Sitecore CMS Components User Guide

for MSU Content Authors

Version 1.1

Date: April 21, 2025

Table of Contents

1		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	
	1.7 Contextual Navigation	35
	1.7.1 Navigation links	
	1.7.1.1 Navigation Icon	
	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)	

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	
1.22	Newsletter Signup	92
1.23	Newsletter Signup Configuration	97
1.24	People Directory	
	1.24.1 Categories (For Admins)	
	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	
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	
1.29	Single Mixed Content with Social Media	
1.30	Social Feed	
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	
	1.34.11 Social Share	
	1.34.12 Story Content	
	1.34.12.1 Drop Image	
	1.35 Tabs	
	1.36 Tabular Directory	163
	1.36.1 Tabular Page	165
	1.36.2 Tabular Directory Categories	
	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	
	1.42 Two-column Grid 66-33	
2	SITE-LEVEL COMPONENTS	191
	2.1 Header	191
	2.1.1 Brand Bar	191
	2.1.1 Masthead and Site Name	
	2.1.3 Main Navigation and Mega Nav	
	2.2 Footer	
	2.2.1 Mega Footer	
	2.2.1.1 Footer Contacts	
	2.2.1.2 Footer Links	
	2.2.1.3 Footer CTAs	
	2.2.1.4 Footer Social Media	
	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.

CTA:	C [none]	
cta1	and court	•

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:	jnone]
	∠ 📄 sitecore
	🖌 🍓 Content
	🐔 Home
Gradient [standard value]:	 Global Configurations
	🕨 🎱 MSU
Black	Forms
	🕨 🖶 Layout
Text Alignment [standard value]:	🕨 🔤 Media Library
	🕨 🌆 System
Center Align	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).

📘 DQ Me	dia Vide	0			
🖌 😲 Hero B	anner			~	MSU
Call	ōA	Insert	•	-	CallToActionButton
Ø MSU Compone	nt: Q	Search			Insert from template
▶ 🧔 MSU Call to /	Ad D	Duplicate			
MSU Events	×	Delete			

- 2. In Text field, enter button text this is the button label, i.e. text that displays on the button
- 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:

RANKINGS & RECOGNITIONS	+
U.S. NEWS & WORLD REPORT RANKINGS	+

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

In Content Editor:

- 1. 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.
- 3. To CHANGE an existing accordion component: click Page Components folder to expand it, click the Advanced Accordion component to change.
- 4. To ADD a content panel:
 - a. Right click the Advanced Accordion component and select INSERT > Accordion Tab. Give it a unique name. Example: tab1



- b. In the right pane, enter the Accordion Tab Title this displays whether the panel is expanded or collapsed. Text is automatically capitalized.
- c. 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 Vivanus suscipit tortor eget felis porttitor volutpat. Donec sollicitudin 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, portitor 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 alio

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.

Accordion	C Accordion Tab with Tabs					108E444E
Contextual N		Insert	•	a	Tabs Component	ordior
Hero Bannei	Q	Search		D	Insert from templa	te ecore/
 ① Highlight Image Facts 	6	Duplicate Delete			Template:	/sitecore/
Introduction		Rename			Created from:	[unknowr
🗂 Media Conta		Copying	?		Item owner:	sitecoreV
 Mixed Conte Mixed Conte 	1	Edit			Accordion Tab	
Mixed Conte	Ф	Refresh				

- 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 <u>https://msu.edu/academics</u>



Majors, Degrees and Programs

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

Learn more

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

MIXED CONTENT EVEBROW



Column 1 Title

Lorem (psum dolor sit amet, consectetur adipiscing elit, sed do elusmod tempor incididunt ut labore et dolore magna aliqua. Ut enin ad minim veniam, quís nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo conseguiat.





Column 2 Title

Ut enim ad minim veniam, quis nostrud exercitation ullamoto laborfs risi ut aliquip ex ea commodo consequat. Lorem Ipsum dolor sit amet, consectetur adopiscing elit, sed de elusmod tempor incididunt ut labore et dolore magna aliqua.



Example 3: 3 columns with image, with horizontal line

LATEST NEWS



Email	Stuinfo	Desire2Learn
-	_	
Log in to your MSU account.	Updates, quick links, questions for Sparty. It's all here.	Everything you need to access MSU Distance Learning.
Log in to Email	Log in to Stuinfo	Visit D2L Website

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

Quick Info	^
Item ID:	(983CB889-A590-4C01-A256-2C23F1A89DAF)
Item name:	Featured video grande
Item path:	/sitecore/content/MSU/MSU/Home/Page Components/Featured video grande
Template:	/sitecore/templates/Feature/Shared/Components/Mixed Content - (0E87BDCE-0C4F
Created from:	[unknown]
item owner:	sitecoreltbarnes
Eyebrow:	
Eyebrow	
🗌 is image On L	eft - This is used in single column version only
Image Size - This	is used in single column version only:
Large	~
Large Medium	
Could	

- 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.

inter-	
Col Two Title	
🖲 Horizontal Line 🗡	
Description:	
Show editor Suggest fix Edit HTML	
Col Two Description	
Vivamus suscipit tortor eget felis portiilor volutpat. Ve	tibulum ac diam sit amet quam vehicula elementum sed sit amet dui. Nulla portitor acc
Vivarnus suscipit tortor eget felis portirior volutpat. Do	rec soficitudin molestie malesuada. Pellentesque in ipsum id orci porta dapibus.
Vivernus suscipit tortor eget fells portitior volutpat. Do	rec soliioitudin molestie malesuada. Pellentesque in ipsum id orci porta dapibus.
Vivemus suscipit tortor eget fells portifior volutpat. Do CTA: Insert link Insert media link Insert external link	rec soliiotudin molestie malesuada. Pellentesque in ipsum id orci porta dapibus.

- 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.

CTA:				
Insert link	Insert media link insert	external link Insert anchor	Insert email Inse	rt javaScript Rollow
/MSU/MSU/H	Home/DeQue 1			
Image:				
Browse Pr	operties Open media lit	rary Edit Image Clear	Refres	
/Strategy Pa	ges - Copy Docs/07 Research	images/Old/Globalimpactinitia	tive	
Dimensions: Warning: Alt	480 x 375 emate Text is missing,			
YouTube Video	ID:			
Warning: Alb	ernate Text is missing,			

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.

Content	٩
hixeo	i Content 1 Col R
Quick Info	
Item ID:	(EAADODD0-EE98-401E-A889-90E18DB029C9)
Item name:	Mixed Content 1 Col R
Item path:	/sitecore/content/MSU/MSU/Home/DeQue 2/Page Components/Mixed Content 1 Col R
Template:	/sitecore/templates/Feature/Shared/Components/Mixed Content - (DE87BDCE-0C4F-4BB4-84
Created from:	[unknown]
Item owner:	sitecore\Admin
Mixed Content	
Eyebrow	
Eyebrow	
🗐 is image On D	eft. :

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.

-

Data				^
Number of Columns [standard	value]:			
One				~
One				
Two Three				
Placenoider (snared):				_
phMainContent				
Data Source [shared]:				
Browse Build query P	aste query Clear			
/sitecore/content/MSU/MSU/	Home/DeQue3/Page Comp	oonents/Advanced Mixed	Content	

17. Select each column area in turn – click "Add here" for the desired column.

Experience Editor	Logout Naeim Karimi 🤵
R Q 🚭 HOME PRESENTATION EXPERIENCE VERSIONS OPTIMIZATION VIEW	*
ts > yome > DeQue3 > Go Edr	
() Charges to a component with effect tracking will reset tracking for the component.	×
Mauris blandit aliquet elit, eget	
tincidunt nibh pulvinar a.	
+ Add here	
EYEBROW COMPONENT	
+ Add here + Add here	

18. Choose "Mixed Content Column Partial Width" from the tray

EXPERIENCE	VERSIONS	OPTIMIZATION	VIEW					
Edit		2011.08			_	_		
ng will reset tra	Select a Re Select the rend	endering ering that you wan	t to use. Click Select t	o continue.				
1PONENT	Mixed Contr Partial	ent Column Width	ı immediately.			Select	Cancel	

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

HOME	Select the Ass Select the content th	ociated Content at you want to associate with the rendering and use as the data source.		×
> DeQu	The 'Page C	omponents' item is not a valid selection.		
To a chi	Select Existing Content	Select an existing content item.		ĺ
		Image Facts Introduction Media Contact	Cancel	•

- 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: <u>https://msu.edu/</u>



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:
CTALabel
CTA Link: Insert link Insert media link Insert external link Insert anchor Insert email Insert JavaScript Follow
/MSU/HSU/Home

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

sert link Insert media link Insert external link Insert anchor Insert email Insert JavaS					nsert JavaScript
/MSU/MSU	Home				
Social Links:					
Select all	Deselect all				
Facebook Instagram LinkedIn Snapchat Twitter Wordpress Youtube					*
					*

- 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.

Content* Q	
CTALINE TRACTINE Insertmedia Init, Insert edenal Init, Insert anthor Insert email, Insert pesforpt, Follow, Clear AddUndsUlfiomeDeQue 1	
Social Links: Select all Deviet at All Stagenet Wintipresa Visition Control Co	- 0
Wordpress	•

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 "Shared Layout" tab in the popup. Scroll down until you see "Edit" under the "Default" section. Click on Edit.

SHARED LAYOUT	FINAL LAYOUT	
1	Masthead	
	2 Masthead - Mobile	
	Brand Bar	
	Brand Bar - Mobile	
	 Main Navigation 	
	Main Navigation - Mobile	
	Breadcrumb	
	Footer Layout	
	Footer Links	
	Footer Contacts	
	Footer Social Media	
	Footer CTAs	
	 Footer Secondary 	
	 Colleges and Majors Table 	
	Side Tabs	
E	dit Copy To	
-		

Select the "Controls" tab and click on "Add"

	MetaTags	*
Layout	Placeholder: MetaTags	Add
Controls	Datasource:	1
Controls	Header Layout	Edit
Placeholder Settings	Placeholder: phHeader	
	Datasource:	Personalize
	Alert Level 1	
	Datasource:	Change
	2 Masthead	
	Placeholder: Masthead	
	Datasource: /sitecore/content/MSU/MSU/MSU	
	Components/MSU Header/Masthead	Test
	2 Masthead - Mobile	
	Placeholder: Masthead-Wobile Datasource: /sitecore/content/MSU/MSU/MSU	And the second second
	Components/MSU Header/Masthead	Move Up
	Brand Bar	
	Placeholder: BrandBar	Move Down
	Datasource: /sitecore/content/MSU/Global Components/Global Header/Brand Bar	
	Brand Bar - Mobile	
	Placeholder: BrandBar-Mobile	
	Datasource: /sitecore/content/MSU/Global	
	Components/Global Header/Brand Bar	-

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

Make sure you enter "phMainContent" in the "Add to Placeholder:" field. Check the only checkbox on the popup and click "Select".

Device Edi et the layouts,	Select a Rendering Select the rendering that you want to use. Clic	ck Select to continue.	
Layout	Search Renderings		Add
Controls	🖌 🗿 Renderings 🚽 🗕		Edit
Placeholder S	Foundation Feature		Personalize
	MSU		Change
	MSUToday		Remove
	✓ i Shared ✓ i Shared ✓ i Shared		
	 Ad - Coming Soon Advanced Accordic 		lest
	🕨 🂋 Alerts	Colleges and Majors Table	Move Up :
	Box CTA GallToAction		Move Down
	Colleges and Majo	<u> </u>	
Г	Add to Placeholder: phMainContent		1
L			
	Open the Properties dialog box immediate	ly. Select Cancel	Cancel

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

Control Properties	
General	^ -
Placeholder [shared]:	
phMainContent	
Data Source [shared]:	
Browse Build query Paste query Clear	
Caching	
Caching Caching [shared]:	
Caching [shared]:	
Caching [shared]: Cacheable Clear on Index Update	
Caching [shared]: Cacheable Clear on Index Update	OK Cance

Select the A	ssociated Content that you want to associate with the rendering and use as the data source.	□ ×
The 'Page	e Components' Item Is not a valid selection.	
Select Existing Content	Select an existing content item.	
Search for Content	Wero Banner Wighlight Image Facts Media Contoct	
Create New Content	Gide Tabs Component Gate Tabs Component Side Tabs Component Side Tabs Rich Tass Rich Tass Rich Tass Rich Tass	
	E Trife - Lede	
े हैं। 27 हा - 1 2 कि 1		Cancel

et the layouts, controls and placeholders for this device.		
ontrol Properties		
General		^
Placeholder [shared]:		
phMainContent		
Data Source [shared]: Browse Build query Paste query Clear		
/sitecore/content/MSU/MSU/Home/DeQue3/_NK Test/Page Compo	nents/Colleges and Majors Table	
Caching		^
Caching [shared]:		
Cacheable		•
	ок	Cancel

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

~	
Quick Info	
Item ID:	{597C0B66-50E6-4F89-A2BE-0118DF032E3A}
Item name:	Colleges and Majors Table
Item path:	/sitecore/content/MSU/MSU/Home/DeQue3/_NK Test/Page Components/Colleges and Majors Table
Template:	/sitecore/templates/Feature/Shared/Components/Colleges And Majors - {A3ED05DA-6DA1-426D-B/
Created from:	[unknown]
Item owner:	sitecore\nkarimi
Component Dat	ta
Tab One Title [st	andar faiue]:
Colleges	
Tab Two Title [st	andardraue]:

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.

Experience Editor		lagaa Neem Karmin 🜘
	RIENCE VERSIONS OPTIMIZATION NEW	^
Edic Detug	Dere Device	
lg → Home → DeQue3 → _NKTest → 60	Edu	
	Colleges	
	Add here	
/		
	Majors	
[All Colleges All Programs Keyword search	
	A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	
	Showing 1 to 50 of 524 entries	

Select the desired component from the popup.

Search Renderings	- 19		
Single Mixed Content With Social Media	Advanced Accordion		

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:

g elit. Donec ut mauris urna et urna semper, sed	Testing	
lictum, enim risus gravida		
Sed nec tortor ultricies,	Child #1	
e enim. Morbi augue orci,	Child #2	
vel dui sed risus dapibus		
itor aliquet hendrerit vel,		
*		
nunc. Phasellus dictum		
quet. Suspendisse at nisl		

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.

Experience Editor						Logout Administrator 👧
	Nut Str.					
Se + Home + Dequed + Go Eas						
Hero Banner Sr	mall Height Select a Rendering	unert in the Oick Select In		F	- ×	
* Add here	Bearch Gandenings; .					
Nulla quis lorem tincidunt. Sed p vehicula elemer	-				0	
Cras ultricies lig malesiada feug consectetur adi	Side Taba	Single Miked Content With Social Media	Sociel CTA	Tabs Component		
Sed portbior le Donec rutrum c lacinia in, eleme		-			e	
Cras ultricles lis malesuada feug	Test €TAg	Text Facts Grid	TwoColumnContainer, 53	TwoColumnContainer_6	e Title	
.consectetur adi (+ Ada here	Dpen the Properties dial	og box immediacely		Select	Cence	
(K Add Mere)		ion T				
Intro	oduct	ION I	ITIE			

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

Search Renderings			
Contextual Navigation	Rich Text	Social Share	
1			

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

ado	dress card
Quick Info	^
Item ID:	{480B319A-E2C7-44D9-AAF2-D0FBEDEAF545}
Item name:	address card
Item path:	/sitecore/content/MSU/Global Configurations/Icons/Navigation Icons/add
Template:	/site core/templates/Foundation/Shared/Configuration/Types/Single-Line and the state of the st
Created from	n:[unknown]
Item owner:	sitecore\Admin
Configuratio	n 🔺
Value:	
fas fa-addr	ess-card
Base Configu	uration
Key [shared]:	
Informatio	n

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.

Content* Q	
Created from: [unknown]	
Item owner: sitecore\Admin	
Content	
Text:	
Extra Link	
Links	
Insert link Insert media link Insert external link Insert anchor Insert email Ir	nsert JavaScript Follow Clear
http://www.google.com	
Campaign:	
All	Selected
Emple	*)
Ellidis	

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.

Contextual Navigation		^
Additional Navigation Items: Select all Deselect all	Salaman	
Extra Link	->	- ^
	*	,
Is Background Dark		

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

 Lest-michele-events Lest-michele-training-1 Lest-mc-publisher 	Contextual Navigation		^
 test-tdb-publisher test-michele-publisher-4 a-team uat Page Components Contextual Navigation - Hand curated CollToActionButton NavigationLink Media 1 Media 2 Media 3 	Select all All CallToActionButton NavigationLink	Selected	* * *
Photo carousel with captions Rich Text Features Naeim Newsletter subscribe test State test-michele-event-landing-page test-michele-publisher-5	Is Background Dark		
Test-jn about	Curated Navigation		^
Carteria accessibility S MSU News	Navigation Title:		
News Test Page Test Event Landing	Hand curated title		
	•		

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

Event Listing Details		^
Heading:		
CTA Label:		
CTA Link: Insert link Insert media link I Insert JavaScript Follow Ch Event Selection:	isert external link Insert anchor iar	Insert email
Select all Deselect all	Selected	
September 4 - Campus Event September 8 - Campus Event aug 10_spending plan aug 11_diabetes aug 12_summer fun	* * <	^
aug 14_diabetes aug 15_diabetes aug 16_diabetes aug 17_family meditation aug 18_safe food		
aug 19_informed renter	•	

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

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

Put Up On Site: Now Clear Take Down: Vow	ent Display Data	a		
Now Clear	t Up On Site:			
Take Down:	w Clear			
Take Down:		-		
Take Down:				
Now Clear	ke Down:			
	w Clear			
		-	-	

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.

Put Up On Site:							
4/30/2020	-	5:32 PM	-				
Take Down: Now Clear 6/5/2020	•	5:00 AM	-				
Image: Browse Pro	operties	s Open m	nedia librar	Edit ima	ige 📔 Clear	Refresti	
/Images/Glob	val/acto	rs					

- 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.

🔛 Is Background Dark
Title:
Rie
Start Date:
Today Clear
3/27/2020 *
End Date:
Today Clear
3/28/2020 -
Link
Insert link Insert media link Insert external link Insert anchor Insert email Insert javaScript Rollor

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.

🔛 Is Background Dark
Title:
title
Start Date:
Today Clear
3/27/2020 *
End Date:
Today Clear
3/28/2020 +
Link:
Insert link Insert media link Insert external link Insert anchor Insert email Insert javaScript Rollor

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 <u>https://msu.edu/</u>



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)

olumn Layout:	
3 Small	 ~
XLarge	
2 Medium	
3 Small	
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	

- 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

- Publish the entire Page Components folder.
 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 <u>https://msu.edu/</u>



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.

Content		English*
Item owner: sitecore/Admin		
Hero Banner		^
Hero Background Video: .All Good MSU Hero Video	Selected	10
		-

- 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)

Content	Q		
Banner Title			
Banner Title Tv	WD.		
Banner Descripti	ion.		
Hero Banner S	small Height		

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 Q			
CTA Button:			
Center Align Text	_		
🔝 Use Dark Text			
🕑 Use Gradient			
Hero Banner Size:			
MSU - Small	/		
Add Horizontal Line	2		
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.

CTA:	C [none]	
cta1		•

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.

CTA:	Cinone]
	🖌 🍓 Content
	🖓 Home
Gradient [standard value]:	 Global Configurations
	🕨 🎱 MSU
Black	Forms
	🕨 📑 Layout
Text Alignment [standard value]:	🕨 🔤 Media Library
	🕨 🐏 System
Center Align	Templates

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).

📔 DQ Media Video						
A (1) Hero Banno	er	Insert	•	1	CallToActionButton	
MSU Components	Q,	Search			Insert from template	
MSU Call to Act	ß	Duplicate				
MSU Events	×	Delete				

- h. In Text field, enter button text this is the button label, i.e. text that displays on the button
- 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
- I. 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 dolar.

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

Highlight		
Quote Line 1:	/	
Donec rutrum congue leo eget malesuada	а.	
Quote Line 2:		
Mauris blandit aliquet elit, eget tincidunt	nibh pulvinar a.	
Style:		
Mono Black		

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

 Expert cisung 	Fact
rw test	
SC test	📎 Ad - Coming Soon
 _NK Test DF test 	Advanced Accordion
Page Components Insert Advanced	Hero Banner - Story Highlight 1 me
🍘 Colleges a 🔍 Search 🔃 Contextua 🛅 Duplicate	Image Facts
▶ 🚯 Hero Banr 🗰 Delete ① Highlight 📼 Rename	 Introduction Links List
Image Fac Copying Media Cor Sorting	Media Media Contact
 Gide Tabs Tabs Com Console Text CTAs 	Mixed Content Mixed Content Newsletter Subscribe Photo-Caption Carousel
Rich Text Concernent Rich Text	Quote
Title - Lede	 Side Tabs Component Tabs Component Text CTAs
ditor Media Library Workbox	Insert from template

3. Choose a background Image

image Facts	^
Background Image - Desktop: Browse Properties Open media library Edit image Clear Refresh	
/Assets/MSU/Images/for-media/for_media_hero	
Divinemations: 1440 x 566 Warning: Alternate Text is missing.	
Background Image - Tablet: Browse Properties Open media library Edit image Clear Refresh	

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

Factsi		
Select all Deselect all		
All	Selected	
200 Academic programs 5 billion economic impect in MI Education abroad programs Fact 4 Fact 5 Fact 5 Fact 6 Fact 7 Fact 8	Alumni worldwide Institutes and Centers MSU programs in top 25	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Fact 9 Faculty Inventions Faculty and staff international research		×

5. Choose the background color for the facts

Total Faculty Academic Staff Total Research Expenditures	*	
Style (standard value): Translucent Black		
Green Translucent Black White		
Appearance		
interior in the second s		

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 <u>admissions-</u> <u>related updates</u> 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



4. 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.

Info Panel	^
Content:	

5. SAVE

In Experience Editor:

6. 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 <u>https://msu.edu/about</u>

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

Title :	Introduction
□ Make Title H1 Column 1 Description: Show editor Suggest fix Edit HTML Column 2 Description: Show editor Suggest fix Edit HTML	Title:
□ Make Title H1 Column 1 Description: Show editor Suggest fix Edit HTML Column 2 Description: Show editor Suggest fix Edit HTML TA:	
Column 1 Description: Show editor Suggest fix Edit HTML Solumn 2 Description: Show editor Suggest fix Edit HTML TA:	Make Title H1
Show editor Suggest fix Edit HTML Column 2 Description: Show editor Suggest fix Edit HTML TTA:	Column 1 Description:
Column 2 Description: Show editor Suggest fix Edit HTML	Show editor Suggest fix Edit HTML
Column 2 Description: Show editor Suggest fix Edit HTML	
Column 2 Description: Show editor Suggest fix Edit HTML	
Column 2 Description: Show editor Suggest fix Edit HTML TA:	
Column 2 Description: Show editor Suggest fix Edit HTML	
Show editor Suggest fix Edit HTML	Column 2 Description:
TA:	Show editor Suggest fix Edit HTML
TA:	
TA:	
ITA:	
TTA:	
Insert link Insert media link Insert external link Insert anchor, Insert email Insert lavaScript Follow Clear	CTA:

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

Campus novel coronavirus information			
Nassar-related information			
Sep. 16, 2020			
President Stanley: Statement on resuming college footba	all		
Sep. 4, 2020			
President Stanley: Statement on building name change			
Sep. 1, 2020			
President Stanley: One-year progress on Title IX federal	review		
Sep. 1, 2020 President Stanley: One-year progress on Title IX federal	review		

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

Content	٩		
terr name:	оф рик т		
Item path:	/sitecore/content/MSU/MSU/Home/DeQue 1/Page Components/DQ Link List/DQ Link 1		
Template:	/sitecore/templates/Foundation/Shared/Components/Links List/Link - (AFDDSA9A-3E3B-4E4B-8144-808BEC97540F)		
Created from:	[unknown]		
Item owner:	sitecorelAdmin		
Link			
Date: Today Clear Title:			
Link:	sert media link Insert external link Insert anchor Insert email Insert JovaScript Follow Clear		

- 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

Content	English • 1
Title:	
Media Contacts	
Description:	
Show editor Suggest fix Edit HTML	
Contact:	×
Contact: Naeim Creamy	\ .
Contact: Nacim Creamy Place:	``
Contact: Naeim Creamy Place: Stadium	~
Contact: Nacim Creamy Place: Stadium CTA:	~
Contact: Naeim Creamy Place: Stadium CTA: Insert Ink Insert external link Insert anchor Insert email Insert JavaScript Follow Clear	~

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	^
Торіс	
Topic 1	~
Department	
Department 1	~
First Name:	
Naeim	
Last Name:	
Creamy	
Email:	
naeim.kańmi@valtech.com	
Z Display Office Phane Number	
Emell kon:	
	*

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 ormodify:

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

Place	^
Name	
SPARTAN STADIUM	
Address:	
OFFICE TOWER Sparton Way	
Map Link: Insert link insert media link insert external link insert andror insert avsScript Follow Clear	
https://maps.msu.edu/interactive/index.php?location=HB5M	

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 <u>https://msu.edu/academics</u>



Majors, Degrees and Programs

We offer 200 academic programs across 17 degreegranting 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

Column 2 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 conseguat. 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.

Read more

More info

Example 3: 3 columns with image, with horizontal line

LATEST NEWS



Example 4: 3 columns, no images, with horizontal line Source: MSU Students page <u>https://msu.edu/students</u>

Email	Stulnfo	Desire2Learn
Log in to your MSU account.	Updates, quick links, questions for Sparty. It's all here.	Everything you need to access MSU Distance Learning.
Log in to Email	Log in to Stuinfo	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.

Content	٩
Mixed	i Content 1 Col R
Quick Info	
Item ID:	{EAA00D00-EE98-401E-A889-90E180B029C9}
Item name:	Mixed Content 1 Col R
item path:	/sitecore/content/MSU/MSU/Home/DeQue 2/Page Components/Mixed Content 1 Col R
Template:	/sitecore/templates/Feature/Shared/Components/Mixed Content - (0E87BDCE-0C4F-4BB4-8
Created from:	[unknown]
Item owner:	sitecoreAdmin
Mixed Content	
Eyebrow	
Eyebrow	
🗇 is image On Le	eft.

- 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

Title:	
Col Two Title	
🛿 Horizontal Line 🗡	
Description	
Show editor Suggest fix Edit HTML	
provident i spontanto i scontratile.	
Col Two Description	
Col Two Description Vivamus suscipit tortor eget fells portillor volutpat	enbulum ac diam sit amet quam vehicula elementum sed sit amet dui. Nulla portitior acc
Col Two Description Vivarnus suscipit tortor eget fells portitior volutpat Vivarnus suscipit tortor eget fells portitior volutpat	estibulum ac diam sit amet quam vehicula elementum sed sit amet dui. Nulla portitor acc onec solicitudin molestie malesuada. Pellentesque in ipsum id oro porta dapibus.
Col Two Description Vivamus suscipit tortor eget felis portitior volutpat Vivamus suscipit tortor eget felis portitior volutpat	estbulum ac diam sit amet quam vehicula elementum sed sit amet dui. Nulla portitor aci orec soliicitudin molestie malesuada. Pellentesque in ipsum id orci porta dapibus
Col Two Description Vivarnus suscipit tortor eget felis portitior volutpat Vivarnus suscipit tortor eget felis portitior volutpat	estbulum ac diam sit amet quam vehicula elementum sed sit amet dui. Nulla portitor aci orec soliicitudin molestie malesuada. Pellentesque in ipsum id oroi porta dapibus.

- 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

Naeim Newsl	etter subscribe test	Quick Info	
🕨 😻 PD Page Naei	m Test	Ad - Coming Soon	
• 🖹 test-michele-	event-landing-page	Advanced Accordion	2C7C3-FC1D-4022-9B2B-91
🕨 🗋 test-michele-j	publisher-5	Advanced Mixed Content	-ter
Test-jn		Carousel	d et
🕨 🗋 about		Haro Banner	core/content/MSU/MSU/Hc
academics		- Hero Banner	core/templates/Feature/Sh
accessibility			nown]
🕨 📴 MSU News	r.	2/ Highlight	A. C. A. C.
🖌 🗋 News Test Pa	ge	Image Facts	orevnkarimi
Page Com	Insert	Introduction	
🖺 Introd	O Search	🎒 Links List	
🖌 🤔 News I		🖞 Media	
📫 Lini		👖 Media Contact	
📫 Lini	X Delete	News Listing	
📫 Linł	E Rename	Newsletter Subscribe	
Test Event L	Copying 🕨 🤇	🔓 Quote	
Test JN Page	Sorting	Rich Text	
Test-jn-2	🤌 Edit 🤞	Side Tabs Component	
l alumni	Console	😭 Tabs Component	
Calendars	😢 Scripts 🔸	> Text CTAs	
Editor Media Library W	🏟 Refresh	Insert from template	
		-	
Creater Internit Creater Internition Creater Internint Creater Internint			• •
 about academics accessibility MSU News News Test Page News Test Page Page Components Introduction H1 Test News Listing Link 2 Link 2 Test Event Landing Test IN Page 	Template: /sitecore/tem Created from: [unknown] Item owner: sitecore/dalle News Listing	plates/Feature/Shared/Components/News Listi	ng - {B2213F4A-A714-4409-A6DA-ECBE455FCB46}
Test-jn-2 alumni calendars	Show Filters		

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.



about		
academics	Item owner: sitecore\dallegrone	
accessibility	TEAS	-
🕨 💼 MSU News	LITK	
News Test Page	Date:	
A 🔯 Page Components	Today Clear	
Introduction H1 Test		
News Listing	9/23/2020 •	
📫 Link 2		
🝁 Link	Tide:	
📫 Link 3	News Item 2	
Test Event Landing		
Test JN Page	Link	
Test-jn-2	Insert link Insert media link Insert external link Insert anchor	Insertiemail InsertjavaScript Follow Clear
🕨 🗋 alumni	http://aparia.com	
calendars	urthey Pool Brocom	
e Theorem and		

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		
-		Connect With Us
Subscribe to MSUDaily and MSUToday Weekly to receive timely news, groundbreaking research, inspiring videos, Spartan profiles and more.		
Email address		f V 🛛 🗖 🗖
Email	Sign Up	

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

Experier	nce Editor	3					
	HOME PRESENTATION	ON EXPE	RIENCE VERSIONS	OPTIMIZATIO	n vie	w	
皆 > Home	> Go Ed	dit					
	A Errors	^	Biochemistry	and	6	Colleg	e of Oste
	Page Components		Molecular Biol	logy		Medici	ne
	about academics accessibility		Biochemistry Molecular Biol	and logy		Colleg	e of Natu
	🗋 alumni						
	DeQue 1						
	DeQue 2				÷	1 2	3
	DeQue3						
	🗋 faculty-staff						
	Calendars						
Please enter y	C campus-life	'e so i c	an steal your iden	tify			
	C celebrations						
lelephone	census2020						
(555) 555-5	C contactus						
Email	emergency	*					

Click on Add Component

	Experier	nce Editor													
H	96	HOME	RESENTATION	EXPERIENCE	VERSIONS	OPTIMIZATION	VIEW								
Edit.	Preview	😥 Explore 🔉 Debug	Component	Insert page	🗶 Delete page	📼 Rename 🔲 Display name	Lock	🖳 My Items < Workbox	Tag item	Publish	Settings	Sarkup	Validation	Close	
	Mode	é.	New			Edit			Content Tagging	Pa	blish	Pro	oofing	Close	
°s.	Molecular Biology College of Natural Science Undergraduate														

Click on the "Add here" for the MainContent

Experience Editor													
H C of HOME	PRESENTATION	EXPERIENCE	VERSIONS	OPTIMIZATION	VIEW								
Edit Preview # Debug		Insert page	X Delete page	E Rename	Lock	🕅 My Items 4 Warkbax	Tag item	Publish Publish	Settings	Markup Pro	Validation	Close	
% → Home → DeQue3	Go	Edit		36375- ·			Souther to Tagging		and a		on 18 1	and a	
		Mol	ecular Biolo	ax	11	College or	Natural Scier	nce	Ur	ndergradu	uate		
		in .			1.				50				121
					_	_							
				÷	1	2	34	5.	11	÷			
/						_							
Add here r your infor	mation here s	o I can steal	your identi	fy									
Add a new rendering t	o the 'MainContent'	placeholder.											
Telephone		10.00											
(555) 555-5555													
Email													
Birthday													
05/01/2020													
na marina di Baldalari e Tran Dalla							26 N						

Select Signup Grid

arch Renderings				
Image Facts	Links List	Media Contact	Mixed Content	
Part Part 				
noto-Caption Carousel	Rich Text	Side Tabs	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.

Experience Editor													
🖬 🔍 🕫 HOME 🤉 PR	ESENTATION	EXPERIENCE	VERSIONS	OPTIMIZATION	VIEW								
Edit Preview & Debug	Component New	Insert page	X Delete page	Rename	Lock	🖳 My Items < Workbox	Tag dem Content Tagging	Publish Pub	Settings	Markup Pix	Validation colling	Close	
\tilde{f}_{g} > Home > DeQue3 >	Go	Edit											
		Mole	cular Biolo	97.		College of	Natural Scier	nce	U	ndergrad	uate		
				÷		2	34	5	. 11	÷			
* Add here			_								+ Add here	J	
Add a new rendering	to the NewsletterS	ubscribe' placeholo	ler.										
+ Add here r your inform	ation here so	i can steal	your identif	У									
Telephone													
(555) 555-5555													
Email													

Click on Newsletter Subscribe

Search Re	nderings		
Newsler	ter Subscribe		

Click Select and then link to Newsletter Subscribe under Global Newsletter Subscribe folder. Click Select.

Make sure to Save. Publish as needed.

Select the Associated Content Select the content that you want to associate with the rendering and use as the data source.	_ × _
The Page Components' item is not a valid selection. Select an existing content item.	
Select Existing Content	
Content Content Create New	
Content	
	OK Centrel

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).

tdb-ITB	* Navigation	
😪 redirecttest		
People Directory	2 Include in Navigation (shared, standard value)	
test-michele-events		
E 🗋 test-michele-training-1	Include in Sitemap [shared, standard value]	
test-mc-publisher		
test-tdb-publisher	Include in Breadcrumb [shared, standard value]	
▶ 📑 test-michele-publisher-4		
Naeim Newsletter subscribe test	Breadcrumb	
🔺 🏘 PD Page Naeim Test		
Page Components	Hide Breadcrumb	
PP Naeim Test 2		
PP Noeim Test		
🕨 🎦 test-michele-event-landing-page	People Directory	
test-michele-publisher-5	Number Of Pengle Per Dage:	
🕨 🗋 Test-jn		
about	5	
academics		
accessibility	Metataga	
MSU News		
News Test Page	Meta Description:	
🕨 📩 Test Event Landing		
Test JN Page		
Test-jn-2	Mete Keywords:	
. 8		

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.

 MSU Configurations 	Categ	ory 1
🖌 📒 People Categories	1774	
Category 1		
Category 2	Quick Into	
📥 conducting		
🚔 music-composition	Item ID:	{5A15CAA5-A1DA-4B81-9B47-A96598424FE1}
📫 musicology	Item name:	Category 1
i music-theory	1	
🚔 x-other	Item path:	/sitecore/content/MSU/MSU/MSU Configurations/People Categories/
🖌 📋 Category 3	Template:	/sitecore/templates/Foundation/Shared/Configuration/People/Catego
📩 classroom	Created from:	[unknown]
anline-course		
🚔 private-lessons	Item owner:	sitecore\admin
🚔 seminar	Data	
📩 workshop		
🕨 🄞 People Headers	Title:	
🕨 🔞 Hero Banner Size		
V Kettings	Cat I	
MSUToday		
🖌 🚱 Home		
A Errors		

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.

 MSU Social MSU Configura 	Media Links ations	8	People Categories
🔺 📑 People Cate	gories		
📑 Category	1		
🔺 📑 Categor	Insert	🕨 📥 Category	the current item does not contain any fields.
i cond	Q Search	Insert from ter	nplate
📥 musi	ි Duplicate		
📥 musi	🗶 Delete	Item ID	: {54B17DCC-80AF-46D0-A268-8125C82

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.

 	📄 📄 condu	icting
People Categories		
Category 1	0.114	
A 📑 Category 2	Quick Info	
📥 conducting		
d music-composition	Item ID:	{82997C3E-1C11-49BE-BEF0-33487F884E09}
📥 musicology	Item name:	conducting
🚔 music-theory	lan an anta	
🚔 x-other	item path:	/sitecore/content/MSO/MSO/MSO Configurations/People Catego
Category 3	Template:	/sitecore/templates/Foundation/Shared/Configuration/People/(
📥 classroom	Created from:	[unknown]
📥 online-course	and the second second	
🚔 private-lessons	Item owner:	sitecore\lemonm
🚔 seminar	Data	
📥 workshop		
People Headers	Value:	
🕨 🄞 Hero Banner Size	Conduction	
Settings	Conducting	
🔺 🧿 MSUToday		
🔺 🊱 Home		
A Errors		
A		

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
- I. Category 1 thru Category 3

• 🛄 tdb-118		
S redirecttest	Brendcrumb	
People Directory	C Minin Providencesh	
test-mithele-events		
test-midhele-training-1		
 test-me-publisher 	Persen	
 test-tdb-publisher 		
test-michele-publisher-4	First Name:	
Naeim Newsletter subscribe test	First	
🖌 👪 PD Page Naeim Test		
Page Components	Middle Names	
PP Naeim Test 2	11	
Page Components		
🚟 Bio	Lass Name:	
meader 2		
E bio-sext	Last	
publications-1	and the second second	
F T PP Naeim Test	Display Name:	
🕨 📩 tess-michele-event-landing-page	DisplayFirst M Lest	
F 🗋 test-michele-publisher-5		
▶ 🗋 Test-jn	Title or Positron:	
► 🗋 about	Title 12	
academics	Trde 2	
F 📑 accessibility		
MSU News		

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).

	Experier	ice Editor													
-	Q ~6	HOME D	RESENTATION	EXPERIENCE	VERSIONS	OPTIMIZATION	VIEW								
Edit	Preview Mode	Debug	Component New	Insert page	X Delete page	Rename	Lock	🖳 My Items < Workbox	Tag item Content Tagging	Publish Pu	Settings	Markup Pri	Validation	Close Close	
°s	s Home	s DeQue3 - >	Ga	Edit Mol	ecular Biolo	99 <u>y</u>		College of	Naturai Scien	ice	0	ndergrad	uate		

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.

	+ Add here	
+ Add here		

- 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.

🔺 💱 staff-directory	Line des	
Page Components	neader	~
🔺 💽 bales-merrijo	Title:	
Page Components		
🚟 header-bio	Biography	~
ji bio		

- 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



 Mixed Content 	
🕨 🄞 News Topics	Created from: [unknown]
🔺 🄞 People Headers	Item owner: sitecore\admin
Area of Expertise	-
🎲 Biography	Configuration
Links	
🏟 Media Assets	Value:
Publications	Area of Expertise
🎲 Selected Press	
🏟 Social	Para Configuration
🕨 🍘 Side Tab Types	base coniguration
🕨 🥡 Social Media Platform	Key [shared]:
🕨 🥡 Text CTA Styles	
🕨 🄞 Text Styles	Area of Expertise
🕨 🛅 Thumbnail Sizes	*

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

P	hoto-Caption Carousel
P	hoto Alignment:
	Left
	Center Center Portrait
ł	Left
Г	Pight

- 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

ltem owner:	sitecore\Admin
Photo-Caption Ca	rousel
Photo Alignment:	
Left	
The second s	
Intro	
Title:	
Photo Caption C	arousel
Description:	
This is the photo	o-caption carousel.
Morizontal 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.

Photo	^
Orientation:	
Portrait	~
Image - Desktop:	
Browse Properties Open media library Edit image Clear Refresh	
/Assets/MSU/Images/20200422DLTU4009/1587410775656	
Dimensions: 478 x 498	
Warning: Alternate Text is missing.	
This media item has no details.	
Image - Mounte: Browse Properties Open media library Edit image Clear Refresh	
This media item has no details.	
Caption:	
Sed porttitor lectus nibh. Vestibulum ac diam sit amet quam vehicula elementum sed sit amet dui.	

[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

University Communications, Michigan State University

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-BECAFD956E05}						
Created from:	unknown]						
Item owner:	itecoreVidmin						
Quote							
Quote:							
This is a test Q	uote 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

Rich	ı Te	ext	t E	dite	or																
В	M 1	Ľ	× 1	¢≞	000 U00	180 mm		i≡	- <u>1</u>	り・ 涙	C" aler	- X.	Зео х	а. А. •	8 9	. B	 E	×-	Ω· *	Sample Snippet Two Columns Snippet	

- 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

Hyperlink An	chor E-Mail	
URL	http://google.com	
Link Text	Primary Cta text	
ID		0
Target	None	. •
Existing Anchor	None	. *
Tooltip		
CSS Class	Apply Class	-

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

Rich Text Editor		×
	-	-1
B Z U E E E E E E E E E Abe X₂ X² A · O · E ⊡ E E E · Open Sans', ·	2	1
Primary Cta Text		
Secondary CTA Text		
Design HTML		
Accept	Rejec	at)

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

Content - The main content f	or this component:		
Show editor Suggest fix	Edit HTML		

2. Type in the desired text and highlight it

Rich	n Text Ed	ditor							
₿ B	# X / ∐ ≣	∎i () : = =	1 🖻 📋		ר. וימי וידי	- C ^a - { abe x₂	\$1 20 8 x² A •	8 ∎• ல•∣≣	 ≝∣Ω•Φ⊡•
This i	is the <mark>text that s</mark> Secondar	hould appear in ry <u>Cta</u>	the left colun	ิ					
This i	is the text that s Primary o	hould appear ir :ta	the right colu	mn					

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

ich Text Editor 日 曲 X 唱 窗 密 密 窗 図 ダ・ つ・ C・ 鉄 望	பு பு பி
B / ∐ ≣ ≣ ≣ Z 1 ⊑ ⋢ ≢ abe X₂ x²	A • Ø • 🖹 🖾 🔯 🐼 * 🕸 • 🥨
This is the text that should appear in the left column Secondary <u>Cta</u>	Add Curteen Color
This is the text that should appear in the right column Primary cta	#ff0000 #ff0000

4. Select the desired color



5. Accept changes, Save, and Publish

1.27.6 Rich Text Lite Version

Rich Text Editor		×
■ / 認 望 忠 哀 Ω・ 画 つ・ ℃・ #		
		1
Design HIM	17	
Ассер	Rejec	.t

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 singlespacing 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

Resources —	Leadership Complete list of campus leadership.	Associate Provosts Bios of MSU associate provosts.
Leadership		
Initiatives & Distinctions	Board of Trustees	Organizational Chart
History	Bios and information about	Map of central
Connect with MSU	meetings, bylaws and more.	administration and academic leadership.
Businesses & MSU		
	Office of the President	
	Presidential actions, initiatives	Academic Governance
	and communications.	Faculty Senate, University
		Council, committees and
		more.
	Office of the Provost	
	Matters that affect academic	Accreditation
	programs, research and	

Example 2: 2 Column Rich Text with Image

MSU Activities	See what's happer	ning at MSU
Activity Highlights	Arts	Science & Technology
Student Activities	Making an impact on culture.	Leading the way in discovery.
	Business	
	Solving global business	Conducting Research at MSU
		Supporting research and creative activity.
		MSU Research Team

Example 3: Image with Description and CTA Source: MSU Visit page <u>https://msu.edu/visit</u>



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)

Item owner:	sitecore\Admin
Side Tabs	
Mobile Tab Layo	ut:
Accordion	
Section Title:	
Vivamus magn	na justo, lacinia eget consectetur sed, convallis at tellus.
🗹 Green Line	

- 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
- I. 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.

Single-spacing:	1.5 line spacing (MSU website):
Arts	Arts
Making an impact on culture.	Making an impact on culture.
Business	Business
Solving global business	Solving global business
challenges.	challenges.
Environment	Environment
Creating a greener tomorrow.	Creating a greener tomorrow.
Health	Health

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:
 - tag marks the start of a paragraph of text with default font
 - 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

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

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

- 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:



Social Media Directory Social Media Directory



					Log out	Administrator
VERSIONS	CONFIGURE	PRESENTATION				* _ _ X
			Device Editor	and placeholders for this device.		
	Layout Deta The details of the	IIIS assigned layouts, controls and placeho				
	-		Layout	Layouts/Feature/Shared/Page/Boo	tstrapLayout	*
Conte	SHARED LAYC	OUT FINAL LAYOUT	Controls			
	1	2 Masthead	Placeholder Settings			1
	1	Masthead - Mobile				
		 Brand Bar Brand Bar - Mobile 				
Quick In		Main Navigation				
		 Main Navigation - Mobile 				
		Footer Layout				
Item ID:		Footer Links				
Item na		Footer Contacts				
		Footer Social Media				
Item pa		Footer CTAs				
Templat	×.	Footer Secondary				
		 Social Media Directory Listing 				
Created		Edit Copy To				
Item ow						
	1	[No layout specified]				
Titles	0-1-4	Controls				
Dage Tit						OK Cancel
				OK Cancel		
						a master

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



	rabs component	*	
Add to Placeholder:	phMainContent		
		ß	

OR from the Experience Editor

Experience Editor		
R 🤗 🕫 HOME PRESENTATION EXPERIENCE VERSIONS 🕋		
Edit Preview & Debug Mode	Layout Details The details of the assigned layouts, controls and placeholders. SHARED LAYOUT FINAL LAYOUT	
B > Home > Social > Go Edit For: Parents Students Alum Image: Student state Image: Student state Alum	Main Navigation Main Navigation - Mobile Footer Layout Footer Links Footer Contacts Footer Social Media Footer CTAs	
About Admissions Academ	Footer Secondary Social Media Directory Listing Edit Copy To	
MSU.edu > Social Media Directory	INo layout specified] Print Controls Placeholder Settings [No renderings specified.] [No placeholder settings were s Edit Copy To	
K MICHIGAN STATE U	Cancel	
FACILITIES &	SAFETY LOGINS	Get in

ayout Det	Device Edi Set the layouts,	Select a Rendering Select the rendering that you want to use. Click Select to continue.	
Layout	Layout	Search Renderings	Add
ε	Controls	 Mixed Content 	Edit
rents Stu	Placeholder S	Newsletter SubscribePhoto-Caption Carousel	Personalize
		Quote	Change
CHIGAN S		Side Tabs Social CTA	Remove
_		Social Feed	
Admissio		 Social Media Directory Listing 	Test
		Social ShareTabs Component	Move Up
> Social M		Text Text Text	Move Down
		 Text Fact Text Facts Grid 	
		Add to Placeholder: phMainContent	

Device Editor Set the layouts, controls and placeholders for this device.	_ × _	
Control Properties	_ >	×
General	^	
Placeholder [shared]:		
phMainContent		
Data Source Fraredj: Browse Build query Paste query Clear		
Data Source (Frared): Browse Build query Paste query Clear Caching	~	
Data Source (Flared); Browse Build query Paste query Clear Caching Caching [shared]:	~	
Data Source (Frared); Browse Build query Paste query Clear Caching Caching [shared]; Cacheable	~	
Data Source Linared]: Browse Build query Paste query Clear Caching Caching [shared]: Cacheable Cacheable Clear on Index Update Vary by Data	~	

Go to

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

Categories that will be used to filter

	НОМЕ	NAVIGATE REVIEW A	NALYZE P	UBLISH VERSION	S CONFIGI	URE PRESE	NTATION	SECURITY	VIEW	MY TOOLBAR
Save Write	Edit +	Insert from template	(1 of 1) ▲ ▼ ▼	Tag item Content Tagging	Duplicate 🗸	Copy to	Delete	📼 Renar 📄 Displa Rena	me ay name ime	 ▲ Up ✓ Down Sorting
Search			٩	Conte	ent Q					
	- 📁	MSU Components		 Show ed 	itor Sugge	est fix Edit I	HTML			
		MSU Events MSU Footer MSU Header MSU Social Media Directory G Directory Categories	\wedge							
		 Colleges and Schools 		Categor	r.					
		 Locations and Destina 	ations	coregor.	r.					
		 Campus Life and Serv 	ices	Institu	tional	N				
		Offices		Link		45				
		🖌 💰 Social Media Directory		Link.	k Insert n	nerlia link li	nsert evterr	al link Ins	ert anchor	Insert email
		💩 _Michigan State Unive	ersity	misere m	ik inseren		isert exteri		ertancio	insert enian
		🔏 Admissions								
		👌 Alumni Association								
Č.		-		Social Pl	atforms					

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

	HOME	NAVIGATE REVIEW ANALY	ZE PUBLISH	VERSIONS CONFI	gure presen	TATION	SECURITY VIEW	MY TOOLBAR	DEVELOPER		
Save	↓ Edit •	Insert from template (1 o	(1) • (1)	born Duplicate -	🛐 Copy to 📑 Move to	X Delete	📼 Rename 🛅 Display name	∧ Up ▼ Down	🙊 First 😽 Last		
Write		interf. r.		Tassing	Operations		Restaurse		5		
Search		q		Content Q.							
-		USU Components		Social Media Directo	ry item						
		MSU Call to Action			20100111						
		MSU Events		🕑 Is Pinned							
		MSU Footer									
		MSU Header		Title:		D					
	. (MSU Social Media Directory		Admissions		61					
	,	🥼 Directory Categories									
	2	💰 Social Media Directory		Description:							
		👌 _Michigan State University		Shew editor Suggest fix Edit HTML Learn more about Michigan State University and its highly ranked academic programs, student organizations and important news and events a accounts. It's opport to #BeShardam							
		a Admissions									
	💩 Alumni Association										
		Associated Students of Mich	nigan State Univ								
		a Athletics									
		🎒 Breslin Student Events Cent	er								
		College of Arts and Letters									
-		a Eli and Edythe Broad Art Mi	iseum +	Category:							

Institutional

Will be omitted from the main list

	HOME	NAVIGATE REVIEW	ANALYZE PUE	BLISH VERSIO	NS CONFIG	URE PRESE	NTATION	SECURITY	VIEW	MY TOOLBAR	DEVELOPER
Save	∢ Edit +	Social Media Director Insert from template	r (1 of 2) ★ ♥ (2 of 2) ♥	Tag item	Duplicate 🗸	Copy to	X Delete -	📼 Ren 🗂 Disp	iame play name	▲ Up✓ Down	 First Last
Write		insert n									5 5
Search			9	▼ Con	tent Q						
	• 4	MSU Header		Social	Media Directory	Listing					
	-	MSU Social Media Director	у								
	,	🧔 Directory Categories		Institut	Ional Social Link	s:					
	-	💰 Social Media Directory		Socia	l Media Directo	ry/_Michigan St	ate University	Ý			
		🚵 _Michigan State Univ	ersity								
		a Admissions		Institut	ional Image:				1	6	
		🚵 Alumni Association		Browse	Properties	s Open me	lia library	Edit image	Clear	Refresh	
		🚵 Associated Students	of Michigan State	Univ /Ima	ges/Global/helm	net					
		ab Athletics									
		👌 Breslin Student Even	ts Center	E C	ALL .						
		a College of Arts and L	etters								
		Eli and Edythe Broad	Art Museum								
		Ell Broad College of E	Business								
		💩 Human Resources									
	• (MSU Social Media Links		Dimi	ensions: 71 x 84 ult Alternate Te:	xt: "msu-helmet					
	• 💣	MSU Configurations									
4			1	- F							

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:



Search Renderings			
Contextual Navigation	Rich Text	Social Share	

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:

	AN STATE UNIVERSITY For: Students Al	amni Faculty & Staff Ap	oply Visit Give
MSU	JTODAY	Search	a
Arts Bus	iness Campus Environment Health Life	Science and Technology Sports View	All
CLEAR	×		
02/01/18	- 06/15/20 - Categories -	Types • Colleges	•
Story	Story	Siory May 2	
Jun. 8, 2020	May 22, 2020		
THINKING BEYOND THE BOX	YOU ARE A SPARTA	DISC N OF C	COVERING THE GOLD STANDARD CANCER DRUGS
Mosrill Act	Charles Story	Story	

STEPS: Totell Sitecore which page to use for View All, go to: (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.



Breadcrumb
Hide Breadcrumb
Story Page
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.

Breadcrumb	^
Hide Breadcrumb	
Story Page	^
Story Type:	
Story	~
Story Featured Event	

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:





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:

	By: John Doe and Jennifer Orlando		
	Media Contacts Jennifer Orlando & Matt Larson	Download Assets 🔹	
	Arts Business Campus		
Story	Story	Story	Andrea

STEPS:

For Admins and Advanced Users:

Content Q		😰 🕶 🛛 English +
Second Story Ticle		
Subheading:		
Subheeding of my second story that will display right under	the Title	
Authors:		
Select all Deselect all		
Alex Barhorst	Author 1	
	A Ambar 7	
Alex Mitchell	Adunor 2	
Alex Minchell Andy Henion Andy McGlashen	L Plantar 2	Ľ
Alex Mirchell Andy Henian Andy McGlashen Annie McGraw	Numur 2	Ľ
Alex Minchell Andy Henion Andy McGlashen Annie McGraw Ashley Warsma	Palmar 2	Ľ
Alex Mitchell Andy Henion Andy McGlashen Annie McGraw Ashley Wiersma Auchor 2 Beb Heffman	Palmar 2	
Alex Minchell Andy Henion Andy McGlashen Andy McGlashen Andy Kursma Ashley Wiersma Author 2 Bob Hoffman Gaey Willemson	Palmar 2	
Alex Minchell Andy Henion Andy McGlashen Andy McGlashen Andro Z Bob Hoffmon Casey Williamson Cheryl Benner		Ľ

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:

	By: John Doe and Jennifer Orlando		
	Media Contacts Jennifer Orlando & Matt Larson	Download Assets 👻	
	Arts Business Campus		
ry	Story	Sur Contraction	No.

STEPS:

For Admins and Advanced Users:

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

200 200 200 200 200	Casey Williamson Dheryl Benner Christine Scheffer	*	
B land-grant-roots	Martin Contacts Title Lowering		
you-are-a-spartan			
A Reem Story 2	Média Contacts		
- Page Components	Contects		
Sex CTA	Select all Deselect all		
Bero Banner - Stor	All	Selected	
Media - Story	A Mahdi Saeed	Contact 2	- ^
😨 Newsletter Subson	Al Robison Anno M McColtre	< Matt Lerson	~
Cuoce	Aaron Miller		
E Rich Text - Story	Paryn Richard Aanon Richard		
A 🔝 Naeim Test Story	Abbey Miller		
 Page Components 	Abbie Tykocki		
€ 102	Abdifatah Ali		
• Lig news	Abimail Tsikocki		10. 10.
IDI Page Componente			
• <u>10</u> 2020			
2019	Assess		
• • • • • • • • • • • • • • • • • • •	AB	Selected	
• 10 mie	🔺 🔤 Media Library	islayStadium	- 0
- F	A and America		• •

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:

By: John Doe and Jennifer Orlando	
Media Contacts	
Jennifer Orlando & Matt Larson	Download Assets +
	Lievstadium
Arts Business Campus	Download All Assets

STEPS:

	Selected	
🖌 🚘 Media Library	1slayStadium	^ ·
Assets	*	
📾 Celebrate-2020-homepage		
🕨 🥩 Default Website		
🕨 🥲 Experience Explorer		
🕨 💋 Files		~
Hero Hero	*	

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	
Media Contacts	
Jennifer Orlando & Matt Larson	Download Assets 👻
Arts Business Campus	

STEPS:

Coregories: Select all Deselect all	Scienced	
Nu Environment Health Life Science and Technology Sports	Arts Campus Business	- •

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:

	College of Communication Arts and Sciences	-	
	Collegiate Employment Research Institute		
	Communication Arts and Sciences		
	Education		
	Eli Broad College of Business		
	Eli Broad Graduate School of Management	-	
1000			
ibe	Thumbnail - After browsing an image, you must click somewhere on the image then click Sa	ave:	
	Browse Properties Open media library Edit image Clear Refresh		
s			
ad to austin for r	This media item has no details.		
s			
tion			
	Backend		
	Units - This is for backend and reporting only:		
	Select all Deselect all		
:dia Links			

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 Media					
sh - Upload media					
💽 Media	► Fliters ▼	Enter your search or	itera)	٩,	
All image files All video files	Media folder: /media library	v			Tree view Select a file to preview
My images Recently uploaded images		Research Insue Research		F	
Recently uploaded videos Recently uploaded by me		the last of		;2 _	
	MSU 2	msu-today-tweet	Form	ch-collateral	
er Um		8		-	
lomp			CTD -		
golf vi	ch-partner-marketing	ch-push	ch-sales	ch-store	
tomp Iy Ca			يک		
ry Foi vy Hei			\checkmark		
iy Soc iy Tat					Select Cancel
Advance * Aencultu	ire and Natural Resources			C Broad Art Museum	

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.

Leg	aut Nzeim Karmin 🧕
HOME NAVIGATE REVIEW ANALYZE PUBLISH VERSIONS CONFIGURE PRESENTATION SECURITY VIEW MYTOOLBAR	
E Seve Desige Publish & Prenew Publish &	~
Search Q. Concert Q.	📴 English 🕶 🛛 💌
Control C	
u un service un service contraction of united and the service contraction of united and the service contraction of united and the service contraction of the	
▶ 🙀 MSUToday Call to Action //JoeFefrie:	
C MSUToday Events	
⁽²⁾ MSUToday Factor	
🕨 🕼 MSUTodayi Headar	
Ø MSUToday Social Media Links	
• G NSUTaday Taxanomy	
 <i>@</i> NSUToday Configurations 	
 ⁽ⁱ⁾ Hera Bonner Sze ⁽ⁱ⁾ Ommanuace X21 x 550 ⁽ⁱ⁾ ⁽ⁱ⁾ Ommanuace X21 x 550 ⁽ⁱ⁾ ⁽ⁱ⁾	
Generation and the second seco	
Grony Asset Kons	
 GS Story Backend Tagi Backend 	^
k 🙀 Story Categories	
G Story Facus Areas Units - This is for beckend and reporting only:	
F Story Types → Select all Deselect all	

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:

cament Q,		Signature .
we g		
14. This is for two overstand requirery, only.		
and Dealer a		
	Sealist	
Mananaman Manana Manana Manana	Altrecklasso Brandwid Monsen	
Arte Los Zenos Barrians Obrier Monaneuti Obrier Monaneuti		
omgene methode. Collegae Druksyner Research roadsae :		
Annual Tage The Is in Second and reporting only		
er el - Desener el	Lateriand ,	
Annonautain Annonanne Meineanne Meineanne	· · ·	•
Specialize Mergins Mergins Mergins Mergins		
1		
an Areas - Trin is the functional and regioning poly:		
	brauar	
Nick Memaluk Die gy Oran Marrisk	Another the receiption of the section of all Compares Maximum (Maximum (Max	*
Gental Obsartism Construction May Construction I Gental		
nan Kour Area Kour Salery and Tenuity	•	

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:

	item owner: sitecorelAdmin		
ary	Hero Banner		•
es	Hero Background Video:		
Stor	All	Selected	
nt	 Cases Gobel Msu Msuroday 	*	* * *
ction :			*
	Desitop Background Image - After browsing an image, you must click somewhere on the	e image then click Save	
	Browse Properties Open media library Edit image Clear Refresh		
18			
	This medie item has no details.		



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.

Search Renderings			
Media - Story	Quote	Rich Text - Story	

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.



😸 Box CTA	Item ID:	{3F334D66-7140-4778-98F8-EAD360CD6358}
Fig Hero Banner - Stor	Item name:	Rich Teas - Story
Mecha - Story		
📑 Newsletter Subscrit	Item path:	/strecore/concent/MSU/MSU/Today/Home/Landing/2020/05/14/Naeim Test Story/Page Components/Rich Text - Story
Quate	Template:	/stracora/semplates/Feature/INSUToday/Componente/Rich Text - Story - (EE4513E8-9E32-47C2-97A1-64C72492F74D)
Rich Text - Story	Created from:	[unknown]
🔺 📄 Naeim Test Scory		
🖌 👸 Page Components	Item owner:	EbécarólAdmin
► 👩 Hero Banner - Score	Rich Text - Story	
① Highlight		2
Media - Story	Contents	
🕨 🎍 Maxed Content	Show editor	Support for Edit HTML
Quate	2010/2010/2011	
E Rich Text - Story	This is a	n H1 Test
🗐 Story Text Section t		
• 📁 02	Lorem ipsum dolor	rst amet, consectetur adpisionig etit. Mautis blandit aliquef eti, eget finodunit nich pulvinar a. Fron eget fondor insu. Vestibulum ac diam si amet quam vehicula elementum sed sit amet dui.
C) news		Deres zwischaften melderige mehrerstaans Verbilkulum auch dame nit mere guum verbiculte elementaan eed eit ernet dati. Donse nitrum congue iso net energienaans alteruse hindrige auch datie datie auch datie
Dage Components		Crashis and with access of timestelle is portional set. Set portion is the portion of the set less portion which it is a set of the portion of the set less portion which it is a set of the portion of t
* 8000 Pm 4		2 Provide a constraint of the second se

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:

	Rich Text Editor
	A A A A A A A A A A A A A A A A A
11 11	Design HTML
ar	Accept

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.

Insert Media With Lightbox Select the image you want to insert. A lightbox will wrap th	e image,					
- Caption:						
Horizontal Line						
MEDIA LIBRARY SEARCH						
	6					3
Second Library		BRECHLE			-	
Celebrate-2020-homepage		ART MO.O.S	V			
Default Website		I SALAR BALLS				
Experience Explorer	Assets	Celebrate-2020-	Default Website	Experience Explorer	Files	
Files		homepage				
Hero		-	-		CONTRACTOR OF	
Images				NO	A HANNEY	
🛃 IslayStadium			/#	2	23-93A	
I Jaettefrier	Hero	Images	IslayStadium	JoeHefner	JoeStudents	
JoeStudents				1		
 Ø kirktest 				s		
			1			
Name						
e						

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 nisi tampus convallis quis ac lectus.



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 nisi 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 separately 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:

Campus Activities	MSU Research
Lorem ipsum dolor si magna aliqua. Ut enin consequat.	t amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore n ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo
Lorem ipsum dolor si magna aliqua. Ut enin consequat.	t amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore n ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo
Lorem ipsum dolor si magna aliqua. Ut enin consequat.	t amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore n ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo
Lorem ipsum dolor si	t amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore

magna aligua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliguin ex ea commodo

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

Message		×
Enter a name for the new item:		
new and a second s	ОК	Cancel

- o 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 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)

▲ sitecore					-	Quick Info
🖌 🛃 Content						
🚱 Home						Item ID:
🕨 🧬 Global	Configu	rations				Item name:
🔺 🕙 MSU 🔺 🥥 MSU	J					Item path:
4 🚳 H	ło		2	-		Tomelator
× 4		Insert			Page	
-5	Q	Search		2	Event L	anding Page
	n D	Duplicate			News R	epository
· •	×	Delete		-	Redirec	t
• □		Rename		225	People	Directory Page
•)	Copying			Tabular	Directory Page
•	1	Sorting			Insert fr	rom template
۰ 🗅	1	Edit				Silecore Exper
۰ 🗅		Console				Text - Please ent
5	8	Scripts	•			Show editor
► 2g	¢	Refresh				
 D 	Tert-m	irhala-avant				From a einnle conr

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



Context Q	 English+	1
Eolumn 1 Title:		
Column 2 Title		
Column 3 Tide		
Column 4 Tide:		
Column 5 Title		
Column 6 Tide:		
Column 7 Tide.		
Column 8 Thie		

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



• 🗋 tdb-1T8	*	raceore content in som one robotor on eccory or molectementy
▶ 🗋 test-michele-uat1	Template:	/sitecore/templates/Project/MSU/Pages/Tabular Page - {4569B9AC-4976-4FBA-BF2C-84150/
▶ 🗋 test-michele-uat2	Created from:	[unknown]
test-michele-uat3		
• 🗋 tdb-IT8-2	item owner:	sitecore veisabagn
😪 redirecttest	Titles	~
PD Page Naeim Test		- 2004.
test-michele-events	Page Title:	
test-michele-training-1	Piochamistr	
🔺 🏢 Tabular Directory UAT	Diochemisu	y
📁 Page Components	Navigation Titl	e.
Biochemistry		-
test-mc-publisher		
• 🗋 test-tdb-publisher		
test-michele-publisher-4	Browser Title:	
🕨 🗋 a-team uat		
Naeim Newsletter subscribe test		

 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)

abular 🔨
iolumn 1:
Online
olumn 2:
Certificate
olumn 3:
9
olumn 4:
9
olumn 5:
olumn 6:
iolumn 7:

Category 1:					
Select all Deselect all					
All			Selected		
Online In-Person	*	> <		*	<
	Ŧ			Ŧ	
Category 2:					
Select all Deselect all					
All			Selected		
Bootcamp Certificate	*	> <		*	~
Category 3:	×			Ŧ	
Select all Deselect all					
All			Selected		
English Spanish	*	> <		*	< >
				*	

- 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

 MSU Configurations 	Item owner: sitecore\admin	
People Categories		
People Headers	Data	^
🔺 🔋 Tabular Categories		
Category 1	Title:	
🚦 Category 2	Course Type	
Category 3		
🕨 🄞 Hero Banner Size		

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



	n Online	e Â
 state-transparency-reporting 	Quick Info	×.
 students support-msu visit 	Item ID:	{05BE2750-F731-4074-8590-81E2C134643A}
 	ltem name:	Online
	ltem path: Template:	/sitecore/content/MSU/MSU/MSU Configurations/Tabular Categories/Category 1/(/sitecore/templates/Foundation/Shared/Configuration/Tabular/Category - {ECD33
Q People Headers A I Tabular Categories	Created from:	[unknown]
Category 1	Item owner:	sitecore\Aelsabagh
Category 2	Data	~
📑 Category 3		
🕨 🄞 Hero Banner Size	Value:	
Gettings	Online	
MSUToday		

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:

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



- 3. In the right pane you can make modify the various fields.
- 4. Add the Desktop and Mobile background images.
- 5. Enter the Banner Title and Banner Description
- 6. 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	

7. 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:			

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

CTA Text	
Explore Courses	
Tabular Directory Page:	

10. Save and Publish changes

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

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



Select finisher Select finisher Select finisher Select finisher Select finisher Select finisher Select an existing content item. Content La Valuagation A Hero Banner with filters A Made Content Small A Meed Con	Select the Ass Select the content to	sociated Content hat you want to associate with the rendering and use as the data source.	□×
	Select Existing Content Search for Content Create New Content	Select an existing content item. Page Components Contextual Navigation Hero Banner with filters Media 3 Media 3 Move Acide New Acide Tabs Component Tabs Component Tabular Directory Filter	
Conception Cancer		ОК	Cancel

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

Explore more

MSU Facts

NOT FINDING WHAT YOU'RE LOOKING FOR?

Example 2: Two CTAs, no header, with arrow icon Source: MSU About page https://msu.edu/about

 \rightarrow

MSU Facts →

History \rightarrow

Example 3: Three CTAs with header and arrow icon ("Meet our Researchers" illustrates style in hover mode)

GO DEEPER					
Learn		Explore our		Meet our	
about MSU	\rightarrow	Academics	\rightarrow	Researchers	\rightarrow

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):
 - 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

item owner: sitecores	akerimi	
СТА		
Link: Insert link Insert media	ink Insert external link Insert anchor	Insercemail InsercJavaScript Follow Clear
Styles: Select all Deselect all		
Bold		- >
Italic		

- 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:



🕨 🦪 Global Authors	creater anne Terrarant
💋 Global Call to Action	Itsen owner: sitcore/t/barnes
🕨 🔂 Global Contacts	
🕨 💋 Global Events	
a 📁 Global Facts	Tide - Text:
200 Academic programs	
5 billion economic impact in MI	200-
Aumini worldwide	
Education abroad programs	line images
🔛 Fact 4	Browce Properties Open mode-alteracy Edit/mage Clear Romech
🚺 Fact 5	
🔁 Factó	
📮 Fact 7	
🛄 Fect 8	
🔛 Fact 9	
Faculty and staff international resea	
Faculty Inventions	
Institutes and Centers	This media item trac no details.
MSU programs in top 25	
Nuclear Science	Subheading
Placement Rate for Graduates	Academic Programs
Recent grade employed in MI	
📮 Sustemebility	Description:
	The second se
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 <u>https://msu.edu/academics</u> 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.

CF Add here:	Add here	8. AGU Nere
L ^a Add here L ^a Add here	- Add Nete	• Add Dere

- 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.

General	^
Placeholder (shared):	
/phMainContent/grid_small-[A3C71843-4CA4-4388-927D-0A623330E5E0]-0	
Dete Source [shared]: Browse Build query Paste query Clear	
/sitecore/content/MSU/Global Components/Global Facts/200 Academic pro	igrams
Tent Fact	^
Background Color [standard value]:	
	~

- 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:

 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:

Tab 2

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, it au fugit, sed quia consequuntur magni dolores eos, qui ratione voluptatem sequi nesciunt, neque porro quisquam but ut fugit, sed quia dolor sit, amet, consectetur, adipisci velit, sed quia non numquam eius modi tempora incidunt, ut labore et iquam quaerat voluptatem.

Select a Rendering Select the rendering that you want to use. Click Select to continue.		□ ×
TwoColumnContainerTabt		
Open the Properties dialog box immediately.	Select	Cancel

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

elect a Rendering lect the rendering that yo	u want to use, Click Select to (continue.		□ ×
	Exception Section Section		No 1764 Kes 2 Tex.	•
Signup Grid	Single Mixed Content With Social Media	Social CTA	Tabs Component	
Text CTAs	Text Facts Grid	TwoColumnContainer_66		

* 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.

VIC MICHIGAN STATE UNIVERSITY	msu dictionary search search box plat

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.

Content	Q		
Stude	ents	Rename	×
Quick Info		Enter a new name for the item:	
Item ID:	{2F6A2707-58C6-45D3-BB9F-	Students	
Item name:	Students	ОК	Cancel
Item path:	/sitecore/content/MSU/Globa		

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.

For: Students Alumni Faculty	& Staff		Apply Visit Give
MICHIGAN STATE UNIVERSI		Search	۹
About Admissions Academics	Research Campus Life	Athletics	MSUToday
Overview MSU Facts History Visit	Leadership Diversity & Inclusion Spartan Success Mission Statement	HSU's plan to keep Spartans safe Learn More →	

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.

igation	Message	×
em does no	Enter a name for the new item: Main Navigation Link	
5C7EACA-68	ок	Cancel

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.

Search Q •	Content Q
🔺 💋 MSU Components. 🔷	Item path: /sitecore/content/MSU/MSU/MSU/MSU Components/MSU Header/Main Navigation/Main Navigation Link 1
🕨 🥩 MSU Call to Action	Template: /sitecore/templates/Foundation/MSU/Navigation/Header/Main Navigation/Main Navigation Link - (79E5E1FF-4F6F-419D-BCD5-F6C6FA
G MSU Events	
📁 MSU Footer	Created from: [unknown]
🔺 🧔 MSU Header 🥢	Item owner: sitecore\Admin
a - Main Navigation	
Main Navigation Link 1	Main Navigation Link
Electron Column 1	
Column 2	💷 Is Aligned Right
🗢 СТА	
Main Navigation Link 2	Linic
Main Navigation Link 3	Insert link Insert media link Insert external link Insert anchor Insert email Insert JavaScript Follow Clear
Main Navigation Link 4	/MSU/MSUToday/Home
Masthead	
Masthead 2	CTAs Title:
Masthead-Training-New-Dept	
MSU Social Media Directory	
4	

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.

CTA
Image:
Browse Properties Open media library Edit image Clear Refresh
/Images/MSUToday/KNOWmore-green-2
CAMPUS SAFETY INFORMATION AND RESOURCES
Dimensions: 280 x 288 Default Alternate Text: "alt"
Text:
text 3
Dete: Only for Aligned Right Nav Bar item
date 3
Link
Insert link Insert media link Insert external link Insert anchor Insert email Insert JavaScript Follow Clear
/MSU/MSUToday/Home

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
 - o 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

Quick Info	
Item ID:	(0C8D5865-8A75-4D47-A66F-776D944B9AAC)
Item name:	Link T
ltem path:	/sitecore/content/MSU/Global Components/Global Footer/Footer Links/Column 1/Section 1/Link 1
Template:	/sitecore/templates/Foundation/Shared/Navigation/Footer/Column Link - {21D0D982-688D-4D0C-8A3D-8CF759078B4E}
Created from:	[unknown]
Item owner:	sitecore\Admin
Data	
Link: // Insert link In https://msu.sc	isert media link Insert external link Insert anchor Insert email Insert JavaScript Follow Clear

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.

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

owse /Images	Properties	Open media libr OWmore-green-2	ary Edit imaį	ge Clear	Refresh			
CAMPL	US SAFETY MATION AND JRCES							
Dimensi Default	ions: 280 x 288 Alternate Text: "	alt"						
nk:								
sert link	Insert med	ia link 👘 Insert e	xternal link	nsert anchor	Insert email	Insert JavaScript	Follow Clear	r:

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 Medial 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:

- 1. Select Footer Social Media in the content tree.
- 2. 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.

Content Q
Item owner: sitecore\Admin
Footer Social Media
Title:
Follow Us
Accessibility
Text:
If you're having accessibility issues,
Link:
/MSU/MSUToday/Home

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.

iocial Media Link	^
con:	
Facebook	,
Ink: nsert link Insert media link Insert external link Insert anchor Insert email Insert JavaScript Follow Clear	

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.

Footer	Item owner: sitecore/Admin
Footer Clas	Footer Secondary
CTA 1	Logor
Footer Links	Browse Properties Open media library Edia Image Clear Refresh
Brooter Secondary Bow 1 Clink 1 Clink 2 Clink 3 Clink 4 Max 4	/mages/MSUToday/Logo/msu2
 Row 3 Footer Social Media 	Denerations, 273 x 67 Default Alternate Text: "logo"
Social Media Link 1	

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.