

User Manual

Sitecore Content Manager

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Structure of the User Manual

0.1 Formatting of This Document

Orange indicates systematic instructions.

Critical information is displayed in blue.

Helpful advice is displayed in green.

0.2 Using This Document

Sections 1 through 16 of this document describe how to use the capabilities of Sitecore. Sections 17 through 28 provide detailed explanations of the system. Section 29 provides a glossary of terms and definitions.

This User Manual supports different Sitecore roles:

- **Content Maintenance-oriented Users** typically use Sitecore's Content Markers which provide a highly intuitive mode of access. Sections 1 through 6 and 20 through 28 should be most relevant to this group of Users.
- **Approval- and Publish-oriented Users** generally work in the Sitecore Client, a browser-based User Interface providing a superset of the functions provided by Content Markers. Descriptions of these utilities appear in sections 1 through 16 and 20 through 28.
- **Development- and Administration-Oriented Users** should be familiar with all functionality including Database Tasks and User access configuration.

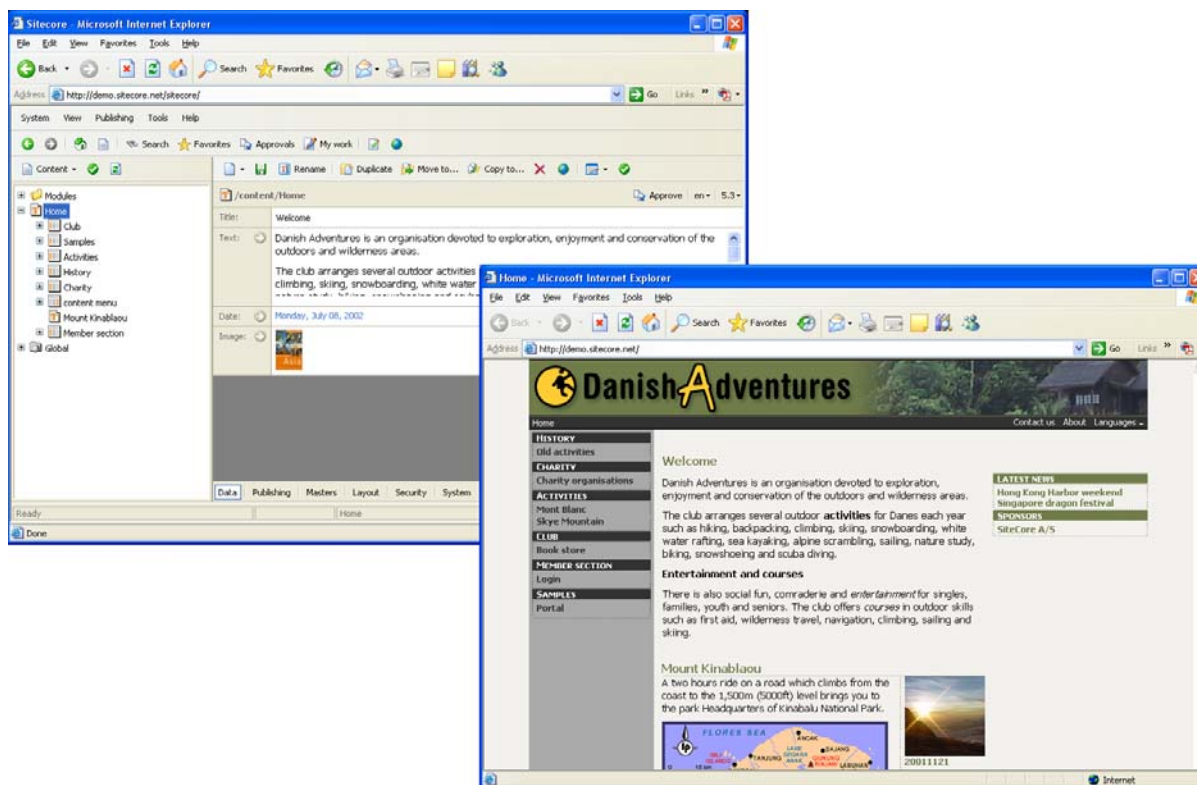
1 Introduction to Sitecore

Sitecore is a software program running on an IIS web server allowing Sitecore Users in various roles full control of the information and organization of any number of published websites available (read-only) to a larger audience or the internet. Sitecore tools are not visible to ordinary web browsers; administrators explicitly and specifically granted access to Sitecore affect the site's content.

Most websites consist of content in the form of text, images and binary media such as PDF and Flash. The structure of any textual information can be broken into fields such as title and body to facilitate its maintenance and reuse, such as dynamically generating navigation based on the "link title" fields associated with various records or generating multiple views for print, PDA, Wireless and other implementations.

As opposed to early attempts at web development and content management, Sitecore considerably simplifies the process of maintaining this content, providing a great degree of control. There are a variety of advantages to the Sitecore approach that reduce time-to-web and total cost of ownership while increasing business value and return on investment. Sitecore leverages the latest web technologies to separate the various roles involved in site maintenance including content (xml), layout (aspx/ascx), presentation (xsl), style (css) and application (C#/JavaScript) developers. Non-technical Sitecore Users should be able to perform most common content maintenance functions without any specific web development training and only minimal Sitecore training (such as this document or an even smaller "cheat sheet").

In many cases, there is a direct correspondence between the view provided through the Sitecore browser-based client User Interface and the published site, as demonstrated in the following example:



In this example, the site structure shown in the left-hand pane of the Sitecore Client directly matches the left-navigation of the site itself, and the content fields in the right-hand pane map directly to the content items on an individual page.

Distribution of Ownership

One major advantage of Sitecore is that administrators can easily manage profiles such that each content contributor in the organization has access only to relevant content structures and records.

2 Getting Started with Sitecore

An administrator configures the Sitecore software which is accessed through a URL (a web address such as <http://server.domain.tld/Sitecore>), then associate User IDs with groups controlling access to specific functionality and site components. Developers may choose to access some components using the site's file system directly. Microsoft Internet Explorer 6.0 (IE) or higher is required to use this interface.

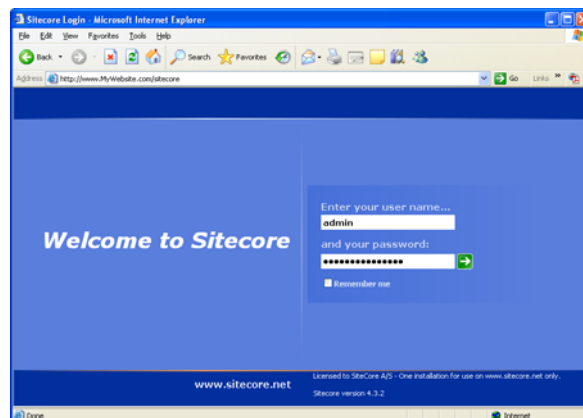
Microsoft Internet Explorer 6.0 Required

To determine the browser version before logging into Sitecore, Select "Help->About Internet Explorer". Free browser upgrades are available at <http://www.windowsupdate.com>, or an administrator may need to upgrade the browser.



Accessing Sitecore:

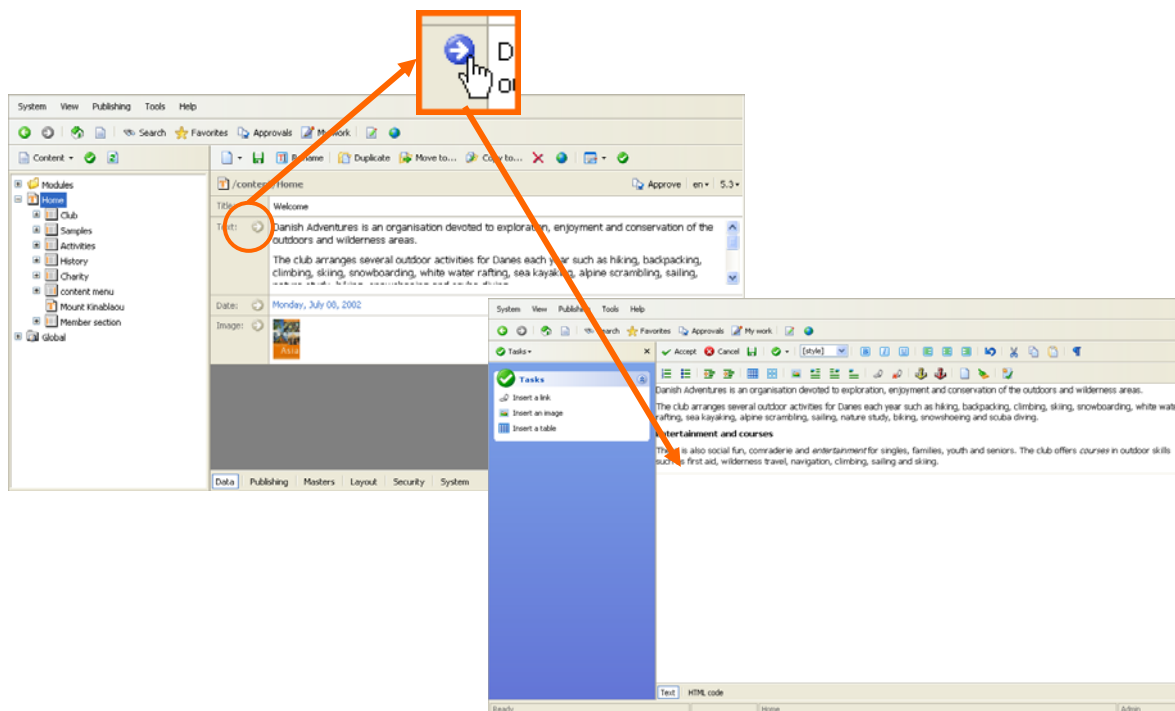
1. Start Microsoft Internet Explorer.
2. For convenience, bookmark the URL provided by a CMS administrator.
3. Enter the User ID and password provided by a CMS administrator.



For most convenient access to the greatest range of functionality, maximize the Sitecore client or using F11 to toggle between full-screen and standard views.

3 The HTML Editor

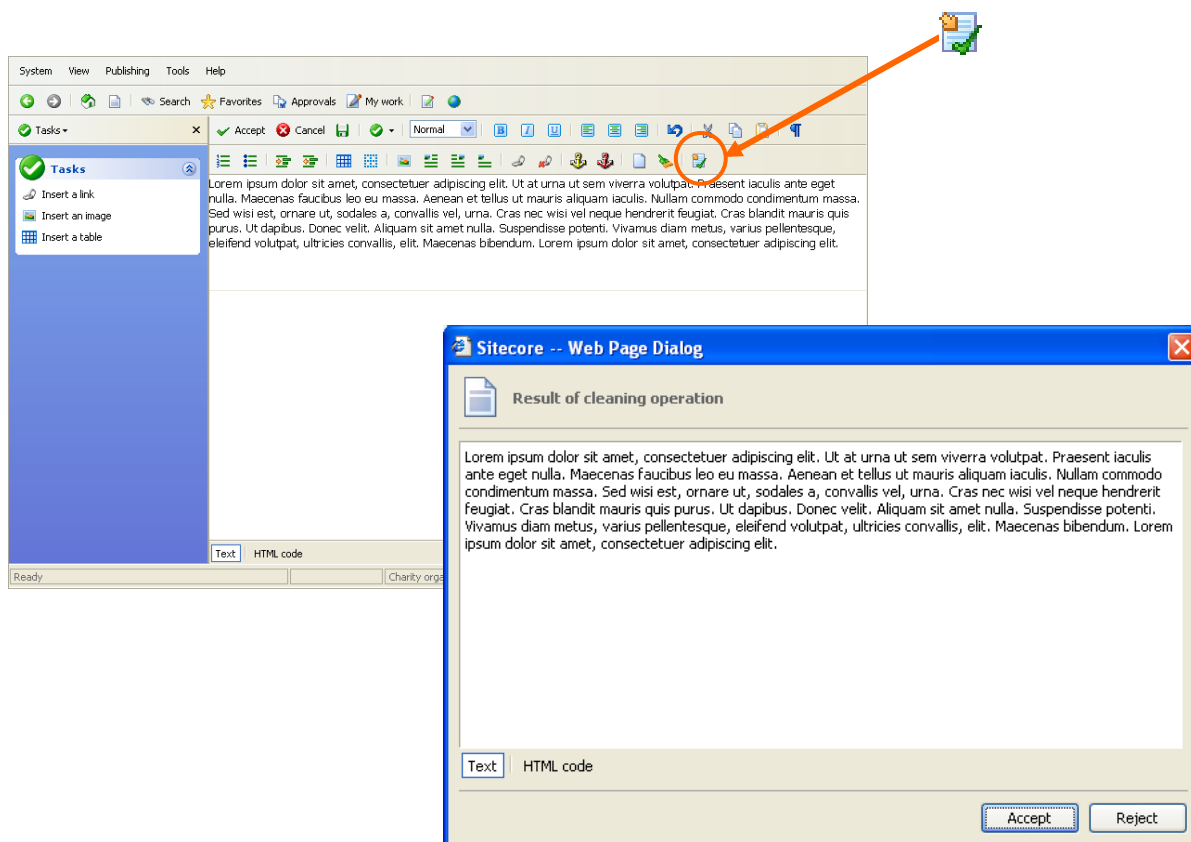
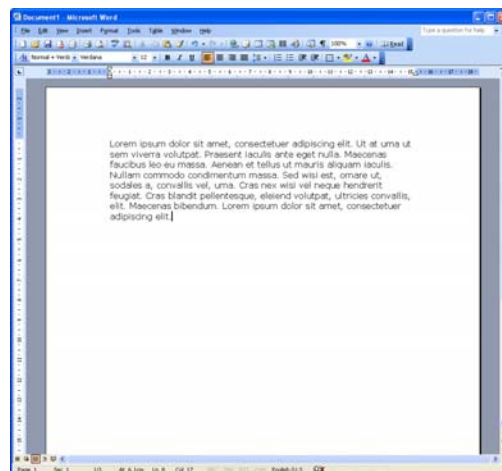
First locate the record for edit, then use the editing tools provided with Sitecore. Large sections of content generally allow an HTML Editor accessed using the blue arrow next to one of the text fields in the record:






Working with the content of the website is quite similar to working with Word. Insert tables and images, make bulleted lists, apply text styling such as italics and perform various other content maintenance tasks. The HTML Editor provides a few buttons unfamiliar to Sitecore Users who have not previously managed web sites; descriptions appear in the last section of the User Manual. The following section explains the most common functions.

3.1 Copying Text from Word

1. Open the document in Word.
2. Navigate to the record in Sitecore. There is no need to close either application before accessing the other – open both at once and use ALT-TAB, the Windows task bar and other facilities to move back and forth between the two windows.
3. In the Word document, select the text to copy and choose Edit->Copy.
4. In the appropriate field of the intended Sitecore record, use the Paste function of the HTML Editor to insert the copied content.
5. Automatically remove Microsoft styling codes not relevant to web content using the “Clean HTML” button. This function is typically automatic.
6. Approve or reject the code changes suggested by the system. It is generally advisable to accept the changes.



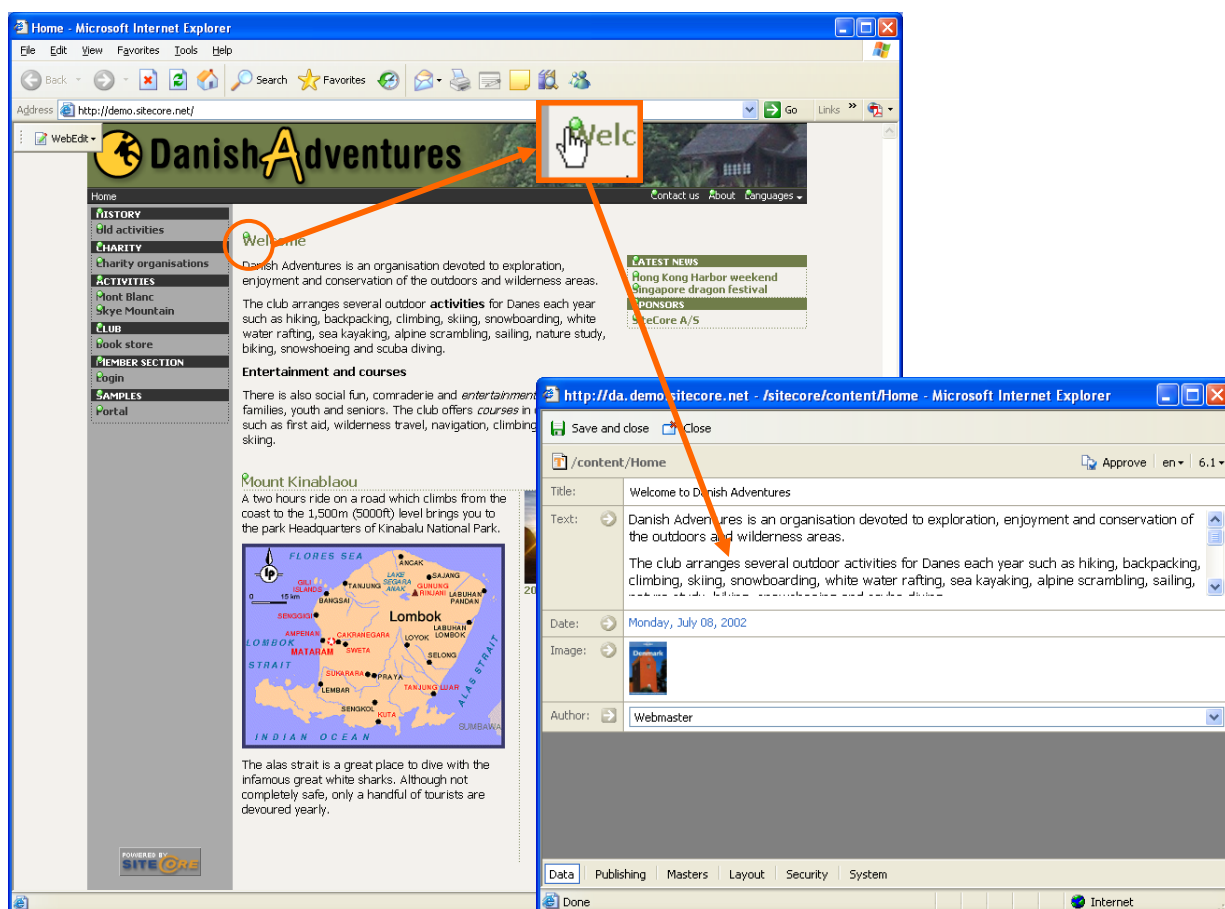
HTML Editor Buttons		
	Delete text	Remove all formatting and text from the current field.
	Accept	Close the HTML Editor to complete maintenance of a field's content. The data is updated but the record will not be saved until Save is selected.
	Cancel	Discard any changes made since the last "Accept" and return to record view.
See the Sitecore Glossary & Reference for explanations of all buttons in the HTML Editor.		

Working with Media

It is not possible to copy images directly into the HTML Editor; they must be uploaded to the server using the Media Library (see Section 10, "Uploading to the Media Library").

4 Content Markers

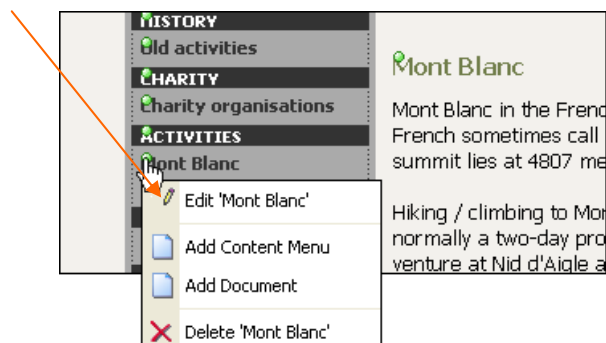
Some Sitecore Users access Sitecore using Content Markers, which provide a facility for navigating to content requiring maintenance by simply browsing the site rather than navigating through the Sitecore Client. This is generally preferable and can reduce the workload and learning curve for non-technical business Users. Selecting the small green Content Markers on the page will edit the content closest to the marker. “Right-clicking” the marker will provide a context menu providing additional actions such as the creation of a new item. The content editor exposed using Content Markers is a greatly simplified version of the Sitecore Client.



Starting Directly in Preview

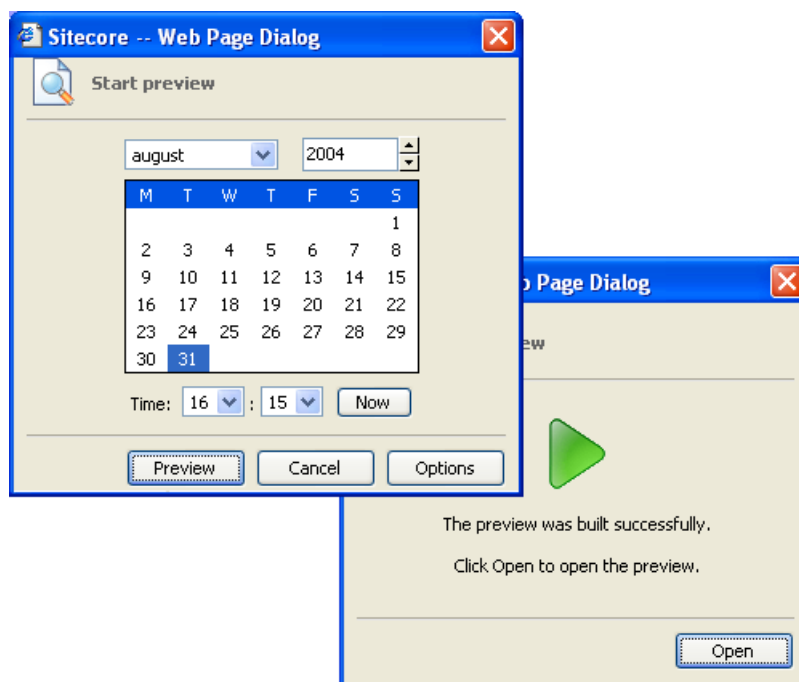
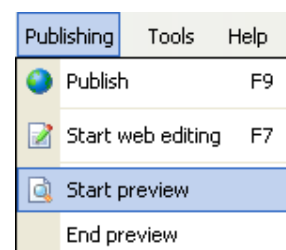
Section 17 (User Configuration) contains information on configuring Sitecore Users to start in Preview Mode so they do not need training on the Sitecore Client.

“Right-clicking” the Content Marker exposes a menu allowing additional functions:



Web Preview Mode (Content Markers Interface)

1. From within the Sitecore Client select “Start preview” from the “Publishing” menu on the top menu bar, or use the shortcut key F7.
2. Select a date to view the website as it appeared at any point in the past, or view content scheduled for publication by specifying a date in the future.
3. If a date is specified, it may take some time for the system to build the preview site. Acknowledged the dialog box indicating that this process is complete and a new browser window loads that version of the site including Content Markers and the Preview Tool Bar.



4. After viewing the preview site, select “End preview” from the Preview Tool Bar to close the window.

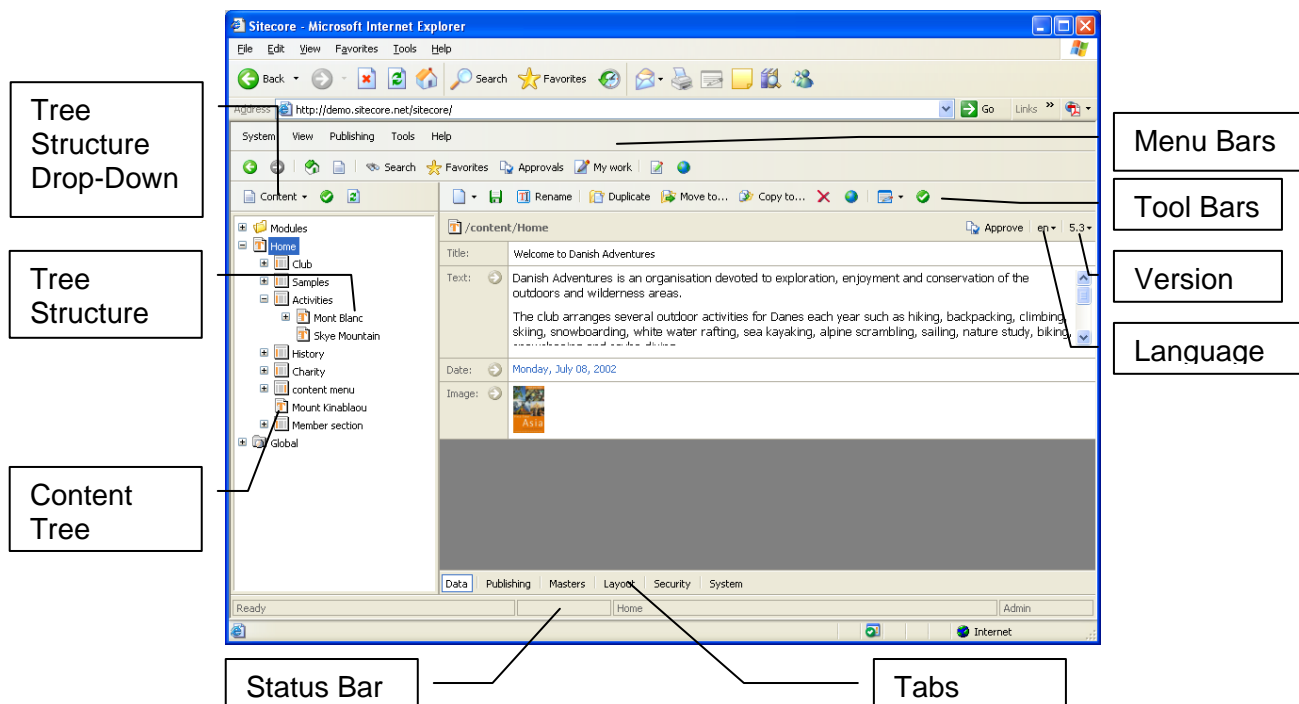


5 Sitecore Client

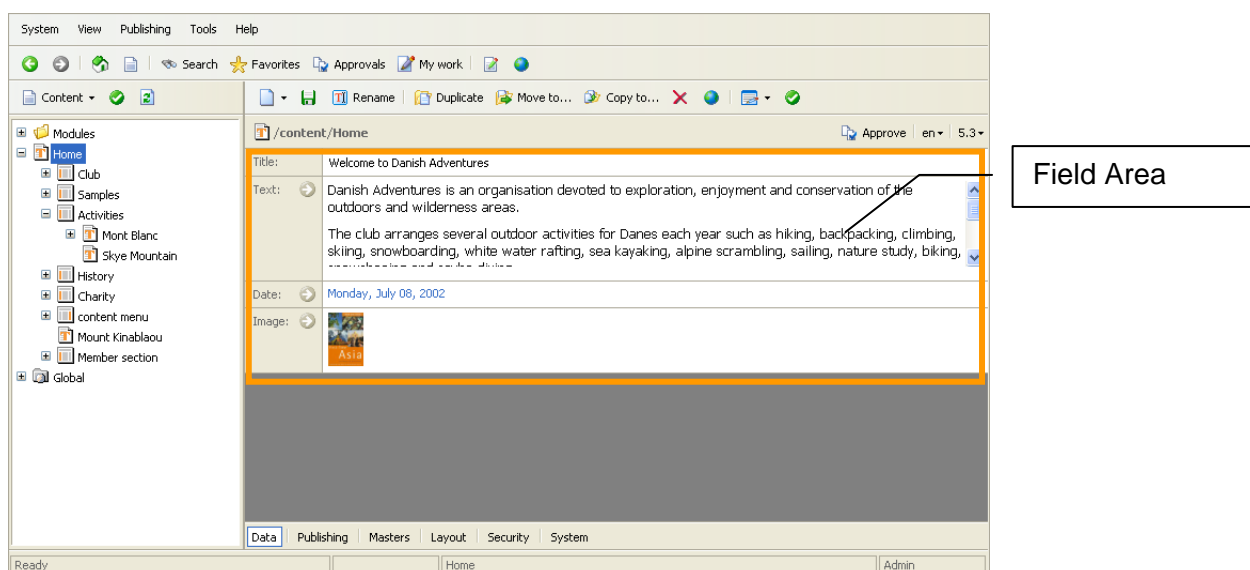
The Tree Structure pane of the User Interface shows the Sitecore Area in which the User is working. Since most Sitecore Users work primarily with content, this is the section shown by default after logging in. This User Manual contains an index covering all of the Sitecore Areas.

Content Area

Sitecore Users work with content records and fields in this area.



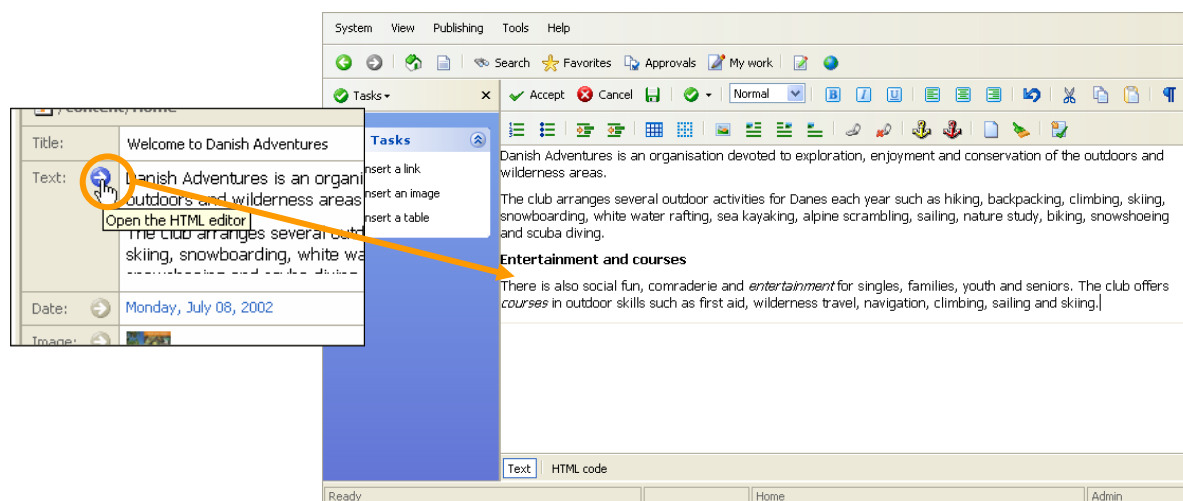
Records are selected by selecting in the Content Tree which appears in the Tree Structure in the left-hand pane of the Sitecore Client, similar to that found in Windows Explorer.



Sitecore Templates are configured such that different fields will appear when working with the various records. The Template that was used to create the record determines which fields will appear. For example, a news article may have the following fields:

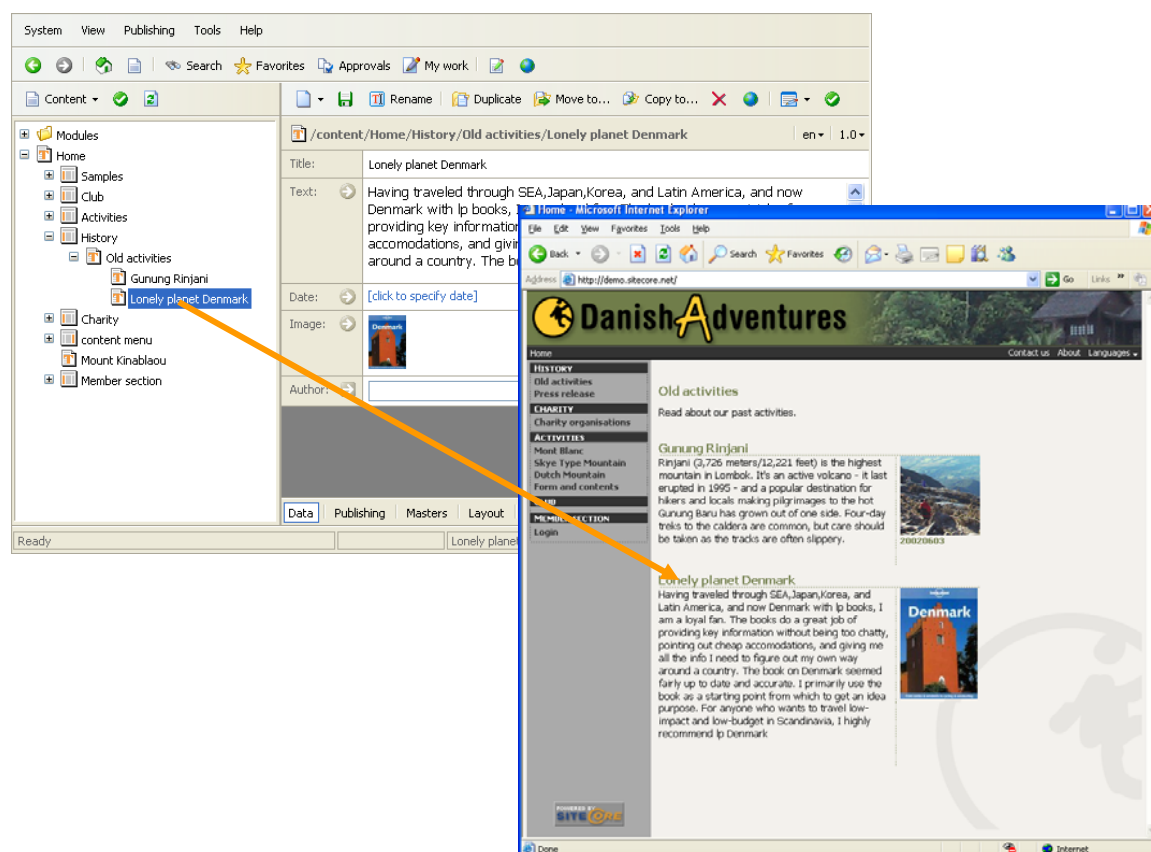
- Title
- Date
- Content (or Text)

Most content maintenance occurs in the Content/Text field, which is typically configured to use the HTML Editor initiated by selecting the green arrow next to the field. See Sections 3 (The HTML Editor) and 29 (HTML Editor Details) for further documentation of this tool.

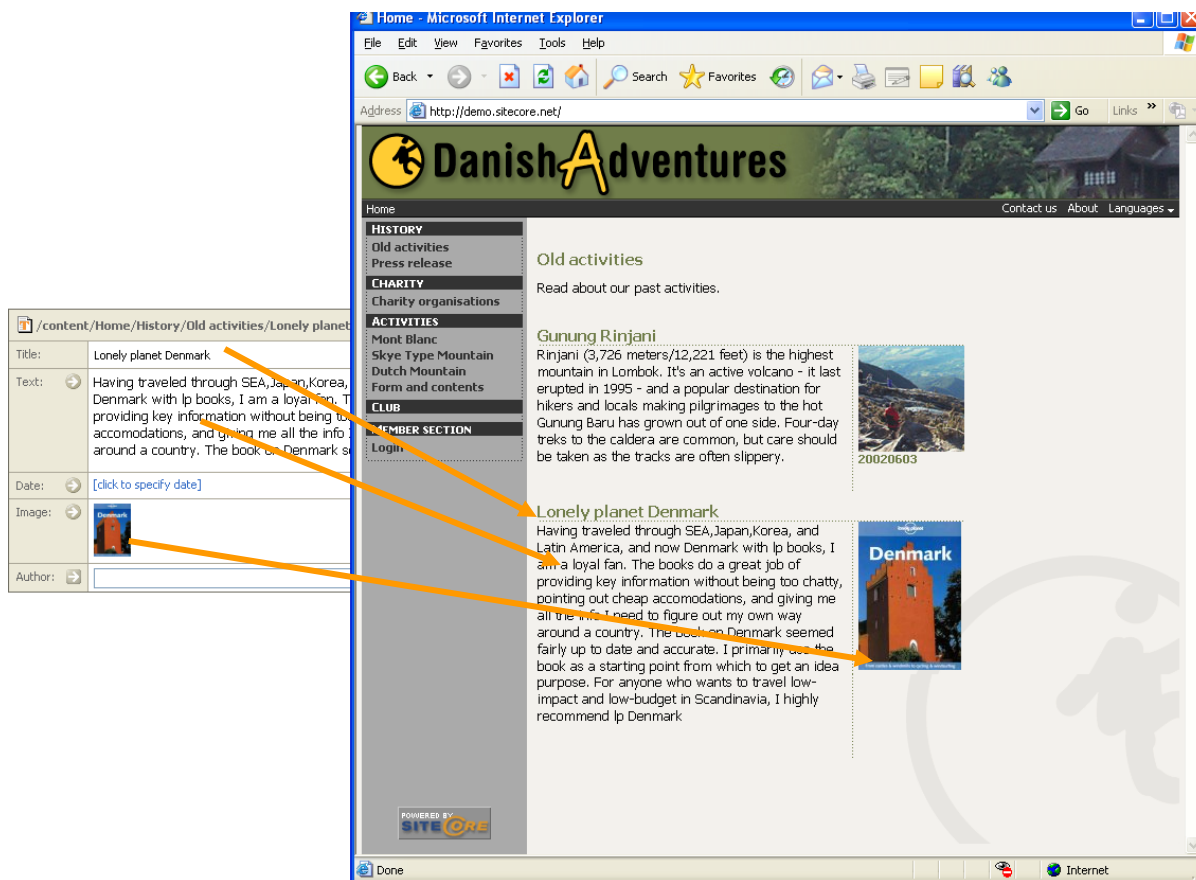


Records


The published site generally contains navigation and/or lists based on the titles of records in corresponding locations in the Content Tree:



Each component of each content item generally corresponds to a field in the record:



The screenshot illustrates the relationship between a content item's metadata and its rendered output on a website. The browser window shows the 'Danish Adventures' website, which features a sidebar menu with categories like HISTORY, CHARITY, and ACTIVITIES. The main content area displays 'Old activities' and 'Lonely planet Denmark'. A separate window shows the content item's metadata fields, with orange arrows pointing from the fields to the corresponding content on the website.

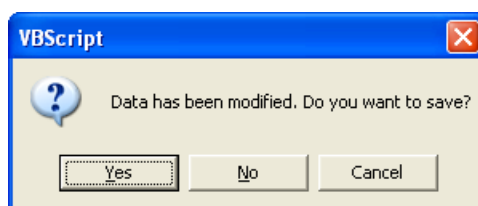
Field	Value
Title	Lonely planet Denmark
Text	Having traveled through SEA, Japan, Korea, Denmark with lp books, I am a loyal fan. The books do a great job of providing key information without being too chatty, pointing out cheap accommodations, and giving me all the info I need to figure out my own way around a country. The book on Denmark seemed fairly up to date and accurate. I primarily use the book as a starting point from which to get an idea purpose. For anyone who wants to travel low-impact and low-budget in Scandinavia, I highly recommend lp Denmark
Date	[click to specify date]
Image	
Author	

6 Saving Records

Save Content Records regularly as when working with any computer application. Use the “Save” button or the shortcut key CTRL+S. Only the current record is saved with this function.



A prompt confirms that the changes were intentional. To save the change, select Yes; revert the change by selecting No; return to the User Interface for further editing by selecting Cancel.



Modifications are only visible after publishing

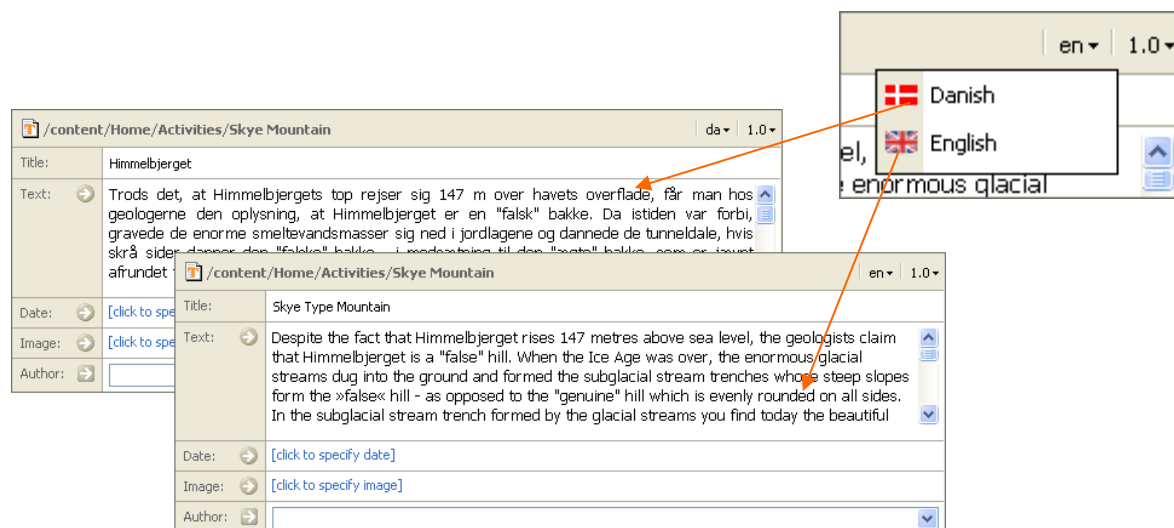
When modifying content in Sitecore, changes are not visible on the published site until publication of that record. This provides Users with a great deal of freedom, as they need not be concerned with incomplete content and errors on the site during the editorial process; a content approval and publication process avoids changes until they are complete. Additional information is available in the section on “Publishing to the Published Site”.

Save Regularly

To reduce the risk of unauthorized Sitecore access, the CMS editorial session expires if no action is taken for an extended period, usually 20 minutes. In this case, any unsaved changes are lost and the User must log in again. For this and other reasons, Users should develop a habit of saving data at least every 15 minutes.

7 Internationalization (Translation)

A company may choose to publish the same website in several languages. Each change to a record variant creates a new version for that language.



Translation

1. In the Content Tree, select the record requiring translation.
2. Change the language drop-down to the variant. Content not previously translated into the selected variant will appear as empty fields.
3. Create or maintain the language variant.

8 Insert Link

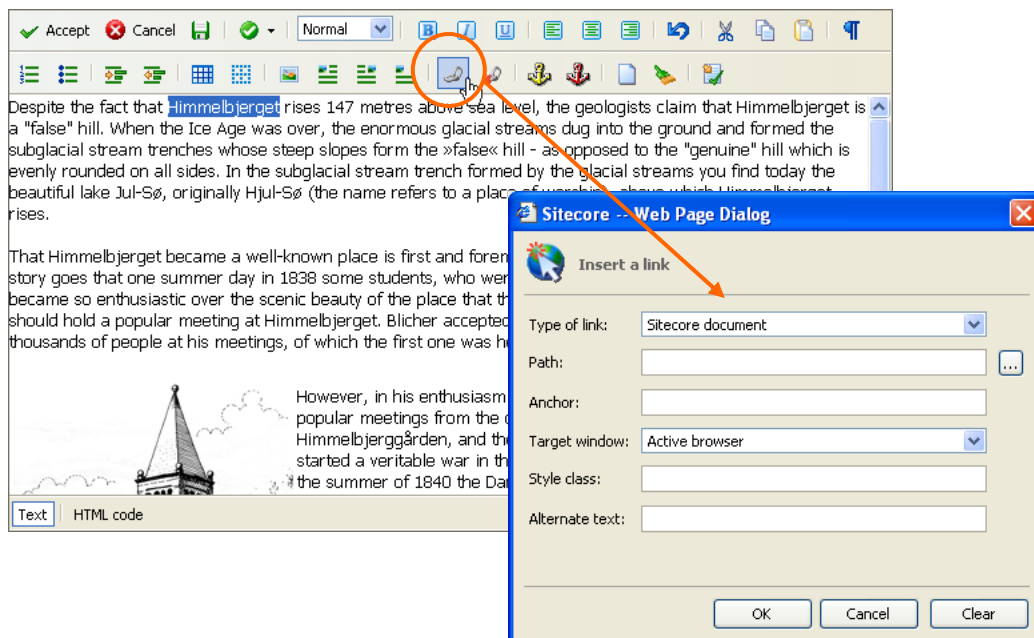
HTML allows for a number of link types appear on a website:

- other Sitecore records
- binary media files within the site
- other websites using an external URL
- an email address
- almost any other type of web resource

Developers may create JavaScript links, but this is best avoided as it can defeat site crawlers such as search engines.

Working with Links

1. Highlight the text that should link to another resource, or select an existing link to see or change the resource to which it links.
2. Select "Insert link".
3. In the dialog, use the drop down to select the type of link to create. Most commonly, Sitecore document is the appropriate selection. Depending on the chosen type, different fields will appear as explained below.
4. Select OK to set the link. Select "Cancel" to avoid creating the link or changing an existing link. "Clear" resets the fields to start the process again.



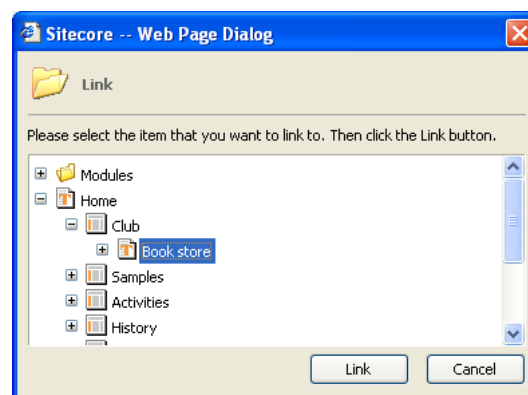
8.1 Link Types

Select the appropriate link type and specify to what resource the link will direct viewers.

Sitecore Document

Use this type to link to another record on the website.

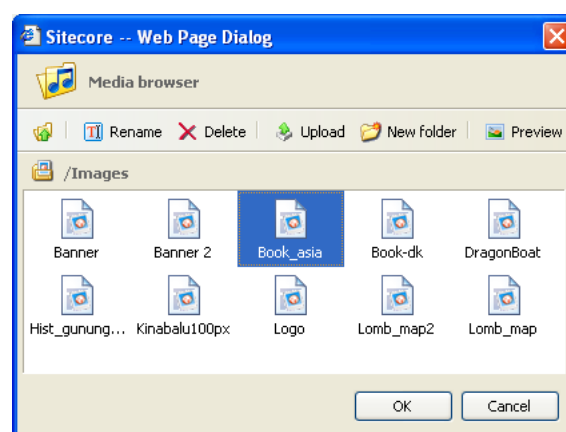
1. Select the “Path” field. A dialog box appears with the tree structure of the entire site.
2. Select the appropriate record.
3. Select “Link”.



Sitecore Media

Use this type to link to PDFs, images and other binary media files. This is not the same as inserting an image into a record: for clients browsing the published site, a Sitecore Media link will load the media resource as new content into the current window. Set the “Target window” to open a link in a new browser window instead of the current window.

1. Select the icon next to the “Path” field. The Media Library appears.
2. Navigate to and select the appropriate media resource. Use Upload to import a new image (navigate to the appropriate directory first). Choose “Preview” to open a pane at the right for previewing the image.
3. Select “OK” to close the Media Library, then “Link”.



External URL

Use this type to link to another website or page.

1. Enter the web address of the page to which the link should point in the URL field. For instance, to link to the Sitecore website, enter <http://www.Sitecore.net>.

JavaScript

Developers use this type to activate a JavaScript function rather than an explicit link.

Mail

Use this type to link to an email address. The link will open a new mail message addressed to the specified address using an email client such as Microsoft Outlook. Enter the email address in the “Mail to” field. It is generally advisable to use an alias or other distribution list feature of the email system to route the message to a group instead of to an individual; otherwise email links may need updating in case a recipient goes on vacation or leaves the organization.

Anchor

1. This type creates an anchor at the current location in the current record. Reference the anchor in links elsewhere to navigate to that specific section of the record. Anchors are not “clickable”; they are targets of other links.

Removing Links

1. Select the linked text and select the “Remove link” button. The text will remain in the record but will no longer link.

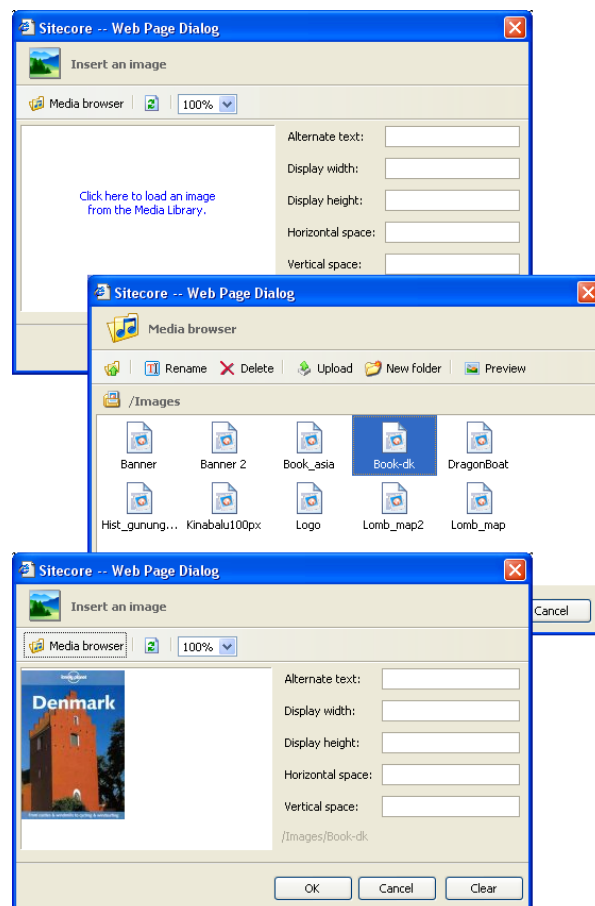
Link Dialog Fields	
The fields presented depend on the selected “Type of link”.	
Target window	By default, most types of links load resources into the browser’s current window. Links can optionally create new browser windows, which can help keep visitors on the site, since when they close the created window the first remains open. Opening a PDF in a new window without closing the “parent” window containing the link can also be convenient for clients, who often come to expect this type of behaviour. Otherwise, new windows should be used sparingly to avoid the sensation of “pop-ups” or an inconsistent client experience. They are generally best used for external sites. Since the target window has a name, all links specifying the target name will open in the same window – the first link with that target name will open the new window; any subsequent links chosen by the client will load the resource into that existing window.
Anchor	Link to a named anchor; this feature is not widely used. Very long pages should contain anchors, but in general these are best avoided as clients typically read only the first screen of content, and it can be hard to find the relevant section of a long page. Developers can also configure the system to create anchors and links to them automatically, for instance in a long record with a structured table of contents.
Style Class	Visual style class name applied to the link text.
Alternate text	In addition to providing “hover/mouse-over/tool tip” text for the link, content entered here is also visible to clients with disabilities, which can help those clients in navigating the site.

9 Working with Images and Other Media

Images can be included in content using either the HTML Editor or fields specially created for images. It is generally advisable to structure content as much as possible using Templates; attempt to minimize the use of images in the HTML Editor.

Insert Image

1. Select the “Insert Image” icon in the HTML Editor, or select “Click to specify image” next to the image field in a record.
2. Select “Media browser” to choose an image.
3. Navigate to the appropriate folder and upload any new images required. Choose “Preview” to open a pane on the right for previewing images within the Media Library.
4. Select the image to insert and choose “OK”.
5. Set properties on the image such as height and width as needed. Always enter Alternate text for clients with disabilities, which is also visible to people on slow connections until the image loads or if image processing has been disabled in the browser.
6. Select “OK” to embed the image in the content. “Cancel” cancels the image insertion. “Clear” reverses the changes and returns to step 3 above.



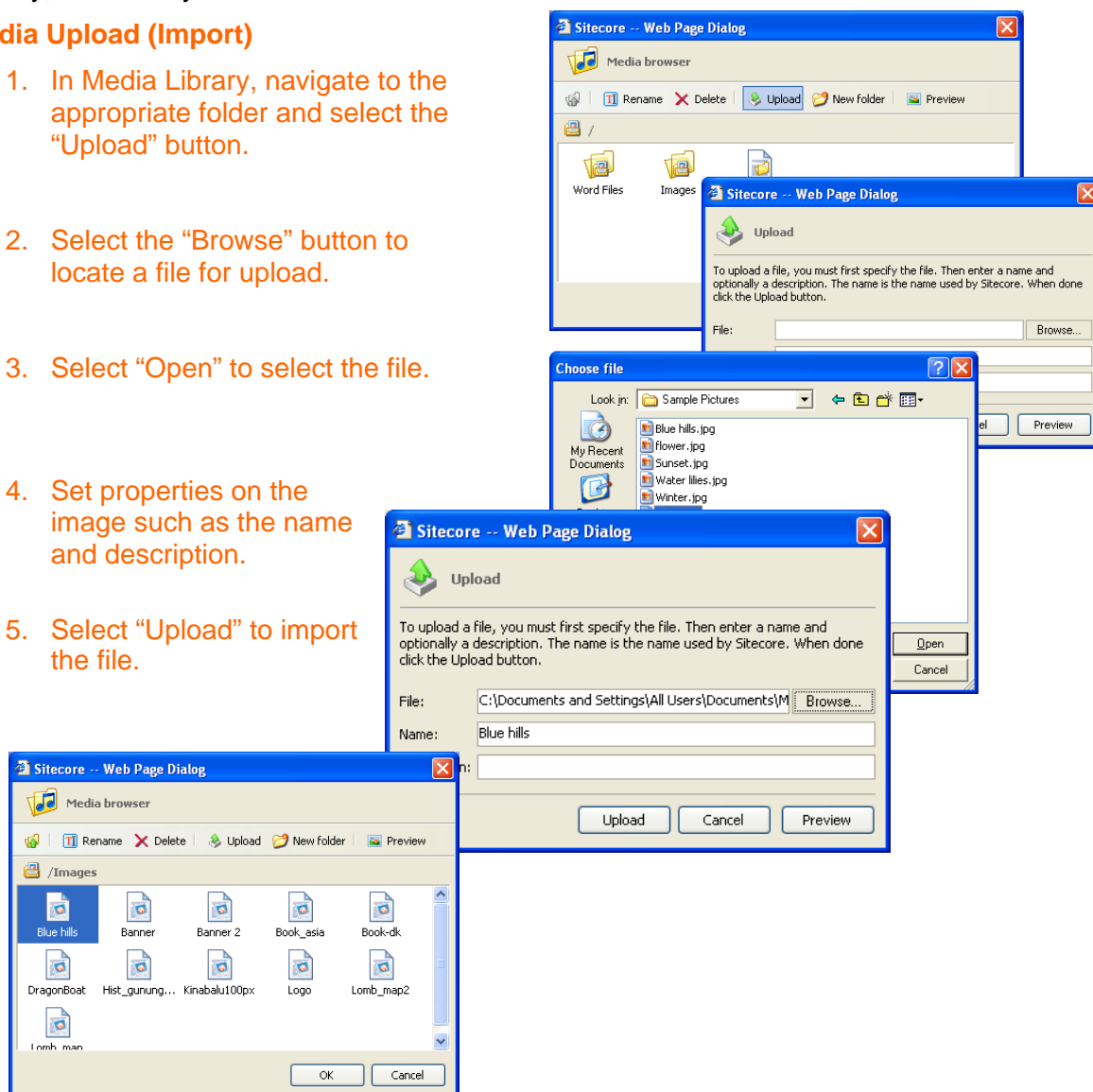
Media File Properties	
Alternate text	In addition to providing “hover/mouse-over/tool tip” text for the link, content entered here is also visible to clients with disabilities, which can help those clients in navigating the site.
Display width	Number of horizontal pixels the image should consume. Clear this field to revert to the default image width.
Display height	Number of vertical pixels the image should consume. Clear this field to revert to the default image height.
Horizontal space	Number of pixels creating a horizontal margin to the left and right of the image.
Vertical space	Number of pixels creating a vertical margin above and below the image.
Show image in Sitecore Client	For image fields, controls whether the image appears when Sitecore Users work with content referencing that image. Disabling this option can increase performance and make content easier to work with.
Display thumbnail image	A thumbnail (preview) of the image will be displayed when Sitecore Users work with content referencing the image. This is generally preferable to displaying the entire image.

10 Uploading to the Media Library

Upload resources other than textual content (images, PDFs, etc.) using the Media Library, where they are accessible to all records.

Media Upload (Import)

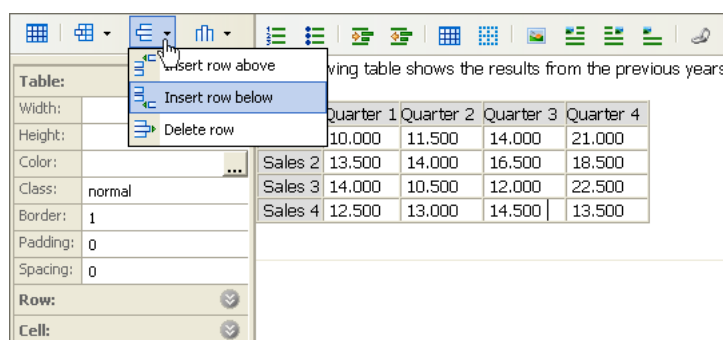
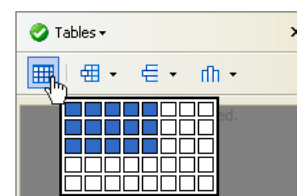
1. In Media Library, navigate to the appropriate folder and select the “Upload” button.
2. Select the “Browse” button to locate a file for upload.
3. Select “Open” to select the file.
4. Set properties on the image such as the name and description.
5. Select “Upload” to import the file.



Media Import Fields	
File	Path to the file in Media Library.
Browse button	Select file to import.
Name	User-friendly name associated with the file.
Description	Alternate text and mouse-over description.
Preview button	Open a pane at the right-hand side of the media browser for previewing assets.
Upload button	Upload the selected file to the current location in Media Library.
Close	Cancel import.

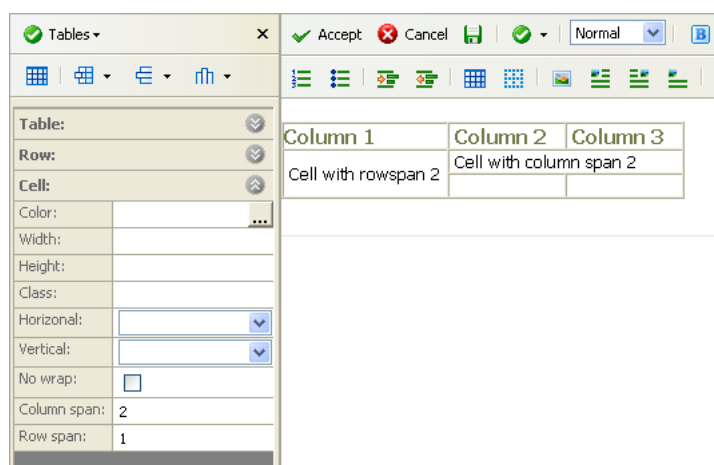
11 Working with Tables

1. Open the record.
2. In the text, set the cursor at the point of desired table insertion.
3. Use the tasks interface to “Insert a table”.
4. On the Tables Tool Bar, select the “Insert table” button; use the grid to size the table (Columns and rows can be added or removed later)
5. Add content to the table. Note that the left-hand pane of the user interface provides tools for manipulating the table, its rows and cells.



Table, Row and Cell Properties		
Table	Width	Horizontal size of the entire table in pixels or percentage (generally a value such as 100%).
	Height	Height of the entire table, generally in pixels.
	Colour	Background colour for the entire table. The value is in hexadecimal, but no # character is required. Selecting the ellipses (“...”) activates the colour picker.
	Class	Visual style class name applied to the table.
	Border	Border other than 0 will result in lines of the specified thickness (in pixels) around the table and its cells. Tables that control layout generally have their border set to 0; data tables such as pricing charts generally use other values.
	Padding	Spacing, in pixels, for the margins around the text within the cell.
	Spacing	Thickness of the line between the cells, or if this is not shown, the distance between the cell contents.

Row	Colour	Row Colour defines the background colour for an entire row.
	Class	Visual style class name applied to the row.
Cell	Colour	Cell Colour defines the background colour of the selected cell.
	Width	Cell Width defines the width of a particular cell using either a percentage (for instance, 25%) or a number of pixels.
	Height	Height of a particular cell in pixels or percentage.
	Class	Visual style class name applied to the cell.
	Horizontal	Cell Horizontal alignment can be set to left, centre or right.
	Vertical	Cell Vertical alignment can be set to top, middle, bottom or baseline.
	No wrap	Selecting this option prevents the text within the cell from wrapping, causing the cell to widen as needed regardless of the Cell Width specification.
	Column Span	Each Cell can span multiple table columns, similar to merging cells in Word or Excel. Use this function with Delete Cell, which removes the cell to be “spanned”. See the graphic below for an example of Column Span.
	Row span	Each Cell can span multiple table rows, similar to merging cells in Word or Excel. Use this function with Delete Cell, which removes the cell to be “spanned”. See the graphic below for an example of Row Span.

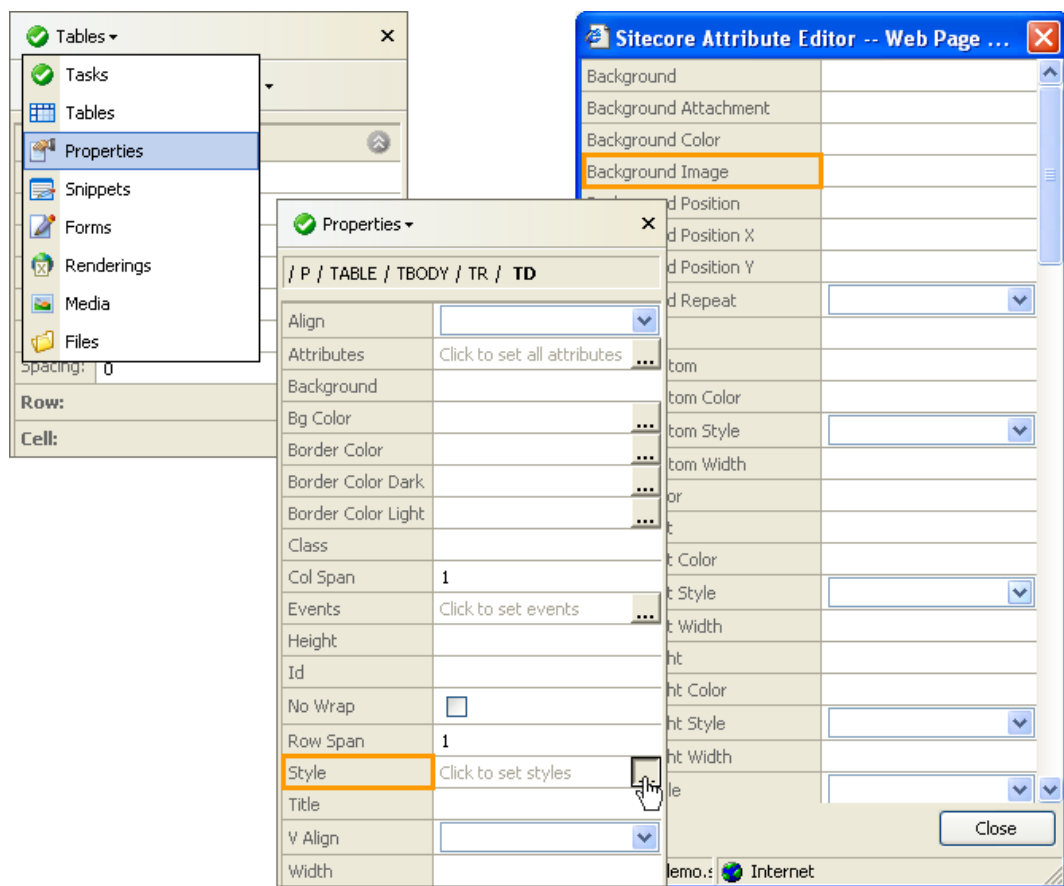


Other Table Functions

Additional table functions further customize the appearance of a table, for instance the entire table may have a background image.

Table Background Image

1. Ensure the “Properties” Tool Bar is showing (place the cursor inside the table, then select “Properties” from the Tree Structure Drop-Down).
2. In the Style field, select the ellipses (“...”) following “Click to set styles”.
3. Specify the background image in the “Style” box.



12 Creating Records

There are several ways to create new records:

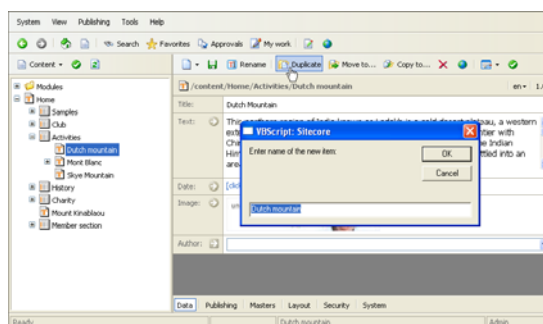
- Duplicate an existing record
- Copy an existing record
- Create an empty record

To create a new record based on an existing record, copy or duplicate the existing record.

Duplicate Existing Record

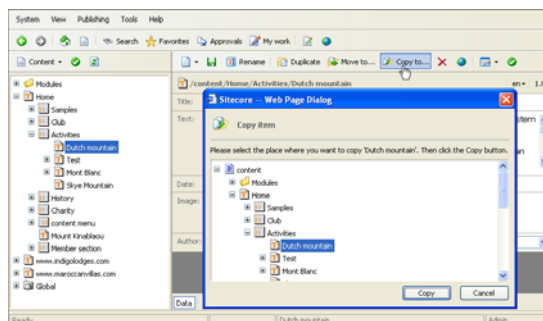
1. Select the record which needs to be duplicated.
2. Select "Duplicate". A dialog box will appear.
3. Enter the name of the new record and select "OK"
4. The new record has been created.

When duplicating a record, the new record will be located on the same level in the tree structure as the one that is duplicated.



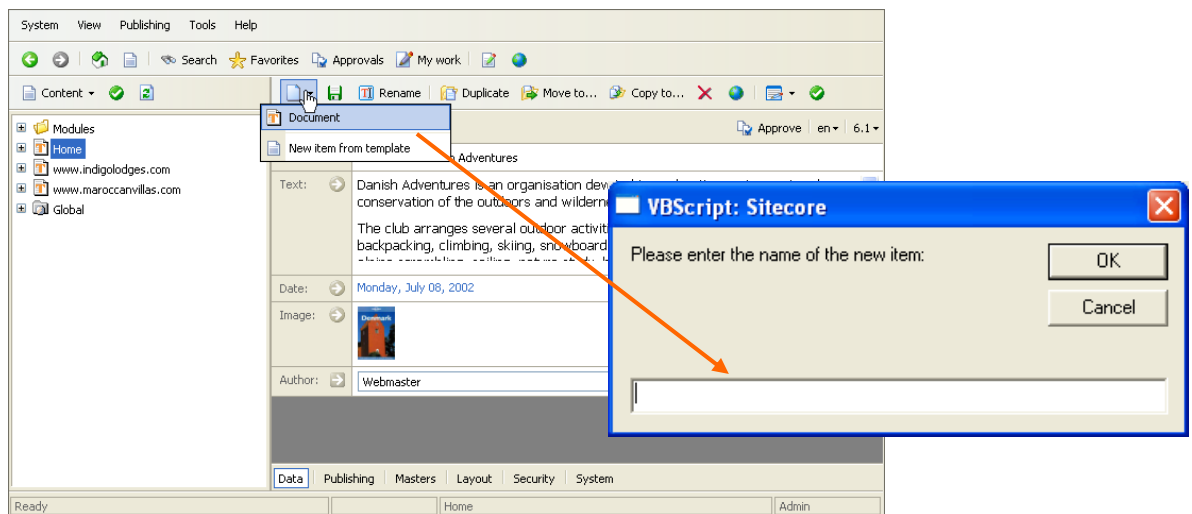
Copy Existing Record

1. Select the record which needs to be copied.
2. Select "Copy to..."
The following dialog box with the content tree will appear.
3. Select where the new record should be located in the content tree.
4. Select "Copy".
5. The new record has been created.



Create an Empty Record

1. Place the cursor on the location on the content tree where the new record is to be created.
2. Select the “New” icon and a drop down menu appears if the settings allow the creation of new records at that location.
3. Enter the name of the new record and select “OK”.
4. The new record has been created.

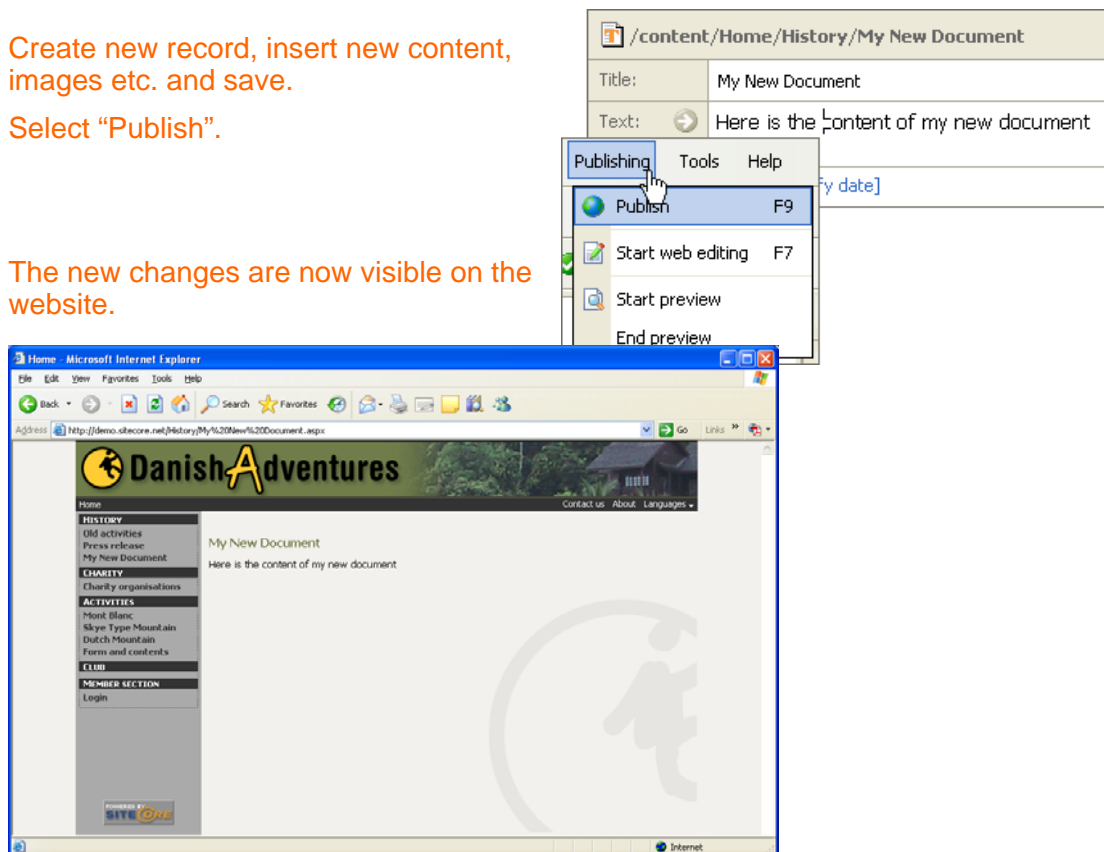


13 Publication

Changes made in Sitecore must be published to the published site.

Publish

1. Create new record, insert new content, images etc. and save.
2. Select “Publish”.
3. The new changes are now visible on the website.



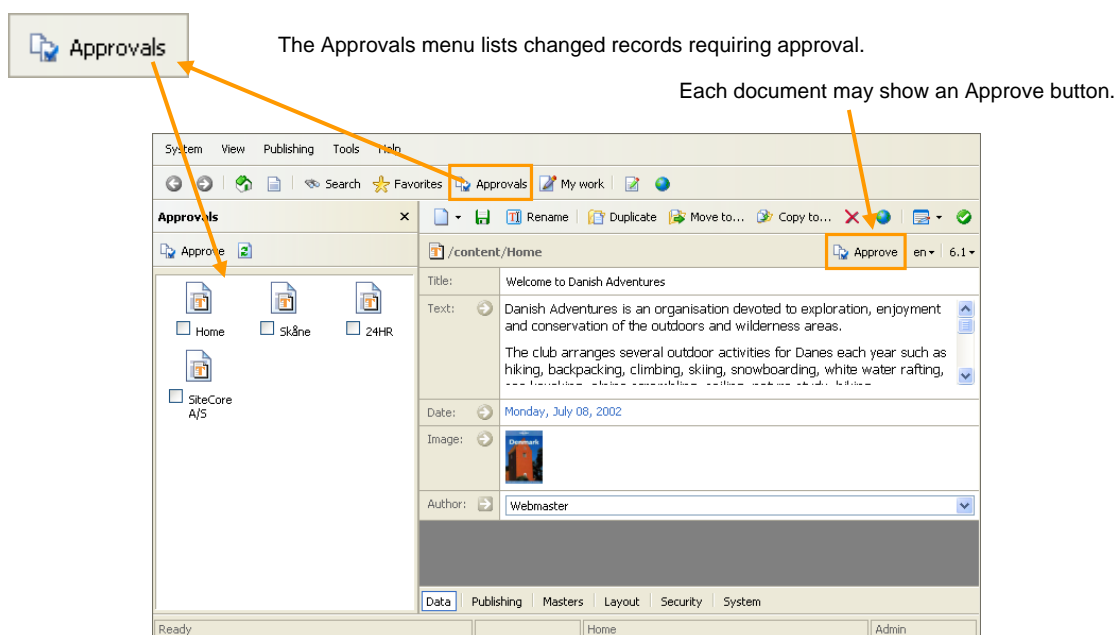
See the changes before they appear on the Published website

To see how changes will look on the website, select “Start preview”. A new interface will open where the new version of the record can be viewed before it has been published.

14 Content Approval

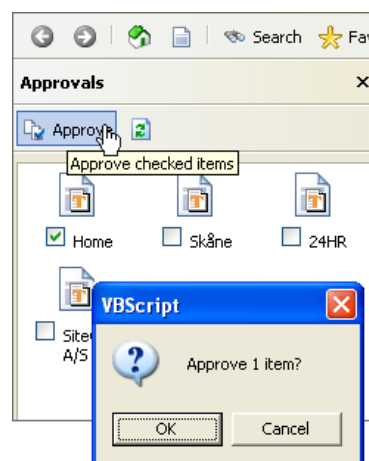
Depending on how the system is configured, not all Users may be authorized to publish changes to the website. If this is the case, content must be approved before publishing. A change made by a user without the right of approval will only be published after getting approval from a user with such rights. This will generally be an administrator or a webmaster.

There are two ways of seeing if there are changes or additions to the content that have not yet been approved. The Approve button will appear on unapproved records, or select the Approvals menu for all records ready for approval.



Approval

1. Select "Approvals" in the menu bar.
2. The Tree Structure includes a menu bar and a list of records needing approval by the current user.
3. Select the record(s) and then "Approve".
4. A dialog appears to confirm approval of the record(s).
5. To close the "Approvals" menu, select the "X" in the upper right corner of the menu.



Approve the Selected Record(s)

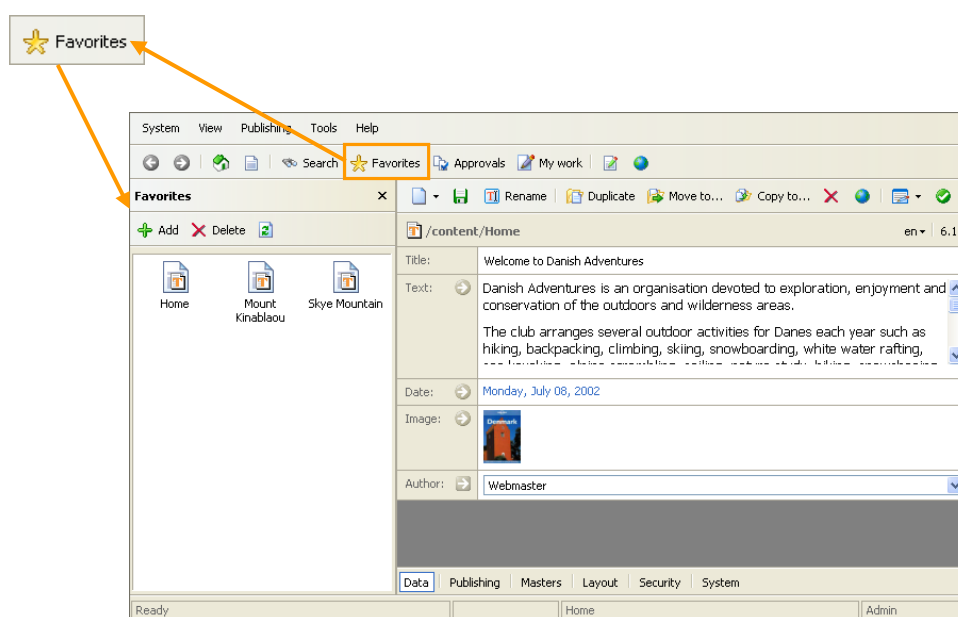
When one or more selections in the Content Tree require approval, an "Approve" button appears to the right.

15 Shortcuts

Sitecore Favorites provide shortcuts to frequently used sections of the CMS.

Working with Favorites

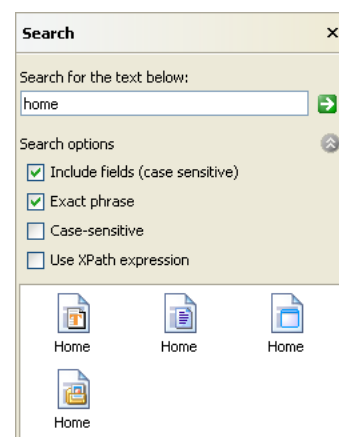
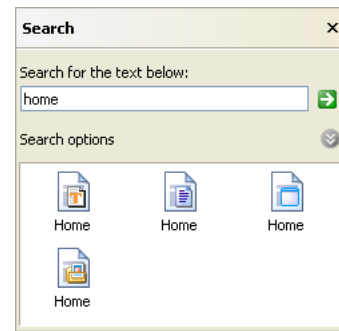
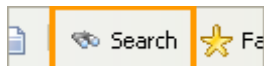
1. Select “Favorites” in the menu bar.
2. To add a record to the list, select a record.
3. Select “Add” under Favorites.
4. Deleting Favorites will not delete the records.
5. Select the “X” in the upper right corner of the Favorites pane to close the menu.



16 Content Search

A search may be carried out based on various criteria in Sitecore. Search for records by name of words in their content.

1. Open the search area by selecting "Search" in the menu bar.
2. Enter the search text and select the green arrow.
3. A list of records matching the specified criteria will appear.
4. Additional options may be specified by selecting the icon next to Search options.
5. In order to search for words occurring in content, enter the specific word and select the "Include fields" check box below.
6. Then select the green arrow.
7. To close the "Search" menu, select the "X" in the upper right corner of the menu.



Search Options	
Include fields	Search record content.
Exact phrase	Search for an exact phrase.
Case-sensitive	Return matches capitalized exactly as the search text entered.
Use XPath expression	Searching records matching an XPath specification.

17 Sitecore Users

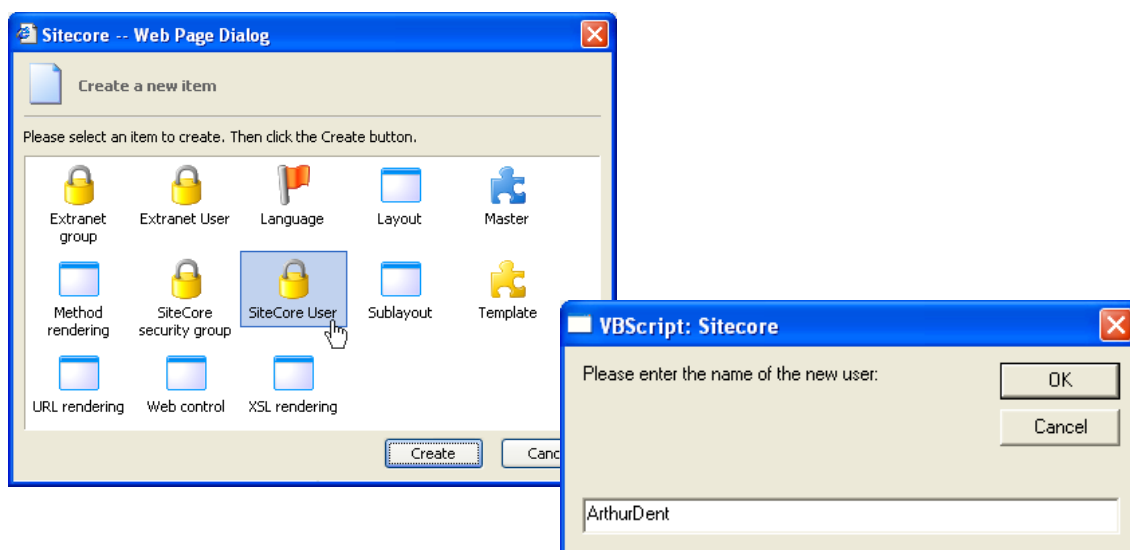
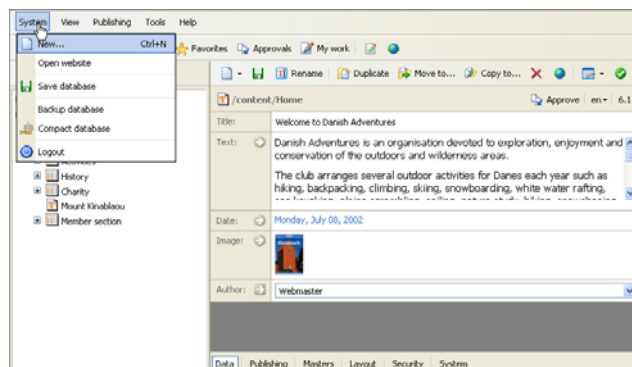
Security permissions can be configured on each section or even record in Sitecore for read, write, approval, publication and other actions. As Sitecore supports inheritance of security settings, an organization may specify responsibilities to any level of granularity. Security considerations should be defined before configuring Sitecore Users; then an administrator grants access to the system, sets Users' options and specifies which roles they are allowed to fulfil.

The following table provides an example of how the rights could be configured:

Members		Rights
1	Contributor	Read and update news records.
2	Editor	Create, read, update and delete any record.
3	Administrator	Full rights on all records. In this configuration, the administrator is the only Sitecore User who can publish updated records to the website.

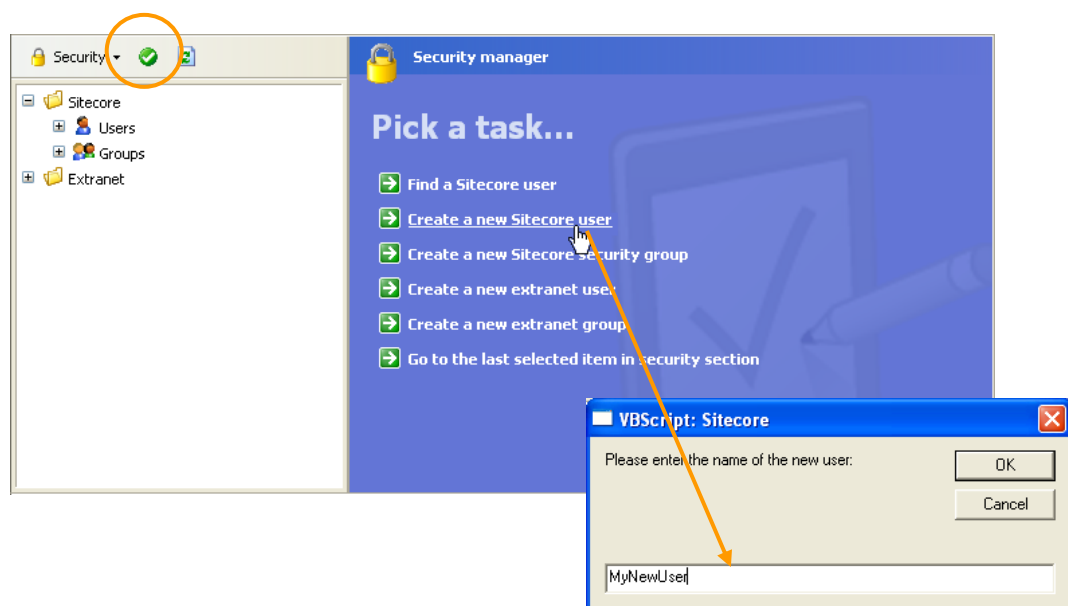
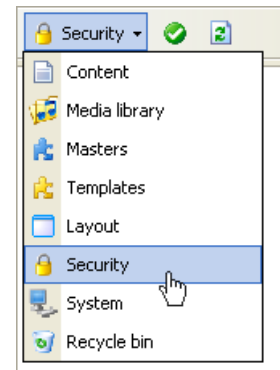
17.1 Creating a User

1. Select the menu item "System", then "New..." A dialog box appears.
2. Select "Sitecore User" and select "Create". Another dialog box appears.
3. Enter the User ID of the new Sitecore User.
4. Fill in the fields to set options for the new User.



Alternatively:

1. Select "Security" from the Tree Structure Drop-Down.
2. Create and configure CMS and Extranet Users and groups by selecting "Show manager", green 'tick' icon.
3. Select "Create a new Sitecore User".
Another dialog box appears.
4. Enter the User ID of the new User.
5. Fill in the fields to set options for the new User.

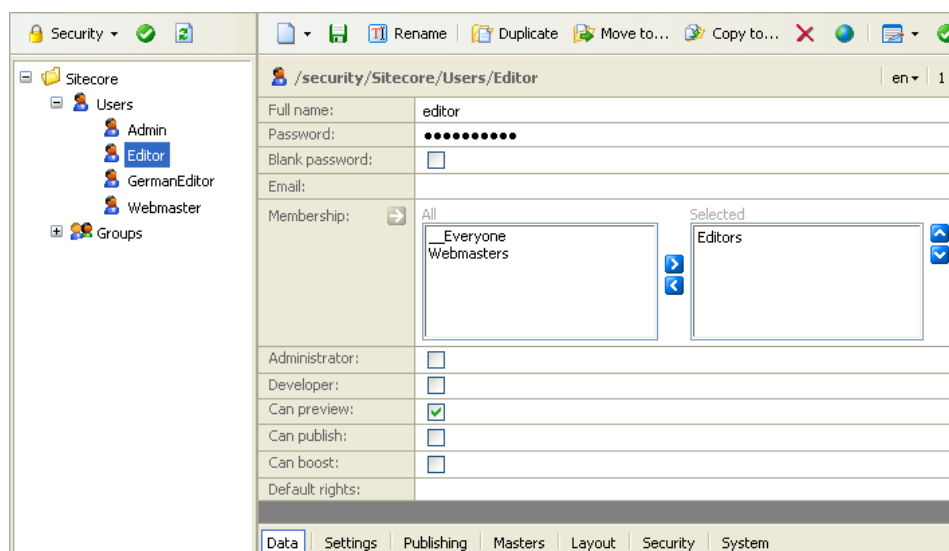


17.2 Creating a Group

To create a new group, proceed as with the new User, but select "Create a new Sitecore security group" instead.

17.3 The User “Data” tab

User options including roles are specified on the “Data” tab when the user's node is selected in the Tree Structure.

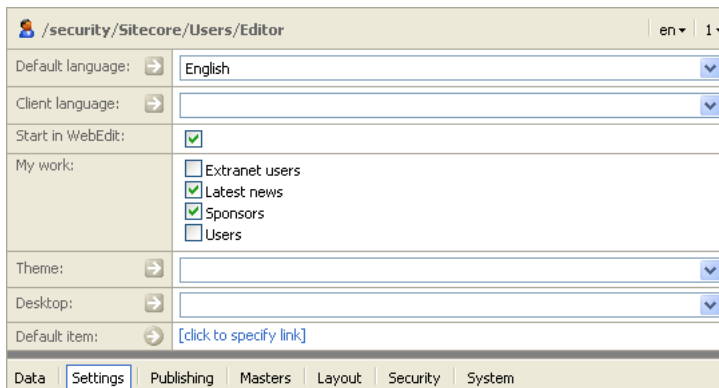


The screenshot shows the Sitecore User Management interface. On the left is a Tree Structure with 'Sitecore' as the root, containing 'Users' and 'Groups'. Under 'Users', there are 'Admin', 'Editor' (selected), 'GermanEditor', and 'Webmaster'. The main area displays the 'Data' tab for the selected 'Editor' user. The path is '/security/Sitecore/Users/Editor'. Fields include: Full name (editor), Password (masked), Blank password (checkbox), Email, Membership (a list box with 'Everyone' and 'Webmasters', and a 'Selected' list box with 'Editors'), Administrator (checkbox), Developer (checkbox), Can preview (checkbox, checked), Can publish (checkbox), Can boost (checkbox), and Default rights. At the bottom are tabs: Data, Settings, Publishing, Masters, Layout, Security, and System.

User “Data” Fields	
Full name	The full name of this User, which will appear in the Status Bar when logged in.
Password	This User's password.
Blank Password	If selected, this User has no password.
Email	This User's email address.
Membership	Roles are configured by associating Users with any number of groups.
Administrator	If selected, this User can perform any task in the system.
Developer	If selected, this User can perform development tasks in the system.
Can preview	If selected, this User can use the web previewing environment.
Can publish	If selected, this User may publish to the website.
Can boost	If selected, this User may boost the number of allowed simultaneous Sitecore Users for a limited period of time.
Default rights	Further information on this field is available to developers at http://sdn.Sitecore.net .

17.4 The “Settings” Tab

User preferences are specified on the “Settings” tab when the User’s node is selected in the Tree Structure.



User “Settings” Tab	
Default language	Default content language for this User.
Client language	The User Interface client language for this Sitecore User.
Start in preview/webedit	Sitecore will open directly in preview mode for this User.
My work	Records configured for access by the current User.
Theme	Developers have the option of configuring colours and icons for Sitecore Users. The administrator may then select the view for each User.
Desktop	By default, all CMS Users access the CMS through the Sitecore User Interface. An organization can develop a custom user interface, which would be specified here.
Default item	The default selection upon login to Sitecore.

18 Rights

18.1 Sitecore Users

For flexibility, groups associated with sections and records control User rights rather than associating Users with content directly. Groups are created in a manner similar to Users. Before creating groups and assigning rights, determine:

How many different groups are needed?

What access do the various groups need to the various sections and records?

After answering these questions, create the groups and associate them with the appropriate roles on sections and records, then assign specific members to these groups.

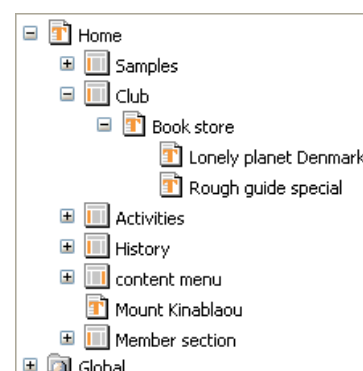
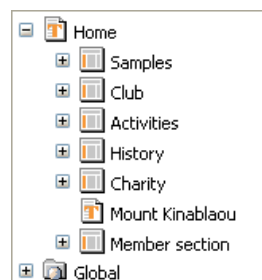
Assignment of rights on content

The fastest way to assign rights is to start from the top section of Content Tree that pertains to the group and use permissions inheritance to copy rights to all descendant records, working down the structure.

Transfer of rights to underlying records

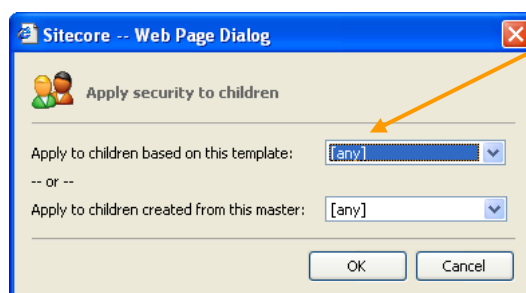
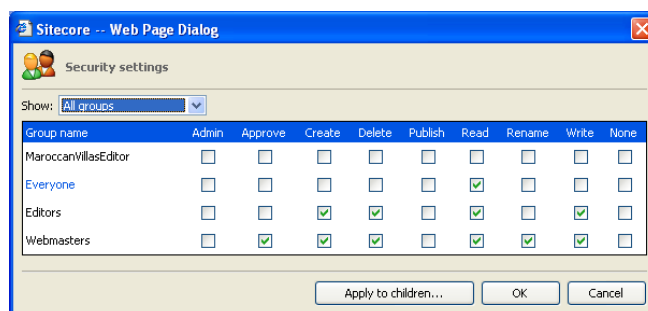
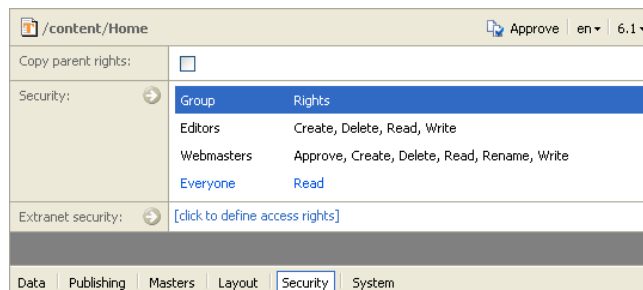
General rights may be applied to the home record with all the underlying records assigned the same rights by default. More specific rights would then be assigned to those descendants that require special rights, which can be applied at any level in the Content Tree. Records can either inherit rights from their parent or set rights explicitly; rights associated with two records at the same level do not affect each other. For instance, rights on “Activities” in the diagrams will not be affected by rights assigned to the “Club” folder.

Select “Apply to children” to configure new child items to inherit permissions from the current node. The resulting dialog even allows different configurations to be applied based on which Template is used to create the new record.



Assigning Rights

1. Select a record in the Content Tree.
2. Select the "Security" tab.
3. Select the arrow next to the "Security" field. A dialog box appears.
4. Select the rights for each group associated with the current record.
5. To apply the same rights to descendants, select "Apply to children". A new dialog box appears in which rights can be assigned to new records or new records of specific types.

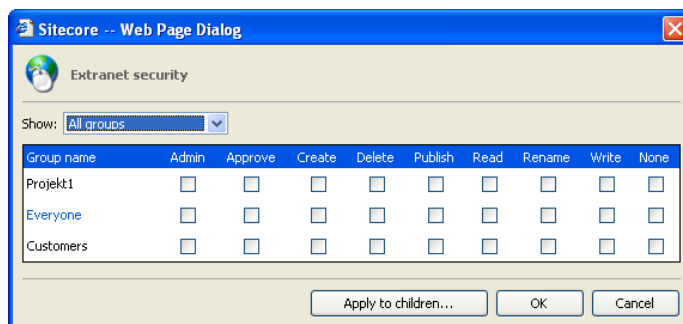
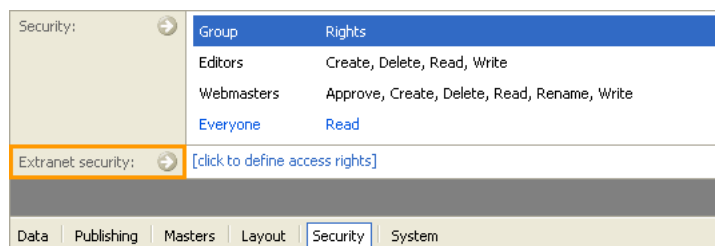


Explanation of Rights	
Admin	View rights associated with an item.
Approve	Approve items.
Create	Create new items.
Delete	Delete items.
Publish	Publish an item and its descendants, such as a sub-site.
Read	View items.
Rename	Rename items.
Write	Edit content associated with items.
None	No permissions on items.

18.2 Extranet Users

Sitecore Users are allowed to work with content in the CMS. Sitecore also allows Extranet Users on the published site with specific rights to view that content. Access configuration for Extranet Users is conducted as for Sitecore Users; see the step-by-step instructions in Section 17 (User Configuration). Extranet Users must log in to see the generally restricted content to which only they are allowed access.

1. By default, everyone has read access to all items. Select the item or section where rights must be restricted.
2. Select the “Security” tab.
3. Select the arrow next to the “Extranet security” field. A dialog appears.
4. Select the groups that need access to the item or section.
5. To configure a section, select “Apply to children”.



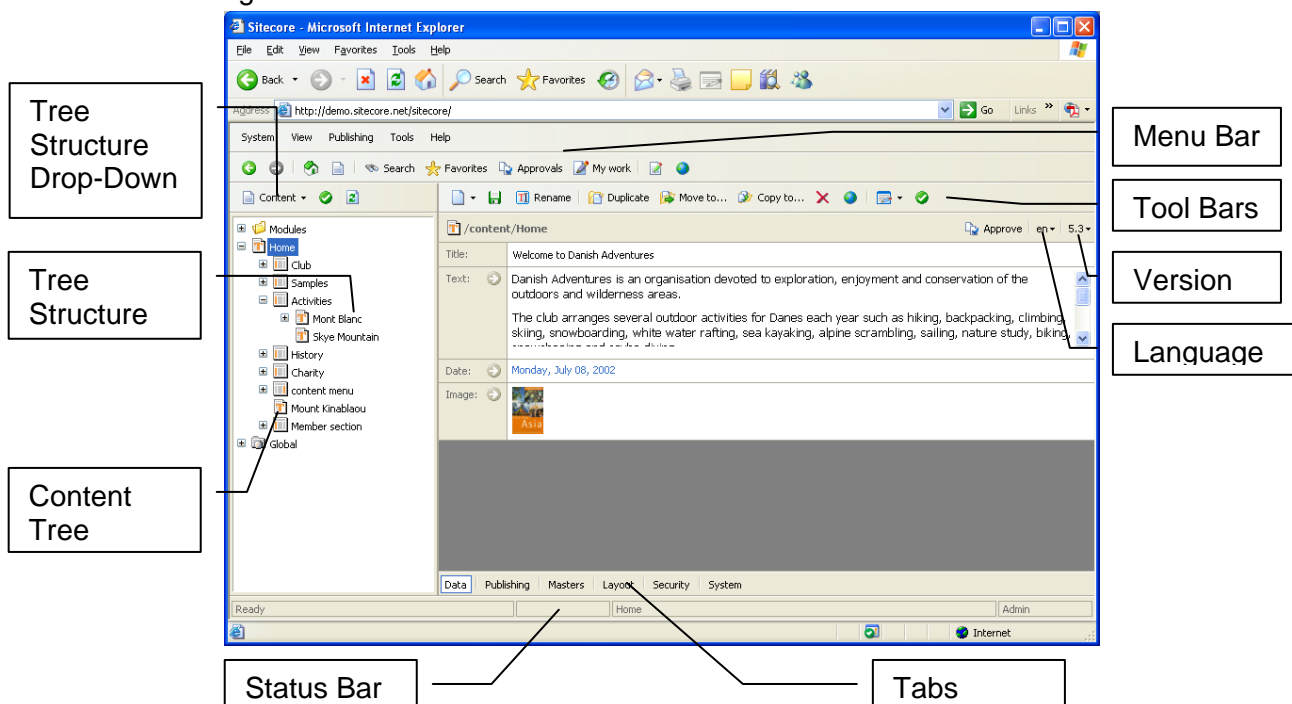
19 Database Administration

Use the “Database tasks” interface to periodically archive the Sitecore database. Small reversions and restorations of accidentally deleted content should be performed manually, but backups should also be available to restore the entire site to a previous state.

Database tasks	
Save database	Archive the database.
Backup database	Backup the database.
Compact database	Consolidate space in the database.
Reload database from the latest file	Restore the last saved version of the database.

20 Sitecore User Interface Controls

Sitecore attempts to provide an intuitive User Interface similar to Microsoft Word, Windows Explorer and other common tools. The screenshot below is a view of the Content area, which provides controls such as menus and button bars for creating and maintaining content.



Sitecore User Interface Controls	
Menu bars	The Menu Bar provides functions for working with the entire content of the site, such as "Backup" and "Publish to website".
Tree Structure / Content Tree	The Tree Structure displays the items existing beneath the current selection, much like Windows Explorer. In the Content Area, this will contain the hierarchy of folders and content records comprising the site.
Status Bar	Contains informational messages from Sitecore regarding current activity.
Tabs	The tabs allow access to different groups of data elements (fields) in the item selected in the Content Tree.
Tool Bar	Contains action buttons relevant to the item selected in the Content Tree, such as "Save", "Delete" and "Create".
Version	Displays the current version of the selected record. Use this drop-down to view previous versions of the record.
Language	The Language element displays the language of the selected content. Use this drop-down to work with other languages of the current record.
Each element will be explained more thoroughly in subsequent sections of this document.	

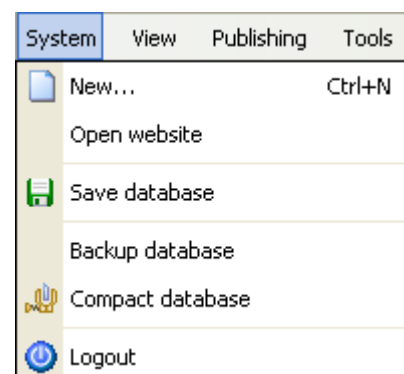
20.1 Top Menu Bar

The Top Menu Bar contains various menus concerning all existing content in the Sitecore system.

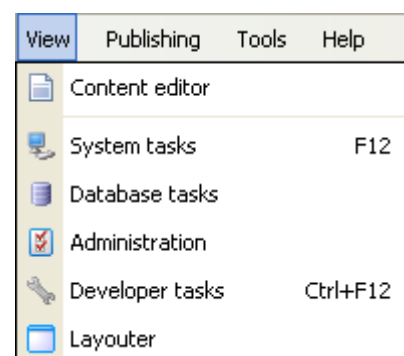


Below there are explanations to the Menu Bar items.

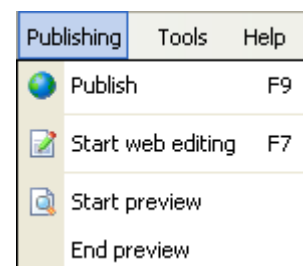
System Menu	
New...	Opens the interface for creating new items such as Users and groups.
Save database	Exports the entire database to a file, for backup or replication to another system.
Backup database	Makes a backup copy of the entire database.
Compact database	Condenses the space used by the database.
Logout	Logs the User out of the CMS system, returning to the login screen.



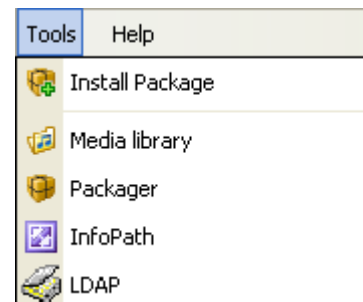
View Menu	
Opens the various interfaces for accomplishing various tasks in Sitecore. More information on different task activities will be provided in subsequent sections of this document.	



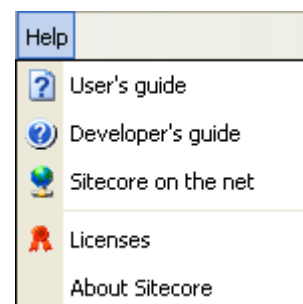
Publishing Menu	
Publish	Publish modified content to the published website.
Start preview	Opens up a browser window with Content Markers for validating content changes before publication.
End preview	Closes the preview window opened with "Start preview".



Tools Menu	
Install Package	Used mainly by administrators to install Sitecore modules, import content, etc.
Media library	Create folders, uploading and renaming images and other binary assets in the Media Library.
Packager	Used by developers to maintain Packages or export items from Sitecore as a compressed Package. Refer to developer documentation for additional details.
Additional functions and new menus may appear if modules such as “InfoPath” or “LDAP” have been implemented.	

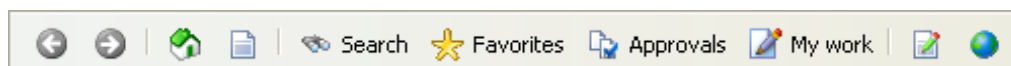





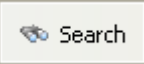





Help Menu	
User manual	Opens a window with the online User Manual.
Developer manual	Opens the Sitecore Developer Network at http://sdn.Sitecore.net , where authenticated Sitecore developers access technical information about the product.
Sitecore on the net	Opens http://www.Sitecore.net , Sitecore's primary website.
Licenses	Information concerning license agreements for Sitecore and the various modules.
About Sitecore	Information about the Sitecore instance.



20.2 Underlying Menu Bar

This Underlying Menu Bar provides shortcuts for various Sitecore activities such as accessing Sitecore “Favorites” or “Search” functionality. Close items which render in the Tree Structure by selecting the “X” icon in the upper right corner of the pane.



Underlying Menu Bar		
	Back/Forward	Similar to Internet Explorer but with previously viewed Sitecore items.
	Home	Similar to Internet Explorer but to the User's Sitecore home record.
	Content	Load the Content Tree if another item has been opened in the Tree Structure.
	Search	Search Sitecore records and/or their content for specific terms.
	Favorites	Similar to Internet Explorer but with Sitecore Favorites as defined by the user.
	Approvals	Load the Content Tree with a list of the records requiring approval before publication to the site.
	My work	An administrator or developer will typically configure My Work for Users.
	WebEdit	Will open Sitecore in WebEdit/content marker mode
	Publish	Publish content to the website.

21 Tree Structure

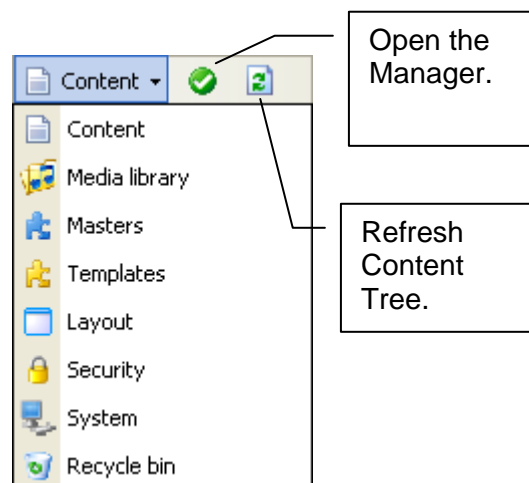
Select a category of Sitecore items using the Tree Structure Drop-Down. Not all Users have permission to view all of the item types shown, but typically at least Content and the Media Library appear.

Select “Content” to view all records and their content.

Select “Media library” to work with images, PDFs and other binary assets available on the website.

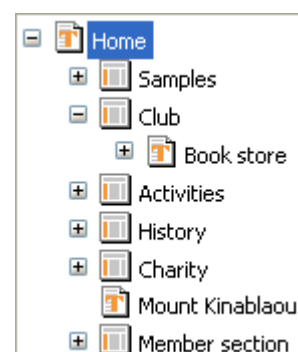
Select Security to configure Users and groups.

The Manager button provides a menu of wizards for quickly managing the tasks relevant to the current selection in the Tree Structure.



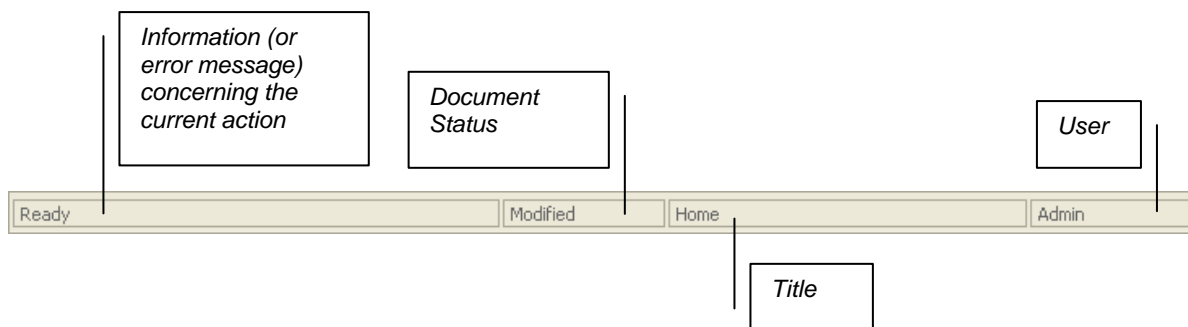
Content Tree

The Content Tree, visible when Content is selected in the Tree Structure Drop-Down, provides access to content records. The structure in which these records are saved commonly resembles the structure and navigation of the published site. Different types of records may be represented by different icons. In addition to records there may also be folders which simply contain records and subfolders. Unlike operating system file systems, in Sitecore it is possible to create records as children of other records – there is not always a need to create a folder to contain the children, and no special file names are needed (it is best to use letters and numbers). Use the plus (+) and minus (-) symbols to expand and collapse the tree below each item.



22 Status Bar

The Status Bar contains messages from the Sitecore system. This tool is divided into four sections:

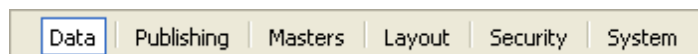


The Status Bar

Information	The Information section may indicate that the system is “Ready” for activity, that it is busy publishing to the site or various other status and error messages.
Document Status	The Document Status section may be blank or “Modified” if changes have been made to content since the record was last saved.
Title	The name of the current record, often useful after scrolling away from the active record in the Content Tree.
User	The User section indicates the ID of the User currently logged in to Sitecore.

23 Tabs

In addition to the structured data fields making up the records, all items have various control options such as specifying when the record should be published to or expired from the site. Rather than placing these all on a single “page” of the User Interface, these items are split across logical tabs. The list of tabs visible is limited by the User’s configuration. For relatively complex record types, additional tabs may be used to further subdivide the interface for maintaining records.



23.1 The “Data” Tab

To maintain the record content, such as images and text, select the “Data” tab or any of the custom tabs implemented for your solution. The specific fields that appear depend on the organization’s implementation of Sitecore – below is a general example:



The screenshot shows the Sitecore user interface for editing a content item. At the top, there's a breadcrumb path **/content/Home** and a toolbar with **Approve**, **en**, and **6.1**. Below this is a tabbed interface with tabs: **Data** (selected), **Publishing**, **Masters**, **Layout**, **Security**, and **System**.

The **Data** tab contains the following fields:

- Title:** Welcome to Danish Adventures
- Text:** Danish Adventures is an organisation devoted to exploration, enjoyment and conservation of the outdoors and wilderness areas. vxcv
The club arranges several outdoor activities for Danes each year such as hiking, backpacking, climbing, skiing, snowboarding, white water rafting, sea kayaking, alpine... (truncated text)
- Date:** Monday, July 08, 2002
- Image:** A small thumbnail image of a person in a red jacket.
- Author:** Webmaster

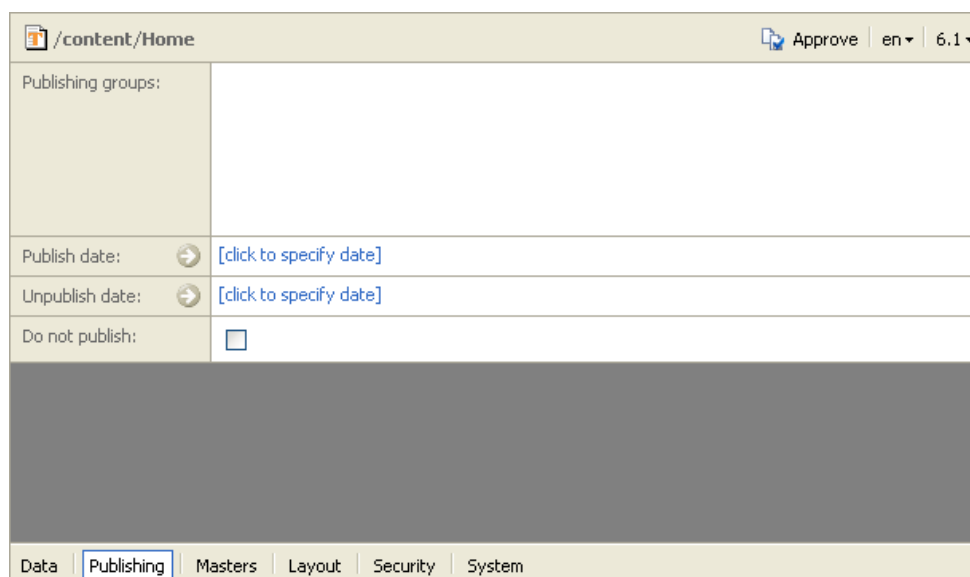
At the bottom of the form, there is a large grey rectangular area, likely a placeholder for a preview or additional content.

23.2 “Publishing” Tab

Use the Publishing Tab to set publishing options for the record, such as when it should appear on or be removed from the published site, or to indicate that a record is not to be published.

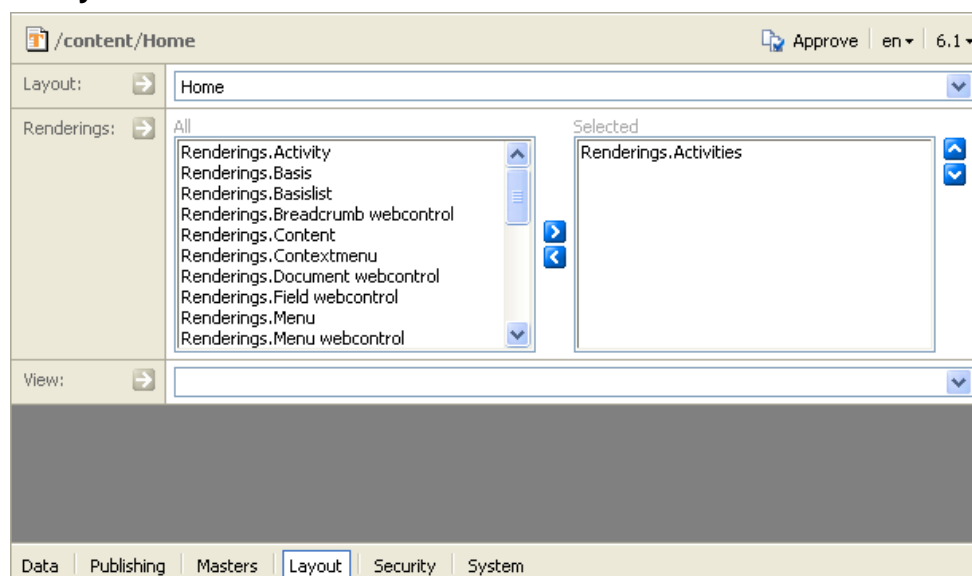
Though an organization may choose to automate the publication process, by default publication requires that the User select the “Publish” button before changes will take effect on the site.

Publishing groups are used to control batches of content which are deployed simultaneously – this will typically be configured by the Sitecore administrator. By default there is one logical publishing group for all content.



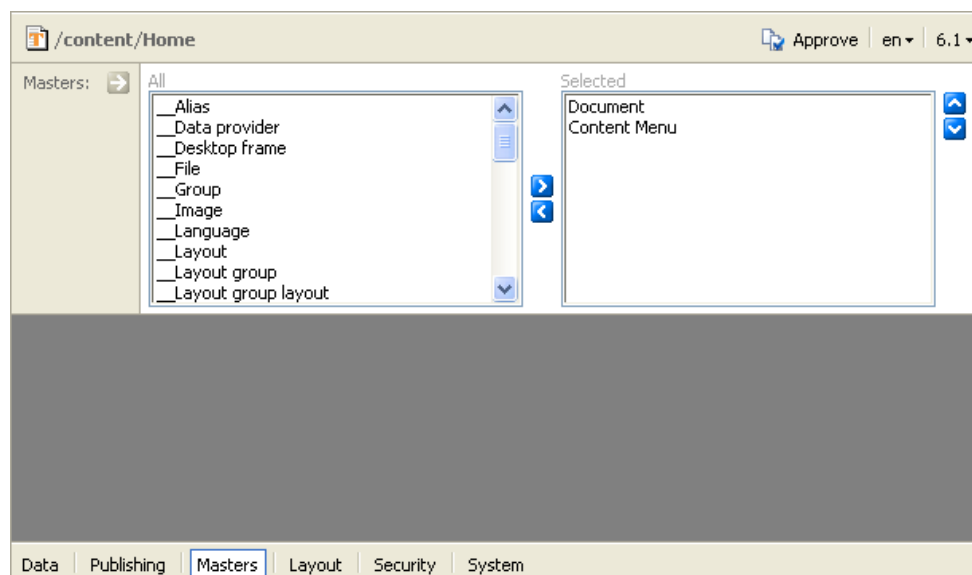
Publishing groups	Publishing group(s) to which the current selected record belongs.
Publish date	Date and time when the selected record is to be published to the site. The arrow icon next to this field provides a calendar for selection of date and time for publication.
Un-publish date	Date and time for removing the record from the published site.
Do not publish	Prevent the item from being published to the site.

23.3 “Layout” Tab



The “Layout” tab is typically for developers and can be used to control how the selected record should be displayed on the published site. In general, it is preferable to set layout options on a Template (described separately) rather than individual records. Further information may be found on <http://sdn.Sitecore.net>.

23.4 “Masters” Tab

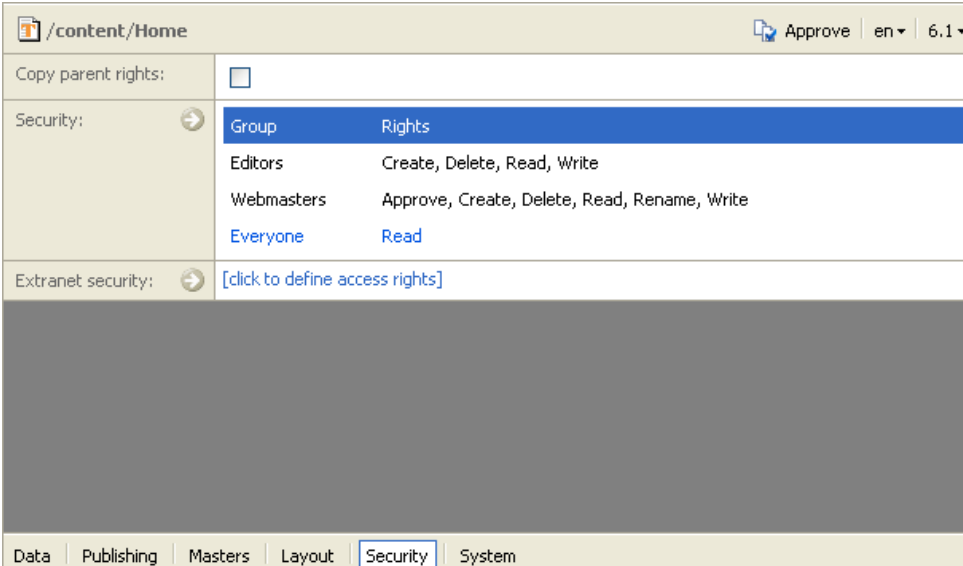


A Master can be used to control the default values inserted when a new record is created. A Master Hierarchy can be used to configure any child records which should be created automatically beneath a new record. These are typically configured by the Sitecore administrator.

The “Masters” tab specifies which Masters can be used to create records beneath the current item.

23.5 “Security” Tab

Use the Security tab to control access to the record.



/content/Home Approve en 6.1

Copy parent rights: ☐

Security:

Group	Rights
Editors	Create, Delete, Read, Write
Webmasters	Approve, Create, Delete, Read, Rename, Write
Everyone	Read

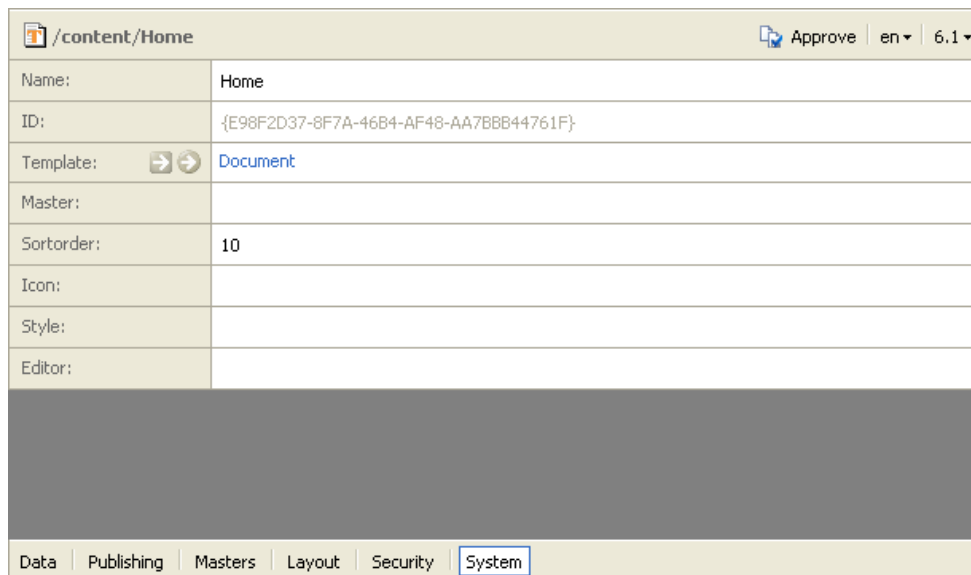
Extranet security: [\[click to define access rights\]](#)

Data Publishing Masters Layout **Security** System

Copy parent rights	This item is applicable to Masters. If this item is selected, children created below the current record will have the same security settings as the parent record.
Security	Use the Security field to control which Sitecore Users have which rights on the record, such as who is allowed to edit, approve or publish the selected record. In the dialog that appears when this item is selected, use “Apply to children”, to apply the specified security rights to the children of the current record.
Extranet security	The term Extranet can be somewhat confusing. This field is used to control which clients on the published site will have permission to view the current record when it is published. The interface for specifying Extranet security is the same as the interface for specifying Sitecore security.

23.6 “System” Tab

The System tab contains various options primarily relevant to developers, such as specifying which Template is associated with the record.



The screenshot shows the Sitecore user interface for the 'System' tab of a record named 'Home'. The breadcrumb path is '/content/Home'. The record details are as follows:

Name:	Home
ID:	{E98F2D37-8F7A-46B4-AF48-AA78BB44761F}
Template:	Document
Master:	
Sortorder:	10
Icon:	
Style:	
Editor:	


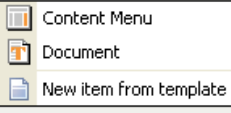












At the bottom, there is a navigation bar with tabs: Data, Publishing, Masters, Layout, Security, and System (which is currently selected).

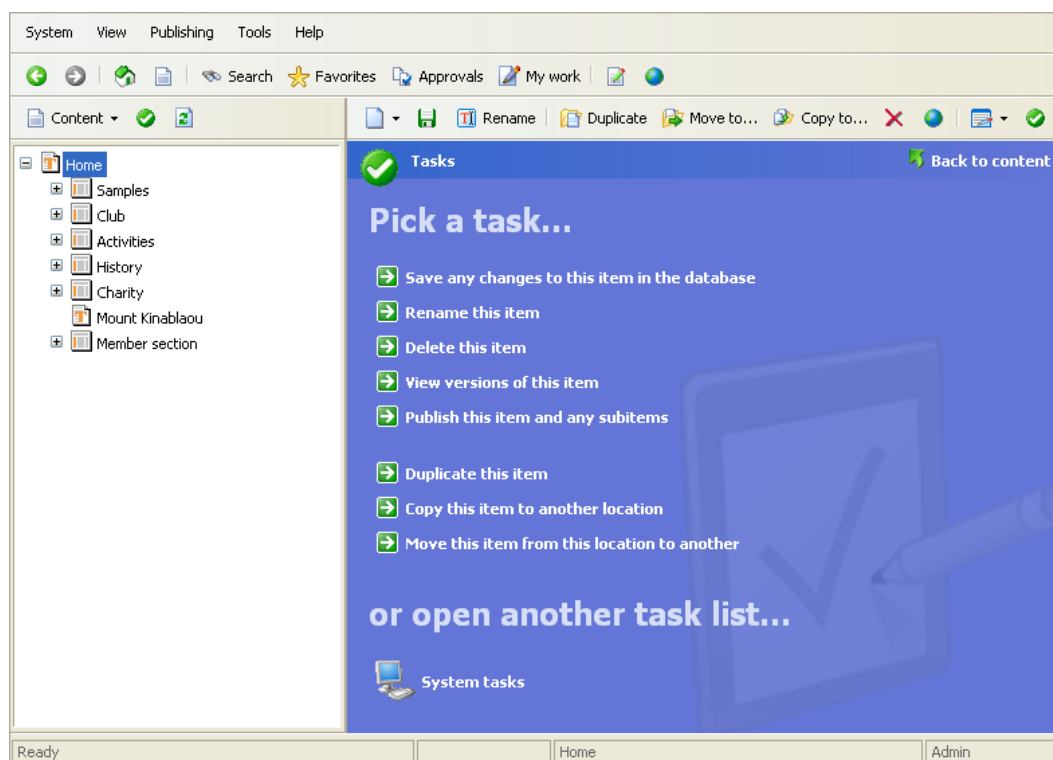
Name	The name of the record. This is the same name as can be seen in the Content Tree.
ID	All records have a unique ID, which may be viewed here.
Template	This item presents/controls the Template associated with the record, which defines the data structure and possibly presentation options. Navigate directly to the Template using this field (for instance, to add a field), or to change the Template associated with the record.
Master	This field is reserved for future versions of Sitecore. The Master associated with the record may be visible here.
Sort order	Depending on the implementation, this field can be used to control the sorting (such as in navigation) of the records on the published site.
Icon	The Icon field can be used to override the default icon associated with records in the Content Tree, which can make it easier to identify content using this interface.
Style	This field can be used to control the presentation of the field in the Content Tree, such as highlighting certain record names using red text (“colour=red;”).
Editor	A reference to an ASP.NET URL can be placed here to use an HTML editor other than the default shipped with Sitecore. The insertion will be shown on an additional tab named “editor”.

24 The Tool Bar

Depending on the configuration of permissions in the Sitecore system, various buttons from the list below are exposed in the Tool Bar. Many of these buttons open additional dialog boxes for specifying action options, such as the new name for a record in the “Rename” function.

Note that if record content contains links to other records, renaming, moving and deleting can cause broken links on the site and should be handled carefully. It is best for links to be generated dynamically.

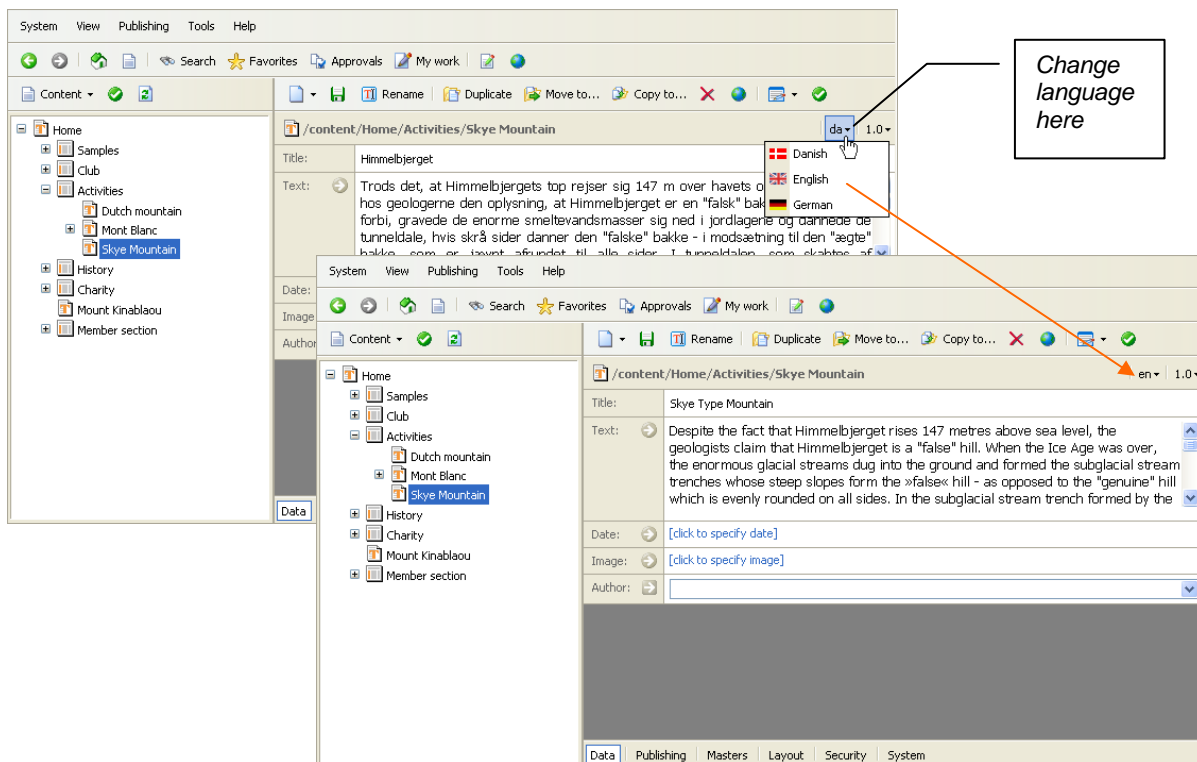
 	New	<p>Use the “New” button to create new records under the selected record. Based on the configuration of the selected record, a different list of the possible child record types will be presented (the drop-down menu shown under the button). This list is typically configured by the Sitecore administrator.</p> <p>The “New item from template” option allows a Template to be selected for creating a new record.</p>
	Save	Save changes to the current record.
	Rename	Rename a record.
	Duplicate	Duplicates the current record to the same level in the Content Tree.
	Move to...	Moves the selected record to another level in the Content Tree.
	Copy to...	Copies the selected record and any children to another level in the Content Tree.
	Delete	Deletes the selected record. A warning box appears before the record is actually deleted.
	Clipboard	Functionality for developers.
	Copy Paste	Use Copy and Paste to copy items, for instance to another website.
	Delete all sub-items	Deletes the current record and all descendants.
	Re-sort all sub-items	Deletes the “sort order” value from all child records.
	Deactivate linked databases	Deactivates all linked databases, such as file system plug-ins.
	Item tasks	Shows an interface providing wizards for the most common actions for the selected record (see the image below for an example). Many of the wizards duplicate functionality in the Tool Bar.



Save any changes to this item in the database	Save changes to the selected record.
Rename this item	Rename the selected record.
Delete this item	Delete the selected record.
View version of this item	Show previous versions of the selected record; optionally create new versions.
Publish this item and any sub items	Publish the selected record and its children.
Duplicate this item	Duplicate the record at the same level in the Content Tree.
Copy this item to another location	Copy the selected record to another location in the Content Tree.
Move this item from this location to another	Move the selected record to another location in the Content Tree.

25 Language Version

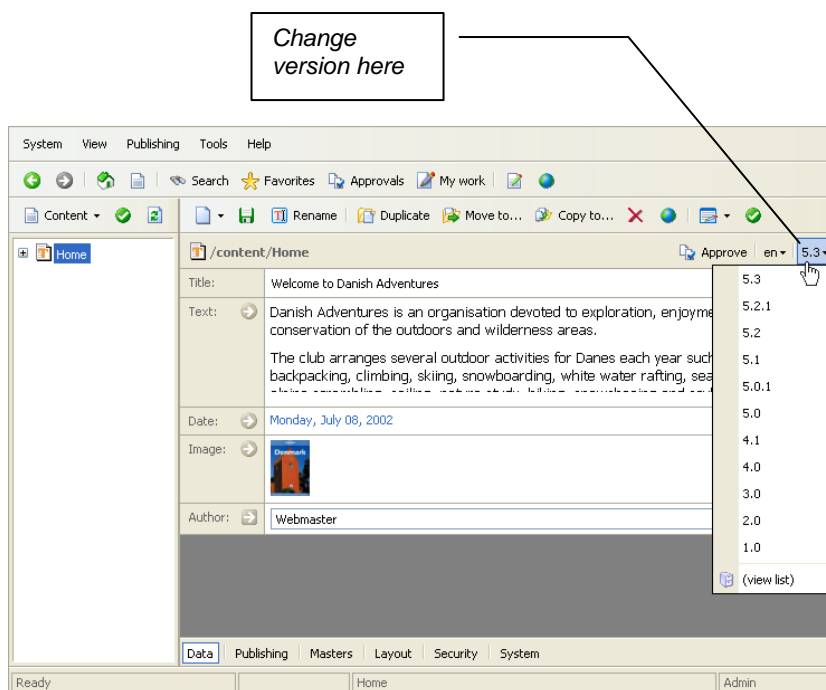
Depending on User permissions and Sitecore configuration, the Language item can be used to edit content (including image and other references) in other languages. The location in the Content Tree, record structure, name, ID, sort order and other properties of the record remain unchanged, but a view of the translated content will appear.



25.1 Versions

Keep any number of versions of a single record. The versions may be viewed and new versions created using the Version item.

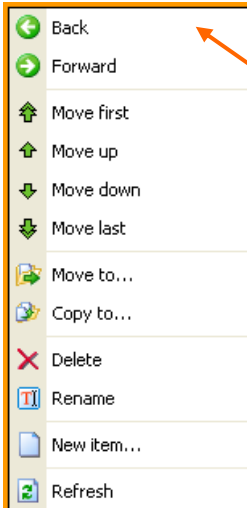
Select "View list" at the bottom of the dropdown menu to view, create and delete versions, or if the list of versions is so long that it is hard to work with.



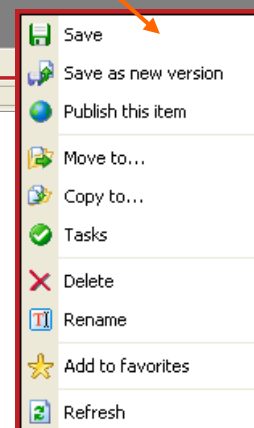
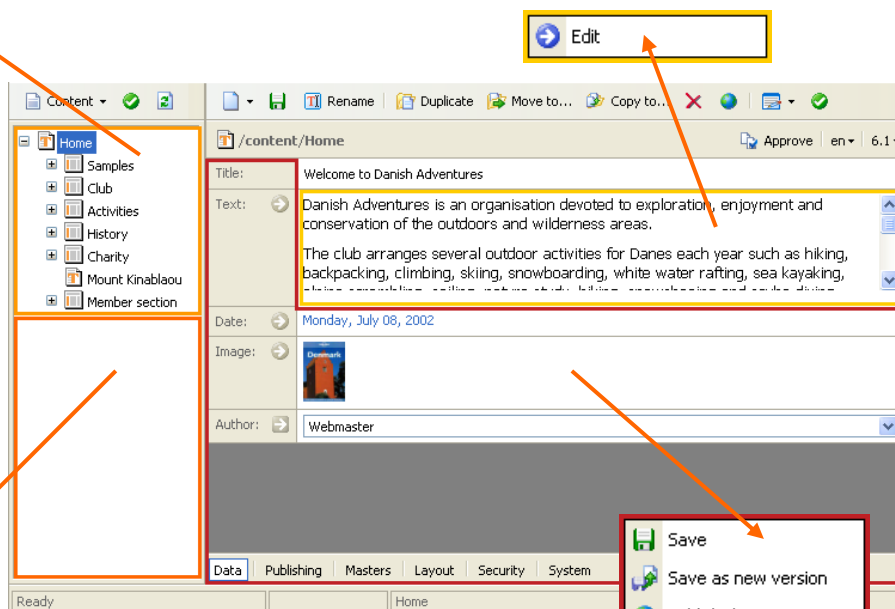
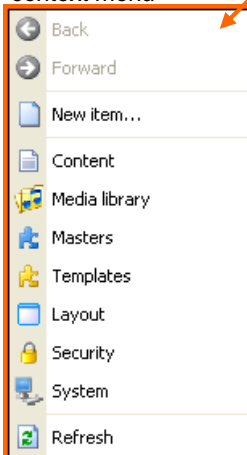
26 Context (Right-Click) Menus

Different Context Menus appear when “right-clicking” items in Sitecore.

Record context menu















Tree structure context menu













Field context menu




26.1 Record Context Menu








Context Menu Items for Records		
 	Back Forward	These function in the same manner as the back and forward buttons of the Internet Explorer, but only within the Sitecore User Interface.
	Move first	Move the selected record to the top of the current list in the Content Tree. In some implementations this can affect the sorting of navigation; otherwise it can be used to move most frequently used records to the top of the list.
	Move up	Similar to “Move first”, but only moves the record one step up in the list.
	Move down	Opposite of “Move up”, moves the selected record down one step in the list.
	Move last	Opposite of “Move first”, moves the selected record to last place in the list.
	Move to...	Move the selected record to another level in the Content Tree.
	Copy to...	Copy the selected record and any child items to another location in the Content Tree.
	Delete	Delete the selected record. A warning dialog allows cancellation in case the menu item was selected by accident.
	Rename	Rename the selected record.
	New item...	Presents a dialog which allows the User to select a Template for creating a new item under the current record.
	Refresh	Refresh the Tree Structure.

26.2 Tree Structure Context Menu

Tree Structure Context Menu items		
	Back Forward	These function in the same manner as the back and forward buttons of the Internet Explorer, but only within the Sitecore User Interface.
	New item...	Create a new record using a Template.
	Content	Show the Content Tree in the Tree Structure, in case the User has navigated to another Sitecore location.
	Media library	Show the Media Library in the Tree Structure.
	Masters	Show the Masters Tree in the Tree Structure, for creating and maintaining Masters. This is generally used by developers.
	Templates	Show the Templates Tree in the Tree Structure, for creating and maintaining Templates. This is generally used by developers.
	Layout	Show the Layout Tree in the Tree Structure, for creating and maintaining Layouts. This is generally used by developers.
	Security	Show the Security Tree in the Tree Structure. Administrators typically use this to configure Sitecore security.
	System	Show the System Tree in the Tree Structure. Administrators typically use this to configure the Sitecore system.
	Refresh	Refresh the data in the Tree Structure. This is not the same as the browser's refresh button, which typically is not needed within Sitecore.

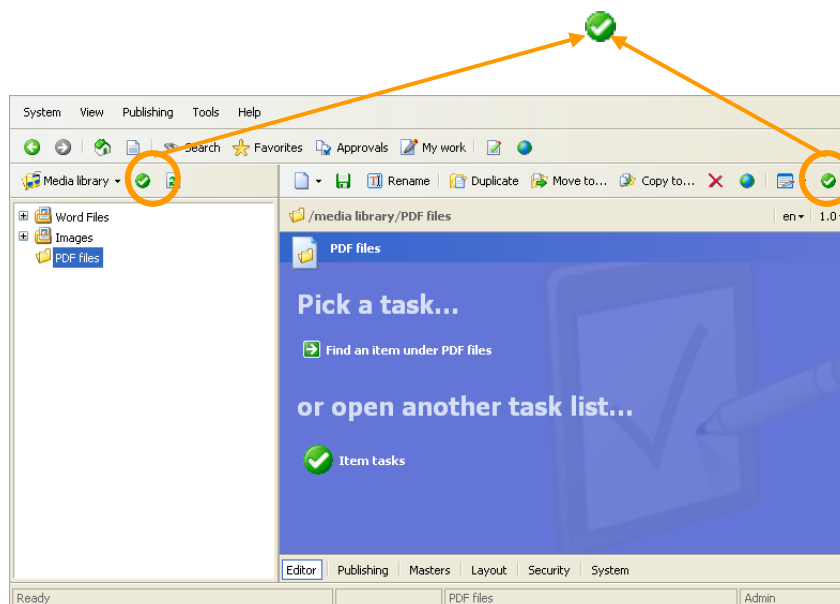
26.3 Field Context Menu

Field Context Menu Items		
	Save	Save the current record.
	Save as a new version	Store the current record as a new version.
	Publish this item	Publish the current record and all of its children.

	Move to...	Move the selected record to another location in the Tree Structure.
	Copy to...	Copy the selected record and all children to another location in the Tree Structure.
	Tasks	Show the Tasks interface with options relevant to the current item.
	Delete	Delete the current record. A confirmation dialog is presented to avoid accidental deletion.
	Rename	Rename the record.
	Add to Favorites	Add the record to “Favorites” within Sitecore.
	Refresh	Refresh the field area.

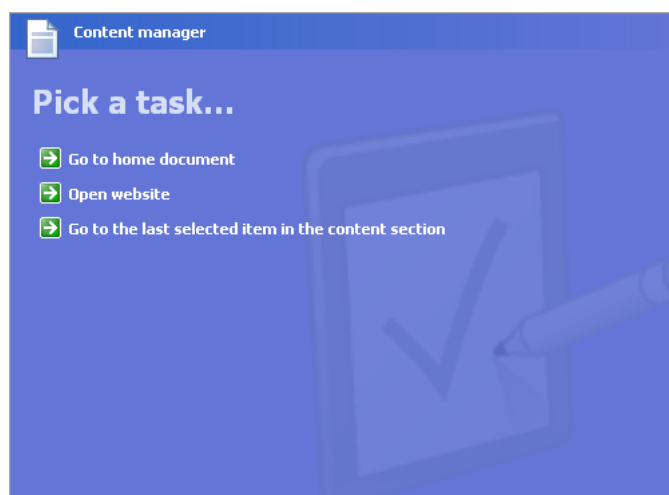
27 Task Interfaces

Task interfaces, or wizards, are provided to make it easy performing various tasks through out the system. The tasks are related to either an area or an item. The task interface can be opened for an area by clicking the Show manager button in the Tree structure menu, or in the Tool bar menu for a selected item.



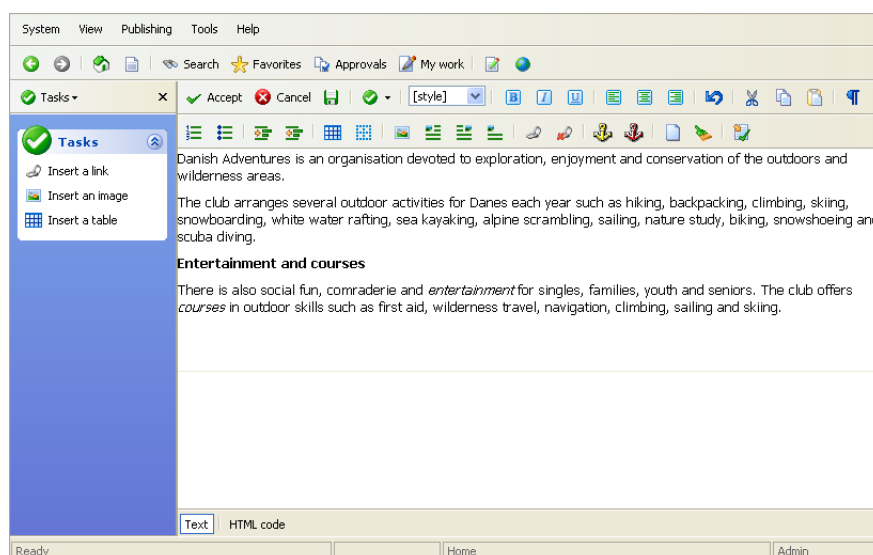
The task list appears with a blue background and contains a list of tasks for the selected item or area. The list contains wizards for performing typical tasks, where the selection opens the appropriate wizard or dialog for completing that task. E.g. this could be creating or finding a user in the Security area or go back to the last selected item in the content section.

The content of the task list will change depending on the position in the tree structure. Where alternative task lists exists these will be displayed. If there are no related task lists only the task list are presented.





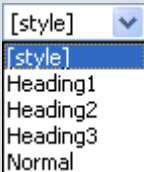
























28 HTML Editor Details









Because it operates in the browser, an HTML editor behaves slightly differently from other tools such as Microsoft Word. Most icons resemble those known from Word and work in the same way. Some functions not available in Word are available as well.



HTML Editor icons

	Accept	Saves changes and close the HTML editor. This is different from saving the record; it simply updates a field in the record before save.
	Cancel	Lose changes made in the HTML editor since it was opened.
	Save	Saves all changes to the record since the last save.
	Tasks	Open additional menus (described below). Menus may be closed using the “X” icon in the upper right corner.
	Styles	Format text using predefined text styles as configured by a developer or administrator.
	Bold	Bold font
	Italic	Italic font
	Underline	Underline font
	Colour	By clicking on this icon, a colour palette appears from which a colour for the text may be selected.

	Justify left	Aligns the text to the left.
	Justify centre	Centres the text.
	Justify right	Aligns the text to the right.
	Undo	Undo the last typing.
	Cut	Cuts
	Copy	Copies
	Paste	Inserts the copied or cut section.
	Show all tags	Shows the tags in the text area. This icon contains an extra feature which needs installing by the user. This is very simple, the only thing required is to be especially attentive to close the Internet Explorer, and reopen it before being able to use the newly installed functionality. To fully benefit from this functionality, knowledge of HTML is necessary.
	Numbered list	Creates a numbered list.
	Bulleted list	Creates a bulleted list.
	Increase indent	Makes an indent in the text.
	Decrease indent	Moves back the text.
	Insert table	Opens a side menu bar from where you may insert tables. You may also select various properties for the tables. This icon may also be used if you want to edit an existing table.
	Toggle design	Is used by developers.
	Insert image	Inserts an image. A dialogue box opens from where you may insert an image and then select various properties applying to the image.
	Align image left	Aligns the image to the left. If you mark an inserted image you may then select to align the image to the left or to the right.
	Align image right	Aligns the image to the right.
	Remove image alignment	Ensure the selected text or image is not linked.

	Insert link	Insert a link, or make the selected text or image a link.
	Remove link	Removes previous created links.
	Insert anchor	Inserts an anchor. An input box appears where you may enter the name of the anchor.
	Remove anchor	Removes a previously created anchor
	Clear all content	Deletes everything in the text field. By using this icon you ensure that all text and previous formats have been erased.
	Remove formatting tags	Deletes formats to text (bold, italic and underlined).
	Clean HTML	If you copy from Word, this icon may be used to “clean” the text. It ensures that all superfluous is deleted in order to leave a clean HTML.
	Text/HTML code tab	You may choose to view the code of the text by changing the editor to HTML code.

29 Terms and Definitions

Approval - In many Sitecore implementations, content created or updated by one CMS User must be approved by another User before Publication.

Content Management System (CMS) - CMS technology has a variety of intentions including:

- Simplified website maintenance for CMS Users
- Publication checkpoints to ensure site integrity
- Consistent Published Site User experience

CMS Administrators - CMS Administrators are Developers with additional responsibility and access such as ensuring reliable operation, creating User IDs for new CMS Users and granting permissions.

CMS Developers - CMS Developers are Users with additional privileges to maintain code.

CMS (Sitecore) User - CMS Users who are given rights to create, edit, approve, delete, rename, copy, move, approve, publish and otherwise “maintain” the content comprising the Published Site.

Content Markers - Content Markers are the coloured discs that appear over content, which supports its maintenance in an intuitive Web Preview mode.

Content Tree - The Content Tree is the section Sitecore displays in the Tree Structure by default. It contains the hierarchy of folders and content records comprising the site.

Current Item/Record - By selecting an icon in the Content Tree, that icon becomes the Current or Selected Item. When a User selects a Record, the main pane will load its content using Fields associated with the Template originally used to create that Record.

Extranet (Authenticated) Published Site User - An Authenticated User of the Published Site provides credentials authorizing access not granted to all Published Site Users. Sitecore refers to Authenticated Users of the Published Site as Extranet Users.

Field - Templates employ different types of Fields to collect data.

Item - Item refers to any icon appearing in the content tree, which may or may not contain other Items.

Master - Masters specify default configurations when CMS Users create new Records. They also control where Users can create different types of records, the default content of those records, and whether records are created with specific children by default.

Media Library (Media Browser) - The Media Library, accessed with the Media Browser, is used to manage media files such as images and PDFs.

Publication - Once new or changed content has been approved, it can be published, making it available to Published Site Users.

Published Site (Live Site) - The Published Site or Live Site is an internet or intranet site which uses content and other resources managed by the CMS.

Published Site User (Client) - A Published Site User or Client browses the Published Site.

Record (Document) - Records are created when CMS Users save data entered into a template. Sitecore sometimes refers to Records as Documents.

Section - A Section is typically an Item which contains other Items at a relatively high level of the Content Tree, such as /home, /home/hr, /global, etc. A section is commonly a Record, but may be a folder or other type with no content fields.

Template - CMS Developers create Templates to structure content into fields (e.g. Headline, Date, Location, Body and other fields for a news article).

Tree Structure - The left-hand pane of the Sitecore User Interface is referred to as the Tree Structure, working much like a tool palette in windows applications.

Tree Structure Drop-Down - The main Drop-Down menu at the top of the Tree Structure controls which section of Sitecore is visible in the Tree Structure.

Selected Item/Record - See Current Item/Record.