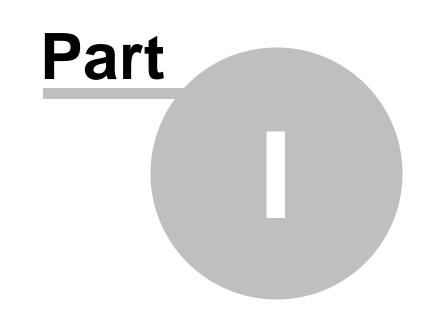
Kentico CMS 5.5 Personal Site Guide



Table of Contents

Personal Site Guide	4
Overview	4
Getting Started	6
Editing content	6
Adding a blog post	
Adding a photo gallery	
Adding a forum	
Adjusting Design	20
Changing the theme	
Editing CSS stylesheets	25
Adding web parts	31
Adding text	
Adding a poll	35
Further reading	40

2



Personal Site Guide

1 Personal Site Guide

1.1 Overview

Kentico CMS **Personal Site** allows you to easily run your own personal website. 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** (<u>http://www.kentico.com/devnet/documentation.aspx</u>).

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

4



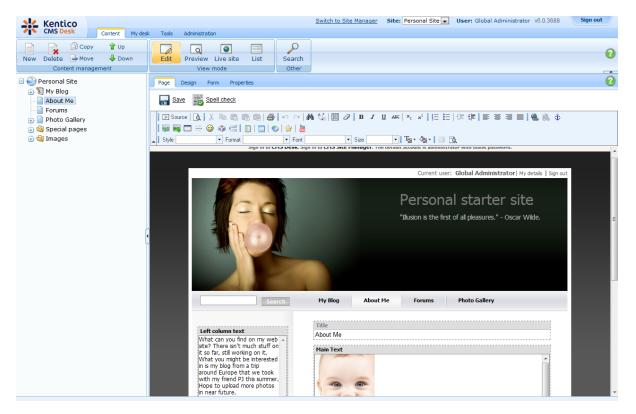
Getting Started

2 Getting Started

2.1 Editing content

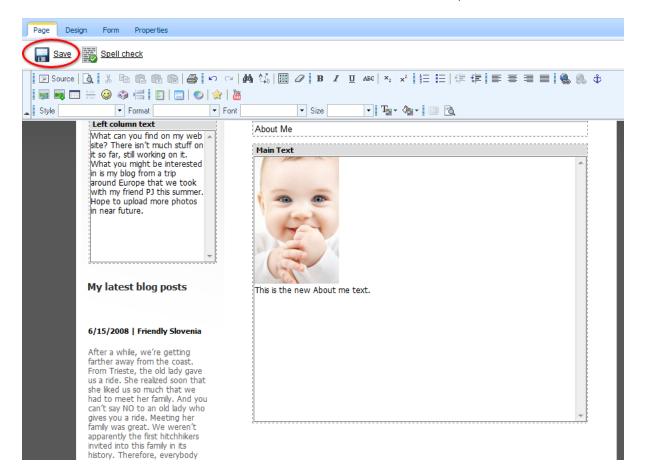
In this chapter, you will learn how to change the About text on your website.

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

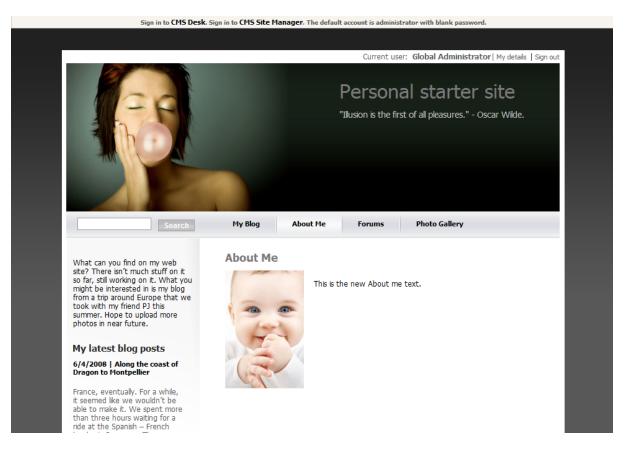


6

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.



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

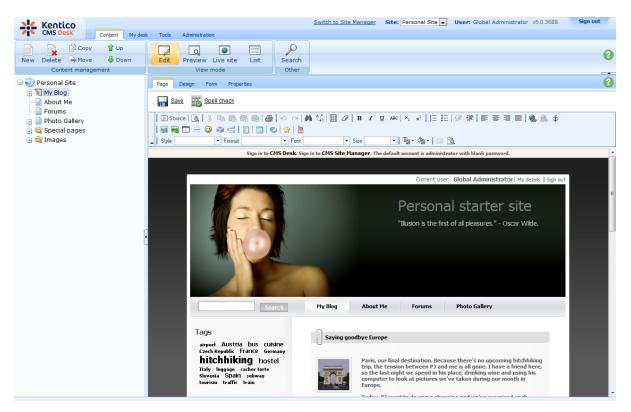


8

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.

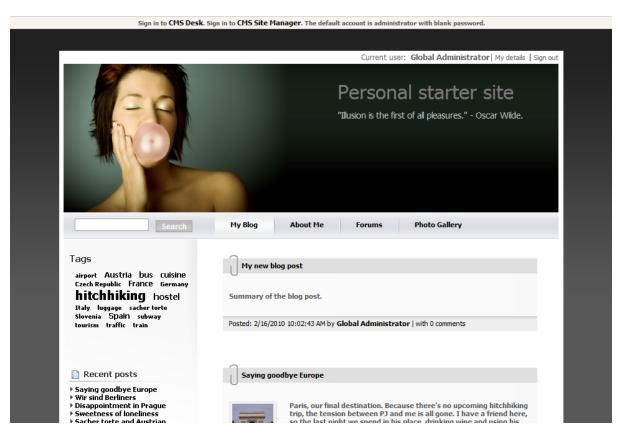
Kentico CMS Desk Content My d	esk Tools Administration					
📄 🙀 🗟 Сору 🕆 Ир						
New Delete 🎰 Move 🛛 🦊 Down	Edit Preview Live site List Search					
Content management	View mode Other					
🖃 🌍 Personal Site	► My Blog					
🕁 🔊 My Blog 🚽 🗋 About Me	New document					
Forums • Photo Gallery	Please select new document type:					
🕣 🔄 Special pages 🕣 🗐 Images	Blog month					
	Blog post					
	Strain Content Internation Strain Content International Strain St					

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 🕞 Sa	ave and create another 🛛 🔯 Spell check	
	6 ⓑ ⓑ ⓑ ⓑ ❷ ∞ ♀ ⋈ \$ □ ∅ ₽ ₽ ₽ ₽ ₩ ₩ ↓ ₩ ₩ ₽ ₩ ₩ ₩ ₩ ₩ ₩ ₩ ₩ ₩ ₩	. ‡
Style	🔹 Format 🔹 🔹 Font 🔹 Size 🔹 📲 🏧 🖓 🖬 🔯	
	My new blog post]
Post date:	2/16/2010 10:02:43 [®] Now	
Post summary:	Summary of the blog post.	
	The entire text of the blog post.	
Post text:	E	



Your new blog post has been added to My Blog.

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.

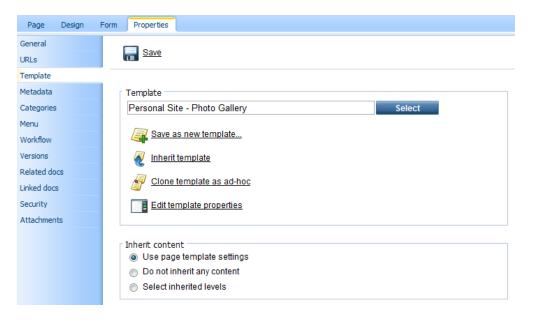
2. Choose **Image gallery** as a new document type.



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

Photo Gallery		
🔚 <u>Save</u>	Save and create another Spell check	
	λ	∃ ≣ ! 🍓 🧶 \$
Name:	New gallery	
Description:		*
Teaser image:	Actions Update Name	Size 6 kB
Publish from:	Now	
Publish to:	Now 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.



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.

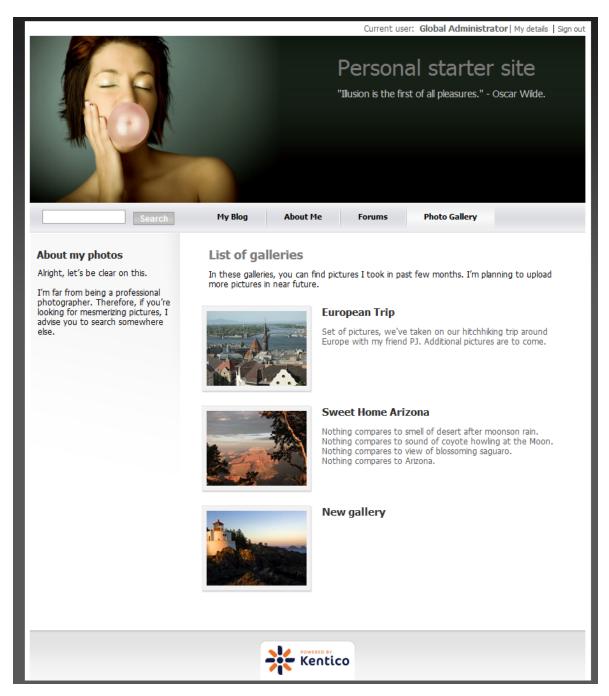
New document	
Please select new document type:	
📄 <u>Page (menu item)</u>	
File	
📎 Link an existing document	
6. Click the Upload file () icon an	d choose a picture to upload.
Photo Gallery I New gallery	
Save Save and create another	Spell check

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
opioad life.	🧪 🗱 🖻 Penguins.jpg	760 kB
	The description of the first picture	*
File description:		
		~

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



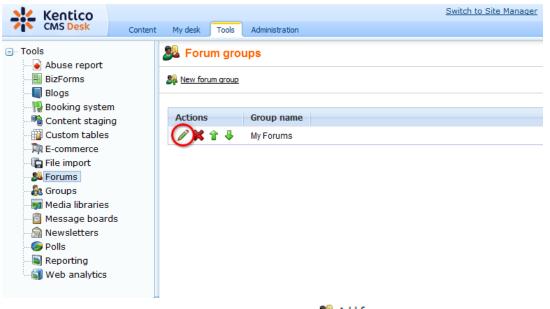
Please note that you can take advantage of the **File Import** module to upload more images and files. The **File Import** module can be found at **CMS Desk** -> **Tools** -> **File import**.

2.4 Adding a forum

16

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.

Sa Forum group properties						
Forum groups My Forums						
Forums General View						
Forums • New forum						
Forum display name:	New forum]				
]				
Forum code name:	newForum					
	The description of the new forum.					
Description:						
Forum base URL:	~/Forums.aspx	🗹 Inherit from forum group				
Forum unsubscription URL:	~/Special-pages/ForumUnsubscribe.aspx	🗷 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					

				Current	user: Glob	oal Administrator My details Sign out
	Search	My Blog			e first of all	pleasures." - Oscar Wilde.
	Search	TTy Diog	About the	Torums	TIK	sto duict y
Forun	ns					
Welcome	e to my forums. You ca use these for n. You can use the sign in link in the	rums to discuss	different topics. If y	ou want to a	dd new pos	t or reply to a post you have to be
-	h forums:	Go				
Searci	n forums:	GO				
Forum				Threads	Posts	Last post
My Fo	orums					
P	New forum The description of the new forum.			0	0	(1/1/0001 10:00:00 441)
×9	Lock			0	U	(1/1/0001 12:00:00 AM)
	Goodbye party					٨٢:
P	Lock			1	6	Abi (5/28/2008 3:57:25 PM)
	Where to go in Europe					Kate
P	Where to go in Europe Lock			1	5	Kate (5/22/2008 8:16:15 PM)

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



Adjusting Design

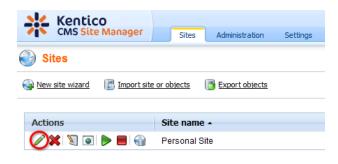
3 Adjusting Design

20

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 website.

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

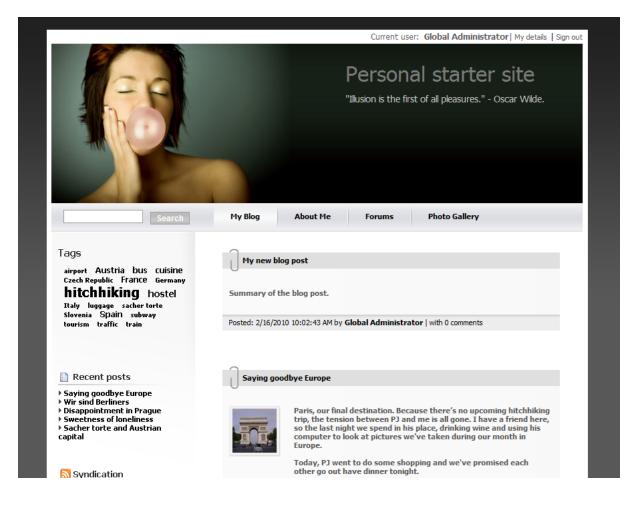


In the Site Properties, choose your CSS stylesheet from the Site CSS stylesheet drop-down list.

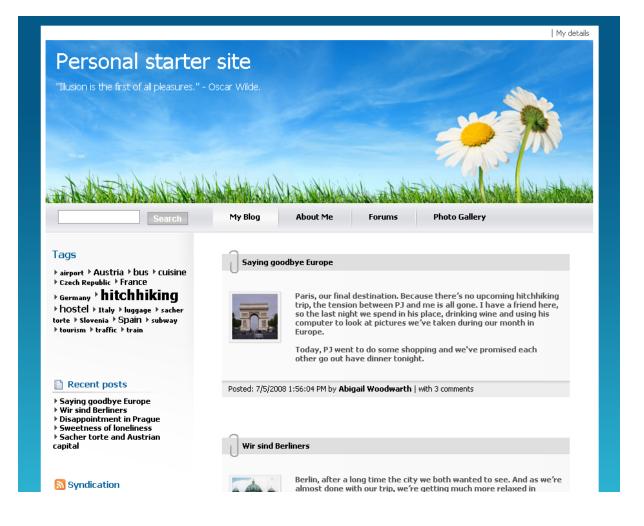
Site properties	5	
Sites + Personal Site		
General Domain aliase	es Cultures	
Site display name:	Personal Site	
Site code name:	PersonalSite	
Site domain name:	localhost	
Default content culture:	English - United States	Change
Default visitor culture:	(Automatic)	
Site CSS stylesheet:	Personal Site - Red 📃 💌	Edit
Editor CSS stylesheet:	Personal Site 🔹	Edit
Site description:	Sample personal web site	*
		Ŧ
	ОК	

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

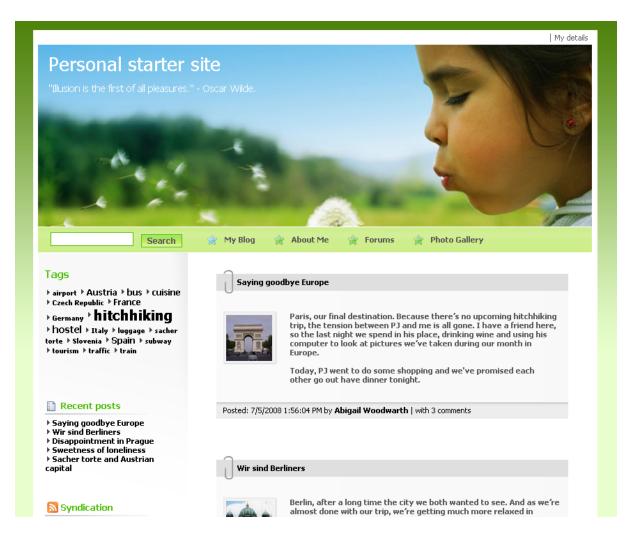
Personal Site



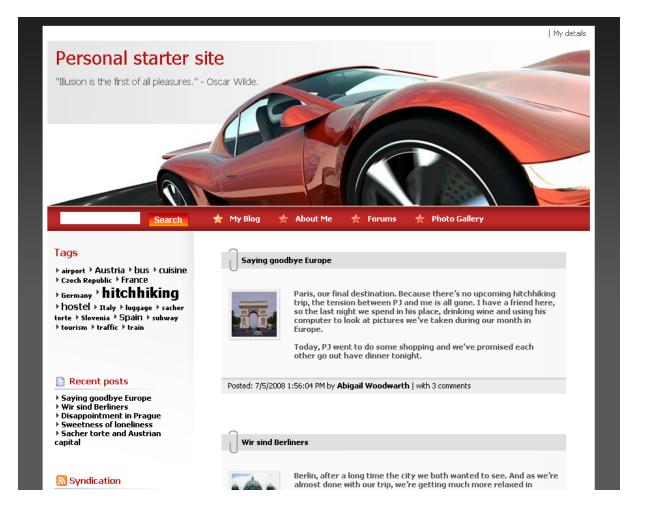
Personal Site - Blue



Personal Site - Green



Personal Site - Red



3.2 Editing CSS stylesheets

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

Changing the header picture

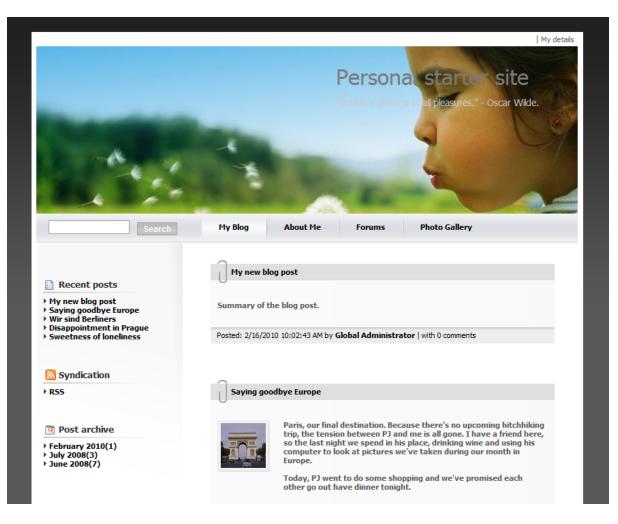
1. Go to CMS Site Manager -> Development -> CSS stylesheets, click Edit next to Personal Site and choose Main styles -> Master page section in the text box on the left side.

Kentico CMS Site Manager	Sites Administration	Settings	Development	Licenses	Support		Switch to CMS Desk	User: Globa	l Administrator V	5.0.3688	Sign out
CMS Site Manager	Sites Administration Image: CSS stylesheet CSS stylesheet Image: CSS stylesheet Image: Check Image: Check out the stylesheet Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet Image: Check out the stylesheet <td>i onal Site</td> <td>bublwwwrootMM Site ite pMenu height: 45 background padding: 0 margin: 0p Mode .zoneT height: 12 ttom height: 75 padding-to text-align</td> <td>px; pz; ; #fff ur px; x; opMenu 0px; px; px; p; 15px; ; center;</td> <td>1(/App_T</td> <td>nemes/Persona</td> <td>s to edit the shiesheet ext alSite/Images/bg_t</td> <td>opmenu.gi</td> <td>Abuse report Blogs Buttons Content rating Forums Logon page Laft menu Main styles Left menu Main styles Left menu Master pag Membershi Search bax Top menu Modal popup My profile Photogallery Search page Tags</td> <td>e</td> <td></td>	i onal Site	bublwwwrootMM Site ite pMenu height: 45 background padding: 0 margin: 0p Mode .zoneT height: 12 ttom height: 75 padding-to text-align	px; pz; ; #fff ur px; x; opMenu 0px; px; px; p; 15px; ; center;	1(/App_T	nemes/Persona	s to edit the shiesheet ext alSite/Images/bg_t	opmenu.gi	Abuse report Blogs Buttons Content rating Forums Logon page Laft menu Main styles Left menu Main styles Left menu Master pag Membershi Search bax Top menu Modal popup My profile Photogallery Search page Tags	e	
		•		III				F.			

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.

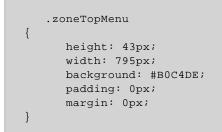
Changing the top menu

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.

				Switch to CMS	Desk User: Globa	al Administrator v5.0.3656	Sigr
 Center Consister Manager Development Categories Countries Custom tables Custom tables Document types E-mail templates Form controls Inline controls Modules Modules Page layouts Page layouts Page templates Relationship names System tables Tag groups Time zones Ul cultures Web parts Web templates Web templates Widgets Workflows 	Stylesheet display name:	out offle c:Inetpub/wwwrootKe Personal Site PersonalSite /*#Main styles/Mas .mainDiv { width: 796 margin: 35 padding: 0 background } .zoneTop f width: 795 background background } .zoneTopMembership { width: 795 background background }	<pre>ter page#*/ px; px auto; px Tpx Opx Tpx; -color: #fff; 9px; -color: #fff; : #fff url(/Ap; px;</pre>	p_Themes/PersonalSite/Images,	the stylesheet externa		
		padding: 3	m		+	•	

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



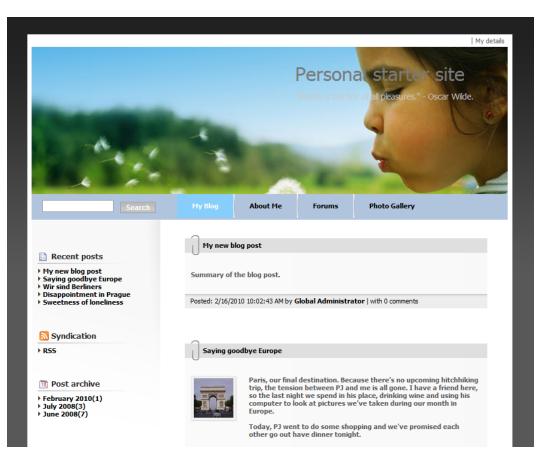
This will change the background of the navigation at the top to dark blue.

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.

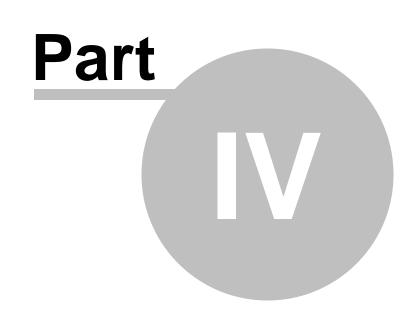
🧳 CSS stylesheet properties							
CSS stylesheets Personal Site							
General Sites							
ave 🔒 Check out							
Check out the stylesheet to	file c:\Inetpub\wwwroot\Manuals\CMSCSSStylesheets\PersonalSite.css to edit the stylesheet externally.						
Stylesheet display name: Stylesheet code name:	Personal Site PersonalSite						
Stylesheet text:	<pre>.CMSListMenuLI a:hover, .CMSListMenuLinkHighlighted, .CMSListMenuLIlast a:h { color: #000; background: url(/App_Themes/PersonalSite/Images/bg_topmenu_hover. 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; / margin-right: auto; margin-right: none; line-height: 18px; / // //</pre>	Blogs Buttons					

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

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 website.



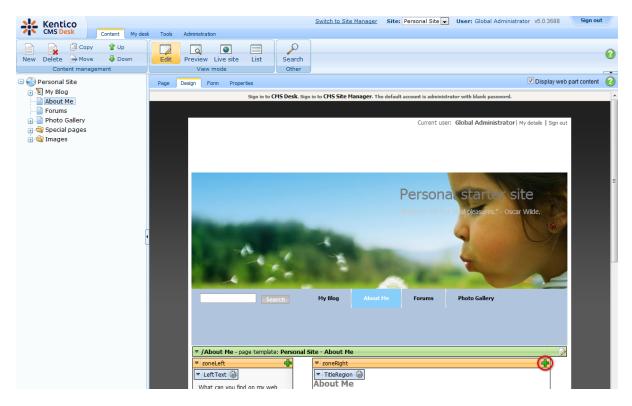
Adding web parts

4 Adding web parts

4.1 Adding text

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

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.

Select web part Webpage Dialog					×
🛷 Select web part					
 Recently used web parts All web report BizForms BizForms Booking system Community services Community services Content rating Costom tables Data sources E-commerce E-commerce E-commerce Forums Forums Google services Listings and viewers Media Media library Message board Messaging Navigation News News News Silverlight Tagging & categories Web services Web services Web services Silverlight Silverlight Tagging & categories Widgets 	Web part name: Editable image Editable text The Editable text web part	Editable text	Paged text	Search Static HTML	Static text
http://localhost/Manuals/CMSModules/PortalEngine/U	JI/Webparts/WebPartSelector.aspx		👊 Loc	al intranet Protected Mode: Of	

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.

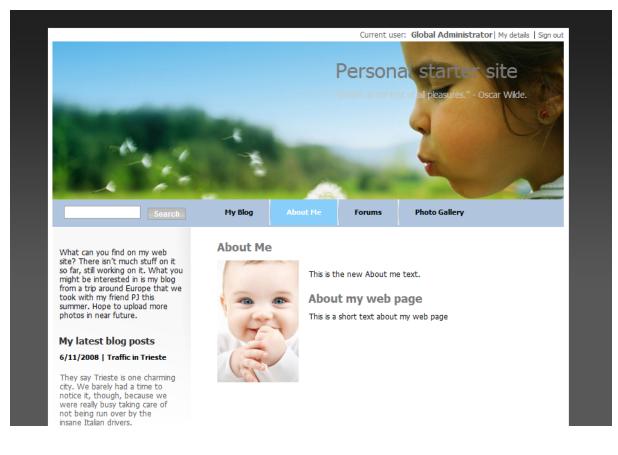
5. In the **Web part properties** dialog, enter *AboutWebPageText* into the **Editable region title** textbox. Then click **OK**.

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.

Bave Save	Spell check									
F Source	d. % 6 6 6 6 6	N ○ ▲	1 🕼 🔳 d	0 B I	<u>U</u> ABC	×₂ ײ §Ξ	目信	(F) = =	= = 🐁 !	♣ ‡
	H 🕹 🚳 🗄 🗉 🗔 📀									
Style	✓ Format	▼ Font		▼ Size	•	Ta - 🌆 - 📋				
	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 knew what to do. We had a great lunch and only because our busy schedule we had to refused to spend a pight there		AboutWebi About my w	PageTitle						*
			AboutWebI This is a sho		it my web	page				• •
										-

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



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.

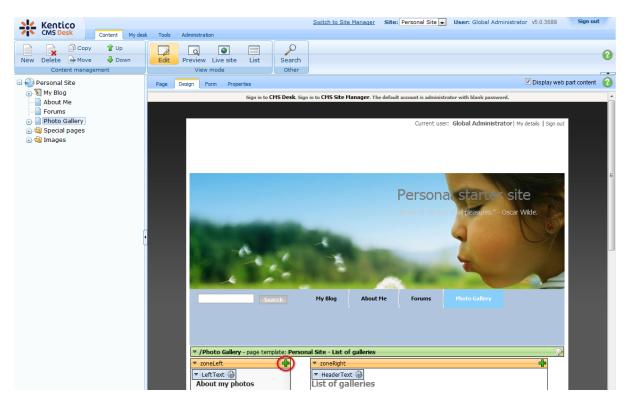
3. Now we need to defined some questions for your new poll. In the poll properties, switch to **Answers** tab and click **New answer**. Into the **Text** text box, enter *I love them!* and click **OK**.

🥟 Poll properties						
Polls > My poll						
General	Answers	Security	Sites	View		
Answers New answer						
Page New answer						
Text: I love them!						

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.

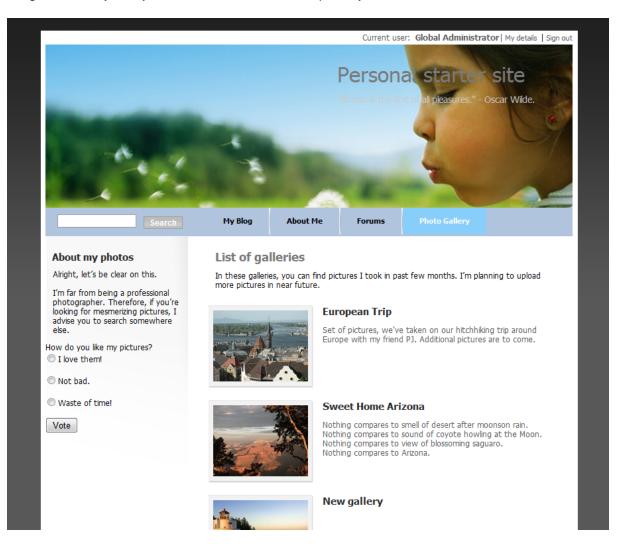
6. Now we are ready to add your new poll to website. Go to CMS Desk -> Content -> Personal Site -> Photo Gallery and switch to the Design tab. Click Add web part in zoneLeft.

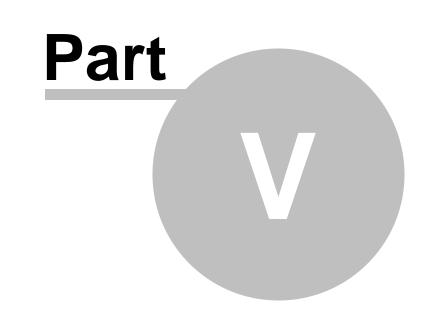


- Select web part -- Webpage Dialog 🛷 Select web part 🍓 Recently used web parts Web part name: Search 😑 ┪ All web parts 🚽 Abuse report articles attachments BizForms logs Poll 🏐 Booking system 🗉 🏐 Community a Community services 🏐 Content rating 🏐 Custom tables 📹 Data sources i E-commerce 📹 Events i Forums 🔄 Full-text search 🔄 🌀 General Google services istings and viewers 🏐 Media 🏐 Media library 🔄 Membership 🏐 Message board i Messaging lavigation 🔄 News i Newsletters Notifications Sells 🖉 i Reporting Isilverlight Tagging & categories 📹 Text Ser contributions Poll web services idgets The Poll web part allows you to insert your own Poll on the page. OK Cancel http://localhost/Manuals/CMSModules/PortalEngine/UI/Webparts/WebPartSelector.aspx ዒ Local intranet | Protected Mode: Off
- 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 website.





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 <u>http://www.kentico.</u> <u>com/Support.aspx</u>.

Index	41

Index

- A -

Adding a blog post 9 Adding a forum 16 Adding a photo gallery 12 Adding a poll 35 Adding text 31

- C -

Changing the theme 20

- E -

Editing content 6 Editing CSS stylesheets 25

- F -

Further reading 40

- 0 -

Overview 4

- S -

Support 4, 40

- T -

Technical support 4, 40