



International Website Development with Sitecore

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Overview

This manual describes the tools and procedures you need to manage a website presence that meets your local needs while adhering to the brand, creative, and user experience standards for SUBWAY® restaurants. These tools allow you to:

- Edit existing content, such as text, images, and hyperlinks
- Import new content, such as images and videos for Flash

For the details of the content you can and cannot change, refer to *International Website Development Manual*.

Sitecore features two editors:

- The page editor allows you to edit items directly on the webpage but with limited functionality. It is a what-you-see-is-what-you-get (WYSIWYG) editor.
- The content editor allows you to edit more content than the page editor, such as marquees and carousels. In the content editor, you choose and edit the components from a tree structure.

Your account permissions restrict which editor you can use, either the page editor only or both.

Important If your account gives you access to both editors, use only one of them during a session. Switching between the two editors during a session can cause the application to fail.

You use an Internet browser to edit the content on your website.

Note The preferred browser for editing your website is Google Chrome.

All browsers, especially Internet Explorer, require special settings to use Sitecore. See *Browser Configuration Reference* from Sitecore.

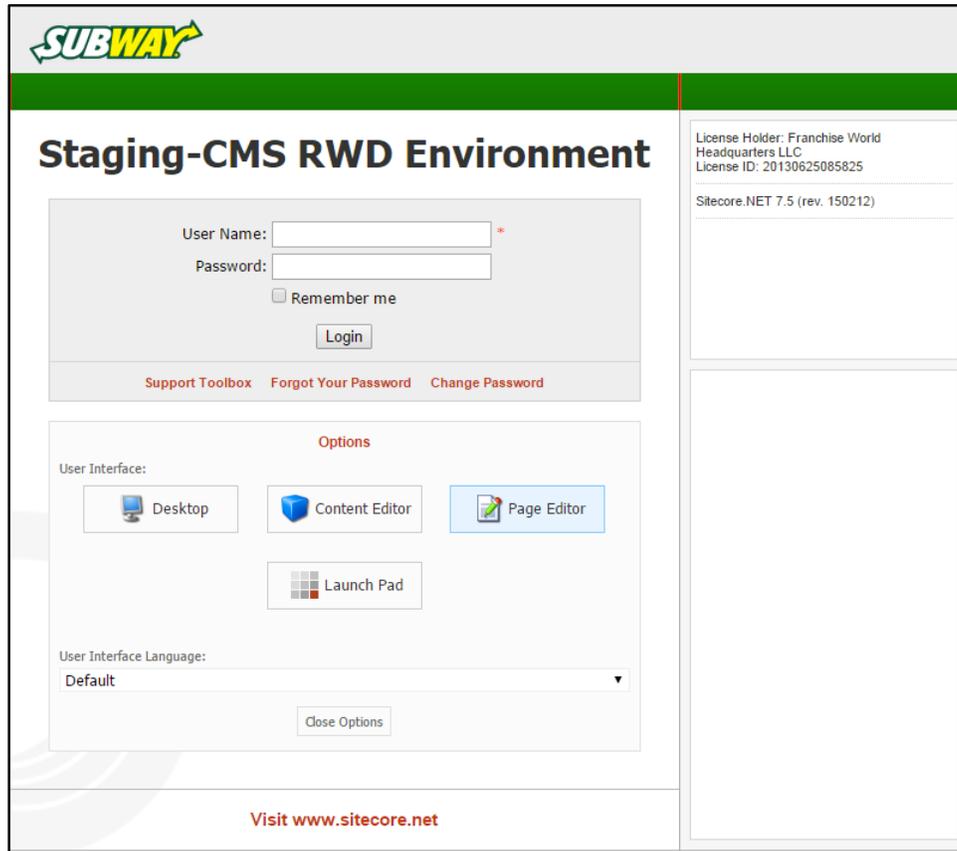
If you upgrade your browser and it no longer functions as described in this guide, try an earlier version or a different browser. See *Browser Configuration Reference* from Sitecore.

Important To view your published content changes, use a browser **different** from the one with which you are editing content. Using the same browser for both editing and reviewing content can cause the application to fail.

Logging into the Page Editor

Important If your account allows you access to both editors, use only one of them during a session. Switching between the two editors during a session can cause the application to fail.

1. In your browser, go to cms.w.subway.com/sitecore/login.



2. If the options are not showing, click **Options**.
3. Click **Page Editor**.
4. Select the **User Interface Language**.
The default language is English.
5. Enter your **User Name** and **Password**.

Note If you want to change your password, see [Changing Your Password](#), page 4.

6. Click **Login**.

The browser displays the website in the same way as it does the published website but with the addition of a ribbon that contains the commands you use to edit the site.

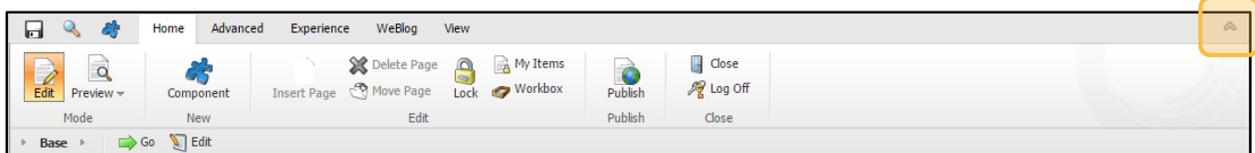


The ribbon has two states:

- Compressed



- Expanded



You toggle between the two by clicking the toggle button at the right end of the ribbon.

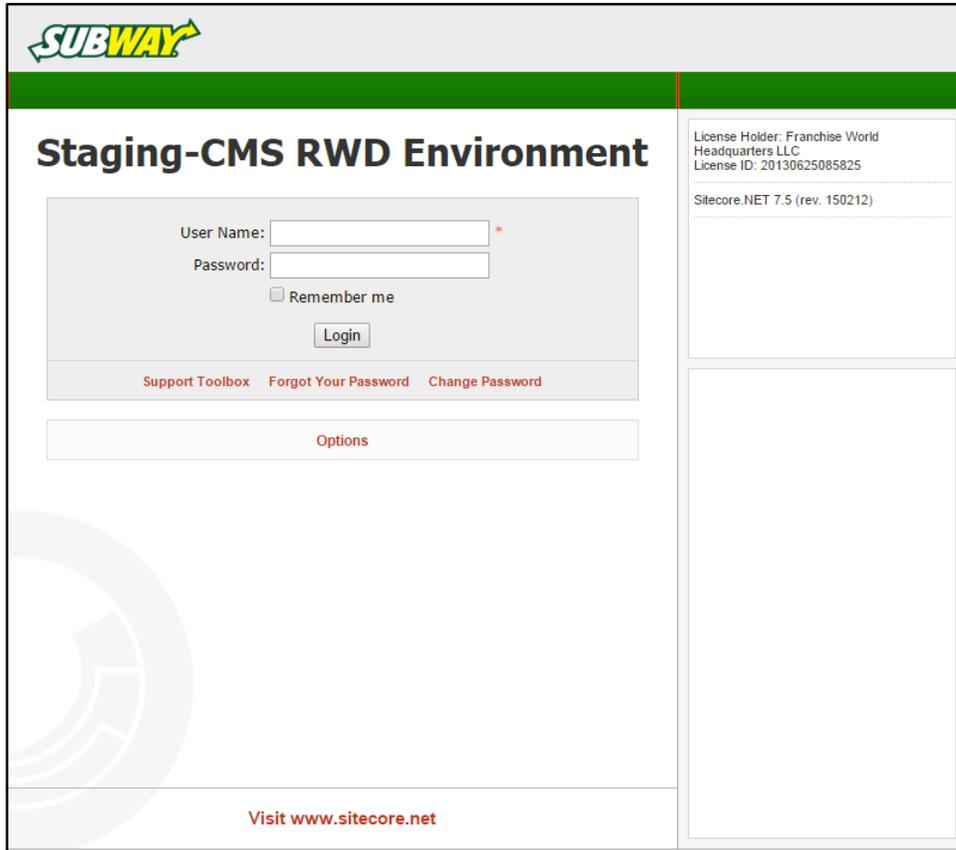
The ribbon includes a set of tabs (*Home*, *Advanced*, *Experience*, *WeBlog*, and *View*), each of which displays a different set of buttons when clicked. Clicking a tab in the compressed ribbon expands the ribbon.

Note The expanded ribbon always includes the **Edit** and the **Preview** buttons, no matter which tab is open.

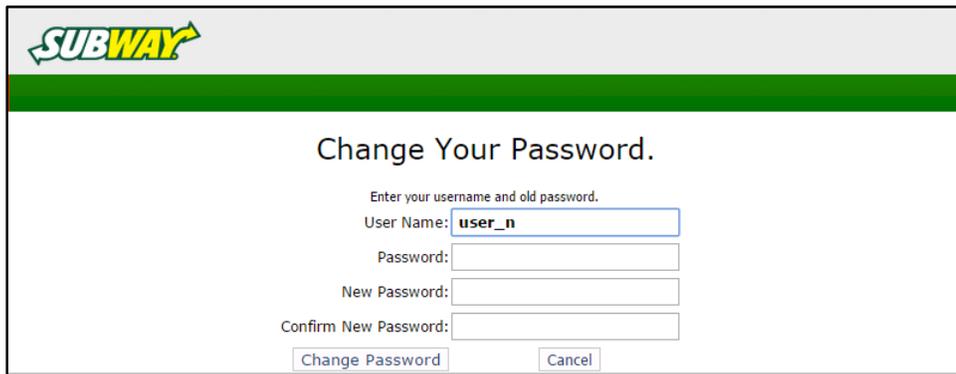
Logging off the Page Editor

On the *Home* tab, click **Log Off**.

Changing Your Password

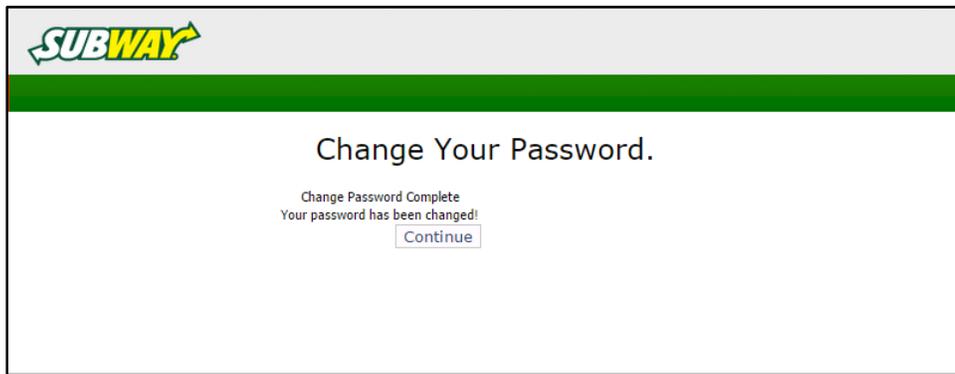


1. On the login page, click **Change Password**.
The **Change Your Password** page appears.



2. Enter **all** of the following information:
 - Your **User Name**, if not already entered
 - Your current **Password**
 - Your **New Password**
 - Your new password in **Confirm New Password**
3. To save your new password, click **Change Password**; otherwise, click **Cancel** to keep your current password.

If you clicked **Change Password**, the application confirms the change.



4. Click **Continue**.

Using the Page Editor

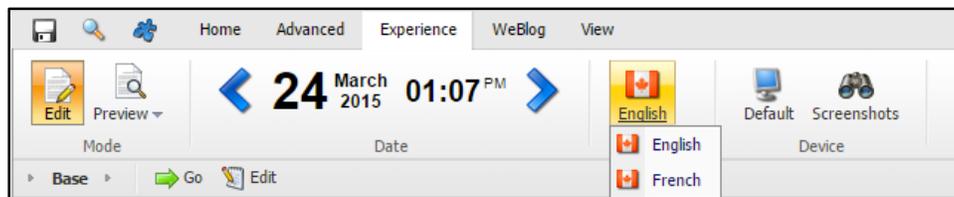
The page editor allows you to edit components directly on the webpage but with limited functionality. It is a what-you-see-is-what-you-get (WYSIWYG) editor.

When you log into the page editor, the browser displays the website in the same way as it does the published website but with the addition of a ribbon, which contains the commands you use to edit the site.



1. On the *Experience* tab, click the flag button.

The drop-down list contains the language versions available for your country's website.

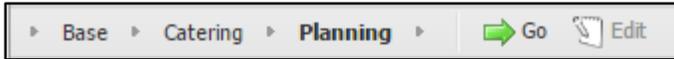


2. Click the language of the site you want to edit.

3. Go to the page you want to edit.

The editor provides two navigation tools:

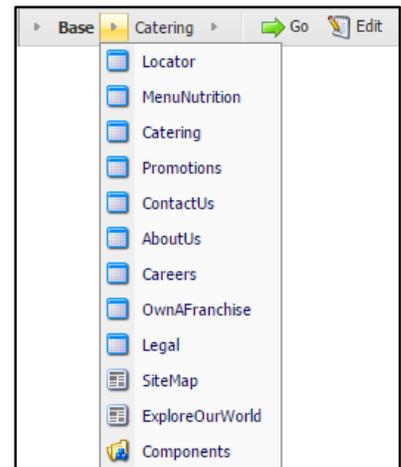
- You can use the website's menus in the same way as a typical reader does when navigating the published website.
- You can use the navigation path at the bottom of the expanded ribbon.



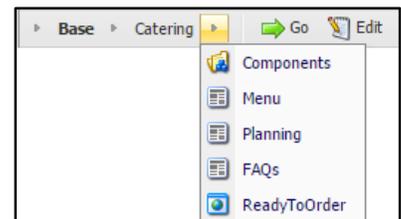
The navigation path displays the position of the currently displayed page within the hierarchy of the website. **Base** represents the website's home page.

To navigate to any page displayed in the navigation path, select it, and then click **Go**.

To navigate to a page **at the same level** in the hierarchy as a page displayed in the navigation path, click the arrow to the **left** of the page, select the page you want, and then click **Go**.



To navigate to a page **at the next lower level** in the hierarchy as a page displayed in the navigation path, click the arrow to the **right** of the page, select the page you want, and then click **Go**.



4. When the browser displays the page you want to edit, click **Lock** on the *Home* tab to lock the page.

The **Lock** button is highlighted . Locking the page prevents others from editing it but does not prevent you from saving it or publishing it.

If the **Lock** button is disabled () , then the page is locked by another user. You cannot edit the page.

Each content component that you can edit is surrounded by a dashed line.



5. Click in the content component you want to edit.

When you click the component, the line surrounding it becomes solid.



6. Edit the content.

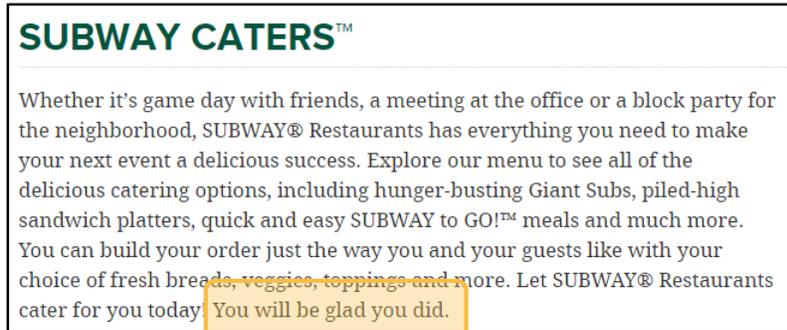
- If the content is unformatted text, simply edit the text in the component.
- If the content is formatted text (rich text), see [Editing Rich Text in the Page Editor](#), page 13.
- If the content is an image, see [Editing Images in the Page Editor](#), page 17.
- If the content represents a hyperlink, see [Editing Hyperlinks in the Page Editor](#), page 20.

7. Click the **Save changes** button .

Note You cannot preview or publish your changes without first saving them. If you forget to save your changes, you are prompted to do so.

8. To see how the content looks when published, click **Preview** in the expanded ribbon.

The browser displays the page as it looks when published.



9. To exit preview mode, click **Edit** in the expanded ribbon.

Note You can publish the page without first exiting preview mode.

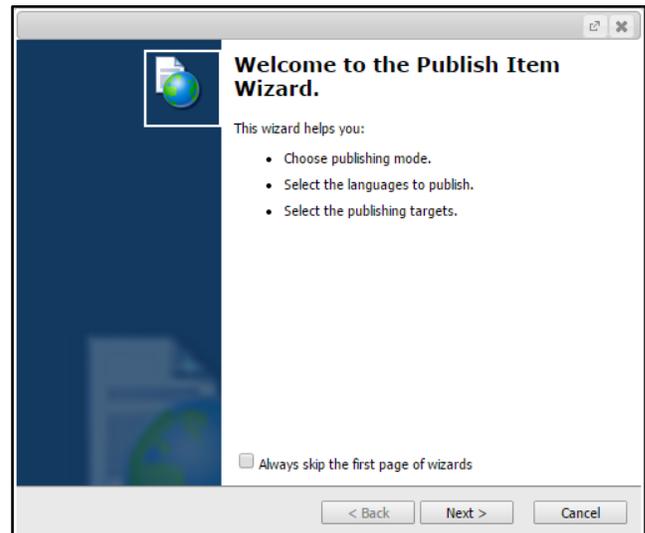
10. When finished making your changes to the page, click **Publish** on the *Home* tab.

The **Publish Item Wizard** appears.

11. To open this and other wizards at the second page instead of the first, select **Always skip the first page of wizards**.

12. Click **Next**.

The wizard displays the **Settings** page.



Warning If the Publishing group lists the option **Republish - Publish Everything**, do **not** select it. Selecting this option causes the publishing process to check the status (changed or not changed) of **every** item in the website. The resulting process can take hours to complete.

13. Select the following in the Publishing group:

- Smart Publish
- Publish Subitems
- Publish Related Items

14. In the Publishing Languages group, select **only** the language in which the website is written.

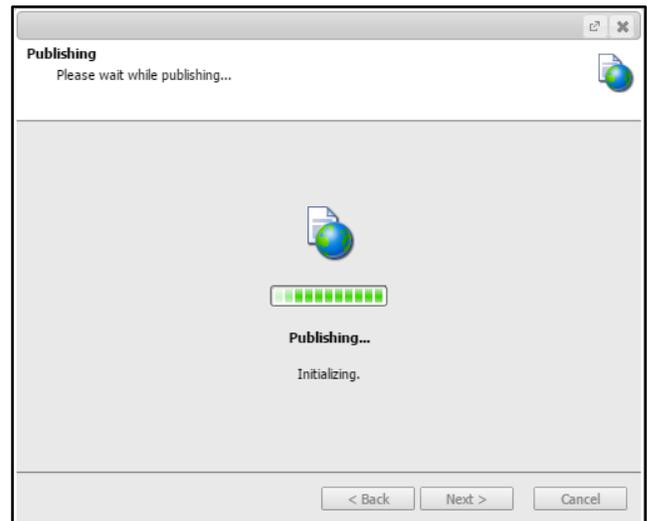
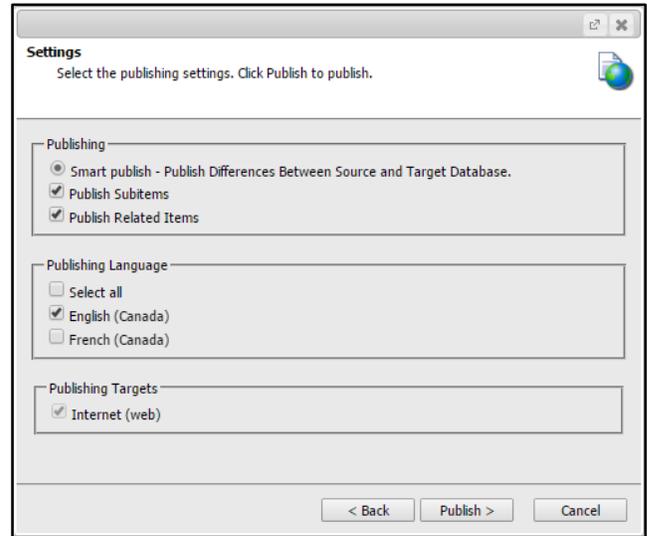
Important If the list is long, be sure to scroll through it completely and make sure that no other languages are selected. The wizard remembers your selection from the last time you published.

15. Click **Publish**.

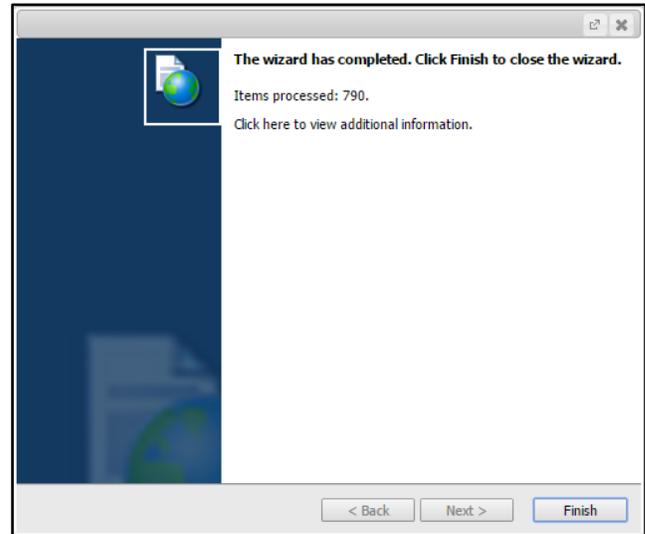
The application prompts you to confirm that you want to publish the page.

16. Click **OK**.

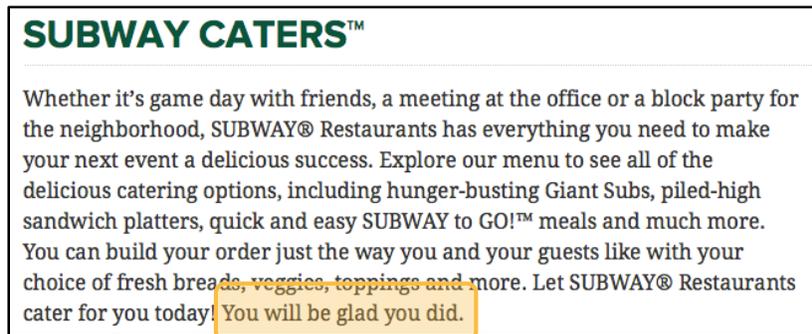
The **Publishing** page displays the progress of the publishing.



17. The wizard informs you when the publishing is complete.
18. Click **Finish**.



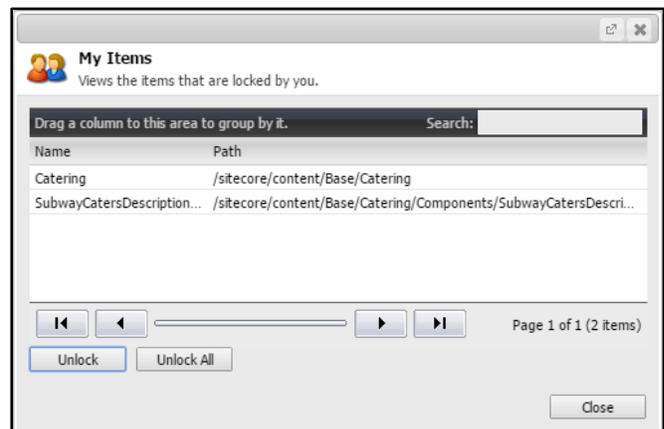
19. Check the public website to confirm that the content is correct.



20. After editing the content on the page and publishing your changes, unlock the page. You can use one or both of the following methods:
 - Click **Lock** on the *Home* tab.
The page is unlocked.
 - On the *Home* tab, click **My Items**.

The **My Items** dialog box lists the pages and components you locked.

- To unlock an item, select it in the list, and then click **Unlock**.
The item is removed from the list.
- To unlock all items at once, click **Unlock All**.
All items are removed from the list.
- When you are finished unlocking items, click **Close**.



Your Lock-Save-Publish Strategy

You need not lock, edit, save, publish, and unlock a page before repeating the process with another page. You can choose a strategy that is convenient for you and the set of content changes you are making.

When editing content, keep the following in mind:

- Always lock a page before editing it; otherwise, you have no guarantee that the changes you make will get published. Others may edit the page before you publish it.
- If you do not save your changes and then try to preview or publish the page, the system prompts you to save your changes.
 - If you click **No**, your changes are not saved, and the page is previewed or published without them.
 - To cancel the preview or the publishing, click **Cancel**; your changes remain but are not saved.
- If you attempt to navigate to another page without saving your changes, the system warns you that there are unsaved changes and allows you to cancel the navigation. If you continue to the new page anyway, your changes are lost.
- You need not unlock a page before previewing or publishing it.
- You can navigate to another page without unlocking the current page.
- It is more efficient to publish from **each** page on which you make changes than from Base.

If you want to wait and publish **after** making all your changes, keep track of the pages you change and make sure you publish them all.
- You can unlock all locked pages from the **My Items** dialog box before logging off.

In the event of mistakes, keeping pages locked during an editing session allows you to edit them again before others lock them.

Important Locked pages remain locked between editing sessions.

Before logging off, click **My Items**. Unlock **all** pages and components that you have finished editing.

Editing Rich Text in the Page Editor

In the page editor, you can edit text content that is formatted.

When you click a rich text component, a tool set appears just above the component.

1. To apply a character format to a short piece of text, select the text, and then click one of the following buttons:

- **Bold** **b**
- **Italic** *i*
- **Underline** u

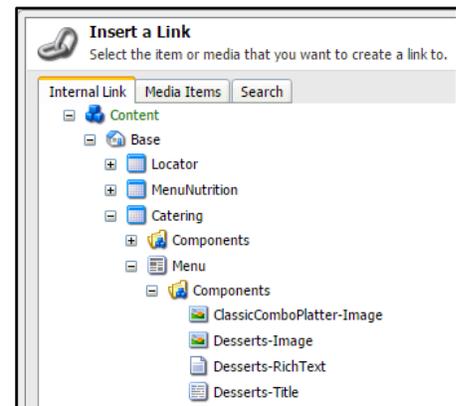
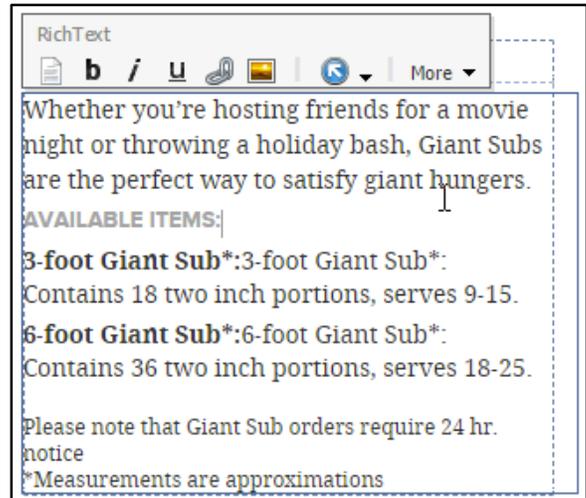
2. To edit the content using a larger set of tools, click the **Edit the text** button .

The rich text editor, a what-you-see-is-what-you-get (WYSIWYG) editor, opens. For details about using the rich text editor, see [Using the Rich Text Editor](#), page 14.

3. To make a short piece of text into a hyperlink, select the text, and then click the **Link** button .

The **Insert a Link** dialog box opens. You can link to a page in the website (*Internal Link* tab) or to a media file (*Media Items* tab).

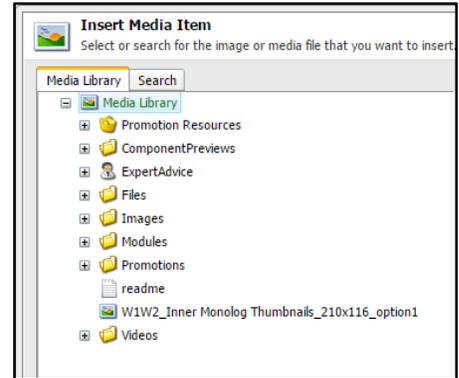
Select the target of the hyperlink, and then click **Link**.



- To insert an image at the insertion point, click the **Image** button .

The **Insert Media Item** dialog box opens, displaying the content tree for the media library.

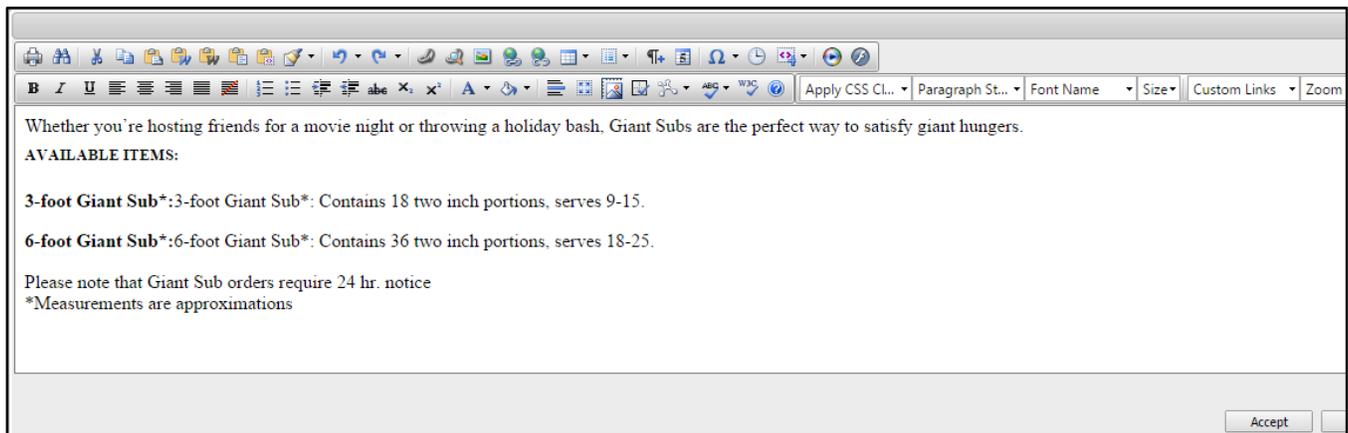
Select the media file you want, and then click **Insert**.



- Click the **Save changes** button .

Using the Rich Text Editor

Available in both the page editor and the content editor, the rich text editor is a what-you-see-is-what-you-get (WYSIWYG) editor. The editor provides a large array of tools to format the text directly. The tools function as similar tools do in a standard word processor.



Note In the tool tables that follow, do **not** use the tools marked with an asterisk (*). They are listed in these tables for the purposes of documentation only.

The editor includes four types of tools:

- Character formatting tools

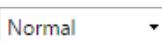
Select the text you want to format, and then click the tool (button). The following table lists the available character formatting tools.

Tool	Character Format	Tool	Character Format
	Bold		(*) Superscript
	Italic		Font color (foreground color)

Tool	Character Format	Tool	Character Format
	Underline		(*) Background (fill) color, the color behind the selected text
	(*) Strikethrough		(*) Change the font
	(*) Subscript		Change the size of the font

- Paragraph formatting tools

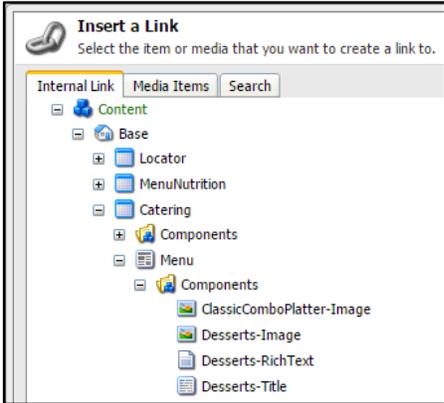
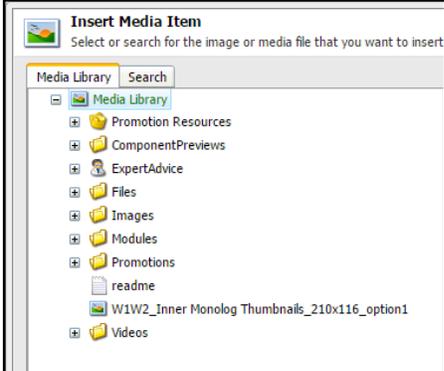
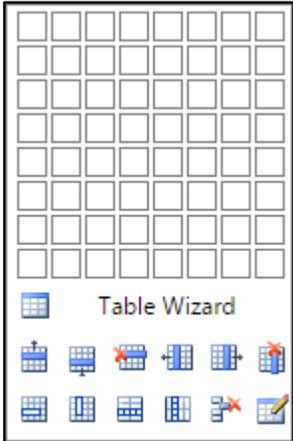
Position the mouse cursor anywhere within the paragraph you want to format, and then click the tool (button). The following table lists the available paragraph formatting tools.

Tool	Paragraph Format	Tool	Paragraph Format
	Ordered (numbered) list		Indent paragraph
	Unordered (bulleted) list		Outdent paragraph
	Apply a paragraph style The styles include the standard HTML styles, such as Normal, Heading 1, and Heading 2.		

- Insertion tools

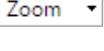
Place the insertion point in the text, and then click the tool (button). The following table lists the available items you can insert.

Tool	Insert	Tool	Insert
	Paragraph		Symbol
	(*) Current date		(*) Current time
	(*) Insert a horizontal rule		

Tool	Insert	Tool	Insert
	<p>Hyperlink</p> <p>When you click the tool, the Insert a Link dialog box opens. You can link to a page in the website (<i>Internal Link</i> tab) or to a media file (<i>Media Items</i> tab).</p> <p>Select the target of the hyperlink, and then click Link.</p>		
	<p>(*) Media file, such as an image</p> <p>When you click the tool, the Insert Media Item dialog box opens, displaying the content tree for the media library.</p> <p>Select the media file you want, and then click Insert.</p>		
	<p>(*) Table</p> <p>When you click the tool, the table palette appears. Drag the mouse pointer across the cell grid you want, or click Table Wizard to open a wizard for creating a table.</p> <p>Once you create the table, you can use the tools in the table palette to format the table.</p>		

- Action tools

Click the tool (button) to do the action. The following table lists the available actions you can do.

Tool	Action	Tool	Action
	Undo the previous action.		Cut the selected content to the clipboard.
	Redo the previous undone action.		Copy the selected content to the clipboard.
	Paste the content on the clipboard at the insertion point.		Find the specified text and optionally replace it with other text.
	Check the spelling of the text.		Magnify the rich text in the editor This setting does not affect how the browser displays the rich text.

Note If you are using the rich text editor from the content editor, you can view the underlying HTML by clicking **HTML**.

This feature is **not** available when using the rich text editor from the page editor.

When you are finished editing the rich text, do one of the following:

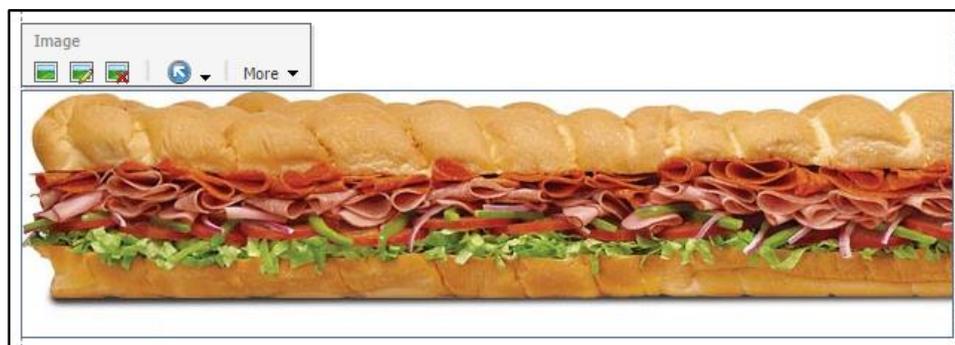
- To save your changes, click **Accept**.
- To close the editor **without** saving your changes, click **Reject**.

Editing Images in the Page Editor

In the page editor, you can edit image content.

- After locking the page, click the image.

A tool set appears above the image, which is surrounded by a solid line.



2. Edit the image.

You can do any of the following:

- Change the image to another image. See [Changing an Image](#), page 18.
- Change the alternate text for the image. See [Changing the Alternate Text for an Image](#), page 20.
- To delete the image from its placeholder, click the **Remove the image** button .

The image placeholder remains. You can insert another image into it by clicking the **Choose an image** button . See [Changing an Image](#), page 18.

An image that also serves as a hyperlink includes a **Link** button  in its tool set. To change the target of the hyperlink, see [Editing Hyperlinks in the Page Editor](#), page 20.



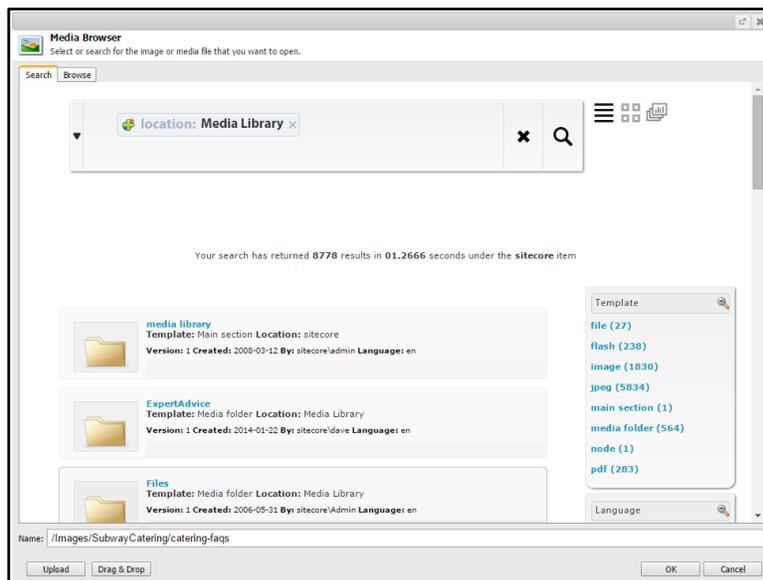
3. Click the **Save changes** button .

Changing an Image

To change the image to another image:

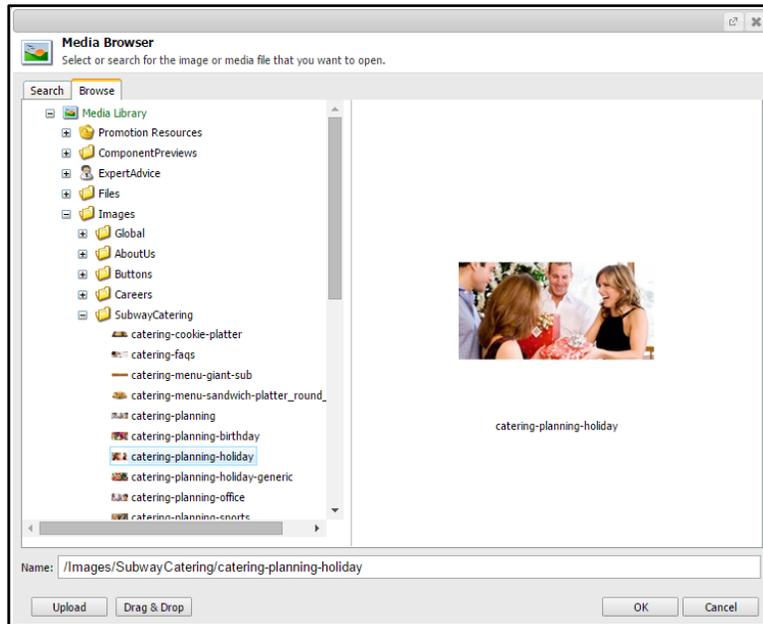
1. Click the **Choose an image** button .

The **Media Browser** dialog box opens. You can either search or browse for the image you want.

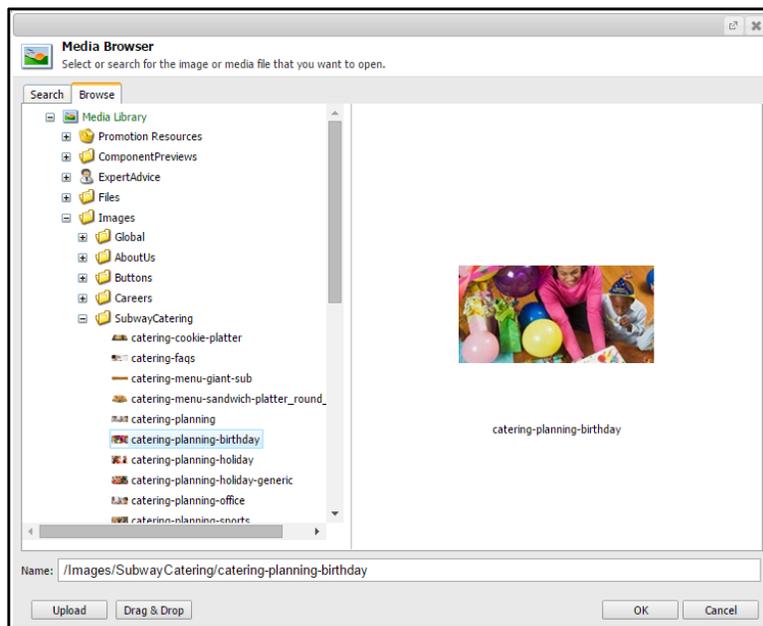


- To browse the images at the website, click the *Browse* tab.

The dialog box displays the content structure of the media library as a tree, opened to the location of the current image. You can open and close the folders to navigate the tree.



- In the tree, navigate to the new image file and select it.



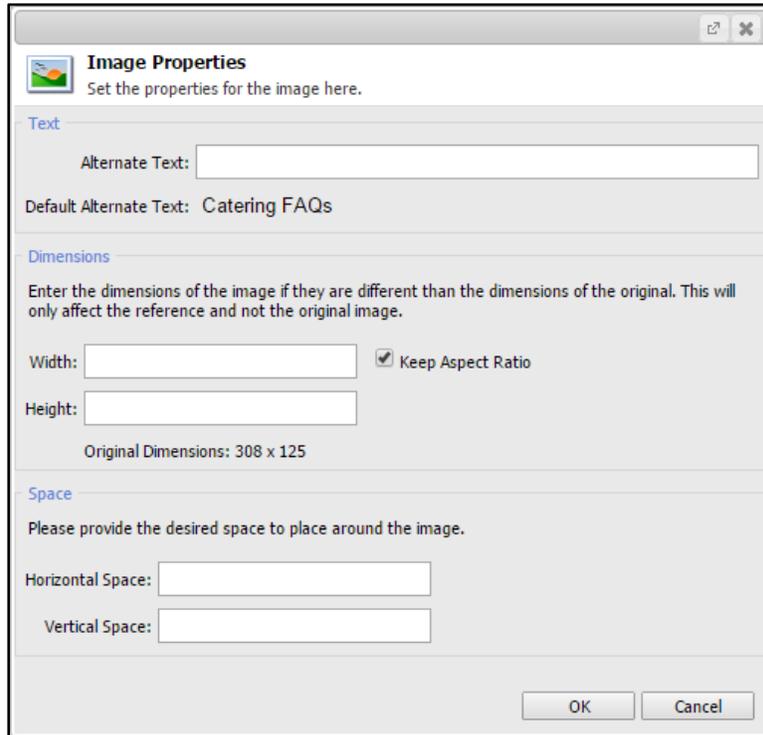
- To use the selected image, click **OK**; otherwise, click **Cancel** to keep the current image. The dialog box closes.

Changing the Alternate Text for an Image

To change the alternate text (the text that displays when the reader chooses not to display graphics) for the image:

1. Click the **Modify image appearance** button .

The **Image Properties** dialog box opens.



2. Enter the **Alternate Text**, the text that displays when a reader turns off the browser's display of graphics.

Important Do not enter or change the values in the following fields:

- **Width and Height**
- **Horizontal Space and Vertical Space**

3. To save your changes, click **OK**; otherwise, click **Cancel** to keep the current alternate text.

The dialog box closes.

Editing Hyperlinks in the Page Editor

A hyperlink (or link) allows a reader to navigate to another webpage or open a media file by simply clicking the hyperlink, which is functionally superimposed over a piece of text or an image. A component that also serves as a hyperlink includes a **Link** button  in its tool set.



To edit the hyperlink:

1. Click the **Link** button .

The **Insert a link** dialog box opens. You can point the hyperlink to three different types of targets.

2. If the target is another page on your website, click **Internal Link**.

The dialog box displays the content of your site as a tree, each position on the tree represents a page on your website.

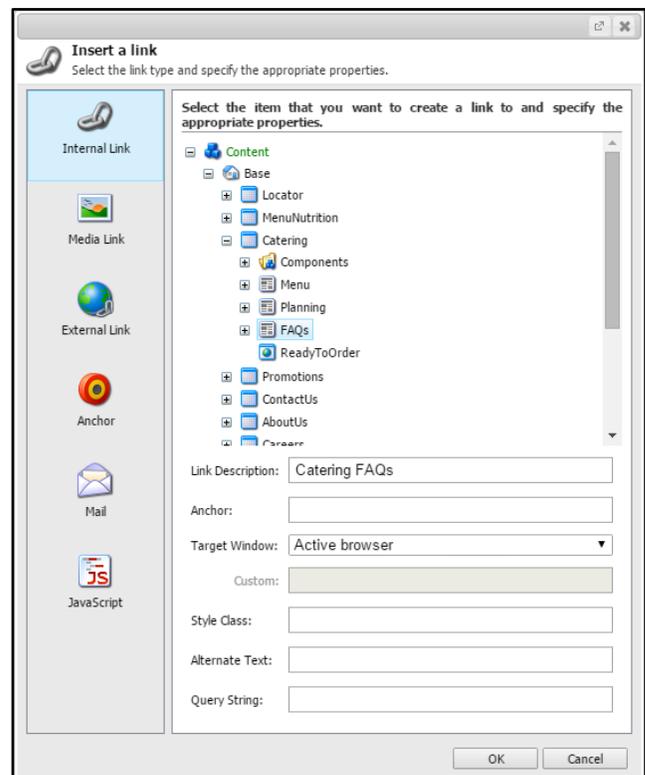
- a. In the tree, select the target page of the hyperlink.
- b. If necessary, edit the **Link Description**.

Note The purpose of the **Link Description** depends upon the component that contains the hyperlink:

- In general, the **Link Description** is the text the browser displays as the link. If you leave the **Link Description** blank, then the browser displays the **name of the target page**, which may be unreadable text.
- If the hyperlink is attached to an image, the browser displays **no** text.

- c. Although you can change **Target Window**, you should probably not. You likely want the new target to function the same way as the current one.
- d. Leave **Anchor**, **Style Class**, and **Query String** blank.
- e. If necessary, edit the **Alternate Text**.

In general, the browser displays this text as a tooltip when the mouse hovers over the link. It can be blank.



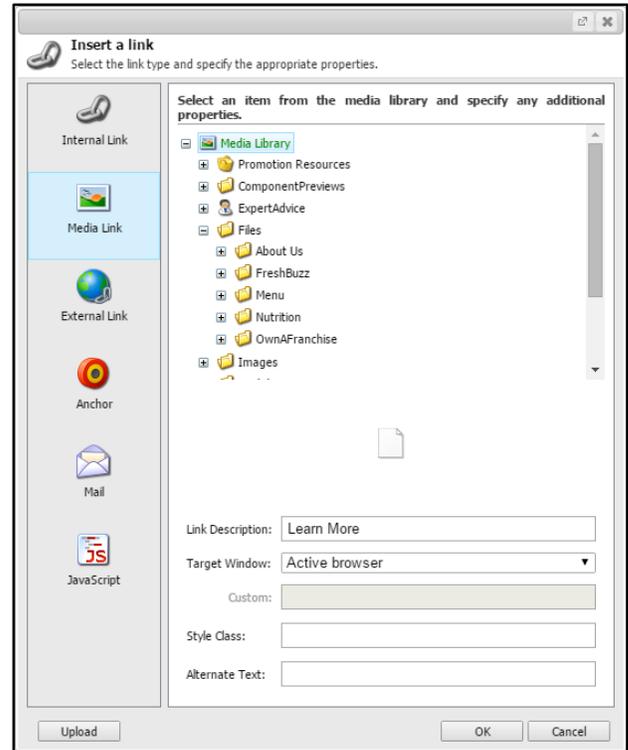
- 3. If the target is a media file, such as a PDF, click **Media Link**.

The dialog box displays the content of your media library as a tree. Files are contained in the **Files** folder.

- a. Navigate the tree and select the target file of the hyperlink.
- b. If necessary, edit the **Link Description**.

Note The purpose of the **Link Description** depends upon the component that contains the hyperlink:

- In general, the **Link Description** is the text the browser displays as the link. If you leave the **Link Description** blank, then the browser displays **no** text to click.
- If the hyperlink is attached to an image, the browser displays **no** text.



- c. Although you can change **Target Window**, you should probably not. You likely want the new target to function the same way as the current one.
- d. Leave **Style Class** blank.
- e. If necessary, edit the **Alternate Text**.

In general, the browser displays this text as a tooltip when the mouse hovers over the link. It can be blank.

4. If the target is a page outside your website, click **External Link**.

a. If necessary, edit the **Link Description**.

Note The purpose of the **Link Description** depends upon the component that contains the hyperlink:

- In general, the **Link Description** is the text the browser displays as the link. If you leave the **Link Description** blank, then the browser displays **no** text to click.
- If the hyperlink is attached to an image, the browser displays **no** text.

b. Enter the **URL** of the target.

c. Although you can change **Target Window**, you should probably not. You likely want the new target to function the same way as the current one.

d. Leave **Style Class** blank.

e. If necessary, edit the **Alternate Text**.

In general, the browser displays this text as a tooltip when the mouse hovers over the link. It can be blank.

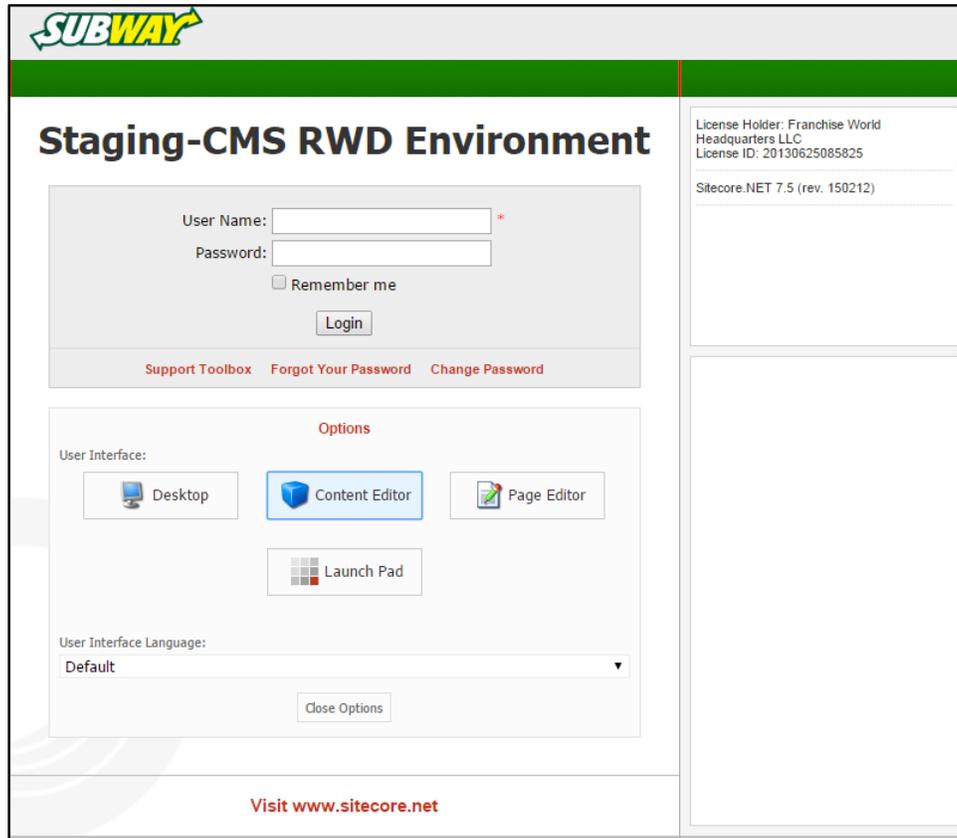
5. When finished editing the fields in the **Insert a link** dialog box, click **OK**; otherwise, click **Cancel** to close the dialog without changing the hyperlink.

6. Click the **Save changes** button .

Logging into the Content Editor

Important If your account allows you access to both editors, use only one of them during a session. Switching between the two editors during a session can cause the application to fail.

1. In your browser, go to cms.w.subway.com/sitecore/login.



2. If the options are not showing, click **Options**.

3. Click **Content Editor**.

4. Select the **User Interface Language**.

The default language is English.

5. Enter your **User Name** and **Password**.

Note If you want to change your password, use the same procedure as with the page editor. See [Changing Your Password](#), page 4.

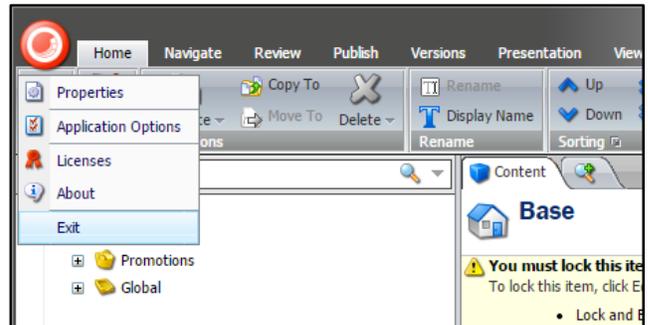
6. Click **Login**.

The content editor opens. See [Using the Content Editor](#), page 26.

Exiting the Content Editor

Click the Sitecore logo (upper left corner), and then click **Exit**.

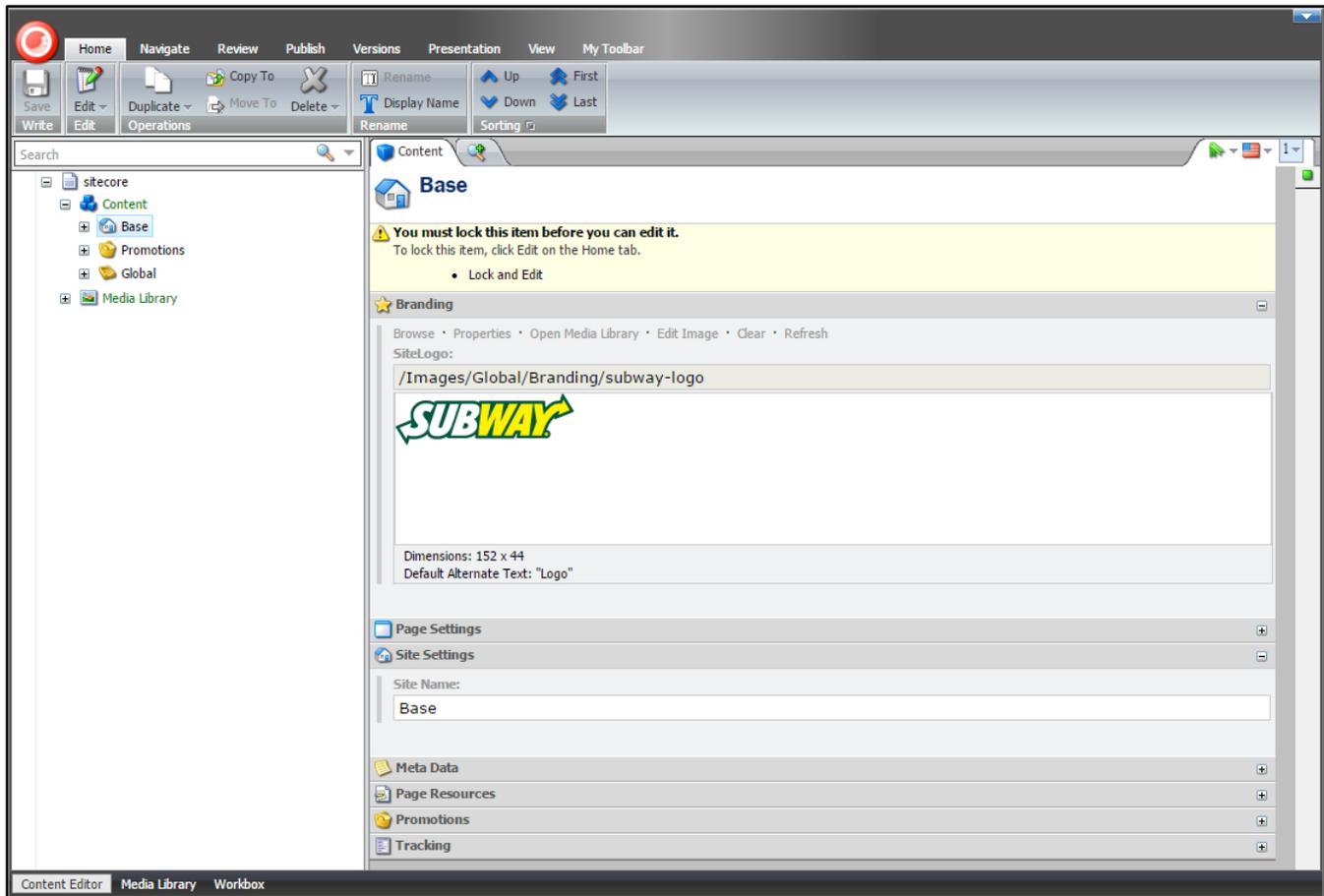
The application prompts you to save any unsaved changes.



Using the Content Editor

The content editor allows you to edit more types of content — such as marquees and carousels — than the page editor does. The overall process is the same — navigate to, lock, edit, save, preview, publish, and unlock the content — except that the tools are different.

The content editor displays the items in your website differently than the page editor does. The page editor displays the items as they are displayed on the website. The content editor displays the items as objects in a content tree.



After you log into the content editor:

1. Display the language versions available for your country's website by doing one of the following:
 - On the *Versions* tab, click the flag button.



- Click the flag drop-down list.

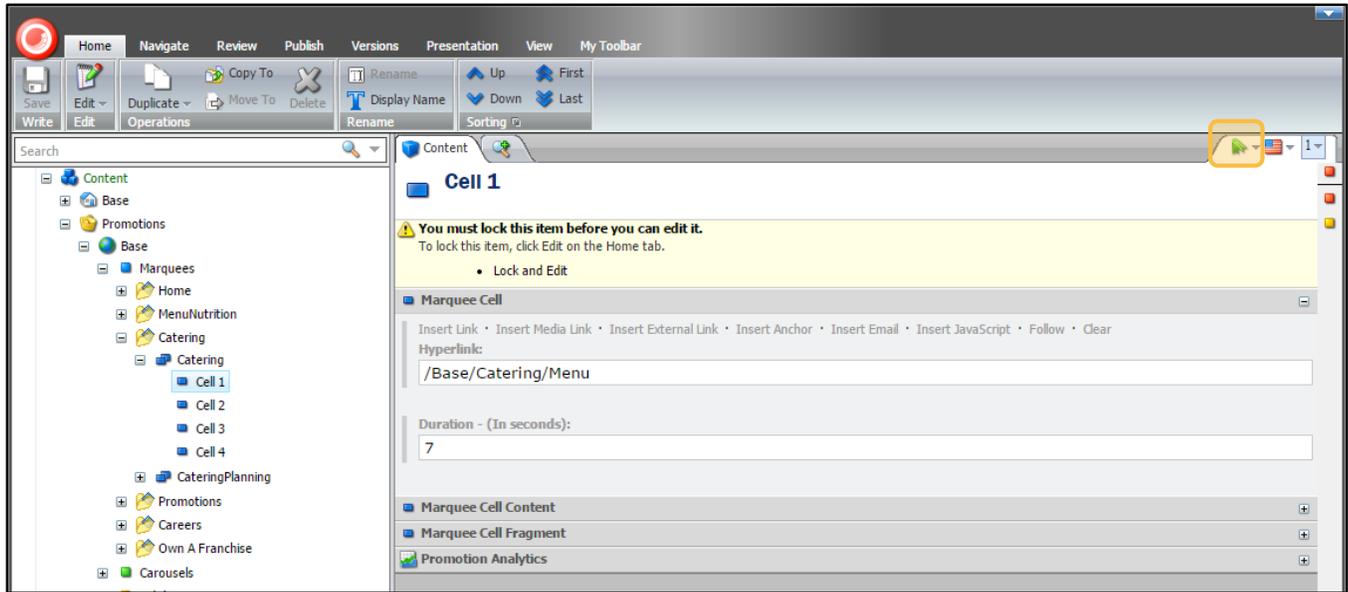


Both drop-down lists contain the language versions available for your country's website.

2. Click the language of the site you want to edit.
3. Using the content tree, navigate to and select the item you need to edit.

For detailed instructions on using the content tree, see [Using the Content Tree](#), page 32.

The *Content* tab displays the item as a set of fields grouped in sections.

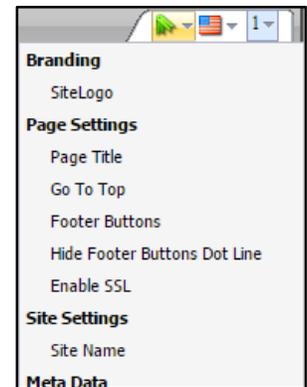


You edit the item by editing the values in the fields. You show or hide the fields in a section by clicking the plus or the minus sign at the right end of the section header.

If the set of sections and fields is large, you can navigate to the one you want by doing one of the following:

- Using the scroll bar
- Clicking the sections and fields navigation button to the *left* of the flag drop-down list

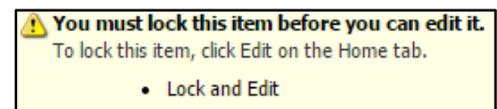
Click the section or field you want to view.



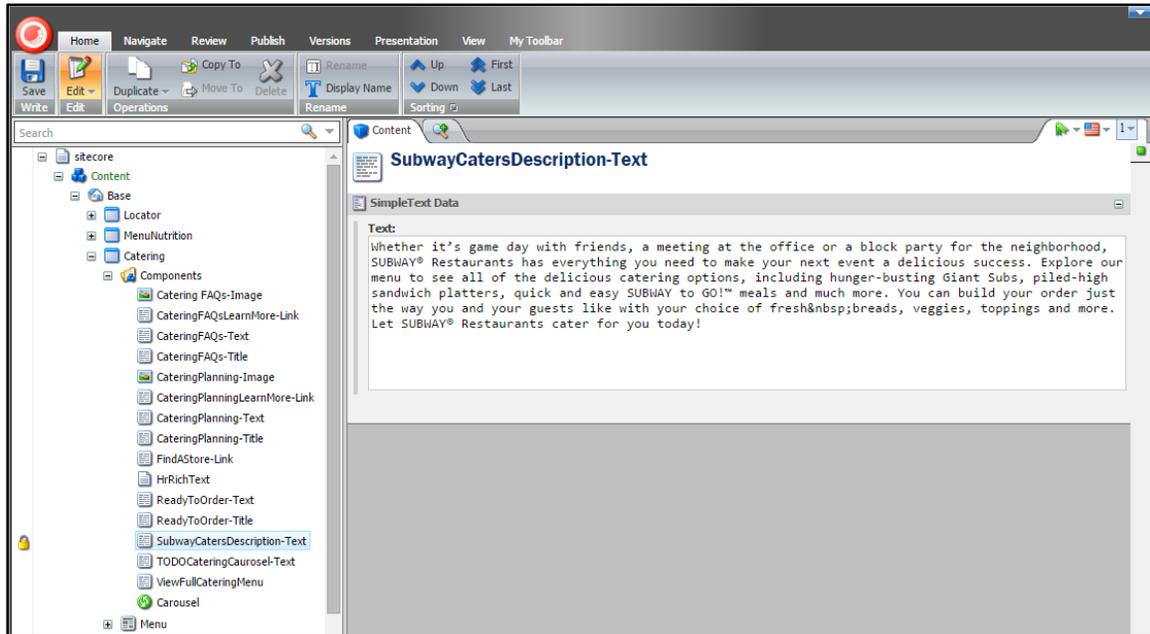
4. Lock the item.

You **must** lock a item before you can edit it. Do one of the following:

- On the *Home* tab, click **Edit**.
- Click **Lock and Edit** in the lock notice.

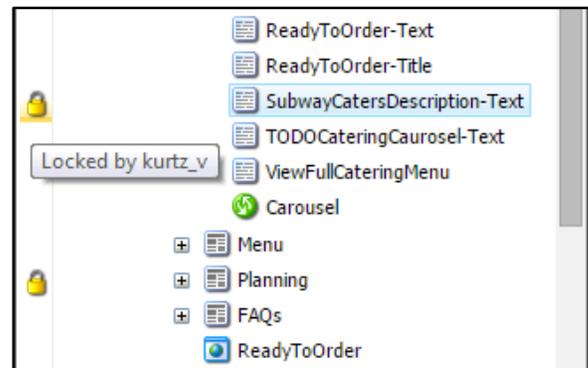


A lock icon displays to the left of the item in the content tree and the **Edit** button highlights  to indicate that the selected item is locked.



A lock icon in the leftmost column of the content tree indicates that the item is locked either by you or by someone else. In the example, the entire Planning page is locked by a user.

When you hover the mouse pointer over a lock icon, the tool tip displays the user name of the person who locked the item.



5. Edit the item, that is, edit its fields.
 - For simple text or a title, see [Editing Simple Text and Titles](#), page 38.
 - For rich text data, see [Editing Rich Text Data in the Content Editor](#), page 39.
 - For an image or a video file, see [Editing Images in the Content Editor](#), page 47.
 - For a hyperlink, see [Editing Hyperlinks in the Content Editor](#), page 53.
 - For a marquee, see [Editing Marquees](#), page 58.
 - For a carousel, see [Editing Carousels](#), page 63.
 - For a sidebar, see [Editing Sidebars](#), page 69.
6. Click **Save** to save your changes.
7. To preview your changes, click **Preview** on the *Publish* tab.

Warning When you publish your changes, do **not** click **Publish > Publish Site** on the *Publish* tab. Clicking **Publish Site** causes the publishing process to check the status (changed or not changed) of **every** item in the website. The resulting process can take hours to complete.

8. On the *Publish* tab, click **Publish > Publish Item** to publish your changes to the item.

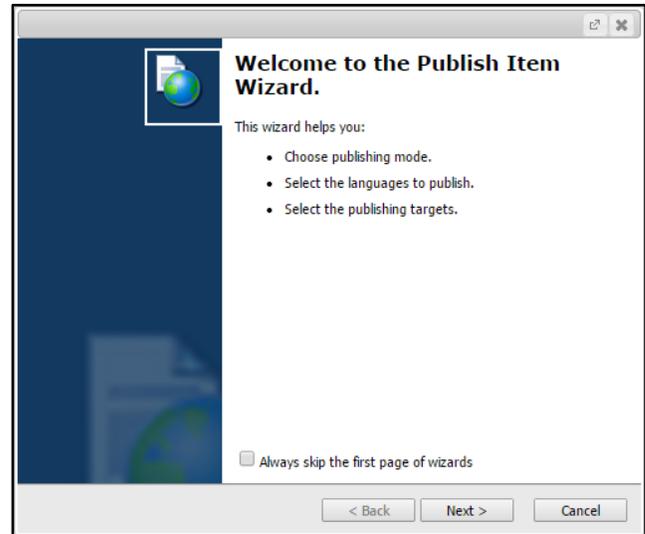
This command publishes the **selected** item only, not the page containing the item. To publish all the changes you made to the page, select the page in the content tree, and then click **Publish > Publish Item**.

The **Publish Item Wizard** appears.

9. To open this and other wizards at the second page instead of the first, select **Always skip the first page of wizards**.

10. Click **Next**.

The wizard displays the **Settings** page.

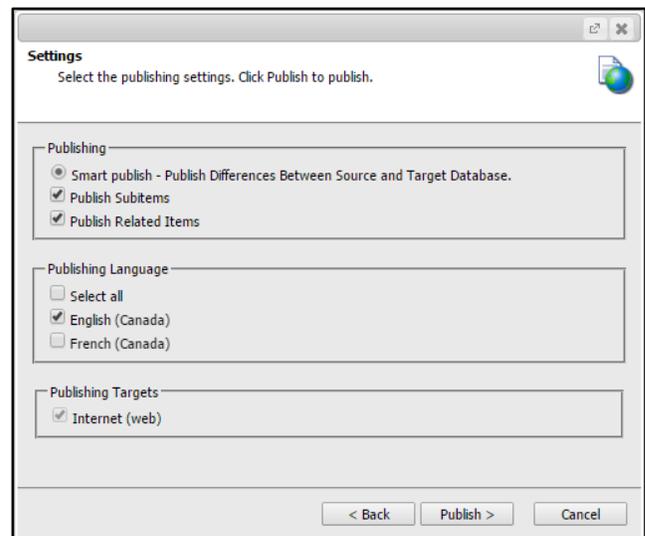


11. Select the following in the Publishing group:

- Smart Publish
- Publish Subitems
- Publish Related Items

12. In the Publishing Languages group, select **only** the language in which the item is written.

Important If the list is long, be sure to scroll through it completely and make sure that no other languages are selected. The wizard remembers your selection from the last time you published.

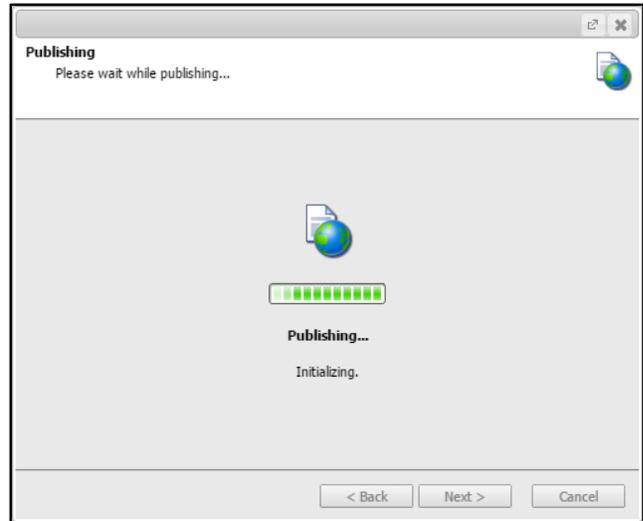


13. Click **Publish**.

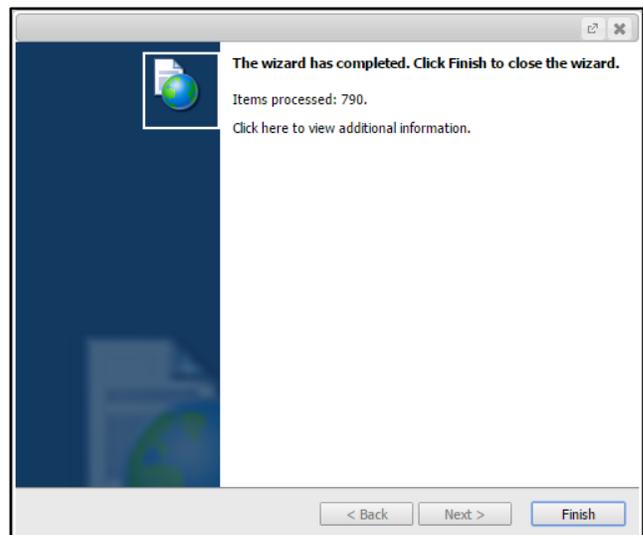
The application prompts you to confirm that you want to publish the item.

14. Click **OK**.

The **Publishing** page displays the progress of the publishing.



The wizard informs you when the publishing is complete.



15. Click **Finish**.

16. When finished making changes, be sure to unlock all the items you locked. Do any of the following:

- Click the lock icon on the item in the content tree.
The lock icon disappears from the item.
- Select the item in the content tree, and then click **Edit** on the *Home* tab.
The lock icon disappears from the item in the content tree.
- On the *Review* tab, click **My Items**.

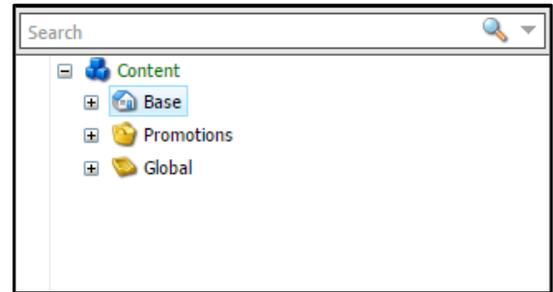
The **My Items** dialog box lists the items you locked. The dialog box functions the same as it does in the page editor. See [Using the Page Editor](#), page 6.

Using the Content Tree

In the content editor, you use the content tree to navigate to and select the items you need to edit.

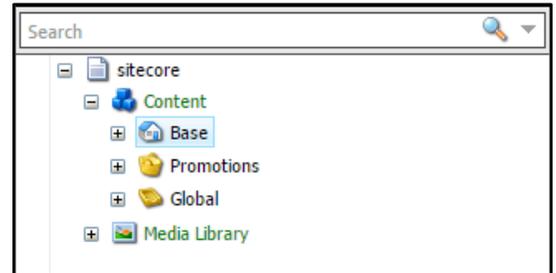
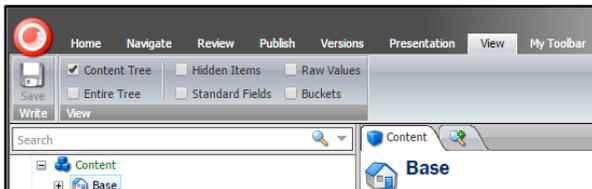
Content, the root of the content tree, represents the entire content of your website and contains the following:

- **Base** represents the home page of your website and contains all the webpages that make up the site.
- **Promotions** contains the complex assets used on your website, namely, the marquees, carousels, and sidebars.
- **Global** contains assets used by all pages on your website, such as cascading stylesheets and page footers.



Important Do not edit the items contained in **Global**.

Note If the tree displays **sitecore** as its root, you can change the root to **Content** by clearing **Entire Tree** on the **View** tab.



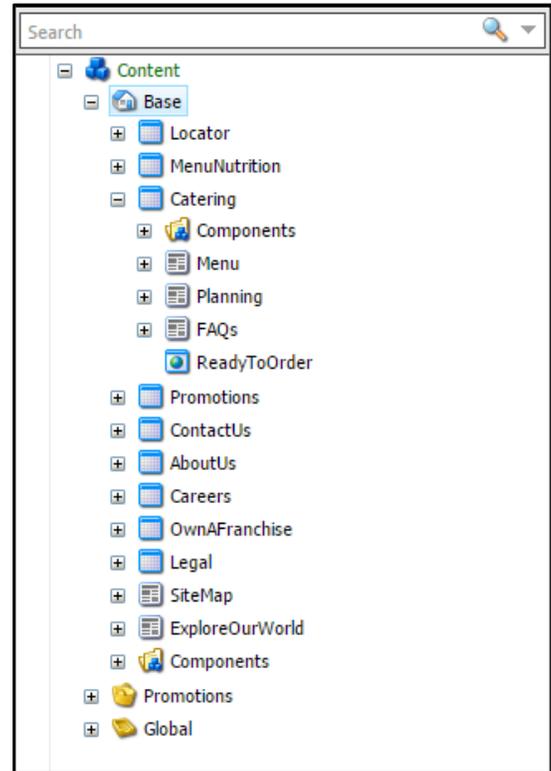
To open a container element in the content tree, click its **+** (plus sign).

When a container is open, the content tree lists its contents below it and indented.

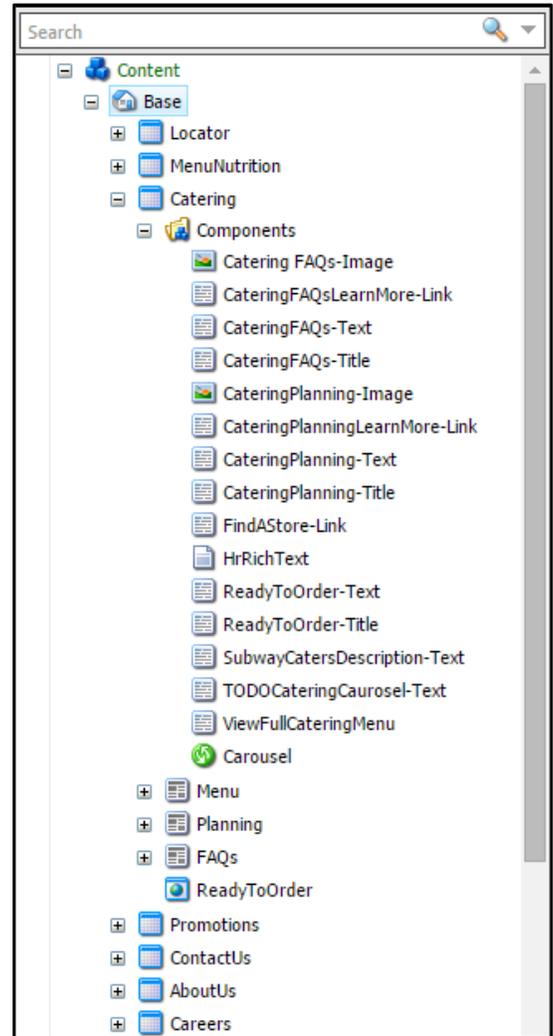
To close a container, click its **-** (minus sign).

While **Base** represents the home page of your website, the items inside the **Base** container represent the webpages to which a reader can navigate from the home page.

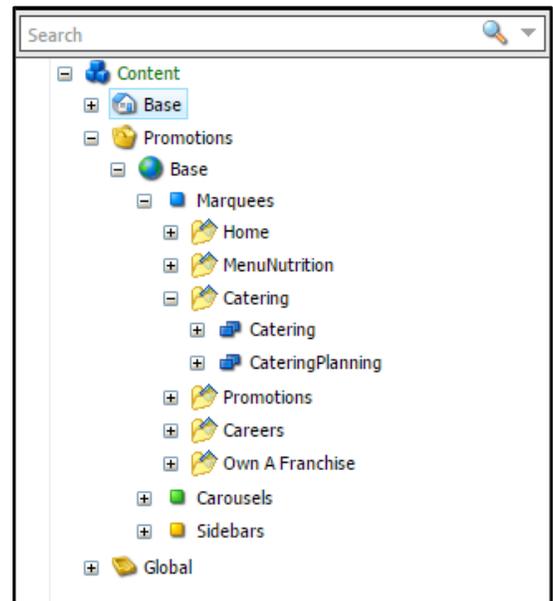
Likewise, the items inside a page container represent the webpages to which the reader can navigate from *that* page.



The editable items on a page are contained in the page's Components folder.



The complex assets (marquees, carousels, and sidebars) are also contained in folders.



Each component the content tree lists for a website page is titled with a short phrase that may or may not be a good indication of the component as it appears on the published website. To determine which component is which and which component you need to edit, open another browser and navigate to the relevant page on the published website. In the content tree, select each component listed for that page and compare the content of its fields with the content you see on the published website. A positive comparison indicates the correct component.

For example, the following is part of the catering landing page on the published website.

SUBWAY® Catering

Whether it's game day with friends, a meeting at the office or a block party for the neighborhood, SUBWAY® Restaurants has everything you need to make your next event a delicious success. Explore our menu to see all of the delicious catering options, including hunger-busting Giant Subs, piled-high sandwich platters, convenient SUBWAY to GO!™ meals and much more. You can build your order just the way you and your guests like with your choice of freshly baked breads, veggies, toppings and more. Let SUBWAY® Restaurants cater for you today!



Catering FAQs

Browse our Frequently Asked Questions for answers to questions regarding SUBWAY® Catering and planning an event.

[LEARN MORE](#)



Catering Planning

Browse our helpful suggestion and recommendations to make your next event a success.

[LEARN MORE](#)

Ready to Order?

Call or visit your local SUBWAY® restaurant.

[ORDER NOW](#)

Catering Menu



Sandwich Platters

[VIEW FULL CATERING MENU](#)

The Catering FAQs section of the page contains the following pieces of content:

- Image



- Title

Catering FAQs

- Text content

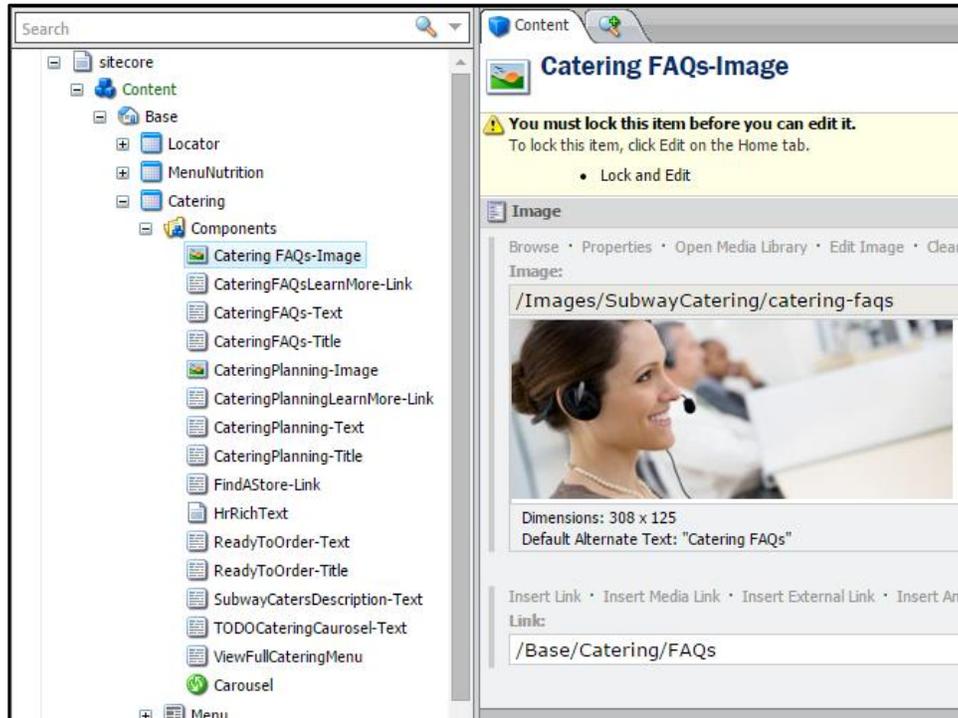
Browse our Frequently Asked Questions for answers to questions regarding SUBWAY® Catering and planning an event.

- Hyperlink

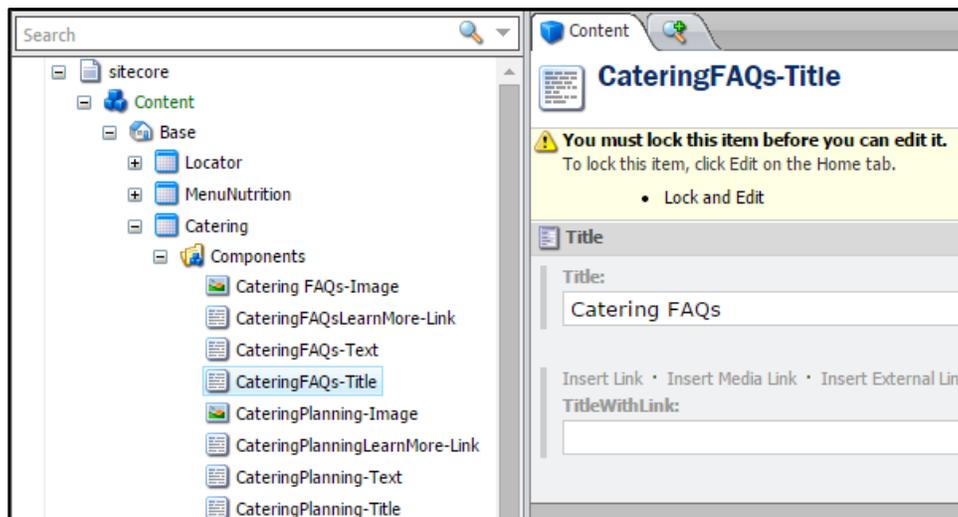
[LEARN MORE](#)

After comparing the components in the content tree with the published website, you can determine that the following components correspond to these four pieces of content:

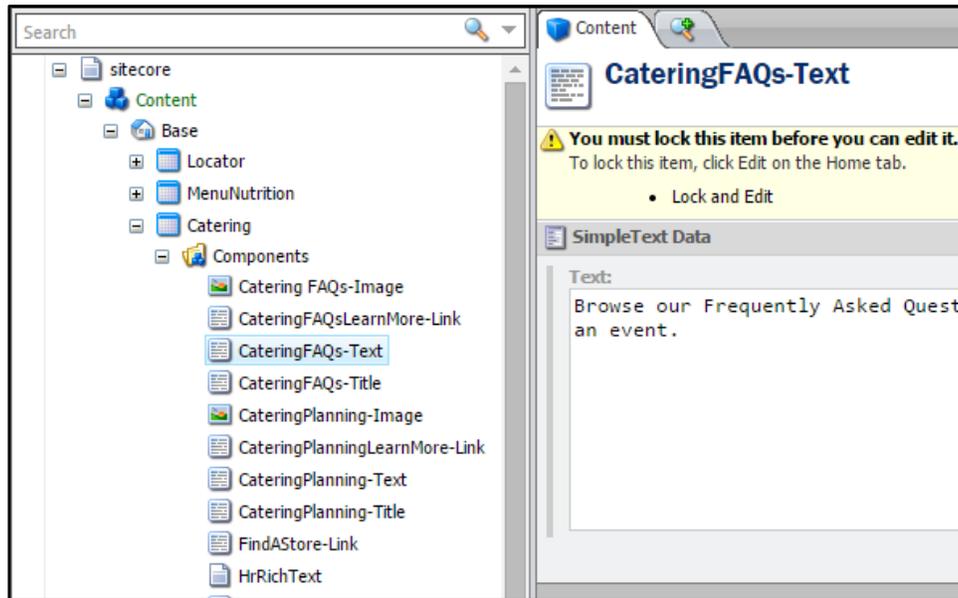
- Catering FAQs-Image corresponds to the image.



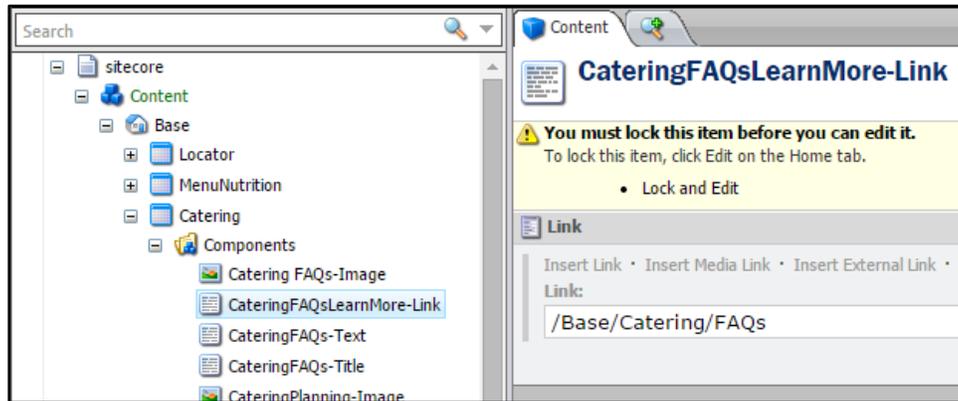
- CateringFAQs-Title corresponds to the title.



- CateringFAQs-Text corresponds to the text content.



- CateringFAQsLearnMore-Link corresponds to the hyperlink.



Note

There are two LEARN MORE hyperlinks on the page. Due to its position on the page, you can be reasonably sure that the CateringFAQsLearnMore-Link is the correct one. You can get additional information by hovering the mouse pointer over the hyperlink in the published page. When you do, the browser's status bar displays the target of the hyperlink.

www.subway.com/subwayroot/Catering/CateringFAQs.aspx

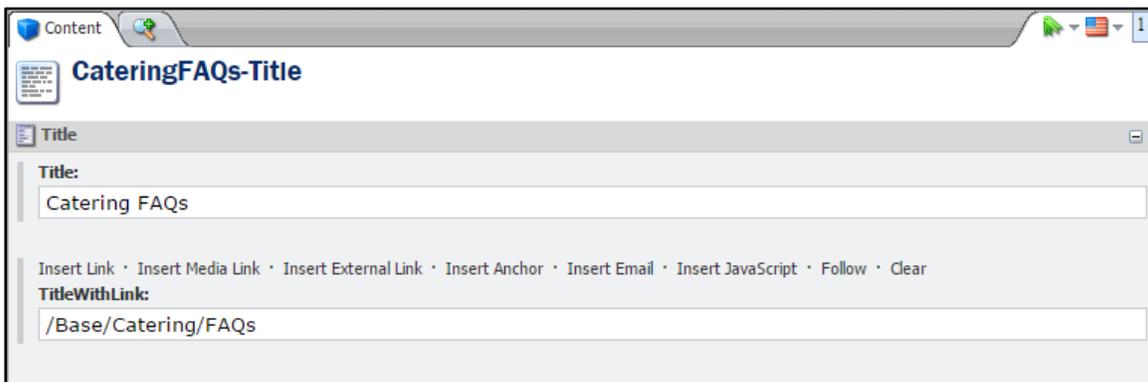
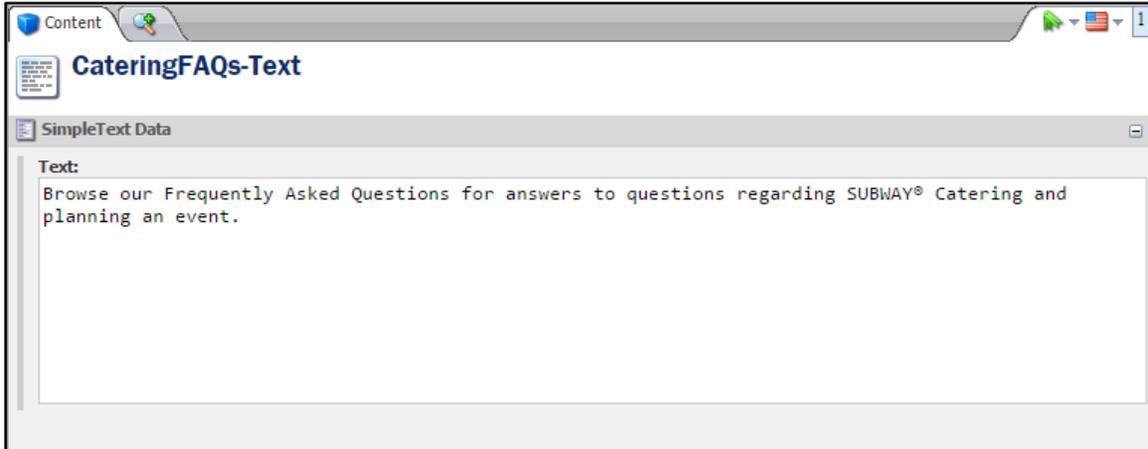
The target corresponds to the value of the **Link** field of the item CateringFAQsLearnMore-Link.

Editing Simple Text and Titles

A component that represents simple, *unformatted* text or a title has a field that contains plain text.

To edit the component:

1. In the content tree, select the component.
2. Lock the component.



3. Edit the unformatted text in the **Text** or the **Title** field.
4. If the component is a title, edit its hyperlink (**TitleWithLink**). You can leave **TitleWithLink** blank, in which case the title has no hyperlink.

See [Editing Hyperlinks in the Content Editor](#), page 53.

Note If **TitleWithLink** is blank, the browser displays the value of **Title** as the title. Otherwise, the browser displays **Description** (or **Link description**) from the hyperlink (**TitleWithLink**) as the title.

5. Save the component.
6. Publish the component.
7. Unlock the component.

Editing Rich Text Data in the Content Editor

A component that represents *formatted* text contains rich text data. Rich text is stored in the hypertext markup language (HTML).

To edit the component:

1. In the content tree, select the component.
2. Lock the component.

Whether you're hosting friends for a movie night or throwing a holiday bash, Giant Subs are the perfect way to satisfy giant hungers.

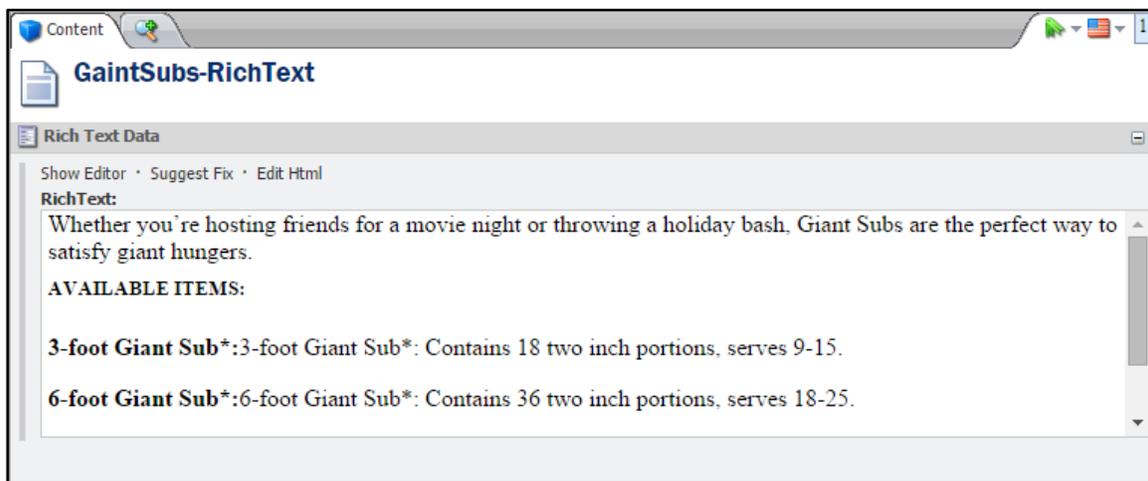
AVAILABLE ITEMS:

3-foot Giant Sub*:3-foot Giant Sub*: Contains 18 two inch portions, serves 9-15.

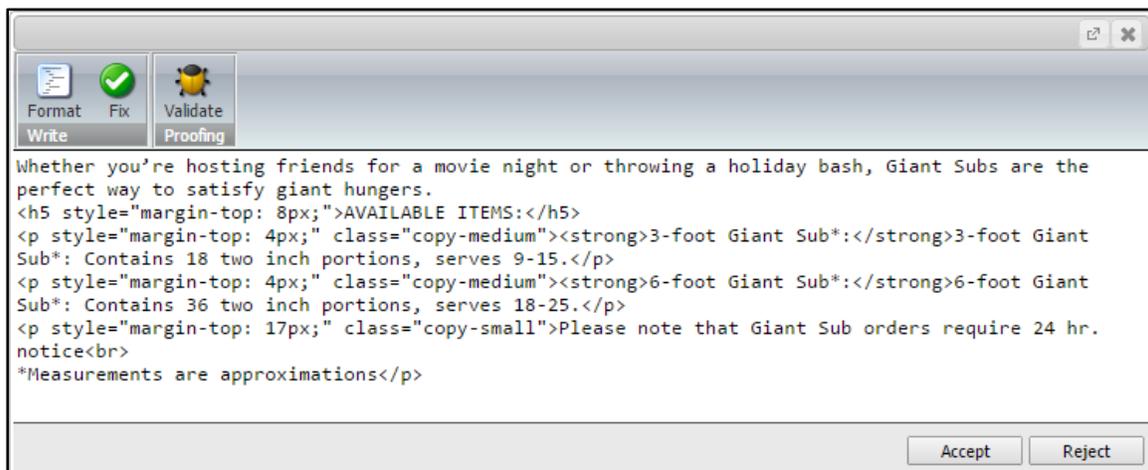
6-foot Giant Sub*:6-foot Giant Sub*: Contains 36 two inch portions, serves 18-25.

Please note that Giant Sub orders require 24 hr. notice

*Measurements are approximations

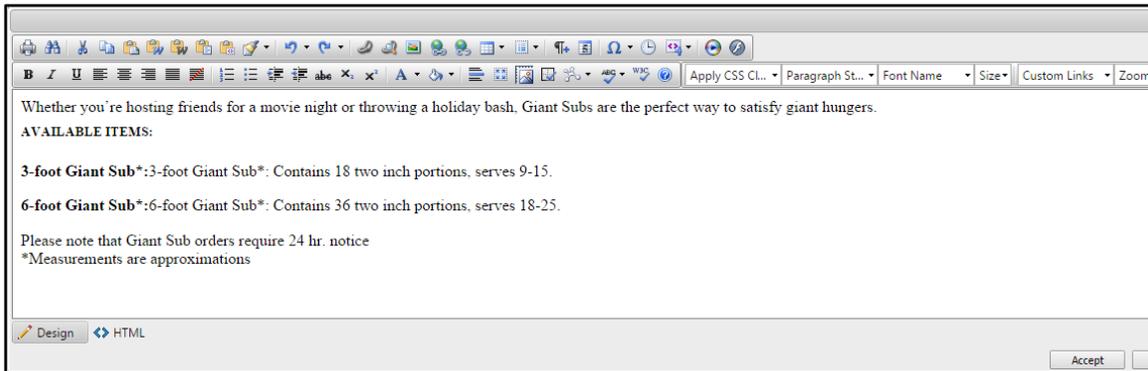


3. Edit the rich text data, using one or both of the following:
 - If you know HTML, click **Edit Html** to open the HTML editor.



You can edit the HTML content directly in the editor. Click **Validate** to check that your HTML content is XHTML compliant. Click **Fix** to correct any errors. Search the Internet for guides on editing HTML.

- Otherwise, click **Show Editor** to open the rich text editor, a what-you-see-is-what-you-get (WYSIWYG) editor.



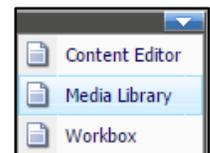
The editor provides a large array of tools to format the text directly. The rich text editor functions the same as it does in the page editor; see [Using the Rich Text Editor](#), page 14.

4. Save the component.
5. Publish the component.
6. Unlock the component.

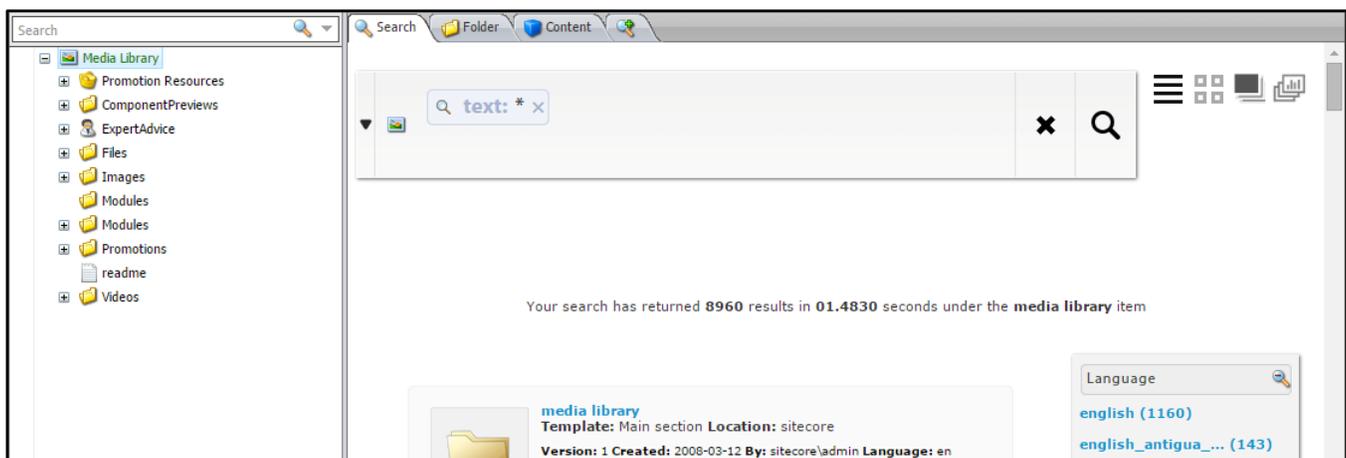
Uploading Images and Videos to the Media Library

To change an image or a video (for Flash) that your website displays to another image or video, you browse the images and videos already published to your website. If the image or video you want is not available, you need to first upload it to the media library, and then publish it to your website.

1. In the upper right corner of the browser, click the blue button (with the down arrow).
2. Click **Media Library**.

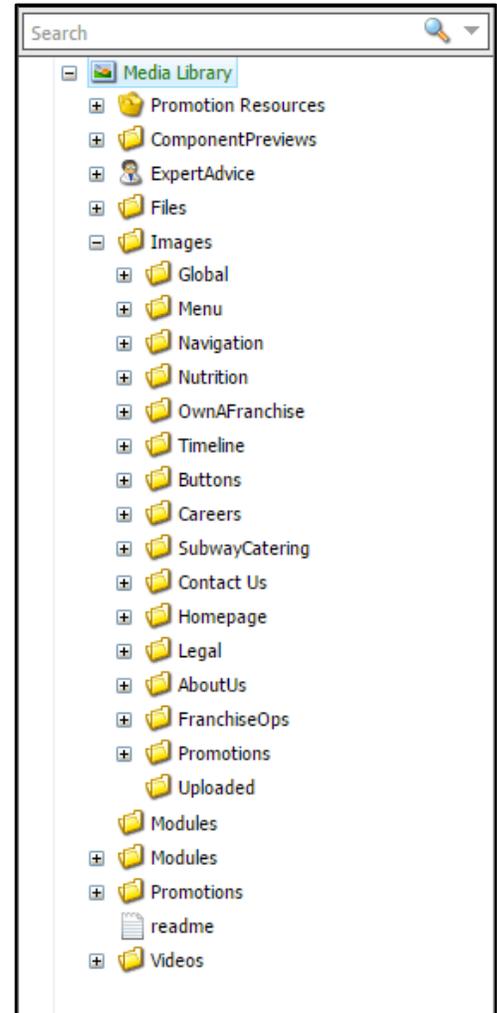


The browser displays the content structure of the media library as a tree.

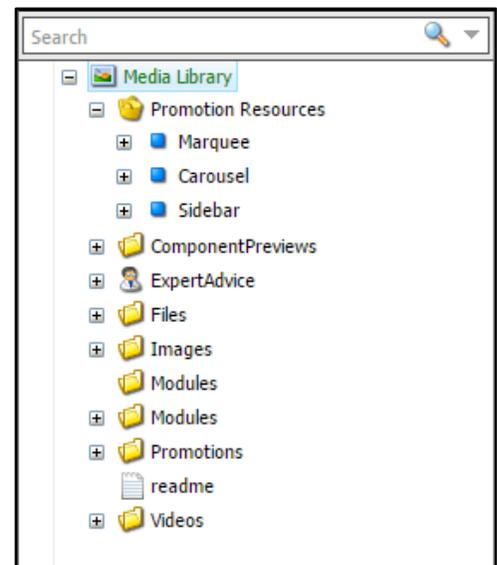


The **Images** folder contains the images you use in the *components* on a webpage. The folder contains a set of folders, one for each webpage in your site.

The **Images** folder also contains other folders for special purpose images, such as the **Buttons** folder, which contains the images that are used as buttons.



The **Promotion Resources** folder contains the images and videos you use in the assets, that is, the marquees, the carousels, and the sidebars.

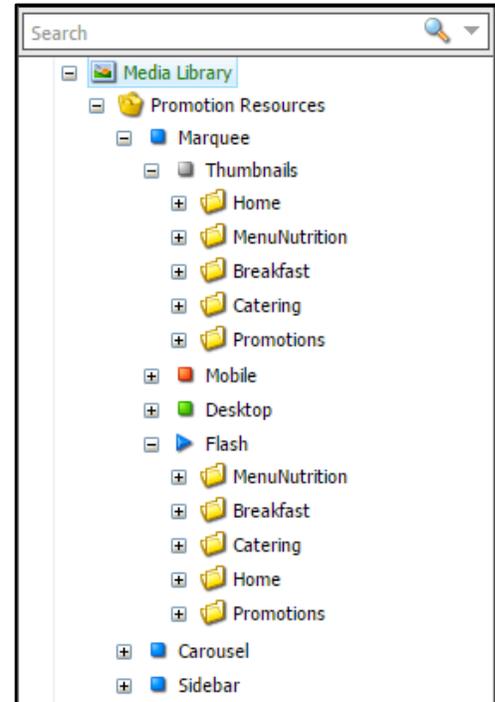


The **Marquee** asset contains four containers:

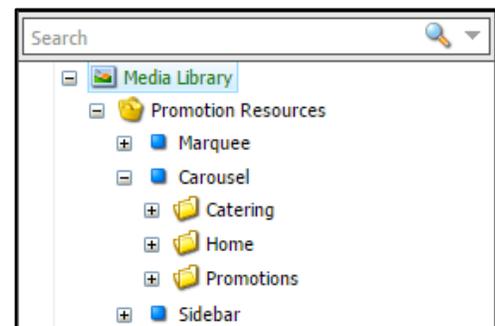
- **Thumbnails**, for the images you can use as cell fragments in a marquee
- **Mobile**, for the images that a mobile phone displays in a marquee
- **Desktop**, for the images that a desktop browser displays in a marquee
- **Flash**, for the videos (for Flash) you can use in a marquee

Each of these containers includes a folder for each marquee. These folders contain the images or videos for the corresponding marquees.

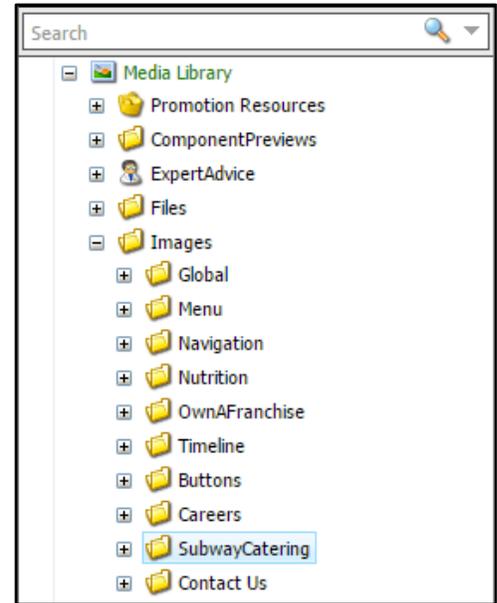
Important If you upload an image for a marquee, be sure to upload a thumbnail version, a mobile version, and a desktop version. The marquee needs **all** three versions to function correctly for all readers.



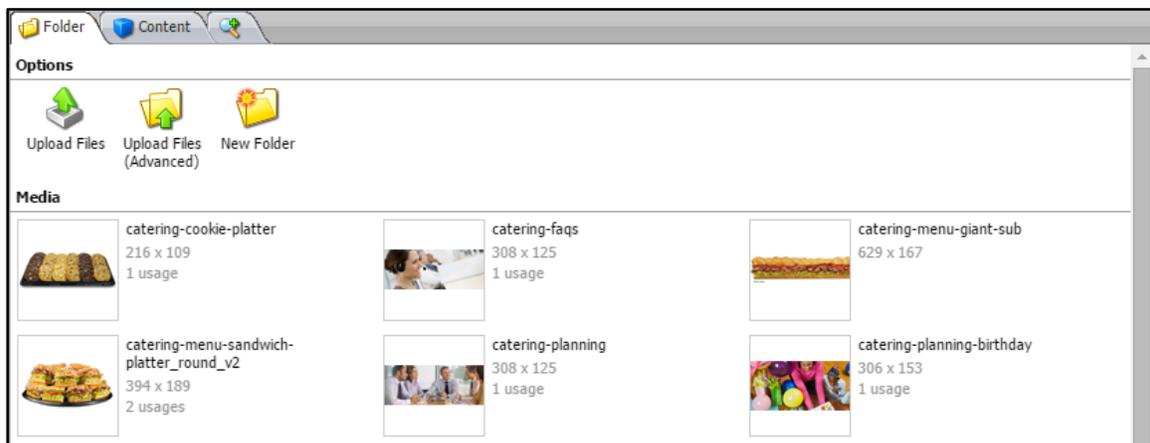
The **Carousel** asset includes a folder for each carousel. These folders contain the images for the corresponding carousel slides.



3. In the media library tree, navigate to and select the folder in which you want to place the image or video.

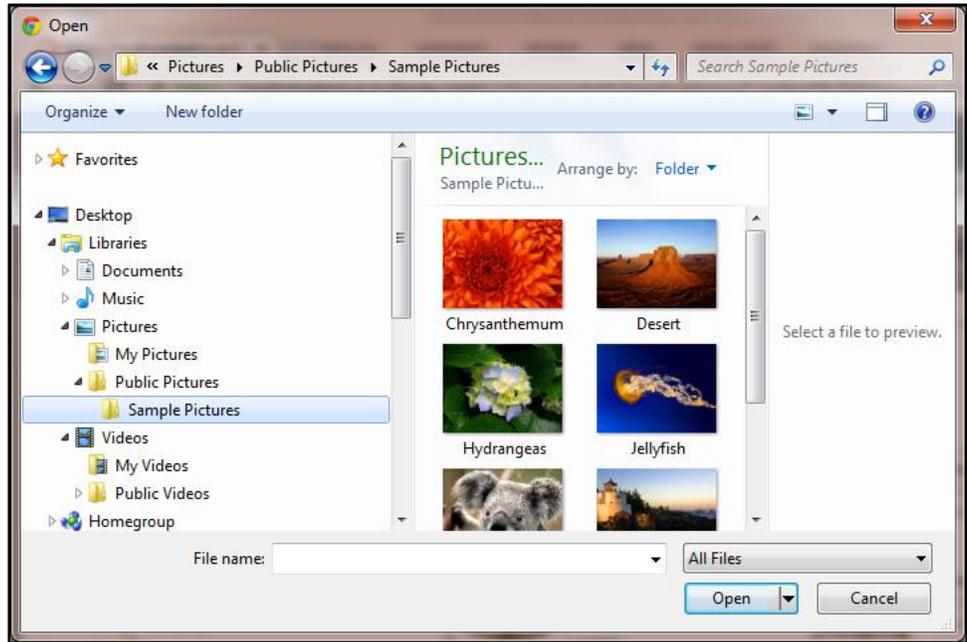


The *Folder* tab of the media library displays the images or videos already in the selected folder.



4. Click **Upload Files**.

The standard **Open** dialog box opens.



- 5. Navigate to and select the image or video file you want. You can select more than one.
- 6. Click **Open**.

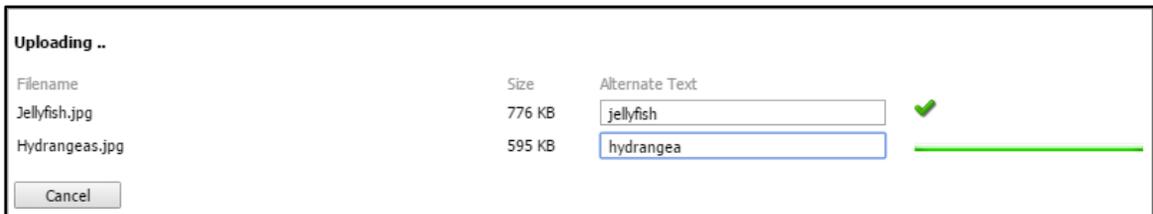
The media library displays the progress of the upload.



To cancel the upload, click **Cancel**. You are prompted to confirm the cancellation.

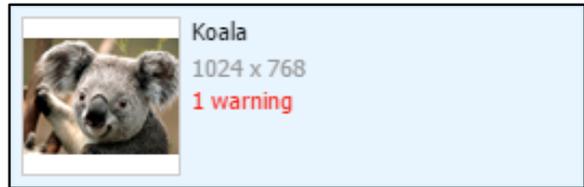
During the upload, you can enter the **Alternate Text** (the text that displays when the reader chooses not to display graphics); however, you can enter the alternate text later.

As each upload finishes, the progress bar changes to a check mark.



When the last upload finishes, the progress dialog box closes.

If you did **not** enter the alternate text in the progress dialog box, the media library displays the uploaded image or video in the *Folder* tab with a warning.



- Click the uploaded image or video.

The *Content* tab displays the fields for the image or video. Any fields marked in red are required. In this case, **Alt** (alternate text) is required.

 A screenshot of the "Image" content tab in a software interface. It features three input fields: "Alt:" (with a red vertical bar on the left indicating it is required), "Width:" (containing the value "1024"), and "Height:" (containing the value "768").

- Lock the image or video.
- Complete any required fields (marked in red).

Important Do **not** change any values that are determined from the uploaded media file itself, such as **Width** or **Height**.

- Click **Save** to save the fields.

The image or video is now in the database, but it is **not** available for use on your website. You need to publish it first.

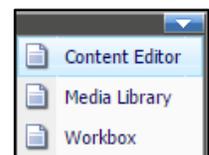
- With the image or video selected, publish it by clicking **Publish** > **Publish Item** on the *Publish* tab.

- Unlock the image or video.

- When finished uploading media, click the blue button (with the down arrow) in the upper right corner of the browser.

- Click **Content Editor**.

The media library closes.



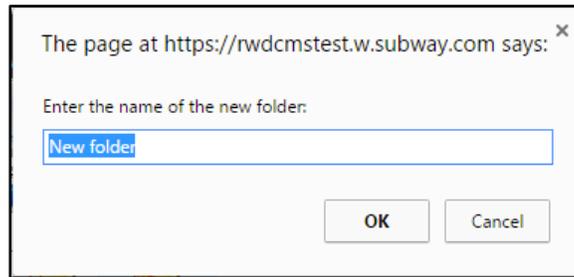
Organizing Image and Video Files in the Media Library

As you upload your image and video files to the media library, organize them into folders to make it easier for other users to find and use them.

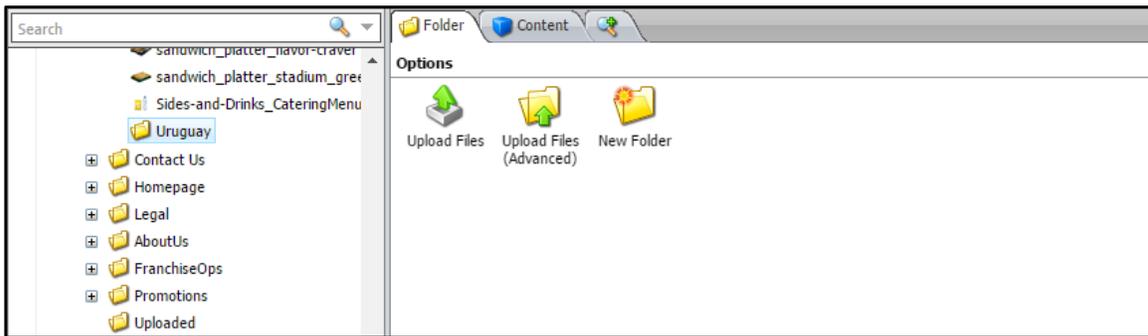
To add an empty folder to a folder in the media library:

- In the media library tree, navigate to and select the folder in which you want to create an empty folder.
- In the *Folder* tab, click **New Folder**.

A dialog box opens for you to provide the name of the folder.

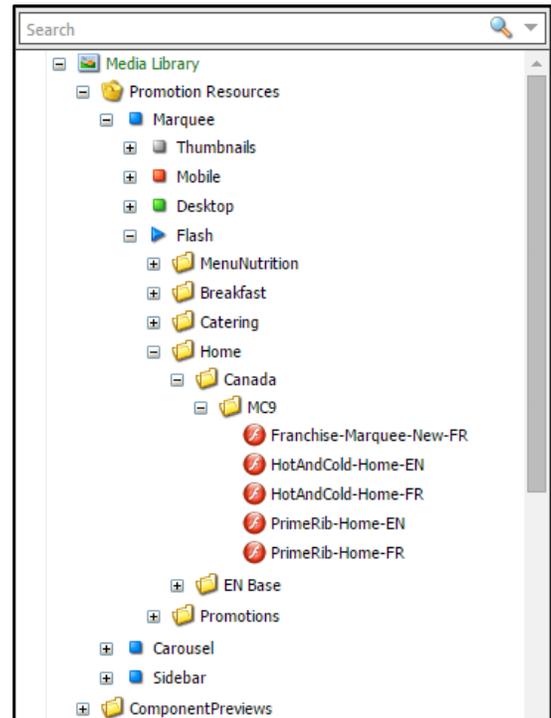


3. Enter the name you want for the folder, and then click **OK**.
The new, empty folder is created inside the selected folder.



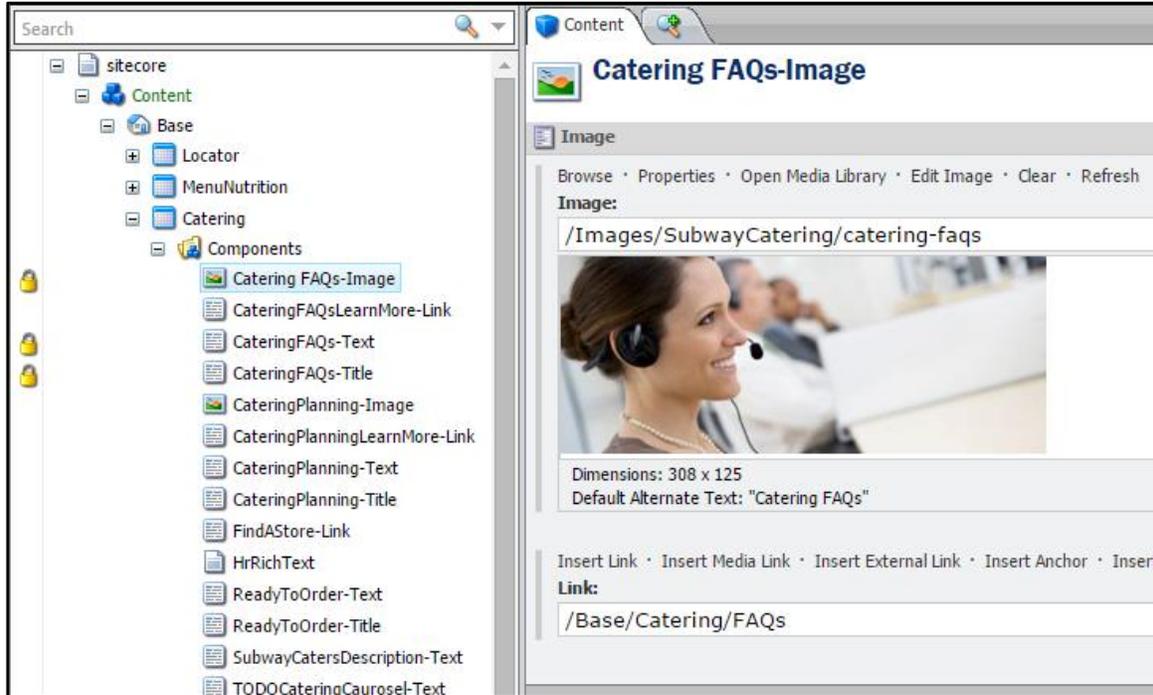
Important Create your folders at the **lower** levels of the **existing** content structure of the media library, not at the higher levels. It is important to maintain the general structure at the higher levels of the media library.

In the example here, the videos for the marquee used on the Home page of the Canadian website are stored within a Canada folder **inside** the Home folder. The existing page structure (MenuNutrition, Breakfast, Catering, Home, and Promotions) is maintained.



Editing Images in the Content Editor

A component that represents an image has a field that contains the path to the image file on the website. If the component also contains a **Link** field, edit it as you would any hyperlink; see [Editing Hyperlinks in the Content Editor](#), page 53.



In the **Image** field, you can do any of the following:

- Change the image to another image. See [Changing an Image](#), page 48.
- Change the alternate text (the text that displays when the reader chooses not to display graphics) for the image. See [Changing the Alternate Text for an Image](#), page 50.
- Delete the image. See [Deleting an Image](#), page 50.

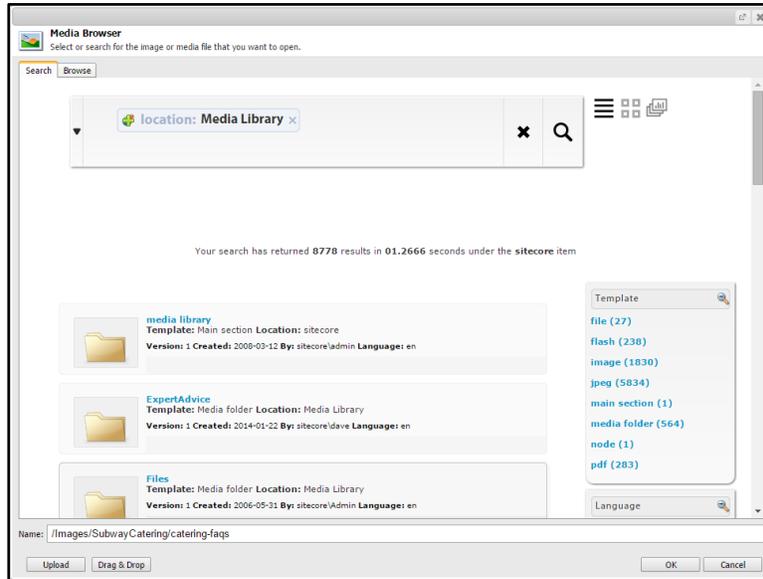
Changing an Image

To change the image to another image:

1. If necessary, upload the new image to the media library, and then publish it to your website.
See [Uploading Images and Videos to the Media Library](#), page 40.

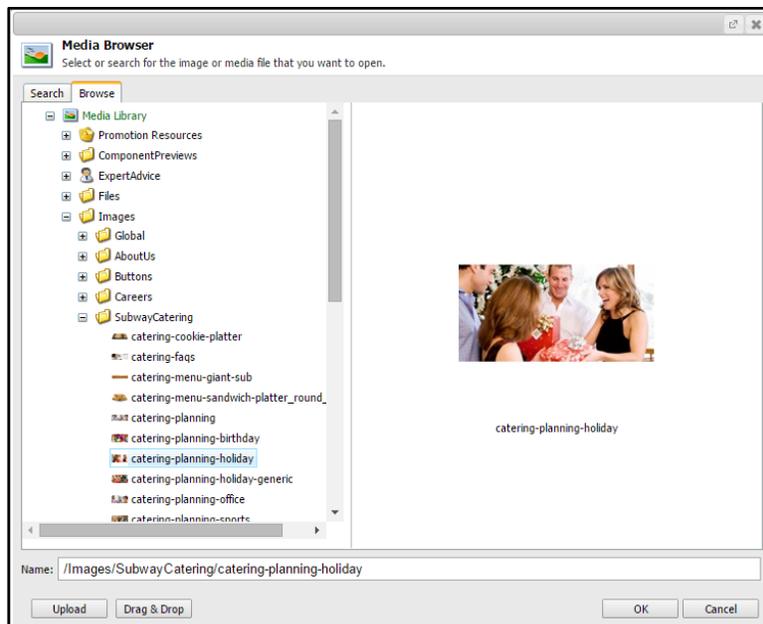
2. In the **Image** field, click **Browse**.

The **Media Browser** dialog box opens. You can either search or browse for the image you want.

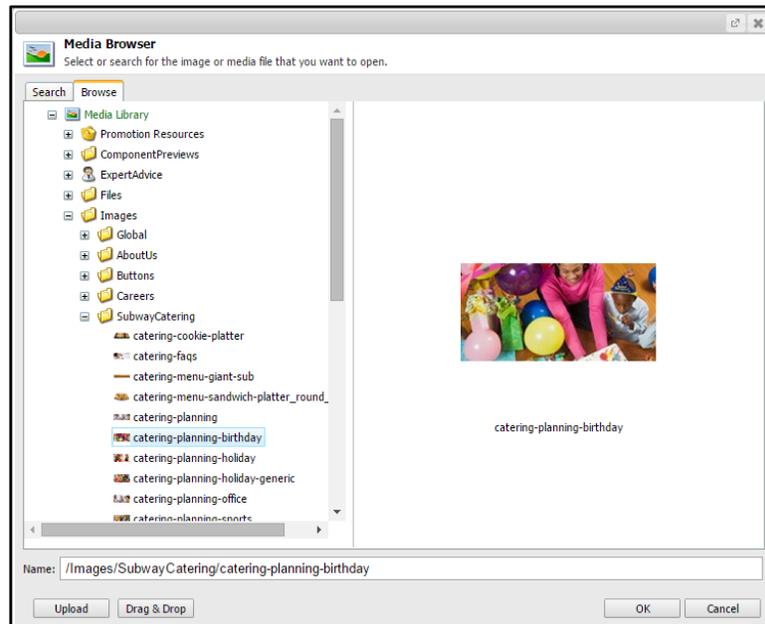


3. To browse the images at the website, click the *Browse* tab.

The dialog box displays the content structure of the media library as a tree, opened to the location of the current image. You can open and close the folders to navigate the tree.



- In the tree, navigate to the new image file and select it.



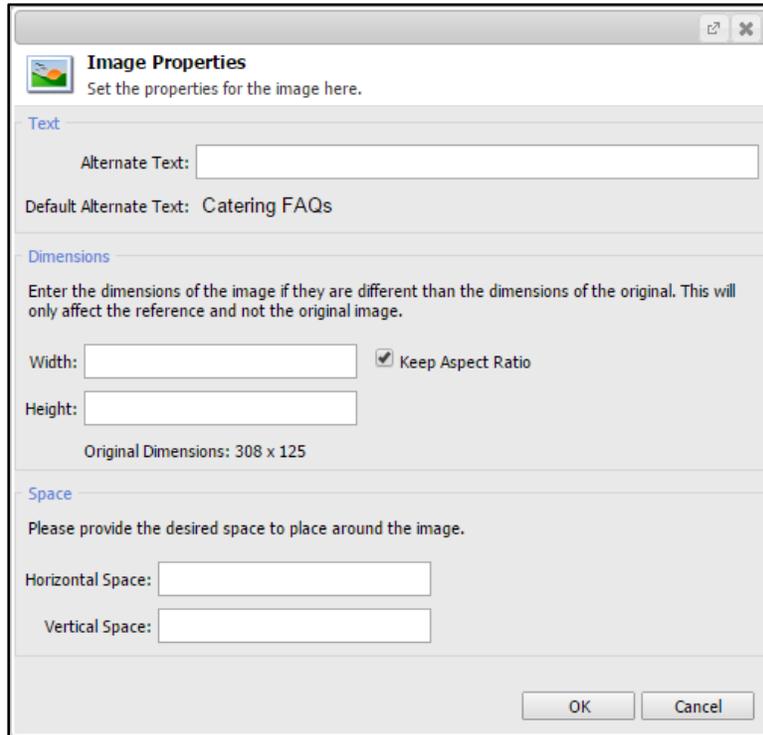
- To use the selected image, click **OK**; otherwise, click **Cancel** to keep the current image. The dialog box closes.

Changing the Alternate Text for an Image

To change the alternate text (the text that displays when the reader chooses not to display graphics) for the image:

1. In the **Image** field, click **Properties**.

The **Image Properties** dialog box opens.



2. Enter the **Alternate Text**, the text that displays when a reader turns off the browser's display of graphics.

Important Do not enter or change the values in the following fields:

- **Width and Height**
- **Horizontal Space and Vertical Space**

3. To save your changes, click **OK**; otherwise, click **Cancel** to keep the current alternate text.
The dialog box closes.

Deleting an Image

To delete the image, click **Clear** in the **Image** field.

Adding or Changing a Video for Flash

Some assets and components have a field that specifies a video (for Flash) that the asset or component displays.

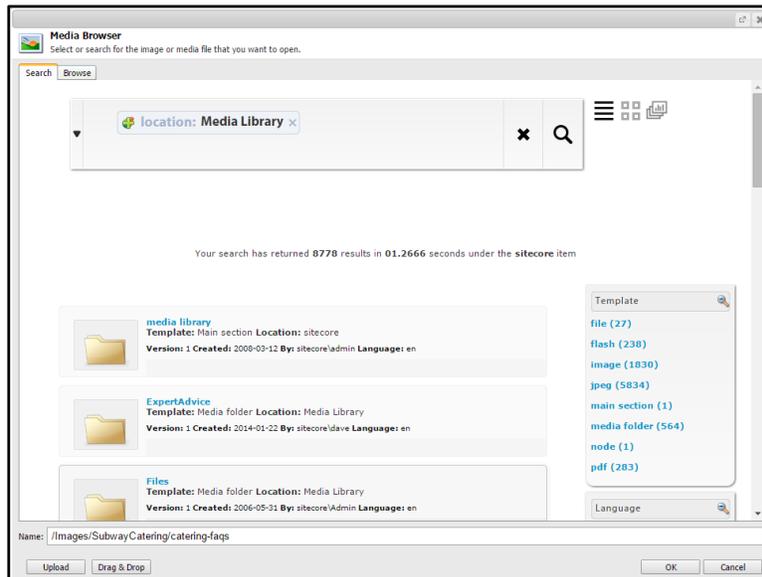
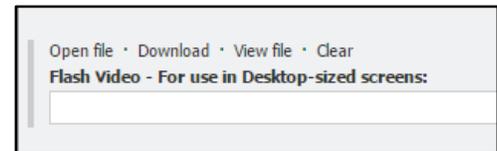
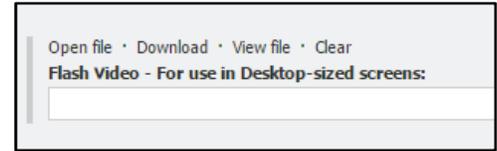
If the field is blank, you can add a video to the asset or component.

If the field lists a video, you can change it to another video.

To add or change a video:

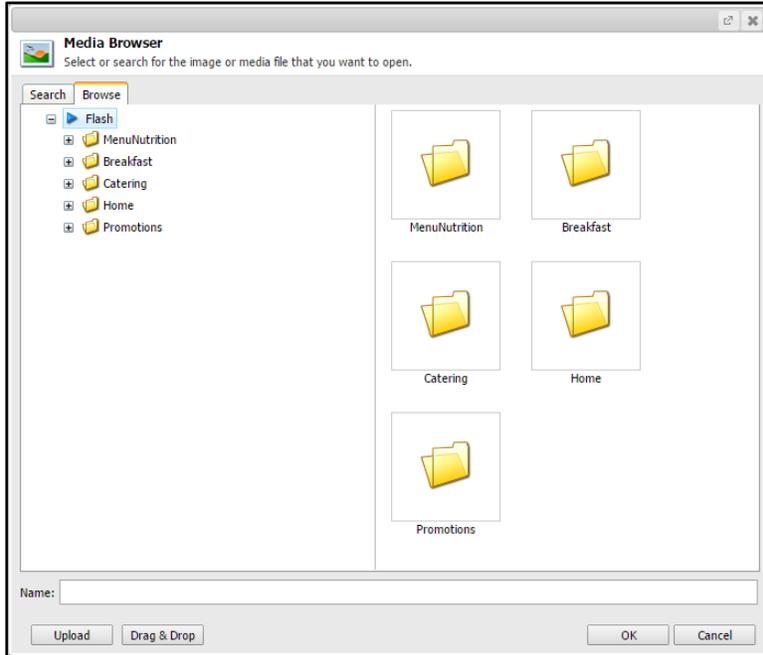
1. If necessary, upload the new video to the media library, and then publish it to your website.
See [Uploading Images and Videos to the Media Library](#), page 40.
2. In the content tree, select the asset or component that contains the video.
3. Lock the item.
4. Scroll to the field that specifies the video.
5. Click **Open file**.

The **Media Browser** dialog box opens. You can either search or browse for the video you want.

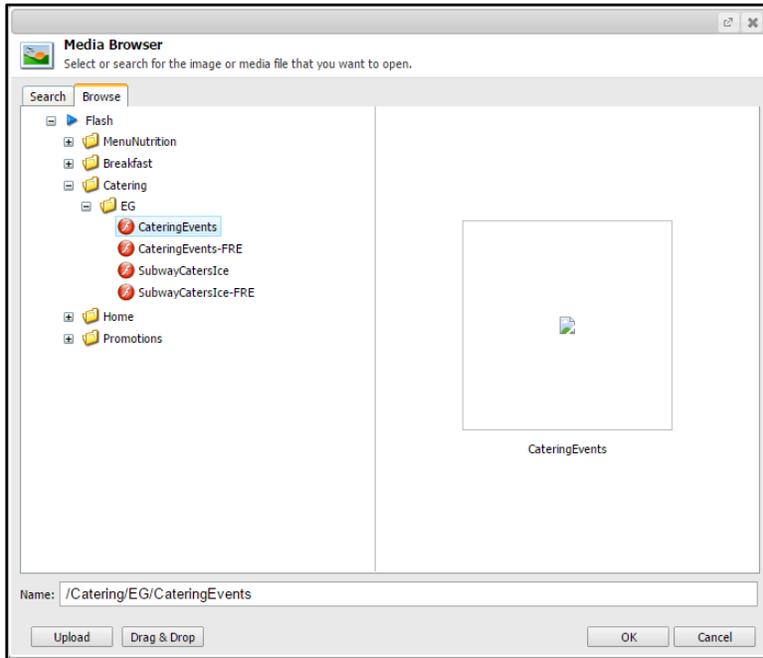


6. To browse the videos at the website, click the *Browse* tab.

The dialog box displays the content structure of the media library as a tree. You can open and close the folders to navigate the tree.

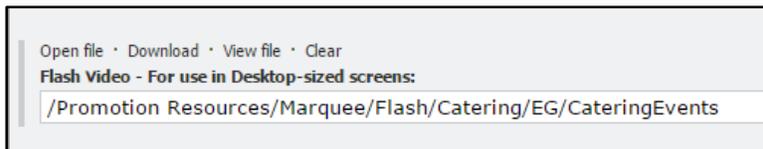


7. In the tree, navigate to the new video file and select it.



8. To use the selected video, click **OK**; otherwise, click **Cancel**.

The dialog box closes. The field displays the path to the new video.



9. To watch the video, click **View file**.

The browser opens a new window or tab and plays the video in it. Close the window or tab.

10. To remove the video from the item, click **Clear**.
11. Save the item.
12. Publish the item.
13. Unlock the item.

Editing Hyperlinks in the Content Editor

A hyperlink (or link) allows a reader to navigate to another webpage or open a media file by simply clicking the hyperlink, which is functionally superimposed over a piece of text, an image, or a video (for Flash). You can edit a hyperlink to specify its target, which can be one of the following:

- Another page in your website; see [Targeting a Page within Your Website](#), page 53
- A page in a website outside your website; see [Targeting a Page outside Your Website](#), page 55
- A media file, such as a PDF file; see [Targeting a Media File](#), page 56

Targeting a Page within Your Website

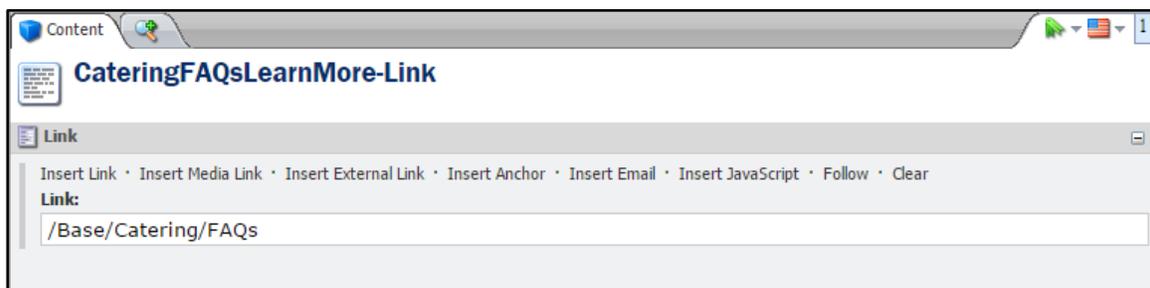
Typically, the target of the hyperlink is a page in your website.

1. In the content tree, select the item that contains the hyperlink.

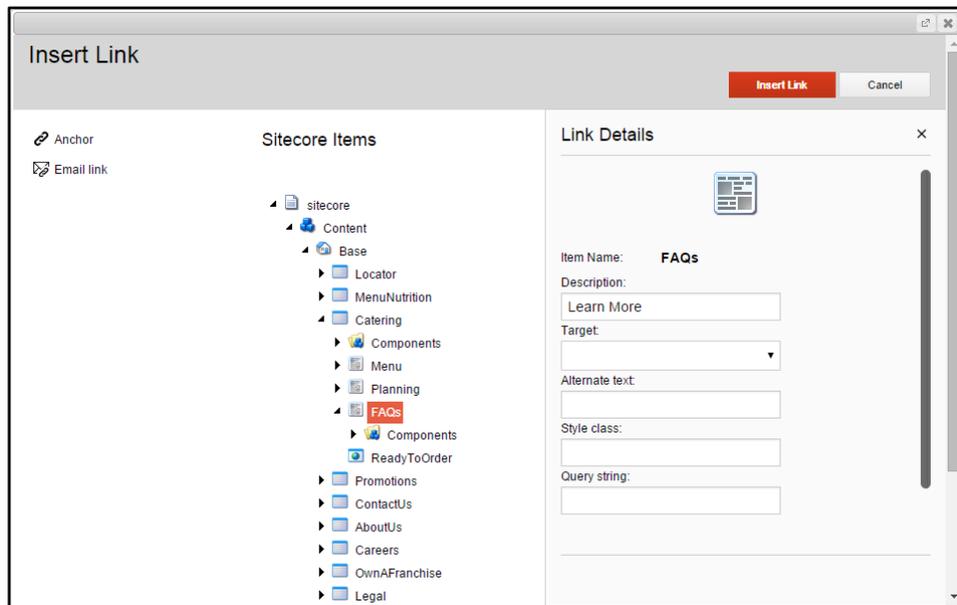
Note Typically, a component that has a link, such as a title, a simple link, or an image, is contained in the Components folder for the webpage that displays it, that is, under Base in the content tree.

To edit a link that is part of a marquee or a carousel, select the marquee or carousel under Promotions in the content tree.

2. Lock the item.
3. Open the field group containing the hyperlink, that is, the field with a name that includes the string “Link.”



4. Click **Insert Link**.



5. In the Sitecore Items list, select the *new* target of the link.

6. If necessary, edit the **Description**.

Note The purpose of the **Description** depends upon the item that contains the hyperlink:

- In general, the **Description** is the text the browser displays as the link. If you leave the **Description** blank, then the browser displays the **item name** of the target page, which may be unreadable text.
- If the hyperlink is attached to an image, the browser displays **no** text.
- If the hyperlink is attached to a carousel slide, the **Description** is the text the slide displays below the image. If you leave the **Description** blank, then the slide displays **no** text.
- If the hyperlink is attached to a marquee cell, the marquee displays the **Description** as a tooltip when the mouse hovers over the link. If you leave the **Description** blank, the marquee displays **no** tooltip.

7. If necessary, edit the **Alternate text**.

In general, the browser displays this text as a tooltip when the mouse hovers over the link. It can be blank.

8. Leave **Style class** and **Query string** blank.

You cannot select the **Target**.

9. Click **Insert Link**.

10. Save the item.

11. To check that the target is correct, click **Follow**.

The content editor displays the target item. In the *Navigate* tab, click **Back** to display the item you are editing.

12. Publish the item.
13. Unlock the item.

Targeting a Page outside Your Website

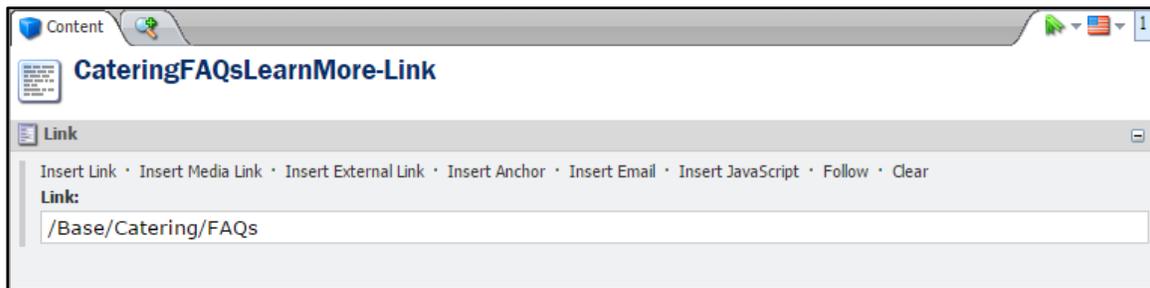
You can change the target of the hyperlink to point to a page that is outside your website.

1. In the content tree, select the item that contains the hyperlink.

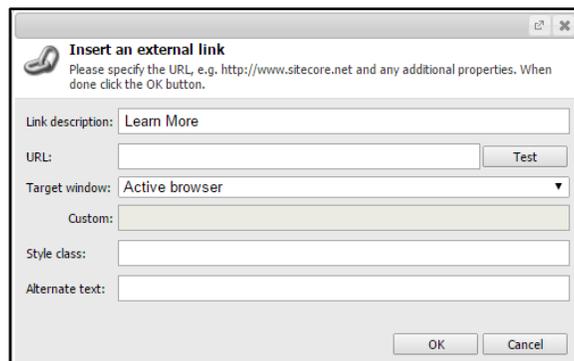
Note Typically, a component that has a link, such as a title, a simple link, or an image, is contained in the Components folder for the webpage that displays it, that is, under Base in the content tree.

To edit a link that is part of a marquee or a carousel, select the marquee or carousel under Promotions in the content tree.

2. Lock the item.
3. Open the field group containing the hyperlink, that is, the field with a name that includes the string "Link."



4. Click **Insert External Link**.



5. If necessary, edit the **Link description**.

Note The purpose of the **Link description** depends upon the item that contains the hyperlink:

- In general, the **Link description** is the text the browser displays as the link. If you leave the **Link description** blank, then the browser displays **no** text to click.
- If the hyperlink is attached to an image, the browser displays **no** text.

- If the hyperlink is attached to a carousel slide, the **Link description** is the text the slide displays below the image. If you leave the **Link description** blank, then the slide displays **no** text.
- If the hyperlink is attached to a marquee cell, the marquee displays the **Link description** as a tooltip when the mouse hovers over the link. If you leave the **Link description** blank, the marquee displays **no** tooltip.

6. Enter the **URL** of the target.

7. Select the **Target window**.

- **Active browser** displays the target in the current browser window.
- **New browser** displays the target in a new browser window.

8. If necessary, edit the **Alternate text**.

In general, the browser displays this text as a tooltip when the mouse hovers over the link. It can be blank.

9. Leave **Style class** blank.

10. Click **OK**.

11. Save the item.

12. To check that the target is correct, click **Follow**.

The browser opens a new window or tab to display the target. Close the window or tab displaying the target.

13. Publish the item.

14. Unlock the item.

Targeting a Media File

You can change the target of the hyperlink to point to a media file, such as a PDF file.

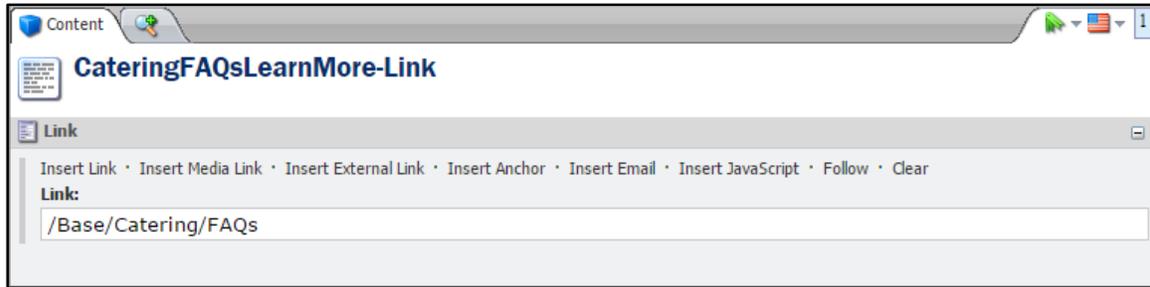
1. In the content tree, select the item that contains the hyperlink.

Note Typically, a component that has a link, such as a title, a simple link, or an image, is contained in the Components folder for the webpage that displays it, that is, under Base in the content tree.

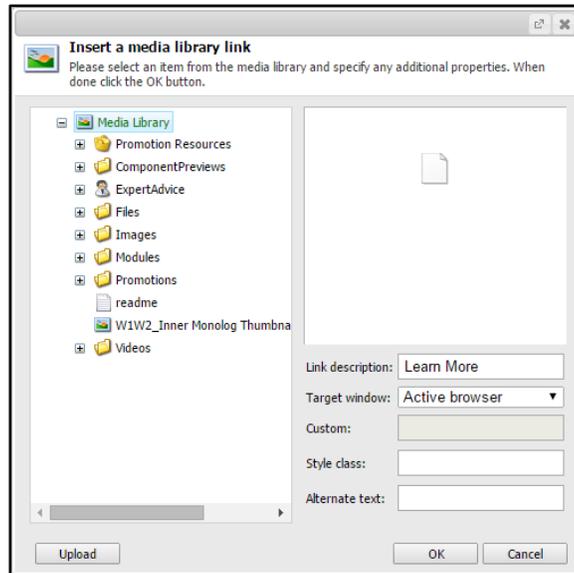
To edit a link that is part of a marquee or a carousel, select the marquee or carousel under Promotions in the content tree.

2. Lock the item.

3. Open the field group containing the hyperlink, that is, the field with a name that includes the string "Link."



4. Click **Insert Media Link**.



5. In the media library tree, select the target file.

6. If necessary, edit the **Link description**.

Note The purpose of the **Link description** depends upon the item that contains the hyperlink:

- In general, the **Link description** is the text the browser displays as the link. If you leave the **Link description** blank, then the browser displays **no** text to click.
- If the hyperlink is attached to an image, the browser displays **no** text.
- If the hyperlink is attached to a carousel slide, the **Link description** is the text the slide displays below the image. If you leave the **Link description** blank, then the slide displays **no** text.
- If the hyperlink is attached to a marquee cell, the marquee displays the **Link description** as a tooltip when the mouse hovers over the link. If you leave the **Link description** blank, the marquee displays **no** tooltip.

7. Select the **Target window**.

- **Active browser** displays the target in the current browser window.
- **New browser** displays the target in a new browser window.

8. If necessary, edit the **Alternate text**.

In general, the browser displays this text as a tooltip when the mouse hovers over the link. It can be blank.

9. Leave **Style class** blank.

10. Click **OK**.

11. Save the item.

12. To check that the target is correct, click **Follow**.

The content editor displays the target in the media library. In the *Navigate* tab, click **Back** to display the item you are editing.

13. Publish the item.

14. Unlock the item.

Editing Marquees

Located just below the store-country count, a marquee is an area on a webpage where you can communicate new promotions, sponsorships, events, and offers.



Functionally, the marquee displays a group of images or videos (for Flash) sequentially at regular intervals, and then repeats the sequence. For example, the home page marquee displays the sequence shown here.

At any time, a reader can navigate and view any image or video by clicking its related thumbnail on the left side of the marquee.

Typically, each image or video is a hyperlink to another page on the website.



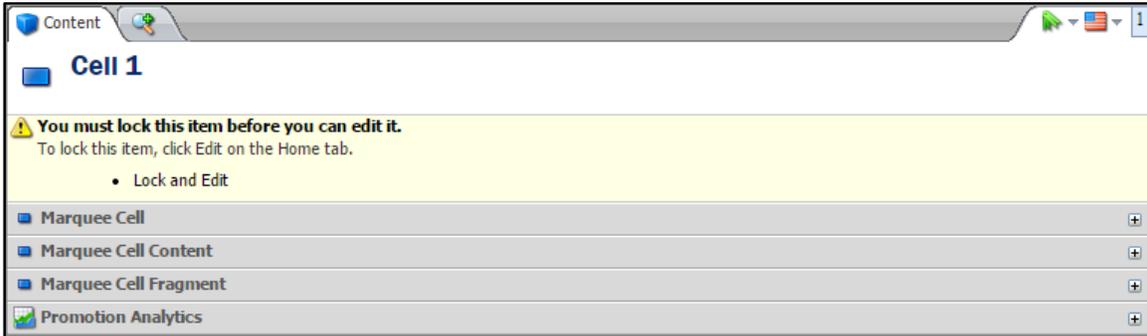
Structurally, a marquee is an ordered set of cells, each of which contains the following content data:

- Marquee Cell
 - Hyperlink
 - Duration
- Marquee Cell Content
 - Mobile (585 x 305 image to display on mobile phones)
 - Desktop (1000 x 300 image to display in desktop browsers)
 - Flash Video
- Marquee Cell Fragment (thumbnail)
 - Fragment Image
 - Fragment Text

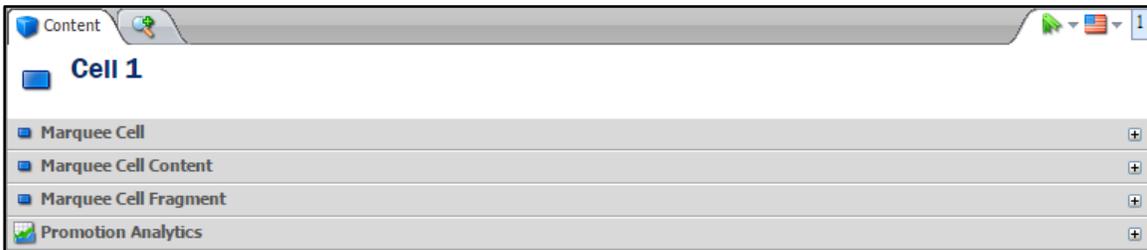
To edit a marquee:

1. If necessary, upload the images and videos for the marquee to the media library. See [Uploading Images and Videos to the Media Library](#), page 40.
2. In the content tree of the content editor, open the marquee. The path is **Content > Promotions > Base > Marquees > <webpage name>**.

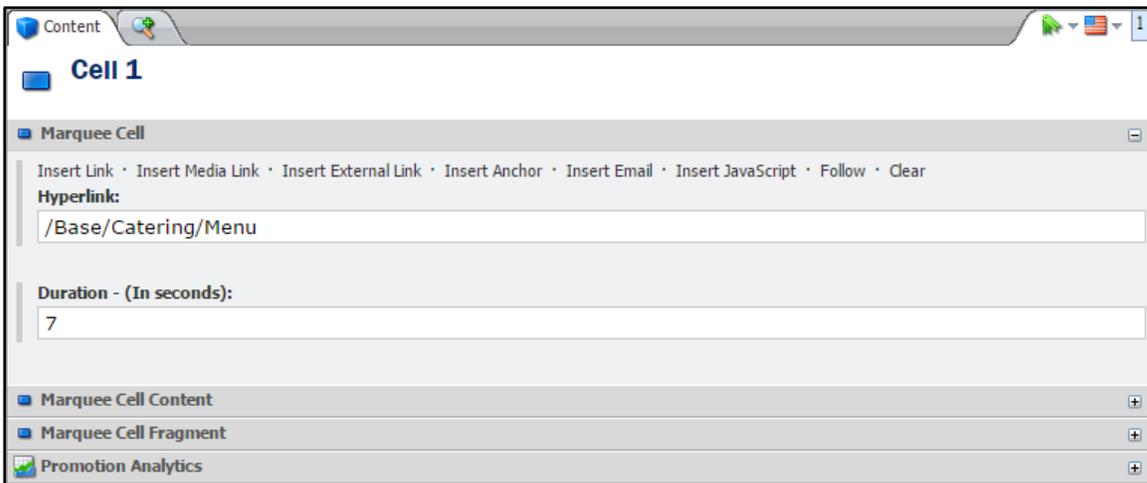
- 3. For *each* cell you want to edit:
 - a. Select the cell in the content tree.



- b. Lock the cell.



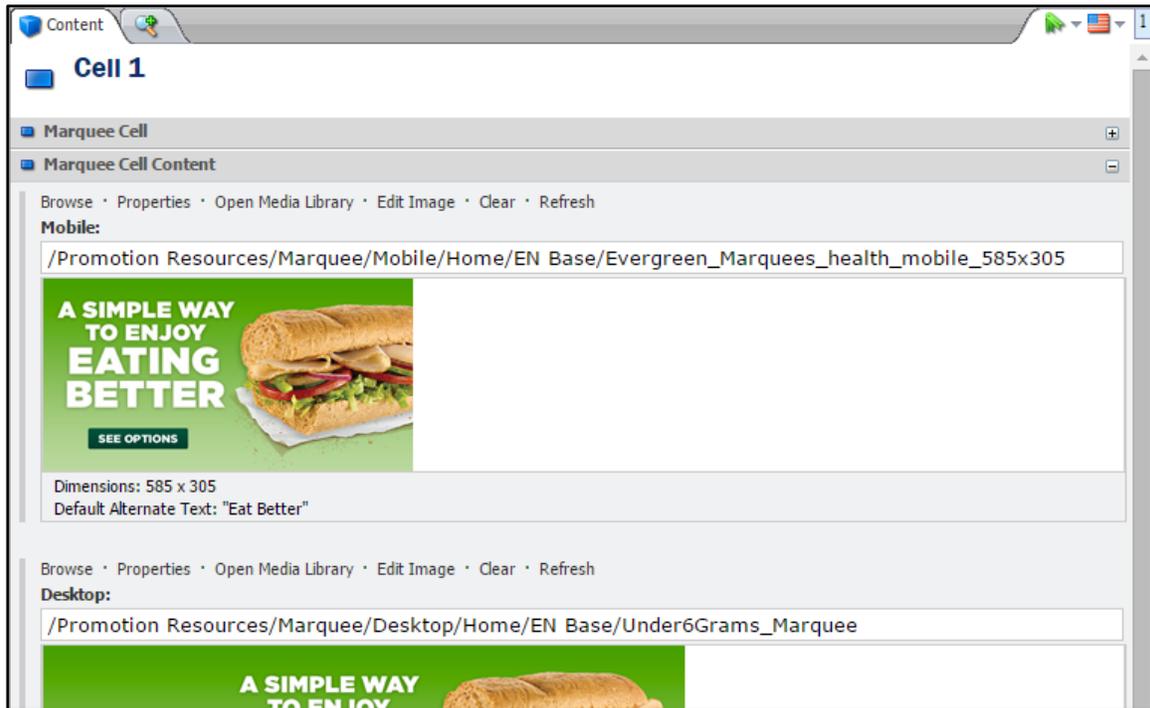
- c. Open **Marquee Cell**.



- d. Edit any of the following:
 - **Hyperlink**, the webpage or media file the browser displays when a reader clicks the cell
See [Editing Hyperlinks in the Content Editor](#), page 53.
 - **Duration - (In seconds)**, the length of time the marquee displays the content of a cell

e. Open **Marquee Cell Content**.

The **Marquee Cell Content** field specifies the media content the cell displays.



f. Edit any of the following:

- **Mobile**, the 585 x 305 image to display on mobile phones
- **Desktop**, the 1000 x 300 image to display in desktop browsers

You can replace the images with other images and change the alternate texts for the images. See [Editing Images in the Content Editor](#), page 39.

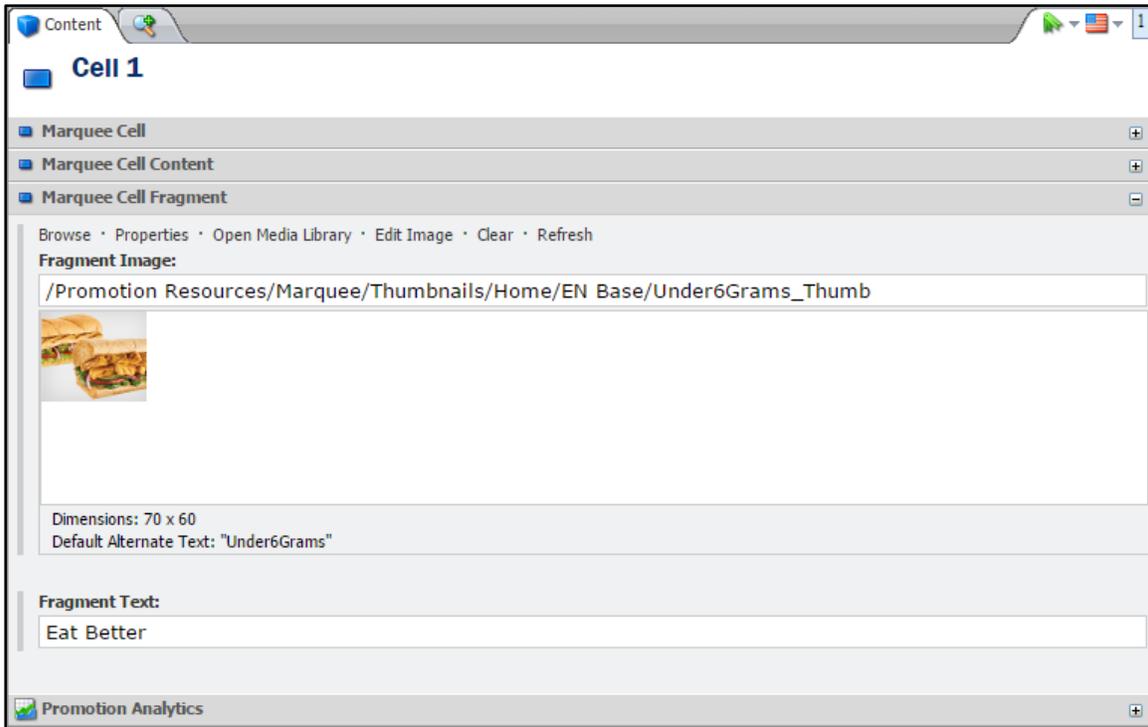
- **Flash Video - For use in Desktop-sized screens**, the video to display in desktop browsers

Click **Open file** to add a video to the cell. See [Adding or Changing a Video for Flash](#), page 51.

Important Whether you add a video to a cell or not, **always** specify a mobile **and** a desktop image. Mobile phones and some tablet devices cannot display videos for Flash.

g. Open **Marquee Cell Fragment**.

The **Marquee Cell Fragment** field specifies the image and text of the navigational thumbnail for the cell.



h. Edit any of the following:

- **Fragment Image**, the 70 x 60 image for the thumbnail
You can replace the image with another image and change the alternate text for the image. See [Editing Images in the Content Editor](#), page 39.
- **Fragment Text**, the text for the thumbnail

i. Save the cell.

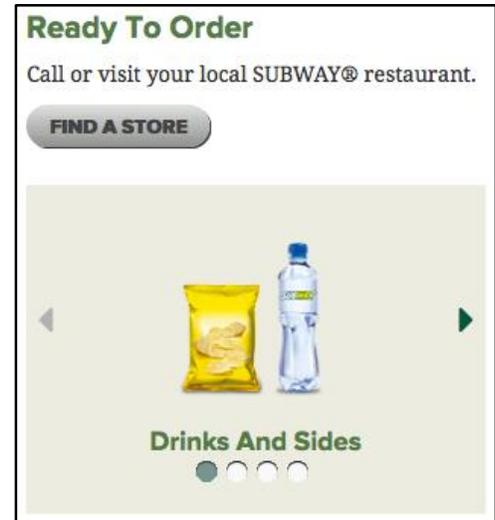
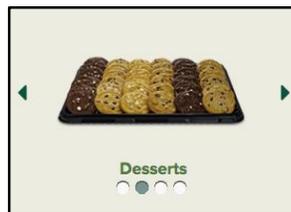
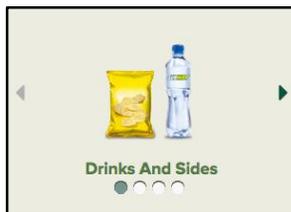
j. Publish the cell.

k. Unlock the cell.

Editing Carousels

Located in the secondary promotional unit, a carousel is another area on a webpage where you can highlight additional marketing promotions, new product offerings, partnerships, and offers.

A carousel contains a sequence of slides, each of which contains an image. The carousel can display one or more slides together in a slide page. After a fixed interval of time, the carousel displays the next page of slides. For example, the carousel on the catering webpage contains the following slides in pages 1 and 2 (one slide per page).



When the carousel reaches the **last** page of slides in the sequence, it displays the content of the **previous** page and then continues to the **first** page, from which it repeats the sequence. Unlike a marquee, a carousel cycles back and forth among its pages, rather than in one direction.

A reader can navigate and view any page of slides by clicking its corresponding dot at the bottom of the carousel. The reader can also navigate back and forth among the pages by clicking the arrows at the left and right sides of the carousel. Typically, each slide is a hyperlink to another page on the website.

Each slide contains the following content data:

- Image Cell (slide)
 - Image
 - Link (hyperlink)

Editing a carousel involves two tasks, both of which are optional.

- [Editing the Slides in a Carousel](#), page 63
- [Configuring a Carousel](#), page 65

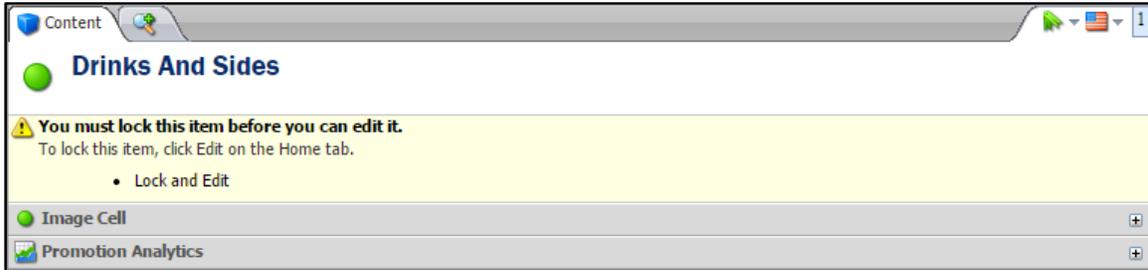
Editing the Slides in a Carousel

You can edit the images and the hyperlinks of the slides in a carousel. After you edit the slides, it is not necessary to reconfigure the carousel where it is used on the website.

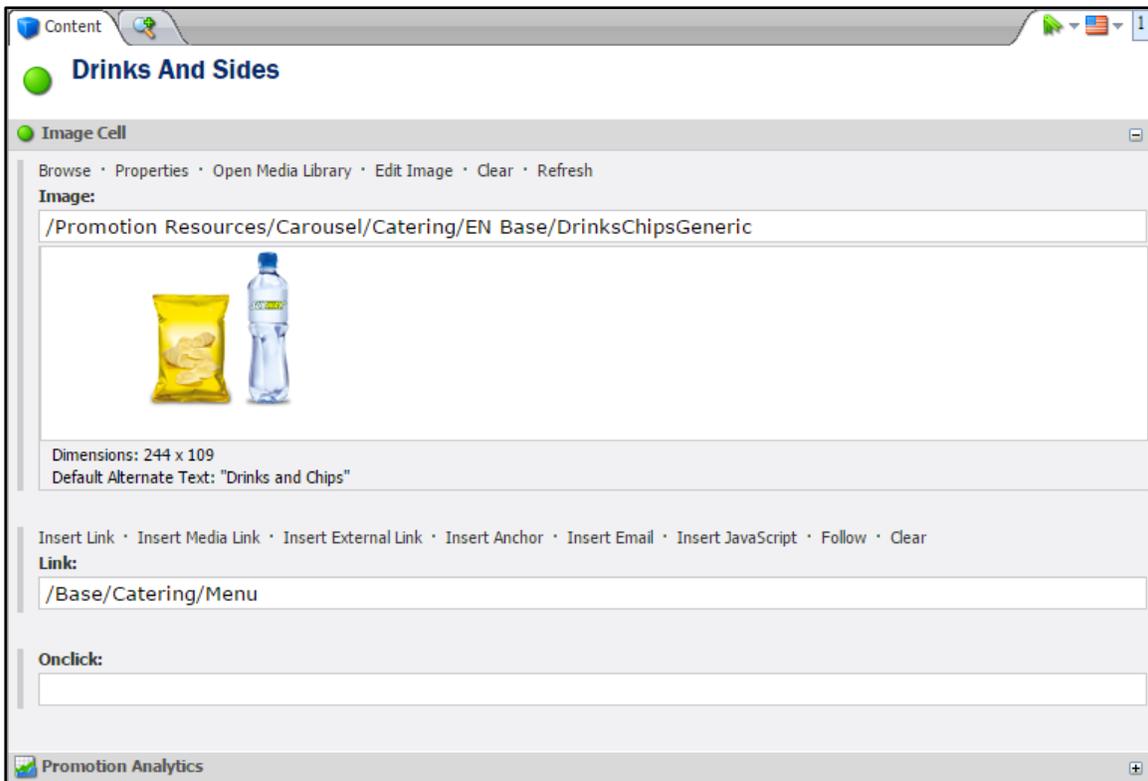
To edit the slides in a carousel:

1. If necessary, upload the images for the carousel to the media library.
See [Uploading Images and Videos to the Media Library](#), page 40.
2. In the content tree of the content editor, open the carousel.
The path is **Content > Promotions > Base > Carousels**.

- 3. For *each* slide that you want to edit:
 - a. Select the slide in the content tree.



- b. Lock the slide.
- c. Open **Image Cell**.



- d. Edit any of the following:
 - **Image**
You can replace the image with another image and change the alternate text for the image. See [Editing Images in the Content Editor](#), page 39.
 - **Link** (hyperlink), the webpage or media file the browser displays when a reader clicks the slide
See [Editing Hyperlinks in the Content Editor](#), page 53.

Note The alternate text for the image is **not** the text the carousel displays below the slide. You set the display text in the description of the hyperlink.

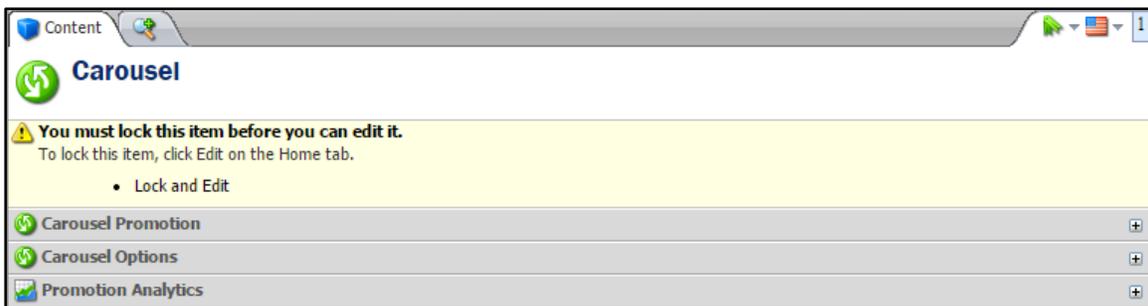
- e. Save the slide.
- f. Publish the slide.
- g. Unlock the slide.

Configuring a Carousel

The configuration of a carousel is the subset of slides that the carousel displays, the look of the carousel, and the rate at which the carousel displays its slides when a reader views the carousel on a page of the website. You configure the carousel on the webpage where it is used. You can configure a carousel without editing its slides.

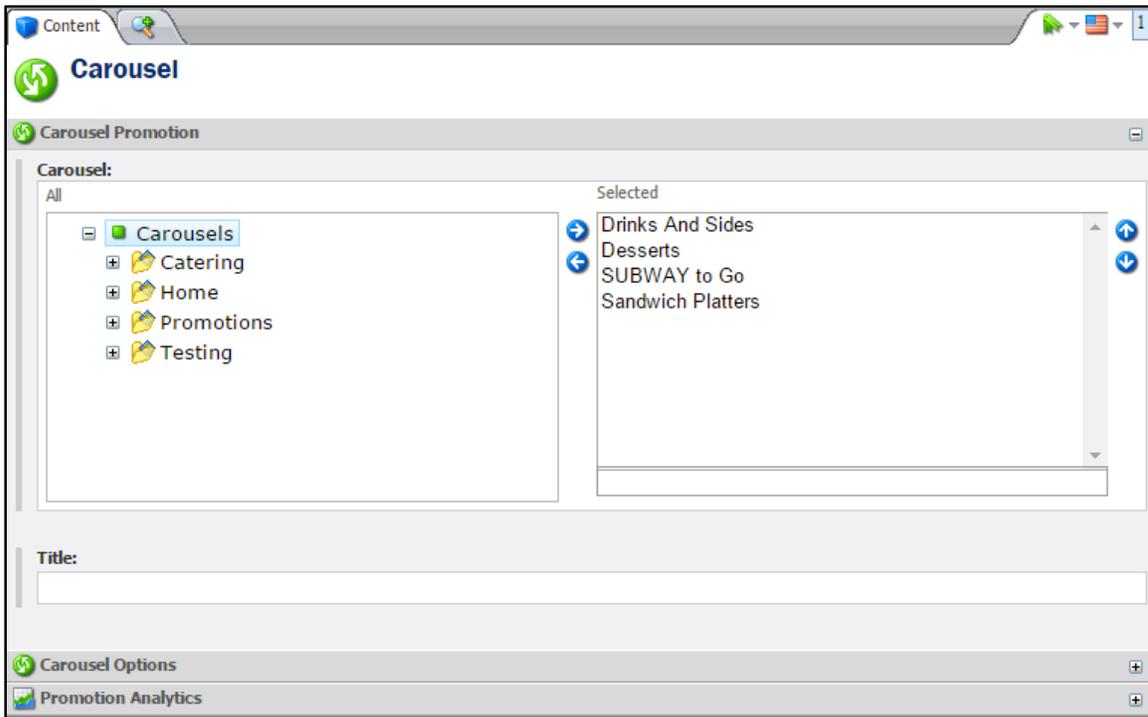
To configure a carousel:

1. In the content tree, open the page that contains the carousel you want to configure.
The path is **Content** > **Base** > ... > **<webpage name>**.
2. Open the **Components** folder for the page.
3. Select **Carousel**.

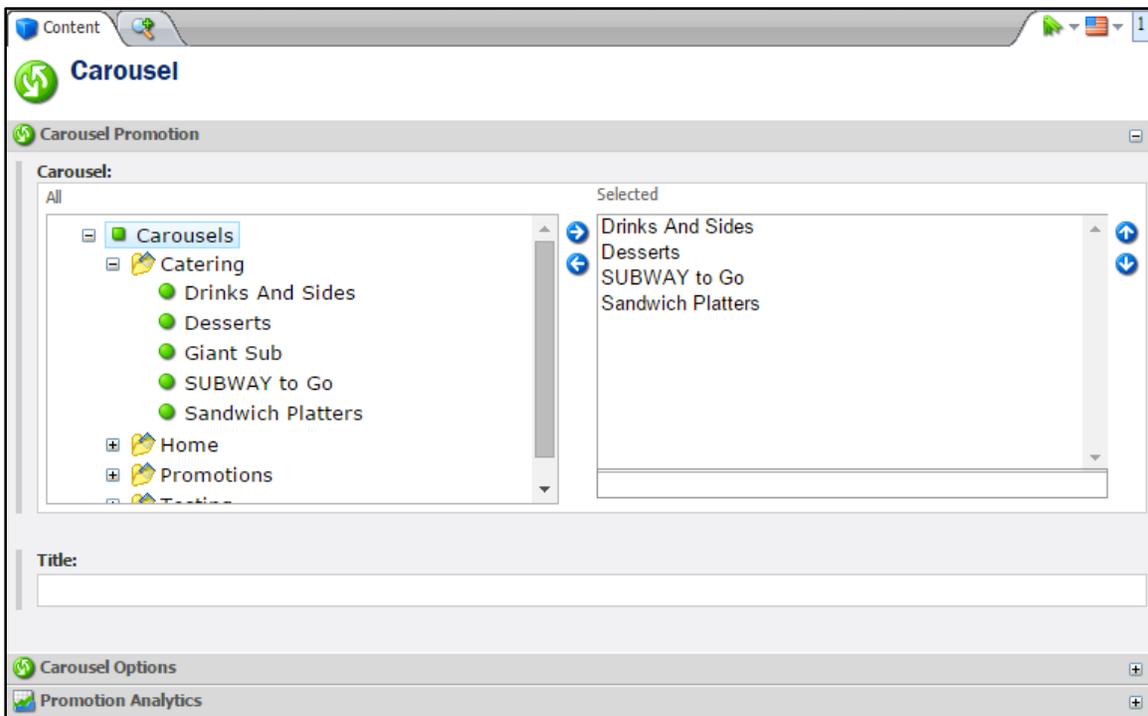


4. Lock the **Carousel**.
5. Open **Carousel Promotion**.

The field displays two lists. **All** lists the available carousels. **Selected** lists the slides it shows when a reader views the page on the website.



6. To see its slides, open the carousel you want to configure.



7. If necessary, edit the **Selected** list of slides.

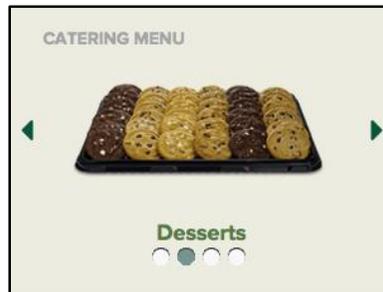
- To add a slide to the list, select the slide in the **All** list and click the right arrow →.
- To remove a slide from the list, select the slide in the **Selected** list and click the left arrow ←.
- To move a slide within the **Selected** list, select the slide and click the up arrow ↑ or the down arrow ↓ as often as necessary to obtain the order you want.

Note You need not include all the slides from the **All** list.

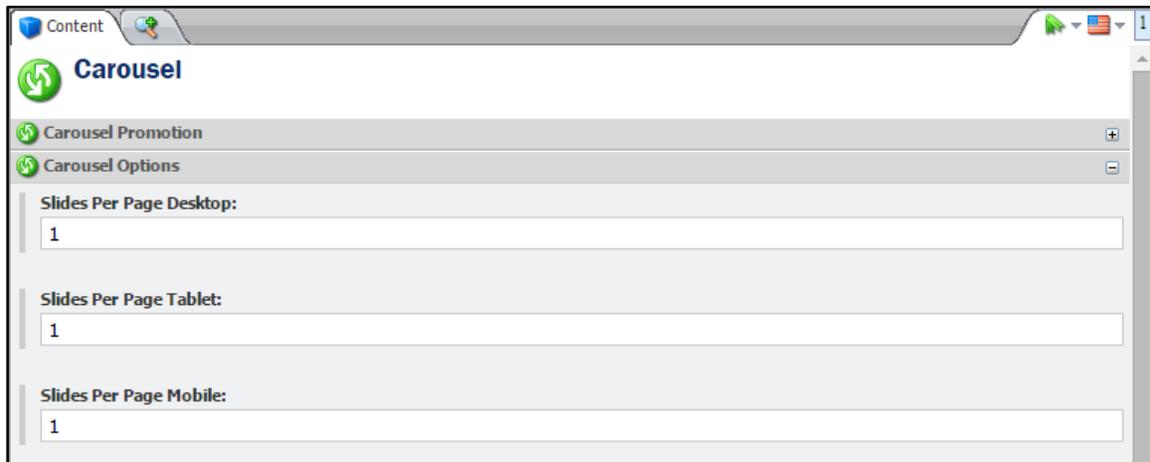
You **can** include slides from any of the carousels; however, it may **not** be wise to include them. The slides in the other carousels are likely **not** related (in content nor in size) to the slides in the carousel you are configuring.

8. If necessary, edit the **Title**. You can leave it blank.

The carousel displays the value of the **Title** in the upper left corner.



9. Open **Carousel Options**.

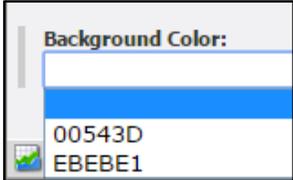


10. Edit any of the options as needed.

Note These options affect the look and behavior of the carousel. Be sure you understand the effects of your changes.

Changes to some options have no effect on the behavior of the carousel. For example, you cannot convert a horizontal carousel to a vertical one by selecting **Vertical Carousel**.

The following table lists the options and their definitions.

Carousel Option	Definition
Slides Per Page Desktop	Number of slides the carousel displays on each slide page, when viewed from a desktop browser
Slides Per Page Tablet	Number of slides the carousel displays on each slide page, when viewed from a tablet device
Slides Per Page Mobile	Number of slides the carousel displays on each slide page, when viewed from a mobile phone
Auto Scroll	When checked, the carousel changes slide pages automatically after a time interval equal to Auto Scroll Interval ; otherwise, the carousel changes slide pages only as a reader changes the pages manually
Auto Scroll Interval	Length of time (in milliseconds) the carousel displays a slide page before changing to the next page
Show Dots	When checked, the carousel displays the dots, one for each slide page, a reader can use to navigate the pages of the carousel
Show Border	When checked, the carousel displays a border
Center Text	When checked, the text below each slide is centered; otherwise, the text is left-aligned
Vertical Carousel	When checked, the carousel changes slide pages by scrolling vertically; otherwise, the carousel changes pages by scrolling horizontally
Vertical Count	Number of slides the carousel displays on each slide page, when Vertical Carousel is checked
Max Width	Maximum width (in pixels) allowed to the carousel when a reader changes the size of the browser window
Background Color	<p>Color (hexadecimal RGB) the carousel displays behind the slides; the choices are:</p> <ul style="list-style-type: none"> • None; select the first (but empty) item in the drop-down list • EBEBE2 (off white) • 00543D (dark green) 

11. Save the carousel.
12. Publish the carousel.
13. Unlock the carousel.

Editing Sidebars

Located at the right edge of the browser window, a sidebar provides a quickly accessible hyperlink to a particular page, such as registration for news and offers.

A reader opens the sidebar by clicking its tab. When the sidebar is open, the reader can click it to follow the hyperlink, or click the tab or **X** to close it.



You cannot edit the content of a sidebar, but you can specify the webpages on which the sidebar appears.

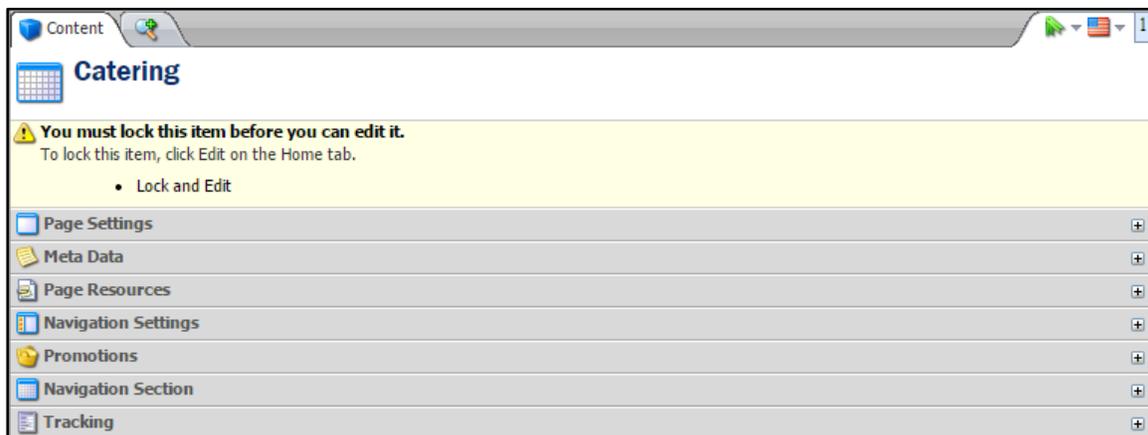
A sidebar contains the following content data:

- Title
- Image (600 x 360 image to display in desktop browsers)
- Mobile Image (300 x 180 image to display on mobile phones)
- Link (hyperlink)
- Tab Image (34 x 192 image to display in the tab)

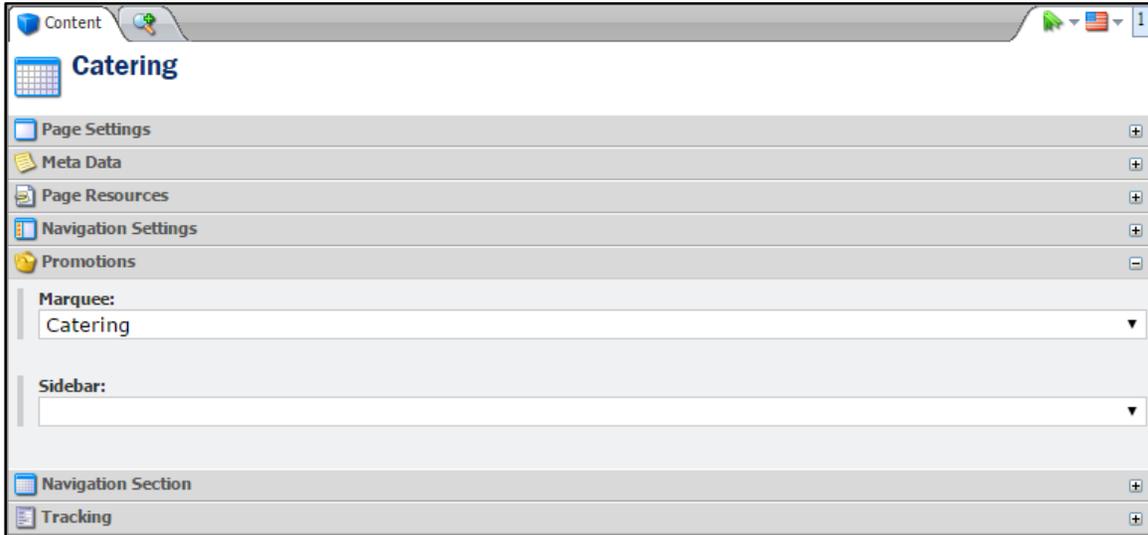
To show or hide a sidebar on a webpage:

1. In the content tree, select the page.

The path is **Content** > **Base** > ... > **<webpage name>**

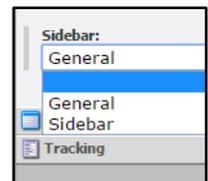


2. Lock the page.
3. Open **Promotions**.



4. Do one of the following:
 - To show a sidebar on the page, select the **Sidebar** you want.
 - To hide the sidebar on the page, select the **empty Sidebar**.

The empty sidebar is the first (but empty) item in the drop-down list.



5. Save the page.
6. Publish the page.
7. Unlock the page.

The live webpage displays the sidebar.

