

Main Page Customization Guide

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This guide will walk you through how to change, add, and remove sections of the homepage on your website.

NOTE: This guide will assume you’ve already gone through the “Creating Events in New Sitecore” guide. It covers creating folders, uploading files, renaming items, etc.

If you have any issues or questions, please contact us at [PRL Helpdesk](#).

Identify Homepage Sections

The image shows a screenshot of the Parkland Regional Library System homepage. The page layout includes a header with the library logo, a search bar, and navigation links. The main content area is divided into several sections:

- Key Dates:** A section on the right side of the banner area, containing the text: "November 11, 2023", "Parkland Regional Library System", and "Remembrance Day". A red box highlights this section, and a red arrow points to it from the label "Key Dates".
- Banner:** A large image of a green field at sunset. A white text box on the left contains the text: "Welcome to Parkland Regional Library System" and "Parkland was the first regional library in Alberta, created in 1959." A red box highlights the entire banner area, and a red arrow points to it from the label "Banner".
- Special Features:** A section below the banner, containing a photo of a person's hands holding a smartphone. A red box highlights this section, and a red arrow points to it from the label "Special Features".

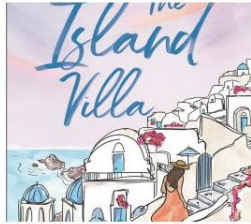
Other visible elements include the library logo, a search bar with "catalogue" selected, and navigation links for "About Us", "Events", "eLibrary", "Login", and "Donate". A small accessibility icon is visible in the bottom right corner.

material with no musical experience required.

Cozy Romance and Mystery

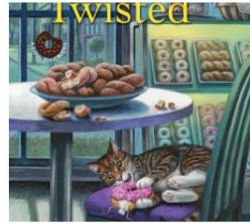
eBook and eAudio

Items On Order



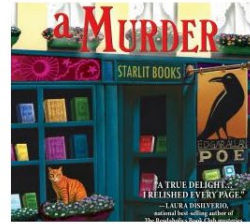
The island villa

Morgan, Sarah (Romance fiction writer), author.



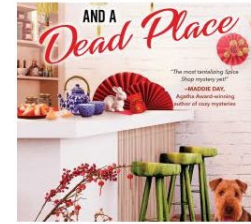
Cinnamon twisted

Bolton, Ginger, author.



How to book a murder

Kuhn, Cynthia, 1965- author.



Between a wok and a dead place

Budewitz, Leslie, author.

Book
Carousel



Alberta Wide Borrowing

You can return borrowed materials to any participating library and it will be sent back to its home library at no charge.



Support The Library

Donate today and help ensure that the library continues to evolve to meet the needs of our community.

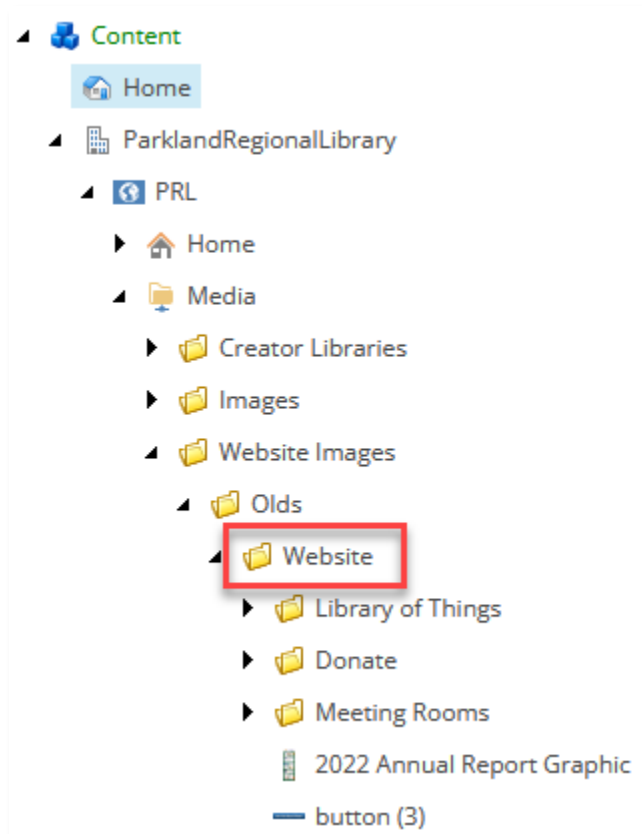
[Donate >](#)

Two Cards



Upload Images

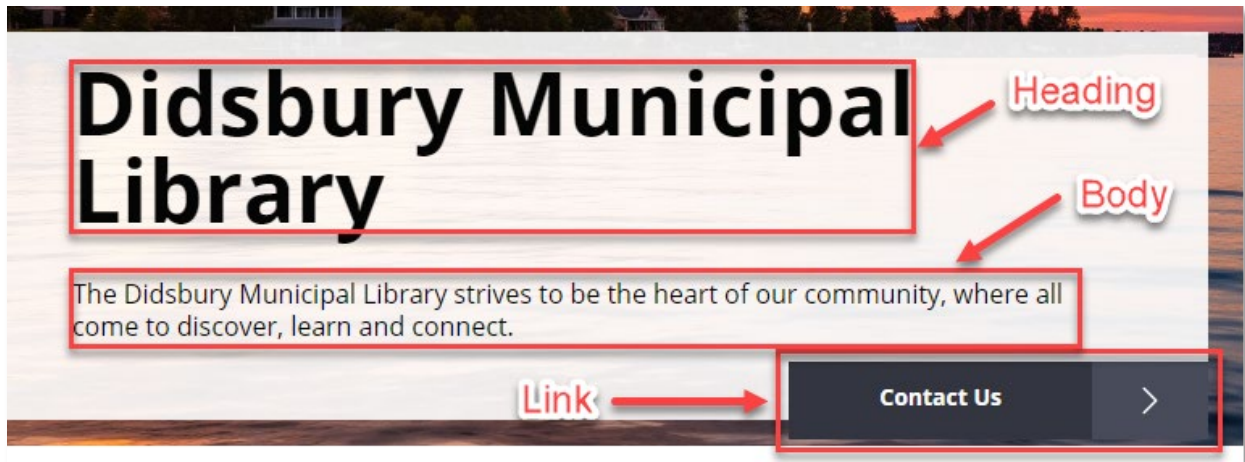
You might have already uploaded images for your events. In order to keep things organized, we're going to keep images used for the website in a different section. The main section is under Website Images, in your Library's folder.



You'll want to put your images somewhere inside here. You could create subfolders for each feature (banner images, special feature images, etc.), if you'd like.

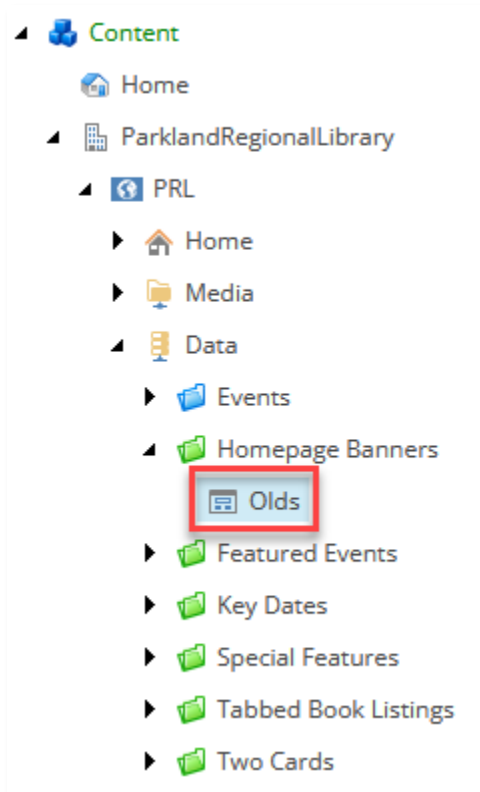
Homepage Banner

For the homepage banner, you can change the image, heading, and body.

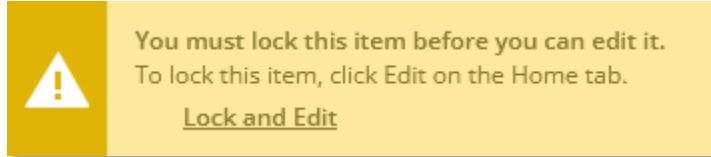


Title

To begin editing the Homepage Banner, navigate to the one belonging to your library. Here's an example using Olds:



You'll need to click "Lock and Edit" at the top to enable editing.

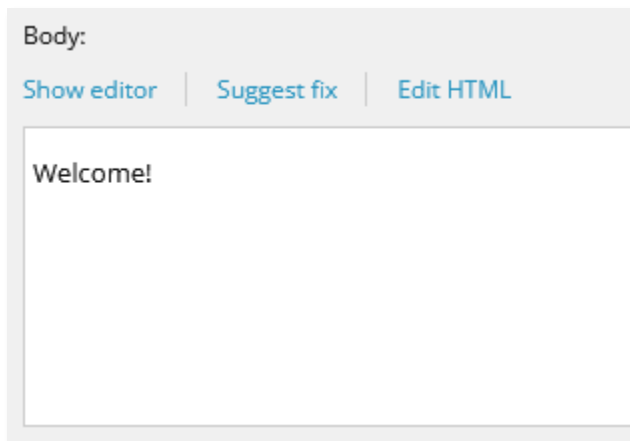


The four fields to take note of here are Heading, Body, Link, and Background Image.

Heading

This is currently set to your library name. You can change this to reflect the image, current on-goings, or the link created below.

Body



This is what was displayed at launch. To change it, double click in the white box or click "Show editor."

Change and style the text as desired. Probably best not to include hyperlinks or anything fancy.

When you're finished, click the blue **Accept** button at the bottom right.

Link Details

Item Name: **Advocacy**

Description:

Anchor:

Target: Active Browser

Make sure to add a **Description** as that is what will be displayed on the webpage link. When you're done, click the blue Insert button at the bottom.

External Link

Use this option to link to a website page outside of Sitecore. When you click the function, this window will appear:

Insert External Link

Enter the URL for the external website that you want to insert a link to and specify any additional properties for the link.

Link description:

URL: Test

Target window: Active browser

Custom:

Style class:

Alternate text:

Insert Cancel

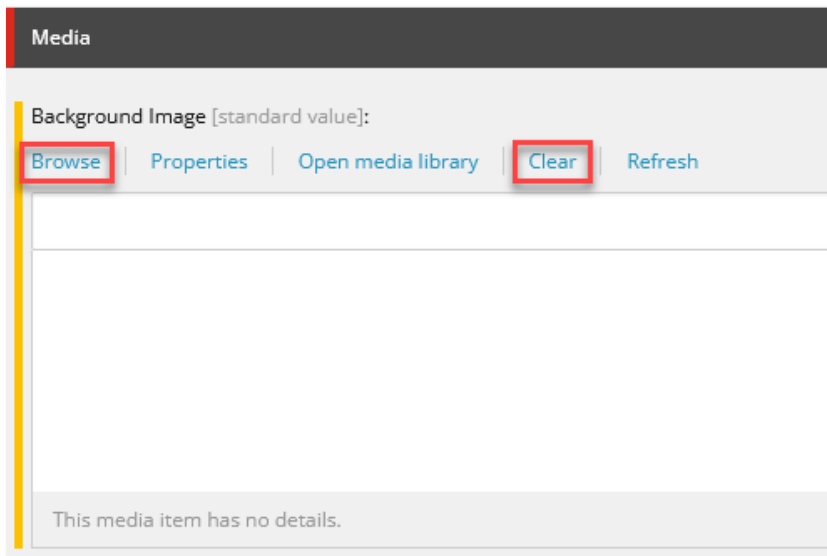
The two sections you need to fill out are **Link description** and **URL**. Link description is the text that will appear on the homepage banner. URL is the address for the website. Once you've entered both of those, click the blue Insert button.

Clear

This simply removes any information contained within the Link field.

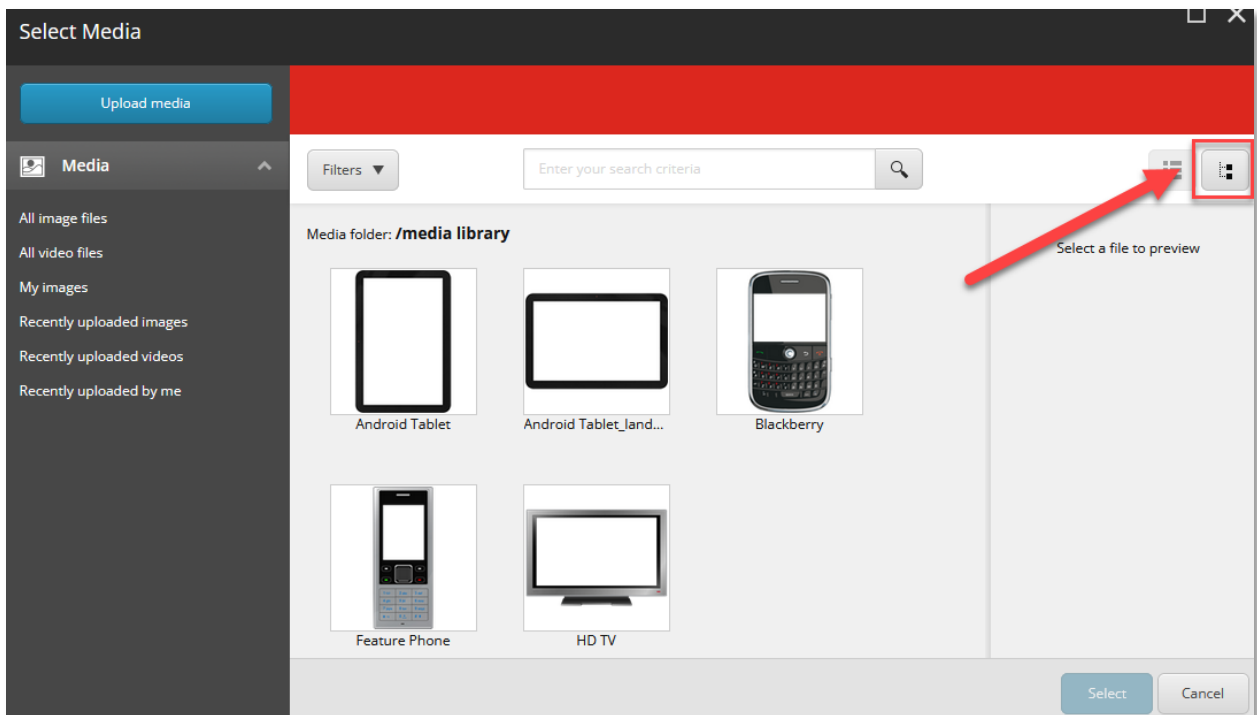
Background Image

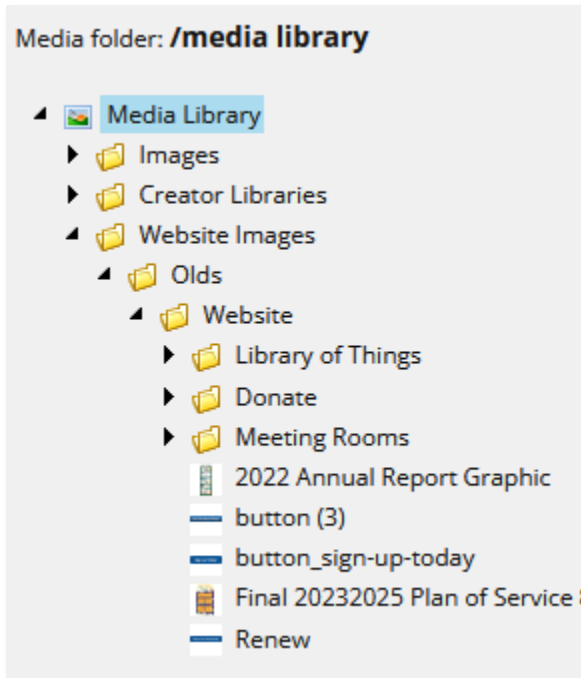
This is where we set the image that displays behind the text.



Browse

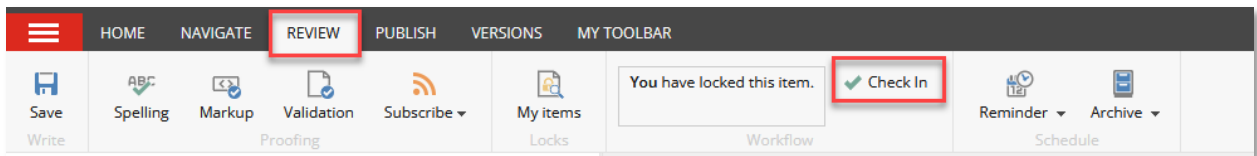
Click here to open the media library. Then, click the Tree view at the top right.





Here, you should see something like the above. Navigate through the tree until you find your image. Click the blue Select button at the bottom right. You should now see the image in the Background Image field.

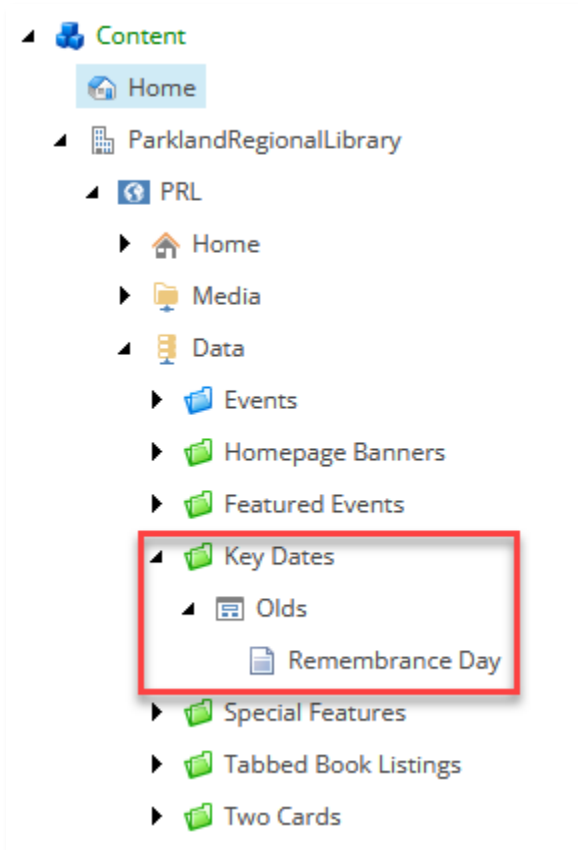
Once the Heading, Body, Link, and/or Background Image have been set, you need to Check In the item.



On the top menu, select the Review tab, then click Check In. This unlocks the item and enables it to be [Published](#).

Key Dates

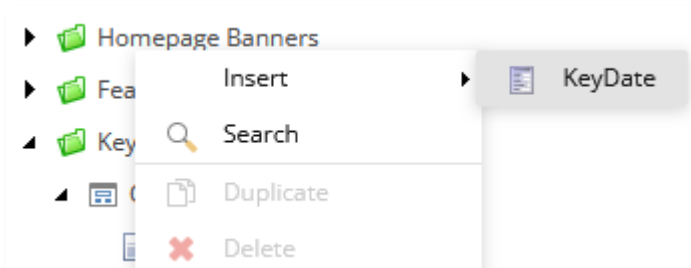
You'll be able to create Key Dates here:



Key Dates will need to be added and removed as required after they're created in order to show up on the website.

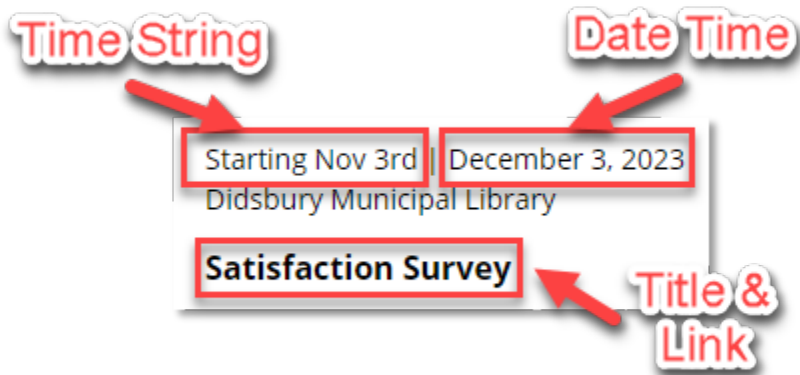
Create a Key Date

To start, we have to make our Key Date. Right click on your library within the Key Dates folder, hover on Insert, then click KeyDate.



Give your Key Date a name and click the blue OK button.

Key Date Fields



Title

Title:
KeyDate

This section should already be filled out with the name you gave it when creating the event.

Link

This is created exactly as the [Link on the Homepage Banner](#)

Use **Insert link** for Sitecore pages, **Insert external link** for other websites, and **Clear** to remove data from the field.

This link will attach to the Title.

Library Tag

You should only see your own library here. Double click it to move it from the All section to the Selected section. This means it will be available to be [Set](#) to your site.

Date Time

Date Time:

Now | Clear

11/16/2023 ▼ 5:00 PM ▼

Use the drop-down menu to enter in your desired date. A time is not required.

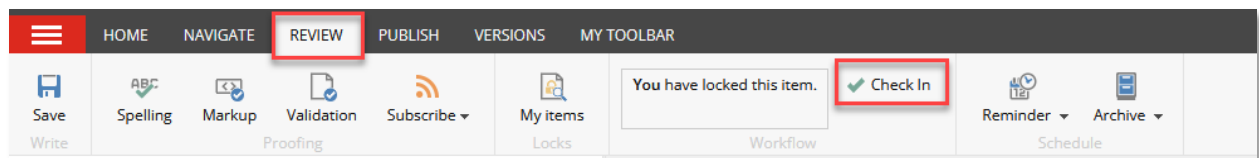
Time String

Time String:

This field can only fit a small amount of text, but can be used as you see fit. It is text that will appear alongside the date you selected above. Since you can only enter in one date above, I've sometimes used this field to denote the start of the Key Date and the Date Time as the end.

Check In

Once the Key Date is finished, you'll need to check in the item.

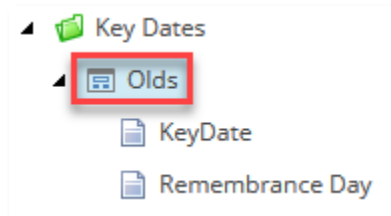


On the top menu, select the Review tab, then click Check In. This unlocks the item and enables it to be [Published](#).

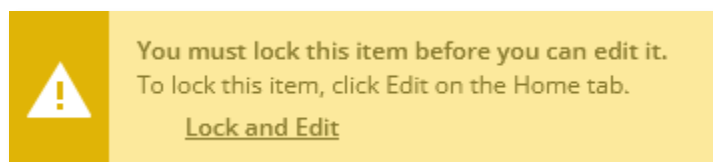
Set Your Key Dates

Once you've created your Key Date, you need to add it as an active item.

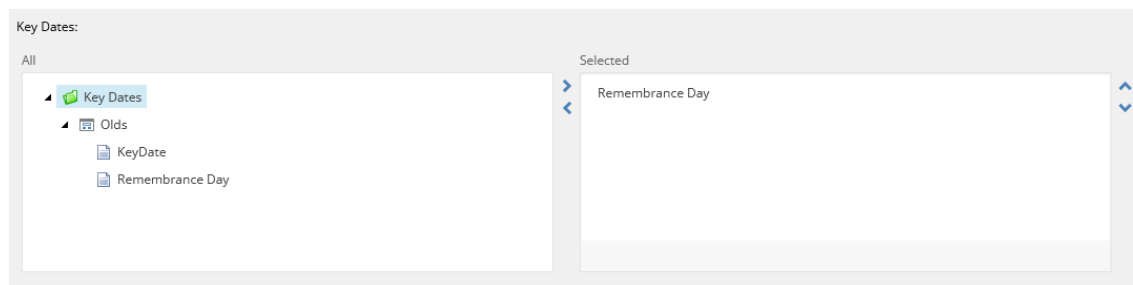
Under the green Key Dates folder, select your library:



You'll need to click "Lock and Edit" at the top to enable editing.

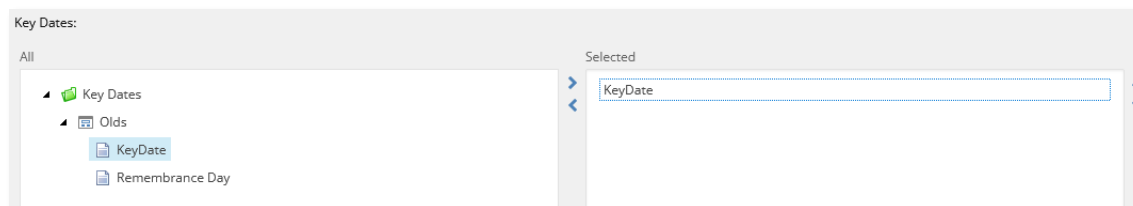


Scroll down to this section:



On the left is all created Key Dates. On the right are Key Dates currently showing on the website. Double click on each to move them to the opposite section (or use the arrows pointing left and right found in the middle).

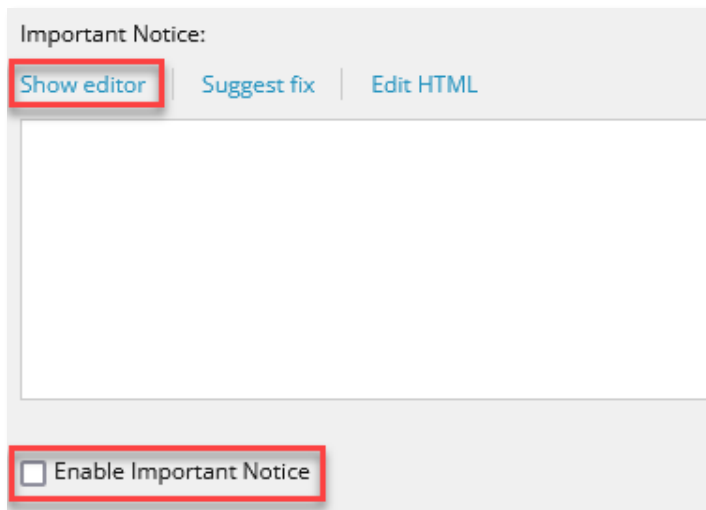
After we're done, it looks like this:



When you're done, navigate to the Review tab and click Check In as you did before. Don't forget to [Publish](#).

Important Notice

This is a special section here to add highlighted text to the Key Dates section.

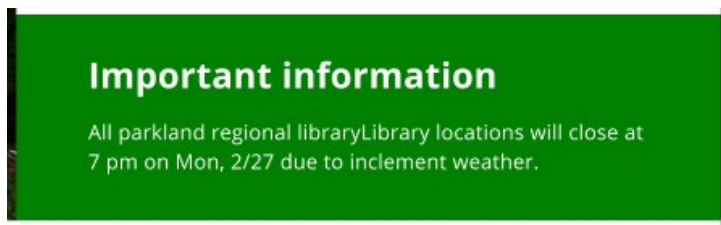


The screenshot shows a light gray box titled "Important Notice:". At the top left, there is a button labeled "Show editor" which is highlighted with a red rectangle. To its right are two links: "Suggest fix" and "Edit HTML". Below the header is a large, empty white rectangular area for text entry. At the bottom left of the box, there is a checkbox labeled "Enable Important Notice", which is also highlighted with a red rectangle.

Show editor – Works just like the rest of the text editors we’ve used so far.

Enable Important Notice – this tick box will add and remove the Important Notice from the website as needed.

Once set, it will appear as a big coloured box under Key Dates:



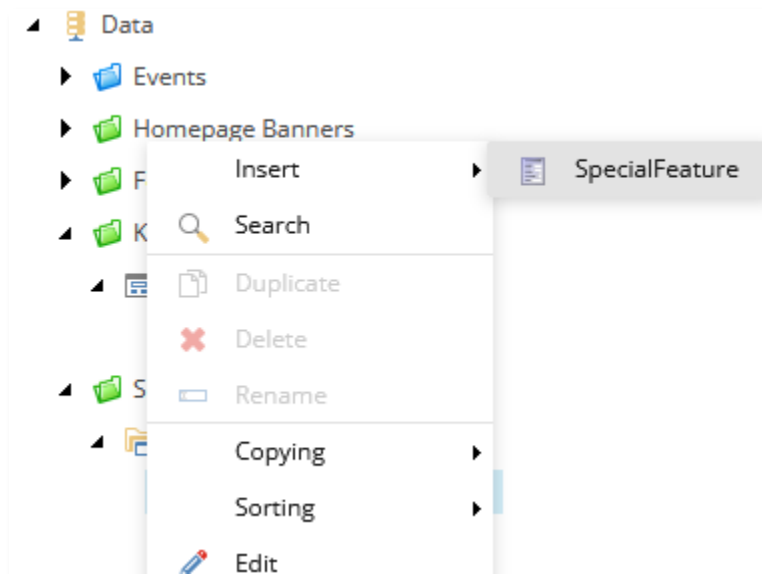
Once you’ve created all the Key Dates you need, checked them in, added them to the Selected column, and decided if you need an Important Notice or not, you’ll be ready to [Publish](#).

Special Features

These are found just below Key Dates and are setup in almost exactly the same fashion, with the addition of an image.

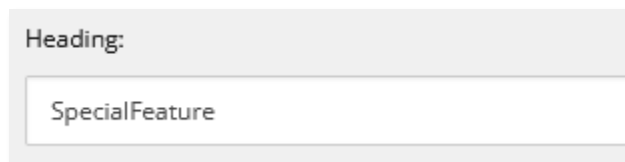
Create a Special Feature

Expand the green Special Features folder, right click on your library, hover on Insert, and click SpecialFeature.



Special Feature Fields

Heading

A screenshot of a form field. The label 'Heading:' is positioned above a text input box. The text 'SpecialFeature' is entered into the input box.

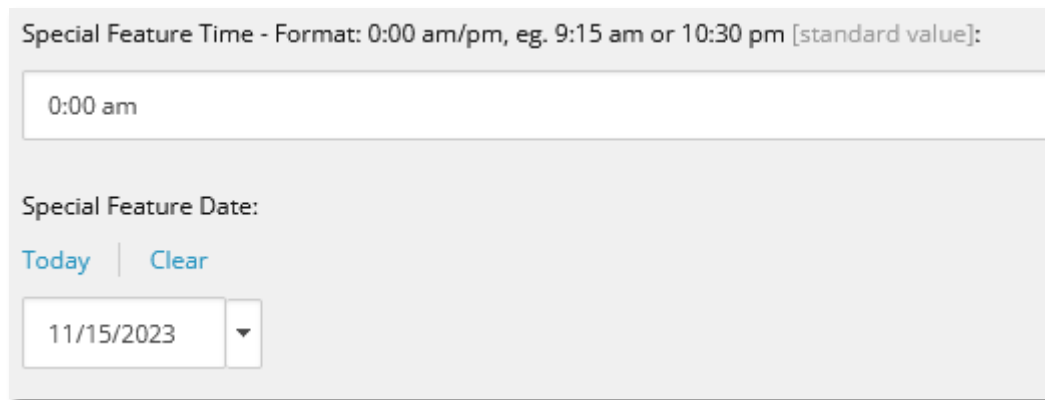
This is the title of your Special Feature and is already filled in with the name we entered when creating it.

Link

This is created exactly as the [Link on the Homepage Banner](#)

Use **Insert link** for Sitecore pages, **Insert external link** for other websites, and **Clear** to remove data from the field. This link will attach to the Title.

Special Feature Time & Date



Special Feature Time - Format: 0:00 am/pm, eg. 9:15 am or 10:30 pm [standard value]:

0:00 am

Special Feature Date:

[Today](#) | [Clear](#)

11/15/2023 ▼

These fields are straightforward. Set the date and time that the Special Feature takes place on.

NOTE: These fields can be left blank and will display nothing on the homepage.

Image

This is the same image selector we used in the [Homepage Banner Image](#) section. You should have already [uploaded your image](#) earlier.

Click *Browse*, then *Tree View* at the top right, navigate the tree to find your image, and click *Insert* to finish. The image should appear in the white box when you're finished.

Library Tag

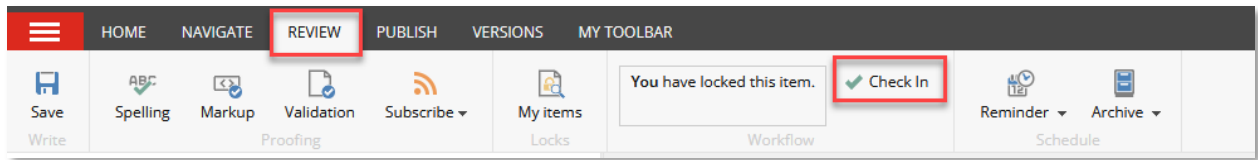
You should only see your own library here. Double click it to move it from the All section to the Selected section. This means it will be available to be added to your site, which is covered under [Set Your Special Features](#).

Event Details

You can add more details to the Special Feature, treating like an event. We haven't been doing this, instead preferring to just use the Link field to connect to an event we've already created.

Check In

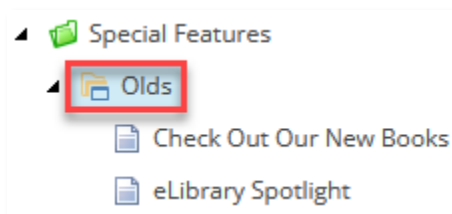
Once the Special Feature is finished, you'll need to check in the item.



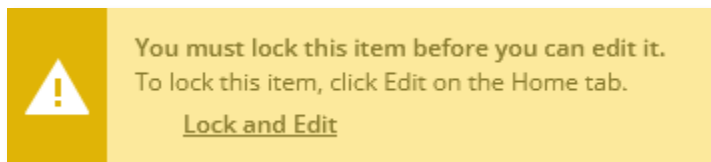
On the top menu, select the Review tab, then click Check In. This unlocks the item and enables it to be [Published](#).

Set Your Special Features

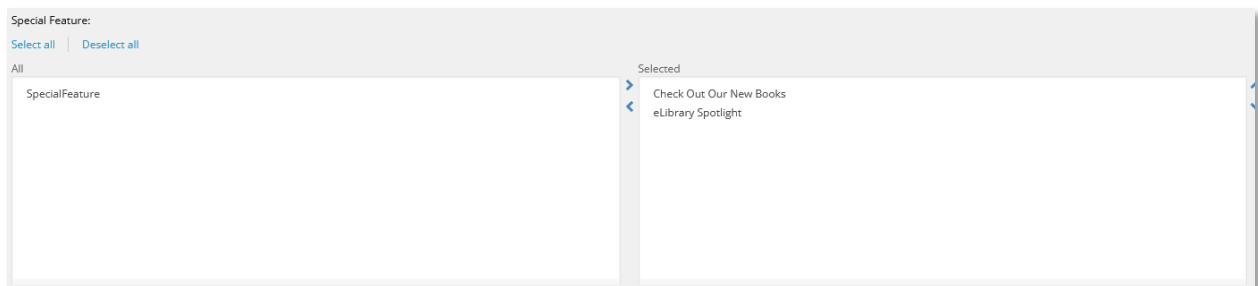
After you've created your new feature, you'll need to replace one of the active features. Under the green Special Features folder, click on your library name.



You'll need to click "Lock and Edit" at the top to enable editing.



The only section we need to change here is the Special Feature field.



On the left is all created Special Features. On the right are Special Features currently showing on the website. Double click on each to move them to the opposite section (or use the arrows

pointing left and round found in the middle). You can reorder them using the arrows on the far right, as they display in the list order (biggest feature is at the top).

It's a best practice to make sure you always have **three** Special Features at any time. If you want to remove one, but don't have something to replace it, consider creating a Special Feature that highlights a section of your website in the interim.

When you're finished, navigate to the Review tab and click the Check In. Don't forget to [Publish](#) the changes.

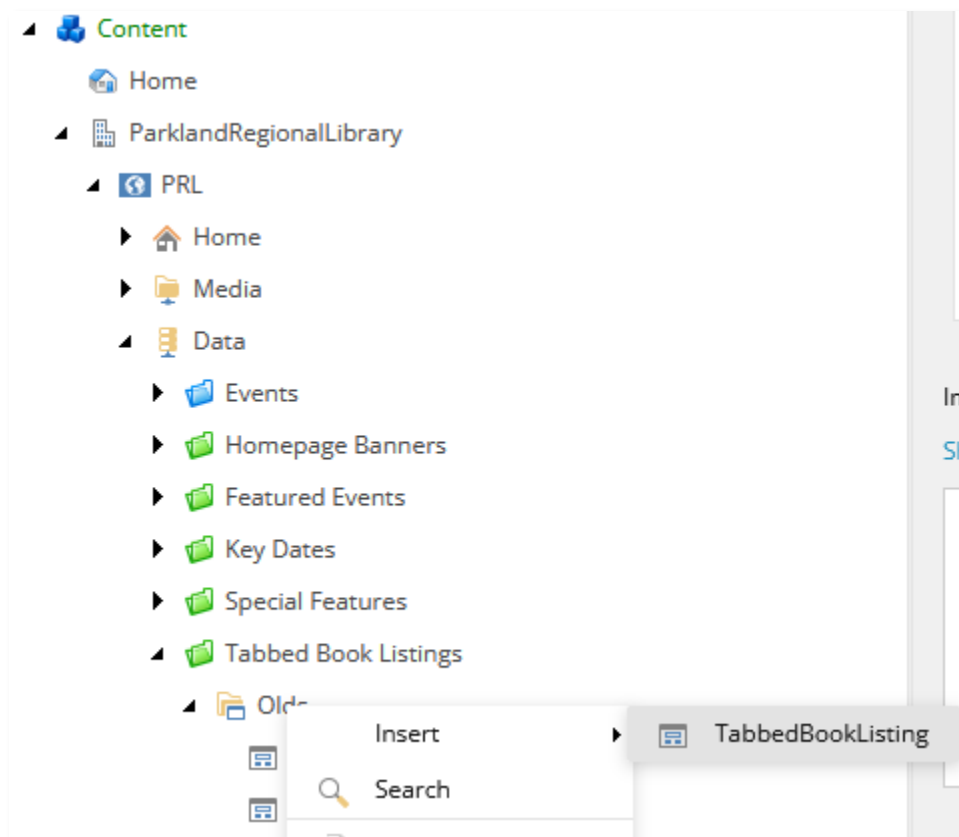
Tabbed Book Listings (aka. Book Carousel)

Record Set

Before you can add a section to this feature, you'll need a **Bibliographic** record set from Polaris. These will only work that specific type of record set. Once you've got that, you can proceed.

Create a Tabbed Book Listing

Navigate through the tree, expand Tabbed Book Listings, right click on your library, hover on Insert, then click TabbedBookListing.



Name your new feature with the title of your collection and click OK.

Heading

Heading:

This is the title that will appear at the top the book carousel. This won't be filled in, so make sure you type in the title.

Skip the Subheading.

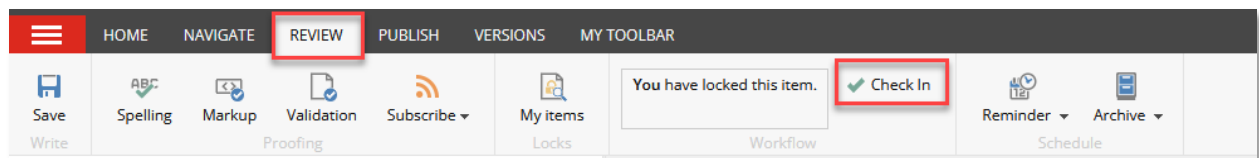
Record Set ID

Record Set ID:

This is where we enter the Bibliographic record set mentioned earlier.

Check In

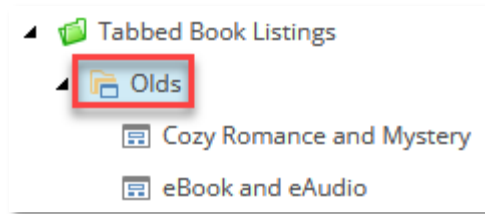
Once the Tabbed Book Listing is finished, you'll need to check in the item.



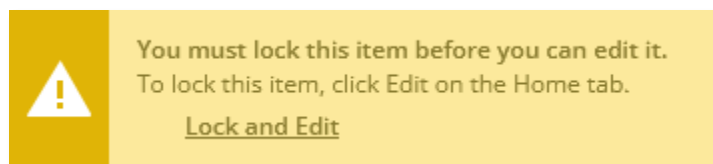
On the top menu, select the Review tab, then click Check In. This unlocks the item and enables it to be [Published](#).

Set Your Tabbed Book Listings

After you've created your new set, you'll need to replace one of the active sets. Under the green Tabbed Book Listings folder, click on your library name.



You'll need to click "Lock and Edit" at the top to enable editing.



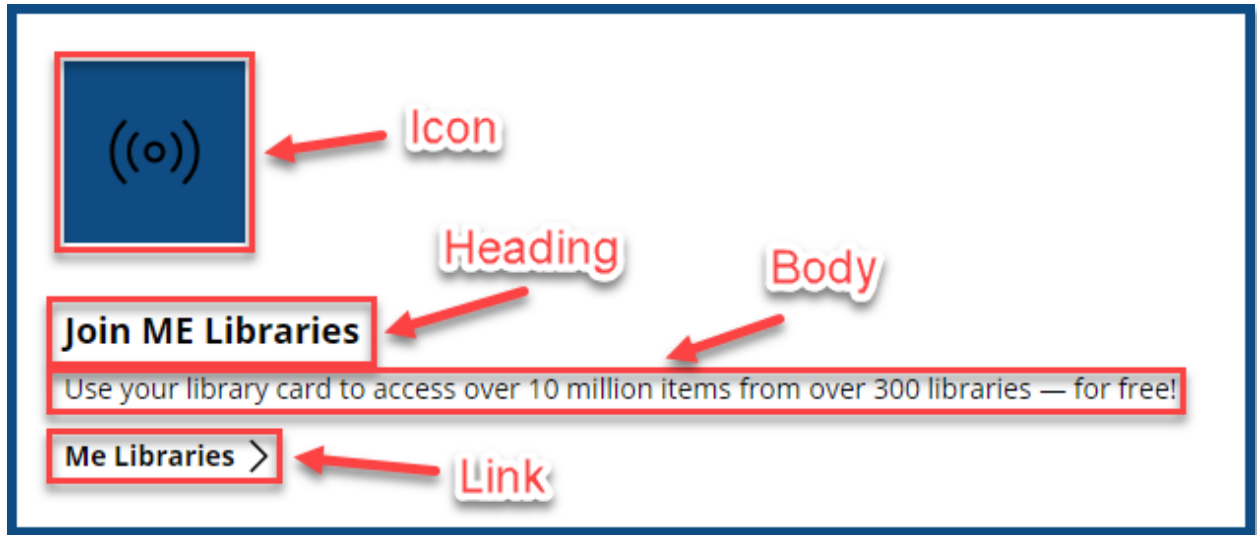
This section works exactly as it did in settings [Key Dates](#) and [Special Features](#).

Double click the new listing to move it to Selected. It can only contain up to three sets, so also double click on an old listing to remove it.

When you're done, Check In, and don't forget to [Publish](#).

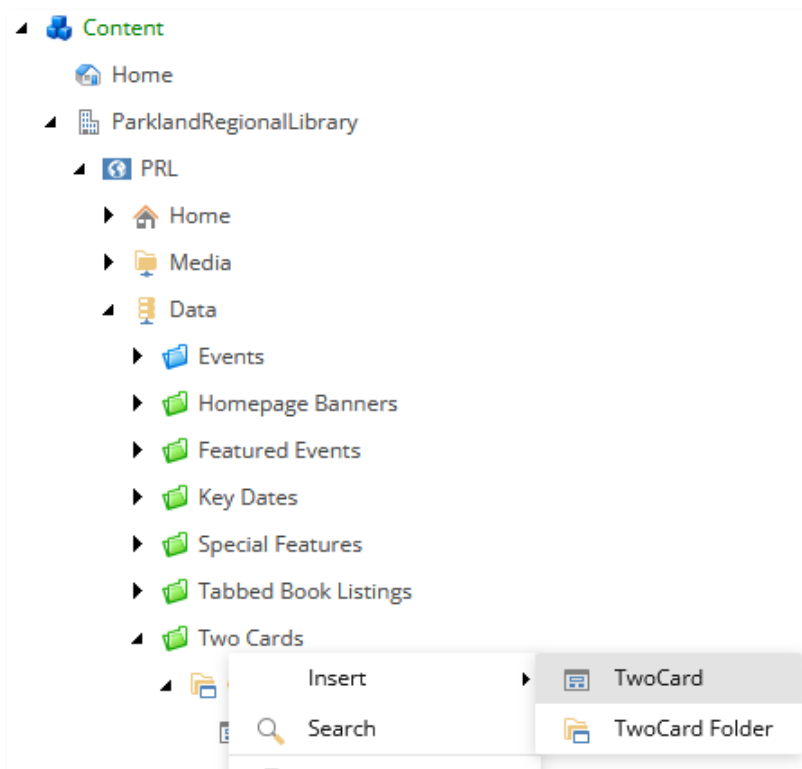
Two Cards

This aptly named feature is near the bottom of your homepage and can hold up to two cards. We typically use these to highlight long running or permanent features of the website.



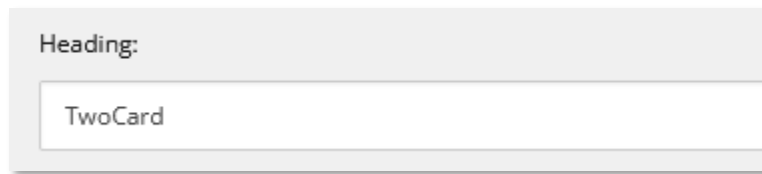
Create a Two Card

Navigate through the tree, expand Two Cards, right click on your library, hover on Insert, then click TwoCard.



Give the two card a name and click the blue OK button.

Heading

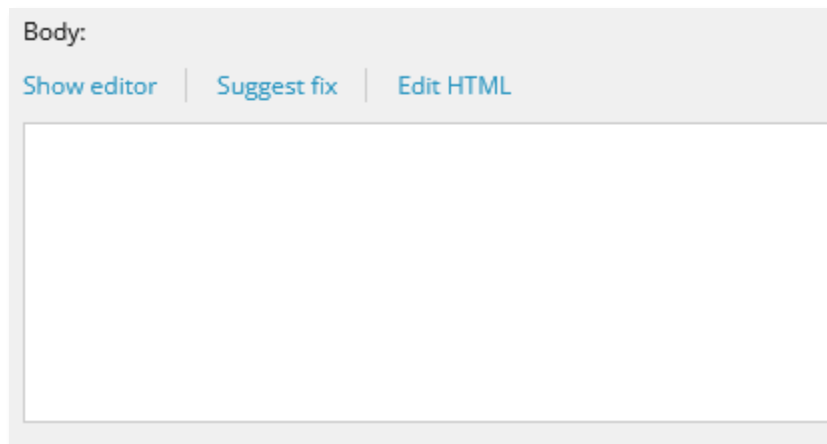


Heading:

TwoCard

This field contains the name we entered when we made the Two Card.

Body



Body:

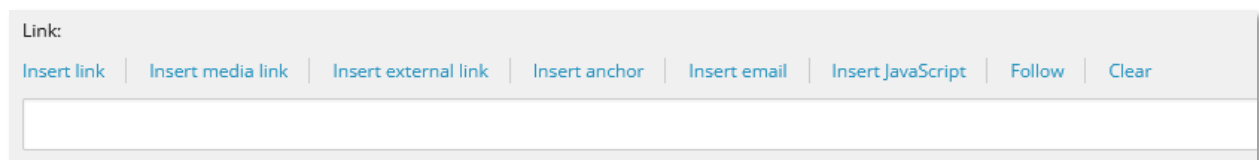
Show editor | Suggest fix | Edit HTML

To enter text, double click in the white box or click "Show editor."

Change and style the text as desired. Probably best not to include hyperlinks or anything fancy.

When you're finished, click the blue **Accept** button at the bottom right.

Link



Link:

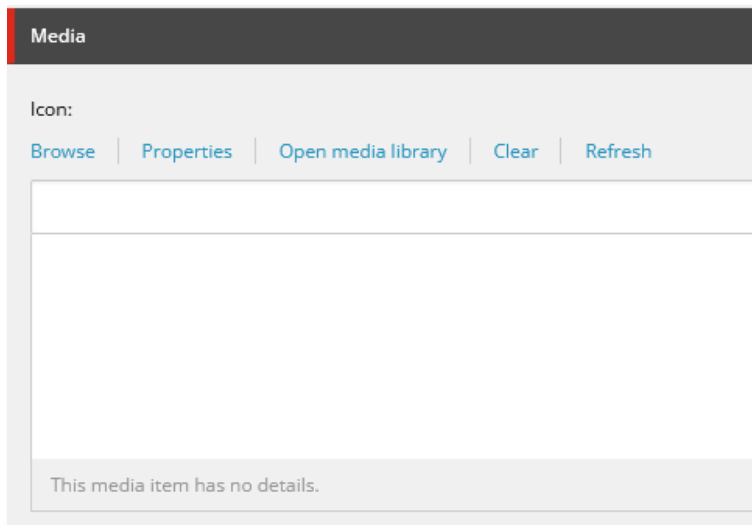
Insert link | Insert media link | Insert external link | Insert anchor | Insert email | Insert JavaScript | Follow | Clear

This is created exactly as the [Link on the Homepage Banner](#)

Use **Insert link** for Sitecore pages, **Insert external link** for other websites, and **Clear** to remove data from the field.

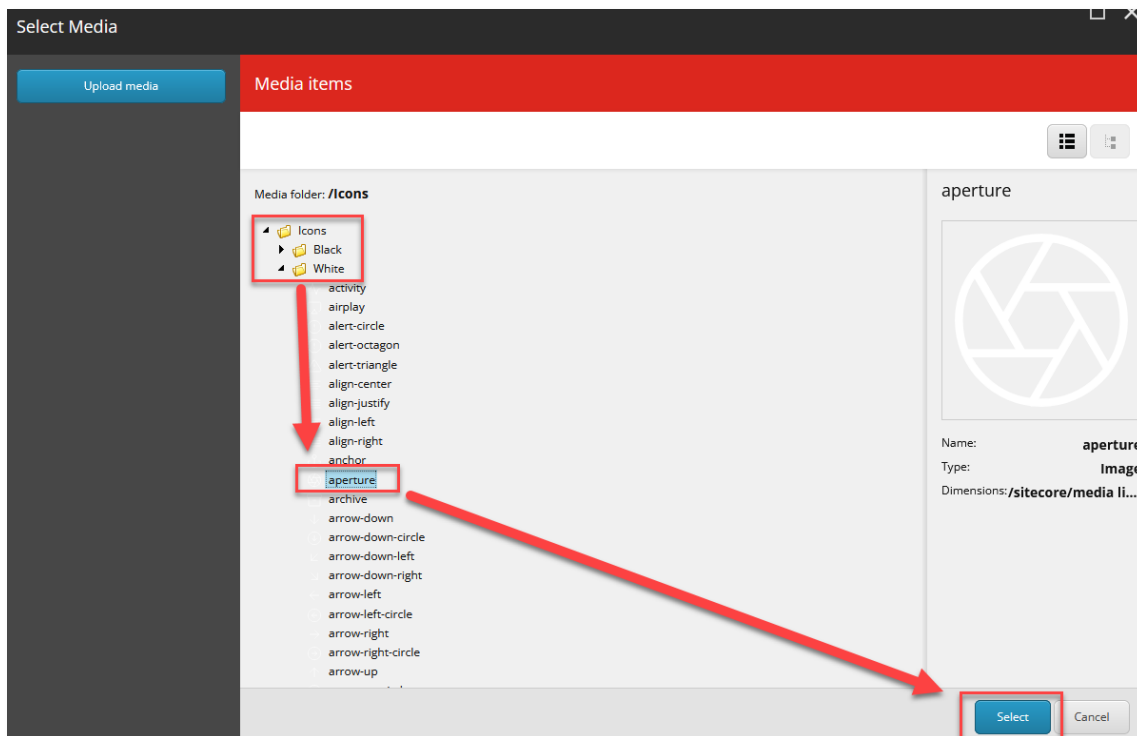
Icon

The icon is a simplistic design mostly for looks to draw the eye. You can choose whatever you think might be appropriate for the Two Card's content.



Click Browse, then Tree View at the top right (just like we did for the [Homepage banner](#))

You'll be able to choose between white and black icons. Expand the colour you want, then select the Icon you'd like, and click the blue Select button at the bottom right.

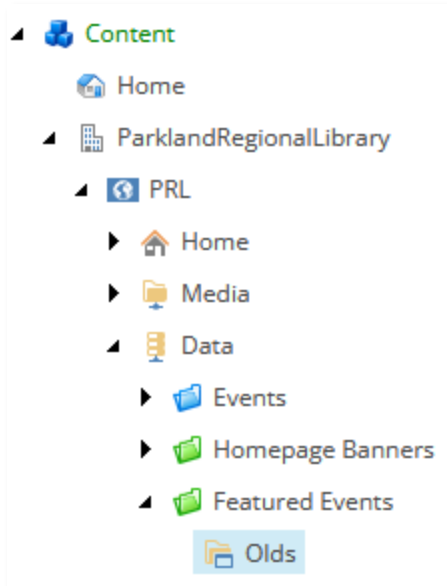


After this is down, click on the Review tab at the top, the [Check In](#), and you're ready to [Publish](#).

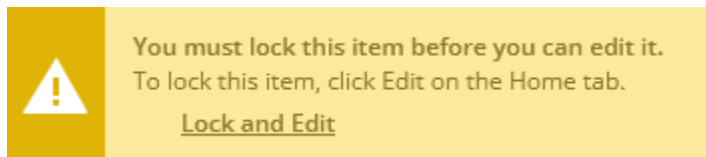
Featured Events

This is an extra section that doesn't feature on the homepage, but rather your Events calendar. But, the green folder that hosts this feature is in the same area, so we've included it here.

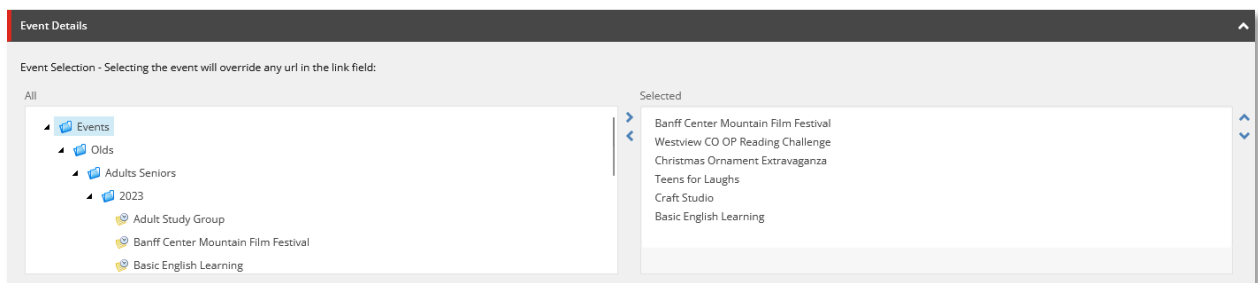
To begin, expand the green Featured Events folder and click on your library:



Then click Lock and Edit to open the item.



The only section we need is near the bottom, called Event Selection.



All of your library's events are on the left. On the right are the events that are displayed at the top of your Event calendar.

They display in rows of **three** and you can have up to **six** events.

Double click on either side to move the item to the other side (or highlight the event and use the arrows in the middle).

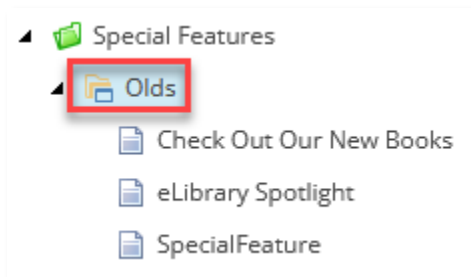
You can also use the up and down arrows at the far right to reorder the events, as they display in the order listed.

When you're done, navigate to the Review tab at the top and click [Check In](#). With that, make sure Publish, which is covered in the next section.

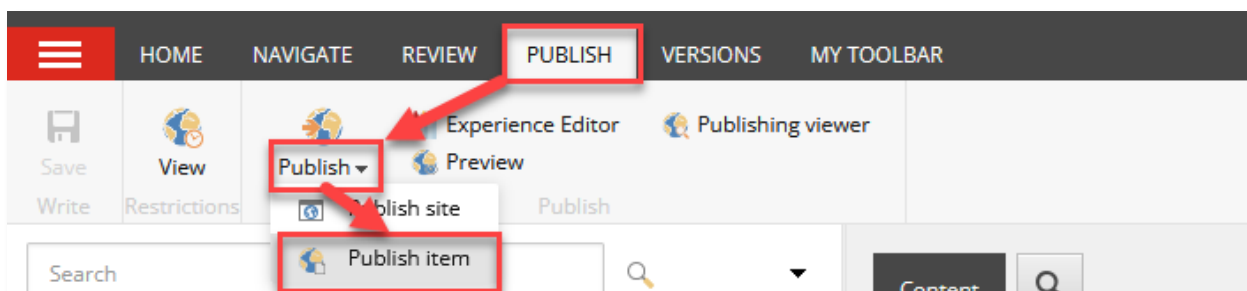
Publishing

The final step after creating, change, or deleting anything with the homepage.

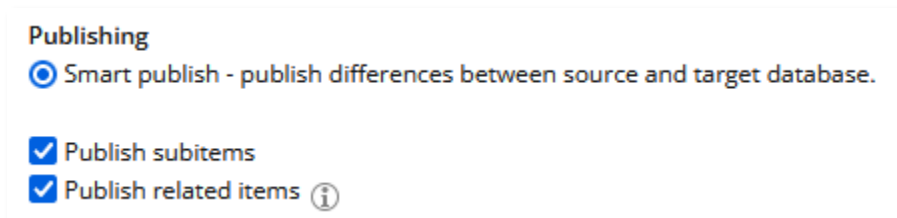
The best practice for publishing sections of the homepage is to select your library under the section you edited. For example, if you change the Special Features, you'd select here:



Then, navigate to the Publish tab, click the Publish (with the down arrow), then click Publish item.



You'll see this window:



Subitems will be everything within the parent folder. Related items are any media or links that need to accompany the update. In most cases, you'll want to make sure both are selected. Hit Publish.

Repeat this for any other homepage sections you've edited and you should be done.

As always, if you have any questions or concerns, please contact us at PRL Helpdesk (helpdesk@prl.ab.ca).