

Content Page Editing and Authoring

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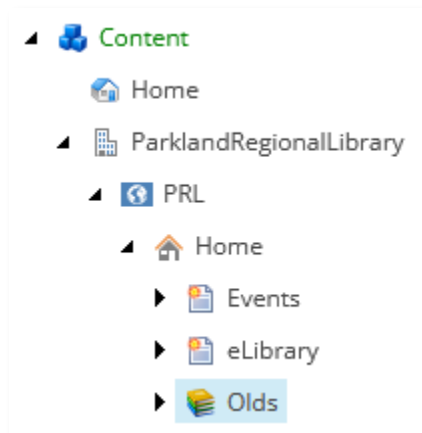
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Introduction

In this final training guide, we're going to cover creating and editing library data and content pages. This guide heavily assumes you've already gone through the events, image best practices, and homepage guides, so we'll be skimming over a lot of details found in there (such as locking entries before editing and the process of uploading images). If you haven't gone through those guides or don't have them, please send a message to [PRL Helpdesk](#).

Please note that compared to previous increases in Sitecore access, there will now be a *lot* more items visible. This is due to many content editing features needing access to many Sitecore components to function properly. Most of it is set to *Read* access only, so you don't have to worry about deleting anything you should, but just in case, please do try to stick to the components outlined in this (and other) guides.

Editing Library Data



First, we'll start with editing the base library data found in your library's home node (see example above). It's important to note that there is a lot of data here that should not be touched as it will impact how the website functions. So, please only alter fields we specifically mention in this guide. If you want to change anything further (like Library Logo), please reach out to PRL and we'll give you a hand.

As with events and the homepage, make sure to Save, Submit (or Check In), and then Publish to push your additions and changes to the live website.

Library Theme

Library Theme [standard value]:
parkland

You can set your website colour theme here to any of the choices presented.

Library Address, Contact Email, and Phone Number

Library Contact Email:
bigvalleylibrary@prl.ab.ca
Library Address:
29 1st Avenue South

There's quite a few of these fields. Library Contact Email, Library Address, Library Address 2, Library City and Province, Library Postal Code, and finally, a bit of a ways down from the others, is the Phone Number field. To update your contact and mailing information, update these fields, and publish.

Business Hours

Monday Open 1 - Format: 0:00 am/pm, eg. 9:15 am or 10:30 pm:
<input type="text" value="9:00 am"/>
Monday Close 1 - Format: 0:00 am/pm, eg. 9:15 am or 10:30 pm:
<input type="text" value="6:00 pm"/>
Monday Open 2 - Format: 0:00 am/pm, eg. 9:15 am or 10:30 pm:
<input type="text"/>
Monday Close 2 - Format: 0:00 am/pm, eg. 9:15 am or 10:30 pm:
<input type="text"/>

There's a field like the above for each day of the week. They will all use the format you see in the picture and uses the 12-hour clock (which requires am or pm).

Some libraries have two open and close times each day, which is why there are two sets. If you only have one, only edit the first two fields for the open and close times. The second fields will show there is an error (note the red marks on the side), but this can be safely ignored.

Business Closed Days

Business Closed Days

Library Days Closed:

All

- ▶ PRL Calendar
 - ▶ 2023
 - ▶ 2024
 - ▶ 2025

Selected

- 2024-02-17 - Saturday
- 2024-02-18 - Sunday
- 2024-02-19 - Monday

Show Number Of Closures [standard value]:

3

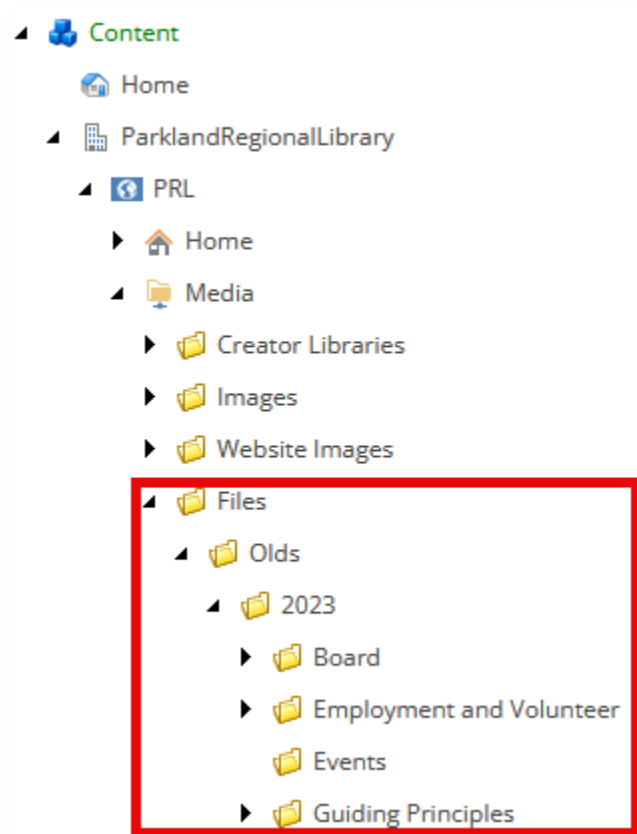
This is where you can set the days your library is closed, which will display on the Hours page and on the Hours menu in the header. This works just like the previous calendar options we've seen. Expand the year, then month, to find the date and double click on it to move it to the right-hand side. Do the same to any date in the Selected column to remove it.

Below this is "Show Number of Closures," where you can edit how many of the Selected dates appear on the website. The default is 3, which we have most libraries on, but some have bumped it up to 4.

Uploading Files

You might need to upload PDFs, Word files, etc. to use on your website. These kinds of files have their own media folder.

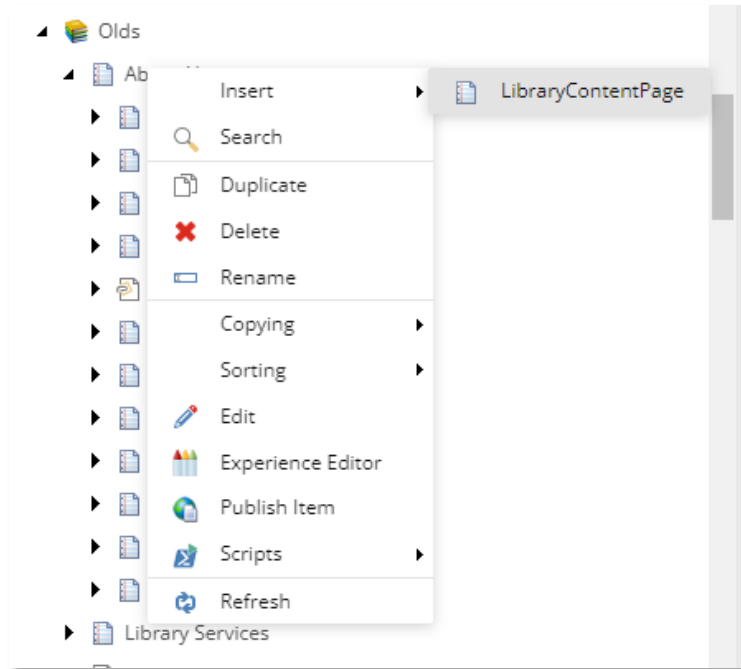
We've been organizing these files by year, then by website page they're used in (Board, Events, etc.), but feel free to organize files within your library folder as you see fit. Here's an example:



Now that you have access to these files, even though they're typically PDF or Word files, they are still uploaded using the same process.

Creating a new Content Page

Just like an event, the first step to creating a new content page is to right click on the parent node you want the page under. For this example, we'll be adding a Test Page under the About Us parent node.

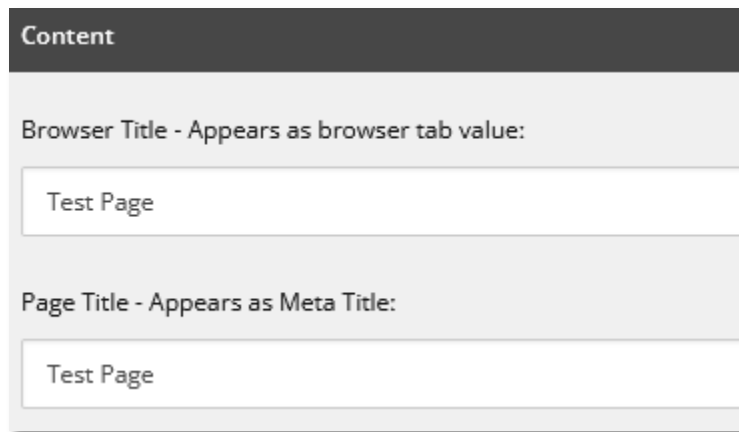


Right click on About Us, hover over Insert, then click on LibraryContentPage. Name your new content page, but remember that you can't use special characters.

This will bring you to the new page's data page. It should already be locked and ready to be edited.

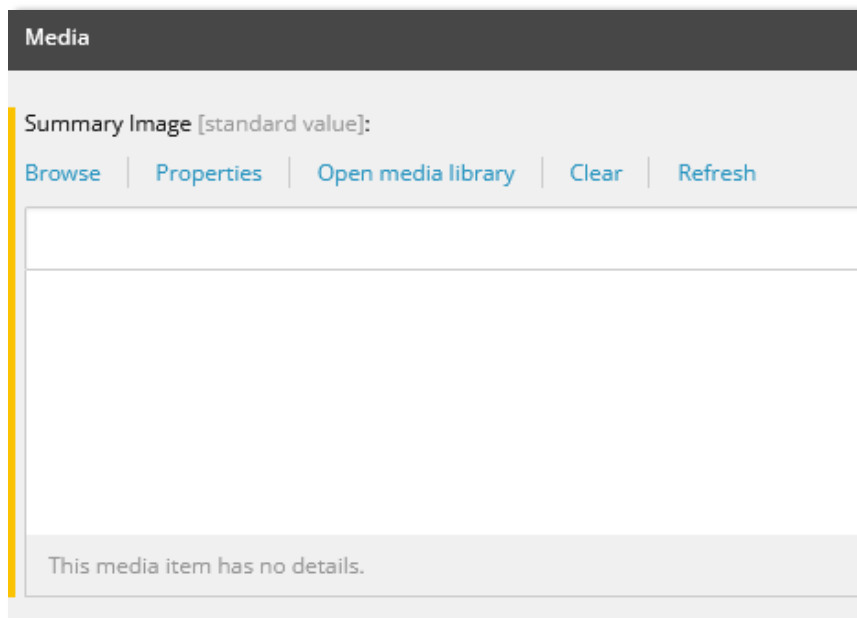
Content (Page Title)

The first two fields are your browser and page title. These should already be filled out and match the name you entered for the content page.



The screenshot shows a form titled "Content" with a dark header. Below the header, there are two sections. The first section is labeled "Browser Title - Appears as browser tab value:" and contains a text input field with the text "Test Page". The second section is labeled "Page Title - Appears as Meta Title:" and also contains a text input field with the text "Test Page".

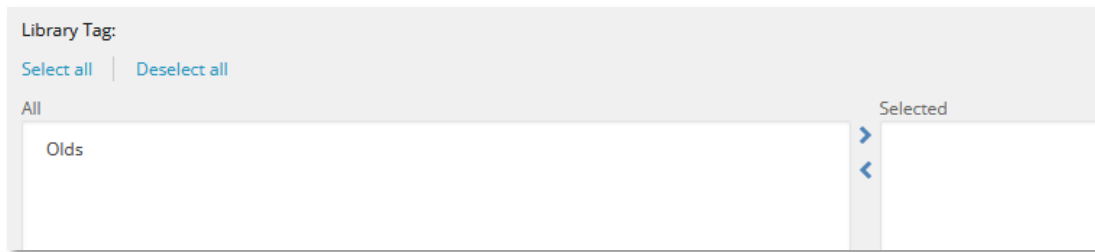
Summary Image



The screenshot shows a form titled "Media" with a dark header. Below the header, there is a section labeled "Summary Image [standard value]:". Below this label, there are five buttons: "Browse", "Properties", "Open media library", "Clear", and "Refresh". Below the buttons is a large empty rectangular area. At the bottom of the form, there is a message that says "This media item has no details."

This is the image that will appear if this content page is set to "featured" in the top navigation menu (we cover this [here](#)) or someone uses the Search website function and this page appears in the results.

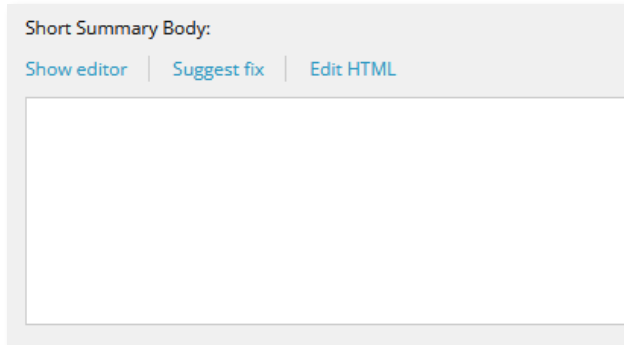
Library Tag



Your library should be the only one available. Make sure this gets added to the Selected column so the page is associated with your library.

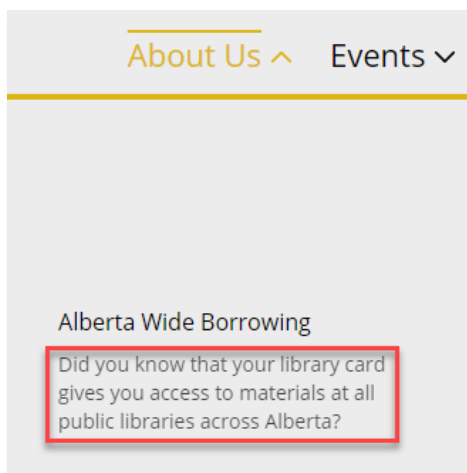
We skip two fields (one should be a duplicate of your page title, the other is a text box that isn't utilized) and end up at:

Short Summary Body



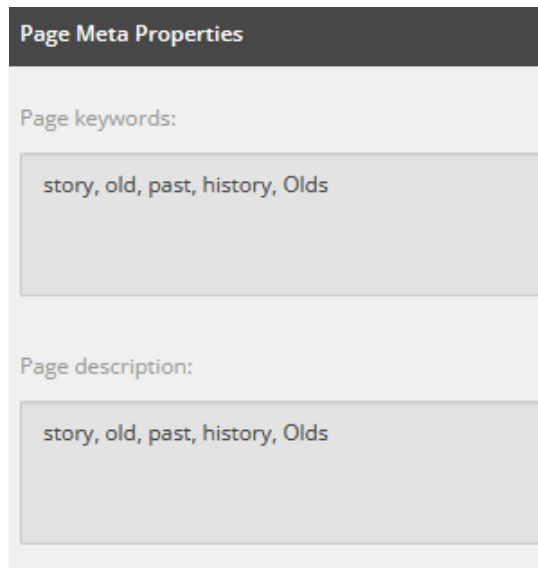
This is the text that will appear as the subtext below your page's entry in the top navigation menu.

An example:



The text in the red field is your Short Summary Body.

Page Meta Properties



Page Meta Properties

Page keywords:

story, old, past, history, Olds

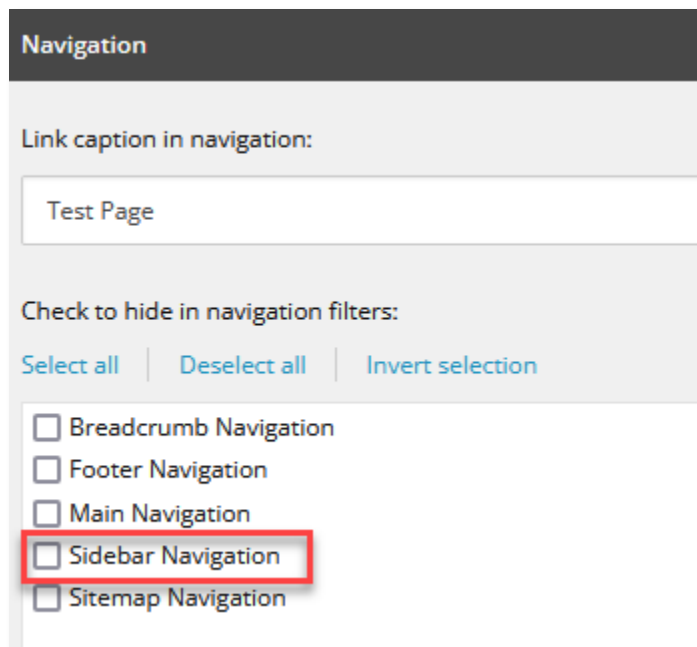
Page description:

story, old, past, history, Olds

These two boxes contain keywords that, if searched for, will make that page pop up in the results. For sake of ease, we've kept them identical.

Next, we skip quite a bit until we reach an optional section.

Navigation



Navigation

Link caption in navigation:

Test Page

Check to hide in navigation filters:

[Select all](#) | [Deselect all](#) | [Invert selection](#)

Breadcrumb Navigation

Footer Navigation

Main Navigation

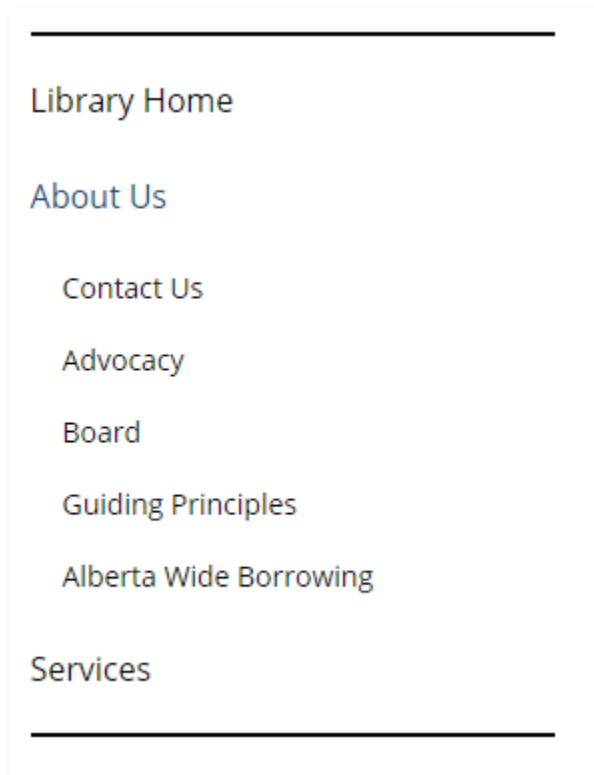
Sidebar Navigation

Sitemap Navigation

The link caption should again be a duplicate of the page title. We can leave that, but the section to note here is the ability to hide the page from the sidebar (otherwise known as the left-hand

navigation menu). The other options are controlled elsewhere so they won't work here, but this was the solution we were given when we didn't want certain sub-pages showing in the sidebar.

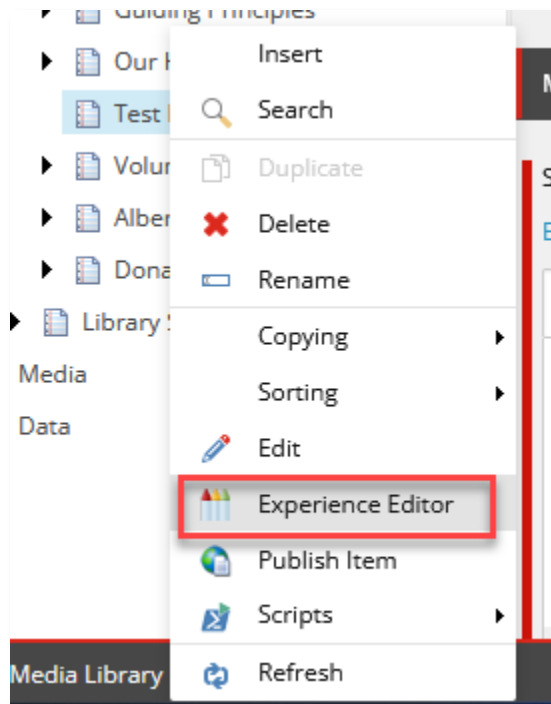
The sidebar is the menu that appears on the left-hand side while on most pages. This screenshot was taken while on the About Us page at Amisk.



Once you've set all the base data for the new page, we can start to add content.

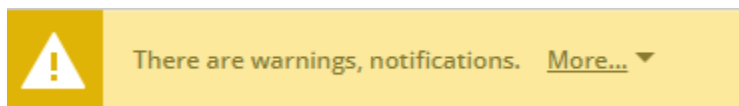
Adding Content to a Page

There are a few ways to do this, but we'll cover the easiest method in this guide. Right click on your content page, then find and click on Experience Editor.

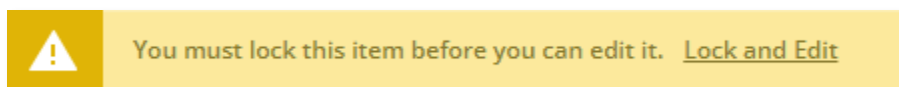


When the editor first opens to this new page, you'll likely see a whole bunch of text and images. This is the "default" text that gets applied to new pages.

Go up near the top of the page and find this:

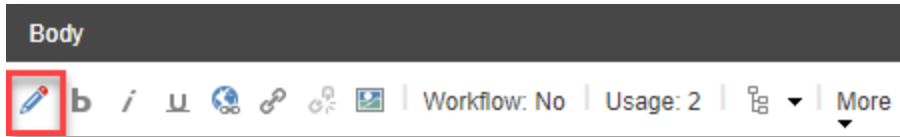


Click "[More...](#)"



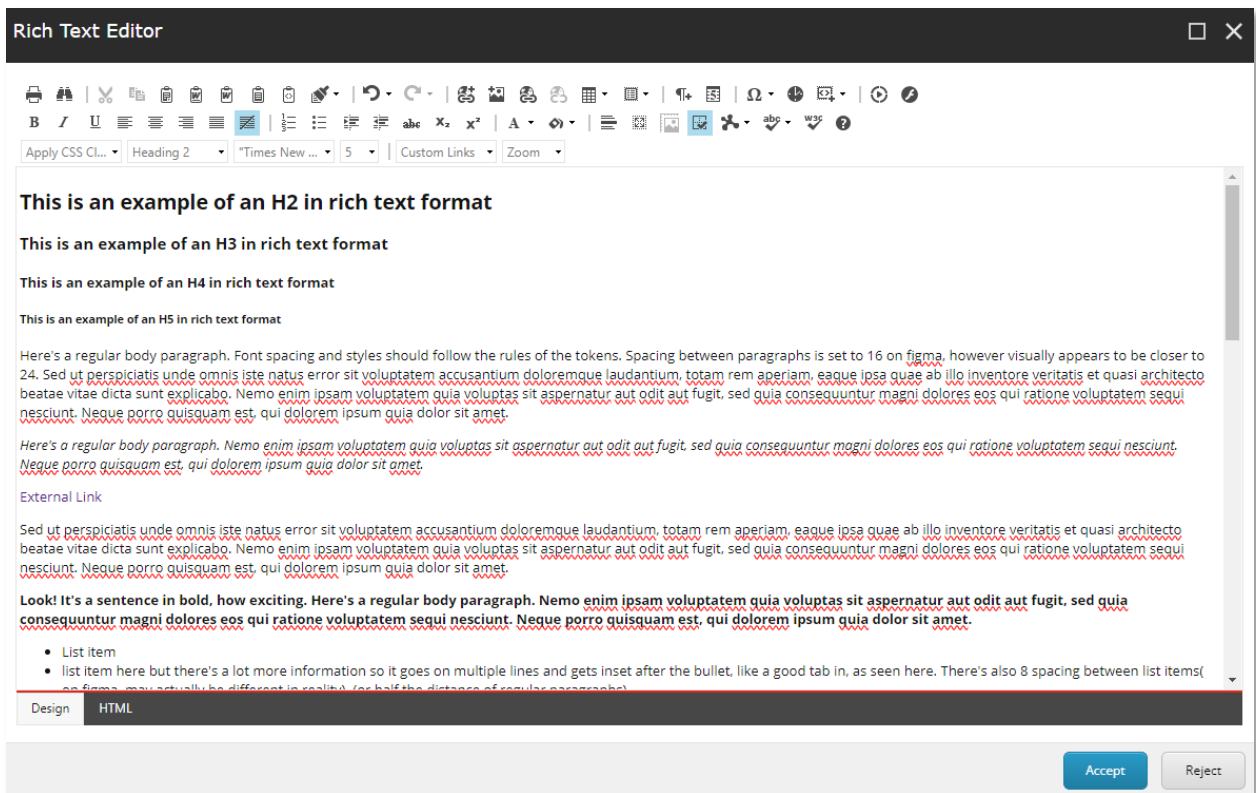
And then "[Lock and Edit.](#)"

This will lock the page and allow us to start working on the content. The easiest way to start is click anywhere on the body of text, then this little window will pop up:



Click the pencil on the left-hand side and it will open the rich text editor.

Rich Text Editor

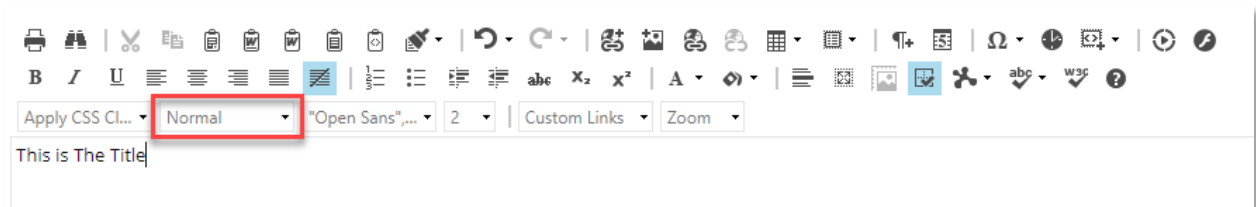


Here is where you can begin to build the content for your page. First thing you'll want to do is press CTRL+A on the keyboard and then DELETE. This will remove all of the placeholder text and images from the page.

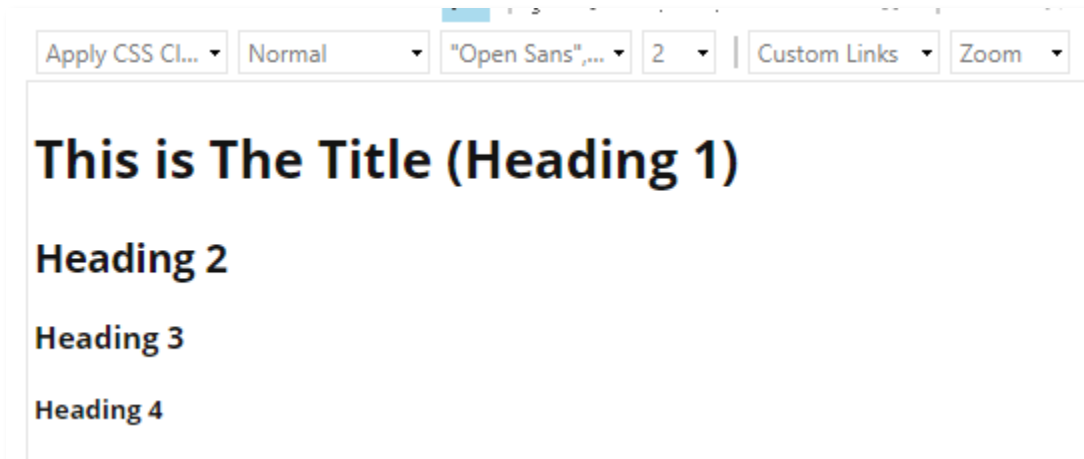
Adding and Editing Text

This rich text editor works a lot like Word. You can find a lot of the same options; bold, italics, justify text, bullet points, indents, subscript, etc.

Headings



After you've written your text, you can change the box I've highlighted above to set it to different headings. Heading 1 is the biggest and often used for the page title as we're about to do, while the rest descend in size as they ascend in number.



Please note that any heading above Heading 4 is basically indistinguishable from normal text once published (they appear differently in the editor). There are "mechanical" uses for Heading 5 & 6, but it's unlikely you'll ever use them.

Add Images & Links



As you've done before with the events, we can add pictures and links using the buttons above.

For images, make sure your cursor is placed where you want the image to go, click the Insert Sitecore Media button, navigate the folders to find your image, and hit Insert. Just as in events, it's best to set the image to 1000 pixels or less. And make sure you're following the guidelines from the Image Best Practices guide.

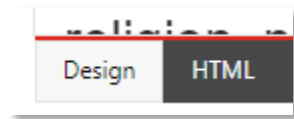
For links, highlight the text you want to provide the link, click either Insert Sitecore Link (for internal page) or Hyperlink Manager (for external page). For an internal page, navigate the Sitecore tree until you find the page you're looking for, and click Insert. For an external page, paste the link URL into its designated field, and click OK.

HTML

If you know how to use HTML language, there is an option to switch the editor to HTML view. If you *don't* know HTML, I highly recommend you stay away from this section.

Sometimes the text editor can be a bit finicky or maybe you want to fine tune the page beyond the editor's capabilities. This is where the HTML section can be particularly useful.

The HTML tab is found at the bottom left of the editor.



You can swap back and forth between these two tabs and the Design view will update automatically to match the changes you've made in HTML.

Publish View

You might have noticed the Editor view looks a bit different than it does on the actual website. At any time, you can hit the Accept button in the editor to return to the main section of the Experience Editor and this will more closely resemble how it'll look in the published version.

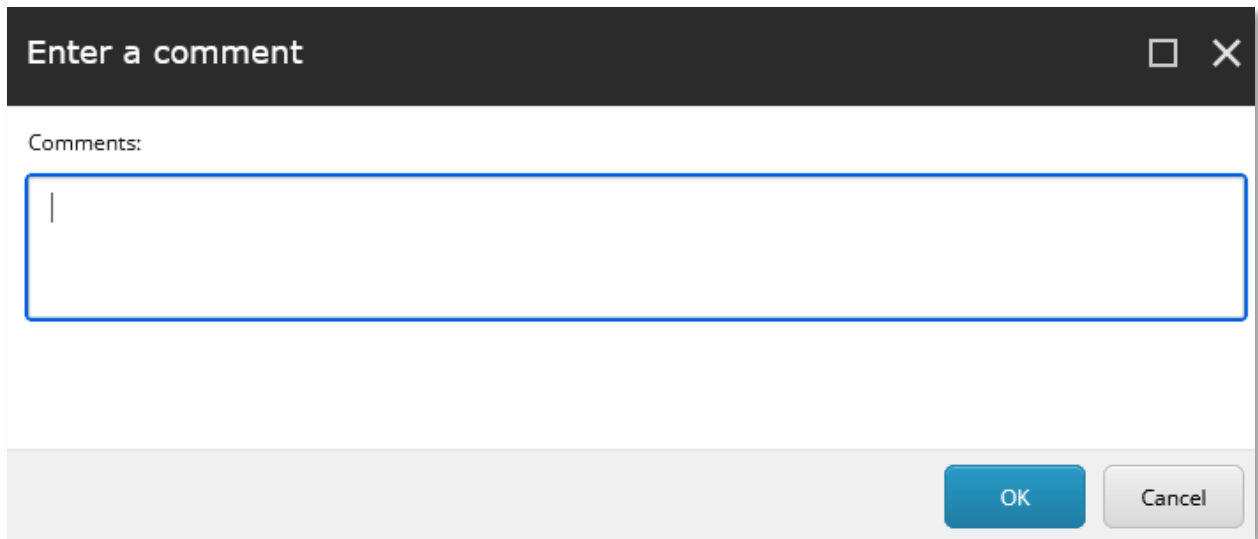
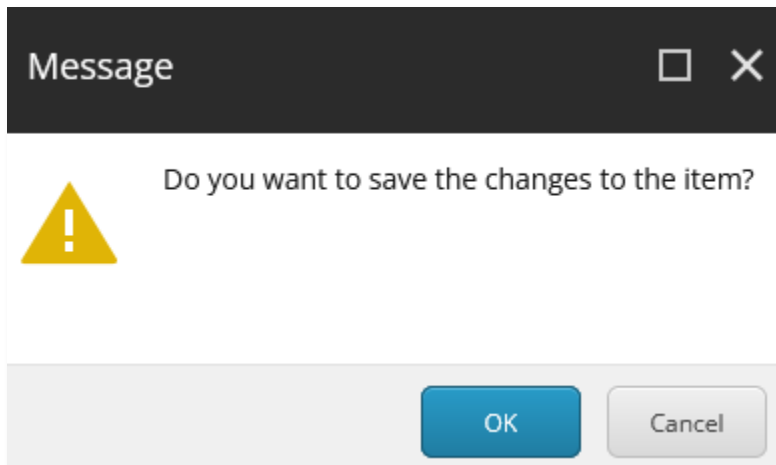
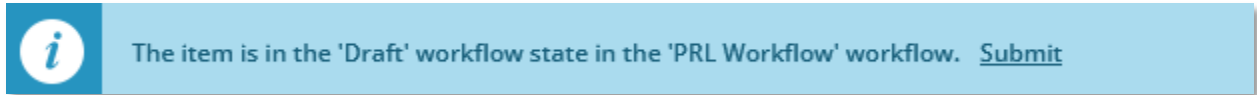
Editing Existing Content

You can also use the Experience Editor to edit any of your existing content pages. For example, if you wanted to update your board members, you would navigate to your board page, right click, and click Experience Editor.

Once the editor loads, use the same steps as above to make the changes you want.

Publishing Your Changes

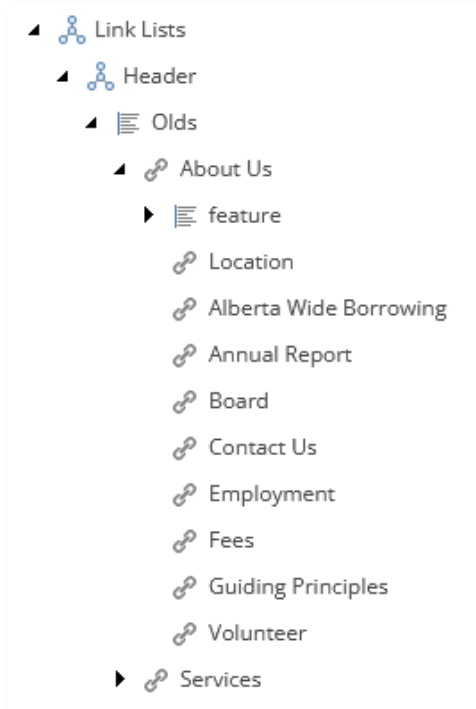
Once you've finished all your additions and changes in the editor, hit the blue Accept button at the bottom. It will reload the Experience Editor with your changes. From there, make sure you hit the [Submit](#) button at the top of the page, then OK twice at the two pop-ups that follow. This will Publish the changes you've made.



Don't worry about entering a comment in the last pop-up. Your changes will now be live.

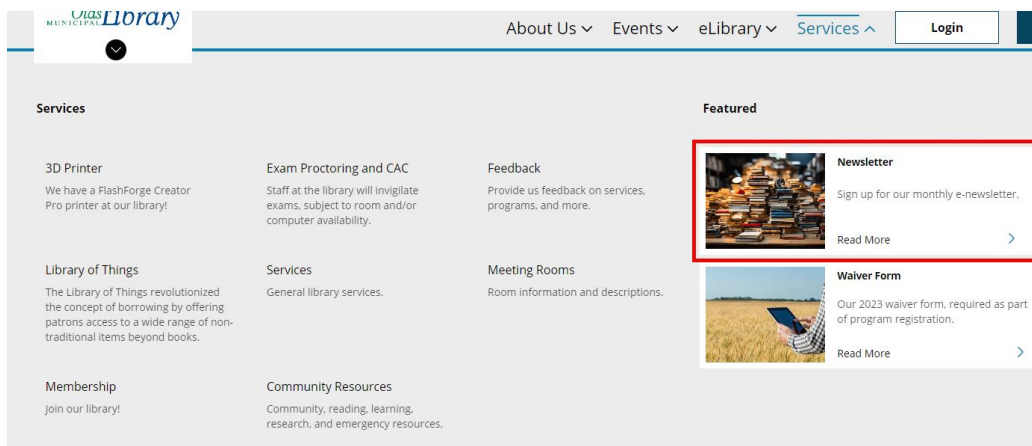
Adding a New Page to the Navigation Menu

To make sure a user can find your new page, we'll probably want to add it to the top navigation menu. To do this, go to Data/Link Lists/Header/LibraryName. Here's an example:



One thing to note here is that the eLibrary and Events menus are shared across all libraries, so they won't be included in your options here. You'll likely have About Us and Services, which you'll need to choose one or the other to host your new content page.

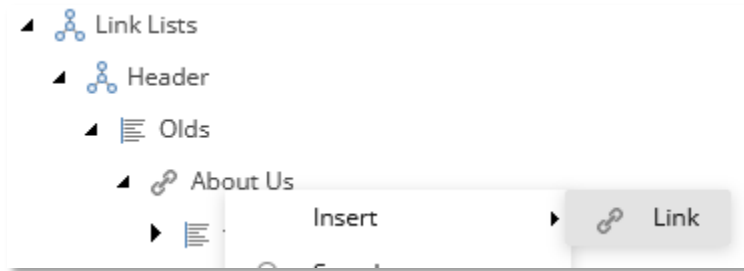
Another choice to make here is whether you want to add it as a regular or a featured item. At the time this guide was written, not all libraries have featured links. You can see the node for "feature" in the pic above and here's an example from Olds' Services menu of what that looks like:



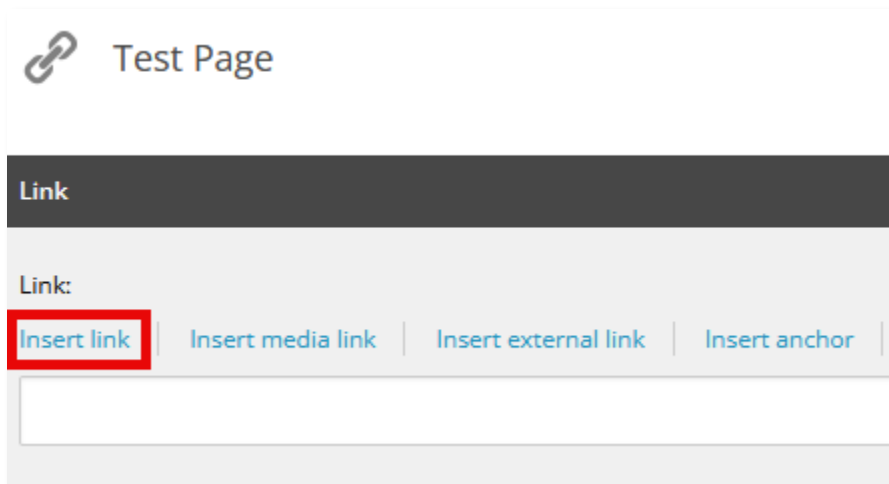
The normal links are on the left and featured links are on the right (alongside their summary image we looked at earlier.)

If you don't have a feature category (you can see it in the Link List example above), and would like one, please send a request to the PRL Helpdesk and we'll create one for you.

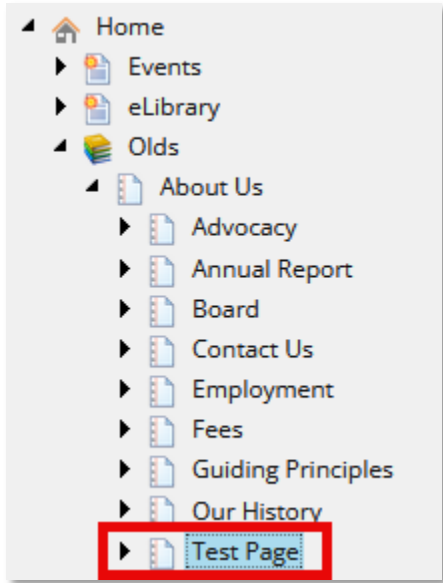
Once you've decided where you want your new content page to appear, right click on the parent node, hover on Insert, and click on Link. Give the link a name, which is typically the same as the content page we're adding to it.



Once the link is created, you'll see this screen:



We need to click on the Insert link. A new window will pop up. You need to navigate the tree to find the new page you created.



Click on it and new fields will appear to the right.

A screenshot of a 'Link Details' dialog box. The dialog has a title bar with a close button (X) on the right. In the center, there is a document icon with a red checkmark. Below the icon, the text reads 'Item Name: Test Page'. Underneath, there is a section labeled 'Description:' followed by an empty text input field. Below that is a section labeled 'Anchor:' followed by another empty text input field. At the bottom, there is a section labeled 'Target:' followed by a dropdown menu currently showing 'Active Browser' with a downward arrow.

There's no need to fill in any of these fields. Click Insert, then Save. Next, Publish the parent node (About Us in this case). You should now see your new content page in the menu you chose.

Conclusion

At this point, you should be able to create and edit content pages, as well as add them to the navigation menu.

If there's anything you'd like to be able to do that is not included in this guide, please don't hesitate to contact us at the [PRL Helpdesk](#).