How to… Add a new page item

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1   Notes

Different page items may be added to different pages, with a full list of available page items discussed below; page items are split between Content Page Items and Landing/Homepage items.

## 2   Create a folder to 'store' your page item

Before creating a new page item, you will need to create/use a folder to 'store' your page item.

To do this, select the content page you are editing from the tree, and select '+'. You will then have the option to add a page items folder.

For example, to add a page item folder to France., click 'France' and select '+'

3   Adding a page item

Select the page items folder recently created and, again, click '+'. You will then be presented with the page items available to be added to the page you have selected.
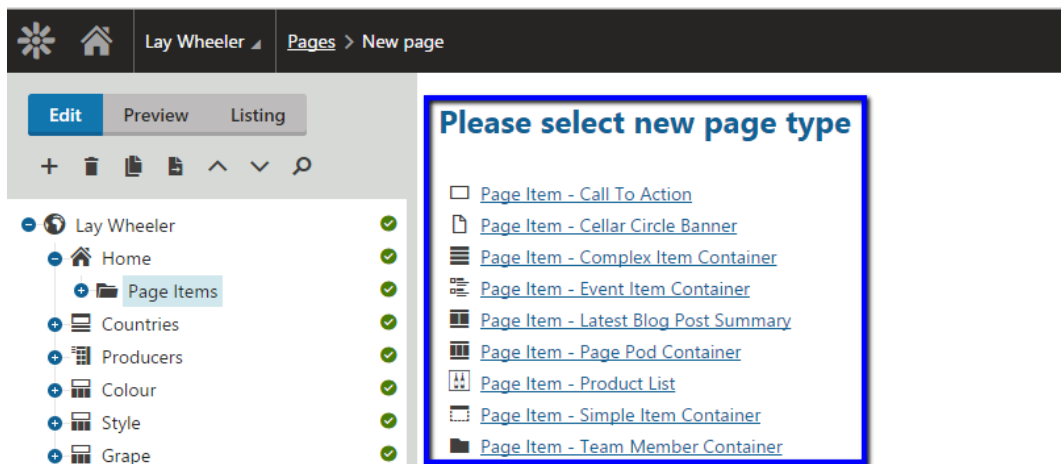
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4   Page Items – Homepage & Landing Pages only

4.1 Latest Blog Post

To add a Latest Blog Post, select the page items folder and click '+', 'Page Item – Latest Blog Post Summary'.

4.2 Simple Item Container

To add a Simple Item container, select the page items folder and click '+', 'Page Item – Simple item container'.

When adding a simple item container, you may add the following fields:

- Name (for reference)
- Insert the Anchor Target ID – used for linking to and from an anchor target link (i.e. the hero banner)
- Title
- Sub title

4.3 Complex Item Container

A complex item container is a container for other page items on the homepage. Page Items within the complex item container will have margins collapsed.

When adding a complex item container, you may add the following fields:

- Name (for reference)
- Insert the Anchor Target ID – used for linking to and from an anchor target link (i.e. the hero banner)
- Title
- Sub Title

Items that can be added are:

- Page Pod Row
- Content Area Pod
- Cellar Circle Banner

4.3.1   How do I add a Page Pod Row?

A Page Pod Row may only be added as a child page of the Complex Item Container; Select the Complex Item Container, select + followed by 'Page Pod Row'.
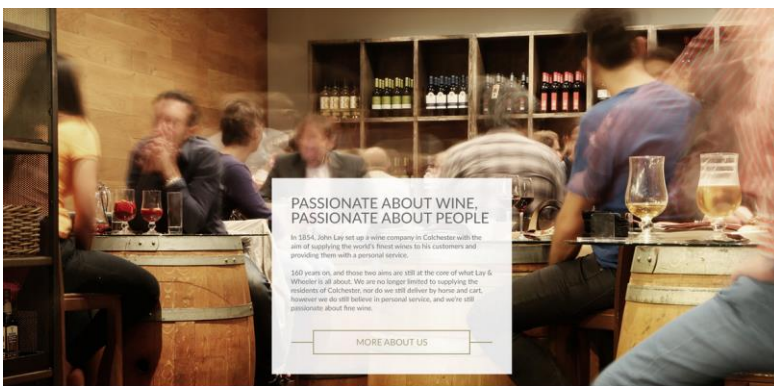
Save a title for the Pod Row and then add 'related pages' by selecting 'Add related page' and selecting a related page from within the site.

4.3.2   How do I add a Content Area Pod?

Select the Complex Item Container, select + followed by 'Content Area Pod'.

A Content Area Pod may only be added as a child page of the Complex Item Container.

When adding Content area pod, you may add the following fields:

- Name (for reference)
- Insert the Anchor Target ID – used for linking to and from an anchor target link (i.e. the hero banner)
- Type (with or without logo)
- Title
- Sub Title
- Content

Complete the following Link fields:
- Text – the link text i.e. 'Sign up now'
- Tooltip – set the tooltip of the button
- Select the link type
  - Another page – select the page you wish to link to by clicking 'select' to select path from the CMS Tree
  - External URL – select the web tab, add the URL of the external site and select 'opens in new window'.
- Open new window

4.3.3   How do I add a Cellar Circle Banner?

Select the Complex Item Container, select + followed by 'Cellar Circle Banner'.

With and without logo view

A Cellar Circle banner can be added as a child to a Complex Item Container or as a Page item folder. The only difference is how this is displayed on the page (padding reduced and goes full width when added to a Complex item container)

When adding Cellar Circle banner, you may add the following fields:

- Name (for reference)
- Insert the Anchor Target ID – used for linking to and from an anchor target link (i.e. the hero banner)
- Type (with or without logo)
- Title
- Sub Title
- Content

Complete the following Link fields:
- Text – the link text i.e. 'Sign up now'
- Tooltip – set the tooltip of the button
- Select the link type
    - Another page – select the page you wish to link to by clicking 'select' to select path from the CMS Tree
    - External URL – select the web tab, add the URL of the external site and select 'opens in new window'.
- Open new window

4.4 Page Pod Container
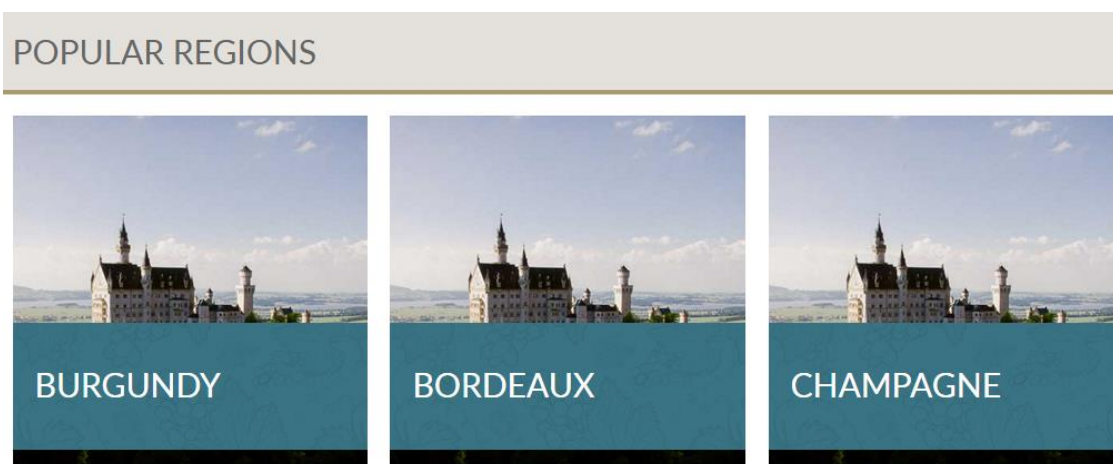
To add a Page pod container, select the page items folder and click '+', 'Page Item – Page pod container'.

Save a title for the Page pod container and then add 'related pages' by selecting 'Add related page' and selecting a related page from within the site.

4.5 Content block

Content Block - With image

To add a Content block, select the page items folder and click '+', 'Page Item – Content block.

Adding a 'Content Block' as a page item, you may add the following fields:

- Title
- An optional sub-title
- Body content
- An optional image

You can also select whether to display this plain or in a boxed style, this will be added within the content in the style shown within the image above.

4.6 Product List

RELEASED THIS MONTH
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Pricing IN BOND DUTY PAID ⓘ

2013 Chambolle-Musigny, Domaine Taupenot-Merme	2013 Bourgogne Chardonnay, Michel Bouzereau	2013 Chambolle-Musigny, Domaine Taupenot-Merme
Red | Medium-dry | Sparkling	White | Dry | Still	Red | Medium-dry | Sparkling
Maturity Improving/Ready 2014-2020	Critic score 92/100 Maturity Leave 2015-2018 Food match Pasta ON SALE	Maturity Improving/Ready 2014-2020
Bottle - 75cl from £65.00	Case - 12x75cl £150.00 from £132.00	Bottle - 75cl from £65.00
Case - 6x75cl from £360.00		Case - 6x75cl from £360.00
VIEW	VIEW	VIEW

VIEW ALL

To add a Product list, select the page items folder and click '+', 'Page Item – Product list.

Adding a 'Product list' as a page item, you may add the following fields:

- Title
- An optional sub-title
- Data source

5 Content - Page items

N.B. *You must remember to follow the 'Save' the process when editing and adding a new page item to a page.*

On landing pages, you can set an anchor target ID to link page items to the Hero Banner; in order to match the reference for the Call-to-Action button to the page item, an anchor target ID is used. This means when adding a page item, the anchor target ID needs to match that of the landing page, for example - product-list

Once you have selected +, you may select one of the following new page items:

5.1   Pod in columns

You will be required to complete the following mandatory fields:

- Insert the Anchor Target ID – used for linking to and from an anchor target link (i.e. the hero banner)
- Title
- Sub-Title

5.2   FAQ Panel

The following fields may be completed within an FAQ Panel Page Item:

- Insert the Anchor Target ID – used for linking to and from an anchor target link (i.e. the hero banner)
- Show Title
    - Title
    - Sub Title
- Select to open the first FAQ when page first loads

A panel will show FAQ items added to a panel.

5.2.1   How do I add an FAQ item?

A FAQ item can only be added to a panel and consists of the following CMS editable content:

- Insert the Anchor Target ID – used for linking to and from an anchor target link (i.e. the hero banner)
- Question (Plain text – no character limit)
- Answer (HTML)

5.3   Content Block

Adding a 'Content Block' as a page item, you may add the following fields:

- Title
- An optional sub-title
- Body content
- An optional image

You can also select whether to display this plain or in a boxed style, this will be added within the content in the style shown within the image above.
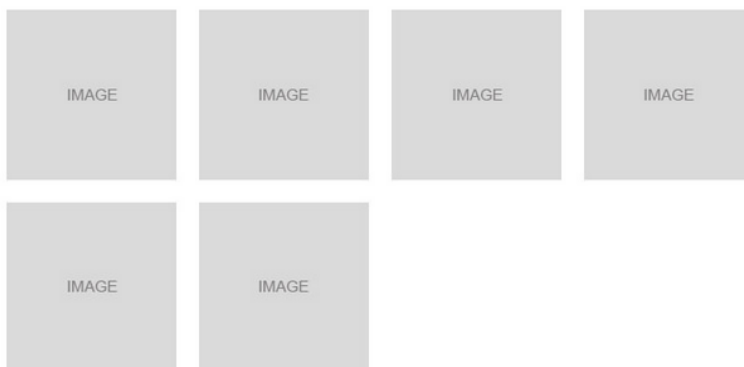
Content Block – Boxed

BOXED CONTENT BLOCK

Content Block. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

BUTTON

5.4   Gallery

GALLERY

Intro text. Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam.

Add a Gallery as a page item and complete the following fields:

- Insert the Anchor Target ID – used for linking to and from an anchor target link (i.e. the hero banner)
- Title (i.e. Burgundy Wines)
- Sub Title

5.4.1   How to I add an image to the Gallery?

Select the chosen Gallery, followed by + and selecting 'Gallery Image'.

You may then complete the following fields:

- Title (For the individual image)
- Image caption – optional
- Gallery image
  o Select a file from the managed media library

5.5   iFrame

IFRAME

Sub heading or intro paragraph. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

☰   Search Wikipedia

Today's featured article

Casino Royale (1953) is a James Bond novel, the first of twelve featuring the British secret agent by Ian Fleming. At a casino in Royale-les-Eaux, Bond beats Le Chiffre, the treasurer of a French trade union and a member of the Russian secret service, in a high-stakes baccarat game; Bond wins 80 million francs belonging to SMERSH, the Soviet counterintelligence agency. He is supported by Vesper Lynd, a member of his own service, as well as Felix Leiter of the CIA and René Mathis of the French Deuxième Bureau. Fleming took plot elements from his wartime experiences in the Naval Intelligence Division and based some characters on people he met during the war; the character of Bond also reflected many of Fleming's personal tastes. Looking for distraction in advance of his forthcoming wedding, Fleming wrote the draft in early 1952 at his Goldeneye estate in Jamaica. The book was given broadly positive reviews by critics at the time and sold out in less than a month after its UK release, although US sales upon release a year later were much slower. The story has been adapted several times, including in a daily comic strip and twice on film, a 1967 adaptation starring David Niven and a 2006 version starring Daniel Craig. **(Full article...)**

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An iFrame may be used to show an external site within the page (as above); to add this as a page item you will need to select the page items folder, select + to add the iFrame and complete the following fields:

- Insert the Anchor Target ID – used for linking to and from an anchor target link (i.e. the hero banner)
- Select to show a Title with the iFrame
  - Title
  - Sub Title
- iFrame Settings
  - Add the URL of the page in which you wish to show
  - The height of the iFrame on the page
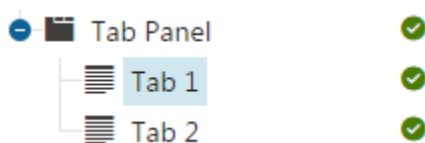 - Whether you wish to hide the scrollbars

IFrame Settings

IFrame Url:*	https://en.wikipedia.org/wiki/Wikipedia:Today%2	Select
IFrame Height (Pixels):*	500	
Hide Scrollbars?:	☑	

5.6   Tab Panel

Tab panels may sit on a page with content changing depending on what the user clicks on; within this tab you may fit several paragraphs of content.
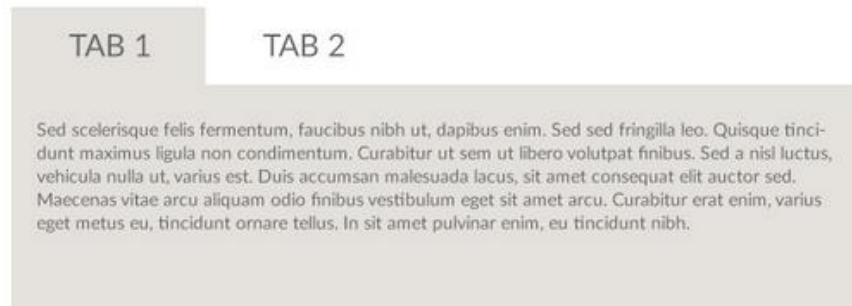
To add a Tab panel pod, select the page items folder and click '+'and select 'Page Item – Tab panel'.

Within a Tab panel pod page item, you will be required to complete the title (for reference) and may also add:

- The Anchor Target ID – used for linking to and from an anchor target link (i.e. the hero banner)
- Sub Title

5.6.1   How do I add a Tab Item to a Tab Panel?

To add a Tab Item, select the Tab Panel, click '+' and select 'Page Item – Tab item'.

You may then complete the following fields:

- The Anchor Target ID - used for linking to and from an anchor target link (i.e. the hero banner)
- Title – this will appear as an option to select within the tab panel (i.e. wine regions)
- Tab content – add your content here

A tab panel can have a number of different tab items, meaning that if only one tab is added, only one will show.

5.7   Call To Action

To add call-to-action, select the page items folder and click '+', 'Call To Action.
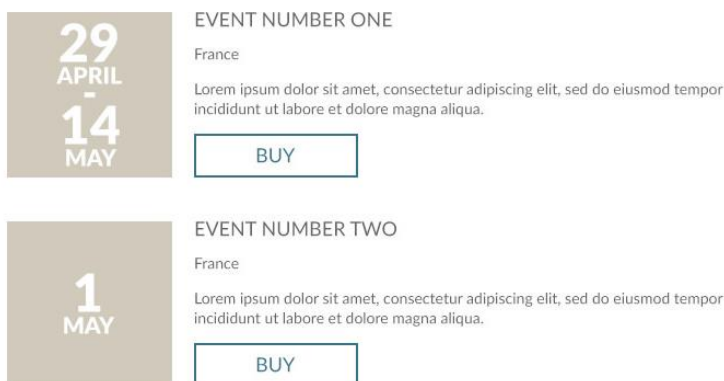
Complete the following General fields:

- Name (the relevant name of the Call To Action, for reference)
- Insert the Anchor Target ID – used for linking to and from an anchor target link (i.e. the hero banner)

Complete the following Link fields:

- Text – the link text i.e. 'Sign up now'
- Tooltip – set the tooltip of the button
- Select the link type
  - Another page – select the page you wish to link to by clicking 'select' to select path from the CMS Tree
  - External URL – select the web tab, add the URL of the external site and select 'opens in new window'.

5.8 Event Item Container

In the format of the image above, an Event Item Container is a simple container for Event Items

To add an Event Item Container, select the page items folder and click '+', 'Page Item – Event Item Container'.

Complete the following General fields:

- Name (the relevant name of the Event Item Container, for reference)
- Insert the Anchor Target ID – used for linking to and from an anchor target link (i.e. the hero banner)

5.8.1 How do I add an event to the container?

Select the Event Item Container, select + followed by 'Event Item'.

Add the name of the Event (for reference purposes) and complete the following fields:

- Heading
  - Title (of the event)
  - Sub Title (i.e. location)
  - Short description of the event
- Event Information
  - Add the to and from dates of the Event
- Call to Action Button
  - Text (of the button – i.e. Buy)
  - Tooltip of the button
  - Select the link type
    - Another page – select the page you wish to link to by clicking 'select' to select path from the CMS Tree
    - External URL – select the web tab, add the URL of the external site and select 'opens in new window'.