

When to Use

Use the Search page type to create search functionality for your site(s). You can set the search page to search in the following ways:

- A portion of a site
- An entire site
- All sites within your Active CM installation

Examples of How to Use

- Create a Search page that allows site visitors to search only your Product pages.
- Create a general site search that allows visitors to your site to search the contents of your entire site.

Note

In order to take advantage of some of the new features introduced to the search page in ACM 9.1 and higher, you must download a .Net support file from the Windows Download site. You can find the file here:

<http://www.microsoft.com/downloads/details.aspx?FamilyId=9BA6FAC6-520B-4A0A-878A-53EC8300C4C2&displaylang=en>

Search Page Sections & Fields

Page Section	Field Name/Item	Description of usage
General Search Properties	Max Results	Select the maximum number of results you want the system to return for any given search.
	Results Per Page	Select the number of results you want displayed per page.
	Limit Search	<p>You can limit the scope of the search to one of the three following options:</p> <p>All Sites – select this option if you want the search feature to search all sites within the Active CM installation.</p> <p>Current Site – this option limits the search feature to the site on which the search page is being created.</p> <p>Restrict to Section – You can select a single parent page here and have the search feature search just that one</p>

Page Section	Field Name/Item	Description of usage
		page or that page and all of its child pages.
	Advanced Search	Enable this checkbox to provide advanced search functionality for your users.
	Enable search for:	<p>This set of checkboxes can be selected to provide a more robust advanced search functions for the user. The options include:</p> <ul style="list-style-type: none"> All of a set of keywords An exact phrase Matching at least one word from a set of keywords Results that do not contain a set of keywords Specific file extensions Within a range of last publish date
	Search Box Msg Text	Complete this field to add custom text inside your Search Box. Add something as simple as "Search" or "Enter search terms here".
	Indexing Service Catalogue Name	Enter the name of the catalogue you wish to search in the indexing service. This allows you to define a specific catalogue if you have more than one instance of ACM on the Web Server. To search all catalogues, enter "Web".
Search Result Display	Show Teaser	Select this option to display any Teaser text that may be entered with your pages.
	Search Result Details	<p>Select each piece of information you would like returned in the search results. In the following example, all items have been selected to be returned in the results. Most of the information is displayed just below the Teaser lines.</p> <p>Farm Product Usage Survey 2006 Take a moment to complete our online Farm Product Survey 2006. Information gathered from the survey helps us to provide better customer support and a product line that meets our customers' needs. Page 1 of 1. Next. Select your country of citizenship: . Select a Country<. Albania<. British Indian Ocean Territory<. Last Modified On: 6/28/2006 at 2:51:37 PM > Home Page > Farm Product Usage Survey 2006 - 13.222 KB - 29,3 % - << Preview >></p>

Page Section	Field Name/Item	Description of usage
	Sort Results By	Select the option for how you would like search results to be sorted by default. Select the checkbox to allow users to sort the results from view mode.
Introduction Text	n/a	The text you enter in this html editor window is displayed above the search text box/button. You may wish to provide detailed instructions on how to use the search feature.
Conclusion Text	n/a	The text you enter in this window is displayed below the search text box/button, but above the Search Results listing. Thus, the more text you enter here, the further down the page the results will be pushed.

Search Page Tips!

- When you update site content, new pages or content changes are not returned in search results until a new site export is performed. See your site administrator if you need an immediate export.
- Search pages are generated and maintained in a SearchSite folder on your web server. This folder should be part of regular site maintenance and deleted prior to a site export to ensure your search results are up to date and accurate. This is done by the System Administrator using tools in the System Information area of the Admin Center.
- Special characters can be used in the keyword search. Create a Search Tips page and allow your site visitors to view the following characters:

Character	Description	Example
" "	Phrase Search	"Expense Report" - will return results that contain the phrase "Expense Report"
&	AND Search	Expense & Report - will return results that contain both words "Expense" and "Report".
	OR Search	Expense Report - will return results that include either word "Expense" or "Report"
~	NEAR Search	Expense ~ Report - will return results where the word "Expense" is near the word "Report". The closer the words, the higher rank in

		the results
!&	NOT Search	Expense !& Report - will return results that contain the word "Expense" but not the word "Report"