

Corporate website Homepage update

Overview

This document describes how to update the home page of corporate internet website

Advanced level

This operation needs to use the "Tridion Content Manager" instead of the better known "Site Edit".

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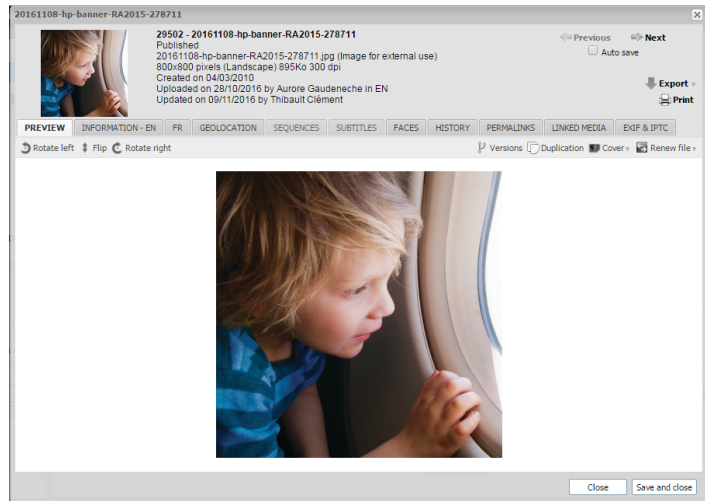
Step-by-step

Update the homepage slideshow

Upload the banner image

- Prepare banner images (size 800 x 800px)
- Upload it into [Keepeek](#), section [Internal library / Functions / Communications / banners for internet](#)

Naming convention: date-country-banner-title







Create the banner component

- In [Tridion back office](#), go to the dedicated folder to create your banner and click on New component:
 - [SW C1 Master-en\Building Blocks\Component1\Internet Corporate\Corporate Communications\Banner](#)
 - Fill-in the name (you can use the same naming convention as the banner you just created in Keepeek)
 - Fill-in the title: it will appear on the picture
 - Browse the folders to select your picture from Keepeek
 - Add a link if needed (link to a component or to another website)
 - Save and close to save your banner.



Update the banner slideshow component

- Open the banner slideshow component:
 - [SW C1 Master-en\Building Blocks\Component1\Internet Corporate\Corporate Communications\Homepage Banner Slideshow](#)
- change the existing banner clicking on 
 - Delete an existing banner by clicking on 
 - add a new banner by clicking on  **List:** 
- Save & Close your component to save the update

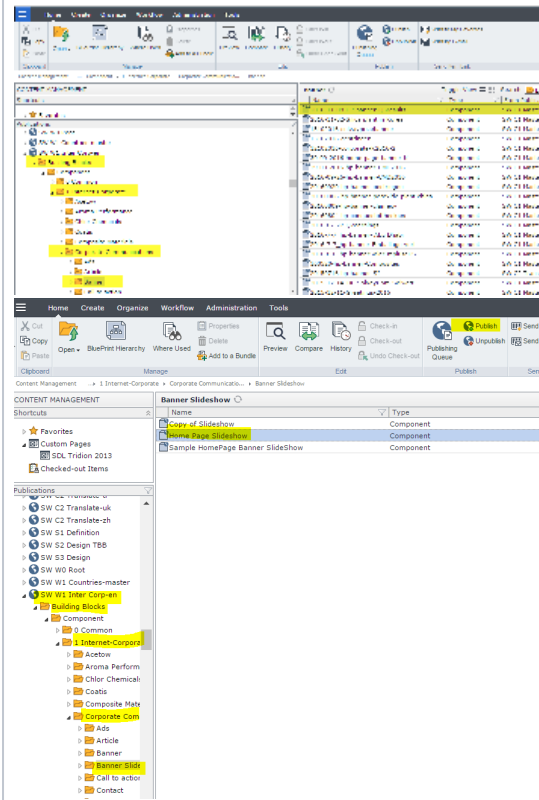
Publish the update(s)

- Publish each banner in STAGING in the publication environment :
 - [\SW W1 Inter Corp-en\Building Blocks\Component 1 Internet-Corporate\Corporate Communications\Banner](#)
- Publish banner slideshow in STAGING in the publication environment :
 - [\SW W1 Inter Corp-en\Building Blocks\Component 1 Internet-Corporate\Corporate Communications\Homepage Banner Slideshow](#)
- Check the updates in staging.
- Once validated, publish each banner then the banner slideshow in LIVE



Attention

Don't forget to check the page in LIVE



Update the homepage poster

Poster can be used with only a picture, a picture and a link or like a spotlight with a title and a link

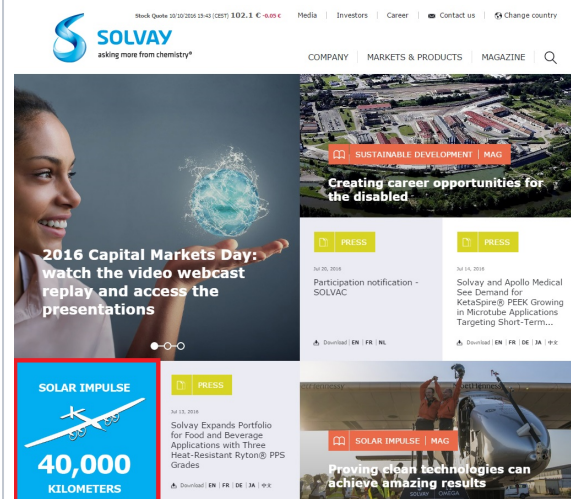


You can put only one poster in the index homepage


Create the poster image (if needed)

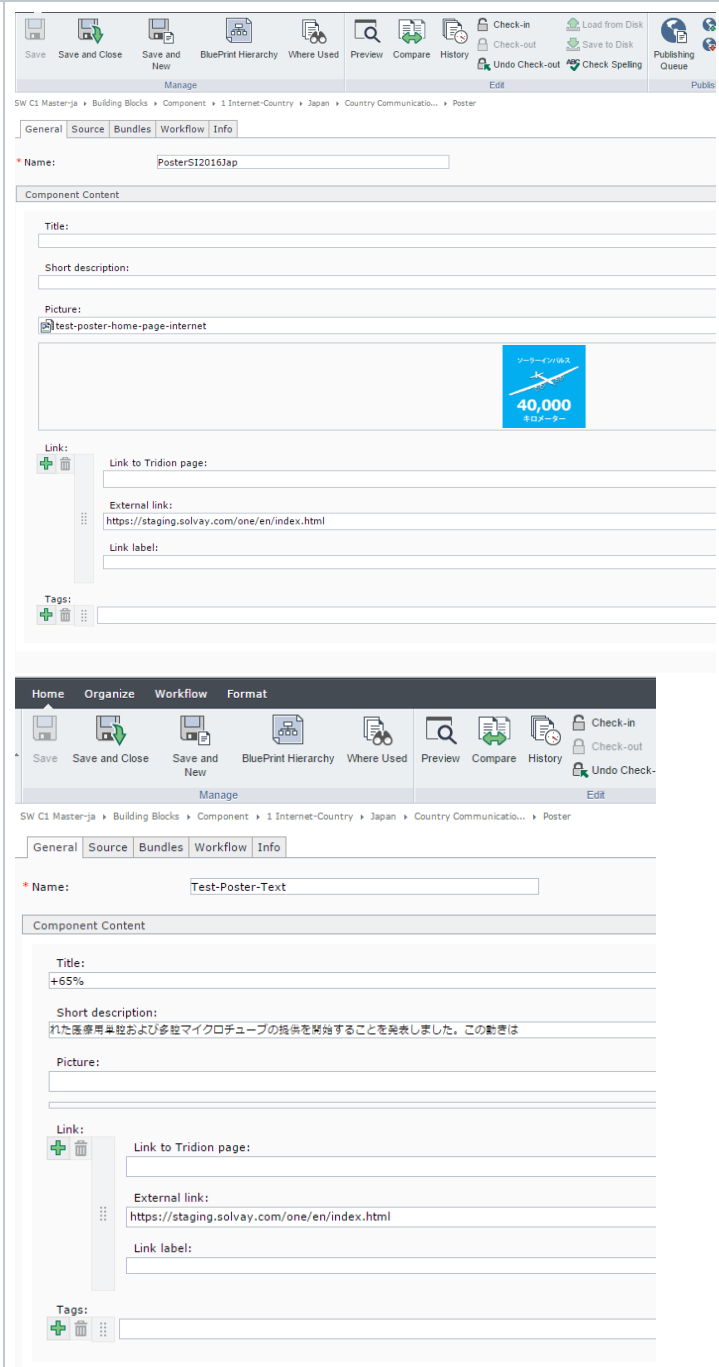
- Prepare poster images (size 400x400 px)
- Upload it into [Keepeek](#), section [Internal library / Functions / Communications / posters](#)

Naming convention: date-country-poster-title



Create the poster component

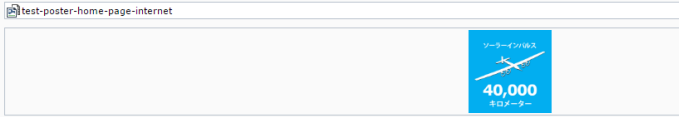
- In **Tridion back office**, go to the dedicated folder to create your poster and click on Create new component:
 - [SW C1 Master-en\Building Blocks\Component1\Internet Corporate\Corporate Communications\Poster](#)
 - Fill-in the name (you can use the same naming convention as the poster you just created in Keepeek)
 - Then, you have different possibilities:
 - add the poster image from keepeek by clicking on 
 - then browse the folders to select your picture from Keepeek
 - Fill-in the title: it will appear on a blue background
 - Add a link if needed (link to a component or to another website)
 - Save and close to save your poster.



The screenshot displays the Tridion back office interface for creating a new poster component. The top navigation bar includes icons for Save, Save and Close, Save and New, Blueprint Hierarchy, Where Used, Preview, Compare, History, Check-in, Check-out, Load from Disk, Save to Disk, Check Spelling, and Publishing Queue. The breadcrumb trail shows the path: SW C1 Master-ja > Building Blocks > Component > 1 Internet-Country > Japan > Country Communicatio... > Poster.

The main content area is divided into two sections:

Top Section (PosterS12016Jap):

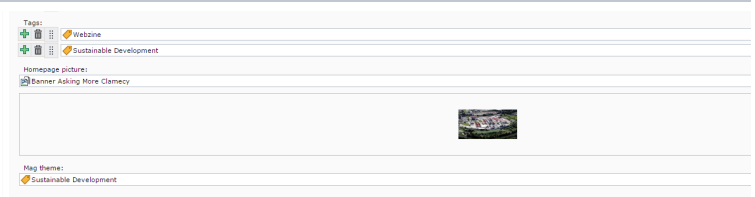
- Name:** PosterS12016Jap
- Component Content:**
 - Title:** (empty field)
 - Short description:** (empty field)
 - Picture:**  A blue square image with white text: ソーラーインベス 40,000 エコメーター
 - Link:**
 - Link to Tridion page: (empty field)
 - External link: <https://staging.solvay.com/one/en/index.html>
 - Link label: (empty field)
 - Tags:** (empty field)

Bottom Section (Test-Poster-Text):

- Name:** Test-Poster-Text
- Component Content:**
 - Title:** +65%
 - Short description:** れた医薬用単粒および多粒マイクロチューブの提供を開始することを発表しました。この動きは
 - Picture:** (empty field)
 - Link:**
 - Link to Tridion page: (empty field)
 - External link: <https://staging.solvay.com/one/en/index.html>
 - Link label: (empty field)
 - Tags:** (empty field)

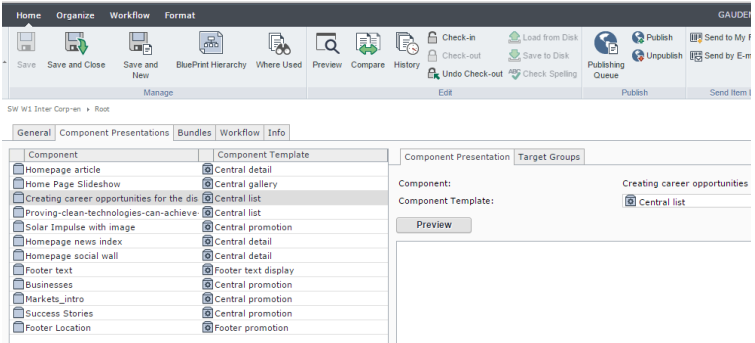
Update mag article

- In [Tridion back office](#), go to the dedicated folder for mag articles: \SW C1 Master-en and open the mag article you need to update
- Include the homepage picture in the dedicated field
- If not fill-in, include the mag theme
- Save & Close to save your updates



Publish the mag article in your homepage

- Go to your homepage and open it
 - [SW W1 Inter Corp-en/Root/index](#)
- In Component presentations tab, remove the previous asking more article and click on insert
- Browse the folders to insert it and select central list component template. Click on select then close
- Save & Close your page to save your change
- Publish your homepage in staging and check the page in staging
- Once validated, publish your homepage in live.



Attention

Don't forget to check the page in LIVE

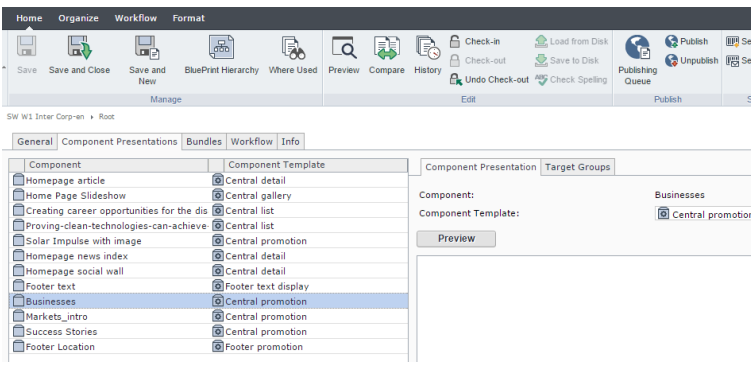
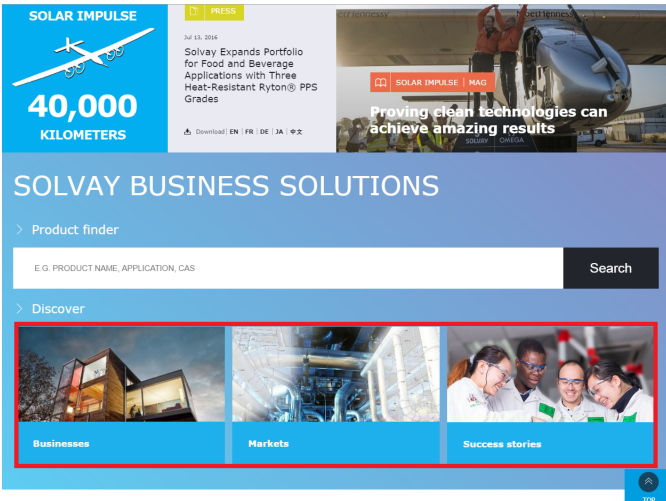
Update "Solvay Business Solutions" discover content

Open Homepage index :

- Corporate : [\SW W1 Inter Corp-en\Root](#)
- Insert the articles you want using "Central promotion" component template

Publish articles

Publish the index homepage



\\SW C1 Master-en\Building Blocks\Component\1 Internet-Corporate\Corporate Communications\Banner