

## 35. Creating a Feature Tile Grid

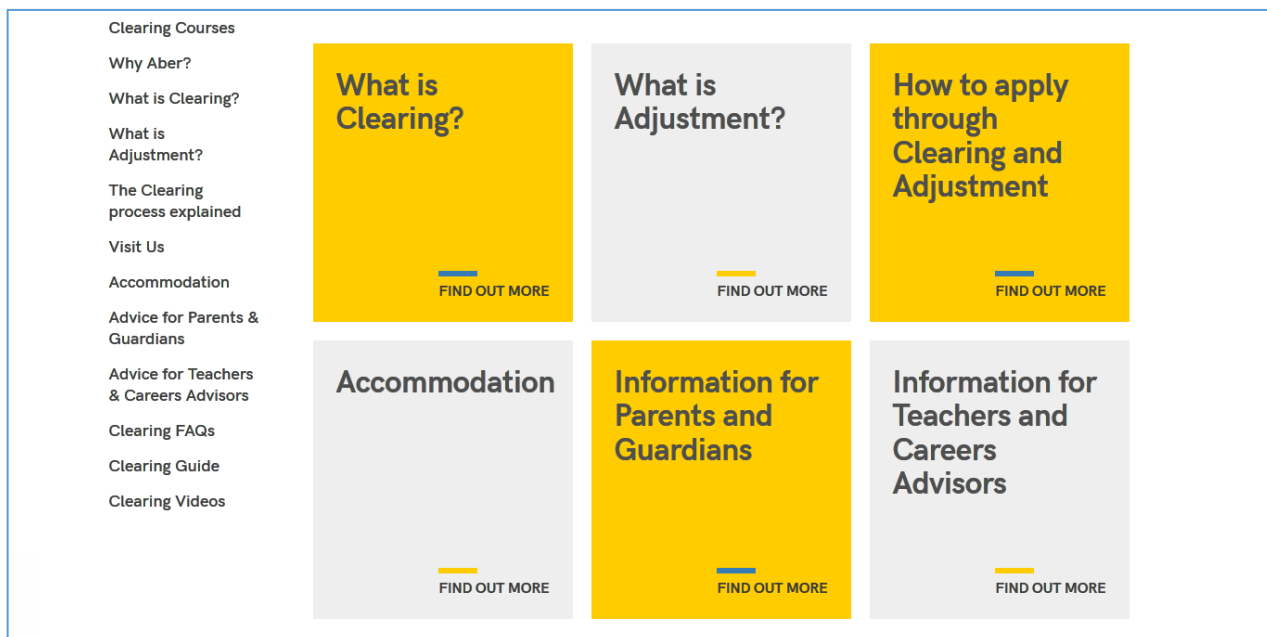
### Introduction

Feature tile grids can be used to display a number links in yellow and grey boxes. The tiles can contain a heading, and further detail. The detail field is optional, so feature tiles work with or without this field. If you use it, you need to make sure the text fits neatly in the tile. You can reduce the size of the title if necessary, to allow more space.

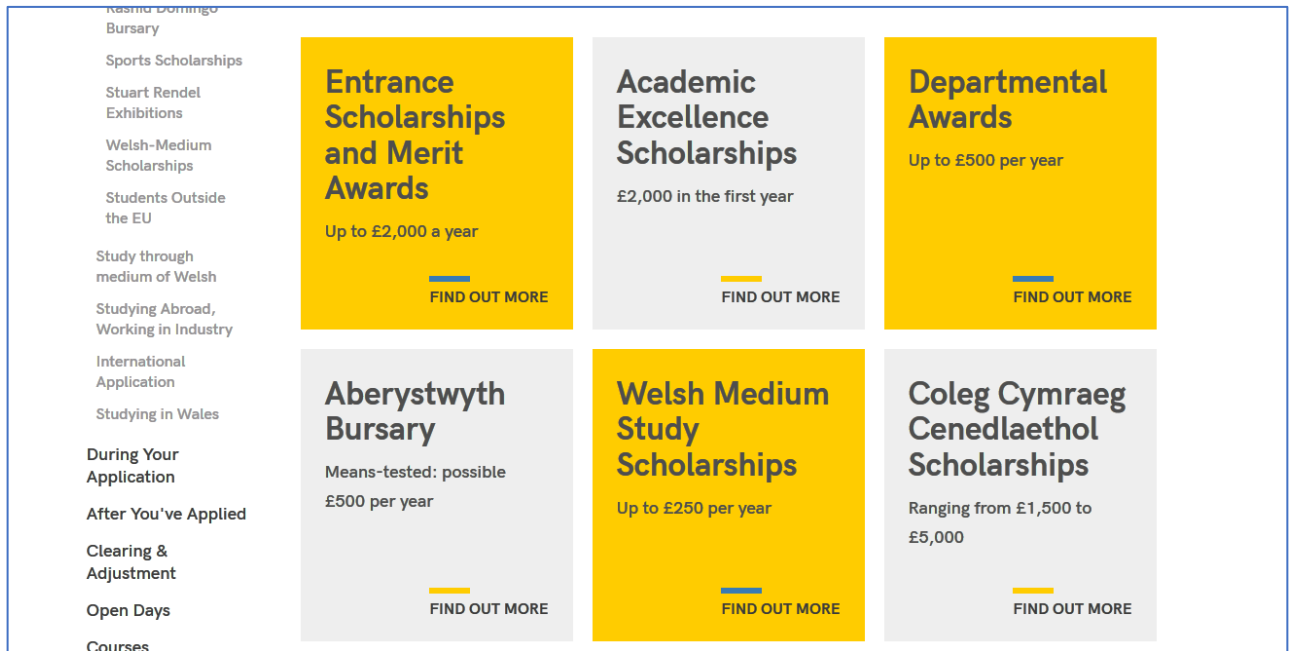
The feature tiles rearrange themselves for mobile screen resolutions or if a user has their browser in a smaller window.

Feature tile grids **can only be created by Moderators** because a new section must be created, but if you already have one in your site, it can be edited by both Contributors and Moderators.

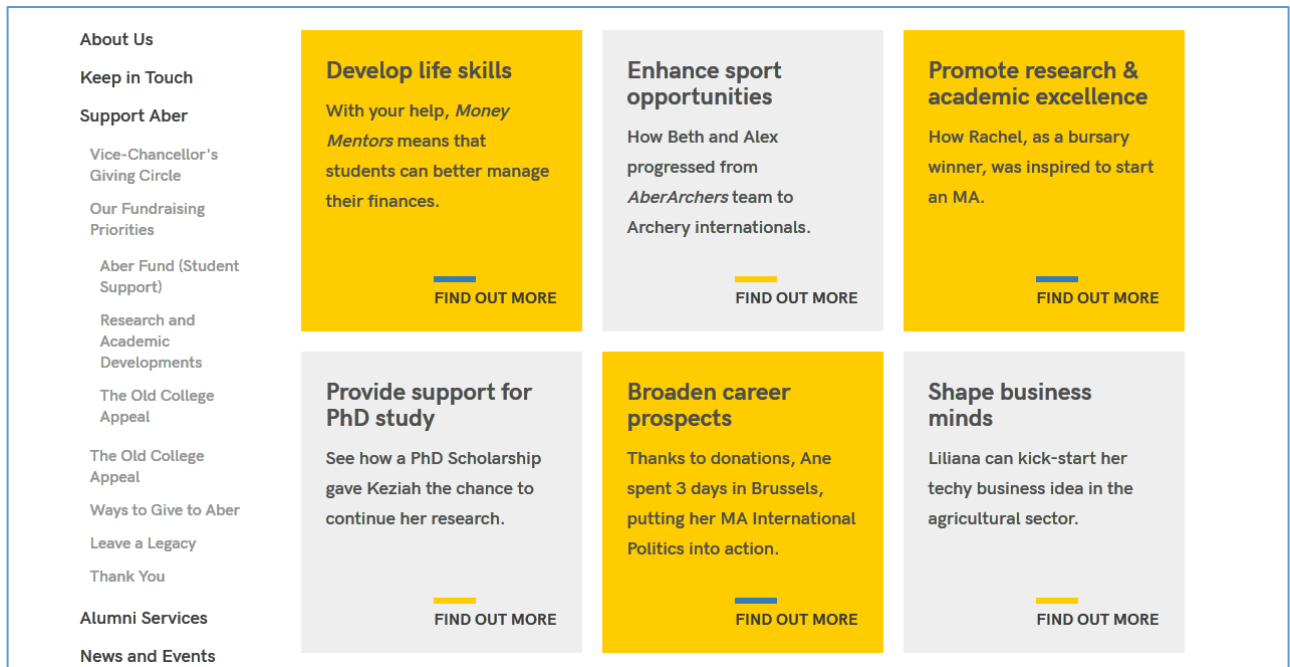
### Example Feature Tile Grids:



**Figure 1 - Simple feature tile grid (just headings)**



**Figure 2 - Feature tile grid with brief details**



**Figure 3 - Feature tile grid with larger details and reduced heading size**

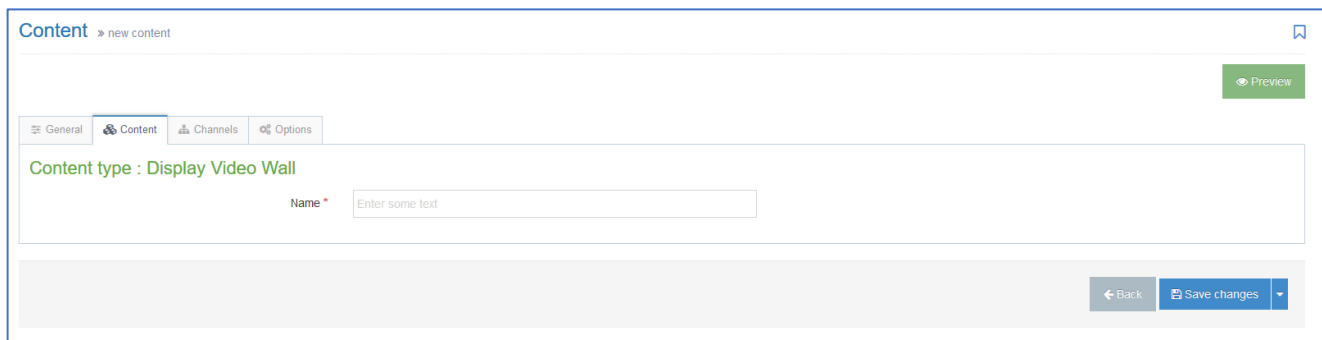
## Creating a Feature Tile Grid

### Add content where you want the feature tile grid to appear

1. Open the section in the CMS where you want the feature tile grid to appear.
2. Click on the Content tab.
3. Click Create content and choose 'Display Feature Tiles'

**Note:** If you don't see this content template in the list, you'll need to contact the Web Team to ask them to enable the necessary templates for feature tile grids.

4. The 'Display Feature Tiles' template is displayed:

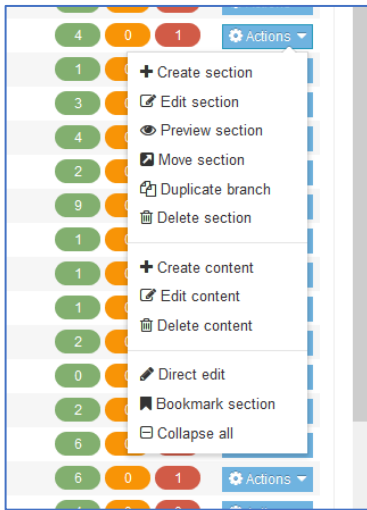


The screenshot shows a CMS interface for creating content. At the top, it says 'Content > new content'. There are tabs for 'General', 'Content', 'Channels', and 'Options'. The 'Content' tab is selected, and the content type is 'Display Video Wall'. Below this, there is a 'Name' field with a placeholder 'Enter some text'. At the bottom right, there are buttons for 'Back' and 'Save changes'.

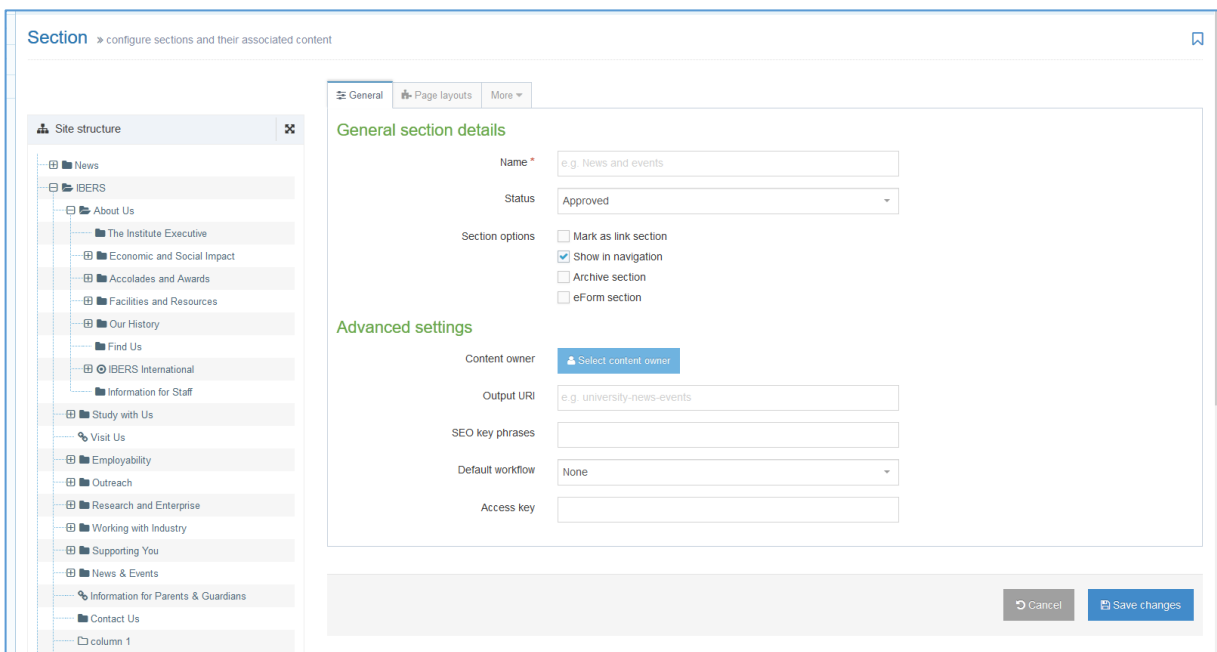
5. Give the piece of content a name.
6. Click Save changes to save the content.
7. If required, you may need to order the content in your section so that your feature tiles appear in the correct point in the page. [See Information Sheet 8 for further information on reordering content.](#)

## Add the feature tile items

- Return to the Site Structure and find the section where you want the feature tile grid to appear.
- Click on the Actions button to the right of the section you have chosen and the Actions menu will appear. Choose 'Create Section'.



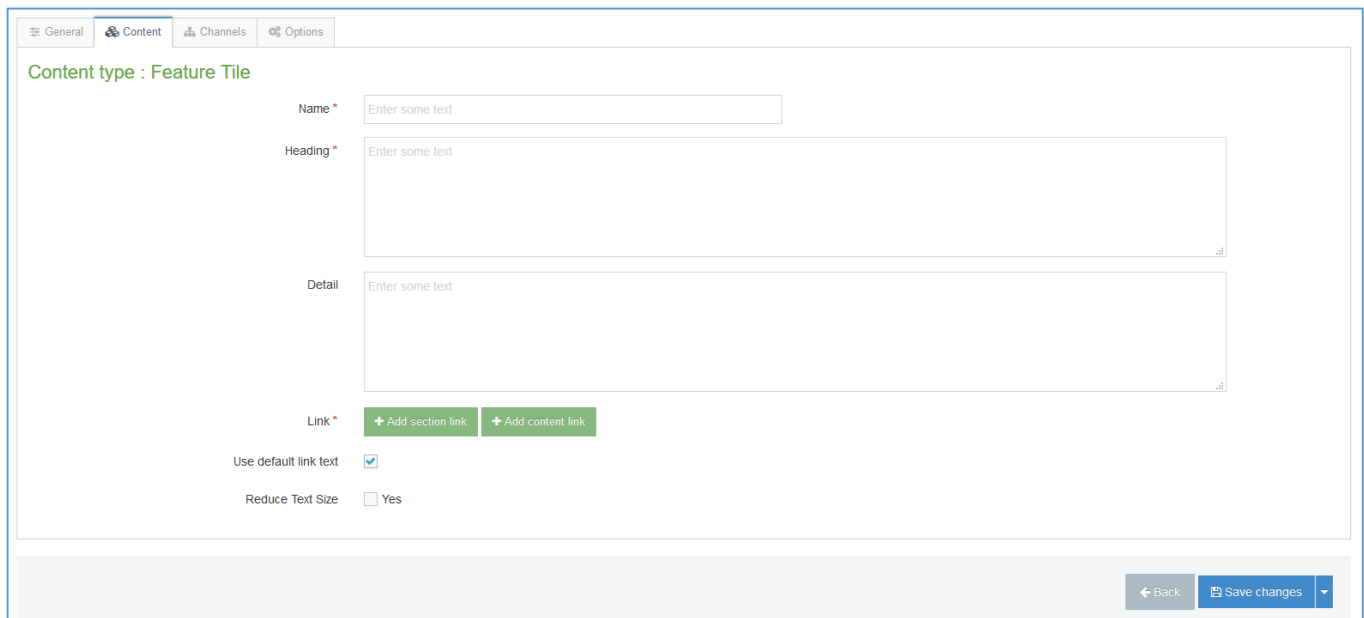
- The *General Section Details* page will appear:



11. Type **features** as the name of the section. It is important to use the correct wording or the feature tiles will not work.
12. Un-tick the "Show in navigation" tick box so that this section will not show up in the left menu.
13. Click Save changes at the bottom of the screen
14. You will be returned to the Site Structure
15. Click on the plus sign to expand your section so you can see your new features section
16. Click on the features section
17. Click on the Content tab
18. Click Create content and choose 'Feature Tile'.

**Note:** If you don't see this content template in the list, you'll need to contact the Web Team to ask them to enable the necessary templates for feature tile grids.

19. The template will be displayed:



The screenshot shows a web form for creating a 'Feature Tile'. At the top, there are tabs for 'General', 'Content', 'Channels', and 'Options', with 'Content' selected. Below the tabs, the text 'Content type : Feature Tile' is displayed. The form contains several fields: 'Name \*' with a text input field containing 'Enter some text'; 'Heading \*' with a larger text area containing 'Enter some text'; 'Detail' with another text area containing 'Enter some text'; and 'Link \*' with two green buttons labeled '+ Add section link' and '+ Add content link'. Below these buttons are two checkboxes: 'Use default link text' (checked) and 'Reduce Text Size' (unchecked). At the bottom right of the form, there are two buttons: 'Back' and 'Save changes'.

20. Give the item a name. You may wish to use the same text as will appear to the user, so you can see which item is which in the content list.

21. Add the text you would like shown as the tile heading in the Heading box

22. Add the text you would like show as the tile details in the Detail box (optional)

23. Choose the section or content that the tile should link to by selecting it from the 'Add section link' or 'Add content link' button

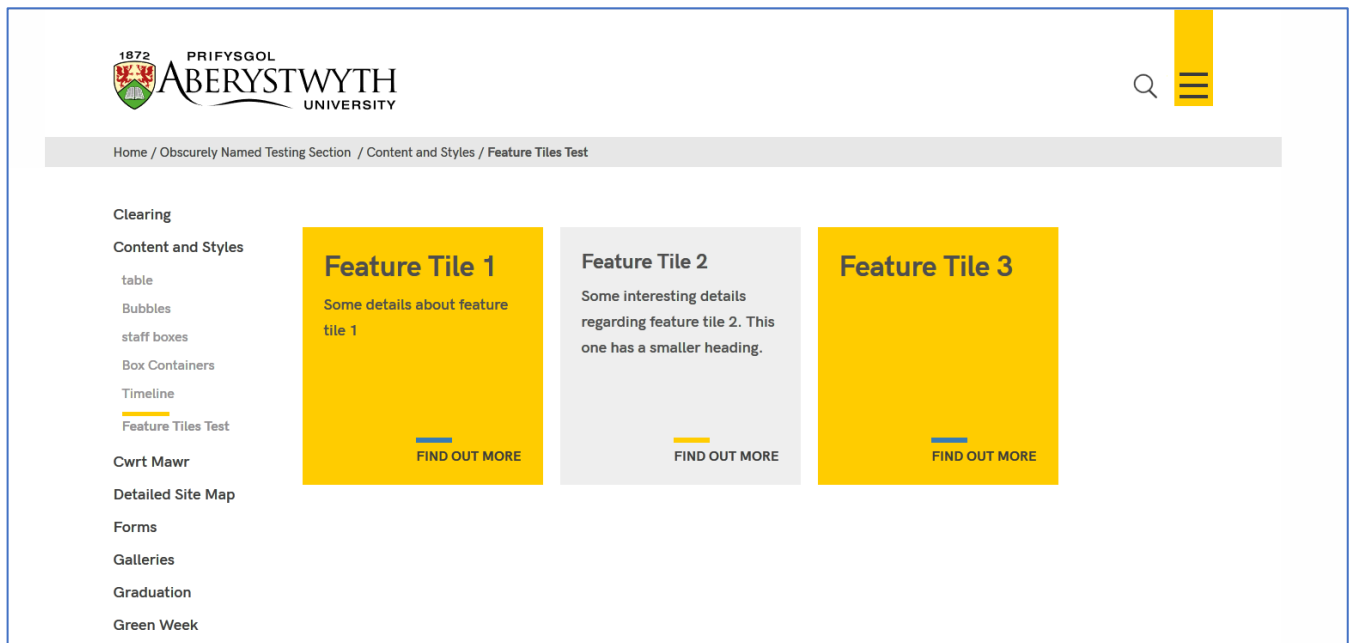
24. If you would like the heading to be smaller to allow for your description text, tick the box for 'Reduce Text Size'

25. Click Save changes to finish.

26. Repeat for all the tiles you wish to show in the feature tiles.

## Check how the feature tiles look

27. When you have finished adding your feature tiles, return to the Site Structure.
28. Click on the Actions button for the section where the feature tile grid will appear. Choose 'Preview section'.
29. Check that the feature tile grid appears as you would like it to:



30. Remember that you will need to approve the content that you have created in order for the new feature tile grid to be displayed on the live webpage.