# Lab 07: Configuring and Customizing SharePoint Search

**Lab Overview:** Search is a powerful tool. In this lab you will setup the server for indexing PDFs and add some content sources. Then you will look at some changes to make the users life’s easier.

## Exercise 1: Allowing PDF files to be crawled

1. Installing the Adobe PDF Ifilter
   1. Navigate to **c:\\_student files\module 7**
   2. Run **ifilter60.exe**
   3. Click **Run**
   4. Click **Next, Accept, Next**
   5. At successful screen click **OK**
2. Adding PDF to crawled file types
   1. Open **http://ssp.tpg.local/ssp/admin** as **tpg\sp\_admin**
   2. Under Search click **Search settings**
   3. Click **File types**
   4. Click **New File Type**
   5. File extension = **pdf**
   6. Click **OK**
3. Add the pdf icon to the images folder
   1. Navigate to **c:\\_student files\module 7**
   2. Copy **pdf16.gif**
   3. Navigate to **c:\program files\common files\Microsoft shared\web server extensions\12\template\images\**
   4. Paste **pdf16.gif**
4. Create an entry in docicon.xml for pdf
   1. Navigate to **c:\program files\common files\Microsoft shared\web server extensions\12\template\xml**
   2. Right click on **docicon.xml** click open with with and choose **Notepad**
   3. In the <ByExtension> section add a key as

<Mapping Key=”pdf” Value=”pdf16.gif”/>

* 1. **Save** the changes and close **notepad**

Your server will now be able to successfully index text PDFs and display them with the proper icon.

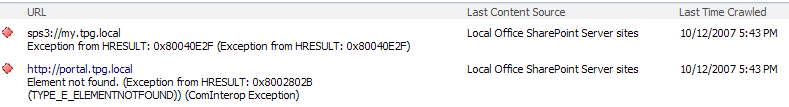
## Exercise 2: Add content sources

1. Open **http://ssp.tpg.local/ssp/admin** as **tpg\sp\_admin**
2. Under Search click **Search settings**
3. Click **Content sources** and **crawl schedule**
4. Add the File Share as a content source
   1. Click **New Content source**
   2. Name = **File Share**
   3. Select = **File Shares**
   4. Start address = **\\litwareserver\share**
   5. Click **OK**
5. Add a public web site as a content source
   1. Click **New Content source**
   2. Name = **Public Web Site**
   3. Select = **Web Sites**
   4. Start address = **http://www.tedpattison.net**
   5. Click **OK**

Now you have your portal, the file share, and a public web site defined as content sources. But you still can’t get any search results. This is because you now need to crawl the content. And MOSS does not have a default schedule. So first do a manual crawl, then setup a schedule so you don’t have to manually crawl every day.

1. Do a manual crawl by clicking **Start all crawls** in the quick launch bar
2. Click **Search Settings** in the bread crumb
3. Wait about 7 minutes and the click **refresh**. When the status changes to **idle** continue
4. Errors in log isn’t zero. That is not good. Find out what happened by clicking the number

If you are seeing this error



Then you need to run an iisreset and recrawl by returning to step 6.

1. For sure you are seeing three errors relating to your file share and time card spreadsheets. This is because the default crawling account tpg\SP\_MossSearch does not have access to those files to crawl them.

There are two ways to fix this issue. You could go to the files and change their NTFS permissions to give tpg\sp\_MossSearch read access. Pretty straightforward.

The other option would be to setup a special crawl rule that use a different account to crawl the file share. The tpg\administrator account already has complete access to the file share so use that account.

1. Create a new crawl rule
   1. From the Configure Search Settings screen click **Crawl rules**
   2. Click **New Crawl Rule**
   3. Path = **file://litwareserver/share/\***
   4. Select **Include all items in this path**
   5. Select **Specify a different content access account**
   6. Account = **tpg\administrator**
   7. Password = **pass@word1**
   8. Click **OK**
2. Re crawl the file share
   1. Click **Search Settings** from the breadcrumb
   2. Click **Content source and crawl schedule**
   3. Hover over **File Share** and click the drop down
   4. Select **Start Full Crawl**
3. Click **Search Settings** in the breadcrumb
4. Wait about a minute and click **refresh**. When the status is **idle** continue.

## Exercise 3: Set a crawl schedule

1. From Configure Search Settings click **Content sources and crawl schedules**
2. Click on **Local Office SharePoint sites** to edit the content source
3. Setup a **Full crawl**
   1. Scroll to the bottom of the page and beneath Full Crawl click **Create schedule**
   2. Take the defaults
   3. Click **OK**
4. Setup an Incremental Crawl
   1. Beneath Incremental Crawl click **Create schedule**
   2. Starting time = **1:00 AM**
   3. Check **Repeat within the day**
   4. Every **60 minutes**
   5. For **1320 minutes**
   6. Click **OK**
5. Click **OK** on the edit content source screen

You now have a schedule that will do a full crawl every night at midnight. Then starting at 1:00 am it will do an incremental crawl once an hour. The last one will run at 11:00 pm. This way you never have overlap of your crawl running.

## Exercise 4: Setup a shared search scope for the File Share

1. Navigate back to the **Search Settings** screen
2. Scroll to the bottom of the page and click **View scopes**
3. Create a New Scope
   1. Click **New Scope**
   2. Title = **File Share**
   3. Click **OK**
4. Add rules to the File Share scope
   1. Click **Add rules** beside File Share Empty
   2. Scope Rule Type = **Content Source**
   3. Select **File Share**
   4. Click **OK**
5. Click **Search Settings** in the breadcrumb
6. In the Scopes section click **Start update** **now**. Note: Scopes automatically update every 15 minutes. You just don’t have patience’s to wait that long. :)
7. Wait 30 seconds then click **View scopes**
8. Number of items to the right of File Share should be 5

Your work as an administrator is done. Time to navigate to the portal and check out the fruits of your labor.

## Exercise 5: Administrating search for the site collection

1. Navigate to **http://portal.tpg.local** as **tpg\alan**
2. In the search box search for **HR**
3. If you got lots of results then you are on track. If not then throw something at your instructor and ask for help. Hint, first place to check is your search logs.
4. In the search box search for **Sales Reports.pdf**
5. If you got the sales report.pdf back from file://litwareserver/share/sales reports.pdf then you have proven you are indexing PDFs and the file share
6. Click the **The TPG Portal** to return to the home page
7. To the left of the search box click **All Sites**. This is your list of scopes. Notice that File Share does not show up. This is because the Site Collection administrator has to add the shared scope.
8. Add the File Share shared scope
   1. Click Site Actions > Site Settings > **Modify All Site Settings**
   2. From the Site Collection Administration section click **Search scopes**
   3. Notice File Share is listed as Unused Scopes. Click **Display Group: Search Dropdown**
   4. Select the check box for **File Share**
   5. Click **OK**
9. Click the **The TPG Portal** to return to the home page
10. To the left of the search box click **All Sites**. Select **File Share**. If File Share is not there it is probably a cache issue. Do an iisreset and try again.
11. In the search box search for **HR**
12. Now only the Employee Manual is returned.

## Exercise 6: Make a local search scope

1. Navigate to the HR Private site **http://portal.tpg.local/sites/hr** logged in as **tpg\betsy**
2. Create a new scope
   1. Click Site Actions > **Site Settings**
   2. Under Site Collection Administration click **Search scopes**
   3. Click **New Scope**
   4. Title = **HR Only**
   5. Select **both check boxes** for display groups
   6. Click **OK**
3. Next to HR Only Empty click **Add rules**
4. Add a rule to include the HR Private site collection
   1. Select **Web Address**
   2. Folder = **http://portal.tpg.local/sites/hr**
   3. Click **OK**
5. Add a rule to include the HR portal sites
   1. Click **HR Only**
   2. Click **New rule**
   3. Select **Web Address**
   4. Folder = **http://portal.tpg.local/departments/hr**
   5. Click **OK**
6. Click **Scopes** in the breadcrumb. This will give you an indication as to how long before the scope is updated. It is not available in the dropdown until it has been updated. Also note File Share is available in Unused Scopes.

## Exercise 7: Making HR happy – Adding a search scope and a tab to search center

Betsy has came to you and made some very specific request. Betsy would like the scope she created to now be available from the portal. Then she would like to have a tab added to the search center for HR. She has more request but you should probably solve these issues first.

1. Navigate to the **SSP** logged in as **tpg\sp\_admin**
2. Under Search click **Search settings**
3. Click **View scopes**
4. From this screen you can see the HR Only search scope. Now you need to copy it to the Shared scopes
   1. Hover over **HR Only** and click **Make Copy as Shared**
   2. Now click on **Copy of HR Only**
   3. Click **Change scope settings**
   4. Change Title to **HR Sites**
   5. Click **OK**
5. Navigate back to **http://portal.tpg.local** logged in as **tpg\alan**
6. Add the HR Sites search scope to the portal
   1. Click Site Actions > Site Settings > **Modify All Site Settings**
   2. Click **Search Scopes**
   3. Click **Display Group: Search Dropdown**
   4. Select **HR Sites**
   5. Click **OK**
7. Click the **Search** tab in Global Nav to get to the Search Center
8. Create an HR Search Page
   1. Click Site Actions > **Create Page**
   2. Title = **HR Search**
   3. URL Name = **hrsearch**
   4. Select **(Welcome Page)Search Page**
   5. Click **Create**
9. Add an HR Search tab
   1. Click **Add New Tab** from the center of the page
   2. Tab Name = **HR Search**
   3. Page = **hrsearch.aspx**
   4. Tooltip = **Use this tab for searching HR content.**
   5. Click **OK**
10. Create an HR Results Page
    1. Click Site Actions > **Create Page**
    2. Title = **HR Results**
    3. URL Name = **hrresults**
    4. Select **(Welcome Page)Search Results Page**
    5. Click **Create**
11. Add an HR Search tab for results
    1. Click **Add New Tab**
    2. Tab Name = **HR Search**
    3. Page = **hrresults.aspx**
    4. Tooltip = **Use this tab for searching HR Content.**
    5. Click **OK**
12. Point the hrsearch.aspx page to use hrresults.aspx for displaying results
    1. Click **Search** in the Global Nav
    2. Click **HR Search**
    3. Click **Edit Page**
    4. On the Search Box click the **Edit** dropdown and select **Modify Shared Web Part**
    5. Expand the **Miscellaneous** tab
    6. Scroll down to Target search results page URL and set it to **hrresults.aspx**
    7. Click **OK**
    8. Click **Publish**
13. Search for **HR**
14. This takes you to HR Search results page. Notice though you are still returning all results. You need to setup the page to only use the HR Sites scope.
    1. Click **Edit Page**
    2. For the Search Core Results Web Part click the **Edit** dropdown and select **Modify Shared Web Part**
    3. Expand the **Miscellaneous** section
    4. For Scope enter **HR Sites**
    5. Click **OK**
    6. Click **Publish**
    7. Rerun your query for **HR**. You should get about 48 results.

## End of Lab