

Create the Site's Content Structure

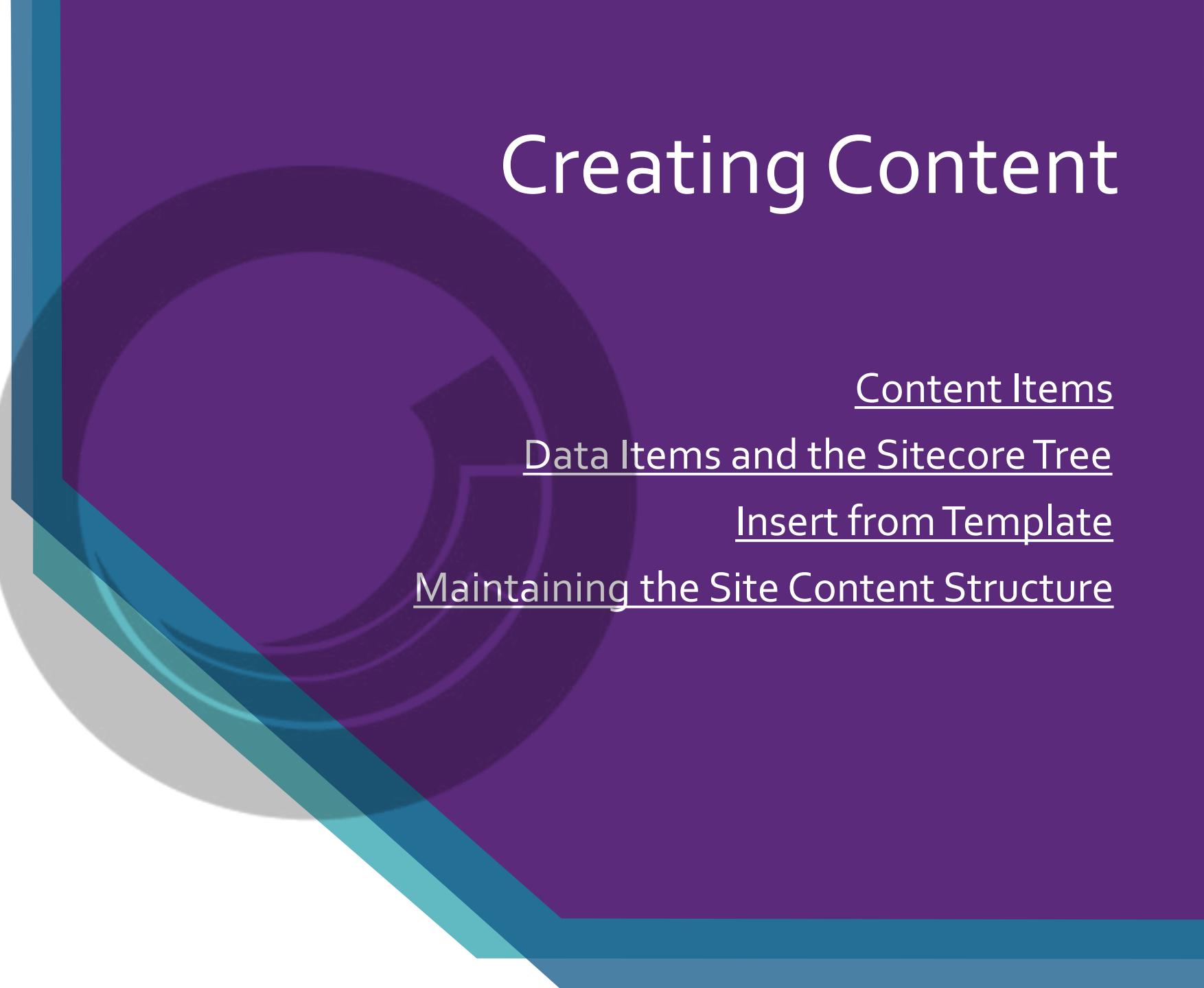


Module Objectives

By the end of this module, you will be able to:

- Define a Sitecore item.
- Create content items based on templates.
- Use the Standard Values to set default values and settings.
- Explain the importance of insert options.
- Describe different content versioning options in Sitecore.





Creating Content

Content Items

Data Items and the Sitecore Tree

Insert from Template

Maintaining the Site Content Structure



Creating Content

Items store website content

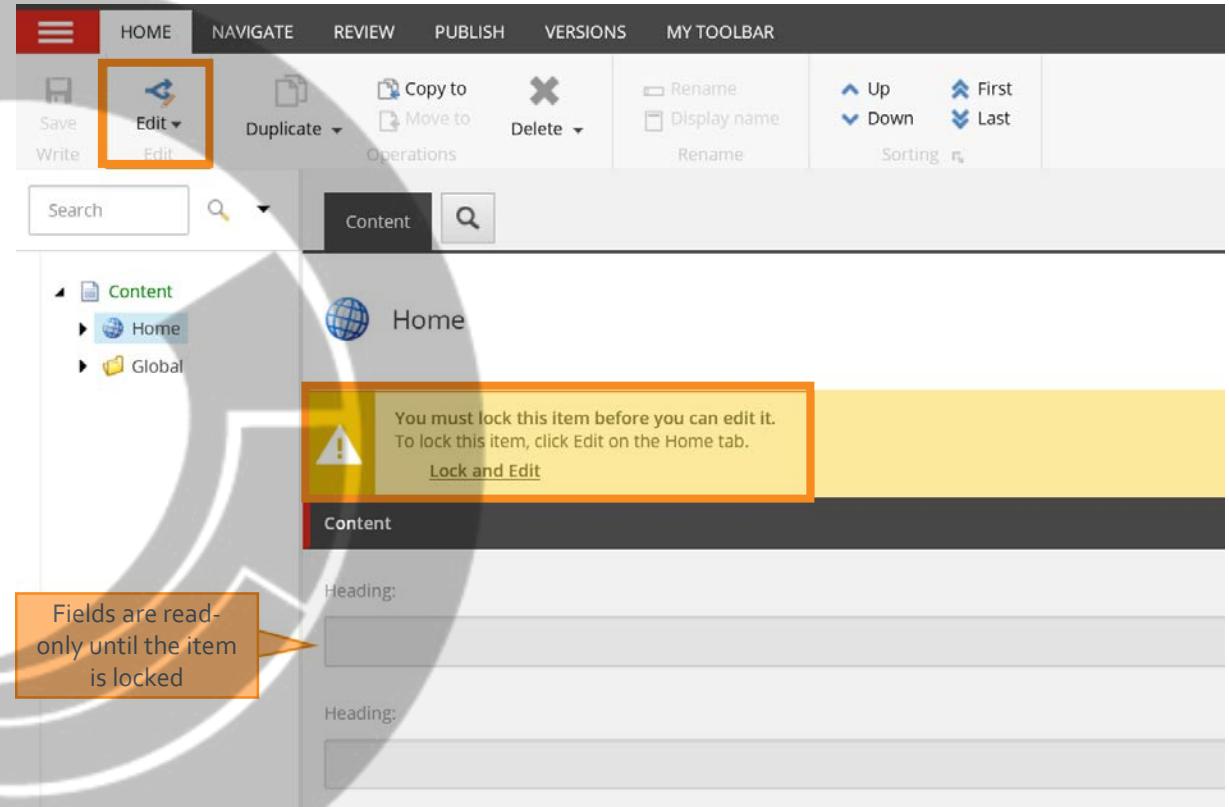
Stored in a tree - content items under
/sitecore/content

Identified by ID

Items also have a path - not necessarily unique

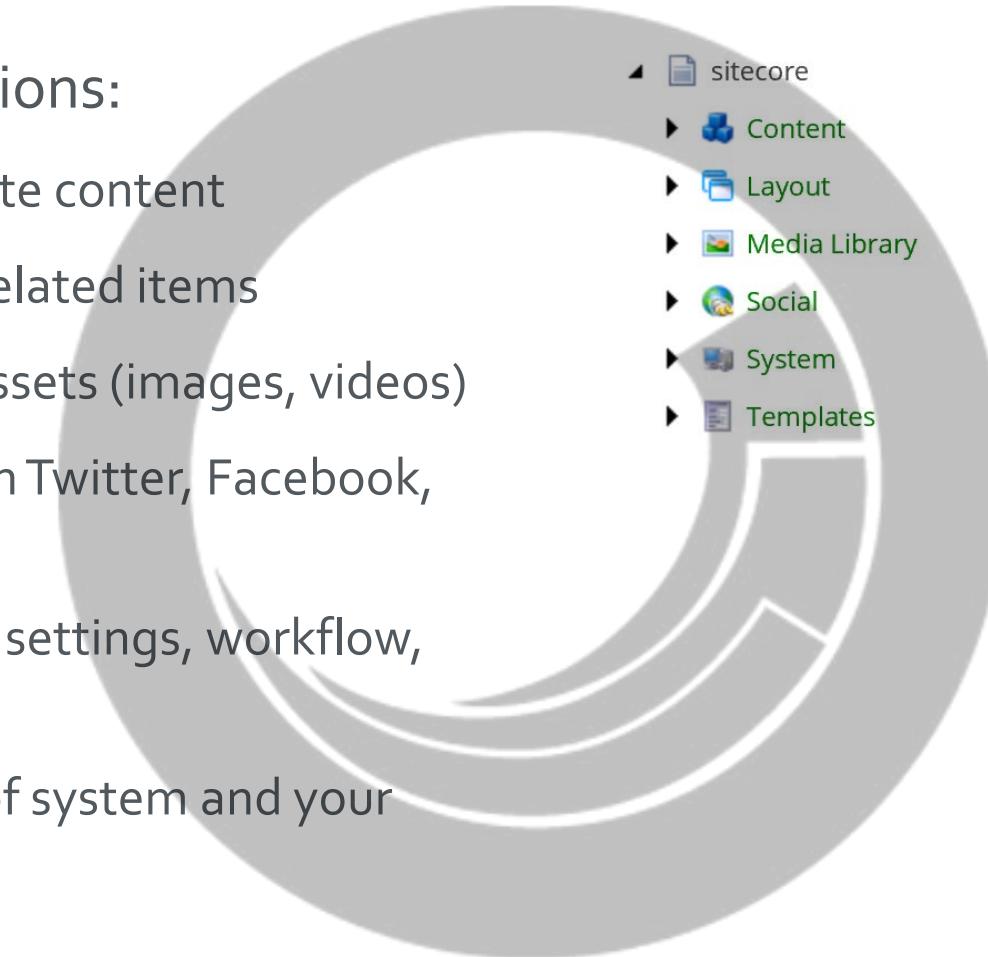
Addressable via URL

Users need to lock items before modifying them



Main Sitecore tree sections:

- **Content** - All your website content
- **Layout** - Presentation-related items
- **Media library** - Digital assets (images, videos)
- **Social** - Integrations with Twitter, Facebook, etc.
- **System** - Configuration, settings, workflow, validation
- **Templates** - Definition of system and your own templates

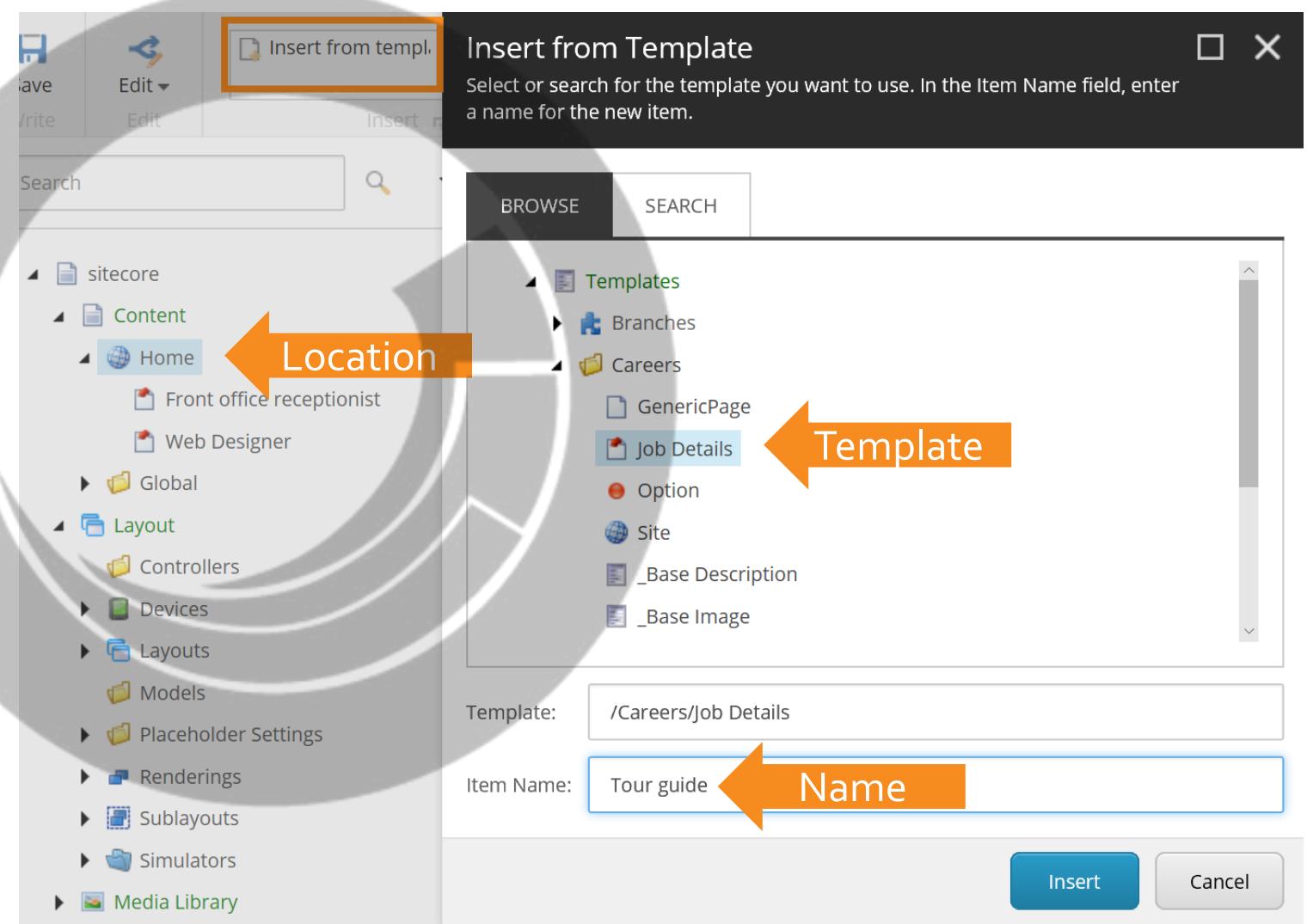


Insert from Template

Admins can create content anywhere in the tree.

Use Insert from template:
specify location, template
and name.

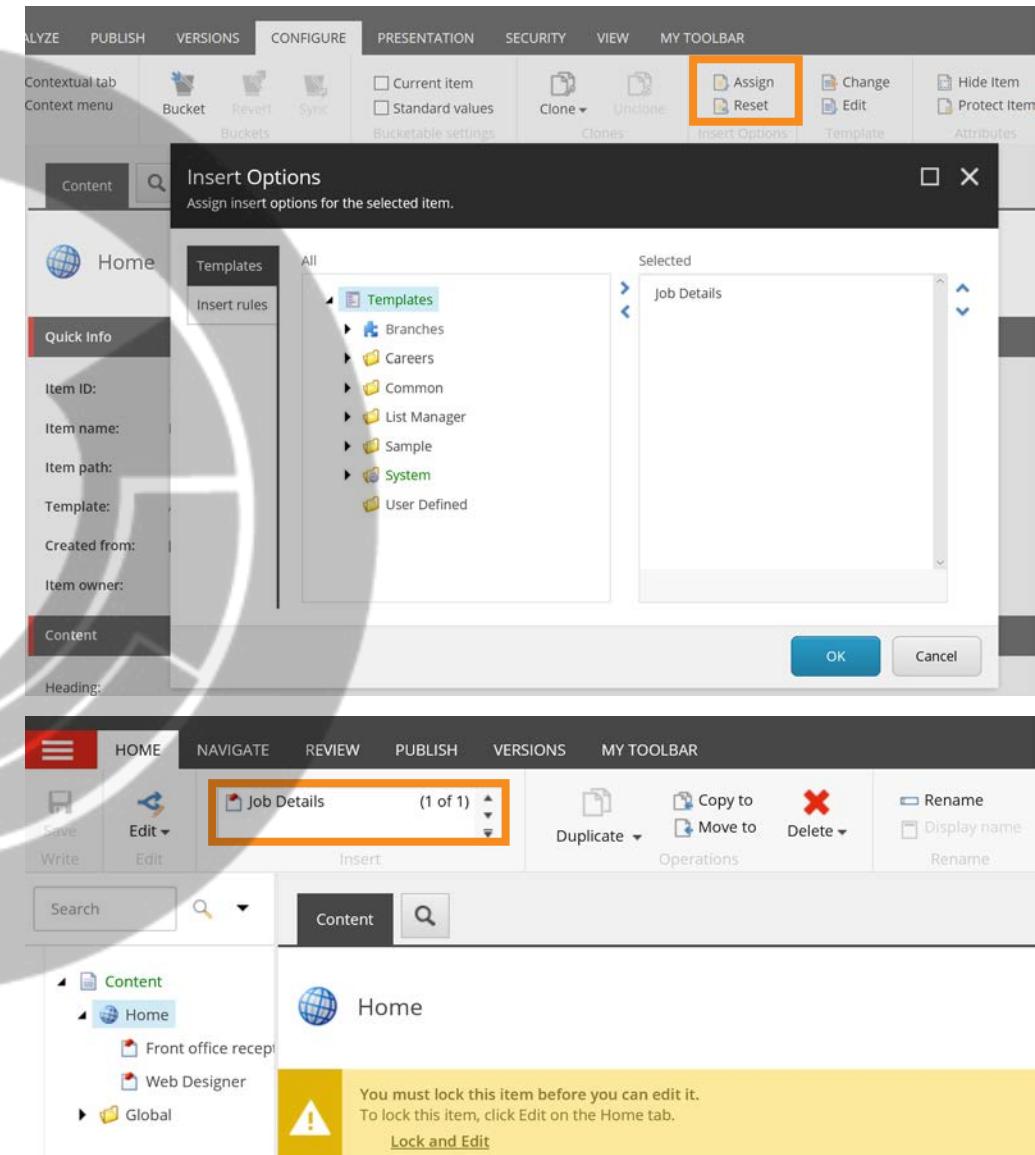
Non-admins do not have this available.



Insert options

- Property of each item
- Defines the content users can create in that location in the tree
- If insert options are not defined, regular users cannot create content

Setting insert options



Demo: Logging in as a User

In this Demo, you will see what the interfaces look like when you are not an admin user and you do not have permissions to access all the features of Sitecore.

Lab: Creating Content as an Admin User

In this lab, you will create the basic scaffolding of the site so the users are able to create their own content. You will create the Home item and the basic structure of the site.

Lab: Creating Content as a User

In this lab, you are going to create content using the same steps a regular user would follow.

Lab: Setting Field Sources

In this lab, you will finish creating the rest of items that are required for the site.

Remember that you need to provide users with the basic scaffolding of the site, the main sections, folders and so on where they will then create their content.

Applying Standard Values

Simplifying Maintenance

Standard Values

Standard Values Inheritance

Initial Values: Tokens

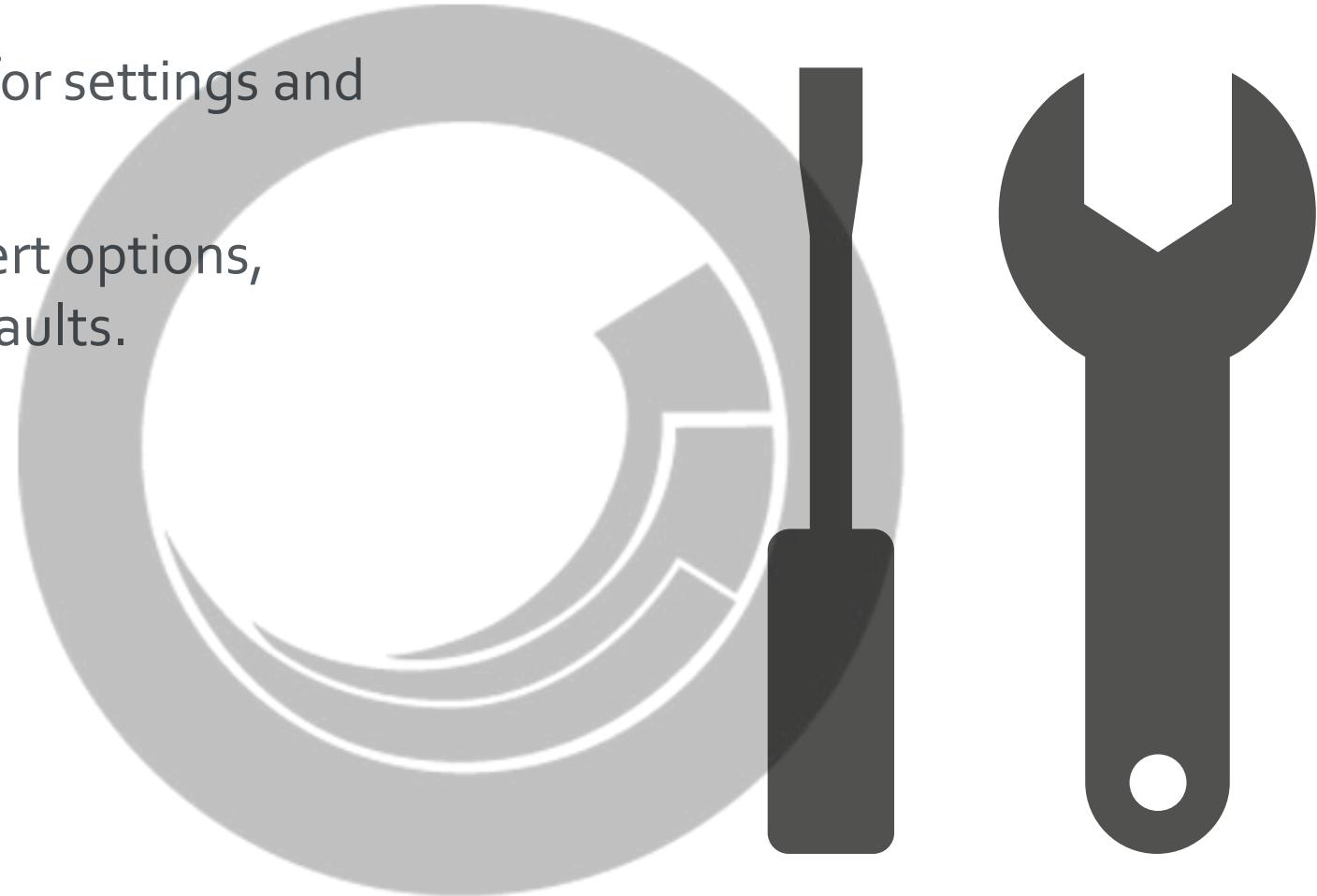
Tips and Tricks



Applying Standard Values

You can define defaults for settings and field values.

Certain settings, like insert options, should be defined as defaults.

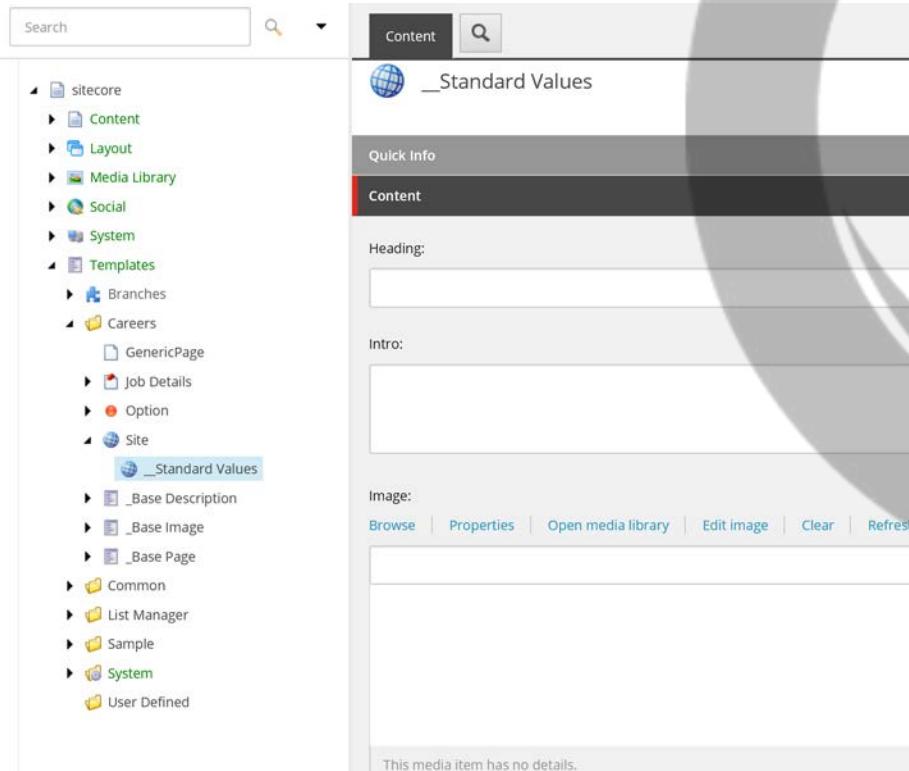


Standard Values

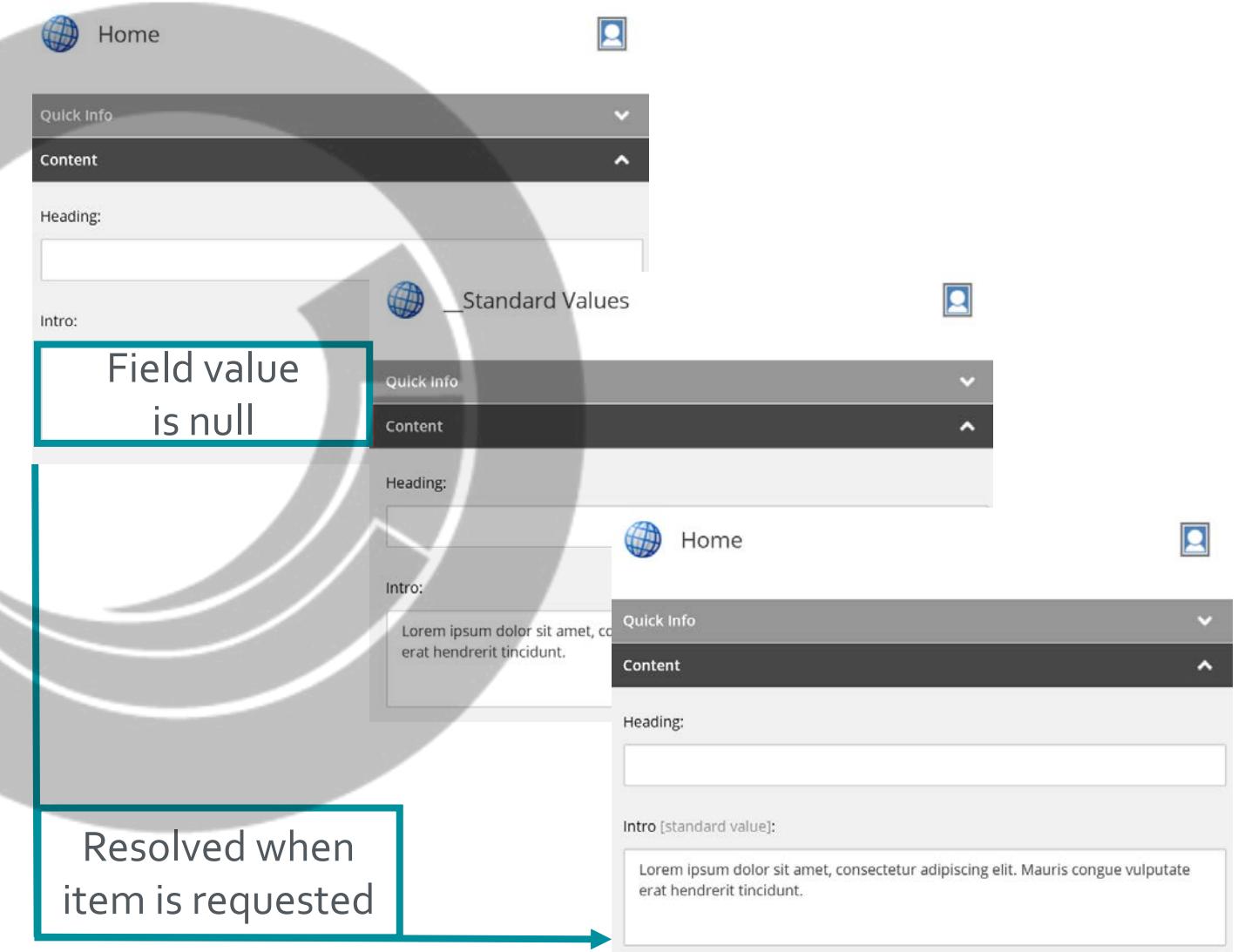
Used to define default values and settings

Named __Standard Values

Child of the template definition

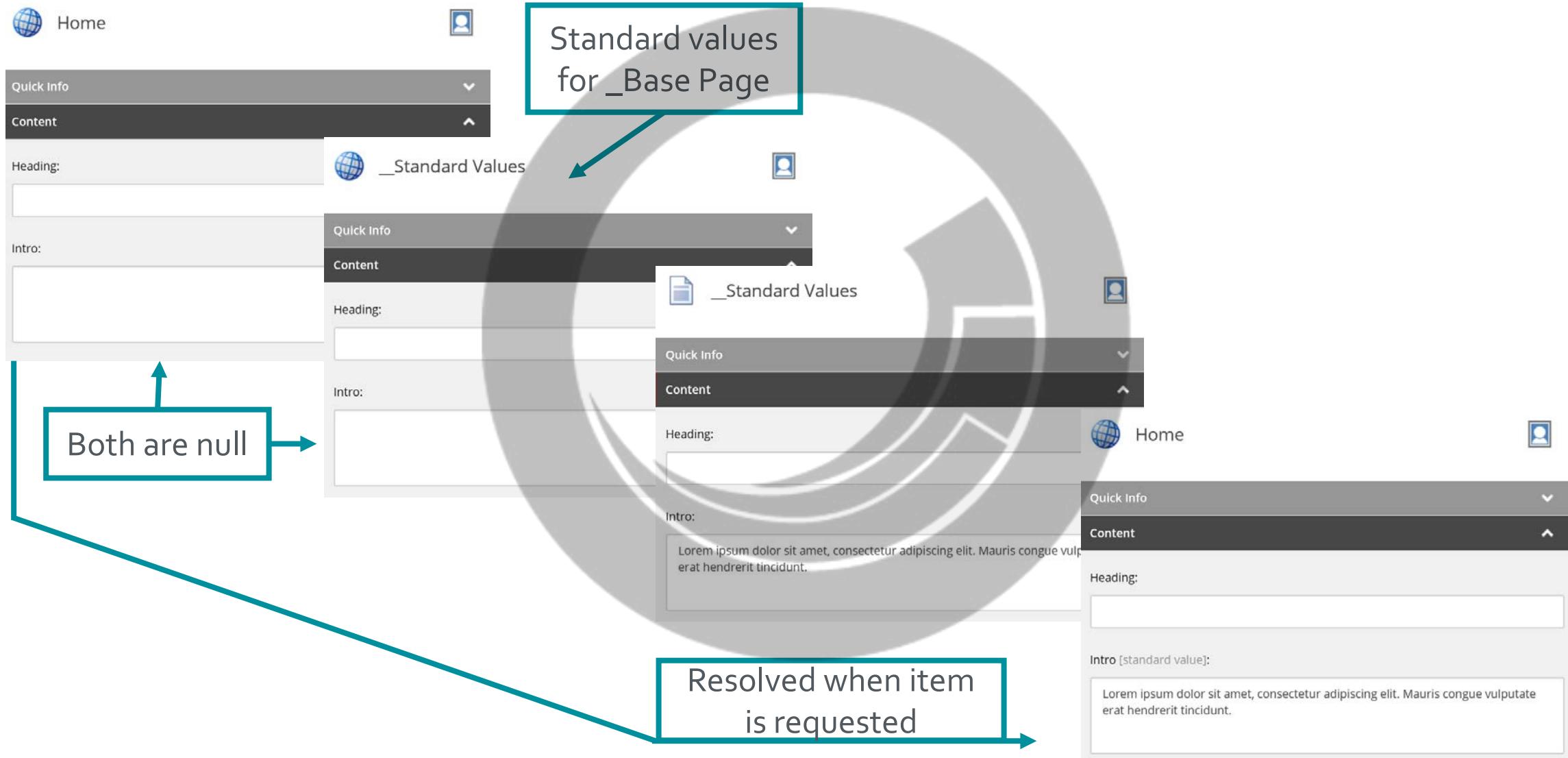


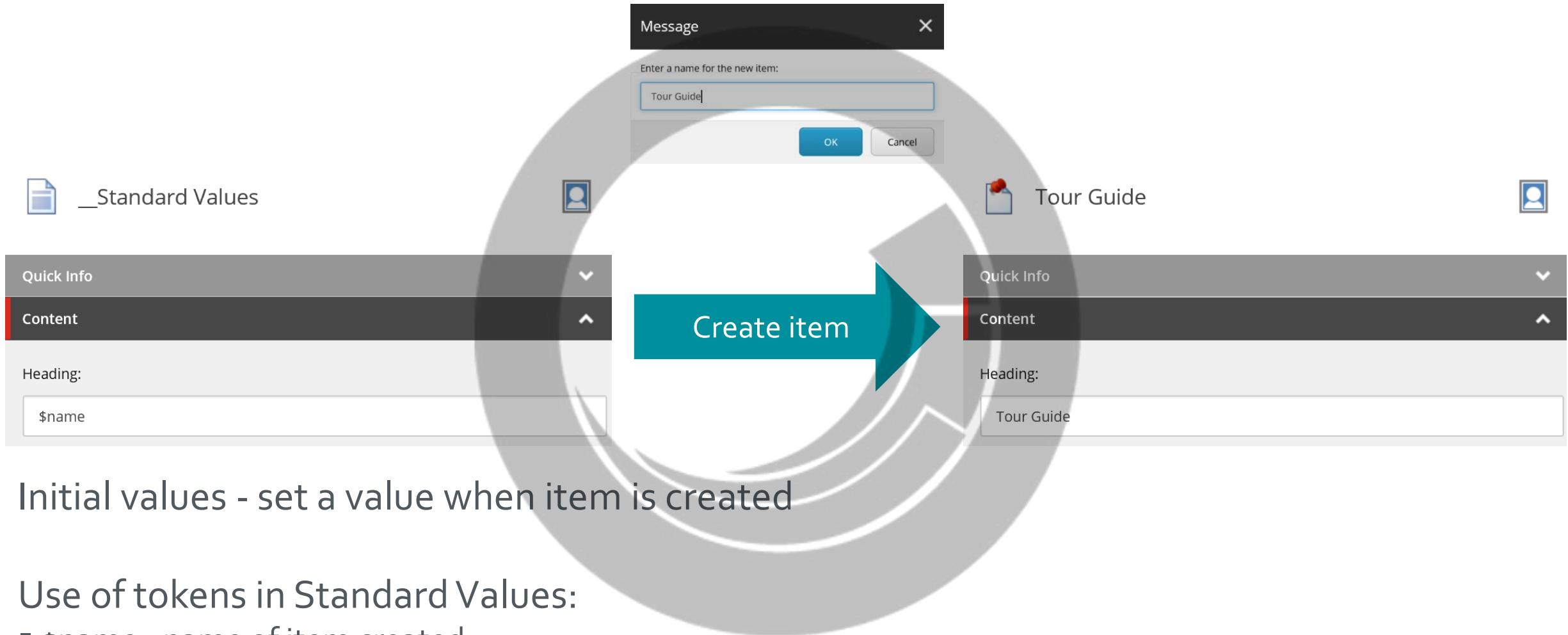
The screenshot shows the Sitecore Content Editor interface. On the left, there's a navigation tree with categories like sitecore, Content, Layout, Media Library, Social, System, Templates, Branches, Careers, GenericPage, Job Details, Option, Site, and __Standard Values. The __Standard Values item is selected. The main area displays a form with fields for Heading, Intro, and Image. A message at the bottom says "This media item has no details."



The screenshot shows the Sitecore Content Editor interface with three main sections. The top section is a "Home" page with a "Content" item. The middle section is a "Standard Values" item under the "Content" category. The bottom section is another "Home" page with a "Content" item. A callout box highlights the "Intro" field in the middle section, which contains the text "Field value is null". Another callout box highlights the "Intro [standard value]" field in the bottom section, which contains the resolved text "Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris congue vulputate erat hendrerit tincidunt." An arrow points from the "Field value is null" box to the "Intro [standard value]" box.

Standard Values Inheritance





Initial values - set a value when item is created

Use of tokens in Standard Values:

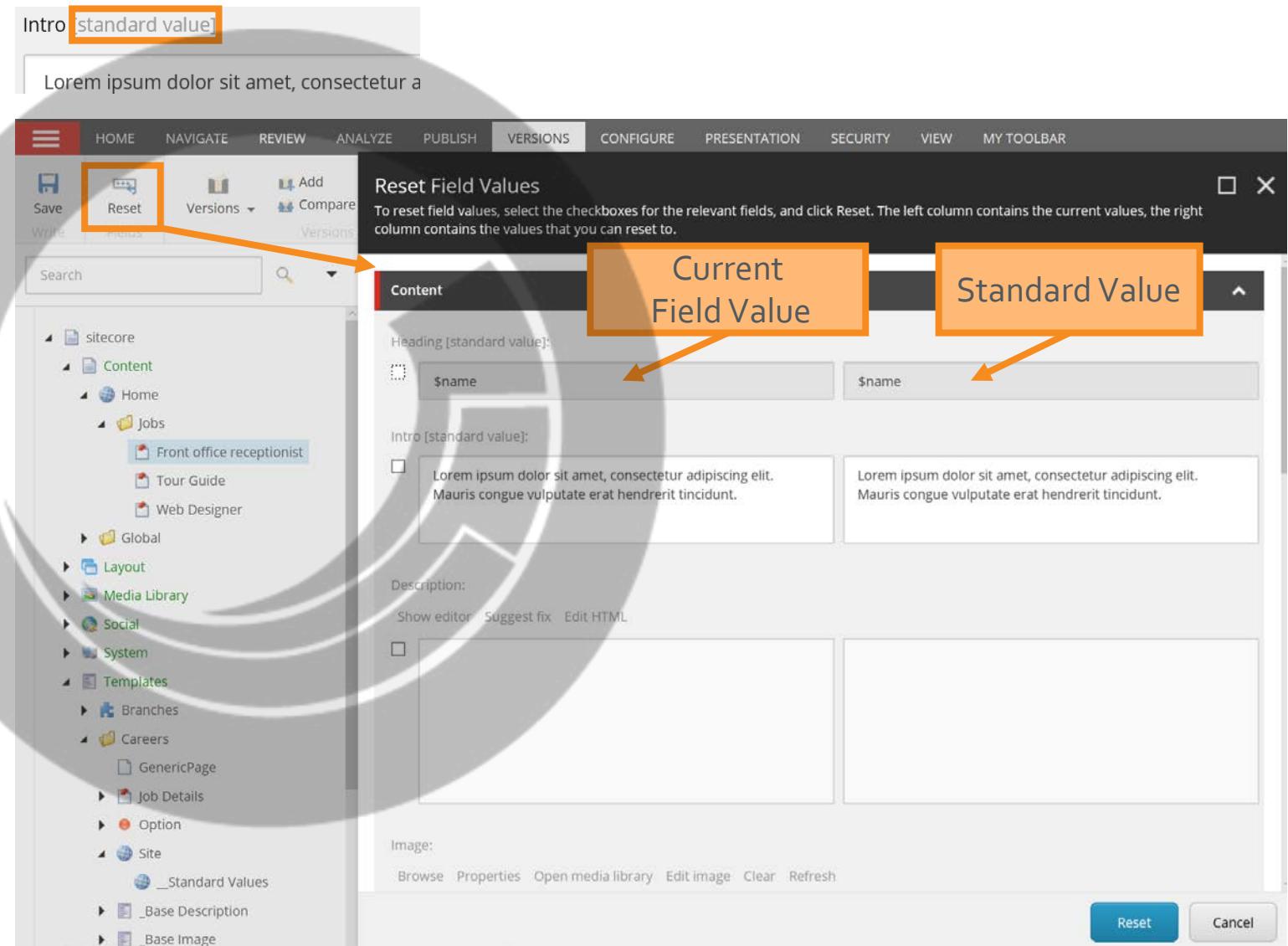
- \$name - name of item created
- \$date - current date
- \$now - current date and time

See [standard values] tag
beside the field

Create standard values and
define tokens asap

Reset field to standard
values

Null vs Empty



Demo: Creating Standard Values

In this demo, you will learn how to create Standard Values.

Lab: Default Field Values

In this lab, you are going to create some Standard Values for the templates you have already created and set some default field values. You will then create new content and see the effect of the default values assigned.

Lab: Finish the Scaffolding of the Site

In this lab, you will finish completing all the remaining items you need for the site.



Item Versioning

Sitecore Versioning Options

Field Versioning

Multi Language Websites



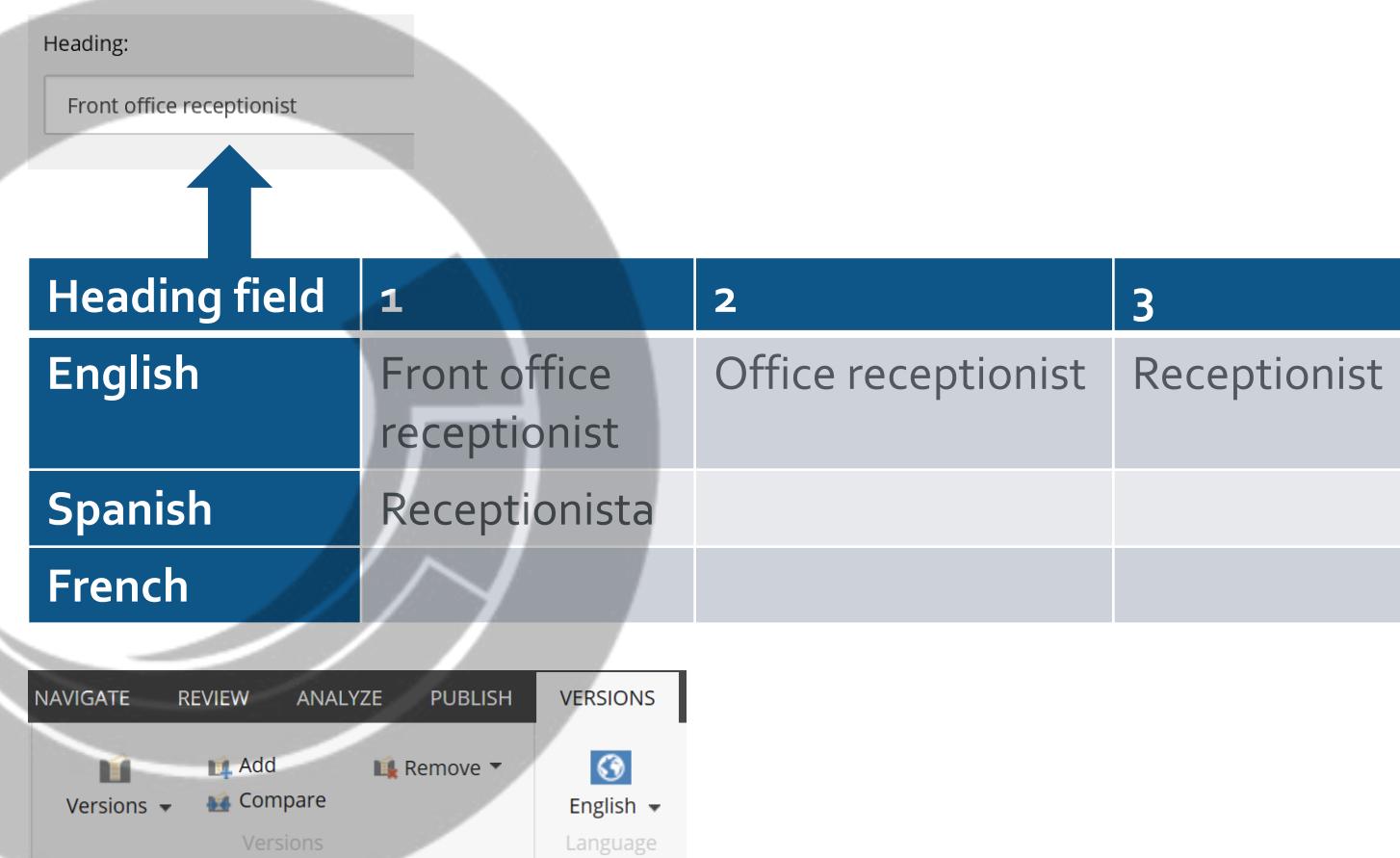
Item Versioning

Sitecore Versioning Options

Items can hold multiple versions of the data.

Users can create and remove versions .

Automatic versioning is possible with workflow.



Heading field	1	2	3
English	Front office receptionist	Office receptionist	Receptionist
Spanish	Receptionista		
French			

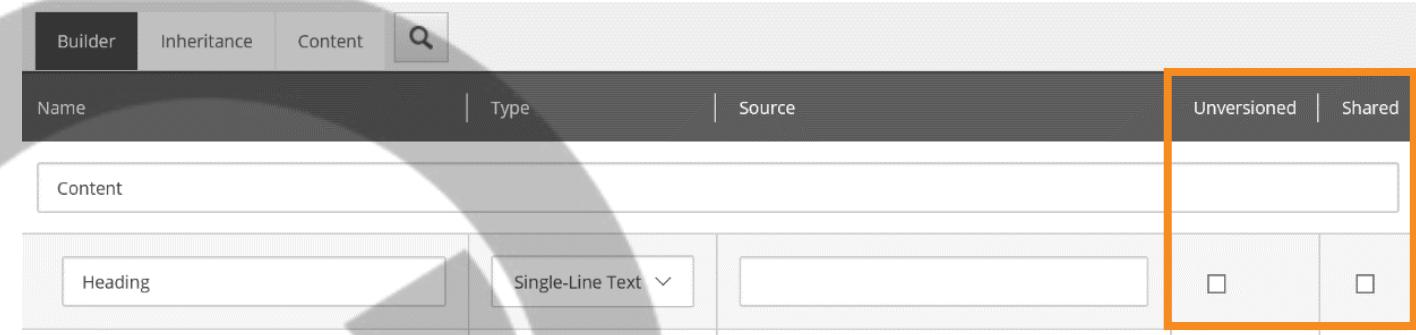
NAVIGATE REVIEW ANALYZE PUBLISH VERSIONS

Add Remove Versions Compare English Language

Not all fields need to be versioned

Fields can be:

- Versioned - The default
- Unversioned - A unique version per language
- Shared - One single version in all languages



Multi Language Websites

Admins can add new languages.

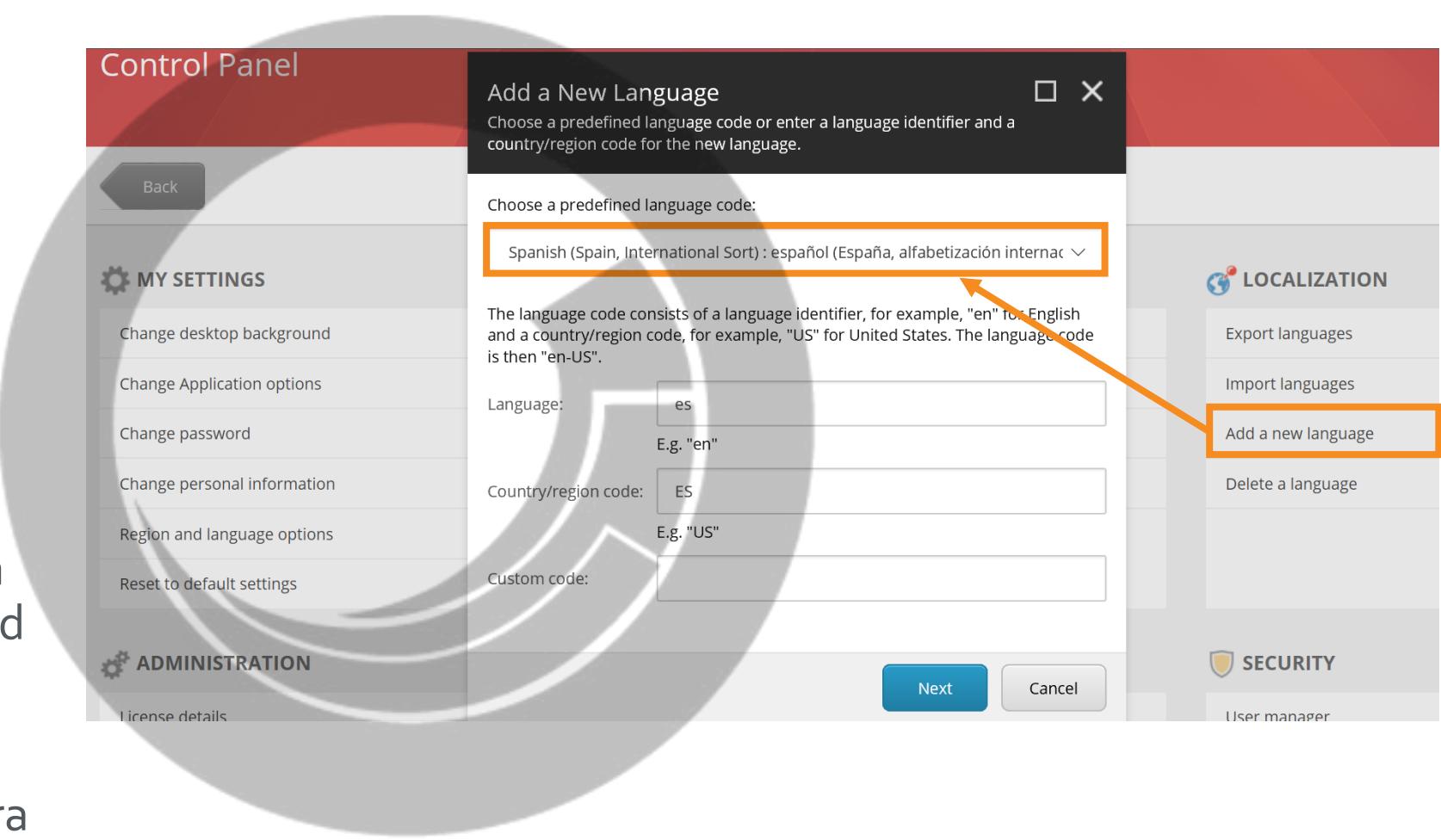
Content can be translated.

Sitecore will render the site in different languages.

Language fallback is available.

User Interface is available in Danish, English, German and Japanese.

Other languages are available but require an extra package.



Demo: Setting field versioning

In this demo, you will learn how to set the type of versioning for a field, and how that impacts the data stored in an item.

Lab: Working with Item Versions

In this lab, you are going to define a new language. You will then create some content in different versions to familiarize yourself with the options available.

Q Why do you create Standard values?

Q What happens when you set a field as shared? And unversioned?

Q What happens if you don't set any insert options?

Q When do tokens get replaced?

Q Where should you set insert options as a best practice?

You have learned how to:

- Create Content Items
- Set Insert Options
- Work with Standard Values
- Version Items
- Create your content in different languages

