

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".

Table of content

- [Overview](#)
- [Table of content](#)
- [Step-by-step](#)
 - [Update the homepage slideshow](#)
 - [Upload the banner image](#)
 - [Create the banner component](#)
 - [Update the banner slideshow component](#)
 - [Publish the update\(s\)](#)
 - [Update the homepage poster](#)
 - [Create the poster image \(if needed\)](#)
 - [Create the poster component](#)
 - [Publish the poster component in your homepage](#)
 - [Update Asking More articles on your homepage](#)
 - [Upload the image](#)
 - [Update mag article](#)
 - [Publish the mag article in your homepage](#)
 - [Update "Solvay Business Solutions" discover content](#)

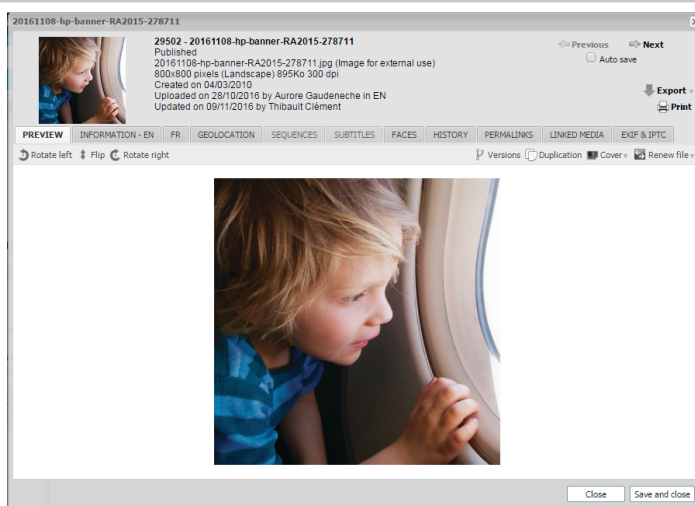
Step-by-step

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\Component\1 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\Component\1 Internet Corporate\Corporate Communications\Homepage Banner Slideshow](#)
- a. change the existing banner clicking on
- b. Delete an existing banner by clicking on
- c. add a new banner by clicking on
- Save & Close your component to save the update

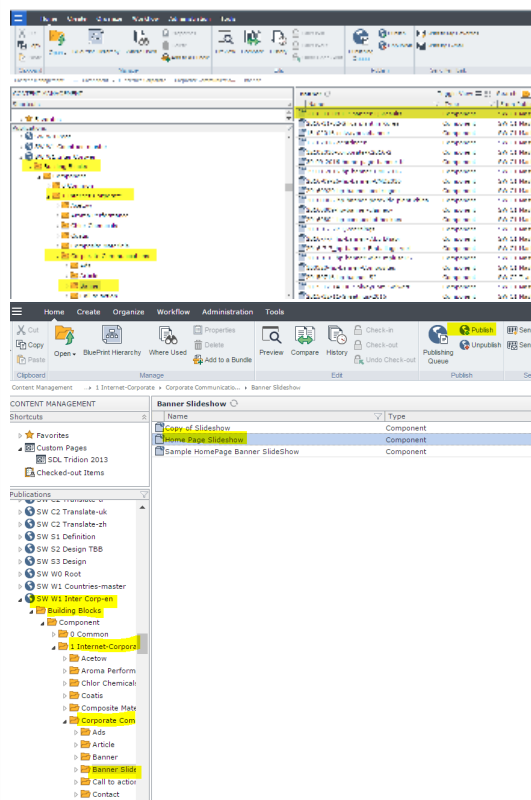
Publish the update(s)

- 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

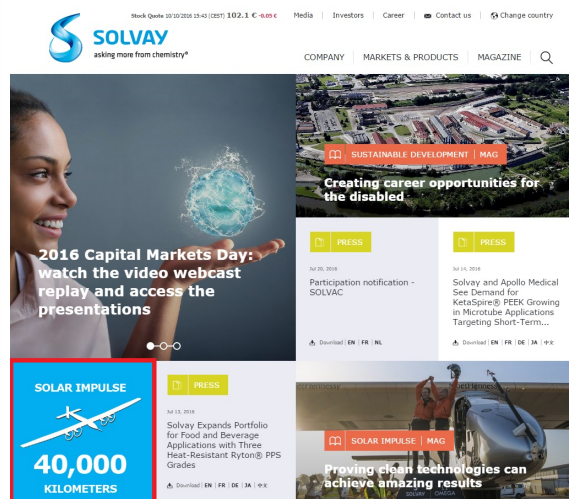


You can put only one poster in the index homepage

Create the poster image (if needed)

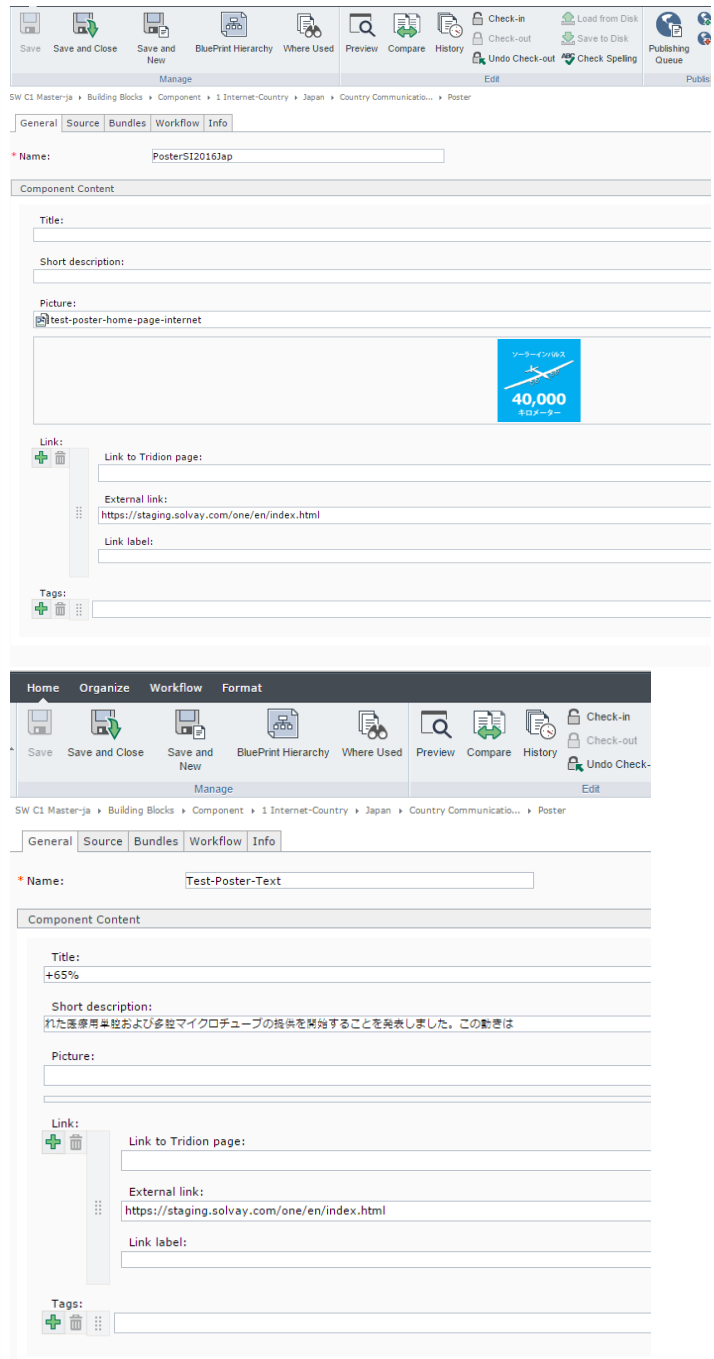
- Prepare poster images (size 400x400 px)
- Upload it into [Keepeek](#), section [Internal library / Functions / Communications / posters](#)

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\Component\1 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.



Publish the poster component in your homepage

- Go to the homepage and open it
 - [SW W1 Inter Corp-en/Root/index](#)
 - In Component presentations tab, remove the existing poster and click on insert
- Browse the folders to insert it and select central promotion 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

Component	Component Template
Homepage article	Central detail
20160414-hp-banner-SolarImpulseRTW	Central detail
20160411-hp-banner-RA2015	Central detail
Footer text	Footer text display
Homepage news index	Central detail
Job Opportunities	Central promotion
Business-test	Central promotion
Location finder	Central promotion
Footer Location	Footer promotion
Japan slideshow	Central gallery
PosterSI2016Jap	Central promotion

Buttons at the bottom: Insert, Remove, Move up, Move down.

Update Asking More articles on your homepage

Upload the image

- Prepare the homepage picture for Mag Article (size 800 x 400px)
- Upload it into [Keepeek / Internal / Functions / Communications / Asking more / home promotion](#)

Naming convention: date-asking-more-article-title

SOLVAY
asking more from chemistry®

COMPANY | MARKETS & PRODUCTS | MAGAZINE | Q

2016 Capital Markets Day: watch the video webcast replay and access the presentations

SOLAR IMPULSE 40,000 KILOMETERS

Creating career opportunities for the disabled

Proving clean technologies can achieve amazing results

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

Tags:
+ Website
+ Sustainable Development

Homepage picture:
Banner Asking More Clarity

Mag theme:
Sustainable Development

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

Home Organize Workflow Format GAUDE

Save Save and Close Save and New BluePrint Hierarchy Where Used Preview Compare History Check-in Check-out Load from Disk Save to Disk Publishing Queue Publish Unpublish Send to My f Send by E-m

SW W1 Inter Corp-en Root

General Component Presentations Bundles Workflow Info

Component	Component Template
Homepage article	Central detail
Home Page Slideshow	Central gallery
Creating career opportunities for the dis	Central list
Proving-clean-technologies-can-achieve	Central list
Solar Impulse with image	Central promotion
Homepage news index	Central detail
Homepage social wall	Central detail
Footer text	Footer text display
Businesses	Central promotion
Markets_intro	Central promotion
Success Stories	Central promotion
Footer Location	Footer promotion

Component Presentation Target Groups

Component: Creating career opportunities

Component Template: Central list

Preview

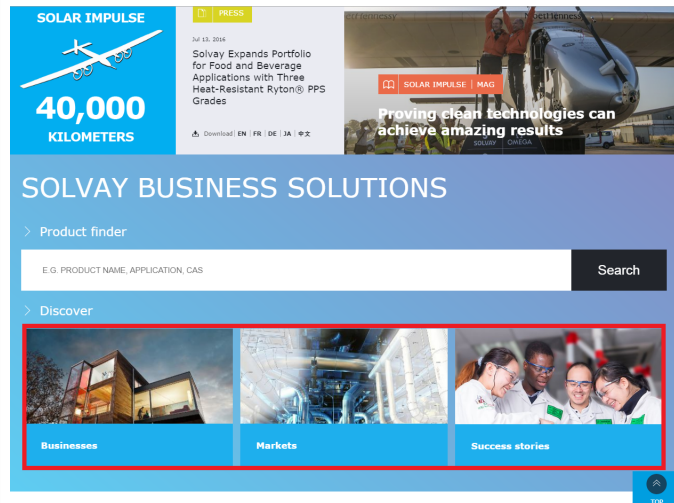
Update "Solvay Business Solutions" discover content

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



Home Organize Workflow Format

Save Save and Close Save and New BluePrint Hierarchy Where Used Preview Compare History Check-in Check-out Load from Disk Save to Disk Publishing Queue Publish Unpublish Send to My f Send by E-m

SW W1 Inter Corp-en Root

General Component Presentations Bundles Workflow Info

Component	Component Template
Homepage article	Central detail
Home Page Slideshow	Central gallery
Creating career opportunities for the dis	Central list
Proving-clean-technologies-can-achieve	Central list
Solar Impulse with image	Central promotion
Homepage news index	Central detail
Homepage social wall	Central detail
Footer text	Footer text display
Businesses	Central promotion
Markets_intro	Central promotion
Success Stories	Central promotion
Footer Location	Footer promotion

Component Presentation Target Groups

Component: Businesses

Component Template: Central promotion

Preview

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