

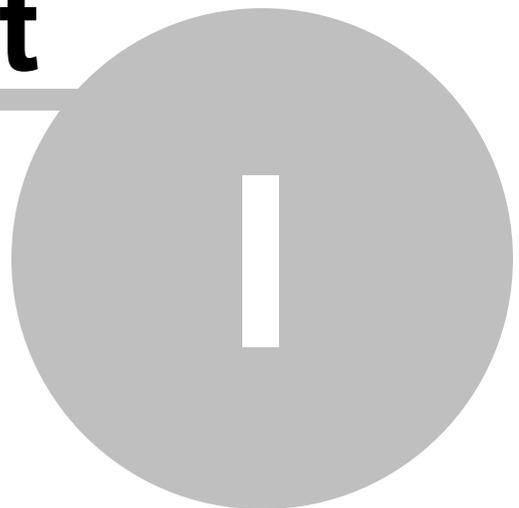
# Kentico CMS 7.0 Personal Site Guide

# Table of Contents

<b>Personal Site Guide</b>	<b>4</b>
Overview.....	4
<b>Getting Started</b>	<b>6</b>
Editing content.....	6
Adding a blog post.....	8
Adding a photo gallery.....	11
Adding a forum.....	15
<b>Adjusting Design</b>	<b>19</b>
Changing website theme.....	19
Editing CSS stylesheets.....	23
<b>Adding web parts</b>	<b>30</b>
Adding text.....	30
Adding a poll.....	33
<b>Further reading</b>	<b>38</b>

**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 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**

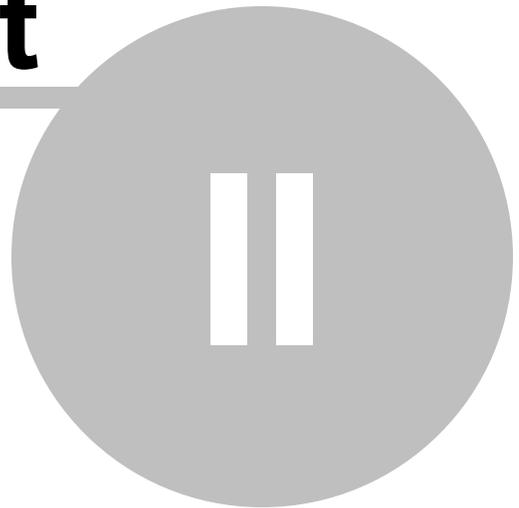
You can also use other Kentico CMS modules (such as newsletter, polls or forms) as you need.

To learn about other features and capabilities of Kentico CMS, please refer to other Kentico documentation, such as **Kentico CMS Tutorial** (<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**

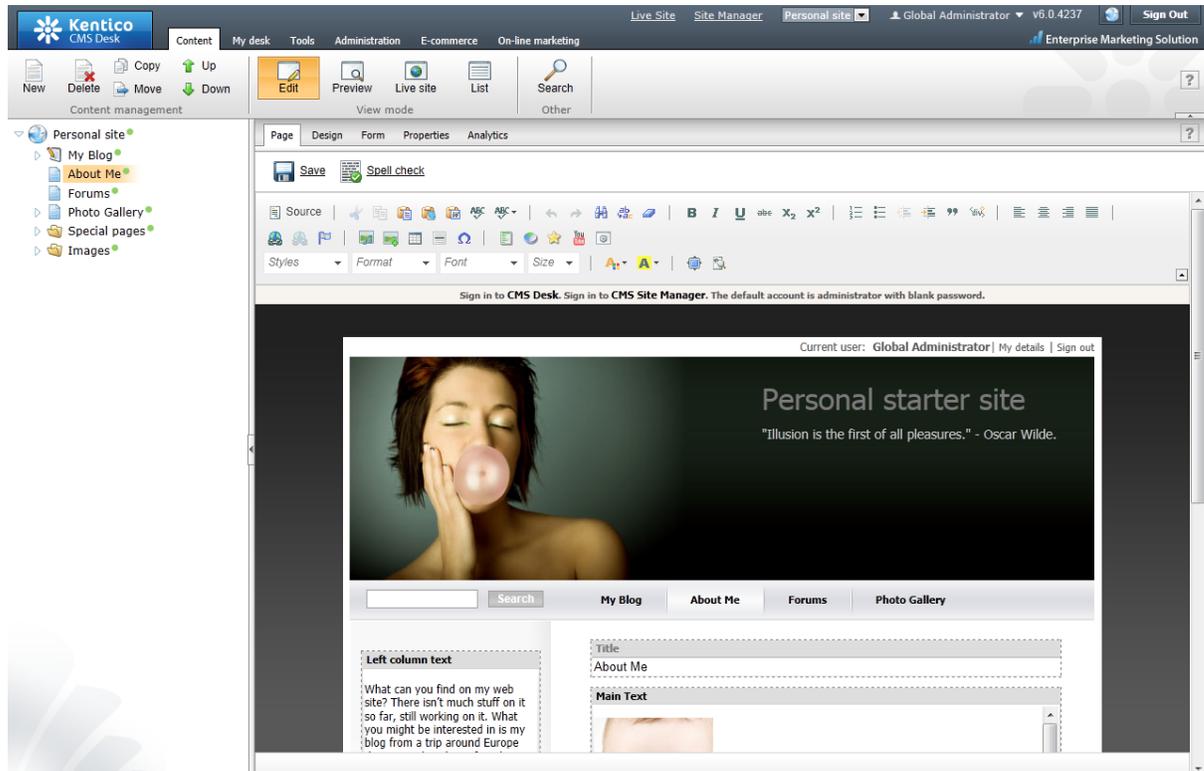
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## 2 Getting Started

### 2.1 Editing content

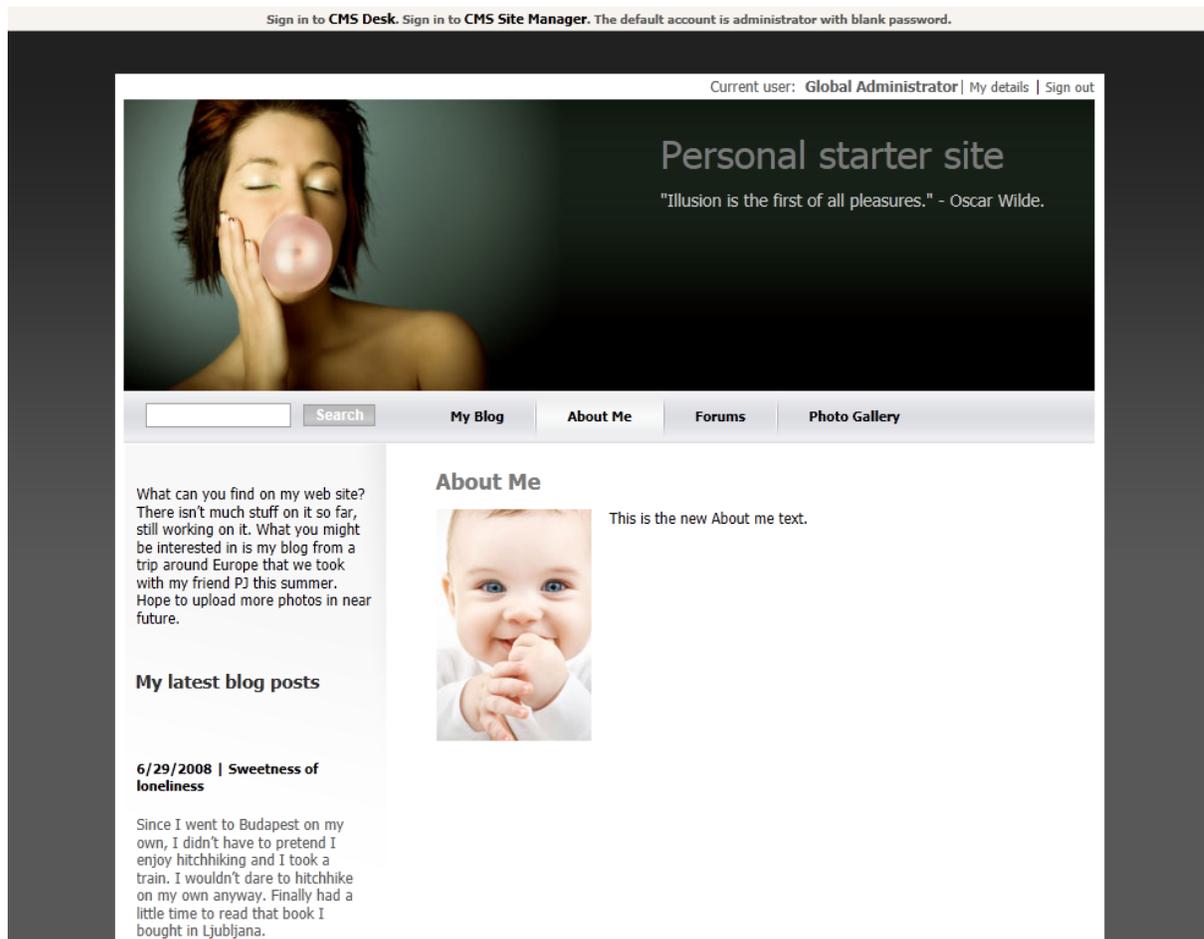
In this chapter, you will learn how to change the **About** text on your website.

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



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

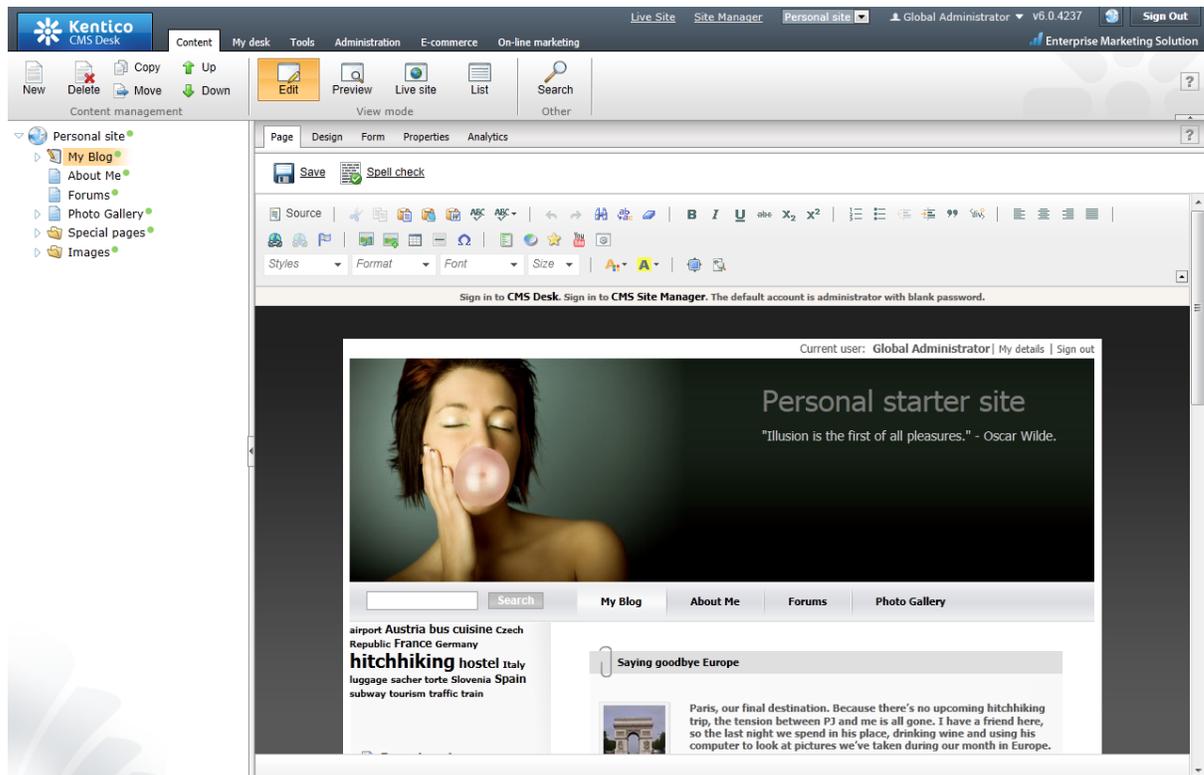




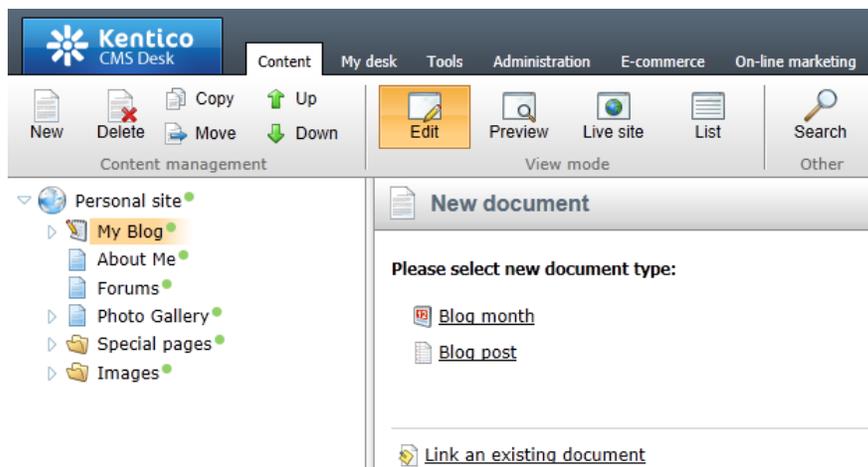
## 2.2 Adding a blog post

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.



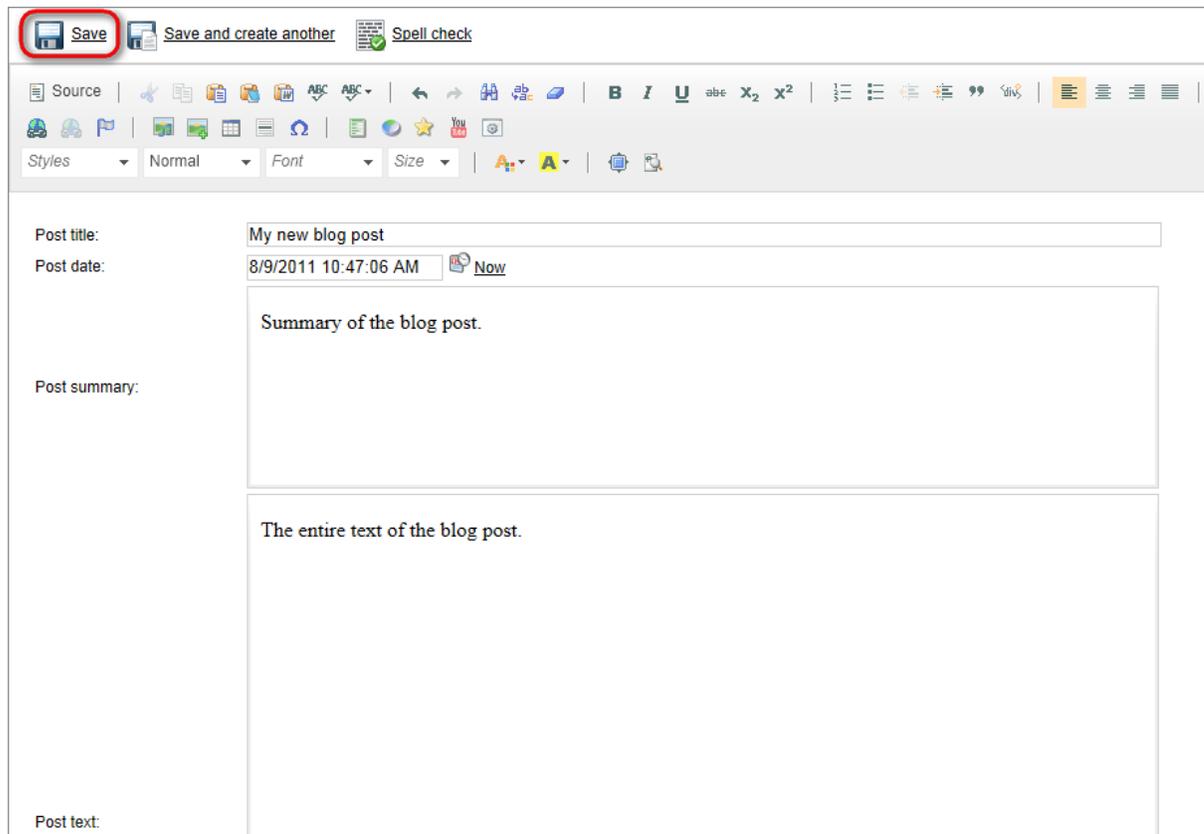
2. Choose **Blog post** as a new document type.



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

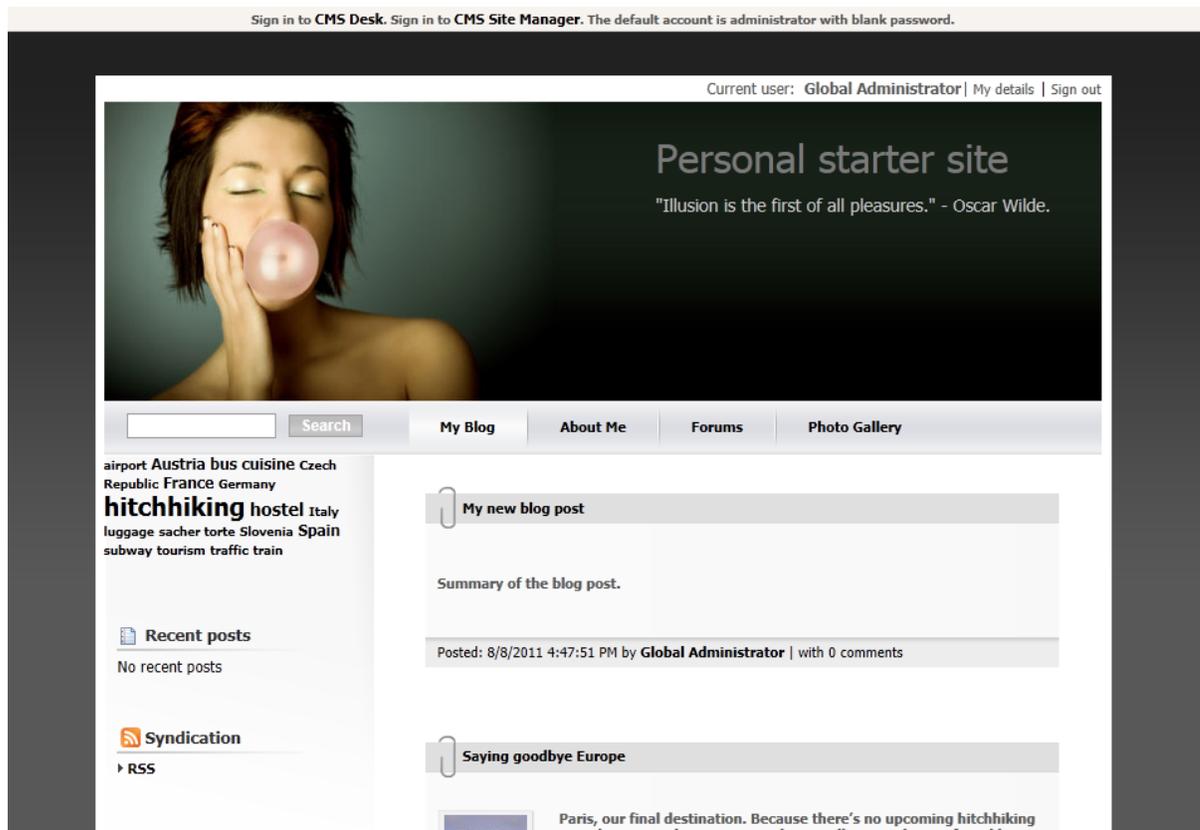
- **Post title:** My new blog post
- **Post Summary:** Summary of the blog post.
- **Post text:** The entire text of the blog post.

Then click **Save** at the top.



The screenshot displays the Kentico CMS 7.0 Personal Site Guide interface. At the top, there is a toolbar with three buttons: 'Save' (highlighted with a red box), 'Save and create another', and 'Spell check'. Below the toolbar is a rich text editor with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment, and list creation. The editor is divided into three sections: 'Post title', 'Post date', and 'Post summary'. The 'Post title' field contains the text 'My new blog post'. The 'Post date' field shows '8/9/2011 10:47:06 AM' and a 'Now' button. The 'Post summary' field contains the text 'Summary of the blog post.'. Below the summary is a larger text area for the 'Post text', which contains the text 'The entire text of the blog post.'. The 'Post text' label is visible at the bottom left of the text area.

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.



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 portion of a document editor. At the top, there are three buttons: "Save", "Save and create another", and "Spell check". Below these is a rich text toolbar with icons for source, undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and other formatting options. Below the toolbar are dropdown menus for "Styles", "Format", "Font", and "Size", followed by a font color and background color selector. The main form area contains a "Name:" field with the text "New gallery" and a large empty "Description:" text area. Below the description is a "Teaser image:" section containing a table with columns for "Actions", "Update", "Name", and "Size". The table has one row with a delete icon, a refresh icon, the text "testImage.jpg", and "548 kB". At the bottom, there are two "Publish from:" and "Publish to:" fields, each with a "Now" button.

Actions	Update	Name	Size
		testImage.jpg	548 kB

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 "Template" section has a dropdown menu showing "Personal Site - Photo Gallery" and a "Select" button. Below this are four options: "Save as new template...", "Inherit template", "Clone template as ad-hoc", and "Edit template properties". The "Inherit content" section has four radio button options: "Use page template settings" (selected), "Do not inherit any content", "Inherit only master page", and "Select inherited levels".

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

 **New document**

Please select new document type:

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

 **File**

---

 [Link an existing document](#)

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

 **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
 		 <b>Penguins.jpg</b>	760 kB

File description:

The description of the first picture.

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

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](#)

### About my photos

Alright, let's be clear on this.

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

### List of galleries

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



#### European Trip

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



#### New gallery



#### Sweet Home Arizona

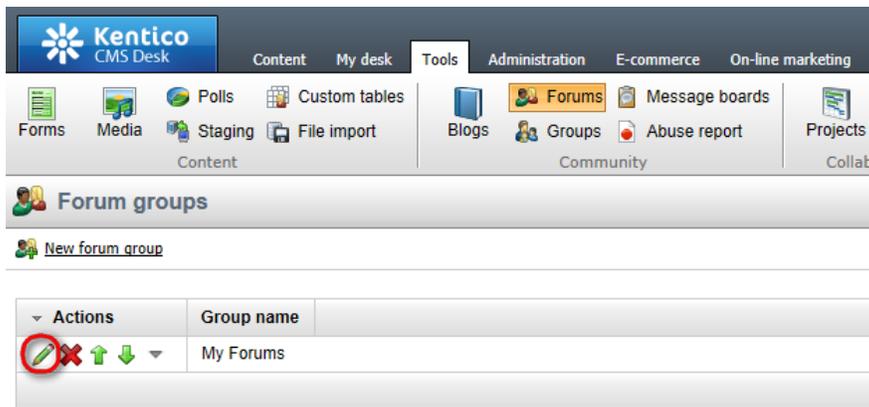
Nothing compares to smell of desert after moonson rain.  
Nothing compares to sound of coyote howling at the Moon.  
Nothing compares to view of blossoming saguaro.  
Nothing compares to Arizona.

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** (👤).

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 'Forum group properties' dialog box. The 'New forum' tab is selected. The form fields are filled with the following information:

- Forum display name: New forum
- Forum code name: newForum
- Description: The description of the new forum.
- Forum base URL: ~/Forums.aspx
- Forum unsubscription URL: ~/Special-pages/ForumUnsubscribe.aspx
- Require e-mail addresses:
- Display e-mail addresses:
- Enable WYSIWYG editor:
- Use security code (CAPTCHA):
- Forum is open:
- Forum is locked:
- Forum is moderated:

On the right side, there are checkboxes for 'Inherit from forum group' for each of the URL and checkbox options, all of which are checked. At the bottom, there is a green 'OK' button.

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

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



## Personal starter site

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

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

### Forums

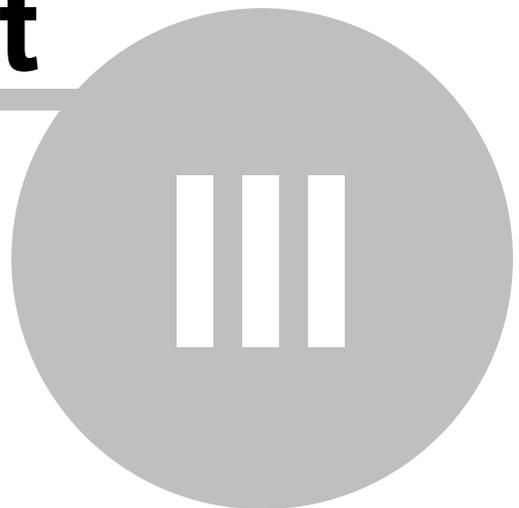
Welcome to my forums. You can use these forums to discuss different topics. If you want to add new post or reply to a post you have to be **signed in**. You can use the sign in link in the top right corner.

Search forums:

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

# Part

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**Adjusting Design**

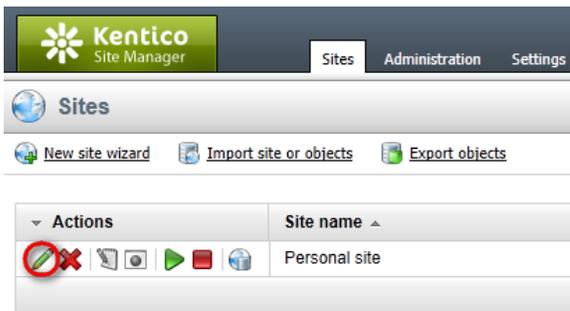
---

## 3 Adjusting Design

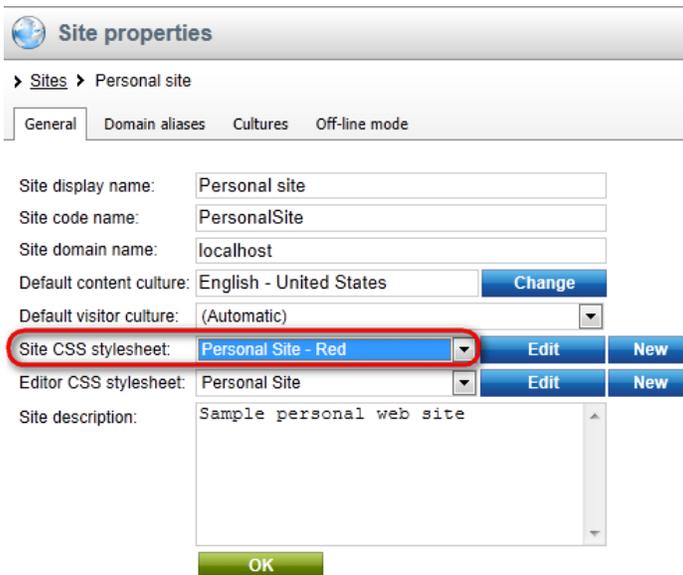
### 3.1 Changing website theme

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.



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

#### Personal Site

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



## Personal starter site

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

Search
My Blog
About Me
Forums
Photo Gallery

**Tags**

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

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- ▶ [Wir sind Berliners](#)
- ▶ [Disappointment in Prague](#)
- ▶ [Sweetness of loneliness](#)
- ▶ [Sacher torte and Austrian capital](#)

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Syndication

My new blog post

---

Summary of the blog post.

---

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

Saying goodbye Europe



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

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

### Personal Site - Blue

| My details

## Personal starter site

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



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

### Tags

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- ▶ [Czech Republic](#) ▶ [France](#)
- ▶ [Germany](#) ▶ **hitchhiking**
- ▶ [hostel](#) ▶ [Italy](#) ▶ [luggage](#) ▶ [sacher](#)
- ▶ [torte](#) ▶ [Slovenia](#) ▶ [Spain](#) ▶ [subway](#)
- ▶ [tourism](#) ▶ [traffic](#) ▶ [train](#)

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- ▶ [Sacher torte and Austrian capital](#)

 [Syndication](#)

### 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

## Personal Site - Green

| [My details](#)

## 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](#)
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- ▶ [Sweetness of loneliness](#)
- ▶ [Sacher torte and Austrian capital](#)

[Syndication](#)

**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.

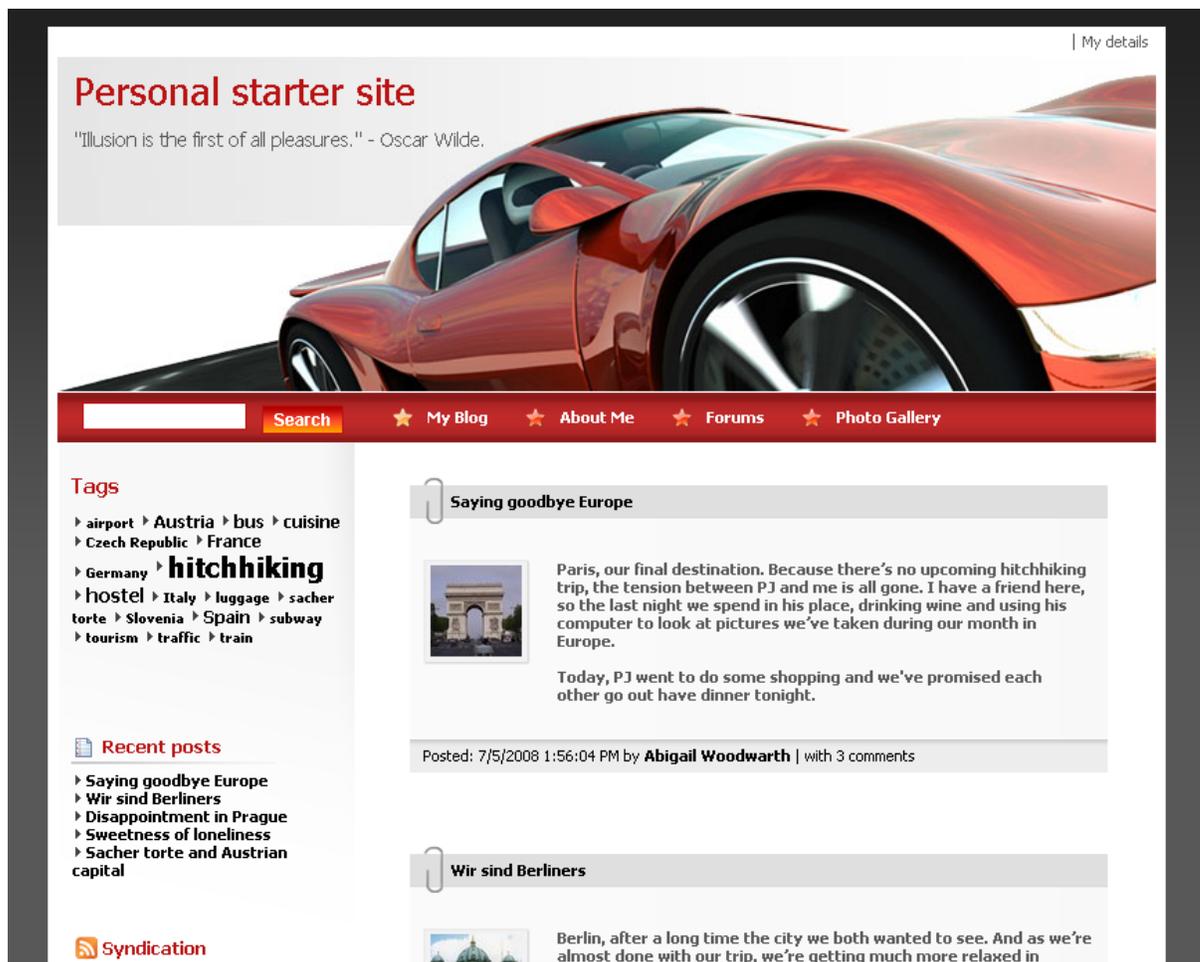
Posted: 7/5/2008 1:56:04 PM by **Abigail Woodwarth** | with 3 comments

**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

## Personal Site - Red

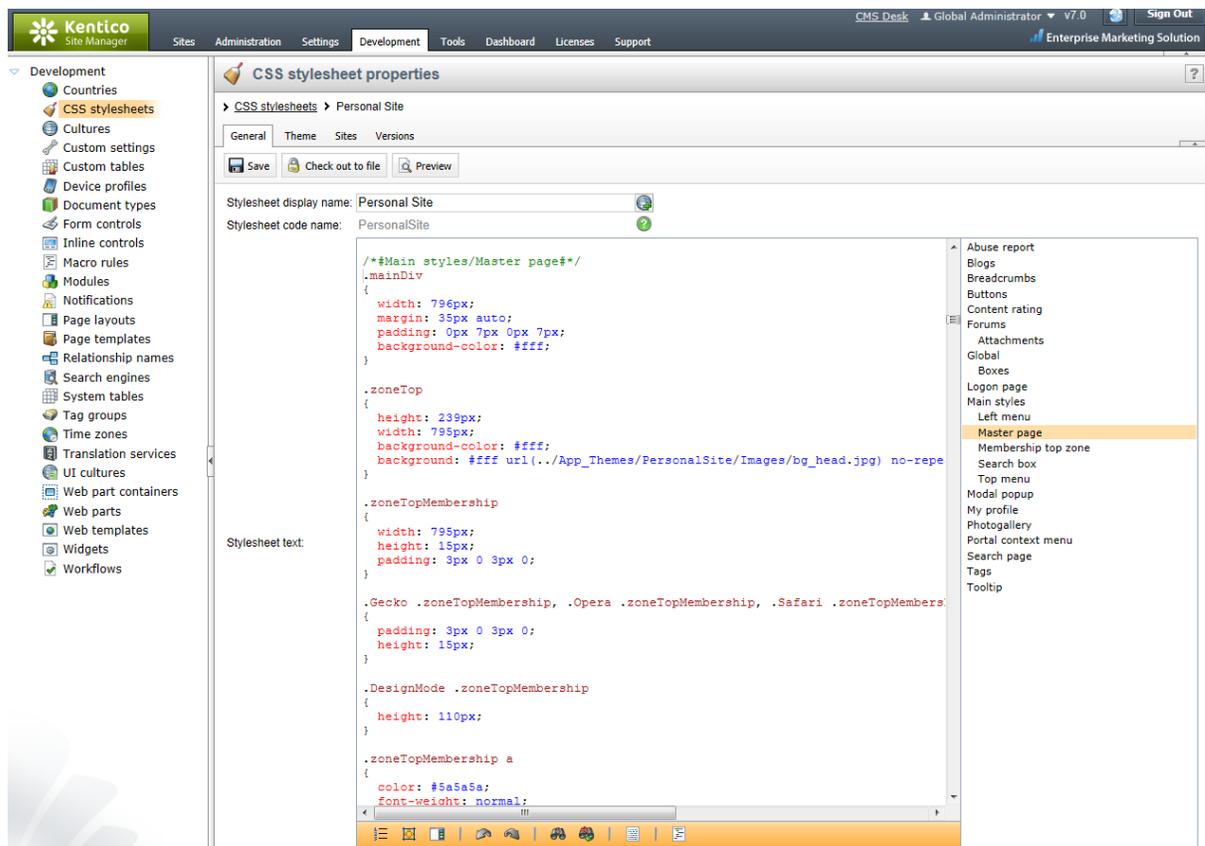


## 3.2 Editing CSS stylesheets

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** and click **Edit** (✎) next to the **Personal Site** stylesheet. On the **General** tab, click on the **Main styles** -> **Master page** bookmark in the listbox on the right side of the code editor. This will navigate to the corresponding block of CSS code.



2. In the `.zoneTop` class, change the url of the background image to `../App_Themes/PersonalSiteGreen/Images/bg_head.jpg` and modify its styles according to the following:

```

.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 the **Save** action in the tab's header to confirm the change.

3. Now click the **Preview** button, which will allow you to view the site's pages while editing the CSS stylesheet. Enter `/My-Blog` into the path textbox on the preview toolbar and **Refresh** (🔄) the page section. You will be able to see that the header image has been changed. Of course, the modified style will also be applied to the live site.

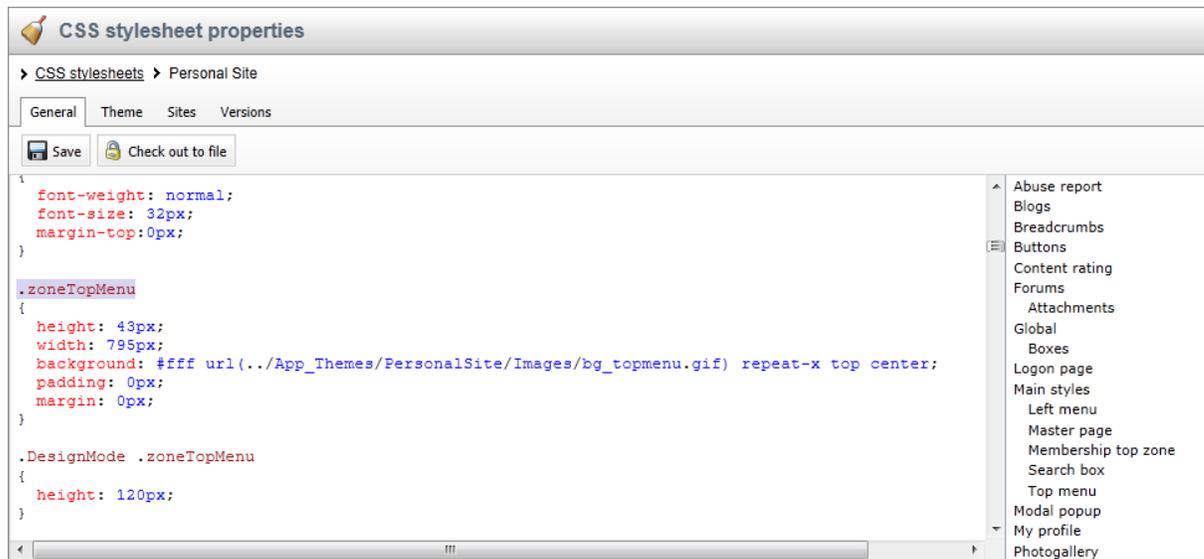
The screenshot displays a CSS stylesheet editor for a 'Personal Site'. The main editing area contains the following CSS code:

```
/**Main styles/Master page**/  
.mainDiv  
{  
  width: 796px;  
  margin: 35px auto;  
  padding: 0px 7px 0px 7px;  
  background-color: #fff;  
}  
  
.zoneTop  
{  
  height: 239px;  
  width: 795px;  
  background-color: #fff;  
  padding: 0px 0px 7px;  
  margin: 0px 0px 0px;  
  background: #fff url(../App_Themes/PersonalSiteGreen/Images/bg_head.jpg) no-repeat top left;  
}  
  
.zoneTopMembership  
{  
  width: 795px;  
}
```

The right sidebar shows a tree view of site elements, with 'Master page' selected. Below the editor is a browser toolbar and a preview window showing a 'Personal starter site' with a search bar and navigation menu.

## Changing the top menu

1. Continue editing the same stylesheet as in the previous section. Under the **Main styles -> Master page** bookmark, scroll down until you find the **.zoneTopMenu** CSS class.



2. Change the **background** color to `#B0C4DE` and erase the image URL from the style, so that the class definition reads as follows:

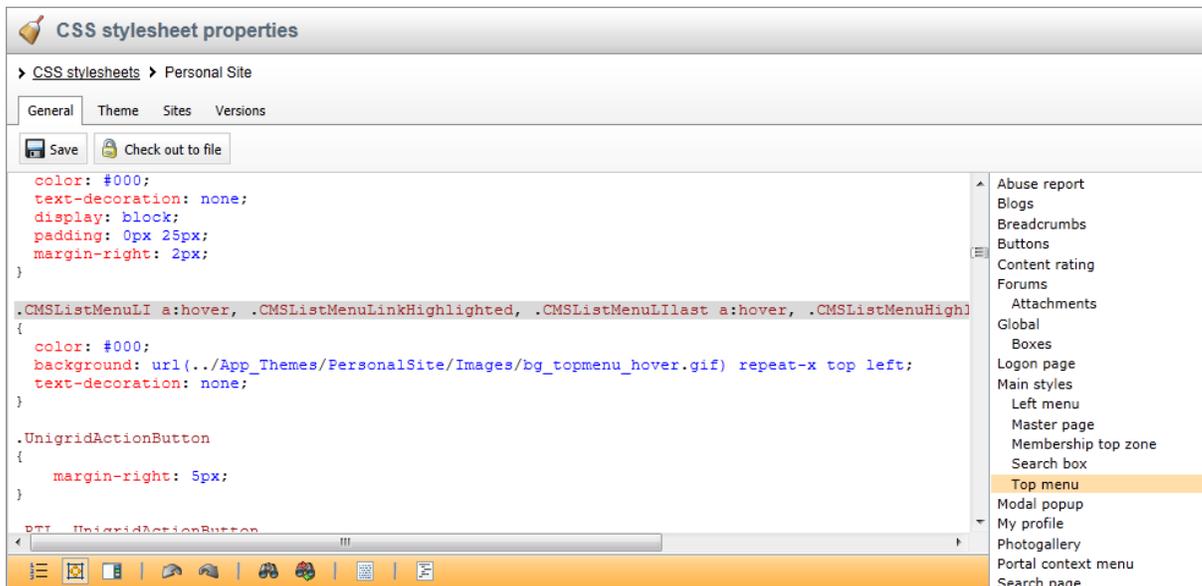
```

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

```

This will change the background of the site's main navigation menu to a dark blue color.

3. Now, switch to the **Main styles -> Top menu** bookmark and find the `.CMSListMenuLI a:hover` class. This style modifies the appearance of menu items that are currently selected or have the user's mouse placed over them.

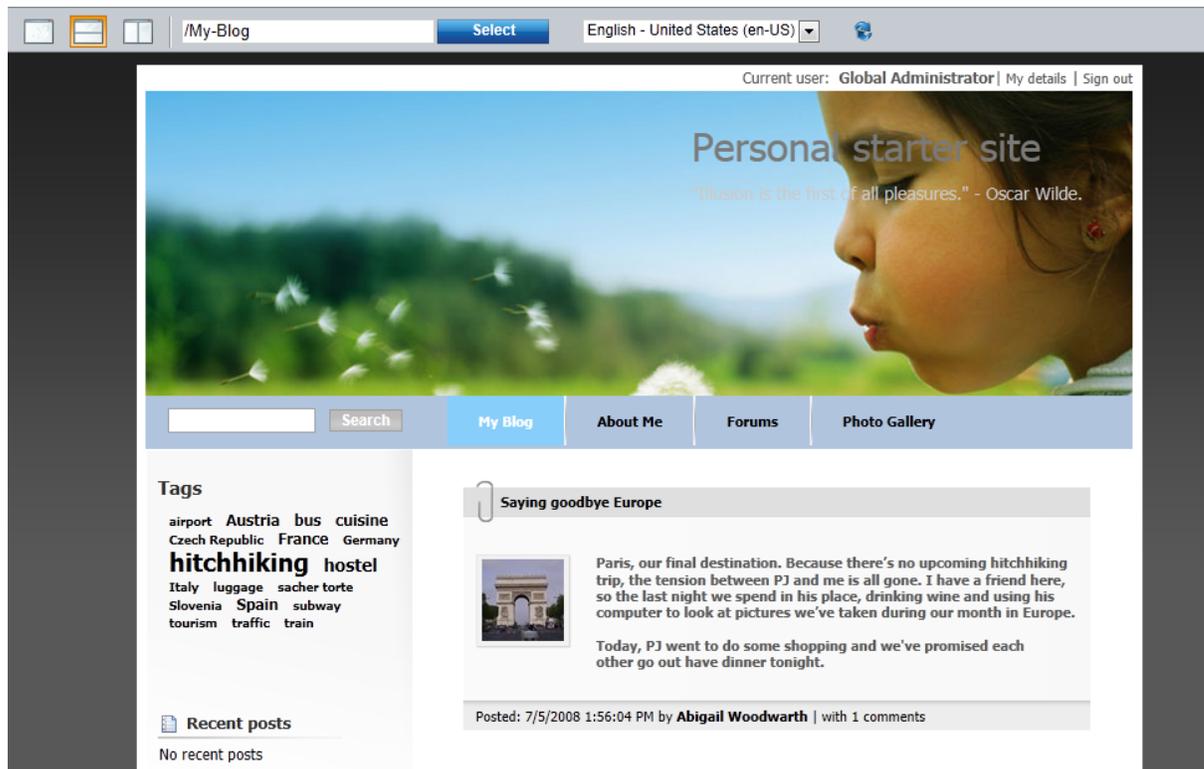


4. Change the **color** to **fff** and replace the image url in the **background** style with **#87CEFA**. The entire class should read as follows:

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

This will change the background of highlighted menu items to light blue and their text color to white.

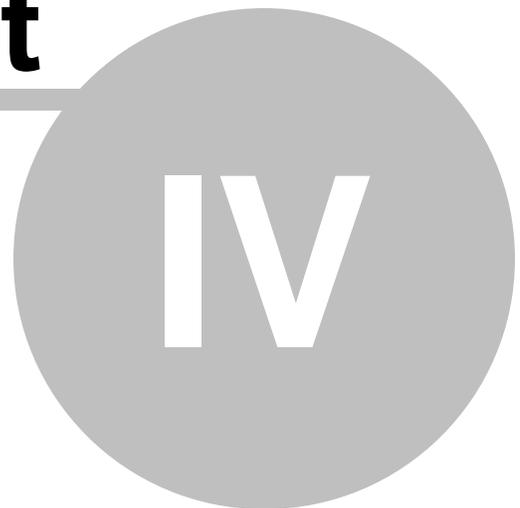
5. Click  **Save** to confirm the modification and the result will automatically be shown in the page preview section.



You have learned how to modify the CSS stylesheets to change design of your website.

# Part

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**Adding web parts**

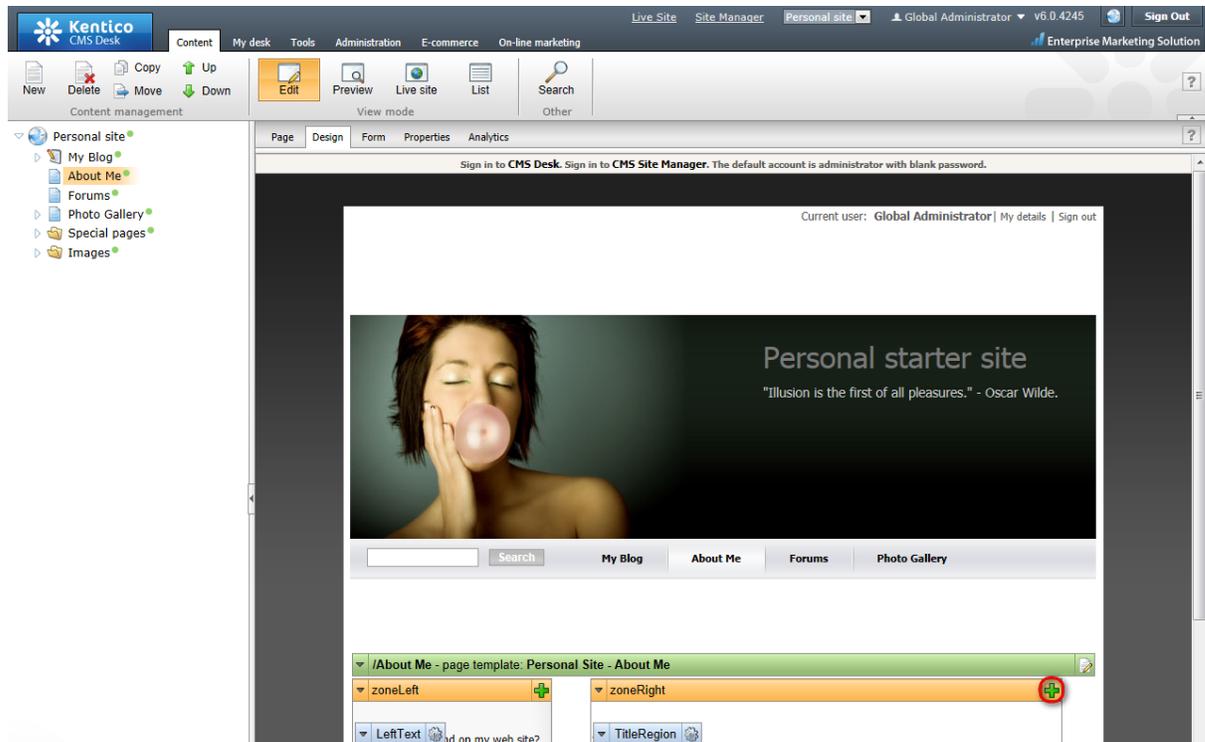
---

## 4 Adding web parts

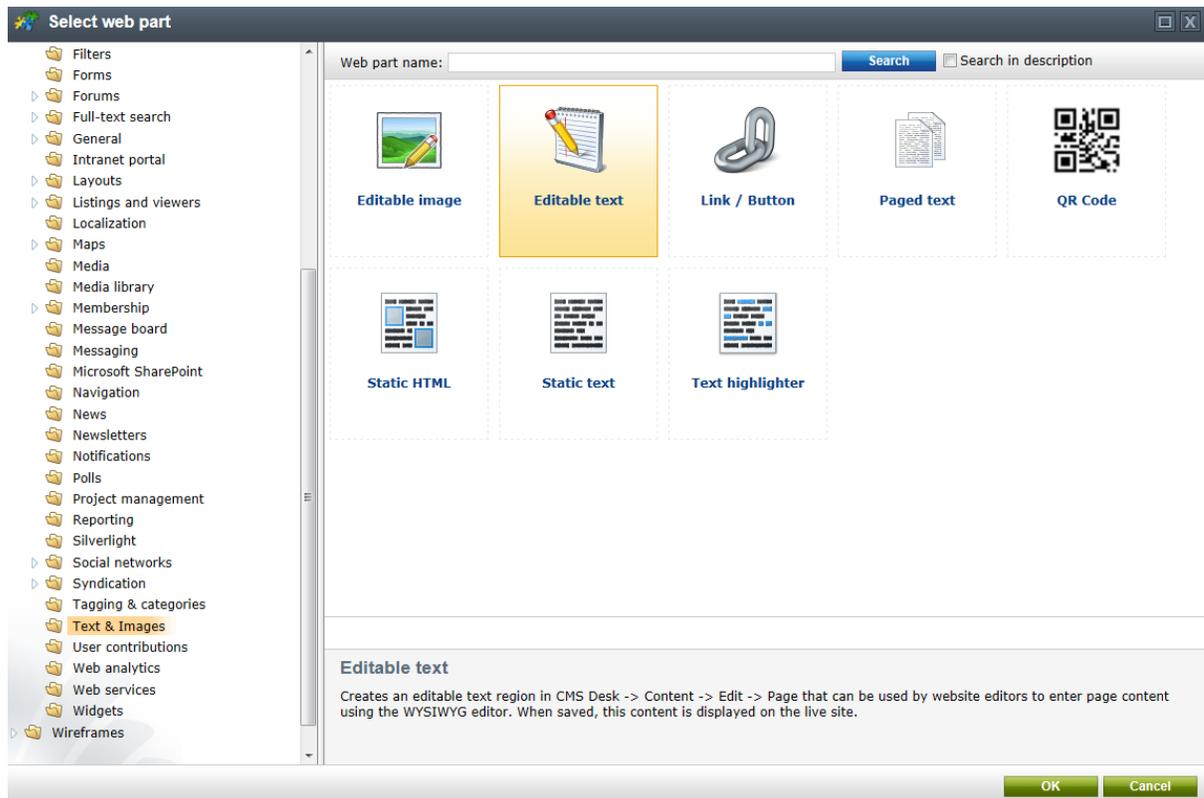
### 4.1 Adding text

In this chapter, you will learn how to add a 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 the **Text & Images** -> **Editable text** 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>

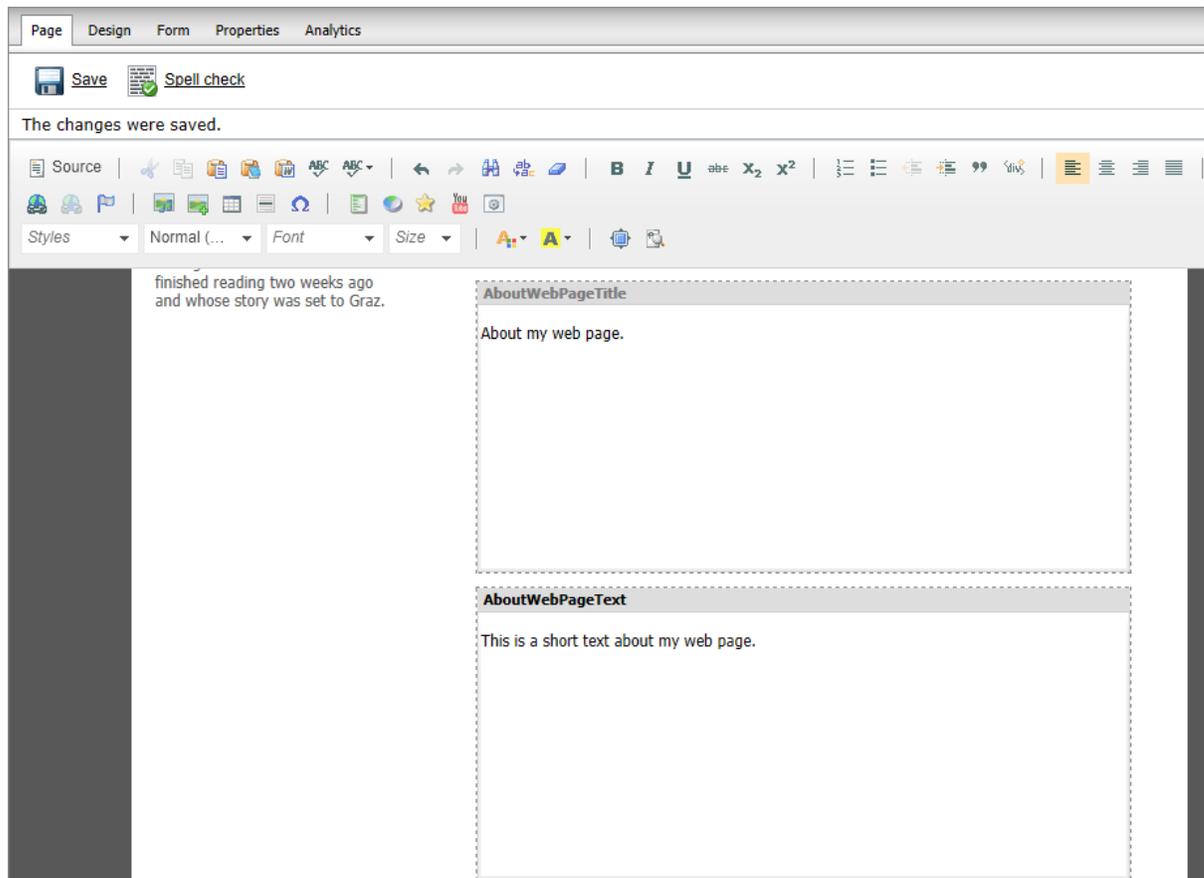
Then click **OK**.

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

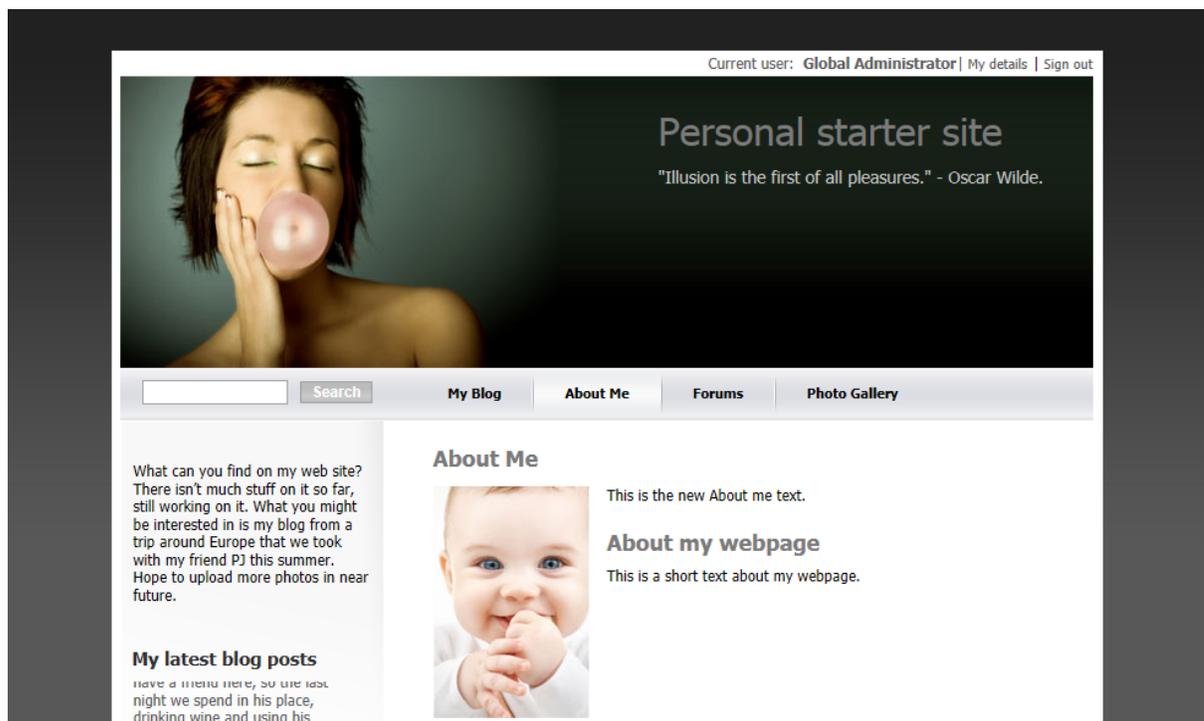
5. In the **Web part properties** dialog, enter *AboutWebPageText* into the **Editable region title** textbox. Then click **OK**.

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.



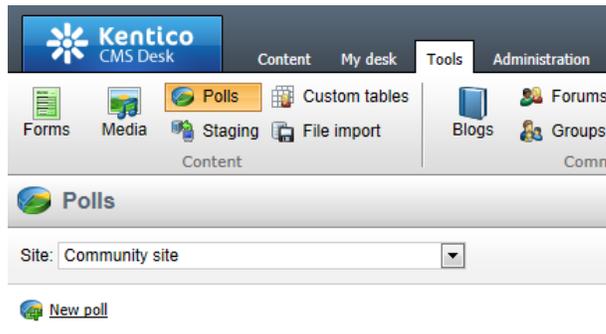
That is how you add a new editable region into your website.



## 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** (🌐).



No data found.

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**.

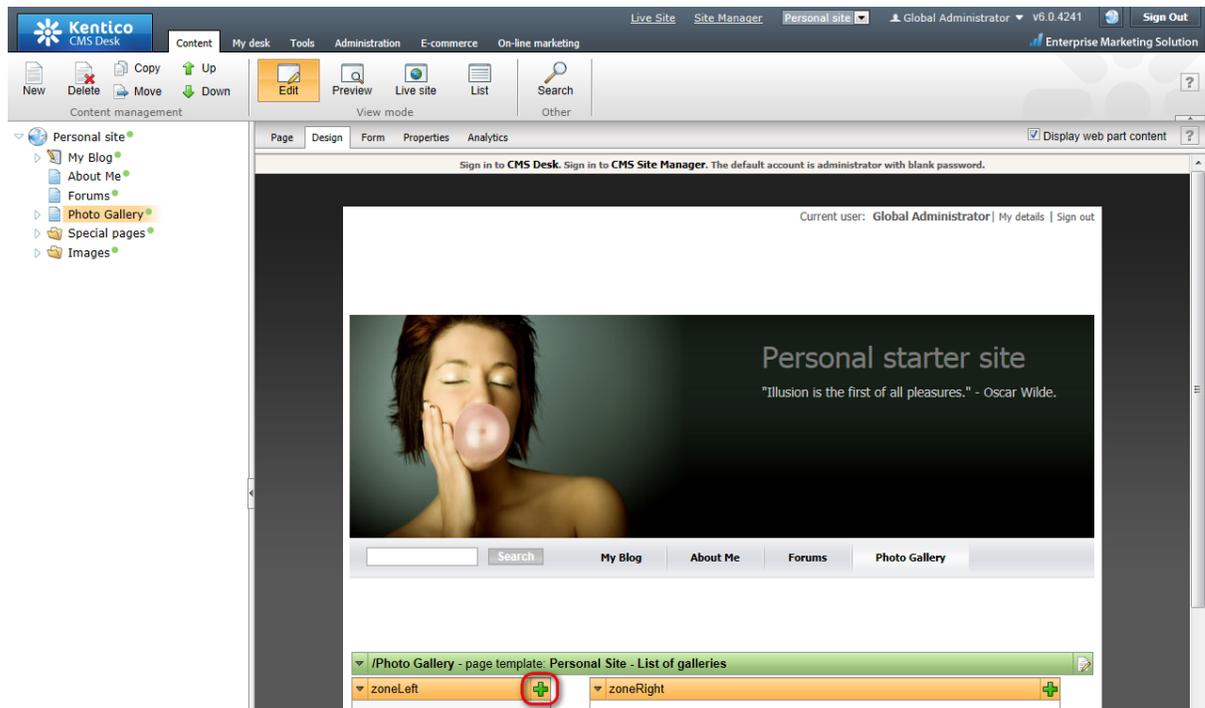
3. Now we need to defined some questions for your new poll. In the poll properties, switch to **Answers** tab and click **New answer** (🌐). Into the **Text** text box, enter *I love them!* and click **OK**.



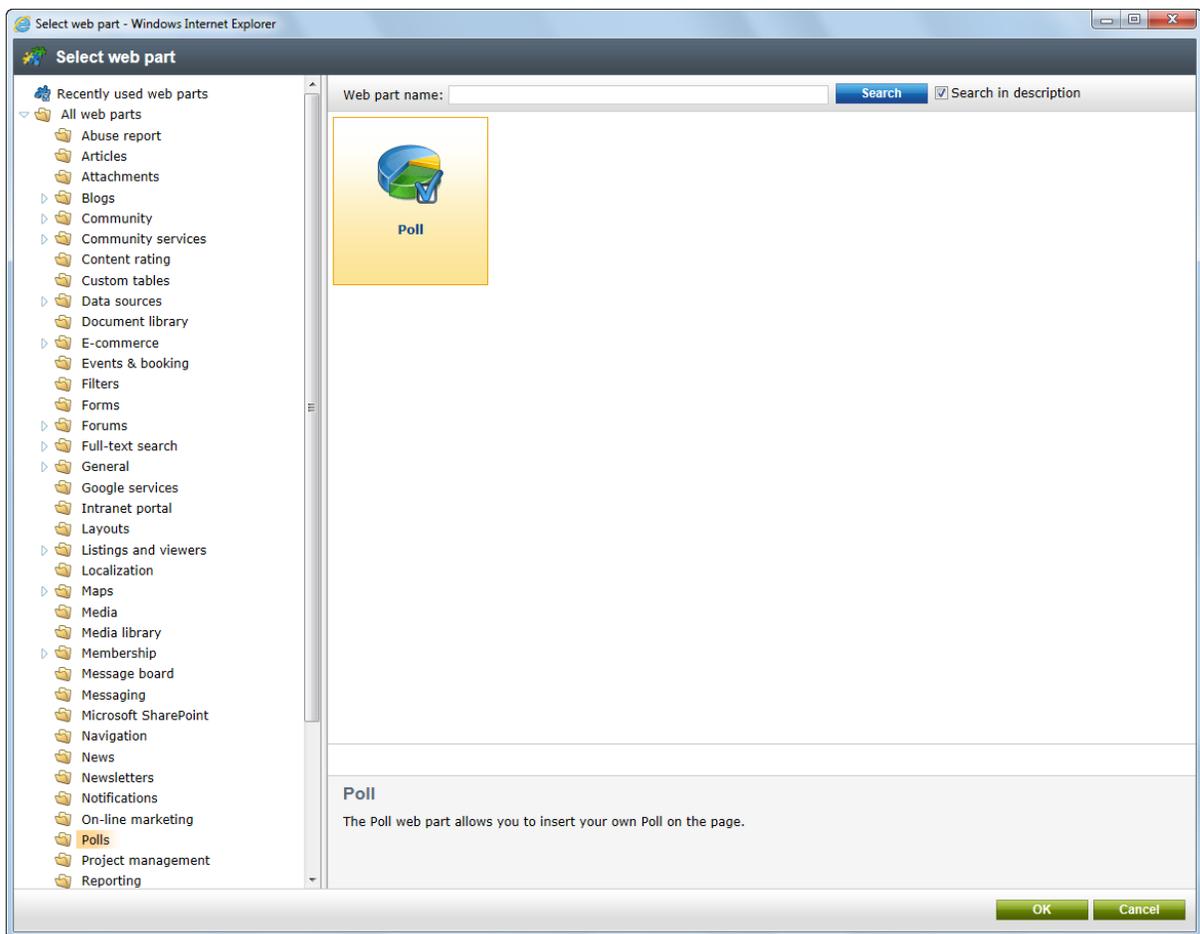
4. Click **New answer** again and enter *Not bad.* as **Text**. The **Enabled** check box should be checked. Then click **OK**.

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**.



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.

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](#)

### About my photos

Alright, let's be clear on this.

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

How do you like my pictures?

I love them!

Not bad.

Waste of time!

### List of galleries

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

#### European Trip



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

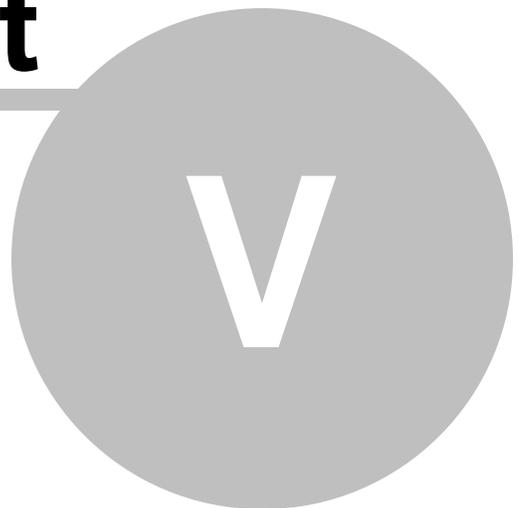
#### Sweet Home Arizona



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

**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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# Index

## - A -

- Adding a blog post 8
- Adding a forum 15
- Adding a photo gallery 11
- Adding a poll 33
- Adding text 30

## - C -

- Changing the theme 19

## - E -

- Editing content 6
- Editing CSS stylesheets 23

## - F -

- Further reading 38

## - O -

- Overview 4

## - S -

- Support 4, 38

## - T -

- Technical support 4, 38