Magazine Website Editing Guide: Story Page

Sheldon first Day at Booth

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INSERTING A STORY PAGE

Navigate to the section within the magazine you wish to add a story (Features, Conversations or Perspectives)

In the example below, we will insert a story to be included in the features section

Right click on features and click insert >> story page

Give the story page a name

The example below we create a story called the “The Next Generation of Enterprise”. PLEASE NOTE: Do not include hyphens in your naming convention

Press OK to confirm
You will notice your story page has been created in Sitecore beneath the selected section. The page is highlighted, and you may now define several fields located under the data section.

**STORY IMAGE**
The image placeholder should be uploaded with a width of 1500 pixels and height of 1500 pixels.

**PLEASE NOTE:** All images should be stored in the media library in the Magazine folder. It is recommended to create a folder for each magazine issue, e.g. “Fall 2015” and store the images in their respective location for organizational purposes (see example below).
If you wish, you may modify the title of the page using the title field

The title will appear on the page as shown below

The Next Generation of Enterprise

The New Venture Challenge, which is marking its 20th anniversary, has helped turn student start-ups into thriving companies. Entrepreneurship is now the number-one concentration at Booth.
SUB TITLE
Enter information to be displayed as the “sub title” in the sub title field

The sub-title will be displayed as shown below on the page

Enter information to be displayed as the “excerpt” in the excerpt field
The excerpt field is important as the content entered in this field will be displayed on the main page. It is important not to include HTML characters in this section and all text should be entered on one line. *IMPORTANT Do not hit the enter button.*

The section will be displayed as shown below:

```
On the day of the NVC finals in May, David Rabie, ’15, and his team stood in front of a panel of judges in a Booth classroom and passed out samples.
```

**DEFINING ADDITIONAL ITEMS FOR YOUR STORY PAGES**

You have the option to define items for your main story page which includes adding captions, story types such as (images, podcast or videos)

To add a caption to the main image of the story, enter a caption title in the field labeled **Image Caption** located in the data section of sitecore

```
Image Caption:
Image Caption to go here
```
Once entered, the caption will display as such below the main image.

You may also define additional information for the user in regards to the type of information the story contains such as video or podcast.

To do so, navigate to the field labeled **class**.

Click on the drop down menu to choose the correct type for the main image.

- **Primary-Audio**: used to define images that represent podcast or audio references on the story page
- **Primary-Image**: default setting
- **Primary-Infographic**: Used for images that are info graphics. Consult with creative for more information
- **Primary-Video**: Used to define images where the story contains videos
In the example above, we selected video from the drop down menu.

Once selected the image will be displayed as such (with the correct icon displayed over the image)
For the “class field” this section will be used to alter the icon that appears over the image.

By default, if no class is selected all images will be defined with the “primary-image” class.

If uploading an image for audio such as a mpeg or podcast, select “primary-audio”.

If uploading an image for video such as YouTube, select “primary-video”.

The example below shows an icon for “primary-audio”.

Next, click on the plus sign to expand the content beneath the story page.

Text section with Image is created by default located under the content folder for each story page you create.
Inside of the **content** folder is where all components you wish to add to the story such as **text**, **quotes**, **videos** and **timelines** are to be created.

"Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s"

— Eva Yusa

Click on the text section with image component
In the section labeled **Content Block Top** is where you will enter your main content.

Click on “Show Editor” to open the WYSIWYG.

Enter your content in the content block top, please be sure to format correctly. Do not insert images using the WYSIWYG.

If entered correctly, your content will be displayed as shown below:

```
TOP SECTION --- Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry’s standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.
```

**PLEASE NOTE:** If you do not wish to include an image with the text block, you can enter “all” of your content in the *Content Block Top* field in Sitecore.

If wishing to include an image with your text block refer to the section below.

If you wish to add an image to be included with your text section, we recommend using the “content block top” section for only the “first paragraph” of the story.
Enter the remaining paragraphs in the section labeled **content block bottom**

Once done, navigate to the section labeled “**Image Information**”

Enter a caption for the image you wish to include using the **caption text** field

Click on the browse button to select an image from the media library to include with your text section for the **caption image** field
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