Magazine Website Editing Guide: Online Exclusives

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When creating the latest issue for the magazine you have the option to link to online exclusives that are available online as opposed to the hard copy version of the magazine.

Before you can add these, you must first create a story page just as you would for any other story page, which will be used for the online exclusive.

**PLEASE NOTE:** The online exclusive can be created in any section of the magazine site.

Once created, it is recommend to associate the appropriate tags to the story, along with the tag labeled “Online Exclusive” (see below).

Once created, navigate to the folder labeled “Online Exclusives” in the content tree.
Right click on the **OnlineExclusives** folder and select **insert >> OnlineExclusiveFolder**

Give the folder a name (we recommend the name of the current issue)

![Folder name input dialog](image)

Press **OK** to confirm

Once done right click on the folder you created and select **insert >> Online Exclusive**

![Folder context menu](image)
Give the item a name (preferably the name of the story you are linking to)

Press **OK** to confirm

Your item will display as shown below in the folder

While highlighted you will need to define the following fields in sitecore

Located in the **Data** section

**IMAGE FIELD:** Click on the browse button to associate the correct image for this exclusive
TITLE FIELD: Enter the title for the exclusive in the title field

```
Title:
Treasuring the Earth
```

LINK DESCRIPTION FIELD: Enter a link description for the user in the link description field. Recommendation is no more than 140 characters.

```
Link Description:
Former US treasury secretary and Paulson Institute fou
```

CLASS FIELD: Use the drop down menu to associate the correct icon for the type of story. Refer to the story page documentation on how the icons should be used. In the example below we will select the video class to notify the user when they click on this exclusive it will link to a story containing a video

```
class:
primary-video
primary-audio
primary-image
primary-infographic
primary-video
```

LINK FIELD: Use the link field to link to the story page you will used for the online exclusive by clicking on insert link

```
Link:
/Home/Magazine/Spring 2016/Perspectives/Treasuring the Earth
```
PLEASE NOTE: As mentioned in the story page documentation, if you are adding videos to your story using the video module you will need to also include an anchor link name in the anchor field.

In the insert link window enter the exact name of the Video Link ID in the field labeled anchor that you used when adding a video module to your story page. (see below)

Press OK once done

Repeat the above steps to create more online exclusive items. We recommend no more than 6 items per issue.

Once you have created your online exclusives, you are now ready to add them to the home page of the current magazine issue.
ADDING ONLINE EXCLUSIVES TO THE MAGAZINE HOMEPAGE

Navigate to the current magazine section

Expand the online exclusives section as shown below located in the content page

In the OnlineStories section you should see the folder you created

Expand the folder by clicking on the + sign (as shown below)

Click on the story you wish to add
While highlighted, click on the right arrow to add it to the selected section (as shown below)

Repeat this step for the remaining stories you wish to add

**Please note:** unlike the editor’s pick, you have the option to reorder how the online exclusive stories will appear via the magazine home page by highlighting the item and clicking the up/down arrow (as shown below)

If entered correctly, your online exclusives will display on the current magazine issue as shown below (as shown below)