



Tridion Training

SDL Tridion Content Management
v.8.5

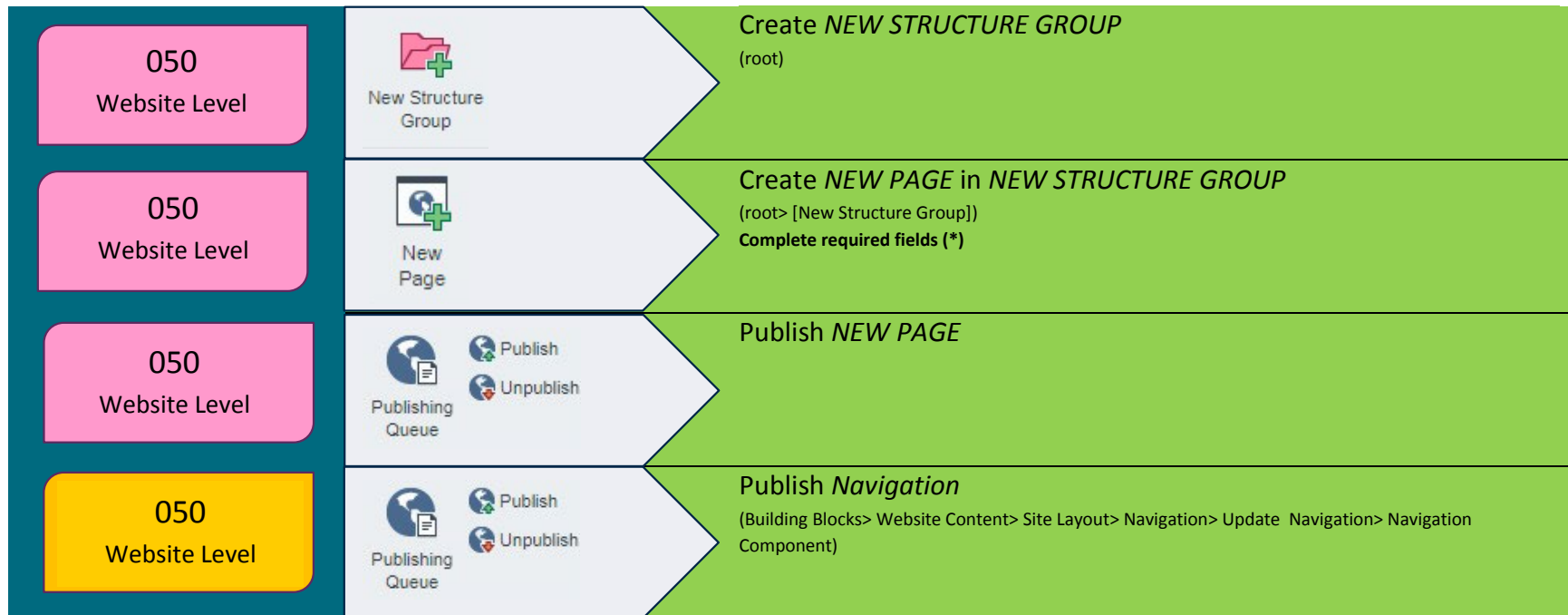


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- **Content Management System (SDL Tridion CMS)** <https://edit.wcm.mnit.mn.gov/>
- **View your website in Staging** [https://stage.wcm.mnit.mn.gov/\[Your-Agency\]](https://stage.wcm.mnit.mn.gov/[Your-Agency]) (or your website name)
- **View your website Live** [https://mn.gov/\[Your-Agency\]](https://mn.gov/[Your-Agency])
- **MNIT Ticketing System** <https://mn.gov/mnit/get-help/>
- **Training and User Group Calendar** <https://mn.gov/showcase/training-resources/training/>

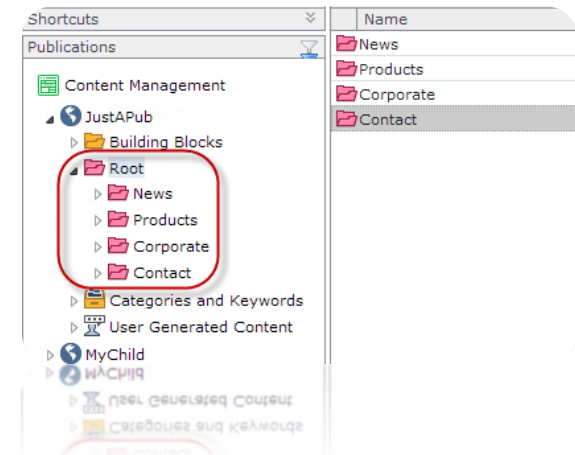


Create a New Structure Group



Additional Information: Every Structure Group must contain ONE page with the filename of "index". The Structure Group will not appear in Navigation if this page does not exist.

The Page created above will appear blank after it is published. To add content to the page you must create the content components in the 020 Content Level of your website and add them to your page in the Component Presentation Tab of this new page.





Create a New Page



Additional Information:

This instructional document is specific to all basic NEW PAGE BUILD (Internal General Content, Location, Toggle List, etc.). You must decide which COMPONENTS and COMPONENT TEMPLATES are required for each PAGE TEMPLATE.

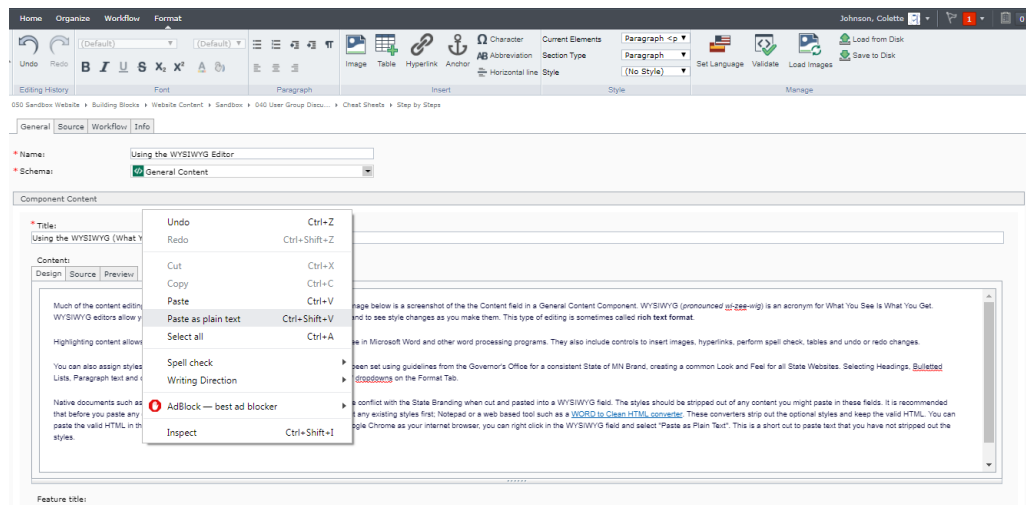


Using the WYSIWYG Editor to add text to components

Much of the content editing in SDL Tridion is done in component field. For instance, the image below is a screenshot of the Content field in a General Content Component. WYSIWYG (pronounced wi-zee-wig) is an acronym for What You See Is What You Get. WYSIWYG editors allow you to modify text and other content without using HTML code, and to see style changes as you make them. This type of editing is sometimes called rich text format.

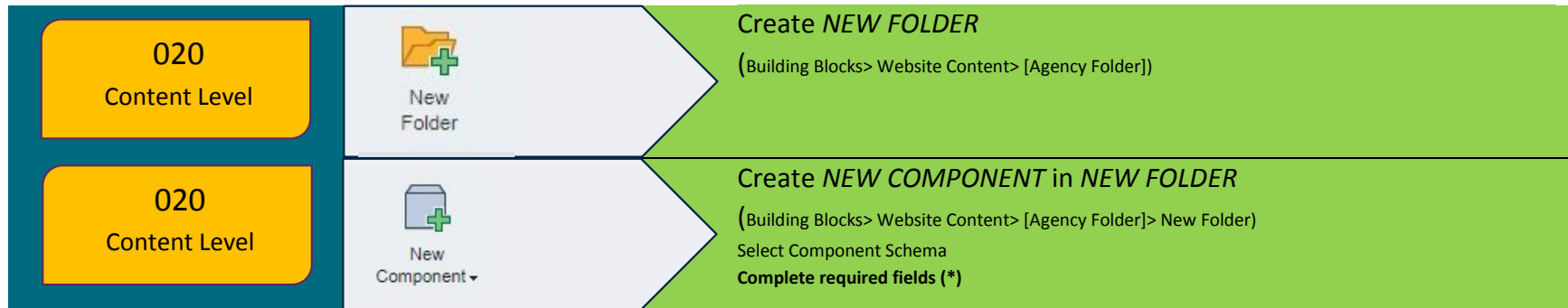
The visual formatting, “Look and Feel”, has been set using guidelines from the Governor's Office for a consistent State of Minnesota Brand. You have some limited options on the Format Tab of the Tridion Ribbon; including controls to insert images, hyperlinks, perform spell check, tables and undo or redo changes. Also available are tags for Headings, Bulleted Lists, Paragraph text and other valid HTML.

Native documents such as WORD or even Web Pages contain styles. These styles create conflict with the State Branding when cut and pasted into a WYSIWYG field. It is recommended that before you paste any content into the WYSIWYG field you use a tool that will strip out any existing styles first; Notepad or a web based tool such as a [WORD to Clean HTML converter](#). These converters strip out the optional styles and keep the valid HTML. You can paste the valid HTML in the Source Tab of the WYSIWYG field. Note: if you are using Google Chrome as your internet browser, you can right click in the WYSIWYG field and select "Paste as Plain Text" in the Design Tab of the WYSIWYG. This is a simpler method cut to paste text that you have not stripped out the styles.





Create New Content (Component)



Additional Information:

New Content (Component) will not appear on your website. You must add this content to the Component Presentation Tab in a new or existing page.

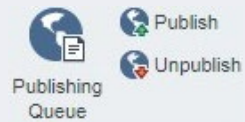
Page Templates determine the Component Schema you must select when building new content.

Review "[Using the WYSIWYG Editor to add text to components](#)" prior to building your first component.



Publish Navigation

050
Website Level



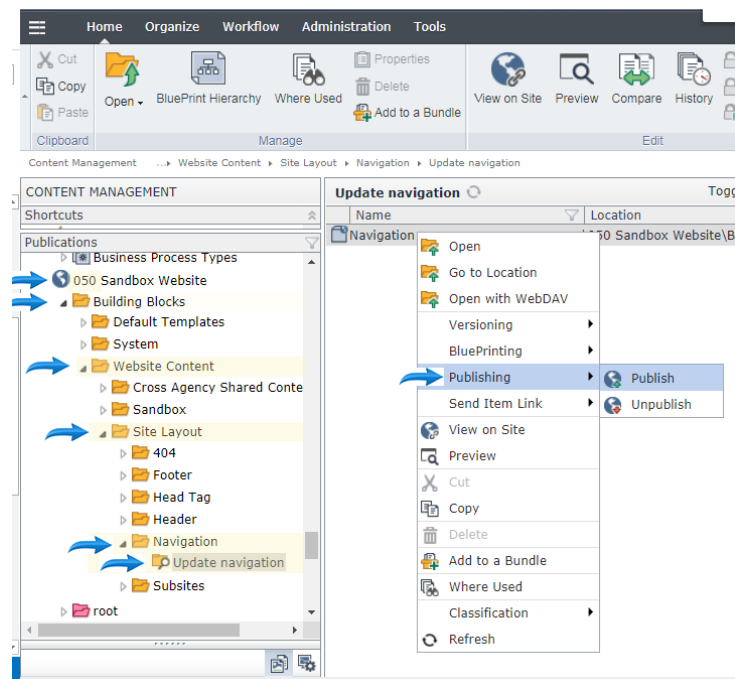
Publish *Navigation*

(Building Blocks> Website Content> Site Layout> Navigation> Update Navigation> Navigation Component)

Tip: Navigation should be published

1. When you create a new Page or Structure Group
2. When you change the name of a page or Structure Group
3. When you move or delete a Page or a Structure Group

Where to find the Navigation Component



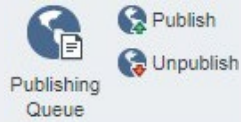


Create a Flex Layout Page





050
Website Level



Publish Navigation

(Building Blocks> Website Content> Site Layout> Navigation> Update Navigation> Navigation Component)

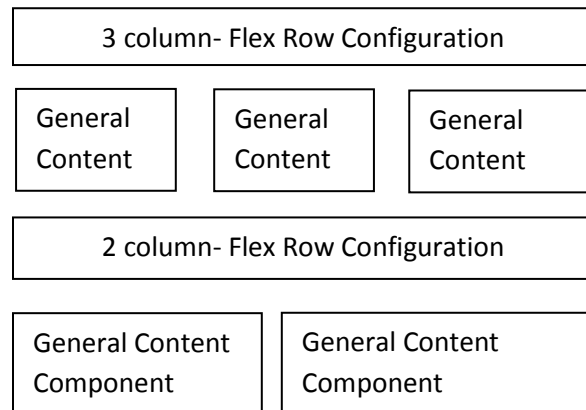
Additional Information:

If you create a 3 column flex row configuration you must create 3 additional components to place after it in the component presentations. Each new row must have a new flex row configuration on top of it in the component presentations.

Most component presentations can be used on a Flex Row Configuration Page with the exception of a Location Component and a Toggle List Item Component.

The difference between the Flex Layout – Internal Page and Flex Layout – Main Landing Page is the Main Landing Page does not include left hand navigation bar.

Page Layout and Component Presentations Tab



General Component Presentations Workflow Info			
Component		Component Template	
3 column- Flex Row Configuration		Flex Row Configuration	
General Content Component		General Content	
General Content Component		General Content	
General Content Component		General Content	
2 column- Flex Row Configuration		Flex Row Configuration	
General Content Component		General Content	
General Content Component		General Content	

Insert

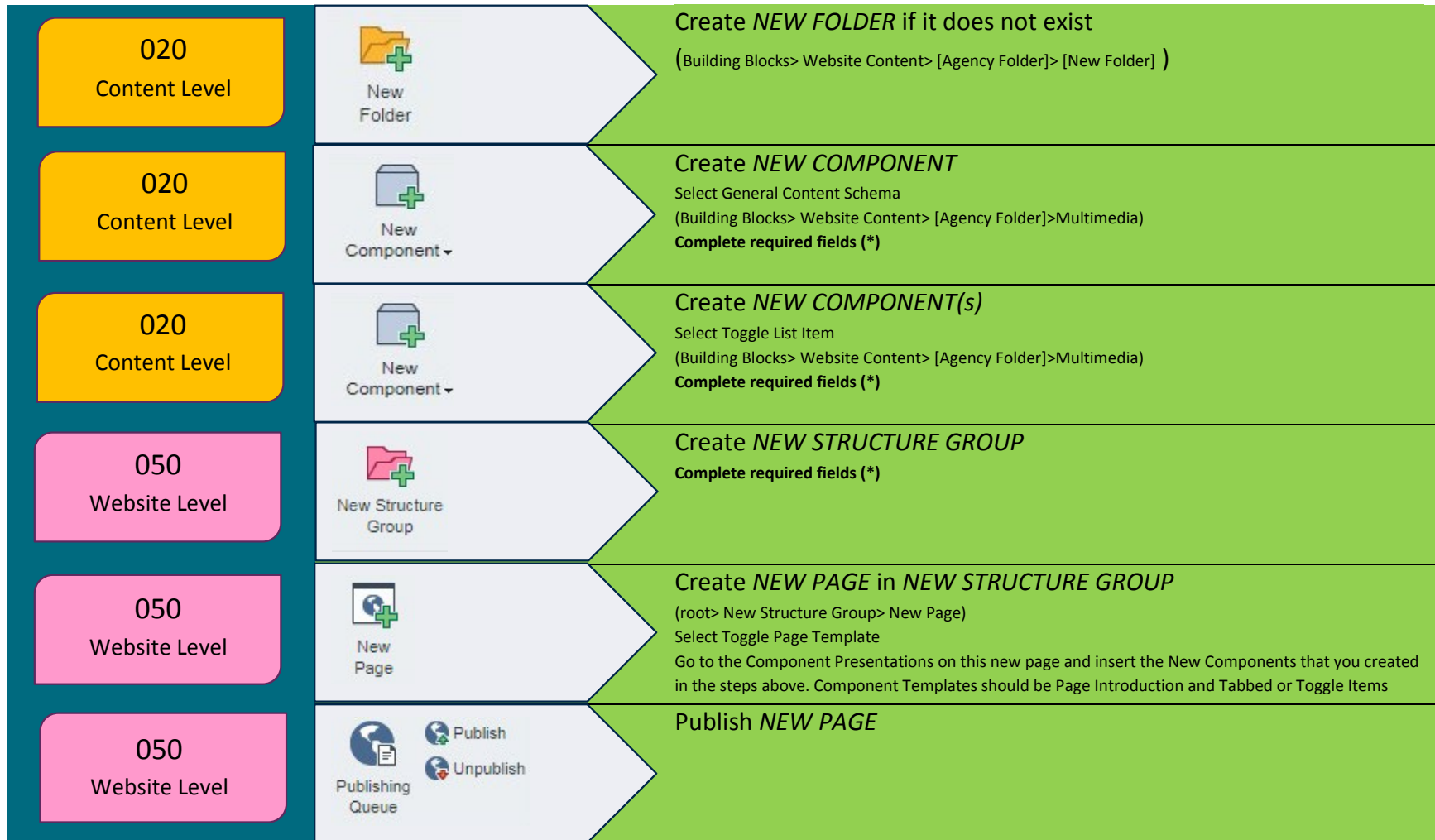
Remove

Move up

Move down



Create a Toggle/Tabbed List



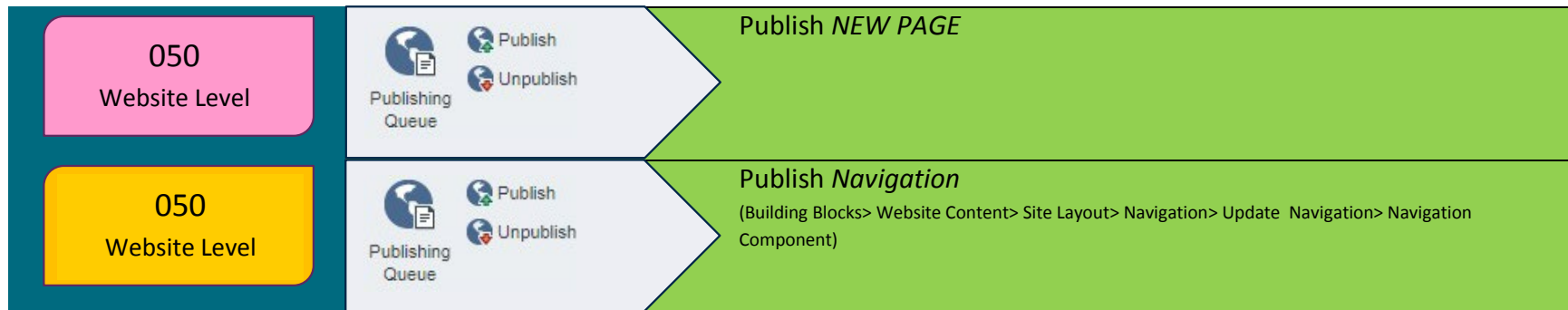


Create a New Dynamic Document List

020 Content Level	 Category	Create <i>NEW KEYWORD</i> in <i>CATEGORIES AND KEYWORDS- DOCUMENT LIST</i> (Categories and Keywords> Document List Category> [New Keyword]) for example Meeting Minutes
020 Content Level	 New Folder	Create <i>NEW FOLDER</i> if it does not exist (Building Blocks> Website Content> [Agency Folder]> [New Folder])
020 Content Level	 New Component ▾	Create <i>NEW COMPONENT</i> (General Content Schema) (Building Blocks> Website Content> [Agency Folder]> [New Folder]) Select General Content Schema This component will serve as your Page Introduction/Header Complete required fields (*)
020 Content Level	 New Component ▾	Create <i>NEW COMPONENT</i> (Document List Schema) (Building Blocks> Website Content> [Agency Folder]> [New Folder]) SELECT the Document List Category that you created above in the Document List field. Complete required fields (*)
050 Website Level	 New Structure Group	Create <i>NEW STRUCTURE GROUP</i> if it does not exist Complete required fields (*)
050 Website Level	 New Page	Create <i>NEW PAGE</i> in <i>NEW STRUCTURE GROUP</i> (root> New Structure Group) On General Tab unselect the “Inherit from Parent” box and then select Document Page Page Template. Go to the Component Presentations on this new page and insert the Document List Component that you created in the steps above. Also add the General Content Component as Page Introduction.



SDL Tridion Basics



Additional Information:

The example below shows how to add component presentations to a Document List page. Use a General Content component for the Page Introduction.

After publishing the page, preview the page in staging. There will likely be no documents in the new list. Follow the [“Create a New Document in a Dynamic Document List”](#) Instructions.

General Tab

The screenshot shows the 'General' tab of the SDL Tridion interface. The 'Name' field is 'Meeting Minutes Document List'. The 'File Name' field is 'index' with a '.jsp' extension. The 'Page template' is 'Document Page'. The 'Page Type' is 'Use this Page as a Page Type'. The 'Metadata Schema' is 'Page Metadata'. The 'Display in Navigation' section has 'Live' and 'Staging' checkboxes, with 'Staging' selected. The 'Site Template' field is empty. The 'Page Display Name' is 'Document List'. The 'Language used on this page' is 'en'.

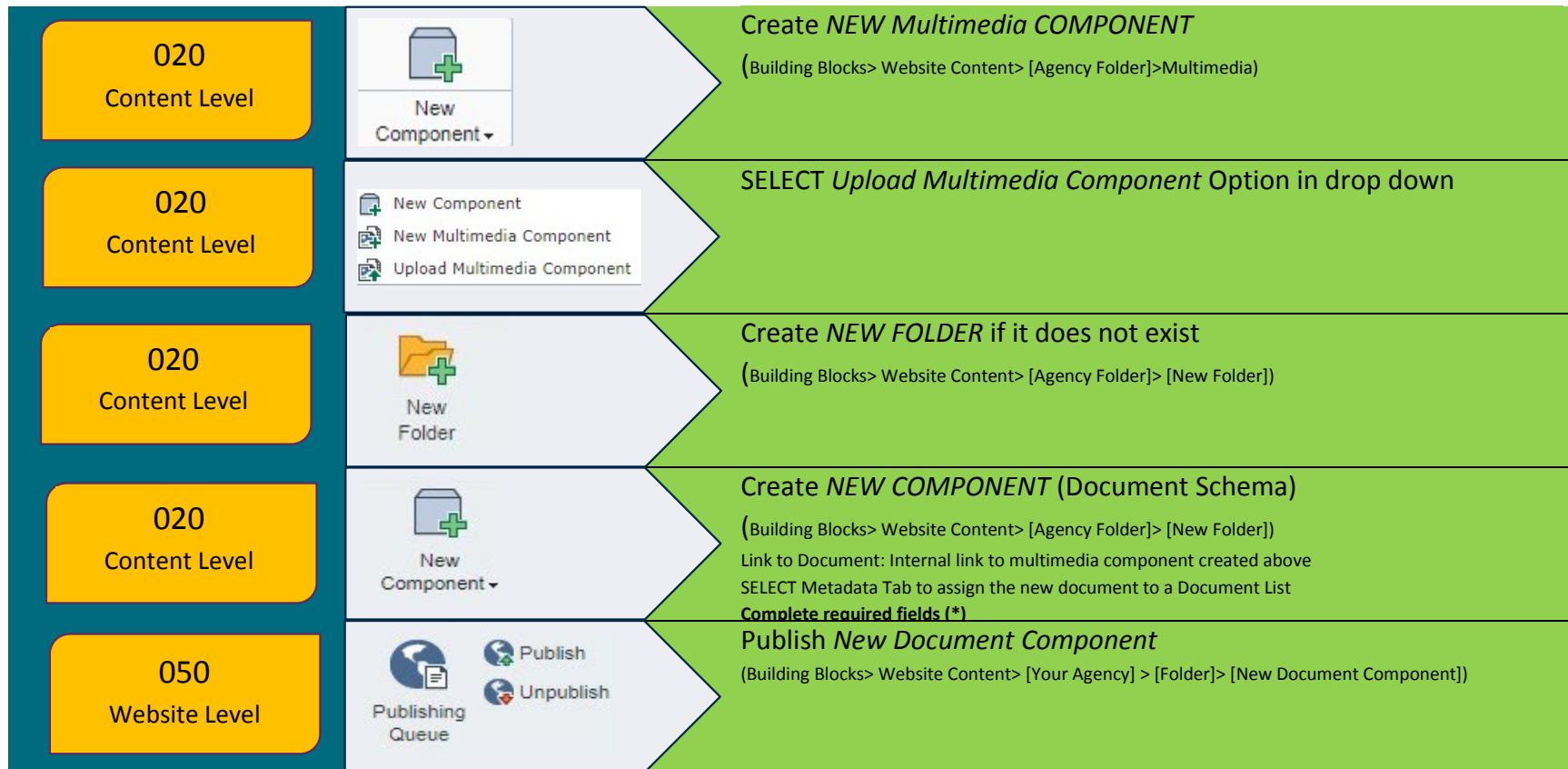
Component Presentation Tab

The screenshot shows the 'Component Presentation' tab of the SDL Tridion interface. It displays a table with two columns: 'Component' and 'Component Template'. The table contains two rows: 'Document List Page Introduction' with 'Page Introduction' and 'Meeting Minutes List Configuration' with 'Document List'. Below the table are buttons for 'Insert', 'Remove', 'Move up', and 'Move down'.

Component	Component Template
Document List Page Introduction	Page Introduction
Meeting Minutes List Configuration	Document List

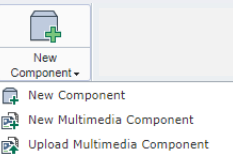


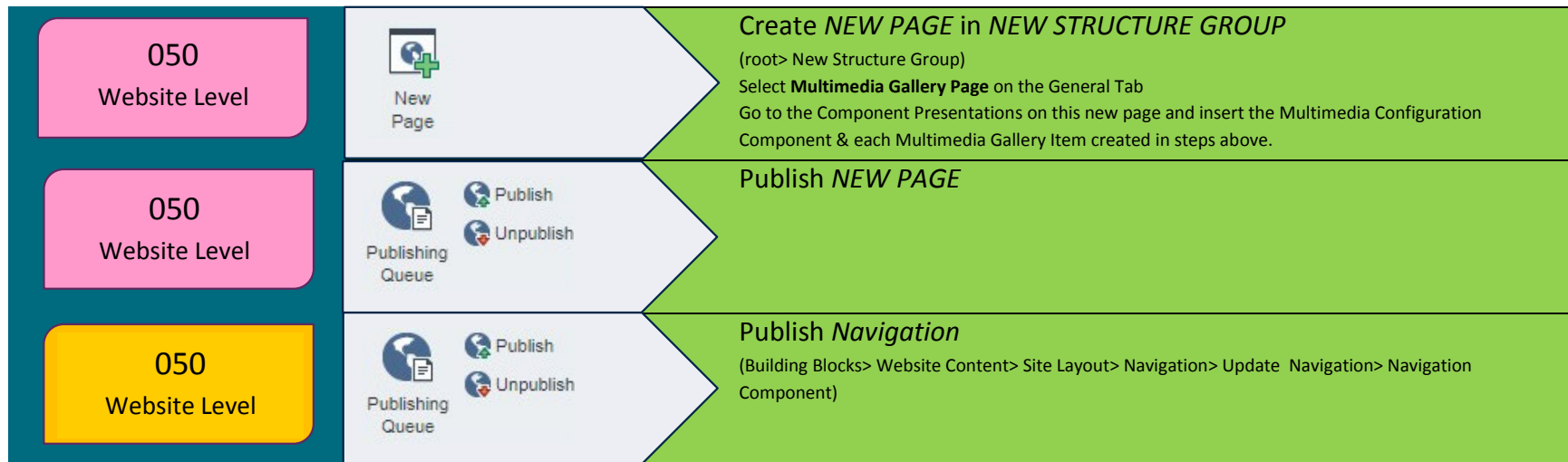
Create New Document in a Dynamic Document List





Create a Multimedia Gallery

020 Content Level	 New Folder	Create NEW FOLDER (Building Blocks> Website Content> [Agency Folder])
020 Content Level		Create NEW COMPONENT in <i>Multimedia Folder</i> (Building Blocks> Website Content> [Agency Folder]> Multimedia) Select Upload Multimedia Component in the Drop Down that appears on hover Browse to the new asset on your computer, select Open. Do this step for each item (image) to appear in your gallery.
020 Content Level	 New Component ▾	Create NEW COMPONENT in <i>NEW FOLDER</i> (Building Blocks> Website Content> [Agency Folder]> New Folder) Select General Content Schema This component will serve as your Page Introduction/Header Complete required fields (*)
020 Content Level	 New Component ▾	Create NEW COMPONENT in <i>NEW FOLDER</i> (Building Blocks> Website Content> [Agency Folder]> New Folder) Select Multimedia Gallery Configuration Schema Complete required fields (*)
020 Content Level	 New Component ▾	Create NEW COMPONENT in <i>NEW FOLDER</i> (Building Blocks> Website Content> [Agency Folder]> New Folder) Select Multimedia Gallery Item Schema Complete required fields (*) Do this step for each item (image) to appear in your gallery.
050 Website Level	 New Structure Group	Create NEW STRUCTURE GROUP Complete required fields (*)



Additional Information:

The example below shows how to add component presentations to a Multimedia Gallery page. Use a General Content component for the Page Introduction. The Multimedia Gallery Configuration component is required for this page type. If you omit it, the Gallery will not display.

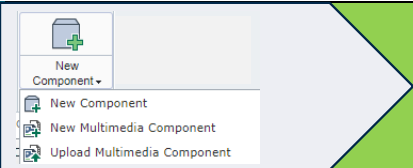
Component Presentation on new Multimedia Gallery Page

General		Component Presentations	Bundles	Workflow	Comments	Ratings	Info
		Component					
General Content		Multimedia Gallery Item Intro					Page Introduction
	Configuration	Multimedia Gallery Configuration					Multimedia Gallery Configuration
Multimedia Gallery Items		MM Image - Fall Colors					Multimedia Gallery Item
		MM Image - Wheaton Pond					Multimedia Gallery Item
		MM YouTube - Pentatonix - Say Something					Multimedia Gallery Item
		MM Vimeo - Yosemite					Multimedia Gallery Item
		MM Ext MP3 - Michael Miles - Ridge Over Klein					Multimedia Gallery Item
		MM MP3 - Michael Miles - Shimmer					Multimedia Gallery Item



Upload Asset to Tridion

020
Content Level



Create **NEW COMPONENT** in *Multimedia Folder*
(Building Blocks> Website Content> [Agency Folder]> Multimedia)
Select Upload Multimedia Component in the Drop Down that appears on hover
Browse to the new asset on your computer, select Open.

Additional Information:

Assets can include WORD documents, PDFs, Excel documents, images, csv files.

Recommended Image Sizes

- Jumbo rotator: 1200 pixels by 400 pixels
- Spotlight images: 800 pixels by 400 pixels
- Document/Article thumbnails: 90 pixels by 105 pixels

Make sure to resize your images PRIOR to importing into Tridion. Large images result in longer page load times and untended page layouts.

Don't have Photoshop? Try <https://pixlr.com/express/> to resize or crop your images.

To update an asset you do not need to create a new asset. Open the one you uploaded earlier and click Load from Disk. Your old asset will be overwritten.

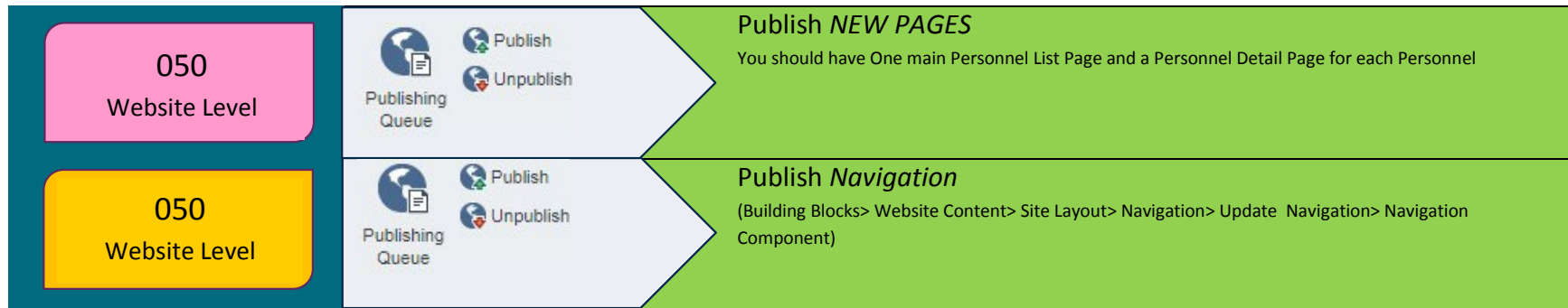


Create a Personnel Page

020 Content Level	 New Folder	Create NEW FOLDER (Building Blocks> Website Content> [Agency Folder])
020 Content Level	 New Component ▾	Create NEW COMPONENT in NEW FOLDER (Building Blocks> Website Content> [Agency Folder]> New Folder) Select Personnel Schema Complete required fields (*) Complete a Personnel Schema Component for each Personnel
020 Content Level	 New Component ▾	Create NEW COMPONENT in NEW FOLDER (Building Blocks> Website Content> [Agency Folder]> New Folder) Select General Content Schema This component will serve as your Page Introduction/Header Complete required fields (*)
050 Website Level	 New Structure Group	Create NEW STRUCTURE GROUP Complete required fields (*)
050 Website Level	 New Page	Create NEW PAGE in NEW STRUCTURE GROUP (root> New Structure Group) Select Personnel Detail Page TEMPLATE on the General Tab Go to the Component Presentations on this new page and insert each Personnel Component as a Personnel List Component TEMPLATE & the General Content Component as a Page Introduction
050 Website Level	 New Page	Create NEW PAGE in NEW STRUCTURE GROUP (root> New Structure Group) Select Personnel Detail Page TEMPLATE on the General Tab Go to the Component Presentations on this new page and insert one Personnel Component as a Personnel Detail Component TEMPLATE . Create a new page for each of the Personnel Components



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Additional Information:

The example below shows how to add component presentations to Personnel Detail pages. Use a General Content component for the Page Introduction. It is not necessary to create the individual Personnel Pages. These would likely only be created if the Personnel Components have text in the Biography field on the components. To remove or add a new Personnel, insert or delete components on the main page. Republish the page to see the changes.

Component Presentations on Personnel Detail Pages

The left screenshot shows the 'Component Presentations' tab for a personnel page. It displays a list of components and their corresponding templates.

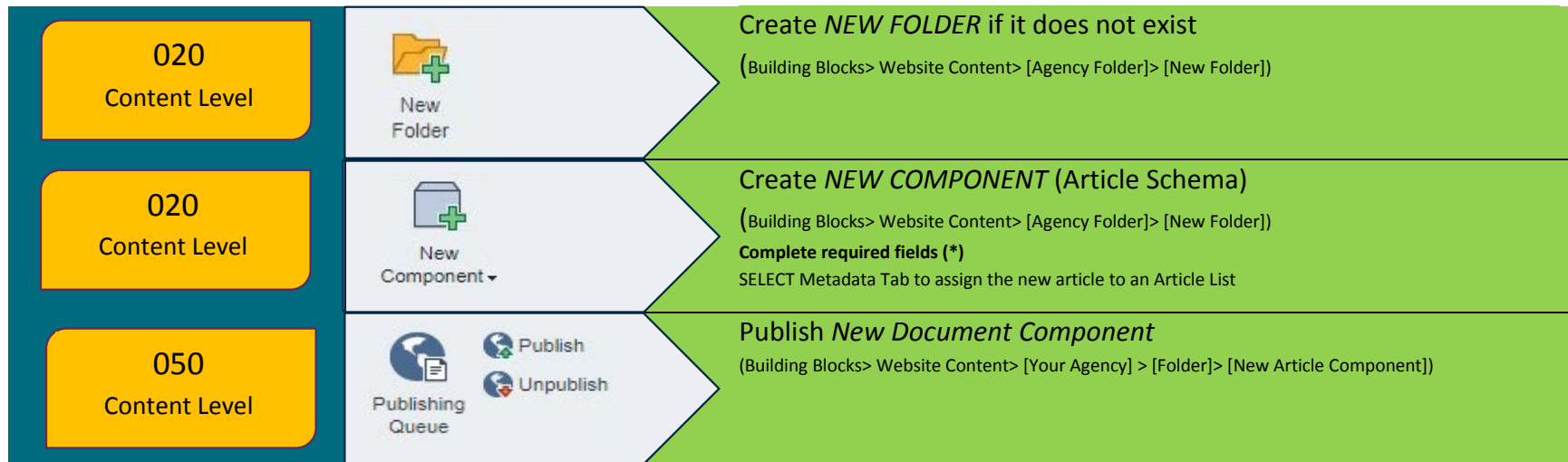
Component	Component Template
Personnel Intro	Page Introduction
Personnel: Bill Murray	Personnel List
Personnel: Chevy Chase	Personnel List
Personnel: Dan Akroyd	Personnel List
Personnel: Jane Curtin	Personnel List
Personnel: Madeline Kahn	Personnel List

The right screenshot shows the 'Component Presentations' tab for a personnel detail page. It displays a list of components and their corresponding templates.

Component	Component Template
Personnel: Bill Murray	Personnel Detail



Create New Article (News item) in a Dynamic Article List



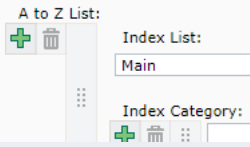
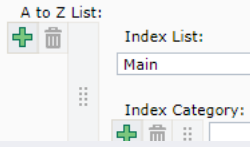
Additional Information:

Articles are a type of content that can be displayed in dynamic lists. When you create or edit an article you choose which list (or lists) it should display in. It can be displayed in multiple lists. You can also add Categories and Tags to the article that users can use to filter the articles.

Note that the new article (news) component is published from the 050 Building Blocks Folders. The 020 Building Blocks are mirrored to the 050 Building Blocks Folders so you will find your component in the 050 Building Blocks mirrored location.



Create an A-Z Index Page

020 Content Level	 Category	Create <i>New Keyword in Categories and Keywords- Index List</i> (Categories and Keywords> Index Category> [New Keyword]) for example Main Index Category
020 Content Level	 Category	Create <i>New Keyword in Categories and Keywords- Index Category</i> (Categories and Keywords> Index List> [New Keyword]) for example Keywords A, B, C, D,...
050 Website Level		Open Page(s) that should be listed in the A-Z Index (root> [Page])
050 Website Level		Select <i>Index List in A to Z List Fields</i> General Tab on Page
050 Website Level		Select <i>Index Category in A to Z List Fields</i> General Tab on Page
020 Content Level	 New Folder	Create <i>NEW FOLDER</i> (Building Blocks> Website Content> [Agency Folder])



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020 Content Level	 New Component ▾	Create <i>NEW COMPONENT</i> in <i>NEW FOLDER</i> (Building Blocks> Website Content> [Agency Folder]> New Folder) Select A to Z Index Schema Complete required fields (*)
050 Website Level	 New Structure Group	Create <i>NEW STRUCTURE GROUP</i> Complete required fields (*)
050 Website Level	 New Page	Create <i>NEW PAGE</i> in <i>NEW STRUCTURE GROUP</i> (root> New Structure Group) Select A to Z Index Page Template Go to the Component Presentations on this new page and insert the A to Z Index Schema Component that you created in the steps above.
050 Website Level	 Publishing Queue  Publish  Unpublish	Publish <i>NEW A-Z PAGE</i>
050 Website Level	 Publishing Queue  Publish  Unpublish	Publish <i>Navigation</i> (Building Blocks> Website Content> Site Layout> Navigation> Update Navigation> Navigation Component)