# 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 <u>cms.w.subway.com/sitecore/login</u>.

Staging-CMS RWD Environment	License Holder: Franchise World Headquarters LLC License ID: 20130625085825 Sitecore.NET 7.5 (rev. 150212)
User Interface Language: Default Close Options	
Visit www.sitecore.net	

- 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



🖬 🔍 🍣	Home Advanc	ed Experience WeBlog View			
Edit Preview -	omponent Component	Insert Page 🗳 Move Page Lock 🥏 Work	ems box Publish	📓 Close 🕂 🎢	
Mode	New	Edit	Publish	Close	
🕨 Base 🕨 🛋 🔿	Go				

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**

ST/31/2)	
Staging-CMS RWD Environment   User Name:* Password:* Remember me Login Support Toolbox Forgot Your Password Change Password Options	License Holder: Franchise World Headquarters LLC License ID: 20130625085825 Sitecore: NET 7.5 (rev. 150212)
Visit www.sitecore.net	

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

SUB <mark>WAR</mark>	
Change Y	′our Password.
Enter your use	ername and old password.
User Name:	user_n
Password:	:
New Password:	:
Confirm New Password:	:
Change Password	Cancel

- 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.

Change Your Password.
Change Password Complete Your password has been changed! Continue

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**.



▶ Base ▶ Catering	🔺 🔿 Go   Si Edit
	G Components
	📰 Menu
	Planning
	FAQs
	ReadyToOrder

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  $\binom{[1]}{bock}$ , 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.

### SUBWAY<sup>®</sup> Catering



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

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

success

LEARN MORE

Text	
Whether it's game day with friends, a meeti	ng at the office or a block party for
the neighborhood, SUBWAY® Restaurants h	as 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, quick and easy SUBWAY 1	to GO!™ meals and much more.
You can build your order just the way you a	nd your guests like with your
choice of fresh breads, veggies, toppings and	d more. Let SUBWAY® Restaurants
cater for you today!	
6	

#### 6. Edit the content.

LEARN MORE

- 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  $\square$ .
- **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.

SUBWAY CATERS<sup>™</sup> 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, quick and easy SUBWAY to GO!<sup>™</sup> meals and much more. You can build your order just the way you and your guests like with your choice of fresh breads, veggies, toppings and more. Let SUBWAY® Restaurants cater for you today You will be glad you did.

- 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.

- 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.

	E <sup>2</sup> X
Settings	
Select the publishing settings. Click Publish to publish.	
۲- Publishing	
Smart publish - Publish Differences Between Source and Target Database.	
✓ Publish Subitems	
Publish Related Items	
Publishing Language Select all Cinglish (Canada) French (Canada)	
Publishing Targets	
Internet (web)	
1	
< Back Publish >	Cancel

	2 🗙
Publishing	
Please wait while publishing	L
<b></b>	
Publishing	
Initializing.	
< Back Next >	Cancel
S DUCK TRUCK	Garriell

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

2 🗙
The wizard has completed. Click Finish to close the wizard.
 Items processed: 790.
Click here to view additional information.
< Back Next > Finish

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

### SUBWAY CATERS

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, quick and easy SUBWAY to GO!™ meals and much more. You can build your order just the way you and your guests like with your choice of fresh breads, veggies, toppings and more. Let SUBWAY® Restaurants cater for you today! You will be glad you did.

- **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>U</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-youget (WYSIWYG) editor, opens. For details about using the rich text editor, see <u>Using the Rich</u>. <u>Text Editor</u>, 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.



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

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.



5. 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-whatyou-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.

ΤοοΙ	Character Format	ΤοοΙ	Character Format
в	Bold	×	(*) Superscript
I	Italic	Α	Font color (foreground color)

ΤοοΙ	Character Format	ΤοοΙ	Character Format
<u>U</u>	Underline	3	(*) Background (fill) color, the color behind the selected text
abe	(*) Strikethrough	'Times New 🝷	(*) Change the font
×₂	(*) Subscript	3 🗸	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.

ΤοοΙ	Paragraph Format	ΤοοΙ	Paragraph Format
	Ordered (numbered) list		Indent paragraph
=	Unordered (bulleted) list		Outdent paragraph
Normal 🔹	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.

ΤοοΙ	Insert	ΤοοΙ	Insert
¶+	T- Paragraph		Symbol
5	(*) Current date	<b>()</b>	(*) Current time
	(*) Insert a horizontal rule		

ΤοοΙ	Insert	Tool	Insert
	Hyperlink When you click the tool, the <b>Insert a</b> box opens. You can link to a page ir ( <i>Internal Link</i> tab) or to a media file ( tab). Select the target of the hyperlink, an <b>Link</b> .	Link dialog the website <i>Media Items</i> d then click	Insert a Link Select the item or media that you want to create a link to. Internal Link Media Items Search Content Content MenuNutrition Catering Catering Menu Components Compone
	<ul> <li>(*) Media file, such as an image</li> <li>When you click the tool, the Insert N dialog box opens, displaying the corthe media library.</li> <li>Select the media file you want, and to Insert.</li> </ul>	<b>Aedia Item</b> Intent tree for Ithen click	Insert Media Item Select or search for the image or media file that you want to insert Media Library Media L
	(*) Table When you click the tool, the table pa appears. Drag the mouse pointer ac grid you want, or click <b>Table Wizard</b> wizard for creating a table. Once you create the table, you can in the table palette to format the table	alette cross the cell I to open a use the tools le.	Table Wizard

Action tools

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

ΤοοΙ	Action	ΤοοΙ	Action
2	Undo the previous action.		Cut the selected content to the clipboard.
64	Redo the previous undone action.		Copy the selected content to the clipboard.
	Paste the content on the clipboard at the insertion point.	<i>a</i> na	Find the specified text and optionally replace it with other text.
ABC 🗸	Check the spelling of the text.	Zoom 🔻	Magnify the rich text in the editor This setting does <b>not</b> 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.

1. 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 <u>Changing an Image</u>, page 18.
- Change the alternate text for the image. See <u>Changing the Alternate Text for an Image</u>, page 20.
- To delete the image from its placeholder, click the Remove the image button s

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 **a** 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.

	e <sup>2</sup> ¥			
Media Browser Select or search for the image or media file that you want to open.				
Casrd Bours				
Search Drowse	<u>^</u>			
▼ Ø location: Media Library × Q	■ ::: @			
Your search has returned <b>8778</b> results in <b>01.2666</b> seconds under the <b>sitecore</b> item	Tampista			
Template: Hain section Location: sitecore Version: 1 Created: 2009-03-12 By: sitecore'idmin Language: en	file (27) flash (238) image (1830)			
ExpertAdvice Template: Hedia folder Location: Media Library Version: 1 Created: 2014-01-22 By sitescre'idave Languager en	jpeg (5834) main section (1) media folder (564) node (1)			
Files Template: Media folder Location: Media Library Version: 1 Created: 2006/05-31 By: siscore/Admin Language: en	pdf (283)			
Name:     //mages/SubwayCatering/caterin				

2. 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.

Media Browser Select or search for the image or media file that you want to	ළ 🕺
Select or search for the image or media file that you want to Search Browse Search Browse Media Library SepertAdvice Sepert	o pen.
Image: Support         Name:       /Image: Support         Upload       Drag & Drop	ay OK Cancel

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

	2 🗶
Media Browser	
Select or search for the image or media file that you want	to open.
Search Browse	
🖃 🔤 Media Library 🔶	
Promotion Resources	
ComponentPreviews	
🗉 🗟 ExpertAdvice	
🗉 🧔 Files	
🖃 🧐 Images	
🗉 🧔 Global	
🗉 🥥 AboutUs	
🗉 🧔 Buttons	
🗉 🥥 Careers	
🖃 🧔 SubwayCatering	
🛲 catering-cookie-platter	
ss= catering-faqs	
catering-menu-giant-sub	
catering-menu-sandwich-platter_round_	
mas catering-planning	catering-planning-birthday
rest catering-planning-birthday	catering-planning-birthday
🗱 catering-planning-holiday	
at catering-planning-holiday-generic	
taat catering-planning-office	
d set and the set of t	
Name: /Images/SubwayCatering/catering-planning-birth	hdav
5 ,	
Upload Drag & Drop	OK Cancel

**4.** 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 with the modify image appearance button and the modify image appearance button appearance butt

The Image Properties dialog box opens.

	2ª	x
Set the properties for the image here.		
- Text		
Alternate Text:		
Default Alternate Text: Catering FAQs		
- Dimensions		
Enter the dimensions of the image if they are different than the dimensions of the original. The only affect the reference and not the original image.	is wi	I
Width: 🖉 Keep Aspect Ratio		
Height:		
Original Dimensions: 308 x 125		
Space		
Please provide the desired space to place around the image.		
Horizontal Space:		
Vertical Space:		
OK Car	ncel	

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 *b* 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.

	e <sup>7</sup> ¥
Select the link typ	e and specify the appropriate properties.
٩	Select an item from the media library and specify any additional properties.
Internal Link	Media Library     Promotion Resources
Sedia Link	ComponentPreviews     SepertAdvice     Go files     w files     w files
External Link	
Anchor	a vontranciace ⊕
Mail	
<b></b>	Link Description: Learn More
JavaScript	Target Window: Active browser
	Custom:
	Style Class:
	Alternate Text:
Upload	OK Cancel

- **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.

		@ X
Select the link type	e and specify the appr	ropriate properties.
9	Specify the UR properties.	L, e.g. http://www.sitecore.net and any additional
Internal Link	Link Description:	Catering FAQs
2	URL:	Test
Media Link	Target Window:	Active browser
	Custom:	
	Style Class:	
External Link	Alternate Text:	
Anchor		
Mail		
JavaScript		
	L	OK Cancel

- **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  $\square$ .

# 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 <u>cms.w.subway.com/sitecore/login</u>.

Staging-CMS RWD Environment	License Holder: Franchise World Headquarters LLC License ID: 20130625085825
User Name: * Password: Remember me	Silecore.NET 7.5 (rev. 150212)
Support Toolbox Forgot Your Password Change Password	
User Interface:	
Launch Pad	
Default	
Close Options	
Visit www.sitecore.net	

- 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 <u>Changing Your Password</u>, 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.

	Home Navig	jate	Review	Publish	Version	s Presen	tation View
1	Properties		🎲 Сору То	Ľ	TĨ R	ename	📣 Up
۲	Application Options	te 👻 🛛	Move To	Delete 👻	T Di	isplay Name	Serting Ex
8	Licenses	ons		(		Content	
٩	About				<u> </u>		
	Exit						ise
	🗉 🥸 Promotions					🔥 You mu	st lock this ite
	🗉 🛸 Global					To lock t	his item, click E
							Lock and E

# **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.

Home Navigate Review Publish V	ersions Presentation View MyToolbar				
🔄 📝 📄 🎯 Сору То 💥	🔟 Rename 🧼 Up 🍂 First				
Save Edit - Duplicate - Move To Delete -	T Display Name V Down 😻 Last				
Write Edit Operations	Rename Sorting D				
Search 🤍 🔻	Content V				
istecore	Base	-			
Goncent					
George Promotions	To lock this item, click Edit on the Home tab.				
🕀 😒 Global	Lock and Edit				
🗉 🔤 Media Library	👷 Branding				
	Browse • Properties • Open Media Library • Edit Image • Clear • Refresh				
	SiteLogo:				
	/Images/Global/Branding/subway-logo				
	Dimensions: 152 × 44				
	Default Alternate Text: "Logo"				
	Page Settings	±			
	Site Settings				
	Site Name:				
	Base				
	Meta Data	٠			
	Page Resources	Đ			
	Promotions	Œ			
	Tracking				
Content Editor Media Library Workbox					

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.
- Using the content tree, navigate to and select the item you need to edit.
   For detailed instructions on using the content tree, see <u>Using the Content Tree</u>, page 32.
   The *Content* tab displays the item as a set of fields grouped in sections.

Home Navigate Review Publish Versio	ns Presentation View My Toolbar name A Up & First splay Name Voor & Last	
Write     Edit     Operations     Renamination       Search     Image: Content     Image: Content       Image: Content     Image: Content       Image: Content     Image: Content	e Sorting 5	
Comparison     C	You must lock this item before you can edit it. To lock this item, click Edit on the Home tab. Lock and Edit     Generative Cell     Generative Cell	-
Catering  Cater	Insert Link • Insert Media Link • Insert External Link • Insert Anchor • Insert Email • Insert JavaScript • Follow • Clear Hyperlink: /Base/Catering/Menu	
<ul> <li>Cell 2</li> <li>Cell 3</li> <li>Cell 4</li> <li>B a<sup>m</sup> CateringPlanning</li> </ul>	Duration - (In seconds): 7	
<ul> <li></li></ul>	Marquee Cell Content     Marquee Cell Fragment     Marquee Cell Fragment     Promotion Analytics	

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.

		2 ×
<b></b>	Welcome to the Publish Item Wizard.	
	This wizard helps you:	
	Choose publishing mode.	
	<ul> <li>Select the languages to publish.</li> </ul>	
	<ul> <li>Select the publishing targets.</li> </ul>	
	Always skip the first page of wizards	
	< Back Next > Ca	ancel

- **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.

	2 8
Settings	
Select the publishing settings, tack rubiish to publish.	
Dubliching	
Construct publich Differences Returnen Source and Target Database	
Smart publish - Publish Differences between source and Target Database.     Publish Subitems	
Publish Related Items	
Publishing Language	
Select all	
🕑 English (Canada)	
French (Canada)	
Publishing Targets	
✓ Internet (web)	
< Back Publish > C	Cancel

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**.

Search	🤍 ₹
<ul> <li>         ■          Content          ■          Content         ■          Content          ■          Content          ■          Content          ■          Content          ■          Content           ■          Content           ■         Content          ■         Content</li></ul>	

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

0	Home	Navigate	Review	Publish	Versions	Presentation	View	My Toolbar
Save Write	Conter	it Tree	Hidden Ite Standard	ems 🗌 Fields 🗌	Raw Values Buckets			-
Search	ontent				<u>~</u>	Content		


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.



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 O

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.

Search 🔍 🔻	Content C
sitecore     A	CateringFAQs-Text
Contain	You must lock this item before you can edit it. To lock this item, click Edit on the Home tab.
MenuNutrition	Lock and Edit
<ul> <li>Catering</li> <li>Gamma Components</li> </ul>	SimpleText Data
🔤 Catering FAQs-Image 🧱 CateringFAQsLearnMore-Link	Text: Browse our Frequently Asked Quest:
CateringFAQs-Text	an event.
CateringPAQs-Title	
📰 CateringPlanningLearnMore-Link 📰 CateringPlanning-Text	
E CateringPlanning-Title	
HrRichText	

• CateringFAQsLearnMore-Link corresponds to the hyperlink.

Search 🔍 🔻	· Content 3
sitecore     Gontent	CateringFAQsLearnMore-Link
<ul> <li>Image: Second Sec</li></ul>	<ul> <li>You must lock this item before you can edit it.</li> <li>To lock this item, click Edit on the Home tab.</li> <li>Lock and Edit</li> </ul>
Catering     Gomponents     Gomponents	Link Insert Link • Insert Media Link • Insert External Link • I
Catering FAQs-Image	Link: /Base/Catering/FAQs
CateringFAQs-Title	

**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.

Content C	≽ - 🛄 - 1·
CateringFAQs-Text	
📰 SimpleText Data	Ξ
Text:	
Browse our Frequently Asked Questions for answers to questions regarding SUBWAY® Catering a planning an event.	nd
Content C	🔊 - 🛄 - 1-
CateringFAQs-Title	
Title	
Title:	
Catering FAQs	
Insert Link • Insert Media Link • Insert External Link • Insert Anchor • Insert Email • Insert JavaScript • Follow • Clear TitleWithLink:	
/ base/ catering/ FAQs	

- 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.

Format Fix Write Proofing	Ľ	×
Whether you're hosting friends for a movie night or throwing a holiday bash, Giant Subs are the perfect way to satisfy giant hungers. <hs style="margin-top: 8px;">AVAILABLE ITEMS:</hs> <strong>3-foot Giant Sub*:</strong> 3-foot Giant Sub*: Contains 18 two inch portions, serves 9-15. <strong>6-foot Giant Sub*:</strong> 6-foot Giant Sub*: Contains 18 two inch portions, serves 9-15. <strong>6-foot Giant Sub*:</strong> 6-foot Giant Sub*: Contains 36 two inch portions, serves 18-25. Please note that Giant Sub*:6-foot Giant Sub*: Contains 36 two inch portions, serves 18-25. Please note that Giant Sub orders require 24 h notice *Measurements are approximations	e It Ir.	
Accept	eject	

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 <u>Using the Rich Text Editor</u>, 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.

Search	🤍 ऱ	Search Delter Delter Content Delter		
Media Library  Media Library  Media Library  ComponentPreviews  Media Library  Media Library		▼ 🗃 ( <u>text: * ×</u> )	: Q	
<ul> <li>↓ Modules</li> <li>↓ ↓ Modules</li> <li>↓ ↓ ↓ Promotions</li> <li>↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓</li></ul>		Your search has returned <b>8960</b> results in <b>01.4830</b> seconds under the <b>med</b>	a library	item guage R
		media library           Template: Main section Location: sitecore           Version: 1 Created: 2008-03-12 By: sitecore\admin Language: en	engli engli	sh (1160) sh_antigua (143)

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.



Search  $\mathbf{v}$ 🖃 🔤 Media Library Promotion Resources Marquee + Carousel + Sidebar Ξ. ComponentPreviews + ExpertAdvice + 🗉 道 Files 표 道 Images ຝ Modules 표 🍯 Modules Ŧ Promotions 📄 readme 표 道 Videos

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.

Search	Q -
🗆 🐚 Madia Library	
Promotion Resources	
🖃 🛄 Marquee	
🖃 💷 Thumbnails	
표 🧔 Home	
🗉 🧔 MenuNutrition	
🗉 🧔 Breakfast	
🗉 🧔 Catering	
🗉 🧔 Promotions	
\pm 🚨 Mobile	
🗉 🦳 Desktop	
🖃 🕨 Flash	
🗉 🧔 MenuNutrition	
🗉 🧔 Breakfast	
🗉 🧔 Catering	
🗉 🧔 Home	
Image: Promotions     Image: Promoti	
🗄 📮 Carousel	
표 📮 Sidebar	



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.

Dider Content C						
Options					A	
Upload Files	Upload Files (Advanced)					
Media						
	catering-cookie-platter		catering-faqs		catering-menu-giant-sub	
	216 x 109 1 usage		308 x 125 1 usage	and should be	629 x 167	
	catering-menu-sandwich-		catering-planning		catering-planning-birthday	
	platter_round_v2 394 x 189 2 usages	8.10	308 x 125 1 usage	<b>SAN</b>	306 x 153 1 usage	

4. Click Upload Files.

The standard **Open** dialog box opens.

	ures 🕨 Samı	ble Pictures	✓ 4y Search S	iample Pictures
Organize 🔻 New folder	ESSION			
🛛 🚖 Favorites	Â	Pictures Sample Pictu	ge by: Folder 🔻	
🖌 🥅 Desktop				•
a 🛜 Libraries	H	12 18 18		
Documents			and the second second	
Music		and the second		=
Pictures		Chrysanthemum	Desert	Select a file to preview.
My Pictures		-	(Charles )	
Public Pictures		The second	Carrie	
Videor		Sector Sector		
My Videos		Hydrangeas	Jellyfish	
Public Videos		and a	theme.	
▷ 🤣 Homegroup	-	N De V	A DESCRIPTION OF	
File name:			✓ All Files	•

- 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.

Uploading			
Filename	Size	Alternate Text	
Jellyfish.jpg	776 KB		]
Hydrangeas.jpg	595 KB		]
Cancel			

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.

Uploading			
Filename	Size	Alternate Text	
Jellyfish.jpg	776 KB	jellyfish	✓
Hydrangeas.jpg	595 KB	hydrangea	
Cancel			

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.



7. 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.

Image	
Alt:	
Width: 1024	
Height: 768	

- 8. Lock the image or video.
- 9. 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**.

10. 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.

- **11.** With the image or video selected, publish it by clicking **Publish > Publish Item** on the *Publish* tab.
- **12.** Unlock the image or video.
- **13.** When finished uploading media, click the blue button (with the down arrow) in the upper right corner of the browser.
- 14. 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:

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



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

The page at https://rwdcmstest.w.subway.com says: $^{ imes}$				
Enter the name of the new folder:				
New folder				
	OK	Cancel		

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

💋 Folder 📄 Content 🔪 🌏 Search Sanuwich Diatter navor-craver Options sandwich\_platter\_stadium\_gree il Sides-and-Drinks\_CateringMenu 💋 Uruguay Upload Files Upload Files New Folder 🗉 🧔 Contact Us (Ádvanced) 표 道 Homepage 표 🧔 Legal 🗄 🍯 AboutUs 🗉 🧔 FranchiseOps 표 🧯 Promotions 💋 Uploaded

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 <u>Changing an Image</u>, page 48.
- Change the alternate text (the text that displays when the reader chooses not to display graphics) for the image. See <u>Changing the Alternate Text for an Image</u>, page 50.
- Delete the image. See **Deleting an Image**, page 50.

## **Changing an Image**

To change the image to another image:

- 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.

Mudia Resson	<u>e</u> <b>x</b>
Select or search for the image or media file that you want to open.	
Search Browse	
V Jocation: Media Library × X Q	Ì
Your search has returned <b>0770</b> results in <b>01.2666</b> seconds under the <b>sitecore</b> item	Template
media library Template: Nain section Location: sitecore           Version: 2 Created; 2009-012 By: sitecore/admin Language: en	file (27) flash (238) image (1830)
ExpertAdvice Template: Hedia folder Location: Media Library Version: 2 Created: 2014-01-22 By sitescreidave Languages en	jpeg (5834) main section (1) media folder (564) node (1)
Files Template: Media folder Location: Media Library Version: 1 Created: 2006-05-03 By: sitecore/Admin Language: en	Language
Name: //mages/SubwayCatering/catering-faqs	
Upload Drag & Drop	OK Cancel

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.



36

catering-planning-birthday

OK Cancel

Media Browser 2 Select or search for the image or media file that you want to open Search Browse 🖃 🔤 Media Library E OPromotion Resources ComponentPreviews 🗉 🧟 ExpertAdvice 🗉 🥥 Files 🖃 🥥 Images 표 🧔 Global 🗄 🧔 Careers 🖃 🧔 SubwayCatering atering-cookie-platter atering-faqs ---- catering-menu-giant-sub

satering-menu-sandwich-platter\_round\_

Þ

nun catering-planning

😎 catering-planning-birthday 🗱 catering-planning-holiday atering-planning-holiday-generic atering-planning-office IN catering-planning-sports

Name: /Images/SubwayCatering/catering-planning-birthday

Upload Drag & Drop

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

5. 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 🗙
Set the properties for the image here.
Text Alternate Text: Default Alternate Text: Catering FAQs
Dimensions         Enter the dimensions of the image if they are different than the dimensions of the original. This will only affect the reference and not the original image.         Width:
Space         Please provide the desired space to place around the image.         Horizontal Space:         Vertical Space:
OK Cancel

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
- 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:

- If necessary, upload the new video to the media library, and then publish it to your website.
   See <u>Uploading Images and Videos to the Media Library</u>, 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.

Б

5. Click Open file.

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

rch Browse				
•	location: Media Library ×	* 0		
	Your search has returned 8778 results in 01.2666 seconds under	the sitecore ite	m	
	Your search has returned <b>0778</b> results in <b>01.2666</b> seconds under	the sitecore ite	Template	٩
	Your search has returned <b>8778</b> results in <b>01.2666</b> seconds under media library Template: Main section Location: sitecore	the sitecore ite	Template file (27)	٩
	Your search has returned 8778 results in 01.2666 seconds under media library Template: Main section Location: sitecore Version I Created: 2009-03-12 By: sitecore!admin Language: en	the sitecore ite	m Template file (27) flash (238)	٩
	Your search has returned 8778 results in 01.2666 seconds under media library Template: Main section Location: sitecore Version: 1 Created: 2009-03-12 By: sitecore/admin Language: en	the sitecore ite	m Template file (27) flash (238) image (1830)	٩
	Your search has returned 8778 results in 01.2666 seconds under media library Template: Main section Location: sitecore Version: 1 Created: 2008-02-12 By: sitecore\admin Language: en	the sitecore ite	m Template file (27) flash (238) image (1830) jpeg (5834)	Q
	Your search has returned <b>0778</b> results in <b>01.2666</b> seconds under media library Template: Main section Location: sitecore Version: 1 Created: 2009-03-12 By: sitecore!admin Language: en ExpertAdvice Template: Media folder Location: Media Library	the sitecore ite	m Template file (27) flash (238) image (1830) jpeg (5834) main section (1)	٩
	Your search has returned 8778 results in 01.2666 seconds under media library Template: Main section Location: sitecore Version: 1 Created: 2009-03-12 By: sitecore/admin Language: en ExpertAdvice Template: Media folder Location: Media Library Version: 1 Created: 2014-01-22 By: sitecore/dave Language: en	the sitecore ite	m Template file (27) flash (236) image (1830) jpeg (5834) main section (1) media folder (564)	2
	Your search has returned 8778 results in 01.2666 seconds under media library Template: Main section Location: sitecore Version: I Created: 2008-03-12 By: sitecore\admin Language: en ExpertAdvice Template: Media folder Location: Media Library Version: I Created: 2014-01-22 By: sitecore\dave Language: en	the sitecore ite	m Template file (27) flash (28) image (1830) jpeg (5834) main section (1) media folder (564) node (1)	٩
	Your search has returned 8778 results in 01.2666 seconds under media library Template: Main section Location: sitecore Version: I Created: 2009-03-12 By: sitecore\admin Language: en ExpertAdvice Template: Media folder Location: Media Library Version: I Created: 2014-01-22 By: sitecore\dave Language: en	the sitecore ite	m Template file (27) flash (28) image (1830) jpg (5834) main section (1) main folder (564) node (1) pdf (283)	2
	Your search has returned 8778 results in 01.2666 seconds under media library Template: Main section Location: sitecore Version: I Created: 2000-03-12 By: sitecore!admin Language: en ExpertAdvice Template: Media folder Location: Media Library Version: I Created: 2014-01-22 By: sitecore!dave Language: en Files Files	the sitecore ite	m Template file (27) filash (230) image (1830) jpeg (5834) main section (1) media folder (564) node (1) pef (203)	2

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.

Open file · Download · View file · Clear Flash Video - For use in Desktop-sized screens:

Open file · Download · View file · Clear

Flash Video - For use in Desktop-sized screens:

			2 X
Media Browser Select or search for the image or media file that you want to	o open.		
Search Browse	- open		
	Manufacturing	Basiliant	
a V romouons			
	Catering	Home	
	Promotions		
Name:			
Upload Drag & Drop		ОК	Cancel

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

		2 8
Media Browser		
Select or search for the image or media file that you want to	o open.	
Search Browse		
E Flash		
MenuNutrition		
🗉 🧔 Breakfast		
Catering		
EG		
CateringEvents		
CateringEvents-FRE		
SubwayCatersIce		
SubwayCatersice-FRE		
Home		
Promotions		
	CatazinaEvanta	
	CateringEvents	
	1	
Name: /Catering/EG/CateringEvents		
Upload Drag & Drop	ОК	ancel

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."

Content 3	1	<b>→ →</b>	-	1
CateringFAQsLearnMore-Link				
📰 Link				
Insert Link • Insert Media Link • Insert External Link • Insert Anchor • Insert Email • Insert JavaScript • Follow • Clear Link:				
/Base/Catering/FAQs				

4. Click Insert Link.

Insert Link		Insert Link	전 🗶 Cancel
	Sitecore Items	Link Details	X

- 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."

Content C	∕ ┡╌╝╌
CateringFAQsLearnMore-Link	
Eink	E
Insert Link • Insert Media Link • Insert External Link • Insert Anchor • Insert Email • Insert JavaScript • Follow • Clear Link:	
/Base/Catering/FAQs	

4. Click Insert External Link.

Please sp	an external link ecify the URL, e.g. http://www.sitecore.net and any additional properties. When
done clici	<pre>&lt; the OK button.</pre>
Link description:	Learn More
URL:	Test
Target window:	Active browser 🔻
Custom:	
Style class:	
Alternate text:	
	OK Cancel

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."

Content C	/ 💽 v 📑 v 🚹 v
CateringFAQsLearnMore-Link	
Eink	
Insert Link · Insert Media Link · Insert External Link · Insert Anchor · Insert Email · Insert JavaScript · Follow · Clear Link:	
/Base/Catering/FAQs	

4. Click Insert Media Link.

	2 ×
Insert a media library link Please select an item from the media librar done click the OK button.	ry and specify any additional properties. When
	Link description: Learn More
	Target window: Active browser
	Custom:
	Style class:
•	Alternate text:
Upload	OK Cancel

- 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.

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.

Content Cell 1	✓
You must lock this item before you can edit it. To lock this item, click Edit on the Home tab. Lock and Edit	
Marquee Cell	±
Marquee Cell Content	±
Marquee Cell Fragment	÷
Promotion Analytics	÷

#### b. Lock the cell.

Content Cell 1	✓ ▶ ▼ ■ ▼ 1.
Marquee Cell	÷
Marquee Cell Content	÷
Marquee Cell Fragment	±
Promotion Analytics	Ŧ

#### c. Open Marquee Cell.

Content 3	🍖 + 📑 + 🚹
Cell 1	
Marquee Cell	
Insert Link · Insert Media Link · Insert External Link · Insert Anchor · Insert Email · Insert JavaScript · Follow · Clear Hyperlink:	
/Base/Catering/Menu	
Duration - (In seconds):	
7	
Marquee Cell Content	±
Marquee Cell Fragment	÷
Promotion Analytics	Đ

- **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.

Content Cart	/ 🕪 = 🛄 = 1
Cell 1	
Marquee Cell	±
Marquee Cell Content	±
Marquee Cell Fragment	
Browse · Properties · Open Media Library · Edit Image · Clear · Refresh Fragment Image:	
/Promotion Resources/Marquee/Thumbnails/Home/EN Base/Under6Grams_Thumb	
Dimensions: 70 x 60	
Fragment Text:	
Eat Better	
Promotion Analytics	±

- **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.

Content C	 <b>▶ ▼ ■ ▼</b> 1 •
Drinks And Sides	
You must lock this item before you can edit it. To lock this item, click Edit on the Home tab.	
Lock and Edit     Image Cell	÷
Promotion Analytics	Ŧ

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

Content	∕ ┡᠇=
Drinks And Sides	
Image Cell	
Browse • Properties • Open Media Library • Edit Image • Clear • Refresh Image:	
/Promotion Resources/Carousel/Catering/EN Base/DrinksChipsGeneric	
Dimensions: 244 x 109 Default Alternate Text: "Drinks and Chips"	
Insert Link • Insert Media Link • Insert External Link • Insert Anchor • Insert Email • Insert JavaScript • Follow • Clear L <b>ink:</b>	
/Base/Catering/Menu	
Onclick:	
Promotion Analytics	

- **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.

Content 3	$\left( \right)$	<b>.</b>	-	⊤ 1
S Carousel				
<ul> <li>You must lock this item before you can edit it.</li> <li>To lock this item, click Edit on the Home tab.</li> <li>Lock and Edit</li> </ul>				
🚱 Carousel Promotion				Đ
🚱 Carousel Options				Đ
Promotion Analytics				Đ

- 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.

Content C	,	🖍 🕶 🚽 🔤 🔻 🚺
Carousel		
Scarousel Promotion		
Carousel:		
All	Selected	
<ul> <li>■ Carousels</li> <li>■ Catering</li> <li>■ Content Prome</li> <li>■ Promotions</li> <li>■ Promotions</li> </ul>	<ul> <li>Drinks And Sides</li> <li>Desserts</li> <li>SUBWAY to Go</li> <li>Sandwich Platters</li> </ul>	^ () () () ()
Title:		×
Service Options		÷

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

Content C		🔶 v 📑 v 📘
S Carousel		
Sarousel Promotion		
Carousel:		
All	Selected	
<ul> <li>Carousels</li> <li>Catering</li> <li>Drinks And Sides</li> <li>Desserts</li> <li>Giant Sub</li> <li>SUBWAY to Go</li> <li>Sandwich Platters</li> <li>Mome</li> <li>Promotions</li> </ul>	<ul> <li>Drinks And Sides</li> <li>Desserts</li> <li>SUBWAY to Go</li> <li>Sandwich Platters</li> </ul>	- O
Title:		
🚱 Carousel Options		Ŧ
Promotion Analytics		Œ

- 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 <sup>3</sup>
  - To remove a slide from the list, select the slide in the Selected list and click the left arrow G
  - To move a slide within the **Selected** list, select the slide and click the up arrow **O** or the down arrow **O** 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.

Content R	🕪 <b>-</b> 🛄 -	1
	i i	Ŀ
S Carousel Promotion	÷	
S Carousel Options	Ξ	
Slides Per Page Desktop:		
1		
Slides Per Page Tablet:		
1		
Slides Per Page Mobile:		

- **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 <b>Auto Scroll Interval</b> ; 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 <b>Vertical Carousel</b> is checked	
Max Width	Maximum width (in pixels) allowed to the carousel when a reader changes the size of the browser window	
Background Color	Color (hexadecimal RGB) the carousel displays behind the slides; the choices are:	
	None; select the first (but empty) item in the drop-down list	
	<ul> <li>EBEBE2 (off white)</li> <li>00543D (dark green)</li> <li>00543D (bark green)</li> </ul>	

#### **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.

Content R	🌘 🕈 📑 🔻 🔤
Catering	
Page Settings	٠
🔁 Meta Data	±
Page Resources	Ŧ
Navigation Settings	Ŧ
O Promotions	Ξ
Marquee:	
Catering	•
Sidebar:	
	•
Navigation Section	±
Tracking	Ŧ

- 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.

to to		Ited States   Change			Log In English 📀	
	FIND A STORE *	43,182 SUBWAY	RESTAURANTS IN 110 CO		ANCHISE *	
	Event Catering Event Catering Sandwich Platters Giant Sub	They'll love the	ERING e taste, you'll love the value!			ERS >
S	UBWAY® Ca		SUBWAY TO GOTH	SANDWICH PLATTER PLAI PLAI PLAI PLAI	n YOUR ORDER	GET NEWS AND OFF
W	nether it's game day w	rith friends, a meeting at	the office or a block party	for Ready To Orde	er	

Sidebar: General

General

Sidebar