

Efront training

Glossary

- components - are the building blocks for a web page. Components are used to render content in a structured way on a page.
- authoring environment - is where changes are made for a website. The authoring environment is the means to create and edit pages for a website. It allows you to preview webpages before the content is pushed live.
- akamai/production - is the environment where web pages are pushed to. When pages are published, the content becomes visible by the public.
- sites area - is where your pages are created and edited. The page url should be
 - concise and make sense to a reader
 - describe the page and include keywords
 - use lower case
 - separate words with hyphens and no spaces
 - avoid conjunctions like 'and', 'of', 'for' and 'the'
 - avoid repeating words in the rest of the URL.
- assets - is the area where documents and images are stored. Assets names should
 - concise and make sense to a reader
 - user lower case
 - separate words with hyphens and no spaces
 - avoid conjunctions like 'and', 'of', 'for' and 'the'
 - avoid the use of dates, numbers and versions where possible.
- **Absolute vs Relative** referencing
 - **Absolute reference** is a complete address for a website. ie: The domain name plus the path to the page.
For example: <http://bom.gov.au/nab-online-retail-sales-index-july-2025>.
Where the domain name is "<http://bom.gov.au>"
The path to the page is ["/nab-online-retail-sales-index-july-2025"](/nab-online-retail-sales-index-july-2025)
Absolute references should only be used for links external to the site. ie: If the page you link to does not reside on the same site as the domain, then it should be absolutely linked.
Eg: If our domain is "<https://business.nab.com.au>"
then "<http://bom.gov.au/nab-online-retail-sales-index-july-2025>" is an example of an external link. The domain "<https://business.com.au>" is different to "<http://bom.gov.au>"
If the page we want to link to is "<https://business.nab.com.au/the-forward-view-australia-august-2025>", we should be using relative links, as "</the-forward-view-australia-august-2025>" resides on the same domain as "<https://business.nab.com.au>"
 - **Relative reference** is just the path to the page.
For example: ["/nab-online-retail-sales-index-july-2025"](/nab-online-retail-sales-index-july-2025)
If the page that you want to link to, is on the same domain as the page you are linking from, then only the 'path' to the page is required. By doing so, AEM is able to keep track of all the references it has to pages. This is important when pages are removed, renamed, deactivated or deleted.

Building a page in AEM

Objective 1 - Build an article page

We've used a [sample](#) page as a reference to build our first page in AEM. Here's a quick [tour](#) of what we'll be building

The following section is an overall view of how to use AEM from logging in to building a page.

Description	Pre-requisites	Video demonstration	Video created
Non-prod Prod	nab email address SSO password	AEM login (0:51s)	

<p>The navigation menu is the first panel displayed after logging into AEM.</p> <p>It is the entry point to the Sites area and the Asset area.</p> <p>The sites area is used to create/edit content for a page.</p> <p>The asset area is used to create/edit assets such as documents (pdf) and images to the digital asset management (DAM) area of AEM.</p> <p>AEM offers three views.</p> <p>Card view - is a quick way to identify images in the asset area, without the need to open the asset.</p> <p>Column view - is useful for locating the path/structure to a page</p> <p>List view - shows details of pages/assets within a given folder and is most useful for identifying if the page is currently being modified or published.</p>	<p>Access to AEM</p>	<p>navigation menu and viewing options (1:24s)</p>	
<p>Templates are pages that have components laid out into a structured format that is specific to a given page design for your website.</p>	<p>Article page template</p> <p>Category page template</p> <p>Empty page template</p>	<p>Template introduction (2:40s)</p>	
<p>Creating a page is the first step to add a new page to the website. Most sites have a few templates to choose from. Some examples are:</p> <p>Home page template</p> <p>Category page template</p> <p>Article page template</p> <p>Blog page template</p> <p>Help & Support template</p> <p>Product page template</p> <p>Empty page template</p>	<p>Empty page template</p>	<p>Create a page (4:30s)</p>	
<p>Show or hide page in navigation is a setting in the page properties that allows the page to either be visible or hidden in the page navigation (at the top of the page)</p>	<p>Learn how to create a page first</p>	<p>show or hide page in navigation (2:16s)</p>	<p>16 Oct 2025</p>
<p>For our example, the first component that is added to our page is the 'banner component'.</p>	<p>Banner component</p>	<p>Adding a banner to the page (6:45s)</p>	
<p>Using the list view to create a version and lock the page.</p> <p>Creating a version creates a 'save' point for you to revert back to if mistakes are made during editing.</p> <p>Locking the page prevents other publishers from editing the page while you are working on it.</p>	<p>Change to list view</p>	<p>Creating a version and locking the page (4:08s)</p>	
<p>Planning the layout of your page will save time and rework. It's best to break up a page into manageable components.</p>	<p>Draw out a plan of the components your likely to need.</p>	<p>Divide the page into manageable areas (3:06s)</p>	
<p>Add a text component to the page is just the same as adding a Banner component. The text component is just a 'rich text editor' (RTE), which enables you to add and format text on a page.</p>	<p>Text component</p>	<p>Adding a text component (2:13s)</p>	
<p>Adjusting the width/size of a component is done with the 'layout' function. Every component has this feature. In our example, we are able to place an image and text component by adjusting the width of the layout.</p> <p>NB: The layout can sometimes be fidgety and may require a refresh of your browser to get it right.</p>		<p>Adding an image and setting the layout (10:00s)</p>	
<p>The copy and paste feature of components is quite useful. In particular when you've created some complex or tedious tasks with laying out components. You might need the same layout for different parts of your page.</p> <p>Instead of manually re-creating the component layout. You can use the copy function of a component and paste anywhere on the existing page or another page. When you copy a component, this remains in your clipboard until it is overwritten.</p>		<p>Copying and pasting components (5:41s)</p>	

<p>Adding a 'title' and 'button component'.</p> <p>The 'title component' is just another component to format a heading. In actual fact, the same effect can be achieved within your RTE of a text component.</p> <p>The 'button component' is best encapsulated by a 'button container'. This will allow the button positioning ('left, centre, right') of the button.</p>	<p>title component</p> <p>button component</p>	<p>Adding a Title and button component (4:58s)</p>	
<p>Authoring the right hand column has the same principles as the left hand blog side.</p>		<p>The right hand column (7:11s)</p>	
<p>Previewing our work. The preview option allows us to view the page as if it was published.</p>		<p>Preview page (0:43s)</p>	
<p>Related articles section is considered secondary content. You may want to include related topics in this section. To differentiate this section between the 'primary content' a background container was used to apply a colour gradient in the background.</p>	<p>background container</p> <p>layout container</p>	<p>Adding related articles section (11:54s)</p>	
<p>The quick links section is most likely optional, but similarly to the 'related articles' section. This section is created with the use of a layout container and 'card component'</p> <p>If warranted, a background container could be added if there is a need to change the background colour</p>	<p>card</p>	<p>Creating quick links section (5:05s)</p>	
<p>Comparing versions is useful, when there is a need to compare previously published versions or previously saved versions. Keep in mind that when comparing, the version on the left side of your screen is the current version. The version on the right side of the screen is the version you are comparing with (the older version). Any changes to the current version versus the older version will appear with either a green box surrounding the 'added' changes and a red box surrounding 'deleted' changes.</p> <p>To revert a version, a page must first be unlocked. Once unlocked, the version of choice can be selected and reverted. You can then preview the reverted version and publish.</p>		<p>Comparing and reverting versions (6:02s)</p>	
<p>The final step to make your authored page go live is publishing. There are two options to publish a page in the admin panel. ONLY PUBLISH PAGES FROM THE ADMIN PANEL.</p> <p>NEVER USE 'QUICK PUBLISH'.</p> <p>There are two user groups for publishing</p> <ol style="list-style-type: none"> 1. Author - an author can make changes to any page on the website, however if a page has 'high risk' page property setting. The page will enter the 'Approver' workflow queue. The approver must manually review and approve the page before it is published live. 2. Approver - can also make any changes on the website and publish straight through to production without further review. 3. IMPORTANT - When publishing a page, ALWAYS check for 'publication references'. <p>Anything that you did not change/create and is included in your 'published references' dialogue box, SHOULD BE UNCHECKED. If you don't know what it is? Don't publish it.</p>		<p>Manage publication (6:16s)</p>	<p>03 Dec 2025</p>
<p>Moving a page requires Approver access. The page move workflow, checks any references that is linked to the page and adjusts and re-publishes the page (assuming the reference page(s) are already published). There may be a scenario where a page referencing the page to be moved is currently modified. In this case, the referencing page should not be re-published, until the publisher working on the page is ready for it to be published.</p> <p>NB: A page move will impact the URL for Production. That is, if website users have a page that they have bookmarked or if there is email marketing that has urls embedded, these urls will no longer work, if it has been moved. To resolve this, redirects are needed. <We will need to determine if the redirect file is an area for self service authors></p>		<p>Moving a page (7:05s)</p>	
<p>Adjusting the component layout of the page for mobile and tablets is necessary for good user experience.</p>		<p>Layouting for mobile and tablet (8:39s)</p>	
<p>Uploading assets and linking to an asset</p> <p>The DAM is used to upload assets such as documents (pdfs, docs etc..) and also images</p> <p>Creating a Hyperlink for the 'All Topics' page</p>		<p>Uploading assets (4:06s)</p> <p>Linking to an asset (1:40s)</p> <p>Creating a hyperlink for topics (1:57s)</p>	<p>15 Oct 2025</p>
<p>Business page article template</p> <p>The template has been updated, so when creating a new Business article template, the appropriate layout and structure is setup.</p> <p>There is also a brief description describing how homepage articles can be moved around the page.</p>		<p>Business-article-and-homepage-template (32.15s)</p>	
<p>Adding a video component (Brightcove video player) to a page and configuring it.</p>		<p>Brightcove video player (5:06s)</p>	<p>28 Oct 2025</p>

Using the teaser gallery component - This component enables articles to be automatically (or manually) placed on a home page or category page. Once the teaser gallery is setup to work the way you want, then there will no longer be a need to add links to the home page or category page. The teaser gallery component can fetch the latest article based on date, author or tag. There are three layout options. 3 row format, 4 row format and Hero tile layout format.		Teaser gallery using child list option (11:14s) Teaser gallery using alternate options (13:46s) Teaser gallery layouts (7:49s)	08 Jan 2026
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Description	Pre-requisites	Video demonstration	Video created
Currently the News/Business site sit under a 'flat file structure'. That is, all pages are located in one folder. This does not work well for analytics and it also makes it difficult to locate specific pages. What is needed is to create sub folders to differentiate different topics/categories. Currently, a 'tag' folder has been introduced in the site structure and inside the tag folder are subfolders for various topics/categories. Pages that are currently located in the 'flat file structure' need to be moved to the subfolders for better management of content and also for analytics to work. We need to be mindful of pages that are already published and the need to redirect our customers to the correct pages when they visit our site. To do this, a series of videos have been created to demonstrate moving and updating the redirect configuration.			
Step 1: Navigating to the redirect configuration and a quick overview.		Navigating and overview (10:37s)	05 Feb 2026
Step 2: Getting the page ready for the move	You should have a firm understanding of navigating around AEM - Step 1	Getting page ready for the move (4:28s)	05 Feb 2026
Step 3: Adding in a single redirect	Knowing how to get to the redirect configuration area - Step 2	Adding a redirect (6:09s)	05 Feb 2026
Step 4: Moving a page		Moving a page (9:46s)	05 Feb 2026
Step 5: Importing and exporting bulk redirects		Importing and exporting (13:00)	05 Feb 2026

Objective 2 - Category page

We've used this [sample](#) for the [category](#) page template.

Asset management

AEM has a repository where assets such as images, documents, videos and audio clips are held. This asset area is sometimes referred to as the DAM (digital asset management).

NB: Videos should not be uploaded to the asset area. We use Brightcove as an enterprise model uploading videos.

There are some general best practice and governance rules that should be followed when uploading assets into AEM.

1. The size of the asset should be kept at a minimum.
 - a. That is an image asset should be no larger than 1mb.
 - b. The image should have a dimension of 3000x1000px