

14. Add a Spotlight

Overview

Spotlights are **side promotions** which provides instant search for paths, content, users, blocks, views and uploaded files.

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Create a new Spotlight

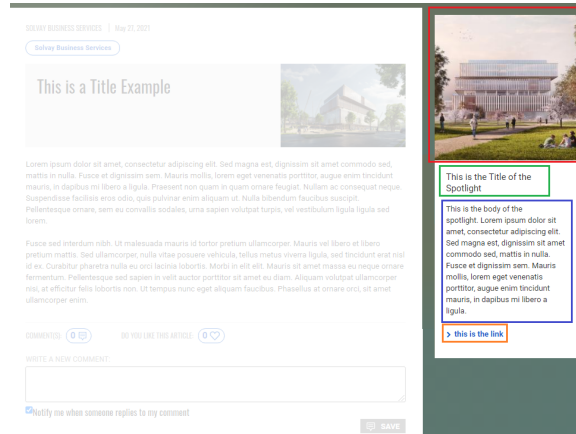
Each spotlight may contain :

Title

Body (content of your spotlight)

Picture (image used to decorate the spotlight)

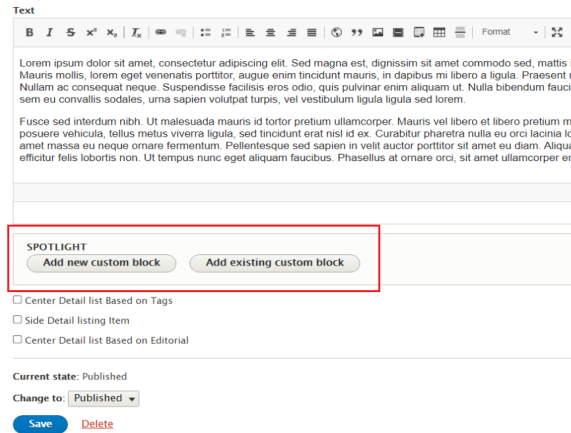
Link url and text (used to redirect visitors to a specific page)



STEP 1

To add a spotlight, go to the "Spotlight" field at the bottom of the [Creation or Edition mode of an article](#)

Click on [Add new custom block](#) to create a new spotlight.



STEP 2

You will be asked to fill different fields as :

Internal title (won't be displayed, internal name so you are able to find your spotlight to reuse it somewhere else)

Title

Body (content of your spotlight)

Picture (image used to decorate the spotlight), see more information regarding Image selection in [this article](#)

Link url : (used to redirect visitors to a specific page)

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`

Link text : text used for your link

The screenshot shows the 'SPOTLIGHT' form with two tabs: 'BLOCK DESCRIPTION' and 'OPERATIONS'. Under 'BLOCK DESCRIPTION', there are fields for 'Internal title *' (containing 'Spotlight example2'), 'Title' (containing 'This is the Title of the Spotlight'), and 'Body' (containing Lorem ipsum text). Below the body is a 'Text format' dropdown set to 'Basic HTML'. There is a '+ PICTURE' button and a 'Show row weights' link. Under 'LINK *', there is a 'URL' field, a 'Link text' field, and an 'Add another item' button. At the bottom, there are 'Update custom block', 'Cancel', 'Add new custom block', and 'Add existing custom block' buttons.

STEP 3

Once done, you can click on **Create Custom block**

The screenshot shows a dialog box titled 'Add another item' with a 'Tags' field. The 'Create custom block' button is highlighted with a red box. Below the dialog are two checkboxes: 'Center Detail list Based on Tags' and 'Side Detail listing Item'.

Add an existing Spotlight

You can use an existing Spotlight

STEP 1

To add an existing spotlight, go to the "Spotlight" field at the bottom of the [Creation or Edition mode of an article](#)

Click on **Add existing custom block** to select a spotlight.

The screenshot shows the article editor's text field with a rich text toolbar. Below the text field, the 'SPOTLIGHT' field is visible with two buttons: 'Add new custom block' and 'Add existing custom block'. The 'Add existing custom block' button is highlighted with a red box. Below this are checkboxes for 'Center Detail list Based on Tags', 'Side Detail listing Item', and 'Center Detail list Based on Editorial'. At the bottom, there is a 'Current state: Published' section with a 'Change to:' dropdown set to 'Published', and 'Save' and 'Delete' buttons.

STEP 2

You can now browse the spotlights existing in the system.

