1. **Create New site and Access it**
   1. Go to Control Panel -> Sites
   2. Click on Add Site Button
   3. Check on Start with a blank Site and click on Next Button
   4. Mention Host name, aliases and tab storage as System Host.
   5. Then click on Save/Activate
   6. Then go to C:\Windows\System32\drivers\etc folder and edit host file and add your new

site domain name like this

127.0.0.1 anz.new.com

127.0.0.1 test.new.com

* 1. Then open browser and hit anz.new.com:8080

1. **Create New theme for the site**
   1. Go to Sites -> Browser
   2. Double click on site domain and click on Add Folder name ‘application’
   3. Then double click on ‘application’ folder and click New -> Folder name ‘themes’
   4. Inside ‘themes’ folder and one more folder name project name like ‘ANZ’
   5. Inside ‘ANZ’ folder add three folder like css, js and img.
   6. Inside ‘ANZ’ folder add three files like header.vtl and footer.vtl and html\_head.vtl
   7. Write html code or upload .vtl file with html code.
2. **Create New Template**
   1. Go to Sites -> Templates
   2. Click on three dot icon and click on Add Template Designer.
   3. Select themes as new created theme ’ANZ’ and select sidebar if want
   4. Name the template
   5. Check header and footer
   6. Then click on Add row and then choose no of column for that row
   7. Then add Container for each column
   8. And then click on save and publish
3. **Add Default Template for New Site**
   1. Go to Site -> Browser -> Application
   2. Create containers folder
   3. Inside that folder create default folder
   4. Add container.vtl file with below codes

$dotJSON.put("title", "Default")

$dotJSON.put("max\_contentlets", 25)

$dotJSON.put("notes", "New File Container")

1. **Add Bootstrap In dotCMS**
   1. Download boostrap css and js files.
   2. Upload all file under themes/ANZ/js and themes/ANZ/css
   3. Mentioned link of js and css file in html\_head.vtl file like i.e.

<!-- Latest compiled and minified CSS -->

<link rel="stylesheet" href="${dotTheme.path}css/bootstrap.min.css">

<!-- jQuery library -->

<script src="${dotTheme.path}js/jquery.min.js"></script>

<!-- Latest compiled JavaScript -->

<script src="${dotTheme.path}js/bootstrap.min.js"></script>

* 1. Now use bootstrap classes in pages.

1. **How to use template.vtl file**
   1. Create template.vtl file inside themes -> ANZ
   2. Add code like below

#parse ("preprocess.vl")

#if($dotThemeLayout.htmlHead)

#dotParse("${dotTheme.path}html\_head.vtl")

#end

#if($dotThemeLayout.header)

#dotParse("${dotTheme.path}header.vtl")

#end

#if($dotThemeLayout.footer)

#dotParse("${dotTheme.path}footer.vtl")

#end

#parse ("postprocess.vl")

* 1. If we use template.vtl then we need to add all html head div inside header.vtl, footer.vtl and html\_head.vtl

1. **How to use “Show on Menu” Property**
   1. Add below code in header.vtl file i.e

#set( $list = $navtool.getNav("/") )

<ul>

#foreach($n in $list)

<li>

<a href='${n.href}'>${n.title}</a>

#set($children = $n.children)

#if( $children && $children.size() > 0 )

<ul>

#foreach($child in $children)

<li>

#if($child.active)<strong>#end <a href='${child.href}'>${child.title}</a> #if($child.active)</strong>#end

#set($grandchildren = $child.children)

#if( $grandchildren && $grandchildren.size() > 0 )

<ul>

#foreach($grandchild in $grandchildren)

<li>#if($grandchild.active)<strong>#end <a href='${grandchild.href}'>${grandchild.title}</a> #if($grandchild.active)</strong>#end

#end

</ul>

#end

</li>

#end

</ul>

#end

</li>

#end

</ul>

1. **How to add New Menu using Menu Link Option**
   1. Select any folder then click on New -> Menu Link
   2. Enter menu title and choose type of link(Internal or external )
   3. Give target and check Show on Menu
   4. Then Click on Save and Publish
2. **Create New Content**
   1. Go to Content -> Search click on three dot icon
   2. Select Add New Content then choose content type
   3. Then enter data based on content type and then click on Save and Publish
3. **Import Bulk Content**
   1. Go to Content -> Search click on three dot icon
   2. Select Import Content
   3. Choose Content Type for import and check fields
   4. Then click on the download to download template.csv file
   5. Enter data in template.csv and then upload in site using choose file option
   6. Click on Go to Preview and then click on Import Content.
4. **Image Editor**
   1. First upload any image file then option Edit Panel
   2. Then Click on Edit Image
   3. Then choose option to crop or resize or flip
   4. Then click on save
5. **Time Machine**
   1. Time Machine allows users to view past versions of the complete site or how time sensitive content will look in the future.
   2. Go to Publishing -> Time Machine
   3. Choose Past or Future
   4. Then select date and language
6. **Create Pages** 
   1. Go to site -> Browser -> select Folder -> New ->Page
   2. Enter title, url, select template and then click on Save And Publish.
7. **Workflows:**
   1. workflows determine which users are allowed to take which actions (saving, publishing, archiving, push publishing, etc.) on content at any step in the workflow.
   2. We can create custom workflow for any content type
   3. Go to Content Model -> Workflows
8. **Broker Link Checker**
   1. Broken link checker can check all site content for broken links nightly and as content is being submitted during the workflow process.
9. **Content Types**
   1. Using this we can create Custom Content Type with custom fields
   2. Go to Content Model -> Content Types -> click on add button -> select Content
   3. Enter Content Name then click on Create Button
   4. Add content field by drag and drop
   5. Add categories for dropdown with values
10. **Categories**
    1. Go to Content Model -> Categories -> click on Add
    2. Enter name and key then click on Save
    3. Then add Values in same way
11. **Relationships**
    1. It is use to link two Content Type like one to one or one to many or many to many relationship between two Content Type
    2. Add Relationship Field while creating
12. **Widgets**
    1. Widgets allow content contributors to add photo galleries, videos, pulls of content, all without any programming code
13. **Push Publishing**
    1. Push Publishing feature allows content contributors to move the content/files/pages they create between environments as needed.
    2. Push Publish dynamic or static copies of sites, content, pages, etc., to single or multiple environments
14. **Vanity URLs:**
    1. We can use to set page not found page and common page
    2. Go to Marketing -> Vanity URls -> Add New Content
    3. Enter Title, Url, action and select file
    4. Then Save And Publish
15. **Site Search**
    1. Site Search utilizes Elastic Search to create independent indexes for different groups of content on your Site. Each of the indexing processes can be scheduled to run at different times, and any content can be indexed and searched in one or more separate or overlapping indices.
    2. Go to Dev Tools -> Site Search -> Indices tab
    3. Click on Create Site Search Index then enter name and no of Shards of the index
    4. Then Click on Create Site Search Index
    5. Then go to Job Scheduler tab and add site
    6. Then select index and click on schedule
    7. Check Scheduler status in View all Jobs tab
    8. And Check result of Scheduler in Search Tab and select Index name and click on load
16. **Add Advance Templates**
    1. If there is problem in alignment with default templates the create Advance Templates
    2. Go to Site -> Templates -> Add Advance Template
    3. Enter title and desc
    4. Then Write template code
    5. For each div add Container
    6. Then click on save and publish
    7. Example:

<!DOCTYPE html>

<html>

#set($dotTheme = $contents.getEmptyMap())

#set($blah1 = $dotTheme.put("path","/application/themes/ANZ/") )

<head>

#dotParse("${dotTheme.path}html\_head.vtl")

</head>

#set($utilClass = $pageTitle.toLowerCase().replace(' ','-' ))

<body class='$utilClass'>

#dotParse("${dotTheme.path}header.vtl")

<div class="container">

<div class="row">

<div class="col">

## Container: Rich Text

## This is autogenerated code that cannot be changed

#parseContainer('e35c5bb9-bb4a-42a9-9293-3084a0c68649','1589697133810')

</div>

</div>

</div>

#dotParse("${dotTheme.path}footer.vtl")

</body>

</html>

1. **Form Content Type**
   1. Create no-code forms using the Form Content Type
   2. Go to Content Model -> Content Types -> click on 3 dot Icon
   3. Select Form
   4. Add Line Divider and add fields based on requirement
   5. Then add form in page
2. **Internationalization**
   1. add new languages and create multi-lingual pages and content
3. **URL Maps on Content types**
   1. Using this we can set Url for any content types
4. **Rules Engine & Personalization (Personas)**
   1. Rules Engine and create visitor Personas to target personalized content to site visitors