



Developer Foundation
Course

Module 3: Workbook

Sitecore Versions: 8.0, 8.1, 8.2



MODULE 3: Creating the Site's Content Structure

In this module, you will learn how to create content and how to support end users when they create content.

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



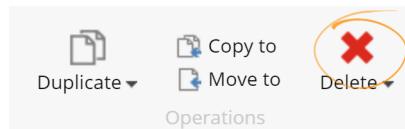
Dan starts to create some scaffolding content for the site and discovers what kind of settings need to be specified so that later on editors can maintain the site.

Lab 3.1: 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.

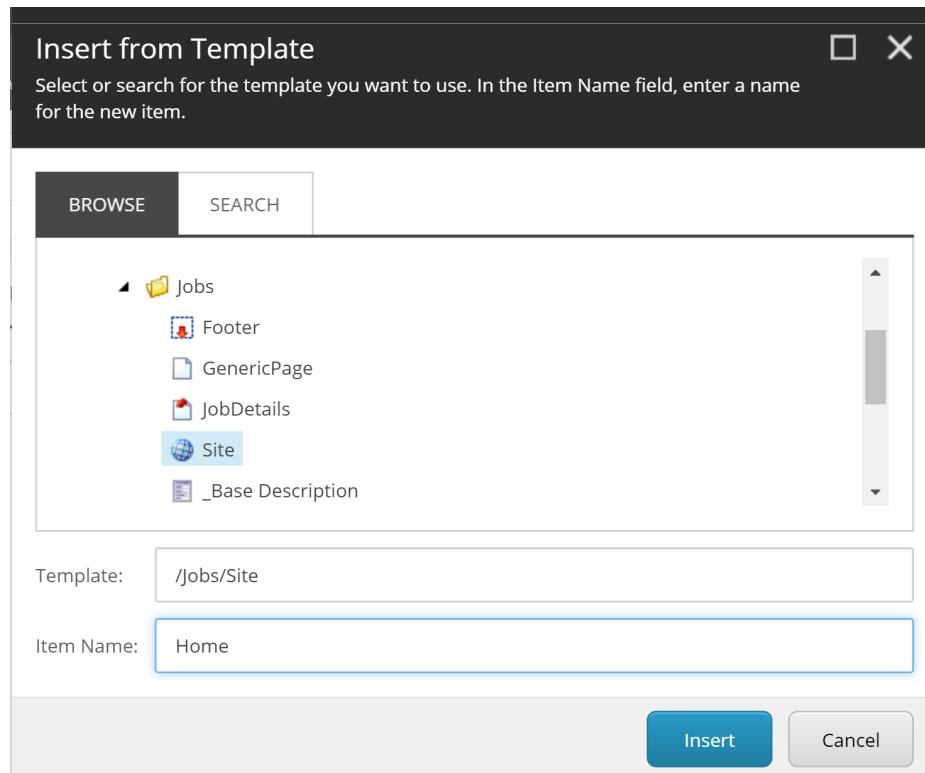
Create the scaffold of the site

1. Log in to the **Content Editor** and select the **/sitecore/conent/home** item.
2. Click the **Delete** button on the **Home** tab.

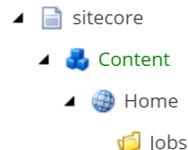


3. Click **OK** in the confirmation dialog.
4. The **Breaking Links** dialog will appear. Select **Remove links** and click **Continue** twice.
5. Click the **Insert from template** option in the **Home** tab.

6. Expand the tree to select the **Site** template you created earlier. In the Item name textbox, add *Home*.



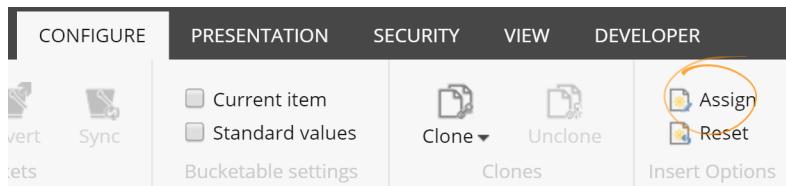
7. Click **Insert** from template again to create another item under the **Home** item you just created.
8. Select the template **Templates/Common/Folder** and name the item *Jobs*.



Set the insert options

You now have the scaffold of the site, however, your editors will not be able to create content. Remember, they do not have the *Insert from template* option, so you will have to set insert options for them to be able to create new items.

1. Select the **/sitecore/Content/Home** item in the **Content Editor**.
2. Click the **Assign** button on the Configure tab.



3. A dialog will appear. Find the **GenericPage** template, double-click to select it and then click **OK**.
4. Select the **Home** tab and notice that in the Insert group it now says, *GenericPage*. Users will now be able to create content.
5. Select the **Jobs** folder under the **Home** item.
6. On the **Home tab**, click **Insert** (the title of the Insert group). Notice that it also opens the **Insert Options** dialog.



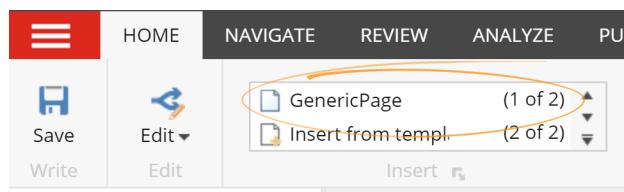
7. Double-click on the **Folder** selection on the right pane to remove it.
8. Search for **JobDetails** on the left pane and double-click to add it as the insert option.
9. Close the dialog by clicking **OK**.

Lab 3.2: Creating Content as a User

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

Create content using insert options

1. Select **/sitecore/Content/Home** item.
2. Click the **GenericPage** option on the Home tab.



3. Give the item the name *About Us* and click **OK**.
4. Fill the **Heading** field with the text *About Us*.
5. Click the **Show Editor** link in the **Description** field.

6. Enter two paragraphs of filler text (use a generator like <http://baconipsum.com>).

Notice that the Rich Text editor permits modifying the formatting of the text. The default configuration of the editor, as shown here, has reduced functionality, but it is possible to enable many more functions: snippets, tables, class selectors, etc.

7. Click the **Accept** button.
8. Click the **Save** button on the toolbar to store your changes.

Other ways of creating content

1. Select the /sitecore/Content/Home/About Us item.
2. Click on the **Duplicate** button on the **Home** tab.
3. Name the item *Legal Notice* and click **OK**.
4. Notice the field values have been copied over. Change the **Heading** field to *Legal Notice*.
5. Click the **Save** button.

Editors can also use **Copy** to duplicate the item in a different location.

Lab 3.3: 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.

1. In the **Content Editor**, navigate to the /sitecore/content item.
2. Click the **Insert from template** button to create new content.
3. Choose the template **/Common/Folder** and name it *Global*.

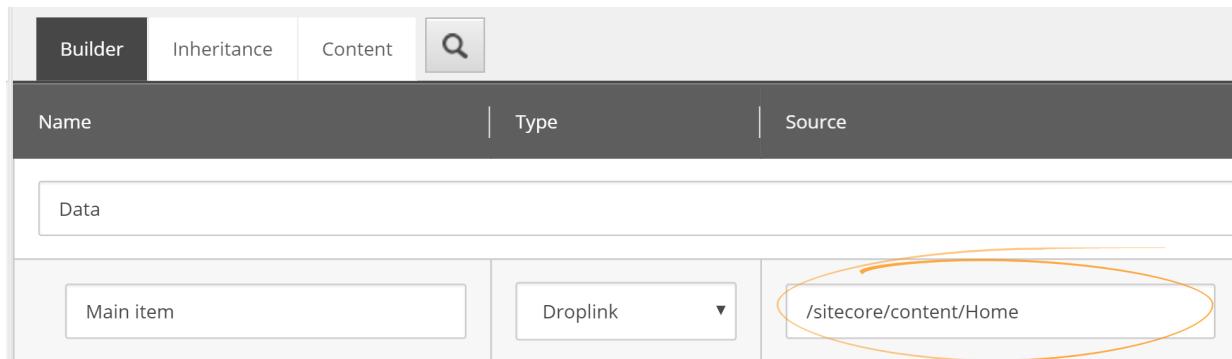
Usually you find a folder outside of the Home item that contains items that *are not* actual pages of the site.

4. Use **Insert from template** to create another item, based on the **Footer** template named *Footer*.
5. Enter the data in the Copyright field: *Copyright © 2016 Version 1.0.0.0*
6. **Save** your changes.

Setting field sources

Notice that the other fields in the Footer item, which are droplink and a multilist, do not allow you to set any values. This is because they require the source to be set on them.

1. Go to the Footer template `/sitecore/templates/Jobs/Footer`.
2. Set the value of the source of the field to point to `/sitecore/content/home`.



3. Do the same for the **Other Links** field.
4. **Save** your changes by pressing **Ctrl+S**.
5. Go back to the Footer item `/sitecore/content/Global/Footer`.
6. In the **Main Item** field, select *About Us* from the dropdown menu.
7. In the **Other Links** field, select **Legal Notice** by double-clicking it.

Applying Standard Values



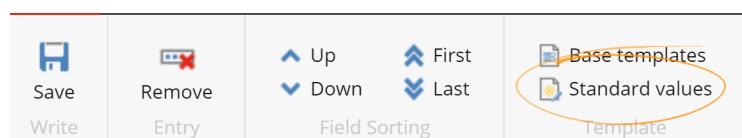
Now that Dan has set Insert Options for the entire content tree, he decides to investigate if he can set some default values.

Lab 3.4: 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.

Creating Standard Values

1. In the Content Editor, select the **_Base Page** created earlier.
2. On the Builder Options tab of the toolbar, click **Standard Values**.



This will create a brand new item named **_Standard Values** as a child of the template.

3. In the **Heading** field enter the text: **\$name**.
4. In the **Intro** field add 1 paragraph of *lore ipsum*.
5. Press **Ctrl+S** to save your changes.

6. Repeat the same steps to create **Standard Values** for the **_Base Description** template. Add two paragraphs of *lore ipsum* to the **Description** field. Don't forget to save your changes.

Create content, overriding field values and resetting them

1. Create a new item named *Privacy Policy* based on the **GenericPage** template under the **Home** item.

Notice the **Heading** field has been initialized with the name of the item. The **Intro** and **Description** fields both have *lore ipsum* text and this indicates it is coming from the Standard Values item because of the text beside the field name.



2. Delete the contents of the **Intro** field and **save** your changes.

Notice the field is now empty, and the [standard value] indicator is gone. Remember empty and null are not the same thing.

3. On the **Versions** tab of the toolbar, click on the **Reset** button.

This dialog shows you the current values for all the fields of the item and the defaults set in the Standard Values.

4. Select the check box beside the **Intro** field and click **Reset**.

Now the value of the field is *null* and therefore it shows the Standard Values once more.

5. Navigate to the **Home** item.

Notice the **Heading** field shows \$name. Remember that tokens are only replaced when you create the item. This item existed before, we added the token, therefore it is used as a default value.

6. Change the value of the **Heading** field to *Careers* and save the item.

Lab 3.5: Finish the Scaffolding of the Site

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

You have created a few fields in the Job Details template that are also depending on other items: Location, Hours and JobType. You did this to create a better editing experience for your user. The regular users will have drop-down menus to choose from a set collection of values. Those are defined as items. Before you create them, you have to make a template for those items.

Create templates

1. Open the Content Editor and navigate to the **/sitecore/templates/Jobs** folder.
2. Create a new template named *Option* (See module 2 about creating templates).
3. Set the icon as */applications/32x32/bullet_ball_glass_red.png*.

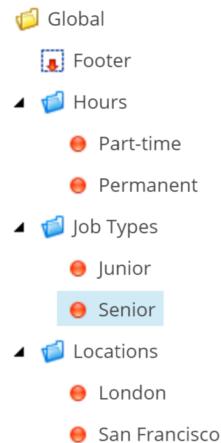
4. **Save** your changes.
5. Create another template named *Options Folder*.
6. Set the icon to *Applications/32x32/folder_blue.png*.
7. **Save** your changes.
8. Create a new **Standard Values item** for the Options Folder template.
9. Set the insert option as *anOption*.

Create some scaffolding folders and sample items

1. Navigate to the **/sitecore/content/Global** item.
2. Add the Options Folder as an insert option for the Global item.
3. Create three other items under Global based on the **Options Folder** template. Name them: *Locations*, *Hours* and *Job Types*.

NOTE: You can use the Insert option directly and do not need to use *Insert from template*.

4. Create some sample items under each of the folders



Set field sources for the Job Details template

In order to finish your initial configuration of the content structure, you need to set the field source for the dropdown fields you created in the Job Details.

1. Open the **JobDetails** template.
2. Set the **field source** for the Location, Hours and Job Type as follows:

Location	Dropdown ▾	/sitecore/content/Global/Locations
Hours	Dropdown ▾	/sitecore/content/Global/Hours
Job Type	Dropdown ▾	/sitecore/content/Global/Job Types

3. **Save** your changes.
4. Navigate to the **/sitecore/content/Home/Jobs** item.
5. Create a new item named *Web Designer* based on the **JobDetails** template.
6. Set some values to all the fields. You should be able to select values from all the drop-downs.

Item Versioning



Peter's manager has let him know that, for legal reasons, the company must keep an audit history of every single change that their users make to content in the content tree. Peter starts to investigate the Sitecore Versioning system to see if this can be done.

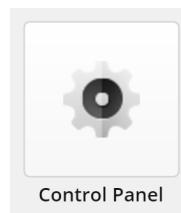
Lab 3.6: Working with Item Versions

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.

Adding a new language



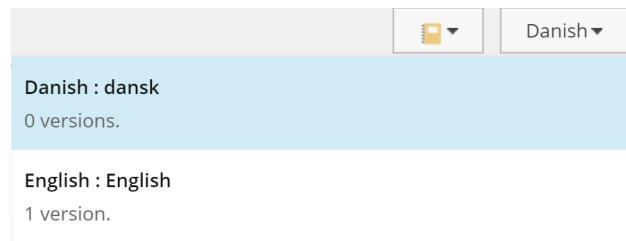
1. Open the Launchpad, you can click on the  button on the top-left of the screen.
2. Click the **Control Panel**.



3. From the **Localization** section select **Add new language**.
4. From the drop-down select **Danish : dansk**.
5. Click **Next** twice.
6. **Delete** the content of the *Spellchecker file name* textbox.
7. Click **Next** and then **Close**.

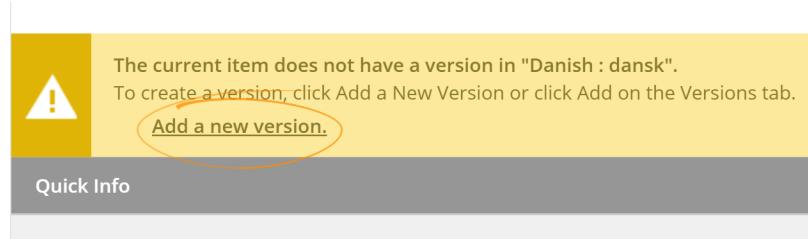
Create some language versions

1. Open the **Content Editor** and ensure that you are on the Home item.
2. Use the language drop-down from the right-hand side of the Content Editor and select **Danish**.



Notice how it informs you that there is 1 version in English and 0 in Danish. Remember you do not have to have versions in all languages.

3. Click the **Add new version** link inside the warning.



4. Set the **Heading** field with the value *Karriere*
5. Save your changes
6. Switch between the two languages using the dropdown and notice how the heading field changes value.

Adding language versions to the Standard Values item

You may notice that the **Intro** field has a default value (*lore ipsum*) in English, but it is empty in Danish. This is because the Standard Values item, just like any item, also has versioning. When you created the Standard Values earlier, you only set values on its English version; if you want to have default values in Danish, you need to create a Danish version.

1. Navigate to the Standard Values item of the *_Base Page template* (/sitecore/templates/Jobs/_Base Page/_Standard Values).
2. Use the Language drop-down to select **Danish**.
3. Click the **Add new version** link.

4. Fill the heading field with \$name and add *lore ipsum* to the Intro field.
5. **Save** your changes.
6. Navigate back to the **Home** item. Notice how the Intro field now shows a default value.
7. Change the \$name text in the heading field to the item name

NOTE: It is possible to declare fallbacks for languages - this way if a value is not defined in a language it could use the content from a different language. You can find out more on the Sitecore documentation site (<http://doc.sitecore.net>).

Questions and Answers

Q1: Why do you create Standard values?

Q2: What happens if you don't set any insert options?

Q3: Where should you set insert options as a best practice?

Q4: What happens when you set a field as shared? And unversioned?

Q5: When do tokens get replaced?

Review

You have learned how to:

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