

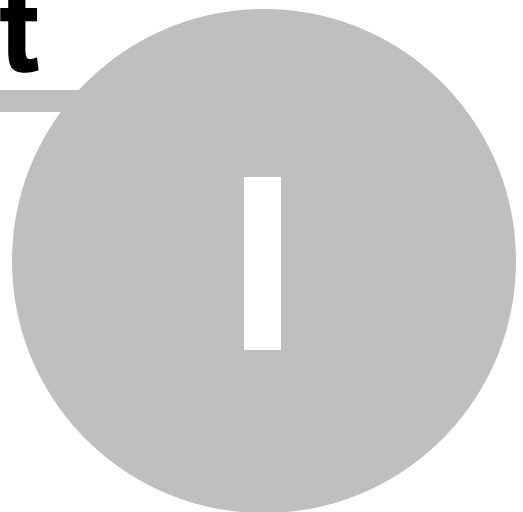
Kentico CMS 5.0 Personal Site Guide



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Part



Personal Site Guide

1 Personal Site Guide

1.1 Overview

Kentico CMS **Personal Site** allows you to easily run your own personal web site. It comes with several design templates and you can easily change the graphics.

The Personal Site is built with Kentico CMS and it comes with following features out-of-the box:

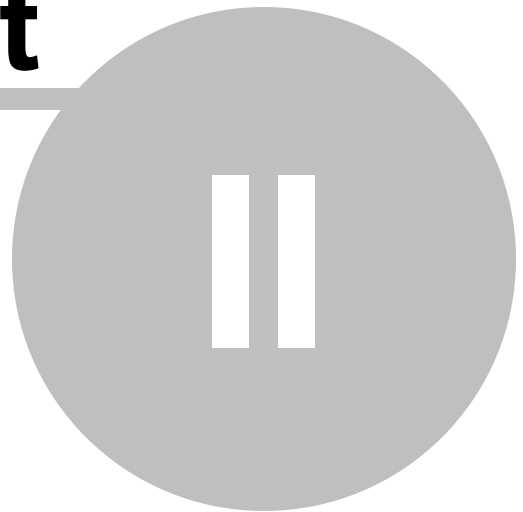
- **Content editing**
- **Blogs**
- **Forums**
- **Photo Galleries**

You can also use other Kentico CMS modules (such as newsletter, polls or forms) as you need.

To learn about other features and capabilities of Kentico CMS, please refer to other Kentico documentation, such as **Kentico CMS Tutorial** (<http://www.kentico.com/devnet/documentation.aspx>).

You can contact our technical support at <http://www.kentico.com/Support.aspx>.

Part



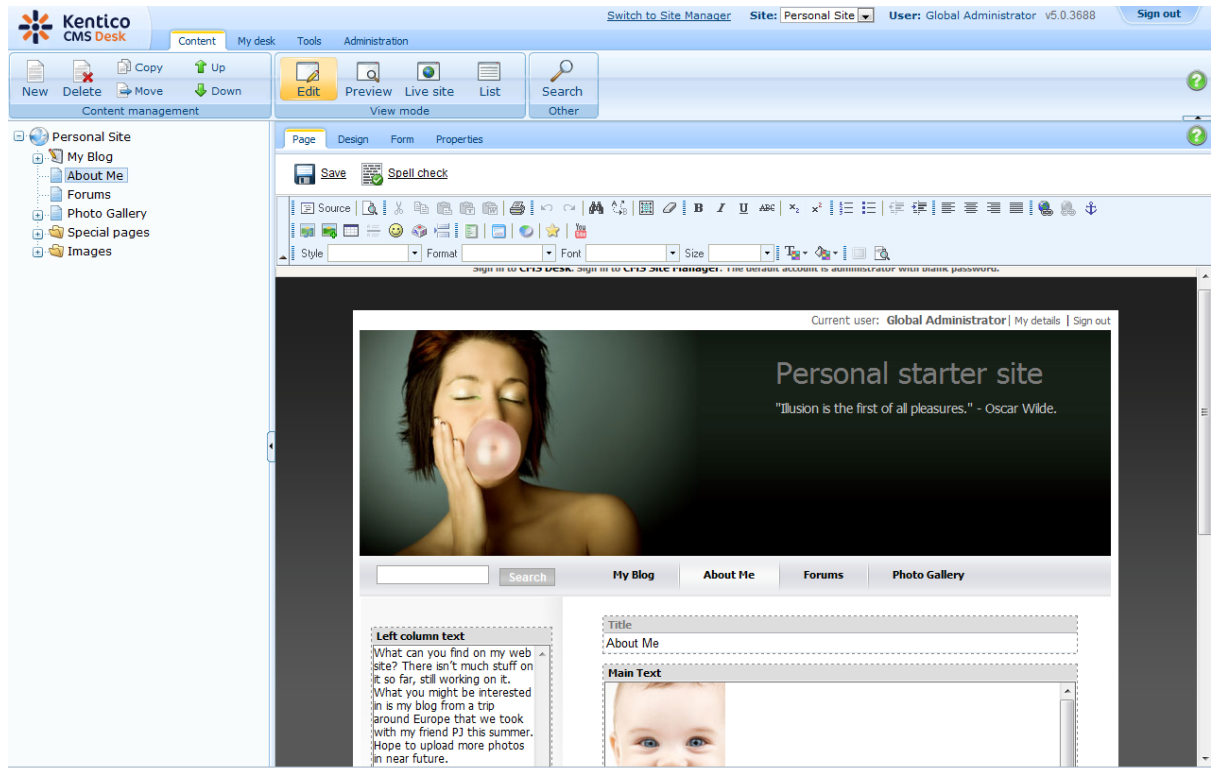
Getting Started

2 Getting Started

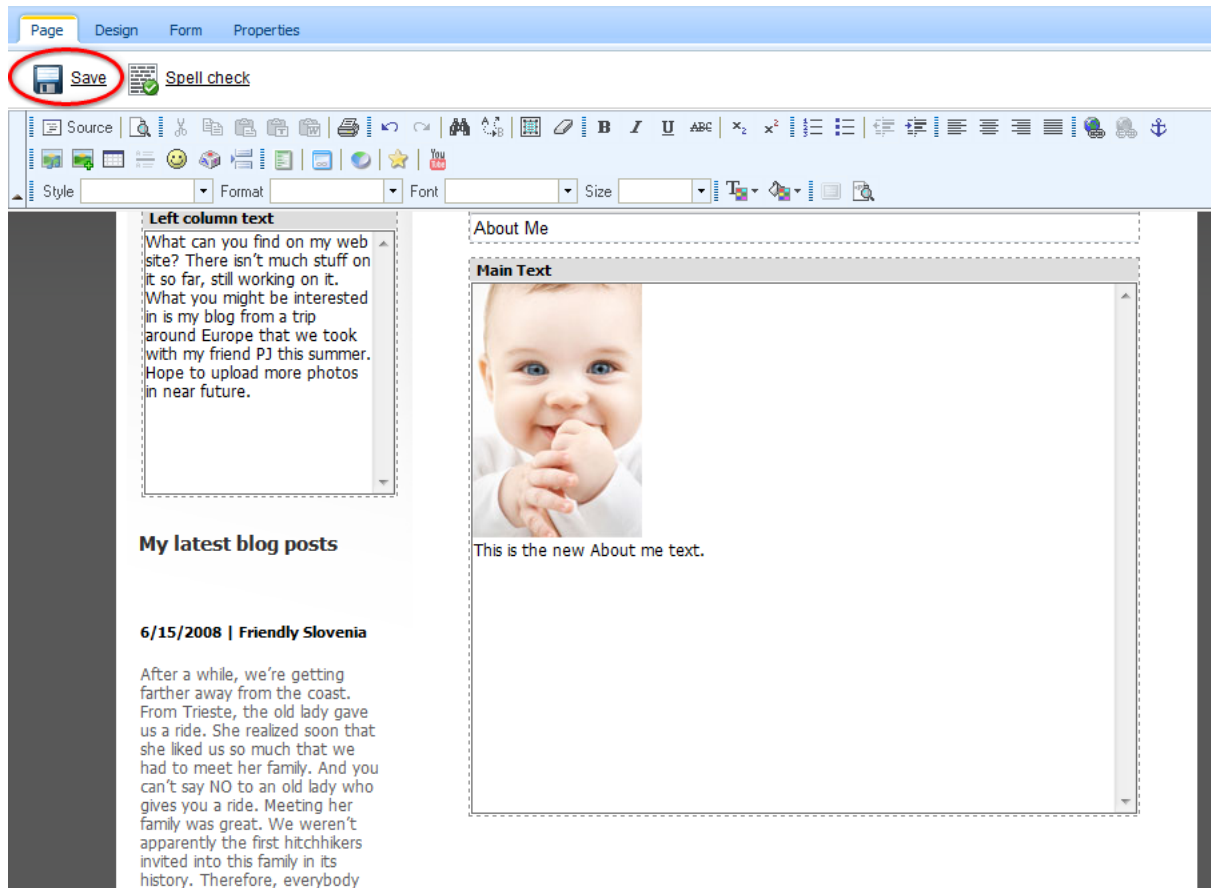
2.1 Editing content

In this chapter, you will learn how to change the **About** text on your web site.

1. Go to **CMS Desk -> Content -> Personal Site -> About me.**



2. Make sure you are on the **Page** tab and click into the **Main text** text box. Erase the text from the text box and enter *This is the new About me text*. Then click **Save** at the top-left.



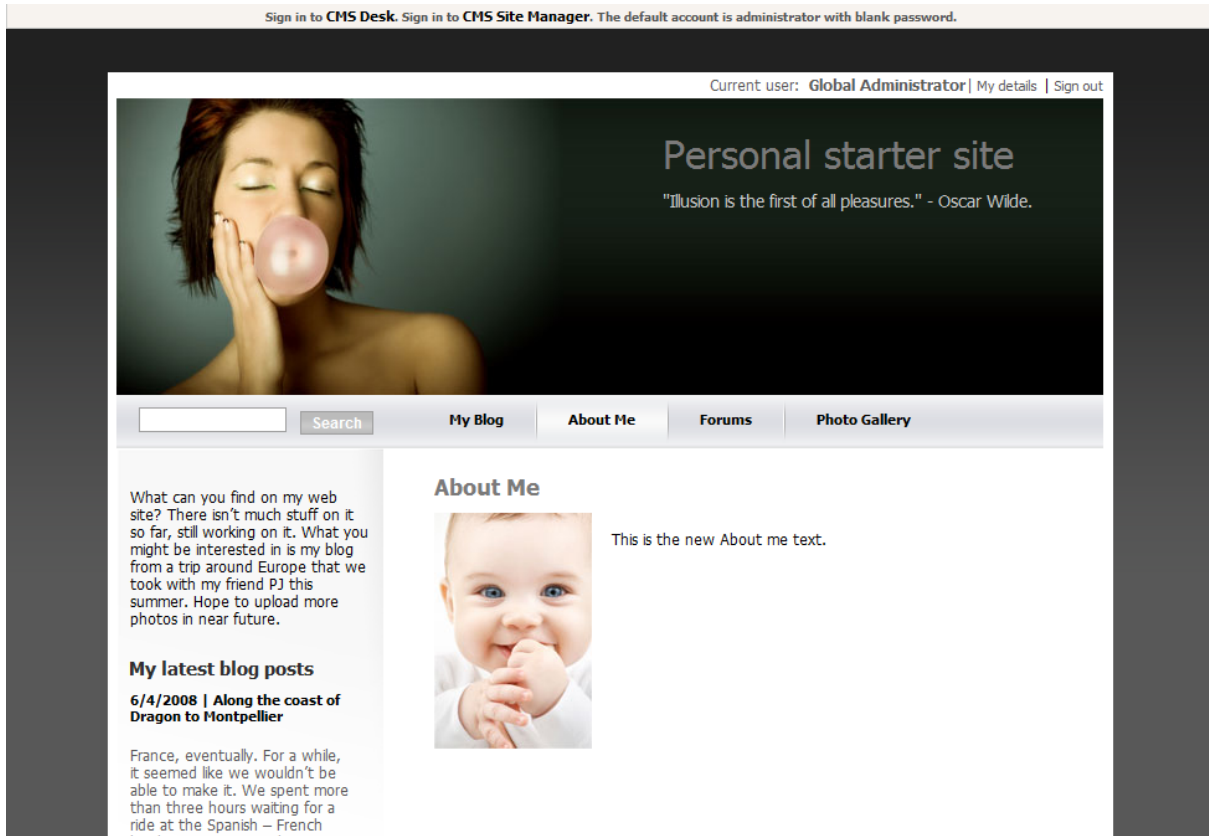
The screenshot shows a web design software interface with the following elements:

- Page Tab:** The 'Page' tab is selected, with other tabs 'Design', 'Form', and 'Properties' visible.
- Save Button:** A 'Save' button (floppy disk icon) is circled in red in the top-left corner.
- Spell Check:** A 'Spell check' button is located next to the 'Save' button.
- Toolbar:** A comprehensive toolbar with various icons for editing, formatting, and navigation.
- Style and Format:** Dropdown menus for 'Style', 'Format', 'Font', and 'Size' are visible.
- Main Text Box:** A large text box titled 'Main Text' is selected. It contains a photo of a baby and the text 'This is the new About me text.' Below the photo, the text 'This is the new About me text.' is visible.
- Left Column Text:** A text box titled 'Left column text' contains the following text:

What can you find on my web site? There isn't much stuff on it so far, still working on it. What you might be interested in is my blog from a trip around Europe that we took with my friend PJ this summer. Hope to upload more photos in near future.
- My latest blog posts:** A section titled 'My latest blog posts' contains a post dated '6/15/2008 | Friendly Slovenia' with the following text:

After a while, we're getting farther away from the coast. From Trieste, the old lady gave us a ride. She realized soon that she liked us so much that we had to meet her family. And you can't say NO to an old lady who gives you a ride. Meeting her family was great. We weren't apparently the first hitchhikers invited into this family in its history. Therefore, everybody

3. Now switch to the **Preview** viewing mode. You can see that the **About me** text has been updated.



Sign in to **CMS Desk**. Sign in to **CMS Site Manager**. The default account is administrator with blank password.

Current user: **Global Administrator** | My details | Sign out

Personal starter site

"Illusion is the first of all pleasures." - Oscar Wilde.

Search **My Blog** **About Me** **Forums** **Photo Gallery**


What can you find on my web site? There isn't much stuff on it so far, still working on it. What you might be interested in is my blog from a trip around Europe that we took with my friend PJ this summer. Hope to upload more photos in near future.

My latest blog posts

6/4/2008 | Along the coast of Dragon to Montpellier

France, eventually. For a while, it seemed like we wouldn't be able to make it. We spent more than three hours waiting for a ride at the Spanish – French

About Me

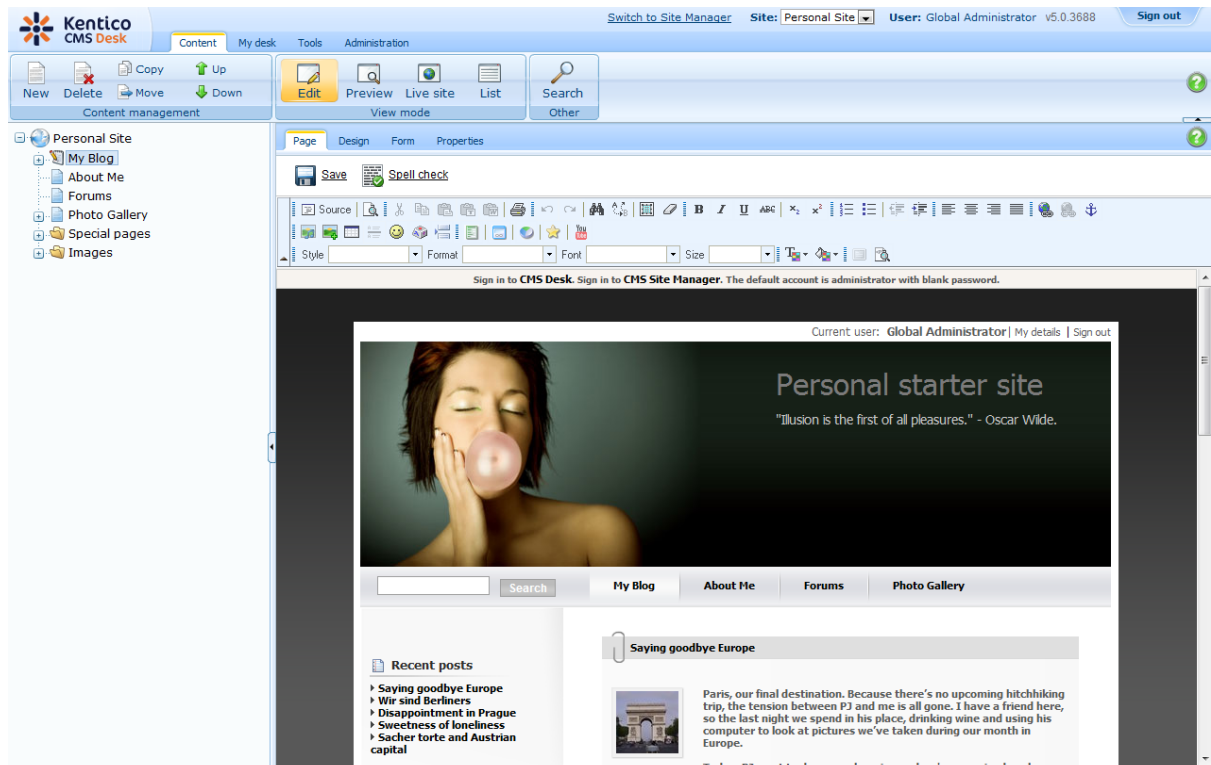


This is the new About me text.

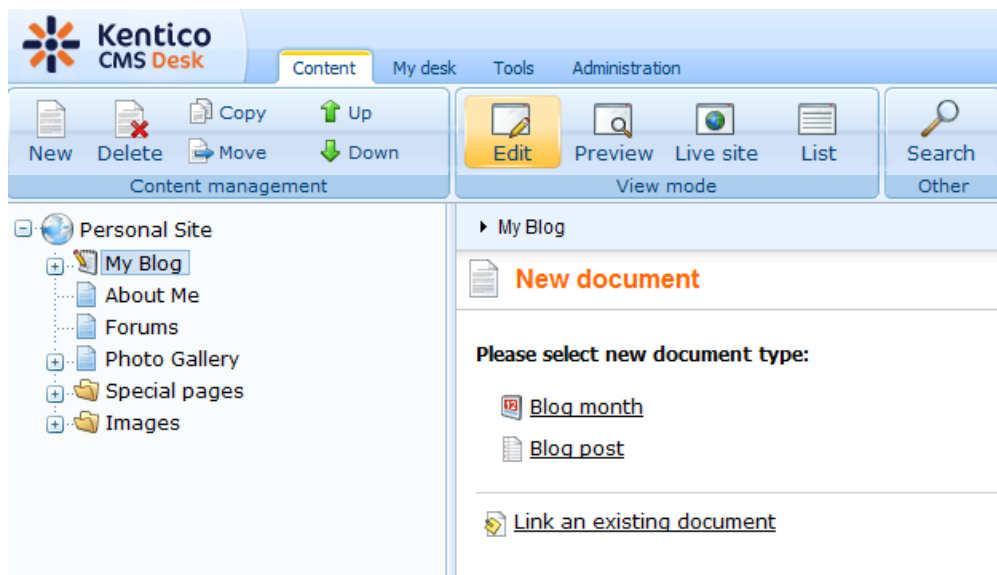
2.2 Adding a blog post

In this chapter, you will learn how to add a new post to your blog.

1. Go to **CMS Desk -> Content -> Personal Site -> My Blog** and click **New** in the document action toolbar.



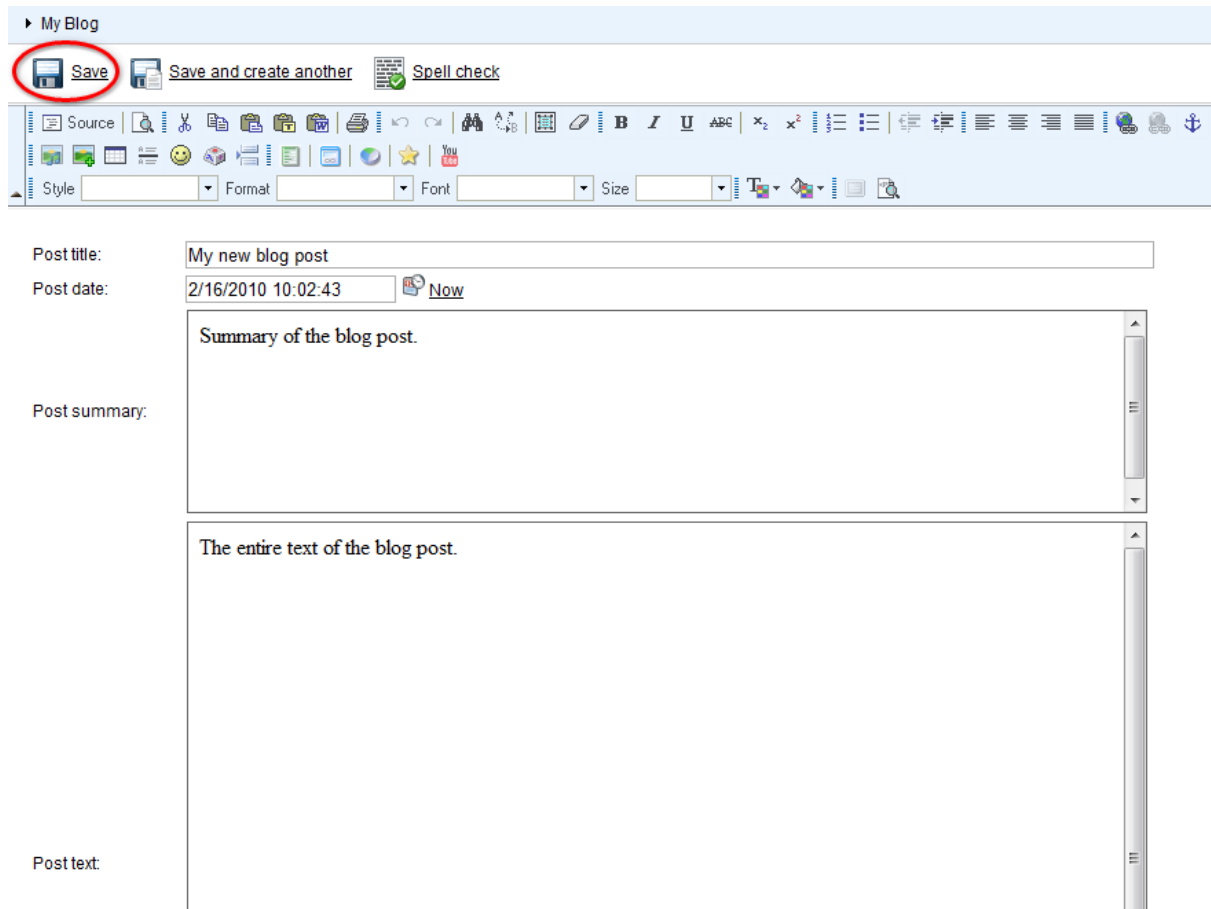
2. Choose **Blog post** as a new document type.



3. Next, enter information for your new blog post.

- **Post title:** My new blog post
- **Post Summary:** Summary of the blog post.
- **Post text:** The entire text of the blog post.

Then click **Save** at the top.



My Blog

Save Save and create another Spell check

Source | [Icons] | B I U ABC x₂ x² [Icons] | Style [Dropdown] Format [Dropdown] Font [Dropdown] Size [Dropdown] [Icons]

Post title: My new blog post

Post date: 2/16/2010 10:02:43 Now


Post summary: Summary of the blog post.

Post text: The entire text of the blog post.

Your new blog post has been added to **My Blog**.

Sign in to **CMS Desk**. Sign in to **CMS Site Manager**. The default account is administrator with blank password.

Current user: **Global Administrator** | My details | Sign out



Personal starter site

"Illusion is the first of all pleasures." - Oscar Wilde.

Search

[My Blog](#) | [About Me](#) | [Forums](#) | [Photo Gallery](#)

Recent posts

- ▶ [My new blog post](#)
- ▶ [Saying goodbye Europe](#)
- ▶ [Wir sind Berliner](#)
- ▶ [Disappointment in Prague](#)
- ▶ [Sweetness of loneliness](#)

Syndication

- ▶ [RSS](#)


Post archive

My new blog post

Summary of the blog post.

Posted: 2/16/2010 10:02:43 AM by **Global Administrator** | with 0 comments

Saying goodbye Europe

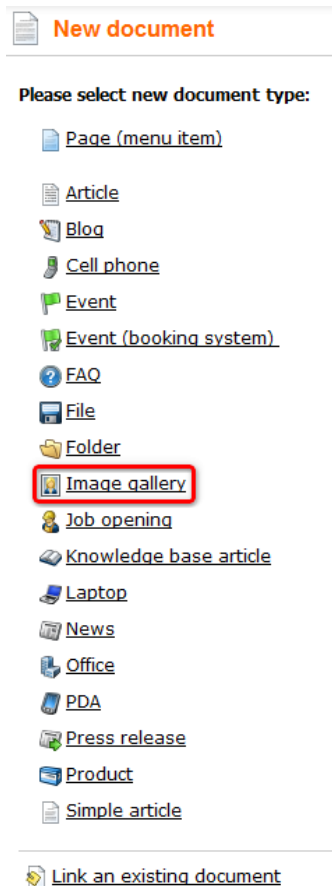


Paris, our final destination. Because there's no upcoming hitchhiking trip, the tension between PJ and me is all gone. I have a friend here, so the last night we spend in his place, drinking wine and using his

2.3 Adding a photo gallery

In this chapter, you will learn how to add the new photo gallery and upload some photos.

1. Go to **CMS Desk -> Content -> Personal Site -> Photo Gallery** and click **New** in the document action toolbar.
2. Choose **Image gallery** as a new document type.



3. Enter *New gallery* into the **Name** text box and click **Browse ...**. Choose some **Teaser image**. Then click **Save** at the top.

Photo Gallery

Save Save and create another Spell check

Source

Name:

Description:

Actions	Update	Name	Size
		testImage.png	6 kB

Publish from: Now

Publish to: Now

4. Now, go to **Properties** -> **Template** and click **Select** to choose template to use. Choose **Personal Site\Personal Site - Photo Gallery**. Click **Save** at the top.

Page Design Form **Properties**

General

URLs

Template

Metadata

Categories

Menu

Workflow

Versions

Related docs

Linked docs

Security

Attachments

Save

Template

Personal Site - Photo Gallery

Save as new template...

Inherit template

Clone template as ad-hoc

Edit template properties


Inherit content

Use page template settings


Do not inherit any content


Select inherited levels


5. Your new gallery is ready. All you have to do is to add some pictures into your new created gallery. Make sure **New gallery** is selected in the content tree and click **New** in the document action toolbar. Choose **File** as the new document type.

 **New document**

Please select new document type:




 [Page \(menu item\)](#)


 **File**

 [Link an existing document](#)

6. Click the **Upload file** () icon and choose a picture to upload.

► Photo Gallery ► New gallery




 [Save](#)  [Save and create another](#)  [Spell check](#)

Upload file:  **Upload file**





File description:

Then enter *The description of the first picture.* into the **File description** text box and click **Save** at the top.

► Photo Gallery ► New gallery

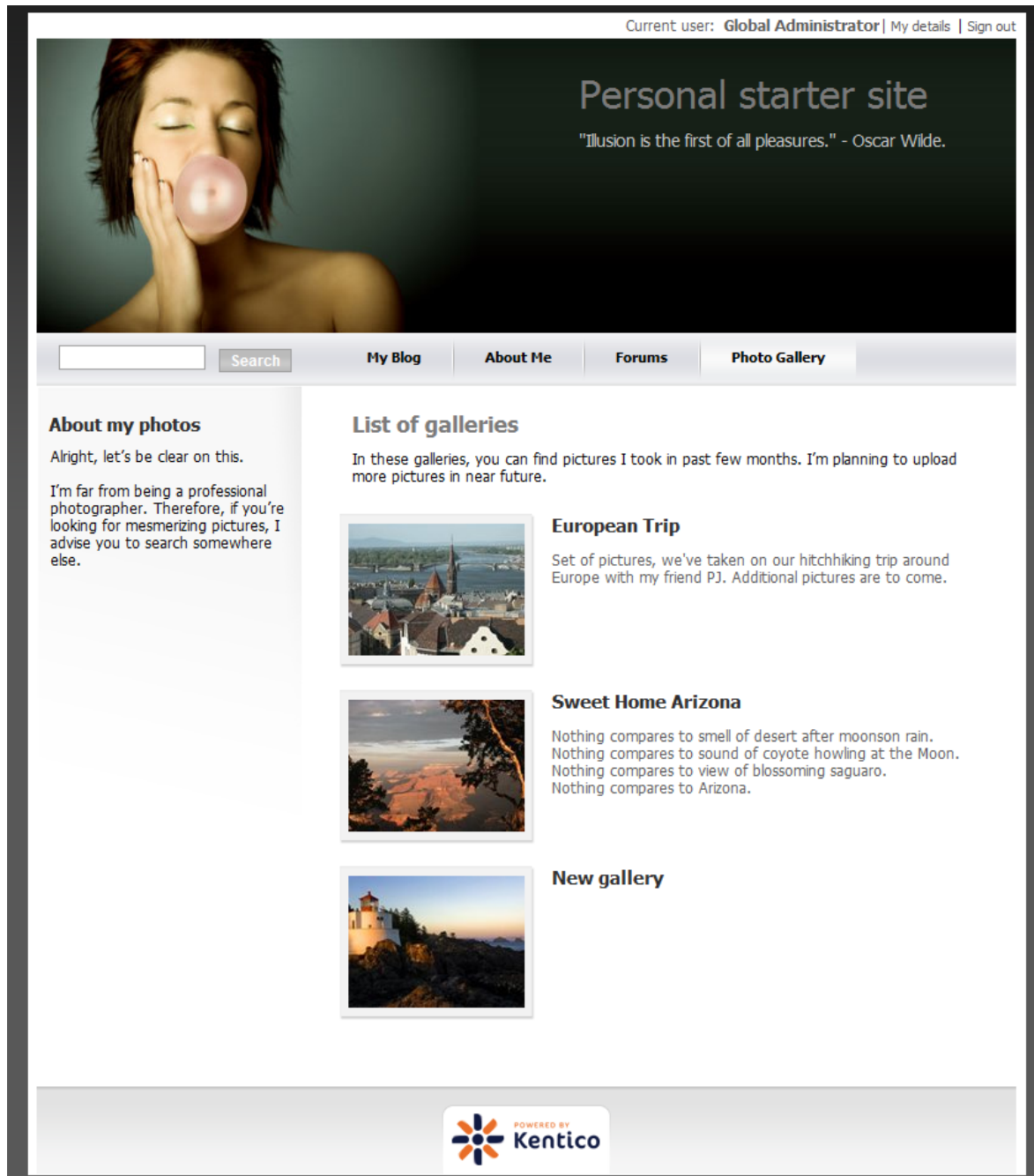
 **Save**  [Save and create another](#)  [Spell check](#)

Upload file:

Actions	Update	Name	Size
 		 Penguins.jpg	760 kB

File description: *The description of the first picture*

Congratulations, you've just learned how to create a new gallery and add some pictures into it.



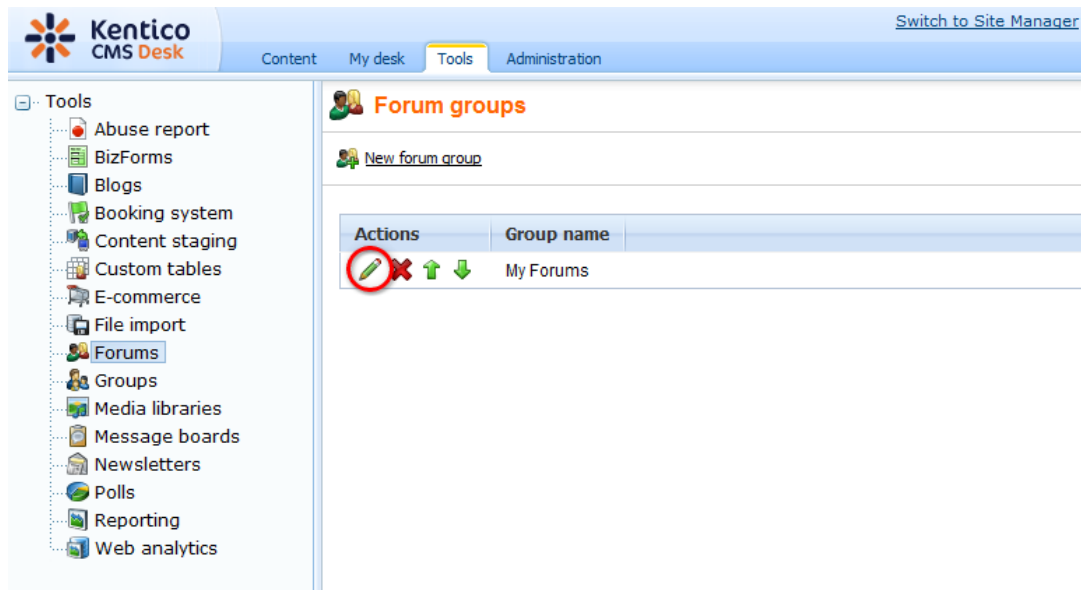
The screenshot displays a web interface for a personal photo gallery. At the top right, it shows the current user as 'Global Administrator' with links for 'My details' and 'Sign out'. The main header features a large image of a woman blowing a bubble, with the text 'Personal starter site' and a quote: 'Illusion is the first of all pleasures.' - Oscar Wilde. Below the header is a navigation bar with a search box and buttons for 'My Blog', 'About Me', 'Forums', and 'Photo Gallery'. The main content area is divided into two columns. The left column, titled 'About my photos', contains a short bio: 'Alright, let's be clear on this. I'm far from being a professional photographer. Therefore, if you're looking for mesmerizing pictures, I advise you to search somewhere else.' The right column, titled 'List of galleries', contains three gallery entries: 'European Trip' (with a thumbnail of a town), 'Sweet Home Arizona' (with a thumbnail of a desert landscape), and 'New gallery' (with a thumbnail of a castle). At the bottom of the page, there is a 'POWERED BY Kentico' logo.

Please note that you can take advantage of the **File Import** module to upload more images and files. The **File Import** module can be found at **CMS Desk -> Tools -> File import**.

2.4 Adding a forum

In this chapter you will learn how to create a new forum, create new thread and post a message.

1. Go to **CMS Desk** -> **Tools** -> **Forums** and click **Edit** next to the **My Forums** group.



2. In the **Forum group properties**, click **Add forum**  [Add forum](#) .

3. Add the following information for the new forum:

- **Forum display name:** New forum
- **Forum code name:** newForum
- **Description:** The description of the new forum.

Then click **OK**.

Forum group properties

Forum groups ▶ My Forums

Forums General View

Forums ▶ New forum

Forum display name:

Forum code name:

Description:

Forum base URL: Inherit from forum group

Forum unsubscription URL: Inherit from forum group

Require e-mail addresses: Inherit from forum group

Display e-mail addresses: Inherit from forum group

Enable WYSIWYG editor: Inherit from forum group

Use security code (CAPTCHA): Inherit from forum group

Forum is open:


Forum is locked:

Forum is moderated:

OK

4. The forum has been added as you can see in the following screenshot.

Current user: **Global Administrator** | [My details](#) | [Sign out](#)



Personal starter site




"Illusion is the first of all pleasures." - Oscar Wilde.

[My Blog](#)
[About Me](#)
[Forums](#)
[Photo Gallery](#)

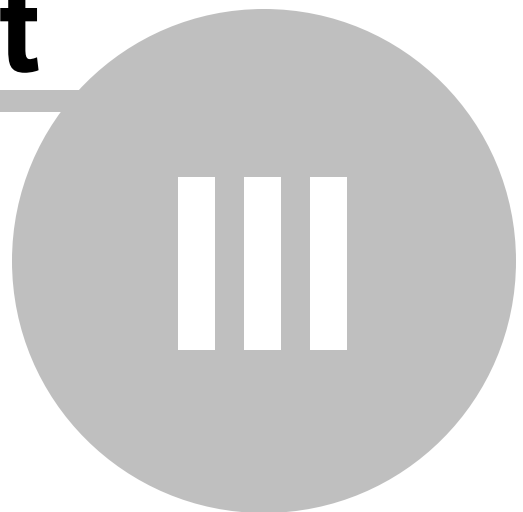
Forums

Welcome to my forums. You can use these forums to discuss different topics. If you want to add new post or reply to a post you have to be **signed in**. You can use the sign in link in the top right corner.

Search forums:

Forum	Threads	Posts	Last post
My Forums			
 <p><u>New forum</u> The description of the new forum.</p> <p style="background-color: yellow; padding: 2px;">Lock</p>	0	0	(1/1/0001 12:00:00 AM)
 <p><u>Goodbye party</u></p> <p style="background-color: yellow; padding: 2px;">Lock</p>	1	6	Abi (5/28/2008 3:57:25 PM)
 <p><u>Where to go in Europe</u></p> <p style="background-color: yellow; padding: 2px;">Lock</p>	1	5	Kate (5/22/2008 8:16:15 PM)

Part



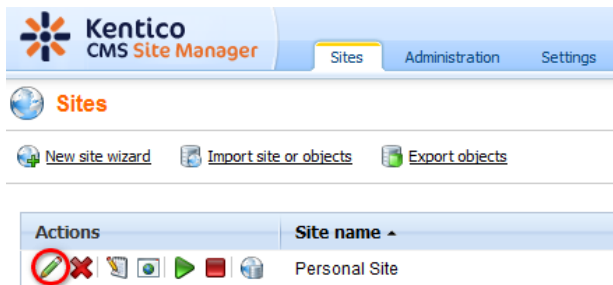
Adjusting Design

3 Adjusting Design

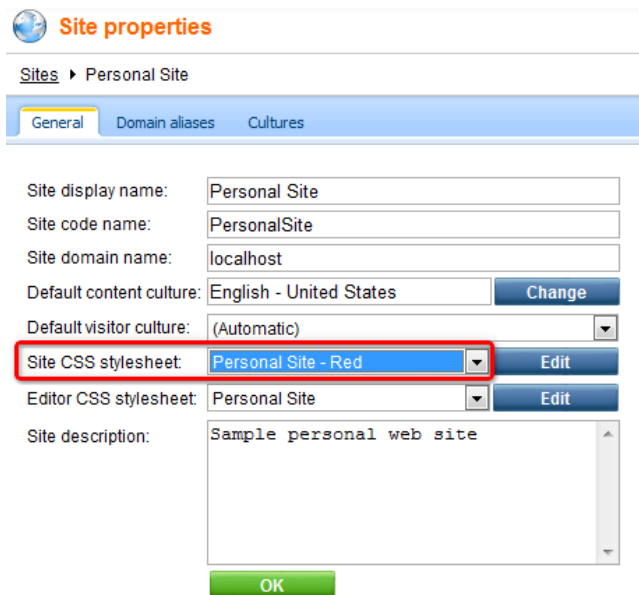
3.1 Changing the theme

The sample Personal Site comes with several predefined CSS stylesheets. In this chapter, you will learn which stylesheets are available and how you can choose the CSS stylesheet you want to use on your web site.

To choose the CSS stylesheet for your website, go to **CMS Site Manager** -> **Sites** and click **Edit site** next to the **Personal Site**.

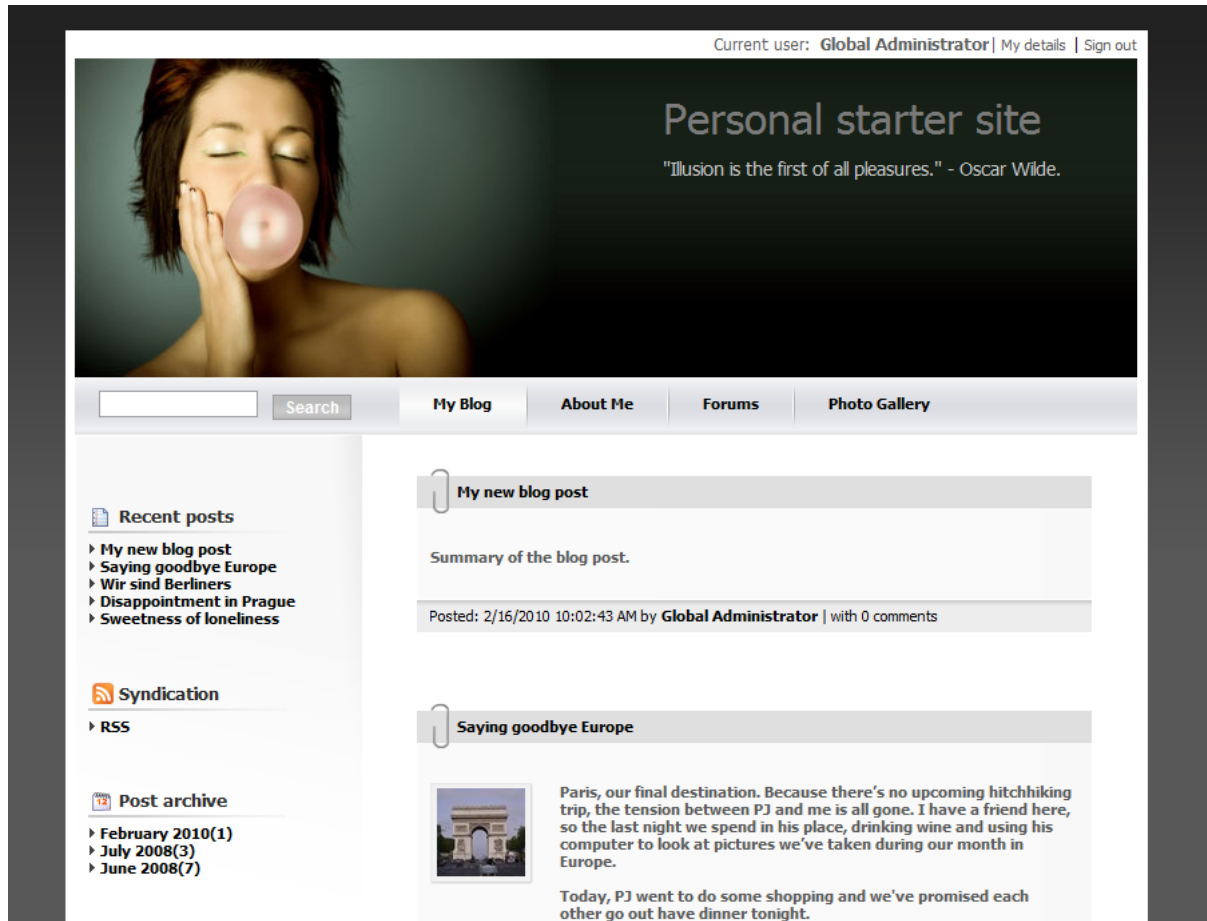


In the **Site Properties**, choose your CSS stylesheet from the **Site CSS stylesheet** drop-down list.



The following CSS stylesheets are available in the sample **Personal Site**:

Personal Site



The screenshot displays a web interface for a "Personal starter site". At the top right, it shows the current user as "Global Administrator" with links for "My details" and "Sign out". The main header features a large image of a woman blowing a bubble, with the text "Personal starter site" and a quote: "Illusion is the first of all pleasures." - Oscar Wilde.

Below the header is a navigation bar with a search input field and buttons for "Search", "My Blog", "About Me", "Forums", and "Photo Gallery".

The left sidebar contains three sections:

- Recent posts**:
 - My new blog post
 - Saying goodbye Europe
 - Wir sind Berliners
 - Disappointment in Prague
 - Sweetness of loneliness
- Syndication**:
 - RSS
- Post archive**:
 - February 2010(1)
 - July 2008(3)
 - June 2008(7)

The main content area shows two blog posts:


- My new blog post**: A summary of the blog post, posted on 2/16/2010 at 10:02:43 AM by Global Administrator with 0 comments.
- Saying goodbye Europe**: A post with a thumbnail image of a monument and the text: "Paris, our final destination. Because there's no upcoming hitchhiking trip, the tension between PJ and me is all gone. I have a friend here, so the last night we spend in his place, drinking wine and using his computer to look at pictures we've taken during our month in Europe. Today, PJ went to do some shopping and we've promised each other go out have dinner tonight."

Personal Site - Blue

Current user: **Global Administrator** | [My details](#) | [Sign out](#)

Personal starter site

"Illusion is the first of all pleasures." - Oscar Wilde.



[My Blog](#) [About Me](#) [Forums](#) [Photo Gallery](#)

Recent posts

- ▶ [My new blog post](#)
- ▶ [Saying goodbye Europe](#)
- ▶ [Wir sind Berliner](#)
- ▶ [Disappointment in Prague](#)
- ▶ [Sweetness of loneliness](#)

Syndication

- ▶ [RSS](#)

Post archive


- ▶ [February 2010\(1\)](#)
- ▶ [July 2008\(3\)](#)
- ▶ [June 2008\(7\)](#)

My new blog post

Summary of the blog post.

Posted: 2/16/2010 10:02:43 AM by **Global Administrator** | with 0 comments

Saying goodbye Europe



Paris, our final destination. Because there's no upcoming hitchhiking trip, the tension between PJ and me is all gone. I have a friend here, so the last night we spend in his place, drinking wine and using his computer to look at pictures we've taken during our month in Europe.


Today, PJ went to do some shopping and we've promised each other go out have dinner tonight.

Personal Site - Green

Current user: [Global Administrator](#) | [My details](#) | [Sign out](#)

Personal starter site

"Illusion is the first of all pleasures." - Oscar Wilde.



[★ My Blog](#) [★ About Me](#) [★ Forums](#) [★ Photo Gallery](#)

Recent posts

- ▶ [My new blog post](#)
- ▶ [Saying goodbye Europe](#)
- ▶ [Wir sind Berliner](#)
- ▶ [Disappointment in Prague](#)
- ▶ [Sweetness of loneliness](#)

Syndication

- ▶ [RSS](#)

Post archive


- ▶ [February 2010\(1\)](#)
- ▶ [July 2008\(3\)](#)
- ▶ [June 2008\(7\)](#)

My new blog post

Summary of the blog post.

Posted: 2/16/2010 10:02:43 AM by [Global Administrator](#) | with 0 comments

Saying goodbye Europe



Paris, our final destination. Because there's no upcoming hitchhiking trip, the tension between PJ and me is all gone. I have a friend here, so the last night we spend in his place, drinking wine and using his computer to look at pictures we've taken during our month in Europe.

Today, PJ went to do some shopping and we've promised each other go out have dinner tonight.

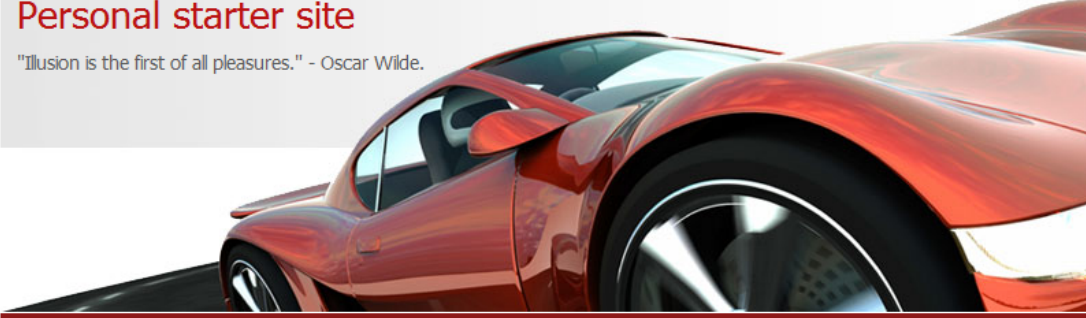
© 2010 Kentico Software

Personal Site - Red

Current user: **Global Administrator** | [My details](#) | [Sign out](#)

Personal starter site

"Illusion is the first of all pleasures." - Oscar Wilde.



Search [★ My Blog](#) [★ About Me](#) [★ Forums](#) [★ Photo Gallery](#)

Recent posts

- ▶ [My new blog post](#)
- ▶ [Saying goodbye Europe](#)
- ▶ [Wir sind Berliners](#)
- ▶ [Disappointment in Prague](#)
- ▶ [Sweetness of loneliness](#)

Syndication

- ▶ [RSS](#)

Post archive


- ▶ [February 2010\(1\)](#)
- ▶ [July 2008\(3\)](#)
- ▶ [June 2008\(7\)](#)

My new blog post

Summary of the blog post.

Posted: 2/16/2010 10:02:43 AM by **Global Administrator** | with 0 comments

Saying goodbye Europe



Paris, our final destination. Because there's no upcoming hitchhiking trip, the tension between PJ and me is all gone. I have a friend here, so the last night we spend in his place, drinking wine and using his computer to look at pictures we've taken during our month in Europe.

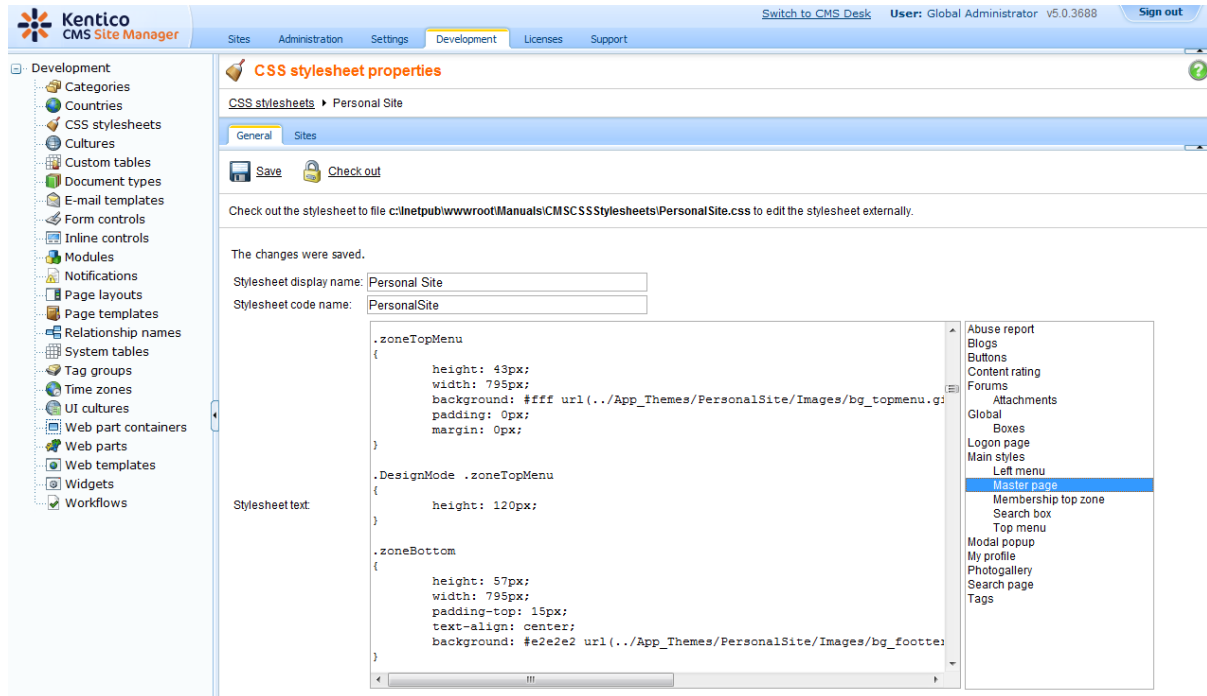
Today, PJ went to do some shopping and we've promised each other go out have dinner tonight.

3.2 Editing CSS stylesheets

In this chapter, you will learn how to change the design of your web site by modifying the CSS stylesheets.

Changing the header picture

1. Go to **CMS Site Manager -> Development -> CSS stylesheets**, click **Edit** next to **Personal Site** and choose **Main styles -> Master page** section in the text box on the left side.

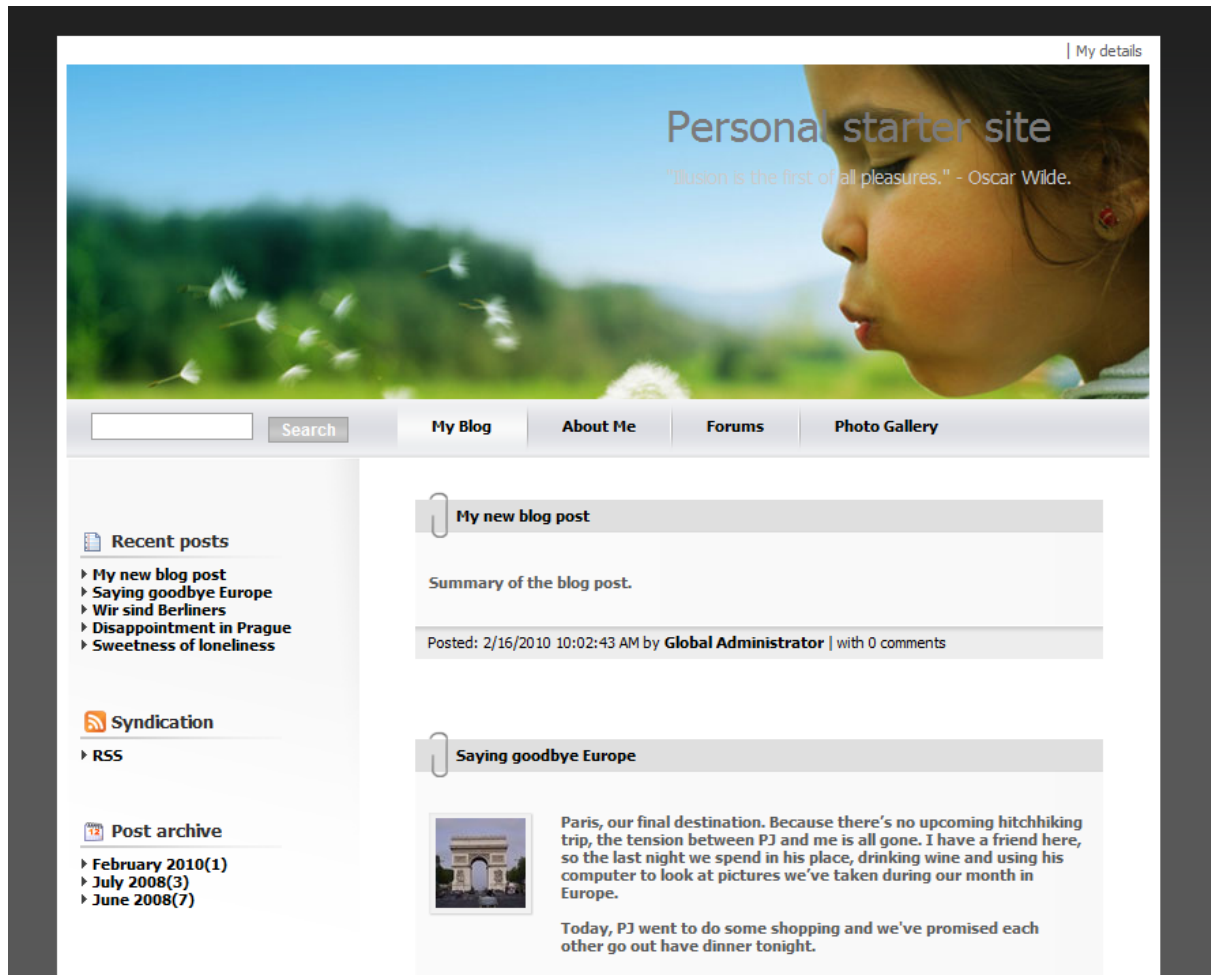


2. In the **.zoneTop** style, change the url of the background image to **../App_Themes/PersonalSiteGreen/Images/bg_head.jpg** so that the entire style reads as follows:

```
.zoneTop
{
    height: 239px;
    width: 795px;
    background-color: #fff;
    padding: 0px 0px 7px;
    margin: 0px 0px 0px;
    background: #fff url(..../App_Themes/PersonalSiteGreen/Images/bg_head.jpg)
        no-repeat top left;
}
```

Then click **Save** at the top-left.

3. Now click **Sign out** at the top-right. You can see that the header image has been changed.



Changing the top menu

1. Go to **CMS Site Manager -> Development -> CSS stylesheets** and choose **Main styles/Master page** section in the text box on the left side.
2. Scroll down to see **.zoneTopMenu** style.

The screenshot shows the 'CSS stylesheet properties' window in Kentico CMS. The 'Stylesheet text' field contains the following CSS code:

```

/*#Main styles/Master page#*/
.mainDiv
{
    width: 796px;
    margin: 35px auto;
    padding: 0px 7px 0px 7px;
    background-color: #fff;
}

.zoneTop
{
    height: 239px;
    width: 795px;
    background-color: #fff;
    background: #fff url(../App_Themes/PersonalSite/Images/bg_head.jpg)
}

.zoneTopMembership
{
    width: 795px;
    height: 15px;
    padding: 3px 0 3px 0;
}

```

The right-hand pane shows a list of navigation items, with 'Master page' selected.

3. Change the **background** color to **#B0C4DE** and erase the URL part so that the entire section reads as follows:


```

.zoneTopMenu
{
    height: 43px;
    width: 795px;
    background: #B0C4DE;
    padding: 0px;
    margin: 0px;
}

```



This will change the background of the navigation at the top to dark blue.

4. Now, switch to the **Top menu** section and find **.CMSListMenuLI a:hover** style. This style modifies the appearance of menu item when mouse is over it.

 **CSS stylesheet properties**

CSS stylesheets ▶ Personal Site

General Sites

 Save  Check out

Check out the stylesheet to file `c:\inetpub\wwwroot\Manuals\CMSCSSStylesheets\PersonalSite.css` to edit the stylesheet externally.

Stylesheet display name:

Stylesheet code name:

Stylesheet text:

```
.CMSListMenuLI a:hover, .CMSListMenuLinkHighlighted, .CMSListMenuLIlast a:h
{
    color: #000;
    background: url(..App_Themes/PersonalSite/Images/bg_topmenu_hover.c
    text-decoration: none;
}

.UnigridActionButton
{
    margin-right: 5px;
}

.RTL .UnigridActionButton
{
    margin-right: auto;
    margin-left: 5px;
}

/*#Main styles/Left menu#*/
.leftMenu .CMSListMenuLI, .leftMenu .CMSListMenuHighlightedLI
{
    background: none;
    line-height: 18px;
}
```

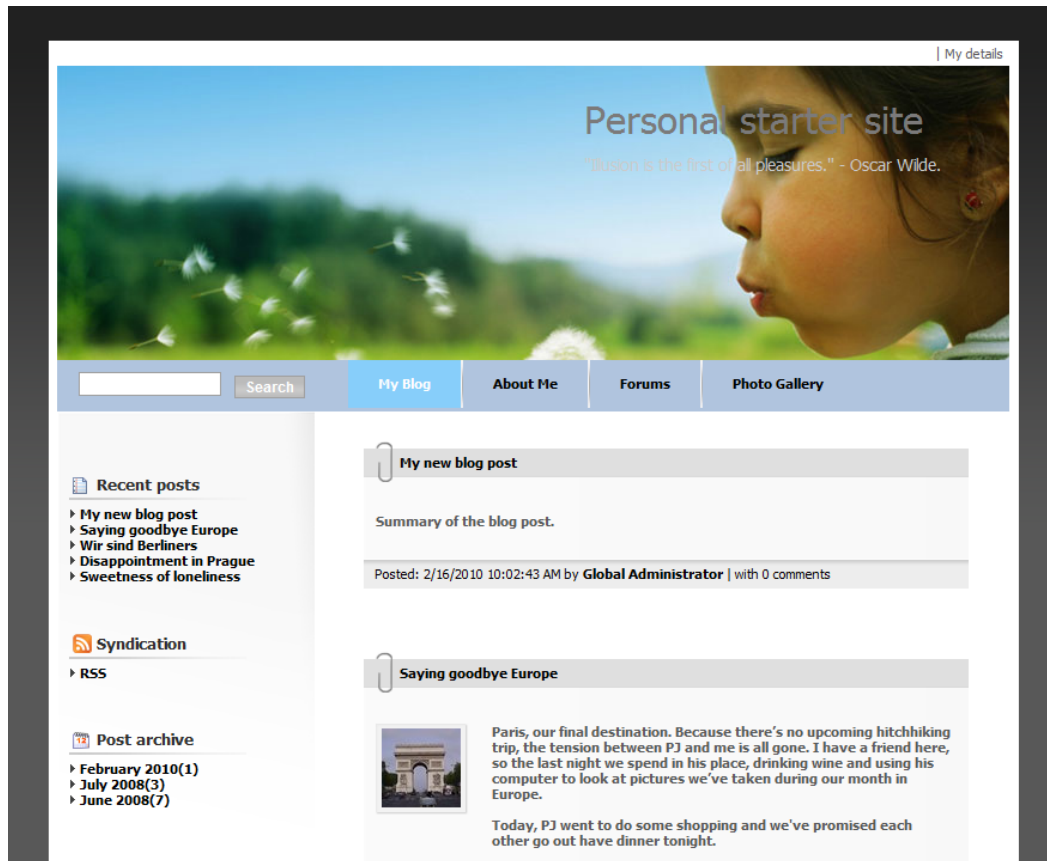
- Abuse report
- Blogs
- Buttons
- Content rating
- Forums
 - Attachments
- Global
 - Boxes
- Logon page
- Main styles
 - Left menu
 - Master page
 - Membership top zone
 - Search box
 - Top menu**
- Modal popup
- My profile
- Photogallery
- Search page
- Tags

5. Change **color** to **#fff** and replace the url part with **#87CEFA**. The entire style should read as follows:

```
.CMSListMenuLI a:hover, .CMSListMenuLinkHighlighted, .CMSListMenuLIlast a:hover,
.CMSListMenuHighlightedLIlast a, .CMSListMenuHighlightedLI a
{
    color: #fff;
    background: #87CEFA;
    text-decoration: none;
}
```

This will change the background of the menu item to light blue and its font color to white when mouse hovers above it.

You've just learnt how modify CSS stylesheets to change design of your web site.



Part



IV

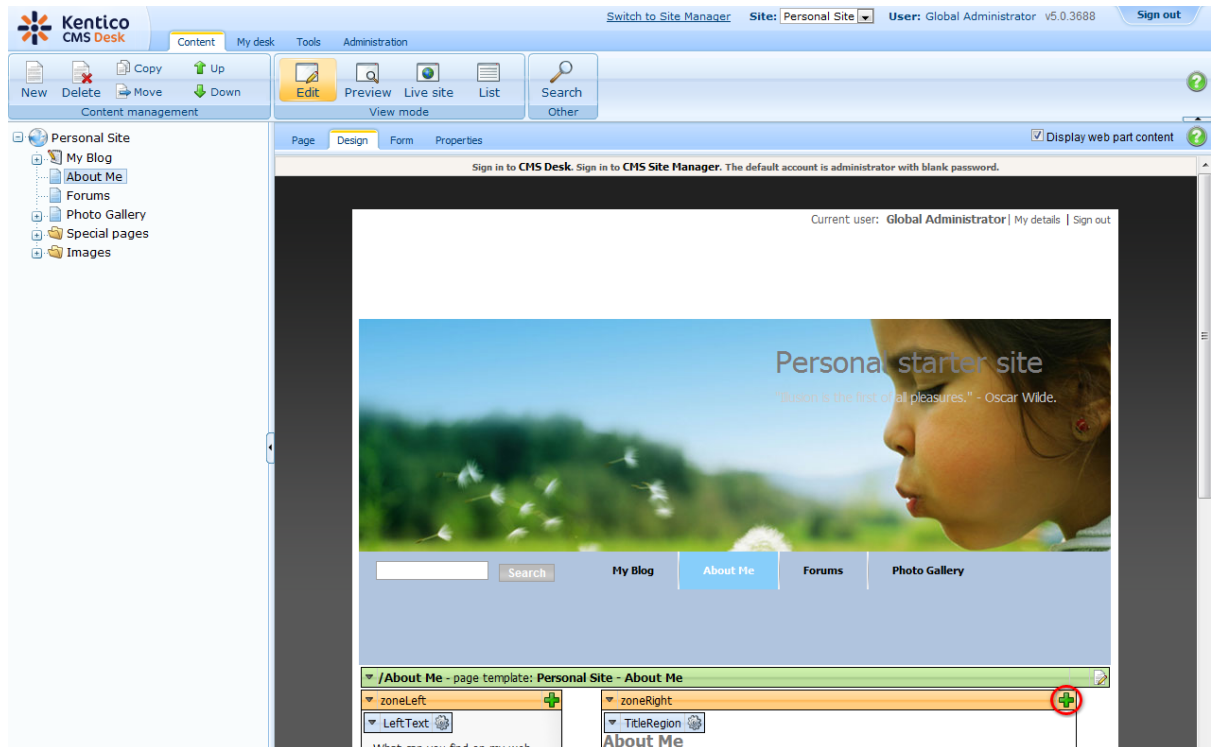
Adding web parts

4 Adding web parts

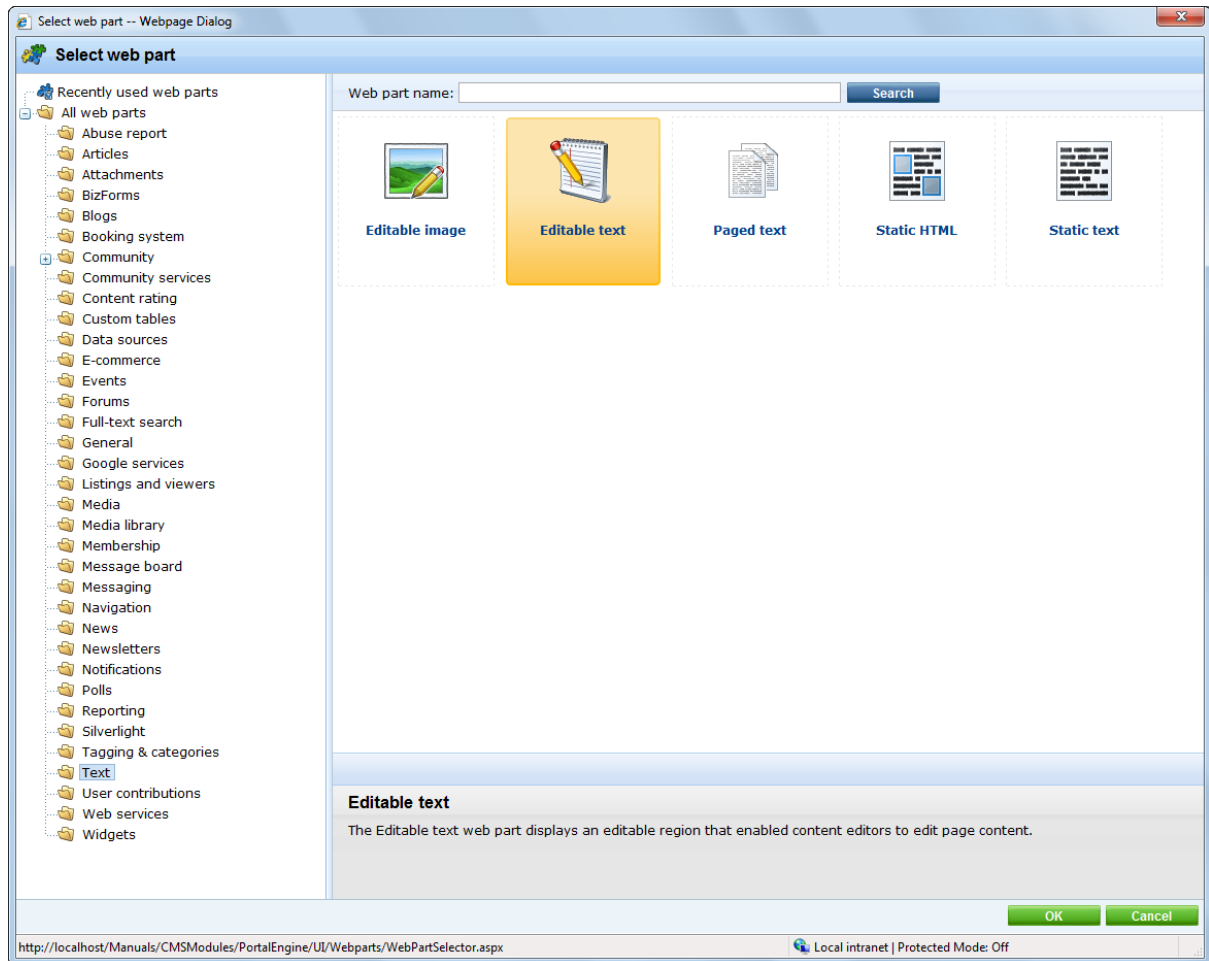
4.1 Adding text

In this chapter, you will learn how to add the new editable text region into your web site.

1. Go to **CMS Desk** -> **Content** -> **About Me** and switch to the **Design** tab. Click **Add web part** in **zoneRight**.



2. Select **Text/EditableText** web part.



3. In the **Web part properties** dialog, enter the following information for the new web part.

- **Editable region title:** AboutWebpageTitle
- **Content before:** <h1>
- **Content after:** </h1>

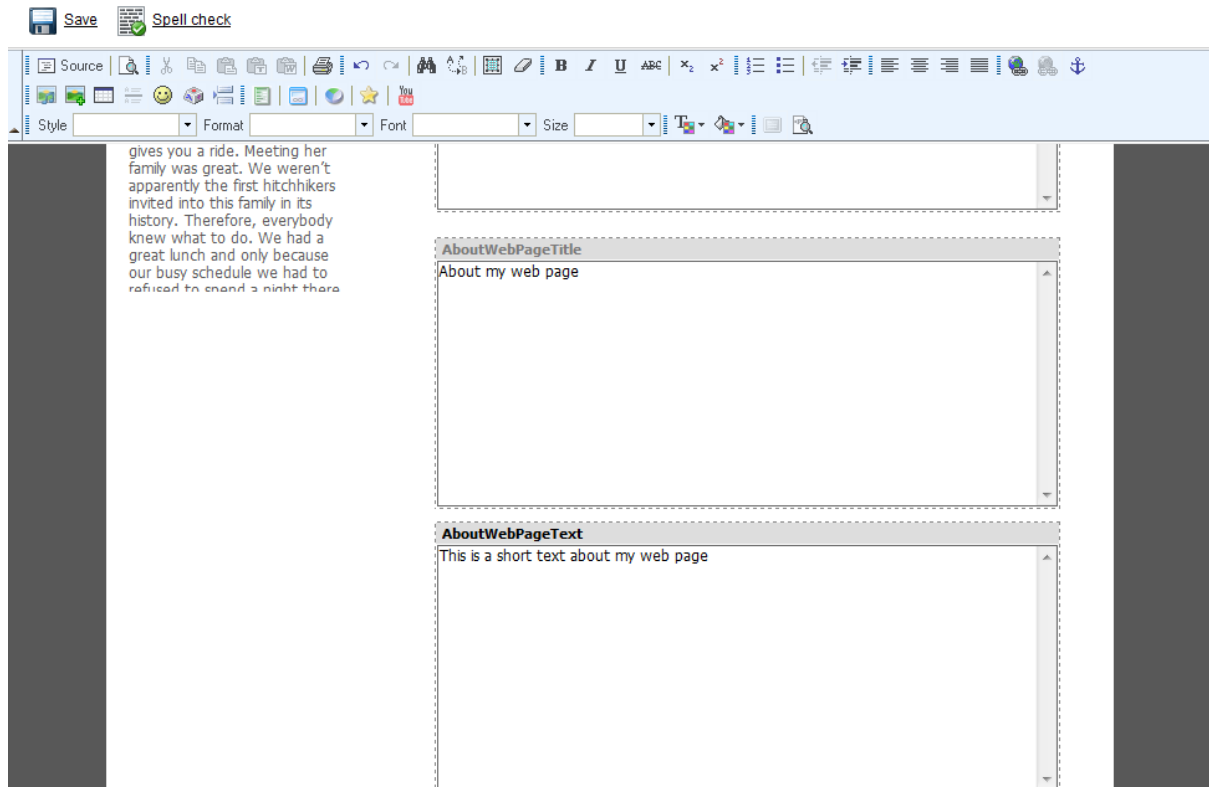
Then click **Ok**.

4. Click **Add web part** again and select the same **Text/EditableText** web part.

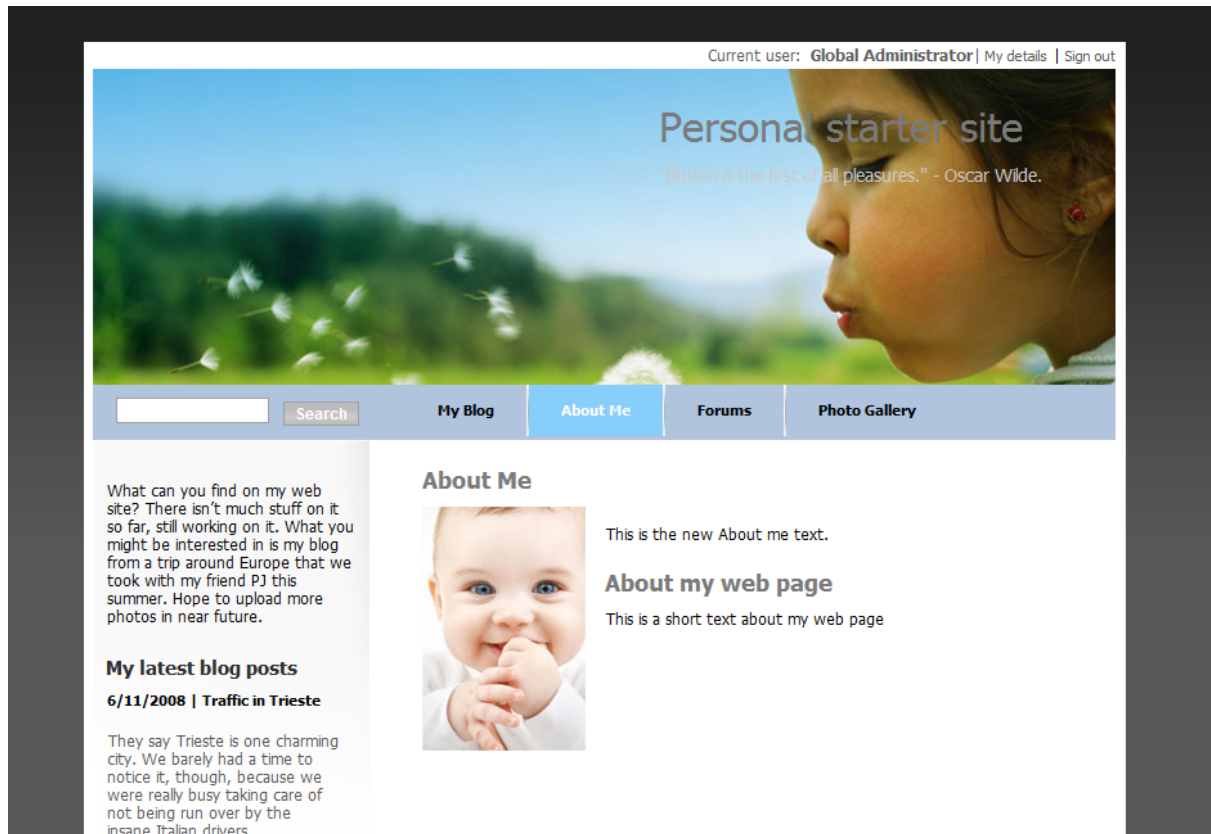
5. In the **Web part properties** dialog, enter *AboutWebPageText* into the **Editable region title** textbox. Then click **Ok**.

6. Now you have the new web parts ready and you can enter some new text. Switch to the **Page** tab and click into the **AboutWebpageTitle** editable region. Enter *About my web page*. Click **Save** at the top.

7. Click into the **AboutWebPage** editable region and enter *This is a short text about my web page*. Click **Save** again.



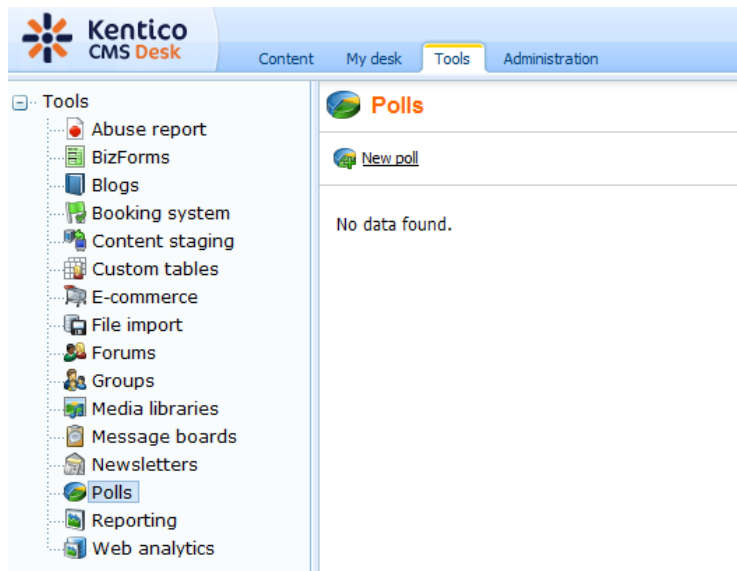
That is how you add a new editable region into your web site.



4.2 Adding a poll

In this chapter, you will learn how to create a new poll and add it to your web page.


1. First of all we need to create a new poll. Go to **CMS Desk** -> **Tools** -> **Polls** and click **New poll**.

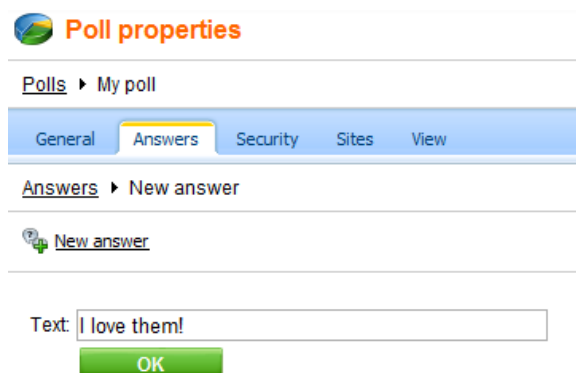


2. Enter the following information for the new poll.

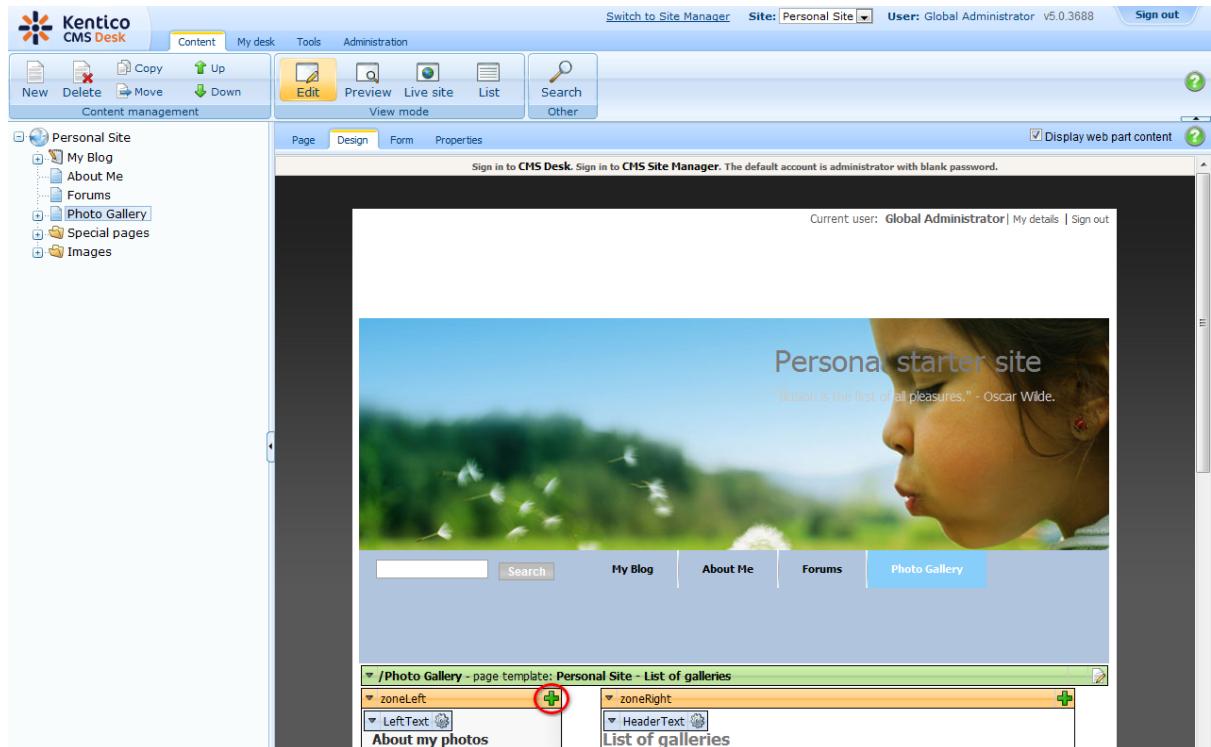
- **Display name:** My poll
- **Code name:** MyPoll
- **Question:** How do you like my pictures?

Then click **Ok**.

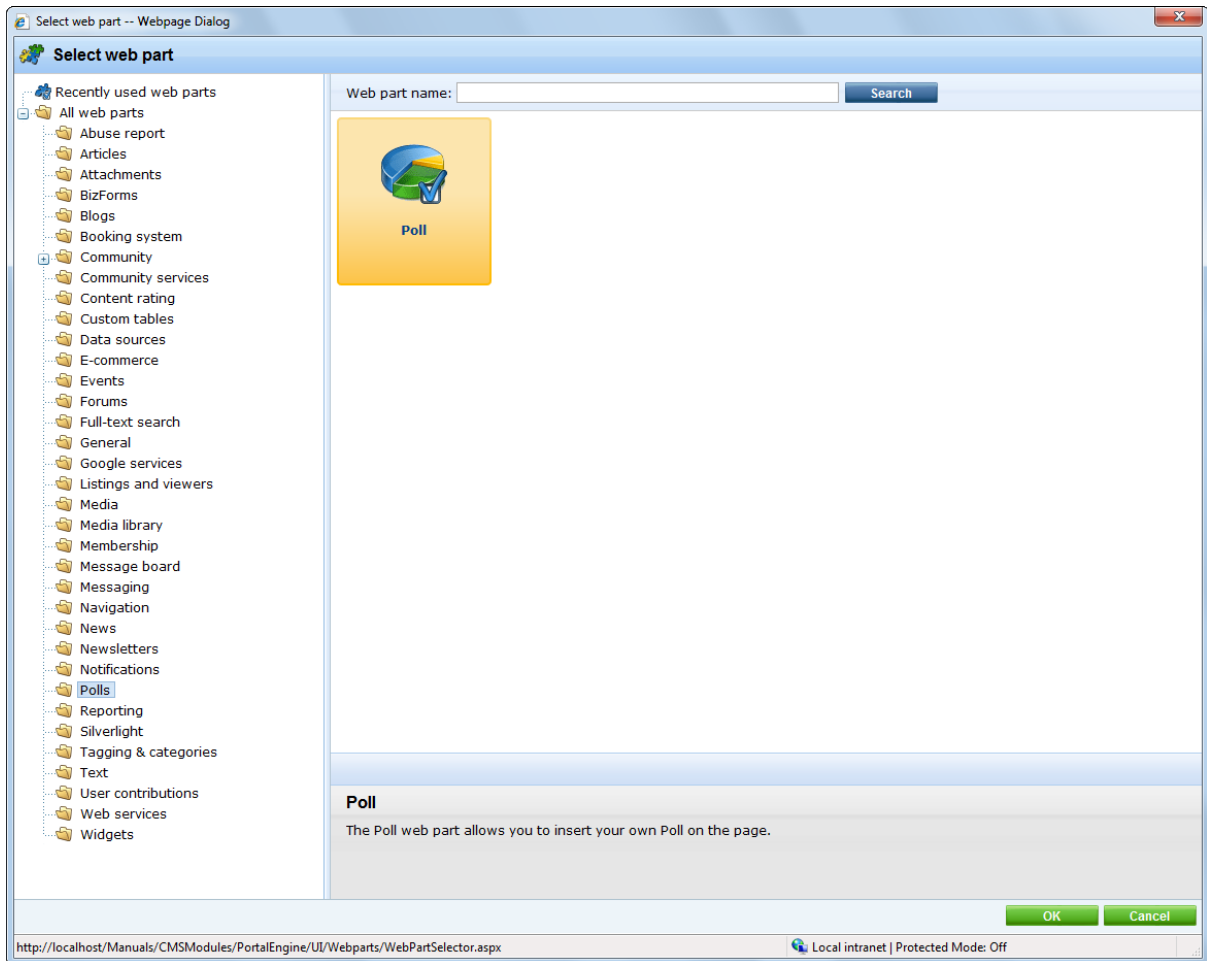
3. Now we need to defined some questions for your new poll. In the poll properties, switch to **Answers** tab and click **New answer**  [New answer](#). Into the **Text** text box, enter *I love them!* and click **Ok**.



4. Click **New answer** again and enter *Not bad.* as **Text**. The **Enabled** check box should be checked. Then click **Ok**.
5. Click **New answer** again and enter *Waste of time!* into the text box provided. Click **Ok**.
6. Now we are ready to add your new poll to web site. Go to **CMS Desk -> Content -> Personal Site -> Photo Gallery** and switch to the **Design** tab. Click **Add web part** in **zoneLeft**.



7. In the **Select web part** dialog, select **Polls\Poll** web part.



8. In the **Web part properties** dialog, make sure **My poll** is selected as **Poll name** and click **Ok**.

Congratulations, you've just learned how to add a new poll to your web site.

Current user: **Global Administrator** | My details | Sign out

Personal starter site

"Illusion is the first of all pleasures." - Oscar Wilde.

Search

My Blog About Me Forums **Photo Gallery**

About my photos

Alright, let's be clear on this.

I'm far from being a professional photographer. Therefore, if you're looking for mesmerizing pictures, I advise you to search somewhere else.

How do you like my pictures?

I love them!

Not bad.

Waste of time!

List of galleries

In these galleries, you can find pictures I took in past few months. I'm planning to upload more pictures in near future.

European Trip

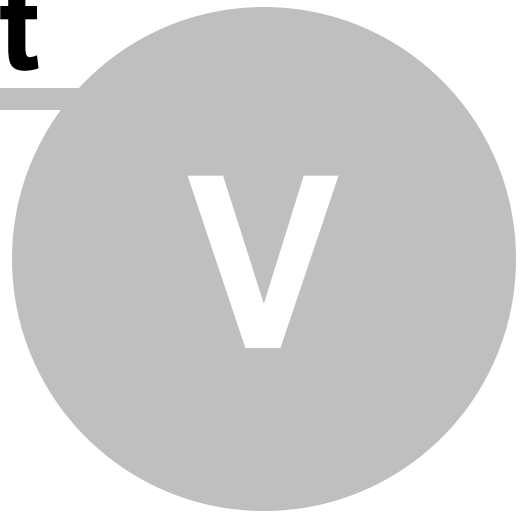
Set of pictures, we've taken on our hitchhiking trip around Europe with my friend PJ. Additional pictures are to come.

Sweet Home Arizona

Nothing compares to smell of desert after moonson rain.
Nothing compares to sound of coyote howling at the Moon.
Nothing compares to view of blossoming saguaro.
Nothing compares to Arizona.

New gallery

Part



Further reading

5 Further reading

This guide has provided you only with a short introduction to some of the aspects of the Kentico CMS. For more detailed information about Kentico CMS please consult the following resources:

- **Kentico CMS Tutorial**
- **Kentico CMS Developer's Guide**
- **Kentico DevNet** at <http://www.kentico.com/DevNet.aspx>

Should you need any further assistance, please do not hesitate to contact us at <http://www.kentico.com/Support.aspx>.

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