



SITECORE FOR LIBRARIES

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Logging in

Website: <http://www.prl.ab.ca/sitecore/>

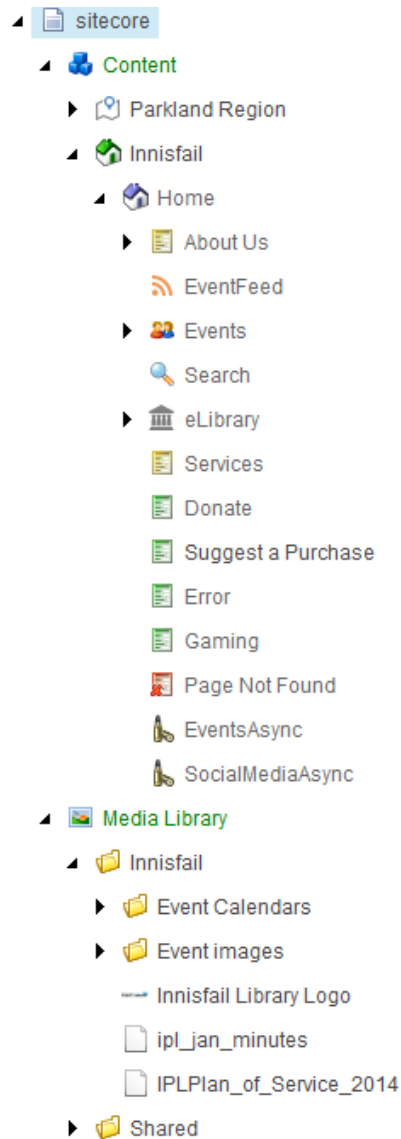
Use your username / password

Reset your password

Don't remember your username or password? Contact helpdesk@prl.ab.ca

Getting started

- Log into Sitecore
- Click on [Content Editor](#)
- Expand the black arrows beside [Content](#) or [Media Library](#)
 - Expand the black arrow beside your Green House [Library name] folder or in the Media library to view your pages or media items



Content Tree

- The menu structure on your site matches where a page falls in the tree. You can drag and drop a page to move it up and down in the menu.

Content structure

- **Site:** The green house icon with your library's name
 - **Homepage:** The blue house with [Home](#)
 - **Landing page:** Top level menu content like [About Us](#) and [Services](#). These have yellow page icons.
 - **Content pages:** The basic text page, such as [Contact Us](#) and [Board](#). These have green page icons.
 - **Events:** The section where you create events
 - **Event categories:** Adults, Children, Families, Seniors and Teens
 - **Event Folder:** For organizational purposes Events need to go into folders. The default structure is by year.
 - **Event Page:** The page created for an event.
 - **eLibrary:** This section is managed by PRL
 - Pages outside the menu structure: Items such as error pages and pages that aren't part of the menu go here. You do not need to edit these items.

Media library structure

The basic media library structure is less rigid. Often there is a 'files' folder and a 'images' folder, however you can organize your library's folder as you like.

What can I do at the Site level (Green house)?

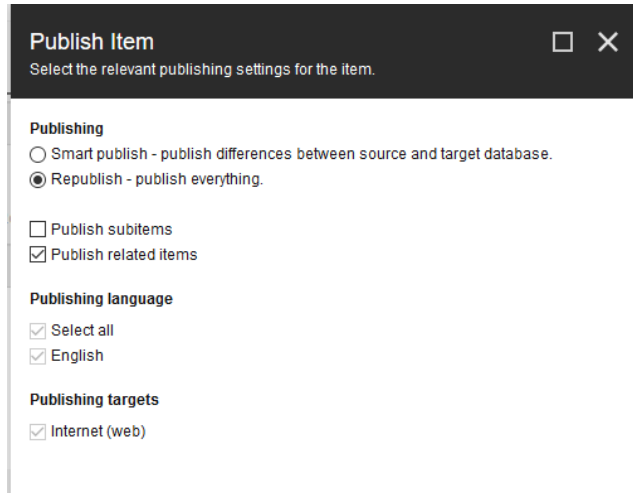
There are several options at the Site level (the green house icon with your library's name) that affect various parts of your website. Some of these fields should not be changed simply because the information in them does not change. Others are for within Sitecore only. Here's a list of what all of the fields do:

- **Name:** your library's full name. Does not appear on your site.
- **Short name:** what shows at the top when you scroll down. This is short because on mobile devices there often isn't enough room for the full name. **Please don't change!**
- **Code:** your library code. Does not appear on your site. **Please don't change!**
- **URL:** your website address. **Please don't change!**
- **Lat and Lon:** the GPS coordinates of your library for the map. **Please don't change unless your library has moved, then contact PRL to help you set up your new location.**
- **Logo Image:** the image for the top left of your site
- **Contact Email:** does not appear on your site.
- **Skin:** sets the colours for the site
 - Skin samples are available on support.prl.ab.ca/index.php/library-how-to/library-websites/
- **Home Hero Image:** the image that appears behind the search on your home page. There are standard images to use within the media library.
 - Images are located here: Media Library > Shared > Images > Homepage Search Images
- **Location Notes:** adds text to top of the section beside the map on the Location and Hours page.
 - Used to show your Library card fees.
- **Show Live Hours:** show today's open hours at the top of all pages
- **Social Media accounts:** where the social media links at the top of the site go to and the social media widget pulls posts from.
 - To add a Instagram account contact helpdesk@prl.ab.ca
- **Social Media Layout:** if you don't have all four of the social media outlets currently available, this switches your widget to a format that only shows the accounts with a link
- **Special Notices:** if there is something important (sudden closures, temporary locations, etc.) this adds a notice to the top of your website
- **Google Analytics:** how we get your website statistics. Does not appear on your site. **Please don't change!**
- **Event Distance Default:** what level the event pages default to when first opened

Often changes made to the Site options can take a few minutes to appear. It's waiting on a cache refresh that takes place every hour.

Publishing Site changes

- [Lock and edit](#)
- Make changes
- [Save](#)
- [Review](#) menu > [Publish](#)
- [Publish](#) menu > [Publish](#) drop down > [Publish Item](#) > Select “[Republish](#)” “[Publish related items](#)”



- Click [Publish](#)
- Click [OK](#)
- Wait for the publishing to finish and check your website to confirm changes were made

What can I do at the Home level (Blue house)?

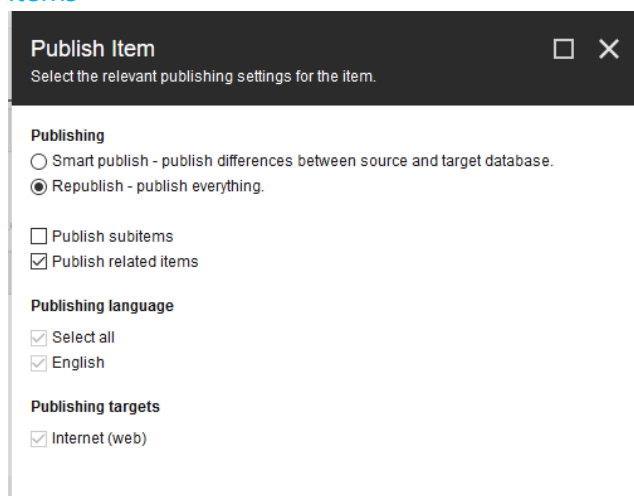
The Home level (The blue house icon) has several options that change the content on your homepage. Some options don't really apply to the homepage, i.e. the page doesn't show a title, but are still available. Here is a list of what all the fields do:

- **Title:** does not appear on your site (for the homepage)
- **Menu Title:** does not appear on your site (for the homepage)
- **Summary:** does not show up on your site (for the homepage)
- **Popular searches(catalogue and website):** the suggested searches listed under the search box. For most libraries Parkland updates this every two weeks.
- **Featured event:** The event that appears over the others on the home page. Once the event is over it will not show on the site – there won't be a featured event until you replace the link.
- **Features:** A place to highlight important content or link to outside pages.
- **Feature Image:** The image that appears behind the features
- **Youtube teaser:** While other social media is updated automatically, that couldn't be set up for YouTube. Instead the text that appears in that box is added here.
- **Footer content:** What appears on the right side of the Footer. Content for here is added in the Shared section under assets:content

Often changes made to the Home options can take a few minutes to appear. It's waiting on a cache refresh that takes place every hour.

Publishing Home changes

- [Lock and edit](#)
- Make changes
- [Save](#)
- [Review](#) menu > [Publish](#)
- [Publish](#) menu > [Publish](#) drop down > [Publish Item](#) > Select "[Republish](#)" "[Publish related items](#)"



The screenshot shows a dialog box titled "Publish Item" with a close button (X) in the top right corner. Below the title bar, it says "Select the relevant publishing settings for the item." The dialog is divided into several sections:

- Publishing:** Two radio buttons are present: "Smart publish - publish differences between source and target database." (unselected) and "Republish - publish everything." (selected).
- Other options:** Two checkboxes: "Publish subitems" (unselected) and "Publish related items" (checked).
- Publishing language:** Two checkboxes: "Select all" (checked) and "English" (checked).
- Publishing targets:** One checkbox: "Internet (web)" (checked).

- Click [Publish](#)
- Click [OK](#)
- Wait for the publishing to finish and check your website to confirm changes were made

Adding a Page

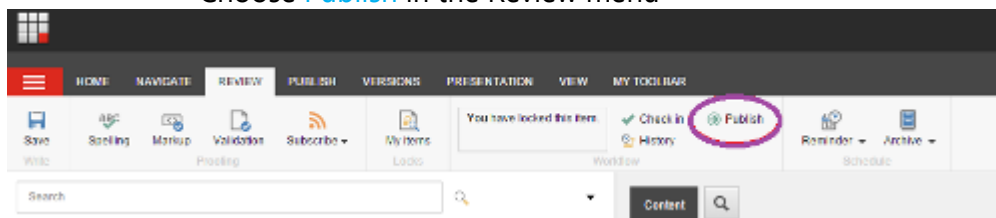
- Right click on the [Landing Page](#) you want your new page to be under in the menu structure
- Choose [Insert](#) then [Content Page](#)
- Enter the name for the page
 - This name is only displayed in the URL and fills in the Title field, however you can change the Title field to add non-alphanumeric characters after
 - Cannot include any accent many non-alphanumeric characters, such as colons or both dashes and spaces (choose one or the other)
- New content is automatically locked to its creator until it is published. Someone under another username cannot edit it until it is unlocked.
- Here are what the fields in the page form do:
 - **Title:** shows at the top of the page
 - **Menu Title:** How it appears in the menu. If left blank the page doesn't get added to the menu.
 - **Summary:** For Content Pages this appears on the Landing Page. For example, the Contact Us summary is on the About Us page.
 - **Main content:** The text and images that appear on the page. Most of the icons work the same as in Microsoft Word and other word processors with a few exceptions. See Text editor section for more information.
 - **Main image:** For Content Pages this appears on the Landing Page. For example, the Contact Us main image is on the About Us page.
- Save your page as you go to keep the draft version of the page without publishing it.
 - [Save](#) is in the top right of any edit page.

Editing a page

- Select the page you would like to edit
- Click [Lock and Edit](#)
- Make the changes
- [Save](#)
- Follow the steps to Publishing a page





Publishing a page

- In the top menu go to the [Review](#) tab
- Choose [Publish](#) in the Review menu



Using the Text Editor

The text editor is the same for pages and events. Most of the icons work the same as in Microsoft Word and other word processors. There are a few Sitecore specific functions:

-  **Stripping formatting:** If you're copying and pasting text from another place, especially Word, it brings over a lot of background HTML, which these options can remove.
-  **Sitecore link:** If you're linking to something in Sitecore (a page, event, or file) this is the best way to do it. This creates a link that is attached to the item and will change with it. So, if the page gets moved or the URL is changed, the links will know where it went.
-  **Linking to an image** in the media library:
 - Make sure you have selected the place you want the image to go in the edit box
 - Click [Insert Sitecore Media](#)
 - Navigate the media library content tree to find the image you want to use
 - Click the [Media Library Item](#)
 - You can upload an item from here if the image is not already in your media library
 - Click [Insert Image](#)
- **Copy/Paste**
 - Copy/Paste functions work better in Chrome
 - To Paste text using FireFox use the [Paste as plain text button](#) 

Events

Here are a few things you might want to know about the events section of the website:

- Events from oldest to newest based on the start dates.
- The event listing will disappear from the website when the end date is over, however it will still exist in the content tree. You can delete this event, but it is usually not necessary.
- If a category isn't chosen then the event will still appear on the homepage and main event list page, but not on any of the category pages.

Adding an Event

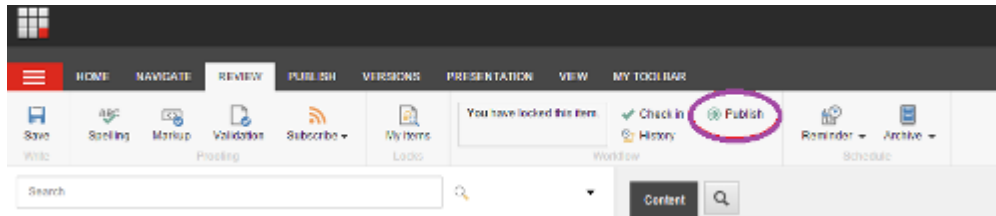
- Right click on the parent folder you want your event under
 - i.e. Content > [library name] > Home > Events > [age category] > [year folder]
- Click on [Insert](#) > [Event Page](#)
- Enter the name for your event.
 - This name is only displayed in the URL and fills in the Title field, however you can change the Title field to add non-alphanumeric characters after
 - Cannot include any accent many non-alphanumeric characters, such as colons or both dashes and spaces (choose one or the other)
- Fill out the fields for the event listing:
 - **Title:** shows at the top of the page
 - **Menu title:** Doesn't seem to make a difference on events
 - **Summary:** What shows on the home page and main event pages. The input box has no limit, but what can actually show does. Keep to Tweet length! (~140 characters)
 - **Category:** What icon shows on the event listing/which sub-event page it appears on.
 - **Start and end dates:** month/day/year, or use the calendar in the drop down. The events appear in order by start date
 - **Date time description:** Appears under the title. Use to specify times/dates on a multi-day program. For example: Wednesdays, 4-6
 - **Location:** Use if not at your library
 - Make sure to add your town name to the end, there are a lot of town offices or halls in the area!
 - **Description:** The main content.
 - The summary repeats at the top of the description, so don't repeat the summary
 - You can add images to the event listing here.
 - See the section on the text editor for more information
- Save your event as you go to keep your work. [Save](#) is in the top right of any edit page.

Editing an Event

- Select the event you would like to edit
- Click [Lock and Edit](#)
- Make the changes
- [Save](#)
- Follow the steps to Publishing your event

Publishing your event

- In the top menu go to the [Review](#) tab
- Choose [Publish](#) in the Review menu



Event not showing up?

- Make sure the name of the item does not contain both dashes and spaces
 - This is the name that displays on the left sidebar, not in the actual event
 - Republish the event if the name was changed
- If you have published the event using the above steps and it is not appearing do the following:
 - Select the folder that the event is in
 - Go to [Publish](#) in the top menu
 - Choose [Publish](#) (with the globe icon) in that menu then [Publish Item](#) in the popup menu
 - Make sure that [Republish](#) and [Publish Subitems](#) box is checked before clicking the blue [Publish](#) button
- If you've published the event using the method above and it isn't appearing on the website, publish the folder the event is in, including subpages by:
 - Go to [Publish](#) in the top menu
 - choose [Publish](#) (with the globe icon) in that menu then [Publish Item](#) in the popup menu
 - Make sure that the [Publish Subitems](#) box is checked before clicking the blue [Publish](#) button
- Event feed max. 100 items
 - Is your event feed showing 100 items? The maximum amount of items the event feed is 100, it is possible the event is published, but cannot be seen in the feed.
 - Search the website for the event on the website
 - The event will appear if it is found through the search once some of the older events pass

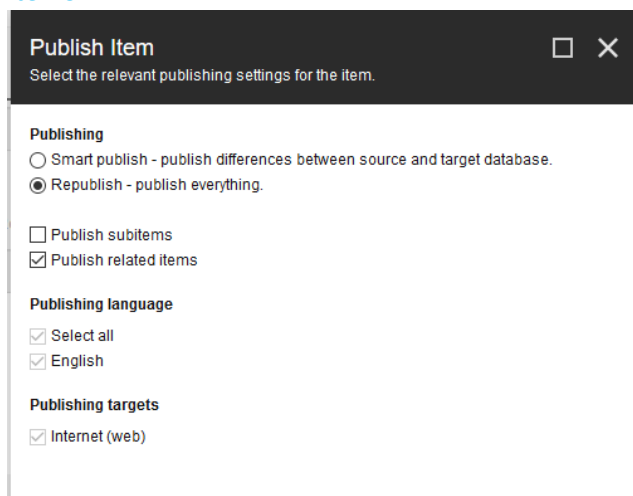
Still having issues? Contact helpdesk@prl.ab.ca

Changing the Featured Event

The Featured Event is the event that appears over the others on the home page. The featured event will be removed along with the event once the end date has passed.

You can only link an existing event, follow the instructions in Adding an Event first if needed.

- Select the [Home](#) page in the content tree
- [Lock and Edit](#)
- Find [featured event](#) options
- Click on [insert link](#)
 - A popup with the content tree will appear; find the event you want featured
 - Click on the event to highlight it, then click the [insert](#) button in the bottom right of the popup
- [Save](#)
- In the top menu go to the [Review](#) tab
- Choose [Publish](#) in the Review menu
- [Publish](#) menu > [Publish](#) drop down > [Publish Item](#) > Select "[Republish](#)" "[Publish related items](#)"



- Click [Publish](#)
- Click [OK](#)
- Wait for the publishing to finish and check your website to confirm changes were made

Adding a Feature

The features are a place to highlight important content or link to outside pages.

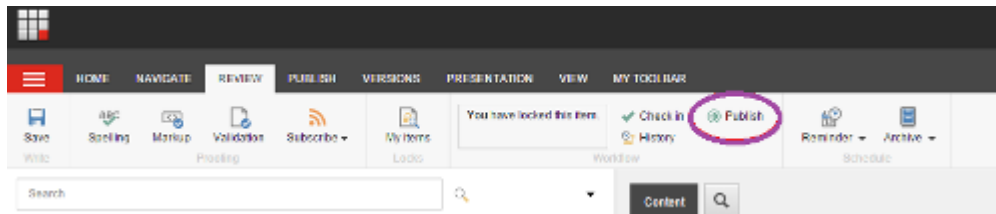
They are the boxes that appear about halfway down the Home page. Parkland manages these boxes for most libraries, but you can insert your own content as needed.

Creating a new Feature

- Go to Parkland Region > Assets > Features
- Right click on your features folder and click on [Duplicate](#)
- Enter the name for your feature
 - Cannot include any accent many non-alphanumeric characters, such as colons or both dashes and spaces (choose one or the other)
 - This name fills in the Title field, however you can change the Title field to add non-alphanumeric characters after
- Fill out the fields for the event listing:
 - **Title:** shows at the top of the feature
 - **Summary:** The main text for the feature. The input box has no limit, but what can actually show does. Keep to Tweet length! (~140 characters)
 - **Link:** All features need to link to something else, either on your site or an external link
- Save your feature as you go to keep your work.
 - [Save](#) is in the top right of any edit page.

To publish the feature

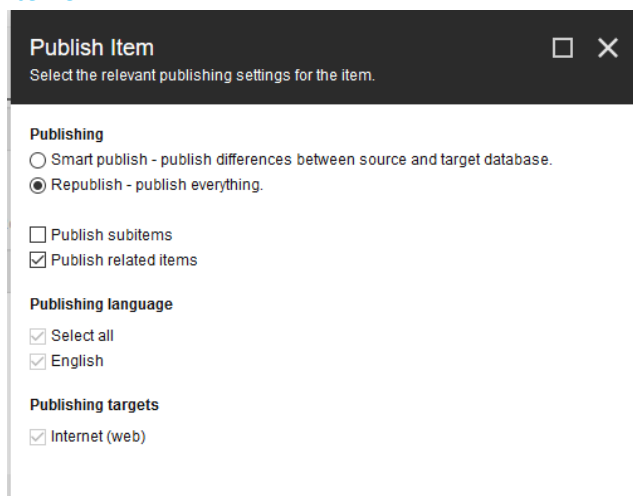
- In the top menu go to the [Review](#) tab
- Choose [Publish](#) in the Review menu



- **You will need to change the features to have the new feature appear on your website**

Changing the Features

- Create the feature (See Creating a new feature)
- Select the [Home](#) page in the content tree
- Lock it for editing
- Find [features](#) options.
 - There are two features fields.
- Click on [insert link](#). A popup with the content tree will appear; find the event you want featured
 - Under Content > Parkland Region > Assets > Features > [library name] > [feature you're looking for]
- Click on the feature to highlight it, then click the [insert](#) button in the bottom right of the popup
- [Save](#)
- In the top menu go to the [Review](#) tab
- Choose [Publish](#) in the Review menu
- [Publish](#) menu > [Publish](#) drop down > [Publish Item](#) > Select "[Republish](#)" "[Publish related items](#)"



The screenshot shows a dialog box titled "Publish Item" with a subtitle "Select the relevant publishing settings for the item." The dialog contains several sections of settings:

- Publishing:** Two radio buttons are present. The first is "Smart publish - publish differences between source and target database." The second is "Republish - publish everything," which is selected with a filled circle.
- Publish subitems:** A checkbox labeled "Publish subitems" is unchecked.
- Publish related items:** A checkbox labeled "Publish related items" is checked.
- Publishing language:** Two checkboxes are present: "Select all" and "English," both of which are checked.
- Publishing targets:** A checkbox labeled "Internet (web)" is checked.

- Click [Publish](#)
- Click [OK](#)
- Wait for the publishing to finish and check your website to confirm changes were made

Deleting or Unpublishing an Item

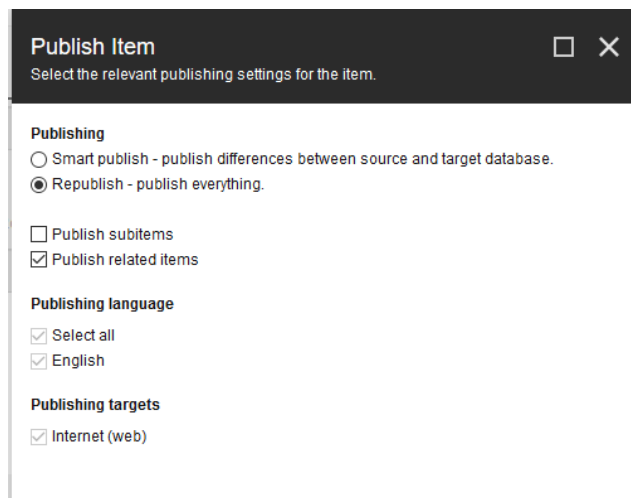
To delete a page, event, or media item

If you want an item to be completely gone from your website

- Right click on the item's name in the content tree and choose [Delete](#) from the menu that comes up
- If you accidentally delete an item, it will briefly be in your recycling bin and can be restored from there

To remove the item from the website once it is deleted

- Publish the parent folder or page that the deleted item was under
 - [Publish](#) menu > [Publish](#) drop down > [Publish Item](#) > Select "[Republish](#)" "[Publish related items](#)"



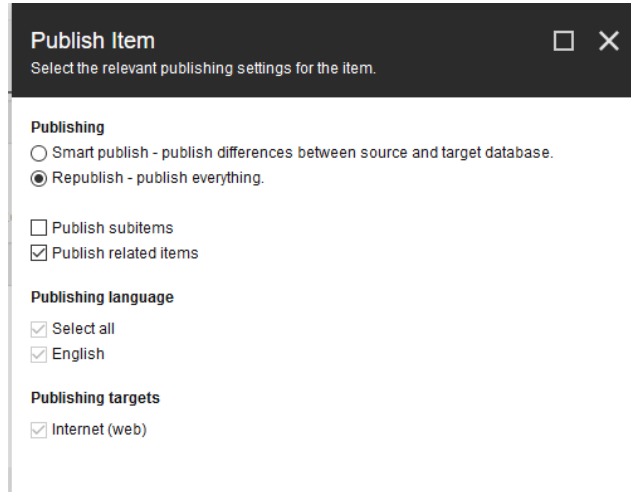
- Click [Publish](#)
- Click [OK](#)
- Check the website to confirm the item has been removed

If the delete option isn't available contact helpdesk@prl.ab.ca as this is a problem with your user permissions

To unpublish a page, event, or media item

If you want an item to be available for later, but invisible on your website

- Under **Publish** in the top menu click on **Change**
- A **Publishing Settings** dialog box should popup
- Go to the **Item** menu and deselect the **Publishable** checkbox
- You can also use this dialog box to publish different versions of a page on different dates.
- Click on **OK**, then save your changes
- Publish the item:
 - **Publish** menu > **Publish** drop down > **Publish Item** > Select **“Republish” “Publish related items”**



- Click **Publish**
- Click **OK**
- Check the website to confirm the item has been removed

Media Library

Media folders:

- Your library folder
 - The place to upload images and files for your website
- Shared folder
 - Where the generic images for the sites are kept
 - Feel free to use these on your website

Media sizes:

- Standard background image size is 1250px by 550px
 - Hero image and image behind feature boxes
- Standard wide image size is 800px by 400px
 - Used for images for pages

Uploading files:

- Go to the folder you want to add the item to and click on [upload files](#)

Media file names

- Must be unique
 - Updating a file, always use unique names, append "edited" "revised" or numbers at the end to create unique file names if updating a file
- Cannot include both spaces and dashes in the file name e.g. "Fun-time with us" is an invalid file name and will not work
- Keep organized into folders to easily find media items

Replacing Images

If you already have an image in place that is being used in one or more places you can replace it in the media library by using the "attach" functionality. This will save you from fixing the broken links for an image that has been deleted and re-uploaded.

- Go to the [Media Library](#)
- Select the image that you want to replace.
- Find the [Media](#) section and click [Attach](#)
- Upload your new image
- [Publish](#)
- You will see it everywhere that it is used