

HENRY FORD HEALTH SYSTEM CAMPAIGN LANDING 1 ITEMS BREAKDOWN TRAINING MANUAL

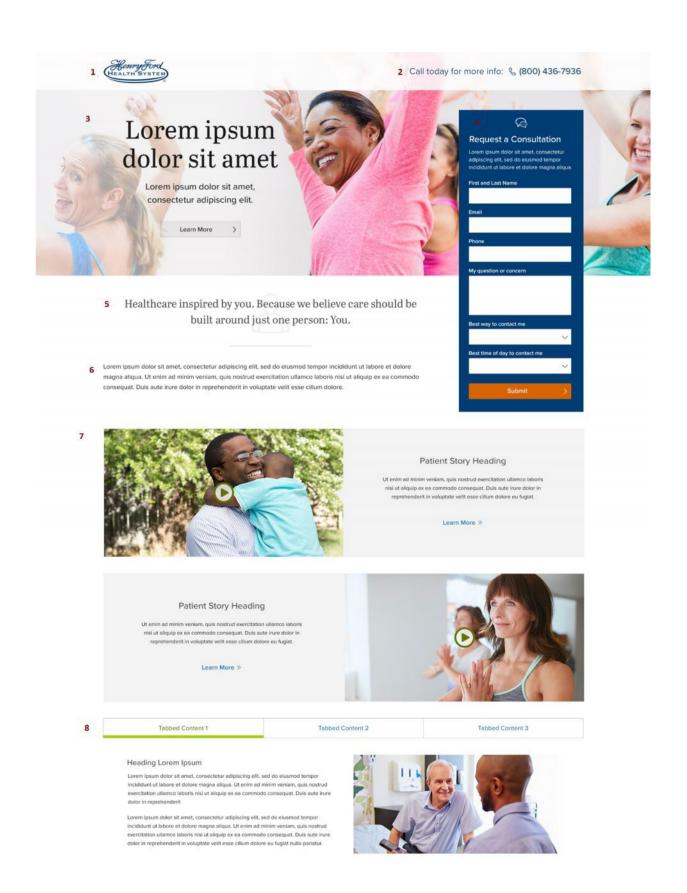


Welcome to Sitecore

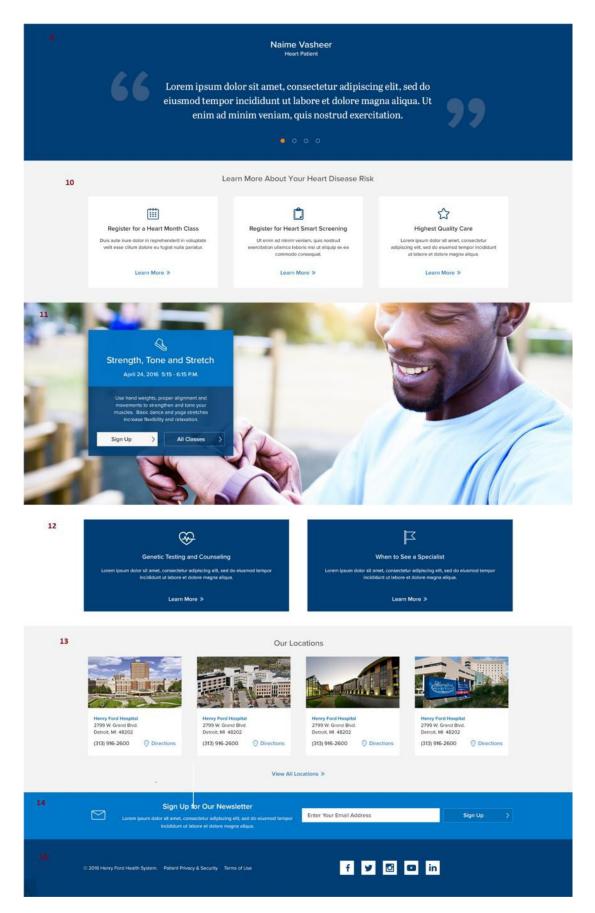
Welcome to the Campaign Landing 1 Items Breakdown Training Manual. In this document, we will breakdown all the elements found on your Campaign Landing 1. View these elements on the front end and then find the corresponding location on the back end to make any edits.

Note: If any field is not populated on the back end, it will not display on the front end and the information below it will roll up into its place.



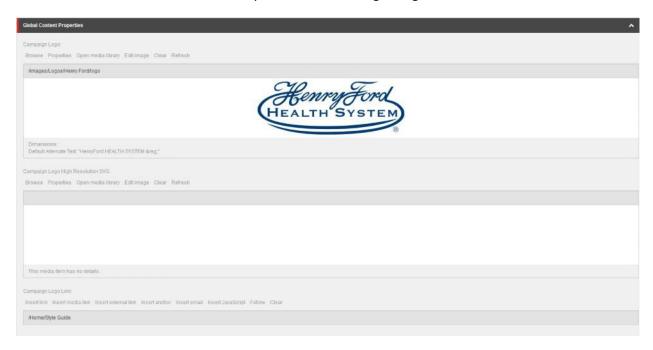








1. Header. Use the Campaign Logo, Campaign Logo High Resolution SVG and Campaign Logo Link fields within the Global Content Properties to insert a logo image.



2. Phone. Use the Phone Text, Phone Number, and Phone Value fields to set the phone number that will display in the header.



3. Banner. Use the Landing Slides field within the Landing Slides section of the Section Home page to select the Hero that should appear on the page.

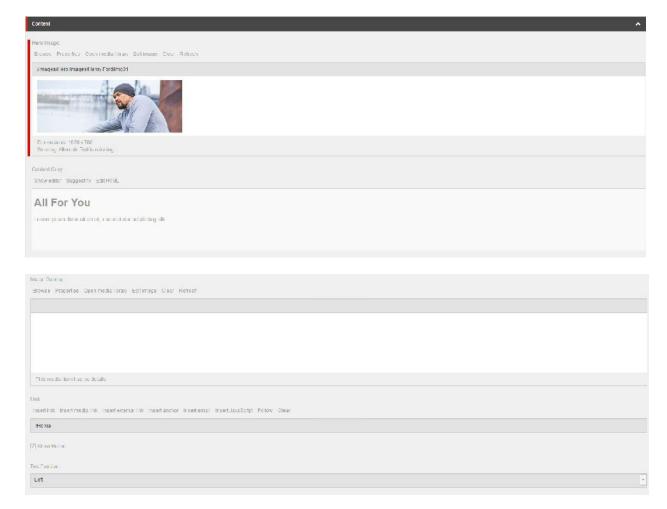




To edit or create a new Hero item, go to /Global/Hero Banner/Henry Ford/Campaign Hero. Each item is made of 3 different components:

- 1. **Image**. Edit the image that displays using the Hero Image, Hero Image Tablet, and Hero Image Mobile fields. Refer to style guide for image dimensions.
 - a. The Hero Image field displays in desktop mode.
 - b. The Hero Image Tablet field displays in tablet mode.
 - c. The Hero Image Mobile field displays in mobile view.
- 2. **Content Copy.** Edit the text that displays using the Content Copy field. The text used here should be limited to roughly 150 characters and should include a Headline (H2).
- 3. **Button.** Edit the button link using the Link field. The text that appears on the button should be edited using the Description field for the link, and should be limited to roughly 25 characters. Select the Show Button checkbox to display the button.

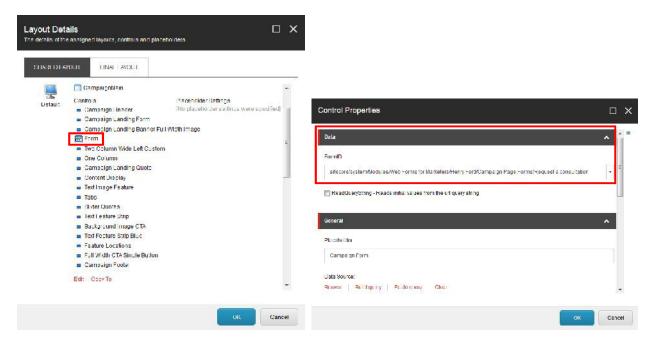
Set the alignment for the headline, teaser, button, and rotator control by selecting Left within the Text Position dropdown field.







4. **Form Section.** To select a Form, navigate to Presentation Details>Form. Set the data source (FormID) to the applicable item:/sitecore/system/Modules/Web Forms for Marketers/Henry Ford/Campaign Page Forms/Request a consultation.

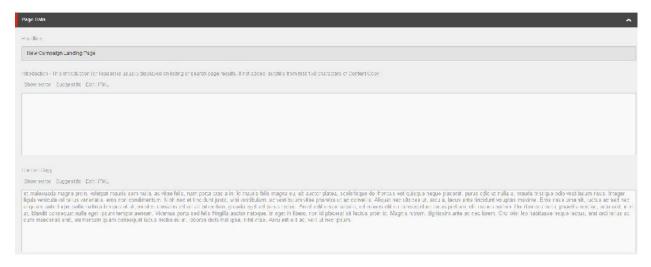


5. **Quote.** Use the RTE Quote field under the Campaign Landing Quote section to insert a quote. If left blank, no text will appear on the campaign page.





6. **Content Copy.** The landing page template has multiple areas to enter content. The content within the Content Copy field in the Page Data section will appear above the Text Feature Gray areas on the front end of the page.



7. **Text Feature Gray.** The Text Feature Gray will appear between the content copy and Tab sections of the page. Use the Text Image Features field to select the items that should appear on the page.

These can be created in /sitecore/content/Global/Callouts/HenryFord/TextImage Feature using templates Image Callout or Video Callout. You can also organize these using the Callout Folder.

• Campaign landing supports the gray background. To set this to gray in the Alignment field enter Henry Ford/Locations/Right Text or Henry Ford/Locations/Left Text.





8. **Tabs.** If filled out, the Tabs control will display directly below the Text Feature Gray Call-to-Action, on the front end of the page. This control uses the Content Panel placeholder, so it can be reordered with other elements also using that placeholder.



9. **Slider Quote.** Use the Slider Quotes field to select the items that should appear on the page.



10. **Text Feature Strip.** Select a Text Feature Call-to-Action from the Text Feature field in the Text Feature Strip Data section.

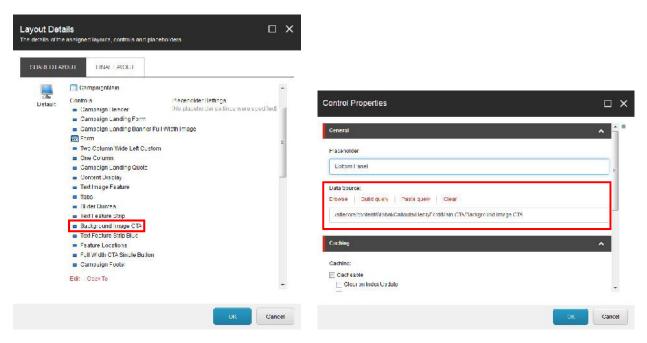


To edit or create a new Call-to-Action, go to /Global/Callouts/HenryFord/Text Based Feature Blue Background. There are 5 main sections of each CTA. Each section is optional.

- 1. Image. This is the icon that appears on the CTA. These icons are stored in /Global/FontIcons
- 2. **Title.** This is the text that appears above the copy paragraph. It should be limited to approximately 50 characters. Edit this text within the Headline field of the CTA.
- 3. **Text.** This is the text that appears above the link. It should be limited to approximately 150 characters. Edit this text within the Copy field of the CTA.
- 4. **Link Label.** This is the text that will appear as the Link in the CTA. This text should be limited to approximately 30 characters.
- 5. **Feature Link.** This is the destination for the Link in the CTA. Use the Insert Link option to select a page within the site tree.



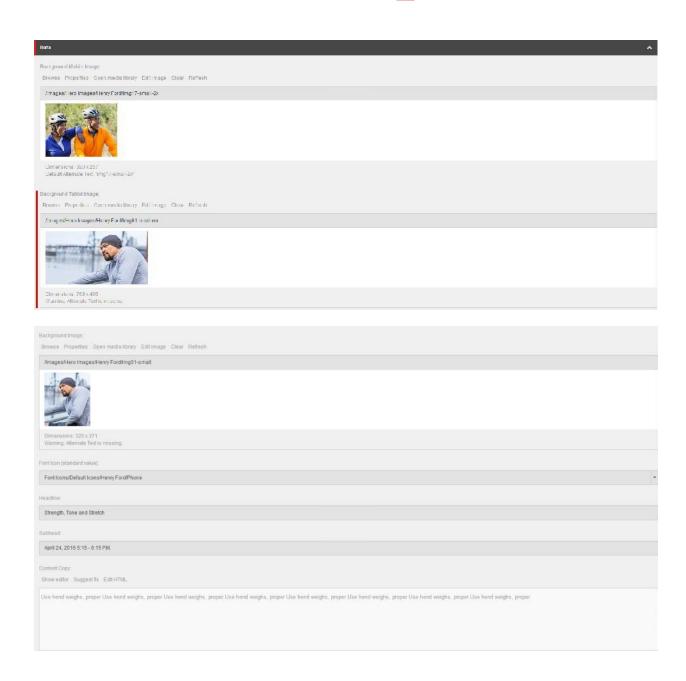
11. **Background Image with Call to Action.** To select a Background Image with Call-to-Action, navigate to Presentation Details>Background Image CTA. Set the data source to the applicable item in the Global Source:/sitecore/content/Global/Callouts/Henry Ford/Campaign Background Image CTA.



To edit or create a new Background Image Call-to-Action, go to /sitecore/content/Global/Callouts/Henry Ford/Campaign Background Image. There are 9 main sections of the CTA.

- 1. **Image.** This is the image that appears on the CTA.
- 2. Font Icon. This is the icon that appears on the CTA. These icons are stored in /Global/Font Icons
- 3. **Title.** This is the text that appears above the copy paragraph. It should be limited to approximately 50 characters. Edit this text within the Headline field of the CTA.
- 4. **Subhead.** This is the text that appears below the headline.
- 5. **Text.** This is the text that appears above the link(s). It should be limited to approximately 150 characters. Edit this text within the Copy field of the CTA.
- 6. **Button Label.** This is the text that will appear as the Link in the CTA. This text should be limited to approximately 30 characters.
- 7. **Button Style.** This is where the arrow direction is selected.
- 8. **Button Link.** This is the destination for the Link in the CTA.
- 9. **Text Position.** This where the text position is selected. If 'Left' is selected, the text will appear on the left side of the page.







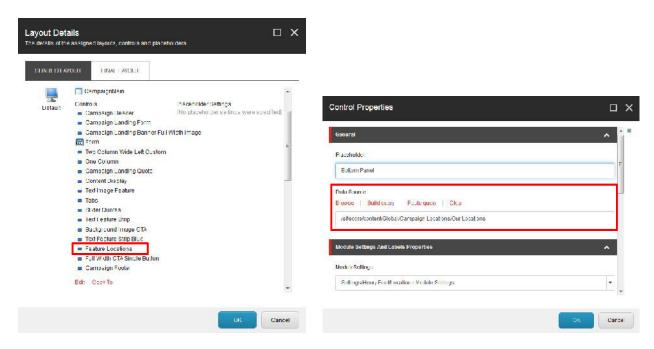


12. **Text Feature Strip Blue.** Select a Text Feature Strip Blue Call-to-Action in the Text Features Blue field of the Text Feature Strip Blue Data section of the template.

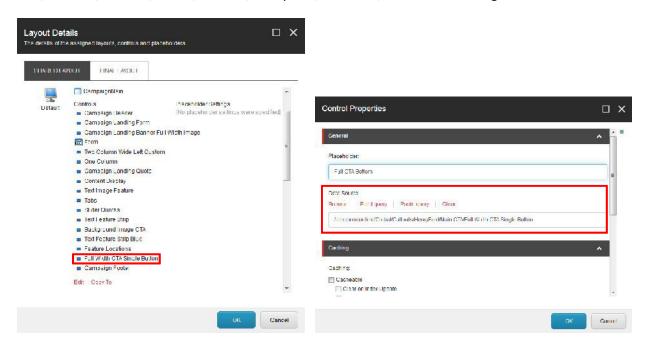


13. **Featured Locations.** To select a Feature Location, navigate to Presentation Details>Feature Locations. Set the data source to the applicable item in the Global Source: /sitecore/content/Global/Campaign Locations.





14. **Full Width CTA.** To select a Full Width CTA Button, navigate to Presentation Details>Full Width CTA Single Button. Set the data source to the applicable item in the Global Source: /sitecore/content/Global/Callouts/HenryFord/Main CTA/Full Width CTA Single Button.



15. **Footer.** Use the Footer Social Links field to select the social media icons and links that will appear on the page. Edit the RTE content field to input footer text.



