

Kentico CMS Personal Site Guide 4.0

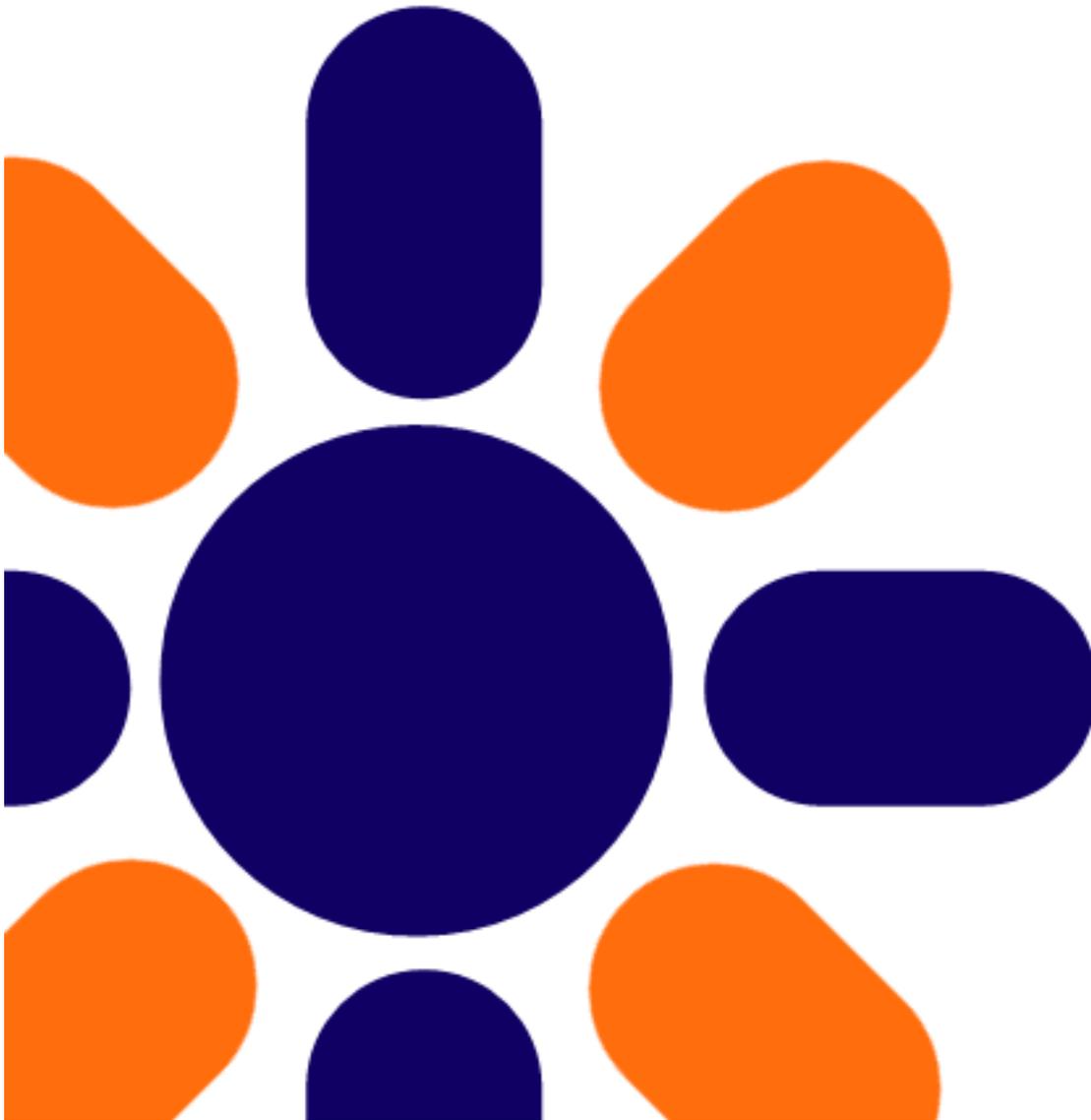


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Part



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>.

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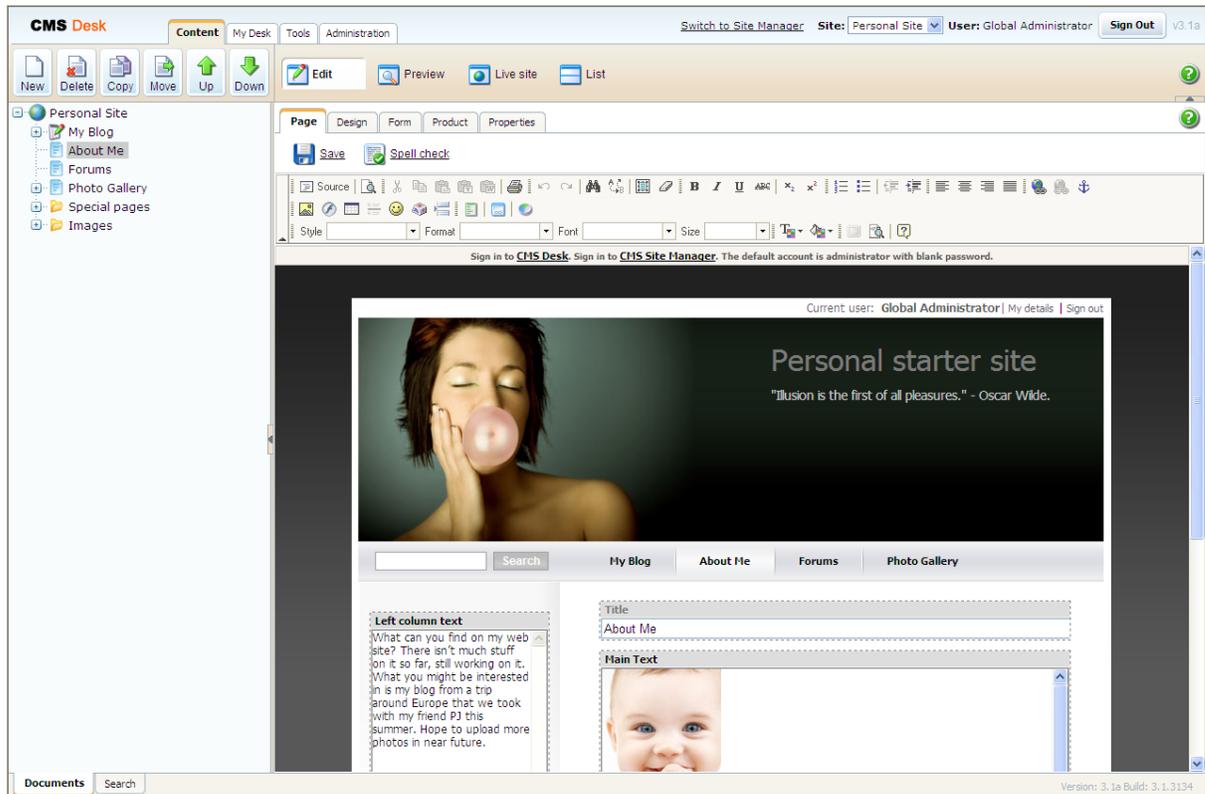


2 Getting Started

2.1 Editing content

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

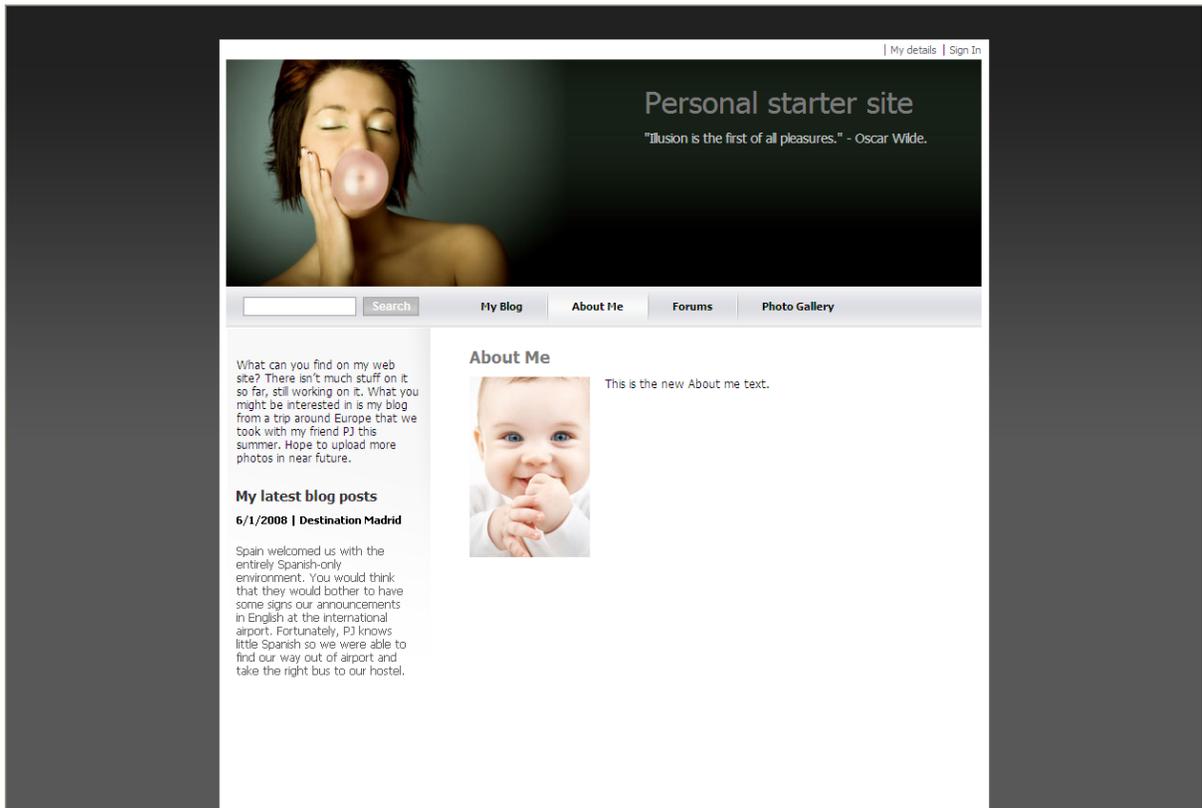
1) Go to **CMS Desk** -> **Content** -> **Personal Site** -> **About me**.



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 the new About me text.* Then click **Save** at the top-left.

The screenshot displays the Kentico CMS editor interface. At the top, there are tabs for 'Page', 'Design', 'Form', 'Product', and 'Properties'. The 'Page' tab is selected. Below the tabs, there is a toolbar with a 'Save' button circled in red and a 'Spell check' button. The main editing area is divided into two columns. The left column contains a text box with the following text: '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.' Below this text box is a section titled 'My latest blog posts' with a sub-heading '6/1/2008 | Destination Madrid'. The right column contains a 'Main Text' field with a placeholder image of a baby and the text 'This is the new About me text.' At the bottom of the page, there is a footer with the text 'Powered by KENTICO CMS' and a logo.

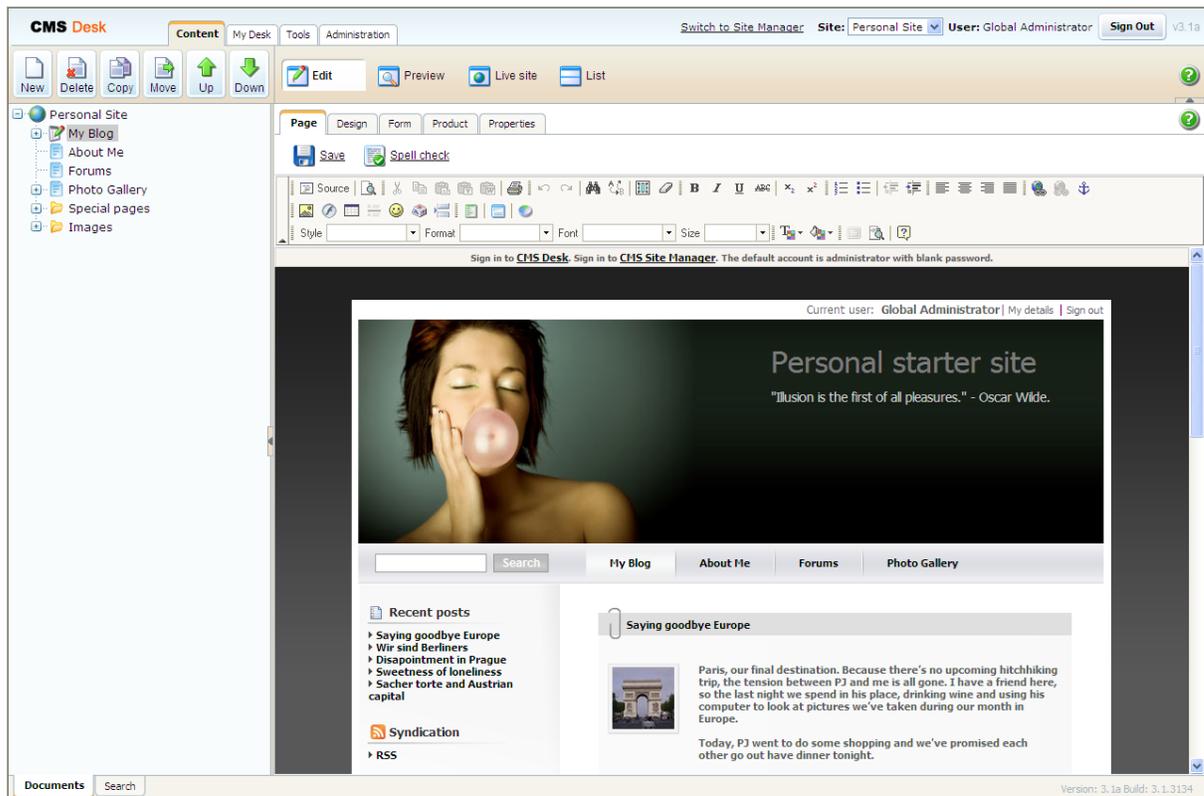
3) Now switch to the **Preview** viewing mode. You can see that the **About me** text has been updated.



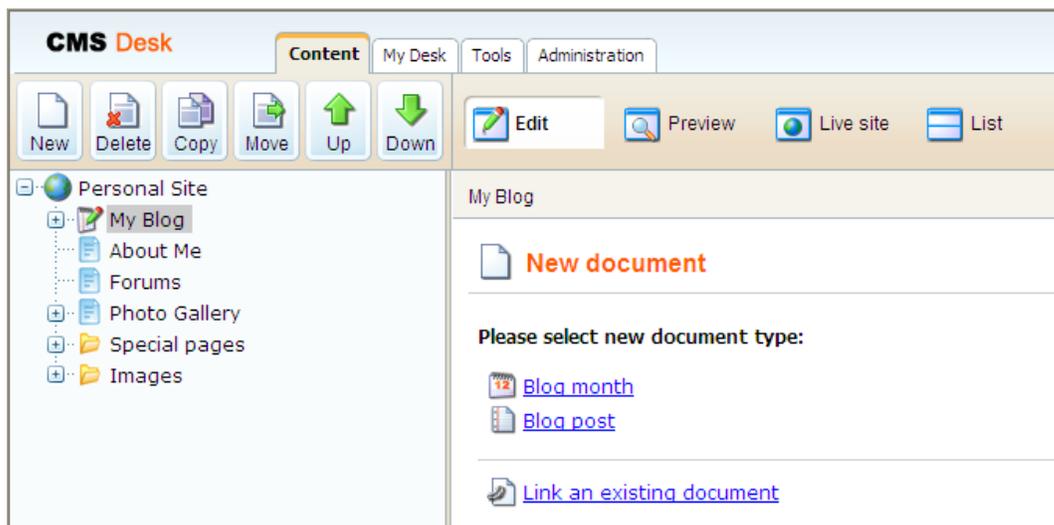
2.2 Adding a blog post

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.



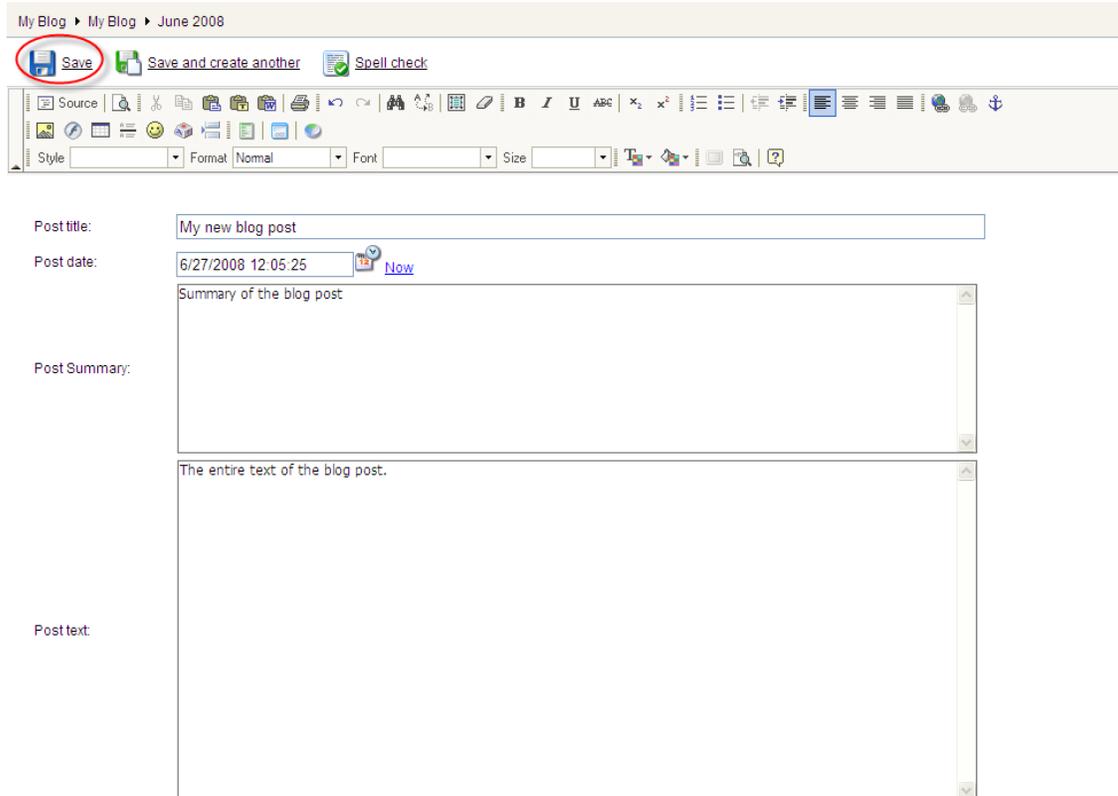
2) Choose **Blog post** as a new document type.



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.

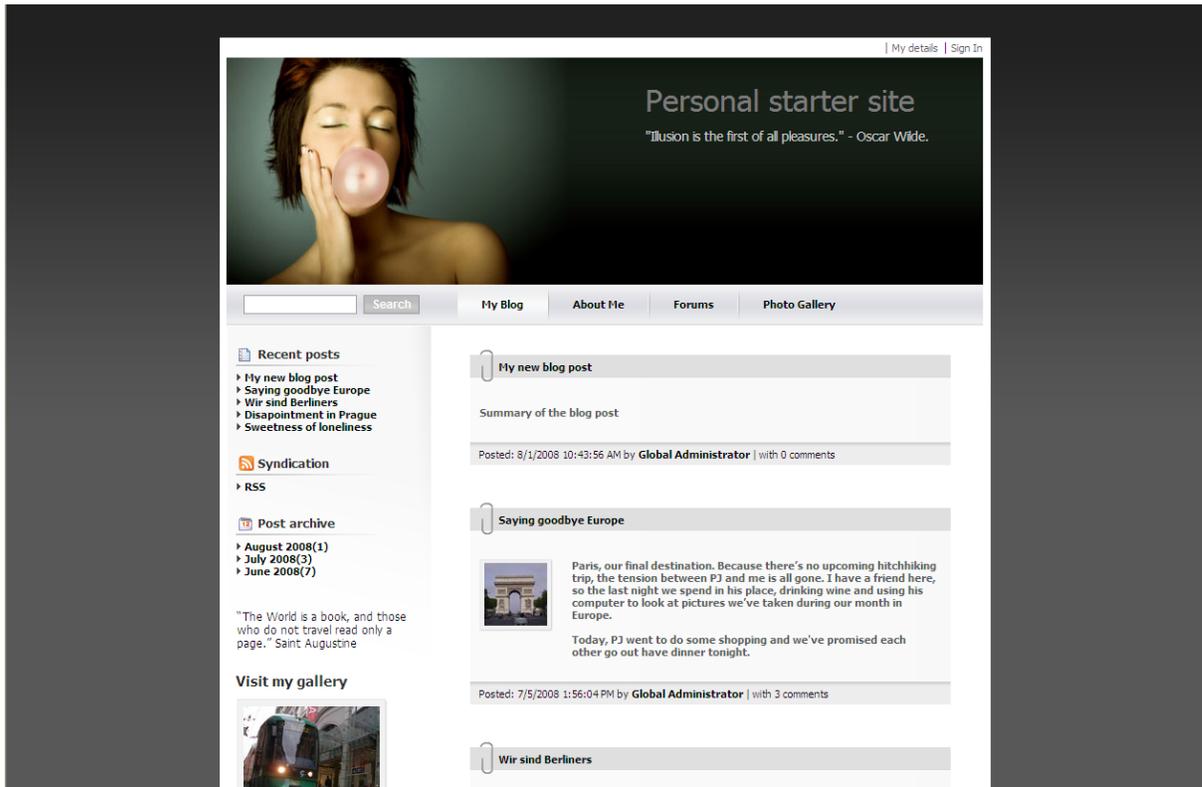
Then click **Save** at the top.



The screenshot shows the Kentico CMS interface for editing a blog post. At the top, the breadcrumb navigation reads "My Blog > My Blog > June 2008". Below this, there are three buttons: "Save" (circled in red), "Save and create another", and "Spell check". A rich text editor toolbar is visible, containing various icons for text formatting (bold, italic, underline, link, unlink, list, indent, outdent, text color, background color) and other functions like source code, undo, redo, and print. Below the toolbar, the form fields are as follows:

- Post title:** A text input field containing "My new blog post".
- Post date:** A date and time picker showing "6/27/2008 12:05:25" with a "Now" button.
- Post Summary:** A text area containing "Summary of the blog post".
- Post text:** A text area containing "The entire text of the blog post."

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



The screenshot displays a personal blog interface. At the top, there is a header 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 menu with links for "Search", "My Blog", "About Me", "Forums", and "Photo Gallery".

The main content area features a "Recent posts" sidebar on the left, listing:

- My new blog post
- Saying goodbye Europe
- Wir sind Berliners
- Disapointment in Prague
- Sweetness of loneliness

Below the sidebar, there are sections for "Syndication" (RSS), "Post archive" (August 2008(1), July 2008(3), June 2008(7)), and "Visit my gallery" with a small image of a street scene.

The main content area shows a list of posts:

- My new blog post**: Summary of the blog post. Posted: 8/1/2008 10:43:56 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. Posted: 7/5/2008 1:56:04 PM by Global Administrator | with 3 comments.
- Wir sind Berliners**

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.



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:

 [File](#)

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

 [Link an existing document](#)

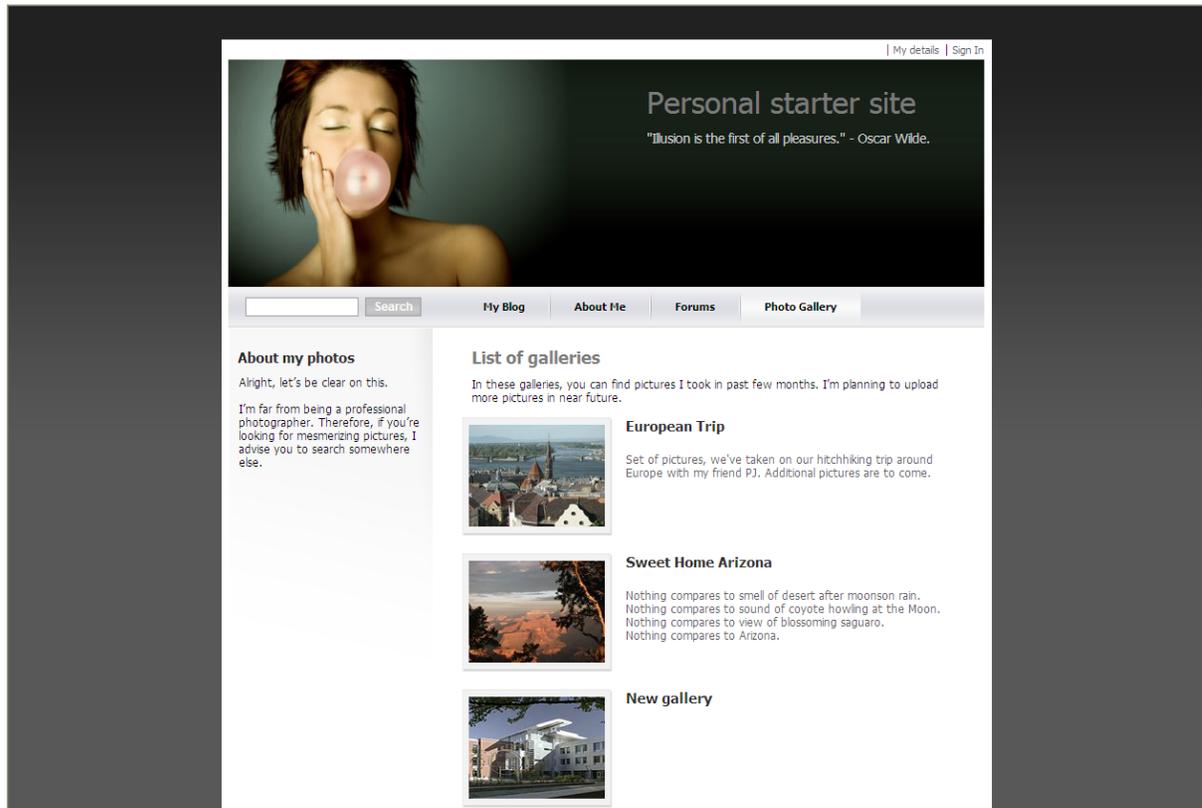
6) Click **Browse ..** and choose a picture to upload. Then enter *The description of the first picture.* into the **File description** text box and click **Save** at the top.

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

Upload file:

File description:

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

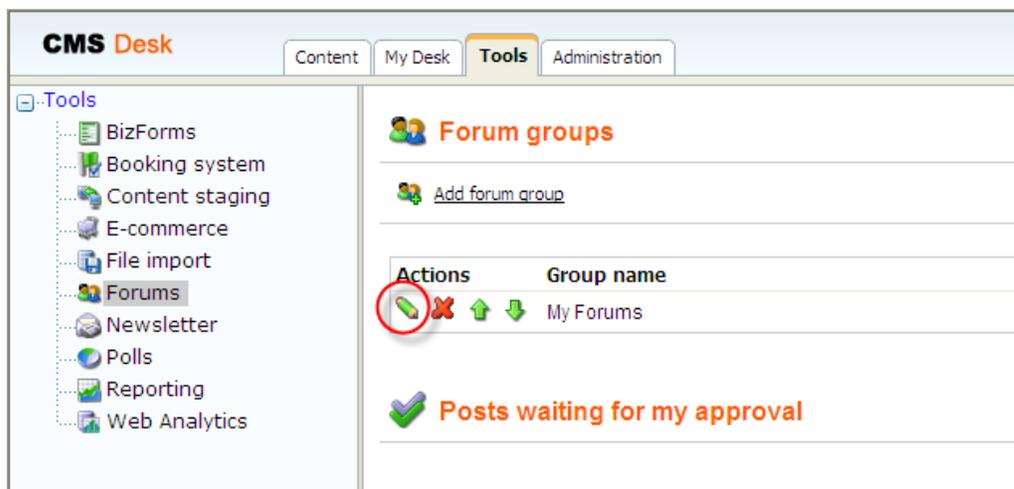


Please note that you can take advantage of the **File Import** module to upload more images and files. The **File Import** module can be found at **CMS Desk -> Tools -> File import**.

2.4 Adding 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.

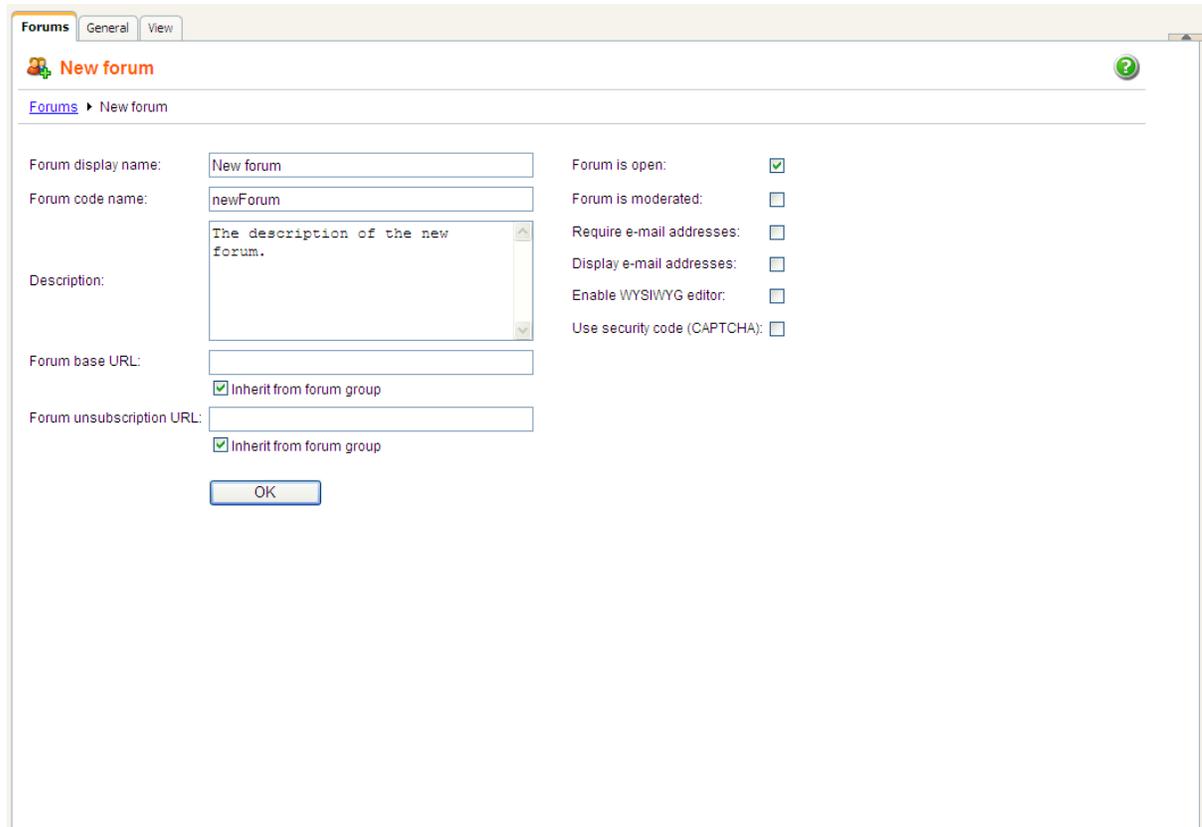


2) In the **Forum group properties**, click **Add forum**  [Add forum](#) .

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**.

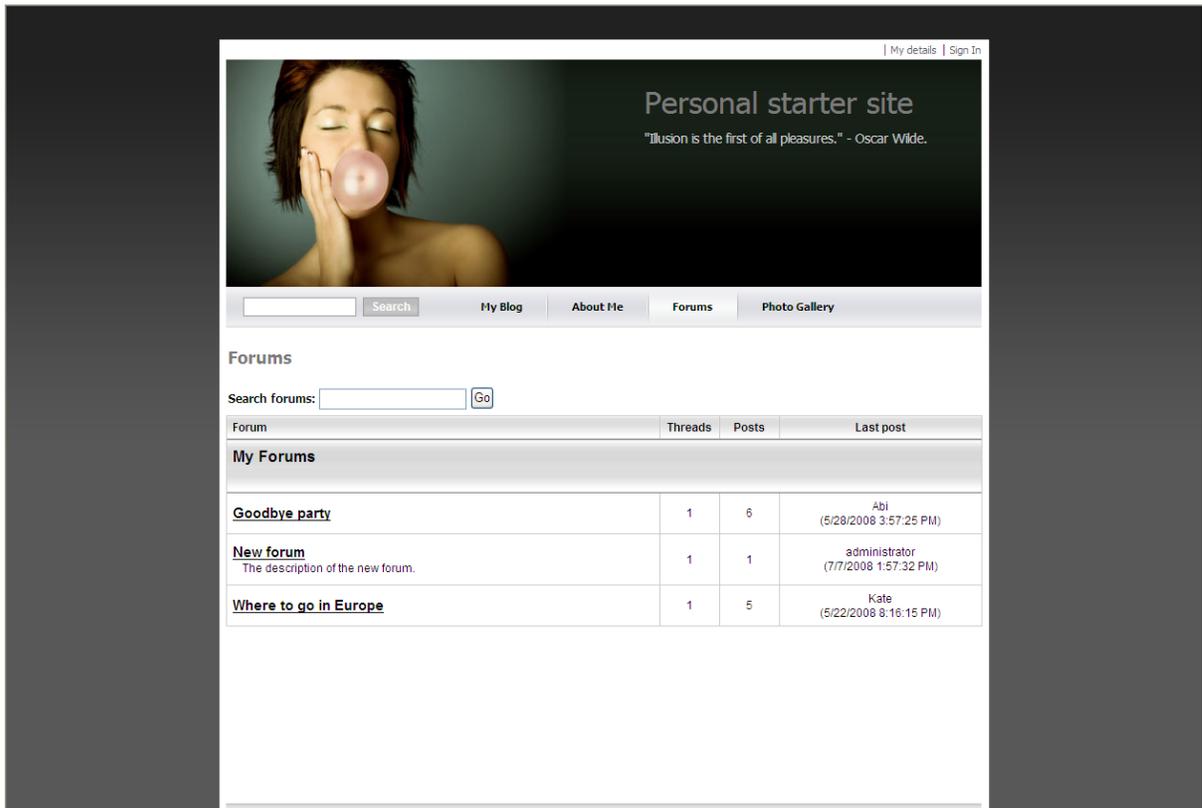


The screenshot shows the 'New forum' configuration dialog box in Kentico CMS. The dialog has a title bar with 'Forums' and tabs for 'General' and 'View'. The main content area is titled 'New forum' and contains the following fields and options:

- Forum display name:** Text box containing 'New forum'.
- Forum code name:** Text box containing 'newForum'.
- Description:** Text area containing 'The description of the new forum.'
- Forum base URL:** Text box with a checked checkbox 'Inherit from forum group' below it.
- Forum unsubscription URL:** Text box with a checked checkbox 'Inherit from forum group' below it.
- Forum is open:** Checked checkbox.
- Forum is moderated:** Unchecked checkbox.
- Require e-mail addresses:** Unchecked checkbox.
- Display e-mail addresses:** Unchecked checkbox.
- Enable WYSIWYG editor:** Unchecked checkbox.
- Use security code (CAPTCHA):** Unchecked checkbox.

An 'OK' button is located at the bottom center of the dialog.

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



The screenshot displays a personal website interface. At the top, there is a header with a navigation menu containing links for "Search", "My Blog", "About Me", "Forums", and "Photo Gallery". Below the navigation, a "Forums" section is visible, featuring a search input field and a "Go" button. The main content area contains a table titled "My Forums" with the following data:

Forum	Threads	Posts	Last post
Goodbye party	1	6	Abi (5/28/2008 3:57:25 PM)
New forum The description of the new forum.	1	1	administrator (7/7/2008 1:57:32 PM)
Where to go in Europe	1	5	Kate (5/22/2008 8:16:15 PM)

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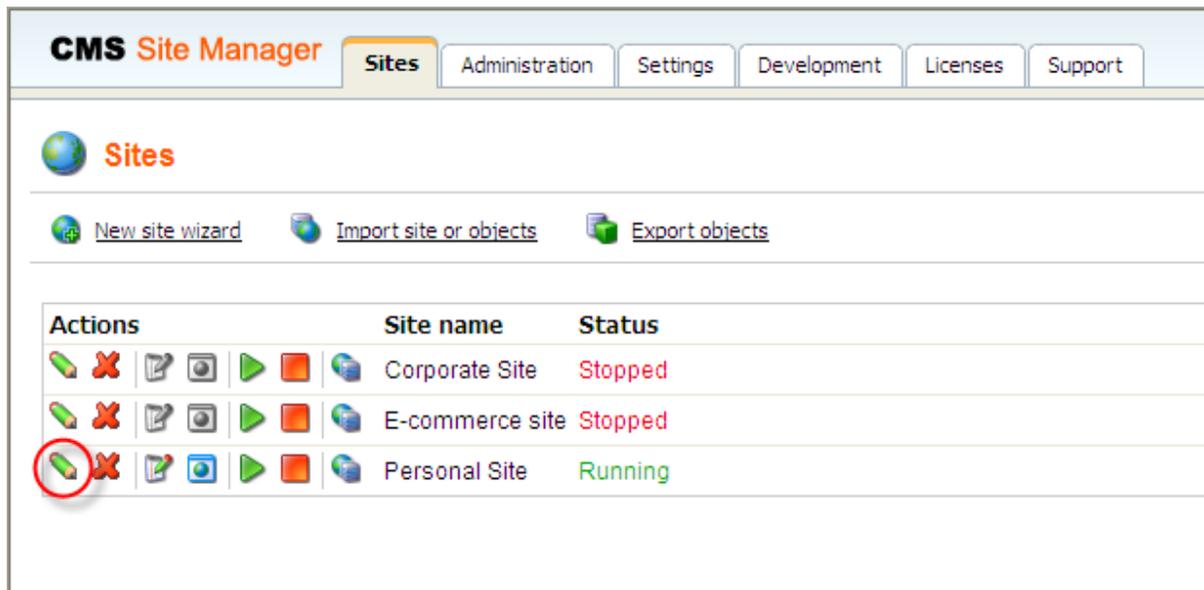


3 Adjusting Design

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**.



The screenshot shows the CMS Site Manager interface. At the top, there is a navigation bar with tabs for 'Sites', 'Administration', 'Settings', 'Development', 'Licenses', and 'Support'. Below the navigation bar, the 'Sites' section is displayed. It includes a 'New site wizard' link, an 'Import site or objects' link, and an 'Export objects' link. A table lists the sites:

Actions	Site name	Status
      	Corporate Site	Stopped
      	E-commerce site	Stopped
      	Personal Site	Running

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

The screenshot shows the 'Site Properties' dialog box in Kentico CMS. The 'General' tab is selected, and the 'Site CSS stylesheet' dropdown menu is highlighted with a red box. The dropdown menu is open, showing 'Personal Site - Red' as the selected option. Other fields include 'Site display name' (Personal Site), 'Site code name' (PersonalSite), 'Site domain name' (localhost), 'Default content culture' (English - United States), 'Default visitor culture' ((Automatic)), and 'Editor CSS stylesheet' (Personal Site). The 'Site description' field contains the text 'Sample personal web site'.

CMS Site Manager Sites Administration Settings Development Licenses Support

Site Properties

Sites ▶ PersonalSite

General Domain aliases Cultures

Site display name: Personal Site

Site code name: PersonalSite

Site domain name: localhost

Default content culture: English - United States **Change**

Default visitor culture: (Automatic) ▼

Site CSS stylesheet: Personal Site - Red ▼

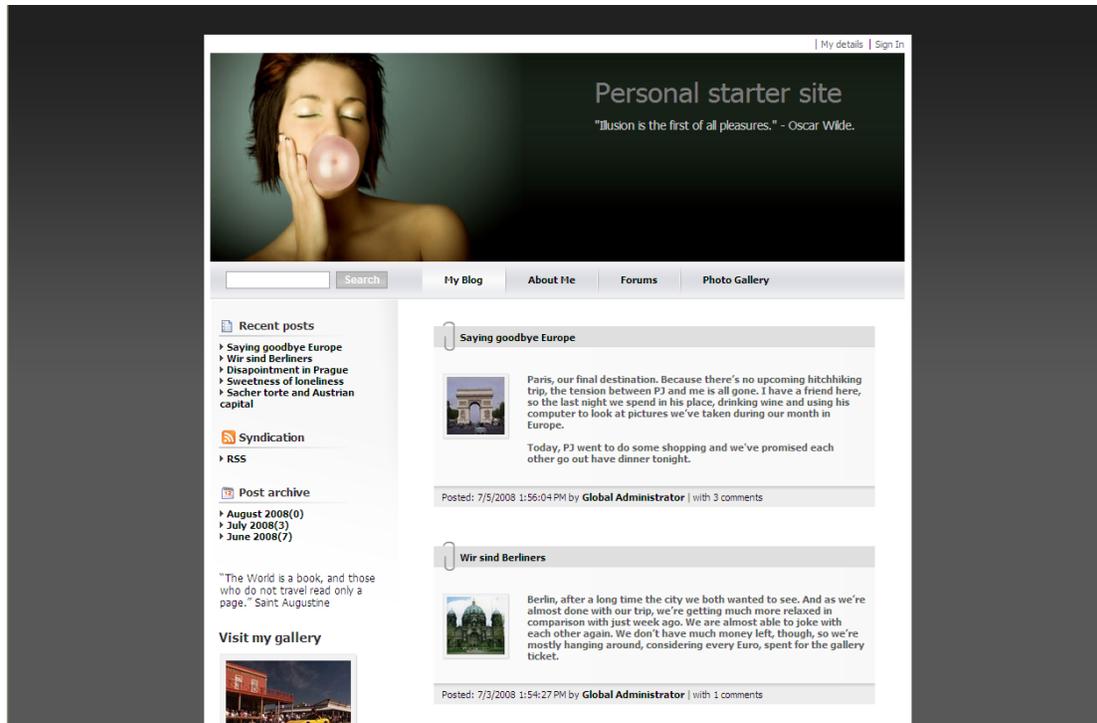
Editor CSS stylesheet: Personal Site ▼

Site description: Sample personal web site

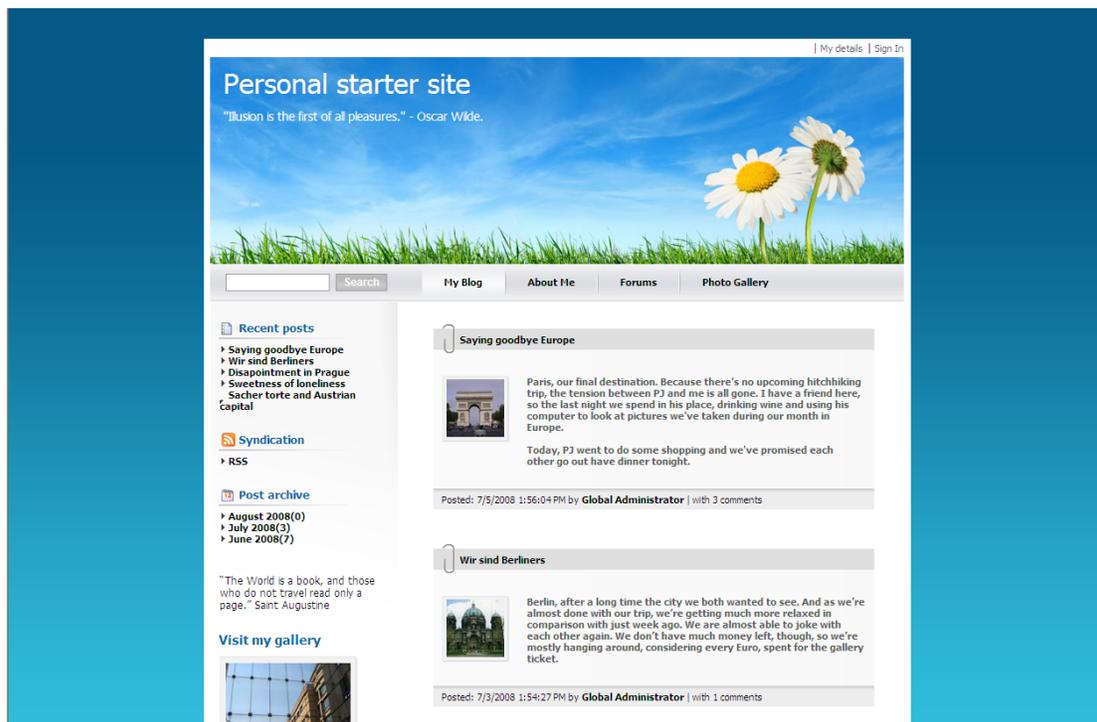
OK

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

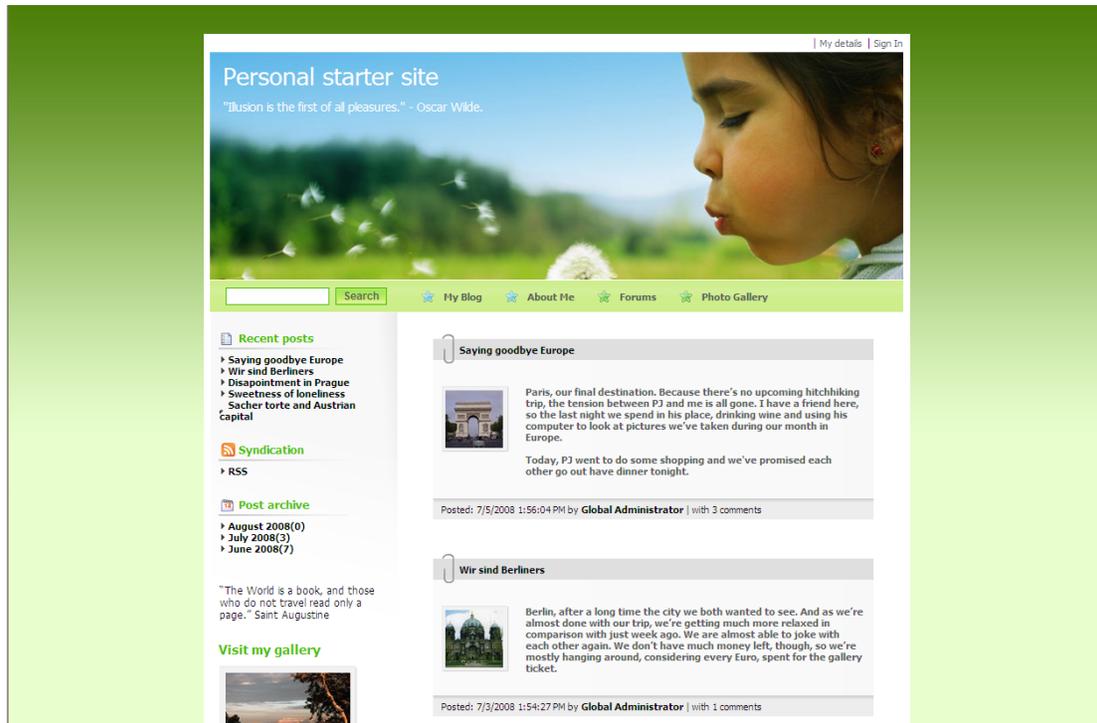
Personal Site



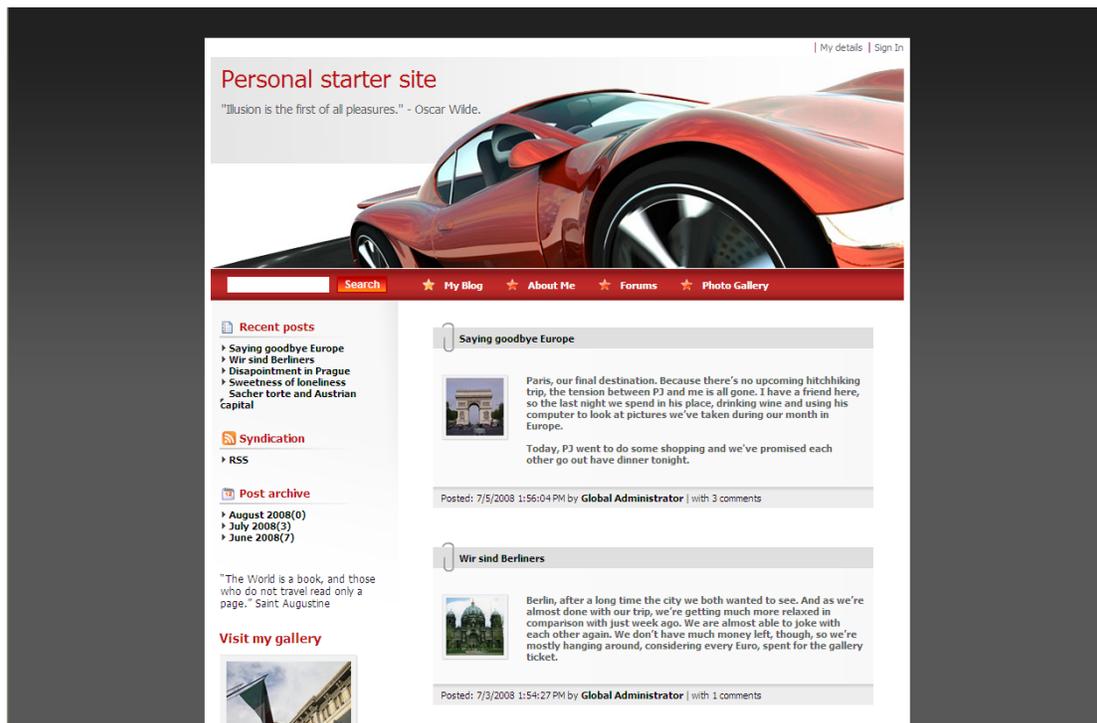
Personal Site - Blue



Personal Site - Green



Personal Site - Red

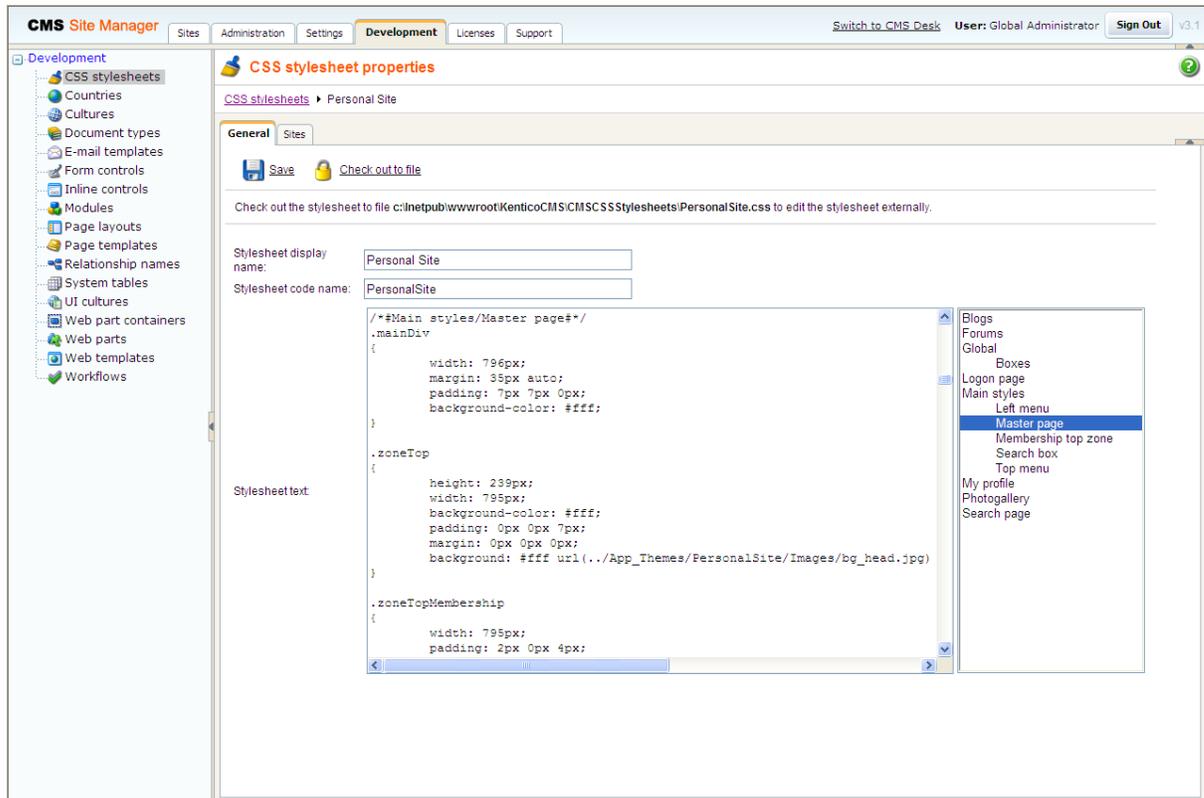


3.2 Editing CSS stylesheets

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.

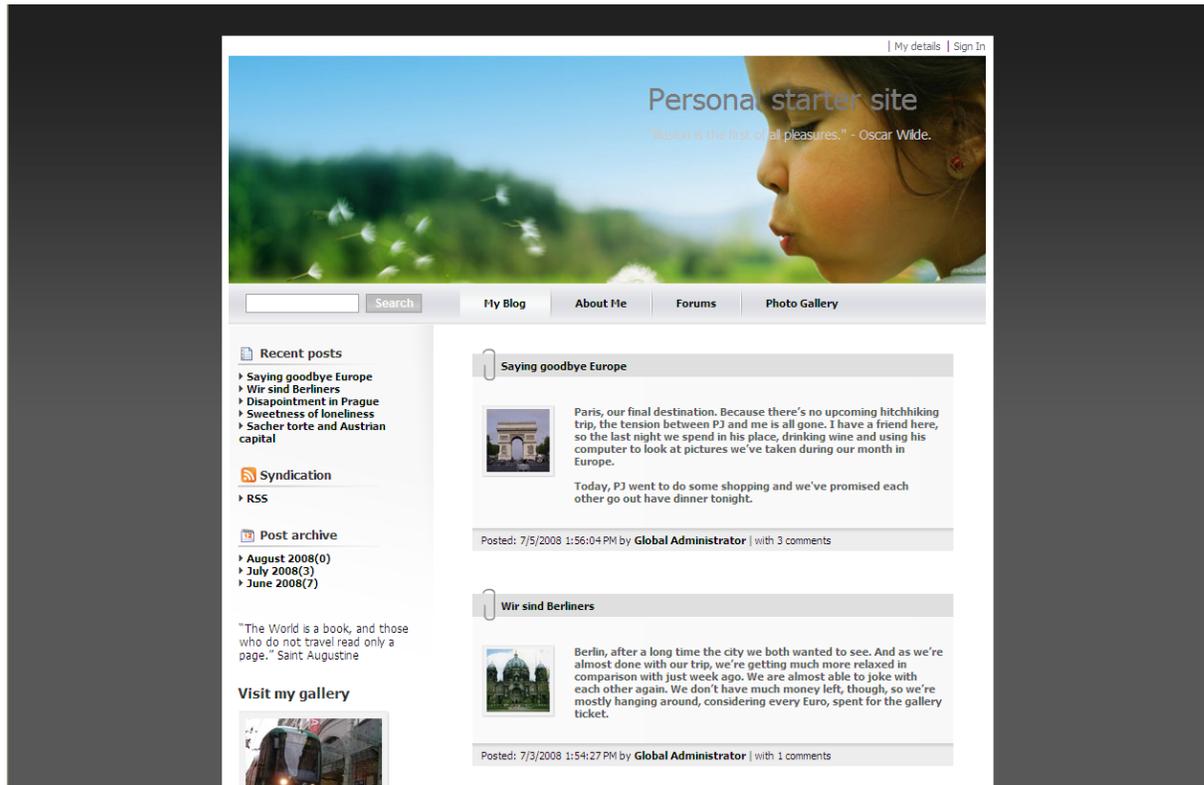


2) In the **.zoneTop** style, change the url of the background image to **../App_Themes/PersonalSiteGreen/Images/bg_head.jpg** so that the entire style reads as follows:

```
.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.

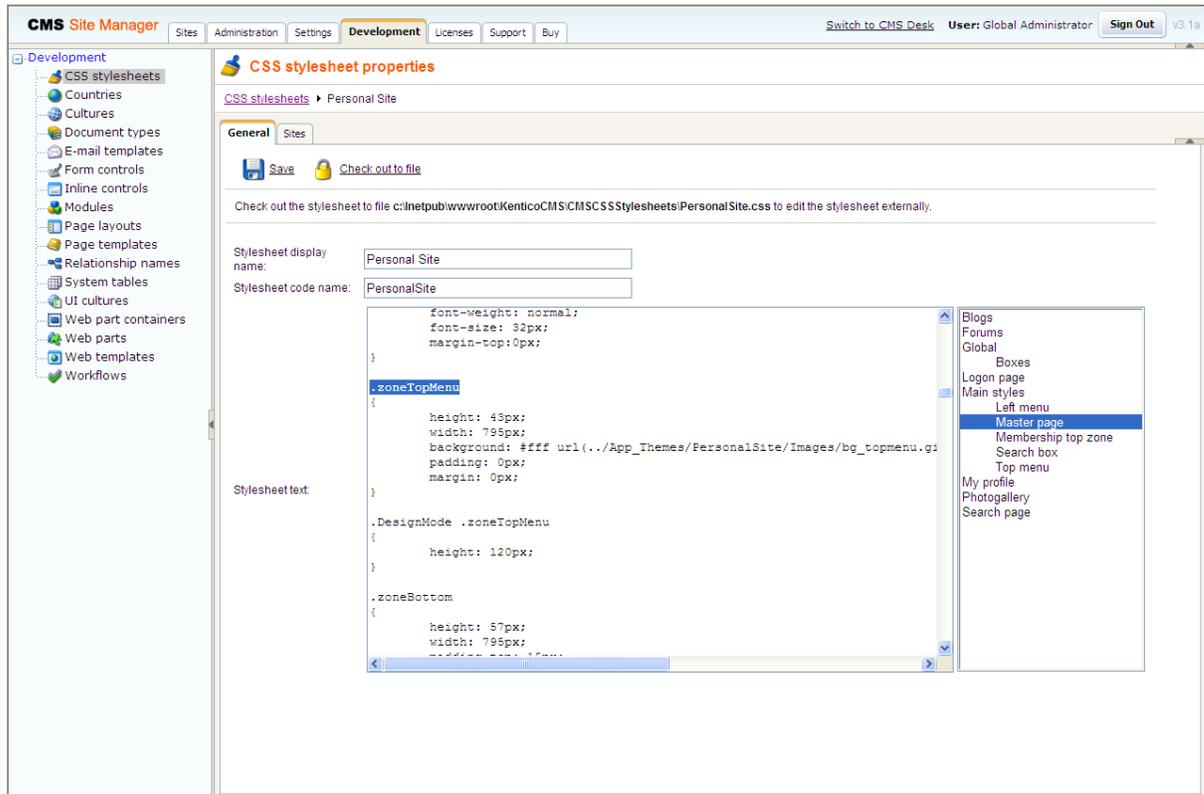
3) Now click **Sign out** at the top-right. You can see that the header image has been changed.



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.

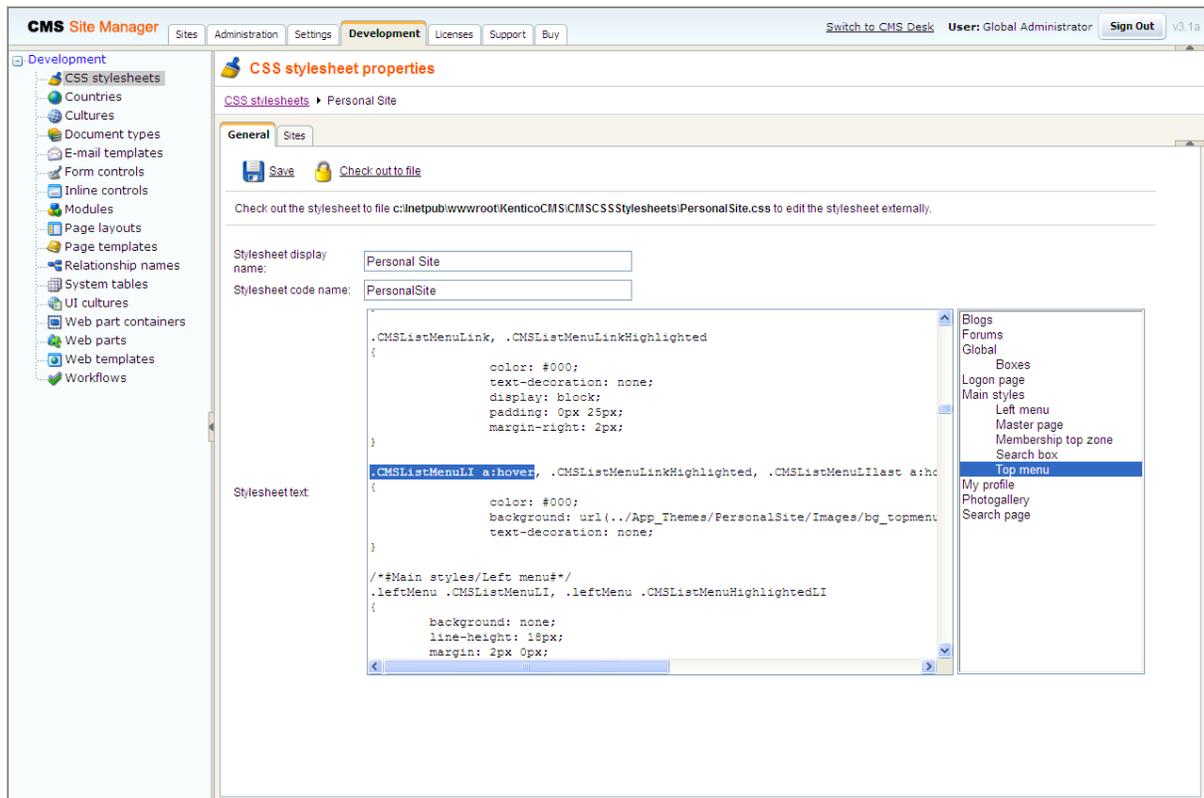


3) Change the **background** color to **#B0C4DE** and erase the URL part so that the entire section reads as follows:

```
.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.

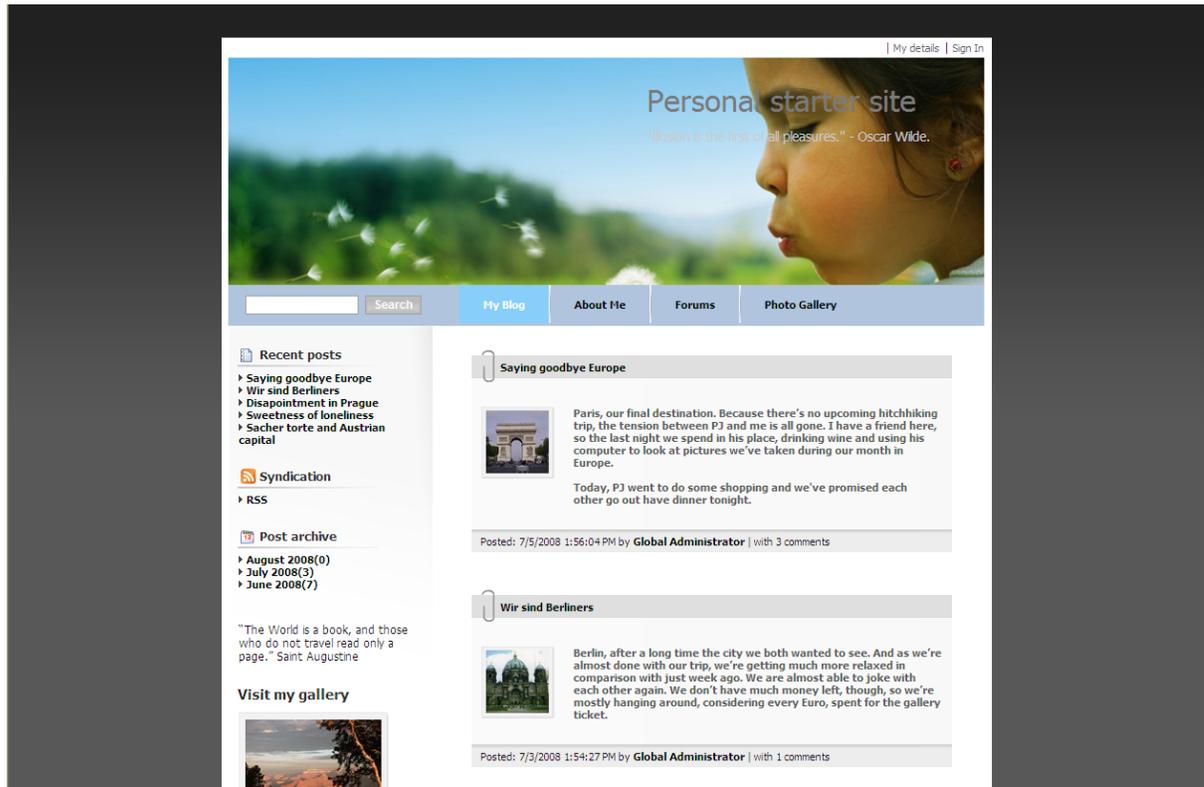


5) Change **color** to **#fff** and replace the url part with **#87CEFA**. The entire style should read as follows:

```
.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

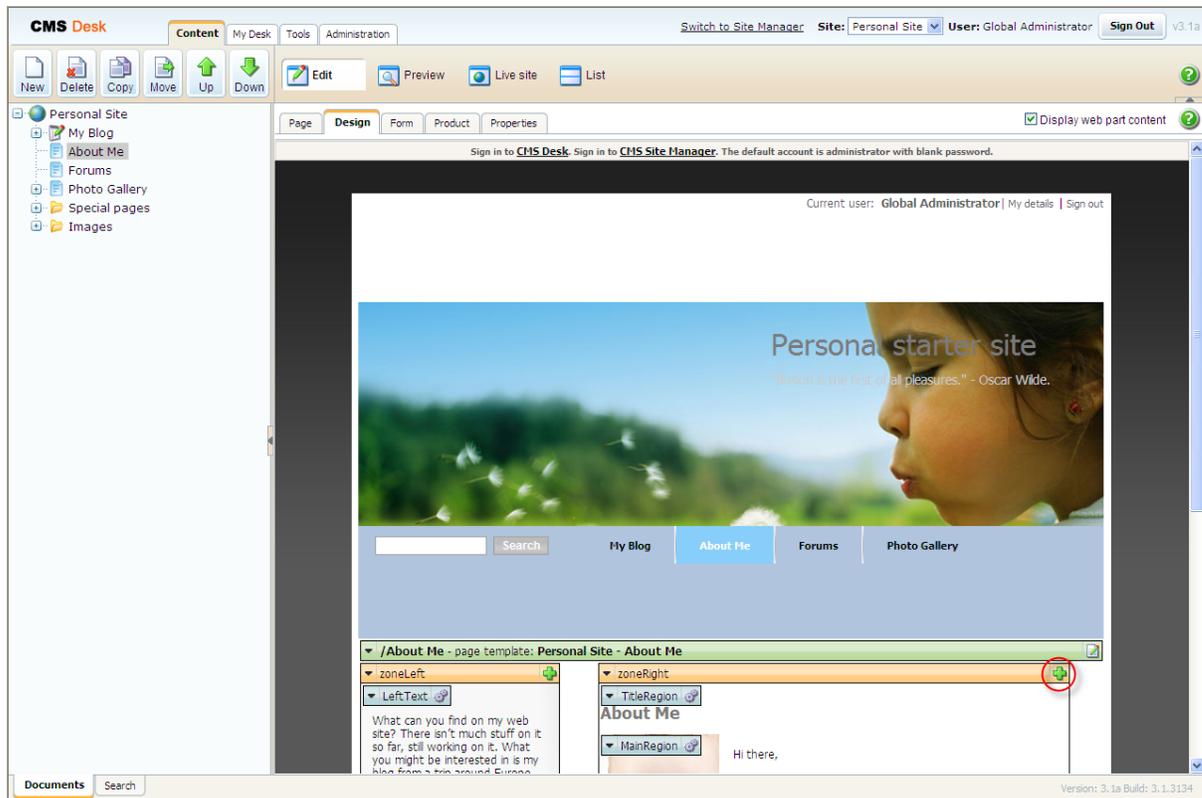


4 Adding web parts

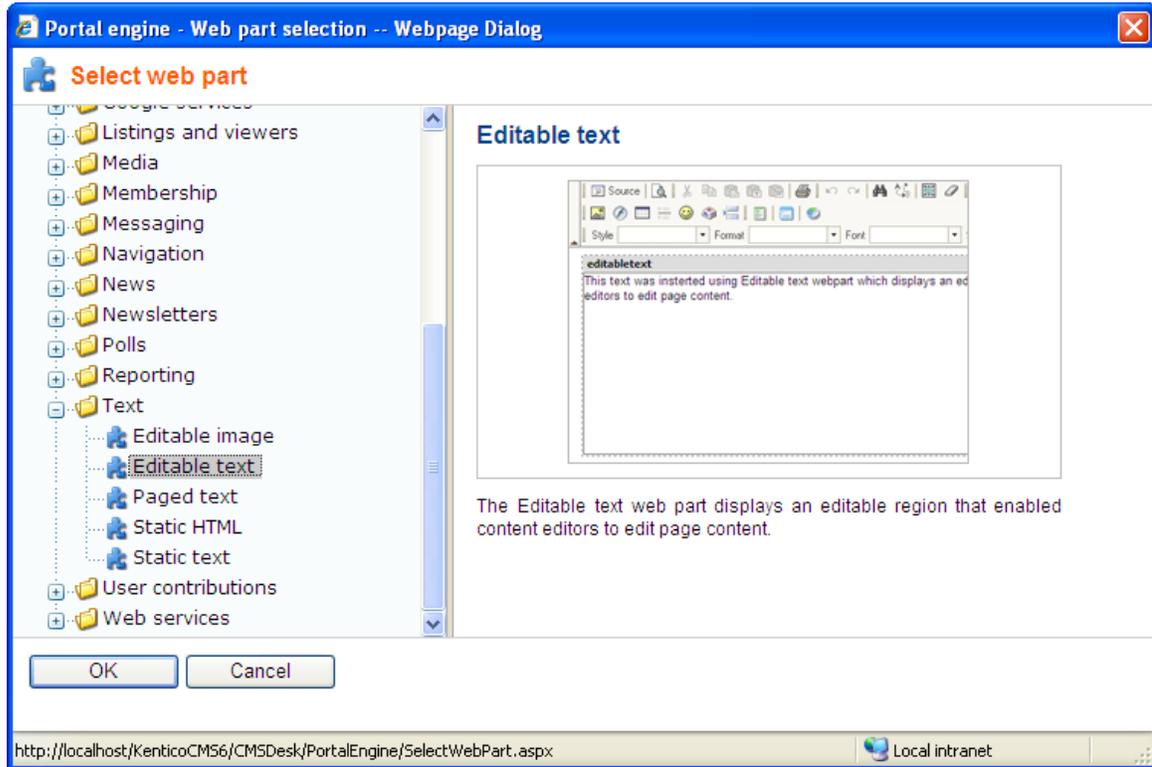
4.1 Adding text

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>

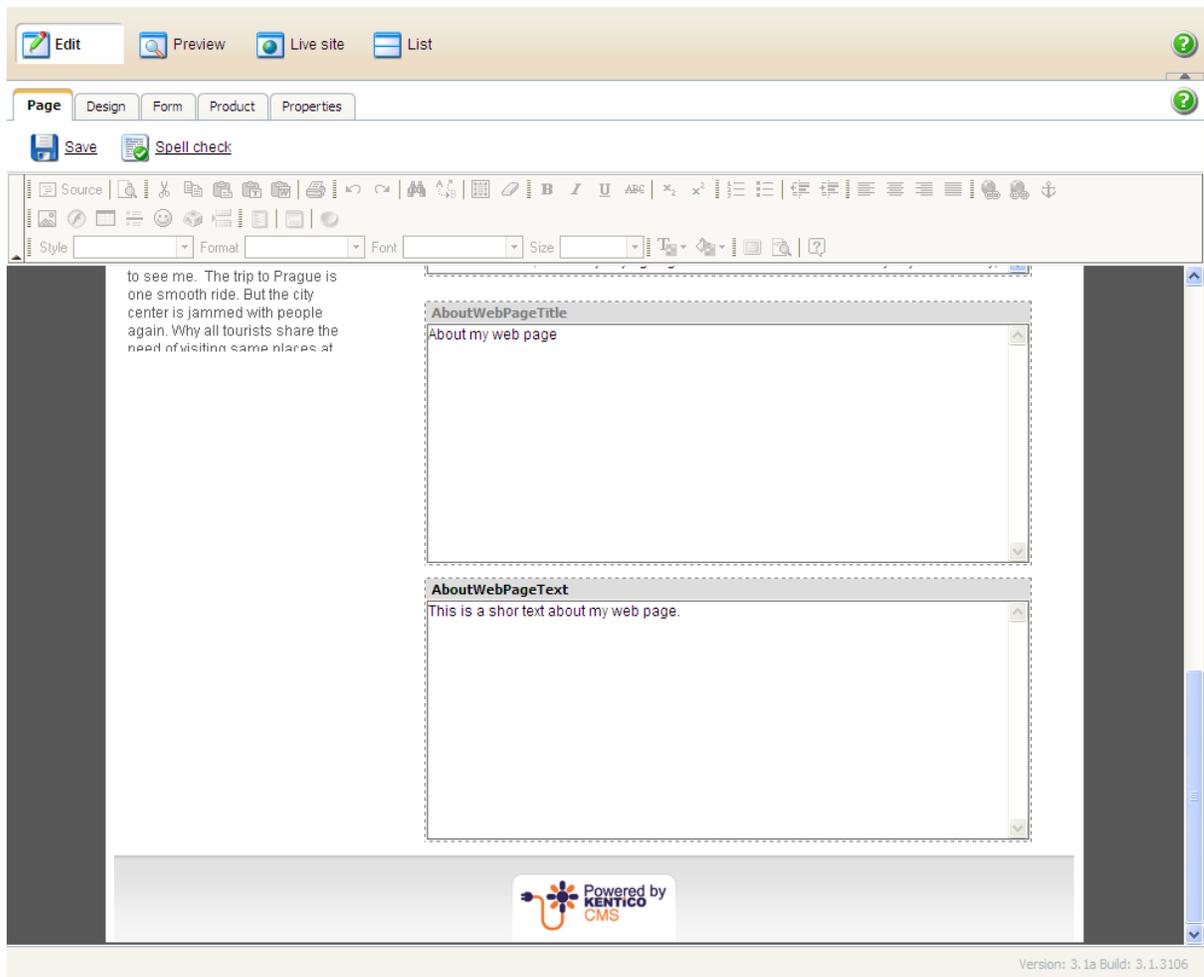
Then click **Ok**.

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**.

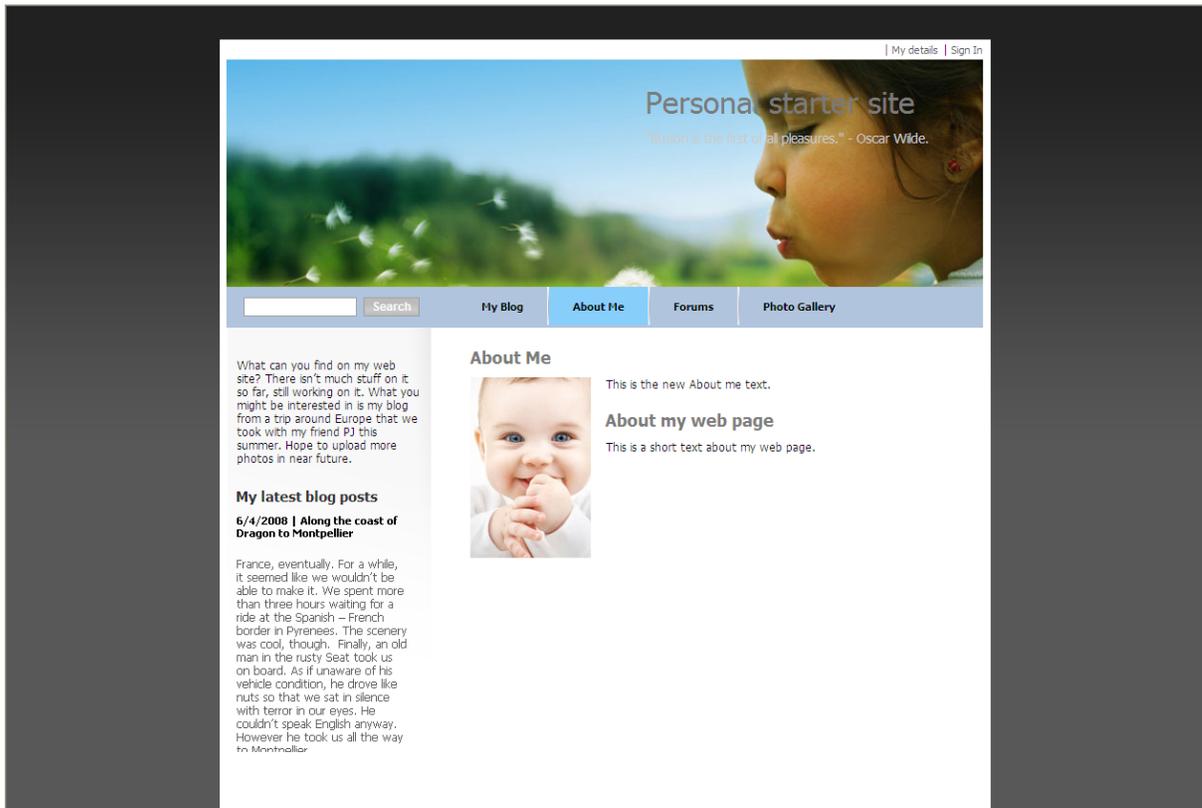
6) Now you have the new web parts ready and you can enter some new text. Switch to the **Page** tab and click into the **AboutWebPageTitle** editable region. Enter *About my web page*. Click **Save** at the top.

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



The screenshot displays the Kentico CMS editor interface. At the top, there are navigation buttons for 'Edit', 'Preview', 'Live site', and 'List'. Below this is a 'Page' tab with sub-tabs for 'Design', 'Form', 'Product', and 'Properties'. A toolbar contains 'Save' and 'Spell check' buttons. The main editing area features a rich text editor with a toolbar for text formatting (bold, italic, underline, font color, background color, text color, font size, text alignment, list, link, unlink, insert, remove, undo, redo) and a style/format/font/size dropdown menu. The page content is divided into two columns. The left column contains a paragraph of text: 'to see me. The trip to Prague is one smooth ride. But the city center is jammed with people again. Why all tourists share the need of visiting same places at'. The right column contains two web parts: 'AboutWebPageTitle' with the text 'About my web page' and 'AboutWebPageText' with the text 'This is a shor text about my web page.' (Note the typo 'shor'). At the bottom of the page, there is a footer with the Kentico CMS logo and the text 'Powered by KENTICO CMS'. The version information 'Version: 3.1a Build: 3.1.3106' is visible in the bottom right corner.

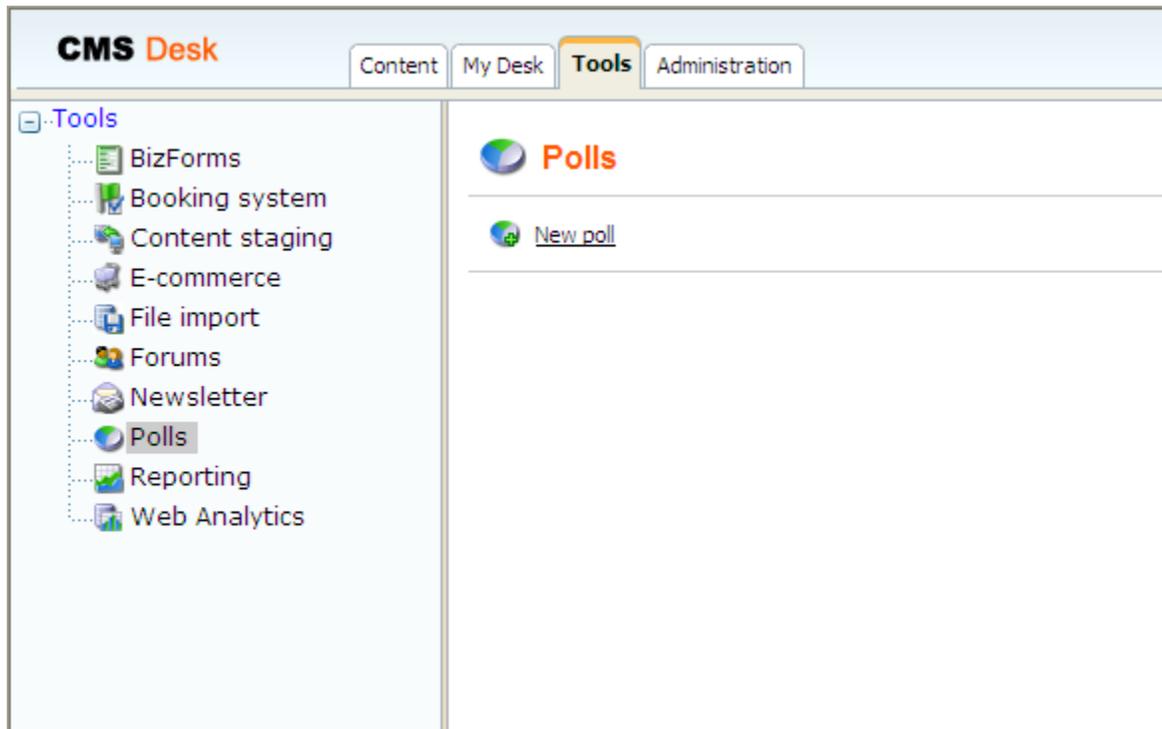
That is how you add a new editable region into your web site.



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**.

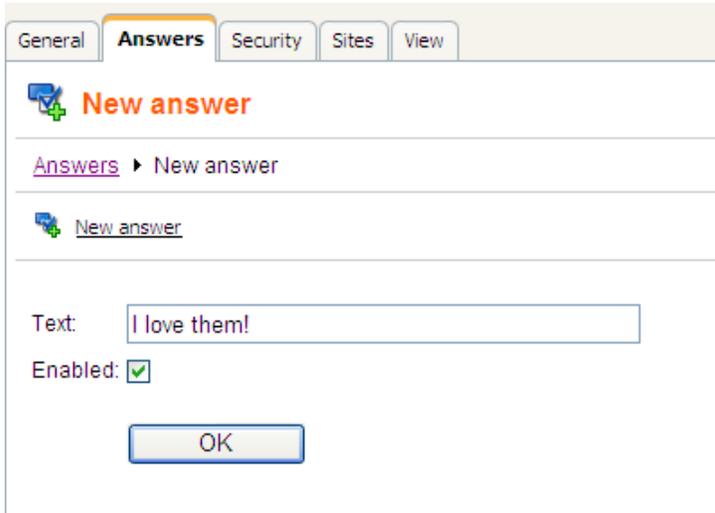


2) Enter the following information for the new poll.

- **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!*. Make sure that the **Enabled** check box is checked and click **Ok**.

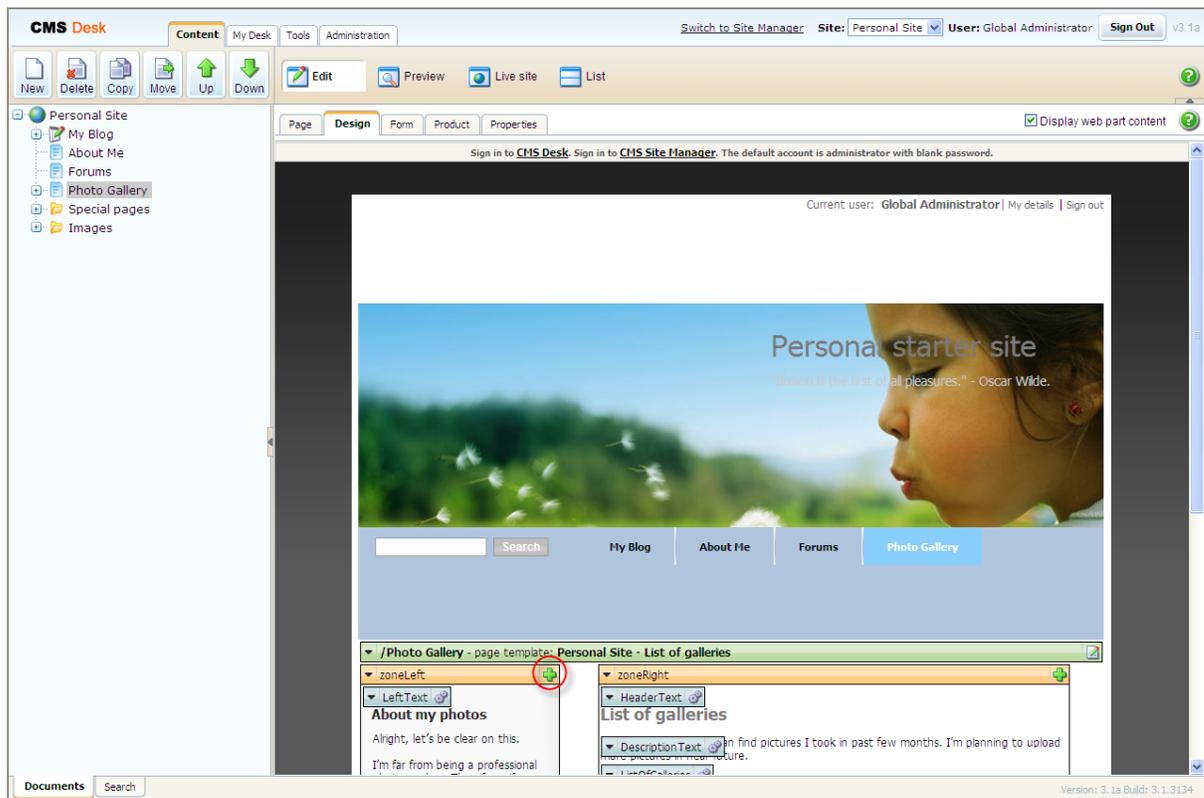


The screenshot shows the 'New answer' dialog box in the Kentico CMS interface. The 'Answers' tab is active, and the 'Text' field contains the text 'I love them!'. The 'Enabled' checkbox is checked. An 'OK' button is located at the bottom of the dialog.

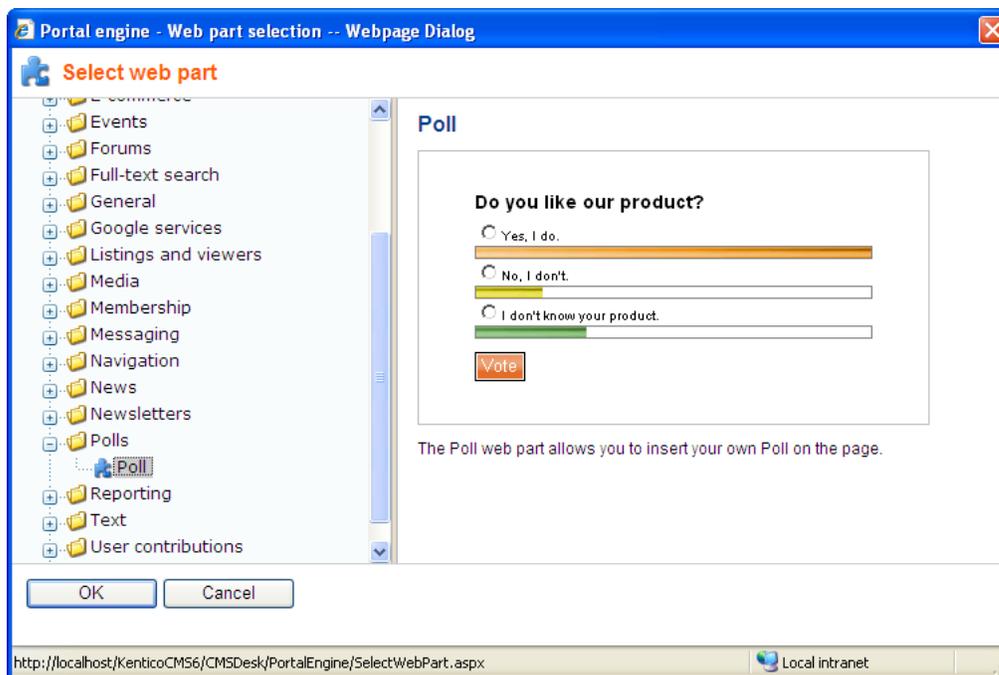
4) Click **New answer** again and enter *Not bad.* as **Text**. The **Enabled** check box should be checked. Then click **Ok**.

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**.

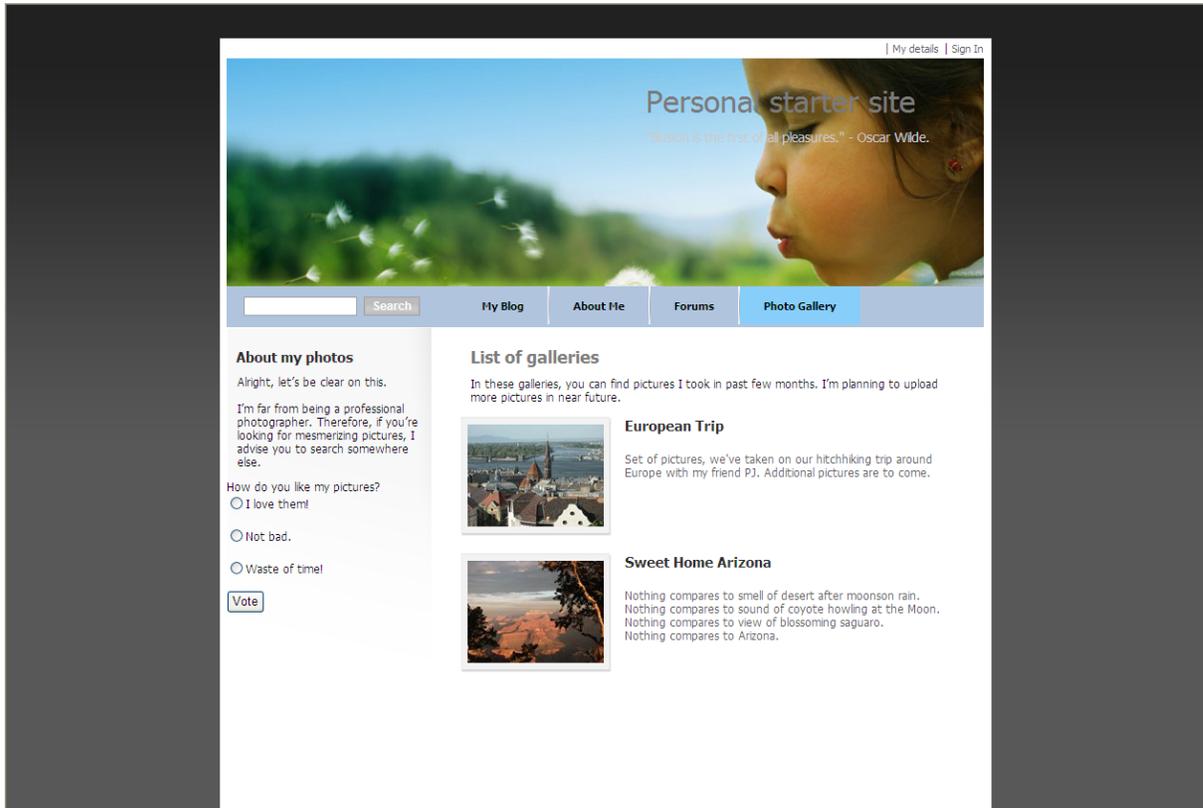


7) In the **Select web part** dialog, select **Polls\Poll** web part.



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.



Part



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>.