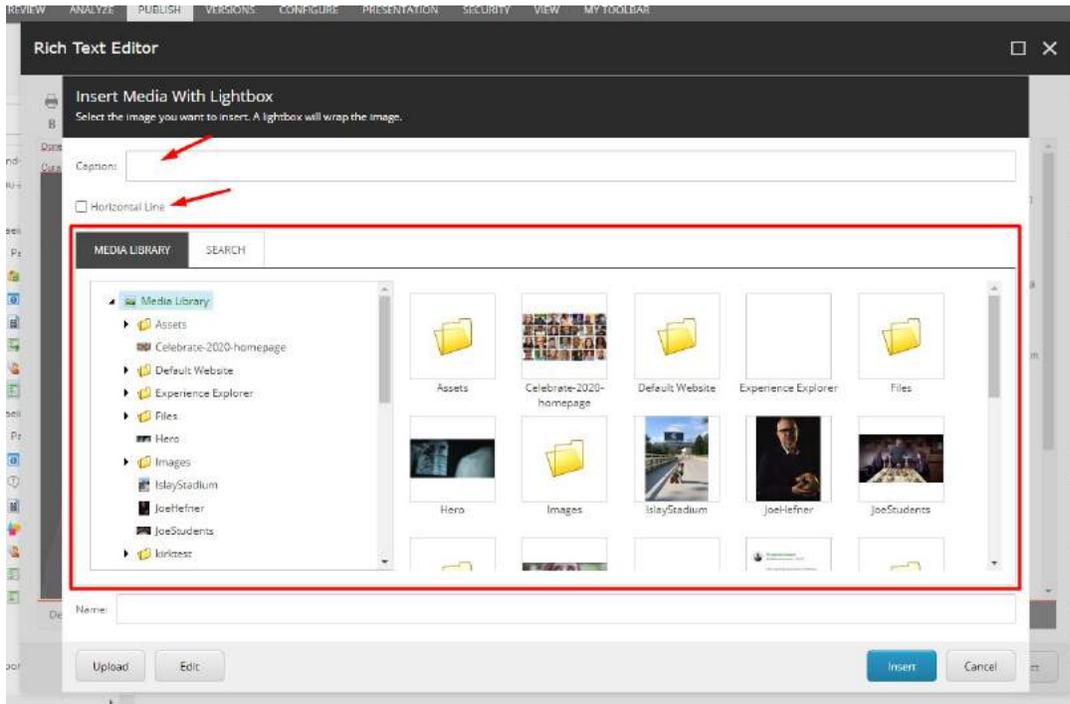
Then click on the indicated icon:



In the popup add the Caption in the appropriate field.

CAs can also choose to have the famous green divider display or not.

The “Enlarge Image” checkbox allows the CAs to decide if they want the drop image to be expandable by the users.

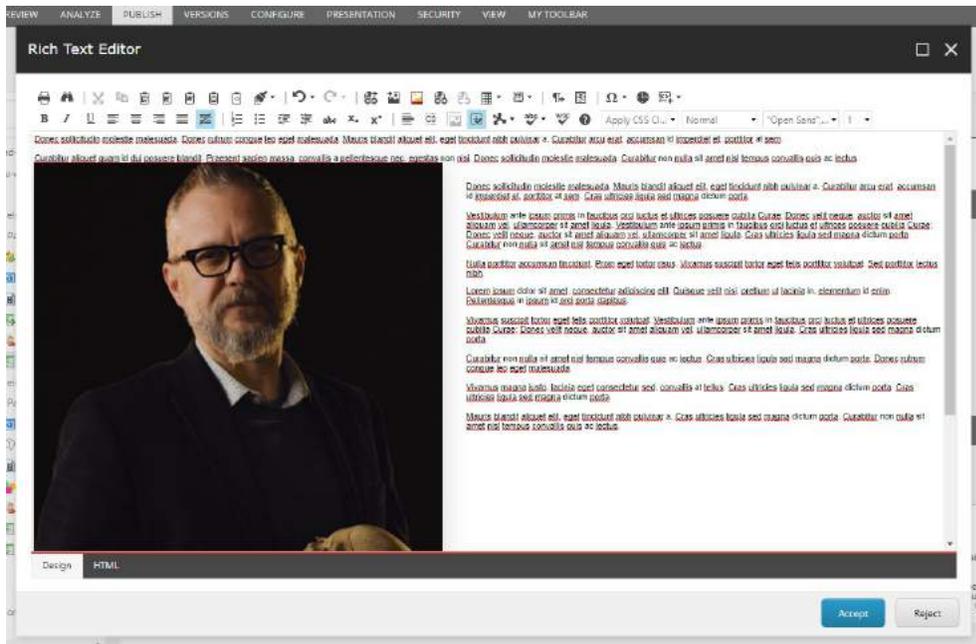


Select the image and click “Insert”

The image will be inserted where you cursor was.

CAs should know that with the “drop image” the preview does not reflect the final view.

Preview:



Final Display:

Donec sollicitudin molestie malesuada. Donec rutrum congue leo eget malesuada. Mauris blandit aliquet elit, eget tincidunt nibh pulvinar a. Curabitur arcu erat, accumsan id imperdiet et, porttitor at sem.

Curabitur aliquet quam id dui posuere blandit. Praesent sapien massa, convallis a pellentesque nec, egestas non nisi. Donec sollicitudin molestie malesuada. Curabitur non nulla sit amet nisl tempus convallis quis ac lectus.



Joe Hefner is being used as an example of the drop image

Donec sollicitudin molestie malesuada. Mauris blandit aliquet elit, eget tincidunt nibh pulvinar a. Curabitur arcu erat, accumsan id imperdiet et, porttitor at sem. Cras ultricies ligula sed magna dictum porta.

Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Donec velit neque, auctor sit amet aliquam vel, ullamcorper sit amet ligula. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Donec velit neque, auctor sit amet aliquam vel, ullamcorper sit amet ligula. Cras ultricies ligula sed magna dictum porta. Curabitur non nulla sit amet nisl tempus convallis quis ac lectus.

Nulla porttitor accumsan tincidunt. Proin eget tortor risus. Vivamus suscipit tortor eget felis porttitor volutpat. Sed porttitor lectus nibh.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque velit nisi, pretium ut lacinia in, elementum id enim. Pellentesque in ipsum id orci porta dapibus.

1.35 Tabs

Horizontal list of categories (tabs) that when clicked, open a pane of related content. Only one tab's content is viewable at a time.

Usage:

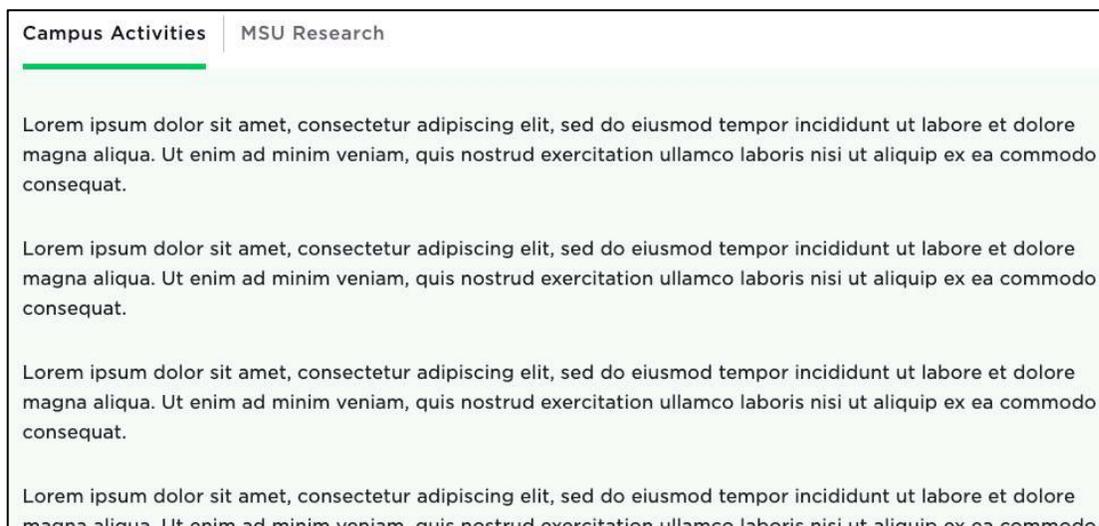
- Displaying a large amount of related content in a compact way

More info:

- The Tabs component does not require any information other than component name. The component consists of text panels with no borders.
- Tab names display above the panels and are separated by a bar; the currently viewed tab is designated by a green horizontal line.
- Tab sub-components provide the content for each Tab panel. Content is maintained in the Rich-Text Editor with full use of toolbar.
- Each Tab pane consists of a rich text WYSIWYG (“What you see is what you get”) container. Any rich text content can be placed here.
- Tabs are highly scannable, making it intuitive and easy to use.
- Tabs text will wrap if all tabs do not fit on one line.
- Tabs are displayed in the order in which they reside in the content tree.
- Tabs are most suitable when:
 - Categories number 2-9
 - Category names are relatively short
 - Categories are similar in nature
 - Categories fit in a single row of tabs
- Tab contents can be split into a 2-column format – see page component “Two-column Container in Tabs”.

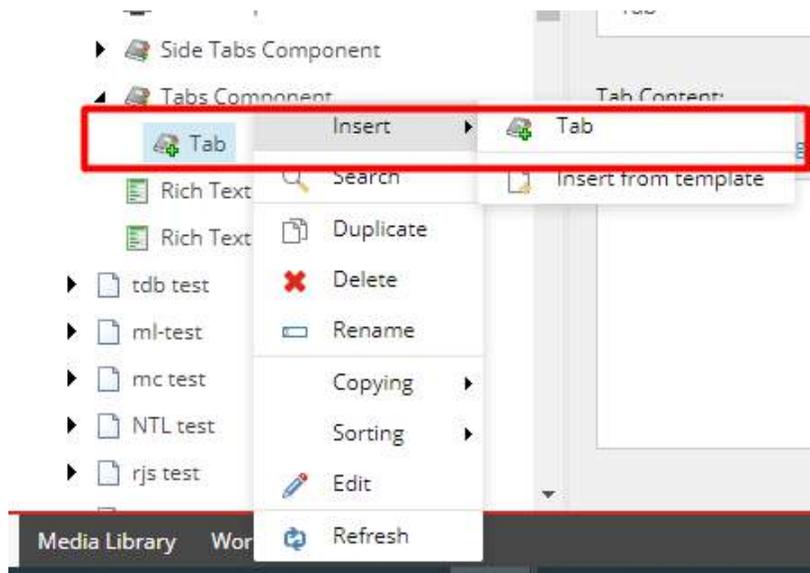
Sub-component: Tab

Example:



STEPS: To add or modify the content (data) for the component:

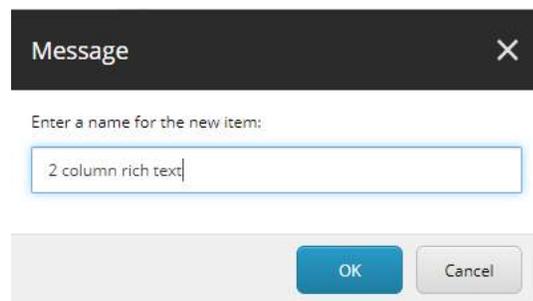
1. In Content Editor, locate the page in the content tree
2. On Page Components folder:
 - To ADD new Tabs component: right-click Page Components folder, select Insert > Tabs Component, and give it a unique name
 - To EDIT existing Tabs component: click Page Components folder to expand, and select Tabs Component
3. SAVE
4. Create one or more Tab sub-components – REPEAT for each Tab used:
 - Right click Tabs Component in the Tree and select Insert > Tab



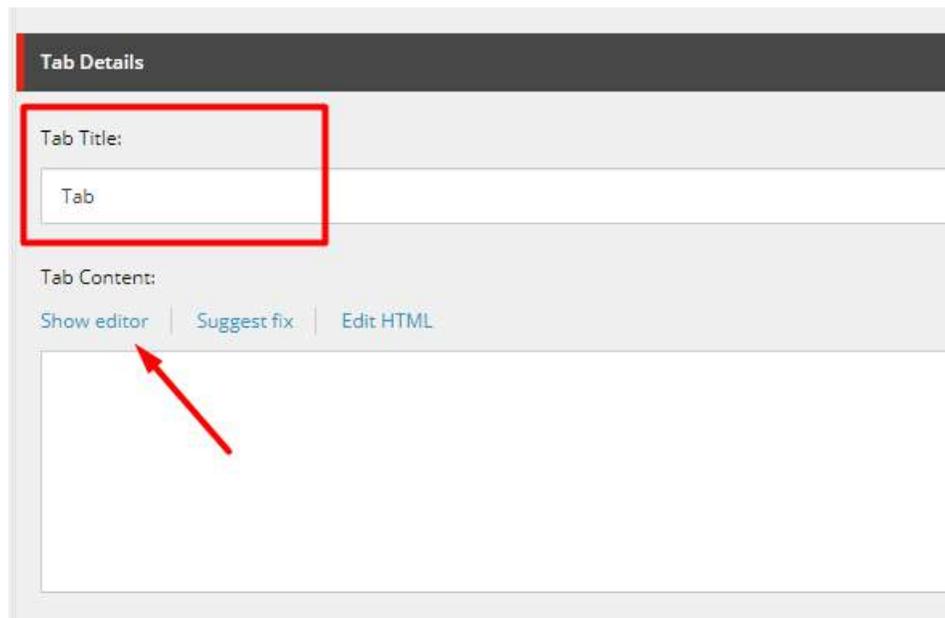
- Name the Tab item

This name serves as a query string that is added to the page URL when a tab panel is opened. The URL + query string can be used as a link to the page and to open a specific tab panel.

Example: <https://msu.qa.sitecore.msu.edu/page-name#2columnrichtext>



- In the right pane, modify fields in Tab Details section:
 - Tab Title – text that displays as the Tab category
 - Tab Content – use the rich text container to provide content. Click “Show editor” to begin.



Tab Details

Tab Title:
Tab

Tab Content:
[Show editor](#) | [Suggest fix](#) | [Edit HTML](#)

5. SAVE
6. Drag and drop Tabs in the content tree so that they are in the correct order for display
7. NEW Links List component only:
 - In Experience Editor, add Tabs Component
 - SAVE and close EE tab
8. In Content Editor, preview the page and verify changes made (optional) – on Publish ribbon, select Preview
9. Publish the Tabs component.
10. Verify changes in a browser.

1.36 Tabular Directory

Serves as a landing page where the visitor can view a list of items being featured on the site

Usage:

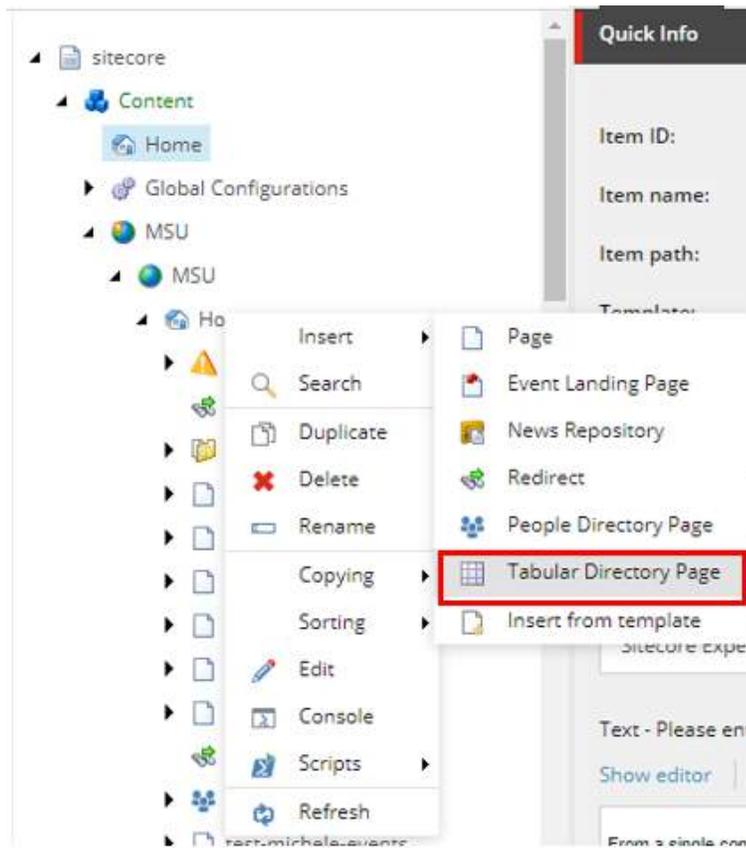
More info:

- In tabular directory “Number of Columns to display” field – do not count the Description first column in the count.
- To display a table of all Tabular Directory pages, in Experience Editor, add “Tabular Directory Page” component. Data Source is the Tabular Directory item itself. (In EE, no table actually displays.)
- One or more dropdown selectors are automatically displayed. They do not necessarily correspond to the table columns. Their values represent values entered into column fields in the individual Tabular Directory pages. Values are maintained in tenant global Configuration > Tabular Categories.

Example:

STEPS: To create a Tabular directory page:

1. Right click on the “Home” node
2. Select “Insert” to expand the menu
3. Select Tabular Directory Page
4. Under the “Tabular Directory” section of the content editor you can define the “Number of items per page”
5. You can then define the number of columns that you want your table to have (up to 8)



6. Finally, you can add the title for each column displayed on the table

Tabular Directory

Number Of Items Per Page:

Number Of Columns To Display:

Content English 1

Column 1 Title:

Column 2 Title:

Column 3 Title:

Column 4 Title:

Column 5 Title:

Column 6 Title:

Column 7 Title:

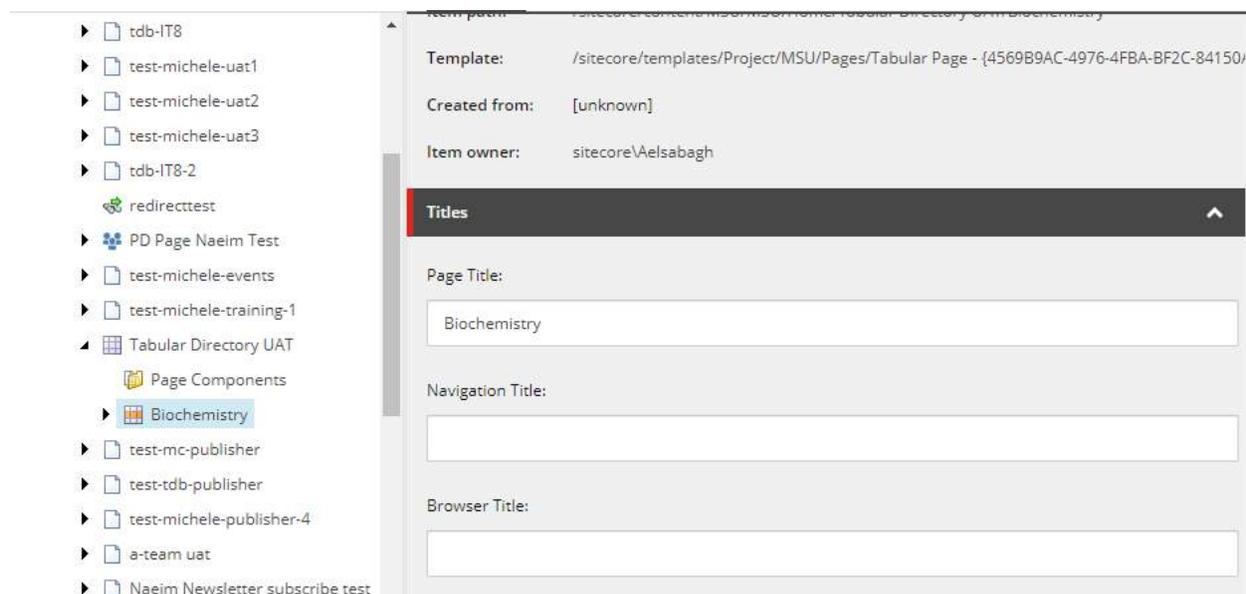
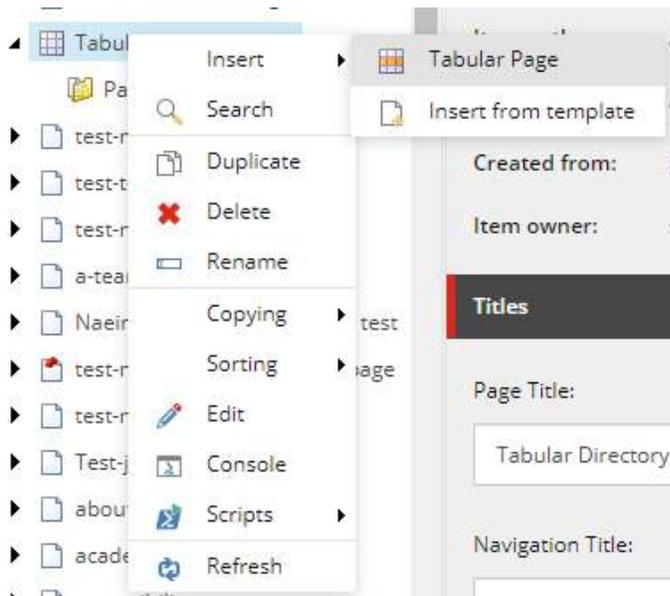
Column 8 Title:

1.36.1 Tabular Page

The tabular page is added below the Tabular Directory page. The tabular directory page lists the information for each item based on the info populated into each item's "Tabular Page"

To create a People details page:

1. Right click on the "Tabular Directory" node
2. Select "Insert" to expand the menu
3. Select Tabular Page
4. Enter the "Page title" which will also serve as the first column's value for the item



5. You can input all of the following fields for each Tabular Page item:
 Column 1 to 7 (these will populate columns 2 to 8 respectively for that item in the table)
 Category 1 to 3 (these will allow the user to filter and sort the items in the table)

Tabular ▲

Column 1:

Column 2:

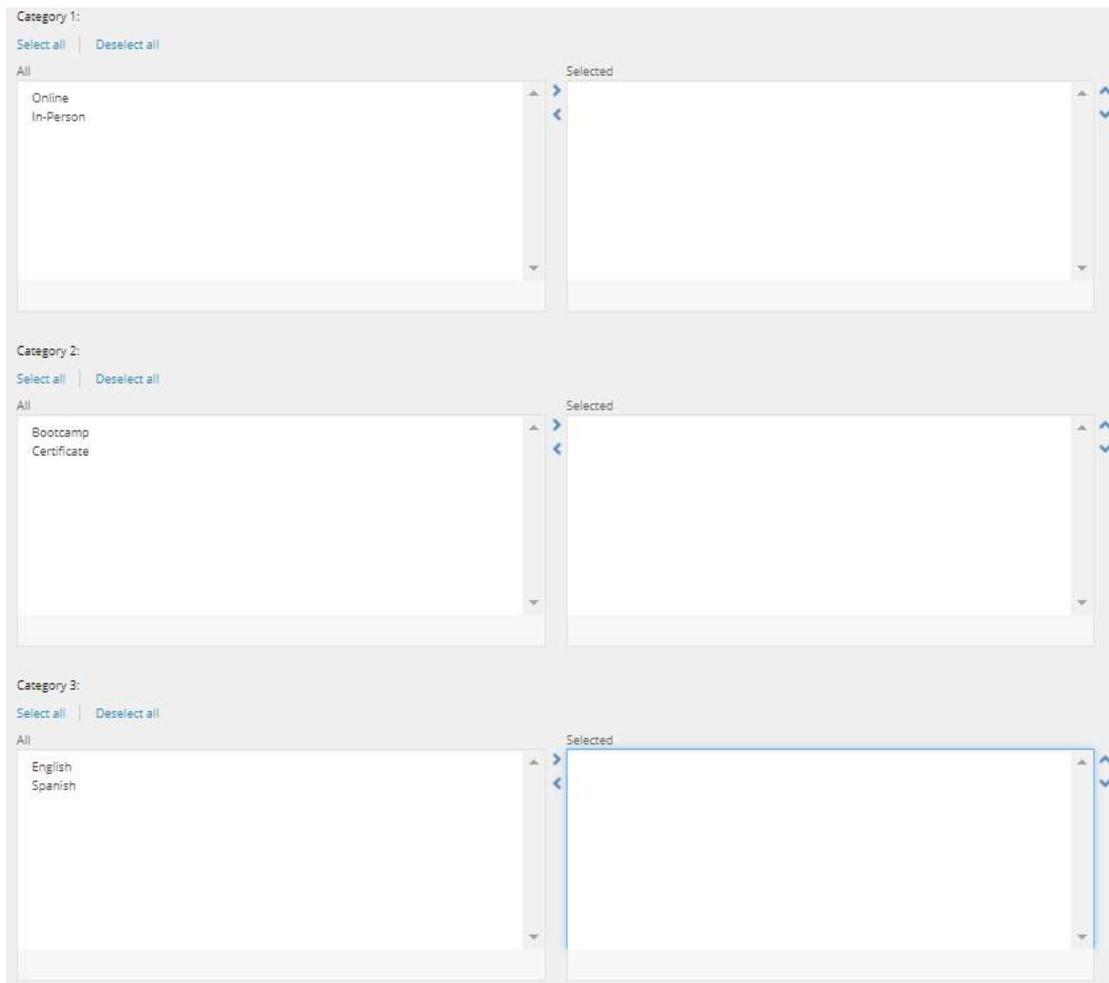
Column 3:

Column 4:

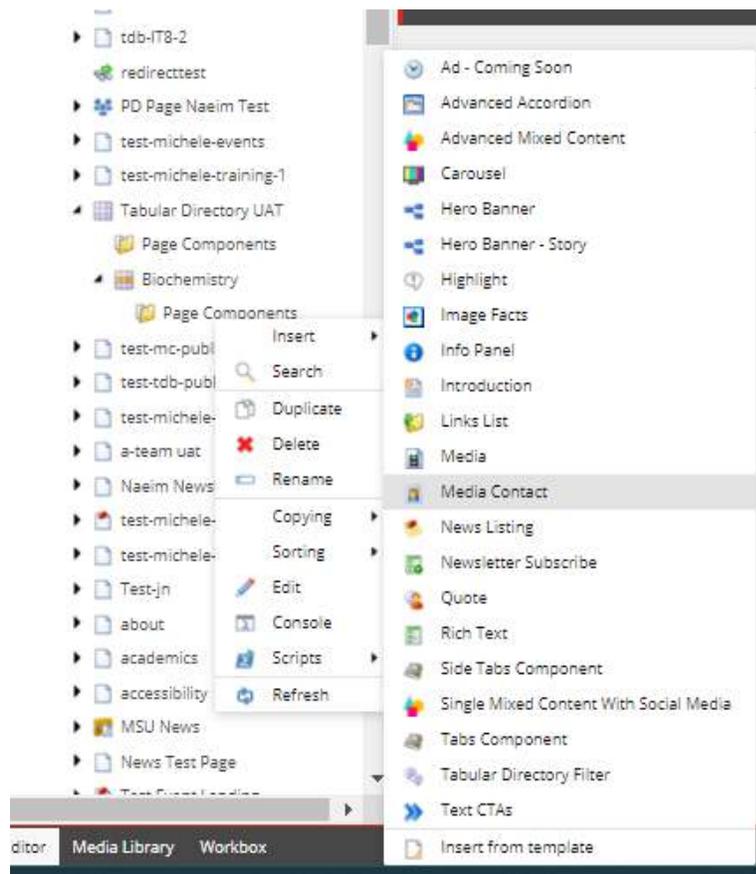
Column 5:

Column 6:

Column 7:



6. The tabular page can be populated with content by inserting these components under the “Page components folder”:
 - a. Right click on the “Page components” folder
 - b. Select “Insert” to expand the menu
 - c. Select the desired component
 - d. Input the necessary information into the component



1.36.2 Tabular Directory Categories

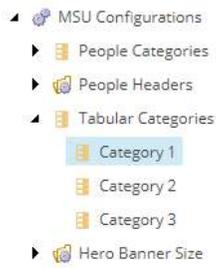
The category fields of the Tabular page template allow the content author to define hidden categories that can be used by the user to filter and sort between the table's items.

These categories can be created and modified by Admins at this folder path (the path changes based on the tenant you are working in):

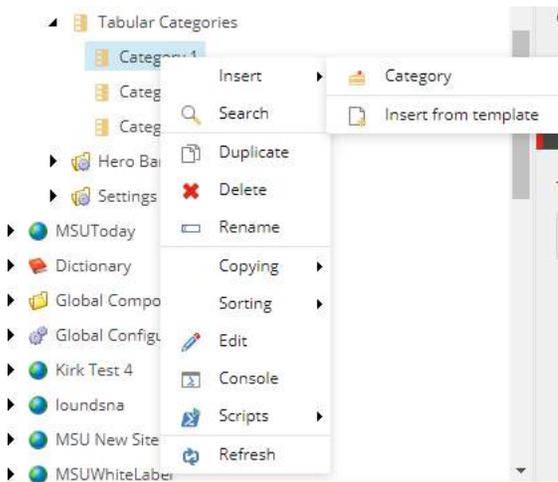
`/sitecore/content/MSU/MSU/MSU Configurations/Tabular Categories`

STEPS: To modify the category, follow these steps:

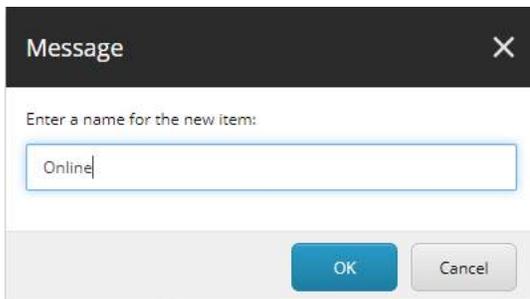
1. Navigate to `/sitecore/content/MSU/MSU/MSU Configurations/Tabular Categories`
2. Select the Category that you want to modify
3. Enter a descriptive category title



4. Add the category facets within the desired category folder by selecting “Category” from the insert menu



5. Give the category facet a descriptive name



The screenshot displays the Sitecore CMS interface. On the left is a tree view showing the site structure. The 'Online' item is selected under 'MSU Configurations' > 'Tabular Categories' > 'Category 1'. The right pane shows the details for the 'Online' item, including a 'Quick Info' section with metadata and a 'Data' section with a value field.

Tree View:

- privacy
- research
- sitemap-page
- social
- state-transparency-reporting
- students
- support-msu
- visit
- MSU Components
- MSU Configurations
 - People Categories
 - People Headers
 - Tabular Categories
 - Category 1
 - Online**
 - Category 2
 - Category 3
 - Hero Banner Size
 - Settings
 - MSU Today

Item Details:

Quick Info

- Item ID: {05BE2750-F731-4074-8590-81E2C134643A}
- Item name: Online
- Item path: /sitecore/content/MSU/MSU/MSU Configurations/Tabular Categories/Category 1/
- Template: /sitecore/templates/Foundation/Shared/Configuration/Tabular/Category - {ECD33
- Created from: [unknown]
- Item owner: sitecore\Aelsabagh

Data

Value:

1.37 Tabular Directory Filters

Description

Usage:

More Information:

- The content author can add a hero banner with filters linking to the tabular directory. This makes it easy for the user to refine their selections and be directed to the tabular directory with those filters applied.

Example:

STEPS: To create or modify the content (data) for the component:

- Right click on the Page components folder of the page with the banner component.
- Select Tabular Directory Filter from the insert menu



- In the right pane you can make modify the various fields.
- Add the Desktop and Mobile background images.
- Enter the Banner Title and Banner Description
- You can modify the style of the banner such as adding a horizontal line or a gradient or making the text dark.

Title:
The Tabular directory filter

Description:
This is the filter that should sit on the homepage that leads to the tabular directory

Use Dark Text

Use Gradient

Add Horizontal Line

- You can then select which filters you want to display and what label you want for each filter

Note: The filters will appear in the order they are defined in the category configuration folder, so make sure your labels follow the same order

Note: You can only display 2 filters at a time, so if 3 Categories are set to “Display” only the first 2 will appear on the banner

Display Category 1

Category 1 Label:
Course Delivery

Display Category 2

Category 2 Label:
Course Type

Display Category 3

Category 3 Label:

- Enter the text for the CTA that needs to appear on the banner and triggers the redirect once the user selects it
- Select the Tabular Directory page from the content tree in the “Tabular directory page field”

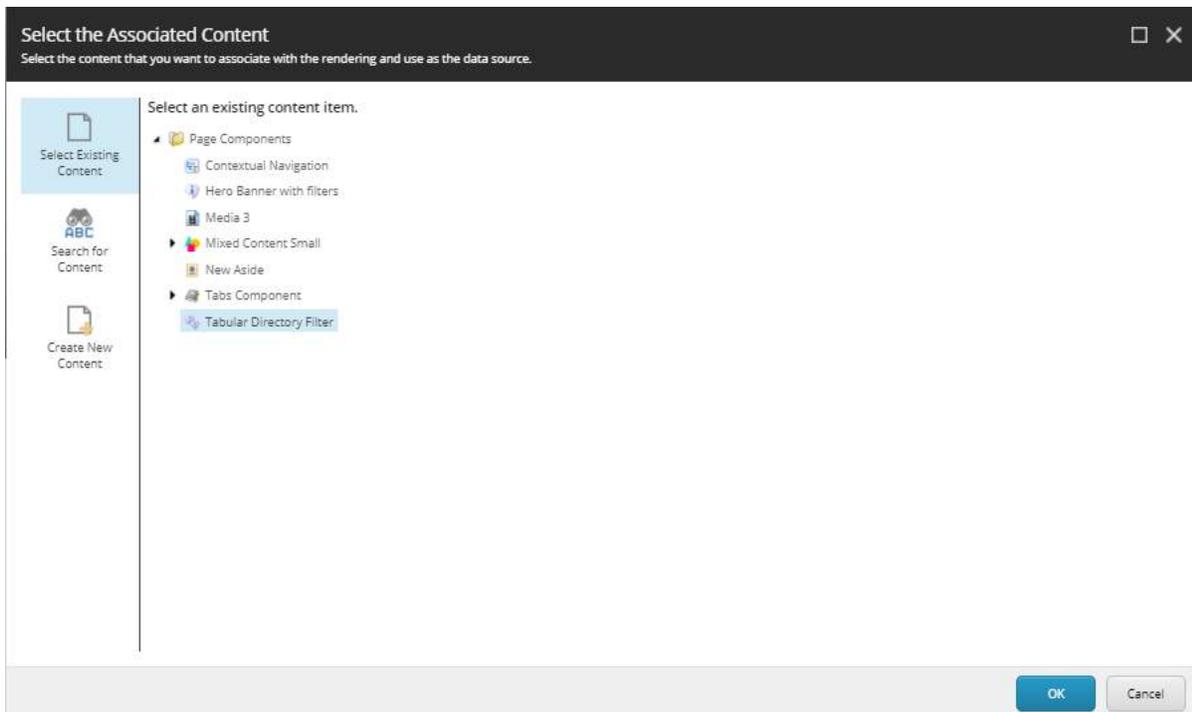
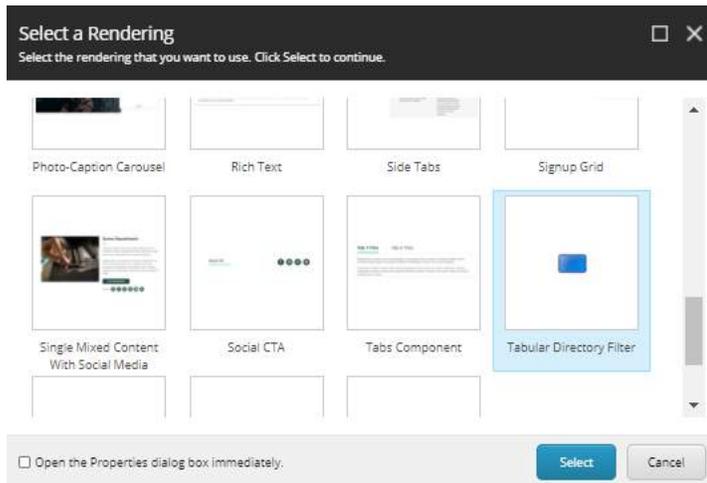
CTA Text:
Explore Courses

Tabular Directory Page:
Home/Tabular Directory UAT

- Save and Publish changes

The component can then be added onto a page within the Experience Editor:

- Open the respective page in the Experience editor
- Click on the “Component” icon in the toolbar
- Click on the “Add here” button that corresponds to the placeholder where you want to insert the banner
- Select Tabular Directory filter from the “Select a Rendering” dialog box
- Select the associated content data source that you created earlier
- Save and Publish changes



1.38 Text CTAs

Multiple text links housed in a single page component, displayed on a solid gray background.

Usage:

- Standalone text links that are not part of other content

More info:

- The Text CTA is a global component with a parent-child structure. Parent is the Text CTAs and children are the CTAs.
- Maximum of 3 CTA sub-components are displayed. If more are created in the page component, only the first 3 listed in the Tree under the component are displayed.
- Bold and italic styles can be applied to the heading or to individual CTA links.
- If Horizontal Line is selected, it displays between header and links. The line does not display if a header is not specified.

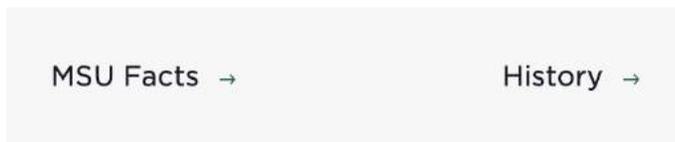
Sub-component: CTA

Example 1: One CTA with header and arrow icon



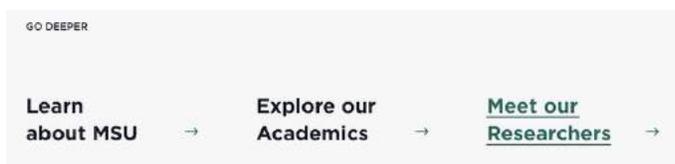
Example 2: Two CTAs, no header, with arrow icon

Source: MSU About page <https://msu.edu/about>



Example 3: Three CTAs with header and arrow icon

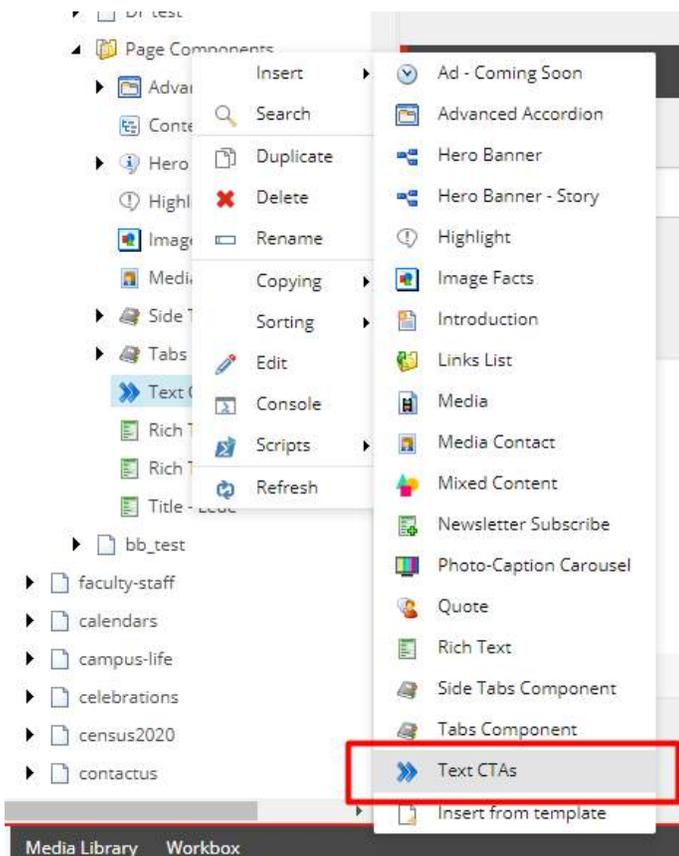
("Meet our Researchers" illustrates style in hover mode)



STEPS: To add or modify the content (data) for the component:

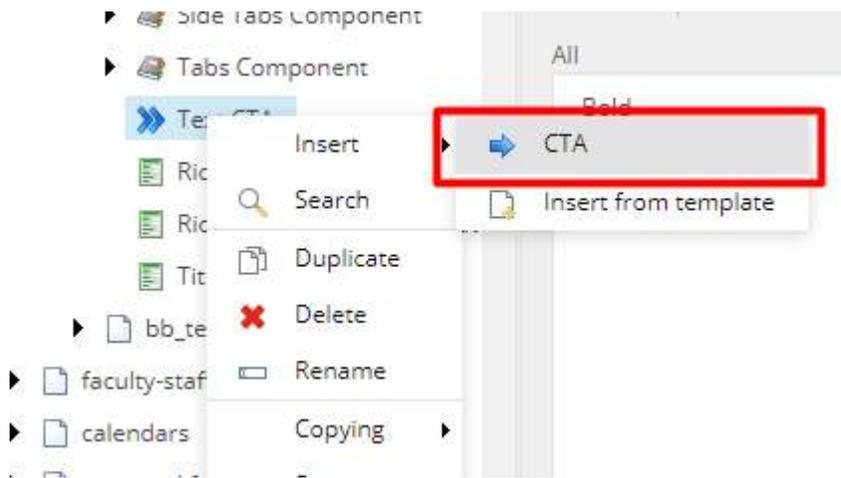
In Content Editor:

1. In Content Editor Tree, navigate to page's Page Components folder:
 - a. To ADD new component: right-click Page Components folder, select INSERT > Text CTAs, and give it a unique name
 - b. To EDIT existing component: click Page Components folder to expand, and select the Text CTAs component



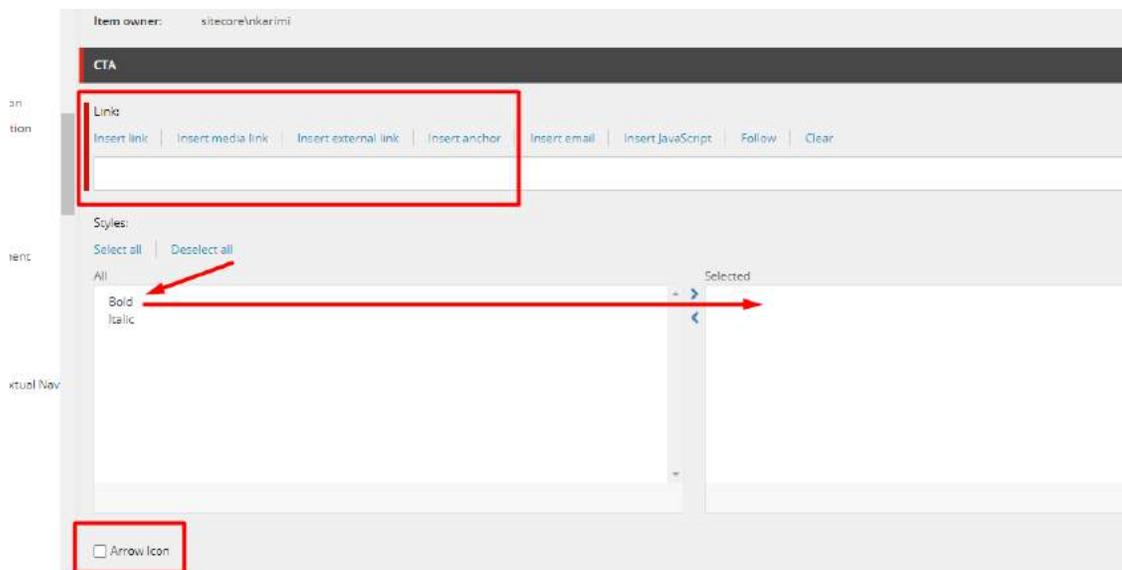
In right pane, modify fields in the Text CTAs section:

2. Header – enter text that displays above the links
3. Header Styles – (optional) select Bold and/or Italic to be applied
4. Horizontal Line – check to display a small green line between Header and links. (If no Header, the line does not display.)
5. SAVE
6. To ADD a CTA link (max. 3):
 - a. Select the Text CTAs component in the Tree, right click the component, select Insert > CTA, and give it a unique name



7. Add/Edit CTA sub-component fields in the right pane – REPEAT for each CTA used:

- a. Link:
 - i. Select link type
 - ii. For Internal link, select a page from the Tree
 - iii. For External link, enter fully specified path
 - iv. Description – button label (the text that appears on the button)
 - v. Target – Active Browser (destination displays in same browser tab) or “New Browser” (destination displays in new browser tab)
 - vi. Click INSERT
- b. Styles – optional styles for link text
- c. Arrow Icon – check to display the Arrow Icon next to the link



8. Save

9. Save and Publish your changes.

10. NEW Text CTAs component only:

- a. In Experience Editor, add Text CTAs component
- b. SAVE and close EE tab

11. In Content Editor, preview the page and verify changes made (optional) – on Publish ribbon, select Preview

12. Publish the page component.

13. Verify changes in a browser.

1.39 Text Fact Data Source

Store and maintain Text Fact items in the site's global components node. Facts can be used in Grid and Text Facts Grid components as the data source.

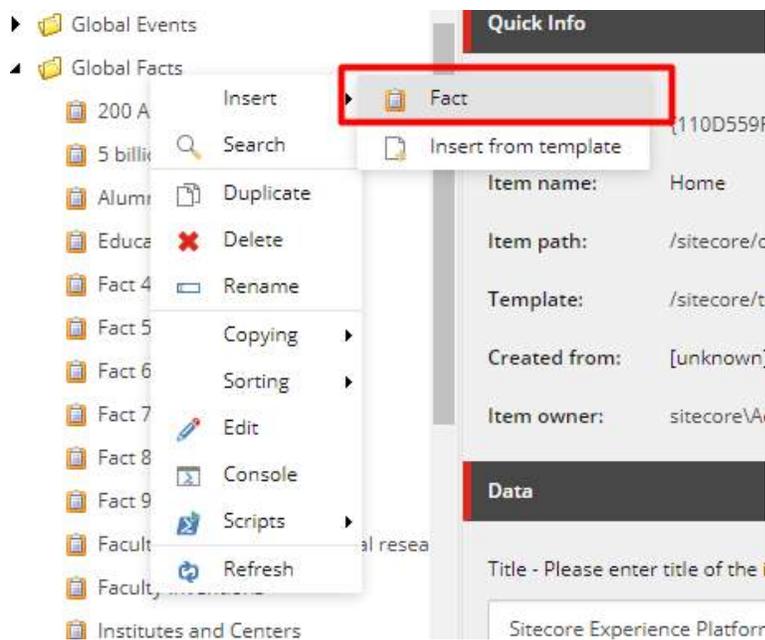
Usage:

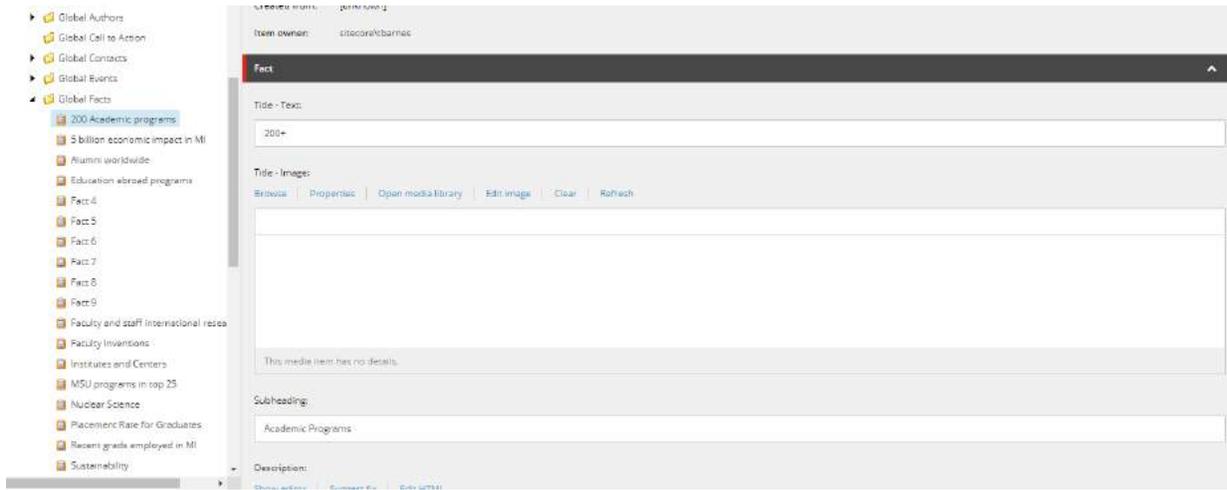
More info:

- The Grid component and the Text Facts Grid component can use Text Facts as a data source.
- Facts can be stored in the content tree or in *sitename* Components node.

Example:

STEPS:





1.40 Text Facts

Display one or more predefined infographic Facts in a tiled (grid) layout.

Usage:

- Display one infographic Fact in a cell of the Grid component
- Display one or multiple infographic Facts in the Text Facts Grid component

More info:

- Facts content (items) must be created prior to adding or editing the Text Facts component.
- Facts content is located in the Tree at: *sitename* Global Components > Global Facts
- Fact items can be created prior to when they are needed. When ready to use, a Global Fact item is selected in the page's Text Facts component.
- Facts can be displayed in a grid – either the Grid component or the Text Fact Grid component.
- Using the Grid component:
 - Holds a single Text Fact item in one cell
 - Other Grid cells need not contain Text Facts items
- Using the Text Facts Grid component:
 - Holds one, two or four columns of Text Fact items
 - An optional image can be displayed to the right or left of the Facts.
 - Fact items can be displayed in the following formats:
 - Image + 1 column of facts
 - Image + 2 columns of facts
 - Image + 4 columns of facts
 - No image (1-4 facts)
- A Grid and its format option must first be set up in Experience Editor. Select the format and add Fact items to the component; items are automatically arranged appropriately.

— Global Facts item —

Example 1: These items are stored in Global Components and *sitename* Components nodes



— Using a Grid component —

Example 2: Text Facts in a generic Grid component <https://msu.edu/academics>

The cells containing the two Facts have green backgrounds.

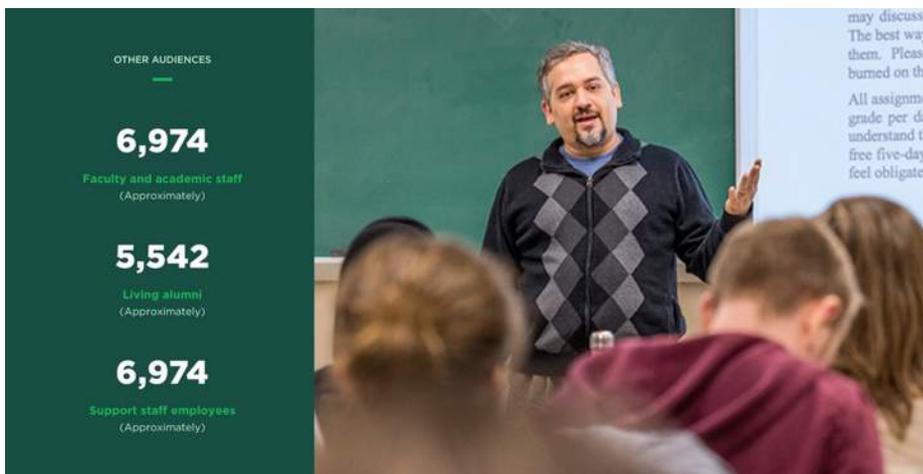


— Using a Text Facts Grid component —

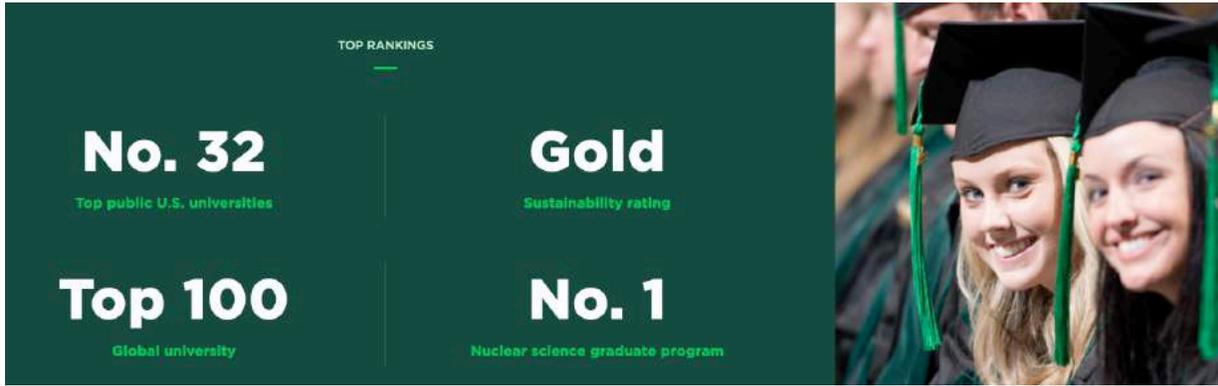
Example 3: Image (left) with 1 column of facts – single fact item



Example 4: Image (right) with 1 column of facts – multiple fact items



Example 5: Image with 2 columns of facts <https://msu.edu/about>



Example 6: Image with 4 columns of facts



Example 7: No image, white background
All fields are used: Section Header, Section Description



STEPS: To add or modify the content (data) for the component:

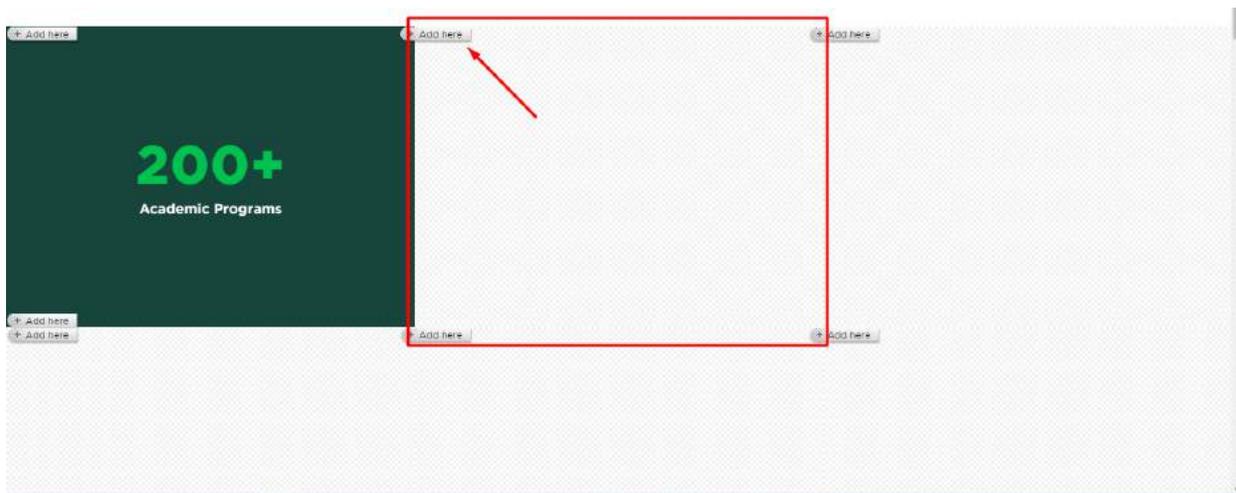
(Be sure that new Global Facts items have been created before starting.)

— Using a Grid component —

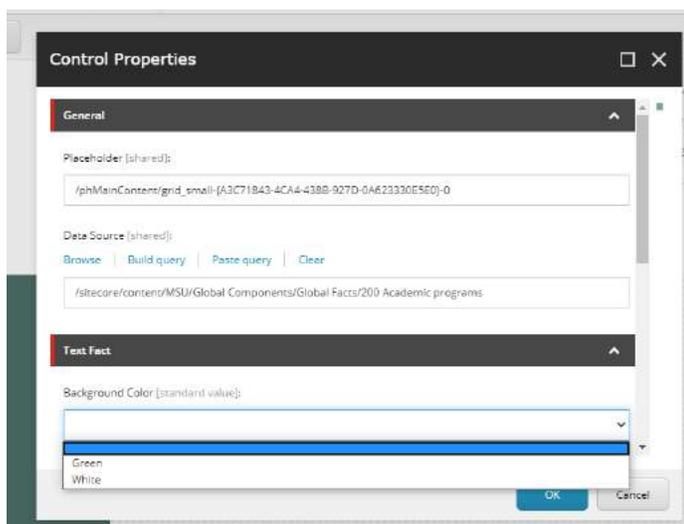
Complete these steps if using a **Grid component** to hold the Fact item(s).
See Example 2 above.

If using a predefined Fact from *sitename* Components, create the Fact before creating the component.

1. In Content Editor, select the page in the content tree.
2. Navigate to Experience Editor: Publish ribbon > Experience Editor
3. Create a Grid component if one does not already exist
4. Click the Grid component, then click “Add here” in the desired cell of the Grid. Remember that facts can only be added to “small” cells.



5. Select “Text Fact” rendering in the dialog box.
6. Choose one of these data source options:
 - a. Select a Text Fact component created in Content Editor
 - b. Select a Global Fact item from the list of all site Global Fact items
 - c. Select Create New Content (content will display in Content Editor Tree)
7. Select Background Color.



8. SAVE
9. Close the EE tab and return to Content Editor tab
10. In Content Editor, preview the page and verify changes made (optional) – on Publish ribbon, select Preview
11. If you selected “Create New Content”, click that component added in EE and enter content.
12. Publish the page component.
13. Verify changes in a browser.

— Using a Text Facts Grid component —

Complete these steps if using a **Text Facts Grid component** to hold the Fact item(s).
See Examples 3-7 above.

In Experience Editor:

1. To **ADD** a new Text Facts Grid component:
 - a. Create a Text Facts Grid component
 - b. On Control Properties (displayed automatically) in Grid Layout field, select a format from the dropdown list:
 - Image and 1 Column of Facts
 - Image and 2 Columns of Facts
 - Image and 4 Columns of Facts
 - No image
2. To **CHANGE** an existing Text Facts Grid component: click “More” and select “Edit component properties”.
3. In section Text Facts Grid, set the following fields:
 - i. Grid Layout – select a formatting option in the dropdown
 - ii. Background color – select green (default) or white
 - iii. Image on Right – check to display image to the right of Facts items, uncheck to display on left
 - iv. Click OK
4. Select the Associated Content: click “Create New Content”, give it a unique name (e.g. text-facts), and click OK.
5. SAVE
6. Close the EE tab and return to Content Editor tab

In Content Editor:

7. In the Content Editor Tree, navigate to the page, click Page Components folder to expand, and select the new Text Facts component.
Note: If Grid is not in the Tree, collapse and expand Page Components folder to refresh.

In the right pane, modify fields in the Text Facts Grid section:

8. Section Header – enter text that displays above the Facts
9. Section Description – (optional) enter text that displays below header

10. Green Line – check to display a small green line between Header and links. (If no Header, the line does not display.)
11. Photo – click Browse and select an image from Media Library (not required if the No Image format was selected for the Text Facts Grid)
12. Facts Selection:
 - a. Select all Facts from the list box that should display in the Grid.
 - b. Facts are displayed in the order placed in the Selected list box.
 - c. Use Search to locate Facts by any text in the Facts Title (but not in Subheading).
 - d. Contents of the Facts Selection list box are all Facts entries in the Global Facts component.
13. Text Fact Style – select component Header style from dropdown: Prominent (default), Regular Heading, Small Heading
14. Featured Fact – from the list of Global Facts, select one Fact that is displayed first if multiple Facts are used (default is None)
15. Featured Fact Style – select Facts first line style from dropdown: Prominent (default), Regular Heading, Small Heading
16. SAVE
17. Preview the page and verify changes made (optional) – on Publish ribbon > Preview
18. Publish the page component.
19. Verify changes in a browser.

1.41 Two-column Container in Tabs

Description

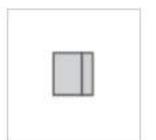
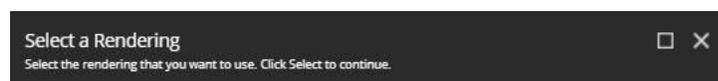
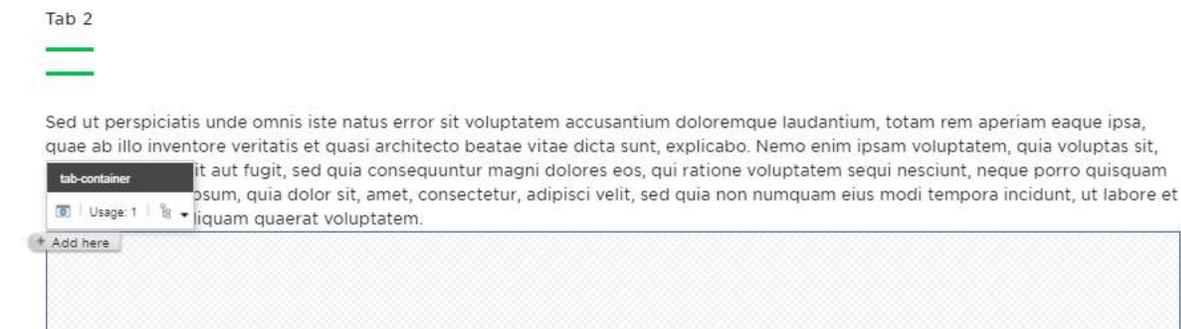
Usage:

More information:

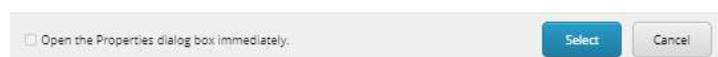
- The content author can split the body of a page within a tab into 2 columns by using the Two column container tabber. The left column spans 66% of the page’s width, and the right column spans 33% of the page’s width. The two-column container needs to be added from the Experience Editor. It can be added like any other component. Once a tabs component is added, the two-column container can be added within one of the tabs’ placeholder. Once the 2-column container is added, you will see the “Add here” label for each of the two columns of the container whenever you click the Add Component icon. Make sure you Save and Publish the changes.

Example:

STEPS:



TwoColumnContainerTab



The following components can be added in the left column:

- Rich Text Component
- Tabs component
- Advanced accordion
- Mixed content
- Highlight
- Links List
- Media contact
- Single mixed content with social media
- Text facts grid
- Media

The following components can be added in the right column:

- Aside component

Tab 1



Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam eaque ipsa, quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt, explicabo. Nemo enim ipsam voluptatem, quia voluptas sit, aspernatur aut odit aut fugit, sed quia consequuntur magni dolores eos, qui ratione voluptatem sequi nesciunt, neque porro quisquam est, qui dolorem ipsum, quia dolor sit, amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt, ut labore et dolore magnam aliquam quaerat voluptatem.

+ Add here

+ Add here

+ Add here

1.42 Two-column Grid 66-33

Description

Usage:

More info:

- The content author can split the body of a page into 2 columns by using the Two column grid 66-33 container. The left column spans 66% of the page's width, and the right column spans 33% of the page's width. The two-column container needs to be added from the Experience Editor. It can be added like any other component. Once a two-column container is added, you will see the "Add here" label for each of the two columns of the container whenever you click the Add Component icon. Make sure you Save and Publish the changes.

Example:

STEPS:

The following components can be added in the left column:

- Rich Text Component
- Tabs component
- Advanced accordion
- Mixed content
- Highlight
- Links List
- Media contact
- Single mixed content with social media
- Text facts grid
- Media

The following components can be added in the right column:

- Contextual navigation
- Social Share

Select a Rendering

Select the rendering that you want to use. Click Select to continue.

Signup Grid Single Mixed Content With Social Media Social CTA Tabs Component

Text CTAs Text Facts Grid TwoColumnContainer_66

Open the Properties dialog box immediately.

Select Cancel

+ Add here

+ Add here

2 Site-level Components

Site-level components are shared between multiple pages. For example, the Header and Footer are shared on every page in a site. A Contextual Navigation component is shared by the pages that are listed in the contextual navigation.

Shared components allow changes to be made in one place and immediately displayed wherever the shared components are used.

2.1 Header

The Header is the top area of every page of the website. It displays above the breadcrumb links and the page content.



The Header consists of:

- Brand Bar
- Masthead and Site Name
- Main Navigation and Mega Nav

Header example: <https://msu.edu/>



Header example: <https://comms.msu.edu/>



2.1.1 Brand Bar

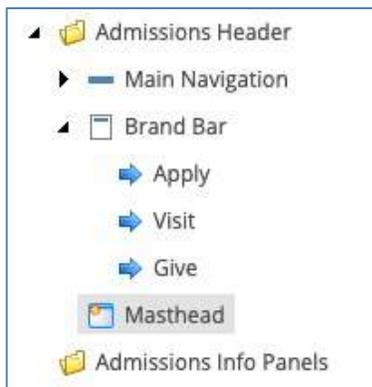
The Brand Bar is available to display on every Sitecore website. It consists of a list of text links that display above the masthead.

The Brand Bar is optional. Content is determined by the site owners.

The Brand Bar has two types of links:

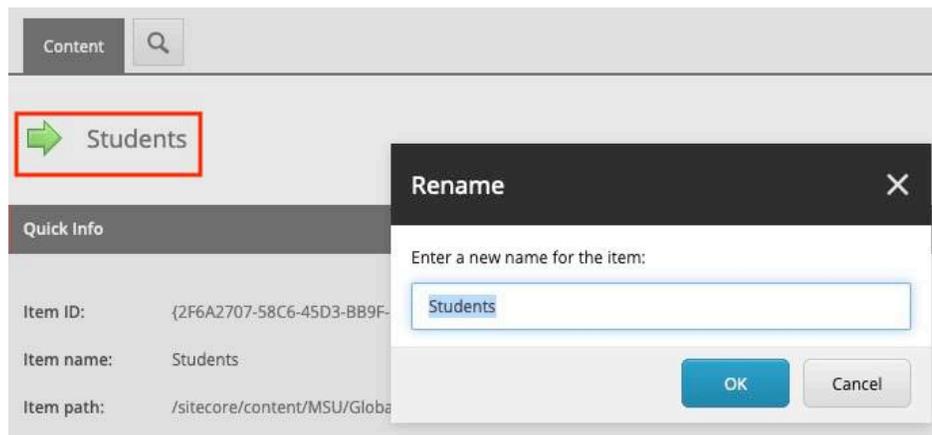
- Audience link – left-justified, displays in content tree with green arrow icon
- Global CTA – right-justified, displays in content tree with blue arrow icon

Example of Header in Content Editor content tree:



To modify the Brand Bar:

1. In Content Editor, in the content tree locate this node: *sitename* Global Components > *sitename* Header > Brand Bar
2. Click right arrowhead of Brand Bar node to expand it.
3. To ADD a link:
 - a. Right click Brand Bar in content tree.
 - b. Select Insert and choose the type of link to add – Audience or Global CTA.
 - c. Give it a name and click OK.
 - d. In the right pane (main content area), insert the link by clicking the appropriate option (e.g. Insert Link for internal links or Insert external link for external links).
 - e. Fill in the “Description” field – (required) this displays as the link label.
 - f. Save and publish the changes.
4. To CHANGE Audience or Global CTA text:
 - a. Click right arrowhead of Brand Bar node to expand it.
 - b. Click a Brand Bar link to select it.
 - c. In the right pane, click the link label and change the text, then click OK.



2.1.1 Masthead and Site Name

The Masthead contains the site name (which serves as a link to the site's Home page), the MSU search tool, and the MSU Helmet icon and MSU Wordmark (logo) image (which acts as a link to the main MSU.edu website).

More than one Masthead item can be created and stored in the site's Components node in the "sitename Header" item. However, only one masthead is active at any time.

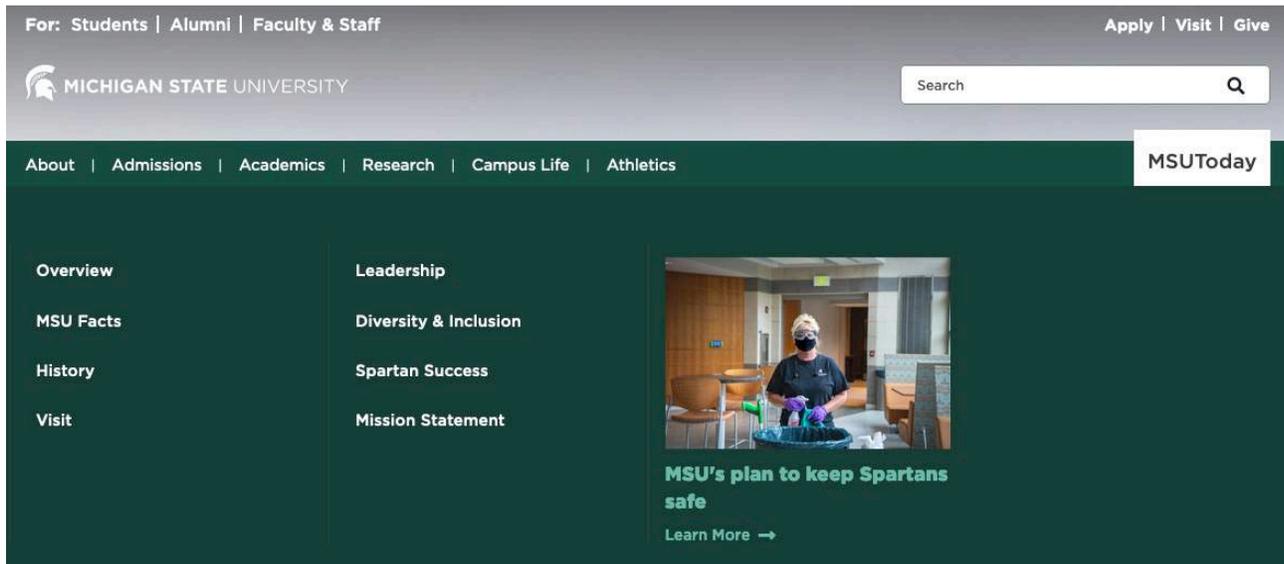
2.1.3 Main Navigation and Mega Nav

Main Navigation has two sections:

- Navigation Bar – primary navigation links arranged in a horizontal menu bar
- Mega Nav – (aka Super Nav or Mega Menu) links related to a main navigation item

Main Navigation example: <https://msu.edu/>

- Primary navigation links: About, Admissions, Academics, Research, Campus Life and Athletics.
- "MSUToday" is a right-justified main navigation link with its own style.
- Mega nav links for the About section: Overview, MSU Facts, History, etc.
- Columns 1 and 2 are text links.
- Column 3 is an optional CTA link with image.



Navigation Bar (Nav Bar)

The Nav Bar has two types of links: Regular and Aligned Right. These types each open their own variation of the Mega Nav.

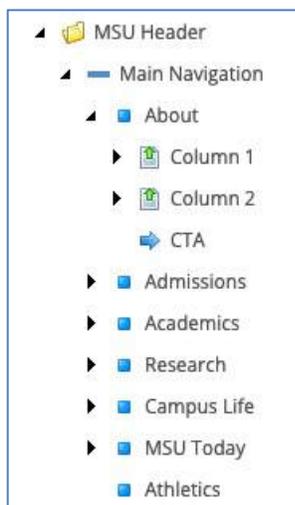
The regular Nav Bar items open a Mega Nav that has up to 3 columns of links and an optional column with a single CTA.

The Aligned Right Nav Bar Item opens a Mega Nav that has a column of up to 3 CTAs and a single column of links.

Mega Nav

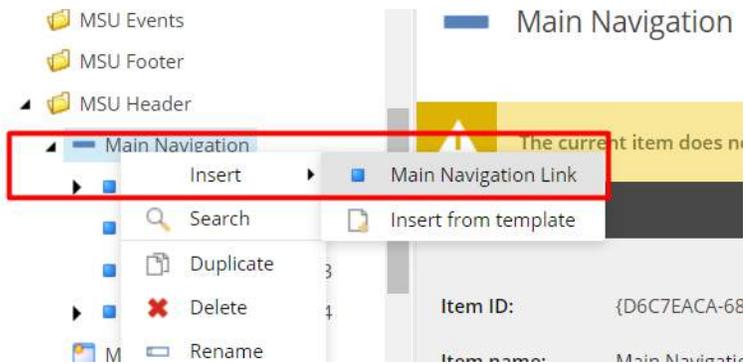
Hovering over a primary navigation link will expand the corresponding Mega Nav if present. External (outbound) links (e.g., Athletics) may not have a Mega Nav and do not have a hover state. Clicking a link within the Mega Nav takes the visitor directly to that page.

Content tree items:

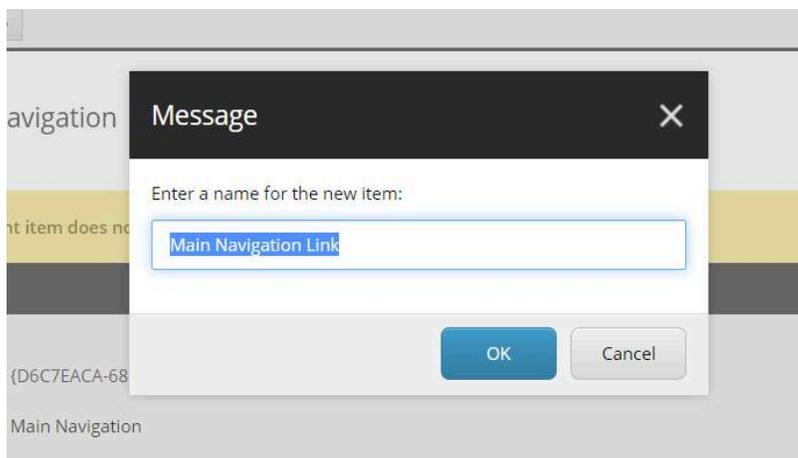


To add a Nav Bar link:

1. In Content Editor, locate the Nav Bar node: *sitename* Components > *sitename* Header > Main Navigation
2. Right click, select Insert > Main Navigation Link



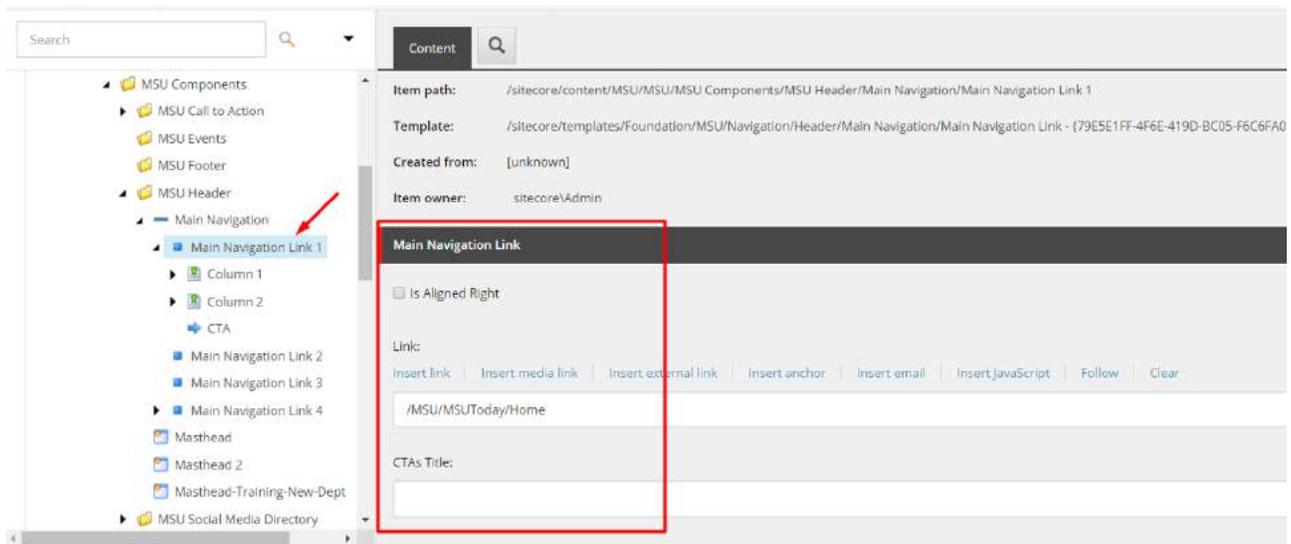
3. Give it a name and click OK. This name is NOT what appears in the Nav Bar.



4. In the right pane, add the Link.

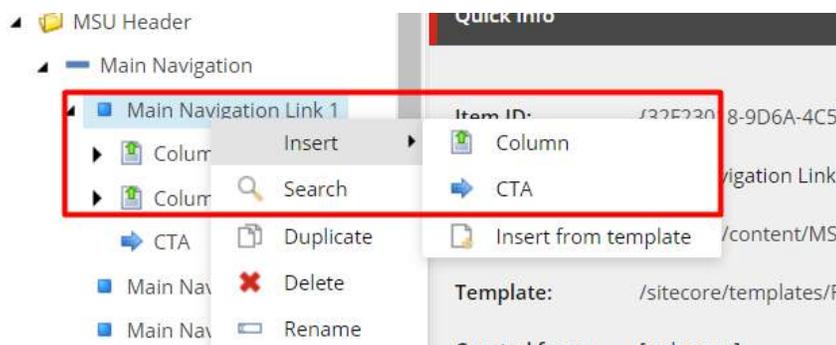
Be sure to fill the “Description” field as this is the text that appears in the Nav Bar. The link can be Internal or External. If you are selecting an Internal page link, the page must have its “Include in Navigation” checkbox selected.

5. If you are adding a Right Aligned item, select the “Is Aligned Right” checkbox. Fill the “CTAs Title” as this is the title for the CTA column.
6. Save and publish the changes.

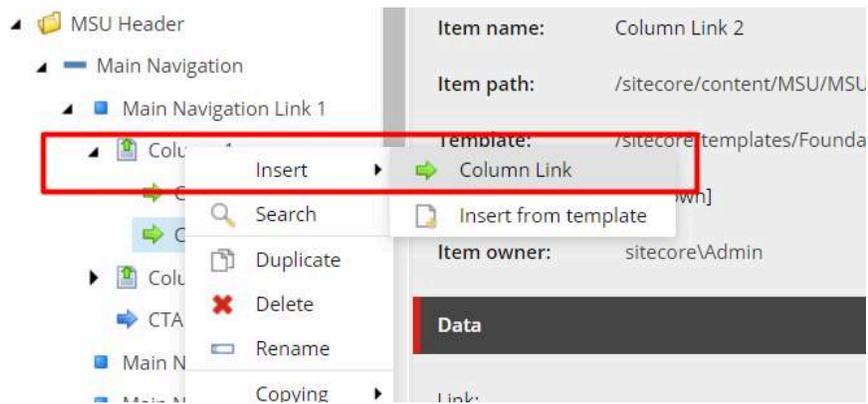


To add a link to the Mega Nav for a Nav Bar item:

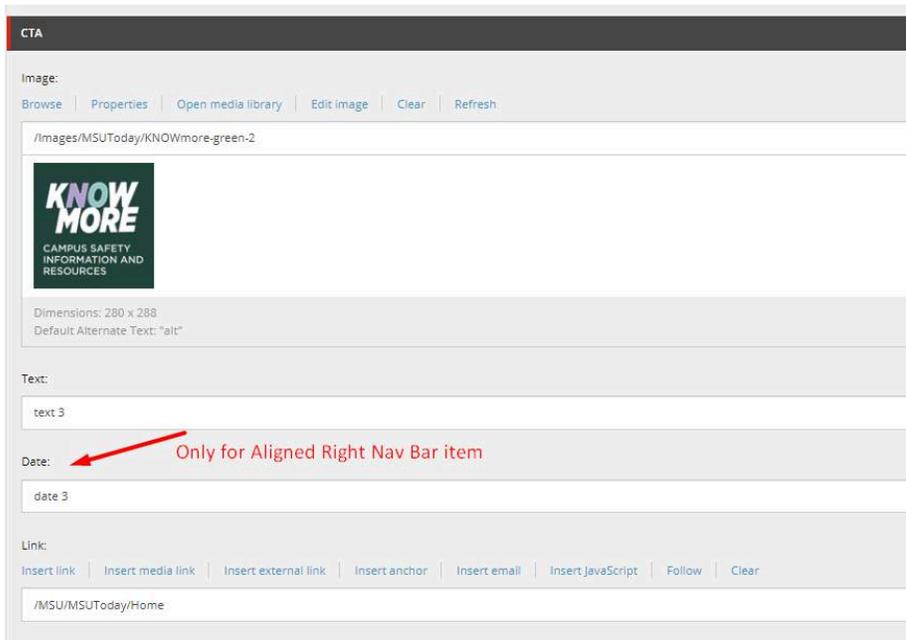
1. In Content Editor, in the content tree locate *sitename* > *sitename* Components > *sitename* Header > Main Navigation
2. Right click the desired Nav Bar item, select Insert and choose either Column or CTA.
3. Give it a name and click OK.
This name does NOT appear in the Mega Nav.
4. To add Column Links you first need to add a Column.



5. Select the Column you wish to add Links to. Right Click and select Insert>Column Link



6. Give it a name and click OK.
This name is NOT what appears to the visitors.
7. In the right pane, add the Link. Make sure to fill the “Description” field as this is the text that appears in the Mega Nav. The link can be Internal or External. If you are selecting an Internal page to link to, the page must have its “Include in Navigation” checkbox selected.
8. To add a CTA to the Mega Nav, select the Nav Bar item, right click and select Insert > CTA.
9. In the right pane, add the Image, Text, and Link. If the Nav Bar item is Aligned Right, also fill in the Date field. For the Link, make sure to fill the “Description” field as this is the text that displays as the CTA label. The link can be Internal or External. If you are selecting an Internal page to link to, the page must have its “Include in Navigation” checkbox selected.



10. Save and publish the changes.

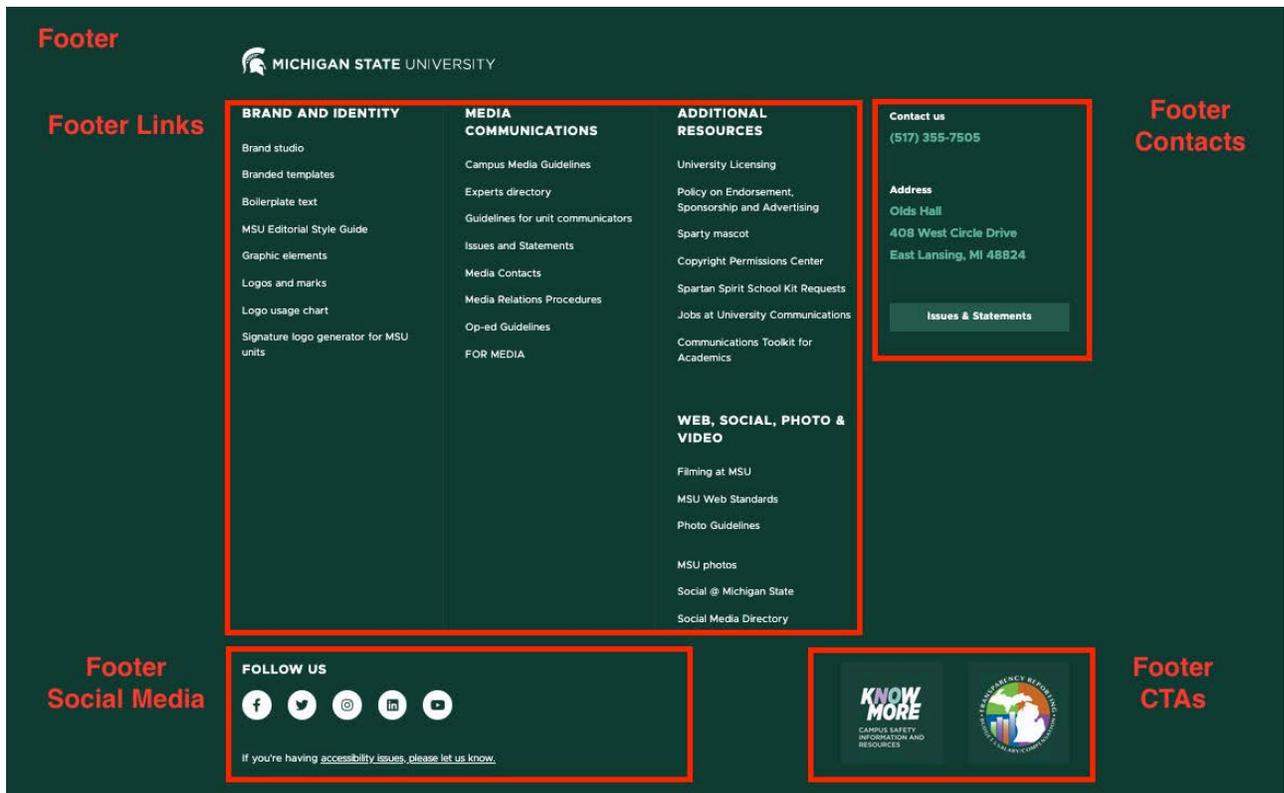
2.2 Footer

The Footer is the bottom area of every page of the website. It displays below all page content.

The Footer consists of two parts:

- Mega Footer
 - Footer
 - Footer Links
 - Footer Contacts
 - Footer Social Media
 - Footer CTAs

- Legal Footer (aka Footer Secondary)



To modify any part of the Footer, in Content Editor’s content tree, navigate to *sitename* Components > *sitename* Footer.

Footer links are in the site’s Footer node.

2.2.1 Mega Footer

The Mega Footer has a dark green background. Much of the content can be modified.

Mega Footer sections as they display in the content tree:

- Footer
- Footer Contacts
- Footer CTAs
- Footer Links
- Footer Social Media

2.2.1.1 Footer Contacts

The Footer Contacts node contains these site-level items:

- Phone
- Address

To modify Footer Contacts:

1. Right click Footer Contacts node and select Insert > Contact Us
2. Give it a name and click OK
3. In the right pane, fill in the Title and Description.
4. Optionally you can add a link by clicking on the appropriate option (e.g. Insert Link for internal links or Insert external link for external links)
5. Adding a link turns the Description into a clickable link
6. To have an item display as a button, select the “Display As Button” checkbox.
The value in the “Description” field is used as the button label.
7. Save and publish the changes.

2.2.1.2 Footer Links

Footer links display in three columns. A maximum of three columns is advised. Under each column a maximum of two sections is advised. Links must be added under sections with short concise link text so that links do not wrap extensively.

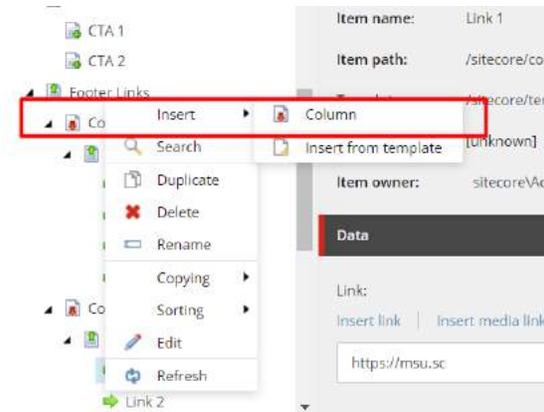
Link names do not have to be “Link One”, “Link Two”, etc. They can be more descriptive, such as “Tech Support”, “Events Calendar”, etc.

Content tree:

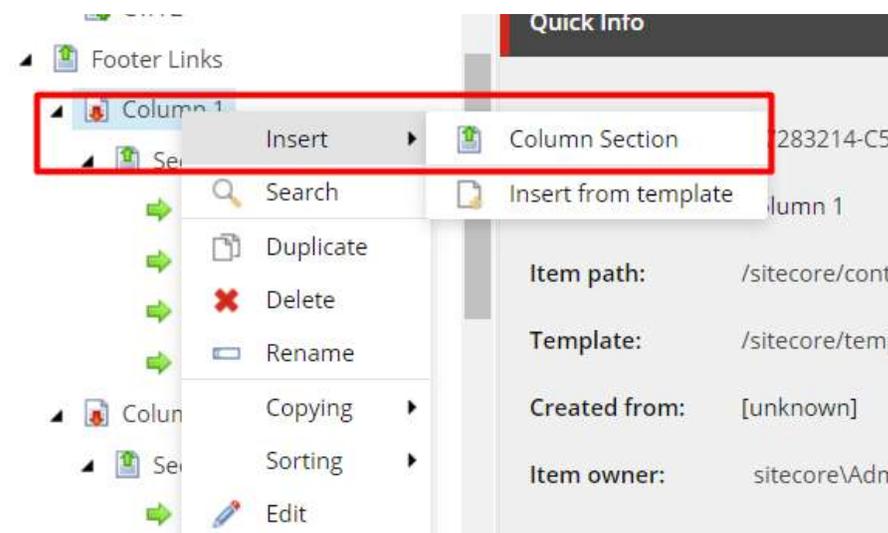


To add a column:

1. Right click Footer Links to expand.
2. Select Insert > Column
3. Give it a name.

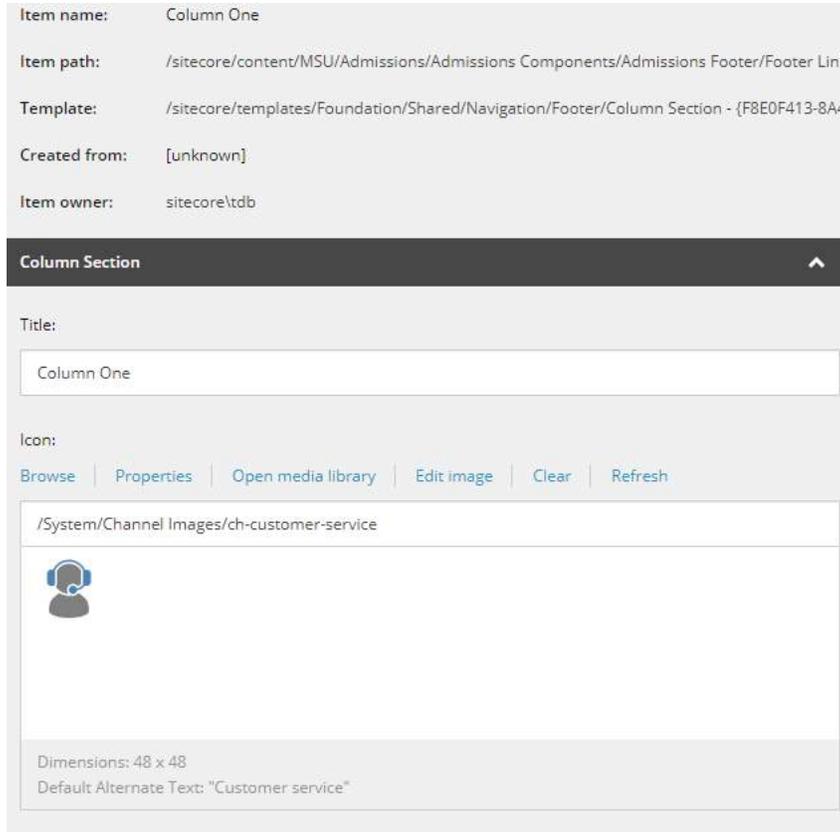


To add a Column Section under a Column:



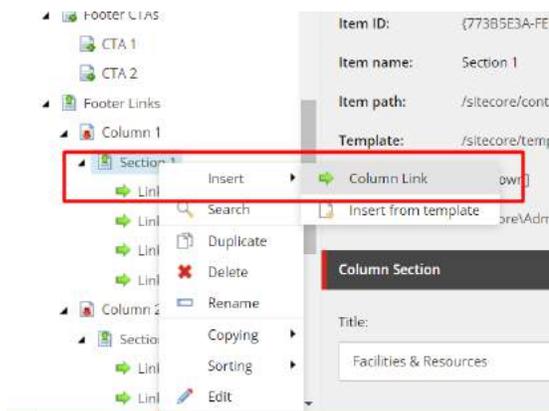
1. Right click the desired Column
2. Select Insert > Column Section

3. Give it a name. This name does not display in the footer.
4. Click the Column Section
5. In the right pane, enter a value in the Title field. This is the section title displays in the footer.
6. An icon can also be added to the left of the title by selecting an icon file in the **Icon** field

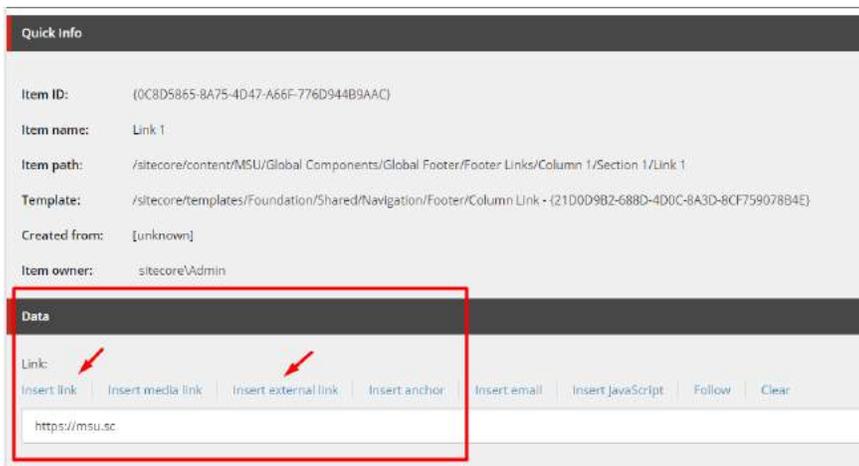


To add a link under a Column Section:

1. Right click the desired Section
2. Select Insert > Column Link
3. Give it a name. This name does not display in the footer.



4. In the right pane, insert the link by clicking on the appropriate option (e.g. Insert Link for internal links or Insert external link for external links)
5. Remember to fill the “Description” field as this text will be the displayed label for the link



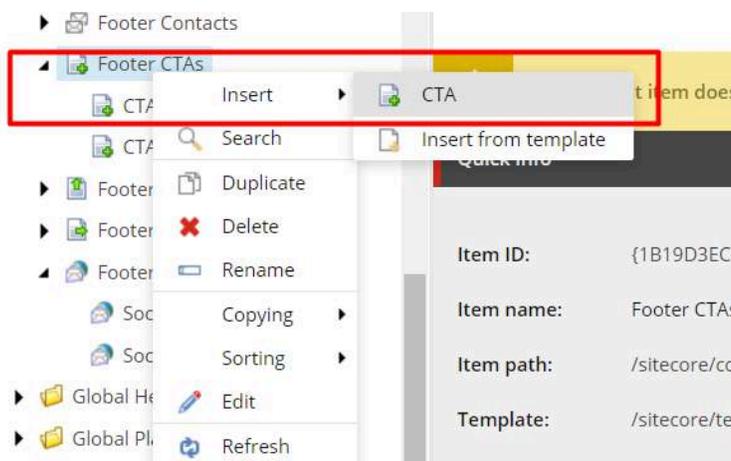
6. Save and publish the changes.

2.2.1.3 Footer CTAs

It is recommended that the footer have no more than two CTAs. If adding more, make sure that the additional CTA does not break the layout of the footer.

To ADD a CTA:

1. Right click Footer CTAs node

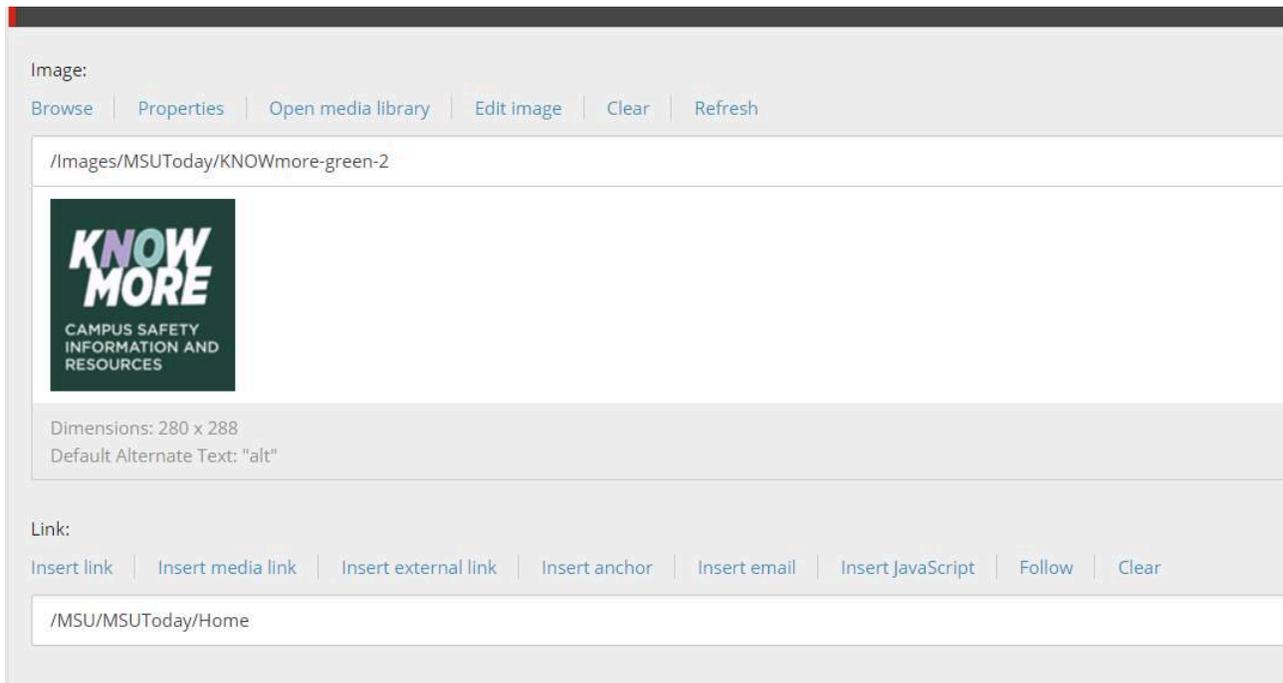


2. Select Insert > CTA
3. Give it a name.

To modify a CTA:

1. Click a CTA in the content tree in the Footer CTAs node.

- In the right pane, modify the image and the link.

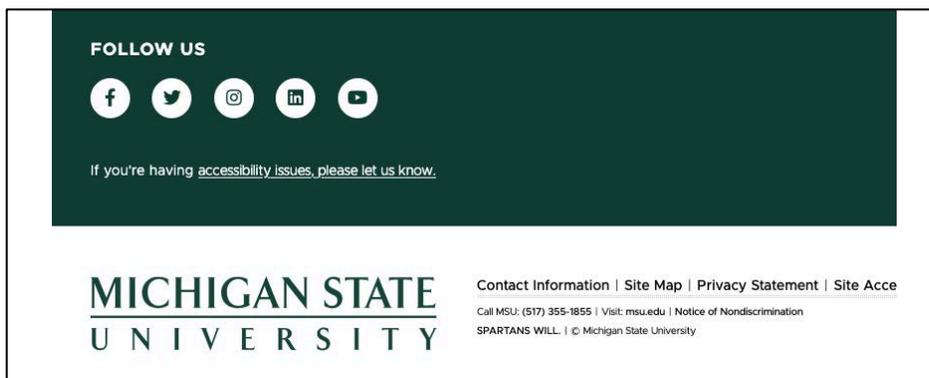


2.2.1.4 Footer Social Media

Social Media icons reside in the Global Confirmations > Icons > Social Media Icons and must be modified by a Sitecore Administrator.

Example: Social Media icons are displayed above the footer, below the “FOLLOW US” heading.

A new site is created by default with the social links and icons used by the MSU main website. The site owner can use the default MSU values, replace them with site-specific links and corresponding icons, or remove social media links altogether.



To modify the title of the Footer Social Media:

- Select Footer Social Media in the content tree.
- In the right pane, modify the title.

3. Modify the text and link for Accessibility
4. Description field for the link is used as the link label in the footer.

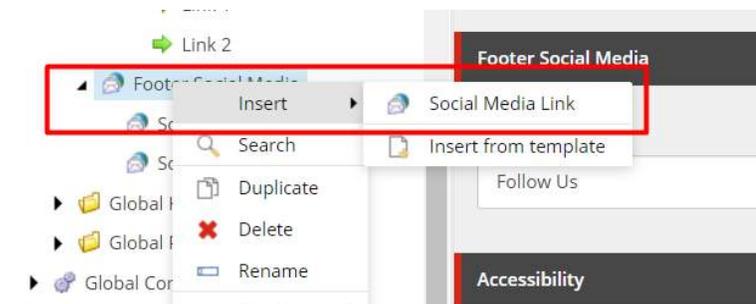
The screenshot shows the Sitecore CMS interface with the following sections:

- Content** (top navigation)
- Item owner:** sitecore\Admin
- Footer Social Media** (component header)
- Title:** Follow Us
- Accessibility** (component header)
- Text:** If you're having accessibility issues,
- Link:** /MSU/MSUToday/Home

Below the Link field, there are buttons for: Insert link, Insert media link, Insert external link, Insert anchor, Insert email, Insert JavaScript, Follow, and Clear.

To add Social Media Link to the footer:

1. On Footer Social Media node, right click and select Insert > Social Media Link
2. Give it a name.



3. Select the Social Media Link and in the right pane select the icon and insert the link. The link for social media must be External as it will be pointing to the account on the associated social media platform.
4. Save and publish the changes.



2.2.2 Legal Footer (aka Footer Secondary)

The Legal Footer has a white background. It is composed of the MSU Logo and three rows containing links mandated as part of the MSU brand standards. All MSU websites must use the Legal Footer, it is not just a Sitecore requirement.

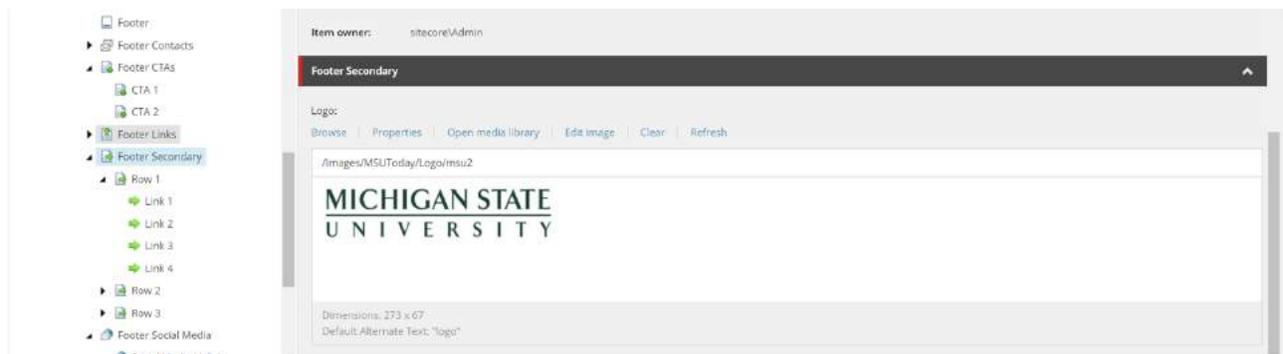
With a few minor exceptions noted below, the content, style and layout cannot be modified.

The Legal Footer has one section in the content tree:

- Footer Secondary

The MSU Wordmark (logo) should not be changed.

To see the content, click the left arrowhead of Footer Secondary in the content tree to expand it.



Each row has multiple links.

The Row content should not be changed except where noted below.

To see the content, click the left arrowhead of Footer Secondary in the content tree to expand it. Click the left arrowhead of each "Row" in the content tree to expand it.

Row 1 contains text and four links required by MSU brand standards:

- Contact Information – link may be changed to point to the site's Contact page
- Site Map – link may be changed to point to the site's Site Map page

- Privacy Statement – MSU standard privacy information
- Site Accessibility – MSU standard accessibility information

Row 2 contains text and four links required by MSU brand standards:

- Phone – the main MSU telephone number
- Visit – provides a link to the main MSU website
- Notice of nondiscrimination – link to full statement of MSU's nondiscrimination policies

Row 3 contains text and text required by MSU brand standards:

- Spartans Will – text tagline
- Copyright – copyright symbol and MSU text

3 Global Components

Global components may be used by any Sitecore site.

Use with caution as the content may be changed or removed without notice.

Do NOT use the Global Header or Footer. Always use what is been set up specifically for each site.

Other global components may be used at site owner's discretion. Content is of a more general nature, as opposed to being specific to a site or unit. Examples:

Global Authors and Global Contacts may be used in Story Pages for any site.

Global Facts are general MSU informatics and can be used in any site's Text Facts or Image Facts components.

Global Places may be used in any site's components that provide a Place field.