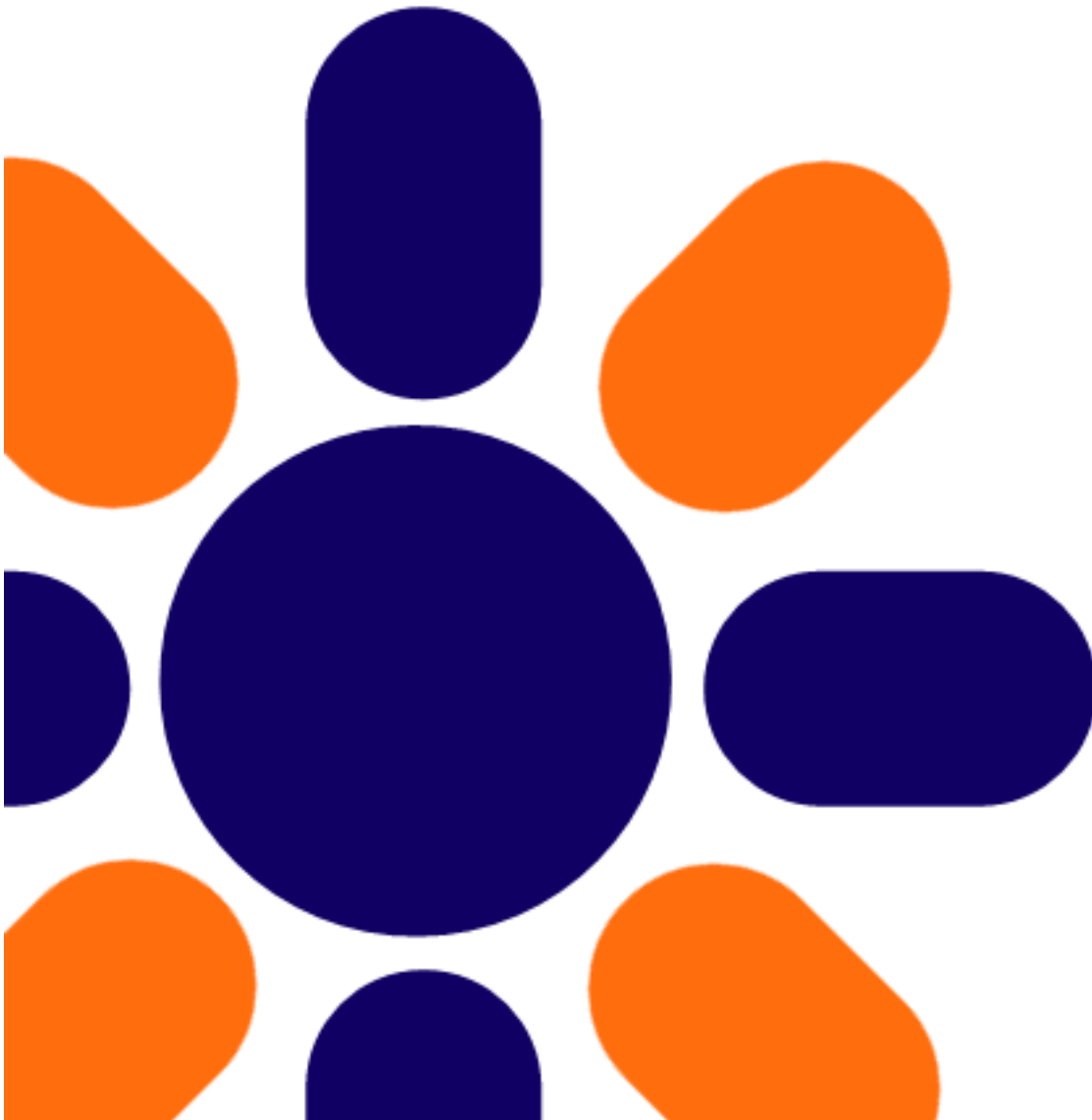


# Kentico CMS 5.0 Personal Site Guide

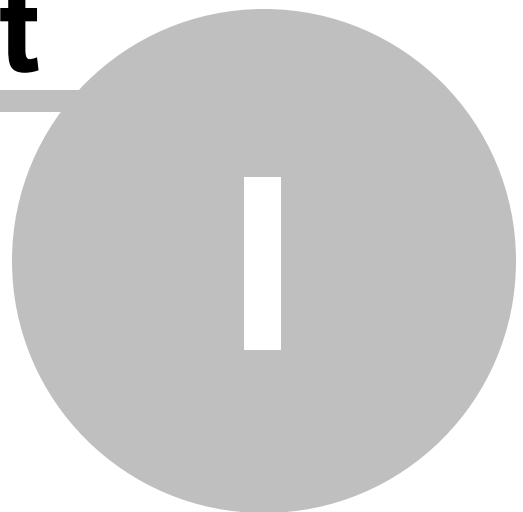


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**Part**

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**Personal Site Guide**

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# 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**

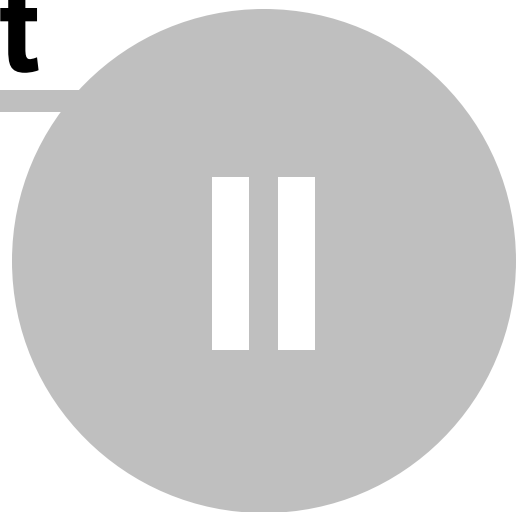
You can also use other Kentico CMS modules (such as newsletter, polls or forms) as you need.

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

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**Getting Started**

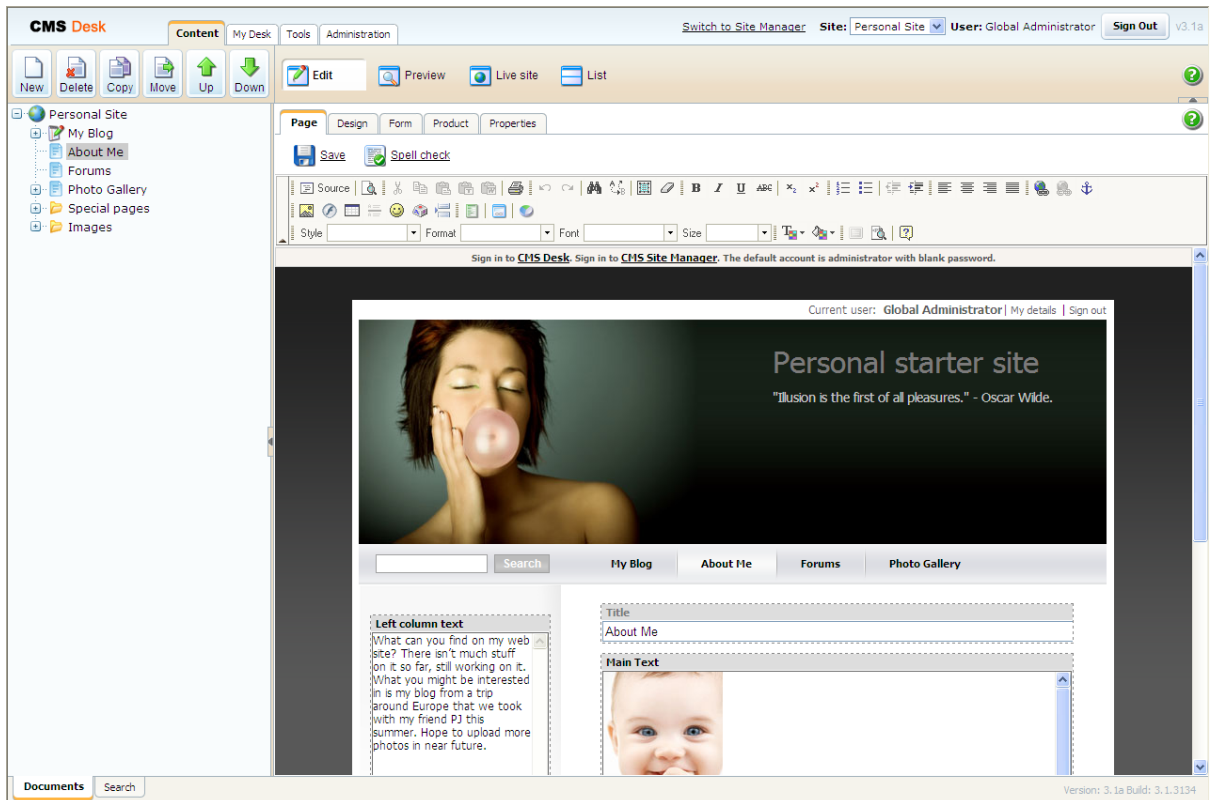
---

## 2 Getting Started

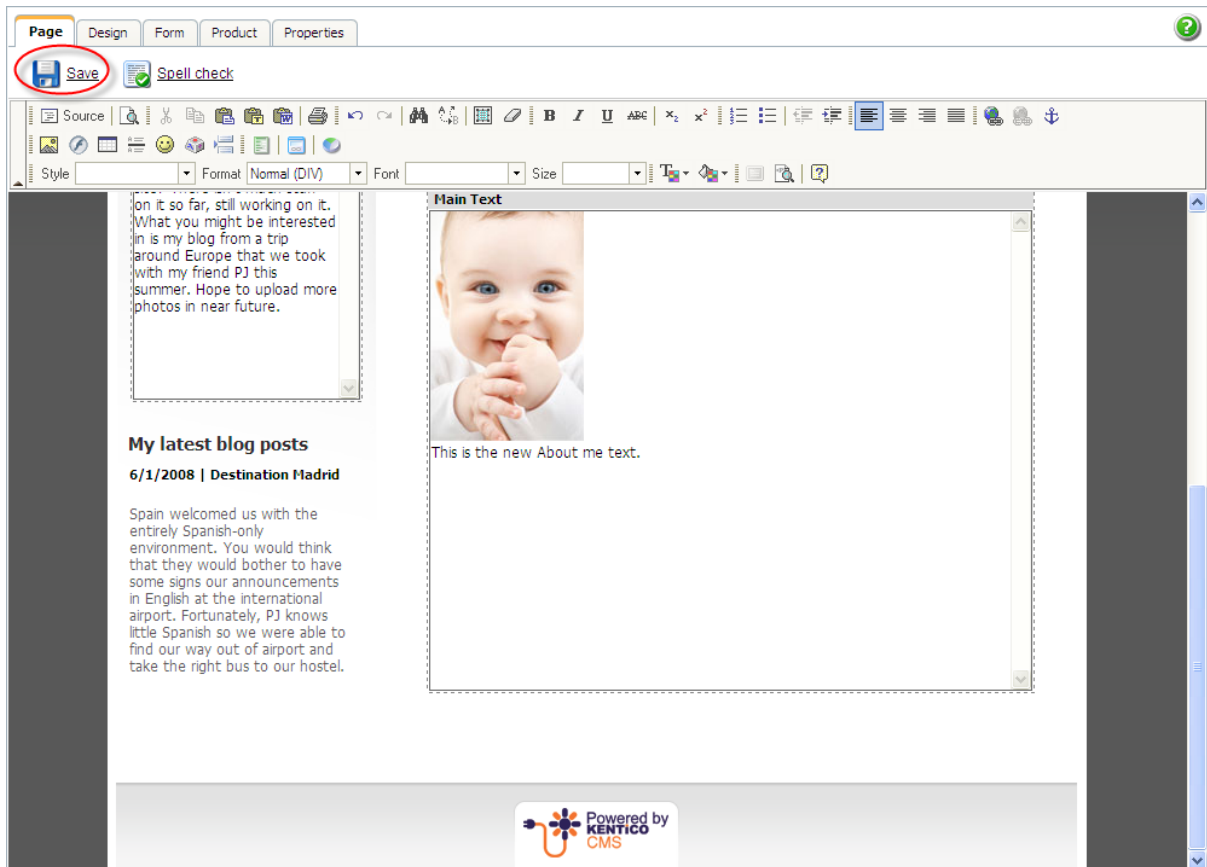
### 2.1 Editing content

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

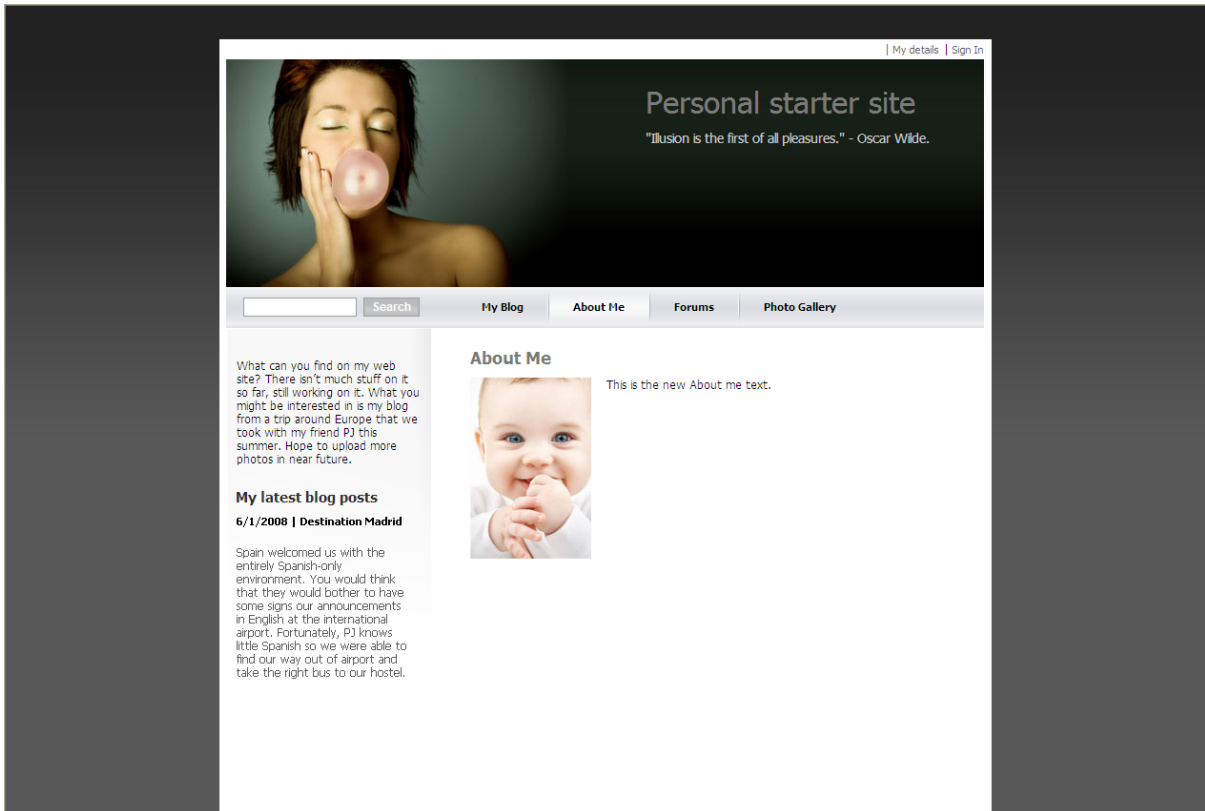
1. Go to **CMS Desk** -> **Content** -> **Personal Site** -> **About me**.



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



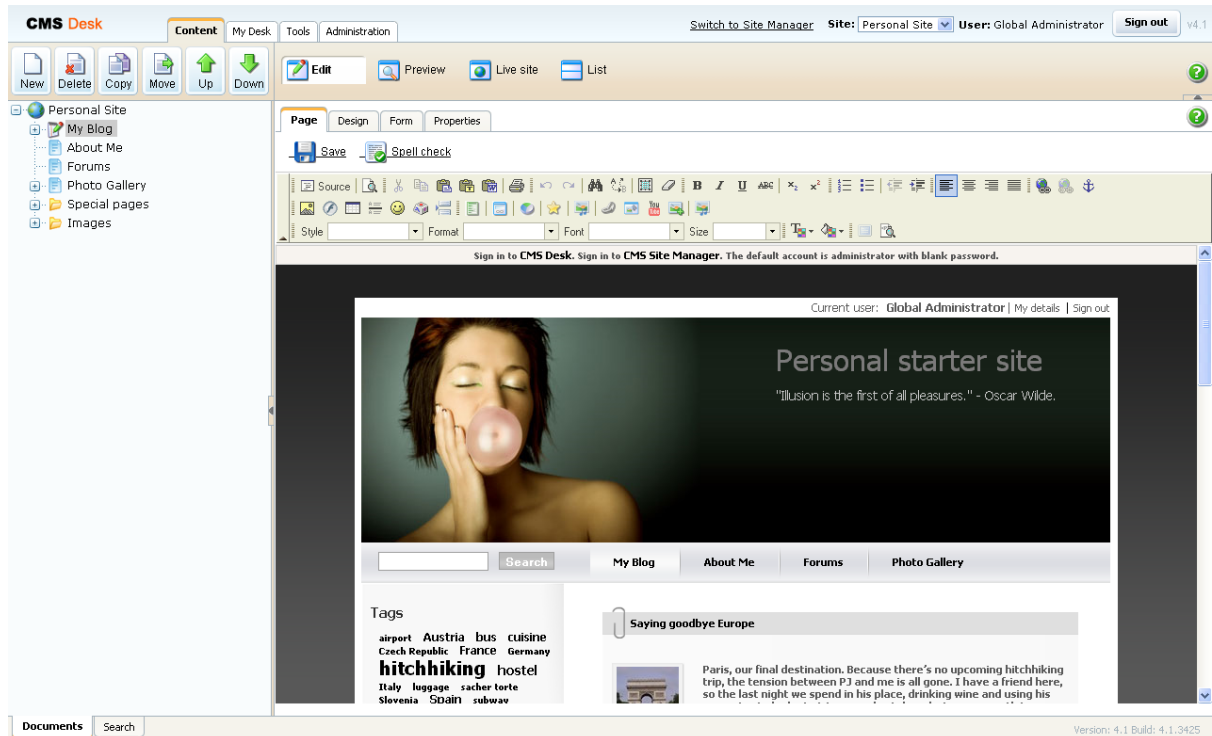
3. Now switch to the **Preview** viewing mode. You can see that the **About me** text has been updated.



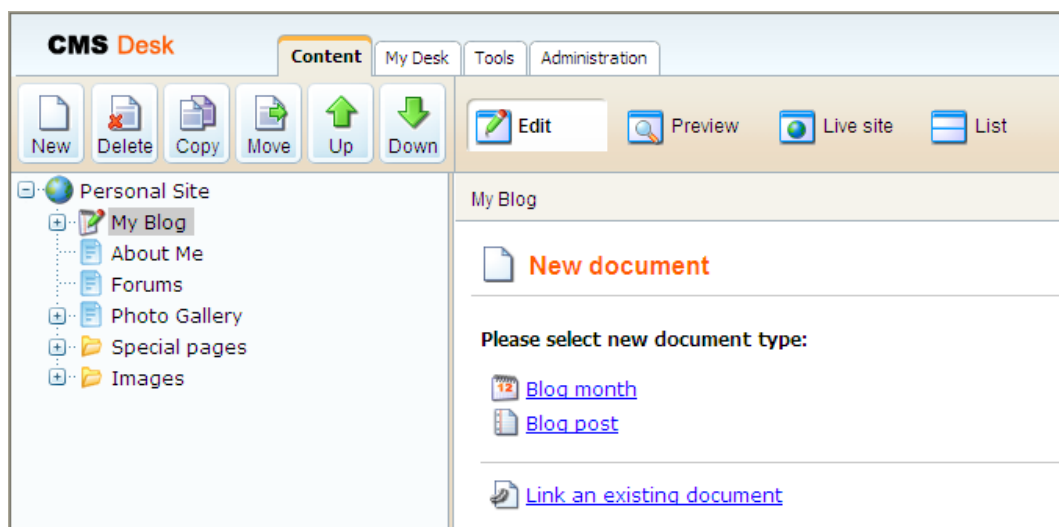
## 2.2 Adding a blog post

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.

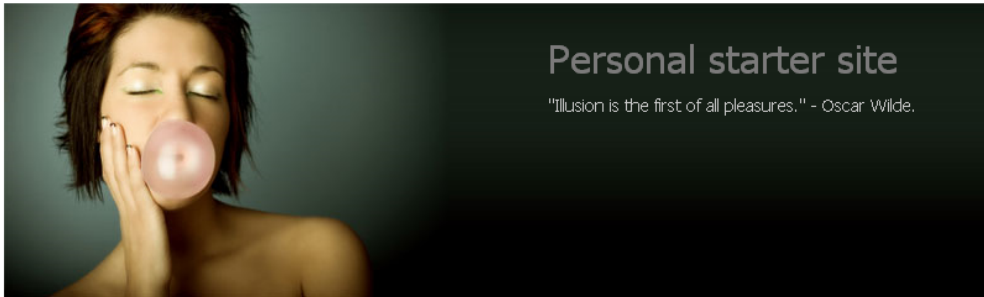
Then click **Save** at the top.

The screenshot displays the Kentico CMS 5.0 Personal Site interface for creating a new blog post. The breadcrumb navigation at the top 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, text color, background color), alignment, and other editing functions. 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 larger text area containing "The entire text of the blog post."

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

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](#)

### Tags

[airport](#) [Austria](#) [bus](#) [cuisine](#)  
[Czech Republic](#) [France](#) [Germany](#)  
**[hitchhiking](#)** [hostel](#)  
[Italy](#) [luggage](#) [sacher torte](#)  
[Slovenia](#) [Spain](#) [subway](#)  
[tourism](#) [traffic](#) [train](#)

### Recent posts

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

### Syndication


- ▶ [RSS](#)

### My new blog post

Summary of the blog post.

Posted: 5/18/2009 4:53:46 PM 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.

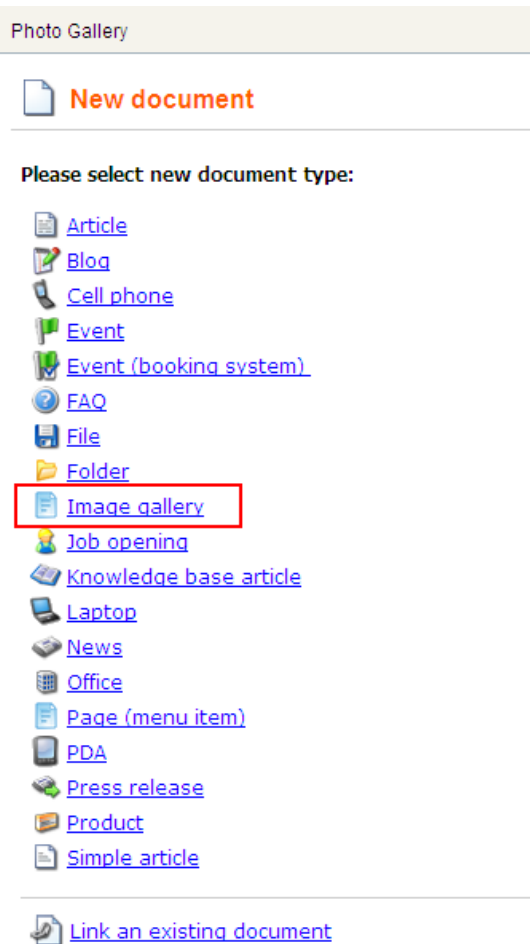
Today, PJ went to do some shopping and we've promised each other go out have dinner tonight.

Posted: 7/5/2008 1:56:04 PM by [Abigail Woodwarth](#) | with 3 comments

## 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.

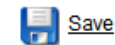


 **New document**

Please select new document type:

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

 [Link an existing document](#)

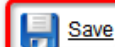
6. Click the **Upload file** () icon and choose a picture to upload.

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

Upload file: 

File description:

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](#)

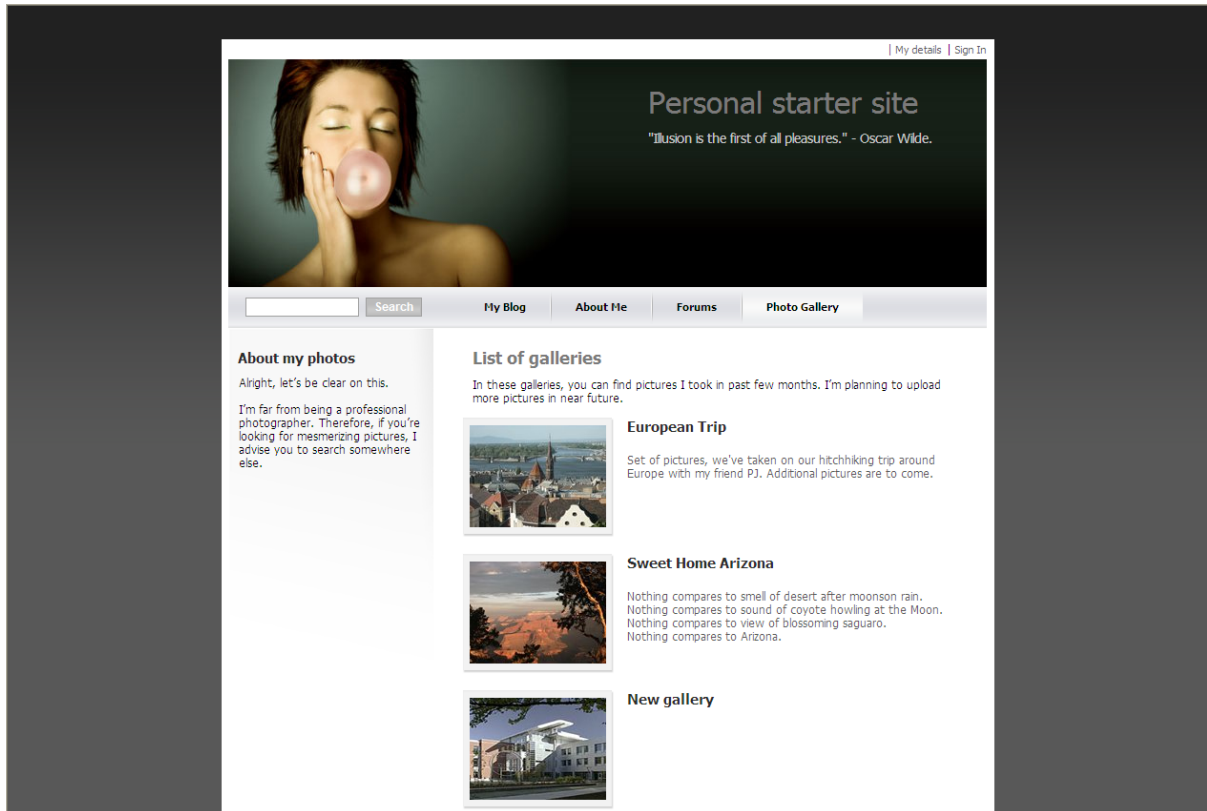
Upload file:

Actions	Update	Name	Size
 		 <a href="#">Waterfall.jpg</a>	281 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.

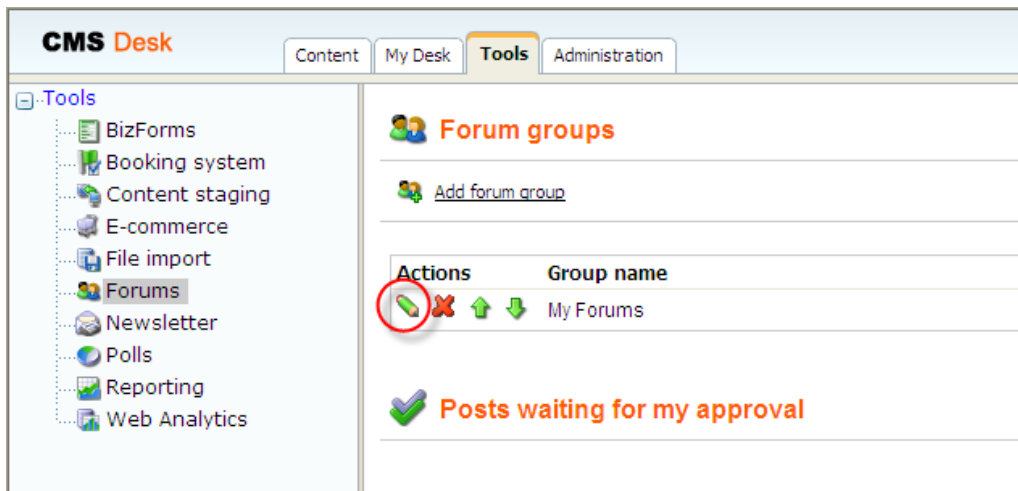


Please note that you can take advantage of the **File Import** module to upload more images and files. The **File Import** module can be found at **CMS Desk -> Tools -> File import**.

## 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.

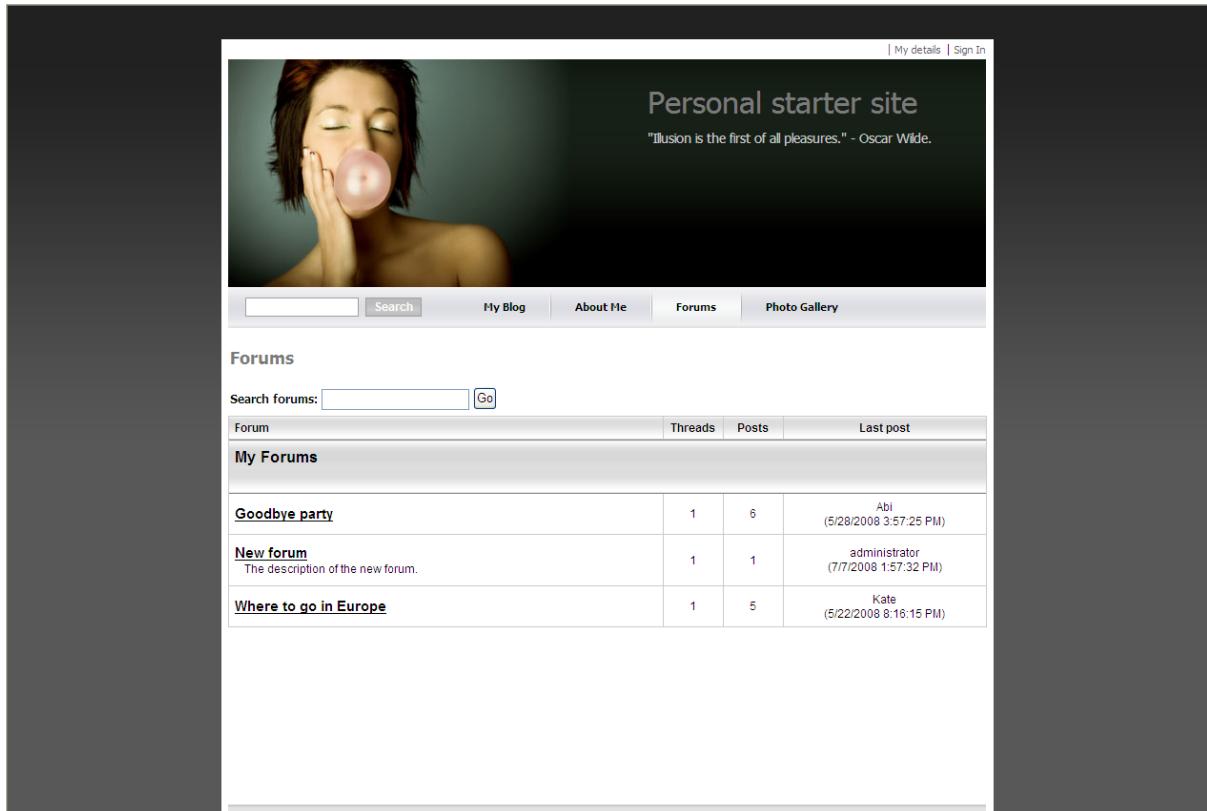
Then click **OK**.

The screenshot shows the 'New forum' dialog box. The 'General' tab is active. The dialog contains the following fields and options:

- Forum display name:**
- Forum code name:**
- Description:**
- Forum base URL:**
- Inherit from forum group
- Forum unsubscribe URL:**
- Inherit from forum group
- Forum is open:**
- Forum is moderated:**
- Require e-mail addresses:**
- Display e-mail addresses:**
- Enable WYSIWYG editor:**
- Use security code (CAPTCHA):**

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.

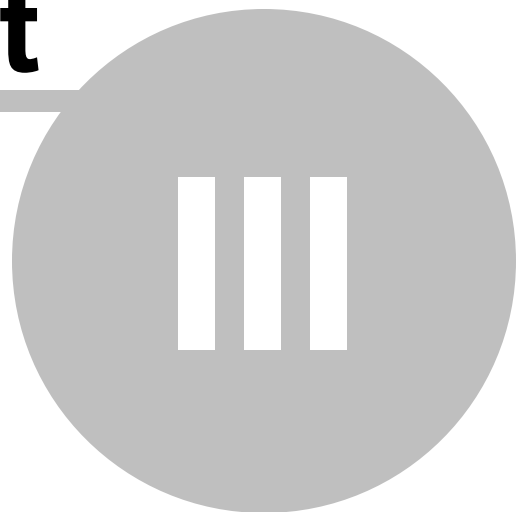


The screenshot shows a web interface for a personal starter site. At the top, there is a header with a navigation menu containing 'Search', 'My Blog', 'About Me', 'Forums', and 'Photo Gallery'. Below the navigation is a 'Forums' section with a search bar and a 'Go' button. The main content area displays a table of forum threads under the heading 'My Forums'.

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

# Part

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**Adjusting Design**

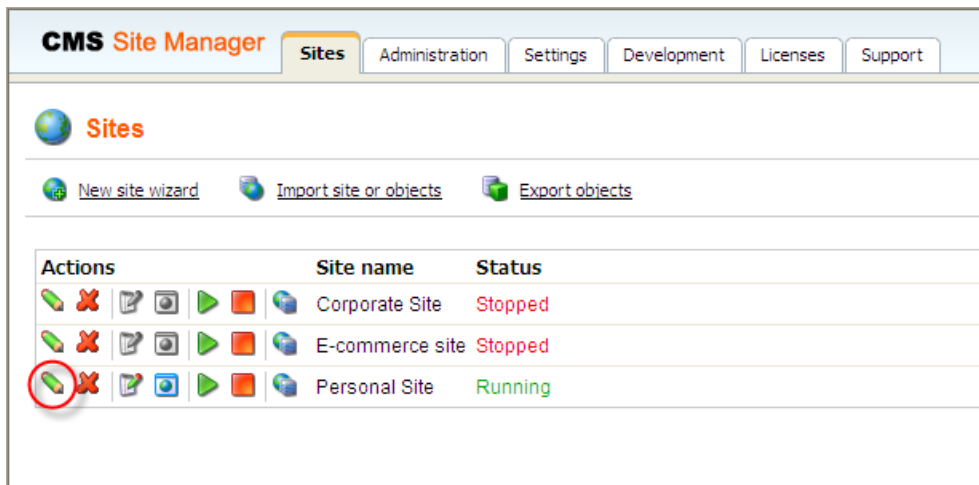
---










## 3 Adjusting Design

### 3.1 Changing the theme

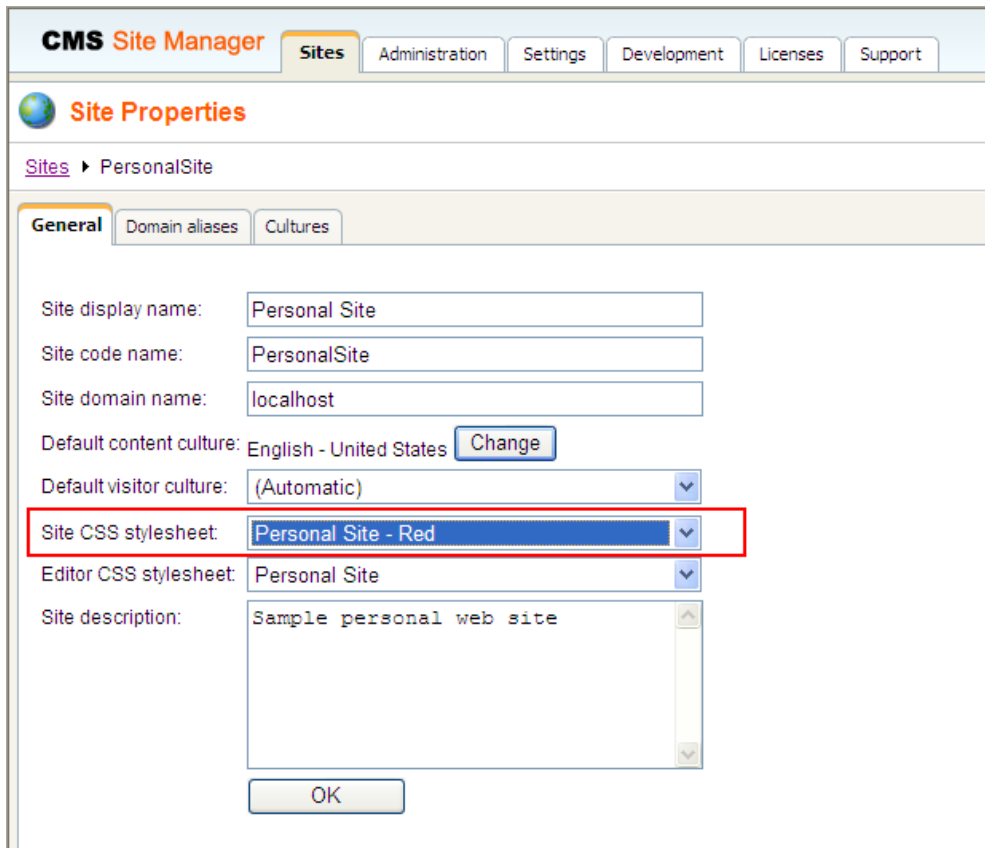
The sample Personal Site comes with several predefined CSS stylesheets. In this chapter, you will learn which stylesheets are available and how you can choose the CSS stylesheet you want to use on your web site.

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



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.

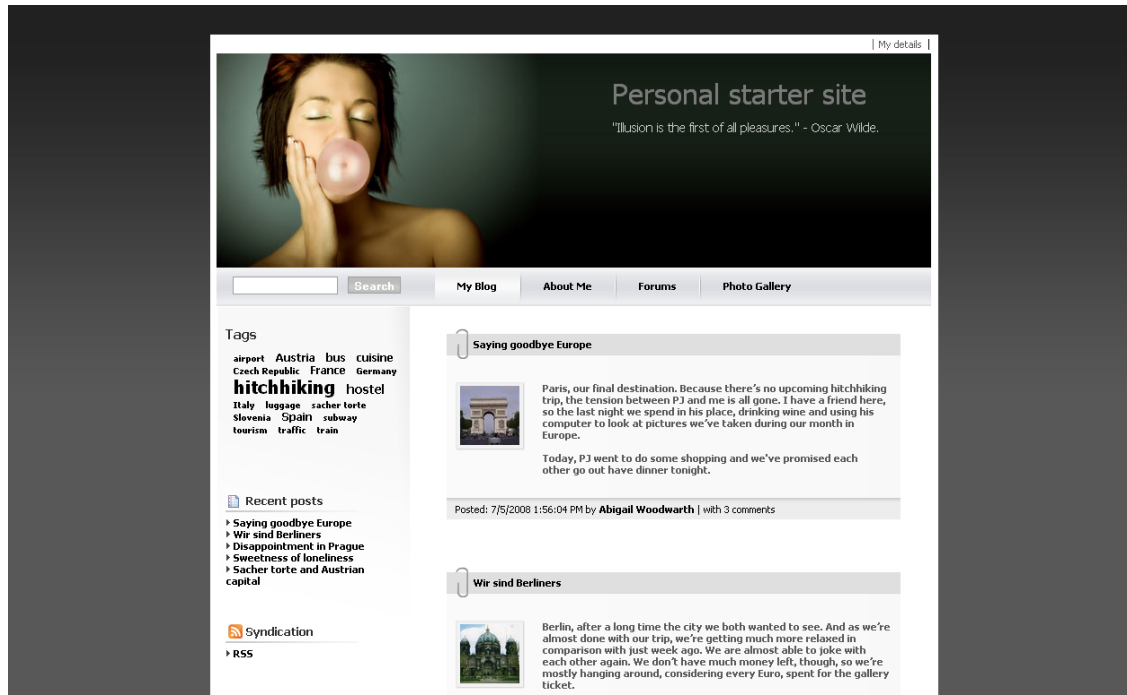


The screenshot shows the 'Site Properties' dialog box in the 'CMS Site Manager' interface. The 'General' tab is active, and the 'Site CSS stylesheet' dropdown menu is highlighted with a red box, indicating the selection of 'Personal Site - Red'. Other fields include 'Site display name', 'Site code name', 'Site domain name', 'Default content culture', 'Default visitor culture', 'Editor CSS stylesheet', and 'Site description'.

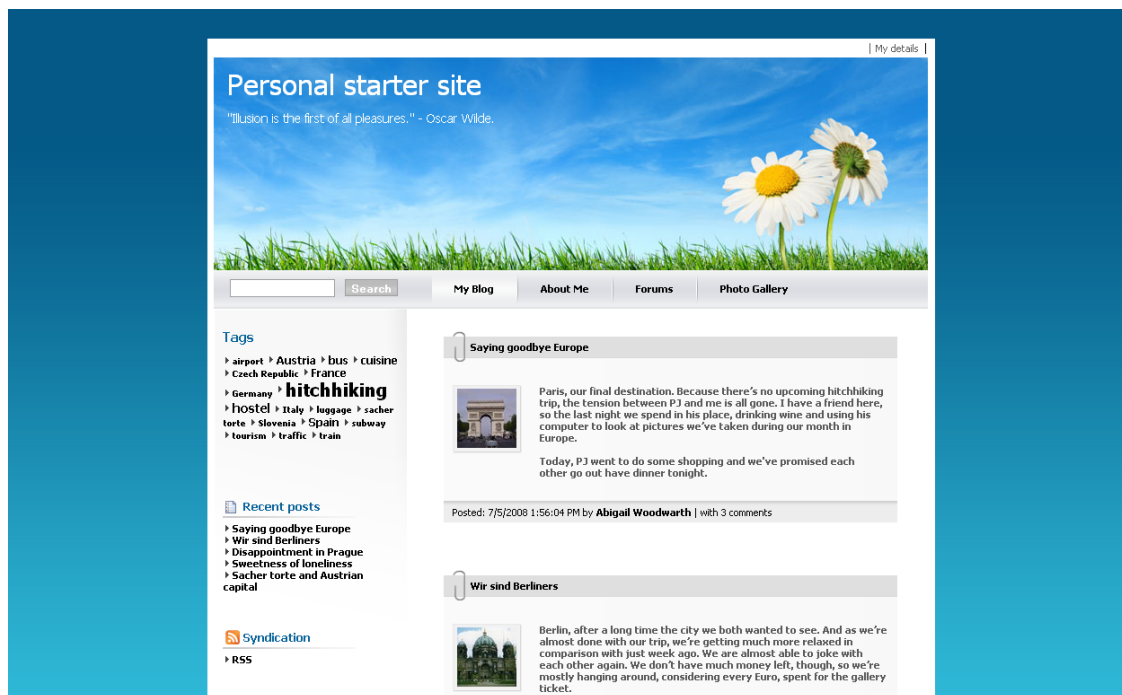
Site display name:	Personal Site
Site code name:	PersonalSite
Site domain name:	localhost
Default content culture:	English - United States <input type="button" value="Change"/>
Default visitor culture:	(Automatic) ▼
Site CSS stylesheet:	Personal Site - Red ▼
Editor CSS stylesheet:	Personal Site ▼
Site description:	Sample personal web site

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

## Personal Site



## Personal Site - Blue



## Personal Site - Green

Personal starter site

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

Search My Blog About Me Forums Photo Gallery

**Tags**

- airport Austria bus cuisine Czech Republic France
- Germany **hitchhiking**
- hostel Italy luggage sacher torte Slovenia Spain subway
- tourism traffic train

**Recent posts**

- Saying goodbye Europe
- Wir sind Berliners
- Disappointment in Prague
- Sweetness of loneliness
- Sacher torte and Austrian capital

**Syndication**

- RSS

**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 **Abigail Woodwarth** | with 3 comments

**Wir sind Berliners**

Berlin, after a long time the city we both wanted to see. And as we're almost done with our trip, we're getting much more relaxed in comparison with just week ago. We are almost able to joke with each other again. We don't have much money left, though, so we're mostly hanging around, considering every Euro, spent for the gallery ticket.

## Personal Site - Red

Personal starter site

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

Search My Blog About Me Forums Photo Gallery

**Tags**

- airport Austria bus cuisine Czech Republic France
- Germany **hitchhiking**
- hostel Italy luggage sacher torte Slovenia Spain subway
- tourism traffic train

**Recent posts**

- Saying goodbye Europe
- Wir sind Berliners
- Disappointment in Prague
- Sweetness of loneliness
- Sacher torte and Austrian capital

**Syndication**

- RSS

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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 **Abigail Woodwarth** | with 3 comments

**Wir sind Berliners**

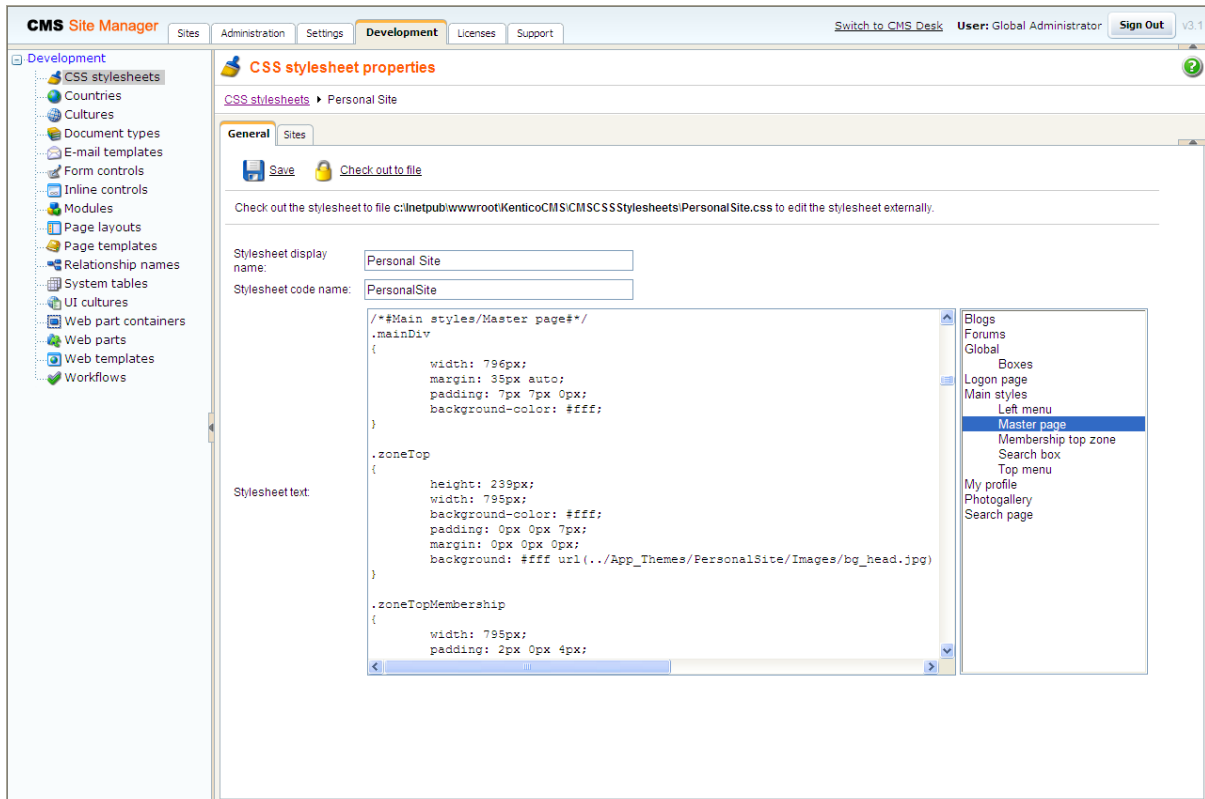
Berlin, after a long time the city we both wanted to see. And as we're almost done with our trip, we're getting much more relaxed in comparison with just week ago. We are almost able to joke with each other again. We don't have much money left, though, so we're mostly hanging around, considering every Euro, spent for the gallery ticket.

## 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.

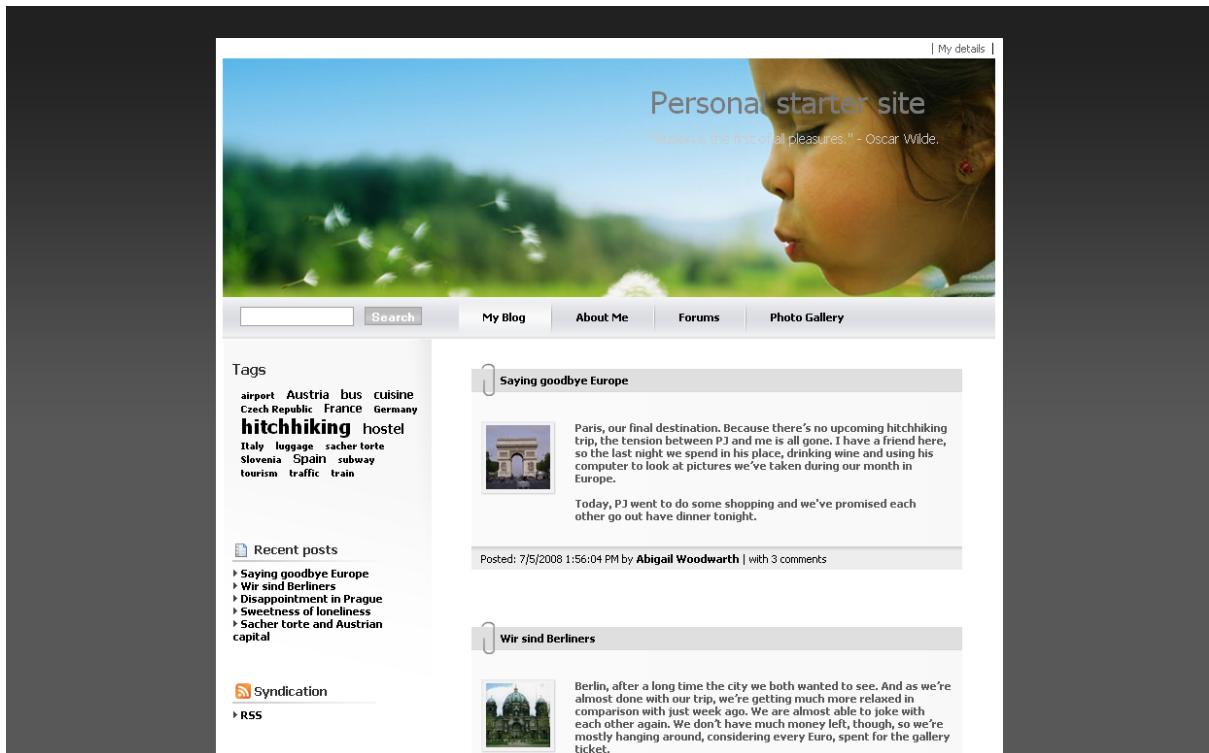


2. In the **.zoneTop** style, change the url of the background image to **../App\_Themes/PersonalSiteGreen/Images/bg\_head.jpg** so that the entire style reads as follows:

```
.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.

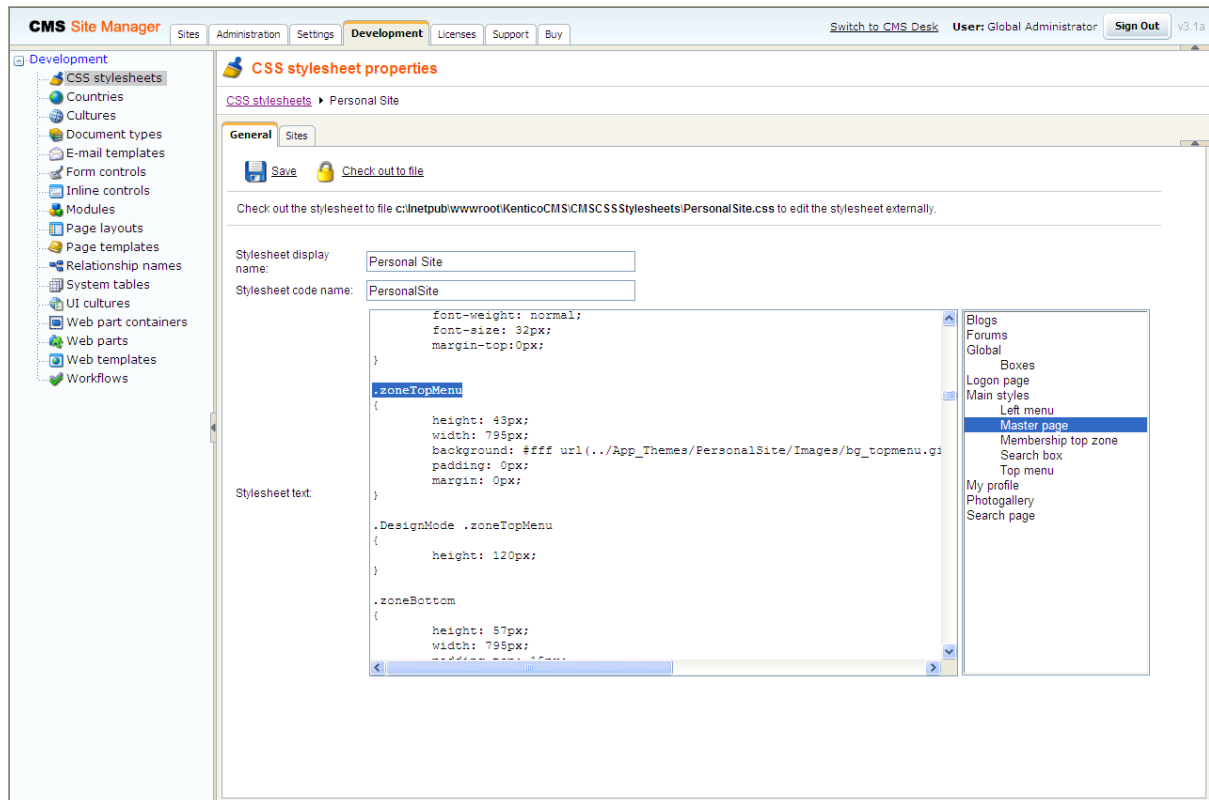
3. Now click **Sign out** at the top-right. You can see that the header image has been changed.



## 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.

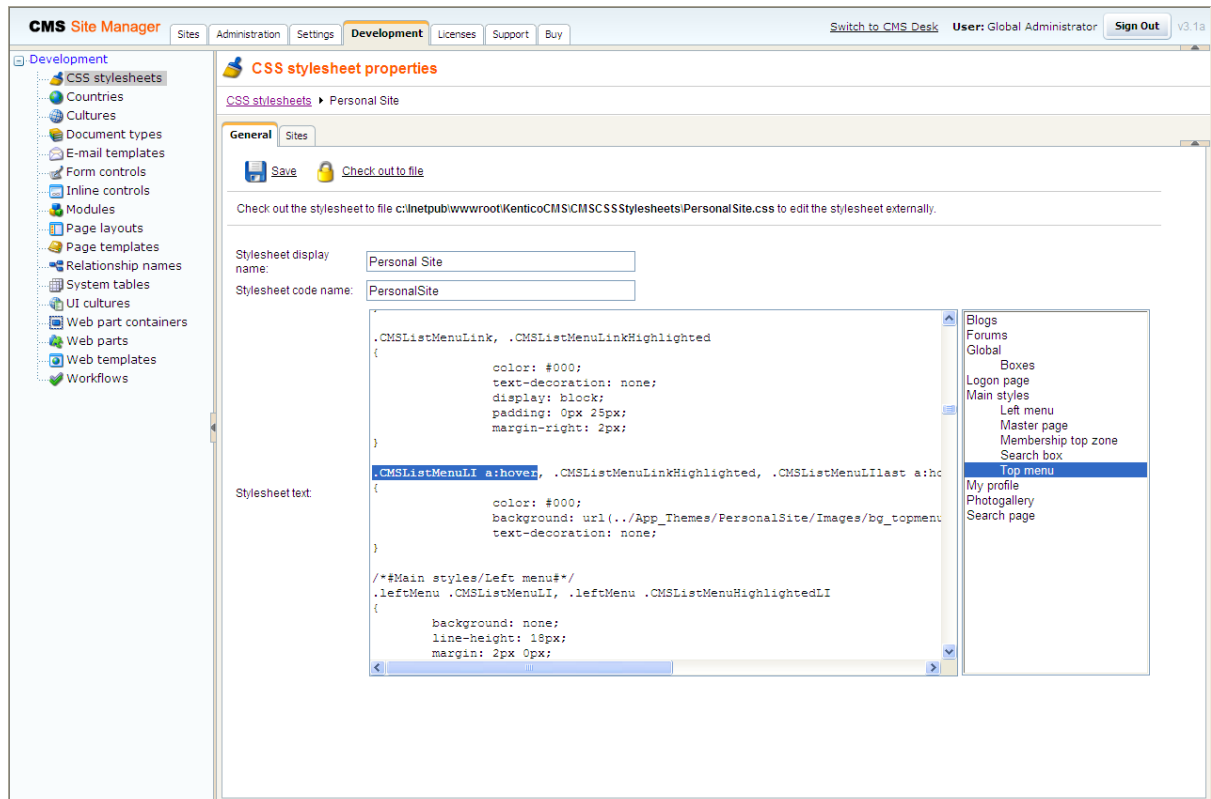


3. Change the **background** color to `#B0C4DE` and erase the URL part so that the entire section reads as follows:

```
.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;
}
```

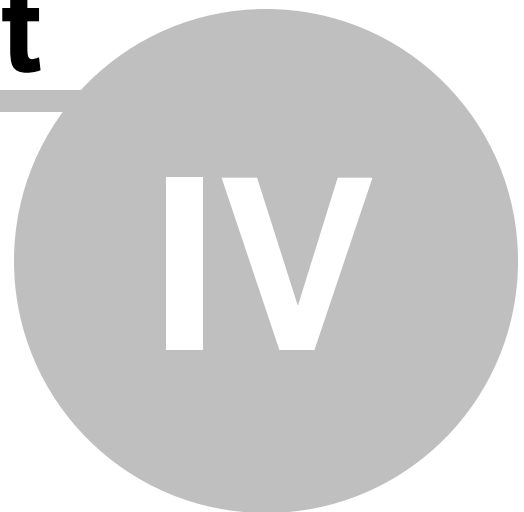
This will change the background of the menu item to light blue and its font color to white when mouse hovers above it.

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



**Part**

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**Adding web parts**

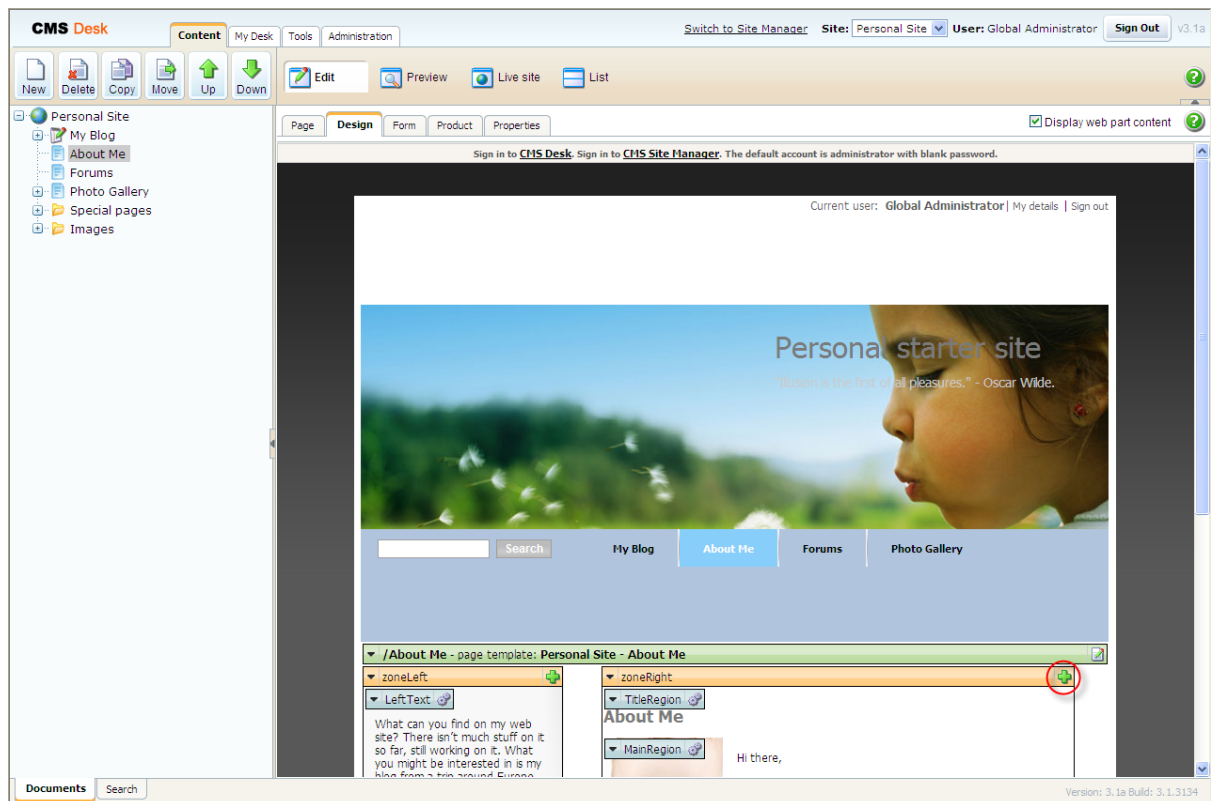
---

## 4 Adding web parts

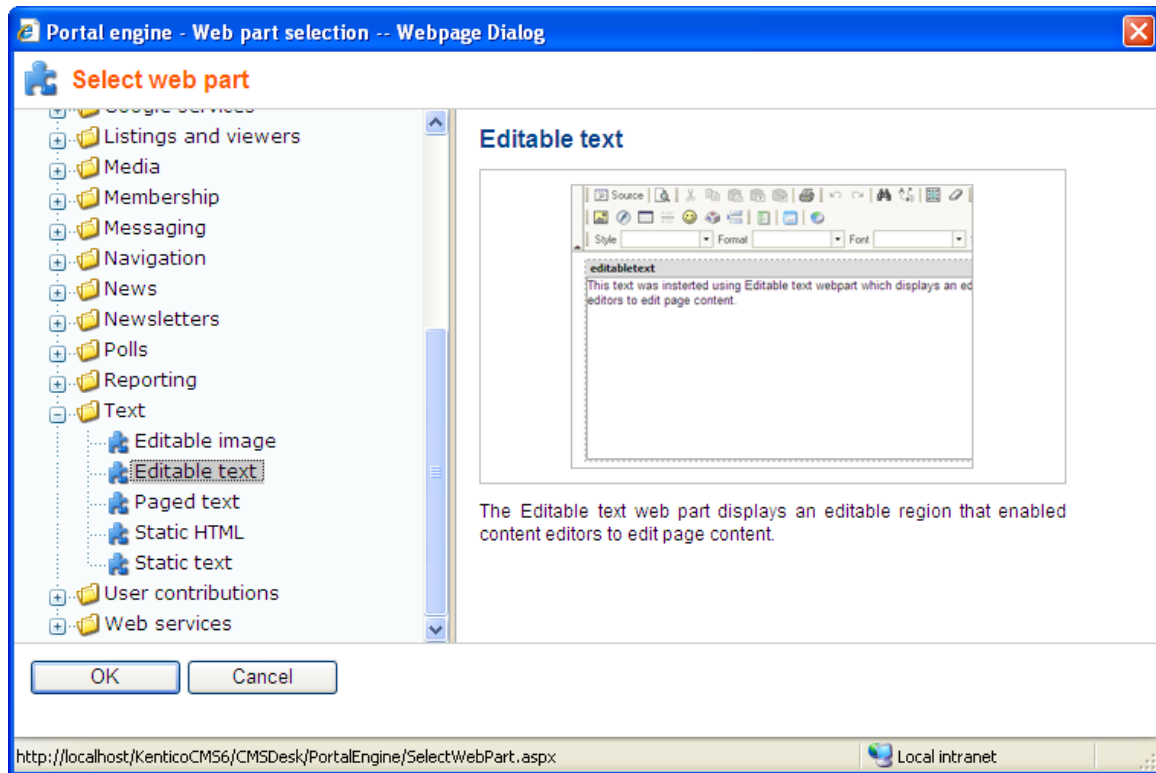
### 4.1 Adding text

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.

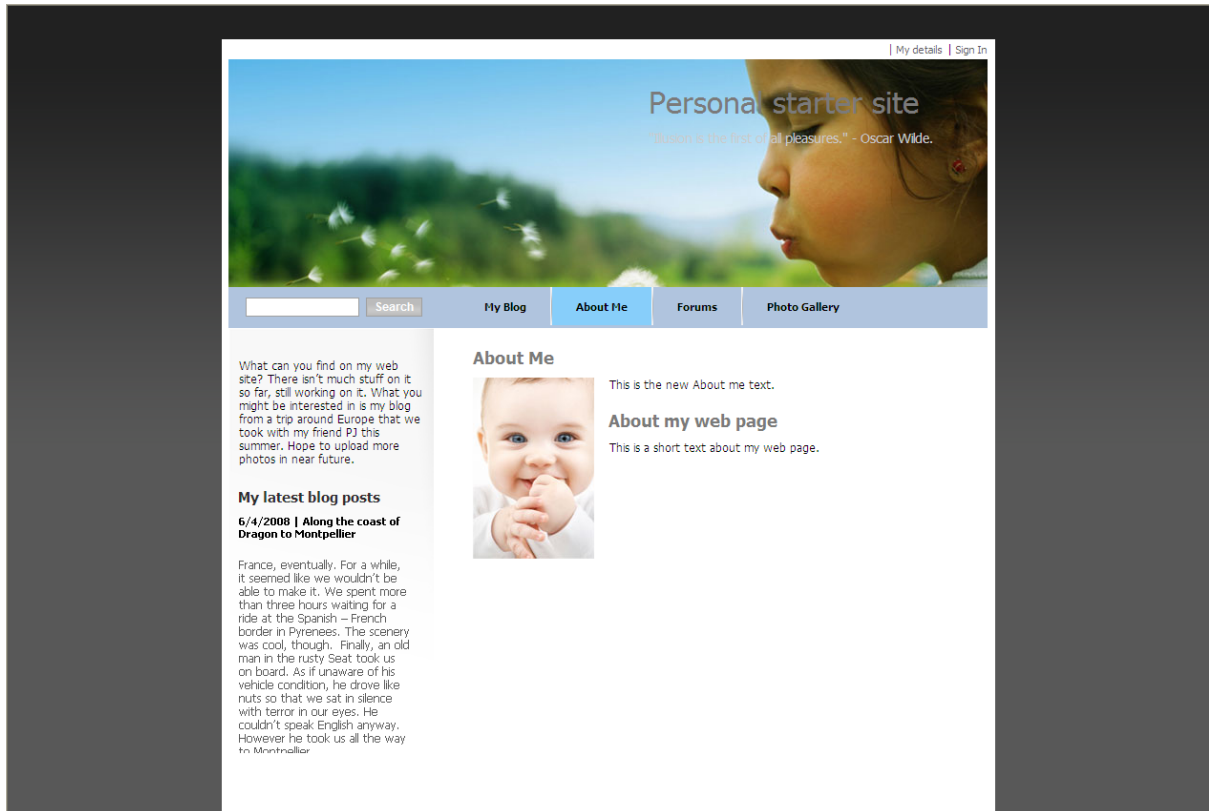
5. In the **Web part properties** dialog, enter *AboutWebPageText* into the **Editable region title** textbox. Then click **Ok**.

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.

- 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 'Save' button and a 'Spell check' icon are visible. The main editing area features a rich text editor toolbar with various icons for text formatting and alignment. The editor content is divided into two sections: a left sidebar with a paragraph of text and a main central area. The central area 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 editor, there is a 'Powered by KENTICO CMS' logo and the version information 'Version: 3.1a Build: 3.1.3106'.

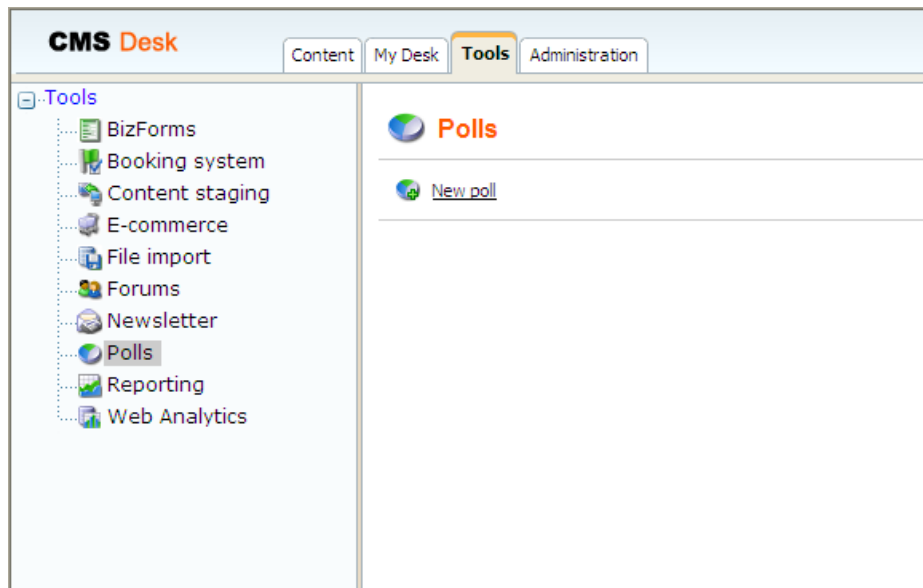
That is how you add a new editable region into your web site.



## 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**.

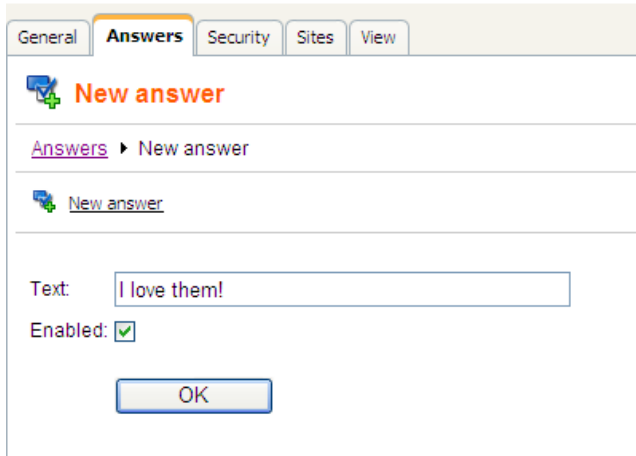


2. Enter the following information for the new poll.

- **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**.

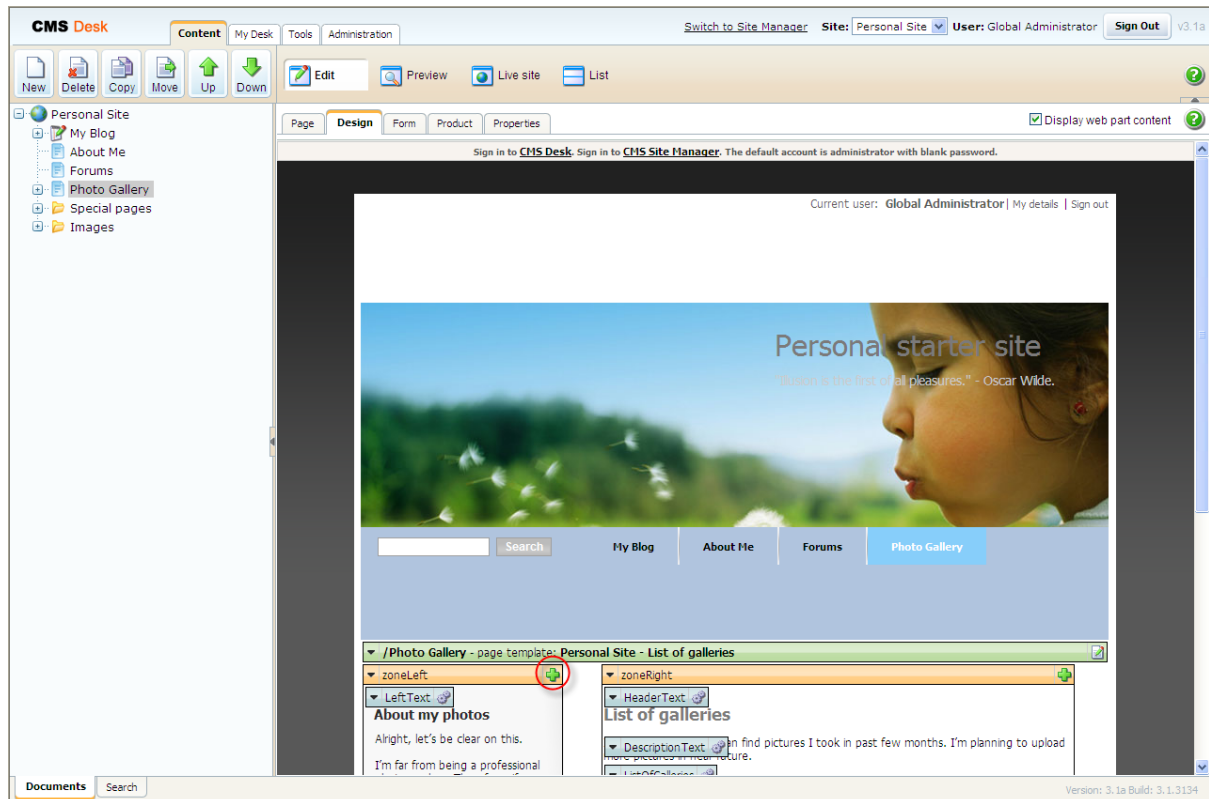


The screenshot shows the 'New answer' dialog box in the Kentico CMS interface. The 'Answers' tab is active, and the 'Text' field contains the text 'I love them!'. The 'Enabled' checkbox is checked. An 'OK' button is located at the bottom of the dialog.

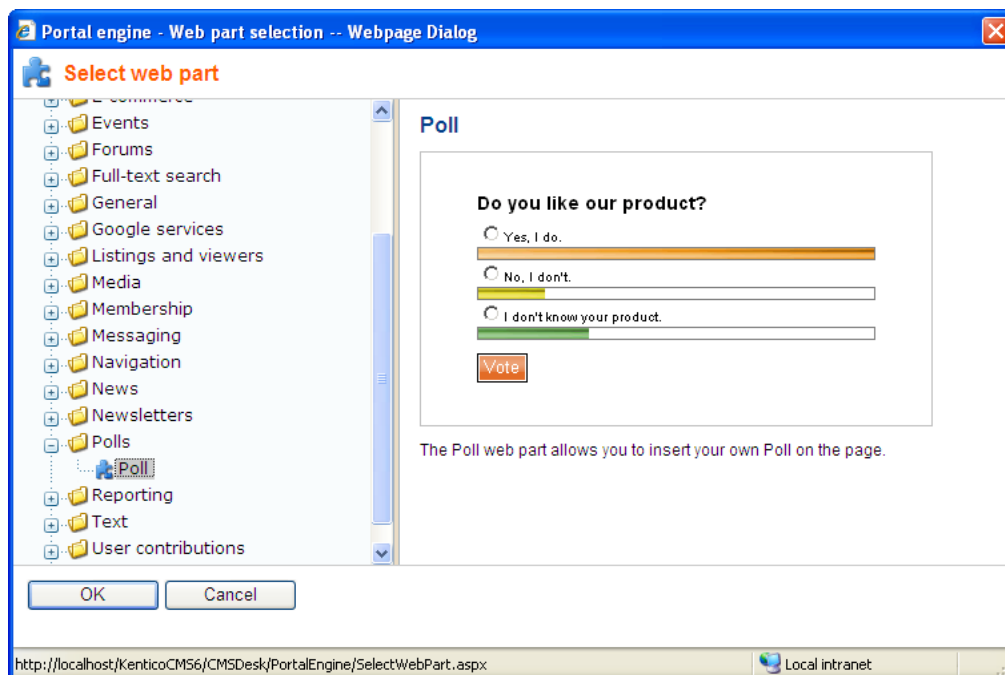
4. Click **New answer** again and enter *Not bad.* as **Text**. The **Enabled** check box should be checked. Then click **Ok**.

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**.

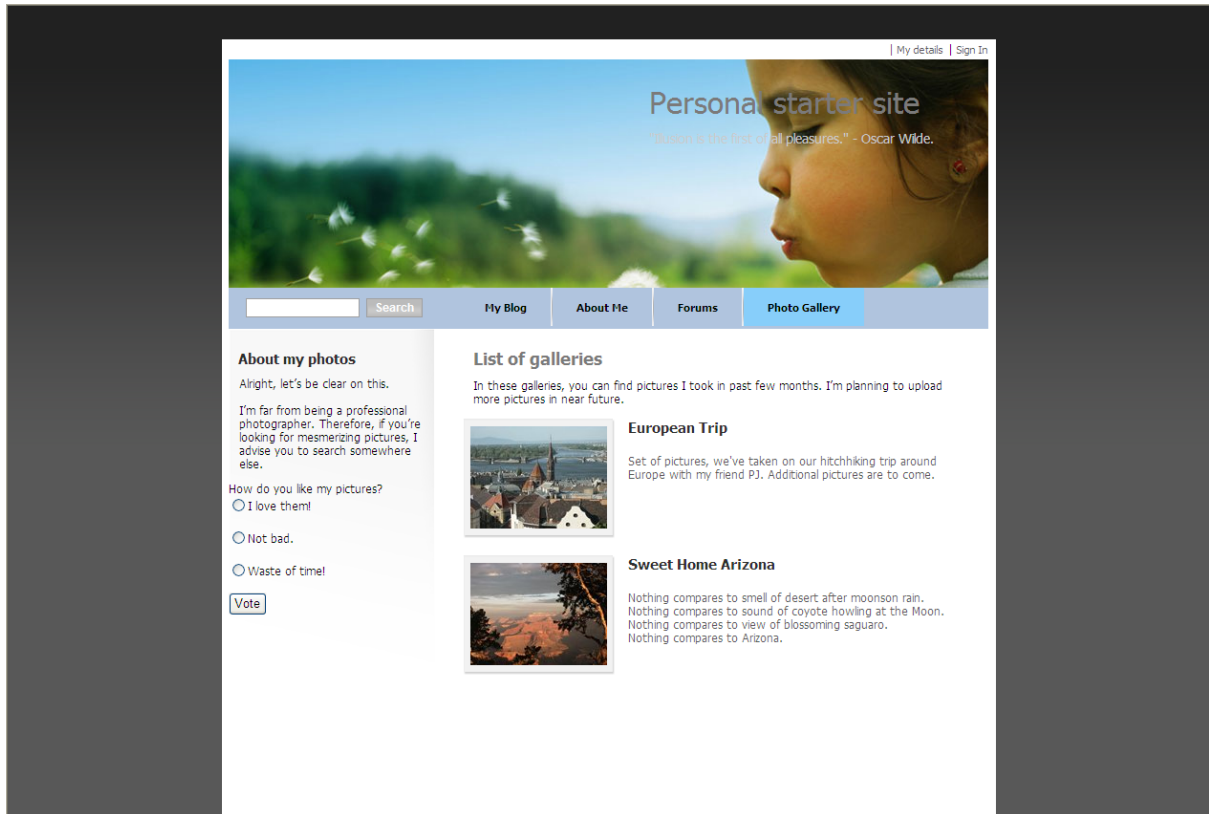


7. In the **Select web part** dialog, select **Polls\Poll** web part.



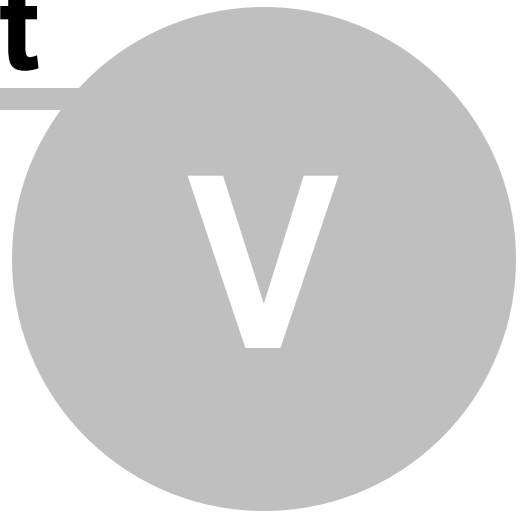
8. In the **Web part properties** dialog, make sure **My poll** is selected as **Poll name** and click **Ok**.

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



**Part**

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**Further reading**

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## 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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