

Lab B (Module 8)



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Imagine that users complain about seeing items that are not documents in their search results. They request that you set up a Custom Search Center where they can search for either/all content, people, or just documents. You task is to create a new Search Center and a new tab for only documents. When users select this tab, only items that are documents appear in their search results.

# Exercise 1: Create an Enterprise Search Center and a Custom Search Box Page

1. Navigate to <http://intranet.contoso.com>.
2. Click **Site Actions,** and then click **New Site**.
3. In the **Create** dialog box, click the **Search** category.
4. Select the **Enterprise Search Center** template.



1. Enter a **Title** and a **URL Name** of **JustDocuments** and click **Create**.
2. Click **Site Actions,** and then click **More Options**.



1. In the **Create** dialog box, click the **Page** category.
2. Select the **Publishing Page** template, and then click the **Create** button.



1. Enter **Documents** in the **Title** text box.
2. Enter **Documents** in the **URL Name** text box.
3. Select **(Welcome Page – Search box)** in the **Page Layout** section list.
4. Click the **Create** button.
5. Click the **Save & Close** button on the Ribbon.

# Exercise 2: Create a Custom Search Results Page

1. Click **Site Actions,** and then click **More Options**.



1. In the **Create** dialog box, click the **Page** category.
2. Select the **Publishing Page** template, and then click the **Create** button.



1. Enter a **DocumentResults** in the Title text box.
2. Enter **DocumentResults** in the **URL Name** text box.
3. Select **(Welcome Page – Search results)** in the **Page Layout** section list.
4. Click the **Create** button.
5. Click the **Save & Close** button on the Ribbon.

# Exercise 3: Modify the Search Core Results Web Part to Return Only Documents

1. Verify that you are on the **DocumentResults** Search Results page you just created in **Exercise 1**.
2. Click **Site Actions,** and then click **Edit Page**.
3. Locate the **Bottom Zone** in the Web Part page.
4. Locate the **Search Core Results** Web Part.
5. Hover your mouse over the upper right corner of the Web Part until a down arrow displays. Click the down arrow to display the Web Part menu.



1. Click **Edit Web Part**.
2. Locate the **Search Core Results** tool pane in the upper right corner of the Web Part page. Expand the **Result Query Options** section.
3. Enter **IsDocument:1** into the **Append Text To Query** text box.



1. Click the **OK** button of the **Search Core Results** tool pane.
2. Click the **Save and Close** button to save and close the DocumentResults.aspx page.

# Exercise 4: Add a Custom Tab to the Search Center and Modify the Search Box Web Part

1. Navigate to <http://intranet.contoso.com/justdocuments/Pages/default.aspx>.
2. Click **Site Actions,** and then click **Edit Page**.
3. Locate the **Add New Tab** link and click it.



1. In the **Tabs In Search Pages** item dialog, enter a **Tab Name** of **Just Documents**.
2. Enter **documents.aspx** in the **Page** text box.
3. Click the **Save** button.
4. Click the **Browser Refresh** button so the **Just Documents** tab displays.
5. Click **Site Actions,** and then click **Edit Page**.
6. Locate the **Search Box** Web Part.
7. Click the upper right corner down arrow to display the Web Part menu.



1. Click **Edit Web Part**.
2. Locate the **Search Box** tool pane in the upper right corner of the Web Part page. Expand the **Miscellaneous** section.
3. In the **Target search results page URL,** enter **documentresults.aspx**.



1. Click the **OK** button of the **Search Box** tool pane.
2. Click the **Save and Close** button to save and close the default.aspx page.

# Lab Summary



In this lab, you created a new Enterprise Search Center with the URL name of JustDocuments. Then, you created a new Search Box page with a URL name of Documents. Next, you created a new Search Results page with a URL name of document results and modified the Search Core Results Web Part by appending a condition of IsDocument:1 to any query submitted. This ensures that any search results only return documents and excludes other results such as web pages. Lastly, you added a new search tab to the search center called Just Documents. You then modified the Search Box Web Part to submit any search results to the document results search results page. Based on your configuration, when users click on the new Just Documents tab their searches only return documents that match the term submitted.

