

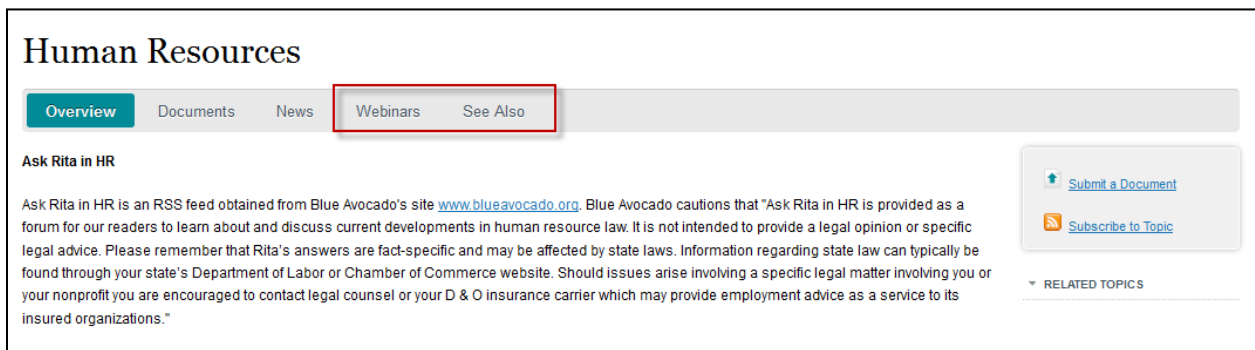
How to Edit Pill Banner

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.

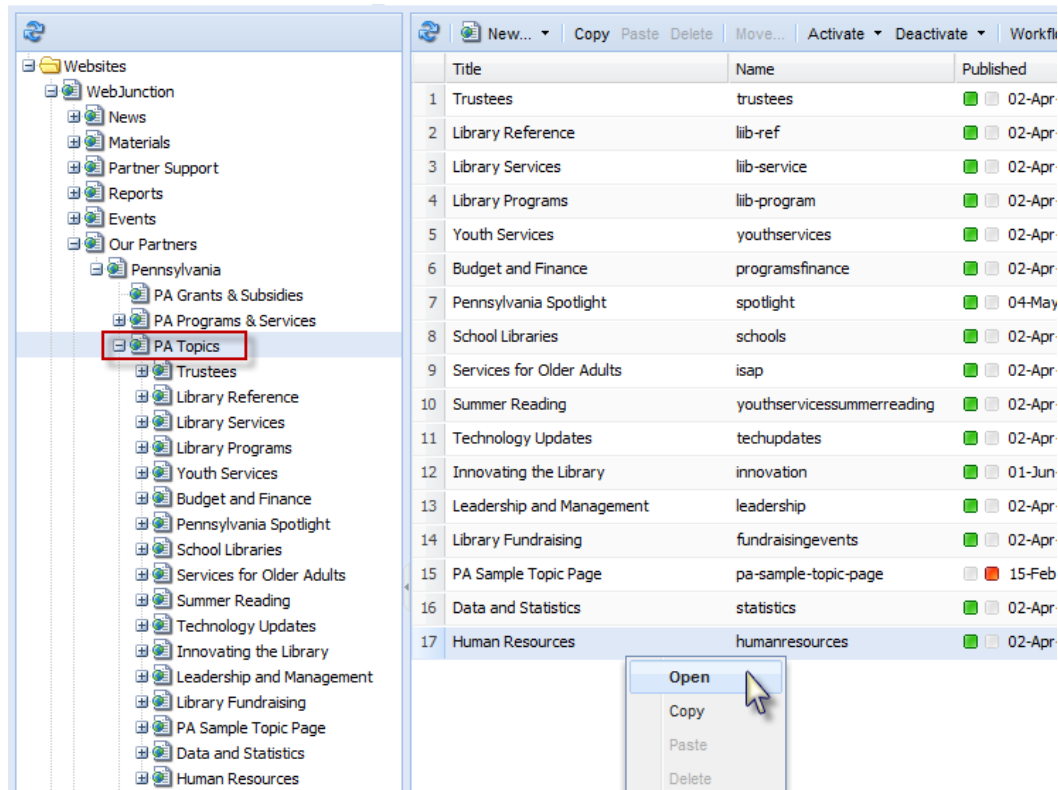
The key edits you will need to make to a Pill Banner is to remove specific pills for tab pages that you do not want to use on a specific topic page.

Removing Pills

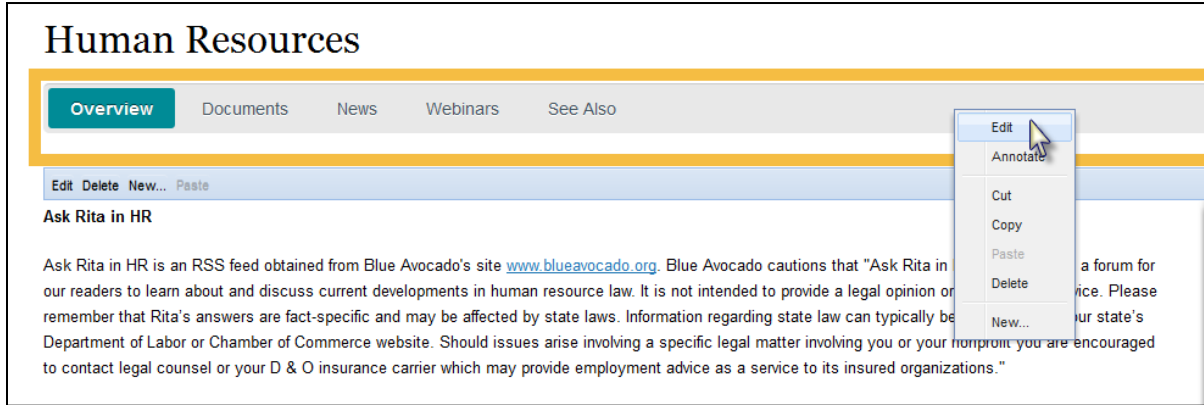
In this example, we want to remove the Webinars and See Also pills from the Pennsylvania Human Resources Topic Page.



1. Open the topic page for editing.

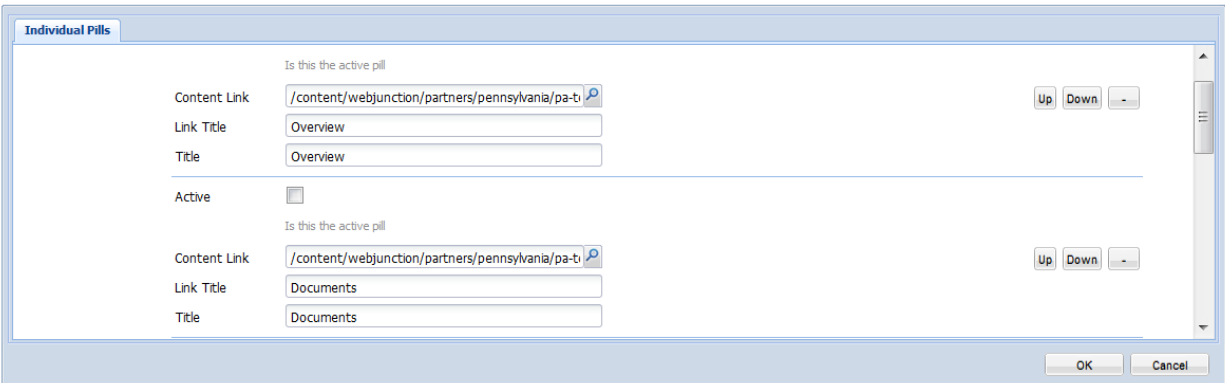


- From Edit View, hover over the pill component and right-click within the component box. Select Edit.



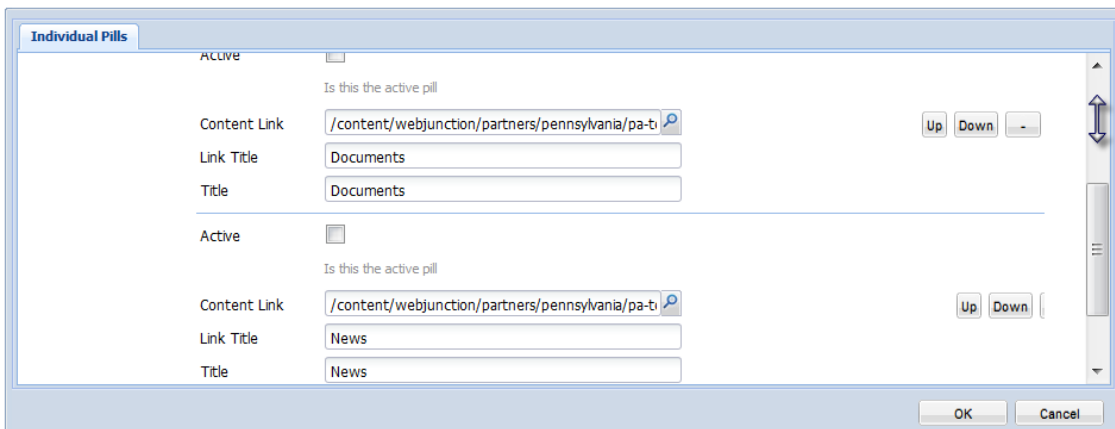
- You will see a dialog box with a list of the pills on your page now, in descending order for each pill from left to right on the pill banner:

Human Resources



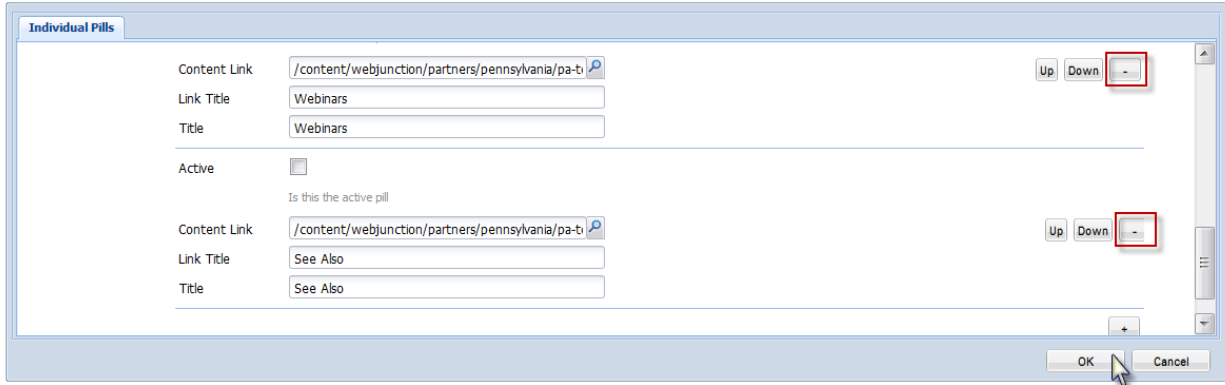
- Scroll down to find the pills you wish to remove.

Human Resources



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



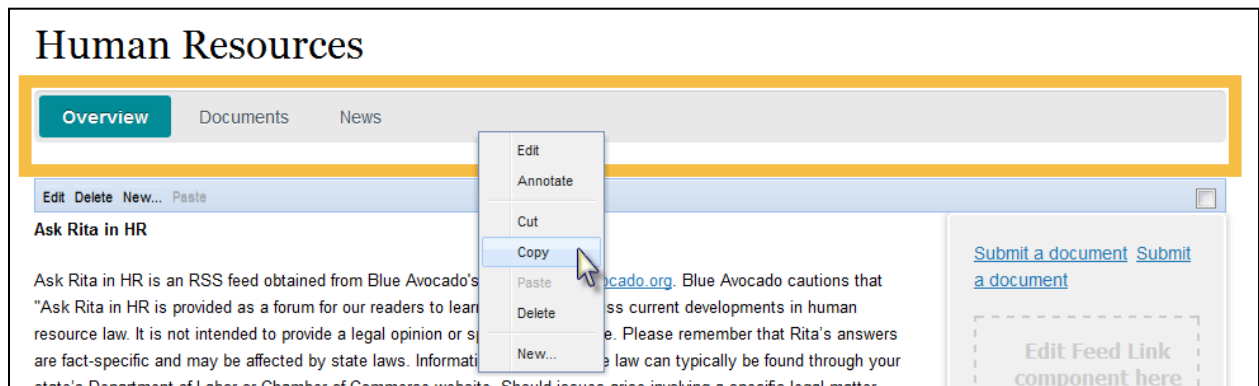
NOTE: the 'minus' sign for the See Also pill is slightly cutoff, so click just to the right of the Down button.

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

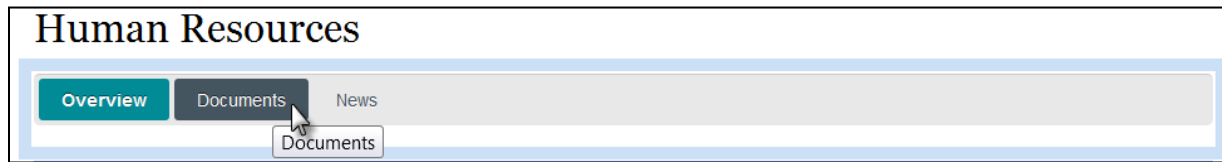
The Pill component now reflects the changes you made:



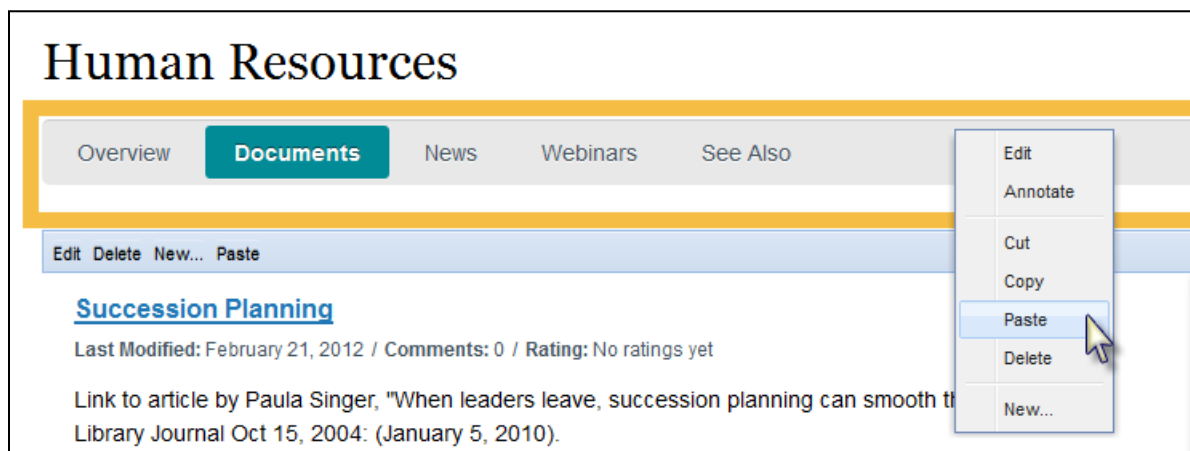
7. Next, right-click on the pill component and select Copy, making sure you are still on the Overview page.



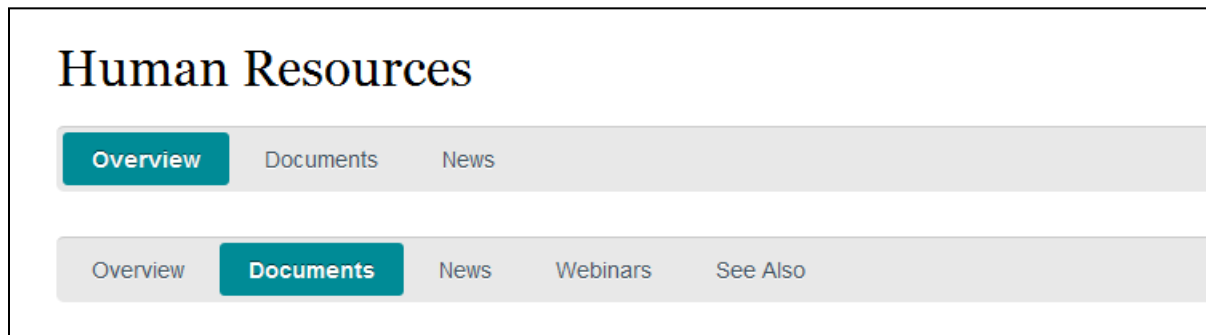
- Click on the next pill on the banner to go to that page (remember, each pill is actually a separate page within CQ). In this example, we click on Documents.



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

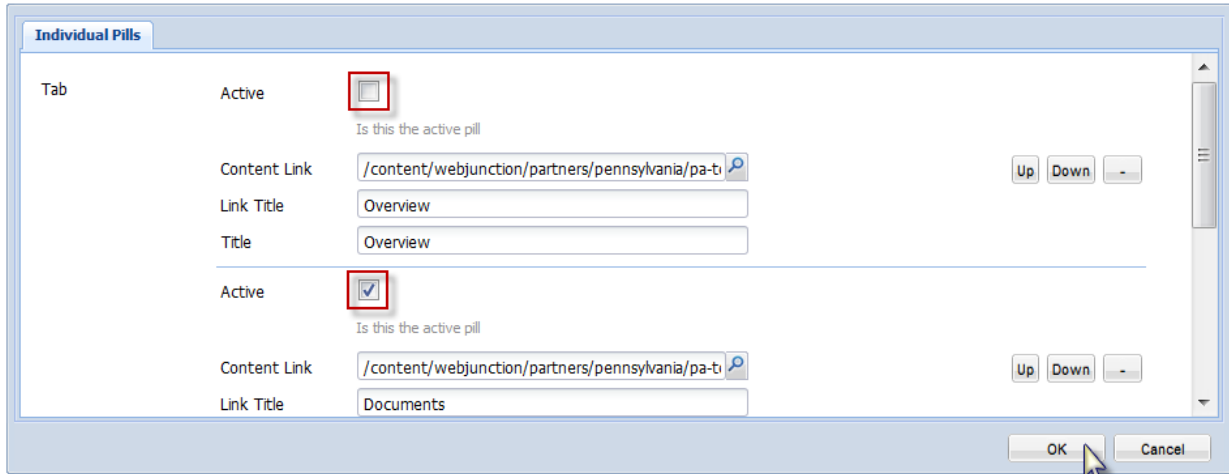


You will now have the new Pill banner displayed above the old banner.



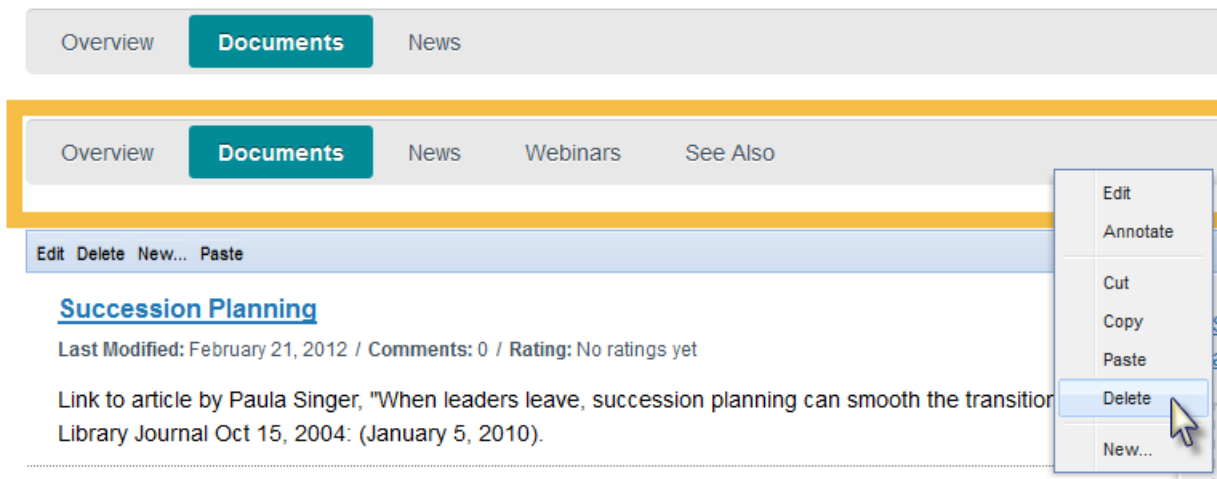
10. Open the new pill component and uncheck the Active checkbox above the Overview pill. Then, check the Active checkbox above Documents instead. This will result in the Documents pill being displayed as the active pill. Once you've selected the new Active pill, click OK.

Human Resources



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



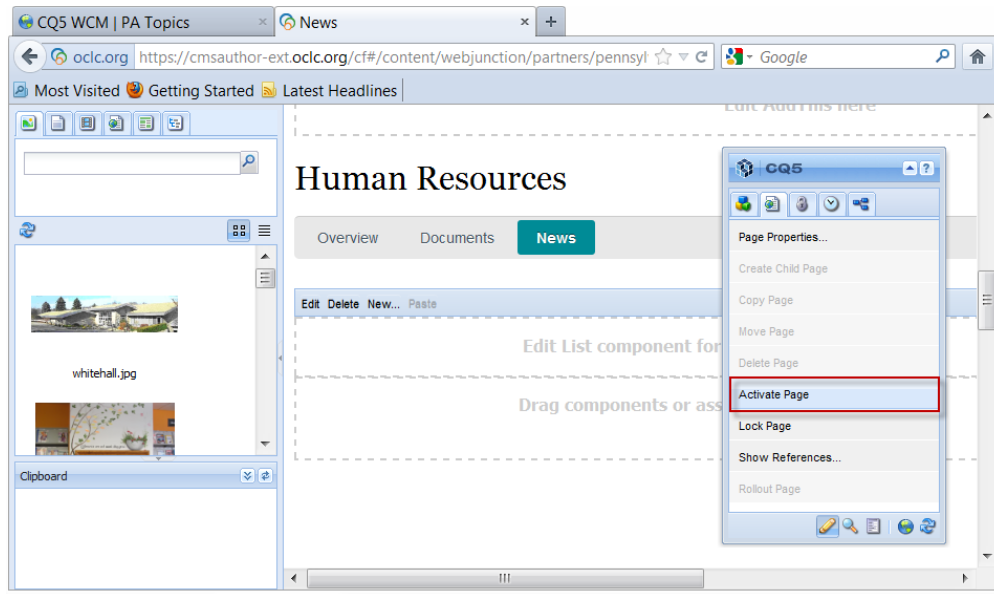
13. Repeat steps 8-12 for the remaining Pills that you are retaining.
14. When finished, click on each pill in turn to verify that all desired pills display on each tab page, that the undesired pills are gone, and that the highlight correctly identifies the page you are currently looking at.

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.

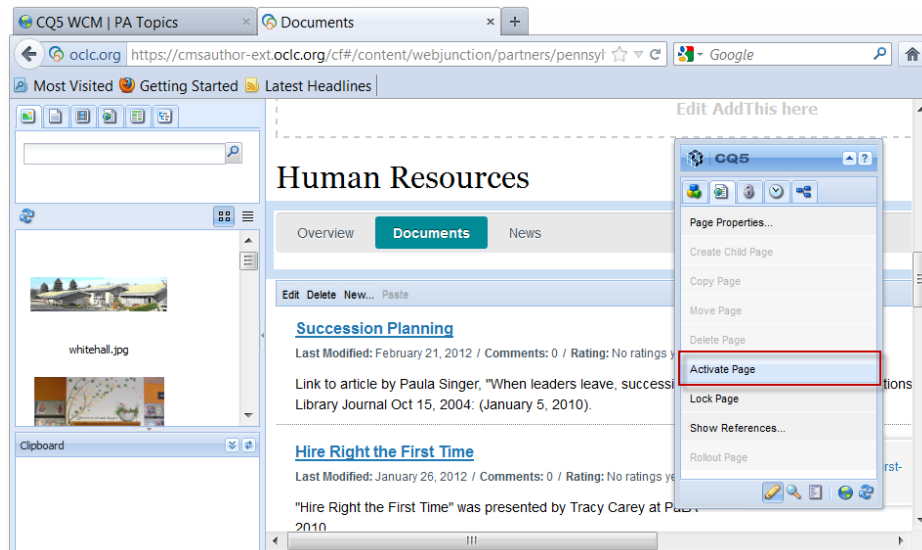
Activate your changes – page by page

1. 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.



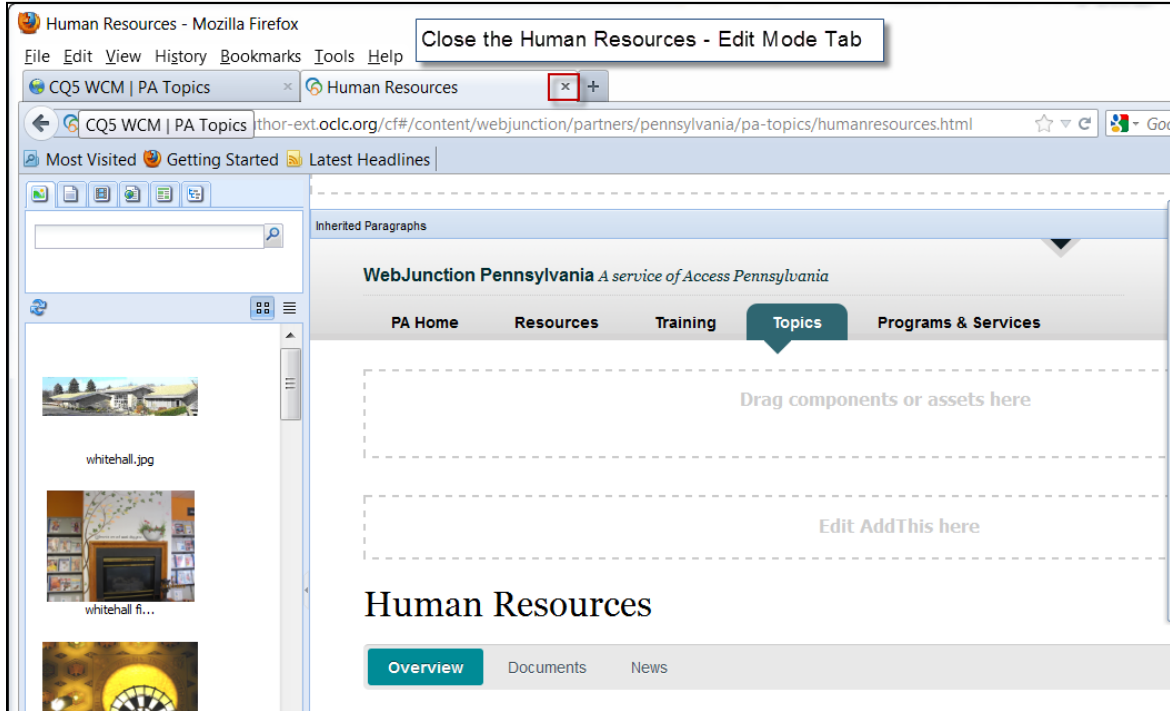
This will publish your changes to this one pill page to the published environment.

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

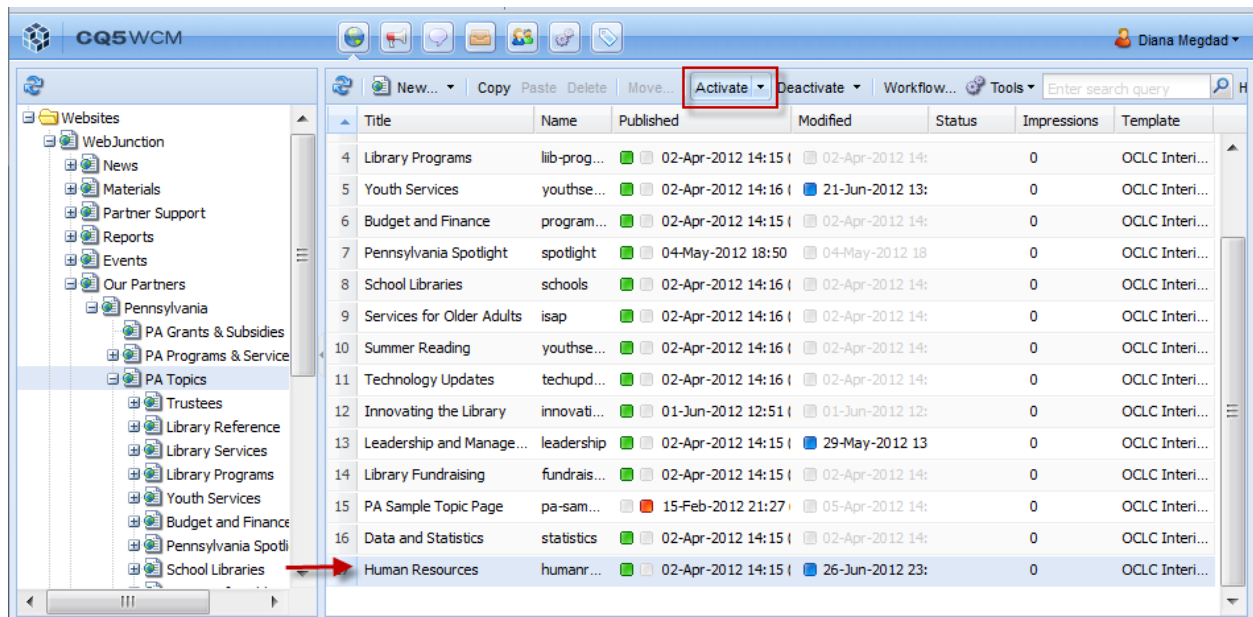


Activate your changes – all at once

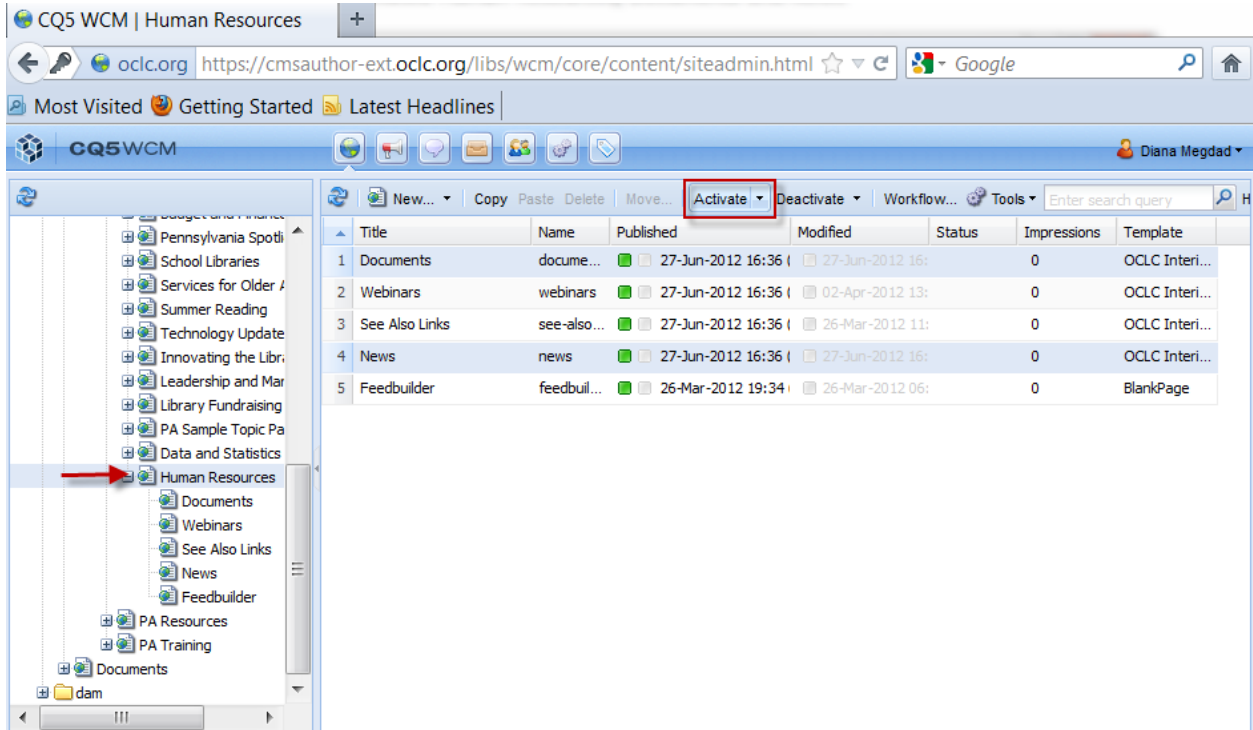
1. To Activate your changes all at one time, first close the Edit Mode browser tab or window you've been working in.



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.



- 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.



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.

