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CAPA Newsroom

Guide to content entry:

1. Featured banner customization
2. Brightcove video entry in Multimedia
3. Infographic (PDF) entry in Multimedia

July 5th, 2017

What's covered in this guide...

How to:

1. Customize **featured banners** across the different page tabs of the website
2. Add **Brightcove videos** into the Multimedia section
3. Add **Infographics (PDFs)** into the Multimedia section

1. *Customize featured banners across the different page tabs of the website*

Part 1 of 3: **Navigate to the corresponding section in the CMS**

- Log in to the CMS using your account credentials.
- From the left-hand menu, expand the Call To Actions folder.
- Select the Call To Actions page from within the folder.
- From the list presented on this page (see image for reference), select the Edit button for the section of the website for which you'd like to customize the hero banner.

Note: Labels listed in the Slug column are mapped to the corresponding sections of the website. Do not change the Slug names, as doing so will un-map the customization feature from the live website.

	Id	Slug	Show Custom CTA	Show Alerts Section	Action
<input type="checkbox"/>	1	Featured-News	yes	yes	Edit Delete
<input type="checkbox"/>	2	Homepage	yes	yes	Edit Delete
<input type="checkbox"/>	3	Insights	no	no	Edit Delete
<input type="checkbox"/>	4	Media-Contacts	no	no	Edit Delete
<input type="checkbox"/>	5	Multimedia	no	no	Edit Delete

All elements (5) [Delete](#) [OK](#) [Download](#) - 1 / 1 - 5 results - Per page 32

1. Customize featured banners across the different page tabs of the website

Part 2 of 3: Complete out the form fields as outlined

Note: Leave Slug as is — do not change value.

- Check **Show Custom CTA** to enable the custom banner, doing so will reflect the contents of this form on the live site. Leave unchecked to use default hero banner (e.g.: woman on her phone). This can be unchecked/checked at any time, doing so toggles between default and custom states of the banner. Default state of banner is hard-coded and not editable.
- Check **Show Alerts Section** to enable the alerts subscription panel to be displayed at the bottom of the page, just above the footer. This is recommended to ensure consistent access to alert subscription, especially in cases where custom banners may not provide this CTA.

Basic Info

Slug *

Featured-News

Show Custom CTA

Show Alerts Section

Translatable Info

En [Default] Fr

Hero Image (Landscape)

We're celebrating Canada's 150th birthday with the #TDCommonGround project List Add new Delete

Hero Image (Portrait)

We're celebrating Canada's 150th birthday with the #TDCommonGround project List Add new Delete

Hero Heading

We're celebrating Canada's 150th birthday with the #TDCommonGround project

Hero Call To Action Text

Read more

Hero Call To Action Link

<https://newsroom.td.com/featured-news/we-re-celebrating-canada-s-150th-birthday-by-supporting-150-grassroots-initiatives>

Update Update and close or Delete

1. *Customize featured banners across the different page tabs of the website*

Part 3 of 3: **Complete out the form fields as outlined**

- Input images through the CMS library using **List** or **Add new** from your machine for both: **Landscape/Desktop** (1200 x 420 pixels) and **Portrait/Mobile** (640 x 840 pixels). Dimensions are width by height.
- Input a **Heading** for the hero banner, recommended to be 58-60 characters for best fit. 85 characters are allowed to be entered but currently recommended against.
- Input **CTA Text** for the label placed on the hero banner button. 35-55 characters allowed, with a recommendation to keep short and consistent, e.g.: “Read more”, “Watch more”, “Learn more”, “Visit _____”, “Apply now”.
- Input **CTA Link** of where the banner button to take the user. This may be an internal or external link. To drive users to an article, grab the link of the article from the live website and paste here—article should be live already.
- Repeat for French using **Fr** tab
- Hit **Update** to submit your changes to the live website—changes will be effective immediately

Basic Info

Slug *

Featured-News

Show Custom CTA

Show Alerts Section

Translatable Info

En [Default] Fr

Hero Image (Landscape)

We're celebrating Canada's 150th birthday with the #TDCommonGround project List Add new Delete

Hero Image (Portrait)

We're celebrating Canada's 150th birthday with the #TDCommonGround project List Add new Delete

Hero Heading

We're celebrating Canada's 150th birthday with the #TDCommonGround project

Hero Call To Action Text

Read more

Hero Call To Action Link

<https://newsroom.td.com/featured-news/we-re-celebrating-canada-s-150th-birthday-by-supporting-150-grassroots-initiatives>

Update Update and close or Delete

2. Add Brightcove videos into the Multimedia section

Part 1 of 2: Prepare for the Brightcove video upload

- Acquire the **Brightcove video ID** for the video you plan to upload.
- Acquire a **thumbnail** to be used to showcase your video on the live site (Format: JPEG, 450 x 300 pixels, or any 1.5:1 ratio size).
- Log in to the CMS using your account credentials.
- From the left-hand menu, navigate to: **Media Library > Media** and select **Add new** to upload your thumbnail.
- Upload your image, input the standard title and description fields and then select **Create and return to list**
- From the media gallery grid/list, click on the name of the image you just uploaded
- Then, look for the field **Brightcove VideoID** on the right-hand side and paste your acquired Brightcove video ID into this field
- Select **Update**
- Repeat for French by uploading same or different thumbnail

The screenshot shows the 'Edit' page for a media item titled "This is a Video". The page is divided into a preview area on the left and a form area on the right.

Preview: Shows a thumbnail image of a modern building with a glass dome structure in front. Below the image, there is a small text overlay: "TD Values Green Spaces".

Media Form:

- Name ***: This is a Video
- Enabled**:
- Author**: (empty field)
- Flush CDN**:
- Description**: (empty field)
- Copyright**: (empty field)
- File/Reference**: Choose File (No file chosen)
- Category ***: General (with buttons for List, Add new, Delete)
- Brightcove VideoID**: 5253431321001

Metadata:

- Size**: 1428 x 803 (315.35 KB)
- Content type**: image/jpeg
- CDN**: Flushable
- Protected URL**: /media/download/505

Warning: The media can be retrieved by users with the following roles: ROLE_SUPER_ADMIN, ROLE_ADMIN.

2. Add Brightcove videos into the Multimedia section

Part 2 of 2: Place the video thumbnail into the Multimedia gallery

- Navigate to **Media > Gallery** and then select either **English Gallery** or **French Gallery** depending on your content
- From the list of items, select the **List** button next to an empty field (labelled “No selection”)
- From the media grid presented to you select the thumbnail that you had uploaded. When the selection is complete, ensure that the **Enabled** checkbox to the far right of that list item is checked.
- Select **Update** from the bottom of the page to publish the video to the live site, effective immediately.
- Repeat as needed for French.

The screenshot shows the 'Edit "English Gallery"' page in the TD Administration system. The main content area is a table with the following structure:

Delete	Media	Enabled	Position
<input type="checkbox"/>	Pervasive and Profound - Impact of Income Volatility on Canadians	<input checked="" type="checkbox"/>	-
<input type="checkbox"/>	Debunking Self-Directed Investing Myths	<input checked="" type="checkbox"/>	-
<input type="checkbox"/>	FEELING FOMO?	<input checked="" type="checkbox"/>	-
<input type="checkbox"/>	Do you know where your money goes?	<input checked="" type="checkbox"/>	-
<input type="checkbox"/>	How to Maximize Credit Card Rewards	<input checked="" type="checkbox"/>	-
<input type="checkbox"/>	Money Talk for Newcomers	<input checked="" type="checkbox"/>	-
<input type="checkbox"/>	No selection	<input checked="" type="checkbox"/>	-

Each row in the table includes a 'List' button, an 'Add new' button, and a 'Delete' button. The 'Options' panel on the right contains the following settings:

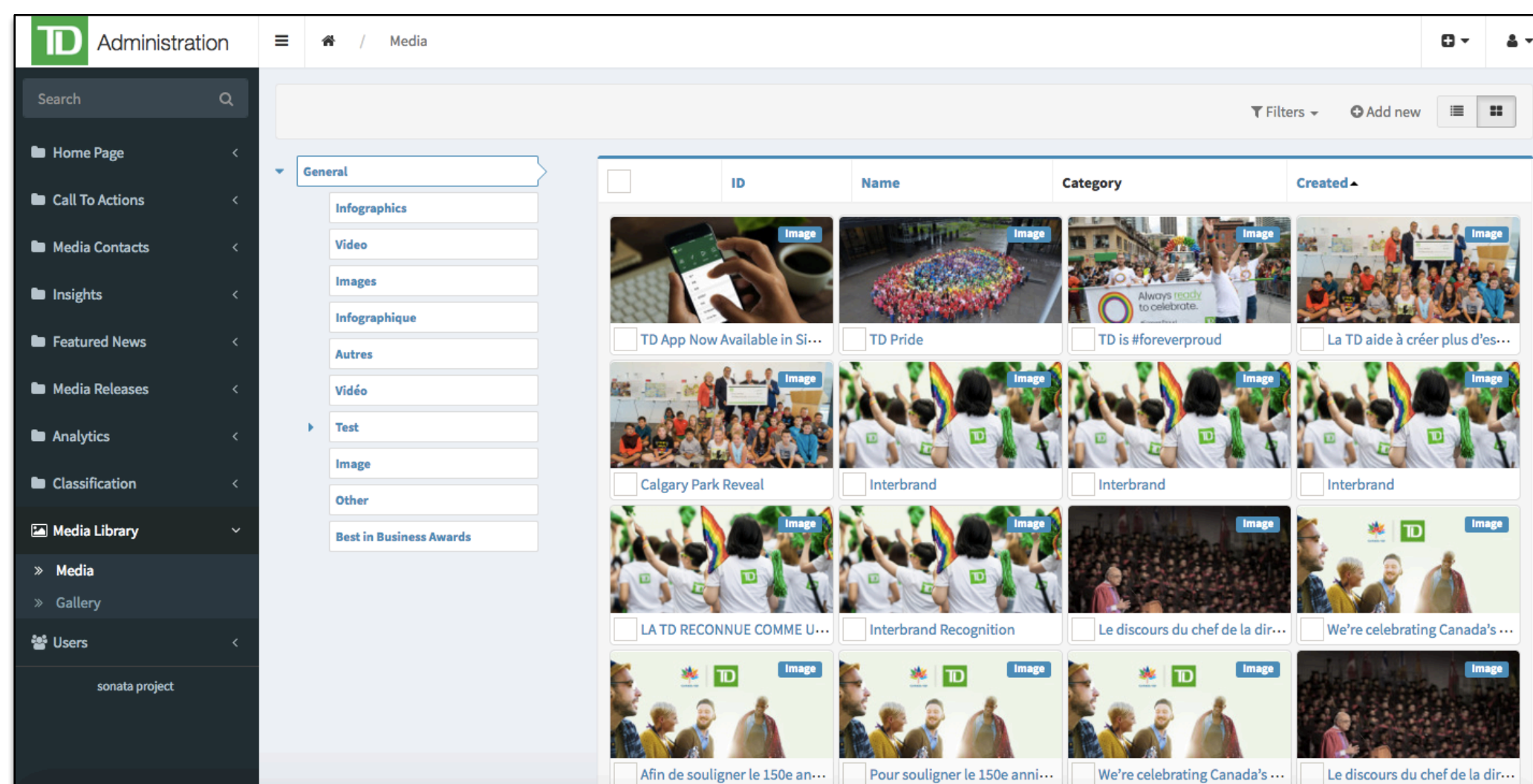
- Context: default
- Enabled:
- Name: English Gallery

At the bottom of the page, there are three buttons: 'Update', 'Update and close', and 'Delete'.

3. Add Infographics (PDFs) into the Multimedia section

Part 1 of 3: Prepare the Infographic thumbnail for upload

- Acquire a **thumbnail** to be used to showcase your infographic on the live site (Format: JPEG, 450 x 300 pixels, or any 1.5:1 ratio size). A compelling and meaningful crop of the infographic is recommended to be used as a thumbnail.
- Log in to the CMS using your account credentials.
- From the left-hand menu, navigate to: **Media Library** > **Media** and select **Add new** to upload your thumbnail image
- Upload your image, input the standard title and description fields and then select **Create and return to list**
- Repeat for French as needed



3. Add Infographics (PDFs) into the Multimedia section

Part 2 of 3: Prepare the Infographic (PDF) for upload

- From the Media grid page, select **Add new** to upload your PDF (the infographic file)
- Upload your *file* (not image), input the standard title and description fields and then select **Create and return to list**
- From the media gallery grid/list, click on the name of the *file* you just uploaded
- Then, look for the field **PDF Thumbnail** on the right-hand side and select the **List** button next to it
- You will be shown the media gallery grid/list, click on the name of the *image* you uploaded to be used as the thumbnail for this Infographic file
- Select the **Update** button
- Repeat for French as needed

Edit "Money Talk for..."

Preview

Size x (431.49 KB)

Content type application/pdf

CDN Flushed at July 5, 2017 21:35

Protected URL /media/download/391

Warning The media can be retrieved by users with the following roles :
ROLE_SUPER_ADMIN , ROLE_ADMIN .

reference https://td-capas3.amazonaws.com/prod/default/0001/01/2735d25146d79bb...

default_small https://td-capas3.amazonaws.com/prod/sonatamedia/files/default_small/fil...

default_crop_small https://td-capas3.amazonaws.com/prod/sonatamedia/files/default_crop_sm...

default_big https://td-capas3.amazonaws.com/prod/sonatamedia/files/default_big/file.ç...

default_crop_big https://td-capas3.amazonaws.com/prod/sonatamedia/files/default_crop_big...

default_lib https://td-capas3.amazonaws.com/prod/sonatamedia/files/default_lib/file.p...

default_excerpt https://td-capas3.amazonaws.com/prod/sonatamedia/files/default_excerpt/f...

Media

Name * Money Talk for Newcomers

Enabled

Author

Flush CDN

Description Moving to a new country is exciting, but there's no denying that it comes with its own unique set of challenges.

Copyright

File/Reference **Choose File** No file chosen

Category * Infographics

PDF Thumbnail Money Talk

3. Add Infographics (PDFs) into the Multimedia section

Part 3 of 3: Place the Infographic (PDF) into the Multimedia gallery

- Navigate to **Media > Gallery** and then select either **English Gallery** or **French Gallery** depending on your content
- From the list of items, select the **List** button next to an empty field (labelled “No selection”)
- From the media grid presented to you, select the name of the PDF file that you had uploaded. When the selection is complete, ensure that the **Enabled** checkbox to the far right of that list item is checked.
- Select **Update** from the bottom of the page to publish the Infographic (PDF) to the live site, effective immediately.
- Repeat for French as needed.

The screenshot shows the 'Edit "English Gallery"' page in the TD Administration system. The main content area is titled 'Gallery' and contains a table of media items. The table has columns for 'Delete', 'Media', 'Enabled', and 'Position'. The 'Media' column lists several PDF titles, each with a 'List', 'Add new', and 'Delete' button. The 'Enabled' column has checkboxes, and the 'Position' column has dashes. At the bottom of the table, there are buttons for 'Update', 'Update and close', and 'Delete'. A sidebar on the left shows navigation options like 'Home Page', 'Media Contacts', and 'Media Library'. A right sidebar shows 'Options' for the gallery, including 'Context' (default) and 'Name' (English Gallery).

Delete	Media	Enabled	Position
<input type="checkbox"/>	Pervasive and Profound - Impact of Income Volatility on Canadians	<input checked="" type="checkbox"/>	-
<input type="checkbox"/>	Debunking Self-Directed Investing Myths	<input checked="" type="checkbox"/>	-
<input type="checkbox"/>	FEELING FOMO?	<input checked="" type="checkbox"/>	-
<input type="checkbox"/>	Do you know where your money goes?	<input checked="" type="checkbox"/>	-
<input type="checkbox"/>	How to Maximize Credit Card Rewards	<input checked="" type="checkbox"/>	-
<input type="checkbox"/>	Money Talk for Newcomers	<input checked="" type="checkbox"/>	-
<input type="checkbox"/>	No selection	<input checked="" type="checkbox"/>	-



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Thank you.