

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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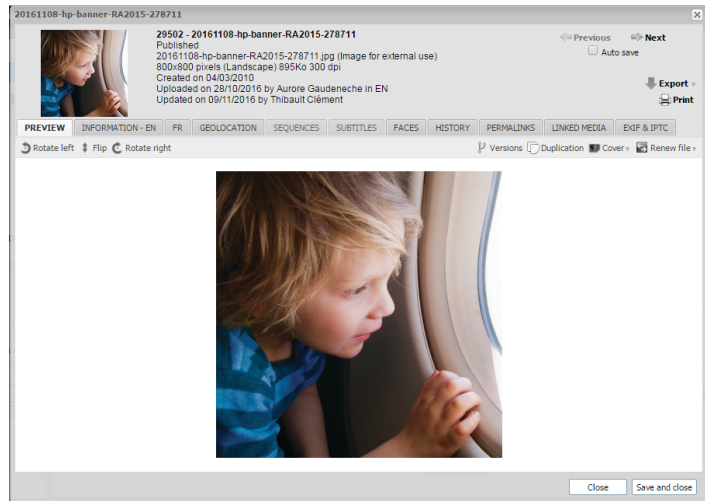
Step-by-step

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](#)
- 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

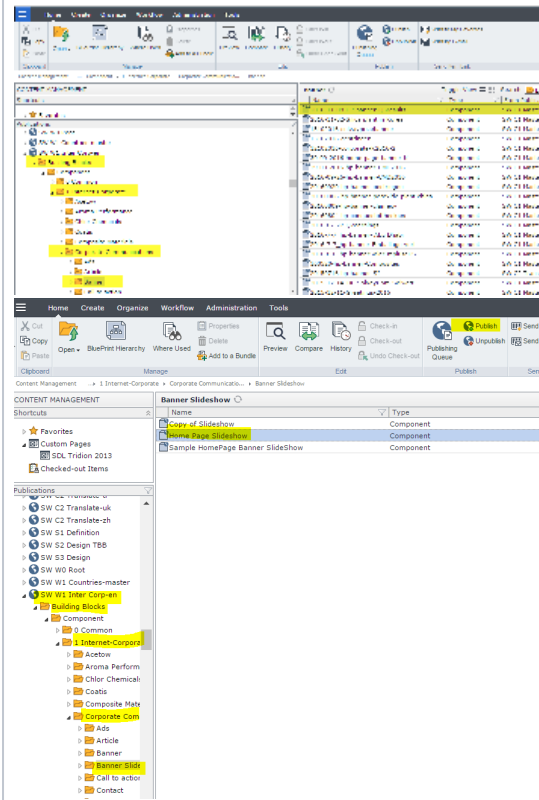
Publish the update(s)

- 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

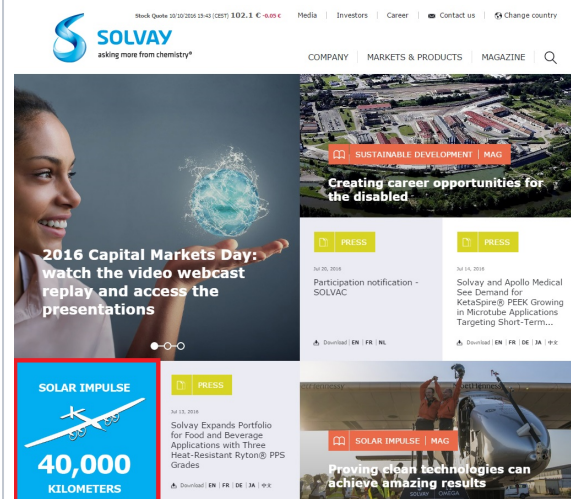


You can put only one poster in the index homepage


Create the poster image (if needed)

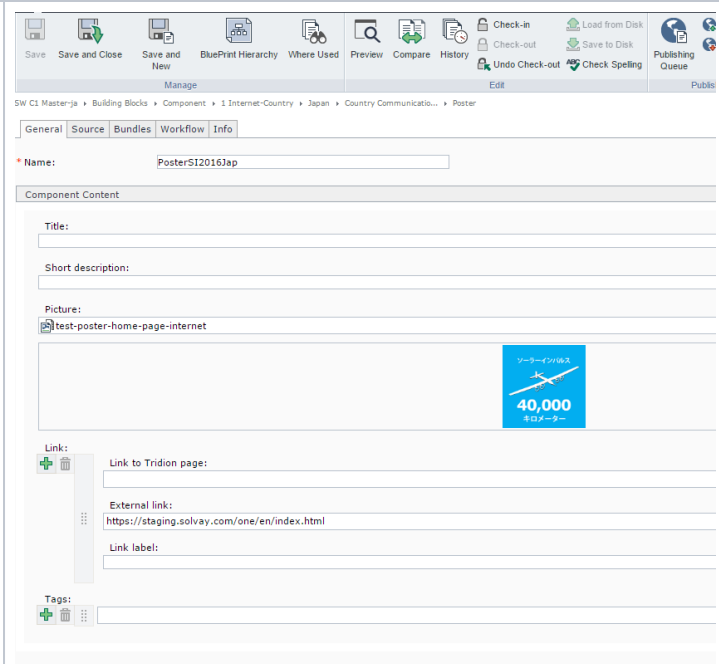
- Prepare poster images (size 400x400 px)
- Upload it into [Keeppeek](#), section [Internal library / Functions / Communications / posters](#)

Naming convention: date-country-poster-title

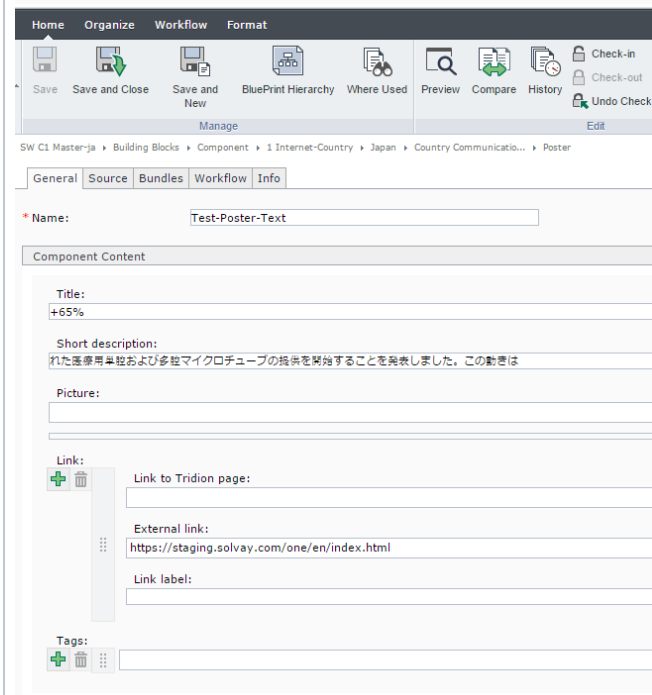


Create the poster component

- 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 shows the Tridion back office interface for creating a new component. The breadcrumb path is: SW C1 Master-ja > Building Blocks > Component > 1 Internet-Country > Japan > Country Communicatio... > Poster. The component name is 'PosterS12016Jap'. The 'Component Content' section includes fields for Title, Short description, and Picture. The picture field contains a blue square with a white airplane icon and the text '40,000' and 'ゼロメーター'. The 'Link' section has fields for Link to Tridion page, External link (https://staging.solvay.com/one/en/index.html), and Link label. The 'Tags' section is empty.



The screenshot shows the Tridion back office interface for creating a new component. The breadcrumb path is: SW C1 Master-ja > Building Blocks > Component > 1 Internet-Country > Japan > Country Communicatio... > Poster. The component name is 'Test-Poster-Text'. The 'Component Content' section includes fields for 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), and Picture. The 'Link' section has fields for Link to Tridion page, External link (https://staging.solvay.com/one/en/index.html), and Link label. The 'Tags' section is empty.

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

Home Organize Workflow Format

Save Save and Close Save and New BluePrint Hierarchy Where Used Preview Compare

Manage

SW W2 Inter Japan-ja > Root

General Component Presentations Bundles Workflow Info

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

Insert Move up Remove 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 [Keeppeek / Internal / Functions / Communications / Asking more / home promotion](#)

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

Week Queue 10/10/2016 14:41 (0017) 102.1 C 6.0 K Media Investors Career Contact us Change country

SOLVAY asking more from chemistry®

COMPANY | MARKETS & PRODUCTS | MAGAZINE | Q

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

SUSTAINABLE DEVELOPMENT | MAG

Creating career opportunities for the disabled

PRESS

Jul 20, 2016 Participation notification - SOLVAC

Jul 14, 2016 Solvay and Apollo Medical See Demand for KetaSpire® PEEK Growing in Microtube Applications Targeting Short-Term...

SOLAR IMPULSE | MAG

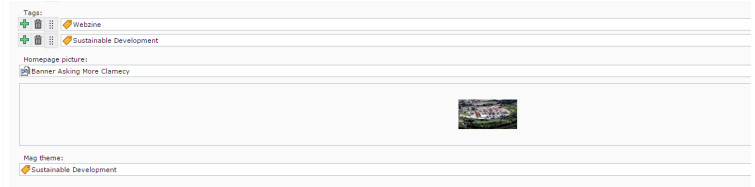
Jul 13, 2016 Solvay Expands Portfolio for Food and Beverage Applications with Three Heat-Resistant Ryton® PPS Grades

Proving clean technologies can achieve amazing results

40,000 KILOMETERS

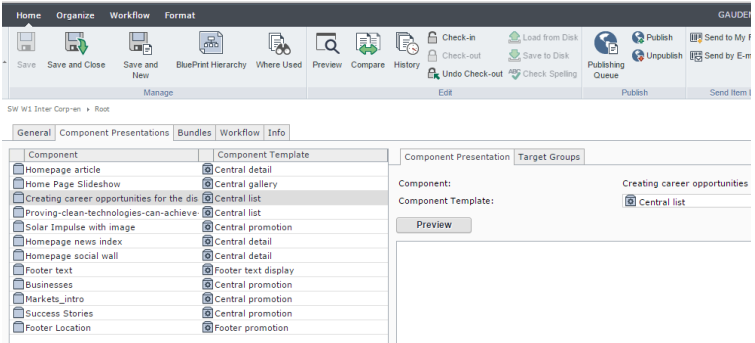
Update mag article

- 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

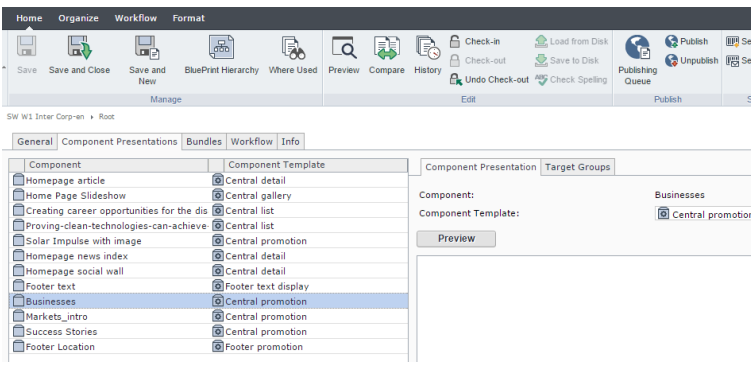
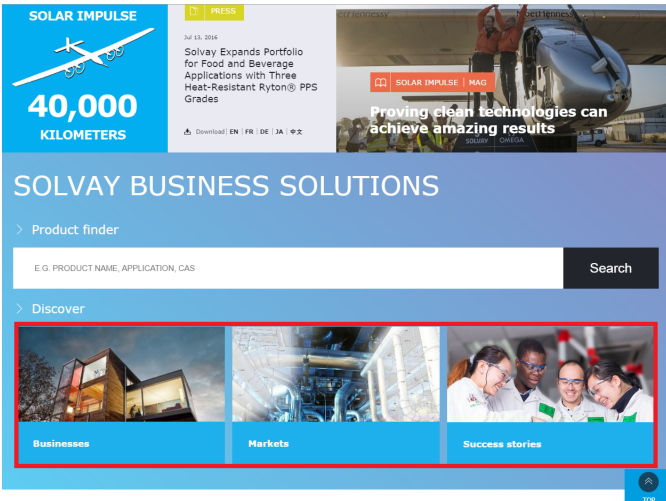
Update "Solvay Business Solutions" discover content

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