

Tile - create new

Overview

A Tile is a type of content that you can insert into the homepage of your space for promotional purposes.

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Step-by-step guide

Step 1: Reach the page

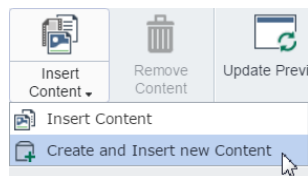
1. By using the navigation, go to the page where you want to create and insert a new Tile.

Step 2: Create and insert new Tile

1. Activate SDL Tridion by clicking on the button.



In the ribbon toolbar, go to **Home** tab and click on **Insert Content > Create and insert new Content**.

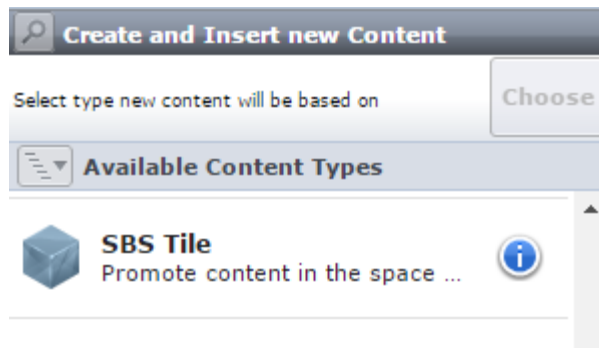


2. Onclick, you will see a Tile sample component in the left panel.

Select xxx - Tile (according to your entity).



It is important to select the one that corresponds to your Space, as the content will be pre-tagged and correctly stored in your Space folder.



3. Drag and drop xxx - Tile list to the place of your choice in your space dashboard.



Cannot insert the component?

If you get an error message, you probably double-clicked the concerned item or uses the "Green" button, instead of drag'n dropping the item to the expected location.



4. A pop-in appears.

Enter the title for the Tile in the "Content Title" field.



This "Title" value is not displayed to the visitors, it can be considered as a file name, viewable only by contributors while browsing Tridion content.

Click on **Create and Insert Content** button.

Component name of tile

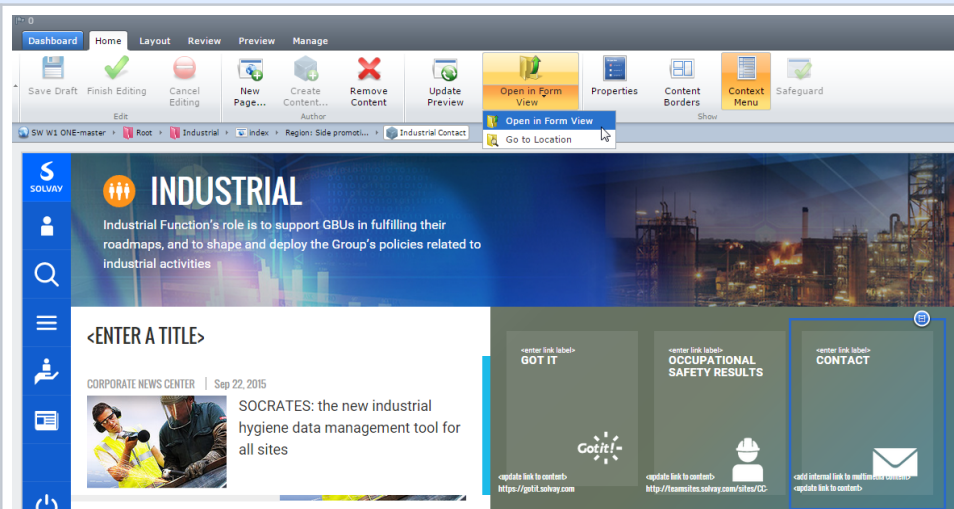
Create new Communications Tile Sample

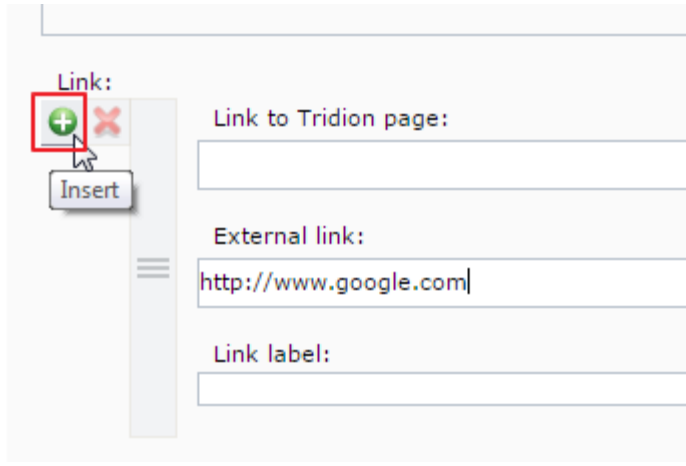
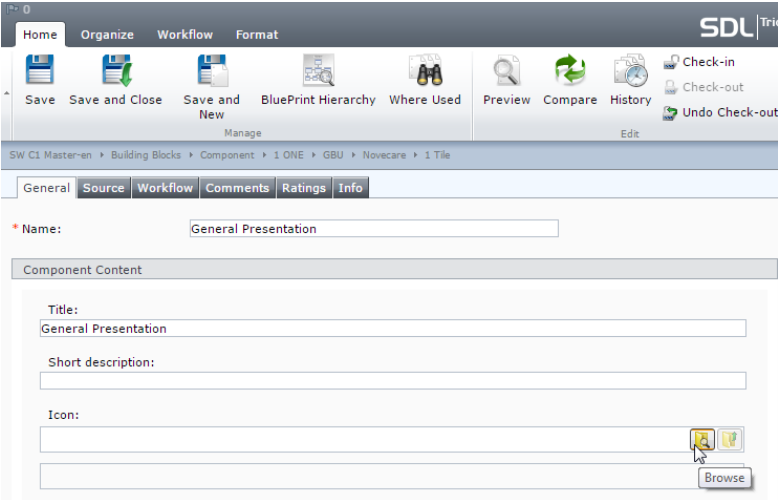
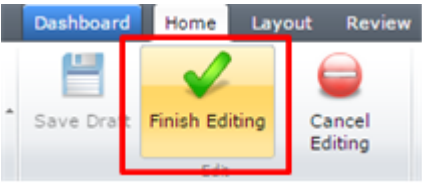
Content Title:
☐ Use Default Title
Title of the Content Component that will appear in SDL Tridion

Create in Folder:
☒ Use Default Folder
Folder in which the new Component will be created

Step 3: Edit

1. Select the tile, and open it in Form View



If needed, click on the  button to add one or several links	
1. If needed, press "Browse" beside the "Icon" field to attach an image. 2. Browse to the following folder: Keep eek / Internal library / Solvay ONE graphics / Tiles icons  Mandatory Tiles icons The "little Tiles" (having just one link) must have an icon. If they do not, a default one is applied to it.  Unable to see the icons while browsing it Please consult the following FAQ article: The Tiles icons are all transparent, how could I view it?	
Press "Save & Close"	
Step 4: Save & Publish in Staging	
1. Press "Finish Editing" to save your changes and publish it in staging.  "Finish editing" button is disabled? If the only change you made in the page is this Tile editing, the "Finish editing" button is inactive, so you have to follow the "Advanced editing" - Step 3: Re-publish in Staging.	

Can't find information?

- [Web support contact](#)

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