

# Sitecore Foundry Administration Guide

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# Chapter 1

## Introduction

Using the Sitecore Foundry opens up a world of new possibilities for organizations wishing to create, deploy and manage an array of many web sites from a central location. Sitecore Foundry is a solution that builds upon the industry leading Sitecore CMS platform, and delivers a compelling answer to one of the more difficult to solve challenges in web content management today: Multi-site management and distribution. Sitecore Foundry is a solution that can benefit many different types of organizations, from large government entities and municipalities, to regional school districts as well as corporate entities with many affiliate sub-organizations. Any type of organization that has a need to deploy many distributed websites to a variety of affiliated groups or organizations, while providing guidance and structure to those sites, this product is for you. The Foundry solution is also highly flexible, allowing you to configure and deploy it for all kinds of purposes quickly and easily.

The solution provides users with a powerful Content Management System platform that is able to manage all of an organization's affiliated websites from a central location. While the Foundry solution allows for central management of these many web properties, Foundry provides delegated and distributed site management to individual site owners and groups. Within each site, the integrated Site Wizard helps the site's manager, and web-editors to tailor their websites within minutes.

The maintenance of any site managed by Sitecore Foundry can be performed individually by a Site Manager for each site or by a central administrator. Local Web Editors and Site Managers can manage content, design, users and local functionality by tailoring their individual sites using the easy to use site controls offered by Foundry solution.

If the look and feel of any local site needs to be updated, the local site manager need only invoke Site Wizard to make changes to the sites design within a designated set of choices. Using the Site Wizard, a Site Manager can change; structural site graphics (header, footer, etc.), text, colors and functionality for their individual site. The design choices and feature options presented to users in the Site Wizard are managed by Foundry Administrators, which enables organizations to limit the design choices and control branding of their affiliated sites, while providing a high degree of flexibility to the individual Site managers. Foundry supports the concept of Site Types which are preset categories of options that can be used when creating any new Foundry based site. The Site Wizard also provides language control options as well as the ability to preview the site and manage the sites status.

The Foundry solution was designed to allow you to create and manage any number of sites, allowing organizations to provide flexible distributed websites as needed, with the security and control of a robust, centralized solution.

## Chapter 2

# Configuring Sitecore Foundry

A number of global Sitecore Foundry settings are configured in the `mss.config` file located in the root folder of the Sitecore Foundry installation. These settings are described below.

### 2.1 Mss settings

#### **Sites.SingleDatabase**

Default value: true.

If this setting is true, only the master database will be used and you will see the changes made to a site immediately without the need to publish sites.

If this setting is false, two databases will be used: master and web. You should publish the master database to the web database after any changes are made on a site.

#### **UseFriendlyURL**

Default value: true.

If this setting is true, site visitors will be able to access pages using URLs without `.aspx` extensions. For example:

`http://alex.userguide/Modules`

`http://alex.userguide/Documents/Download list`

Pages will also be accessible using URLs with extensions.

If this setting is false, URLs without extensions cannot be used.

Extensions will be shown in the browser address bar regardless of this setting.

#### **SMTPServer**

The address of the SMTP server. All messages (for example – site creation notifications) will be sent through this server.

#### **MainSiteAddress**

The base address for the solution. This address will be added to newly created site addresses by default using the following pattern: `_new_site_name_.MainSiteAddress`. You can change site address in the Multi Site Control Center.

**MainSiteDescription**

Site description in the IIS. This setting is used when IIS bindings are updated. The system finds a site with MainSiteDescription description in the IIS and changes binding for this site.

**SiteTemplate**

Site root template.

**ExceptionMailAddress**

Email address which will receive notifications about exceptions on the site.

**PasswordLength**

The maximum length of the generated password. Password is generated for each new user when a new site is created. If you enter zero in this setting, the site name will be used as the password for the new user.

**GlobalUsers**

A list of the global users separated by the pipe characters (“|”). For information about global users, see Section 3.3, Global Users.

**UpdateIISAlias**

This setting specifies whether the system should update IIS bindings. If you set this setting to false, you will need to update the IIS bindings manually.

**IndexUpdateInterval**

Search index update interval.

**DefaultLanguage**

Default system language. This language is used in the dictionary, if a dictionary item doesn't have a value in a given language. Also Multi Site Control Center offers this language as the default language for a new site.

**SecurityDomainName**

The name of the security domain.

**SiteUpdatedPage**

Site update page. When the site status is set to “Updated” and a user isn't logged in, the system shows this page.

**DomainNameRegEx**

The regular expression for the domain name.

**DeniedSiteNames**

List of site names which cannot be used.

**BackupFolder**

Site backup folder. This setting specifies a folder under the `/_solution_root_/data/` folder.

**InitialSiteStatus**

The site status which is set after site creation. Can take on the following values: Running, Stopped, Updated.



## 2.2 Security settings

You can grant or deny mss security rights for users and roles in this section.

Each setting has the following format:

```
<right name="_right_name" allow="_role1_|_role2_|_roleX_"  
deny="_role1_|_role2_|_roleX_" />
```

For example, the following setting states that the “MSS Local Admin” and the “MSS Local Editor” roles can edit the content:

```
<right name="ContentEditing" allow="MSS Local Admin|MSS Local Editor" deny="" />
```

Valid security rights are described below.

- **ManageSecurity** – allows managing security. Users with this right can use the Security Editor application and can see the Security field in items.
- **ManageWizard** – allows using the Website Wizard.
- **ContentEditing** – allows to edit the content on the site.
- **CanSeeBackend** – allows to login to the Sitecore back-end client.
- **CanSeeDataviewer** – allows seeing the Dataviewer.
- **ManagingNewsletterModule** – allows to manage the newsletter module.
- **ManagingSMSModule** – allows to manage the SMS newsletter module.

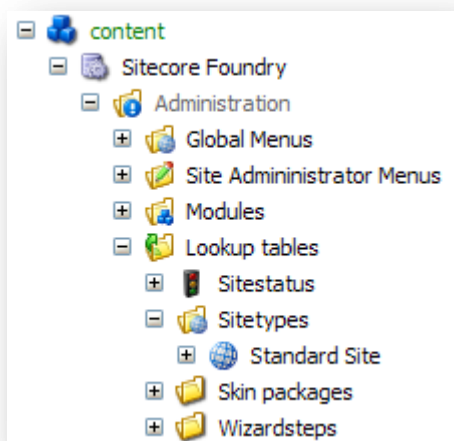
## Chapter 3

### What is a Site Type?

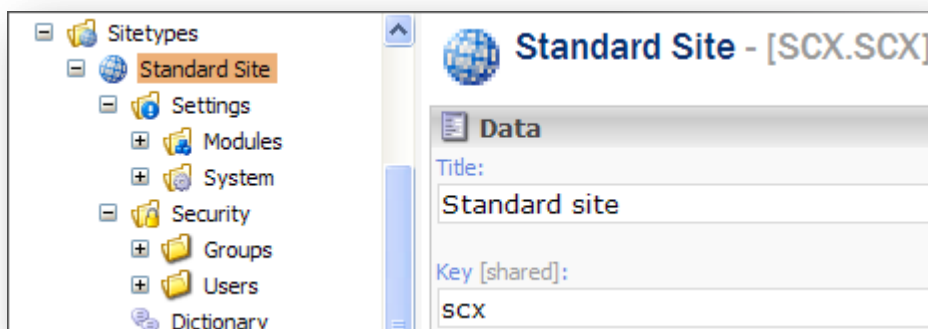
Every site in Sitecore Foundry is based on a particular site type. A site type is a basic template for a web sites structure and design, using a site type template all individual sites in the product will be created. When you create a new site using the Multi Site Control Center you need to specify a site type for the new site. Site types can be created or deleted using the **Multi Site Control Center (MSCC)**.

#### 3.1 Site Type Definition

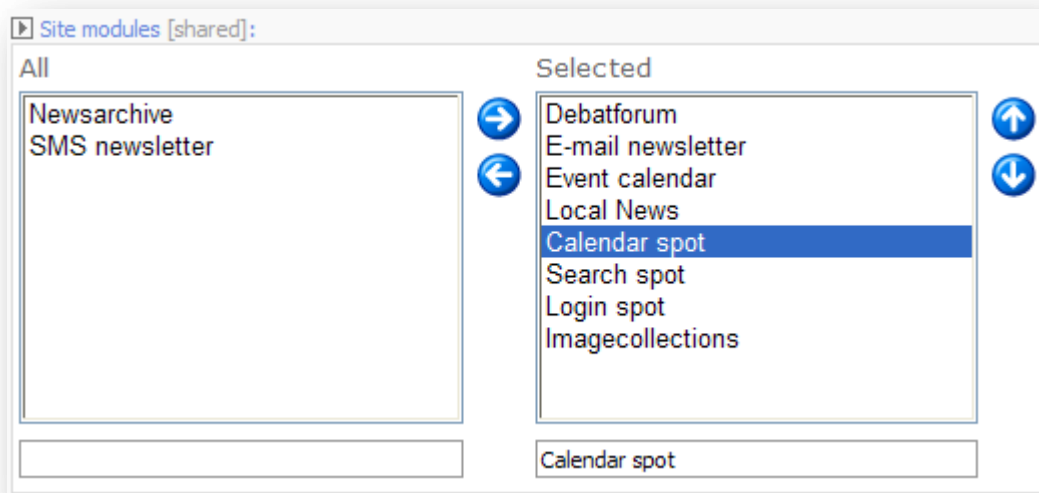
Site types are defined under the /sitecore/content/Sitecore Foundry/Administration/Lookup tables/Sitetypes item.



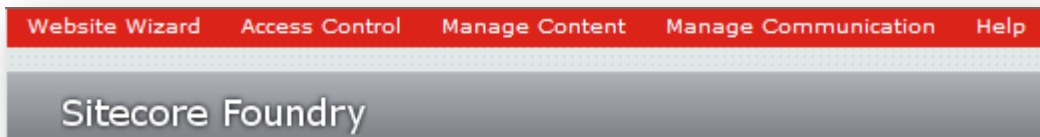
A site type item contains the following fields.



- **Title**  
This is the title shown in the MSCC.
- **Key**  
Reserved for future use.
- **Site modules**  
This is a list of all the modules selected for the site type. The left window shows all modules available in the solution and the right window shows the modules selected for the current site type.



- **Site global menu**  
A global menu for a site. If a menu is selected in this field, then this menu will be added to the menu of each site of the current site type. The location will be determined in the **MSS.Webengine.MainMenu.xslt** and **MSS.Webengine.SubMenu.xslt** files (see the code after the **<!-- Include global menu -->** string in either of these files).  
Global menus are defined under the following item:  
**/sitecore/content/Sitecore Foundry/Administration/Global Menu**
- **Site administrator menu**  
This is the menu shown to users with write access permissions when they login.



Administration menus are defined under the following item:

**/sitecore/content/mss content/Administration/Site Administrator Menus**

You can add a menu item using the MSS.Menu.Folder or the MSS.Menu.Item master. Items created using one of these masters have the MssSecurityRight field.

The MSS.Menu.Item template has the **Webedit mode** field. This field determines in which view mode a user can see an item based on this template. The following values are valid:

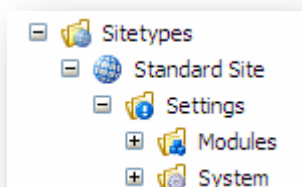
- **Preview** – the menu item will be shown only in the preview mode.
- **Webedit** – the menu item will be shown only in the Webedit mode.
- **None** – item will not be shown when the Webedit mode is on.

If the field is empty the Webedit mode has no effect on the visibility of the menu item.

- **MSA Support**  
Reserved for future use
- **Site template**  
The items stored in the site template referenced by this field will be copied to the newly created site. The new site will have the same structure as the site template. Site templates are stored under the **/sitecore/content/Sitecore Foundry/Templates/Sites** item.
- **Site Wizard**  
The website wizard. Website wizards are located under the **/sitecore/content/Sitecore Foundry/Site Creation/Wizards** item. For more information about website wizards, see **Chapter 8, Site** .

### 3.2 Settings item

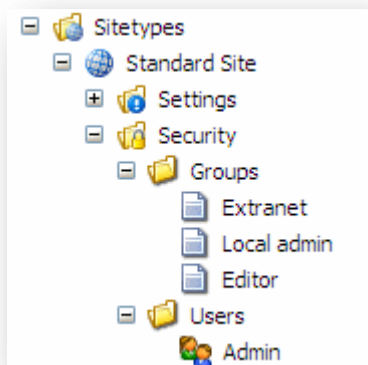
These items will be used to create the local site settings for a site.



For information about the settings located in Modules and System folders, see **section 4.3, General settings**.

### 3.3 Security item

Under the Security folder you can specify which groups and users will be created for a new site.



The Security folder contains the Groups and the Users folder.

Under the Groups folder the security roles are defined. A group item contains the following fields:

- **Name** –the name of the security role.
- **Editable** – the setting which specifies whether users with appropriate rights can edit this role in the MSS Security Editor (by default only Local Admin users can do this).
- **Global users** – global users for the current role. A global user will be able to login to the current site with the same rights as a user who belongs to this role. For more information about global users, see section **3.4, Global users**.
- **CopyRightsFrom** – the access rights to the newly created site for the current role. The rights of the roles specified in this field will be statically copied to the current role at the time of site creation and after the site creation the current role will not inherit rights from the role in the field.

The following paragraph explains the need for copying rights along with the inheritance of rights.

Consider the Editor role, which should have **write** permissions on items in Site A, but should only have **read** rights on all the other sites of a multisite solution. The access rights are defined on a site template, so if you grant the Editor role **write** permissions to the items in the site template, then this role will have **write** permissions to all sites of the solution using this site type. To avoid this, the rights are defined for the **Abstract Editor** role on the site template, and at the time of site creation these rights are statically copied to the site items and granted to the

Editor role.

CopyRightsFrom [shared]:

All	Selected
MSS Abstract Admin MSS Abstract Extranet User MSS Local Admin MSS Local Editor MSS Local Extranet User Sitecore Client Authoring Sitecore Client Configuring Sitecore Client Developing Sitecore Client Maintaining Sitecore Client Publishing	MSS Abstract Editor

AdditionalRoles [shared]:

All	Selected
MSS Abstract Admin MSS Abstract Editor MSS Abstract Extranet User MSS Local Admin MSS Local Extranet User Sitecore Client Configuring Sitecore Client Developing Sitecore Client Maintaining Sitecore Client Securing	MSS Local Editor Sitecore Client Authoring Sitecore Client Publishing Sitecore Client Translating

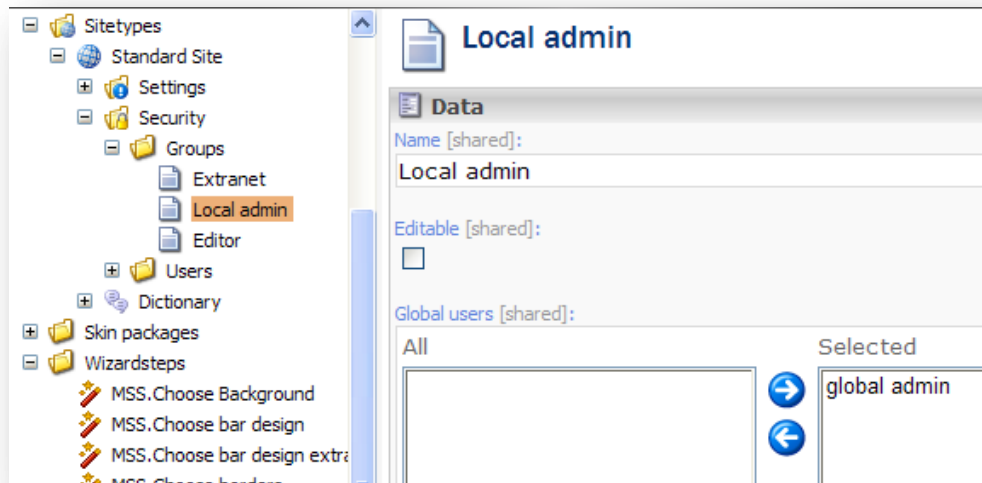
- **AdditionalRoles** –roles which the current role will inherit rights from.
- **AlternativeName** – alternative name which is used in MSS Security Editor on the Create New Role page.
- **CanBeDuplicated** – the setting which specifies whether the current role can be duplicated in the MSS Security Editor on the Create New Role page.

### 3.4 Global users

For flexibility purposes Sitecore Foundry provides the possibility to create users who can login to all sites based on a given site type. Such users are called **global users**.

Perform the following steps to create a global user:

1. Create a usual user under the **/sitecore/Users/Global** folder. Don't assign any roles yet.
2. Add the login name of this user to the **GlobalUsers** setting in **mss.config** file.
3. Use the **Global users** field of a Sitecore Foundry security role to select a global user for this role.



For instance, according to the screenshot above, the **global admin** user will be able to login to all sites based on the **Standard** site type with the credentials of the **Local admin** role.

## Chapter 4

### Site Settings

A site has three levels of general settings: local site level, site type level and system level. You should specify settings for your site on each of these levels. The priority for reading the settings is as follows. First it will try to read settings from the local site level settings, if it fails it will try to read them from the site type settings and failing that it will read the global system settings. As well as this there are global settings for each site and local settings within each site, as well as dictionary, wizard and alias settings also at site level.

#### 4.1 General Settings storage

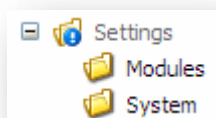
The local site level settings are located in the local site root. For example, for a site with the name **corporate** it would be /sitecore/content/Sitecore Foundry/Websites/corporate/Settings/System.

The site type settings are located in the sitecore root **Administration** folder in the Lookup tables definitions. For example, for a site type called Business, it may be /sitecore/content/Sitecore Foundry/Administration/Lookup Tables/Site types/Business/Settings

The system settings are located in /sitecore/system/Modules/mss/Settings

#### 4.2 General Settings structure

Each level of settings has the same basic structure, it contains settings for the **Modules**, settings for the System and at the system level there are also settings for the Wizard.



Within each of these groups of settings there is the same set of definitions. These definitions can be set at any of the three levels to give the sites a great deal of flexibility in how the settings function. They can either follow global settings for the product, settings grouped by the type of site they are defined as or they can have a totally unique group of settings for each individual local site.

#### Note

The names of the settings should not be changed, for instance, the *Mini Forum* settings item should be called *MiniForum*. The settings item names are given in brackets.



## 4.3 General settings

This section deals with the settings which are available at various levels of the product. Each setting is listed along with relevant parameters that can be set within each setting.

### 4.3.1 Modules settings

This group of settings defines parameters for the pre-installed modules that come with the package. They include defining database names and image parameters.

#### 4.3.1.1 *Mini Forum (the MiniForum item)*

##### **Database Name**

This field specifies the name of the database from the server connections configuration file, which will be used for the module.

#### 4.3.1.2 *Calendar (the Calendar item)*

##### **Database Name**

This field specifies the name of the database from the server connections configuration file, which will be used for the module.

##### **Templates & Masters fields**

Changing these settings may affect the behavior of the module and therefore Sitecore recommends these settings remain as they are defaulted.

##### **Show Spot**

This field initiates the display of a spot with the calendar module.

#### 4.3.1.3 *News (the News item)*

##### **Templates, Masters and Date fields**

Changing these settings may affect the behavior of the module and therefore Sitecore recommends these settings remain as they are defaulted.

#### 4.3.1.4 *Picture series (the PictureSeries item)*

The maximum number of files (0 means unlimited)  
30

Maximum number of files in one batch.

The maximum allowed width in pixels (0 means unlimited)  
523

The maximum allowed width. If the width of an image is bigger than the allowed value and the “Check size” option is enabled the image will be resized. If the resize procedure occurs, the image is saved as a JPEG image and the quality is determined by the “JPEG Quality in percent” setting.

The maximum allowed height in pixels (0 means unlimited)

1000

The maximum allowed height. If the height of an image is bigger than the allowed value and the “Check size” option is enabled the image will be resized.

Maximum file size in kb before the image is reduced in quality (0 means unlimited)

50

Every image that exceeds this size will be saved in the JPG format with a quality defined by the “JPEG Quality (in percent)” setting.

JPEG Quality in percent

80

JPEG quality for images reduced in size. See the previous setting description for details.

Check dimensions and file size when uploading



This setting defines whether the system should check the file size and dimensions during the upload process.

Prompt user before overwriting folders and files



This setting defines whether the system should ask a user about overwriting existing files and folders. If this option is unchecked and there is a file with the same name such file will be overwritten.

Maximum file size in KB

102400

The maximum file size in Kb. Files with larger sizes will not be uploaded.

Maximum total size of all selected files in KB

1024000

Maximum size of all files uploaded in one batch.

File filter, eg. "Graphical files (\*.jpg;\*.gif;\*.png)"  
(\* .jpg; \* .gif; \* .png; )

A user can only upload files of types from the File filter. The upload dialog works with jpg, gif and png files.

Allow user to disable downscaling

This setting allows users to disable image size check. If the "Check size" and the "Allow user to disable downscaling" settings are enabled, the following checkbox is added to the picture series form.

- Each image that exceeds a maximum width of 523 pixels by a maximum height of 1000 pixels will be scaled down to match the dimensions, preserving the proportions of the image.
- Each image that exceeds 50 KB in size will be saved to the jpg format with a quality of 80 on a scale going from 0-100% quality

Disable check for size

If the user checks the checkbox, the system will not check the image sizes during the upload process.

Picture Series Picture Width

Pictureseries picture master [shared]:

This field defines the width of an image on a page.

Thumbnails Per Page

ThumbnailsPerPage [shared]:  
9

This field defines the number of thumbnails on a page.

Thumbnail Width, Thumbnail Height



ThumbnailWidth [shared]:  
  
ThumbnailHeight [shared]:

These fields dictate the width and height of a thumbnail.

#### **Templates & Masters fields**

Changing these settings may affect the behavior of the module and therefore Sitecore recommends these settings remain as they are defaulted.

##### *4.3.1.5 Mailing List (the MailingList item)*

#### **Database Name**

This field specifies the name of the database from the server connections configuration file, which will be used for the module.

#### **Templates & Masters fields**

Changing these settings may affect the behavior of the module and therefore Sitecore recommends these settings remain as they are defaulted.

##### *4.3.1.6 SMS (the SMS item)*

#### **Database Name**

This field specifies the name of the database from the server connections configuration file, which will be used for the module.

#### **Templates & Masters fields**

Changing these settings may affect the behavior of the module and therefore Sitecore recommends these settings remain as they are defaulted.

#### **SmsProvider**

This field specifies the class which implements the functionality of the SMS provider. This class should implement the *MSS.Modules.SMS.SmsProvider* type from the *MSS.Modules* assembly. The default SMS provider is CoolSmsProvider. This provider uses the <http://coolsmc.dk/> service.

#### **TelephoneNumberRegex**

The field specifies the regular expression which checks the telephone number.

### 4.3.2 System settings

#### *4.3.2.1 FunctionBar (the FunctionBar item)*

This setting item is responsible for the visibility of controls on the Function bar.



The function bar contains the following controls: language switcher, login, contact, print, sitemap and user settings controls.

The language switcher is only displayed for sites which have more than one language. The contact control is displayed when the contact email in the Wizard has been set.

The settings listed below are responsible for the visibility of others controls.

### Display Login Control

Display Login Control [shared]:

This setting defines whether to display login control on the function bar.

### Display Contact Control

Display Contact Control [shared]:

This setting defines whether to display the contact control on the function bar.

### Display Print Control

Display Print Control [shared]:

This setting defines whether to display the print control on the function bar.

### Display Search Control

Display Search Control [shared]:

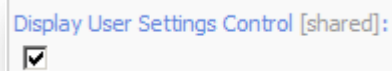
This setting defines whether the search control is displayed on the function bar.

### Display Sitemap Control

Display Sitemap Control [shared]:

This setting defines whether to display the sitemap control on the function bar.

## Display User Settings Control



This setting defines whether to display the user settings control on the function bar. The user settings control is only displayed for logged in users.

### 4.3.2.2 Sitecore settings (the Sitecore item)

These settings are responsible for the behavior of the Sitecore CMS system.

The following four settings are responsible for collapsing sections in the Content Editor.



### Collapse Sections

This setting defines whether the system should collapse sections by default. If the setting is enabled and a user opens an item for the first time the system will collapse the item sections.

### Expand First Section

This setting defines whether the first section will be expanded in the content editor. This setting works only when the Collapse Sections option is enabled.

### Expand Content Section

This setting defines whether the content section will be expanded in the content editor. The name of the content section is set in the *Content Section Name* setting. This setting works only when the Collapse Sections option is enabled.

### Content Section Name

This setting defines the name of the content section. See the *Expand Content Section* setting description for details.

#### 4.3.2.3 Settings (the Settings item)

##### Hide update information

Hide update information [shared]:

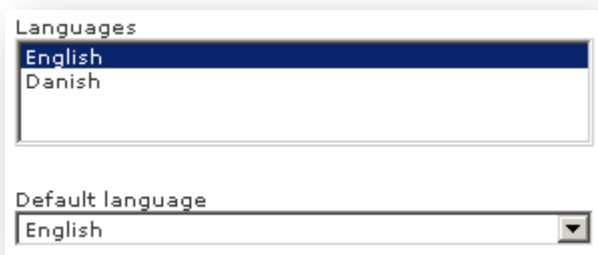
This control defines whether to show the update information at the bottom of a page, for example, “Updated 9.1.2008 / By Administrator”.

##### Enable default language

Enable default language [shared]:

This setting defines whether the default language functionality is used on the site.

The default language functionality concept has the following meaning: if a field does not have a value in the current language the value from default language will be used. The site default language is set in the Site Wizard (on the Languages step).



Languages

- English
- Danish

Default language

English

##### Hide Home Item

Hide Home Item [shared]:

This setting defines whether the Home item will be shown in the main menu.

##### Enable desktop access

Enable desktop access [shared]:

This setting specifies whether the “Show Desktop” menu item is visible from the local web site.

## Show application options

Show application options [shared]:

This setting defines whether the “Change Application Options” menu item is visible from the local web site.

## Display floating toolbar in Previewing

Display floating toolbar in Previewing [shared]:

This setting defines whether the floating toolbar is visible in the local web site in the preview mode. The checkbox is checked by default.

## Display floating toolbar in WebEditing

Display floating toolbar in WebEditing [shared]:

This setting defines whether the floating toolbar is visible in the local web site in the web editing mode. The checkbox is not checked by default.

## Documents

This setting defines the list of documents which will be displayed in menus.

## Spots

This setting defines the template for random spot items. Click the *Edit Ad Spots* title in the Administration menu to see all random spots.

## Docref

This setting defines the template for the articles. These articles are listed in the document list.

## FileRef

This setting defines the template for file attachments. These attachments are listed in the file list.

### 4.3.2.4 Search (the Search item)

This setting defines search engine configuration.

## SearchEngine

This setting defines the class which implements the search engine functionality. The class should implement the *MSS.Search.ISearch* interface.



#### 4.3.2.5 Templates (the Templates item)

This setting defines a list of templates for documents, attachment files, articles (Docref) and spots.

#### 4.3.2.6 Wizard (the Wizard item)

##### Enable Custom Color

If this setting is enabled users can specify custom colors in the color picker. If the setting is disabled users can only select colors from the given palette.

##### Upload File Extensions

This setting defines a list of file extensions which are allowed for uploading from the wizard. The file extensions should be separated by the '|' symbol.



##### SkinPackages

This setting defines the list of allowed skin packages. Only packages from this list are available on the site.

## 4.4 Settings used only at system level

### Settings item

This is the system level of the site settings. You can read more about site setting in **Chapter 4 Site Settings**.

### Dictionary, /System/Dictionary

These are the global and system levels of the dictionary. Read more about this in **Chapter 7 Dictionary Manager**.

### Modules

This contains system settings for different modules. At this level only one is used exclusively here. This is the setting **sitecore/system/Modules/mss/Modules/FCC/Mails/CreateMail**.

From [shared]:	temp@sitecorefoundry.com
Subject:	Welcome to {{siteaddress}}
Body:	New website created at: {{site}} Login as: User name: {{user}} Password: {{password}}

It contains the default settings which will be sent to the site administrator when a new site is created.

#### 4.5 Local Site Settings

These settings are available when you select a local site's root item.

URL [shared]:	starterkit.com
Admin [shared]:	test
Email [shared]:	email@provider.domain
Remote [shared]:	<input type="checkbox"/>
Status [shared]:	Updated
Type [shared]:	Standard Site

This item includes the following settings.

##### URL

This setting defines the URL of the site. The site will be accessible by this URL. If you change this URL the site will be reloaded but its bindings will not be changed; you should reset the IIS binding using the **Update IIS** button in the **Multi Site Control Center**.

Note: the site URL cannot start with a digit. This is a Sitecore constraint.



## Admin

This is the site administrator's initials.

## E-mail

This is the site administrator's email.

## Remote

This field is currently unused and is reserved for future use.

## Status

This is the current operating status of the site. This can be any of three settings; Running, Updated and Stopped. Running is when the site is fully operational and working for all users. Updated means the site is under reconstruction. Only the site administrator and editors can see the site. Other users will see an **under construction** page. In order to see and change site authorized users should login to the site. The status Stopped means that the site is effectively switched off and will be currently unavailable to all users.

## Type

This specifies a site type. For instance the main site administrator may decide to group his sites by the purpose of the site. As an example, a car manufacturer may have site types Distribution Centers, Parts Warehousing, Showrooms, etc so that they can have specific individual layouts for each different type of web site they need. Then from there the company can create these web sites for their specific purpose.

## 4.6 Wizard settings

This item stores the settings defined in the Site Wizard

## 4.7 Dictionary

This is the site level of the dictionary. Read more about the dictionary in **Chapter 7, Dictionary Manager**.

## 4.8 Settings (i.e. local site/Settings)

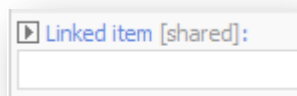
This is the site level of the site settings. Read more about these settings in **4.5 Local Site Settings**.

## 4.9 Aliases

This is the place where site aliases are stored. An Alias is a short name that is linked to a URL. As an example this means that instead of having to type **/Business/Products/Home Appliances/Fridge Freezers.aspx** to access a page you can link this long URL to a short name and instead only have to type **/Fridge Freezers.aspx** to get to the specific page. Alternatively if friendly URL's are enabled then merely typing **/Fridge Freezers** would link you to the required page.

### 4.9.1 Adding an Alias

In order to add an alias you need to create an item based on the **\_\_Alias** template with a title that is equivalent to the short name you need to use and then in the Linked Item field you can browse to select the required path and item.

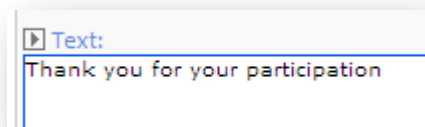


## 4.10 Global settings

This group of setting is found under the **/home/global** item on the local site. These settings are used in different mss modules.

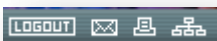
### 4.10.1 Confirmation

This item contains the text of the Confirmation screen, typically used after filling in subscription forms.



### 4.10.2 Contact form

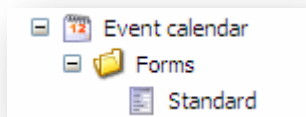
This contains the text which will be displayed on the Contact form. This form is available from a link on the Function Bar when a user has entered contact details in the site wizard contact information.



Under the ContactForm item are two further items. The Confirmation item is the page which will be displayed when a user has sent information from the Contact Form, and the Mail item contains the text of the letter that will be sent to the site contact. The fields \$firstname, \$surname, \$message, \$phone, \$email in the text of the message format will be automatically replaced by the users first name, user second name, message text, phone and email accordingly.

#### 4.10.3 Event calendar

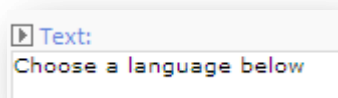
The items here are the subscriber forms for an event.



When a new event is been created the user has the option to select a form to enable subscription. This is where those forms are located.

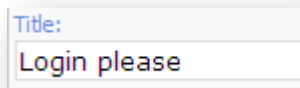
#### 4.10.4 Language

Here the default text is stored that asks a user to select a language within the site.



#### 4.10.5 Login

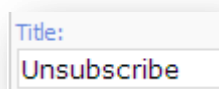
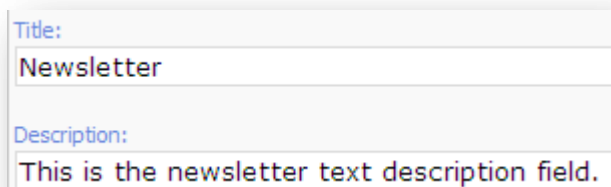
This item contains the text displayed at the top of the main login form for the site.



You can also enter some abstract text and a main body of text to be displayed on the login form.

#### 4.10.6 Mailing List module

The items stored here control the Newsletter module. They contain the main text items to display within the Newsletter part of the site, and the unsubscribe text.

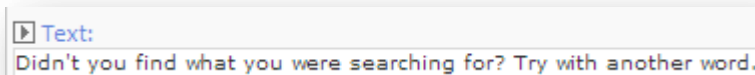


#### 4.10.7 News module

This item contains the default settings for the News module.

#### 4.10.8 Searchresults

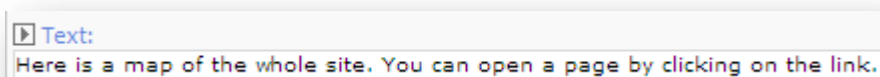
This item contains the text used after a search has been carried out on the site. This text is displayed at the top of the search results page.



▶ Text:  
Didn't you find what you were searching for? Try with another word.

#### 4.10.9 Sitemap

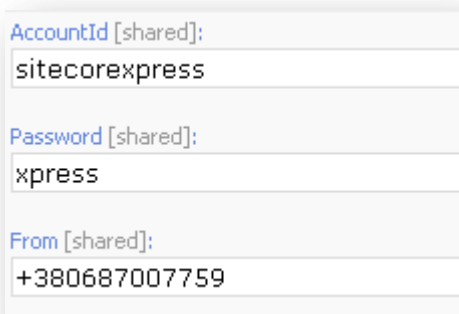
This item contains the text displayed at the top of the Sitemap page.



▶ Text:  
Here is a map of the whole site. You can open a page by clicking on the link.

#### 4.10.10 SMS module

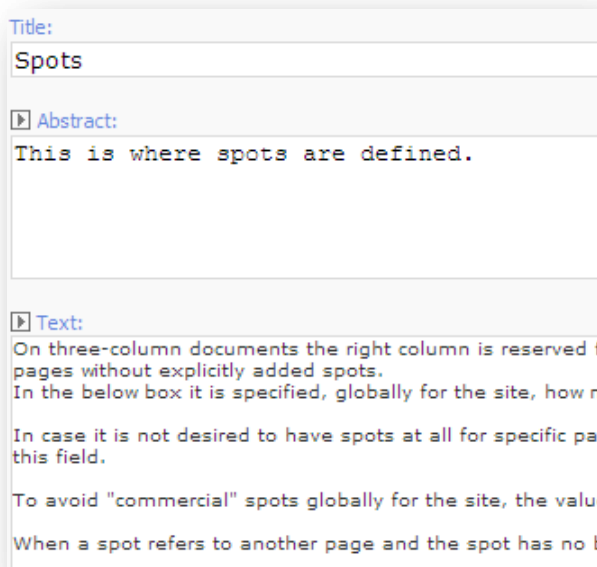
This item contains settings for the SMS module. It holds the AccountID and password credentials for the SMS provider and a From string that stores who sends the SMS. Only the Foundry administrator can change these settings. Please contact your administrator if you want to create an SMS account.



AccountID [shared]:	sitecorexpress
Password [shared]:	xpress
From [shared]:	+380687007759

#### 4.10.11 Spots

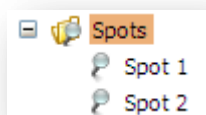
This is where the default text is stored that is displayed in the spots definition section of the site wizard.



The screenshot shows a configuration form for 'Spots'. It has three main sections:

- Title:** A text field containing the word 'Spots'.
- Abstract:** A text area containing the text 'This is where spots are defined.'
- Text:** A text area containing several paragraphs of explanatory text about spot configuration on three-column documents, including instructions on how to specify global settings and avoid commercial spots.

It is also the folder where the Global spots are defined for the site.



#### 4.10.12 Mini forum

This contains the settings from the mini forum module.

The fields **Replies per page** and **Topics per page** limit the amount of information from each thread that is displayed on each forum page of the site. The Mail notification from is the forum moderators email address and the Mail notification body is the default text sent to the moderator, held in HTML format.

Mail notification from [shared]:	mail@mailserver.com
Mail notification body:	Hi {\$name},   There is new reply al
Replies per page [shared]:	10
Topics per page [shared]:	10

#### 4.10.13 Site Updated

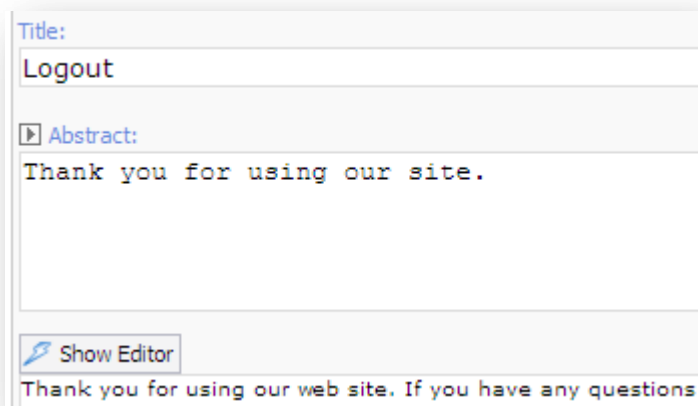
These are the text details that will be displayed when the site is in **Updated** status. The text will be displayed in the central column of the 3 column layout used when the site is being updated. You can also specify spots here to be displayed in the left or right columns of the layout.

Spots [shared]:	1
Title:	Site is being updated now.
▶ Abstract:	
▶ Text:	Only site administrators and editors are able to see and manage the site.



#### 4.10.14 Logout

This is the information displayed when a user logs out of the site.



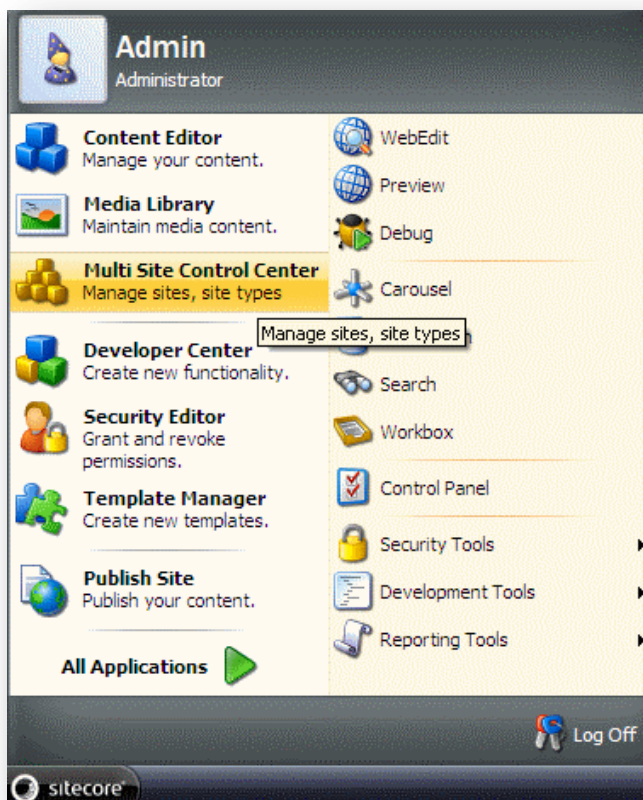
# Chapter 5

## Multi Site Control Center

The **Multi Site Control Center (MSCC)** is the application which helps you to manage the sites and site types. You can create, edit, delete, backup and restore the individual sites in the product. The MSCC is the main control center for the multiple site aspect of the product.

### 5.1 How to find the MSCC

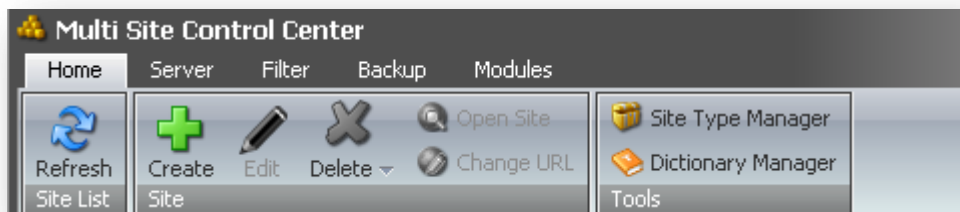
To run the MSCC click **Sitecore » Multi Site Control Center**.



The MSCC has four tabs. These are **Home**, **Server**, **Filter** and **Backup**.

### 5.1.1 The Home Tab

This tab contains three chunks. These are **Refresh**, **Site** and **Tools**.



Below is the description of the buttons available in the Home tab.

**Refresh** – refreshes the site list.

**Create** – runs the Create Site wizard.

**Edit** – runs the edit site form. The button is active if one site is selected.

**Delete** – deletes the selected site. This option has a subitem Delete All sites which deletes all the sites displayed taking the filter into account.

**Open Site** – open the selected site in a new browser window. The button is active if one site is selected.

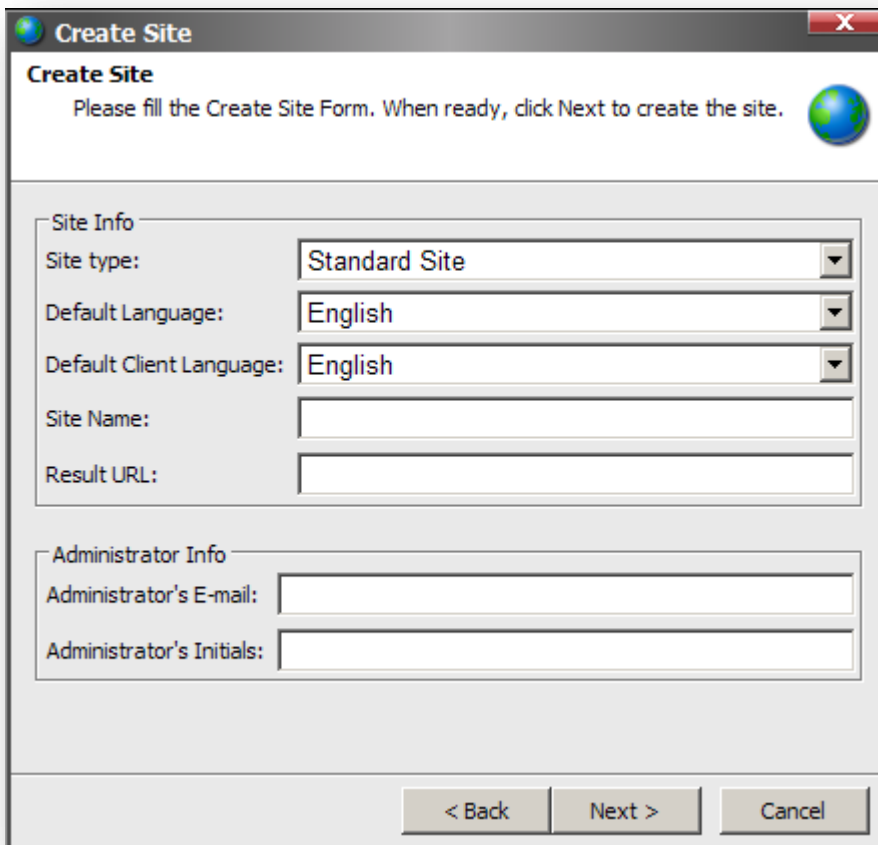
**Change Site URL** – allows a user to change the URL of the selected site. The button is active if one site is selected.

**Site Type Manager** – runs the Site Type Manager application.

**Dictionary Manager** – runs the Dictionary Manager application. The Dictionary Manager is the application that allows users to maintain the system dictionaries. For more information about how to use the Dictionary Manager read **Chapter 7, Dictionary Manager**.

### 5.1.1.1.1 Create Site Wizard

This section describes the fields of the Create Site wizard.



1. **Site type**  
Choose the Site Type. For more information about Site Types refer to **Chapter 3, What is a Site Type?**
2. **Default language**  
Choose the default language. This is the language that the site will be created in. Any other languages needed for the created site should be added after the site creation.
3. **Default Client Language**  
Choose the default client language. This is the default client language for all new users created in this site.
4. **Site name**  
Give the website a name. The following restrictions are applied to the site name:
  - a. Site name must be a valid Sitecore item name: it must not contain invalid characters (see the `InvalidItemNameChars` setting in `web.config`) and must match the item name regular expression (the `ItemNameValidation` setting in `web.config`).
  - b. Site name must not be empty.

- c. Site name must not contain dot characters (“.”).
- 5. **Result URL**  
Enter a name for the site URL. The URL should be entered without the http:// prefix. If you enter a URL that is already registered in the Foundry, you will get a warning. This is the URL that users will use to access the web site from their internet browsers. When you enter the *Site name* the site URL is composed using the Website name suffixed with the host site name. You can change the default site URL using this field. For example if the Host site is “sitecore.net” and the website name is “foundry” then the Result URL will default to **foundry.sitecore.net**.
- 6. **Administrator’s E-mail**  
Enter the email address of the local site administrator.
- 7. **Administrator’s Initials**  
Enter the initials of the local site administrator.

Click **Next** to start the site creation process.

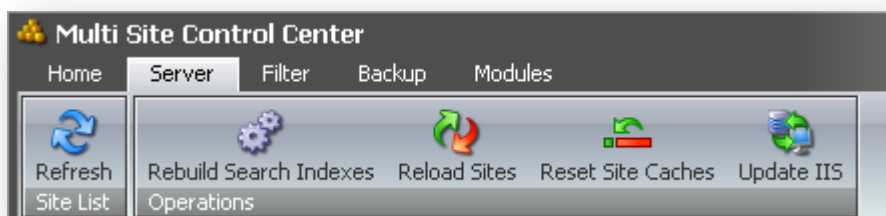
An email message will then be sent to the site administrator informing them of their site’s creation and the Admin login password.

**Note**

If you do not use the product in live mode you will have to wait a few minutes while a full publishing of the new site is performed.

5.1.2 The Server Tab

The Server tab contains buttons which allow to maintain websites.



This tab contains the following buttons.

**Refresh** – refreshes the site list.

**Rebuild Search Indexes** – rebuilds the search indexes for all sites. This option may take several minutes depending on the number of sites in the solution.

**Reload Sites** – reloads the list of all the sites.

**Reset CSS cache** – resets the CSS cache. Each site page contains a link to a dynamically generated css file. This file is generated using the site graphics settings, which are defined in the Site Wizard and it is stored in the CSS cache after the first request to the site page. This button clears CSS cache for all sites.

**Update IIS Bindings** – updates the binding in IIS for the MSS site if the UpdateIISAlias setting is enabled. The user should have administrator’s rights to perform this action.

**Note**

None of these actions prompt for confirmation. Therefore, care should be taken when using these options.

5.1.3 The Filter Tab

The Filter tab allows to filter sites by a text string and by the status.

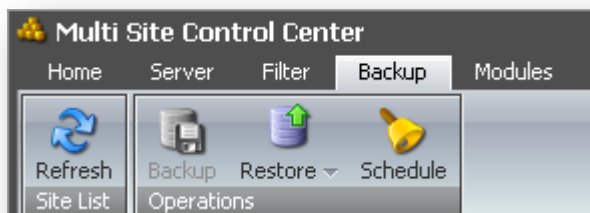


**Text** – the text which is used for search. The search is performed by the next fields: Site Name, Site Type and Site URL. Wildcards are not supported. The search engine will search for all occurrences of the entered string.

**Status** – the site status.

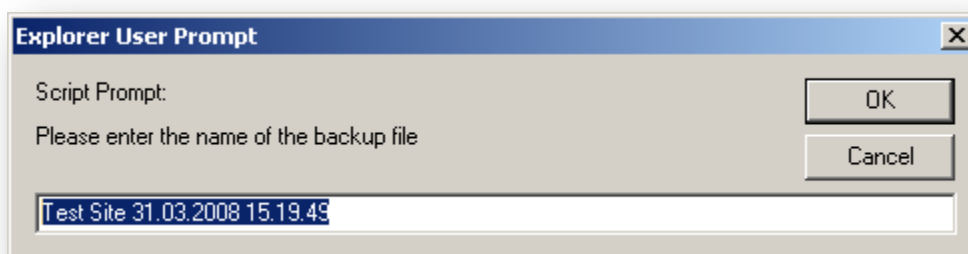
5.1.4 The Backup Tab

The Backup tab allows users to backup and restore sites. It is also possible to schedule regular site backups. All backups are stored in a folder defined in the file mss.config file.

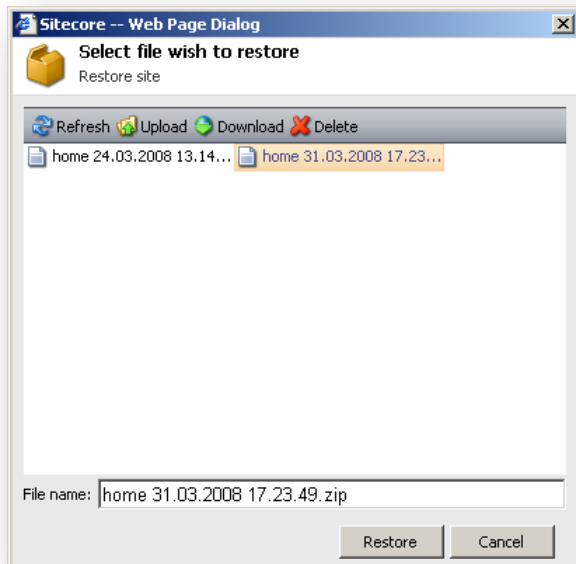


The Backup tab provides the next functions:

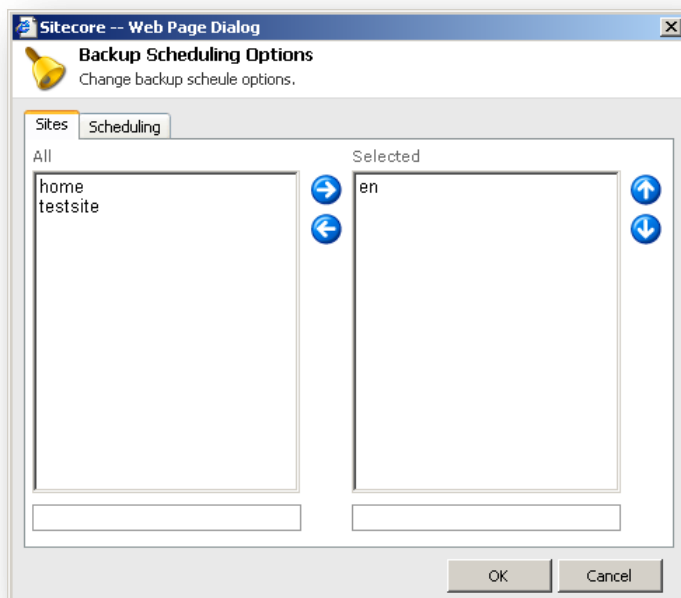
**Backup** – this button allows to create a backup of the selected single site.



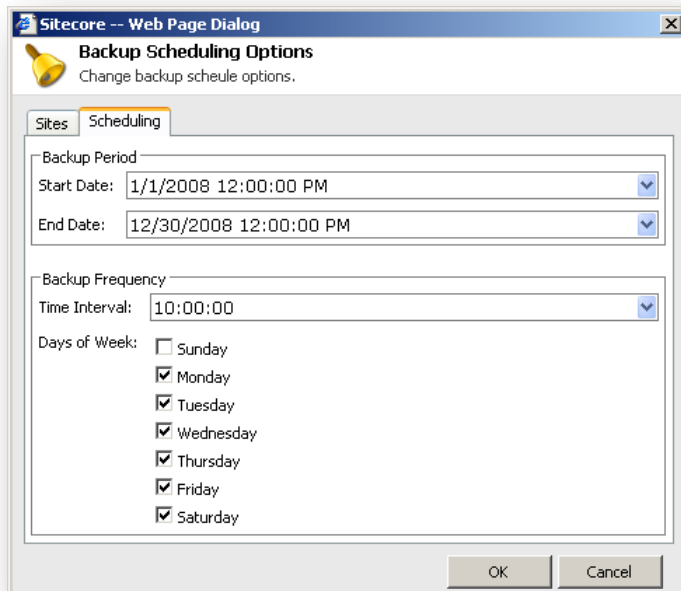
**Restore** – This button allows to restore a site from a backup. The button has a submenu button *Restore Selected Sites* which allows to filter site backups and restore them in a batch. A site can be restored only if the site type of the site exists.



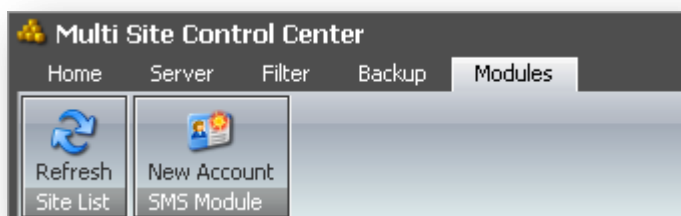
**Schedule** – this button allows to schedule site backups. After clicking this button you will see the *Backup Scheduling Options* form. The form has two tabs – *Sites* and *Scheduling*. The *Sites* tab allows to select the sites to backup.



The Scheduling tab contains the scheduling options. These are: backup period (the period when the scheduled backup operations will be performed for this site), backup frequency and days of the week when the backup operations will be performed.



### 5.1.5 The Modules tab



This tab contains module specific settings.

By default the tab contains one chunk – the SMS Module. This chunk contains the New Account button. This button is available only for Foundry administrators. The button is inactive if the SMS account for the selected site has already been created.



Click the *New Account* button and the *Create SMS Account* dialog will appear.



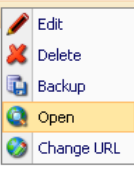
## 5.2 Site actions

This section describes some actions you can perform on sites in the site list.

Double-click on a site to open it.

Right-click on a site to call a context menu.

Site Name	Site Type	Site URL	Status	Administrator Email	Administ
corporate	Standard Site	corporate.sitecorefoundry.com	Running	admin@sitecorefoundry.com	a.a.
en	Standard Site	en.sitecorefoundry.com	Running	admin@sitecorefoundry.com	a.a.
home	Standard Site	home.sitecorefo	Running	admin@sitecorefoundry.com	a.a.

The context menu contains the following buttons.

**Edit** – opens the Edit Site form.

**Delete** – deletes the selected site.

**Backup** – backups the selected site.

**Open** – opens the selected site in a new browser window.

**Change URL** – opens the dialog which allows to change site URL.

# Chapter 6

## Site Type Manager

The Site Type Manager allows users to maintain the Site types.

The product comes with one **Standard** site type preinstalled. There are only two basic actions you can take with site types. You can Duplicate an existing site type or you can Delete an existing site type.

### 6.1.1 Create a new Site Type

To create a new site type select one of the existing site types in the **Site type** grid and click Duplicate. It will then create a new site type by copying the selected existing site type. After that you can modify the new site type using the Content Editor. Read more about site types in the section entitled **Chapter 3, What is a Site Type?**

### 6.1.2 Deleting a Site Type

To delete a site type select one of the existing site types in the **Site type** grid and click Delete.

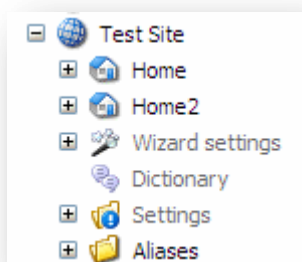
# Chapter 7

## Dictionary Manager

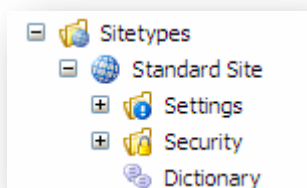
The product has a four-level dictionary: site level, site type level, global level and system level. This chapter outlines the structure and uses of the Dictionary Manager within the product.

### 7.1 Dictionary locations

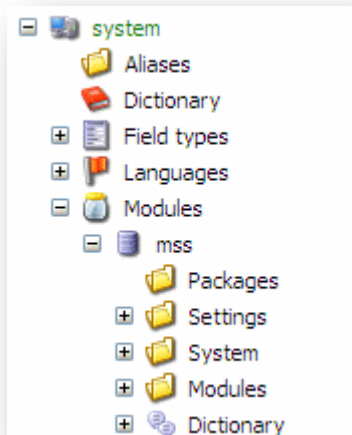
A site level dictionary is located under a site's root item and is named **Dictionary**.



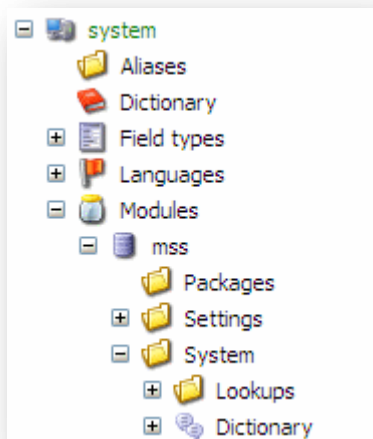
A site type level dictionary is located under a site type's root item and is also named **Dictionary**.



The global level dictionary is located under the item **/sitecore/system/Modules/mss**.



The system level dictionary is located under the item **/sitecore/system/Modules/mss/System**.

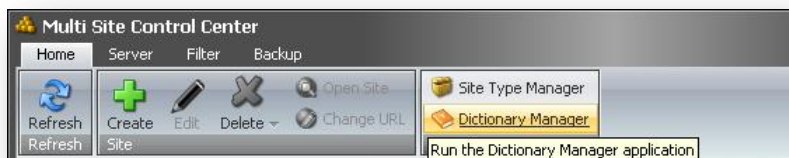


## 7.2 Dictionary search model

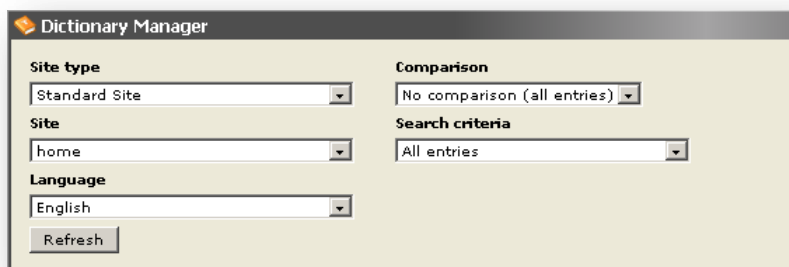
When text needs to be translated on a site the product dictionary tries to translate it using the site dictionary, if the site dictionary cannot translate, then the site type dictionary is used, if the site type dictionary cannot translate, then the global dictionary is used and finally if this fails then the system dictionary is used before a translation failure occurs..

### 7.3 Managing Dictionary Items

To manage a dictionary item you can use the **Dictionary** Manager application. The Dictionary Manager can be started from the Multi Site Control Center.



This invokes the Dictionary Manager which contains controls for the site type, site and language.



It also contains controls for dictionary item filters.

**Comparison** – determines text comparison type. Can have three states:

- No comparison (all entries).
- Same Text – this filter adds entries to the result items which have same text but are found on different dictionary levels.
- Different Text – this filter adds entries to the result items which have different text on different dictionary levels.

**Search criteria** – determines the search criteria. Can have three states:

- All entries
- Not defined in system dictionary – This filter adds entries to the result items which are not present in system dictionary.
- Defined only in system dictionary – This filter adds entries to the result items which are only found in system dictionary.

When you enable or disable these filters it affects the content of the dictionary results entries.

### 7.3.1 Editing and Viewing Dictionary Items

To view or edit dictionary items select a site type, a site and a language, configure the filters and click **Show**.

**Site type**

**Site**

**Language**

**Comparison**

**Search criteria**

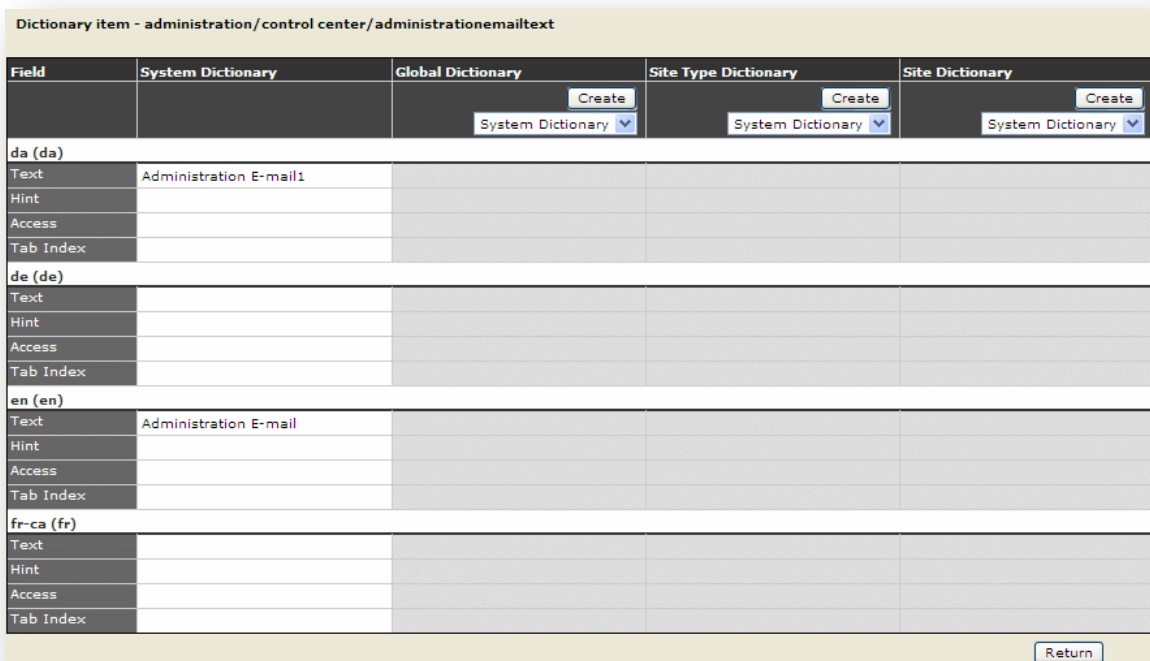
Dictionary entries: 580

Field	System Dictionary	Global Dictionary	Site Type Dictionary	Site Dictionary
<b>administration/control center/administrationemailtext</b>				
Text	Administration E-mail			
Hint				
Access				
Tab Index				
<b>administration/control center/administrationinitialtext</b>				
Text	Administration initials			
Hint				
Access				
Tab Index				
<b>administration/control center/alertcannotdeletesitetype</b>				
Text	Can't delete site type because there is a site			

To edit a dictionary item you should click the dictionary item key.

**administration/control center/administrationemailtext**

You will then be taken to the edit dictionary item dialog where you can change the dictionary entry for all levels and in all available languages.



Field	System Dictionary	Global Dictionary	Site Type Dictionary	Site Dictionary
		<input type="button" value="Create"/>	<input type="button" value="Create"/>	<input type="button" value="Create"/>
		System Dictionary ▼	System Dictionary ▼	System Dictionary ▼
<b>da (da)</b>				
Text	Administration E-mail1			
Hint				
Access				
Tab Index				
<b>de (de)</b>				
Text				
Hint				
Access				
Tab Index				
<b>en (en)</b>				
Text	Administration E-mail			
Hint				
Access				
Tab Index				
<b>fr-ca (fr)</b>				
Text				
Hint				
Access				
Tab Index				

A dictionary item has four fields: Text, Hint, Access and Tab Index.

**Text** – This is the text associated with the dictionary item.

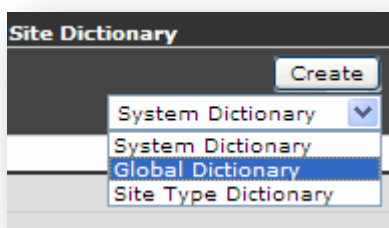
**Hint** – This is the text that is displayed by the tool-tip.

**Access** – This is used for the products dictionary controls.

**Tab index** – This is the tab index which will be set on a dictionary control.

### 7.3.2 Creating Dictionary Items

To create a new dictionary item in the Global, Site Type or Site level Dictionaries click **Create** when in the dictionary editor for a System dictionary item.



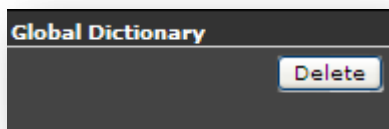
The new entry will be created from the level selected in the drop down menu under the **Create** button and the entry will be saved when you click Return.



**Note:** If an entry is created with no entries in the text fields, it will still be saved to the dictionary as the item will be created with blank text fields.

### 7.3.3 Deleting Dictionary Items

To delete one of the levels of a dictionary item you should click Delete.



**Note:** You cannot delete entries from the system level dictionary.

## Chapter 8

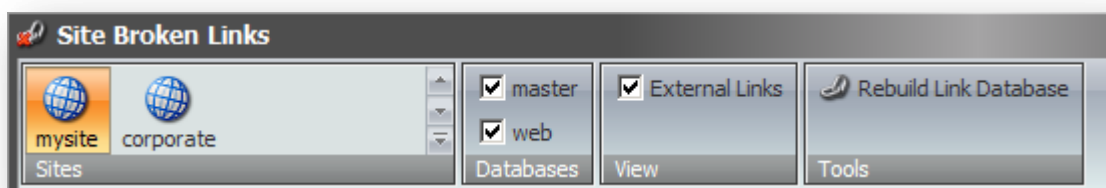
### Site Broken Links Tool

Site Broken Links tool scans a selected site for broken links, both internal and (optionally) external. This tool is launched via the following menu path:  
**Sitecore » Reporting Tools » Site Broken Links.**

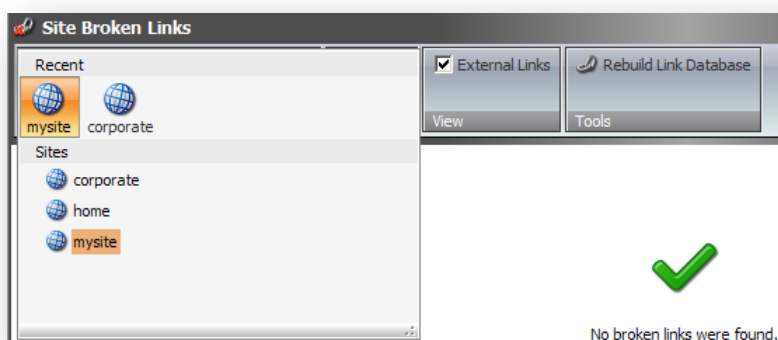
#### 8.1 Configuration

The interface of the Site Broken Links tool provides the following configuration options.

**Sites** – This chunk allows you to select a web site to scan. The report will be generated immediately when you select a site.



You can expand the chunk by clicking on the triangle with a dash and choose any site you need from the sites tree.



**Databases** – this chunk displays the list of databases available for scanning. If the “Sites.SingleDatabase” property in mss.config file is set to False, the Master and the Web databases will be displayed, otherwise only the Master database will be visible.

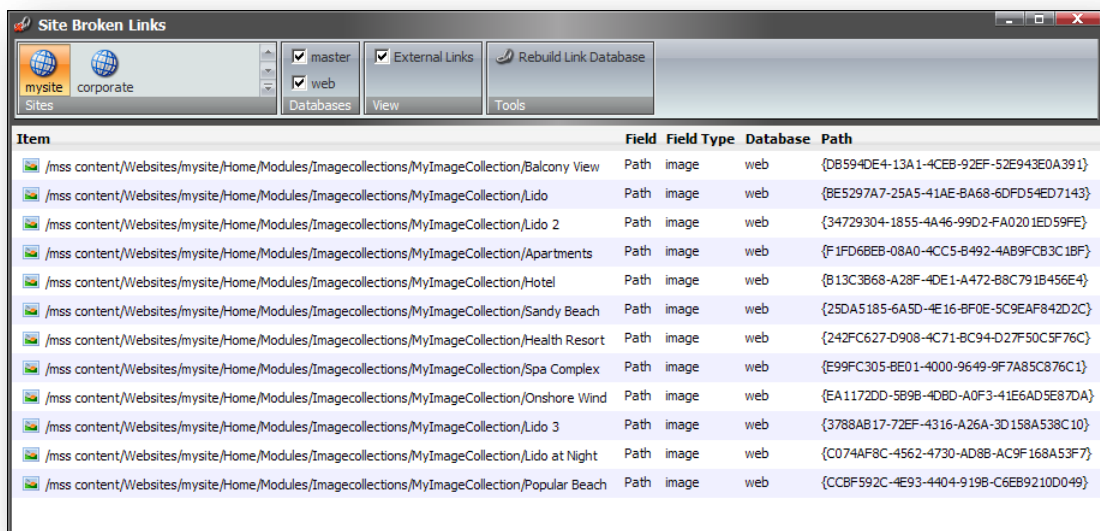
**External Links checkbox** – this checkbox defines whether the external links scanning is enabled. The search is performed by sending a request to the link URL. For instance, if the target server is off for some reason during the check, the system will report a broken link.













If the current user has restricted access to sites and can see only one site, the tool's ribbon hides the sites chunk and the Build button in the Report chunk is displayed instead.



## 8.2 Broken Links Report

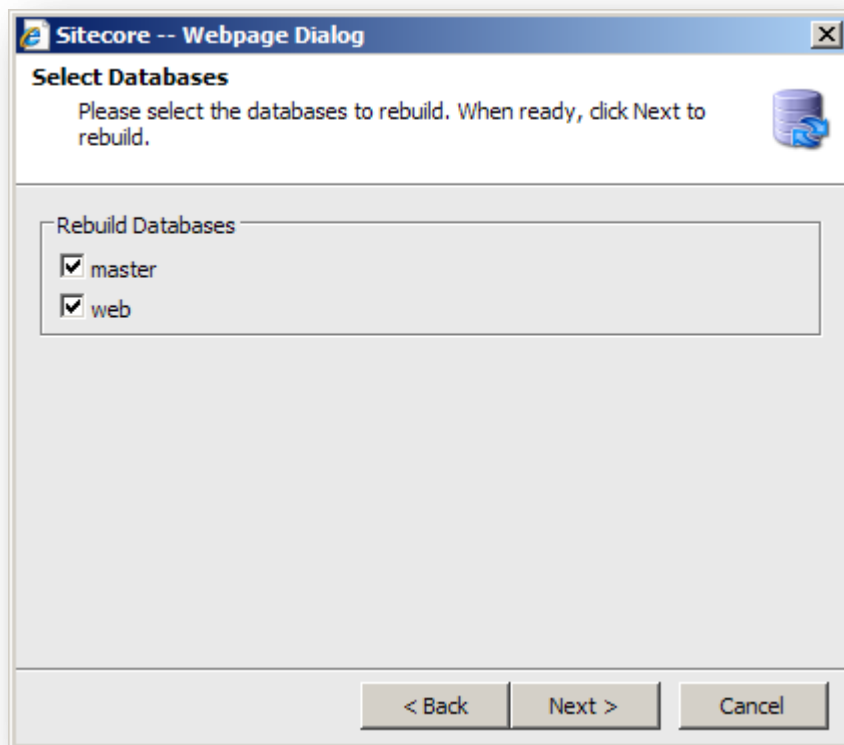
To build the report you should either click the Build button (if you are the local administrator) or select a site from the list (if you are the Foundry administrator). The If the broken links are found they will be displayed in the broken links report. You can open any item in the Content Editor by clicking on it.



Item	Field	Field Type	Database	Path
 /mss content/Websites/mysite/Home/Modules/Imagecollections/MyImageCollection/Balcony View	Path	image	web	{DB594DE4-13A1-4CEB-92EF-52E943E0A391}
 /mss content/Websites/mysite/Home/Modules/Imagecollections/MyImageCollection/Lido	Path	image	web	{BE5297A7-25A5-41AE-8A68-6DFD54ED7143}
 /mss content/Websites/mysite/Home/Modules/Imagecollections/MyImageCollection/Lido 2	Path	image	web	{34729304-1855-4A46-99D2-FA0201ED59FE}
 /mss content/Websites/mysite/Home/Modules/Imagecollections/MyImageCollection/Apartments	Path	image	web	{F1FD68EB-08A0-4CC5-B492-4AB9FCB3C1BF}
 /mss content/Websites/mysite/Home/Modules/Imagecollections/MyImageCollection/Hotel	Path	image	web	{B13C3868-A28F-4DE1-A472-B8C791B456E4}
 /mss content/Websites/mysite/Home/Modules/Imagecollections/MyImageCollection/Sandy Beach	Path	image	web	{25DA5185-6A5D-4E16-BF0E-5C9EAF842D2C}
 /mss content/Websites/mysite/Home/Modules/Imagecollections/MyImageCollection/Health Resort	Path	image	web	{242FC627-D908-4C71-8C94-D27F50C5F76C}
 /mss content/Websites/mysite/Home/Modules/Imagecollections/MyImageCollection/Spa Complex	Path	image	web	{E99FC305-BE01-4000-9649-9F7A85C876C1}
 /mss content/Websites/mysite/Home/Modules/Imagecollections/MyImageCollection/Onshore Wind	Path	image	web	{EA1172DD-5B9B-4DBD-A0F3-41E6AD5E87DA}
 /mss content/Websites/mysite/Home/Modules/Imagecollections/MyImageCollection/Lido 3	Path	image	web	{3788AB17-72EF-4316-A26A-3D158A538C10}
 /mss content/Websites/mysite/Home/Modules/Imagecollections/MyImageCollection/Lido at Night	Path	image	web	{C074AF8C-4562-4730-AD8B-AC9F168A53F7}
 /mss content/Websites/mysite/Home/Modules/Imagecollections/MyImageCollection/Popular Beach	Path	image	web	{CCBF592C-4E93-4404-9198-C6EB9210D049}

### 8.3 Rebuild Links Database

This dialog allows you to rebuild links between items in databases. Select the databases where you want to rebuild links and click Next.



## Chapter 9

### Configuring the Site Wizard

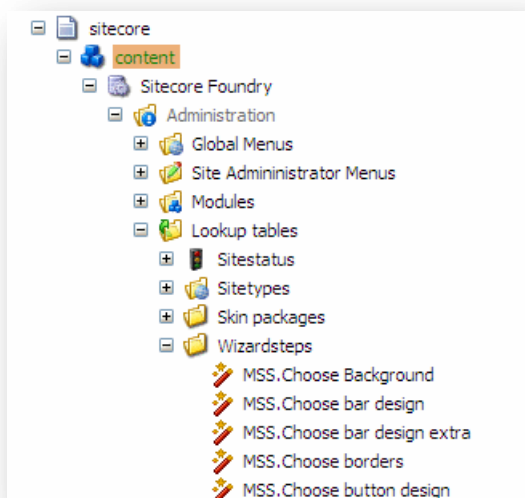
A Wizard consists of a number of steps and each step in the Wizard contains information displayed in the site's Site Wizard. You can configure each step of the Site Wizard so that the features available to the site administrators and editors in their site wizards can more closely relate to the design of their web site. Individual wizards on each site can then more closely relate to the corporate design of the individual sites, reflecting logos, colors and individual designs.

#### 9.1 Why configure the site wizard?

Having the wizard steps with layout and text defined in one place and the functionality another place, makes it possible to change or customize the layout and design of the wizard as well as change the text of the steps in the wizard between two different Site types.

The default wizard comes with 13 steps setting background color & images, buttons, contact data and settings. If a partner or customer should wish to alter the design, it is possible to build a completely new layout and design, so customers can see it as their own corporate wizard.

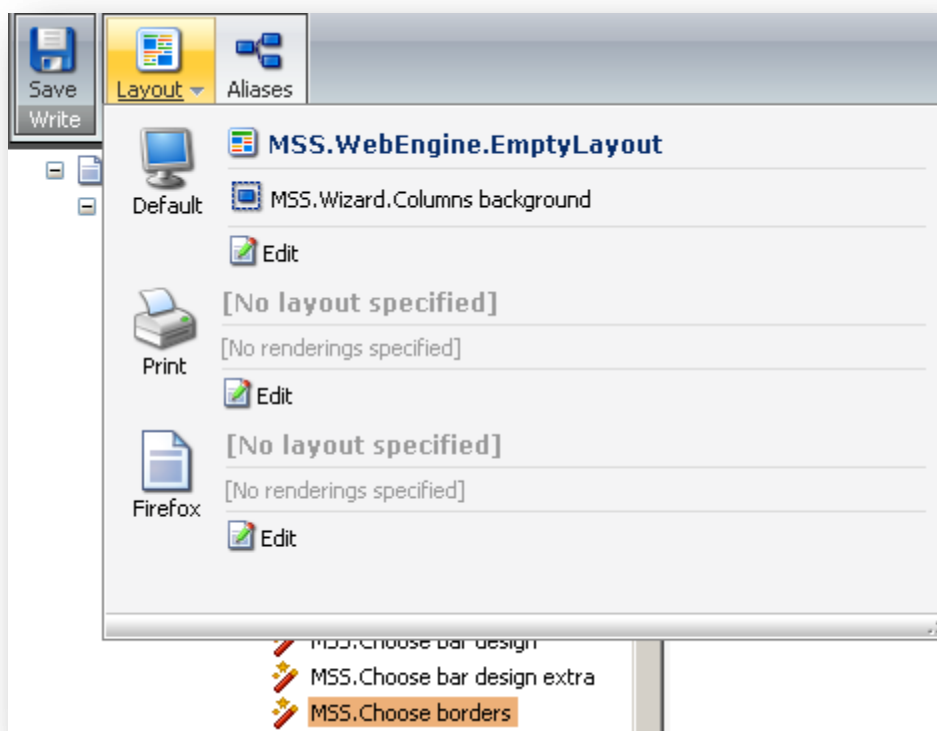
All the wizard steps are located in the /sitecore/content/mss content/Administration/Lookup tables/Wizardsteps item.



## 9.2 Adding New Wizard Steps

In order to add a new step to the wizard, take the following steps.

1. Create your new sublayout
2. Create a new step in the wizard steps folder and move it to the appropriate place.
3. Add an empty layout and then the sublayout to the document.



### 9.3 Maintaining Wizard Steps

The wizard steps by themselves do not need maintenance as they are only items holding layouts and sublayouts. To maintain the wizard steps it is the layouts and sublayouts that will need amending.

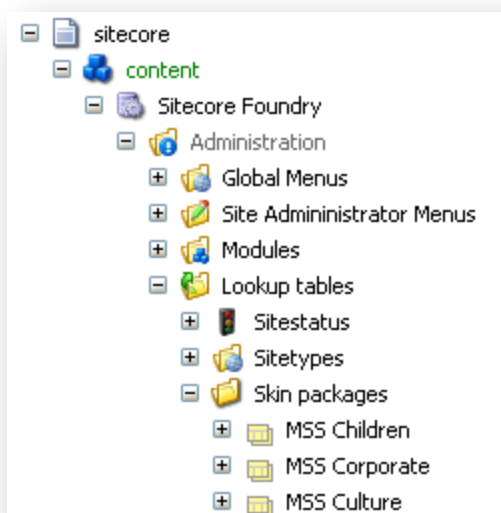
## Chapter 10

### Skin Packages

The skin package consists of a top and identity pictures, a background, color palettes and various bars and buttons which together a user can use to fine tune the overall visual view of a site.

The skin consists of several elements which make up the constituent parts of the complete skin package. All skin packages are located under the item

**/sitecore/content/mss content/Administration/Lookup tables/Skin packages.**



You can read all about skin packages and how to design them in the document **How to Create a Skin Package**.



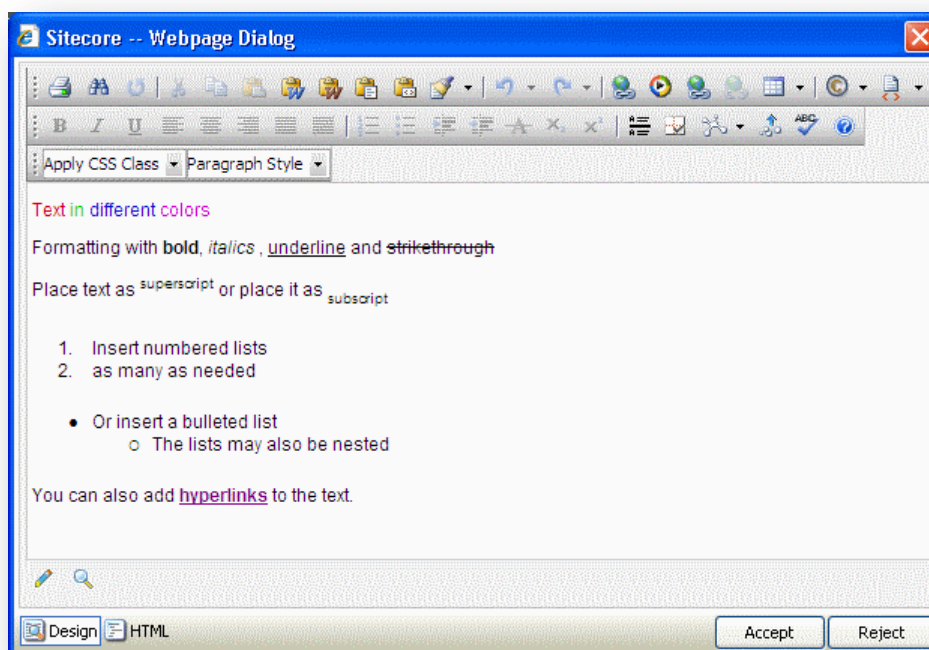
# Chapter 11

## Using the Rich Text Editor

The Rich Text Editor is a powerful feature of the product, with the ability not only to insert text, but to customise the text and change fonts and colours. There is also the ability to insert links and images along with a detailed table editing and display tool. The following chapter describes these features in more detail.

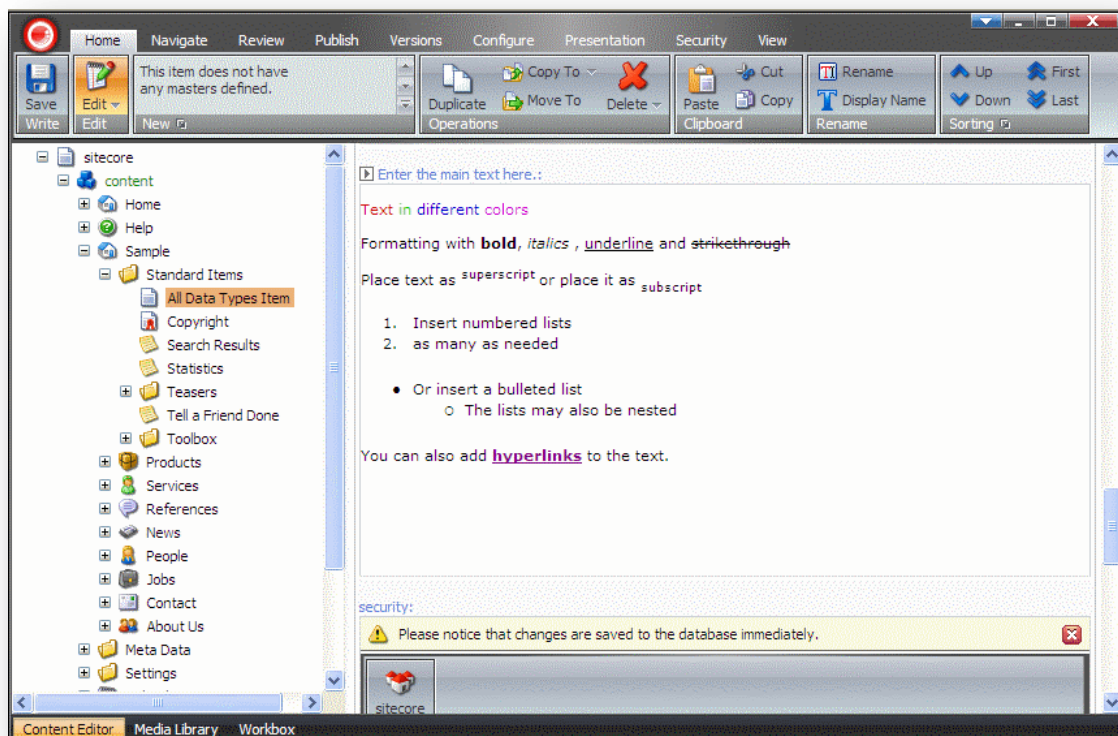
### 11.1 Starting The Rich Text Editor

Initially, the Rich Text Editor is not displayed. To display the Rich Text Editor and be able to modify content, select the **Show Editor** button available when moving the cursor over a Rich Text field or double-click inside the Text field.



Click **Accept** to accept the modifications to the text and close the Rich Text Editor.

The changes to content will immediately be visible in the Text field of the editor.



The Rich Text Editor supports a variety of text formatting options, such as bold, italics, text color, , hyperlinks, superscript and subscript. The Rich text Editor provides a range of powerful features besides formatting, such as table management, undo and redo options, direct HTML editing, and many more.

## 11.2 Saving Content is Good

Remember to always save the changes made to any content. By saving your work regularly, you ensure that you only lose relatively few changes if the network connection goes down, if power is lost, or under any other circumstances which might cause the loss of unsaved data.

There are two ways to save content in the Content Editor. You may save your changes with the **Save** button available on the Ribbon or use <Ctrl+S>.

## 11.3 Using Links


Links offer a way of referring to other material on the Internet or on another web page. A link can lead to a source within the same website or a source on another website.

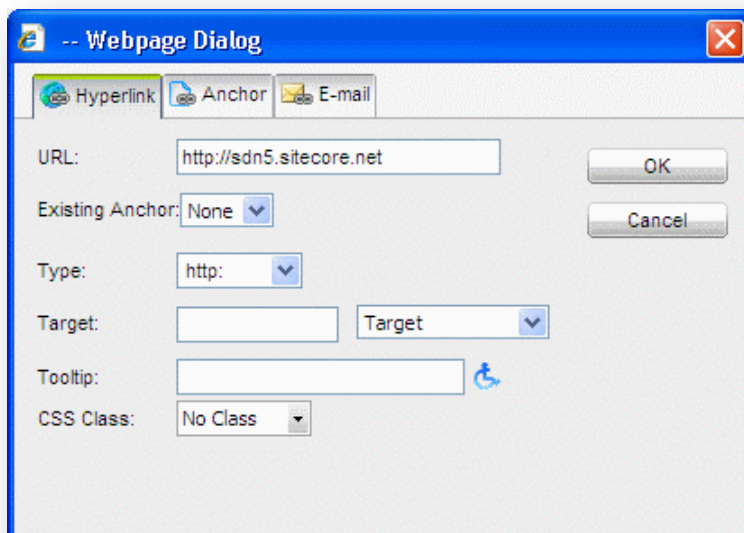
## 11.4 Creating a Link

### 11.4.1 Inserting a Link into Existing Text


To insert a link into already existing text open the appropriate content in the Rich Text Editor and select the text to be used as the link text.

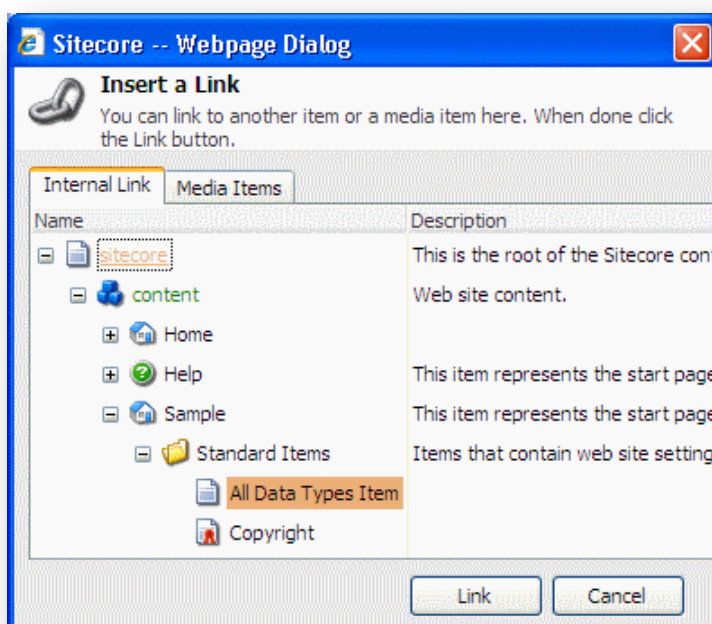
#### 11.4.1.1 To Create an External Link (referring to an external source on the Internet)

Select the Hyperlink Manager button,  available in the upper toolbar and the Hyperlink Manager dialog will appear. Fill in the fields with the appropriate values.



#### 11.4.1.2 To Create an Internal Link (referring to a source on the same website)

To create an internal link click **Insert Link** . The Insert a Link dialog will appear which allows you to create links to other items within your web site or items in the media library. In the content tree, select the item the link should lead to and click Link.




The newly created link will appear in the appropriate formatting.

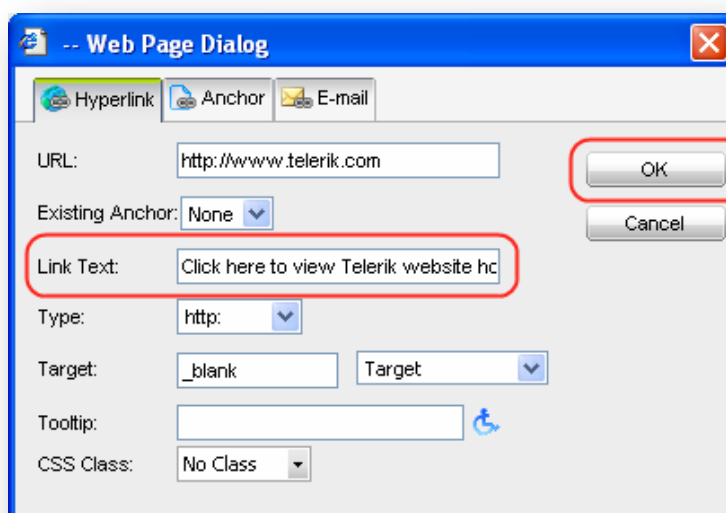
You can also add [hyperlinks](#) to the text.

#### 11.4.2 Creating a Link without the Initial Text

Creating a link without the initial text is almost identical to inserting a link into already existing text. Follow the steps below to create a link without the initial text:

- Place the cursor where the link should be inserted.
- Click **Hyperlink Manager**  then fill in the fields with the appropriate values.

Notice the Link Text which becomes available in the dialog when you create a link without the initial text.



### 11.5 Creating Anchor Links

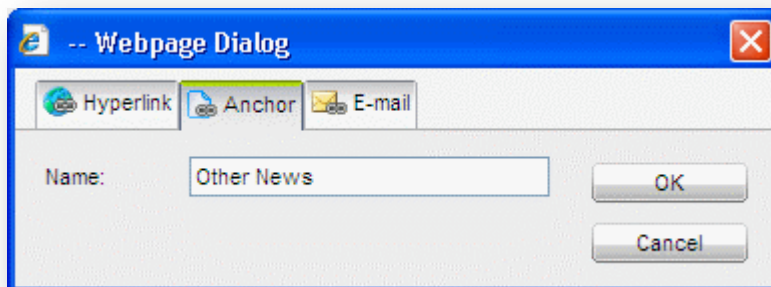
Anchor links help users navigate sections of a long page by taking them directly to a particular area of a page. An anchor link is comprised of two elements: the link itself and the anchor on the target page.

Follow the steps below to add an anchor link:

- Put the cursor before the word you want to anchor TO on the target page.

Click Hyperlink Manager .

In the dialog window, select the **Anchor** tab then enter the name of the anchor link into the appropriate field (no spaces in the name).



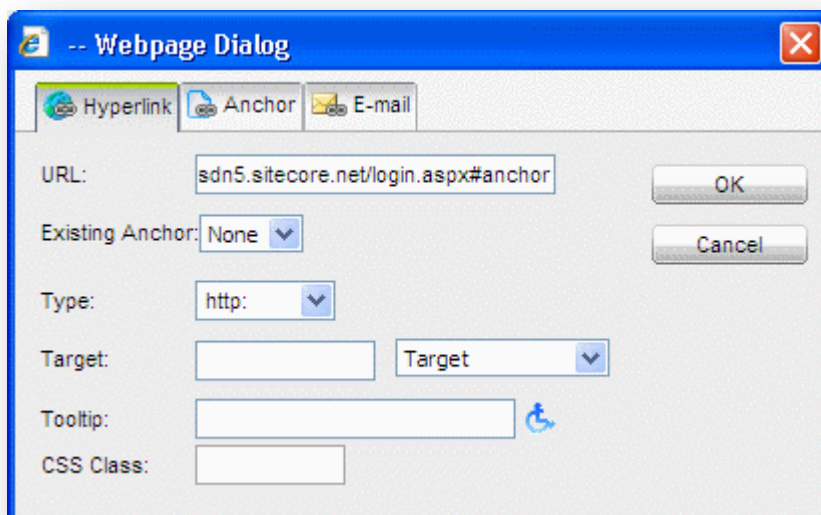
- Select the text you want to link to the anchor FROM.

Click **Insert Sitecore Link** then the Internal Link tab. In the Insert a Link window select the item with the anchor and click Link.

- As a result you will get linked text. Now we need to modify the link so that it points to the anchor.

Select the link you have just created and click **Hyperlink Manager**.

In the URL field of the Hyperlink tab add the # symbol with the anchor name right after the link.



- The anchor link is now created.

## 11.6 Using Images

Although the product accepts image data as part of the site design or layout, images may also be embedded into the text as part of the content. All the images are uploaded



to the Media Library and are stored there. This section describes various ways of using and manipulating images after they have been uploaded to the Media Library.

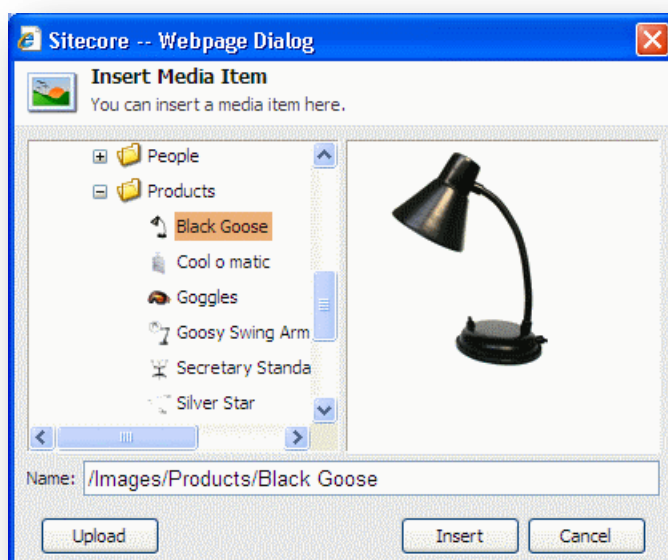
The content does not have to be all text. Adding one or more images to spice up the text can be easily done in the Rich Text Editor. The image does not have to be placed in one position only.

Follow the steps below to insert an image:

- Open the Rich Text Editor and place cursor where the image should be inserted.

Click **Insert Media** , available on the upper toolbar.

In the dialog, select the image you wish to insert and click **Insert**.



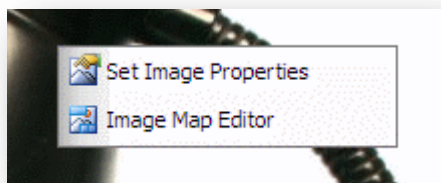
- The image is now placed at the cursor position and the text is repositioned accordingly.

Refer to the [Managing an Image](#) section of this article to learn how to manage the image.

**Note:** You must upload the image before you can use it in your content.

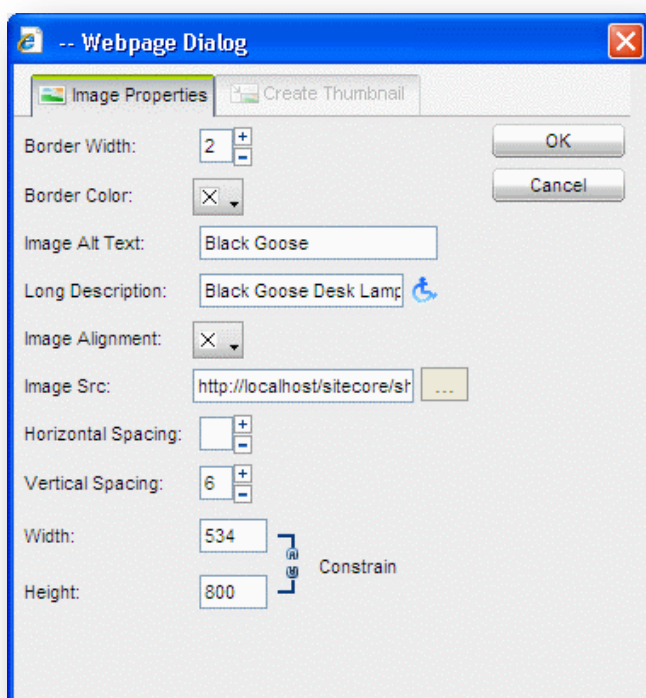
## 11.7 Managing an Image

Right-click the image and a menu with two options will appear, **Set Image Properties** and Image Map Editor.



### 11.7.1 Set Image Properties

Select this option to set image properties.



The Image Properties tab allows you to set or change the following options:

**Border Width** – Used to set the border width.

**Border Color** – Used to set the border color.

**Image Alt Text** – Used to set the text displayed when the image is unavailable and the mouse is moved across the image. The text defaults to the upload directory. Often you might want to change the text so that it describes the image in the best way.

**Long Description** – Used for disabled users.

**Image Alignment** – Used to align the image.

**Image Src** – Used to set the URL to the image stored in the Media Library.

**Horizontal Spacing** – Used to set the space between the image and the surrounding text in the horizontal direction, that is, the space between the image and the text on the right/left side. The value is set in pixels and defaults to 0 (no spacing between text and image).

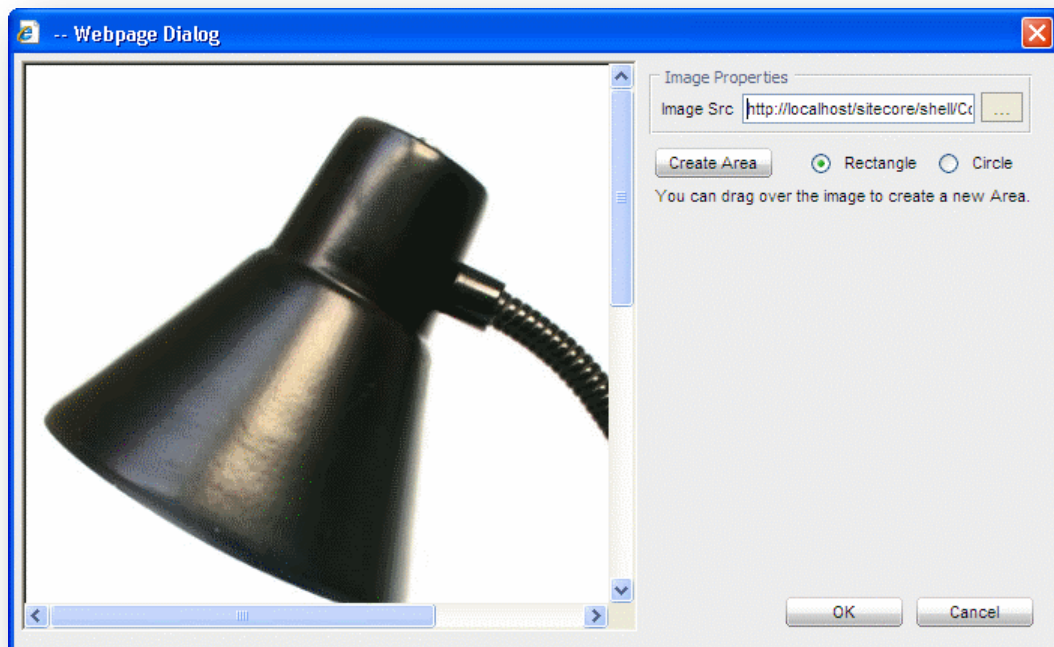
**Vertical Spacing** – Used to set the space between the image and the surrounding text in the vertical direction, that is, the space between the image and the text at the top/bottom of the image. The value is set in pixels defaulting to 0.

**Width** – Used to set the image width.

**Height** – Used to set the image height.

### 11.7.2 Image Map Editor

Click to open the Image Map Editor.





Click **Create Area** to create a link within a specified area of the image.

You can drag over the image to create a new Area.

Selected Area Properties

Left

Top

Width

Height

Url

Target   ▼

Comment

## 11.8 Using Tables


This section deals with how to create and manage tables in the Rich Text Editor with ease and minimum effort.

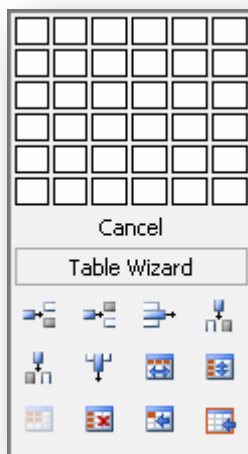
### 11.8.1 Inserting a Table

The Rich Text Editor offers two ways to create a table. For basic tables we recommend the click-and-drag Table Builder, while for more complex tables the Table Wizard is more appropriate. However, you are welcome to choose the approach which suits your needs and preferences the most.

#### 11.8.1.1 *The Table Builder*

Inserting tables with the Table Builder could not be easier. Follow the steps below to insert a table using the Table Builder:

- In the Rich Text Editor, place the cursor where the table should be inserted and select the Insert Table button .




- Select the desired number of rows and columns by dragging the mouse over the grid and click inside the grid.
- The table appears in the Rich Text Editor at the insertion point.

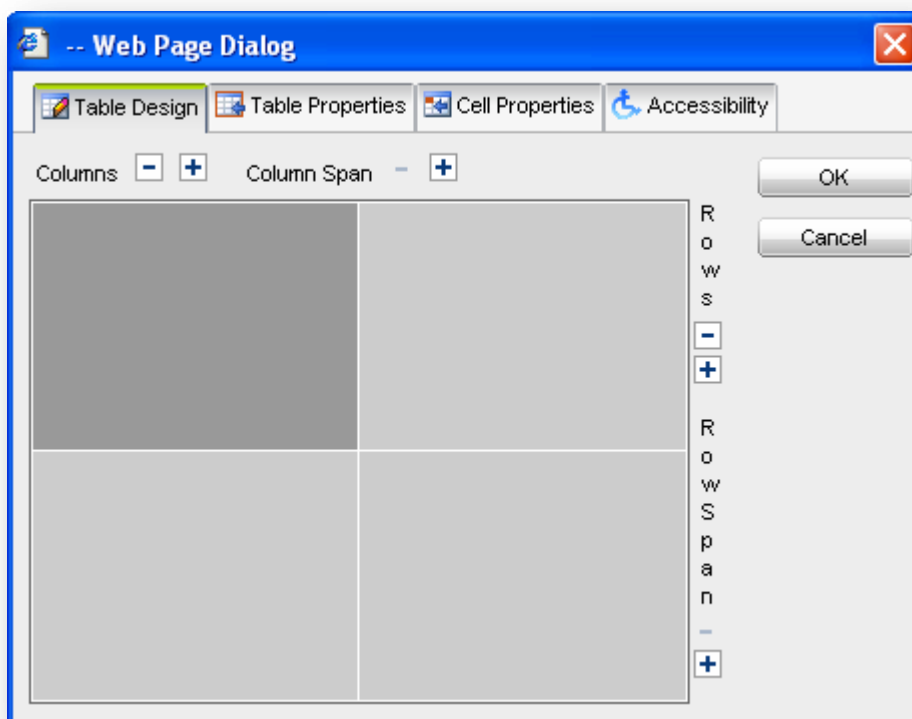
#### 11.8.1.2 *The Table Wizard*

To create a table using the Table Wizard, follow the steps below:

- Position the cursor where you want to create a table.

Click **Insert Table**  , available on the editor toolbar.

Select the Table Wizard button on the Table Builder.



You can now use the Table Wizard dialog to create a table and set its properties.

### 11.8.1.3 The Table Design

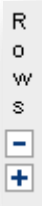
The Table Design tab has options for changing the table design: adding/deleting columns and rows, merging/splitting cells and rows.



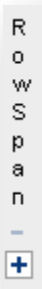
Select - or + to remove or add columns.



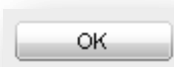
Select + to merge the right cell with the cell you have selected. Select - to unmerge the left cell.



Select - or + to remove or add rows.



Select + to merge the right row with the row you have selected. Select - to unmerge the left cell.



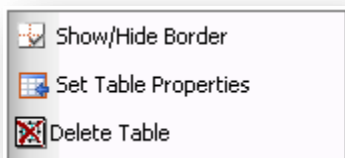
Click to create the defined table.

You can further customize this table using the Table Properties, Cell Properties, and Accessibility tabs of the Table Wizard dialog.

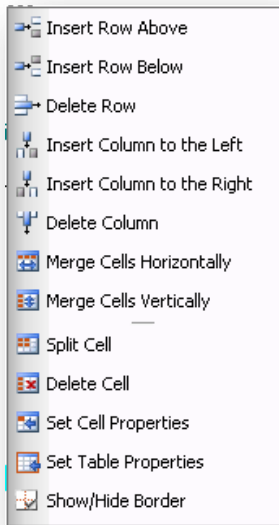
### 11.8.2 Managing Tables


You can edit a table after it has been created. The Rich Text Editor allows you to insert or delete rows, columns and cells, merge cells horizontally or vertically, split cells, set cell properties, and show or hide table border.

Right-click the table to invoke the context menu with the options which allow you to show/hide the table border, set table properties or delete the table will appear.



Right-click inside a cell and the context menu with the options which allow you to manage cells, rows and columns will appear.



You can also access these options by selecting the Insert Table button  available in the upper toolbar.



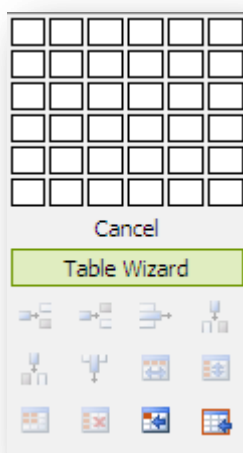
### 11.8.2.1 Setting Table Properties

The Rich Text Editor allows changing table properties after the table has been created. To change table properties of a new or existing table, right-click the table and select the Set Table Properties option from the context menu.



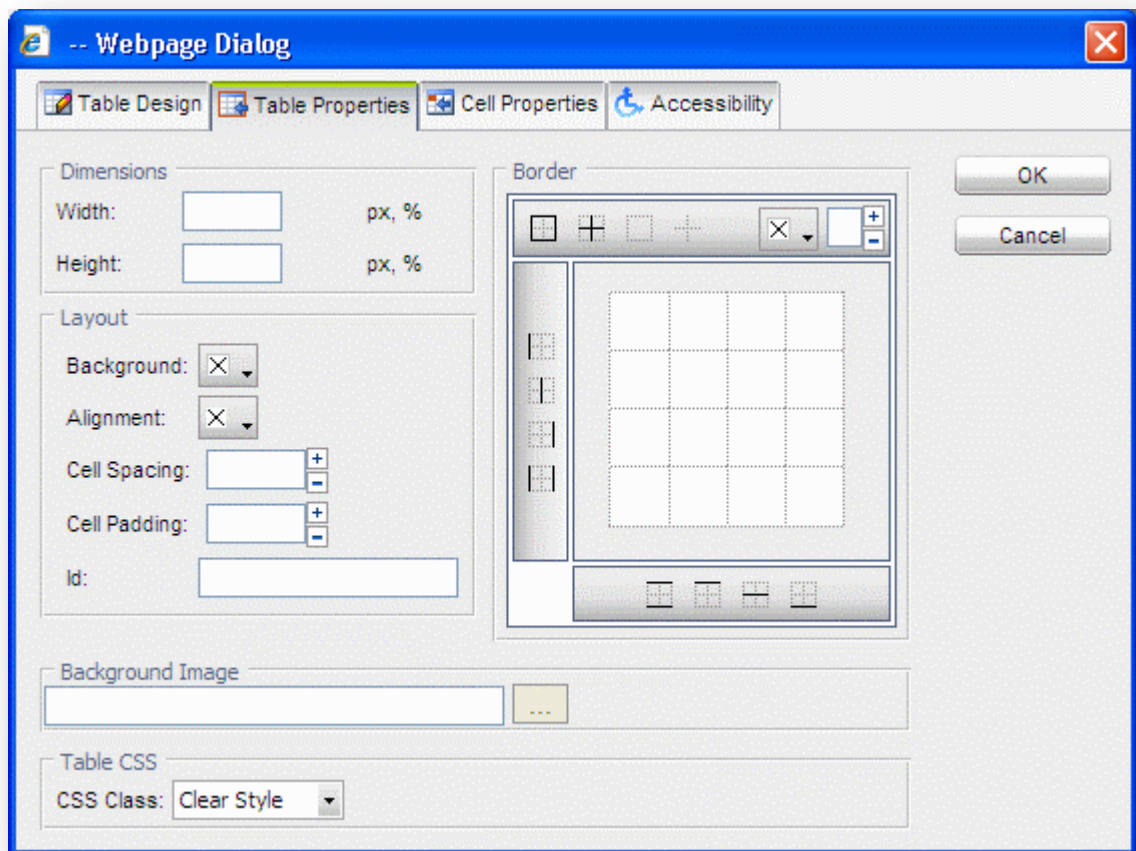
Alternatively, you may select the Set Table Properties button  available on the Table Builder dialog.

Yet another way of setting table properties is selecting the Table Wizard button from the Table Builder dialog.



When selected, the Set Table Properties option will open the Table Wizard dialog, which allows you to change table design, set table and cell properties, or adjust accessibility according to your needs.

Select the Table Properties tab to set or change table properties (see the screenshot below).



The Table Properties tab allows you to set the appearance of the table. The table properties are explained below:

**Width** – Used to set the width of the table in pixels or percent.

**Height** – Used to set the height of the table in pixels or percent.

**Background** – Used to set the background color of the table.

**Alignment** – Used to align the table to the left, center or right side of the page.

**Cell Spacing** – Used to set the space between the borders of a cell.

**Cell Padding** – Used to set the space between the content and the border of a cell.

**ID** – Used to set an ID for a table, which will give you some options for advanced table handling.

**Background Image** – Used to set an image as the table background.

**CSS Class** – Used to set the table CSS class and style.

**Border** – Used to set the border width, color, and layout.

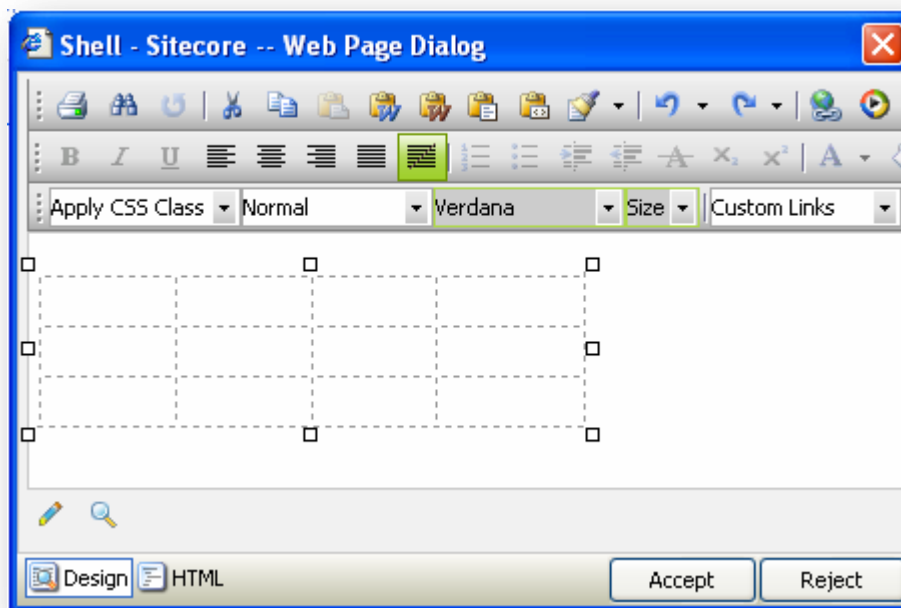
### 11.8.2.2 Resizing Tables

Resize tables in the Rich Text Editor with ease and at minimum effort. The Rich Text Editor offers two ways to resizing tables. You may resize the existing table by specifying the table dimensions in the Table Properties tab or by direct drag-and-drop.

Refer to the [Setting Table Properties](#) section to learn how to resize a table using the Table Properties tab.

To resize an existing table with a drag-and-drop, do the following:

- Click the table border and eight small squares will appear in the outer area of the table of the table.



- Drag any of these handles vertically, horizontally, or diagonally to resize the table. All cells, which do not have exact dimensions (specified in pixels), will be resized evenly to accommodate the new table size.

### 11.8.3 Managing Cells

You can edit cells after the table has been created. A new cell can be added to the table; the cells can be split or merged; their size can be changed.

#### 11.8.3.1 Changing Cell Properties

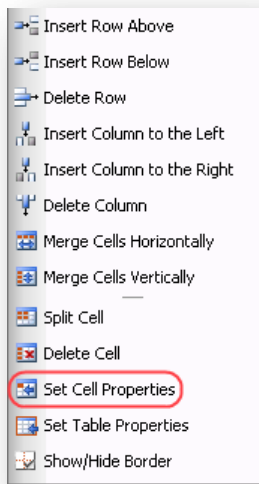
It is possible to change individual cell properties of an existing table or set cell properties while creating a table using the Table Wizard dialog.

#### Changing Cell Properties via the Right-click Menu

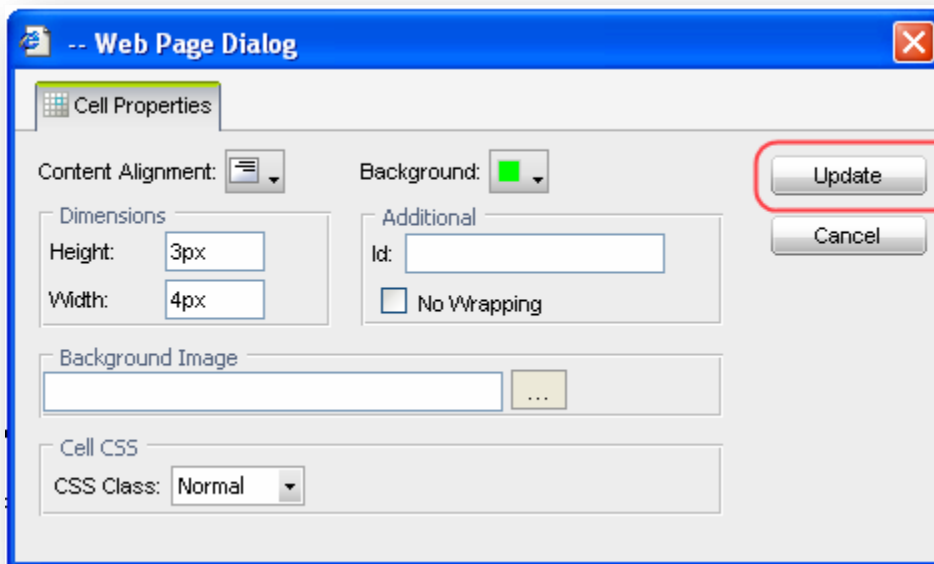
Follow the steps below to change cell properties of a new or existing table via the right-click menu.



- Right click inside the cell you wish to edit and select the Set Cell Properties option from the menu which will appear (see below).



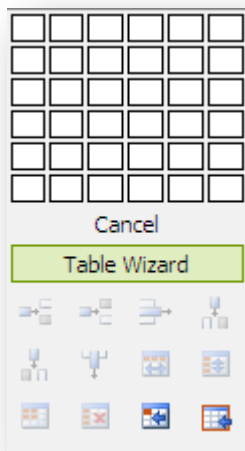
Set the cell properties in the dialog which will appear and click **Update**. The Cell Properties dialog allows you to select content alignment, background color, change the cell's size, align background image, and select cell CSS.



### Changing Cell Properties Using the Table Wizard Dialog

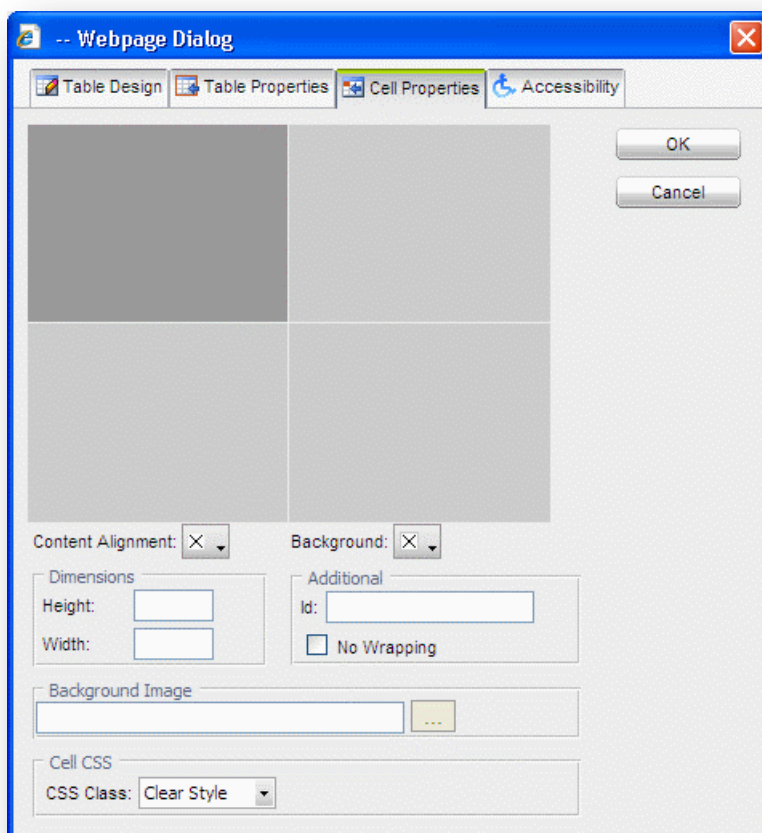
Follow the steps below to set or change individual cell properties using the Table Wizard dialog:

Select the cell whose properties you want to change and click **Table Wizard**.



In the Table Wizard dialog which will appear, select the Cell Properties tab and change the appearance of the individual cells.

The Cell Properties tab allows you to set the appearance of the table. The table properties are explained below:



**Content Alignment** – Used to align the content within the selected cell.

**Background** – Used to set the background color of the selected cell.

**Height** – Used to specify the height of the selected cell in pixels or percent.

**Width** – Used to specify the width of the selected cell in pixels or percent.

**ID** – Used to set an ID for the selected cell, which will give additional options for improved cell handling for advanced users.

**No Wrapping** – Used to enable/disable text wrapping (that is forcing a new line when the text reaches the cell border).

**Background Image** – Used to set an image as the cell background.

**CSS Class** – Used to specify the cell CSS class and style.

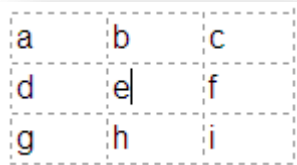
#### 11.8.3.2 Merging Cells

Merging cells entails combining two separate cells into a single cell. The cursor position determines which cells will be merged. The cell containing the cursor will be merged with its neighbor by row or by column.

Follow the steps below to merge cells horizontally.

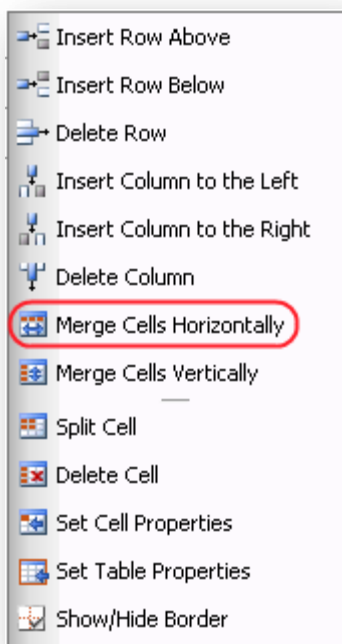
**Note:** The cell containing the cursor will be merged with its neighbor to the right.


- Choose the cells you want to be merged and place the cursor into the appropriate cell.



a	b	c
d	e	f
g	h	i

Right click inside the cell and select the Merge Cells Horizontally option.



You can also click **Insert Table**  and select the Merge Cells Horizontally button from the Table Wizard.



- The cells have now been merged.

a	b	c
d	e	
g	h	i

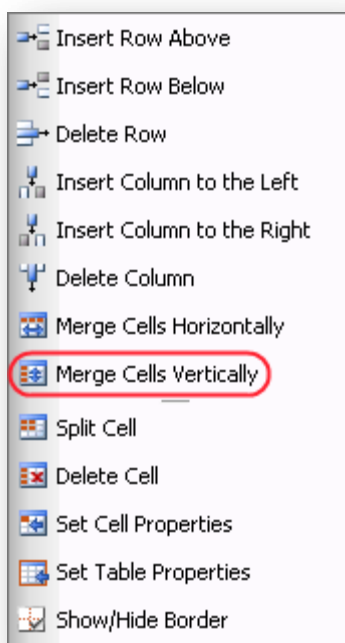
Follow the steps below to merge cells vertically.


**Note:** The cell containing the cursor will be merged with its neighbor below.

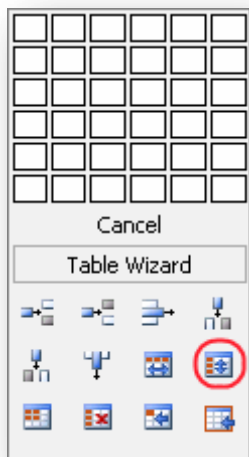
- Choose the cells you want to be merged and place the cursor into the appropriate cell.

a	b	c
d	e	f
g	h	i

Right click inside the cell and select the Merge Cells Vertically option from the menu which will appear.



You may also click **Insert Table**  and select the Merge Cells Vertically button from the Table Wizard which will appear.



- The cells have now been merged.

a	b	c
d	e	f
g	h	i


#### 11.8.3.3 Splitting Cells

To split a cell that has been previously merged do the following:

- Place the cursor inside the cell you want to split.
- Right-click the cell to open the context menu.

From the menu select the Split Cell option.

#### 11.8.3.4 Deleting A Cell

To delete a cell, place the cursor inside the cell to be removed, right-click the cell to display the context menu and select Delete Cell from the menu or select the Delete Cell button  from the Table Wizard dialog.

#### 11.8.4 Managing Columns



Once you have created the table, you can edit the columns. The Rich Text Editor allows inserting and deleting columns.

#### 11.8.4.1 Inserting a Column

Follow the steps below to insert a column:


- Place the cursor where you want the column to be inserted.
- Right-click inside the column for the context menu to appear.

Select Insert Column to the Left and the new column will be inserted to the left of the cursor or Insert Column to the Right and the new column will appear to the right of the cursor.

- You may also select the Insert Column to the Left  or Insert Column to the Right buttons  from the Table Wizard dialog.

#### 11.8.4.2 Deleting a Column

To delete a column place the cursor to the column to be removed and select the Delete

Column button  from the Table Wizard dialog. Alternatively, you may right-click the column to be removed for the context menu to appear and select Delete Column from the menu.

**Note:** All content available in the column will also be deleted.

### 11.8.5 Managing rows

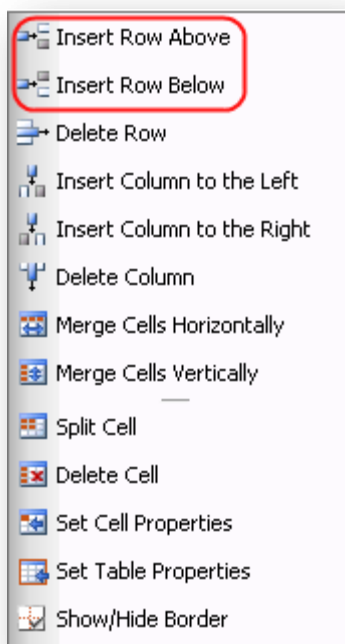
You can edit rows in a table once the table has been created. The Rich Text Editor allows adding and deleting rows.

#### 11.8.5.1 Inserting a Row

Follow the steps below to insert a row to a new or existing table:


- Place the cursor where you want to insert a row.
- Right-click inside the row for the context menu to appear.

Select the Insert Row Above or Insert Row Below options from the menu.




You may also select the Insert Row Below  or Insert Row Above  buttons from the editor toolbar.

#### 11.8.5.2 Deleting a Row

To delete a row, position the cursor inside the row you want to remove and select the Delete Row button  available on the editor toolbar and in the right-click menu:



**Note:** All the row content will also be deleted.

To delete a row, position the cursor inside the row you want to remove and select the Delete Row button  available on the editor toolbar and in the right-click menu:



**Note:** All the row content will also be deleted.



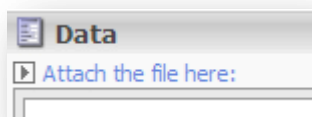
# Chapter 12

## Common Data Types

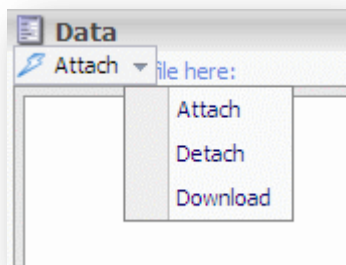
This chapter describes the commonly used field data types used in the product and describes the functionality of these fields. Data is stored in objects called Items. Items are similar to the records in a database. Items consist of a collection of fields, each of which contains a data value. Administrators can modify items by editing these fields in the Content Editor. The Content Editor displays the fields using appropriate controls based on the field's data type.

### 12.1 Attachment

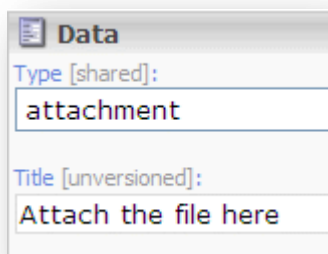
This field type provides users with the functionality which allows them to attach files and download them.



By moving the cursor over the field title, the text changes to a label **Attach**. Click Attach to open the attach dialog box. Alternatively use the options in the drop down menu. These are Attach, to attach a file, Detach, to remove the attachment, and Download, to download an attachment to your local drive.

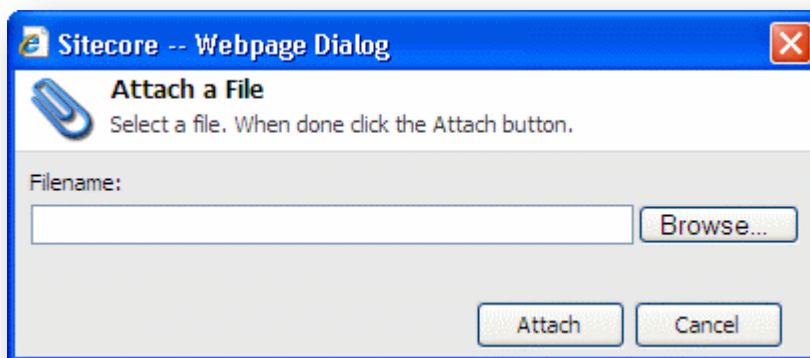


The title field of the template item can be set to give a more meaningful title to the user's field entry



### 12.1.1 Attaching a document or file

Click **Attach** to open the Attach a file window.



Then when you click **Browse** a standard windows browser opens and you can select and attach your file.

### 12.1.2 Deleting an attachment

To delete an attachment select the drop down menu and select **Delete** and after confirmation the attachment will be removed.

### 12.1.3 Downloading an attachment

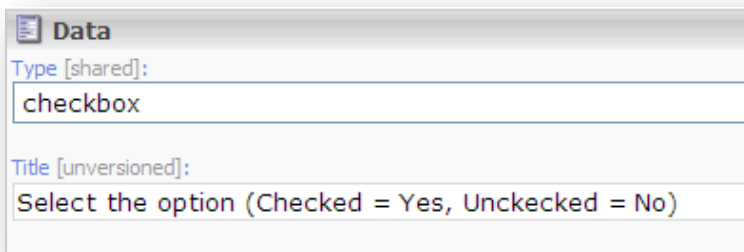
To download an attachment from the product to a local drive select the drop down menu and then select **Download**.

## 12.2 **Checkbox**

This field is used for data that can be only one of two possible values, such as Yes/No, True/False, On/Off.



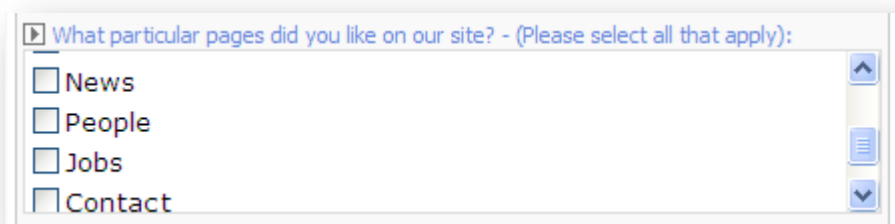
The title field of the template item can be set to give a more meaningful title to the user's field entry



<b>Data</b>
Type [shared]: checkbox
Title [unversioned]: Select the option (Checked = Yes, Unckecked = No)

### 12.3 Checklist

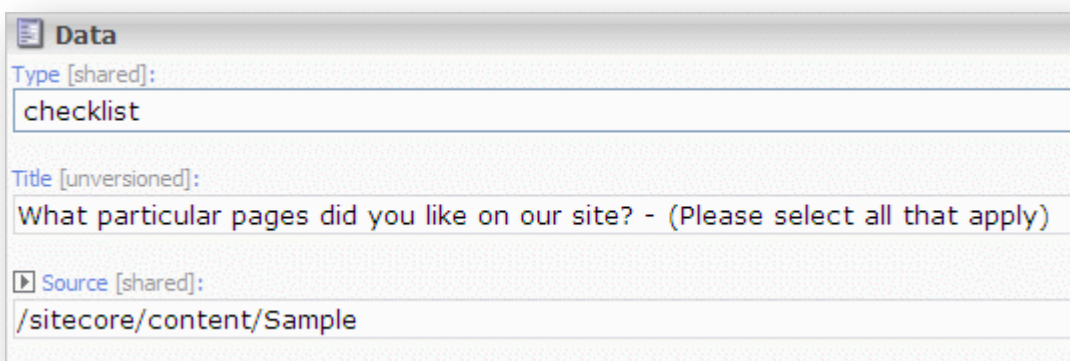
This field is used to display a set of items from a list using checkboxes. The list appears in a window which will automatically contain scroll bars on the right hand side if the list is too big for the window.



▶ What particular pages did you like on our site? - (Please select all that apply):

- News
- People
- Jobs
- Contact

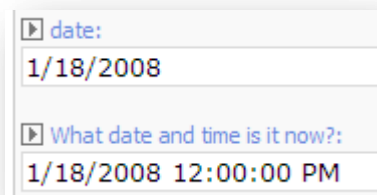
The title field of the template item can be set to give a more meaningful title to the user's field entry. The list is generated from a list of items stored at a particular link set in the template in the Source field. The list can be a list of web pages (/sitecore/content for instance) or any other list of items stored within the site.



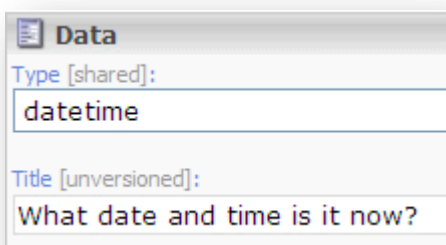
<b>Data</b>
Type [shared]: checklist
Title [unversioned]: What particular pages did you like on our site? - (Please select all that apply)
▶ Source [shared]: /sitecore/content/Sample

## 12.4 Date and Datetime

These fields are used to store dates and times. The **Date** field holds only the date value whereas the Datetime field is a text box with a selector button that holds the date and the time.



The title field of the template item can be set to give a more meaningful title to the user's field entry



Click **Select All** to open a calendar where you can select a date, the time 12:00 pm will automatically be set and the field will automatically be populated with the selected date and the time and date can then be manipulated as desired.



January 2008						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today is 21 January 2008

The Select All button also has a submenu consisting of three options:

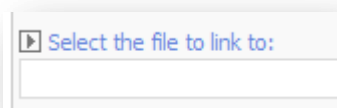
- **Show Calendar** – shows the calendar from where you can select appropriate values.
- **Now** – inserts the current system time and date.
- **Clear** – clears the field of all values.

Valid default values:

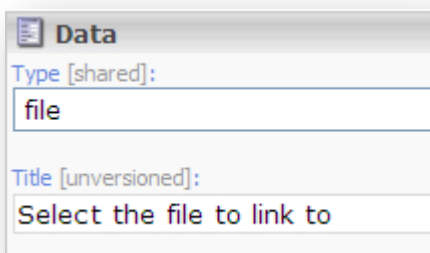
- **Date:** YYYYMMDD, where the letters have the following meaning:  
YYYY – the year, MM – the month, DD – the day of the week;
- **Datetime:** YYYYMMDDTHHMMSS, where the letters have the following meaning:  
YYYY – the year, MM – the month, DD – the day of the week;  
T stands for the separator, HH – the hour, MM – the minute, SS – the second.

## 12.5 File

This field is used to create links to files in the media library. Click **Browse** to open the media library window where you can upload items to the media library or choose from existing media library items.

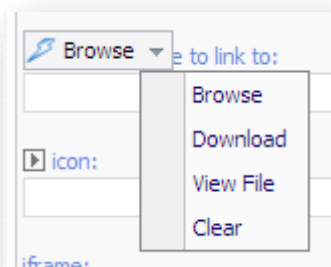


The title field of the template item can be set to give a more meaningful title to the user's field entry

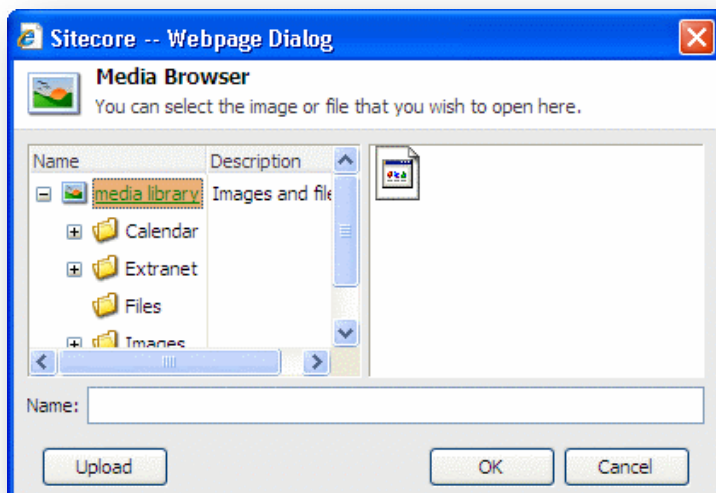


### 12.5.1 Creating a File link

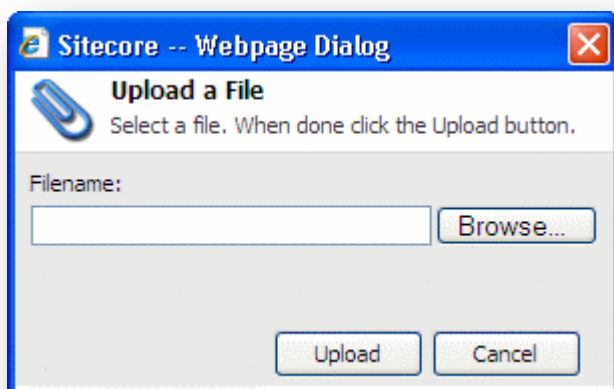
Click **Browse** and the Media Browser dialog will open to allow you to select a file to link to. Alternatively select the drop down menu and then Browse from the list.



You will then see the Media Browser dialog box from where you can browse and select the required file.



Once you click **Upload** the Upload a File dialog box appears.



Click **Browse** to open a standard Windows Explorer window where the image you want to upload can be selected. After this, click Upload and the file link will be loaded into the originally specified field.

#### 12.5.2 Downloading a file

This option will download the file from the media library onto a specified local machine's hard drive. This function uses the standard windows download process.

#### 12.5.3 Viewing a file

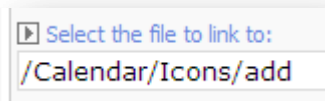
Select this option to open a new browser window where the file is displayed.

#### 12.5.4 Clearing the field

Select this option to clear the link from the field.

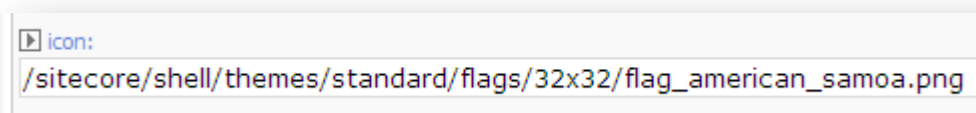
Valid default value:

Any text string which points to an item in the media library.

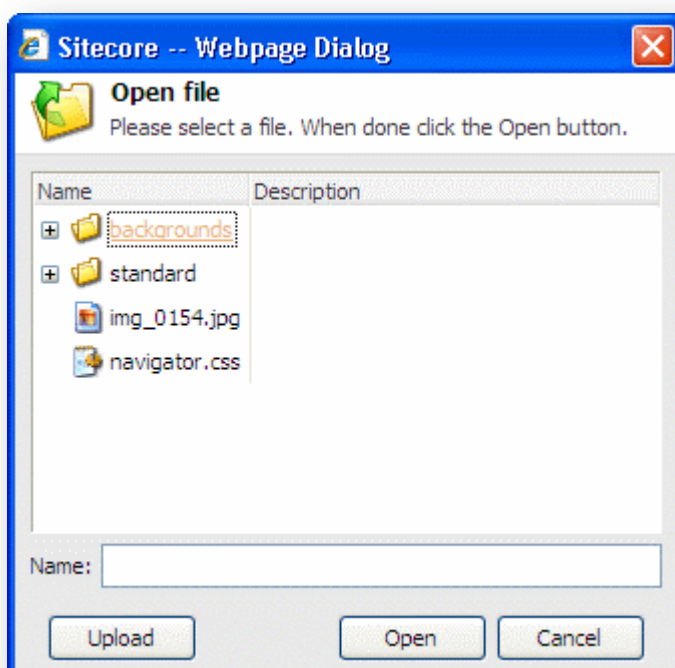


## 12.6 Icon

This field is used to select icons, which are provided with the product. The interfaces select a size that's appropriate based on where the icon is displayed (larger for up in the toolbar, smaller for in the content hierarchy).

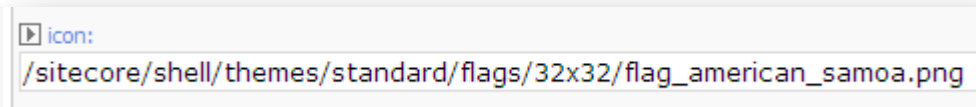


Click the selector button to open the windows **/sitecore/shell/Themes/** folder from where you can upload and place icons or choose from the existing ones.

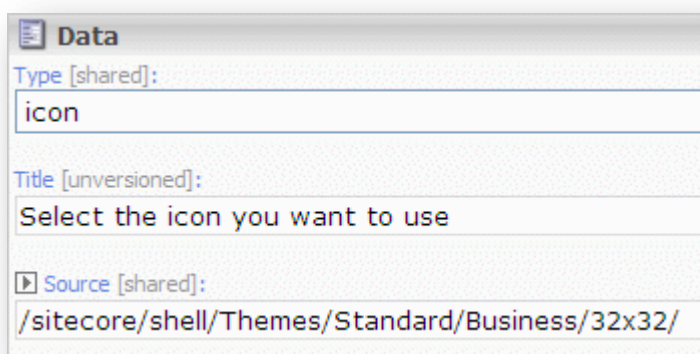


Valid default value:

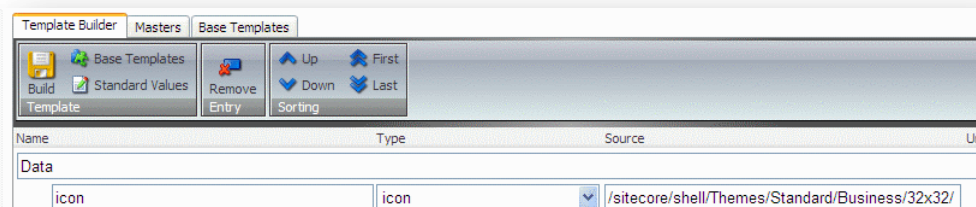
The default value for this field is any text string which represents a path pointing to an icon.



The title field of the template item can be set to give a more meaningful title to the user's field entry. Use the Source field to specify a relative path to a folder which contains icons.

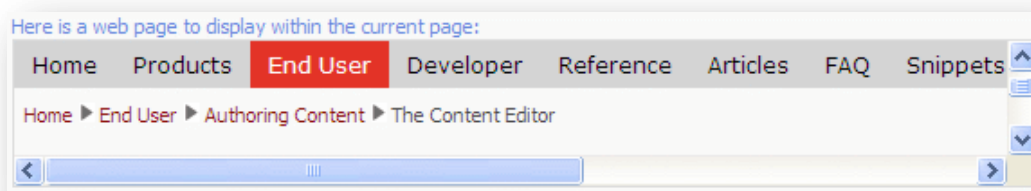


Alternatively you can enter the relative path in the **Source** field in the template builder.



## 12.7 Iframe

This field type is used to integrate other pages into the Sitecore client. For example, you can display another site's external web page in the client, so that a user doesn't need to open a separate browser window to see the information it contains.





The title field of the template item can be set to give a more meaningful title to the user's field entry.

<b>Data</b>
Type [shared]: iframe
Title [unversioned]: Here is a web page to display within the current page
Source [shared]: http://sdn5.sitecore.net/default.aspx


You can also insert an internal URL.

Source [shared]: /sitecore/content/Sample/Services.aspx
--

**Note:** External links must have the http:// prefix whereas internal links should be relative and point to the aspx pages, not the items themselves.

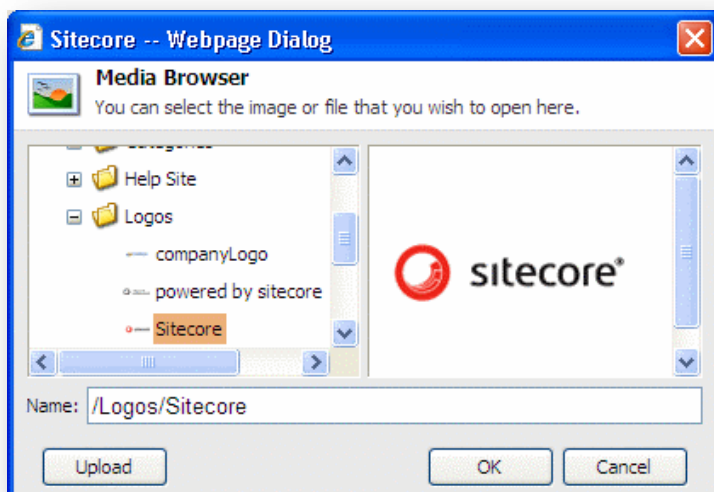
## 12.8 Image

This field type is used to display images. The **Image** field is a textbox with a selector button. Users can upload and place images or choose from existing media library images.

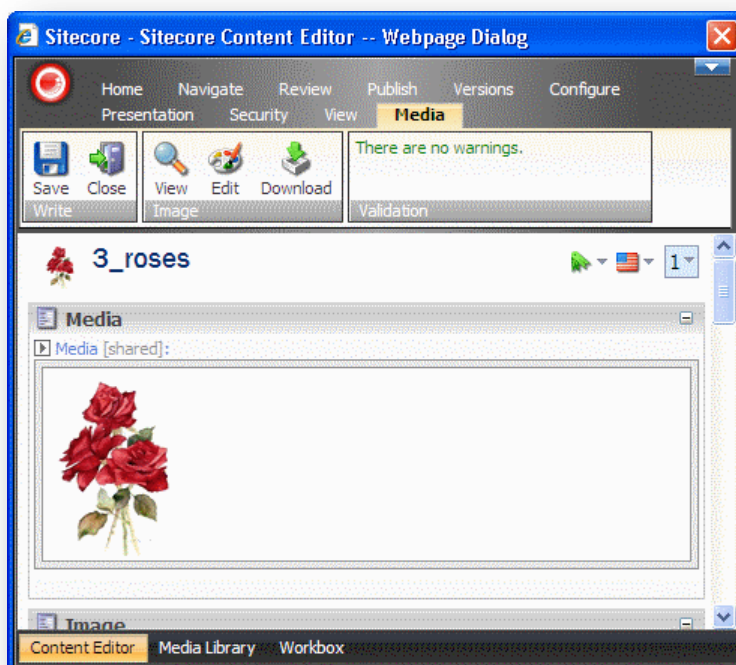
Select the image to display: /Images/Logos/Sitecore

Size: 1 KB Dimensions: 162 x 60

### 12.8.1 Uploading an Image

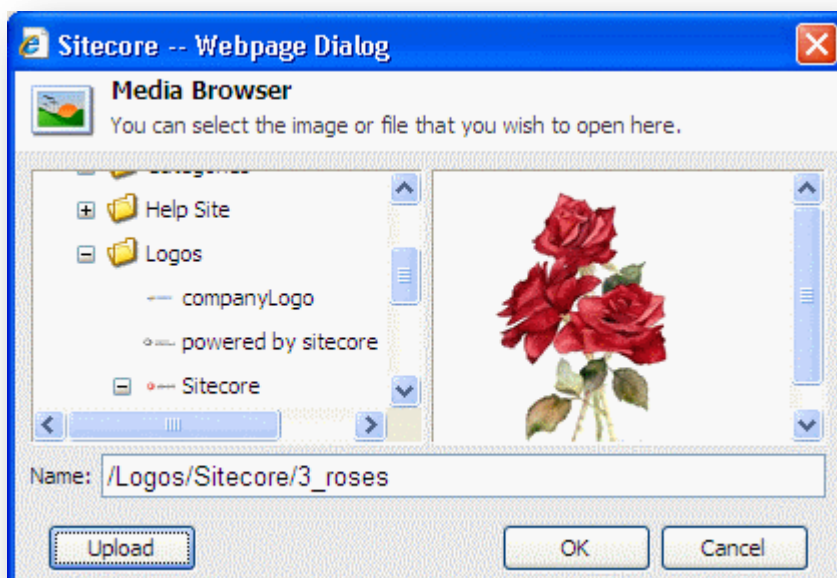
Click **Browse** to open the media library dialog from where you can upload and place images or choose from existing media library images. To upload an image, when the dialog box appears click Upload.



Once you click **Upload** the Upload a File dialog box appears. Click Browse and a standard windows explorer window will open, where you can select the image you want to upload. After this, click Upload and the Media library will open to show the uploaded image.

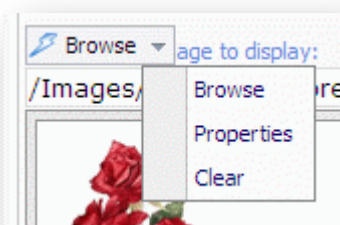


Close this window and you will be returned to the initial **Media** Browser dialog box where the image will already be selected for you.

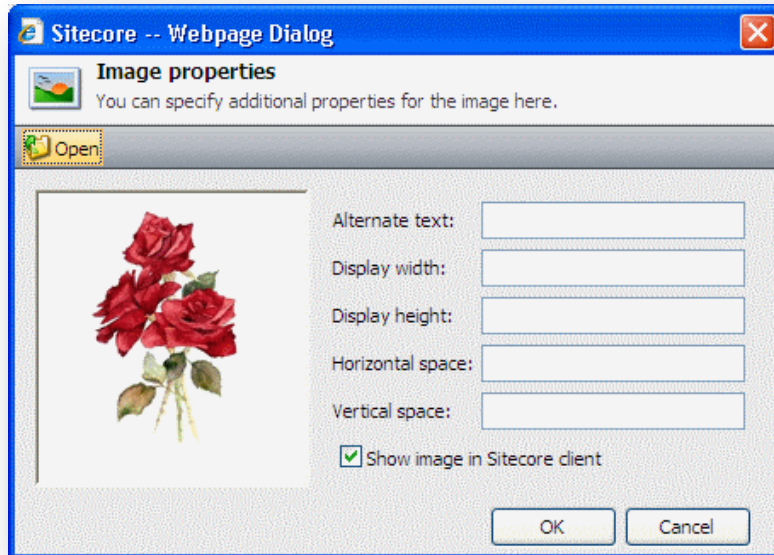


### 12.8.2 Editing image properties

Once the image has been selected, the properties of the image can be edited by selecting the drop down menu and choosing Properties.

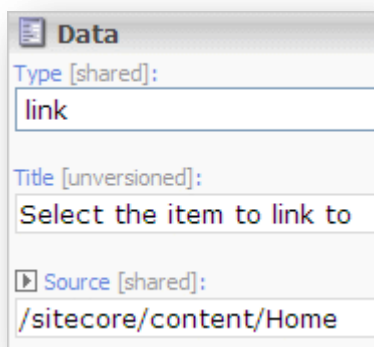


This will then take you to the **Image** Properties dialog window where you can directly change several of the images attributes to suit the place in the site where the image will be displayed.



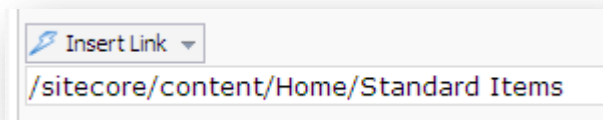
All properties except for the checkbox in the **Image** properties window are common HTML properties. If the Show image in Sitecore client checkbox is checked, a smaller version of the image will be displayed under the Image field in the editor.

The title field of the template item can be set to give a more meaningful title to the user's field entry.



## 12.9 Internal Link

This field is used for links to internal items. Only items within the web sites content can be selected as targets.



**Note:** You cannot use internal links to link to another site inside the master product as it will always try to link to the root of the source web site and not the target. To link to an item on another site within the master product you must use the Link field type.

Valid default value:

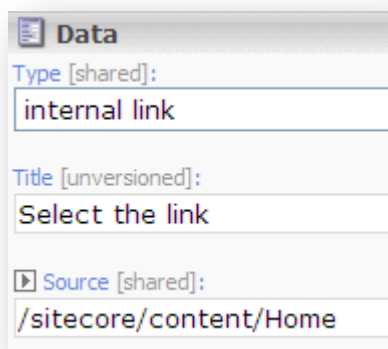
The value must be a relative path to an item within the current site.

For example: /content/Home/Breaking news

### 12.9.1 Creating an Internal Link

To create an **Internal** Link click Insert Link and the Item browser dialog box will appear where you can browse and select the required item to link to.

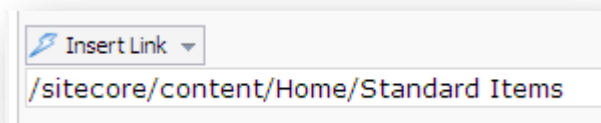
The **Source** field in the template can be set to restrict the root path the user has access to. The title field of the template item can be set to give a more meaningful title to the user's field entry.



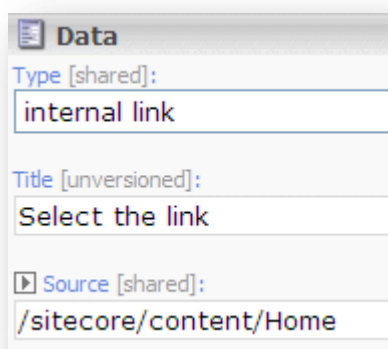
## 12.10 Link

This field can be used for a wide range of different kinds of links, such as:

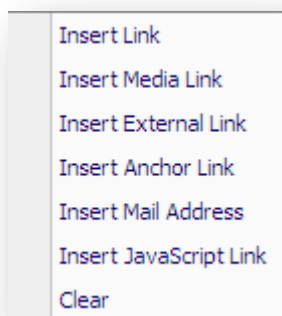
- Internal Links;
- Media Links;
- External Links;
- Anchor Links;
- Mail addresses;
- JavaScript Links.



Click **Insert** Link to open the Insert an internal link dialog where the link to a particular item can be specified, alternatively a link path can be typed directly into the field. The Source field in the template can be set to a default root path to restrict the selection that a user has access to. The title field of the template item can be set to give a more meaningful title to the user's field entry.



There is also a submenu consisting of the following options:



#### 12.10.1 Insert Link

Click this option to specify the link to a particular item.

#### 12.10.2 Insert Media link

Click this option to insert a link to an item in the media library.

#### 12.10.3 Insert external link

Click this option to insert a link to an external URL.

#### 12.10.4 Insert anchor link

Click this option to insert a link to an anchor on the web page.

#### 12.10.5 Insert mail address

Click this option to insert a “mailto:...” link.

#### 12.10.6 Insert JavaScript link

Click this option to insert a JavaScript link.

#### 12.10.7 Clear

This option clears the field of the current link details.

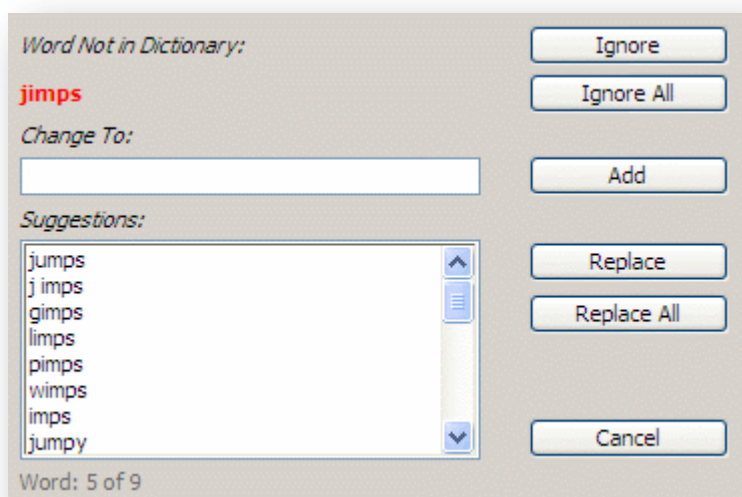
**Note:** The properties in all of the dialog windows are common HTML properties.

### 12.11 Memo

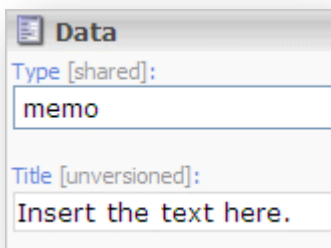
The memo field is a text field with more than one line of text. Commonly used where a lot of text is required.



Click **Spellcheck** to check the text for errors. This will invoke a spellchecker that will list any items that need correction in the inserted text.

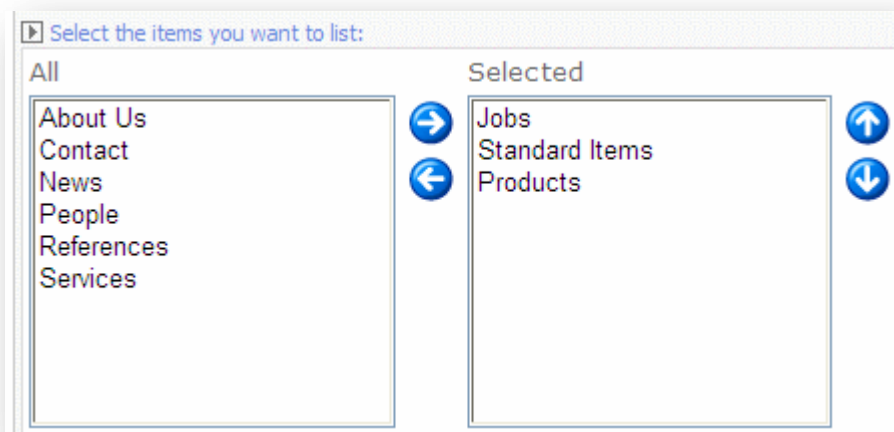


The title field of the template item can be set to give a more meaningful title to the user's field entry.

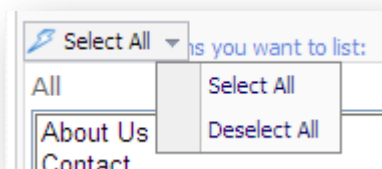


### 12.12 Multilist

This field is used to create a field that allows a user to select multiple values from a list of items. A user can move the items between the two boxes and sort the elements in the right hand box into the required order.

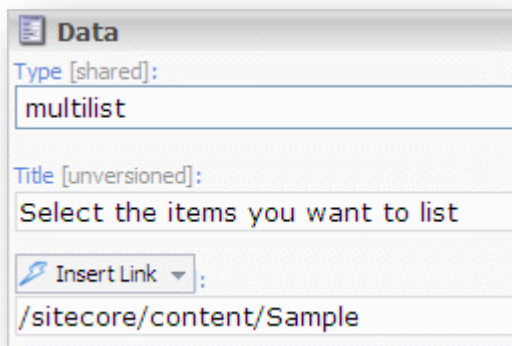


The drop down menu gives two options which can move the whole list of items to or from the selected items window.





The Multilist will fetch its values from an item specified in the **Source** field in the template. The title field of the template item can be set to give a more meaningful title to the user's field entry.



**Data**

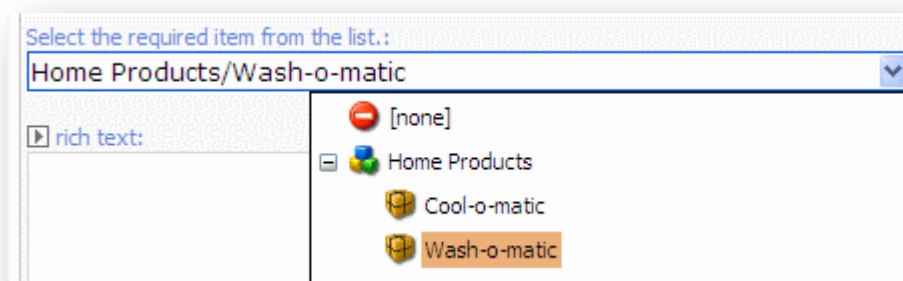
Type [shared]:  
 multilist

Title [unversioned]:  
 Select the items you want to list

Insert Link ▾:  
 /sitecore/content/Sample

### 12.13 Reference

This field is used to create a field which allows a user to select an Item from a content tree. It is displayed as a field with a drop down tree that the user can select an item from.



Select the required item from the list.:

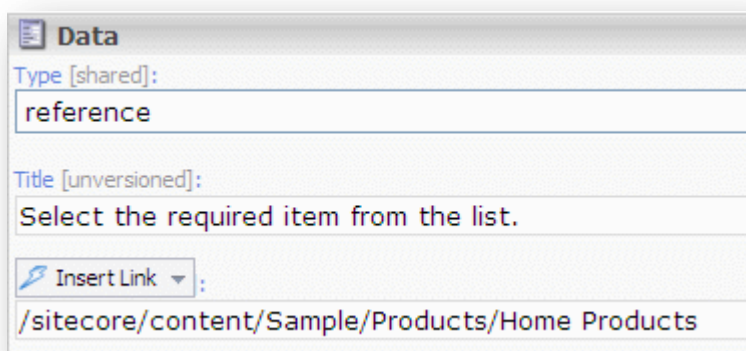
Home Products/Wash-o-matic ▾

rich text:

- ⊖ [none]
- ⊞ Home Products
  - ⊞ Cool-o-matic
  - ⊞ Wash-o-matic

When a user clicks the field, the content tree appears allowing to select an Item.

Use the Source field to specify the Item which will be the root entry point for the list. The title field of the template item can be set to give a more meaningful title to the user's field entry.



**Data**

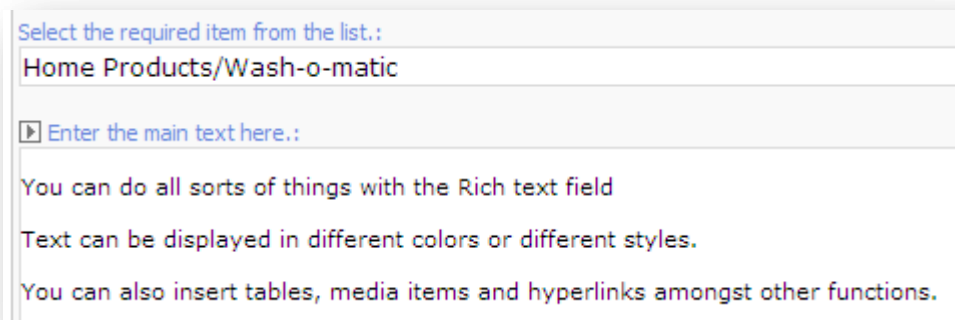
Type [shared]:  
 reference

Title [unversioned]:  
 Select the required item from the list.

Insert Link ▾:  
 /sitecore/content/Sample/Products/Home Products

## 12.14 Rich Text

This field is used to enter HTML formatted text. This text is highly versatile and can contain all sort s of extras, such as; hyperlinks, images, different colors and styles of text and tables.



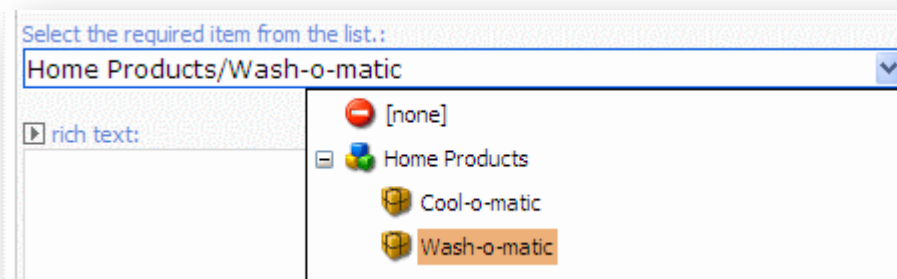
The title field of the template item can be set to give a more meaningful title to the user's field entry.



For more detailed information on using the Rich text editor please see the chapter entitled Using the Rich Text Editor.

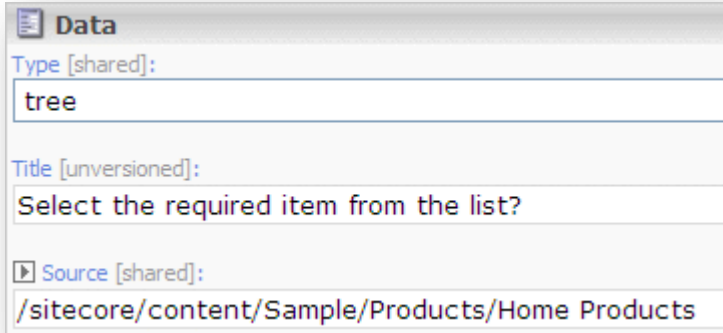
## 12.15 Tree

This field is used to create a field which allows a user to select an Item from a content tree. It is displayed as a field with a drop down tree that the user can select an item from.



When a user clicks the field, the content tree appears allowing to select an Item.

Use the Source field to specify the Item which will be the root entry point for the list. The title field of the template item can be set to give a more meaningful title to the user's field entry.



**Data**

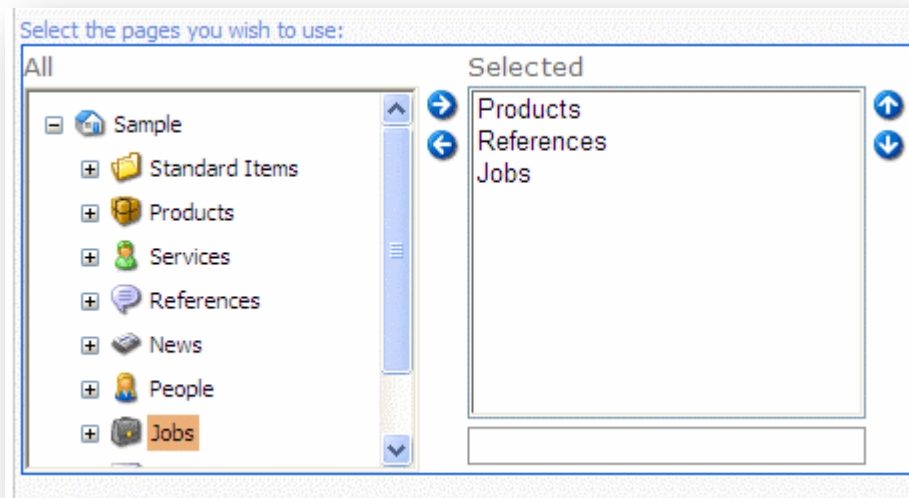
Type [shared]:  
tree

Title [unversioned]:  
Select the required item from the list?

Source [shared]:  
/sitecore/content/Sample/Products/Home Products

### 12.16 Tree List

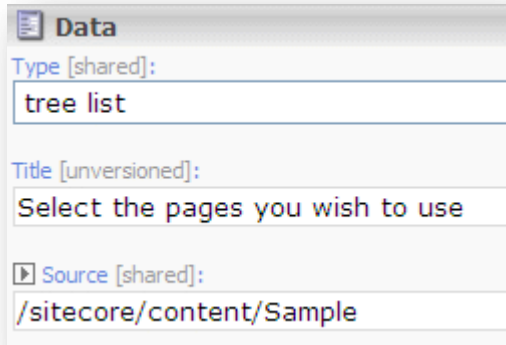
This field is a combination of a multilist and a tree field. This field is used to create a field which allows a user to select multiple items from a content tree. Users can put the items into the box on the right and sort the elements in the right hand box into the desired order.



Select the pages you wish to use:

All	Selected
<ul style="list-style-type: none"> <li>Sample</li> <li>Standard Items</li> <li>Products</li> <li>Services</li> <li>References</li> <li>News</li> <li>People</li> <li>Jobs</li> </ul>	<ul style="list-style-type: none"> <li>Products</li> <li>References</li> <li>Jobs</li> </ul>

Use the **Source** field to specify the Item which will be the root entry point for the list. The title field of the template item can be set to give a more meaningful title to the user's field entry.



The screenshot shows a configuration window titled 'Data'. It contains three input fields:

- Type [shared]:** tree list
- Title [unversioned]:** Select the pages you wish to use
- Source [shared]:** /sitecore/content/Sample

You can adjust the properties of the field by specifying the following parameters in the **Source** field:

#### 12.16.1 Data Source

Parameter type: path

Use this parameter to specify the root Item of the tree;

#### 12.16.2 AllowMultipleSelection

Parameter type: Boolean (yes/no)

If this parameter is set to yes, a User can add the same Item to the list more than once. By default, a User can only add one instance of an Item to the list;

#### 12.16.3 ExcludeTemplatesForSelection

Parameter type: List of template names

If you want to forbid selecting Items based on certain templates, you can list these templates here using a comma to separate template names. There must be no spaces between the names and the commas. By default, all templates are allowed.

#### 12.16.4 IncludeTemplatesForSelection

Parameter type: List of template names

If you want to allow selecting only Items based on certain templates, you should list these templates in this parameter. There must be no spaces between the names and the commas.

#### 12.16.5 ExcludeTemplatesForDisplay

Parameter type: List of template names

If you want to filter out Items based on certain templates from the content tree, you can list these templates here using a comma to separate template names. There must be no spaces between the names and the commas.

#### 12.16.6 IncludeTemplatesForDisplay

Parameter type: List of template names

If you want to include only Items based on certain templates in the content tree, you can list these templates here using a comma to separate template names. There must be no spaces between the names and the commas.

If you want to use several parameters, you should use the ampersand (&) sign to separate each parameter. For example, your Source field might look like this:

```
ControlDataSource=/sitecore/content/home&AllowMultipleSelecton=no&ExcludeTemplates= Document,LinkedDocument
```

**Note:** If you try to add an Item twice, you will get an error message.