How to Edit Pill Banner

Every Topic Page within WebJunction has a standard horizontal navigation with a tabbed display. This tabbed display presents separate pages to the end user as if they are all one page. By default, migrated topic pages were set up with the following tabs: Overview, Documents, News, Webinars, See Also.

The key edits you will need to make to a Pill Banner is to remove specific pills for tab pages that you do not want to use on a specific topic page.

Removing Pills

In this example, we want to remove the Webinars and See Also pills from the Pennsylvania Human Resources Topic Page.



1. Open the topic page for editing.

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e 🖉 WebJunction		Trustees	trustees	🔲 📃 02-A
		Library Reference	liib-ref	🔲 📃 02-A
Materials	2		liib-service	
Partner Support Reports	3	Library Services		🔲 🗏 02-A
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G 🖉 Our Partners	5	Youth Services	youthservices	🔳 🔲 02-A
e e Pennsylvania	6	Budget and Finance	programsfinance	🔲 🗐 02-A
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PA Topics P Trustees P Library Reference P Library Services P Library Programs	8	School Libraries	schools	🔳 📃 02-A
	9	Services for Older Adults	isap	🔳 📃 02-A
	10	Summer Reading	youthservicessummerreading	🔳 📃 02-A
	11	Technology Updates	techupdates	🔲 🗌 02-A
😟 🙆 Youth Services	12	Innovating the Library	innovation	🔲 📃 01-J
🕀 🖭 Budget and Finance 🕀 💓 Pennsylvania Spotlight	13	Leadership and Management	leadership	🔳 📃 02-A
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Services for Older Adults	15	PA Sample Topic Page	pa-sample-topic-page	🔲 🛑 15-Fe
Bummer Reading	16	Data and Statistics	statistics	02-A
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Performance in the second		Human Resources	humanresources	📃 📃 02-A
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		Paste		
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🗄 🖭 Human Resources		Delete		

2. From Edit View, hover over the pill component and right-click within the component box. Select Edit.

Human Resources		
Overview Documents News Webinars See Also	Edit	
Edit Delete New Poste Ask Rita in HR Ask Rita in HR is an RSS feed obtained from Blue Avocado's site <u>www.blueavocado.org</u> . Blue Avocado cautions that "Ask Rita in our readers to learn about and discuss current developments in human resource law. It is not intended to provide a legal opinion or remember that Rita's answers are fact-specific and may be affected by state laws. Information regarding state law can typically be Department of Labor or Chamber of Commerce website. Should issues arise involving a specific legal matter involving you or your no to contact legal counsel or your D & O insurance carrier which may provide employment advice as a service to its insured organiza		a forum for rice. Please ur state's rencouraged

3. You will see a dialog box with a list of the pills on your page now, in descending order for each pill from left to right on the pill banner:

Human Resources

Individual Pills				
		Is this the active pill		*
	Content Link	/content/webjunction/partners/pennsylvania/pa-tr	Down -	
	Link Title	Overview		=
	Title	Overview		
	Active			
		Is this the active pill		
	Content Link	/content/webjunction/partners/pennsylvania/pa-ti	Down -	
	Link Title	Documents		
	Title	Documents		-
1			ок с	ancel

4. Scroll down to find the pills you wish to remove.

Human Resources

Individual Pills				
	Active			
		Is this the active pill		
	Content Link	/content/webjunction/partners/pennsylvania/pa-tr	Up Down -	Ļ
	Link Title	Documents		Ť
	Title	Documents		
	Active			Ξ
		Is this the active pill		=
	Content Link	/content/webjunction/partners/pennsylvania/pa-tu	Up Down	
	Link Title	News		
	Title	News		-
			OK	el

5. Click the minus sign [-] on the right to remove the pill. This does not delete the pill page, just the link within the Pill component.

Human Resources

Individual Pills			
	Content Link	/content/webjunction/partners/pennsylvania/pa-ti	Up Down -
	Link Title	Webinars	
	Title	Webinars	
	Active		
		Is this the active pill	
	Content Link	/content/webjunction/partners/pennsylvania/pa-tr	Up Down -
	Link Title	See Also	=
	Title	See Also	
			•
			OK Cancel

NOTE: the 'minus' sign for the See Also pill is slightly cutoff, so click just to the right of the Down button.

6. After you have removed all of the intended pills from this view, click OK.

The Pill component now reflects the changes you made:

Human	Resourc	es
Overview	Documents	News

7. Next, right-click on the pill component and select Copy, making sure you are still on the Overview page.

Human Resources						
Overview Documents News		1				
	Edit					
Edit Delete New Paste	Annotate					
Ask Rita in HR	Cut Copy		Submit a document Submit			
Ask Rita in HR is an RSS feed obtained from Blue Avocado's	Paste V	cado.org. Blue Avocado cautions that	a document			
"Ask Rita in HR is provided as a forum for our readers to lear	Delete	ss current developments in human				
resource law. It is not intended to provide a legal opinion or s		e. Please remember that Rita's answers				
are fact-specific and may be affected by state laws. Informati		e law can typically be found through your	Edit Feed Link			
state's Department of Labor or Chamber of Commerce website	Should iccuse	arico involving a coocific logal matter	· component nere			

8. Click on the next pill on the banner to go to that page (remember, each pill is actually a separate page within CQ). In this example, we click on Documents.

Overview Documents News	

9. Once the page has loaded, hover over the pill component, right-click your mouse, and select Paste.

Human Resources								
Overview	Overview Documents News Webinars See Also Edit Annotate							
Edit Delete New	Edit Delete New Paste							
					Сору			
Succession	n Planning				Paste			
Last Modified: February 21, 2012 / Comments: 0 / Rating: No ratings yet					Delete 5			
Link to article by Paula Singer, "When leaders leave, succession planning can smooth the Library Journal Oct 15, 2004: (January 5, 2010).					New			

You will now have the new Pill banner displayed above the old banner.

Huma	Human Resources							
Overview	Documents	News						
Overview	Documents	News	Webinars	See Also				

10. Open the new pill component and uncheck the Active checkbox above the Overview pill. Then, check the Active checkbox above Documents instead. This will result in the Documents pill being displayed as the active pill. Once you've selected the new Active pill, click OK.

Human Resources

Individual Pills			
Tab	Active	Is this the active pill	
	Content Link	/content/webjunction/partners/pennsylvania/pa-tr	Up Down -
	Link Title	Overview	
	Title	Overview	
	Active		
		Is this the active pill	
	Content Link	/content/webjunction/partners/pennsylvania/pa-tu	Up Down -
	Link Title	Documents	▼
			OK Cancel

- 11. Note that now the highlighted pills on both the old and new banners match.
- 12. Delete the old banner. Right-click and select Delete.

Human Resources

Overview	Documents	News				
Overview	Documents	News	Webinars	See Also		
						Edit Annotate
Edit Delete New Paste Succession Planning Last Modified: February 21, 2012 / Comments: 0 / Rating: No ratings yet						Cut Copy Paste
	Link to article by Paula Singer, "When leaders leave, succession planning can smooth the transition Library Journal Oct 15, 2004: (January 5, 2010).					

- 13. Repeat steps 8-12 for the remaining Pills that you are retaining.
- 14. When finished, click on each pill in turn to verify that all desired pills display on each tab page, that the undesired pills are gone, and that the highlight correctly identifies the page you are currently looking at.

Activate your changes

Once you've *removed* the pills you don't want, and *updated* the pill component on each page, you will need to activate your changes. This will publish your changes to the live environment. You can make these changes page by page in Edit Mode or all at once using the navigation tree view.

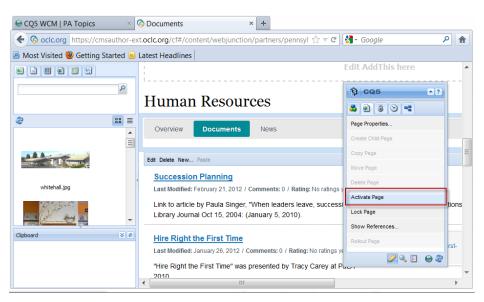
Activate your changes – page by page

 To Activate your changes from within Edit Mode (the additional tab or window you are working in to make edits to a specific page) select the Pages tab in the CQ5 Sidekick and click Activate Page.

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🖻 Most Visited 🥹 Getting Started 🛓	Latest Headlines				
٩	Human Resources	1 CQ5			
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2	Overview Documents News	Page Properties			
		Create Child Page			
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This will publish your changes to this one pill page to the published environment.

2. Select the next Pill page to Activate the changes on that page. Repeat for all pill pages.



Activate your changes – all at once

1. To Activate your changes all at one time, first close the Edit Mode browser tab or window you've been working in.

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	Overview	Documents	News			

2. Next, back in the explorer tree view, select the Topic Page in the Center Pane that you accessed earlier (in this case - Human Resources). Select Activate.

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3. In the left pane, find and select the same Topic Page that you just Activated. This will allow you to view the list of pill pages in the Center Pane. Select all of the pages that you want Activated. Once they are all highlighted select Activate.

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NOTE: The Feedbuilder page is tied to your Topic Page RSS Feed. No need to re-Activate Feedbuilder or the other pages you do not want to surface at this time.

Once you've Activated the main topic page, and each pill page you are retaining, go to the live WebJunction site to confirm that the pages are updated as anticipated. It is a good idea to click on each tab to confirm that you've updated each tab correctly.

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