

# Sitecore CMS 6.0-6.2 Content Cookbook

Tips and Techniques for CMS Editors and Authors



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# Chapter 1

# Introduction

This cookbook contains tips and tutorials for Sitecore CMS content editors. The document consists of the following chapters:

- Chapter 1 Introduction
- Chapter 2 Managing Content
- Chapter 3 Managing Languages
- Chapter 4 Publishing Content
- Chapter 5 Maintaining Search
- Chapter 6 Administrator's Notes



### 1.1 Accessing Sitecore

Users access the Sitecore web interfaces via the Sitecore login page. Access the login page by typing "sitecore" at the end of the base URL for the site. For example, if the site URL is:

http://www.mysite.com/

then you can access the Sitecore login page via:

http://www.mysite.com/sitecore

The login page is shown in the following image:



Choose the login options (described below), enter your user name and password and click "Login" to login.

The following paragraphs describe the controls and areas of the login page.

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#### 1. Login/Advanced links.

Use these links to switch between the advanced and the simple login views. The simple login view allows to choose between the Page Editor and the Content Editor while the Advanced view provides more options which determine which interface a user will see after logging in. Take a look:

#### Login view

Please choos	se an activity
<ul> <li>Ø Silecare - Windows Internet Exp.</li> <li></li></ul>	Home         Noncoltic         Review           Sample them         Folder         Sample them         Folder           Units         Edit         Noncoltic         Sample them         Folder           If is a content         Sample them         Folder         Sample them         Folder
Edit Web Site	Use Content Editor

#### Advanced view

Desktop	Content Editor
Page Editor	Preview
🧐 Workbox	Developer Center
Browser Display Mode:	Normal

The Advanced View is described in detail in a section further in this document.

#### 2. Login Form.

Enter your login and password here and click the Login button to login. **Note:** The username is case insensitive, while the password is case sensitive. It means that if your username is Claire, you will be successfully logged in as claire. However, if your password is MyPassword, then mypassword will not work.

Sitecore will remember the last username and other options provided.

The Forgot Your Password and Change Password links allow to retrieve a forgotten password and change your password (you need to enter the current password in order to change it).

#### 3. License and version information.

View the information about the current installation, including the exact release of Sitecore that is running.

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#### 4. Browser notes.

View the important notes concerning the browser used and other important notices.

#### 1.1.1 Advanced Login Mode

In the *Advanced Login Mode* users can select which interface to display after the username and password have been validated.

User name: Audrey
Password: Login
Forgot Your Password? Change Password
Select User Interface
Desktop Content Editor
Page Editor Preview
🥦 Workbox 🛃 Developer Center
Browser Display Mode: Normal
Client Language: Default

Note: Administrators may override this option for certain users, thus forcing these users to always start in a specific interface.

The Advanced mode also provides the following settings:

 Browser Display Mode. This setting has three options: Normal, Without Toolbars, Fullscreen.

Browser Display	Mode: Normal
	Normal
	Without Toolbars
	Fullscreen



• Client Language.

The Client Language setting allows selecting the language in which the client functionality is displayed.

Default	
Danish	
Dutch (Netherlands)	
English	
French (Canada)	
German	
Norwegian, Bokmål (Norway)	
Swedish (Sweden)	
	Danish Dutch (Netherlands) English French (Canada) German Norwegian, Bokmål (Norway) Swedish (Sweden)

The client language selection affects only the language in which buttons and descriptions are displayed in the interface. The content language, however, is managed separately. Administrators can specify the default content language on a per-user (via the Edit User dialog) or per-site basis (via the shell site element in the web.config file).

If some of the languages do not have complete translations, English versions will be shown for items where a translation is unavailable.

"Default" means that the client language set in the User Properties for a username provided is set. The default client language for all users in Sitecore is English. However, it is possible to change the default language for a certain user.



# Chapter 2

# Managing Content

This chapter contains tips on managing items in the content tree, using media library, uploading files and using item versioning features.



## 2.1 Managing Items in the Content Tree

There are several ways to move, create, and edit items in the content tree:

- 1. Use the appropriate groups and buttons on the **Home** tab.
- 2. Use the context menu (right-click an item).
- 3. Use the drag&drop feature.
- 4. Use the **Clipboard** group in the **Home** tab to cut/copy and paste items.

In this document, each action is usually described using the first approach in detail with some brief explanations of the other approaches.

#### Note:

Some parts of the Content Tree may be hidden due to the Content Editor settings.

You should check the Hidden Items checkbox in the View tab to see the Layout, System and Templates items. If you do not see the Media Library in the Content Editor, check the Entire Tree checkbox.



#### 2.1.1 Copying an Item to another Location

To copy an item to another location:

- 1. In the content tree, select the item that you want to copy.
- 2. On the **Home** tab, in the **Operations** group, click **Copy To**.





3. In the Copy Item To dialog box, select the location that you want to copy the item to.

Copy Item To Select the location where you want to copy the item to.
Select the location where you want to copy the item to.
Content  G G Home  G Standard-Items  G Products
<ul> <li>□ ( G Home</li> <li>□ ( G Standard-Items</li> <li>□ ( G Products</li> </ul>
Image: Image
🖃 🤪 Products
🗆 💑 Home-Products
🚱 Cool-o-matic
🚱 Wash-o-matic
Office-Products
🗉 🔩 Vacation-Products
🗉 🤱 Services
🗉 🤏 References 🛛 🗹
Name: /sitecore/content/Home/Products/Office-Products
Copy Cancel

4. Click Copy and the item is copied to the specified location.

#### 2.1.2 Duplicating an Item

To duplicate an existing item:

- 1. In the content tree, select the item that you want to duplicate.
- 2. On the **Home** tab, in the **Operations** group, click **Duplicate** and a dialog box appears prompting you to name the new item.



3. Enter a name for the new item and it is added to the content tree at the same level as the item you duplicated. It also contains all of the same text, images and so on as the original item.

#### 2.1.3 Moving an Item

To move an item:

1. In the content tree, locate the item that you want to move.



2. On the Home tab, in the Operations group, click Move To.



- 3. In the Move Item To dialog box, select the location that you want to move the item to.
- 4. Click Move to move the item to the new location.

#### 2.1.4 Deleting an Item

To delete an item from the Web site:

- 1. In the content tree, select the item that you want to delete.
- 2. On the **Home** tab, in the **Operations** group, click Delete.

Home	Navigate	Review	Publish	Versions	Configure	Presentation
Save Edit →	🗋 Insert fro	om Template	(1 of	1) 📩 🔽 The Dupli	Cop Cate 🔂 Mov	y To /e To Delete 🗸
Write Edit	Insert 🖻	_	_	Oper	ations	

The item is deleted from the Web site.

If you try to delete an item that contains sub-items, a message will appear informing you that that the section contains sub-items and that these items will be deleted along with the main item.

2	Are you sure you want to delete "Novelty Products"?		
$\checkmark$	This item has sub-items which will also be deleted if you delete this item.		
	OK Cancel		

If you want to save any of the items, you must move them to another part of the Web site. Click OK to delete the item and its subitems.

If you want to delete only the subitems of the selected item, click the *triangle* next to the *Delete* button and select the **Delete Subitems** button.





#### 2.1.5 Renaming an Item

To rename an item:

- 1. In the content tree, select the item that you want to rename.
- 2. On the **Home** tab, in the **Rename** group, click **Rename**.



3. In the prompt dialog enter the new name and click OK.

Enter a new name for the item:	
Cool-o-matic	
	OK Cancel

The item is renamed.

Using the Rename group you can also change the Display Name of an item.

#### 2.1.6 Sorting Items

To sort items in the content tree, use the **Sorting** group on the **Home** tab.

Cut	TI Rename	🔥 Up 🛛 🌨 First
Сору	T Display Name	💙 Down 😻 Last
	Rename	Sorting 🕤

- Click **Up** to move the selected item before the previous one.
- Click **Down** to move the selected item after the next one.
- Click First to make the item first.
- Click **Last** to make the item last.

Click the advanced options icon to use the subitem sorting options.





You will see the following window:

	Set the Sorting for the Subitems
3	specify how the subitems of the item are sorted.
orting:	Created
b Hom	Created
offi	c Default Display Name Logical
	Reverse Updated [Reset to Standard Value]
ne Sorto ck Rese	order field is the first criteria for most sorting. To reset the Sortorder field of the subitems, it.
Rest	
	OK Cancel

### 2.1.7 Using the context menu (right-click)

Right-click an item to access the context menu which allows to perform various actions:



#### 2.1.8 Using the drag&drop feature.

Click an item and drag it to move this item to another location.

- Drag&drop an item with the Ctrl button pressed to copy the item.
- Drag&drop an item with the Alt button pressed to change the sorting order. You can use this feature both for sorting subitems and for moving items to another location.



### 2.1.9 Using the Clipboard

Use the **Clipboard** group in the **Home** tab to cut/copy and paste items.

-		0.0		
3	Сору То		🖣 🥠 Cut	: TI Rename
Duplicate	A Move To	Delete - Pas	te 🖹 Cop	Display Name
Operation	15	Clip	board	Rename

Select an item, click **Cut**, navigate to the item where you want to paste it and click **Paste** - the item you cut will be created as a child of the selected item and the original item will be removed.

Copy-Paste works in the same way but the original item is not removed.



#### 2.2 Media Library

This section describes how to access the Media Library and upload files to it.

#### 2.2.1 How to Access the Media Library?

You can access the Media Library in the following ways:

- From the Desktop, select Sitecore » Media Library.
- In the Content Editor, select Media Library in the bottom bar:

Search		(	<b>∢</b> −
🖃 🔤 Media	a Library		
🃁 Fi	es		
🖽 🃁 In	nages		
Content Editor	Media Library	Workbox	

• In the Content Editor, navigate to Media Library folders in the content tree ("Hidden Items" and "Entire Tree" checkboxes must be checked in the View tab).

#### 2.2.2 Uploading Files to the Medial Library

To upload files to the Media Library:

1. Navigate to a folder in the Media Library. In the right part of the screen you will see the following menu:

(		Home	Navigate	Review	Publish	Versions	Configure	Presentation
Sa W	ave rite	Edit - Edit	👒 Upload Fi 🣁 Media fol	le der Insert 🖻	(1 of (2 of	3) 🔹 Dup	licate 🔂 Opperat	oy To 🛛 💥 ve To Delete 🚽 ions
Sei	arch	■ Media L	ibrary ; ges My Photos Banners Categories	<u></u>		Folder <b>T</b>	Content tem. Jpload Files N Advanced)	iew Folder
		🗉 🂋 H	Help Site					_

2. Click **Upload Files**. In the prompt dialog select the files you want to upload; you can select multiple files (by holding Ctrl while selecting or drawing the selection area):

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Click **Open** when done, the upload process will start and you will see a similar screen:

e Edit Control	(1 of 3) → (2 of 3) → Duplicate → Move To Delete ~ Operations → Up ♠ First → Duplicate → Move To Delete ~ Tolsplay Name Rename → Up ♠ First → Down → Last Sorting To
h Q V Media Library V Files My Photos B M Photos B G Banners Categories	Grider     Content       Create a New Item.     Upload Files       Upload Files     Vew Folder       New Folder     New Folder
Help Site     Logos     Logos     Logos     Logos     Vevs     People     Poduts     Voluts     Zerss     Logos	Uploading           Filename         Size         Alternate Text           p1000014.jpg         1446 KB



3. When the upload process finishes, review the uploaded files:



### 2.2.3 Advanced Upload Options

To use the advanced upload options, select the Upload Files (Advanced) button.





Select the files you want to upload; you can select multiple files (by holding Ctrl while selecting or drawing the selection area):

Look jn:	C FZ5		S 🖉 💌 🛄 -	8
My Recent Documents	p1000001.jp	g p1000014.jpg	p1000043.jpg	
My Documents				
My Computer	p1000078.jp	g p1000129.jpg	p1000333.jpg	*
	File <u>n</u> ame:	"p1000001.jpg" "p100001	4.jpg'' ''p1000043.jp 💌	<u>Open</u>
Mu Network	Files of tune:	All Files (* *)	~	Cancel

Click **Open**. The following dialog will appear:

te a New Item.	New Folder	
These files are	ready for up	loading:
Filename	Size	Alternate Text
p1000014.jpg	1446 KB	lake
p1000001.jpg	2481 KB	bird
p1000043.jpg	2322 KB	bloom
Unpack ZIP Ai	rchives sting Media Iter Cancel	Make Uploaded Media Items Versionable

This dialog provides the following advanced options:

#### Alternate Text

Use the Alternate Text field to enter the text for the alt tag for an image.

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#### **Unpack ZIP Archives**

Use this checkbox to unpack ZIP archives after they are uploaded. The archives themselves are deleted after unpacking. If the archive contains folders, such folders will be created in the Media Library as well. This feature is extremely useful if you need to upload a big number of files.

#### **Overwrite Existing Media Items**

Check this checkbox if you want to overwrite an existing item if you upload an item with the same name. If the checkbox is not checked and the name of the file you upload coincides with the name of some item which already exists in the folder you upload to, them another item with the same name will be created.

#### Make Uploaded Media Items Versionable

Check this checkbox if you want to make the media items you upload versionable. By default, media items are uploaded as non versionable (as determined by the *Media.UploadAsVersionableByDefault* setting in web.config).

#### 2.2.4 How to Upload Multiple Files in a Batch?

To upload multiple files in a batch, you should do the following:

- Create a .zip archive with files you intend to upload on your disk. You can include folders with files the folder structure will be preserved in the media library after extraction.
- In a media library folder, click the **Upload Files (Advanced)** button and select your .zip archive using the Browse button.
- Check "Unpack ZIP archives" checkbox.
- Click the Upload button. The archive will be uploaded and extracted in the currently selected media library folder.



### 2.3 Versioning

This section describes how to work with versions in Sitecore CMS.

#### 2.3.1 How to Switch Between Versions?

To switch between numbered versions, click the numbered version button in the Content Editor and choose a version:

Content	<b>▶ - ⊟ - 2</b>
🔁 Cool-o-matic	2. Modified 14-01-2009 12:43 by sitecore\Admin.
Quick Info	1. Modified 22-10-2008 18:37 by sitecore\admin.
📟 Breadcrumb	
Breadcrumb Title:	
Cool-o-matic	
🚺 Menu	
📄 Page Title and Text	
Delated Items	
🧧 Sidebar	
Overview	
Product Description	G Add Version

To switch between language versions, click the language version button in the Content Editor and choose a language:



## 2.3.2 Adding a New Numbered Version

Follow the steps below to add a new numbered version to the currently selected item.



In the Content Editor, click on the version number mark in the upper right corner of the content area. The list of versions will appear:

<ol> <li>Modified 14-01-2009 12:43 by sitecore \Admin.</li> <li>Modified 22-10-2008 18:37 by sitecore \admin.</li> </ol>
1. Houmed 22-10-2000 10.57 by Silecore (admin.
Add Version

Click the Add Version button in the bottom of the list. The new version in the current language will be added.

#### Note

A new version is added by copying the currently selected version. All field values are copied.

#### Adding a New Numbered Version via the Ribbon

- Select the item for which you want to add a new version.
- Select the Versions tab in the ribbon.

0	Home	Navigate	Review	Publish V	ersions	Configure	Presen	tation	Security	Vie	N	
H	3	<b>**</b>	Add	😺 Remove	~		8 🛄	Language	English	i.	~	
Save	Reset	Versions -	Compare		Engli	sh - Tran	Islate		Latest	× 19	Latest	×
Write	Fields	Versions			Lang	uage Tran	nslate					

• Click the Add button in the Versions group. The new version in the current language will be added.

#### 2.3.3 Removing a Numbered Version of an Item

To remove a numbered version of an item:

- Select an item.
- Select the version you want to remove.

Content	
Cool-o-matic	3. Modified 14-01-2009 16:16 by sitecore\Admin.
Quick Info	2. Modified 14-01-2009 12:43 by sitecore \Admin.
Breadcrumb	1. Modified 22-10-2008 18:37 by sitecore admin.
Breadcrumb Title:	
Cool-o-matic	



• Click the Remove button in the Versions group of the Versions tab.



The currently active version will be removed.

#### 2.3.4 Checking What Has Changed Between Two Versions of an Item

To check what has changed between two versions of an item:

- Select an item in the Content Editor.
- On the Versions tab, in the Versions group, Click Compare.

0	Home	Navigate	Review	Publish	Versions
Save Write	Reset Fields	Versions –	Add Compan	Rem	ove   Englis Langu

You will see the following dialog:

Compare Versions Compare two version of the same item. The differences are highlighted.         One Column Two Columns         3       2         Product Description       Image:         Name:       Name:         Number:       Price:         Price:       Price:         \$699.99       \$729.99         Image:       Description:         Description:       Description:         This deluxe model includes the Freeze-o-matic module. You won't believe your eyes. This nifty attachment can store water in small solid cubes. Amaze your guests!         Appearance       Display name:	Sitecore Webpage Dia	alog 🛛 🔀
One Column Two Columns         3       2         Product Description         Name:       Name:         Number:       Number:         Price:       Price:         \$699.99       \$729.99         Image:       Image:         Description:       Description:         This deluxe model includes the Freeze-o-matic module. You won't believe your eyes. This nifty module. You won't believe your eyes. This nifty attachment can store water in small solid cubes. Amaze your guests!         Appearance       Saplay name:         Display name:       Display name:	Compare Versions Compare two version of the same item.	. The differences are highlighted.
3 2 Product Description Name: Name: Number: Number: Number: Price: \$699.99 \$729.99 Image: Description: This deluxe model includes the Freeze-o-matic module. You won't believe your eyes. This nifty attachment can store water in small solid cubes. Amaze your guests! Appearance Display name: Display name: Display name:	One Column Two Columns	
Product Description         Name:       Name:         Number:       Number:         Price:       Price:         \$699.99       \$729.99         Image:       Image:         Description:       Description:         This deluxe model includes the Freeze-o-matic module. You won't believe your eyes. This nifty module. You won't believe your eyes. This nifty attachment can store water in small solid cubes. Amaze your guests!         Appearance       Solid pisplay name:	3	v 2 v
Name:       Name:         Number:       Number:         Price:       Price:         \$699.99       \$729.99         Image:       Description:         This deluxe model includes the Freeze-o-matic       This deluxe model includes the Freeze-o-matic         This deluxe model includes the Freeze-o-matic       This deluxe model includes the Freeze-o-matic         Cubes. Amaze your guests!       Atachment can store water in small solid cubes.         Appearance       Image:         Display name:       Display name:	Product Description	0
Number:       Number:         Price:       \$729.99         Image:       Image:         Description:       Description:         This deluxe model includes the Freeze-o-matic       This deluxe model includes the Freeze-o-matic         module. You won't believe your eyes. This nifty module. You won't believe your eyes. This nifty attachment can store water in small solid cubes. Amaze your guests!       Amaze your guests!         Appearance       Image:       Display name:       Display name:       Display name:	Name:	Name:
Price:       Price:         \$699.99       \$729.99         Image:       Description:         Description:       Description:         This deluxe model includes the Freeze-o-matic module. You won't believe your eyes. This nifty module. You won't believe your eyes. This nifty attachment can store water in small solid cubes. Amaze your guests!       Amaze your guests!         Appearance       Image:       Image:         Display name:       Display name:       Image:	Number:	Number:
Description: This deluxe model includes the Freeze-o-matic module. You won't believe your eyes. This nifty module. You won't believe your eyes. This nifty attachment can store water in small solid cubes. Amaze your guests! Appearance Display name: Display name:	Price: \$699.99 Image:	Price: \$729.99 Image:
Appearance  Display name:	Description: This deluxe model includes the Freeze-o-matic module. You won't believe your eyes. This nift attachment can store water in small solid cubes. Amaze your guests!	Description: This deluxe model includes the Freeze-o-matic y module. You won't believe your eyes. This nifty attachment can store water in small solid cubes. Amaze your guests!
Display name: Display name:	Appearance	8
	Display name:	Display name:
ОК		ОК

The dialog above shows differences between versions two and three. Changes in fields are marked with blue color.

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In the image above you see the two column mode. One column mode looks like this:

Compare Versions	
Compare two version of the same item. The differences are highlighted.	
One Column Two Columns	_
3 2	~
Number:	^
Price: \$6 <mark>72</mark> 99.99 Image:	
Description: This deluxe model includes the Freeze-o-matic module. You won't believe your eyes. This nifty attachment can store water in small solid cubes. Amaze your guests!	
Appearance	
Display name:	_

#### 2.3.5 Translating Item Content into a Different Language

To translate an item content into a different language:

- Select an item you want to translate.
- On the Versions tab, in the Translate group, Click Translate.

O Home	Navigate	Review	Publish Ve	sions Conf	figure f	Presentation	Security	View
Save Write	Versions – Versions	🔂 Add	Remove 🕈	English <del>-</del> Language	Translat	Compare Compare Show the trans	e English e Latest s slate mode	to Latest V

Once Translate is clicked, the Translate group options becomes active:

3	🛄 Language	English		~		
Translate	Compare	Latest	~	to	Latest	v

• Choose a language in the **Language** field. You will see the fields in this language in the right column (see the image below):





Versions	Configure	Presentation	Security	View	
emove 🔻 📕 Engli Lang	sh → Juage Trans	ate Langua	age German	(Germany) 💌	
Content					🔖 - 📑 - 2-
🛃 Des	k-Chairs				
🕒 Quick Info	D				Đ
📟 Breadcru	mb				•
Breadcrun Desk Ch	nb Title: airs				
🚺 Menu					
Menu Title Desk Cha	e: airs				

Enter the translated text in these fields.

In the Translate group you can also see the **Compare** fields. You can use these fields to compare different versions of the item right in the Content Editor window, but as against to the Compare button in the Versions group, this feature does not highlight the differences.

#### 2.3.6 How is a New Language Version Created?

To add a version in a different language, you should switch to this language in the **Language** group of the **Versions** tab and add a numbered version. This numbered version will be created in the currently selected language.

The following chapter describes how to add a new language.



# Chapter 3

# Managing Languages

This chapter describes how to add and remove languages in Sitecore CMS.



### 3.1 How to Add a New Language?

To add a new language, select the **/sitecore/system/Languages** item and add a new language using the Language template:

Home	Navigate	Review	Publish	Versions	Configure	Pres
Save Write	Languag     Languag     Insert fr     Insert fi	e om Template	(1 o (2 o	2)  2)  Dupl Dupl Ope	icate 🕞 Mo rations	py To ve To
	yout dia Library stem Aliases Dictionary Languages en Modules Proxies			Folder	Content v Item.	

When you select the Language template, the following dialog appears:

C-d	
Enter the language codes.	Click Next to continue.
You may select a predefine German (Germany) : The language code consist	ed language here: Deutsch (Deutschland) v ts of a language identifier, for example, "en" for English and a
country/region code, for e	xample, "US" for United States. The language code is then "en-US".
Language: de	e g. "en".
Country/Region Code: D	E
Custom Code:	
Icon: fla	ags/16x16/flag_Germany.PNG
	< Back Next > Cancel



In the topmost field select the language you want to add, when you do this all other fields except for the Custom Code field will be filled automatically.

#### Click Next.

The Codepage and Encoding dialog will appear with the default settings for the selected language entered:

depage and	Encoding
Enter the co language. Cl	depage, encoding and charset to use for displaying HTML pages in this lick Next to continue.
Codepage:	65001
	E.g. "65001".
Encoding:	utf-8
	E.g. "utf-8".
Charset:	iso-8859-1
	E.g. "iso-8859-1".
	< Back Next > Cancel

Click Next.

The **Spellchecker Dictionary** dialog will appear with the default setting entered:

🖉 Sitecore We	ebpage Dialog 🛛 🔀
Checker Dictionary Enter the dictionary to	use for spell checking, Click Next to continue.
Spellchecker file path:	de-DE.tdf E.g. "en-UK.tdf".
	< Back Next > Cancel



Click Next, view the final window and click Finish. The language is added:

E Layout	Folder Content
🗷 🤷 Media Library	Create a New Item.
System	
	•
Dictionary	Language
	The second s
	Items in the rolder
t Modules	de-DE en
Provies	

Alternatively you can add a language via the **Control Panel**:

• Open Sitecore » Control Panel » Globalization » Add a New Language. This will start the same dialog as described above.



## 3.2 How to Remove a Language?

To remove a language from a Sitecore CMS solution:

1. Under the **/sitecore/system/Languages** item, select a language you want to remove.

🖃 🛃 System
📁 Aliases
😫 Dictionary
🖃 🚺 Languages
📒 en
📑 de-DE
🗉 间 Modules

- 2. Select **Delete** in the **Home** tab, just like you would do with a usual item.
- 3. In the prompt dialog, confirm that you want to delete the item and the following dialog will appear:

Windo	ws Internet Explorer 🛛 🔀
?	You are about to delete the "German (Germany) [de-DE]" language.
~	This will remove ALL the content in "German (Germany) [de-DE]" from every item.
	Are you sure you want to delete "German (Germany) [de-DE]"?
	OK Cancel

Click OK to proceed. The language and all content in this language will be removed.

#### Note

Removing a language from a Sitecore CMS solution will remove all the content in this language from every item.

Alternatively you can remove a language via the Control Panel.

• Open Sitecore » Control Panel » Globalization » Delete a Language. This will start the same dialog as described above.



# Chapter 4

# **Publishing Content**

This section provides instructions on various actions related to publishing.



# 4.1 How to Publish an Item or a Whole Site?

To publish an item, on the **Publish** tab, in the **Publish** group, click **Publish**.



The following dialog will appear:

Windows Internet Explorer 🛛 🔀			
?	Are you sure you want to publish "Sample Item" in every language to every publishing target?		
	OK Cancel		

Click OK. The following dialog will appear:

Windo	ows Internet Explorer 🔀						
⚠	The item is being published.						
	ОК						
_	OK						

Click OK, the publishing process will run in the background and in a short period of time (the period depends on the current publish queue and server performance, but generally the published content appears in the target database within a few seconds).

The Publish button has a submenu which provides additional options described in the following sections:





#### 4.1.1 Publishing an Item with Advanced Options

To publish an item with advanced options, select the **Publish Item** sub option:



The following dialog will appear:

Publishing				
Smart publis	- Publish Differences Bet	tween Source and T	arget Database.	
Republish - F Publish Subit	ublish Everything. ems			
Publish Languag	e			
English				
D. History T				
Publishing Targe	ts			
🗹 Internet				

Choose the options necessary and click Publish.

Review the summary dialog and click **Finish**.

#### 4.1.2 Publishing the Whole Site

To publish the whole site, select the **Publish Site** sub option:





The following dialog will appear:

Publishing		
Incremental Pu	blish - Publish Only Changed Items.	
Republish - Put	Publish Differences between Source and Target Database.	
Publish Language		
English		
). Illishing Tasaata		
ubiisning Targets		
🖉 Internet		

Choose the options necessary and click **Publish**. The following window will appear:

ublishing	
Please wait while publishing	L
6	
Publishing	
Database: We	b
Language: Engli	sh
Processed: 21	7
	< Back Next > Cancel

#### Note

You may close the publishing dialog before the process is completed. The publishing will continue anyway, but you will not see the summary window.

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When the publishing process will be completed, the summary window will appear.

Sitecore Webpage Dialog							
	The wizard has completed. Click Finish to close the wizard.						
	Items processed: 940.						
	Click here to see additional information.						
1000							
	< Back Next > Finish						

Review the window and click Finish.



# 4.2 How to Hide a Version of an Item?

If an item has multiple versions, the last version by number is published unless it is hidden or has other publishing restrictions.

To hide a version of an item:

1. On the **Publish** tab, in the **Restrictions** group, click the **Change** button:

0	Home	Na	vigate	Review	Publish
Save	Change	)	Publish -	📝 Page	e Editor 🛛 🜔

2. The following window will appear:

🖉 Sited	core W	/ebpage Dialo	og				×
Cor	<b>Iblishing Set</b>	<b>tings</b> current item is publishe	d.				
Versions	Item Targe	ts					
Restrict t	he publication of	f one or more versions of	of the current item. Th	nis only affects the	current language.		
Version	Publishable	Publishable From			Publishable To		
1.			× •		~	~	
2.		5/29/2009	🖌 11:07 AM 👻		*	~	
3.		5/29/2009	🖌 11:07 AM 👻		~	~	
						OK Cancel	

3. To hide a version of the item, clear the checkbox in the **Publishable** column next to the version number.

If you want to hide the version of the item **until a certain date**, check the Publishable checkbox and set the appropriate date and time in the **Publishable From** field.

If you want to hide the version of the item **after a certain date**, check the Publishable checkbox and set the appropriate date and time in the **Publishable To** field.

- 4. Click **OK**.
- 5. Save the item.
- 6. The appropriate version will be put into the web database when the next publishing operation is performed. For instance, if you have cleared the Publishable checkbox for version 3, version 2 will be put into the web database (if it does not have restrictions in one's turn).

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## 4.3 How to Unpublish an Item?

To unpublish an item and all of its versions:

1. On the Publish tab, in the Restrictions group, click the Change button:



2. In the prompt window select the **Item** tab:

Configure how the current item is published.	
Versions Item Targets           Restrict the publication of the current item. This affects every version in every language	
Publishable     Publishable	
Publishable To:	
OK Cancel	

- To unpublish the item, clear the Publishable checkbox.
   If you want to unpublish the item until a certain date, check the Publishable checkbox and set the appropriate date and time in the Publishable From field.
   If you want to unpublish the item after a certain date, check the Publishable checkbox and set the appropriate date and time in the Publishable To field.
- 4. Click OK.
- 5. Save the item.
- 6. The item will be removed from the web database when the next publishing operation is performed.



## 4.4 How to Schedule Item Publication?

Scheduling an item publication is implemented using the Sitecore Scheduled Tasks functionality and requires some coding. The following example shows how to set up a sample scheduled task which starts on a certain time and writes a message to file. In order to publish an item using such approach you should write a class which implements publishing instead of the class shown in the example.

The following steps describe how to configure such a task:

1. Create your own class. This class must implement at least one public method with the following parameters:

```
using System;
using Sitecore.Data.Items;
using Sitecore.Tasks;
namespace CustomScheduleTasks
{
    public class Task1
    {
        public void WriteToLogFile(Item[] itemArray, CommandItem
commandItem, ScheduleItem scheduledItem)
        {
            Sitecore.Diagnostics.Log.Info("Test Scheduled task:
"+DateTime.Now, this);
        }
    }
}
```

- 2. Compile this assembly and put the resulting file, for example: CustomScheduleTasks.dll, into the /bin folder under the Sitecore web root.
- 3. In the Content Editor navigate to the System item, locate the **/System/Tasks/Commands/** folder and create a new item based on the **/sitecore/templates/System/Tasks/Command** template.





4. Fill in the fields of the command item:

Content
estCommand
🕒 Quick Info
🗵 Data
Type [shared]:
CustomScheduleTasks.Task1, CustomScheduleTasks
Method [shared]:
WriteToLogFile

The Type field holds the %namespace.class%, %assembly name% value. The Method indicates the method to call from the specified class.

Your command is now ready to use as a scheduled task.

5. Navigate to the /System/Tasks/Schedules/ folder and create the new item based on the /sitecore/templates/System/Tasks/Schedule template.



6. Fill in the fields of the schedule item:

Content
Schedule
🕒 Quick Info
💽 Data
Command [shared]:
Commands/testCommand
Items [shared]:
/sitecore/content/Home
Schedule [shared]: 20080720T235900 20090630T235900 127 00:10:00
Now · Clear
Last run [shared]: 5/29/2009    12:46 PM
Async [shared]:
Auto remove [shared]:



Command: select command created in the previous step. Items: if you want to pass an array of items to your method you can place any XPath expression here. Multiple items can be divided by the pipe separator. For example: /Sitecore/content/Home/Globals/Item1|/Sitecore/content/Home/Globals/Item2. Schedule: 20080720T235900|20090630T235900|127|00:10:00. In this example, the task will be executed from 2008.07.20 23:59:00 to 2009.06.30 23:59:00, every day (as specified by the number 127) and every 10 minutes (as specified by 00:10:00). In the Schedule field you can place 4 parameters divided by pipe separators: From Date|To Date|Day of the Week|Period of time

For the day of the week DaysOfWeek enumeration is used. For example for Monday and Friday you should write 34 (2+32)

```
public enum DaysOfWeek
{
    None = 0,
    Sunday = 1,
    Monday = 2,
    Tuesday = 4,
    Wednesday = 8,
    Thursday = 16,
    Friday = 32,
    Saturday = 64,
}
```

Period of time has the following format: hh:mm:ss.

Auto Remove: if this field is checked, then the schedule item will be removed (deleted) after it is completed.

7. Set the necessary frequency and interval parameters in the web.config:

#### Note

In the environments with many instances, this task will be performed on each instance that is connected to the database that contains the item task. This can lead to unexpected results, such as wrong publishing or republishing of the same items if the task is designed for publishing operations. Additional checks must be added to ensure that the task runs only on one instance.



# 4.5 How to See Which Version of an Item Will be Published?

To see which version of an item will be published on a certain time you should open the Publishing Viewer application.

On the Publish tab, in the Publish Group, select the Publish Viewer application:



The following window will appear:

Sit	eco	re -	- We	bpa	ge	Dia	log							×
0	Publi When	<b>shing</b> the difi	Viewe ferent v	ersions	ofth	e curr	rent iten	n are a	ctive on	the W	eb site.			
Start da	ate:							End dat	te:					
جە		Janu	iary 20	09		⇒		¢		Dece	mber 2	009		⇒
Sun	Mon	Tue	Wed	Thu	Fri	Sat		Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3		29	30	1	2	3	4	5
4	5	6	7	8	9	10		6	7	8	9	10	11	12
11	12	13	14	15	16	17		13	14	15	16	17	18	19
18	19	20	21	22	23	24		20	21	22	23	24	25	26
25	26	27	28	29	30	31		27	28	29	30	31	1	2
1	2	3	4	5	6	7	-	3	4	5	6	7	8	9
	To	day is 2	29 мая 2	2009 г.					To	day is :	29 мая 2	2009 г.		
3														
2														
-						-								
1														
Pub.							_							
	AA						A V							
[														
	912					į	60							
	1200					5	26							
	1/1/					Ì	13							
												C	lose	
				_	-							_		

Use the Start Date and End Date calendar fields to select the time span you want to view.

The bars in the lower part of the window indicate whether the item or its versions can be published. The bar coloring follows the code:

- Green: The version is active and valid for publish.
- Gray: Inactive. The version is typically superseded by a newer version.
- Blue: The period where the item is valid. It is not necessarily published.



# **Chapter 5**

# **Maintaining Search**

This chapter contains notes about maintaining the search functionality in Sitecore CMS.

#### 5.1.1 How to rebuild the Search Index and the Link Database?

The Search Index and the Link Database can be rebuilt via the Control Panel. Open the Control Panel (**Sitecore » Control Panel**):



Select the Database section:





Select the Rebuild the Link Database link to rebuild the Link Database:

Select Link D Select the Databases	atabases Link Databases that you want to rebuild. Click Rebuild to rebuild the Link ,						
Rebuild Link	Databases						
	< Back Rebuild > Cancel						

Choose the databases where the Link Databases should be rebuilt and click Rebuild.



Select the Rebuild the Search Index link to rebuild the Search Index:

ele	<b>ct Search Index</b> Select the search index that you want to rebuild. You can rebuild more than one index at a time. Click Rebuild to rebuild the search index.
R	tebuild Search Index          core         master         Quick search index
	< Back Rebuild > Cancel

Choose the databases where the indexes should be rebuilt and click Rebuild.



# **Chapter 6**

# Administrator's Notes

Useful tips and notes for administrators.



# 6.1 Customizing Login Page

Developers may choose to customize the login page for your site. Therefore, the login page you see may differ from the one shown in the screenshot above. Developers can choose simple changes, such as changing the "Welcome to Sitecore" title or provide additional text by modifying the "WelcomeTitle" and "WelcomeText" settings in the web.config.

Developers may also choose to make more significant changes to the login page by modifying the associated .aspx, .js, .css, or image files associated with the page. The source of these related files is under the Sitecore web root in the **/sitecore/login** folder.



# 6.2 Changing the Default Client Language

The default client language for all users in Sitecore is English. However, it is possible to change the default language for a certain user. To do that, follow the steps below:

Start the User Manager application: Sitecore » Security Tools » user Manager.

User Manager	Change Pa	assword 🤤 Disable 😗 L tings 🛛 🗸 Enable	Inlock Roles Dom Security	nains	s Viewer ity Editor	_	_   0   <b>_</b> X
rag a column to this	area to group t	əy it.				Search:	
ser Name	Domain	Fully Qualified Name	Full Name	Email	Comment	Language	Locked
Anonymous	default	default\Anonymous					
Anonymous	extranet	extranet\Anonymous					
Admin	sitecore	sitecore \Admin	Administrator		Sitecore Administrat	or	
						Da	ce 1 of 1 (3 item

Select the user for whom you want to change the client language and click **Edit** in the Users group. The Edit User window will appear. In this window select the Language Settings tab:

Edit User		5 5			
Edit the information	about	the user.			
General Member Of	Pr	ofile Language Settings	Information		
Sitecore Client					
Client Language:	Defa	ult		*	
Regional ISO Code:	Defa	ult	~		
<ul> <li>Content</li> </ul>					
Default Content Langua	ge:	Default		~	
			OK Can	cel	

In the Client Language field set the needed value.