

Kentico CMS Personal Site Guide 4.1

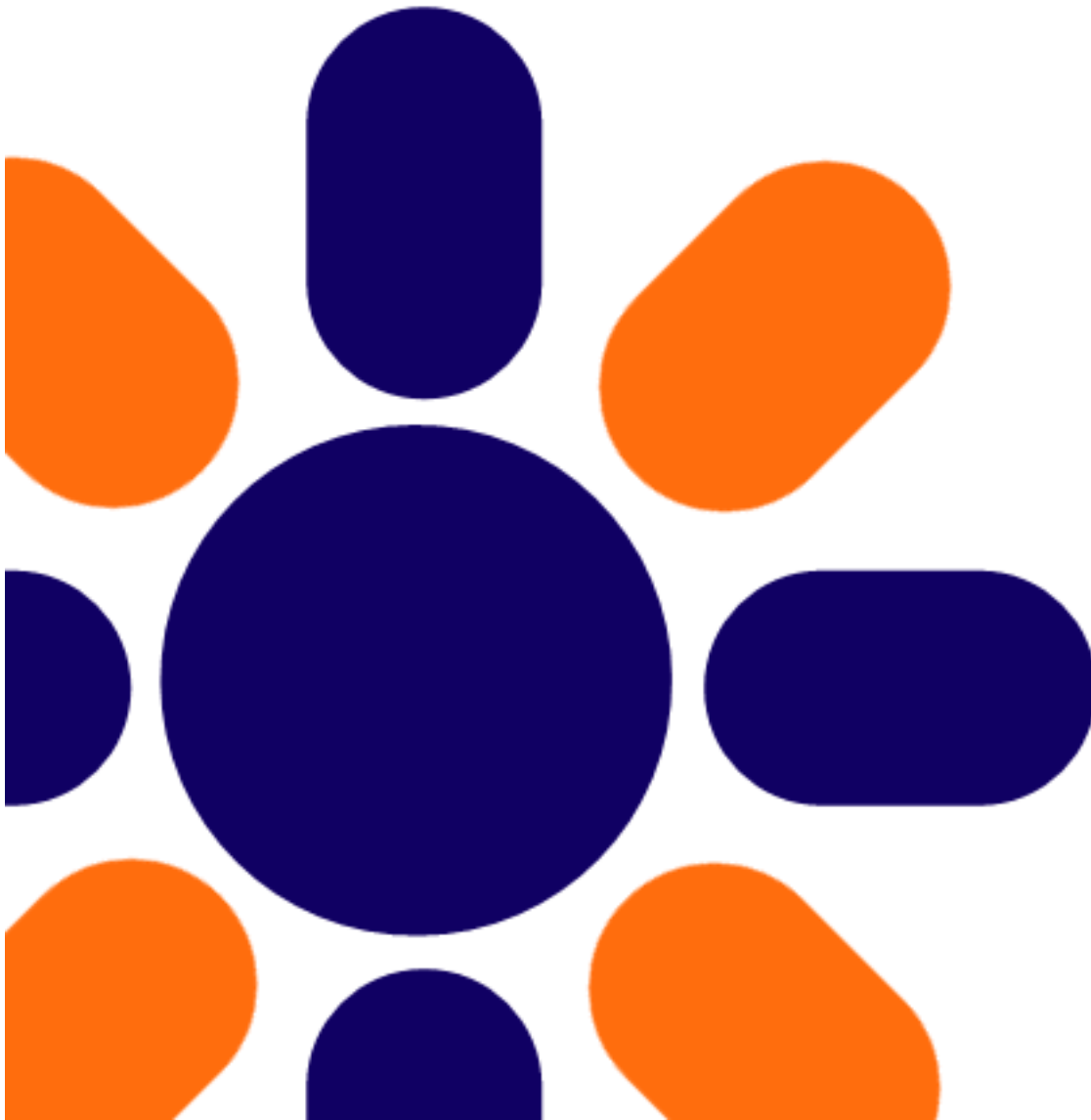


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Part



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>.

Part

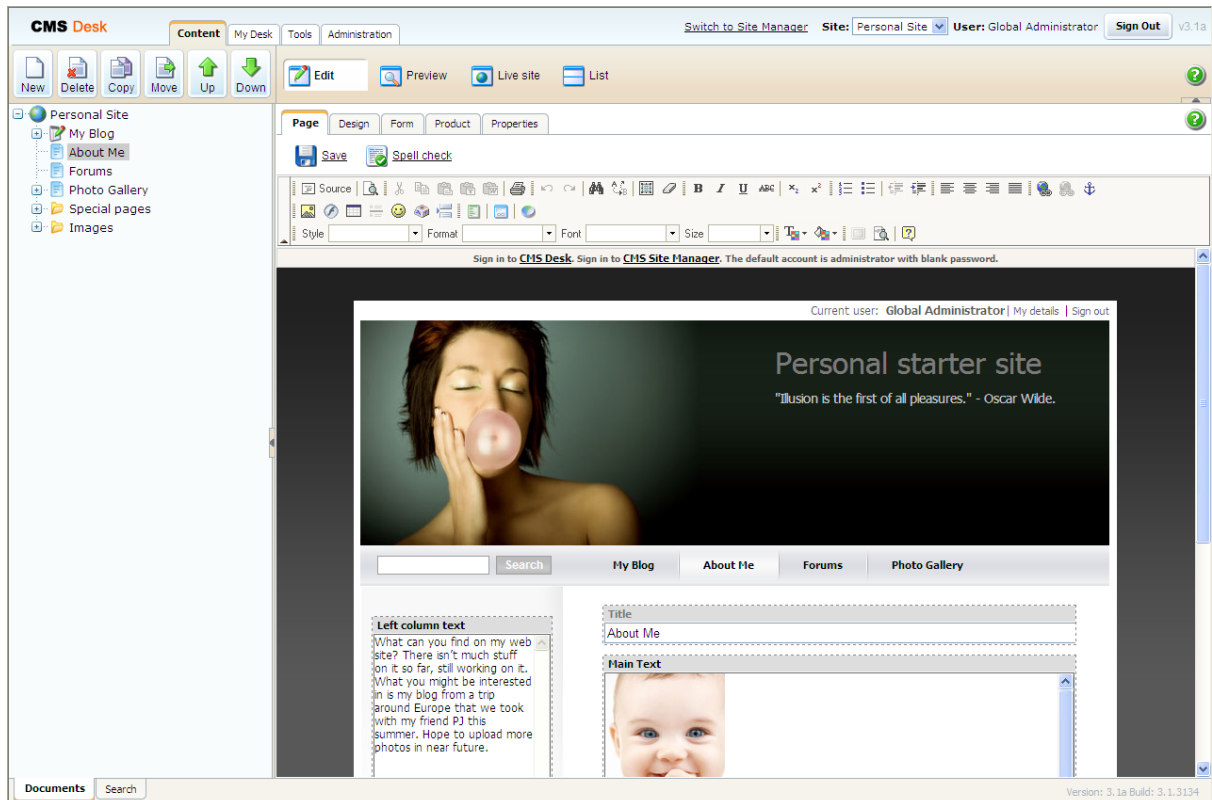


2 Getting Started

2.1 Editing content

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

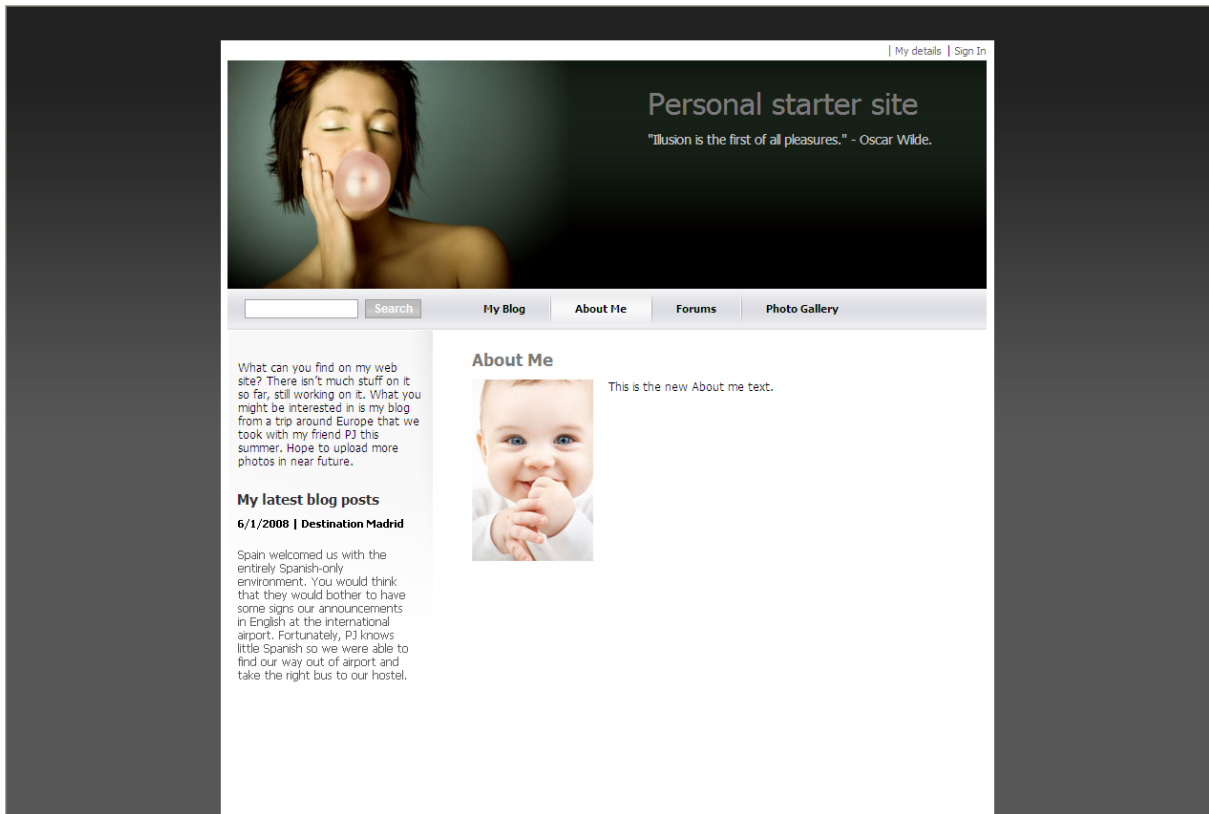
1. Go to **CMS Desk** -> **Content** -> **Personal Site** -> **About me**.



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 is a toolbar with various icons, including a 'Save' icon (a floppy disk) which is circled in red. To the right of the 'Save' icon is a 'Spell check' icon. Below the toolbar is a rich text editor with a 'Style' dropdown menu set to 'Normal (DIV)', a 'Font' dropdown menu, and a 'Size' dropdown menu. The main content 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-section '6/1/2008 | Destination Madrid'. The right column contains a text box titled 'Main Text' which has a placeholder image of a baby's face 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.

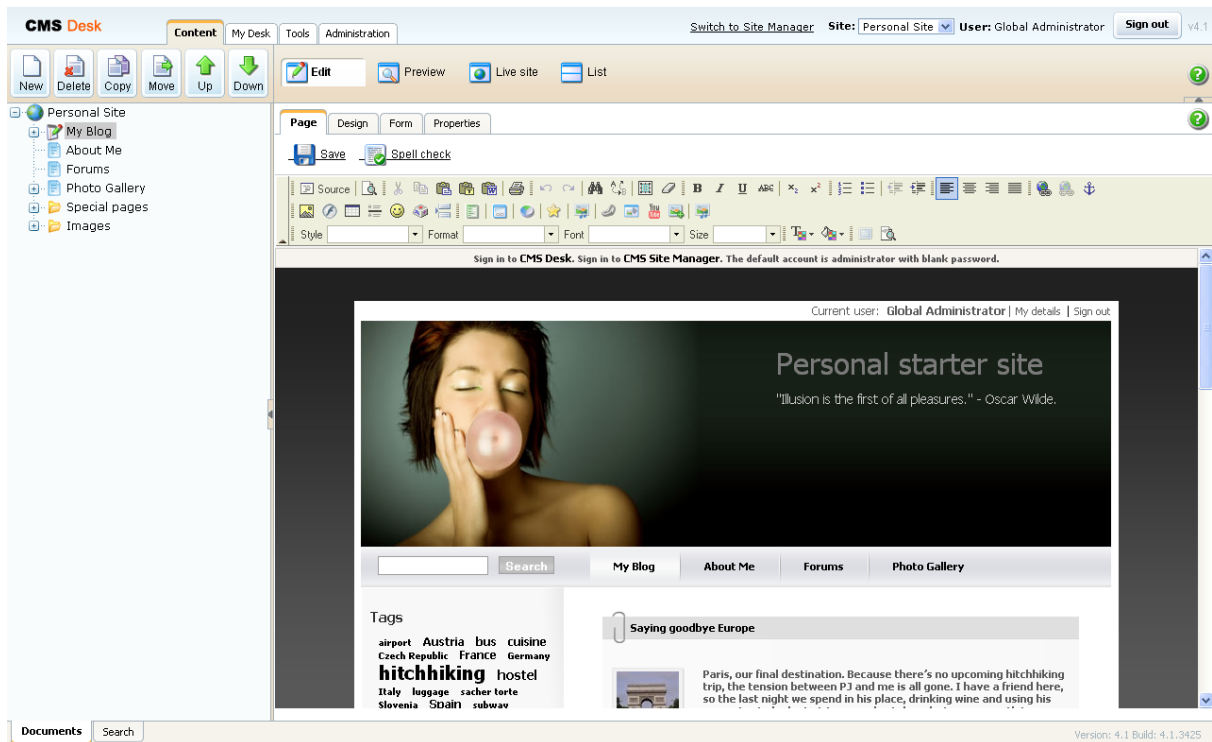
3. Now switch to the **Preview** viewing mode. You can see that the **About me** text has been updated.



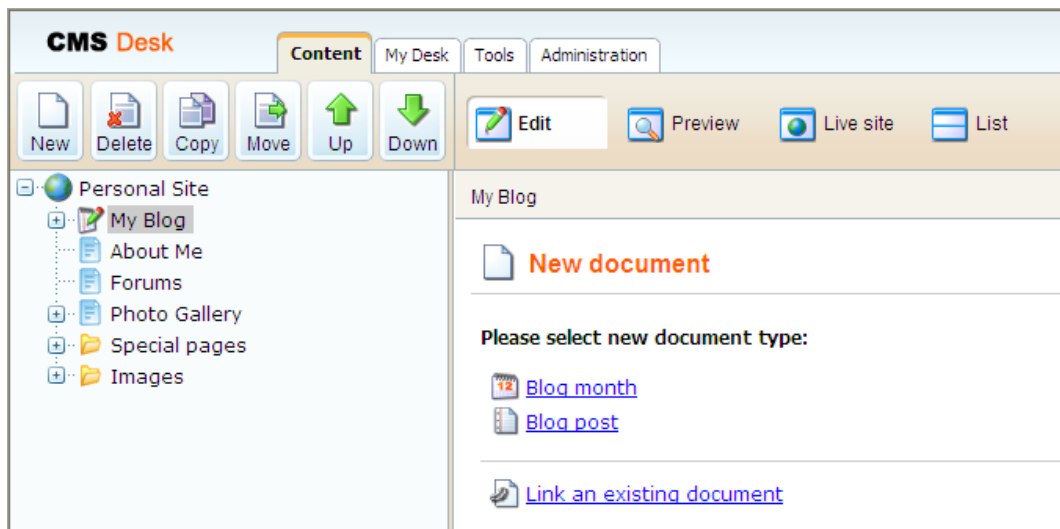
2.2 Adding a blog post

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.



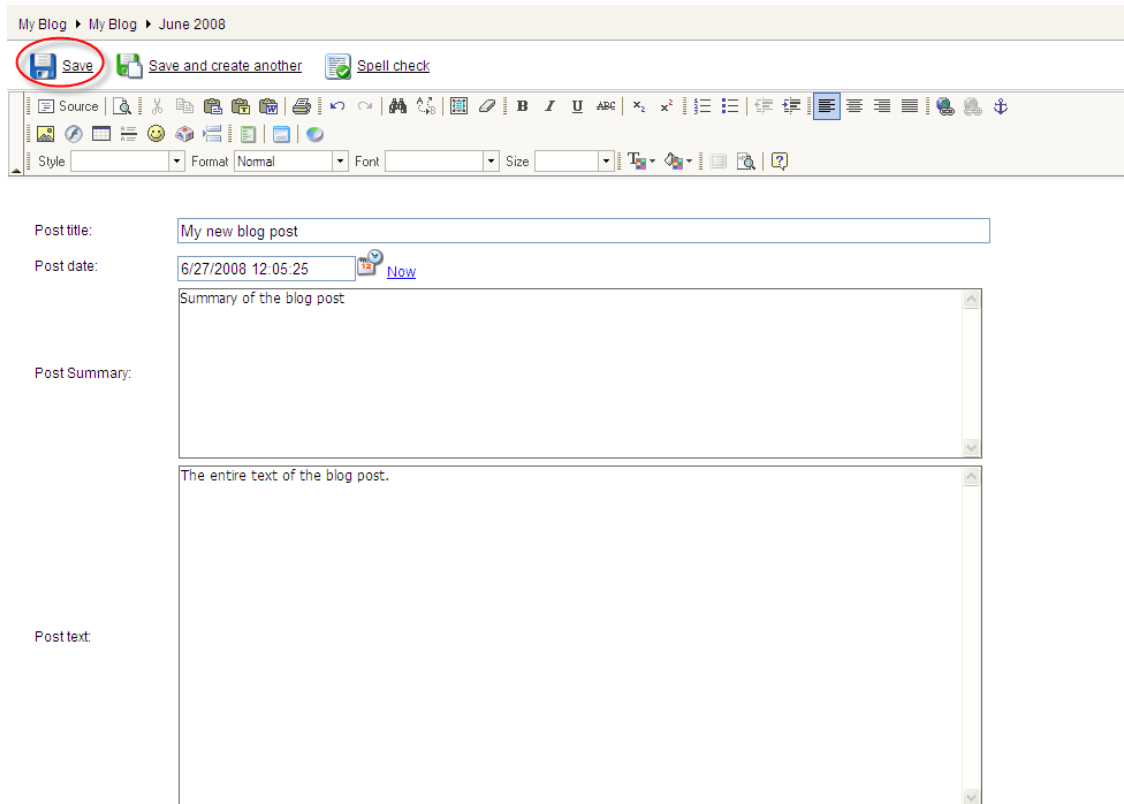
2. Choose **Blog post** as a new document type.



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.

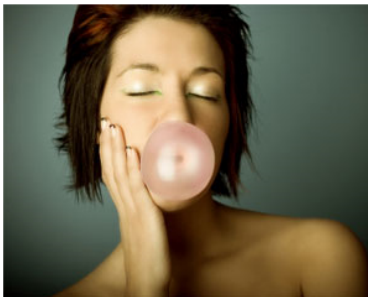


The screenshot shows the Kentico CMS interface for editing a blog post. At the top, the breadcrumb navigation reads "My Blog > My Blog > June 2008". Below this is a toolbar with three buttons: "Save" (circled in red), "Save and create another", and "Spell check". A rich text editor toolbar is visible below, containing various icons for text formatting and alignment. The main content area is divided into three sections:

- 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.

[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

- ▶ [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.

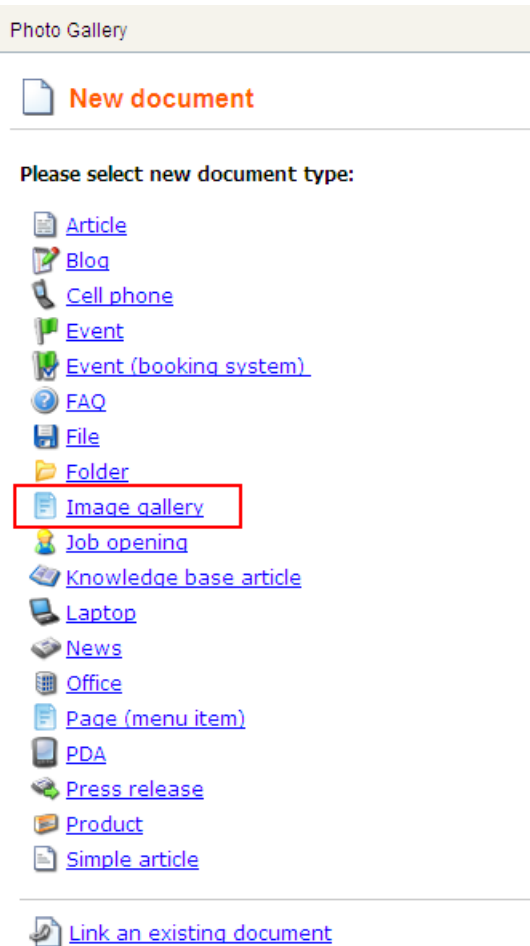
Today, PJ went to do some shopping and we've promised each other go out have dinner tonight.

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

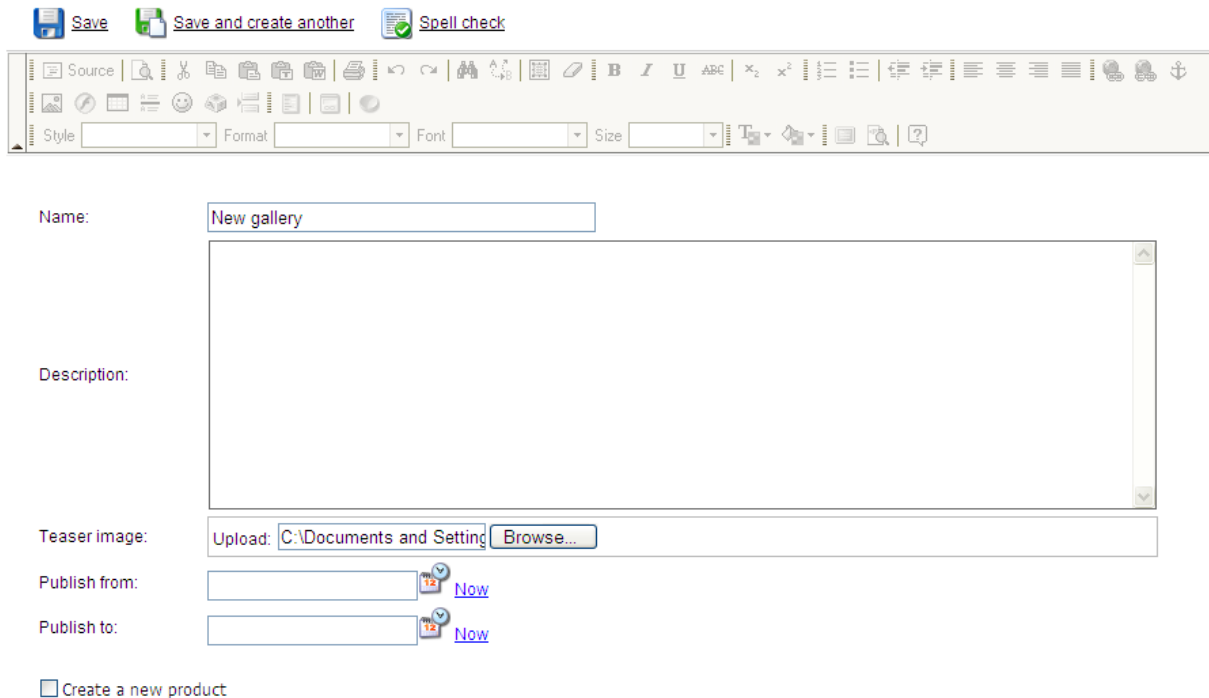
2.3 Adding a photo gallery

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.



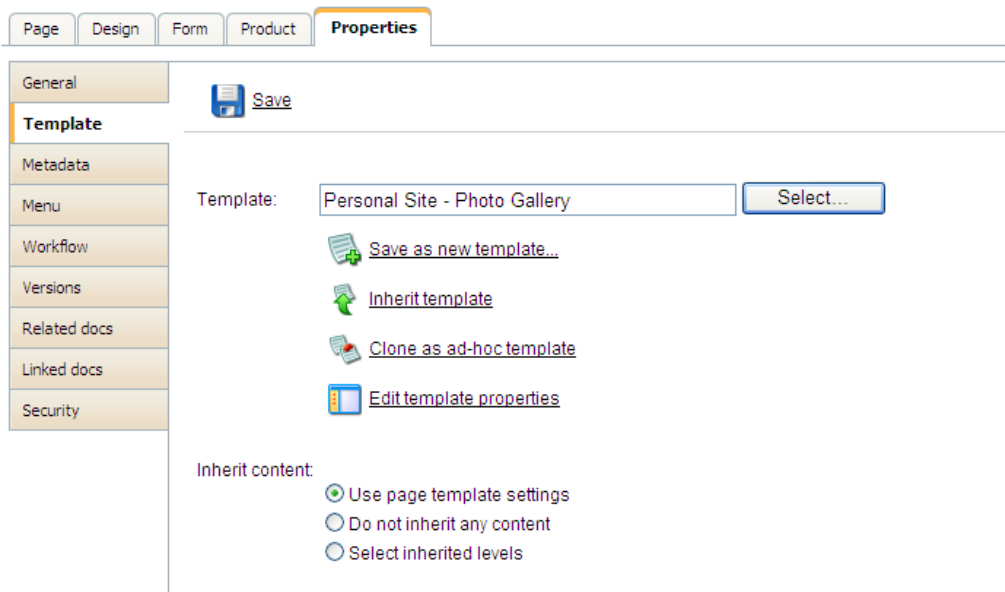
3. Enter *New gallery* into the **Name** text box and click **Browse ...** . Choose some **Teaser image**. Then click **Save** at the top.



The screenshot shows the top toolbar with 'Save', 'Save and create another', and 'Spell check' buttons. Below is a rich text editor toolbar with various icons for text formatting and alignment. The main form area includes:

- Name:** A text box containing 'New gallery'.
- Description:** A large empty text area.
- Teaser image:** A field with 'Upload: C:\Documents and Settings' and a 'Browse...' button.
- Publish from:** A dropdown menu with a 'Now' button.
- Publish to:** A dropdown menu with a 'Now' button.
- Create a new product

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.



The screenshot shows the 'Properties' dialog box with the 'Template' tab selected. The left sidebar lists various property categories: General, Template, Metadata, Menu, Workflow, Versions, Related docs, Linked docs, and Security. The main area contains:

- Save** button
- Template:** A dropdown menu showing 'Personal Site - Photo Gallery' and a 'Select...' button.
- Four actions with icons:
 - [Save as new template...](#)
 - [Inherit template](#)
 - [Clone as ad-hoc template](#)
 - [Edit template properties](#)
- Inherit content:** Three radio buttons:
 - 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:

 **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:


 **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](#)

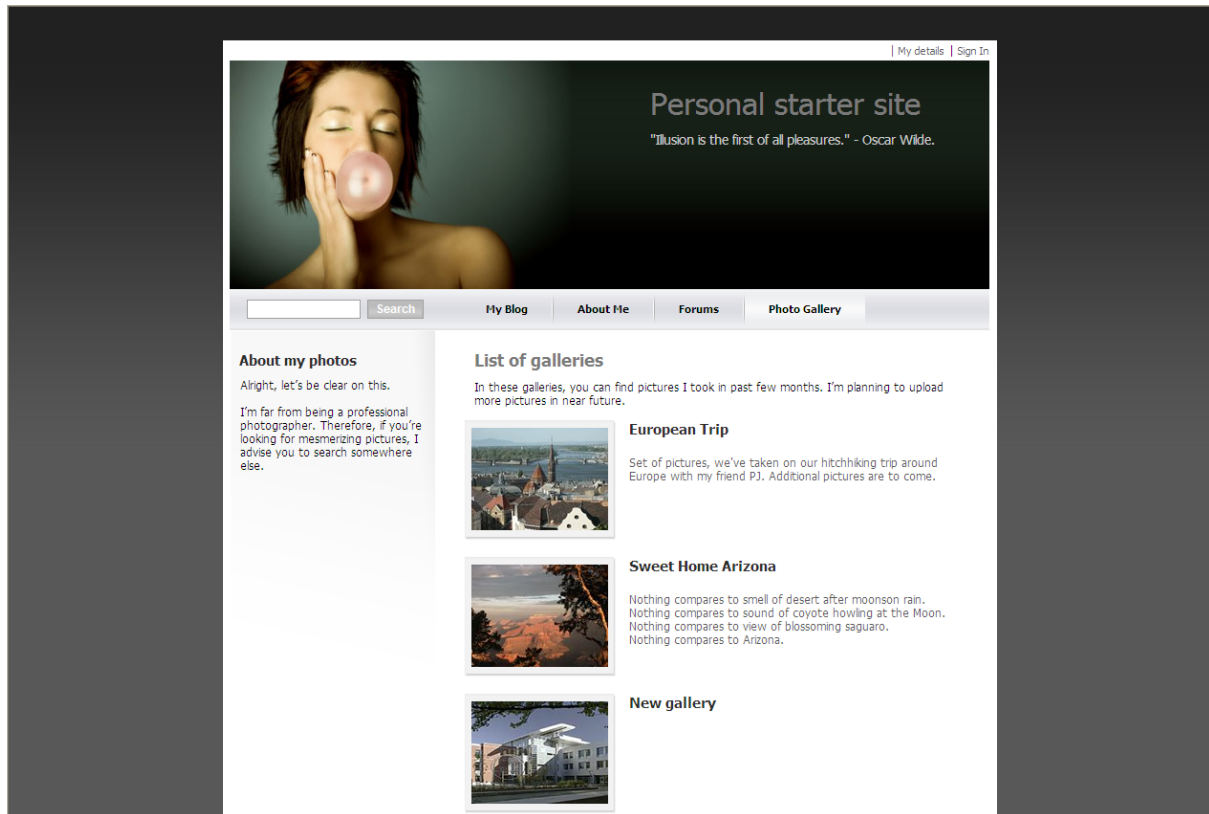
Upload file:

Actions	Update	Name	Size
 		 Waterfall.jpg	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.

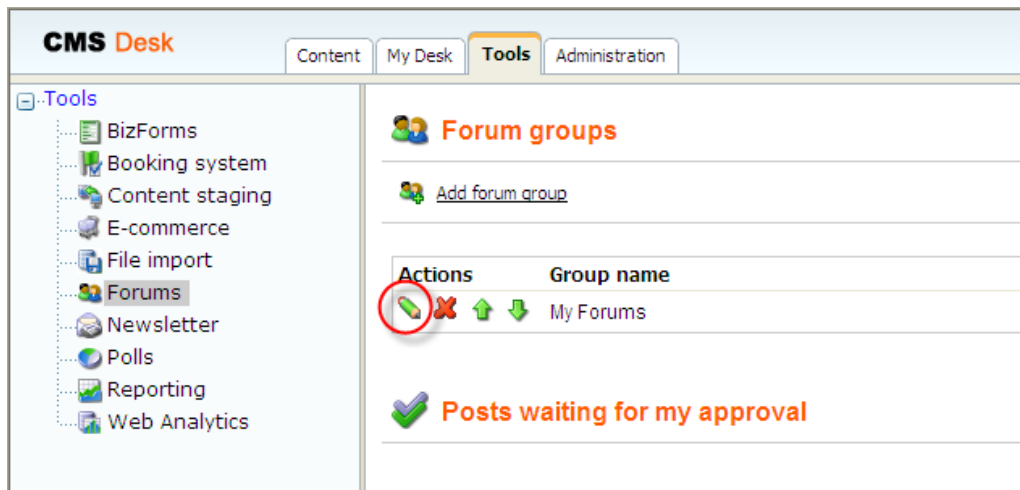


Please note that you can take advantage of the **File Import** module to upload more images and files. The **File Import** module can be found at **CMS Desk -> Tools -> File import**.

2.4 Adding 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.

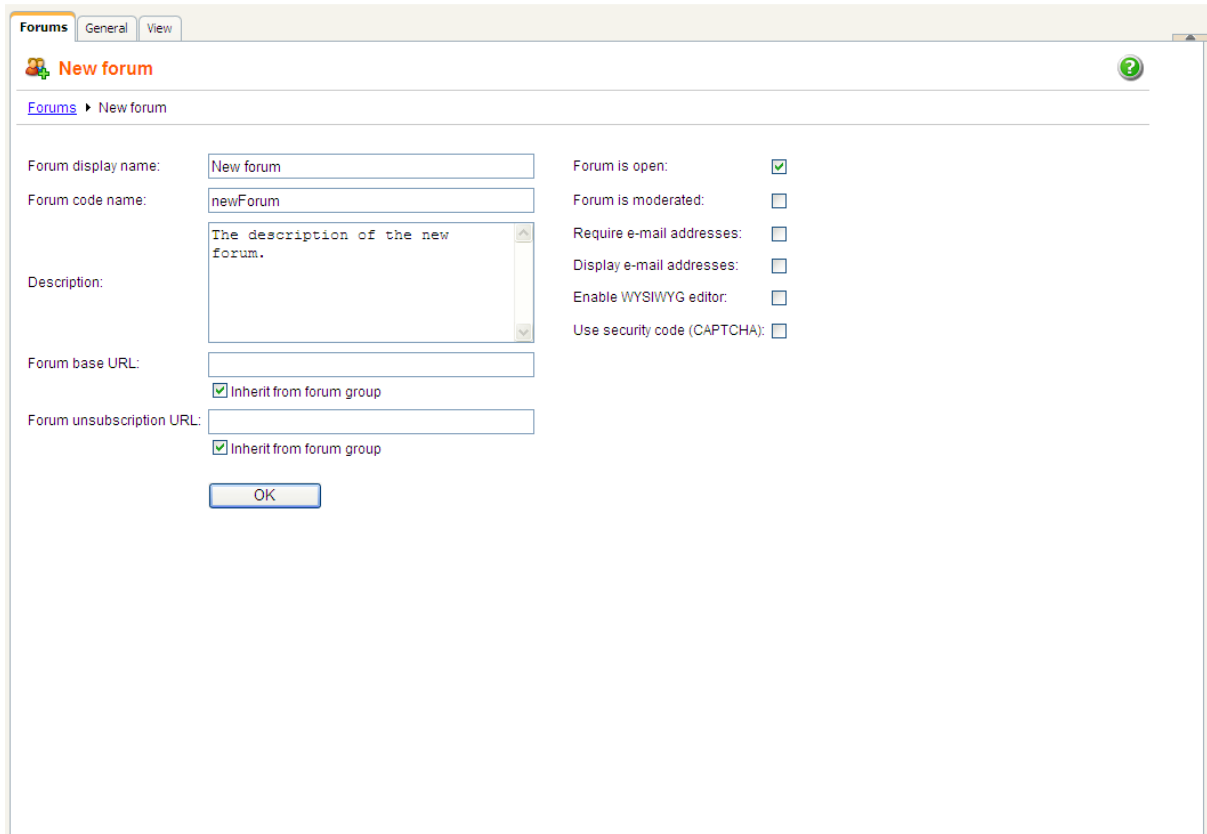


2. In the **Forum group properties**, click **Add forum**  [Add forum](#) .

3. Add the following information for the new forum:

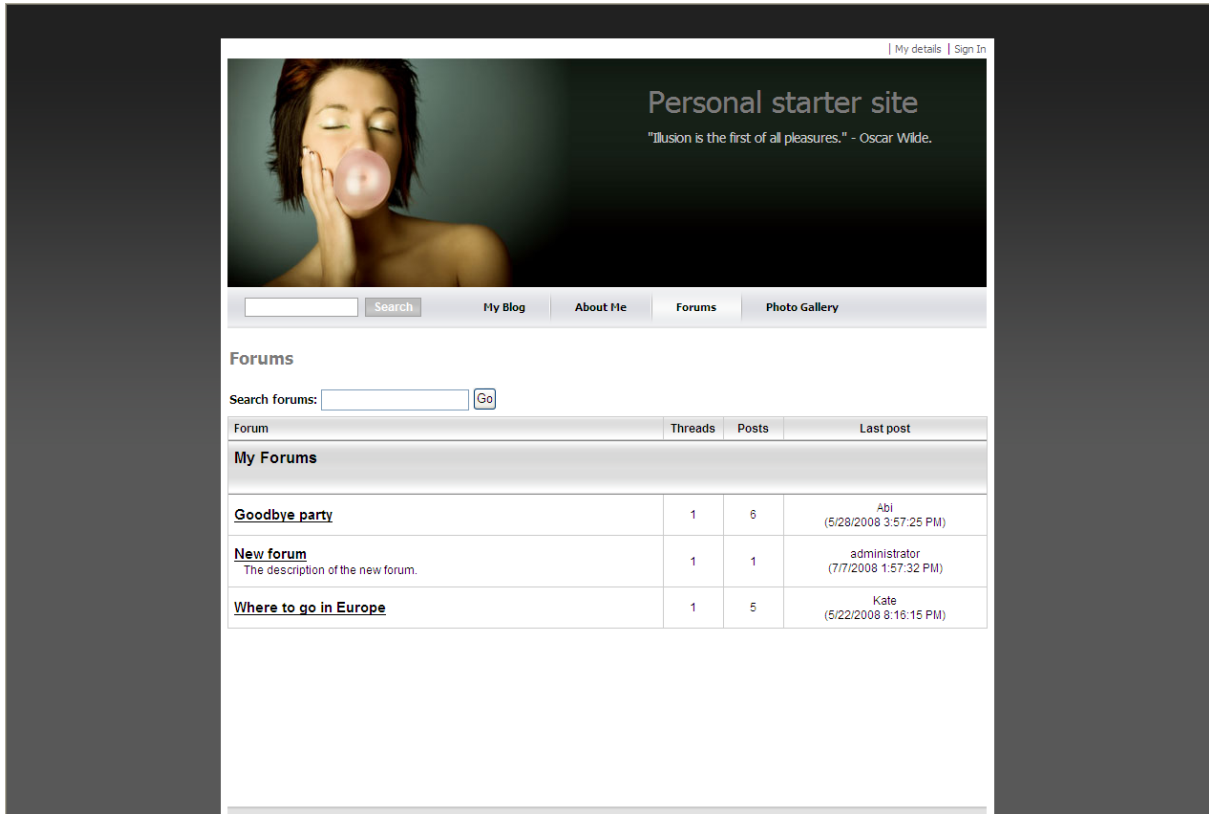
- **Forum display name:** New forum
- **Forum code name:** newForum
- **Description:** The description of the new forum.

Then click **OK**.



The screenshot shows the 'New forum' configuration dialog. The 'General' tab is selected. The 'Forum display name' field contains 'New forum'. The 'Forum code name' field contains 'newForum'. The 'Description' field contains 'The description of the new forum.'. The 'Forum base URL' field has 'Inherit from forum group' checked. The 'Forum unsubscription URL' field has 'Inherit from forum group' checked. On the right side, the 'Forum is open' checkbox is checked, while 'Forum is moderated', 'Require e-mail addresses', 'Display e-mail addresses', 'Enable WYSIWYG editor', and 'Use security code (CAPTCHA)' are unchecked. 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 personal starter site with a dark header area. On the left is a photo of a woman blowing a bubble. On the right, the text reads "Personal starter site" and "Illusion is the first of all pleasures." - Oscar Wilde. Below the header is a navigation bar with links for "Search", "My Blog", "About Me", "Forums", and "Photo Gallery". The "Forums" section includes a search box and a "Go" button. Below this is a table titled "My Forums" with columns for "Forum", "Threads", "Posts", and "Last post".

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)

Part

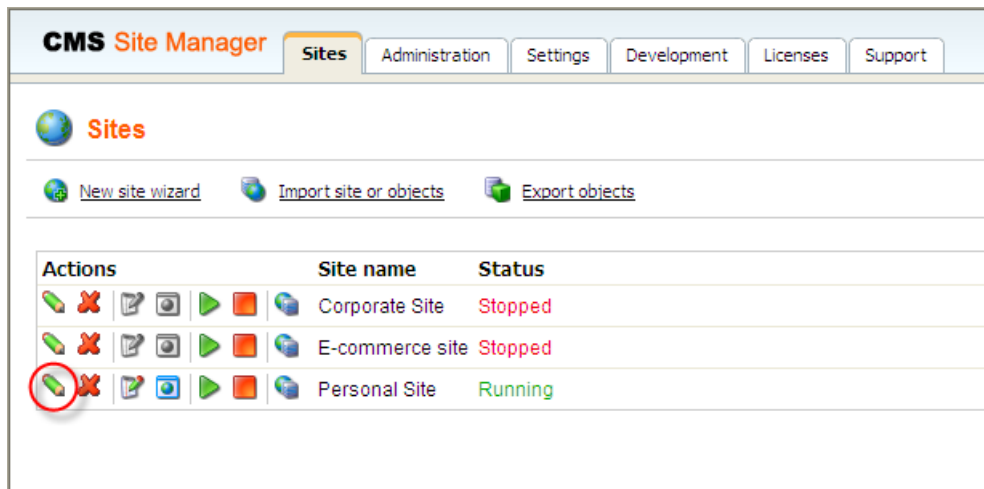


3 Adjusting Design



















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.

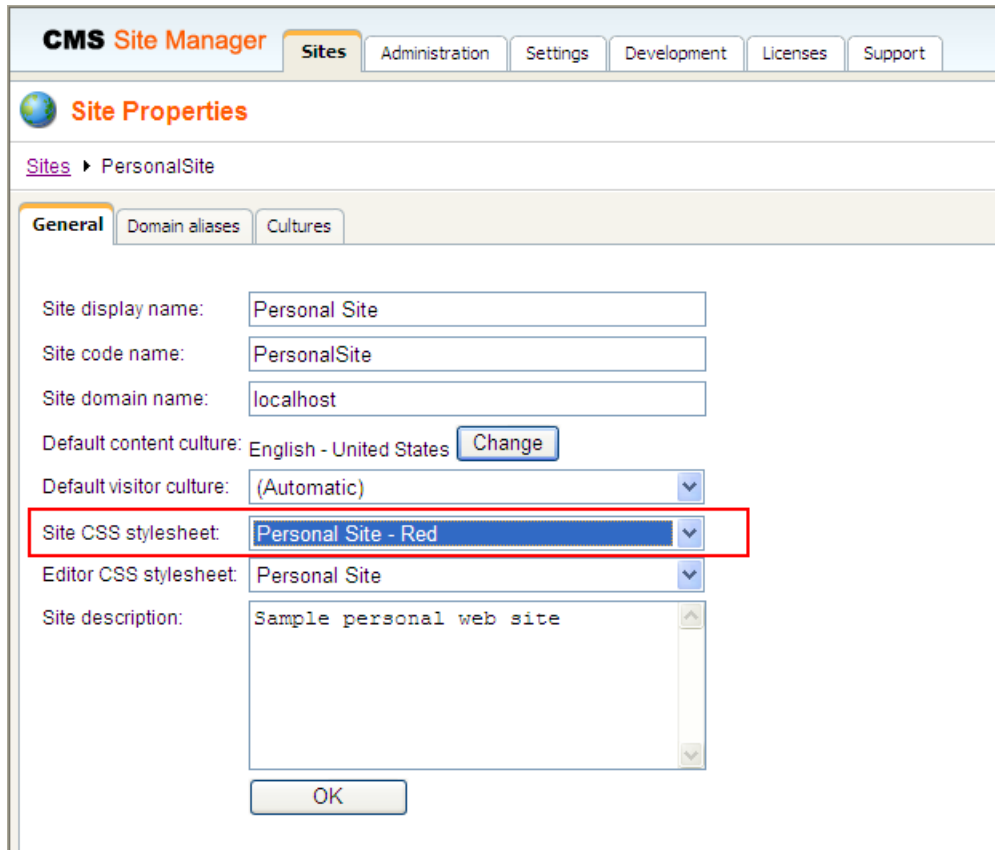
To choose the CSS stylesheet for your website, go to **CMS Site Manager** -> **Sites** and click **Edit site** next to the **Personal Site**.



The screenshot shows the CMS Site Manager interface. The top navigation bar includes 'CMS Site Manager' and several tabs: 'Sites', 'Administration', 'Settings', 'Development', 'Licenses', and 'Support'. The 'Sites' tab is active. Below the navigation bar, there is a 'Sites' section with a globe icon. Underneath, there are three links: 'New site wizard', 'Import site or objects', and 'Export objects'. A table lists the sites with columns for 'Actions', 'Site name', and 'Status'. The 'Personal Site' is highlighted with a red circle around its 'Edit site' icon.

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.

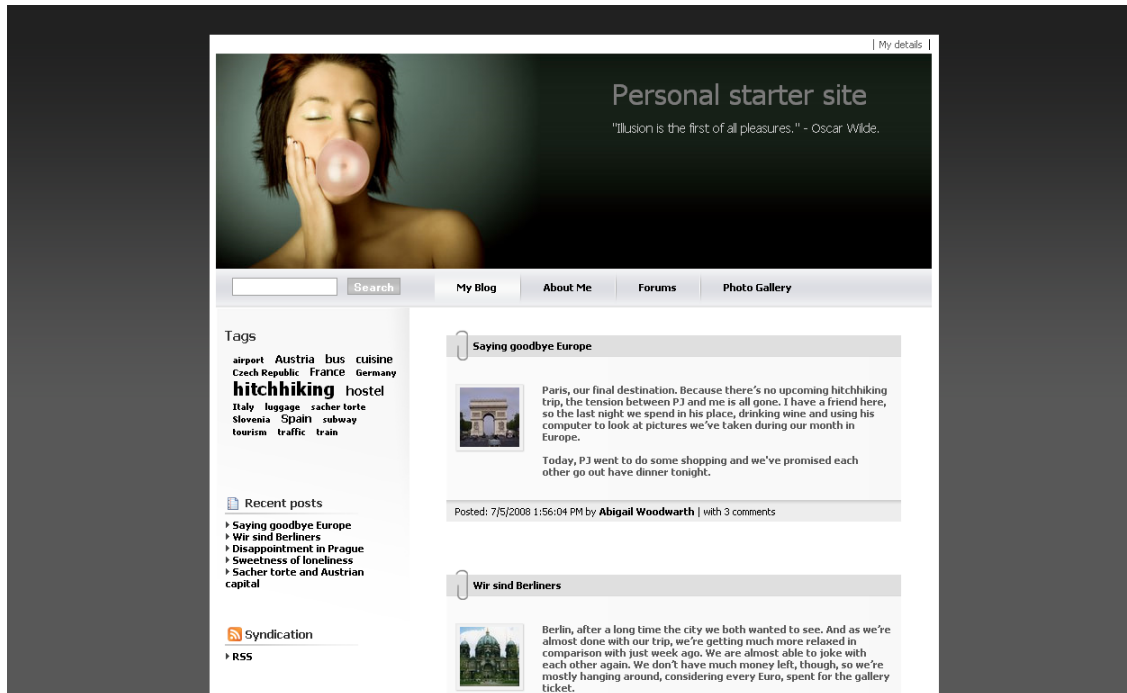


The screenshot shows the 'Site Properties' dialog box in the 'CMS Site Manager' interface. The 'General' tab is active, and the 'Site CSS stylesheet' dropdown menu is highlighted with a red border, showing 'Personal Site - Red' as the selected option. Other fields include 'Site display name' (Personal Site), 'Site code name' (PersonalSite), 'Site domain name' (localhost), 'Default content culture' (English - United States), 'Default visitor culture' ((Automatic)), and 'Site description' (Sample personal web site). An 'OK' button is located at the bottom.

Property	Value
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

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
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Wir sind Berliners

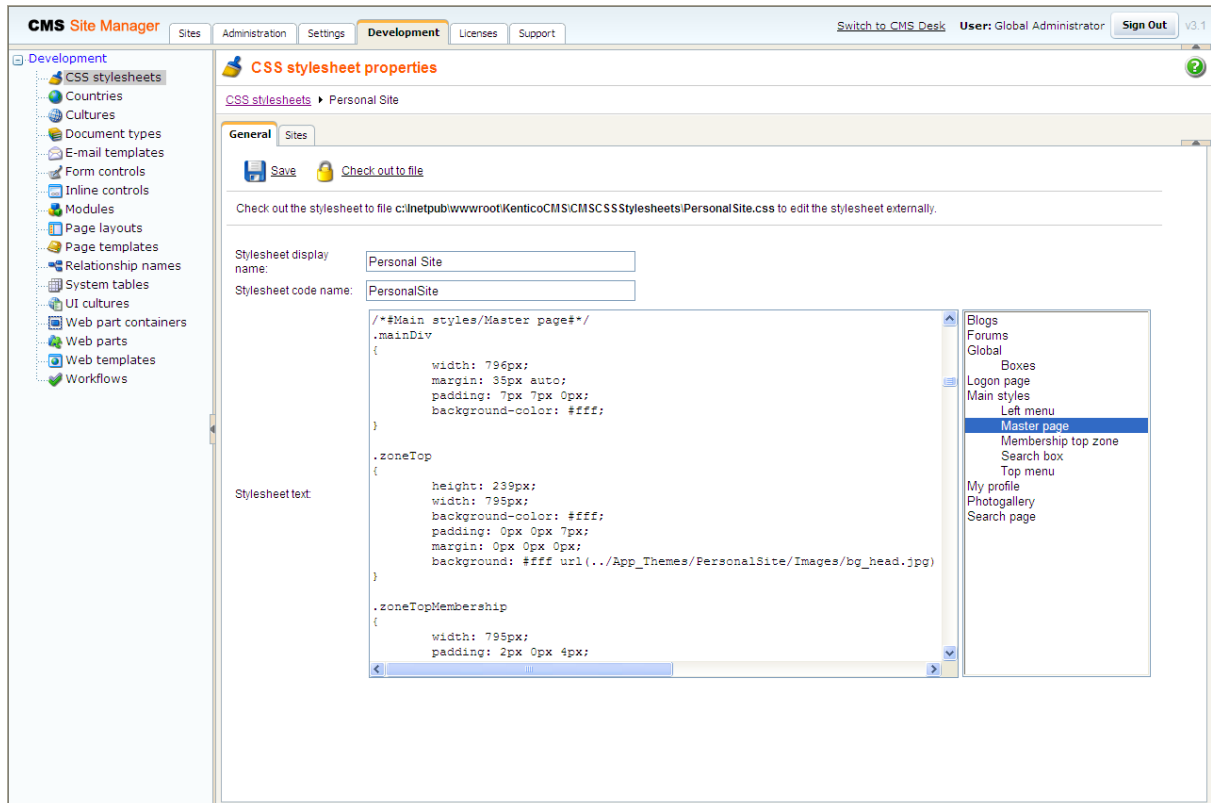
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3.2 Editing CSS stylesheets

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.

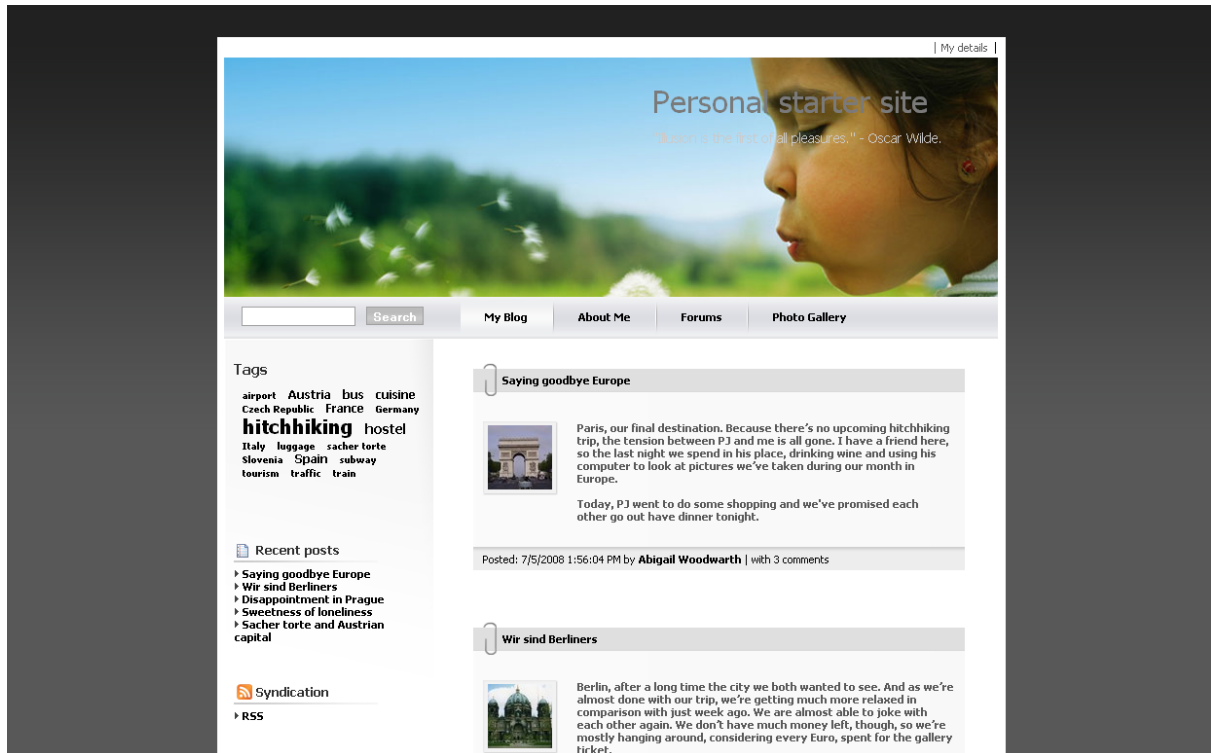


2. In the **.zoneTop** style, change the url of the background image to **./App_Themes/PersonalSiteGreen/Images/bg_head.jpg** so that the entire style reads as follows:

```
.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.

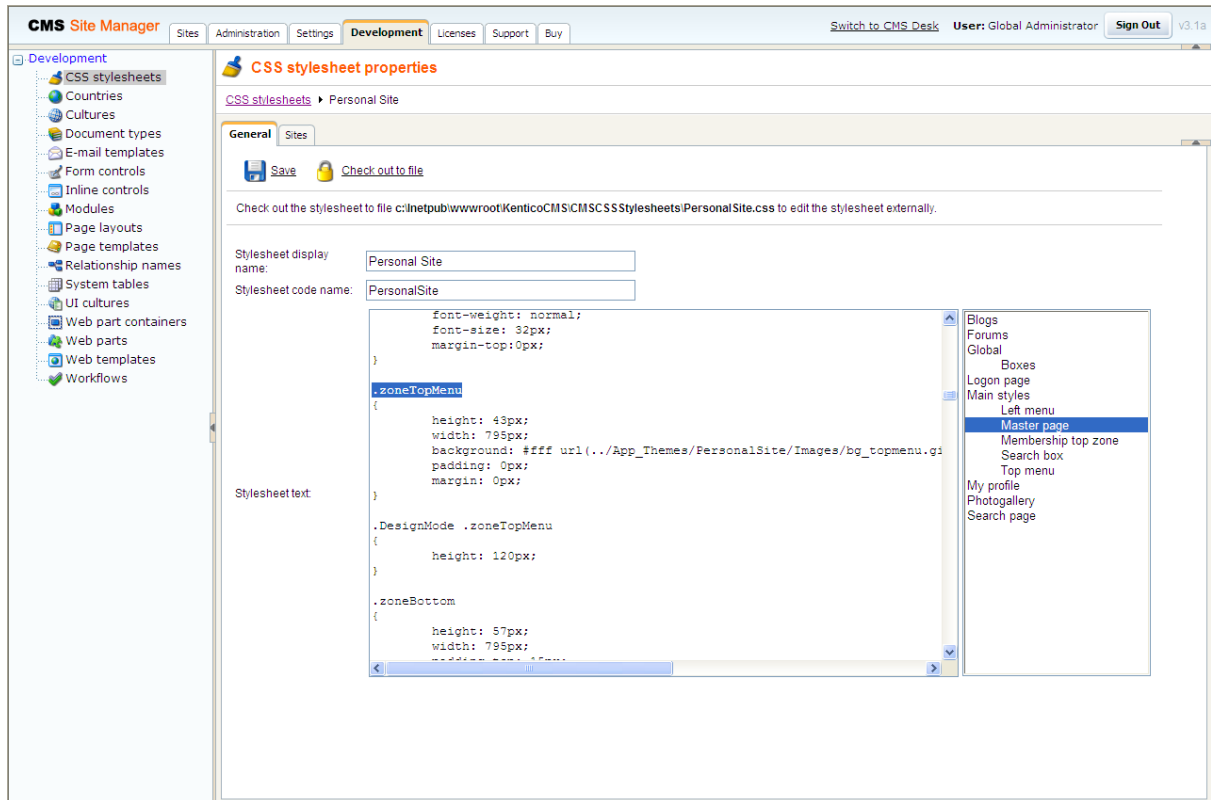
3. Now click **Sign out** at the top-right. You can see that the header image has been changed.



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.

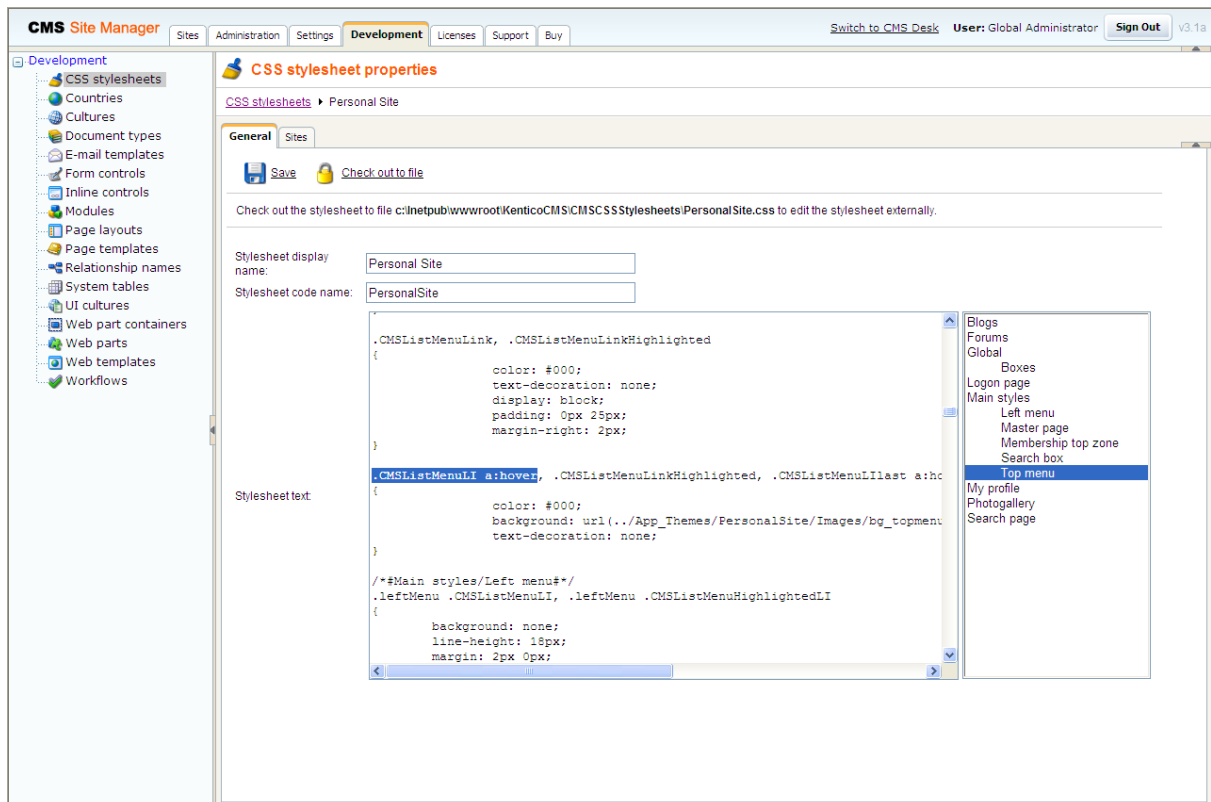


3. Change the **background** color to **#B0C4DE** and erase the URL part so that the entire section reads as follows:

```
.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.

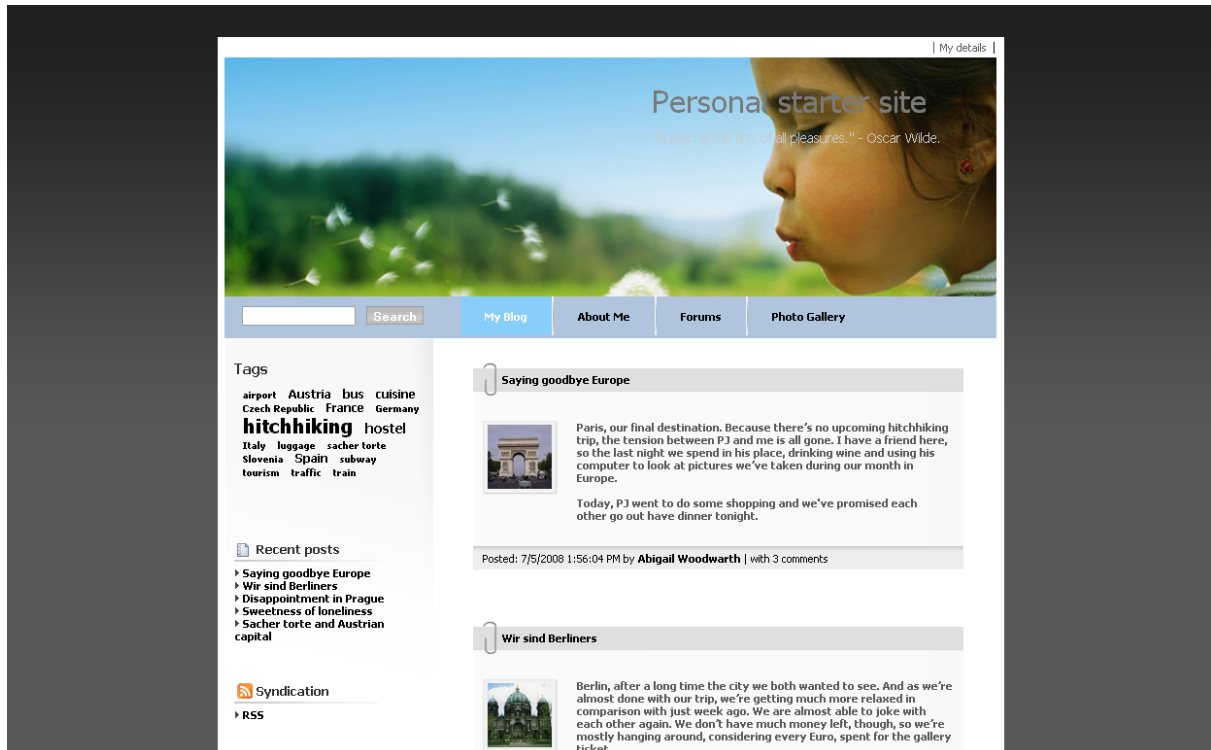


5. Change **color** to **#fff** and replace the url part with **#87CEFA**. The entire style should read as follows:

```
.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

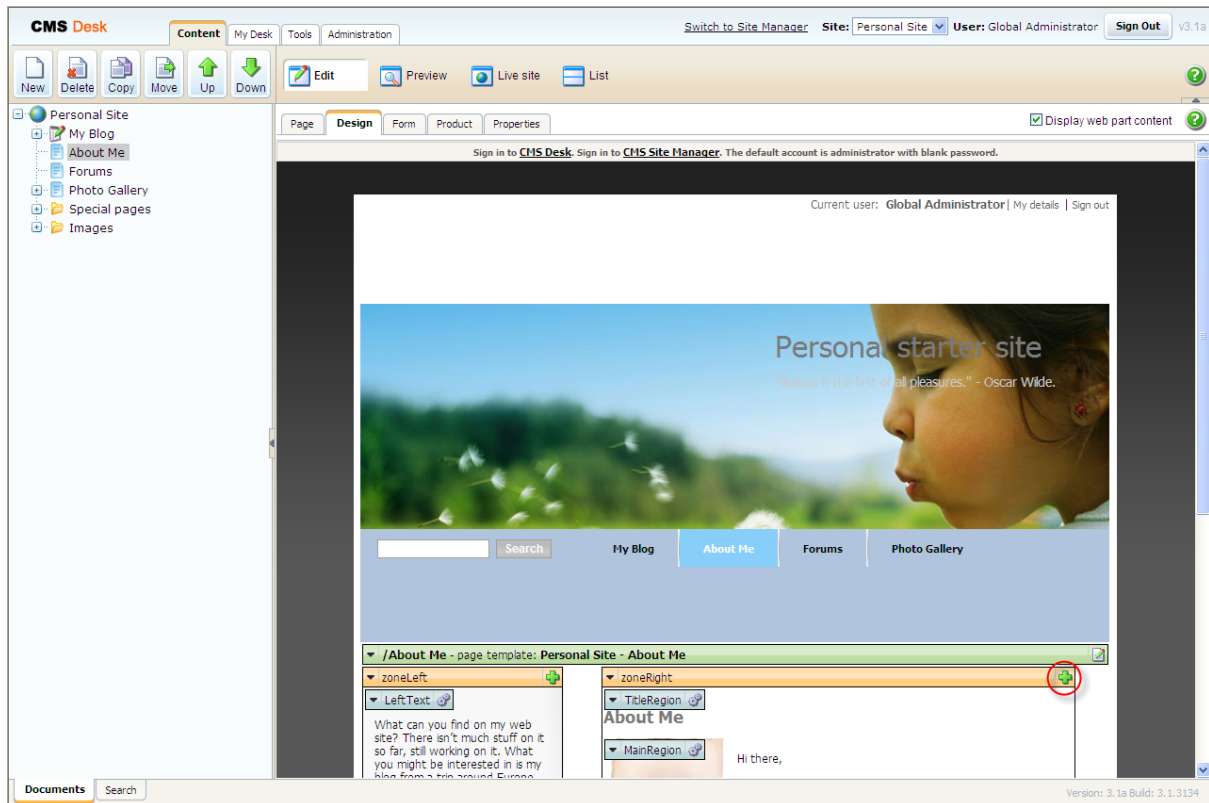


4 Adding web parts

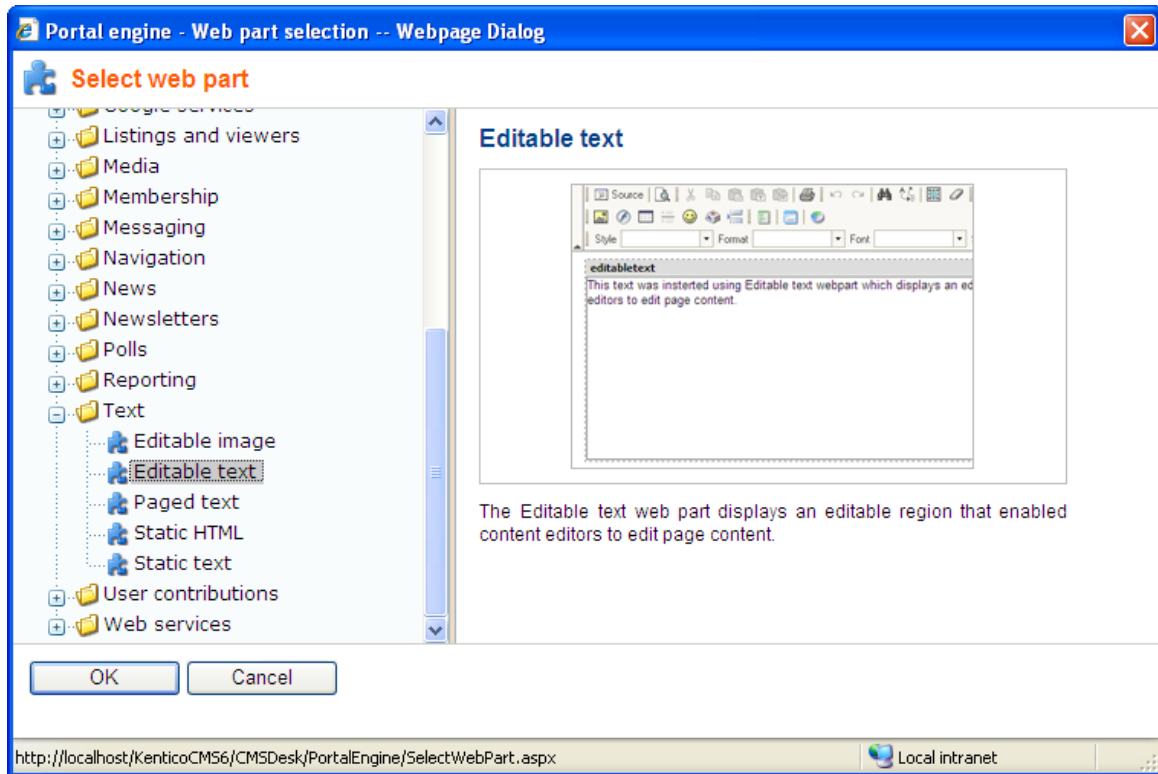
4.1 Adding text

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>

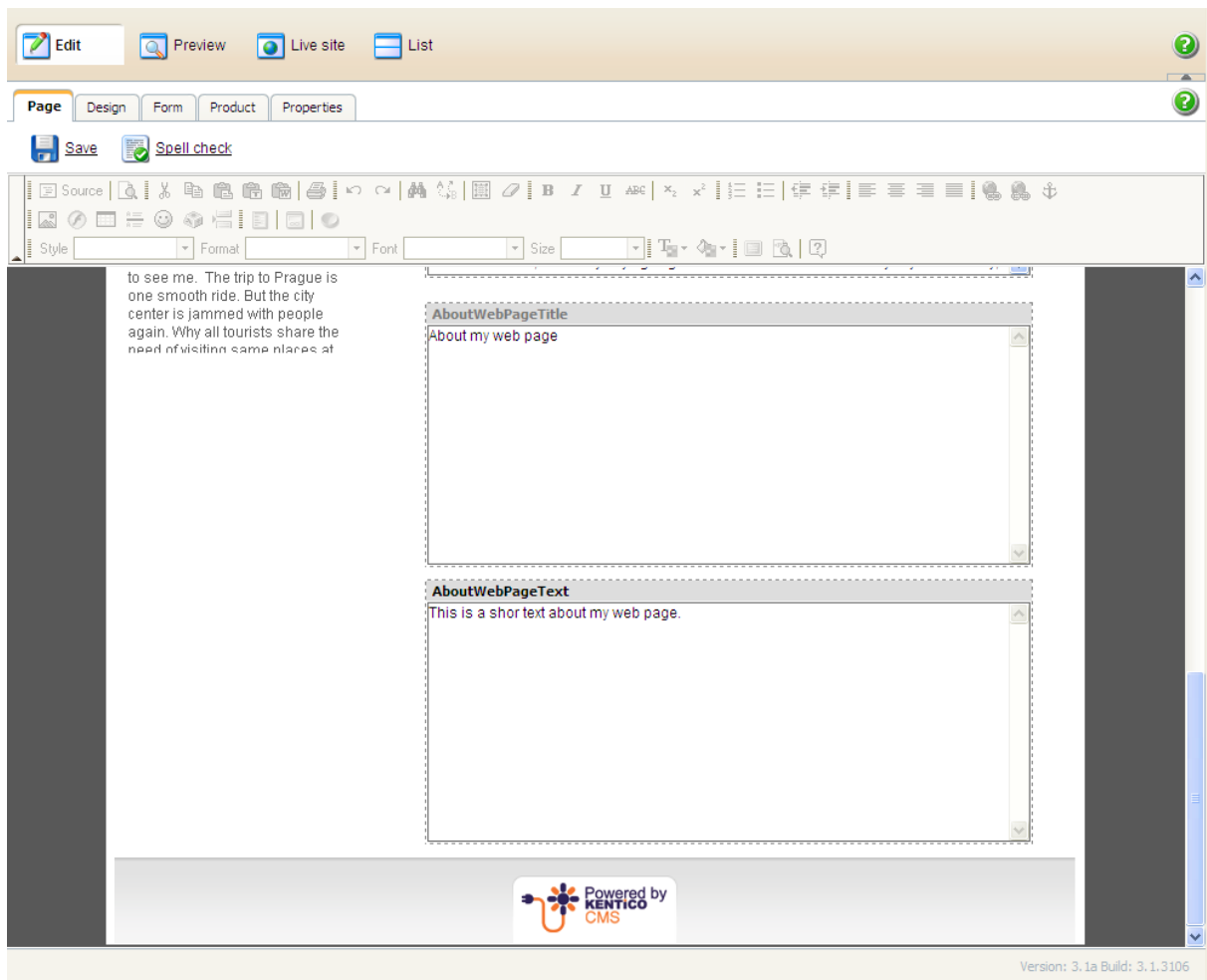
Then click **Ok**.

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

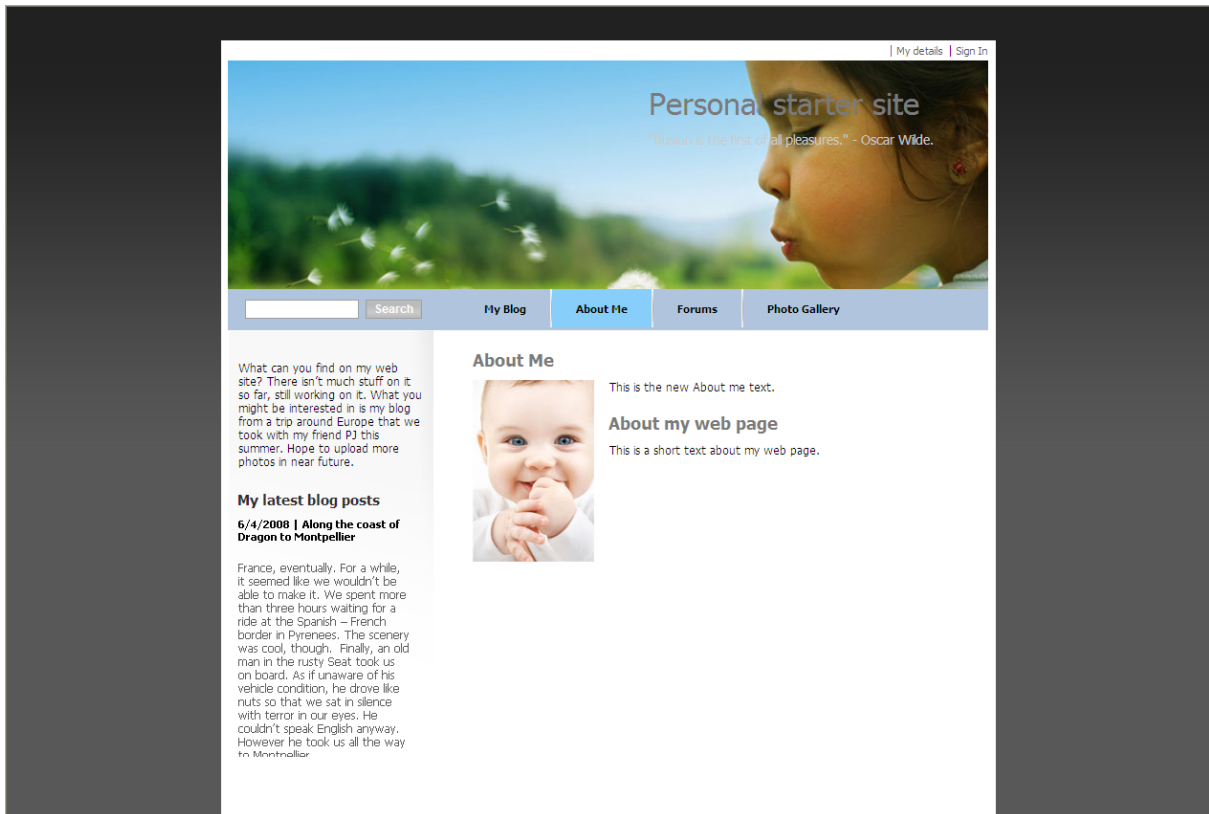
5. In the **Web part properties** dialog, enter *AboutWebPageText* into the **Editable region title** textbox. Then click **Ok**.

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.



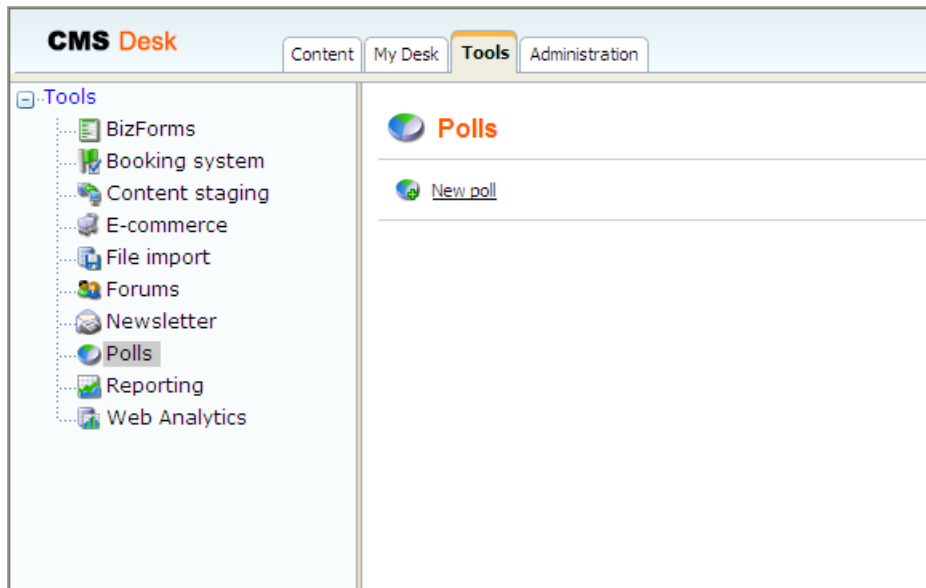
That is how you add a new editable region into your web site.



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**.

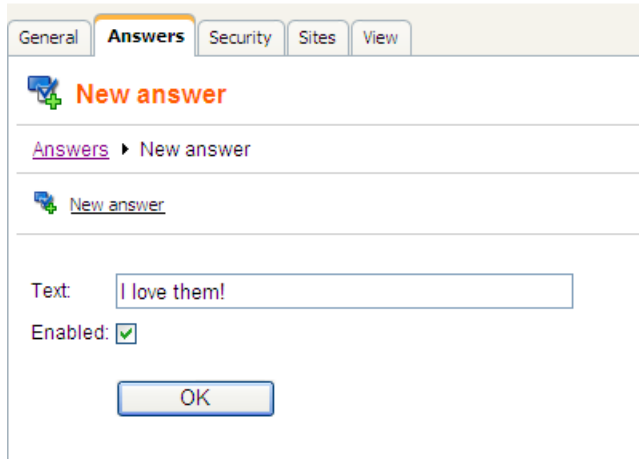


2. Enter the following information for the new poll.


- **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**.



General **Answers** Security Sites View

 **New answer**

[Answers](#) ▶ New answer

 [New answer](#)

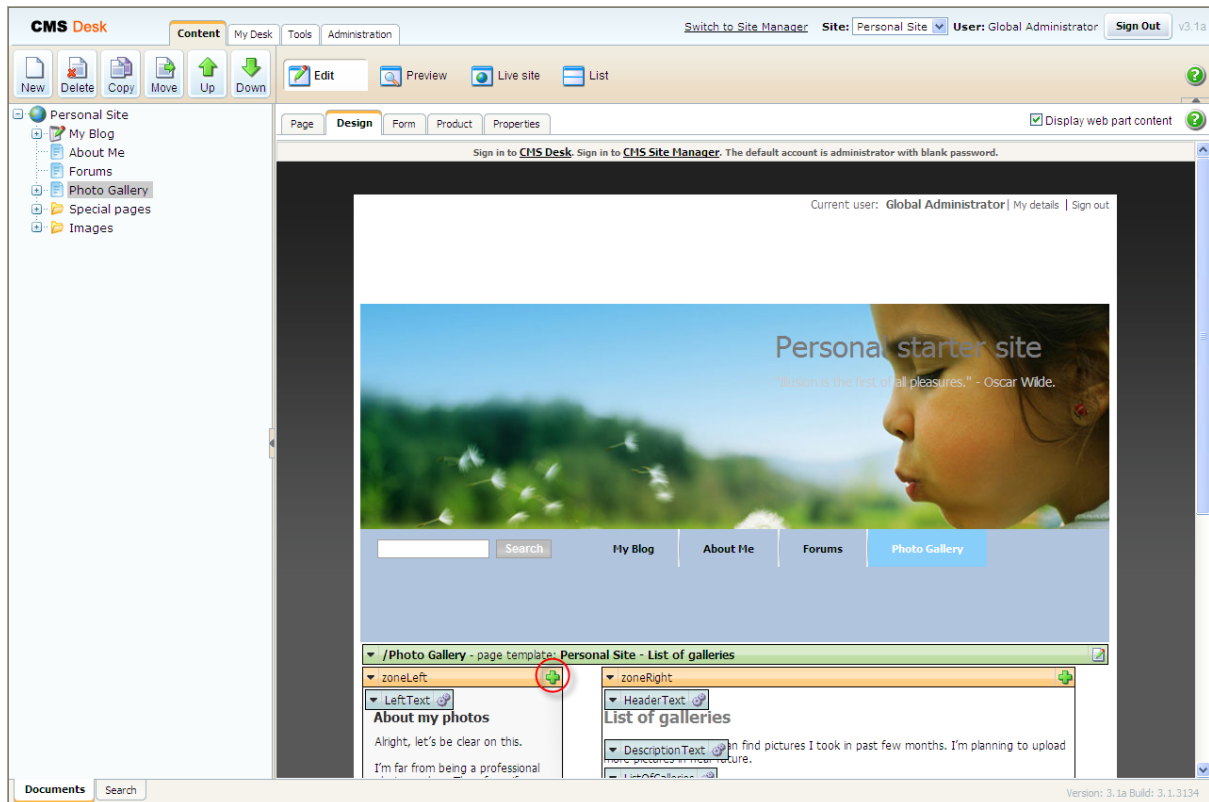
Text:

Enabled:

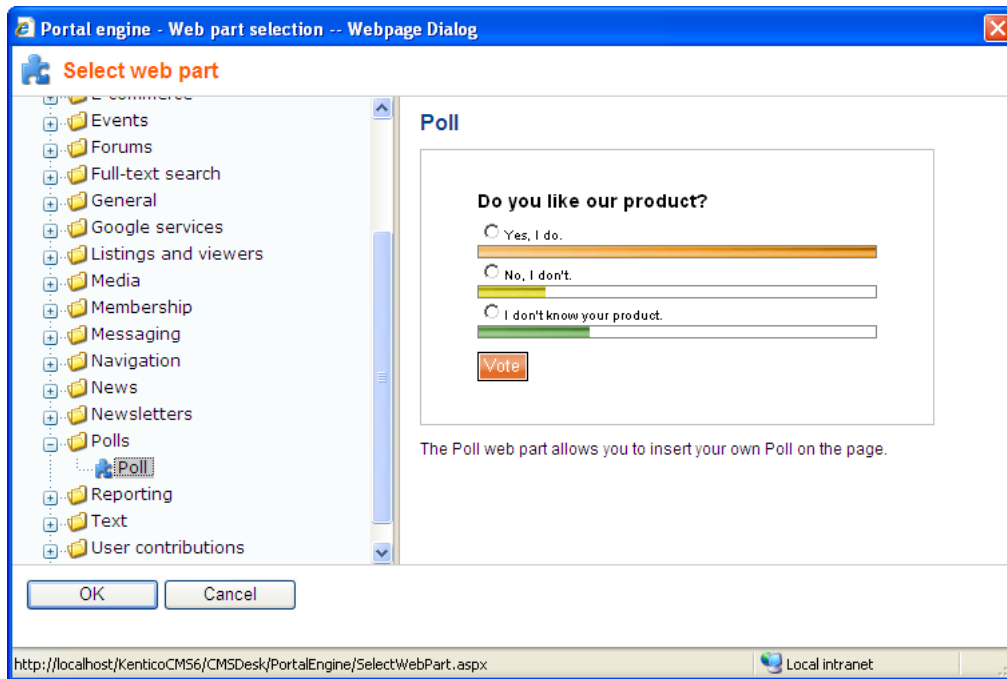
4. Click **New answer** again and enter *Not bad.* as **Text**. The **Enabled** check box should be checked. Then click **Ok**.

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**.

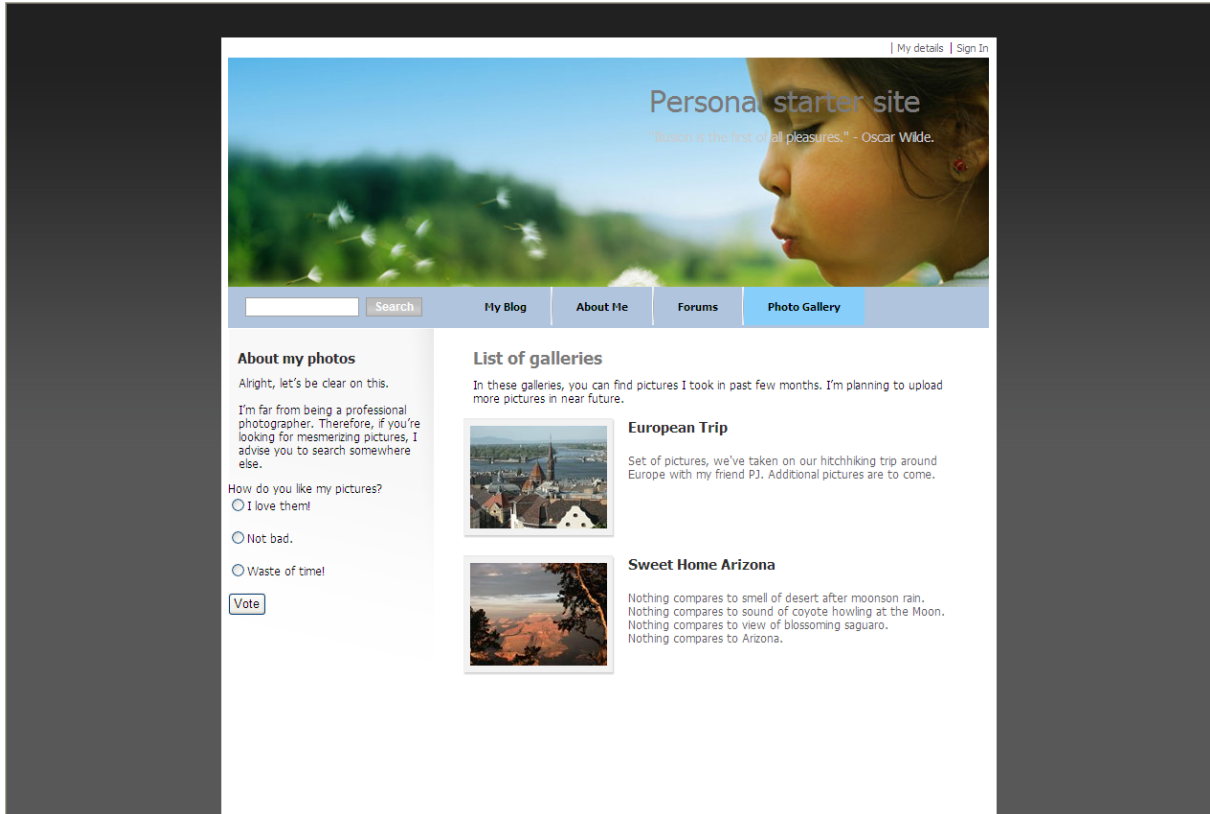


7. In the **Select web part** dialog, select **Polls\Poll** web part.



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>.