Sitecore Intro 2 Page Elements/Page Layout How-To (Content Manager View)

Create an External Link Item

- Navigate to your site's Extras folder.
- Right click on the ExternalLinks folder, then Insert -> ExternalLink.
- Give it a name this will be auto-inserted to the LinkText field (the blue underlined part.)
- Fields to fill out:
 - LinkText* (the blue underlined part)
 - o URL*
 - o ButtonImage (use the image field that you've used for ordinary pages.)
 - o Mouseover Image (use the mouseover image field that pairs with the original image.)

Create a LearnMore Link List

- Navigate to Extras folder.
- Right click on the **LearnMore** folder, then **Insert** -> **LearnMore**.
- Give it a name the name is for your benefit only, not to display.
- Adding Items
 - o Under Choose Item, navigate to your desired Link
 - If it would be an external link see "Creating an External Link" above. You will need to have created external links ahead of time.
 - Choose an image type if you want to display it AND if the item in question has an image available to use.
 - o Whether or not an image is to be displayed, choose Text Behavior: **before** or **after**.
 - o Click "Add."
- Manage Items: up, down, or delete using the blue arrows and red X as the list is created.
- Click "Save" at the top.

Create a Standalone Sidebar Item

- Navigate to Extras Folder.
- Right click on the **Sidebars** folder, then **Insert** -> **Sidebar**.
- Give it a name this will be auto-inserted to the **SidebarTitle** field.
- Fields:
 - SidebarTitle (will become the heading)
 - o Sidebarlmage (dimensions will depend on right column width)
 - SidebarContent (main body of the sidebar)
 - Class (optional class for styling purposes)

Editing an Existing "Page" Item to Use as a Sidebar

Navigate to the item to edit and double-click it.

- In the yellow information bar, click "Lock and Edit."
- Populate some or all of these fields:
 - o Identity-Extended:Large Thumbnail (120x120) this will display at the top of the sidebar
 - o Content-Basic:Headline this will be the sidebar headline
 - Content-Extended:ShorterContent this displays as the sidebar body and allows html
 (Identity-Extended:MarketingDescription will be used if ShorterContent is blank)

Adding a Sidebar to a Page

- Navigate to the item to edit and double-click it.
- In the yellow information bar, click "Lock and Edit."
- Double-click the "Content-Extended" group to expand it (or use the "+")
- Click in the Sidebar field at the very bottom.
- In the popup, pick from your Extras/Sidebars folder; alternatively choose any "page" item.
- Save the page.
- In the "Review" tab, click "Display" to preview or "Approve for Publication" to publish.

Adding content to the 3rd column (Learn More)

- Choose a page in Content Editor.
- Click on: Presentation Tab -> Layout -> Details
- In the popup box, under the "Default" layout (Generic Page) click "Edit" near the bottom.
 - o In the 2nd popup box, choose "Controls" on the left, then "Add" on the right
 - In the 3rd popup box, look for the control start looking under "**Sublayouts**" and click the item once when you find the right one. If you can't find it under Sublayouts, look under "**Renderings**."
 - Under "Add to Placeholder", type "Right Column", "Left Column", or "Main Column."
 - Check the box for "Open Properties after this dialog closes."
 - Click the "Select" button.
 - In the 4th popup box, just above "Data Source" click "Insert Link"
 - Navigate to the desired content item to add, then click "Open"
 - Back in 3rd popup, click "OK"
 - o Back in 2nd dialog box, move the new item up or down if needed.
 - o Click Ok
- Back in first popup, click OK
- Publish from the "Publish" function on the "Publish" tab. Please NOTE: presentation details do
 not go through the workflow and approval process, so they do not need to be approved, but
 they do need to be published.)