



Add an A to Z listing in Contensis CMS

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About A to Z listings

The purpose an A to Z is to list any required items on a single page, alphabetically. This is done by inserting a web control into your editable area and applying various settings.

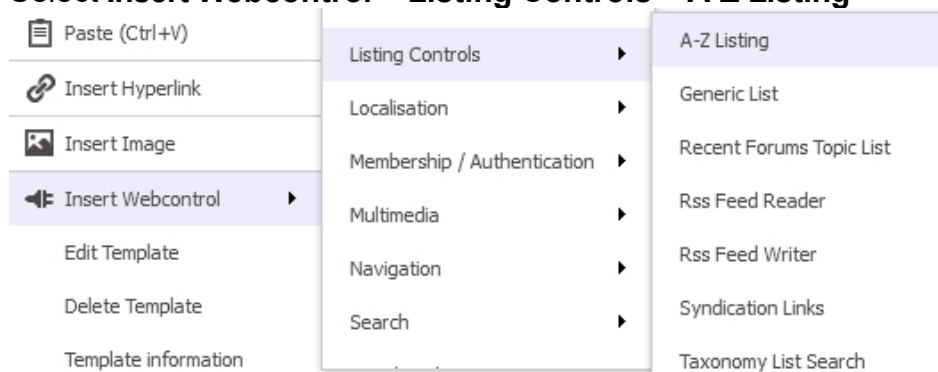
The web control is then set to list anything that adopts certain properties.

The example shown in this guide will list **only pages** within **nottingham.ac.uk/sport** that have been set to **show in the A to Z**.

Add an A to Z listing to your page

In edit mode of your page, right click where you would like the listing to go.

1. Select **Insert Webcontrol > Listing Controls > A-Z Listing**





2. Apply the following settings:

Setting	Description												
Enable Title	Unchecked												
Render Mode	Unordered list												
Sub-Item Heading	H2												
No Results Text	There are no results to display.												
Enable Lightbox	Unchecked												
Enable A to Z Bar	Checked												
Initial A-Z Letter	A												
Show Current Letter	Checked												
Enable Animation	Unchecked												
Show '0 to 9' Entry	Checked												
Theme	None												
ID	siteAZ												
Enable Description	Unchecked												
Enable URL	Unchecked												
Enable Release Date	Unchecked												
Icon Display	None												
Items Per Page	50 (change this as necessary)												
Maximum Items	0												
Pager Position	Bottom												
Enable Dynamic Folder Auto Filtering	Unchecked												
Data Filters	<p>Data filters can be applied to ensure that the correct items are listed. Some examples are:</p> <table border="1"> <thead> <tr> <th>Column</th> <th>Type</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Property_Path</td> <td>StartsWith</td> <td>/sport</td> </tr> <tr> <td>Property_IncludeInAtoZ</td> <td>EqualTo</td> <td>1</td> </tr> <tr> <td>Property_CT_ID</td> <td>EqualTo</td> <td>0 (pages only)</td> </tr> </tbody> </table>	Column	Type	Value	Property_Path	StartsWith	/sport	Property_IncludeInAtoZ	EqualTo	1	Property_CT_ID	EqualTo	0 (pages only)
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Property_IncludeInAtoZ	EqualTo	1											
Property_CT_ID	EqualTo	0 (pages only)											



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Save and preview to check that your listing is working correctly. If you are happy submit and approve your page.