DotNetNuke 7.0.1 User Manual

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Introduction

This manual has been written for DotNetNuke Community Edition 7.0.1, DotNetNuke Professional Edition 7.0.1 and DotNetNuke Enterprise Edition 7.0.1. It provides instructions on installing, upgrading, creating, configuring and maintain one or more websites using DNN.

This manual has written to assist users of all levels with using, building and maintaining DNN sites. A separate manual that includes information on using the DNN Project modules can be obtained from http://www.dotnetnuke.com/Resources/Manuals.aspx. Note: Host (SuperUser) level features are not included in the DotNetNuke User Manual.

About DotNetNuke

DotNetNuke (DNN) is an open source Portal and Content Management Framework, based on Microsoft's .NET technology. DNN offers a robust, extensible and fully functional framework for the development of a broad range of commercial portal applications.

DNN is a world leading open source portal and content management framework, adopted by thousands of organizations worldwide. Typically, portals provide a single web front-end to the many applications within an organization. For example, it may present critical information from the HR, Finance, Marketing, and Customer Service all from one website. Connected backend systems also provide businesses with the opportunity to combine information and more easily assist.

About DotNetNuke Corp

DotNetNuke Corp. is the steward of the DotNetNuke open source project, the most widely adopted Web Content management Platform for building websites and web applications on Microsoft .NET. Organizations use DotNetNuke to quickly develop and deploy interactive and dynamic websites, intranets, extranets and web applications.

The DotNetNuke platform is available in a free Community Edition and the subscription-based Professional Edition and Enterprise Edition with an Elite Support option. DotNetNuke Corp. also operates the DotNetNuke Store (http://store.dotnetnuke.com/) where users purchase third party software apps for the platform. Founded in 2006 and funded by Sierra Ventures, August Capital and Pelion Venture Partners, DotNetNuke Corp. is headquartered in San Mateo, Calif.

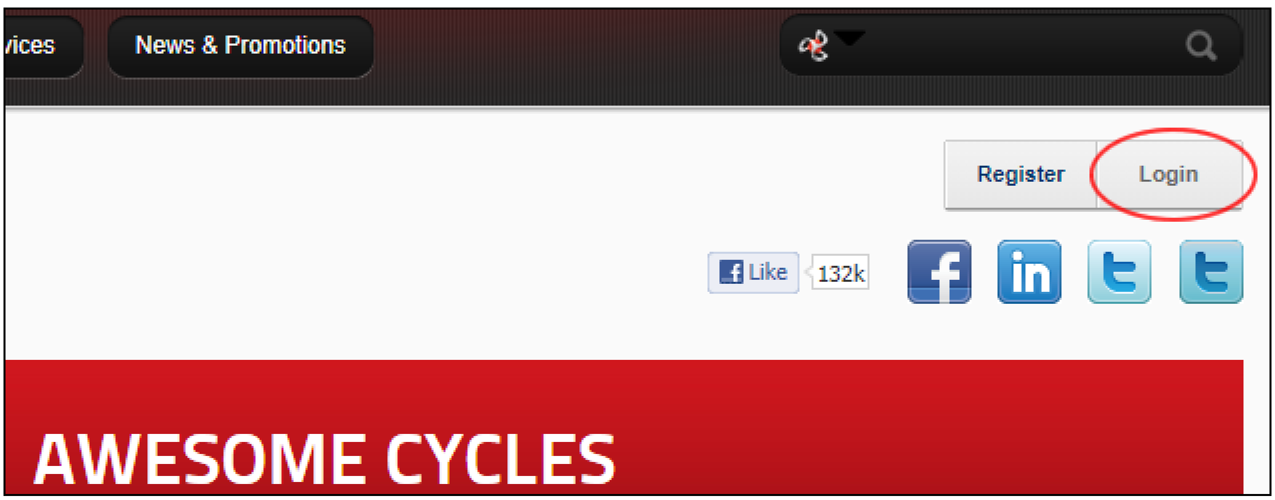
Managing Your User Account

Logging In and Out

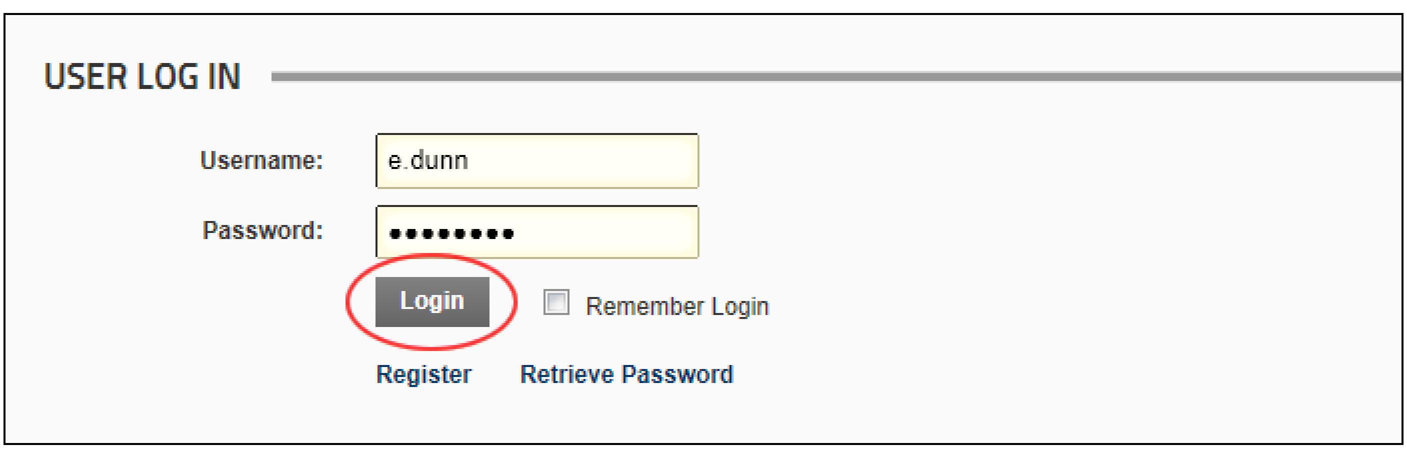
Logging into a Site

How to login to a site. This tutorial covers the default login settings that only requires a user name and a password to login. Other user account information such as names, address details and contact details may be required for login on some sites.

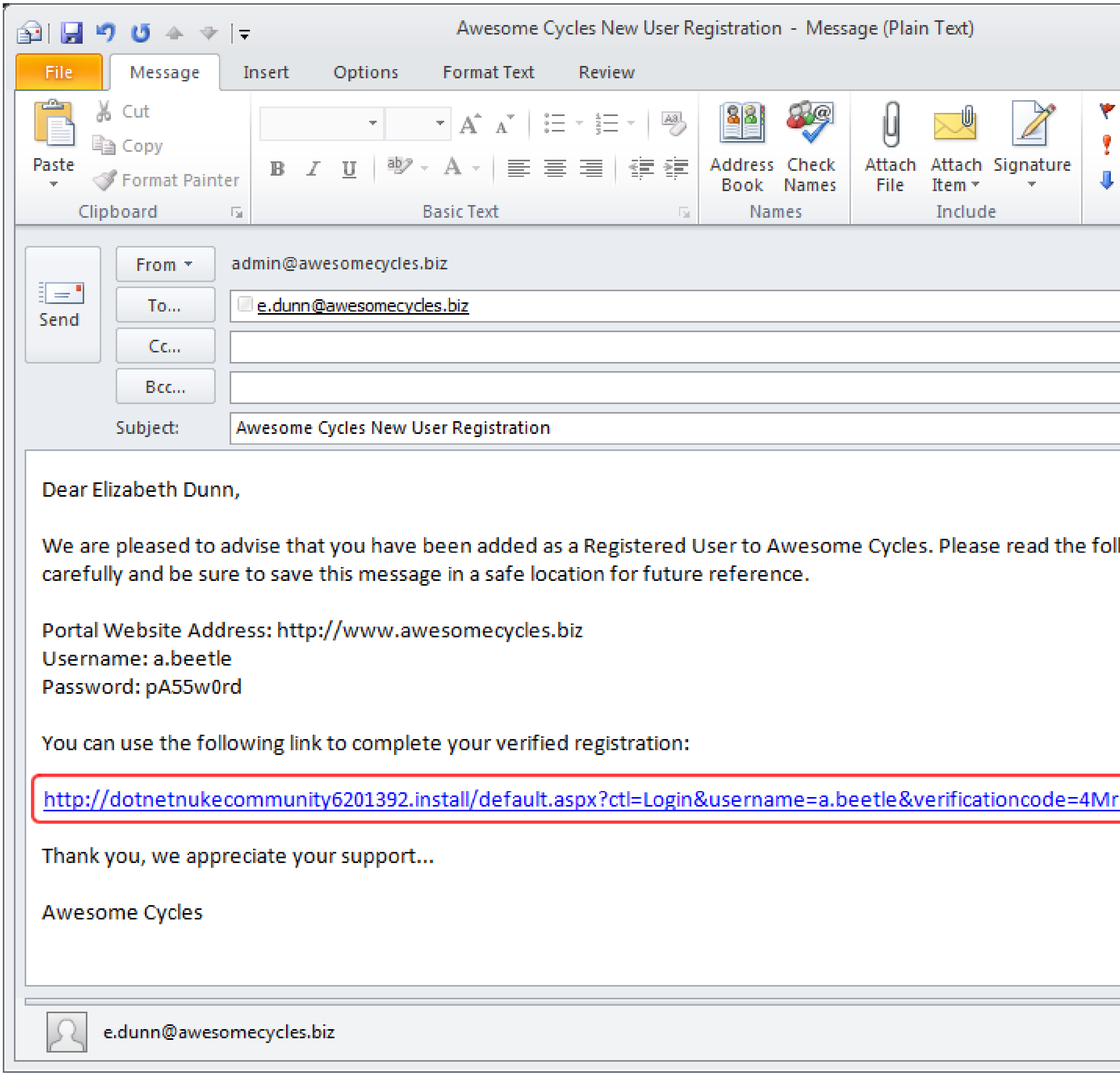
1. Click the Login link (typically located in the top right corner of each page) to open the User Login pop-up window - OR - Navigate to an Account Login module.



2. In the **Username** text box, enter your user name.
3. In the **Password** text box, enter your password.



4. Click the **Login** button.
5. **Optional.** If the message "You are using an unverified account. Please verify your account by clicking on the link contained in the verification email we've already sent to you." is displayed, you must complete this final step in the registration to gain access all registered user services.

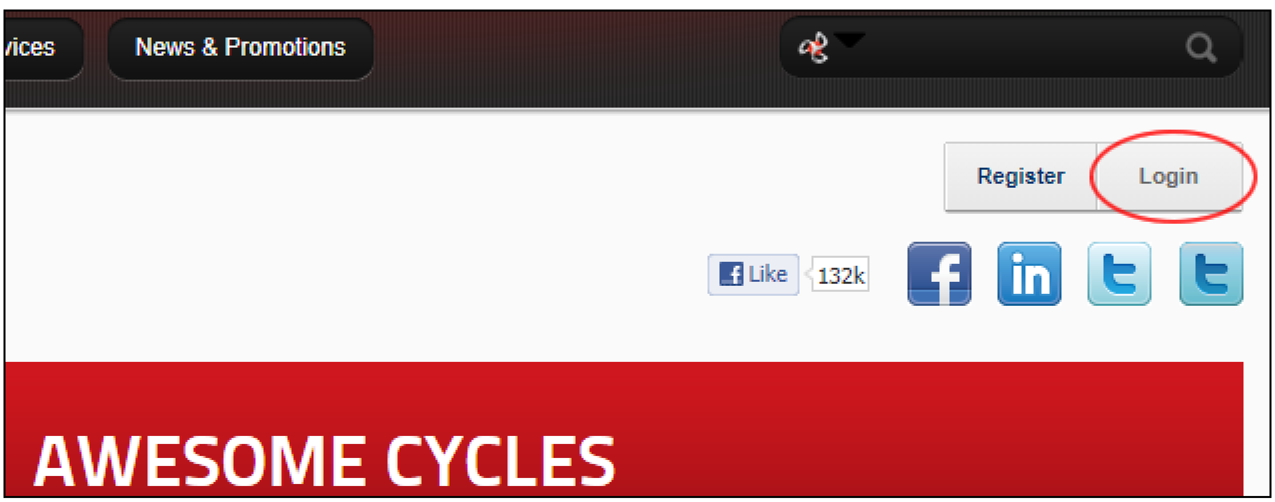


Once you are logged into the site and can view any messages or notifications that have been sent to your user account. You can also click on your Display Name and complete your user profile information.

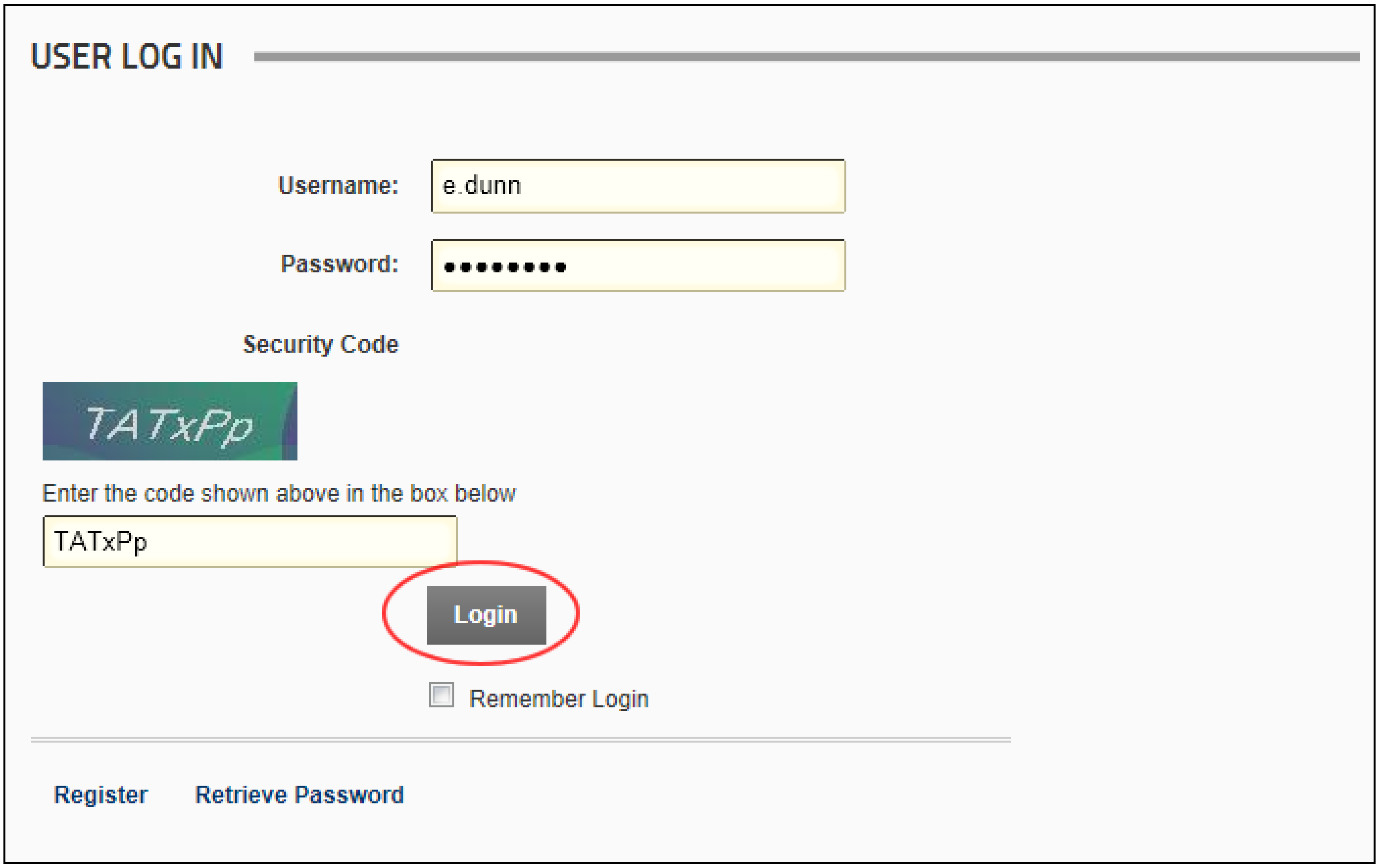
Logging in with a Security Code

How to login to a site when the CAPTCHA security code is required. This is a unique code that is generated as a picture each time you login.

1. Click the Login link (typically located in the top right corner of each page) to open the User Login pop-up window - OR - Navigate to an Account Login module.



2. In the **Username** text box, enter your user name.
3. In the **Password** text box, enter your password.
4. In the **Security Code** text box, enter the code displayed as a picture.
5. Click the **Login** button.



Logging in with a Security Code

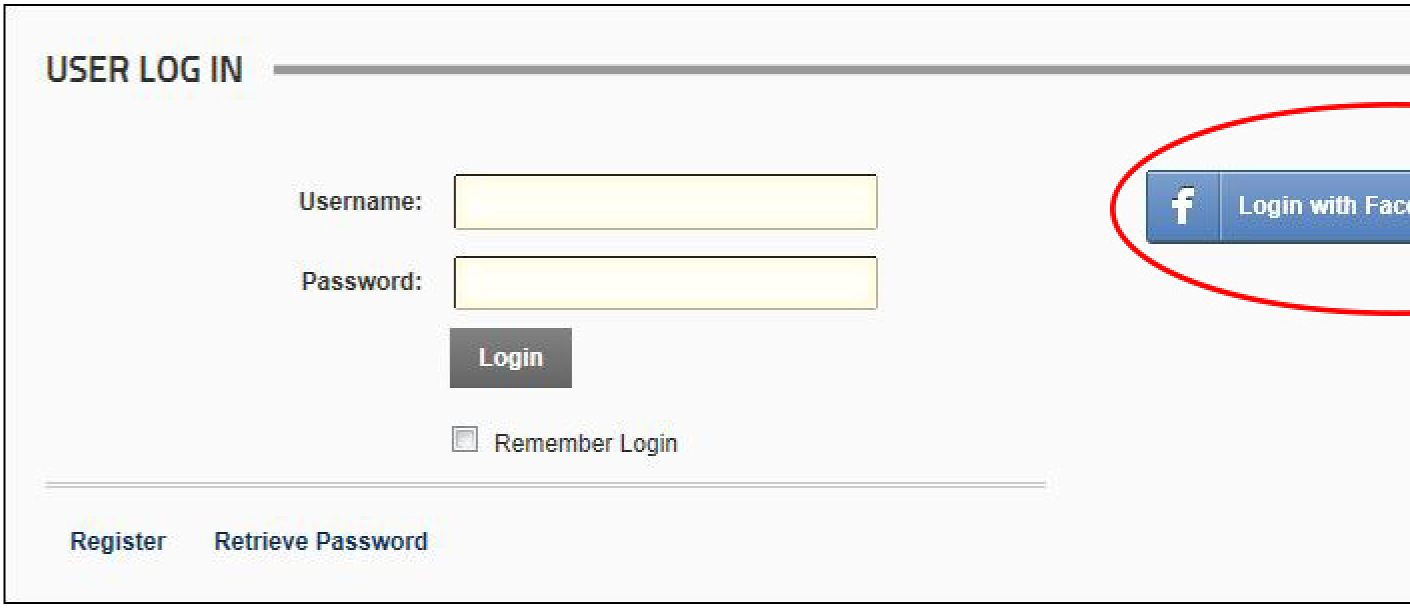
Related Topics:

- See "Configuring Default Authentication"

Logging in with Facebook

How to login to a DNN site using your existing Facebook account. This allows you to login without needing to create a new user account for this site.

1. Click the Login link that is typically located in the top right corner of each page - OR - Navigate to an Account Login module.
2. Click the **Login with Facebook** button to go to the Facebook website.



3. On the Facebook Login page, enter your email and password and then click the Log In button. If you don't have a Facebook account, you can choose to create one now. If you are already logged into your Facebook account on this computer, you can skip this step.
4. Select the groups of users who will be able to view posts created using DNN. E.g. Everyone, Friends (the default setting), Only Me, Custom, Close Friends, Family, etc.
5. Click the **Go to App** button to return to the DNN site and complete your login.

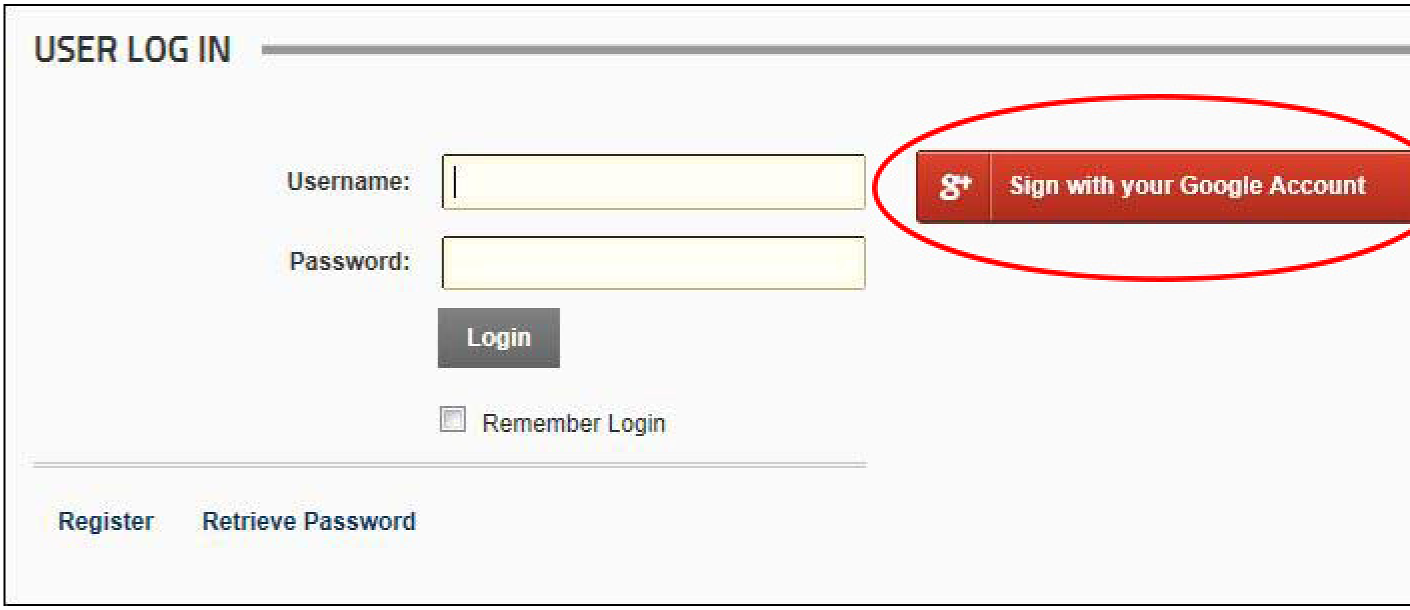
Related Topics:

- See "Configuring Facebook Authentication"

Logging in with Google

How to login to a DNN site using your existing Facebook account. This allows you to login without needing to create a new user account for this site.

1. Click the Login link that is typically located in the top right corner of each page - OR - Navigate to an Account Login module.
2. Click the **Sign with your Google Account** button.



3. On the Google site, enter your email and password.
4. Click the **Sign In** button.

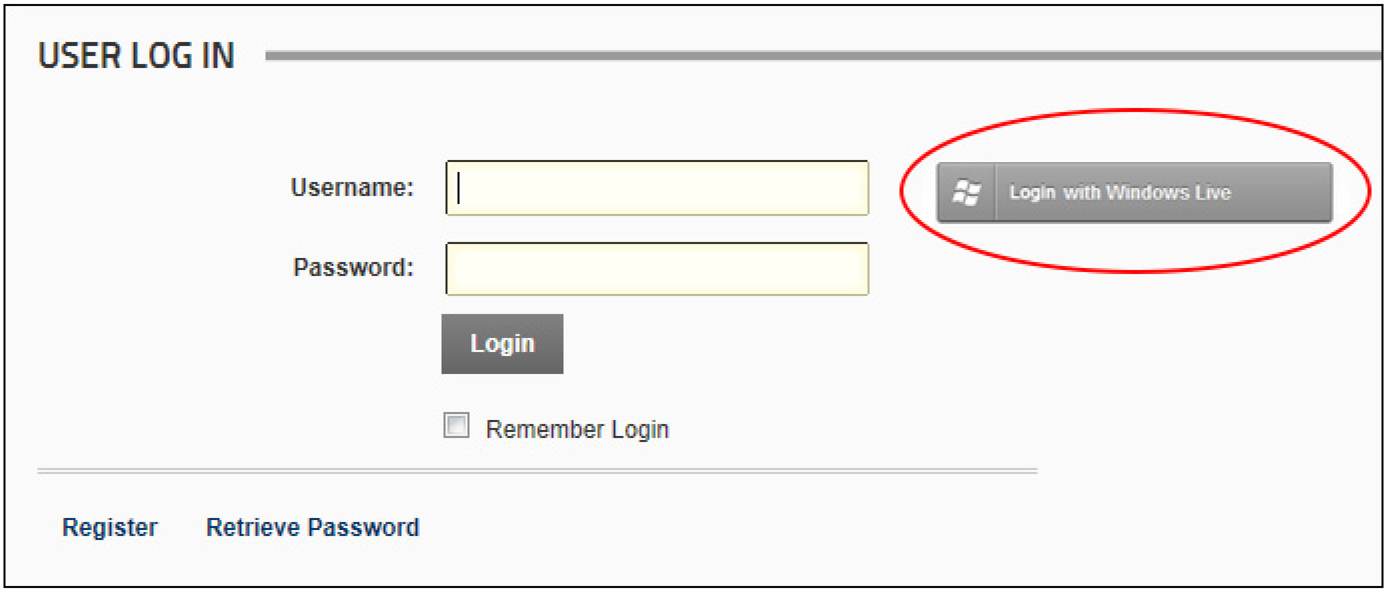
Related Topics:

- See "Configuring Google Authentication"

Logging in with Live

How to login to a DNN site using your existing Windows Live account. This allows you to login without needing to create a new user account for this site.

1. Click the Login link that is typically located in the top right corner of each page - OR - Navigate to an Account Login module.
2. Click the **Login with Windows Live** button to go to the Windows Live website.



3. Complete login using your Live credentials. If you are already logged into your Live account on this computer you will be automatically logged in.

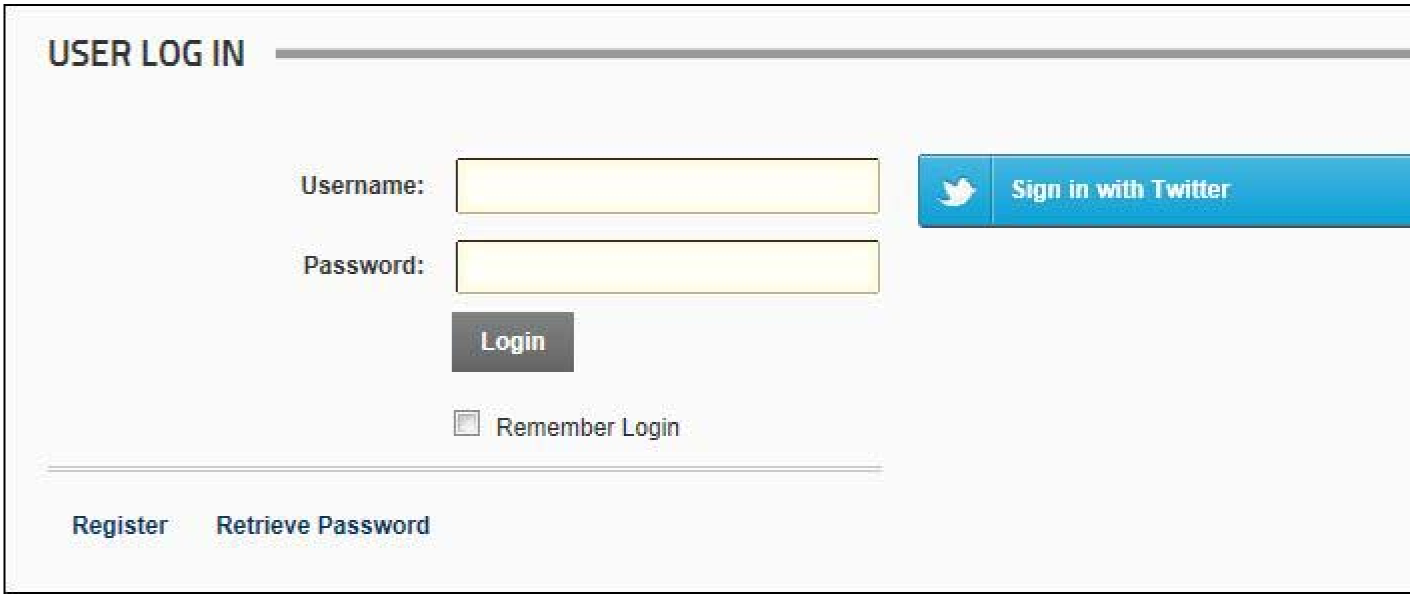
Related Topics:

- See "Configuring Live Authentication"

Logging in with Twitter

How to login to a DNN site using your existing Twitter account. This allows you to login without needing to create a new user account for this site.

1. Click the Login link that is typically located in the top right corner of each page - OR - Navigate to an Account Login module.
2. Click the **Sign in with Twitter** button to go to the Twitter website.



3. Complete login using your Twitter credentials. If you are already logged into Twitter on this computer you will be automatically logged in.

Related Topics:

- See "Configuring Twitter Authentication"

Logging Out of a Site

How to log out of a site. If you have set the site to remember your login credentials, logging out will forget your login credentials.

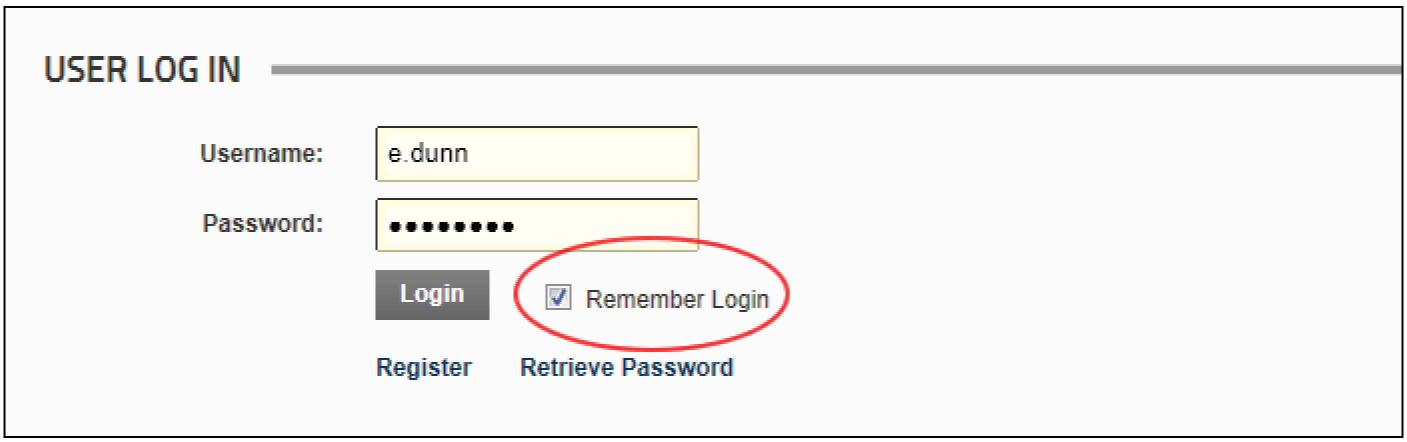
1. Click the Logout link that is typically located in the top right corner of each page.

Tip: To exit a site without logging out, simply close your Web browser. This does not cancel the Remember Login setting.

Remembering Login Credentials

How to enable a site to remember your login credentials. Selecting the Remember Login will automatically log you into that site next time you visit it. This feature adds a cookie to your computer so it will not work on another computer. It is also site specific so it will not log you in to other sites within this DNN installation during the next 24 hours, at which time it will expire.

1. Click the Login link (which typically located in the top right corner) - OR - Navigate to an Account Login module.
2. In the **User Name** text box, enter your user name.
3. In the **Password** text box, enter your password.
4. **Optional.** Enter your verification code or the security code if required.
5. Check ☑ the **Remember Login** check box.



6. Click the **Login** button.

Tip: To exit a site, simply close your Web browser. If you click the Logout link you will need to login next time.

Related Topics:

- See "Enabling Remember Me on Login Control"

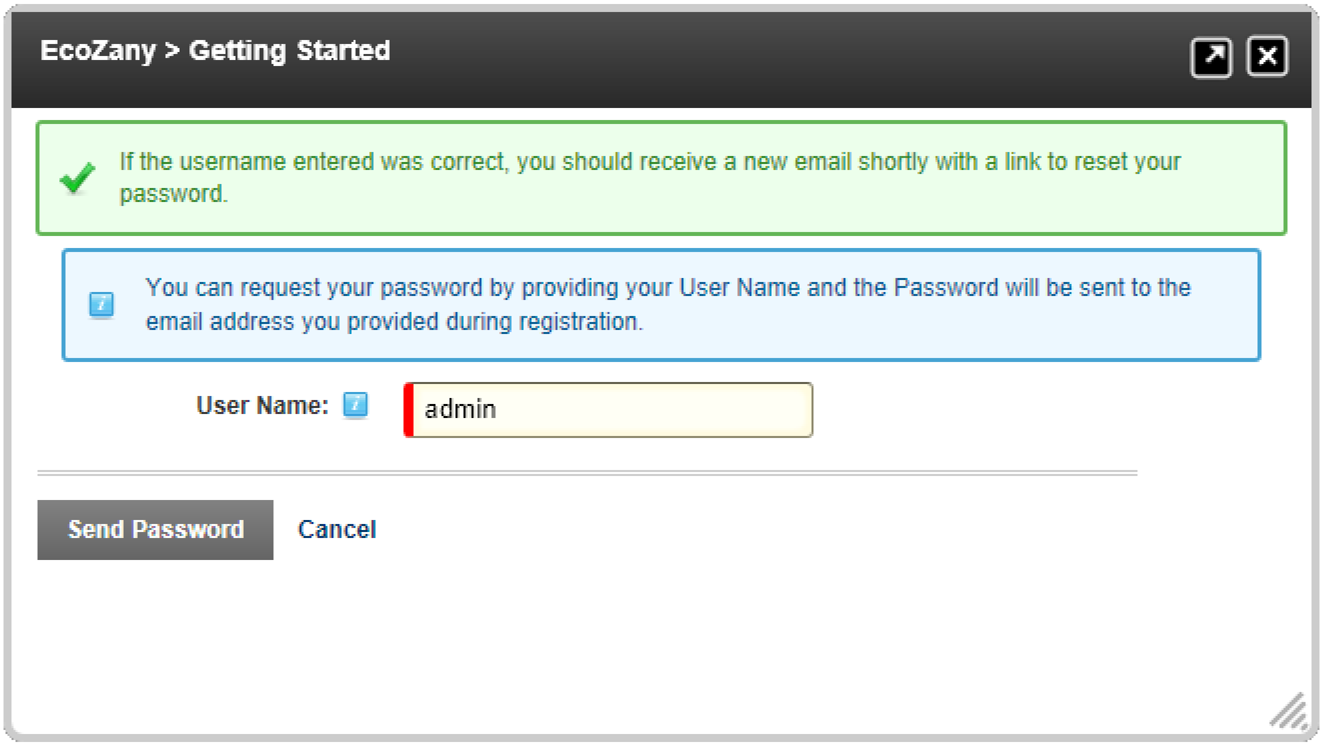
Retrieving your Password

If you forget your password you can have it sent to the email address associated with your user account.

1. Click the Login link or navigate to an Account Login module.
2. Click the Retrieve Password link.

3. In the **User Name** text box, enter your user name.

4. **Optional.** If the **Security Code** field is displayed, enter the code displayed as a picture into the Security Code text box.
5. Click the Send Password link. If the password sends successfully, the message "✔ If the username entered was correct, you should receive a new email shortly with a link to reset your password" is displayed.



Success message for Send Password option

Troubleshooting. Login Failed

What Happened: Login was unsuccessful.

System Message: Login Failed, remember that Passwords are case sensitive.

What to Do: Attempt to logging in again, ensuring Caps Lock is not selected on your keyboard. If you are still unsuccessful, check your user name and password are correct, as detailed in the Welcome message which was sent to you. If you are still unsuccessful, try See "Retrieving your Password".

What Happened: Incorrect password entered multiple times.

System Message: This account has been locked out after too many unsuccessful login attempts. Please contact your administrator.

What to Do: You are now prevented from logging in, even with the correct details, until an Administrator unlocks the account for you. Contact a site Administrator.

What Happened: Incorrect password entered multiple times.

System Message: This account has been locked out after too many unsuccessful login attempts. Please wait 10 minutes before trying to login again. If you have forgotten your password, please try the Password Reminder option before contacting an Administrator.

What to Do: You are now prevented from logging in until your user account automatically unlocks itself according to the number of minutes displayed in the system message. Alternatively, you can contact an Administrator to unlock the account for you.

Troubleshooting. Retrieving Password Failed

The following error messages may be displayed when password retrieval fails:

- **Please Enter Your User Name or the Email Address you used during Registration** - Enter your user name or email address into the text box and then click the Retrieve Password link.
- **Please Enter Your User Name** - Enter your user name into the text box and then click the retrieve password link.
- **More than one user has been found with this email address. Please enter your User Name and try again** - Email address can only be used to retrieve your password if it is unique in the site. If more than one user has the same email address, then the username is the only valid value to retrieve the password.
- **Retrieve Password option is currently unavailable** - Email may not be enabled or correctly configured on this site. Administrators should contact their host to check SMTP settings for this site.

Managing Your Profile

Managing your User Profile

How to manage all your personal user details including your name, contact details, biography, photo, time zone and preferred locale. The fields used in this example are typical for a US based site; however sites in other countries will typically use local names for address fields, etc.

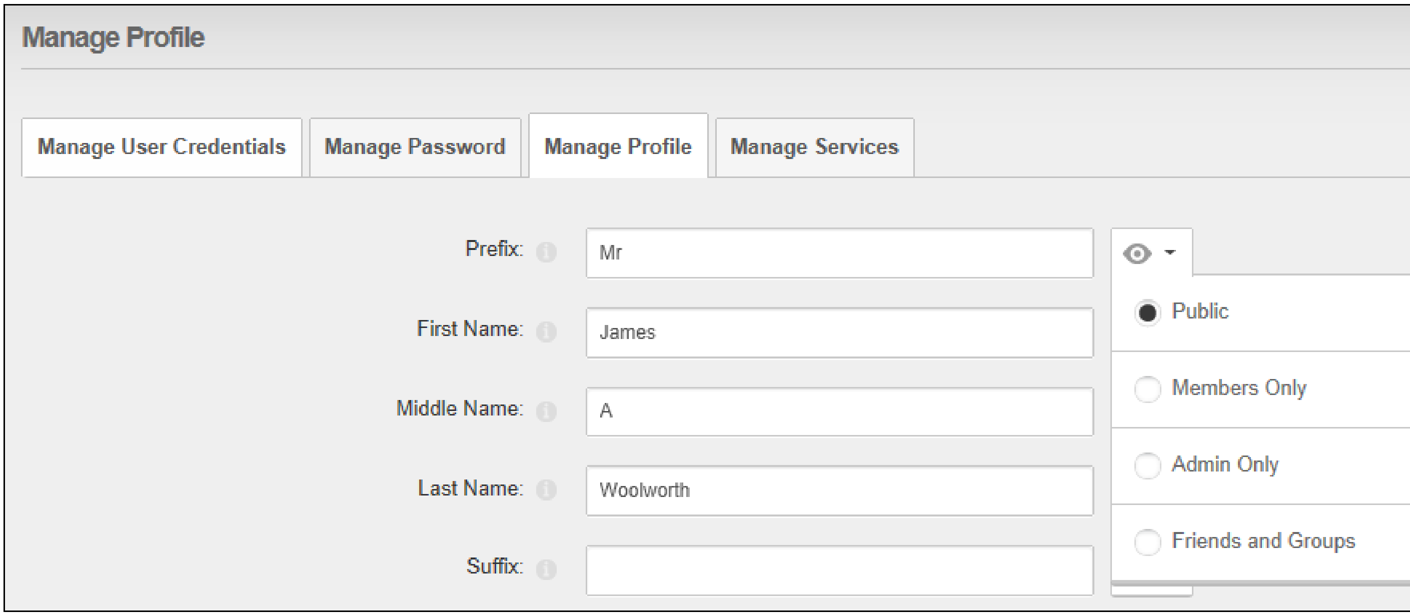
You can manage the privacy of each field of your user profile by modifying the **Visibility** setting displayed beside a field. The following options are provided:

- **Public**: Select to set a field as visible to any site visitor or member who can view your user profile.
- **Members Only**: Select to set a field as visible to all authenticated site members.
- **Admin Only**: Select to set a field as visible to Administrators only.

- **Friends and Groups**: Select to set a field as visible to your friends and the members of all social groups you have joined. You can further refine this setting by select either Friends or Followers.

In the default set-up, all name fields (Prefix, First Name, Middle Name, Last Name and Suffix) and the Photo field are set as visible to the Public and all other fields are set as visible to Admin Only.

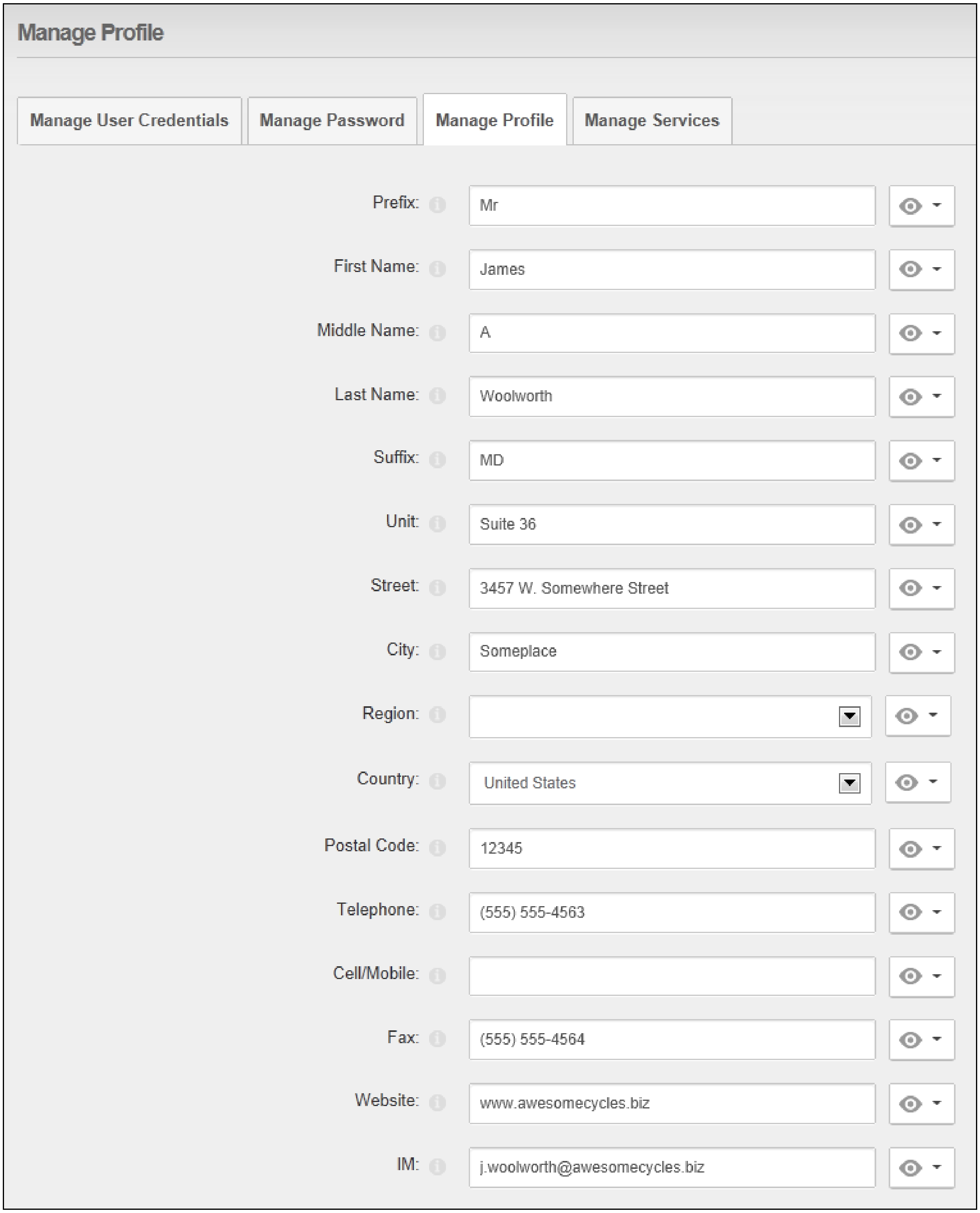
Tip: You can modify the Manage Profile page to suit your needs. You can add, rename and modify fields and more . See "Managing Profile Settings"



Here's how to update your user profile:

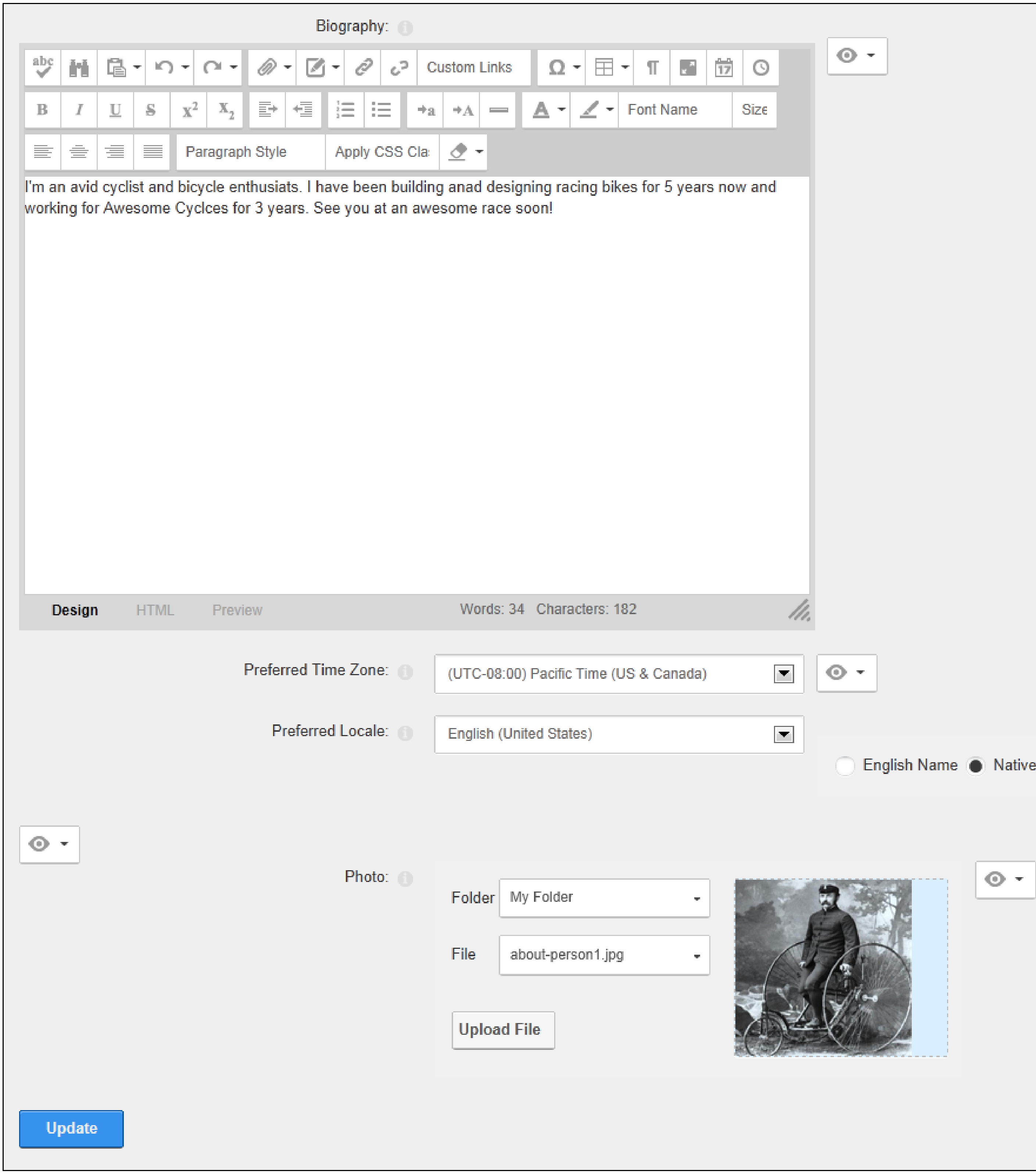
1. Login to the site. See "Logging into a Site"
2. Click on your [Display Name] link (typically located in the top right corner of the site) - OR - Navigate to a ViewProfile module. This displays the user profile page.
3. Click the **Edit Profile** button.
4. Select the **Manage Profile** tab.
5. Complete or edit any of the following fields and then select the **Visibility** for each field (see note above).
    a. In the **Prefix** text box, enter a prefix for the name. E.g. Mr
    b. In the **First Name** text box, enter the first name. E.g. James
    c. In the **Middle Name** text box, enter the first name. E.g. A
    d. In the **Last Name** text box, enter the first name. E.g. Woolworth
    e. In the **Suffix** text box, enter a suffix for the name. E.g. MD

f. In the **Unit** text box, enter a unit number. E.g. Suite 36
g. In the **Street** text box, enter the street address. E.g. 3457 W. Somewhere Street
h. In the **City** text box, enter the city. E.g. Someplace
i. In the **Region** text box, enter/select the region. E.g. CA. Note: If your country is either Canada or United States of America, select the Country before selecting a Region as this will pre-populate the Region field.
j. At **Country**, select a country from the drop down list. United States
k. In the **Postal Code** text box, enter/select the postal code.
l. In the **Telephone** text box, enter your telephone number.
m. In the **Cell/Mobile** text box, enter your mobile number.
n. In the **Fax** text box, enter your facsimile number.
o. In the **Website** text box, enter your web site URL. E.g. www.awesomecycles.biz
p. In the **IM** text box, enter your instant messenger id. E.g. j.woolworth@awesomecycles.biz


Manage Profile
Manage User Credentials
Manage Password
Manage Profile
Manage Services
Prefix:
Mr
First Name:
James
Middle Name:
A
Last Name:
Woolworth
Suffix:
MD
Unit:
Suite 36
Street:
3457 W. Somewhere Street
City:
Someplace
Region:
Country:
United States
Postal Code:
12345
Telephone:
(555) 555-4563
Cell/Mobile:
Fax:
(555) 555-4564
Website:
www.awesomecycles.biz
IM:
j.woolworth@awesomecycles.biz

q. In the **Biography** Editor, enter a biography.
r. A **Preferred Time Zone**, select your preferred time zone.
s. At **Preferred Locale**, set the following:
    i. Select **English Name** to display your locale in English (E.g. Italy) - OR - Select **Native Name** to display the native spelling of your locale (E.g. Italia)
    ii. Select the name of your preferred locale from the drop down list. Note: The list of available locales is managed using the Languages module. See "Enabling/Disabling a Language"
t. At **Photo**, select, upload or remove a photo or image for your profile.

6. Click the **Update** button.

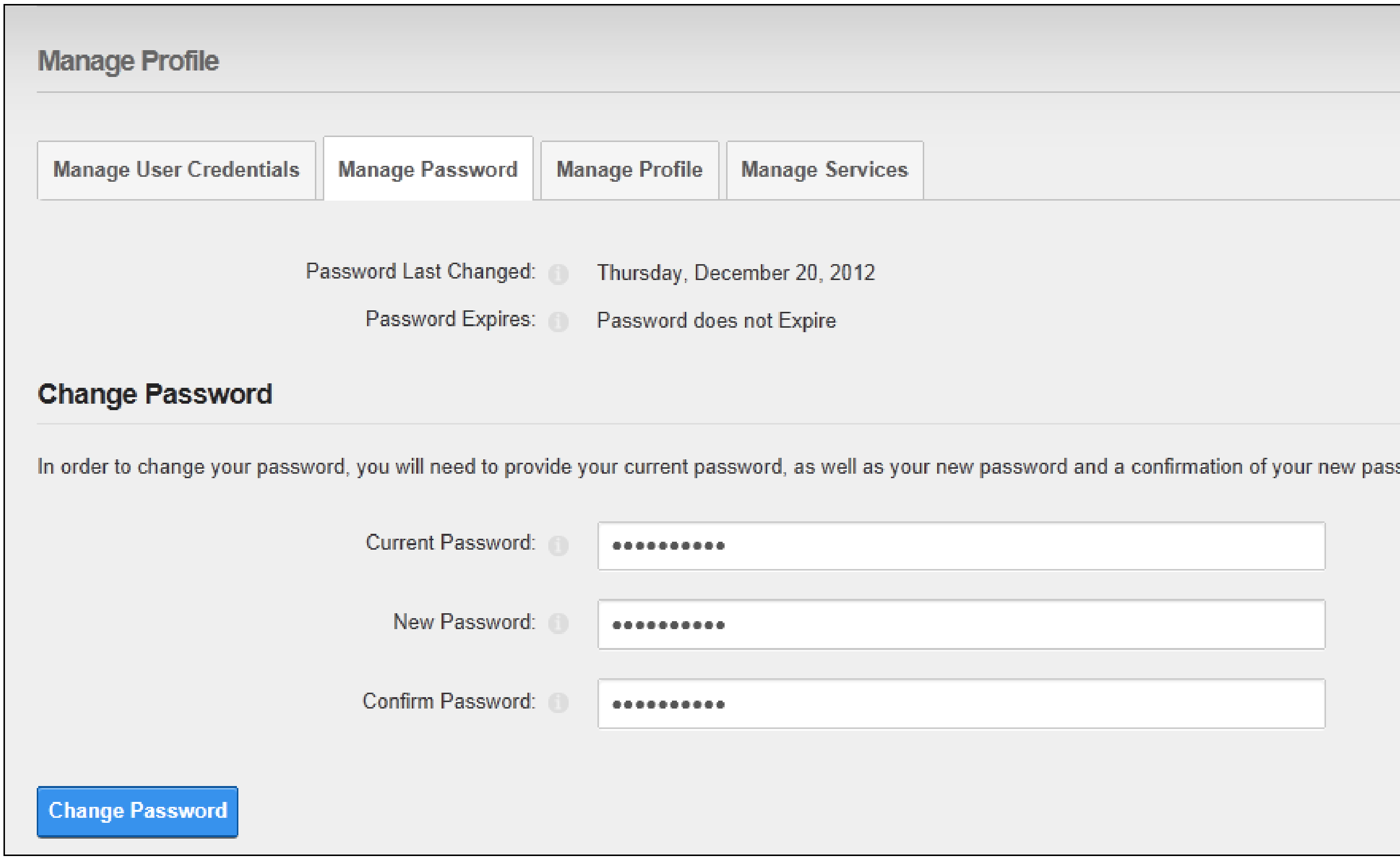

Biography:
Custom Links
Font Name
Size
Paragraph Style
Apply CSS Cla
I'm an avid cyclist and bicycle enthusiats. I have been building anad designing racing bikes for 5 years now and working for Awesome Cyclces for 3 years. See you at an awesome race soon!
Design
HTML
Preview
Words: 34 Characters: 182
Preferred Time Zone:
(UTC-08:00) Pacific Time (US & Canada)
Preferred Locale:
English (United States)
English Name
Native
Photo:
Folder
My Folder
File
about-person1.jpg
Upload File
Update

Changing your Password

How to update the password associated with your user profile.

Important. If you are updating the default SuperUser or Administrator login details for the first time, begin this tutorial at Step 5.

1. Login to the site. See "Logging into a Site"
2. Click on your [Display Name] link (typically located in the top right corner of the site) - OR - Navigate to a View Profile module (also called the My Profile module). This displays the User Profile page.
3. Click the Edit Profile link. This displays the Manage Profile page.
4. Select the **Manage Password** tab.
5. In the **Change Password** section, update the following fields:
    a. In the **Current Password** text box, enter your current password.
    b. In the **New Password** text box, enter your new password.
    c. In the **Confirm Password** text box, re-enter your new password.



6. Click the **Change Password** button.

Managing your Profile Photo

How to manage the photo associated with your user profile.

1. Login to the site. See "Logging into a Site"
2. Click on your Display Name (typically located in the top right corner of the site) - OR - Navigate to a ViewProfile module. This displays the user profile page.
3. Click the Edit Profile link.
4. Select the **Manage Profile** tab of the View Profile (also titled My Profile or User Profile) module. See "Managing your User Profile"
5. Scroll down to the **Photo** field and then perform one of the following actions:

Uploading a New Image

1. Click the **Upload File** button.
2. Click the **Browse...** button and then select the file from your computer.
3. This displays the selected image beside the Photo field.
4. Click the **Update** button.
5. **Optional.** This photo is set as visible to the public by default, however you can increase your privacy by changing the visibility of this field.

Selecting a Previously Uploaded Image

1. At **File**, select the required photo from the drop down list. This displays the image to the right of this field.
2. Click the **Update** button.

Removing your Profile Image

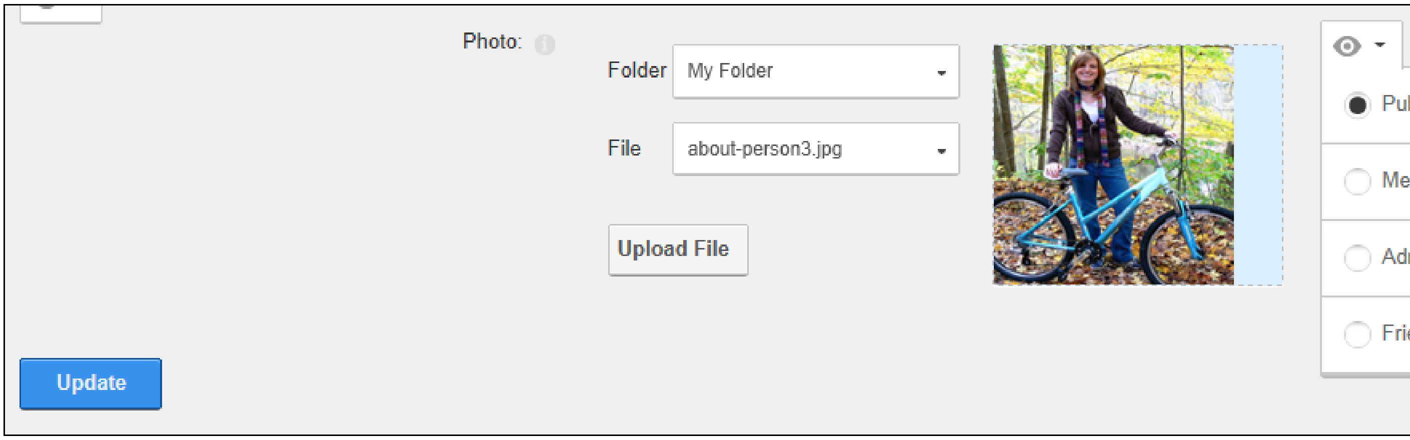
1. At **File**, select **< None Specified >**.
2. Click the **Update** button.

Setting Image Privacy

Your photo is displayed on your user profile and on the Members Directory module by default. To change the privacy of your image, click the **Visibility** button and choose from these options:

- **Public**: Select to set a field as visible to any site visitor or member who can view your user profile.
- **Members Only**: Select to set a field as visible to all authenticated site members.

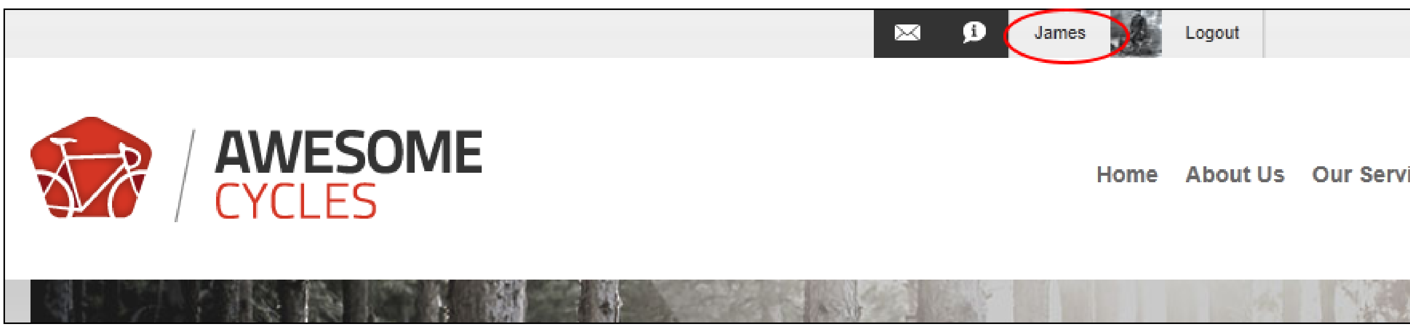
- **Admin Only**: Select to set a field as visible to Administrators only.
- **Friends and Groups**: Select to set a field as visible to your friends and the members of all social groups you have joined. You can further refine this setting by select either Friends or Followers.



Managing your User Credentials

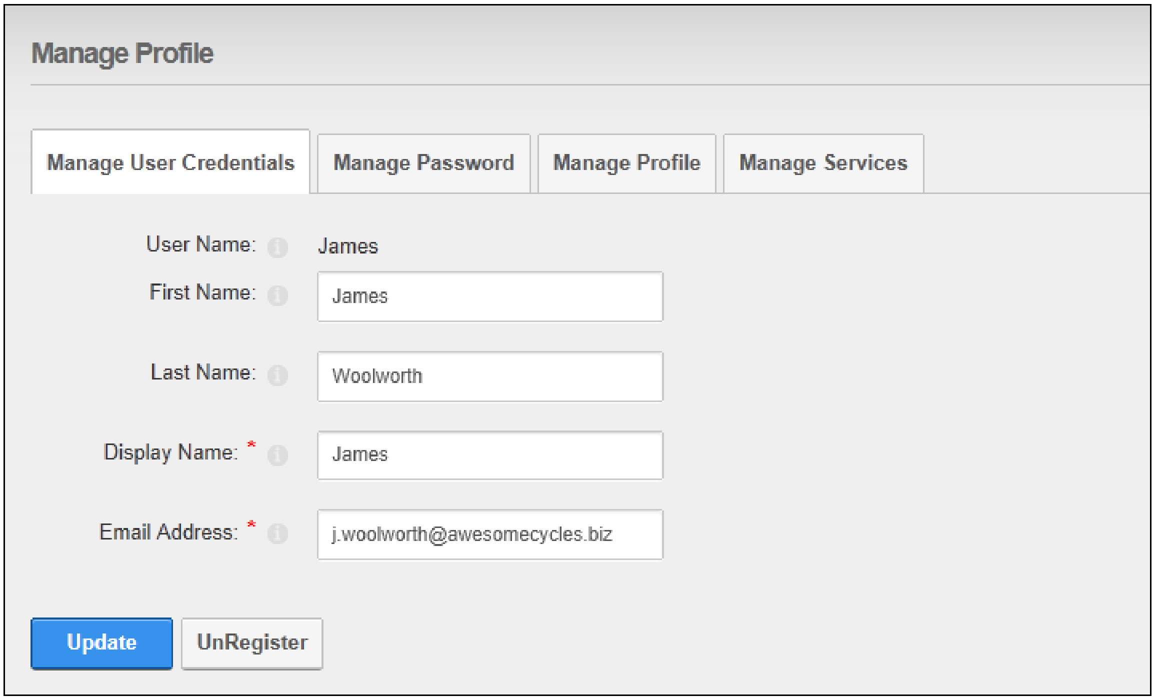
How to manage your user credentials including your names and email address. Note: Your user name cannot be changed.

1. Login to the site. See "Logging into a Site"
2. Click on your [Display Name] link (typically located in the top right corner of the site) - OR - Navigate to a ViewProfile module. This will display the Activity Feed page of your user profile.



3. Click the Edit Profile link. This displays the Manage Profile page.
4. Select the **Manage User Credentials** tab.
5. Update any of the below details:
    a. In the **First Name** text box, edit your first name.
    b. In the **Last Name** text box, edit your last name.

c. In the **Display Name** text box, edit the name you want to be displayed to other site members.
d. In the **Email Address** text box, edit your email address.

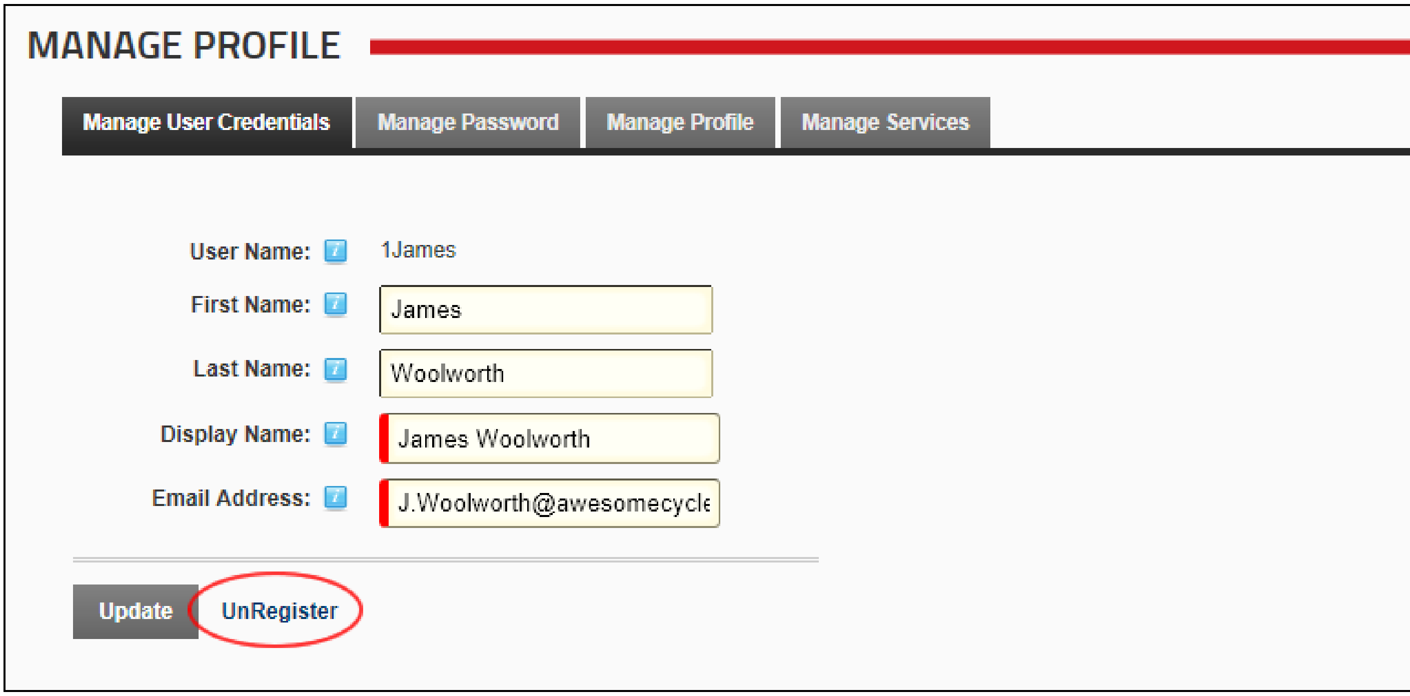


6. Click the **Update** button.

Unregistering your User Account

How to unregister from a site. This closes your user account preventing you from accessing areas of the site which are restricted to logged in users. Note: Administrators can restore your account or permanently delete it.

1. Login to the site. See "Logging into a Site"
2. Click on your [Display Name] link (typically located in the top right corner of the site) - OR - Navigate to a View Profile (also called My Profile) module. This displays the user profile page.
3. Click the Edit Profile link. This displays the Manage Profile Page.
4. Select the **Manage User Credentials** tab.
5. Click the **UnRegister** button. This displays the message "Are you sure you want to un-register?"



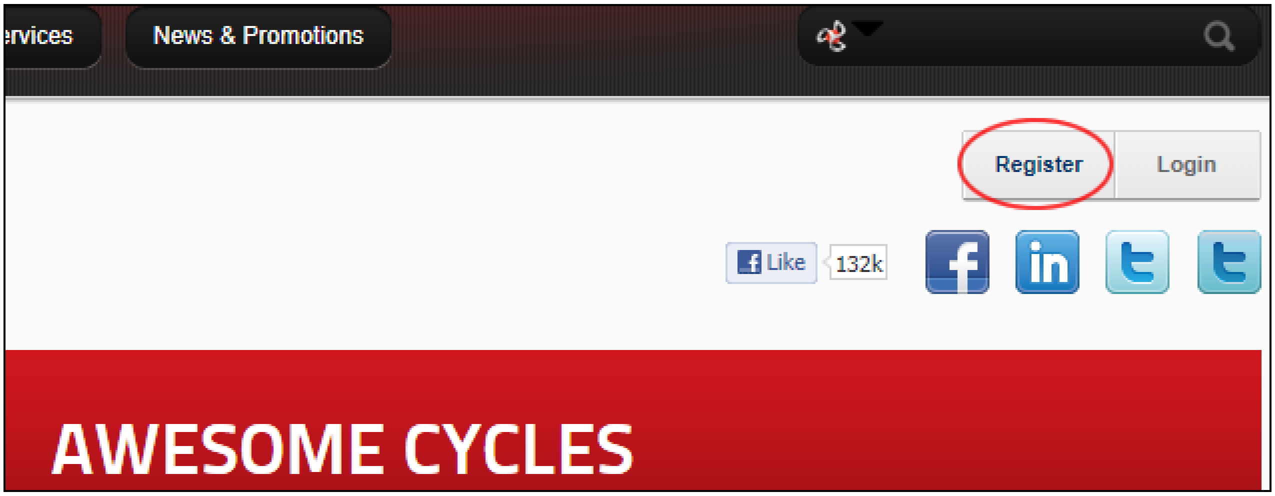
6. Click the **OK** button to confirm. You are now unregistered and have been automatically logged out of the site. A message is sent to you confirming that your account has been unregistered. A message is also sent to the Administrator advising that you have unregistered.

Signing Up for a User Account

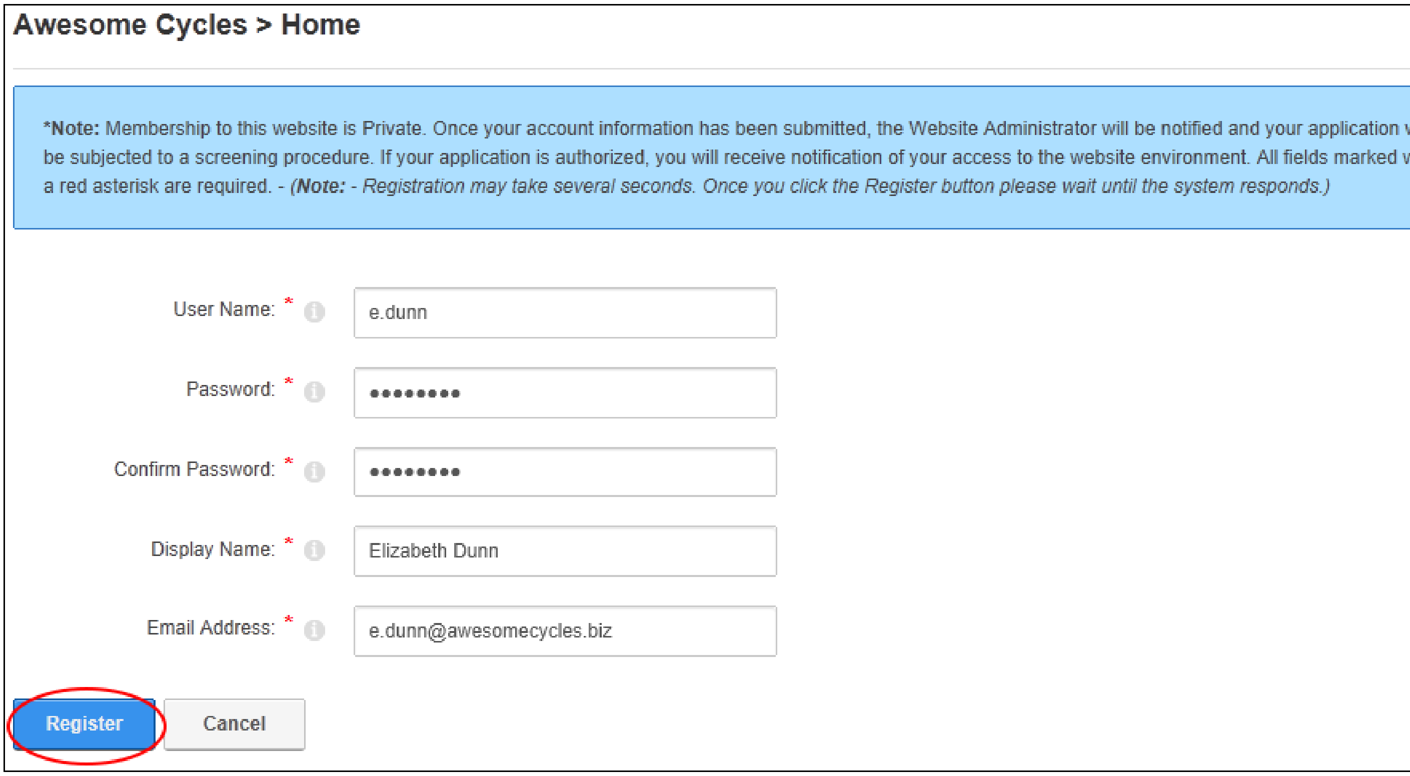
Signing up as a Registered User

How to sign up to become a registered user of a site. This tutorial includes the fields required to register when the default registration settings and requirements are used, however other information such names, address details and contact details may be displayed on the registration form if these settings are modified. Depending on the site, registration fields including user name, display name and email address may need to be unique to your account. If you enter information that isn't unique, you will be asked to enter different information on your registration form and then resubmit it.

1. Click the Register link (typically located in the top right corner of the page). This opens the User Registration page.

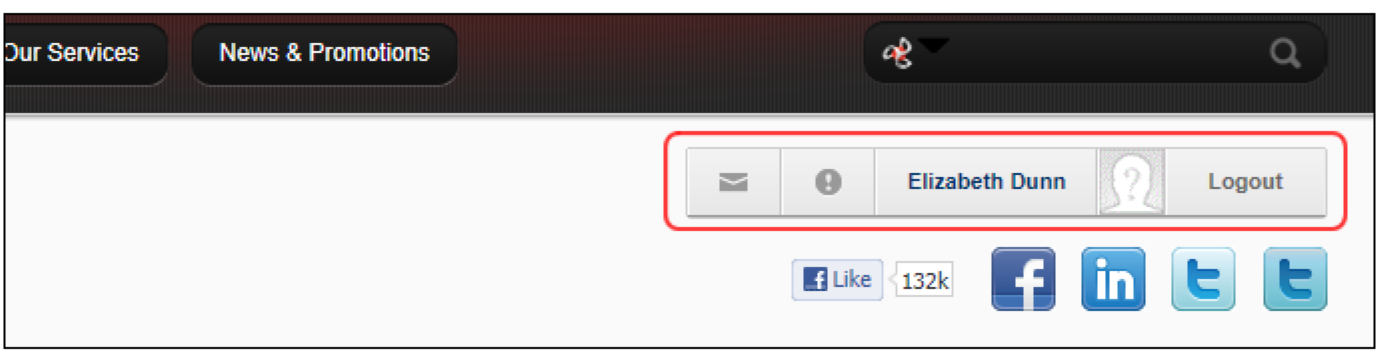


2. In the **User Name** text box, enter a user name. Your user name is private and cannot be changed. Note: This field may not be required on some sites that are set to use your email address as your user name.
3. In the **Password** text box, enter your password. Note: Passwords are case sensitive.
4. In the **Confirm Password** text box, re-enter your password.
5. In the **Display Name** text box, enter the name you want to be displayed to other site members.
6. In the **Email Address** text box, enter a valid email address.
7. Click the **Register** button.



Once you have submitted your registration it will be handled in one of the following ways, according to the type of registration used on the site:

- If **Private** registration is used, you will need to be authorized by an Administrator before you can login. This is the default option.
- If **Public** registration is used, you will be automatically logged in to the site as shown in the below image. Once you are logged into the site you can view any Messages or Notifications that have been sent to your user account and update your user profile.
- If **Verified** registration is used, you will be logged in to the site as an unverified user and will need to open your welcome email to obtain additional information to complete your registration and obtain access to any content that is restricted to site members.



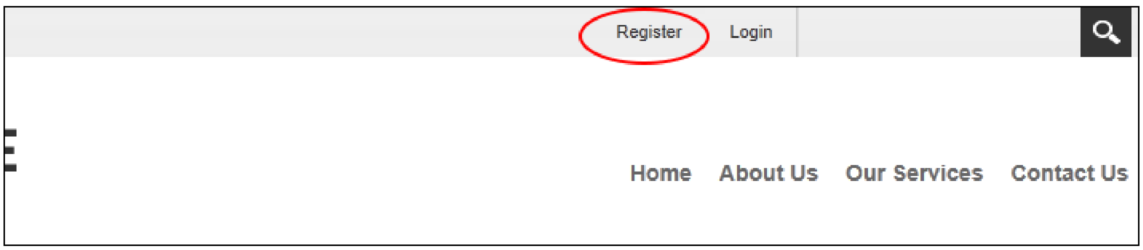
Related Topics:

- See "Managing your User Profile"
- See "Managing your Profile Photo"

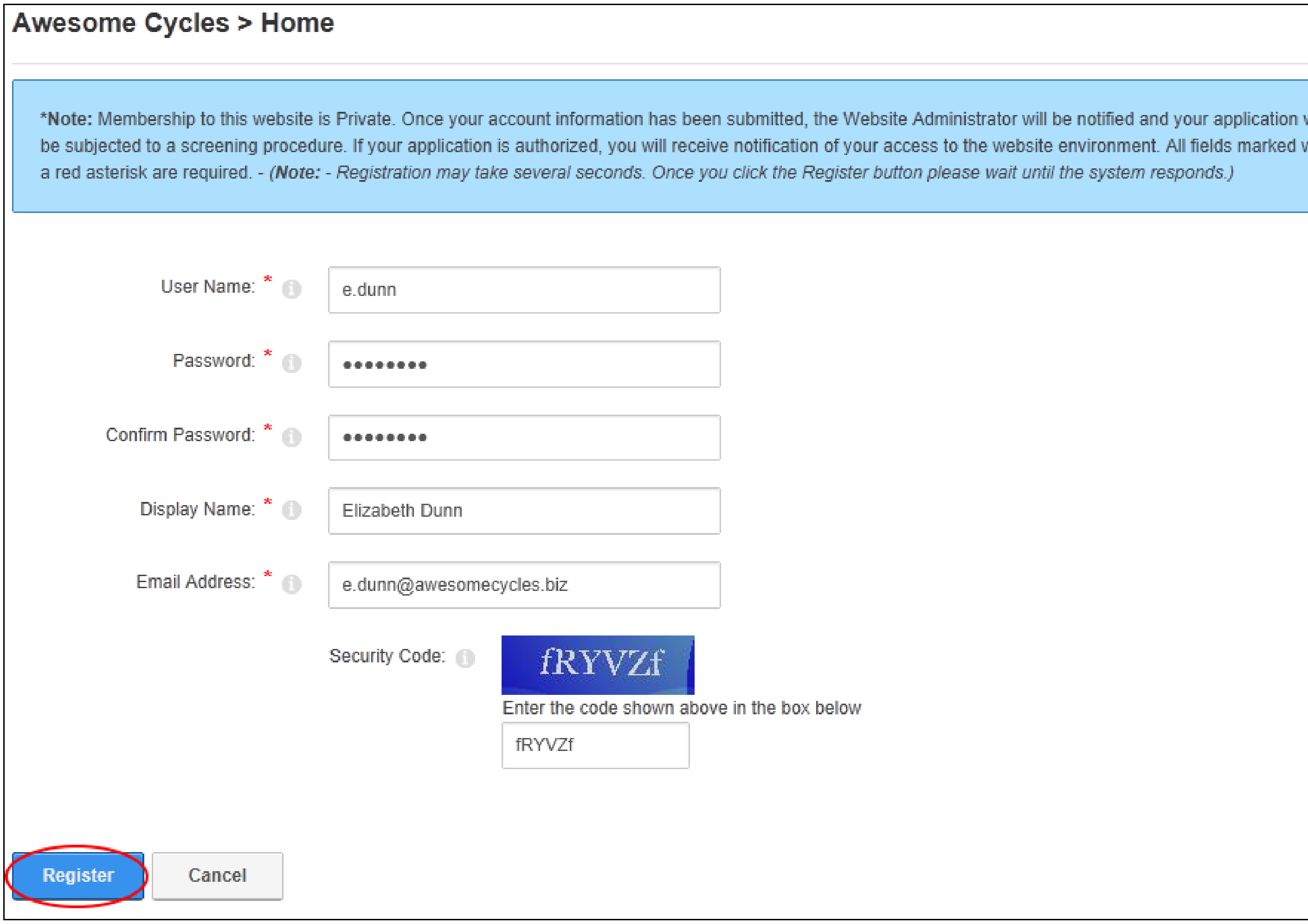
Signing up as a Registered User with a Security Code

How to sign up to become a registered user of a site when the CAPTCHA security code is required. This tutorial includes the fields required to register on the default registration settings and requirements. Other information such names, address details and contact details may be displayed on the registration form if these settings are modified.

1. Click the Register link (typically located in the top right corner of each page). This opens the User Registration page.



2. In the **User Name** text box, enter a user name. Your user name is private and cannot be changed. Note: This field may not be required on some sites that are set to use your email address as your user name.
3. In the **Password** text box, enter your password. Note: Passwords are case sensitive.
4. In the **Confirm Password** text box, re-enter your password.
5. In the **Display Name** text box, enter the name you want to be displayed to other site members.
6. In the **Email Address** text box, enter a valid email address.
7. In the **Security Code** text box, enter the code shown above.
8. Click the **Register** button.



Once you have submitted your registration it will be handled in one of the following ways, according to the type of registration used on the site:

- If **Private** registration is used, you will need to be authorized by an Administrator before you can login. This is the default option.
- If **Verified** registration is enabled, you will be logged in to the site as an unverified user and will need to open your welcome email to obtain additional information to complete your registration and obtain access to any content that is restricted to site members.
- If **Public** registration is enabled, you will be automatically logged in to the site as shown in the below image. Once you are logged into the site you can view any Messages or Notifications that have been sent to your user account and update your user profile.

Related Topics:

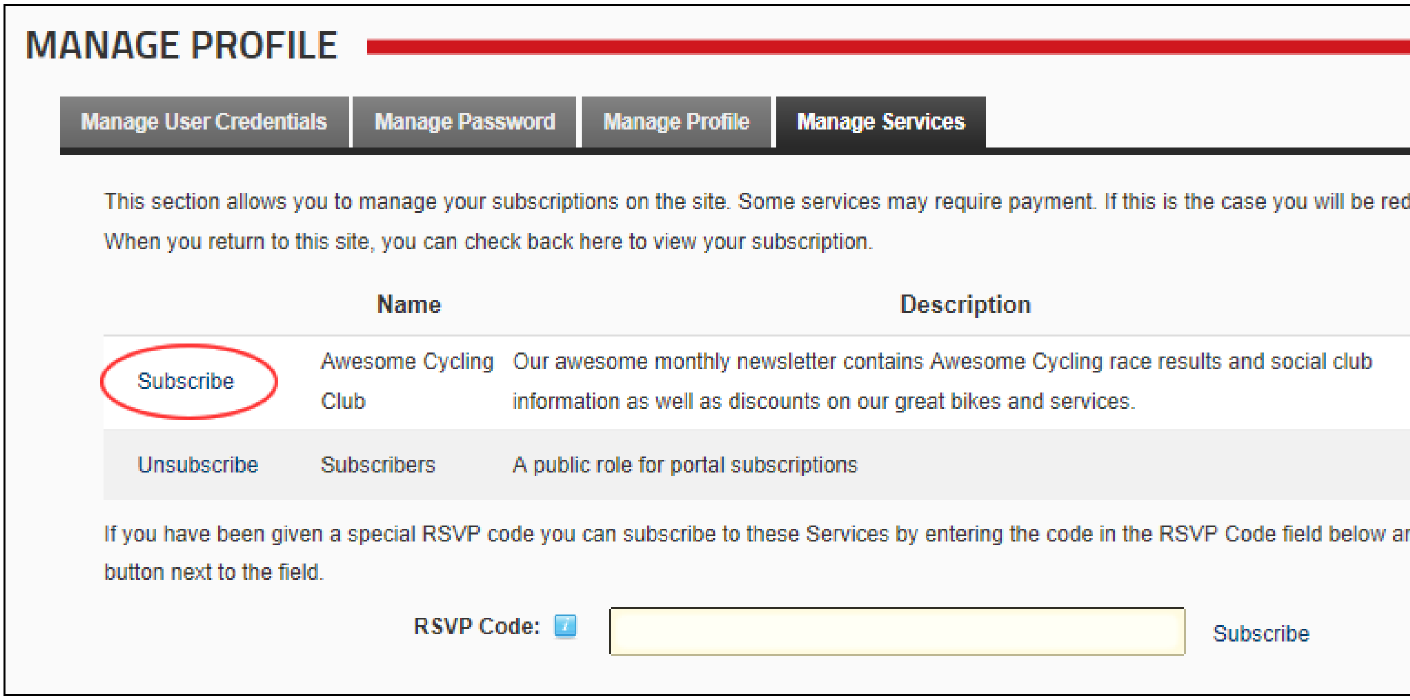
- See "Configuring the Standard Registration Form"
- See "Configuring a Custom Registration Form"
- See "Managing your User Profile"
- See "Managing your Profile Photo"

Subscribing to Member Services

Subscribing to a Member Service

How to subscribe to a member's service. Once a user subscribes they immediately gain access to any modules or pages restricted to this service. The user may need to refresh their Web browser to view additional areas of access.

1. Login to the site. See "Logging into a Site"
2. Click on your [Display Name] link (typically located in the top right corner of the site) - OR - Navigate to a ViewProfile module. This displays the user profile page.
3. Click the Edit Profile link. This displays the Manage Profile page.
4. Select the **Manage Services** tab. This displays a list of the available services.
5. Click the Subscribe link beside the service you want to subscribe to. If a fee is charged for this service you will now be redirected to the payment website to complete the payment process. Once you have successfully subscribed to the service this message is displayed at the top of the module: "✔ You have successfully subscribed to the [Service Name] role."

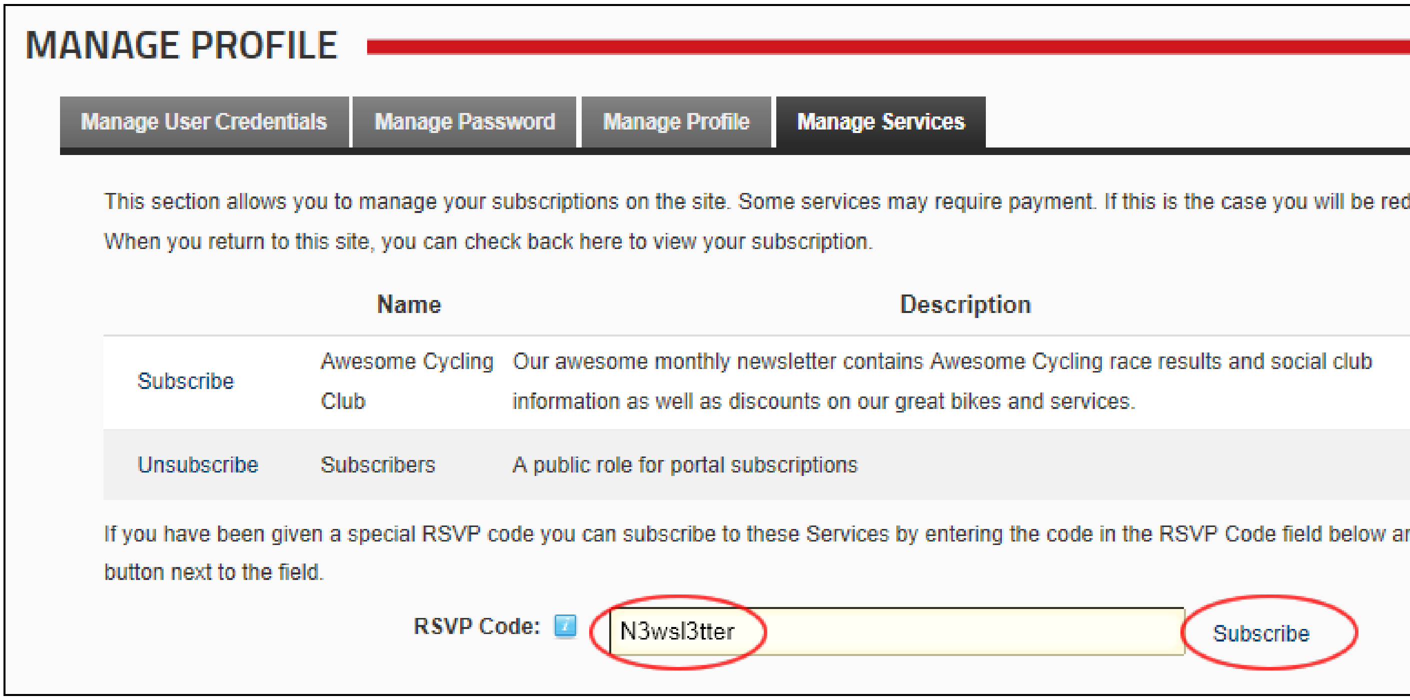


6. **Optional.** Refresh (Ctrl+5) your website browser to access any new areas such as pages or modules. If this is not successful, try logging out and then logging in again.

Subscribing to a Service with an RSVP Code

How to subscribe to a member's service using an RSVP code provided by an Administrator. Subscription grants you immediate access to any pages or content restricted to service subscribers.

1. Login to the site. See "Logging into a Site"
2. Click on your [Display Name] link (typically located in the top right corner of the site) - OR - Navigate to a ViewProfile module. This displays the user profile page.
3. Click the **Edit Profile** button. This displays the Manage Profile page.
4. Select the **Manage Services** tab. This displays a list of the available services.
5. In the **RSVP Code** text box, enter the code supplied to you.
6. Click the Subscribe link to the right of the RSVP Code text box. If a fee is charged for this service you will now be redirected to the payment website to complete the payment process. Once you have successfully subscribed to the service this message is displayed at the top of the module: " You have successfully subscribed to the [Service Name] role."



7. **Optional.** Refresh (Ctrl + 5) your website browser to access any new areas such as pages or modules. If this is not successful, try logging out and then logging in again.

Subscribing to a Service with an RSVP Link

How to subscribe to a member's service using an RSVP link provided by an Administrator. Subscription grants you immediate access to any pages or content restricted to service subscribers.

1. Login to the site. See "Logging into a Site"
2. Enter the RSVP link into the Address window or your Web browser - OR - click on the RSVP link in an email message. E.g. http//www.domain.com/Default.aspx?rsvp=rsvpcode&portalid=0
3. Refresh (Ctrl + 5) your website browser to access any new areas such as pages or modules.

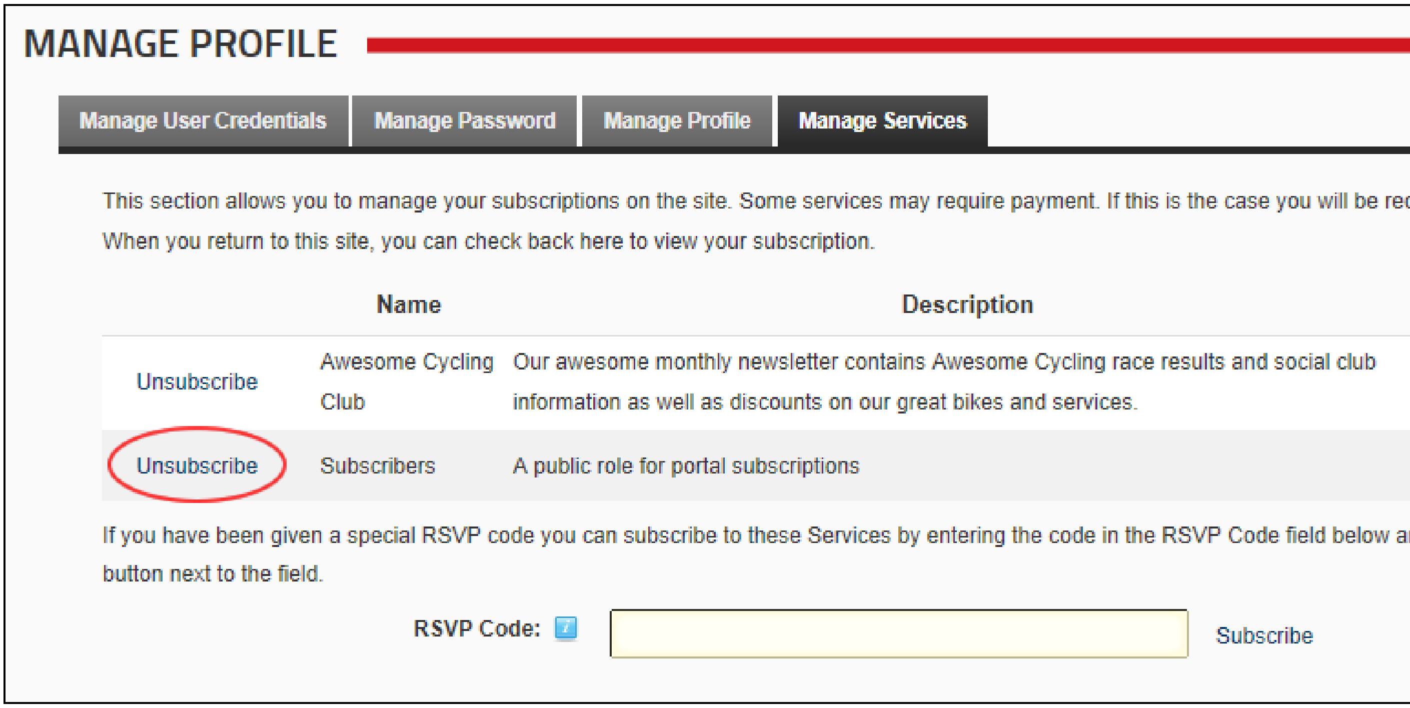
Troubleshooting. If the login is unsuccessful, try logging out and then logging in again.

Unsubscribing from a Member Service

How to unsubscribe from a member's service. Unsubscribing from a service removes your access to any modules or pages restricted to subscribers.

1. Login to the site. See "Logging into a Site"
2. Click on your [Display Name] link (typically located in the top right corner of the site) - OR - Navigate to a ViewProfile module. This displays the user profile page.

3. Click the Edit Profile link. This displays the Manage Profile page.
4. Select the **Manage Services** tab. This displays a list of the available services.
5. Click the Unsubscribe link beside the service you want to unsubscribe from. This displays the message "You have successfully unsubscribed from the [Service] role."



Working with Content

Minimizing and Maximizing Content

How to minimize or maximize module content. Note: This skin object is not used the default skin provided with DNN.

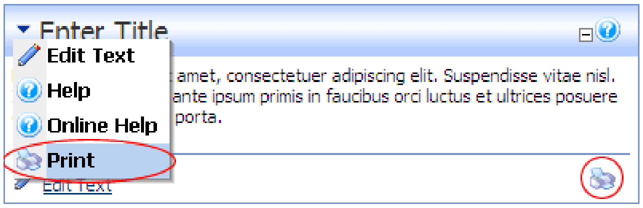
- Click the **Maximize** button to show content.
- Click the **Minimize** button to hide content. Only the title, header and footer are visible.

Tip: If you are logged in, these settings are remembered the next time you visit the site enabling you to customize the way you view different pages.

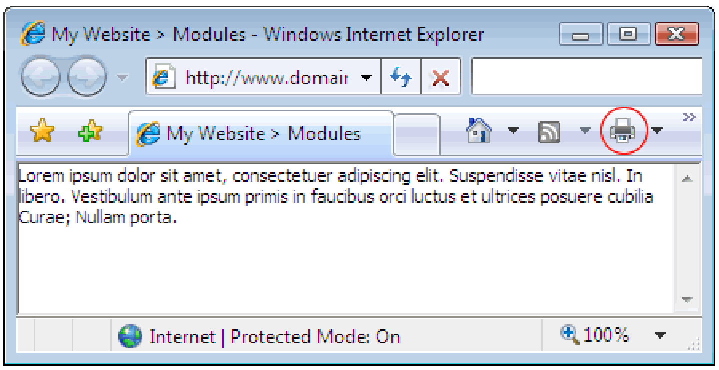
Printing Content

How to print module content. This option may not be available for all content.

1. Select Print from the module actions menu. This opens a new Web browser with the content displayed in a print friendly format.



2. Use the **Print** option on your new Web browser to print this content.



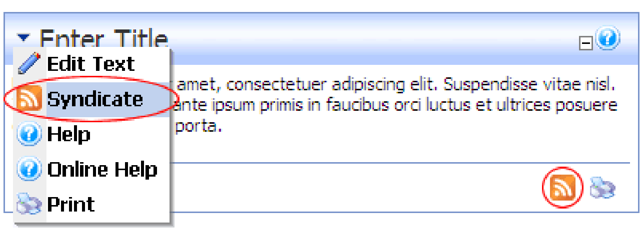
Content displayed in a Web browser ready to print

Subscribing to Syndicated Content

How to create an RSS feed of content. You can then subscribe to the feed and view it using Internet Explorer, or other RSS programs. This option may not be for all content.

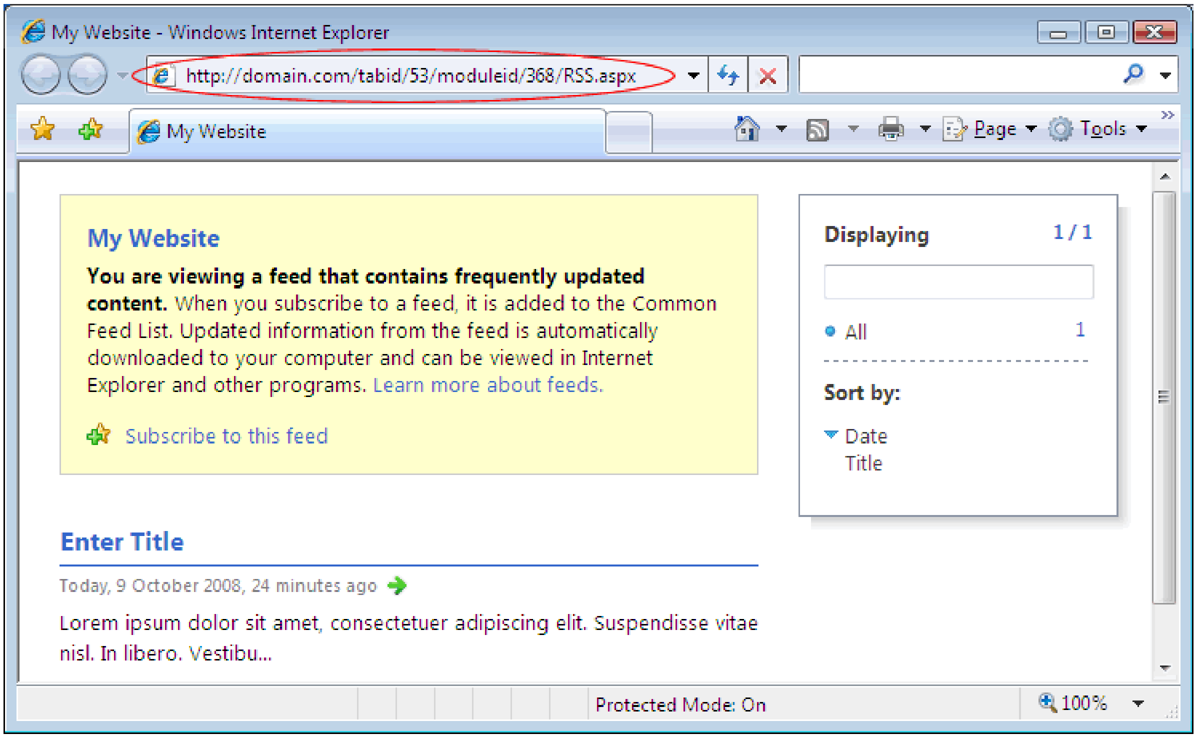
Tip: Display syndicated content using the News Feeds (RSS) module.

1. Select **Syndicate** from the module actions menu - OR - Click the **Syndicate** button (typically located in the bottom right corner of the module). This displays the XML code for the module content.

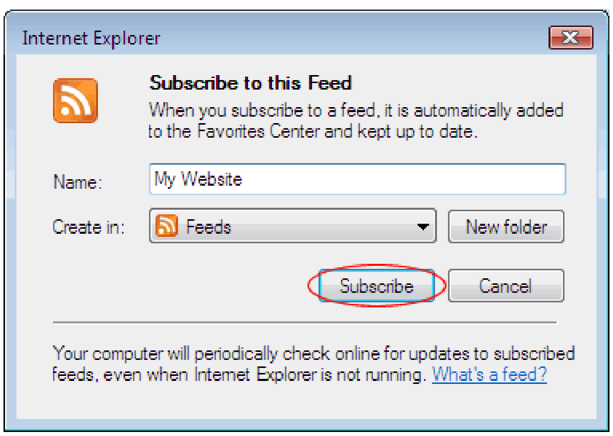


You can now do one of the following:

- Copy the URL from the Address bar of your Web browser and use as required.



- Click the Subscribe to this feed link and complete the **Subscribe to this Feed** dialog box.

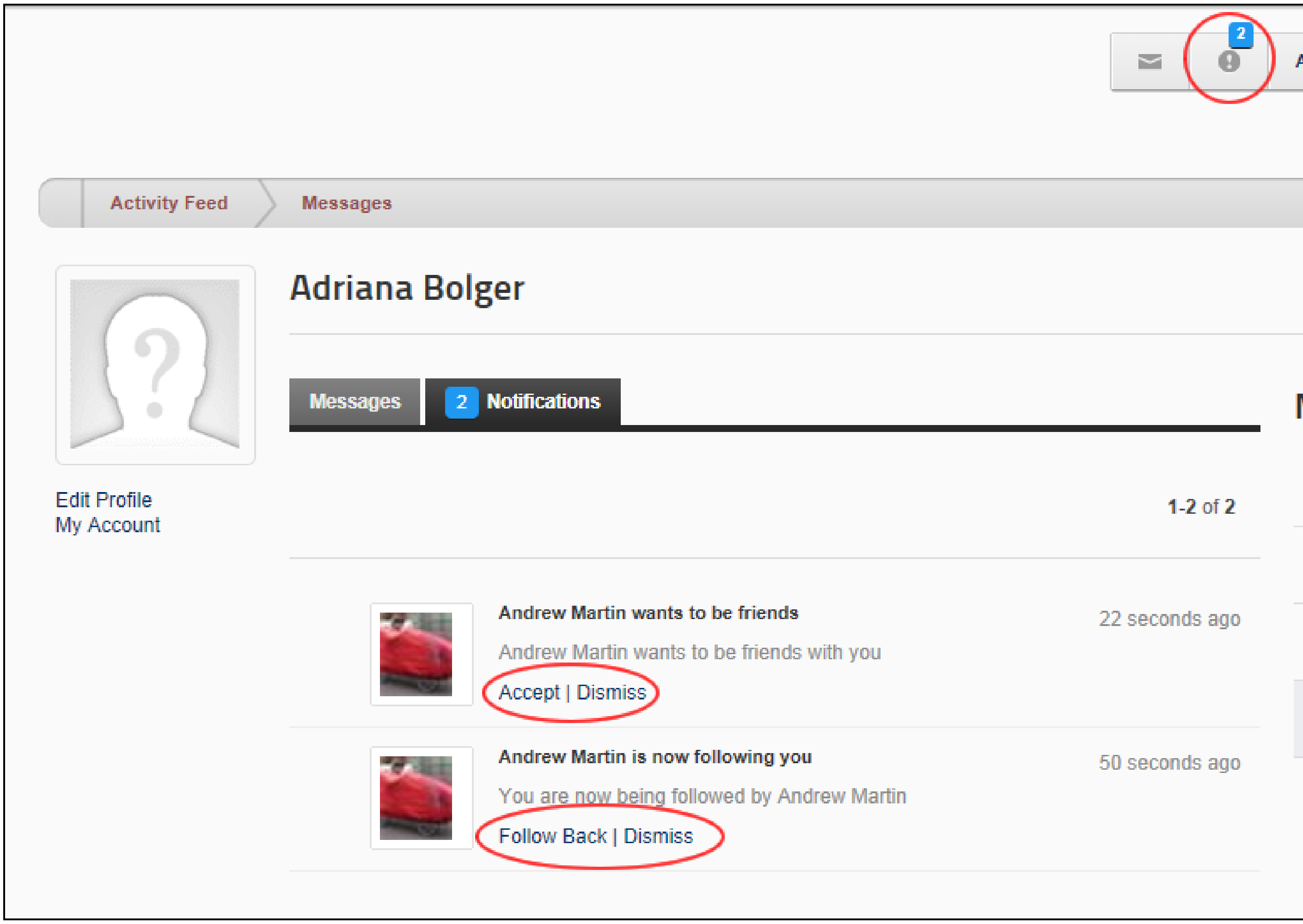


Managing Notifications

How to view and respond to notifications received when a site member chooses to follow your journal or sends a friend request.

1. Click the **Check Notifications** button. The number of new notifications, if any, is displayed here.

2. You can now do any of the following:
    - On friend requests, you can choose to Accept or Dismiss each friend request.
    - Where a member has chosen to follow you, you can choose to Follow Back or Dismiss.



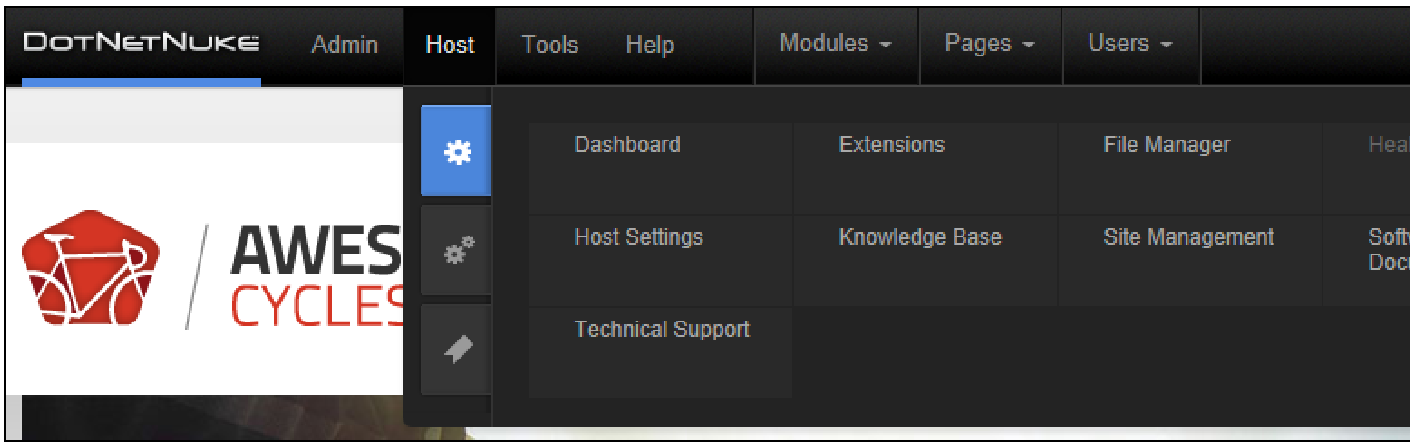
Related Topics:

- See "Connecting with a Member"

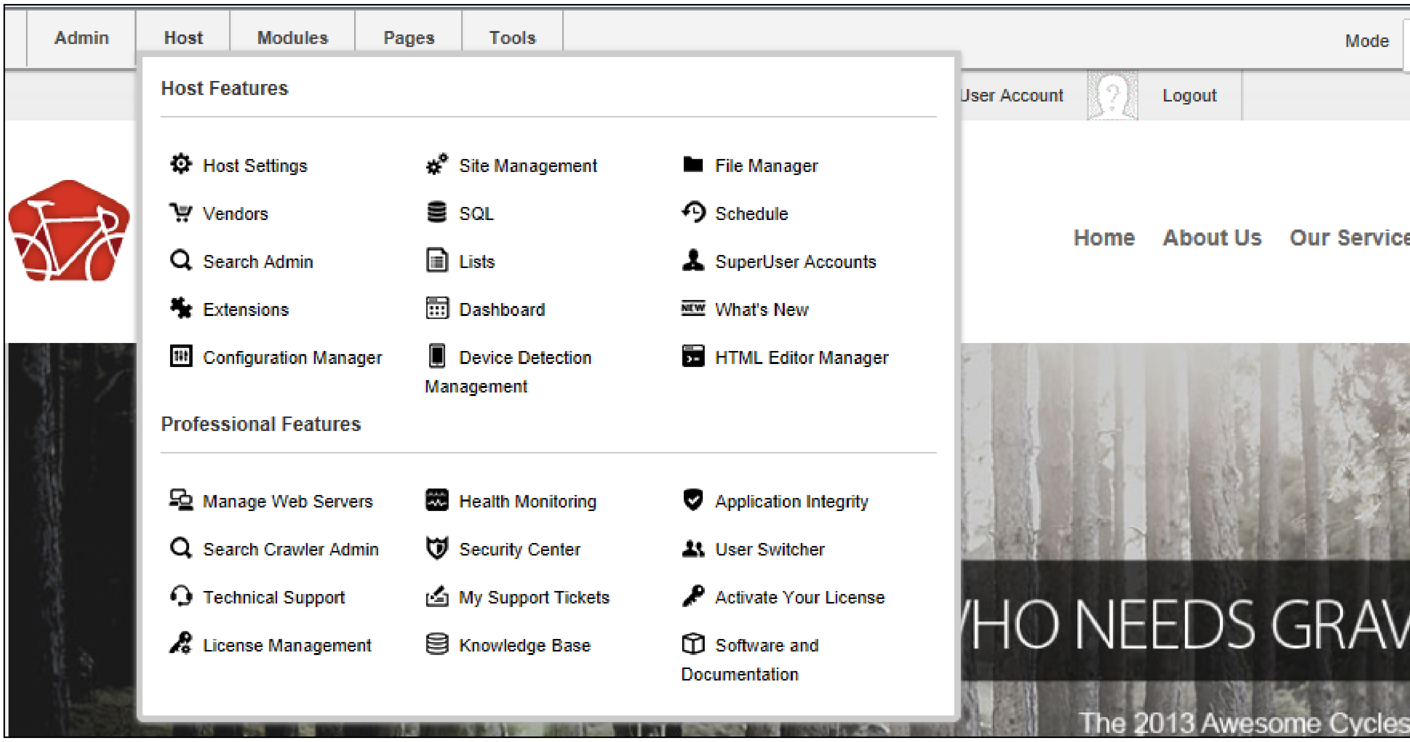
Using the Control Panel

About the DNN Control Panels

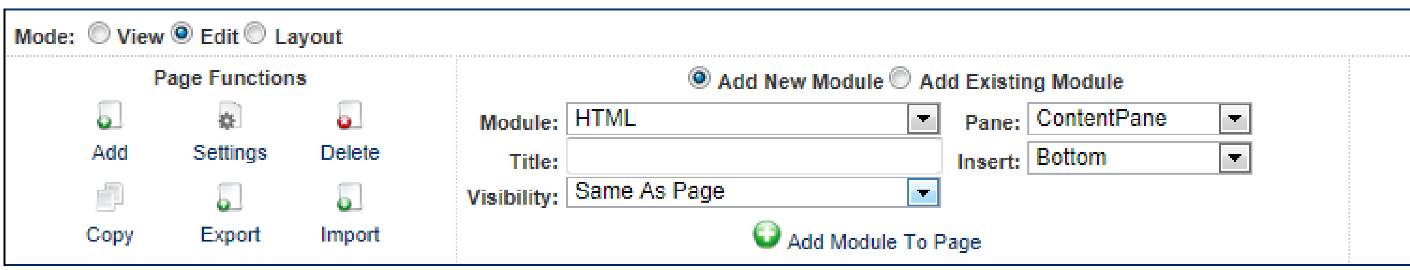
DNN comes with a choice of three Control Panels called the ControlBar, RibbonBar and the Iconbar that enable Content Editors (optional), Page Editors, Administrators and SuperUsers to access a range of page management tools and site administrative tasks.



ControlBar Control Panel with Host menu displayed (DNN Community Edition)



RibbonBar Control Panel with Admin menu displayed (DNN Professional Edition)



Iconbar Control Panel

Related Topics:

- See "Overview of the ControlBar Control Panel"
- See "Overview of the RibbonBar Control Panel"
- See "Overview of the Iconbar Control Panel"
- See "Configuring the Control Panel Options"

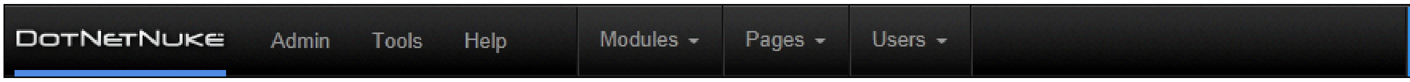
Overview of the ControlBar Control Panel

The ControlBar Control Panel displays a single row of options at the very top of your web browser above your site. Each of the links displayed on the left side have drop down menu.

Permissions. The Admin menu is displayed to Administrators and SuperUsers.In DNN Community

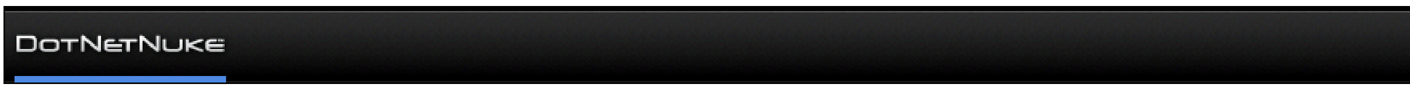
Edition, users must have Edit Page permissions granted to access the Modules and Pages menus. Finer grain permissions are provided in DNN Professional Edition are listed in the below tables. Finally, the ControlBar can optionally be displayed to Module Editors providing them with a visual reminder that they can edit the current page.

The ControlBar as it is displayed to users with different editing permissions:



ControlBar as displayed to Administrators

ControlBar as displayed to Page Editors

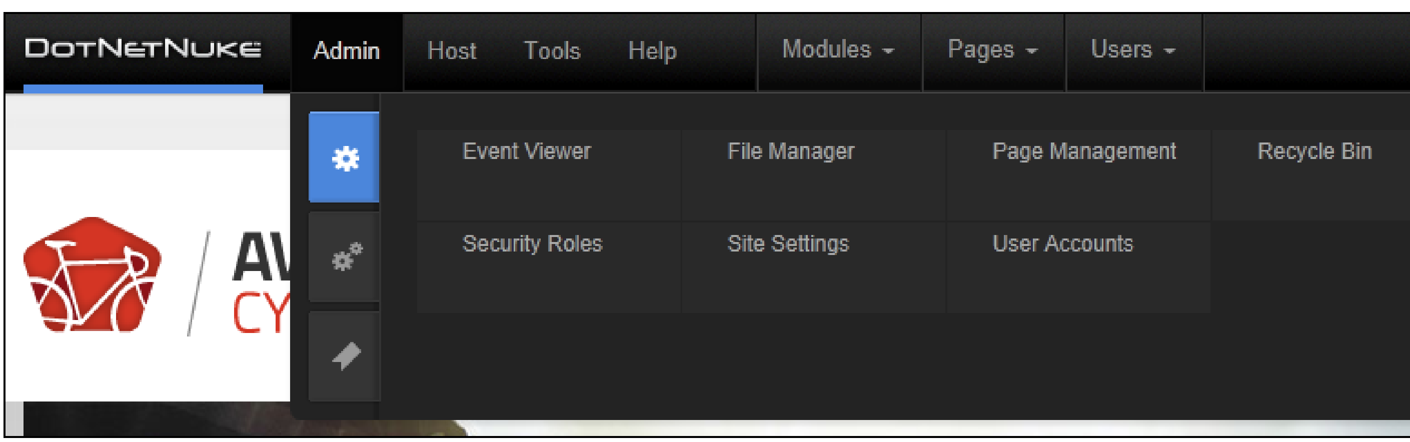


ControlBar as displayed to Module Editors. This option may be disabled.

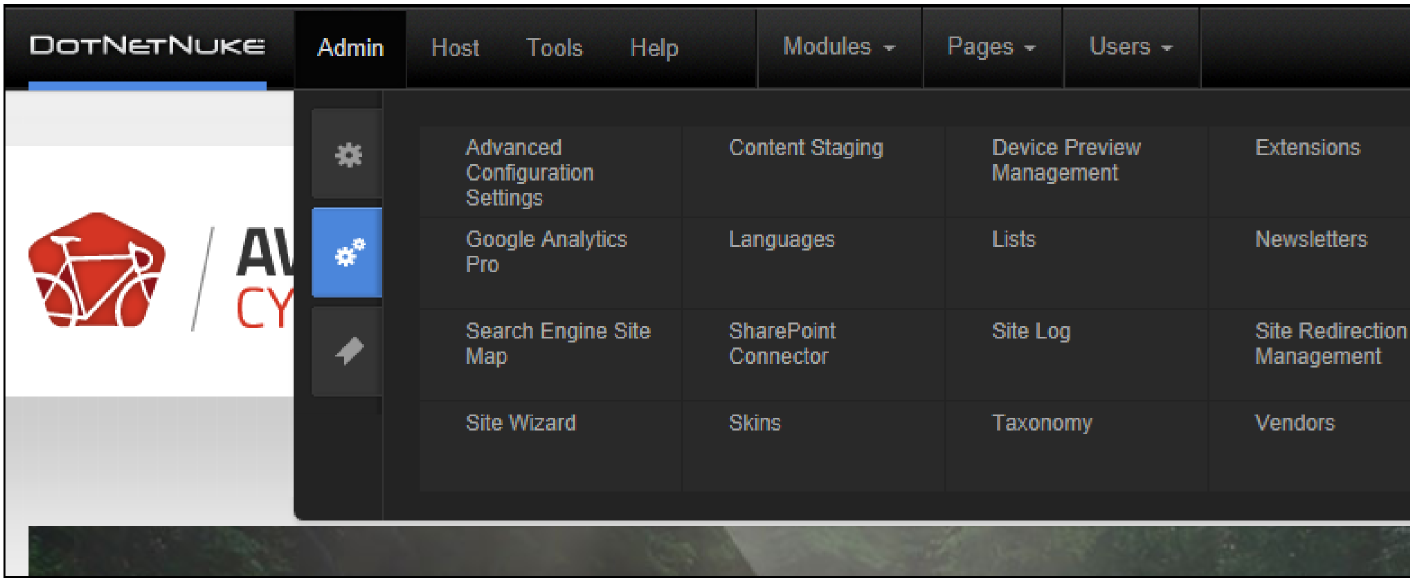
On the right hand side of the ControlBar, is the **Edit Page** menu which allows users to change the view of the page, and access the page settings etc.

The Admin Menu

Administrators and SuperUsers can click on the Admin link to go to the Admin Console (See "About the Admin Console") - OR - Mouse over the Admin link to view the drop down Admin menu and then select the desired function. Functions are grouped together beneath two tabs, called "Common Settings" and "Advanced Settings", which are displayed down the left side of this drop down menu.

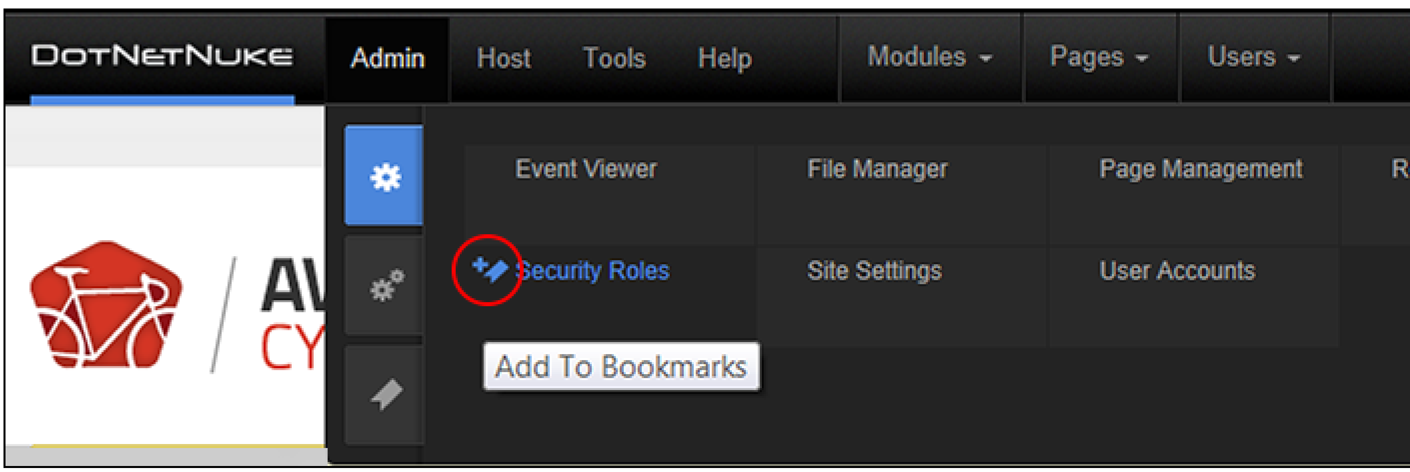


Admin Menu (Common Settings) for DNN Community Edition



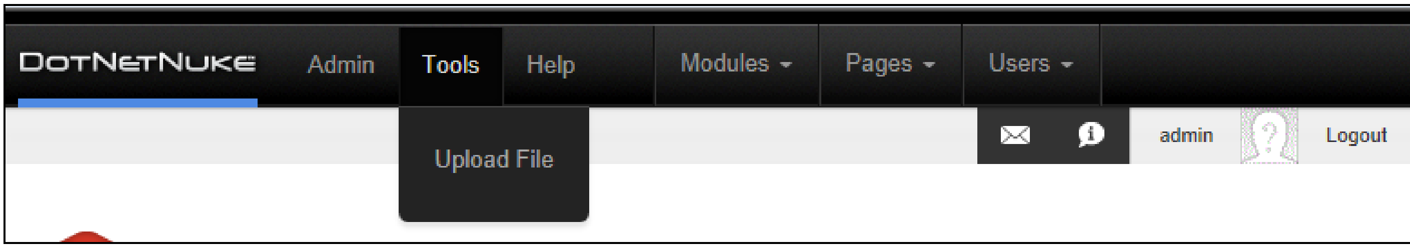
Admin Menu (Advanced Settings) for DNN Enterprise Edition

A third tab called "Bookmarked Settings" displays any functions that have bookmarked by the current Administrator. This allows you to add your most commonly used features to this tab, simply by clicking the **Add to Bookmarks** button that is displayed when you hover over an option on the drop down menu.

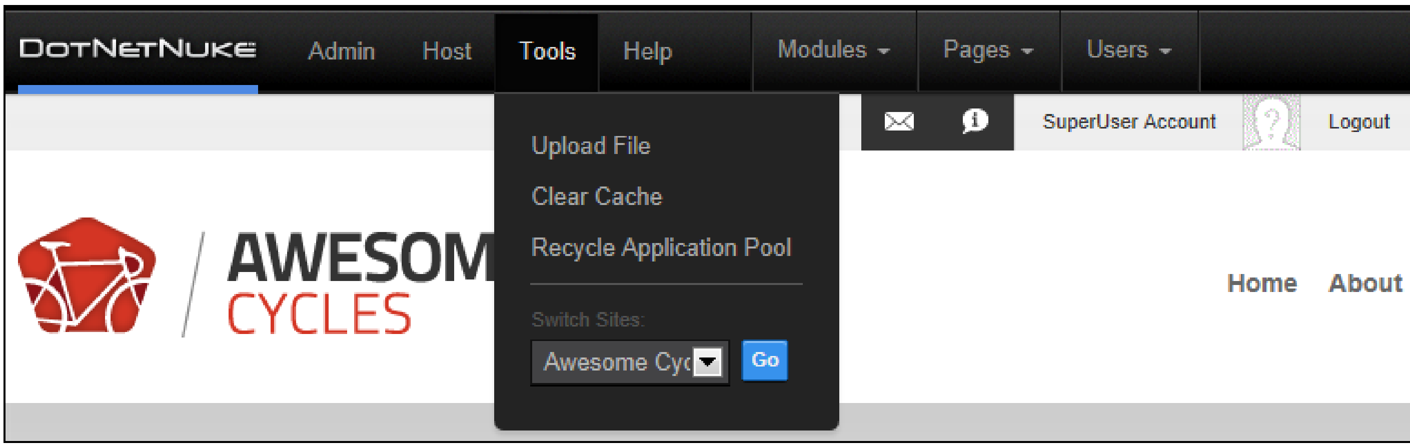


The Tools Menu

The Tools menu is displayed to Administrators and SuperUsers who must mouse over the Tools menu to view the drop down list.



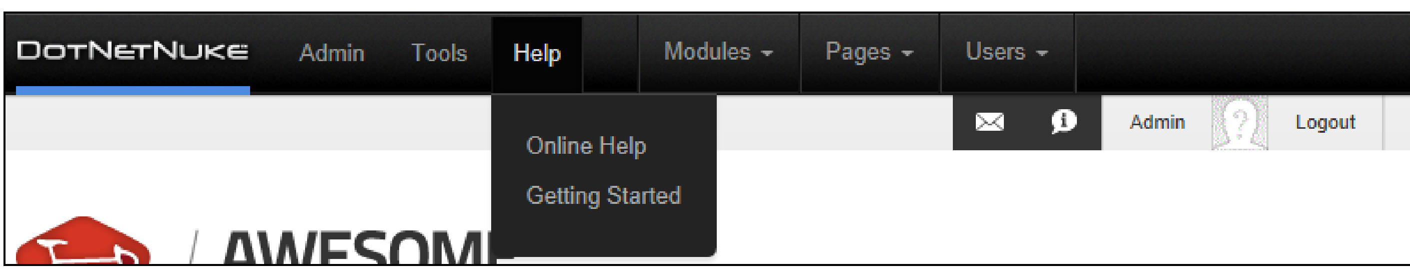
The Tools menu of the ControlBar as displayed to Administrators



The Tools menu of the ControlBar as displayed to SuperUsers

Tool	Description	Role Restriction
Upload File	Opens the upload file interface of the File Manager. See "Uploading Files"	Administrators

The Help Menu

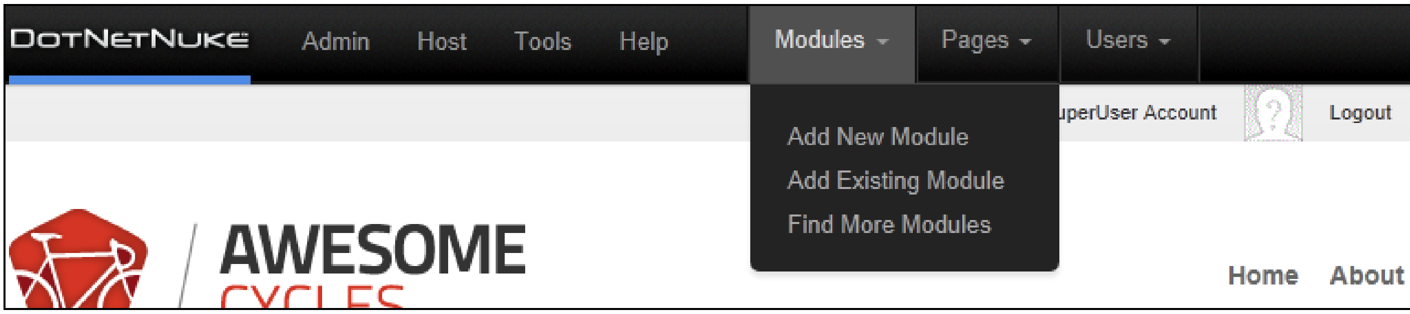


The Help menu of the ControlBar as displayed to Administrators and SuperUsers

Tool	Description	Role Restriction
Online Help	Opens the Help resource for this site as set by your Host.	Administrators
Getting	Select to view the Getting Started with DNN page which contains links to	Administrators

Tool	Description	Role Restriction
Started	resources including video tutorials, links to personalizing your site and more. This option is only displayed for new DNN installations.	

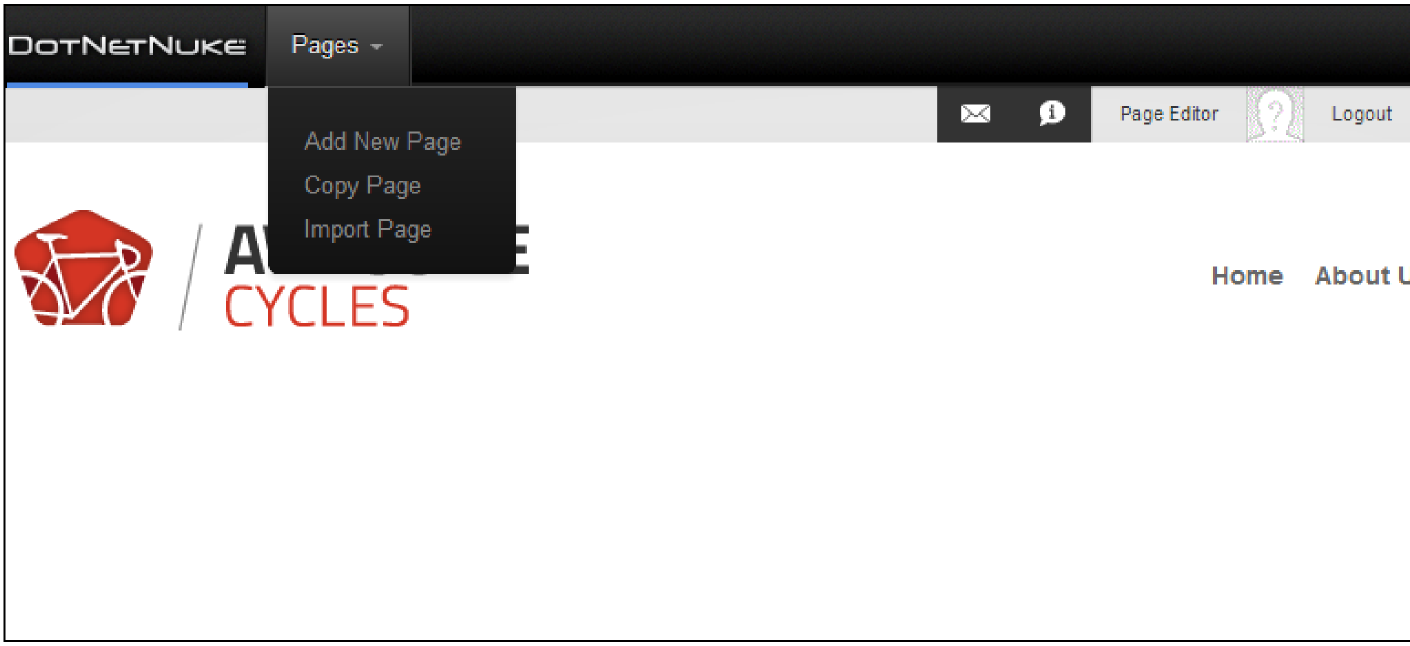
The Modules Menu



Function	Description	Permissions Community	Permissions Professional
Add New Module	Adds a new module to the current page. See "Adding a New Module (ControlBar)"	Edit Content	Add Content/ Full Control
Add Existing Module	Adds a new instance of an existing module to the current page. See "Adding an Existing Module (ControlBar)"	Edit Content	Add Content/ Full Control

The Pages Menu

The Page Management features are in two drop downs now to group like features together. Note: In DNN Community Edition, user must have Edit Page permissions granted to access these tools. The permissions required for Professional Edition Permissions are listed in the below table.



Pages Menu of the ControlBar as seen by Page Editors

Function	Description	Permissions Community	Permissions Professional
Pages Menu			
Add New Page	Select to add a new page and configure page settings and permissions. See "Adding a New Page"	Edit Page	Add / Full Control
Copy Page	Select to copy the current (or any other) page including modifying modules. See "Copying a Page"	Edit Page	Copy / Full Control
Import Page	Link to import a page. See "Importing a New Page"	Edit Page	Import / Full Control
Edit Page Menu			
Edit This Page	Select to enable the Action Menus for the modules on the current the page.	Edit Page	Add Content / Full Control
Stay in Edit Mode	Once "Edit This Page" has been selected, you can check the check box to remain in Edit Mode when you navigate away from the current page onto other pages that you have the editing permissions for.	Edit Page	Add Content / Full Control

View in Layout Mode	Check the check box to view the page in Layout Mode. This displays the layout of the panes within the skin that is applied to this page and the title and module actions menu of each module within each pane. Use this view to quickly view and update the page layout. This view is helpful when you want to delete or move a module but cannot access the module action menu when the content is displayed.	Edit Page	Add Content / Full Control
Mobile Preview	Opens the Mobile Preview popup that allows users to see how the current page is displayed on a mobile device. See " Previewing Your Mobile Device Site"	Edit Page	Add Content / Full Control
Page Settings	Opens the page settings page for the current page. The Permissions tab is only display to user with Full Control. See "Editing Page Settings"	Edit Page	Manage Settings / Full Control
Page Appearance	Opens the Page Settings page with the Appearance section of the Advanced Settings tab expanded. See "Advanced Settings for Existing Pages"	Edit Page	Manage Settings / Full Control
Page Permissions	Opens the Page Settings page for this page with the Permissions tab. See "Setting Page Permissions"	Edit Page	Full Control
Export Page	Link to export a page. See "Exporting a Page"	Edit Page	Export
Delete Page	Link to delete current page. See "Deleting a Page". This option is disabled if the current page is a special page, that is a page that has been set as either Home, User Profile, etc.	Edit Page	Delete

The Users Menu

Tool	Description	Role Restriction
Add New User	Opens the Add New User page. See "Adding a User Account"	Administrators
Manage Users	Opens the Admin > User Accounts page. See "About the User Accounts Module"	Administrators
Manage Role	Opens the Admin > Security Roles page. See "About the Security Roles Module"	Administrators

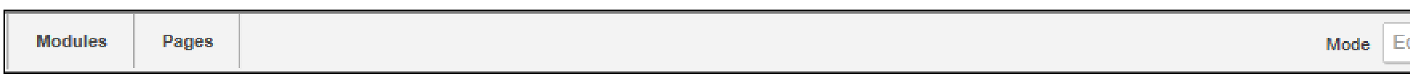
Overview of the RibbonBar Control Panel

The RibbonBar Control Panel displays a single row of options at the very top of your web browser above your DNN site. The links displayed on the left side of the RibbonBar each have drop down menus. The Mode drop down list on the right side of the RibbonBar allows you to preview your site in a number of ways.

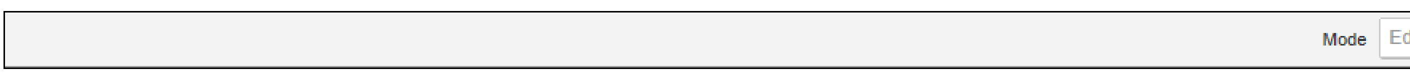
Permissions. The Admin menu is displayed to Administrators and SuperUsers. The Host menu is displayed to SuperUsers only. In DNN Community Edition, users must have Edit Page permissions granted to access the Modules and Pages menus. The permissions required for Professional Edition are listed in the below tables.

The collapsed RibbonBar displays a row of links on the left hand side and a Mode drop down list on the right hand side. Depending on the users editing permissions for the current page, there will be between none and five links displayed on the left side. For example, Administrators have access four menus (Admin, Modules, Pages and Tools), whereas Module Editors can only view the Mode drop down list.

RibbonBar as displayed to Administrators



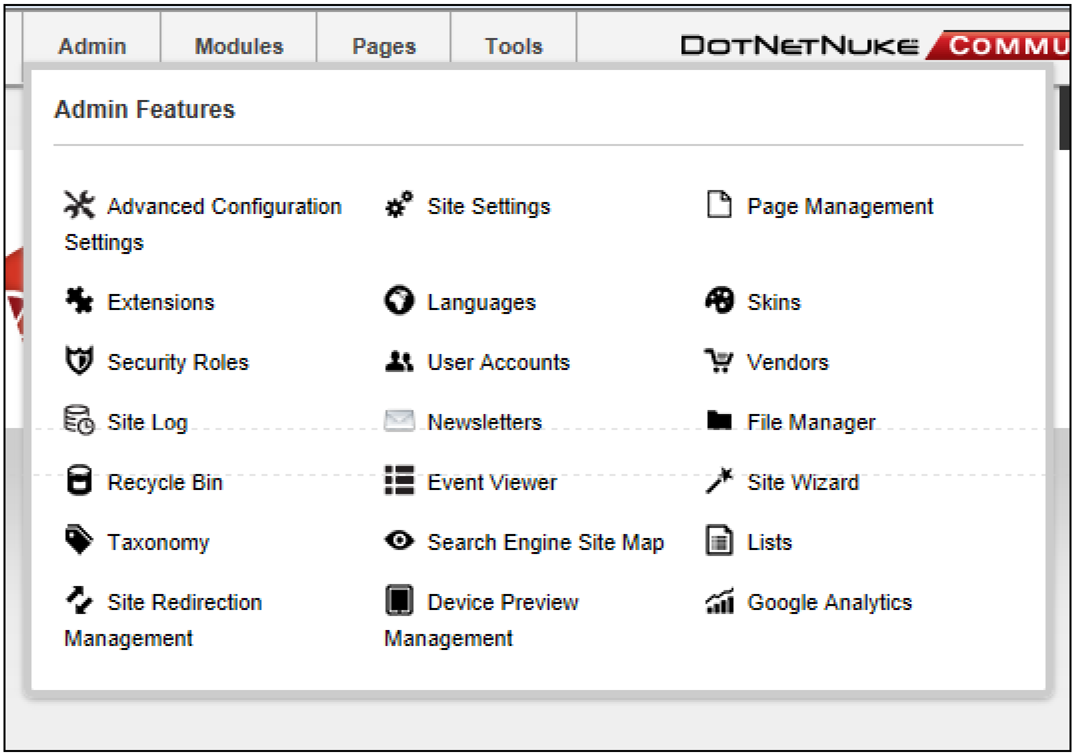
RibbonBar as displayed to Page Editor



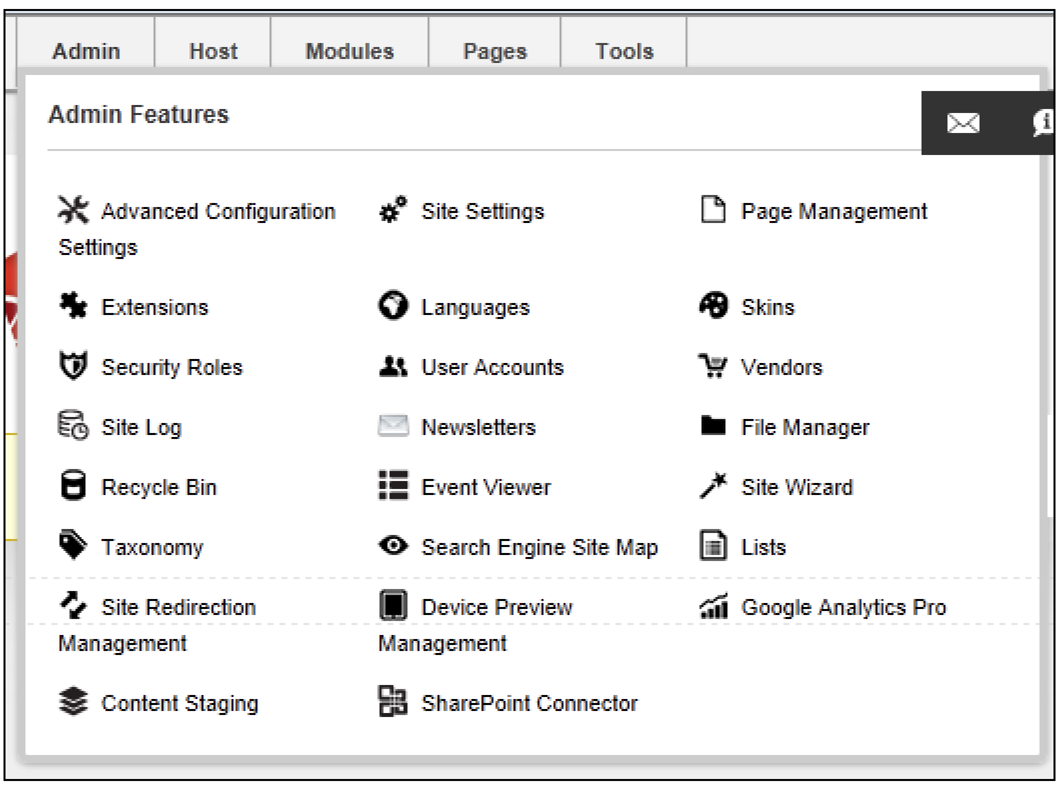
RibbonBar as displayed to Module Editors. This option may be disabled.

The Admin Menu

Administrators and SuperUsers can click on the Admin link to go to the Admin Console - OR - mouse over the Admin link to view the Admin menu and then select the desired featured. See "About the Admin Console"

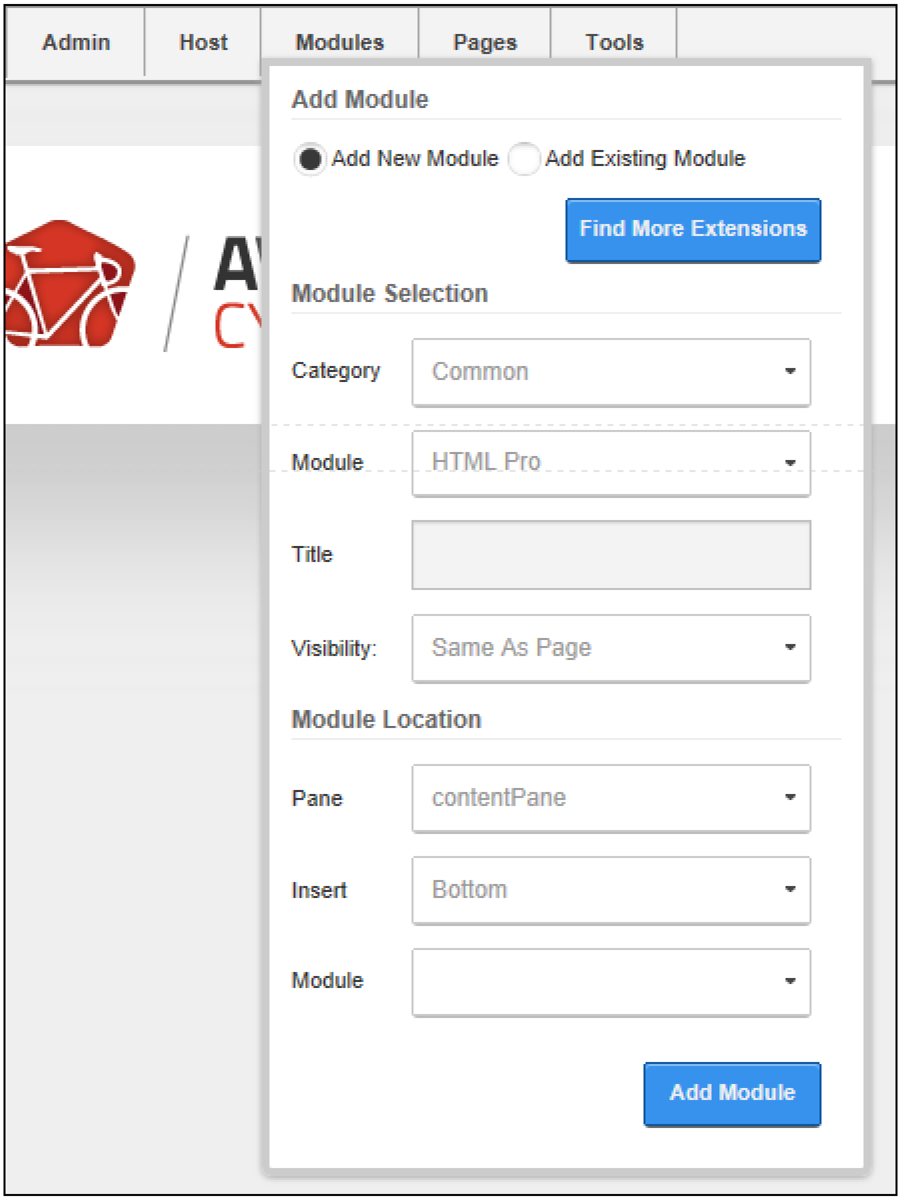


Admin Menu for DNN Community Edition



Admin Menu for DNN Enterprise Edition

The Modules Menu

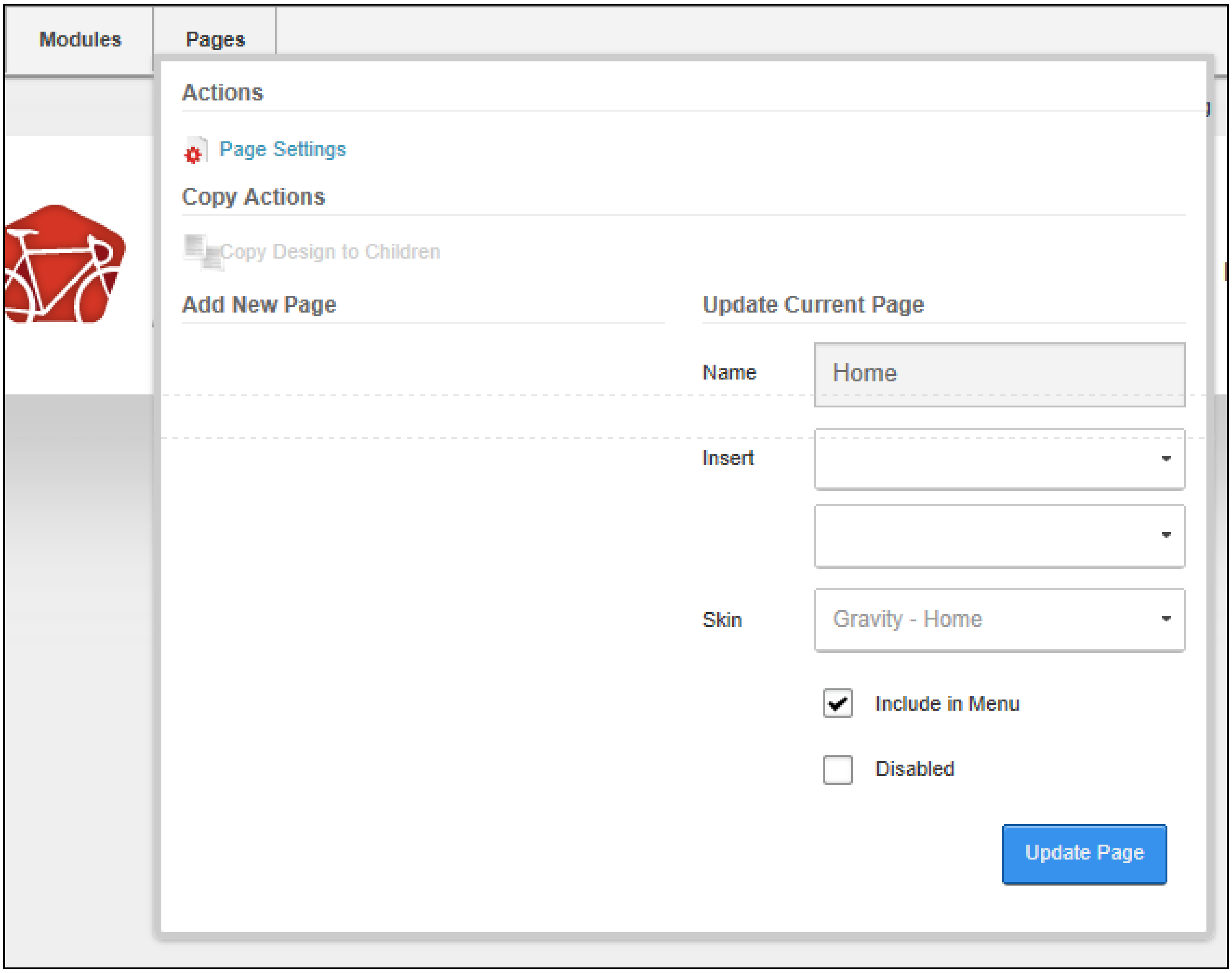


Function	Description	Permissions (Community/Professional)
Add New Module	Adds a new module to the current page. See "Adding a New Module (RibbonBar)"	Edit Content / Add Content
Add Existing Module	Adds a new instance of an existing module to the current page. See "Adding an Existing Module (RibbonBar)"	Edit Content / Add Content

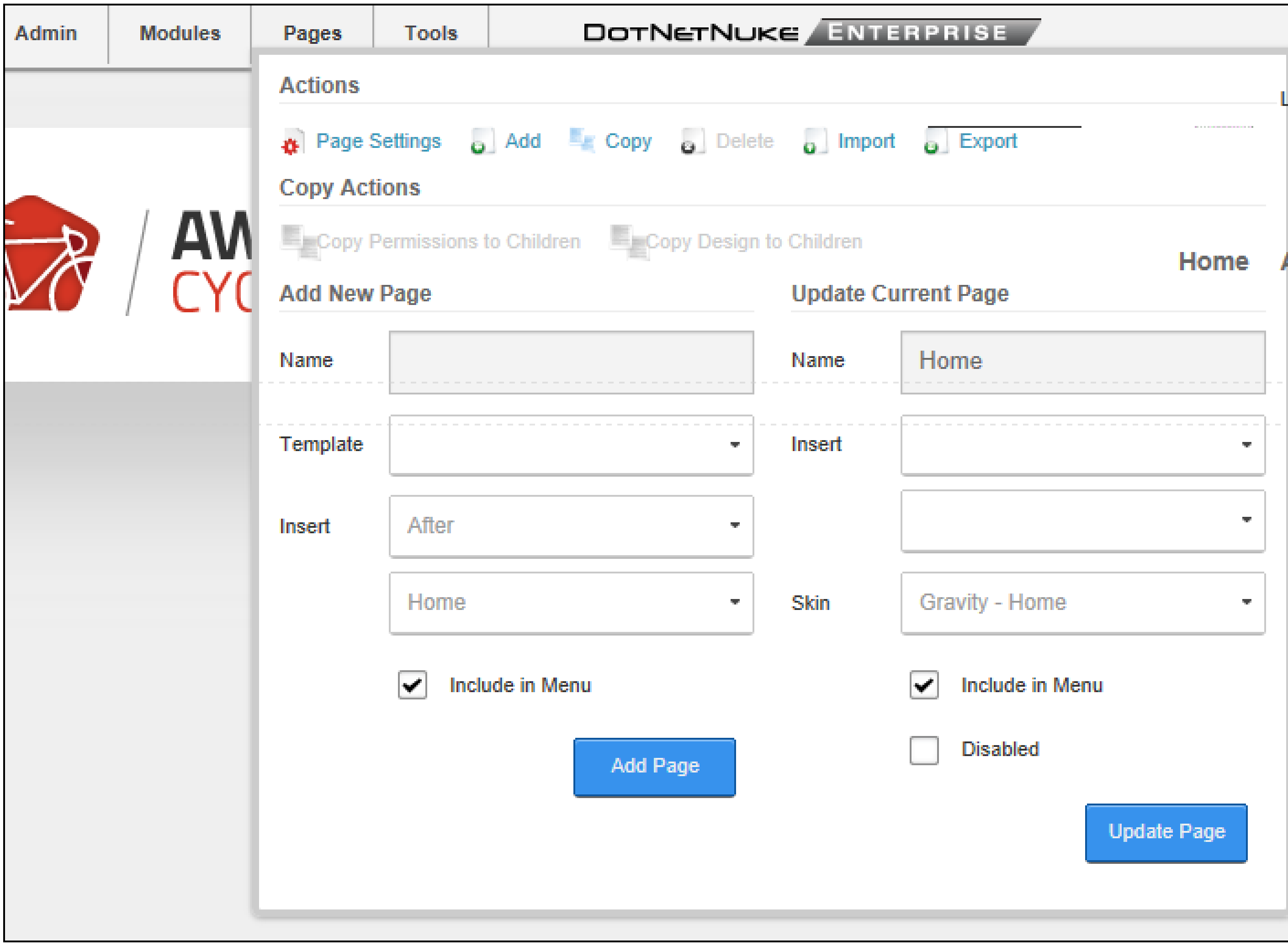
The Pages Menu

Note: In DNN Community Edition, user must have Edit Page permissions granted to access these tools.

The permissions required for Professional Edition Permissions are listed in the below table.



Pages Menu of the RibbonBar as displayed to Page Editors

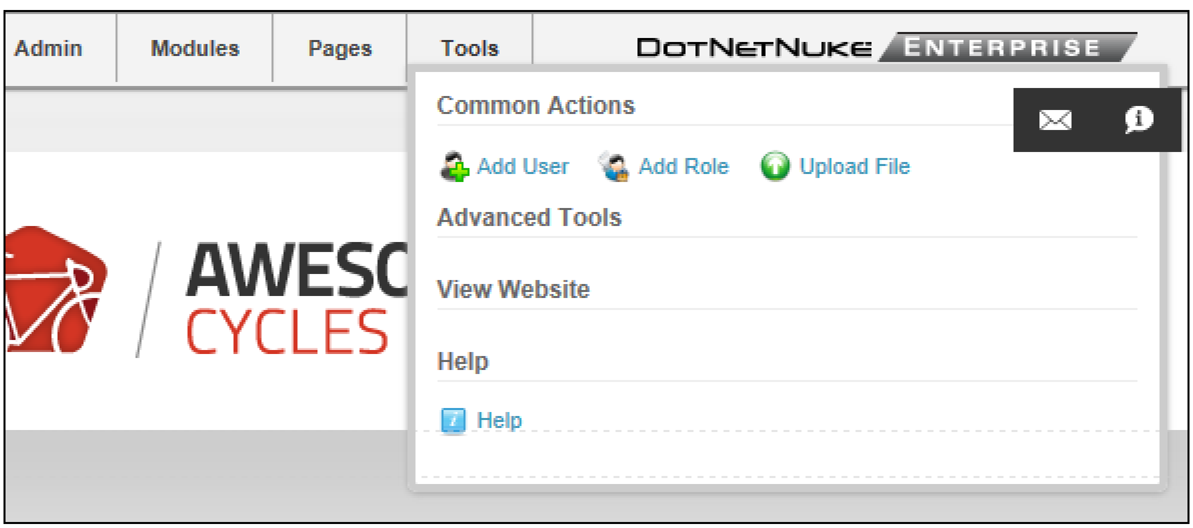


Pages Menu of the RibbonBar as displayed to Administrators

Function	Description	Permissions (Community/Professional)
Actions Section		
Page Settings	Link to edit current page settings. See "Editing Page Settings"	Edit Page / Manage Settings
Add	Select to add a new page and configure setting. See "Adding a New Page"	Edit Page / Add Page
Copy	Select to copy the current (or any other) page including modifying modules. See "Copying a Page"	Edit Page / Copy Page
Delete	Link to delete current page. See "Deleting a Page". This	Edit Page / Delete Page

	option is disabled if the current page is a special page, that is a page that has been set as either Home, User Profile, etc.	
Import	Link to import a page. See "Importing a New Page"	Edit Page / Import Page
Export	Link to export a page. See "Exporting a Page"	Edit Page / Export Page
Copy Actions Section		
Copy Permissions to Children	Copy current page permission to children pages. See "Copying Permissions to Children Pages". Enabled if page has child pages.	Administrator Only / Manage Settings
Copy Design to Children	Copy current page design (skin and container settings) to children. See "Copying Design to Child Pages"	Edit Page / Manage Settings
Add New Page Section		
Add New Page	Add a new page directly from the Control Panel. See "Quick Add a New Page (RibbonBar Only)"	Edit Page / Add Page
Update Current Page Section		
Update Current Page	Update the page name, menu options and skin for the current page.	Edit Page / Manage Settings

The Tools Menu



The Tools menu of the RibbonBar as displayed to Administrators

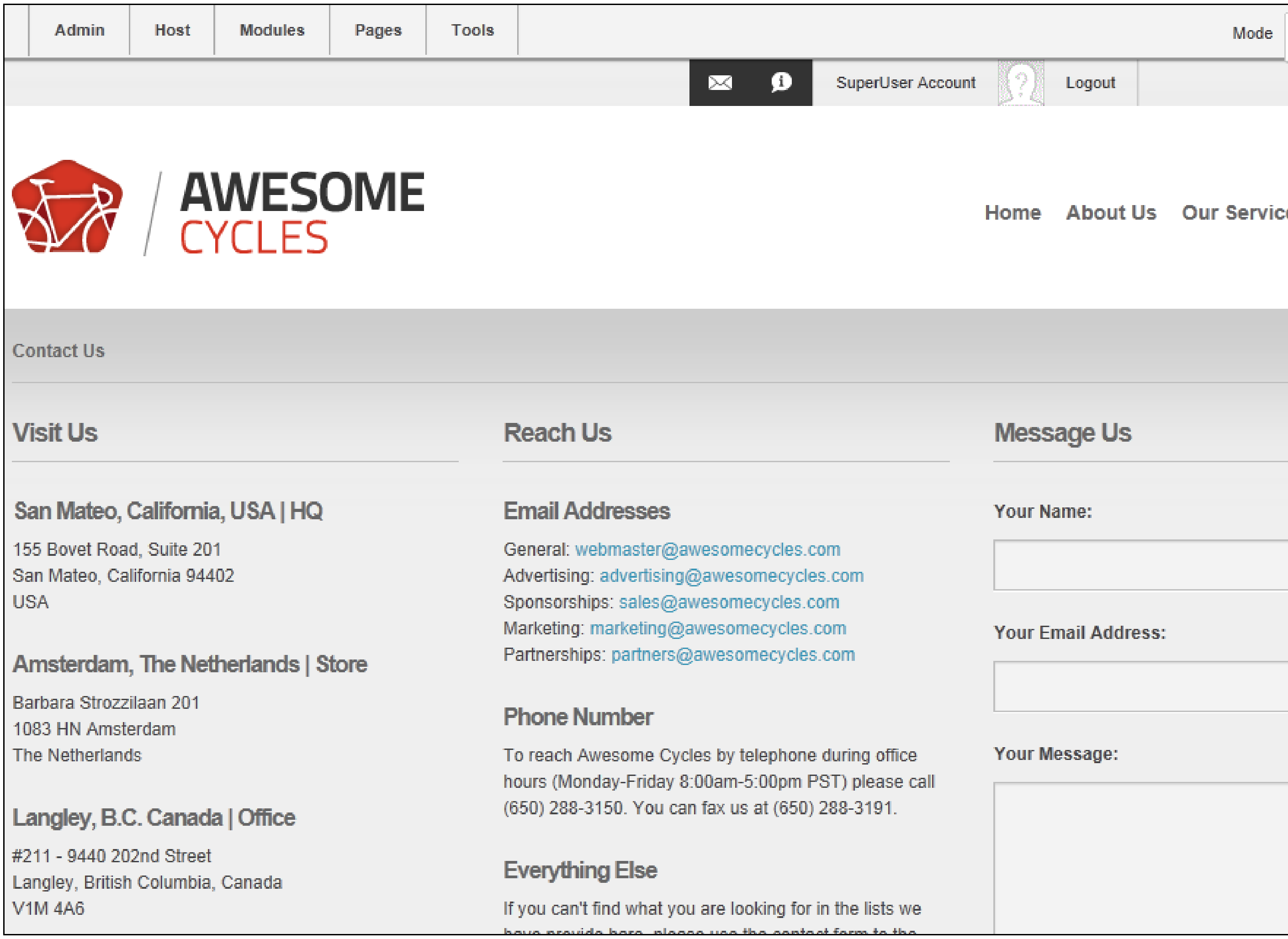
Tool	Description	Role Restriction
Common Actions Section		
Add User	Opens the Add User page. See "Adding a User Account"	Administrators
Add Role	Opens the Add Role page. See "Adding a Security Role (Basic Settings)"	Administrators
Upload File	Opens the upload file interface of the File Manager. See "Uploading Files"	Administrators
Help Section		
Help	Opens the Help resource for this site. Link (new window) to Help URL defined in Host Settings.	Administrators

Setting the RibbonBar Mode

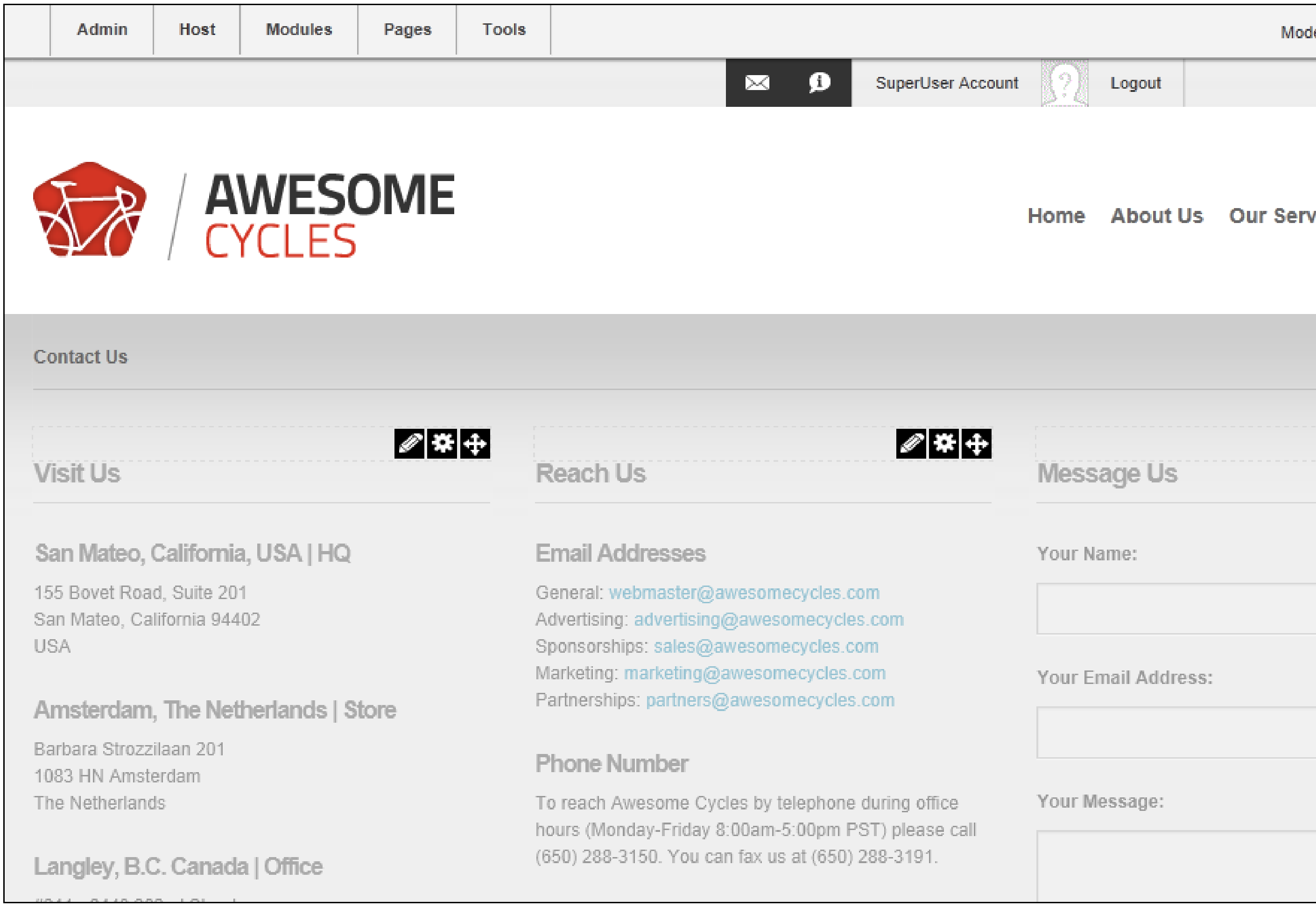
How to select the mode that you view your site in. **Important.** You cannot edit module content in View mode. Click on the **Mode** drop down list to view the mode options.

Select from the following modes:

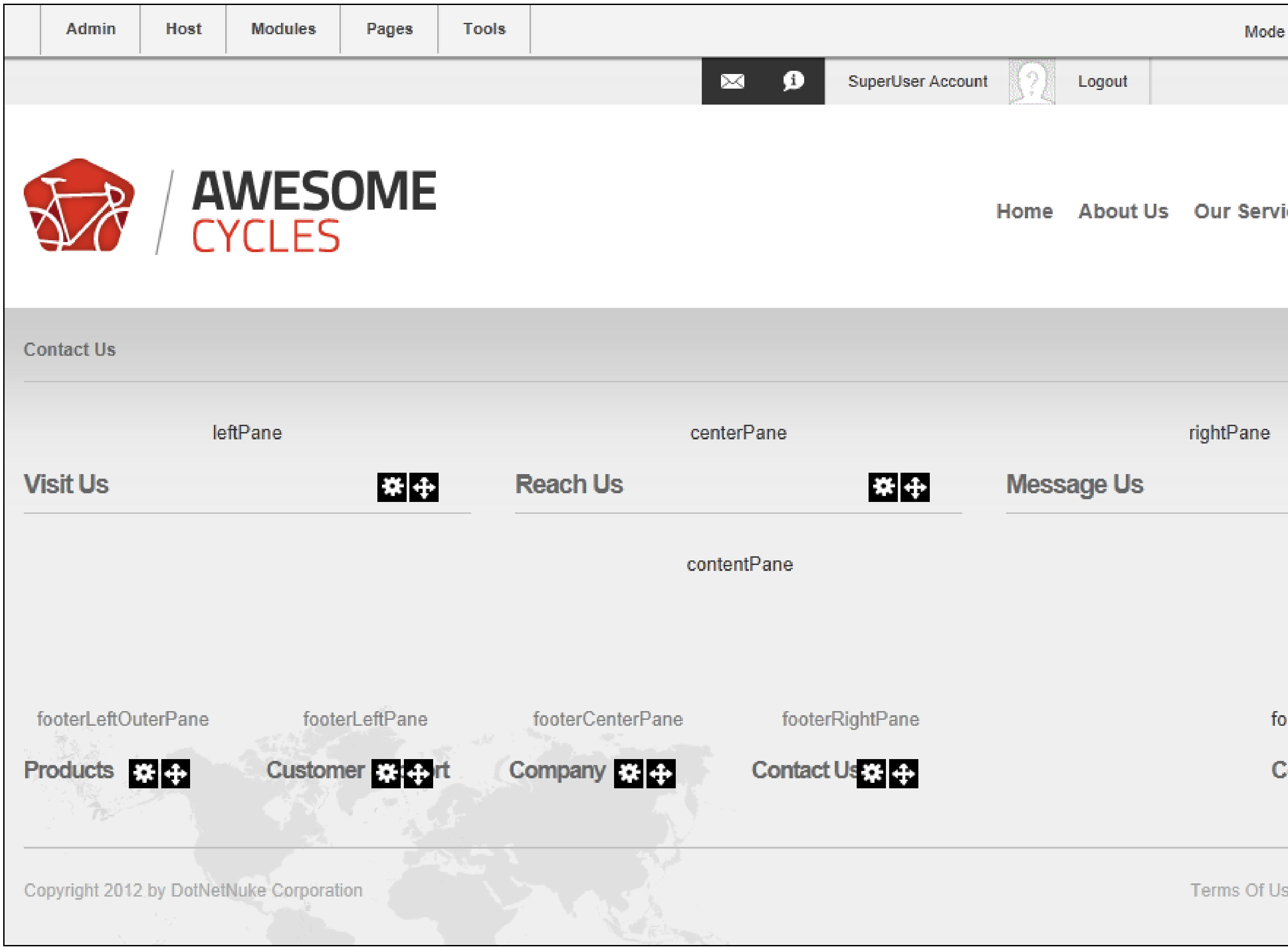
View: Select to view your site as a typical user without editing rights. This hides the module actions menu on all modules and disables the Tools menu.



Edit: Select to edit your site. This displays the module actions menu for all modules

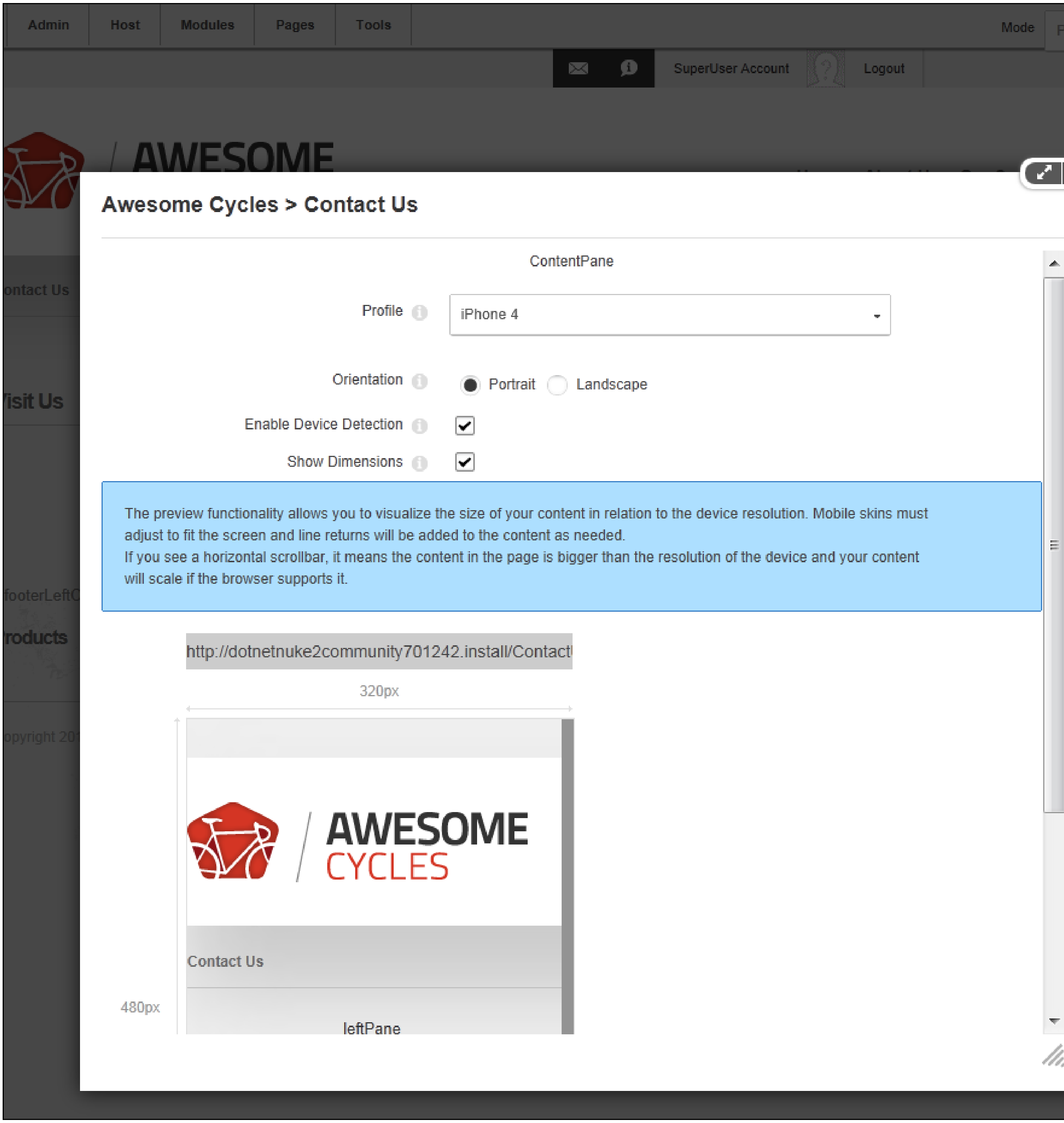


Layout: Select to view the layout of the panes within the skin that is applied to this page and the title and module actions menu of each module within each pane. Use this view to quickly view and update the page layout. This view is helpful when you want to delete or move a module but cannot access the module action menu when the content is displayed.



Preview: The Preview mode displays the current page as it would be viewed on a specified mobile device.

See " Previewing Your Mobile Device Site"


Admin
Host
Modules
Pages
Tools
Mode
SuperUser Account
Logout
Awesome Cycles > Contact Us
ContentPane
Profile
iPhone 4
Orientation
Portrait
Landscape
Enable Device Detection
Show Dimensions
The preview functionality allows you to visualize the size of your content in relation to the device resolution. Mobile skins must adjust to fit the screen and line returns will be added to the content as needed.
If you see a horizontal scrollbar, it means the content in the page is bigger than the resolution of the device and your content will scale if the browser supports it.
http://dotnetnuke2community701242.install/Contact
320px
480px
AWESOME
CYCLES
Contact Us
leftPane

Overview of the Iconbar Control Panel

The Iconbar Control Panel provides a single interface from which authorized users can access page and module management tools, shortcuts to six common administration tasks and quick links to the Admin and Host Consoles.

Maximizing/Minimizing the Iconbar

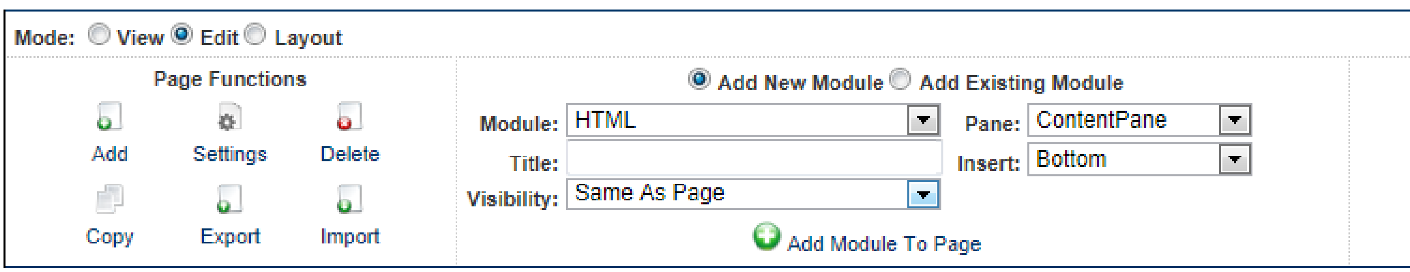
How to hide or display the Iconbar using the Maximize/Minimize button. **Permissions.** This functionality isn't available to Module Editors. The default visibility is set by Administrators.

1. In the top right hand corner of the Control Panel, select from these options:
   - Click the **Minimize** button to hide the Control Panel.
   - Click the **Maximize** button to display the Control Panel.

The IconBar Minimized

SuperUsers can click either the **Admin** or **Host** links (top right) to view the Admin Console or Host Console respectively.

Administrators can click the **Admin** link (top right) to view the Admin Console page.



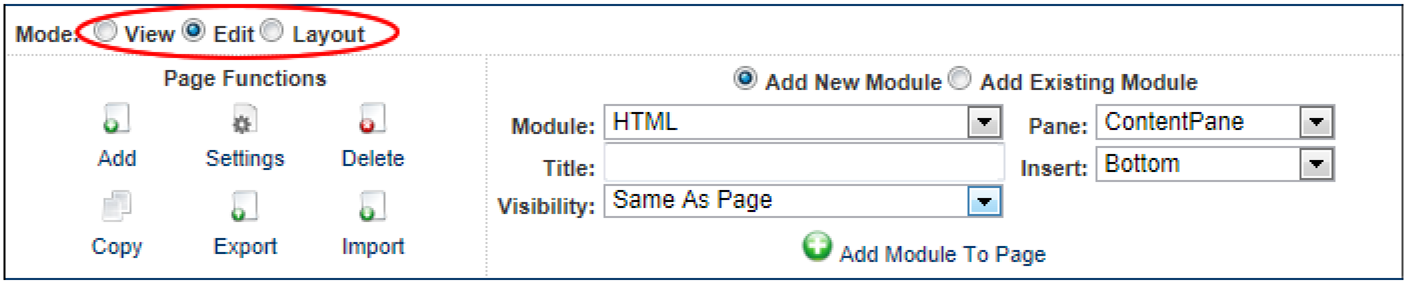
The Iconbar Control Panel as displayed to SuperUsers

Setting the Iconbar Mode

How to set the mode of the Iconbar Control Panel. Note: The Preview mode that displays the current page as it would be viewed on a specified mobile device is not available on the Iconbar.

1. Click on the **Mode** drop down list and select from these options:
   - **View**: View the page with module editing tools hidden. This option shows you how the page appears to site visitors.

- **Edit**: Displays all module editing tools available to the current user. E.g. Module menu, add/edit links, Settings button. This option ***must*** be selected to edit the page.
- **Layout**: Displays the layout of page panes and any modules within those panes. Module content is hidden. This option enables you to view the design of the page skin without the distraction of module content.



The Iconbar Mode Setting

Page Functions Section

The **Page Functions** section (left) is accessible to Page Editors, Administrators and SuperUsers. It enables users to add new pages (See See "Adding a New Page"), edit settings for the current page (See "Editing Page Settings"), delete the current page (See "Deleting a Page"), copy the current page (See "Copying a Page"), export the current page (See "Exporting a Page") and import a page (See "Importing a New Page"). Note: Page Editors will have access to one or more of these tools according to the permissions granted to them. Access will change depending on the permissions for the current page.

Module Insertion Section

The **Module Insertion** section (center) is accessible to Page Editors (users with Add Content or Full Control permissions in Professional Edition, or Edit Page permissions in DNN Community Edition) and Administrators. It enables these users to add new or existing modules as well as set the role visibility, title, pane and alignment of the module being added. See "Adding a New Module (Iconbar)", and See "Adding an Existing Module (Iconbar)"

Tip: Users must be authorized to deploy a module and be a page editor to add a module to a page.

Common Tasks Section

Page Editors can access this icon:

- **Help** button which links to the DNN Online Help URL set by the host. This option is disabled if no help link is provided.

Administrators and SuperUsers can access these additional icons:

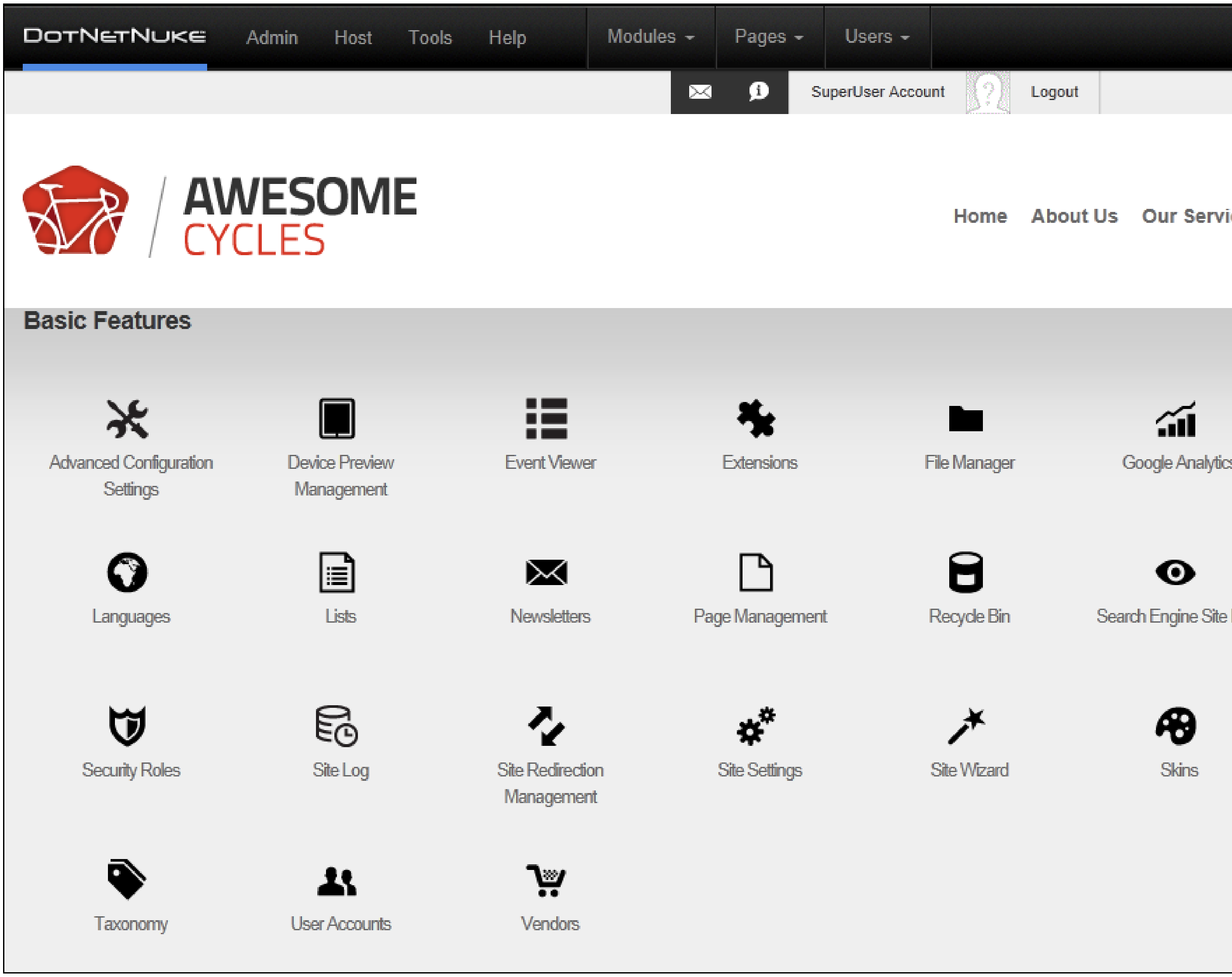
- **Site**: Opens the Admin > Site Settings page. See "About the Site Settings Page"
- **Users**: Opens the Admin > User Account page. See "About the User Accounts Module"
- **Roles**: Opens the Admin > Security Roles page. See "About the Security Roles Module"
- **Files**: Opens the Admin > File Manager page."See "About the Admin File Manager Module""
- **Help**: Opens the Online Help resource associated with the site.
- **Extensions**: Opens the Admin > Extensions page. See "About the Admin Extensions Module"

Admin Console

About the Admin Console

The Admin Console can be accessed either by hovering over or clicking on the Admin link in the Control Panel. The Admin Console allows Administrators and SuperUsers to manage settings and tools for this site.

Tip: You can choose to display the Admin Console as a page in the menu by setting the page as visible in the menu using the Admin > Page Management page. See "Hiding/Showing a Page in Site Navigation"



The Admin Console DNN Community Edition

Overview of the Admin Child Pages

Icon	Page Name	Description and Tutorial Link
	Advanced Configuration Settings	Advanced Settings for configuring your site. Includes skinning, outgoing mail settings, languages, authentication systems, providers and optional modules.
	Content Staging	The Admin > Content Staging page displays the Content Staging module that enables users to publish content from a staging site to a target (production) site. See "About the Content Staging Module" *Only available in DotNetNuke Enterprise Edi-*

Icon	Page Name	Description and Tutorial Link
		tion
	Device Preview Management	The Admin > Device Preview Management page displays the Device Preview Management module which enables Administrators to manage a list of profiles for viewing your site in different devices such as mobile phones. See "About the Device Preview Management Module".
	Event Viewer	The Admin > Event Viewer page displays the Log Viewer module (also called the Event Viewer module) which provides a log of database events. This page includes tasks that are only available to SuperUsers. See "About the Log Viewer Module"
	Extensions	The Admin > Extensions page displays the Extensions module that enables Administrators to manage extensions which have been installed on the site by the Host. Additional extension management can be accessed by SuperUsers. See "About the Admin Extensions Module"
	File Manager	The Admin > File Manager page displays the File Manager module which enables management of site files. See See "About the Admin File Manager Module"
	Google Analytics Pro	The Admin > Google Analytics page displays the Google Analytics module that improves your site results online. See "About the Google Analytics / Google Analytics Pro Module"
	Languages	The Admin > Languages page displays the Languages module that enables Administrators and SuperUsers to enable and manage the languages files associated with a site. See "About the Languages Management Module". Tip: A large section of language packs are available from the DotNetNuke website and the DotNetNuke Store (http://store.dotnetnuke.com/).
	Lists	The Admin > Lists page displays the Lists module that enables Administrators to maintain lists of information that can be identified by a key value and a data value. See "About the Admin Lists Page"
	Newsletters	The Admin > Newsletters page displays the Newsletters module that enables sending bulking email messages to individual email addresses and security roles. See "About the Newsletters Module"
	Page Management	The Admin > Page Management page displays the Tabs module that provides full page management including the ability to modify page hierarchy. SuperUsers can also manage Host Tabs from this page. See "About the Pages (Tabs) module"

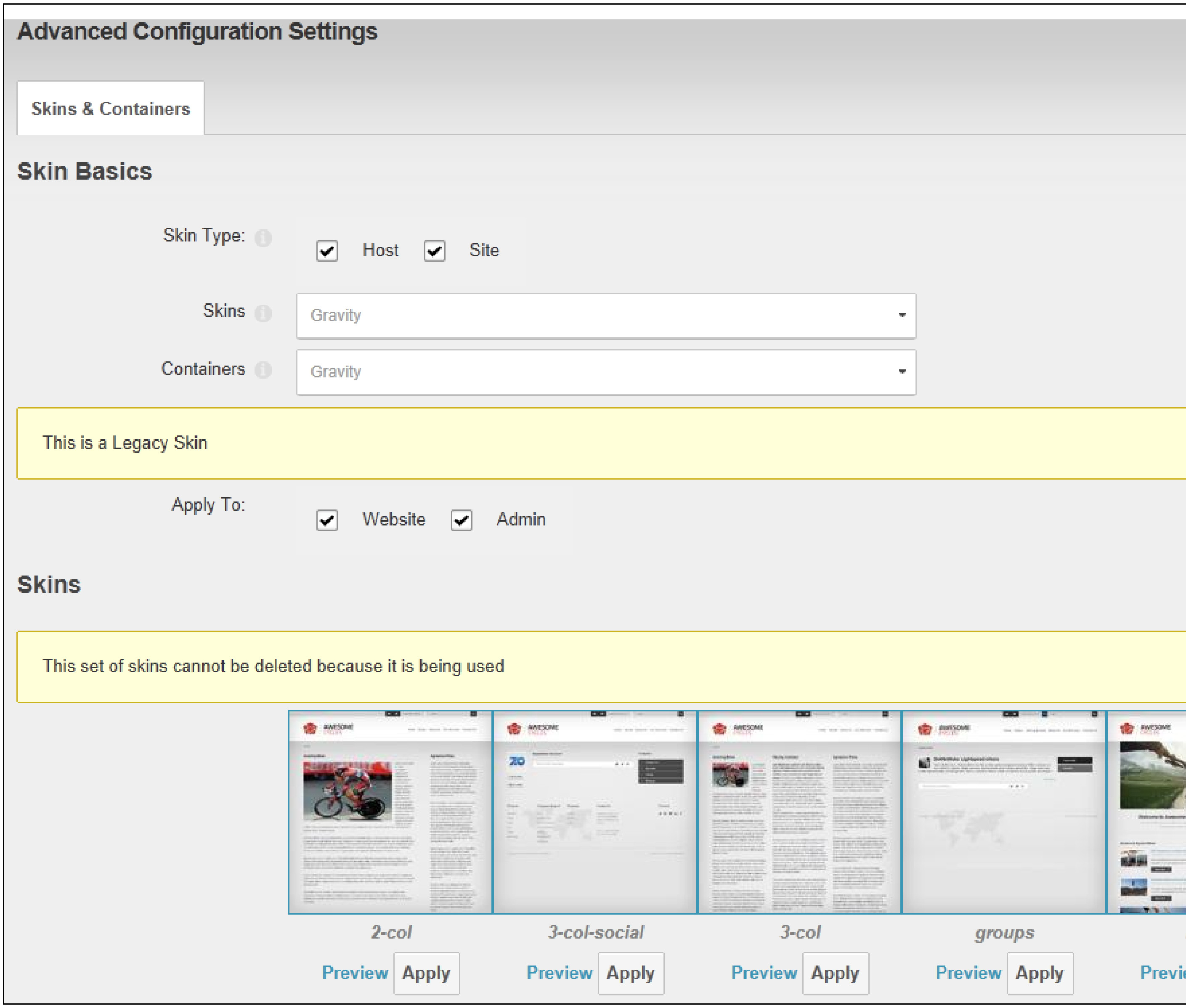
Icon	Page Name	Description and Tutorial Link
	Recycle Bin	The Admin > Recycle Bin page displays the Recycle Bin module that enables users to restore or permanently delete pages and modules. This module can be deployed on site pages. See "About the Recycle Bin Module"
	Search Engine Site Map	The Admin > Search Engine SiteMap page displays the SiteMap module. See "About the Search Engine SiteMap Module"
	Security Roles	The Admin > Security Roles page displays the Security Roles module which enables the management of security roles as well as role assignment. See "About the Security Roles Module"
	SharePoint Connector	The Admin > SharePoint Connector page allows Administrators to push files from their SharePoint site up to their DotNetNuke site. See "About the SharePoint Connector Module"*Only available in DotNetNuke Enterprise Edition*
	Site Log	The Admin > Site Log page displays the Site Log module that enables viewing of statistical reports for the site. See "About the Site Log Module"
	Site Redirection Management	The Admin > Site Redirection Management page displays the Site Redirection Management module which enables Administrators to create site redirection paths for mobile devices. See "About the Site Redirection Management Module"
	Site Settings	The Admin > Site Settings page displays the Site Settings module. This module cannot be deployed on site pages and is therefore only accessible to Administrators and SuperUsers. See "About the Site Settings Page". Additional settings can be accessed by SuperUsers.
	Site Wizard	The Admin > Site Wizard page displays the Site Wizard module that enables authorized to view the module to configure basic site settings, page design as well as apply a template to the site using a simple step-by-step wizard. See "About the Site Wizard Module"
	Skins	The Admin > Skins page displays the Skins module, also titled the Skin Editor and the Skin Designer module. The Skin module, that can be deployed on any site page, enables authorized users to preview and apply skins to the site. The Skin Designer module, which cannot be deployed on site pages, enables Administrators to set container and skin token values. See "About the Skins Module" and See "About the Skin Designer Module". Tip: Skin installation is managed by the Host using the Host > Extensions page.

Icon	Page Name	Description and Tutorial Link
	Taxonomy	The Admin > Taxonomy page displays the Taxonomy Manager module. This page includes tasks that are only available to SuperUsers. See "About the Taxonomy Manager Module"
	User Accounts	The Admin > User Accounts page displays the User Accounts module which enables the creation and management of user accounts, as well as configuration of user settings relating to authentication. See "About the User Accounts Module"
	Vendors	The Admin > Vendors page displays the Vendors module that enables the creation and management of vendor accounts, vendor banners and affiliate accounts using the Vendors module. Vendor accounts and banners maintained under the Admin page are only available to this site. See "About the Admin Vendors Module"

Advanced Configuration Settings

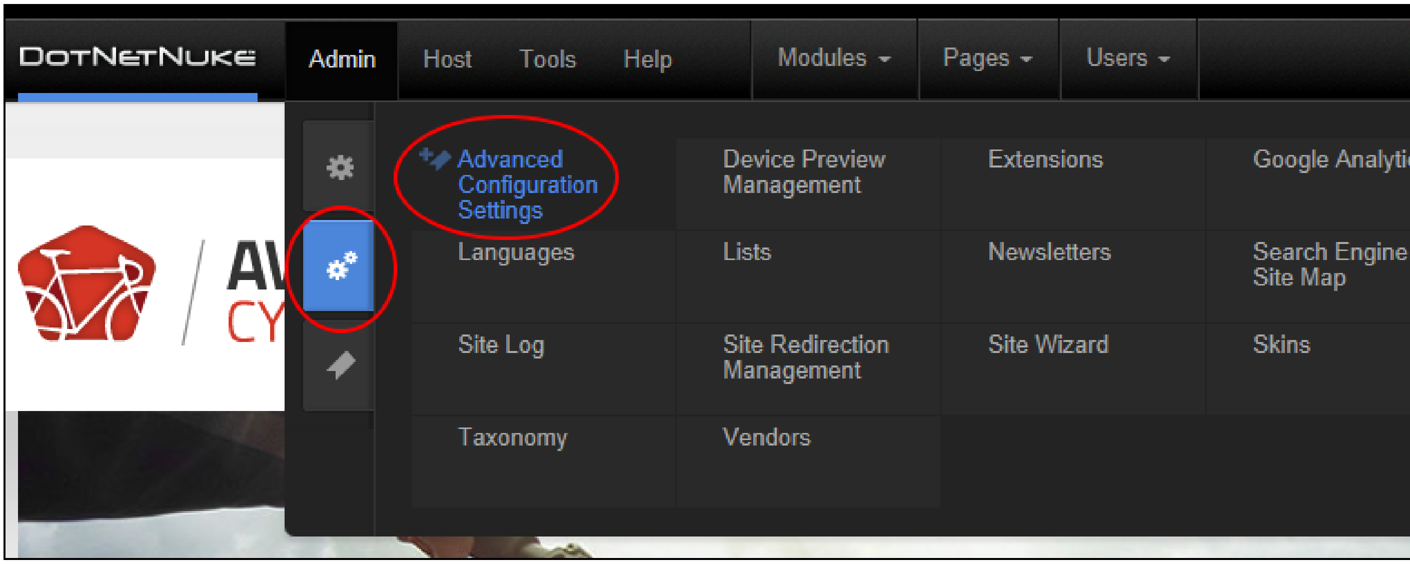
About Advanced Configuration Settings

The Advanced Configuration Settings section provides Administrators with an alternative location where they can change the Skins and Containers applied to the current site, setup site email and install language packs, authentication systems, providers and optional modules.

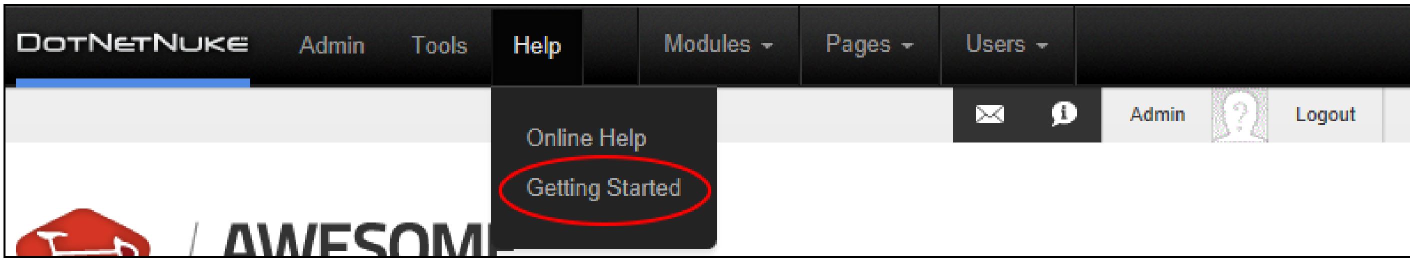


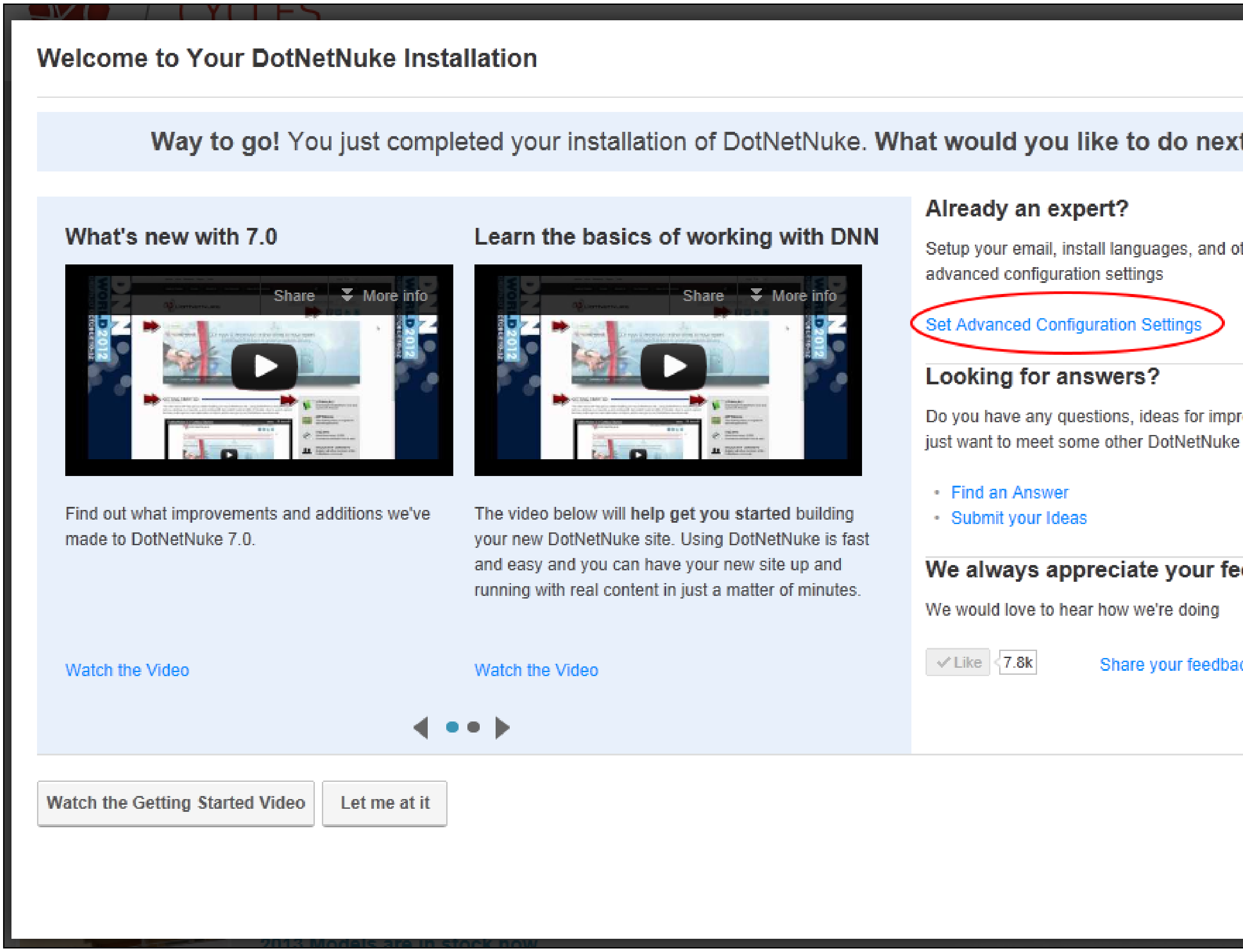
Advanced Configurations Settings page for Administrators

The Advanced Configuration Settings section is accessed from the ControlBar by selecting Admin > Advanced Settings > Advanced Configuration Settings or from the Admin Console page.



On new DNN installations (not upgraded sites) it can also be accessed from the Getting Started page that is displayed when you first install DNN or from the ControlBar by selecting Help > **Getting Started**. For upgraded sites, if a page named “Getting Started” does not exist, the link is hidden. If a page already existing is called “Getting Started” the link will lead to that page.





Advanced Configuration Settings

The Advanced Configuration Settings page groups together settings that are documented in other sections of this manual. Here we will provide a complete list of the tools available in this section and links to the related tutorials.

Skins and Containers

Skin Basics

- See "Applying the Default Site Skin"
- See "Previewing a Skin Package"

- See "Restoring the Default Skin"
- See "Parsing a Skin Package"

Containers

- See "Applying a Default Site Container"

Skin Designer

- See "About the Skin Designer Module"
- See "Setting Skin Token Values"
- See "Setting Container Token Values"

Authentication Systems

Content Staging

About the Content Staging Module

The Content Staging module, located on the Admin > Advanced Settings > Content Staging page, allows content to be published from a staging site to a production site. It eliminates the need to make content changes to your live production site. The Content Staging module is located on the Admin > Content Staging page.

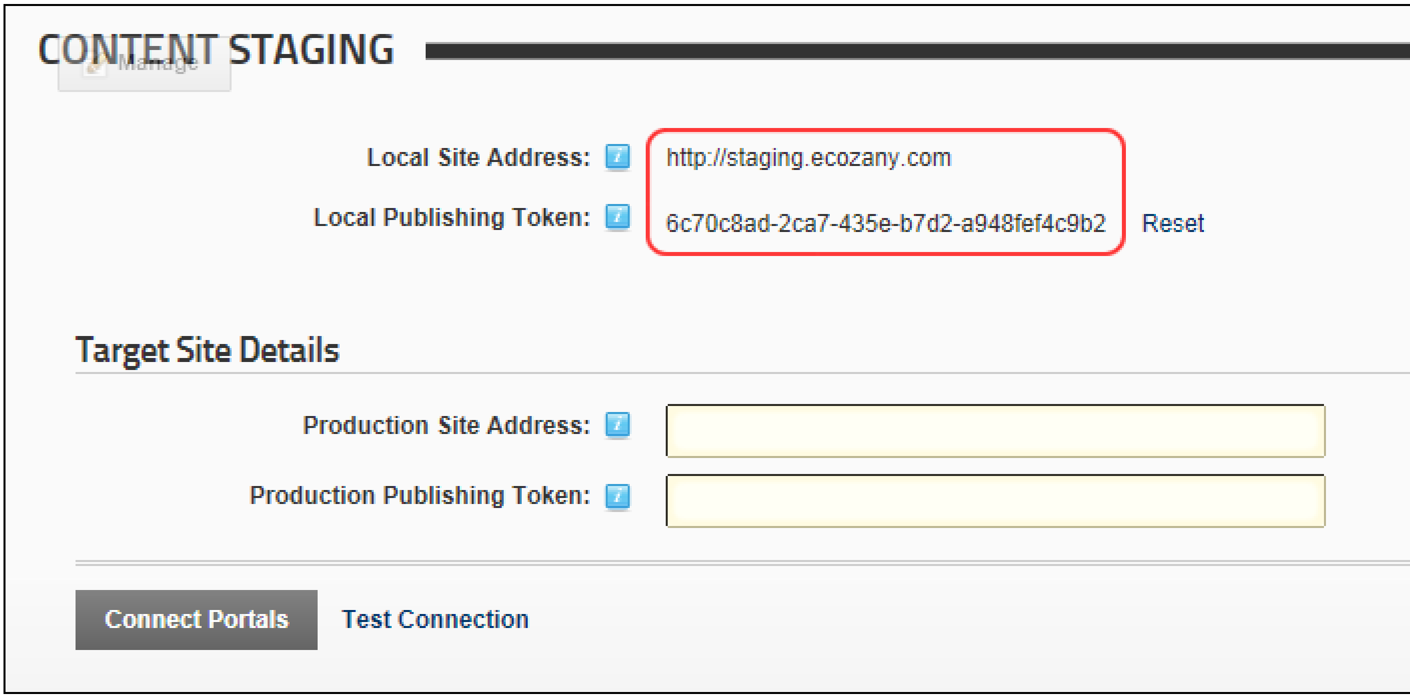
Note: Content staging is only supported between cloned sites. This means your staging site should be created using a backup of your production site.
Only available in DotNetNuke Enterprise Edition

The following types of entities are deployed to the production sever when content is published:

- Pages (also called Tabs), Page Settings and Permissions (also called Tab Settings and Permissions). Note: Permissions are only applied for the users and roles that exist in the target site
- Module settings for all modules
- Module content from HTML Pro modules
- Files and file content
- Folders, folder settings and permissions
- Site Settings

The following information is **not** synchronized:

- Changes make on any of the Host pages

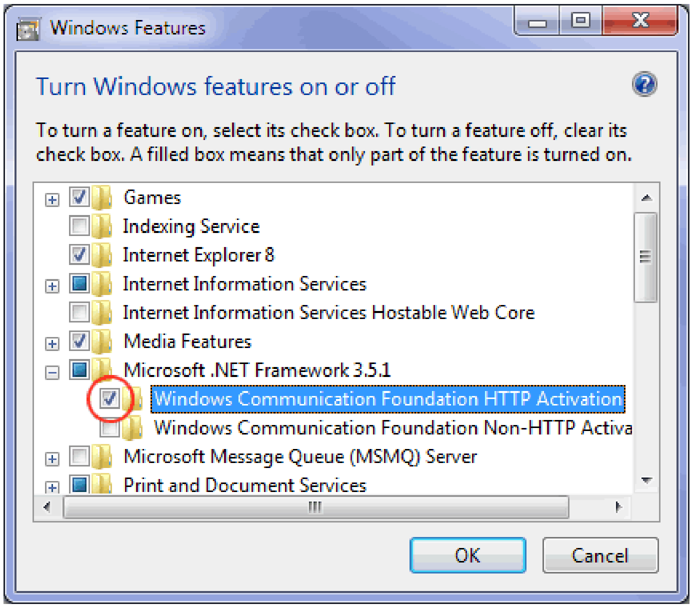


The Content Staging Module

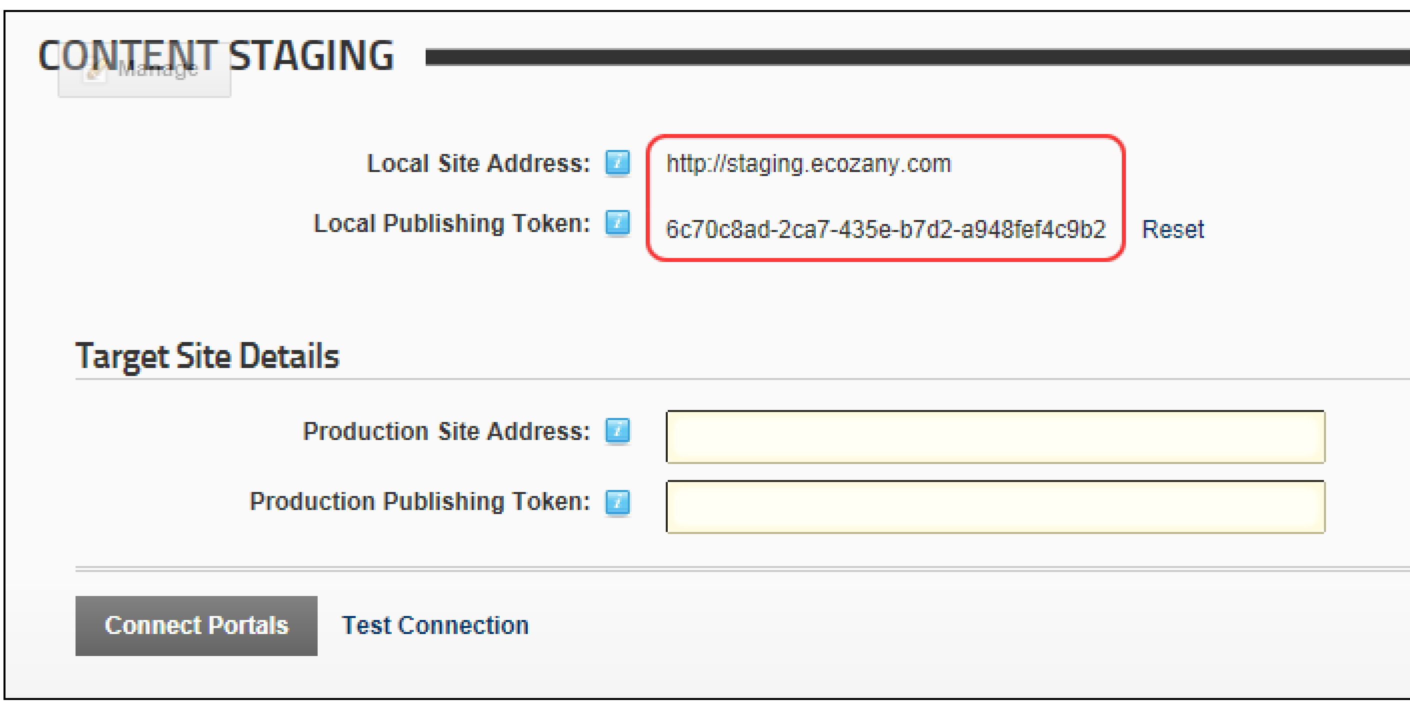
Configuring Content Staging

How to configure content staging using the Content Staging module. This must be done before you can publish content from a server to a target server you have to pair the two servers together. *Only available in DotNetNuke Enterprise Edition*

Important. Content Staging relies upon Windows Communication Foundation (WCF) services which must be enabled on your production web server before commencing the below topic. To do this turn on Windows feature Windows Communication Foundation HTTP Activation.



1. Login to your production site.
2. Navigate to Admin > Advanced Settings > **Content Staging** - OR - Go to a **Content Staging** module.
3. Copy the information displayed at the **Local Site Address** and **Local Publishing Token** fields. Tip: You may find it helpful to copy and paste this information into a text file.



4. Login to your staging site.
5. Navigate to Admin > **Content Staging** - OR - Go to a Content Staging module.
6. Enter (or paste) the information you copied at Step 4 into **Production Site Address** and **Production Publishing Token** fields respectively. Note: If the domains you are using are not entered into a DNS server you will need to add the URL and IP Address of BOTH servers into the HOSTS file on BOTH servers so that they can communicate.
7. Click the Test Connection link. If successful, the ✔ Connection Verified Successfully message is displayed.

8. Click the Connect Portals link. Your production and staging sites are now successfully connected.

Next Step: You can now publish staged content. See See "Publishing Staged Content"

Creating a Staging Site

How to create a staging site from a production site.

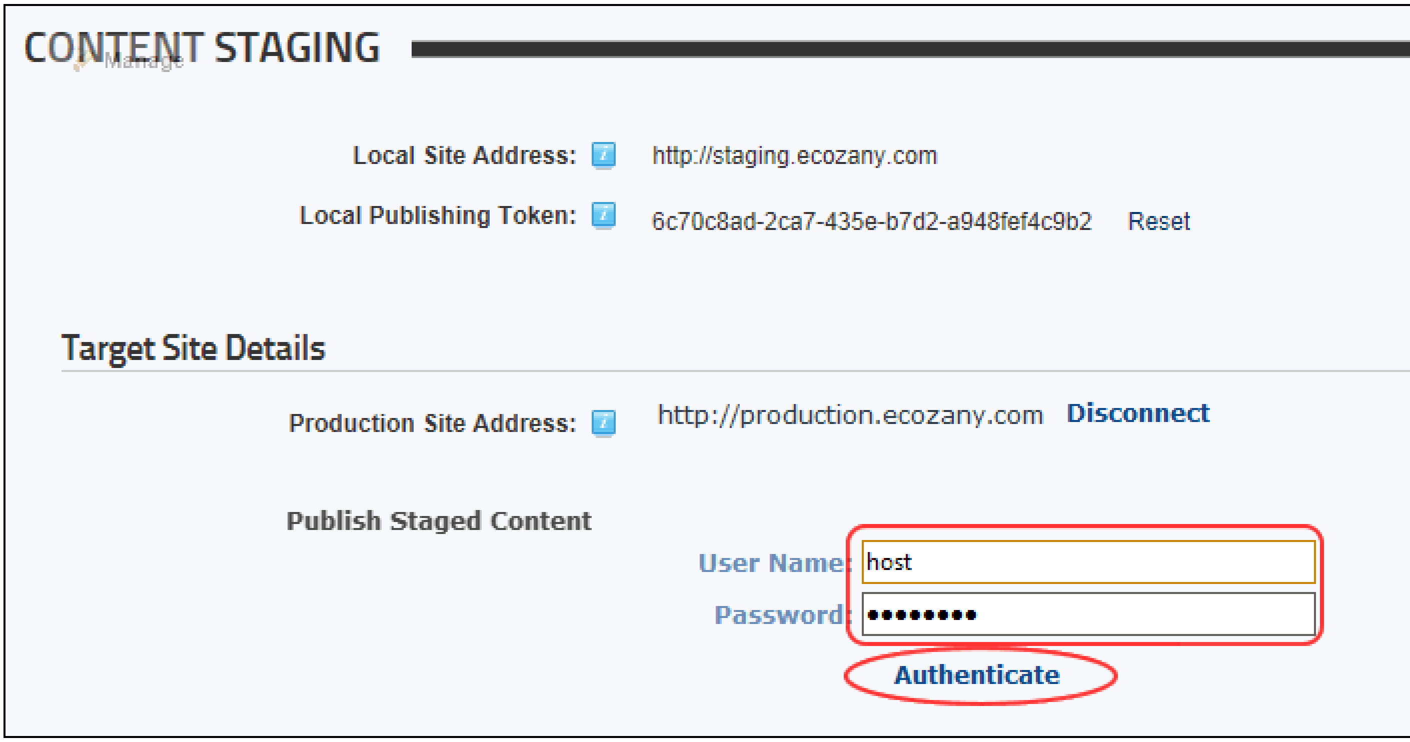
1. Create a backup of your production SQL database.
2. Create a new database for your staging site.
3. Restore the production site database into your staging database.
4. Open the Portal Alias table in the new staging database.

5. Delete the records in the Portal Alias table. This will be regenerated the first time the staging site is accessed.
6. Open Windows Explorer and make a copy of the folder that is the physical location for the production web site. This will be the physical location for the staging site.
7. Rename the folder to help you identify it as the physical location of your staging site.
8. Edit the web.config file for the staging site to update the connection string to connect to the staging database.
9. Create a new IIS web site for the staging site with the physical location set to the folder you created in step 6.

Publishing Staged Content

How to publish content from your staging site to your production site. Note: All modules and languages which are present on the Staging site must be installed on the production site before staged content can be published.

1. Login to your staging site.
2. Navigate to Admin > Advanced Settings > **Content Staging** - OR - Go to a **Content Staging** module.
3. Go to the Publish Staged Content section.
4. In the **User Name**/**Password** text boxes, enter either the Host or Admin login details. Note: Even though the user name and password are entered in the staging site, the authentication is done at the production site; the user should either be a Host user or be in the Administrator role in the production server for the login attempt to be successful. Note: You will need to re-enter these details every time you navigate to the Content Staging module to publish content.
5. Click the Authenticate link.



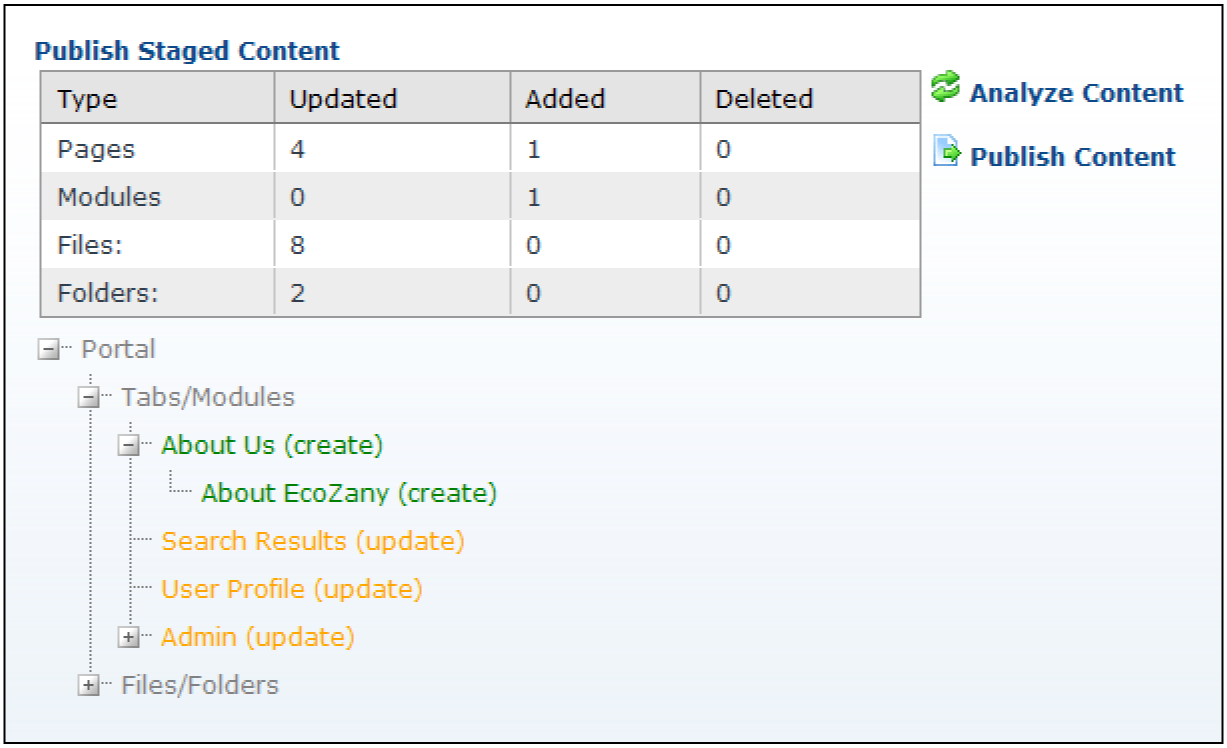
This displays the following Publish Summary details:

Summary Table

A table is now displayed which summarizes the status of the content on the Staging site. In the below image, the table shows that there has been one page and one module added to the site. Note: The number of pages which have been updated (as shown in the Updated column) is greater than one. This refers to the number of updates which occurred in the database, such as the automatic reordering of pages, when the page was added.

Detailed Tree Folder

A tree folder providing detailed information of the content changes is displayed below the summary table. Maximize any node to view more details. Changes which have not been published to the Production site are colored green. In the below image, you can see that a page called "About Us" was created, as well as a module called "About EcoZany"



6. **Optional.** Click the Analyze Content link if it is possible that additional changes may have been made recently.
7. Click the Publish Content link. This publishes the content changes to your production site.

Device Preview Management

About the Device Preview Management Module

The Device Preview Management module allows Administrators and the Host to preview their mobile device site as it will appear on different mobile devices. The module comes with a pre-existing list of preview profiles for commonly used devices. It also has the ability to create new preview profiles using either a pre-configured list of common profiles or you can create a new profile from scratch. Existing profiles can also be modified or deleted.

This module is located on the Admin > Advanced Settings > Device Preview Management page. It cannot be added to additional pages.

DEVICE PREVIEW MANAGEMENT

Create New Preview Profile

Device Name | Width | Height | User Agent | Creat

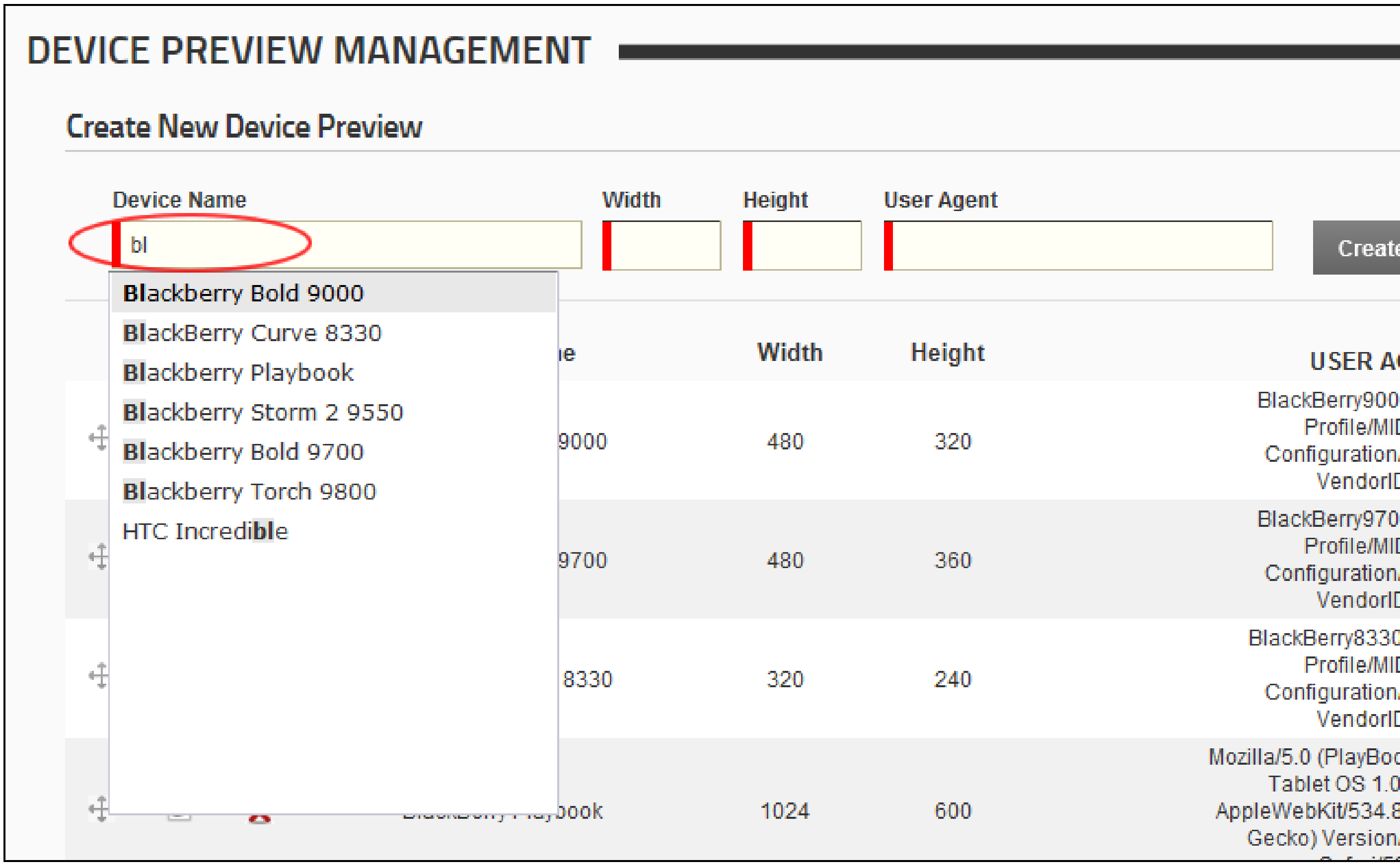
			Device Name	Width	Height	USER
			BlackBerry Bold 9000	480	320	BlackBerry90 Profile/MIDP-2.0 C -1.1 Vend
			BlackBerry Bold 9700	480	360	BlackBerry97 Profile/MIDP-2.1 C -1.1 Vend
			BlackBerry Curve 8330	320	240	BlackBerry83 Profile/MIDP-2.0 C -1.1 Vend
			BlackBerry Playbook	1024	600	Mozilla/5.0 (PlayB Tablet OS 1 AppleWebKit/534 Gecko) Versio Safari/
			iPhone 4	320	480	Mozilla/5.0 (iPhon OS 4_0 like Ma AppleWebKit/53 Gecko) Version/4 Safari/5
			iPhone 3GS	320	480	Mozilla/5.0 (iPhon OS 3_0 like Ma AppleWebKit/528 Gecko) Version/ Safari/
			iPad	768	1024	Mozilla/5.0 (iPad; like Mac O AppleWebKit/533. Gecko) Version/5 Safari/6
			iPad 2	768	1024	Mozilla/5.0 (iPad like Mac O AppleWebKit/533. Gecko) Version/5 Safari/6
			Motorola EX128	240	400	MOT-EX128 Obig 2.0/CL
			Samsung M850	240	432	Opera/9.70 (BR Samsung; (Presto/2.2.1/IN SprintTitan/OSGi 2.1 Configura
			Motorola DroidX	480	854	Mozilla/5.0 (Linux update1; en-us; D AppleWebKit/525 Gecko) Versio Safari/5
			HTC Incredible	480	800	Mozilla/5.0 (Linux; -us; ADR6300 AppleWebKit/53 Gecko) Versi Safari
			HTC Aria	320	480	Mozilla/5.0 (Linux de-at; HTC Aria AppleWebKit/525 Gecko) Versio Safari/5

Adding an Existing Preview Profile

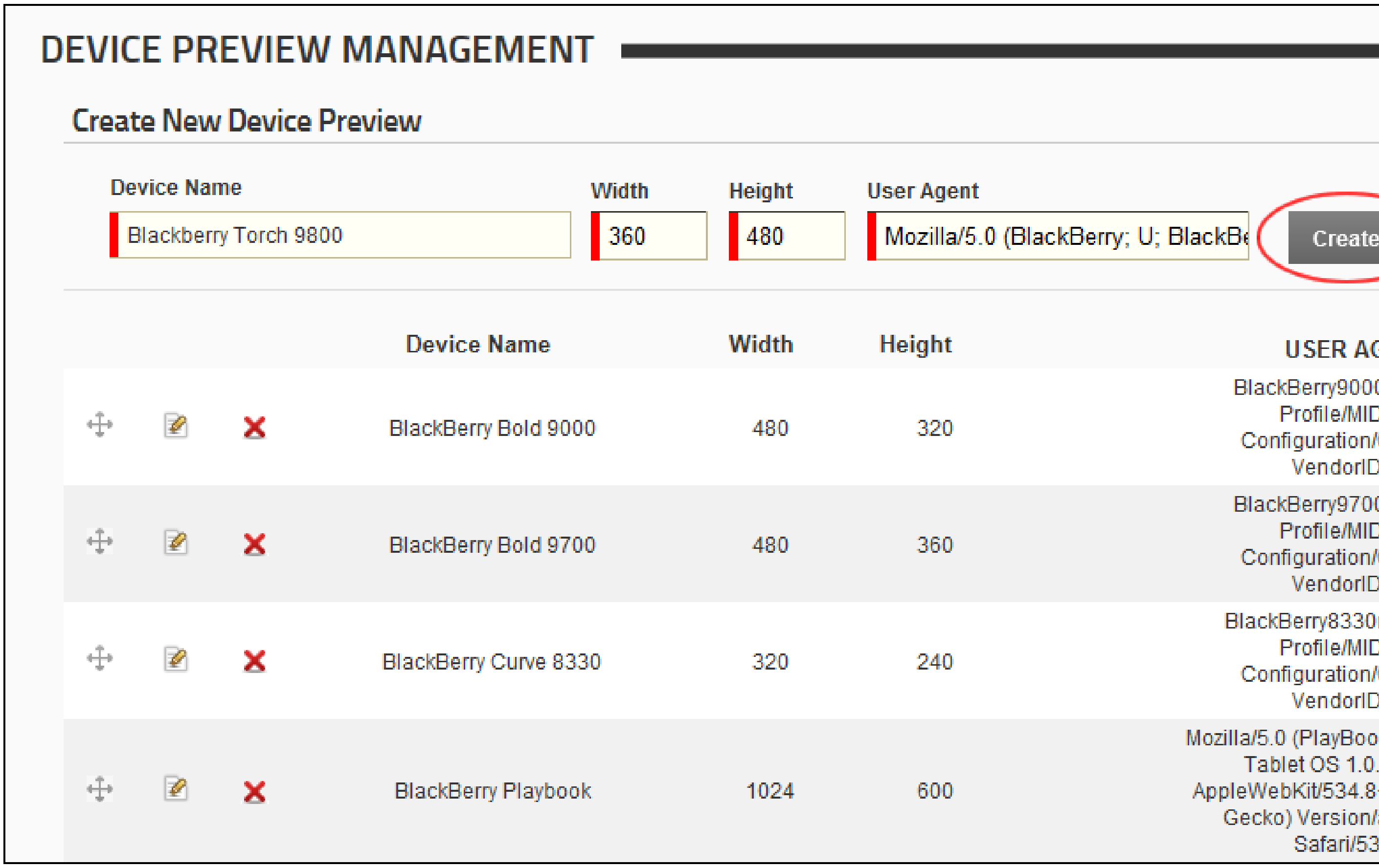
Although you are able to enter your own data to create a brand new preview profile, you will find that most already exist in this module. The following profiles are included: B&N Nook Color, Blackberry Bold 9000, Blackberry Curve 8330, Blackberry Playbook, Blackberry Storm 2 9550, Blackberry Bold 9700, Blackberry Torch 9800, Google G1, Google Nexus S, HP TouchPad, HTC 7 Surround, HTC Aria, HTC HD mini, HTC HD2, HTC Incredible, HTC Touch Pro, HTC Wildfire, iPad, iPad 2, iPhone, Phone 3, iPhone 3GS, iPhone 4, iPod touch, Kindle 3, Motorola DroidX, Nokia C7, Nokia N8, Nokia N97, Palm Pixi, Palm Pre, Palm Pre 2m, and Samsung Galaxy Tab 0.1.

How to add a new preview profile using the Device Preview Management module:

1. Navigate to Admin > Advanced Settings > **Device Preview Management**.
2. Go to the **Create New Device Preview** section.
3. Click inside the **Device Name** text box to view the full list of devices with existing profiles from the drop down list. Alternatively, begin typing the name of the required device to filter the list and then make your selection. If the device required is not listed, enter the device name into the text box.



4. Once you have made your selection from the pre-existing options the **Width**, **Height** and **User Agent** fields are all populated with the correct information. Alternatively, if you are creating a new preview profile from scratch, enter your information into each of these fields.



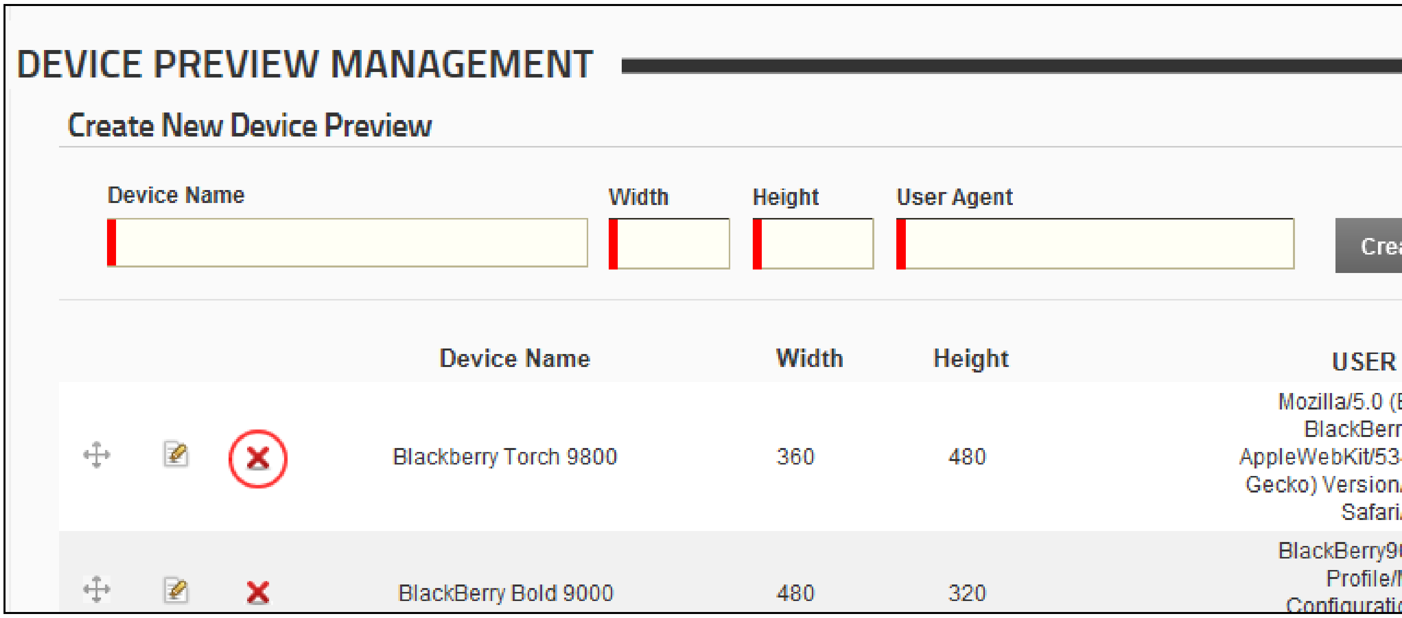
5. Click the Create link. The newly created profile is now added to the list below. Note: You can click on the **Drag and Drop** button and drag this item to a new position in the list if desired.

Deleting a Preview Profile

How to delete one or more preview profiles which are listed in the Device Preview Management module.

Only available in DotNetNuke Professional Edition and DotNetNuke Enterprise Edition

1. Navigate to Admin > Advanced Settings > **Device Preview Management**.
2. Click the **Delete** button beside the required Device Profile. This displays the message "Are You Sure You Wish To Delete This Item?"

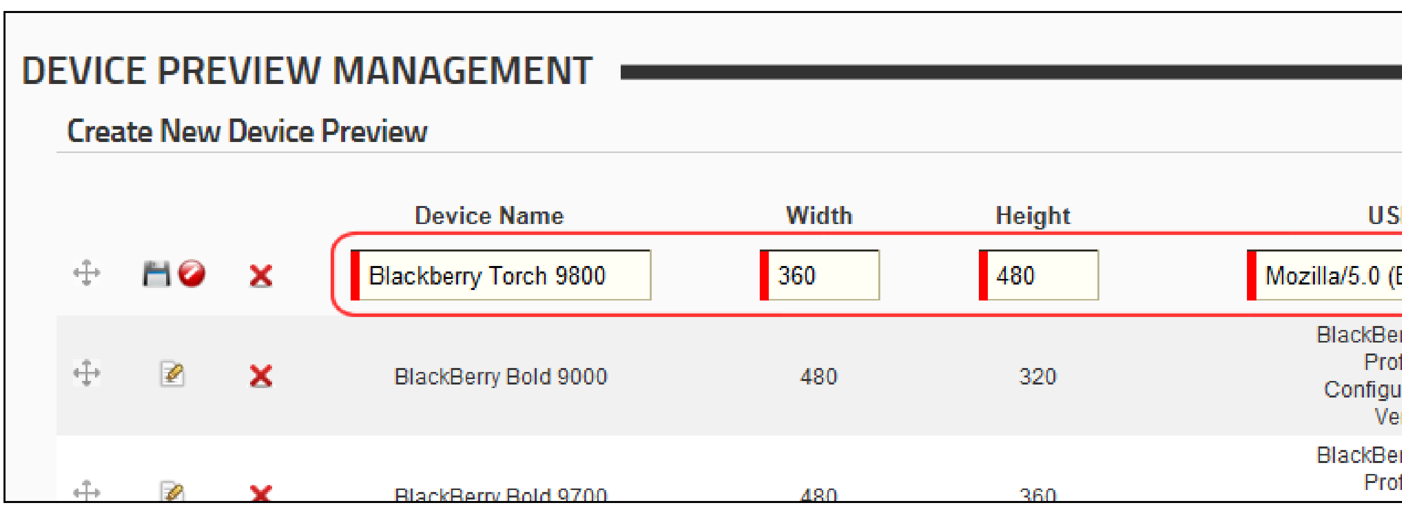


3. Click the **Yes** button to confirm.

Editing a Preview Profile

How to edit one or more fields of a preview profile that is listed in the Device Preview Management module.

1. Navigate to Admin > Advanced Settings > **Device Preview Management**.
2. Click the **Edit** button beside the Device Profile to be edited. This displays the selected record in the edit fields at the top of the module.
3. Edit one or more fields as required.



4. Click the **Save** button to save your changes.

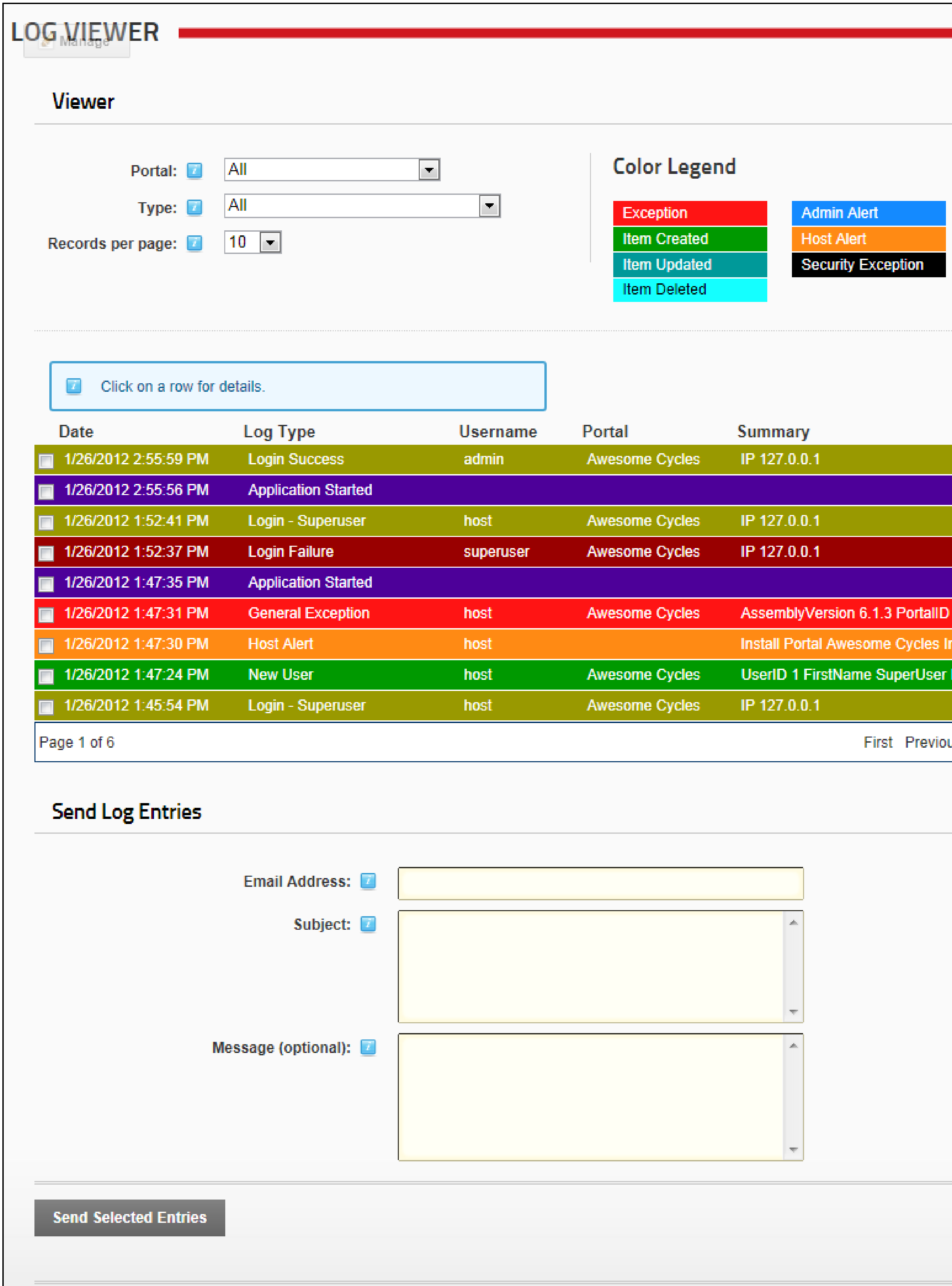
Event Viewer

About the Log Viewer Module

The Event Viewer page displays the Log Viewer module that provides an historical log of database events such as events which are scheduled, exceptions, account logins, module and page changes, user account activities, security role activities, etc. Authorized users can send exceptions to any email address. SuperUsers can add, edit and delete event records for all sites.

The Log Viewer module is located on the Admin > Event Viewer page. This Administration module can be deployed to sites and can be added to pages.

Module Version: 01.00.00. Note: The version number for this module does not update as it forms part of the DNN framework.


LOG VIEWER
Manage
Viewer
Portal:
All
Type:
All
Records per page:
10
Color Legend
Exception
Admin Alert
Item Created
Host Alert
Item Updated
Security Exception
Item Deleted
Click on a row for details.
Date
Log Type
Username
Portal
Summary
1/26/2012 2:55:59 PM
Login Success
admin
Awesome Cycles
IP 127.0.0.1
1/26/2012 2:55:56 PM
Application Started
1/26/2012 1:52:41 PM
Login - Superuser
host
Awesome Cycles
IP 127.0.0.1
1/26/2012 1:52:37 PM
Login Failure
superuser
Awesome Cycles
IP 127.0.0.1
1/26/2012 1:47:35 PM
Application Started
1/26/2012 1:47:31 PM
General Exception
host
Awesome Cycles
AssemblyVersion 6.1.3 PortalID
1/26/2012 1:47:30 PM
Host Alert
host
Install Portal Awesome Cycles In
1/26/2012 1:47:24 PM
New User
host
Awesome Cycles
UserID 1 FirstName SuperUser
1/26/2012 1:45:54 PM
Login - Superuser
host
Awesome Cycles
IP 127.0.0.1
Page 1 of 6
First
Previou
Send Log Entries
Email Address:
Subject:
Message (optional):
Send Selected Entries

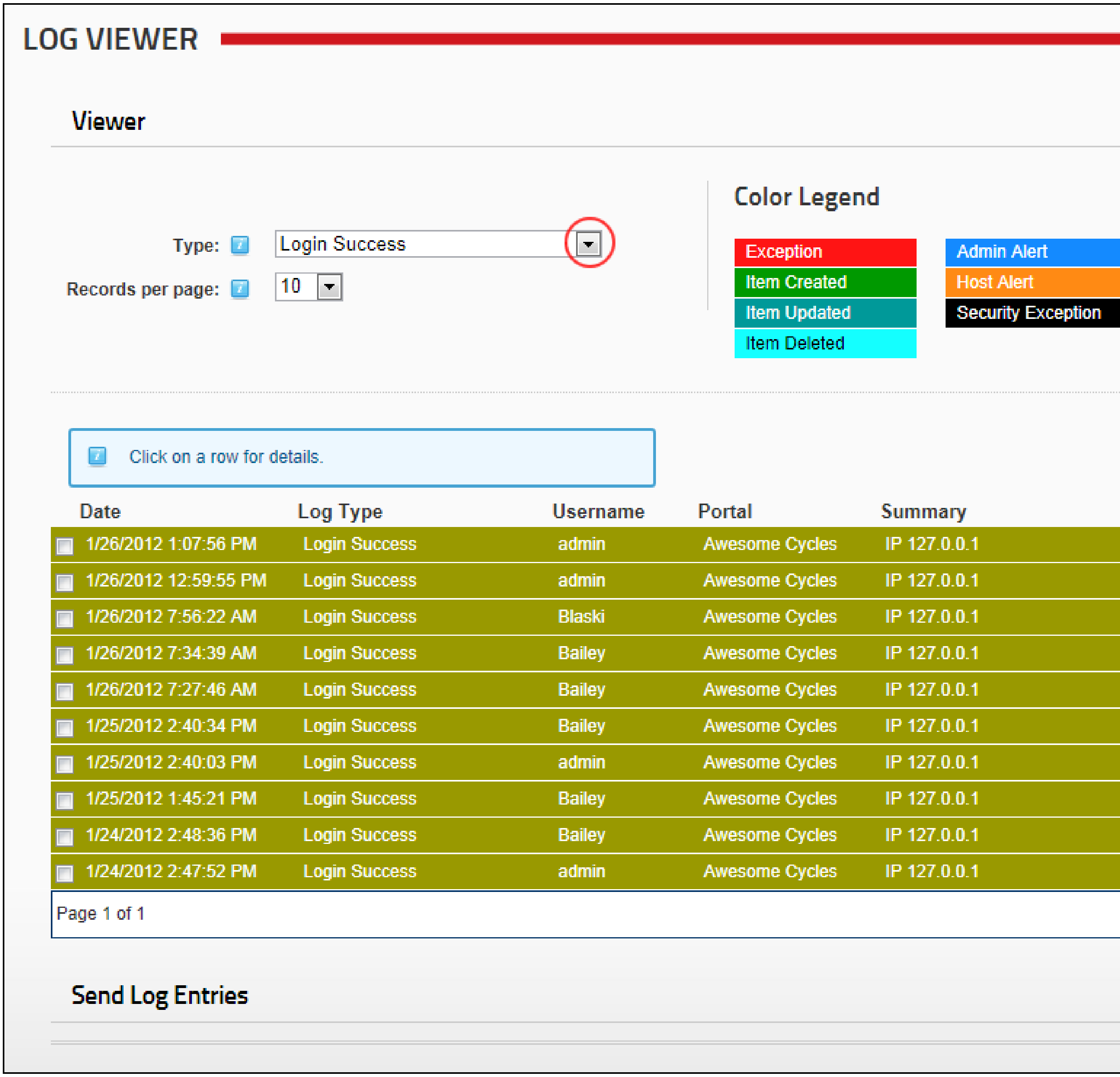
The Log Viewer Module as displayed to SuperUsers

All Users

Filtering Events by any Event Type

How to filter the event records that are displayed in the Log Viewer module by a single event type.

1. Navigate to Admin > **Event Viewer** - OR - Navigate to a Log Viewer module.
2. Expand the **Viewer** section.
3. At **Type**, select an event type from the drop down list. The matching records will then be displayed below.



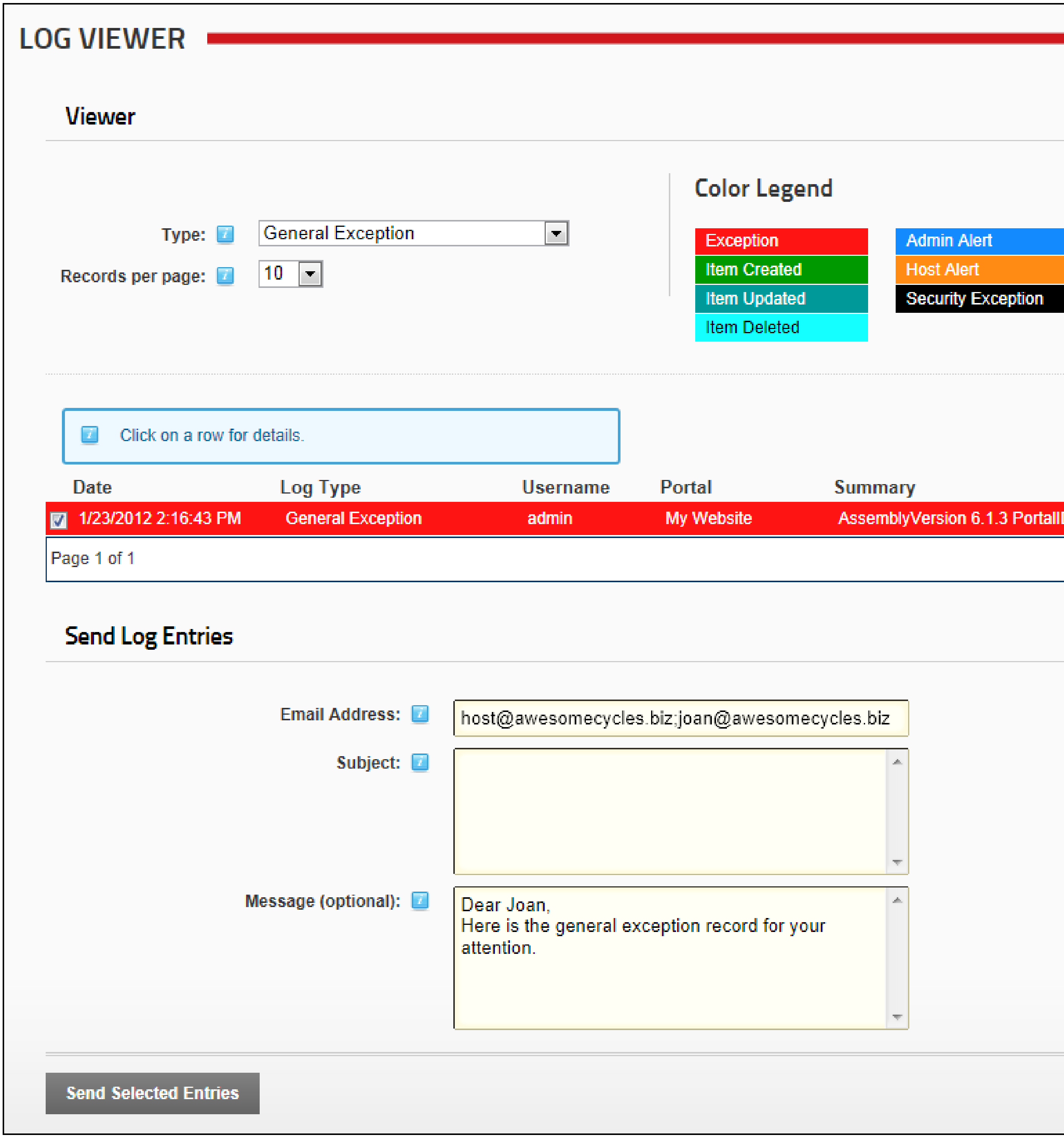
Filtering Log Viewer records by event type

Sending Exceptions by Email

How to send one or more selection exception records via email using the Event Viewer module.

Warning: You may be sending sensitive data over the Internet in clear text (not encrypted). Before sending your exception submission, please review the contents of your exception log to verify that no sensitive data is contained within it.

1. Navigate to Admin > **Event Viewer** - OR - Navigate to a Log Viewer module.
2. Expand the **Viewer** section.
3. Locate the required exceptions. Filtering records by type such as General Exception can be useful. Note: If color coding is enabled, exceptions are colored red.
4. Check the check box beside each record to be emailed.
5. Expand the **Send Log Entries** section.
6. In the **Email Address** text box, enter one or more email addresses separated by a semi-colon (;). E.g. host@domain.com;host@domain.com.au
7. **Optional.** In the **Subject** text box, enter a subject for the message. Leave blank to use "[Portal Name] Exceptions".
8. **Optional.** In the **Message (optional)** text box, enter a message.
9. Click the Send Selected Exceptions link.

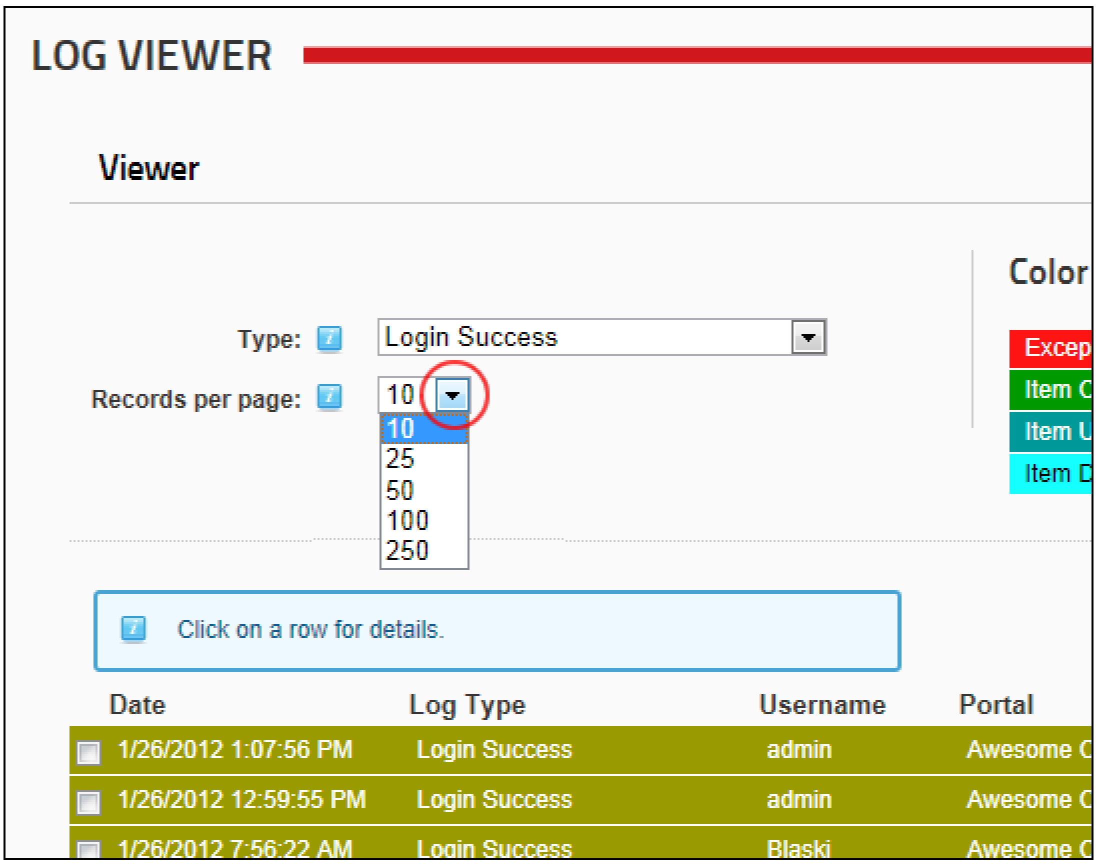


Sending Exceptions by Email

Setting Event Records Per Page

How to set the number of records that are displayed on one page of the Log Viewer module. Ten (10) records are displayed per page by default. You can choose to display up to 250 records per page however the module will default back to ten (10) records each time the page is refreshed.

1. Navigate to Admin > **Event Viewer** - OR - Navigate to a Log Viewer module.
2. Expand the **Viewer** section.
3. At **Records per page**, select the number of records to be displayed per page from the drop down list. The options are 10, 25, 50, 100 and 250.



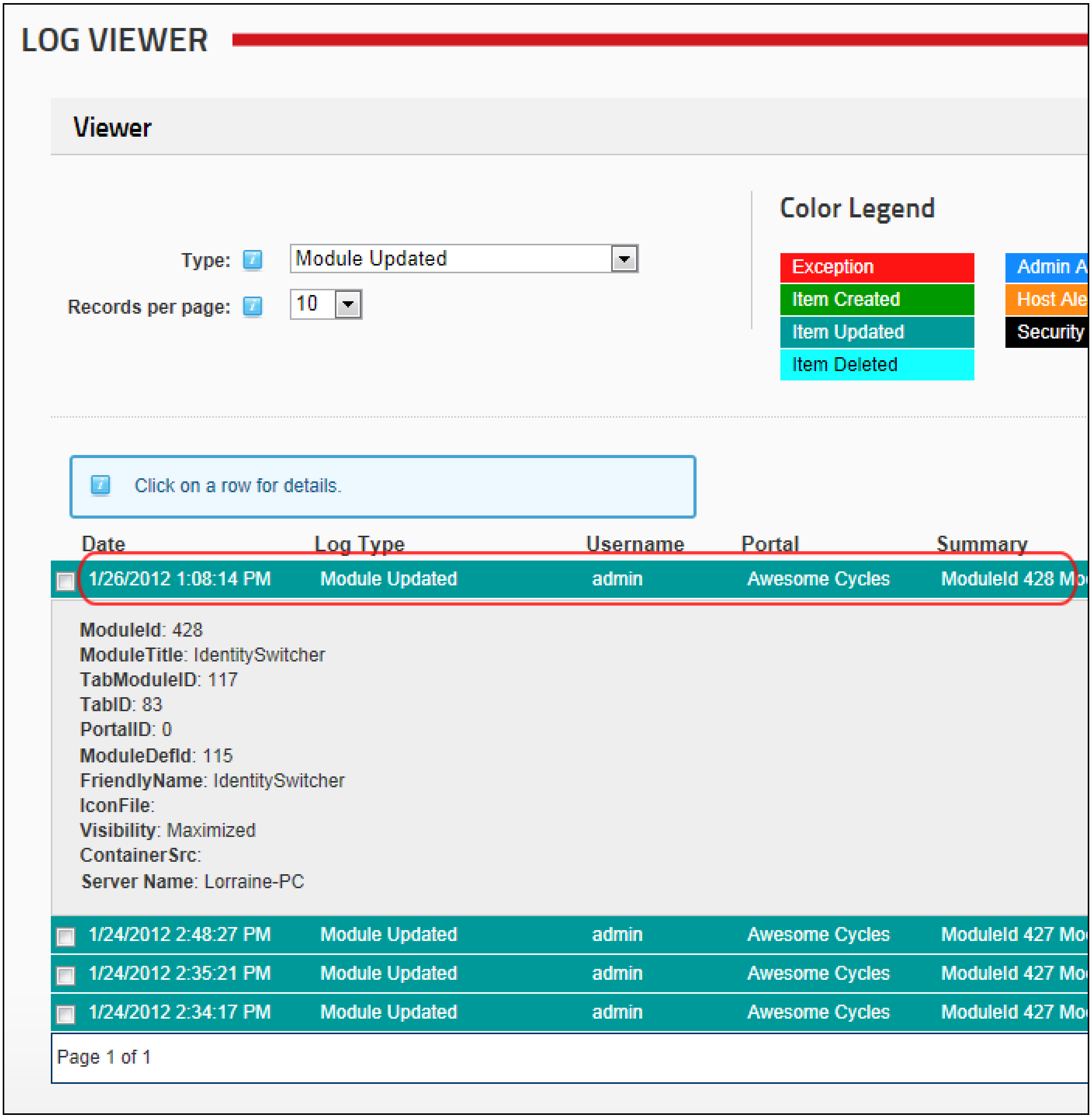
Setting the number of records displayed per page

Viewing Event Details

How to display a detailed report of a logged event using the Log Viewer module.

1. Navigate to Admin > **Event Viewer** - OR - Navigate to a Log Viewer module.
2. Expand the **Viewer** section.

3. **Optional.** At **Type**, select the required event type to filter records.
4. Click on the colored bar of a record to view a detailed report.
5. **Optional.** Click the record a second time to close the detailed report.



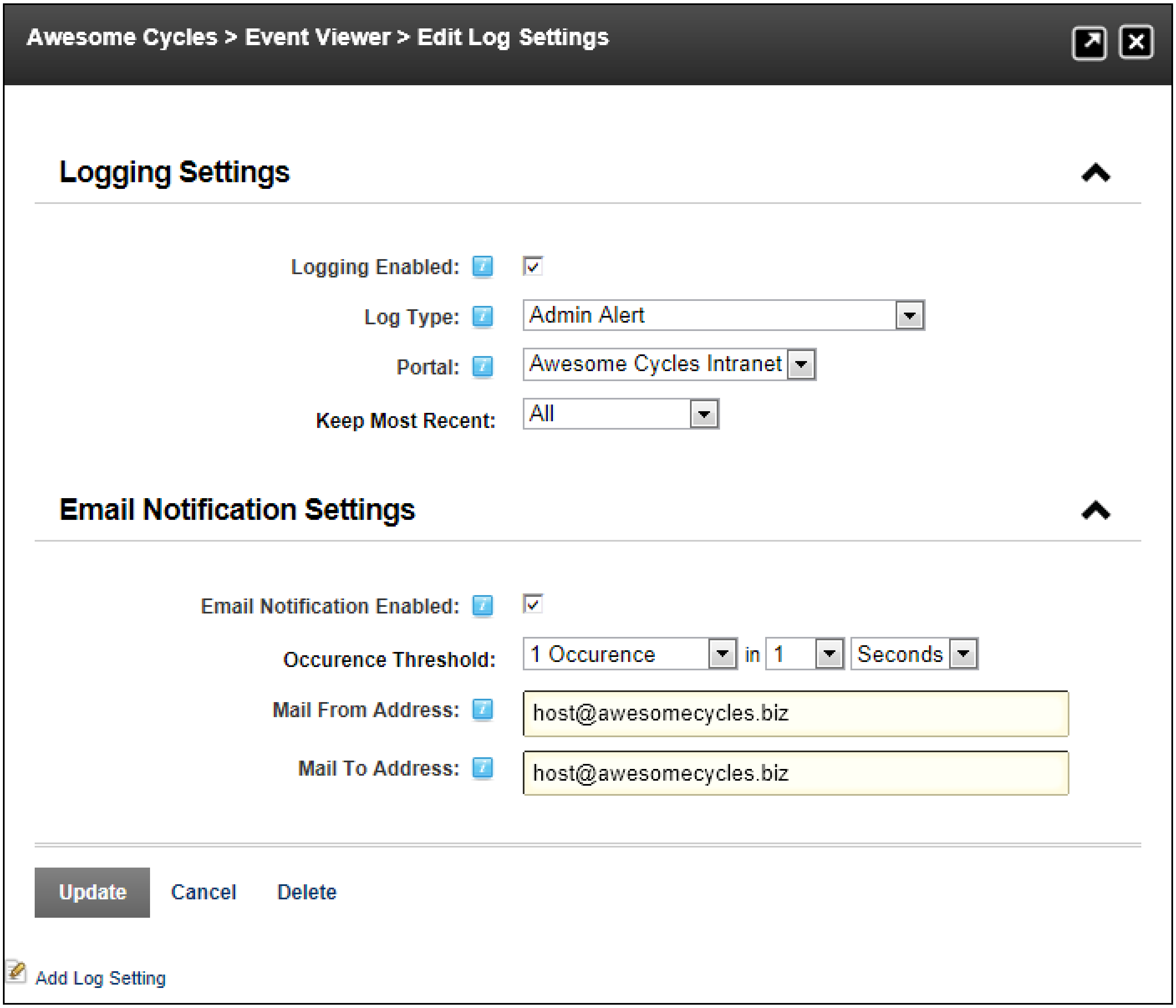
SuperUsers

Adding a Database Event

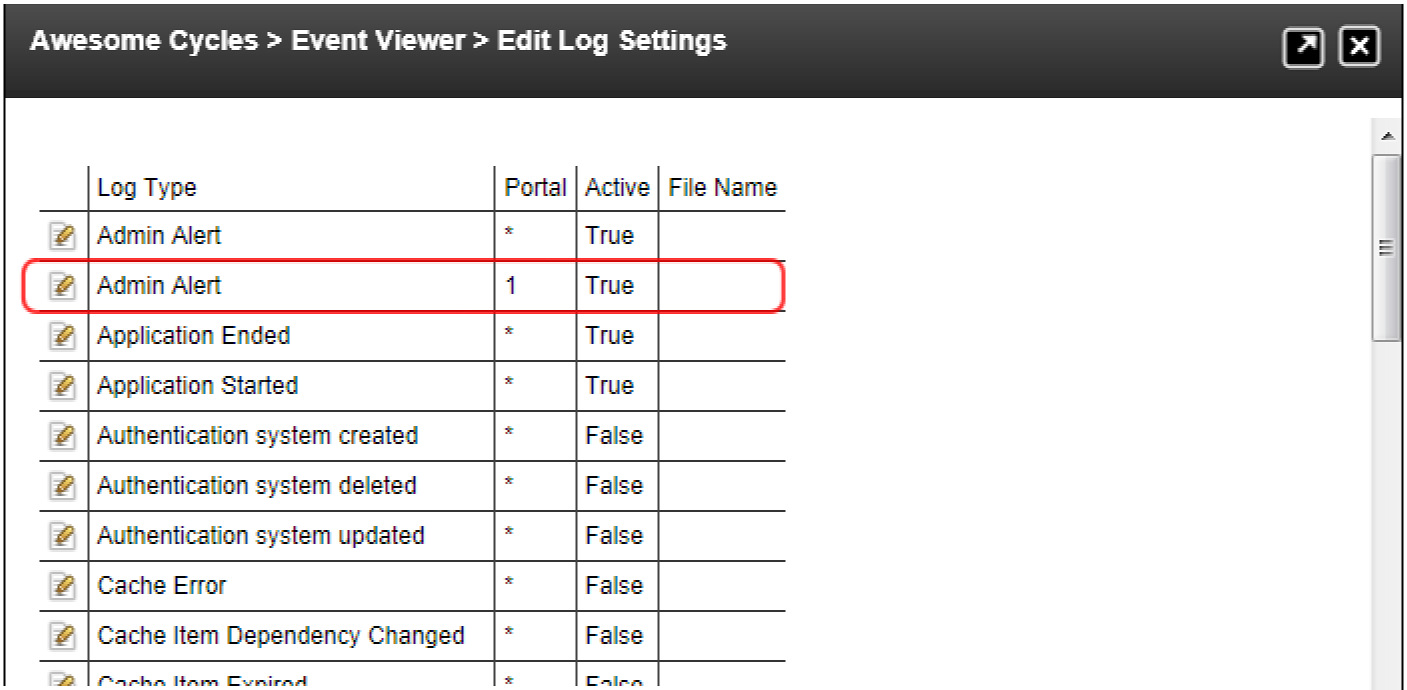
How to add a database event to the Log Viewer module and configure the settings and notification options. Note: You must be in Edit Page mode.

Permissions. SuperUsers only.

1. Navigate to Admin > **Event Viewer** - OR - Navigate to a Log Viewer module.
2. Click the **Edit Log Settings** button located at the base of the module. This displays the Edit Log Settings page.
3. Click the Add Log Setting link located at the base of this page.
4. Go to the **Logging Settings** section.
5. At **Logging Enabled**, check the check box to enable logging - OR - Uncheck the check box to disable logging.
6. At **Log Type**, select the event type for this Log Setting.
7. At **Portal**, select **All** to create an event for all sites - OR - Select a site name to create an event that is specific to a single site.
8. At **Keep Most Recent**, select the number of most recent logged items to be kept.
9. **Optional.** Expand the **Email Notification Settings** section to set any of these optional settings.
    1. At **Email Notification Enabled**, check the check box to enable email notification - OR - Uncheck the check box to disable. Notification will occur each time the event occurs.
    2. At **Occurrence Threshold**, complete the following settings:
        1. At the first drop down list select the maximum number of occurrences that can be sent in the time frame selected in the previous setting. The default setting is 1 Occurrence.
        2. At the second and third drop down lists select the number and period to set the time frame. The default setting is 1 Seconds. Note: If the number of occurrences for the threshold time period is reached, emails will be queued until the next time period.
    3. In the **Mail From Address** text box, enter the email address the notification will be sent from.
    4. In the **Mail To Address** text box, enter the email address the notification will be sent to.



10. Click the **Update** button. The newly created event is now listed on the Edit Log Settings page.



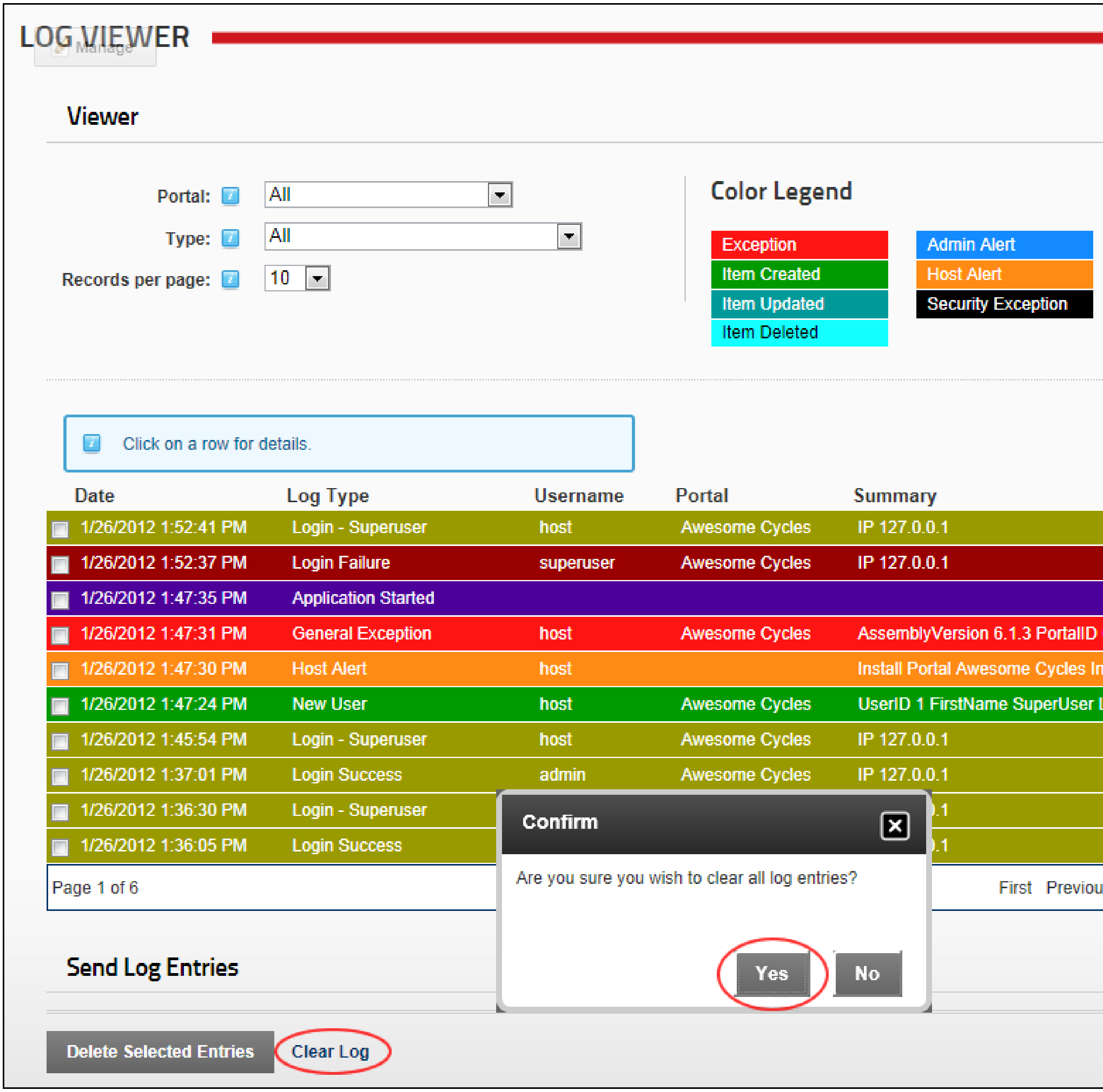
Clearing the Event Log

How to clear (delete) all logged event records from the Log Viewer module. This deletes all records from all sites.

Permissions. SuperUsers only.

1. Navigate to Admin > **Event Viewer** - OR - Navigate to a Log Viewer module.
2. Click the **Clear Log** button. This displays the message "Are you sure you wish to clear all log entries?"
3. Click the **Yes** button to confirm. This will display message "The log has been cleared".

Note: The next time you navigate to the Log Viewer it will contain a single event record explaining that "The log has been cleared" and will include the name of the SuperUser who cleared the log.



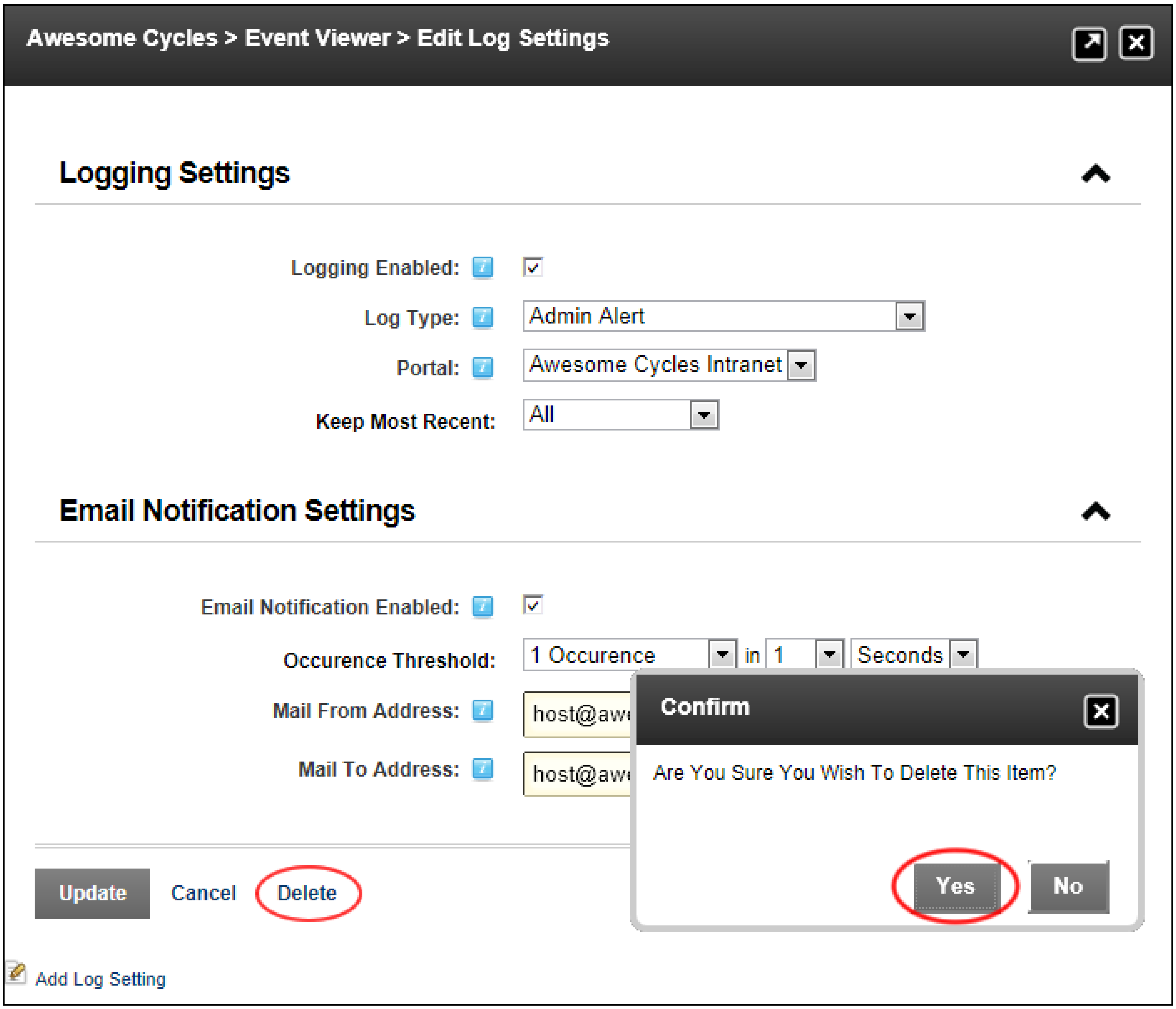
Clearing the Event Log

Deleting an Event

How to delete a logged event from the Log Viewer module.

Permissions. SuperUsers only.

1. Navigate to Admin > Event Viewer - OR - Navigate to a Log Viewer module.
2. Click the **Edit Log Settings** button. This displays the Edit Log Settings page.
3. Click the **Edit** button beside the item to be deleted.
4. Click the **Delete** button at the base of the module. This displays the message "Are You Sure You Wish To Delete This Item?"
5. Click the **Yes** button to confirm.

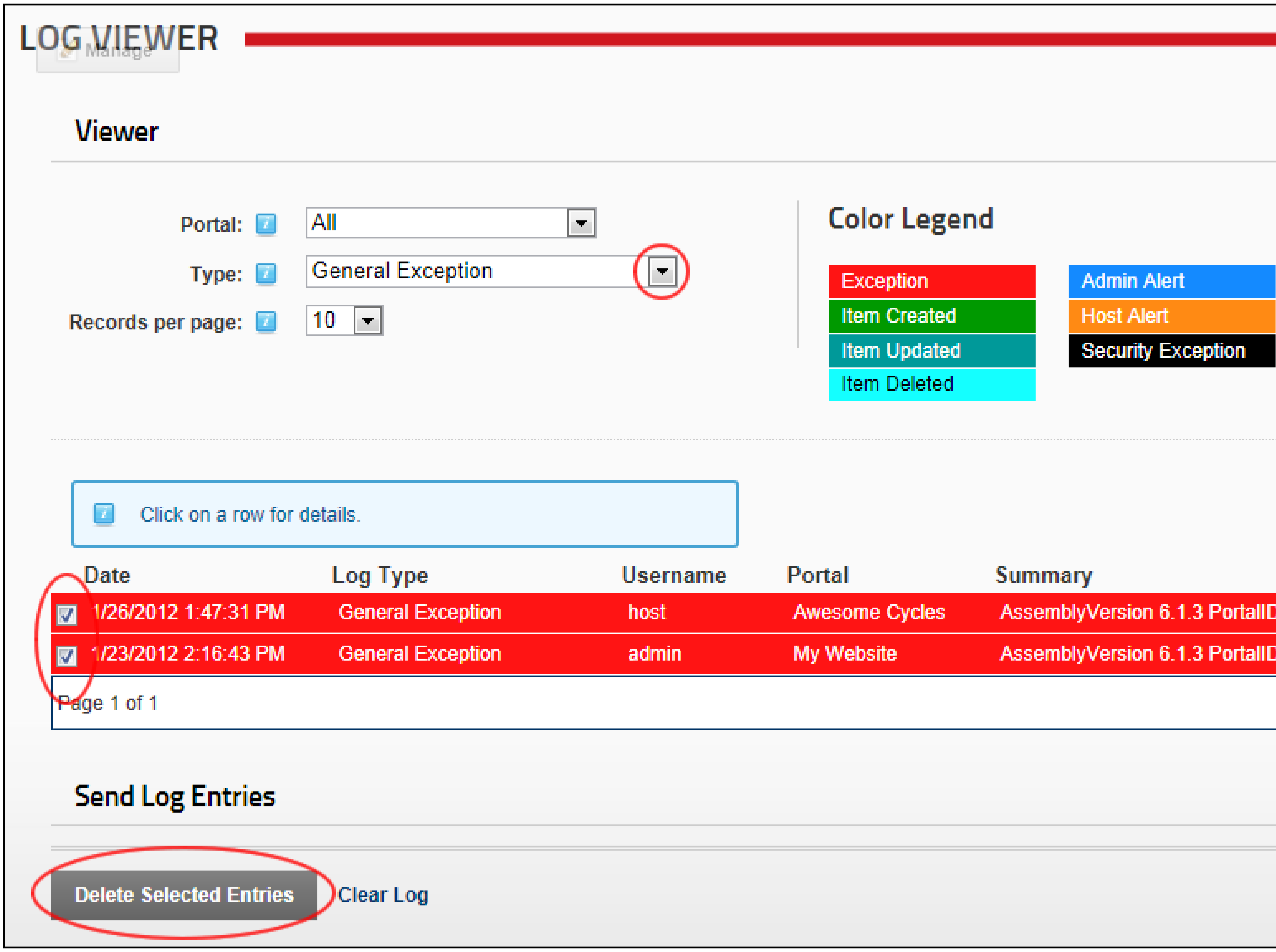


Deleting Selected Exceptions

How to delete one or more logged event records from the Log Viewer module.

Permissions. SuperUsers only.

1. Navigate to Admin > **Event Viewer** - OR - Navigate to a Log Viewer module.
2. Expand the **Viewer** section.
3. At **Website**, select from the following options:
   - Select **All** to view events from all sites.
   - Select a site name to view events from that site only.
4. Check the check box beside each record to be deleted.
5. Click the Delete Selected Exceptions link.



Deleting Selected Exceptions

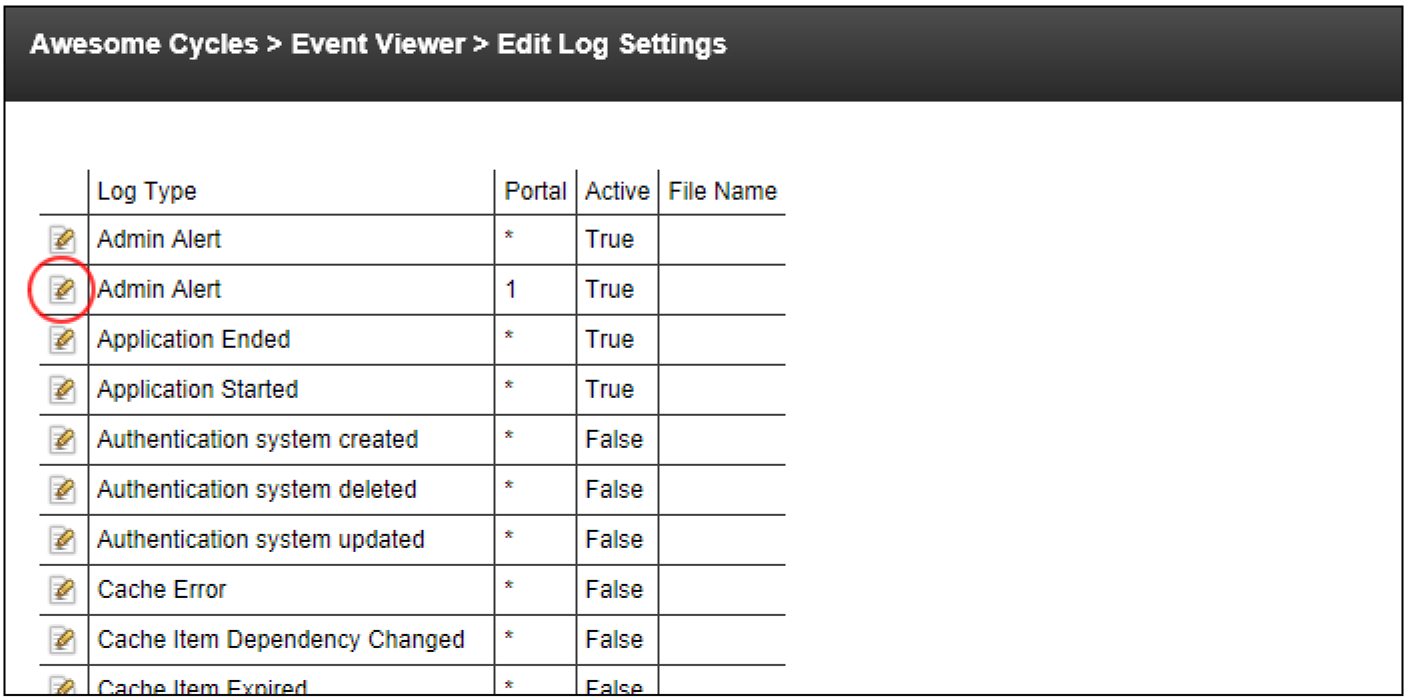
One of the following messages will be displayed confirming whether the deletion was successful or not:

- "The selected exceptions were successfully deleted."
- "The selected exceptions were not successfully deleted."

Editing Log Settings

How to edit the settings of events in the DotNetNuke Log Viewer module.

1. Navigate to Admin > **Event Viewer** - OR - Navigate to a Log Viewer module.
2. Click the Edit Log Settings button. This opens the Edit Log Settings page and displays a list of the logged events.
3. Click the Edit link beside the Log Type to be edited. This displays the details of the selected event.



4. Edit one or more settings as required.
5. Click the **Update** button.

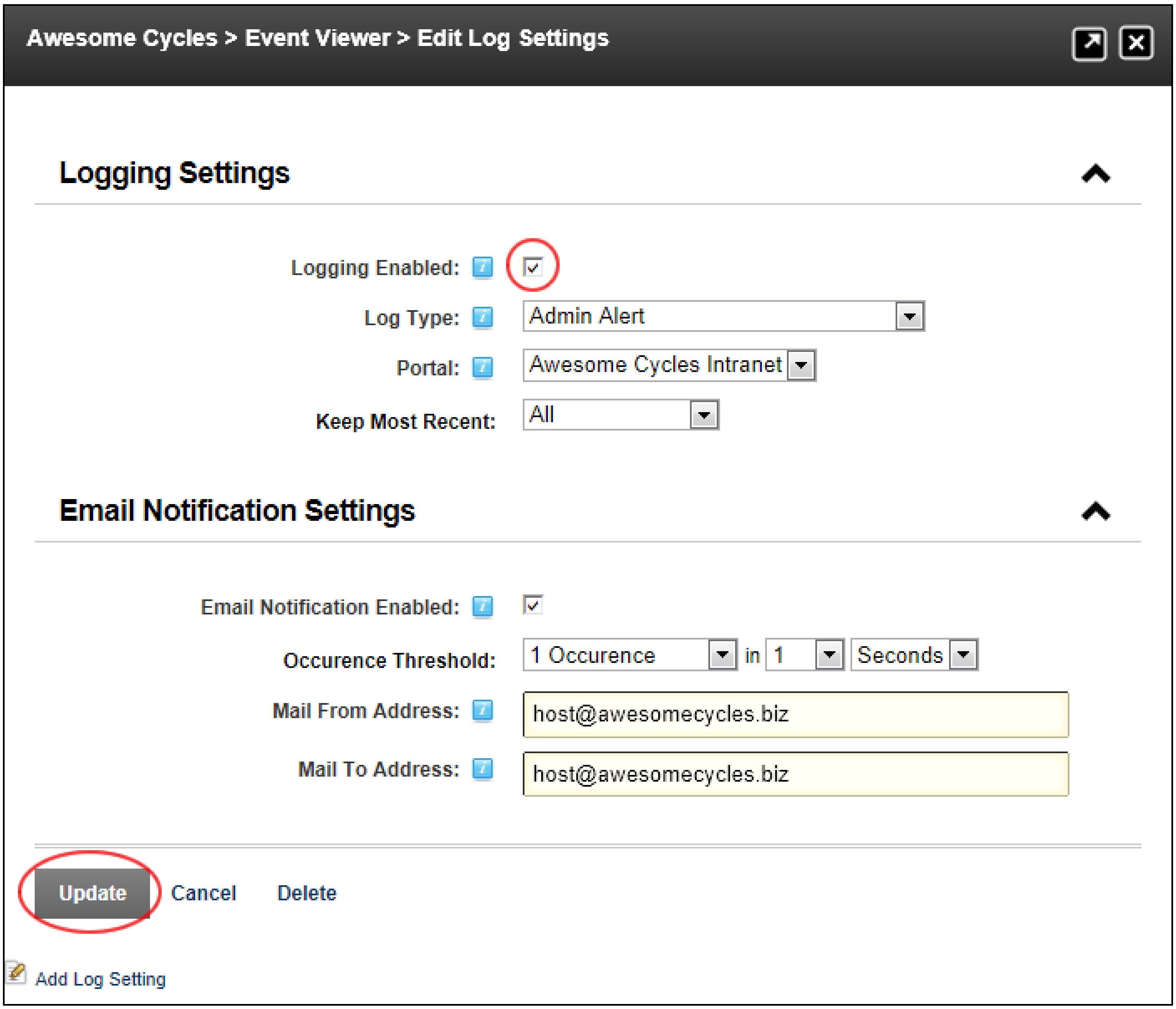
Enabling/Disabling an Event

How to enable or disable any logged event on the Log Viewer module.

Permissions. SuperUsers only.

1. Navigate to Admin > **Event Viewer** - OR - Navigate to a Log Viewer module.
2. Click **Edit Log Settings** button.
3. Click the **Add Log Settings** button.

4. Expand the **Logging Settings** section.
5. At **Logging Enabled** select from the following options:
   - Check the check box to enable logging of this event.
   - Uncheck the check box to disable logging of this event. This disables all fields in the Logging Settings section.
6. Click the **Update** button.

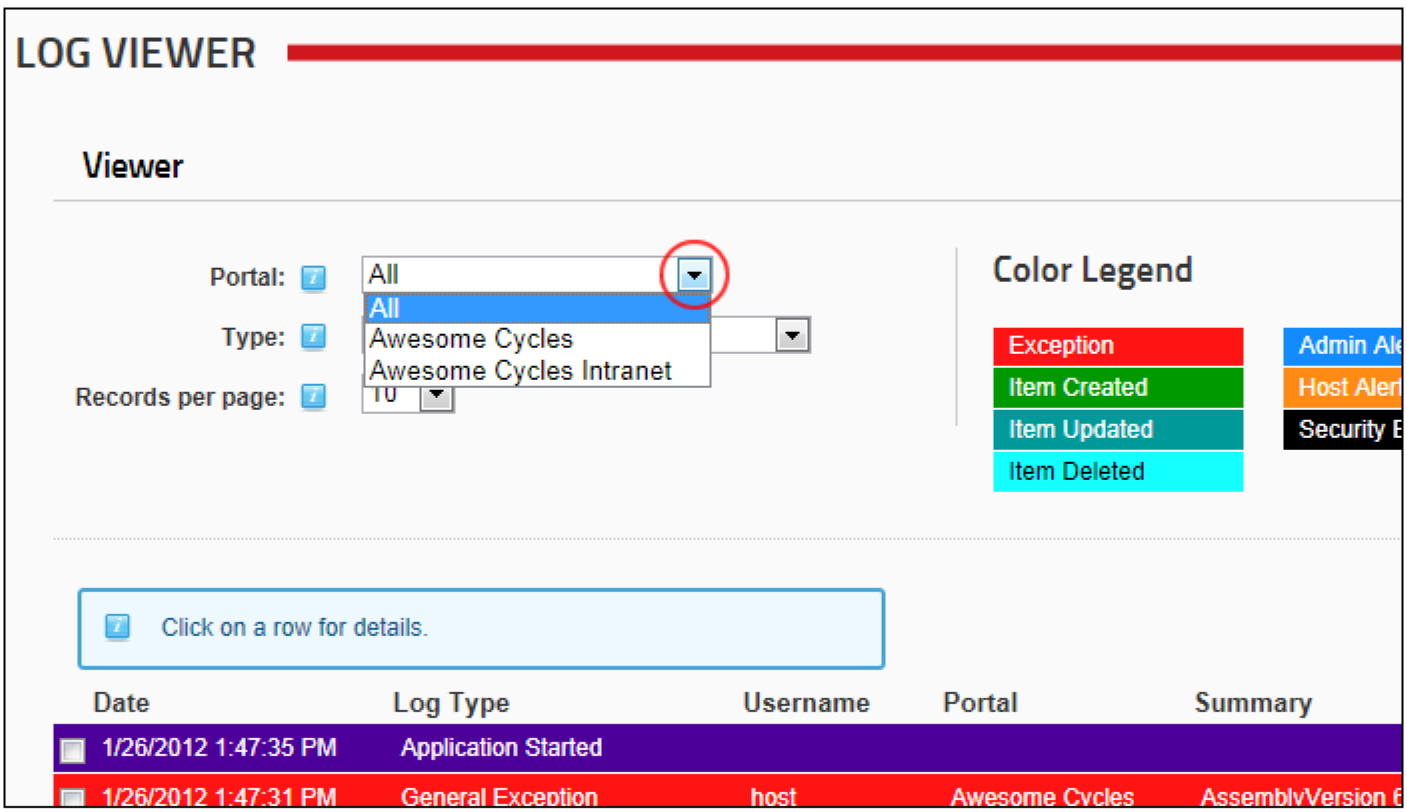


Viewing Logged Events for any Site

How to view the event logs for a single site or for all the sites within this DNN installation using the Log Viewer module.

Permissions. SuperUsers only.

1. Navigate to Admin > **Event Viewer** - OR - Navigate to a Log Viewer module.
2. Expand the **Viewer** section.
3. At **Website**, select one of the following options:
   - Select **All** to view events from all sites. This is the default option.
   - Select the required site name
4. **Optional.** At **Type**, select an event type to filter events by that event type.
5. **Optional.** Click on an event record to view full details of that event. Re-click the event record to close it.



Viewing Logged Events for one or all Sites

Extensions

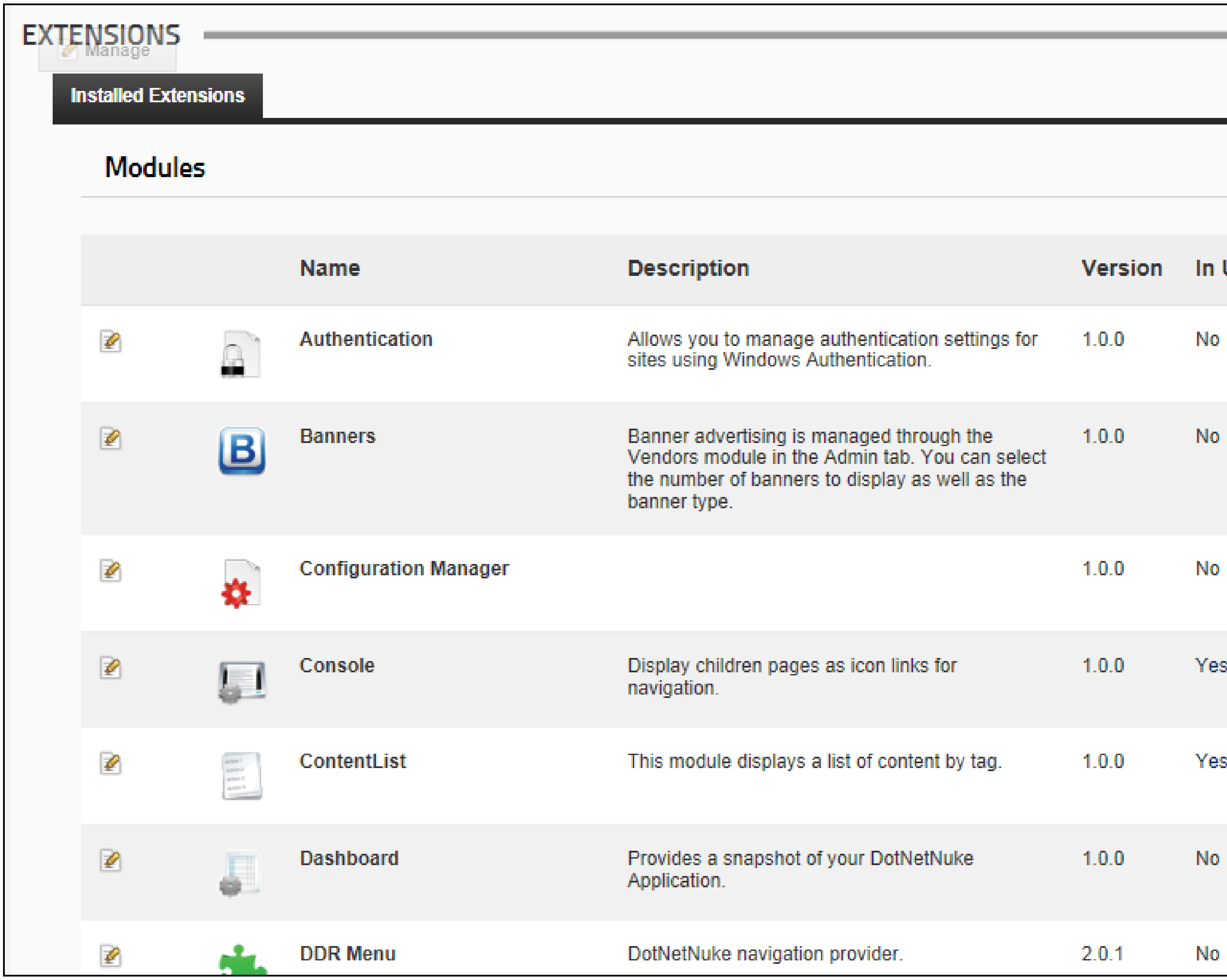
About the Admin Extensions Module

The Admin Extensions module allows users to view and manage extensions that have been installed on the site by a SuperUser. This Admin module is located on the Admin > Advanced Settings > Extensions page and can be added to additional pages. The module displays a details of each extension and indicates which extensions are in use on this site.

Important. An additional Extensions module is located on the Host > Extensions page. This version of the Extensions module allows SuperUsers can install and deploy additional modules.

Permissions. Administrators can perform all extension management tasks. Users that have edit rights to an Extensions module can view basic information about the installed extensions and update some authentication settings. Users that have edit rights for a page that the Extensions module is located on can view additional information about the installed extensions.

Module Version: 01.00.00. Note: The version number for this module does not update as it forms part of the DNN framework.



The Admin Extensions Module

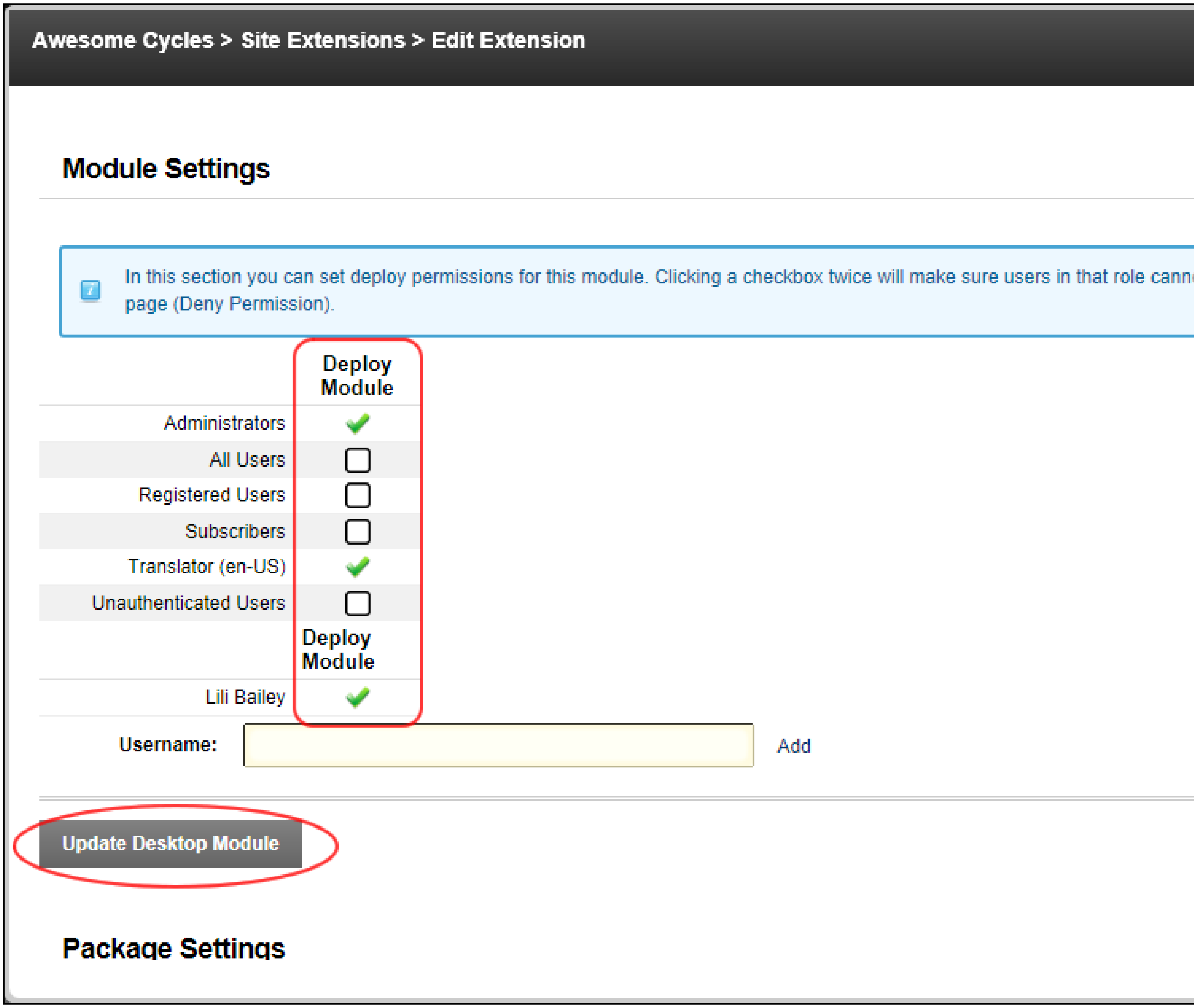
Administrators

Setting Permissions to Deploy a Module

How to assign permissions to deploy (add) a module to a page using the Admin Extensions module.

1. Navigate to Admin > Advanced Settings > **Extensions**.
2. Expand the **Modules** section.
3. Click the **Edit** button beside the required module.
4. Expand the **Module Settings** section.

5. **Optional.** To set permission for individual users, complete the following:
   a. In the **Username** text box, enter a username.
   b. Click the **Add** button.
6. **Optional.** At **Filter By Group**, select a **Role Group** to view the related roles. Note: This field is only displayed if one or more role groups have been created. If you do choose to filter roles by a group, you can choose to make another role group selection or return to the main roles at any time. Any changes you make to permissions will be retained ready for you to update.
7. Select the permissions for each role/username as follows:
   - ✔ **Permission Granted**: Permission is granted to deploy this module.
   - ☐ **Not Specified**: Permission is not specified. These roles/users are unable to deploy the module unless they belong to another role that has been granted permissions.
   - ⛔ **Permission Denied**: Permission to deploy this module is denied. These roles/users are unable to deploy the module regardless of whether they belong to another role that has been granted permissions.
8. Click the **Update Desktop Module** button.



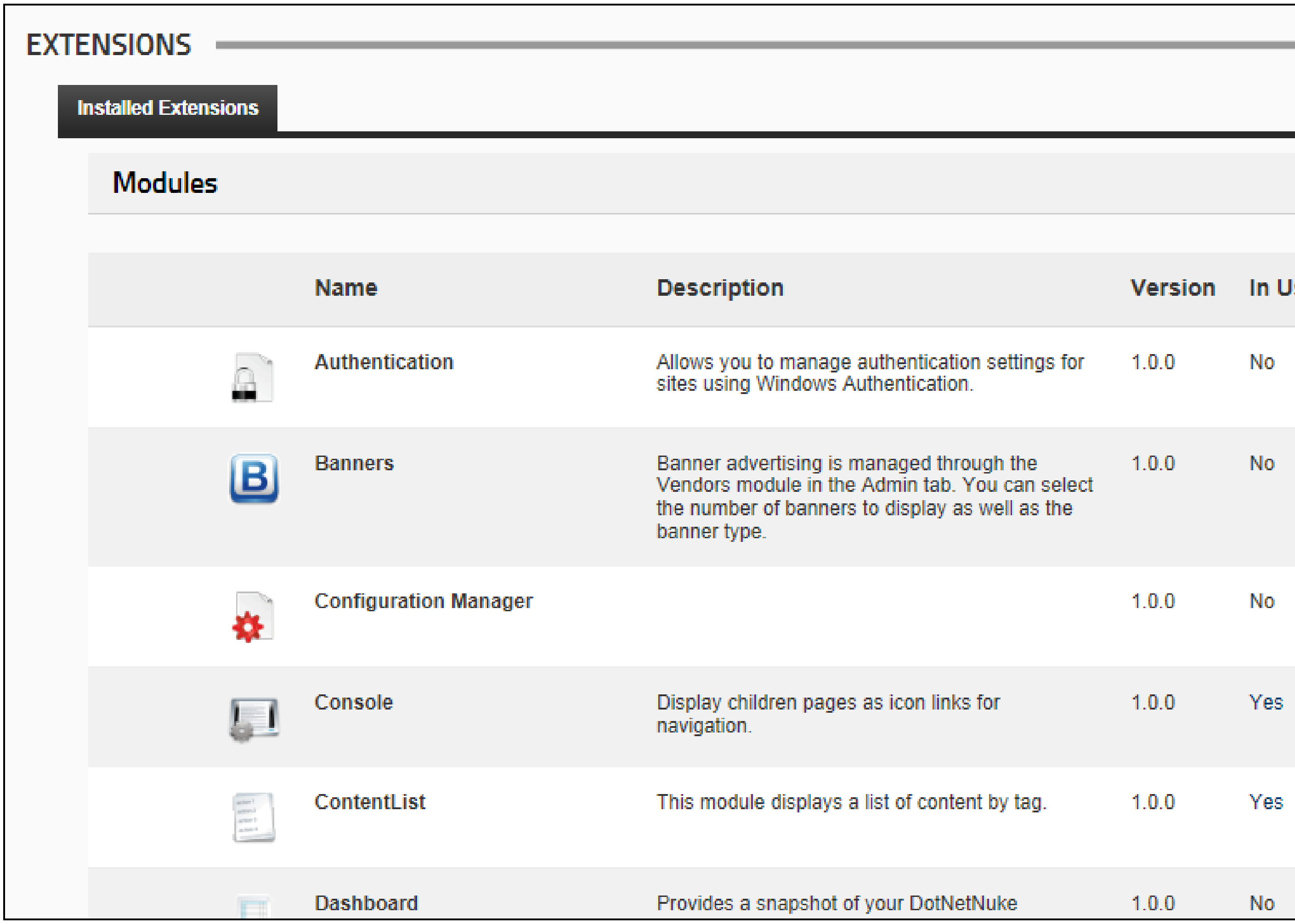
All Users

Viewing Installed Extensions List

The Admin Extensions module displays a list of the all the extensions that are installed on this site.

Permissions. Users with View permissions can view the icon, name, description and version number of each installed extension. If the extension is a module, you can also see if the module is currently in use on the site. Note: Additional tools are available to authenticated users with module and page editing permissions.

1. Navigate to Admin > Advanced Settings > **Extensions** - OR - Navigate to an **Extensions** module.
2. Click on a section heading to view the related extensions or click the Expand All link in the top right corner of the module to view all extension types. Extensions types are: Authentication Systems, Containers, Core Language Packs, Dashboard Controls, Extension Language Packs, Libraries, Modules, Providers, Skins, Skin Objects and Widgets.



Related Topics:

- See "Viewing Added To Pages Module Settings"

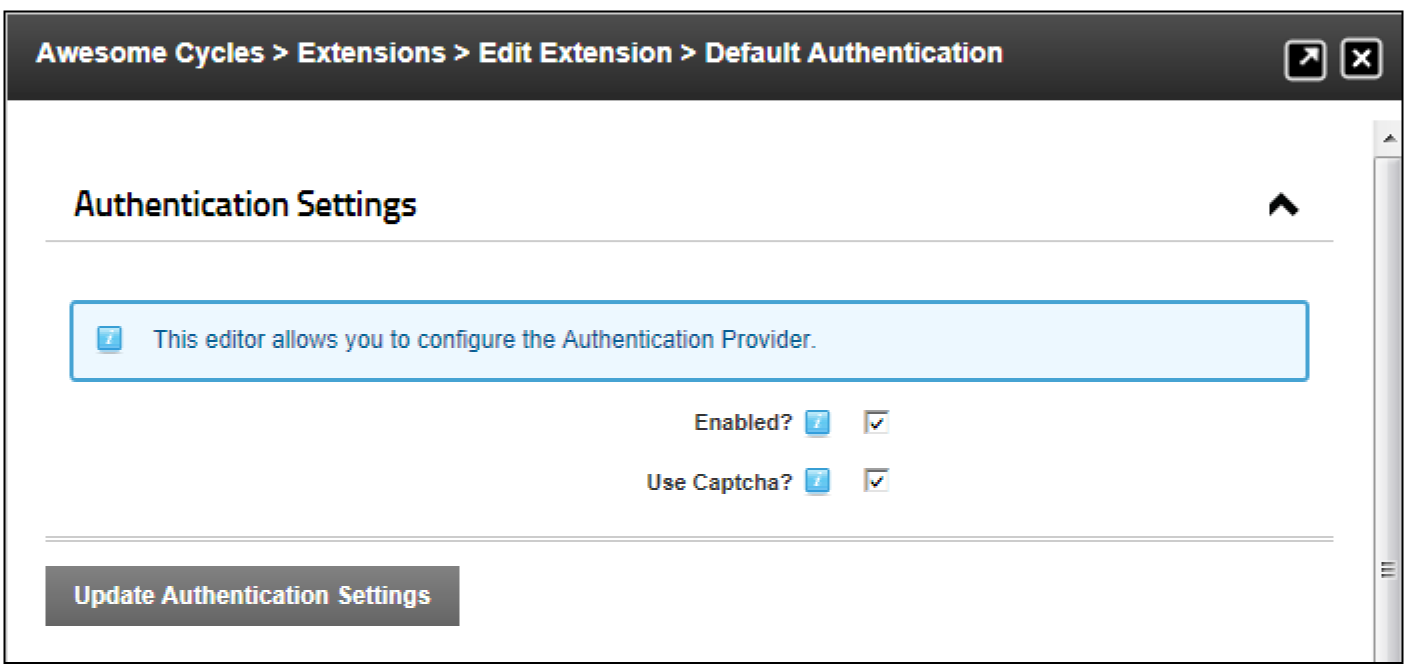
Module Editors

Configuring Default Authentication

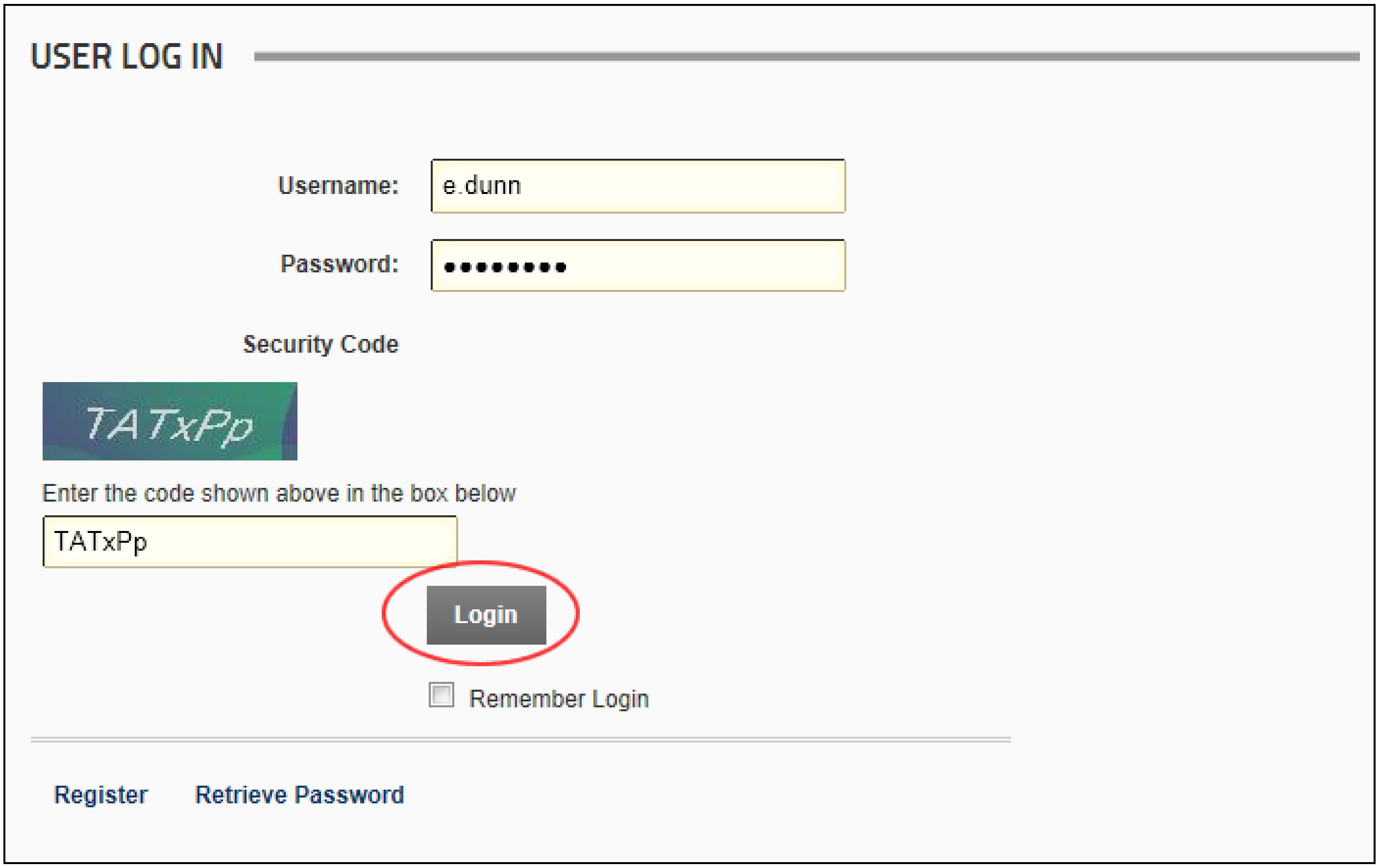
How to enable or disable the DotNetNuke default authentication system (also called DefaultAuthentication) and set the associated authentication settings including enabling the CAPTCHA security code. Note: Unlike the other authentication providers included with DotNetNuke, the Default authentication provider displays the User Log In control as a pop-up window, rather than within the page.

Important. Do not disable DNN authentication until one or more alternative authentications systems have been enabled.

1. Navigate to Admin > Advanced Settings > **Extensions** - OR - Go to an Extensions module.
2. Expand the **Authentication Systems** section.
3. Click the **Edit** button beside **Default Authentication**.
4. Expand the **Authentication Settings** section.
5. At **Enabled?**, select from these options:
   - Check the check box to enable DNN authentication.
   - Uncheck the check box to disable. Skip to Step 7.
6. **Optional.** At **Use Captcha?**, select from these options:
   - Check the check box to required users to enter a security code when they login.
   - Uncheck the check box to disable.



7. Click the **Update Authentication Settings** button.



DNN authentication with CAPTCHA enabled

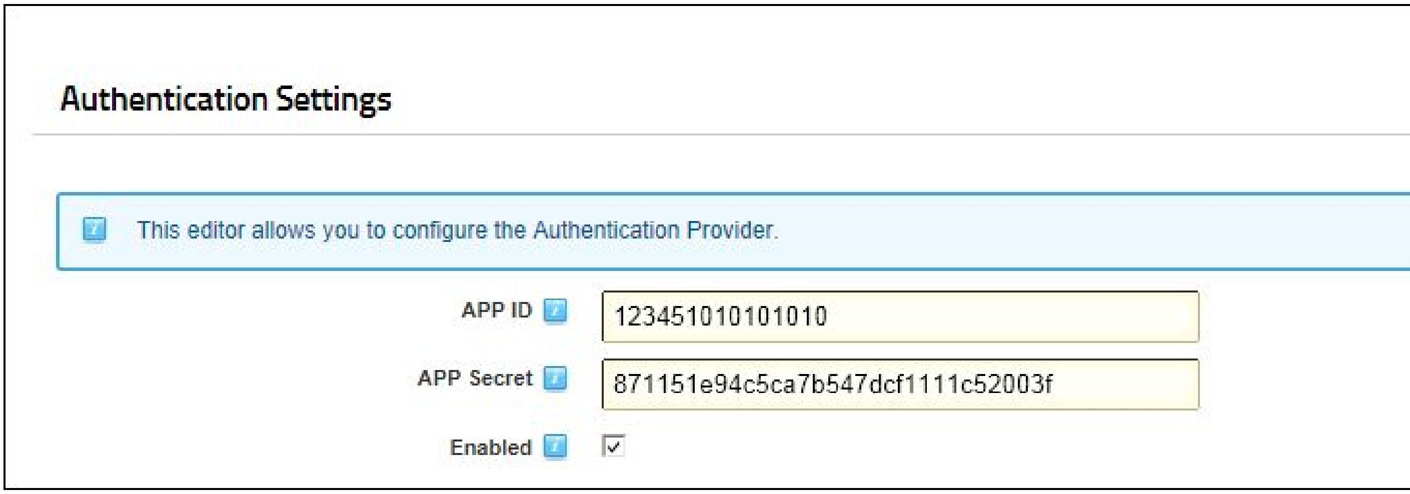
Configuring Facebook Authentication

How to enable or disable the DotNetNuke Facebook authentication system that allows users to login to DNN using their existing Facebook account.

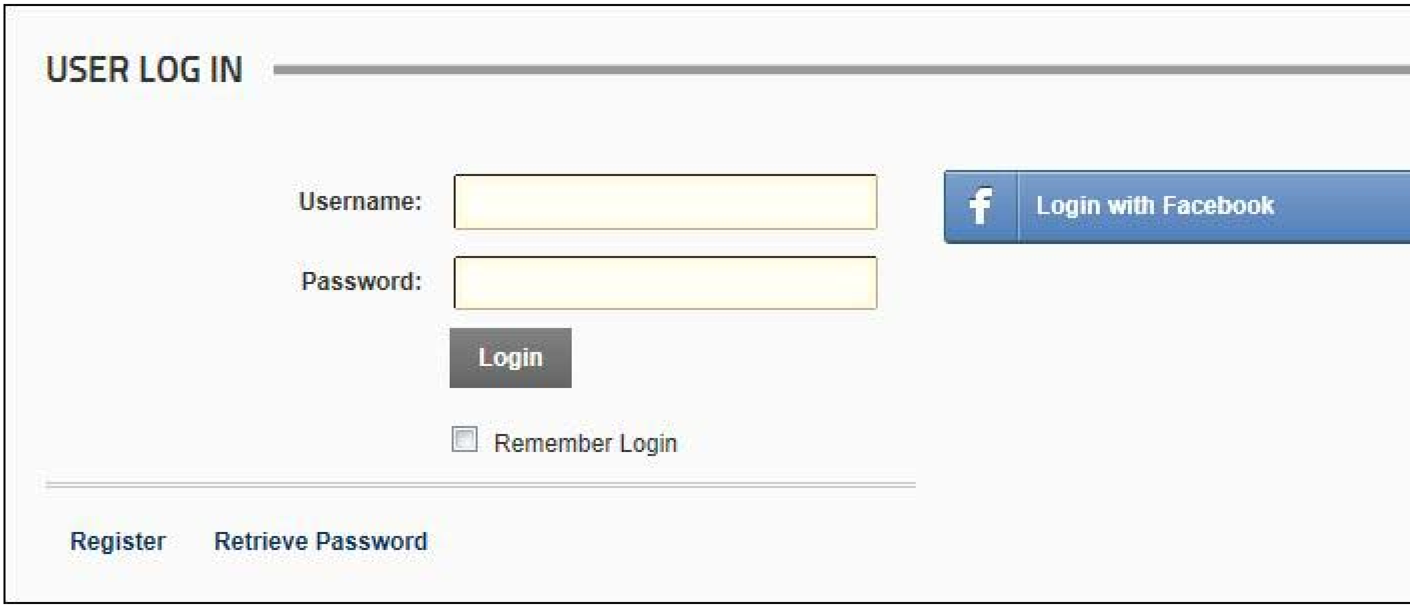
Prerequisite. You will need to sign up for a Facebook Authentication account to complete this tutorial. This authentication system must be enabled by a SuperUser before it can be viewed and configured.

1. Navigate to Admin > **Extensions** - OR - Go to an Extensions module.
2. Expand the **Authentication System** section.
3. Click the **Edit** button beside **DotNetNuke Facebook Authentication Project**.
4. Expand the **Authentication Settings** section.

5. At **Enabled?**, select from these options:
   - Check the check box to enable Facebook authentication.
   - Uncheck the check box to disable Facebook authentication. Note that any ID and Secret information you have added will not be removed from these fields unless you manually remove them. This allows you to re-enable this authentication system at any time without re-entering this information. Skip to Step 8.
6. In the **APP ID** text box, enter the information provided to you by Facebook.
7. In the **APP Secret** text box, enter the secret code provided to you by Facebook.



8. Click the Update Authentication Settings link.
9. Click the Cancel link to return to the Extensions module. The Facebook login button is now displayed on the Login page and any Account Login modules.



Related Topics:

- See "Logging in with Facebook"

Configuring Google Authentication

How to enable or disable the DotNetNuke Google authentication system that allows users to login to DNN using their existing Google account to login to DotNetNuke.

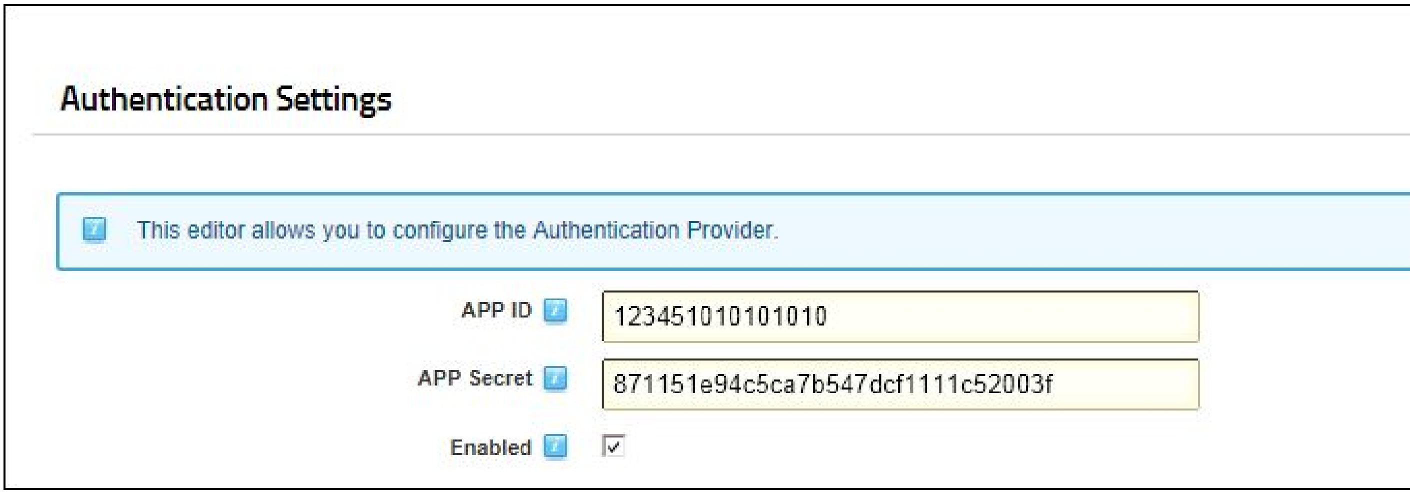
Prerequisite 1. Configure a custom login page, See "Enabling a Custom Login Page"

Prerequisite 2. You will need to sign up for a Google Authentication account to complete this tutorial. This authentication system must be enabled by a SuperUser before it can be viewed and configured. At Google API Console, add your login page to the redirect URL's. If you have multiple languages, you will also need to add those URL's too. For Example: http://www.yoursite.com/de-de/login.aspx.

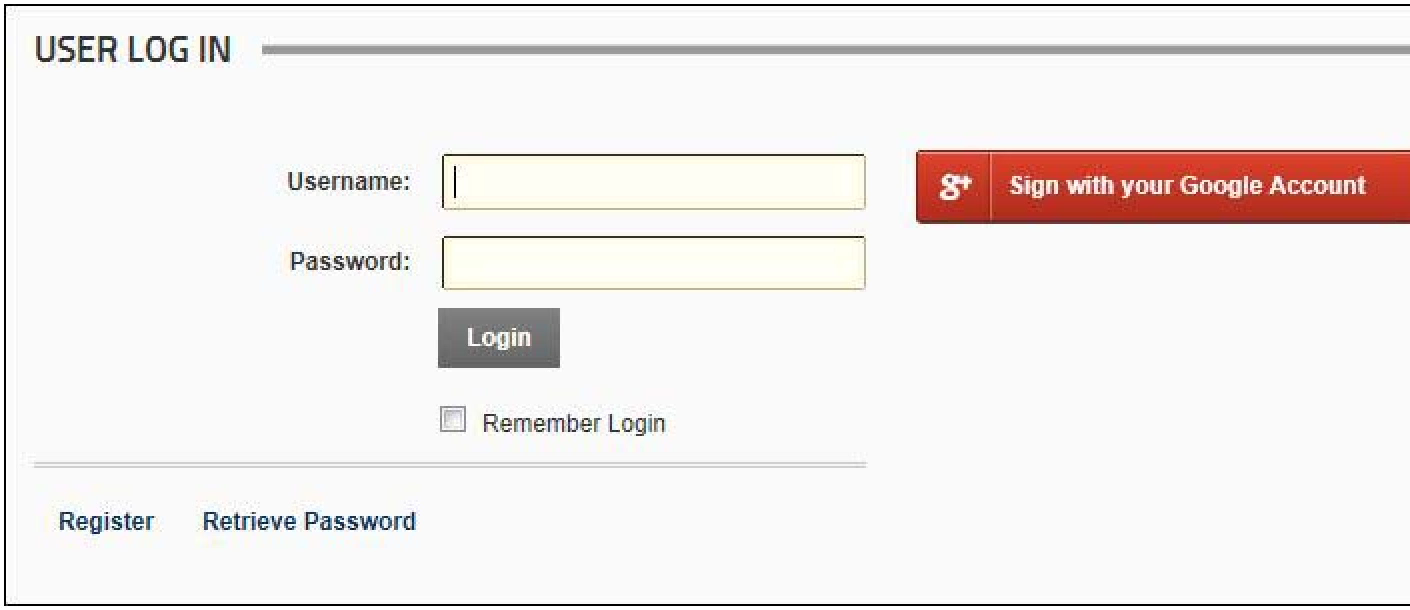
1. Navigate to Admin > Advanced Settings > **Extensions** - OR - Go to an Extensions module.
2. Expand the **Authentication Systems** section.
3. Click the **Edit** button beside **DotNetNuke Google Authentication Project**.
4. Expand the **Authentication Settings** section.
5. At **Enabled?**, select from these options:
   - Check the check box to enable Google authentication.
   - Uncheck the check box to disable Google authentication. Note that any ID and Secret information you have added will not be removed from these fields unless you manually

remove them. This allows you to re-enable this authentication system at any time without re-entering this information. Skip to Step 8.

6. In the **APP ID** text box, enter the information provided to you by Google.
7. In the **APP Secret** text box, enter the secret code provided to you by Google.



8. Click the Update Authentication Settings link. The Google login button is now displayed on the Login page and any Account Login modules.



Related Topics:

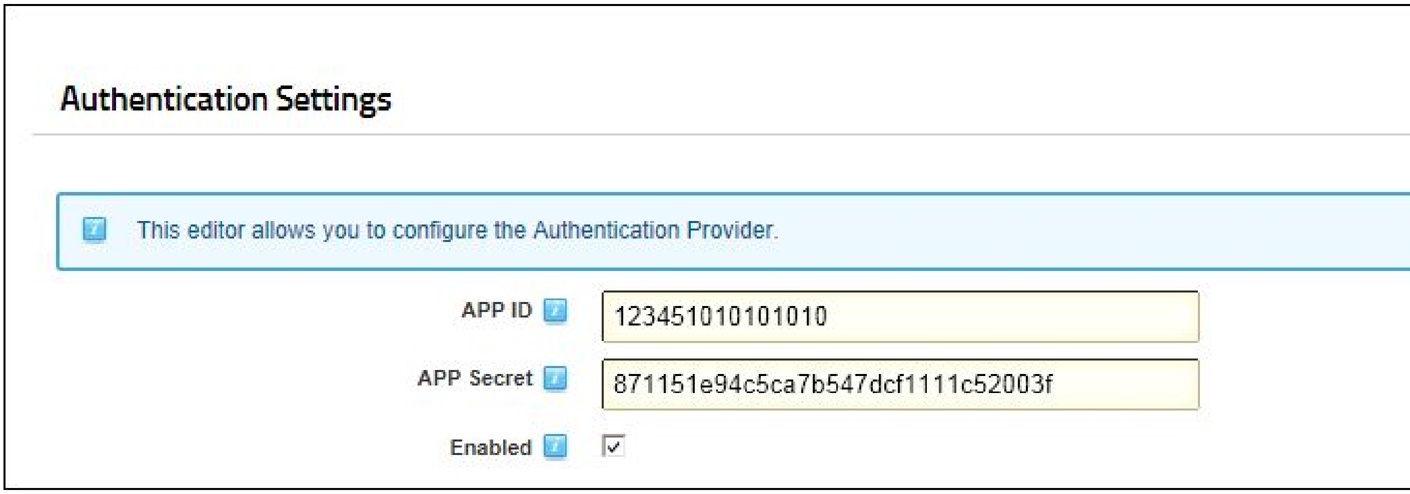
- See "Logging in with Google"

Configuring Live Authentication

How to enable or disable the DotNetNuke Live authentication system that allows users to login to DNN using their existing Live account. Note: The authentication providers included with DNN open the User Log In control within the page. The exception is DNN default authentication which uses a pop-up window for authentication.

Prerequisite. You will need to sign up for a Live Authentication account to complete this tutorial. This authentication system must be enabled by a SuperUser before it can be viewed and configured.

1. Navigate to Admin > Advanced Settings > **Extensions** - OR - Go to an Extensions module.
2. Expand the **Authentication System** section.
3. Click the **Edit** button beside **DotNetNuke Live Authentication Project**.
4. Expand the **Authentication Settings** section.
5. At **Enabled?**, select from these options:
   - Check the check box to enable Live authentication.
   - Uncheck the check box to disable Live authentication. Note that any ID and Secret information you have added will not be removed from these fields unless you manually remove them. This allows you to re-enable this authentication system at any time without re-entering this information. Skip to Step 8.
6. In the **APP ID** text box, enter the information provided to you by Live.
7. In the **APP Secret** text box, enter the secret code provided to you by Live.



8. Click the Update Authentication Settings link. The Live login button is now displayed on the Login page and any Account Login modules.

Related Topics:

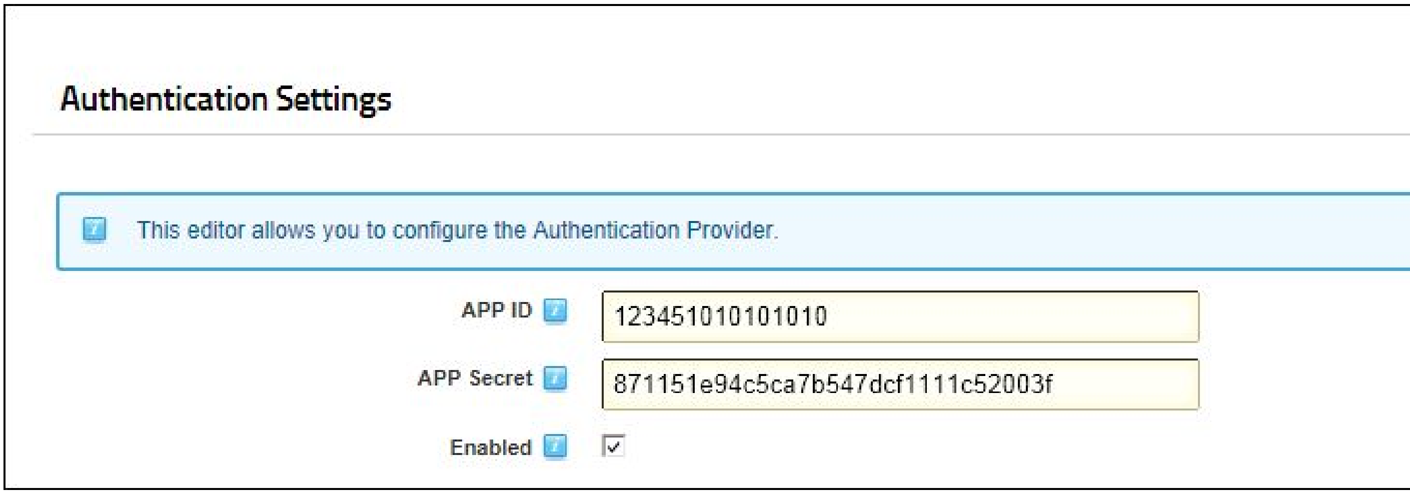
- See "Logging in with Live"

Configuring Twitter Authentication

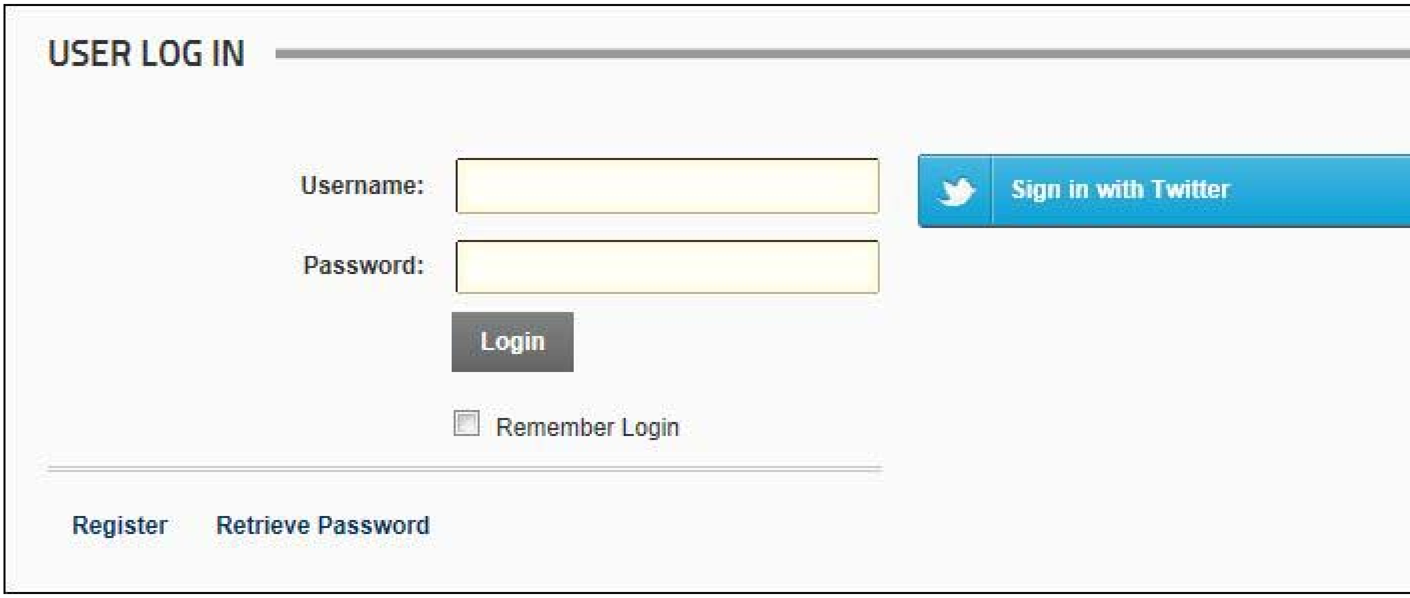
How to enable or disable the DotNetNuke Twitter authentication system that allows users to login to DNN using their existing Twitter account. Note: The authentication providers included with DNN open the User Log In control within the page. The exception is DNN default authentication which uses a pop-up window for authentication.

Prerequisites. This authentication system must be enabled by a SuperUser before it can be viewed and configured. You will also need to sign up for a Twitter Authentication account to complete this tutorial.

1. Navigate to Admin > Advanced Settings > **Extensions** - OR - Go to an Extensions module.
2. Expand the **Authentication System** section.
3. Click the **Edit** button beside **DotNetNuke Twitter Authentication Project**.
4. Expand the **Authentication Settings** section.
5. At **Enabled?**, select from these options:
   - Check the check box to enable Twitter authentication.
   - Uncheck the check box to disable Twitter authentication. Note that any ID and Secret information you have added will not be removed from these fields unless you manually remove them. This allows you to re-enable this authentication system at any time without re-entering this information. Skip to Step 8.
6. In the **APP ID** text box, enter the information provided to you by Twitter.
7. In the **APP Secret** text box, enter the secret code provided to you by Twitter.



8. Click the Update Authentication Settings link.
9. Click the Cancel link to return to the Extensions module. The Twitter login button is now displayed on the Login page and any Account Login modules.



Related Topics:

- See "Logging in with Twitter"

Enabling/Disabling LiveID Authentication

How to enable or disable the LiveID authentication system and configure the authentication settings using the Extensions module. To obtain your ApplicationID (and Secret Key) you will need to register on the live.com website at https://msm.live.com/app/default.aspx. Note: The authentication providers included with DNN open the User Log In control within the page. The exception is DNN default authentication which uses a pop-up window for authentication.

1. Navigate to Admin > Advanced Settings > **Extensions** - OR - Go to an Extensions module.
2. Expand the **Authentication Settings** section.
3. Click the **Edit** button beside **DNN_LiveIDAuthentication**.
4. Go to the **Extension Settings** section.
5. At **Enabled?**, select from these options:
    - Check the check box to enable LiveID authentication.
    - Uncheck the check box to disable. Skip to Step 9.

6. **Optional.** At **Include Help?** check the check box to render help text for the LiveID Login box - OR - Uncheck the check box to hide it.
7. In the **Application ID** text box, enter your Windows LiveID Application ID.
8. In the **Secret Key** text box, enter your Windows LiveID secret key.
9. Click the Update Authentication Settings link.

Setting DNN Active Directory Authentication

How to enable or disable DNN Active Directory Authentication and configure the optional settings. This authentication system uses the Windows Active Directory authentication protocol to authenticate users. Note: The authentication providers included with DNN open the User Log In control within the page. The exception is DNN default authentication which uses a pop-up window for authentication.

1. Navigate to Admin > Advanced Settings > **Extensions** - OR - Go to an Extensions module.
2. Expand the **Authentication System** section.
3. Click the **Edit** button beside **DNN_ActiveDirectoryAuthentication**.
4. Go to the **Authentication Settings** section.
5. At **Enabled?**, select from these options:
   - Check the check box to enable this authentication.
   - Uncheck the check box to disable. Skip to Step 9.
6. At **Hide Login Controls?**, select from these options:
   - Check the check box to hide the Windows Login button on the Login screen.
   - Uncheck the check box to display the Windows Login button on the Login screen.
7. At **Synchronize Role?**, select from these options:
   - Check the check box to synchronize the user's role with the Windows Active Directory security group each time user logs on.
   - Uncheck the check box to disable.
8. At **Do Not Automatically Create Users?** select from these options:
   - Check the check box to prevent Active Directory users from log into the DNN site until an account is created.
   - Uncheck the check box to disable.
9. At **Provider**, select the Authentication provider for this site. E.g. ADSIAuthenticationProvider
10. At **Authentication Type**, select the Authentication type for this site. Note: Delegation is recommenced.
11. In the **Root Domain** text box, enter your Root Domain in the format `yourdomain.com` or `DC=yourdomain,DC=com`. Leave this value blank if you want to obtain Active Directory objects

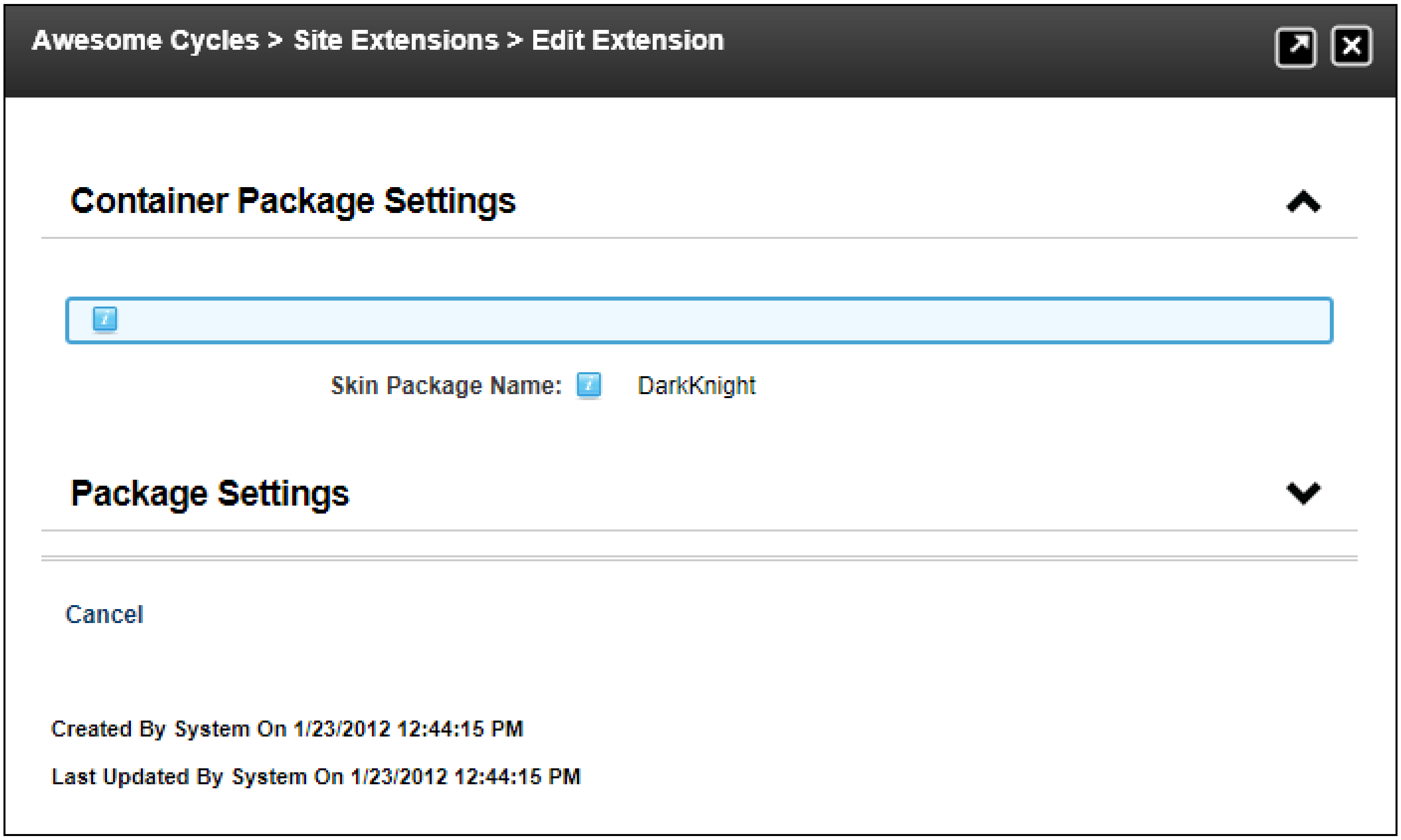
from root forest. **Optionally**, you can explicitly define the Organizational Unit (OU) you want to authenticate your users against. Once you define the Organizational Unit, the authentication will verify against all users belonging to the Organizational Unit, as well as the users of Sub-Units belonging to it. The lowest level of Organization Unit you wish to validate against must be listed first. (E.g. "OU=Admin Users,OU=All Users,DC=yourdomain,DC=com" – which will only validate Admin Users as authenticated.)

12. In the **User Name** text box, enter who has permission to access Active Directory.
13. In the **Password** text box, enter the password for the above user name.
14. In the **Confirm Password** text box, re-enter the above password.
15. **Optional.** In the **Email Domain** text box, enter the Email Domain to be used for user email when your network doesn't have Windows Active Directory. Note: It is recommended that you leave this field blank.
16. **Optional.** In the **Default Domain** text box, enter the default domain to enable users to login with just their username instead of DOMAIN\Username.
17. **Optional.** In the **Auto-login IP Address (Optional)** text box, enter the IP string, address, or range separated by semicolons that you want to automatically log in (E.g.: 192.168.0.1-192 - 192.168.0.100 for any IP in that range, 192.168.0.50 for only that IP.). An example string could look like 192.168.0.100;192.168.0.1-192.168.0.100.
18. Click the Update Authentication Settings link.

Viewing Container Package Settings

How to view the container package settings for containers that are installed on a site using the Admin Extensions module.

1. Navigate to Admin > Advanced Settings > **Extensions** - OR - Go to an Extensions module.
2. Expand the **Containers** section.
3. Click the **Edit** button beside the required container package.
4. Expand the **Container Package Settings** section.
5. At **Skin Package Name**, the name of the skin package associated with this container package is displayed.
6. Expand the **Package Settings** section to view the Package Settings. For a full list of these fields, See "Viewing Package Settings For All Extensions".



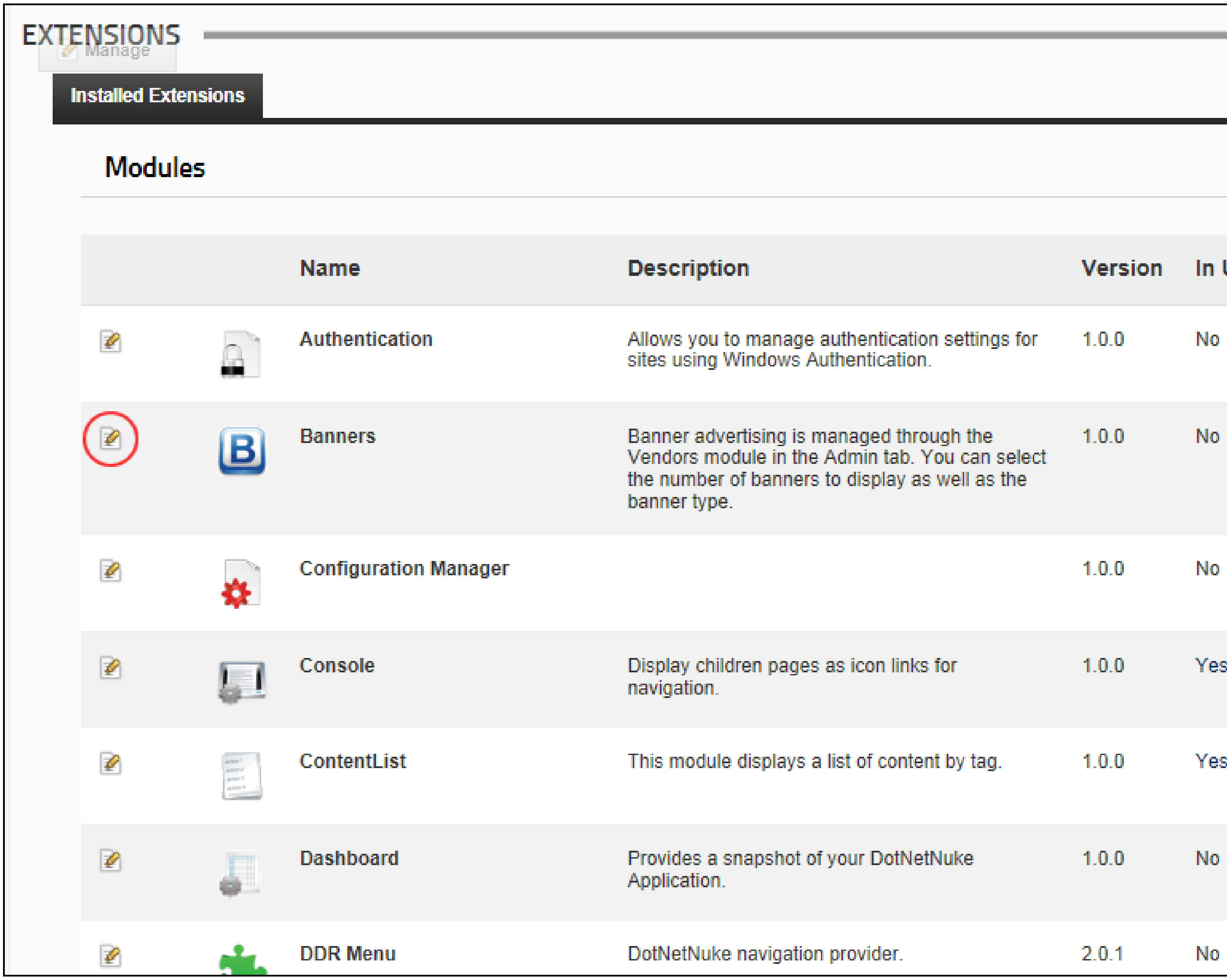
Container Package Settings

Viewing Package Settings For All Extensions

How to view the package settings of any extension using the Admin Extensions module. Package Settings provide detail such as the friendly name, description, version, license, release notes, owner, organization name and contact details.

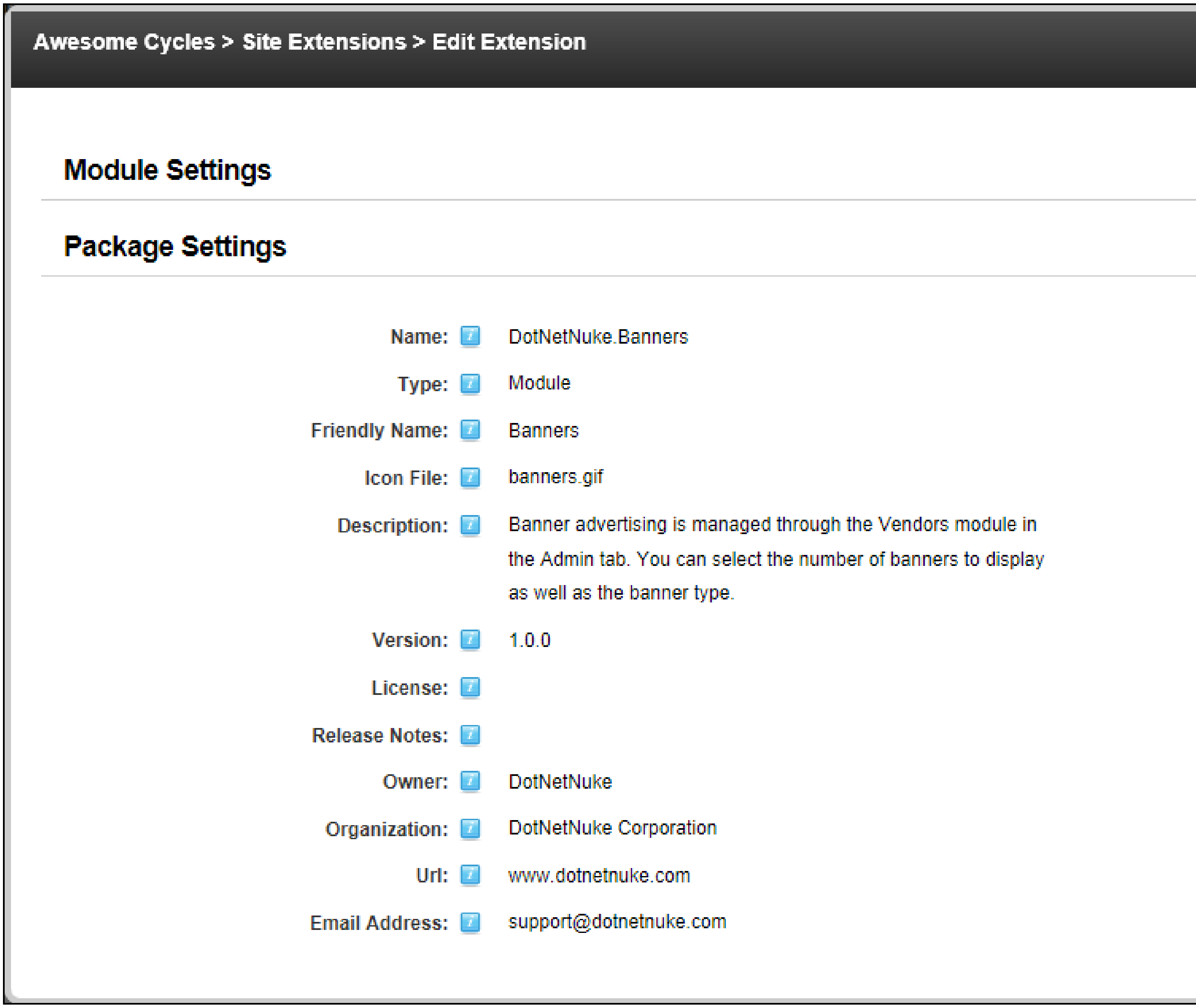
Permissions. Users must be granted Edit/Edit Content rights to the Extensions module.

1. Navigate to Admin > Advanced Settings > **Extensions** - OR - Go to an Extensions module.
2. Expand the required section.
3. Click the **Edit** button beside an extension.



4. Expand the first section that is named according to the extension type. E.g. Module Settings, Container Package Settings, etc. Here you can view some basic information for the extension. Where a task can be performed, it is covered in another tutorial in this section.
5. Go to the **Package Settings** section to view the following details about this extension:
   - **Name**: The name of this container package.
   - **Type**: The type of extension. E.g. Module, Container, etc.
   - **Friendly Name**: The friendly name of this package.
   - **Icon Name**: The name of the image associated with this extension. This image is displayed beside the extension on the default page of the Extensions module.
   - **Description**: The description of this package.

- **Version**: The package version number.
- **License**: The license for this package.
- **Release Notes**: Any release notes for this package.
- **Owner**: The name of the owner of this package.
- **Organization**: The name of the organization responsible for this package.
- **URL**: The URL of the organization.
- **Email Address**: A contact email address for this package.

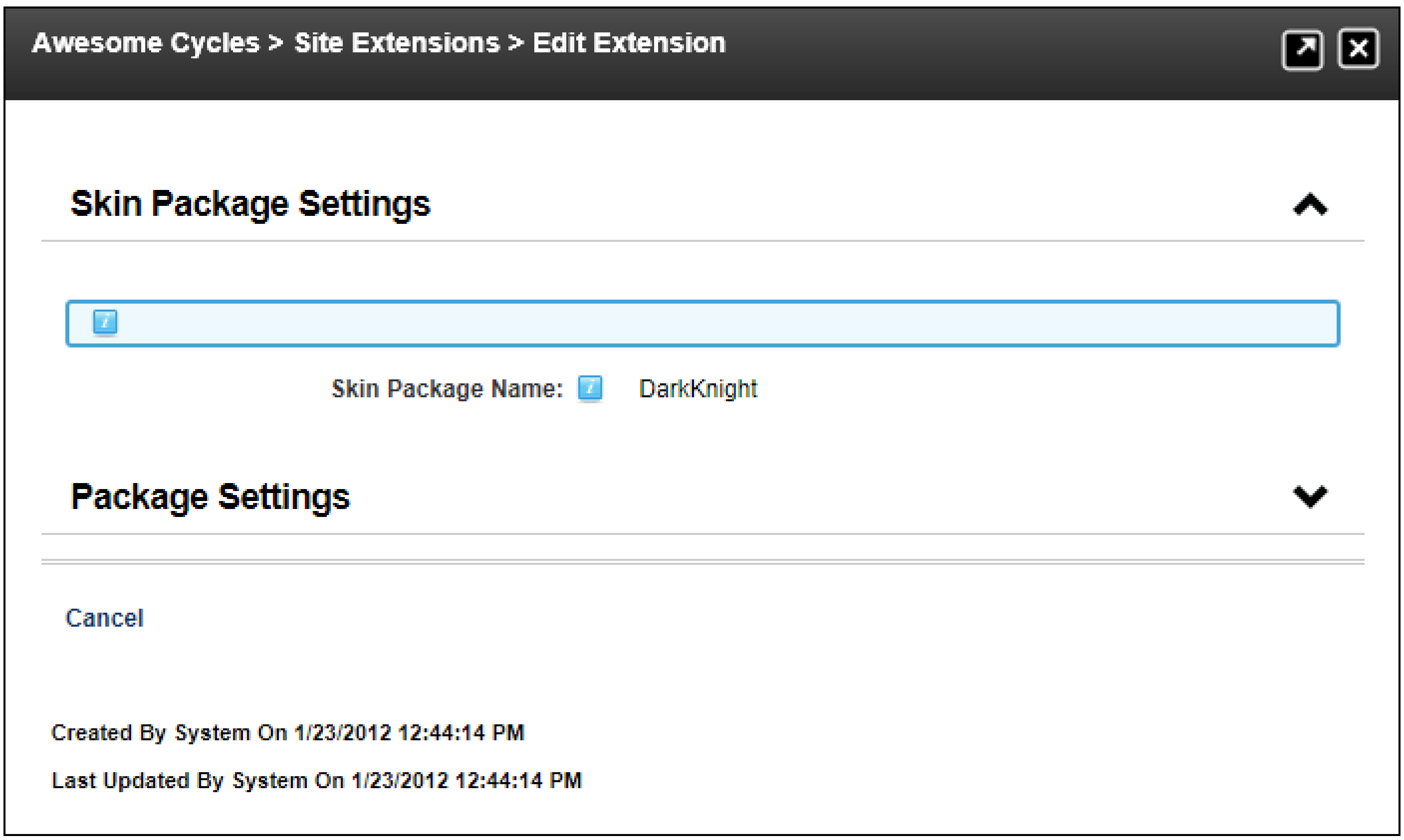


6. Click the Cancel link to return to the module.

Viewing Skin Package Settings

How to view the skin package settings for a skin that is installed on this site using the Admin Extensions module.

1. Navigate to Admin > **Extensions** - OR - Go to an Extensions module.
2. Expand the **Skins** section.
3. Click the **Edit** button beside the required skin package.
4. Expand the **Skin Package Settings** section.
5. At **Skin Package Name**, the name of this skin package is displayed.
6. Expand the **Package Settings** section to view the Package Settings. For a full list of these fields, see See "Viewing Package Settings For All Extensions".



Skin Package Settings

File Manager

Getting Familiar with the File Manager Module

Here's an overview of the different areas of the File Manager:

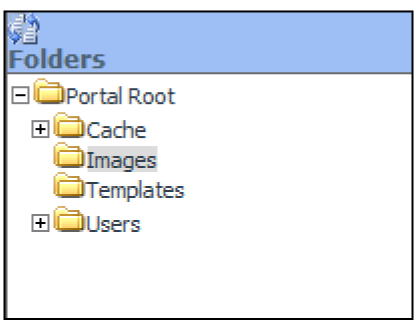
Folders Toolbar: Located at the very top of the File Manager, this toolbar enables the management of folders, as well as file synchronization. The Folders Toolbar includes the following tools:

- **Add Folder**: See "Adding a New Folder"
- **Delete Folder**: See "Deleting a Folder"
- **Synchronize Files** / ☑ **Recursive**: See "Synchronizing Files within a Folder"

Files Toolbar: Located below the Folders toolbar, this toolbar enable management of files within the selected folder. The File Toolbar includes the following tools:

- **Refresh**: See "Refreshing All Files within a Folder"
- **Copy Files**: See "Copying Files"
- **Move Files**: See "Moving Files"
- **Upload**: See "Uploading Files"
- **Delete Files**: See "Deleting Multiple Files"
- **Filter**: See "Filtering Files"

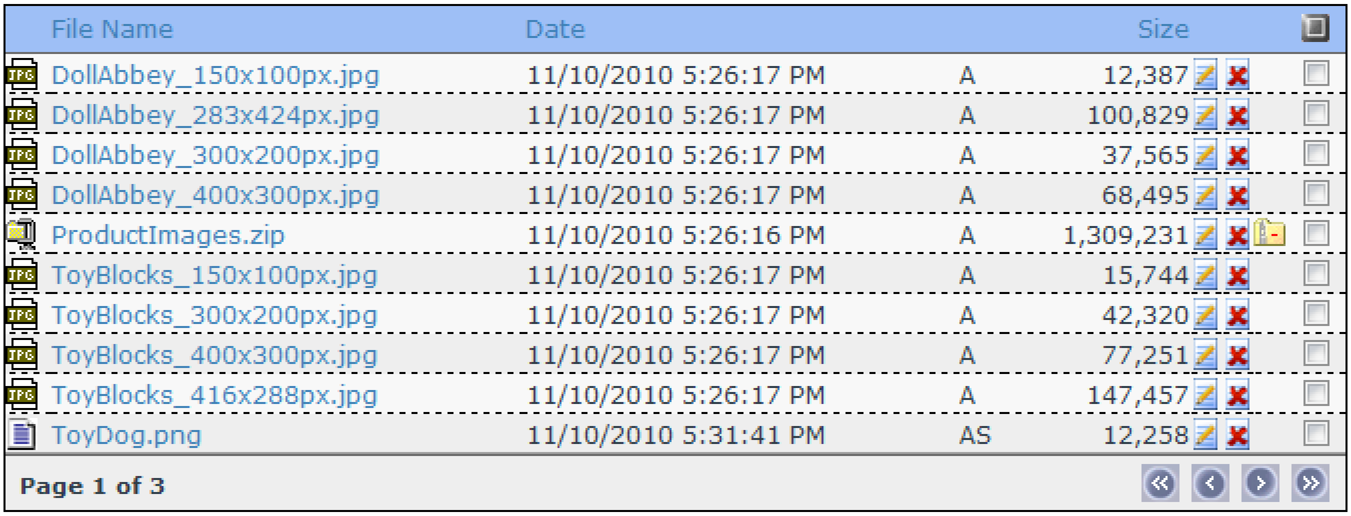
Folder Explorer: Located on the left of the File Manager, the Folder Explorer enables users to navigate to folders using a hierarchical structure. See "Navigating to and Selecting Folders" and See "Synchronizing Folders"



Files Window: This central window lists files within the selected folder. Note: Use the Files Navigation bar to access files not displayed (See "Navigating to Files"). This section provides the following options:

- **Rename File**: See "Renaming a File" as well as editing file properties. See "Setting the Read Only Property of a File", See "Setting the Hidden Property of a File", or See "Setting the Archiving and Indexing Property of a File"

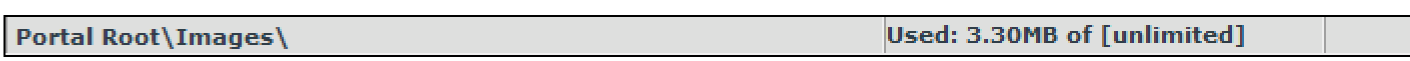
- **Delete File**: See "Deleting a File"
- **Select All**: Click to select all files; or **UnSelect All**: Click to unselect all files.
- **Select File**: Select one or more individual files to perform any of the above tasks on the Files Toolbar.
- **Unzip File**: See "Unzipping Compressed Files"



Files Navigation Bar: This bar provides navigation and file display tools. It displays the Page [Page Number] of [Number of Pages]: enables the user to scroll through files when there are more items than displayed on one page. E.g. Page 1 of 5.

Folder Information Bar: This information bar is located below the Folder Explorer and provides details related to the File Manager. The following information is displayed from left to right:

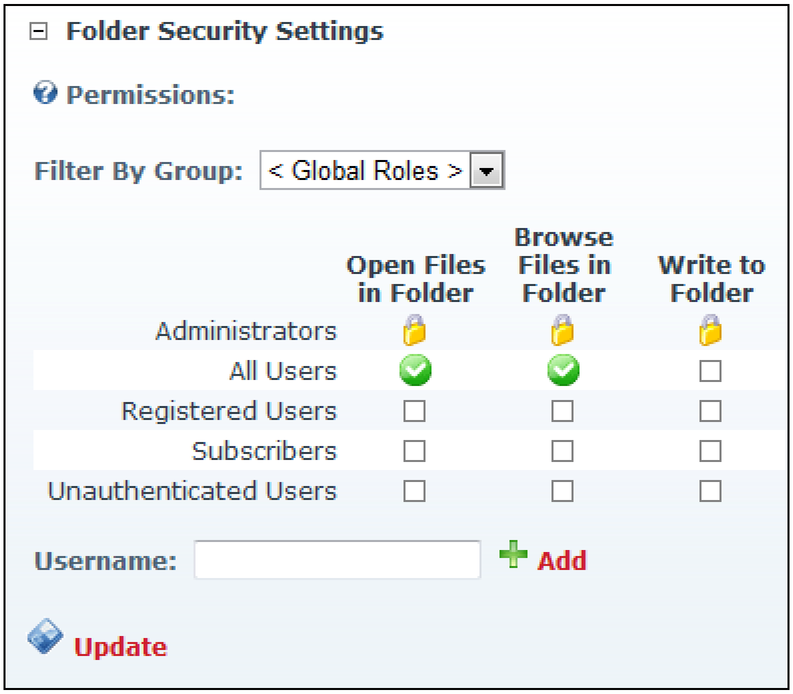
- Folder Address
- Used and Available Space
- Items Per Page: Select the number of Items (files) displayed in the Files Window. The default setting is ten (10) and this setting defaults back to ten (10) when the page is refreshed. Other options are: 15, 20, 30, 40, and 50.



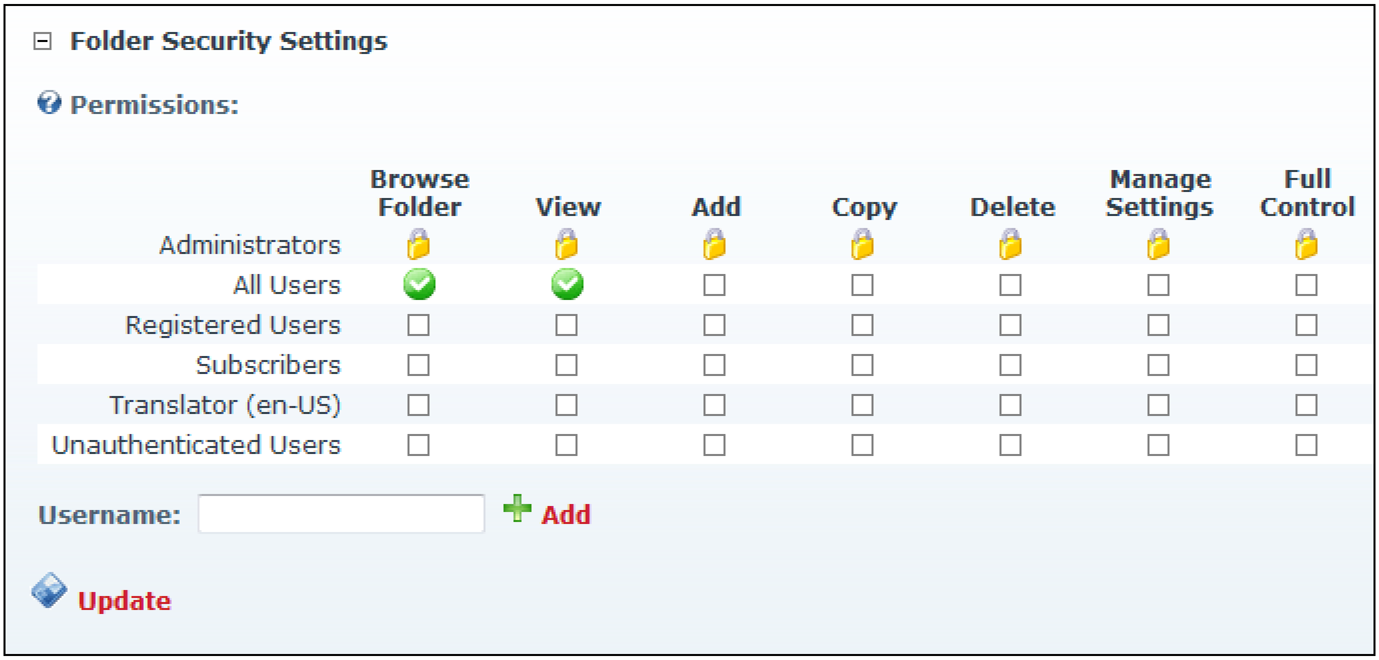
Folder Security Settings: This section enables Administrators to control security role access to each folder.

Three basic permissions are available in DNN Community Edition: Open Files in Folder, Browse Files in Folder, and Write to Folder

DNN Professional Edition has seven permissions: Browse, Folder, View, Add, Copy, Delete, Manage Settings, and Full Control.



Folder Security Settings - Community Edition



Folder Security Settings - Professional Edition

Administrators

Assigning Folder Permissions by Role

How to assign permissions to manage a folder of the File Manager to users with one or more roles.

1. Navigate to Admin > **File Manager** - OR - Go to a File Manager module.
2. Navigate to and select the folder to have permissions assigned. The name of the selected folder is displayed in the Folders Information Bar.
3. Go to the **Folder Security Settings** section. The current permission settings are displayed.
4. **Optional.** At **Permissions**, select **< All Roles >** from the Filter By Group drop down list (if displayed) to view all available roles.
5. Check the check box in one or more columns to grant permissions to that role. See See "Overview of Folder Security Settings"
6. Click the **Update** button.

Assigning Folder Permissions to a User

How to assign access to view folders and upload to folders of the File Manager module.

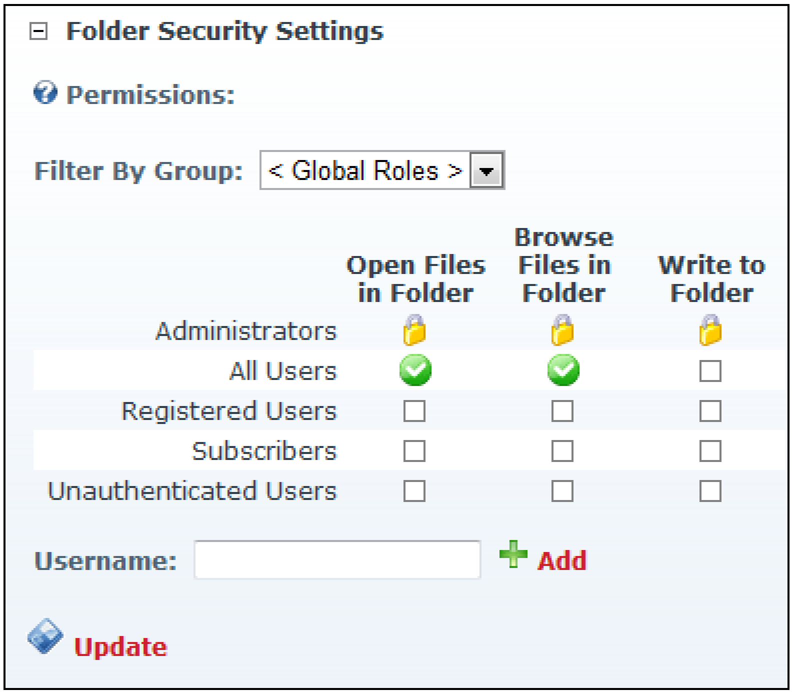
1. Navigate to Admin > File Manager - OR - Go to a File Manager module.
2. Navigate to and select the folder to have permissions assigned. The name of the selected folder is displayed in the Folders Information Bar.
3. Go to the **Folder Security Settings** section. The current permission settings are displayed.
4. At **Permissions**, enter the username of the user into the Username text box.
5. Click the Add link. This adds the user's name to the Permission role list.
6. Check the check box in one or more columns beside this user's name to grant them folder permissions. See See "Overview of Folder Security Settings"
7. Repeat Step 4-6 for to assign folder permission to additional users.
8. Click the **Update** button.

Overview of Folder Security Settings

The File Manager module enables authorized users to manage access to one or more folders within the File Manager by setting Folder Security Settings. Here's a description of the different permissions which can be set:

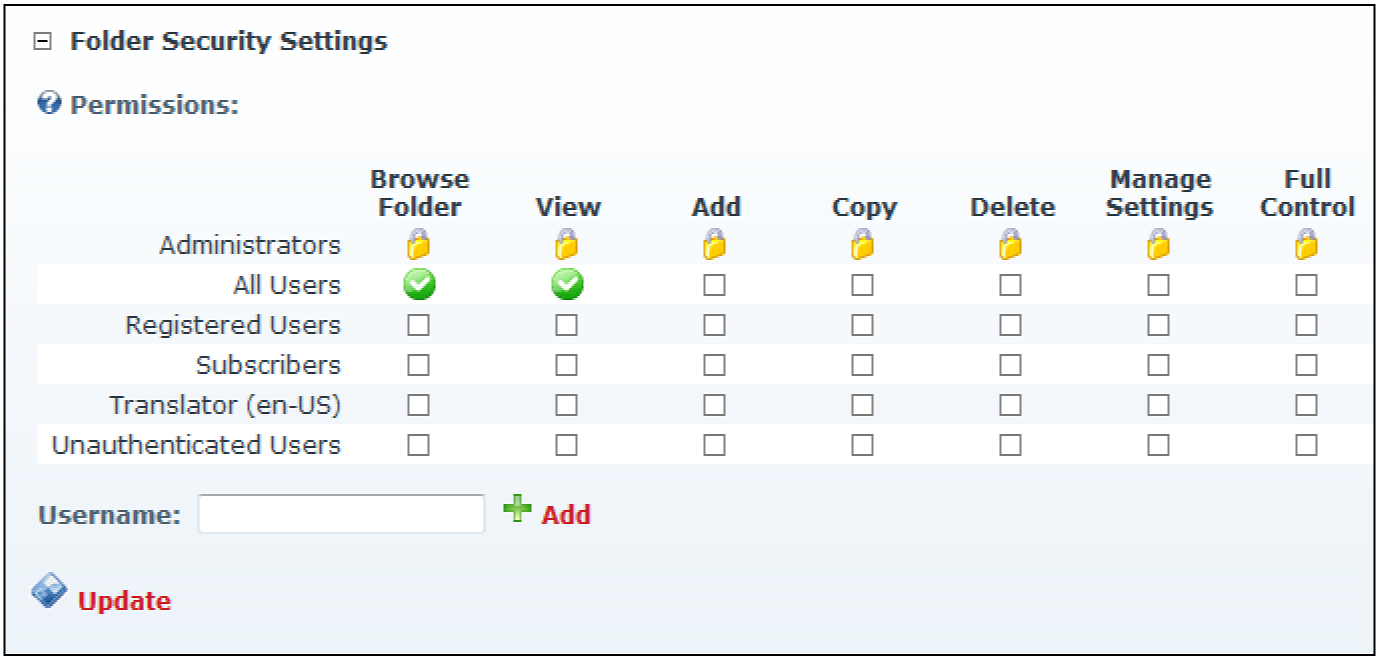
Community Edition Permissions

- **Open Files in Folder**: Enables authorized users to view the files within this folder which are displayed or linked to on the site. All Users are granted this permission by default.
- **Browse Files in Folder**: Enables authorized users to browse and select the files within this folder. Users are granted permission to their personal folder only by default. This enables them to manage their profile image, etc.
- **Write to Folder**: Enables authorized users to perform all file management tasks for files within this folder.



Professional Edition Permissions

- **Browse Folder**: Enables authorized users to browse and select the files within this folder. Users are granted permission to their personal folder only by default. This enables them to manage their profile image, etc.
- **View**: Enables authorized users to view the files within this folder which are displayed or linked to on the site. All Users are granted this permission by default.
- **Add**: Enables authorized users to add folders and documents beneath (as child folders) this folder.
- **Copy**: Enables authorized users to copy files to and from this folder.
- **Delete**: Enables authorized users to delete a folder and/or its child folders.
- **Manage Settings**: Enables authorized users to manage folder settings.
- **Full Control**: Provides authorized users with full control to perform all file and folder management task within the selected folder.



Related Topics:

- See "Adding a New Folder"
- See "Assigning Folder Permissions to a User"
- See "Assigning Folder Permissions by Role"

Removing Folder Permissions

How to remove permission to view files within a folder and/or to write to a folder of the File Manager module.

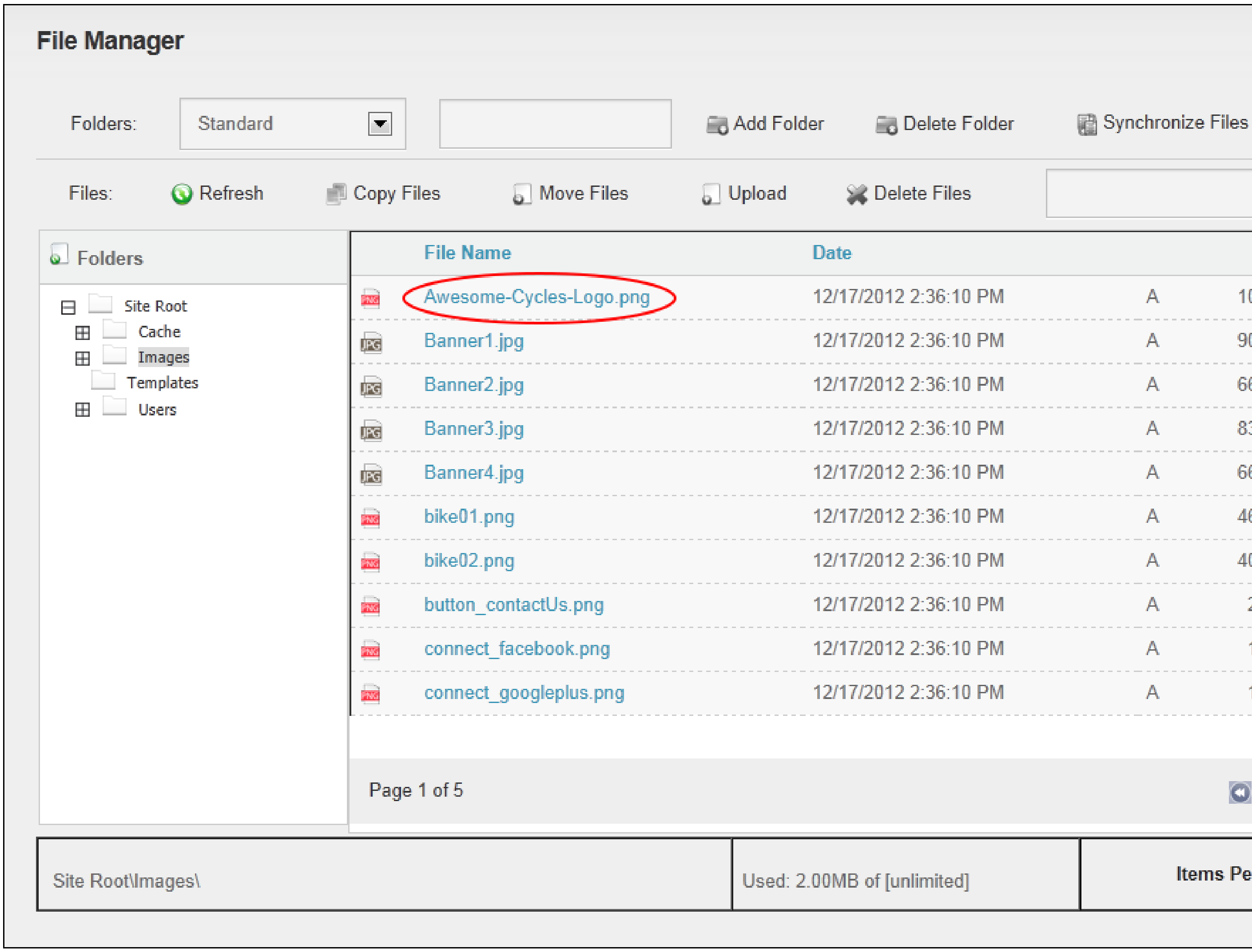
1. Navigate to Admin > **File Manager** - OR - Go to a File Manager module.
2. Navigate to and select the folder to have permissions assigned. The name of the selected folder is displayed in the Folders Information Bar.
3. Go to the **Folder Security Settings** section. The current permission settings are displayed.
4. **Optional.** At **Permissions**, select **< All Roles >** at the **Filter By Group** drop down list (if displayed) to display all of the roles.
5. Uncheck the check box beside in one or more columns to remove that permission. See See "Overview of Folder Security Settings"
6. Click the **Update** button.

All Users

Downloading a File

How to download a single file from the File Manager.

1. Navigate to Admin > **File Manager** - OR - Go to a File Manager module.
2. Navigate to and select the folder containing the file to be downloaded. See See "Navigating to and Selecting Folders"
3. Click the linked file name.



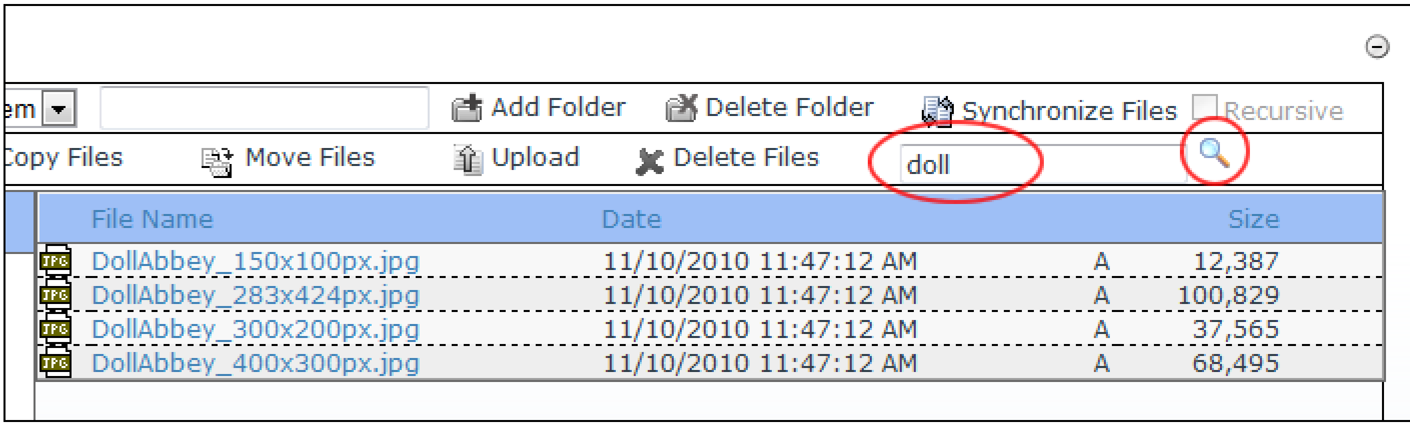
4. Save the file to your computer.

Filtering Files

How to filter the files using the File Manager module. This will display only files which match the entered criteria and which are in the selected folder. The filter is applied to both the file name and the file extension.

Tip: You must remove the filter to view all files again. Do this by deleting the filter criteria from the text box and clicking the **Filter** button.

1. Navigate to Admin > **File Manager** - OR - Go to a File Manager module.
2. Navigate to and select the required folder. See "Navigating to and Selecting Folders"
3. Go to the **Files Toolbar** and enter the filter criteria into the text box.
4. Click the **Filter** button. This filters the files displayed in the Files Window so only files containing the filter criteria are displayed.



Filtering Files

Navigating to and Selecting Folders

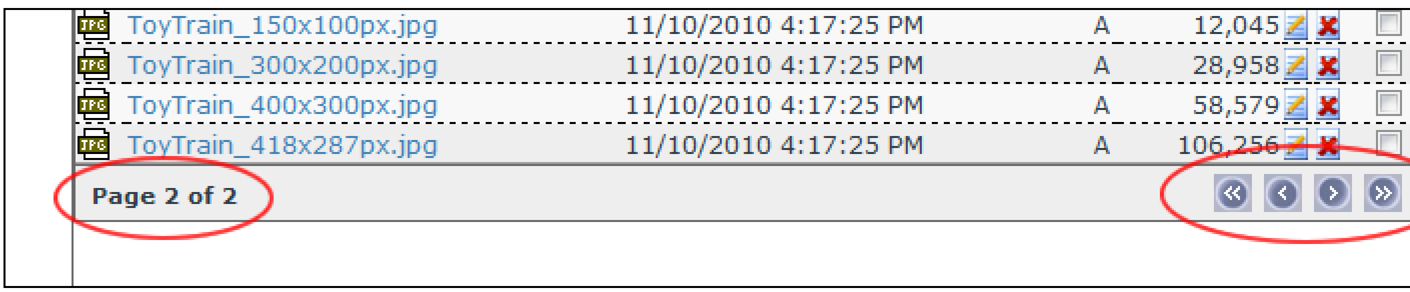
How to navigate to and select a folder with the File Manager module.

- View Child Folders: Click the **Maximize** button beside a folder to view its child folders.
- Hide Child Folders: Click the **Minimize** button beside a folder to close it and hide its child folders.
- Select Folder: Click on a folder name to select it. This highlight the selected folder name and displays the associated files in the Files Window.

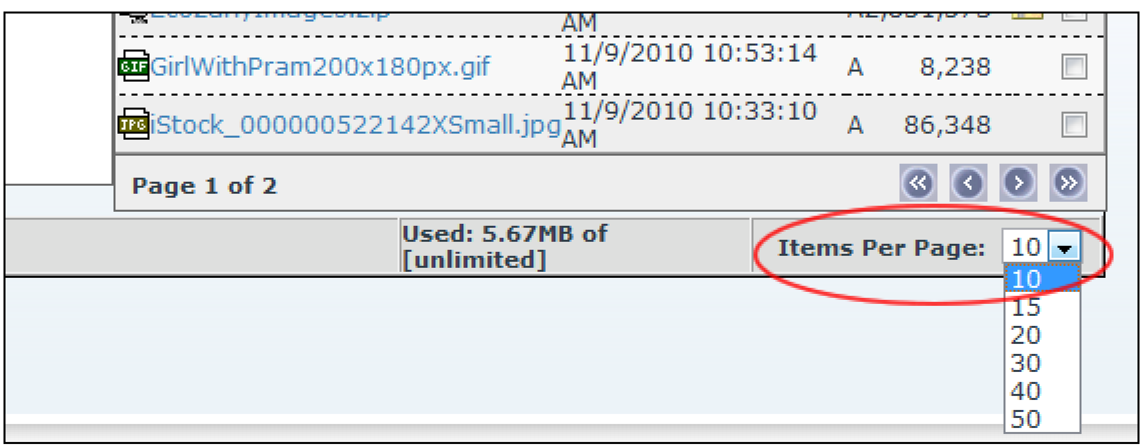
Navigating to Files

By default the File Manager displays the first ten (10) files within the selected folder inside the Files Window. When there are more than ten (10) files, the following options are displayed enabling you to navigate to the additional files as well as change the default number of files displayed.

- **Page 1 of 4**: If there is more than one page of files associated with the selected folder, the number of pages and the page number of the current page will be displayed along with the Items Per Page tool.
- **Page Navigation**: The following navigation buttons are displayed.
    -  **Move First**: Displays the first page of files.
    -  **Move Previous**: Displays the previous page of files.
    -  **Move Next**: Displays the next page of files.
    -  **Move Last**: Displays the last page of files.



- **Items Per Page**: Select a number to change the number of files displayed in the Files Window. This setting will default to ten (10) whenever the File Manager is refreshed. **Important**. When performing a task against multiple files, use this feature to enable you to select up to 50 items at one time, rather than the 10 items which are displayed by default.

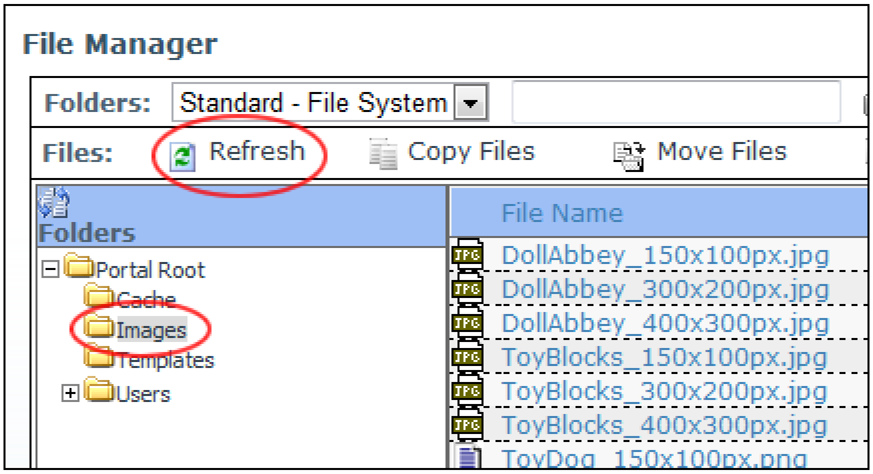


Selecting Items Per Page

Refreshing All Files within a Folder

How to refresh the files within a selected folder of the File Manager module. This task refreshes the file information in the database to match the files on the server. This may be required if files have been uploaded via FTP.

1. Navigate to Admin > **File Manager** - OR - Go to a File Manager module.
2. Navigate to and select the required folder. See See "Navigating to and Selecting Folders"
3. Click the **Refresh** button to refresh files.

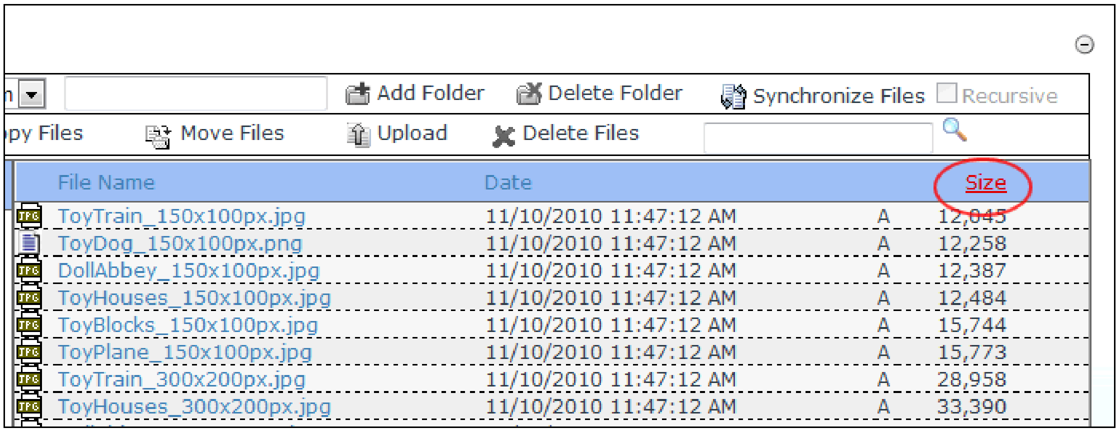


Refreshing Files

Reordering Files

How to reorder the files displayed in the Files Window of the File Manager module. Files can be ordered in either ascending or descending order by the File Name, Date or Size columns.

1. Navigate to Admin > **File Manager** - OR - Go to a File Manager module.
2. In the Title Bar of the Files Window, click on a column title (I.e. File Name, Date, or Size) to order files in ascending order by that field.
3. **Optional.** Click the same column title again to a second time to reorder files in descending order.

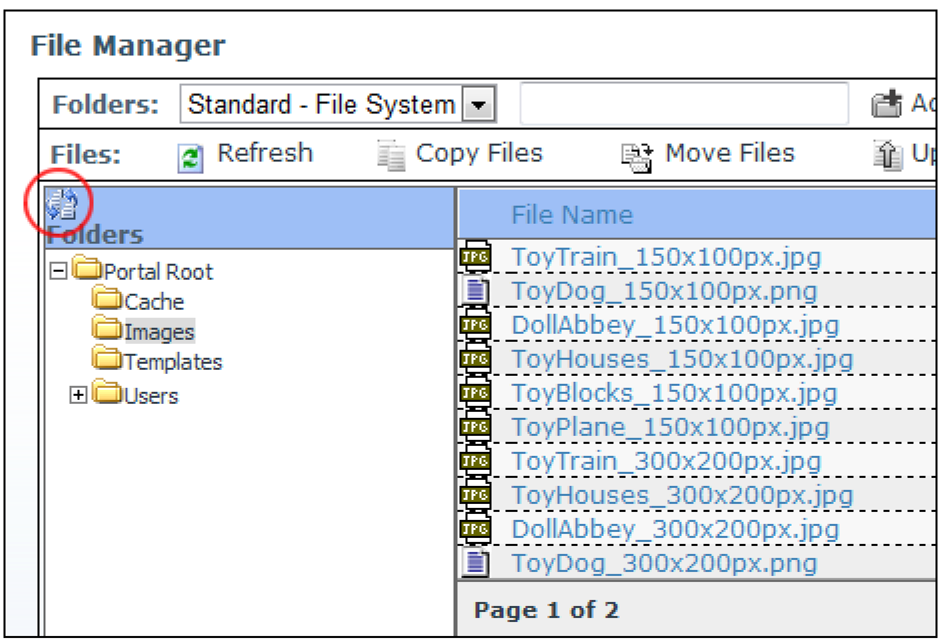


Ordering Files by Size

Synchronizing Folders

How to synchronize the folders of the File Manager module. Synchronizing ensures the folders listed match the folder structure within the database. Use this feature when folders are uploaded using FTP directly to the database.

1. Navigate to Admin > **File Manager** - OR - Go to a File Manager module.
2. Click the **Synchronize Folders** button located in the title bar of the Folder Explorer. The Folder Explorer is minimized when synchronization is completed.



Synchronizing Folders

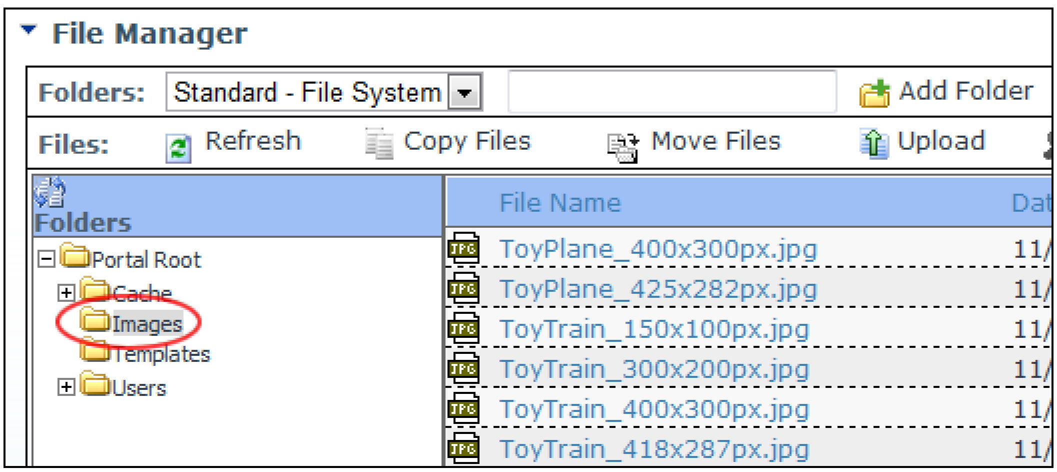
Folder Editors

Adding a New Folder

How to add a new folder to the File Manager module. The new folder will inherit the permissions assigned to its parent folder.

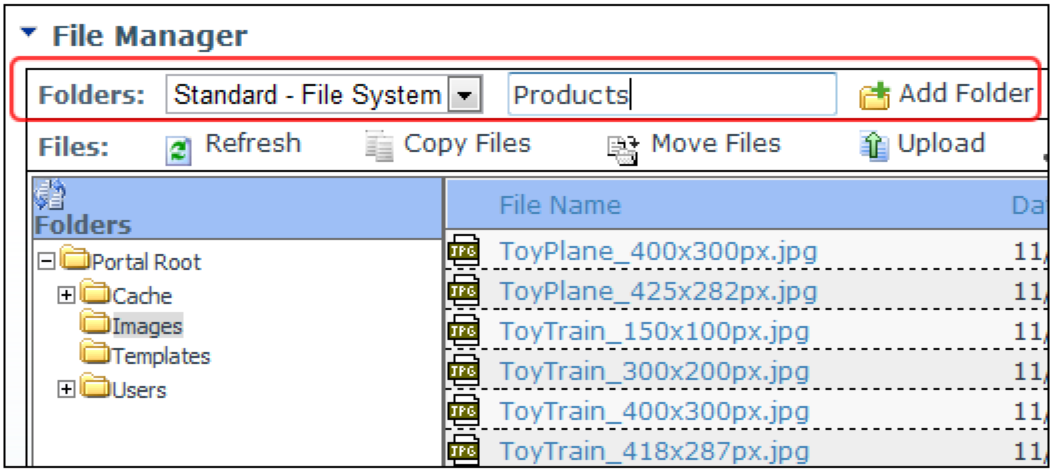
Permissions. In DNN Community Edition, Edit Content permission is required for the module and Write to Folder permission is required for the parent folder of the new folder. In DNN Professional and Enterprise Editions, Edit Content permission is required for the module and Add permission is required for the parent folder of the new folder.

1. Navigate to Admin > **File Manager** - OR - Go to a File Manager module.
2. Navigate to and select the folder which will be the parent for the new folder. See See "Navigating to and Selecting Folders"

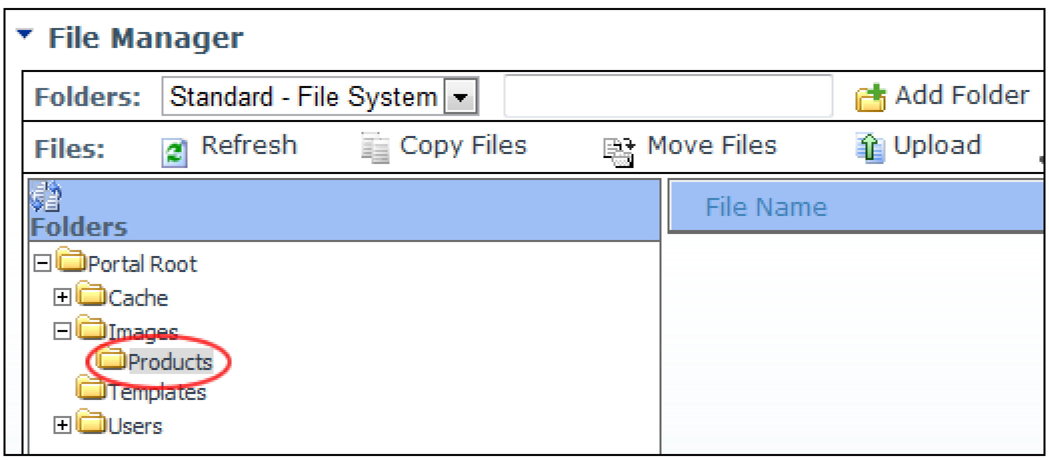


3. On the Folders Toolbar, select one of the following options from the **Folders** drop down list:
   - **Standard - File System**: Select this option to store most of your files. This is the default option.
   - **Secure - File System**: Select this option if you want to encrypt the file name to prevent direct linking to this file.
   - **Secure - Database**: Stores files as a byte array in the database rather than in the usual file system.
   - **Amazon Folder Provider**: Stores files on the Amazon service. Only available in Professional and Enterprise Editions.
   - **AzureFolder Provider**: Stores files on the Azure service. Only available in Professional and Enterprise Editions.

4. In the **Folders** text box, enter a name for the new folder.



5. Click the **Add Folder** button. This displays the new folder in the Folder Explorer.



The Newly Added Folder displayed in the Folder Explorer

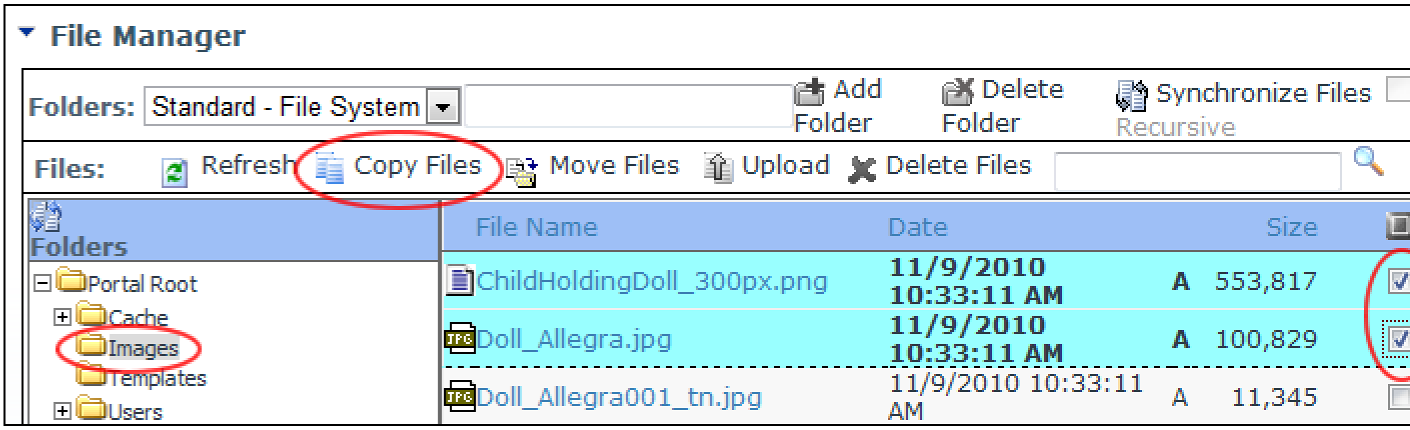
Copying Files

How to copy one or more files from one folder to another folder of the File Manager module. Users require the following minimum permissions to complete this task:

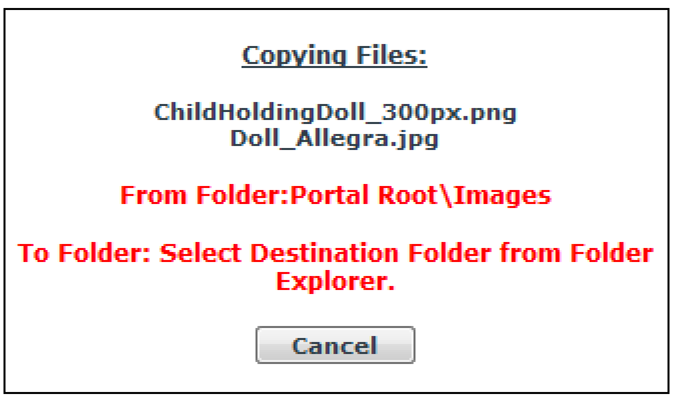
DNN Community Edition: Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file is located as well as the destination folder.

DNN Professional Edition: Edit Content permission for the module (See "Setting Module Permissions") and Copy permission for the folder where the file is located as well as the destination folder.

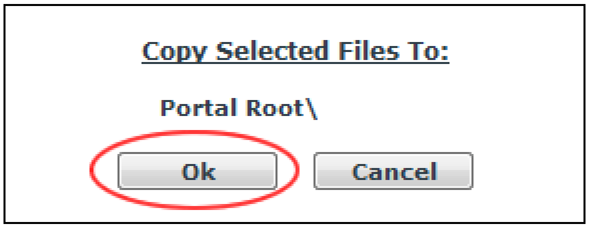
1. Navigate to Admin > **File Manager** - OR - Go to a File Manager module.
2. Navigate to and select the folder where the files to be copied are located. See "Navigating to and Selecting Folders"
3. In the Files Window, check the check box beside each of the files to be copied - OR - Click the **Select All** button to select all of the files displayed in the Files Window. Tip: See "Navigating to Files" to select different or additional files within this folder.



4. Click the **Copy Files** button. This displays the "Copy Checked Files?" message.
5. Click the **Ok** button to confirm. This displays the Copying Files message which lists the names of the files to be copied and requests that you select the destination folder.



6. Navigate to and select the folder you want to copy the files to. Note: Files cannot be copied to the same folder. This displays the Copy Selected Files To message which displays the name of the selected folder.
7. Click the **Ok** button.



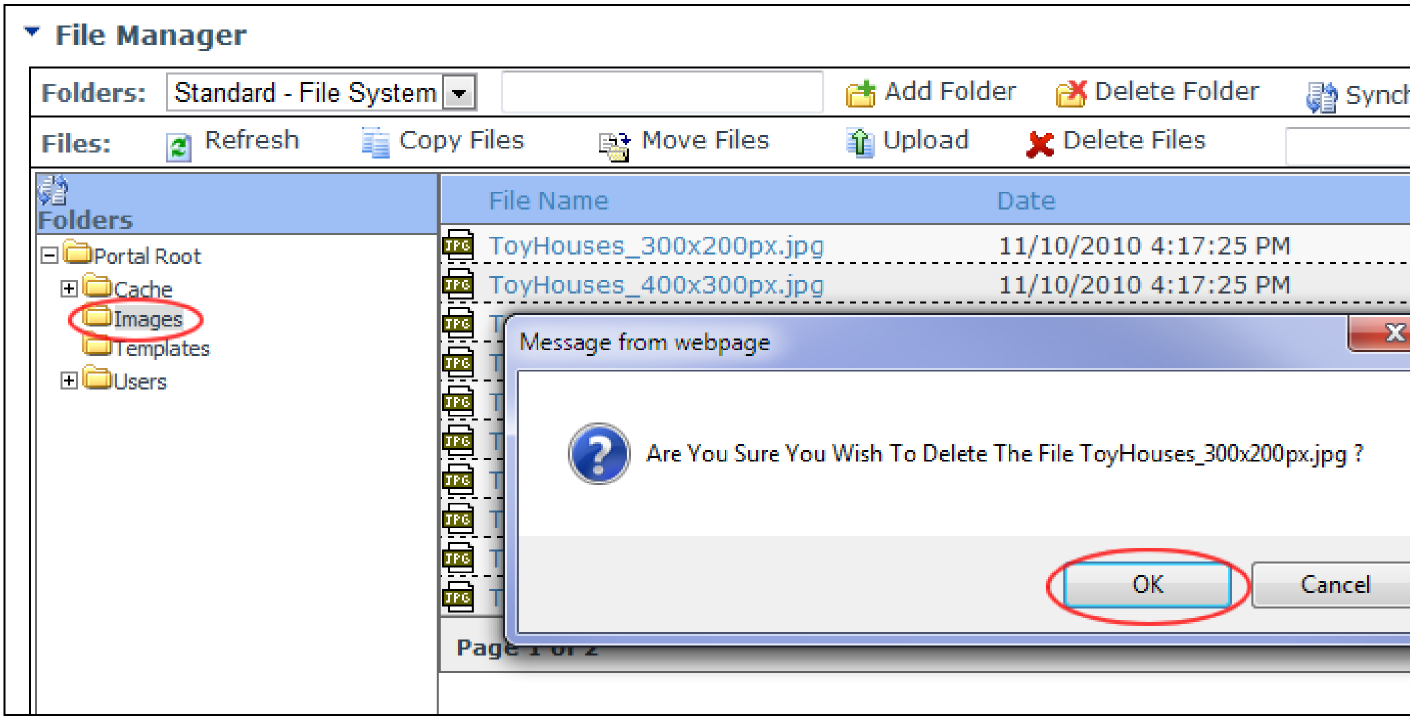
Deleting a File

How to permanently delete a single file from the File Manager module. Users require the following minimum permissions to complete this task:

DNN Community Edition: Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file is located.

DNN Professional Edition: Edit Content permission for the module (See "Setting Module Permissions") and Manage Settings permission for the folder where the file is located.

1. Navigate to Admin > **File Manager** - OR - Go to a File Manager module.
2. Navigate to and select the folder containing the file to be deleted. See "Navigating to and Selecting Folders"
3. See "Navigating to Files
4. Click the **Delete File** button beside the file to be deleted. A message asking "Are You Sure You Wish to Delete The File [FileName]?" is displayed.
5. Click **OK** to confirm deletion.



Deleting a File

Deleting a Folder

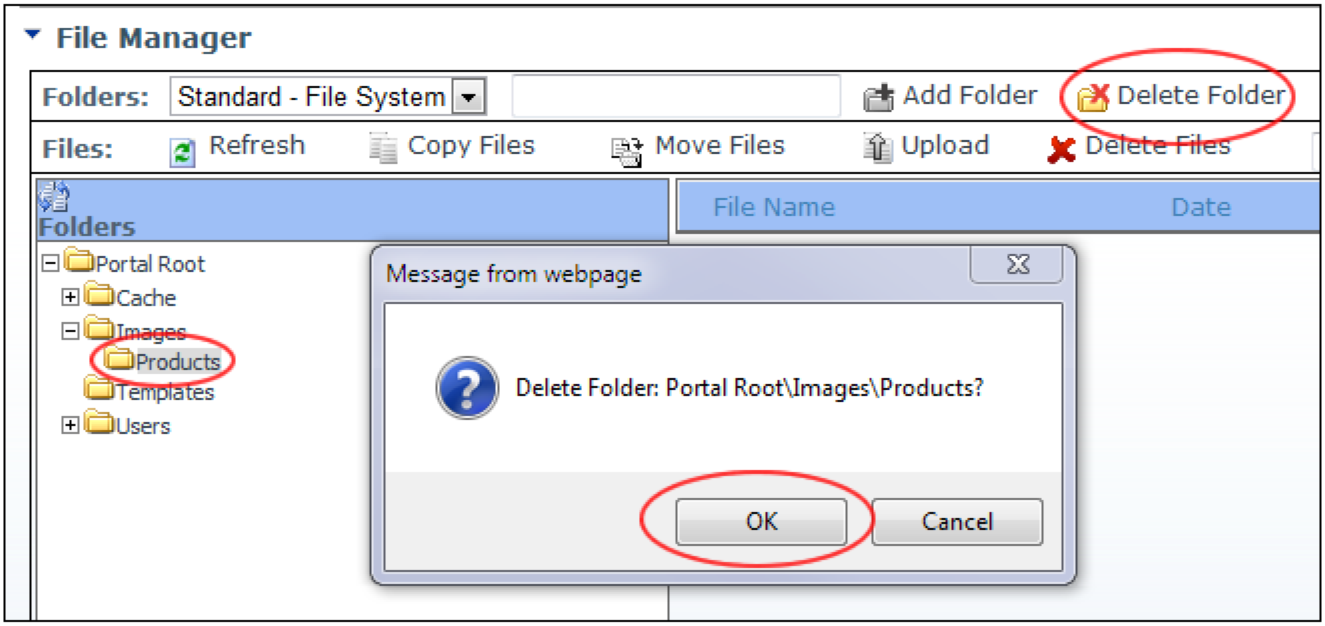
How to permanently delete empty folders from the File Manager. Users require the following minimum permissions to complete this task:

DNN Community Edition: Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder to be deleted.

DNN Professional Edition: Edit Content permission for the module (See "Setting Module Permissions") and Delete permission for the folder to be deleted.

Tip: A folder cannot be deleted if it has any child folders, or if it contains any files. If you wish to keep files which are located within a folder which you are about to delete, you can move them to another folder.

1. Navigate to Admin > **File Manager** - OR - Go to a File Manager module.
2. Navigate to and select the folder to be deleted. See See "Navigating to and Selecting Folders"
3. Click the **Delete Folder** button. This displays the message "Delete Folder: [Folder Location:Folder Name]?"
4. Click the **OK** button to confirm deletion.



Deleting a Folder from the File Manager

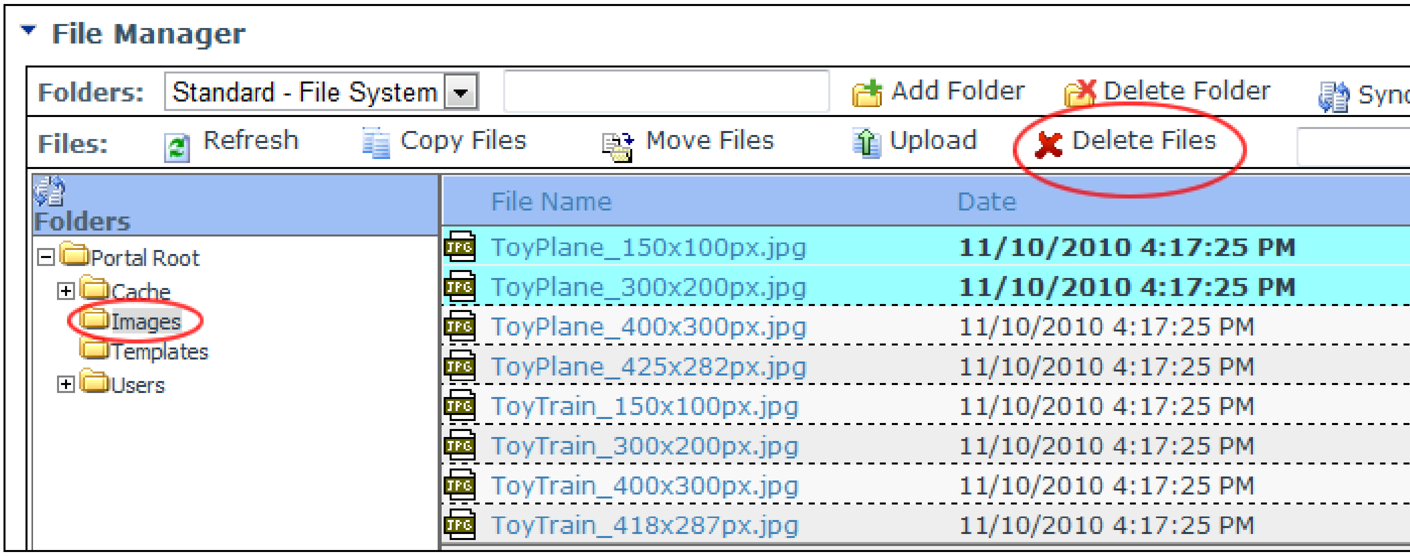
Deleting Multiple Files

How to permanently delete multiple files from the File Manager module. Users require the following minimum permissions to complete this task:

DNN Community Edition: Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file is located.

DNN Professional Edition: Edit Content permission for the module (See "Setting Module Permissions") and Full Control permission for the folder where the file is located.

1. Navigate to Admin > **File Manager** - OR - Go to a File Manager module.
2. Navigate to and select the folder containing the files to be deleted. See "Navigating to and Selecting Folders"
3. In the Files Window, display the required files. See "Navigating to Files"
4. Check the check box beside each of the files to be deleted - OR - Click the **Select All** button to select all of the files currently displayed in the File Window. Tip: See "Navigating to Files" to select different or additional files within this folder.
5. Click the **Delete Files** button. This displays the Delete Files message which lists the files selected for deletion.



6. Click the **OK** button to confirm.

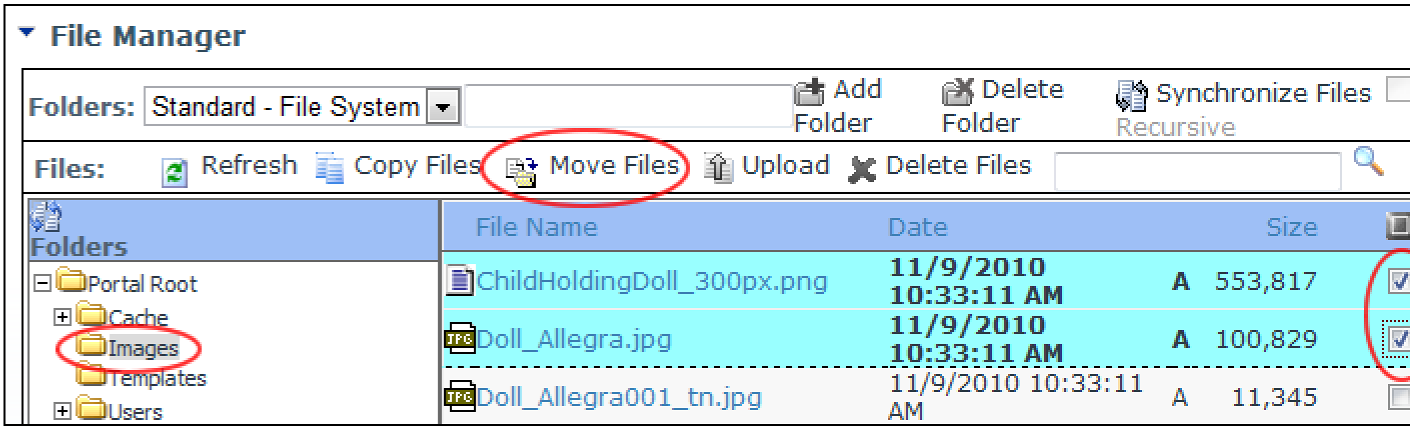
Moving Files

How to move one or more selected files from one folder into another folder within the File Manager module. Users require the following minimum permissions to complete this task:

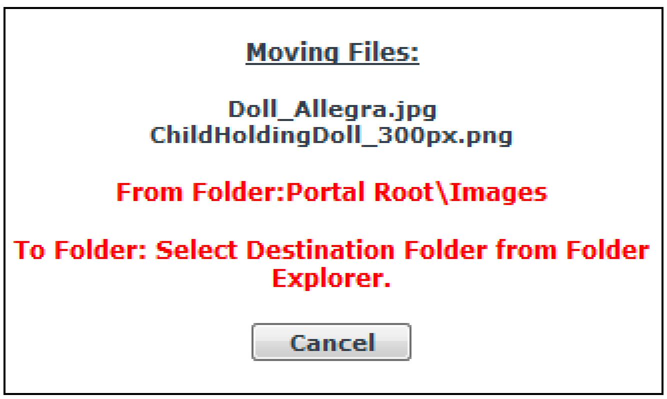
DNN Community Edition: Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file is located as well as the destination folder.

DNN Professional Edition: Edit Content permission for the module (See "Setting Module Permissions") and Copy permission for the folder where the file is located as well as the destination folder.

1. Navigate to Admin > **File Manager** - OR - Go to a File Manager module.
2. Navigate to and select the folder where the files to be moved are located. See "Navigating to and Selecting Folders"
3. In the Files Window, check the check box beside each of the files to be moved - OR - Click the **Select All** button to select all of the files displayed in the Files Window. Tip: See "Navigating to Files" to select different or additional files within this folder.



4. Click the **Move Files** button. This displays the "Move Checked Files?" message.
5. Click the **Ok** button to confirm. This displays the Moving Files message which lists the names of the files to be moved and requests that you select the destination folder.



6. Navigate to and select the required folder.
7. If any of the file(s) being moved already exists in destination folder, check the check box beside each of the files that you want to overwrite - OR - uncheck the check box beside any file(s) to cancel the move and prevent the files being overridden.
8. Click the OK button.

Renaming a File

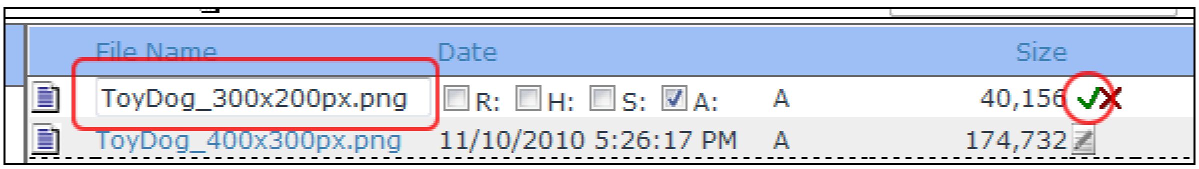
How to rename a file in the File Manager module. Users require the following minimum permissions to complete this task:

DNN Community Edition: Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file is located.

DNN Professional Edition: Edit Content permission for the module (See "Setting Module Permissions") and Manage Settings permission for the folder where the file is located.

Warning. Renaming a file does not update any other references to this file across your site. E.g. If the file is an image displayed in the HTML / HTML Pro module, then the path to the image will be broken and you are required to manually update the image. As such, it is recommended that you only rename a file when it is first uploaded and has yet to be used on the site.

1. Navigate to Admin > **File Manager** - OR - Go to a File Manager module.
2. Click the **Rename File** button beside the file to be renamed.
3. In the **File Name** text box, enter a new name for the file.
4. Click the **Save Changes** button to save your changes.



Renaming a File

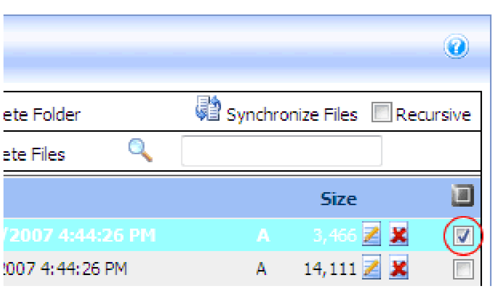
Selecting Files

How to select one or more files in the File Manager module. Selecting files enables you to perform file management tasks such as copying and moving files.

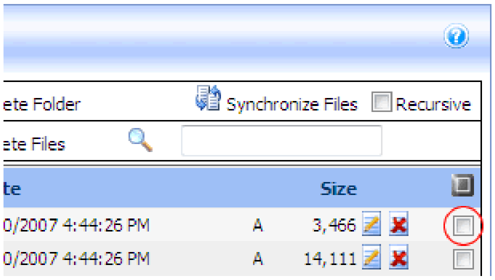
Permissions. Users must be granted Edit (DNN Community Edition) / Edit Content (DNN Professional Edition) permissions to the module. (See "Setting Module Permissions") Note: These permissions enable users to select files and perform file refreshing and filtering. Additional permissions are required to perform specific tasks.

Here are the options for selecting files:

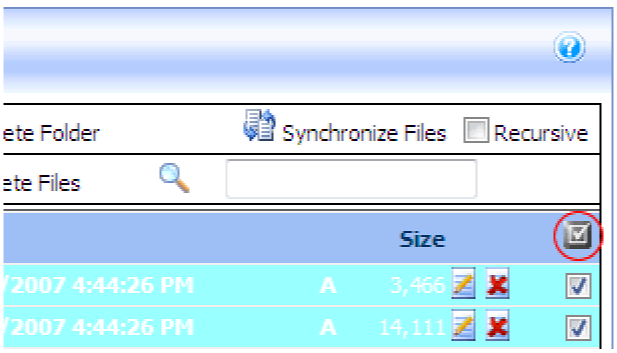
Select a File: Check the check box to the right of the file to select it.



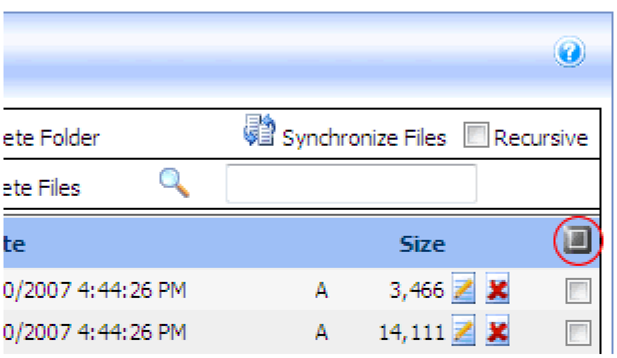
Deselect a File: Uncheck the check box to the right of the file to deselect it.



Select All Files: Check the check box in the title bar of the Files Window to select all of the displayed files. **Important.** Use the Items Per Page tool if you want to select more files at one time. This enables you to select up to 50 files at one time. See "Modifying Items Per Page"



Deselect All Files: Uncheck the check box in the title bar of the Files Window to deselect all of the displayed files.



Setting the Archiving and Indexing Property of a File

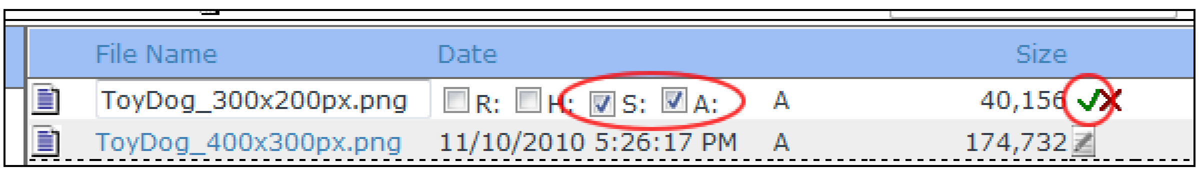
How to set the archiving and indexing properties of a file within the File Manager.

Permissions. Users require the following minimum permissions to complete this task:

DNN Community Edition: Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file is located.

DNN Professional Edition: Edit Content permission for the module (See "Setting Module Permissions") and Manage Settings permission for the folder where the file is located.

1. Navigate to Admin > **File Manager** - OR - Go to a File Manager module.
2. Locate the required file. See See "Navigating to Files"
3. Click the **Rename File** button beside the file to be edited.
4. At the **S** check box, select from these options:
   - Check the check box to disable hidden option in file properties (Windows). For fast searching, allow Indexing Service to index this file.
   - Uncheck the check box to remove this file property.
5. At the **A** check box, select from these options:
   - Check the check box to allow file to be archived by the operating system. This is the default option.
   - Uncheck the check box to remove this file property.
6. Click the **Save Changes** button to save your changes - OR - Click the **Cancel Rename** button to cancel.



Set archiving and indexing for a file

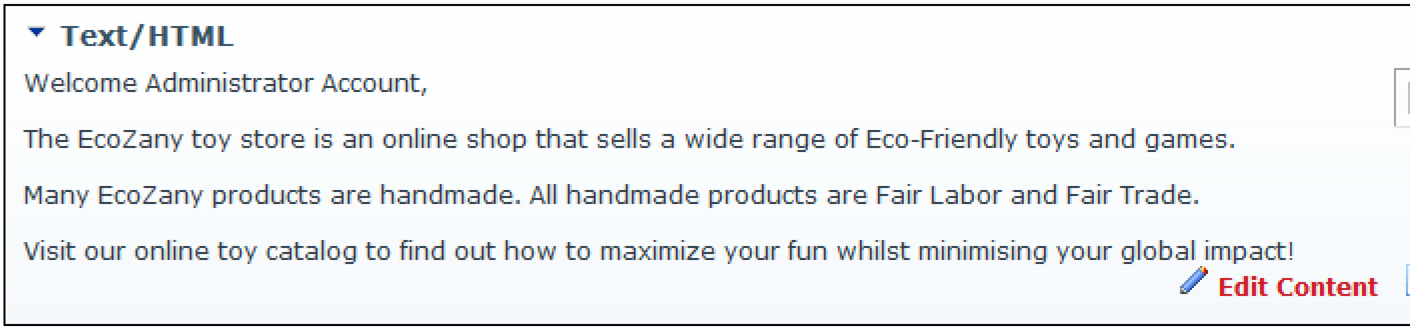
Tip: The letters **S** and **A** are displayed beside the selected files if these options are set.

Setting the Hidden Property of a File

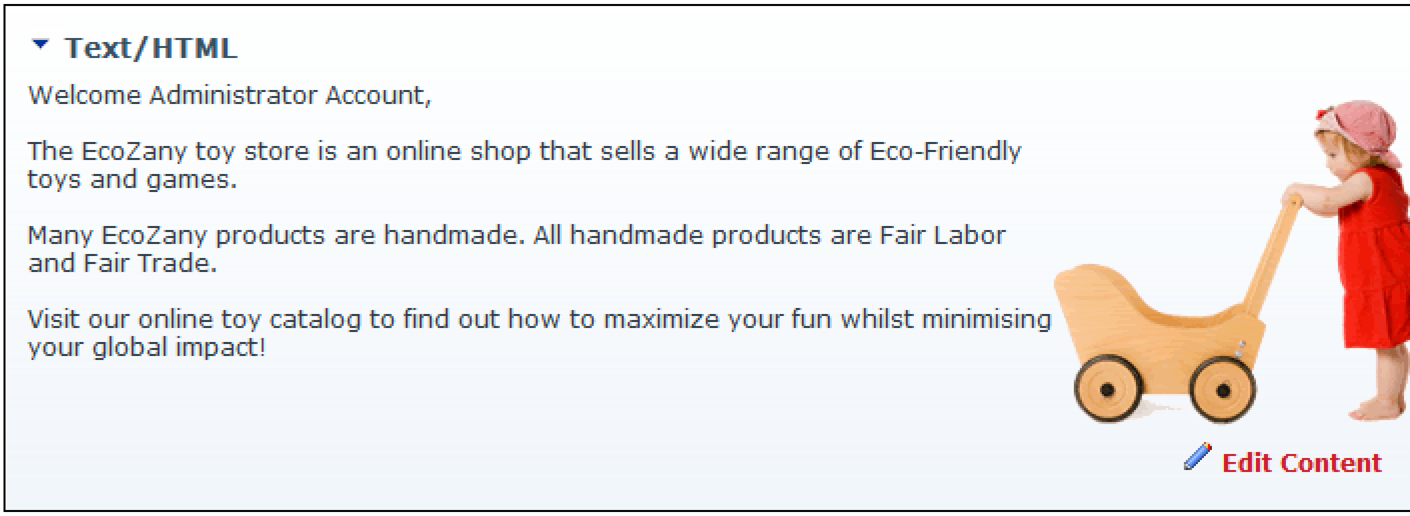
How to set the hidden property of a file in the File Manager module. Hidden files don't display on your site in modules such as the Media and HTML / HTML Pro modules, they are also not displayed on vendor banners, nor are they displayed for selection on RTE galleries. Users require the following minimum permissions to complete this task:

DNN Community Edition: Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file is located.

DNN Professional Edition: Edit Content permission for the module (See "Setting Module Permissions") and Manage Settings permission for the folder where the file is located.

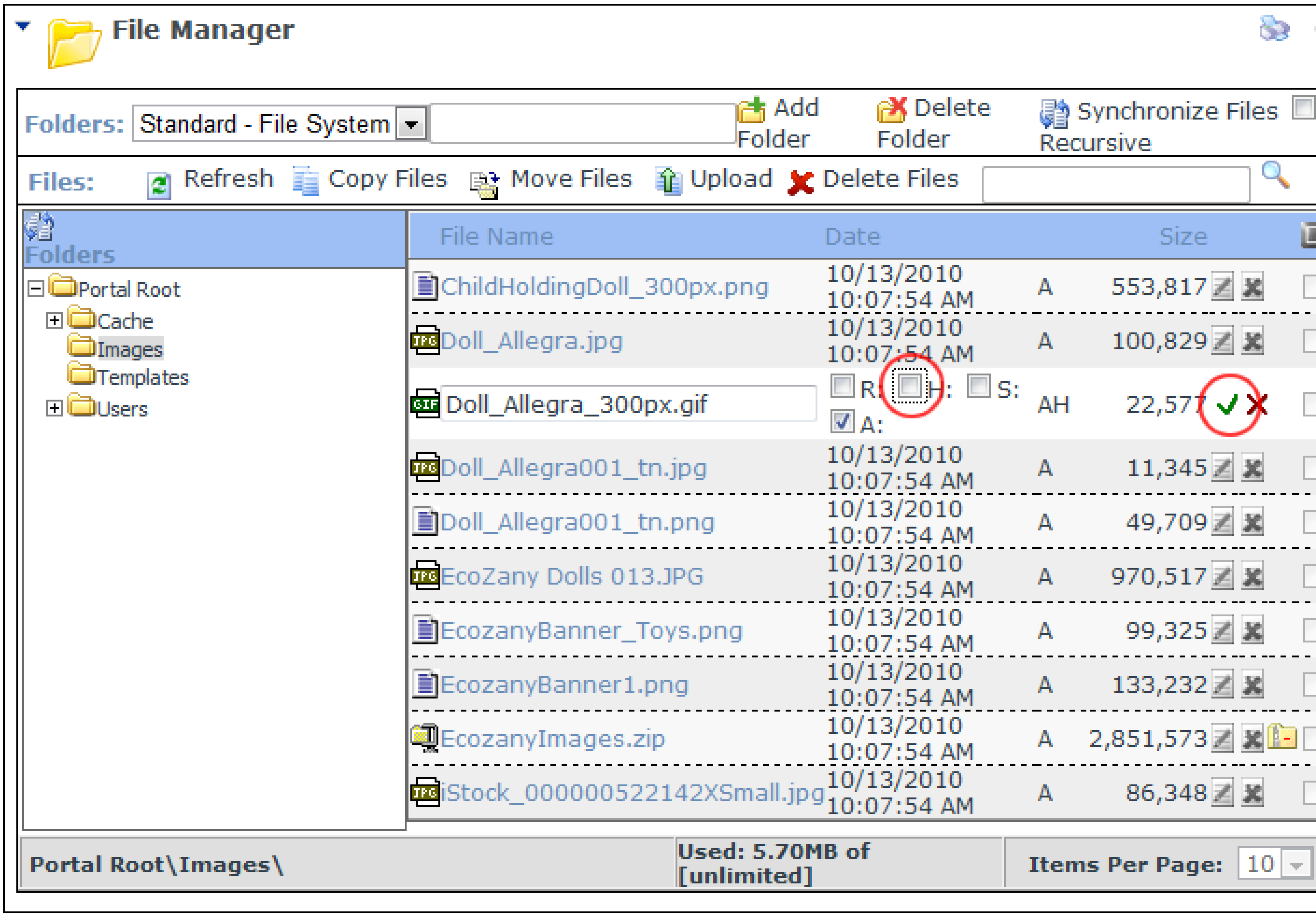


An Image Set as Hidden isn't displayed in the HTML module



The Image displays once the Hidden property is removed

1. Navigate to Admin > **File Manager** - OR - Go to a File Manager module.
2. Locate the required file. See "Navigating to Files"
3. Click the **Rename File** button beside the file to be edited.
4. At the **H** check box, select one of the following options:
   - Check the check box to set the file as hidden.
   - Uncheck the check box to remove the hidden property from the file.



5. Click the **Save Changes** ✓ button to save your changes - OR - Click the **Cancel Rename** ✗ button to cancel.

Tip: The letter **H** is displayed beside files set as Hidden.

Setting the Read Only Property of a File

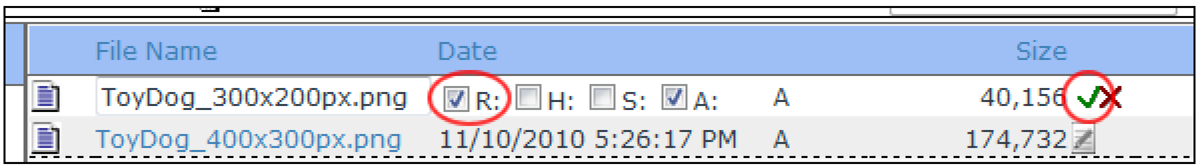
How to set the read only property of a file in the File Manager module. Users require the following minimum permissions to complete this task:

DNN Community Edition: Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file is located.

DNN Professional Edition: Edit Content permission for the module (See "Setting Module Permissions") and Manage Settings permission for the folder where the file is located.

Tip: Setting a file as Read Only does not prevent it from being deleting.

1. Navigate to Admin > **File Manager** - OR - Go to a File Manager module.
2. Locate the required file. See See "Navigating to Files"
3. Click the **Rename File** button beside the file to be edited.
4. At the **R** check box, select one of the following options:
   - Check the check box to set the file as read only.
   - Uncheck the check box to remove the read only property from the file.
5. Click the **Save Changes** button to save your changes - OR - Click the **Cancel Rename** button to cancel.



Setting a file as read only

Tip: The letter **R** is displayed beside files set as Read Only.

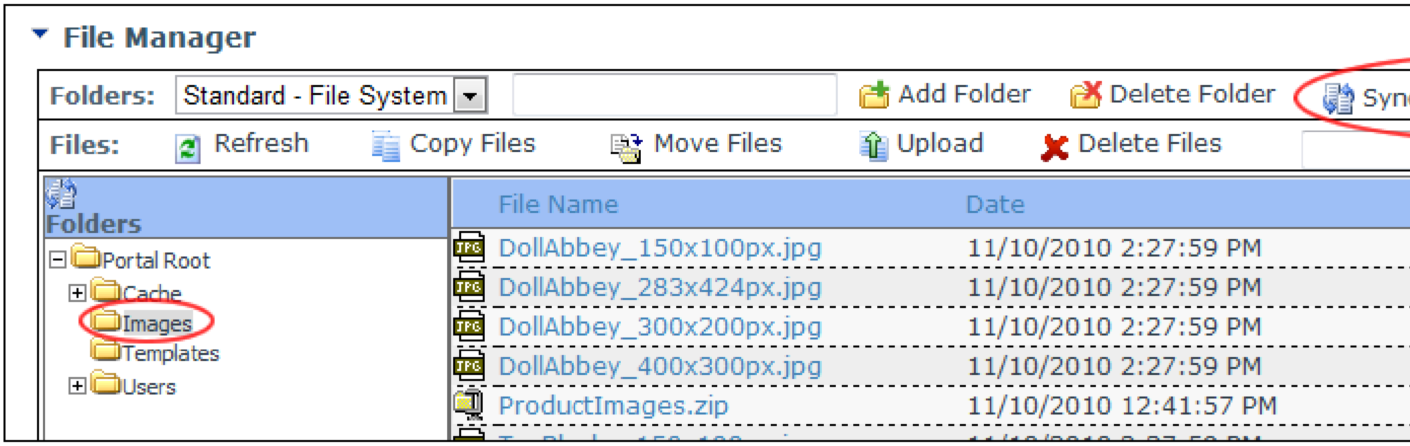
Synchronizing Files within a Folder

How to synchronize the files inside one or more folders of the File Manager module. Synchronizing ensures the files listed match the files within the database. Use this feature when files are uploaded using FTP directly to the database, or when you wish to refresh the file within multiple folders. Users require the following minimum permissions to complete this task:

DNN Community Edition: Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission to the required folder.

DNN Professional Edition: Edit Content or Full Control permission for the module (See "Setting Module Permissions") and Manage Settings permission to the required folder.

1. Navigate to Admin > **File Manager** - OR - Go to a File Manager module.
2. Navigate to and select the folder to be synchronized. See "Navigating to and Selecting Folders"
3. **Optional.** At **Recursive**, check the check to synchronize all child folders of the selected folder.
4. Click the **Synchronize Files** button. The Folder Explorer is minimized when synchronization is completed.



Synchronizing Files within the Selected Folders

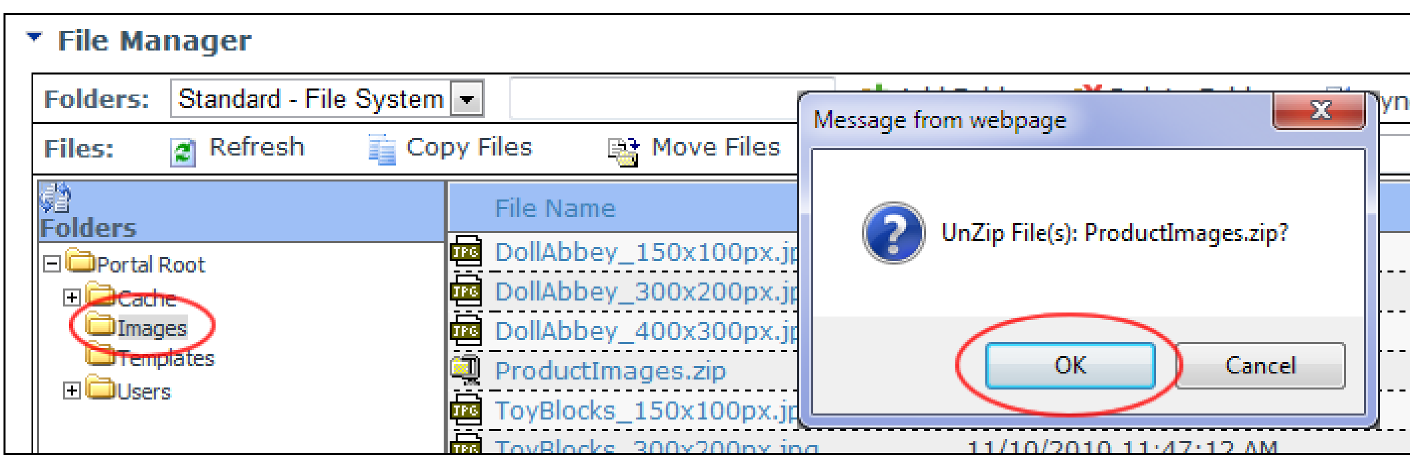
Unzipping Compressed Files

How to decompress a zipped folder of files (compressed files) within the File Manager module. Users require the following minimum permissions to complete this task:

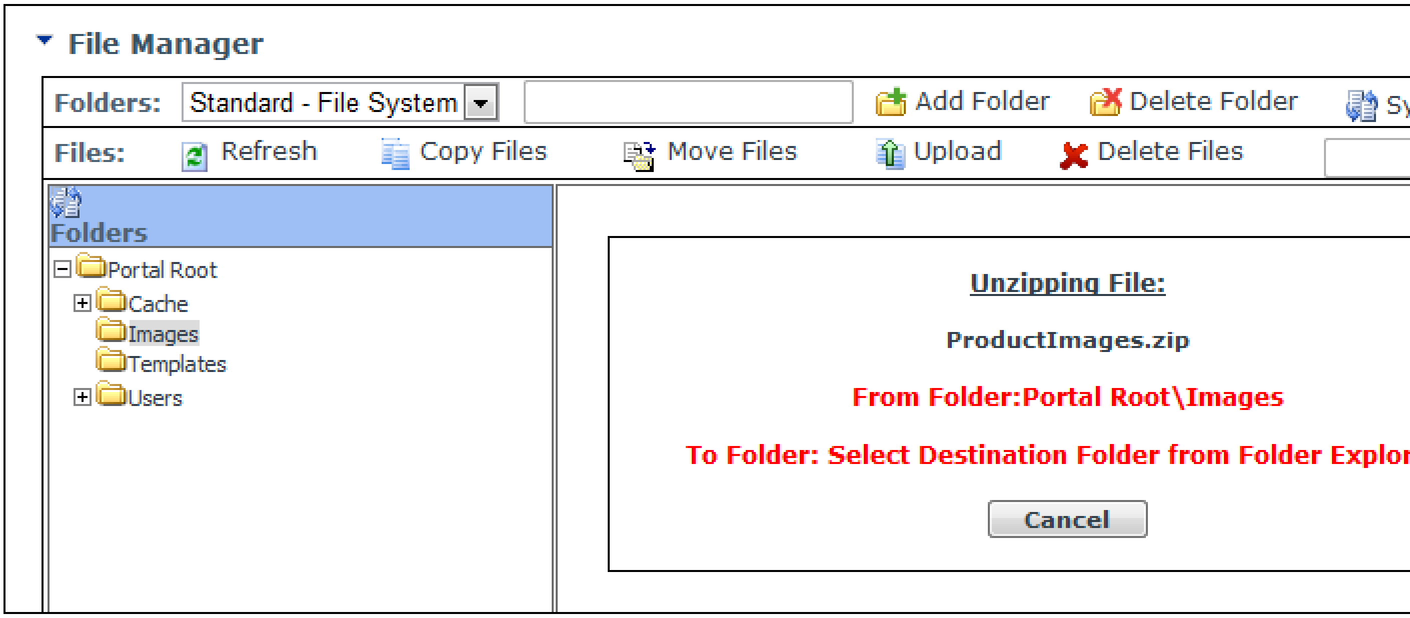
DNN Community Edition: Edit Content permission for the module (See "Setting Module Permissions") and Write to Folder permission for the folder where the file is located as well as the destination folder.

DNN Professional Edition: Edit Content permission for the module (See "Setting Module Permissions") and Add permission for the folder where the file is located as well as the destination folder.

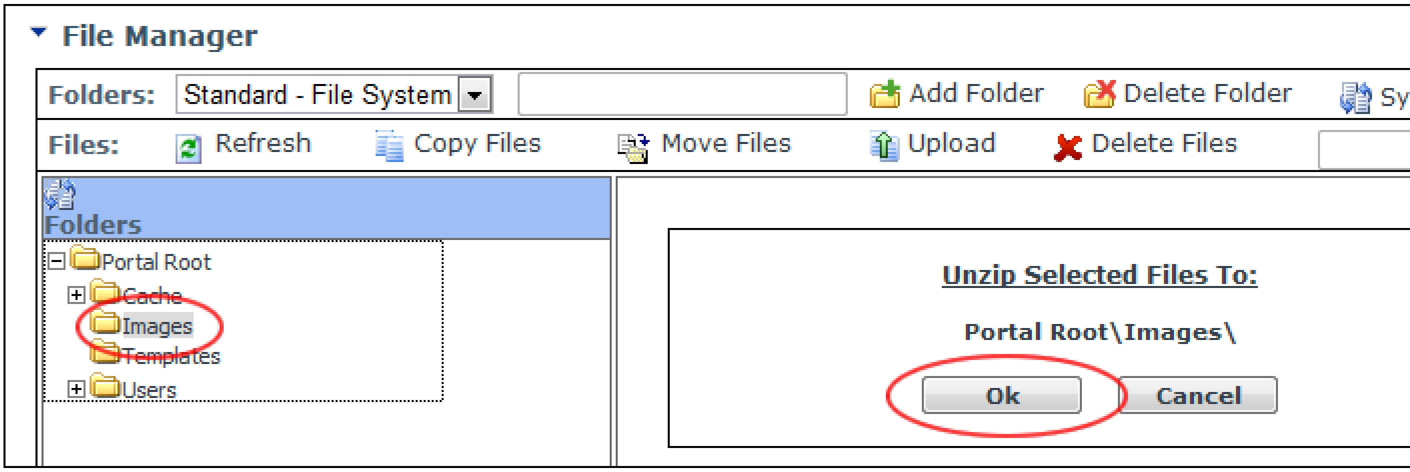
1. Navigate to Admin > **File Manager** - OR - Go to a File Manager module.
2. Navigate to and select the Folder containing the file to be unzipped. See See "Navigating to and Selecting Folders"
3. Click the **Unzip File** button beside the file to be decompressed. This displays the message asking "UnZip Files(s): [FileName]?"



4. Click the **OK** button to confirm. This displays a message asking you to select the destination folder from the Folder Explorer.



5. Navigate to and select the folder you want to unzip the files to. This displays the Unzip Select Files To message. Note: If you wish to unzip the files into the folder where they currently reside, then you must click the folder name **twice**.
6. Click the **OK** button to confirm. The files are now unzipped in the selected folder. The original zip file is still located in the original folder.



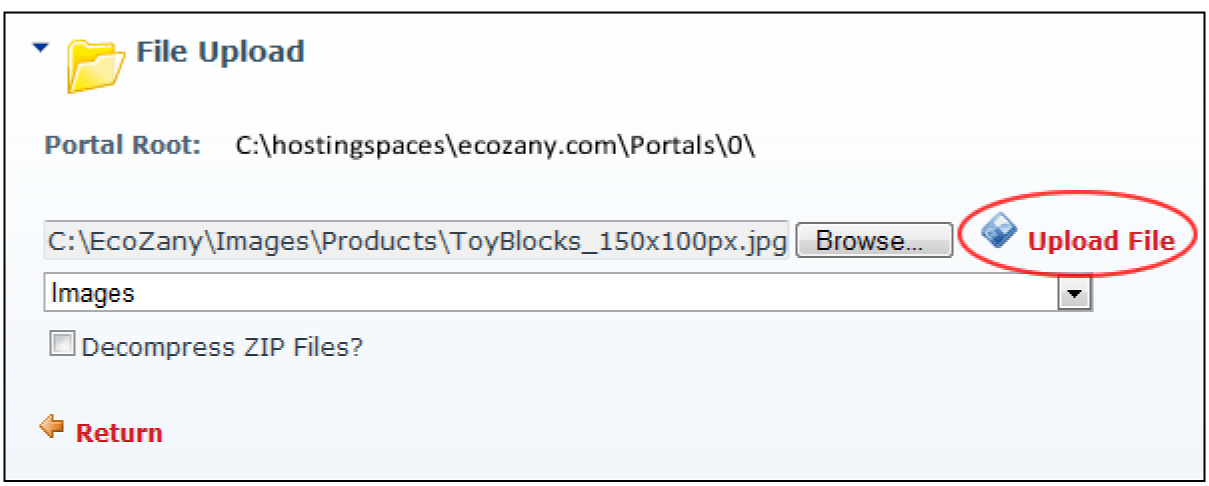
Uploading Files

How to upload one or more individual files or a zipped (compressed) file to the File Manager module. These files can then be viewed using various modules such as Links, Media, HTML/HTML Pro, etc. Users require the following minimum permissions to complete this task:

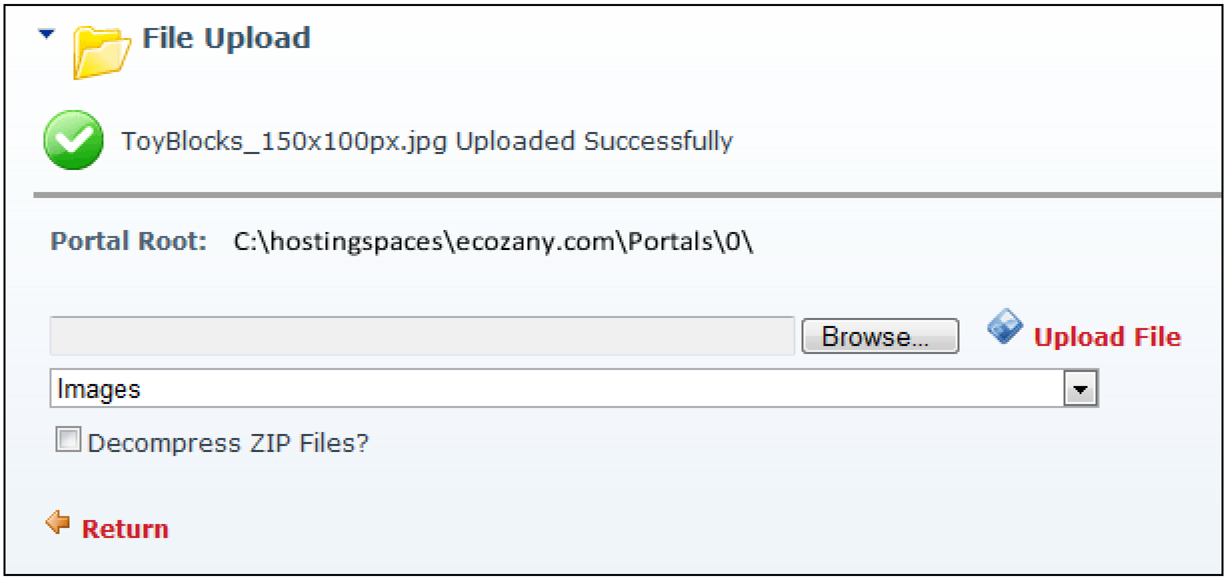
DNN Community Edition: Edit Content permission for the module (See See "Setting Module Permissions") and Write to Folder permission for the folder where the file will be uploaded to.

DNN Professional Edition: Edit Content permission for the module (See See "Setting Module Permissions") and Add permission for the folder where the file will be uploaded to.

1. Navigate to Admin > **File Manager** - OR - Go to a File Manager module.
2. Navigate to and select a folder that you are authorized to upload files to. See See "Navigating to and Selecting Folders". Note: You can skip this step and choose the folder later from the File Upload page.
3. Click the **Upload** button located on the Files toolbar. This opens the File Upload page.
4. Click the **Browse...** button and select a file from your computer.
5. **Optional.** At the drop down list, choose/change the folder where the file will be uploaded to. The default selection is the folder you chose at Step 2.
6. **Optional.** At **Decompress ZIP Files?**, select from the following options if you are uploading a zip file that you wish to decompress (unzip) during upload.
   - Check the check box to decompress the files while uploading them. This adds both the ZIP file and all the individual files to the selected folder.
   - Uncheck the check box to upload the file as a zipped folder. You can unzip the files at a later time if required. See See "Unzipping Compressed Files"



7. Click the Upload File link. If upload is successful, the [FileName] Uploaded Successfully message is displayed.



8. Repeat Steps 4-7 to upload additional files.
9. Click the Return link to return to the module.

Module Editors

Overview of Folder Types

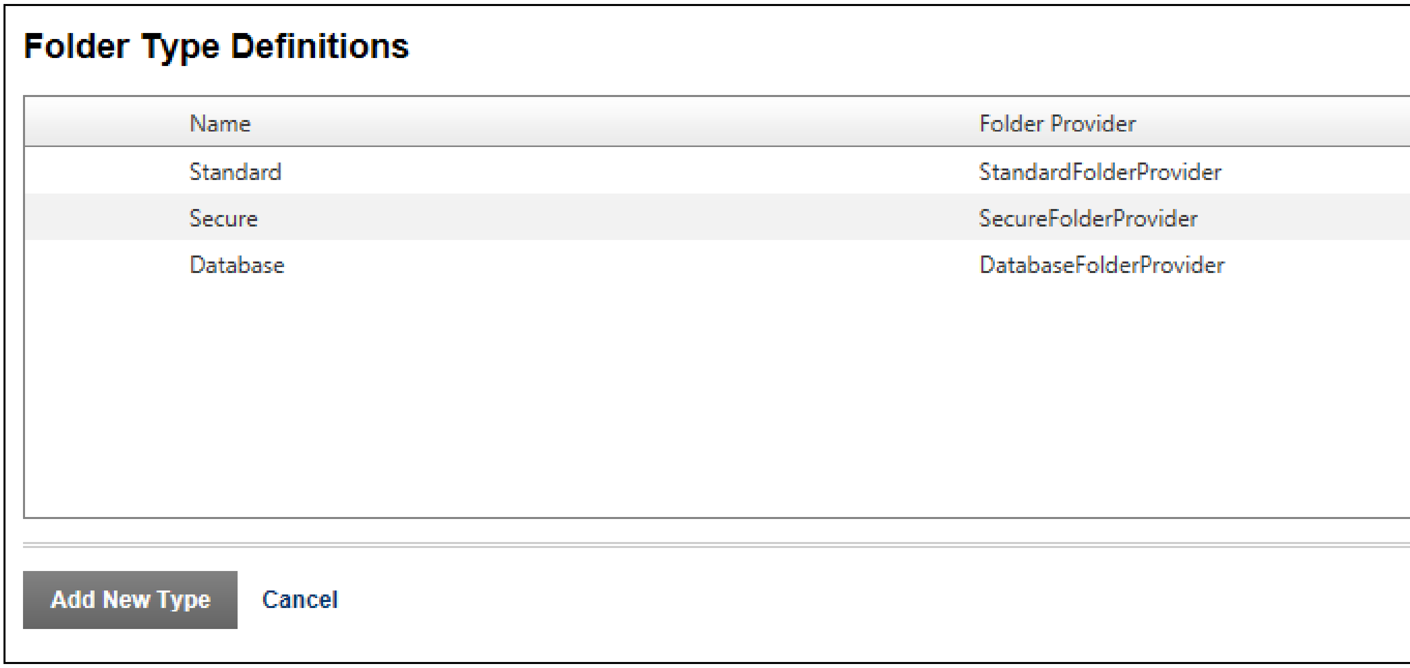
There are three (3) different types of folders, called standard, secure and database that are included with DNN Community Edition. In addition, DNN Professional Edition and DNN Enterprise Editions come with two (2) Cloud based folder types, one is located on Amazon's S3 service and the other on Microsoft's Azure Service.

Overview of the folder types:

- **Standard - File System**: Location to store most of your files. This is the default option.
- **Secure - File System**: This folder encrypts file names to prevent direct linking to files.
- **Secure - Database**: Stores files as a byte array in the database rather than in the usual file system.
- **Amazon Folder Provider**: Stores files on the Amazon service. Only available in Professional and Enterprise Editions.
- **Azure Folder Provider**: Stores files on the Azure service. Only available in Professional and Enterprise Editions.

To view the Folder Types:

1. Navigate to Admin > **File Manager** - OR - Go to a File Manager module.
2. Click the **Manage Folder Types** button located at the base of the module.



The Folder Type Definitions Page

Related Topics:

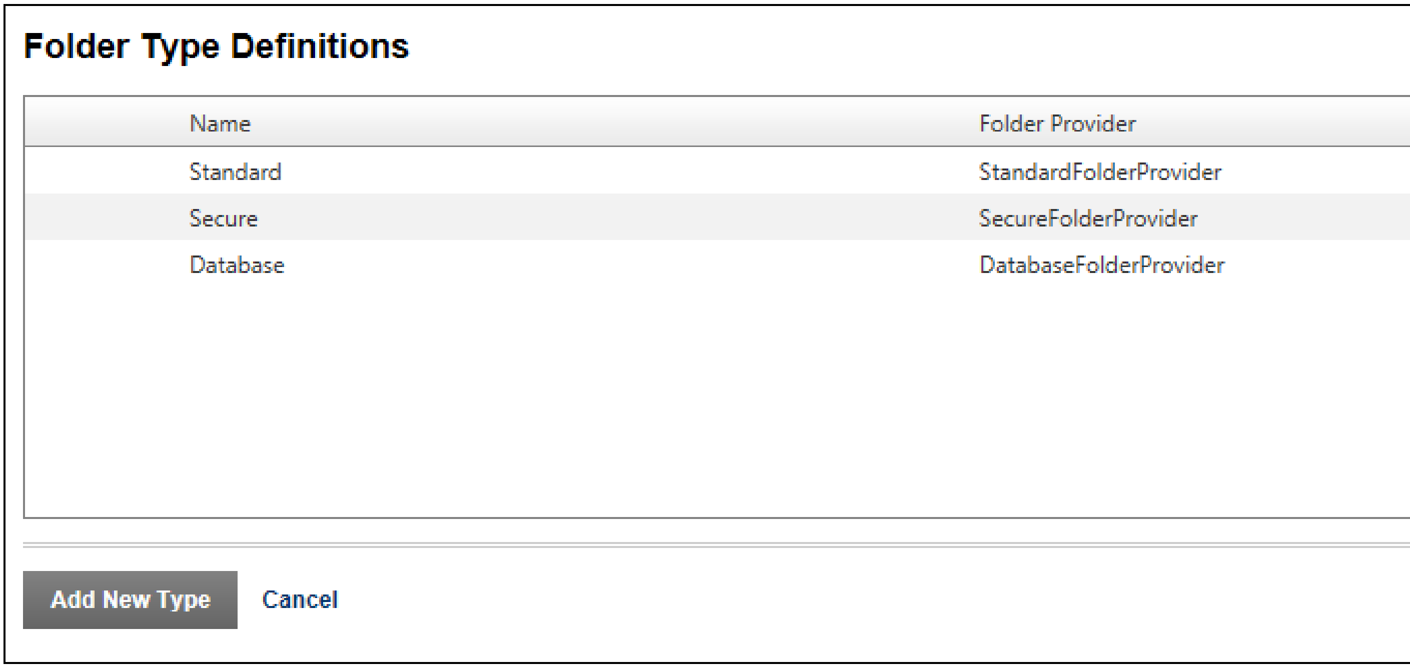
- "Adding an Amazon S3 Folder Type"
- "Adding a Windows Azure Folder Type"

Adding a Windows Azure Folder Type

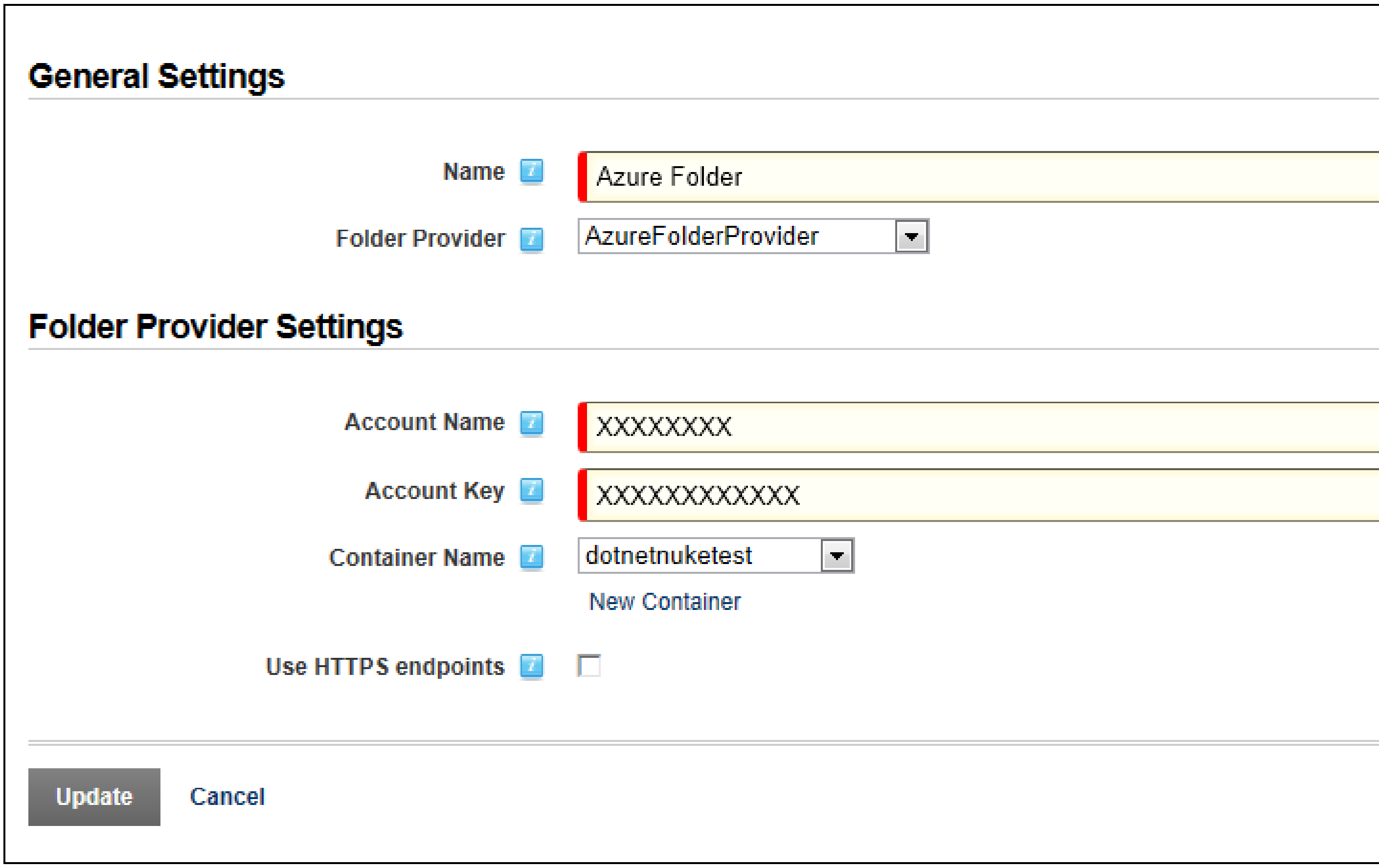
How to add a Windows Azure folder type to the File Manager. This enables you to store your files on the Windows Azure cloud which is a paid service.

Prerequisites. You must create a Windows Azure account. For details and to sign up, go to http://www.microsoft.com/windowsazure/storage.

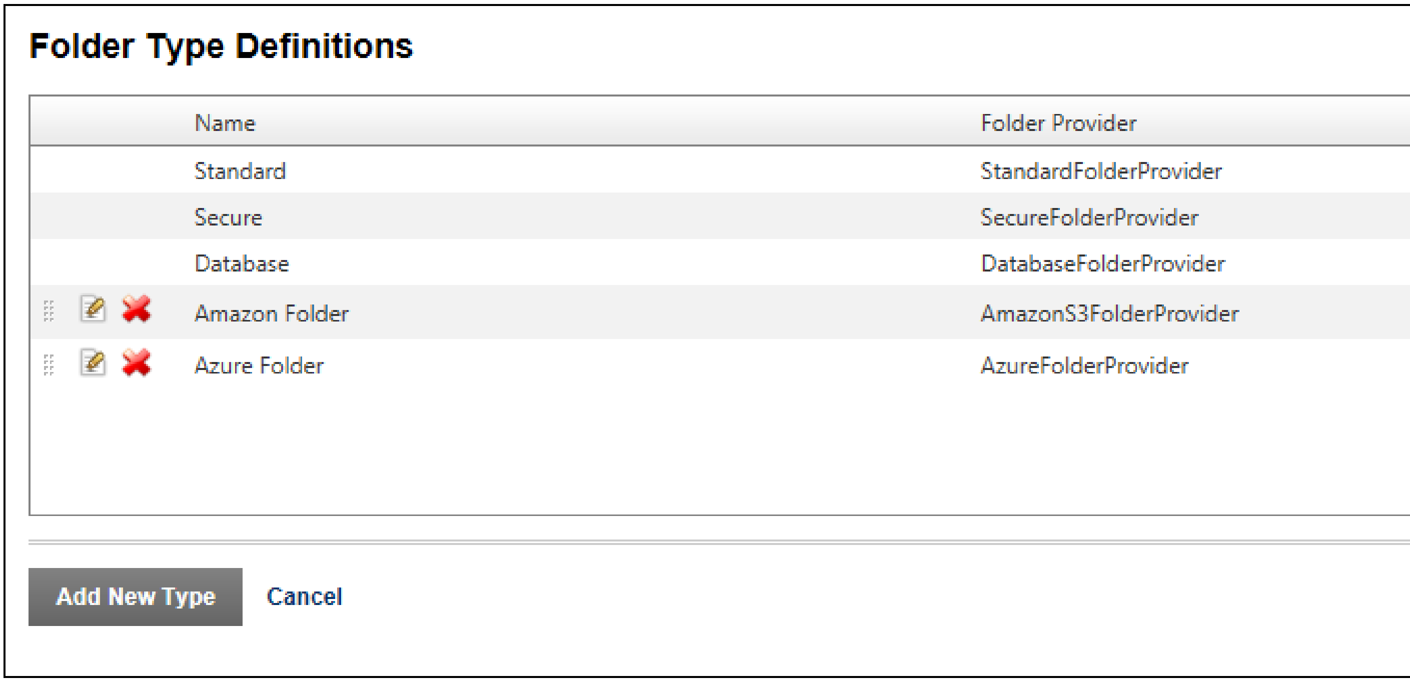
1. Navigate to Admin > **File Manager** - OR - Go to a File Manager module.
2. Click the **Manage Folder Types** button located at the base of the module.



3. Click the **Add New Type** button.
4. Go to the **General Settings** section.
5. Click the **Add New Type** button.
6. In the **Name** text box, enter a name for the new provider. This name will show up in the File Manager as a Folder Type when you add new folders.
7. At **Folder Provider**, select **AzureFolderProvider** from the drop down list. This displays the Folder Provider Settings section.
8. In the **Account Name** text box, enter your account name.
9. In the **Account Key** text box, enter the account key for your service.
10. At **Container Name**, select **Refresh** from the drop down list. This populates the list with the bucket available for you to store files in.
11. At **Container Name**, select the container you want to store the files in.



12. Click the **Update** button. This will now take you back to the Folder Types list and show the new Azure Folder Provider.

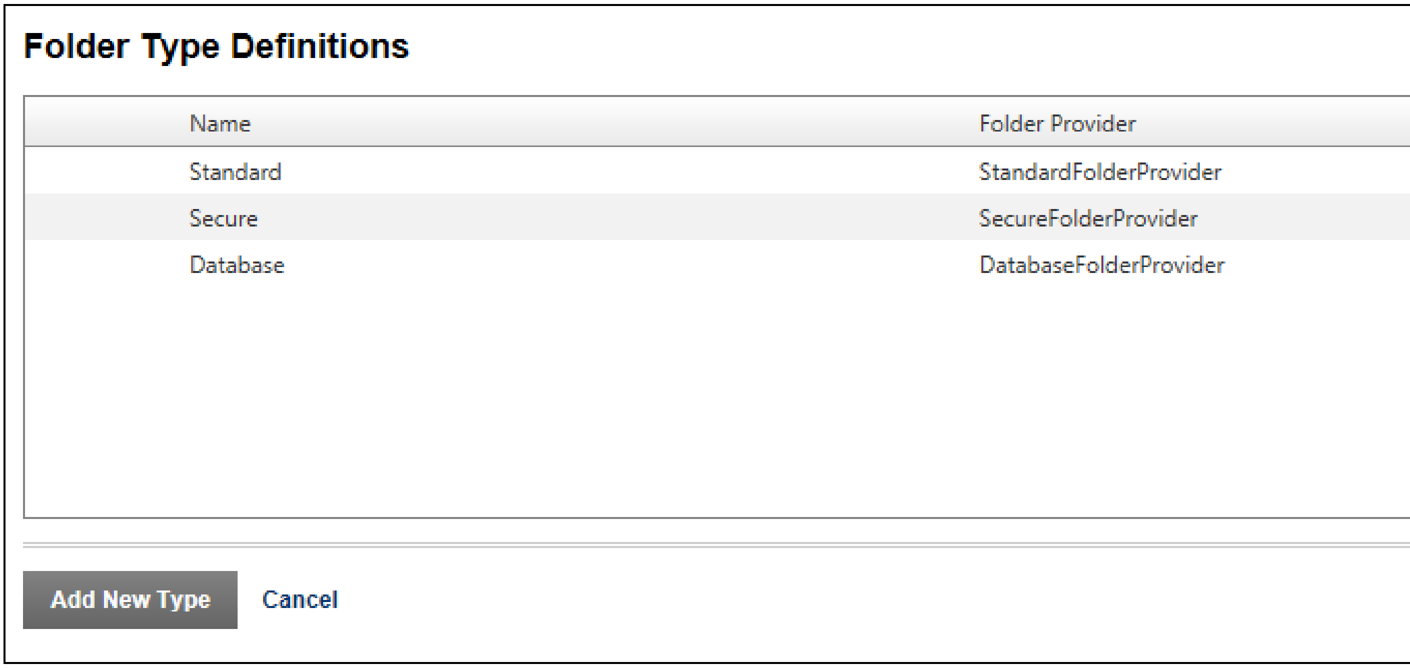


Adding an Amazon S3 Folder Type

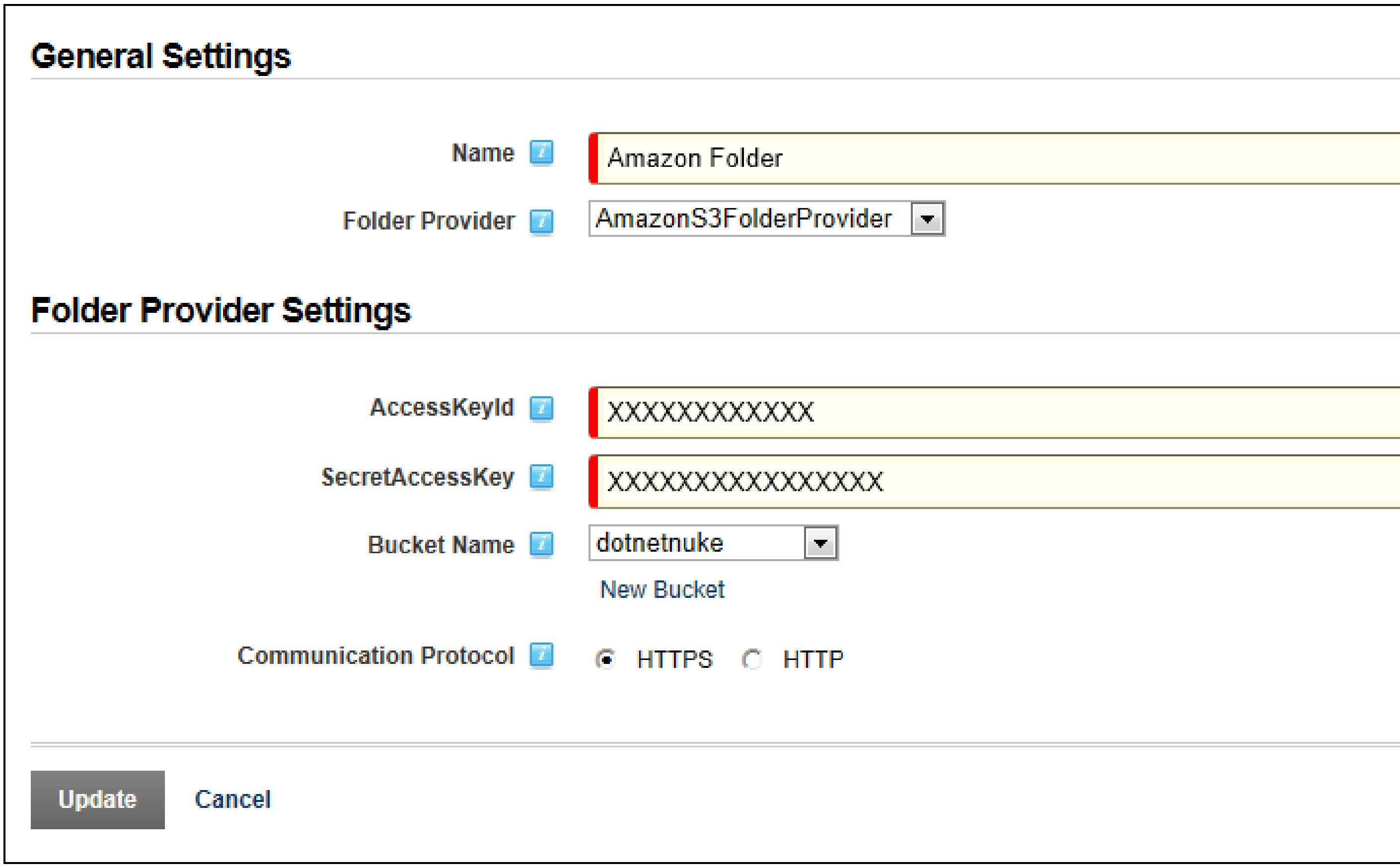
How to add an Amazon Simple Storage Service (Amazon s3) folder type to the File Manager. This enables you to store your files on the Amazon cloud using the paid Amazon S3 service.

Prerequisites. You must first sign up for an Amazon S3 account. For details and to sign up, go to http://aws.amazon.com/s3.

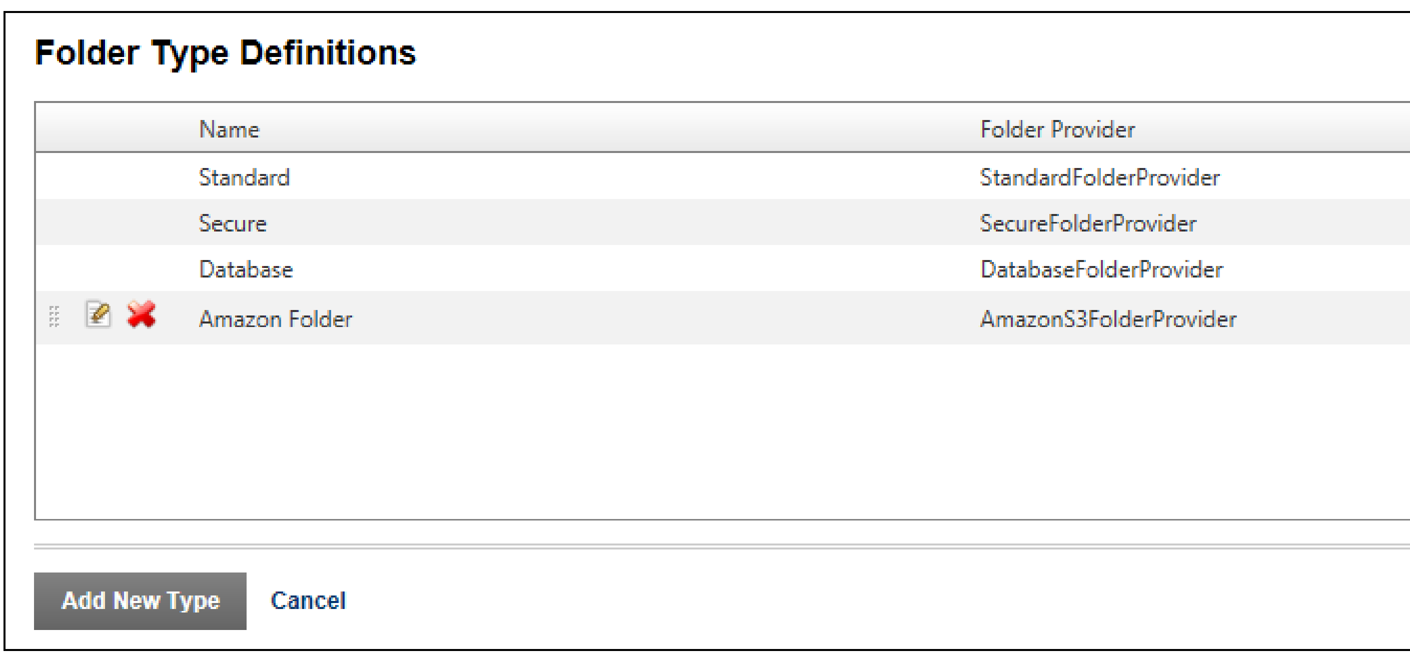
1. Navigate to Admin > **File Manager** - OR - Go to a File Manager module.
2. Click the **Manage Folder Types** button located at the base of the module.



3. Click the **Add New Type** button.
4. Go to the **General Settings** section.
5. In the **Name** text box, enter a name for the new provider. This name will show up in the File Manager as a Folder Type when you add new folders.
6. At **Folder Provider**, select **AmazonS3FolderProvider** from the drop down list. This displays the Folder Provider Settings section.
7. Go to the **Folder Provider Settings** section.
8. In the **AccessKeyID** text box, enter the key for your service.
9. In the **SecretAccessKey** text box, enter the secret key for your service.
10. At **Bucket Name**, select **Refresh** from the drop down list. This populates the list with the bucket available for you to store files in.
11. At **Bucket Name**, select the bucket you want to store the files in.



12. Click the **Update** button. This returns to the Folder Types list and displays the new Amazon S3 Folder Provider.



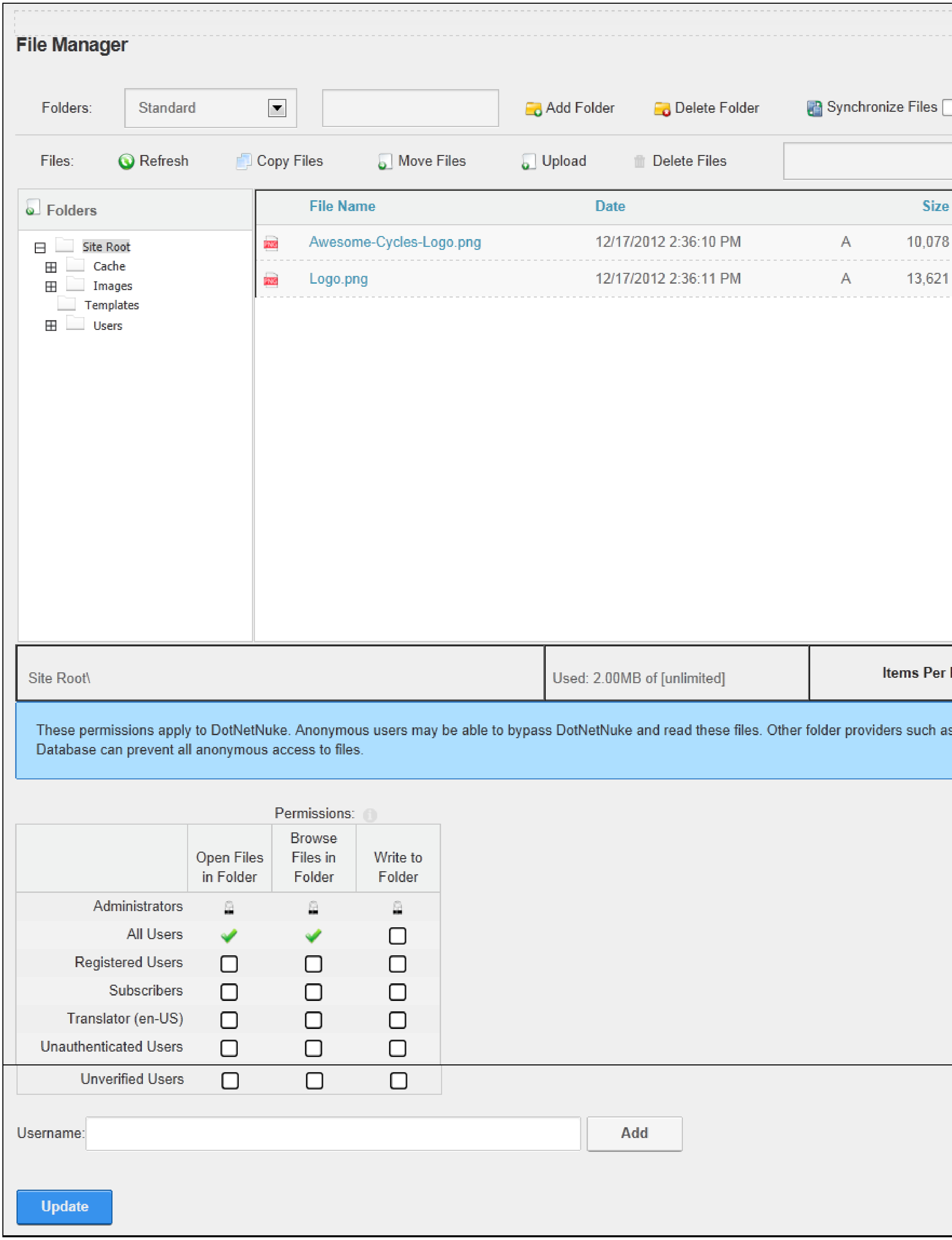
About the Admin File Manager Module

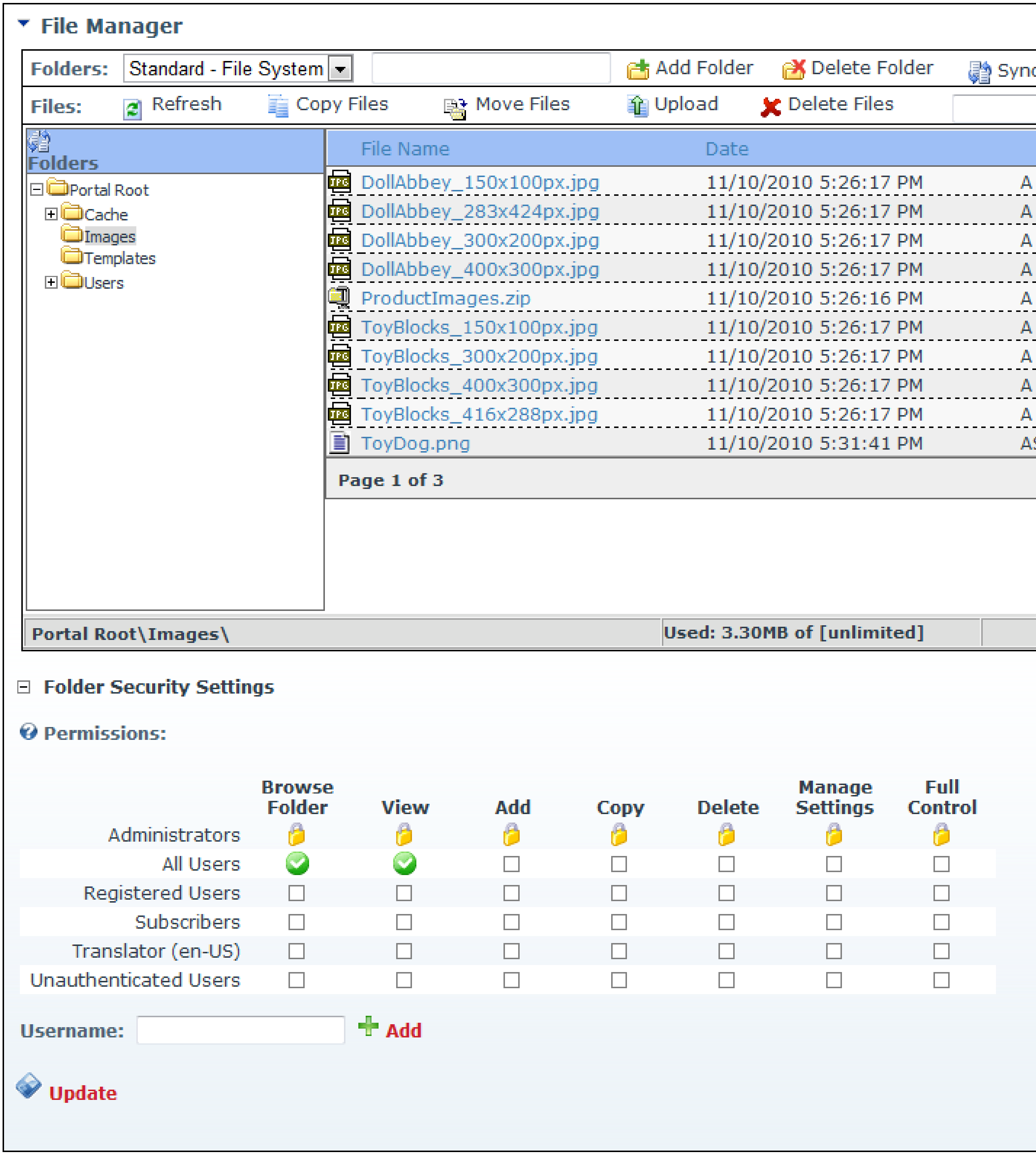
The File Manager module that is located on the Admin > File Manager page allows Administrators to manage files on this site. This administration module can be added to any site page, and is also displayed on the Admin and Host menus.

Permissions. Authorized users can upload new files, download files, delete files and synchronize the file upload directory. It also provides information on the amount of disk space used and available.

Installation Note: This module is pre-installed on your site.

Module Version: 01.00.00. Note: The version number for this module does not update as it forms part of the DNN framework.


File Manager
Folders:
Standard
Add Folder
Delete Folder
Synchronize Files
Files:
Refresh
Copy Files
Move Files
Upload
Delete Files
Folders
Site Root
Cache
Images
Templates
Users
File Name
Date
Size
Awesome-Cycles-Logo.png
12/17/2012 2:36:10 PM
A
10,078
Logo.png
12/17/2012 2:36:11 PM
A
13,621
Site Root\
Used: 2.00MB of [unlimited]
Items Per
These permissions apply to DotNetNuke. Anonymous users may be able to bypass DotNetNuke and read these files. Other folder providers such as
Database can prevent all anonymous access to files.
Permissions:
Open Files in Folder
Browse Files in Folder
Write to Folder
Administrators
All Users
Registered Users
Subscribers
Translator (en-US)
Unauthenticated Users
Unverified Users
Username:
Add
Update



The File Manager Module - Professional Edition

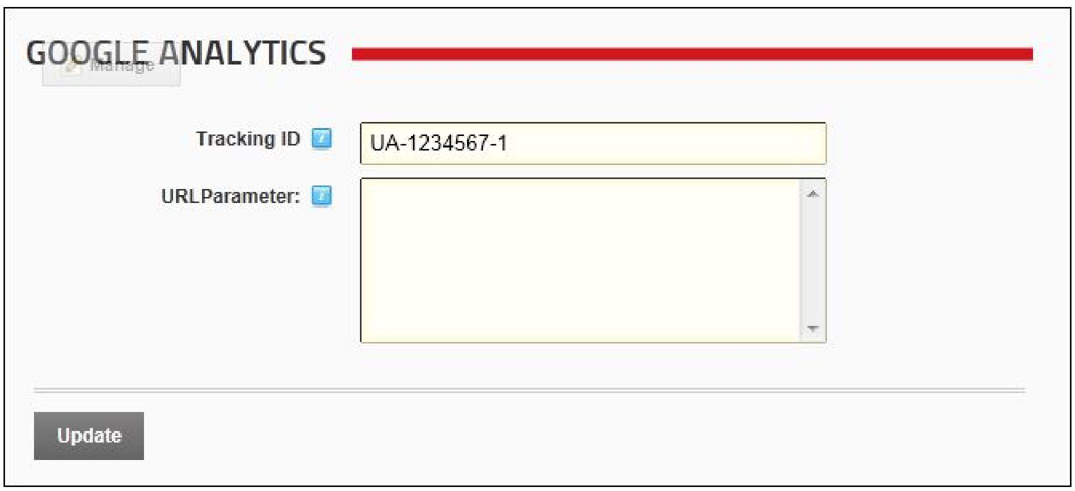
Google Analytics

About the Google Analytics / Google Analytics Pro Module

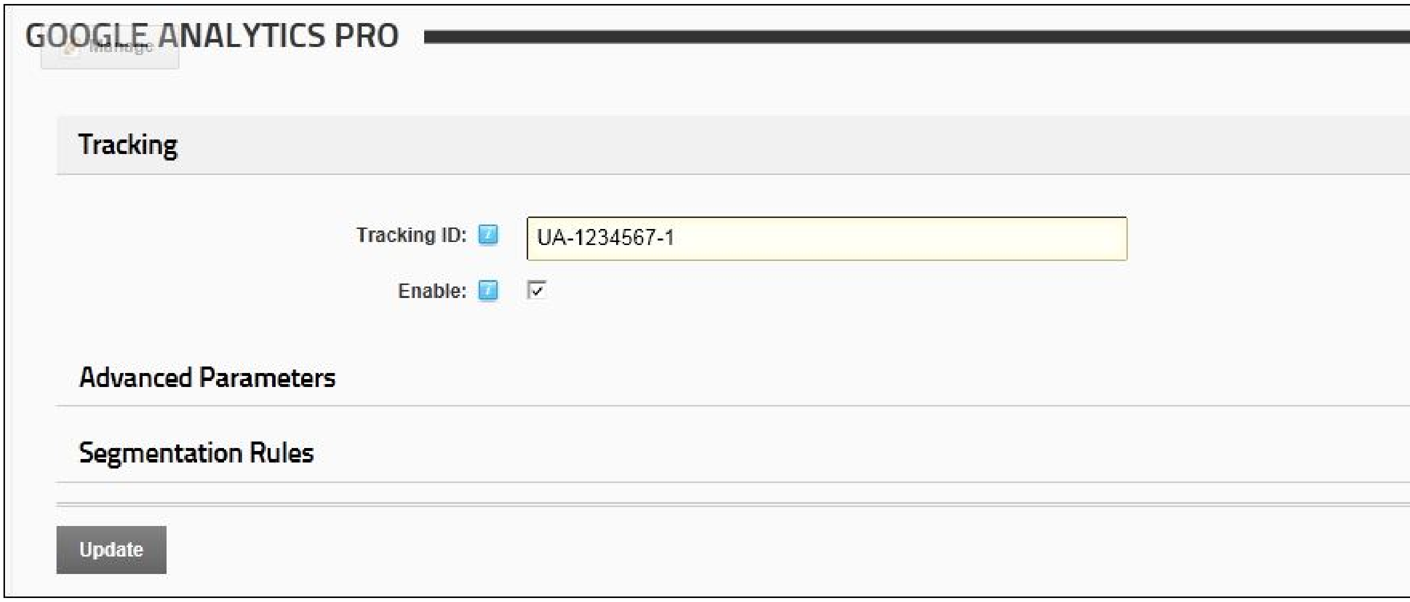
The Google Analytics module enables Administrators and authorized users to analyze and improve online search results. The Google Analytics Professional module (titled "GoogleAnalyticsPro") provides the additional features that allow you to create segmentation rules that isolate and analyze subsets of your site traffic.

The Google Analytics / Google Analytics Professional module is located on the Admin > Advanced Settings Google Analytics / Google Analytics Pro page respectively. These modules can be added to any site page for access by other users.

Module Version: 01.00.00. Note: The version number for this module does not update as it forms part of the DNN framework.



The Google Analytics Module



The Google Analytics Pro module includes the ability to add Segmentation Rules

What Is Google Analytics and why should I consider using it

> Taken directly from the Google Analytics site (http://www.google.ca/analytics/), Google Analytics is the enterprise-class web analytics solution that gives you rich insights into your website traffic and marketing effectiveness. Powerful, flexible and easy-to-use features now let you see and analyze your traffic data in an entirely new way. With Google Analytics, you're more prepared to write better-targeted ads, strengthen your marketing initiatives and create higher converting websites."

Currently, some of the major feature points include:

- **Analytics Intelligence**: Google Analytics monitors your reports and automatically alerts you of significant changes in data patterns.
- **Advanced Segmentation**: Isolate and analyze subsets of your traffic with a fast interactive segment builder. *Only available in DotNetNuke Professional and DotNetNuke Enterprise Editions*
- **Flexible Customization**: Get the data you need, organized in the way you want to see it with custom reports, custom variables, and a flexible tracking API.
- **E-Commence Tracking**: Trace transactions to campaigns and keywords, get loyalty and latency metrics, and identify your revenue sources. GOALS Track sales and conversions. Measure your site engagement goals against threshold levels that you define. MOBILE TRACKING Track web-enabled phones, mobile websites and mobile app's.

- **Data Export**: API Integrate business information and develop applications that access Google Analytics data.
- **Advance Analysis Tools**: Perform advanced data analysis with pivot tables, filtering and multiple dimensions. Discover new trends and insights with motion chart visualizations.
- **Benchmarking**: Find out whether your site usage metrics underperform or outperform those in your industry.

How do I get an account?

For details on Google Analytics and to sign up for an account, visit the Google Analytics website at http://www.google.com/analytics and look for the sign up link.

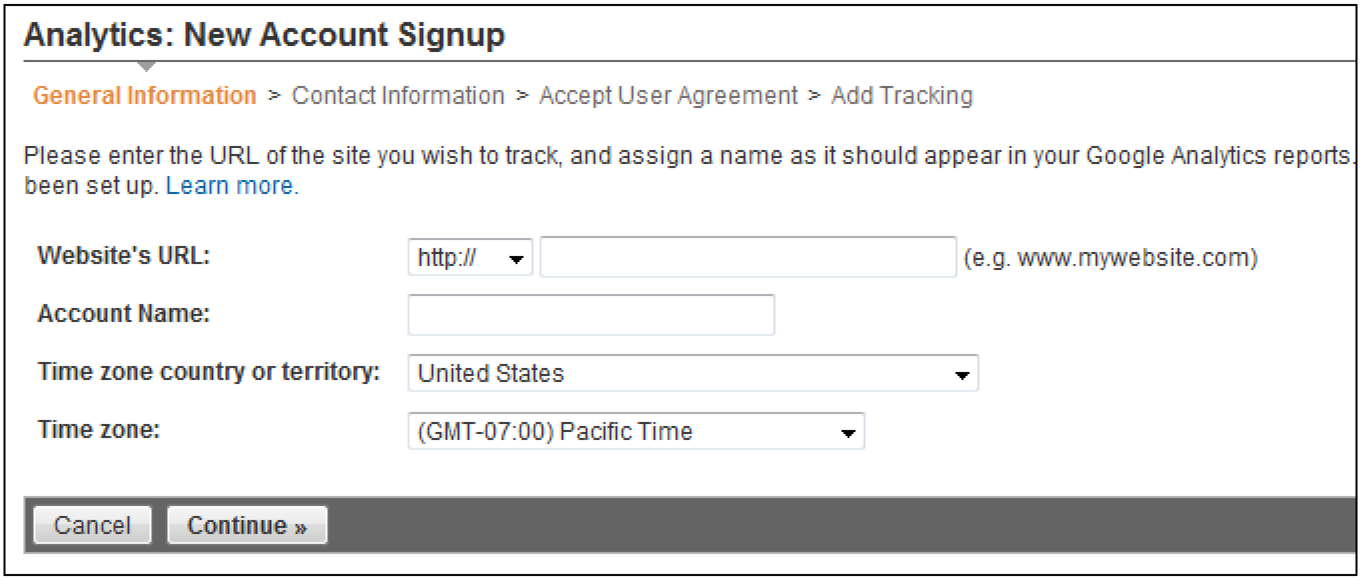
Signing Up for Google Analytics

How to sign up for a Google Analytics account.

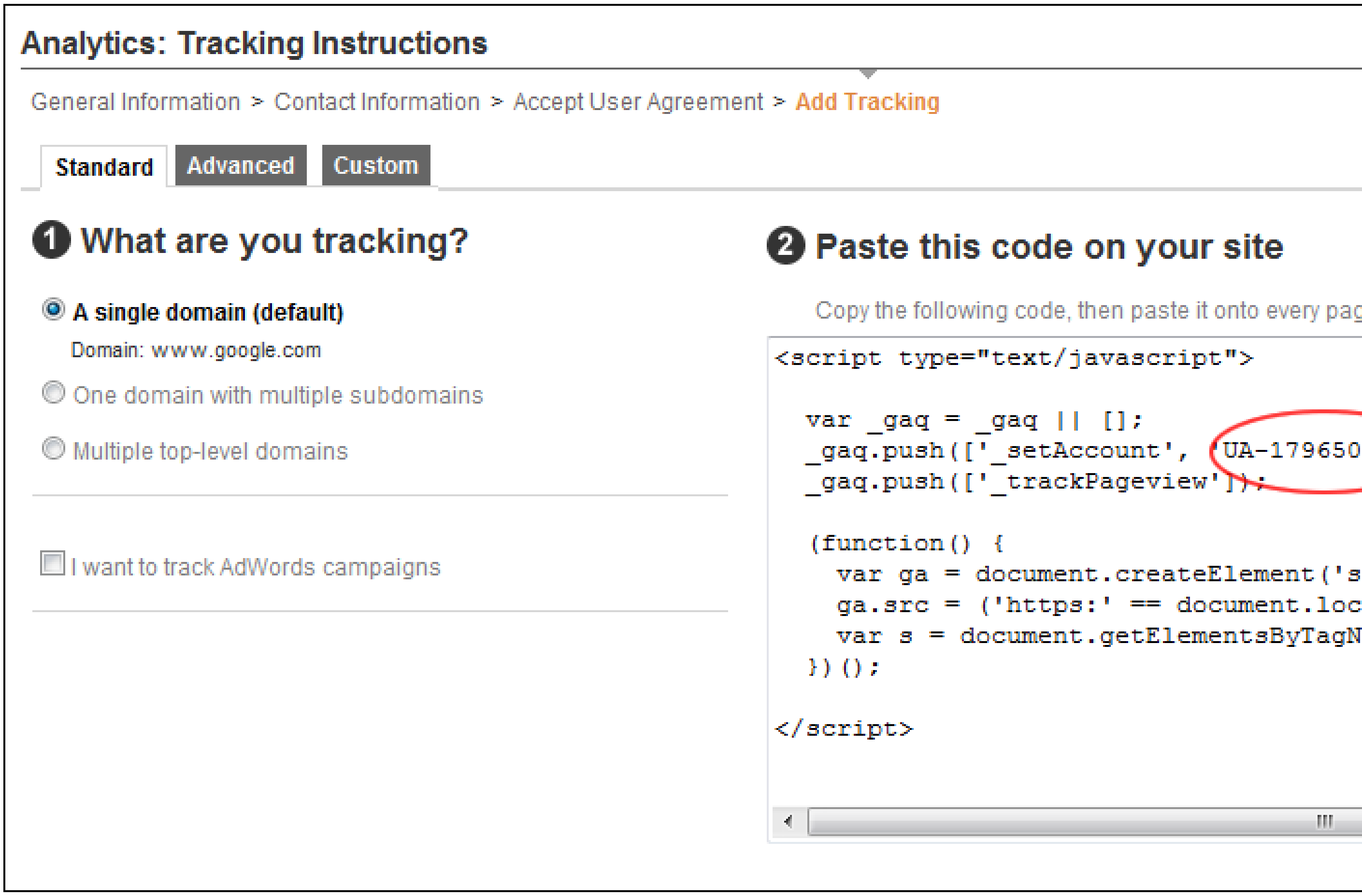
1. Go to http://www.google.ca/analytics/
2. Click the Sign Up Now link and follow the prompts.
3. Once you gain access to the Google Analytics dashboard, go ahead and create an account for your site. Here are different pathways for new users and existing Google Analytics users.

New Users

1. At **My Analytics Accounts** (located on the top right) select "Create New Account" from the drop down list and then click the **Sign Up** button. This displays the "Analytics: New Account Signup" page.
2. Complete the "Analytics: New Account Signup" information as per your requirements, along with the Contact Information, and User Agreement pages.

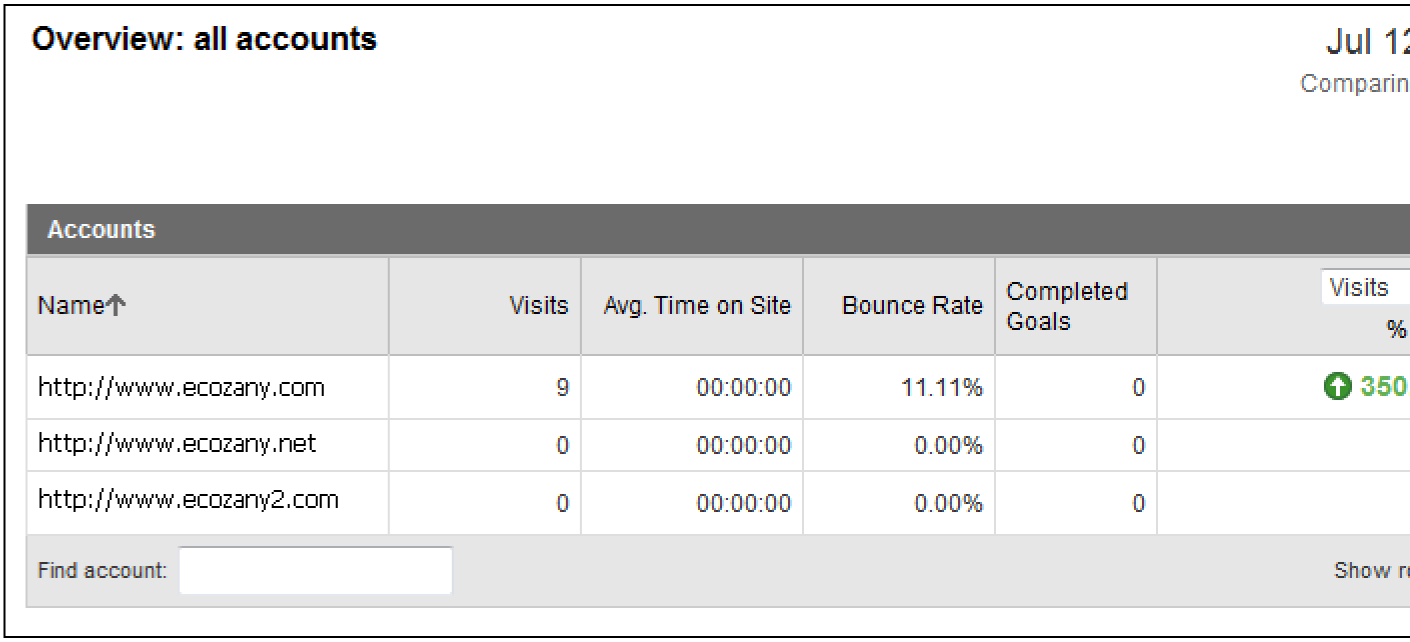


3. Once complete, you will end up on the "Add Tracking" page, which should resemble something similar to the below image. The single most important piece of information on this page is the Tracking ID, based on the above screen shot our new Tracking ID is: “UA-17965093-1”. Copy this down in a safe place.

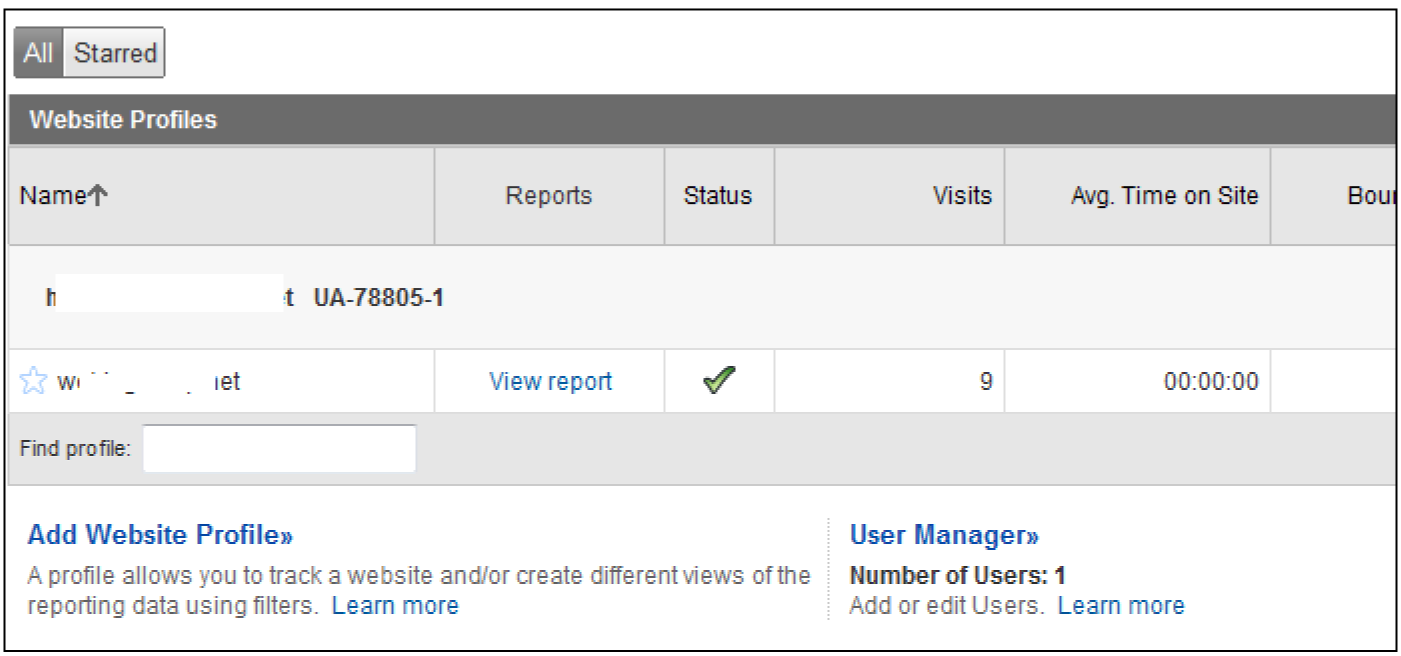


Existing Users

1. Existing Users should see their account on the home page of Google Analytics, something similar to this image:



2. Under the Name field, click the relevant Domain which you need to start tracking. It should switch over, and now the Name field includes the URL along with the tracking code to the right. Similar to:



3. As you can see above, the tracking code is “UA-78805-1”, copy this down into a safe place. You are now ready to begin See "Configuring Google Analytics/Google Analytics Pro".

Module Editors

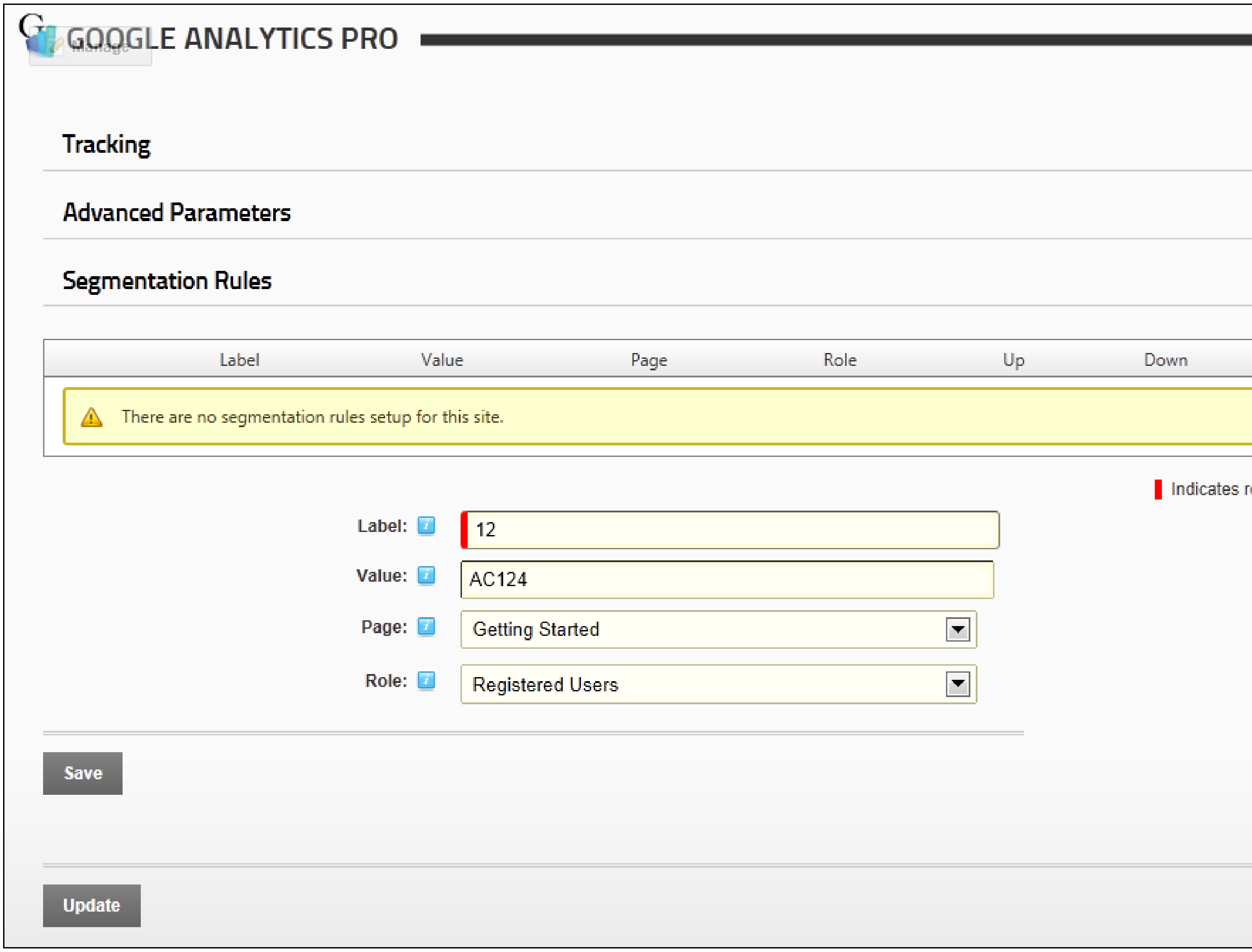
Adding a Segmentation Rule

How to add up to 5 segmentation rules using the Google Analytics Pro module. Segmentation Rules allow you to isolate and analyze subsets of your traffic in a granular fashion. The rule editor is designed to facilitate the creation of a list of rules that are enumerated in order until a match is found. The order of rules is important because the match criteria are Page, then membership within a Role. In order to see code emitted on the page, two conditions would have to be met: Restart app after changing rules as they are cached; and at least one rule much match. The order of rules sets the priority in which they are applied. For example, if a user satisfies more than one rule, then the first rule will apply to him/her.

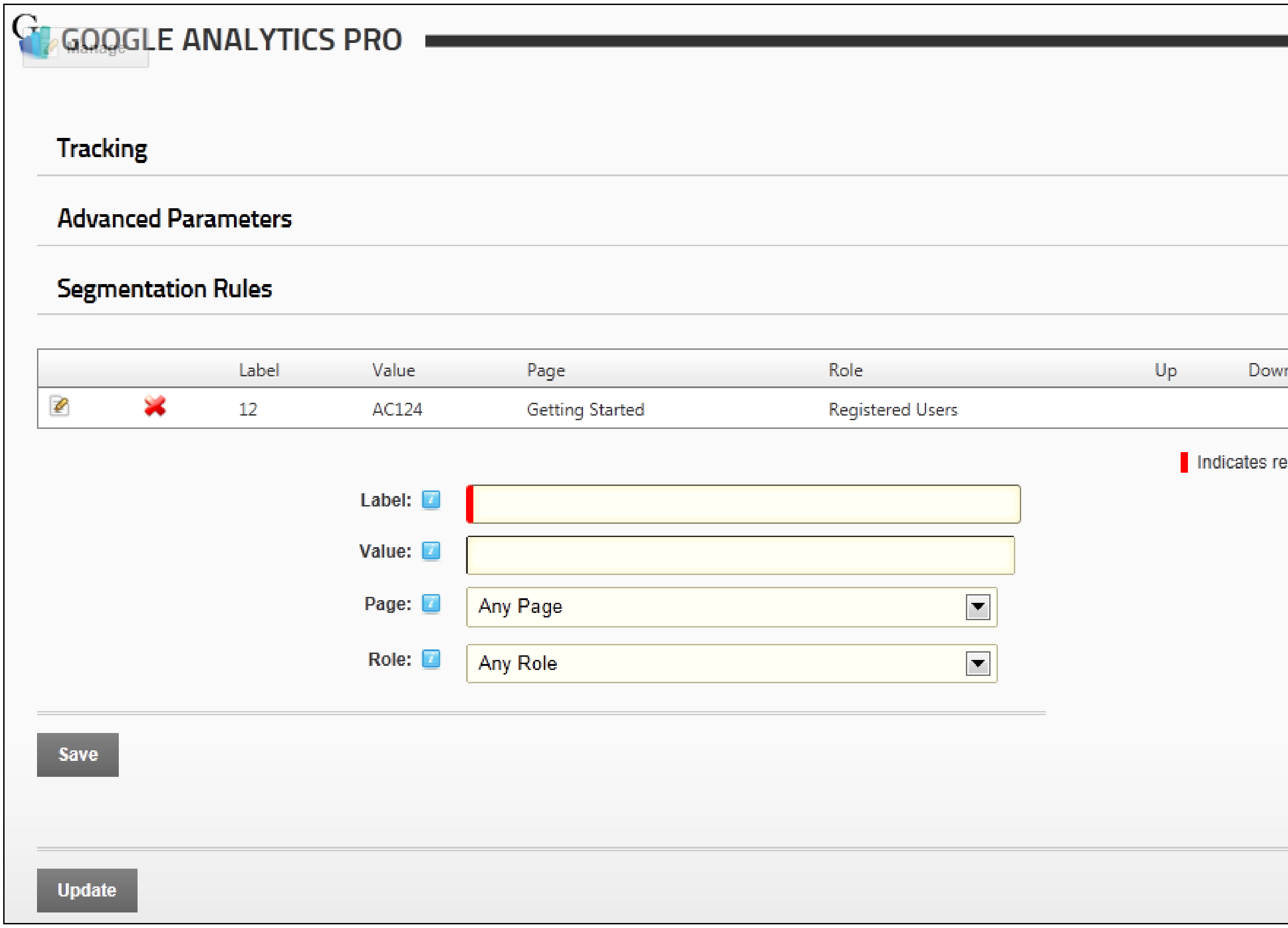
Only available in DotNetNuke Professional and DotNetNuke Enterprise Editions

Prerequisite. The Google Analytics module must be configured. See See "Configuring Google Analytics/Google Analytics Pro"

1. Navigate to Admin > Advanced Settings > **Google Analytics Pro** - OR - Go to a **Google Analytics Pro** module.
2. Expand the **Segmentation Rules** section.
3. In the **Label** text box, enter a name (label) for this segmentation rule.
4. **Optional.** In the **Value** text box, enter the value of the segmentation category.
5. **Optional**. At **Page**, select a page name to limit this rule to a single page - OR - Select **Any Page** to apply the rule to any pages.
6. **Optional.** At **Role**, select a role name to limit this rule to a single role - OR - Select **Any Role** to apply the rule to any page.



7. Click the Save link. The newly added rule will now be displayed at the top of the Segmentation Rules section.



.

8. Repeat steps 3-7 to add additional rules and then use the Up and Down arrows to order the rules in order of priority.

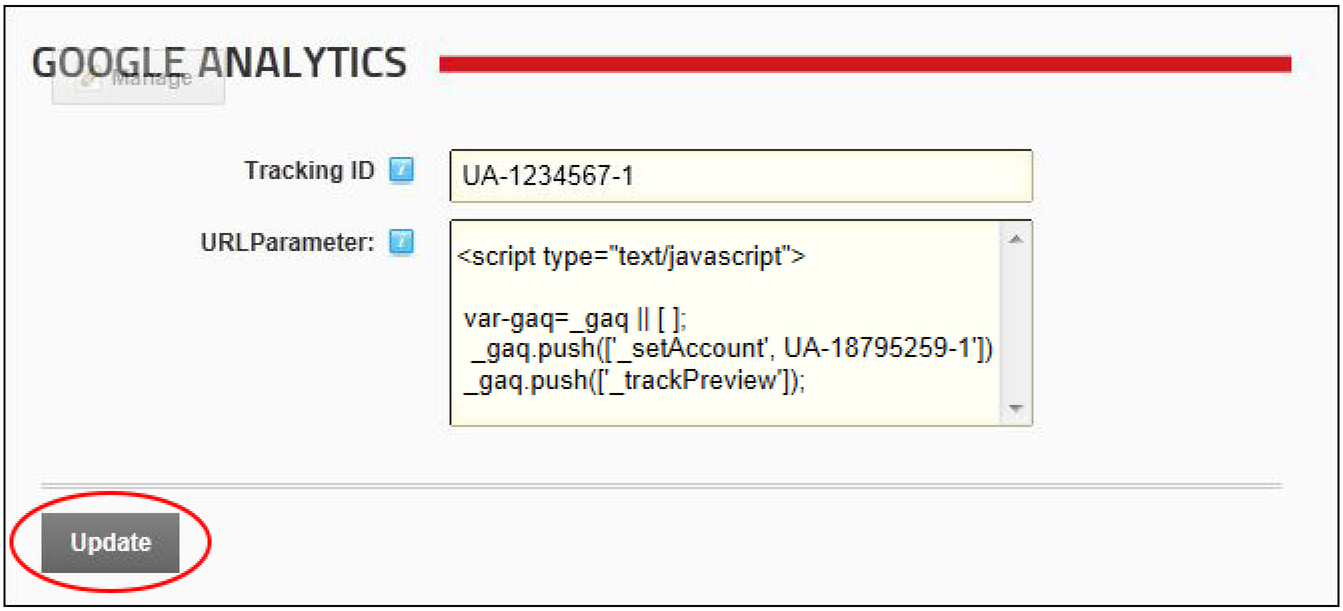
Configuring Google Analytics/Google Analytics Pro

How to configure either the Google Analytics or the Google Analytics Pro module. *Only available in DotNetNuke Professional Edition and DotNetNuke Enterprise Edition*

Prerequisite. You must have an existing Google Analytics account. Visit the Google Analytics website at http://www.google.com/analytics and click the **Create an Account** button.

Configuring Google Analytics

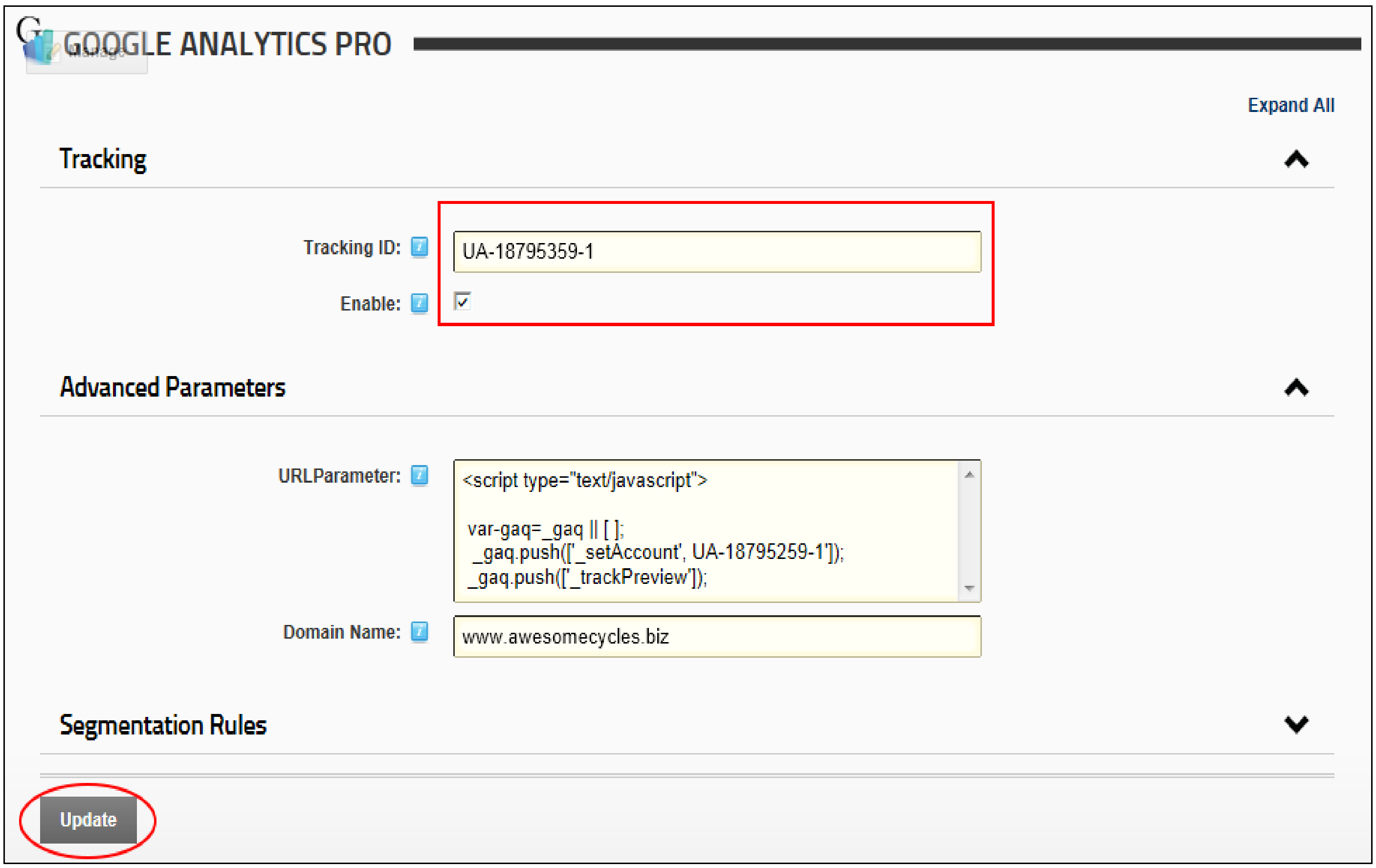
1. Navigate to Admin > Advanced Settings > **Google Analytics Pro** - OR - Go to a **Google Analytics Pro** module.
2. In the **Tracking ID** text box, enter the website tracking ID that you obtained from the welcome message sent by Google when you signed up for an account.
3. **Optional.** In the **URL Parameter** text box, enter the JavaScript code fragment that will be passed as a parameter to the page tracker. This is used to customize the value tracked in Google Analytics instead of the default location.
4. Click the **Update** button.



Configuring Google Analytics Pro

1. Login to your Google Analytics account.
2. Go to https://www.google.com/analytics/web/provision?et=&hl=en&authuser=#provision/SignUp/ after logon.
3. Click the **Advanced Segments** button.
4. Go to you DNN site.
5. Navigate to Admin > **Google Analytics Pro** - OR - Go to a **Google Analytics Pro** module.
6. In the **Tracking ID** text box, enter the website tracking ID that you obtained from the welcome message sent by Google when you signed up for an account.
7. At **Enable**, check ☑ the check box to enable Google Analytics Pro - OR - Uncheck ☐ the check box to disable Google Analytic Pro.

8. Expand the **Advanced Parameters** section.
9. **Optional.** In the **URL Parameter** text box, enter the JavaScript code fragment that will be passed as a parameter to the page tracker. This is used to customize the value tracked in Google Analytics instead of the default location. A list of the available parameters is included below this tutorial.
10. **Optional.** In the **Domain Name** text box, enter the domain name of this site to aggregate visits to multiple subdomains in a single profile as if they were a single site. Example: entering ".sample-domain.com" (notice the leading ".") allows you to track dogs.sample-domain.com and cats.sa-mple-domain.com as a single entity.
11. Click the Update link to enable Google Analytics Pro and start collecting statistics.



Here is the list of variables that can be added to the Advanced Parameters section in the URL Parameter field

_setCustomVar(index, name, value, opt_scope)

index (required): The slot for the custom variable, it can range from 1-5 for standard accounts or 1-50 for Premium accounts.

name (required): The name for the custom variable, a string that identifies the custom variable and appears in the top-level Custom Variables report of the Analytics reports. For example, if you are using a slot to track gender, the name would be 'Gender'.

value (required): The value for the custom variable, it appears in the table list of the UI for a selected variable name. Typically, you will have two or more values for a given name. Using the 'Gender' example above, the values would be either 'Male' or 'Female'.

opt_scope (optional): The scope for the custom variable. As described above, the scope defines the level of user engagement with the site. It is a number whose possible values are 1 (visitor-level), 2 (session-level), or 3 (page-level). When left undefined, the custom variable scope defaults to page-level interaction.

Deleting a Segmentation Rule

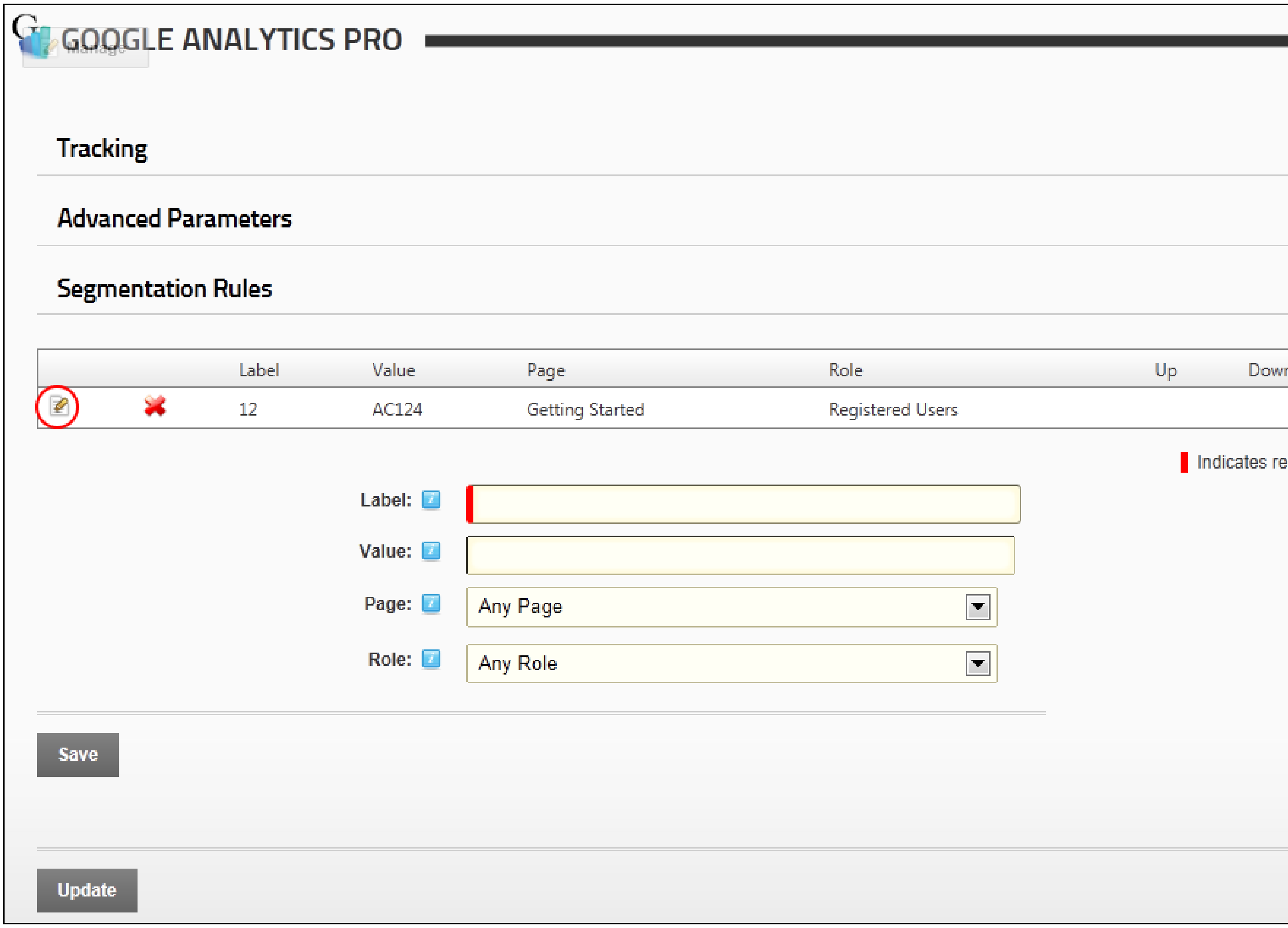
How to delete a segmentation rule from the Google Analytics Pro module. *Only available in DotNetNuke Professional Edition and DotNetNuke Enterprise Edition*

1. Navigate to Admin > Advanced Settings > **Google Analytics Pro** - OR - Go to a **Google Analytics Pro** module.
2. Expand the **Segmentation Rules** section.
3. Click the **Delete** button beside the rule to be deleted.

Editing a Segmentation Rule

How to edit a segmentation rule to the Google Analytics Pro module. *Only available in DotNetNuke Professional Edition and DotNetNuke Enterprise Edition*

1. Navigate to Admin > Advanced Settings > **Google Analytics Pro** - OR - Go to a **Google Analytics Pro** module.
2. Expand the **Segmentation Rules** section.
3. Click the **Edit** button beside the rule to be edited. This displays the Edit Segmentation Rule section.



4. Edit one or more fields as required.
5. Click the Save link.

Languages

About the Languages Management Module

The Languages module (titled "Language Management") is located on the Navigate to Admin > Advanced Settings > Languages - OR - Go to a Languages module. Five languages (German, French, Spanish, Italian and Dutch) are provided with the default installation of DNN.

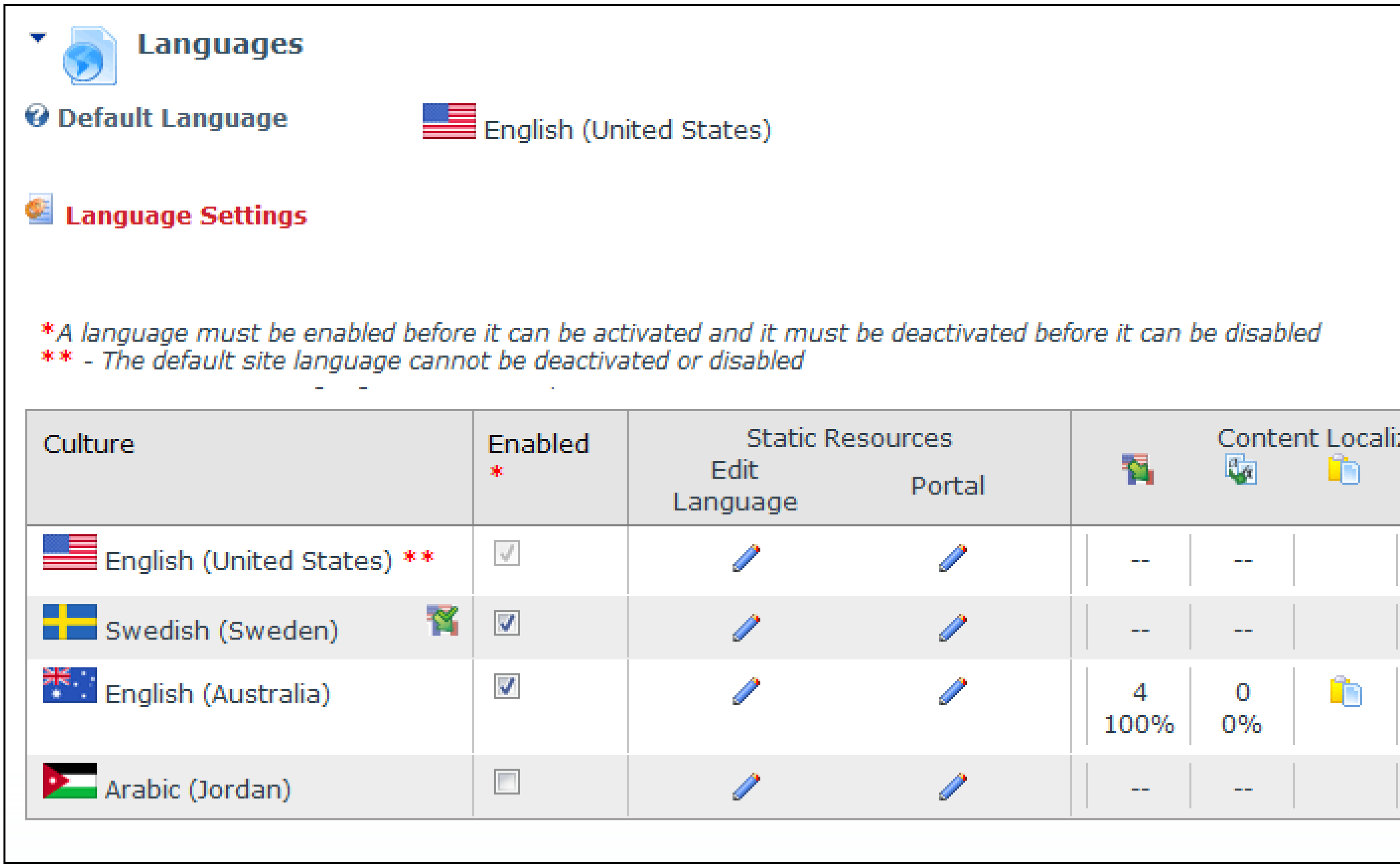
Installation Note: The languages module is installed on the Admin > Languages page by default and can be added to site pages.

Module Version: 01.00.00. Note: The version number for this module does not update as it forms part of the DNN framework.

It allows authorized users to perform the following:

- Enable multiple languages (cultures)
- Manage the languages files (such as the welcome email message sent to new users) associated with a site
- Manage Content Localization, which allows you to create localized module content in multiple languages (cultures). Note: Additional tasks relating to Content Localization which are not undertaken using the Languages module are covered in the Content Localization section. See See "About Content Localization"
- SuperUsers can install, create and manage languages and language localization

Tip: A large section of language packs are available from the DotNetNuke website and the DotNetNuke Store (http://store.dotnetnuke.com/).



The Languages Module

All Users

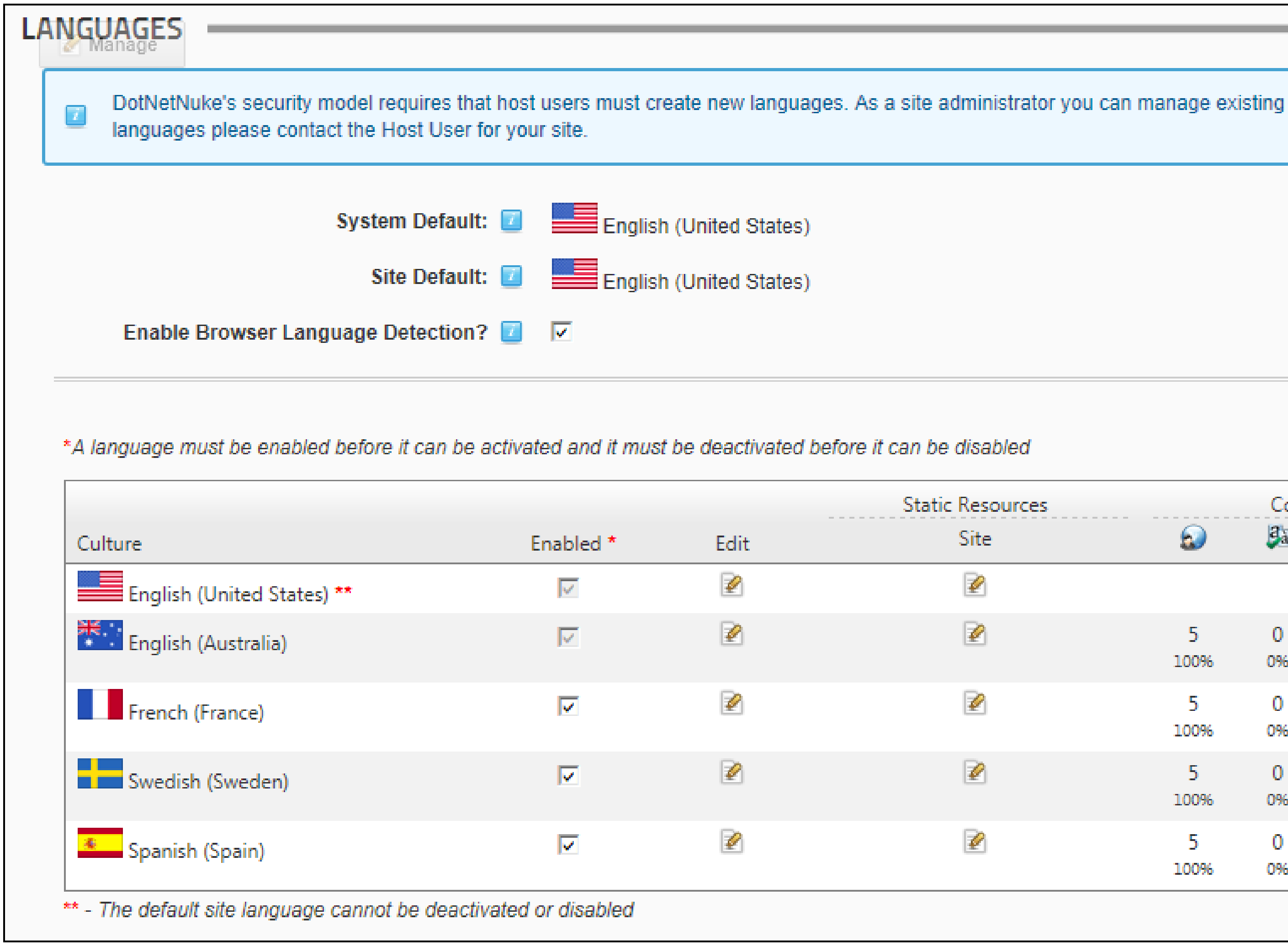
Activating/Deactiving a Language

How to activate or deactivate a language using the Languages module. Activating a language enables site visitors to see these pages and thereby choose which language to view the site in. A language is typically activated once the pages have been translated (See See "Translating a Page") and published. Note: The skin applied to the site (or any individual site pages) must include the Languages skin token to view flag icons.

Permissions. All users who are authorized to view the Languages module.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module. This displays the list of available languages.
2. In the Culture grid, go to the **Content Localization - Active** column and check the **Active** check box to activate a language - OR - Uncheck the check box to deactivate it.

   Note: Deactivating a language disables the **Publish** button.



Deleting a Resource File

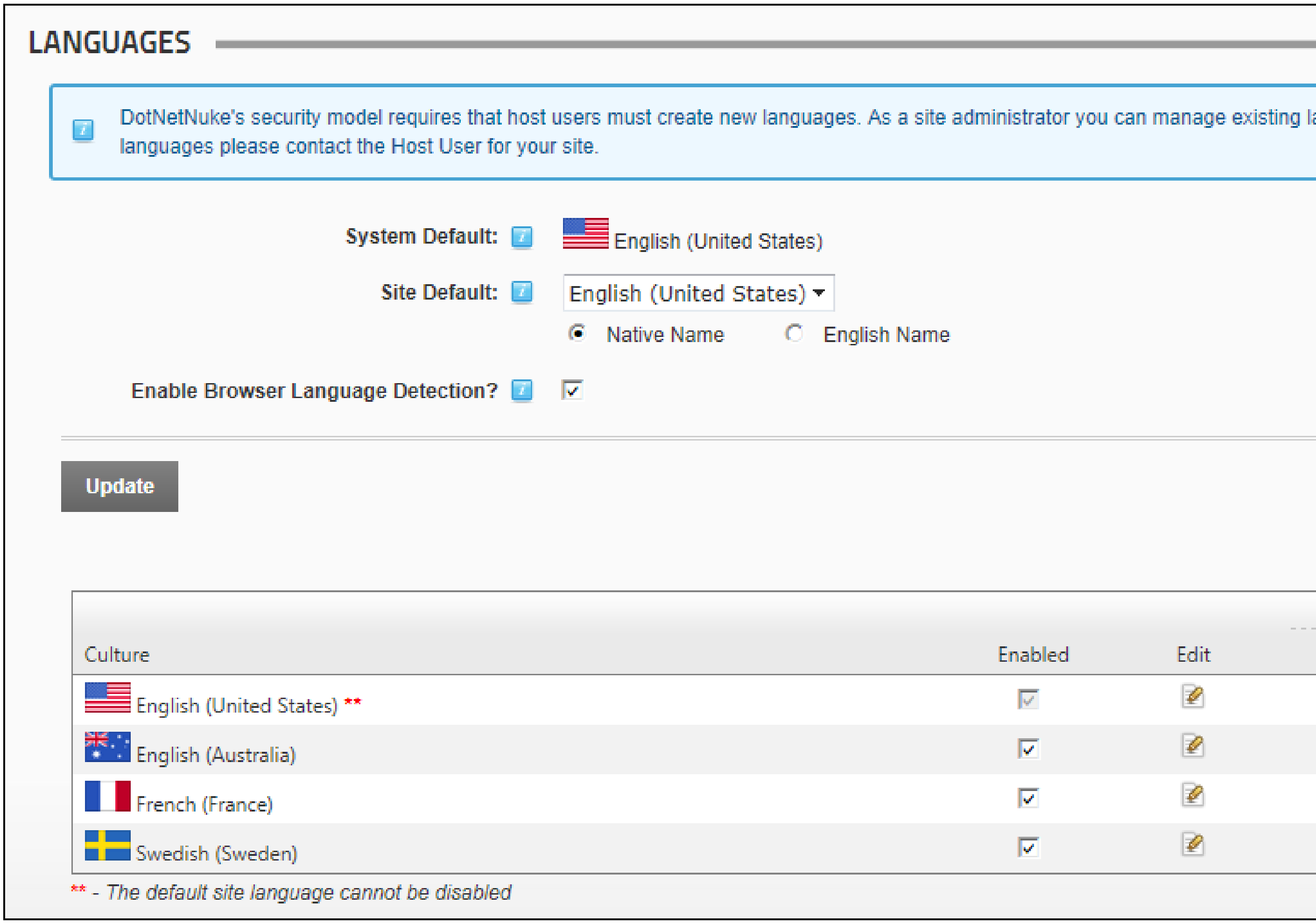
How to delete the resource file associated with a Language Pack on your site using the Languages module.

Permissions. All users who are authorized to view the Languages module.

Note: The **Resources** folder list contains these sub-folders:

- **Local Resources**: Files which are related to specific Admin controls, modules (desktop modules), controls, installation and Host skins.
- **Global Resources**: Files which are used across the site. This is divided into Exceptions, GlobalResources, SharedResources and WebControls. Note: The GlobalResources sub-section is where you can edit system messages which are sent to users, error messages, site messages, etc.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. In the **Static Resources - Site** column, click the **Edit** button beside the language associated with the resource file to be deleted.



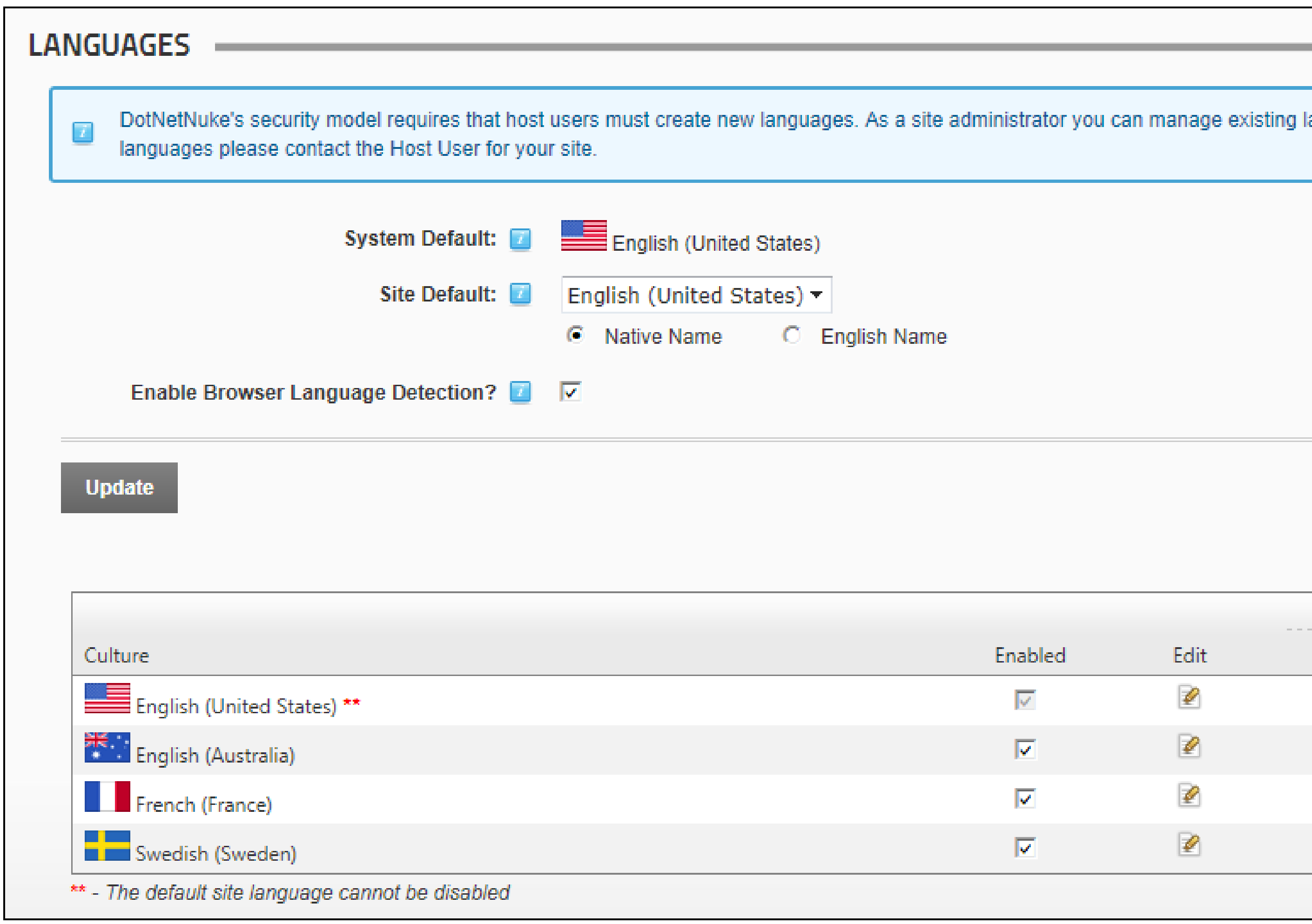
3. In the **Resources** folder list, navigate to and select the required file.
4. The name of the file you selected for deletion at Step 3 is now displayed at **Selected Resource File.**
5. Click the Delete Resource File link to delete the file. This displays the message "Are You Sure You Wish To Delete This Item?"
6. Click the **OK** button to confirm.

Editing Site Language Files

How to edit the Language files associated with a Language Pack on your site using the Languages module. See the Language Files section below for a complete list of the email messages, error messages and site messages which can be edited as well as examples for editing files which are commonly updated.

Permissions. All users who are authorized to view the Languages module.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. In the **Static Resources** - **Site** column of the Culture grid, click the **Edit** button beside the language to be edited. This displays the GlobalResources file ready for editing. Note: This is where you will find the files most commonly edited files such as messages. If these are the required files, skip to Step 4.



3. **Optional.** In the **Resources** folder list, navigate to and select the required file from the below folders.
   - **Local Resources**: Files which are related to specific Admin controls, modules (desktop modules), controls, installation and Host skins.
   - **Global Resources**: Files which are used across the site. This is divided into GlobalResources and SharedResources. This is where you can edit the messages that are sent to users, error messages, site messages, etc.
4. Locate the required resource file. Note: If Paging is enabled, the file may be located on another page.
5. To edit a resource file, perform one of the following options:
   1. In the **Localized Value** text box, edit the text.
      - OR -
   2. Click the **Edit** button. This displays the message "All unsaved changes will be lost if you continue. Are you sure you want to continue?"
      1. Click the **OK** button.
      2. In the Editor, enter the new text ensuring you include the desired replacement tokens displayed at Default Value.
      3. Click the **Update** button.
6. **Optional.** To edit the subject associated with email messages, edit the associated Subject resource file which will be listed above the Body resource file.
7. Repeat steps 4-6 to edit additional files.
8. Click the Save Resource File link to save your changes.

Enabling Localized Content

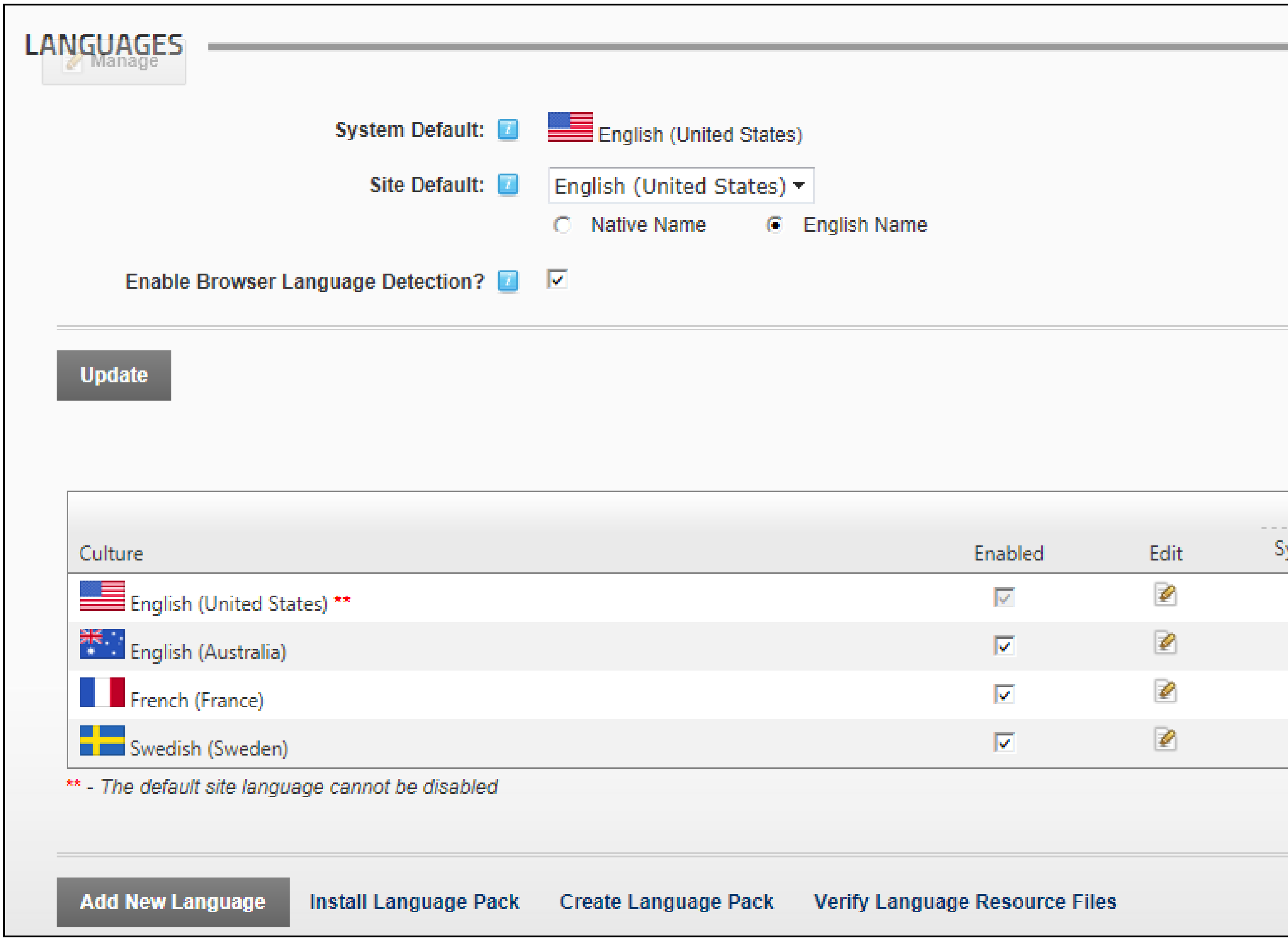
How to create a localized copy of the current site content for each of the enabled languages using the Languages module. This creates a translator role (titled Translator and then appended with the country code. E.g. Translator (EN-AU)) for each enabled language. This also enables the Localization tab under Page Settings for all site pages. See "Localization Settings for New Pages"

Permissions. All users who are authorized to view the Languages module.

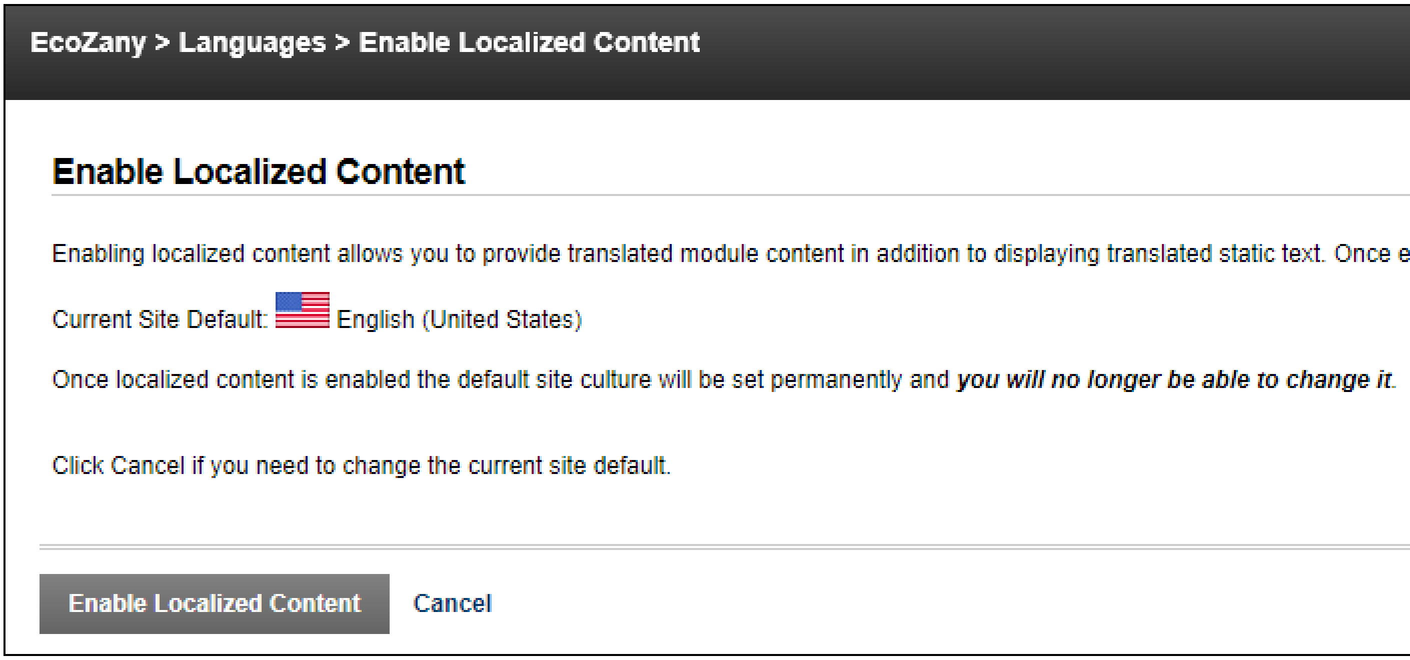
Prerequisite. Localized content must be enabled by a SuperUser.

Important. Once localized content is enabled it cannot be disabled.

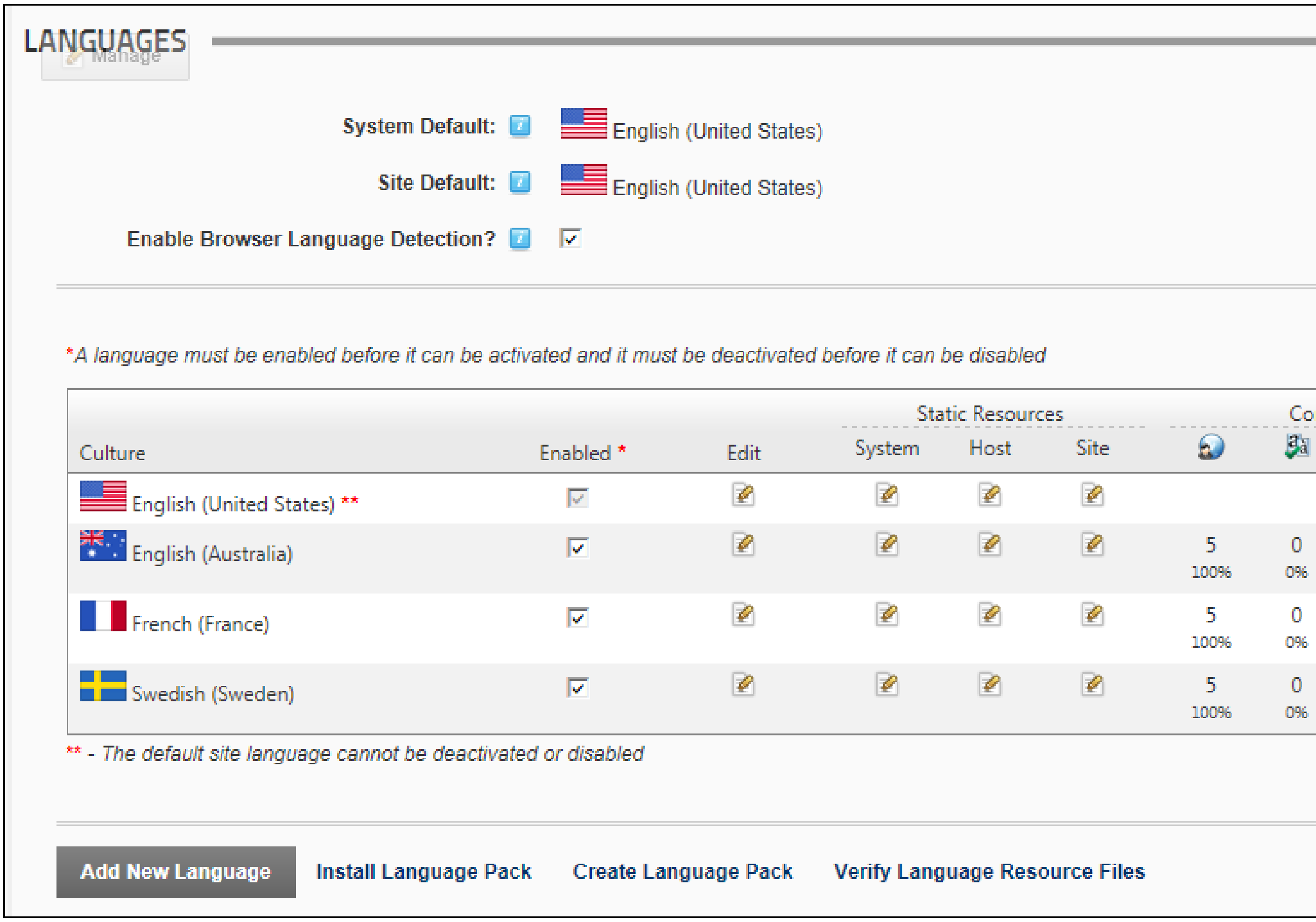
1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Click the Enable Localized Content link.



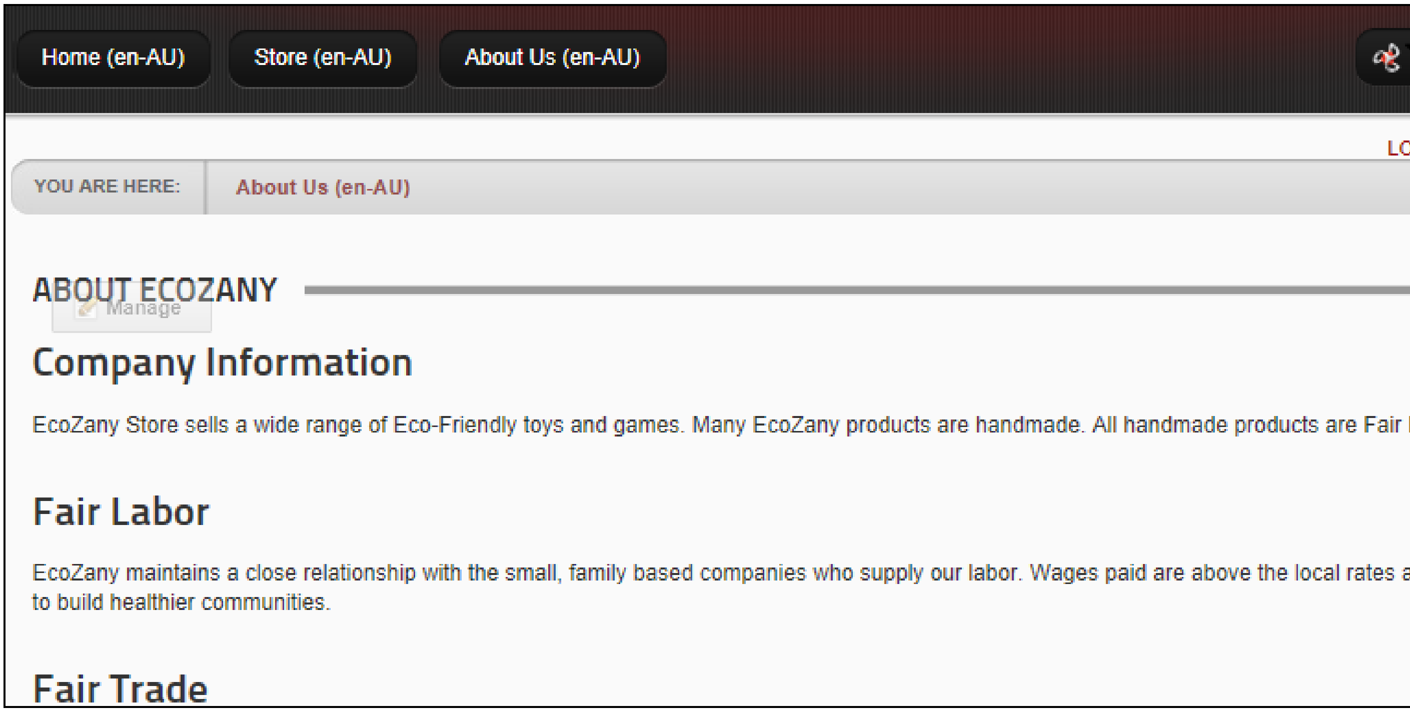
3. The Enable Localized Content message box is now displayed, which shows the Current Site Default language and informs you that this language cannot be changed once localized content is enabled. If you wish to change the default site culture, you must select Cancel now and change the default language.



4. Click the Enable Localized Content link. This displays progress bars which show the languages and pages being created for each of the enabled languages. This creates a copy of each of these pages (including the modules and content on these pages) for each language. It also creates a translator role for each language. Once completed, a new section titled Content Localization is displayed in the grid.
    - **No of Pages**: The number of pages and the percentage of pages that have been localized. Note: In this example, the number of pages is shown as five (5). These are the Home, Store and About Us pages which I have created, as well as the Search Results and User Profile pages.
    - **Translated Pages**: The number of pages and percentage that have been translated.
    - **Active**: Localized content is activated / not activated
    - **Publish**: The **Publish Pages** icon enables editors to publish pages that are marked as translated for this language.



To view the newly created localized copies for this language, click on the country flag for this language (typically located in the top right corner of the site above the menu). This displays the localized copies of these pages in the menu. Note: Page names are appended with the country code. E.g. For Australia it is (EN-AU). You can modify these names as you like by editing the Page Name. See "Page Details Settings for Existing Pages"



A translator role named Translator (en-AU) is now displayed in the Security Roles module for Australian English. Before translation can begin, the users who are the translators for each language should be added to the newly created translator roles. See "Adding A User to a Role"

Tip: You can also assign other roles as translators for a language. See "Setting Translator Roles"

Next Step: You are now ready to begin translation. See "Translating a Page" for details on translating content and managing content for multiple languages. Also See "About Content Localization" and other tutorials in the Content Localization section.

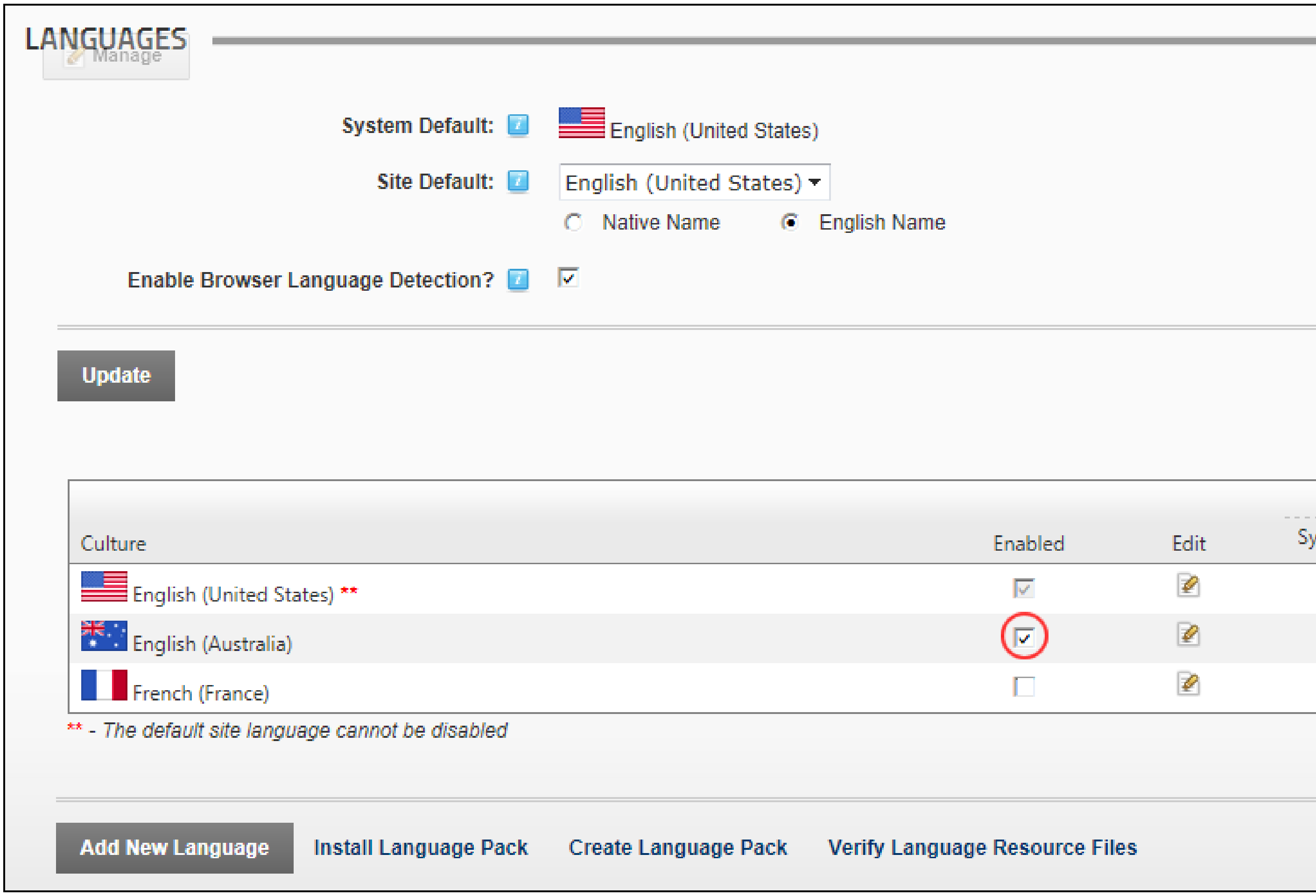
Enabling/Disabling a Language

How to enable or disable a language on your site using the Languages module. Once two or more languages are enabled, users can set their preferred language on their user profile.

Permissions. All users who are authorized to view the Languages module.

Prerequisites. More than one language must be added as at least one language must always be enabled.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. In the **Enabled** column, check the check box beside the language to be enabled - OR - Uncheck the check box to disable the language. Note: The default language cannot be disabled.



Tip: Where two or more languages are enabled on a site, different settings can be configured for each language via the Site Settings page.

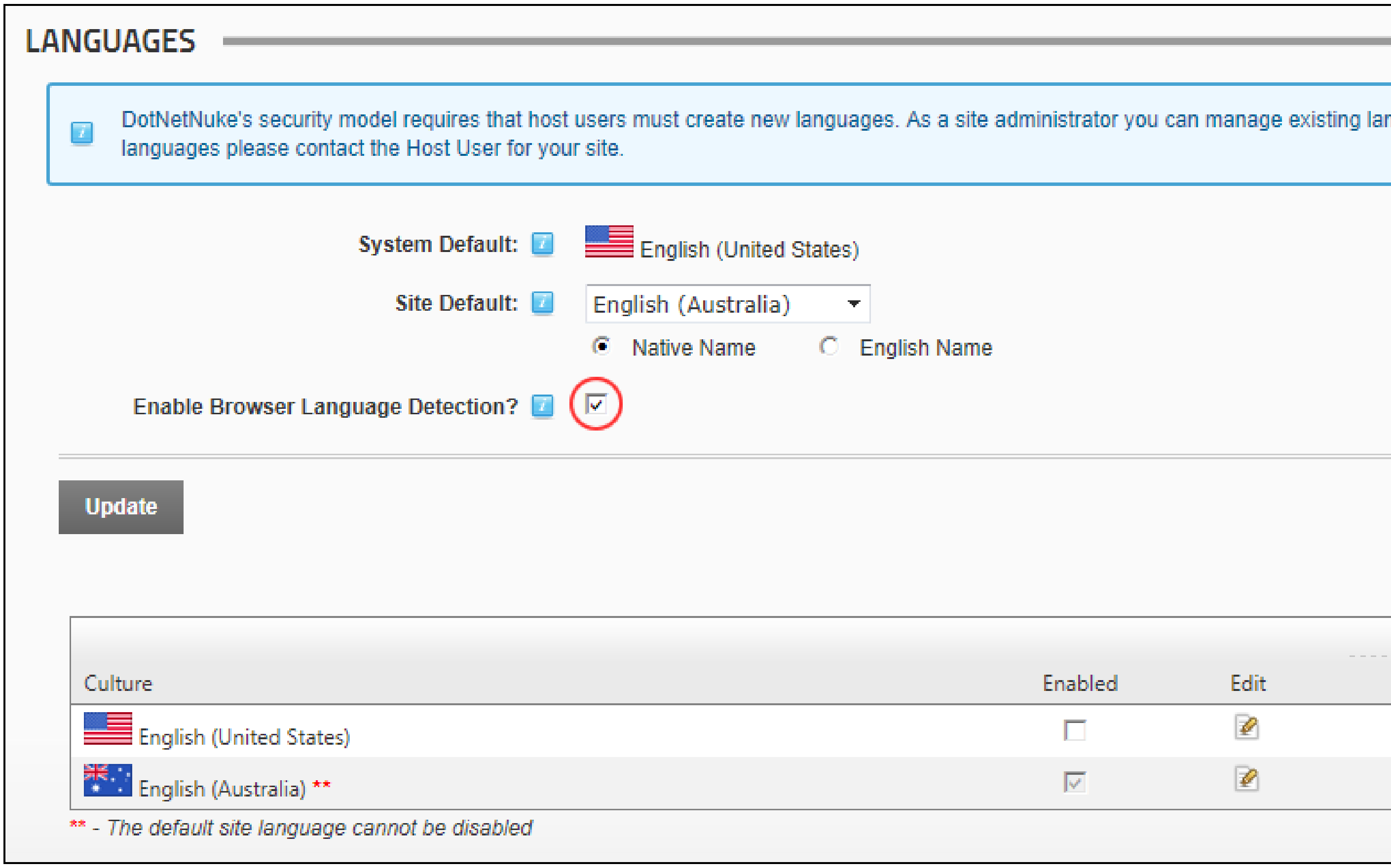
Related Topics:

Enabling/Disabling Browser Language Detection

How to enable or disable Web browser Language Detection for a single site. If enabled, the user's Web browser language is used to detect the user's preferred language.

Permissions. All users who are authorized to view the Languages module.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. At **Enable Browser Language Detection?**, check the check box to enable - OR - Uncheck the check box to disable.



3. Click the Update link.

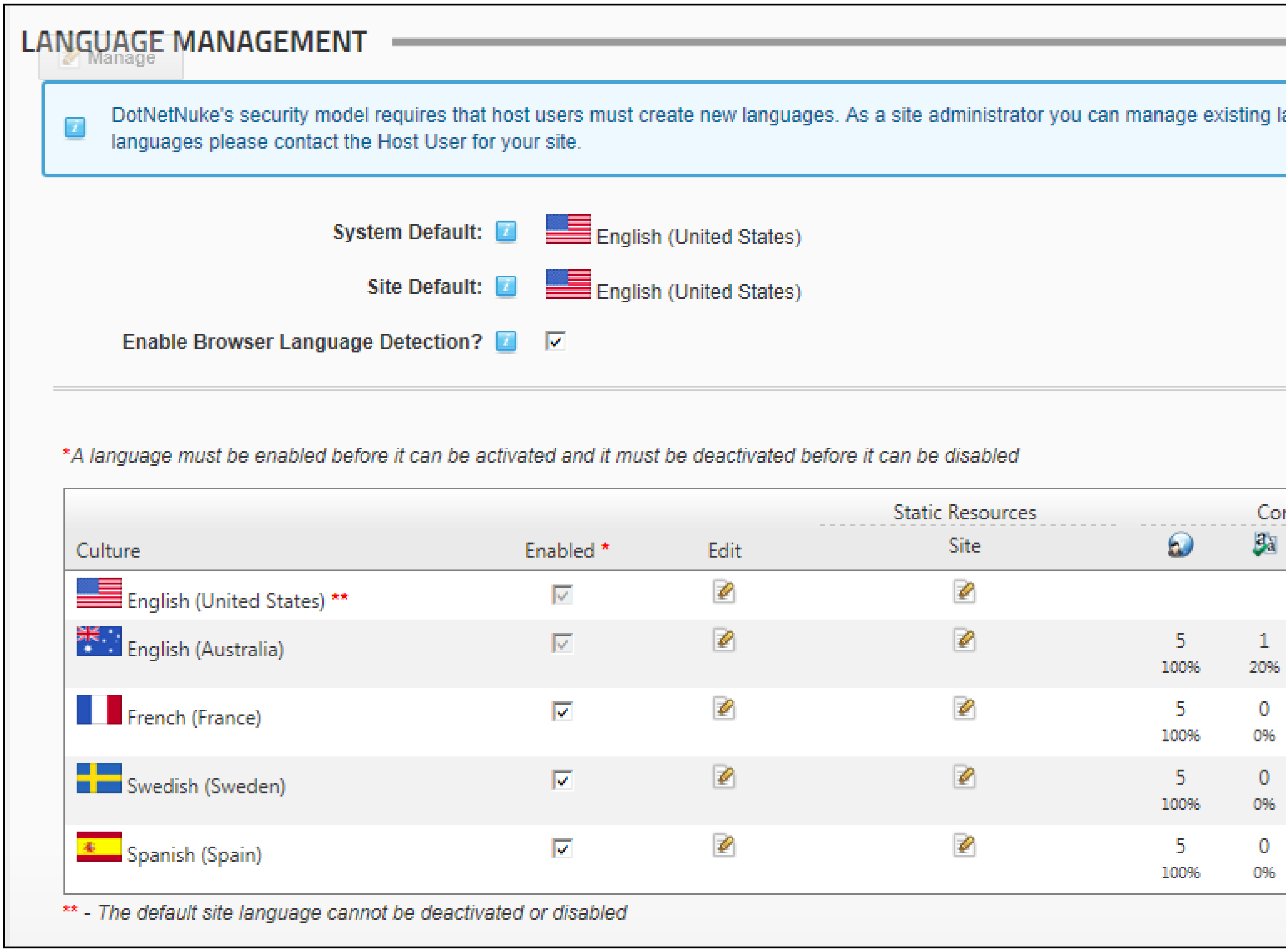
Publishing Localized Content

How to publish localized content using the Languages module. Publishing only affects pages which are marked as translated. Once pages are published, the viewing permissions of published pages will be updated to be the same as for the default language. Publishing should occur once the pages have been translated. See See "Translating a Page"

Permissions. All users who are authorized to view the Languages module.

Prerequisites. A language must be Active in order to be published.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. In the Culture grid, go to the **Content Localization - Publish** column.
3. Click the **Publish Pages** button. This displays the message "All translated pages in the [language - region] language have been published."



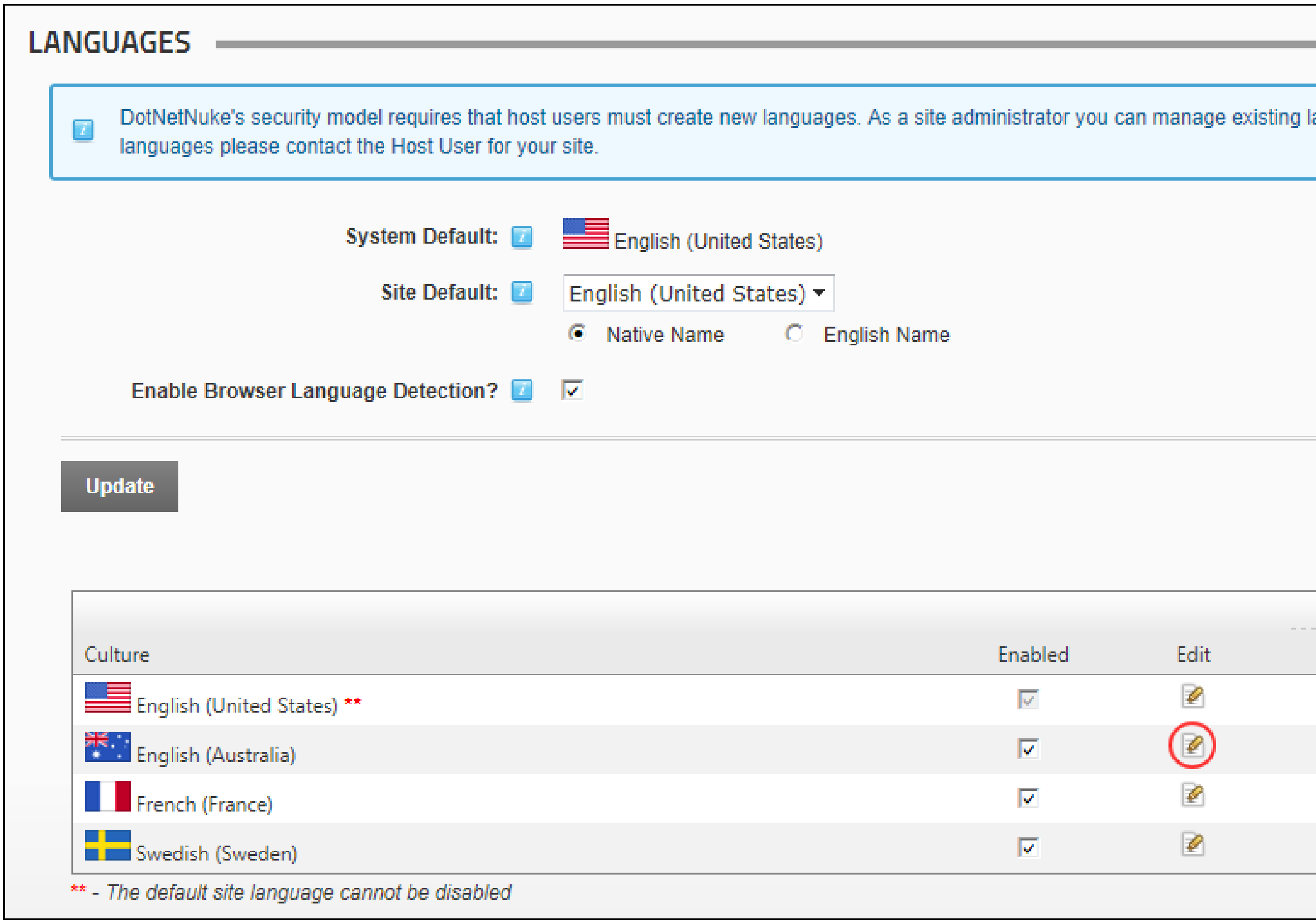
4. Click the **OK** button to confirm.

Setting Language Files as Pending Translation

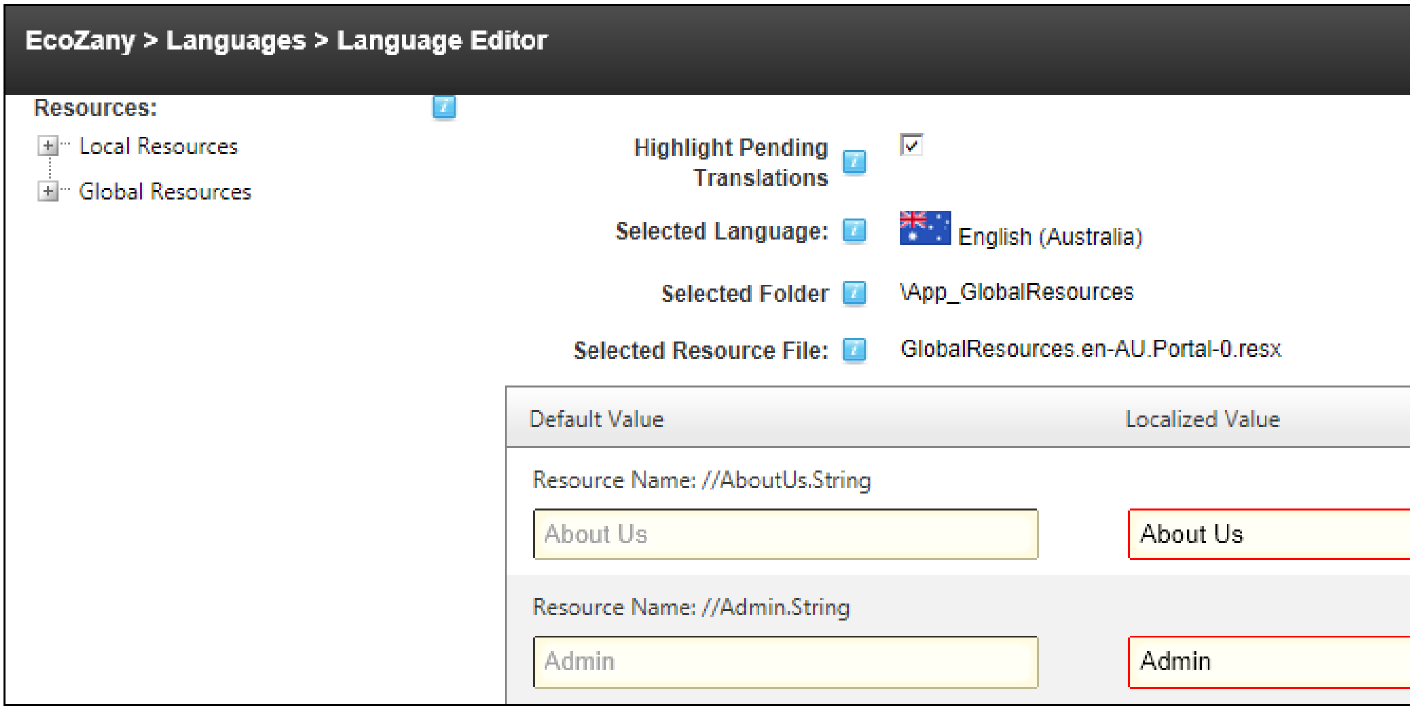
How to set the values (language files) associated with a language package as pending translation using the Languages module.

Permissions. All users who are authorized to view the Languages module.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. In the **Static Resources - Site** column of the Culture grid, click the **Edit** button for the language file to be edited. This displays the GlobalResources file ready for editing.

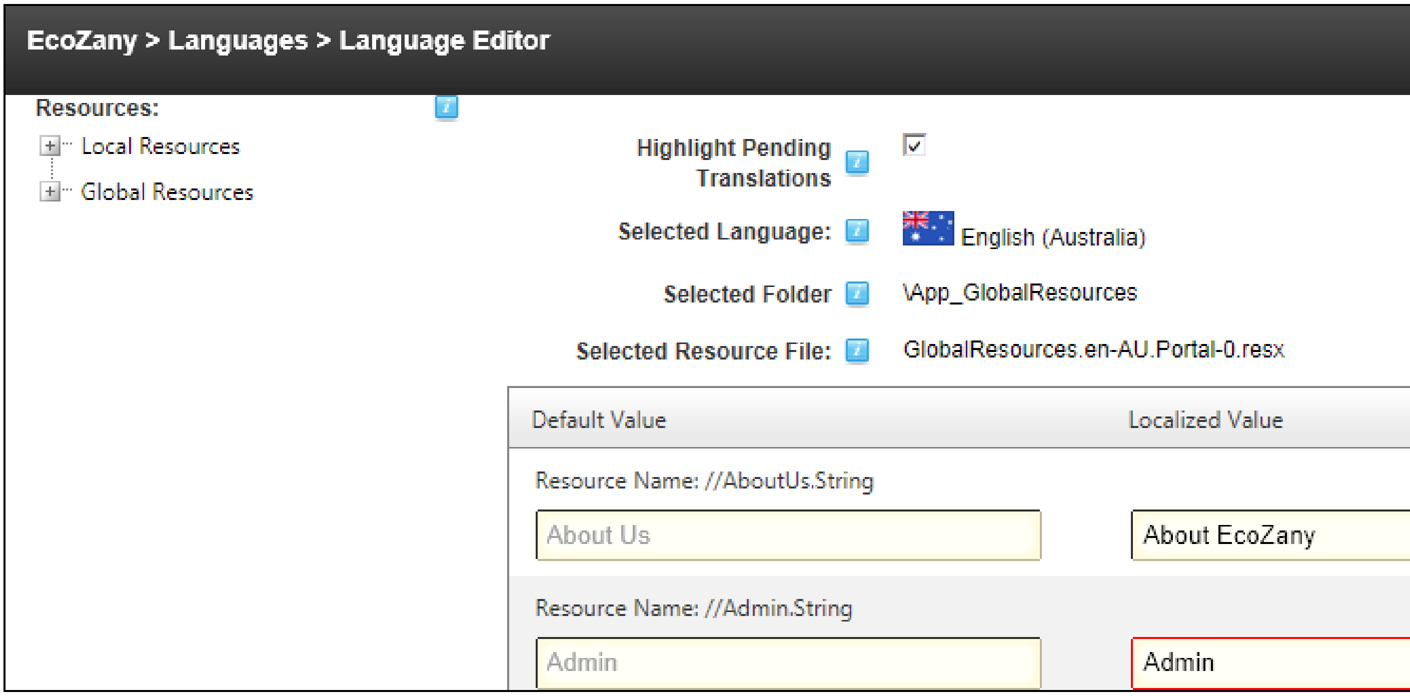


3. At **Highlight Pending Translations**, check ☑ the check box to set all values as pending translation. This displays the text in the Localized Values text boxes as highlighted in red.



4. To edit a resource file, perform one of the following options:
   1. In the **Localized Value** text box, edit the text.

      - OR -
   2. Click the **Edit** button. This displays the message "All unsaved changes will be lost if you continue. Are you sure you want to continue?"
      1. Click the **OK** button.
      2. In the **Editor**, enter the new text ensuring you include the desired replacement tokens displayed at Default Value.
      3. Click the **Update** button. Note: The red highlight is removed from the box each time you update a value using the Editor.
5. Repeat Step 4 to edit additional files.
6. Click the Save Resource File link to save your changes. This will remove highlight from these translated files.



7. At **Highlight Pending Translations**, uncheck the check box once translations are completed - OR - leave checked to maintain the highlighted of files for future translation.
8. Click the Save Resource File link.

Tip: Whenever you check Highlight Pending Translations, the fields that haven't been translated are once again displayed.

Setting the Default Site Language

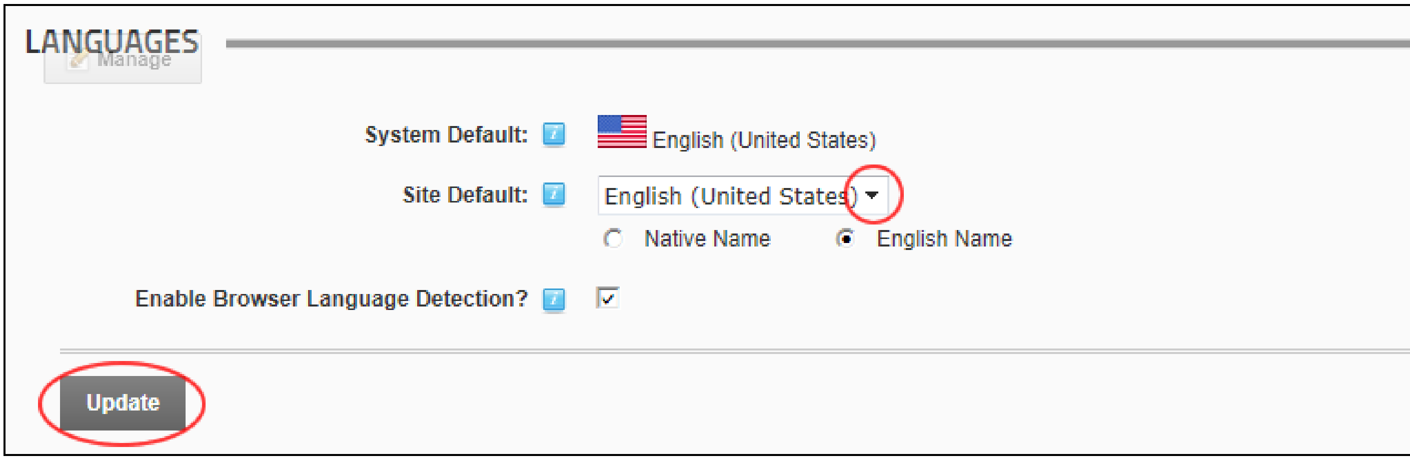
How to set the default language for this site. This language is allocated to site members upon registration, or when the regional language selected by a user is unavailable. SuperUsers can add additional languages which can then be enabled or disabled by Administrators. More language packs are freely available from the DotNetNuke.com website.

Permissions. Any user who are authorized to view the Languages module.

Note 1: A language must be enabled to become the default site language. If it is not enabled, it is automatically enabled when you set it as the default.

Note 2: Changing the default language doesn't update the language allocated to existing users. Only English (United States) is installed by default.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. At **Site Default**, select the default language for this site from the drop down list.
3. Click the **Update** button.



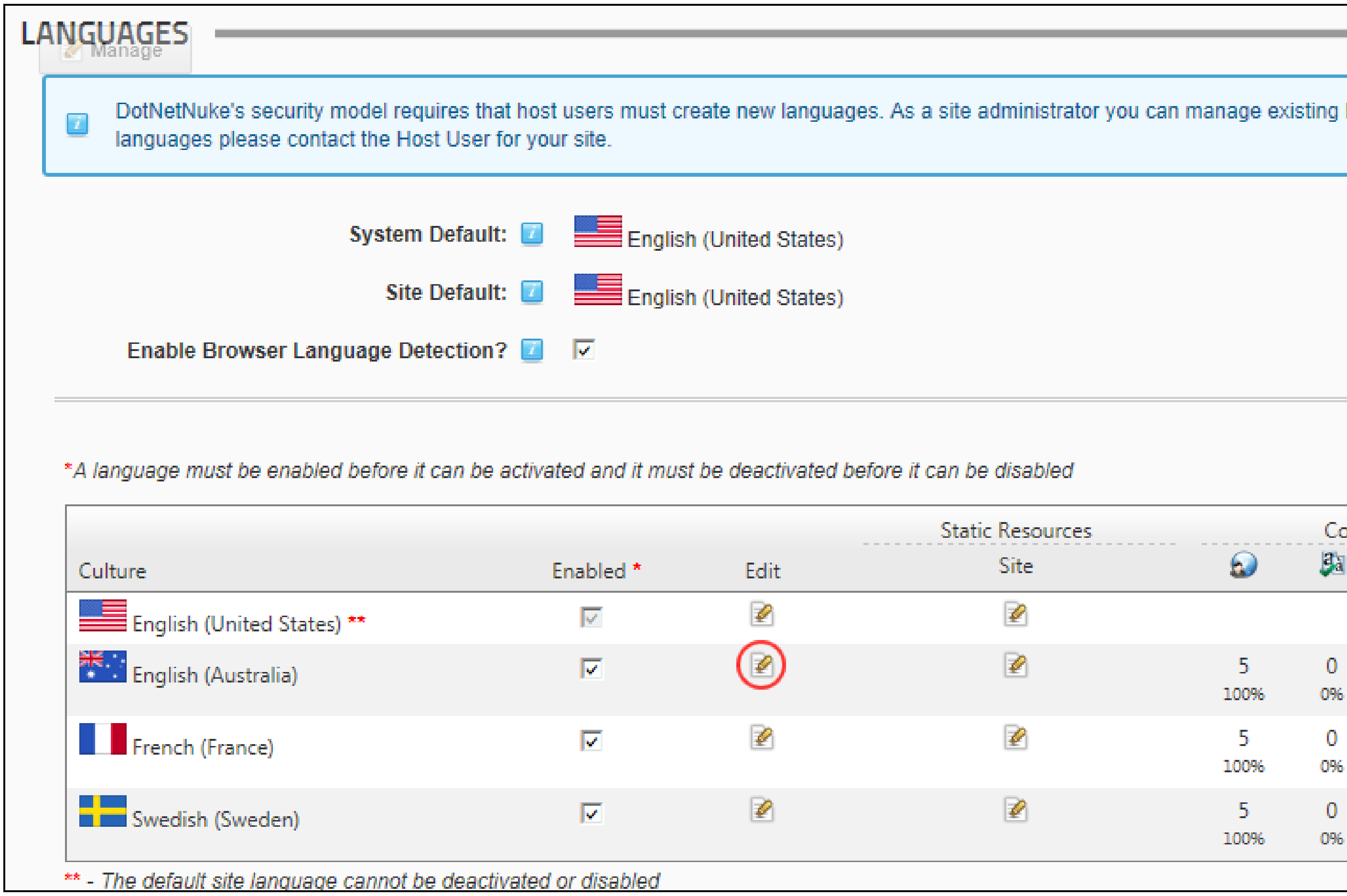
Setting the Default Site Language

Setting Translator Roles

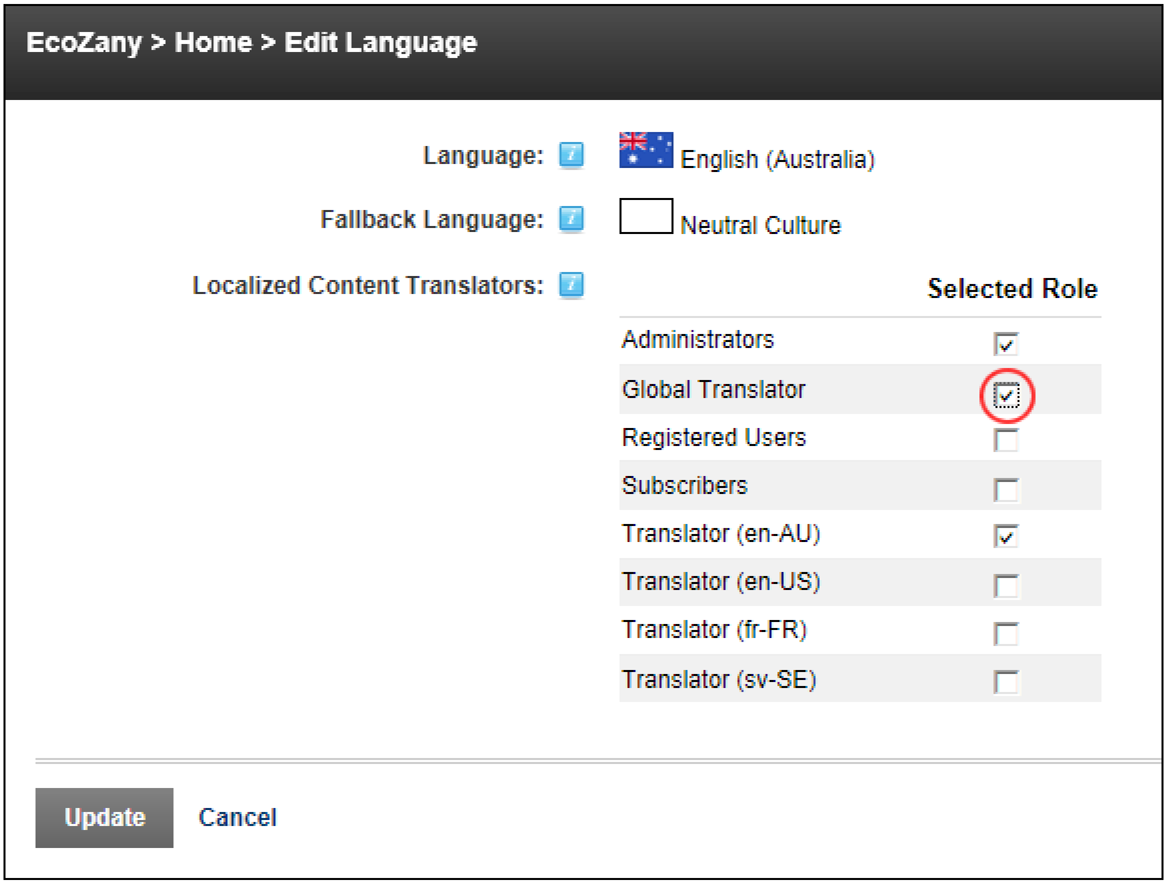
How to enable or disable one or more roles to have Edit Rights to translate all new pages and localized modules for a language using the Languages module. Note: A translator role is automatically created for each language upon creation of localized content. This tutorial explains how to add additional roles if required.

Permissions. All users who are authorized to view the Languages module.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. In the Edit column of the Culture grid, click the **Edit This Language** button beside the required language. This opens the Edit Language page.



3. At **Localized Content Translators**, check ☑ the check box in the Selected Role column beside each role which can translate this language. Note: The translator role associated with this role is checked by default.



4. Click the Update link.

Language Files

Email Messages

Affiliate Notification Email Message

The Affiliate Notification email message is sent to an affiliate when their account is created.

Here is the default value (default text) of this email message in the DNN core language pack:

Dear [Custom:0],

Your account for the [Portal:PortalName] Affiliate Program has been created.

To begin earning rewards, please use the following URL to link to our site: [Custom:1]

Thank you, [Portal:PortalName]

Banner Notification Email Message

The Banner Notification email message is sent to a Vendor and provides them with up to the minute information on one of their banners.

Here is the default value (default text) of this email message in the DNN core language pack:

Banner: [Custom:0]

Description: [Custom:1]

Image: [Custom:2]

CPM/Cost: [Custom:3]

Impressions: [Custom:4]

StartDate: [Custom:5]

EndDate: [Custom:6]

Views: [Custom:7]

Click Throughs: [Custom:8]

Bulk Email Confirmation Email Message

The Bulk Email Confirmation email message is sent to the primary Administrator when a bulk email (newsletter) mail out is completed.

Here is the default value (default text) of this email message in the DNN core language pack:

Bulkmail Report

Operation started at: [Custom:0]
EmailRecipients: [Custom:1]
EmailMessages: [Custom:2]
Operation completed: [Custom:3]
[Custom:4| Number of errors:{0}]

Status Report:

[Custom:5]

[Custom:6|

Recipients:
{0}]

Tip: There is a HTML and a text version of this email

Password Reminder Email Message

The Password Reminder email message is sent to a user when they request a password reminder.

Here is the default value (default text) of this email message in the DNN core language pack:

Dear [User:DisplayName],

You have requested a Password Reminder from [Portal:PortalName].

Please login using the following information:

Portal Website Address: [Portal:URL]
Username: [Membership:Username]
Password: [Membership:Password]

Sincerely,
[Portal:PortalName]

*Note: If you did not request a Password Reminder, please disregard this Message.

Portal Signup Email Message

The Portal Signup email message is sent to the new site Administrator when the portal is created.

Here is the default value (default text) of this email message in the DNN core language pack:

Dear [User:DisplayName],

Your Portal Website Has Been Created. Please read the following information carefully and be sure to save this message in a safe location for future reference.

Portal Website Address: [Portal:URL]
Username: [Membership:UserName]
Verification Code: [User:VerificationCode]

Please take the opportunity to visit the website to review its content and take advantage of its many features.

Thank you, we appreciate your support...
[Host:HostTitle]

Profile Updated Email Message

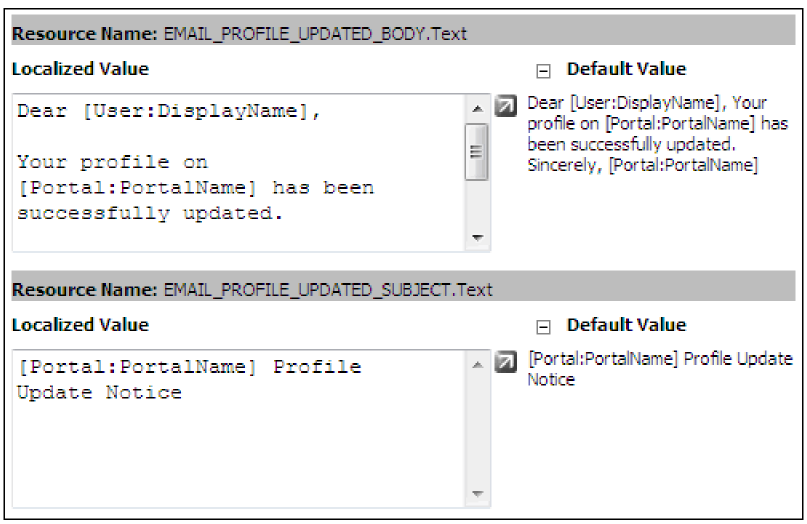
The Profile Updated email message is sent to a user when they update their profile.

Here is the default value (default text) of this email message in the DNN core language pack:

Dear [User:DisplayName],

Your profile on [Portal:PortalName] has been successfully updated.

Sincerely,
[Portal:PortalName]



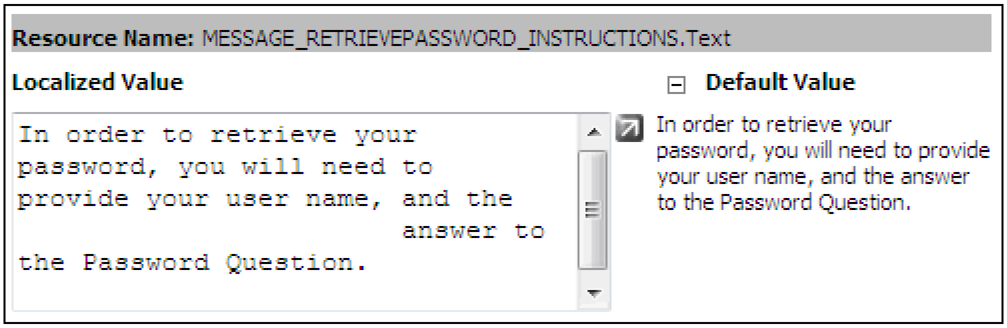
Editing the Profile Updated email

Retrieve Password Instructions

The Retrieve Password instructions are displayed to a user when a question and answer is required to modify or retrieve their password.

Here is the default value (default text) for these instructions in the DNN core language pack:

In order to retrieve your password, you will need to provide your user name, and the answer to the Password Question.



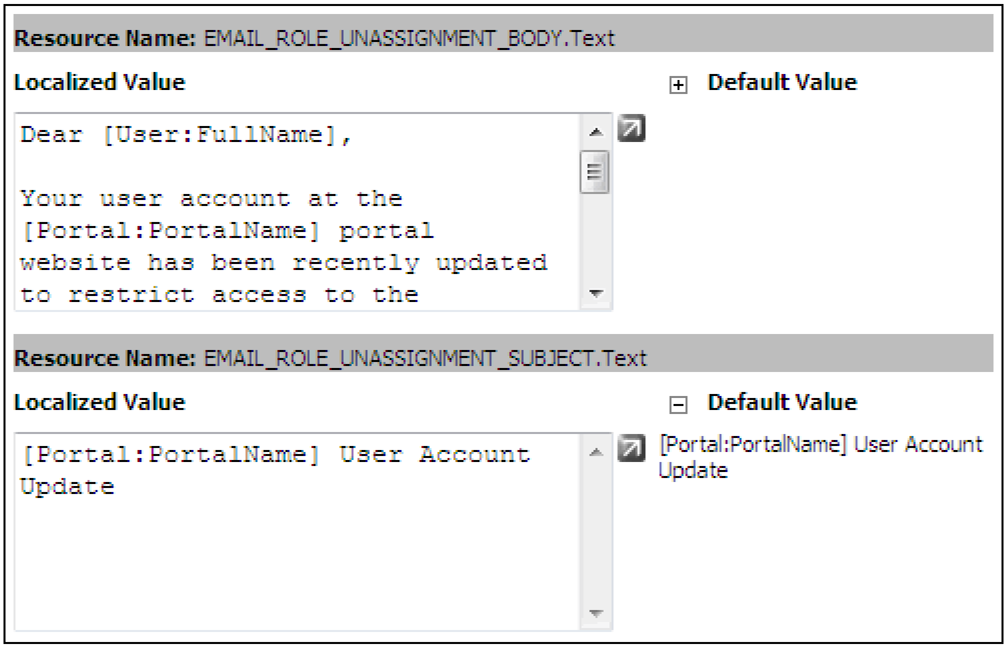
Editing the Retrieve Password Instructions

Role Assignment Email Message

The Role Assignment email message is optionally sent to a user when they are assigned to a role.

Here is the default value (default text) of this email message in the DNN core language pack:

> Dear [User:DisplayName],
>
> Your user account at [Portal:PortalName] has been recently updated to include access to the following Security Role:
>
> Role: [Custom:0]
> Description: [Custom:1]
> Effective Date: [Custom:2]
> Expiry Date: [Custom:3]
>
> Thank you, we appreciate your support...
> [Portal:PortalName]



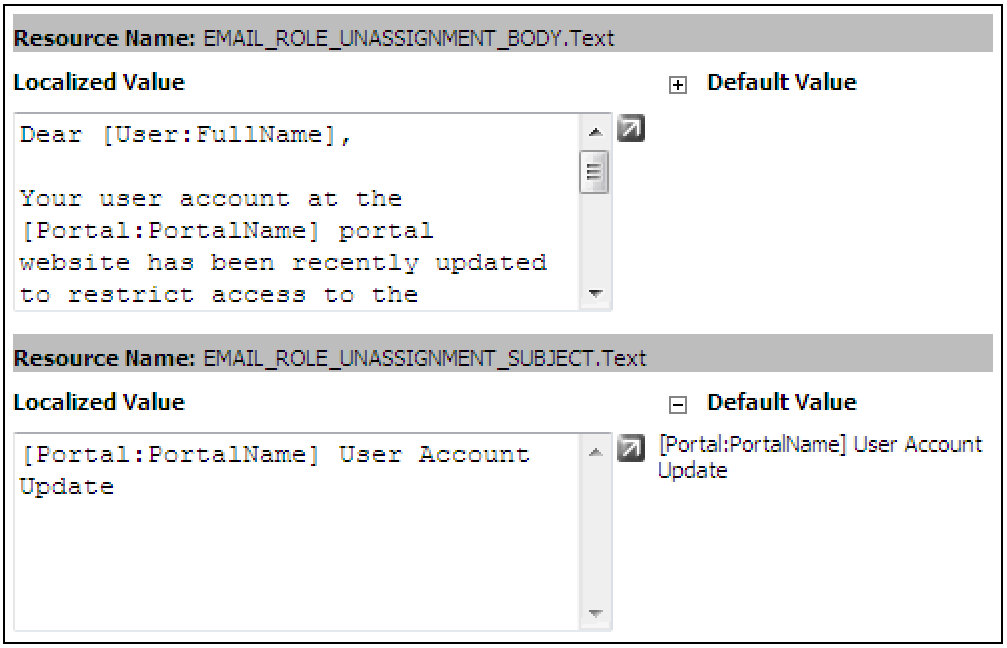
Editing the Role Assignment email

Role Unassignment Email Message

The Role Unassignment email message is optionally sent to a user when they are unassigned from a role.

Here is the default value (default text) of this email message in the DNN core language pack:

> Dear [User:DisplayName],
>
> Your user account at [Portal:PortalName] has been recently updated to restrict access to the following Security Role:
>
> Role: [Custom:0]
> Description: [Custom:1]
>
> Thank you, we appreciate your support...
> [Portal:PortalName]



Editing the Role Unassignment email

SMTP Configuration Test Email Message

The SMTP Configuration Test email message is sent to the Host when they test the SMTP configuration.

Here's the default value (default text) of this email message in the DNN core language pack:

> [Host:HostTitle] SMTP Configuration Test

User Registration Administrator Email Message

The User Registration Administrator email message is sent to the primary site Administrator when a user registration occurs. This includes those made by visitors, users authorized to create user accounts, and other Administrators.

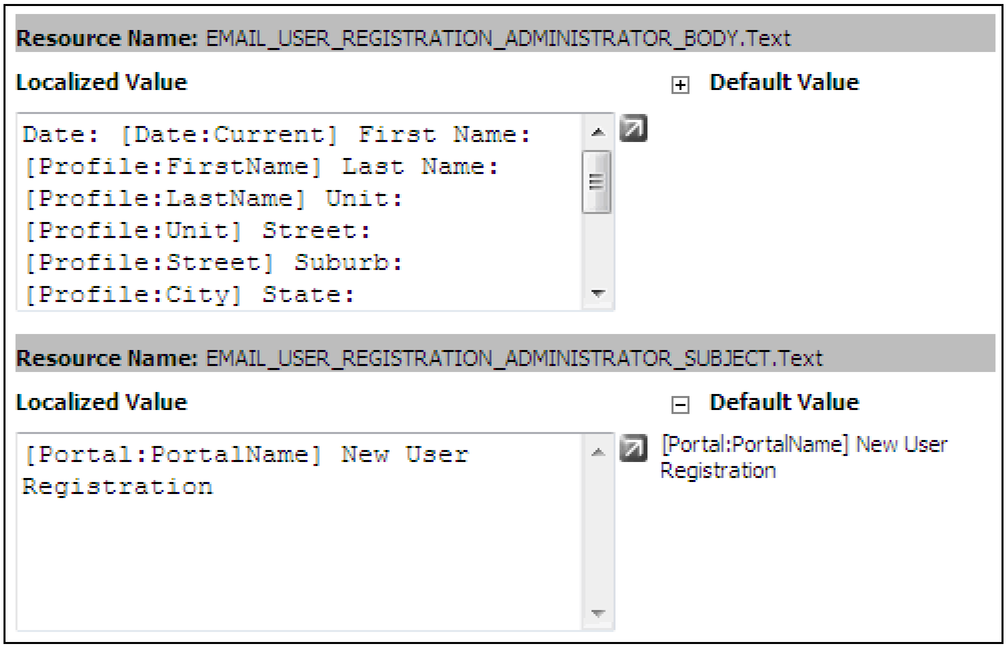
Here is the default value (default text) of this email message in the DNN core language pack:

> Date: [Date:Current]
> First Name: [Profile:FirstName]
> Last Name: [Profile:LastName]
> Unit: [Profile:Unit]
> Street: [Profile:Street]
> City: [Profile:City]
> Region: [Profile:Region]
> Country: [Profile:Country]

Postal Code: [Profile:PostalCode]

Telephone: [Profile:Telephone]

Email: [User:Email]



Editing the User Registration Administrator email message body and subject

User Registration Private Email Message

The User Registration Private email message is used when site registration is set as Private. It is sent to the new user when they register for a user account.

Here is the default value (default text) of this email message in the DNN core language pack:

Dear [User:DisplayName],

Thank you for registering at [Portal:PortalName].

Please read the following information carefully and be sure to save this message in a safe location for future reference. Portal

Website Address: [Portal:URL]

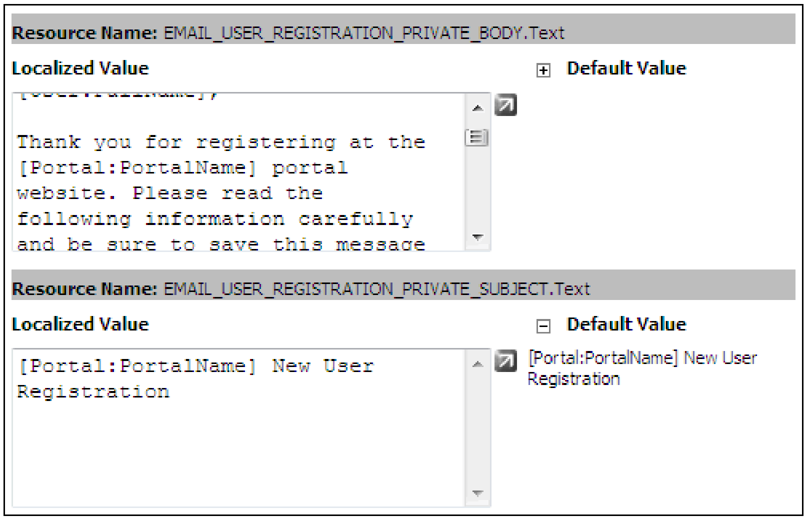
Username: [Membership:UserName]

Password: [Membership:Password]

Your account details will be reviewed by the portal Administrator and you will receive a notification upon account activation.

Thank you, we appreciate your support...

[Portal:PortalName]



Editing the Private User Registration email

User Registration Public Email Message

The User Registration Public email message is used when site registration is set as Public. It is sent to the new user when they register for a user account.

Here is the default value (default text) of this email message in the DNN core language pack:

Dear [User:DisplayName],

We are pleased to advise that you have been added as a Registered User to [Portal:PortalName].

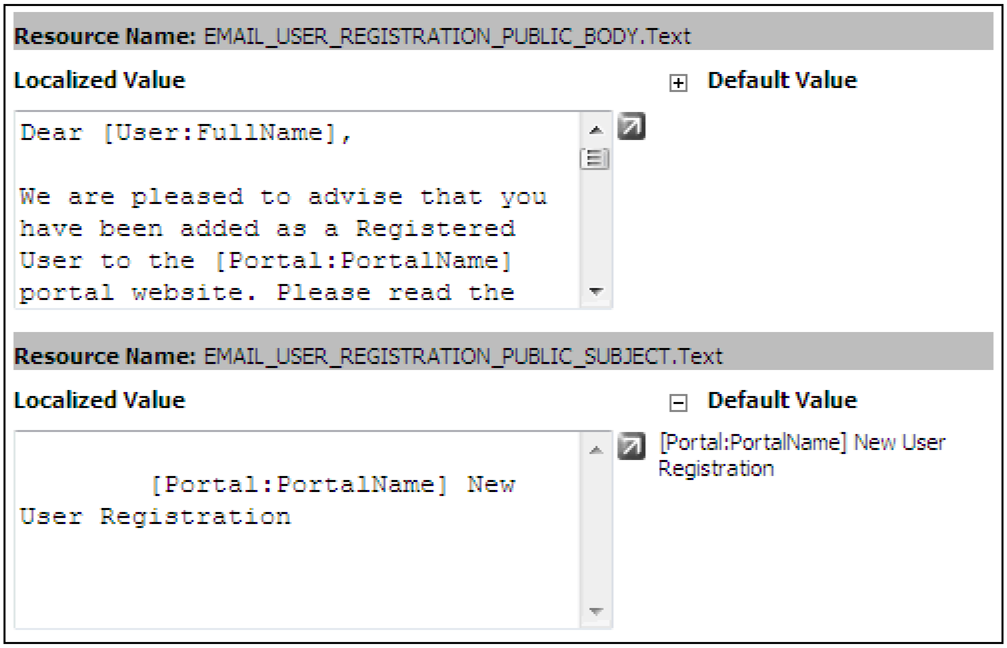
Please read the following information carefully and be sure to save this message in a safe location for future reference.

Portal Website Address: [Portal:URL]
Username: [Membership:UserName]
Password: [Membership:Password]

Please take the opportunity to visit the website to review its content and take advantage of its many features.

Thank you, we appreciate your support...

[Portal:PortalName]



The Public User Registration email message body and subject

User Registration Verified Email Message

The User Registration Verified email message is used when site registration is set as Verified. It is sent to the new user when they register for a user account.

Here is the default value (default text) of this email message in the DNN core language pack:

Dear [User:DisplayName],

We are pleased to advise that you have been added as a Registered User to [Portal:PortalName].

Please read the following information carefully and be sure to save this message in a safe location for future reference.

Portal Website Address: [Portal:URL]
Username: [Membership:UserName]

Password: [Membership:Password]

Verification Code: [User:VerificationCode]

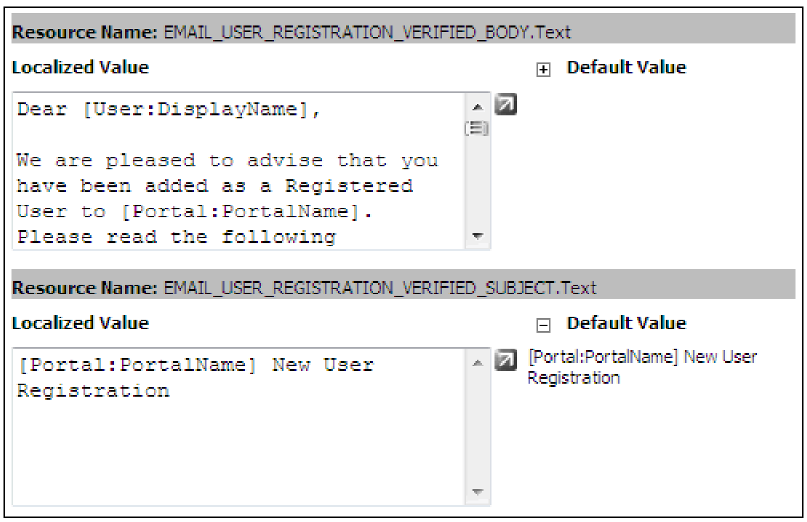
You may use the following link to complete your verified registration:

http://[Portal:URL]/default.aspx?ctl=Login&username=[Custom:0]&verificationcode=[User:VerificationCode]

Please take the opportunity to visit the website to review its content and take advantage of its many features.

Thank you, we appreciate your support...

[Portal:PortalName]



Editing the Verified User Registration email

User Unregister Email Message

The User Unregister email message is sent to the primary site Administrator when a user unregister or is unregistered.

Here is the default value (default text) of this email message in the DNN core language pack:

Date: [Date:Current]

First Name: [Profile:FirstName]

Last Name: [Profile:LastName]

Unit: [Profile:Unit]

Street: [Profile:Street]

City: [Profile:City]

Region: [Profile:Region]

Country: [Profile:Country]

Postal Code: [Profile:PostalCode]

Telephone: [Profile:Telephone]

Email: [User:Email]

Vendor Registration Administrator Email Message

The Vendor Registration Administrator email message is sent to the primary site Administrator when a new Vendor account is created.

Here is the default value (default text) of this email message in the DNN core language pack:

Date: [Custom:0]

Vendor Name: [Custom:1]

First Name: [Custom:2]

Last Name: [Custom:3]

Unit: [Custom:4]

Street: [Custom:5]

City: [Custom:6]

Region: [Custom:7]

Country: [Custom:8]

Postal Code: [Custom:9]

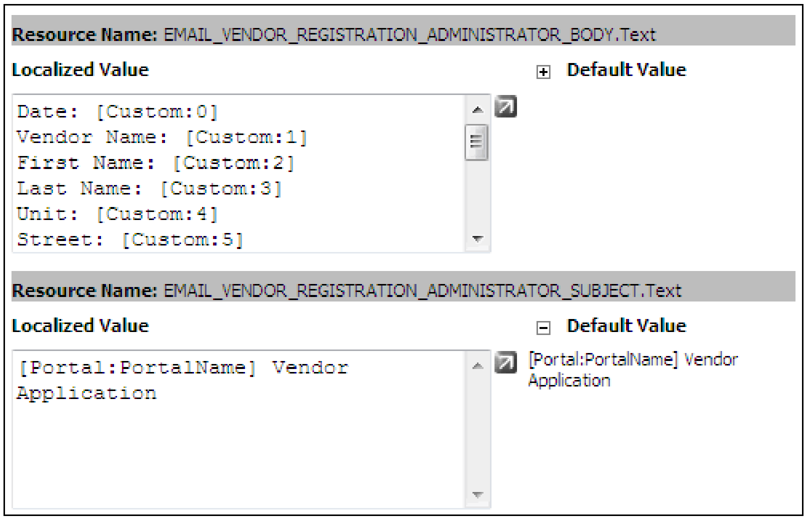
Telephone: [Custom:10]

Fax: [Custom:11]

Cell: [Custom:12]

Email: [Custom:13]

Website: [Custom:14]



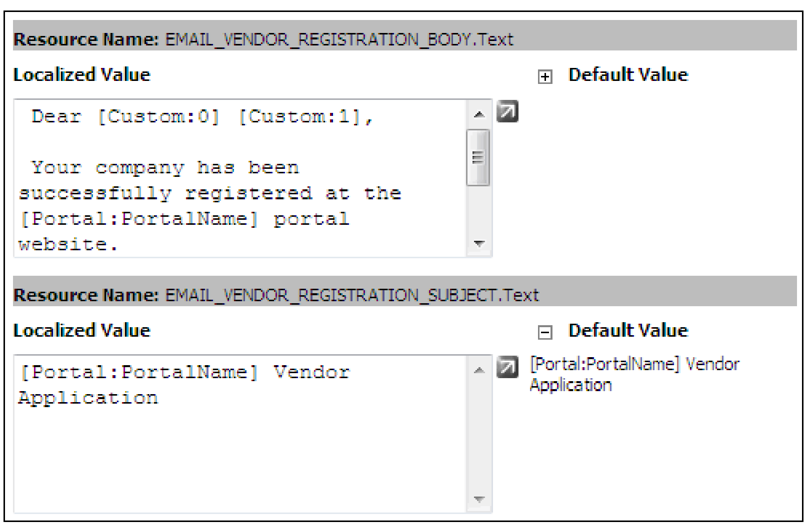
Editing the Administrator's Vendor Registration email message

Vendor Registration Email Message

The Vendor Registration email message is sent to a Vendor when their new Vendor account is created.

Here is the default value (default text) of this email message in the DNN core language pack:

> Dear [Custom:0] [Custom:1],
>
> [Custom:2] company has been successfully registered at [Portal:PortalName].
>
> Thank you,
>
> [Portal:PortalName]



Editing the Vendor Registration email

Error Messages

The Default 403_3 Error Message

Here is the default text for the 403_3 Error Message in the DNN core language pack:

> DotNetNuke Configuration Error {0} DotNetNuke has extensive file upload capabilities for content, modules, and skins. These features require custom security settings so that the application is able to create and remove files in your website.
>
> Using Windows Explorer, browse to the root folder of the website (C:\DotNetNuke by default). Right-click the folder and select Sharing and Security from the popup menu (Note: If you are using Windows XP you may need to Disable Simple File Sharing before these options are displayed). Select the Security tab. Add the appropriate User Account and set the Permissions.
>
> - **If using Windows 2000 - IIS5**
>   - the [SERVER]\ASPNET User Account must have Read, Write, and Change Control of the virtual root of your website.
> - **If using Windows 2003 - IIS6**
>   - the NT AUTHORITY\NETWORK SERVICE User Account must have Read, Write, and Change Control of the virtual root of your website.

The Default 404 Error Message

Here is the default text for the 404 Error Message in the DNN core language pack:

Domain Name {0} Does Not Exist In The Database

DNN supports multiple portals from a single database/codebase. It accomplishes this by converting the URL of the client Web browser Request to a valid PortalID in the Portals database table. The following steps describe the process:

1. **Web Server Processing**
   - When a web server receives a Request from a client Web browser, it compares the file name extension on the target URL resource to its Application Extension Mappings defined in IIS.
   - Based on the corresponding match, IIS then sends the Request to the defined Executable Path (aspnet_asapi.dll in the case of ASP.NET Requests).

- The aspnet_isapi.dll engine processes the Request in an ordered series of events beginning with Application_BeginRequest.

2. **HttpModule.URLRewrite OnBeginRequest (UrlRewriteModule.vb)**
    - The Request URL is parsed based on the "/" character A Domain Name is constructed using each of the relevant parsed URL segments.
      Examples:
      URL: http://www.domain.com/default.aspx = Domain Name: www.domain.com
      URL: http://209.75.24.131/default.aspx = Domain Name: 209.75.24.131
      URL: http://localhost/DotNetNuke/default.aspx = Domain Name: localhost/DotNetNuke
      URL: http://www.domain.com/virtualdirectory/default.aspx = Domain Name: www.d-omain.com/virtualdirectory
      URL: http://www.domain.com/directory/default.aspx = Domain Name: www.d-omain.com/directory
    - Using the Domain Name, the application queries the database (Portals table - PortalAlias field) to locate a matching record.
      Note: If there are multiple URLs which correspond to the same portal then the PortalAlias field must contain each valid Domain Name in a comma seperated list.
      Example: URL: http://localhost/DotNetNuke/default.aspx
      URL: http://MACHINENAME/DotNetNuke/default.aspx
      URL: http://209.32.134.65/DotNetNuke/default.aspx
      PortalAlias: localhost/DotNetNuke,MACHINENAME/DotNetNuke,209-.32.134.65/DotNetNuke

Note: If you are installing the application to a remote server you must modify the PortalAlias field value for the default record in the Portals table according to the rules defined above.

Portal Messages

License Text

The DotNetNuke License is displayed in the code of the site. It is not displayed on any page.

Here is the default value (default text) of this email message in the DNN core language pack:

> DotNetNuke® - http://www.dotnetnuke.com Copyright (c) 2002-2009 by DotNetNuke Corporation

Permission is hereby granted, free of charge, to any person obtaining a copy of this software and associated documentation files (the "Software"), to deal in the Software without restriction, including without limitation the rights to use, copy, modify, merge, publish, distribute, sublicense, and/or sell copies of the Software, and to permit persons to whom the Software is furnished to do so, subject to the following conditions:

The above copyright notice and this permission notice shall be included in all copies or substantial portions of the Software.

THE SOFTWARE IS PROVIDED "AS IS", WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT. IN NO EVENT SHALL THE AUTHORS OR COPYRIGHT HOLDERS BE LIABLE FOR ANY CLAIM, DAMAGES OR OTHER LIABILITY, WHETHER IN AN ACTION OF CONTRACT, TORT OR OTHERWISE, ARISING FROM, OUT OF OR IN CONNECTION WITH THE SOFTWARE OR THE USE OR OTHER DEALINGS IN THE SOFTWARE.

Portal Privacy Text

The Portal Privacy text is associated with the Privacy skin token.

This language file is located in the Language Editor Resources List under: Local Resources - Admin - Portal - App-LocalResources: Privacy.ascx

Here is the default value (default text) of this email message in the DNN core language pack:

[Portal:PortalName] is committed to protecting your privacy and developing technology that gives you the most powerful and safe online experience. This Statement of Privacy applies to the [Portal:PortalName] Web Site and governs data collection and usage. By using the [Portal:PortalName] Web Site, you consent to the data practices described in this statement.

Collection of your Personal Information

[Portal:PortalName] collects personally identifiable information, such as your e-mail address, name, home or work address or telephone number. [Portal:PortalName] also collects anonymous demographic information, which is not unique to you, such as your ZIP code, age, gender, preferences, interests and favorites.

There is also information about your computer hardware and software that is automatically collected by [Portal:PortalName]. This information can include: your IP address, browser type, domain names, access times and referring Web Site addresses. This information is used by [Portal:PortalName] for the operation of the service, to maintain quality of the service, and to provide general statistics regarding use of the [Portal:PortalName] Web Site.

Please keep in mind that if you directly disclose personally identifiable information or personally sensitive data through [Portal:PortalName] public message boards, this information may be collected and used by others. Note: [Portal:PortalName] does not read any of your private online communications.

[Portal:PortalName] encourages you to review the privacy statements of Web Sites you choose to link to from [Portal:PortalName] so that you can understand how those Web Sites collect, use and share your information. [Portal:PortalName] is not responsible for the privacy statements or other content on Web Sites outside of the [Portal:PortalName] and [Portal:PortalName] family of Web Sites.

Use of your Personal Information

[Portal:PortalName] collects and uses your personal information to operate the [Portal:PortalName] Web Site and deliver the services you have requested. [Portal:PortalName] also uses your personally identifiable information to inform you of other products or services available from [Portal:PortalName] and its affiliates. [Portal:PortalName] may also contact you via surveys to conduct research about your opinion of current services or of potential new services that may be offered.

[Portal:PortalName] does not sell, rent or lease its customer lists to third parties. [Portal:PortalName] may, from time to time, contact you on behalf of external business partners about a particular offering that may be of interest to you. In those cases, your unique personally identifiable information (e-mail, name, address, telephone number) is not transferred to the third party. In addition, [Portal:PortalName] may share data with trusted partners to help us perform statistical analysis, send you email or postal mail, provide customer support, or arrange for deliveries. All such third parties are prohibited from using your personal information except to provide these services to [Portal:PortalName], and they are required to maintain the confidentiality of your information.

[Portal:PortalName] does not use or disclose sensitive personal information, such as race, religion, or political affiliations, without your explicit consent.

[Portal:PortalName] keeps track of the Web Sites and pages our customers visit within [Portal:PortalName], in order to determine what [Portal:PortalName] services are the most popular. This data is used to deliver customized content and advertising within [Portal:PortalName] to customers whose behavior indicates that they are interested in a particular subject area. [Portal:PortalName] Web Sites will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on [Portal:PortalName] or the site; (b) protect and defend the rights or property of [Portal:PortalName]; and, (c) act under exigent circumstances to protect the personal safety of users of [Portal:PortalName], or the public.

Use of Cookies

The [Portal:PortalName] Web Site use "cookies" to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. The purpose of a cookie is to tell the Web server that you have returned to a specific page. For example, if you personalize [Portal:PortalName] pages, or register with [Portal:PortalName] site or services, a cookie helps [Portal:PortalName] to recall your specific information on subsequent visits. This simplifies the process of recording your personal information, such as billing addresses, shipping addresses, and so on. When you return to the same [Portal:PortalName] Web Site, the information you previously provided can be retrieved, so you can easily use the [Portal:PortalName] features that you customized.

You have the ability to accept or decline cookies. Most Web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you choose to decline cookies, you may not be able to fully experience the interactive features of the [Portal:PortalName] services or Web Sites you visit.

Security of your Personal Information

[Portal:PortalName] secures your personal information from unauthorized access, use or disclosure. [Portal:PortalName] secures the personally identifiable information you provide on computer servers in a controlled, secure environment, protected from unauthorized access, use or disclosure. When personal information (such as a credit card number) is transmitted to other Web Sites, it is protected through the use of encryption, such as the Secure Socket Layer (SSL) protocol.

Changes to this Statement

[Portal:PortalName] will occasionally update this Statement of Privacy to reflect company and customer feedback. [Portal:PortalName] encourages you to periodically review this Statement to be informed of how [Portal:PortalName] is protecting your information.

Contact Information

[Portal:PortalName] welcomes your comments regarding this Statement of Privacy. If you believe that [Portal:PortalName] has not adhered to this Statement, please contact [Portal:PortalName] at [Portal:Email]. We will use commercially reasonable efforts to promptly determine and remedy the problem.

Portal Terms Text

The Portal Terms text is associated with the Terms skin token.

Here is the default value (default text) of this email message in the DNN core language pack:

AGREEMENT BETWEEN USER AND [Portal:PortalName]

The [Portal:PortalName] Web Site is comprised of various Web pages operated by [Portal:PortalName].

The [Portal:PortalName] Web Site is offered to you conditioned on your acceptance without modification of the terms, conditions, and notices contained herein. Your use of the [Portal:PortalName] Web Site constitutes your agreement to all such terms, conditions, and notices.

MODIFICATION OF THESE TERMS OF USE

[Portal:PortalName] reserves the right to change the terms, conditions, and notices under which the [Portal:PortalName] Web Site is offered, including but not limited to the charges associated with the use of the [Portal:PortalName] Web Site.

LINKS TO THIRD PARTY SITES

The [Portal:PortalName] Web Site may contain links to other Web Sites ("Linked Sites"). The Linked Sites are not under the control of [Portal:PortalName] and [Portal:PortalName] is not responsible for the contents of any Linked Site, including without limitation any link contained in a Linked Site, or any changes or updates to a Linked Site. [Portal:PortalName] is not responsible for webcasting or any other form of transmission received from any Linked Site. [Portal:PortalName] is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement by [Portal:PortalName] of the site or any association with its operators.

NO UNLAWFUL OR PROHIBITED USE

As a condition of your use of the [Portal:PortalName] Web Site, you warrant to [Portal:PortalName] that you will not use the [Portal:PortalName] Web Site for any purpose that is unlawful or prohibited by these terms, conditions, and notices. You may not use the [Portal:PortalName] Web Site in any manner which could damage, disable, overburden, or impair the [Portal:PortalName] Web Site or interfere with any other party's use and enjoyment of the [Portal:PortalName] Web Site. You may not obtain or attempt to obtain any materials or information through any means not intentionally made available or provided for through the [Portal:PortalName] Web Sites.

USE OF COMMUNICATION SERVICES

The [Portal:PortalName] Web Site may contain bulletin board services, chat areas, news groups, forums, communities, personal web pages, calendars, and/or other message or communication facilities designed to enable you to communicate with the public at large or with a group (collectively, "Communication Services"), you agree to use the Communication Services only to post, send and receive messages and material that are proper and related to the particular Communication Service. By way of example, and not as a limitation, you agree that when using a Communication Service, you will not:

- Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others.
- Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, infringing, obscene, indecent or unlawful topic, name, material or information.
- Upload files that contain software or other material protected by intellectual property laws (or by rights of privacy of publicity) unless you own or control the rights thereto or have received all necessary consents.
- Upload files that contain viruses, corrupted files, or any other similar software or programs that may damage the operation of another's computer.
- Advertise or offer to sell or buy any goods or services for any business purpose, unless such Communication Service specifically allows such messages.
- Conduct or forward surveys, contests, pyramid schemes or chain letters.
- Download any file posted by another user of a Communication Service that you know, or reasonably should know, cannot be legally distributed in such manner.
- Falsify or delete any author attributions, legal or other proper notices or proprietary designations or labels of the origin or source of software or other material contained in a file that is uploaded.
- Restrict or inhibit any other user from using and enjoying the Communication Services.
- Violate any code of conduct or other guidelines which may be applicable for any particular Communication Service.
- Harvest or otherwise collect information about others, including e-mail addresses, without their consent.
- Violate any applicable laws or regulations.

[Portal:PortalName] has no obligation to monitor the Communication Services. However, [Portal:PortalName] reserves the right to review materials posted to a Communication Service and to remove any materials in its sole discretion. [Portal:PortalName] reserves the right to terminate your access to any or all of the Communication Services at any time without notice for any reason whatsoever.

[Portal:PortalName] reserves the right at all times to disclose any information as necessary to satisfy any applicable law, regulation, legal process or governmental request, or to edit, refuse to post or to remove any information or materials, in whole or in part, in [Portal:PortalName]'s sole discretion.

Always use caution when giving out any personally identifying information about yourself or your children in any Communication Service. [Portal:PortalName] does not control or endorse the content, messages or information found in any Communication Service and, therefore, [Portal:PortalName] specifically disclaims any liability with regard to the Communication Services and any actions resulting from your participation in any Communication Service. Managers and hosts are not authorized [Portal:PortalName] spokespersons, and their views do not necessarily reflect those of [Portal:PortalName].

Materials uploaded to a Communication Service may be subject to posted limitations on usage, reproduction and/or dissemination. You are responsible for adhering to such limitations if you download the materials.

MATERIALS PROVIDED TO [Portal:PortalName] OR POSTED AT ANY [Portal:PortalName] WEB SITE

[Portal:PortalName] does not claim ownership of the materials you provide to [Portal:PortalName] (including feedback and suggestions) or post, upload, input or submit to any [Portal:PortalName] Web Site or its associated services (collectively "Submissions"). However, by posting, uploading, inputting, providing or submitting your Submission you are granting [Portal:PortalName], its affiliated companies and necessary sublicensees permission to use your Submission in connection with the operation of their Internet businesses including, without limitation, the rights to: copy, distribute, transmit, publicly display, publicly perform, reproduce, edit, translate and reformat your Submission; and to publish your name in connection with your Submission.

No compensation will be paid with respect to the use of your Submission, as provided herein. [Portal:PortalName] is under no obligation to post or use any Submission you may provide and may remove any Submission at any time in [Portal:PortalName]'s sole discretion.

By posting, uploading, inputting, providing or submitting your Submission you warrant and represent that you own or otherwise control all of the rights to your Submission as described in this section including, without limitation, all the rights necessary for you to provide, post, upload, input or submit the Submissions.

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See Notice and Procedure for Making Claims of Copyright Infringement.

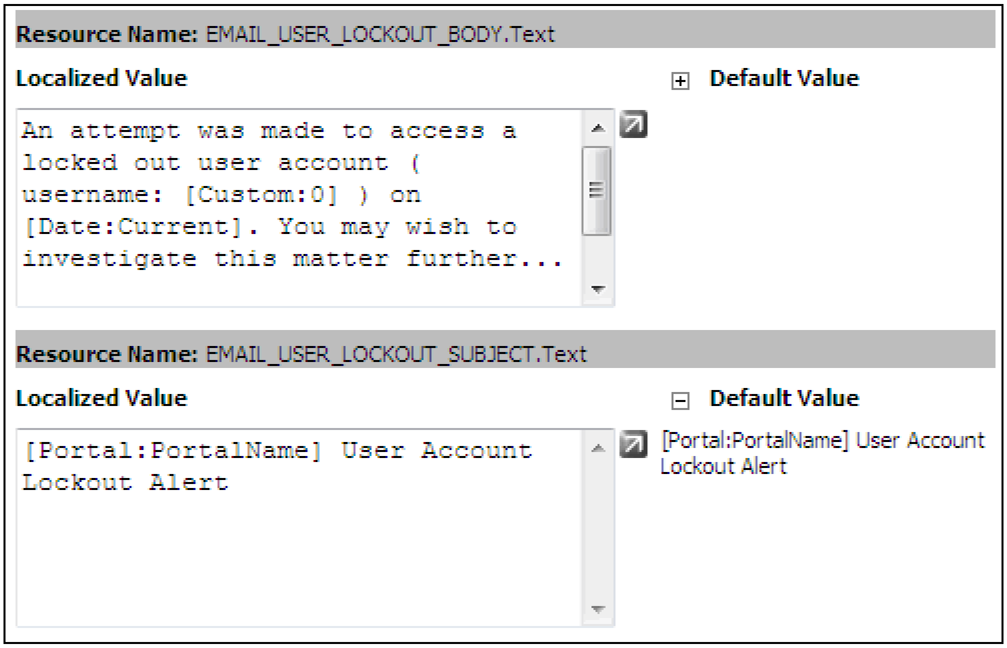
User Lockout Email Message

The User Lockout email message is sent to the primary site Administrator when a user is locked out of their account.

Here is the default value (default text) of this email message in the DNN core language pack:

An attempt was made to access a locked out user account (username: [Custom:0]) on [Date:Current]. You may wish to investigate this matter further...

Thank you,
[Portal:PortalName]

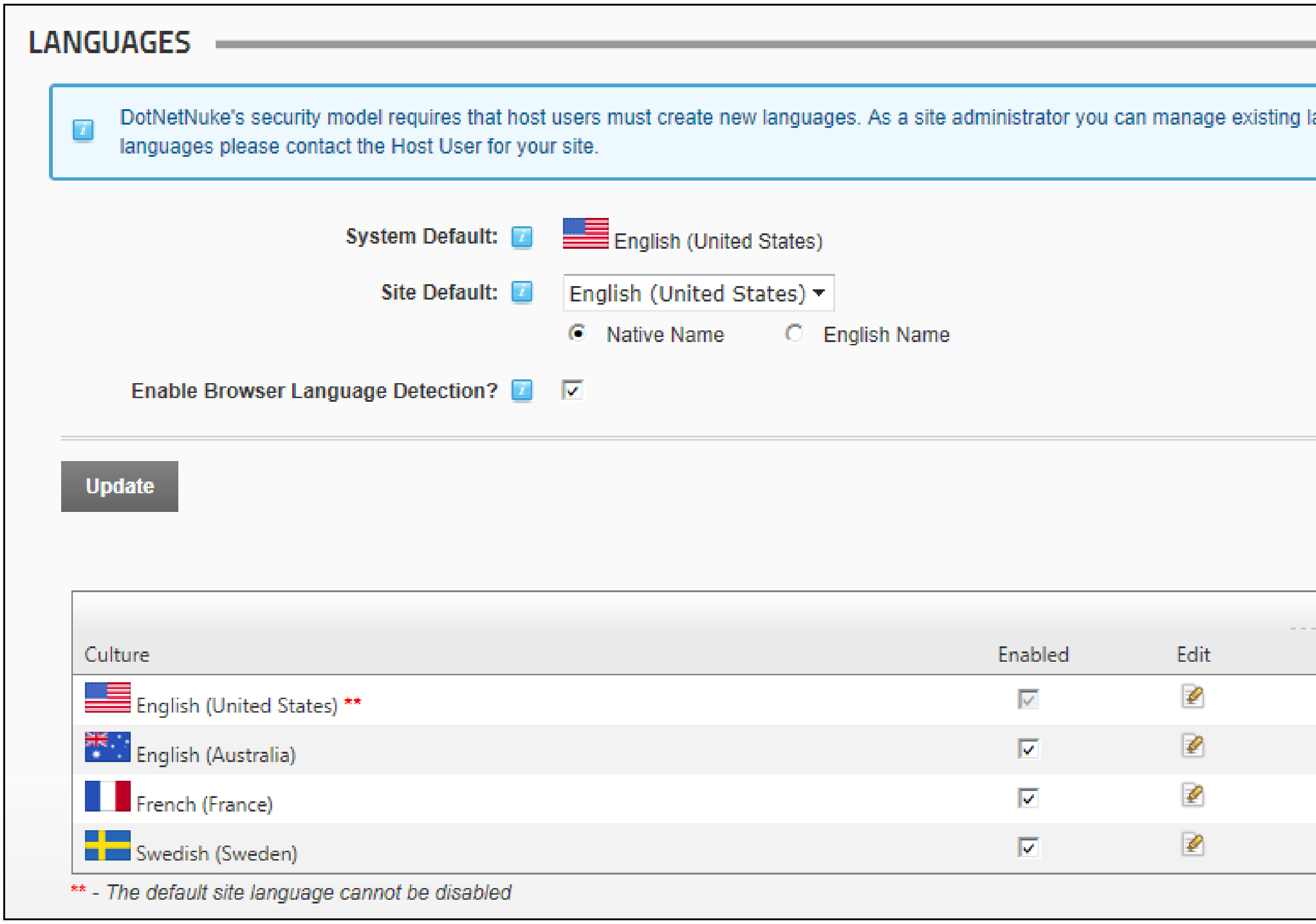


Editing the User Lockout email

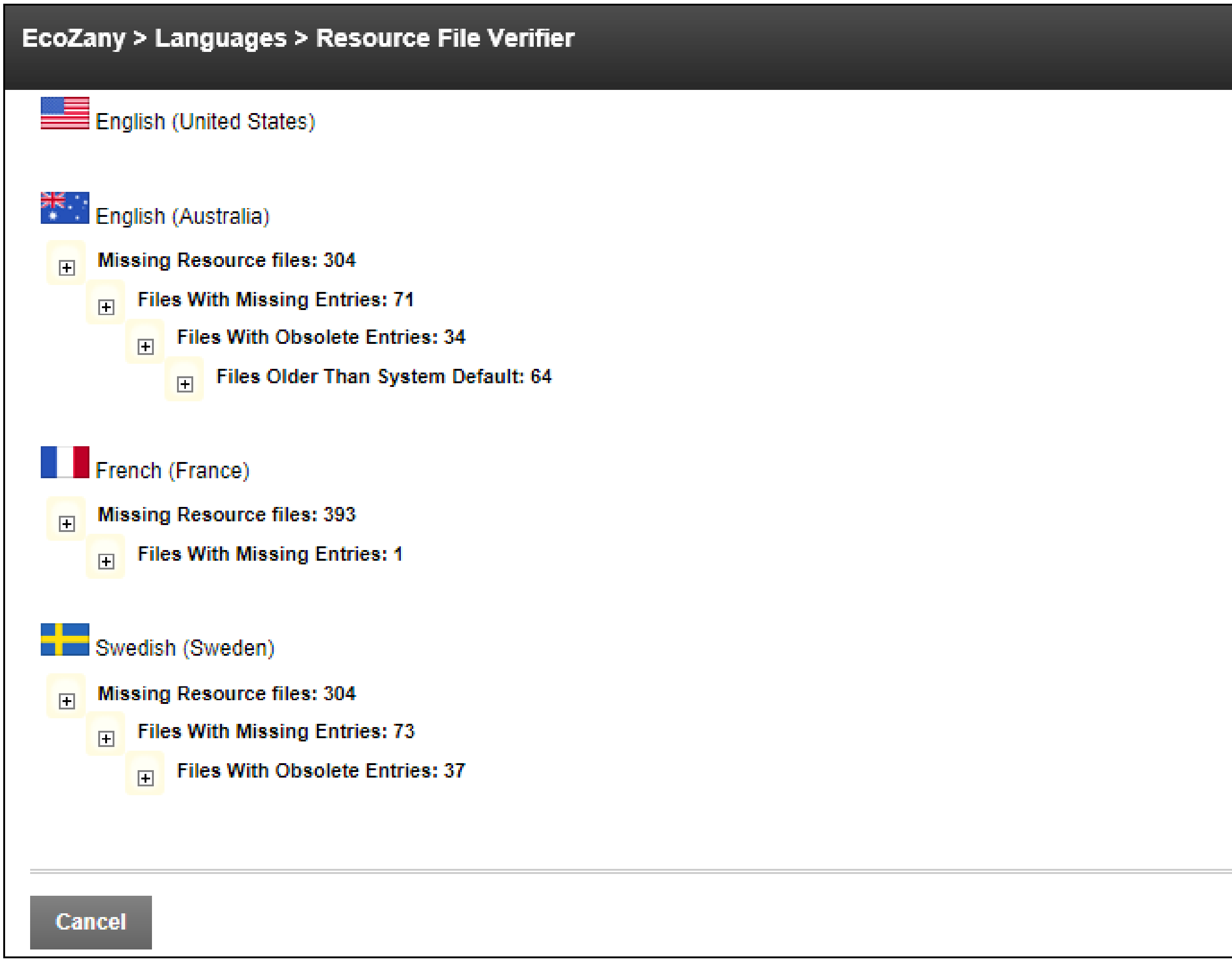
Adding/Editing the Login Message

How to edit the login instructions displayed on the Account Login module using the Languages module. No message is displayed by default.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. In the **Static Resources** - **Site** column, click the **Edit** button beside the language file to be edited. This displays GlobalResources.Portal-0.resx at Selected Resource File as the files ready for editing. Note: This is where you will find the files most commonly desired for editing such as site and email messages.



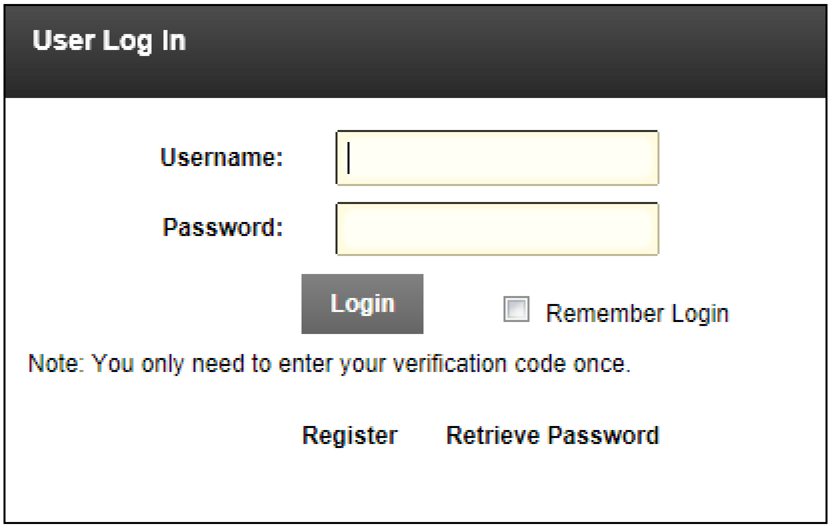
3. Find (Crtl + F) **Resource Name: MESSAGE_LOGIN_INSTRUCTIONS.Text**. Note: If Paging is enabled then it may be located on a subsequent page.
4. To edit the message, perform one of the following options:
   - Edit the message body using HTML tags in the Localized Value text box below



- OR -

- Click the **Edit** button. This displays the message "All unsaved changes will be lost if you continue. Are you sure you want to continue?"
  1. Click the **OK** button.
  2. Enter your new message into the RTE ensuring you include the replacement tokens displayed at Default Value.
  3. Click the Update link to return to the Language Editor.

5. **Optional.** To edit the subject associated with email message language files, edit the associated Subject resource file which will be listed above the Body resource file.
6. Click the Save Resource File link.
7. **Optional.** Repeat all of the above steps to update this message for another language.

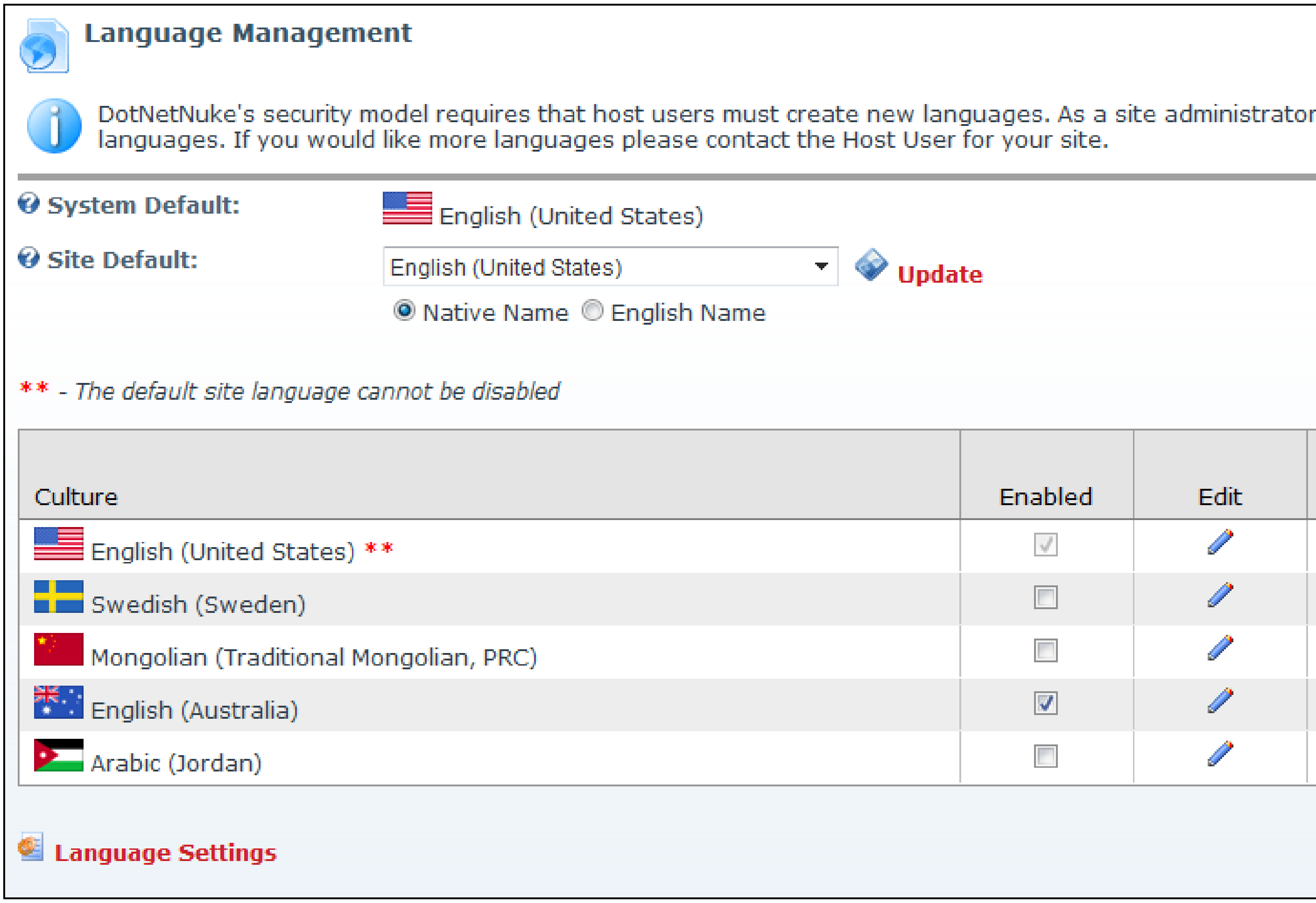


Login Instructions on the User Log In page

Editing Privacy and Terms of Use Statements

How to edit the Privacy statement and/or the Terms of Use Statements using the Languages module. No message is displayed by default. See See "Portal Privacy Text"

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. In the **Static Resources** - **Site** column, click the **Edit** button beside the language file to be edited. This displays GlobalResources.Portal-0.resx at Selected Resource File as the files ready for editing. Note: This is where you will find the files most commonly desired for editing such as portal and email messages.



3. Find **Resource Name: MESSAGE_PORTAL_PRIVACY.Text** or **MESSAGE_PORTAL_TERMS.Text** as desired. Note: If Paging is enabled then it may be located on a subsequent page. See See "Configuring Language Settings for a Site"
4. To edit the message, perform one of the following options:
   - Edit the message body using HTML tags in the Localized Value text box below

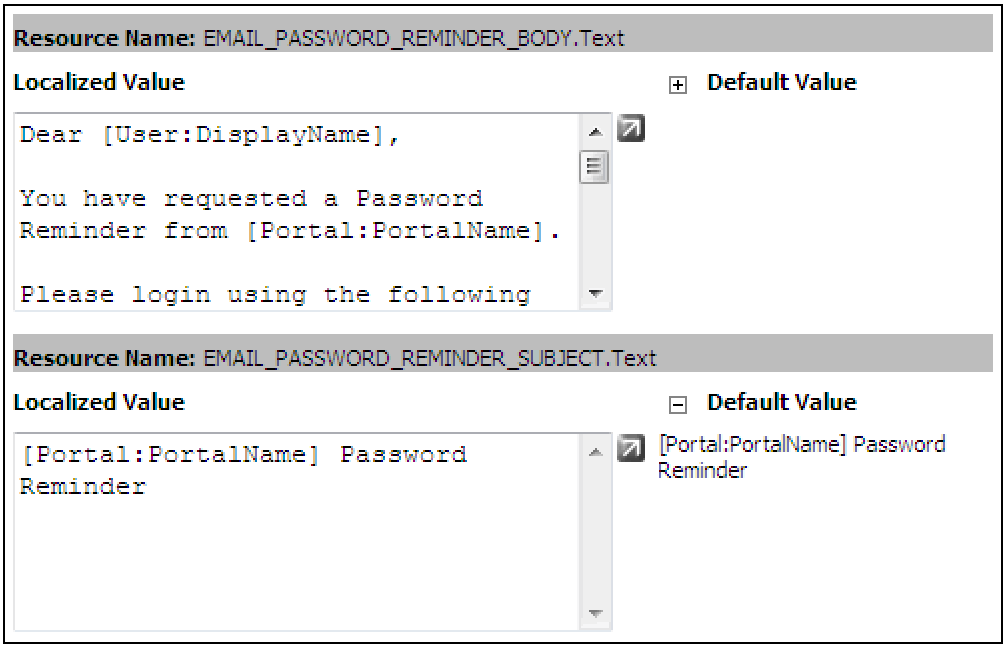
     - OR -
   - Click the **Edit** button. This displays the message "All unsaved changes will be lost if you continue. Are you sure you want to continue?"
     a. Click the **OK** button.
     b. Enter your new message into the RTE ensuring you include the replacement tokens displayed at Default Value.
     c. Click the Update link to return to the Language Editor.

5. **Optional.** To edit the subject associated with email message language files, edit the associated Subject resource file which will be listed above the Body resource file.
6. Click the **Update** button.
7. **Optional.** Repeat all of the above steps to update this message for another language.

Editing the Password Reminder Email

How to edit the message sent to users when they request a password reminder.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Click the **Language Editor** link.
3. At **Available Locales**, select a language from the drop down list. The related email messages will be displayed below.
4. Go to **Resource Name: EMAIL_PASSWORD_REMINDER_BODY.Text**. A quick way to do this is to use the Find (Ctrl + F) feature of your Web browser.
5. To view the current details click the **Maximize** button at **Default Value**.
6. To edit the message, perform one of the following options:
7. Edit the message body using HTML tags in the Localized Value text box below
   - OR -
   a. Click the **Edit** button. This displays the message "All unsaved changes will be lost if you continue. Are you sure you want to continue?"
   b. Click the **OK** button.
   c. Copy, Paste and Edit the default value into the RTE, or enter your new message into the RTE ensuring you include the replacement tokens displayed at Default Value.
   d. Click the Update link to return to the Language Editor.
8. To edit the email subject go to **Resource Name: EMAIL_PASSWORD_REMINDER_SUB-JECT.Text** which is the next field down the list.
9. Edit the subject in the **Localized Value** text box.



10. Click the Update link.
11. Repeat all of the above steps to update this message for another language.

Overview of the Type of Language Files

The Core Language Pack included with DNN includes language files which can be modified. Here's a list of the types of language files which can be edited using the Languages module.

- **Actions**: The names given to common actions such as clear cache, delete module, edit module.
- **Strings**: String resources are the names attributed Admin and Host pages, Banner types and Permission to Deploy modules.
- **Error Messages**: Messages which appear when an error occurs.
- **Email Messages**: Email messages are sent by DNN when users request password reminders, subscribe to a role, etc. They can also be message to editors or Administrators confirming actions such as deleting user accounts or sending newsletters.
- **Text**: Text language files.

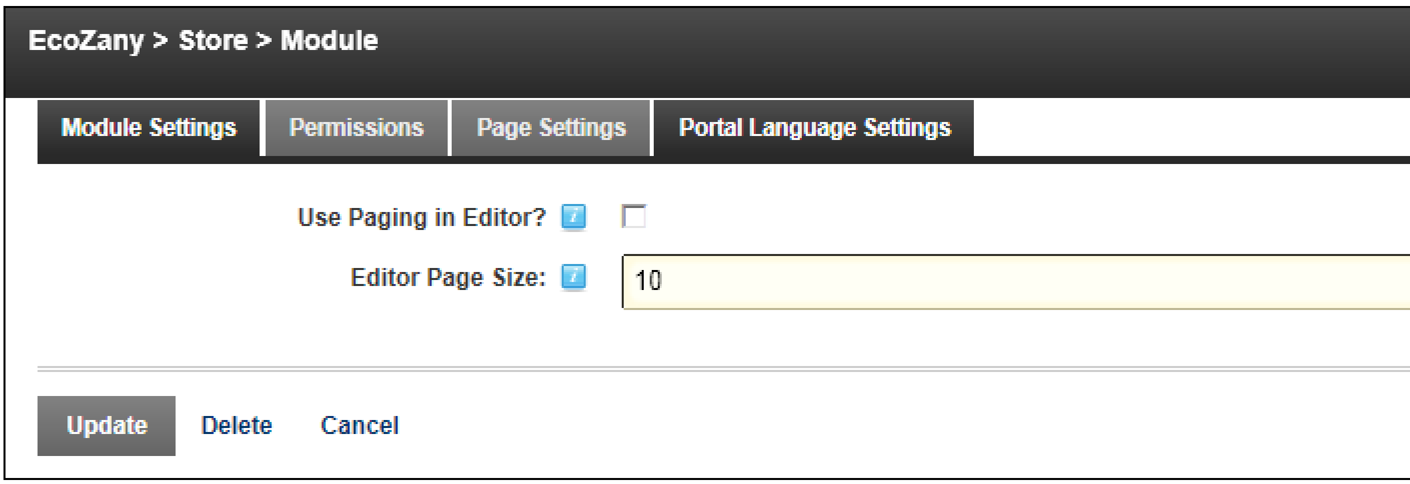
Module Editors

Configuring Language Settings for a Site

How to configure language settings for a single site.

Permissions. Users must have Edit / Add Content permissions to the page.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Select **Settings** from the module actions menu.
3. Select the **Website Language Settings** tab.
4. At **Use Paging in Editor?**, select from these options:
   - Check the check box to enable paging which is disabled by default. Use paging to reduce the size of the page.
     a. At **Editor Page Size** enter the number of items to be displayed on each page of the editor. The default setting is 10.
   - Uncheck the check box to disable paging.



5. Click the **Update** button.

Related Topics:

- See "About the Pager"

Creating Localized Pages for a Language

How to create localized pages for a language which is already added to your site but is not enabled using the Languages module.

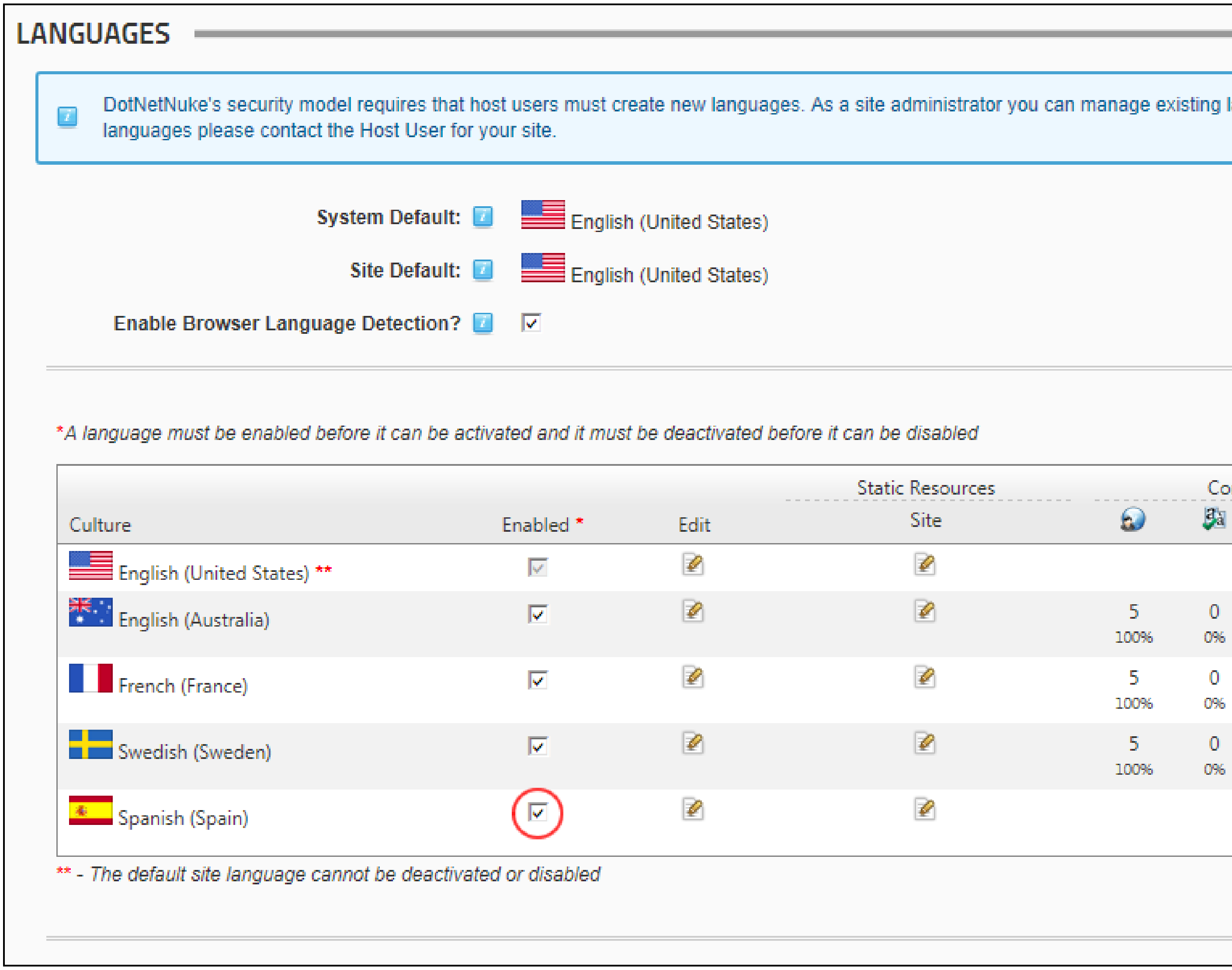
Prerequisites. Localized content must be enabled. See "Enabling Localized Content"

Permissions. All users who are authorized to Edit / Add Content to the Languages module.

Note 1: Localized pages are created for all enabled languages when localized content is initially enabled. This tutorial applies to languages which were not enabled when localized content was enabled.

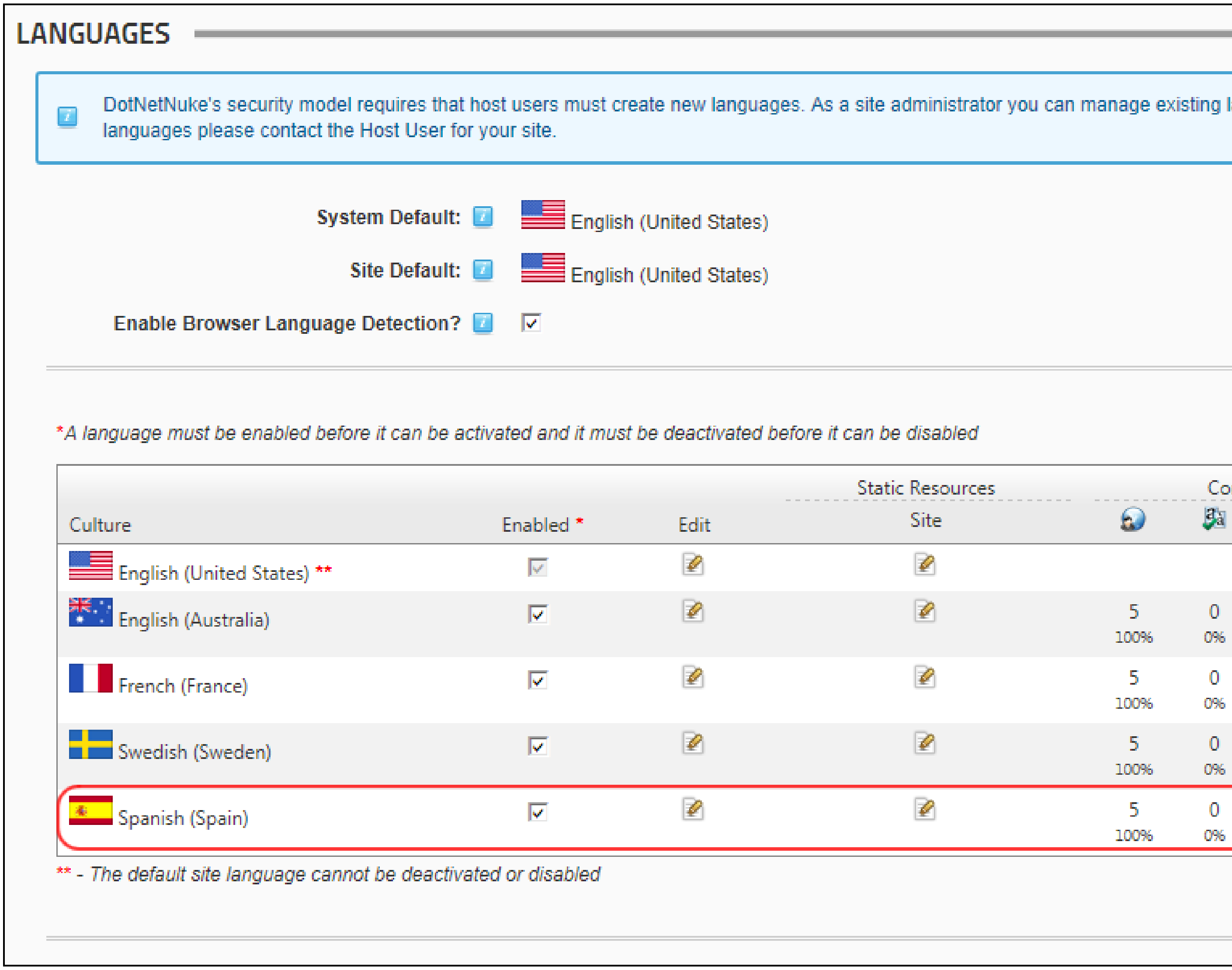
Note 2: If the language has not yet been added to your site, you will required the Host to add it. In this scenario, localized content is automatically created when the Host adds the language. This occurs because languages are automatically enabled when added and localized content is created for all enabled languages.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. In the **Enabled** column of the Culture grid, check the check box beside the required language.



3. Localized pages are now created and displayed for this language as shown below. A translator role (titled Translator and then appended with the country code. E.g. Translator (EN-AU)) has also

been created for this language. Users will need to be added to this role. See "Adding A User to a Role"



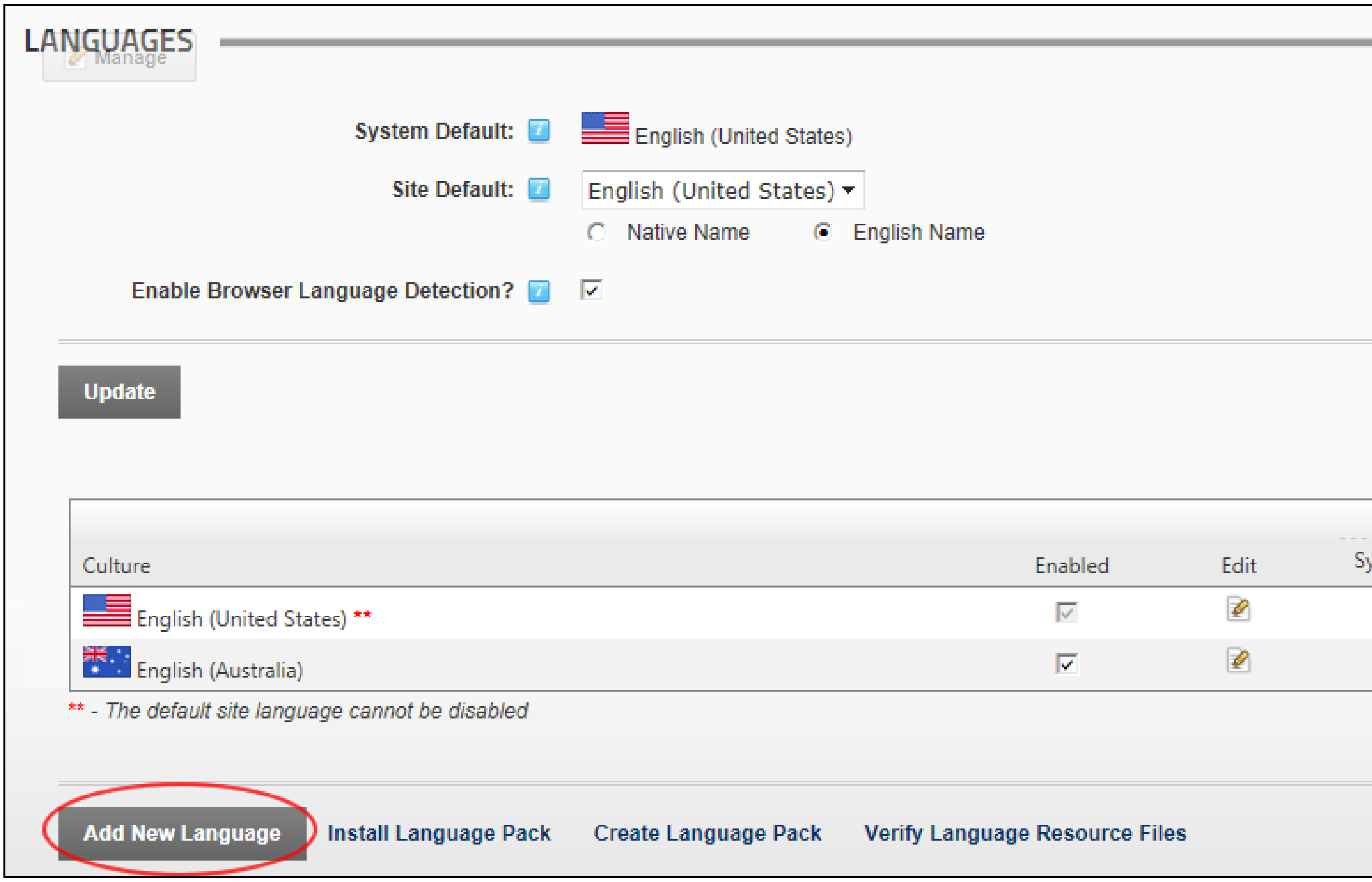
Next Step: You are now ready to begin translations. See "Translating a Page"

SuperUsers

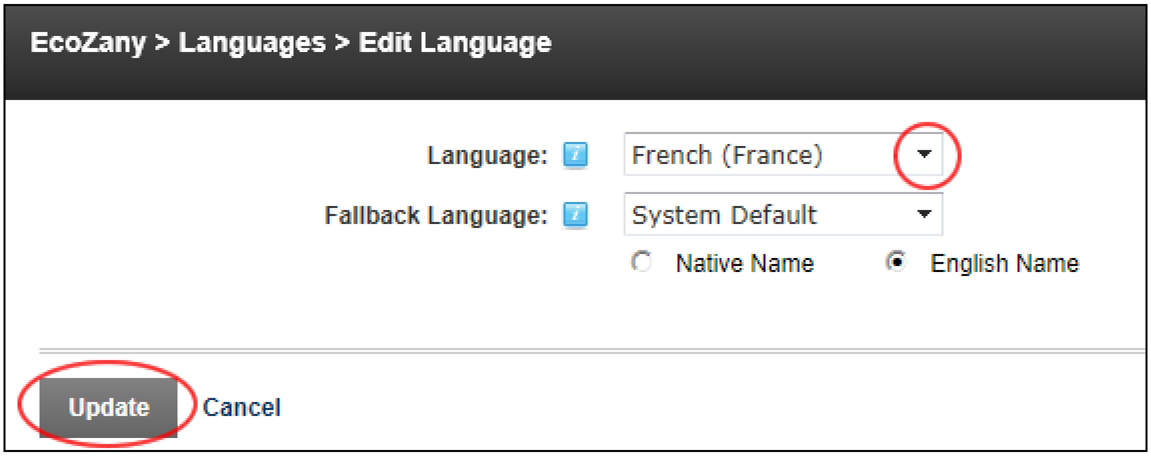
Adding a New Language

How to add a new language to a site using the Languages module. A comprehensive suite of languages are available. If the required language is not listed, or you have a custom language pack, you can instead install a language. See See "Installing a Language Pack"

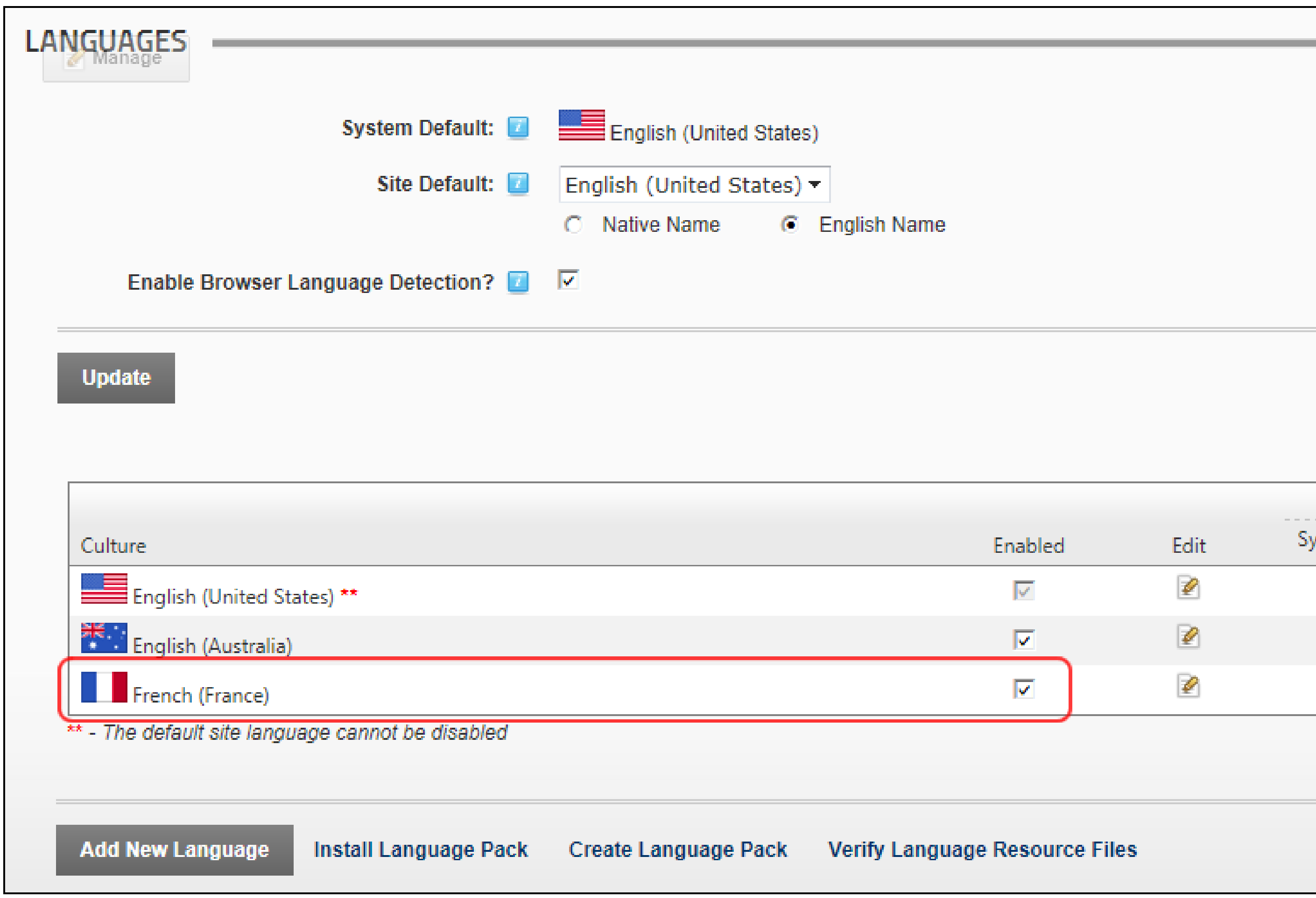
1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Click the Add New Language link. This will open the Edit Language page.



3. **Optional.** Select either **Native Name** or **English Name** to view language list accordingly. Native name will show the culture language in the native spelling and alphabet (e.g. français (France)) whereas English Name will display language and country in English (e.g. France (France)).
4. At **Language**, select the language from the drop down list.
5. At **Fallback Language**, select the fallback language from the drop down list.
6. Click the **Update** button.



6. The newly added language is now displayed in the Culture grid. Note: The new language is automatically enabled.

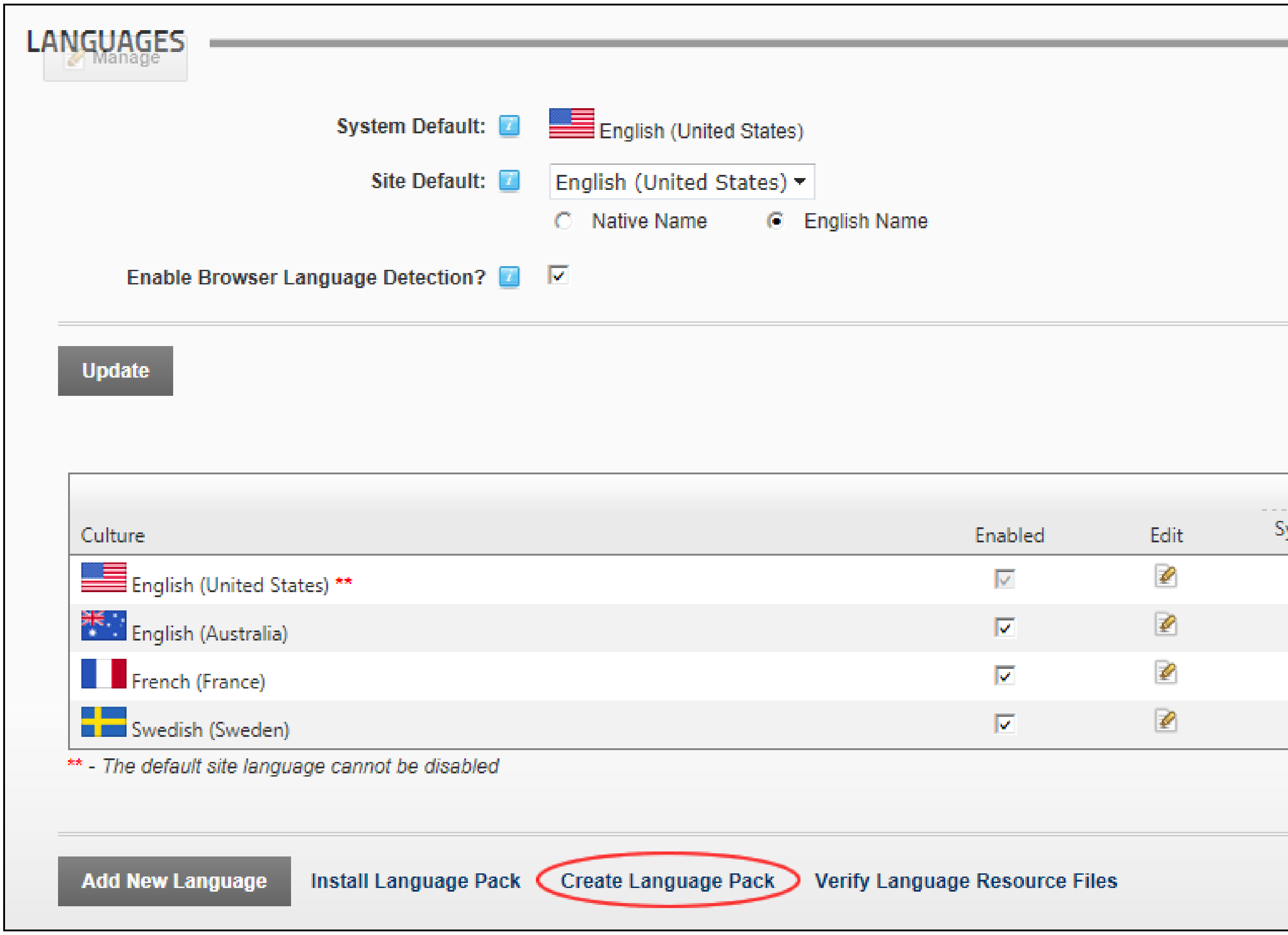


The Newly Added Language Is Automatically Enabled

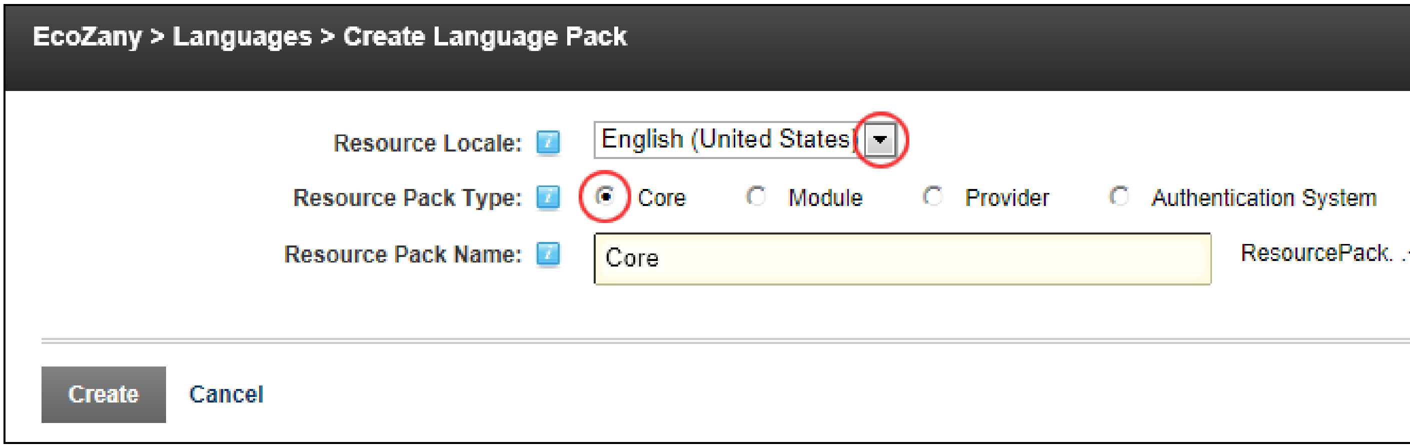
Creating a Core Language Pack

How to create a core language pack using the Languages module.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Click the Create Language Pack link.



3. At **Resource Locale**, select the locale that want to generate the language pack for.
4. At **Resource Pack Type**, select **Core**.
5. **Optional.** In the **Resource Pack Name** text box, modify the name of the generated resource pack. Note: Part of the name is fixed.

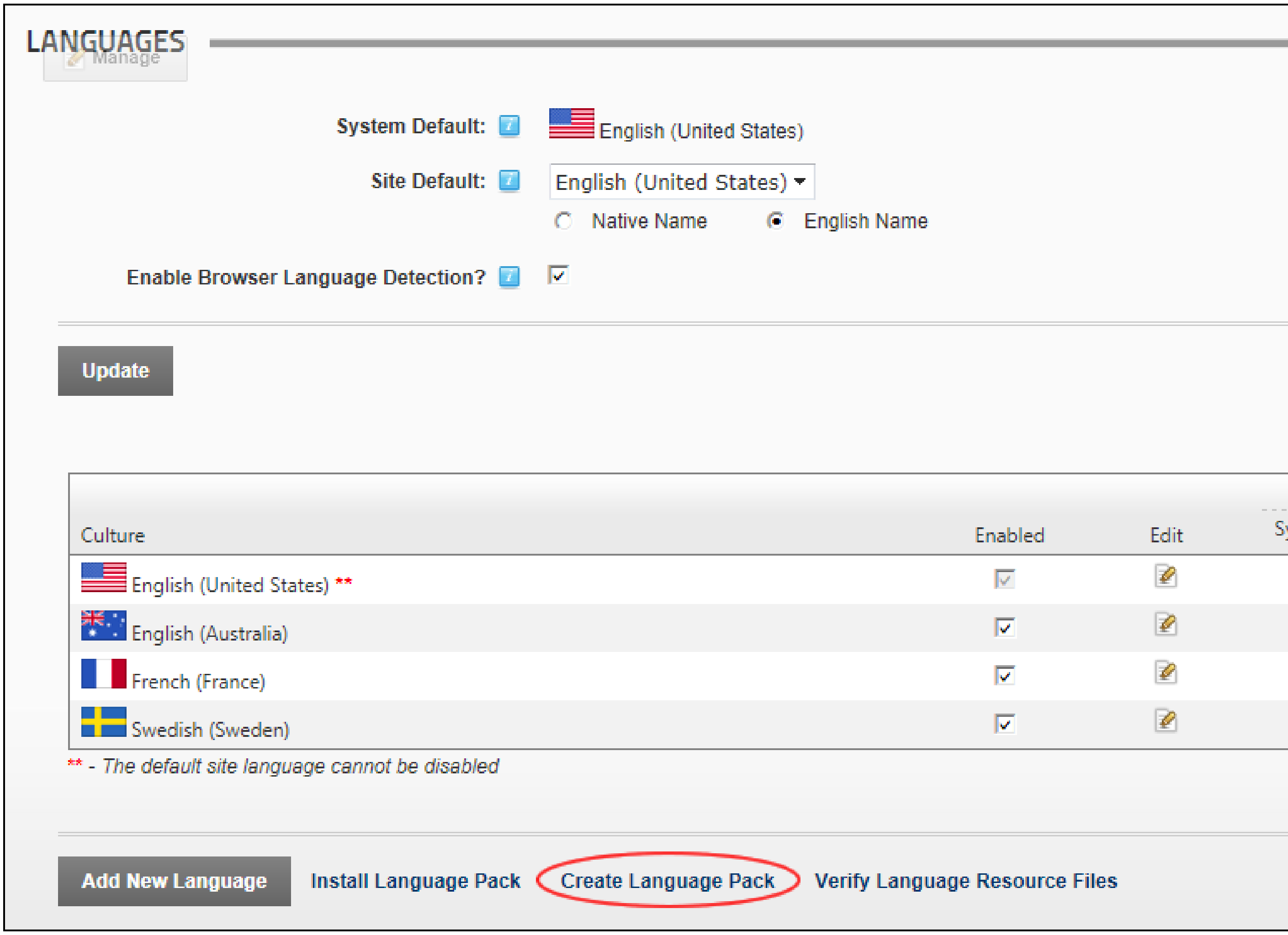


6. Click the Create link. This displays a success message with details of where the file is located.

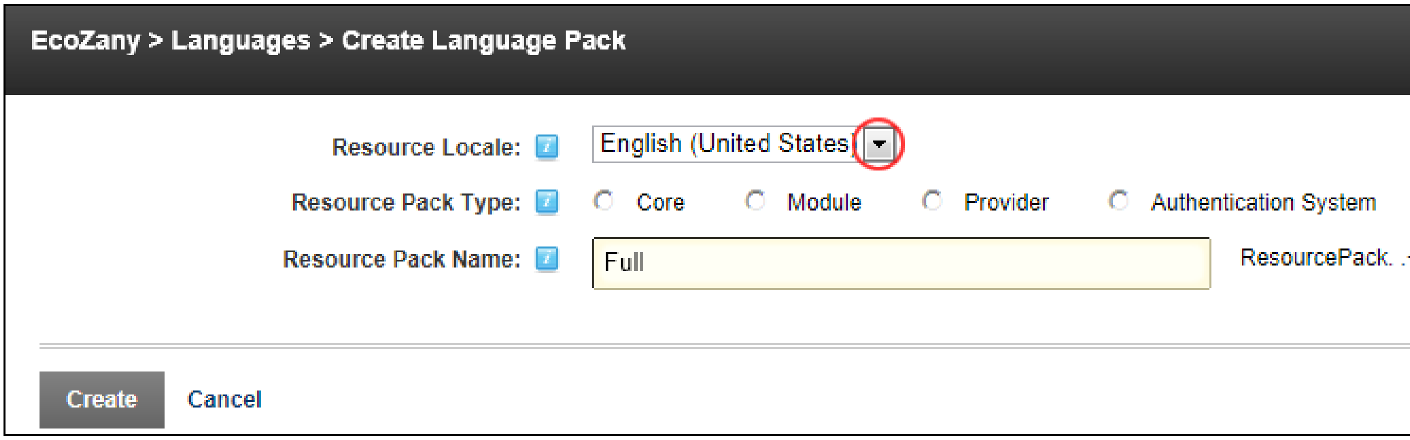
Creating a Full Language Pack

How to create a full language pack using the Languages module.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Click the Create Language Pack link.



3. At **Resource Locale**, select the locale that want to generate the language pack for.
4. At **Resource Pack Type**, select **Full**.
5. **Optional.** In the **Resource Pack Name** text box, modify the name of the generated resource pack. Note: Part of the name is fixed.

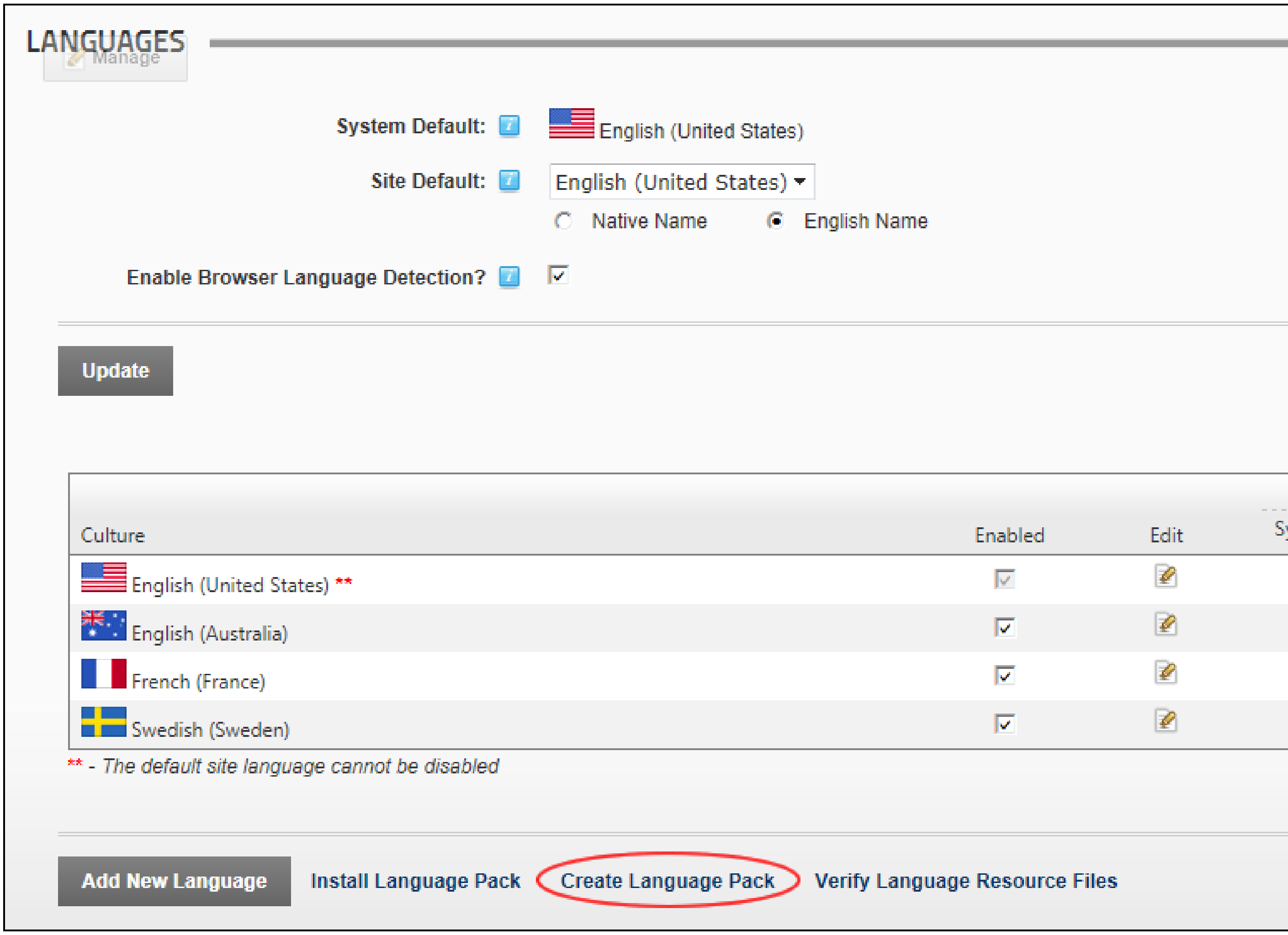


6. Click the Create link. This displays a success message with details of where the file is located.

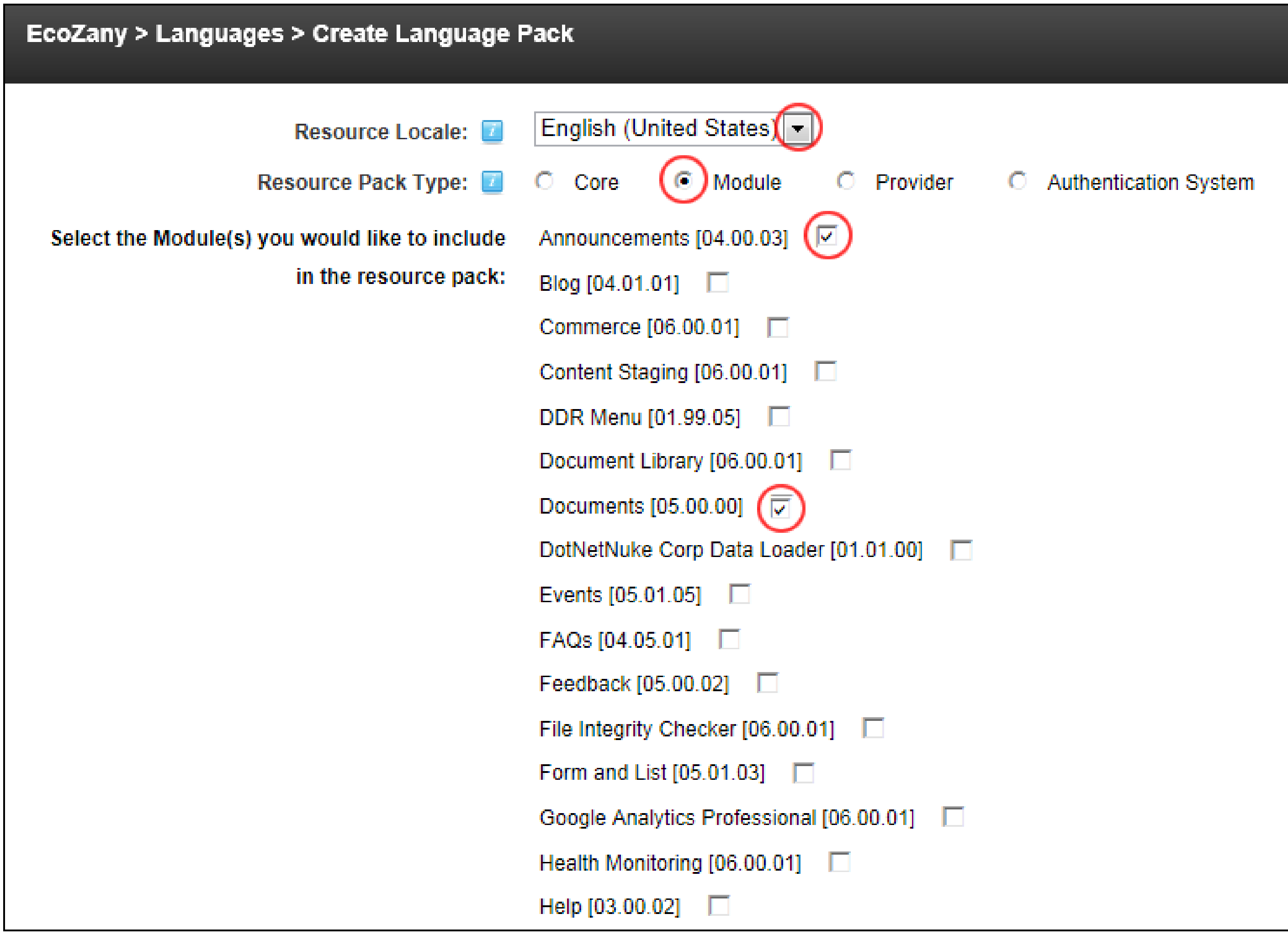
Creating a Module Language Pack

How to create a module language pack using the Languages module.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Click the Create Language Pack link.



3. At **Resource Locale**, select the locale that want to generate the language pack for.
4. At **Resource Pack Type**, select **Module**.
5. At **Select the Module(s) you would like to include in the resource pack**, Select each of the modules to be included in the resource pack.

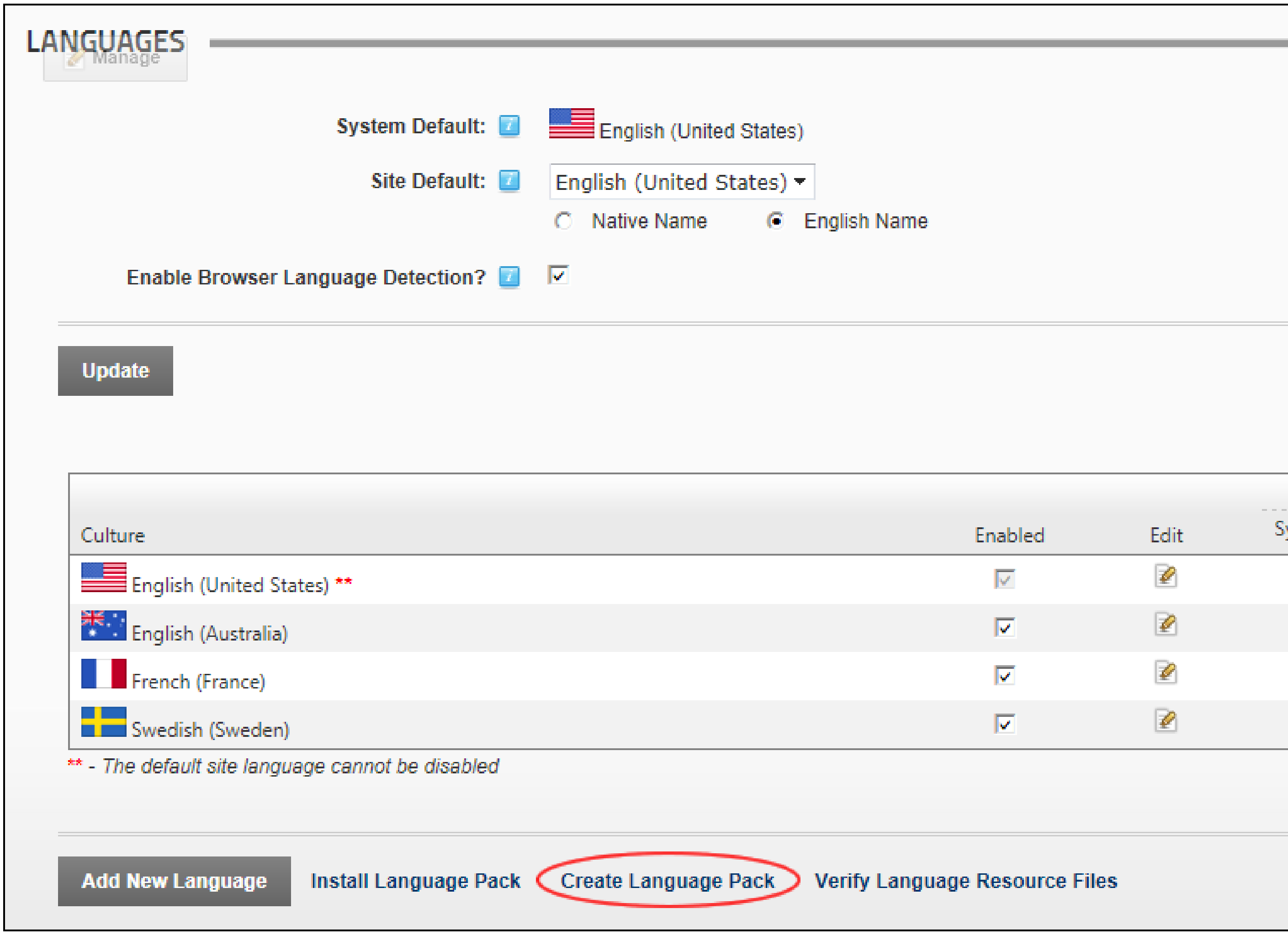


6. Click the Create link. This displays a success message with details of where the file is located.

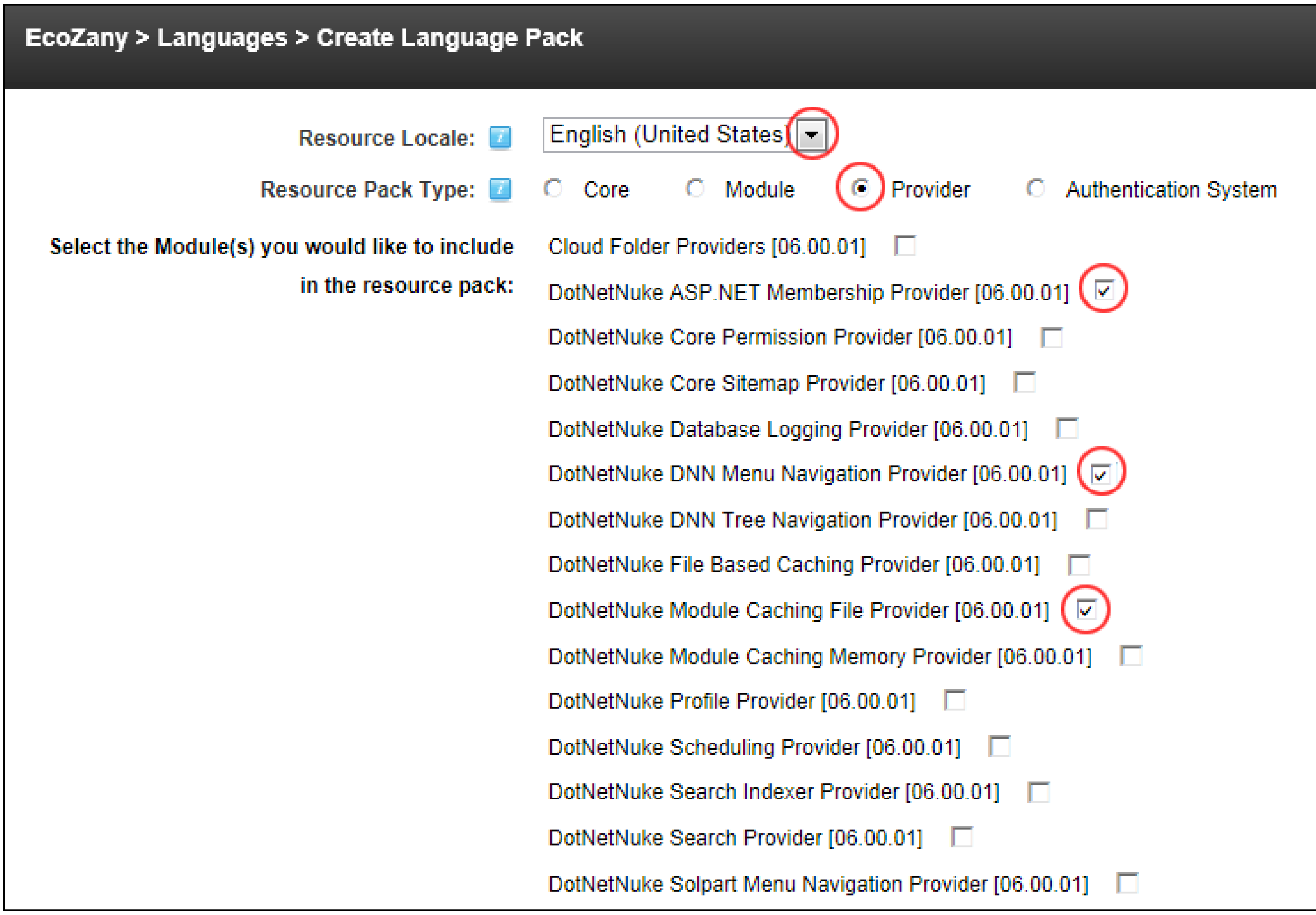
Creating a Provider Language Pack

How to create a provider language pack using the Languages module.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Click the Create Language Pack link.



3. At **Resource Locale**, select the locale that want to generate the language pack for.
4. At **Resource Pack Type**, select **Provider**.
5. At **Select the Module(s) you would like to include in the resource pack**, select each of the providers to be included in the resource pack.

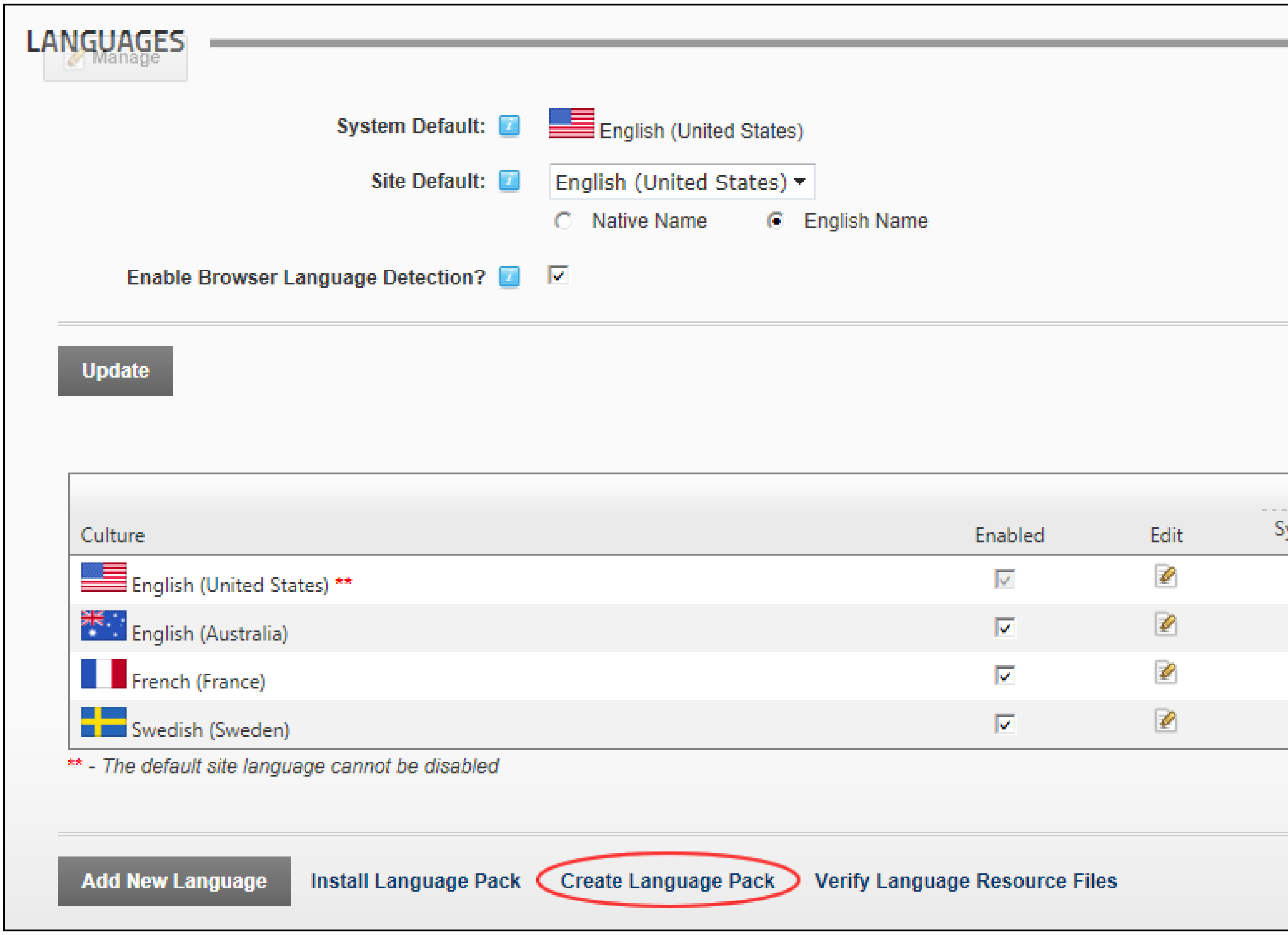


6. Click the Create link. This displays a success message with details of where the file is located.

Creating an Authentication System Language Pack

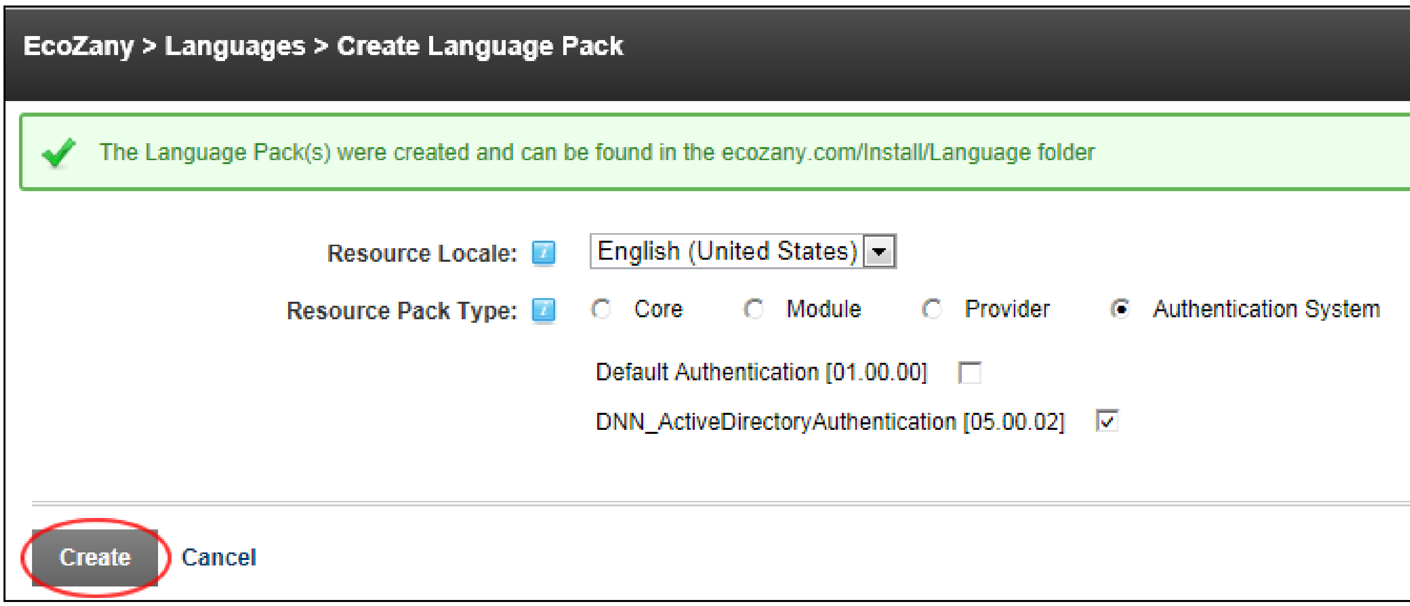
How to create an authentication system language pack using the Languages module.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Click the Create Language Pack link.



3. At **Resource Locale**, select the locale you want to generate the language pack for.
4. At **Resource Pack Type**, select **Authentication System**.
    a. Select each of the authentication systems to include in the resource pack.

5. Click the Create link. This displays a success message with details of where the file is located.



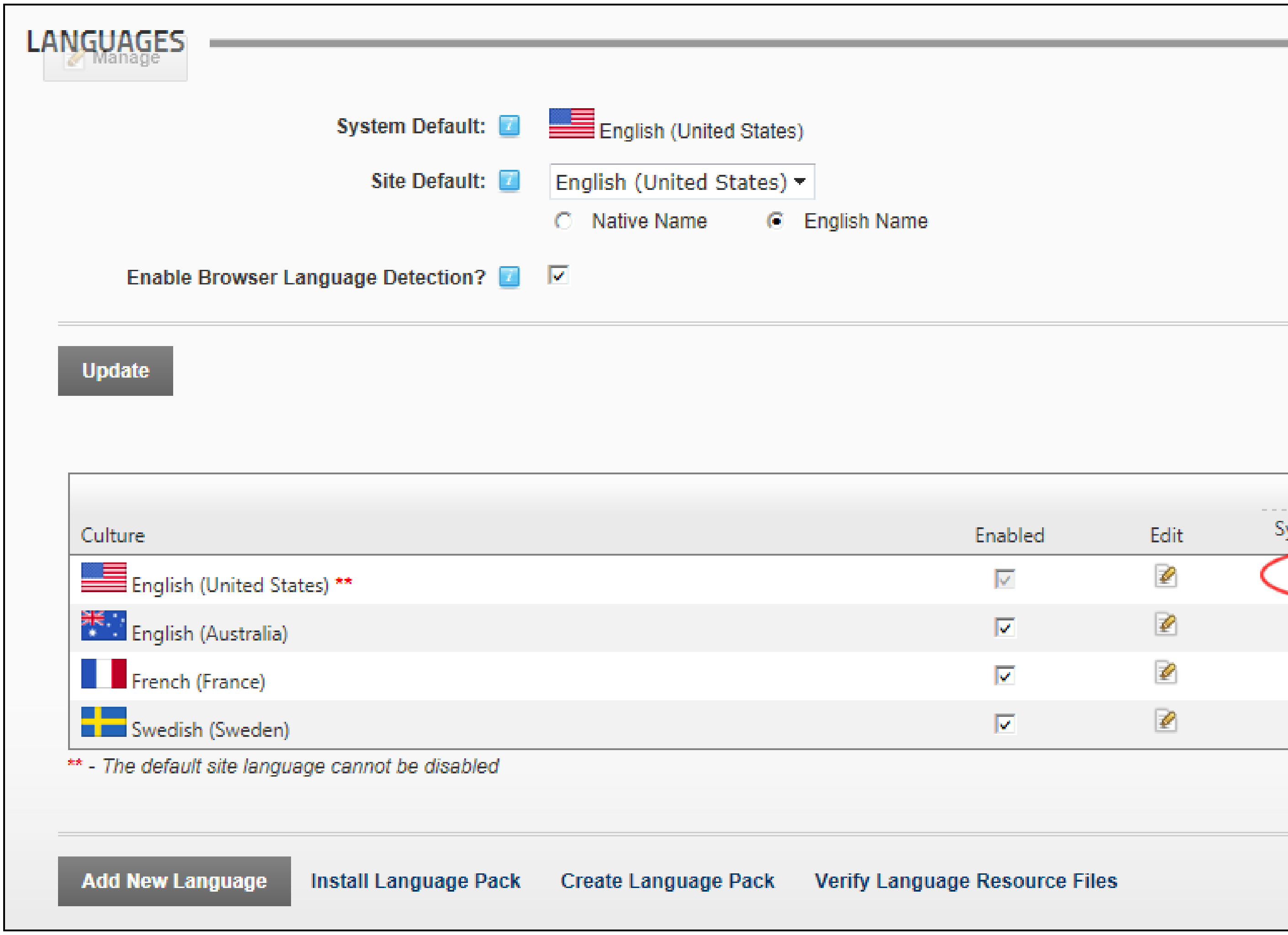
The Newly Created Authentication System Language Pack

Editing Language Files (System, Host or Site)

How to edit the Language files for a single site, the host installation or the full DNN system using the Languages module. System and Host files can only be managed by SuperUsers.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. **Optional.** In the **Culture** grid, located the required language. If you are editing System files, this step isn't required.

3. Click the **Edit** button beside one of these options to open the Language Editor page:
   - **System**: Select to edit the base file for a given language.
   - **Host**: Select to create a custom version of the localized file for all sites within this installation.
   - **Site**: Select to edit files for the current site only.



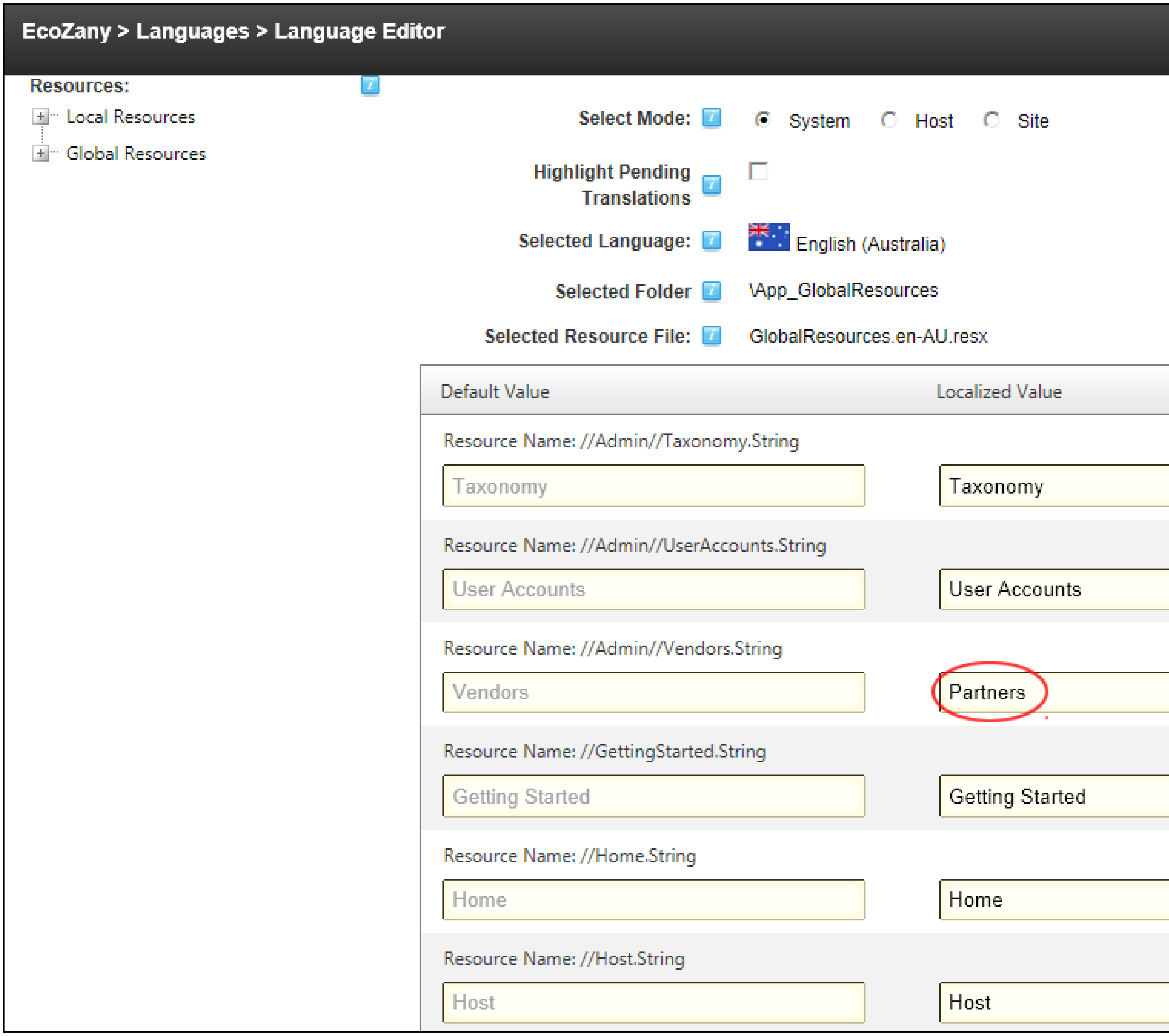
4. **Optional.** At **Select Mode**, you can reselect which resource files you want to edit (as previously selected at Step 3). E.g. System, Host or Site.
5. **Optional.** In the **Resources** folder list, navigate to and select the required file from the below folders.
   - **Local Resources**: Files which are related to specific Admin controls, modules (desktop modules), controls, installation and Host skins.

- **Global Resources**: Files which are used across the site. This is divided into GlobalResources and SharedResources. This is where you can edit the messages that are sent to users, error messages, site messages, etc.

6. Locate the required resource file. Note: If Paging is enabled, the file may be located on another page. See See "Configuring Language Settings for a Site"
7. To edit a resource file, perform one of the following options:
   - In the **Localized Value** text box, edit the text.

   - OR -

   - Click the **Edit** button. This displays the message "All unsaved changes will be lost if you continue. Are you sure you want to continue?"
     a. Click the **OK** button.
     b. In the Editor, enter the new text ensuring you include the desired replacement tokens displayed at Default Value.
     c. Click the Update link.

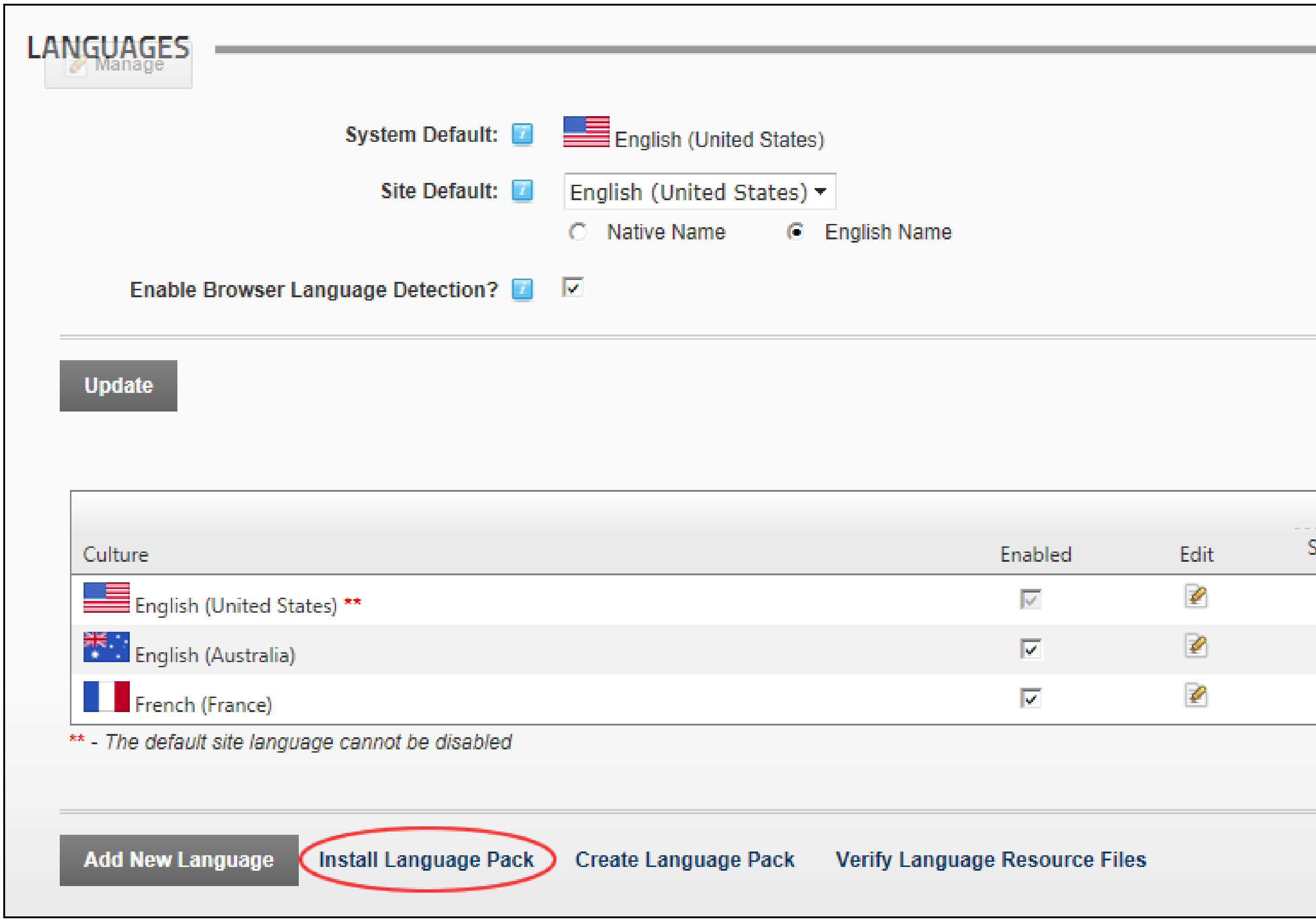


8. **Optional.** To edit the subject associated with email messages, edit the associated Subject resource file which will be listed above the Body resource file.
9. Repeat steps 4-8 to edit additional files.
10. Click the Save Resource File link to save your changes.
11. Click the Return link.

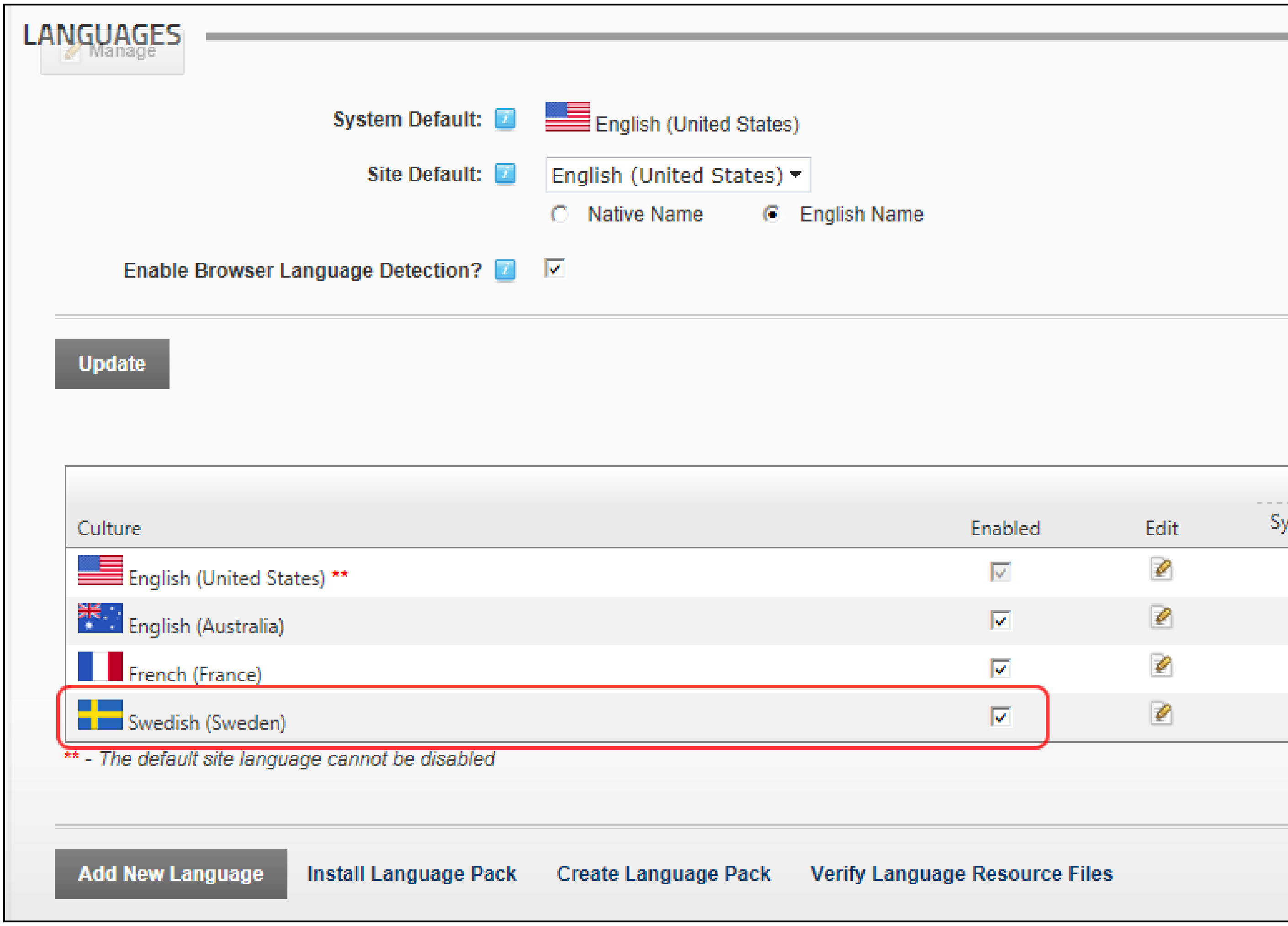
Installing a Language Pack

How to install a language resource package using the Languages module. This will install the language pack across all sites within this installation. Note: SuperUser access is required to install language packs.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Click the Install Language Pack link.



3. Complete the Install Extension Wizard. See "Using the Install Extension Wizard"
4. You are now returned to the Languages module and the newly installed language (Swedish in this example) is displayed and enabled in the Culture grid.



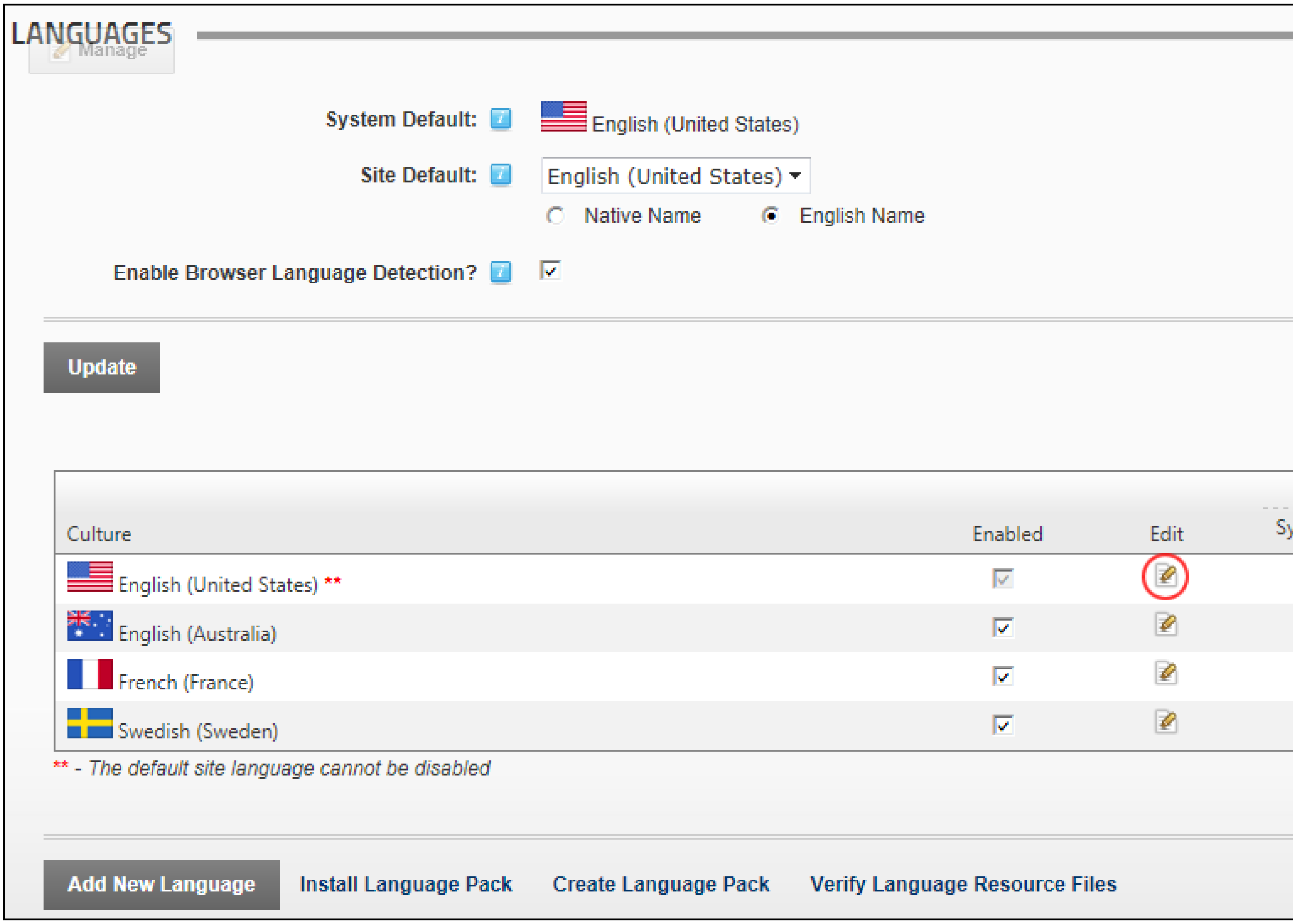
The Newly Installed Language Pack Is Automatically Enabled

Setting Fallback Languages

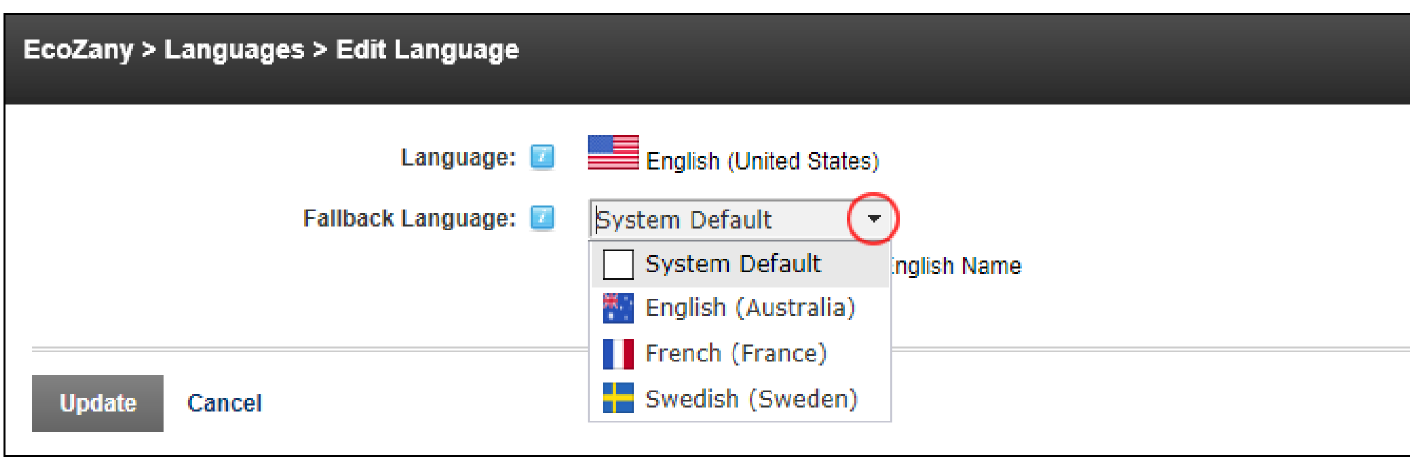
How to set the fallback language using the Languages module. The fallback language is used if the selected language is not available.

Permissions. SuperUsers only.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. In the **Edit** column of the Culture grid, click the **Edit** button for the required language.



3. **Optional.** At **Fallback Language**, select **Native Name** to view names in their native spelling, or **English Name** to view names in English spelling.
4. At **Fallback Language**, select the fallback language to be used - OR - Select **System Default** to always use the default system language.

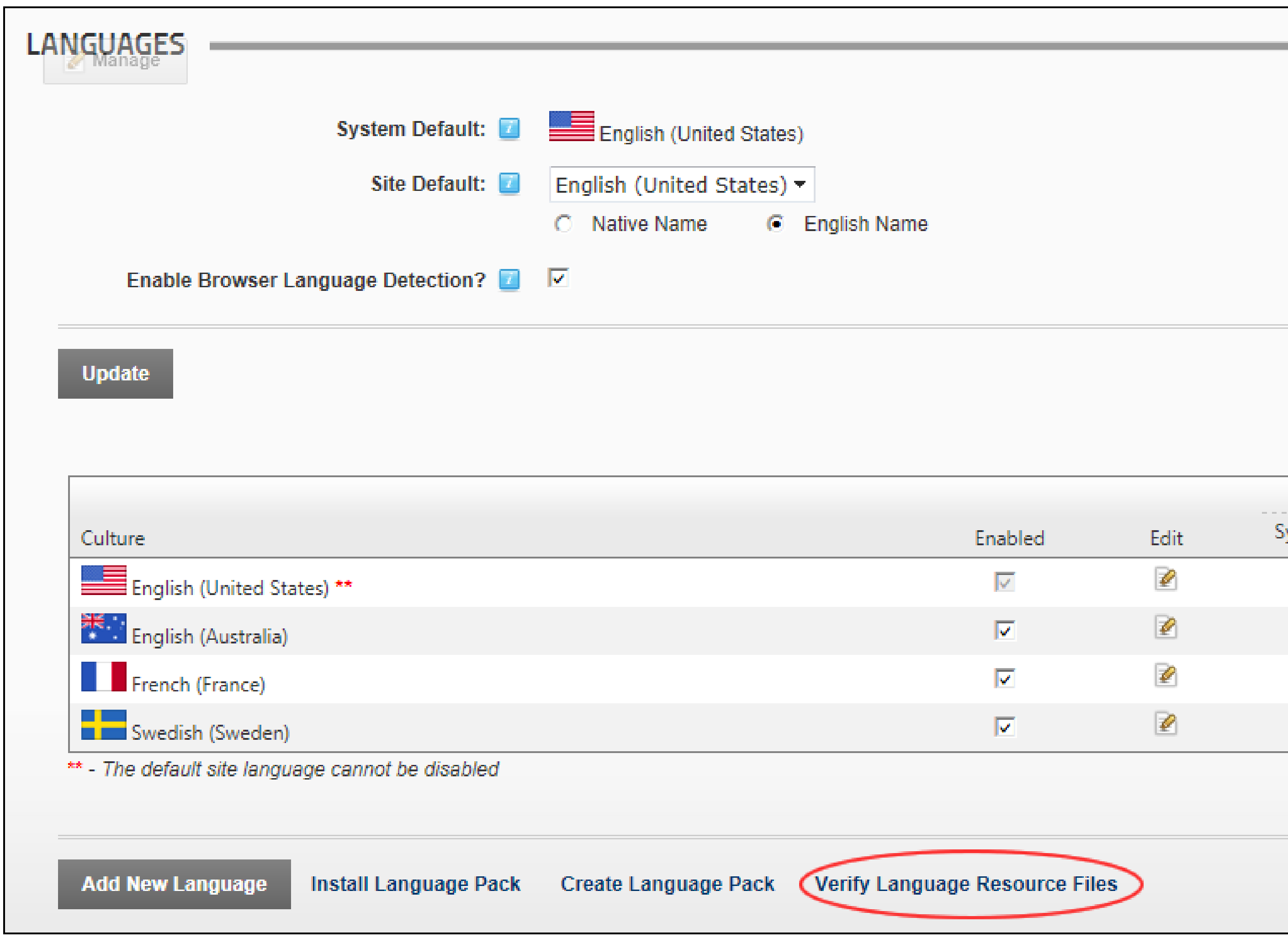


5. Click the Update link.

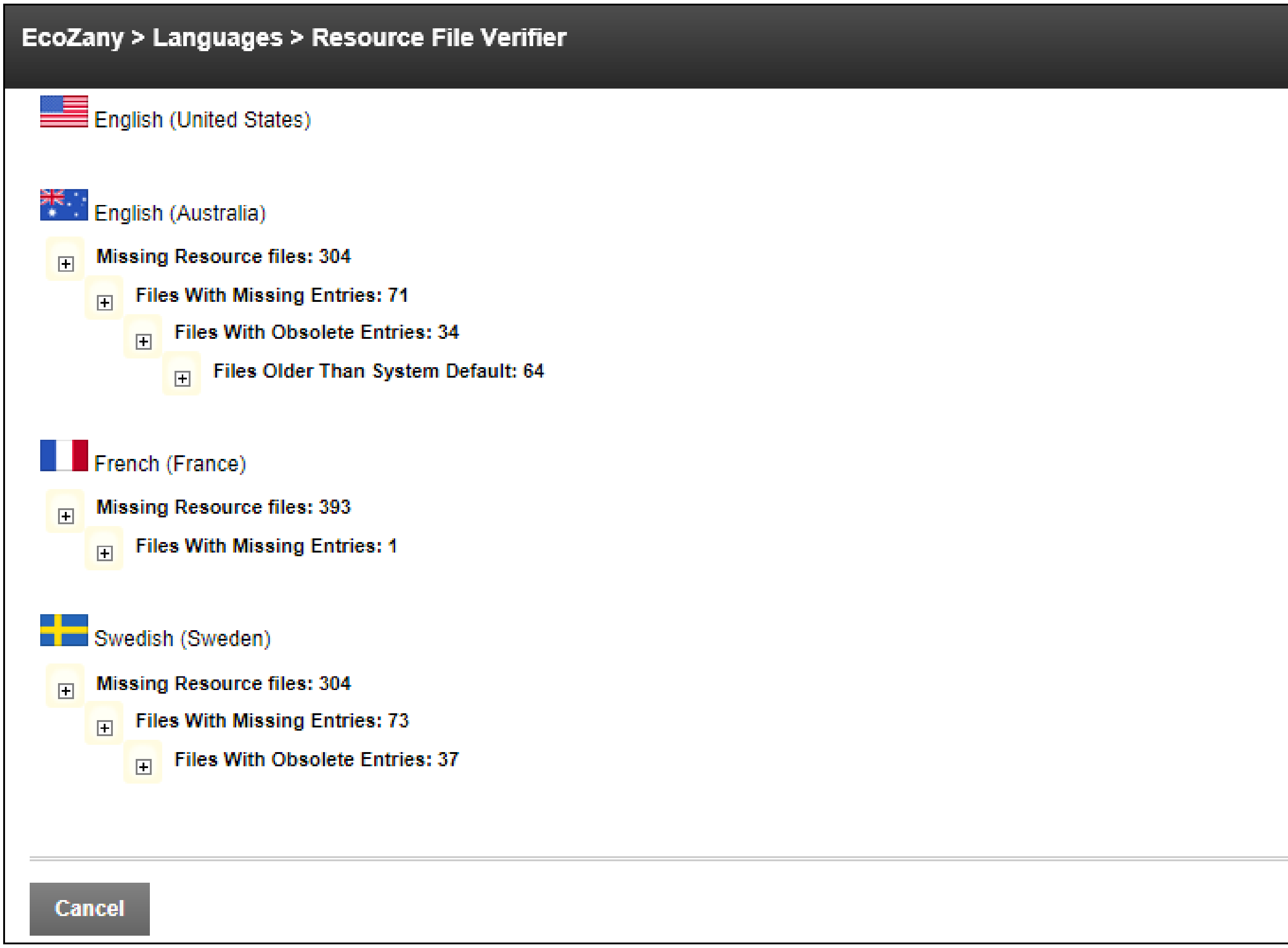
Verifying Resource Files

How to verify the resource files for missing file, entries, obsolete entries and old files. This task enables the Host to verify all the installed language packs in the site and check their status against the default system language. The verification process will look at all the system default resource files and compare them to the localized version for all supported languages. Once you receive the report, and if any issues are found, you can use the Languages Localization Editor to solve all the issues reported.

1. Navigate to Admin > Advanced Settings > **Languages** - OR - Go to a Languages module.
2. Click the Verify Language Resource Files link. This displays a report for each locale.



3. Click the **Maximize** ⊞ button to view details of any missing files, entries or obsolete entries. More on the types of issues that can be found for any resource file:
    - **Missing Resource Files**: The localized version for a given resource file is missing. To correct this issue select the resource file on the Languages Localization Editor and the language where the error is given. The localized file will be automatically created.
    - **Files With Missing Entries**: The localized version for a given resource file does not include some entries that are present on the default system resource file. To correct this issue select the resource file on the Languages Localization Editor and the language where the error is given. You will be given the option to add all missing keys to the localized resource file.
    - **Files With Obsolete Entries**: The localized version for a given resource file includes some entries that are not present on the default system resource file. To correct this issue select the resource file on the Languages Localization Editor and the language where the error is given. All keys that are not necessary will be automatically deleted.
    - **Files Older Than System Default**:



4. Click the Cancel link to return to the module.

Lists

About the Admin Lists Page

The Admin > Advanced Settings > Lists page displays the Lists module that enables Administrators to maintain lists of information that can be identified by a key value and a data value. A related copy of the Lists module is also available on the Host > Advanced Settings > Lists page.

The Admin List module can access entries from Host List module, but Host List cannot access Admin List. The Host List stores site-wide Lists, such as Country, State, Region. Administrators can add new entries to lists maintained on the Host List menu as well as create new lists.

The List module is based around Lists and Entries, which are in effect the same, but their usage defines their differences:

- A List is a collection of Entries, which has a Key Identifier and a Data Portion.
- An Entry is an individual item of data which relates to a List and is made up of a Key Identifier and a Data Portion. An example of this is the countries list used in DNN. The list is 'Countries' and the entries are the actual countries. E.g. Australia, England, Holland

Note: Each Entry can also be a list. An example of this is the regions list used in DNN. In this case the Country, which is an entry under the Countries List, can be its own list and have region entries associated with it.

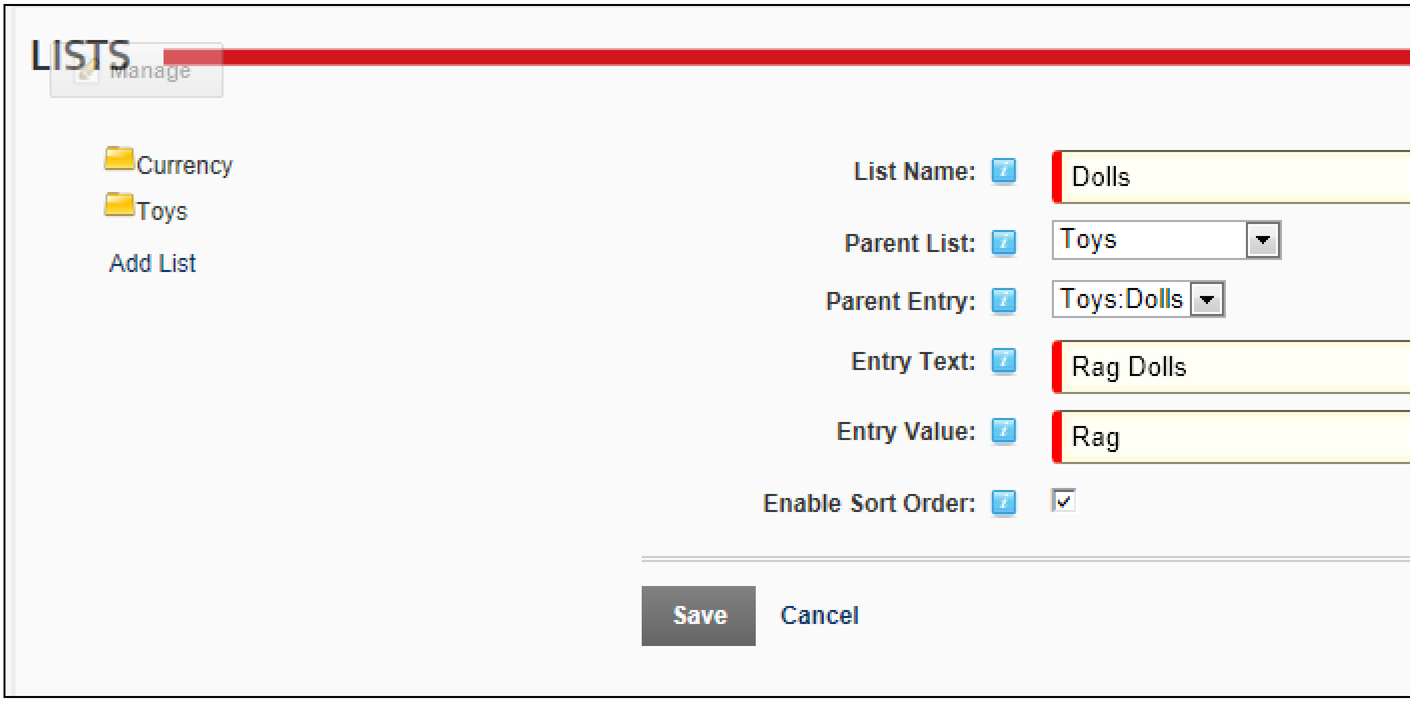
The Lists Module

Adding a Child List

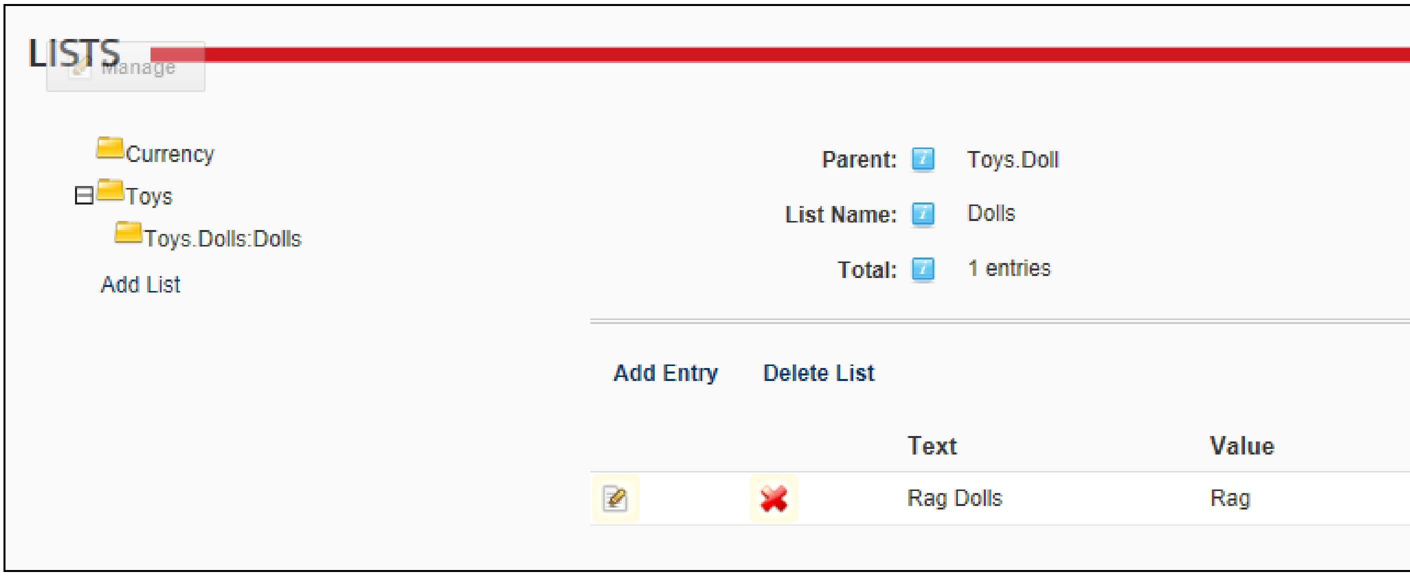
How to add a child list beneath a parent list that is maintained on either the Admin Lists module or the Host Lists module. Lists created by users other than SuperUsers are automatically encoded for security purposes to prevent HTML and JavaScript being injected into the page.

1. Navigate to Admin > Advanced Settings > **Lists**.
2. Click the Add List link.
3. In the **List Name** text box, enter a name for the list. E.g. Dolls
4. At **Parent List**, select the list to add the new list under. E.g. Toys
5. At **Parent Entry**, select the entry you to use as the new list. E.g. Toys.Dolls
6. In the **Entry Text** text box, enter the name to be assigned to the List E.g. Rag Dolls
7. In the **Entry Value** text box, enter the identifier of the first entry of the list. E.g. Rag

8. **Optional.** At **Enable Sort Order**, select from these options:
   - Check ☑ the check box if you want to be able to reorder the entries in this list.
   - Uncheck ☐ the check box to use alphabetical sort order for list entries.



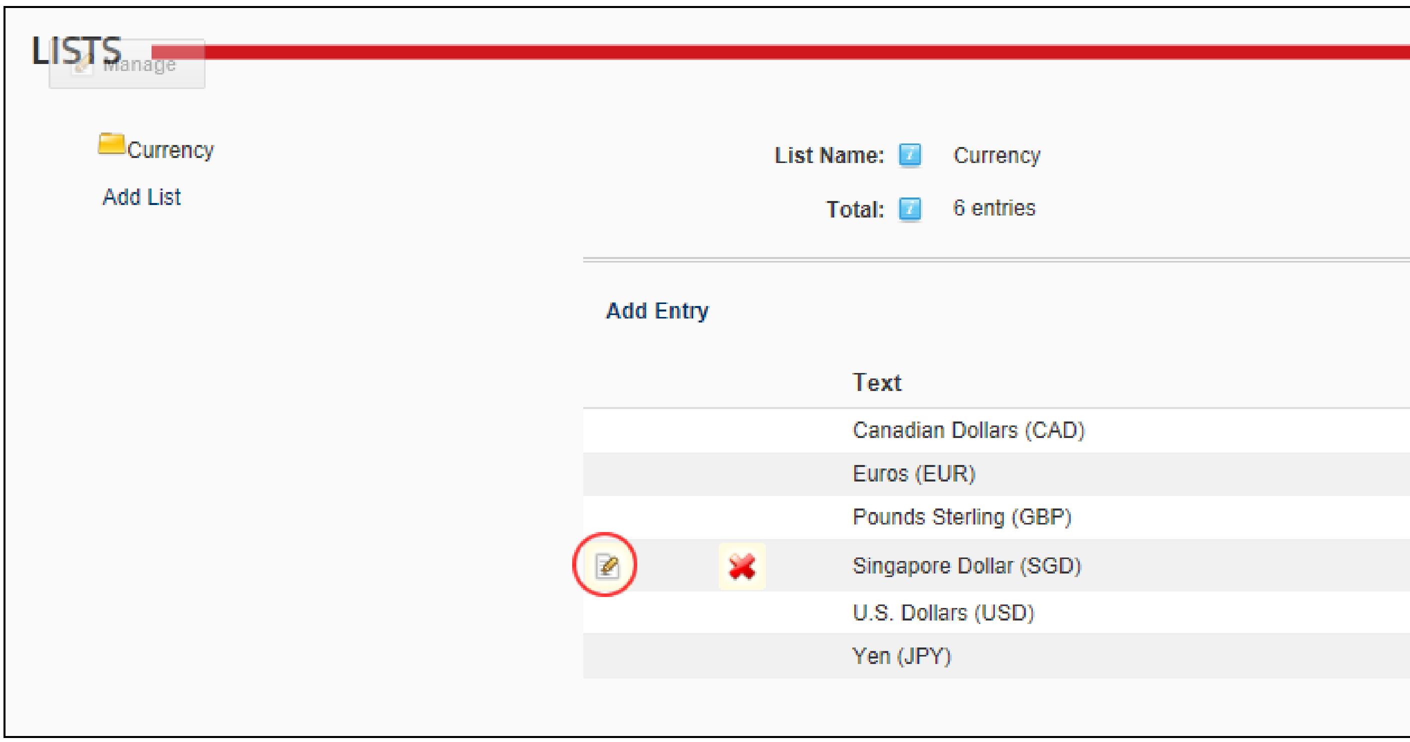
9. Click the Save link. The new list and the first entry for this list is now displayed, as shown below.



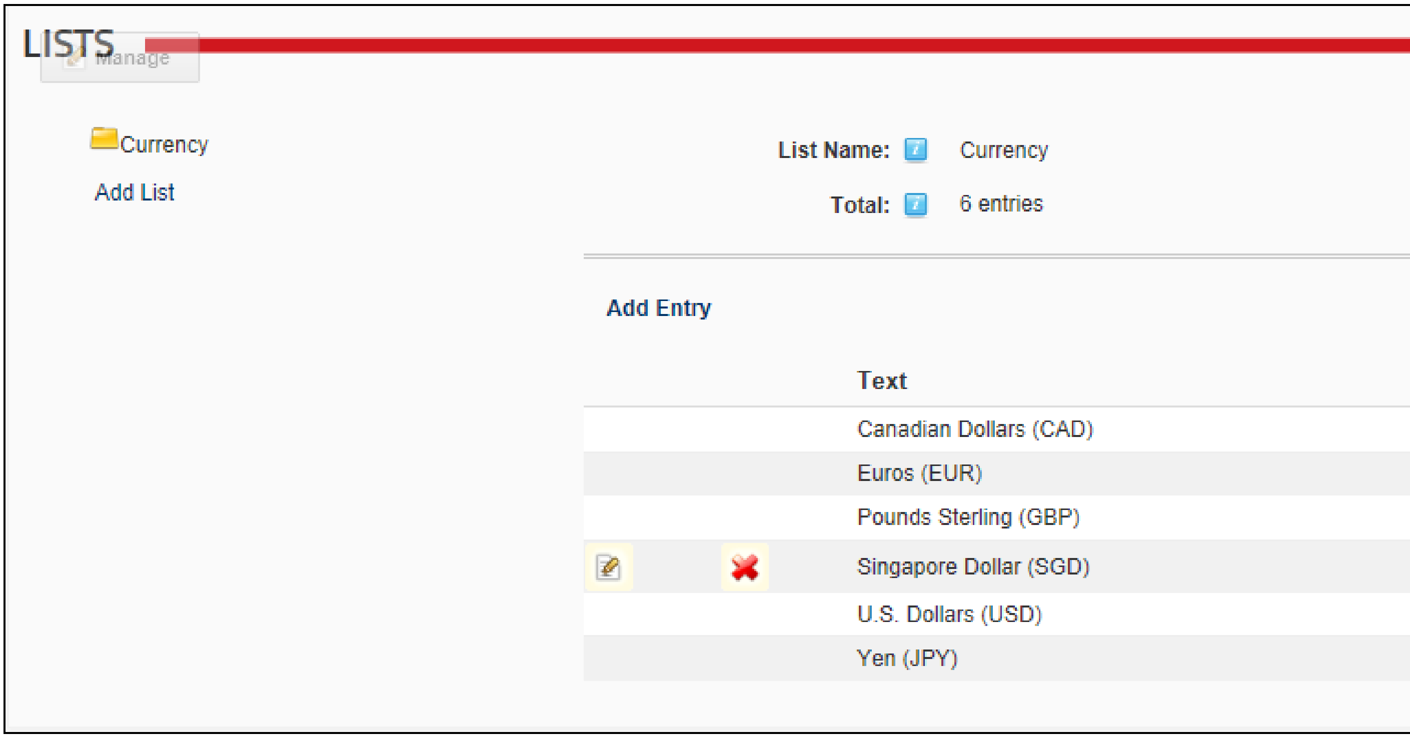
Adding a List Entry

How to add a new list entry to an existing list using the Admin Lists page. Lists created by users other than SuperUsers are automatically encoded for security purposes to prevent HTML and JavaScript being injected into the page. List entries can be added to lists maintained by Administrators on the Admin > List page, as well as lists maintained by SuperUsers on the Host > List page. In the below example, the new list entry is being added to the Currency list that is maintained by SuperUsers using the Host > List module.

1. Navigate to Admin > Advanced Settings > **Lists**.
2. Click the Add List link.
3. In the **List Name** text box, enter a name for the list. E.g. Currency
4. At **Parent List**, leave this field set to **None Specified**.
5. In the **Entry Text** text box, enter the first entry (item) that will be in this list. E.g. Singapore Dollar (SGD)
6. In the **Entry Value** text box, enter the identifier or code for the first entry. E.g. SGD
7. **Optional.** At **Enable Sort Order**, select from these options:
   - Check the check box if you want to be able to reorder the entries in this list.
   - Uncheck the check box to use alphabetical sort order for list entries.



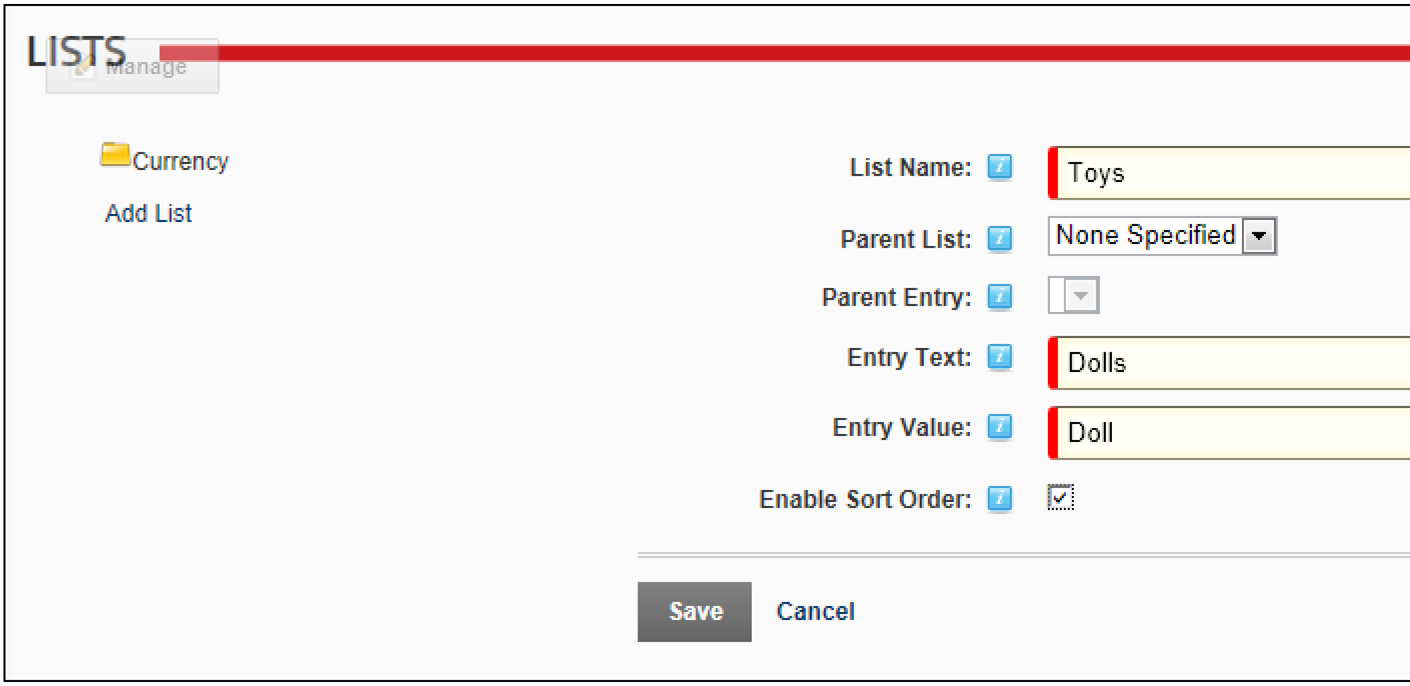
8. Click the Save link. This displays the new currency type to the Currency list. Note: In the below image only the new list entry can be edited and deleted because the other entries are maintained by SuperUsers using the Host List module.



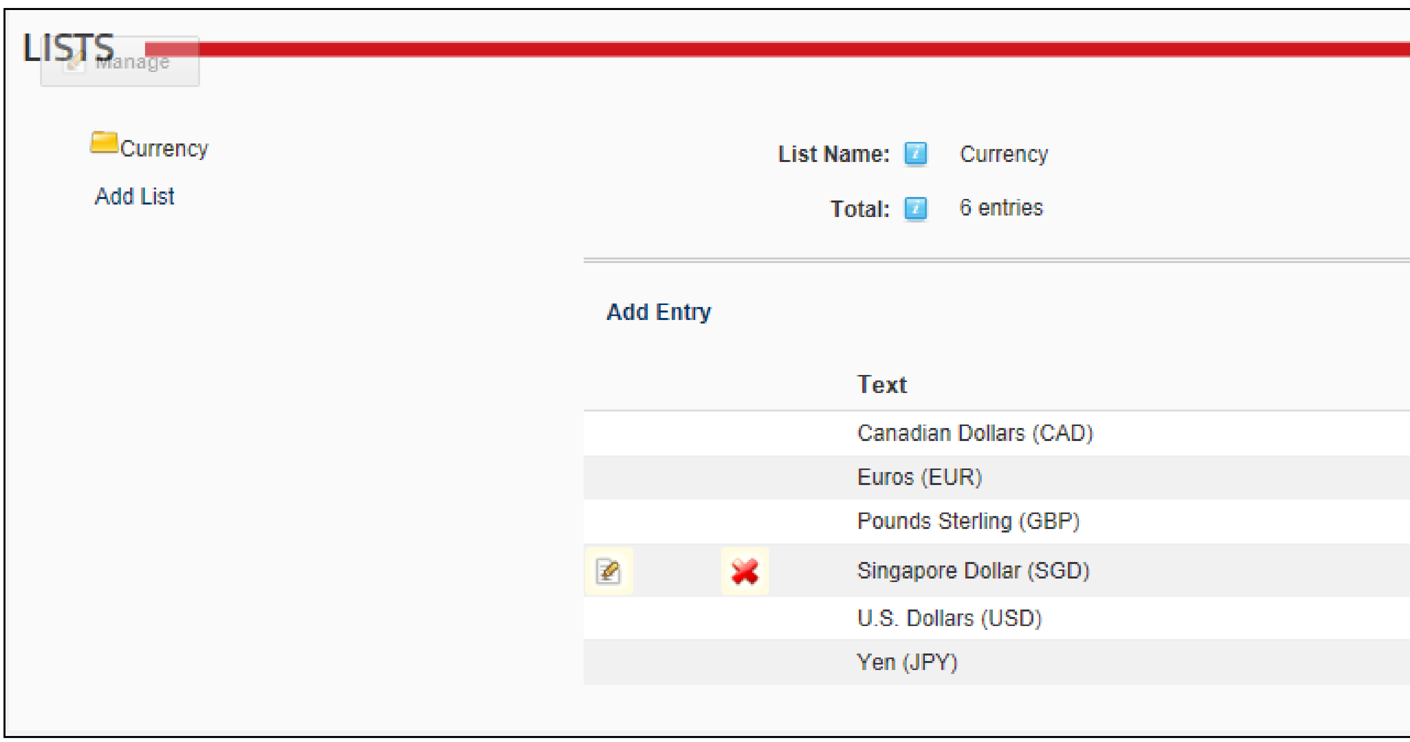
Adding a Parent List

How to add a parent list to the site using the Admin Lists page. This task can be used for custom modules that use lists. Lists created by users other than SuperUsers are automatically encoded for security purposes to prevent HTML and JavaScript being injected into the page.

1. Navigate to Admin > Advanced Settings > **Lists**.
2. Click the Add List link.
3. In the **List Name** text box, enter a name for the list.
4. At **Parent List**, leave this field set to **None Specified**.
5. In the **Entry Text** text box, enter the first entry (item) that will be in this list.
6. In the **Entry Value** text box, enter the identifier or code for the first entry.
7. **Optional.** At **Enable Sort Order**, select from these options:
   - Check ☑ the check box if you want to be able to reorder the entries in this list.
   - Uncheck ☐ the check box to use alphabetical sort order for list entries.



8. Click the Save link. This displays the new list on the left side of the module.

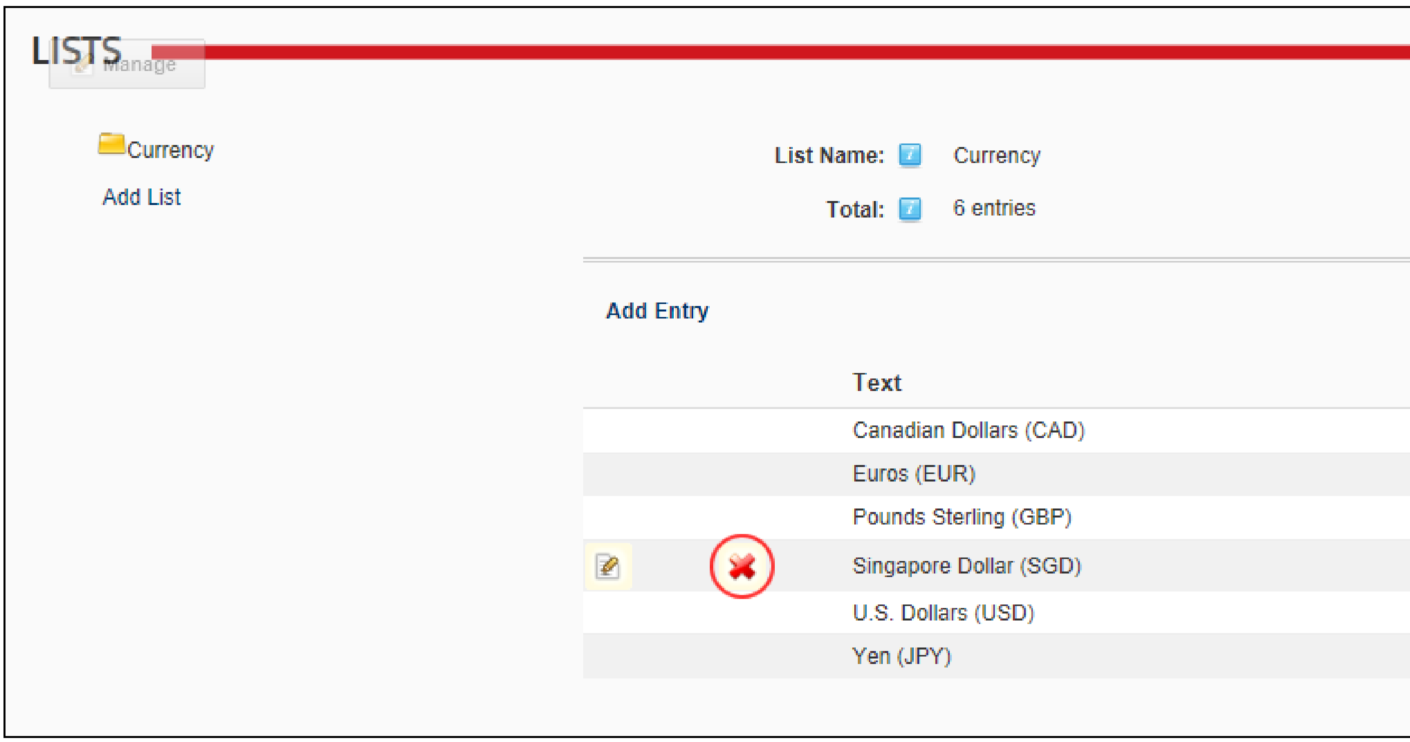


9. You can now add addition list entries to this list. See See "Adding a List Entry"

Deleting a List Entry

How to delete a list entry using the Admin Lists module. If an entry is also a parent list, then the list and any child lists and their associated list entries will also be deleted. In the below example only one of the list entries can be edited because the Currency list is maintained by SuperUsers using the Host List module.

1. Navigate to Admin > Advanced Settings > **Lists**.
2. In the **Lists** section, navigate to and select the title of the required list. This displays the details of this list.
3. Click the **Delete** button beside the entry to be deleted. This displays the message "Are You Sure You Wish To Delete This Item?"



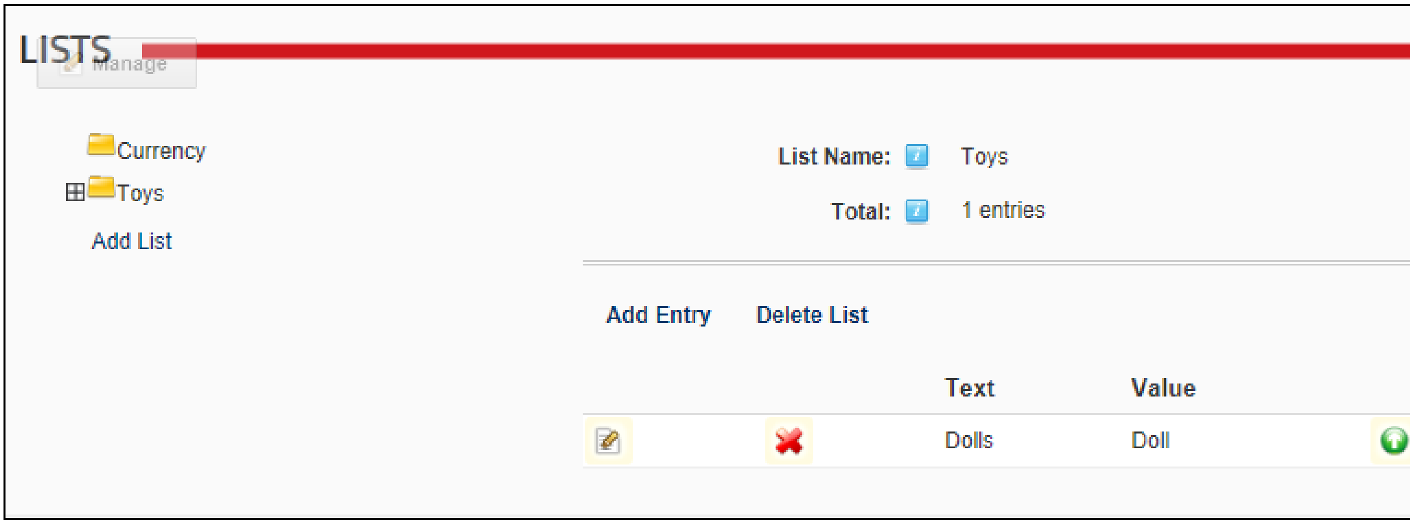
4. Click the **OK** button to confirm.

Deleting a List

How to delete a list from the Admin Lists page. Note: Only user generated lists can be deleted.

1. Navigate to Admin > Advanced Settings > **Lists**.
2. In the **Lists** section, navigate to and select the title of the required list. E.g. Country.Australia:Region. This displays details of this list and its related list entries.

3. Click the Delete button. This displays the message "Are You Sure You Wish To Delete This Item?"

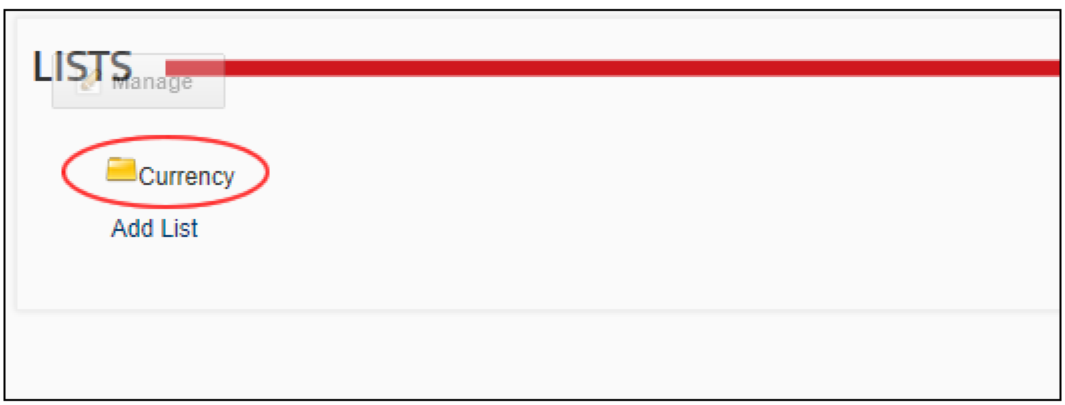


4. Click the **OK** button to confirm.

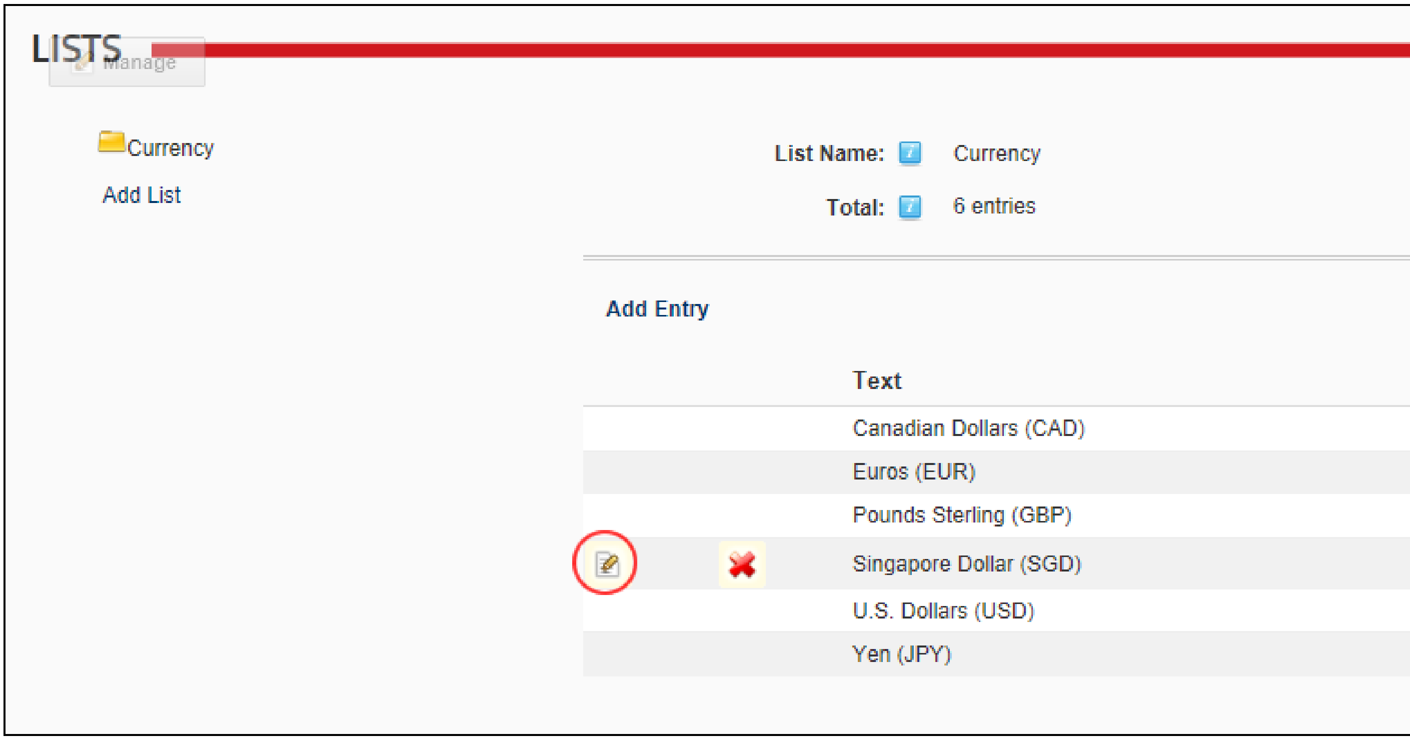
Editing a List Entry

How to edit a list entry using the Admin Lists module. In the below example only one of the list entries can be edited because the Currency list is maintained by SuperUsers using the Host List module.

1. Navigate to Admin > Advanced Settings > **Lists**.
2. In the **Lists** section, select the title of the required list to view the list details.



3. Click the **Edit** button beside the list entry to be edited.



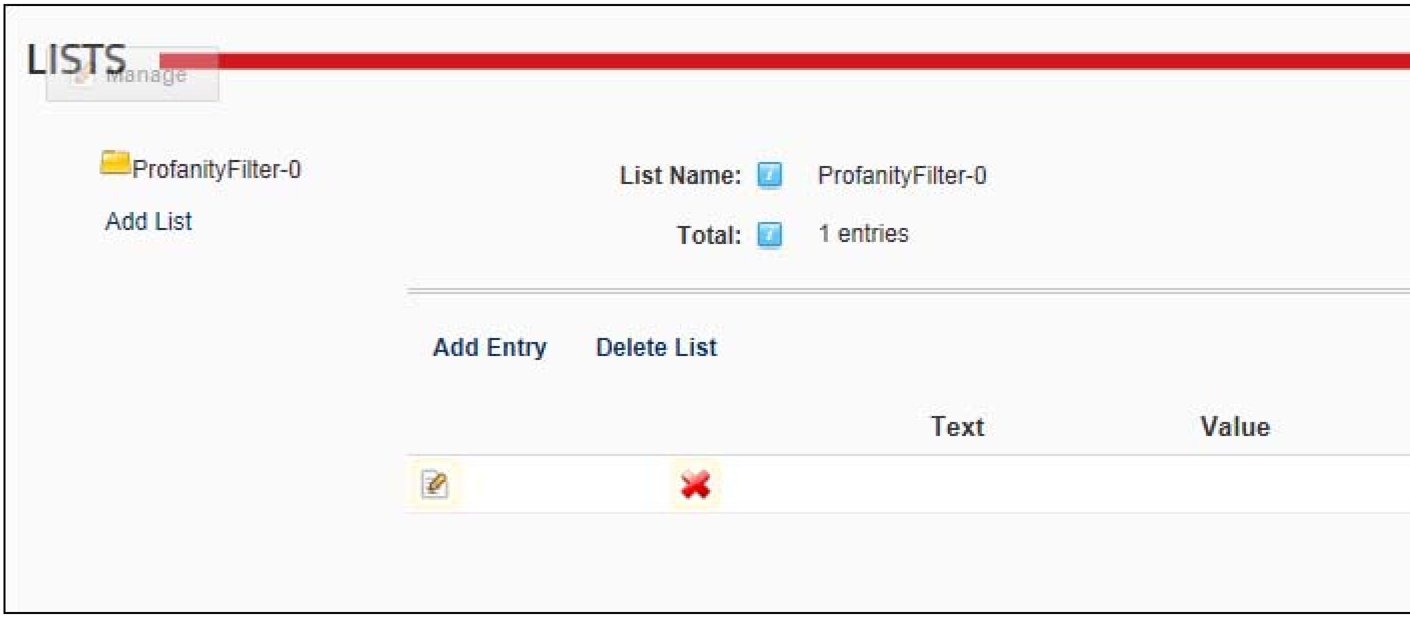
4. Edit the entry details as required.
5. **Optional.** Click either the **Move Entry Up** or **Move Entry Down** button repeatedly to change the position of the entry in the list.
6. Click the Save link.

Managing the Profanity List (Site)

How to create and manage a list of replacement words for a site. This list allows you to replace unwanted or profane words that are added to messages sent using the Message Center module. Note: You can enter any keyboard characters into both the replaced and replacement fields. E.g. ****

Important. Profanity filters must be enabled on a site to use this list.

1. Navigate to Admin > Advanced Settings > **Lists**.
2. Select the **ProfanityFilter-0** list.



The first time you manage this list

1. Click the Edit button beside the blank list entry that has been added as an example and should be updated with real information.
2. In the **Entry Text** text box, enter the text to be replaced.
3. In the **Entry Value** text box, enter the replacement word.
4. Click the Save link.

Adding a filtered word

1. Click the Add Entry link.
2. In the **Entry Text** text box, enter the text to be replaced.
3. In the **Entry Value** text box, enter the replacement word.
4. Click the Save link.

Editing a filtered word

1. Click the Edit button beside the list entry called "FindThisText". This list entry has been added as an example and should be updated with real information.
2. In the **Entry Text** text box, enter the text to be replaced.
3. In the **Entry Value** text box, enter the replacement word.
4. Click the Save link.

Deleting a filtered word

1. Click the **Delete** button beside the entry to be deleted. This displays the message "Are You Sure You Wish To Delete This Item?"
2. Click the **OK** button to confirm

Related Topics:

- See "About the Message Center Module"
- See "Configuring Message Center Settings"

Newsletters

About the Newsletters Module

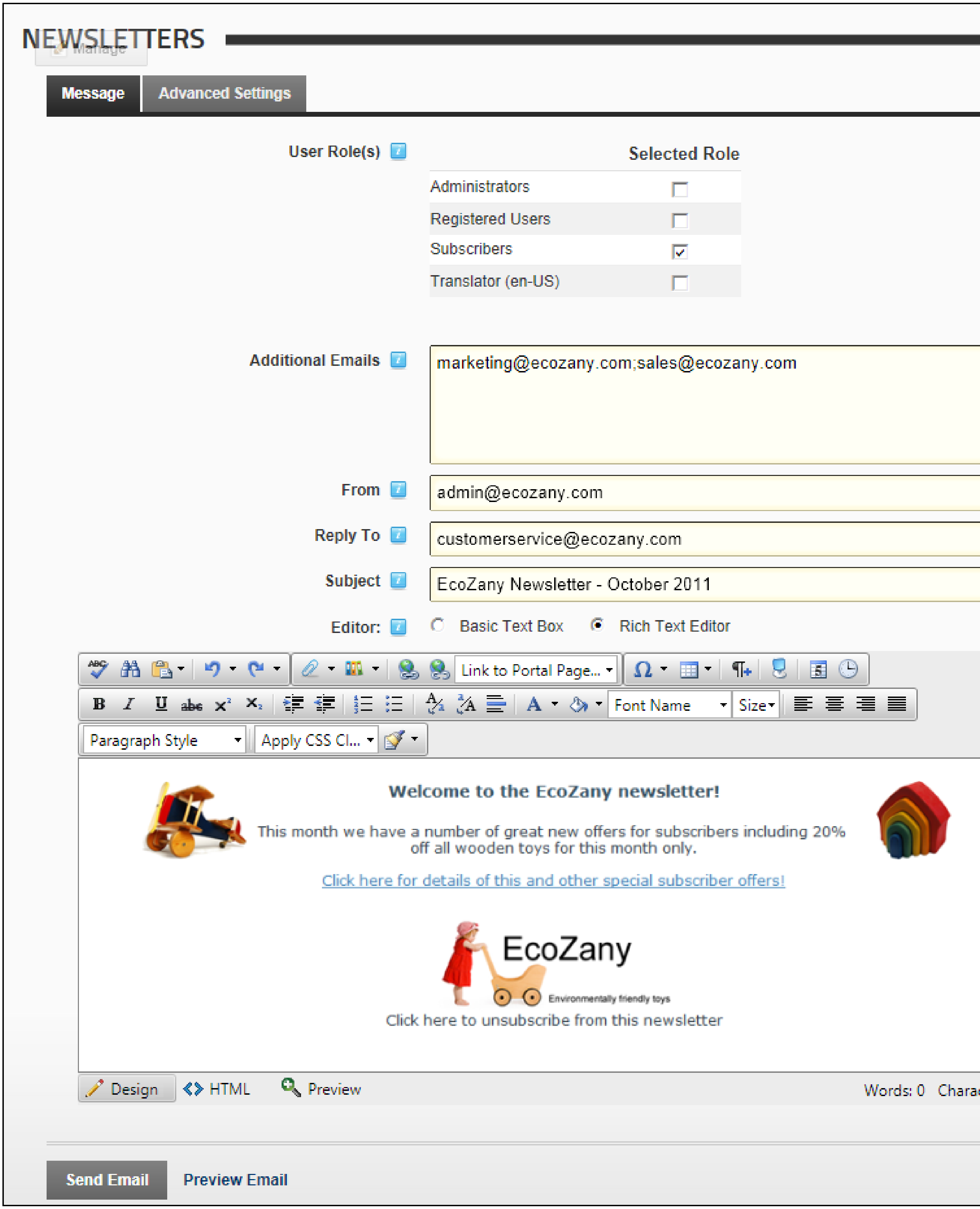
The Newsletters module allows you to send individual or bulk email messages (newsletters). The newsletter can be sent to the members of one or more security roles and/or to one or more email addresses. Messages are sent to each recipient separately to prevent recipients from seeing each other's details. The module also identifies when a newsletter is set to send to an email address more than once and ensures only one copy of the newsletter is sent to that address. The message can be either plain text or HTML format. Files can be attached and replacement tokens can be included. Once a newsletter is sent, the sender receives the "Bulk Email Report for [Newsletter Subject]" message. See "The Bulk Email Report"

Installation Note: This module is pre-installed by default.

Permissions. All users who are authorized to view the module can send emails. Unauthenticated users cannot attach files to messages and authenticated users require appropriate File Manager permissions to upload and/or select files.

Prerequisites. In order for the newsletter module to function correctly you must first:

1. Ensure you have a valid email address on your user account. This will be the default email address for newsletters, however you can specify a different from address when required. See "Managing your User Profile"
2. Ensure your Host has correctly configured you SMTP mail settings.


NEWSLETTERS
Manage
Message
Advanced Settings
User Role(s)
Selected Role
Administrators
Registered Users
Subscribers
Translator (en-US)
Additional Emails
marketing@ecozany.com;sales@ecozany.com
From
admin@ecozany.com
Reply To
customerservice@ecozany.com
Subject
EcoZany Newsletter - October 2011
Editor:
Basic Text Box
Rich Text Editor
Link to Portal Page...
Font Name
Size
Paragraph Style
Apply CSS Cl...
Welcome to the EcoZany newsletter!
This month we have a number of great new offers for subscribers including 20% off all wooden toys for this month only.
Click here for details of this and other special subscriber offers!
EcoZany
Environmentally friendly toys
Click here to unsubscribe from this newsletter
Design
HTML
Preview
Words: 0
Send Email
Preview Email

Newsletter Error Messages

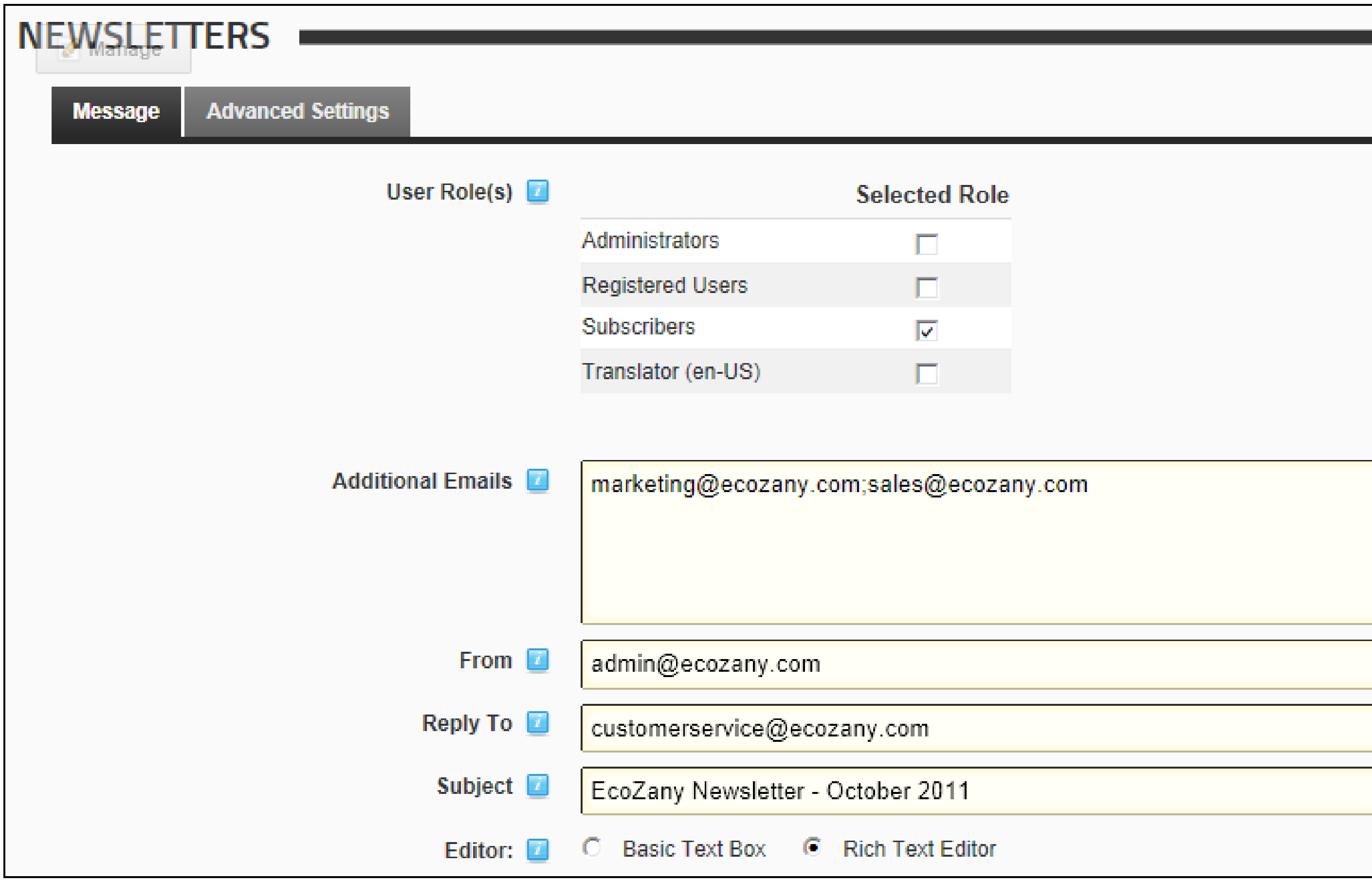
One of the following error messages will be displayed if a message fails to send.

- "No Messages were sent because there are no recipients for this email." In this case, you must either select one or more roles at the **User Role(s)** field or enter one or more recipients into the **Additional Emails** field.
- "No Messages were sent. A confirmation email has been sent to [From Email Address] with a description of the errors that happened during the sending process."
- "An error occurred while sending the email: [Error Description]"

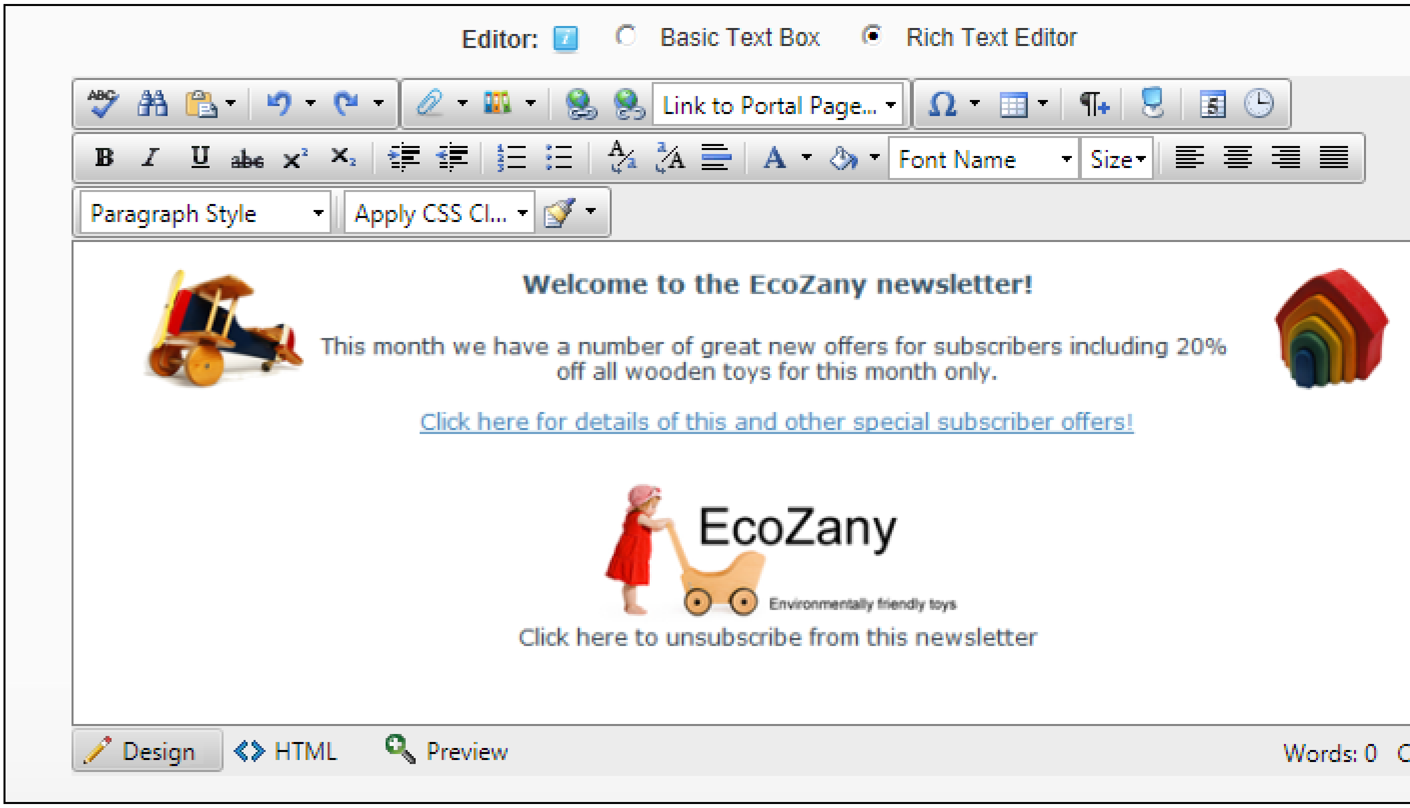
Sending a Basic Newsletter

How to send a newsletter without using either See "List of Replacement Tokens" or personalization using the Newsletters module.

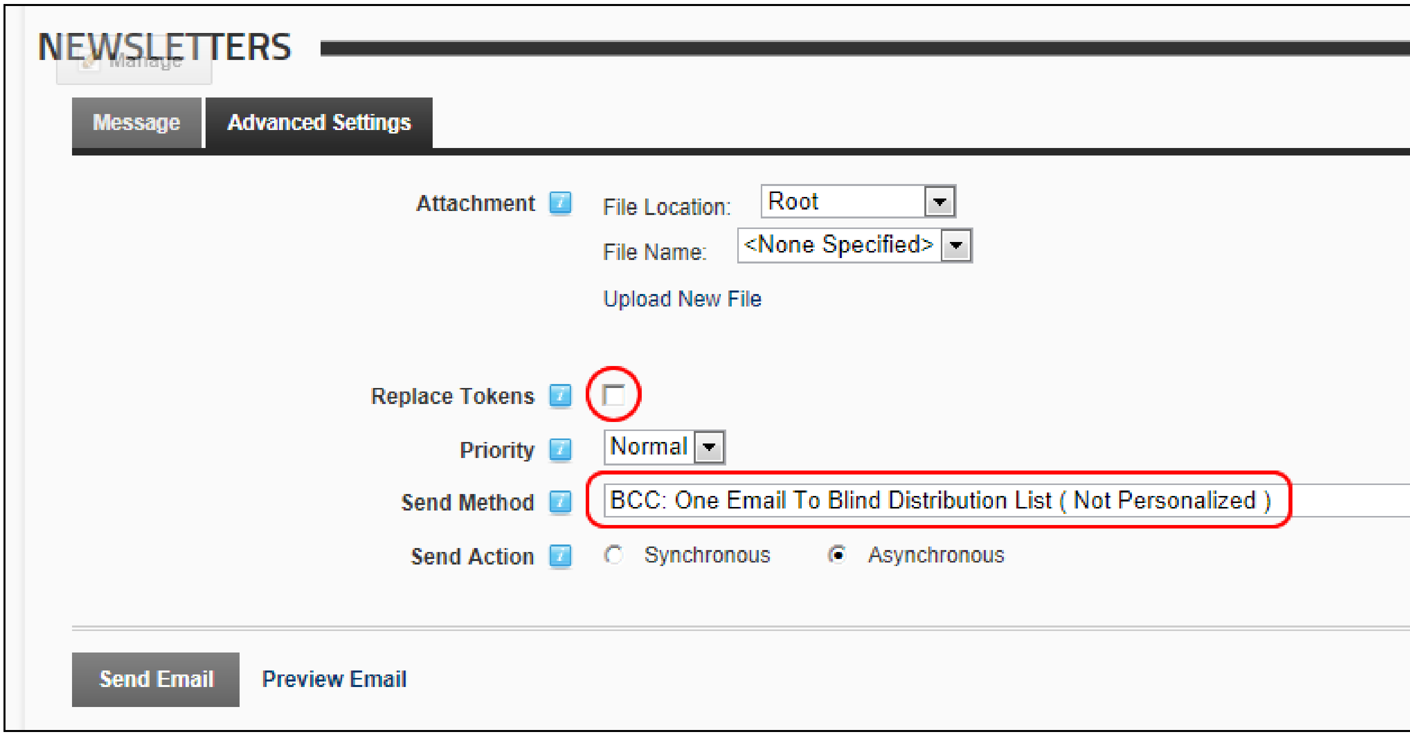
1. Navigate to Admin > Advanced Settings > **Newsletters** - OR - Go to a Newsletters module.
2. Select the **Message** tab.
3. Complete one or both of these address fields:
   1. At **User Role(s)**, check the check box beside each role which will receive the newsletter. Note: Users in multiple roles will only receive one copy of the newsletter.
   2. In the **Additional Emails** text box, enter each of the email addresses to receive the newsletter separated by a semi-colon (;). E.g. john.black@ecozany.com;julie.black@ecozany.com
4. **Optional.** In the **From** text box, enter/modify the email address to be displayed in the From field of this newsletter. If you are logged in to the site, the email address associated with your user account is displayed here by default.
5. **Optional.** In the **Reply To** text box, enter the reply to email address for the email.
6. In the **Subject** text box, enter a subject title for the email.



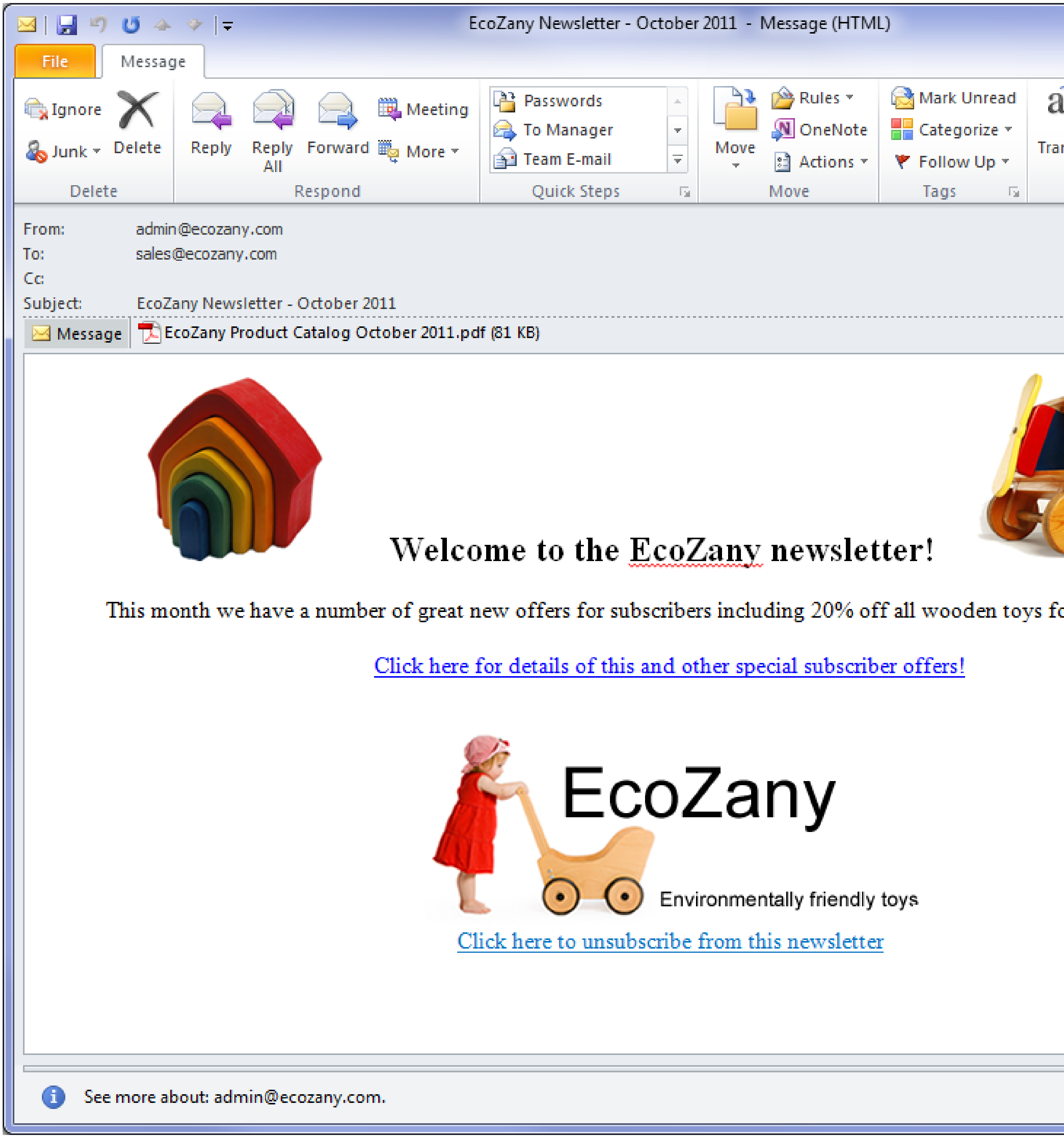
7. At **Editor**, select **Basic Text Box** to send a plain text email - OR - Select **Rich Text Editor** to send an HTML email with formatting and images).
8. In the **Editor** text box, enter the body of the newsletter.
9. **Optional.** Click the Preview Email link located at the base of the module to preview the newsletter before sending it.



10. Select the **Advanced Settings** tab and then set these required settings:
    1. At **Replace Tokens?**, uncheck ☐ the check box.
    2. At **Send Method**, select **BCC: One Email To Blind Distribution List (Not Personalized)**.



11. Set any of these **Optional** Advanced Settings:
    1. At **Attachment**, select the required attachment. See "Setting a File Link" or See "Uploading and Linking to a File".
    2. At **Priority**, select the priority of the email (**High**, **Normal**, or **Low**) from the drop down list. The default setting is Normal.
    3. At **Send Action**, select from the following options:
       - **Synchronous**: Emails are all sent before your page refreshes. This method is suitable for small mail outs of approximately 100 or less.
       - **Asynchronous**: This starts a separate thread (user process) to send emails. This method is suitable for large mail outs of approximately 100 or more. This is the default option.
12. Click the Send Email link. **Successful** or **Not Successful** message is displayed once the message is sent. For messages sent Synchronously, the message displays once all emails have been sent. For messages sent Asynchronously, the message displays when the send action has successfully commenced. See "Newsletter Error Messages"

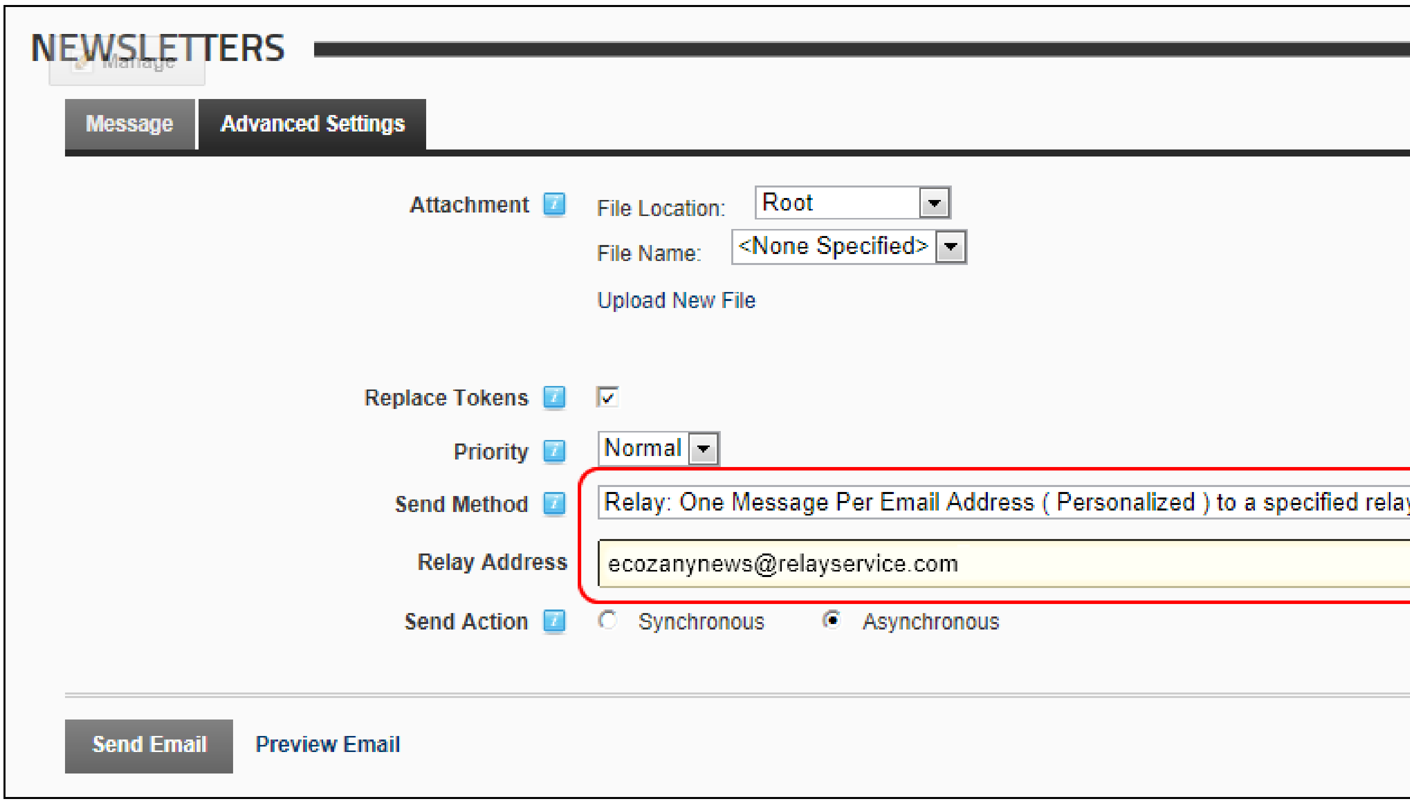


The Newsletter in the recipient's mailbox

Sending a Newsletter to a Relay Service

How to send a newsletter via SMS ("Short Message Service" commonly known as phone texting), IM (instant messaging), fax or other non-email service using a relay service.

1. Navigate to Admin > Advanced Settings > **Newsletters** - OR - Go to a Newsletters module.
2. Select the **Message** tab.
3. Complete required fields and enter the message into the Editor. See See "Sending a Basic Newsletter"
4. Select the **Advanced Settings** tab and then set these required settings:
    a. At **Send Method**, select **Relay: One Message Per Email Address (Personalized)** to a specified relay server.
    b. At **Relay Address**, enter the address of the relay service.
5. Complete the additional **Advanced Settings** as required.

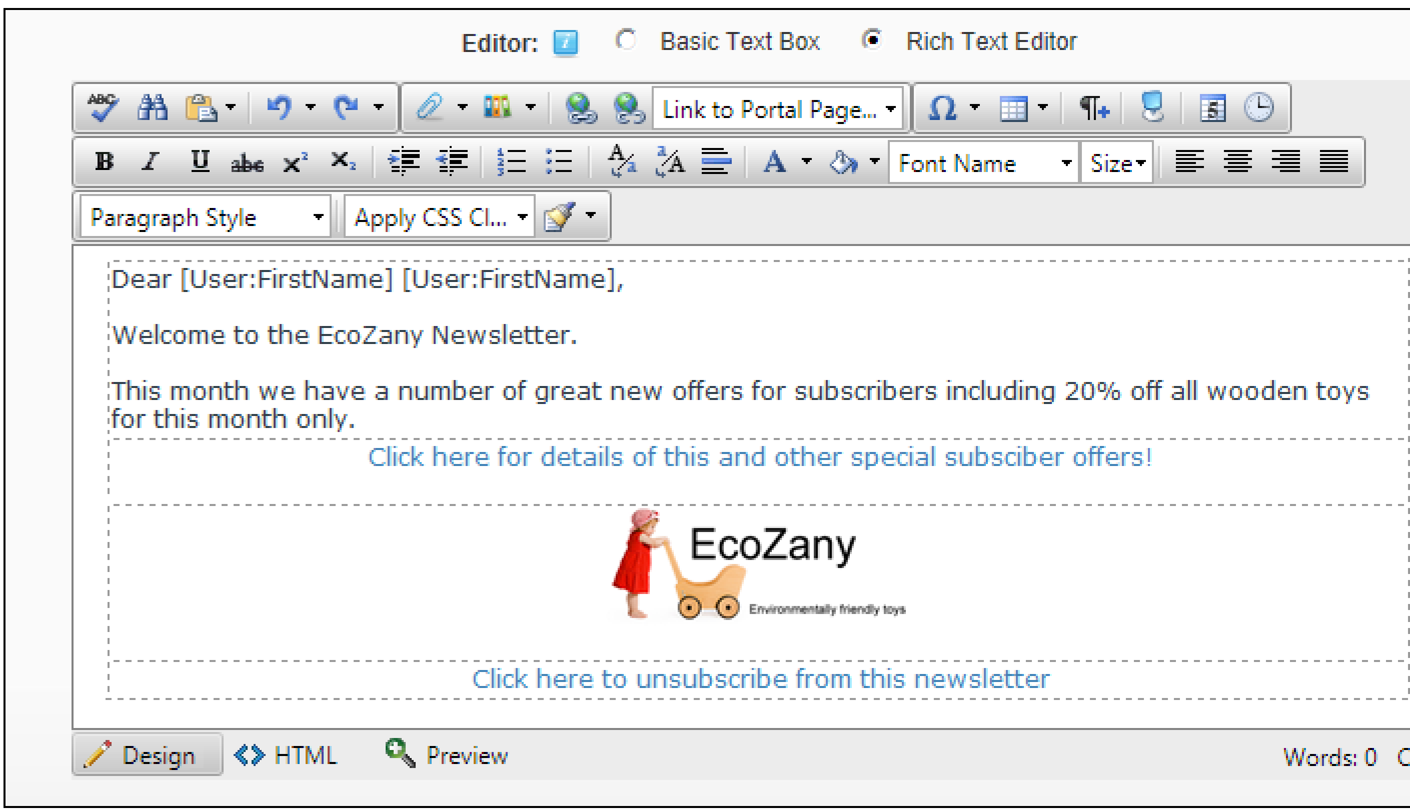


6. Click the Send Email link. A **Successful** or **Not Successful** message is now displayed. For Synchronous send action, the message doesn't display until after all emails have been sent. For Asynchronous send action, the message displays once the send action has successfully commenced.

Sending a Newsletter with Tokens

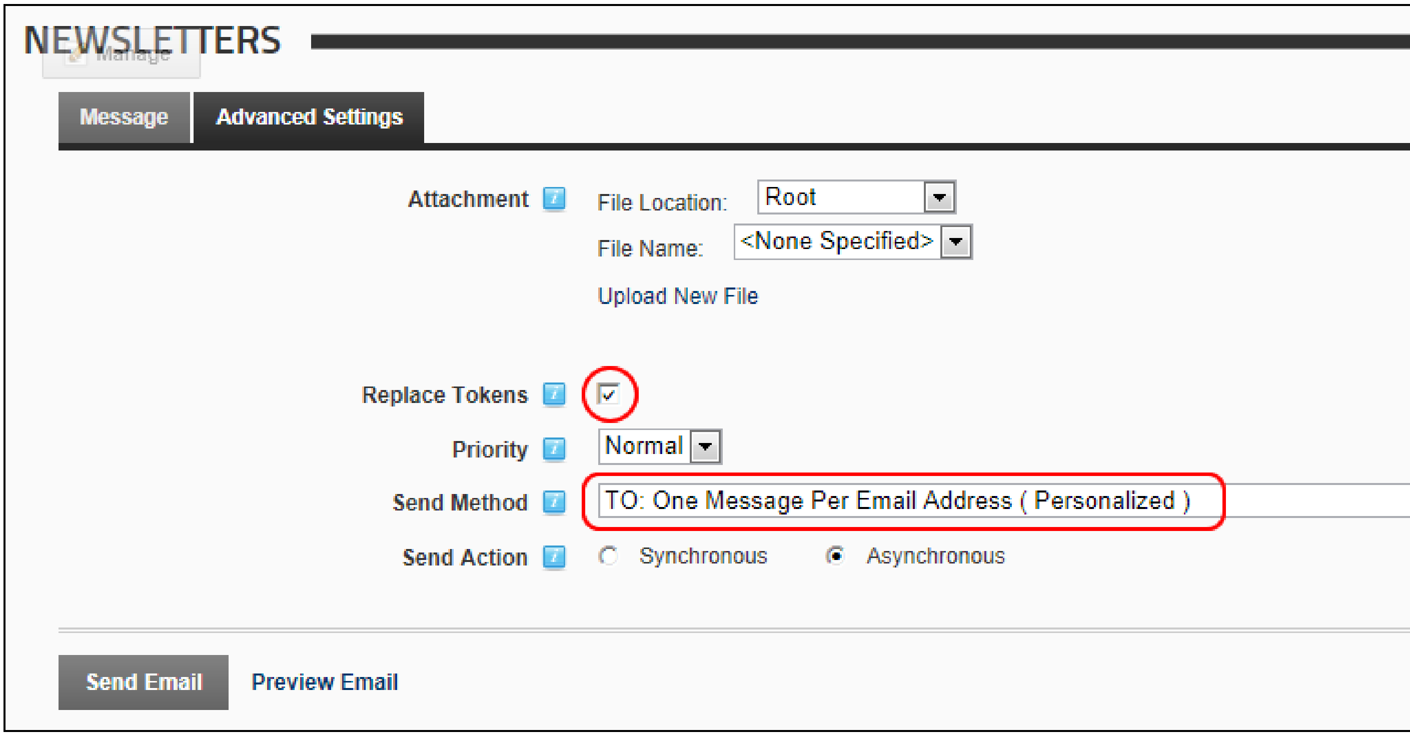
How to send a newsletter that includes See "List of Replacement Tokens" using the Newsletters module. Using replacement tokens in your messages enables you include relevant and up-to-date information in your messages. For example, you can display the recipient's name in the salutation, or include information such as the site name or description in the body of your message. By using replacement tokens instead of static content, you can be sure that details which may change, such as the site administrators email address are always current.

1. Navigate to Admin > Advanced Settings > **Newsletters** - OR - Go to a Newsletters module.
2. Select the **Message** tab and complete the required settings. See "Sending a Basic Newsletter"
   a. At **Editor**, select **Basic Text Box** to send a plain text email - OR - Select **Rich Text Editor** to send an HTML email with formatting and images.
   b. Enter the body of the newsletter into the Editor including replacement tokens. E.g. [User:FirstName] [User:LastName]. See "List of Replacement Tokens"

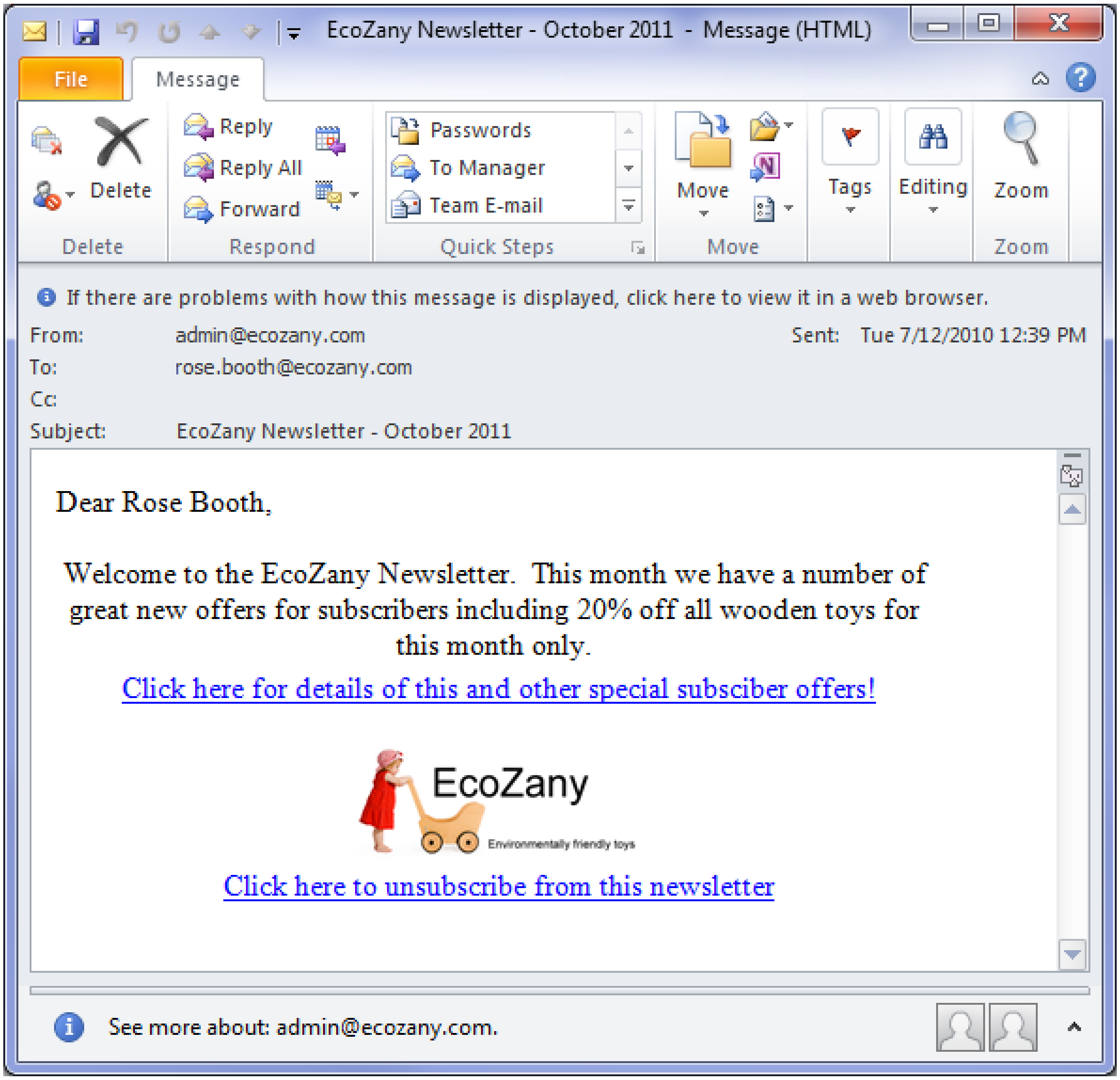


3. Select the **Advanced Settings** tab and then set these required settings:

    1. At **Replace Tokens?**, check the check box.
    2. At **Send Method**, select **To: One Message Per Email Address (Personalized)**.



4. To set any of the optional Advanced Settings, See "Sending a Basic Newsletter"
5. Click the Send Email link. This displays either a **Successful** or **Not Successful** message. For Synchronous send action, the message doesn't display until after all emails have been sent. For Asynchronous send action, the message displays once the send action has successfully commenced.



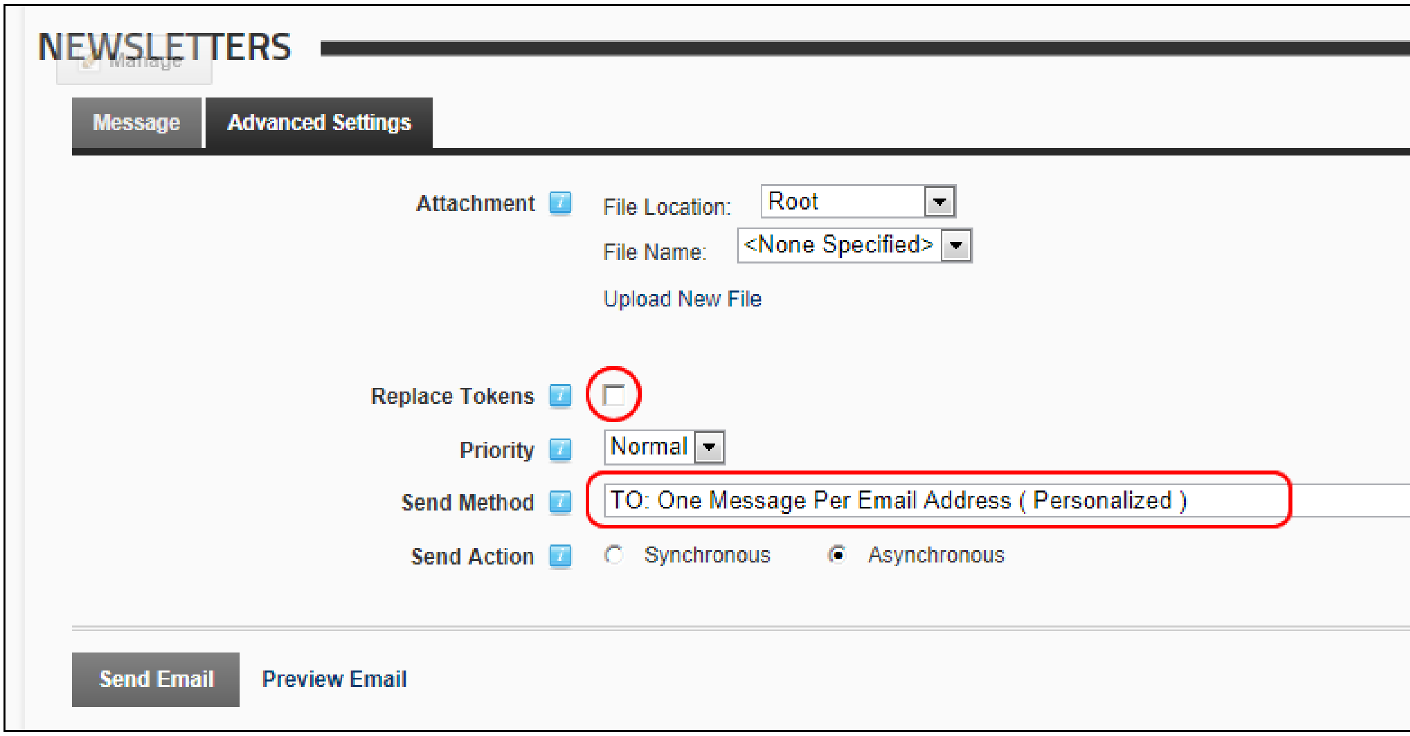
The Received Message. Note the recipients first and last name are included

Sending a Personalized Newsletter without Tokens

How to send a personalized newsletter without enabling See "List of Replacement Tokens" using the Newsletter module. This option adds a greeting before the message. The greeting for registered users includes their first and last name. E.g. Dear Julie Black. The greeting for other recipients (those entered in the Additional Emails field), are addressed to their email address. E.g. Dear JulieBlack@domain.com.

1. Navigate to Admin > Advanced Settings > **Newsletters** - OR - Go to a Newsletters module.
2. Select the **Message** tab and complete the required fields. See "Sending a Basic Newsletter"

3. Select the **Advanced Settings** tab and then set these required settings:
   1. At **Replace Tokens?**, uncheck the check box.
   2. At **Send Method**, select **To: One Message Per Email Address (Personalized)**.
4. To set any of the optional Advanced Settings, See "Sending a Basic Newsletter"



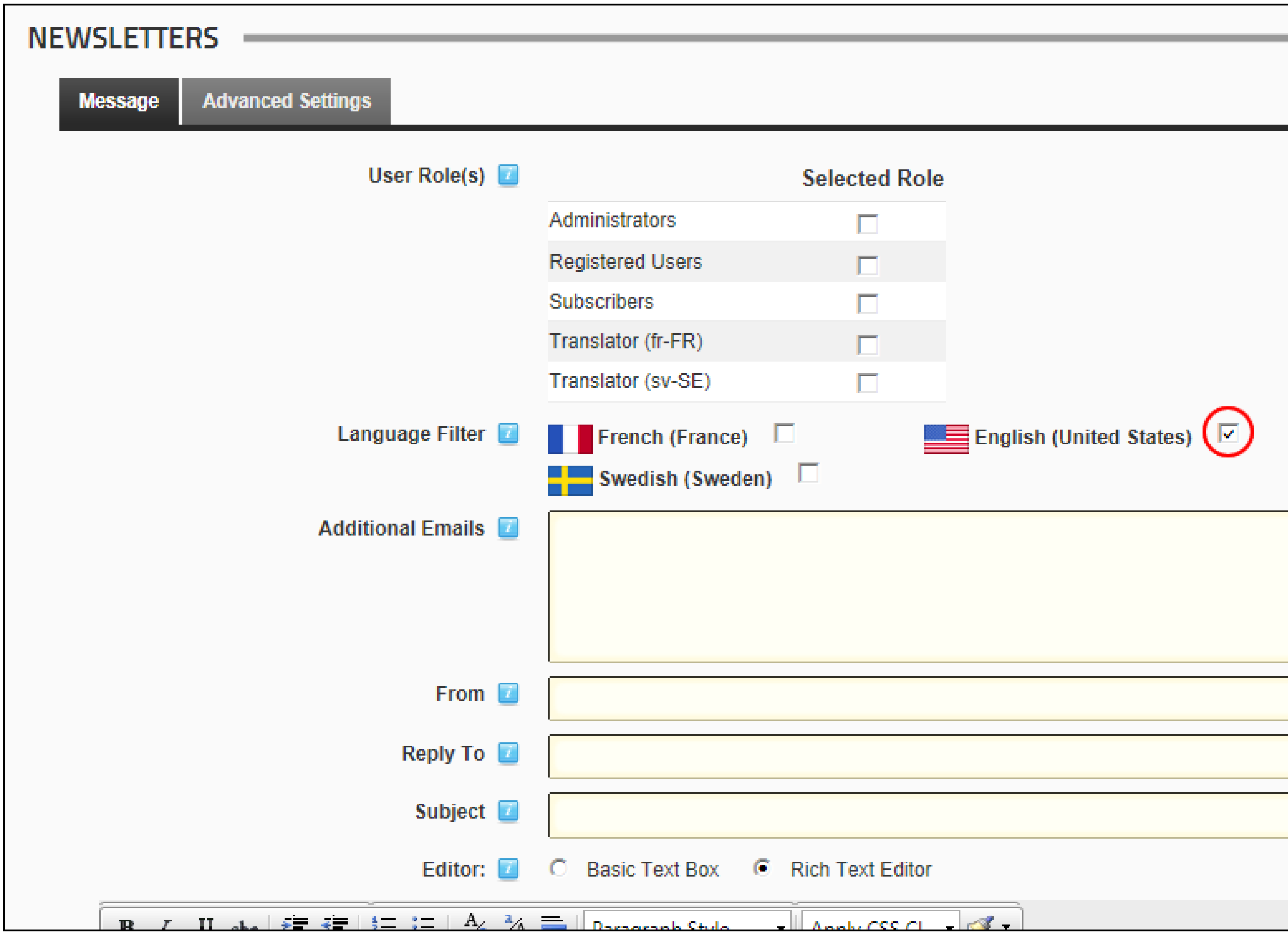
5. Click the Send Email link. This displays either a **Successful** or **Not Successful** message. For Synchronous send action, the message doesn't display until after all emails have been sent. For Asynchronous send action, the message displays once the send action has successfully commenced.

Sending Newsletters in a User's Preferred Language

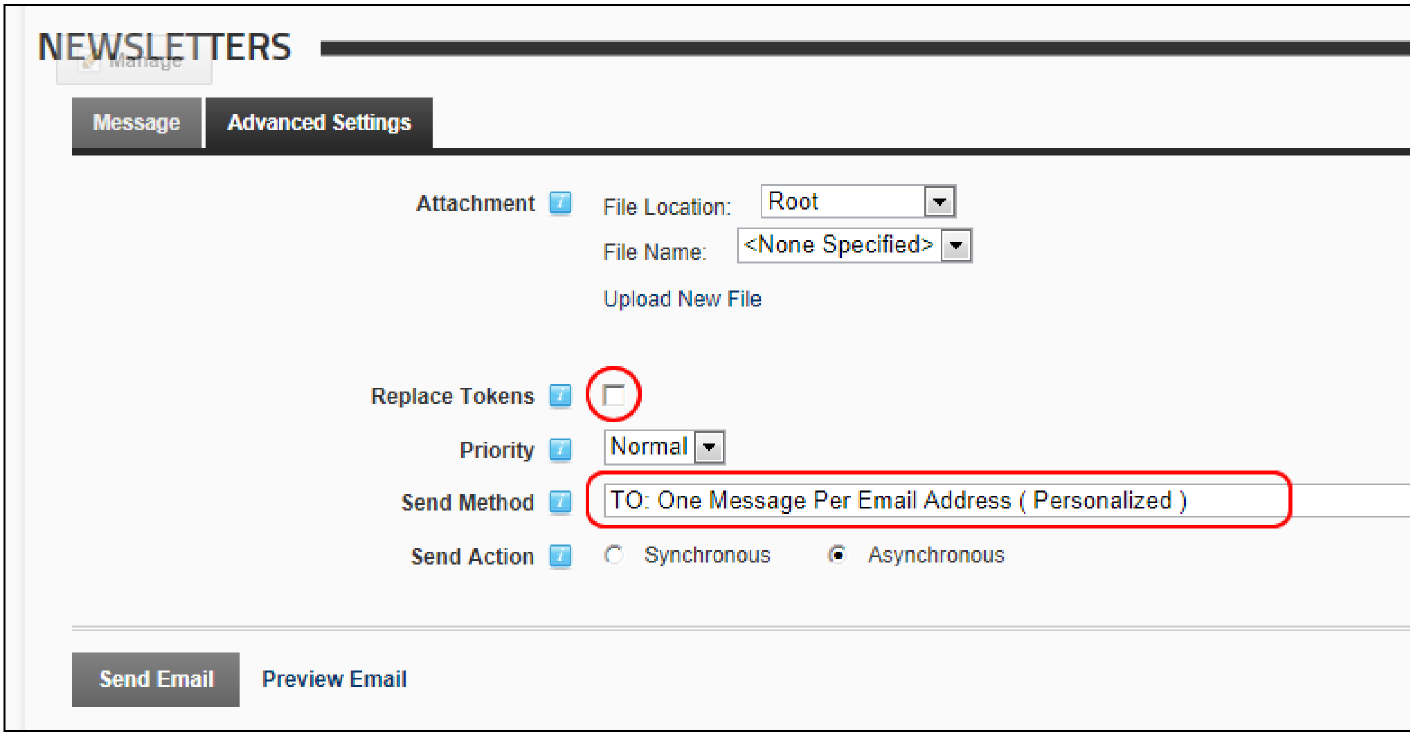
How to send a newsletter to user's in their preferred language using the Newsletter module. Multiple languages must be installed and enabled on this site to display the Language Filter field.

Important. When you select a Language Filter, only users associated with that language will receive a newsletter. E.g. If you select English (United States) as the language filter, then only users who have selected English (United States) as their Preferred Locale in their profile will receive the newsletter. Users who have selected English (Australia) will not receive a newsletter. If a user has not set a preferred language, they will only receive newsletters sent to the default site language.

1. Navigate to Admin > Advanced Settings > **Newsletters** - OR - Go to a Newsletters module.
2. Select the **Message** tab and complete all fields and enter the message into your Editor. See other tutorials in this section for full details.
3. At **Language Filter**, check the check box beside the language(s) to receive this newsletter. If no language is selected then no filter is applied and all users will receive this newsletter.



4. Select the **Advanced Settings** tab and then set these required settings:
   1. At **Replace Tokens?**, uncheck the check box.
   2. At **Send Method**, select **To: One Message Per Email Address (Personalized)**.

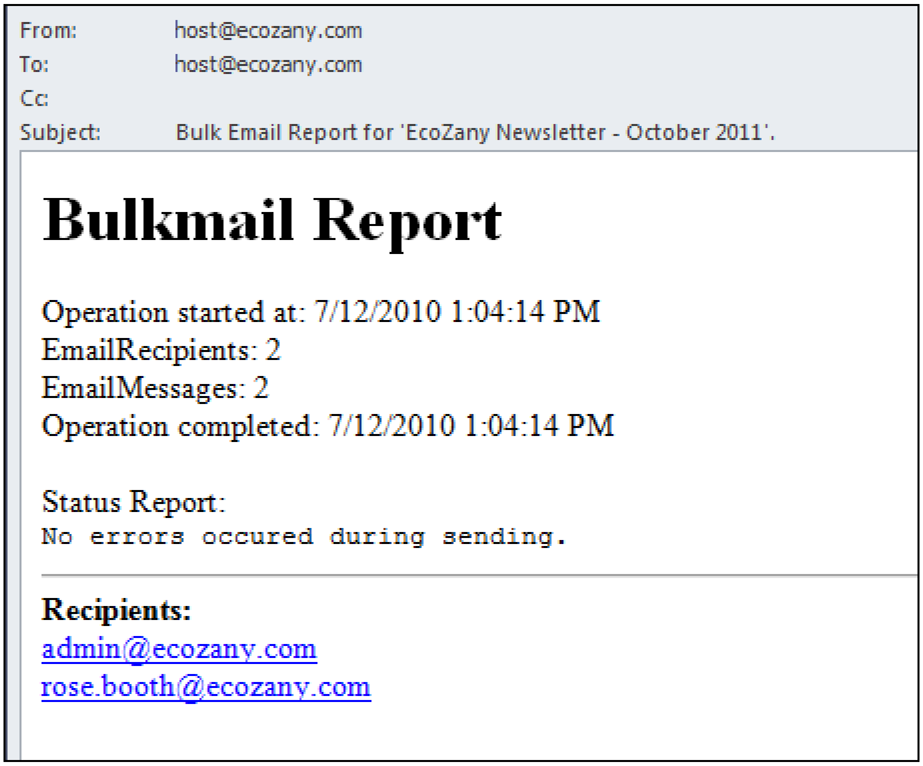


5. To set any of the optional Advanced Settings, see See "Sending a Basic Newsletter"
6. Click the Send Email link. This displays either a **Successful** or **Not Successful** message. For Synchronous send action, the message doesn't display until after all emails have been sent. For Asynchronous send action, the message displays once the send action has successfully commenced.
7. Repeat Steps 2-6 to send the newsletter in other languages.

The Bulk Email Report

When a bulk email is sent using the Newsletters module, the email address displayed in the From field of the Newsletters module will receive the "Bulk Email Report for [Newsletter Subject]" message which contains the following details:

- The date and time when the bulk email operation commenced
- Number of Email Recipients
- Number of Email Messages
- The date and time when the bulk email operation was completed
- Status Report listing any errors which occurred
- List of Recipients


From: host@ecozany.com
To: host@ecozany.com
Cc:
Subject: Bulk Email Report for 'EcoZany Newsletter - October 2011'.

Bulkmail Report

Operation started at: 7/12/2010 1:04:14 PM
EmailRecipients: 2
EmailMessages: 2
Operation completed: 7/12/2010 1:04:14 PM

Status Report:
No errors occured during sending.

Recipients:
admin@ecozany.com
rose.booth@ecozany.com

The Bulk Email Report

Page Management

About the Pages (Tabs) module

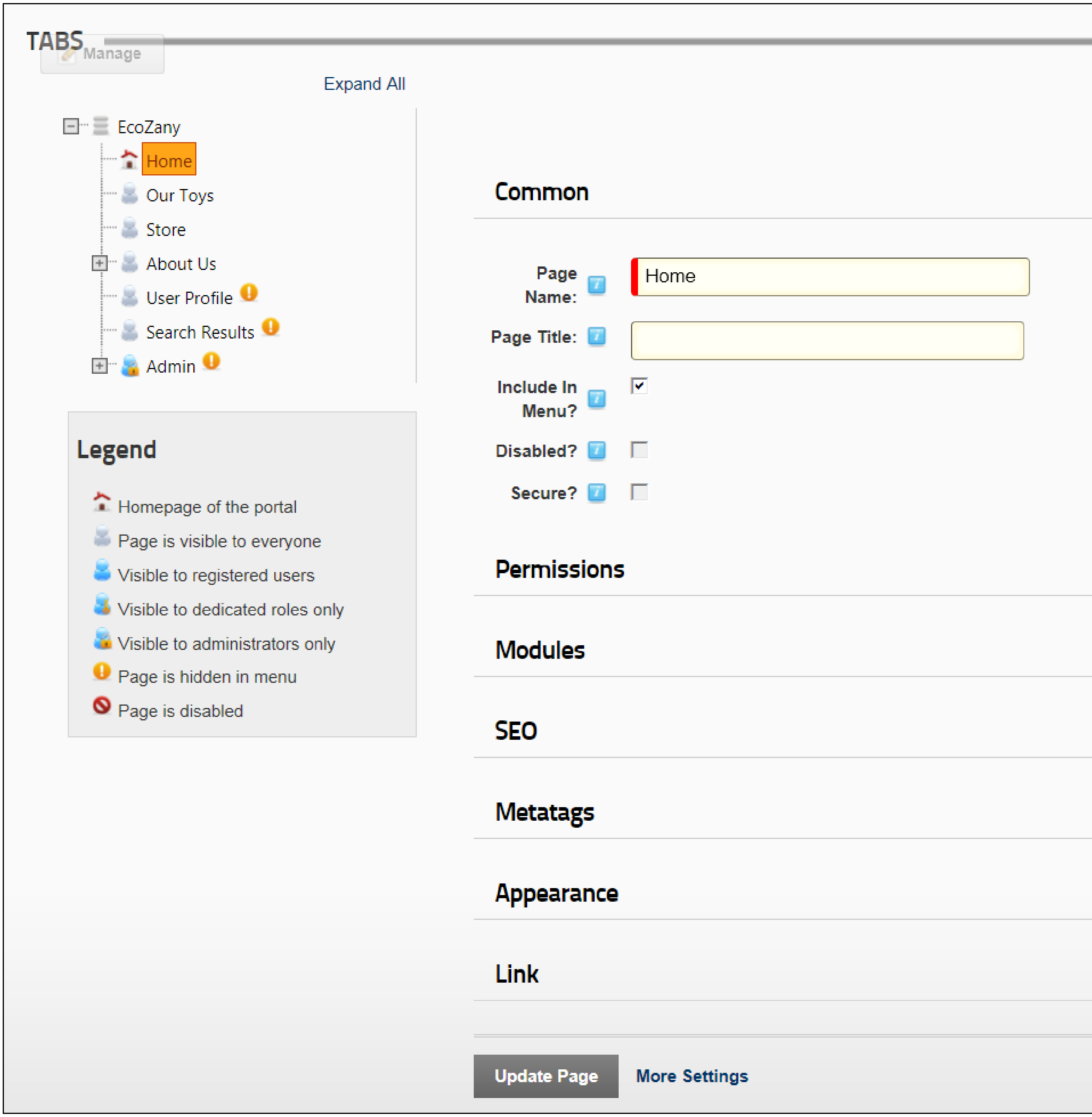
The Pages module (titled "Page Management" and also referred to as the Tabs module) allows authorized users to create and manage pages. This module is located under Admin > Page Management on the Control Panel and can be added to site pages. This module has additional page management tools than the Pages section of the Control Panel, including the ability to modify page hierarchy and add multiple pages at one time.

Installation Note: This module is pre-installed on the site.

Version: 07.00.00. Note: The version number is the same as the DNN framework.

Permissions. Only Page Editors and Administrators can access pages where the Pages module is located.

Users must be granted Edit Page permission in DNN Community Edition, or Add Content permissions in DNN Professional Edition, to the page where the Pages module is located to access the module. This permission enables these users to manage any pages which they are Page Editors for.



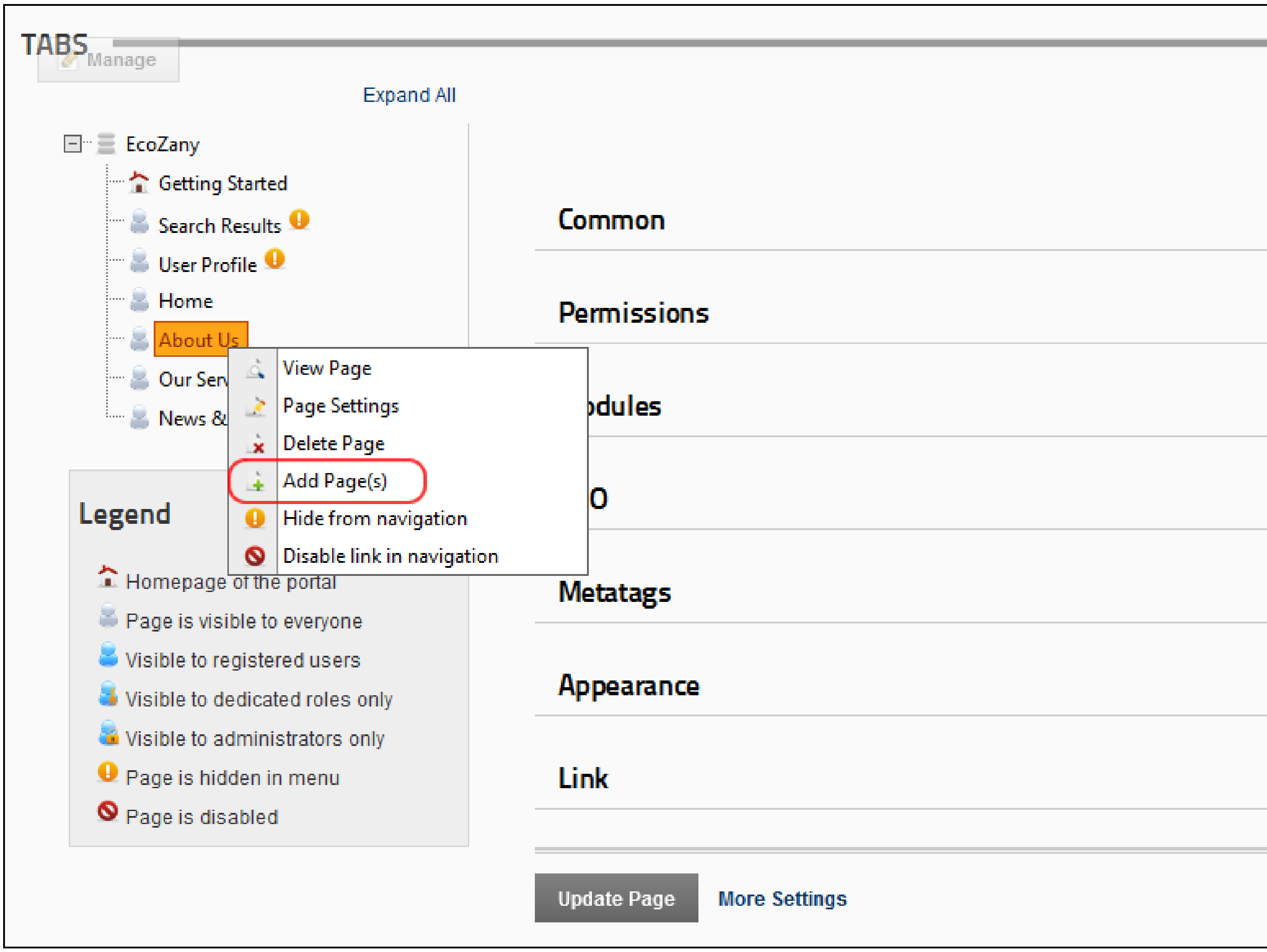
The Pages Module as viewed by Admin

Administrators

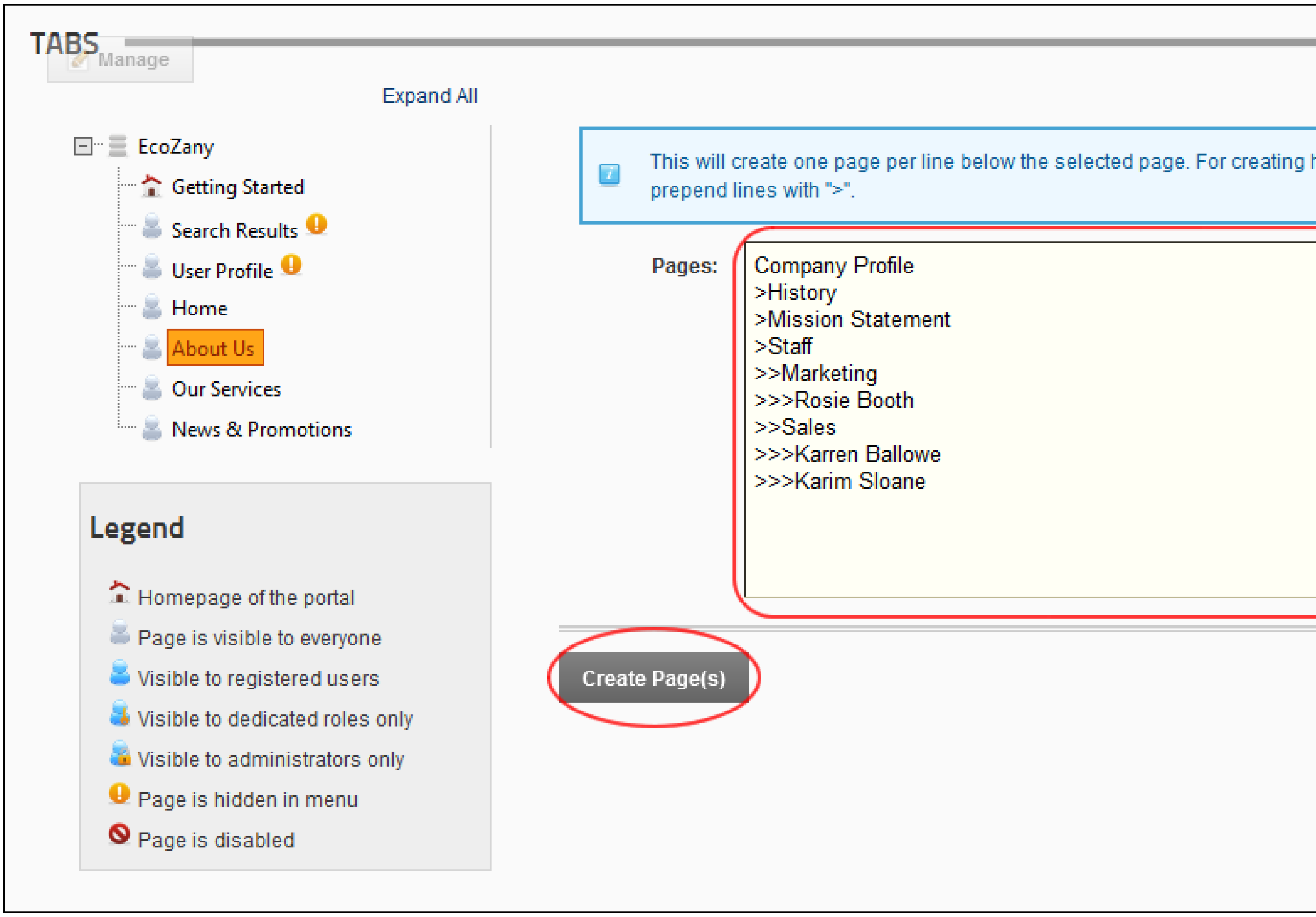
Adding One or More Pages (Pages Module)

How to add one or more new pages to a site using the Pages module.

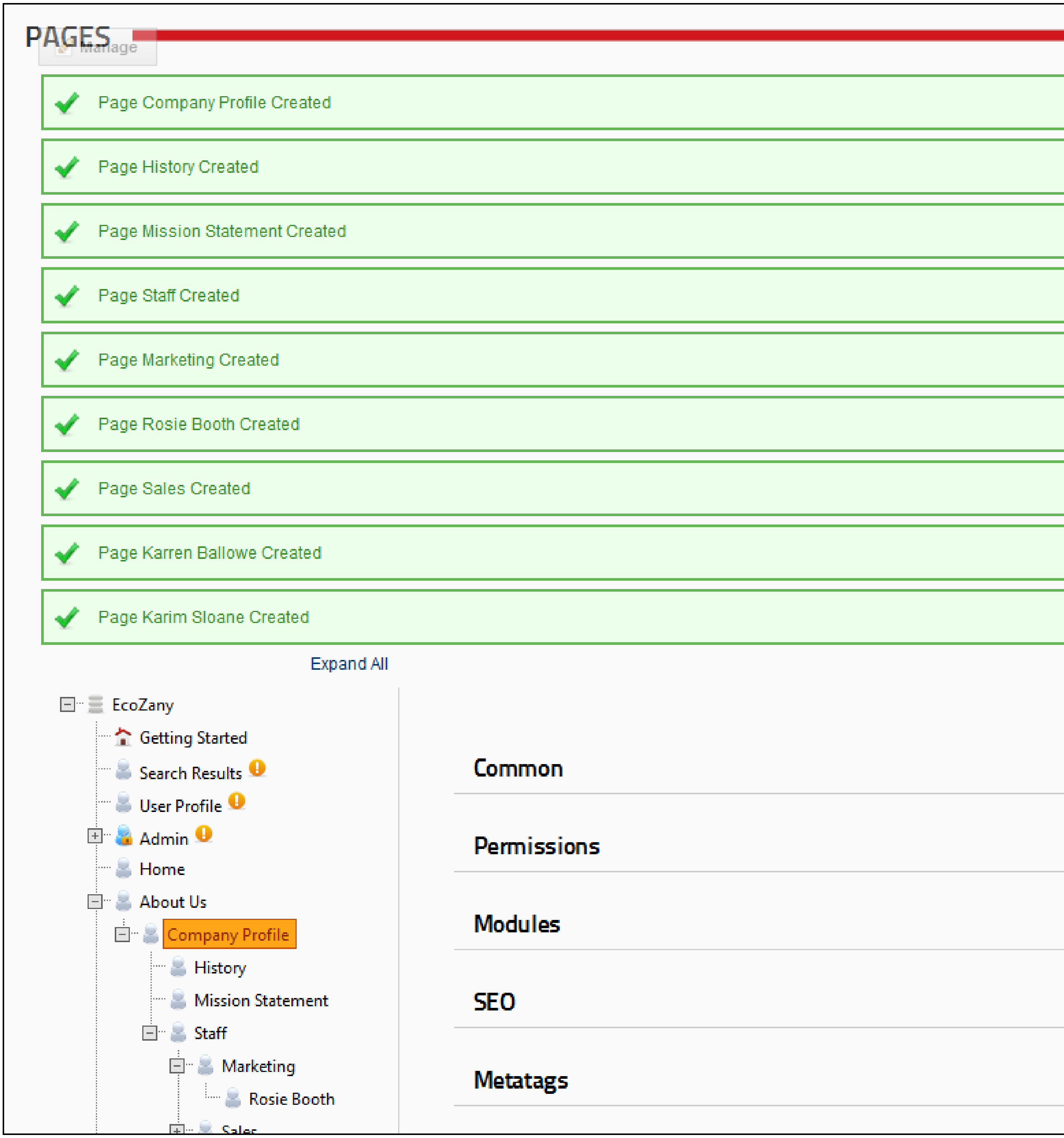
1. Navigate to Admin > **Page Management** - OR - Go to a **Pages** modules.
2. In the left-hand navigation tree, right-click on a page name and then select **Add Page(s)** from the drop down list.



3. In the **Pages** multi-line text box, enter each page name on a separate line. If you wish to create a page hierarchy, simply add one right chevron characters (**>**) for each child level.
4. Click the Create Page(s) link.



5. The new pages are now added to the site menu, the Pages module navigation tree.

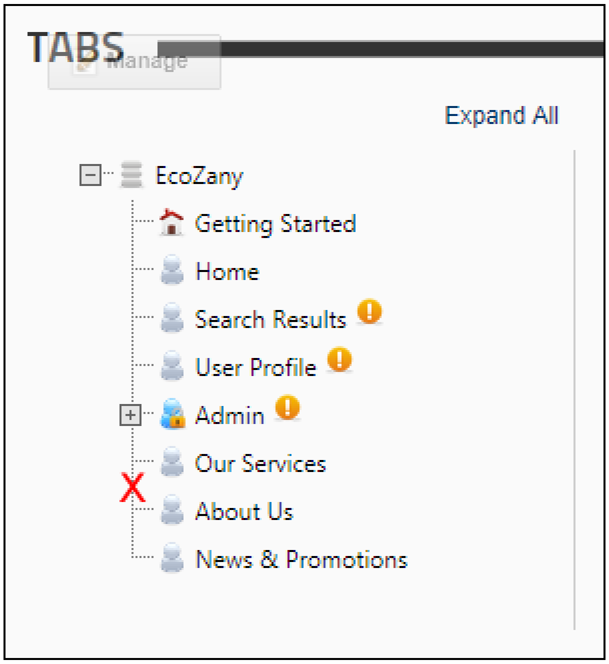


Moving Page Position in Menu

How to move a page to a new position in the site menu using the Pages module.

Permissions. In addition to the required permissions for the Pages module, users must also have Edit Page (Manage Settings for DNN Professional Edition) permissions to the required page.

1. Navigate to Admin > **Page Management** - OR - Go to a **Pages** modules.
2. Click on the name of the page to be moved and drag to the required location.
   - To move a page into a parent position, drag the page below the page to be displayed to the right of this parent in the menu and the drop the page onto the dotted line.



   - To move a page into a child position, drop the page on top of parent page.

Page Editors

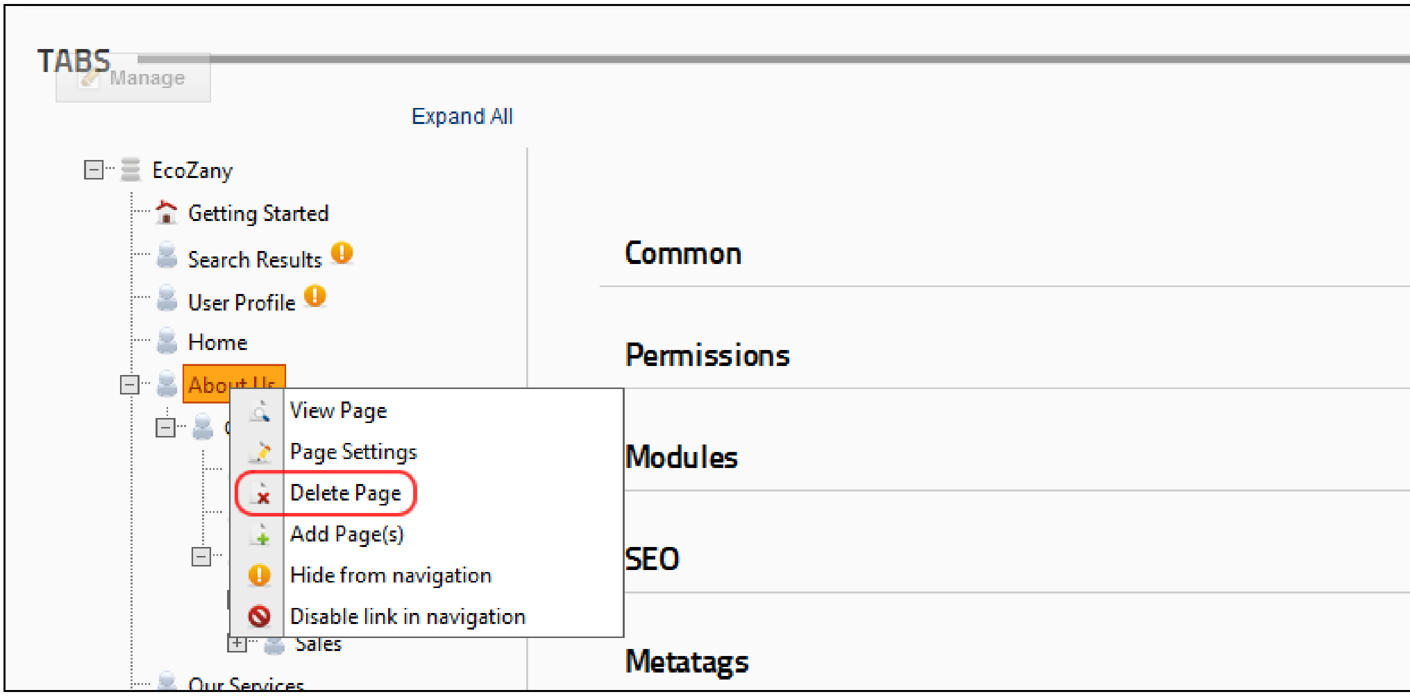
Deleting a Page (Pages Module)

How to delete a page including any child pages using the Pages module. Deleted pages are stored in the Recycle Bin where they can be restored or permanently deleted. See See "About the Recycle Bin Module"

Note: A page defined as Home, Splash, Login, User Registration, Profile page, or the last visible site page cannot be deleted. You are also unable to delete the Admin and Host Pages.

Permissions. In addition to the required permissions for the Pages module, users must also have Edit Page (Delete for DNN Professional Edition) to the page they want to delete.

1. Navigate to Admin > Page Management - OR - Go to a **Pages** modules.
2. In the left-hand navigation tree, right-click on the required page and then select **Delete Page** from the drop down list.



3. This displays the message "This will delete the selected page and all its child pages. Are you sure?"
4. Click the **OK** button to confirm.

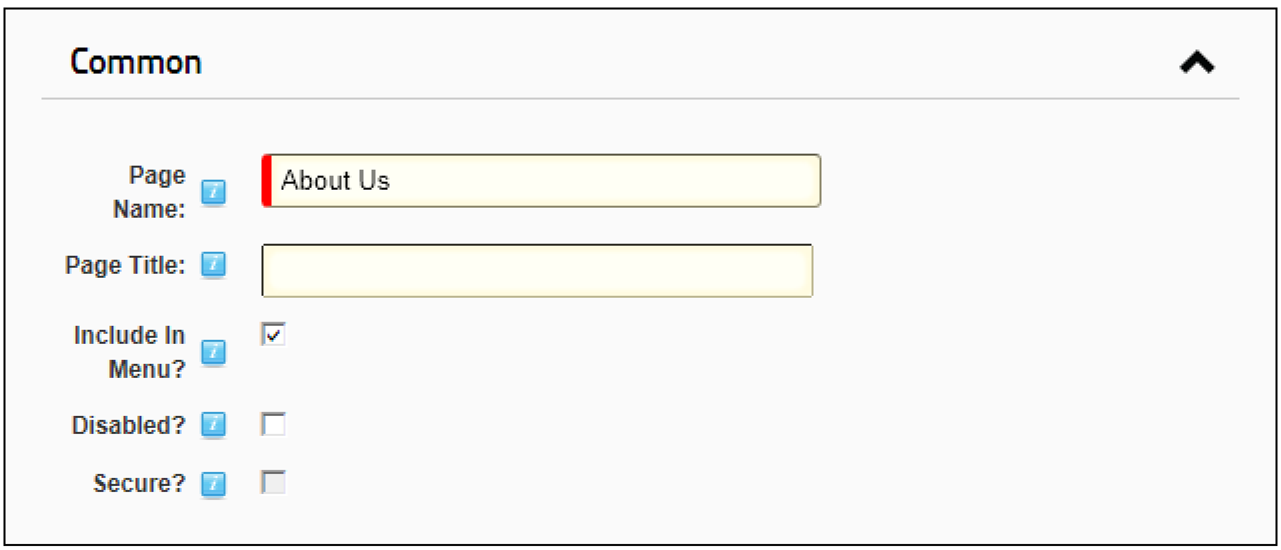
Editing Page Settings using the Pages Module

How to view and or edit a selection of page settings for any page using the Pages module.

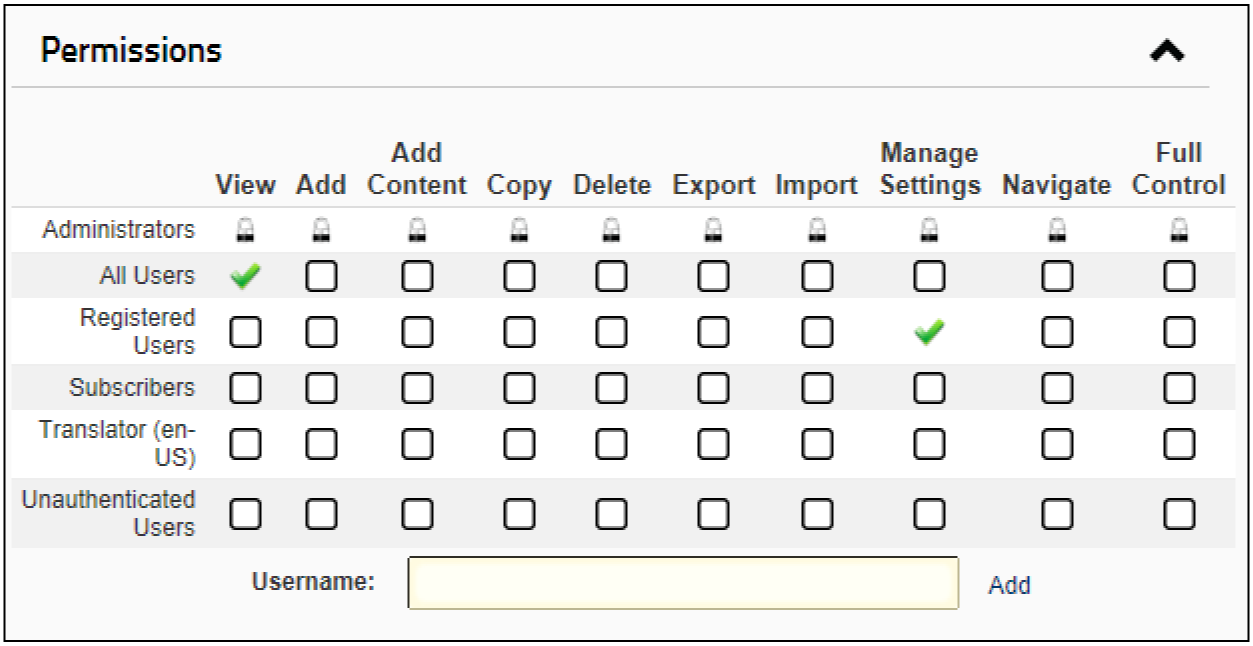
Permissions. In addition to the required permissions for the Pages module, users must also have Edit Page (Manage Settings for DNN Professional Edition) permissions to the required page.

1. Navigate to Admin > **Page Management** - OR - Go to a **Pages** modules.
2. In the left-hand navigation tree, click on a required page name. This displays the settings for this page to the right.
3. Go to the **Common** section and enter/edit any of the following settings:
    1. In the **Page Name** text box, enter a name for the page. If this page is displayed in the menu, this will be the name in the menu.

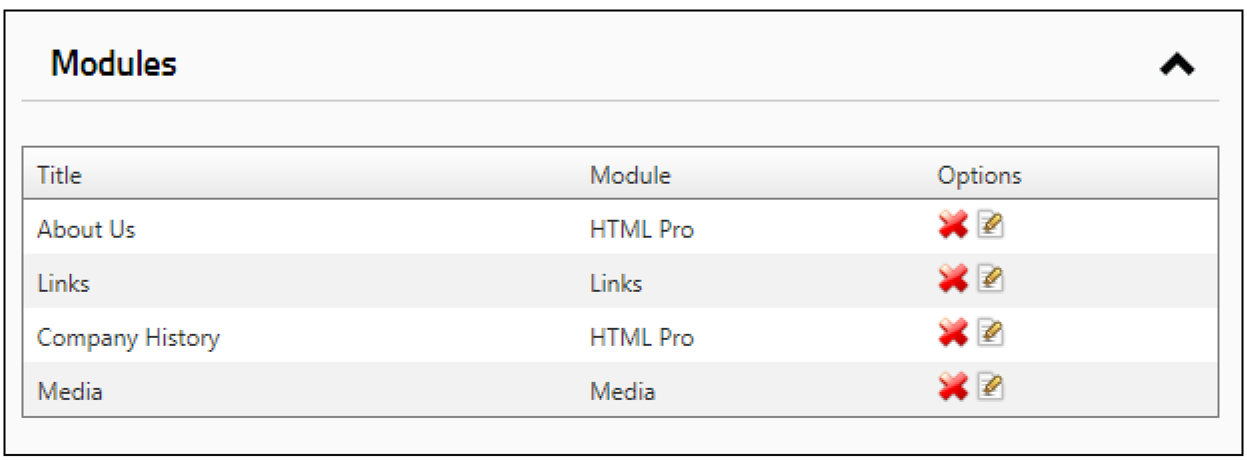
2. In the **Page Title** text box, enter a short, descriptive sentence summarizing the page content. The title is used by search engines to identify the information contained on the page. It is recommended that the title contains at least 5 highly descriptive words and does not exceed 200 characters.
3. At **Include In Menu?**, check the check box to include this page in the menu- OR - Uncheck the check box to hide the page.
4. At **Disabled**, select from these options:
   - Check the check box if the page name is not a link. I.e. When you click on the page name in the menu nothing happens. This option is typically selected for a parent page to provide a way for users to navigate to its child pages.
   - Uncheck the check box for this page name to be a link to the page. This is the default option.
5. At **Secure?** check the check box to force this page to use a secure connection or secure socket layer (SSL). This option requires the Administrator to configure the SSL Settings on the Admin > Site Settings page.



4. Expand the **Permissions** section to update permissions. Note: This section is only visible to Administrators and SuperUsers. See "Setting Page Permissions"



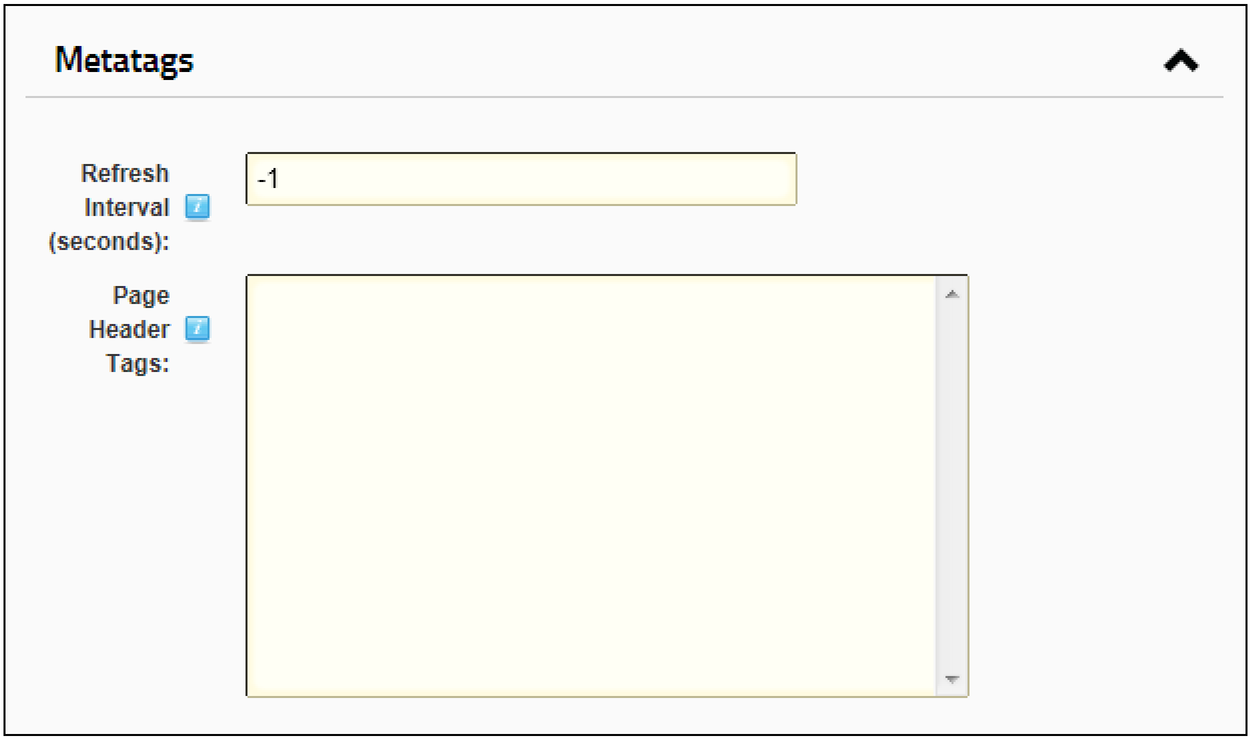
5. Expand the **Modules** section to view a list of all modules on this page.
   - Click the **Delete** button to delete the related module.
   - Click the **Edit** button to go to the Module Settings page for the related module.



6. Expand the **SEO** section and enter/edit any of the following settings:
   1. In the **Sitemap Priority** text box, enter a number between 0.1- 1.0 that is used to determine the SEO SiteMap priority.
   2. In the **Page Description** text box, enter a description of the page content. The description is used by search engines to identify the information contained on the page. It is recommended that the description contains at least 5 words and does not exceed 1000 characters.

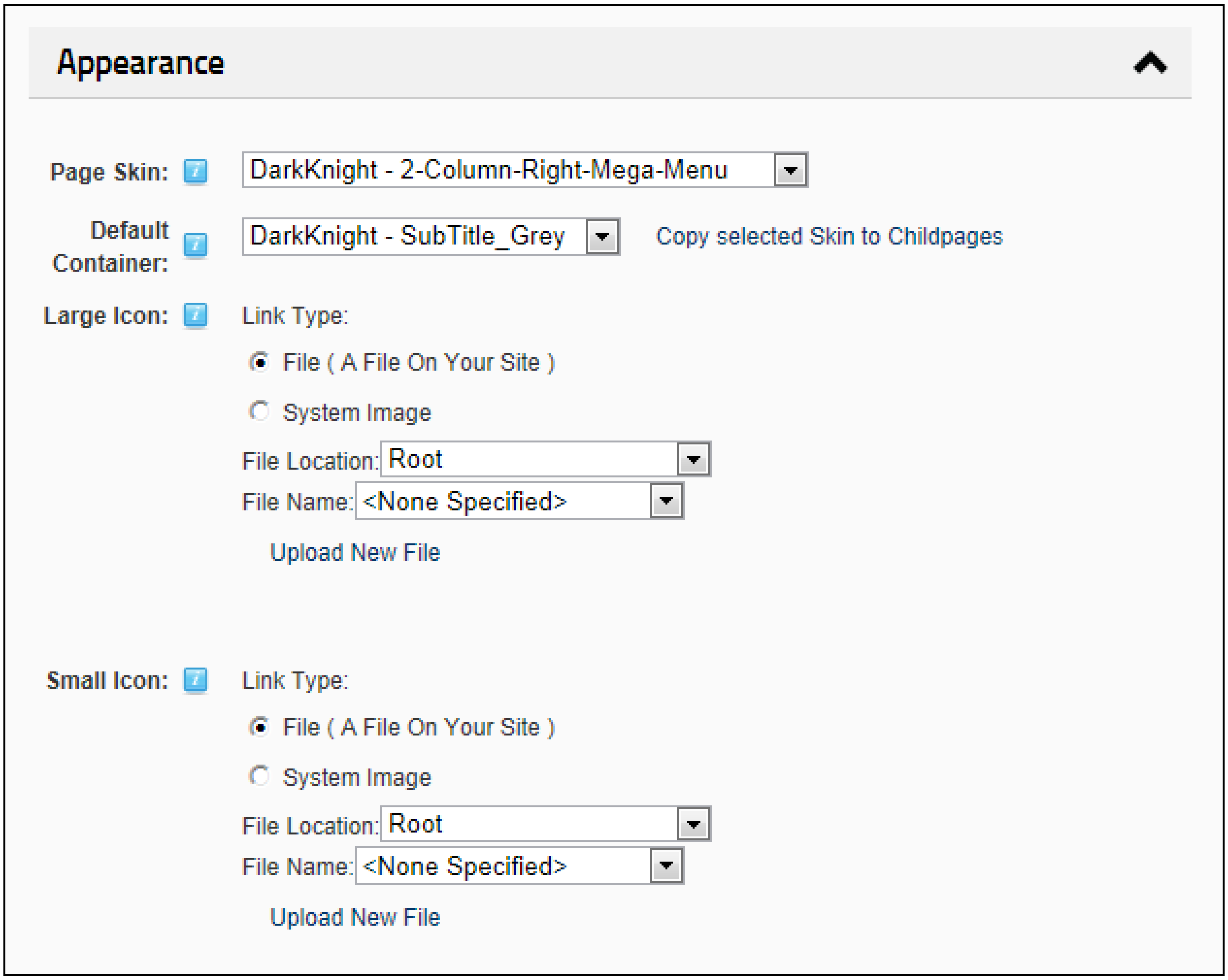
3. In the **Page Keywords** text box, enter key words for this page separated by comma.
4. In the **Page Tags** text box, select one or more tags associated with this page. Page tagging is a way of categorizing content for more meaningful search results.

7. Expand the **Metatags** section and enter/edit any of the following settings:
    1. In the **Refresh Internal (seconds)** text box, enter the interval to wait between automatic page refreshes. (E.g. Enter "60" for 1 minute or 60 seconds.) Leave field blank to disable.
    2. In the **Page Header Tags** text box, enter any tags that should be rendered in the "HEAD" tag of the HTML for this page.



8. Expand the **Appearance** section and edit/set any of these optional settings:
    1. At **Page Skin**, select a skin from the drop down list or select **[Default Skin]** to use the default skin set for the site. See "Setting the Default Site Skin and Container"
    2. At **Default Container**, select a container from the drop down list or select **[Default Container]** to use the default container set for the site.
    3. At **Large Icon**, select an image to be used as the Large Icon for any Console module relating to this page. Select the location of the required icon from these options:
        - **File (A File On Your Site)**, select to insert any image from the Admin File Manager, or upload a new file.
            1. Set the link to an existing file (See "Setting a File Link") or a new file (See "Uploading and Linking to a File"). Note: You can remove the icon from this and the following field by selecting **< None Specified >** as the File Name when setting a file link.
        - **System Image**: Select to choose an icon which is part of your DNN application. This displays a list of available images.
            1. Select the required image.

4. At **Small Icon**, using the same steps as for the above field, select the image to be displayed beside the page name in the menu. This image is also used as the Small Icon for any Console module relating to this page.



9. Expand the **Link** section and edit/set any of these optional settings:
   1. At **Link URL**, to set this page to be a navigation link to another resource (rather than displaying the page itself), select or add the link here. See "About the Link Control"
   2. At **Permanently Redirect?**, check the check box to notify the web browser that this page should be considered as permanently moved. This enables Search Engines to modify their URL's to directly link to the resource. Note: This setting is ignored if the Link Type is set to None.

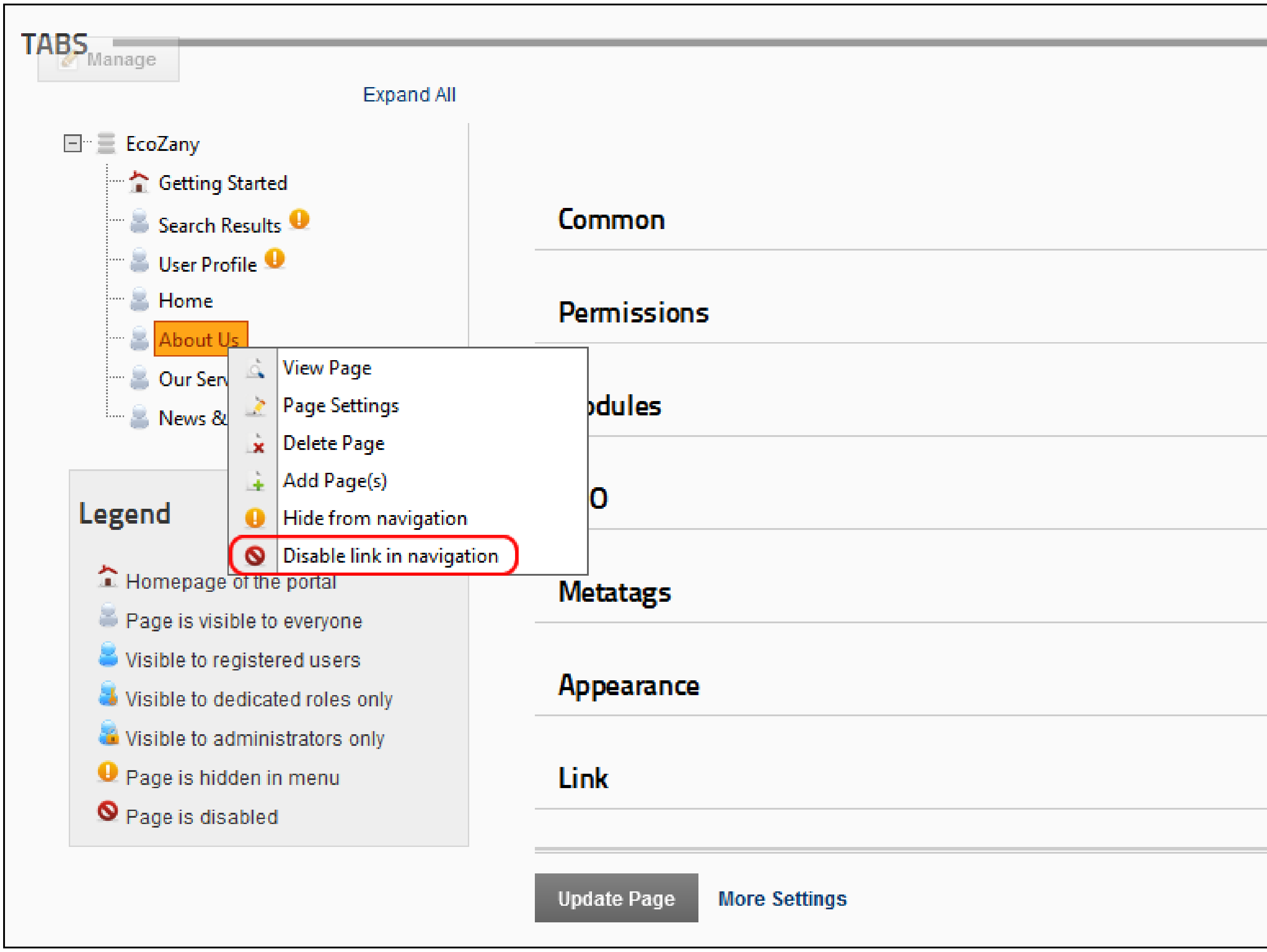
10. Click the Update Page link.

Enabling/Disabling Page Link (Pages Module)

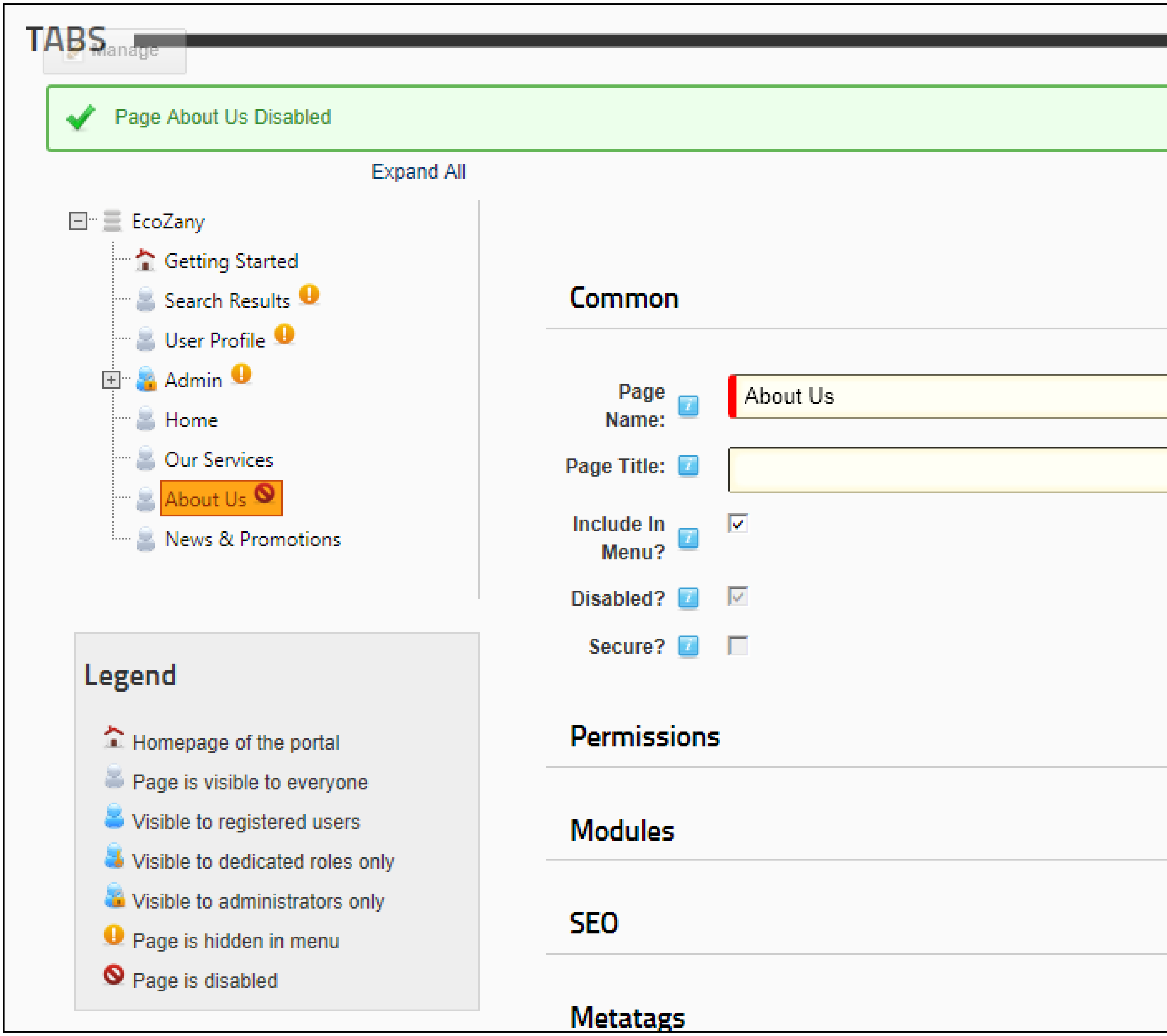
How to prevent or allow a page to functioning as a link in the site menu using the Pages module. This setting is the same as the "Disabled?" check box field on the Settings page of each page.

Permissions. In addition to the required permissions for the Pages module, users must also have Edit Page (DNN Community Edition) or Manage Settings (DNN Professional Edition) to the page.

1. Navigate to Admin > **Page Management** - OR - Go to a **Pages** modules.
2. In the left-hand navigation tree, right-click on the required page. One of these two options will be displayed:
   - **Disable Link In Navigation**: Select this option to disable the page link. The page will still be visible in the menu; however no action is taken when a user clicks on the page in the menu. An example of when you might disable a link is when you have a parent page that doesn't have any content, but still allows users to navigate to its children.
   - **Enable Link In Navigation**: Select this option to enable the page link.



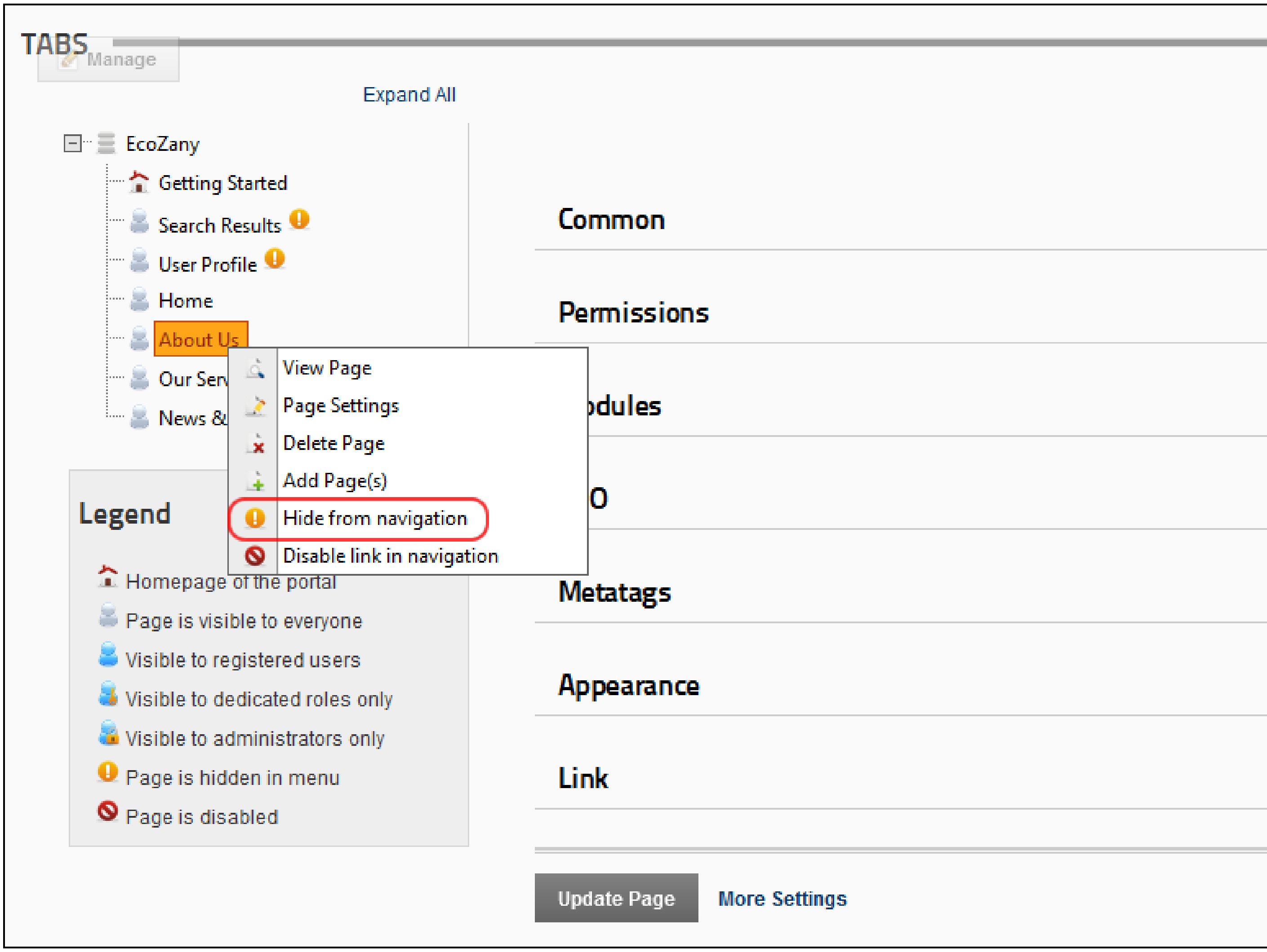
Tip: Disabled pages display the **Disabled** icon in the Pages module for quick reference.



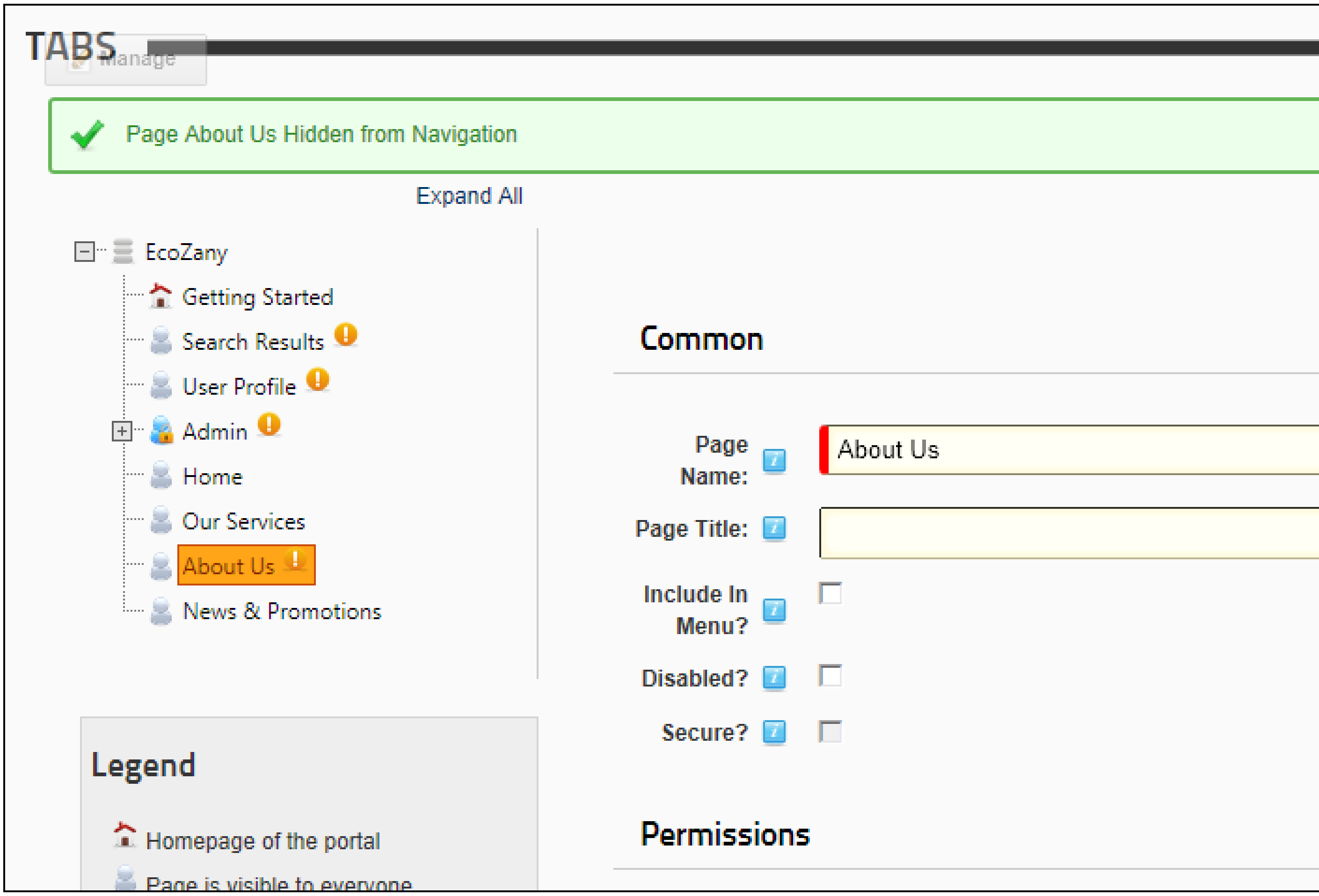
Hiding/Showing a Page in Site Navigation

How to hide or show a page to in the site menu using the Pages module. This settings updates the "Include In Menu?" check box under the settings for this page.

1. Navigate to Admin > **Page Management** - OR - Go to a **Pages** modules.
2. In the left-hand navigation tree, right-click on the required page and then select either **Hide From Navigation** or **Show In Navigation** from the drop down list.



Tip: Hidden pages display the **Hidden** icon in the Pages module for quick reference. However, if the page is also disabled, then the **Disabled** icon will displayed instead.

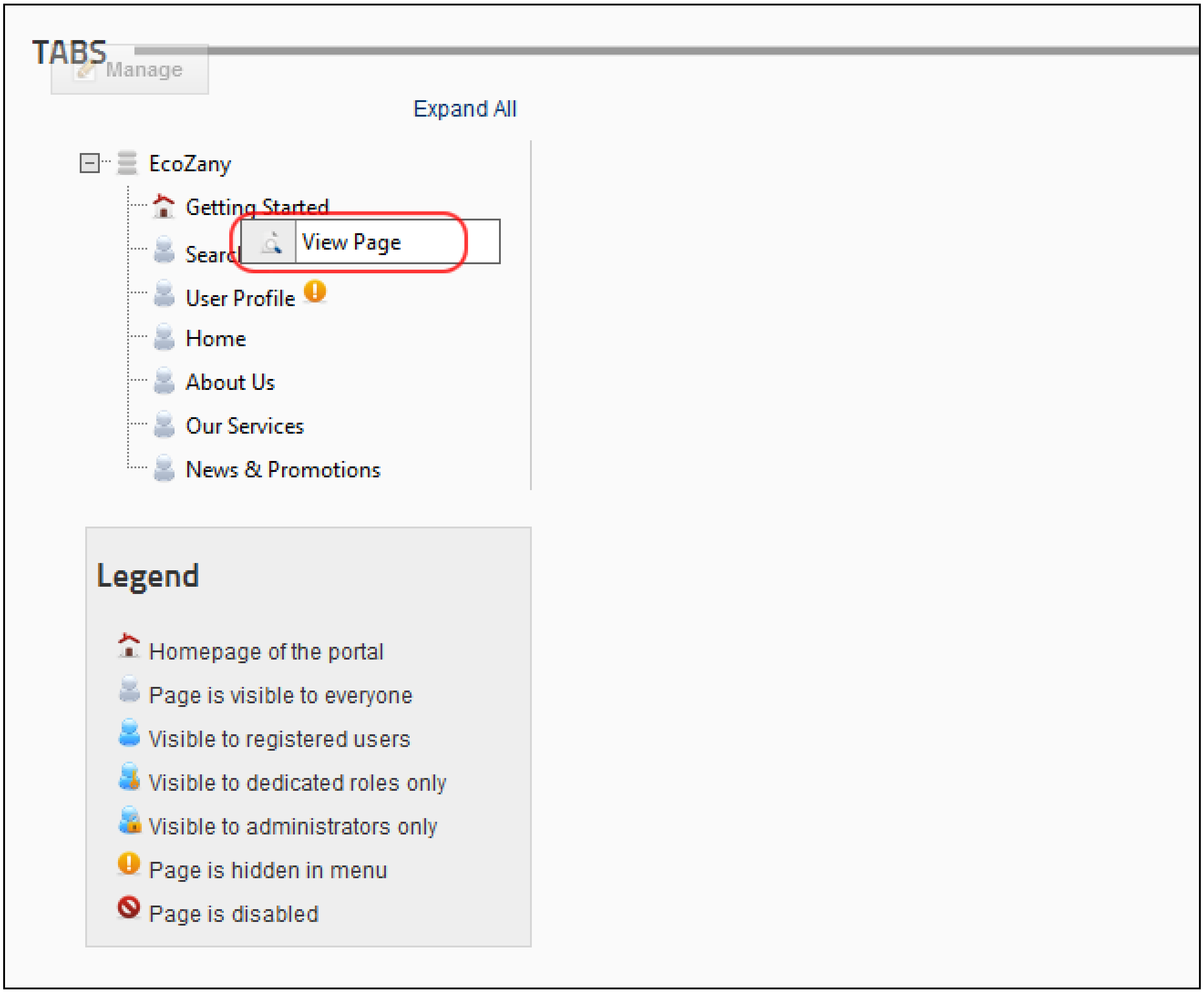


Viewing any Page (Pages Module)

How to view any page on your site including pages which aren't displayed in the site menu using the Pages module.

Permissions. In addition to the permissions required for the Pages module, you must have View Pages permissions granted to view a page.

1. Navigate to Admin > **Page Management** - OR - Go to a **Pages** modules.
2. In the left-hand navigation tree, right-click on the page name and then select **View Page** from the drop down list.

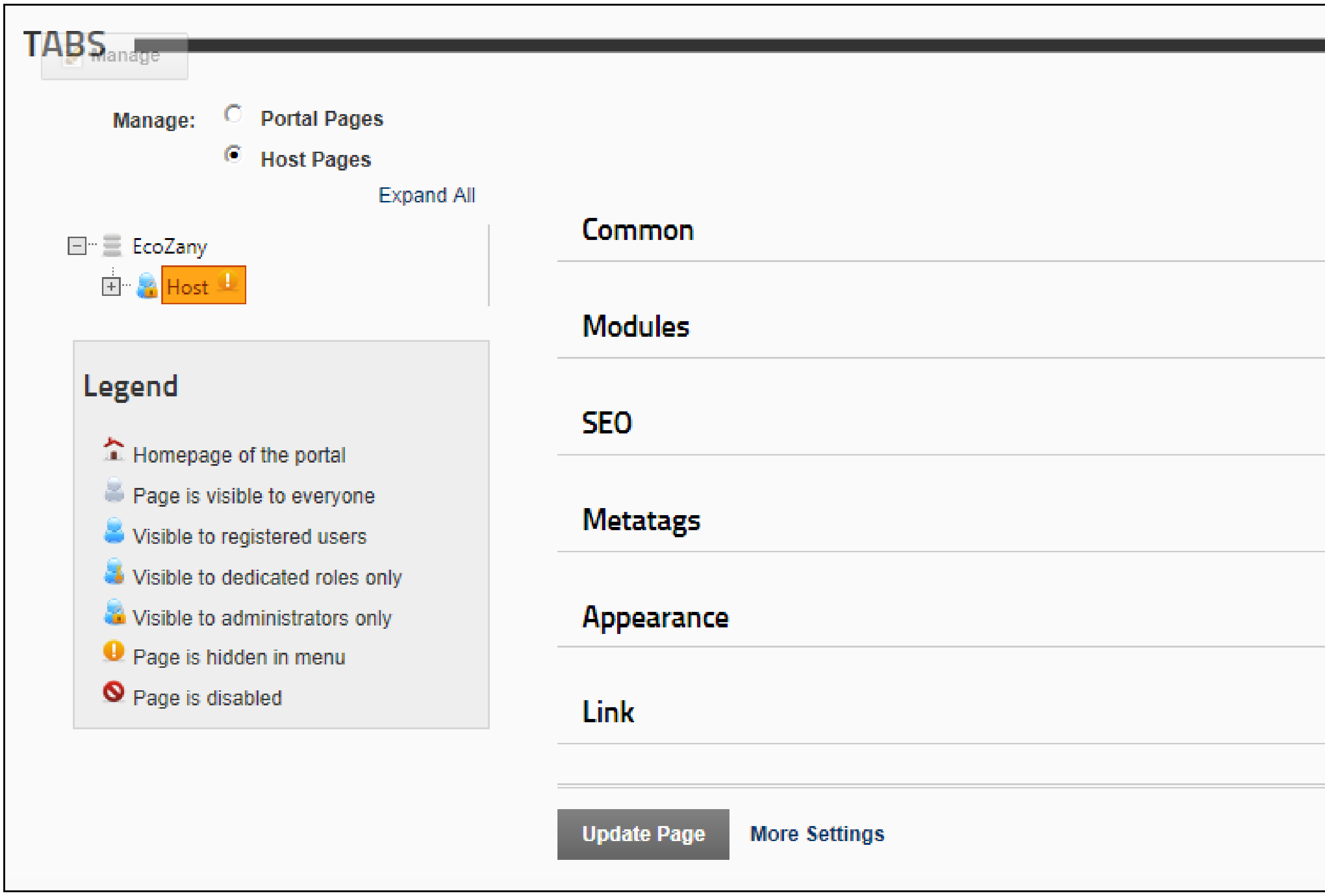


SuperUsers

Managing Host Tabs

How to manage the pages (tabs) located under the Host page (Host Console) in the main menu.

1. Navigate to Admin > **Page Management** - OR - Go to a **Pages** modules.
2. At **Manage** select the **Host Pages** option. This displays the list of Host pages in the right-hand side navigation tree.



3. You can now add new pages and manage existing Host pages.

Related Topics:

- See "Adding One or More Pages (Pages Module)"
- See "Editing Page Settings using the Pages Module"

Recycle Bin

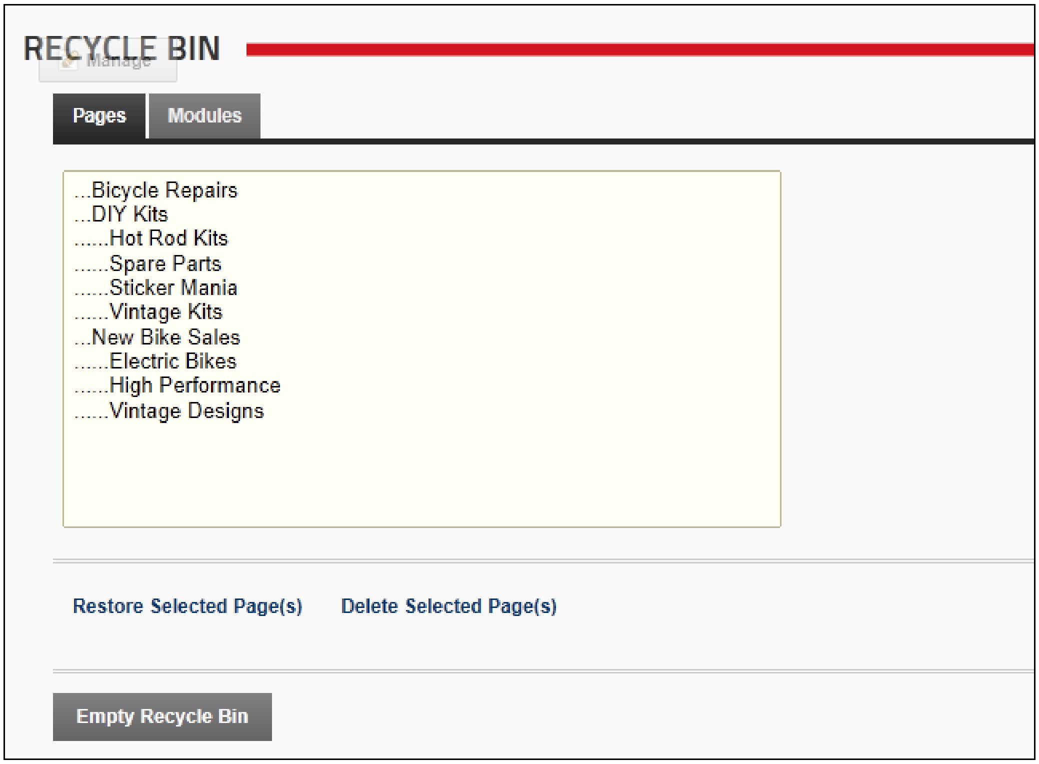
About the Recycle Bin Module

The Recycle Bin module stores all pages and modules that have been deleted from a site. These pages and modules can be restored to the site or permanently removed. This Admin module is located on the Admin > **Recycle Bin** page and can be added to any site page.

Permissions. All site visitors who can view the page where the Recycle Bin module is located are able to see details of all pages and modules within in the Recycle Bin, however, they cannot perform any tasks.

Only authenticated users who have been granted Edit Module (Edit Content) permissions can perform tasks.

Module Version: 07.00.00



The Pages Tab

- Lists pages by page name
- Lists pages in deletion order from most recently deleted to first deleted

The Modules Tab

- Lists modules by Page Name - Module Title. E.g. Home - Announcements
- Lists modules in deletion order from most recently deleted to first deleted

Restoring Modules and Pages

- Restoring a page will restore it to its previous location on the site menu, but all modules (including content) will not be restored, unless user restores them separately
- A module (including content) is restored to a selected page

Deleting Modules and Pages

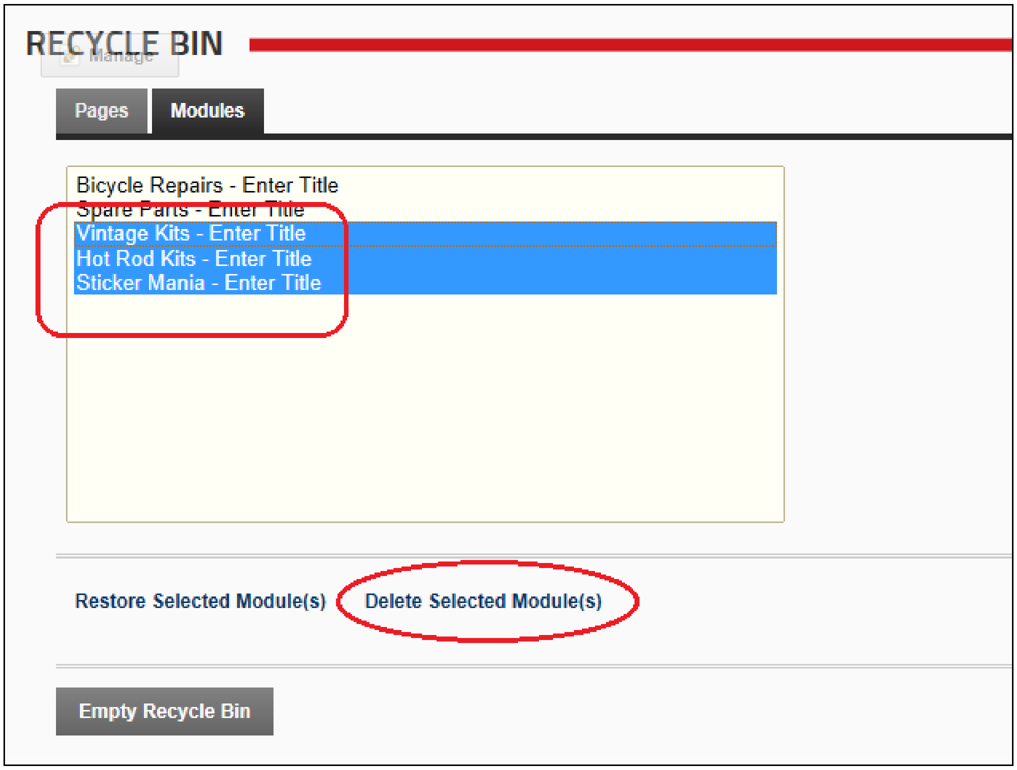
- Deletion is permanent
- Page deletion includes modules and content
- Module deletion includes content

Tip: It is recommended that unwanted pages and module are regularly deleted from the recycle bin. This will ensures that the Recycle Bin doesn't become so large that Site Administrators must search through a large number of modules and pages to find the required item.

Deleting Modules from the Recycle Bin

How to permanently delete one or more modules (including module content) from your site using the Recycle Bin module.

1. Navigate to Admin > **Recycle Bin** - OR - Navigate to a Recycle Bin module.
2. Select the **Modules** tab.
3. **Optional.** If multiple languages are enabled on your site, select one of the following options:
    - Show pages and modules from all languages
    - Show pages and modules in current language only
4. Click on a module name to select it. To select multiple modules, hold down the Ctrl key when selecting.
5. Click the Delete Selected Module(s) link. This displays the message "Are You Sure You Wish To Permanently Delete This Module?"
6. Click the **Yes** button to confirm.



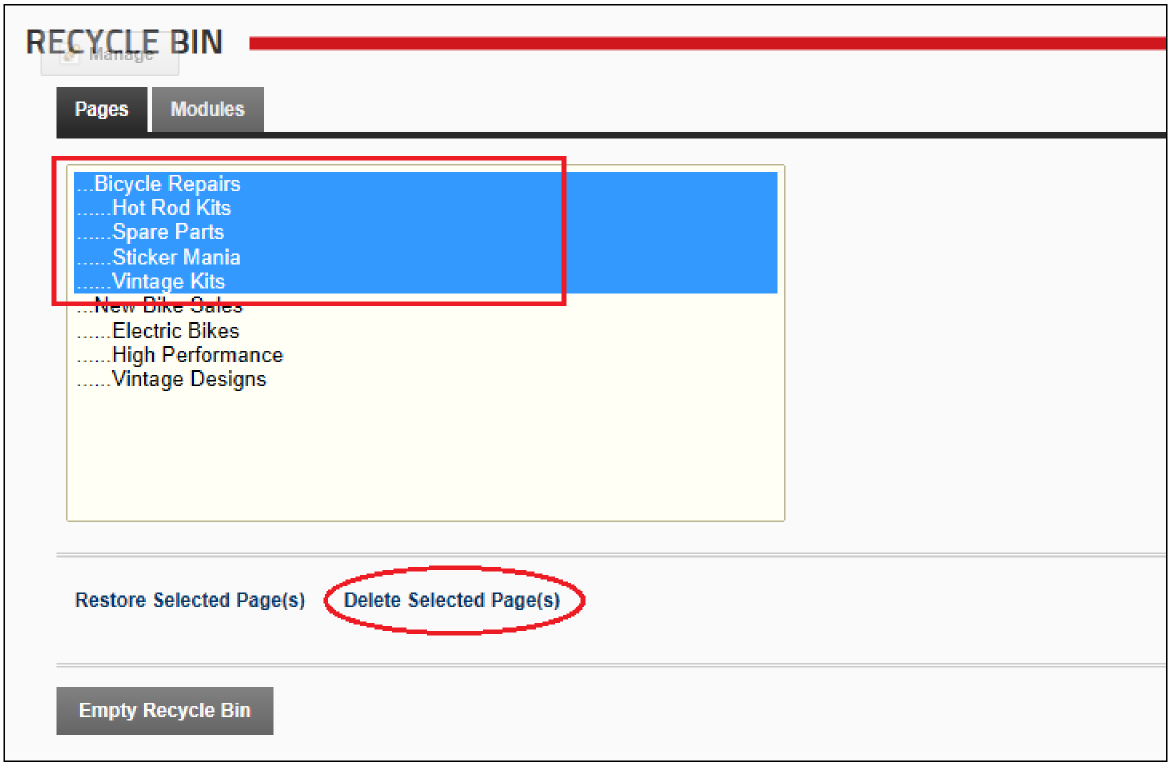
Permanently Delete One Or More Modules

Deleting Pages from the Recycle Bin

How to permanently delete one or more pages (including modules and module content) using the Recycle Bin module.

Permissions. Authenticated users who have been granted Edit Module (Edit Content) permissions.

1. Navigate to Admin > **Recycle Bin** - OR - Navigate to a Recycle Bin module.
2. Select the **Pages** tab.
3. **Optional.** If multiple languages are enabled on your site, select one of the following options:
   - Show pages and modules from all languages.
   - Show pages and modules in current language only.
4. Click on a page name to select it. To select multiple pages, hold down the Ctrl key when selecting.
5. Click the Delete Selected Page(s) link. This displays the message "Are You Sure You Wish To Permanently Delete This Page?"
6. Click the **Yes** button to confirm.



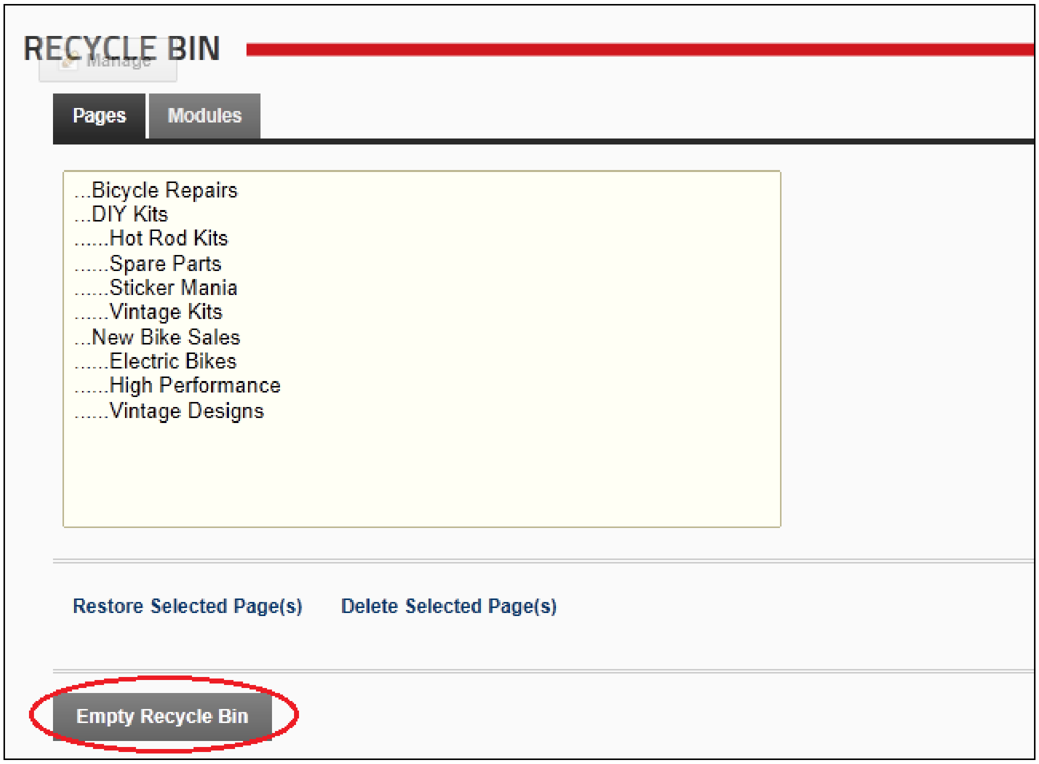
Deleting Pages from the Recycle Bin

Emptying the Recycle Bin

How to permanently delete all pages and modules from the Recycle Bin module.

Permissions. Authenticated users who have been granted Edit Module (Edit Content) permissions.

1. Navigate to Admin > **Recycle Bin** - OR - Navigate to a Recycle Bin module.
2. Click the Empty Recycle Bin link. This displays the message "Are You Sure You Wish To Permanently Delete All Pages and Modules?"



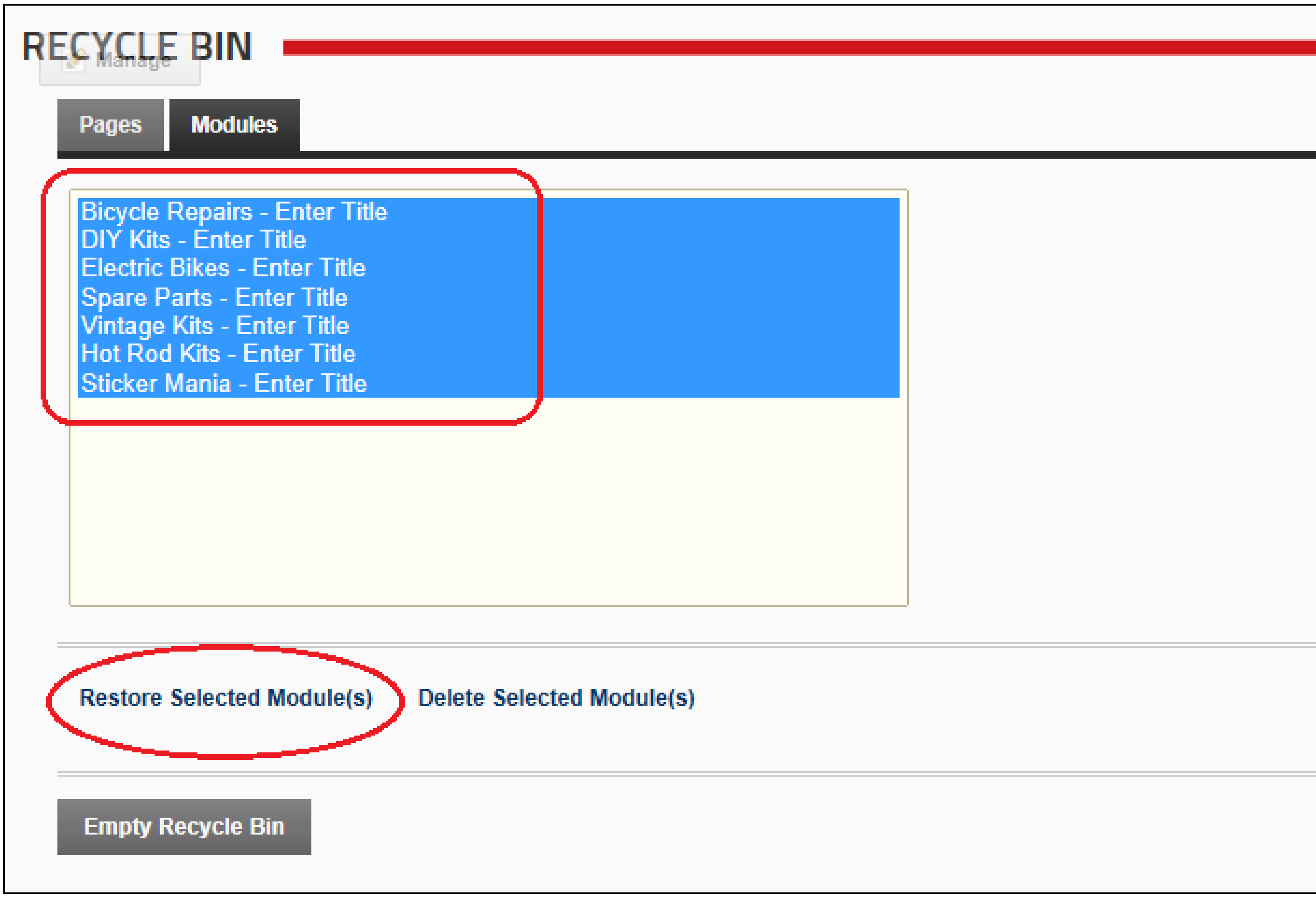
3. Click the **Yes** button to confirm.

Restoring Deleted Modules

How to restore one or more deleted modules (including module content) to their original page using the Recycle Bin module.

Prerequisite. Modules cannot be restored until the page they were previously located on is restored first. If you attempt to do so the following error message is displayed: " **Enter Title** module cannot be restored until the page which this module belong to is restored first."

1. Navigate to Admin > **Recycle Bin** - OR - Navigate to a Recycle Bin module.
2. **Optional.** If multiple languages are enabled on your site, select one of the following options:
   - Show pages and modules from all languages.
   - Show pages and modules in current language only.
3. Select the **Modules** tab.
4. Click on a child page name to select it. To select multiple pages (as shown below) hold down the Ctrl key when selecting pages.
5. Click the Restore Selected Module(s) link.



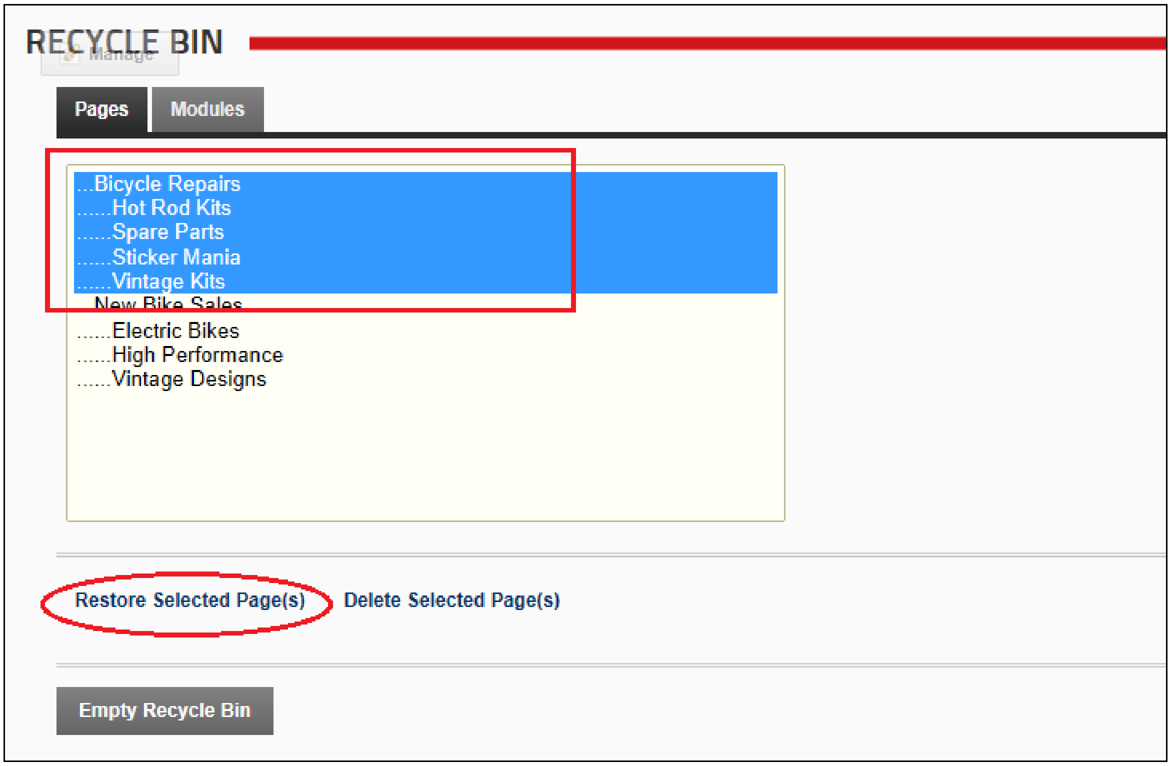
Restoring Deleted Pages

How to restore one or more deleted pages to their previous location in the site menu and their previous location in the pages list on the Page Management module. Once a page is restored, you are then able to restore the modules that were previously located on the page(s).

Permissions. Authenticated users who have been granted Edit Module (Edit Content) permissions.

Restoring a parent page and it's children

1. Navigate to Admin > **Recycle Bin** - OR - Navigate to a Recycle Bin module.
2. Select the **Pages** tab.
3. Select both the parent page and it's child pages which are be indented below their parent page.
4. Click the Restore Selected Page(s) link.



Restoring child page(s)

Prerequisite. A parent page must be restored before it's child page(s) can be restored.

1. Navigate to Admin > **Recycle Bin** - OR - Navigate to a Recycle Bin module.
2. Select the **Pages** tab.
3. Click on a child page name to select it. To select multiple pages, hold down the Ctrl key when selecting.
4. Click the Restore Selected Page(s) link.

Restoring a parent page without children

1. Navigate to Admin > **Recycle Bin** - OR - Navigate to a Recycle Bin module.
2. Select the **Pages** tab.
3. Select the a parent page name to select it. In the below example, the parent page that is selected is called DIY Kits and it's child pages are called Hot Rod Kits, Spare Parts, Sticker Mania, and Vintage Kits
4. Click the Restore Selected Page(s) link.

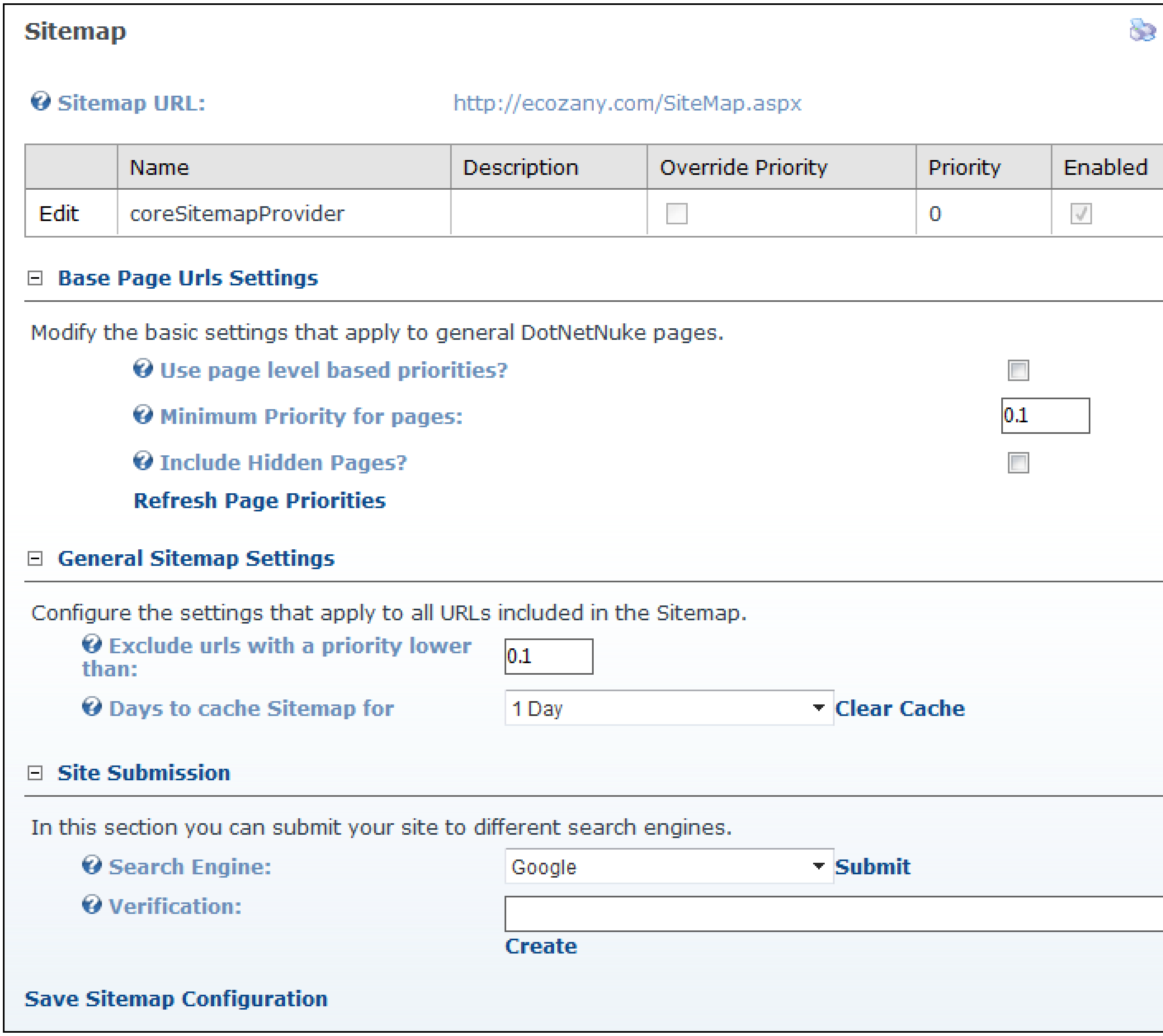
Search Engine Site Map

About the Search Engine SiteMap Module

The Search Engine SiteMap (or Sitemap) module enables authorized users (any user authorized to view the module) to configure a SiteMap which can be submitted to one or more search engines for improved search optimization.

Sitemap providers for DotNetNuke allows any DotNetNuke module to participate into the Google/Yahoo!/Bing Sitemap generation for your site. Sitemap files generated by DotNetNuke Sitemap provider are fully compliant with protocol specification published at: http://www.-sitemaps.org/protocol.php

Module Version: 01.00.00. Note: The version number for this module does not update as it forms part of the DNN framework.



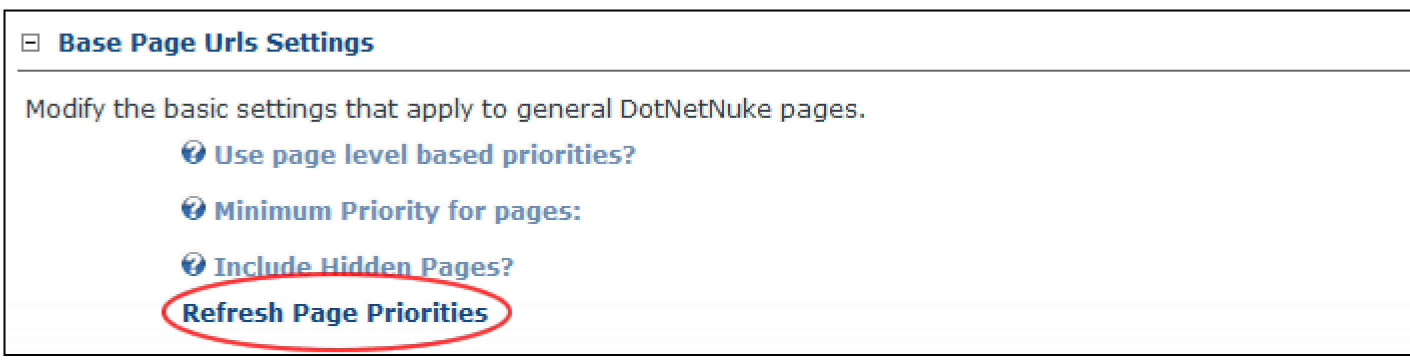
The Sitemap Module

Configuring the SiteMap Settings

How to configure the search engine settings and priorities using the Sitemap module.

1. Navigate to Admin > Advanced Settings > **Search Engine Site Map** - OR - Go to a **Sitemap** module.

2. The **Sitemap URL** field located at the top of the module displays the URL of your Sitemap as well as the Sitemap providers that are enabled. E.g. http://ecozany.com/SiteMap.aspx
3. **Optional.** Go to the Base Page URL's Settings section. Here you can modify the basic settings that apply to general DotNetNuke pages.
    a. At **Use page level based priorities?**, select from these options:
        - Check the check box to set the priority for each page based on the hierarchical level of the page. Top level (parent) pages will have a value of 1, second level (first level child pages) 0.9, third level 0.8, (second level child pages), etc. This setting will not change the value stored in the actual page but it will use the computed value when required.
        - Uncheck the check box if you don't wish to use page level based priorities. Skip to step 3c.
    b. In the **Minimum Priority for pages** text box, if **Use page level based priorities?** is checked, this field allows you set the lowest priority that will be used on low level pages. You must provide a valid number between 0.0 and 1.0.
    c. At **Include Hidden Pages?** select from these options:
        - Check the check box to include hidden pages (those not visible in the menu) in the Sitemap.
        - Uncheck the check box to exclude hidden pages from the Sitemap. This is the default setting.
    d. Click the Refresh Sitemap Priorities link.



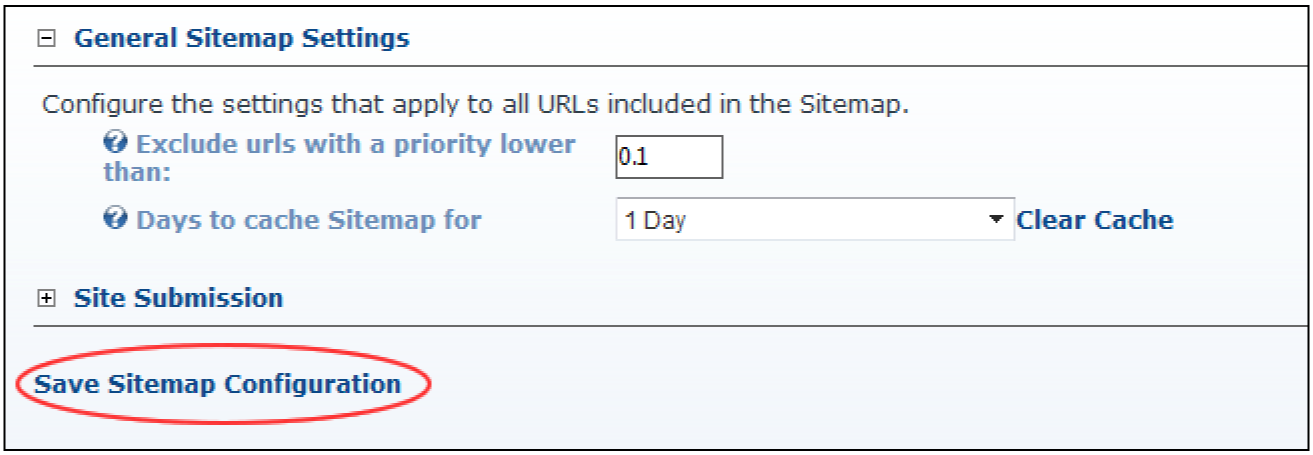
4. **Optional.** Go to the **General Sitemap Settings** section. Here you can configure the settings that apply to all URL's included in the Sitemap.
    a. In the **Exclude URL's with a priority lower than** text box, enter a number between 0.0 and 1.0 This option can be used to remove certain pages from the Sitemap. For example you can setup a priority of -1 for a page and enter -1 here to cause the page to be excluded

from the generated Sitemap.

b. At **Days To Cache Sitemap For** select from these options:

- To enable Sitemap caching: Select the number of days (from 1 Day to 7 Days) the Sitemap is cached for. This stops the Sitemap from being generated every time it is requested. This is especially necessary for big sites. If your site has more than 50.000 URL's the Sitemap will be cached with a default value of 1 day.
- To disable Sitemap caching: Set this value to zero. I.e. 0

c. Click the Save Sitemap Configuration link.

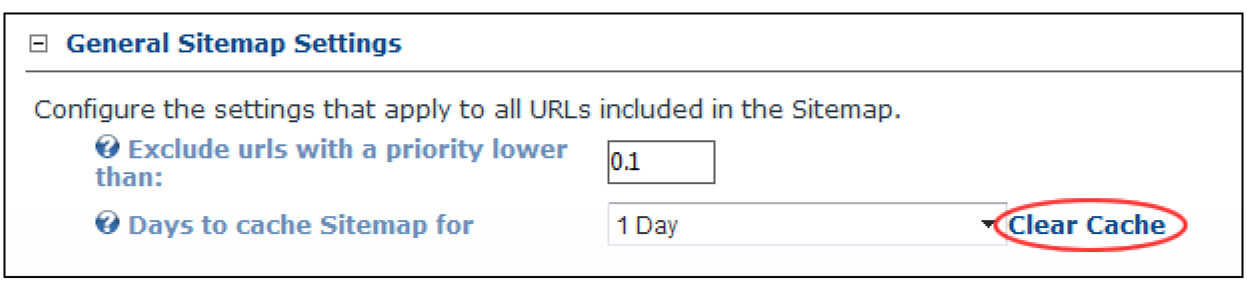


Configuring Sitemap Settings

Purging Cached Sitemap

How to purge the currently cached Sitemap forcing it to be regenerated on the next request.

1. Navigate to Admin > Advanced Settings > **Search Engine Site Map** - OR - Go to a **Sitemap** module.
2. Go to the **General Sitemap Settings** section.
3. At **Days To Cache Sitemap For**, click the Clear Cache link.

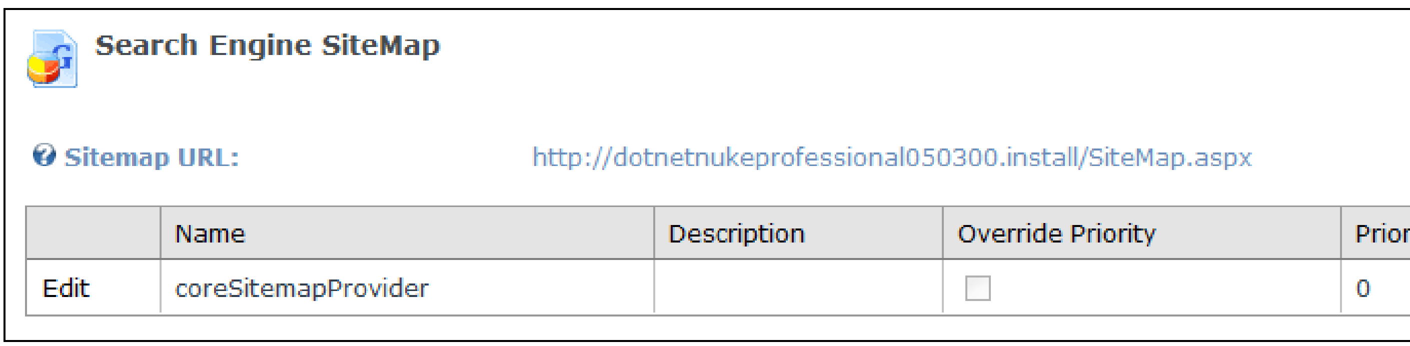


Purging the cached Sitemap

Setting the SiteMap Providers

How to enable and configure one or more SiteMap providers to be used for your DNN site. DNN comes with a default provider named coreSitemapProvider. It also uses a provider model to allow third-party modules to participate in SiteMap generation.

1. Navigate to Admin > Advanced Settings > **Search Engine Site Map** - OR - Go to a **Sitemap** module.
2. Below the **Sitemap URL** field, you can view details SiteMap provider which is in use.
3. Click the Edit link beside the Sitemap Provider to be modified.
4. At **Enabled**, select from these options:
   - Check the check box to enable this SiteMap provider. If only one provider is enabled, skip to Step 5.
     1. **Optional.** At **Override Priority**, check the check box to override the priority given to pages crawled by a SiteMap provider - OR - Uncheck the check box to use the priority given to pages crawled by a SiteMap provider.
     2. **Optional.** In the **Priority** text box, enter a numerical value to set the priority for this provider.
   - Uncheck the check box to disable it.
5. Click the **Update** button.



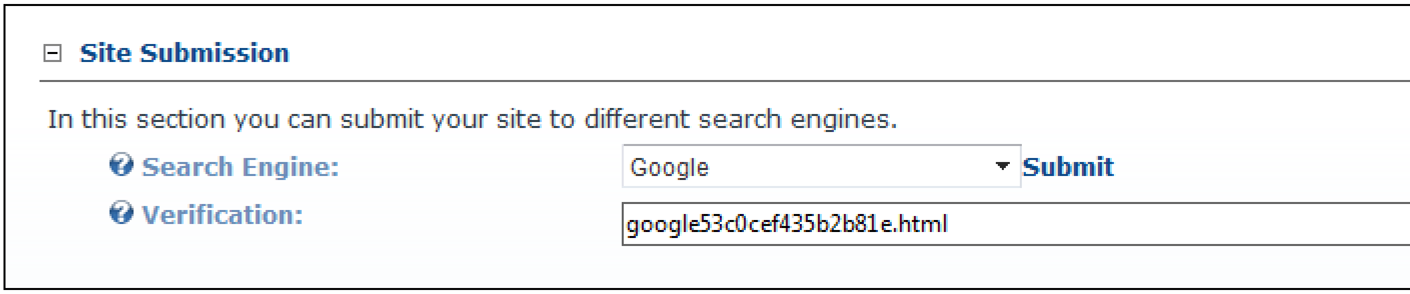
Setting the SiteMap Providers

Submitting Site to Google

How to submit a site for indexing to the Google search engine using the Sitemap module. This tutorial assumes you have already configured the Sitemap settings. See "Configuring the SiteMap Settings"

1. Navigate to Admin > Advanced Settings > **Search Engine Site Map** - OR - Go to a **Sitemap** module.

2. Expand the Site Submission section.
3. At **Search Engine**, select **Google**.
4. When signing up with Google Webmaster Tools you will need to Verify your site ownership. Choose the "Upload an HTML file" method from the Google Verification screen.
5. In the **Verification** text box, enter the filename displayed. I.e. google53c0cef435b2b81e.html
6. Click the Create link.
7. Return to Google and select the **Verify** button.
8. Return to the Sitemap module.
9. At **Search Engine**, click the Submit link.

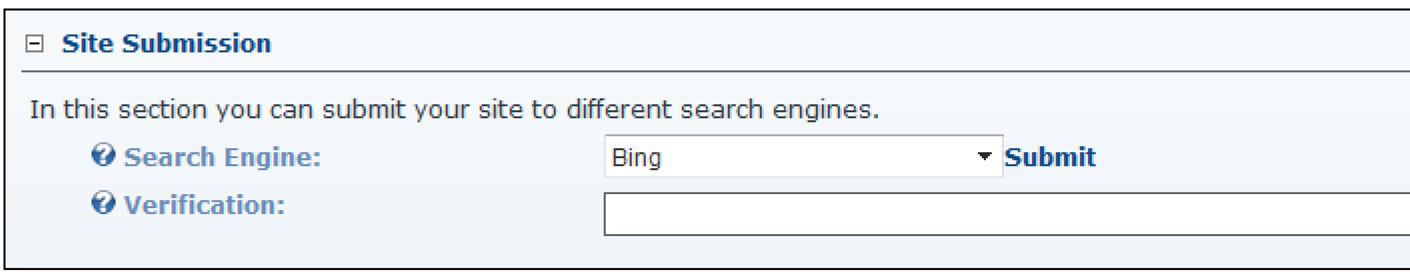


Submitting Site to Google

Submitting Site to Yahoo! or Bing

How to submit a site for indexing to either the Yahoo! or Bing search engine using the Sitemap module.

1. Navigate to Admin > Advanced Settings > **Search Engine Site Map** - OR - Go to a **Sitemap** module.
2. Expand the Site Submission section.
3. At **Search Engine**, select either **Bing** or **Yahoo!**.
4. Click the Submit link.
5. Repeat Steps 3-4 to submit the site to the other search engine if desired.



Submitting Sitemap to Yahoo! or Bing

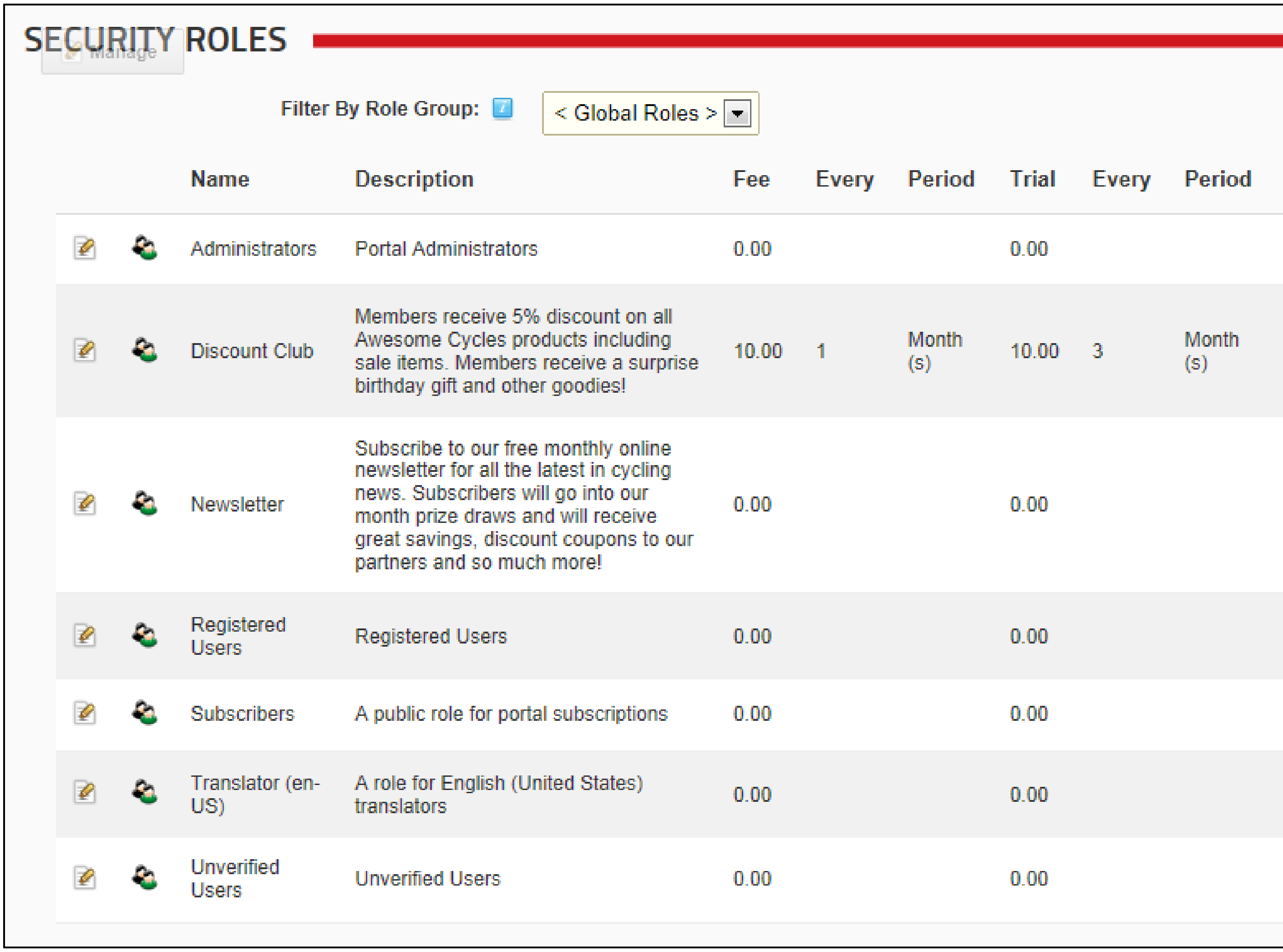
Security Roles

About the Security Roles Module

The Security Roles module enables the creation and management of security roles and security role groups. It also permits authorized user to manage users within roles. This Admin module is located on the Admin > **Security Roles** page and can be added to any site page. Note: This module forms part of the Users & Roles module package.

Permissions. Module Editors require Edit (DNN Community Edition) permissions or Edit Content permissions (DNN Professional Edition)

Module Version: 01.00.00. Note: The version number for this module does not update as it forms part of the DNN framework.



SECURITY ROLES

Filter By Role Group: < Global Roles >

Name	Description	Fee	Every	Period	Trial	Every	Period
Administrators	Portal Administrators	0.00			0.00		
Discount Club	Members receive 5% discount on all Awesome Cycles products including sale items. Members receive a surprise birthday gift and other goodies!	10.00	1	Month (s)	10.00	3	Month (s)
Newsletter	Subscribe to our free monthly online newsletter for all the latest in cycling news. Subscribers will go into our month prize draws and will receive great savings, discount coupons to our partners and so much more!	0.00			0.00		
Registered Users	Registered Users	0.00			0.00		
Subscribers	A public role for portal subscriptions	0.00			0.00		
Translator (en-US)	A role for English (United States) translators	0.00			0.00		
Unverified Users	Unverified Users	0.00			0.00		

The Security Roles Module

The following details of each role are displayed on the Security Roles module by default:

- Role Name
- Role description
- Role fee and period
- Trial fee and period
- If the role is public
- If users are automatically assigned to the role
- The number of users belonging to the role

Security Roles can be configured in a number of ways to change the way users can access roles. The following options are available.

- **Public Role**: Roles set as public enable all registered users to be able to subscribe or unsubscribe to the role. Public Roles are managed by authenticated users under Membership Services on the View Profile (also called the My Profile) module.
- **Private Role**: When a role is not set as public, it is a private role. Only Administrators have access to manage user access to these roles, unless the role includes an RSVP Code.
- **RSVP Code**: When a role includes an RSVP code, users can subscribe to the role by entering the code into a text box under Manage Services on their profile. This provides a quick way to subscribe and also enables subscriptions to be limited to those with the code if the role is set as Private.
- **RSVP Link**: The RSVP link setting automatically adds a user to that role when they go to the RSVP link. This provides a very easy way of subscribing to a role.
- **Auto Assignment**: All registered users are automatically added to these roles upon registration. If the role is also set as Public, users can unsubscribe and unsubscribe to it. If the role is set as Private, only Administrators can manage user access.

Understanding Role Based Access

Access to view and manage the site content and settings is controlled using role based access. By associating a user account with one or more security roles (also called roles) you can allow users access to pages and modules.

The Security Roles module has three (3) following default security roles: Administrators, Registered Users and Subscribers.

- **Administrators**: Members of this role have full access to manage this site. This includes access to add, delete and edit all pages and modules on the site. Members of this role also have access to the Admin Console, which enable users to access all of the Site Administration modules which other users can be authorized to access as well as the additional Pages, Solutions Explorer, What's New, Pages and Site Settings pages. This role cannot be deleted or modified.
- **Registered Users**: Everyone who is a registered user of this site is a member of this role. Members of this role can manage their User Profile and may be granted rights to view pages and modules which are only displayed to logged in users. Registered user accounts can be set as either Authorized or Unauthorized. If an account is Unauthorized, then the user cannot access pages/modules that are restricted to this role. This role cannot be deleted or modified.
- **Subscribers**: All Registered Users are added to this role by default. Authenticated users can unsubscribe or re-subscribe to this role under Membership Services on the View Profile (also called the My Profile) module. Administrators can delete and modify this role.

The following terms are used throughout DNN and in this manual. They refer to groups of users as well as their authentication status.

- **All Users**: All Users refers to all site visitors regardless of whether they are logged in or registered on the site. This term is used on page and module setting pages to enable them to be set as accessible to all users. This term is not used on the Security Roles module.
- **Authenticated Users**: An authenticated user is a registered user who is logged into the site.
- **Unauthenticated Users**: An unauthenticated user is a site visitor who isn't logged into the site. This term is used on page settings and module setting pages, but is not displayed as a role on the Security Roles module. A typical application for these users would be to set a page or module as viewable to Unauthenticated Users, but not to All Users. Then when an unauthenticated user logs into the site, the page or module is no longer visible. This could be used for information about joining the site which isn't relevant to users who are already registered.
- **Module Deployer**: A user or members of a role that has been granted permission to add one or more types of modules to site pages. This term is used on the Extensions module.
- **Module Editors**: A user who has been granted Edit / Edit Content permissions to a module.
- **Page Editors**: A user who has been granted Edit / Edit Content permissions to a page.

Restricting access and manage site files, pages and modules:

- Create and manage roles. See See "About the Security Roles Module"
- Create and manage user accounts. See See "About the User Accounts Module"
- Add users to roles. See See "Adding a User to a Security Role"
- Restrict access to files which have been uploaded to the site. See See "About the Admin File Manager Module"
- Restrict access to view and manage modules. See See "Setting Module Permissions"
- Restrict access to view and manage pages. See See "Setting Page Permissions"

Related Topics:

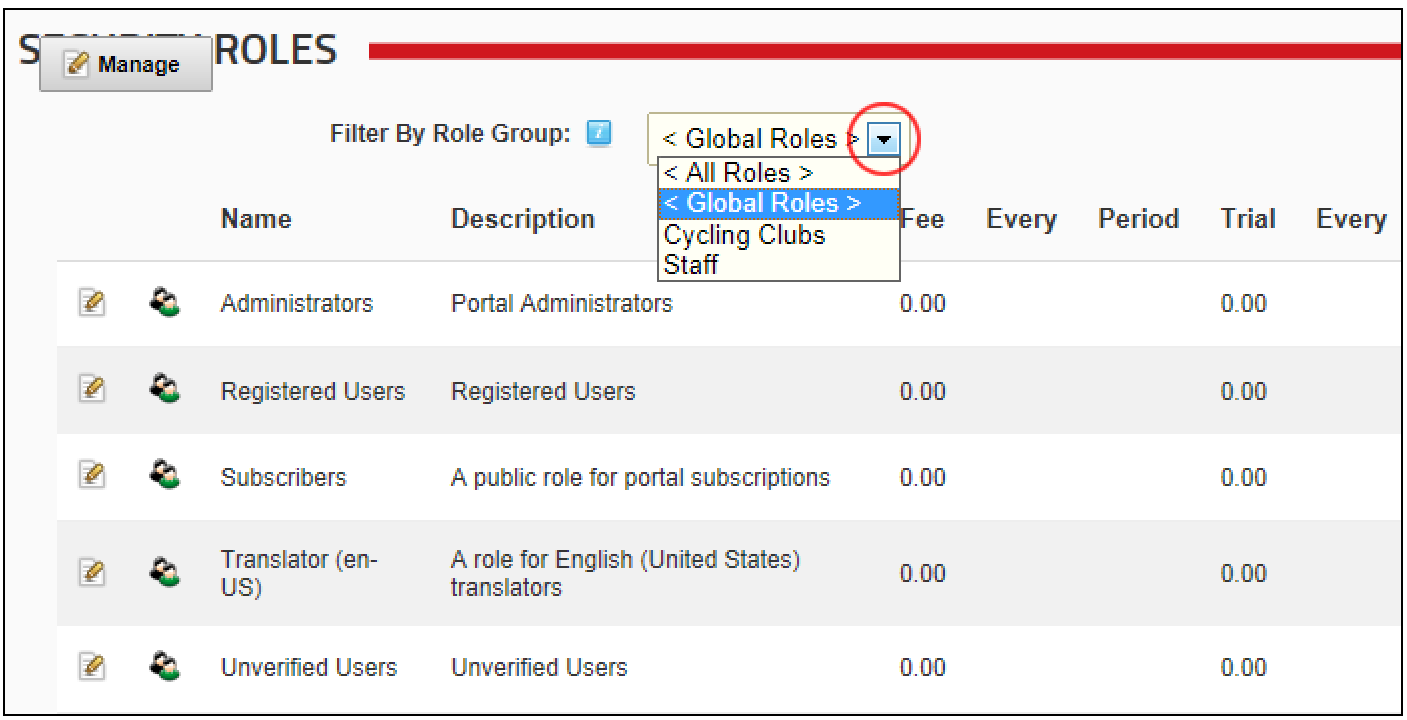
- See "Setting Permissions to Deploy a Module"
- See "Enabling User Registration"
- See "Disabling User Registration"

All Users

Filtering Security Roles by Role Group

How to filter the security roles displayed in the Security Roles module. You can choose to view all roles, global roles or roles belonging to a role group . Note: One or more role groups must already exist to enable the filter drop down list.

1. Navigate to Admin > **Security Roles** - OR - Go to a **Security Roles** module.
2. At **Filter By Role Group**, select one of the following options from the drop down list:
   - **< All Roles >**: Displays all roles including both roles within and not within a role group.
   - **< Global Roles >**: Displays all roles that do not belong to a role group. The default global roles are Administrators, Registered Users, Subscribers and Translator (en-US)
   - **[Role Group Name]**: Select the name of a role group to view each of the roles within that Role Group. For example, the below image displays a Staff role group.



Filtering by Role Group

Module Editors

User Settings

Managing User Account Settings

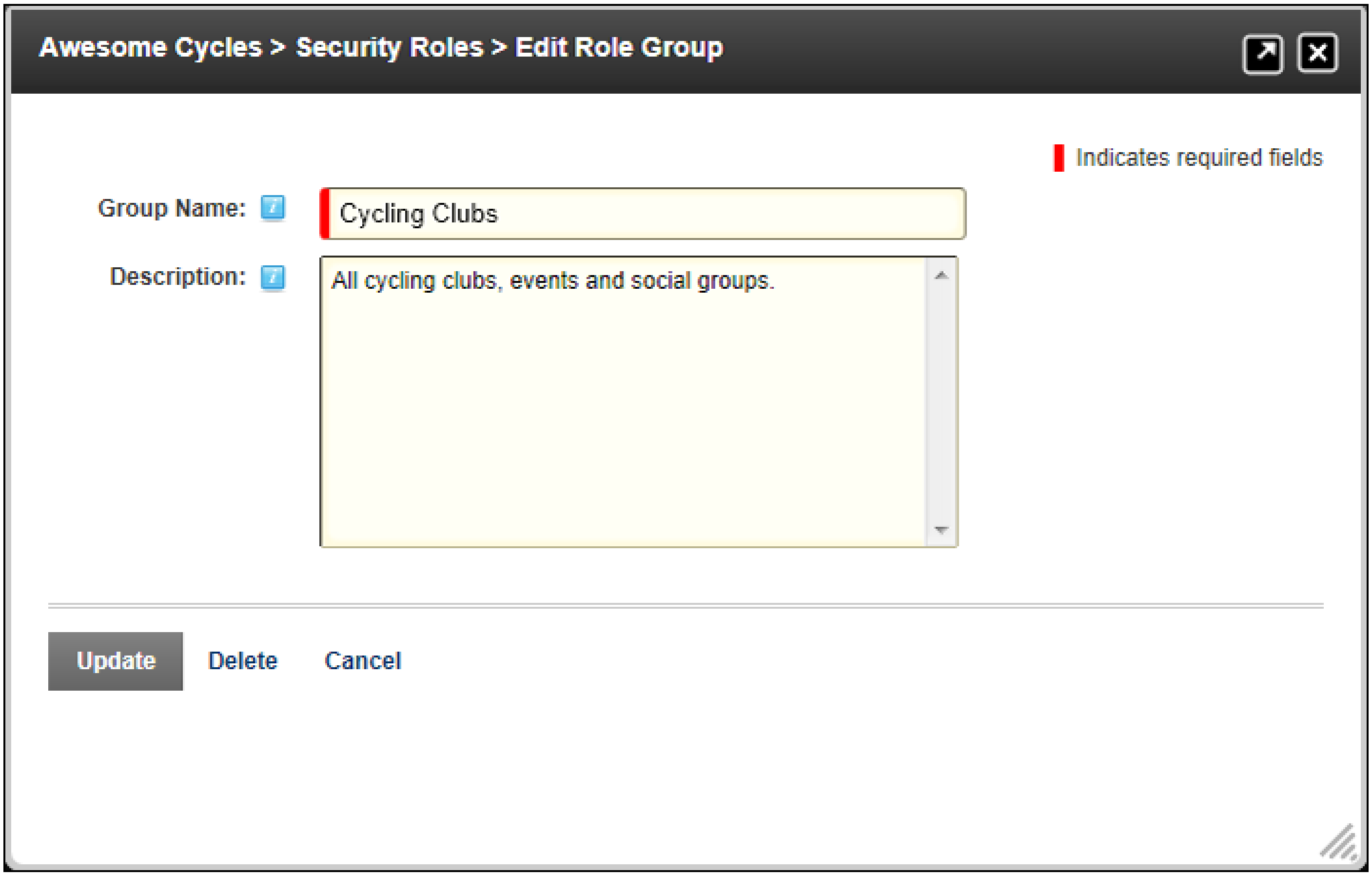
How to view and manage the settings applied to the User Accounts module. These settings can be accessed using either the User Accounts or Security Roles module.

- See "Configuring a Custom Registration Form"
- See "Configuring the Standard Registration Form"
- See "Managing Login and Logout Settings"
- See "Managing Profile Settings"

Adding a Role Group

How to add a role group to a Security Role using the Security Roles module. Role Groups enable you to group multiple roles together, making them easier to manage. E.g. The Role Group called Staff could have the following Security Roles associated with it: All Staff, Telemarketing, Marketing, Sales, Information Technology, etc. Roles can be filtered by Role Group, which is useful on sites with a large number of roles. Once a role group has been added, one or more security roles can be added to the role group. See See "Adding a Security Role (Basic Settings)" and "Editing a Security Role"

1. Navigate to Admin > **Security Roles** - OR - Go to a **Security Roles** module.
2. Click the **Add New Role Group** button.
3. In the **Group Name** text box, enter a name for the Security Role Group. E.g. Staff
4. In the **Description** text box, enter a brief description of the Security Role Group.



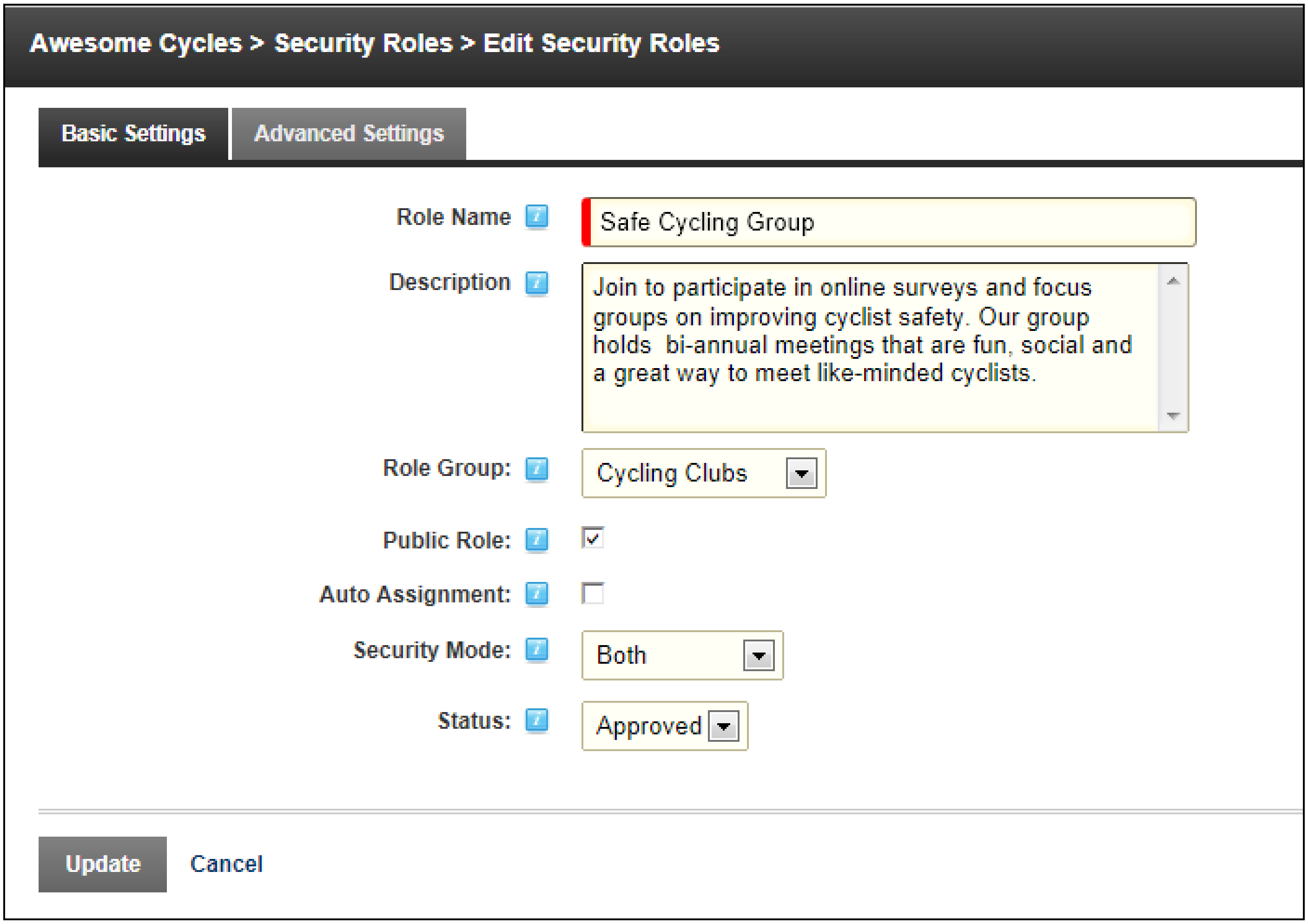
5. Click the **Update** button.

Adding a Security Role (Basic Settings)

How to add a basic security role to a site using the Security Roles module.

1. Navigate to Admin > **Security Roles** - OR - Go to a **Security Roles** module.
2. Click the **Add New Role** button.
3. Select the **Basic Settings** tab.
4. In the **Role Name** text box, enter a name for the Security Role. This is the only required field. Choosing to update this role now and accept the default settings will add a private role that users cannot subscribe to.
5. **Optional.** In the **Description** text box, enter a brief description of this role.
6. **Optional.** At **Role Group**, select a group for this role if desired. Note: One or more role groups must already be created to set this field. You can also associate a role with a role group at a later time. See "Adding a Role Group"

7. At **Public Role?**, select one of the following options:
   - Check the check box if all users are able to view details of this role and subscribe to this role. Users can subscribe to or unsubscribe from these roles when they manage their profile.
   - Uncheck the check box if the role is Private. Only Administrators can add a user to a private role unless it has an RSVP Code or RSVP Link (see below) that has been supplied to the user.
8. At **Auto Assignment**, select one of the following options:
   - Check the check box if users are automatically assigned to this role. This will expose the "Assign to existing users" field.
     - At **Assign to Existing Users**, check the check box to assign all current and future users to this role - OR - Uncheck the check box to only assign any new users that are created to this role.
   - Uncheck the check box if users must be manually added to the role. If the role is public, then users can add themselves. If the role is not public, then only Administrators and SuperUsers can add user to the role.
9. At **Security Mode**, select one of the following options:
   - **SecurityRole**: Select to add a security role.
   - **SocialGroup**: Select to add a social group. Social groups are displayed on the Social Groups module allowing site members to join, follow and participate in groups.
   - **Both**: Select to add a role that is both a social group and a security role.
10. At **Status**, select one of the following options:
    - **Disabled**: The Role Group is not available regardless of the "Public Role" setting.
    - **Approved**: The Role Group is available dependent upon the "Public Role" setting.
    - **Pending**: The Role Group is available to non-Administrators/SuperUsers regardless of the "Public Role" setting. However, the Group is not permitted until it is moved to "Approved" status.



11. Click the **Update** button.

Adding a Security Role with a Fee

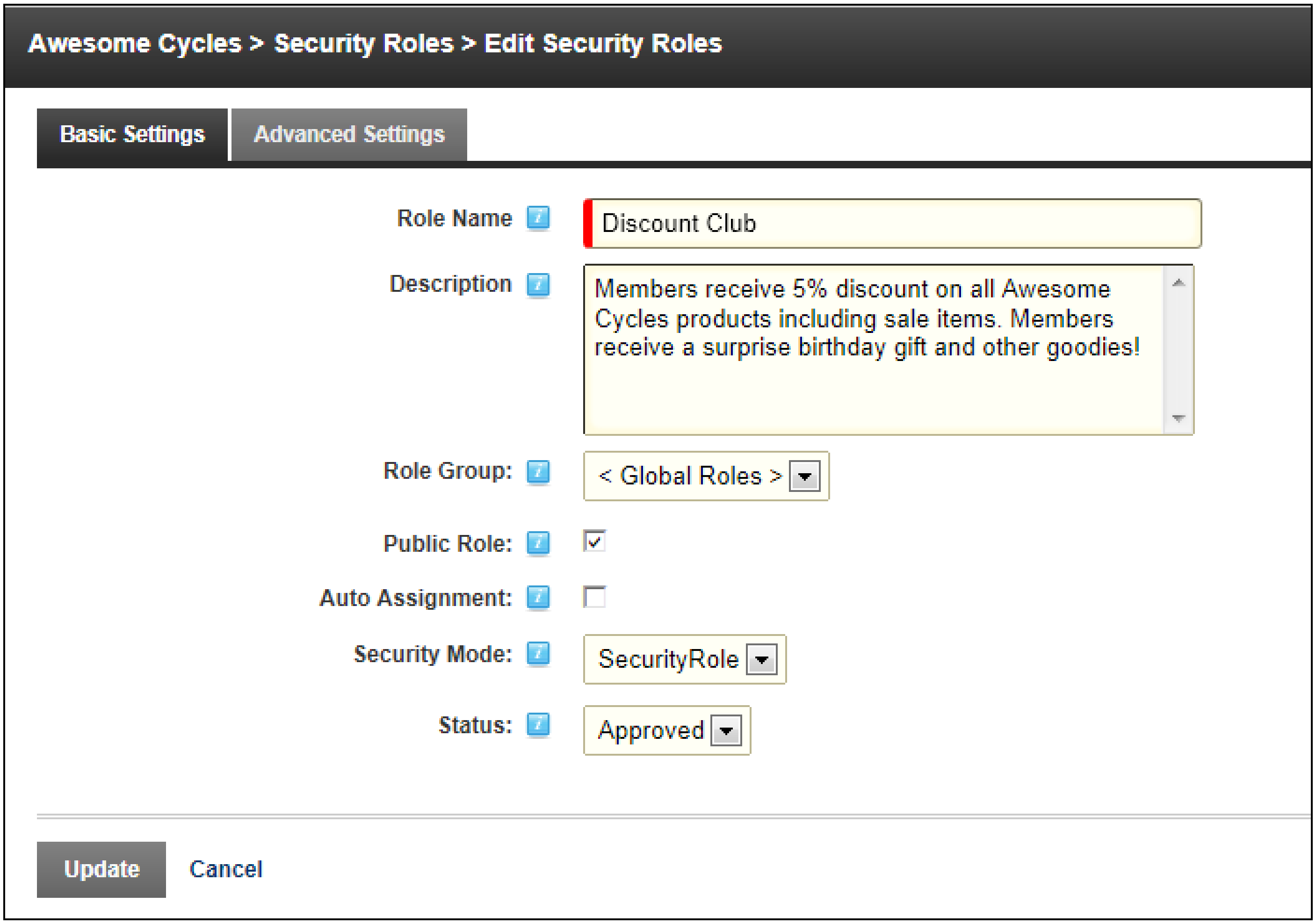
How to create a security role that charges a subscription and/or a trial fee using the Security Roles module.

Important: You will need to configure the Payment Processor under Site Settings, in order to enable fee based roles/services. The fee and billing period fields do not display until the payment processor is configured. See "Setting the Payment Processor"

1. Navigate to Admin > **Security Roles** - OR - Go to a **Security Roles** module.
2. Click the Add New Role link.
3. Expand the **Basic Settings** section.
4. In the **Role Name** text box, enter a name for the Security Role.
5. In the **Description** text box, enter a brief description of the Security Role.

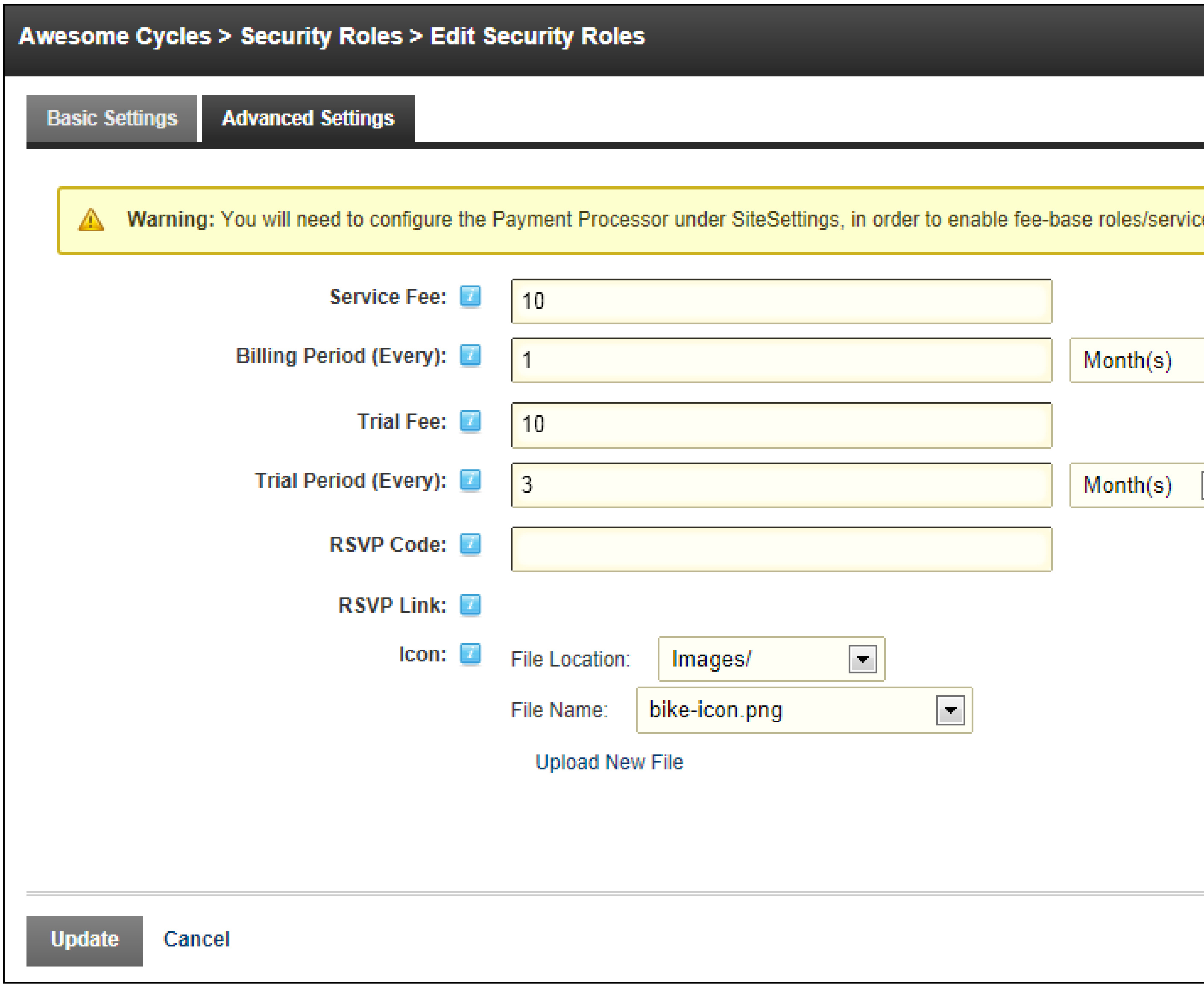
6. **Optional.** At **Role Group**, select a group for this role if required.
7. At **Public Role?**, select one of the following options:
   - Check the check box if all users are able to view details of this role and subscribe to this role. Public Roles can be maintained by user on their profile under Manage Service.
   - Uncheck the check box if the role is Private. Details of private roles are not displayed on the user profile page. Only Administrators can add a user to a Private role unless it has an RSVP Code (see below) which has been supplied to the user.
8. At **Auto Assignment**, select one of the following options:
   - Check the check box if users are automatically assigned to this role. This will expose the "Assign to existing users" field.
     - At **Assign to Existing Users**, check the check box to assign all current and future users to this role - OR - Uncheck the check box to only assign any new users that are created to this role.
   - Uncheck the check box if users must be manually added to the role. If the role is public, then users can add themselves. If the role is not public, then only Administrators and Super-Users can add user to the role.
9. At **Security Mode**, select one of the following options:
   - **Security Role**: Select to add a security role.
   - **Social Group**: Select to add a social group. Social groups are displayed on the Social Groups module allowing site members to join, follow and participate in groups.
   - **Both**: Select to add a role that is both a social group and a security role.
10. At **Status**, select one of the following options:
    - **Disabled**: The Role Group is not available regardless of the "Public Role" setting.
    - **Approved**: The Role Group is available dependent upon the "Public Role" setting.
    - **Pending**: The Role Group is available to non-Administrators/SuperUsers regardless of the "Public Role" setting. However, the Group is not permitted until it is moved to "Approved" status.
11. At **Security Mode**, select one of the following options:
    - **Security Role**: Select to add a security role.
    - **Social Group**: Select to add a social group. Social groups are displayed on the Social Groups module allowing site members to join, follow and participate in groups.
    - **Both**: Select to add a role that is both a social group and a security role.

12. At **Status**, select one of the following options:
   - **Disabled**: The Role Group is not available regardless of the "Public Role" setting.
   - **Approved**: The Role Group is available dependent upon the "Public Role" setting.
   - **Pending**: The Role Group is available to non-Administrators/SuperUsers regardless of the "Public Role" setting. However, the Group is will not have permission until it is moved to "Approved" status.

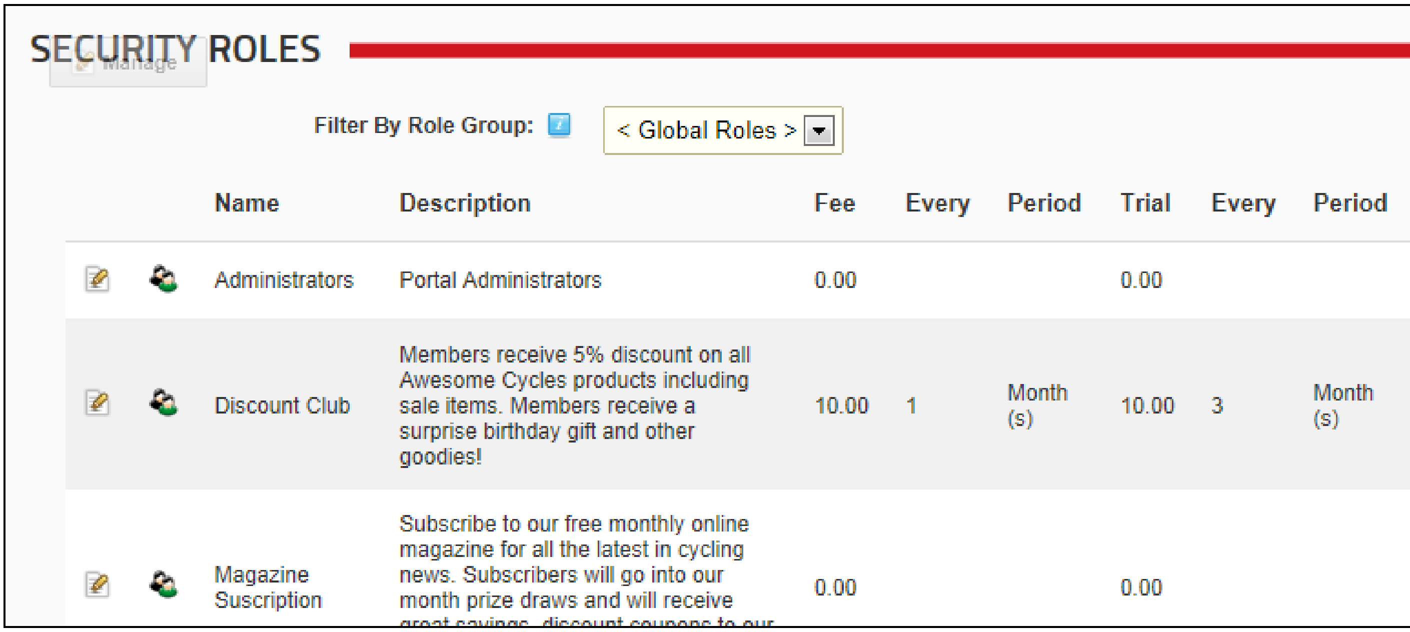


11. Select the **Advanced Settings** tab and complete any of the following fee settings.
12. In the **Service Fee** text box, enter the fee amount charged to become a member of the Security Role. This will enable the "Bill Period (Every)" field below.
    1. In the **Billing Period (Every)** text box, enter a number and select a billing period. For example, enter '1' and select 'Month(s)' for a monthly billing period.

13. **Optional.** In the **Trial Fee** text box, enter the fee amount charged to access this role for a trial period.
    1. In the **Trial Period (Every)** text box, enter a number and select a billing period. If no trial fee is charged, but access to the role will expire on a given day, complete this field as this sets the access period for the role. For Example, the below image shows a trial fee of $10.00 that will be charged for the first 3 months, after which the fee will revert to the standard Service Fee of $10.00 per month.
14. **Optional.** In the **RSVP Code** text box, enter a code that enables users to subscribe to this role.
15. **Optional.** At **Icon**, select or upload an image for the role. See "Setting a File Link"



16. Click the **Update** button.



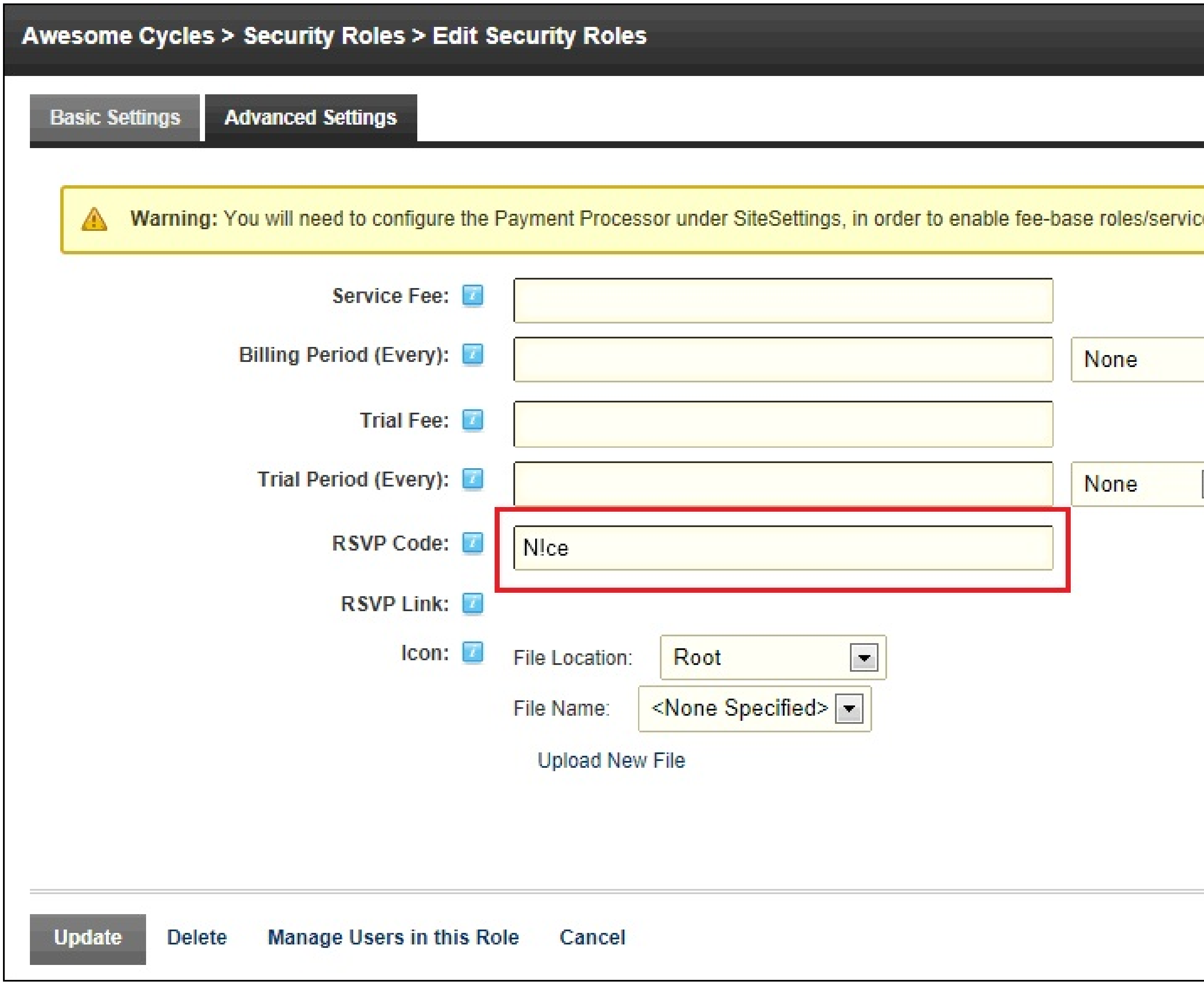
Related Topics:

- See "Adding a Security Role with an RSVP Code"

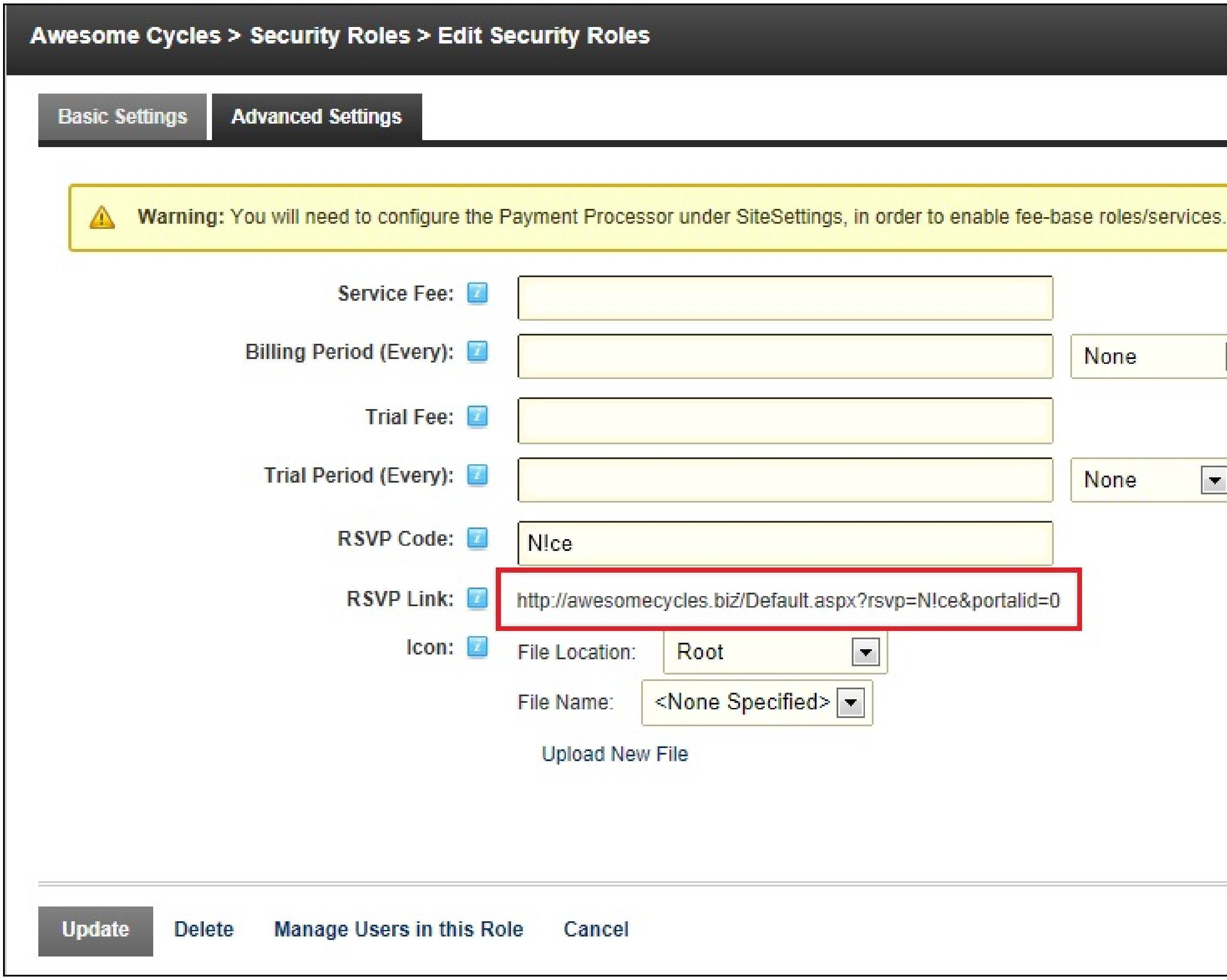
Adding a Security Role with an RSVP Code

How to create an RSVP Code for a security role using the Security Roles module. The RSVP feature provides you with a code and a link that you can share with users to give them a simple way to join a role. The RSVP link can be sent to your users allowing them to subscribe simply by clinking on the link. Alternatively, users can enter the RSVP code on the Manage Services page of their User Profile to join a role.

1. Navigate to Admin > **Security Roles** - OR - Go to a **Security Roles** module.
2. Click the **Add New Role** link.
3. On the **Basic Settings** tab, complete the required fields. See "Adding a Security Role (Basic Settings)"
4. Select the **Advanced Settings** tab.
5. In the **RSVP Code** text box, enter a code that will enable users to subscribe to this role. The code can be any combination of letters and numbers. E.g. N!ce



6. Click the Update link to save the role and generate the RSVP link that is displayed on the Edit Security Roles page.



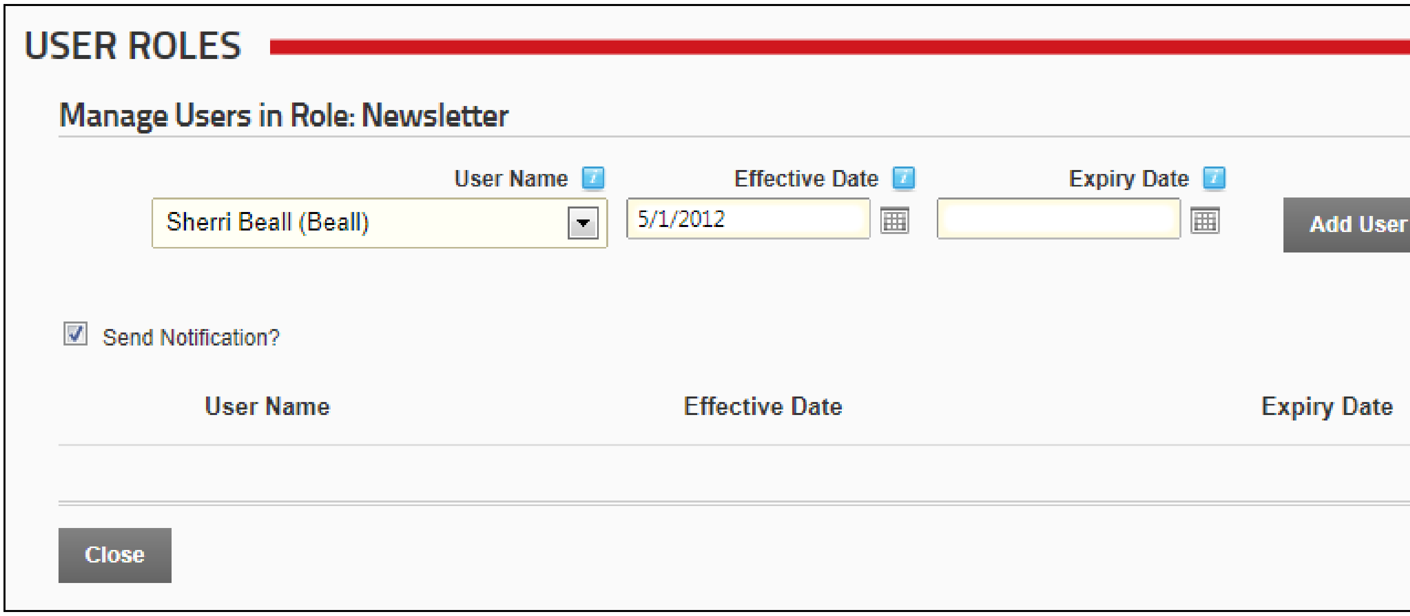
Related Topics:

- See "Subscribing to a Service with an RSVP Code"
- See "Subscribing to a Service with an RSVP Link"

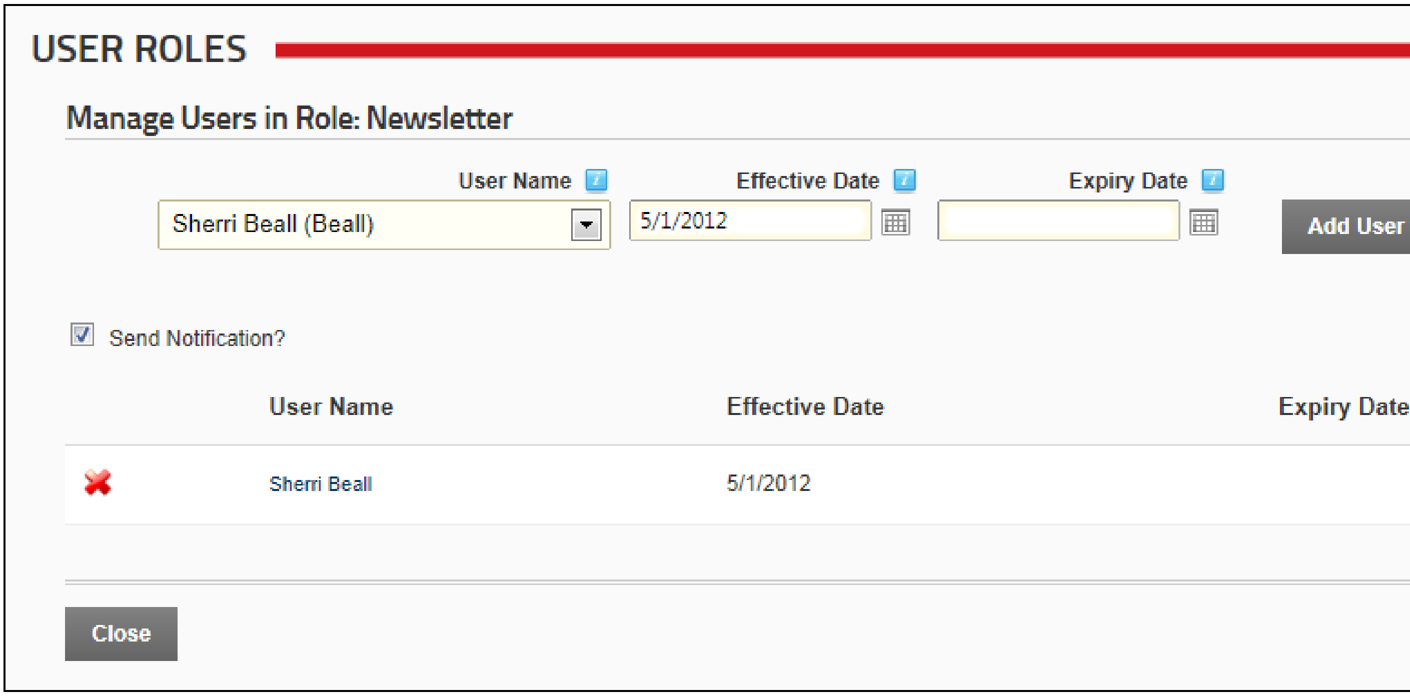
Adding a User to a Security Role

How to add a user to a security role using the Security Roles module. Once a user is added to a new role they will immediately gain access to any modules or pages restricted to the members of the selected role. The user may need to refresh their Web browser to view additional areas of access. There is no limitation on the number of roles that a user can belong to.

1. Navigate to Admin > **Security Roles** - OR - Go to a **Security Roles** module.
2. Click the **Manage Users** button beside the required role.
3. At **User Name**, select a user name from the drop down list - OR - Enter a user name and then click the Validate link. If the user name remains in the text box then it is 'valid'.
4. **Optional.** At **Effective Date**, click the **Calendar** button and select the first date the user can access this role. Where no date is selected access will be immediately granted. See See "Working with the Calendar"
5. **Optional.** At **Expiry Date**, click the **Calendar** button and select the last date the user can access this role. Where no date is selected access will not expire.
6. **Optional.** At **Send Notification?**, select from the following options:
   - Check the check box to send a notification email to the user. This option is ticked by default.
   - Uncheck the check box to add the user to a role without sending them notification.



7. Click the Add User to Role link. The name of the user will be added to the list of users associated with this role.



8. Repeat Steps 3-7 to add new users.
9. Click the Close link to return to the module.

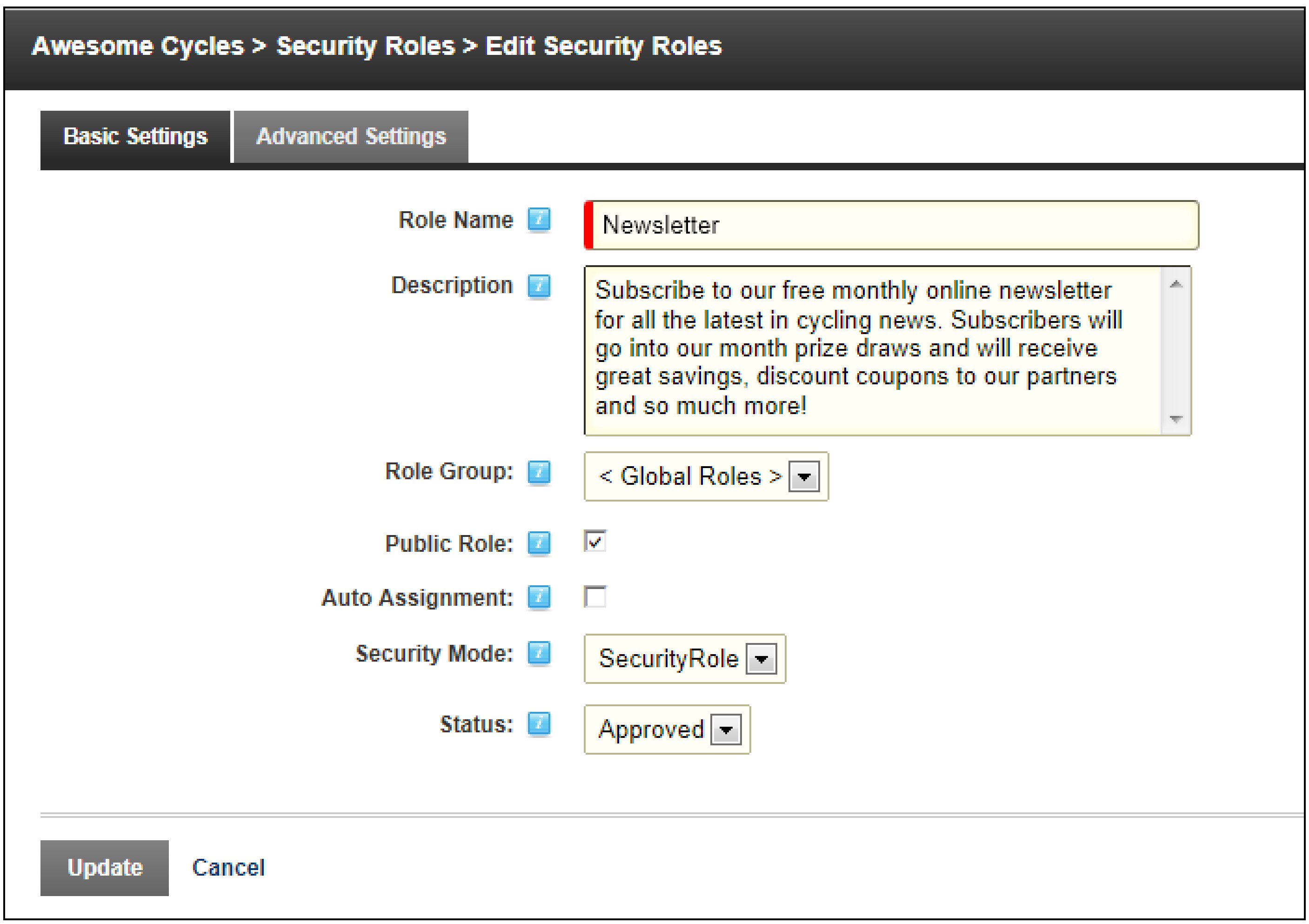
Creating a Membership Service

How to create a Membership Service using the Security Roles module. A Membership Service is a security role that is set as Public. These roles are displayed to users when they manage their account under the Manage Services link on the Manage Profile page. For here users can view details of the available membership services and elect to subscribe to or unsubscribe to them. A trial period, trial fee, service period, and service fee can also be set for membership services. See See "Adding a Security Role with a Fee"

1. Navigate to Admin > **Security Roles** - OR - Go to a **Security Roles** module.
2. Click the **Add New Role** button.
3. Go to the **Basic Settings** section.
4. In the **Role Name** text box, enter a name for the role.
5. **Optional.** In the **Description** text box, enter a brief description of the role.
6. **Optional.** At **Role Group**, select a role group for this role if required.
7. At **Public Role?**, check the check box to set this role as a Membership Service.
8. **Optional.** At **Auto Assignment**, select from the following options:
   - Check the check box to assign all users to this role. This includes both existing and new users.

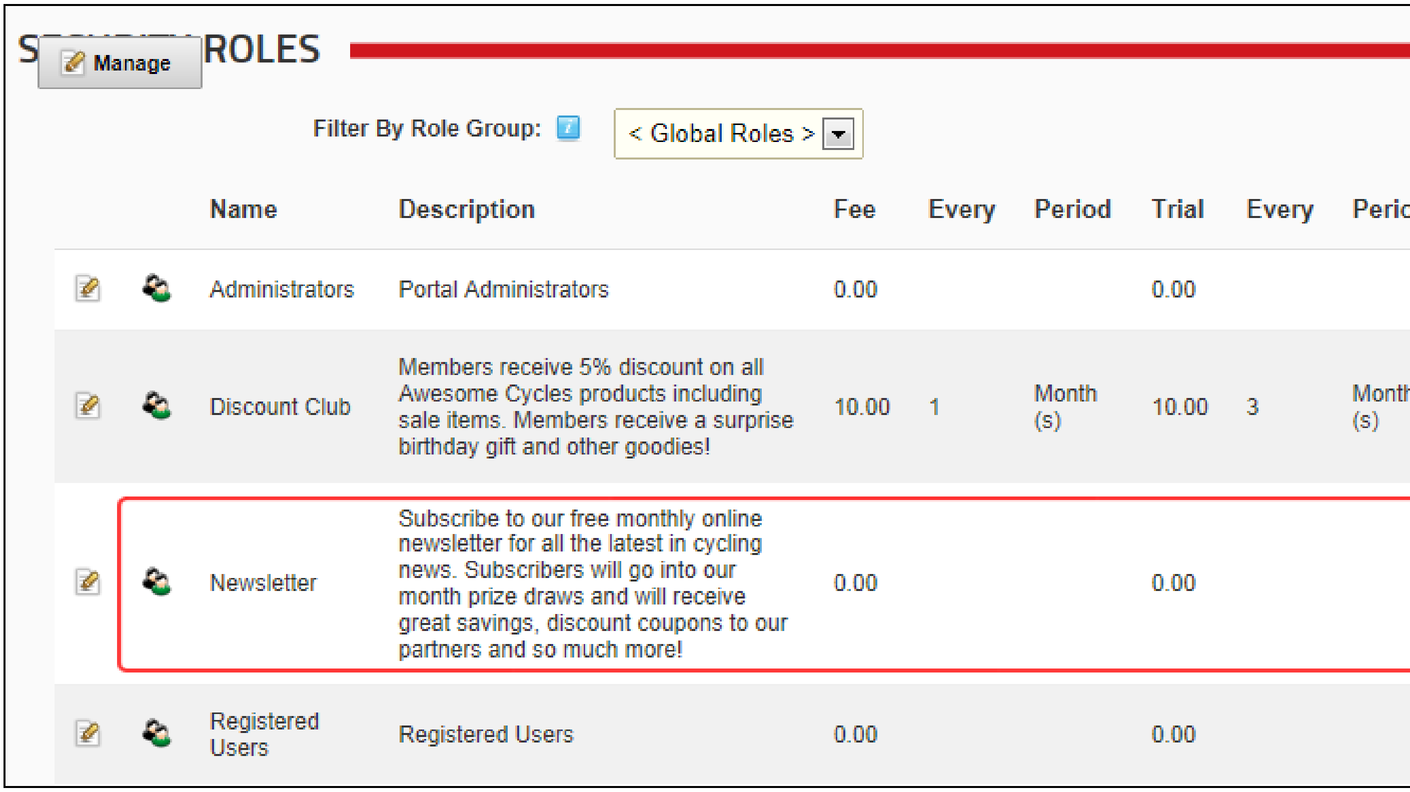
- Uncheck the check box if users must subscribe to the role.

9. At **Security Mode**, select one of the following options:
    - **Security Role**: Select to add a security role.
    - **Social Group**: Select to add a social group. Social groups are displayed on the Social Groups module allowing site members to join, follow and participate in groups.
    - **Both**: Select to add a role that is both a social group and a security role.
10. At **Status**, select one of the following options:
    - **Disabled**: The Role Group is not available regardless of the "Public Role" setting.
    - **Approved**: The Role Group is available dependent upon the "Public Role" setting.
    - **Pending**: The Role Group is available to non-Administrators/SuperUsers regardless of the "Public Role" setting. However, the Group is not permissioned until it is moved to "Approved" status.



11. Click the **Update** button.

Tip: The new role is now displayed as a member's service on the View Profile (also called the My Profile) module.



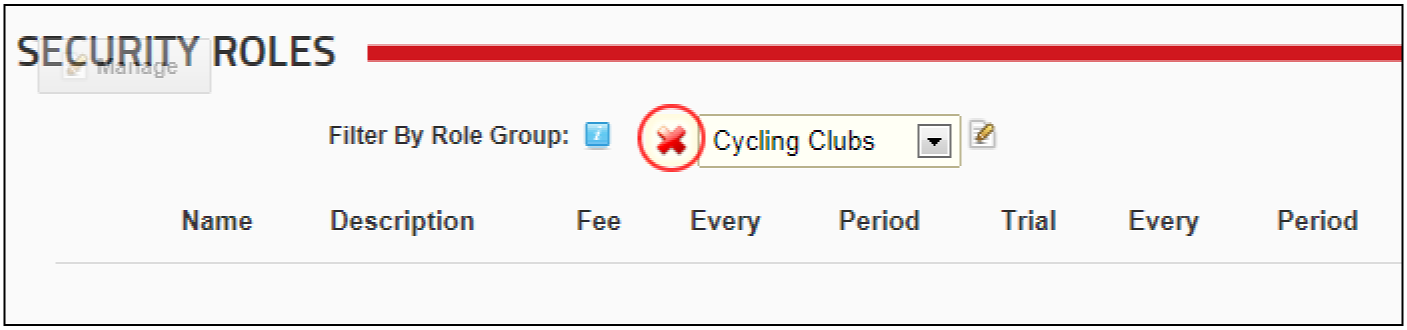
Member Services displayed on the Manage Profile page on the User Profile page

Deleting a Role Group

How to delete a role group from the Security Roles module.

Prerequisite. You must first remove all roles belonging to that role group. This can be achieved by editing each role associated with the Role Group and either changing the associated role group - OR - dis-associating the role group from all roles. E.g. selecting . If a role group has associated roles, the delete option will not be displayed.

1. Navigate to Admin > **Security Roles** - OR - Go to a **Security Roles** module.
2. At **Filter By Role Group**, select the role group from the drop down list.
3. Click the **Delete** button.

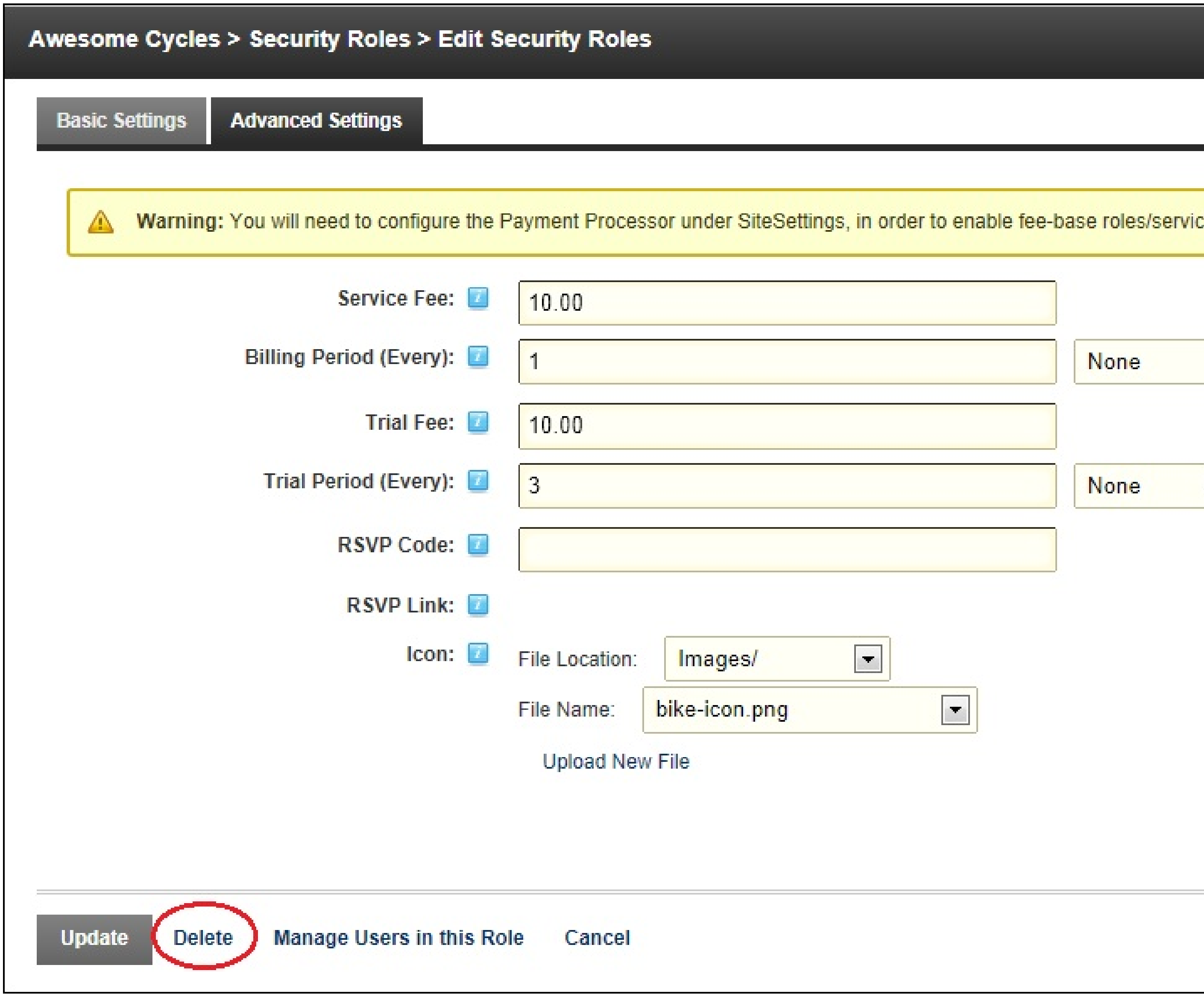


Deleting a Security Role

How to permanently delete a security role from the Security Roles module. This will also delete the information of which users were members of this role.

Tip: The Administrators and Registered Users roles cannot be deleted.

1. Navigate to Admin > **Security Roles** - OR - Go to a **Security Roles** module.
2. If the required role is not displayed, at **Filter By Role Group** select the [Role Group Name] associated with the role, or select **< All Roles >**.
3. Click the **Edit** button beside the role to be deleted.
4. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"



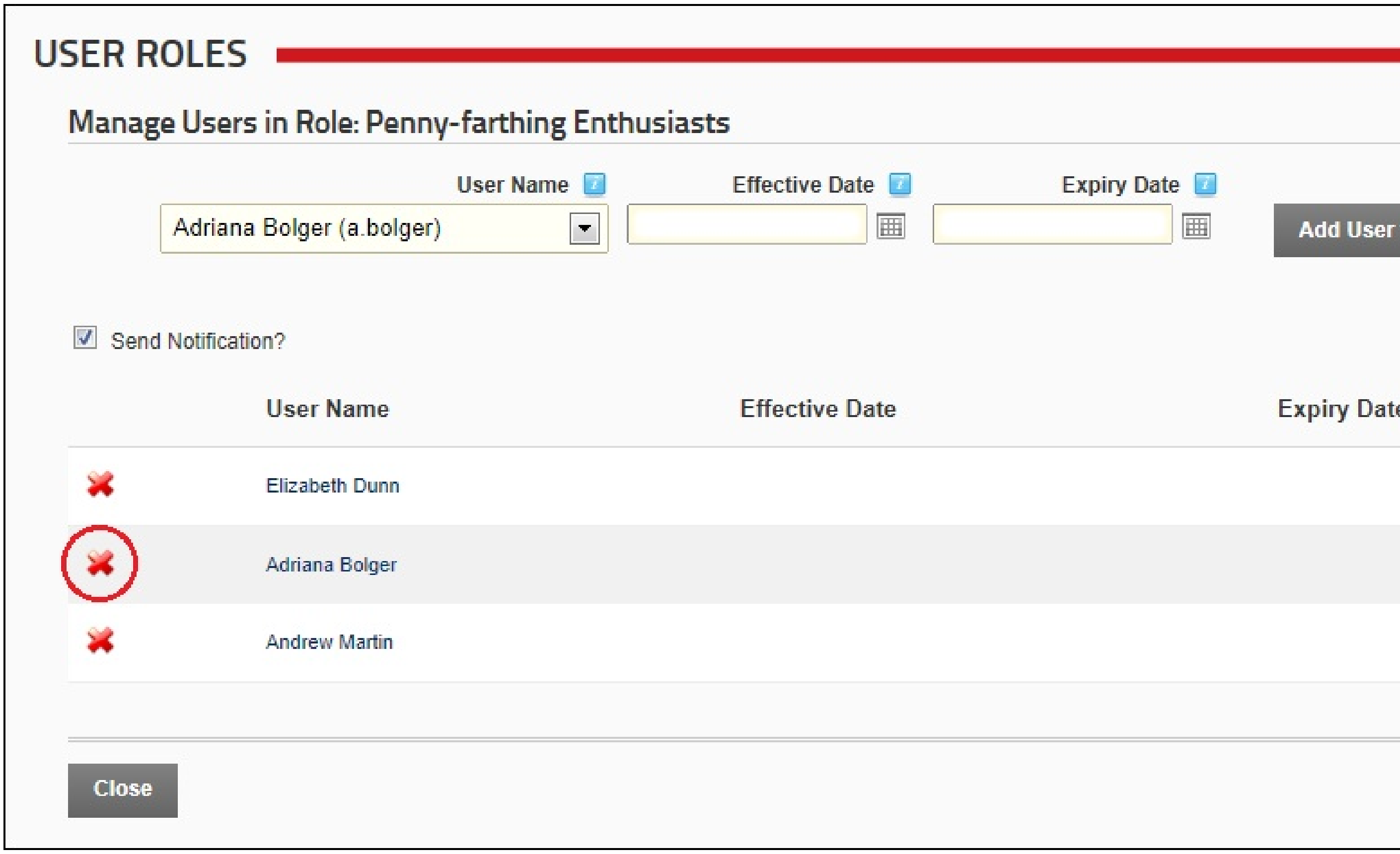
5. Click the **OK** button to confirm.

Deleting a User from a Security Role

How to delete a user from a security role using the Security Roles module. Users will immediately be denied access to any modules or pages which are restricted to members of the selected roles.

1. Navigate to Admin > **Security Roles** - OR - Go to a **Security Roles** module.
2. If the required role is not displayed, at **Filter By Role Group** select the [Role Group Name] associated with the role - OR - Select **< All Roles >**.

3. Click the **Manage Users** button beside the required role. This opens the Manage Users In Role page for the selected role.
4. Locate the user and click the **Delete** button located to the left of their name. This displays the message "Are you sure you want to remove [username] from the [role name] role?"
5. Click the **OK** button to confirm.

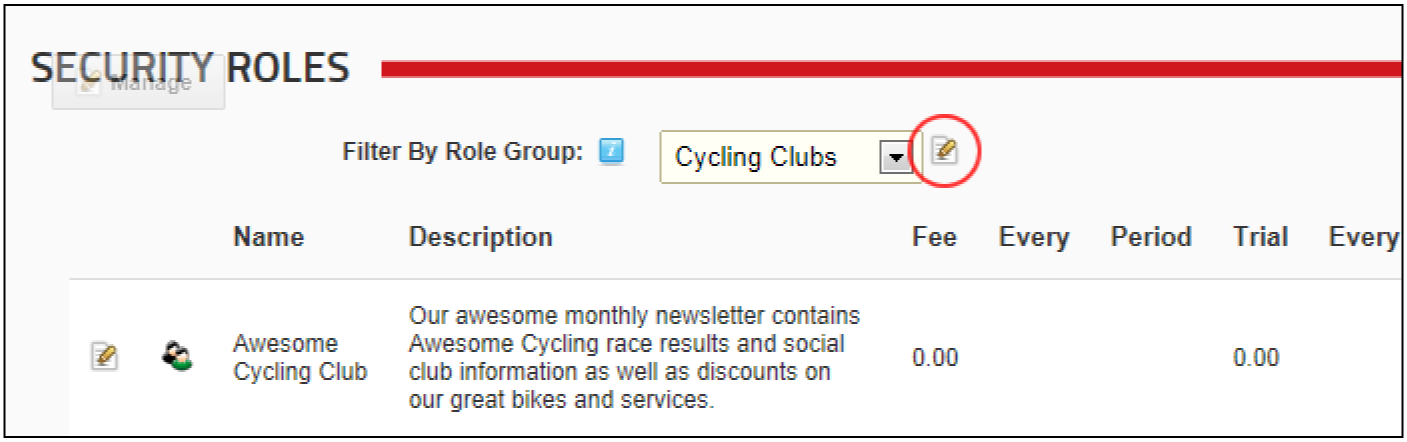


Tip: On the Manage Users In Role page, each user who is a member of the role is listed by Username. Clicking on a linked Username will display their users profile and enable you to check their account details and ensure you have the correct user.

Editing a Role Group

How to edit a security role group using the Security Roles module.

1. Navigate to Admin > **Security Roles** - OR - Go to a **Security Roles** module.
2. At **Filter By Role Group**, select the role group from the drop down list. This displays the Edit button beside this field.
3. Click the **Edit** button. This opens the Edit Role Group page.

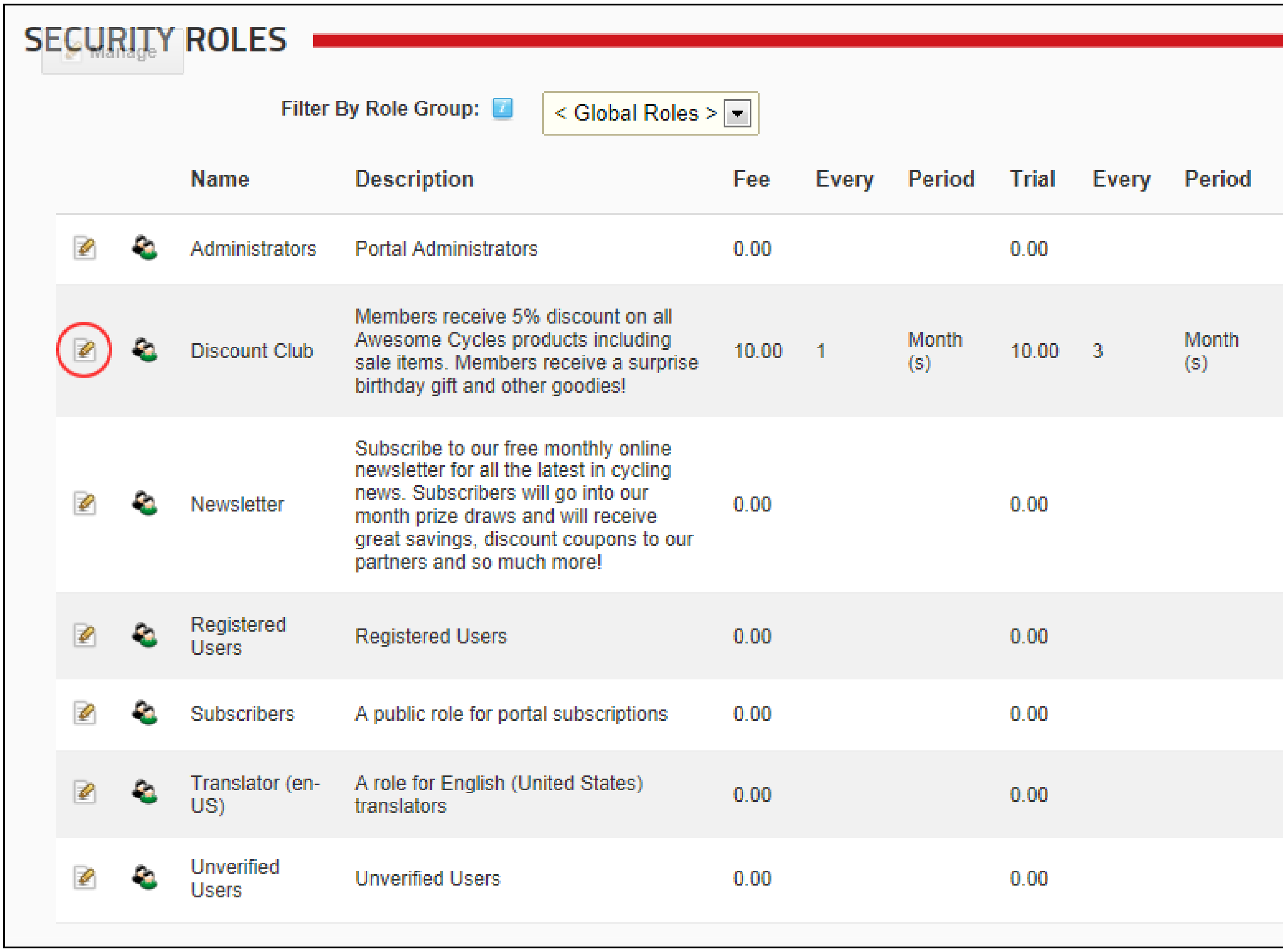


4. Edit the role group as required.
5. Click the **Update** button.

Editing a Security Role

How to edit the settings and details of a security role using the Security Roles module.

1. Navigate to Admin > **Security Roles** - OR - Go to a **Security Roles** module.
2. If the required role is not displayed, at **Filter By Role Group** select the role from the drop down list.
3. Click the **Edit** button beside the role to be edited.



Name	Description	Fee	Every	Period	Trial	Every	Period
Administrators	Portal Administrators	0.00			0.00		
Discount Club	Members receive 5% discount on all Awesome Cycles products including sale items. Members receive a surprise birthday gift and other goodies!	10.00	1	Month (s)	10.00	3	Month (s)
Newsletter	Subscribe to our free monthly online newsletter for all the latest in cycling news. Subscribers will go into our month prize draws and will receive great savings, discount coupons to our partners and so much more!	0.00			0.00		
Registered Users	Registered Users	0.00			0.00		
Subscribers	A public role for portal subscriptions	0.00			0.00		
Translator (en-US)	A role for English (United States) translators	0.00			0.00		
Unverified Users	Unverified Users	0.00			0.00		

4. Edit the settings as required.
5. Click the **Update** button.

Editing a User's Security Role Access

How to modify the date range that a user is able to access a security role using the Security Roles module.

1. Navigate to Admin > **Security Roles** - OR - Go to a **Security Roles** module.
2. Click the **Manage Users** button beside the role.
3. At **User Name**, select the required user from the drop down list - OR - Enter the user's User Name into the text box and then click the Validate link. If the user name remains in the text box then it is 'valid'.

4. **Optional.** At **Effective Date**, click the **Calendar** button and select the first date the user can access this role. Leave this field blank for immediate access to the role.
5. **Optional.** At **Expiry Date** click the **Calendar** button and select the last date the user can access this role. Leave this field blank if access to the role does not expire.
6. At **Send Notification?**, select from the following options:
   - Check the check box to send a notification email to the user informing them of their new role access. This is the default setting.
   - Uncheck the check box to add the user to the role without notifying them.
7. Click the Add User To Role link. This either adds a new record for this user in the User Name table below, or updates the existing record.
8. Click the Cancel link to return to the module.

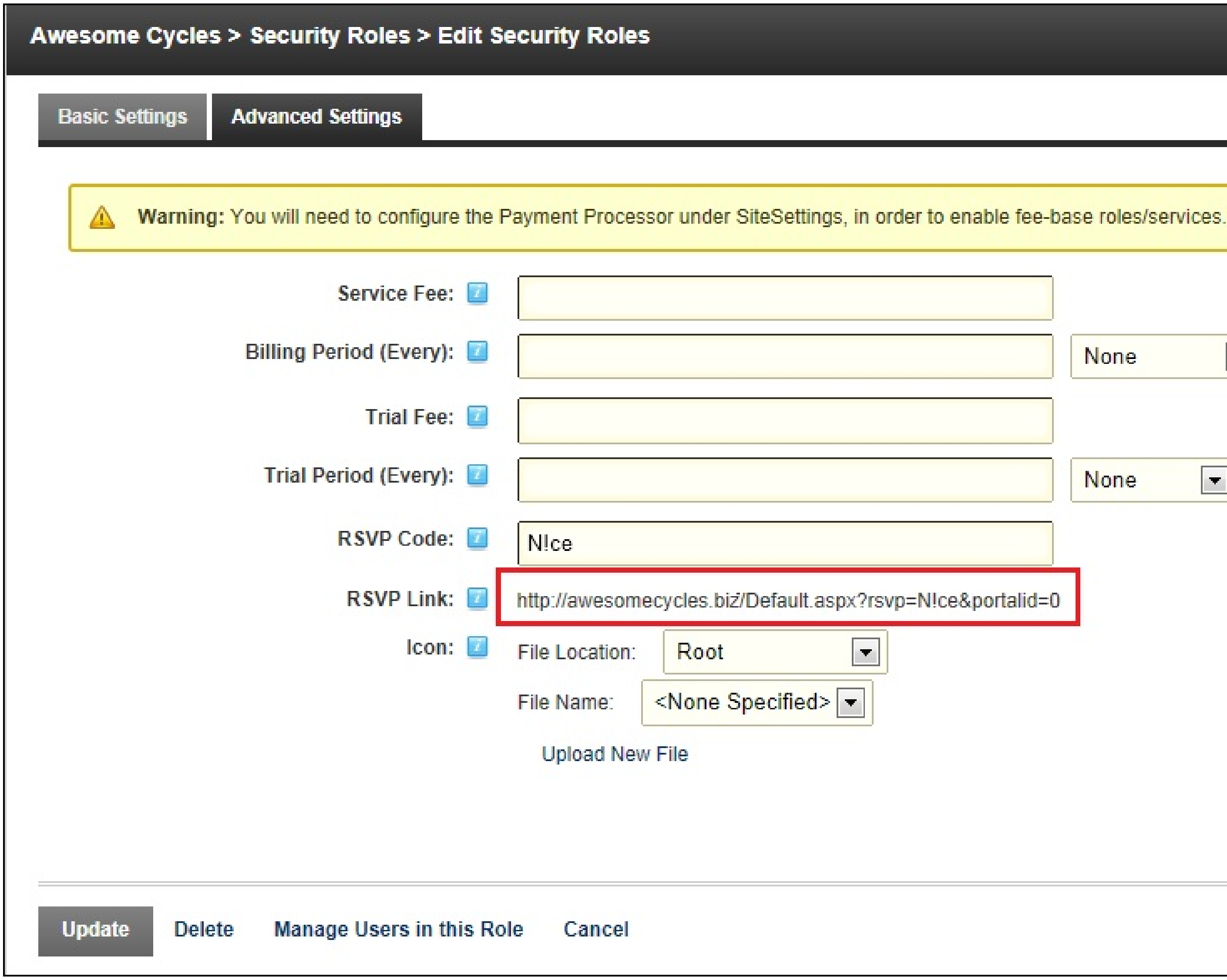
Related Topics:

- See "Working with the Calendar"

Obtaining an RSVP Link

How to obtain an RSVP link using the Security Roles module. Once you have created a security role with an RSVP Code an RSVP Link will be generated for that role. Users can subscribe to the role simply by clicking on the link or going to the URL.

1. Navigate to Admin > **Security Roles** - OR - Go to a **Security Roles** module.
2. If the required role is not displayed, at **Filter By Role Group** select the [Role Group Name] associated with the role, or select [All Roles]**< All >**.
3. Click the **Edit** button beside the required role.
4. Select the **Advanced Settings** tab.
5. At **RSVP Link**, copy the link.



6. Click the Cancel link to return to the module.

Related Topics:

- See "Subscribing to a Service with an RSVP Code"
- See "Subscribing to a Service with an RSVP Link"

SharePoint Connector

About the SharePoint Connector Module

DotNetNuke's Enterprise Edition is for organizations with a sophisticated IT infrastructure and multiple content contributors that deploy DotNetNuke in critical web applications. The Microsoft SharePoint Connector enables organizations to leverage the power of the SharePoint Enterprise Content Management (ECM) solution and the flexibility of the DotNetNuke Web Content Management System (CMS). Organizations can securely, cost effectively publish documents stored in their SharePoint document repository to a public web site, extranet or intranet powered by DotNetNuke. The connector ensures that only the last checked-in version of documents and SharePoint Lists is exposed, ensuring adherence to governance rules and best business practices.

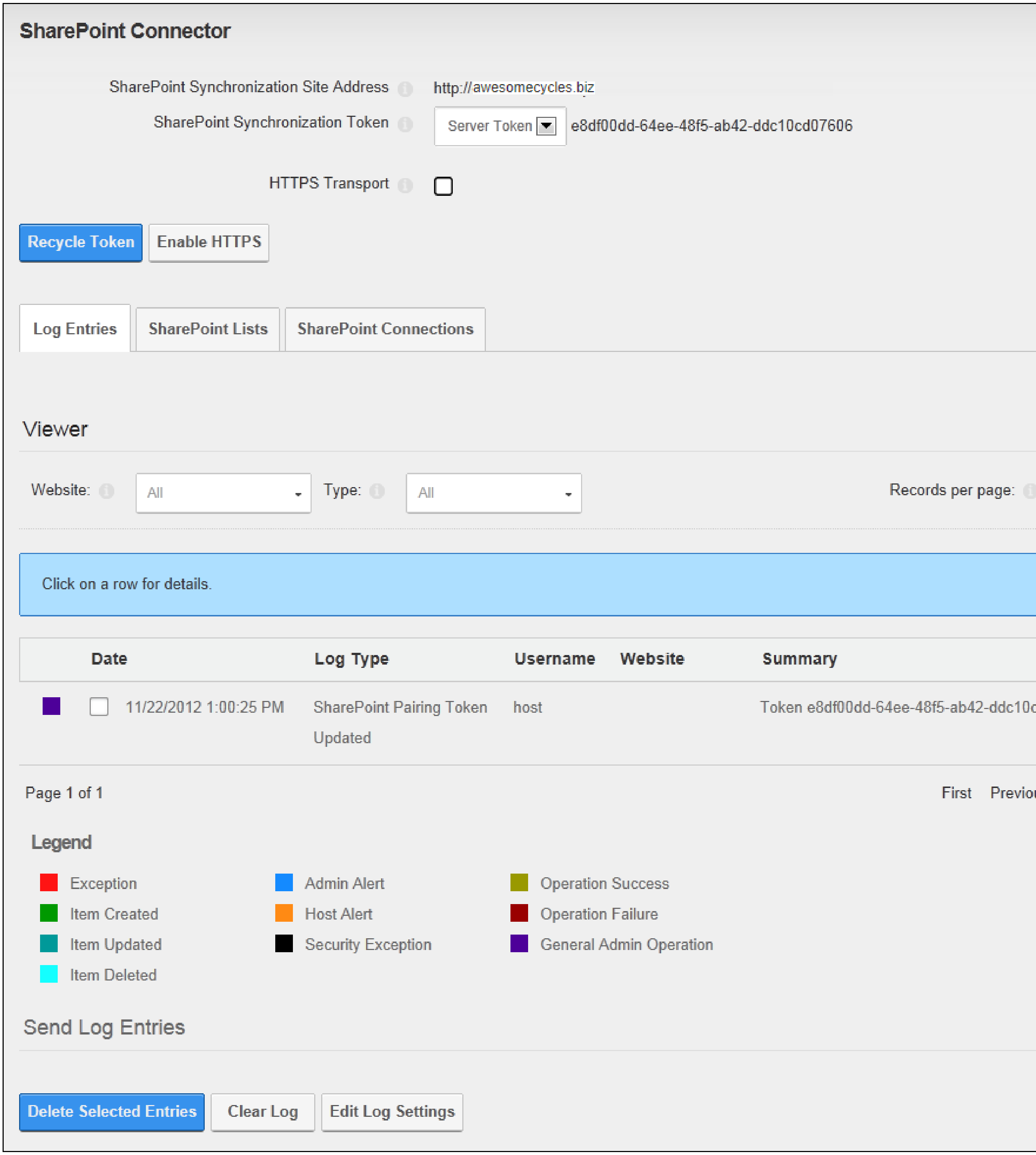
The SharePoint Connector module enables SuperUsers and Administrators to synchronize files between a SharePoint site and a DNN site. Files that are maintained on SharePoint are the 'master' source files that are then 'pushed' to your DNN site.

- See "Installing DotNetNuke Connector (SP2007)"
- See "Installing DotNetNuke Connector (SP2007)"

The SharePoint Connector module is located on both the Host > Advanced Settings > **SharePoint Connector** page and the Admin > Advanced Settings > SharePoint Connector page. The SharePoint Viewer module can be module can also be added to any site page. *Only available in DotNetNuke Enterprise Edition*

Features:

- Files deletes from your SharePoint can optionally be deleted from your DNN site, as configured for each Synchronization Item.
- Synchronization can be scheduled according to your business requirements.
- A Log Viewer is integrated with SharePoint Connector to enable Administrators and SuperUsers to view, manage and send log entries. See "About the Log Viewer Module"



The SharePoint Connector Module

SharePoint Connector Benefits

The Enterprise Edition SharePoint Connector allows you to take advantage of the SharePoint Document Library 2007 (MOSS and WSS 3.0) and 2010 (Foundation, Standard and Enterprise) to deploy documents to your web site, intranet or extranet. You can schedule the deployment of the desired SharePoint Views and Folders from your SharePoint Document Library to your DotNetNuke site and manage the documents using any available DotNetNuke document management module.

	Feature
Easy to Configure	**Automated Document Push** Using the standard SharePoint Central Administration console, you can easily configure and schedule your document deployment from SharePoint to DotNetNuke. Publishing schedules are flexible and can be set for every hour, day or week. **Flexible Configuration** DotNetNuke's SharePoint connector can be enabled and configured independently in every site collection, allowing the Site Collection Administrator to have full control over their documents. **Publish Existing SharePoint Views and File Structures** Reuse your existing SharePoint folder structures and views. Publish them to your DotNetNuke public web site, intranet or extranet. **Manage Document Deletions** Specify whether deleted documents are automatically removed from your DotNetNuke site. **Configure Email Alerts** Receive an email notification when an exception occurs such as an unsupported file extension or a file is too large.
Secure	**SharePoint Stays Behind Your Firewall** Your SharePoint server remains safe behind your firewall. Only the specific documents you choose to publish are available on your DotNetNuke site. **Leverage the Extended DotNetNuke Security Model** Use the full complement of DotNetNuke security features to control access to documents on your web site. Active Directory integration allows you to configure employee permissions. The granular DotNetNuke Enterprise Edition permissions model allows you to expose documents to a broad or very narrow group, from any anonymous visitor to only a subset of company employees.

Granular Activity Tracking

Available options include tracking documents published, documents deleted, publishing events, and exceptions.

HTTPS Support

Flexible	**Use for Any Type of Site** DotNetNuke is easily configurable as a public web site, extranet or intranet solution. Control site access using the granular security features built into the Enterprise Edition. You can also publish documents from multiple site collections to a single DotNetNuke site and from a single site collection to multiple DotNetNuke sites*
Cost Effective	**Reduce Upfront Costs** DotNetNuke offers a lower total cost of ownership when used as a public facing web site solution. DotNetNuke costs much less than SharePoint to initially configure as a web front end. Minimize Operational Costs The Enterprise Edition is much less expensive on a yearly basis than a SharePoint Internet Connector license for web sites with anonymous visitors. Sharing documents via a DotNetNuke web site may also reduce the need for SharePoint CALs, further reducing ongoing costs.

SharePoint Connector FAQ's

Frequently asked questions regarding the SharePoint Connector.

Q. Where are the documents stored on DotNetNuke?

A. The user can choose any of the available options in DotNetNuke, this can include Standard, Secure and Database Folders, as well as any options available through a folder provider, like: Amazon S3, UNC, etc.

Q. What versions of SharePoint are supported?

A. SharePoint Document Library 2007 (MOSS and WSS 3.0) and 2010* (Foundation, Standard and Enterprise)

Q. Is there a limit to number of files or file size?

A. Yes, the number of files and folders is managed by the Farm Administrator from SharePoint's Central Administration. In regards to the file size, DotNetNuke has an option under the host settings that limits the size of the files on the website; the SharePoint Connector compares the files against that number before publishing them to the website, and any files that are bigger than what the website allows are not published and an error message is logged.

Q. Is there a maximum number of synchronization items?

A. No.

Q. What are the security specifics? How are documents moved securely from SharePoint to DNN?

A. The connector can be configured to use SSL but it is not required.

Q. Does it synch only documents or also other content?

A. It syncs images, videos and any other files allowed in DotNetNuke. For example, you can publish an html file if the website is configured to allow html files.

Q. From DNN can you link to a folder in SharePoint and show that doc tree in DNN?

A. You can publish complete folder structures to DNN and show them in a tree. However configuring DNN to point to a SharePoint folder is not possible.

Q. Can you push items in SharePoint from a local network to an internet site without opening ports?

A. Assuming port 80 is open (this is usually the case), yes.

Q. Can I upload to SharePoint directory through DNN?

A. No, currently we only offer a one way deployment (SharePoint to DNN). The main reason is because a reverse integration would require our users to open a port in their firewall and allow an external system to write into their intranet, which is not a standard practice.

Q. Is there a way to import content directly into modules?

A. You can use documents / images / videos in a module and update them if the file gets updated in SharePoint.

Q. Do we need to use the Document Library?

A. The SharePoint Connector works with any module that integrates with the file system and folder providers. For example: document library, file manager, html module, documents module, and 3rd party modules like DMX, etc.

Q. When you delete from SharePoint does it delete from the website?

A. Yes, if "propagate deletions" is selected the file will be deleted from DNN. However, it will result in a broken link if there are references to that file from a module. For example: if there is a link to the document from the HTML module

Q. How is it set up? For each SharePoint site? Can you use a common connector?

A. The connector is installed for the server farm and it can be enabled for any of the individual Site Collections.

Q. How are permissions handled from SharePoint to a DNN site?

A. Permissions are managed with DotNetNuke's Security Model.

Q. Is the SharePoint connector installed on the web server or SharePoint server?

A. The Connector is installed in the SharePoint server but there is also a SharePoint module on the website.

Q. Is there a limitation on the number of users who can contribute files?

A. DotNetNuke SharePoint Connector does not have limitations on the number of users.

Q. Is there a way to manage permissions across SharePoint and DNN?

A. No, the main reason is because in many cases users and roles are not the same in the intranet and the public website.

Q. Are there admin controls for preventing SharePoint users from adding or deleting content from the website?

A. No. We do not have a way of enabling / disabling individual actions.

Q. Can you buy the SharePoint connector separately?

A. No. Only it is only available as part of the DotNetNuke Enterprise Edition.

Q. Is it possible to use self-signed SLL certificate for HTTPS connection?

A. Yes, you can enable skipping of SSL certificate validation in SharePoint for debug purpose.

Q. Is it possible to delete Item in SharePoint List from DNN?

A. It is possible to delete SharePoint List item from Live List. Removing from Synchronized List is not supported.

Q. Is it possible to delete Synchronization List from DNN?

A. No, Synchronization List Item must be deleted from SharePoint.

Q. Is it possible to perform synchronization manually without Scheduler?

A. It is possible to perform manual synchronization for Synchronized List item in SharePoint.

SharePoint 2010

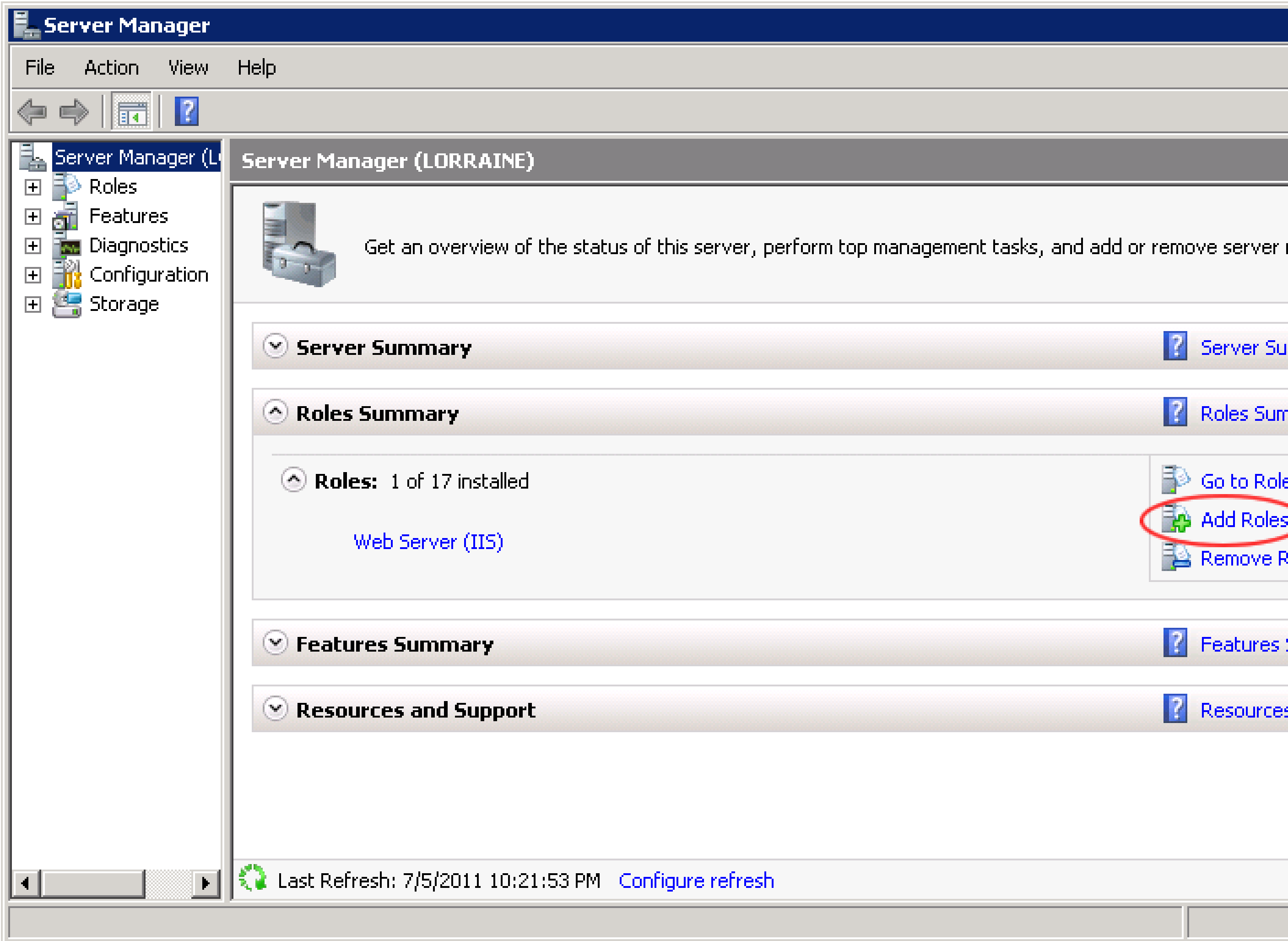
Managing Roles Security for SharePoint Connector (SP2010)

How to set the required roles security on your SharePoint 2010 Server for SharePoint Connector

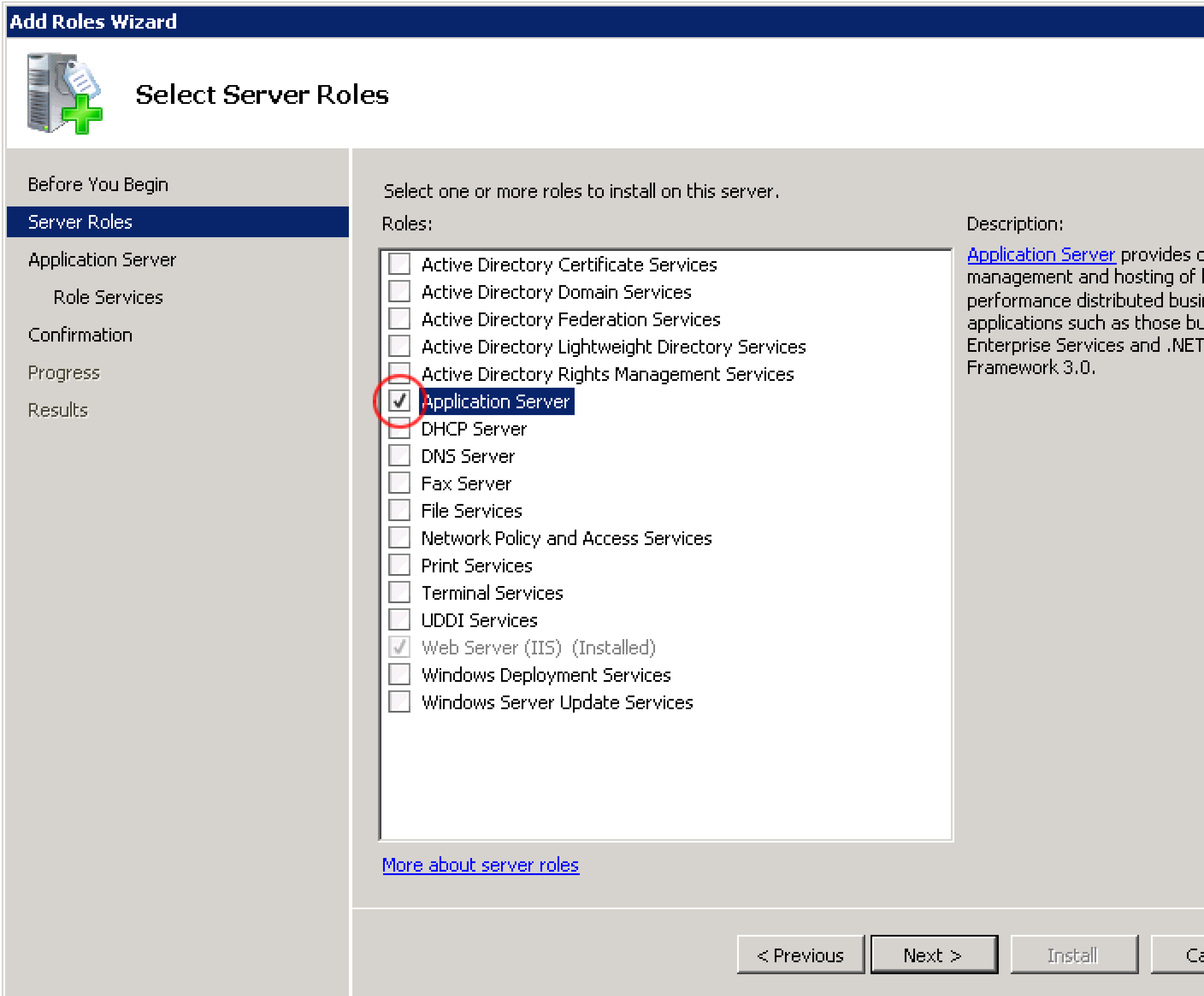
Important. This task is a prerequisite for installing SharePoint Connector on SharePoint 2010.

Note: Failure to undertake this task prior to configuring SharePoint Connector will result in the following error message "DotNetNuke server is unable to process your request. Please confirm that you installed and confirmed Windows Communication Foundation on the server hosting your DotNetNuke installation. If you receive this message, you must undertake the below tutorial and then repeat the final step of the See "Installing DotNetNuke Connector (SP2010)" tutorial.

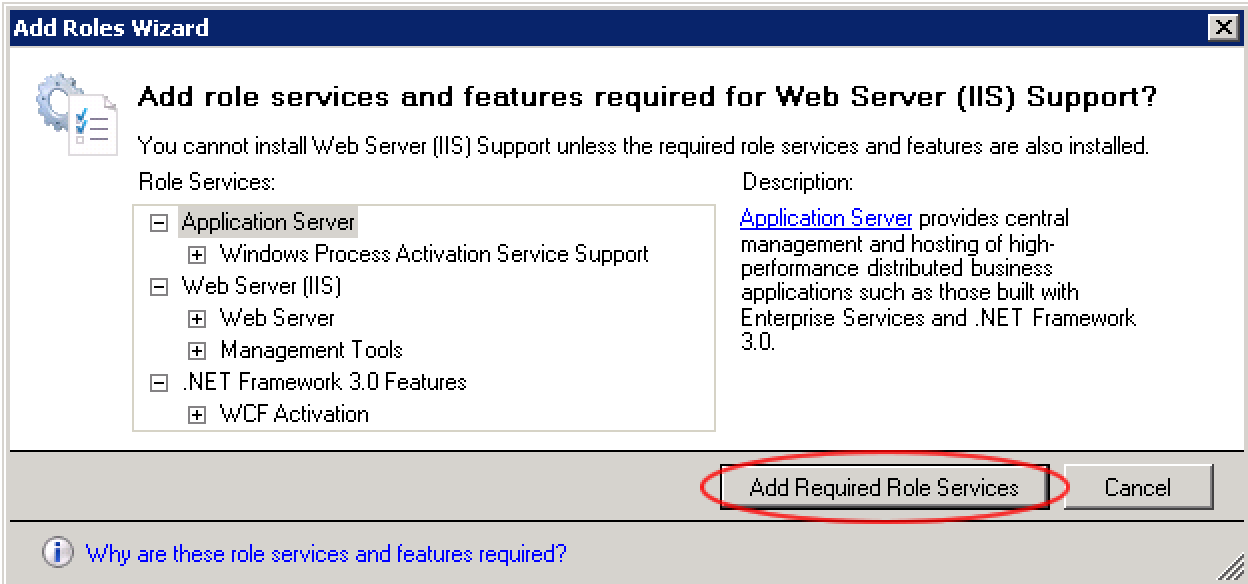
1. Open your Server Manager.
2. Click Server Manager in the left navigation.
3. Go to the Roles Summary section and then click the Add Roles link to open the Add Roles Wizard.



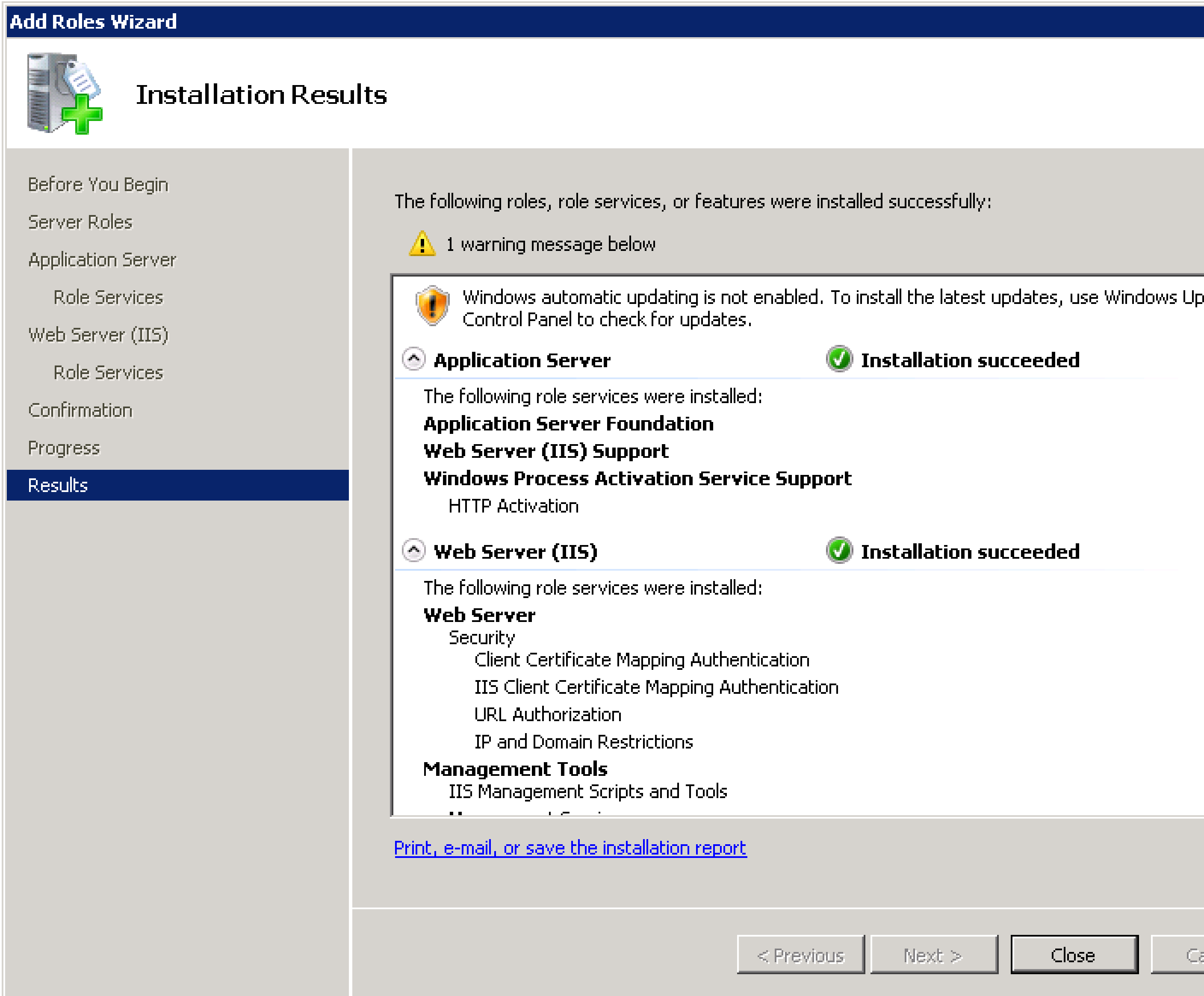
4. Click on the Server Roles link.
5. Check the **Application Server** ☑ check box.



6. Click the **Next** button until you advance to the Select Roles Services page.
7. Check the **Web Server (IIS) Support** check box. This opens the Add Roles Wizard.
8. Click the **Add Required Roles Services** button.



9. Click all the **Next** buttons until the Install button is enabled.
10. Click the **Install** button. The Installation will now commence running. The Results page is displayed once the installation is completed.



11. Click the **Close** button to close the wizard.

Configuring Site Collection Administrator Permissions (SP2010)

Configuring in Central Administration Area

Note: This is recommended approach but it requires Central Administrator account.

1. Open SharePoint Central Administration > Application Management > Site Collections > Change site collection administrators page. Note: Login as a user with Central Administrator permissions.
2. Select appropriate Site Collection.

3. Make sure the name of user that will be managing DNN Connector for selected Site Collection is added as Primary SharePoint Site Collection Administrator or Secondary SharePoint Site Collection Administrator.

Configuring in Site Collection Administration Area

Note: This approach is useful when one Site Collection Administrator wants to assign another user as Site Collection Administrator.

1. Open Site Actions > Site Settings > Users and Permissions > Site collection administrators page> Note: Login as a user with Site Collection Administrator permissions.
2. Add account of a user that will be managing DNN Connector for current Site Collection into Site Collection Administrator field.

Installing DotNetNuke Connector (SP2010)

How to deploy the DotNetNuke Connector to your SharePoint 2010 server. This task is performed by the SharePoint Farm Administrator.

Prerequisite 1. You must have the DNN Timer Job file which is available from the DotNetNuke Support Network. The default Timer Job name is "DotNetNuke_Enterprise_6.1.5_SharePointConnector2010.wsp".

Prerequisite 2. Enable Full Trust on your DNN site. See "Enabling Full Trust for DotNetNuke Sites". Note: Failure to undertake this task prior to configuring SharePoint Connector will result in the following error message "That assembly does not allow partially trusted callers. The DotNetNuke server has rejected your request to pair". If you receive this message, you must enable full trust and then repeat the final step of the below tutorial.

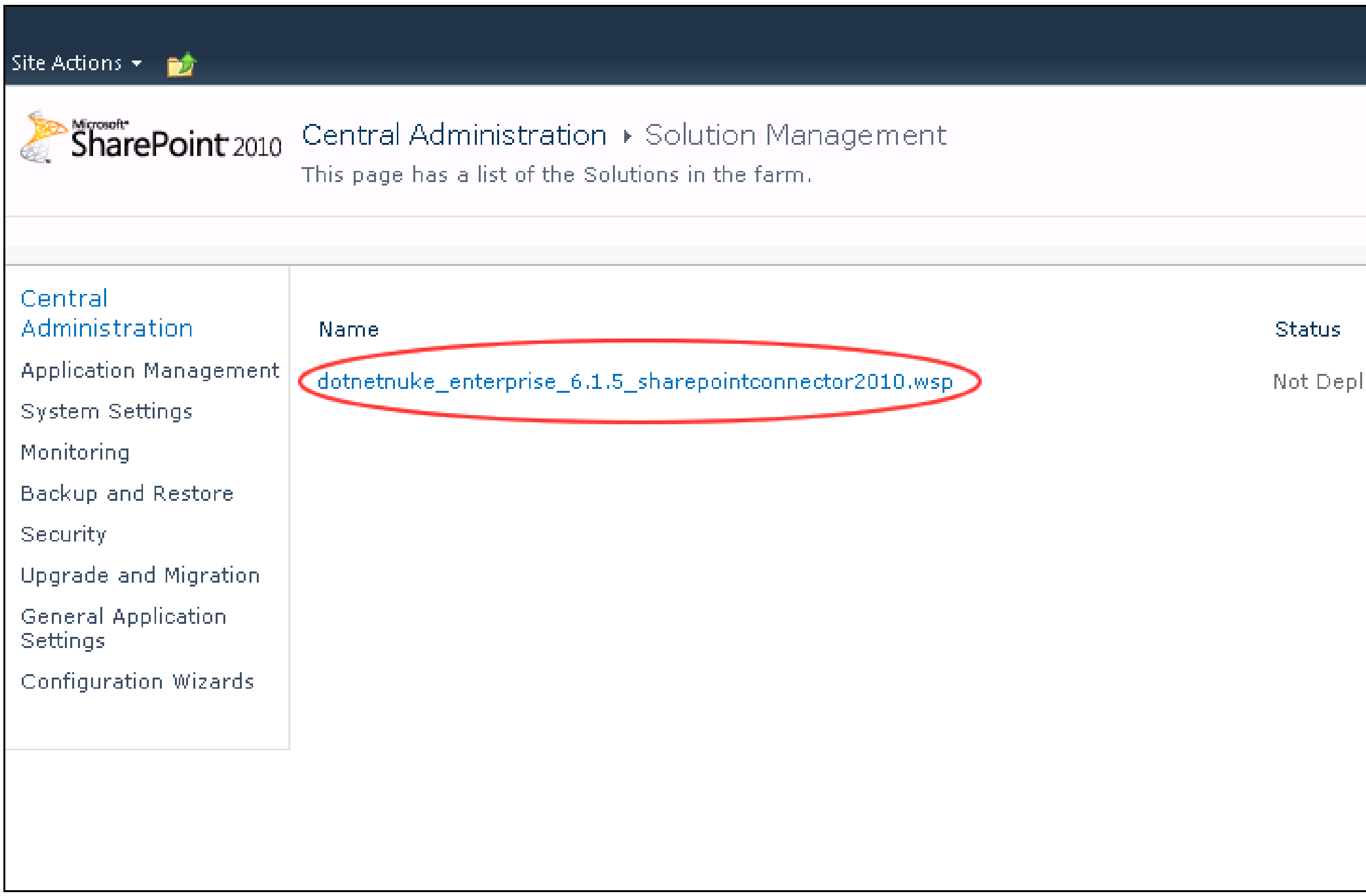
Prerequisite 3. Set appropriate role security levels on your SharePoint server. See "Managing Roles Security for SharePoint Connector (SP2010)"

1. Go to your SharePoint Server.
   a. Paste a copy of the wsp file into the c: drive.
   b. Click the Windows **Start** button.
   c. In the **Search** box, enter cmd and then press and hold the **Ctrl** + **Shift** + **Enter** keys. This opens the Command Prompt window in elevated privilege mode.
   d. In the Command Prompt window, enter the below path. Note: You cannot copy and paste this path, instead it must be typed into the Command Prompt. `"C:\Program`

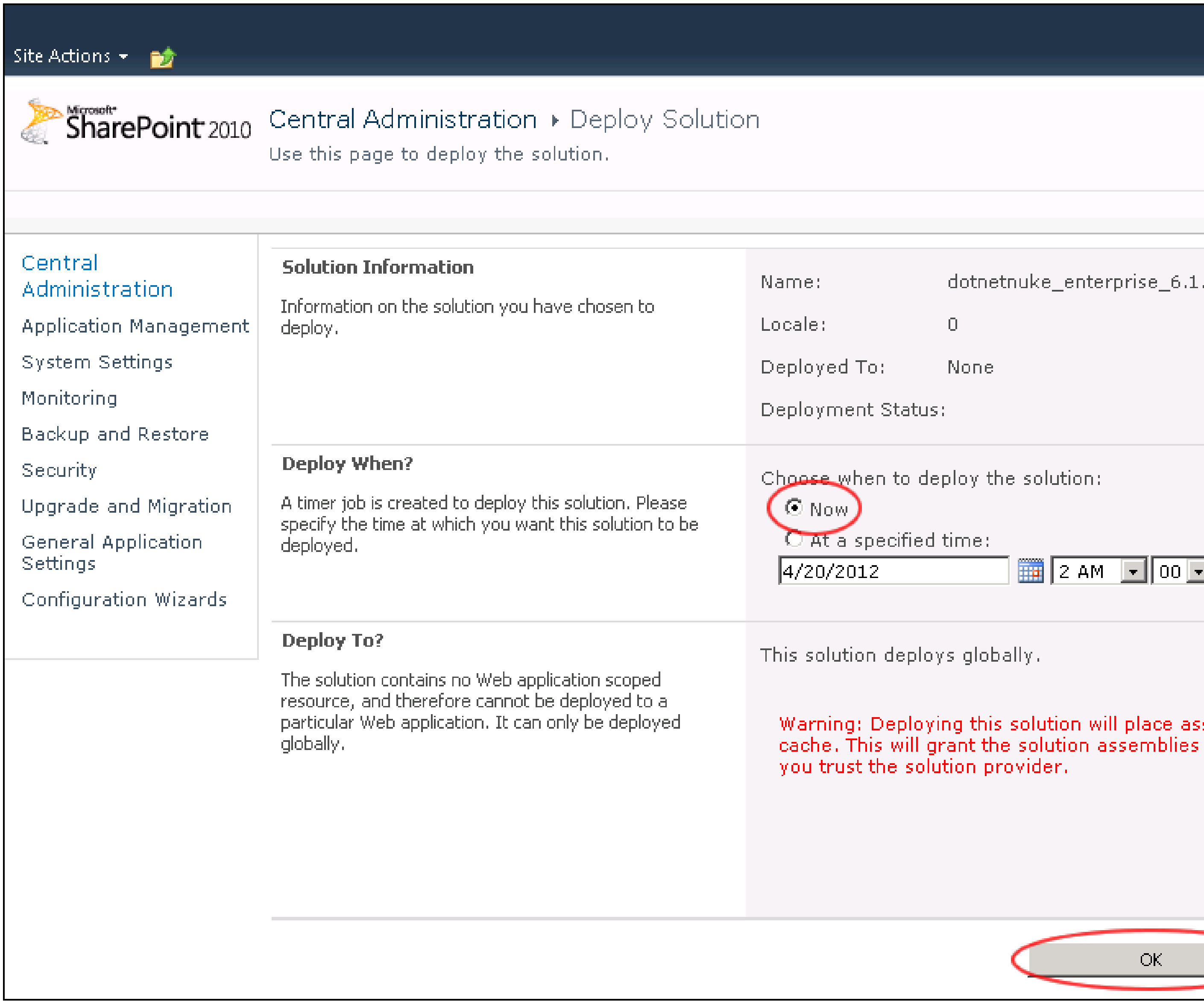
```
Files\Common Files\microsoft shared\Web Server Exten-
sions\14\BIN\stsadm" -o addsolution -filename " c:\DotNetNuke_
Enterprise_6.1.5_SharePointConnector2010.wsp"
```

e. Strike the **Enter** key. The "Operation Completed Successfully" message is displayed.

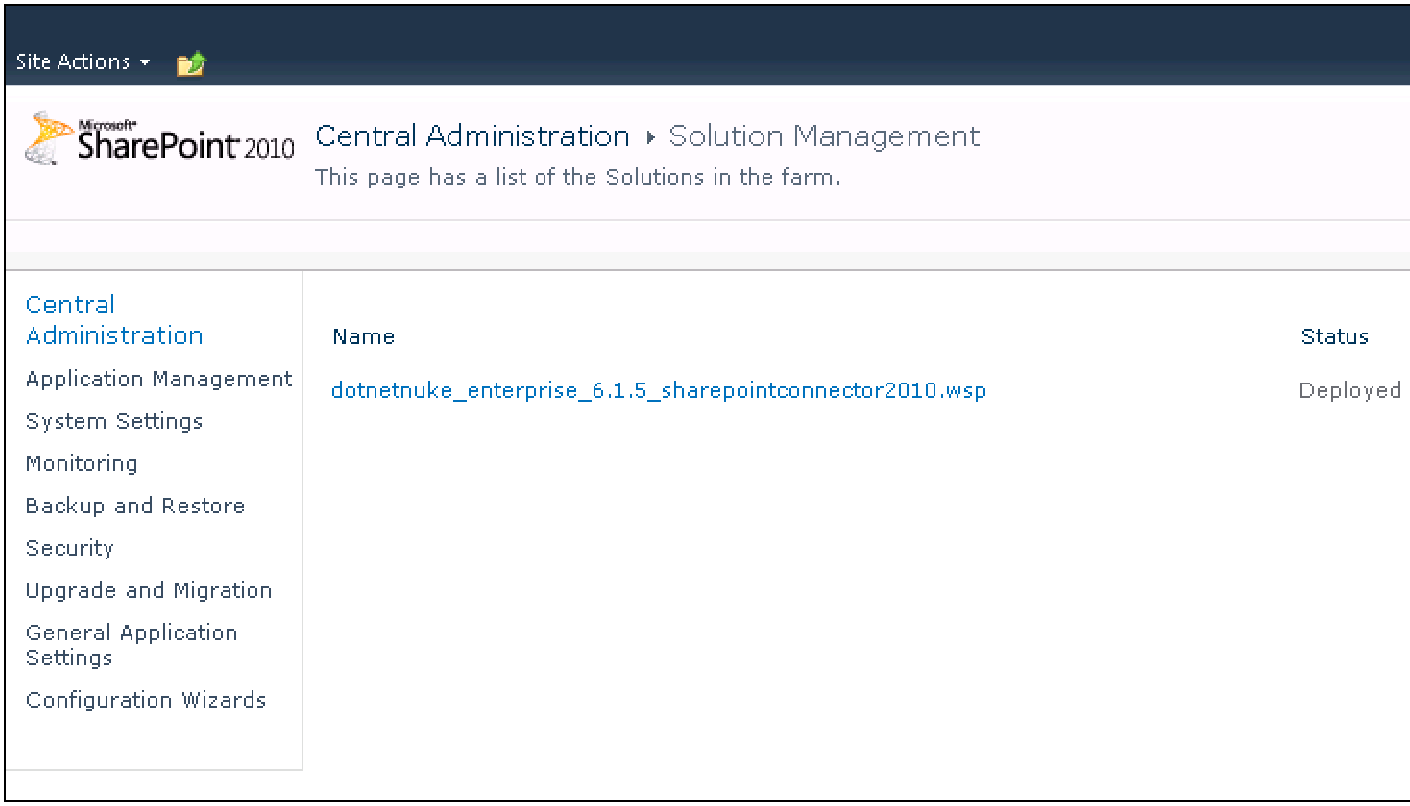
2. Go to your SharePoint Central Administration.
   a. Navigate to Central Admin > System Settings > **Manage Farm Solutions**. This opens the Solution Properties page.
   b. In the Name column, click on the Timer Job file name. E.g. DotNetNuke_Enterprise_6.1.5_SharePointConnector2010.wsp



   c. Click the Deploy Solution link. This opens the Deploy Solution page.
   d. In the **Deploy When** section, ensure the solutions is set to deploy **Now**.
   e. Click the **OK** button to confirm.



f. You are now returned to the Solution Management page, where the DNN SharePoint Connector solution status is now listed as "Deployed".

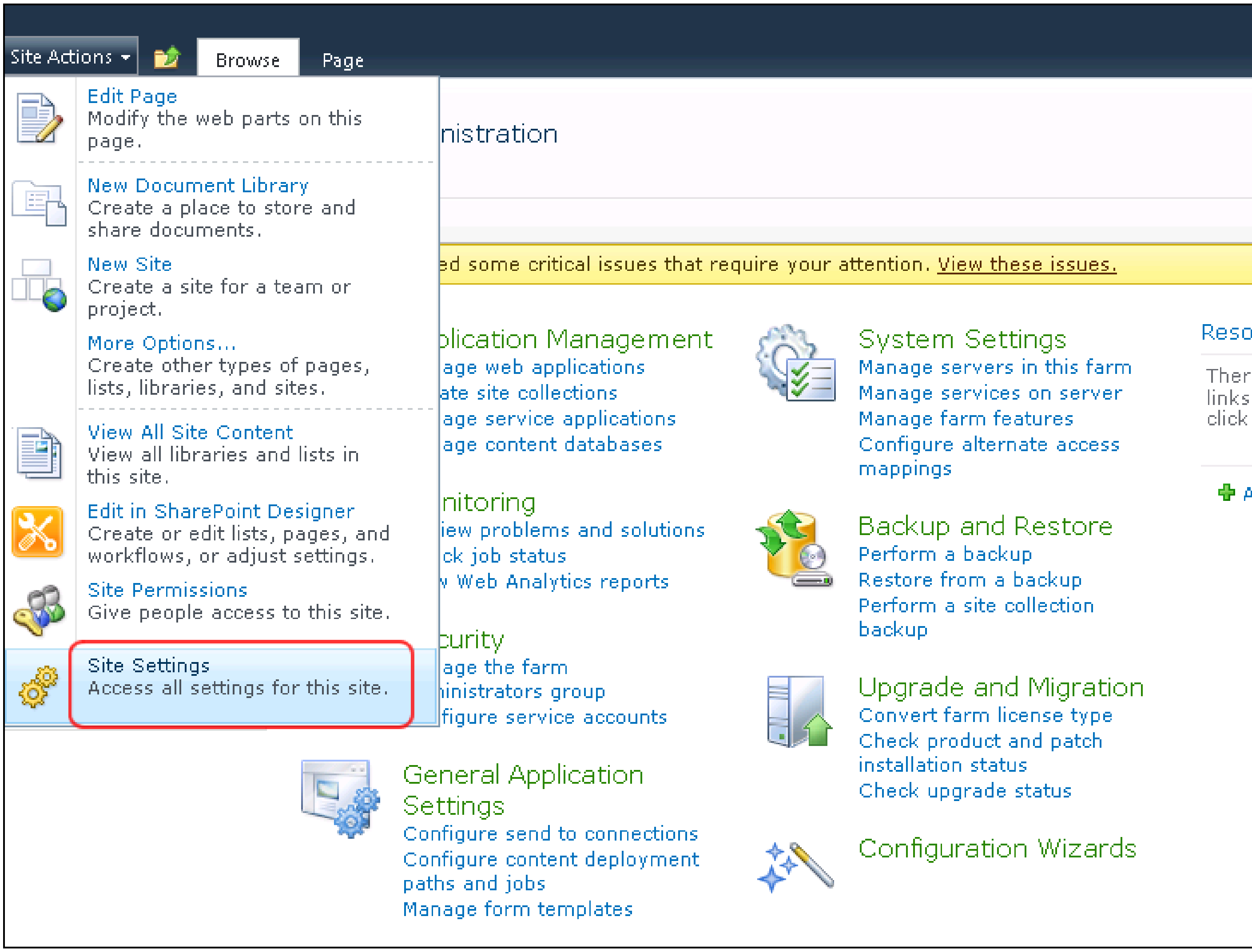


Next Step: The DotNetNuke Connector must now be activated for each SharePoint site where it will be used. See "Activating the DotNetNuke Connector (SP2010)"

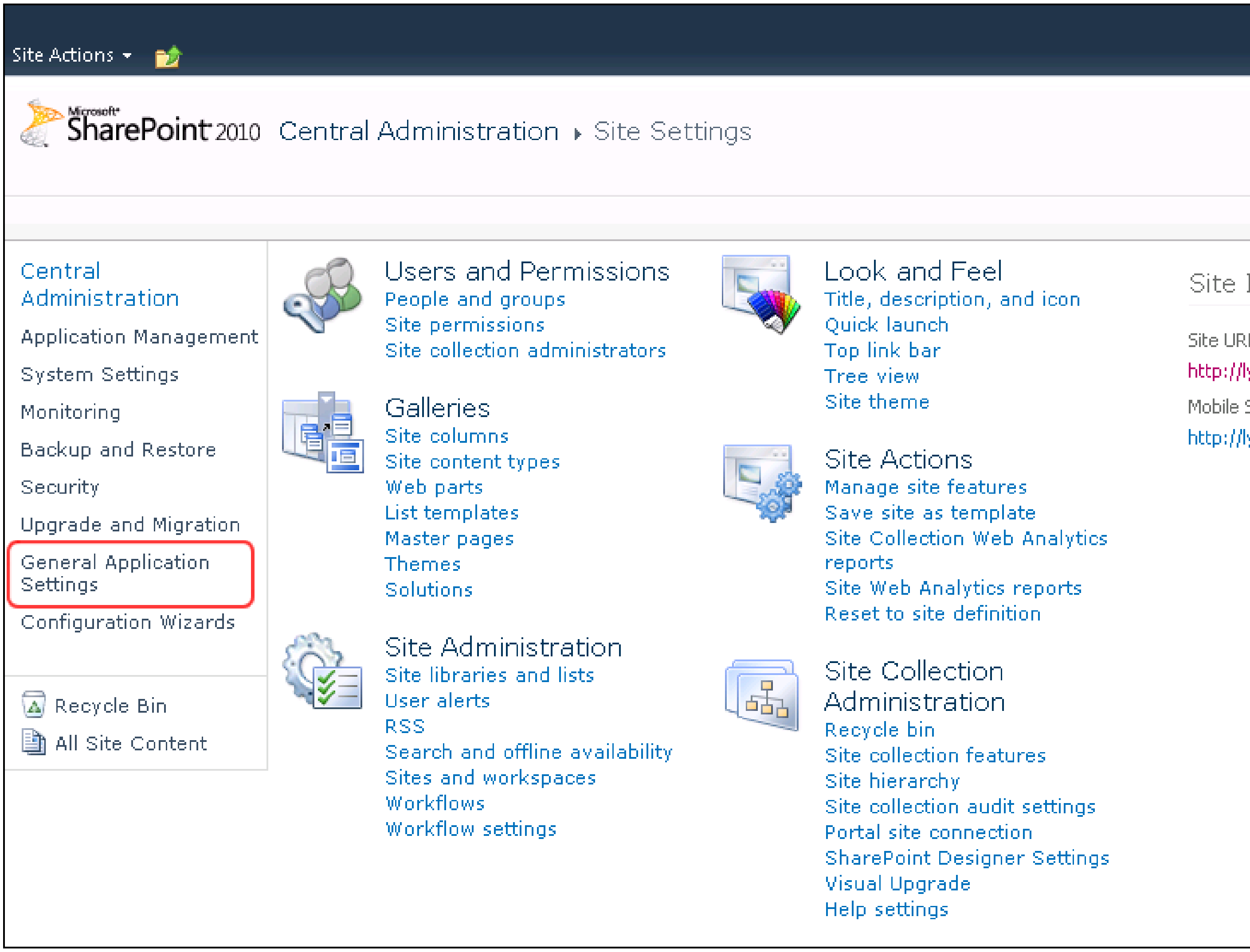
Setting the Synchronization Schedule (SP2010)

How to configure the synchronization settings for the DotNetNuke Connector. In this section SharePoint Farm Administrators can modify the defaults that set the number of items saved in the history, set the maximum number of files and folder transferred during synchronization and request email notifications if an error occurs during synchronization. You can also set the Synchronization Schedule that determines how frequently files are pushed from your SharePoint site to your DNN site.

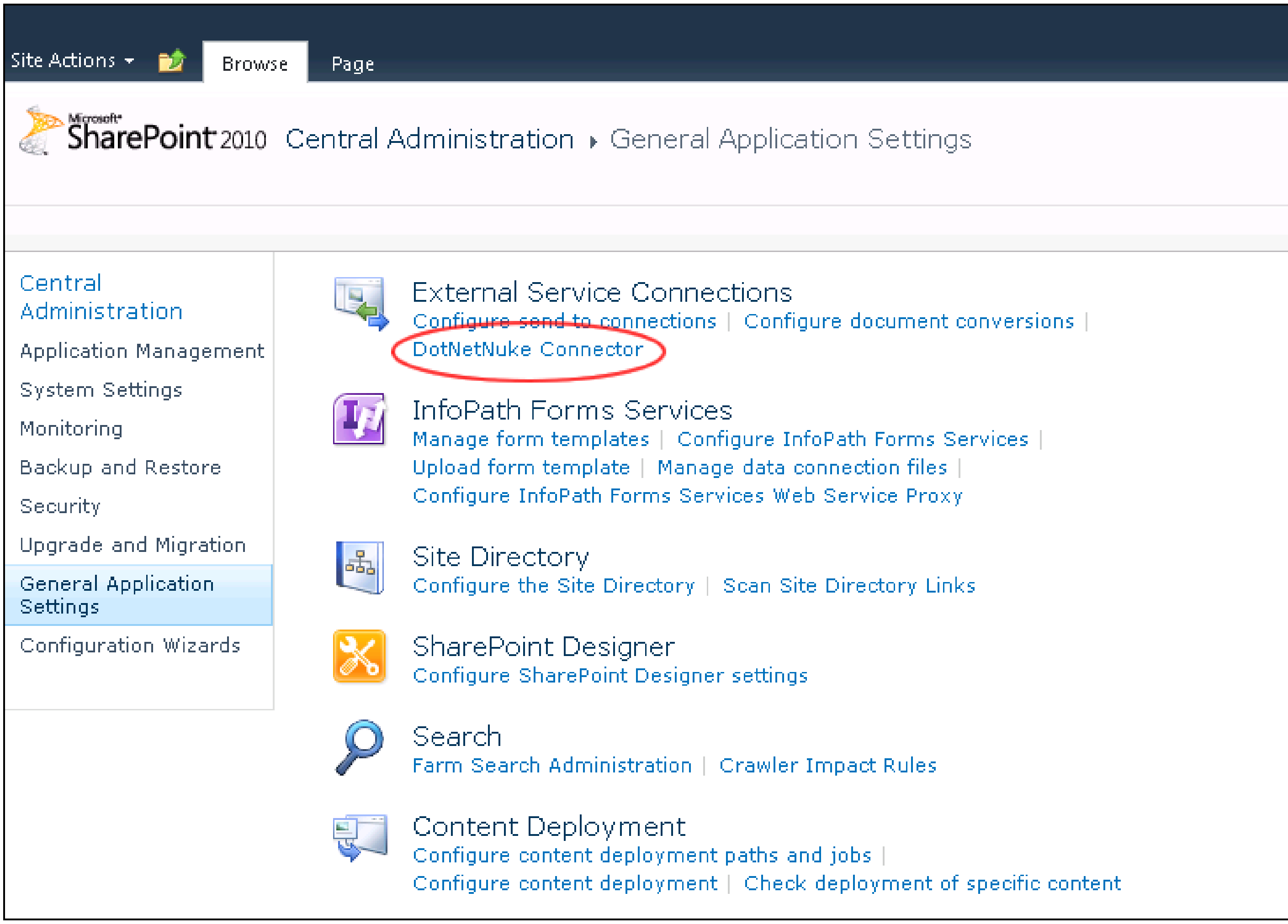
1. Go to your SharePoint Central Administration.
2. Click on the Site Actions menu and then select **Site Settings**.



3. Click the General Application Settings link.



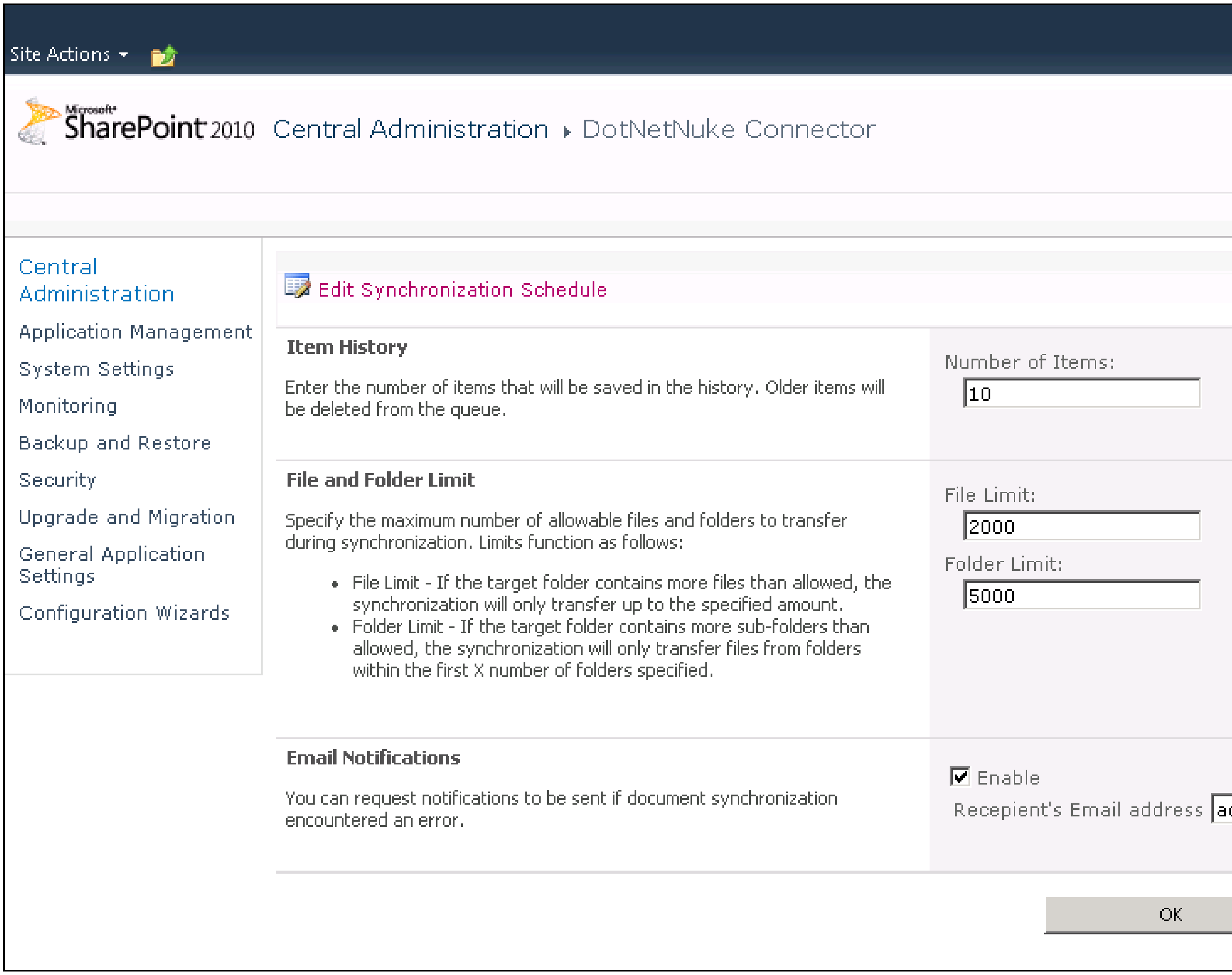
4. In the External Service Connections section, select DotNetNuke Connector.



5. You can now choose to modify the following default schedule settings, or skip to the Step 4 to set the synchronization schedule.
    a. **Optional.** In the **Item History** section, enter the number of items that will be saved in the history into the **Number Of Items** text box. Older items will be deleted from the queue. The default setting is 10.
    b. **Optional.** In the **Folder and Folder Limit** section, enter the maximum number of files and folders to be transferred during synchronization. The default limits are 2000 files and 5000 folders.
    c. **Optional.** In the **Email Notifications** section, check the **Enable** check box to enable email notification to be sent if an error occurs during synchronization. Note: Site Collection Administrators can also manage email notifications for their site. See "Enabling Synchronization Notifications (SP2010)"

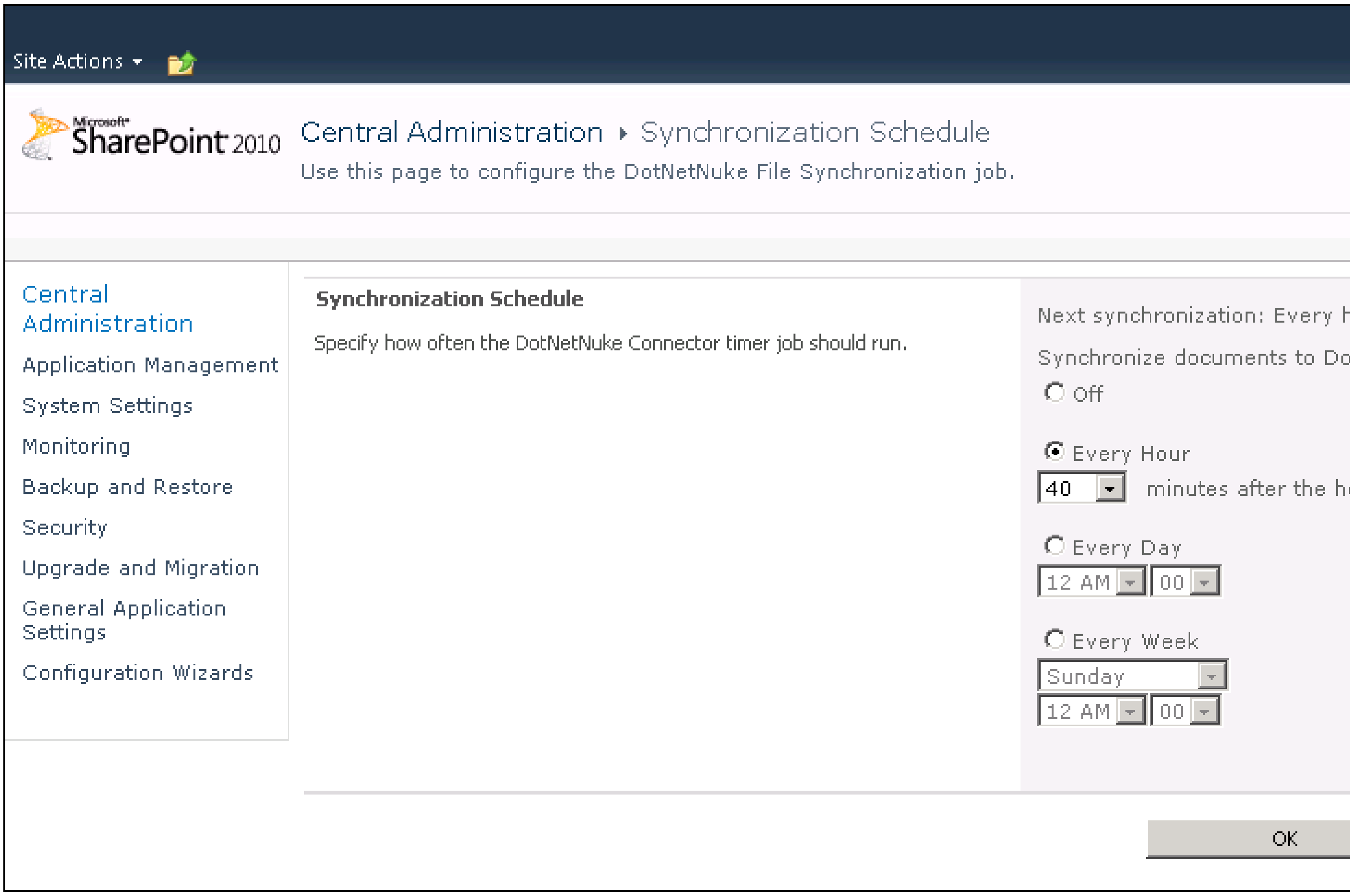
a. In the **Recipient's Email Address** text box, enter the email address where the notification will be sent.

d. Click the **OK** button to save any changes.



6. Click the Edit Synchronization Schedule link.
7. In the **Synchronization Schedule** section, select one of the following radio buttons and then specify how often the DotNetNuke Connector timer job should run.
   - **Every Hour**: Select to synchronize files every hour.
     a. **Optional.** Select the number of minutes after the hour. The default setting is on the hour. Note: This is the option selected in the below image.

- **Every Day**: Select to synchronize files daily.
    a. **Optional.** Select the time of the day. The default setting is 12 AM.
- **Every Week**: Select to synchronize files weekly.
    a. **Optional.** Select the day of the week and time. The default setting is Sunday and 12 AM.



8. Click the **OK** button to confirm.

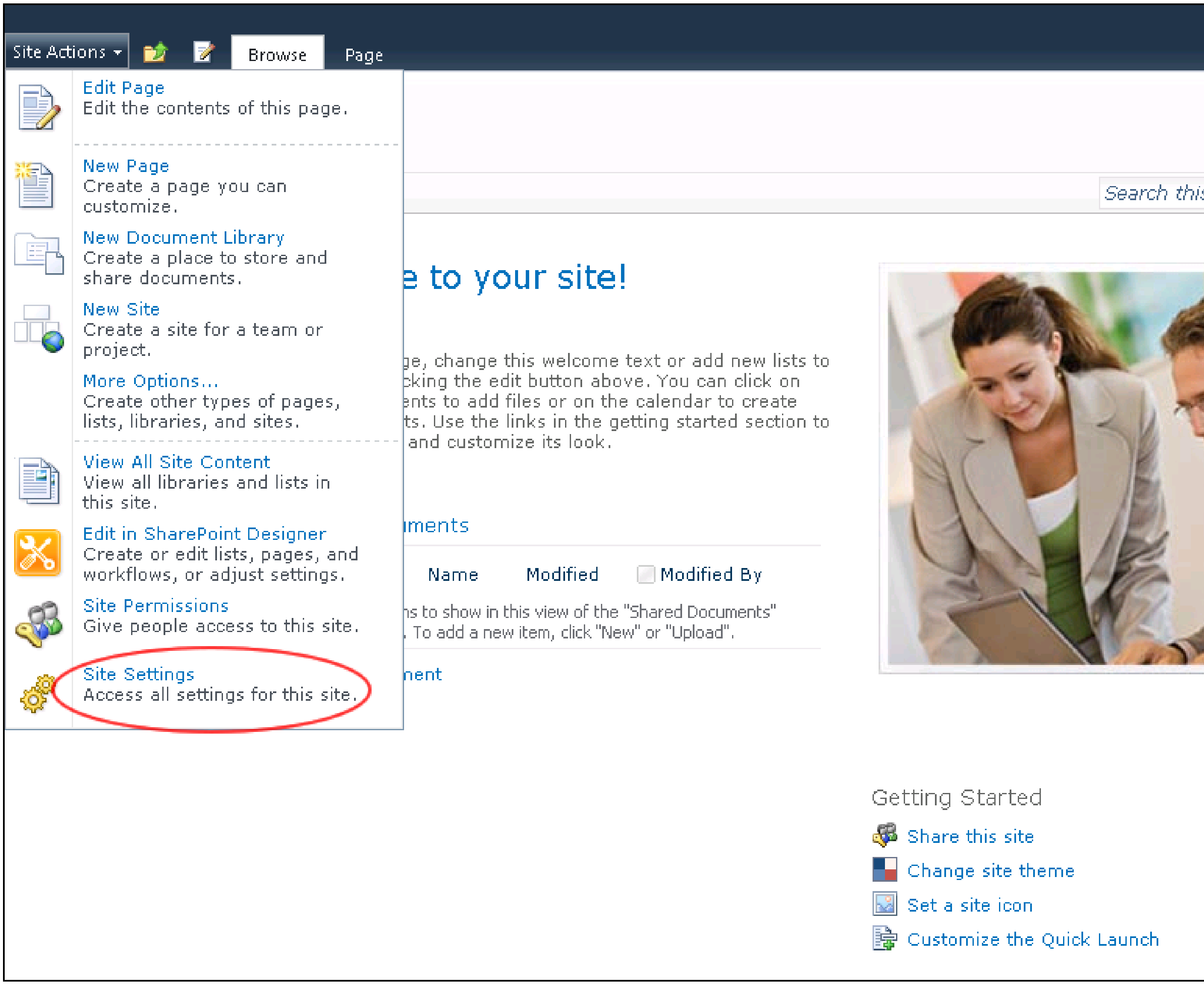
Activating the DotNetNuke Connector (SP2010)

How to activate the DotNetNuke Connector on one or more SharePoint Site Collections. This task can be performed by SharePoint Site Collection Administrators.

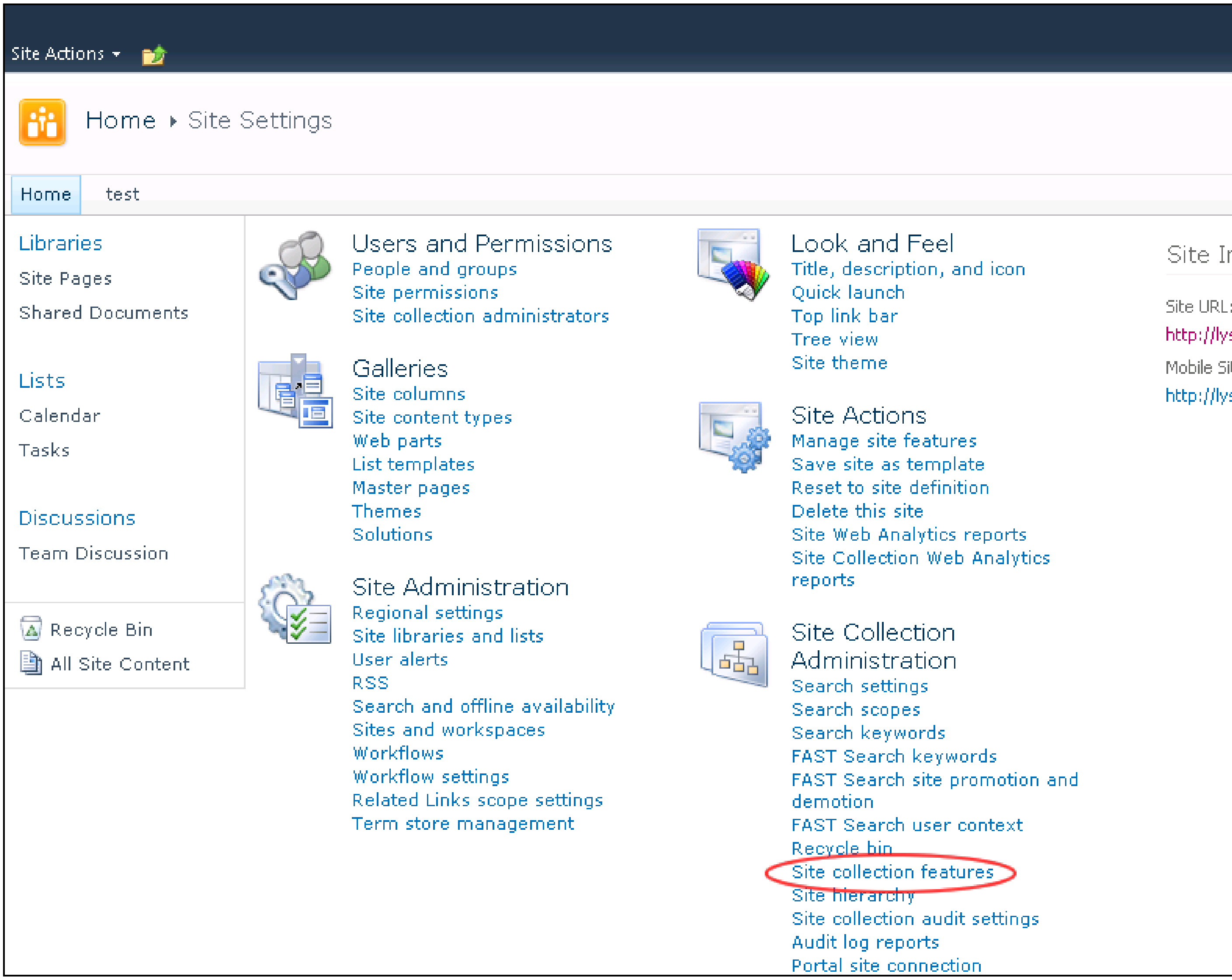
Prerequisite. The DotNetNuke Connector must be installed on your SharePoint Server before it can be activated. See "Installing DotNetNuke Connector (SP2010)"

Note: If the DotNetNuke SharePoint Connector is not displayed in the Site Features list, you may need to do an IIS Reset because sometimes after installing a new feature, SharePoint requires IIS to be reset.

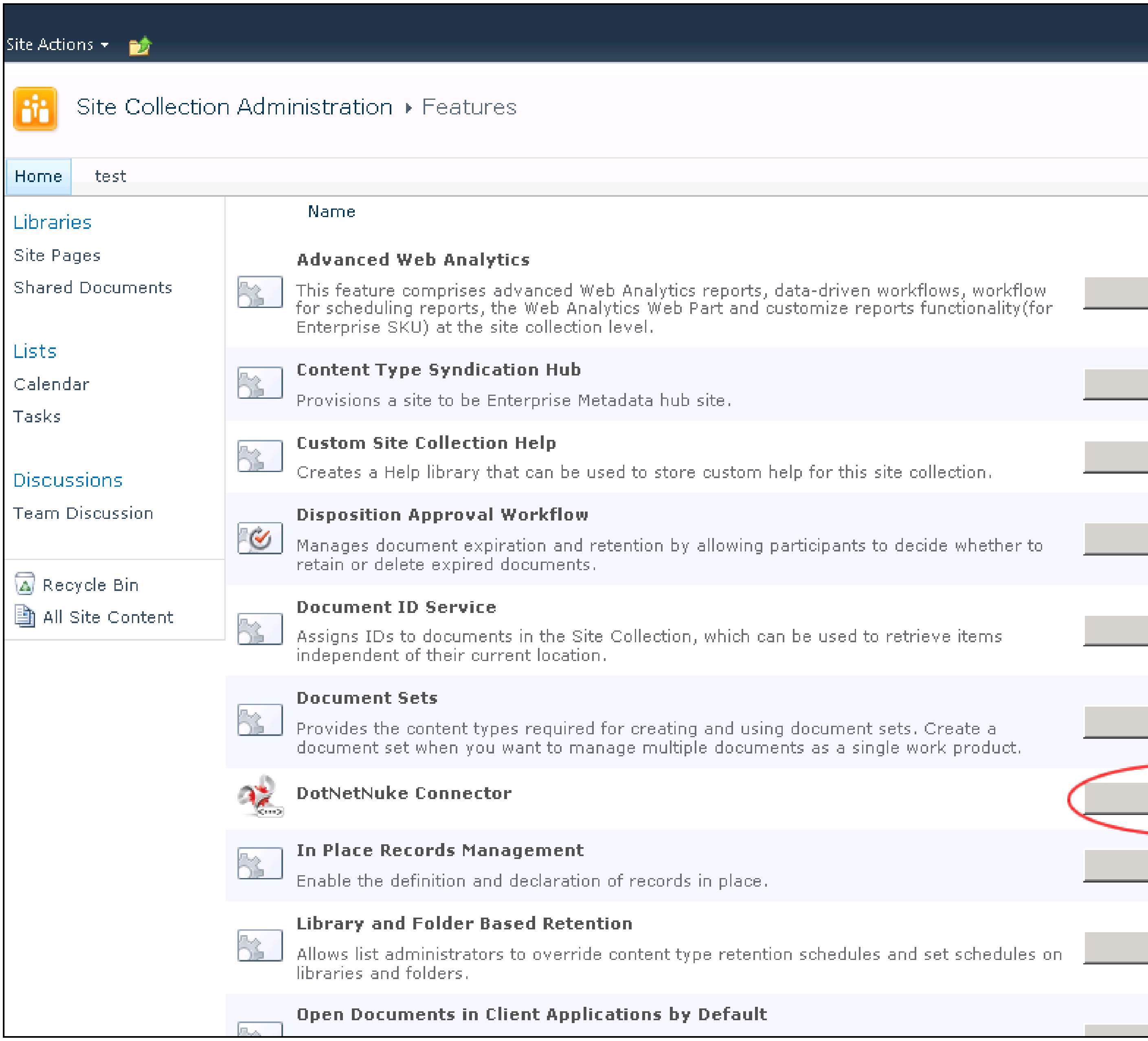
1. Go to your SharePoint site.
2. Navigate to Site Actions > Site Settings.



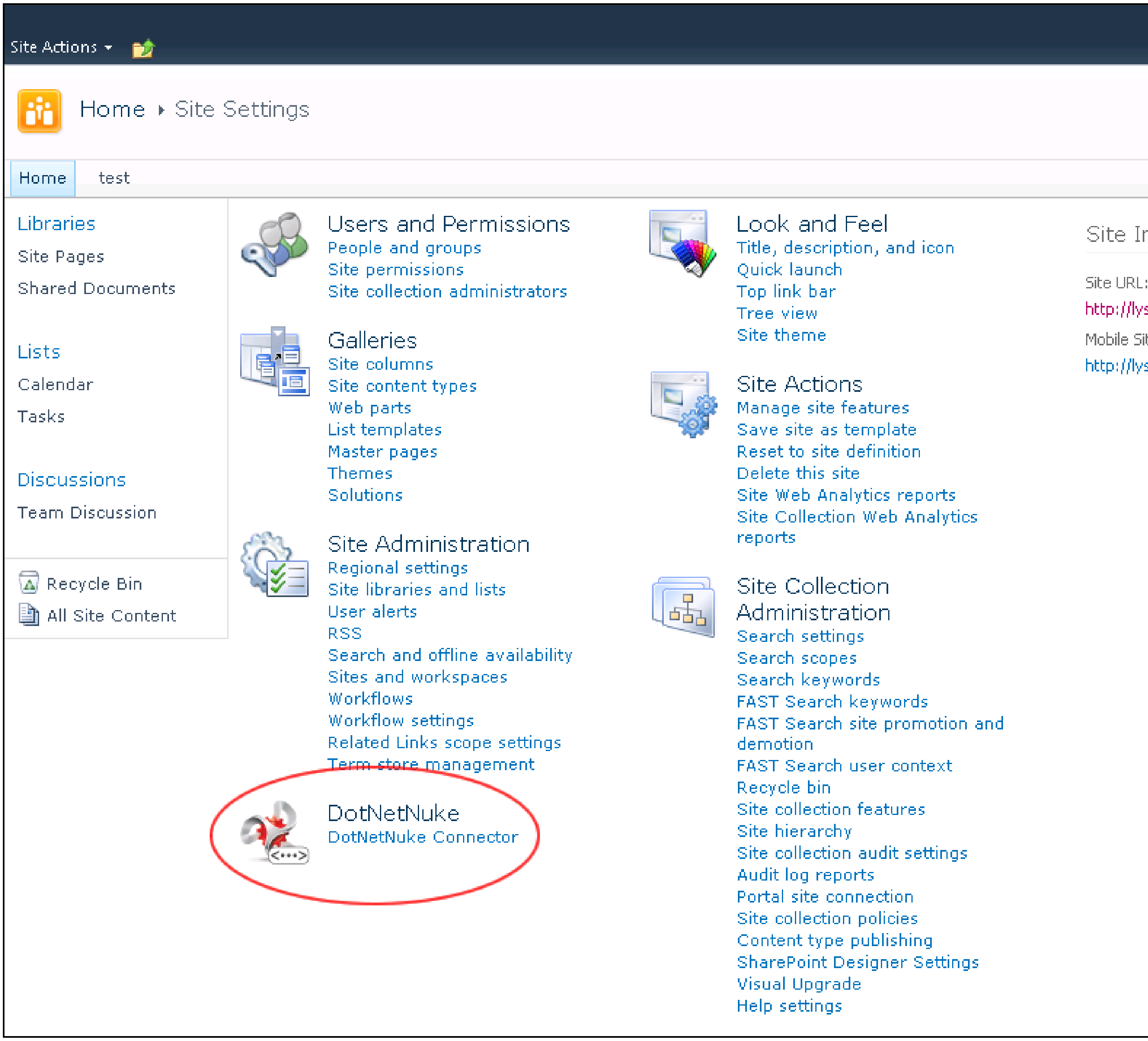
3. In the Site Collection Administration section, click the Site Collection Features link.



4. In the Status column, click the **Activate** button to activate the **DotNetNuke Connector** on this site.



The DotNetNuke Connector is now activated for this site. A link to the DotNetNuke Connector is now displayed on the Site Settings page of this SharePoint as well as being added as an item in the SharePoint menu. Here you can create connections to a DNN server and then manage and run synchronization.



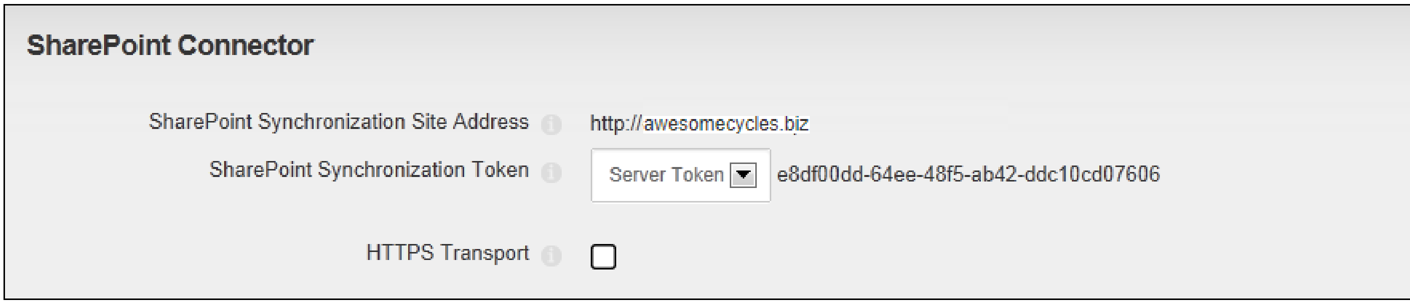
Next Step: See "Connecting DNN and SharePoint 2010"

Connecting DNN and SharePoint 2010

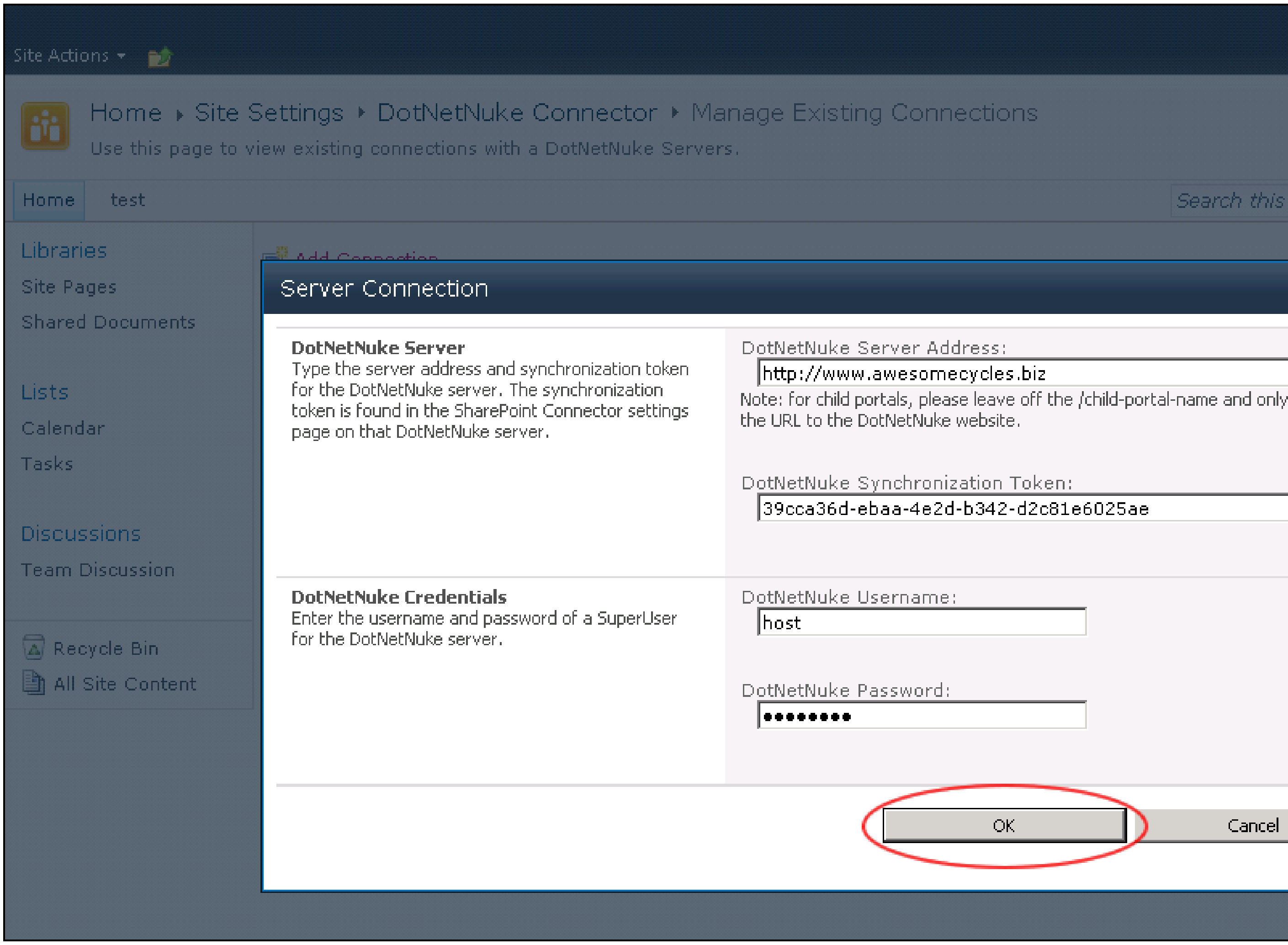
How to connect your DNN site with your SharePoint site. Once this is completed you will be able to synchronize files from SharePoint to DNN. This task can be performed by SharePoint Site Collection Administrators.

Prerequisites. The DotNetNuke Connector must be installed on the SharePoint server (See "Installing DotNetNuke Connector (SP2010)") and then activated on the SharePoint site (See "Activating the DotNetNuke Connector (SP2010)").

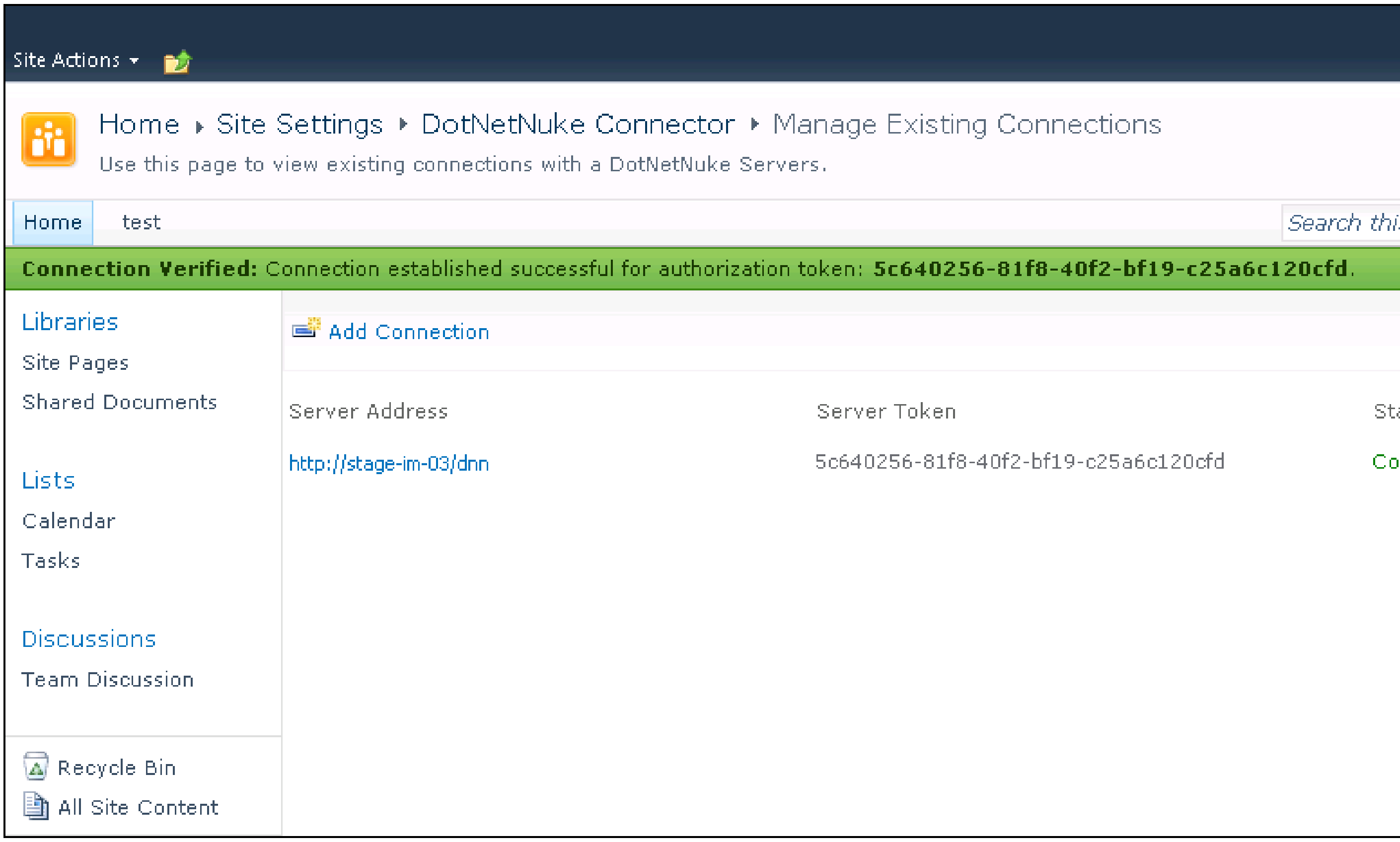
1. Go to your DNN site.
2. Navigate to Host > Advanced Settings > **SharePoint Connector**.
3. At **SharePoint Synchronization Site Address**, copy the address to your clipboard.
4. At **DotNetNuke Synchronization Token**, select from the following options:
   - **Site Token**: Select to connect SharePoint to a specific site.
   - **Server Token**: Select to connect SharePoint with all DNN sites on this server.



5. Go to your SharePoint site.
6. Navigate to Site Actions > Site Settings.
7. Go to the DotNetNuke section and click the DotNetNuke Connector link.
8. Click on the Settings menu and then select Add Connection.
9. On the Server Connection page, go to the DotNetNuke Server section.
10. In the **DotNetNuke Server Address** text box, enter the DotNetNuke Synchronization Site Address.
11. In the **DotNetNuke Synchronization Token** text box, enter either the site token or the server token.
12. Go to the **DotNetNuke Credentials** section.
13. In the **DotNetNuke Username** text box, enter the username of a SuperUser for the DotNetNuke server.
14. In the **DotNetNuke Password** text box, enter the password of a SuperUser for the DotNetNuke server.
15. Click the **OK** button.



16. The details of this connection are now displayed on the Site Settings > DotNetNuke Connector > Manage Existing Connections page of your SharePoint site.

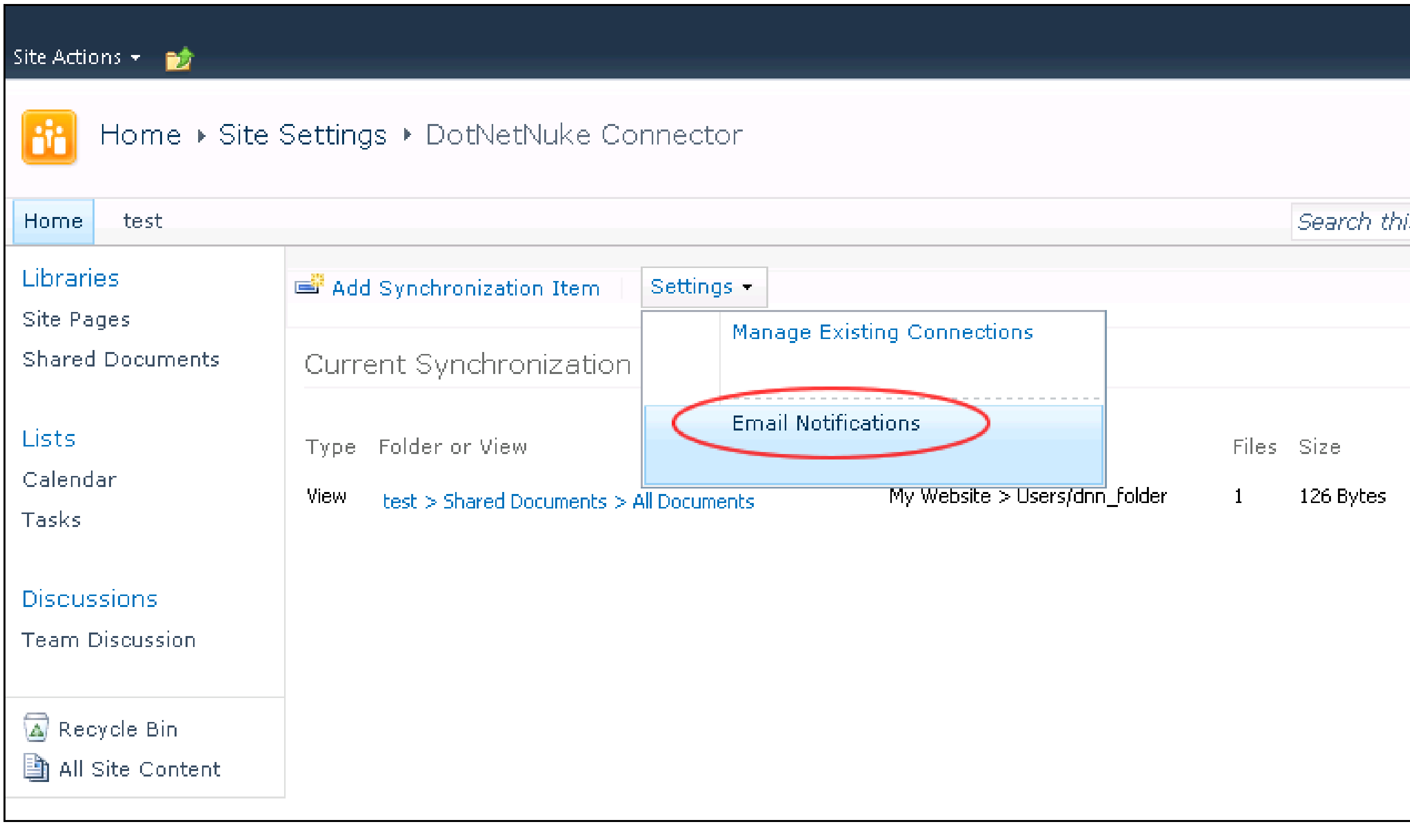


Enabling Synchronization Notifications (SP2010)

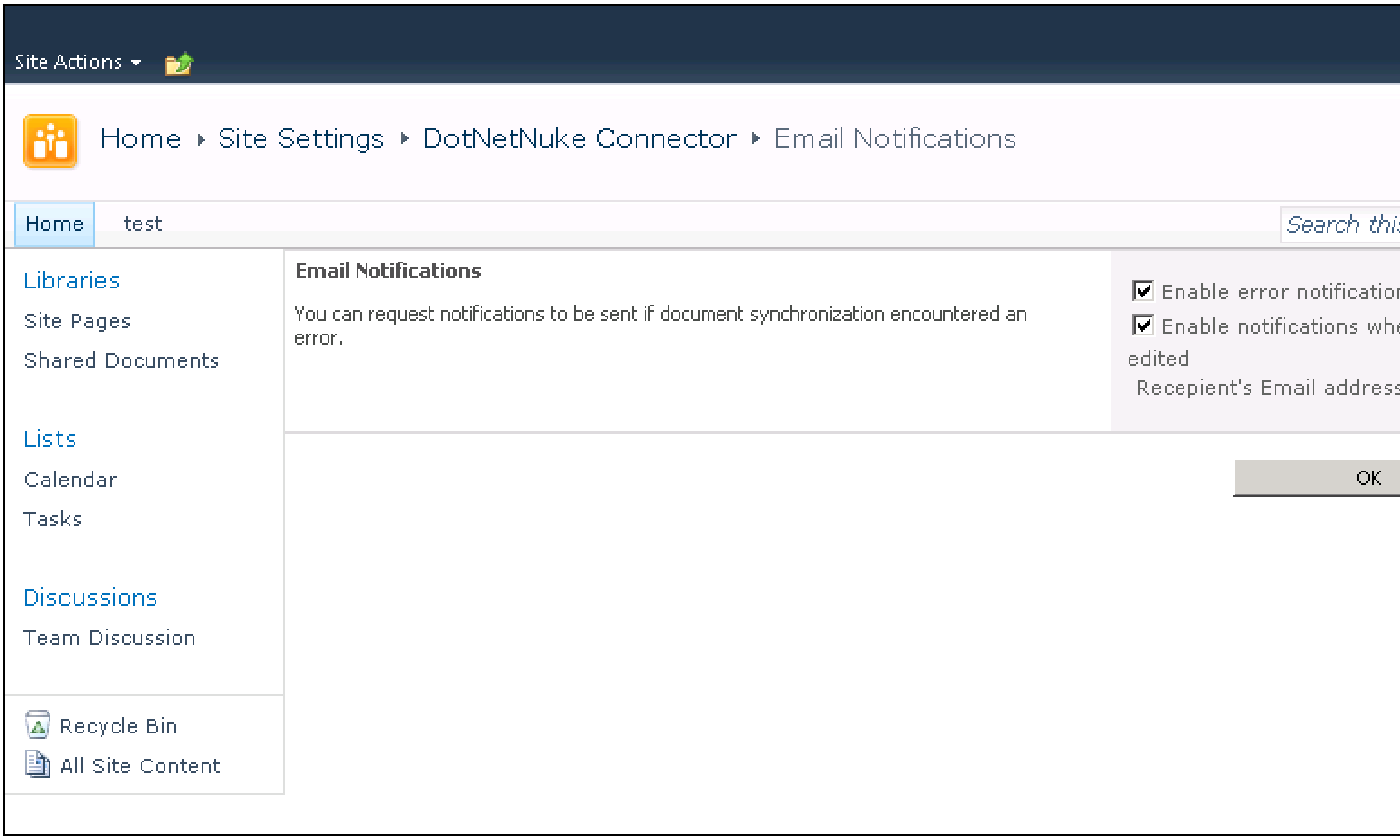
How to enable and configure email notification to be sent if document synchronization encounters an error and/or when synchronization occurs. This task can be performed by SharePoint Site Collection Administrators.

Prerequisites. The DotNetNuke Connector must be installed on the SharePoint server (See "Installing DotNetNuke Connector (SP2010)") and then activated on the SharePoint site (See "Activating the DotNetNuke Connector (SP2010)").

1. Go to your SharePoint site.
2. Navigate to Site Actions > Site Settings.
3. Go to the DotNetNuke section and then click the DotNetNuke Connector link.
4. Click on the Settings menu and then select **Email Notifications**.



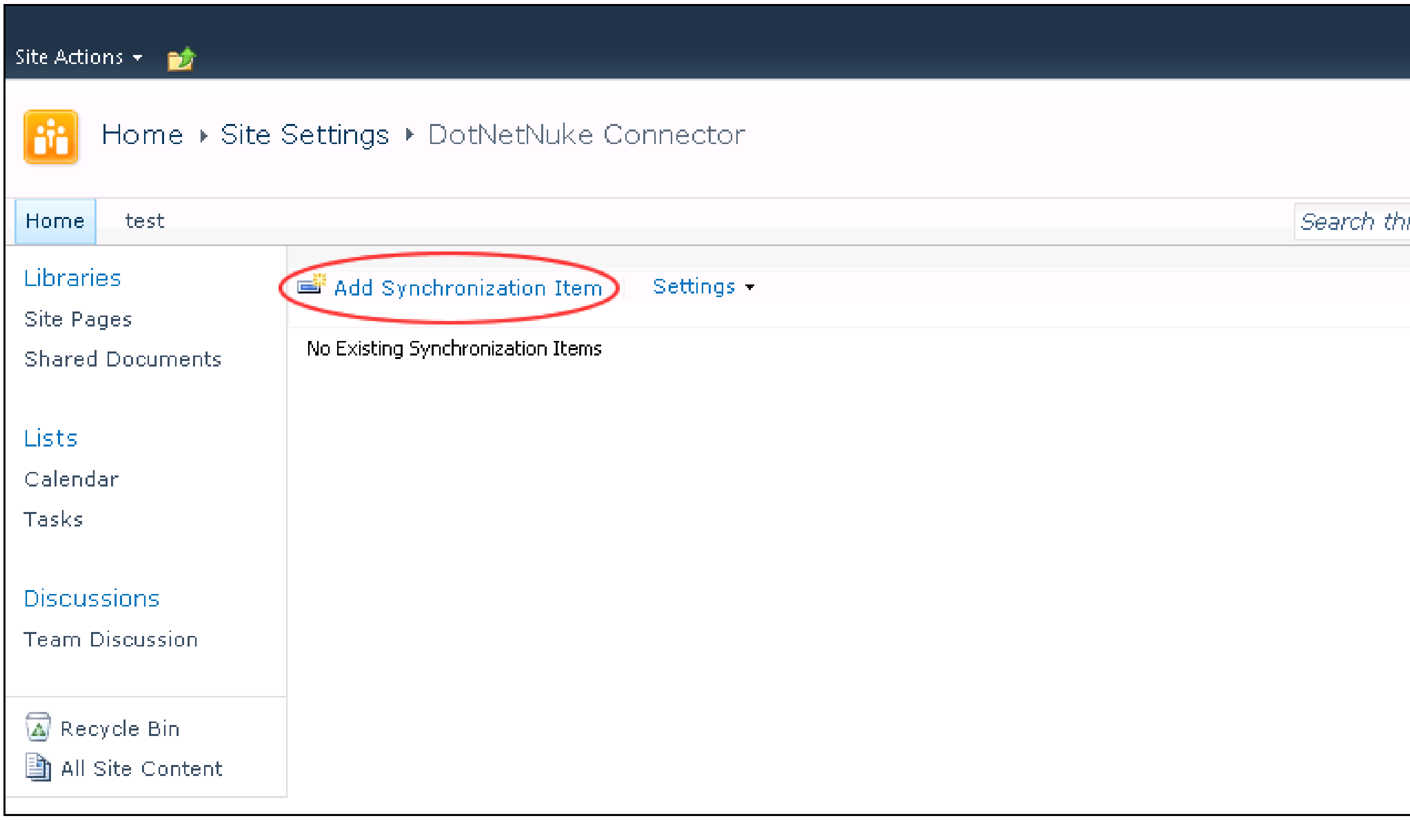
5. At **Enable Error Notification**, check ☑ the check box to enable notifications - OR - Uncheck ☐ the check box to disable notifications.
6. At **Enable notification when synchronization item created or edited**, check ☑ the check box to enable these notification - OR - Uncheck ☐ the check box to disable.
    1. In the **Recipient's Email address** text box, enter the email address of the user who will receive these notifications.
7. Click the **OK** button.



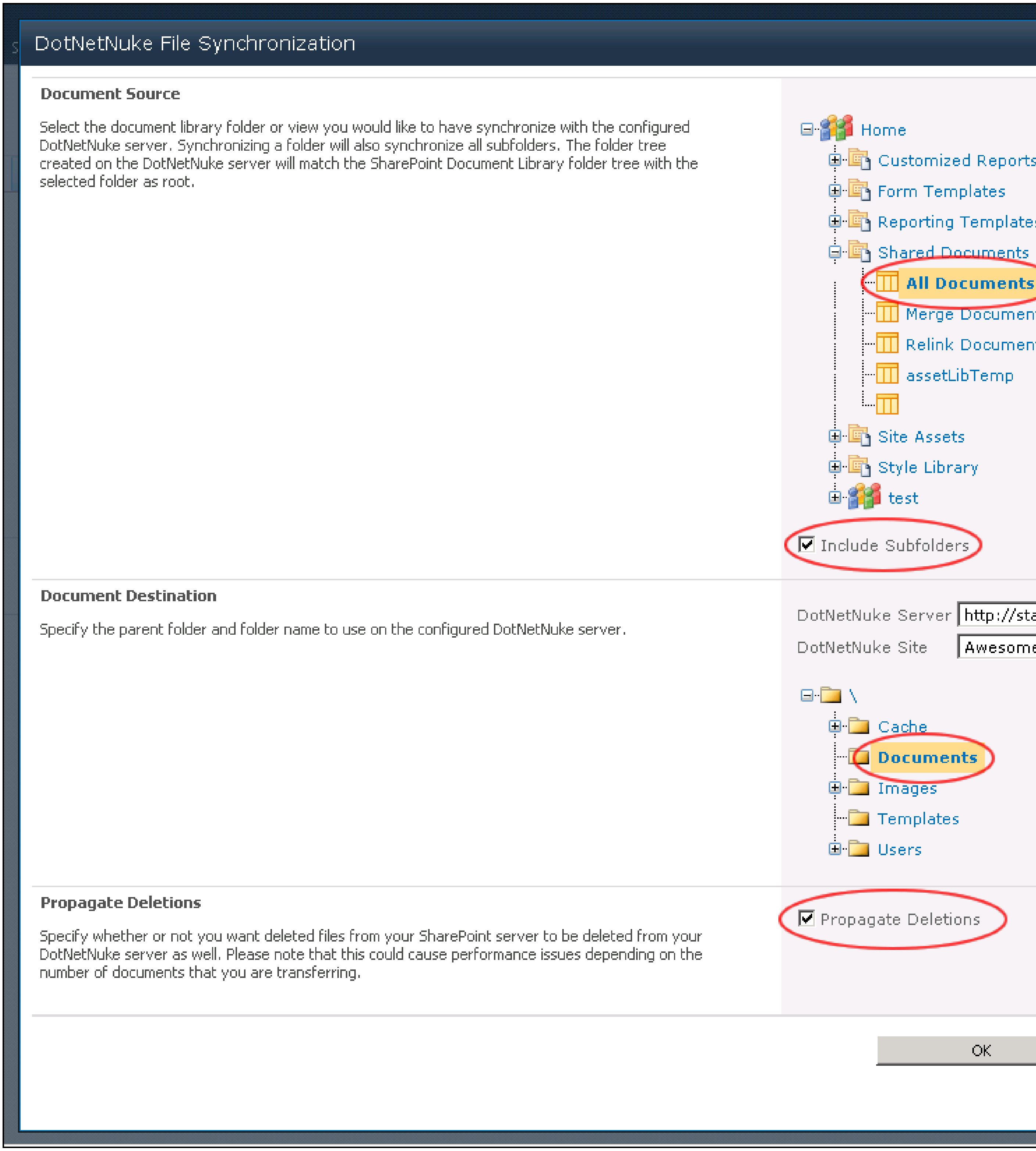
Adding a Synchronization Item (SP2010)

How to create a synchronization task that will 'push' the files from your SharePoint site up to your DNN site. This task can be performed by a SharePoint Site Collection Administrator.

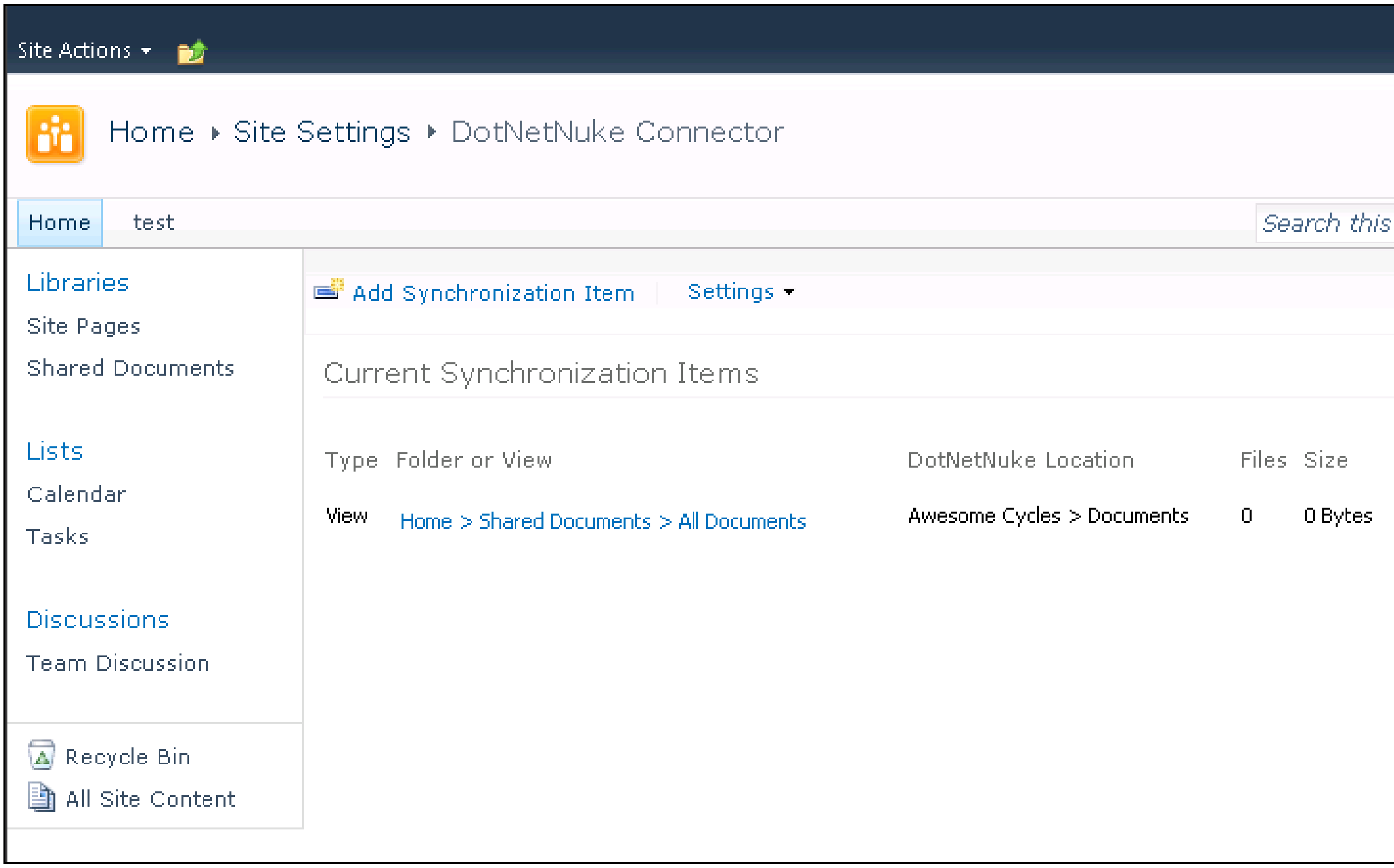
1. Go to your SharePoint site.
2. Navigate to Site Actions > Site Settings.
3. Go to the DotNetNuke section and then click the DotNetNuke Connector link.
4. Click the Add Synchronization Item link to open the Synchronization Item page.



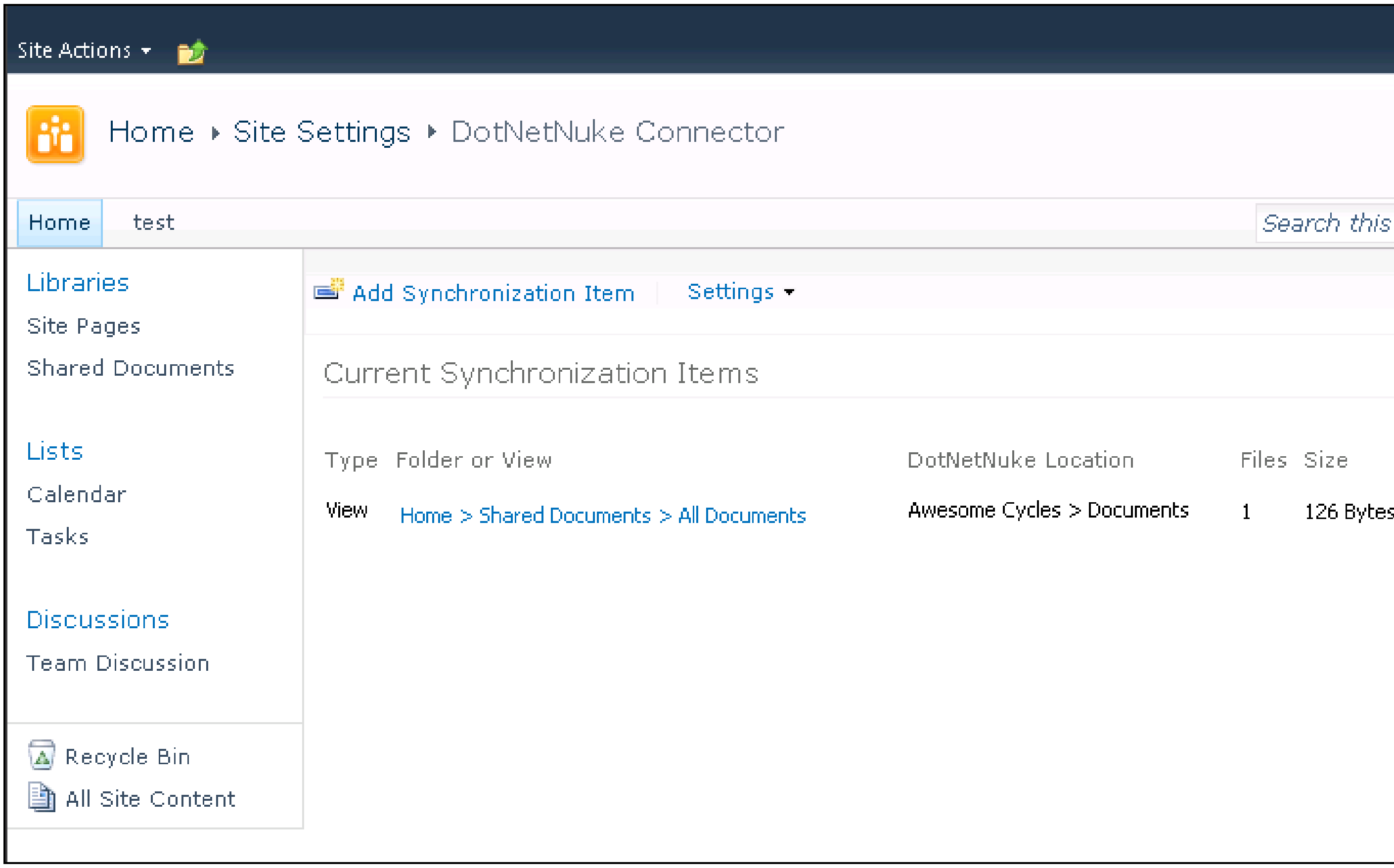
5. Go to the **Document Source** section.
   1. Select the document folder library to be synchronized with DNN.
   2. **Optional.** At **Include Subfolders**, check ☑ the check box to include all subfolders of the selected folder - OR - Uncheck ☐ the check box to exclude all subfolders of the selected folder. This option is checked by default.
6. Go to the **Document Destination** section.
   1. At **DotNetNuke Server**, select the DotNetNuke server you want to connect to.
   2. At **DotNetNuke Site**, select the destination site.
7. Select the parent folder on your DNN site.
8. **Optional.** In the **Propagate Deletions** section, check ☑ the check box if you want deleted files from your SharePoint server to be deleted from your DotNetNuke server as well. Please note that this could cause performance issues depending on the number of documents that you are transferring.


DotNetNuke File Synchronization
Document Source
Select the document library folder or view you would like to have synchronize with the configured DotNetNuke server. Synchronizing a folder will also synchronize all subfolders. The folder tree created on the DotNetNuke server will match the SharePoint Document Library folder tree with the selected folder as root.
Home
Customized Reports
Form Templates
Reporting Template
Shared Documents
All Documents
Merge Documen
Relink Documen
assetLibTemp
Site Assets
Style Library
test
Include Subfolders
Document Destination
Specify the parent folder and folder name to use on the configured DotNetNuke server.
DotNetNuke Server
http://sta
DotNetNuke Site
Awesome
\
Cache
Documents
Images
Templates
Users
Propagate Deletions
Specify whether or not you want deleted files from your SharePoint server to be deleted from your DotNetNuke server as well. Please note that this could cause performance issues depending on the number of documents that you are transferring.
Propagate Deletions
OK

8. Click the **OK** button. Details of this pending synchronization is now displayed on the DotNetNuke Connector page. You can now create additional synchronization items as required.



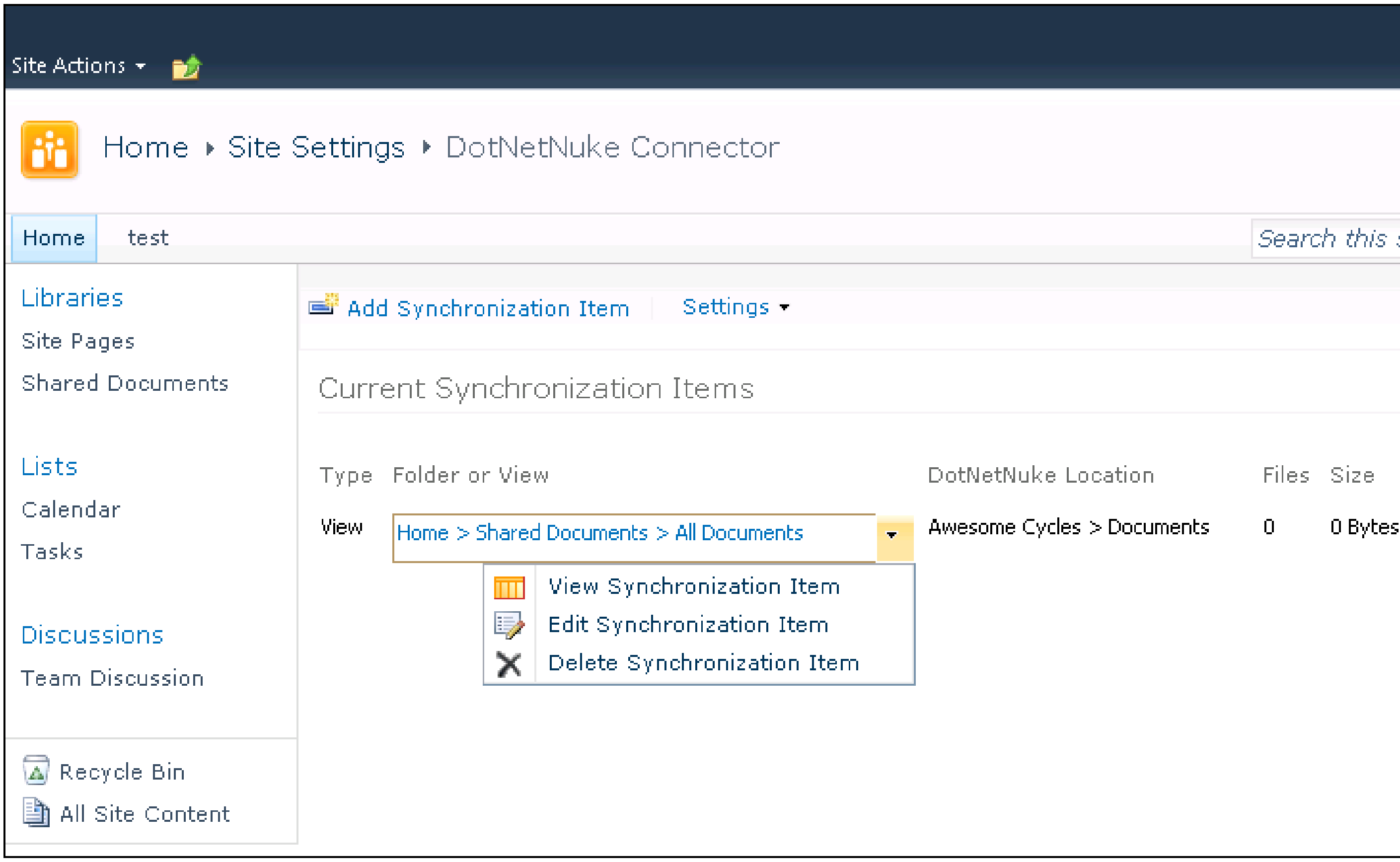
Following the next synchronization, a successful or unsuccessful record will be displayed on this page.



Managing Synchronized Document Libraries (SP2010)

How to edit, delete and view details of synchronization tasks. This task can be performed by a SharePoint Site Collection Administrator.

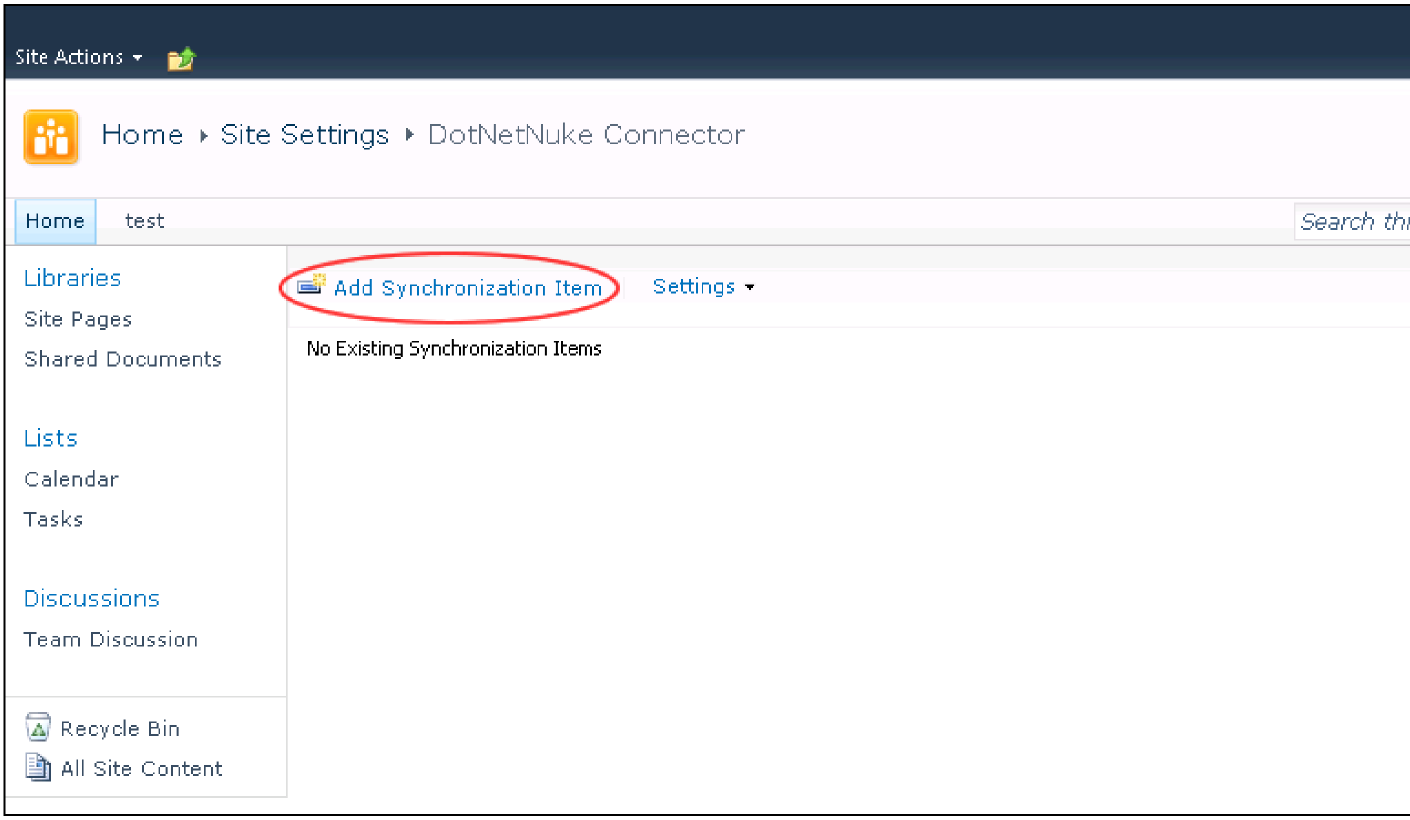
1. Go to your SharePoint site.
2. Navigate to Site Actions > Site Settings.
3. Go to the DotNetNuke section and then click the DotNetNuke Connector link.
4. In the Folder or View column, hover over a synchronization item and then click the Open Menu arrow. You can now choose to View Synchronization Item, Edit Synchronization Item, or Delete Synchronization Item.



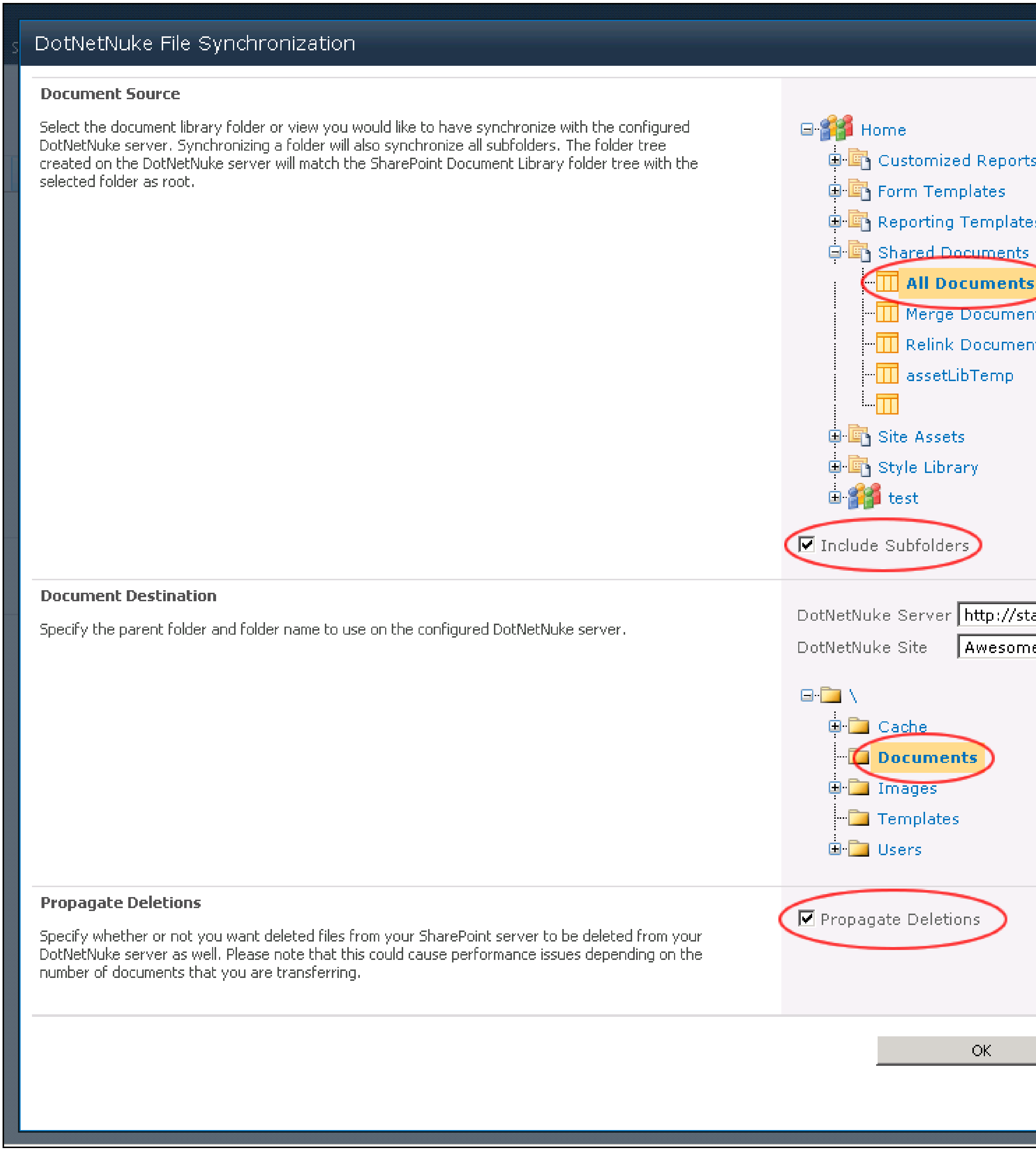
Adding a Synchronization Item (SP2010)

How to create a synchronization task that will 'push' the files from your SharePoint site up to your DNN site. This task can be performed by a SharePoint Site Collection Administrator.

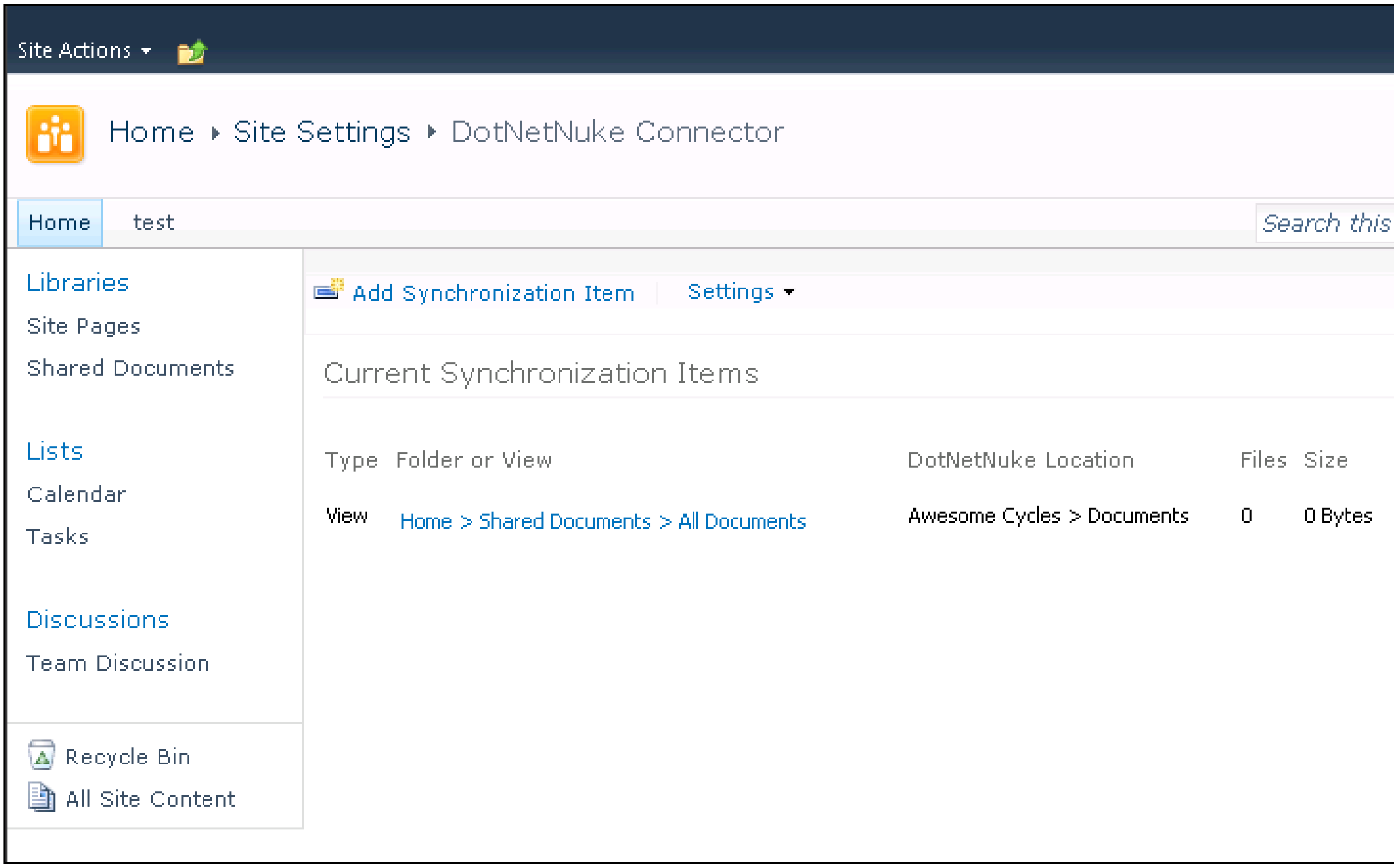
1. Go to your SharePoint site.
2. Navigate to Site Actions > Site Settings.
3. Go to the DotNetNuke section and then click the DotNetNuke Connector link.
4. Click the Add Synchronization Item link to open the Synchronization Item page.



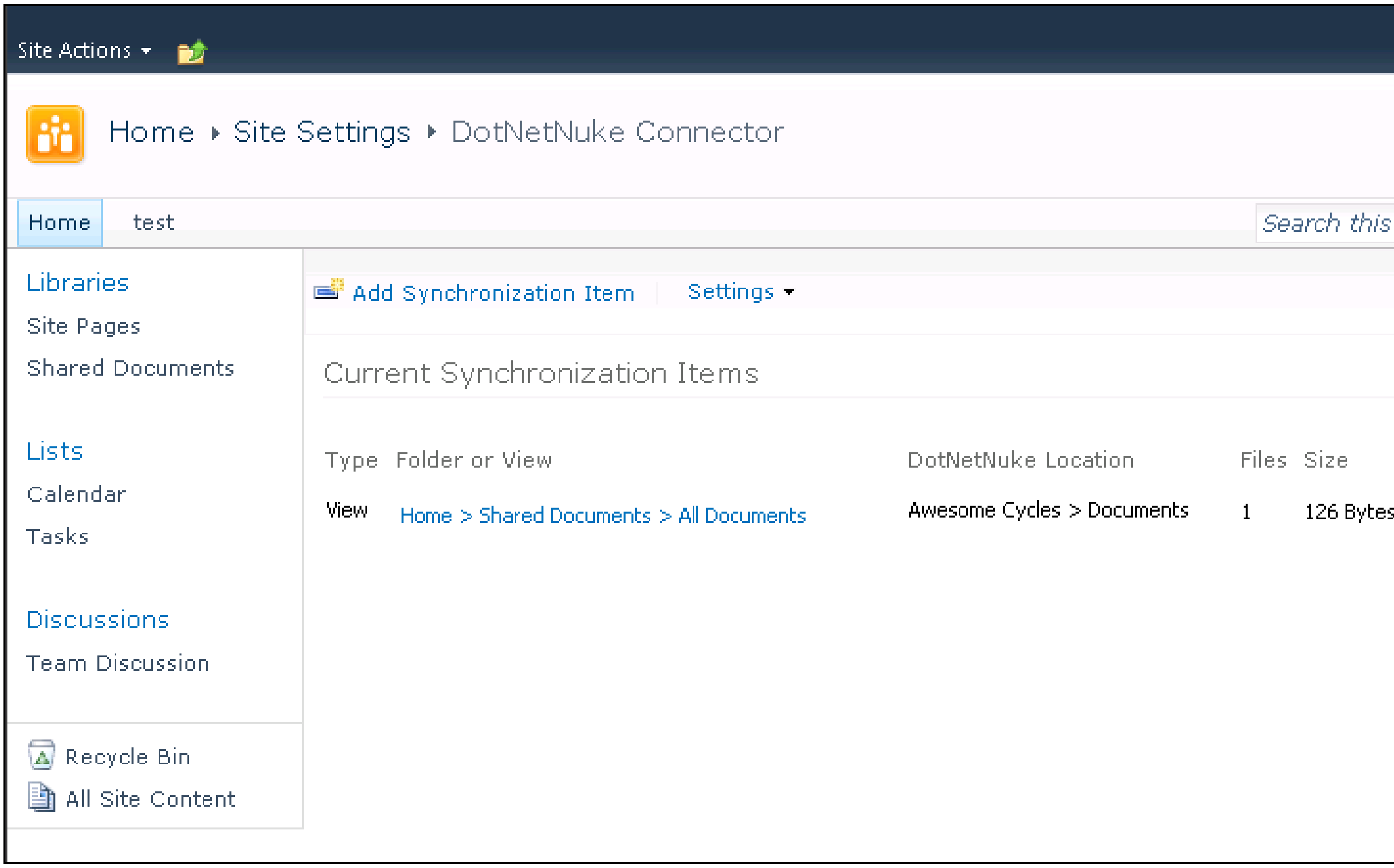
5. Go to the **Document Source** section.
    1. Select the document folder library to be synchronized with DNN.
    2. **Optional.** At **Include Subfolders**, check ☑ the check box to include all subfolders of the selected folder - OR - Uncheck ☐ the check box to exclude all subfolders of the selected folder. This option is checked by default.
6. Go to the **Document Destination** section.
    1. At **DotNetNuke Server**, select the DotNetNuke server you want to connect to.
    2. At **DotNetNuke Site**, select the destination site.
7. Select the parent folder on your DNN site.
8. **Optional.** In the **Propagate Deletions** section, check ☑ the check box if you want deleted files from your SharePoint server to be deleted from your DotNetNuke server as well. Please note that this could cause performance issues depending on the number of documents that you are transferring.


DotNetNuke File Synchronization
Document Source
Select the document library folder or view you would like to have synchronize with the configured DotNetNuke server. Synchronizing a folder will also synchronize all subfolders. The folder tree created on the DotNetNuke server will match the SharePoint Document Library folder tree with the selected folder as root.
Home
Customized Reports
Form Templates
Reporting Templates
Shared Documents
All Documents
Merge Documents
Relink Documents
assetLibTemp
Site Assets
Style Library
test
Include Subfolders
Document Destination
Specify the parent folder and folder name to use on the configured DotNetNuke server.
DotNetNuke Server
DotNetNuke Site
\
Cache
Documents
Images
Templates
Users
Propagate Deletions
Specify whether or not you want deleted files from your SharePoint server to be deleted from your DotNetNuke server as well. Please note that this could cause performance issues depending on the number of documents that you are transferring.
Propagate Deletions
OK

8. Click the **OK** button. Details of this pending synchronization is now displayed on the DotNetNuke Connector page. You can now create additional synchronization items as required.



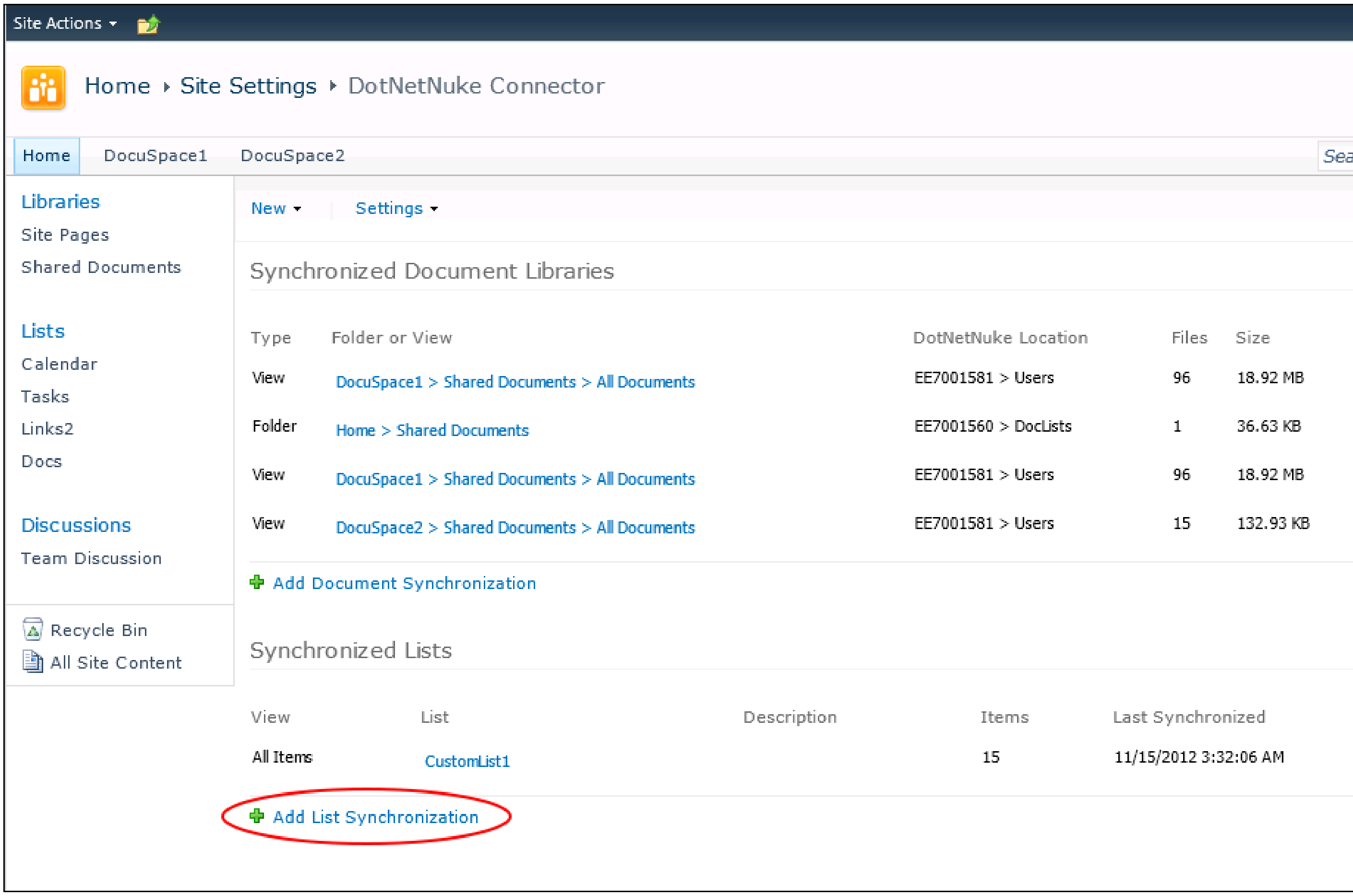
Following the next synchronization, a successful or unsuccessful record will be displayed on this page.



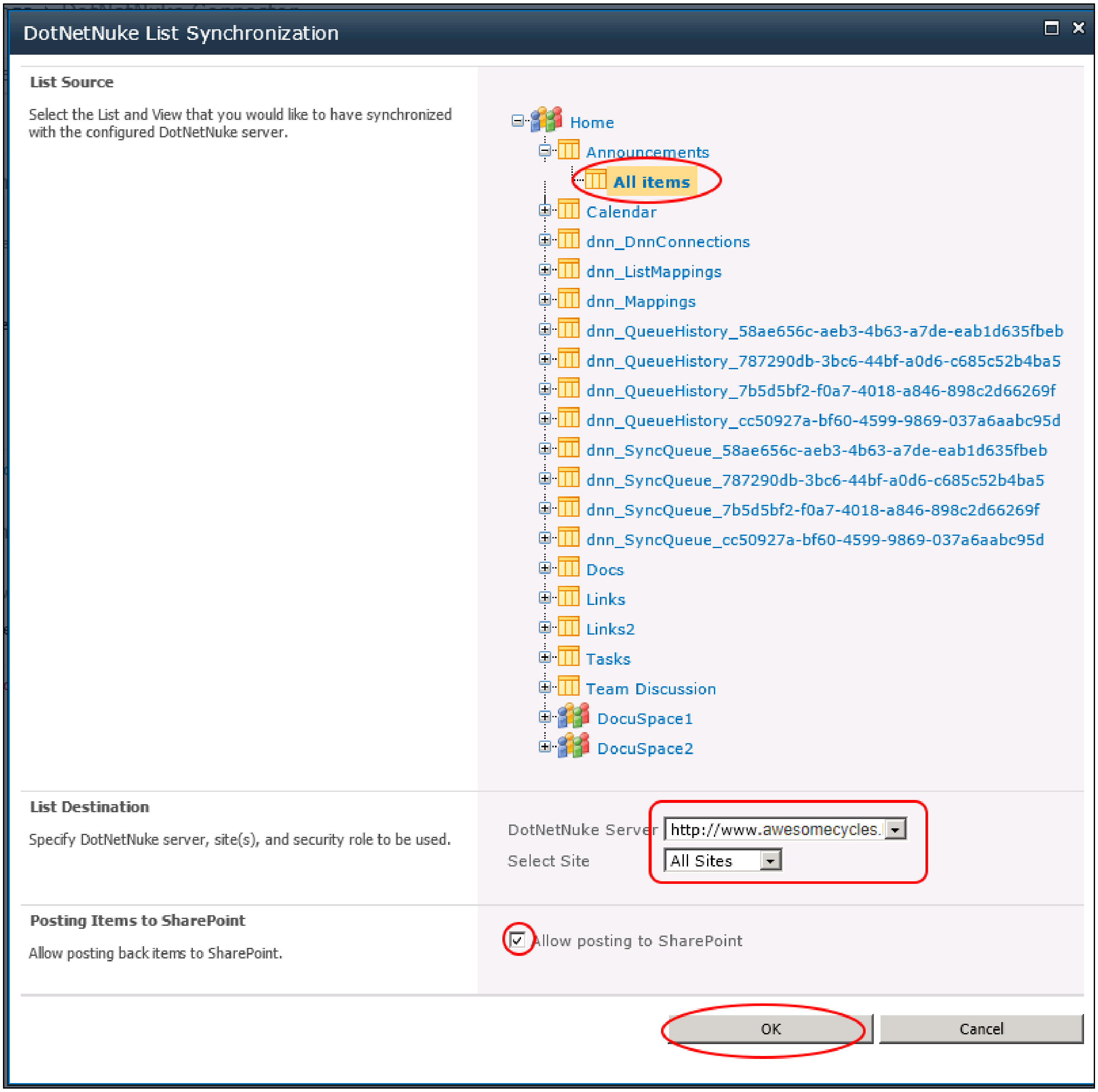
Adding a Synchronized List to SharePoint (SP2010)

How to add a synchronized list to SharePoint.

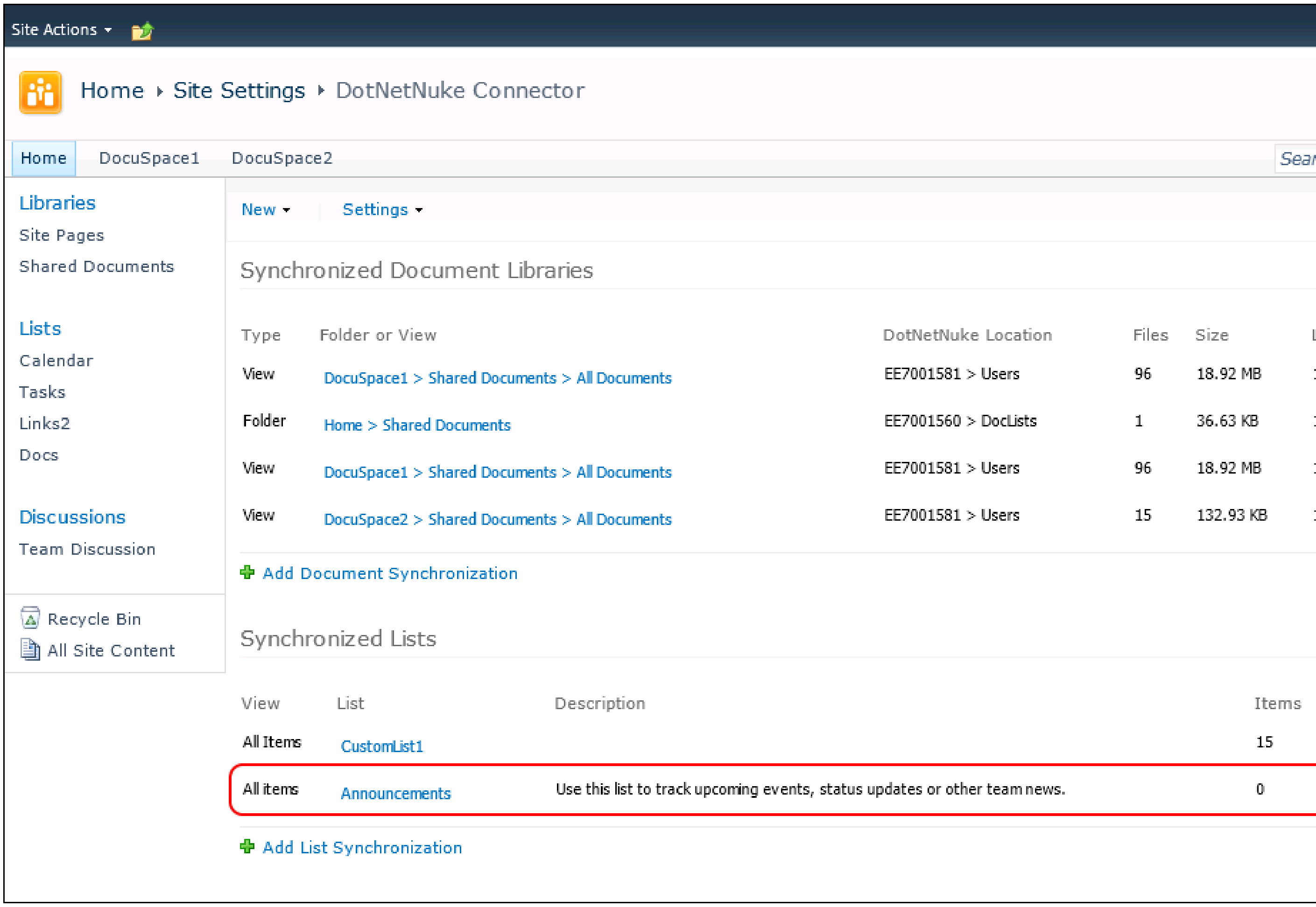
1. Go to your SharePoint site.
2. Navigate to Site Actions > **DotNetNuke Connector**.
3. Go to the Synchronized Lists section.
4. Click the Add List Synchronization link to open the DotNetNuke List Synchronization page.



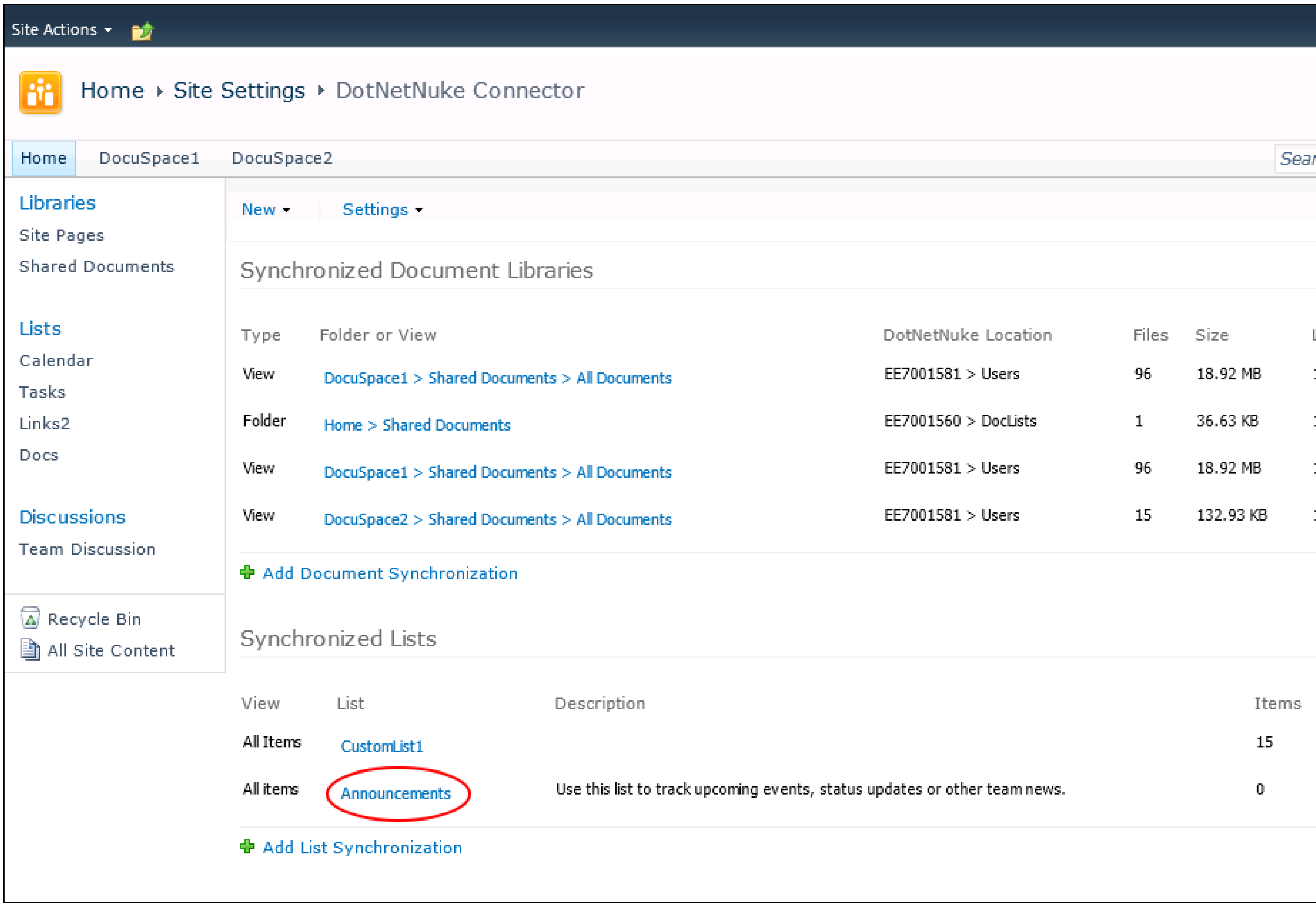
5. At **List Source**, select the source of your list such as a list of links, documents or any other list that you have created on your SharePoint site. E.g. Announcements - **All Items** .
6. Go to the **List Destination** section.
   1. At **DotNetNuke Server**, select the DotNetNuke server you want to connect to.
   2. At **DotNetNuke Site**, select **All Sites** to allow all sites to render this list - OR - Select a Site Name to make the list available to that site only.
7. In the **Posting Items to SharePoint** section, check ☑ the **Allow posting to SharePoint** check box to enable items to be added to SharePoint via your DotNetNuke site using the SharePoint Viewer module.
8. Click the **OK** button.



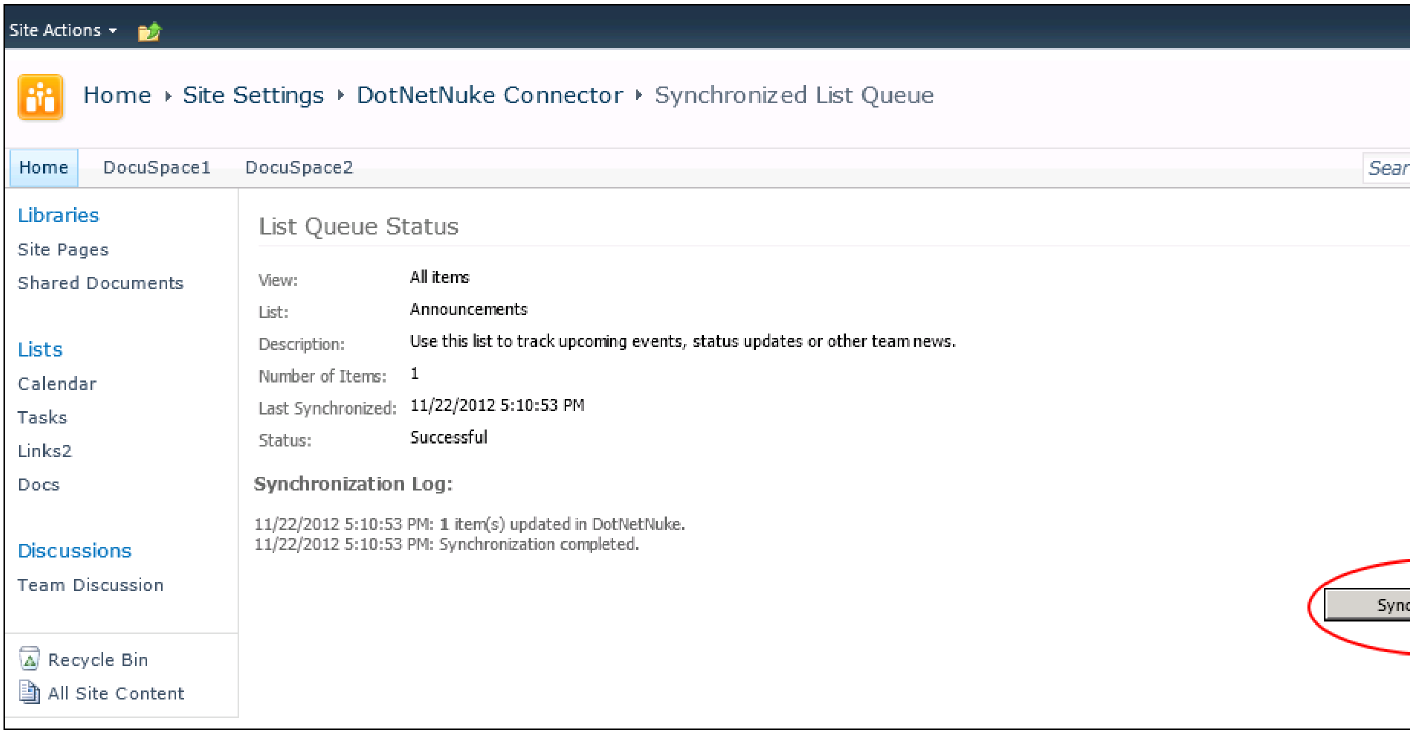
9. You are now returned to the DotNetNuke Connector page of your SharePoint site and the newly added list is displayed in Synchronized List section.



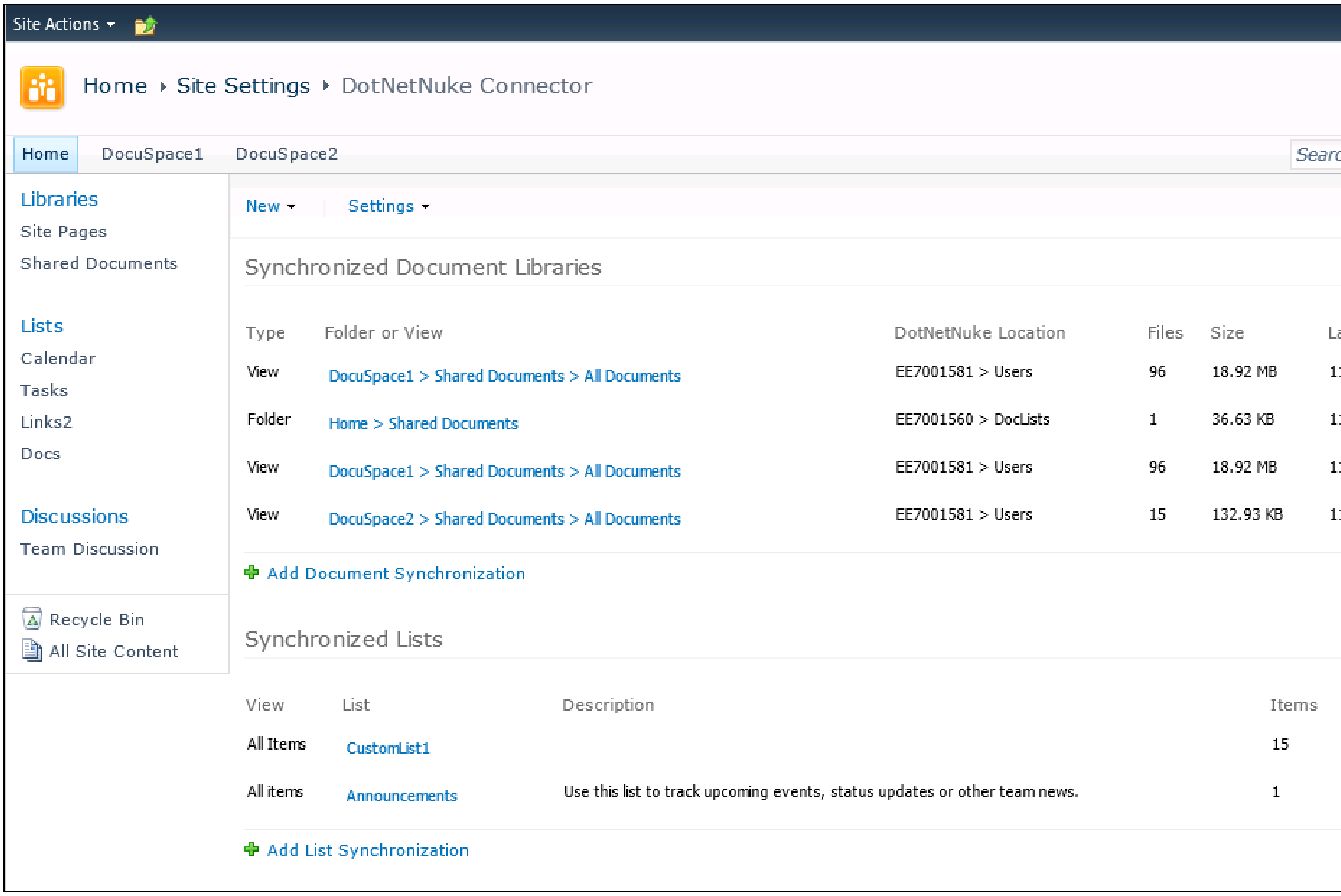
10. **Optional.** You can now choose to run the Synchronization Job for this Synchronized List.
    1. Click on the List Title. E.g. Announcements



2. Click the **Synchronize Now** button.



11. Click the **Back** button. A message indicating that the synchronization was successful is now displayed.



12. The list is also displayed on the SharePoint Connector page.

Related Topics:

- See "Setting the Synchronization Schedule (SP2010)"
- See "Enabling Synchronization Notifications (SP2010)"
- See "Adding an Item to a SharePoint List"

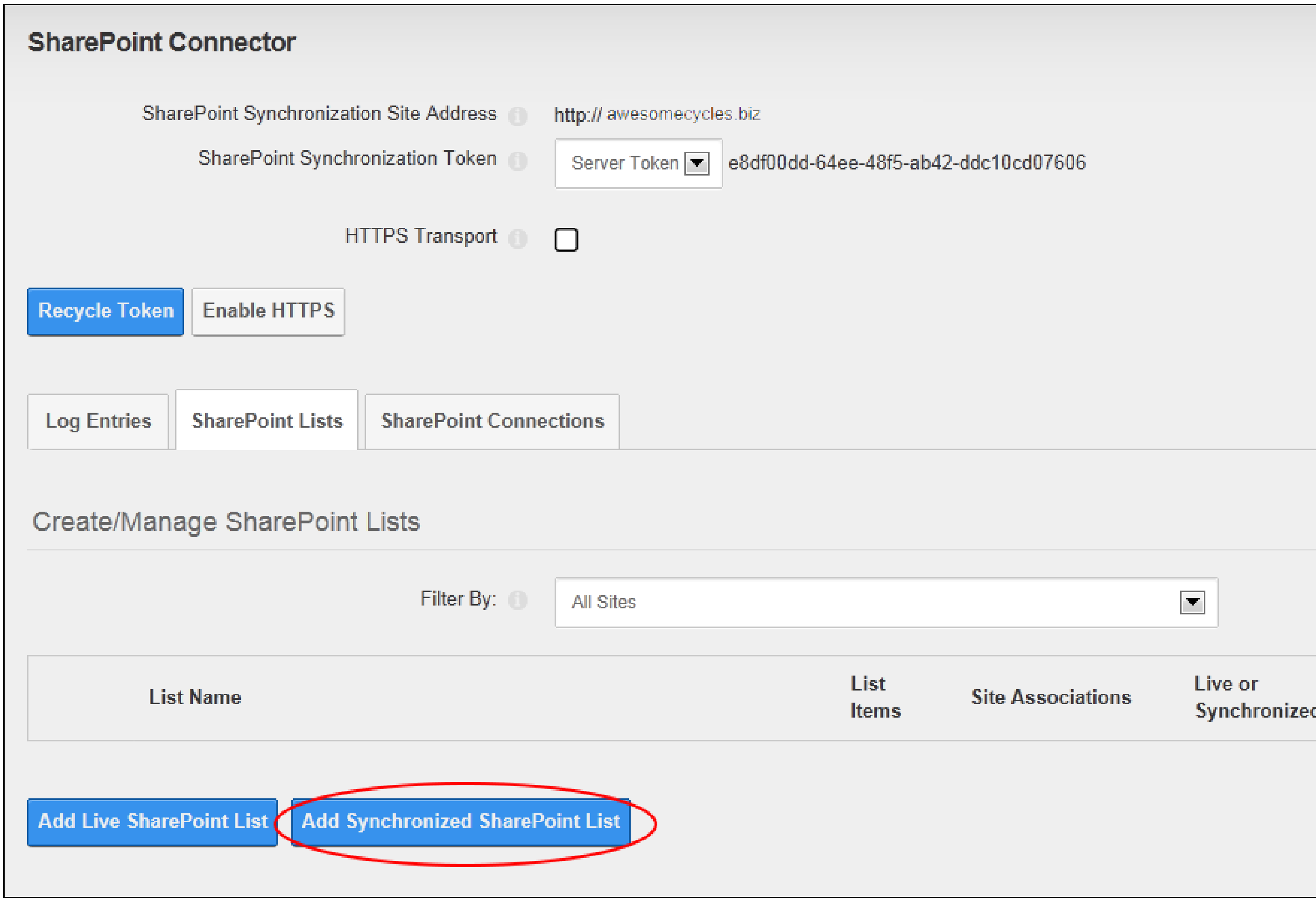
Adding a Synchronized SharePoint List (SP2010)

How to add a synchronized SharePoint List to your DNN site.

Prerequisite. One or more synchronized SharePoint lists must exist.

1. Go to your DNN site.
2. Navigate to Host > Advanced Settings > **SharePoint Connector**.

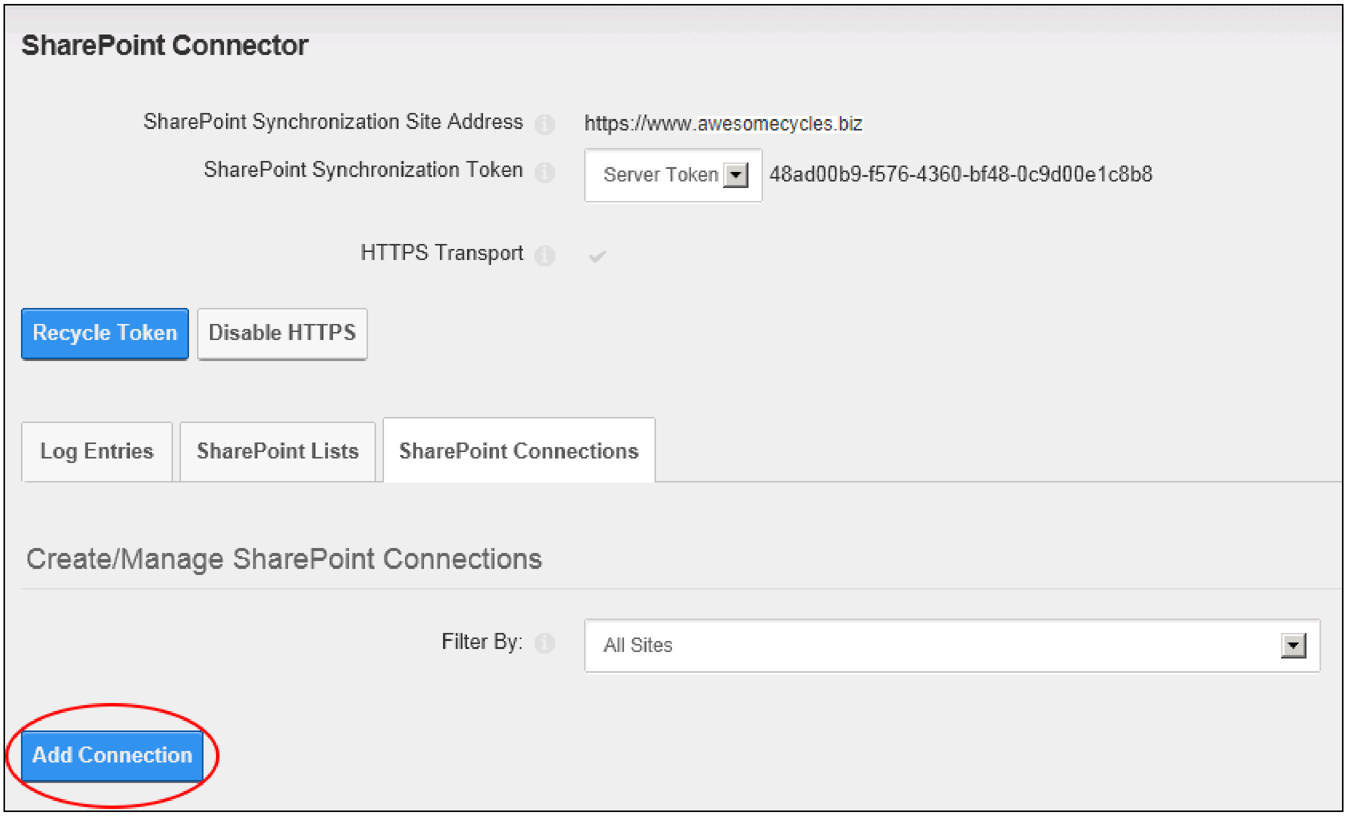
3. Select the **SharePoint Lists** tab.
4. Click the **Add Synchronized SharePoint list** button.



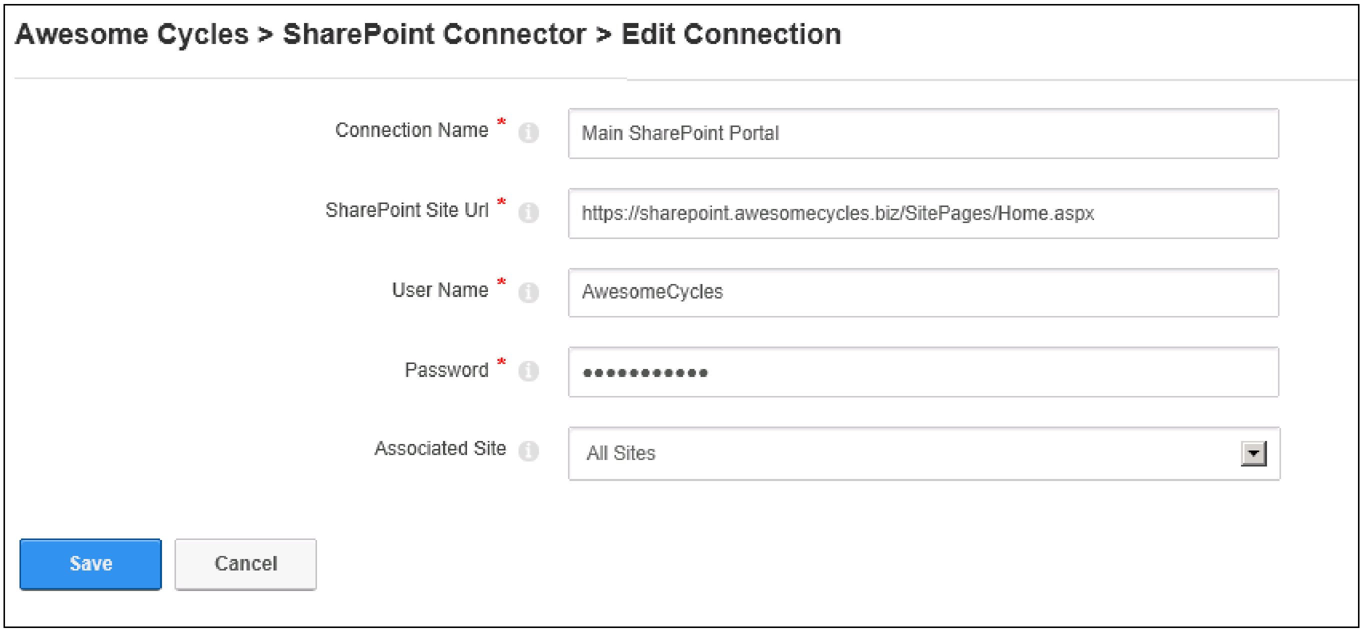
Adding a SharePoint Connection (SP2010)

How to add a SharePoint Connection to your DNN site.

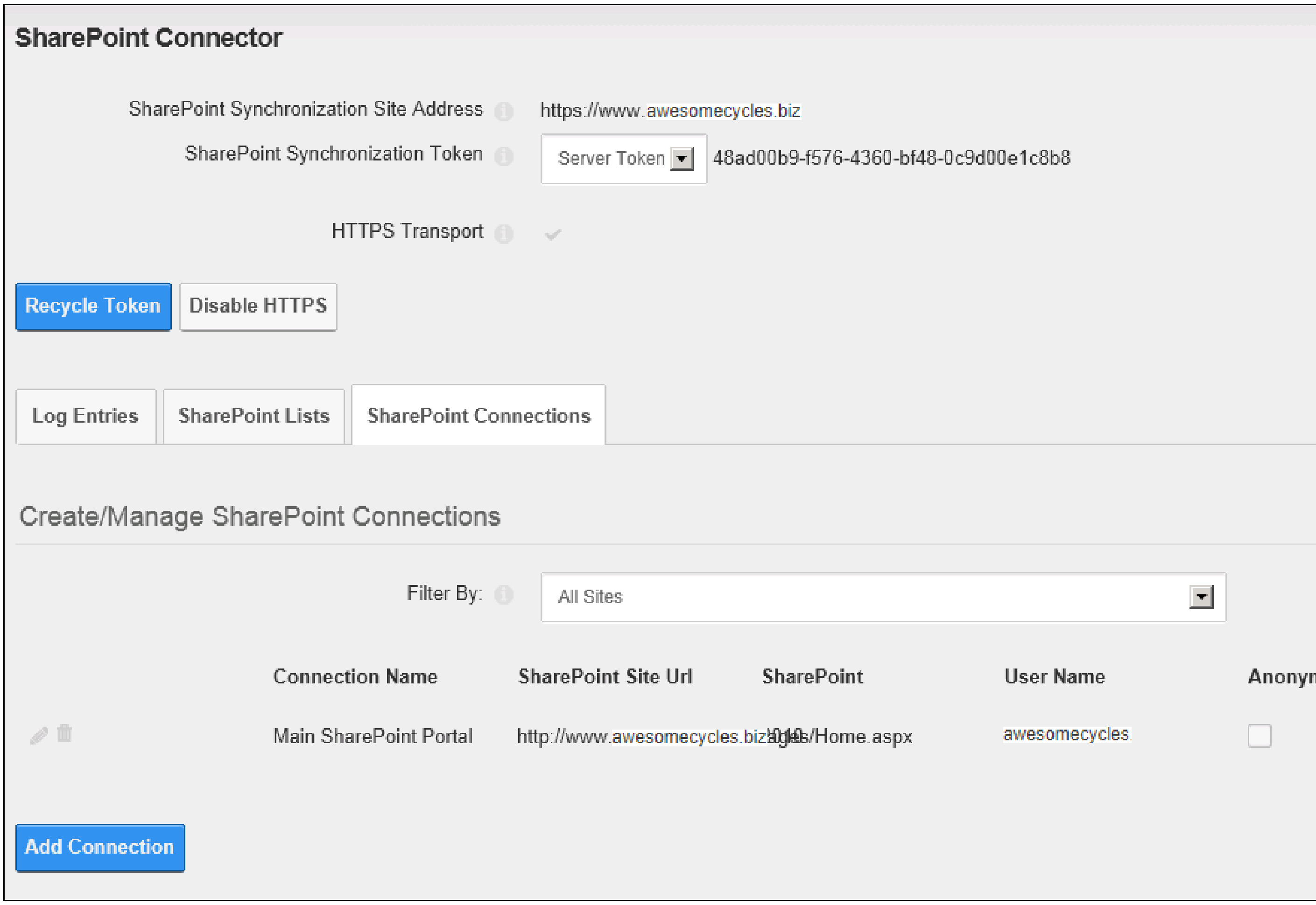
1. Go to your DNN site.
2. Navigate to Host > Advanced Settings > **SharePoint Connector**.
3. Select the **SharePoint Connections** tab.
4. Click the **Add Connection** button. This will open the Edit Connection page.



5. In the **Connection Name** text box, enter a friendly name for this connection.
6. In the **SharePoint Site URL** text box, enter the fully qualified URL to your SharePoint site. E.g. http://mydomain.com/SitePages/Home.aspx
7. In the **User Name** text box, enter the SharePoint user name.
8. In the **Password** text box, enter the SharePoint password.
9. At **Associated Site**, select **All Sites** to add a connection available to all your DNN sites - OR - Select a site name to limit the connection to that site only.
10. Click the **Save** button.



11. The newly added connection is now displayed on the SharePoint Connections tab of the SharePoint Connector module.

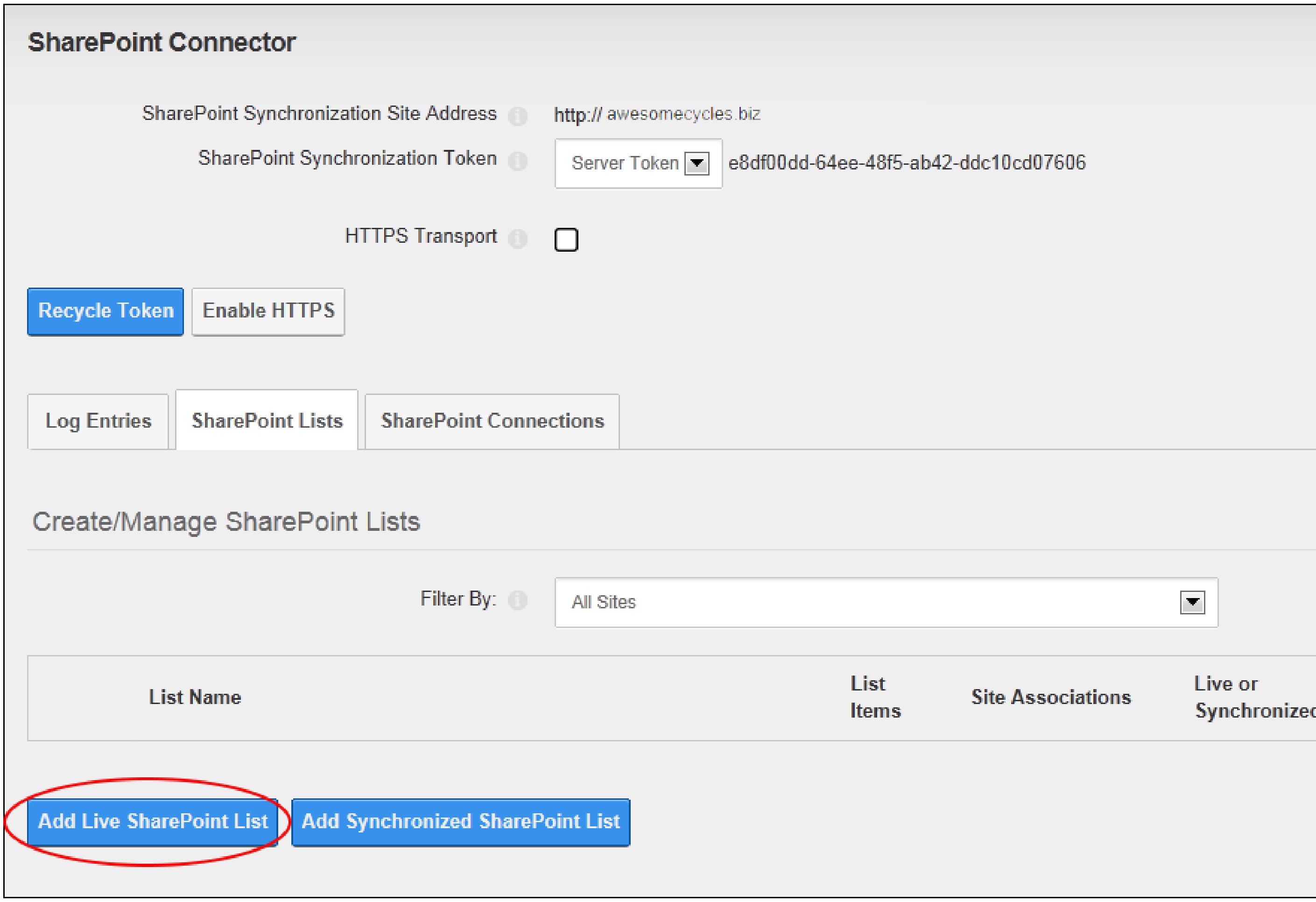


Adding a Live SharePoint List (SP2010)

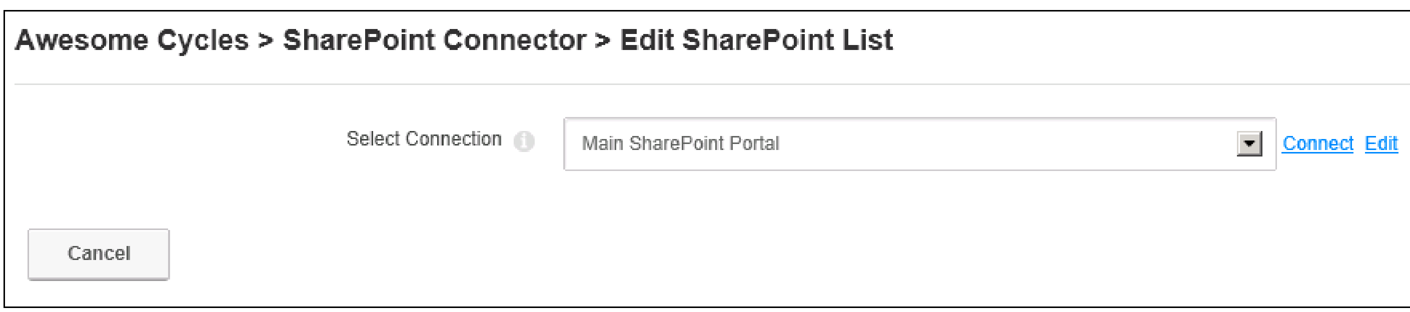
How to add a live SharePoint List to your DNN site.

Prerequisite. One or more synchronized SharePoint lists must exist (See "Adding a Synchronized List to SharePoint (SP2010)") and a SharePoint Connection must be created. See "Adding a SharePoint Connection (SP2010)"

1. Go to your DNN site.
2. Navigate to Host > Advanced Settings > **SharePoint Connector**.
3. Select the **SharePoint Lists** tab.
4. Click the **Add Live SharePoint List** button.



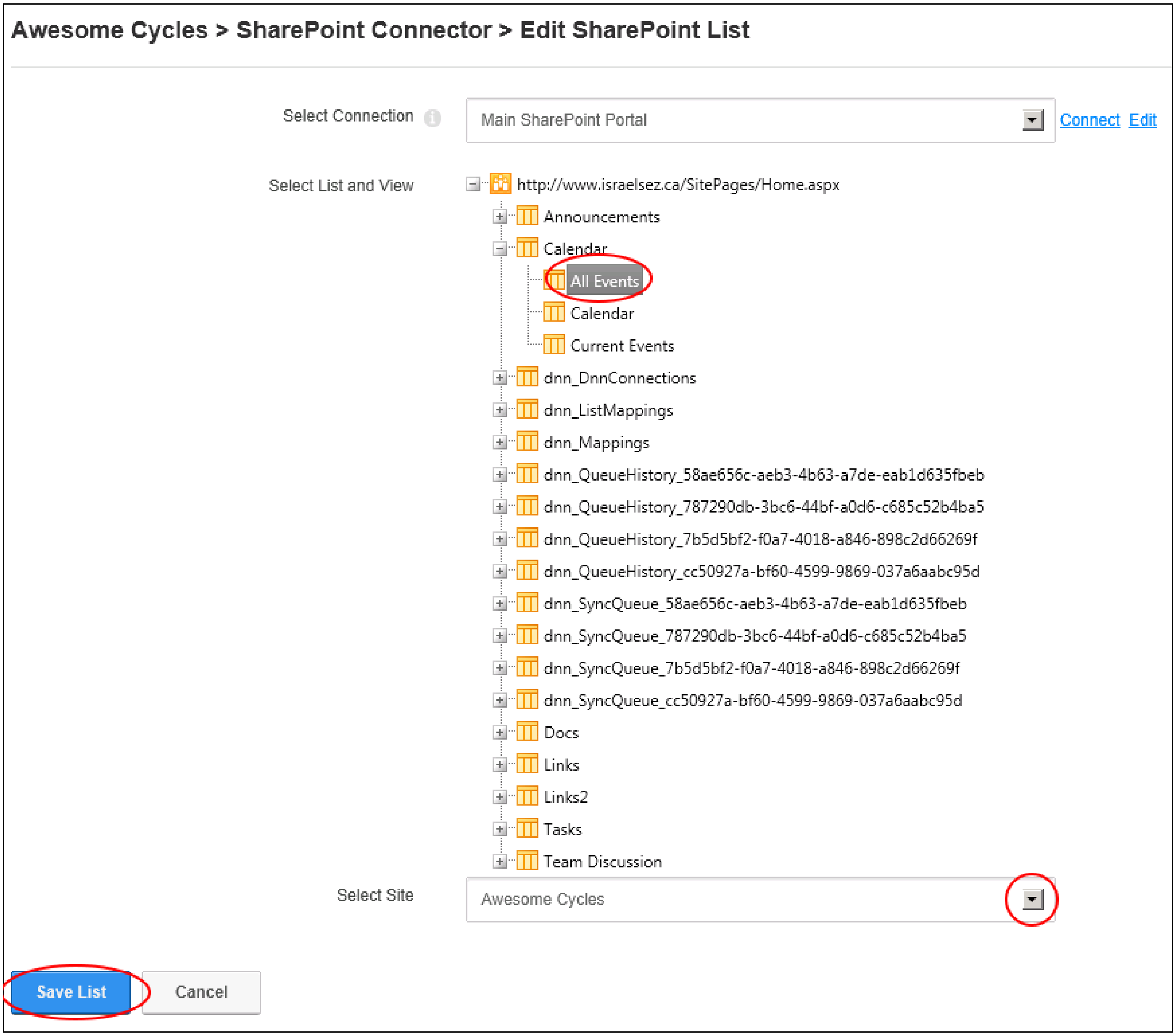
5. At **Select Connection**, select the connection to the SharePoint site.
6. Click the Connect link.



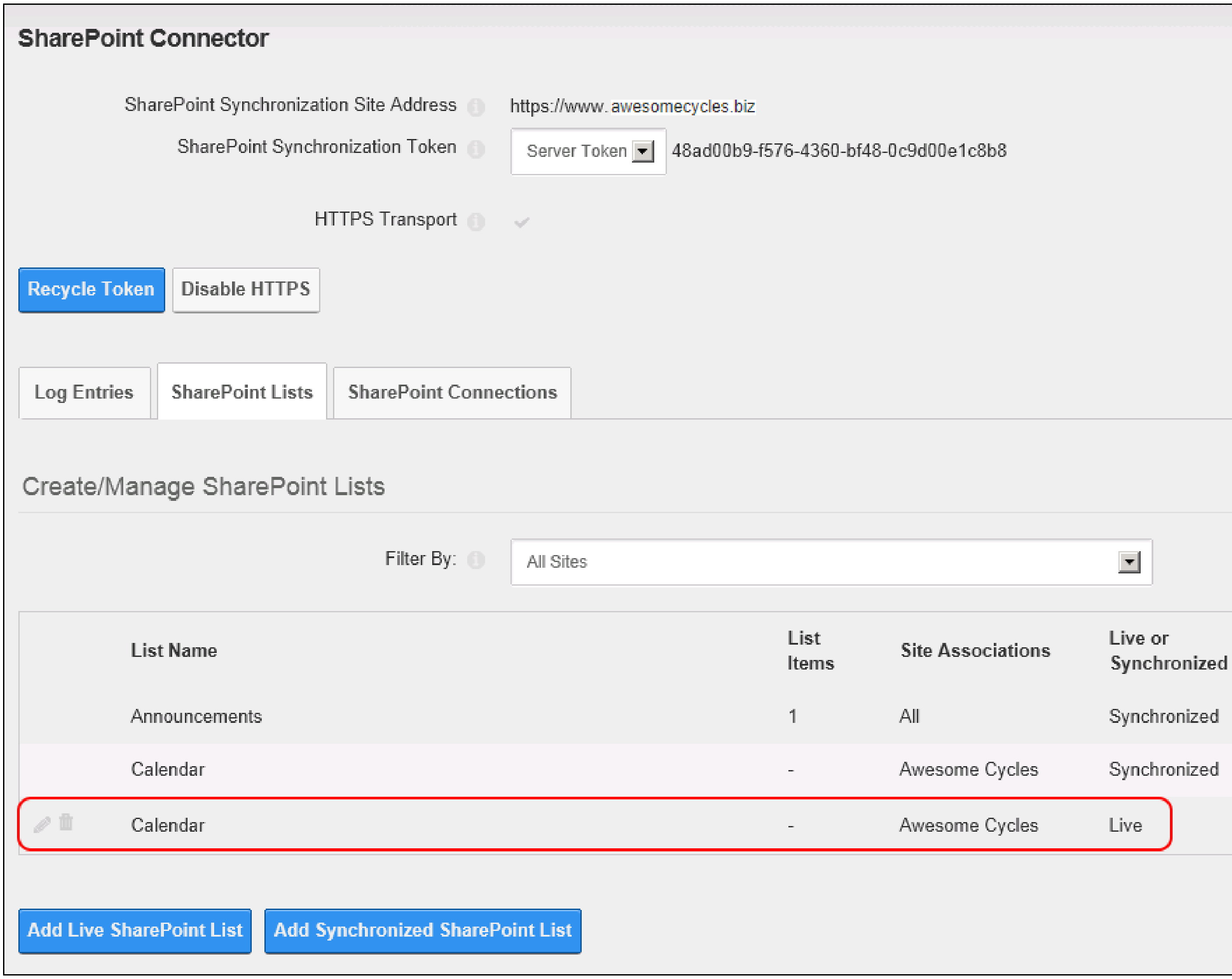
7. At **Select List and View**, select the view to be displayed in the SharePoint Viewer module. Selecting the List will display the default View.
8. At **Select Site**, select **All Sites** to allow all sites to render this list - OR - Select a Site Name to

make the list available to that site only.

9. Click the **Save List** button.



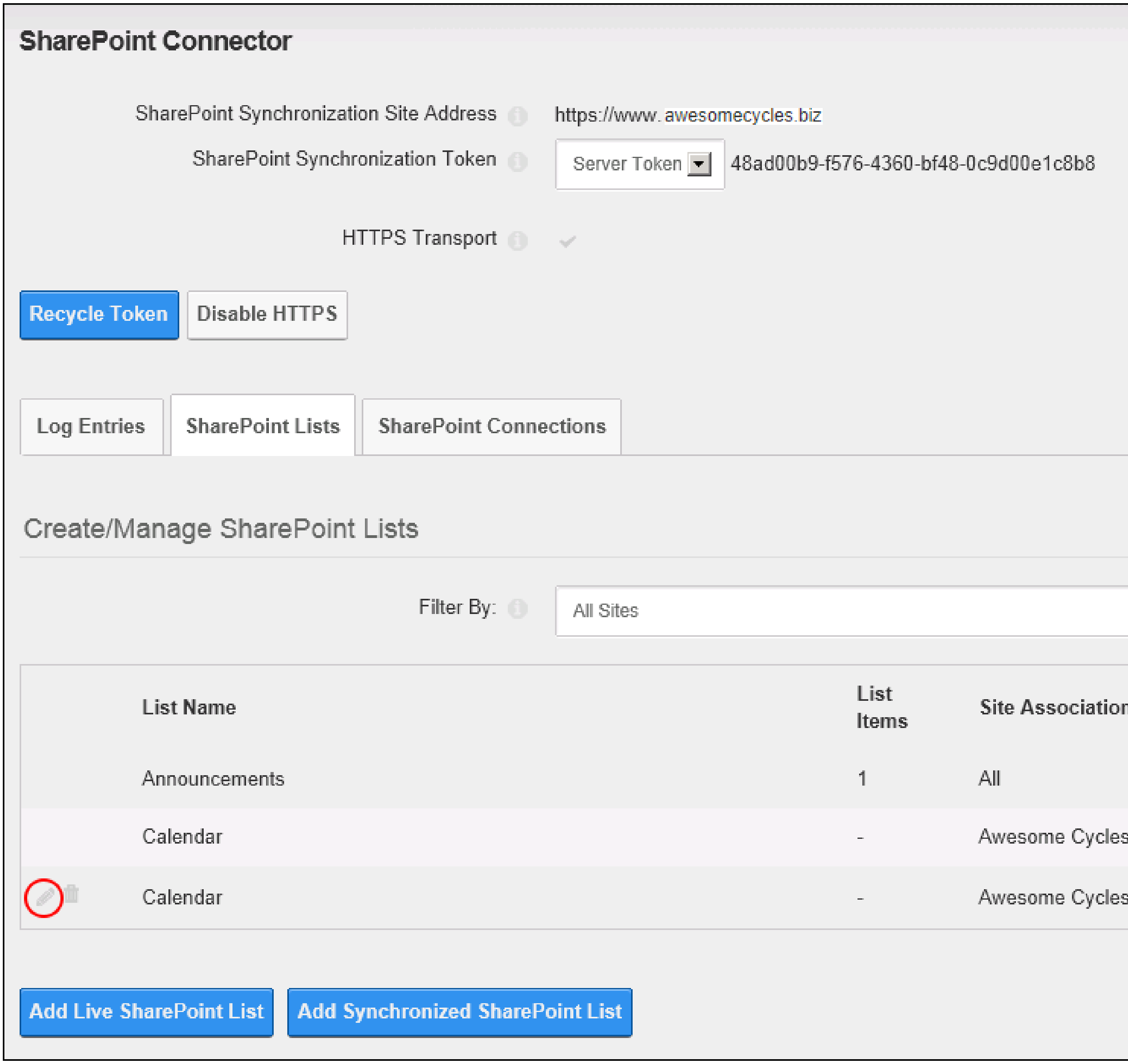
10. The list is now displayed in the SharePoint Lists section of the SharePoint Connector module.



Editing a Live SharePoint List (SP2010)

How to edit a live SharePoint List to your DNN site.

1. Go to your DNN site.
2. Navigate to Host > Advanced Settings > **SharePoint Connector**.
3. Select the **SharePoint Lists** tab.
4. Click the **Edit** button beside the list to be edited. Note: Only live lists display this icon.

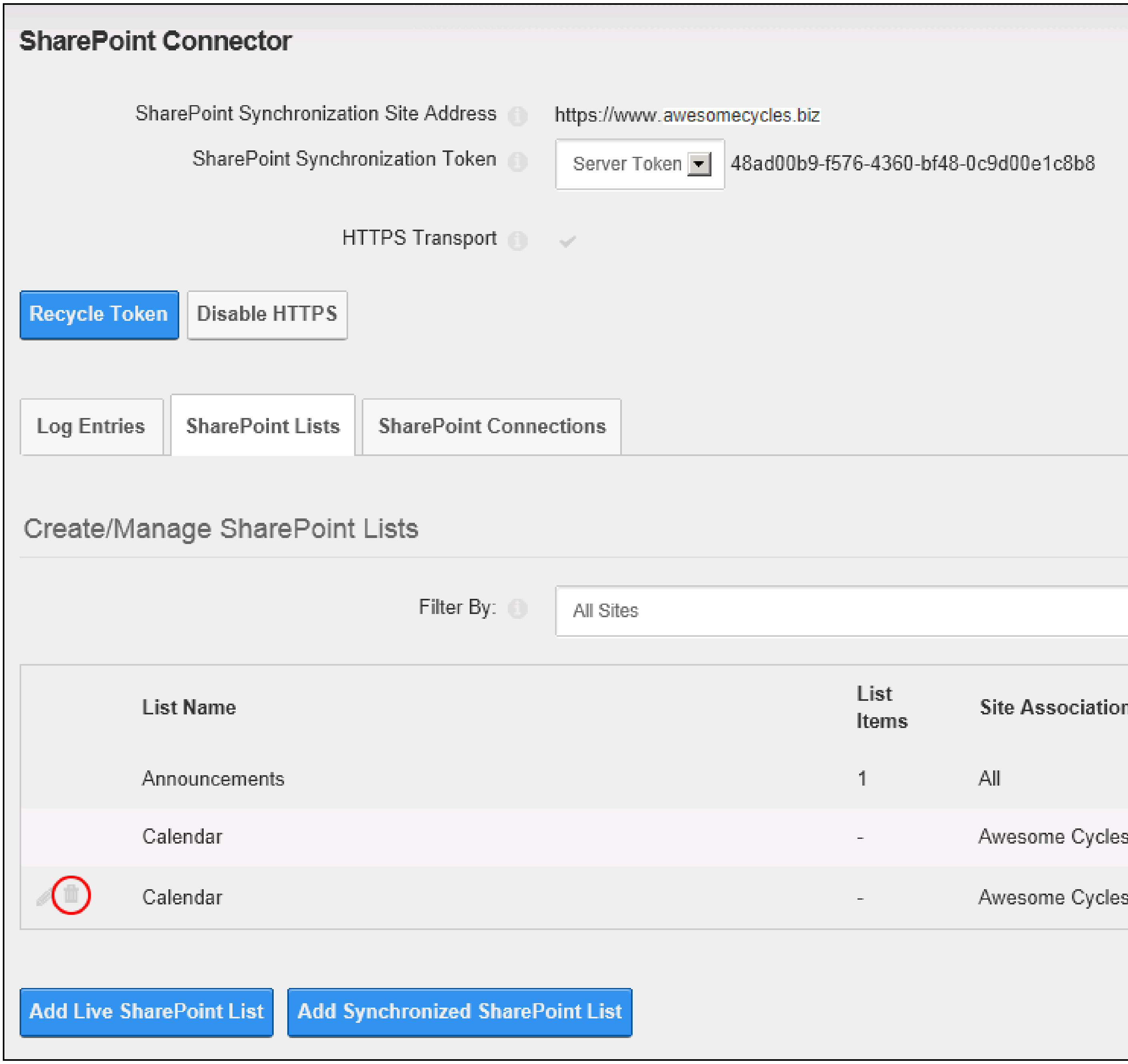


5. Edit one of more fields as required.
6. Click the **Save List** button.

Deleting a Live SharePoint List (SP2010)

How to delete a live SharePoint List to your DNN site.

1. Go to your DNN site.
2. Navigate to Host > Advanced Settings > **SharePoint Connector**.
3. Select the **SharePoint Lists** tab.
4. Click the **Delete** button beside the list to be deleted. Note: Only live lists display this icon.

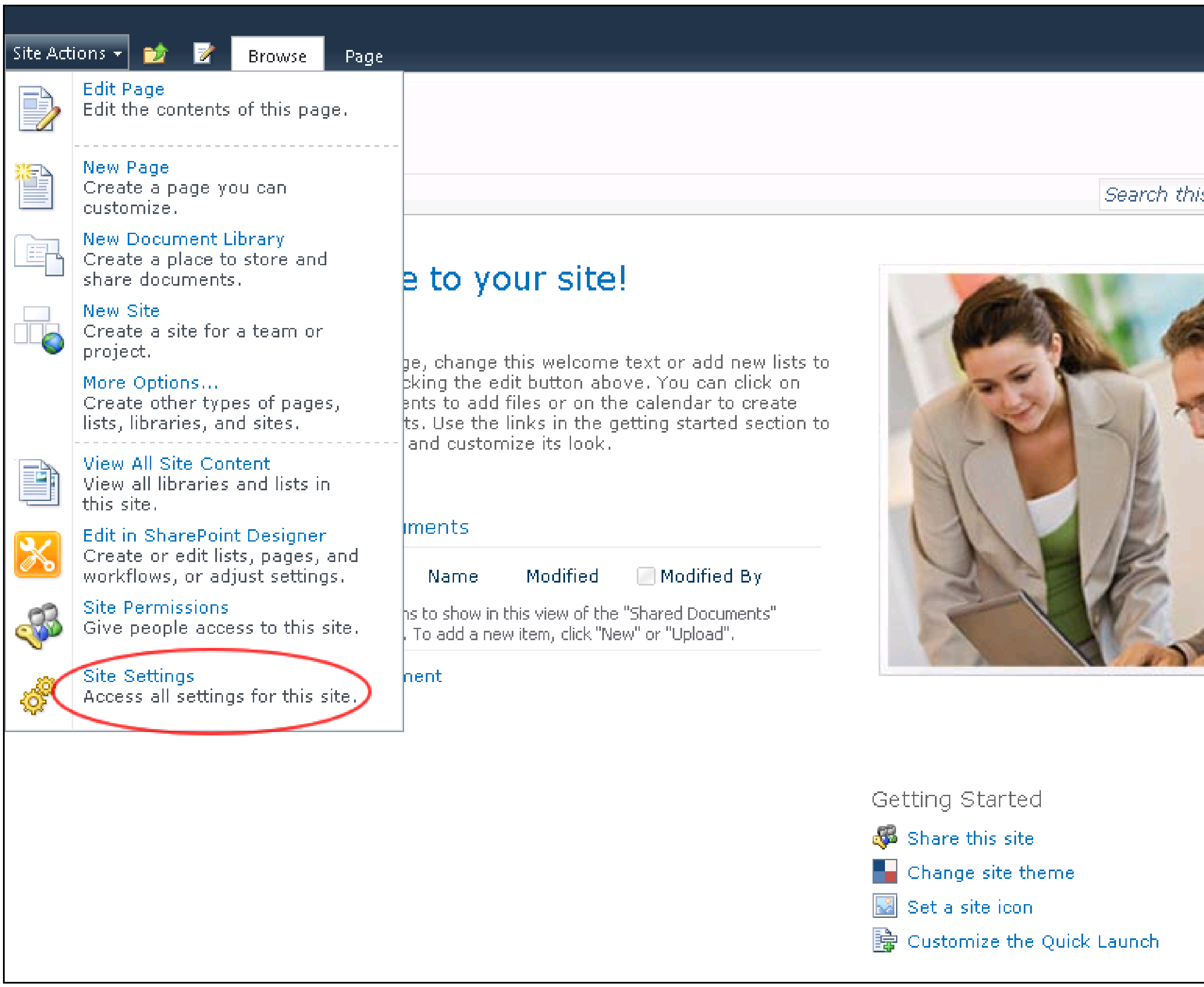


5. This displays the message "Are You Sure You Want To Delete This List?"
6. Click the **OK** button.

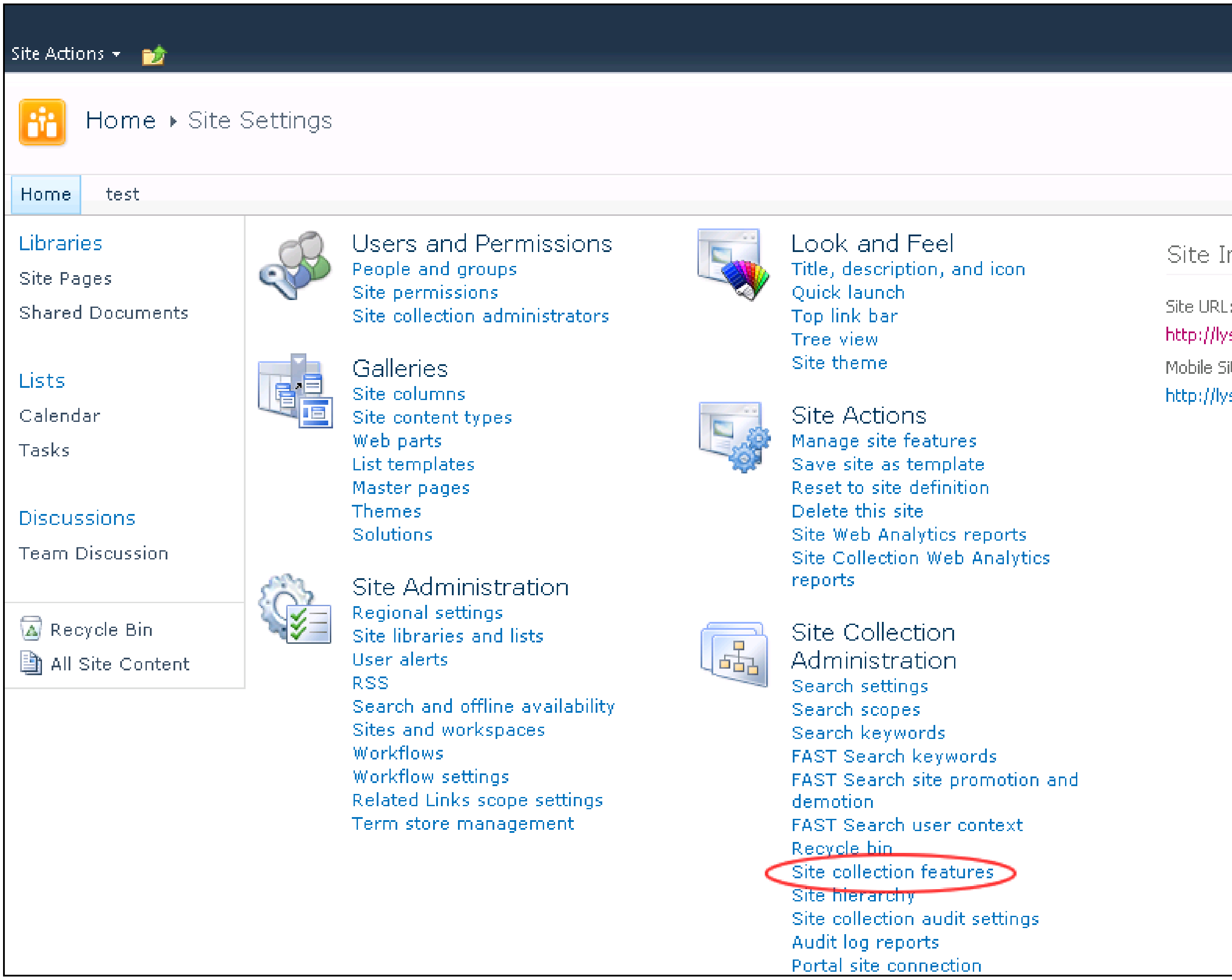
Deactivating the DotNetNuke Connector (SP2010)

How to deactivate the DotNetNuke Connector from a SharePoint Site Collection. This task can be performed by SharePoint Site Collection Administrators.

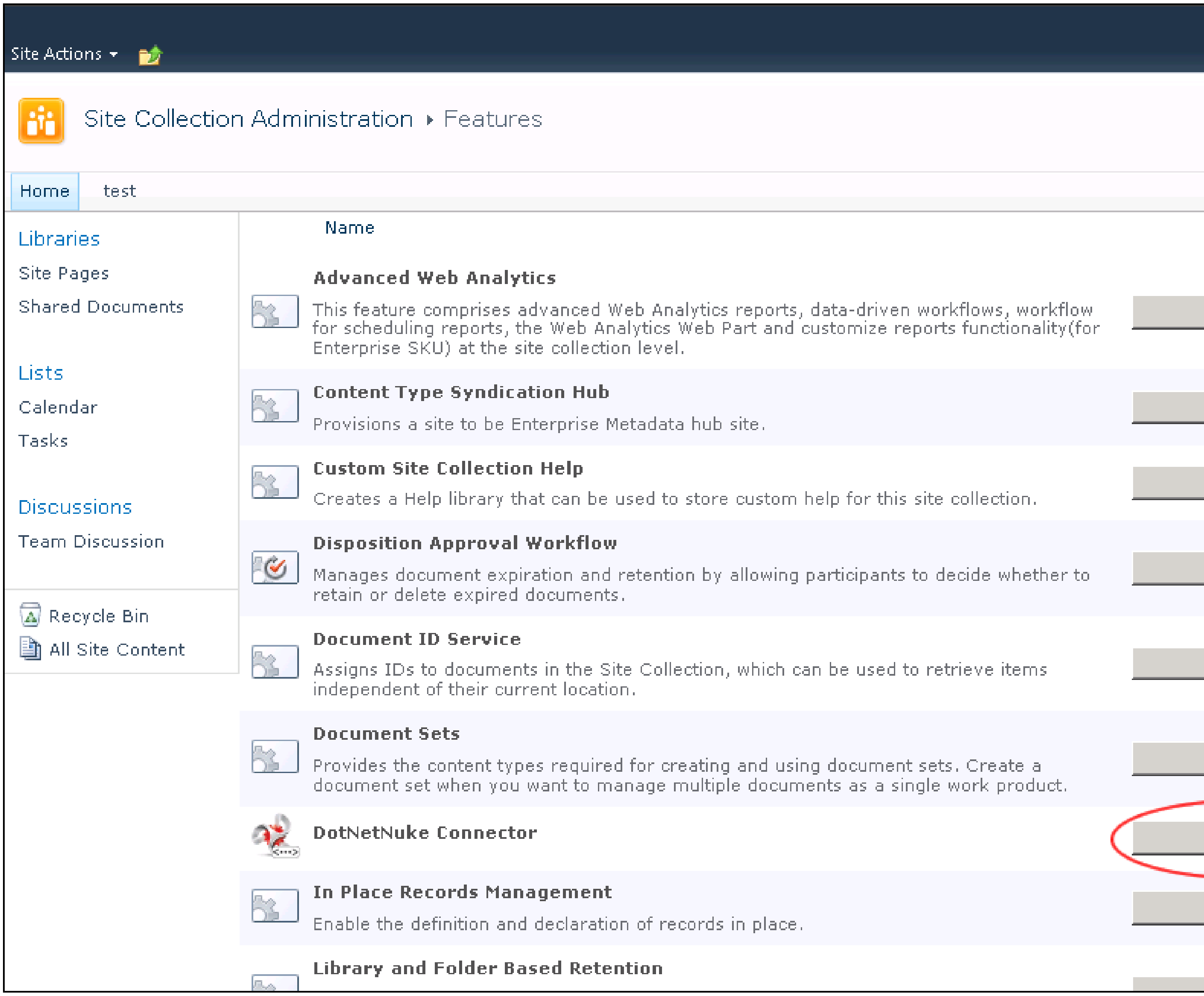
1. Go to your SharePoint site.
2. Navigate to Site Actions > Site Settings.



3. In the Site Collection Administration section, click the Site Collection Features link.



4. In the Status column, click the **Deactivate** button to deactivate the DotNetNuke Connector on this site.



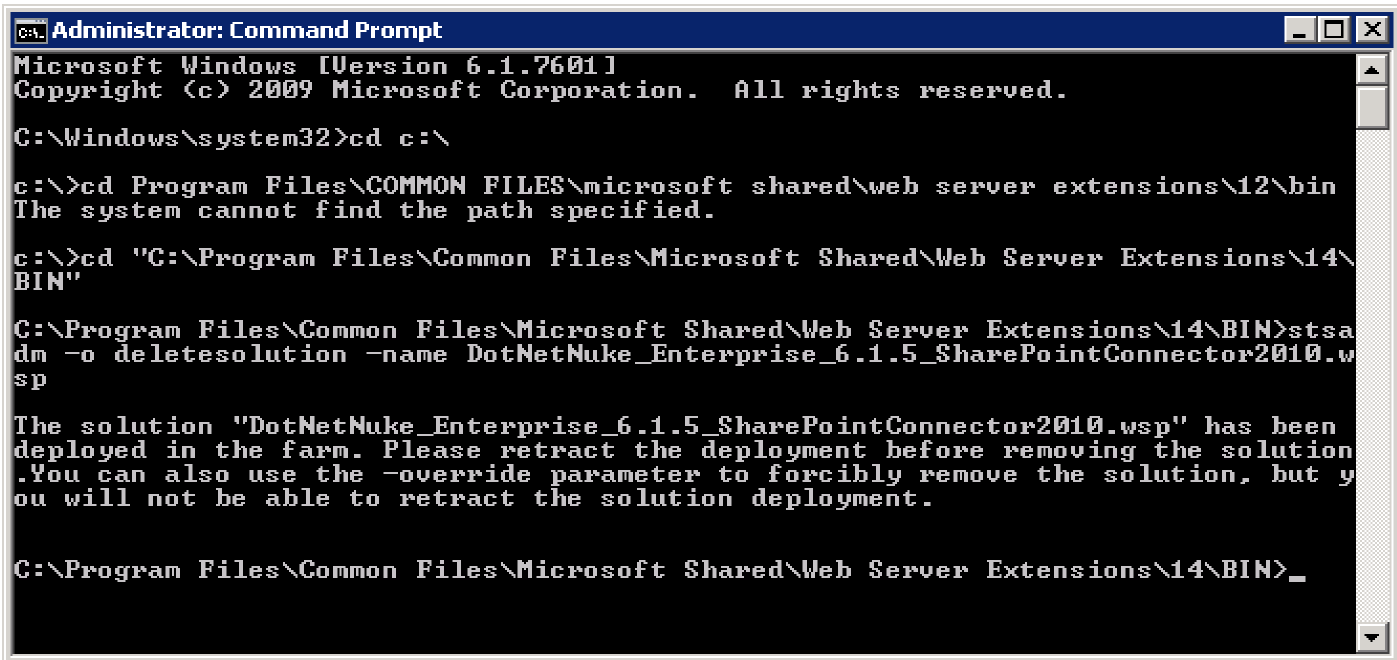
Uninstalling DotNetNuke Connector (SP2010)

How to uninstall a timer job for the DotNetNuke SharePoint Connector.

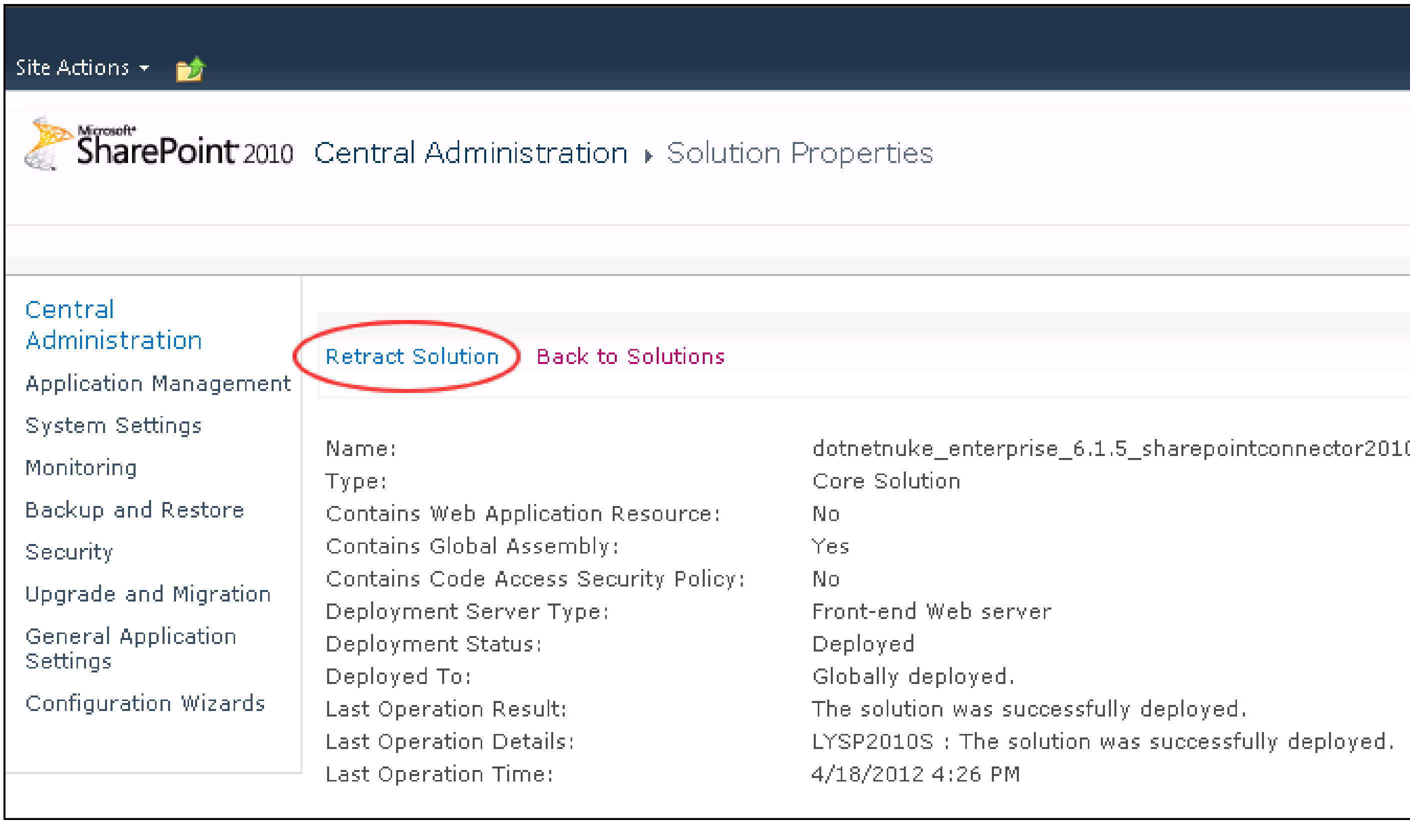
Important: You are required to use the name of your Timer Job at Step 7. In the below example it is referred to as "Timer Job Name". The default Timer Job name is "DotNetNuke_Enterprise_6.1.5_SharePointConnector2010.wsp".

1. Log into SharePoint as Administrator.
2. Navigate to Start > All Programs > **Accessories** and then right click on "Command Prompt" and select "Run as Administrator".

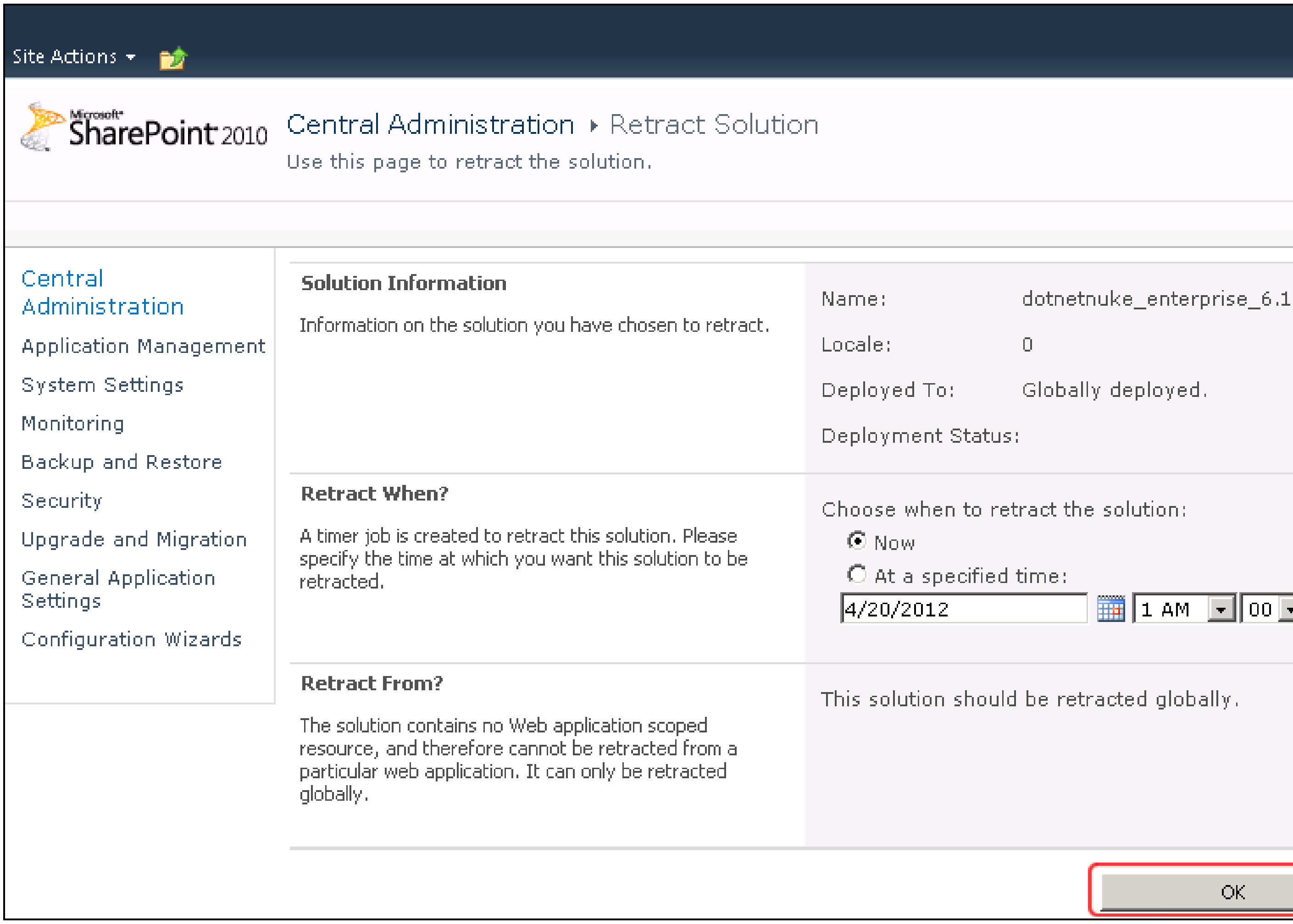
3. In the Command Prompt type cd c:\
4. Strike the **Enter** key. This displays c:>
5. At c:\> type or copy in cd \Program Files\Common Files\Microsoft Shared\Web Server Extensions\14\BIN
6. Strike the **Enter** key.
7. Type or copy in stsadm -o deletesolution -name <Timer Job Name>
8. Strike the **Enter** key.



9. Open a Web browser and go to **SharePoint Central Administration**.
10. Navigate to Operations > **Solution Management**. This displays a list of the solutions in the farm.
11. In the Name column, click on the name of the timer job link. E.g. dotnetnuke_enterprise_6.1.5_ sharepointconnector2010.wsp. This opens the Solution Properties page.
12. Select **Retract Solution**.



13. In the **Retract When?** section, select from these options:
    - Select **Now** to retract the solution immediately. This is the default option.
    - Select **At A Specified Time** and then set the date and time.
14. Click the **OK** button.



15. Once the Solutions.aspx page (Solution Management) shows Status = "Not Deployed", go to the cmd window and then strike the **Enter** key. The "Operation completed successfully" message is now displayed.
16. Refresh (F5) the Solutions.aspx page (Solution Management). The Timer Job is no longer displayed.

SharePoint 2007

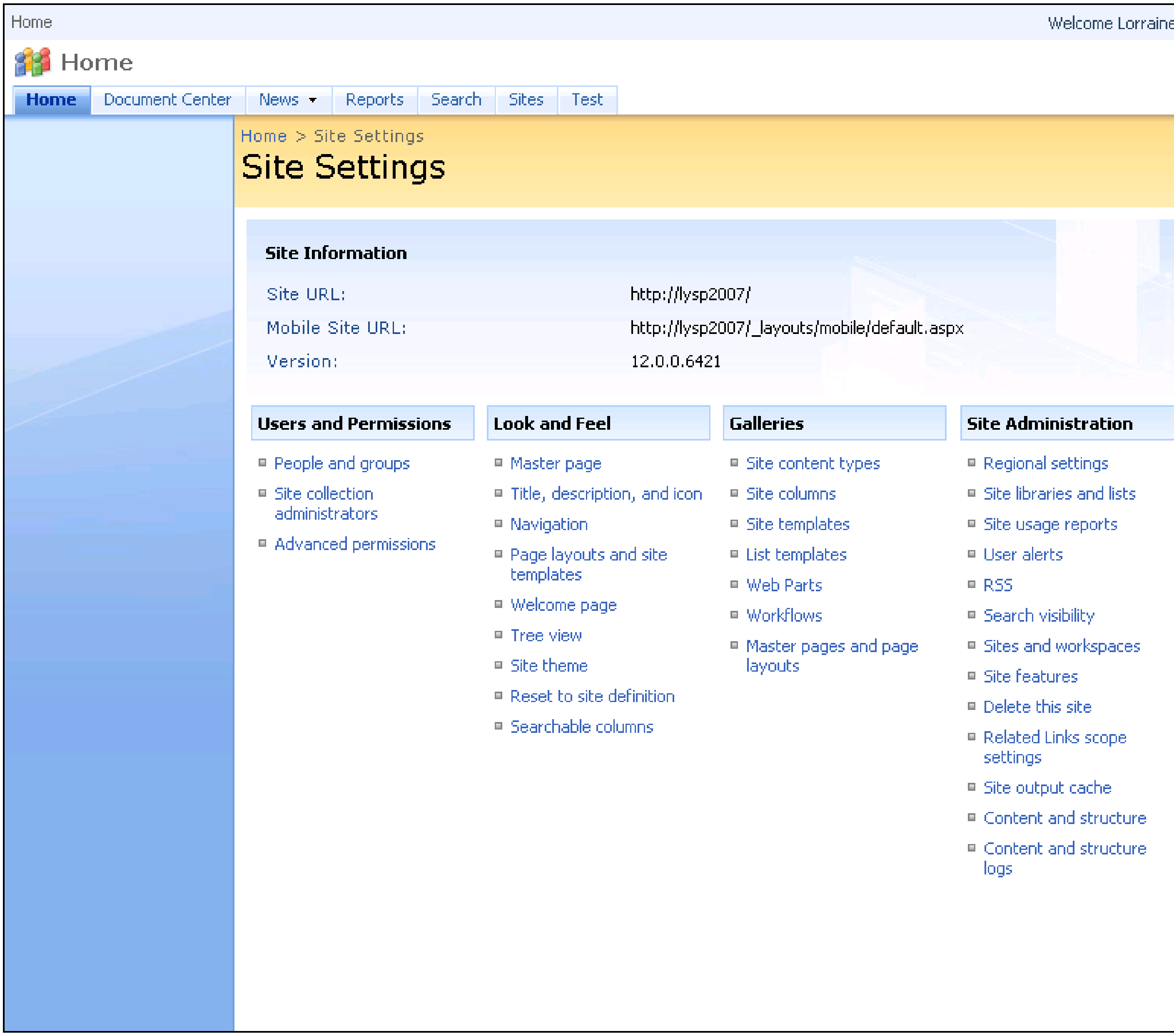
Activating the DNN Connector (SP2007)

How to activate the DotNetNuke Connector on one or more SharePoint sites. This task can be performed by SharePoint Site Collection Administrators.

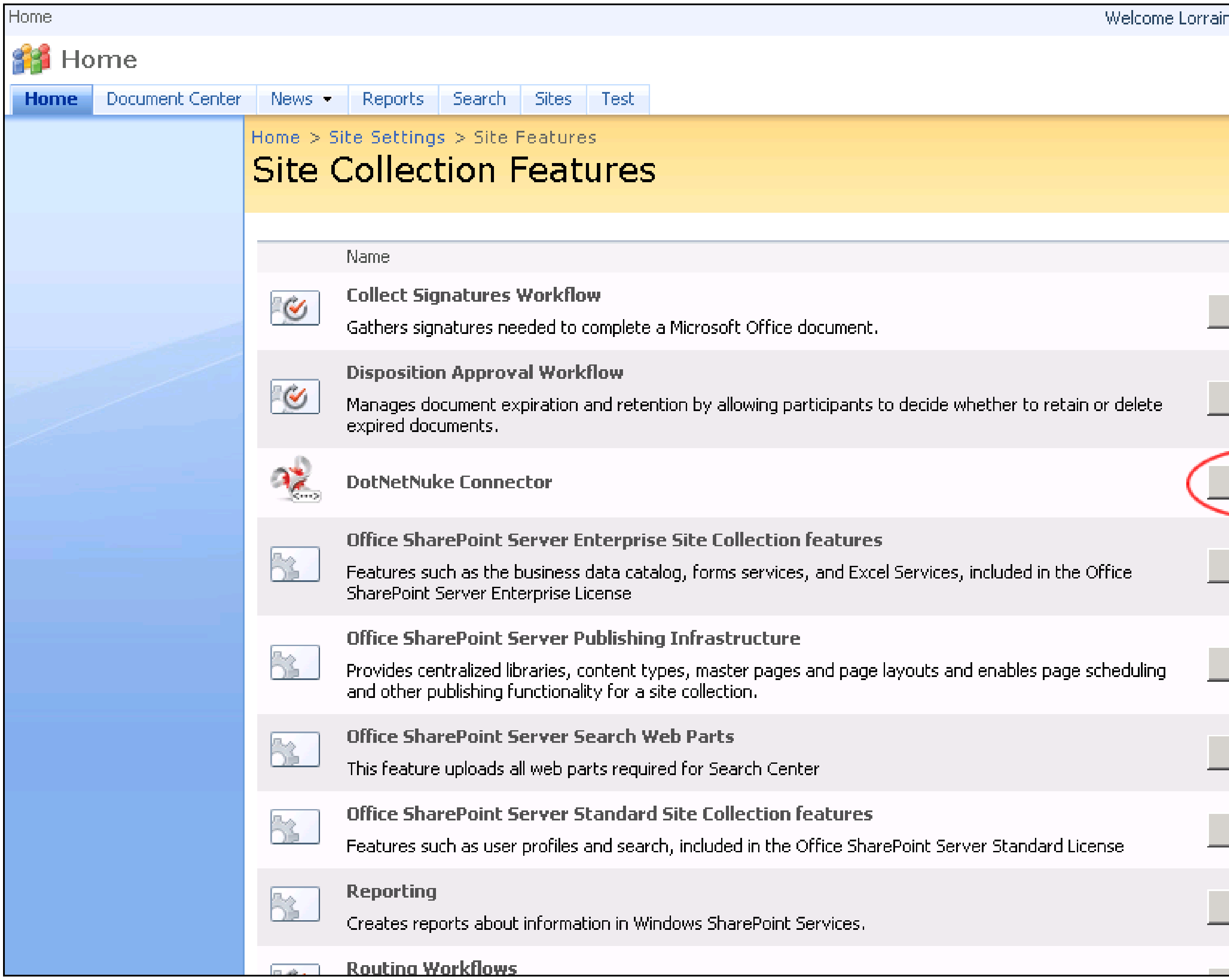
Prerequisite. The DotNetNuke Connector must be installed on your SharePoint Server before it can be activated. See "Installing DotNetNuke Connector (SP2007)"

Note: If the DotNetNuke SharePoint Connector is not displayed in the Site Features list, you may need to do an IIS Reset because sometimes after installing a new feature, SharePoint requires IIS to be reset.

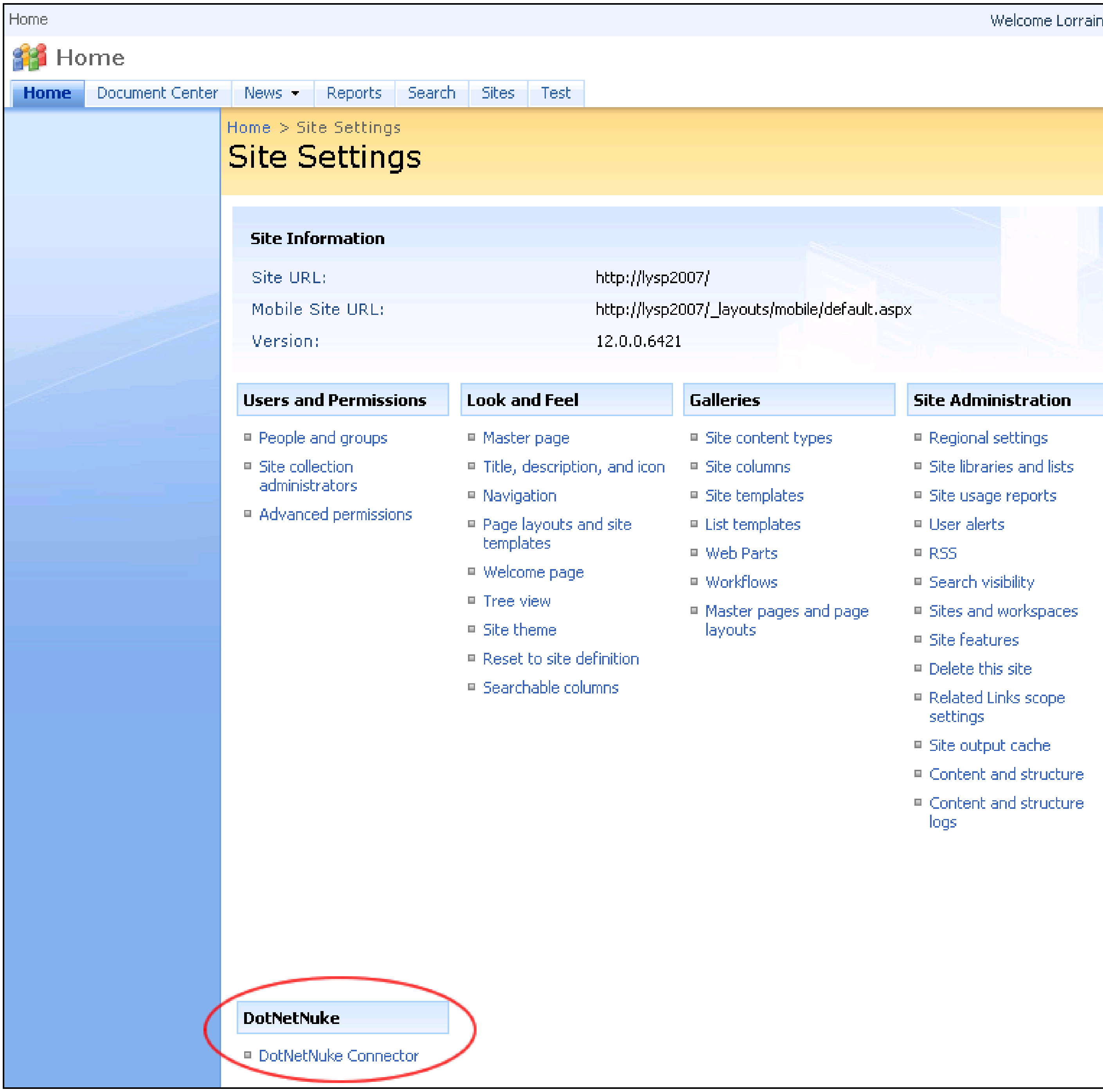
1. Go to your SharePoint site.
2. Navigate to Site Actions > Site Settings.
3. In the Site Collection Administration section, click the Site Collection Features link. Note: You may need to click the Go to top level site settings link to view Site Collection Administration options.



4. In the Status column, click the **Activate** button to activate the **DotNetNuke Connector** on this site.



The DotNetNuke Connector is now activated for this site. A link to the DotNetNuke Connection is now displayed on the Site Settings page of this SharePoint site. Here you can create connections to a DN server and then manage and run synchronizations.

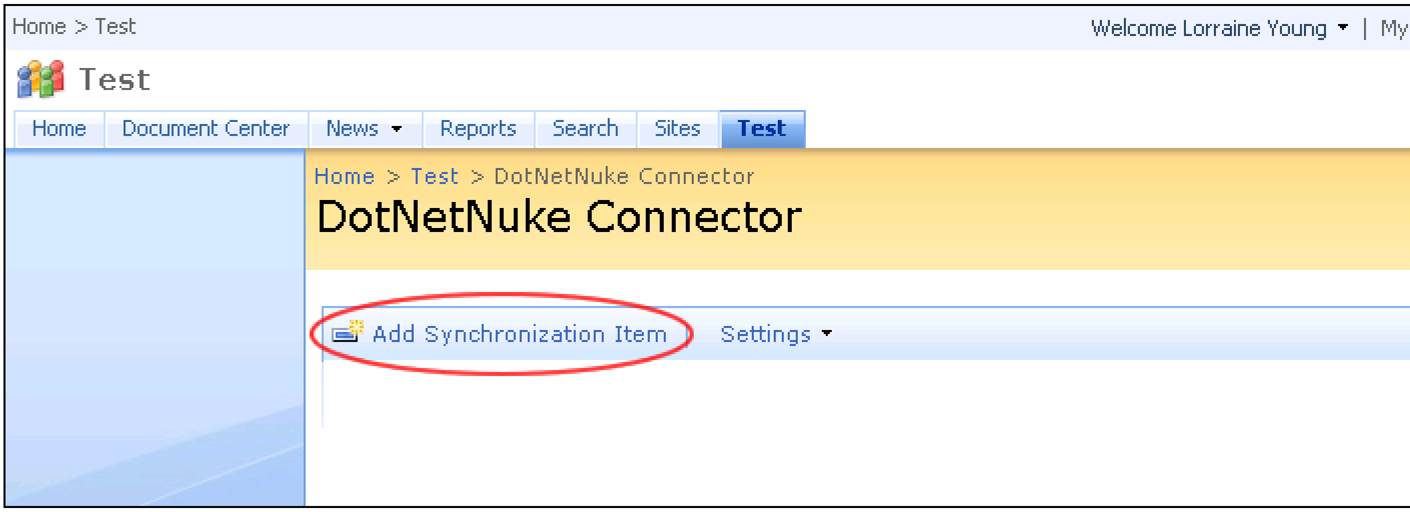


Next Step: See "Connecting DNN and SharePoint 2007"

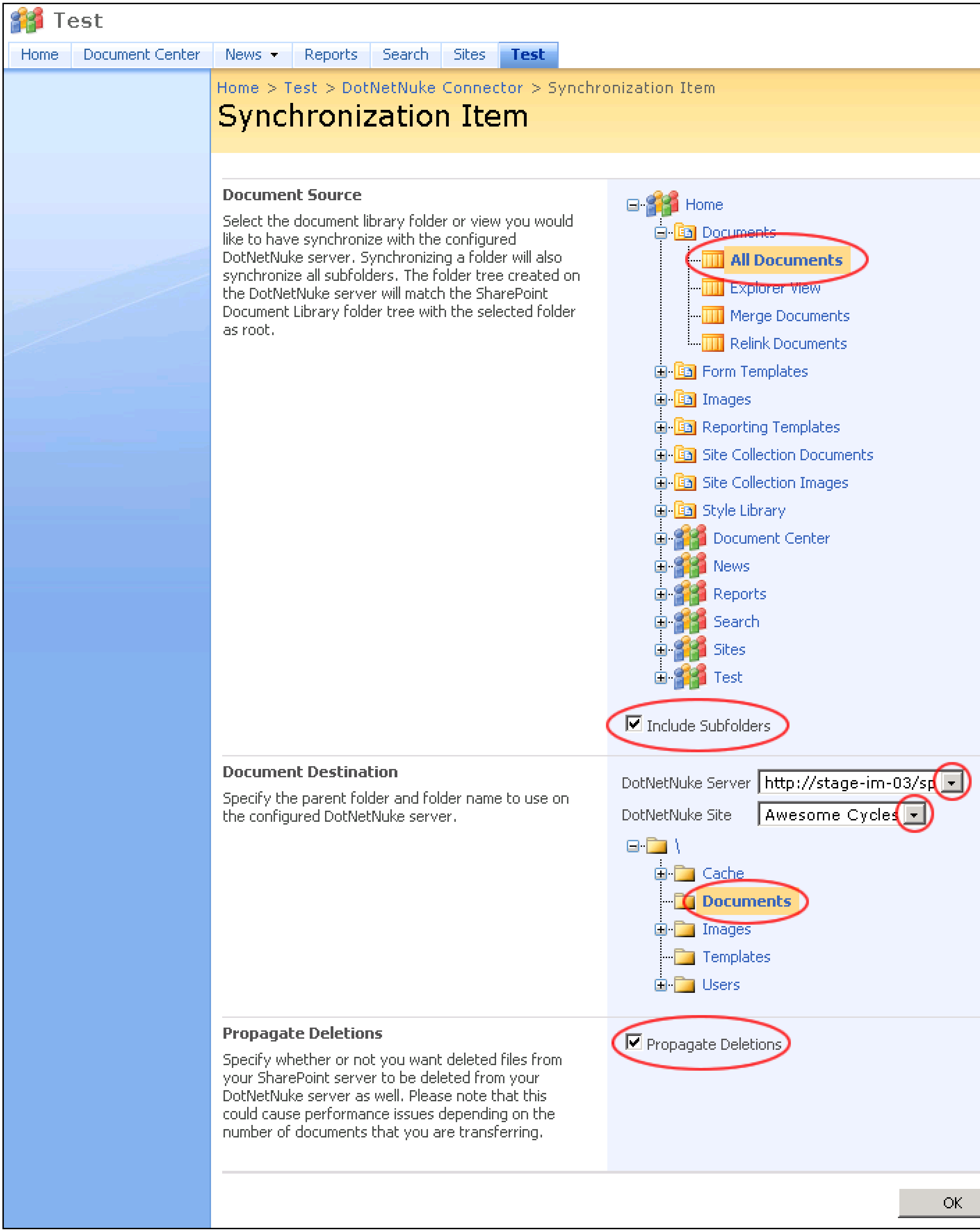
Adding a Synchronization Item (SP2007)

How to create a synchronization task that will 'push' the files from your SharePoint site up to your DNN site. This tutorial assumes you have one or more files uploaded to your SharePoint site that are ready to be synchronized.

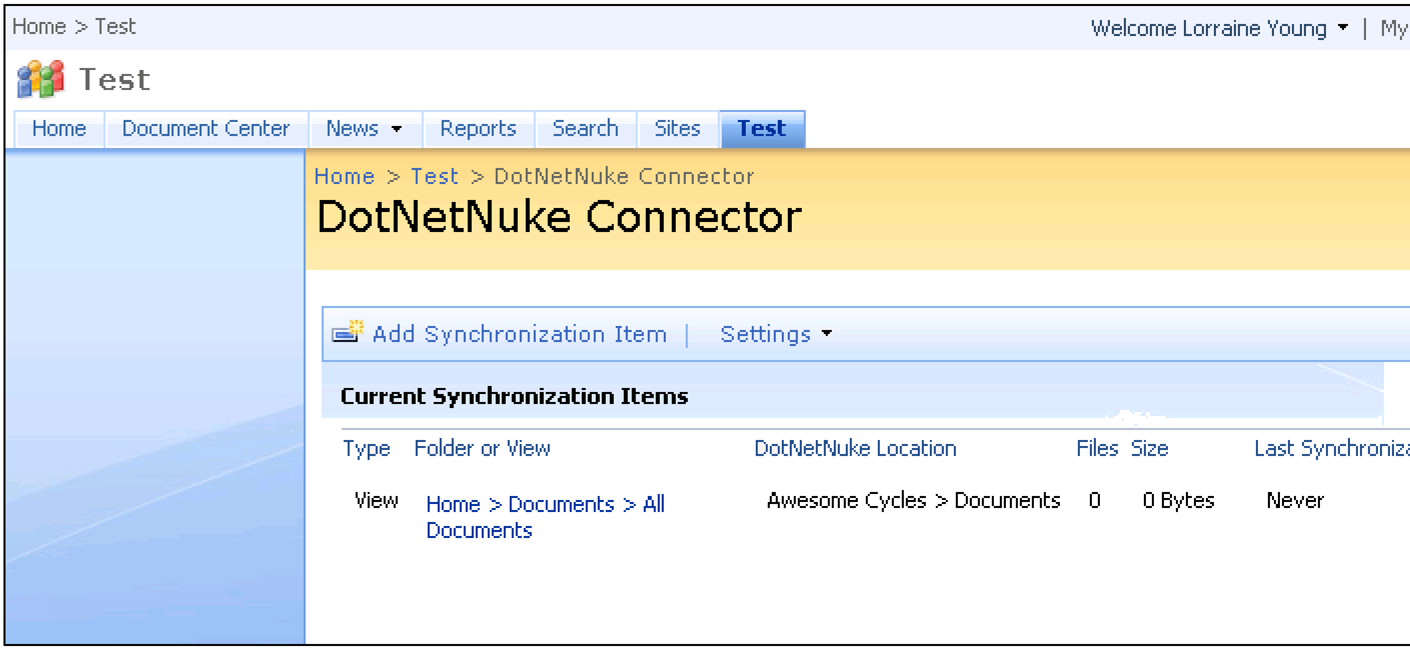
1. Go to your SharePoint site.
2. Navigate to Site Actions > Site Settings.
3. Go to the DotNetNuke section and then click the DotNetNuke Connector link.
4. Click the Add Synchronization Item link to open the Synchronization Item page.



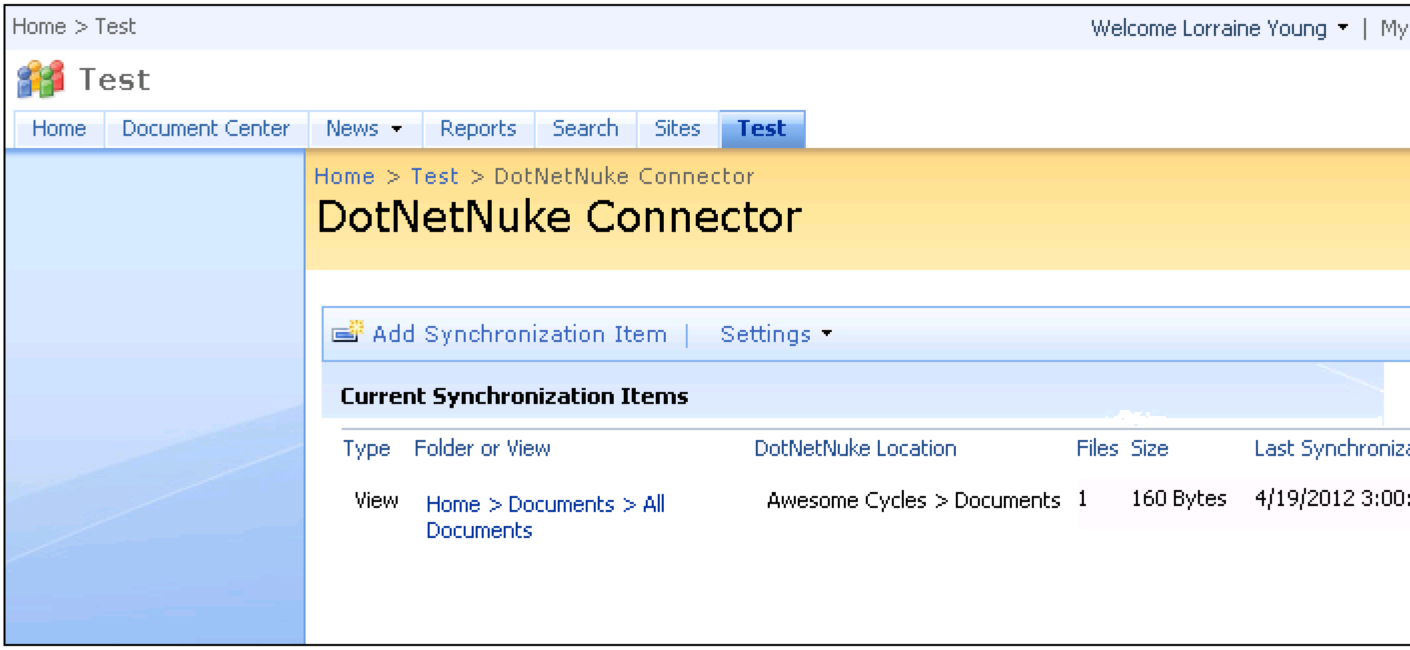
5. Go to the **Document Source** section.
6. Select the document folder library to be synchronized with DNN.
7. **Optional.** At **Include Subfolders**, check the check box to include all subfolders of the selected folder - OR - Uncheck the check box to exclude all subfolders of the selected folder. This option is checked by default.
8. Go to the **Document Destination** section.
9. At **DotNetNuke Server**, select the DotNetNuke server you want to connect to.
10. At **DotNetNuke Site**, select the destination site.
11. Select the parent folder on your DNN site.
12. **Optional.** In the **Propagate Deletions** section, check the check box if you want deleted files from your SharePoint server to be deleted from your DotNetNuke server as well. Please note that this could cause performance issues depending on the number of documents that you are transferring.


Test
Home
Document Center
News
Reports
Search
Sites
Test
Home > Test > DotNetNuke Connector > Synchronization Item
Synchronization Item
Document Source
Select the document library folder or view you would like to have synchronize with the configured DotNetNuke server. Synchronizing a folder will also synchronize all subfolders. The folder tree created on the DotNetNuke server will match the SharePoint Document Library folder tree with the selected folder as root.
Home
Documents
All Documents
Explorer View
Merge Documents
Relink Documents
Form Templates
Images
Reporting Templates
Site Collection Documents
Site Collection Images
Style Library
Document Center
News
Reports
Search
Sites
Test
Include Subfolders
Document Destination
Specify the parent folder and folder name to use on the configured DotNetNuke server.
DotNetNuke Server
http://stage-im-03/sp
DotNetNuke Site
Awesome Cycles
\
Cache
Documents
Images
Templates
Users
Propagate Deletions
Specify whether or not you want deleted files from your SharePoint server to be deleted from your DotNetNuke server as well. Please note that this could cause performance issues depending on the number of documents that you are transferring.
Propagate Deletions
OK

8. Click the **OK** button. Details of this pending synchronization is now displayed on the DotNetNuke Connector page. You can now create additional synchronization items as required.



Following the next synchronization, a successful or unsuccessful record will be displayed on this page.



Configuring Site Collection Administrator Permissions (SP2007)

How to configure Site Collection Admin permissions in Central Administration Area. Note. This is recommended approach but it requires Central Administrator account.

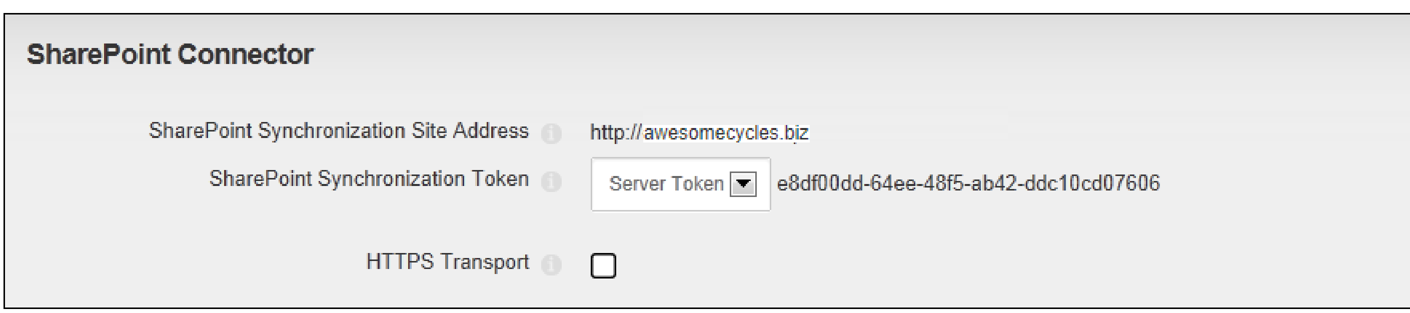
1. Open SharePoint Central Administration > Application Management > SharePoint Site Management > Site collection administrators page (login as a user with Central Administrator permissions).
2. Select appropriate Site Collection.
3. Make sure the name of user that will be managing DNN Connector for selected Site Collection is added as Primary SharePoint Site Collection Administrator or Secondary SharePoint Site Collection Administrator.

Connecting DNN and SharePoint 2007

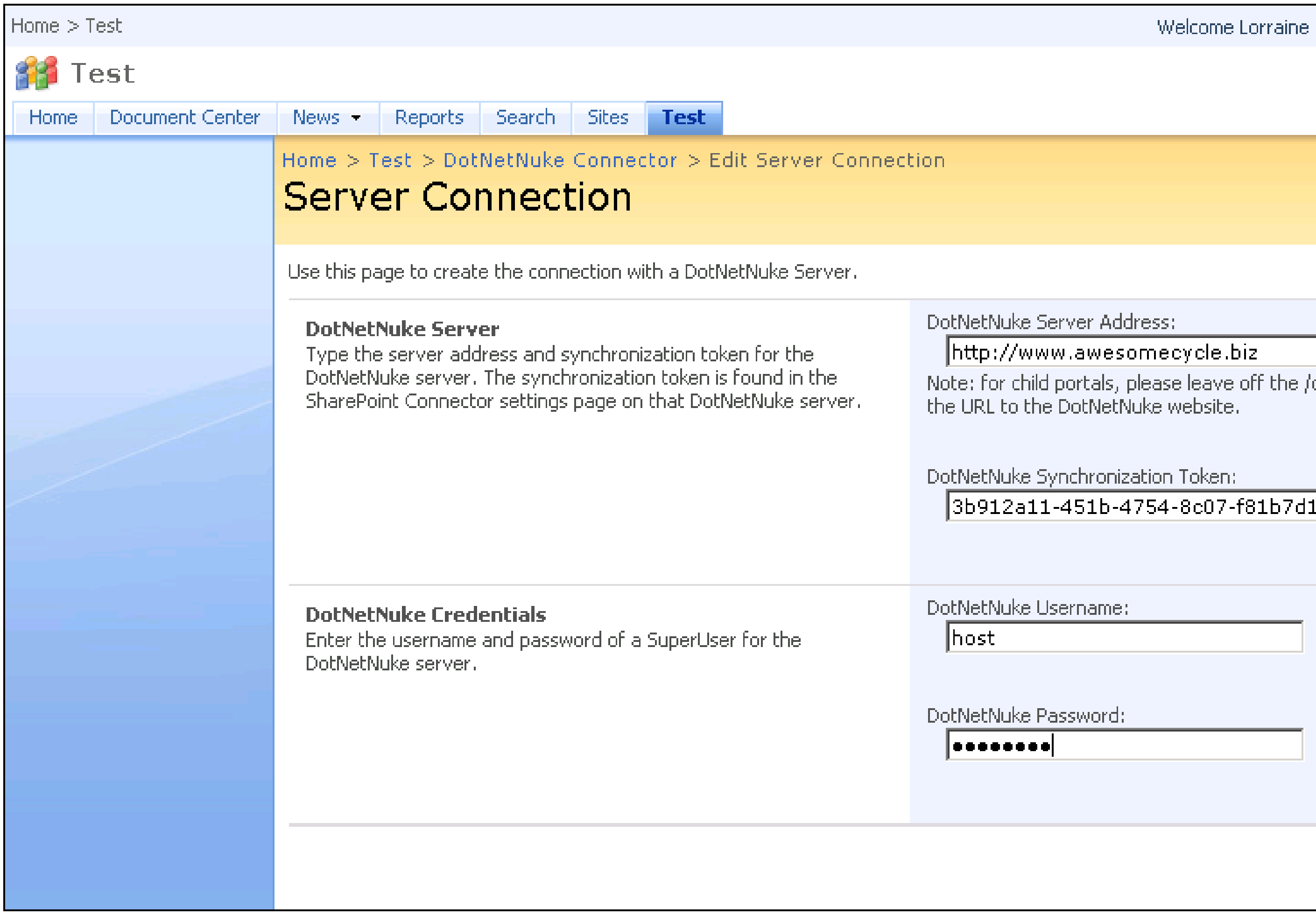
How to connect DNN with either a server or a specific SharePoint site. Once the connection has been made, SharePoint Site Collection Administrators are able to synchronize files from SharePoint to DNN.

Prerequisites. The DotNetNuke Connector must be installed on the SharePoint server (See "Installing DotNetNuke Connector (SP2007)") and then activated on the SharePoint site (See "Activating the DNN Connector (SP2007)").

1. Go to your DNN site.
2. Navigate to Host > Advanced Settings > **SharePoint Connector**.
3. At the **SharePoint Synchronization Site Address** field, copy the site address field.
4. At the **DotNetNuke Synchronization Token** field, copy one of these tokens:
   - **Site Token**: Copy this token to connect this site only to DNN.
   - **Server Token**: Copy this token to connect the server with DNN as we support "many to many" connections therefore there can be more than one server.



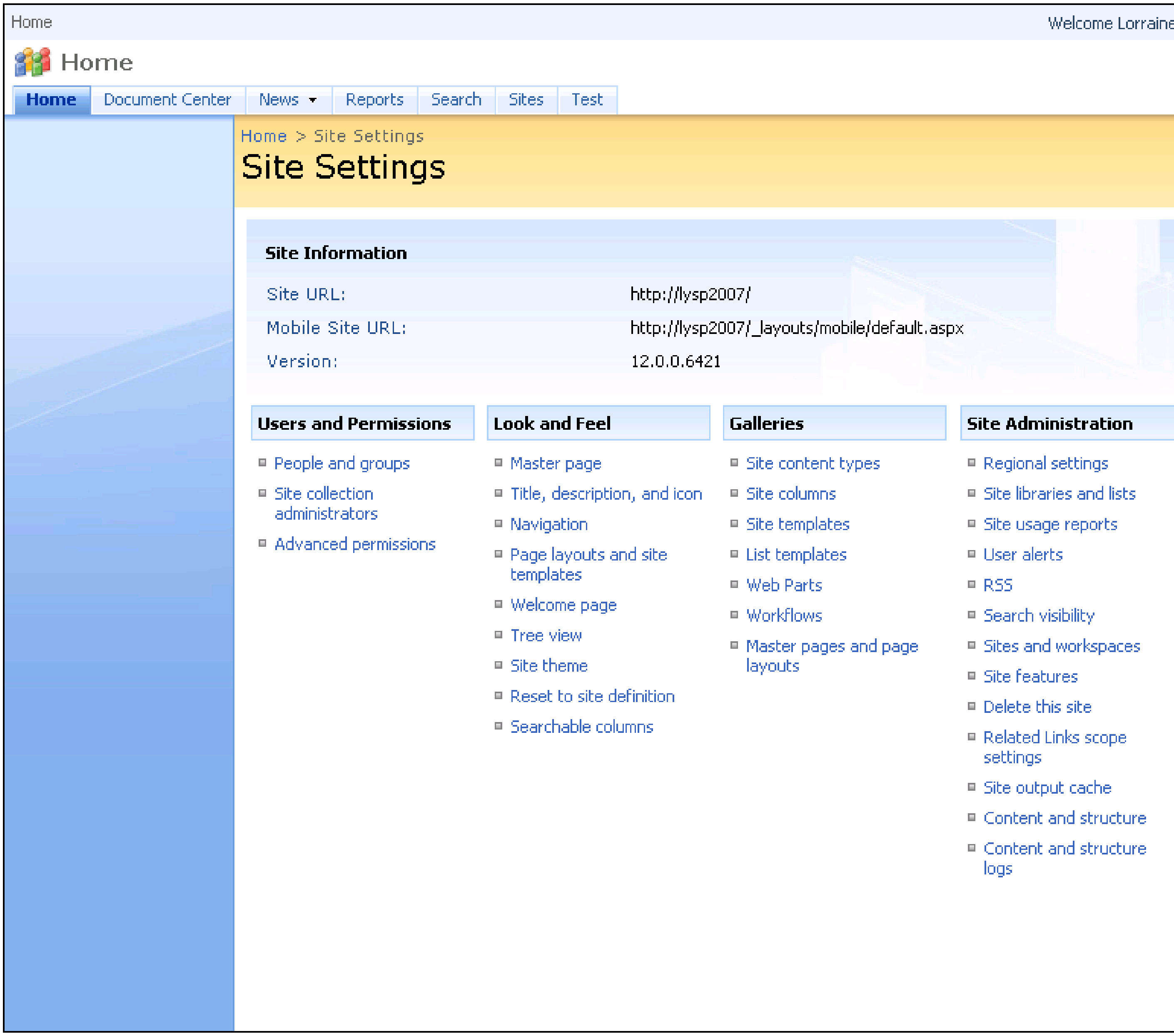
5. Go to your SharePoint site.
6. Navigate toSite Actions > Site Settings.
7. Go to the DotNetNuke section and click the DotNetNuke Connector link.
8. Click on the Settings menu and then select **Manage Existing Connections**.
9. Click the Add Connection link.
10. On the Server Connection page, go to the DotNetNuke Server section.
11. In the **DotNetNuke Server Address** text box, enter or paste the SharePoint Synchronization Site Address from your clipboard.
12. In the **DotNetNuke Synchronization Token** text box, enter or paste the synchronization token from your clipboard.
13. Go to the **DotNetNuke Credentials** section.
14. In the **DotNetNuke Username** text box, enter the username of a SuperUser for the DotNetNuke server.
15. In the **DotNetNuke Password** text box, enter the password of a SuperUser for the DotNetNuke server.
16. Click the **OK** button.



Deactivating the DNN Connector (SP2007)

How to deactivate the DotNetNuke Connector from a SharePoint site. This task can be performed by SharePoint Site Collection Administrators.

1. Go to your SharePoint site.
2. Navigate to Site Actions > **Site Settings**.
3. In the Site Collection Administration section, click the Site Collection Features link. Note: You may need to click the Go to top level site settings link to view Site Collection Administration options.



4. In the Status column, click the **Deactivate** button to deactivate the DotNetNuke Connector on this site.

Enabling SharePoint Breadcrumbs (SP2007)

How to enable breadcrumbs to DotNetNuke File Synchronization Management within your SharePoint. The creates breadcrumbing to Central Administration > Application Management > DotNetNuke Connector > Synchronization Item.

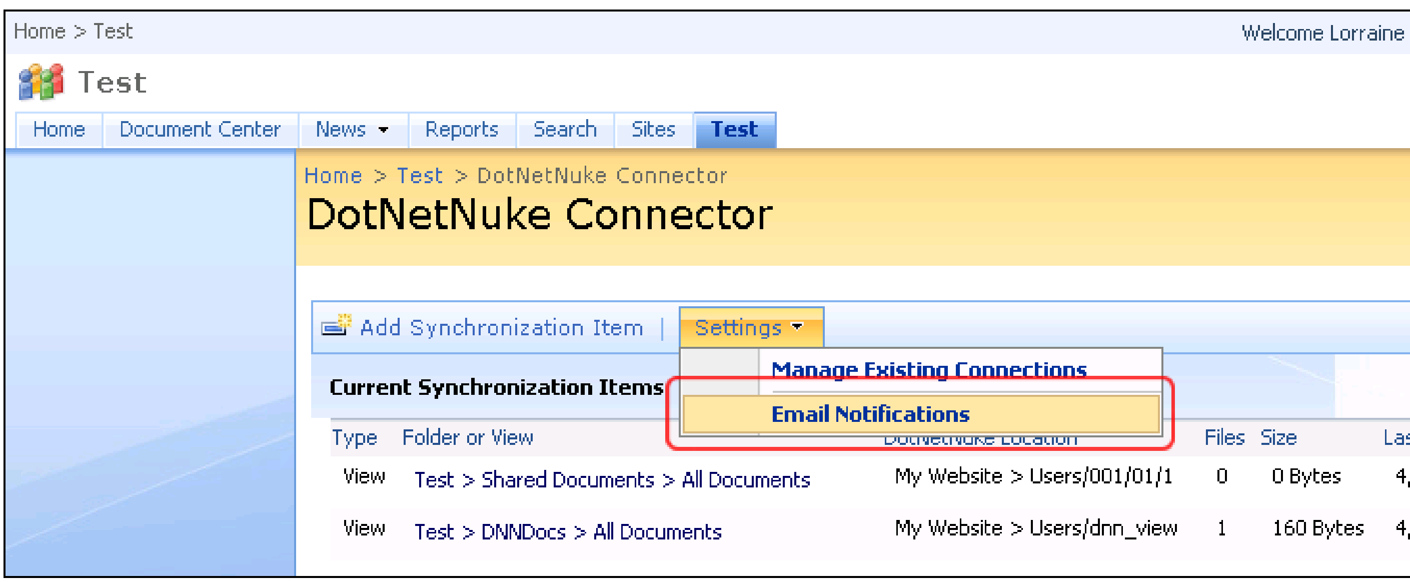
1. Go to your SharePoint Server.
2. Click the Windows **Start** button.
3. In the **Search** box, enter cmd and then press and hold the **Ctrl** + **Shift** + **Enter** keys. This opens the Command Prompt window in elevated privilege mode.
4. Enter `"C:\Program Files\Common Files\microsoft shared\Web Server Extensions\12\BIN\stsadm" -o copyappbincontent`
5. Strike the **Enter** key.

Enabling Synchronization Notifications (SP2007)

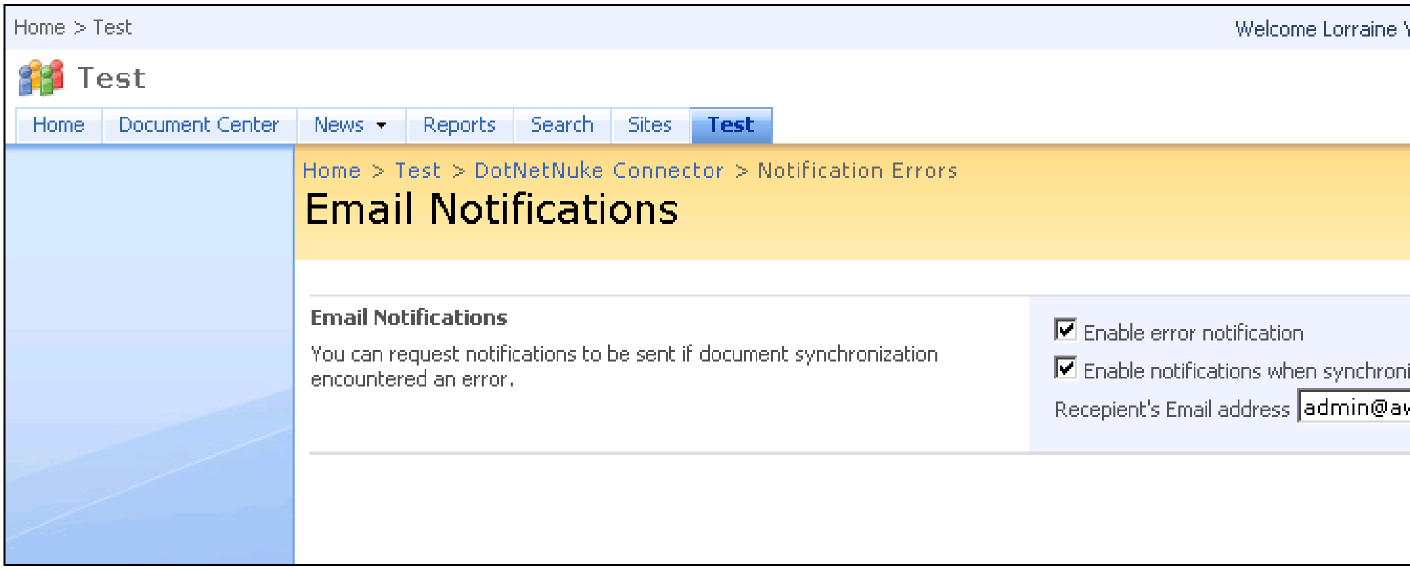
How to enable and configure email notification to be sent if document synchronization encounters an error and/or when synchronization occurs. This task can be performed by SharePoint Site Collection Administrators.

Prerequisites. The DotNetNuke Connector must be installed on the SharePoint server (See "Installing DotNetNuke Connector (SP2007)") and then activated on the SharePoint site (See "Activating the DNN Connector (SP2007)").

1. Go to your SharePoint site.
2. Navigate to Site Actions > Site Settings.
3. Go to the DotNetNuke section and then click the DotNetNuke Connector link.
4. Click on the Settings menu and then select **Email Notifications**.



5. At **Enable Error Notification**, check ☑ the check box to enable notifications - OR - Uncheck ☐ the check box to disable notifications.
6. At **Enable notification when synchronization item created or edited**, check ☑ the check box to enable these notification - OR - Uncheck ☐ the check box to disable.
   1. In the **Recipient's Email address** text box, enter the email address of the user who will receive these notifications.
7. Click the **OK** button.



Installing DotNetNuke Connector (SP2007)

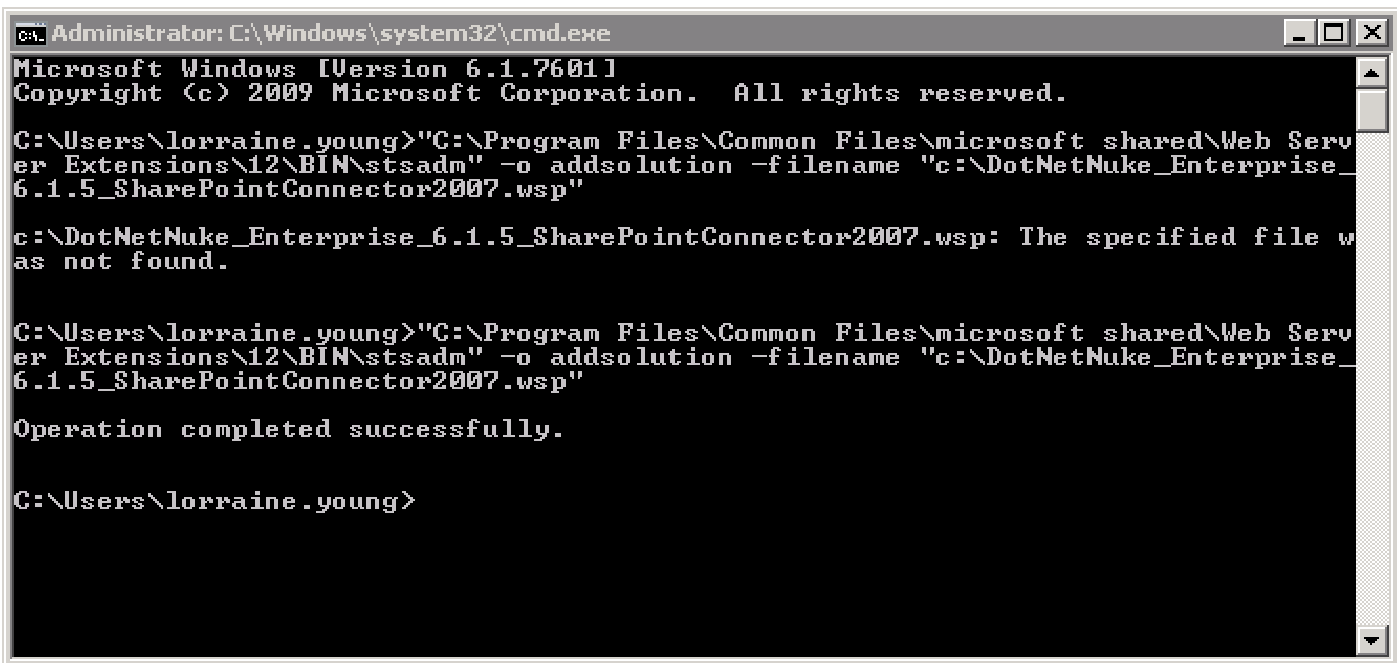
How to deploy the DotNetNuke Connector to your SharePoint 2007 server. This task is performed by the SharePoint Farm Administrator.

Prerequisite 1. You must have the DNN Timer Job file which is available from the DotNetNuke Support Network. The default Timer Job name is "DotNetNuke_Enterprise_6.1.5_Share-PointConnector2007.wsp".

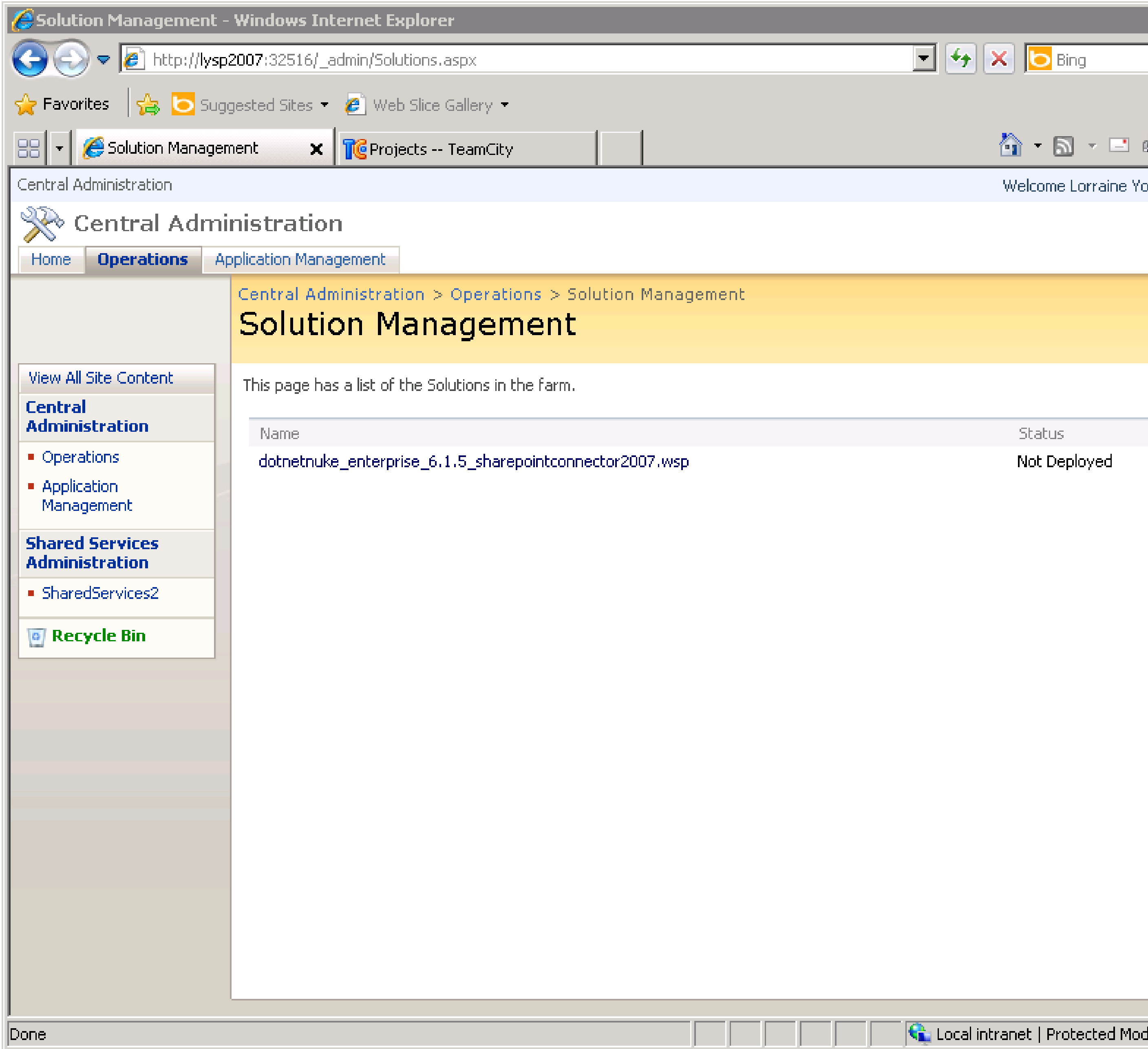
Prerequisite 2. A SuperUser must enable Full Trust on your DNN site. Note: Failure to undertake this task prior to configuring SharePoint Connector will result in the following error message "That assembly does not allow partially trusted callers. The DotNetNuke server has rejected your request to pair". If you receive this message, you must enable full trust and then repeat the final step of the below tutorial.

Prerequisite 3. Set appropriate role security levels on your SharePoint server. See "Managing Roles Security for SharePoint Connector (SP2007)"

1. Go to your SharePoint Server.
    a. Paste a copy of the wsp file into the c: drive.
    b. Click the Windows **Start** button.
    c. In the **Search** box, enter cmd and then press and hold the **Ctrl** + **Shift** + **Enter** keys. This opens the Command Prompt window in elevated privilege mode.
    d. In the Command Prompt window, enter the below path. Note: You cannot copy and paste this path, instead it must be typed into the Command Prompt. `"C:\Program Files\Co-mmon Files\microsoft shared\Web Server Exten-sions\12\BIN\stsadm" -o addsolution -filename " c:\DotNetNuke_ Enterprise_6.1.5_SharePointConnector2007.wsp"`
    e. Strike the **Enter** key. The "Operation Completed Successfully" message is displayed.



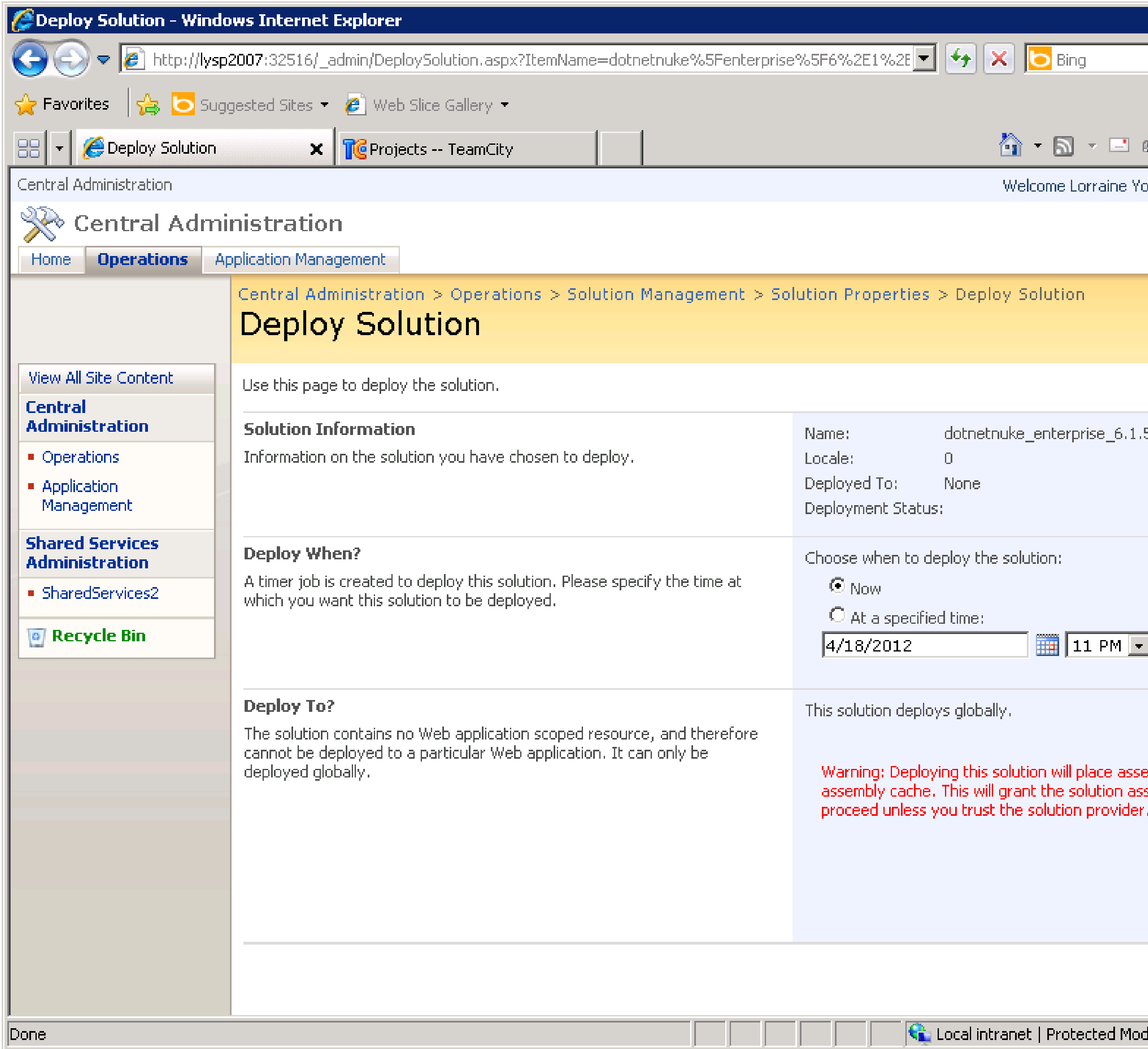
2. Go to your SharePoint Central Administration.
    a. Navigate to Operations > Global Configuration - **Solution Management**. This opens the Solution Management page.
    b. In the Name column, click on the Timer Job file name. E.g. DotNetNuke_Enterprise_6.1.5_ SharePointConnector2007.wsp



c. Click the Deploy Solution link. This will open the Deploy Solution page.

d. In the **Deploy When** section, ensure the solutions is set to deploy **Now**.

e. Click the **OK** button to confirm.



f. You are now returned to the Solution Management page, where the DNN SharePoint Connector solution status is now listed as "Deployed".

Next Step: The DotNetNuke Connector must now be activated for each SharePoint site where it will be used. See "Activating the DNN Connector (SP2007)"

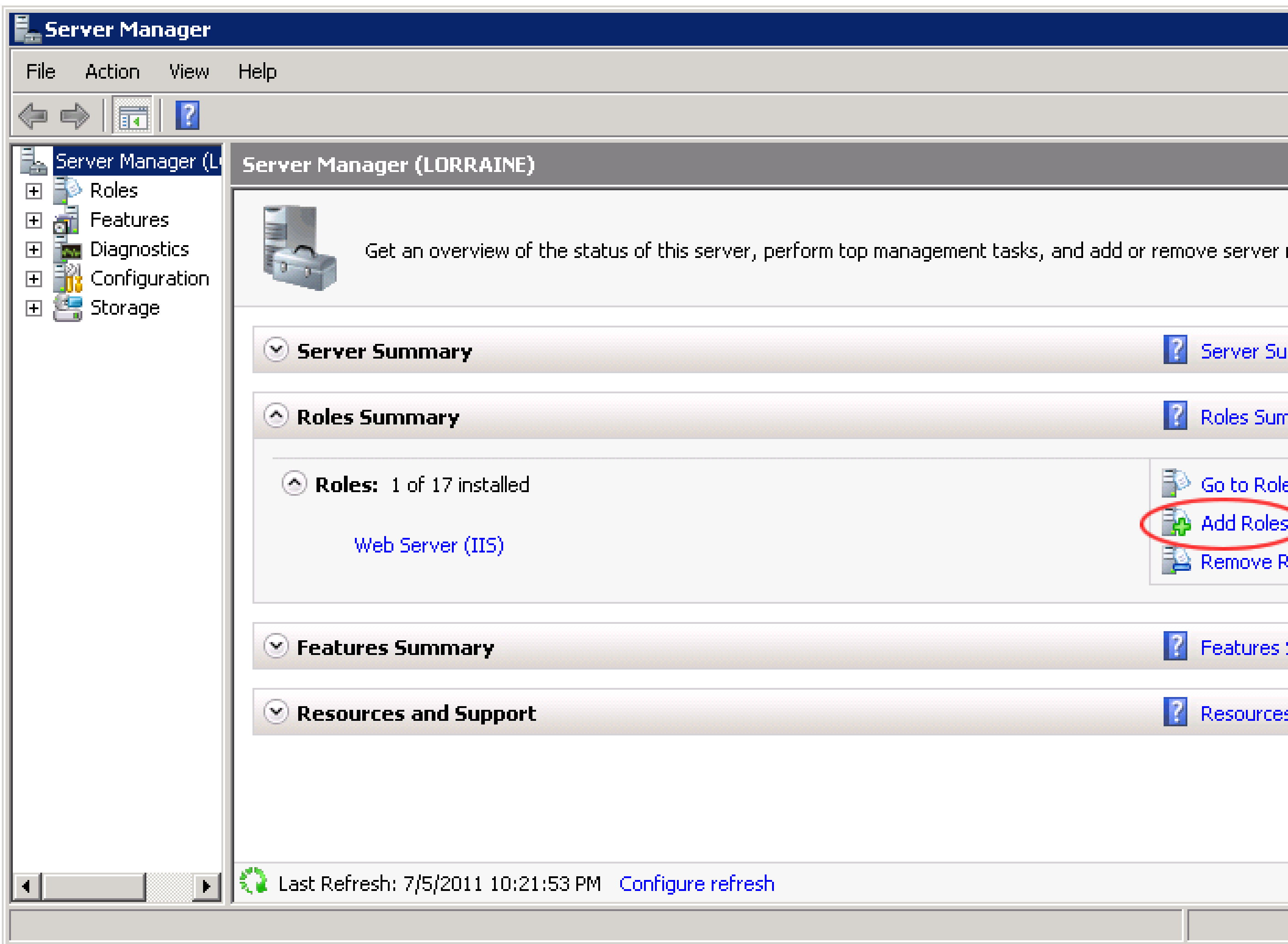
Managing Roles Security for SharePoint Connector (SP2007)

How to set the required roles security on your SharePoint 2007 Server for SharePoint Connector.

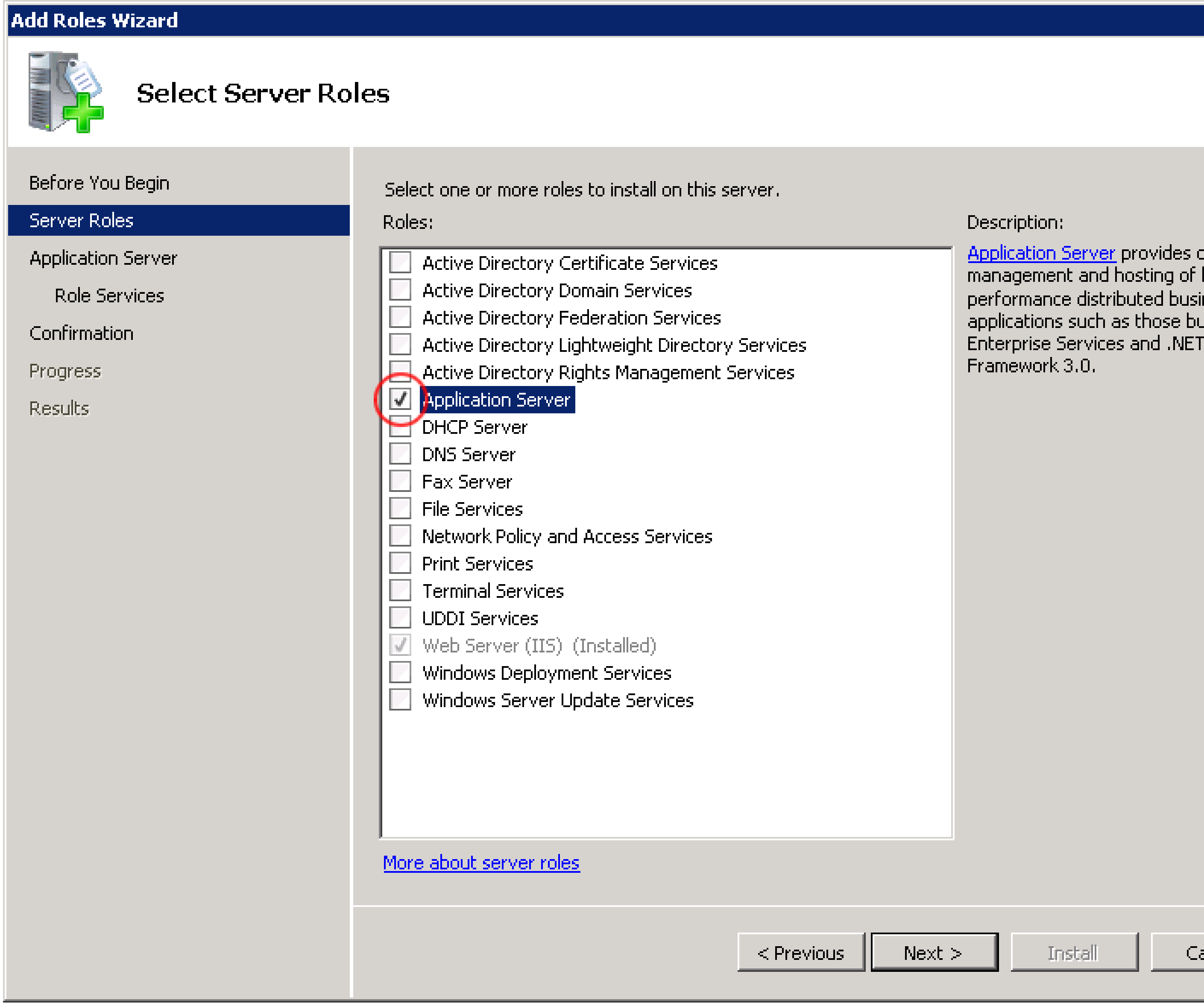
Important. This task is a prerequisite for installing SharePoint Connector on SharePoint 2007.

Note: Failure to undertake this task prior to configuring SharePoint Connector will result in the following error message "DotNetNuke server is unable to process your request. Please confirm that you installed and confirmed Windows Communication Foundation on the server hosting your DotNetNuke installation. If you receive this message, you must undertake the below tutorial and then repeat the final step of the See "Installing DotNetNuke Connector (SP2007)" tutorial.

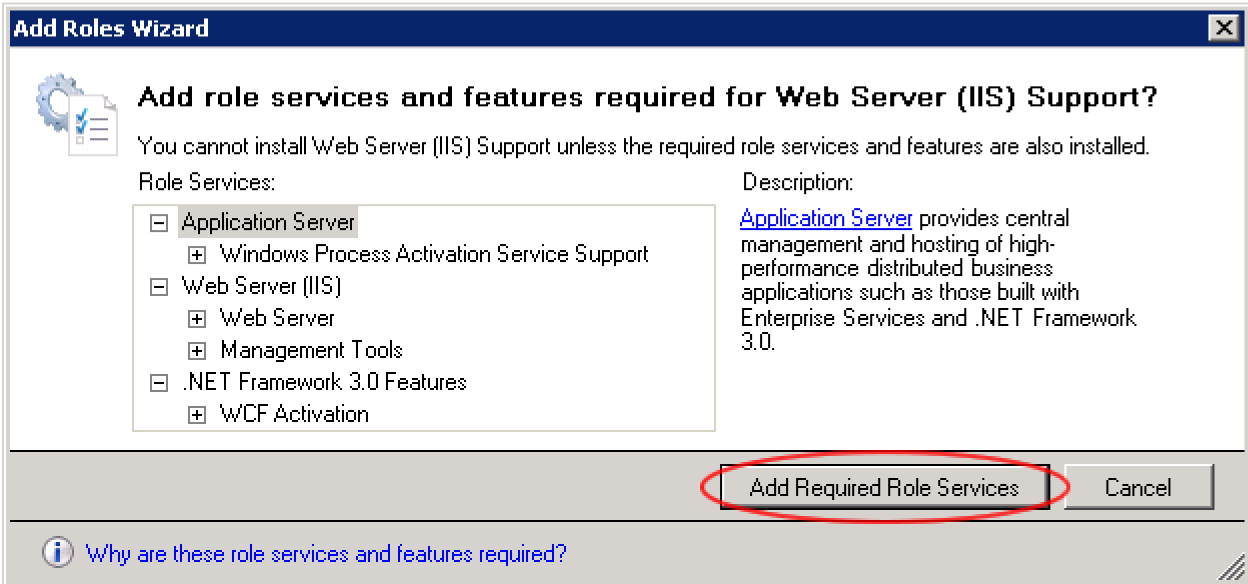
1. Open your Server Manager.
2. Click Server Manager in the left navigation.
3. Go to the Roles Summary section and then click the Add Roles link to open the Add Roles Wizard.



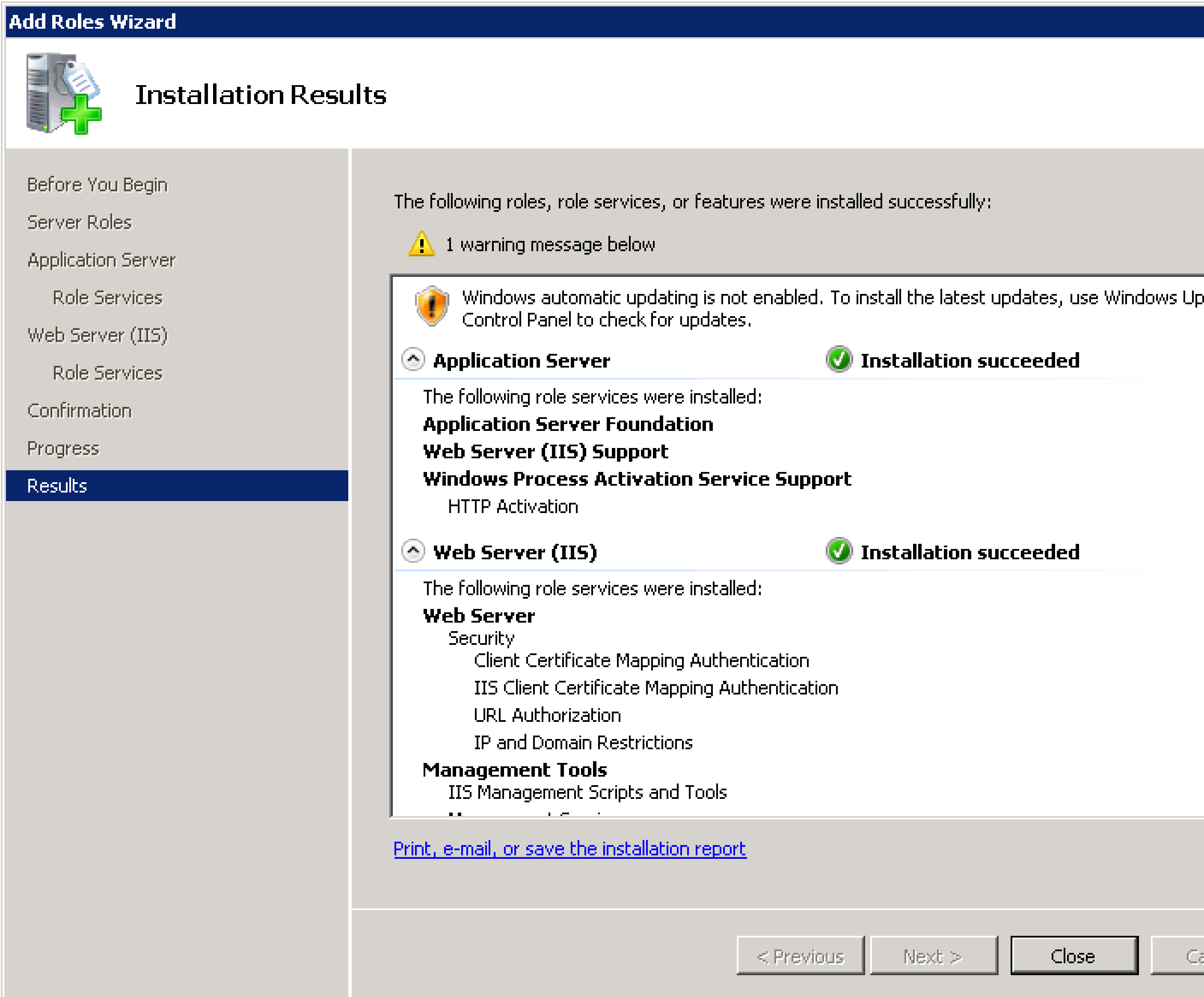
4. Click on the Server Roles link.
5. Check the **Application Server** check box.



6. Click the **Next** button until you advance to the Select Roles Services page.
7. Check the **Web Server (IIS) Support** check box. This opens the Add Roles Wizard.
8. Click the **Add Required Roles Services** button.



9. Click all the **Next** buttons until the Install button is enabled.
10. Click the **Install** button. The Installation will now commence running. The Results page is displayed once the installation is completed.



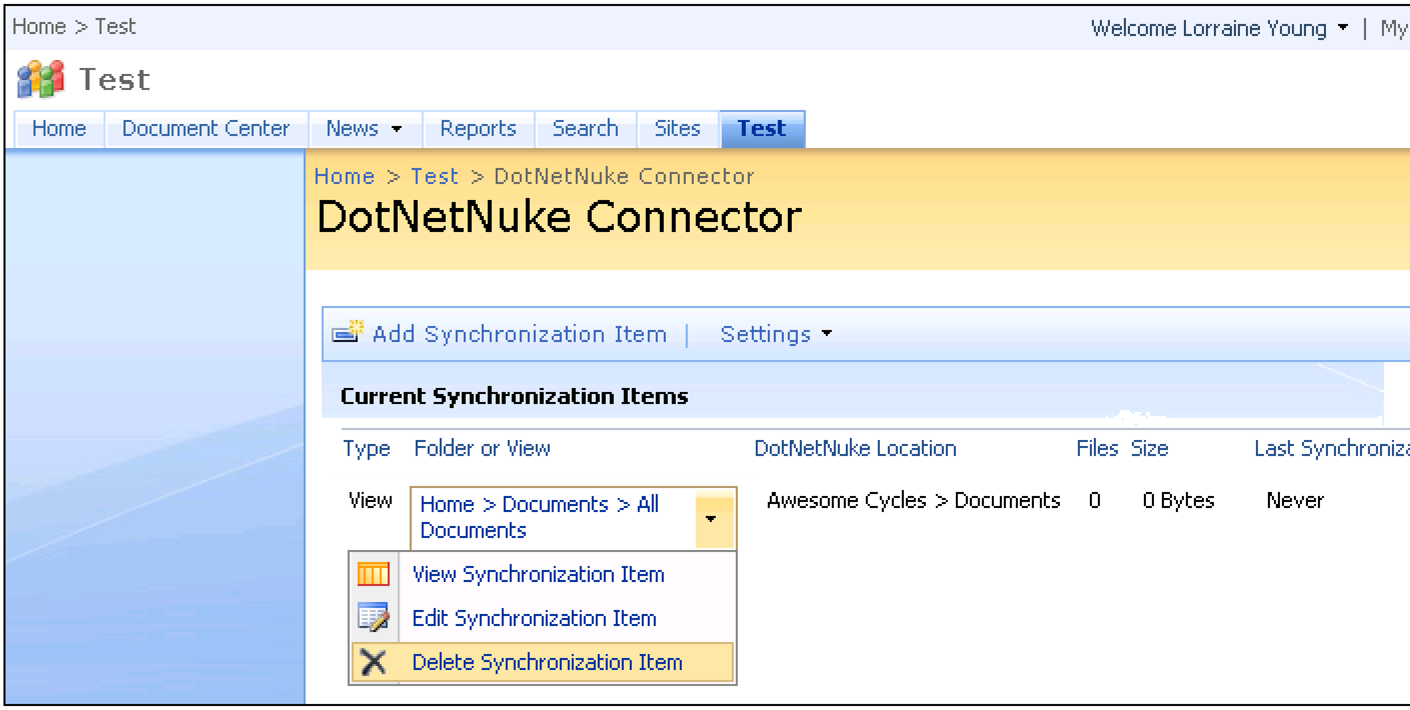
11. Click the **Close** button to close the wizard.

Managing Synchronization Items (SP2007)

How to edit, delete and view details of synchronization tasks. This tutorial assumes you have one or more files uploaded to your SharePoint site that are ready to be synchronized.

1. Go to your SharePoint site.
2. Navigate to Site Actions > Site Settings.
3. Go to the DotNetNuke section and then click the DotNetNuke Connector link.

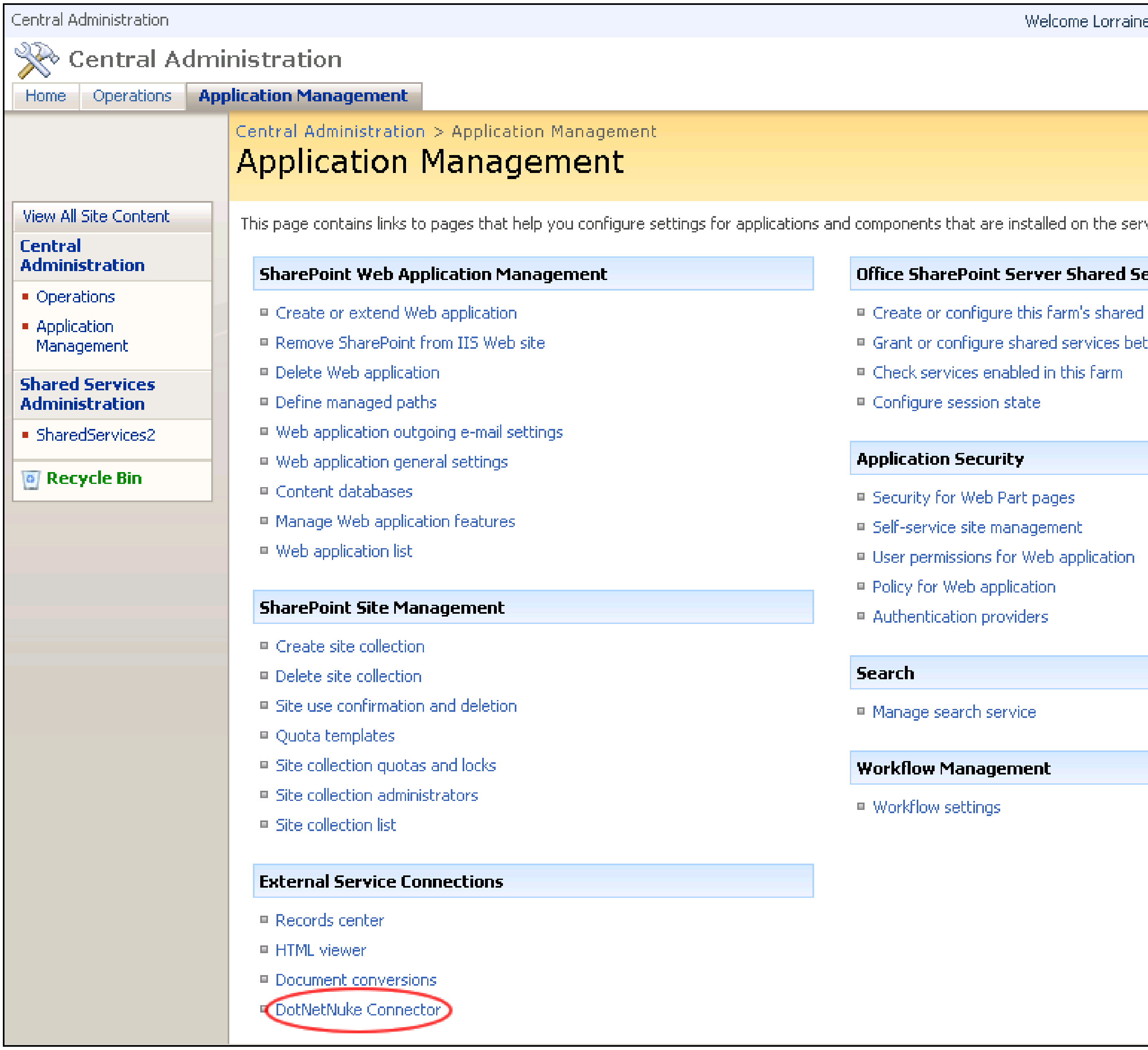
4. In the Folder or View column, hover over a synchronization item and then click the Open Menu arrow. You can now choose to View Synchronization Item, Edit Synchronization Item, or Delete Synchronization Item.



Setting the Synchronization Schedule (SP2007)

How to configure the synchronization settings for the DotNetNuke Connector. In this section SharePoint Farm Administrators can modify the defaults that set the number of items saved in the history, set the maximum number of files and folder transferred during synchronization and request email notifications if an error occurs during synchronization. You can also set the Synchronization Schedule that determines how frequently files are pushed from your SharePoint site to your DNN site.

1. Go to your SharePoint Central Administration.
2. Navigate to Application Management > External Service Connections - **DotNetNuke Connector**.



3. You can now choose to modify the following default schedule settings, or skip to the Step 4 to set the synchronization schedule.

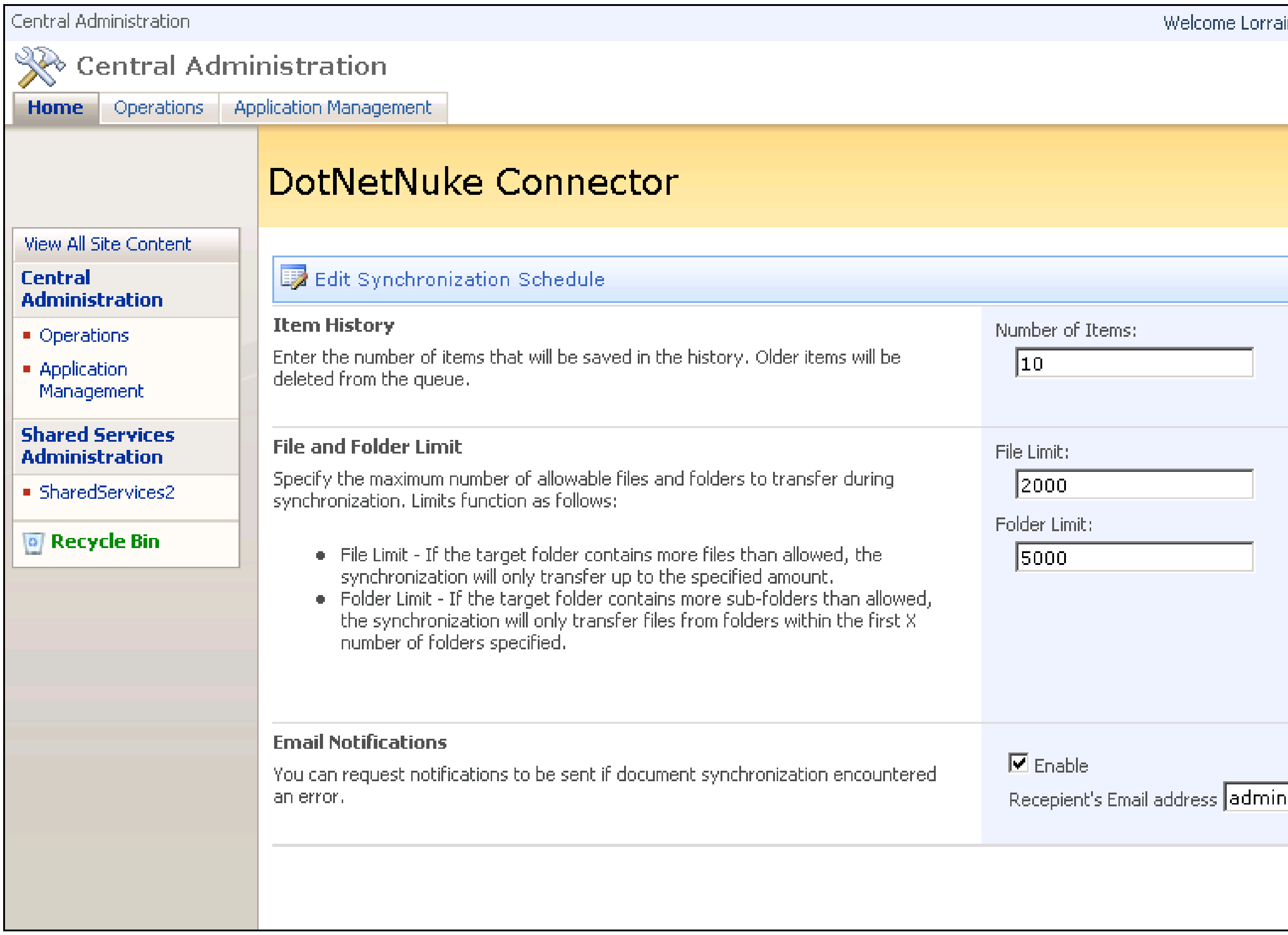
   a. **Optional.** In the **Item History** section, enter the number of items that will be saved in the history into the **Number Of Items** text box. Older items will be deleted from the queue. The default setting is 10.

b. **Optional.** In the **Folder and Folder Limit** section, enter the maximum number of files and folders to be transferred during synchronization. The default limits are 2000 files and 5000 folders.

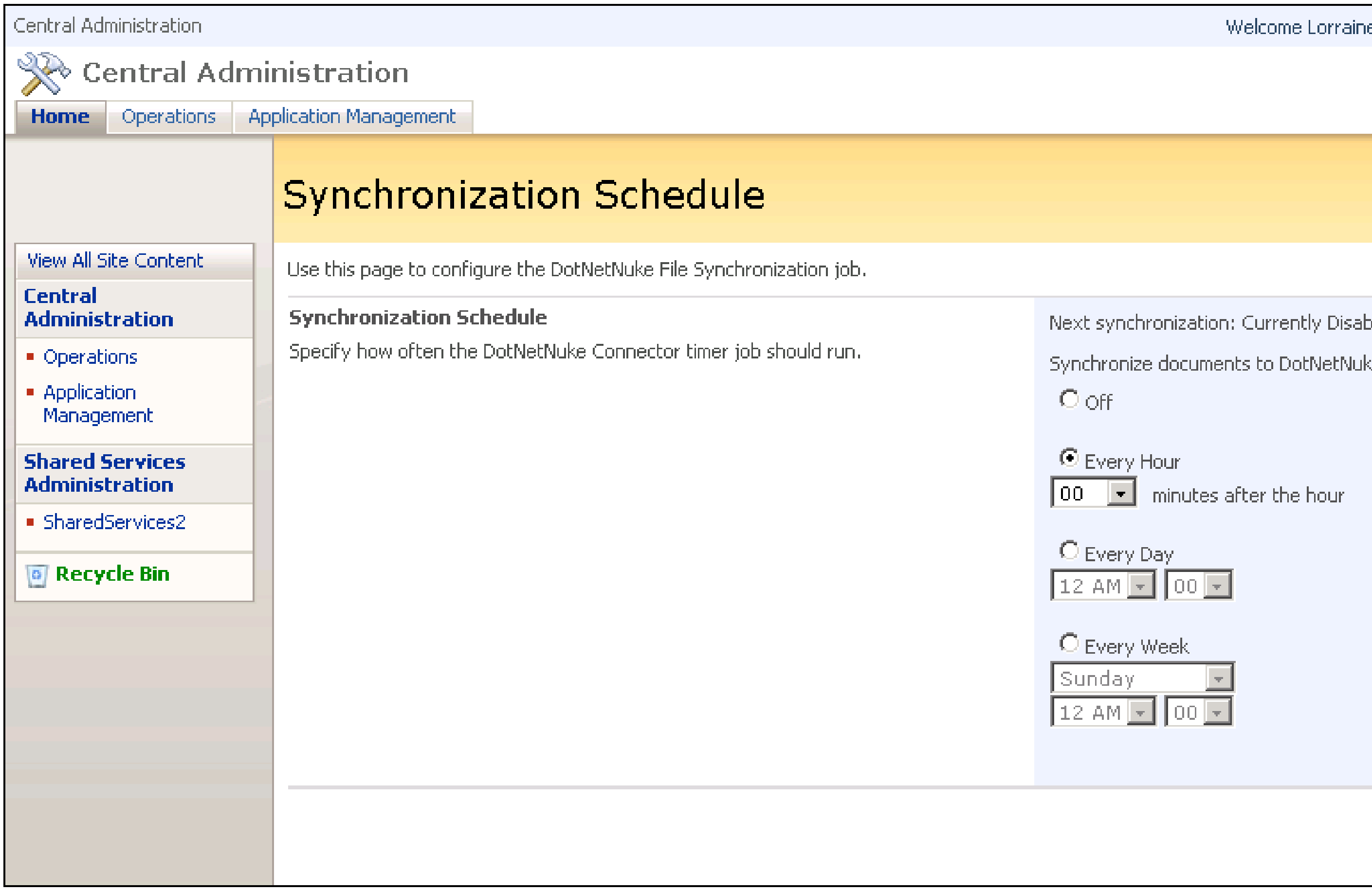
c. **Optional.** In the **Email Notifications** section, check the **Enable** check box to enable email notification to be sent if an error occurs during synchronization. Note: SharePoint Site Collection Administrators can also manage email notifications for their site. See "Enabling Synchronization Notifications (SP2007)"

   a. In the **Recipient's Email Address** text box, enter the email address where the notification will be sent.

d. Click the **OK** button to save any changes.



4. Click the Edit Synchronization Schedule link.
5. In the **Synchronization Schedule** section, select one of the following radio buttons and then specify how often the DotNetNuke Connector timer job should run.
   - **Every Hour**: Select to synchronize files every hour.
     a. **Optional.** Select the number of minutes after the hour. The default setting is on the hour. Note: This is the option selected in the below image.
   - **Every Day**: Select to synchronize files daily.
     a. **Optional.** Select the time of the day. The default setting is 12 AM.
   - **Every Week**: Select to synchronize files weekly.
     a. **Optional.** Select the day of the week and time. The default setting is Sunday and 12 AM.



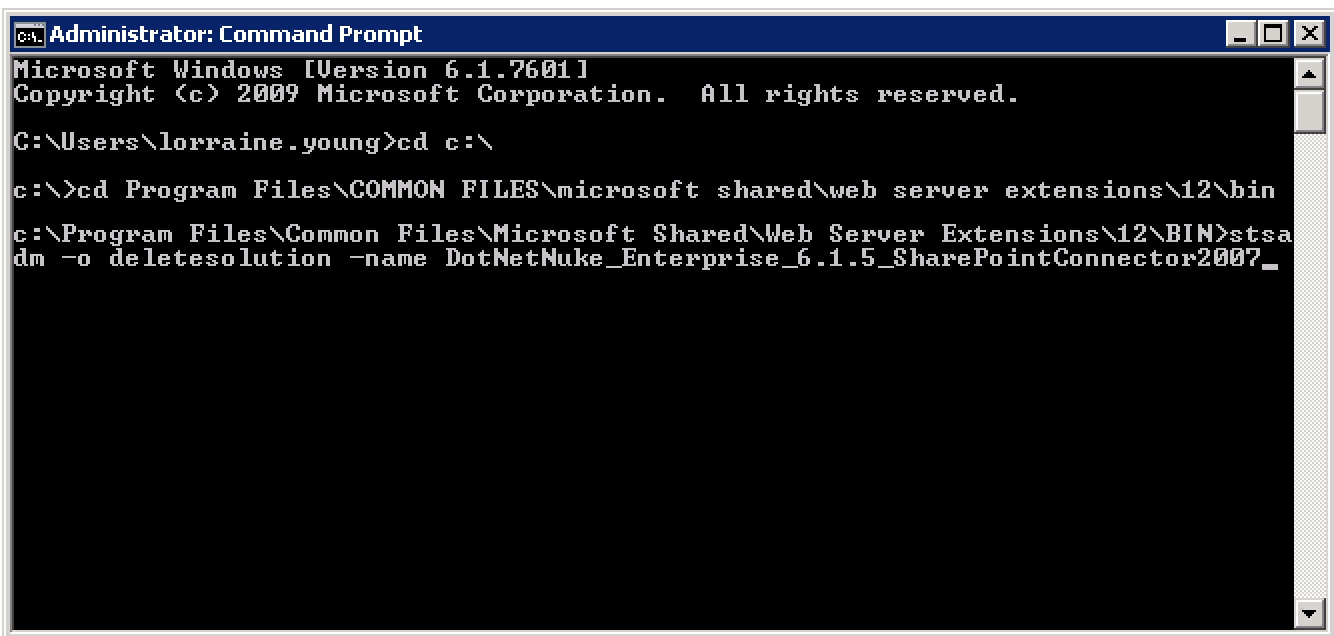
6. Click the **OK** button to confirm.

Uninstalling DotNetNuke Connector (SP2007)

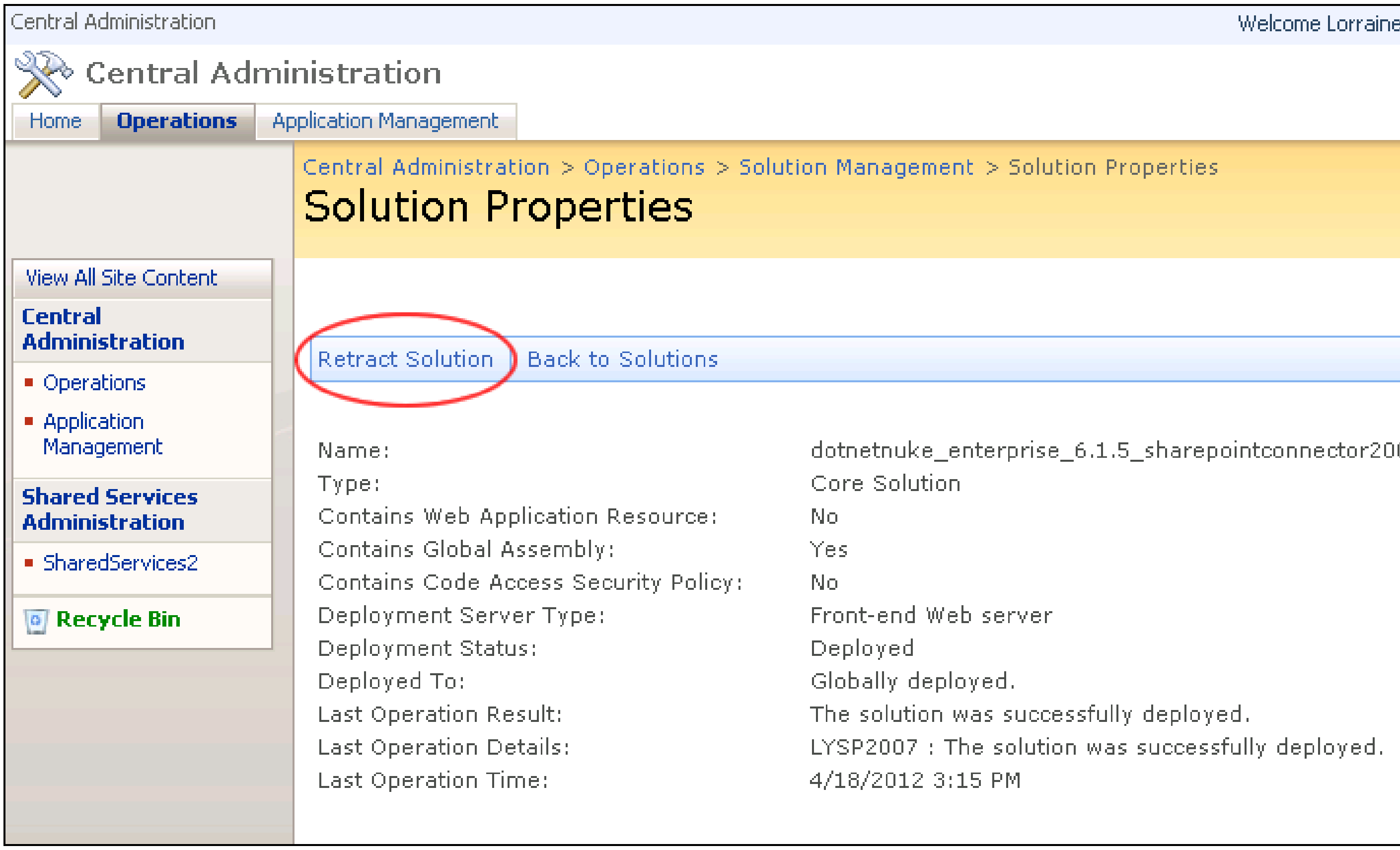
How to uninstall a timer job for the DotNetNuke SharePoint Connector.

Important: You are required to use the name of your Timer Job at Step 7. In the below example it is referred to as "Timer Job Name". The default Timer Job name is "DotNetNuke_Enterprise_6.1.5_SharePointConnector2007.wsp".

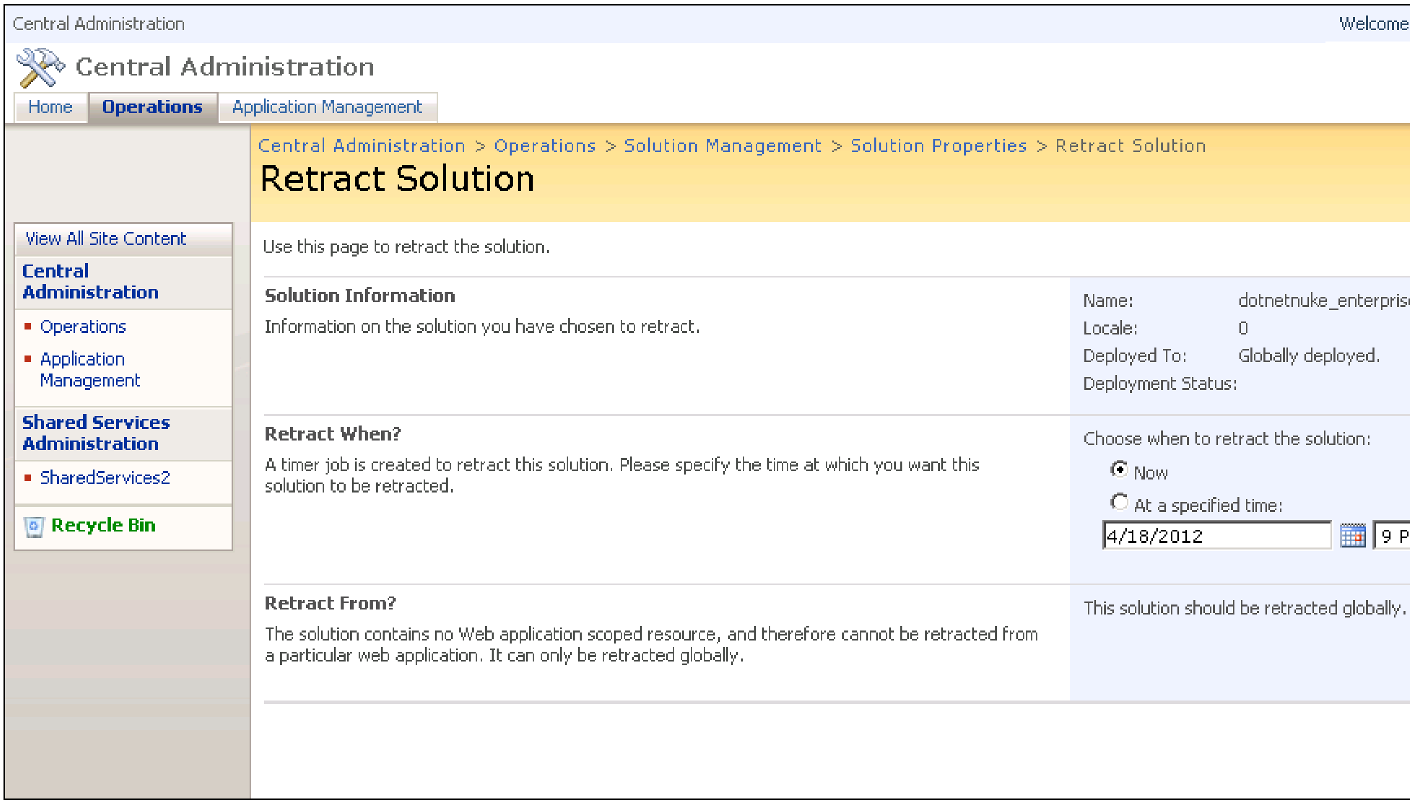
1. Log into SharePoint as Administrator.
2. Navigate to Start > All Programs > **Accessories** and then right click on "Command Prompt" and select "Run as Administrator".
3. In the Command Prompt type `cd c:\`
4. Strike the **Enter** key. This displays `c:>`
5. At c:\> type or copy in `cd Program Files\COMMON FILES\microsoft shared\web server extensions\12\bin`
6. Strike the **Enter** key.
7. Type or copy in `stsadm -o deletesolution -name <Timer Job Name>`
8. Strike the **Enter** key.



9. Open a Web browser and go to **SharePoint Central Administration**.
10. Navigate to Operations > **Solution Management**. This displays a list of the solutions in the farm.
11. In the Name column, click on the name of the timer job link. E.g. dotnetnuke_enterprise_6.1.5_sharepointconnector2007.wsp. This opens the Solution Properties page.
12. Select **Retract Solution**.



13. In the **Retract When?** section, select from these options:
    - Select **Now** to retract the solution immediately. This is the default option.
    - Select **At A Specified Time** and then set the date and time.
14. Click the **OK** button.



15. Once the Solutions.aspx page (Solution Management) shows Status = "Not Deployed", go to the cmd window and then strike the **Enter** key. The "Operation completed successfully" message is now displayed.
16. Refresh (F5) the Solutions.aspx page (Solution Management). The Timer Job is no longer displayed.

SharePoint Viewer

About the SharePoint Viewer Module

This module is installed on DNN by default but is not added to any page. *Only available in DotNetNuke Enterprise Edition*

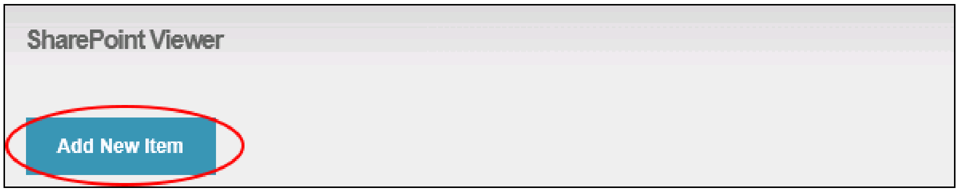
The SharePoint Viewer Module

Adding an Item to a SharePoint List

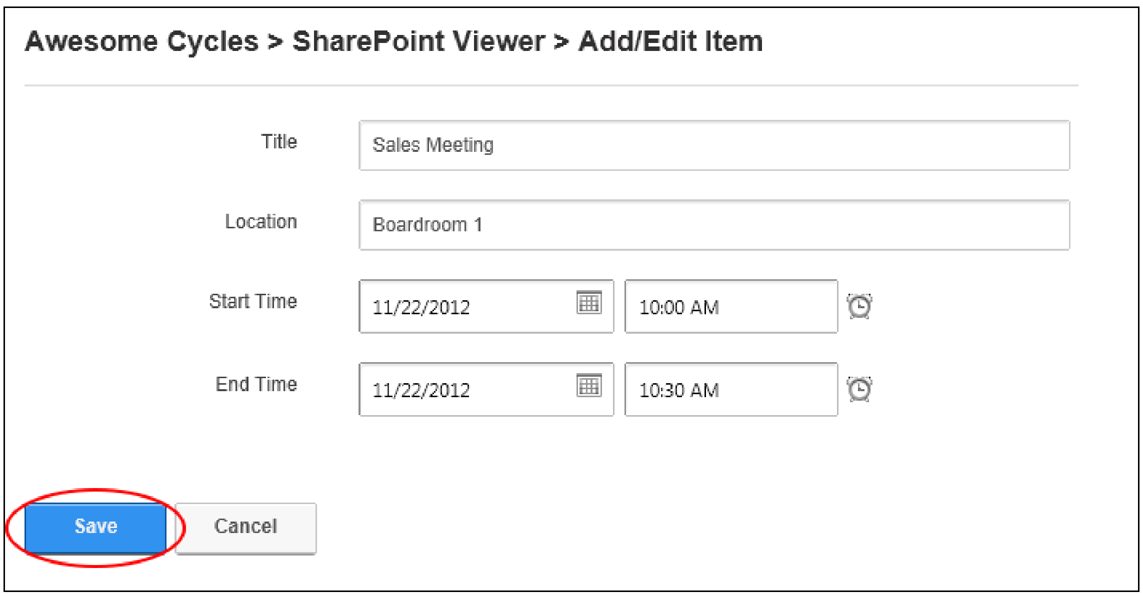
How to add an item to a SharePoint List using the SharePoint Viewer module.

Prerequisite. Posting Items to SharePoint must be enabled for synchronized lists (See "Adding a Synchronized List to SharePoint (SP2010)") and the SharePoint Viewer module must be configured to display a "List with Form" or a "Submission Form Only".

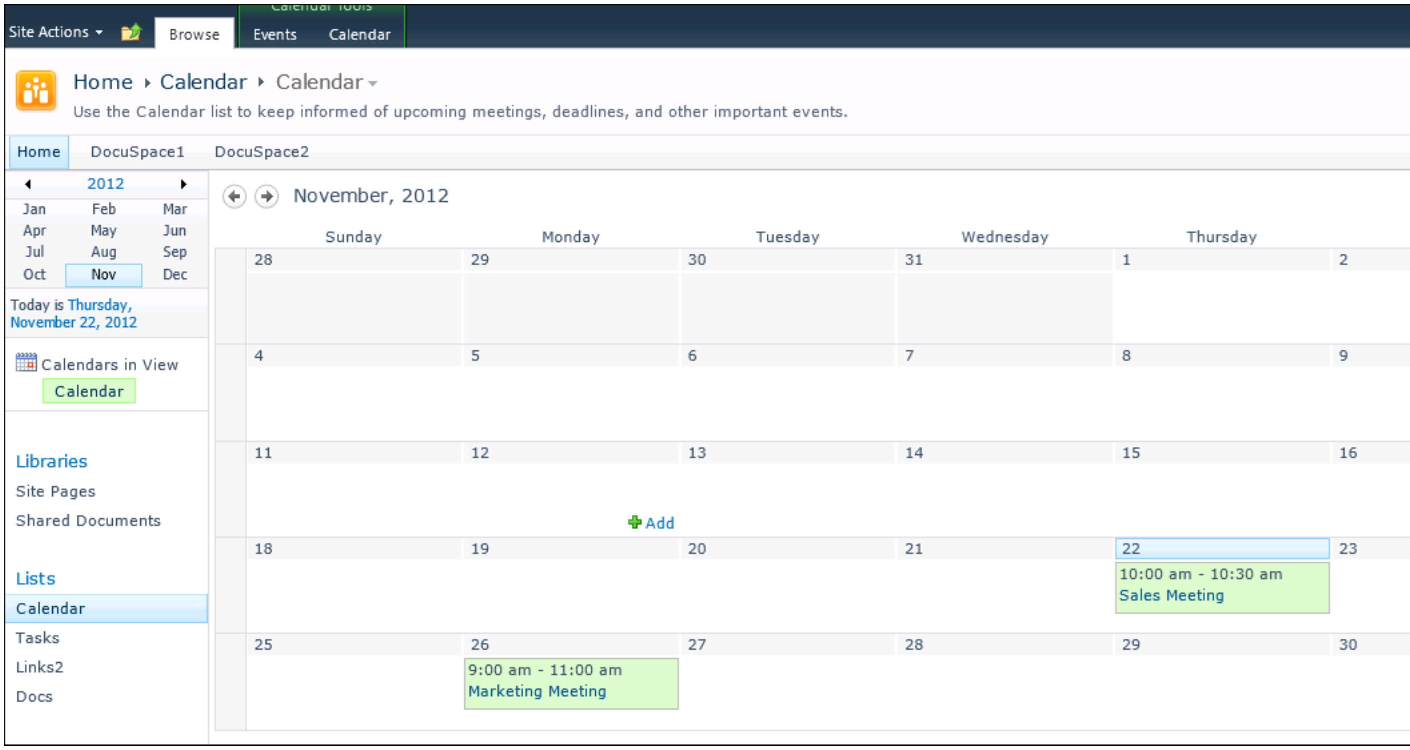
1. Click the **Add New Item** button.



2. Complete the form details.



3. Click the **Save** button. The newly added record is now displayed in both the SharePoint Viewer module (if set to List with Form) and on your SharePoint site.



Displaying a SharePoint List

How to display a SharePoint List using the SharePoint Viewer module.

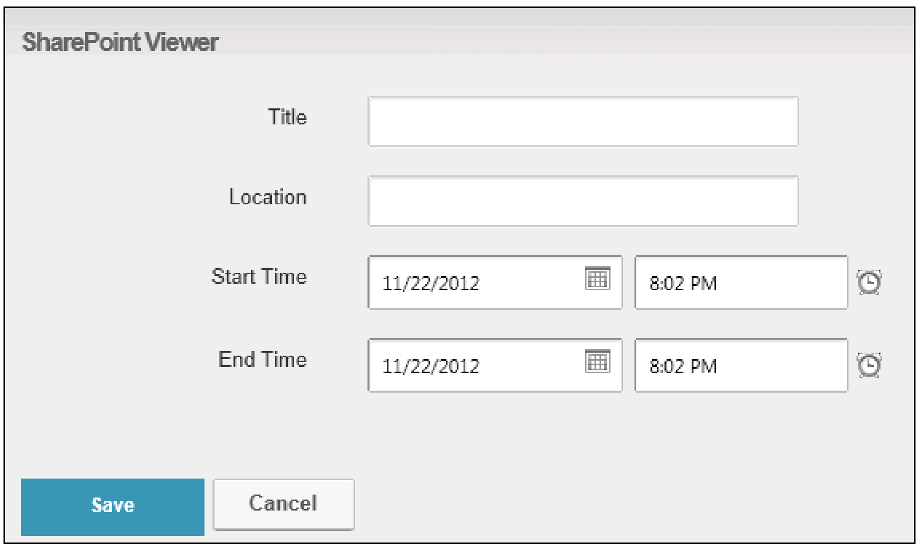
1. Select **Settings** from the module actions menu.
2. Select the **SharePoint Viewer Settings** tab.
3. At **Forms Mode**, select from these options:
   - **List**: Select to display a non-editable list.

SharePoint Viewer

	Title	Location	Start Time	End Time
	Sales Meeting	Boardroom 1	11/22/2012 10:00 AM	11/22/2012 10:30 AM
	End of Year Party	Conference Room	12/21/2012 4:00 PM	12/21/2012 11:00 PM
	Marketing Meeting	Boardroom 2	11/26/2012 9:00 AM	11/26/2012 11:00 AM

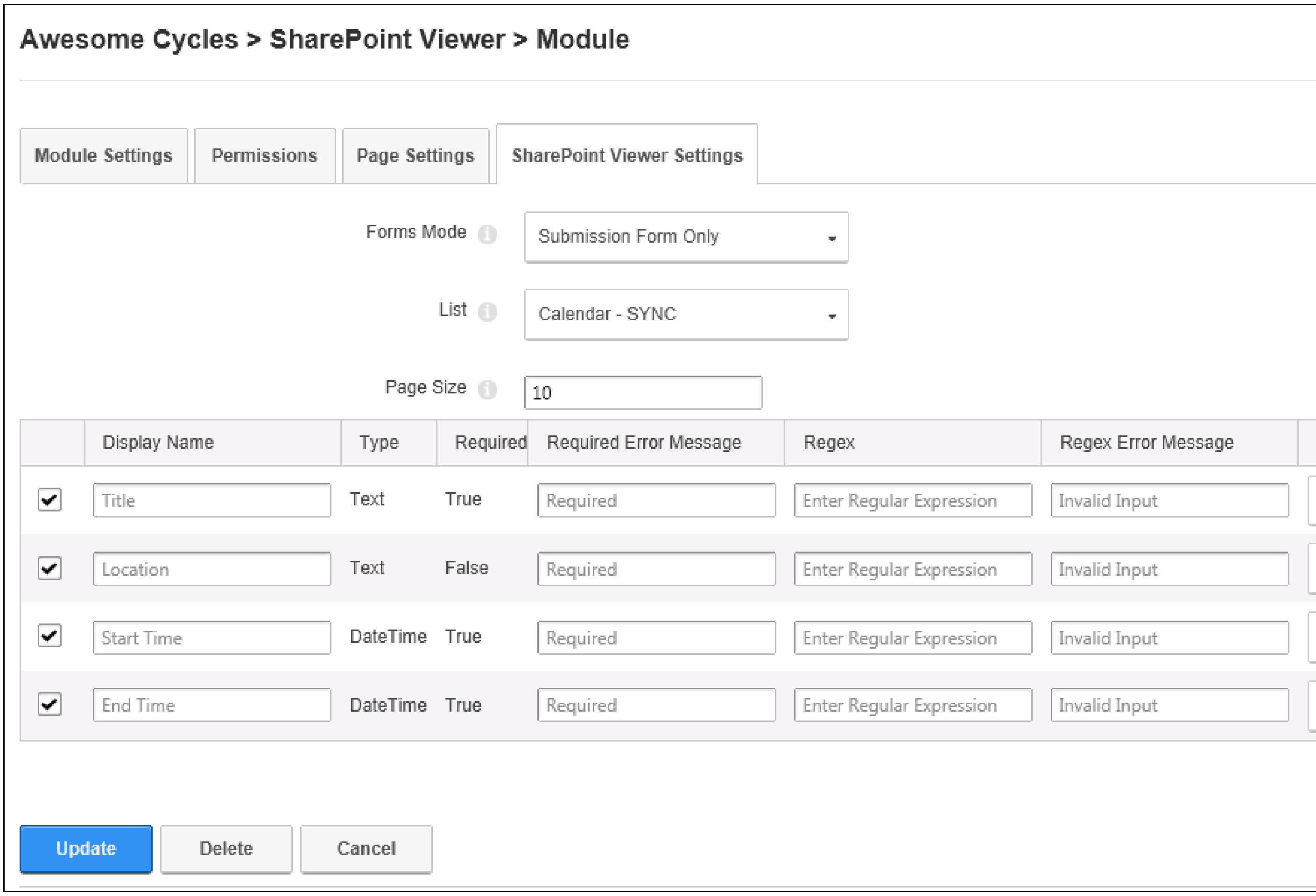
   - **List with Form**: Select to display an editable list with a "Add New Item" button to add new items using a form.

- **Submission Form Only**: Select to display a submission form only.



4. At **List**, select a SharePoint list from the drop down list. This will display details of the chosen list at the base of this page.
   1. **Optional.** Modify the layout of the list/form as follows:
      - In the **Display Name** text boxes, modify the name one or more fields.
      - In the **Order** text boxes, modify the number displayed for each field to change the order of fields.
      - In the **Regex** text boxes, enter a regular expressions to restrict the values that are allowed in the other entry field.
      - In the **Regex Error Message** text boxes, enter the error message that will be displayed if the regular expression is not met.

5. In the **Page Size** text box, enter the maximum number of records that are displayed on the page. Where a greater number of items exist, the Pager control will be displayed. See "About the Pager"



6. Click the **Update** button.

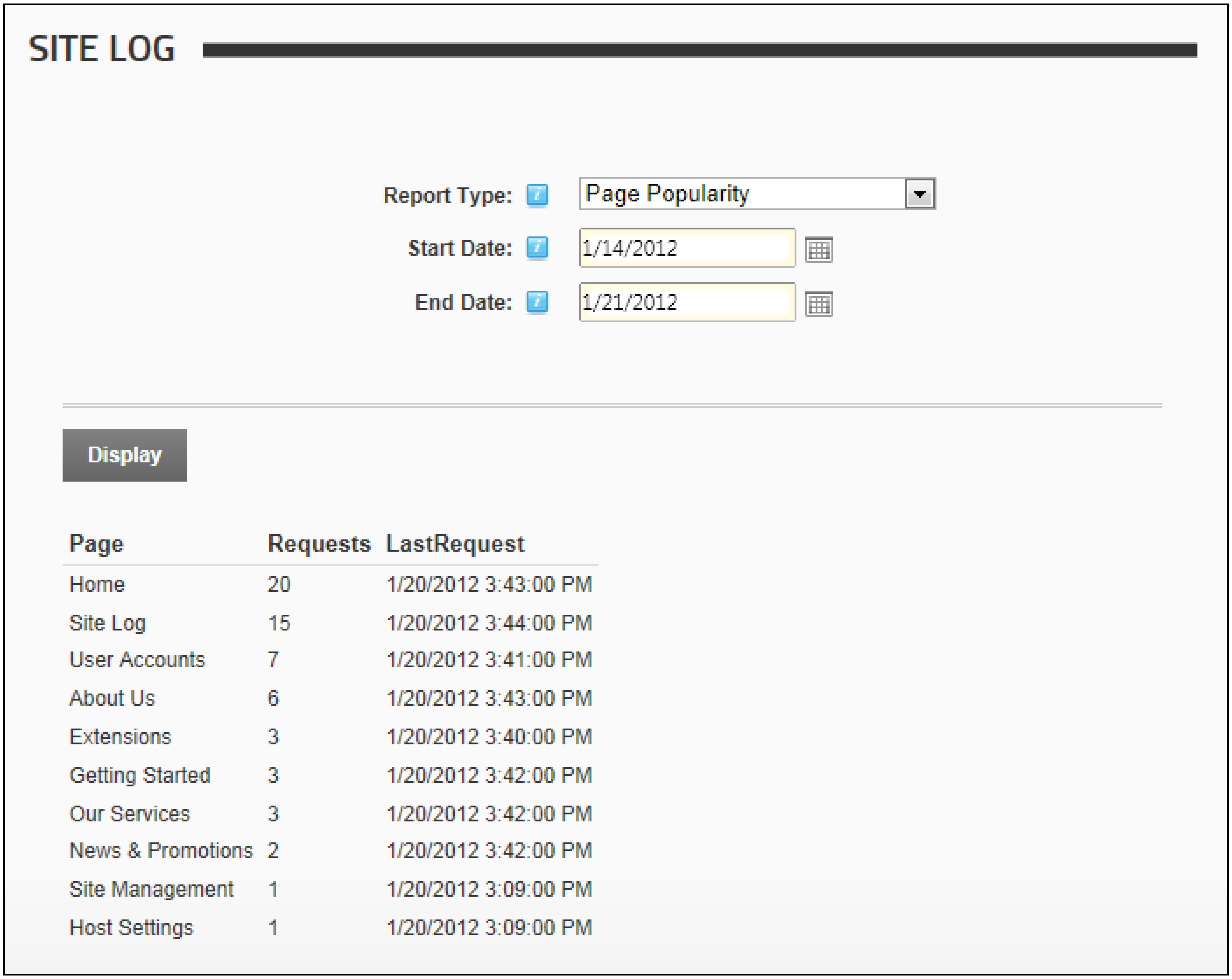
Site Log

About the Site Log Module

The Site Log module enables users to view statistical reports on site activity. Twelve (12) reports are provided. Each report can be set by date range, with the previous month being the default setting. Any user who has been granted access to view this module can view reports. The Host is able to enable the Site Log and restrict the number of days log history is kept for.

Permissions. All users who are authorized to view the Site Log module can select and view any report.

Module Version: 01.00.00. Note: The version number for this module does not update as it forms part of the DNN framework.



Page	Requests	LastRequest
Home	20	1/20/2012 3:43:00 PM
Site Log	15	1/20/2012 3:44:00 PM
User Accounts	7	1/20/2012 3:41:00 PM
About Us	6	1/20/2012 3:43:00 PM
Extensions	3	1/20/2012 3:40:00 PM
Getting Started	3	1/20/2012 3:42:00 PM
Our Services	3	1/20/2012 3:42:00 PM
News & Promotions	2	1/20/2012 3:42:00 PM
Site Management	1	1/20/2012 3:09:00 PM
Host Settings	1	1/20/2012 3:09:00 PM

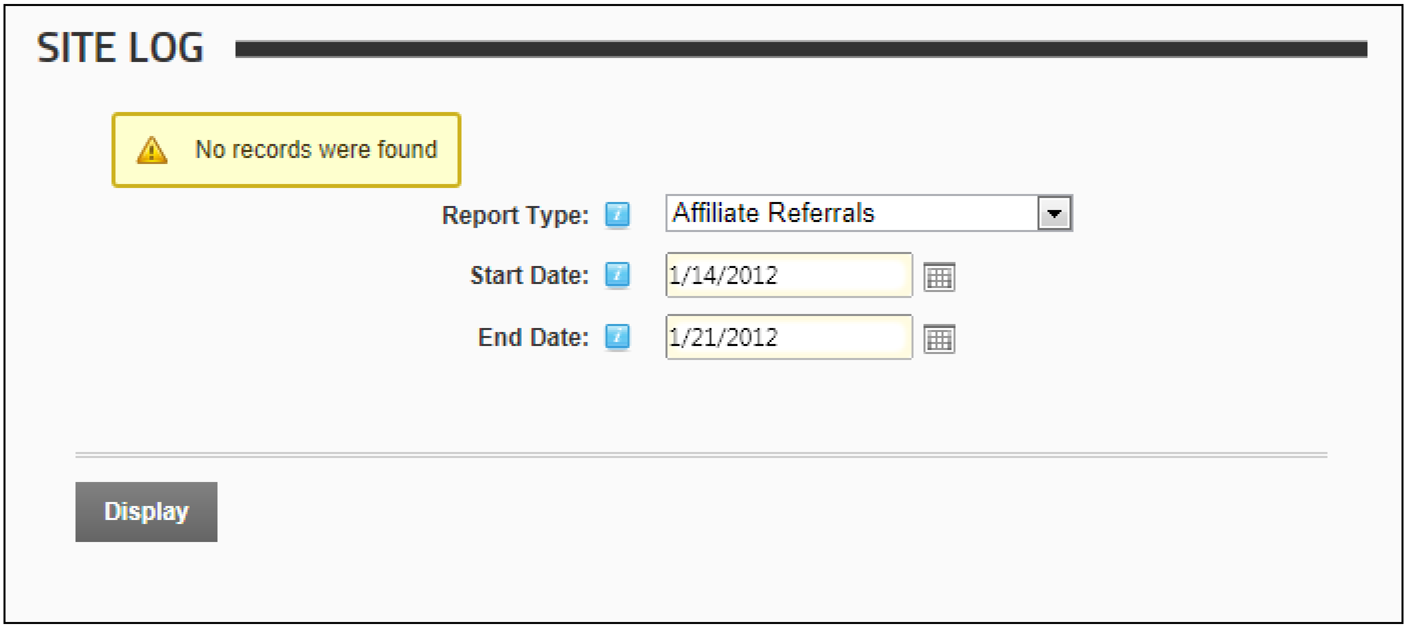
The Site Log Module

Affiliate Referrals Report

The Affiliate Referrals report tracks referrals from affiliates that include an affiliate ID = number in the URL to your site.

Report Fields:

- **Affiliate Id**: The ID number of the affiliate
- **Requests**: Number of requests associated with this affiliate
- **Last Referral**: Date and time when the last referral occurred



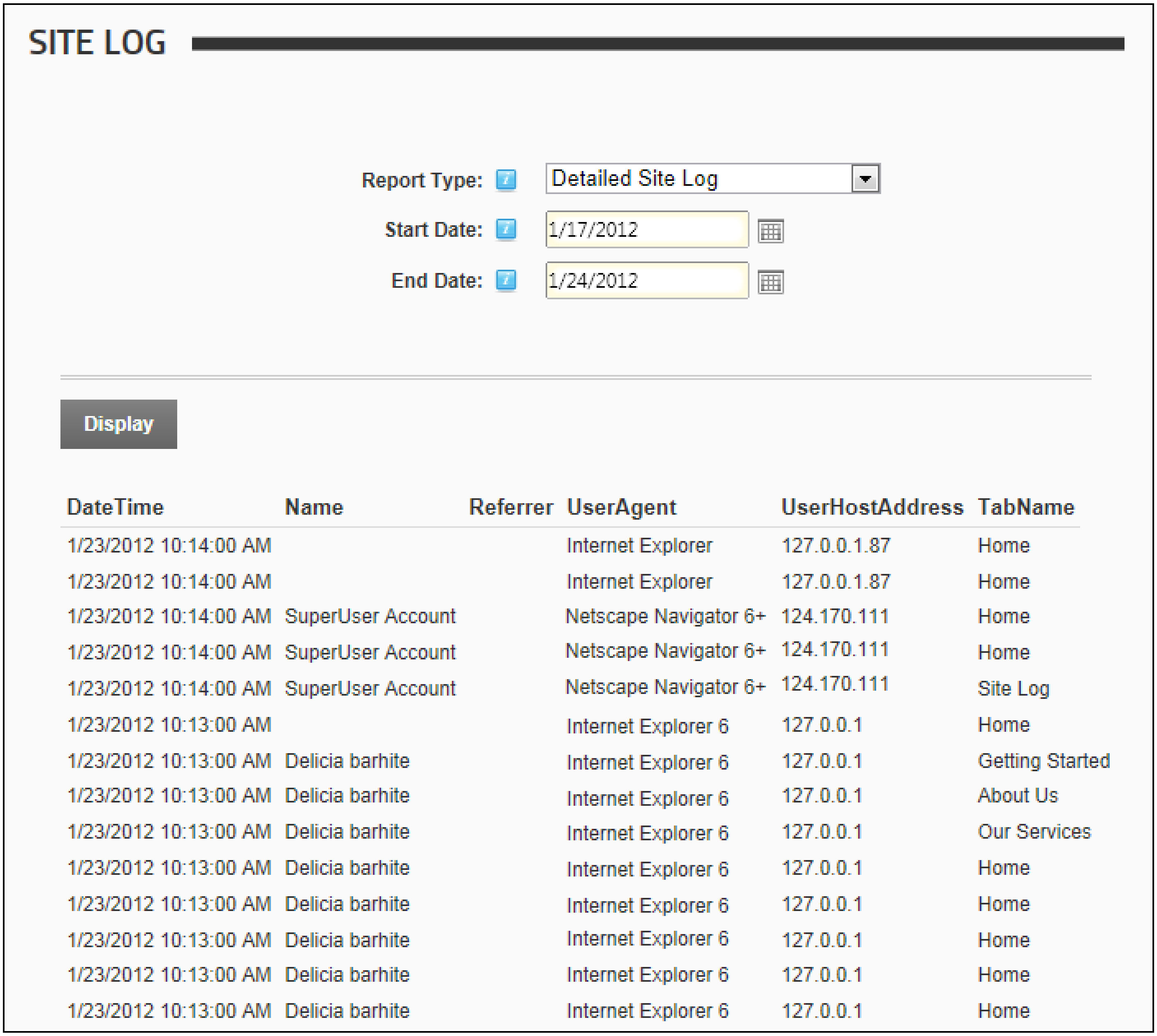
The Affiliate Referrals Report

Detailed Site Log Report

The Detailed Site Log report displays a detailed log of all site activity. This report includes activity for all users, including Administrators and SuperUsers.

Report Fields:

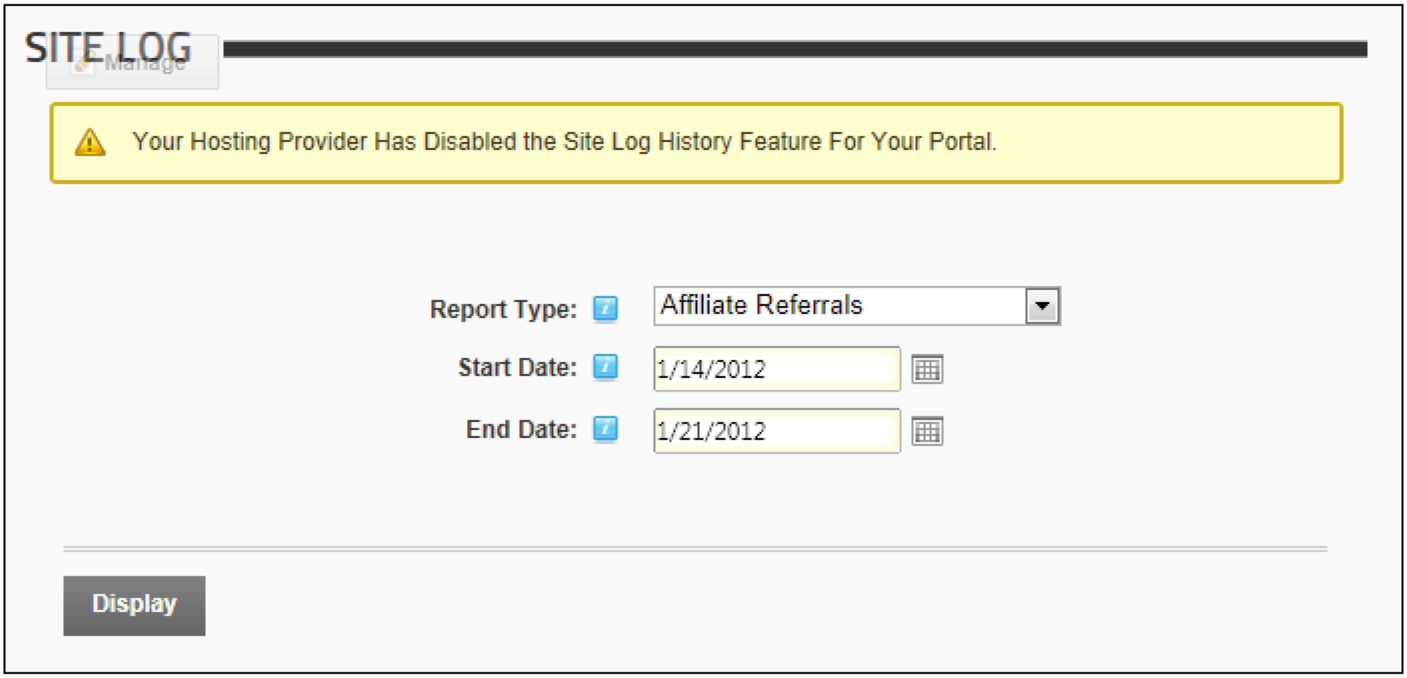
- **Date Time**: Date and time of the visit
- **Name**: Displays the user name of authenticated users
- **Referrer**: The previous website the user visited during this session
- **User Agent**: The type of Web browser used
- **User Host Address**: The Host address of the user
- **Tab Name**: The name of the page being visited



The Detailed Site Log Report

Enabling the Site Log

The Site Log module is disabled by default and must be enabled and configured by a SuperUser before it can be used to generate reports. The disabled Site Log module displays the yellow warning message "Your Hosting Provider Has Disabled the Site Log History Feature For Your Portal".

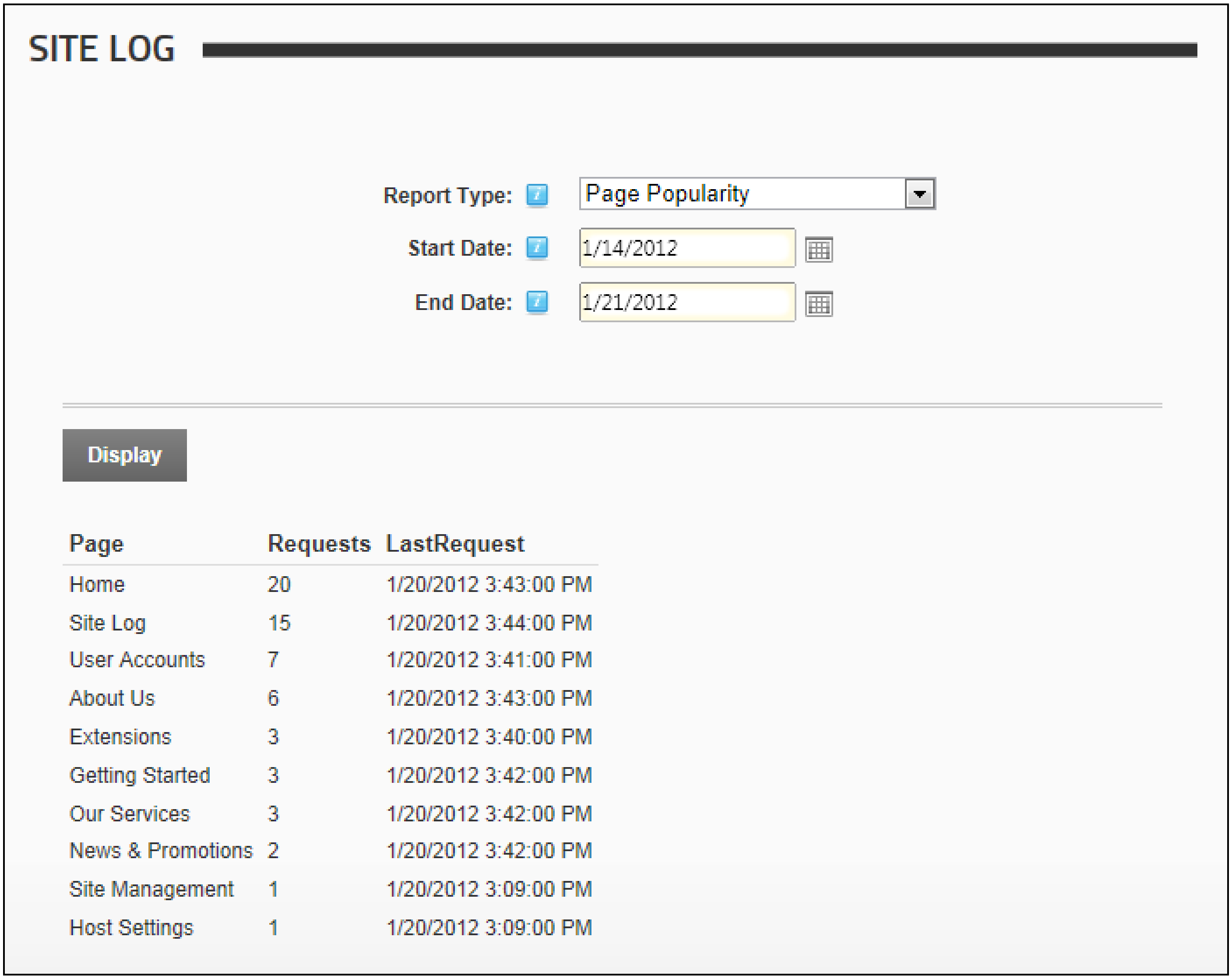


Page Popularity Report

The Page Popularity report displays a summary list of the most visited pages.

Report Fields:

- **Page Name**: The page being visited
- **Requests**: The number of times the page has been visited
- **Last Request**: The last time the page was visited



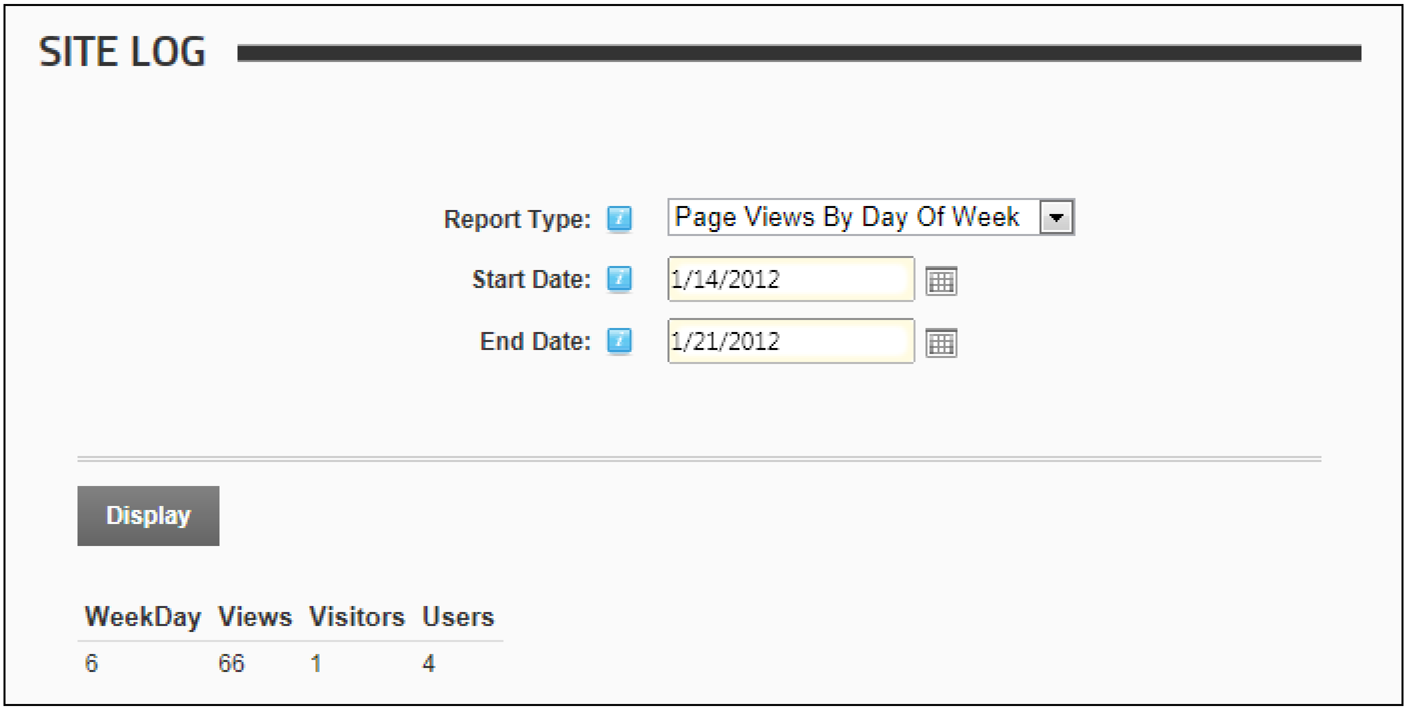
The Page Popularity Report

Page Views By Day Of Week Report

The Page Views By Day Of Week report displays a summary list of the number of visitors and users who viewed the site during the selected day range.

Report Fields:

- **Week Day**: The day of the week
- **Views**: Number of views for the day
- **Visitors**: Number of all visitors for the day
- **Users**: Number of registered user visits for the day



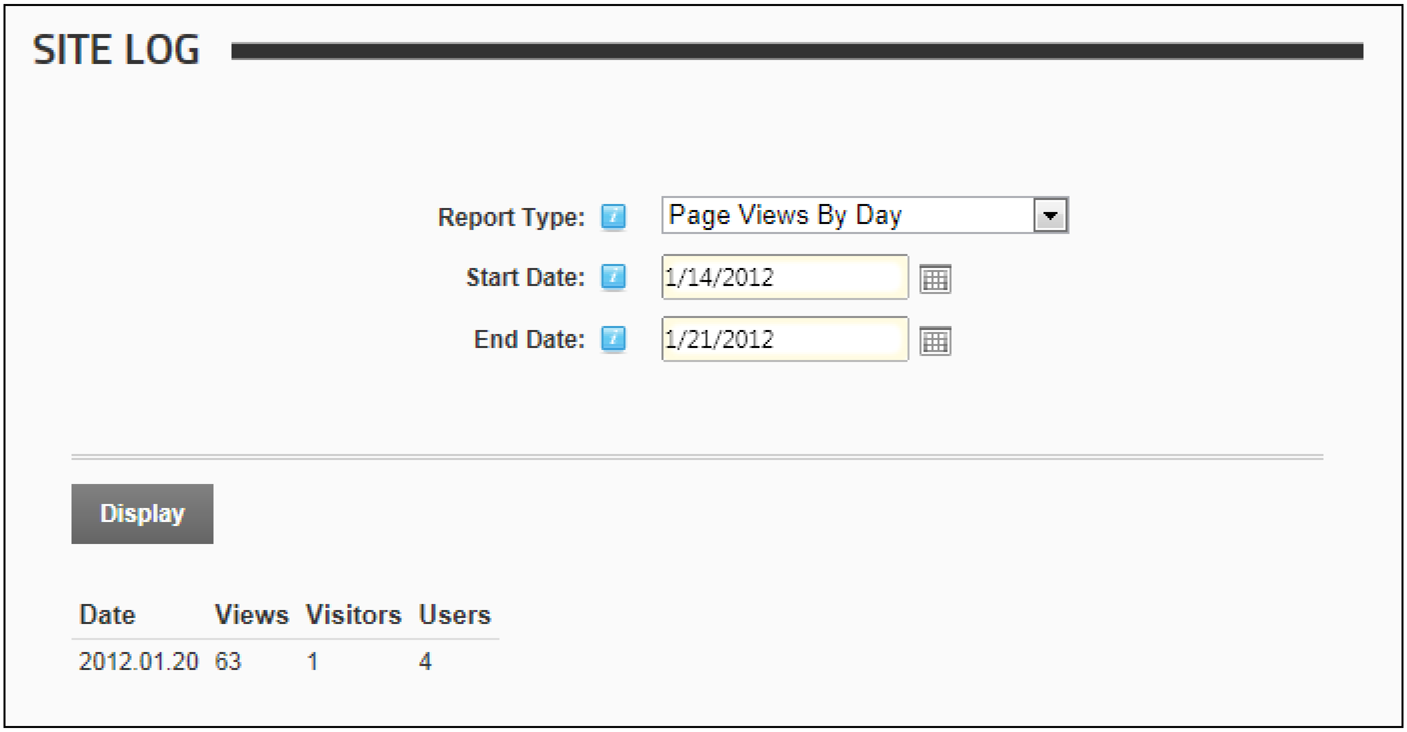
The Page Views By Day Of Week Site Log Report

Page Views By Day Report

The Page Views By Day report provides a summary list of the number of visitors and users who viewed the site for the selected day range.

Report Fields:

- **Date**: Date of the visit
- **Views**: Number of views for the day
- **Visitors**: Number of all visitors for the day
- **Users**: Number of registered user visits for the day



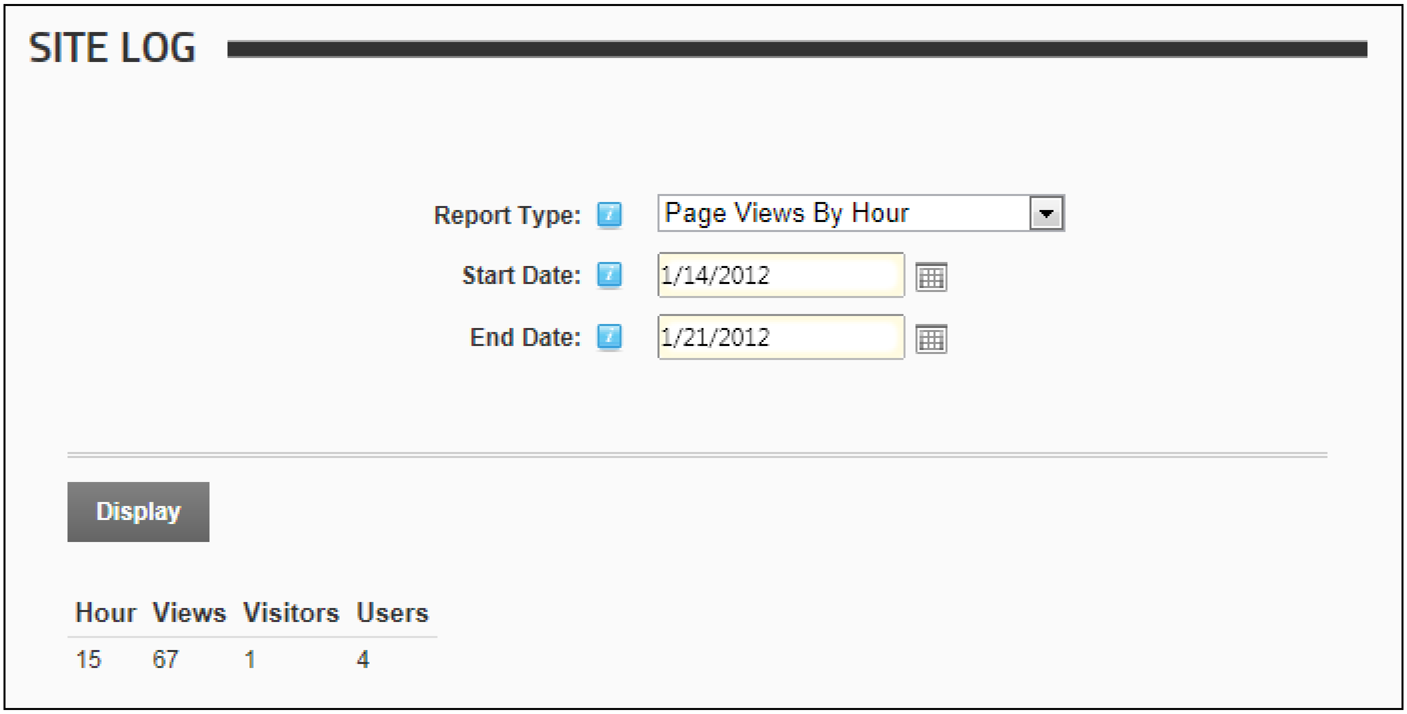
The Page Views By Day Report

Page Views By Hour Report

The Page Views By Hour report provides a summary list of the number of visitors and users who viewed the site each hour for the selected day range.

Report Fields:

- **Hour**: The hour that the visitor first came to the site. This field uses a 24 hour clock
- **Views**: Number of views for the hour
- **Visitors**: The total number of all visitors for the hour
- **Users**: Number of registered user visits for the hour



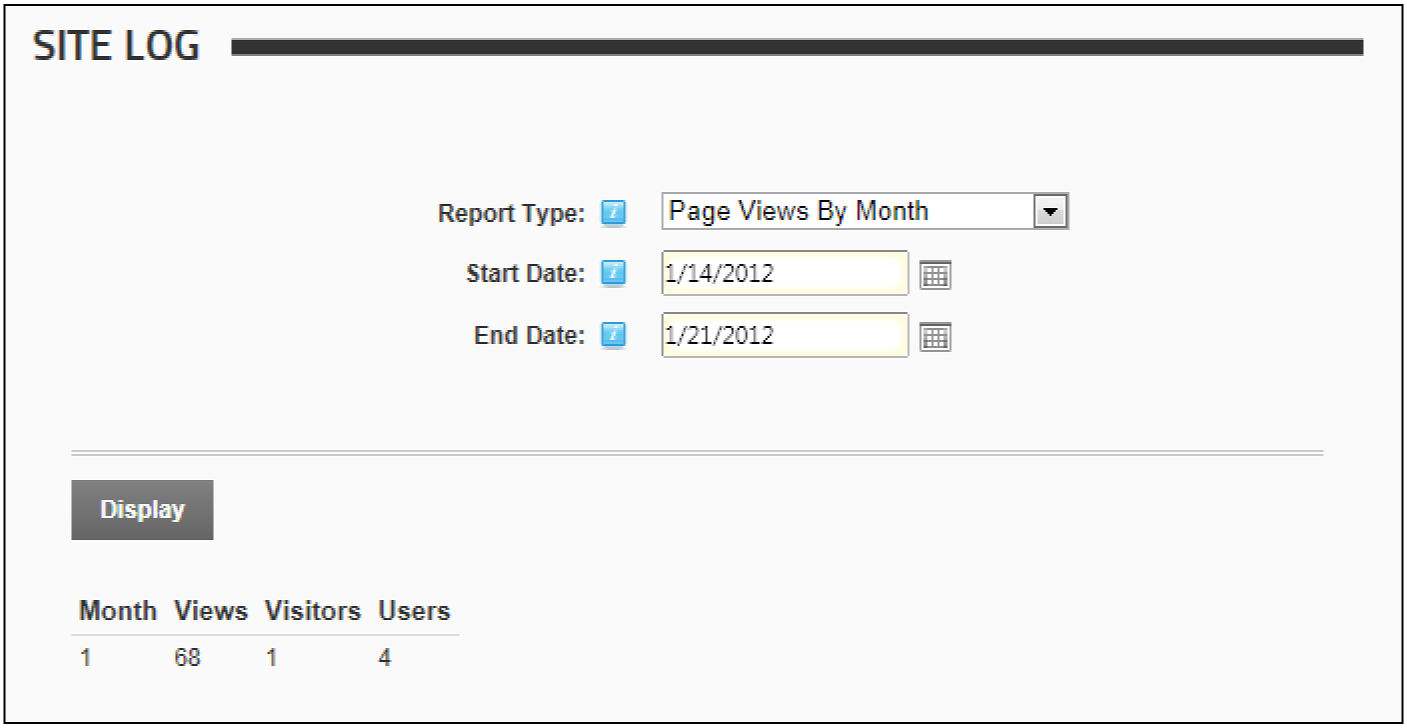
The Page Views By Hour Report

Page Views By Month Report

The Page Views By Month report displays the total number of visitors and users who viewed the site each month for the selected range of months.

Report Fields:

- **Month**: The number of the current calendar month. E.g. 1 = January
- **Views**: Number of views for the month
- **Visitors**: Total number of all visitors for the month
- **Users**: Number of visits by registered user for the month



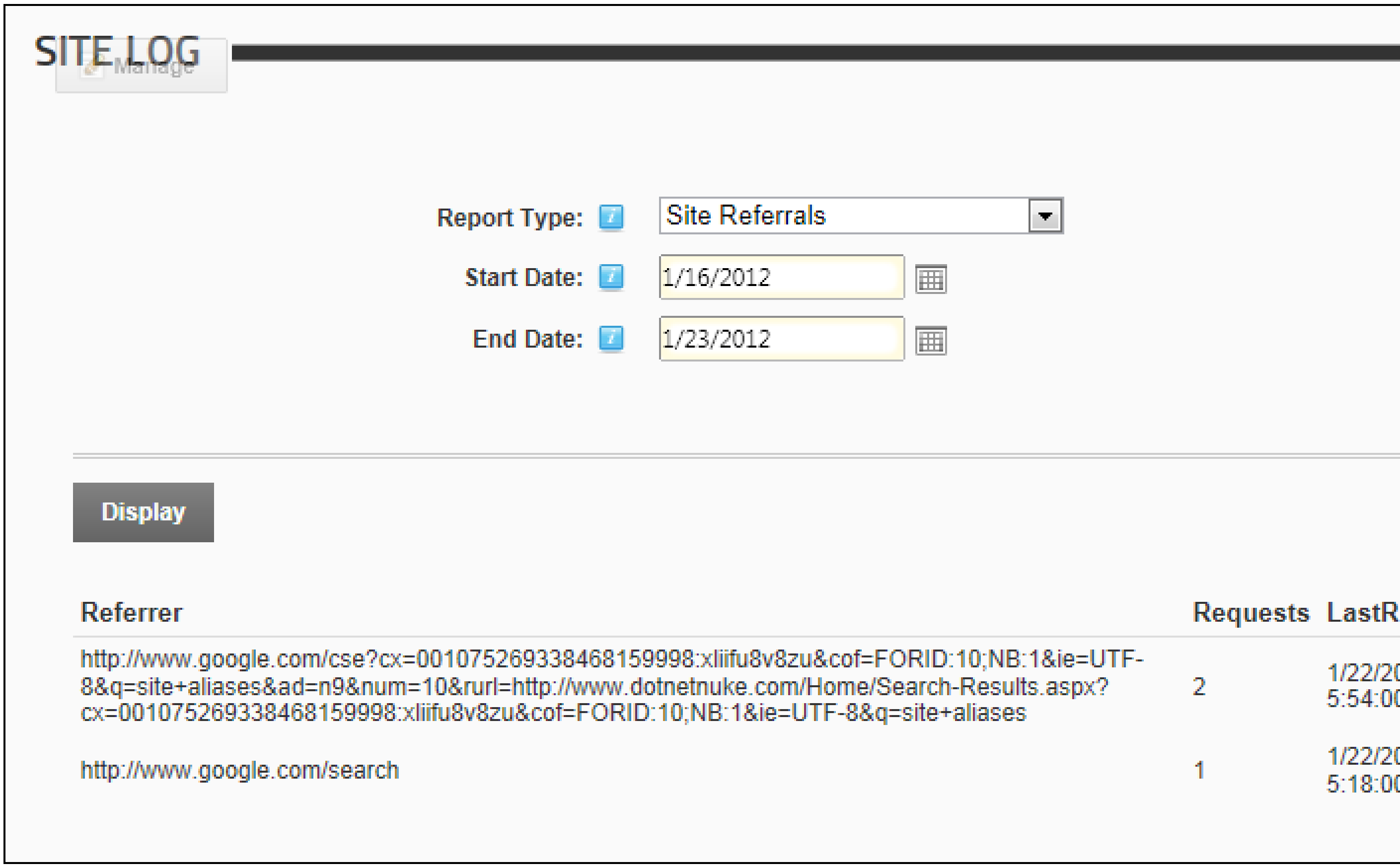
The Page Views By Month Site Log Report

Site Referrals

The Site Referrals report displays a summary list of the website or search engine that visitors were on prior to visiting the site.

Report Fields:

- **Referrer**: The URL of the referring website
- **Requests**: Number of requests
- **Last Request**: Date and time of the last request



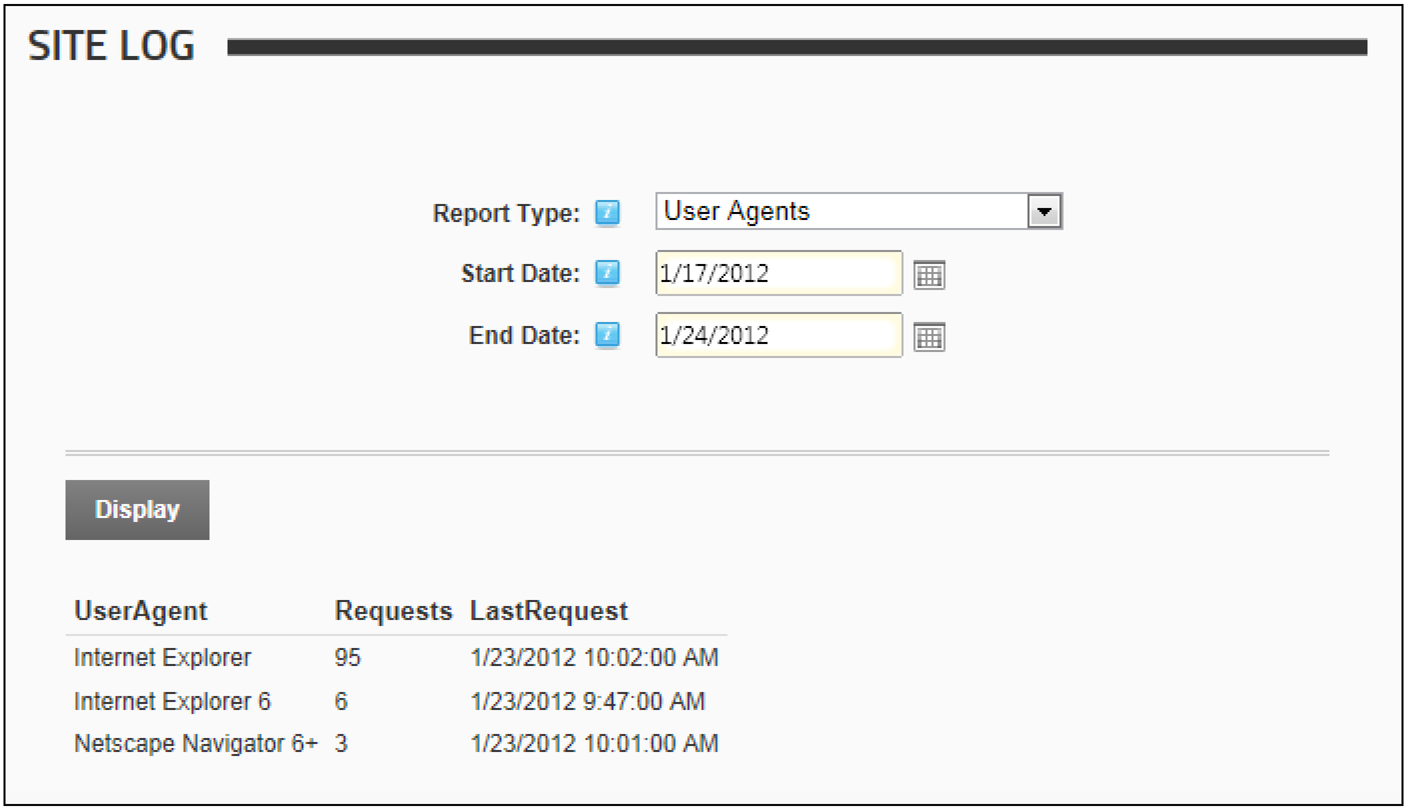
The Site Referrals Report

User Agents Report

The User Agents report displays a summary list of the search engine bots and Web browsers that visitors were using when they visited the site.

Report Fields:

- **User Agent**: Search engine or Web browser
- **Requests**: Number of requests
- **Last Request**: Date and time of the last request



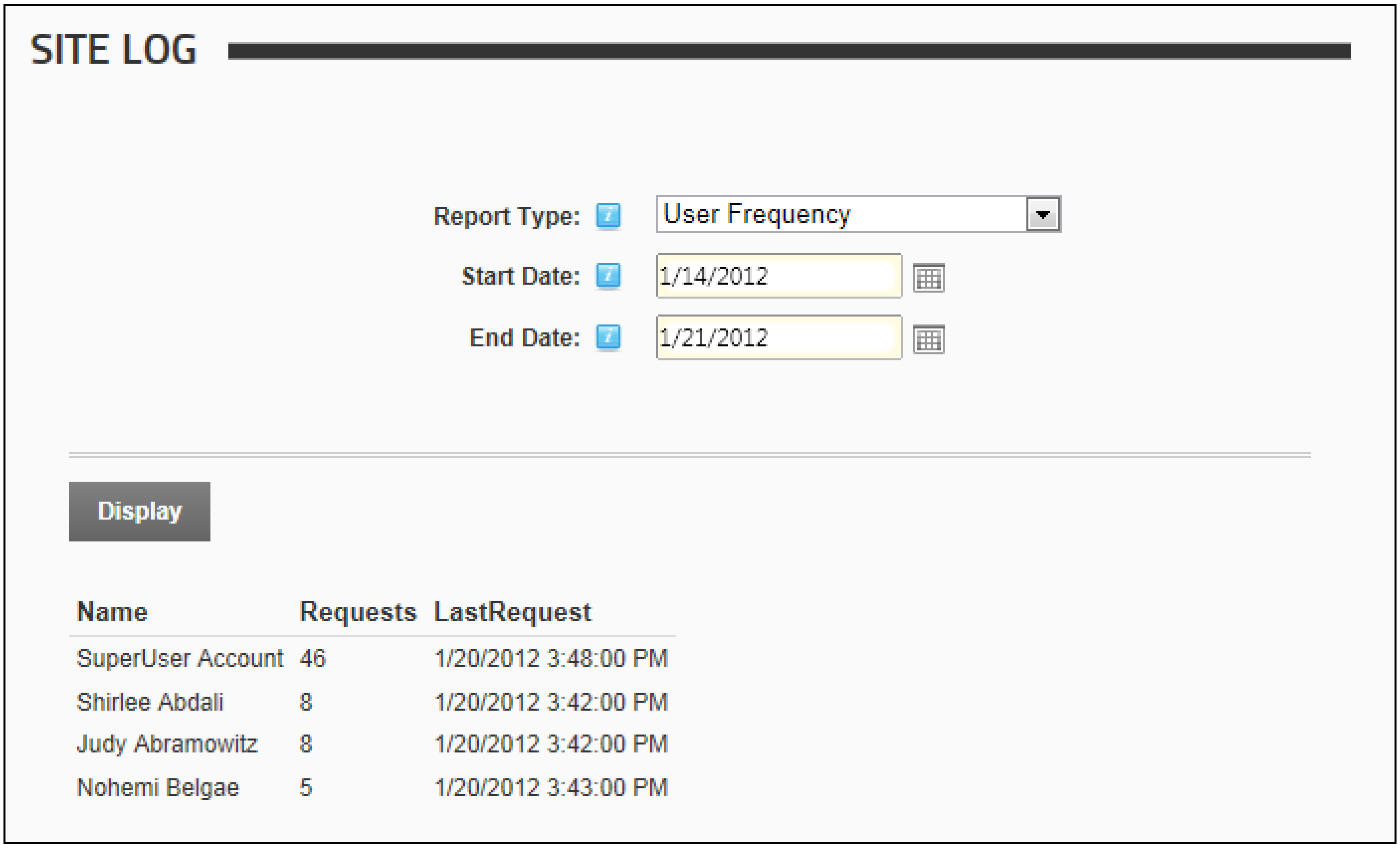
The User Agents Report

User Frequency Report

The User Frequency report displays a list of registered users and shows how many pages they have visited as well as the time of their last visit.

Report Fields:

- **Name**: First name and last name of the user
- **Requests**: The total number of page requests by this user
- **Last Request**: Date and time of the last request



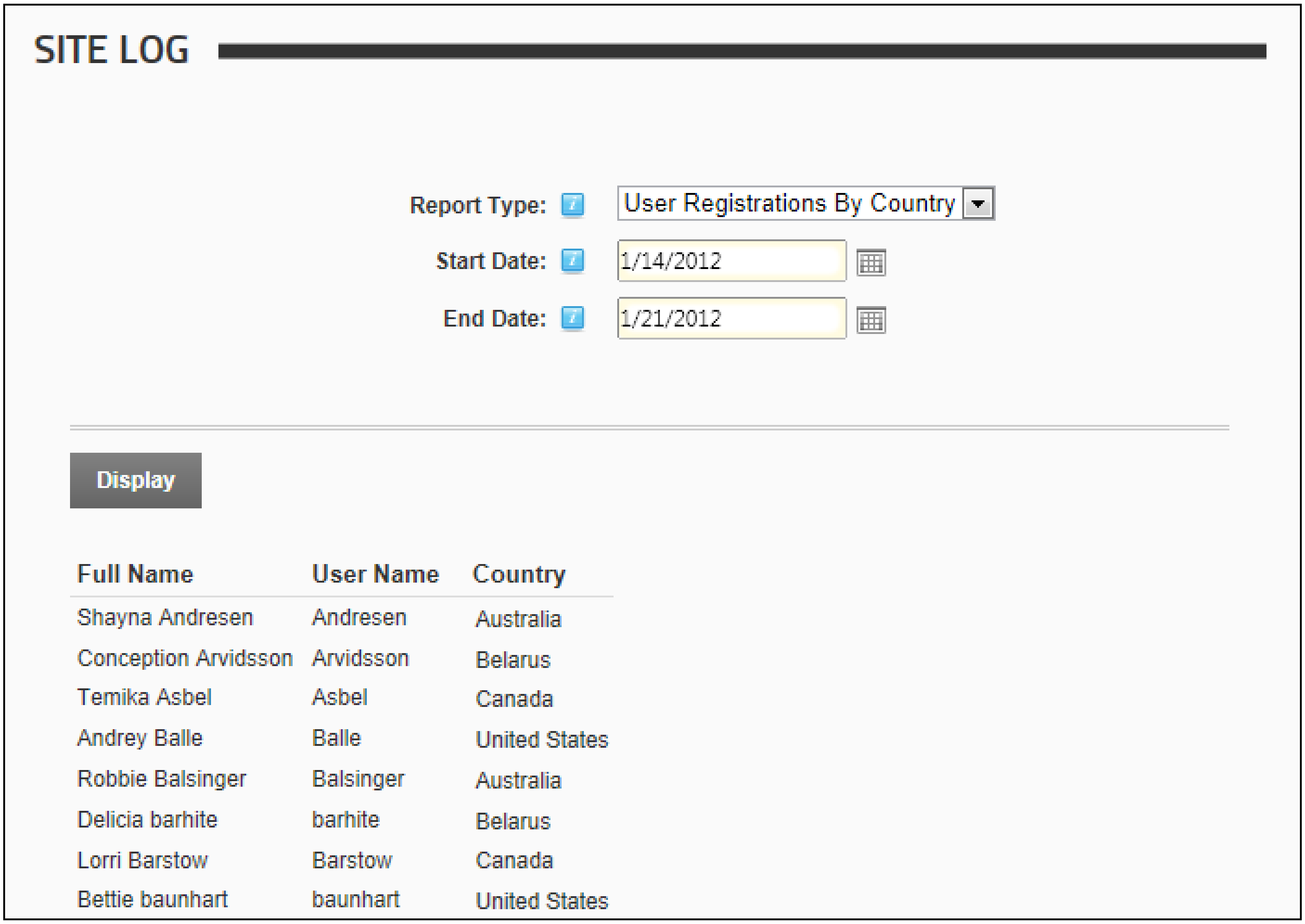
The User Frequency Report

User Registrations By Country Report

The User Registrations By Country report displays the number of new registered users for each country for the selected date range.

Report Fields:

- **Full Name**: The first name and last name of the user
- **User Name**: The user name of the user
- **Country**: The country selected by a user on their user profile



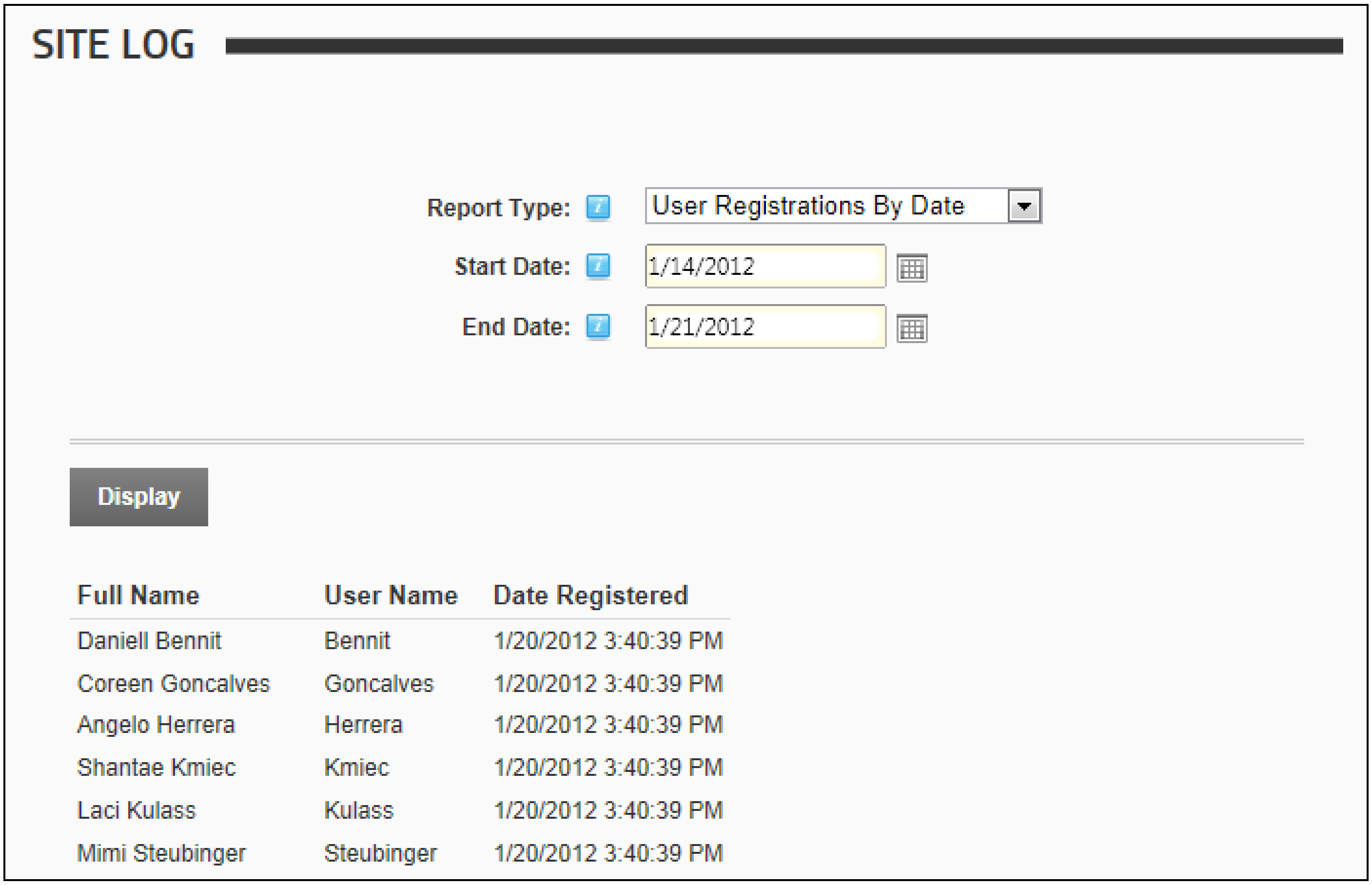
The User Registrations By Country Report

User Registrations By Date Report

The User Registrations By Date report displays the number of new registered users for each date within the selected date range.

Report Fields:

- **Full Name**: The first name and last name of the user
- **User Name**: The user name of the user
- **Date Registered**: The date and time when the user registration occurred

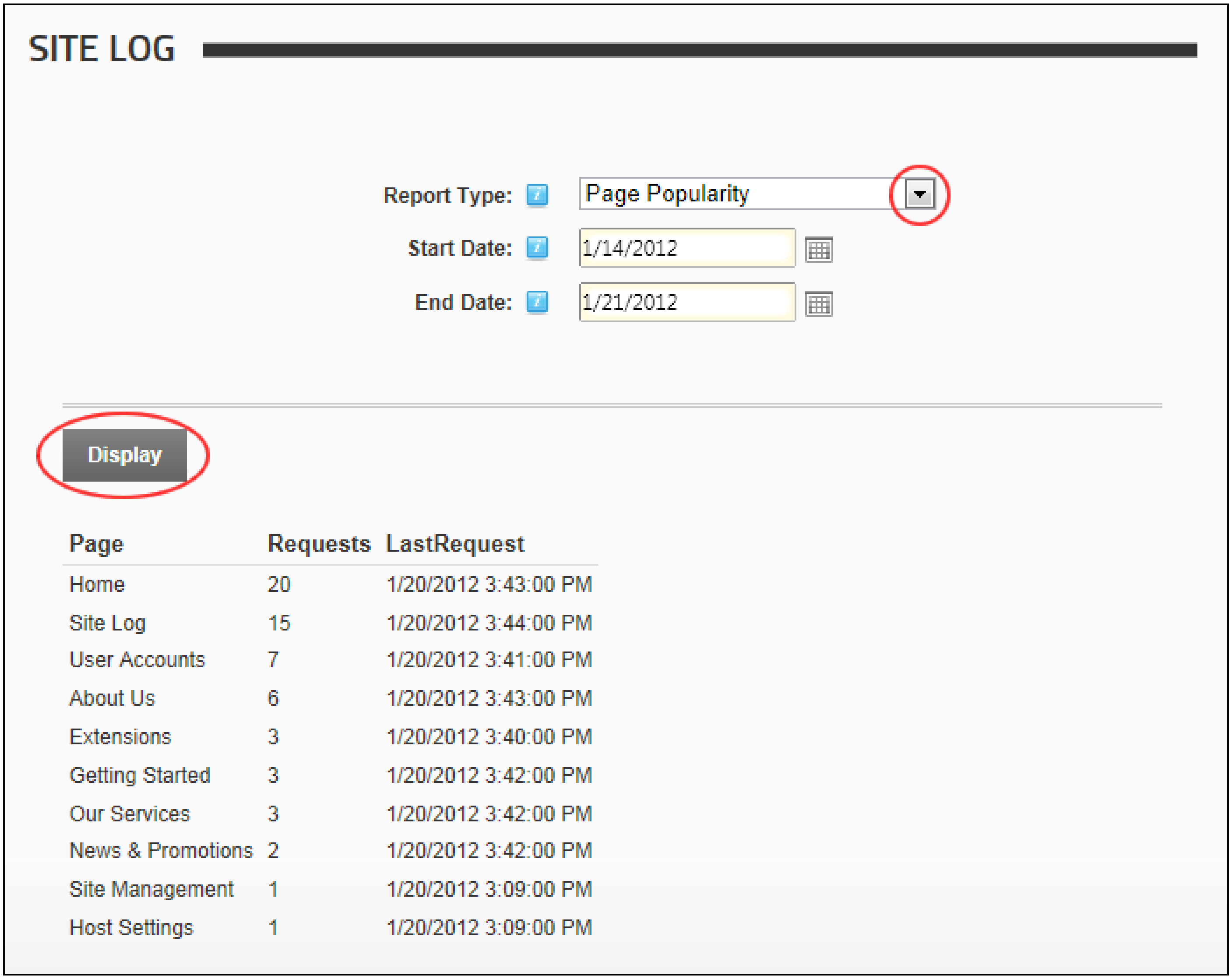


The User Registrations By Date Report

Viewing a Site Report

How to view a site report using the Site Log module.

1. Navigate to Admin > Advanced Settings > **Site Log** - OR - Navigate to a Site Log module.
2. At **Report Type**, select the required report. You can now skip to Step 5 if you want to view a report for last seven days including today.
3. **Optional.** At **Start Date**, click the **Calendar** button and select the start date for the report.
4. **Optional.** At **End Date**, click the **Calendar** button and select the end date for the report.
5. Click the Display link to view the report results. If there aren't any matching results for the selected report and date range, then the "No records were found" message is displayed at the top of the module.



Viewing a Site Log Report

Related Topics:

- See "Working with the Calendar"

Site Redirection Management

About the Site Redirection Management Module

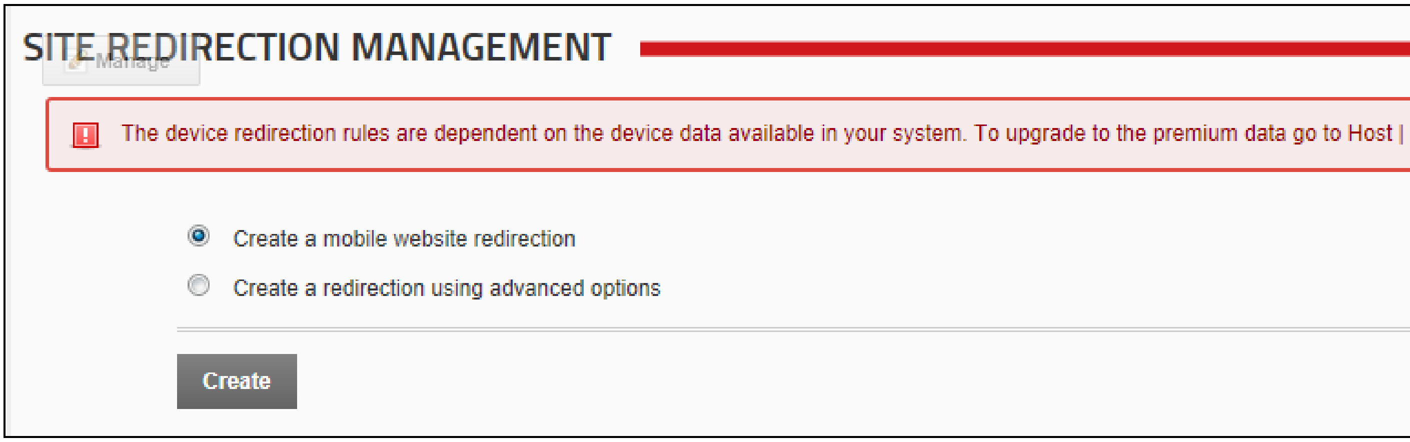
The Site Redirection Management module allows Administrators to direct users to different sites or site pages depending on the type of device they are using to browse your site. By configuring site redirection rules you can ensure users are always sent to the site that provides optimum viewing for their mobile device.

This Admin module is located on the Admin > Advanced Settings > Site Redirection Management page. It cannot be added to additional pages.

DotNetNuke Community Edition comes with device data that provides the ability to configure site redirection paths for mobile phones, however you will need to obtain additional data to create redirection paths for other types of mobile devices such as smartphones, eBook readers, tablets, etc. DNN Community Edition users can upgrade to this premium data service by purchasing a licence from the DNNStore.

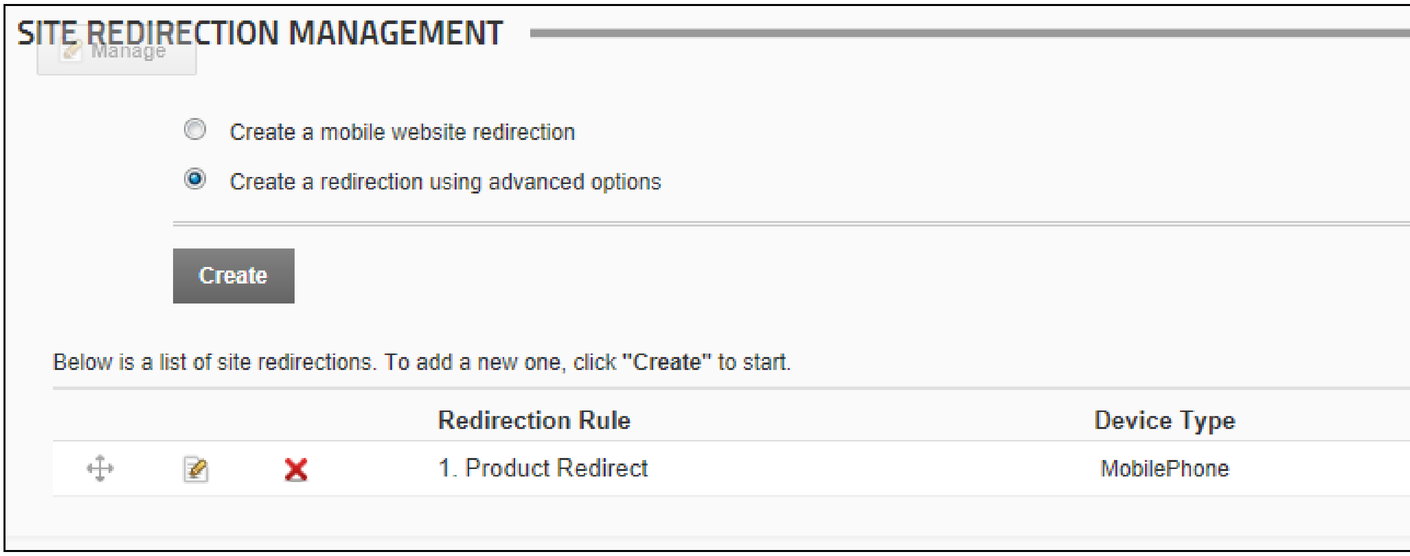
To find out the benefits of upgrading to premium data, go to the Host > Device Detection Management page.

Premium data is included in both DNN Professional Edition and DNN Enterprise Editions.



The Site Redirection Management Module

If you choose to activate Premium device data, the red warning message is removed.



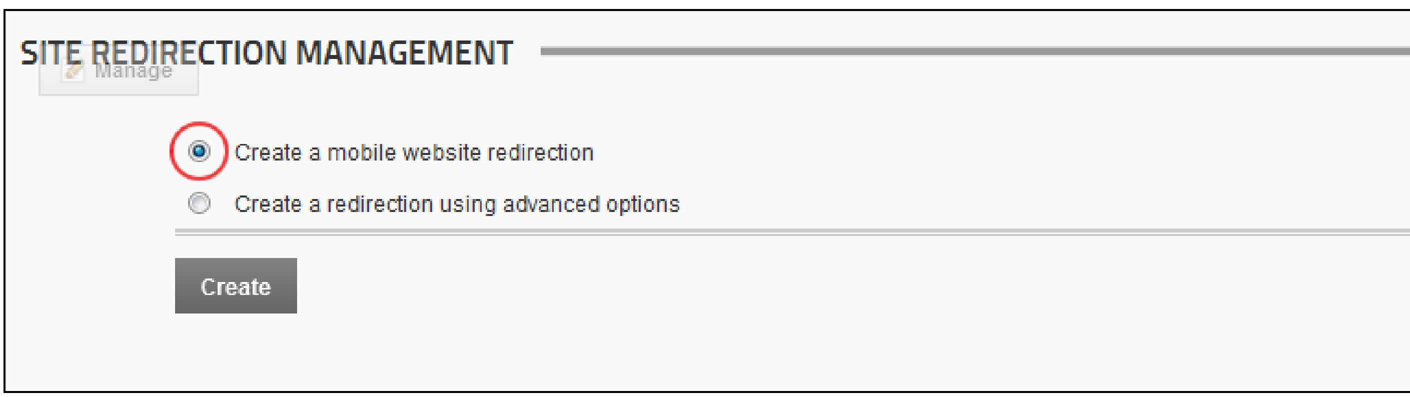
Related Topics:

- See "About the Device Preview Management Module"

Adding a Mobile Site Redirection

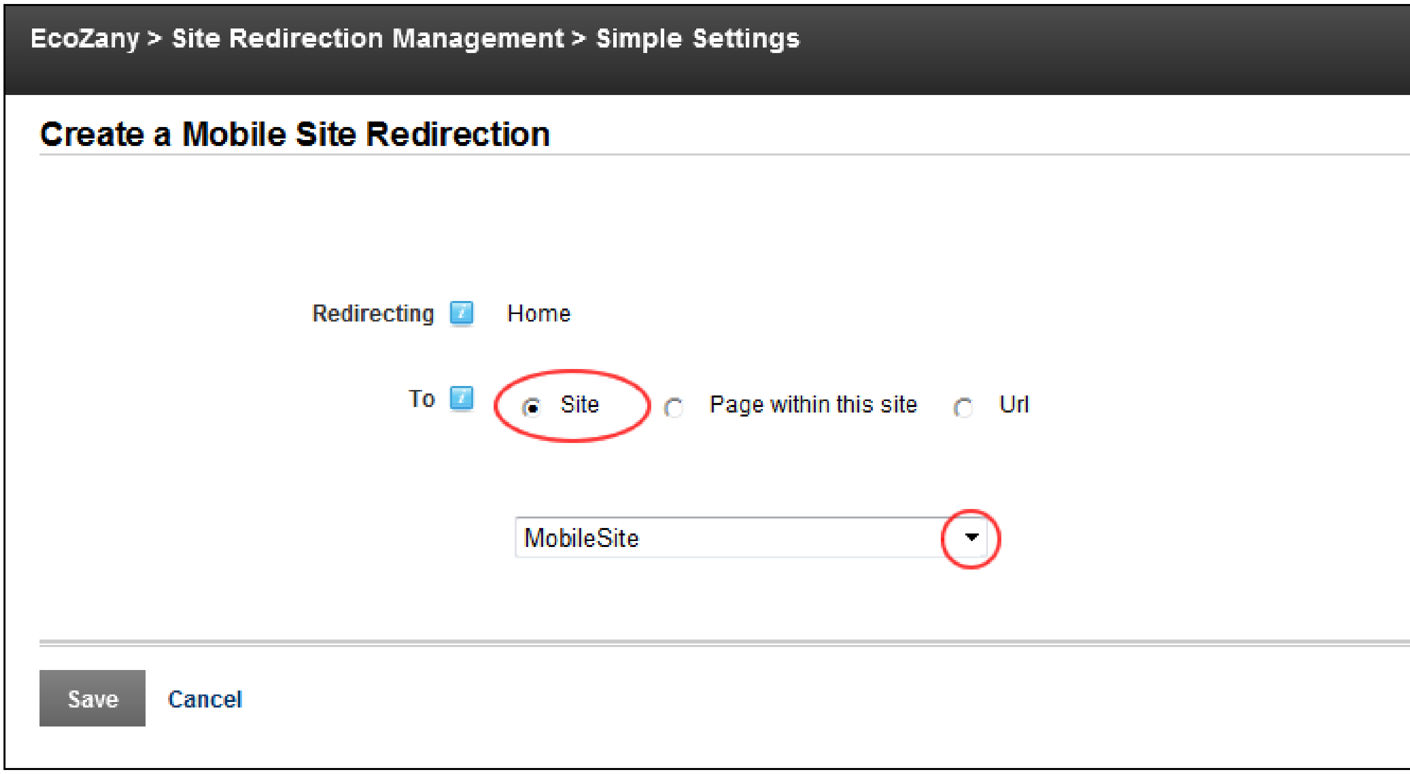
How to create a redirection path for your mobile site.

1. Navigate to Admin > Advanced Settings > **Site Redirection Management**.
2. Select the **Create a mobile website redirection** option.

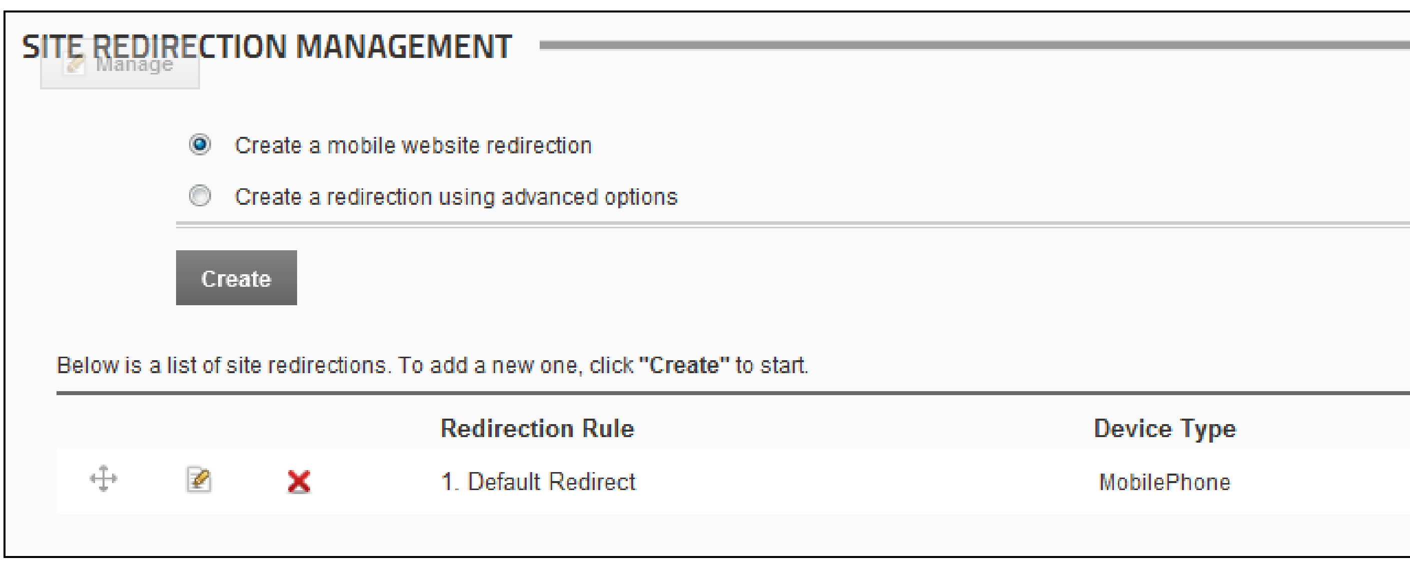


3. Click the Create link.
4. At **Redirecting**, the name of the page currently set as the Home page is displayed.
5. At **To**, select the location you want to redirect users to from these options:
   - **Site**: Select to redirect users to another site within this installation.
     a. Select the site name from the drop down list. As shown in the below image.

- **Page within this site**: Select to redirect users to a particular page within the current site.
    a. Select the page name from the drop down list.
- **URL**: Select to redirect users to an external URL.
    a. In the URL text box, enter the redirection URL.



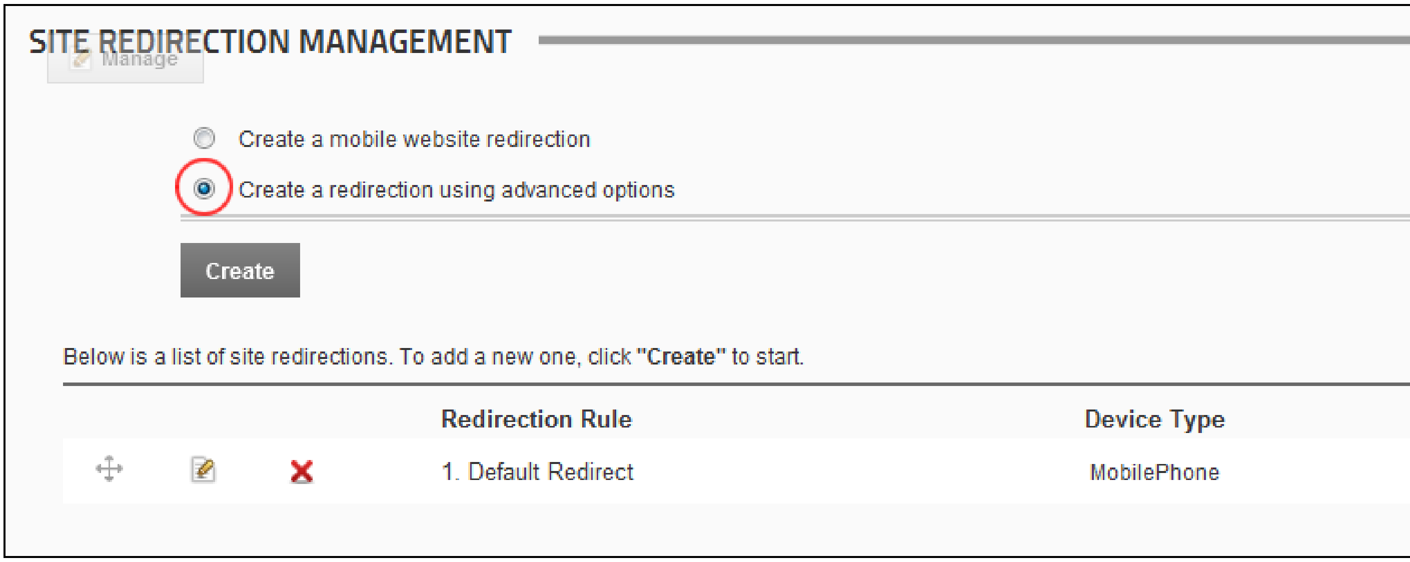
6. Click the Save link. The newly created redirection is now listed.



Adding Advanced Site Redirections

How to create advanced redirection paths for a site. Advanced options include the ability to create a redirection that only applies to a page and its child pages or a redirection that applies to a full site. Redirections can be associated with one or more types of user devices or a set of rules can be applied to further limit a redirection.

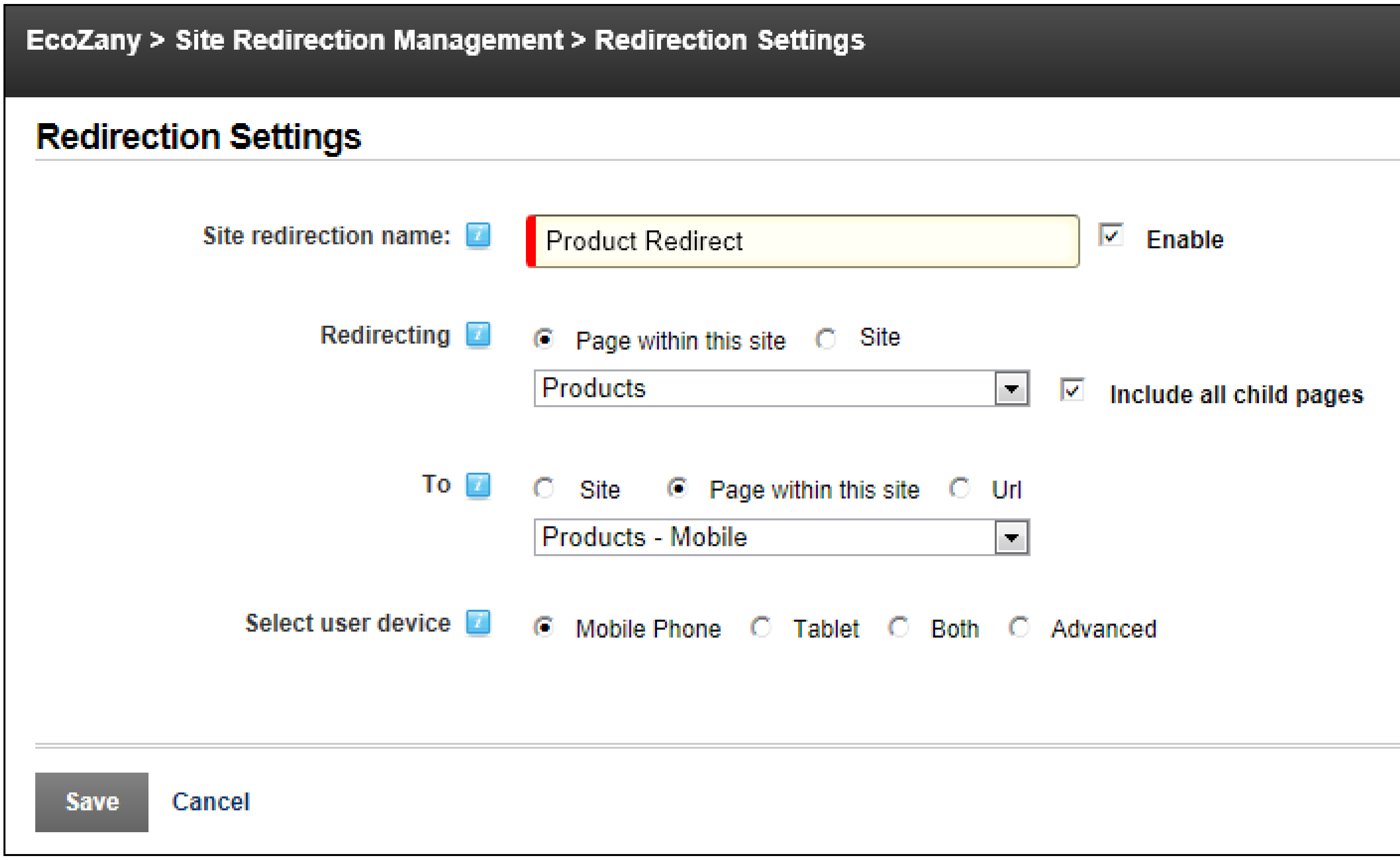
1. Navigate to Admin > Advanced Settings > **Site Redirection Management**.
2. Select the **Create a redirection using advanced options** option.

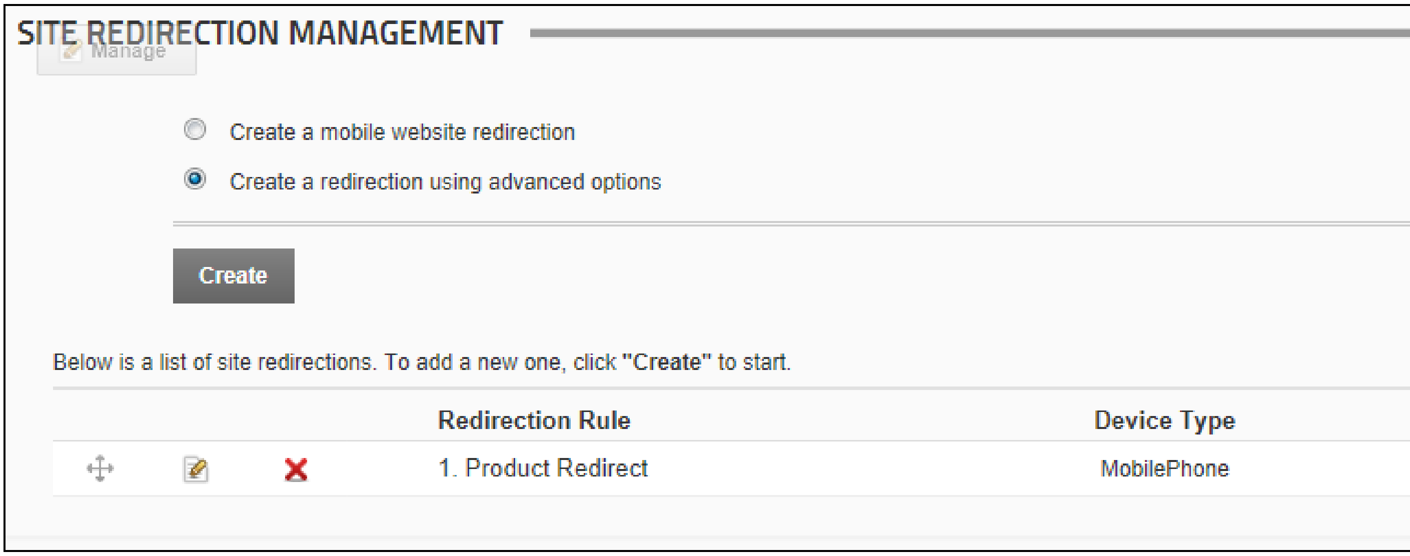


3. Click the Create link.
4. In the **Site Redirection Name** text box, enter a name for this redirection. This redirection is automatically enabled, however if you wish to disable it you can uncheck the **Enable** check box.
5. At **Redirecting**, select from these options:
   - **Page within this site**: Choose this option to redirect users from a site page:
     a. Select the page name from the drop down list. The current Home page of the site is selected by default.
     b. **Optional.** Check the **Include all child pages** check box if you wish apply this redirection to all of the child pages.
     c. At **To**, select the location you want to redirect uses to from these options:
        - **Site**: Select to redirect users to another site within this installation and then select the site from the drop down list.

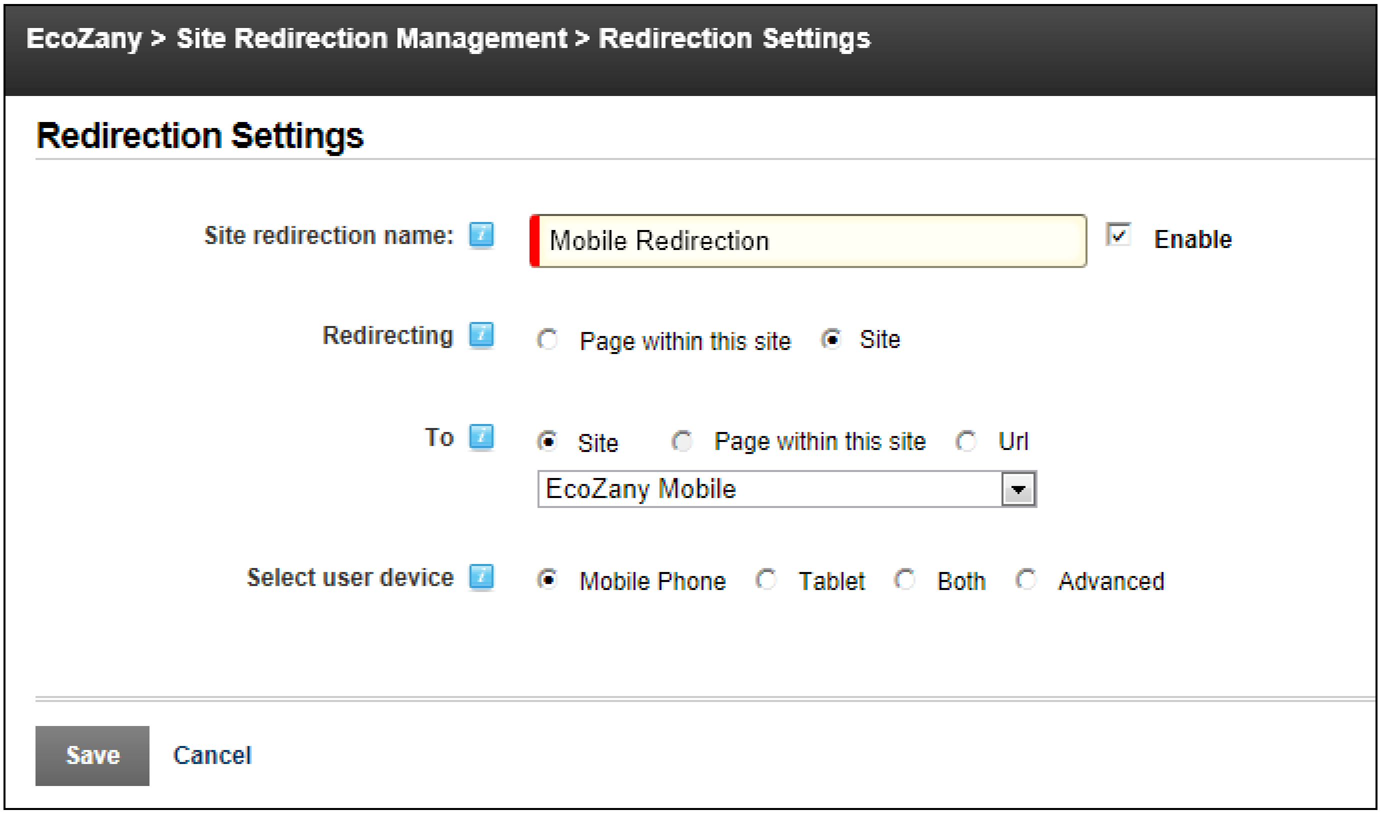
            - **Page within this site**: Select to redirect users to another page with this site and then select the page name from the drop down list.
            - **URL**: Select to redirect users to an external URL and then enter the redirection URL into the **URL** text box.
    - **Site**: Select to create a redirection for the entire site.
        a. Select the site name from the drop down list.
        b. At **To**, select the location you want to redirect uses to from these options:
            - **Site**: Select to redirect users to another site within this installation and then select the site from the drop down list.
            - **URL**: Select to redirect users to an external URL and then enter the redirection URL into the URL text box.
6. At **Select User Device**, choose the device for this redirection from these option:
    - **Mobile Phone**: Redirects mobile phone users. This is the default option.
    - **Tablet**: Redirects tablet users. This option on available for premium data users.
    - **Both**: Redirects users of both mobile phones and tablets. This option on available for premium data users.
    - **Advanced**: Select to create multiple rules for this redirection:
        a. At **Capability**, select a condition for this rule from the drop down list.
        b. At **Matching Value**, select the matching value for this rule.
        c. Click the **Add** button to add this rule
        d. Repeat the above 3 steps to add additional rules.
7. Click the Save link. The newly created redirection is now listed.

As an example the below image shows a redirection which redirects all users who browse the Products page of the site (including any of its child page) to another page of the site called "Products - Mobile".





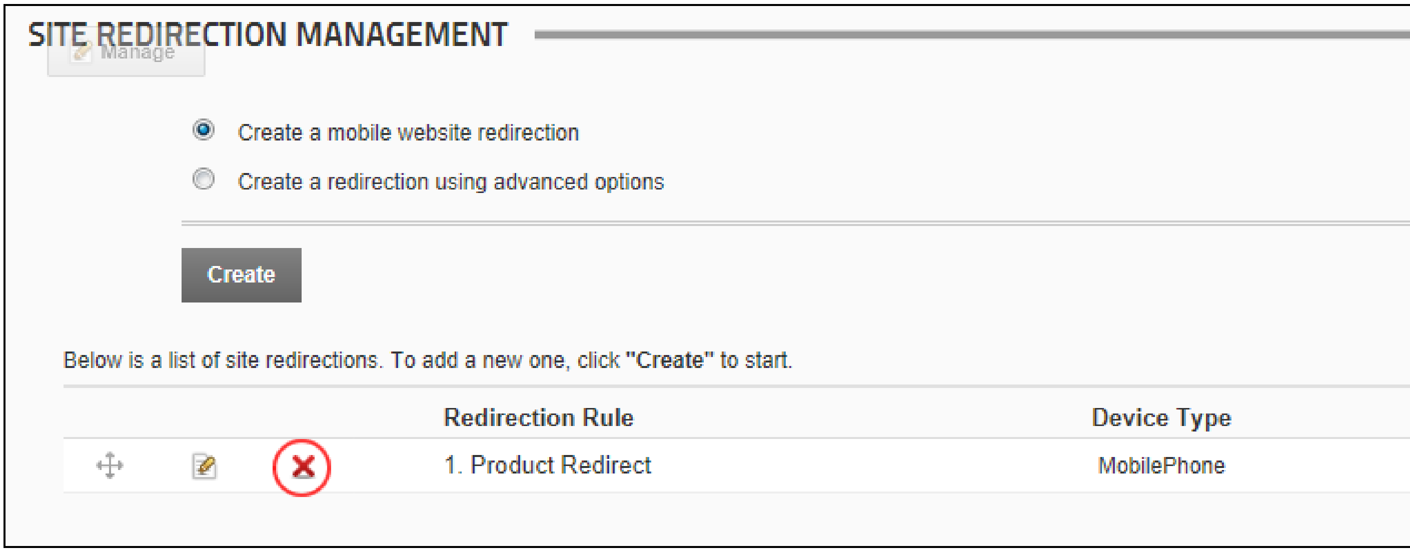
In another example the below image shows a redirection which redirects all mobile phone users to another site within this DNN installation. This redirection applies to all site pages.



Deleting a Redirection Path

How to delete a user device redirection which has been created using the Site Redirection Management module.

1. Navigate to Admin > Advanced Settings > **Site Redirection Management**.
2. Click the **Delete** button beside the redirection rule to be deleted. This displays the message "Are You Sure You Wish To Delete This Item?"

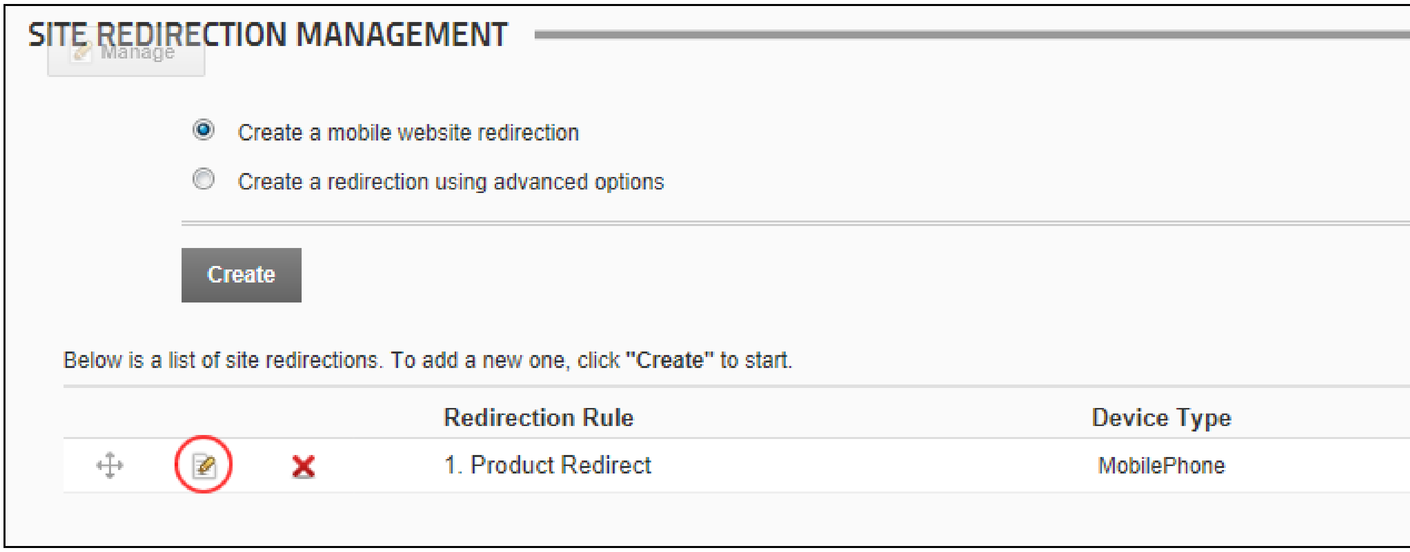


3. Click the **Yes** button.

Editing a Redirection Path

How to edit a redirection path which has been added to the site using the Site Redirection Management module.

1. Navigate to Admin > Advanced Settings > **Site Redirection Management**.
2. Click the **Edit** button associated with the redirection rule to be edited.

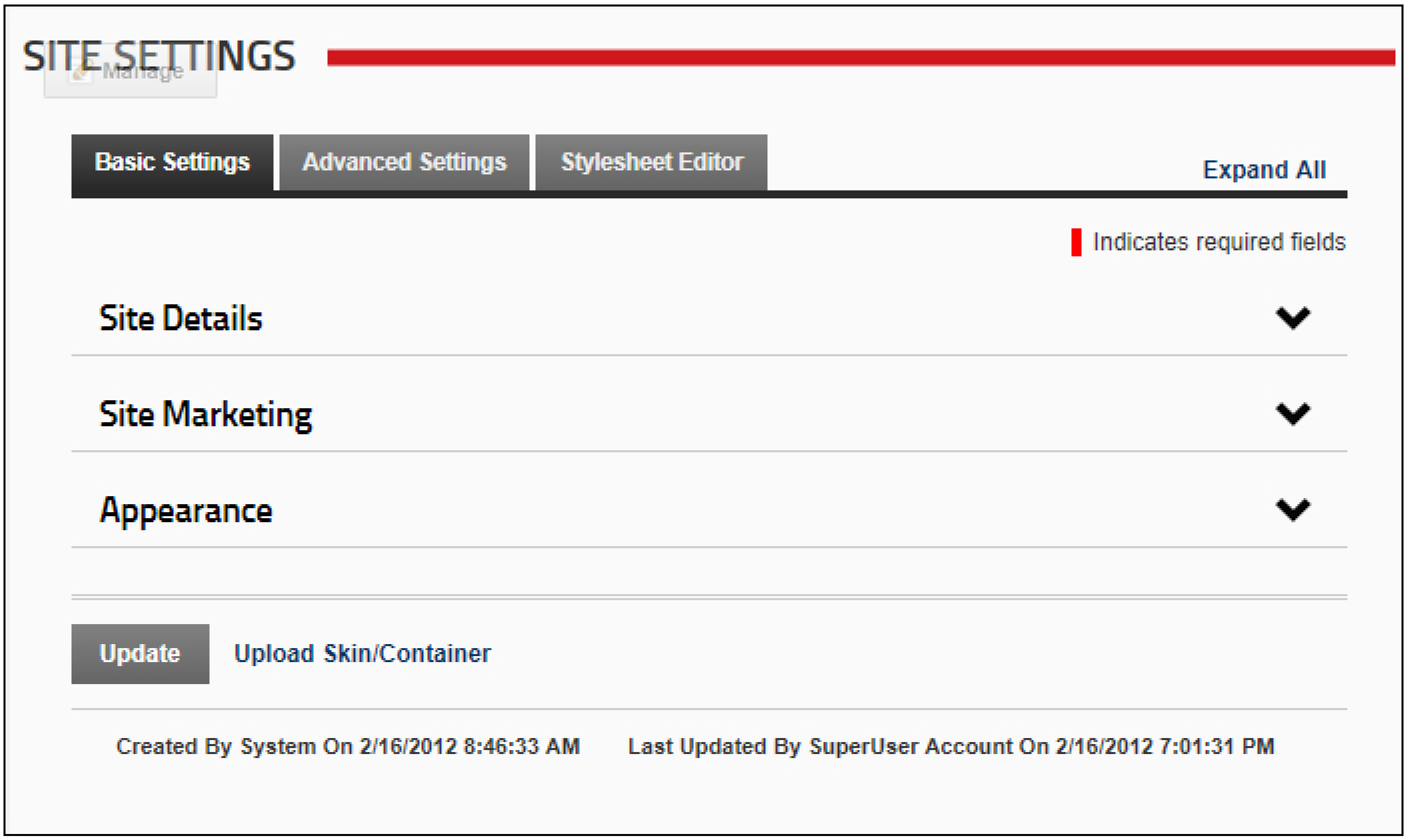


3. Edit one or more fields as required.
4. Click the Save link.

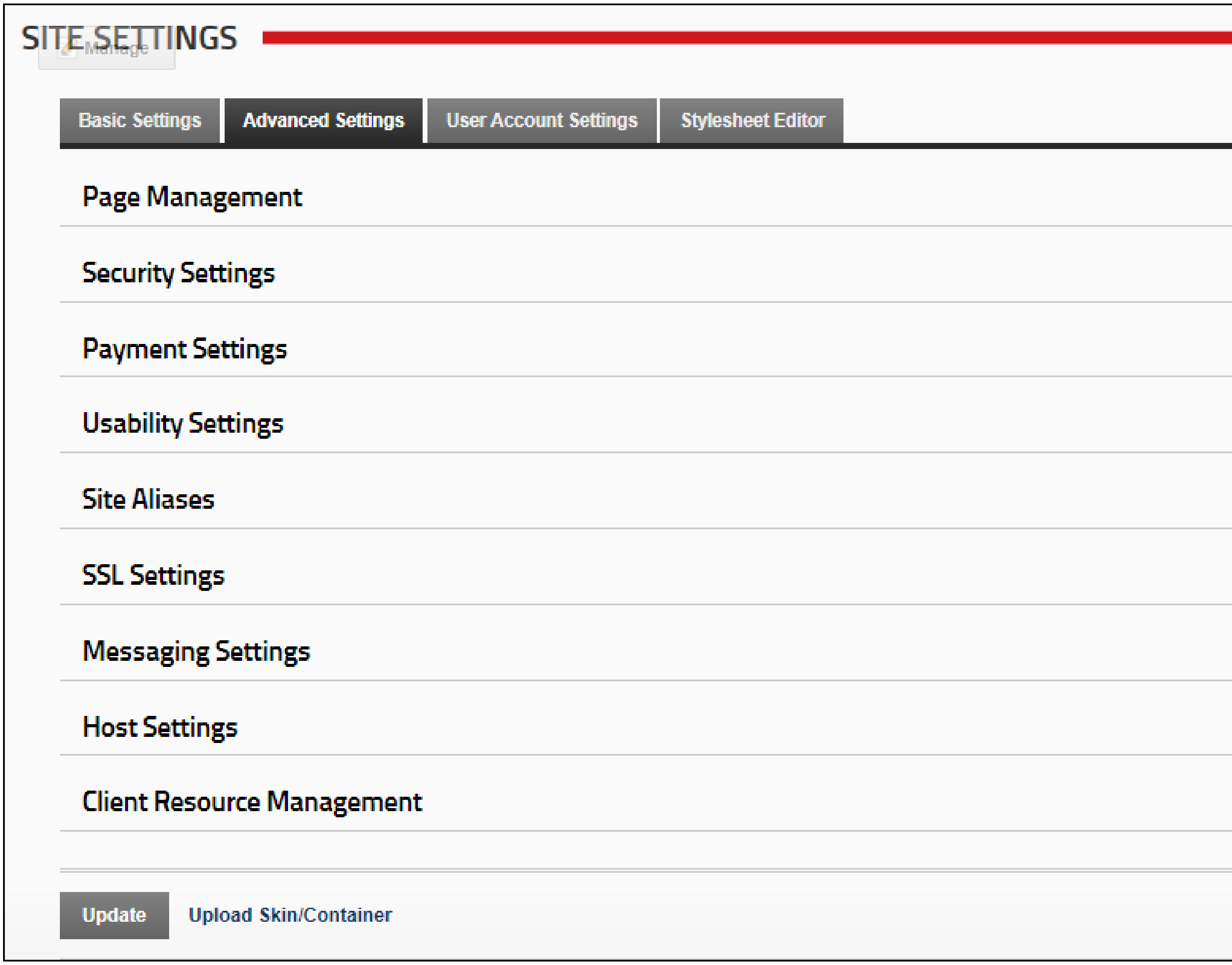
Site Settings

About the Site Settings Page

The Site Settings page (Admin > Site Settings) enables Administrators to configure basic and advanced site settings including design, advertising, payment, DNN usability, and user registration settings, etc. Where two or more languages are enabled on a site, different site settings can be configured for each language as required.



The Basic Settings tab of the Site Settings Module



The Advanced Settings tab of the Site Settings Module as displayed to SuperUsers

Basic Settings

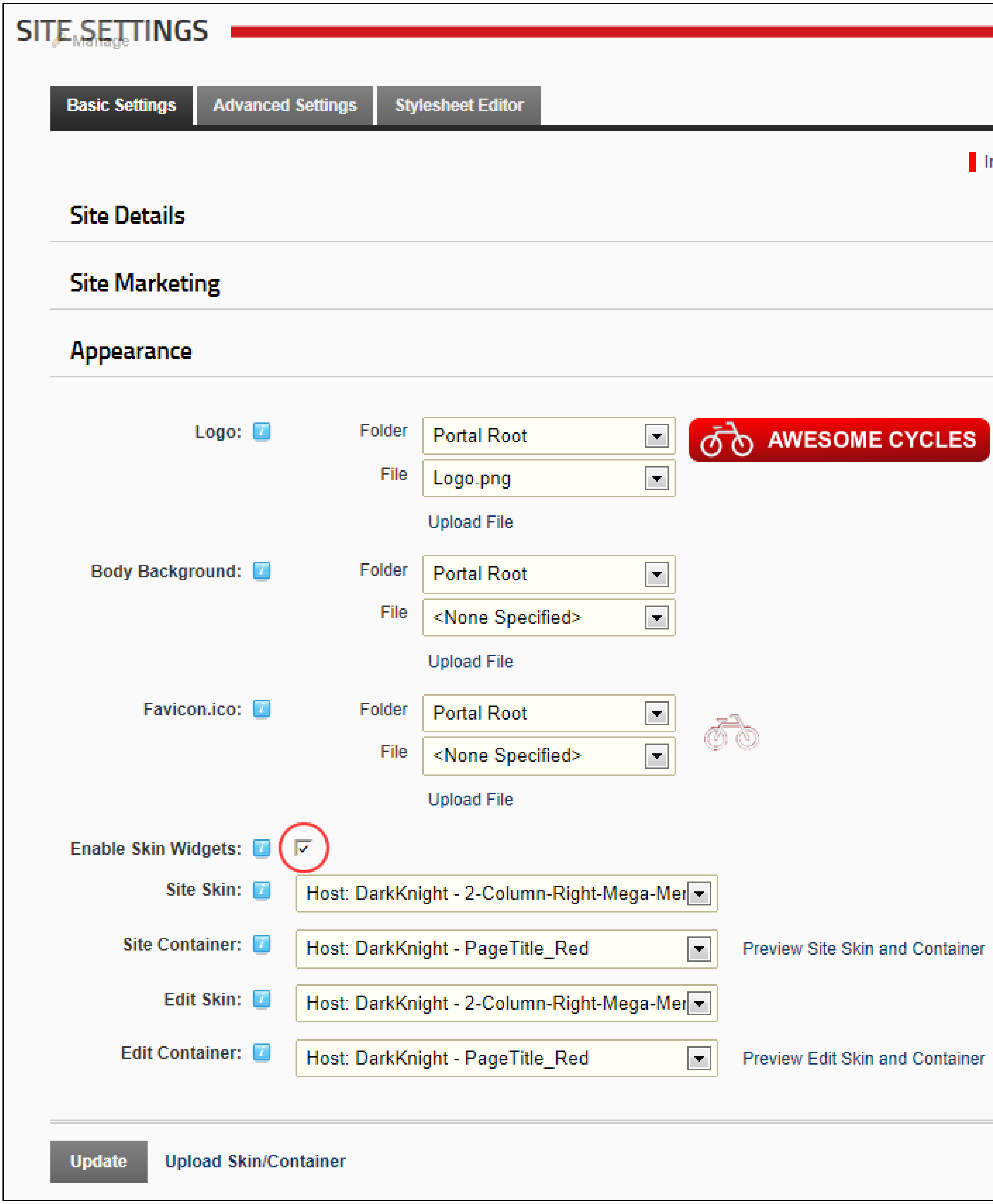
Appearance

Enabling/Disabling Skin Widgets

How to enable or disable widget functionality in skins. Enable this setting to enable JavaScript/HTML widgets that have been included in skins. The skin widget field is associated with the Widget skin object.

1. Navigate to Admin > **Site Settings**.

2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See See "Viewing a Site in a Secondary Language"
3. Select the **Basic Settings** tab.
4. Expand the **Appearance** section.
5. At **Enable Skin Widgets**, select from these options:
   - Check ☑ the check box to enable skin widgets.
   - Uncheck ☐ the check box to disable skin widgets.



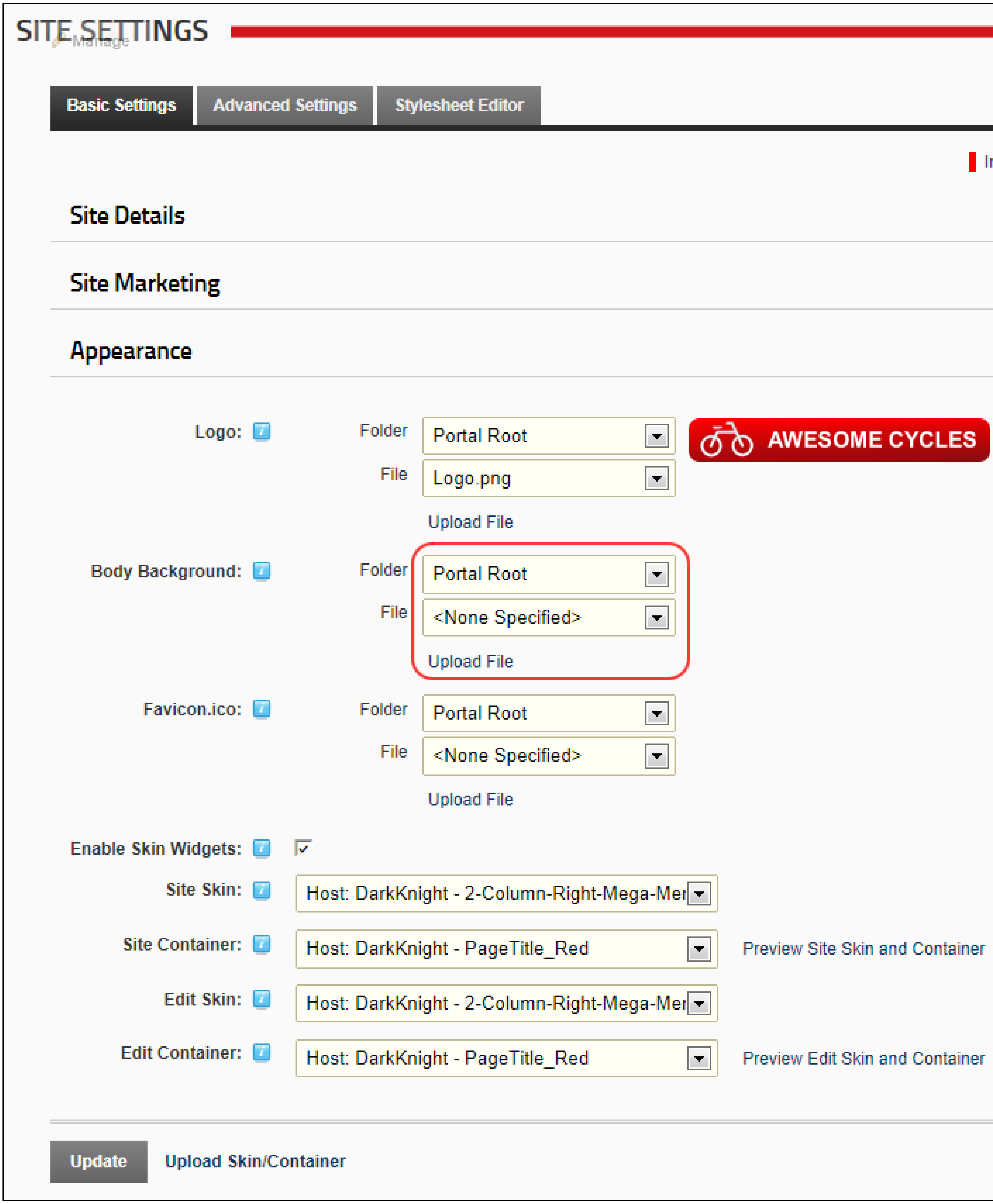
SITE SETTINGS
Manage
Basic Settings
Advanced Settings
Stylesheet Editor
Site Details
Site Marketing
Appearance
Logo:
Folder
Portal Root
File
Logo.png
Upload File
AWESOME CYCLES
Body Background:
Folder
Portal Root
File
<None Specified>
Upload File
Favicon.ico:
Folder
Portal Root
File
<None Specified>
Upload File
Enable Skin Widgets:
Site Skin:
Host: DarkKnight - 2-Column-Right-Mega-Me
Site Container:
Host: DarkKnight - PageTitle_Red
Preview Site Skin and Container
Edit Skin:
Host: DarkKnight - 2-Column-Right-Mega-Me
Edit Container:
Host: DarkKnight - PageTitle_Red
Preview Edit Skin and Container
Update
Upload Skin/Container

6. Click the **Update** button.

Setting the Body Background

How to set the background image to be tiled on all pages of this site. Where a background has been set in the skin it will override this setting.

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See See "Viewing a Site in a Secondary Language"
3. Select the **Basic Settings** tab.
4. Expand the **Appearance** section.
5. At **Body Background**, select from these options:
   1. To select an existing file:
      1. At **Folder**, select the folder where the file is located.
      2. Selecting the required file from the **File** drop down list. A small image of the selected file is now displayed at this field.
   2. Upload a new file:
      1. Clicking the Upload File link
      2. Clicking the **Browse...** button.
      3. Selecting the file from your computer.
      4. Clicking the Save File link. The uploaded file is automatically selected and a small image of the selected file is now displayed at this field.


SITE SETTINGS
Manage
Basic Settings
Advanced Settings
Stylesheet Editor
Site Details
Site Marketing
Appearance
Logo:
Folder
Portal Root
File
Logo.png
Upload File
AWESOME CYCLES
Body Background:
Folder
Portal Root
File
<None Specified>
Upload File
Favicon.ico:
Folder
Portal Root
File
<None Specified>
Upload File
Enable Skin Widgets:
Site Skin:
Host: DarkKnight - 2-Column-Right-Mega-Me
Site Container:
Host: DarkKnight - PageTitle_Red
Preview Site Skin and Container
Edit Skin:
Host: DarkKnight - 2-Column-Right-Mega-Me
Edit Container:
Host: DarkKnight - PageTitle_Red
Preview Edit Skin and Container
Update
Upload Skin/Container

6. Click the **Update** button.

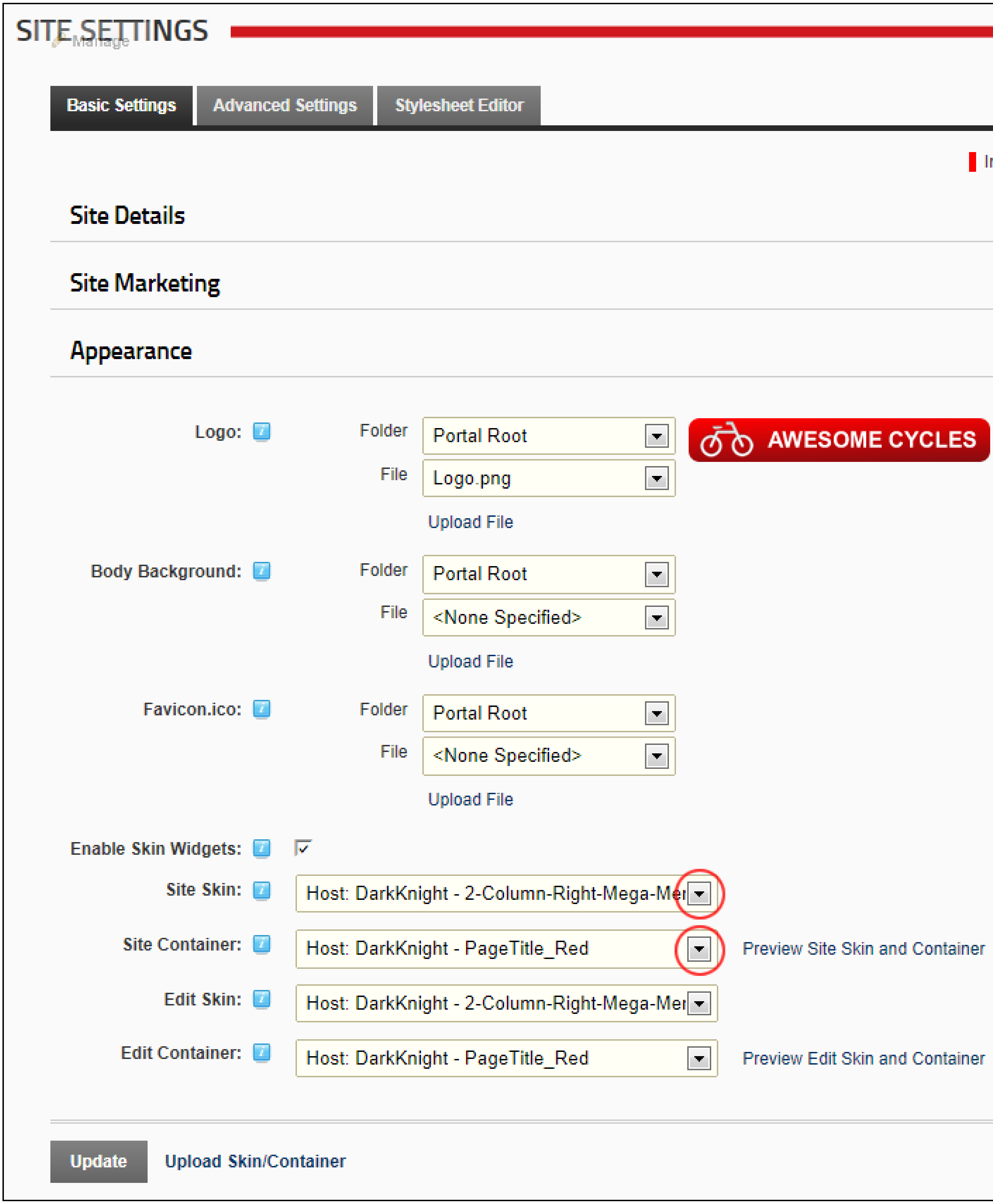
Setting the Default Site Skin and Container

How to set the default skin that is applied to all site pages including the Admin pages and set container that is applied to all existing and new modules on these pages.

Note 1: The page skin can be overridden for individual site pages as can the containers on that page. See See "Advanced Settings for Existing Pages"

Note 2: The container can be overridden for an individual module by setting the Module Container field. See See "Configuring Advanced Page Settings for a Module"

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See See "Viewing a Site in a Secondary Language"
3. Select the **Basic Settings** tab.
4. Expand the **Appearance** section.
5. At **Site Skin**, select the required skin from the drop down list.
6. At **Site Container**, select the required container from the drop down list.
7. **Optional.** Click the Preview Portal Skin and Container link to preview the selected skin and container in a new Web browser.


SITE SETTINGS
Manage
Basic Settings
Advanced Settings
Stylesheet Editor
Site Details
Site Marketing
Appearance
Logo:
Folder
Portal Root
File
Logo.png
Upload File
AWESOME CYCLES
Body Background:
Folder
Portal Root
File
<None Specified>
Upload File
Favicon.ico:
Folder
Portal Root
File
<None Specified>
Upload File
Enable Skin Widgets:
Site Skin:
Host: DarkKnight - 2-Column-Right-Mega-Me
Site Container:
Host: DarkKnight - PageTitle_Red
Preview Site Skin and Container
Edit Skin:
Host: DarkKnight - 2-Column-Right-Mega-Me
Edit Container:
Host: DarkKnight - PageTitle_Red
Preview Edit Skin and Container
Update
Upload Skin/Container

8. Click the **Update** button.

Related Topics:

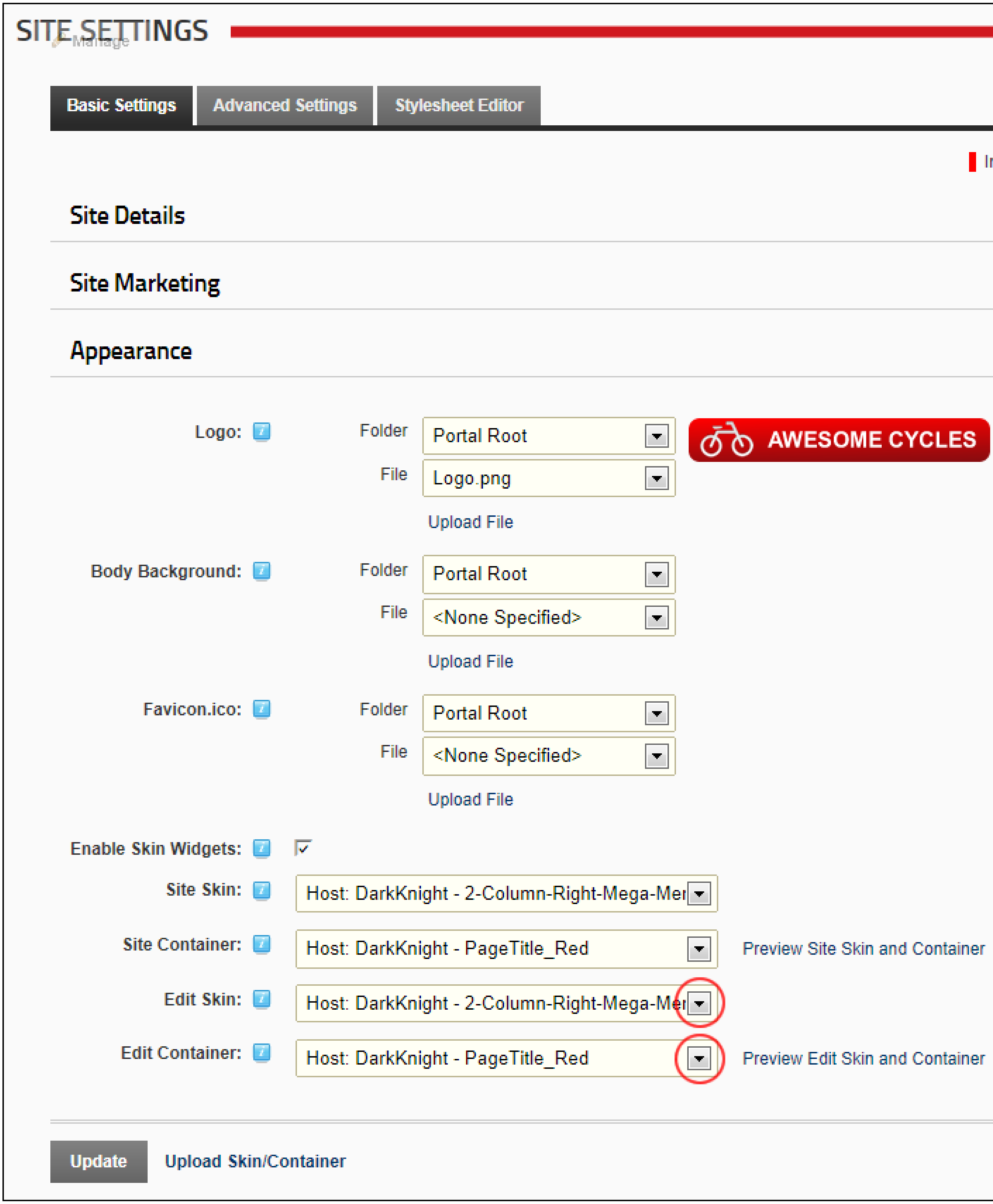
- See "Uploading a Site Skin and/or Container"

Setting the Edit Skin and Container

How to set the skin which is applied to the editing pages of the site and the container which is applied to the modules on those pages. E.g. module editing pages, module settings pages, page settings pages, etc.

Tip: Choose a skin and container with minimal design and images as it will load quickly into your Web browser and reduce the editing time.

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See See "Viewing a Site in a Secondary Language"
3. Select the **Basic Settings** tab.
4. Expand the **Appearance** section.
5. At **Edit Skin**, select the required skin from the drop down list.
6. At **Edit Container**, select the required container from the drop down list.
7. **Optional.** Click the Preview Edit Skin and Container link to preview the selected skin and container in a new Web browser.



SITE SETTINGS
Manage
Basic Settings
Advanced Settings
Stylesheet Editor
Site Details
Site Marketing
Appearance
Logo:
Folder
Portal Root
File
Logo.png
Upload File
AWESOME CYCLES
Body Background:
Folder
Portal Root
File
<None Specified>
Upload File
Favicon.ico:
Folder
Portal Root
File
<None Specified>
Upload File
Enable Skin Widgets:
Site Skin:
Host: DarkKnight - 2-Column-Right-Mega-Me
Site Container:
Host: DarkKnight - PageTitle_Red
Preview Site Skin and Container
Edit Skin:
Host: DarkKnight - 2-Column-Right-Mega-Me
Edit Container:
Host: DarkKnight - PageTitle_Red
Preview Edit Skin and Container
Update
Upload Skin/Container

8. Click the **Update** button.

Related Topics:

- See "Uploading a Site Skin and/or Container"

Setting the Favicon

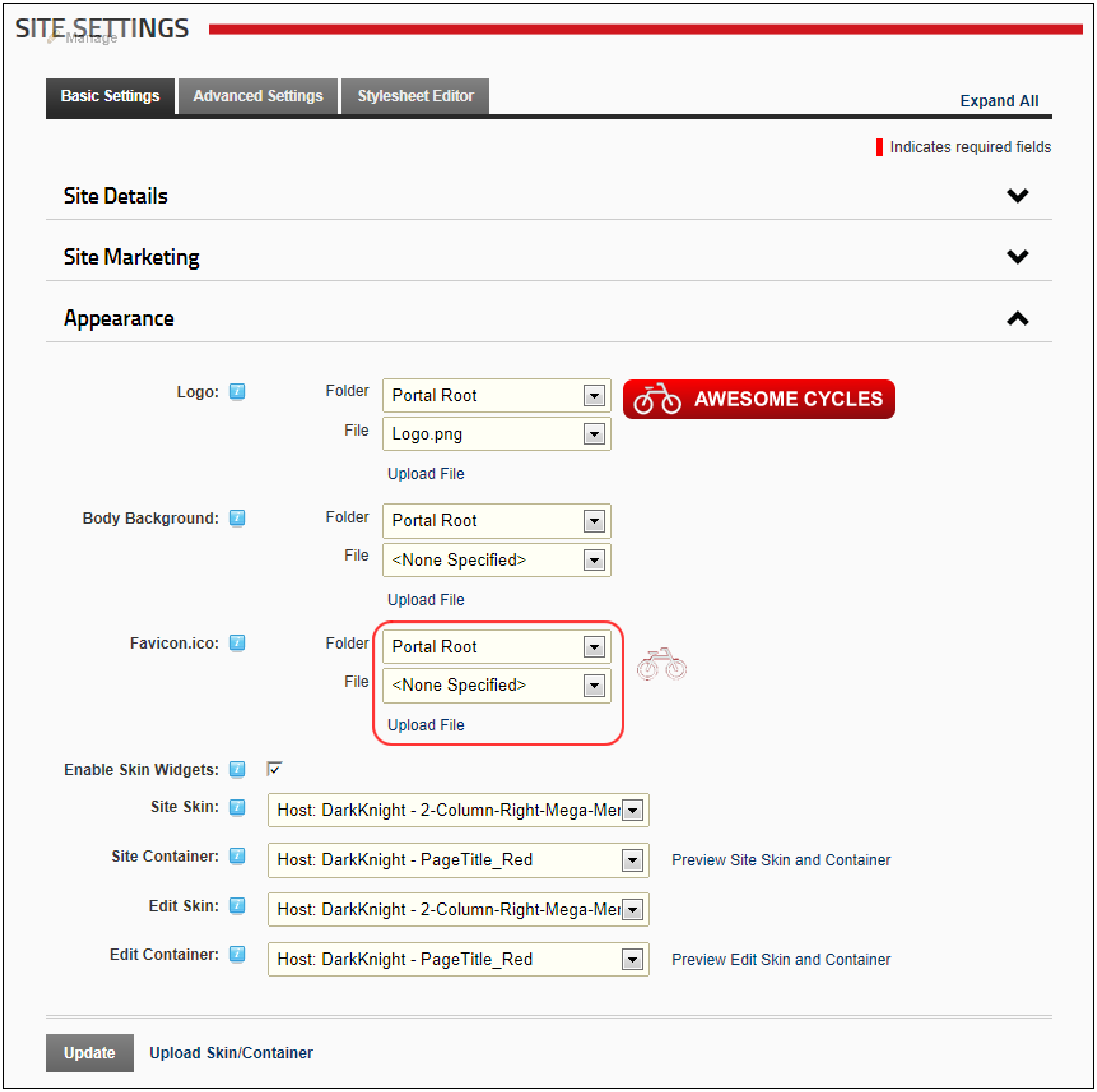
How to set the favicon for your site. A favicon (short for favorites icon) is an icon file, most commonly 16x16 pixels, associated with a particular website or web page. A web designer can create such an icon and install it into a web site (or web page) by several means, and graphical web browsers will then make use of it. Browsers that provide favicon support typically display a page's favicon in the browser's address bar and next to the page's name in a list of bookmarks. Browsers that support a tabbed document interface typically display the favicon next to the page title on the tab, and site-specific browsers use the favicon as desktop icon. The favicon is an important aspect of a site's brand identity and is an important attribute which needs to be customized for marketing purposes.

Note 1: If no favicon is set and there is a favicon.Ico file in the root of the site that favicon.Ico will be detected by browsers and used. DNN comes with a favorites icon (named "favicon.ico") that is located in the root folder of the Admin File Manager by default. See See "About the Admin File Manager Module"

Note 2: Only files with an *.ico extension can be selected at this field, as these are the only files supported by Internet Explorer.

1. Navigate to Admin > **Site Settings**.
2. Select the **Basic Settings** tab.
3. Expand the **Appearance** section.
4. At **Favicon.ico**, select from these options:
   - For no favicon: Select **<None Specified>** from the **File** drop down list.
   - To select an existing file:
     1. At **Folder**, select the folder where the file is located.
     2. Selecting the required file from the **File** drop down list. A small image of the selected file is now displayed at this field.
   - Upload a new file:
     1. Clicking the Upload File link
     2. Clicking the **Browse...** button.
     3. Selecting the file from your computer.

4. Clicking the Save File link. The uploaded file is automatically selected and a small image of the selected file is now displayed at this field.

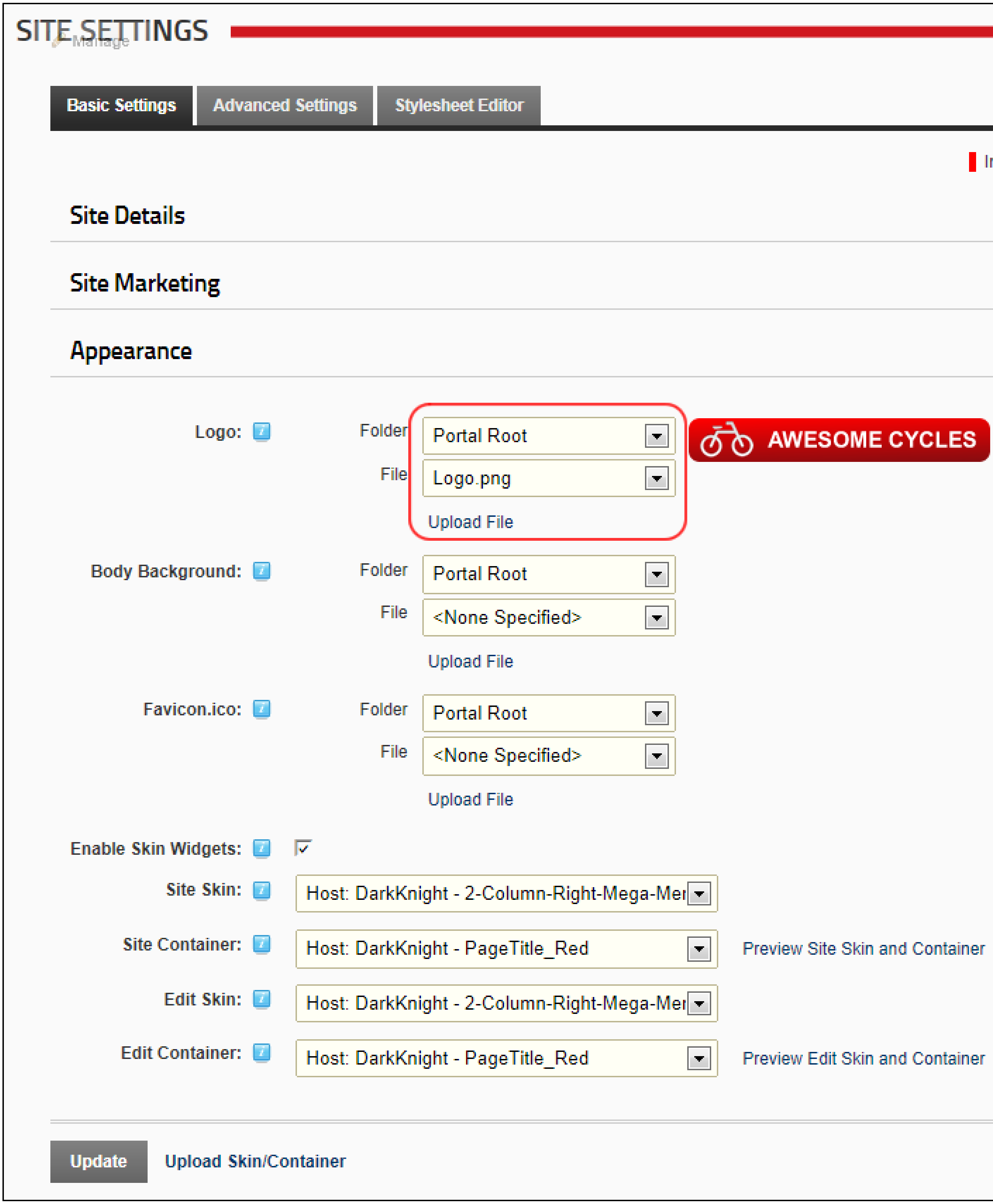


5. Click the **Update** button.

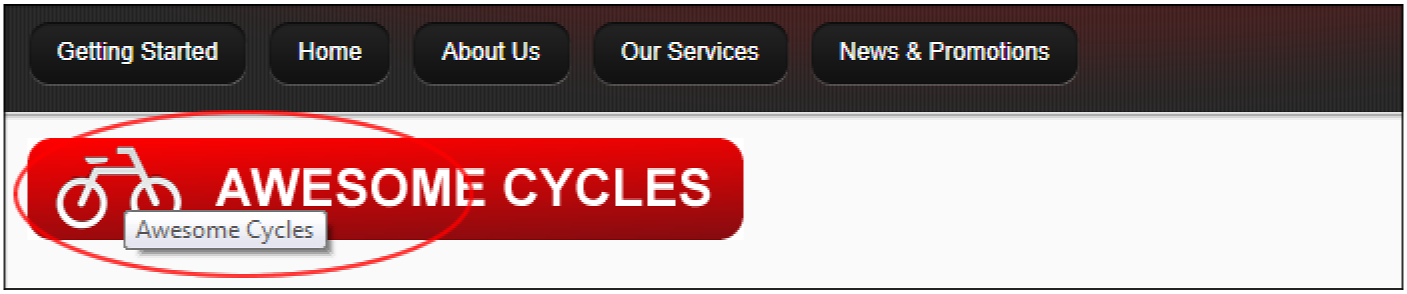
Setting the Site Logo

How to set the logo for this site as well as update the favorite icon. The site logo displays on pages where the applied skin contains the Logo skin object. A site logo is typically displayed in the top left corner of all site pages.

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See See "Viewing a Site in a Secondary Language"
3. Select the **Basic Settings** tab.
4. Expand the **Appearance** section.
5. At **Logo**, select from these options:
    1. To select an existing file:
        1. At **Folder**, select the folder where the file is located.
        2. Selecting the required file from the **File** drop down list. A small image of the selected file is now displayed at this field.
    2. Upload a new file:
        1. Clicking the Upload File link.
        2. Clicking the **Browse...** button.
        3. Selecting the file from your computer.
        4. Clicking the Save File link. The uploaded file is automatically selected and a small image of the selected file is now displayed at this field.


SITE SETTINGS
Manage
Basic Settings
Advanced Settings
Stylesheet Editor
Site Details
Site Marketing
Appearance
Logo:
Folder
Portal Root
File
Logo.png
Upload File
AWESOME CYCLES
Body Background:
Folder
Portal Root
File
<None Specified>
Upload File
Favicon.ico:
Folder
Portal Root
File
<None Specified>
Upload File
Enable Skin Widgets:
Site Skin:
Host: DarkKnight - 2-Column-Right-Mega-Me
Site Container:
Host: DarkKnight - PageTitle_Red
Preview Site Skin and Container
Edit Skin:
Host: DarkKnight - 2-Column-Right-Mega-Me
Edit Container:
Host: DarkKnight - PageTitle_Red
Preview Edit Skin and Container
Update
Upload Skin/Container

6. Click the **Update** button.

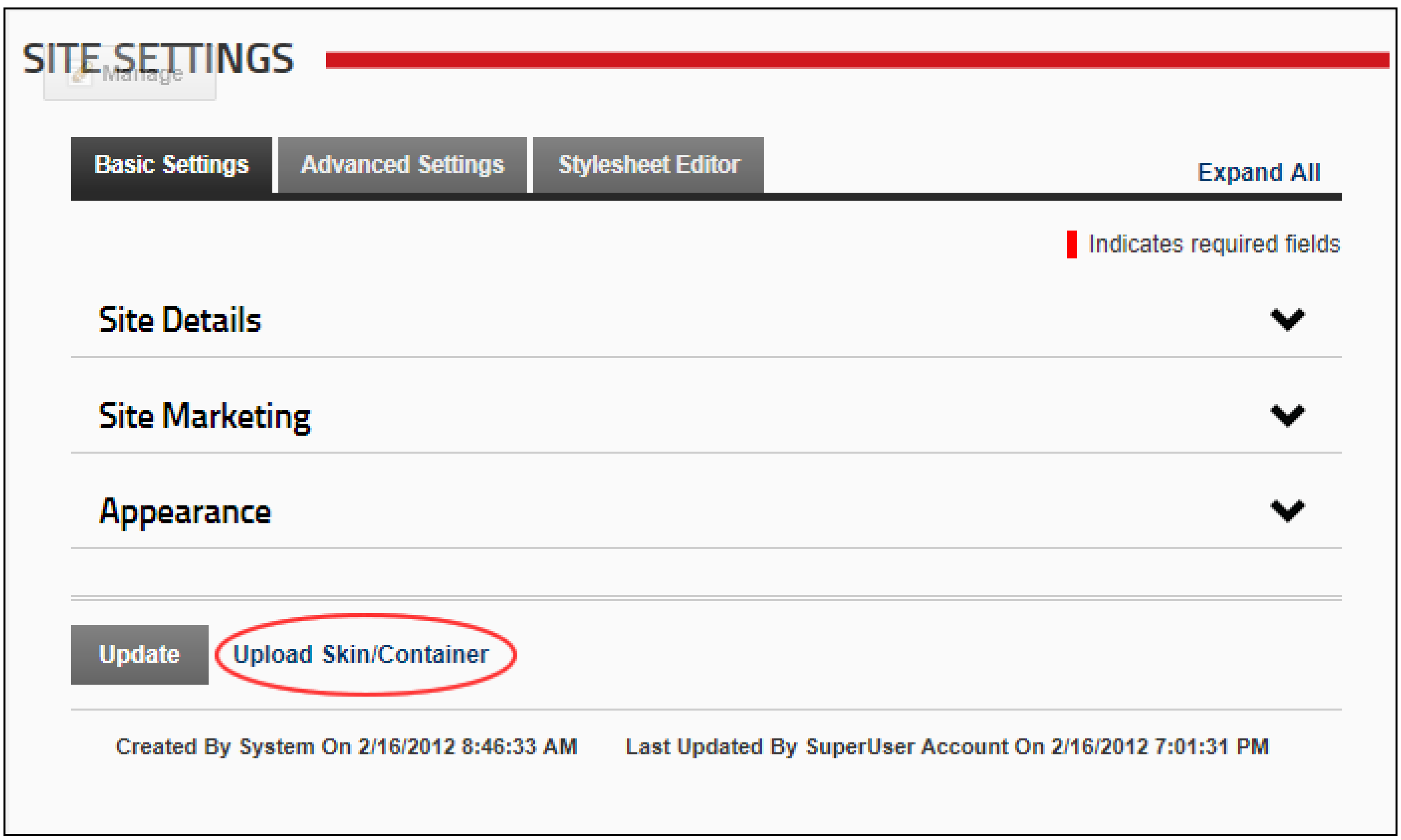


The Site Logo

Uploading a Site Skin and/or Container

How to upload skins and or container using the Host Settings page.

1. Navigate to Admin > **Site Settings**.
2. Click the Upload Skin/Container link located at the base of the module.



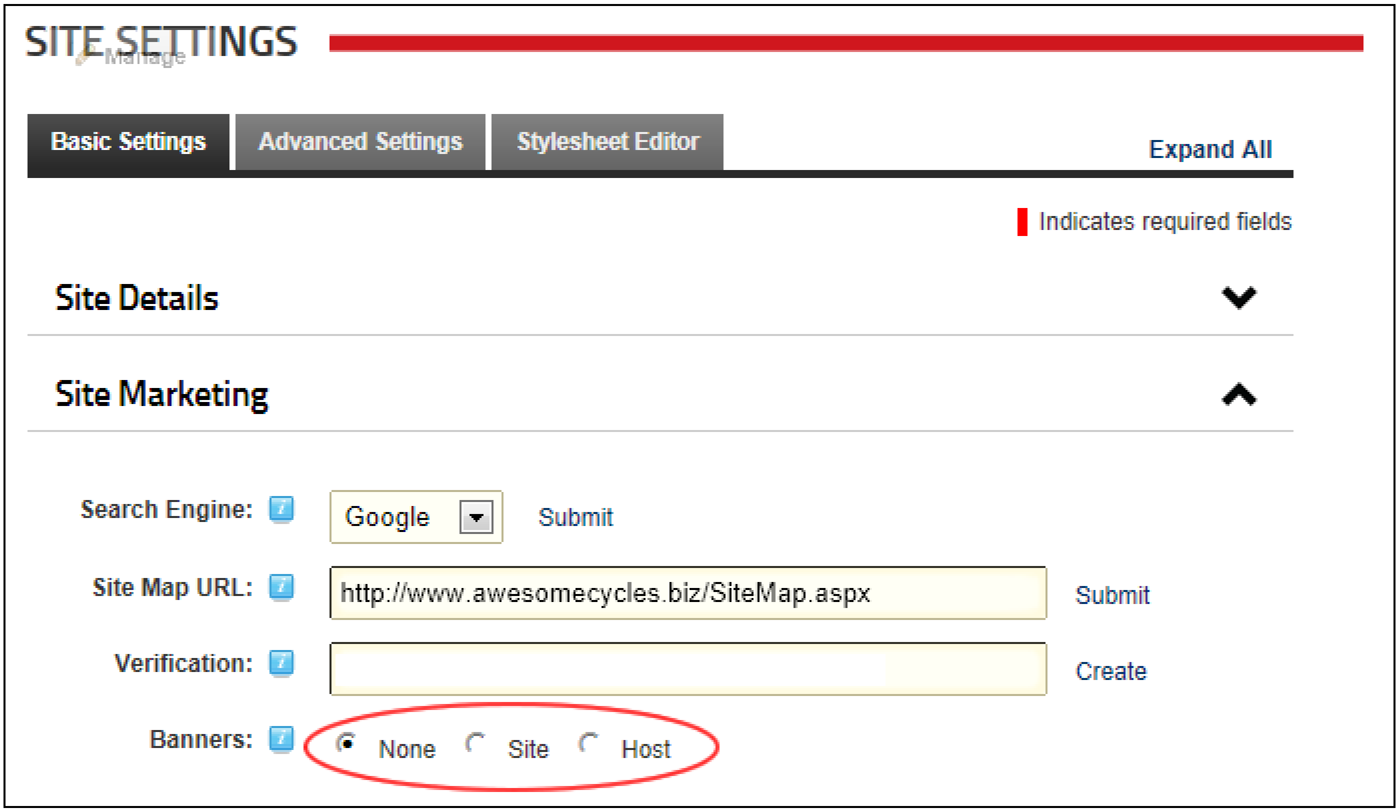
3. Complete all steps of the Install Extension Wizard. See "Using the Install Extension Wizard"

Site Marketing

Enabling/Disabling Banner Advertising

How to enable or disable banner advertising for a site. Enable this setting to display an advertising banner on each site page where the skin object [Banner] is included in the page skin design. The banner changes each time a page is refreshed or revisited. Banners can be created and managed using the Vendors modules, however only banners associated with the banner type called 'banner' are displayed at this field.

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "Viewing a Site in a Secondary Language"
3. Select the **Basic Settings** tab.
4. Expand the **Site Marketing** section.
5. At **Banners**, select from these options:
   - **None**: Select to disable banner advertising. This is the default setting.
   - **Site**: Select to enable Vendors banners that are unique to this site and are managed via the Admin Console or using a Vendors module that has been added to a page.
   - **Host**: Select to enable Vendors banners that are shared across all sites in this installation and are maintained via the Host Console.



6. Click the **Update** button.

Related Topics:

- See "About the Admin Vendors Module"

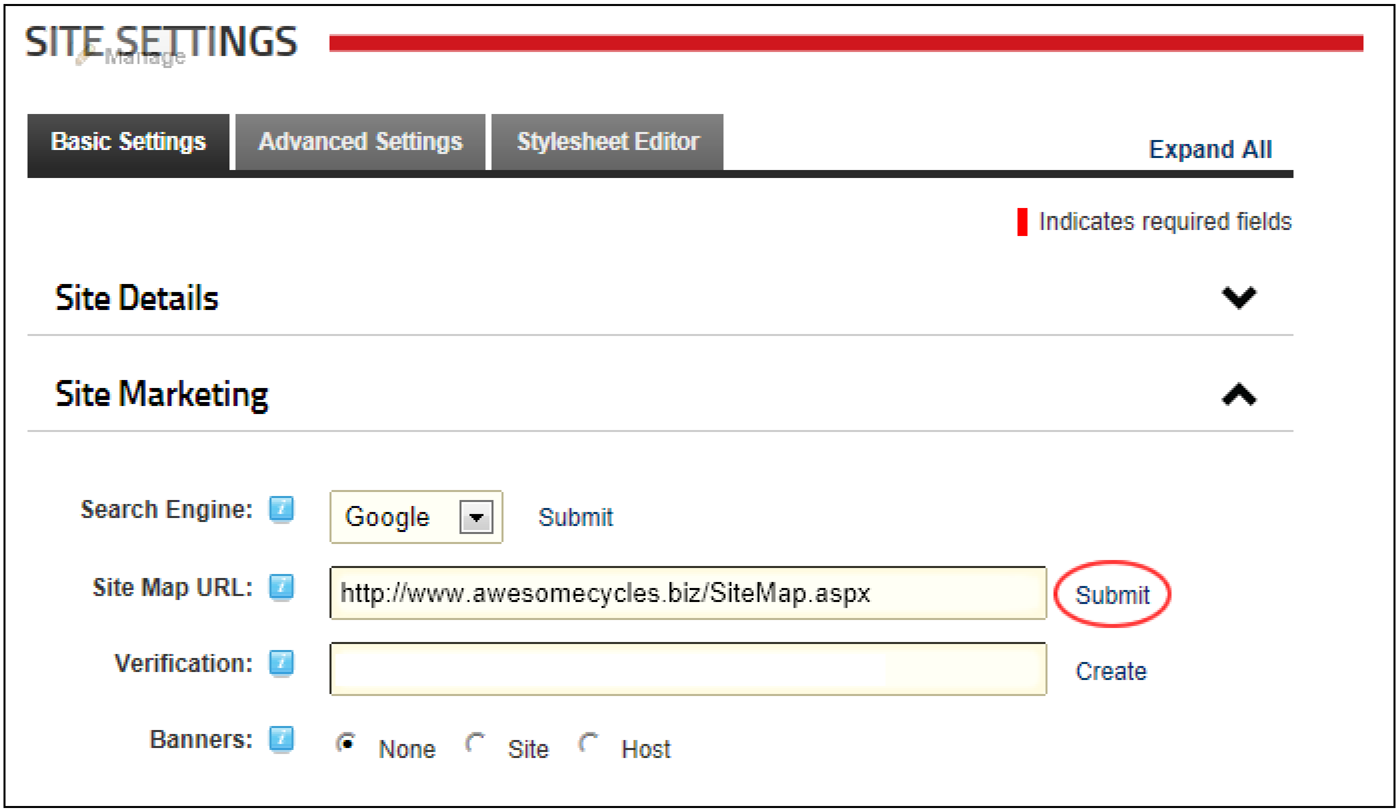
Submitting your Site Map URL to Google

How to submit a site map URL of your site to Google for improved search optimization.

Prerequisites. Site name, description and keywords must been completed. See See "Configuring your Site Details"

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See See "Viewing a Site in a Secondary Language". This field only displays when multiple languages are enabled.
3. Select the **Basic Settings** tab.
4. Expand the **Site Marketing** section.

5. At **Site Map URL**, click the Submit link. This opens the Google Webmaster Tools web page in a new Web browser.



6. On Google Webmaster Tools web page, complete the following steps:
    a. If you do not have a Google Account, sign up for one.
    b. Sign in to **Google Webmaster Tools** with your Google account.
    c. Go to the **Dashboard**.
    d. In the **Add Site** text box, enter the URL of your site. E.g. http://www.domain.com/
    e. Click the **OK** button.
    f. Click the Verify link.
    g. Select **Upload an HTML file**. This will display a unique file name. Copy this name.
7. Return to the Site Settings page of your DNN site and complete the following steps:
    a. In the **Verification** text box, enter the file name.
    b. Click the Create link.
8. On Google Webmaster Tools web page, complete the following steps:
    a. Click the **Verified** button.
    b. On the **Google Sitemaps** tab, select **Add General Web Sitemap**.

c. Copy the URL that is now displayed.

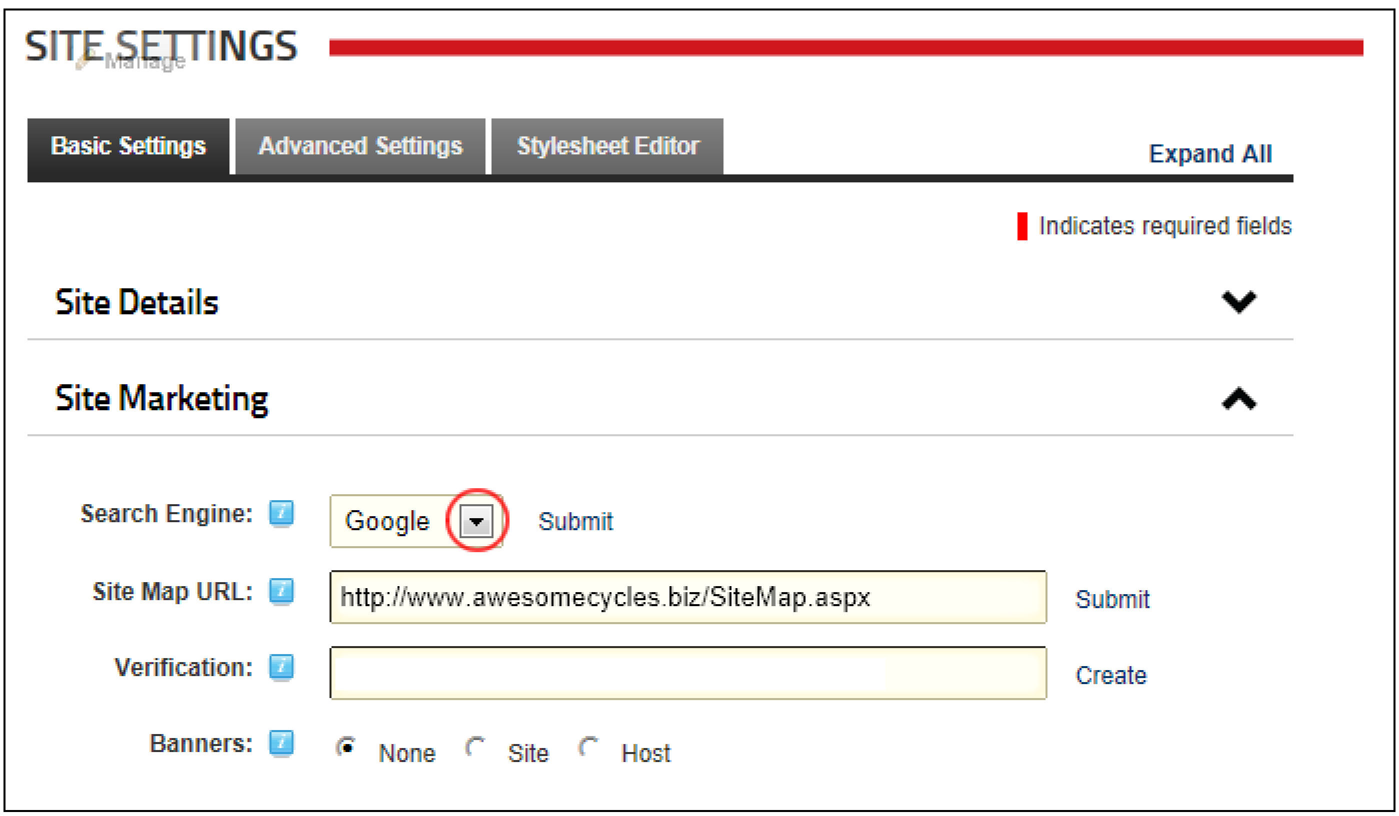
9. Return to the Site Settings page of your DNN site and complete the following steps:
    a. Paste the URL you just copied into the **Site Map URL** text box.

Submitting your Site to Search Engines

How to submit the site to one or more search engines for indexing. This will add the site to the search engine's list of sites to be indexed.

Prerequisites. Site name, description and keywords must been completed. See See "Configuring your Site Details"

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See See "Viewing a Site in a Secondary Language"
3. Select the **Basic Settings** tab.
4. Expand the **Site Marketing** section.
5. At **Search Engine**, select either the **Google**, **Yahoo** or **Microsoft** search engines.



6. Click the Submit link.
7. Repeat Steps 5-6 to submit your site to one or both of the other search engines.

Tip: Page Editors and Administrator can also to add a title, description and keywords to each site page. The quality of this information will affect your ranking on search engines, therefore it is recommended that these fields are completed for all pages before submitting the site.

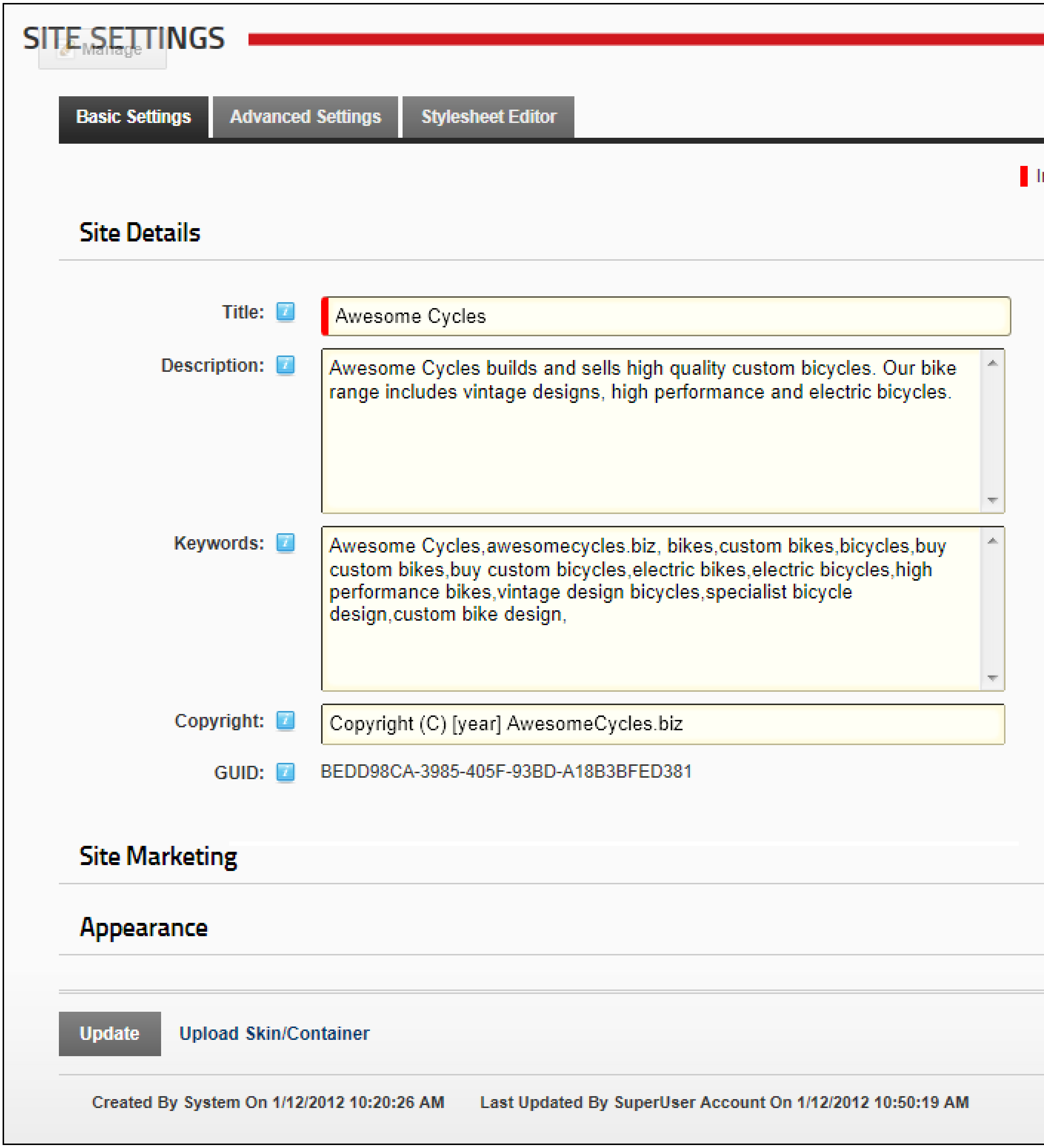
Configuring your Site Details

How to modify the title, description, keywords and copyright notice for your site via the Site Settings page. You can also view the GUID for your site in this section.

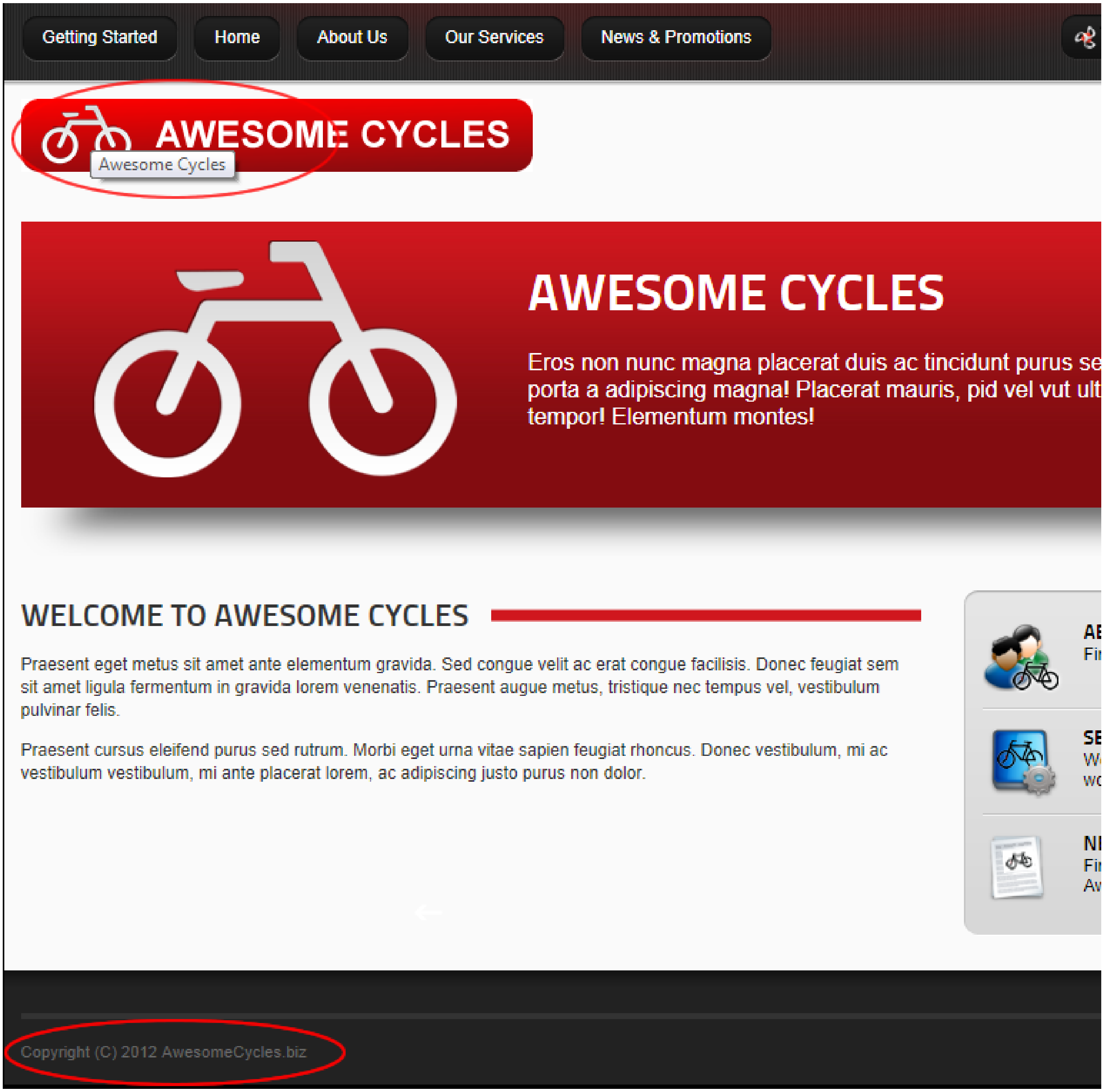
Note 1: The copyright notice displays on pages where the applied skin contains the Copyright skin object. In the default DNN skin, the copyright notice appears at the bottom left corner of all pages.

1. Navigate to Admin > **Site Settings**.
2. Select the **Basic Settings** tab.
3. Expand the **Site Details** section.
4. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See See "Viewing a Site in a Secondary Language"
5. In the **Title** text box, enter a title for the site. This title displays in the title bar of the Web browser and is used in language files such as the Privacy Statement, Terms of Use, etc. Note: This title is also used as a tool tip when a user places their mouse over the site logo, as shown in the image beneath this tutorial. See See "Setting the Site Logo"
6. **Optional.** In the **Description** text box, enter a description which will be used by search engines to index this site.
7. **Optional.** In the **Keywords** text box, enter one or more keywords separated by commas which will be used by search engines to index this site. E.g. toys,eco-friendly,organic toys,fair trade toys,fair labor toys,
8. **Optional.** In the **Copyright** text box, set the copyright notice for the site in one of the following way:
   - **Dynamic Copyright Notice**: Leave the Copyright field blank to automatically display the current year and the site title as the copyright notice. E.g. Entering "Awesome Cycles" in the Title field above will display the copyright notice 'Copyright (c) 2012 Awesome Cycles'. If the Title field is blank, then the copyright notice displays as 'Copyright (c) 2012'

- **Custom Copyright Notice**: Enter the text of your copyright message. To include the current year in the notice, enter [year] into the notice. E.g. Enter 'Copyright (C) [year] Awesome Cycles.biz' to display 'Copyright (C) 2012 Awesome Cycles.biz', as shown in the image beneath this tutorial.


SITE SETTINGS
Manage
Basic Settings
Advanced Settings
Stylesheet Editor
Site Details
Title:
Awesome Cycles
Description:
Awesome Cycles builds and sells high quality custom bicycles. Our bike range includes vintage designs, high performance and electric bicycles.
Keywords:
Awesome Cycles,awesomecycles.biz, bikes,custom bikes,bicycles,buy custom bikes,buy custom bicycles,electric bikes,electric bicycles,high performance bikes,vintage design bicycles,specialist bicycle design,custom bike design,
Copyright:
Copyright (C) [year] AwesomeCycles.biz
GUID:
BEDD98CA-3985-405F-93BD-A18B3BFED381
Site Marketing
Appearance
Update
Upload Skin/Container
Created By System On 1/12/2012 10:20:26 AM
Last Updated By SuperUser Account On 1/12/2012 10:50:19 AM

9. At **GUID**, you can view the GUID (globally unique identifier) which can be used to identify this site. Wikipedia.org defines a GUID as "a special type of identifier used in software applications in order to provide a reference number which is unique in any context (hence, "Globally"), for example, in defining the internal reference for a type of access point in a software application, or for creating unique keys in a database".
10. Click the **Update** button.



Getting Started
Home
About Us
Our Services
News & Promotions
AWESOME CYCLES
Awesome Cycles
AWESOME CYCLES
Eros non nunc magna placerat duis ac tincidunt purus se
porta a adipiscing magna! Placerat mauris, pid vel vut ult
tempor! Elementum montes!
WELCOME TO AWESOME CYCLES
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Praesent cursus eleifend purus sed rutrum. Morbi eget urna vitae sapien feugiat rhoncus. Donec vestibulum, mi ac vestibulum vestibulum, mi ante placerat lorem, ac adipiscing justo purus non dolor.
Copyright (C) 2012 AwesomeCycles.biz

Advanced Settings

Page Management

Enabling a Custom Login Page

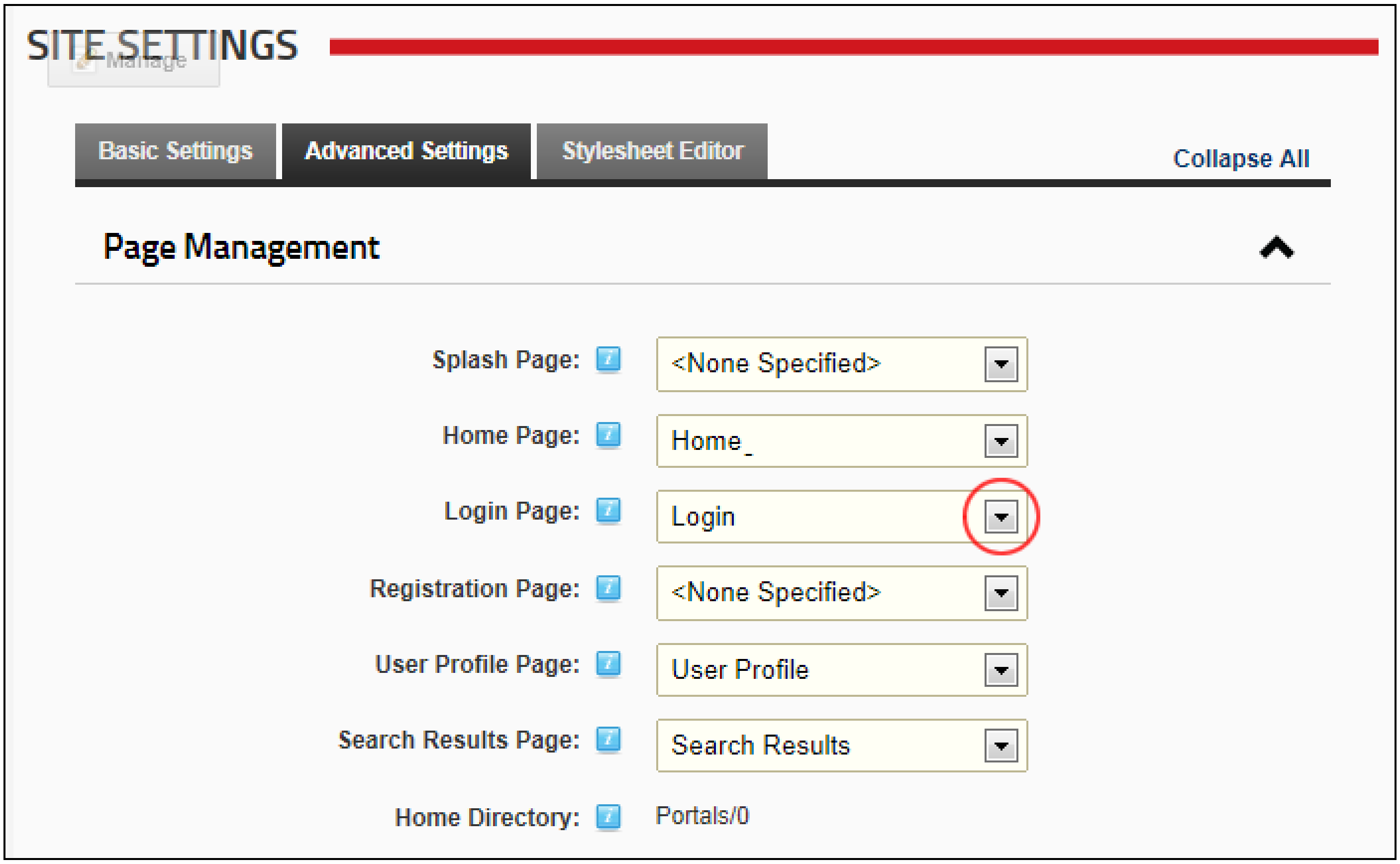
How to set any page as the Login page for the site. This setting enables you to create a custom Login page rather than using the default login page which only displays the Account Login module. If a Login page is not set, the default Login page is used. The default login page requires the Login skin object to be included in the skin.

Prerequisite. Create a custom login page as follows:

1. Add a new page to your site (E.g. Login page). Your Login page ***must*** have the following:
    - All Users must be granted permissions to view the page.
    - An Account Log In module must be added to the page and visible to all users.

Warning: Do not apply this setting without first adding an Account Login module to the page you are selecting and ensure the page is available to All Users. If you have logged out of the site and do not have an Account login module viewable by 'All Users' you will be unable to log in again. If this occurs, enter your site URL into the address bar of your Web browser and add "login.aspx" to the end of the URL. E.g. `http://www.awesomecycles.biz/Login.aspx`. This will display the default login page.

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See See "Viewing a Site in a Secondary Language"
3. Select the **Advanced Settings** tab.
4. Expand the **Page Management** section.
5. At **Login Page**, select the name of the Login page you created from the drop down list.



6. Click the **Update** button.

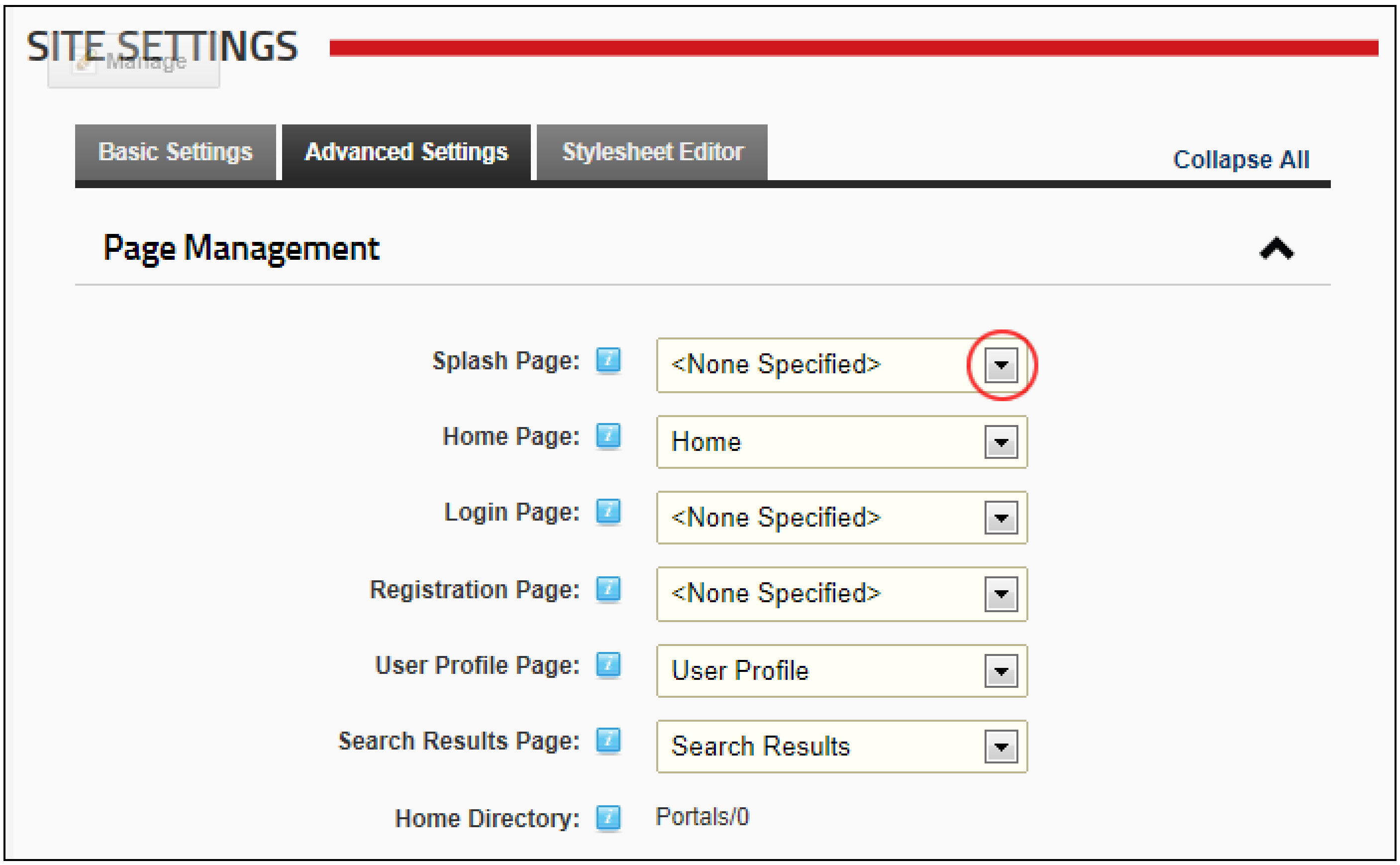
Enabling/Disabling a Splash Page

How to enable or disable a Splash page for this site. When a visitor first comes to the standard URL of your site, that is the main URL (E.g. `http://www.awesomecycles.biz` or `http://www-.awesomecycles.biz`) rather than a specific page (E.g. `http://www-.awesomecycles.biz/ContactUs/tabid/103/Default.aspx`) the Splash page is displayed.

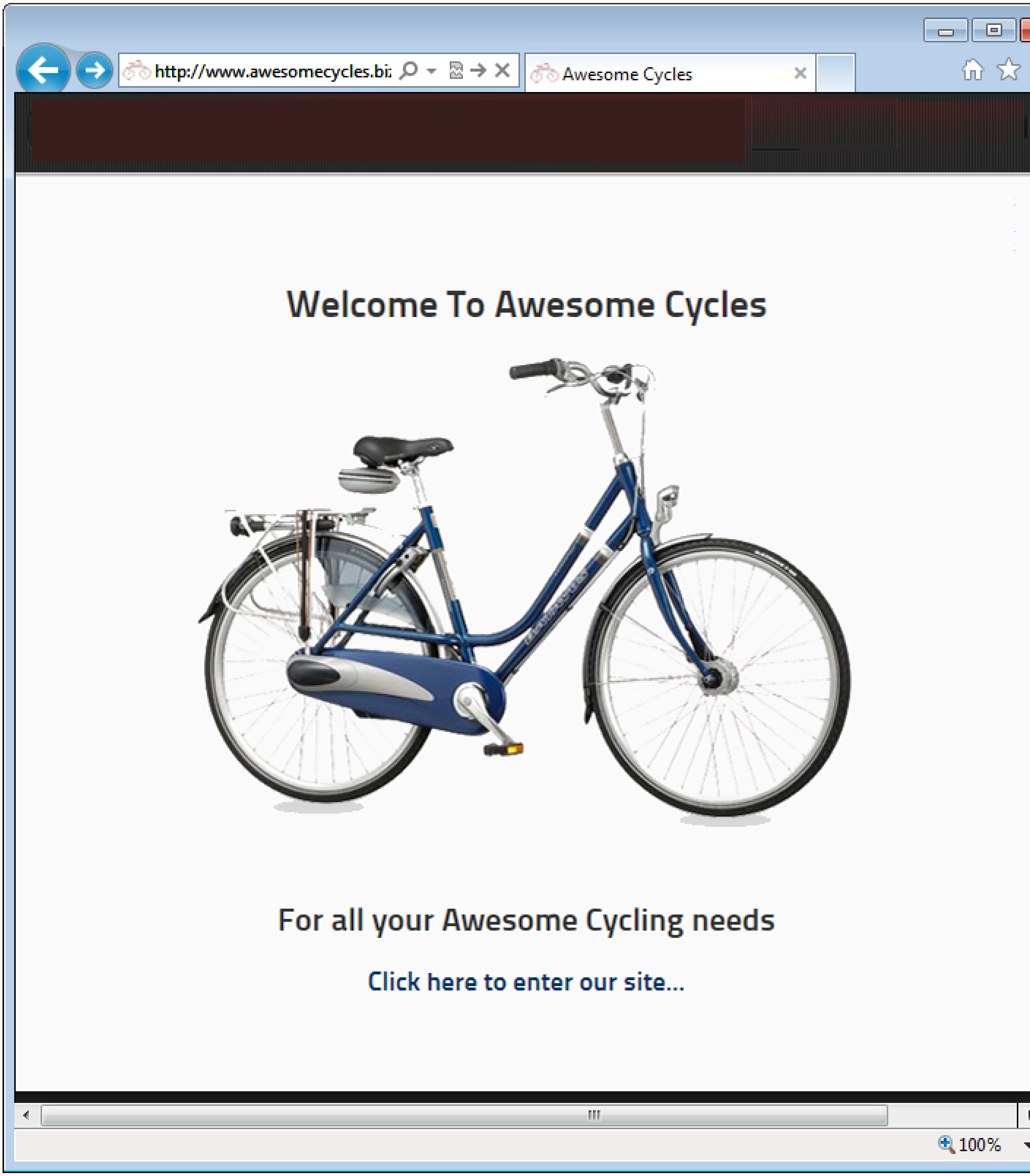
A Splash page must be created by a Page Editor or an Administrator. The Splash page is typically not included in the site menu. The Splash page should include some form of redirection to one or more site pages. This can be done by adding a link to a site pages, or adding a Flash animation with an automatic redirect feature to the Splash page.

1. Navigate to Admin > **Site Settings**.

2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See See "Viewing a Site in a Secondary Language"
3. Select the **Advanced Settings** tab.
4. Expand the **Page Management** section.
5. At **Splash Page**, select from the following options:
   - To set the splash page, select the page name from the drop down list.
   - To disable the splash page, select `<None Specified>` from the drop down list.



6. Click the **Update** button.

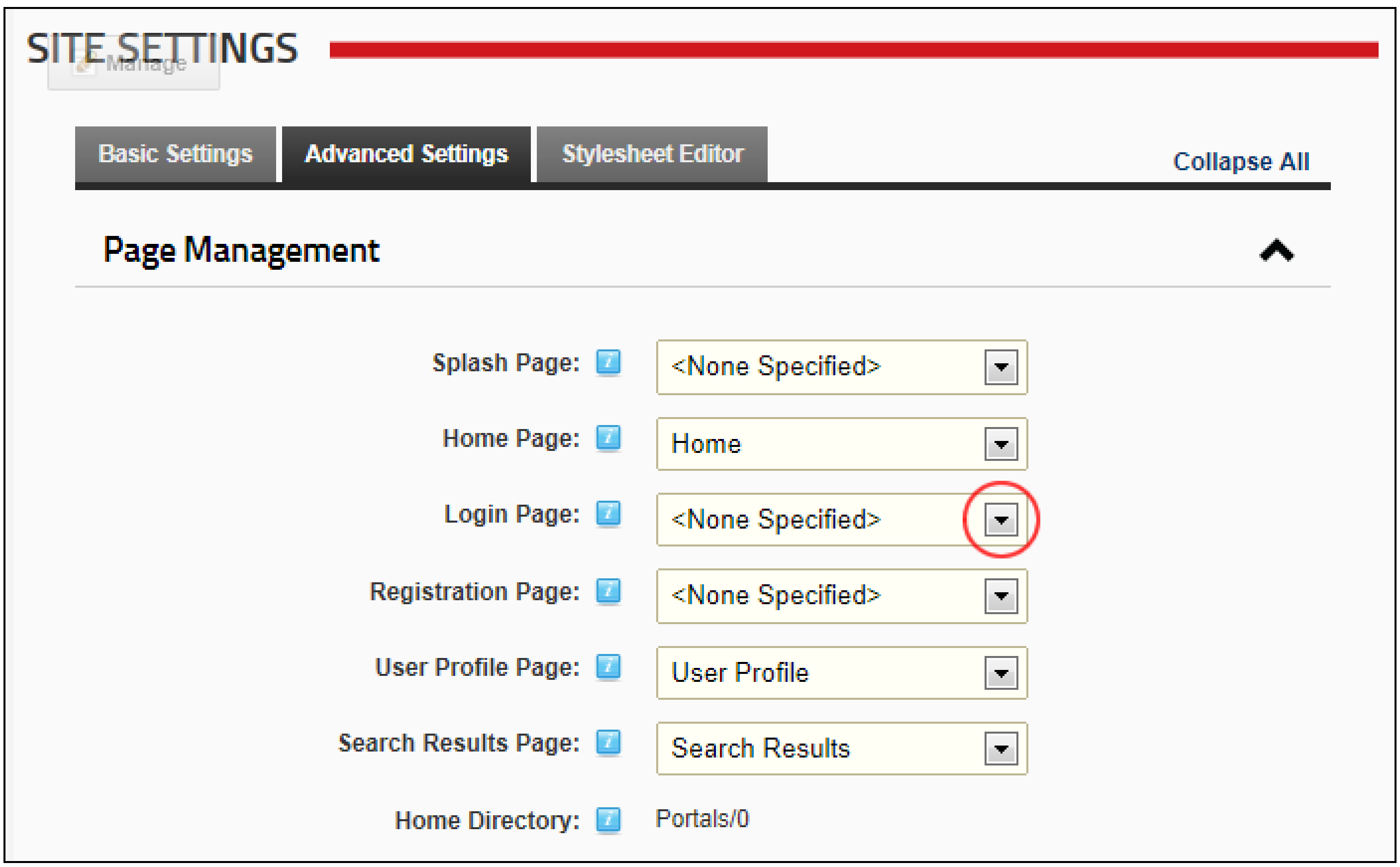


A Sample Splash Page

Restoring the Default Login Page

How to restore the default Login page to the site. Skin Token: The Login token must be included in the Site Skin to access the default login page. Don't restore the default Login page if you are using a custom Site Skin that doesn't include this skin object.

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See See "Viewing a Site in a Secondary Language"
3. Select the **Advanced Settings** tab.
4. Expand the **Page Management** section.
5. At **Login Page**, select **< None Specified >**.

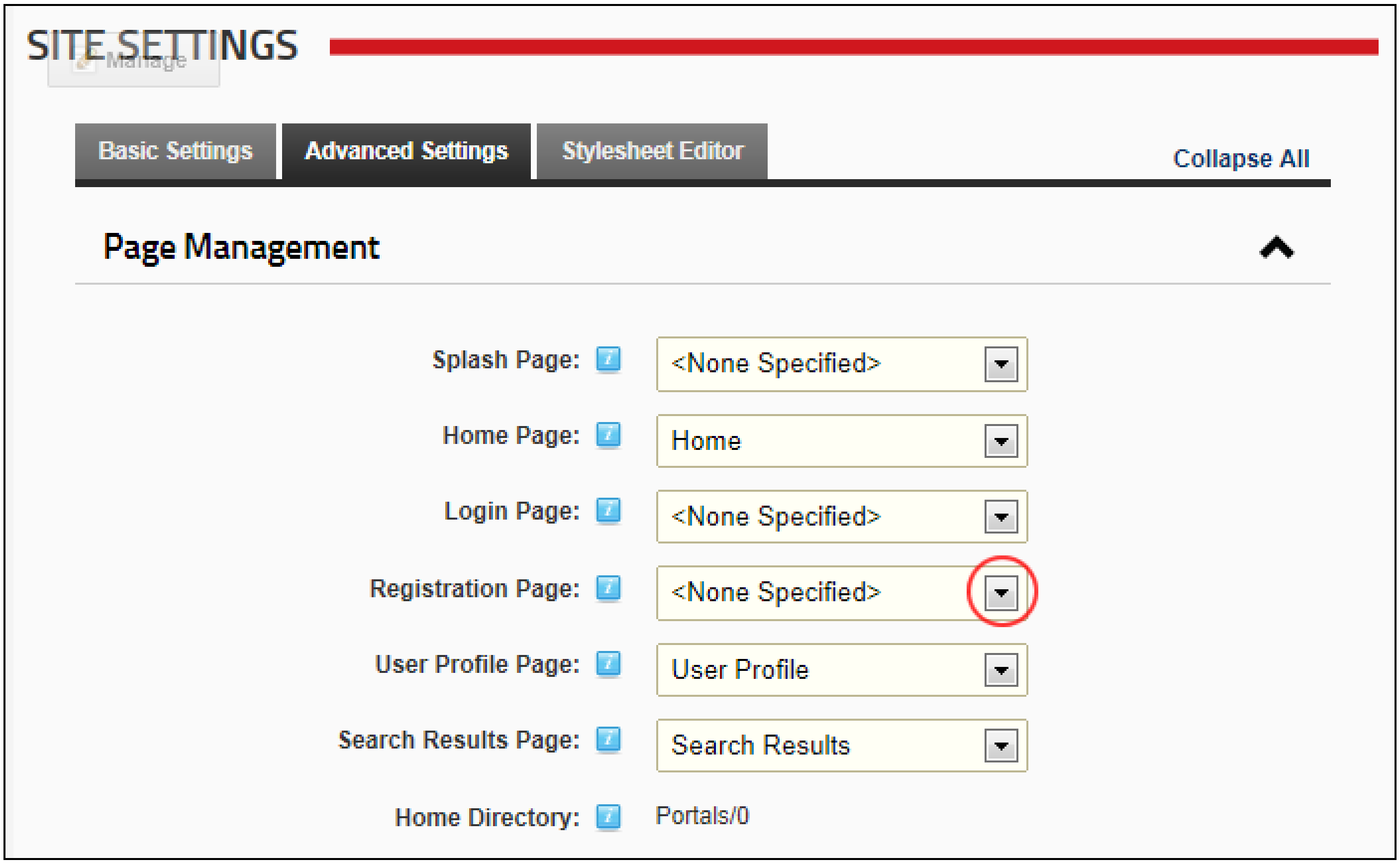


6. Click the **Update** button.

Restoring the Default Registration Page

How to restore the default user registration page to this site.

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See See "Viewing a Site in a Secondary Language"
3. Select the **Advanced Settings** tab.
4. Expand the **Page Management** section.
5. At **Registration Page**, select **<None Specified>**.



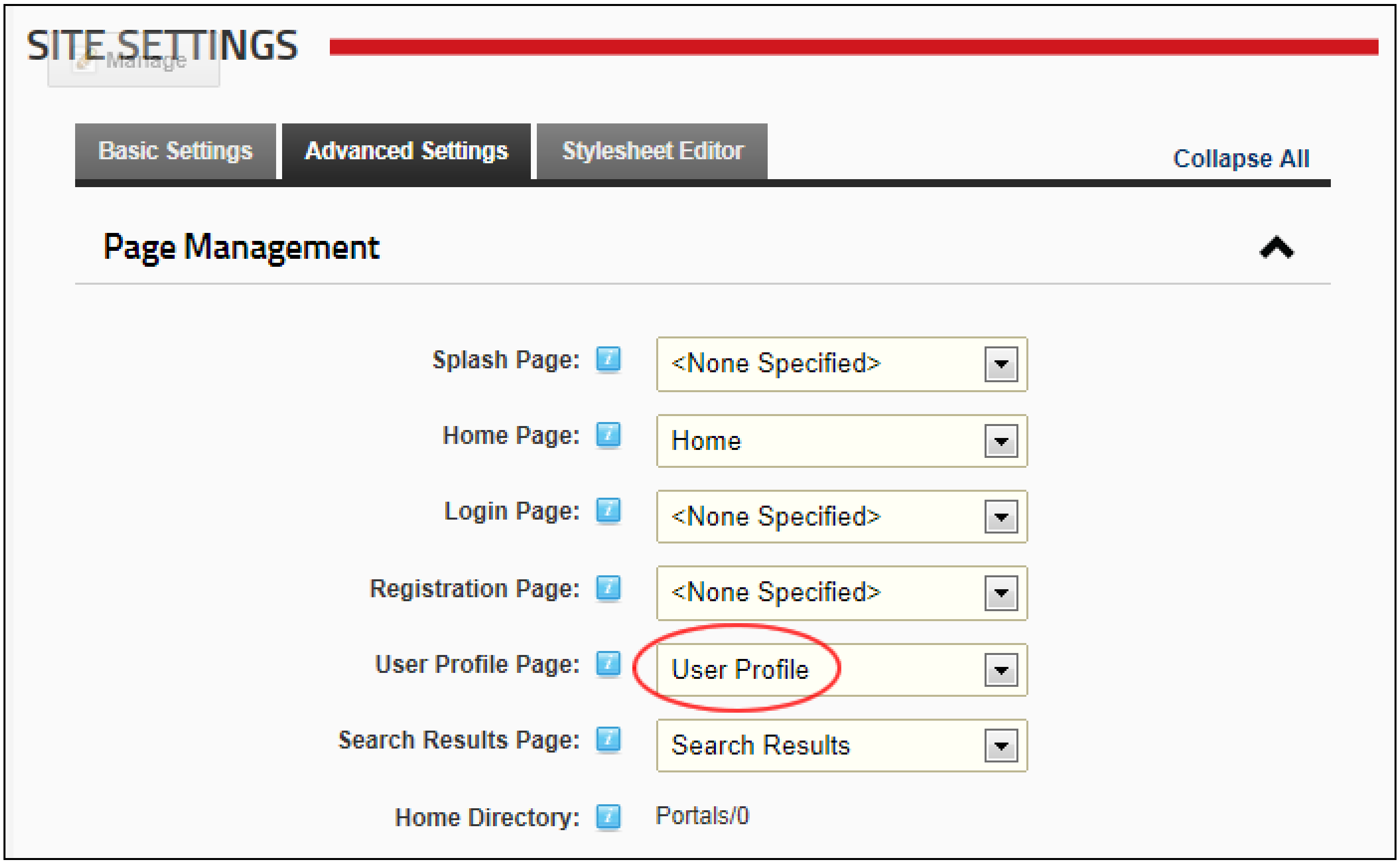
6. Click the **Update** button.

Restoring the Default User Profile Page

How to restore the default user profile page of this site.

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "Viewing a Site in a Secondary Language"

3. Select the **Advanced Settings** tab.
4. Expand the **Page Management** section.
5. At **User Profile Page**, select **User Profile**.



6. Click the **Update** button.

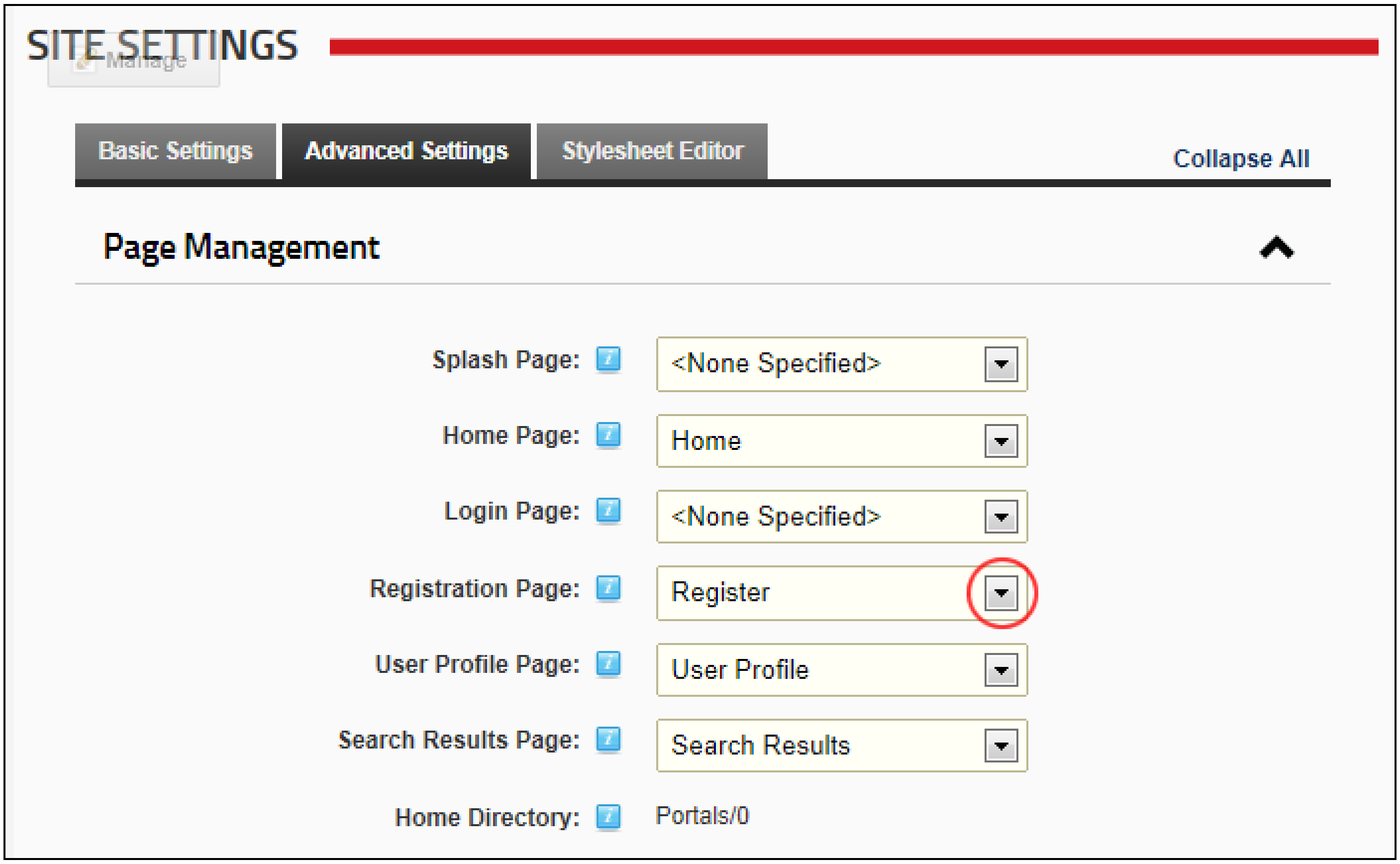
Setting a Custom Registration Page

How to set a custom registration page for this site. This page enables visitors to register for a new account.

Important. The page that you set as the registration page must have the Add New User module added to it. Ensure permissions to view the page and the module are granted to all users.

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See See "Viewing a Site in a Secondary Language"
3. Select the **Advanced Settings** tab.

4. Expand the **Page Management** section.
5. At **Registration Page**, select the registration page you created from the drop down list. E.g. Register



6. Click the **Update** button.

Setting a Custom User Profile Page

How to create and set a custom user profile page for this site. The user profile enables authorized users to maintain their user credentials, profile, password and services. In addition, users manage messages from and to other site members using the Message Center module (See "About the Message Center Module") and manage modules they are authorized to using the MyModules module. See "About the My Modules Module"*Only available in DotNetNuke Professional Edition and DotNetNuke Enterprise Edition*

Prerequisite. Create a User Profile page:

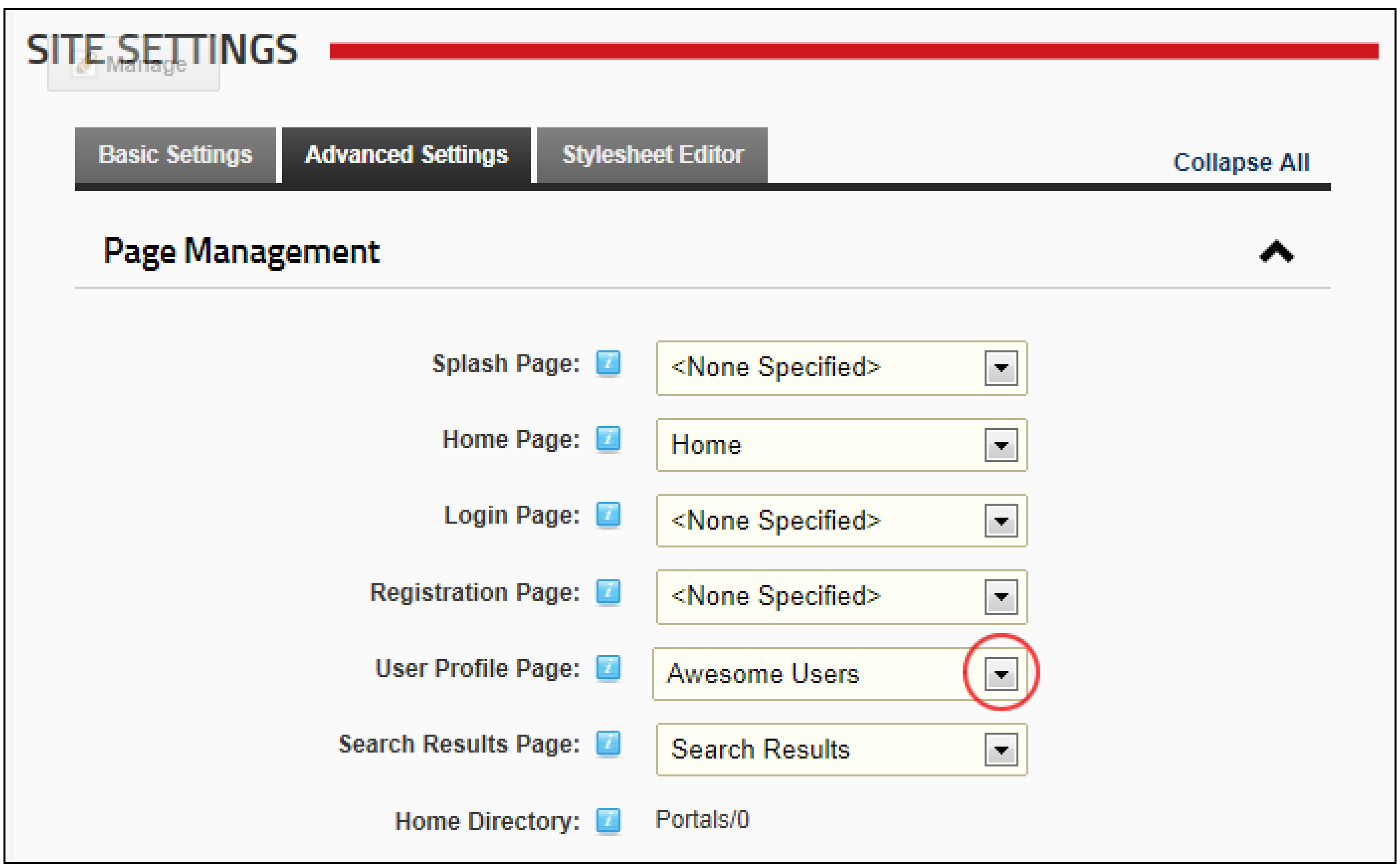
1. Create a new page to your site (E.g. Awesome Users), ensuring permission to view the page is granted to All Users. You may like to set the page as not included in the menu. See "Adding a New

Page"

2. Add a View Profile module to the page that is visible to all users. See "Adding a New Module (RibbonBar)"
3. Add any other modules and content as desired.

Warning. Do not apply this setting without first creating a User Profile page.

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See "Viewing a Site in a Secondary Language"
3. Select the **Advanced Settings** tab.
4. Expand the **Page Management** section.
5. At **User Profile Page**, select the user profile page that you created from the drop down list. E.g. Awesome Users



6. Click the **Update** button.

Setting the Home Page

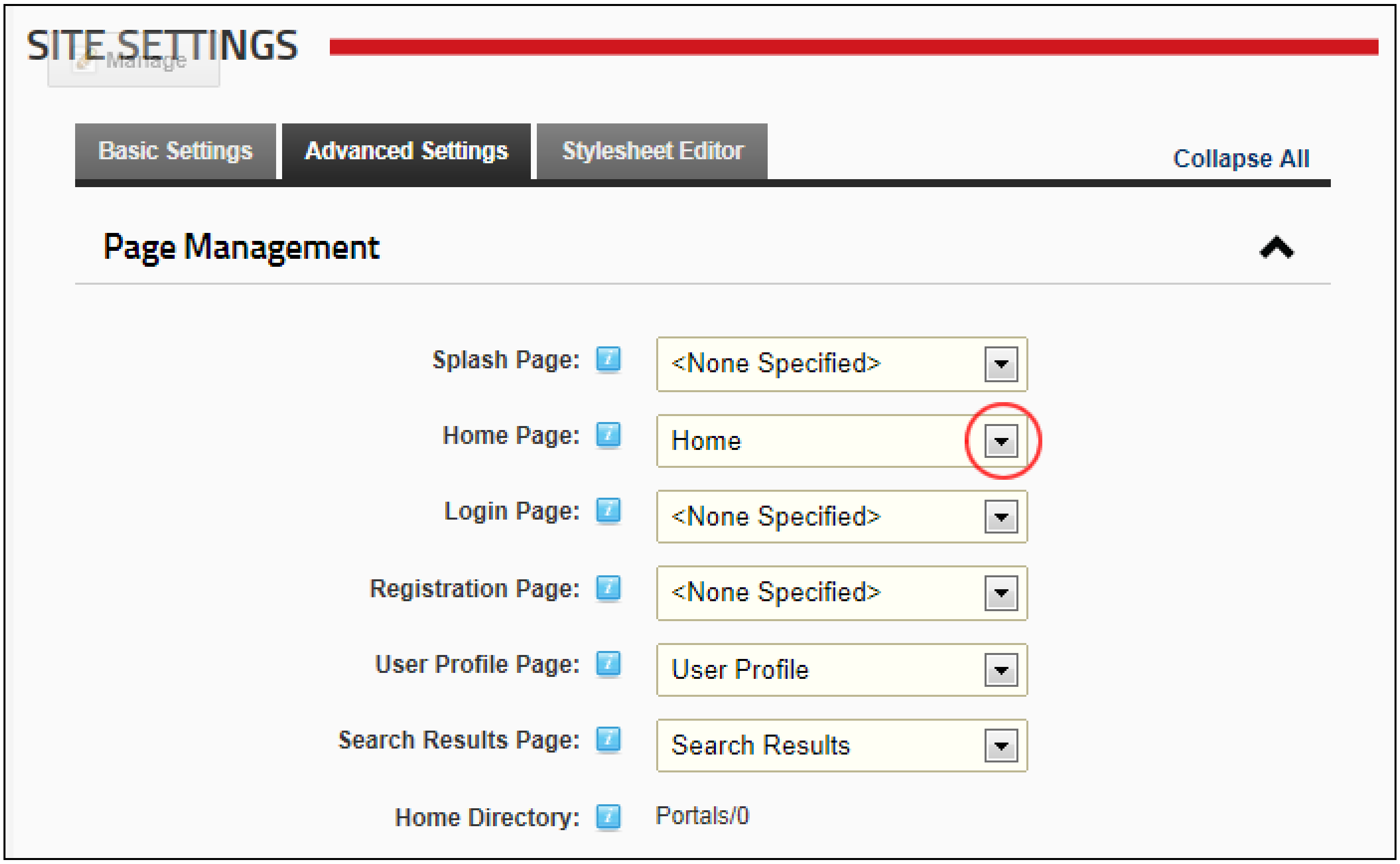
How to set the Home page of this site. Visitors are taken to the Home page when they navigate to the URL of the site (E.g. `http://www.awesomecycles.biz` or `http://www-.awesomecycles.biz/default.aspx`), unless a Splash page is displayed. Visitors are also taken to the Home page when they click on the site logo.

Note 1: On the default DNN skin, a page called "Getting Started" has been set as the Home page.

Note 2: You cannot delete the page set as the Home page. If you want to do so, you must first select an alternative home page.

Note 3: If this setting is set to None Specified, you can delete any site page (unless they are set as one of the other special pages) including the page named 'Home'.

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See See "Viewing a Site in a Secondary Language"
3. Select the **Advanced Settings** tab.
4. Expand the **Advanced Settings** section.
5. At **Home Page**, select from the following options:
   - To set any page as the Home page, select the page name from the drop down list. The page can be called Home but it could also be any other page name.
   - To set the first page that is visible on the site menu page as the default Home page, select `<None Specified>` This will set either the page that is located on the far left or the top of the menu as the Home page.

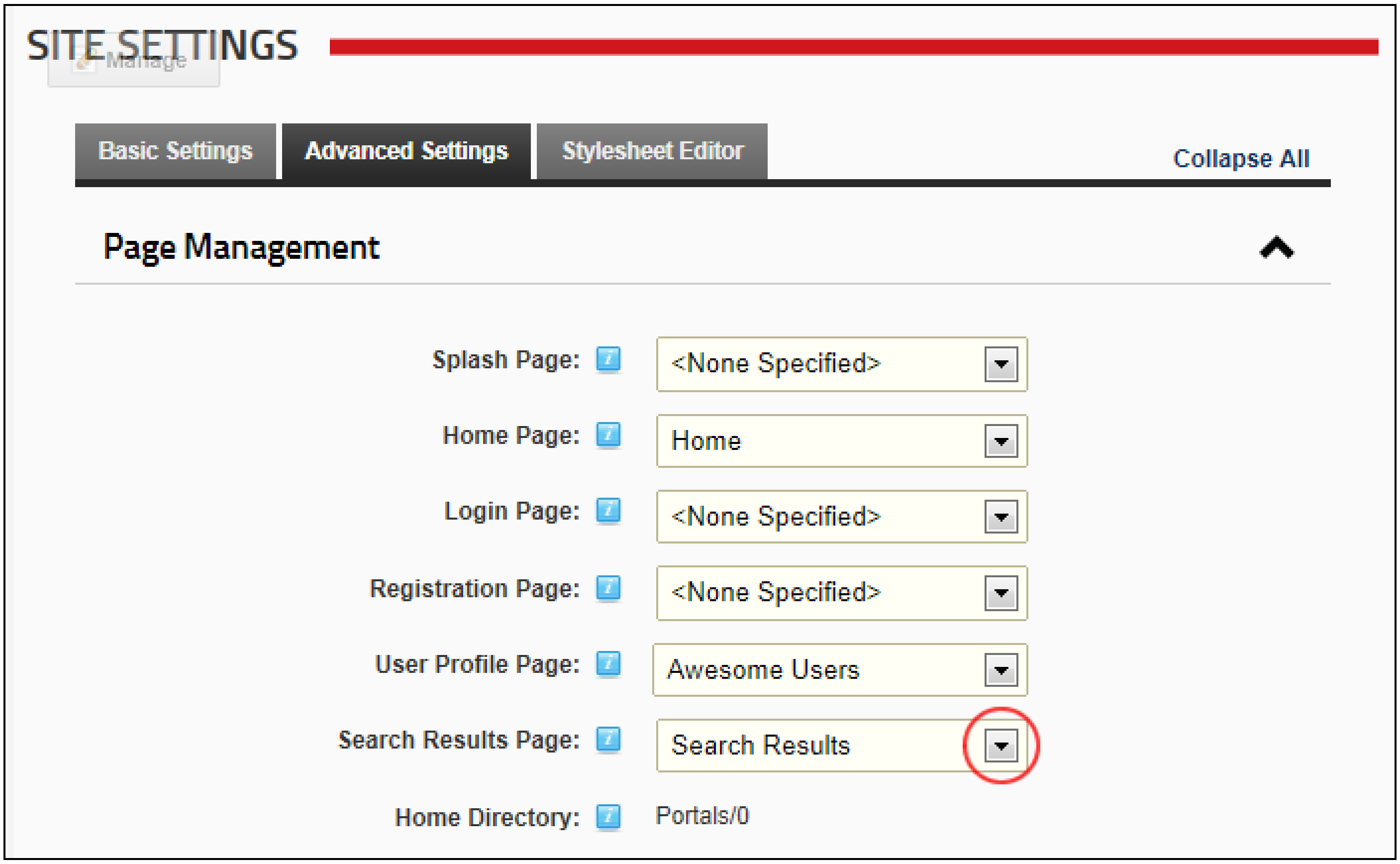


6. Click the **Update** button.

Setting the Search Results Page

How to set a custom or a default search results page for this site using the Site Settings page.

1. Navigate to Admin > **Site Settings**.
2. Select the **Advanced Settings** tab.
3. Expand the **Page Management** section.
4. At **Search Results Page**, select from the following options:
   - To set a custom search results page, select the page name from the drop down list. The selected page ***must*** have a Search Results module on the page in order for the search results to be displayed.
   - To use the default search results page, select **Search Results**.

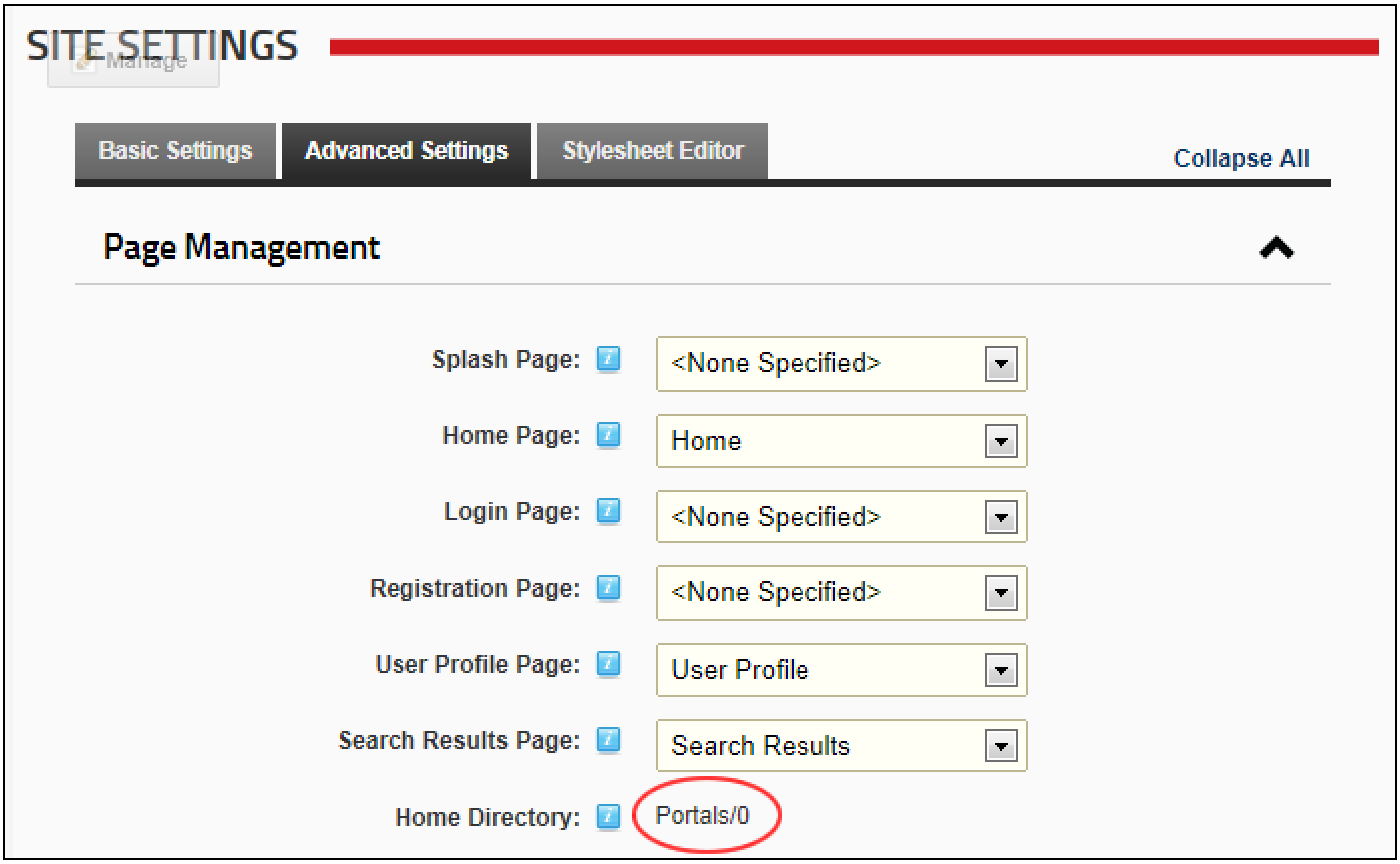


5. Click the **Update** button.

Viewing the Home Directory

How to view the Home Directory used for the storage of files in this site as configured when the site was created. The Home Directory cannot be modified.

1. Navigate to Admin > **Site Settings**.
2. Select the **Advanced Settings** tab.
3. Expand the **Page Management** section.
4. At **Home Directory** here you can view the home directory. E.g. ../../../../../Resources



Viewing the Home Directory

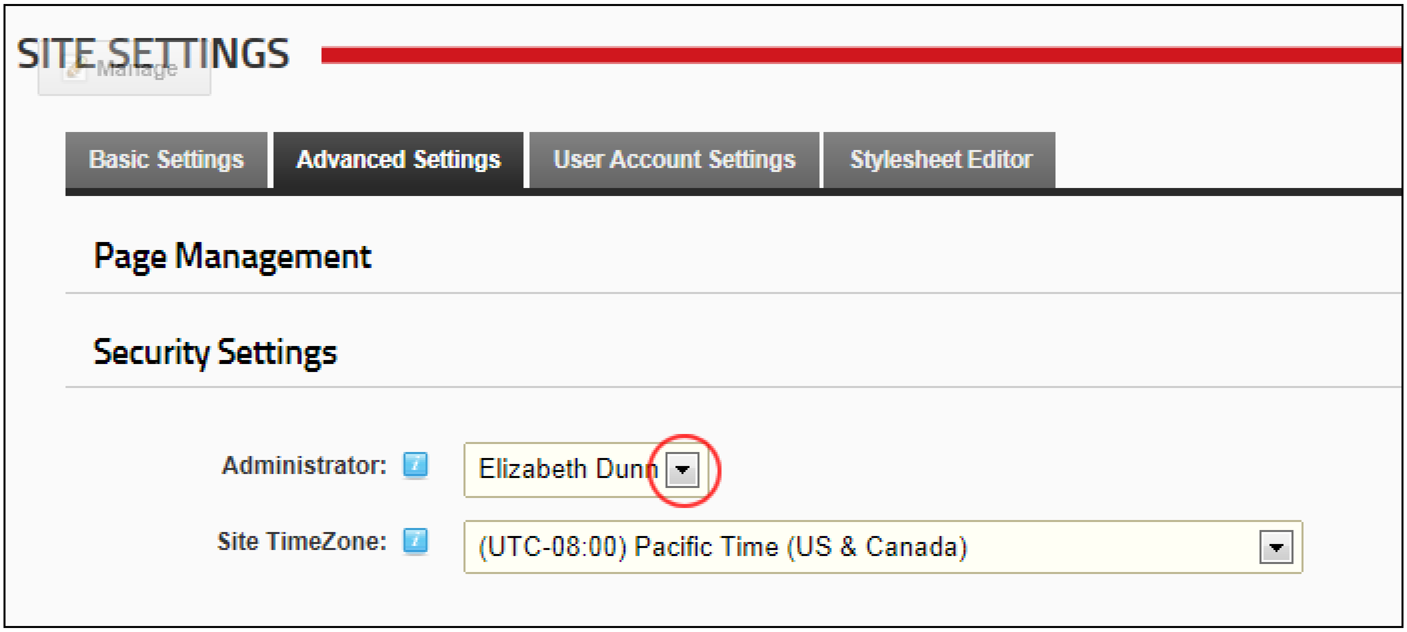
Security Settings

Setting the Primary Administrator

How to set the Primary Administrator who will receive email notification of member activities such as new registrations, unregistered accounts and feedback submitted using the Feedback module (unless this is overridden on the Feedback module). In new DNN installations, the Host user account that is created is selected by default for the first site that is created.

Tip: To create new Administrators, add a new user account (See "Adding a User Account") and then add the user to the Administrators security role (See "Adding a User to a Security Role").

1. Navigate to Admin > **Site Settings**.
2. Select the **Advanced Settings** tab.
3. Expand the **Security Settings** section.
4. At **Administrator**, select the display name of the required administrator from the drop down list.

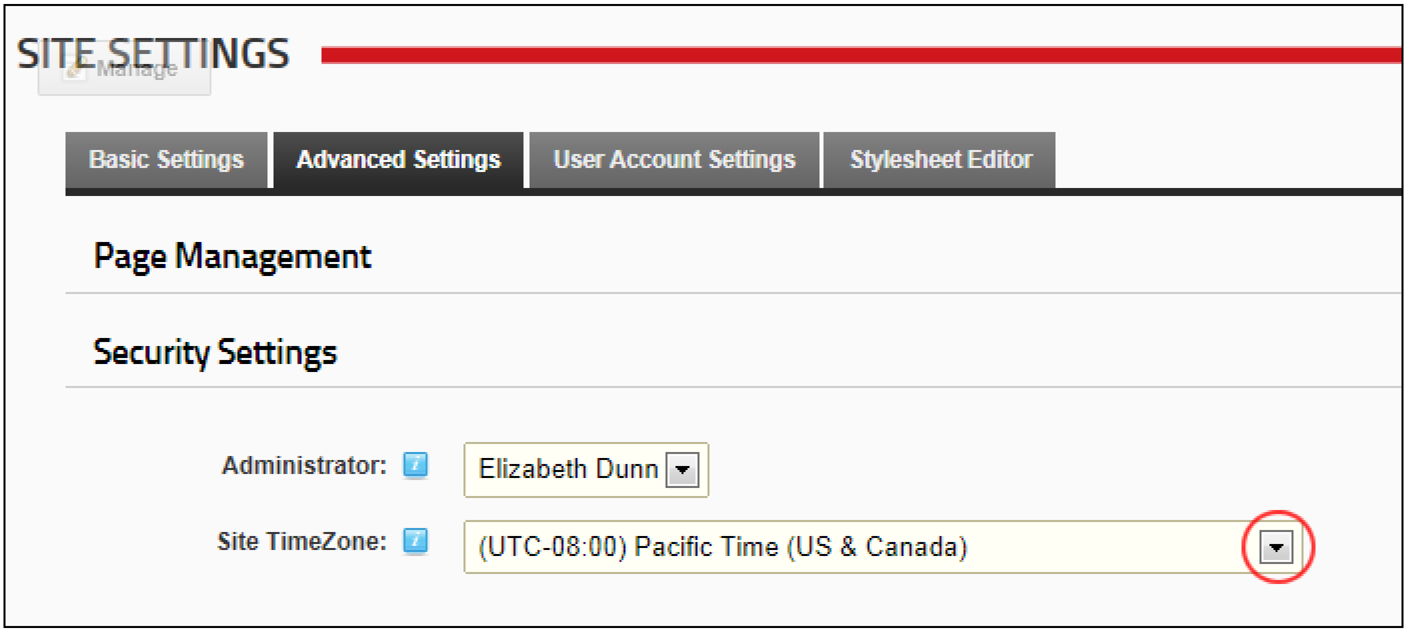


5. Click the **Update** button.

Setting the Site TimeZone

How to set the time zone for this site. This sets all time related information on this site including the default setting for the current time and date ([DateTime:Now]) replacement token. See See "List of Replacement Tokens" for more details.

1. Navigate to Admin > **Site Settings**.
2. Select the **Advanced Settings** tab.
3. Expand the **Security Settings** section.
4. At **Site TimeZone**, select the time zone for the location of this site from the drop down list.



5. Click the **Update** button.

Tip: Users can choose their Time Zone on their profile. See See "Managing your User Profile"

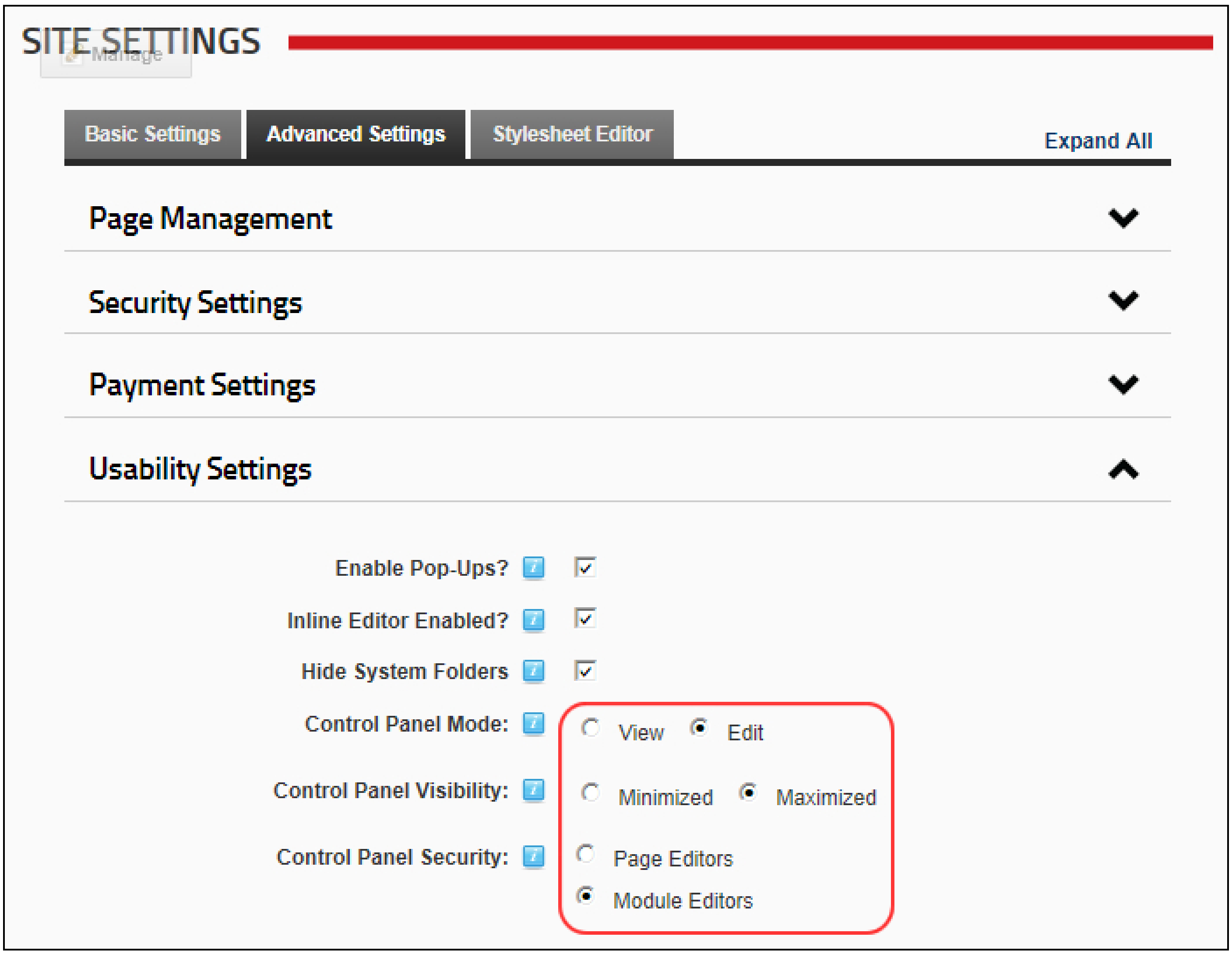
Usability Settings

Configuring the Control Panel Options

How to configure the default settings for the Control Panel. Whenever an authorized user interacts with the Control Panel the mode and visibility last selected by that user will be applied the next time.

1. Navigate to Admin > **Site Settings**.
2. **Optional.** At **Select Language**, select which language you wish to update. This field only displays when multiple languages are enabled.
3. Select the **Advanced Settings** tab.
4. Expand the **Usability Settings** section.
5. At **Control Panel Mode**, select either **View** or **Edit** as the default mode for the Control Panel.
6. At **Control Panel Visibility**, select either **Minimized** or **Maximized** as the default view for the Iconbar ControlBar only. This setting is not relevant to either the ControlBar or the RibbonBar Control Panels.
7. At **Control Panel Security**, select from the following options to set which groups of site editors can view the Control Panel.

- **Page Editors**: Select to display the Control Panel to Page Editors only. A Page Editor is any user that is authorized to create and manage pages and page settings.
- **Module Editors**: Select to display the Control Panel to both Page Editors and Module Editors. A Module Editor is any user that is authorized to edit and/or manage content on one or module modules. Choosing this option will allow these users to view the site in either **View** or **Edit** mode.



8. Click the **Update** button.

Related Topics:

- See "Overview of the ControlBar Control Panel"
- See "Overview of the RibbonBar Control Panel"

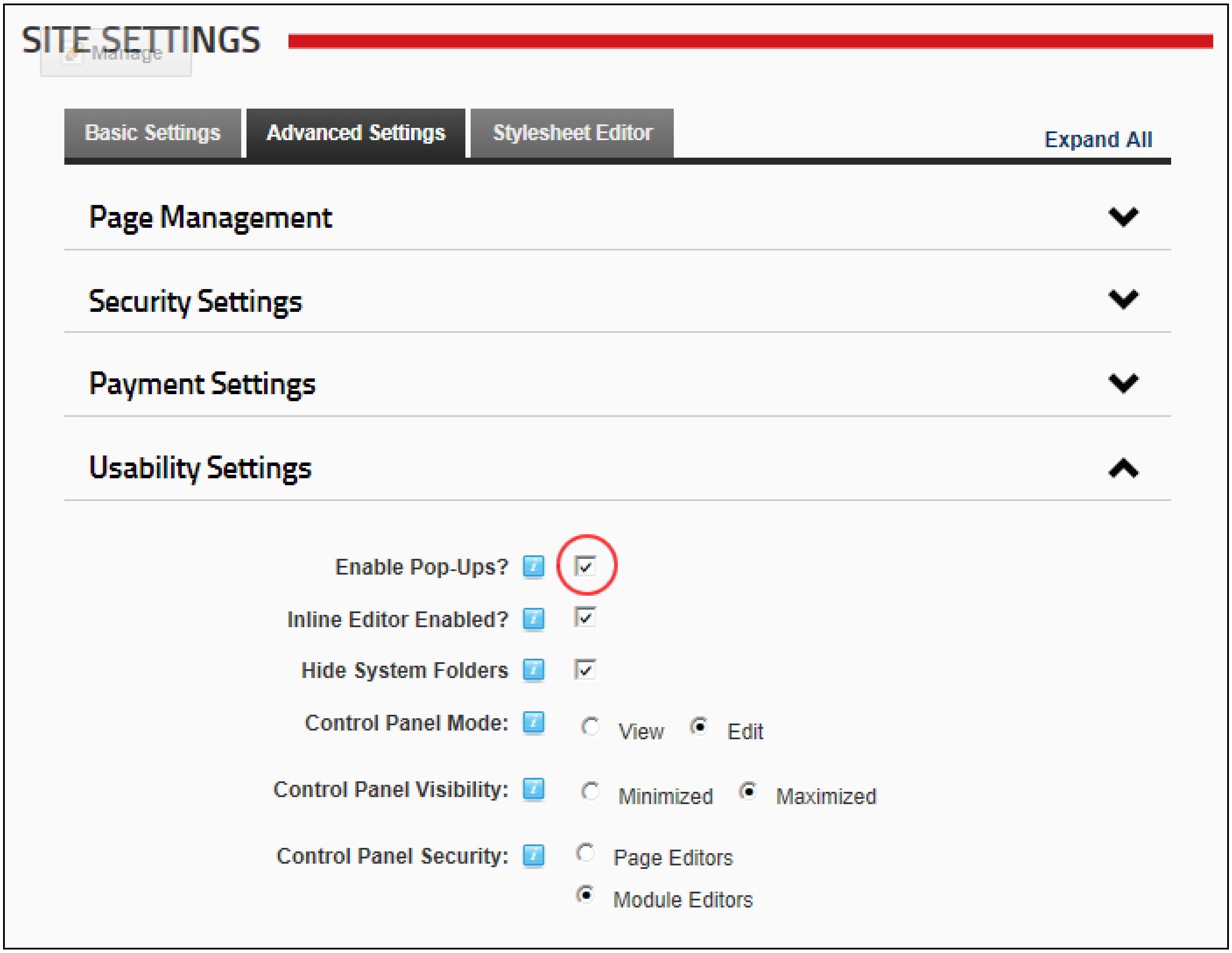
About Inline Editing

The Inline Editing feature has been removed from DNN6+, however the field is still displayed in the **Advanced Settings** > **Usability Settings** section of the Site Settings page. Enabling this feature here will not have any effect on site editing.

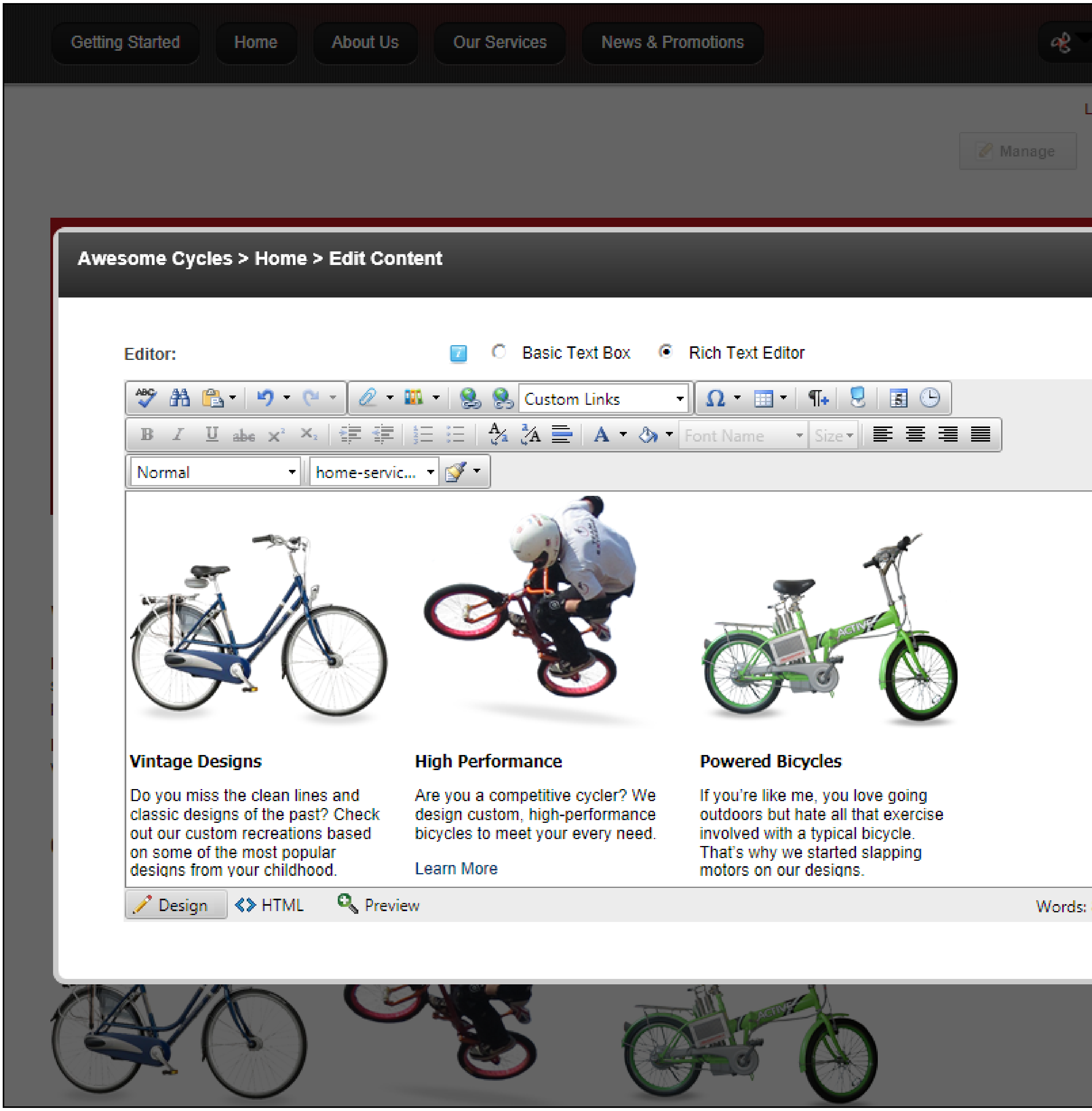
Enabling/Disabling Pop-Ups for Editing

How to optionally enable pop-up edit pages throughout this site.

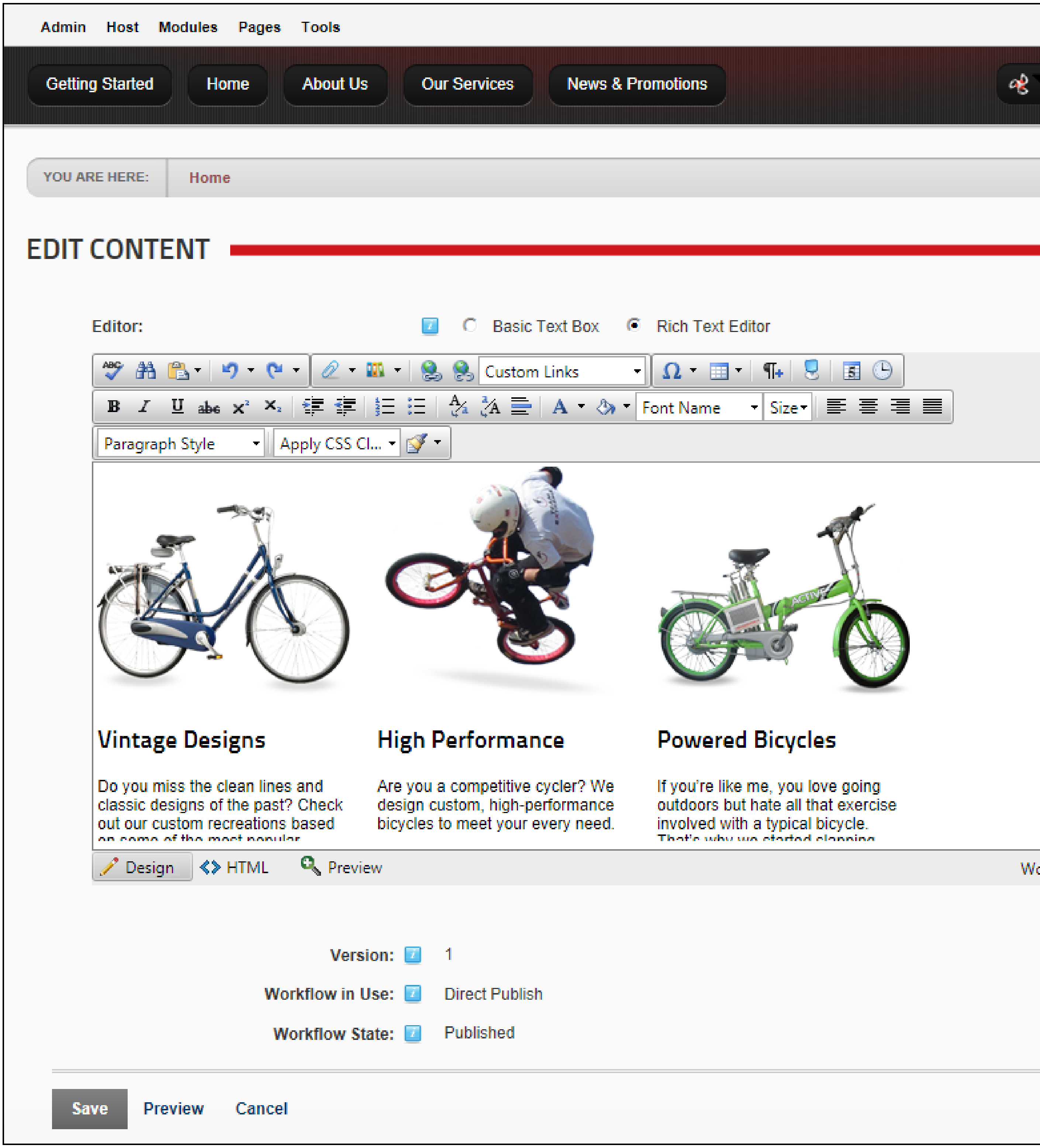
1. Navigate to Admin > **Site Settings**.
2. Select the **Advanced Settings** tab.
3. Expand the **Usability Settings** section.
4. At **Enable Pop-Ups?**, select from these options:
   - Check the check box to pop-up a new window that is separate to the web browser when performing editing tasks.
   - Uncheck the check box to perform editing tasks within the web browser.



5. Click the **Update** button.



Pop-ups enabled when editing module content

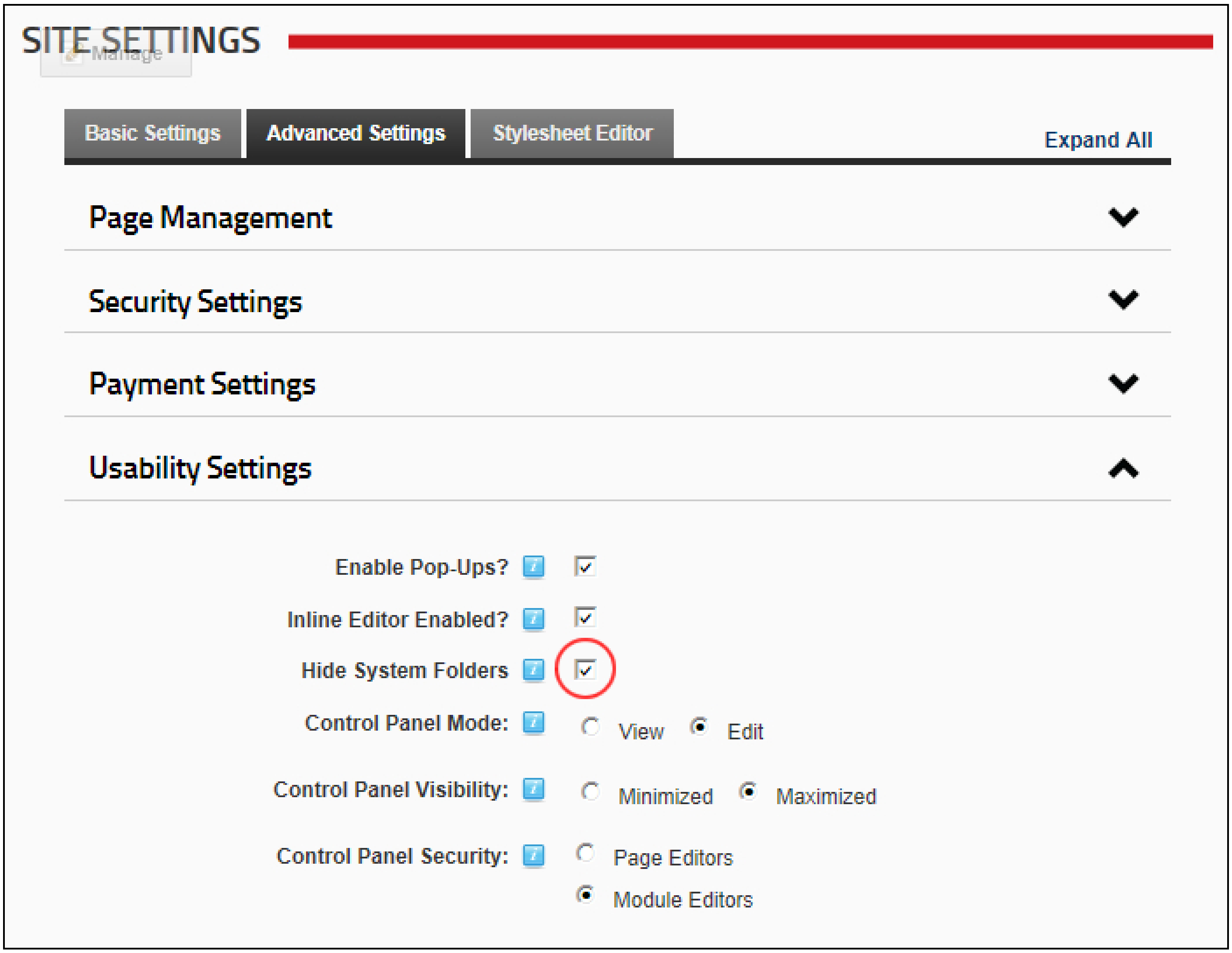


Pop-ups disabled when editing module content

Hiding System Folders

How to optionally prevent hidden folders or folders that start with an underscore from being included during folder synchronization.

1. Navigate to Admin > **Site Settings**.
2. Select the **Advanced Settings** tab.
3. Expand the **Usability Settings** section.
4. At **Hide System Folders**, select from these options:
   - Check the check box to prevent adding hidden and underscore folders.
   - Uncheck the check box to allow.

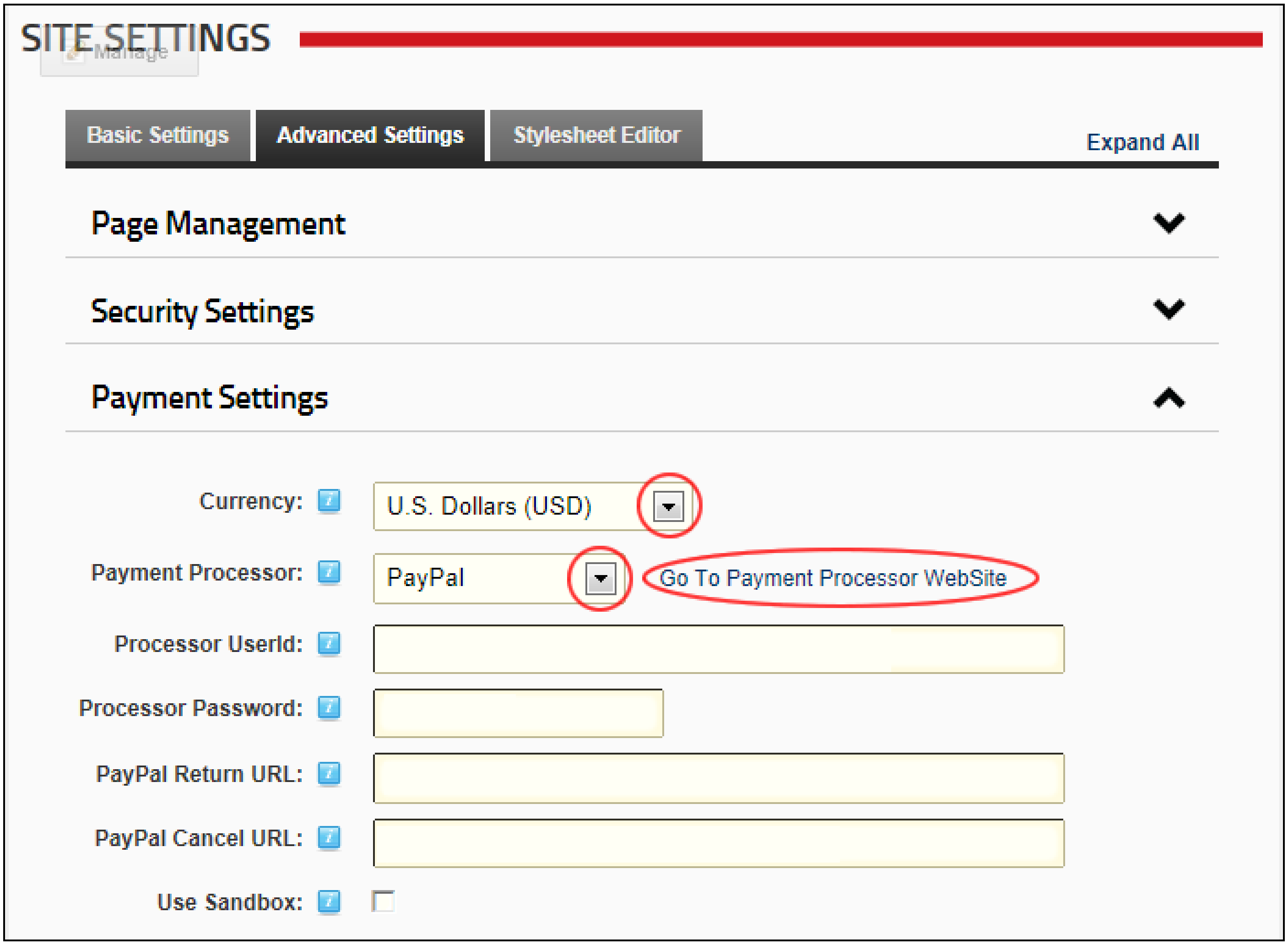


5. Click the **Update** button.

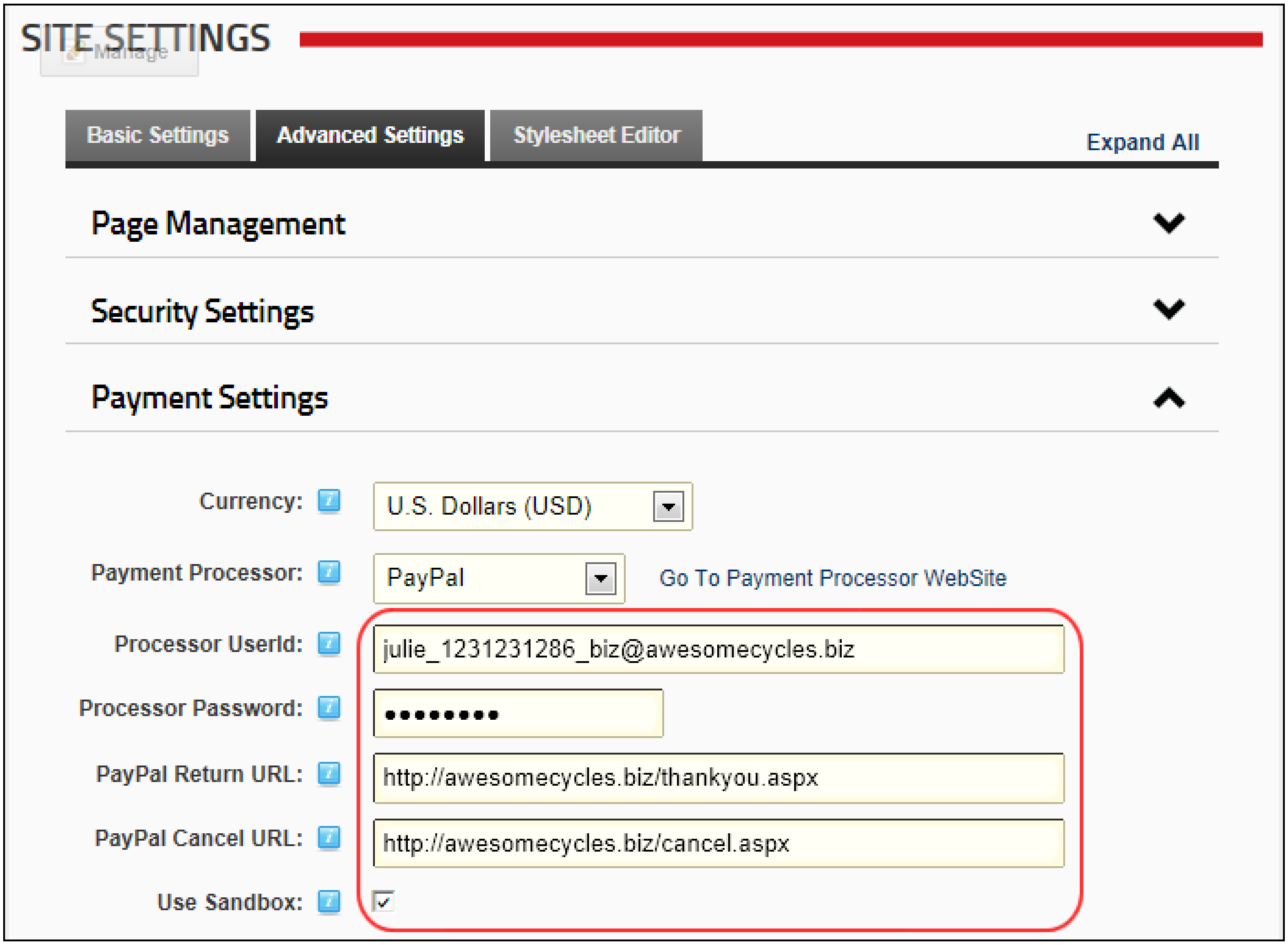
Setting the Payment Processor

How to configure payment processing for this site and receive payment from users who subscribe to Member Services (roles) on this site. PayPal is the only payment processor included by default, however your DNN developer can configure DNN to work with other providers. The PayPal Sandbox (https:/-/developer.paypal.com) allows you to test PayPal and have test orders sent to the payment gateway without taking live transactions. Enabling the PayPal Sandbox allows you to create paid subscriptions and test the process without spending any real money. To use this system you must sign up for a Sandbox account and use those credentials in the Payment Settings section shown below. See See "Adding a Security Role with a Fee" for more details on setting up subscriptions.

1. Navigate to Admin > **Site Settings**.
2. **Optional.** Click on the country flag icon associated with the culture (language) to be updated. This field only displays when multiple languages are enabled. See See "Viewing a Site in a Secondary Language"
3. Select the **Advanced Settings** tab.
4. Expand the **Payment Settings** section.
5. At **Currency**, select the currency to process payments with.
6. At **Payment Processor**, select a payment processing company from the drop down list. E.g. PayPal
7. Click Go To Payment Processor WebSite and sign up for an account.



8. In the **Processor UserId** text box, enter the UserID code provided by PayPal.
9. In the **Processor Password** text box, enter the Password provided by PayPal.
10. **Optional.** In the **PayPal Return URL** text box, enter the page URL that subscribers are redirected to after payment. Leave blank to return to the Home page.
11. **Optional.** In the **PayPal Cancel URL** text box, enter page URL that subscribers are redirected if payment is canceled. Leave blank to return to the Home page.
12. At **Use Sandbox?**, select from these options
    - Check ☑ the check box to enable PayPal Sandbox.
    - Uncheck ☐ the check box to disable Sandbox and enable live transactions.



13. Click the **Update** button.

User Account Settings

Login Settings

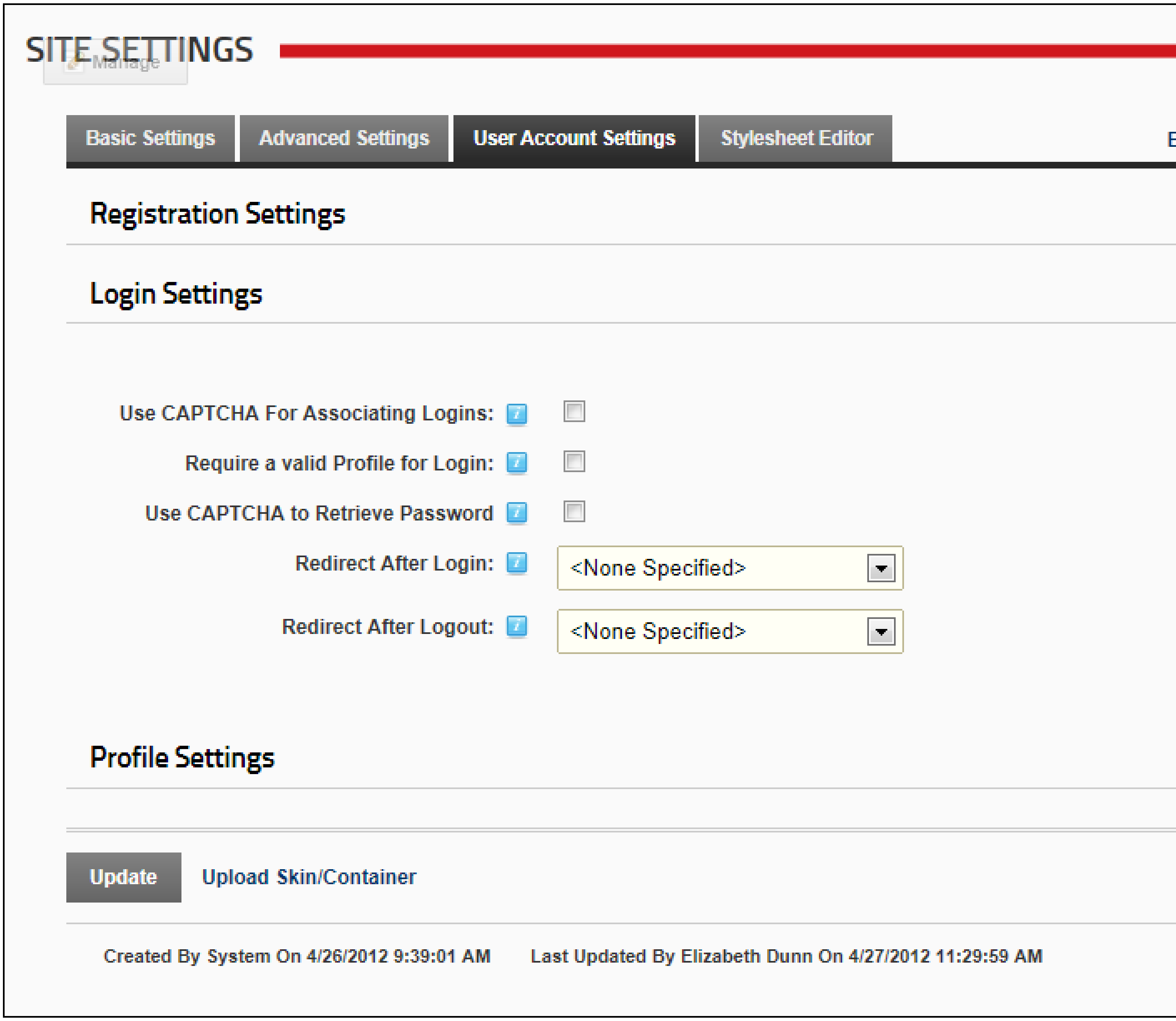
Managing Login and Logout Settings

How to set login and logout options for this site using the Site Settings page.

1. Navigate to Admin > **Site Settings**.
2. Select the **User Account Settings** tab.
3. Expand the **Login** section and set any of the following options.
4. At **Use CAPTCHA For Associating Logins**, check the check box to use the CAPTCHA security code for every authentication system that is enabled on this site - OR - Uncheck the check

box to remove CAPTCHA from associated logins. CAPTCHA can optionally be enabled on the default DNN authentication method.

5. At **Require a Valid Profile for Login**, check the check box to require users to update their profile during login if their profile no longer meets the requirements for a valid profile. E.g. If the required fields for a valid profile have changed since the user last logged in - OR - Uncheck the check box if a valid profile is now required to login. This is the default setting.
6. At **Use CAPTCHA to Retrieve Password**, check the check box to display the CAPTCHA security box on the Retrieve Password page - OR - Uncheck the check box to disable CAPTCHA. This is the default setting.
7. At **Redirect After Login**, select a page to redirect users to when they login to the site - OR - Select **`< None Specified >`** to disable redirection.
8. At **Redirect After Logout**, select a page to redirect users to when they logout of the site - OR - Select **`< None Specified >`** to disable redirection.



9. Click the **Update** button.

Profile Settings

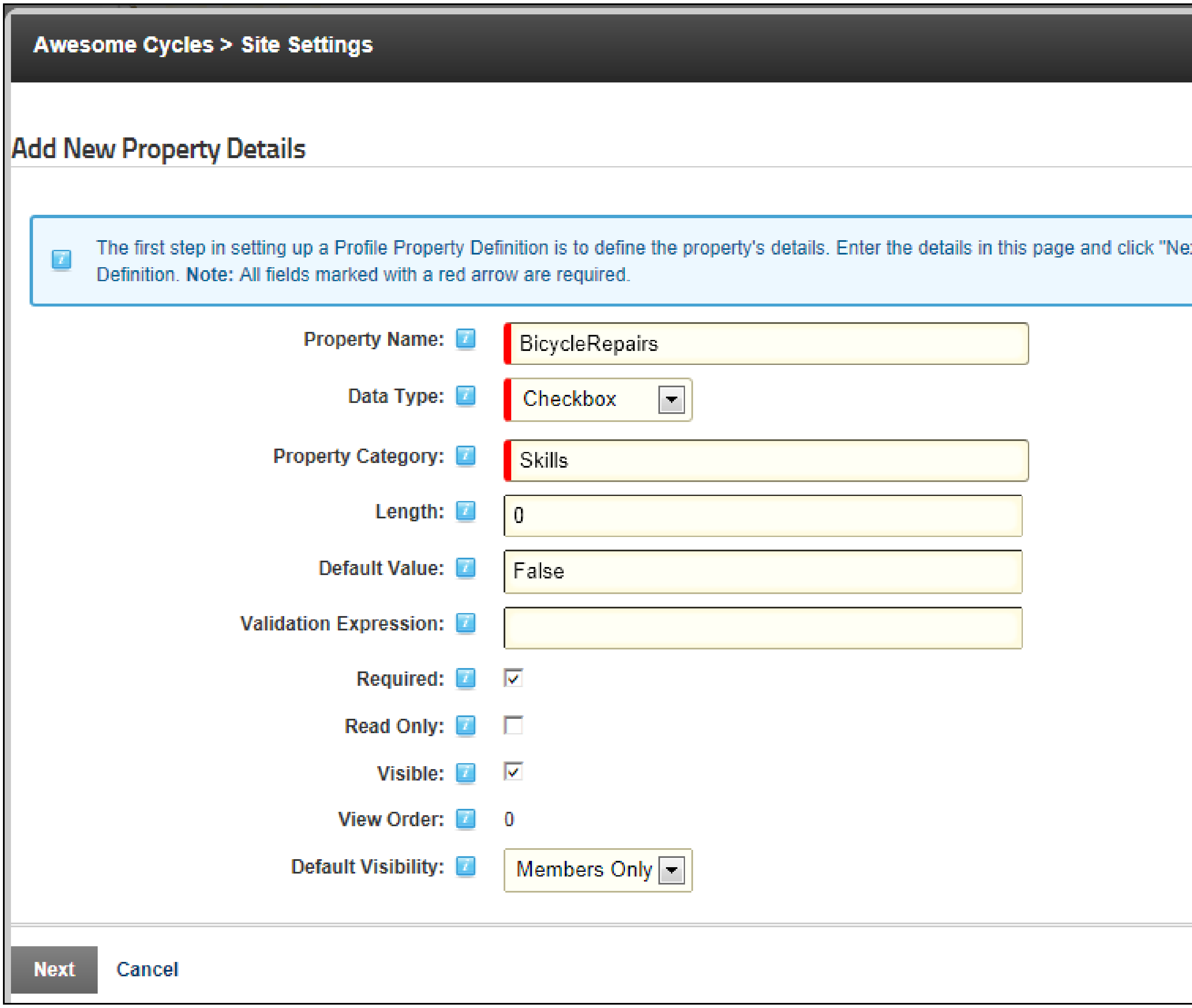
Adding a New Profile Property

How to add a new field to the Manage Profile page using the Site Settings page.

1. Navigate to Admin > **Site Settings**.
2. Select the **User Account Settings** tab.

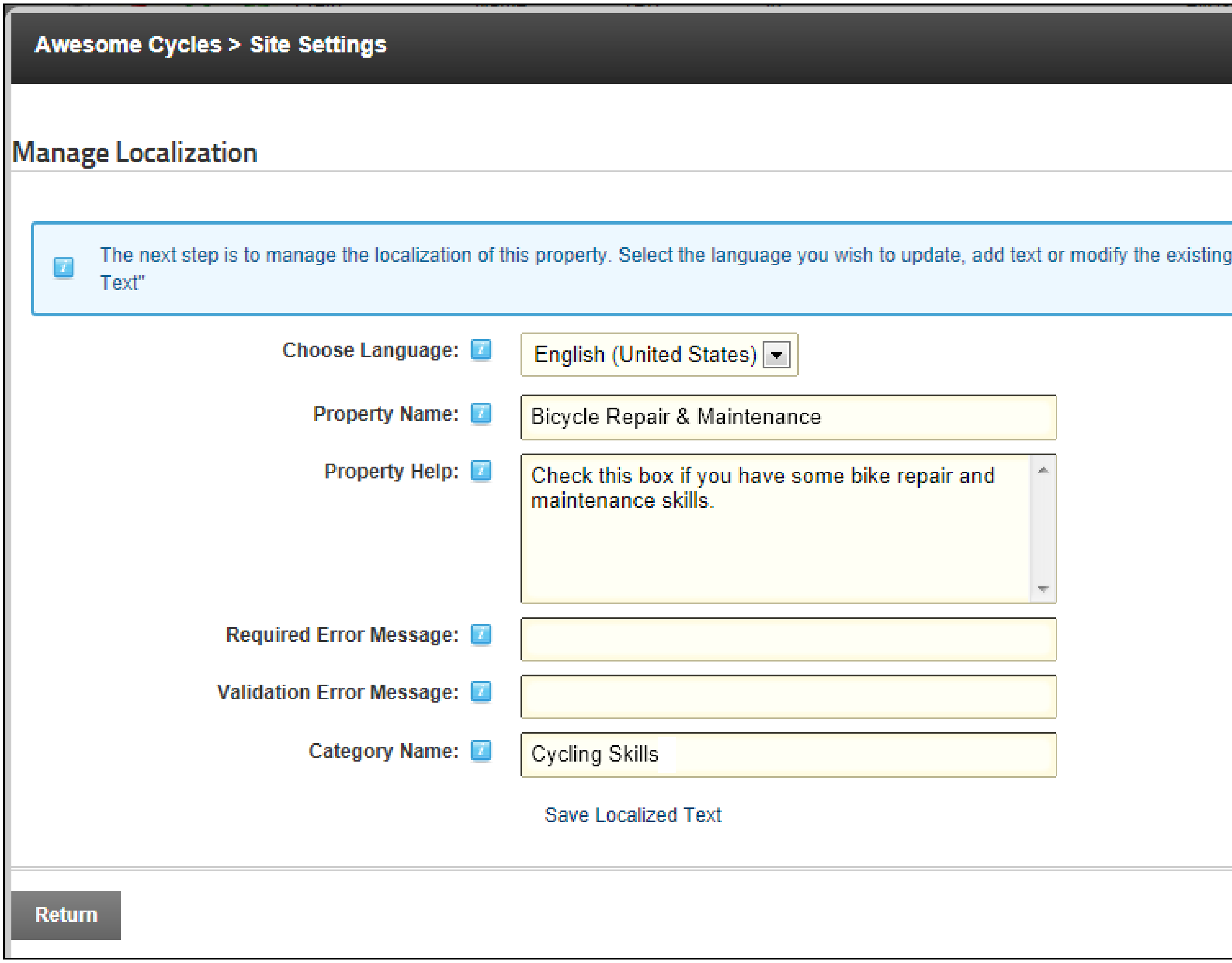
3. Expand the **Profile Settings** section.
4. Click the Add New Profile Property link.
5. On the Add New Property Details page, complete the following fields.
6. In the **Property Name** text box, enter a name for this property as it will appear on the Manage Profile page.
7. At **Data Type**, select a data type from the following options: Checkbox, Date, DateTime, Country, List, Locale, Page, Region, RichText, TimeZone, Integer, Multi-line Text, Text, TrueFalse, Image, TimeZoneInfo and Unknown.
8. In the **Property Category** text box, enter the category that this property belongs to. This determined where it is displayed in the profile. Pre-existing categories are: Name, Address, Contact Info, Preferences.
9. **Optional.** In the **Length** text box, enter the maximum character length for this field. This is only relevant to fields where users enter information such as Text and RichText data types.
10. **Optional.** In the **Default Value** text box, enter the default value for this field.
11. **Optional.** In the **Validation Expression** text box, enter a regular expression to validate data entered into this field.
12. **Optional.** At **Required**, select from these options:
    - Check ☑ the check box to set the field as required. Existing users will be required to complete this field the next time they login to the site.
    - Uncheck ☐ the check box to set this field as optional. Users can choose to complete this field on their profile at any time.
13. **Optional.** At **Read Only**, check ☑ the check box to set the field as editable by Administrators only. Other users can view this field but cannot edit it.
14. **Optional.** At **Visible**, check ☑ the check box to set the field as visible in the User Accounts module - OR - Uncheck ☐ the check box to hide it.
15. **Optional.** In the **View Over** text box, enter the view order for this property.
16. At **Default Visibility**, select one of the following options to set the default visibility of this property:

    - **All Users**: All users can view this property by default.
    - **Members Only**: Only registered users can view this property by default.
    - **Admin Only**: Only Administrators can view this property by default.
17. Click the Next link. This saves this property information entered above and opens the Manage Localization page.



18. On the Manage Localization page, complete these following fields:
    1. At **Choose Language**, select the language that this localized text will be used for from the drop down list.
    2. In the **Property Name** text box, enter a name for this field as it will appear on the profile page. Leave blank to use the Property Name entered at Step 6.
    3. In the **Property Help** text box, enter the text to display when the user mouses over the Help icon.
    4. In the **Required Error Message** text box, enter the error message.

5. In the **Validation Error Message** text box, enter the validation error message.
6. In the **Category Name** text box, enter an existing or new category for this field.



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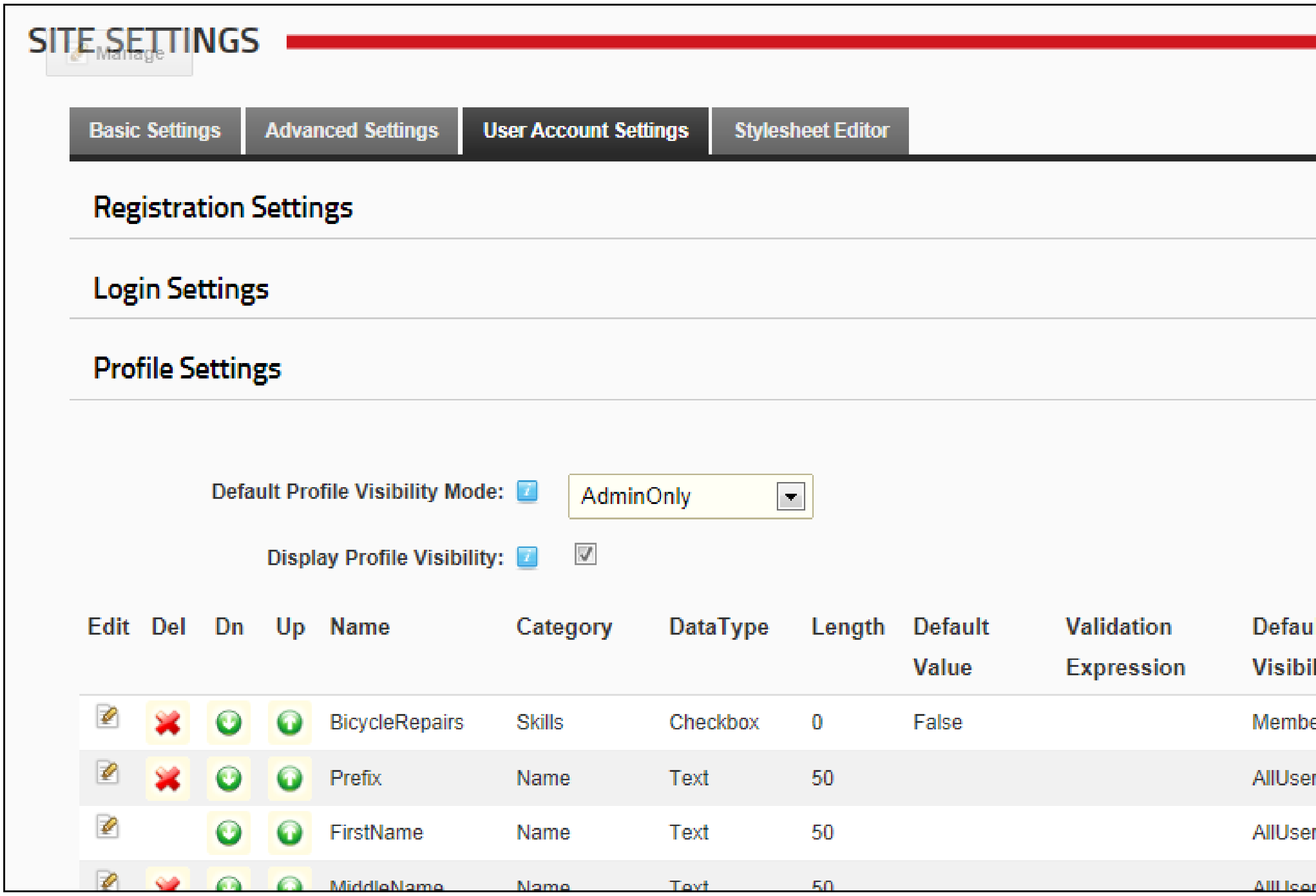
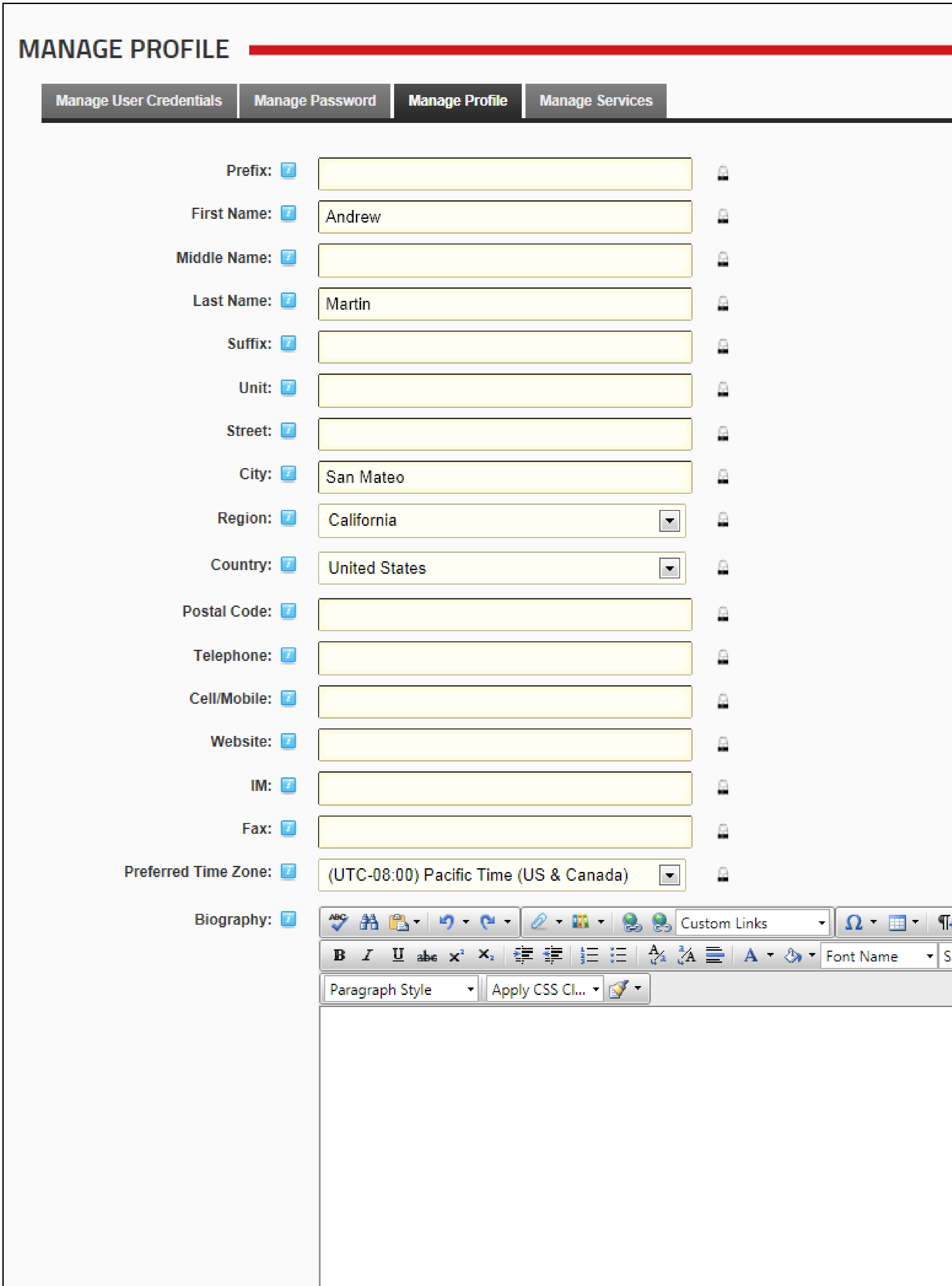
19. If more than one language is enabled, then repeat Step 18 selecting a new language in Step 18a and then creating localized text each additional languages.



20. **Optional.** Navigate to the Manage Profile page to see your changes.



MANAGE PROFILE

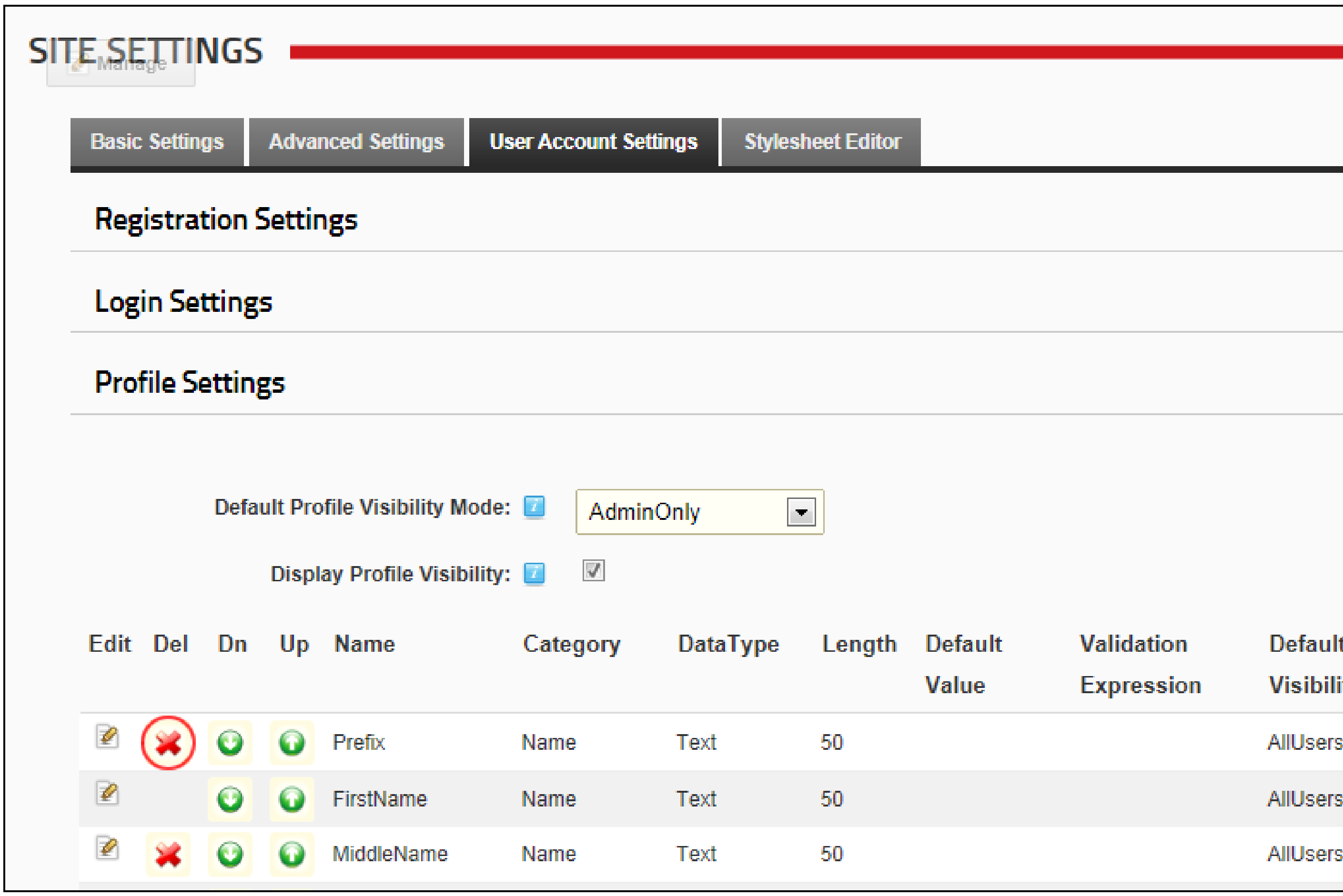
Manage User Credentials | Manage Password | Manage Profile | Manage Services

Prefix:	
First Name:	Andrew
Middle Name:	
Last Name:	Martin
Suffix:	
Unit:	
Street:	
City:	San Mateo
Region:	California
Country:	United States
Postal Code:	
Telephone:	
Cell/Mobile:	
Website:	
IM:	
Fax:	
Preferred Time Zone:	(UTC-08:00) Pacific Time (US & Canada)
Biography:	Custom Links · Font Name · Paragraph Style · Apply CSS Cl...

Deleting Profile Settings

How to permanently delete one or more profile fields using the Site Settings page.

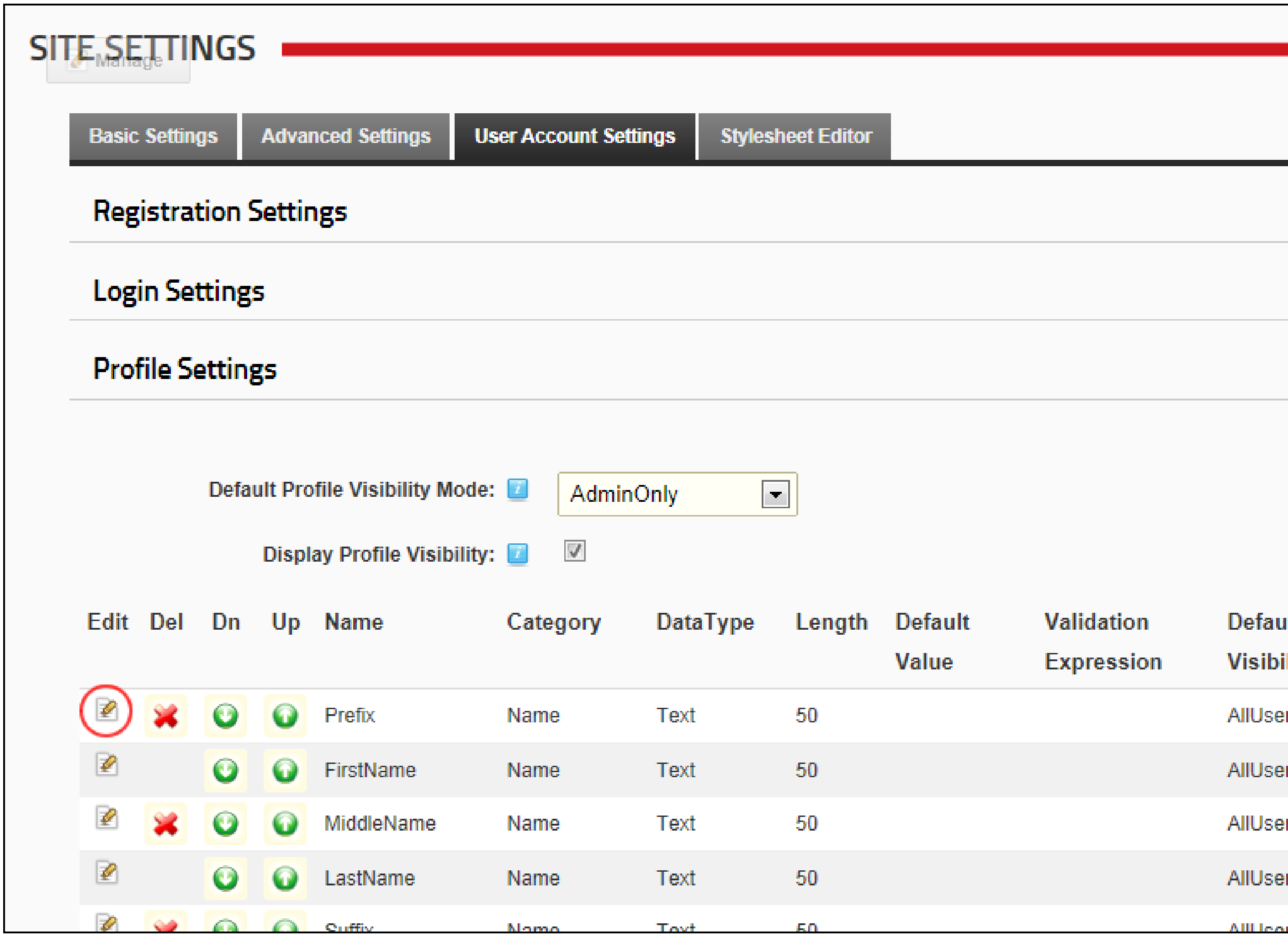
1. Navigate to Admin > **Site Settings**.
2. Select the **User Account Settings** tab.
3. Expand the **Profile Settings** section.
4. **Optional.** Click the Refresh Grid link located at the base of the module. This refreshes the grid with any recent updates.
5. Click the **Delete** button beside a profile field. This displays the message "Are You Sure You Wish To Delete This Item?"
6. Click the **OK** button to confirm.



Editing Profile Settings

How to permanently delete one or more profile fields using the Site Settings page.

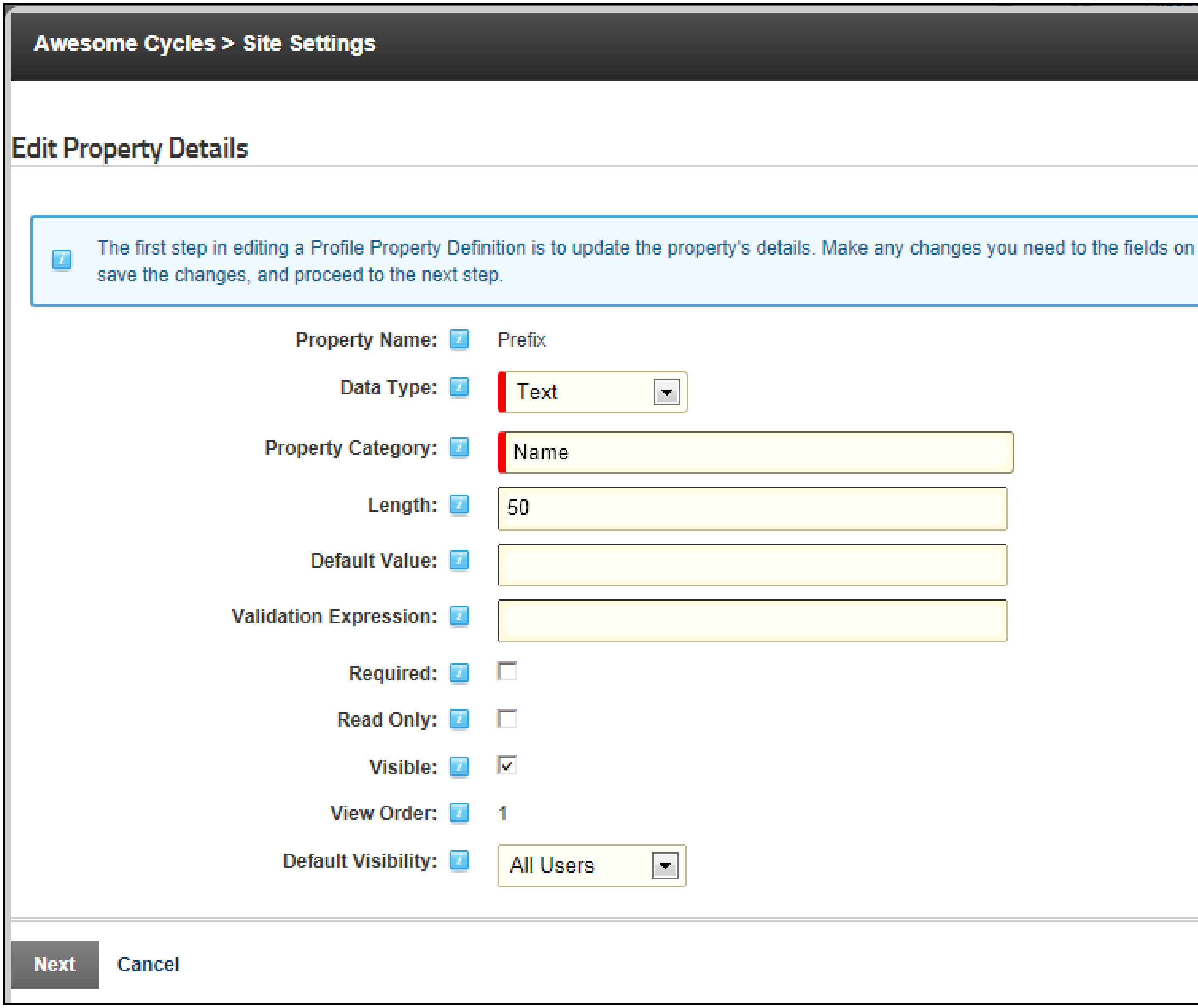
1. Navigate to Admin > **Site Settings**.
2. Select the **User Account Settings** tab.
3. Expand the **Profile Settings** section.
4. **Optional.** Click the Refresh Grid link located at the base of the module. This refreshes the grid with any recent updates.
5. Click the **Edit** button beside the profile field to be edited.



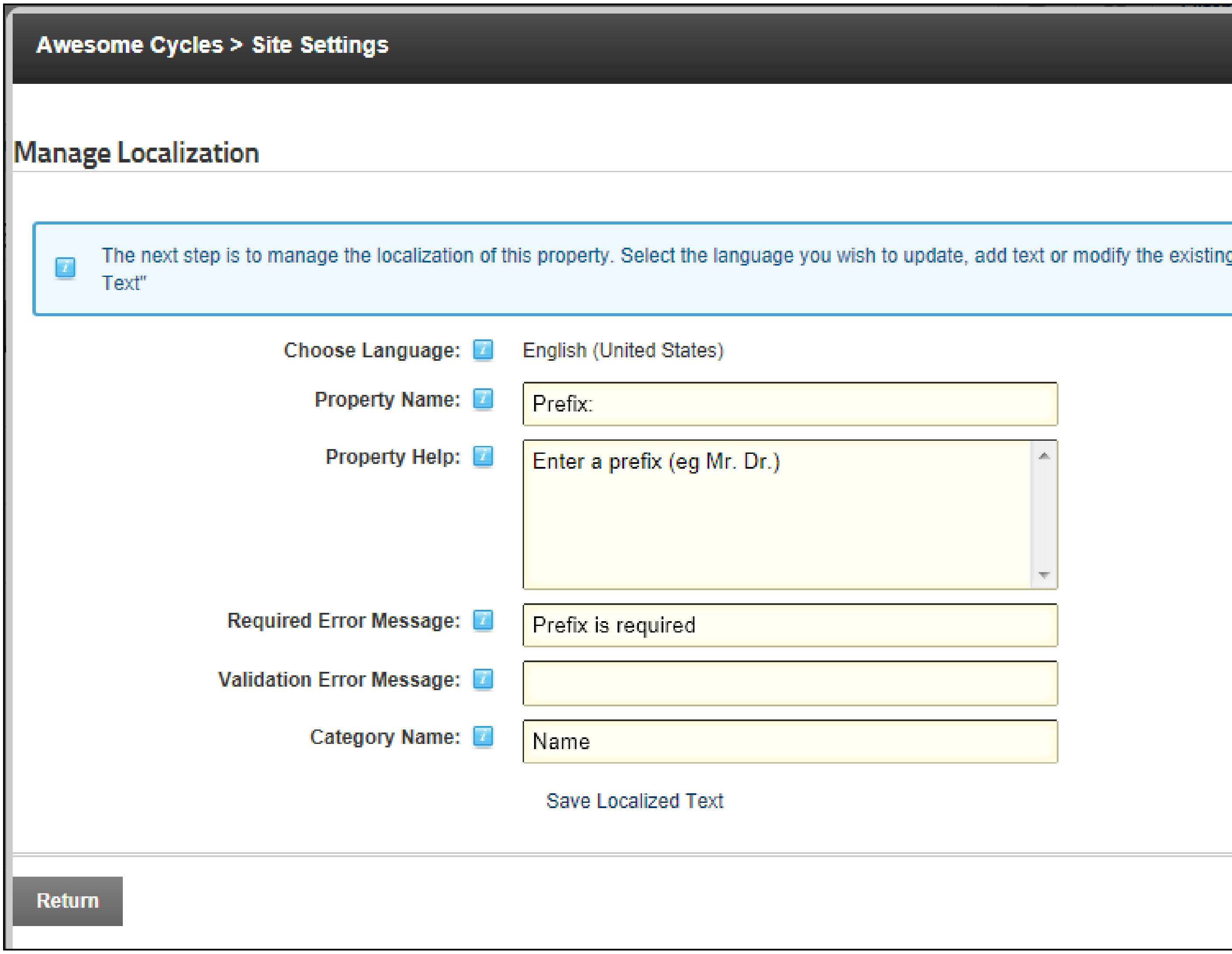
6. On the Edit Property Details page, edit one or more the following fields as required:
7. In the **Property Name** text box, enter a name for this property as it will appear on the Manage Profile page.

8. At **Data Type**, select a data type from the following options: Checkbox, Date, DateTime, Country, List, Locale, Page, Region, RichText, TimeZone, Integer, Multi-line Text, Text, TrueFalse, Image, TimeZoneInfo and Unknown.
9. In the **Property Category** text box, enter the category that this property belongs to. This determined where it is displayed in the profile. Pre-existing categories are: Name, Address, Contact Info, Preferences.
10. **Optional.** In the **Length** text box, enter the maximum character length for this field. This is only relevant to fields where users enter information such as Text and RichText data types.
11. **Optional.** In the **Default Value** text box, enter the default value for this field.
12. **Optional.** In the **Validation Expression** text box, enter a regular expression to validate data entered into this field.
13. **Optional.** At **Required**, check ☑ the check box to set the field as required - OR - Uncheck ☐ the check box to set it as optional.
14. **Optional.** At **Read Only**, check ☑ the check box to set the field as editable by Administrators only. Other users can view this field but cannot edit it.
15. **Optional.** At **Visible**, check ☑ the check box to set the field as visible in the User Accounts module - OR - Uncheck ☐ the check box to hide it.
16. **Optional.** In the **View Over** text box, enter the view order for this property.
17. At **Default Visibility**, select one of the following options to set the default visibility of this property:

    - **All Users**: All users can view this property by default.
    - **Members Only**: Only registered users can view this property by default.
    - **Admin Only**: Only Administrators can view this property by default.
18. Click the Next link. This saves this property information entered above and opens the Manage Localization page.



19. On the Manage Localization page, edit one or more fields as required, and then click the Save Localized Text link.
20. Click the Return link to return to the Manage Profile Properties page.

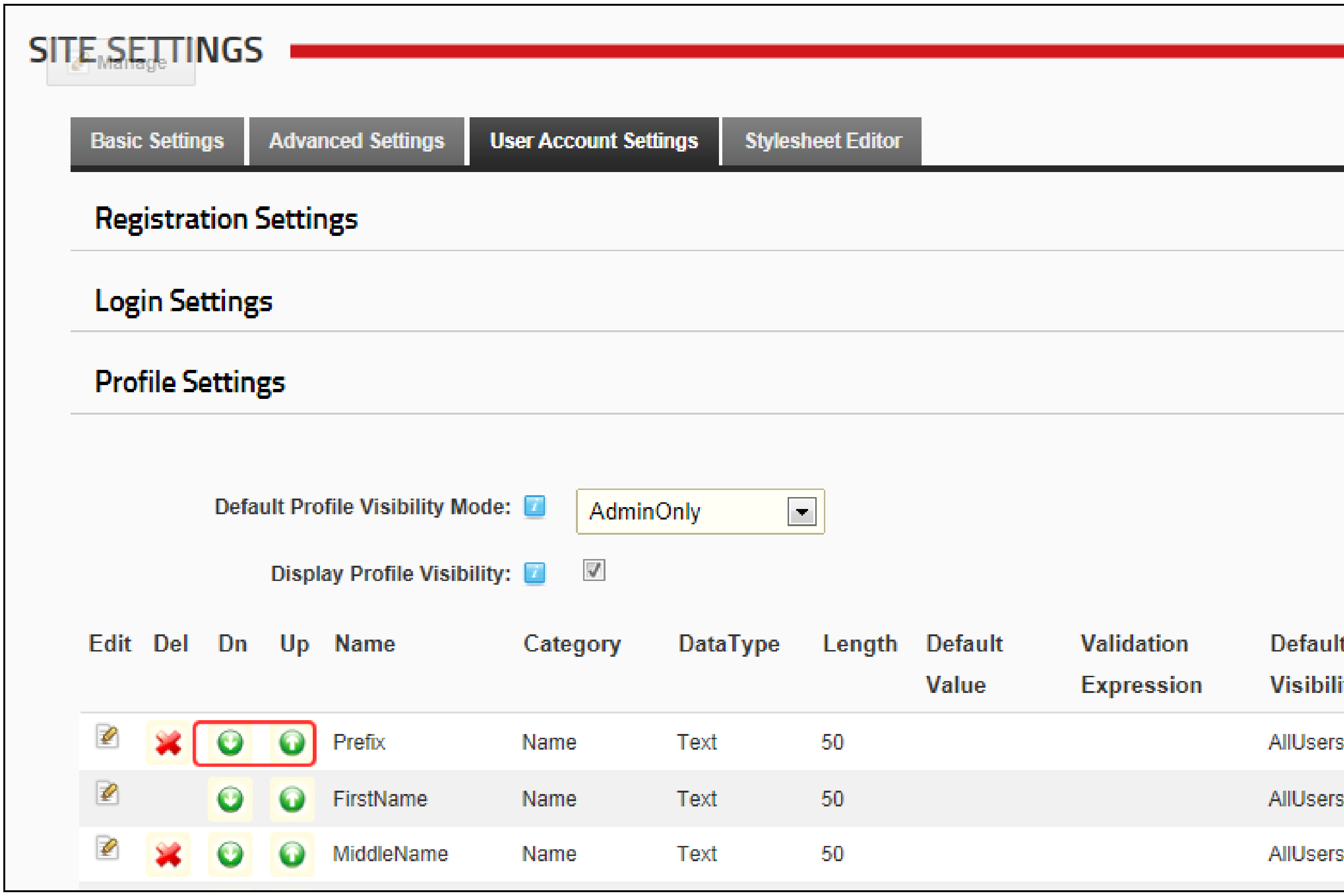


Managing Profile Settings

How to set the properties user profile fields under Site Settings.

1. Navigate to Admin > **Site Settings**.
2. Select the **User Account Settings** tab.
3. Expand the **Profile Settings** section.
4. **Optional.** Click the Refresh Grid link located at the base of the module if you have been idle on the page for some time and there are two or more Administrators on this site, or a SuperUser has been making updates. This refreshes the grid with any recent changes.
5. Click the **Down** button to move a field down one position on the profile page.
6. Click the **Up** button to move a field up one position on the profile page.

7. In the **Required** column, perform any of the following to set the fields that are required for a valid profile:
   - Check ☑ the check box at the top of this column to set all fields as required - OR - Uncheck ☐ the check box at the top of this column to set all fields as optional.
   - Check ☑ the check box beside a field to set it as mandatory on the User's Profile page. The user will be prompted to update this field when they edit their profile. Note: The field will only be required at Registration if set under User Settings (See "Configuring a Custom Registration Form" and See "Configuring the Standard Registration Form") - OR - Uncheck ☐ the check box beside a field to set it as optional.
8. At **Visible**, select from the following options to set the visibility of fields on the Manage Profile page:
   - Check the check box located at the top of this column to set all fields as visible - OR - Uncheck ☐ the check box at the top of this column to hide all fields.
   - Check ☑ the check box beside a field to set it as visible - OR - Uncheck ☐ the check box beside a field to set it as not visible.



9. Click the **Update** button.

Registration Settings

Configuring a Custom Registration Form

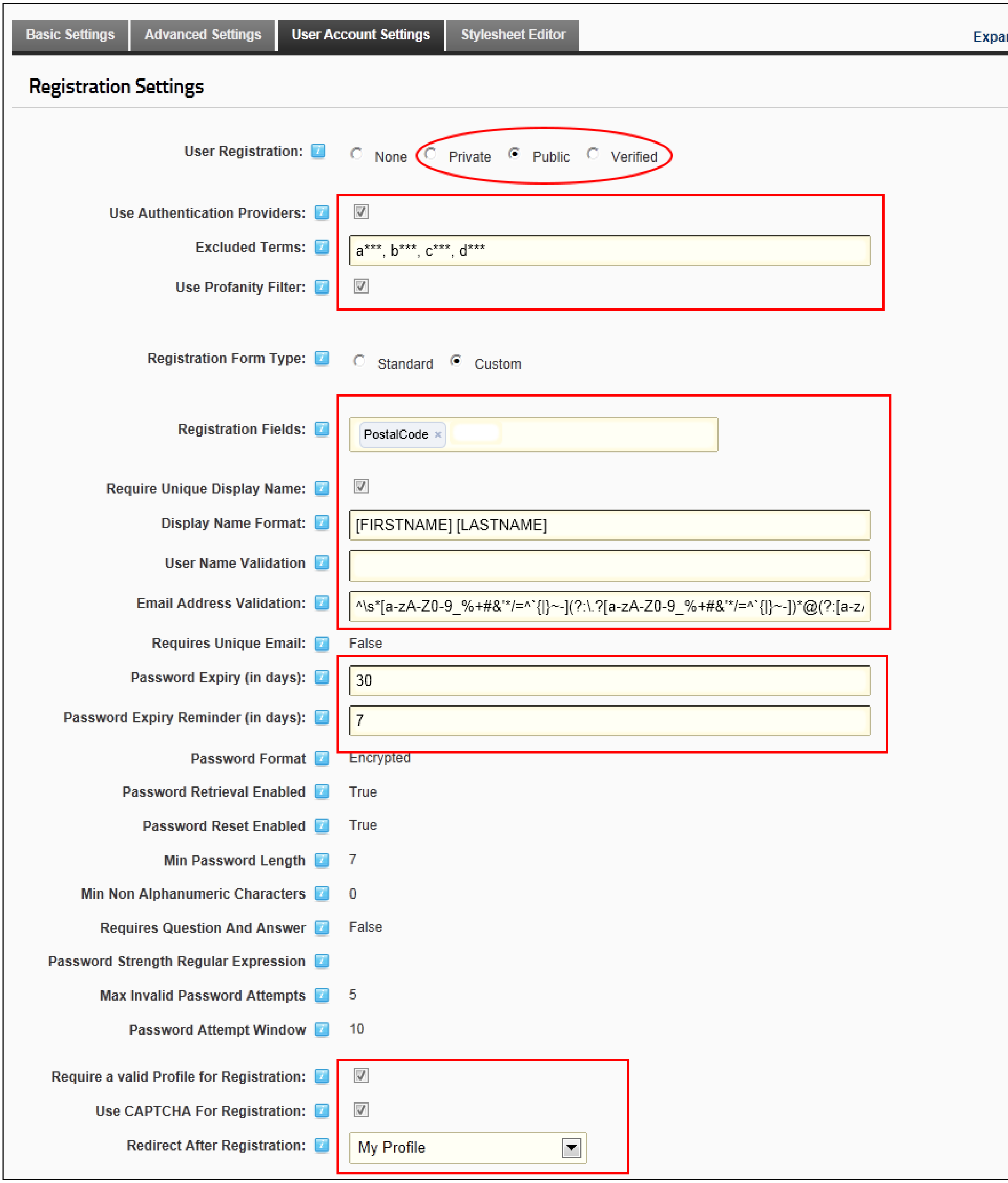
How to set the user registration options for this site. Settings include choosing the page users are redirected to after registration, optionally enabling the CAPTCHA security code feature and adding validation requirements.

1. Navigate to Admin > **Site Settings**.
2. Select the **User Account Settings** tab.
3. Expand the **Registration Settings** section and then modify one or more settings.
4. At **User Registration**, select either **Private**, **Public** or **Verified** user registration. See "Enabling User Registration" and See "Disabling User Registration" for more information.

5. **Optional.** At **Use Authentication Providers**, check the ☑ check box to use Authentication providers during registration. Note: This setting may not be supported by all providers.
6. In the **Excluded Terms** text box, enter a comma-delimited list of terms that user will be prevented from using in their Username or Display Name.
7. **Optional.** At **Use Profanity Filter**, check ☑ the check box to use the profanity filter for the Username and DisplayName fields during registration.
8. At **Registration Form Type**, select **Custom** and modify one or more settings as required.
9. In the **Registration Fields** text box, begin enter the name of a user account field that is required during registration. When the correct matching field is displayed, click on the field name to select it. If this setting is used, this will take precedence over the other settings. The possible fields include Username, Email, Password, ConfirmPassword, DisplayName and all the Profile Properties.
10. At **Require Unique Display Name**, select from these options:
    - Check ☑ this option if each user must have a unique display name. If a user chooses a name that exists already this will suggest a modified name based on the user's first name and last name. Note: If this option is selected, you **must** ensure both Email and DisplayName are added to the Registration Fields text box above.
    - Uncheck ☐ the check box the check box if multiple users can have the same display name. This is the default setting.
11. In the **Display Name Format** text box, specify a format for the users display name. The format can include tokens for dynamic substitution such as [FIRSTNAME] [LASTNAME]. If a display name format is specified, the display name will no longer be editable through the user interface.
12. In the **User Name Validation** text box, modify the user name validation expression if required.
13. In the **Email Address Validation** text box, modify the provided email validation expression.
14. At **Password Expiry (in days**) the number of days before a user's password expires is displayed. Users will be prompted to change their password the next time they login. Note 1: 0 = no expiry. Note 2: This field is only enforced if the user is using the regular DNN Authentication method. (I.e. They enter their User Name and Password when logging in). If the user logs in using alternate authentication methods such as Facebook, Live, Yahoo or Google, this setting will be ignored.
15. At **Password Expiry Reminder (in days)** the number of days warning given to a user that they will be required to change their password is displayed.

    This has now changed to an Editable field. Is this by design? If so, please provide link to Gemini item. [LY]

16. At **Require a Valid Profile for Registration**, select from these option:
    - Check the check box to select to require users to enter a valid profile during registration. Valid Profiles require the User Name, First Name, Last Names, Display Name, Email Address and Password fields to all be completed. In addition, all fields set as required on the Manage Profile Properties page are required when registering on the site. See "Managing Profile Settings", See "Editing Profile Settings", or See "Adding a New Profile Property"
    - Uncheck the check box the check box to disable. This is the default setting.
17. At **Use CAPTCHA For Registration**, check the check box to use the CAPTCHA security code box during registration - OR - Uncheck the check box to remove CAPTCHA.
18. At **Redirect After Registration**, select the name of the page that users are redirected to after registering on the site - OR - Select **`< None Specified >`** to disable redirection.
19. Click the **Update** button.

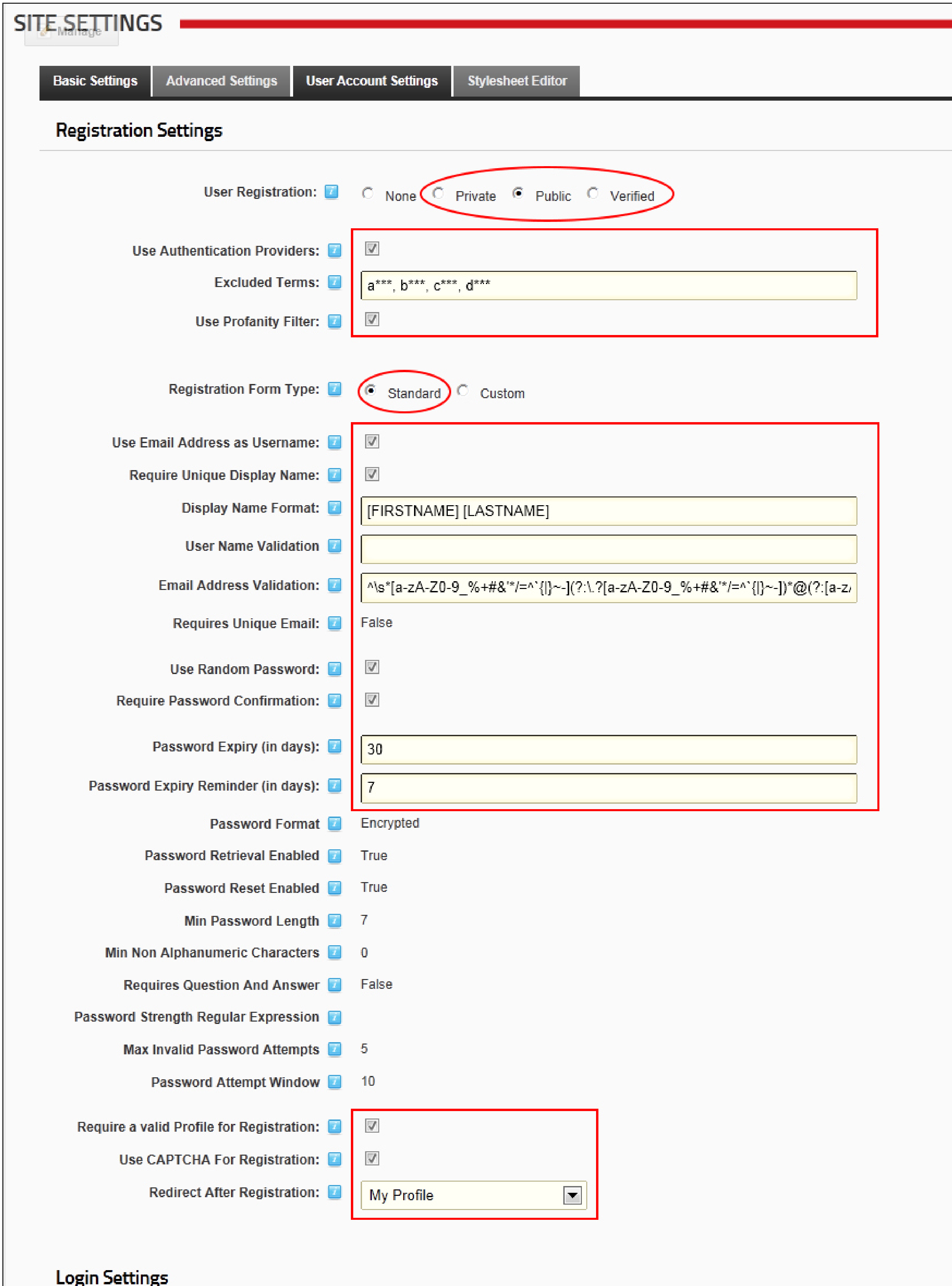

Basic Settings
Advanced Settings
User Account Settings
Stylesheet Editor
Expan
Registration Settings
User Registration:
None
Private
Public
Verified
Use Authentication Providers:
Excluded Terms:
a***, b***, c***, d***
Use Profanity Filter:
Registration Form Type:
Standard
Custom
Registration Fields:
PostalCode ×
Require Unique Display Name:
Display Name Format:
[FIRSTNAME] [LASTNAME]
User Name Validation
Email Address Validation:
^\s*[a-zA-Z0-9_%+#&'*/=^`{|}~-](?:\.?[a-zA-Z0-9_%+#&'*/=^`{|}~-])*@(?:[a-z
Requires Unique Email:
False
Password Expiry (in days):
30
Password Expiry Reminder (in days):
7
Password Format
Encrypted
Password Retrieval Enabled
True
Password Reset Enabled
True
Min Password Length
7
Min Non Alphanumeric Characters
0
Requires Question And Answer
False
Password Strength Regular Expression
Max Invalid Password Attempts
5
Password Attempt Window
10
Require a valid Profile for Registration:
Use CAPTCHA For Registration:
Redirect After Registration:
My Profile

Configuring the Standard Registration Form

How to set the user registration options for this site. Settings include choosing the page users are redirected to after registration, optionally enabling the CAPTCHA security code feature and adding validation requirements.

1. Navigate to Admin > **Site Settings**.
2. Select the **User Account Settings** tab.
3. Expand the **Registration Settings** section and then modify one or more settings.
4. At **User Registration**, select either **Private**, **Public** or **Verified** user registration. See "Enabling User Registration" and See "Disabling User Registration" for more information.
5. **Optional.** At **Use Authentication Providers**, check the check box to use Authentication providers during registration. Note: This setting may not be supported by all providers.
6. **Optional.** In the **Excluded Terms** text box, enter a comma-delimited list of terms that users will be prevented from using in their Username or Display Name. This is useful to prevent profanities or other unwanted words. Any excluded terms added here are in addition to those included with any profanity filters set.
7. **Optional.** At **Use Profanity Filter**, check the check box to enforce the profanity filter for both the Username and Display Name fields during registration.
8. At **Registration Form Type**, select the **Standard** registration form.
9. **Optional.** At **Use Email Address as Username**, check the check box to use the email address as a user name. This will remove the user name field from the registration form.
10. At **Require Unique Display Name**, check this option to require your users to use a unique display name. If a user chooses a name that exists already this will suggest a modified name based on the user's first name and last name - OR - Uncheck the check box if more than one user can have the same display name. This option is unchecked by default.
11. In the **Display Name Format** text box, enter tokens to set the format of the users display name. Setting this option will prevent users from editing their display name. You can optionally specify a format for the users display name. The format can include tokens for dynamic substitution such as [FIRSTNAME] [LASTNAME] and [USERNAME]. If a display name format is specified, the display name will no longer be editable through the user interface.
12. In the **User Name Validation** text box, modify the user name validation expression if required. E.g. [a-zA-Z0-9_]*$
13. In the **Email Address Validation** text box, modify the provided email validation expression.

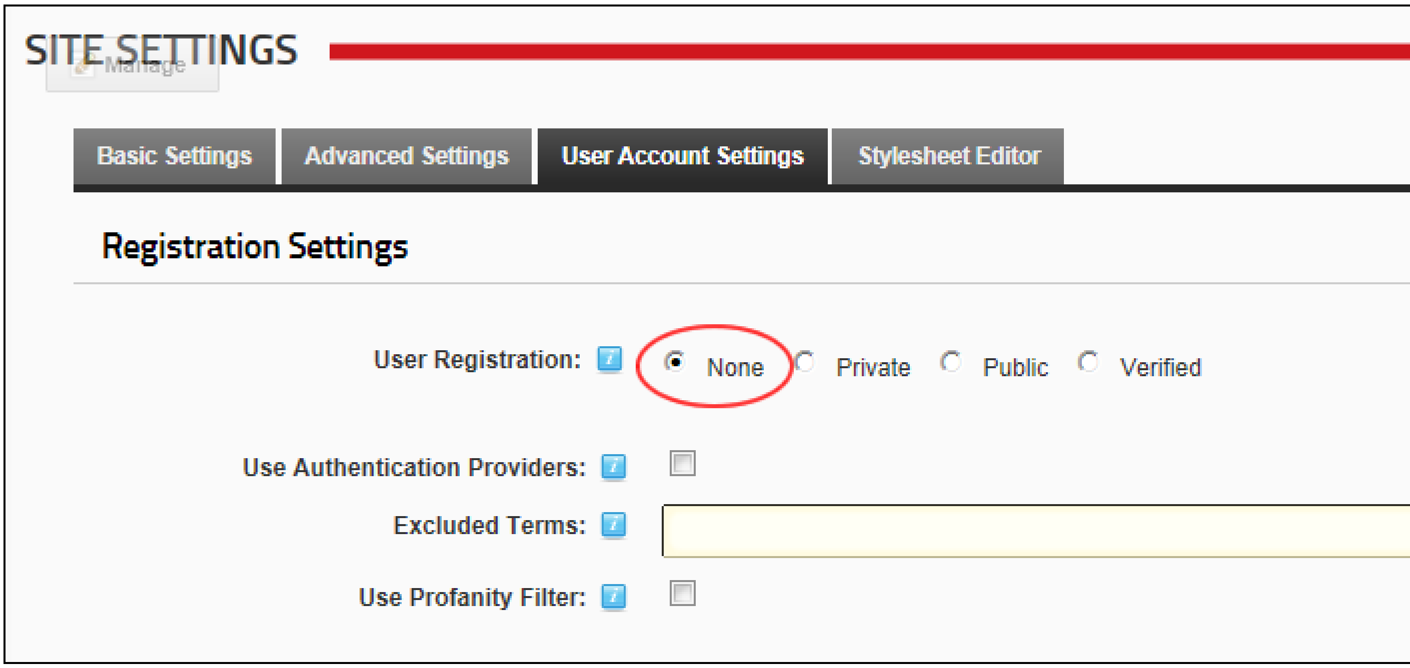
14. **Optional.** At **Use Random Password**, check the check box to generate random passwords during registration, rather than displaying a password entry field.
15. **Optional.** At **Require Password Confirmation**, check the check box to require the registration form to display a password confirmation box.
16. **Optional.** In the **Password Expiry (in days)** text box, enter the number of days until a user's password expires. Users will be prompted to change their password the next time they login. Enter 0 if the password never expires. Note: This field is only enforced if the user is using the regular DNN Authentication method. (I.e. They enter their User Name and Password when logging in). If the user logs in using alternate authentication methods such as Facebook, Live, Yahoo or Google, this setting will be ignored.
17. In the **Password Expiry Reminder (in days)** text box, enter the number of days warning given to a user notifying them that their password is about to expire and they are required to change it.
18. The following nine (9) read only settings are managed using the Configuration Manager. See See "Viewing Pre-Configured Registration Settings"
19. At **Require a Valid Profile for Registration**, check the check box to select to require users to enter a valid profile during registration. Valid Profiles require the User Name, First Name, Last Names, Display Name, Email Address and Password fields to all be completed. In addition, all fields set as required on the Manage Profile Properties page are required when registering on the site. See See "Managing Profile Settings" - OR - Uncheck the check box to disable. This is the default setting.
20. At **Use CAPTCHA For Registration**, check the check box to use the CAPTCHA security code box during registration - OR - Uncheck the check box to remove CAPTCHA.
21. At **Redirect After Registration**, select the name of the page that users are redirected to after registering on the site - OR - Select **< None Specified >** to disable redirection.
22. Click the **Update** button.


SITE SETTINGS
Manage
Basic Settings
Advanced Settings
User Account Settings
Stylesheet Editor
Registration Settings
User Registration:
None
Private
Public
Verified
Use Authentication Providers:
Excluded Terms:
a***, b***, c***, d***
Use Profanity Filter:
Registration Form Type:
Standard
Custom
Use Email Address as Username:
Require Unique Display Name:
Display Name Format:
[FIRSTNAME] [LASTNAME]
User Name Validation
Email Address Validation:
^\s*[a-zA-Z0-9_%+#&'*/=^`{|}~-](?:\.?[a-zA-Z0-9_%+#&'*/=^`{|}~-])*@(?:[a-z
Requires Unique Email:
False
Use Random Password:
Require Password Confirmation:
Password Expiry (in days):
30
Password Expiry Reminder (in days):
7
Password Format
Encrypted
Password Retrieval Enabled
True
Password Reset Enabled
True
Min Password Length
7
Min Non Alphanumeric Characters
0
Requires Question And Answer
False
Password Strength Regular Expression
Max Invalid Password Attempts
5
Password Attempt Window
10
Require a valid Profile for Registration:
Use CAPTCHA For Registration:
Redirect After Registration:
My Profile
Login Settings

Disabling User Registration

How to disable user registration and prevent visitors from registering on your site by removing the Register link from the site pages and the Account Login module.

1. Navigate to Admin > **Site Settings**.
2. Select the **User Account Settings** tab.
3. Expand the **Registration Settings** section.
4. At **User Registration**, select **None**.
5. Click the **Update** button.

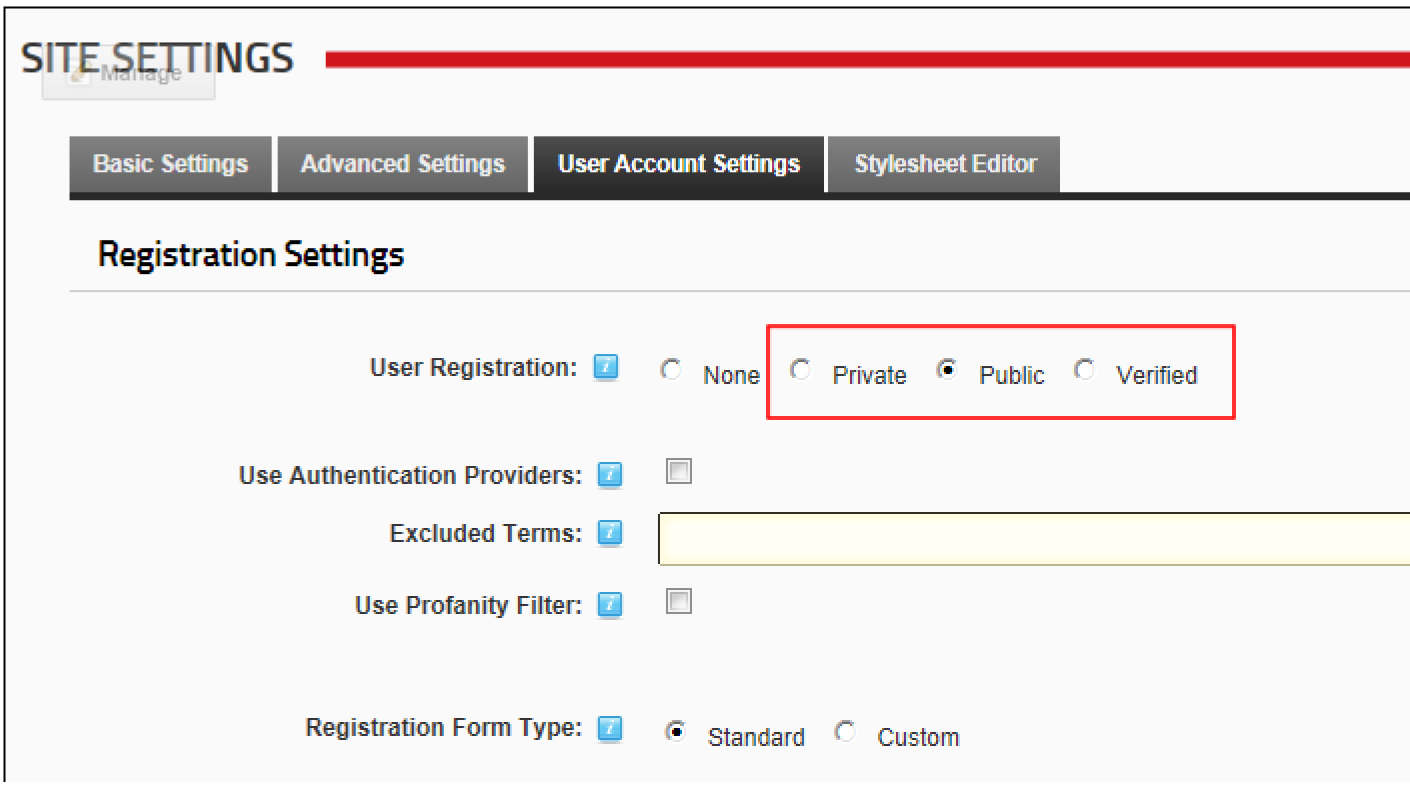


Enabling User Registration

How to allow site visitors to register as a member of the site. Enabling user registration displays the Register link on the Account Login module and a Register link on site pages. When a visitor registers a welcome message is sent to them containing their account and login details. A notification message is also sent to the primary administrator. User Registration is enabled and set as Private on new DNN installations.

1. Navigate to Admin > **Site Settings**.
2. Select the **User Account Settings** tab.
3. Expand the **Registration Settings** section.

4. At **User Registration**, select from the following registration types:
    - **Private**: Visitors can apply to become a site member. DNN creates a user account for them, however access to the Registered User role is restricted until the account is authorized.
    - **Public**: Visitors who successfully register gain immediate access to the Registered User security role. This is the default option, as shown in the below images. This is the default option.
    - **Verified**: Visitors who successfully register must verifying their account by entering a verification code the first time they log in to the site. Once the account is verified the user gains access to the Registered User security role. This allows you to verify that the email address provided during registration is correct.



5. Click the **Update** button. You may now want to customize the registration settings for your site. See "Configuring the Standard Registration Form" or See "Configuring a Custom Registration Form"

User Registration is enabled and the Register link displayed on the site page

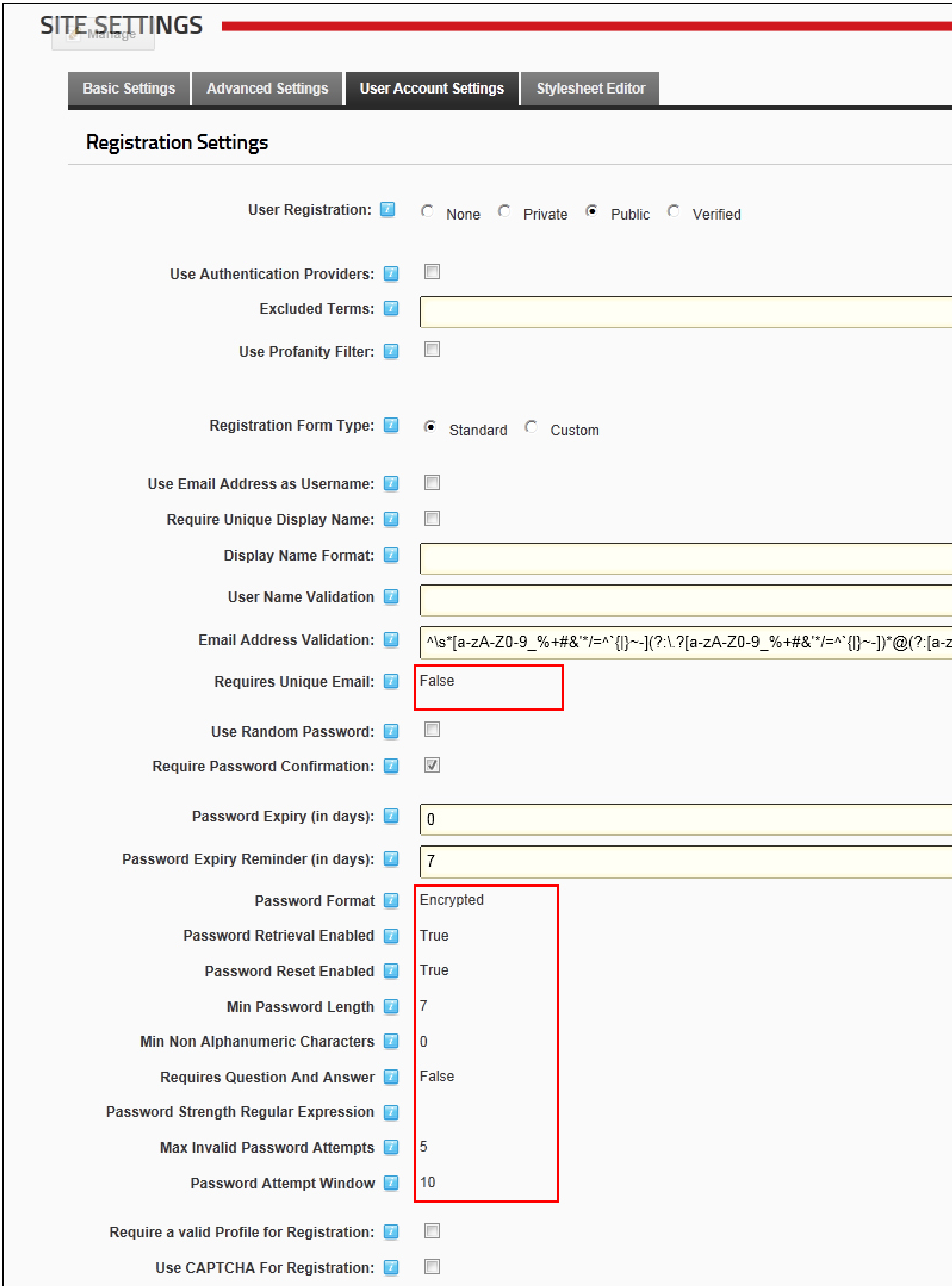
Viewing Pre-Configured Registration Settings

The following read only registration settings determine how new registrations are handled by this site. These settings can be configured in the web.config file, or using the Host > "Configuration Manager".

Tip: These settings can be changed in the web.config file.

1. Navigate to Admin > **Site Settings**.
2. Select the **User Account Settings** tab.
3. Expand the **Registration Settings** section to view the following settings.
   - **Requires Unique Email**: If set to **True**, each user will be required to provide a unique email address when registering. This prevents people from registering multiple times with the same email address. Note: This feature is only available with Standard Registration.
   - **Password Format**: Displays the password format. The default option is Encrypted.
   - **Password Retrieval Enabled**: If checked users can retrieve their password using the account login module.
   - **Password Reset Enabled**: If checked Administrators can reset user passwords.

- **Min Password Length**: Displays the minimum number of characters required for a valid password.
- **Min Non Alphanumeric Characters**: Displays the minimum number of non-alpha-numeric characters required for a valid password.
- **Requires Question and Answer**: If checked users must answer a question to retrieve their password.
- **Password Strength Regular Expression**: Displays the regular expression used to evaluate password complexity from the provider specified in the Provider property.
- **Max Invalid Password Attempts**: Displays the maximum number of times a user may attempt to login with invalid credentials before they are locked out of their account. If a user is locked out an Administrator must unlock the account.
- **Password Attempt Window**: The maximum number of minutes in which the set number of invalid login attempts (as set in the above field) must be made before lock out occurs.


SITE SETTINGS
Manage
Basic Settings
Advanced Settings
User Account Settings
Stylesheet Editor
Registration Settings
User Registration:
None
Private
Public
Verified
Use Authentication Providers:
Excluded Terms:
Use Profanity Filter:
Registration Form Type:
Standard
Custom
Use Email Address as Username:
Require Unique Display Name:
Display Name Format:
User Name Validation
Email Address Validation:
^\s*[a-zA-Z0-9_%+#&'*/=^`{|}~-](?:\.?[a-zA-Z0-9_%+#&'*/=^`{|}~-])*@(?:[a-z
Requires Unique Email:
False
Use Random Password:
Require Password Confirmation:
Password Expiry (in days):
0
Password Expiry Reminder (in days):
7
Password Format
Encrypted
Password Retrieval Enabled
True
Password Reset Enabled
True
Min Password Length
7
Min Non Alphanumeric Characters
0
Requires Question And Answer
False
Password Strength Regular Expression
Max Invalid Password Attempts
5
Password Attempt Window
10
Require a valid Profile for Registration:
Use CAPTCHA For Registration:

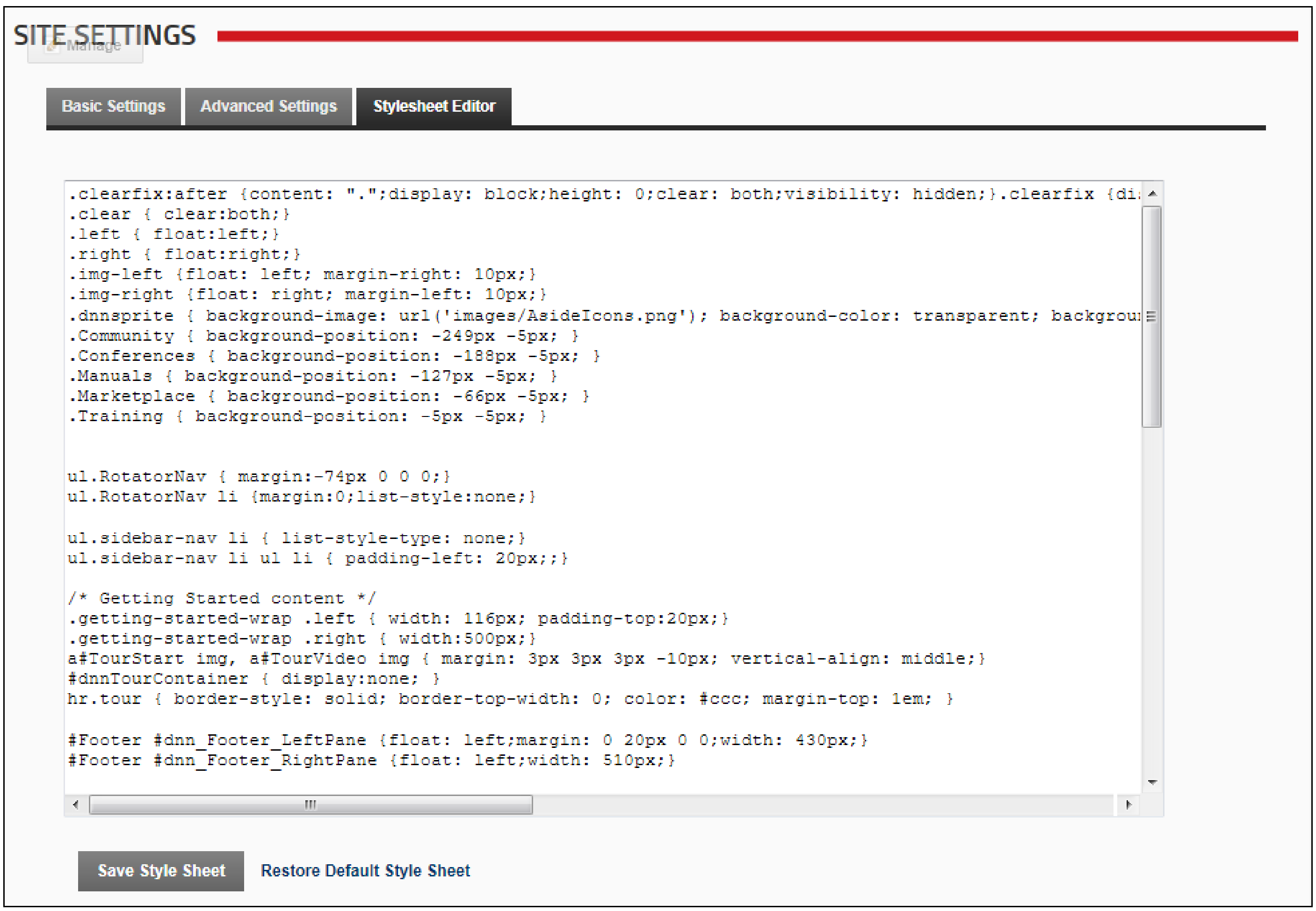
Pre-configured Registration Settings with the Standard registration form displayed

Stylesheet Editor

About the Stylesheet Editor

DNN uses a CSS (cascading style sheet) to control the fonts, styles and colors applied across the site. The CSS maintained in this editor is the default CSS applied to all site pages. Where a skin package containing a CSS file is applied to a page or the site, this CSS will override the CSS maintained on the Admin > Site Setting page.

For information on using CSS, visit http://www.w3.org/Style/CSS/

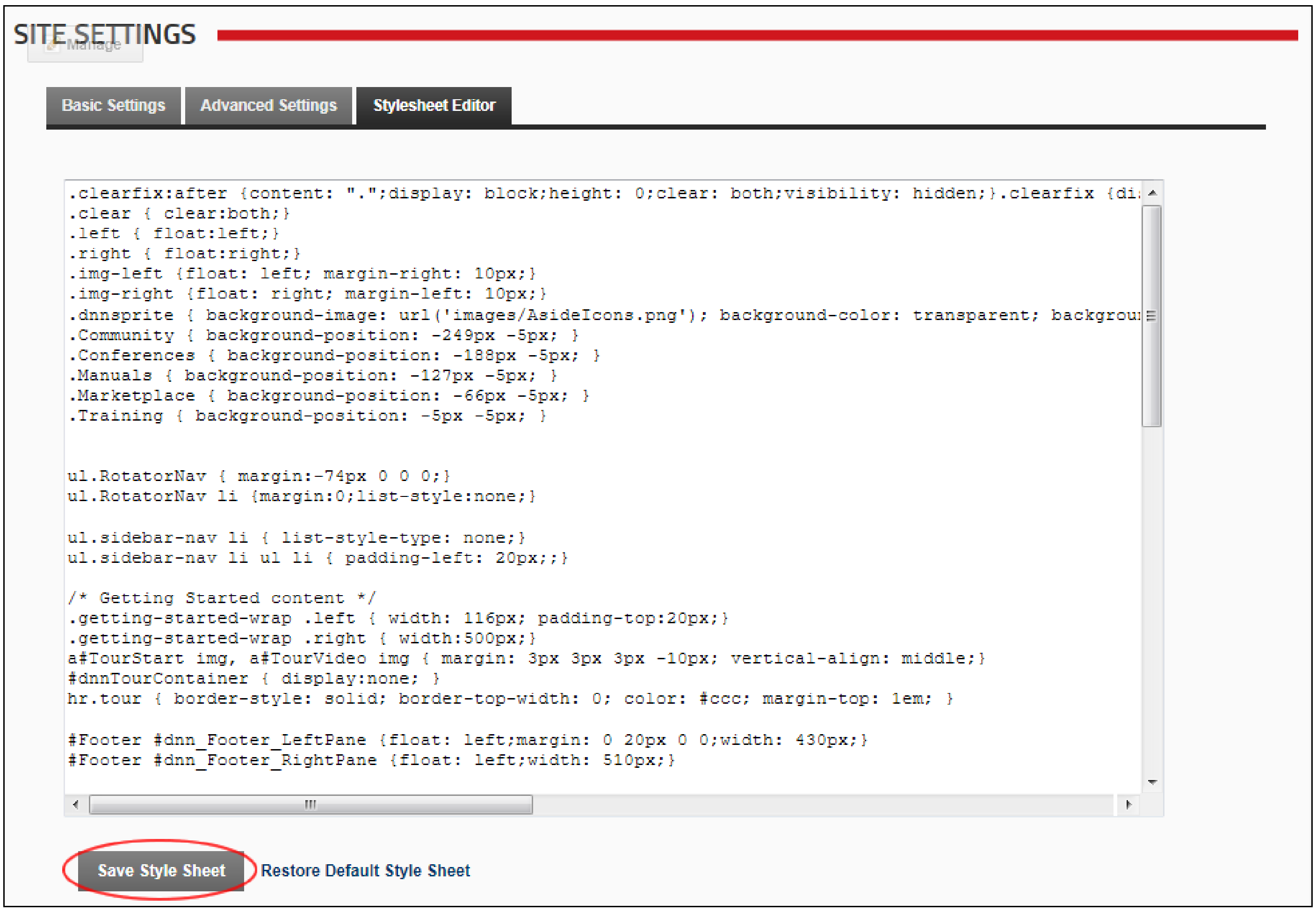


The DNN Stylesheet Editor

Editing the Stylesheet

How to edit and save changes to the default stylesheet. This doesn't affect any styles that are part of a skin package uploaded to this site.

1. Navigate to Admin > **Site Settings**.
2. Select the **Stylesheet Editor** tab.
3. In the multi-line text box, edit the current stylesheet.
4. Click the Save Style Sheet link.
5. Hold down the **Ctrl** button and press the **F5** button - OR - Click the **Refresh** button on your Web browser to view the changes.

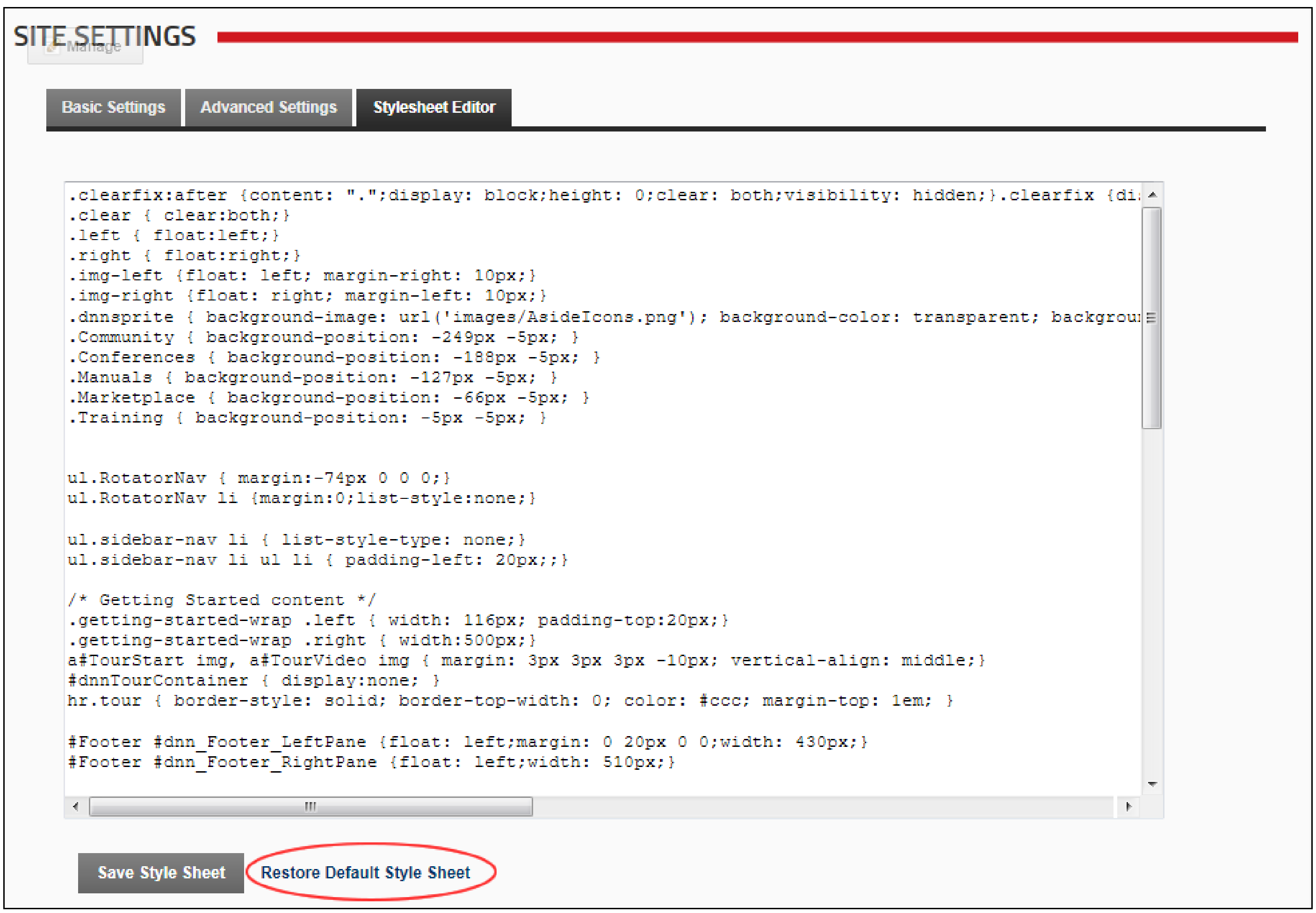


Editing the Stylesheet

Restoring the Default Stylesheet

Restore the default stylesheet to the site. Any modifications to the stylesheet on this page will be deleted. The site uses a CSS (cascading style sheet) to control the fonts and colors applied across the site. Note: this will not affect any stylesheets that are part of a skin package.

1. Navigate to Admin > **Site Settings**.
2. Select the **Stylesheet Editor** tab.
3. Click the Restore Default Style Sheet link. This displays the message "Are You Sure You Want To Restore The Default Stylesheet (All Changes To The Current Stylesheet Will Be Lost)?"
4. Click the **OK** button to confirm.
5. Hold down the **Ctrl** button and press the **F5** button - OR - Click the **Refresh** button on your Web browser to view the changes.



Restoring the Default Stylesheet

Site Wizard

About the Site Wizard Module

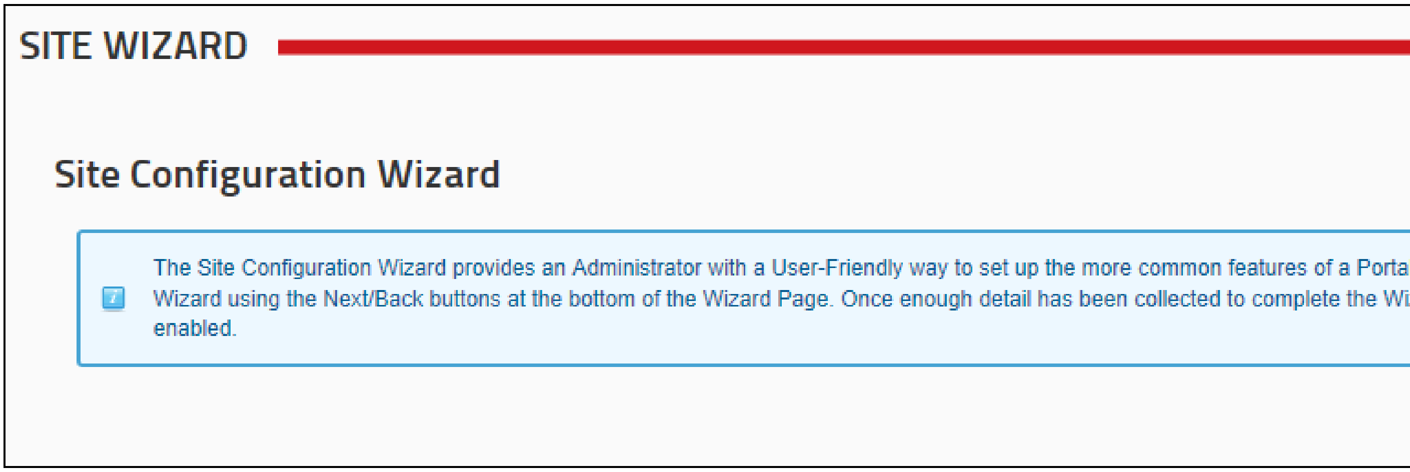
The DotNetNuke Site Wizard is a simple step-by-step wizard that allows you to configure basic site setting, choose a site design and use a site template that can include site content.

Permissions. All users who are authorized to view the Site Wizard module can complete the wizard, however only authenticated users can change the site logo and must have file upload permission to upload a new logo image.

Using the Site Wizard

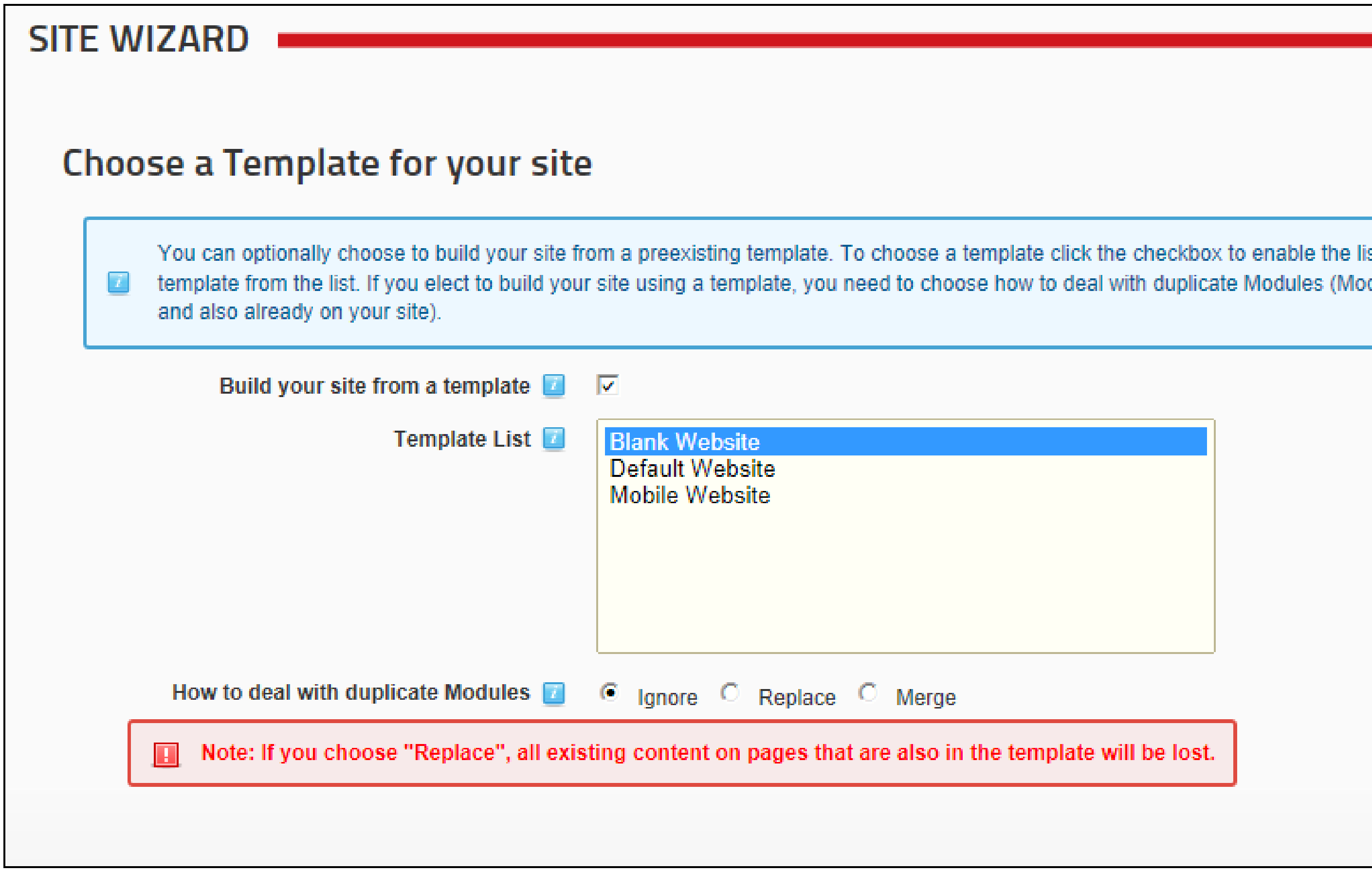
Tip: All pages of the Site Wizard are options. If you don't want to perform a change on a particular screen, simply click the Next link to skip to the next page of the Site Wizard.

1. Navigate to Admin > Advanced Settings > **Site Wizard** - OR - Go to a **Site Wizard** module.
2. On the **Site Configuration Wizard** page, review the introduction and then click the Next link.



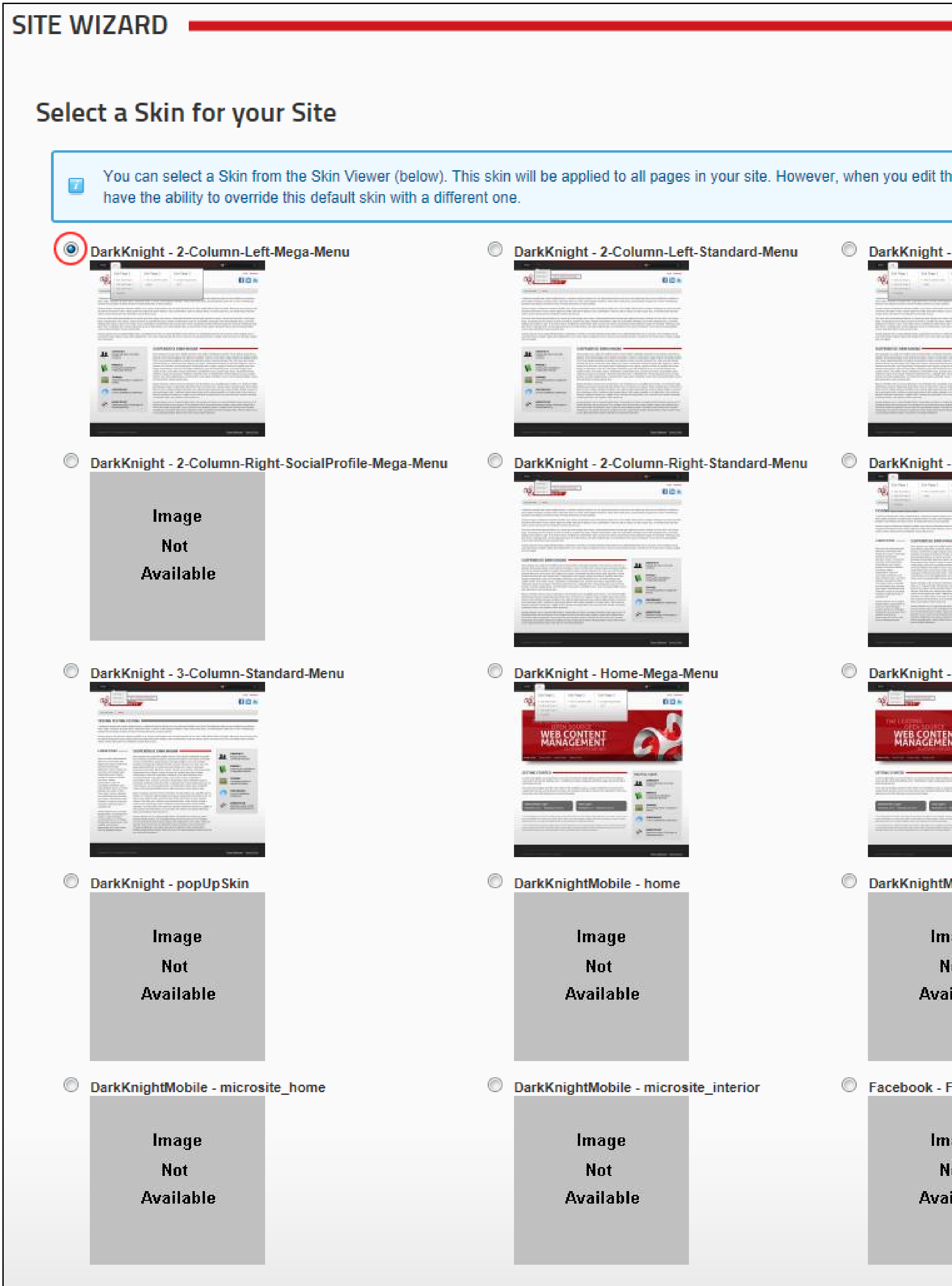
3. On the **Choose a Template for your site** page, you can optionally choose a site template for the site. Templates contain pages with modules which may or may not include content. If you don't want to change templates, Click the Next link to continue.
   1. At **Build your site from a template (below)**, check the check box to display a list of the available templates.
   2. Click on the name of a template to select it. This displays a description of the selected template.

3. Choose one of the following options to set how duplicate modules will be handled:
   - **Ignore**: Places a copy of any duplicated modules on the same page.
   - **Replace**: Deletes the existing copy of the duplicate content and replaces it with the template copy. Deleted pages are moved to the Recycle Bin and the page name appended with _Old. E.g. The replaced Home page will be called Home_Old. Restoring these pages will only restore the page and not the modules or module content.
   - **Merge**: Combines the existing information and template information into one module.
4. Click the Next link.

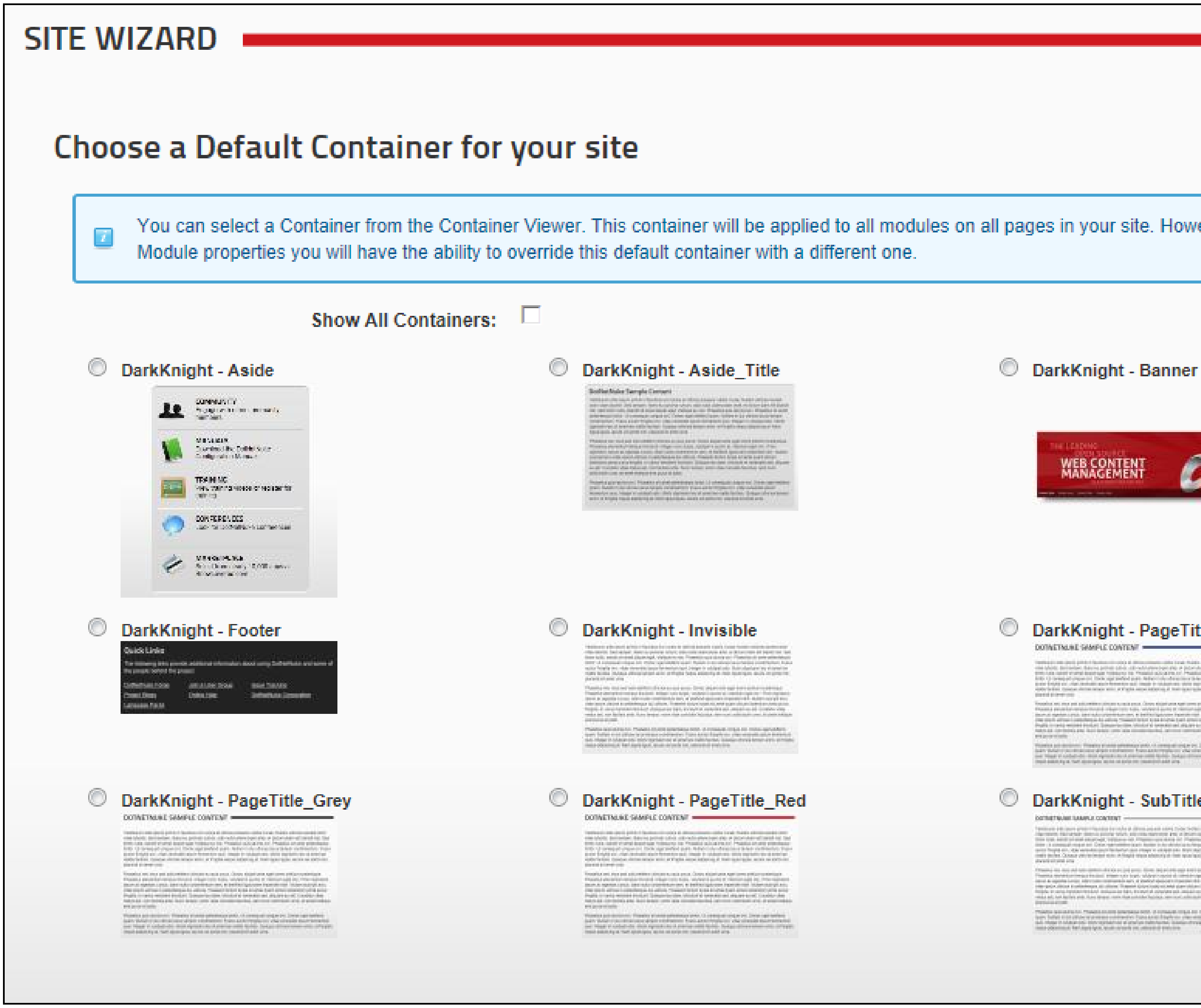


4. On the **Select a Skin for your Site** page, you can select a new default skin for site pages. This won't change the skin used on pages that aren't using the default skin. Note: From this page onwards, you can click the Previous link to return to the previous page.
   1. **Optional.** To preview a skin, click on the thumbnail image (where provided). This displays a larger image of the skin in a new Web browser.

2. Select a skin.
3. Click the Next link

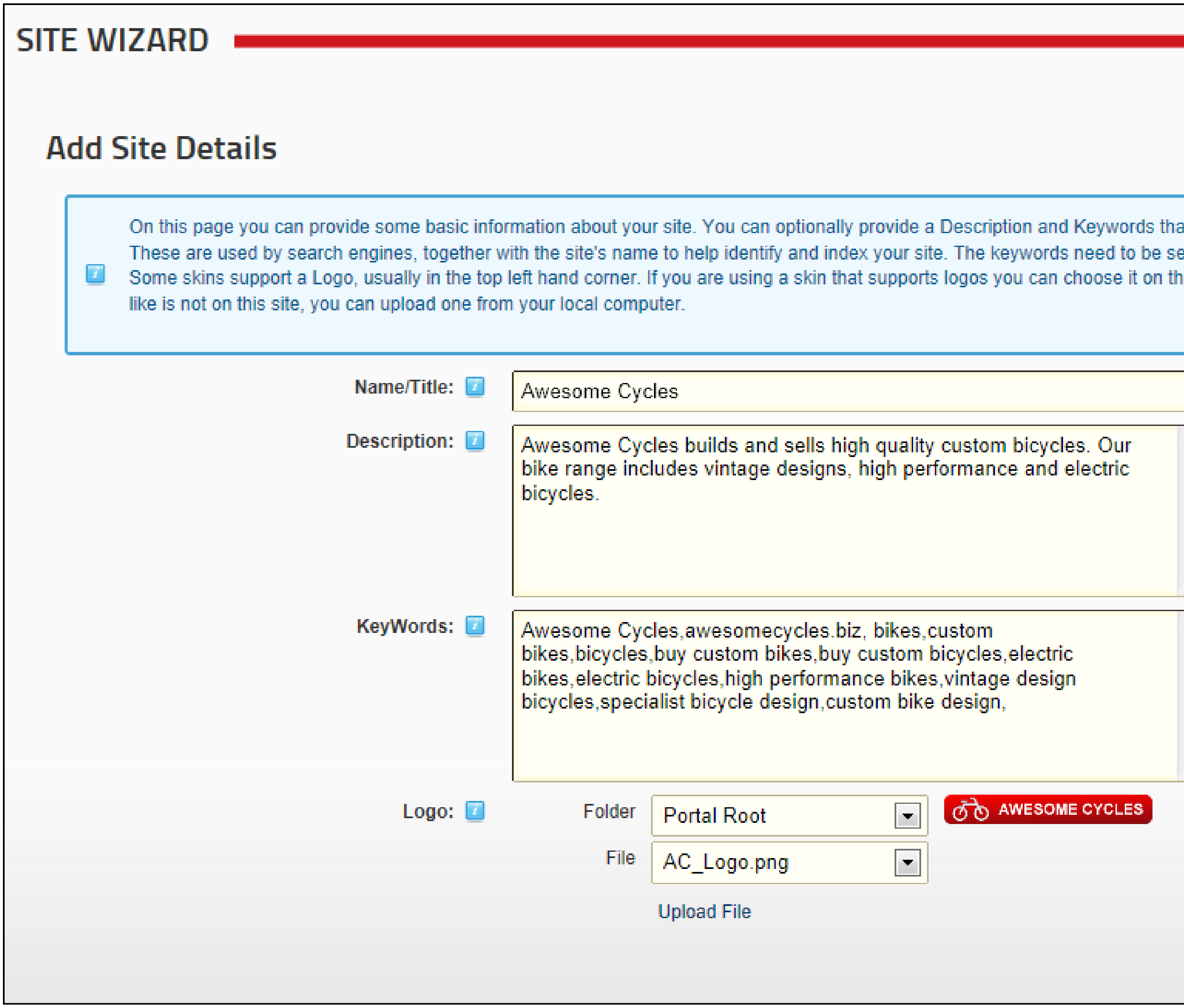

SITE WIZARD
Select a Skin for your Site
You can select a Skin from the Skin Viewer (below). This skin will be applied to all pages in your site. However, when you edit th
have the ability to override this default skin with a different one.
DarkKnight - 2-Column-Left-Mega-Menu
DarkKnight - 2-Column-Left-Standard-Menu
DarkKnight - 2-Column-Right-SocialProfile-Mega-Menu
Image
Not
Available
DarkKnight - 2-Column-Right-Standard-Menu
DarkKnight - 3-Column-Standard-Menu
DarkKnight - Home-Mega-Menu
WEB CONTENT MANAGEMENT
DarkKnight - popUpSkin
Image
Not
Available
DarkKnightMobile - home
Image
Not
Available
DarkKnightMobile - microsite_home
Image
Not
Available
DarkKnightMobile - microsite_interior
Image
Not
Available
Facebook - F

5. On the **Choose a Default Container for your site** page, select a new default container to be used for modules. This won't change the container used on modules that aren't using the default container.
    1. If you selected a skin at Step 3, the matching containers are displayed here and the default container is pre-selected.
    2. **Optional.** Check ☑ the **Show All Containers** check box to view all of the available containers.
    3. **Optional.** To preview a container click on a thumbnail image (where provided). This displays a larger image of the container in a new Web browser.
    4. Select a container.
    5. Click the Next link.



6. On the **Add Site Details** page, enter or edit the site details for this site. These are the default details used by search engines to index your site.
   1. In the **Name/Title** text box, enter the name or title to be applied to the site. This will show in visitor's Web browser title.
   2. In the **Description** text box, enter description to be applied to the site. This will be the description that Internet search engines will display to visitors. The site must be submitted to these search engines.

3. In the **KeyWords** text box, enter keywords to be applied to the site. This will be what the Internet search engines look for if you choose to submit your site to them.
4. At **Logo**, upload and/or select a new site logo. See See "Setting a File Link" or See "Uploading and Linking to a File"
5. Click the Finish link.



7. You will not be redirected to the Home page of your site and any changes you made will be visible.

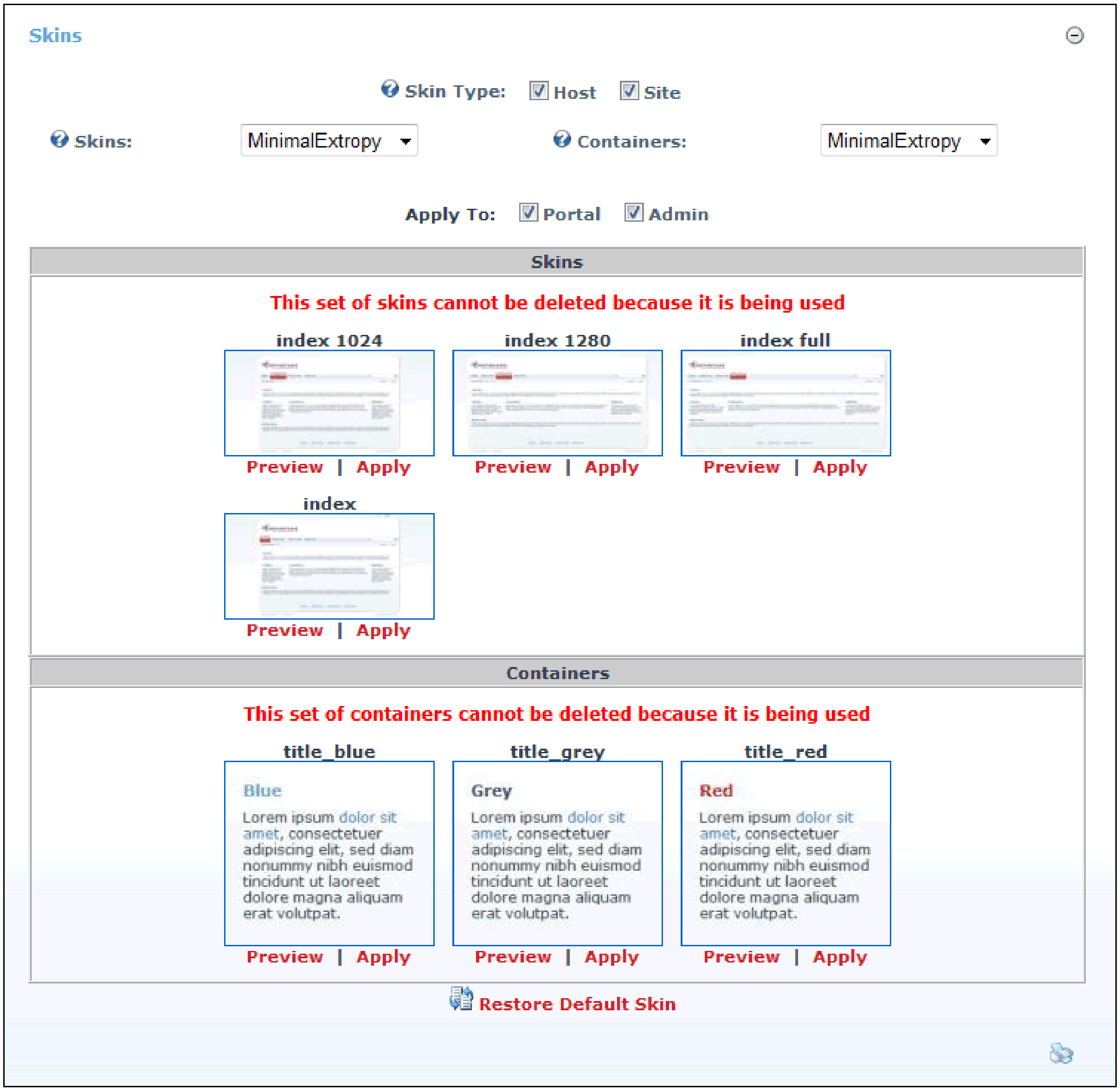
Skins

About the Skins Module

The Skins module (also titled the Skin Editor module) enables users to manage skin packages, skins and containers. Skins which have been installed on this site are available to all sites within this DNN installation. Note: This manual does not cover how to build skins.

This module is located under the Admin page and can also be added to site pages.

Note: On the Default Site Template there are two pages (Getting Started and Home) that are created by default and are hard coded to stay using the default 6.0 skin unless a user goes into the pages settings and sets them to use another skin. This may cause some confusion if you install a skin via extensions then change the site skin only to notice that the home page is using the default DNN skin. It is expected that the user will delete the Getting Started page.



The Skins Module

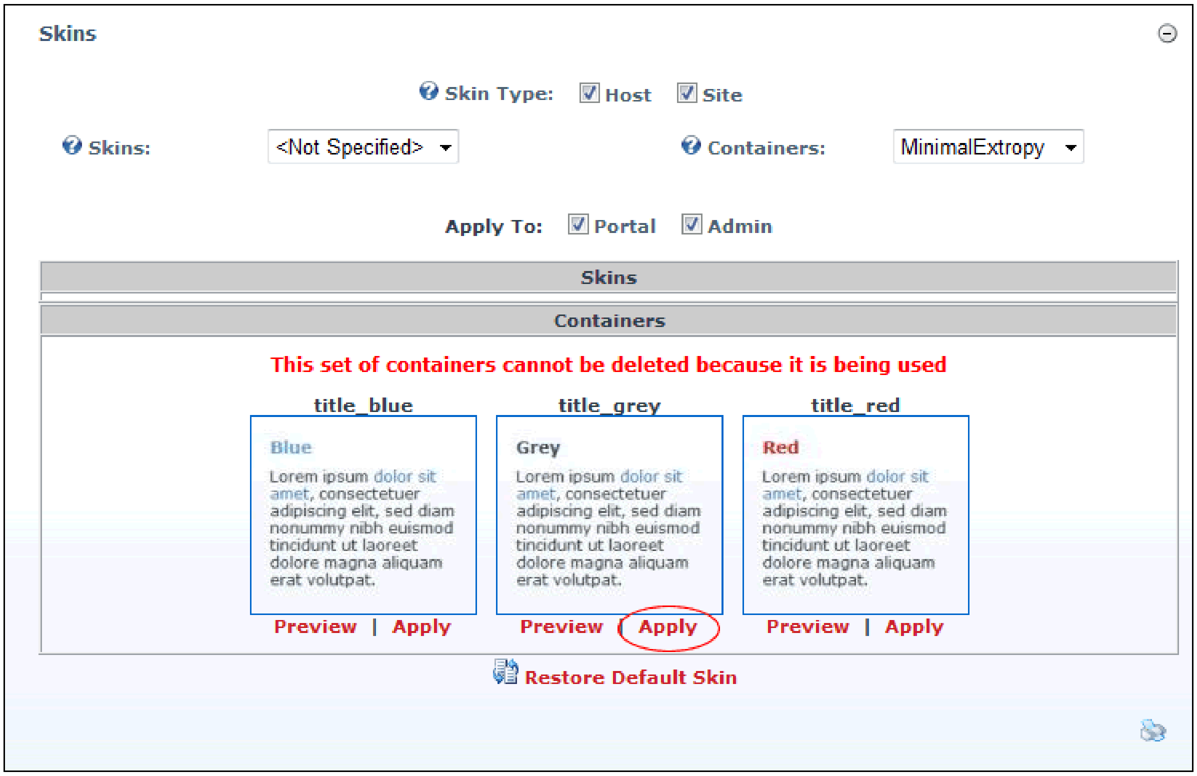
All Users

Applying a Default Site Container

How to apply a container as the default container for all modules on a site. This setting does not override containers set for individual modules on the module settings page.

1. Navigate to Admin > Advanced Settings > **Skins** and go to the Skin Editor module - OR - Go to a **Skins** module.
2. Locate and optional preview the required container.

3. At **Apply To**, select one or both of the following options:
   - **Website**: check ☑ the check box to apply the container to all site pages.
   - **Admin**: check ☑ the check box to apply the container to all Admin Console pages.
4. Click the Apply link below the chosen container.

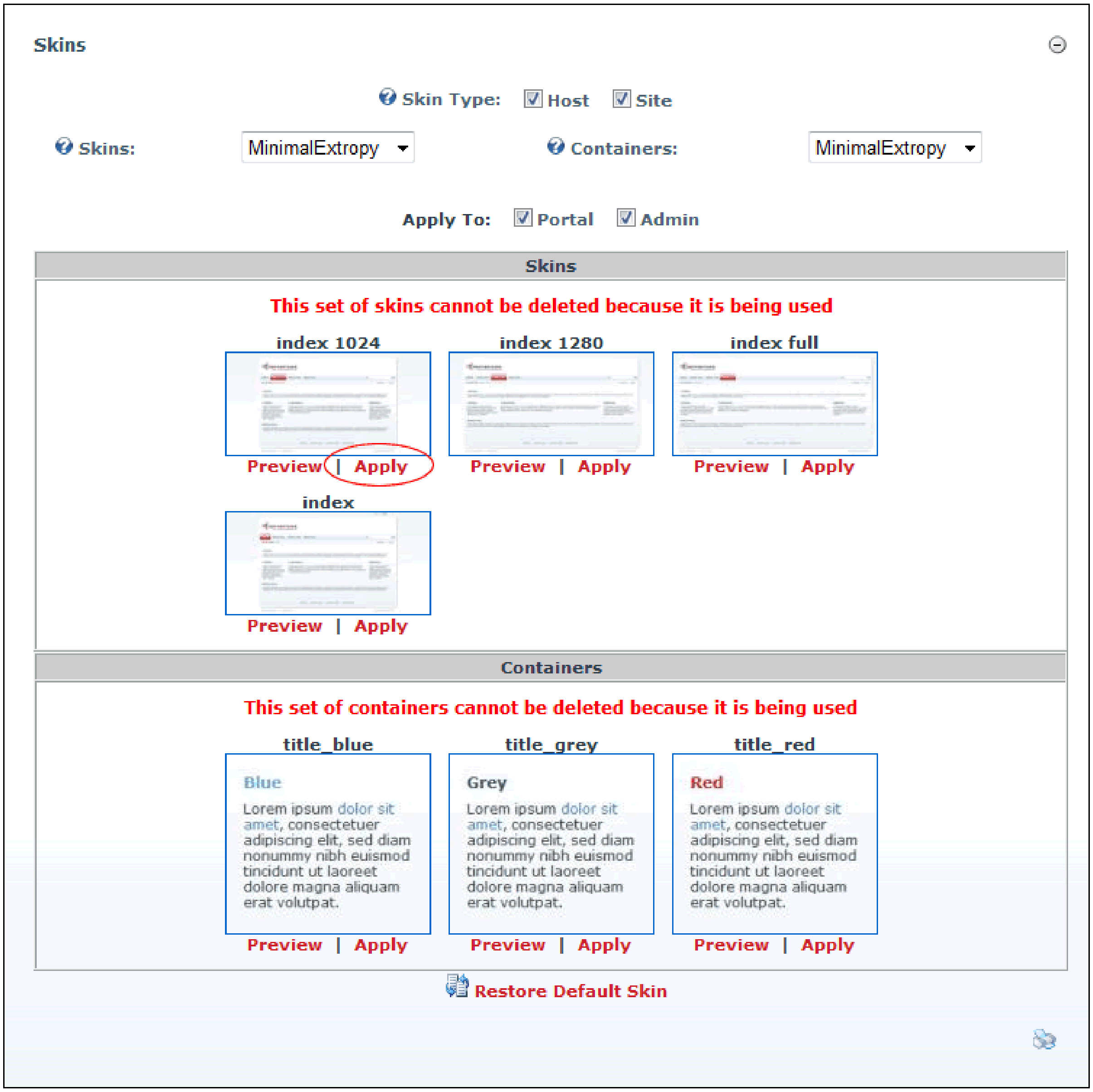


Applying the Default Site Container

Applying the Default Site Skin

How to apply a skin as the default skin for all modules on a site. This setting does not override page settings. See See "Advanced Settings for Existing Pages"

1. Navigate to Admin > Advanced Settings > **Skins** and go to the Skin Editor module - OR - Go to a **Skins** module.
2. Locate and optional preview the required skin. See See "Previewing a Skin Package"
3. At **Apply To**, select one or both of the following options:
   1. **Website**: check ☑ the check box to apply the skin to all site pages.
   2. **Admin**: check ☑ the check box to apply the skin to all Admin Console pages.
4. Click the Apply link.



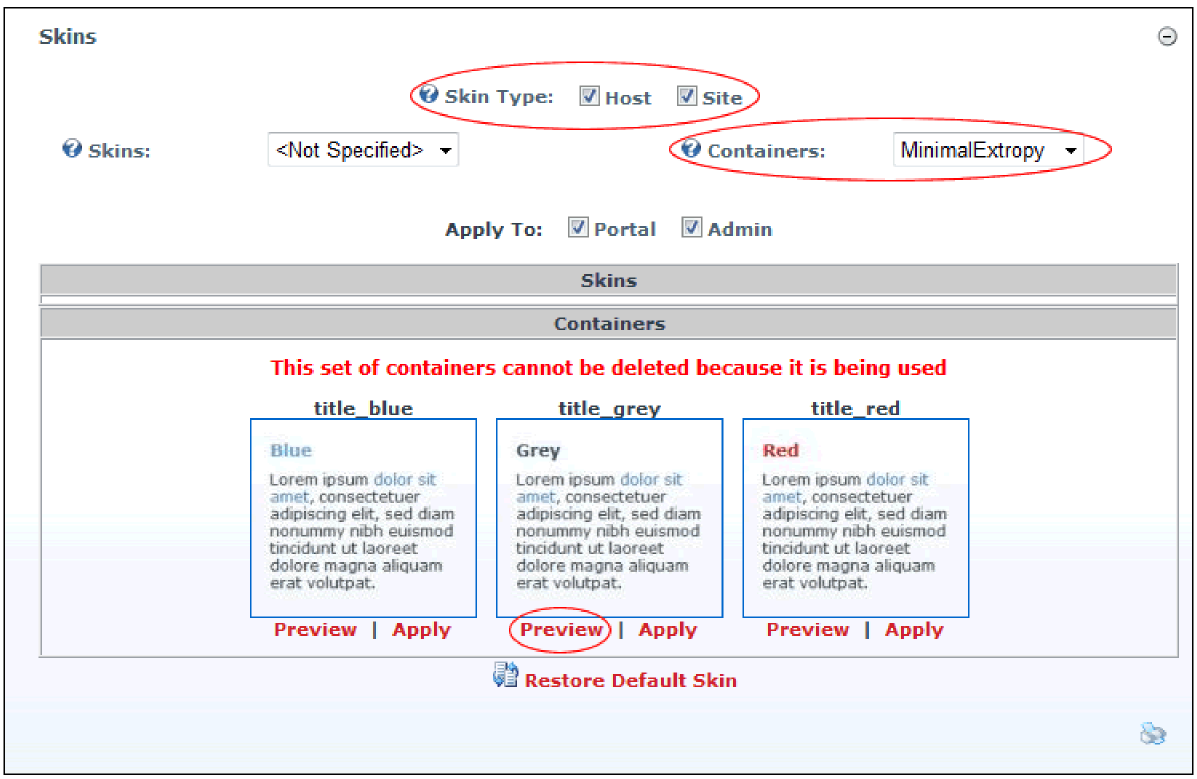
Applying the Default Site Skin

Previewing a Container Package

How to preview all of the containers within a container package.

1. Navigate to Admin > Advanced Settings > **Skins** and go to the Skin Editor module - OR - Go to a **Skins** module.

2. At **Skin Type**, select one or both of these options:
   - **Host**: Select to view skins which are available to all sites.
   - **Site:** Select to view skins which are only available to this site.
3. **Optional.** At **Skins**, select from these options:
   - Select a skin package from the drop down list to only view containers associated with that skin. A thumbnail image for each skin and container is displayed.
   - Select **< Not Specified >** to hide all skins.
4. At **Containers**, select a container package from the drop down list. A thumbnail image for each container is displayed.
5. Click the Preview link to preview a container. This opens a new Web browser with a preview of the container.
6. Repeat Step 5 to preview additional containers.

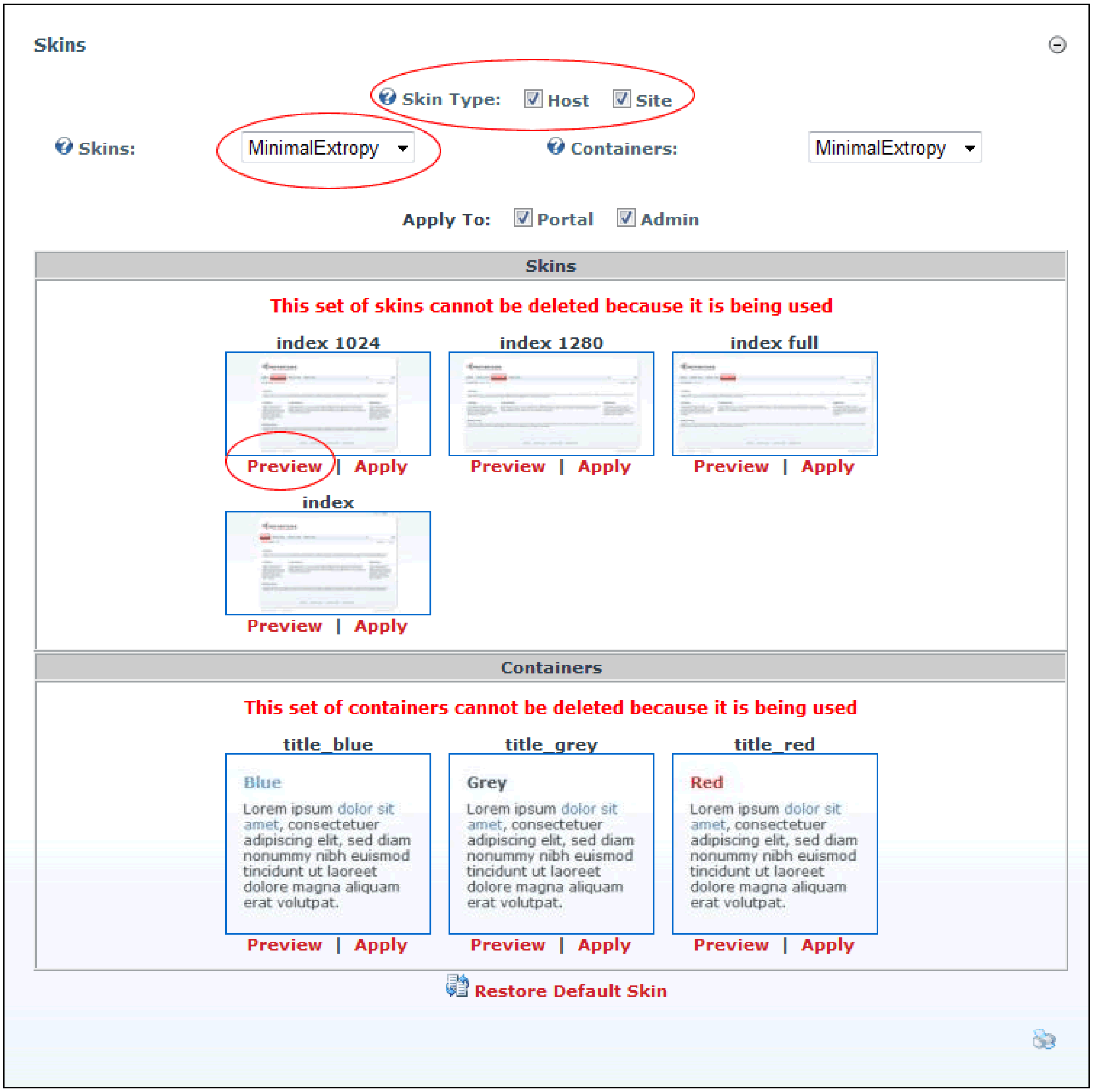


Previewing a Container Package

Previewing a Skin Package

How to preview all skins and containers contained within a skin package.

1. Navigate to Admin > Advanced Settings > **Skins** and go to the Skin Editor module - OR - Go to a **Skins** module.
2. At **Skin Type**, select one or both of these options:
   - **Host**: Select to view skins which are available to all sites.
   - **Site:** Select to view skins which are only available to this site.
3. At **Skins**, select a skin package from the drop down list. A thumbnail image for each skin and container is displayed.
4. Click a Preview link to preview that skin or a container. This opens a new Web browser with a preview of the skin.
5. Repeat Step 4 to preview additional containers.

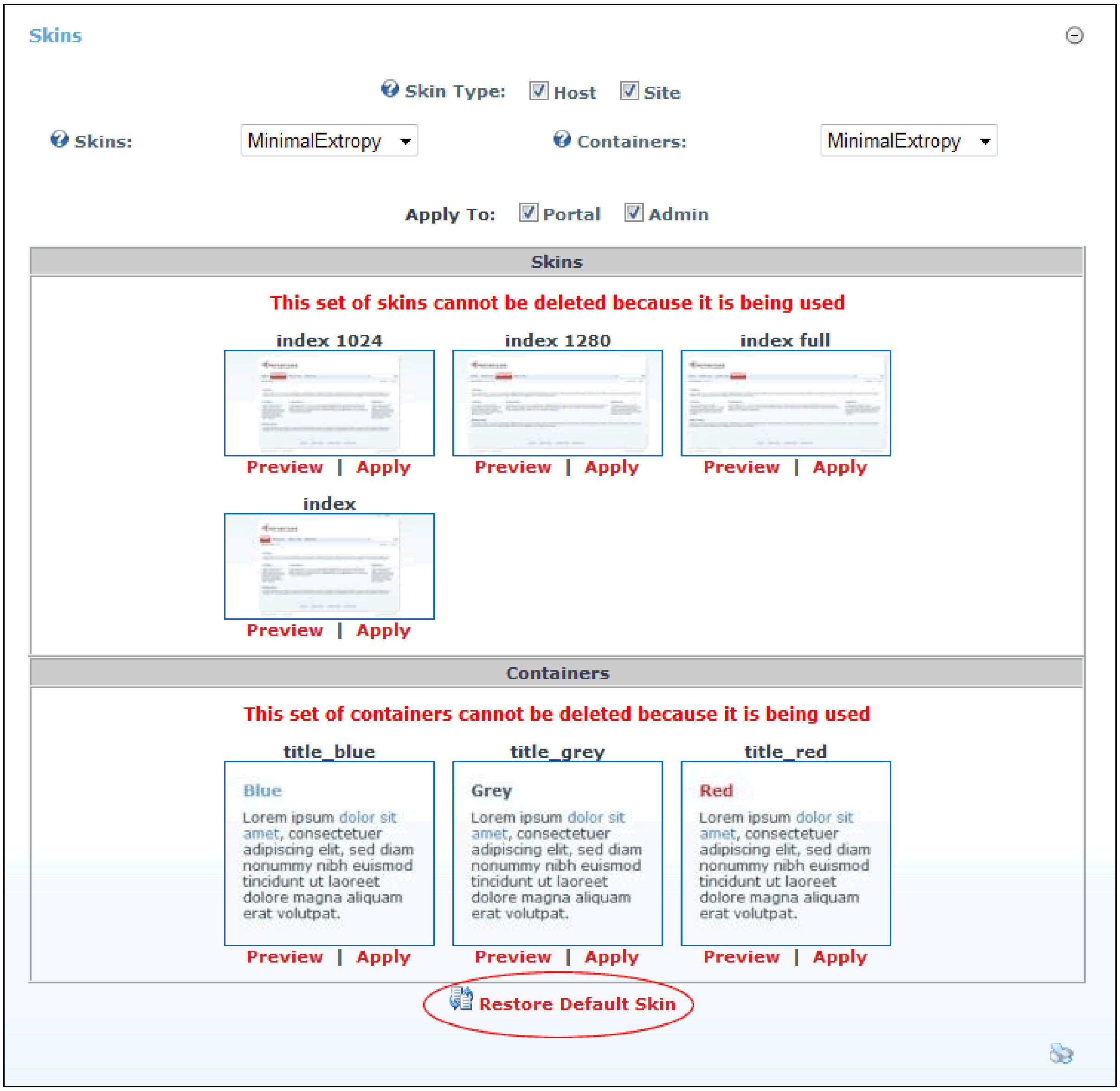


Previewing Skins

Restoring the Default Skin

How to restore the default skin to a site. For more on setting the default skin, see See "Setting the Default Site Skin and Container"

1. Navigate to Admin > Advanced Settings > **Skins** and go to the Skin Editor module - OR - Go to a **Skins** module.
2. Click the Restore Default Skin link located at the base of the module.

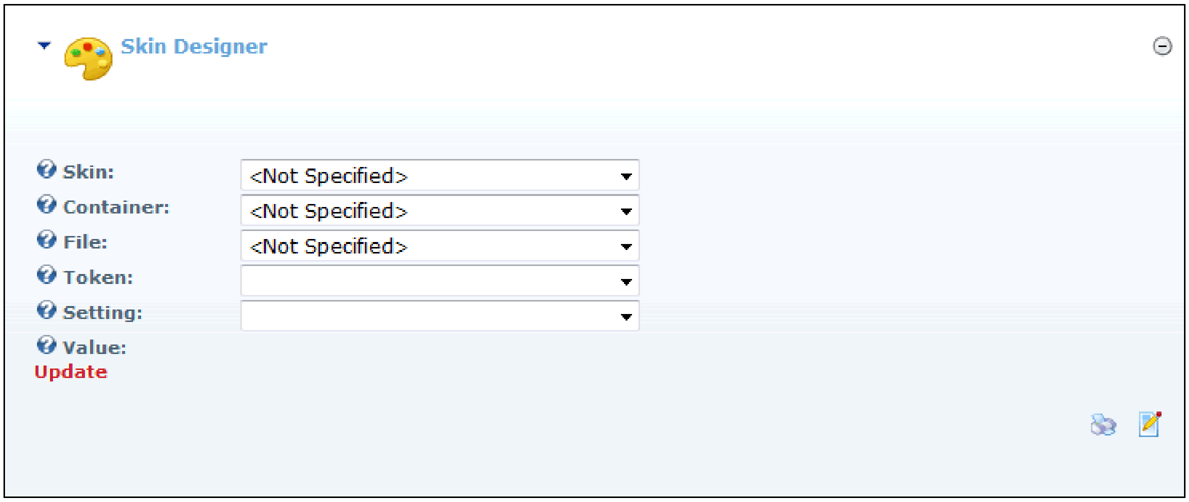


Restoring the Default Skin

Skin Designer

About the Skin Designer Module

The Skin Designer module is only located on the Admin > Advanced Settings > Skins page. It enables Administrators to set container and skin token values.



The Skin Designer Module

Message: You Must Select A Token Setting

When using the Skin Designer on the Host > Skins page, the yellow warning message "You Must Select A Token Setting" displays when one or more settings are incomplete.

To resolve this error, complete all fields.

Setting Container Token Values

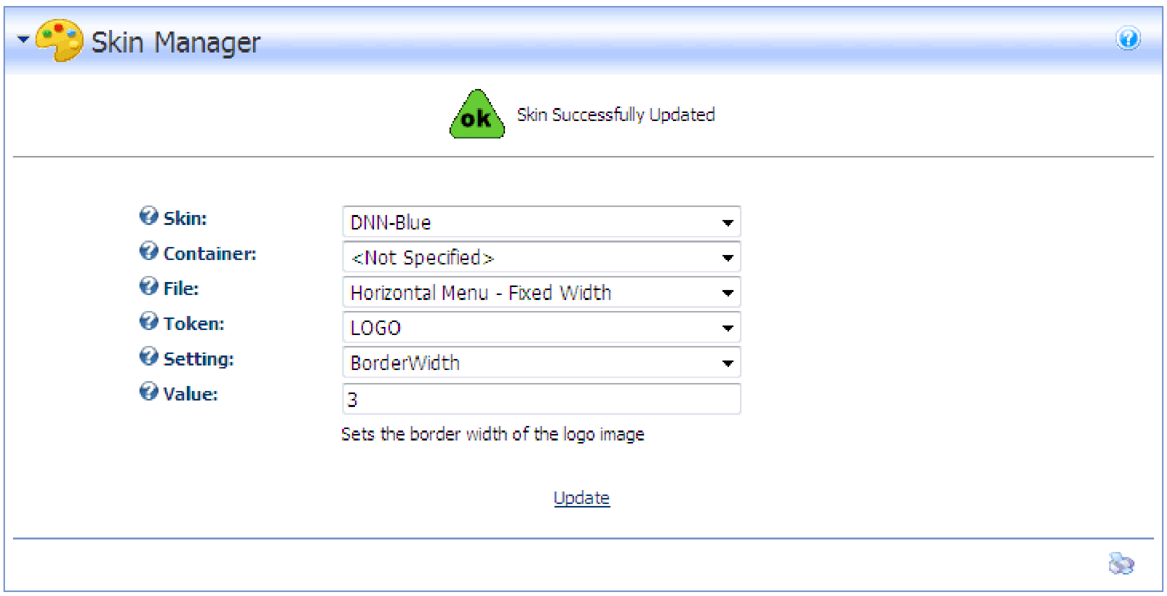
How to set the values of container tokens using the Skin Designer module.

1. Navigate to Admin > Advanced Settings > **Skins**.
2. Go to the **Skin Designer** module.
3. At **Skin**, select a skin package. This lists all skins within this package at the **File** field below.
4. At **Container**, select a container package.
5. At **File**, select the name of the required container.
6. At **Token**, select a skin token. If a yellow warning message reading "Object Selected Does Not Have Settings Defined" is displayed there are no values associated with that token. In this case, reselect a new token."
7. At **Setting**, select a setting from the options. This displays a description of this setting below.
8. In the **Value** text box, enter the value for the setting.
9. Click the **Update** button.

Setting Skin Token Values

How to set the values of skin tokens using the Skin Designer module.

1. Navigate to Admin > Advanced Settings > **Skins**.
2. Go to the **Skin Designer** module.
3. At **Skin**, select a skin package. This lists all skins within this package at the **File** field below.
4. At **File**, select the name of the required skin.
5. At **Token**, select a skin token. If a yellow warning message reading "Object Selected Does Not Have Settings Defined" is displayed there are no values associated with that token. In this case, reselect a new token." At Setting, select a setting from the options. This displays a description of this setting below.
6. In the **Value** text box, enter the value for the setting.
7. Click the **Update** button.



An example of the Logo token with a 3 pixel border width

SuperUsers

Deleting a Container from a Container Package

How to delete a container from a container package. This only deletes the container from the current site and not from the installed package.

Tip: Containers cannot be deleted if they belong to a skin or container package that is in use on the site.

1. Navigate to Admin > Advanced Settings > **Skins** and go to the Skin Editor module - OR - Go to a **Skins** module.
2. Go to the **Skins** module.
3. At **Containers**, select a container package from the drop down list. A thumbnail image of all containers within the package is displayed.
4. Click the Delete link beside the container to be deleted.
5. Repeat Step 4 to delete additional containers.

Deleting a Skin from a Skin Package (Including Legacy Skins)

How to delete a skin from a skin package using the Skins module. This only deletes the skin from the current site and not from the installed package. Note: Skins cannot be deleted if they belong to a skin package that is in use on the site.

1. Navigate to Admin > Advanced Settings > **Skins** and go to the Skin Editor module - OR - Go to a **Skins** module.
2. Go to the **Skins** module.
3. At **Skins**, select a skin package from the drop down list. A thumbnail image of all skins and containers within the package is displayed.
4. Click the Delete link beside the skin to be deleted.
5. Repeat Step 4 to delete additional skins.

Deleting a Skin Package

How to delete all a skin package including legacy skins. This deletes all skins in the selected package from the DNN installation.

1. Navigate to Admin > Advanced Settings > **Skins** and go to the Skin Editor module - OR - Go to a **Skins** module.
2. Go to the **Skins** module.

3. At **Skins**, select the skin package from the drop down list.
4. Click the Delete Skin Package link.

Parsing a Skin Package

How to parse a skin package. This task can only be performed by Hosts.

1. Navigate to Admin > Advanced Settings > **Skins** and go to the Skin Editor module - OR - Go to a **Skins** module.
2. At **Skins**, select a skin package from the drop down list.
3. At **Parse Options**, select from the following options:
   - **Localized**: This option includes the full path.
   - **Portable**: This option does not include the full path.
4. Click the Parse Skin Package link. A detailed report is displayed.

Taxonomy

About the Taxonomy Manager Module

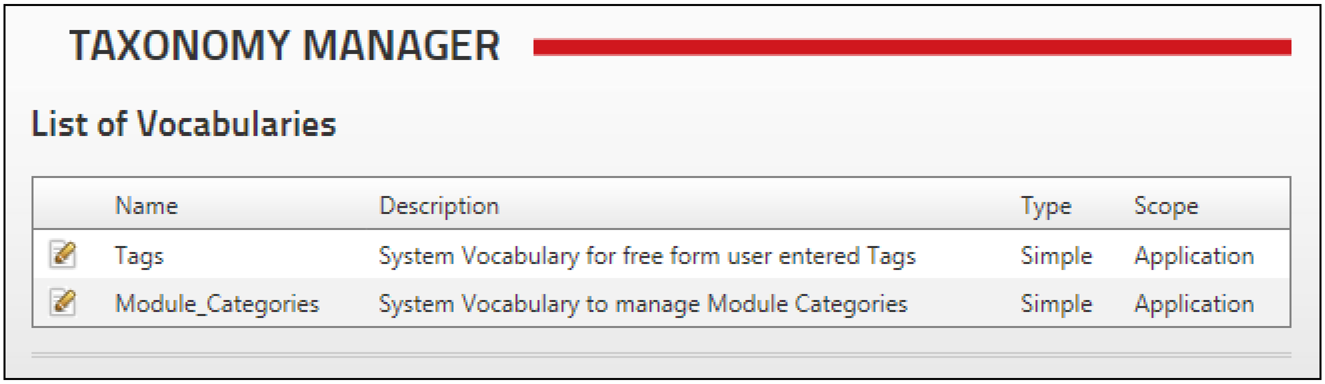
The Taxonomy Manager module allows you to create and manage tags which are used to classify site content. Tags can be associated with pages (seeSee "Page Details Settings for Existing Pages") and modules. Depending on the skin used on your site, users may be able associate content with existing tags created using the Taxonomy Manager module. They may also be able to create their own tags which can then be managed using the Taxonomy Manager module.

Permissions. Users work can view the module can view the list of existing vocabularies. Editors and Administrators can create and manage site specific vocabularies.

SuperUsers can create and manage application wide vocabularies which are available to all sites.

The Taxonomy Manager is located on Navigate to Admin > Advanced Settings > Taxonomy page and can also be added to site pages.

Module Version/Minimum DNN Version: The version number is always the same as the DNN framework version number.

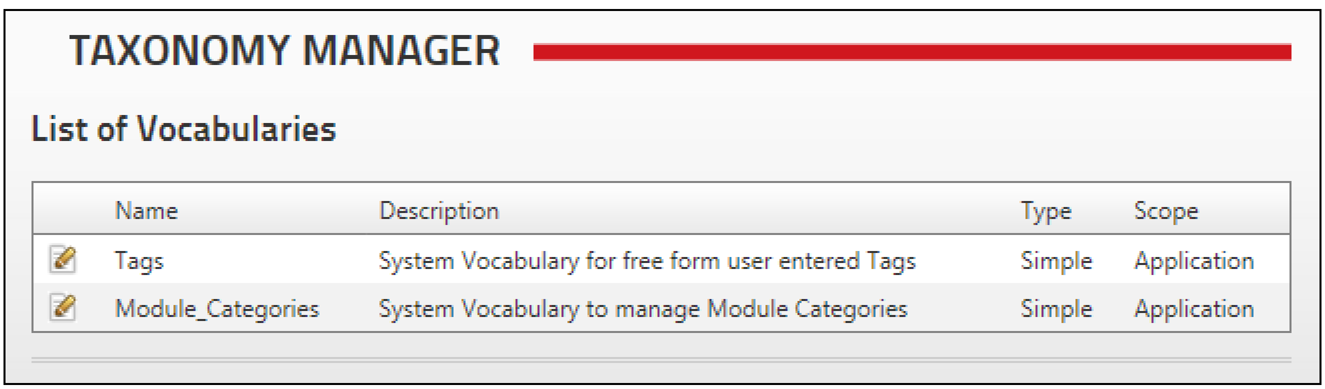


The Taxonomy Manager Module

Viewing Vocabularies List

Users who are authorized to view the Taxonomy Manager module are able to view the list of vocabularies which have been created. The Taxonomy Manager module displays the following information:

- **Name**: The Vocabulary name
- **Description**: The description given to the vocabulary
- **Type**: Whether the vocabulary is a simple or hierarchical list
- **Scope**: Whether the vocabulary is available to all sites in this DNN application (i.e. Application) or only this site (i.e. Site).



The Taxonomy Module

Module Editors

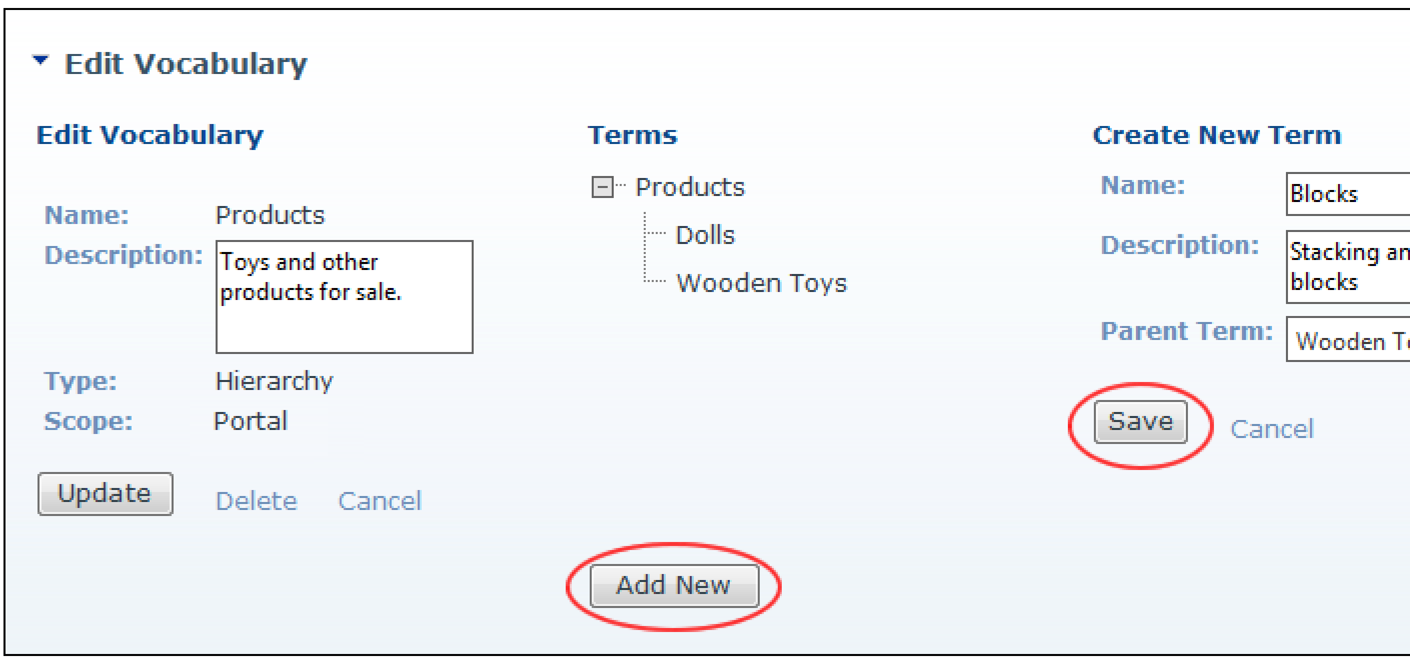
Adding Additional Terms (Hierarchical Vocabulary)

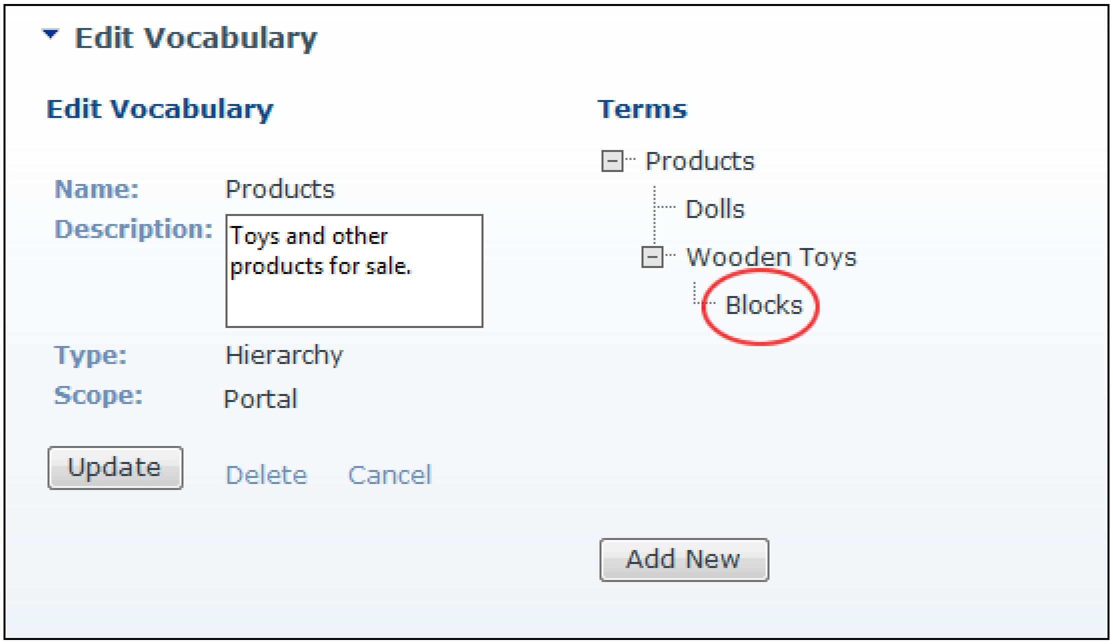
How to add terms to a hierarchical vocabulary using the Taxonomy Manager module.

Important. The first term for a vocabulary requires a different process. See See "Adding the First Term (Hierarchical Vocabulary)"

1. Navigate to Admin > Advanced Settings > **Taxonomy** - OR - Go to a **Taxonomy Manager** module.
2. Click the Edit link beside the vocabulary for this term. This opens the Edit Vocabulary page.
3. Click the **Add New** button. This displays the Create New Term section.
4. In the Create New Term section, complete these fields:
   a. In the **Name** text box, enter a name for this term.
   b. In the **Description** text box, enter a description for this term.
   c. At **Parent Term**, select the parent term for this term.
5. Click the **Save** button. The new term is now displayed in the Terms hierarchical list.
6. Repeat Steps 3-5 to add additional terms.

As an example, in the below image, the first term added was called Products. Two additional terms called Dolls and Wooden Toys were added next. Finally, this image displays the term Blocks being added to the parent category Wooden Toys.



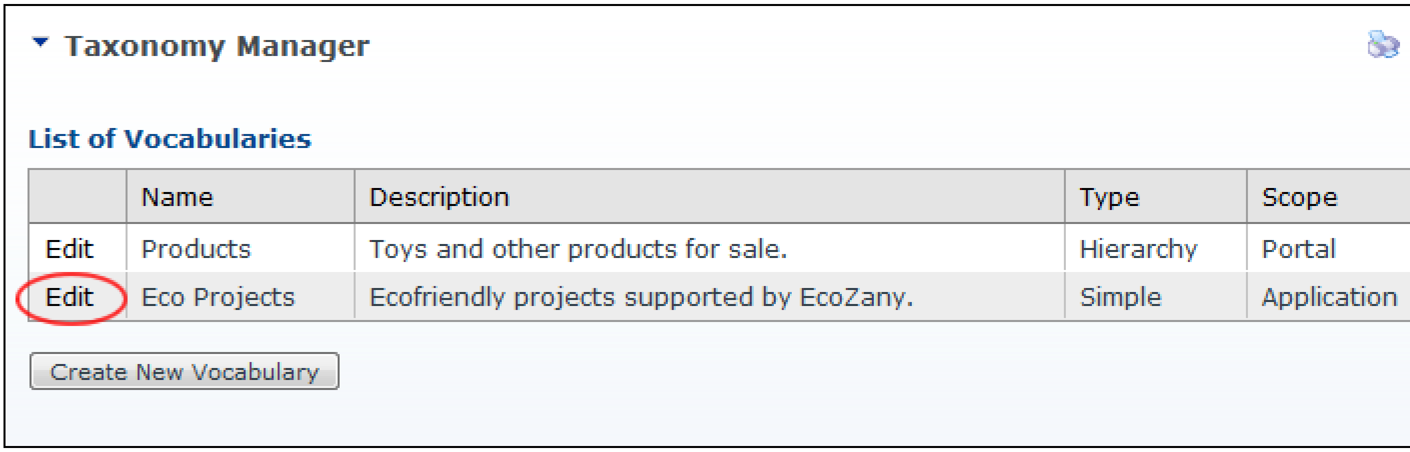


The newly added hierarchical term

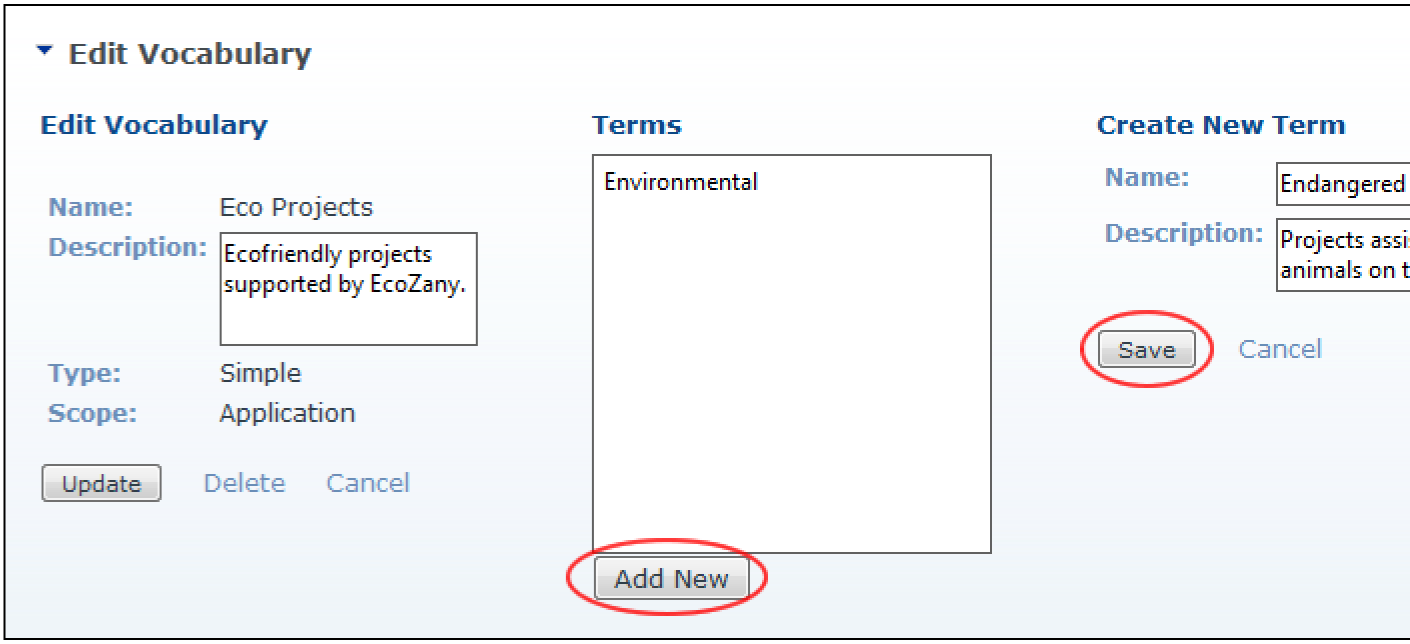
Adding Terms (Simple Vocabulary)

How to add terms to a simple vocabulary using the Taxonomy Manager module.

1. Navigate to Admin > Advanced Settings > **Taxonomy** - OR - Go to a **Taxonomy Manager** module.
2. Click the Edit link beside the vocabulary for this term. This opens the Edit Vocabulary page.



3. Click the **Add New** button. This displays the Create New Term section.
4. In the Create New Term section, complete these fields:
   a. In the **Name** text box, enter a name for this term.
   b. In the **Description** text box, enter a description for this term.
5. Click the **Save** button. The new term is now displayed in the Terms hierarchical list.
6. Repeat Steps 3-5 to add additional terms.



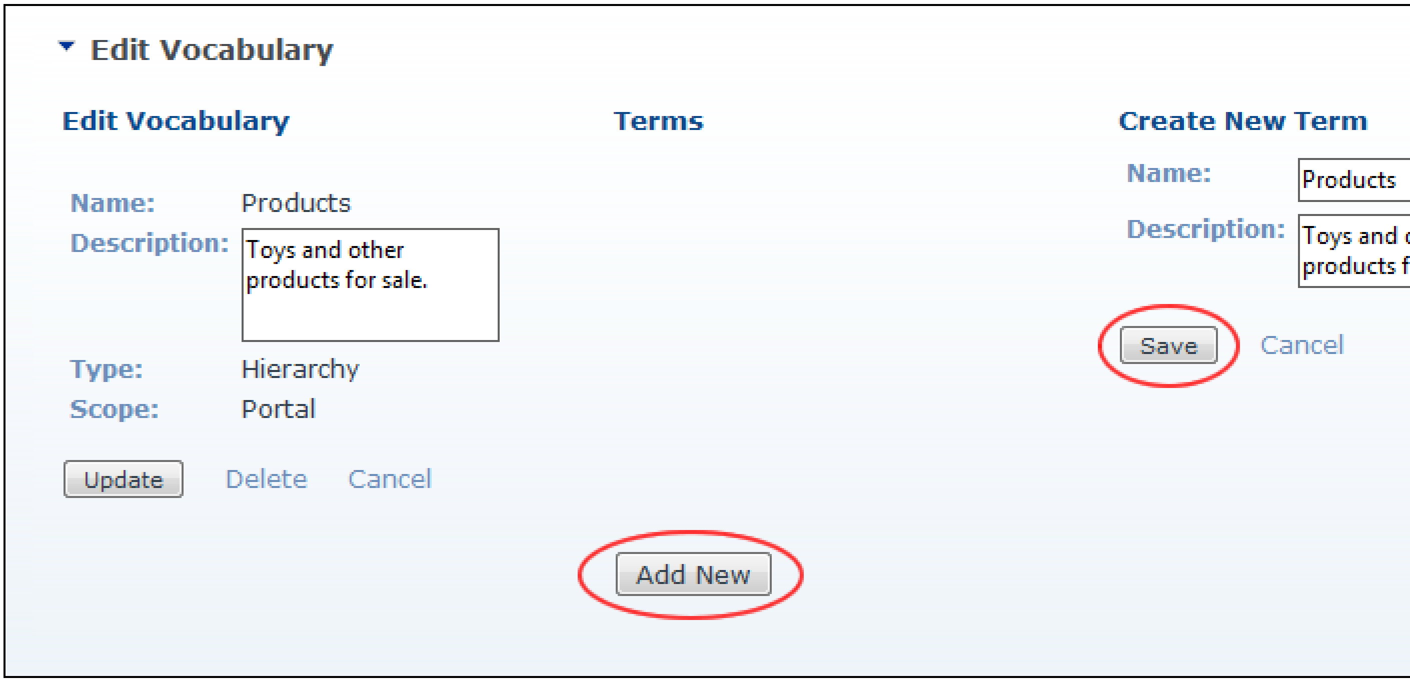
Adding a term to a simple vocabulary list

Adding the First Term (Hierarchical Vocabulary)

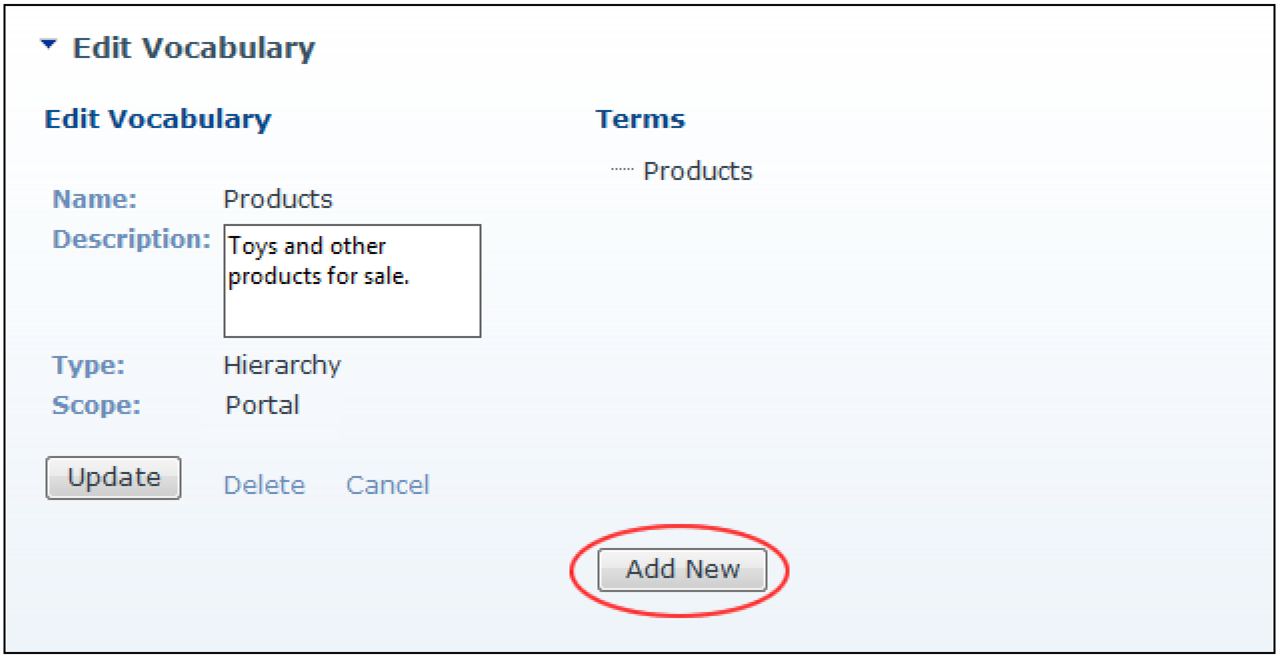
How to add the first term to a hierarchical vocabulary using the Taxonomy Manager module. **Important.** It is recommended that you name this first term the same as the Vocabulary name. This allows you to create a hierarchical tree of terms. Failure to set up terms in this way will restrict you to only one top level parent term.

1. Navigate to Admin > Advanced Settings > **Taxonomy** - OR - Go to a **Taxonomy Manager** module.
2. Click the Edit link beside the vocabulary for the new terms. This opens the Edit Vocabulary page.
3. Click the **Add New** button. This displays the Create New Term section.

4. In the Create New Term section, complete these fields:
   a. In the **Name** text box, enter the vocabulary name.
   b. In the **Description** text box, enter a description for this term. Tip: Copying the Vocabulary description is suitable.
5. Click the **Save** button.



6. The newly added term is now displayed in the Terms section. You can now add additional terms. See See "Adding Additional Terms (Hierarchical Vocabulary)"



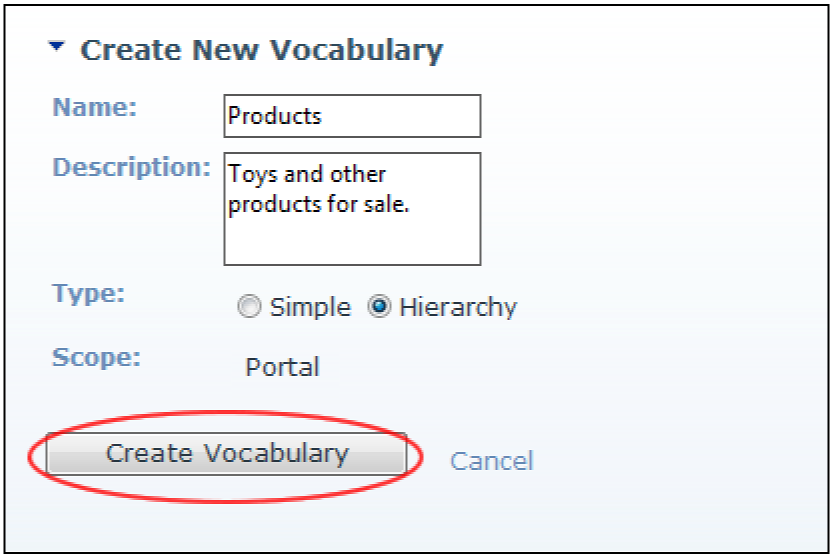
The newly added first hierarchical term

Creating a Vocabulary

How to create a new vocabulary using the Taxonomy Manager module.

Tip: Only the Description field can be edited once the vocabulary is saved.

1. Navigate to Admin > Advanced Settings > **Taxonomy** - OR - Go to a **Taxonomy Manager** module.
2. Click the **Create New Vocabulary** button located at the base of the Taxonomy Manager module. This opens the Create New Vocabulary page.
3. In the **Name** text box, enter the name for this vocabulary.
4. In the **Description** text box, enter the description of this vocabulary.
5. At **Type**, select from this options:
   - **Simple**: Select to create a flat list.
   - **Hierarchy**: Select to hierarchical tree list.
6. At **Scope**, **Portal** is pre-selected. This confirms that the vocabulary is only available to this site.
7. Click the **Create Vocabulary** button. You can now add terms to this vocabulary. See See "Adding the First Term (Hierarchical Vocabulary)"



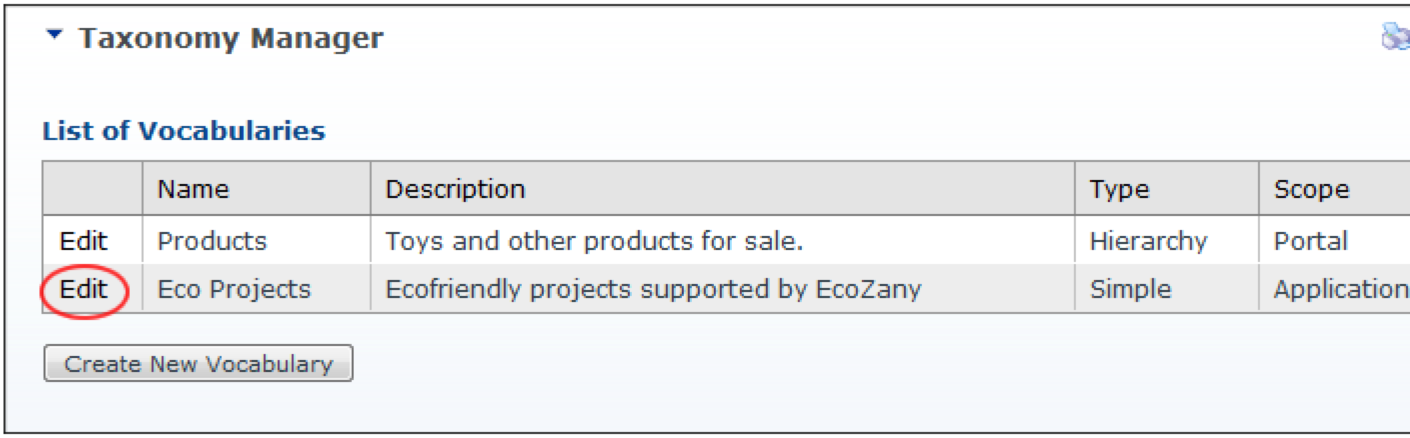
Creating a Vocabulary

Deleting a Vocabulary

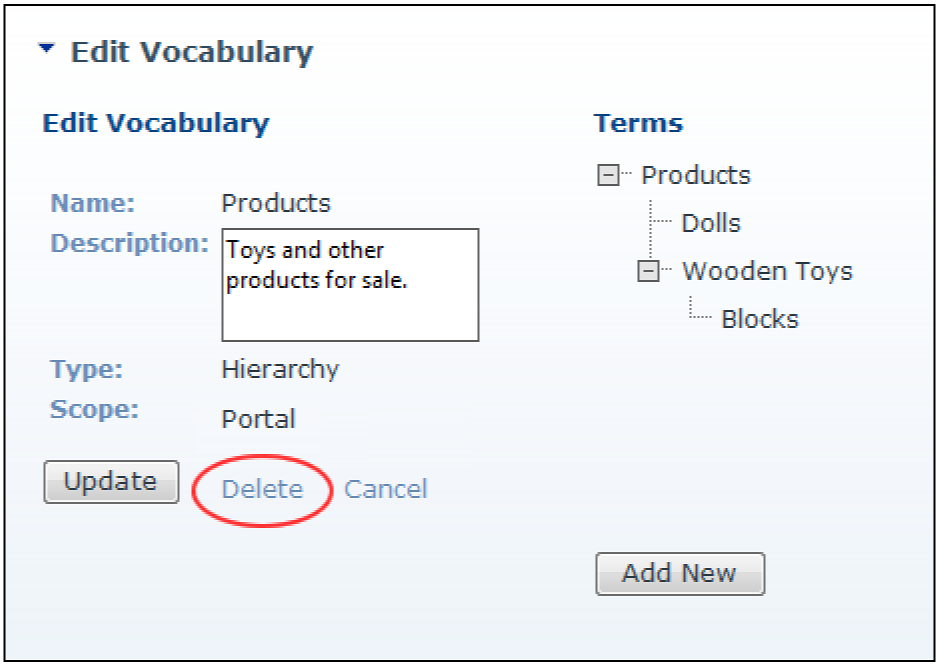
How to delete a vocabulary from the Taxonomy Manager module.

Permissions: Editors cannot delete vocabularies created by Administrators or SuperUsers. Similarly, Administrators cannot delete vocabularies created by SuperUsers.

1. Navigate to Admin > Advanced Settings > **Taxonomy** - OR - Go to a **Taxonomy Manager** module.
2. Click the Edit link beside the vocabulary to be deleted. This opens the Edit Vocabulary page.



3. Click the Delete link.

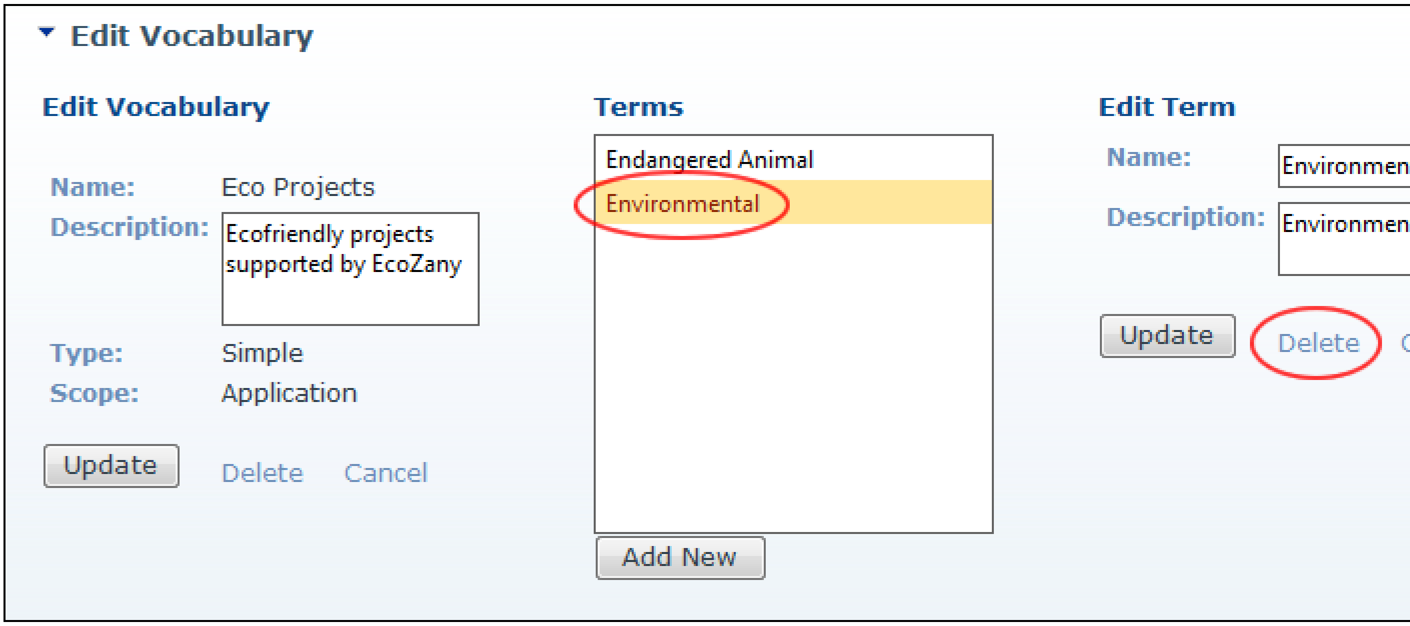


Deleting a Vocabulary

Deleting Terms

How to delete one or more term associated with either a simple or hierarchical vocabulary using the Taxonomy Manager module.

1. Navigate to Admin > Advanced Settings > **Taxonomy** - OR - Go to a **Taxonomy Manager** module.
2. Click the Edit link beside the vocabulary which the term is associated with. This opens the Edit Vocabulary page.
3. In the Terms list, select the term to be edited. This displays the Edit Term section.
4. Click the Delete link located below the Edit Term section.
5. Repeat Steps 3-4 to delete additional terms.
6. Click the Cancel link to return to the module.

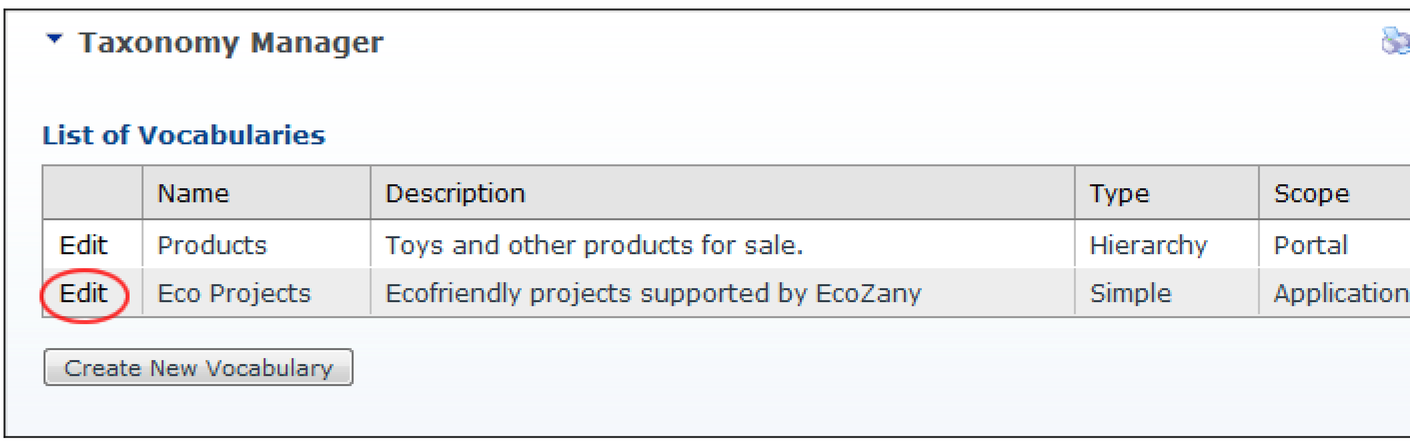


Deleting Vocabulary Terms

Editing a Vocabulary

How to edit the description of a vocabulary using the Taxonomy Manager module.

1. Navigate to Admin > Advanced Settings > **Taxonomy** - OR - Go to a **Taxonomy Manager** module.
2. Click the Edit link beside the vocabulary to be edited. This opens the Edit Vocabulary page.

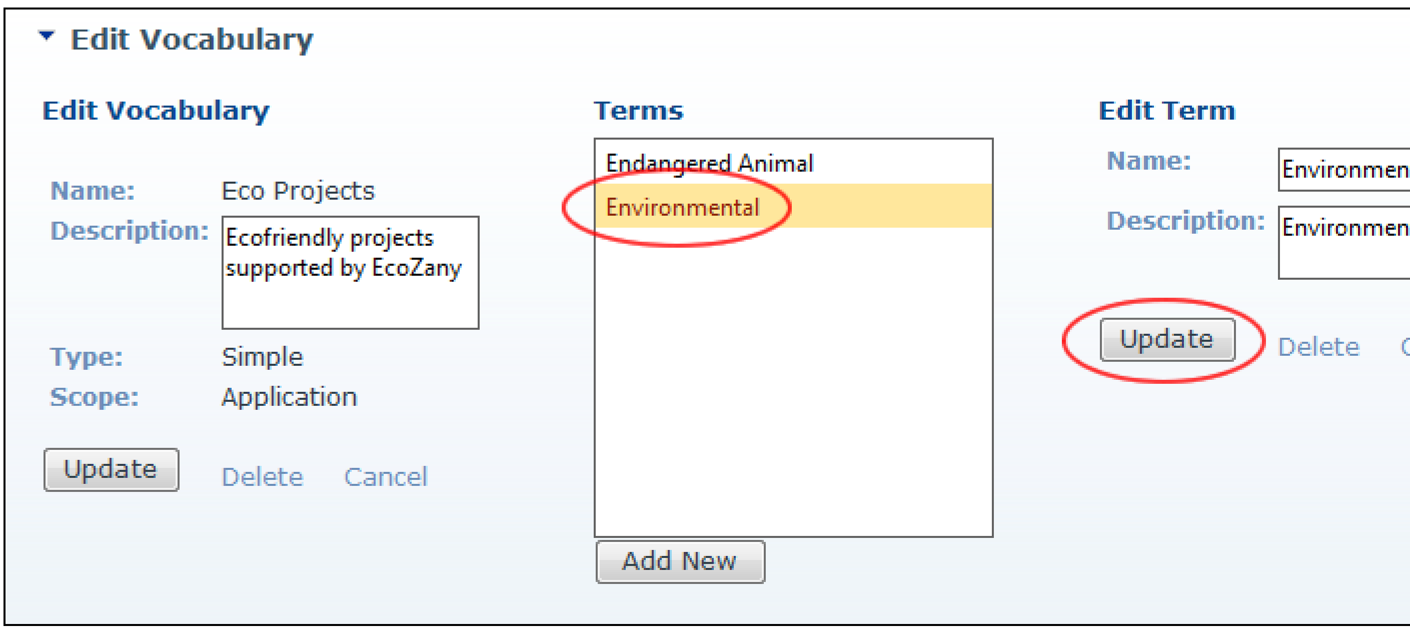


3. In the **Description** text box, edit the description of this vocabulary.
4. Click the **Update** button.

Editing Terms

How to edit one or more term associated with either a simple or hierarchical vocabulary using the Taxonomy Manager module.

1. Navigate to Admin > Advanced Settings > **Taxonomy** - OR - Go to a **Taxonomy Manager** module.
2. Click the Edit link beside the vocabulary which the term is associated with. This opens the Edit Vocabulary page.
3. In the Terms list, select the term to be edited. This displays the Edit Term section.
4. In the **Edit Term** section, edit one or more fields:
   a. In the **Name** text box, edit the name of this term.
   b. In the **Description** text box, edit the description of this term.
   c. At **Parent Term**, select the parent term for this term. Note: This option is only displayed on Hierarchical Vocabularies.
5. Click the **Update** button.
6. Repeat Steps 3-5 to edit additional terms.
7. Click the Cancel link to return to the module.

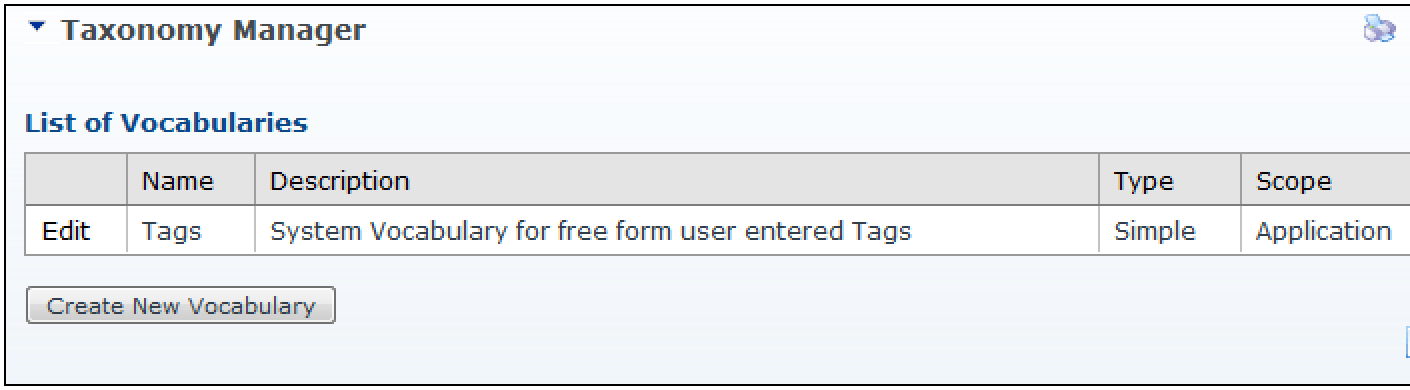


Editing Vocabulary Terms

Viewing User Entered Tags

How to view the tags which have been created by users. SuperUsers are able to edit and delete tags.

1. Navigate to Admin > Advanced Settings > **Taxonomy** - OR - Go to a **Taxonomy Manager** module.
2. Click the Edit link beside the pre-existing entry named "Tags". This opens the Edit Vocabulary page where all of the tags are listed in the Terms list.


Taxonomy Manager

List of Vocabularies

	Name	Description	Type	Scope
Edit	Tags	System Vocabulary for free form user entered Tags	Simple	Application

3. In the Terms list, click on a tag. This displays the description in the Edit Term section.
4. Repeat Step 2 to view descriptions for other tags.
5. Click the Cancel link to return to the module.

SuperUsers

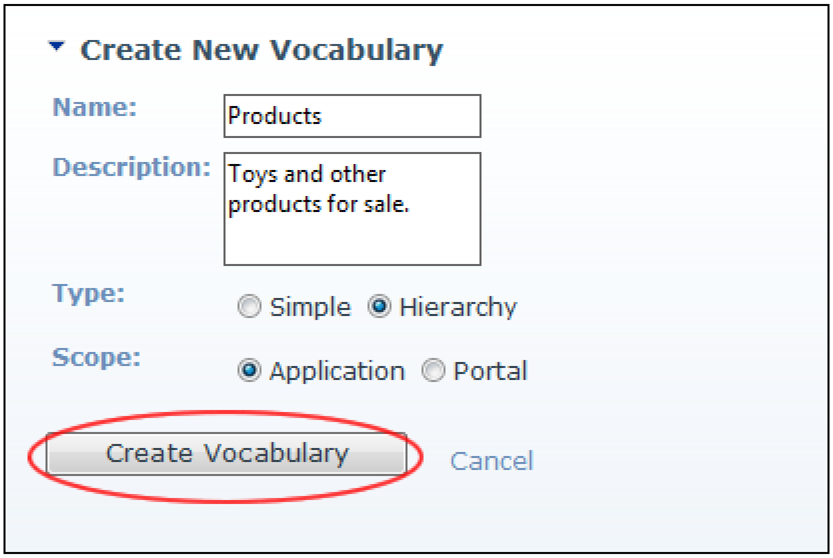
Creating a Vocabulary

How to create a new vocabulary using the Taxonomy Manager module.

Tip: Only the Description field can be edited once the vocabulary is saved.

1. Navigate to Admin > Advanced Settings > **Taxonomy** - OR - Go to a **Taxonomy Manager** module.
2. Click the **Create New Vocabulary** button located at the base of the Taxonomy Manager module. This opens the Create New Vocabulary page.
3. In the **Name** text box, enter the name for this vocabulary.
4. In the **Description** text box, enter the description of this vocabulary.
5. At **Type**, select from this options:
   - **Simple**: Select to create a flat list.
   - **Hierarchy**: Select to hierarchical tree list.
6. At **Scope**, choose from these options:
   - **Application**: The vocabulary is available to all sites within this DNN application.
   - **Portal**: The vocabulary is only available to this site.

7. Click the **Create Vocabulary** button. You can now add terms to this vocabulary.

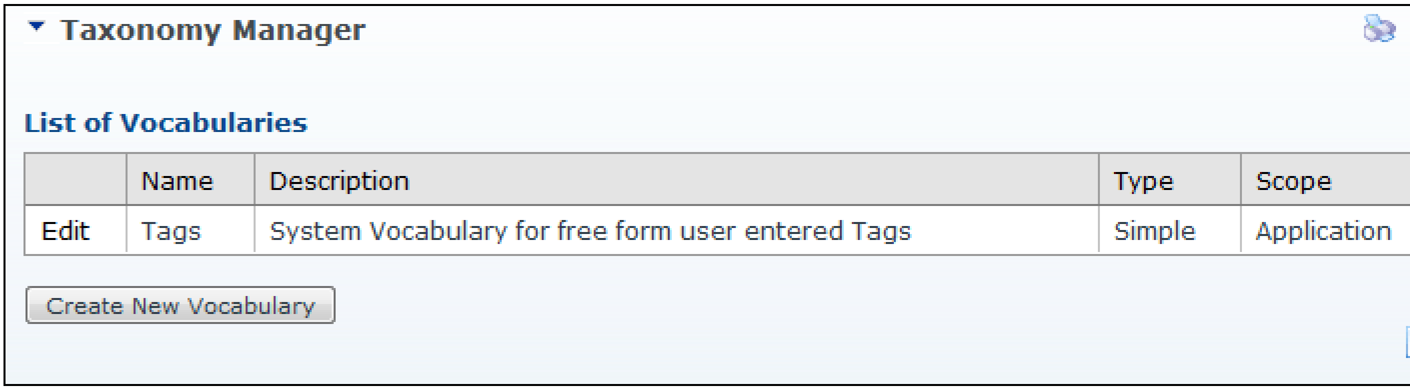


Creating a Vocabulary

Deleting User Entered Tags

How to delete tags which have been created by users.

1. Navigate to Admin > Advanced Settings > **Taxonomy** - OR - Go to a **Taxonomy Manager** module.
2. Click the Edit link beside the pre-existing entry named "Tags". This opens the Edit Vocabulary page.

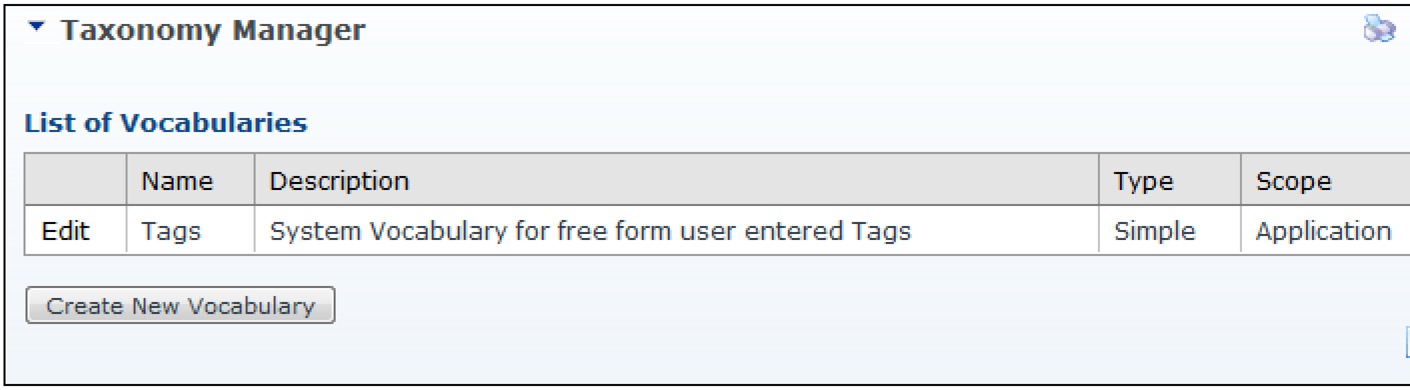


3. In the Terms list, select the tag to be edited. This displays the Edit Term section.
4. Click the Delete link.
5. Repeat Steps 3-4 to delete additional tags.

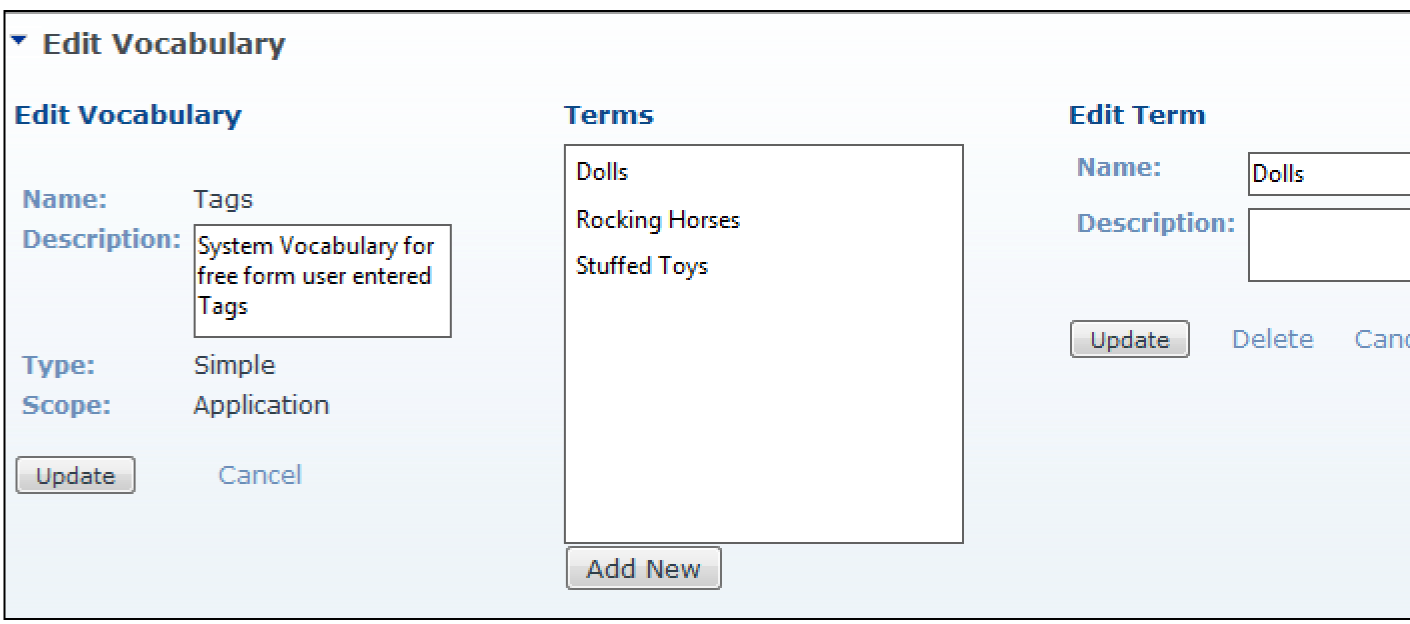
Editing User Entered Tags

How to edit tags which have been created by users.

1. Navigate to Admin > **Taxonomy** - OR - Go to a **Taxonomy Manager** module.
2. Click the Edit link beside the pre-existing entry named "Tags". This opens the Edit Vocabulary page.



3. In the Terms list, select the tag to be edited. This displays the Edit Term section.
4. In the Edit Term section, edit one or more fields:
   a. In the **Name** text box, edit the name of this term.
   b. In the **Description** text box, edit the description of this term.
5. Click the **Update** button.
6. Repeat Steps 3-5 to edit additional tags.
7. Click the Cancel link to return to the module.



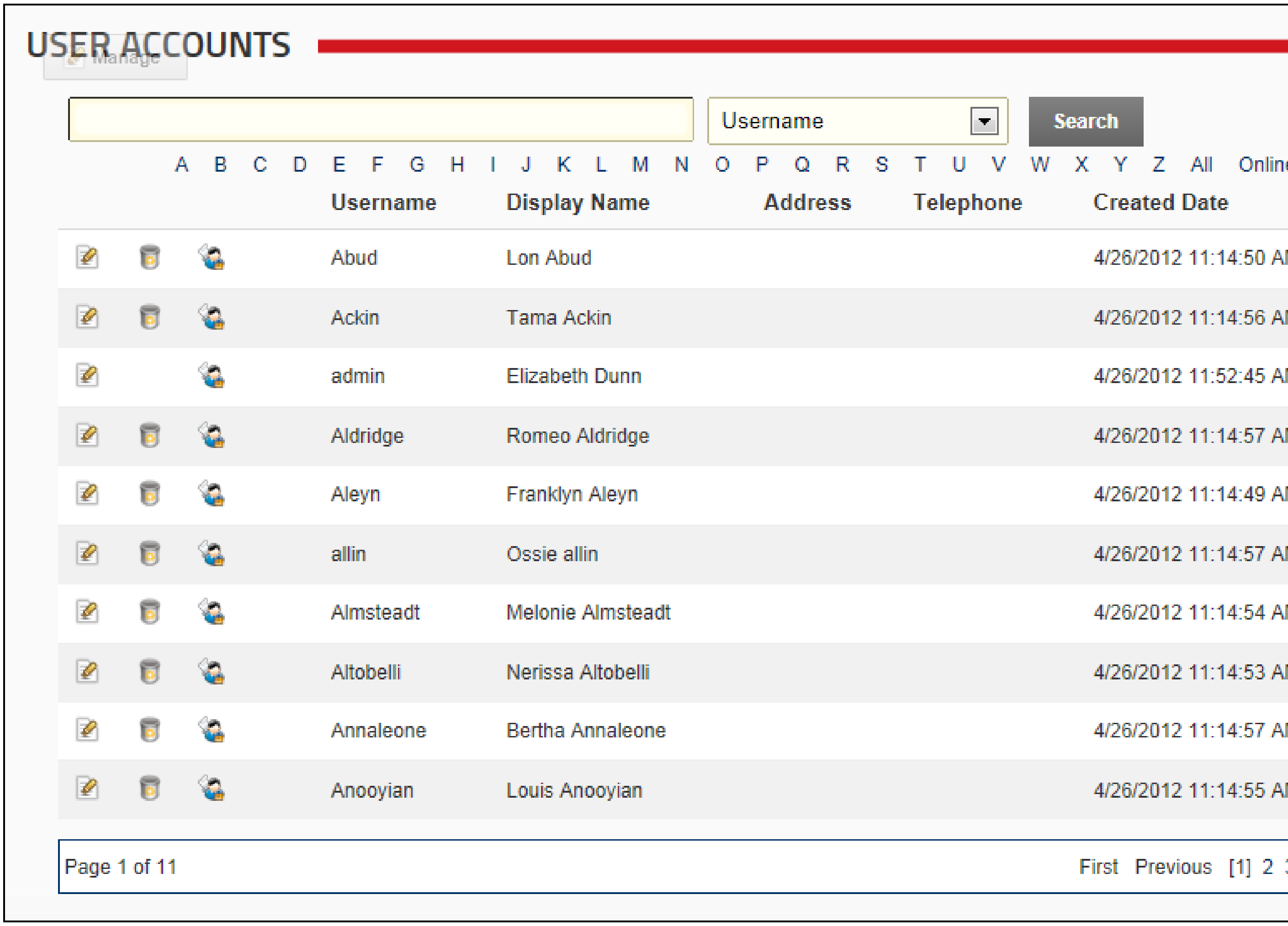
User Accounts

About the User Accounts Module

The User Accounts module enables the creation and management of registered user accounts, as well as assignment of security roles. The fields displayed on the module can be set, as well as the way user accounts are handled. See the Manage Profile Properties and User Settings sections. New profile properties can be created. This Admin module is displayed on the Admin > User Accounts page and can also be deployed to any page by an authorized user.

Note: This module forms part of the Users & Roles module package which is set as a Premium Module by default to reduce the instance of it being accidentally added to a page and revealing personal user information.

Module Version: 01.00.00. Note: The version number for this module does not update as it forms part of the DNN framework.



The User Accounts Module

Click the **Update** button.

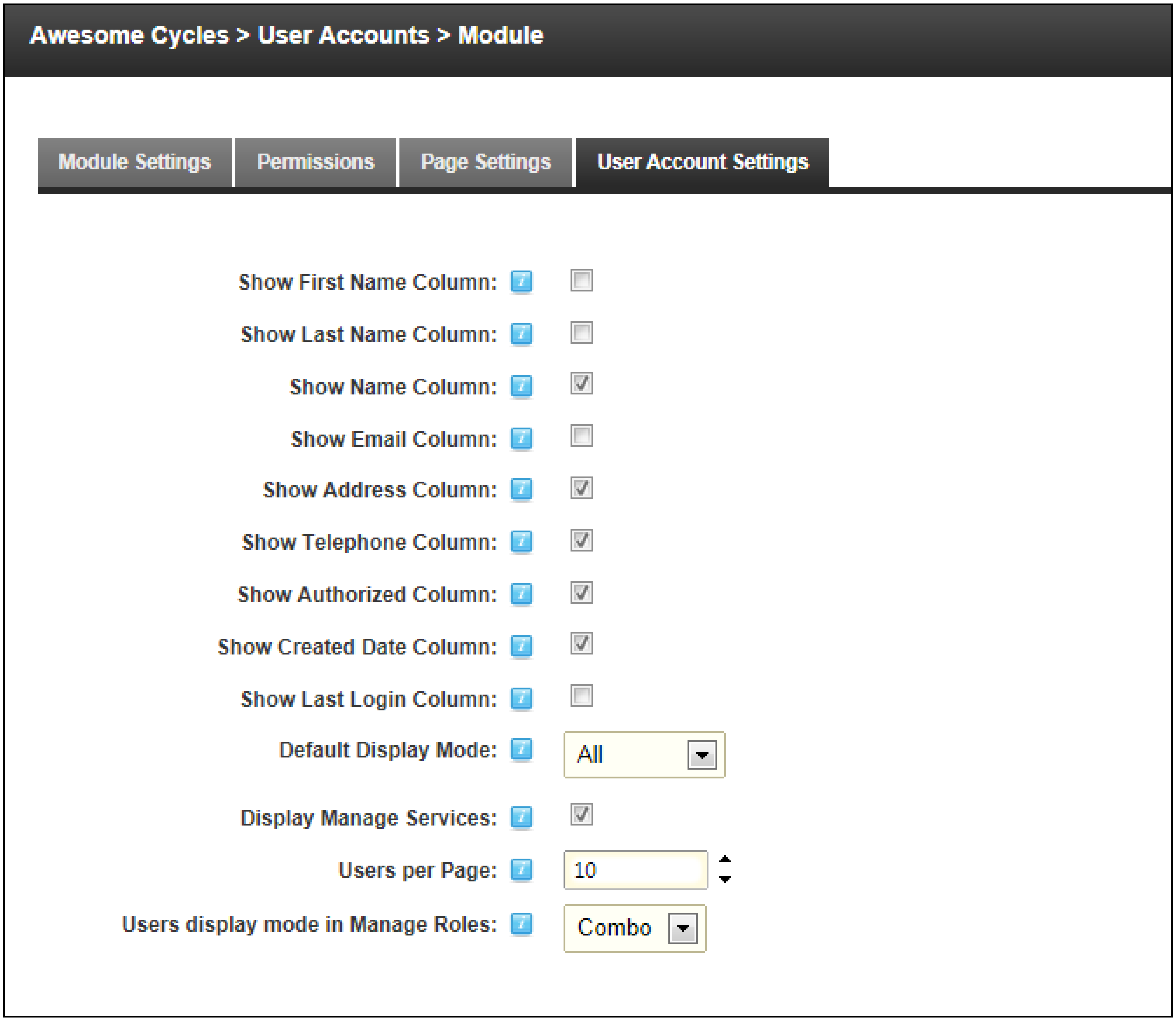
- See "Understanding Role Based Access"

Configuring User Account Settings

How to select the default layout of the User Accounts module and choose the user information that is displayed on the User Accounts module. The Username, Display Name, Address, Telephone, Created Date and Authorized columns are displayed on this module by default. Additional user information that can be displayed on the User Accounts module are the First Name, Last Name, Email and Last Login columns.

1. Navigate to Admin > User Accounts.
2. Select **Settings** from the module actions menu.
3. Select the **User Accounts Settings** tab.

4. **Optional.** Check the check box beside each field to be displayed on the User Accounts module.
   - **Show First Name Column**. This column is hidden by default.
   - **Show Last Name Column**. This column is hidden by default.
   - **Show Name Column**. This column is visible by default.
   - **Show Email Column**. This column is hidden by default.
   - **Show Address Column**. This column is displayed by default.
   - **Show Telephone Column**. This column is visible by default.
   - **Show Authorized Column**. This column is visible by default.
   - **Show Created Date Column**. This column is visible by default.
   - **Show Last Login Column**. This column is hidden by default.
5. At **Default Display Mode**, select the records that are displayed on the User Accounts module by default:
   - **All**: Select to display user accounts in alpha-numerical order. E.g. 1,2,3,a,b,c.
   - **First Letter**: Select to display user accounts in alphabetical order. E.g. a,b,c. Tip: If this option is selected, you will need to click the All link to view usernames that begin with a number.
   - **None**: Select to hide all user account records.
6. At **Display Manage Services**, select to display the Manage Services section in the user profile.
7. At **Users per Page**, click the **Up** and **Down** icons to set the number of records that are displayed on each page of the User Accounts module. The default setting is 10 records.
8. At **Users Display Mode in Manage Roles**, select from these options to set the Manage Users page of the Security Roles module:
   - **Combo**: Select to display all usernames alphabetically in a drop down list. This is the default settings.
   - **TextBox**: Select to display a text box where the required username can be entered and then validated as correct.



9. Click the **Update** button.

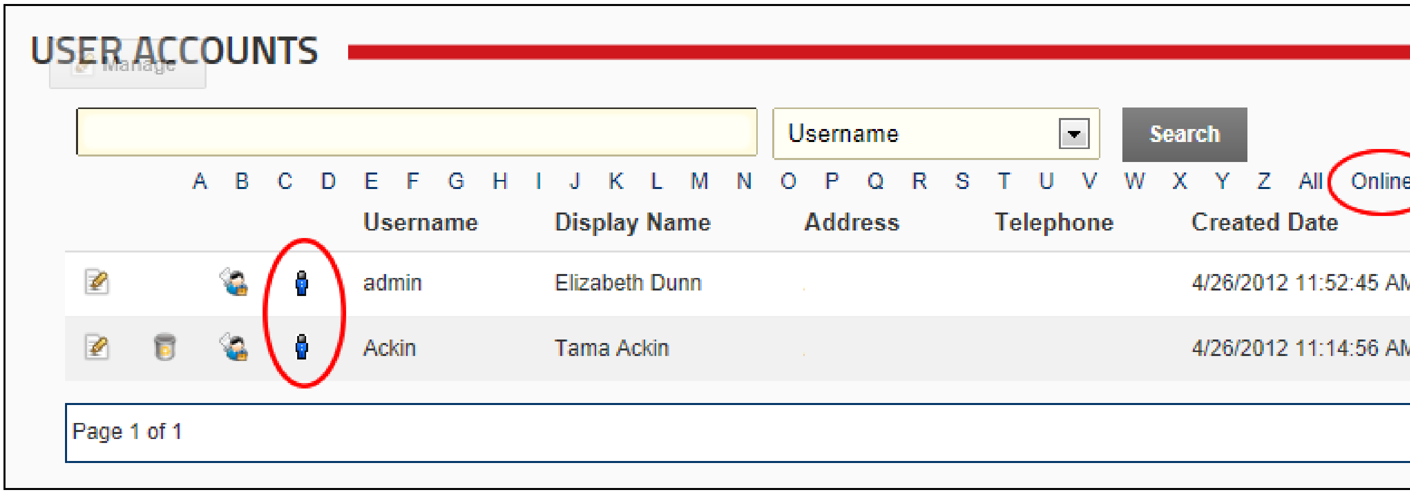
All Users

Filtering User Accounts by Online Users

How to filter user accounts to only view users who are currently logged in to this site using the User Accounts module.

Prerequisite. This filter is integrated with the Users Online module. The Users Online module must be enabled by a SuperUser for this filter to work.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Click the Online link. This displays the matching user account records.

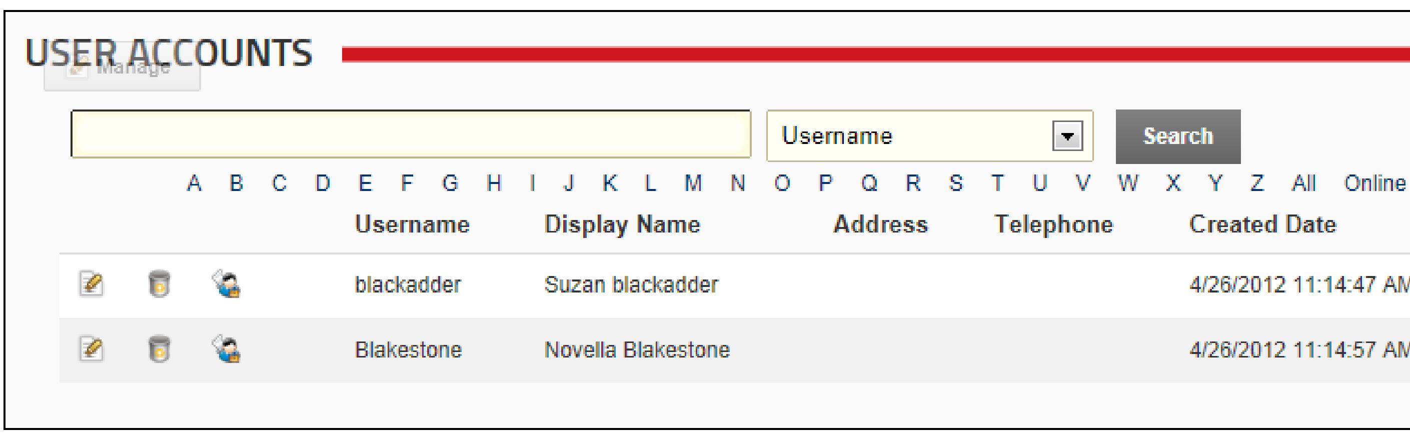


Filtering User Accounts by Online Users Only

Filtering User Accounts by Unauthorized Users

How to filter user accounts to display only unauthorized users using the User Accounts module. Unauthorized user accounts display the **Unchecked** icon in the Authorized column.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Click the Unauthorized link. By default, the first ten (10) unauthorized user accounts are listed in alphabetical order by username. Use the Pager Control to navigate to further records. See "About the Pager"

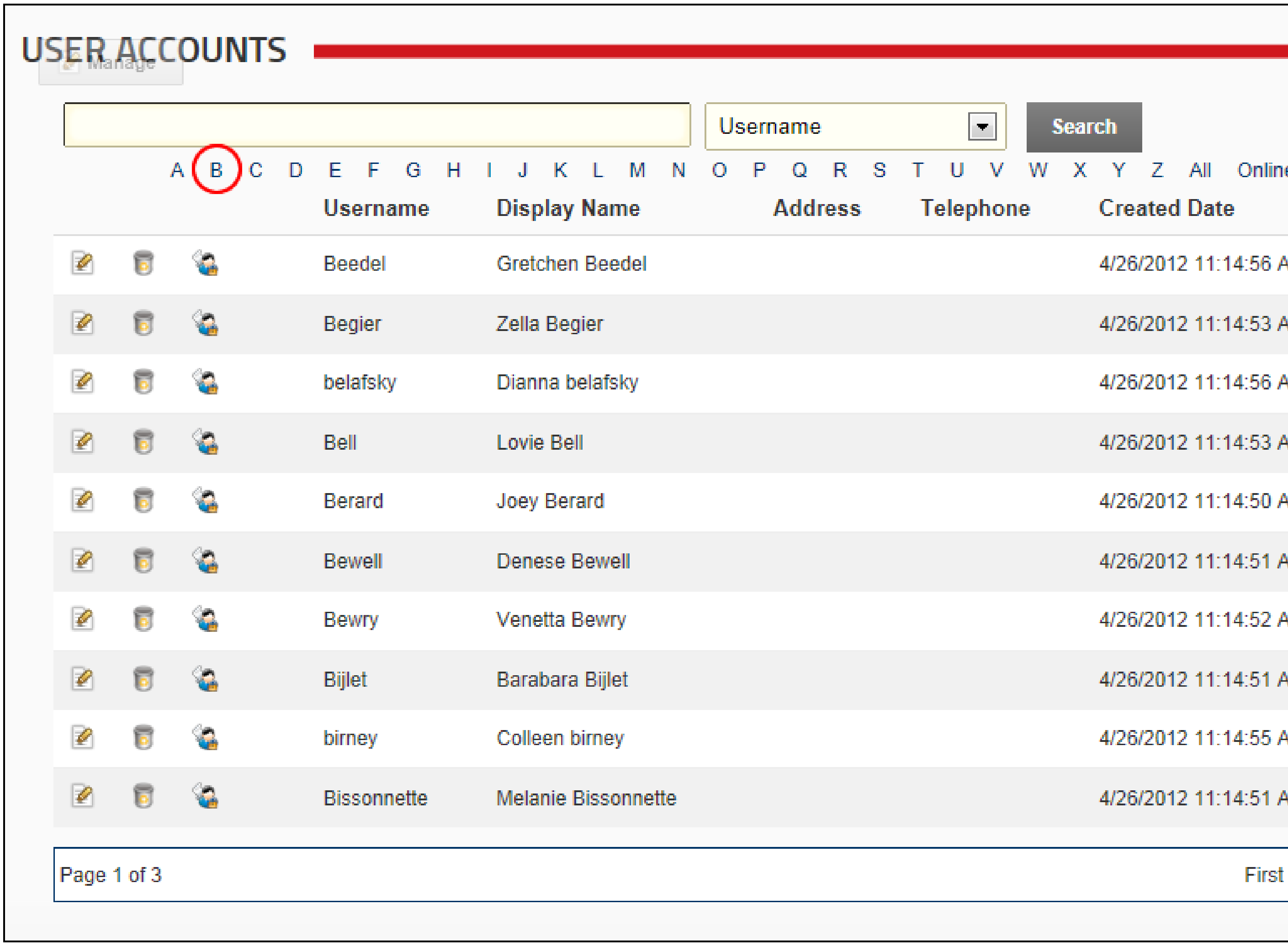


Filtering User Accounts by Unauthorized User Accounts

Filtering User Accounts by Username

How to filter user account records by the first letter of all user names on the User Accounts module.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Click on the linked [letter of the alphabet] which is the first letter of the persons user name. This displays all matching user accounts is alphabetical order.



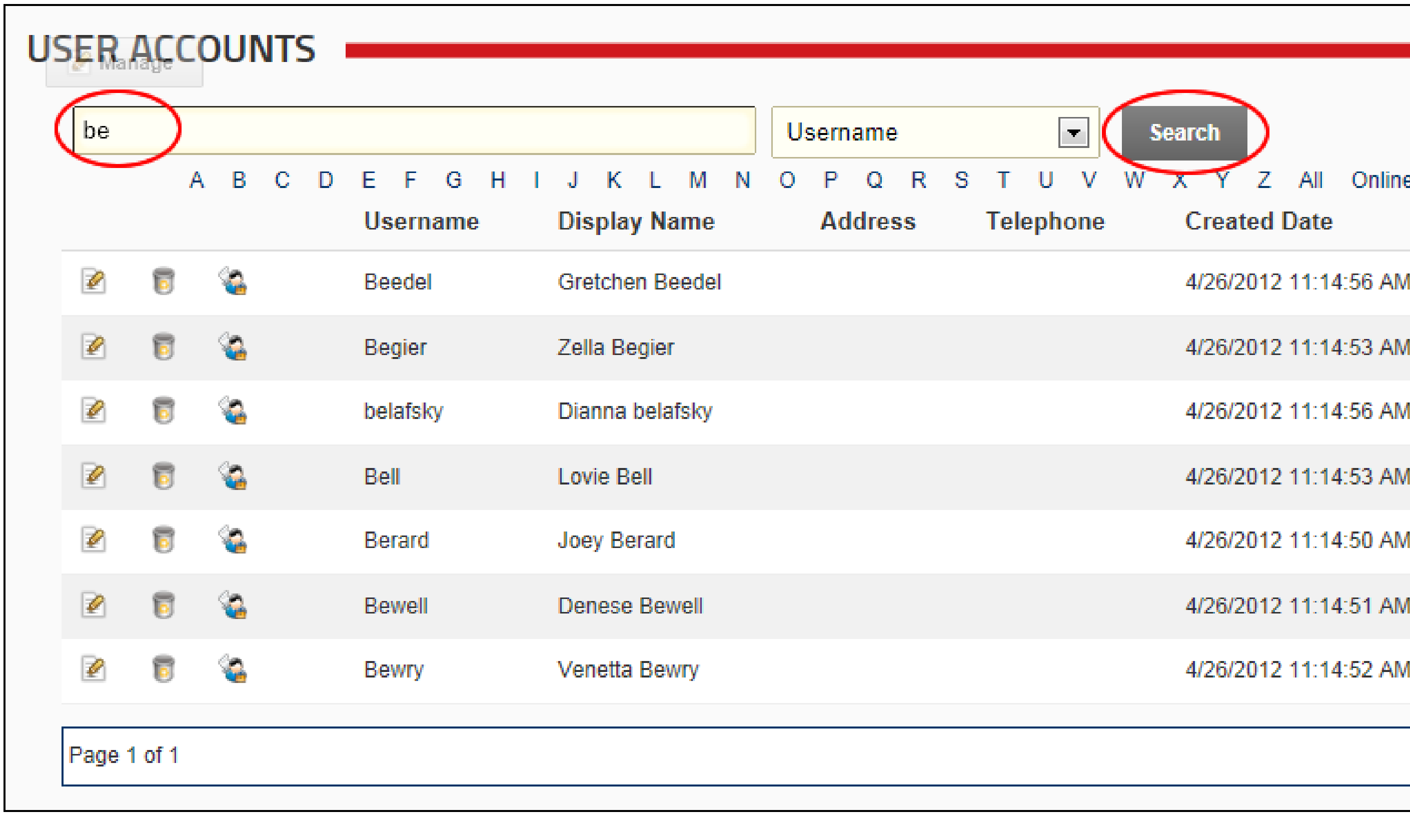
Filtering User Accounts by Username

Searching for a User Account

How to search for a user account on the User Accounts module. Searches can be performed using one of several account details such as user name, address, email, name, etc.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. In the **Search** text box located at the top right of the module, enter the search criteria.

3. Select one of the following options from the drop down list:
   - **Username**: Searches for exact matches and all or part of the beginning of the username. E.g. Entering Ad, Admin, or A will return Admin.
   - **Email**: Searches for exact matches only.
   - **Prefix**: Searches for exact matches and all or part of the beginning of the prefix. E.g. Entering M, or Mr will return Mr and Mrs.
   - **First Name**, **Middle Name** and **Last Name**: Searches for exact matches and all or part of the beginning of the name. E.g. Entering J will return all names beginning with J.
   - **Suffix**: Searches for exact matches and all or part of the beginning of the suffix. E.g. Entering E or Esq will return Esq. and Esquire.
   - **Unit**: Searches for exact matches and all or part of the beginning of the unit address.
   - **Street**: Searches for exact matches and all or part of the beginning of the street address. The street number must be included. E.g. Entering 1 Jack, 1 Jack Street will return 1 Jack Street and 1 Jackson Street. Entering Jack Street will not all addresses with Jack street.
   - **City**: Searches for exact matches and all or part of the beginning of the city name. E.g. Entering Melb will return Melbourne.
   - **Region**: Searches for exact matches and all or part of the beginning of the region name. E.g. Entering V or Vic will return Victoria.
   - **Country**: Searches for exact matches and all or part of the beginning of the region name. E.g. Entering Aus will return Austria and Australia.
   - **Postal Code**: Searches for exact matches and all or part of the beginning of the postal code.
   - **Telephone** and **Cell and Fax**: Searches for exact matches and all or part of the beginning of the number.
   - **Website**: Searches for exact matches only as displayed on the user's profile. E.g. If the user's website is entered as www.domain.com, searching on domain.com will not return a match.
   - **IM**: Searches for exact matches only as displayed on the user's profile.
   - **Biography**: Search for both exact matches and text that matches the beginning of a word.
   - **Preferred Time Zone**: Searches for user's within this time zone.
   - **Preferred Locale**: Searches for user's within this locale.
4. Click the **Search** button.

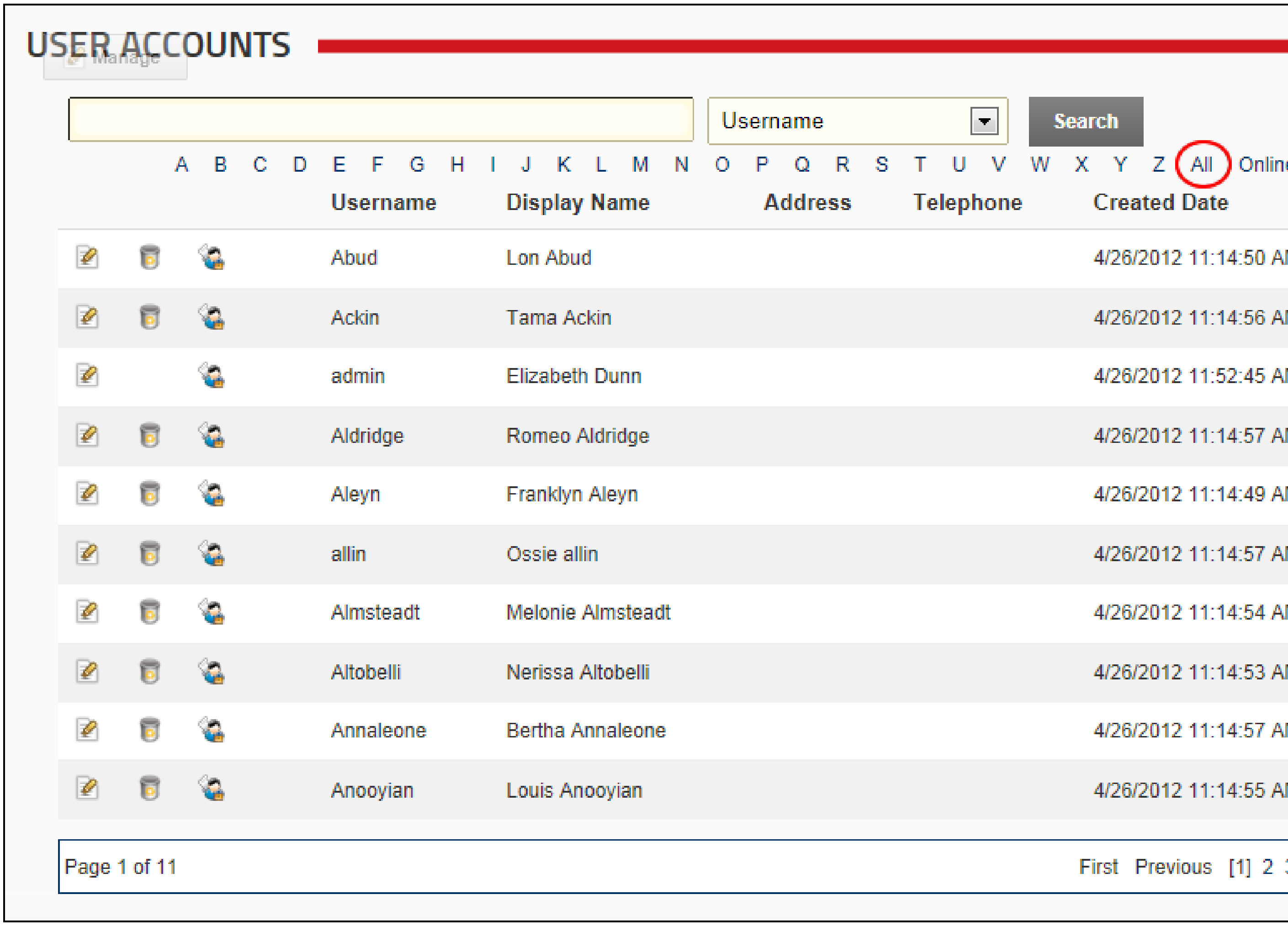


Searching for a User Account

Viewing All User Accounts

How to view all user accounts in the User Accounts module.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Click the All link. By default, the first ten (10) of all user accounts will be listed in alphabetical order by username. Use the Pager Control to navigate to further records. See See "About the Pager"



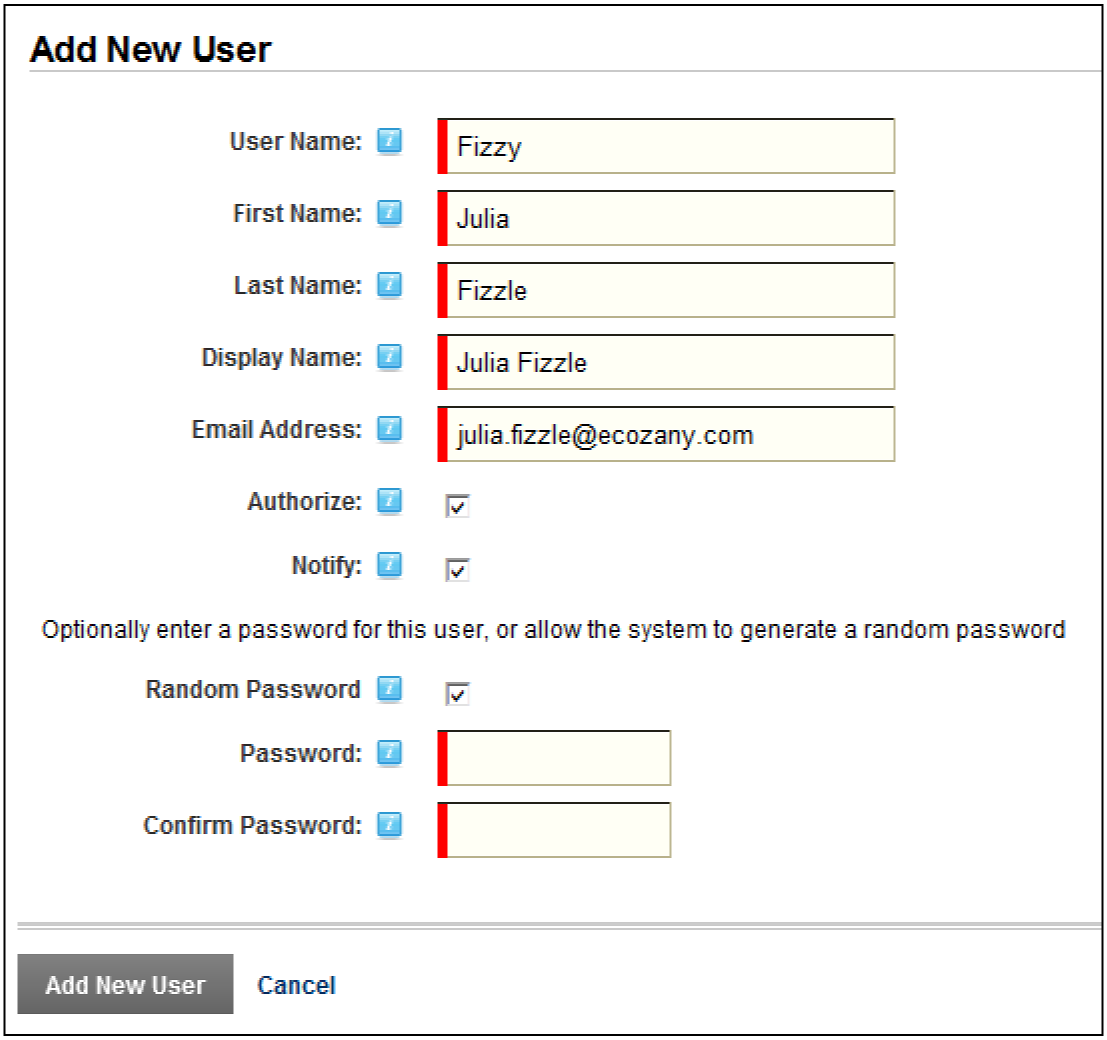
Module Editors

Adding a User Account

How to add new user account to the site using the User Accounts module.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Click the Add New User link. This opens the Add New User interface.
3. In the **User Name** text box, enter a user name. Notes: Only letters and numbers can be entered. Usernames are unique and cannot be changed. If you attempt to save a user account using an existing username the following message is displayed: "A User Already Exists For the Username Specified. Please Register Again Using A Different Username." In this scenario you should change the username and retry saving the new account.
4. In the **First Name** text box, enter the person's first name.

5. In the **Last Name** text box, enter the person's last name.
6. In the **Display Name** text box, enter the name to be displayed to other site members. Note: This field may not be displayed. See See "Configuring User Account Settings"
7. In the **Email Address** text box, enter a valid email address.
8. At **Authorize**, select from the following options:
    - Check the check box if the user is authorized to access the site. This will automatically provide access to the Registered User role and any roles set for Auto Assignment. This is the default setting.
    - Uncheck the check box if the new user is not yet authorized to access the site. The Administrator is required to authorize this account at a later date.
9. At **Notify**, select from the following options:
    - Check the check box to send a notification email to the user's email address. This is the default setting.
    - Uncheck the check box if you don't wish to send notification. If the account is not authorized, you may like to send the notification at a later time.
10. To create the user's password, select from these options:
    - To generate a random password, check the **Random Password** check box.
    - To create a password manually:
        1. Uncheck the **Random Password** check box.
        2. In the **Password** text box, enter a password.
        3. In the **Confirm Password** text box, re-enter the same password. Note: The site may be set to required unique passwords or they may need to fulfil certain criteria such as minimum character length. If the password you enter doesn't meet the site's criteria, you will be asked to enter a new password or opt for a random password.
11. Click the Add New User link.

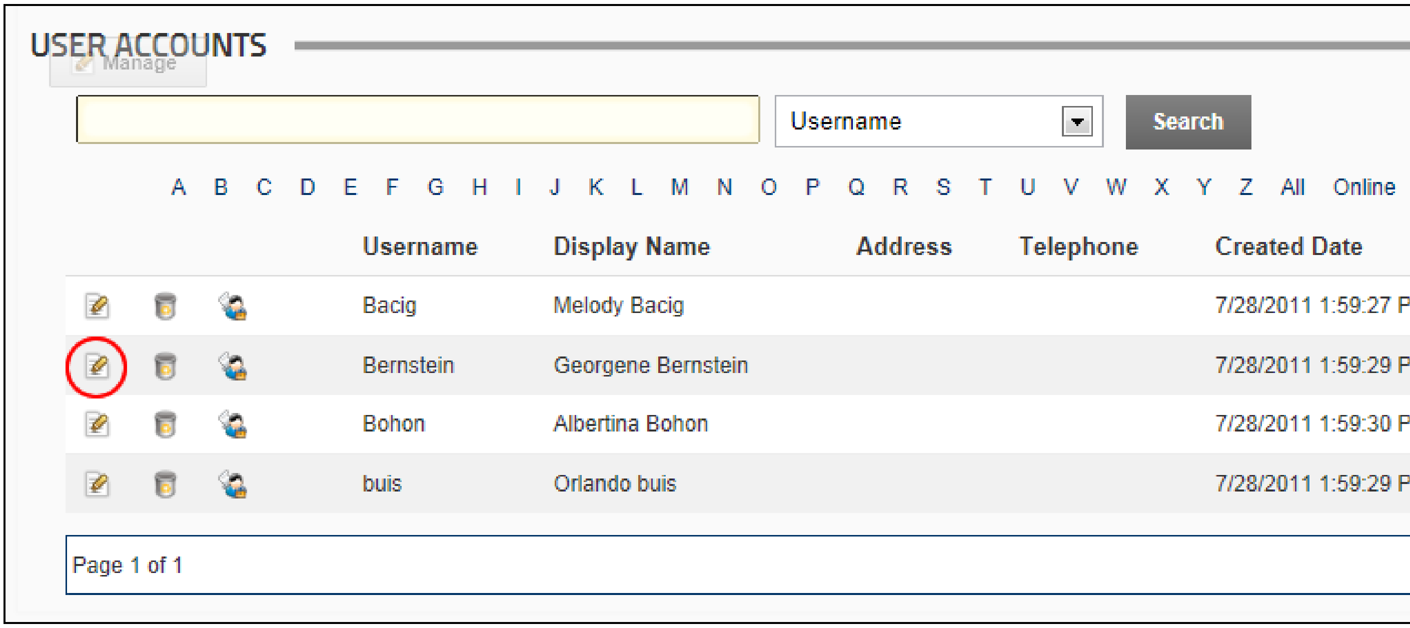


Adding a new user with a randomly generated password

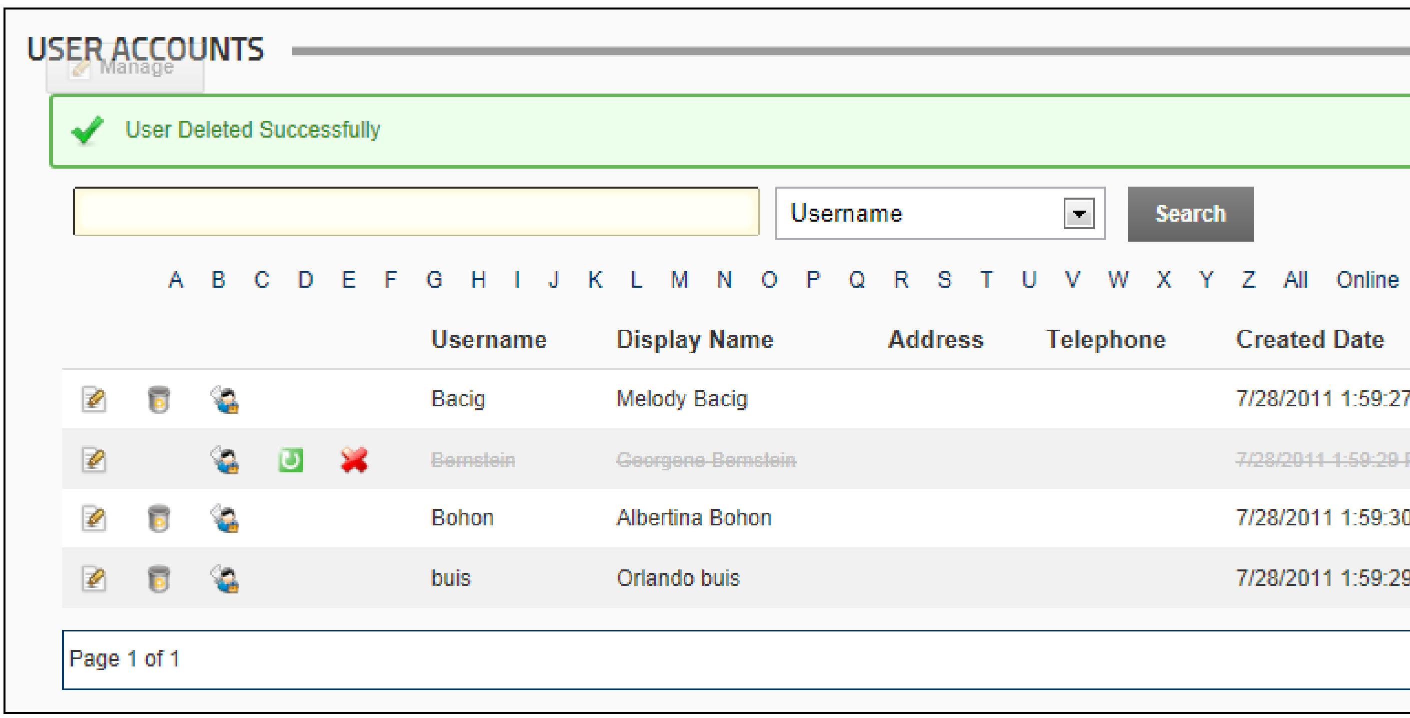
Deleting a User Account

How to "soft" delete a user account from a site using the User Accounts module. Information about this deleted account can still be viewed using this module.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Find the user to be deleted using a filter or by searching.
3. Click the **Delete** button beside their record. This displays the message "Are you sure you want to delete this user?"



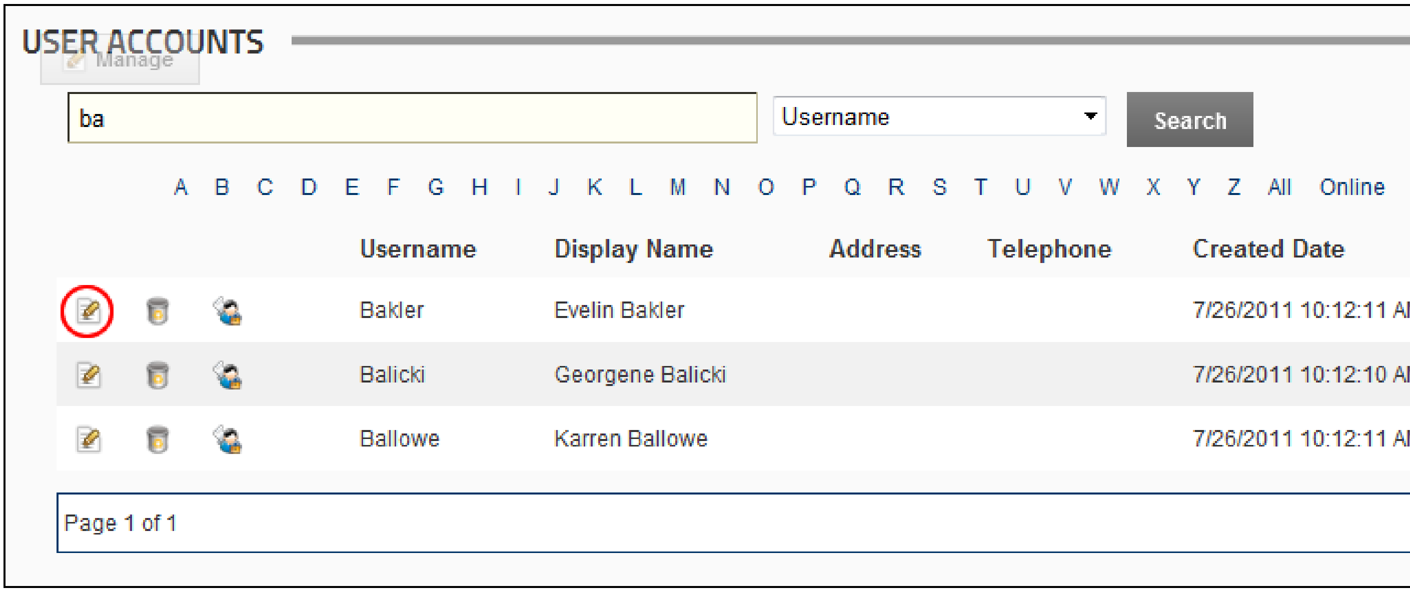
4. Click the **OK** button to confirm.



Editing a User Account

How to edit the details of a user's account using the User Accounts module. Note: The user name field cannot be edited.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Find the user to be edited using a filter or by searching.
3. Click the **Edit** button beside their record. This opens the Edit User Accounts page.



4. Select the **Manage User Credentials** tab.
5. Edit one or more fields as required. Editable fields are the user's first name, last name, display name and email address.
6. Click the **Update** button.

Forcing a Password Change

How to force a user to change their password next time they login to the site using the User Accounts module.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Find the required user using a filter or by searching.
3. Click the **Edit** button beside their user account.
4. Select the **Manage User Credentials** tab.
5. Click the Force Password Change link. This removes the Force Password Change link; sets the **Update Password** field to **True**; and displays the "User must update password on next login" message.

Managing a User Profile

How to manage all fields of a user's profile using the User Accounts module. Editable fields include address information, contact information, biography, time zone and preferred locale.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Find the user account to be edited using a filter or by searching.
3. Click the **Edit** button beside their user account.
4. Select the **Manage Profile** tab.
5. Edit any fields as required. Edit any fields as required. See "Managing your User Profile"
6. Click the Update link.

Managing a User's Password

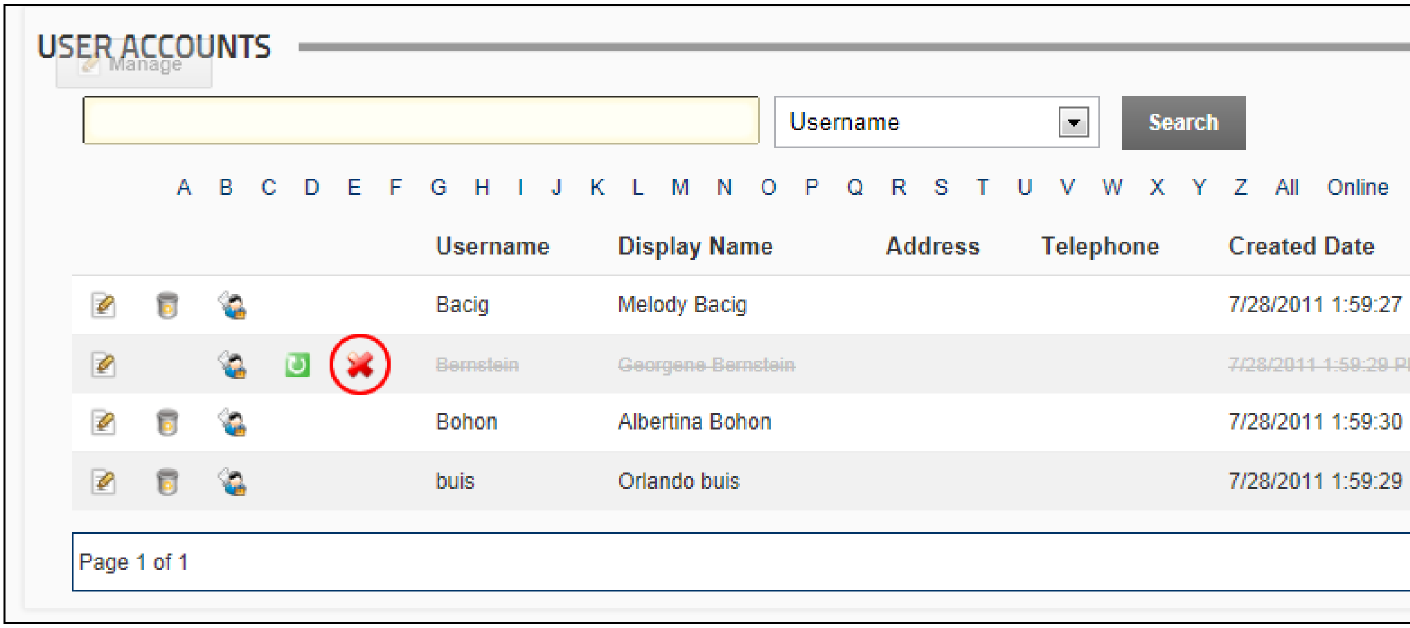
How to change or reset a user's password as well as view details regarding the user's current password settings using the User Accounts module.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Find the user to be edited using a filter or by searching.
3. Click the **Edit** button beside the required user account.
4. Select the **Manage Password** tab. The following details regarding the user's password are displayed in the Manage Password section:
   - **Password Last Changed**: Displays the date the password was last changed.
   - **Password Expires**: Displays the date the password will expire, if any.
5. Select from the following options:
   - To change the password, perform the following in the Change Password section:
     1. In the **New Password** text box, enter a new password.
     2. In the **Confirm Password** text box, re-enter the new password.
     3. Click the Change Password link.
   - To reset the password, perform the following in the Reset Password section:
     1. Click the Reset Password link. This generates a random password that is sent to the user's email address.
6. Click the Cancel link to return to the module.

Removing a Deleted a User Account

How to remove a "soft" deleted user account using the User Accounts module. This removes all information related to this account from your site's database.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Find the user to be deleted using a filter or by searching.
3. Click the **Remove** button beside their record. This displays the message "Are you sure you want to permanently remove this user?"



4. Click the **OK** button to confirm.

Removing Multiple Deleted User Accounts

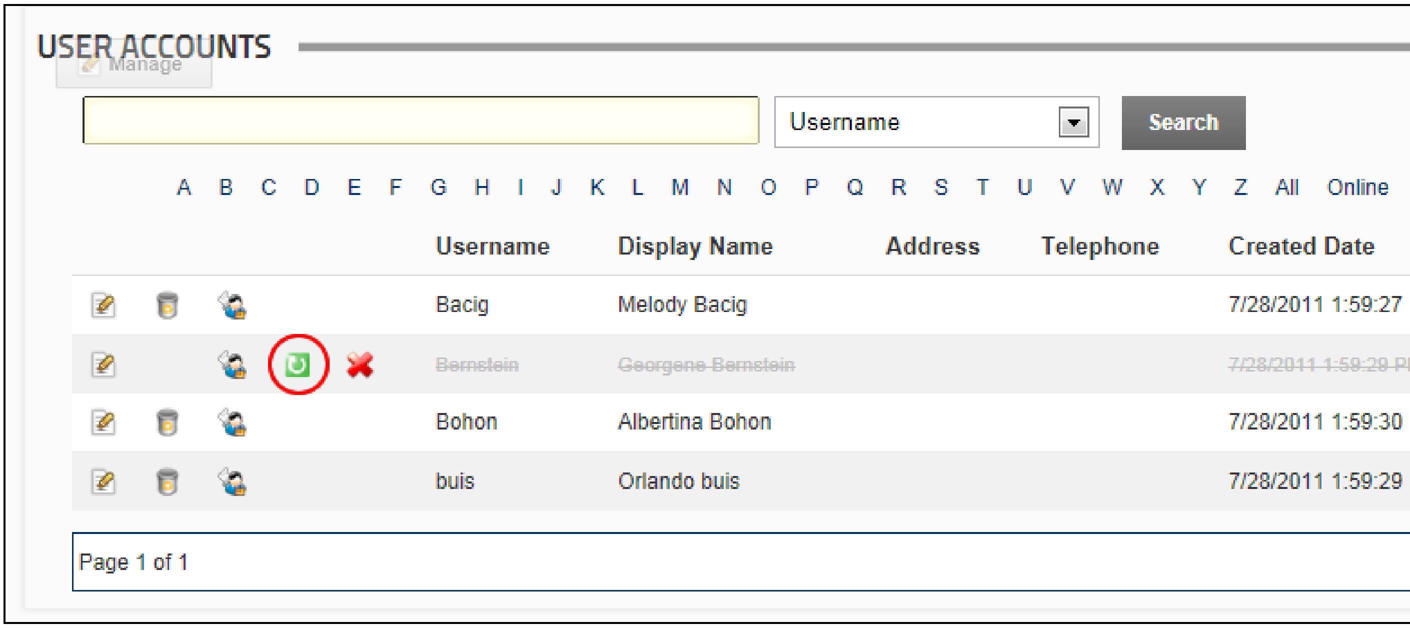
How to remove multiple user accounts which have been "soft" deleted from the User Accounts module. This action will permanently remove all information related to these accounts from your site's database.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Click the Remove Deleted Users link. This displays the message "Are You Sure You Wish To Remove These Items?"
3. Click the **Yes** button to confirm.

Restoring a Deleted User Account

How to restore a deleted user account using the User Accounts module.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Find the user to be deleted using a filter or by searching.
3. Click the **Restore** button beside their record.



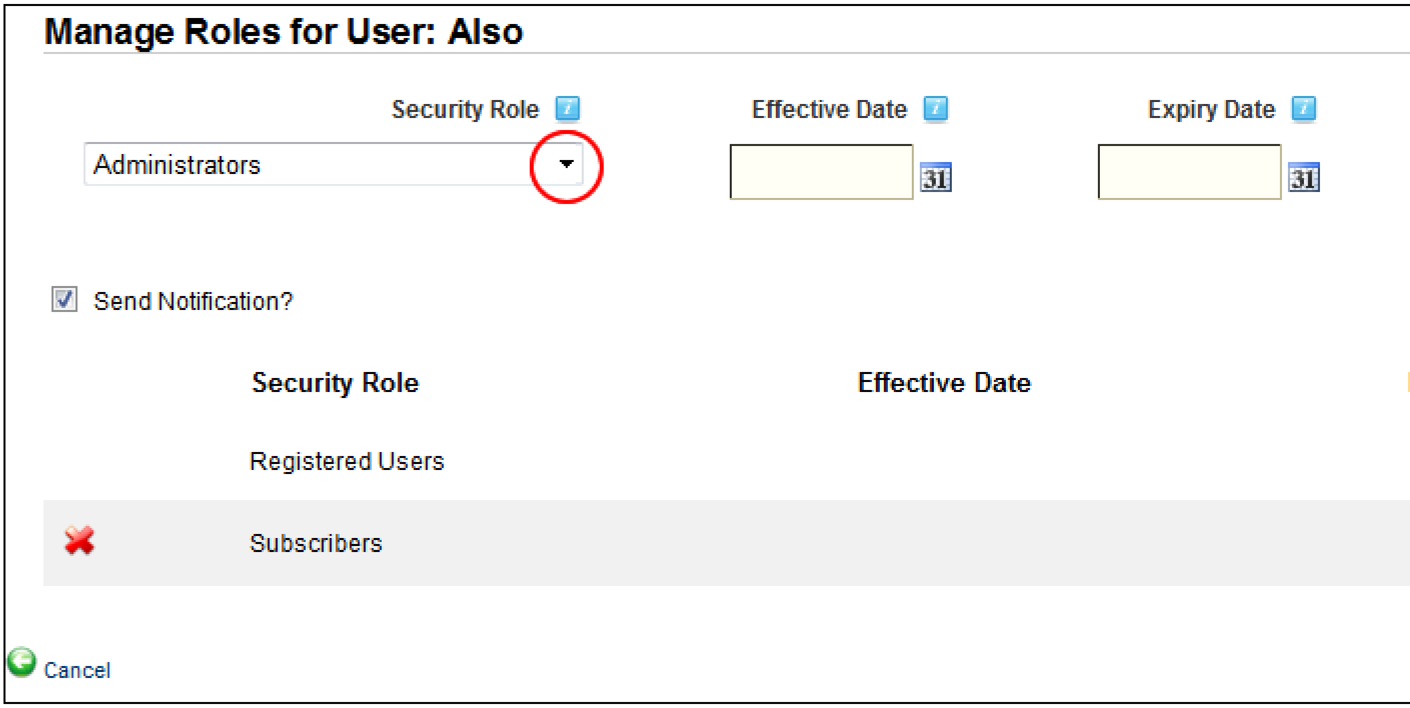
4. Click the **OK** button to confirm.

Administrators

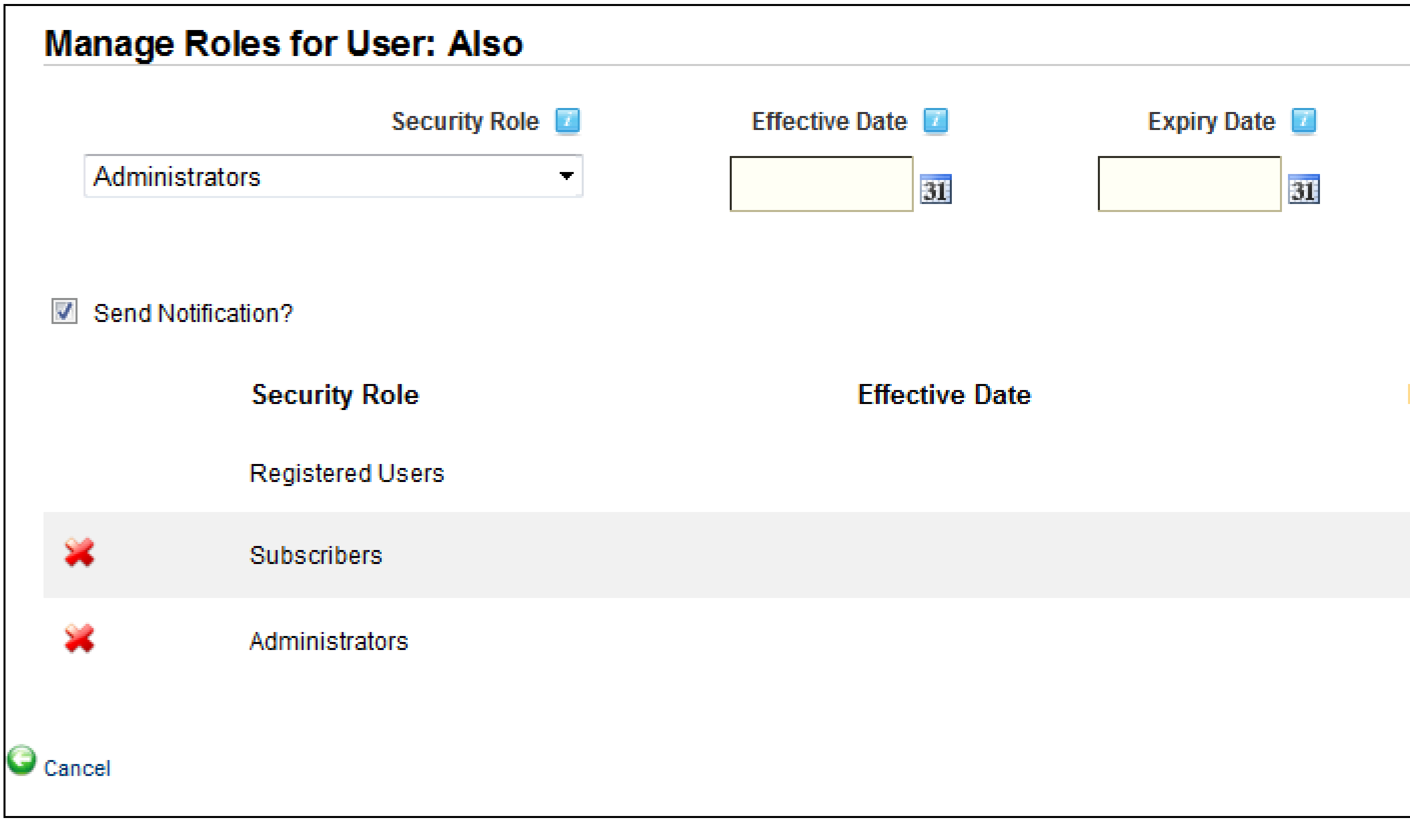
Adding A User to a Role

How to add a user to a role or change a user's role access using the User Accounts module. There is no limitation on the number of roles that a user can belong to.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Find the required user by using a filter or by performing a search.
3. Click the **Manage Roles** button beside the required user account.
4. At **Security Role**, select the role this user is to be added to.



5. **Optional.** At **Effective Date**, click the **Calendar** button and select the first date the user can access this role. If no date is selected then access to this role is immediately granted. See "Working with the Calendar"
6. **Optional.** At **Expiry Date**, click the **Calendar** button and select the last date the user can access this role. If no date is selected then access to this role will not expire.
7. At **Send Notification?**, select from the following options:
   - Check the check box to send a notification email to the user informing them of their new role access. This is the default setting.
   - Uncheck the check box to add the user to the role without notifying them.
8. Click the Update User Role link. The updated role details are now displayed in the list below.

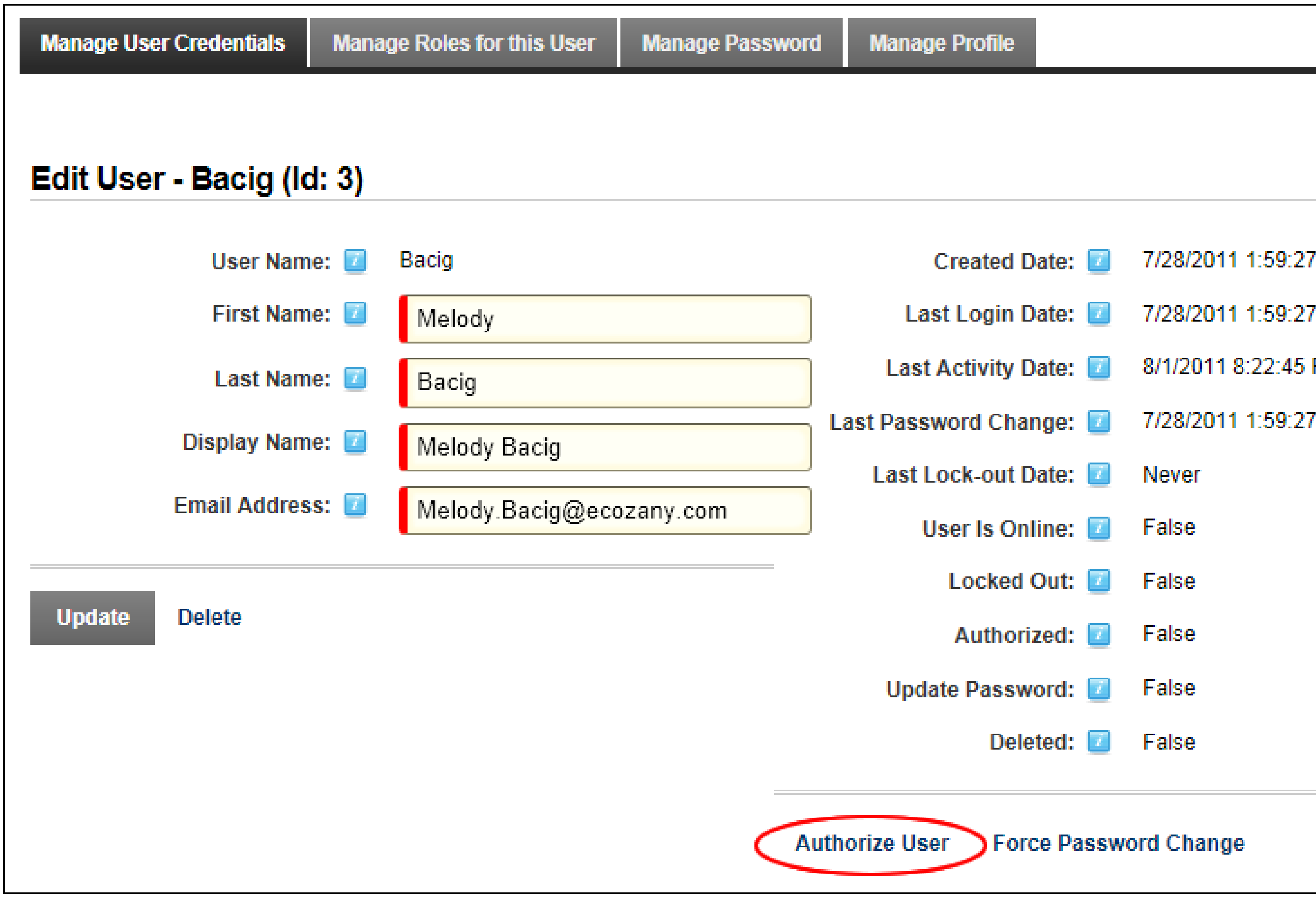


9. Repeat Steps 3-8 to add this user to additional roles.
10. Click the Cancel link to return to the module.

Authorizing an Unauthorized User

How to authorize an unauthorized user account using the User Accounts module.

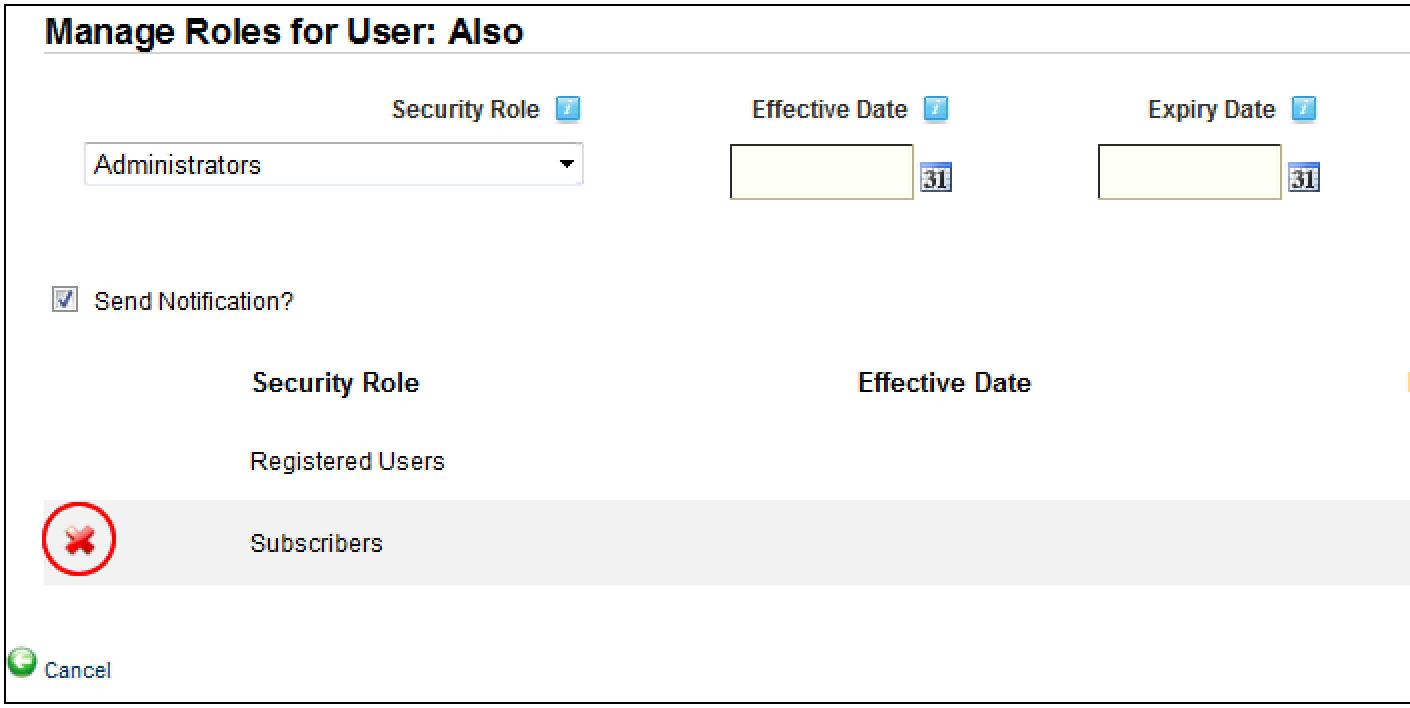
1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Click the Unauthorized link to display only unauthorized accounts and find the required account.
3. Click the **Edit** button beside their record.
4. Click the Authorize User link. This displays the message "User Successfully Authorized" and sets the Authorized field to True.



Deleting a User from a Security Role

How to delete a user from a security role using the User Accounts module.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Locate the required user using a filter or by performing a search.
3. Click the **Manage Roles** button beside the required user account.
4. At **Send Notification?**, select from the following options:
   - Check the check box to send a notification email to the user informing them that they have been removed from the role. This is the default setting.
   - Uncheck the check box to delete role access without sending a notification email.
5. Click the **Delete** button beside the role the user is to be deleted from. This displays the message "Are You Sure You Wish To Delete This Item?"

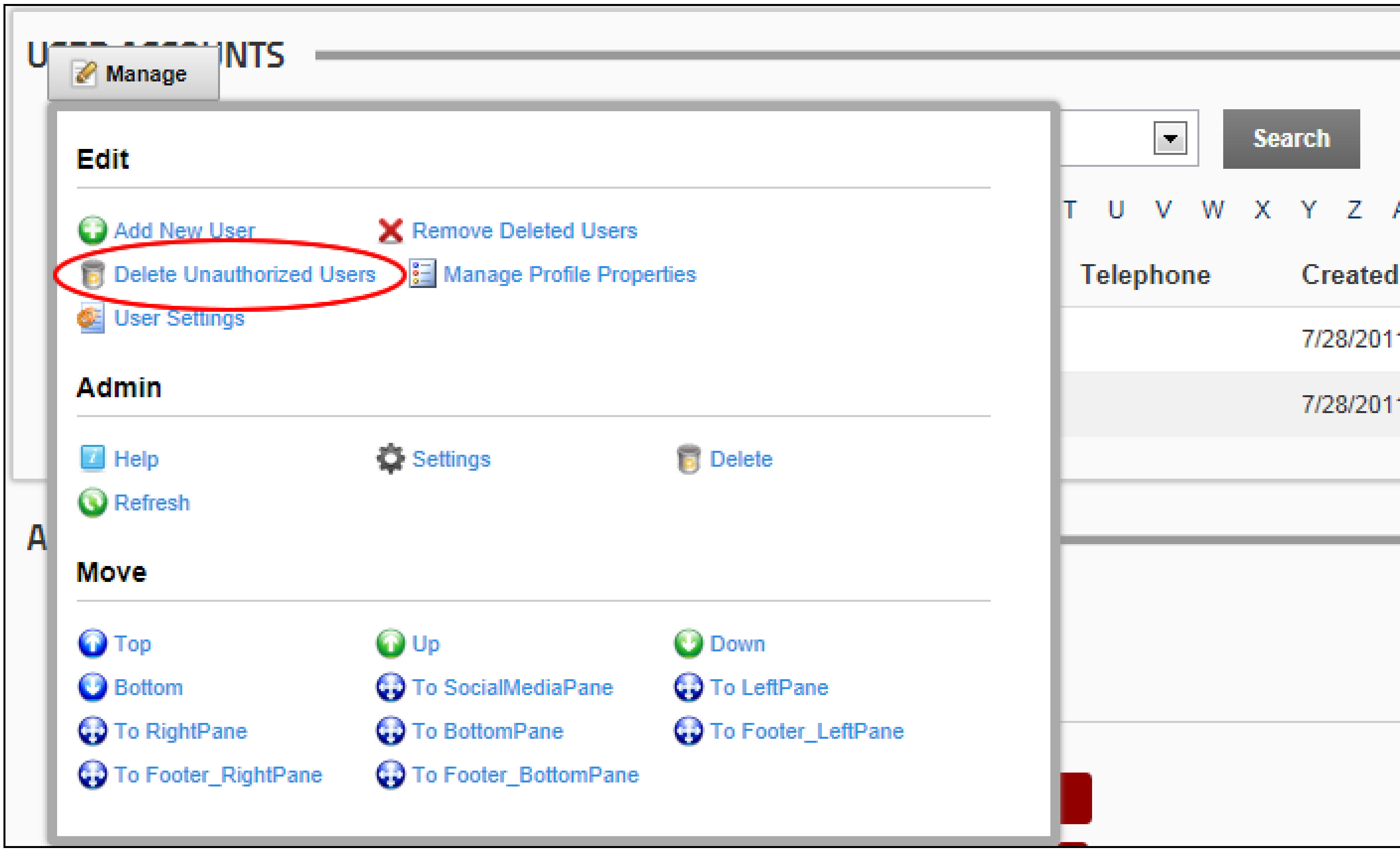


6. Click the **OK** button to confirm.
7. Repeat Steps 5-6 to delete this user from additional roles.

Deleting all Unauthorized User Accounts

How to permanently delete all unauthorized user accounts using the User Accounts module.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. **Optional.** Click the Unauthorized link to view a list of unauthorized users before deleting them.
3. Click the Delete Unauthorized Users link at the base of the module. This displays the message "Are You Sure You Wish To Delete These Items?"

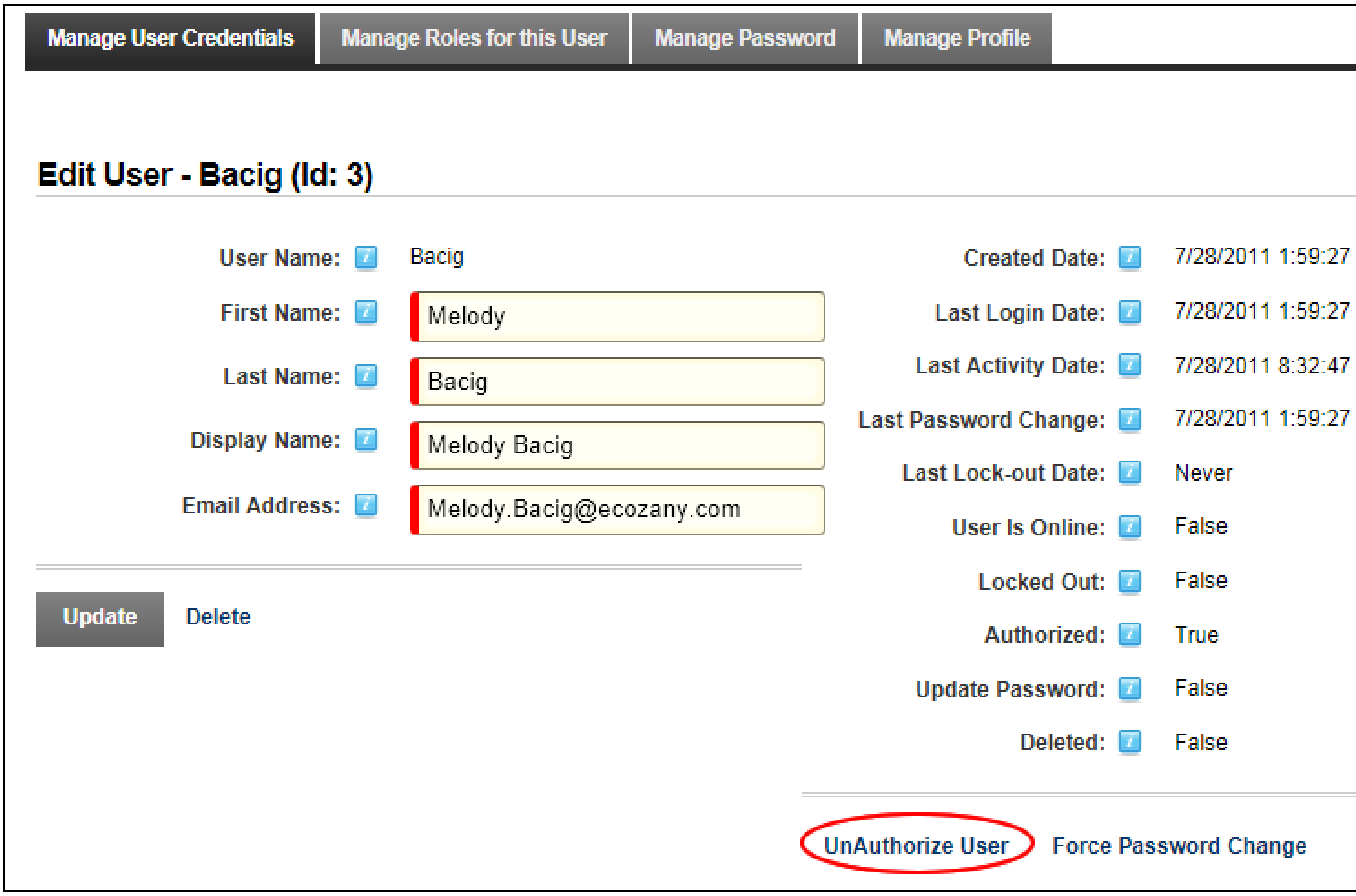


4. Click the **Yes** button to confirm deletion.

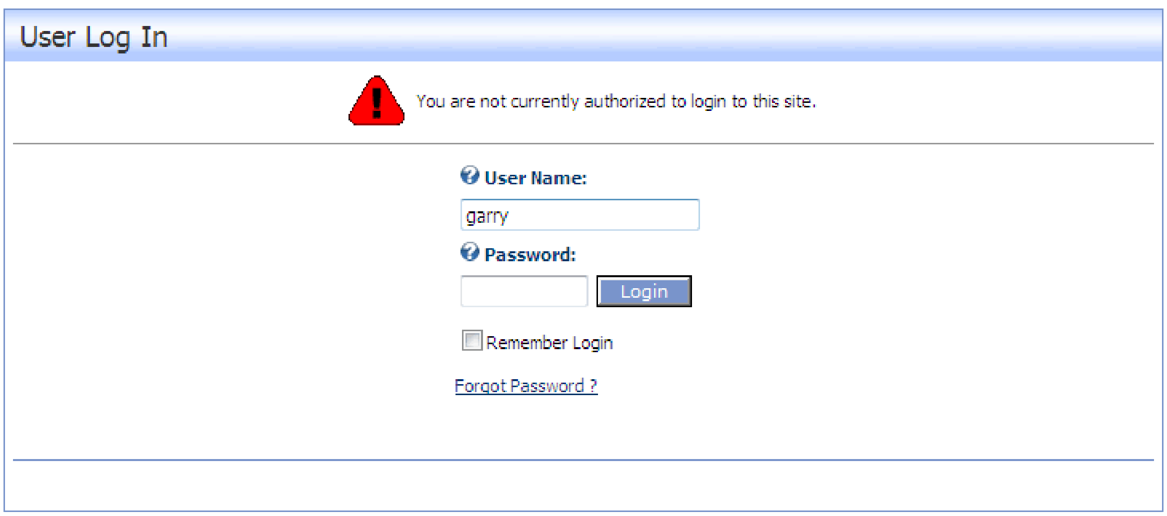
UnAuthorizing a User

How to unauthorize a user's account using the User Accounts module. Unauthorized users will be unable to login to the site, thereby removing their access to all role restricted areas.

1. Navigate to Admin > **User Accounts** - OR - Go to a **User Accounts** module.
2. Find the user to be unauthorized using a filter or by searching.
3. Click the **Edit** button beside their record. This opens the Edit User Accounts page.
4. Select the **Manage User Credentials** tab.
5. Click the UnAuthorize User link. This displays the message "User Successfully UnAuthorized" and sets the Authorized field to False.



Unauthorizing a User Account



The Message Displayed to an Unauthorized User Attempting Login

Vendors

About the Admin Vendors Module

The Vendors module which is located on the Admin > Advanced Settings > Vendors page allows Administrators to create and manage vendor accounts, vendor banners and affiliate accounts. Vendor accounts and banners created using this instance of the Vendors module are exclusive to this site. Banners can be images, text or script. Each banner record records a number of statistics including tracking of clicks, views and impressions. Multiple banners can be added to each vendor and are displayed on pages using the Banners module. Banners can also be displayed in a skin using the [BANNER] token. The Vendors module tracks commission for banner advertising on other sites and commissions received from banner advertisement on this site.

Important. Another instance of the Vendors module is located on the Host > Vendors page. Banners created using the Host Vendors module can be displayed on any site within this DNN installation.

This Administration module can be deployed to any site page allowing other users to manage vendors exclusive to this site.

Permissions. Users with view permissions can view, search and filter vendor accounts. Users with Edit/Edit Content permissions on the Vendors module create and manage vendors, banners and affiliate accounts.

Installation Note: This module is pre-installed on the site.

Module Version: 01.00.00. Note: The version number for this module does not update as it forms part of the DNN framework.

The Vendors Module

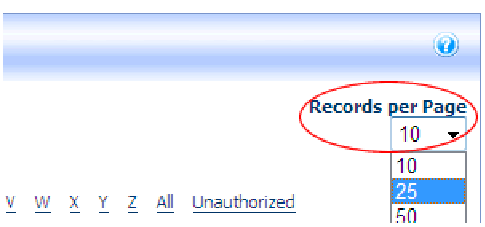
Related Topics:

- See "About the Banners Module"
- See "About Banner Types"
- See "Enabling/Disabling Banner Advertising"

Changing the Records per Page

How to change the number of vendor records displayed on each page of the Vendors module. This is set to ten (10) by default and will return to ten (10) when the page is refreshed.

1. Navigate to Admin > Advanced Settings > **Vendors**.
2. At **Records per Page**, select the number of records to be displayed. Options are: 10, 25, 50, 100, or 250.



Setting the Number of Records Per Page

Filtering Vendors by Company Name

How to filter vendor records by the first letter of the company name using the Vendors module.

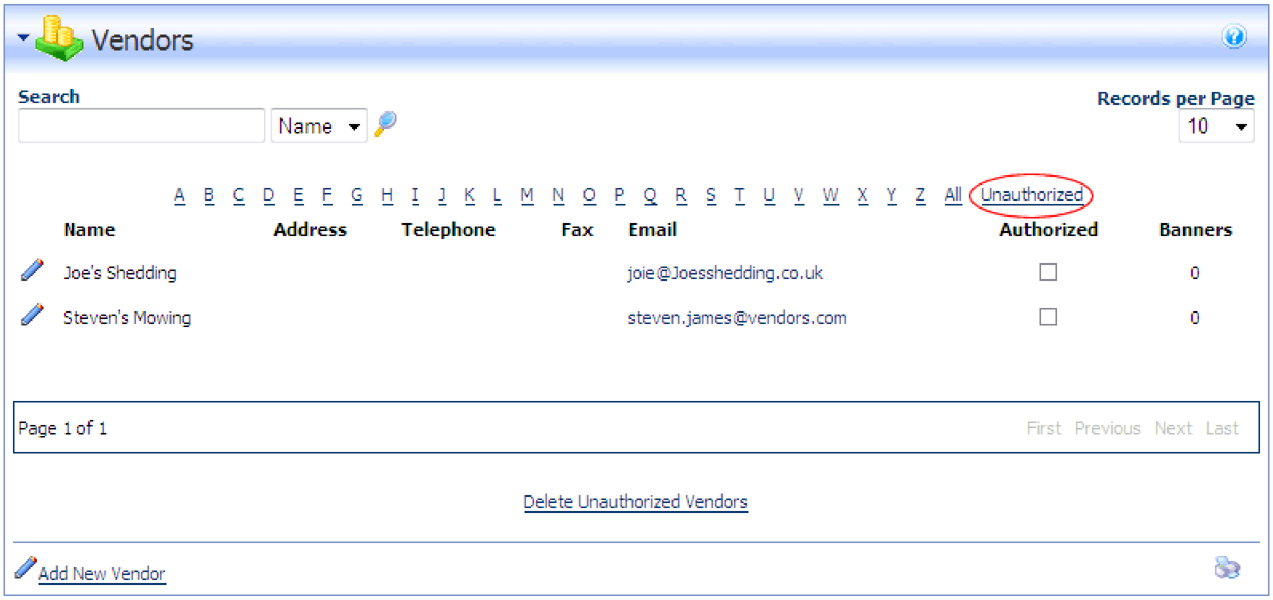
1. Navigate to Admin > Advanced Settings > **Vendors**.
2. Click on the linked [letter of the alphabet] that corresponds with the first letter of required vendor name (company name). The corresponding vendor accounts are listed in alphabetical order.

Filtering Vendors by Name

Filtering Vendors by Unauthorized Vendors

How to view all vendor accounts that have been set as unauthorized on the Vendors module. Note: The Unauthorized link only displays when there are one or more unauthorized vendors.

1. Navigate to Admin > Advanced Settings > **Vendors**.
2. Click the Unauthorized link. By default, the first ten (10) unauthorized vendor accounts will be listed in alphabetical order by name.
3. Use the Pager Control to navigate to further records.

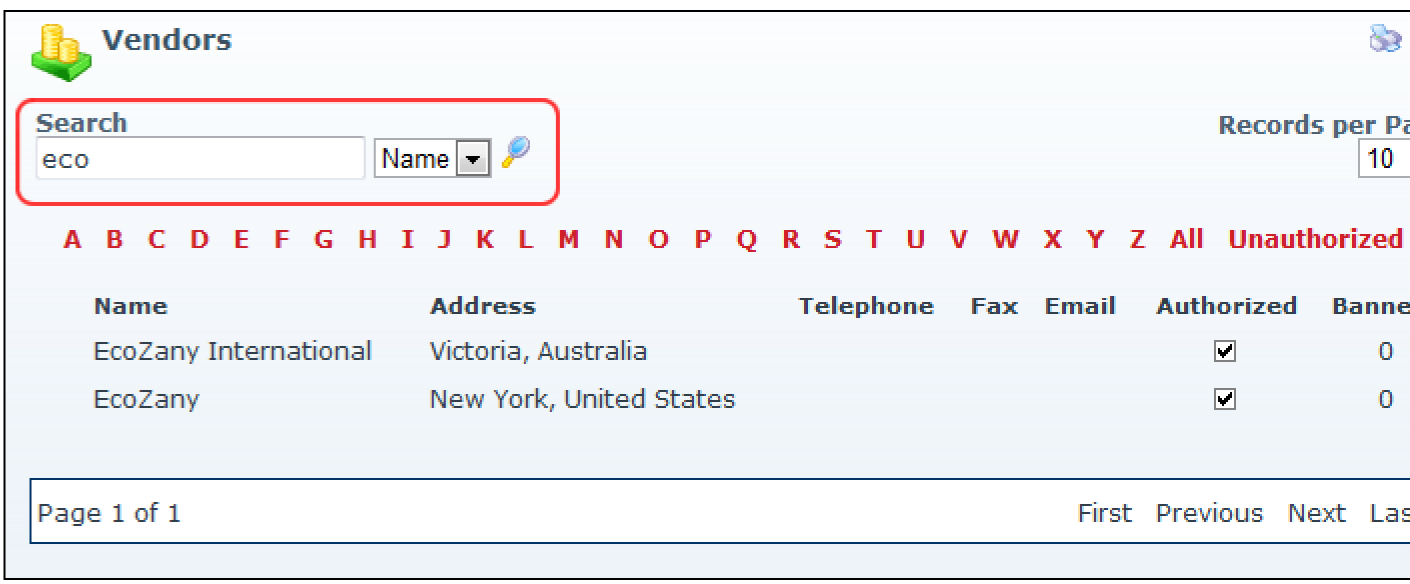


Viewing Unauthorized Vendor Accounts Only

Searching Vendors by Company Name

How to search for vendors by all or part of the beginning of their company name on the Vendors module.

1. Navigate to Admin > Advanced Settings > **Vendors**.
2. In the **Search** text box, enter all or part of the Vendor's company name.
3. Select **Name** from the drop down list.
4. Click the **Search** button. This displays all matching vendor records.



Search for a Vendor by the Company Name

Searching Vendors by Email

How to search for a vendor account by email address on the Vendors module.

1. Navigate to Admin > Advanced Settings > **Vendors**.
2. In the **Search** text box, enter the vendor's full email address.
3. Select **Email** from the drop down list.
4. Click the **Search** button. This displays all exact matches.

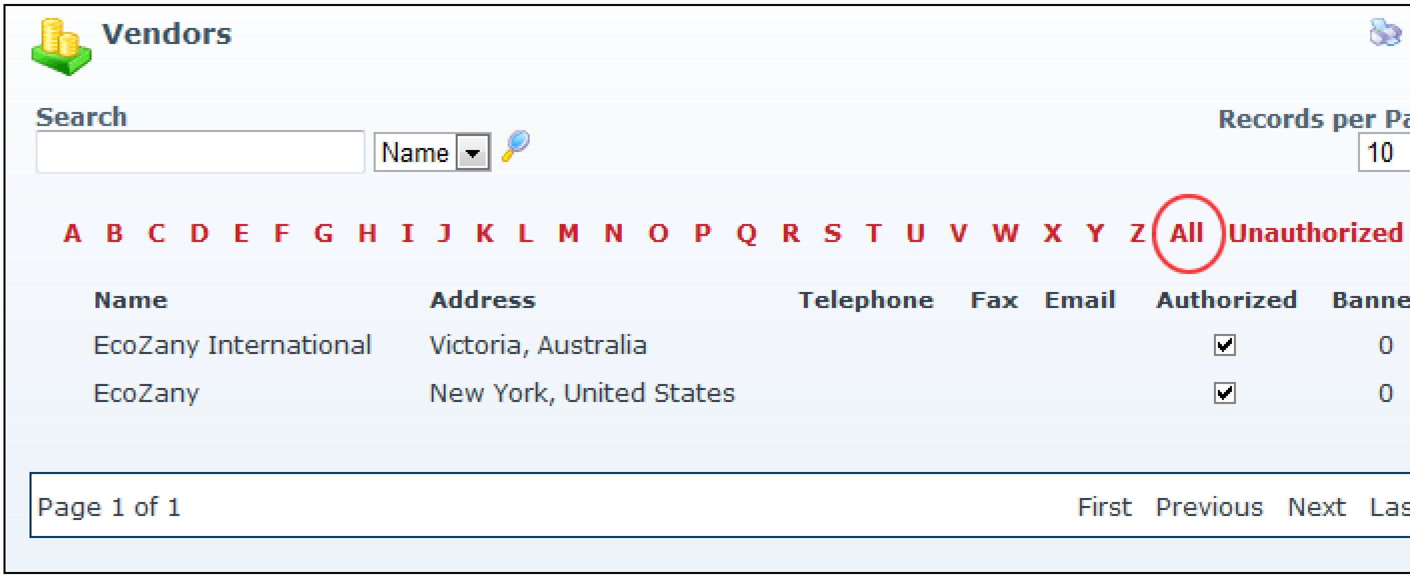
Tip: You must enter the full and exact email address.

Searching for a Vendor by Email Address

Viewing All Vendor Accounts

How to view all vendor accounts on the Vendors module.

1. Navigate to Admin > Advanced Settings > **Vendors**.
2. Click the All link. By default, the first ten (10) of all vendor accounts are listed in alphabetical order by vendor name.



Viewing All Vendor Accounts

Related Topics:

- See "About the Pager"

Module Editors

Affiliate Accounts

About Vendor Affiliate Accounts

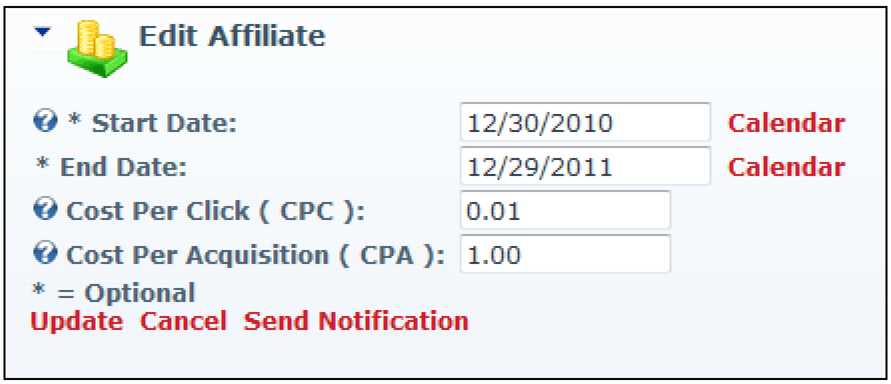
One or more affiliate accounts can be created for Vendors in the Vendors module. These accounts are used for tracking advertising of this site on other websites. DNN generates the link for other websites to use, so that it can track each time a visitor clicks through to the site, from an advertising website, so that the difficulty in collecting information for commissions to be paid can be easily managed.

Adding an Affiliate Referral Account

How to add affiliate referral account to a vendor in the Vendors module. This generates a link which affiliates can add to their website. The number of clicks and acquisitions for the link is tracked within the Affiliate Referral module, permitting the tracking of commission owing to the vendor.

1. Navigate to Admin > Advanced Settings > **Vendors**.
2. Locate the required vendor account by selecting a filter or by doing a search.
3. Click the **Edit** button beside the required vendor account. This opens the Edit Vendors page.

4. Expand the **Affiliate Referrals** section. This displays any affiliate referral accounts associated with this vendor.
5. Click the Add New Affiliate link.
6. **Optional.** At **Start Date**, click the Calendar link and select a start date.
7. **Optional.** At **End Date**, click the Calendar link and select an end date.
8. In the **Cost Per Click (CPC)** text box, enter the advertising charge. CPC is the commission paid to the vendor when a visitor is referred to your site.
9. In the **Cost Per Acquisition (CPA)** text box, enter the advertising charge. CPA is the commission paid to the vendor when a visitor becomes a member of your site.
10. Click the **Update** button.



Adding an Affiliate Account

Related Topics:

- See "Working with the Calendar"

Deleting an Affiliate Referral Account

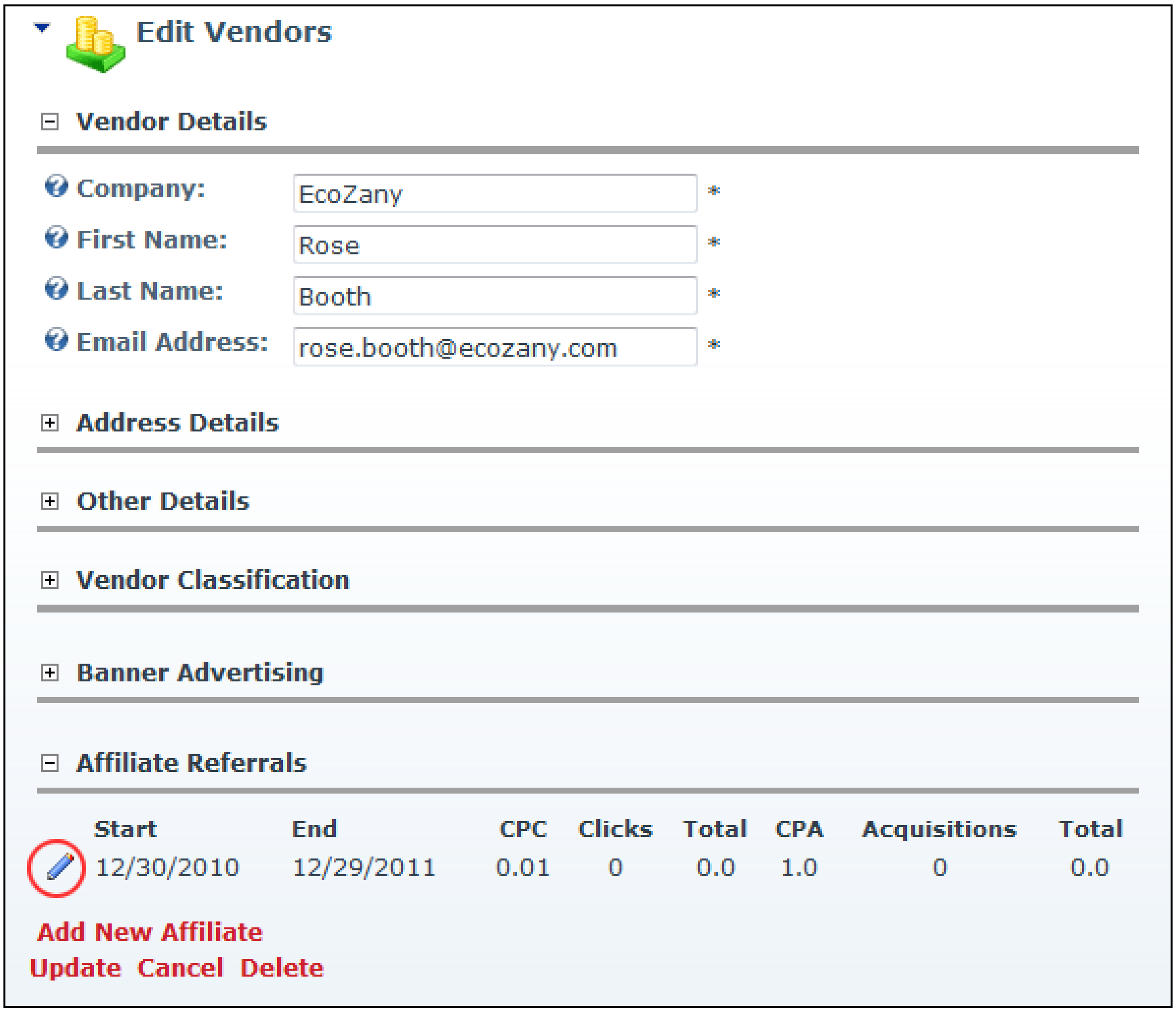
How to permanently delete an affiliate referral account from the Vendors module.

1. Navigate to Admin > Advanced Settings > **Vendors**.
2. Locate the required vendor account by selecting a filter or by doing a search.
3. Click the **Edit** button beside the required vendor account. This opens the Edit Vendors page.
4. Expand the **Affiliate Referrals** section. This displays any affiliate referral accounts associated with this vendor.
5. Click the **Edit** button beside the required record.
6. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"
7. Click **OK** to confirm deletion.

Editing an Affiliate Referral Account

How to edit the details of an affiliate referral account using the Vendors module.

1. Navigate to Admin > Advanced Settings > **Vendors**.
2. Locate the required vendor account by selecting a filter or by doing a search.
3. Click the **Edit** button beside the required vendor account. This opens the Edit Vendors page.
4. Expand the **Affiliate Referrals** section. This displays any affiliate referral accounts associated with this vendor.
5. Click the **Edit** button beside the required record.

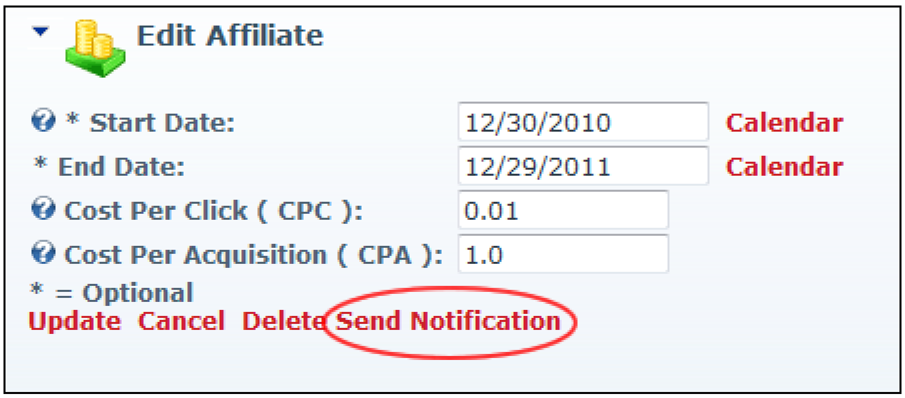


6. Edit fields as required.
7. Click the **Update** button.

Sending Notification of Affiliate Referral Account

How to send an affiliate report email to an affiliate using the Vendors module. The report provides details of the site they have been made an affiliate of and the URL link to be used.

1. Navigate to Admin > Advanced Settings > **Vendors**.
2. Locate the required vendor account by selecting a filter or by doing a search.
3. Click the **Edit** button beside the required vendor account. This opens the Edit Vendors page.
4. Expand the **Affiliate Referrals** section. This displays any affiliate referral accounts associated with this vendor.
5. Click the **Edit** button beside the required record.
6. Click the Send Notification link.



7. Click the Cancel link to return to the module.

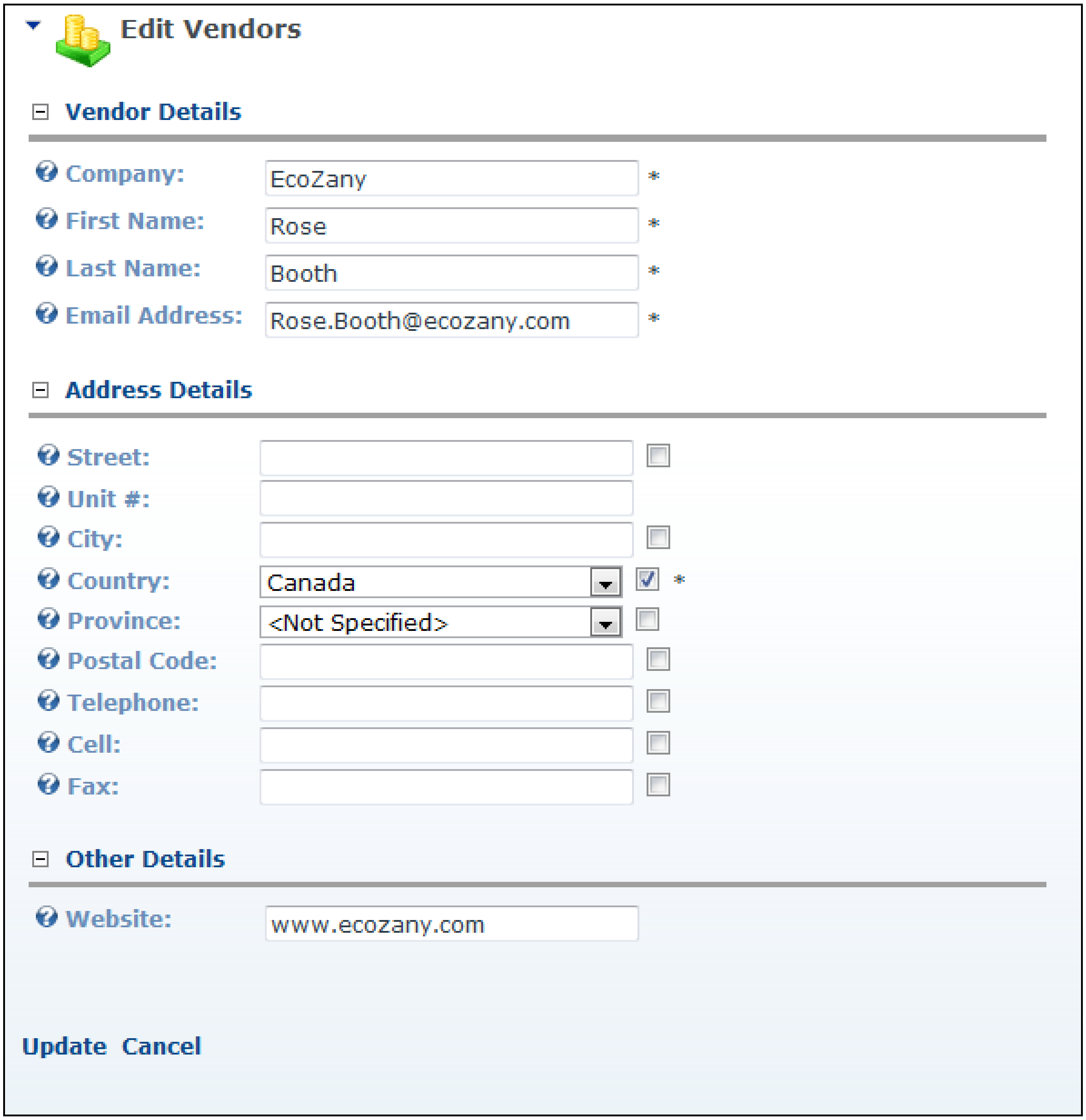
Vendor Accounts

Adding a New Vendor

How to add a vendor account using the Vendors module. Note: Mandatory fields are indicated with an asterisk (*). Where a check box is displayed beside a field, uncheck the check box to make the field optional - OR - Check the check box to make the field mandatory.

1. Navigate to Admin > Advanced Settings > **Vendors**.
2. Click the Add New Vendor link. This opens the Edit Vendors page.
3. In the **Vendor Details** section, complete all of these fields:
    1. In the **Company*** text box, enter the company name of the vendor.
    2. In the **First Name*** text box, enter the first name of the contact person for the vendor.
    3. In the **Last Name*** text box, enter the last name of the contact person for the vendor.

    4. In the **Email Address*** text box, enter the email address of the contact person listed above.
4. **Optional.** In the **Address Details** section, complete the address details. Note: Address field names and required details may vary.
    1. In the **Street** text box, enter the street part of the Vendor's address. E.g. 10 Main Road
    2. In the **Unit #** text box, enter the unit number. E.g. Unit 6, or Suite 6, etc.
    3. In the **City** text box, enter the Vendor's city. E.g. Melbourne
    4. At **Country**, select the Vendor's country.
    5. In the Region text box, enter the Region/State/Province of the Vendor - OR - select from the drop down list where available. (See Host > Lists for more details on creating regions for countries).
    6. In the **Postal Code** text box, enter the Vendor's postal code. E.g. 31234
    7. In the **Telephone** text box, enter the Vendor's telephone number. E.g. +61 3 9421 6555
    8. In the **Cell** text box, enter the Vendor's cell (mobile) number. E.g. 0400 100 100
    9. In the **Fax** text box, enter the Vendor's facsimile number. E.g. + 61 3 9421 6444
5. In the **Other Details** section, the following optional field is available:
6. In the **Website** text box, enter the Vendor's website address. E.g. `http://www.domain.com`.
7. Click the **Update** button.

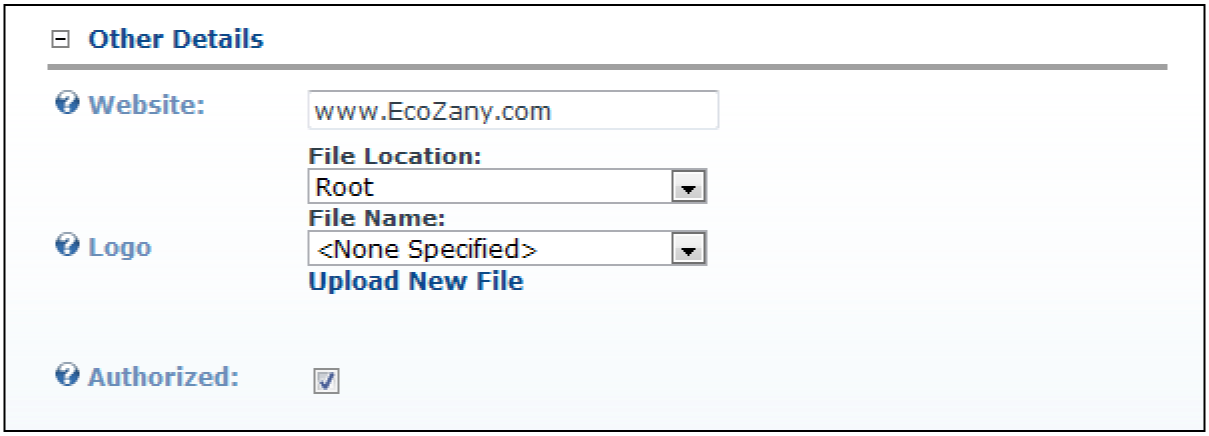


Tip: Once a new vendor is created the following additional settings will be available vendor logo, authorization, classifications, banner advertising, and affiliate referrals. To complete these additional fields, you must edit the vendor record.

Authorizing/Unauthorizing a Vendor Account

How to authorize or unauthorized a vendor account using the Vendors module.

1. Navigate to Admin > Advanced Settings > **Vendors**.
2. Locate the required vendor account by selecting a filter or doing a search - OR - Click the Unauthorized link to view all unauthorized vendor accounts.
3. Click the **Edit** button beside the vendor.
4. Go to the **Other Details** section.
5. At **Authorized**, check the check box to authorize the account - OR - uncheck the check box to unauthorize the account.
6. Click the **Update** button.

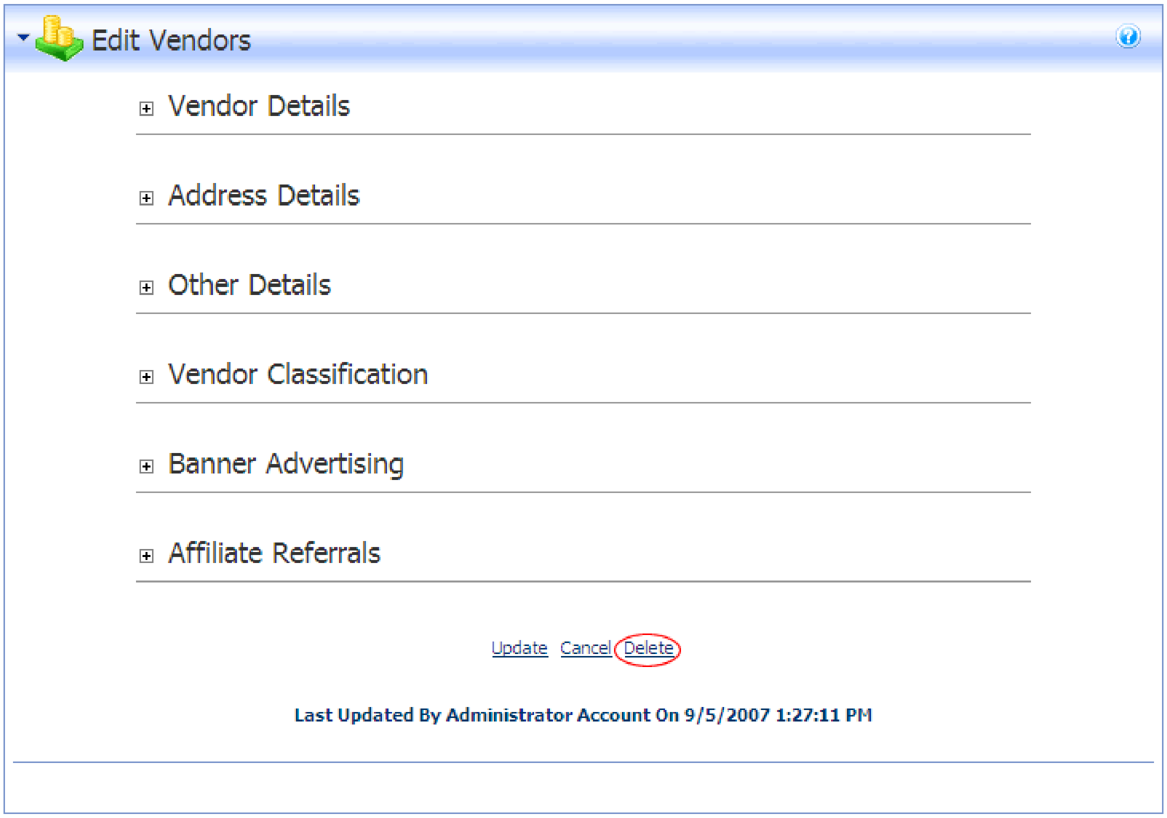


Authorizing a Vendor Account

Deleting a Vendor Account

How to permanently delete a vendor account from the Vendors module.

1. Navigate to Admin > Advanced Settings > **Vendors**.
2. Locate the required vendor account.
3. Click the **Edit** button beside the required vendor.
4. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"

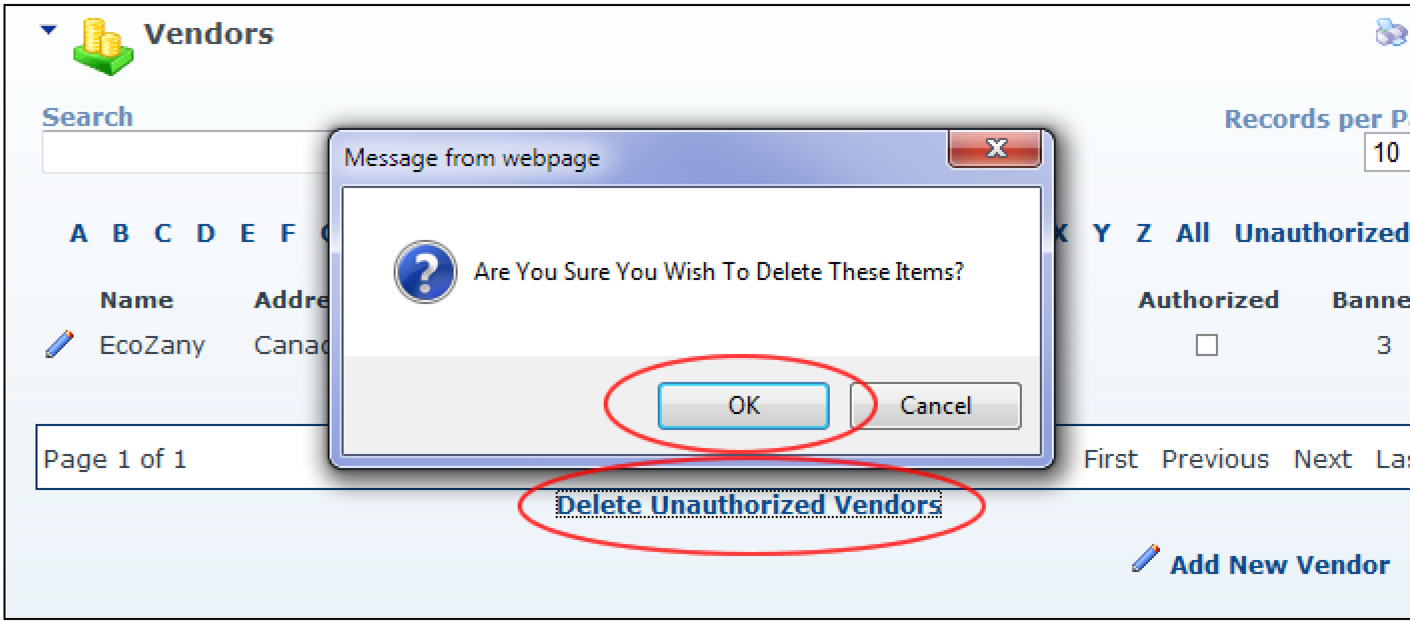


5. Click the **OK** button to confirm deletion.

Deleting all Unauthorized Vendors

How to permanently delete all unauthorized vendors from the Vendors module. Deleting a vendor does not delete any related Vendor banner for the File Manager, however the banners will no longer be displayed in the banners module.

1. Navigate to Admin > Advanced Settings > **Vendors**.
2. **Optional.** Click the Unauthorized link to view unauthorized vendor accounts before deleting them.
3. Click the Delete Unauthorized Vendors link. This displays the message "Are You Sure You Wish To Delete These Items?"
4. Click the **OK** button to confirm.



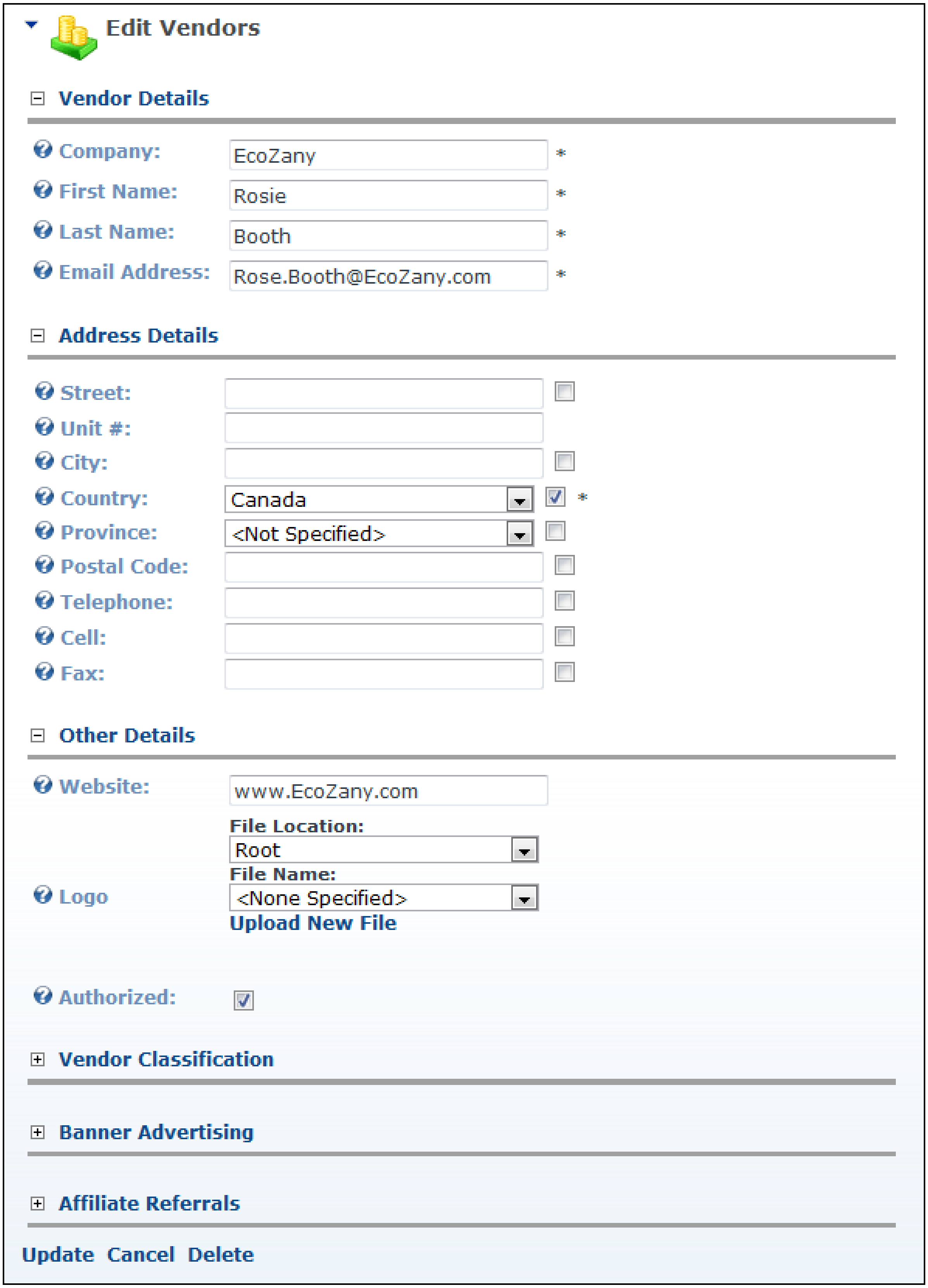
Deleting all Unauthorized Vendors

Editing/Adding Vendor Account Details

How to edit existing details and add new details to a vendor account in the Vendors module. If the vendor account has just been created a logo field, additional settings are available.

1. Navigate to Admin > Advanced Settings > **Vendors**.
2. Locate the required vendor account by selecting a filter or doing a search.
3. Click the **Edit** button beside the required vendor account. This opens the Edit Vendors page.
4. Edit any of the below fields as required.
5. In the **Vendor Details** section, edit any of the required fields.
6. In the **Address Details** section, edit/complete any the address fields.
7. In the **Other Details** section, edit/complete any of the following optional fields:
   1. In the **Website** text box, enter the Vendor's website address. E.g. www.domain.com
   2. At **Logo**, select or upload a logo for this vendor. See the Common Tools > Link Control section for more details.
   3. At **Authorized**, check the check box if the vendor account is authorized- OR - Uncheck the check box if the vendor account is not authorized. This setting enables Administrator(s) to easily identify unauthorized vendors however it doesn't prevent current banners from displaying in the Banners module.

8. Expand the **Vendor Classification** section to access these fields which are not implemented:
    1. In the **Classifications** box, define the classifications for the Vendor. This setting is not currently enabled.
    2. In **Key Words** text box, enter key words for the Vendor.
9. Click the **Update** button.


Edit Vendors
Vendor Details
Company:
EcoZany
*
First Name:
Rosie
*
Last Name:
Booth
*
Email Address:
Rose.Booth@EcoZany.com
*
Address Details
Street:
Unit #:
City:
Country:
Canada
*
Province:
<Not Specified>
Postal Code:
Telephone:
Cell:
Fax:
Other Details
Website:
www.EcoZany.com
Logo
File Location:
Root
File Name:
<None Specified>
Upload New File
Authorized:
Vendor Classification
Banner Advertising
Affiliate Referrals
Update
Cancel
Delete

Vendor Banners

Adding a Script Banner to a Vendor

How to add a JavaScript banner to a vendor account using the Vendors module.

1. Navigate to Admin > Advanced Settings > **Vendors**.
2. Locate the required vendor account by using a filter or by searching.
3. Click the **Edit** button beside the required Vendor. This opens the Edit Vendor page.
4. Expand the **Banner Advertising** section. This displays all banners associated with this vendor.
5. Click the Add New Banner link. This displays the Edit Banner page.
6. In the **Banner Name** text box, enter a name for this banner.
7. At **Banner Type**, select **Script**.
8. **Optional.** In the **Banner Group** text box, enter a name to group this banner with other banners. The banner group can then be entered into the banners module to set it to only display banners in this group.
9. In the **Text/Script** text box, enter the script for this banner.
10. Complete any of the following **Optional** settings - OR - Skip to Step 10.
    1. At **URL**, select one of the following options:
        - Select **URL (A Link To An External Resource)** and leave the text box empty. This sets the link to the Vendors website.
        - Select **URL (A Link To An External Resource)** and enter the URL user will be taken to when they click on the banner name. This URL is also displayed below the banner.
        - Select **Page (A Page On Your Site)** and select the page users are taken to when they click on this banner.
        - Select **File (A File On Your Site)** and select the file to be displayed when a user clicks on this banner.
    2. In the **CPM/Cost** text box, enter the cost per 1000 Impressions or the once off cost. E.g. For every 1000 impressions of the banner the Vendor will charge the listed amount. Alternatively, the vendor may charge a flat fee for banner advertising.
    3. In the **Impressions** text box, enter the number of impressions the banner will display for. A impression is made each time a banner is displayed on the page.
    4. At **Start Date**, click the Calendar link and select the first date the banner will be displayed.
    5. At **End Date**, click the Calendar link and select the last date the banner will be displayed.

    6. At **Criteria**, select one of the following options:

        And: Banner only expires if both the Impressions and the End Date has been met. I.e. The banner has reached its number of clicks AND a banner has expired.

    7. **Or**: Banner expires if either the Impressions or the End Date has been met. I.e. The banner has reached its number of clicks OR the banner has expired.

11. Click the **Update** button. This returns you to the Edit Vendor page.
12. **Optional.** To view a preview of the newly added banner:
    1. Expand the **Banner Advertising** section.
    2. Click the **Edit** button beside the new banner. This opens the Edit Banner page which displays a preview of the banner.

Related Topics:

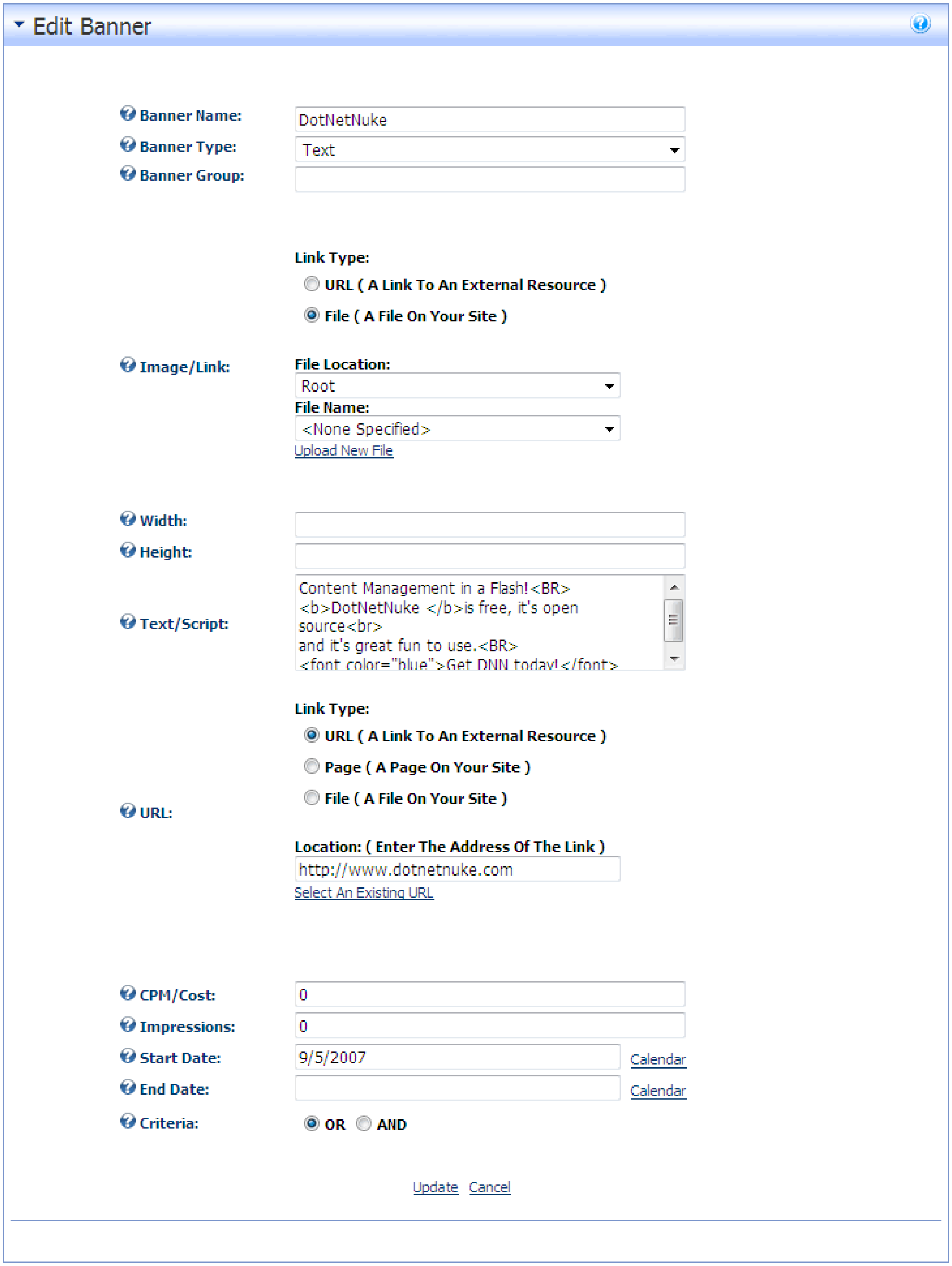
- See "Working with the Calendar"

Adding a Text Banner to a Vendor

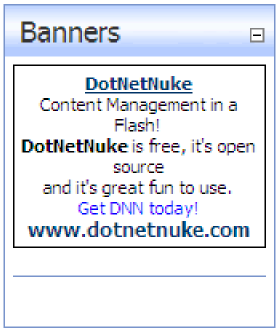
How to add a text banner to a vendor account using the Vendors module.

1. Navigate to Admin > Advanced Settings > **Vendors**.
2. Click the **Edit** button beside the required Vendor. This opens the Edit Vendor page.
3. Expand the **Banner Advertising** section. This displays all banners associated with this vendor.
4. Click the Add New Banner link. This opens the Edit Banner page.
5. In the **Banner Name** text box, enter the text to be displayed at the top of this banner. This text is displayed as a link to the vendor's website or to the URL, Page or File as set at the URL field below.
6. At **Banner Type**, select **Text**.
7. **Optional.** In the **Banner Group** text box, enter a name to group this banner with other banners. The banner group can then be entered into the banners module to set it to only display banners in this group.
8. **Optional**. At **Image/Link**, select an image to be associated with this banner. The image isn't displayed on the banner, instead the image name is displayed as a link to view the image. You can also select URL to add a link to an image, file or page. The full URL will be displayed on the text banner. See "Setting a File Link", See "Setting a Page Link" or See "Setting a URL Link"
9. In the **Text/Script** text box, enter the text of the banner. HTML formatting can be used.
10. Complete any of the following **Optional** settings - OR - Skip to Step 16.

11. At **URL**, select one of the following options:
    - Select **URL (A Link To An External Resource)** and leave the text box empty. This sets the link to the Vendor's website.
    - Select **URL (A Link To An External Resource)** and enter the URL users go to when they click on the banner name. This URL also displays at the bottom of the banner.
    - Select **Page (A Page On Your Site)** and select the page users go to when they click on the banner name. The page number is also displayed at the bottom of the banner. E.g. 85
    - Select **File (A File On Your Site)** and select the file the user go to when they click on the banner name. The file ID number is also displayed at the bottom of the banner. E.g. FileID=148.
12. In the **CPM/Cost** text box, enter the cost per 1000 Impressions or the once off cost. E.g. For every 1000 impressions of the banner the vendor will charge the listed amount. Alternatively, the Vendor may charge a flat fee for banner advertising.
13. In the **Impressions** text box, enter the number of impressions the banner will display for.
14. At **Start Date**, click the **Calendar** button and select the first date the banner is displayed.
15. At **End Date**, click the **Calendar** button and select the last date the banner is displayed.
16. At **Criteria**, select one of the following options:
    - **And**: Banner only expires if both the Impressions and the End Date has been met. I.e. The banner has reached its number of clicks AND a banner has expired.
    - **Or**: Banner expires if either the Impressions or the End Date has been met. I.e. The banner has reached its number of clicks OR the banner has expired.



17. Click the **Update** button.



Text Banner (with a one pixel border)

Related Topics:

- See "Working with the Calendar"

Adding an Image Banner to a Vendor

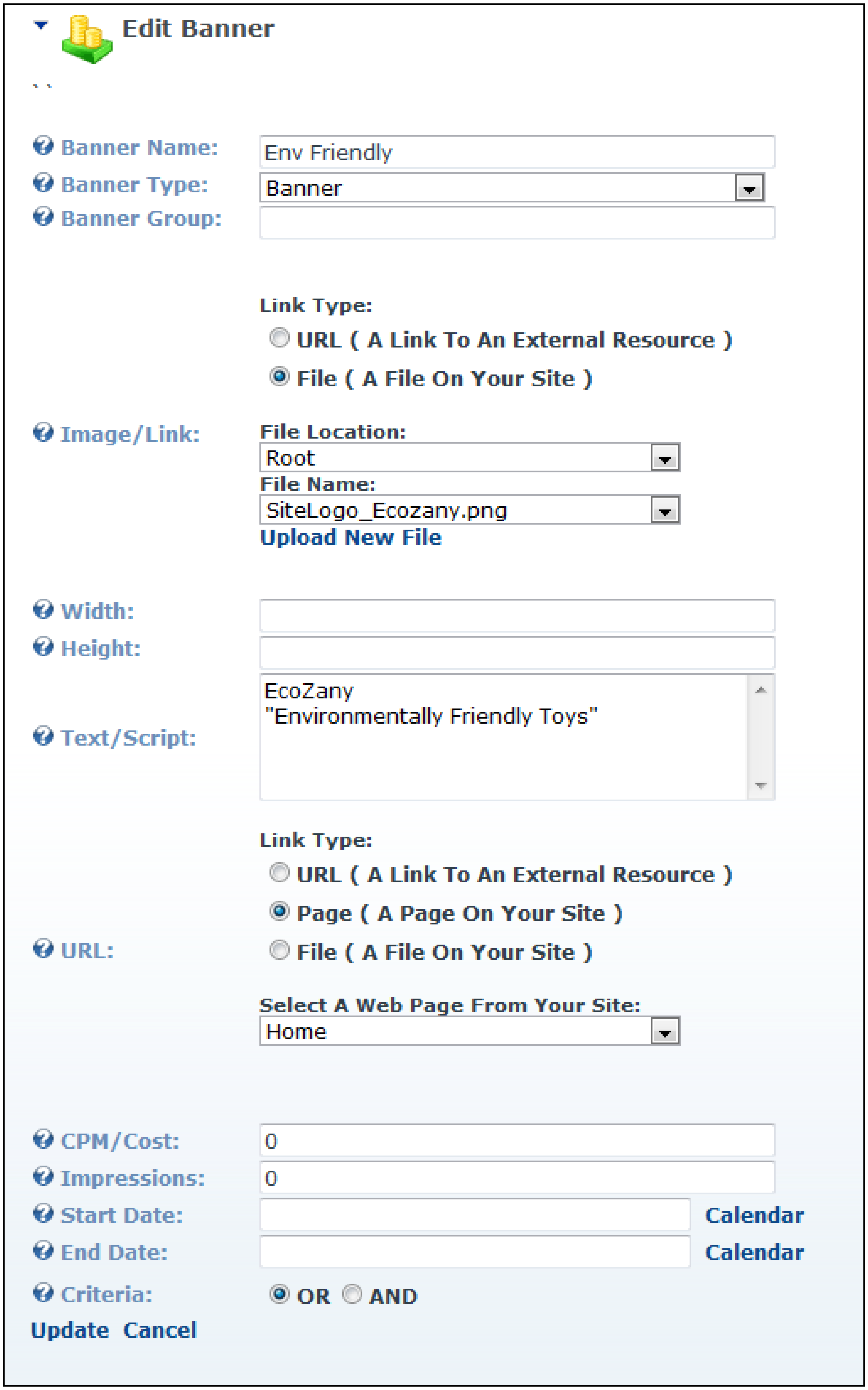
How to add an image banner to a vendor account using the Vendors module.

1. Navigate to Admin > Advanced Settings > **Vendors**.
2. Locate the required vendor account by using a filter or by searching.
3. Click the **Edit** button beside the required Vendor. This opens the Edit Vendor page.
4. Expand the **Banner Advertising** section. This displays all banners associated with this vendor.
5. Click the Add New Banner link. This displays the Edit Banners page.
6. In the **Banner Name** text box, enter a name for this banner. If the Text/Script field below is left blank then the Banner Name is the alternate text for the banner.
7. At **Banner Type**, select either **Banner**, **MicroButton**, **Button**, **Block**, or **Skyscraper**.
8. **Optional.** In the **Banner Group** text box, enter a name to group this banner with other banners. The banner group can then be entered into the banners module to set it to only display banners in this group.
9. At **Image/Link**, select the image for this banner. See "Setting a File Link"
10. Complete any of the following **optional** settings - OR - Skip to Step 11.
    1. In the **Text/Script** text box, enter the text of the banner. This is the alternate text for this banner and is displayed when a user places their mouse over this image.
    2. At **URL**, select one of the following options:
        - Select **URL (A Link To An External Resource)** and leave the text box empty. This sets the link to the Vendors website.

- Select **URL (A Link To An External Resource)** and enter the URL user will be taken to when they click on the banner name. This URL is also displayed below the banner.
- Select **Page (A Page On Your Site)** and select the page users are taken to when they click on this banner.
- Select **File (A File On Your Site)** and select the file to be displayed when a user clicks on this banner.

3. In the **CPM/Cost** text box, enter the cost per 1000 Impressions or the once off cost. E.g. For every 1000 impressions of the banner the Vendor will charge the listed amount. Alternatively, the vendor may charge a flat fee for banner advertising.
4. In the **Impressions** text box, enter the number of impressions the banner will display for. A impression is made each time a banner is displayed on the page.
5. At **Start Date**, click the Calendar link and select the first date the banner will be displayed.
6. At **End Date**, click the Calendar link and select the last date the banner will be displayed.
7. At **Criteria**, select one of the following options:
   - **And**: Banner only expires if both the Impressions and the End Date has been met. I.e. The banner has reached its number of clicks AND a banner has expired.
   - **Or**: Banner expires if either the Impressions or the End Date has been met. I.e. The banner has reached its number of clicks or it has expired.

11. Click the **Update** button. This returns you to the Edit Vendor page.


Edit Banner
Banner Name:
Env Friendly
Banner Type:
Banner
Banner Group:
Link Type:
URL (A Link To An External Resource)
File (A File On Your Site)
Image/Link:
File Location:
Root
File Name:
SiteLogo_Ecozany.png
Upload New File
Width:
Height:
EcoZany
"Environmentally Friendly Toys"
Text/Script:
Link Type:
URL (A Link To An External Resource)
Page (A Page On Your Site)
URL:
File (A File On Your Site)
Select A Web Page From Your Site:
Home
CPM/Cost:
0
Impressions:
0
Start Date:
Calendar
End Date:
Calendar
Criteria:
OR
AND
Update
Cancel

12. **Optional.** To view a preview of the newly added banner:
    a. Expand the **Banner Advertising** section.
    b. Click the **Edit** button beside the new banner. This opens the Edit Banner page which displays a preview of the banner.

Previewing a newly added image banner

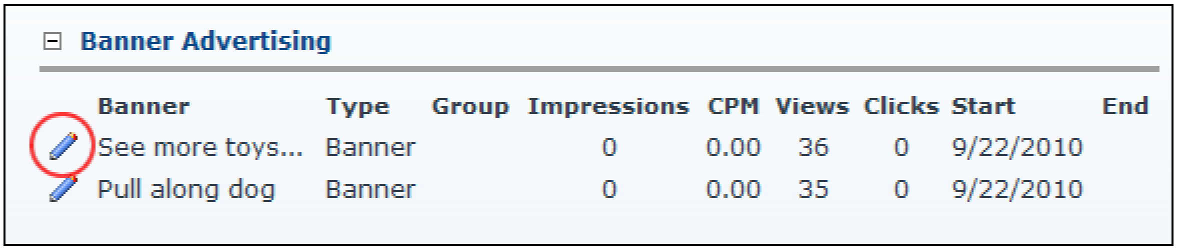
Related Topics:

- See "Working with the Calendar"

Deleting a Vendor Banner

How to edit the properties of a banner using the Vendors module.

1. Navigate to Admin > Advanced Settings > **Vendors**.
2. Locate the required vendor account by selecting a filter or doing a search.
3. Click the **Edit** button beside the required vendor account. This opens the Edit Vendors page.
4. Expand the **Banner Advertising** section. This displays all banners associated with this vendor.
5. Click the **Edit** button beside the banner to be deleted.

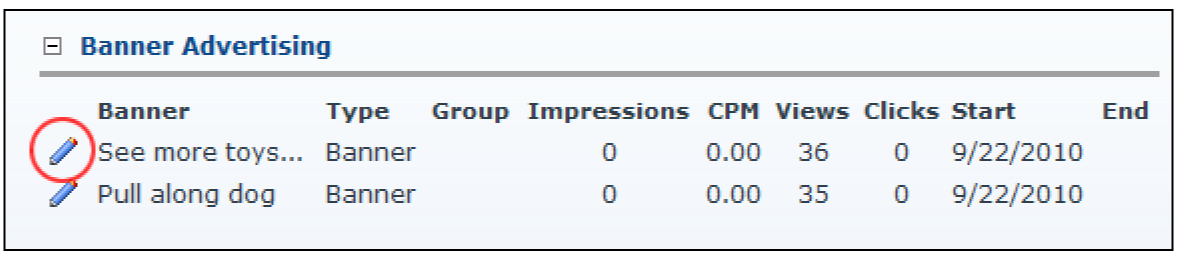


6. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"
7. Click the **OK** button to confirm.

Editing a Vendor Banner

How to edit the properties of a banner using the Vendors module.

1. Navigate to Admin > Advanced Settings > **Vendors**.
2. Locate the required vendor account by selecting a filter or doing a search.
3. Click the **Edit** button beside the required vendor account. This opens the Edit Vendors page.
4. Expand the **Banner Advertising** section. This displays all banners associated with this vendor.
5. Click the **Edit** button beside the banner to be edited.



6. Edit the required fields.
7. Click the **Update** button.

Emailing Banner Status to Vendor

How to send a banner status report to the related vendor using the Vendors module. The report contains the following information: Banner Name, Banner Description, Image Name, Number of CPM/Cost, Number of Impressions, Start Date, End Date, Number of Views, and Number of Click Through's.

1. Click the **Edit** button beside the required Vendor. This opens the Edit Vendor page.
2. Expand the **Banner Advertising** section. This displays all banners associated with this vendor.
3. Click the **Edit** button beside the required banner.
4. Click the Email Status to Vendor link at the base of the module. A success or failure message is dis-

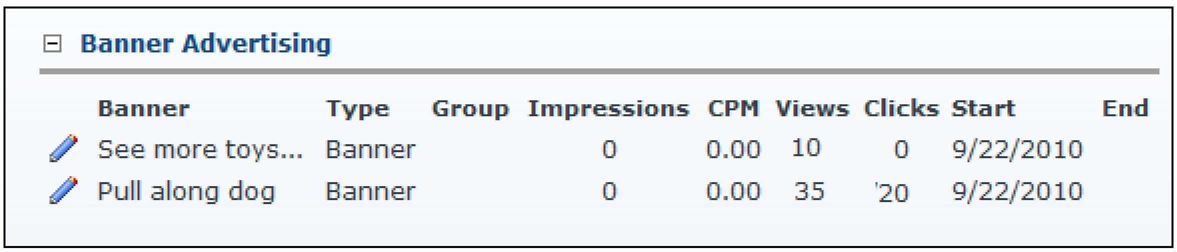
played at top of the module letting you know if the email sent successfully.

5. Click the Cancel link to return to the module.

Viewing the Clicks and Views for a Banner

How to view the number of times a banner has been viewed and clicked using the Vendors module.

1. Locate the required vendor account by using a filter or by searching.
2. Click the **Edit** button beside the required Vendor. This opens the Edit Vendor page.
3. Expand the **Banner Advertising** section. This displays all banners associated with this vendor including:
    - **Views**: The number of time a banner has been clicked on.
    - **Clicks**: The number of times a banner has been displayed on a page.



Viewing Banner Views and Clicks

Building Your Site

Getting Started

How to create your first site using these three simple steps. Use the Site Wizard to configure basic site settings, add pages, add modules and then add content to the modules.

Configuring Basic Settings Using the Site Wizard

Using the simple step-by-step Site Wizard to quickly configure the basic settings for this site. You can also change the site design and apply a template.

- See "About the Site Wizard Module"

Configuring Advanced Settings Using the Site Wizard

The Advanced Configuration Settings section groups together a range of tools to provide SuperUsers with a single location where they viewing and changing the Skins and Containers applied to the current site, setup site email and install language packs, authentication systems, providers and optional modules.

- See "About Advanced Configuration Settings"

Adding Pages

DNN sites are built by adding one or more pages to the site and then adding content (using modules) to each page.

- See "Adding a New Page"
- To add and manage multiple pages and perform other page management tasks. See "About the Pages (Tabs) module"

Adding Content Using Modules

DNN uses a modular design system to display content on a page. One or more modules are added to each site page to create and manage the site content. There are many different types of modules, each managing a different type of site content or site administrative task.

The HTML or HTML Pro module (typically titled Text/HTML) allows you display rich text, HTML, images, flash or can perform a script. This module is selected by default when adding a module using the RibbonBar.

- See "Adding a New Module (RibbonBar)"
- See "Adding an Existing Module (RibbonBar)"
- See "About the HTML Module"
- See "About the HTML Pro Module"

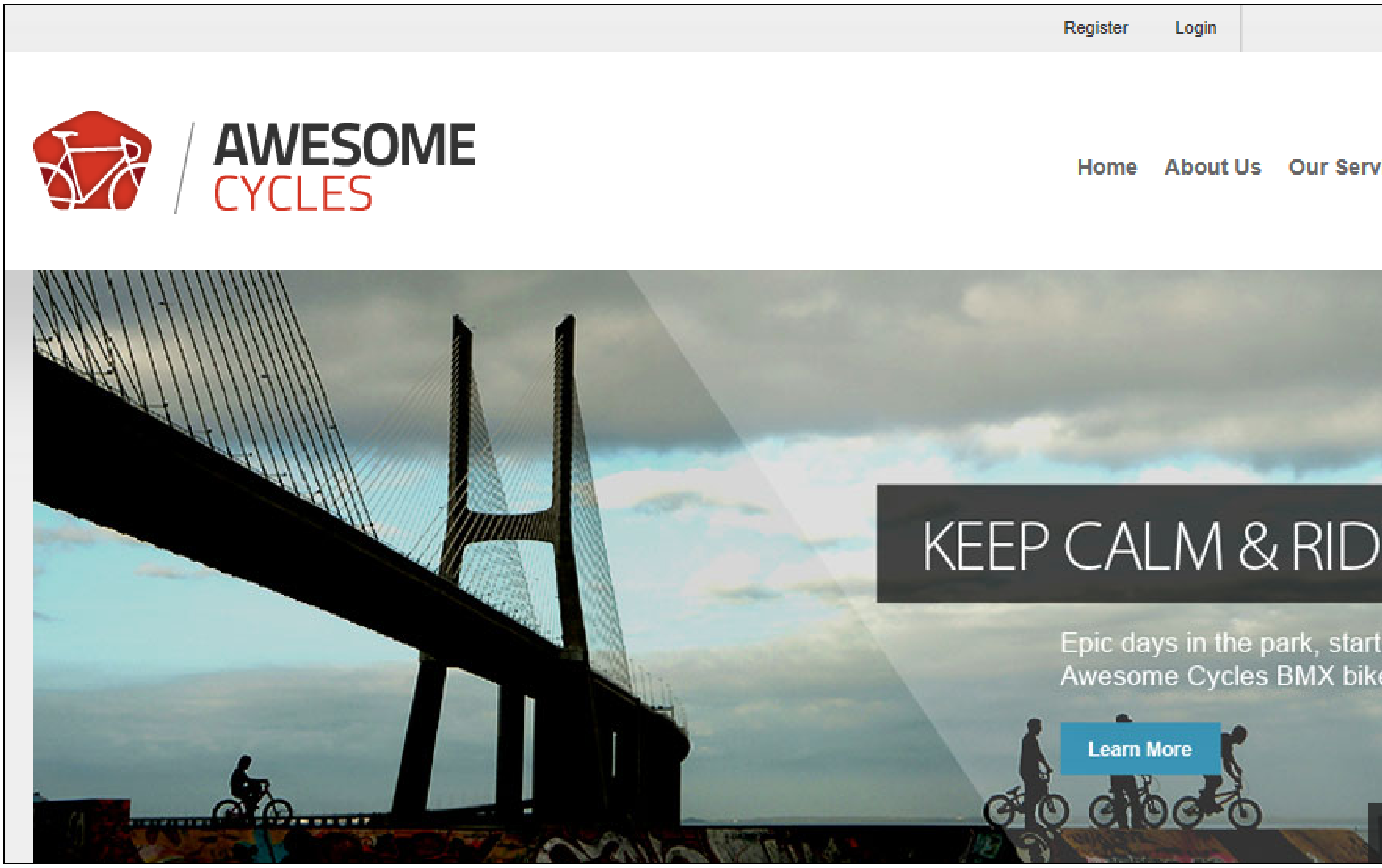
Understanding Role Based Access

- See "Understanding Role Based Access"

Adding and Managing Pages

About Pages

DNN sites are created by adding one or more pages and then adding modules which display content onto those pages. Administrator, SuperUsers and user with Add permissions can add pages. Pages can be added by clicking Add New Page in the Pages menu of the ControlBar or the Pages module, See "About the Pages (Tabs) module". The below image displays a site with four publicly accessible pages called Home, About Us, Our Services and Contact Us.

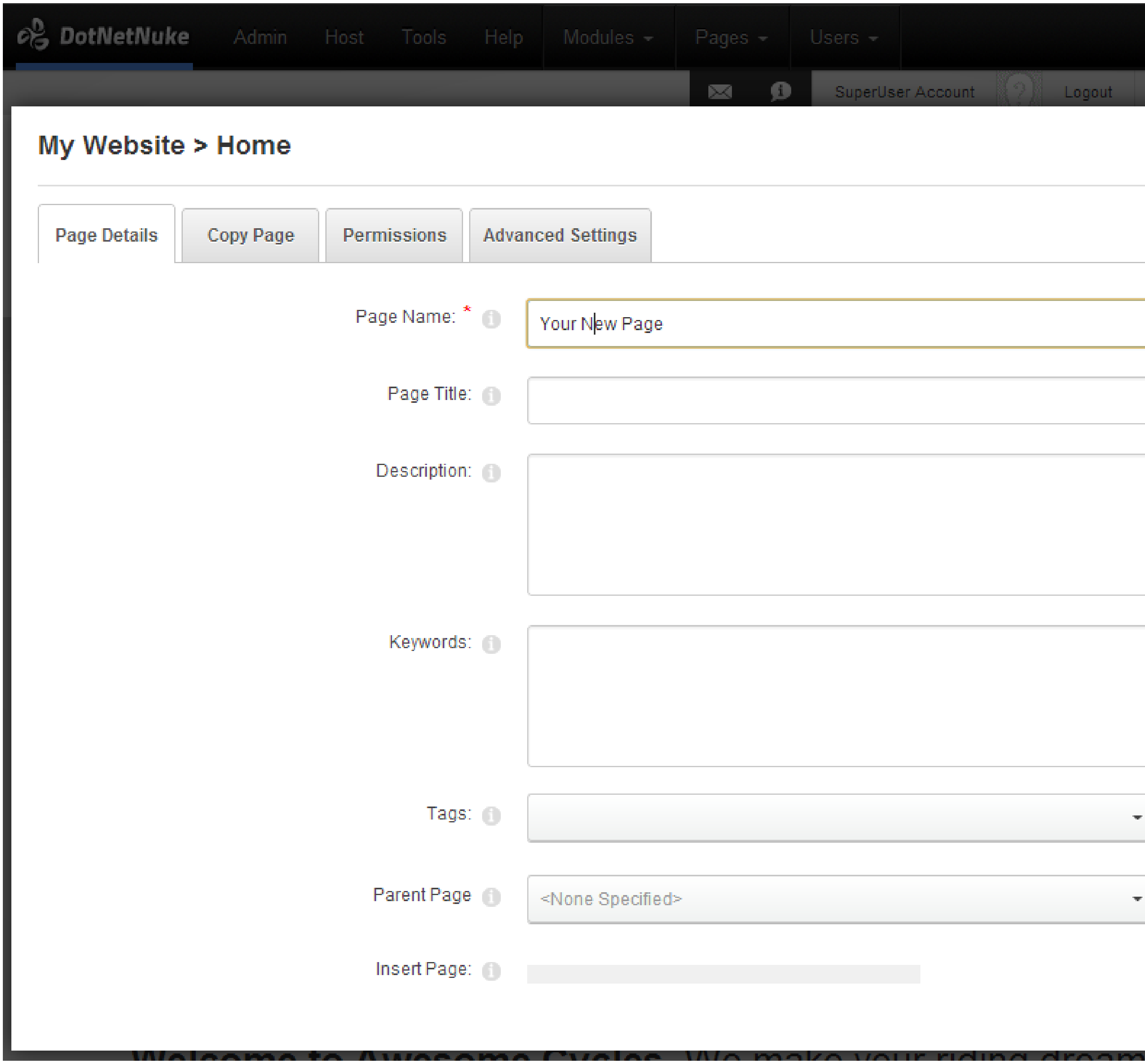


Adding a New Page

How to add a new page to a site. This topic shows how to add a page with only the basic settings configured. Page Name is the only required field. If you accept all default settings the new page will be added to the menu to the right of the page you were located on at Step 1. Pages added using this tutorial are only visible to Administrators, allowing you to add content to the page before setting it as viewable by one or more user roles.

Note: If a maximum number of pages has been set for your site, the **Add Page** button is disabled when the maximum number of pages is reached. If this happens you will need to contact your Host to allow you to add more pages.

1. Hover over the Pages option in the ControlBar then select **Add New Page**.



2. In the **Page Name** text box, enter a page name as it will appear in the menu. This is the only required field. If you choose to update the new page now this will accept all the defaults and add a page in a neutral language.
3. **Recommended.** Complete the remaining optional page details for this page. See "Page Details Settings for New Pages"

4. **Optional.** Select the **Permissions** tab and set the users who can view and manage this page. The default permissions is visible and editable by Administrators only. Note: If permissions are not displayed, this means you are not authorized to manage permissions. In this scenario, the new page will inherit permissions from its parent page. See "Setting Page Permissions"
5. **Optional.** Select the **Advanced Settings** tab and complete any of the optional advanced page settings. See "Advanced Settings for New Pages"
6. **Recommended.** In the **Localization** section, select the required option. This section is only displayed when content location is enabled on the site. See "Localization Settings for New Pages"
7. Click the **Add Page** 

button.

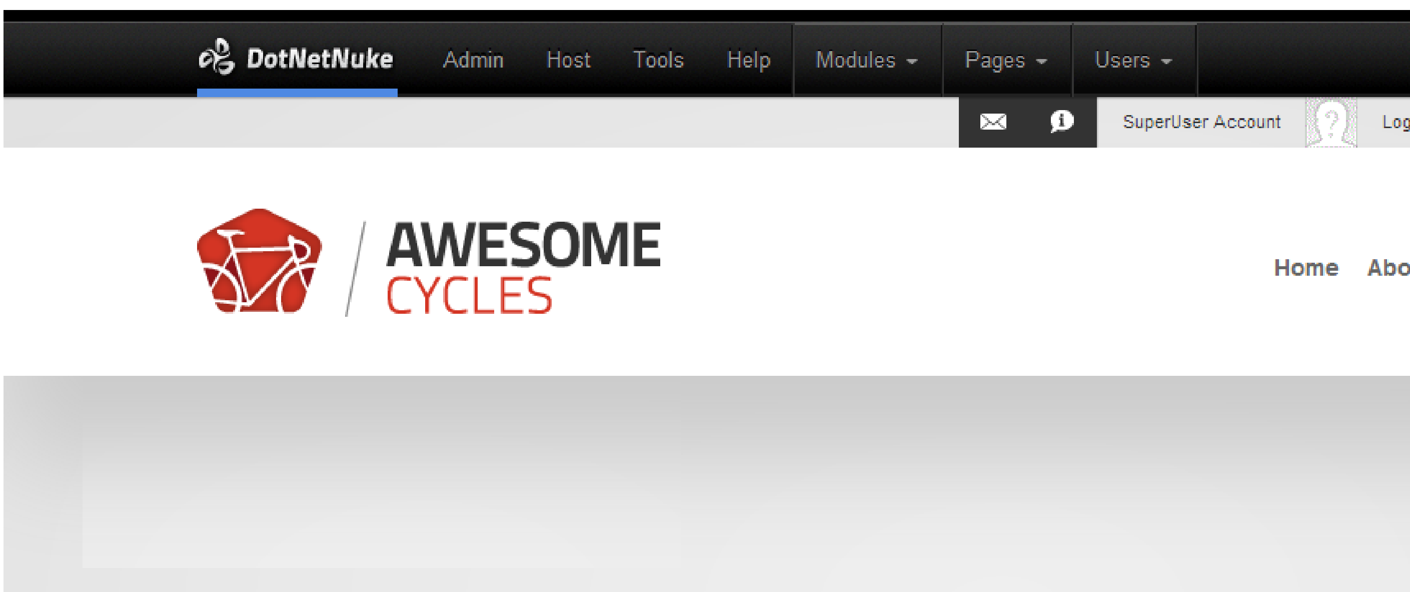
Related Topics:

- See "Adding a New Page (Default Language)"

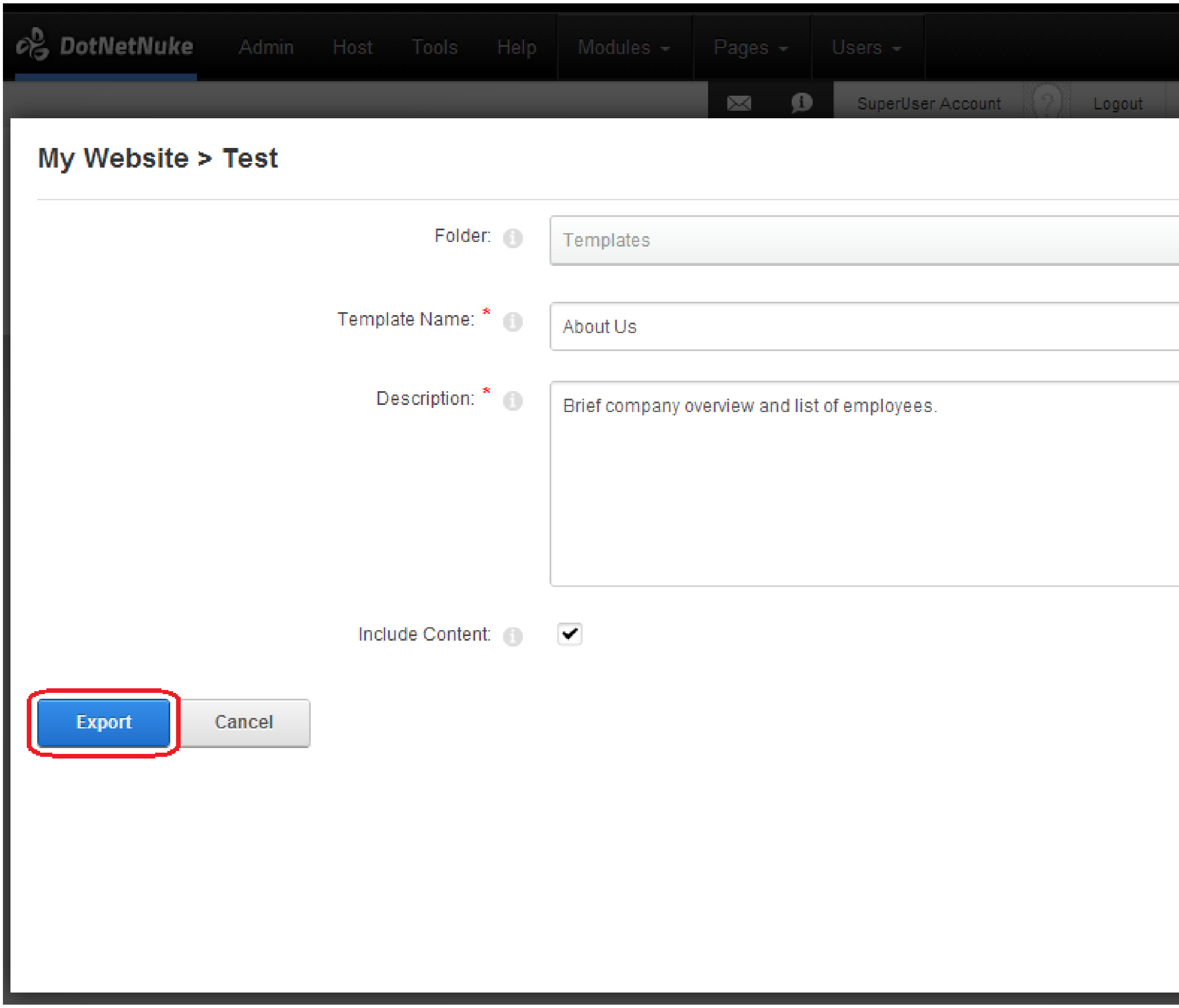
Exporting a Page

How to export a page which will be saved as a page template which can then be imported into any DNN site.

1. Navigate to the required page. See "Viewing Any Page"
2. On the **ControlBar**, hover over the **Edit Pages** menu option and then select **Export Page**



3. At **Folder**, select a folder of the site's File Manager where the exported page will be stored.
4. In the **Template Name** text box, the name of the exported page is displayed. You can either use this as the name of the page template or change it to a new name.
5. In the **Description** text box, enter a description of the page you are exporting. This description is exported with the page template. Typically the description provides a brief overview of the page and (if included) it's content.
6. **Optional.** At **Include Content?**, check the check box to include module content - OR - Uncheck the check box to add the modules without any content.
7. Click the **Export** button.

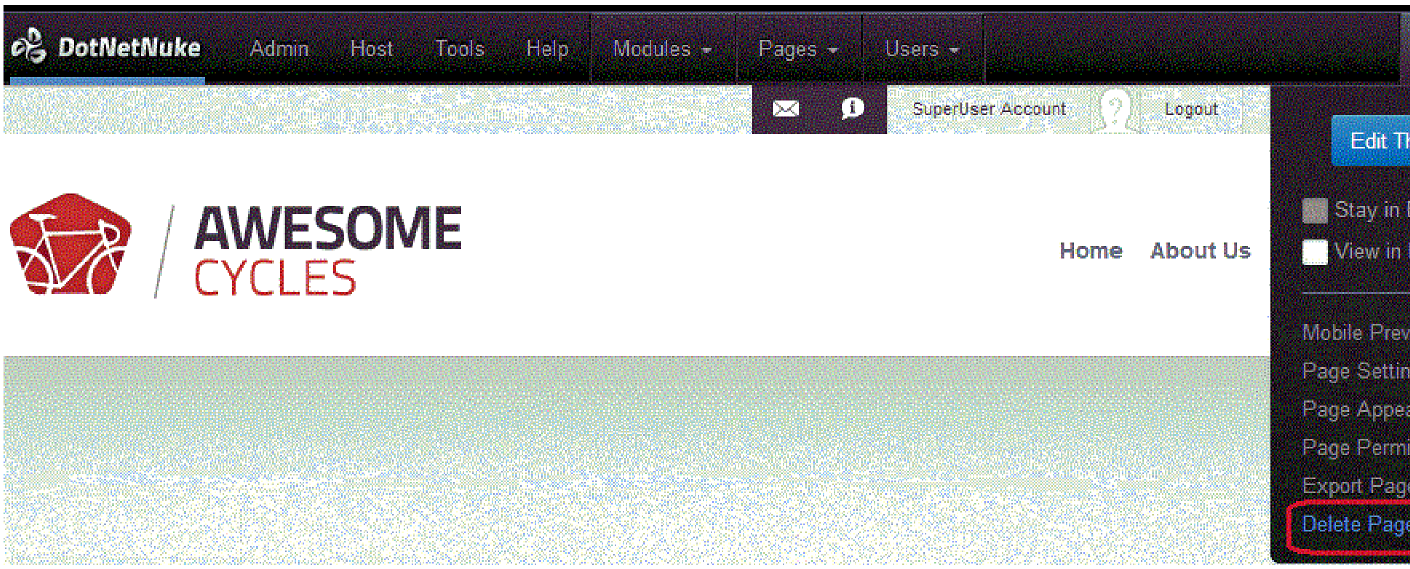


8. The path where the page template has been created is now displayed.

Deleting a Page

How to delete a page from a site. Pages set as either the Splash page, Home page, Login page, or the User page cannot be deleted until the setting is removed. The last visible site page can also not be deleted. Deleted pages are stored in the Recycle Bin where they can be restored or permanently deleted by authorized users.

1. Navigate to the required page.
2. On the **ControlBar**, hover over the **Edit Page** menu and then select **Delete Page**. This displays the message "Are you sure you want to delete this page?"



3. Click the **Yes** button to confirm.

Tip: You can also delete a page via Page Settings.

Related Topics:

- See "About the Recycle Bin Module"

Copying a Page

How to copy any existing page including the modules and optional module content.

Note 1: Page Name is the only required field. If you don't set new permissions, then the page will be visible and editable by Administrators only. Note: If permissions are not displayed, this means you are not authorized to manage permissions. In this scenario, the new page will inherit permissions from its parent page.

Note 2: When you are located on a Page with a different locale setting you will not be able to copy the page.

When you click Copy Page the page Settings popup will open on the Copy Page tab and shows you which page is going to be copied and the modules on that page.

1. **Optional.** Navigate to the page you want to copy.
2. On the ControlBar, hover over the **Pages** link until the Pages menu is displayed and then select **Copy Page**. This opens the Copy Page tab of the Page Settings page.
3. At **Specify Modules**, complete the following fields from left to right for each module listed:
   a. Check the check box (typically located to the left of the module title) beside the module title to be copied to the new page - Uncheck the check box beside any module you do NOT want copy.
   b. **Optional.** In the text box where the Module Title is displayed, edit the title if required.
   c. In the next field you can view the name of the pane where the module will be inserted.
   d. Set the content option for this module:
      - **New**: Select to add the module without any content.
      - **Copy**: Select to add the module with an independent copy of the module content. Modifying copied content doesn't update the content of the original module. Note: This option will be disabled for modules which don't have content which can be copied such as the Feedback and Account Login modules.
      - **Reference**: Select to add the module with a referenced version of the copied content. If you modify the content on either instance this module in the future, the content on both copies of the module are updated.
4. Click the **Page Details** tab
5. In the **Page Name** text box, enter a name for the new page. The page name is displayed in the menu.
6. **Recommended.** Complete the additional basic settings for this page. See "Page Details Settings for New Pages"
7. **Optional.** Select the **Permissions** tab to set which users can view this page. See "Setting Page Permissions"
8. **Optional.** Select the **Advanced Settings** tab and complete any of the optional advanced page settings. See "Advanced Settings for New Pages"

9. **Optional.** In the **Localization** section, select the required option. See "Localization Settings for New Pages"
10. Click the Add Page Button 

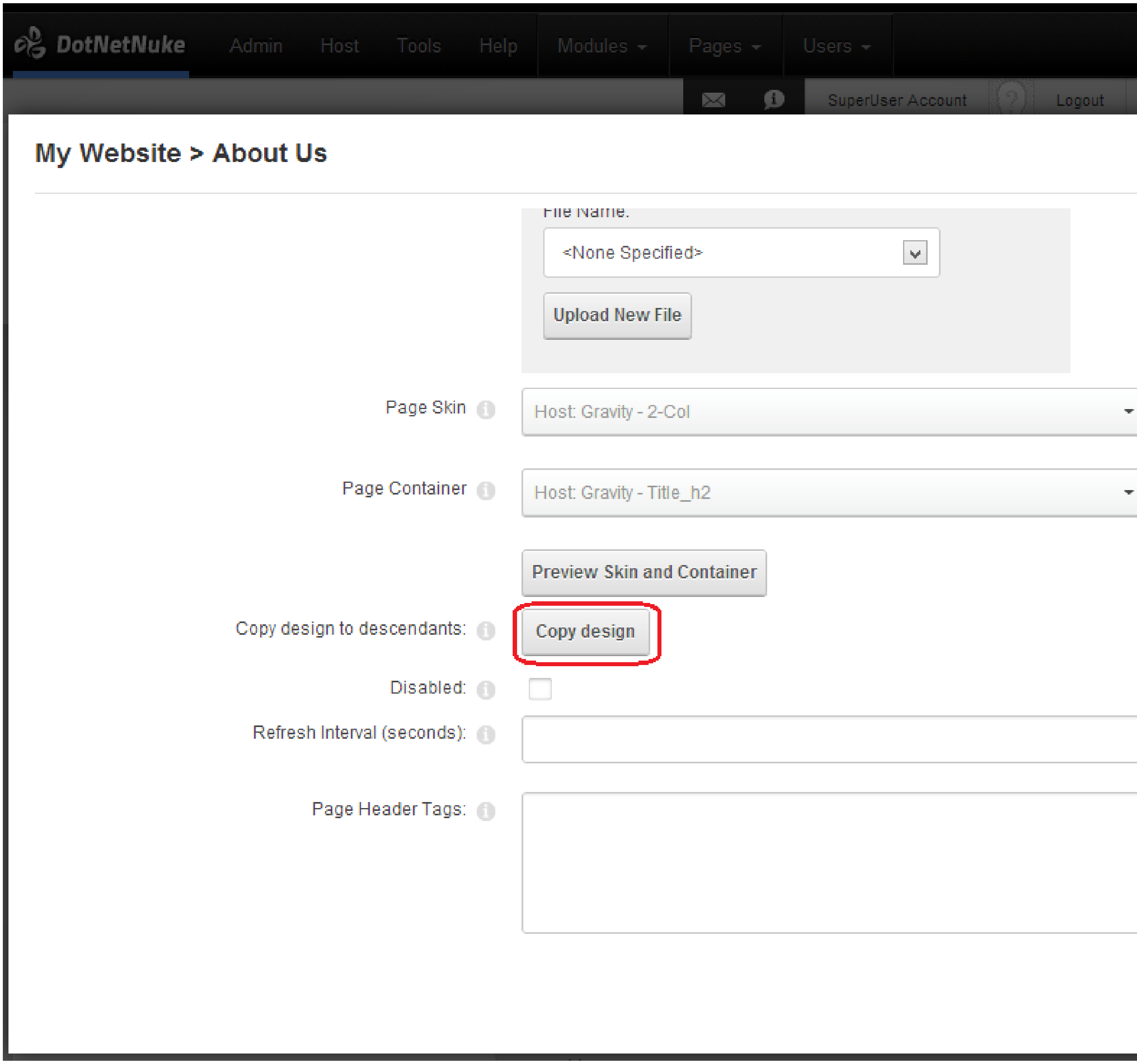
. You are now taken to the new page.

Copying Design to Child Pages

How to copy the design applied to a page to all of its child (descendant) pages. This applies the Page Skin and Page Container settings of the parent page to all child pages. This setting is only available for existing pages with child pages.

Using the ControlBar

1. Navigate to the parent page whose design you want to copy.
2. On the **ControlBar**, hover over the **Edit Page** menu option and select **Page Appearance**.
3. This will open the **Page Settings** popup on the **Advanced Settings** tab with the **Appearance Section** opened.
4. Scroll down a little bit and click the Copy Design button. This displays the message "Skin and container will be replaced for all children of this page. Are you sure you want to continue?"



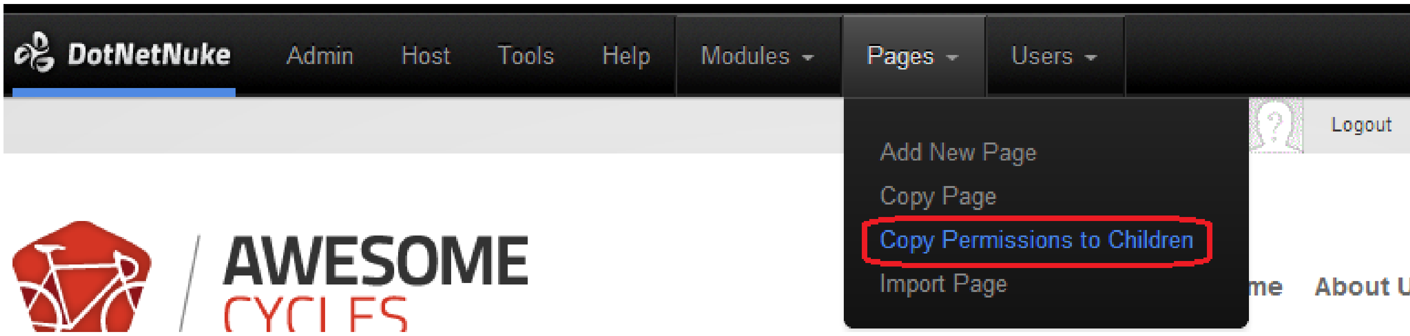
5. Click the **Yes** button to confirm.

Copying Permissions to Children Pages

How to copy the permissions applied to a parent page to all of its descendant (child) pages. This applies the Permissions set for viewing and editing pages. This setting is only displayed for pages with existing child pages.

Using the ControlBar

1. Navigate to the parent page whose design you want to copy.
2. On the Control Panel, hover over the **Pages** menu option and select **Copy Permissions to Children**. This displays the message "Skin and container will be replaced for all children of this page. Are you sure you want to continue?"

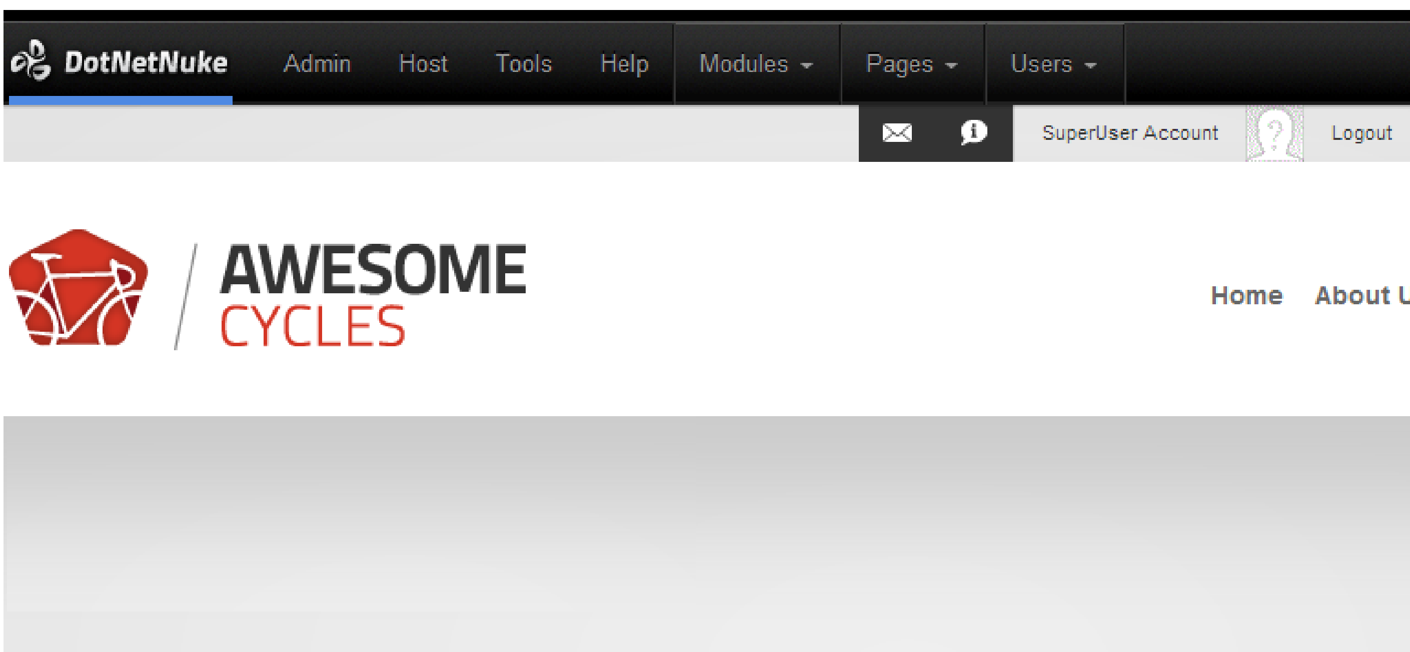


4. Click the **Yes** button to confirm.

Editing Page Settings

How to edit the settings of the current page via the Control Panel

1. Go to the required page. See "Viewing Any Page"
2. Hover over the **Edit Page** and then select **Page Settings**.

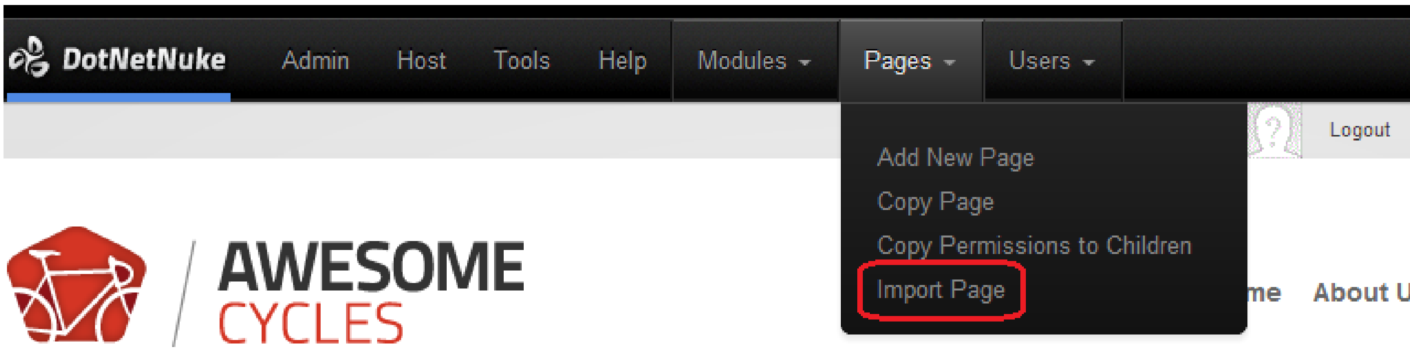


3. Edit page settings as required. See "Page Details Settings for Existing Pages" and See "Advanced Settings for Existing Pages"
4. Click the **Update Page** button.

Importing a New Page

How to add a new page using the Import function. This enables you to apply a page template that has previously been exported. The new page is added to the site before user can change the page settings.

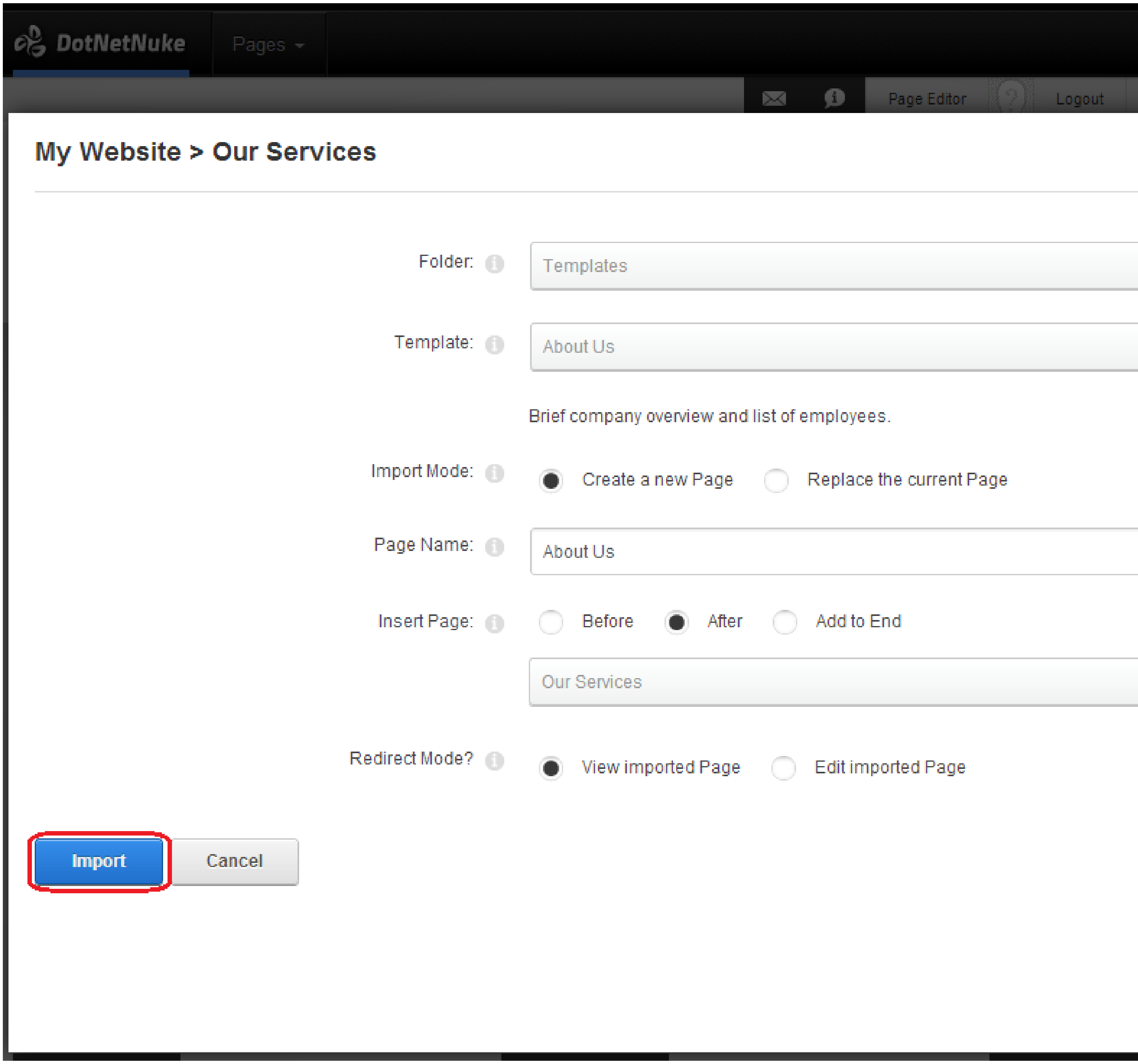
1. On the **ControlBar**, hover over the **Pages** menu option and select **Import Page**



2. At **Folder**, select the folder of your File Manager where the template is located. This enables the template field below and populates the drop down list with all templates within this folder.
3. At **Template**, select a template from the drop down list. This displays a description of the selected template providing more details of the template.
4. At **Import Mode**, select **Create A New Page.** to add a new page or **Replace the Current Page** to import the content and settings into the page you are currently on.
5. In the **Page Name** text box, the name of the template will be displayed. You can choose to enter a new page name or use this name,
6. At **Parent Page**, select **<None Specified>** to set this page as a parent page - OR - Select the parent page from the drop down list. Note: Page Editors can only select parent pages which they are editors of.
7. At **Insert Page**, select from these options to choose the location of the new page in the menu:
   - Select a page from the drop down list and then select to add the new page either **Before** or **After** that page in the menu on the current level.
   - Select **Add to End** to add the new page to the end of the menu on the current level.
8. At **Redirect Mode?** select from the following options to set where you will be redirected to once you complete this importing:

a. Select **View Imported Page** to be redirected to the newly created page upon creation (Import).
b. Select **Edit Imported Page** to be redirected to the Page Settings page of the newly created page upon creation (Import). This enables you to configure the page settings immediately.

9. Click the Import link.



Tip: View the new page to ensure that any modules that are set to display on all pages are not duplicated. This may occur if the selected template includes modules that are displayed on all pages.

Moving Page Location - Iconbar

How to move a page to a new location on the site menu using the Iconbar Control Panel.

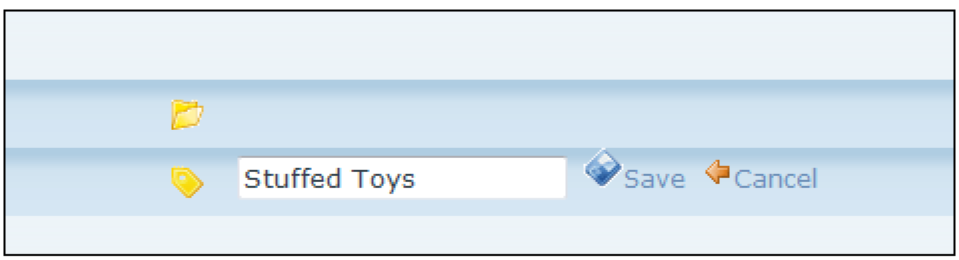
1. Go to the required page. See "Viewing Any Page"
2. Go the Page Functions section and then select Settings.
3. Go to the **Basic Settings - Page Details** section.
4. At **Parent Page**, select a new parent page, or select **< None Specified >** to change this page to a parent page.
5. Click the **Update** button.

Tagging Page Content

How to add a tag to a page. This functionality is only available on sites where tagging is included in page skins.

1. Click the Add Tags link. This link is often located at the base of the page.
2. Enter the tag name into the text box.
3. Click the Save link. The newly added tag will now be listed at this field.

Tip: Tags can be managed using the Taxonomy Manager module. See "About the Taxonomy Manager Module"



Tagging Page Content

Viewing Any Page

How to view any page within a site, including those which are not included in the menu.

- **Option One:** If the page is included in the menu, then navigate to the page using the site menu.
- **Option Two:** If the page is not included in the menu click on a link to the page. Authorized users

can create a page link using the Links module. See "Setting a Page Link"

- **Option Three:** See "Viewing any Page (Pages Module)"

Page Settings

About Page Permissions

How to set access to view, edit and manage pages and page content setting permissions by roles and/or usernames. This topic provides an overview of the different page permissions available. For full details See "Setting Page Permissions"

Important. In DNN Community edition, page management permissions consist of only two settings: **View Page** and **Edit Page**. In DNN Professional, page management has ten permissions.

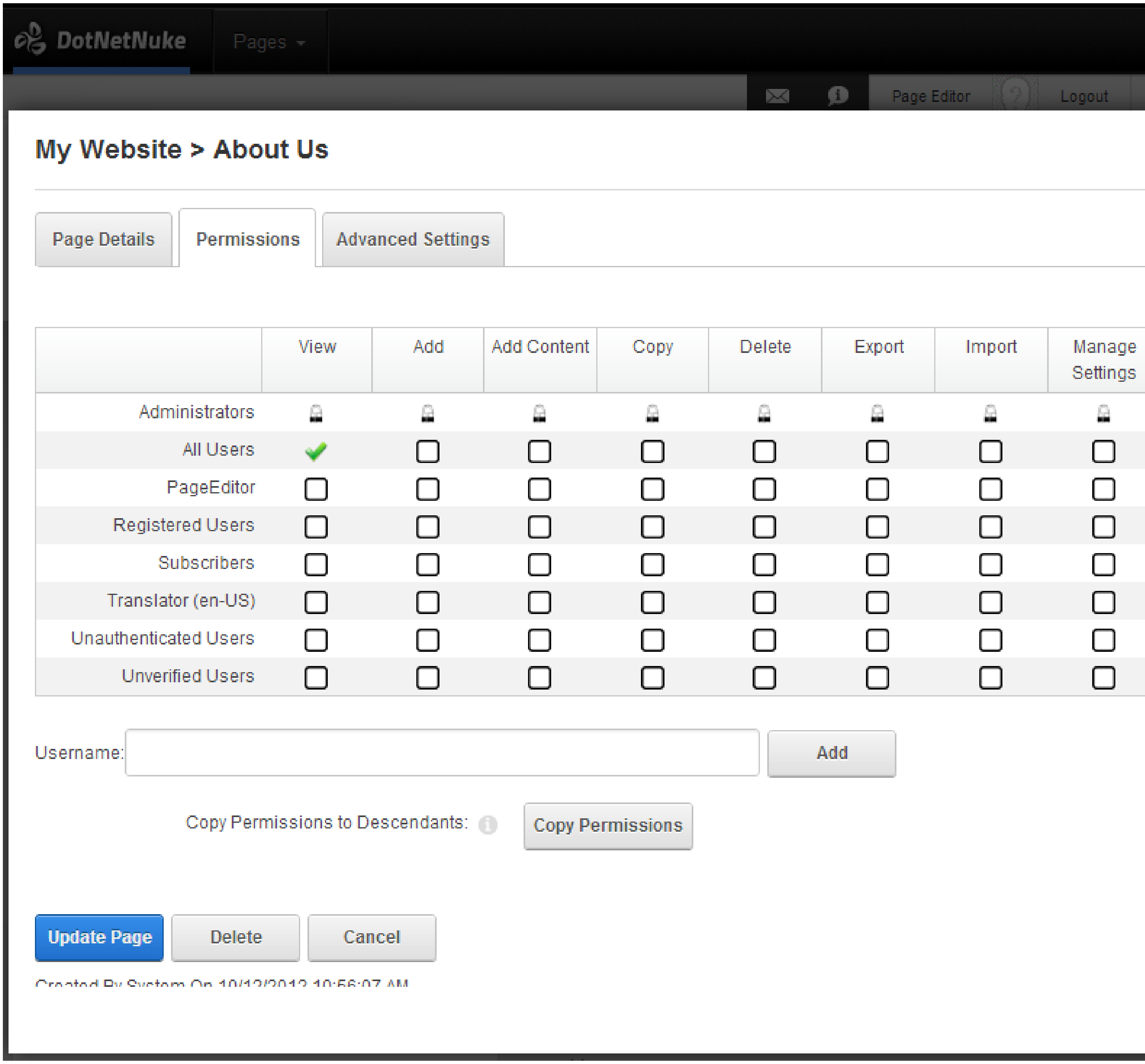
Professional Edition Permissions

Only available in DotNetNuke Professional and DotNetNuke Enterprise Editions

Here is the full list of page permissions available in Professional Edition:

- **View**: View permissions enable users to view the page.
- **Add**: Users with Add permissions for a page can add child pages to that page. They cannot add any parent pages, and they cannot add child pages to any other pages.
- **Add Content**: Users with Add Content permissions for a page can edit content on the page. These users can add, move and delete modules, as well as manage the content and settings for modules on the page.
- **Copy**: Users with Copy permission can make a copy any page they can view. The new page can only be a child of the page they have copy permissions for.
- **Delete**: Users with Delete permissions can delete the page. If the page has child pages they are also deleted when the parent is deleted, however the user does not automatically have Delete permissions for these child pages.
- **Export**: Users with Export permissions can export the page.
- **Import**: Users with Import permissions can import a page.
- **Manage Settings**: Users with Manage Settings permissions can change the page settings. Users can edit all of the settings on the Settings page, except for the permissions section which will not be visible.

- **Navigate**: Users with Navigate permissions can view a page in the navigation menu. Users can have this permission without view permissions, in which case they will not be able to view any content on the page but the page will be visible in the menu.
- **Full Control**: Users with Full Control permissions have full administrative rights for the page. This permission is the same as the Edit Page permission in the Community Edition.

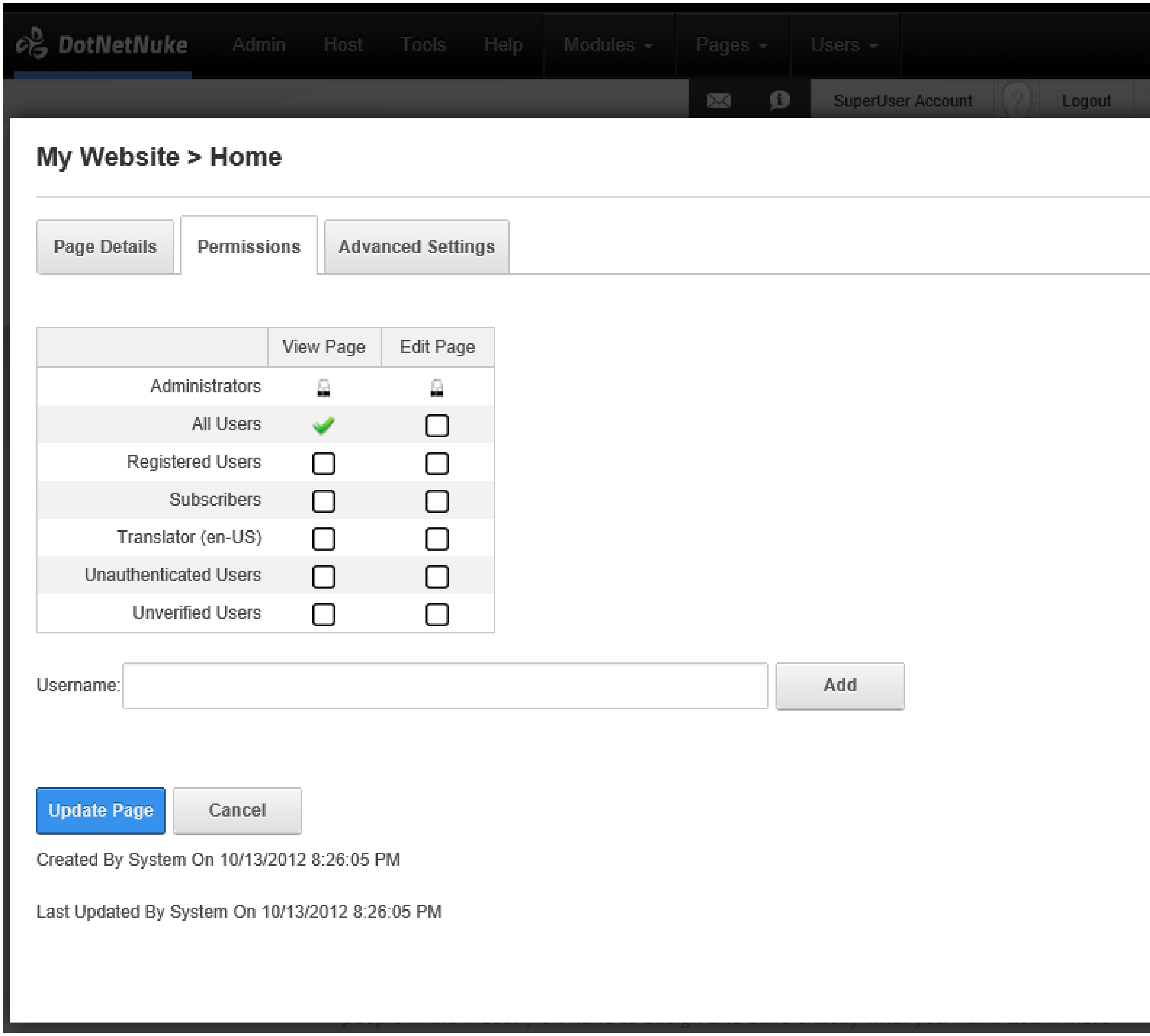


Page Permissions in DNN Professional Edition

Community Edition Permissions

Here is the list of page permissions available in Community Edition:

- **View Page**: View permissions enable users to view the page.
- **Edit Page**: Edit permissions give users full administrative rights for the page.



Page Permissions in DNN Community Edition

Setting Page Permissions

How to set page permissions by username and roles. Note: Access to view and set page permissions are only available to Administrators and users with Edit/Full Control permissions for the page. See "About Page Permissions"

Tip: When setting Permissions, you can change the selection at Filter By Group and set permissions for any of the roles within that group before updating.

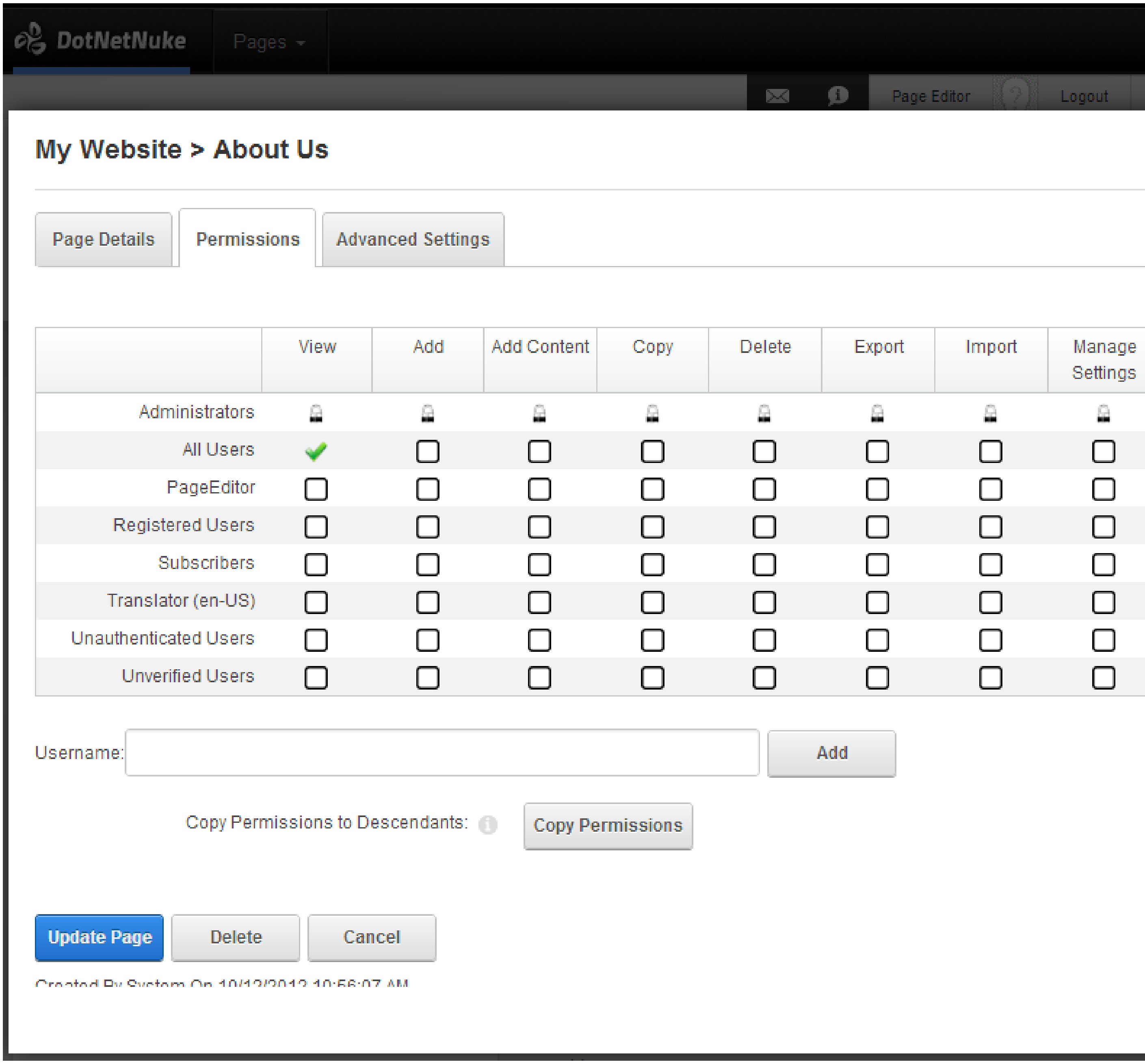
Important. In DNN Community edition two permissions called View and Edit permissions are available for managing pages. In DNN Professional and Enterprise Editions there are ten different permissions for page management.

1. Select **Page Permissions** from the Edit Page menu on the **ControlBar**.
2. At **Username**, enter the username of a user that you want to grant or deny page permissions to, and then click the Add link.
3. **Optional.** At **Filter By Group**, select from the following options:
   - **< All Roles >**: Select to view all roles (both global role and roles groups) in one single list.
   - **< Global Roles >**: Select to view all roles which are not associated with a Role Group. E.g. Administrators, All Users, Registered Users, and Unauthenticated Users.
   - **[Role Group Name]**: Select the name of a Role Group to view the roles within that group.
4. In the **View** (or **View Page**) column, click on the check box beside a user/role repeatedly until the correct permission is displayed.
   - **Permission Granted**:: Permission to view the page is granted.
   - **Permission Denied**: Permission to view the page is denied, unless Full Control is granted.
   - **Not Specified**: Permissions are not specified. Users cannot view the page unless they belong to another role/username which has been granted permission, or are granted Full Control/Edit Page permissions.
5. If you are using DNN Community Edition, skip to the final step in this tutorial.
6. In the **Add** column, select from these options:
   - **Permission Granted**: Users with Add permissions for a page can add child pages to that page. They cannot add any parent pages, and they cannot add child pages to any other pages.
   - **Permission Denied**: Permission to add child pages is denied, unless Full Control is granted.

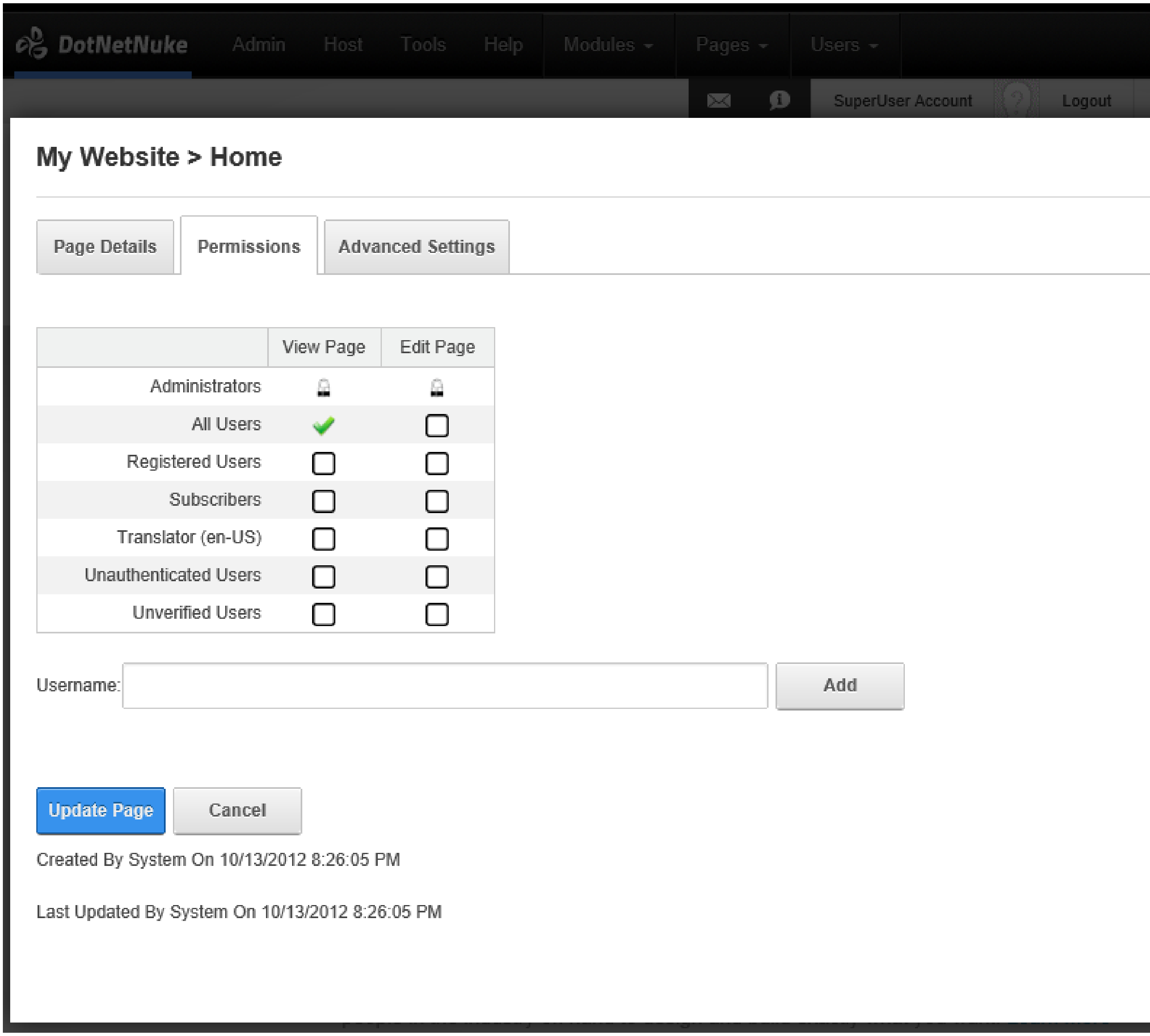
- ☐ **Not Specified**: Permissions are not specified. Users are unable to add pages unless they belong to another role/username which has been granted permission.

7. In the **Add Content** column, select from these options:
   - ✔**Permission Granted**: Users with Add Content permissions for a page can edit content on the page. These users can add, move and delete modules, as well as manage the content and settings for modules on the page.
   - ⛔**Permission Denied**: Permission to add and manage module content is denied, unless Full Control is granted.
   - ☐ **Not Specified**: Permissions are not specified. Users are unable to view the page unless they belong to another role/username which has been granted permission.
8. In the **Copy** column, select from these options:
   - ✔**Permission Granted**: Users with Copy permission can make a copy any page they can view. The new page can only be a child of the page they have copy permissions for.
   - ⛔**Permission Denied**: Permission to copy the page is denied, unless Full Control is granted.
   - ☐ **Not Specified**: Permissions are not specified. Users are unable to copy the page unless they belong to another role/username which has been granted permission.
9. In the **Delete** column, select from these options:
   - ✔**Permission Granted**: Users with Delete permissions can delete the page. If the page has child pages they are also deleted when the parent is deleted, however the user does not automatically have Delete permissions for these child pages.
   - ⛔ **Permission Denied**: Permission to delete the page is denied, unless Full Control is granted.
   - ☐ **Not Specified**: Permissions are not specified. Users are unable to delete the page unless they belong to another role/username which has been granted permission.
10. In the **Export** column, select from these options:
    - ✔**Permission Granted**: Users with Export permissions can export a page.
    - ⛔ **Permission Denied**: Permission to export the page is denied, unless Full Control is granted.
    - ☐ **Not Specified**: Permissions are not specified. Users are unable to export the page unless they belong to another role/username which has been granted permission.

11. In the **Import** column, select from these options:
    - ✔**Permission Granted**: Users with Import permissions can import a page.
    - ⛔**Permission Denied**: Permission to import the page is denied, unless Full Control is granted.
    - ☐ **Not Specified**: Users cannot import the page unless Full Control/Edit permission is granted.
12. In the **Manage Settings** column, select from these options:
    - ✔**Permission Granted**: Users with Manage Settings permissions can change the page settings. Users can edit all of the settings on the Settings page, except for the permissions section which will not be visible.
    - ⛔**Permission Denied**: Permission to manage settings the page is denied, unless Full Control is granted.
    - ☐ **Not Specified**: Permissions are not specified. Users are unable to manage settings for the page unless they belong to another role/username which has been granted permission.
13. In the **Navigate** column, select from these options:
    - ✔**Permission Granted**: Users with Navigate permissions can view a page in the navigation menu. Users can have this permission without view permissions, in which case they will not be able to view any content on the page but the page will be visible in the menu.
    - ⛔**Permission Denied**: Permission to navigate to the page is denied, unless Full Control is granted.
    - ☐ **Not Specified**: Permissions are not specified. Users are unable to navigate to the page unless they belong to another role/username which has been granted permission.
14. In the **Full Control** (or **Edit Page**) column, select from these options:
    - ✔**Permission Granted**: Users with Full Control permissions have full administrative rights for the page. This permission is the same as the Edit Page permission in the Community Edition. This role overrides other settings.
    - ⛔**Permission Denied**: Permission to delete the page is denied, unless Full Control is granted.
    - ☐ **Not Specified**: Permissions are not specified.
15. Click the Update Page link.



Page Permissions in DNN Professional and Enterprise Editions



Page Permissions in DNN Community Editions

Related Topics:

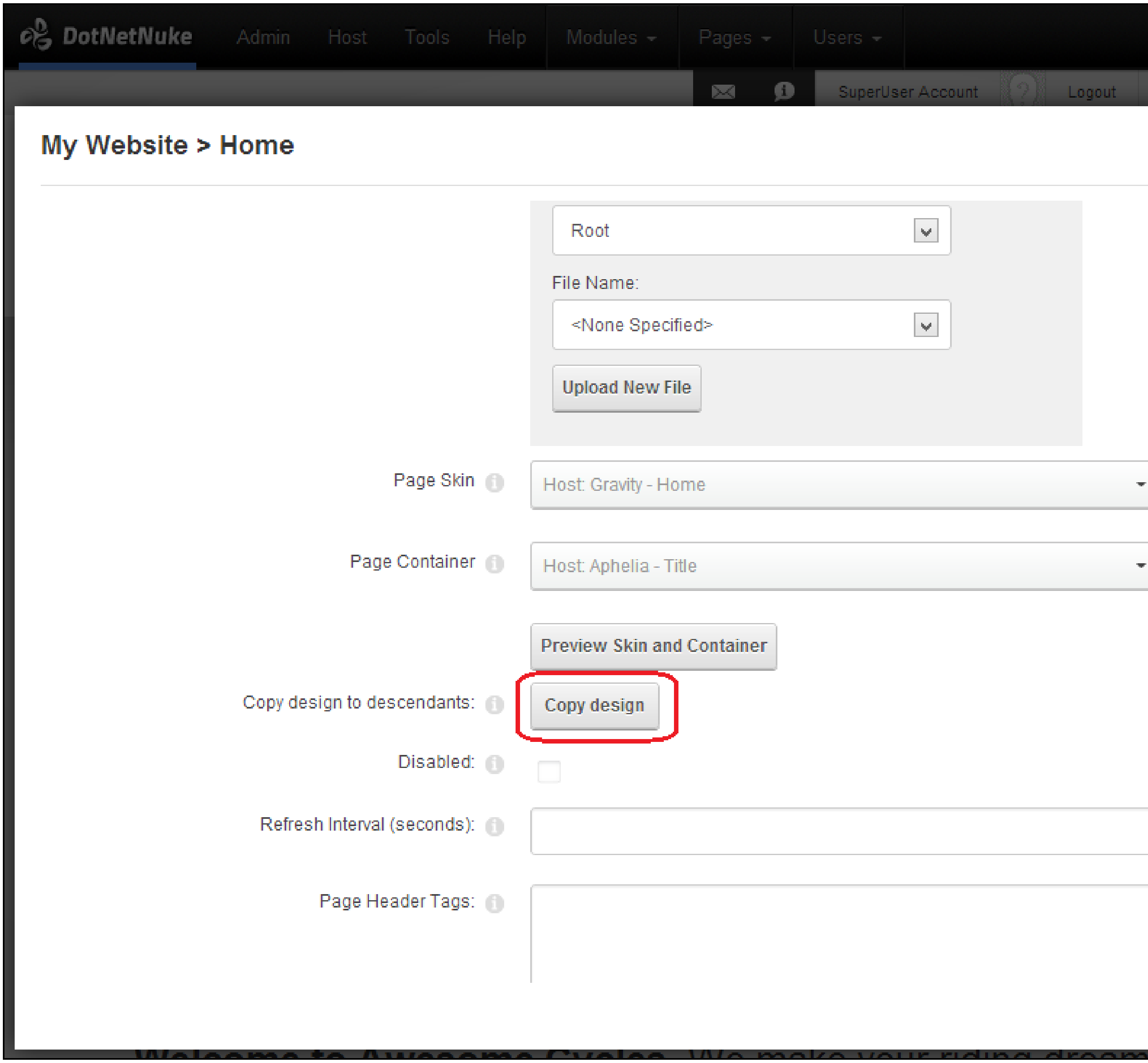
- See "Understanding Role Based Access"
- See "About Page Permissions"

Advanced Settings for Existing Pages

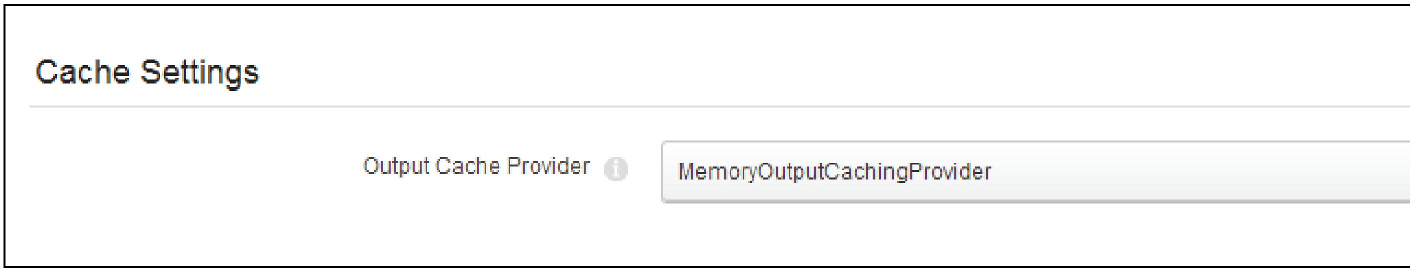
How to set the advanced settings for existing pages on the Page Settings page (See "Editing Page Settings"). Note: All advanced page settings are optional.

1. Select **Page Settings** from the Edit Page menu on the **ControlBar**.
2. Select the **Advanced Settings** tab.
3. Expand the **Appearance** section.
4. At **Icon**, select the image to be displayed beside the page name in the menu. This image is also used as the Small Icon for any Console module relating to this page. Select the location of the required icon from these options:
   - **File (A File On Your Site)**, select to choose any image. See "Uploading and Linking to a File"
     1. Set the link to an existing file (See "Setting a File Link") or a new file (See "Uploading and Linking to a File"). Note: You can remove the icon from this and the following field by selecting **< None Specified >** as the File Name when setting a file link.
   - **System Image**: Select to choose an icon which is part of your DNN application. This displays a list of available images.
     1. Select the required image.
5. At **Large Icon**, using the same steps as for the above field, select an image to be used as the Large Icon for any Console module relating to this page.
6. At **Page Skin**, select a skin from the drop down list. The default option is **< None Specified >** which uses the default site skin. See "Setting the Default Site Skin and Container"
7. At **Page Container**, select a container from the drop down list. The default option is **< None Specified >** which uses the default site container.
8. At **Copy Design to Descendants**, click the Copy Design link. See "Copying Design to Child Pages". This setting is only available on existing pages for users who have Edit Page/Manage Settings permissions for child pages.
9. At **Disabled**, select from these options:
   - Check the check box if the page name is not a link. I.e. When you click on the page name in the menu nothing happens. This option is typically selected for a parent page to provide a way for users to navigate to its child pages.
   - Uncheck the check box for this page name to be a link to the page. This is the default option.

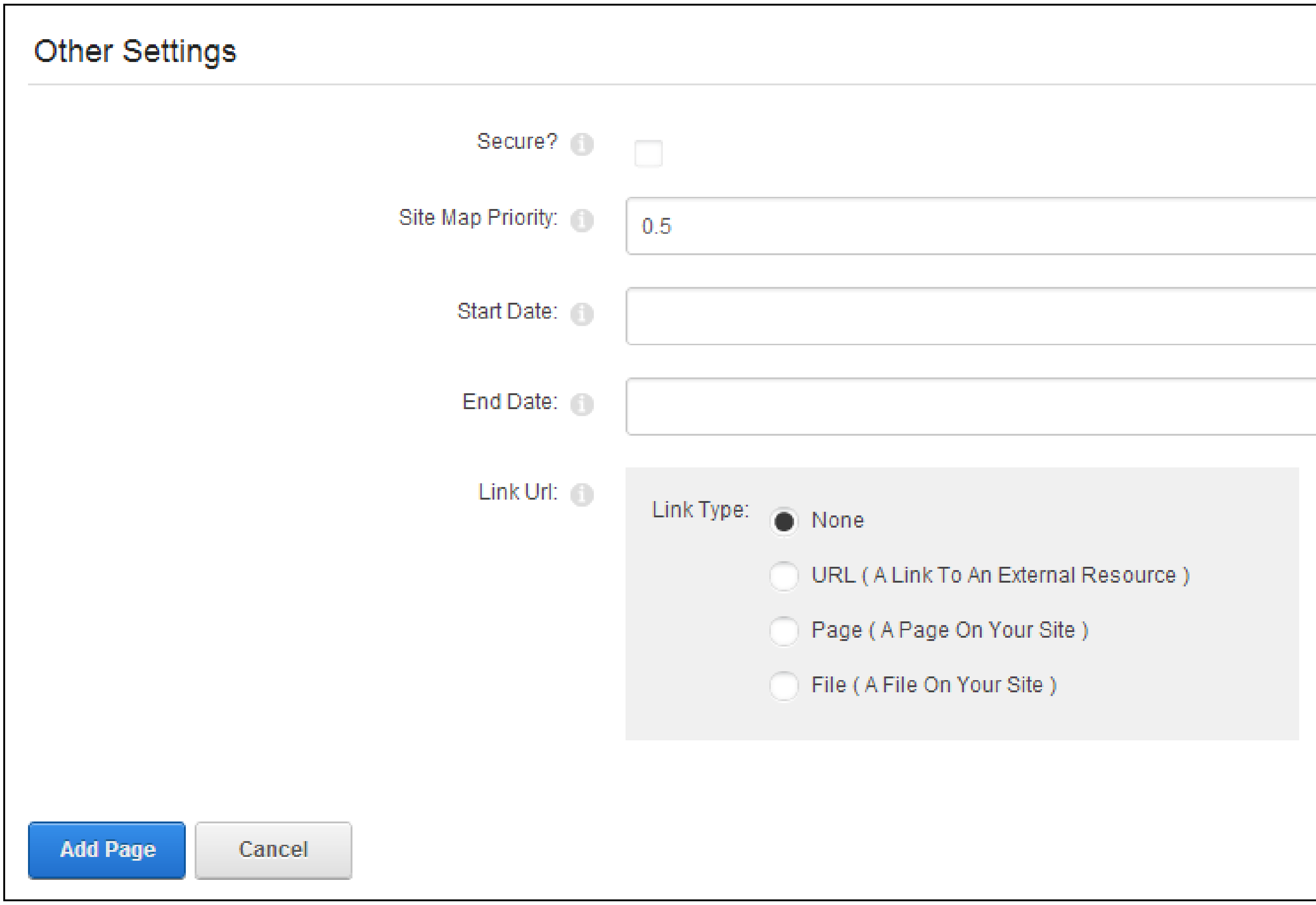
10. In the **Refresh Internal (seconds)** text box, enter the interval to wait between automatic page refreshes. (E.g. Enter "60" for 1 minute or 60 seconds.) Leave field blank to disable.
11. In the **Page Header Tags** text box, enter any tags (i.e. meta-tags) that should be rendered in the "HEAD" tag of the HTML for this page



12. Expand the **Cache Settings** section.
13. At **Output Cache Provider**, select the provider to use for this page from these options:
    - **FileOutputCachingProvider**:
    - **DatabaseOutputCachingProvider**:
    - **MemoryOutputCachingProvider**:



14. Expand the **Other Settings** section.
15. At **Secure?**, check the check box to force this page to use a secure connection (SSL). This option will only be enabled if the host has enabled SSL - OR - Uncheck the check box remove use of SSL connection.
16. In the **Site Map Priority** text box, enter the desired priority (between 0 and 1.0). This helps determine how this page is ranked in Google with respect to other pages on your site (0.5 is the default).
17. At **Start Date**, click the **Calendar** icon and select the first date the page is viewable.
18. At **End Date**, click the **Calendar** icon and select the last date the page is viewable. Note: Expired pages can be viewed by Administrators via the Admin > Pages page. See "Viewing any Page (Pages Module)"
19. At **Link URL**, to set this page to be a navigation link to another resource, select or add the link here. See "About the Link Control"
20. At **Permanently Redirect?**, check the check box to notify the client that this page should be considered as permanently moved. This would allow Search Engines to modify their URL's to directly link to the resource. Note: This setting is ignored if the Link Type is set to None.
21. Click the Update Page link.

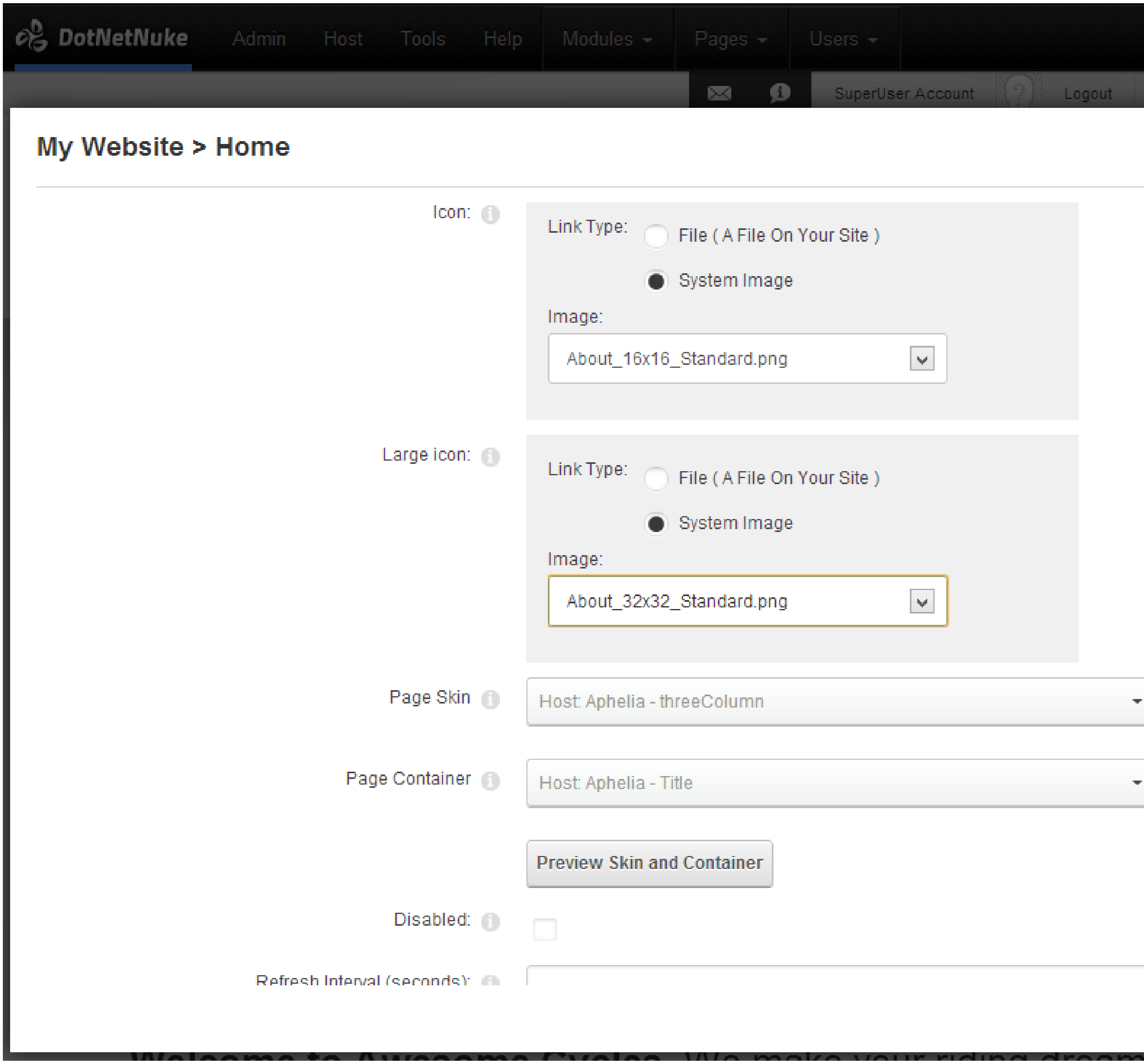


Advanced Settings for New Pages

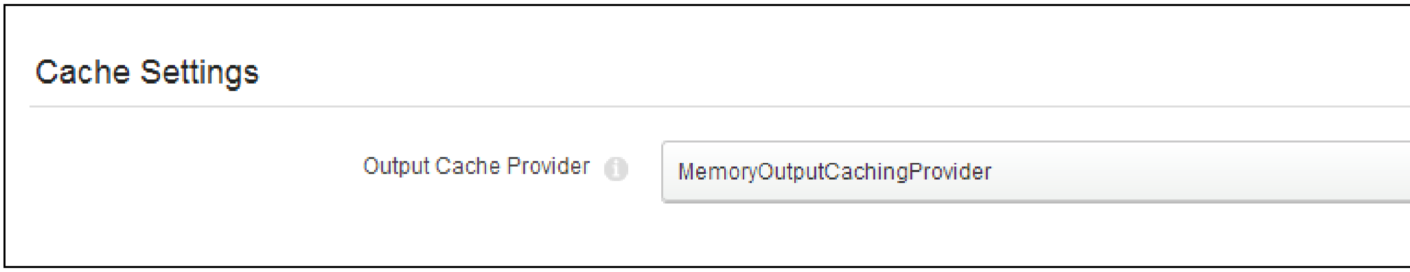
An overview of the advanced settings for new pages. All advanced page settings are optional. This topic assumes you are in the process of adding a new page (See "Adding a New Page"). If you are editing an existing page See "Editing Page Settings" which has a few differences to page settlings for new pages.

1. Select the **Advanced Settings** tab.
2. The **Appearance** section will be open.
3. At **Icon**, select the image to be displayed beside the page name in the menu if the menu you are using shows Page icons. This image is also used as the Small Icon for any Console module relating to this page. Select the location of the required icon from these options:
   - **File (A File On Your Site)**, select to choose any image. See "Uploading and Linking to a File" .

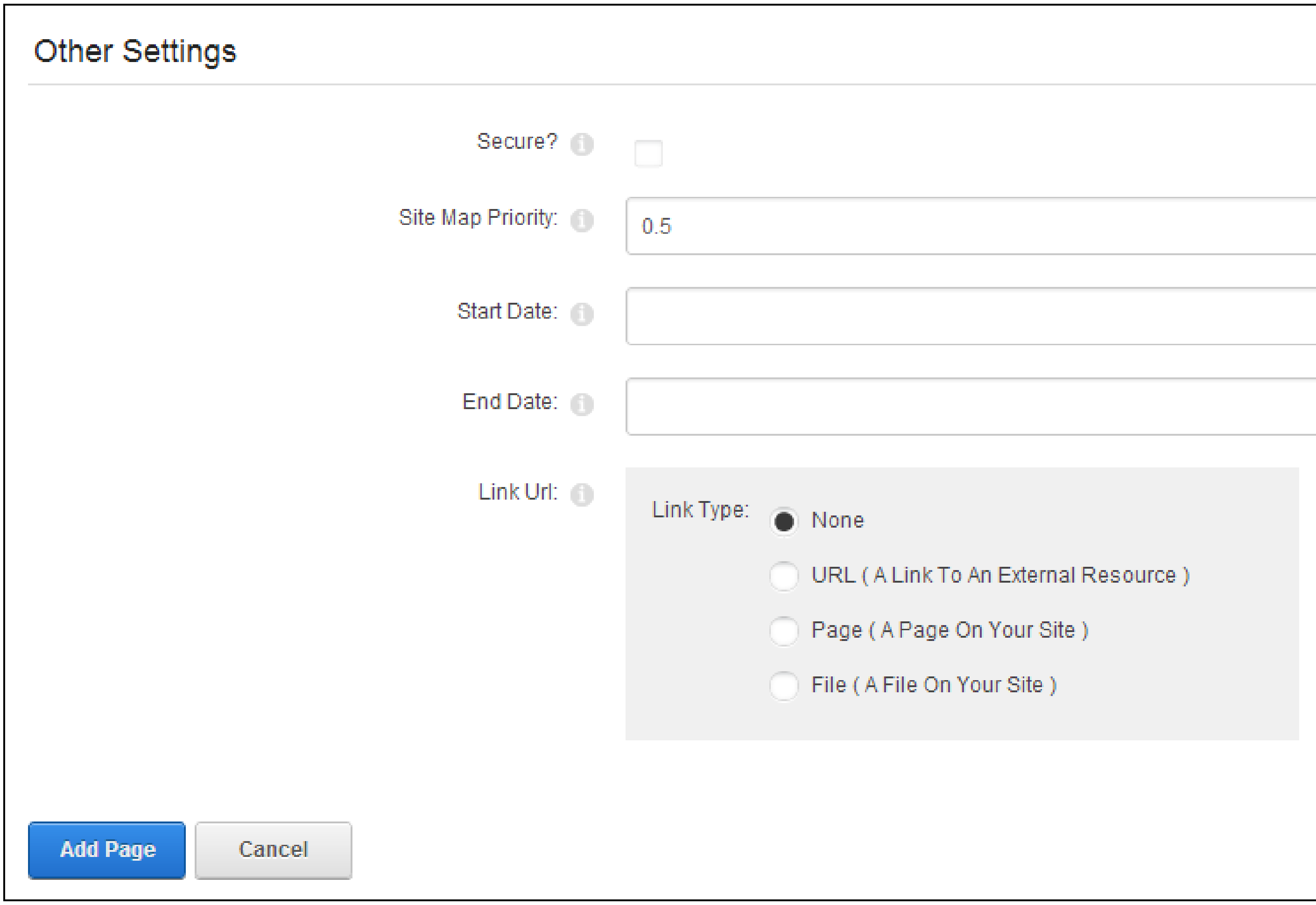
        1. Set the link to an existing file (See "Setting a File Link") or a new file (See "Uploading and Linking to a File"). Note: You can remove the icon from this and the following field by selecting **< None Specified >** as the File Name when setting a file link.
    - **System Image**: Select to choose an icon which is part of your DNN application. This displays a list of available images.
        1. Select the required image.
4. At **Large Icon**, using the same steps as for the above field, select an image to be used as the Large Icon for any Console module relating to this page.
5. At **Page Skin**, select a skin from the drop down list. The default option of **< None Specified >** uses whichever skin is set as the default for this site. See "Setting the Default Site Skin and Container"
6. At **Page Container**, select a container from the drop down list. Note: The default option of **< None Specified >** uses the skin is set as the default for this site.
7. In the **Refresh Internal (seconds)** text box, enter the interval to wait between automatic page refreshes. (E.g. Enter "60" for 1 minute or 60 seconds.) Leave field blank to disable.
8. In the **Page Header Tags** text box, enter any tags that should be rendered in the "HEAD" tag of the HTML for this page.



9. Expand the **Cache Settings** section.
10. At **Output Cache Provider**, select the provider to use for this page from these options:
    - FileOutputCachingProvider
    - DatabaseOutputCachingProvider
    - MemoryOutputCachingProvider



11. Expand the **Other Settings** section.
12. At **Secure?** check the check box to force this page to use a secure connection or secure socket layer (SSL). This option requires the Administrator to configure the SSL Settings on the Admin > Site Settings page.
13. At **Site Map Priority**, enter the desired priority (between 0 and 1.0). This helps determine how this page is ranked in Google with respect to other pages on your site (0.5 is the default).
14. At **Start Date**, click the **Calendar** icon and select the first date the page is viewable.
15. At **End Date**, click the **Calendar** icon and select the last date the page is viewable. Note: Expired pages can be viewed by Administrators via the Admin > Pages page.
16. At **Link URL**, to set this page to be a navigation link to another resource (rather than displaying the page itself), select or add the link here. See "About the Link Control"
17. At **Permanently Redirect?**, check the check box to notify the web browser that this page should be considered as permanently moved. This enables Search Engines to modify their URL's to directly link to the resource. Note: This setting is ignored if the Link Type is set to **None**.



18. Click the Update Page link.

Tip: If a Small Icon is set for the page, it will also be used as the small icon for any Console module which is added to the page.

Related Topics:

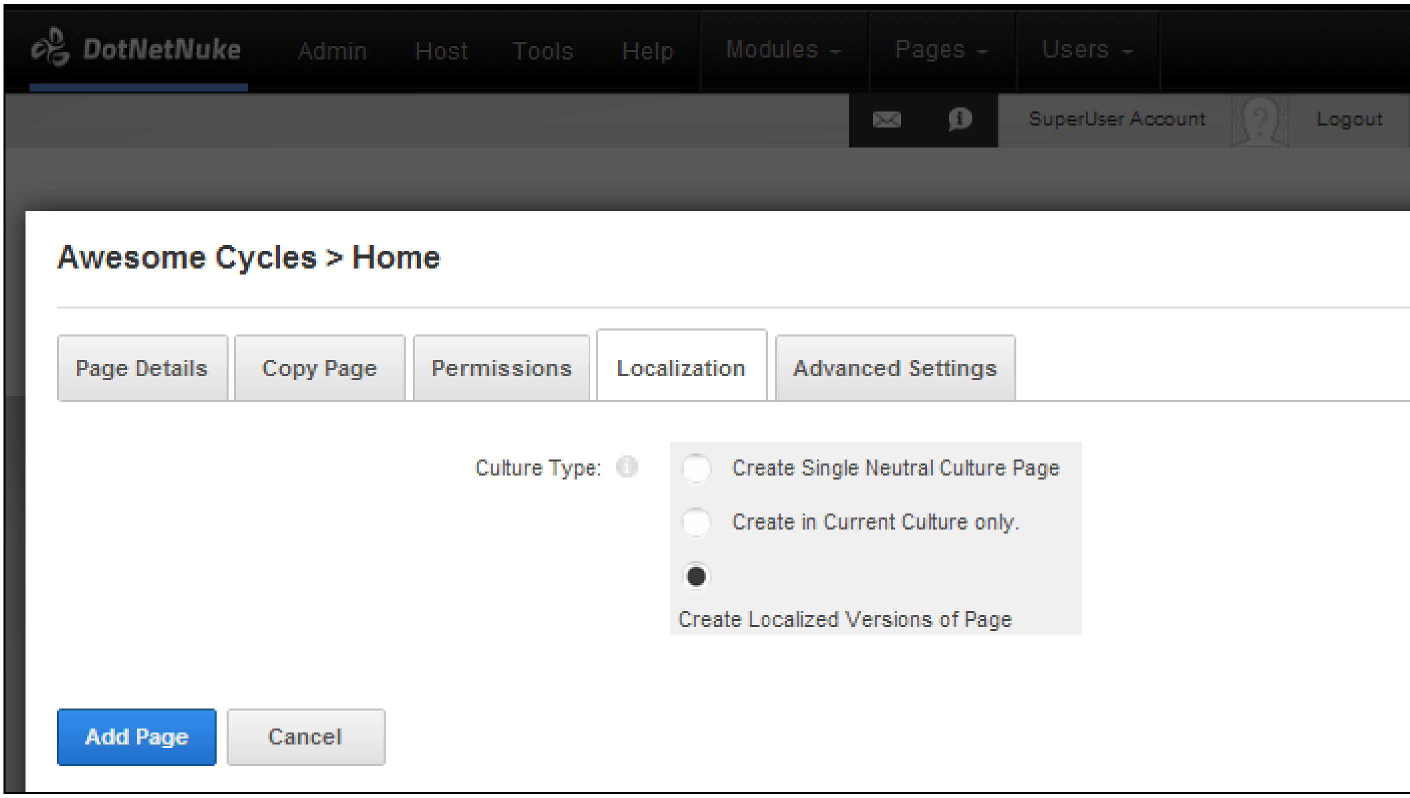
- See "Working with the Calendar"
- See "About the Console Module"

Localization Settings for New Pages

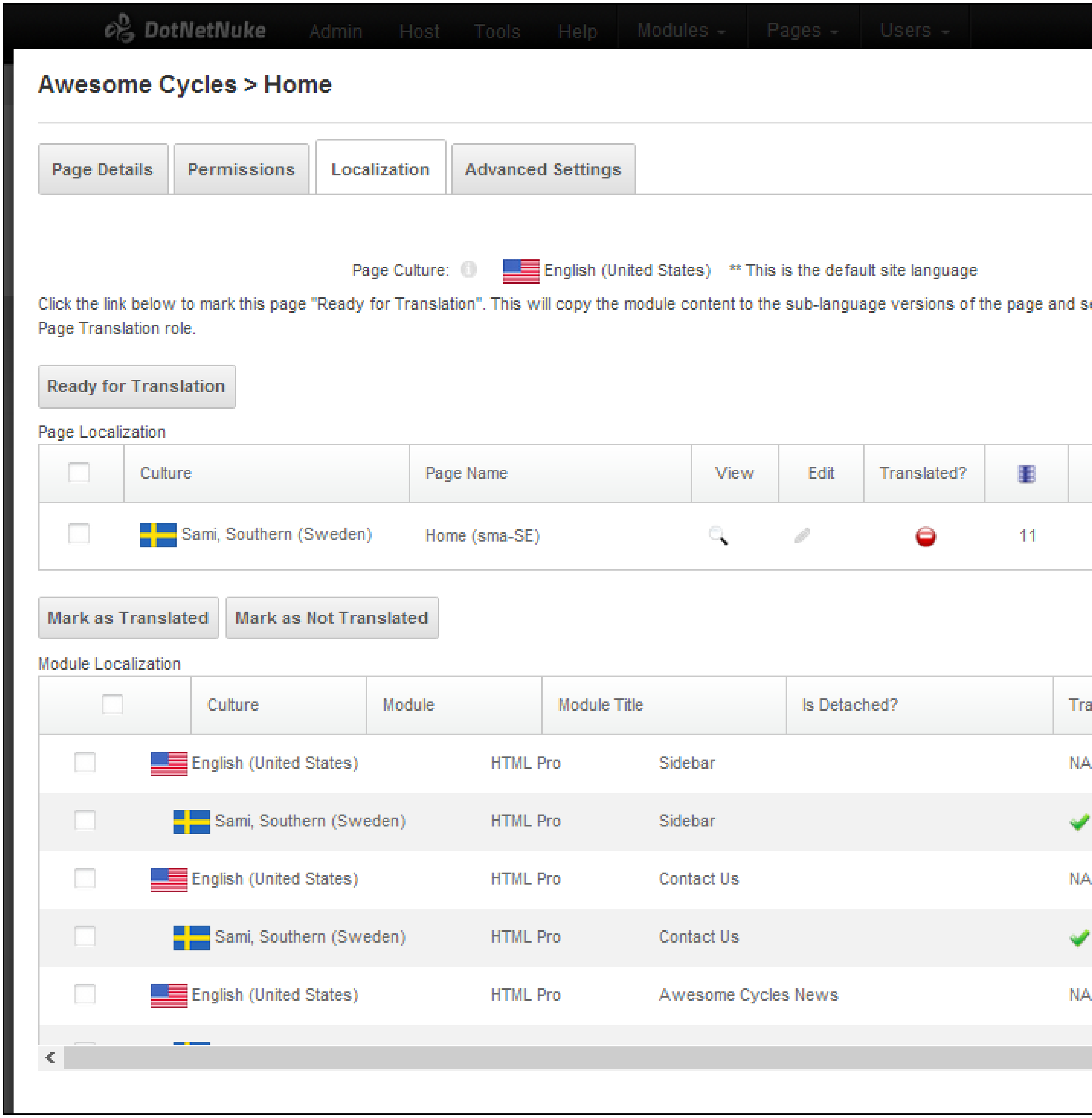
How to set the Localization setting for pages on the Page Settings page.

Prerequisites. The Localization section only displays if content localization is enabled.

1. Go to the **Localization** section.
2. At **Culture Type**, select from the following:
   - **Create Single Neutral Culture Page**: Select to create a single page which is shared for all languages.
   - **Create Localized Versions of Page**: Select to create a version of this page for each language. This is the default option.
   - **Create in Current Culture only**: Select to create a page for the language you are currently viewing the site in.



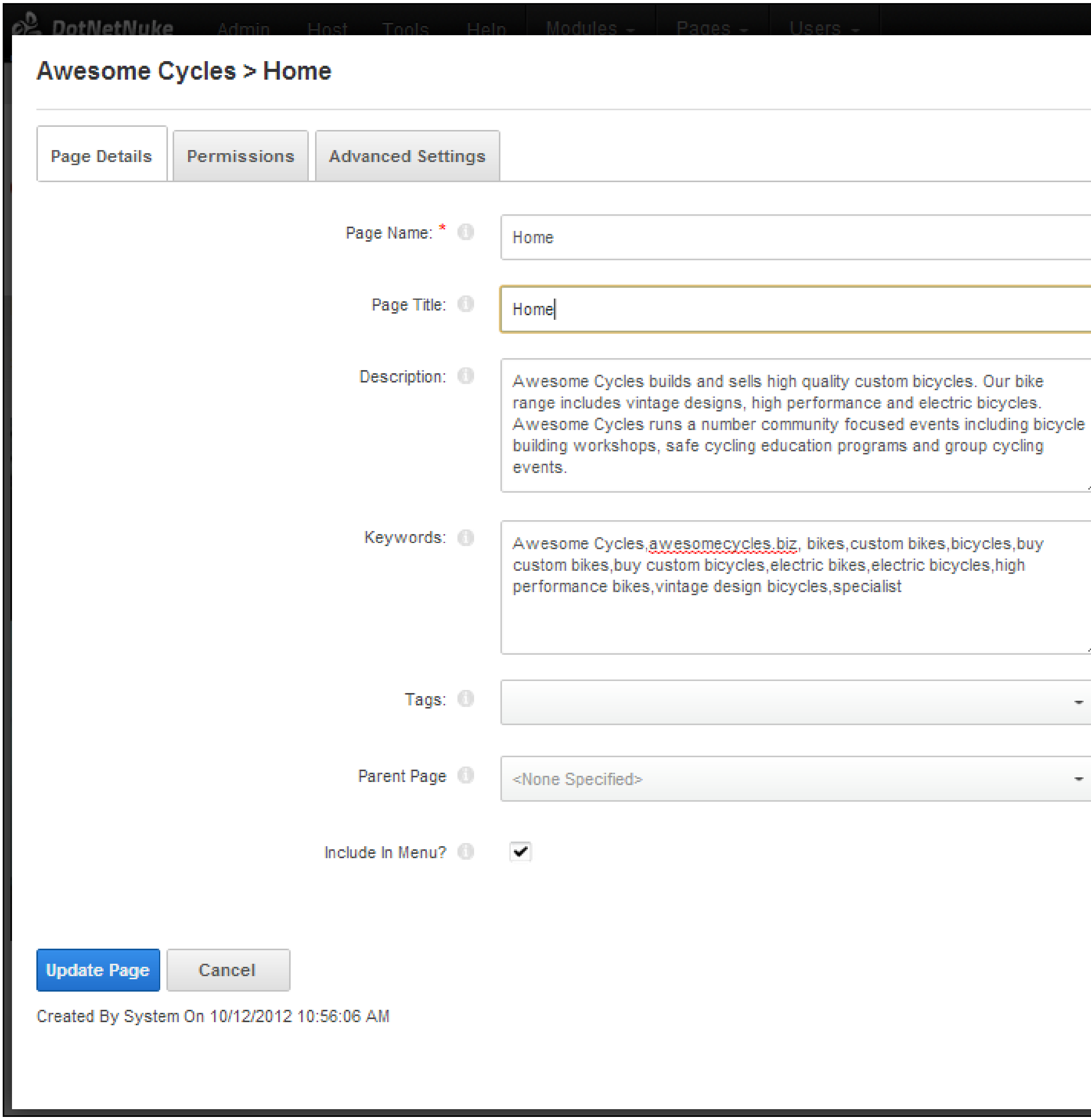
Note: If **Create Localized Versions of Page** is selected, the below information is displayed once the Add Page link is clicked. This will enable you to set pages as Ready for Translation, however you will most likely want to add modules and content beforehand.


DotNetNuke
Admin
Host
Tools
Help
Modules
Pages
Users
Awesome Cycles > Home
Page Details
Permissions
Localization
Advanced Settings
Page Culture:
English (United States)
** This is the default site language
Click the link below to mark this page "Ready for Translation". This will copy the module content to the sub-language versions of the page and se
Page Translation role.
Ready for Translation
Page Localization
Culture
Page Name
View
Edit
Translated?
Sami, Southern (Sweden)
Home (sma-SE)
11
Mark as Translated
Mark as Not Translated
Module Localization
Culture
Module
Module Title
Is Detached?
Tra
English (United States)
HTML Pro
Sidebar
NA
Sami, Southern (Sweden)
HTML Pro
Sidebar
English (United States)
HTML Pro
Contact Us
NA
Sami, Southern (Sweden)
HTML Pro
Contact Us
English (United States)
HTML Pro
Awesome Cycles News
NA

Page Details Settings for Existing Pages

How to set page details settings for existing pages using the Page Settings page. See "Editing Page Settings" to begin this process. Note: Page Name is the only required field.

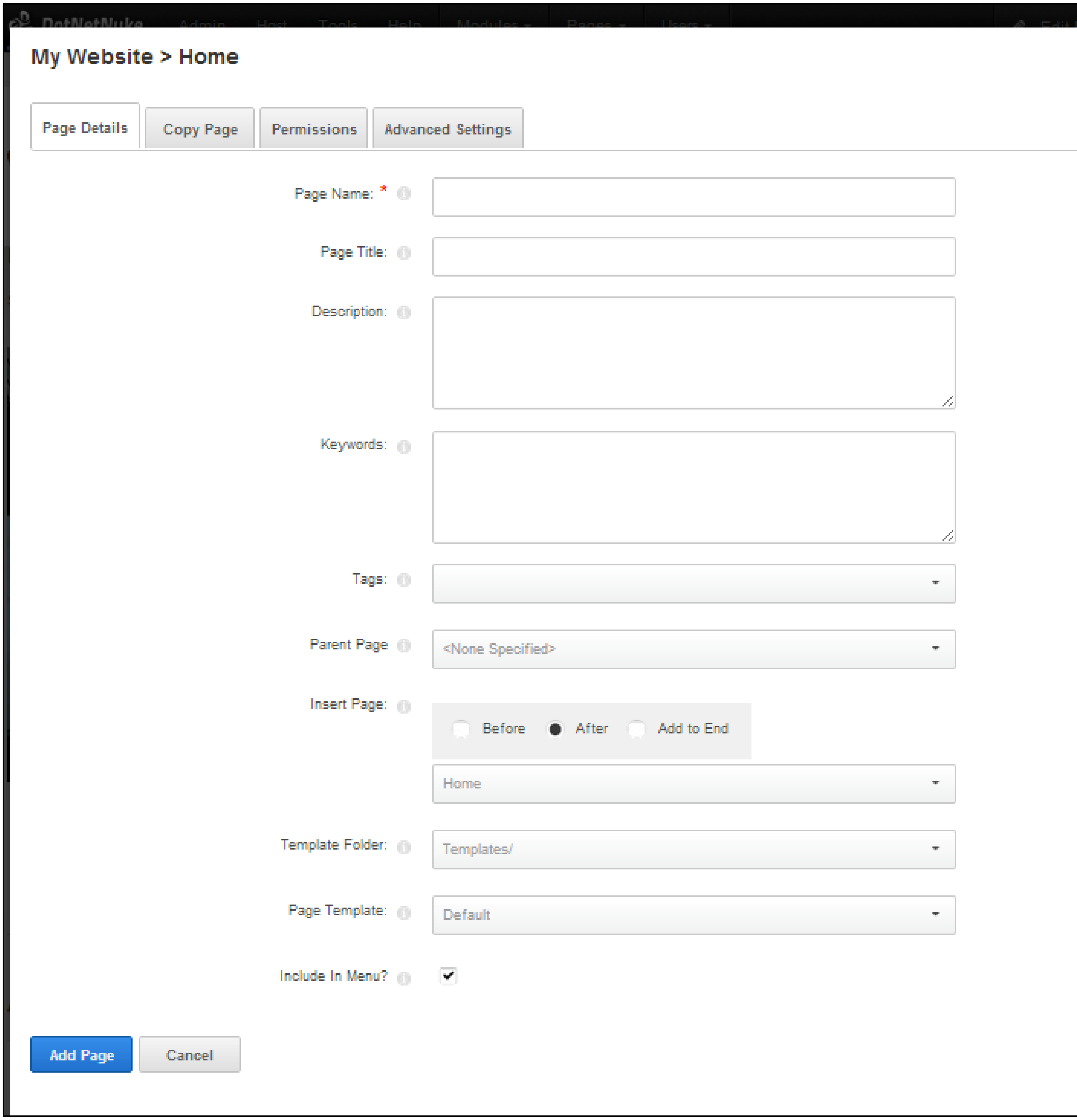
1. Select the **Page Details** tab.
2. In the **Page Name** text box, enter a name for the page. If this page is displayed in the menu, this will be the name in the menu.
3. In the **Page Title** text box, enter a short, descriptive sentence summarizing the page content. The title is used by search engines to identify the information contained on the page. It is recommended that the title contains at least 5 highly descriptive words and does not exceed 200 characters.
4. In the **Description** text box, enter a description of the page content. The description is used by search engines to identify the information contained on the page. It is recommended that the description contains at least 5 words and does not exceed 1000 characters.
5. In the **Keywords** text box, enter key words for this page separated by comma.
6. At **Tags**, check the check box beside a tag that is associated with the content of this page. Repeat to associate additional tags. Page tagging is a way of categorizing content for more meaningful search results. Note: Tags can be created by users (See "Tagging Page Content") or editors (See "Creating a Vocabulary").
7. At **Parent Page**, select **< None Specified >** to set this page as a parent page - OR - Select the parent page from the drop down list. Note: Users can only select parent pages which they have been granted **Add**, **Full Control** permissions for (Edit permissions in Community Edition)
8. At **Include In Menu?**, check the check box to include this page in the menu - OR - Uncheck the check box to hide the page.
9. Click the **Update Page** button.


DotNetNuke
Admin
Host
Tools
Help
Modules
Pages
Users
Awesome Cycles > Home
Page Details
Permissions
Advanced Settings
Page Name: *
Home
Page Title:
Home
Description:
Awesome Cycles builds and sells high quality custom bicycles. Our bike range includes vintage designs, high performance and electric bicycles. Awesome Cycles runs a number community focused events including bicycle building workshops, safe cycling education programs and group cycling events.
Keywords:
Awesome Cycles,awesomecycles.biz, bikes,custom bikes,bicycles,buy custom bikes,buy custom bicycles,electric bikes,electric bicycles,high performance bikes,vintage design bicycles,specialist
Tags:
Parent Page
<None Specified>
Include In Menu?
Update Page
Cancel
Created By System On 10/12/2012 10:56:06 AM

Page Details Settings for New Pages

How to set page details settings for new pages using the Page Settings page. Note: The Page Name field is the only mandatory field. This topic assumes you have already begun the process of adding a new page. See "Adding a New Page"

1. Select the **Page Details** tab.
2. In the **Page Name** text box, enter a name for the page. If this page is displayed in the menu, this will be the name in the menu.
3. In the **Page Title** text box, enter a short, descriptive sentence summarizing the page content. The title is used by search engines to identify the information contained on the page. It is recommended that the title contains at least 5 highly descriptive words and does not exceed 200 characters.
4. In the **Description** text box, enter a description of the page content. The description is used by search engines to identify the information contained on the page. It is recommended that the description contains at least 5 words and does not exceed 1000 characters.
5. In the **Keywords** text box, enter key words for this page separated by comma.
6. At **Tags**, check the check box beside a tag that is associated with the content of this page. Repeat to associate additional tags. Page tagging is a way of categorizing content for more meaningful search results. Note: Tags can be created by users (See "Tagging Page Content") or editors (See "Creating a Vocabulary").
7. At **Parent Page**, select **< None Specified >** to set this page as a parent page - OR - Select the parent page from the drop down list. Note: Page Editors can only select parent pages which they are authorized to edit.
8. At **Insert Page**, select from these options to choose the location of the new page in the menu:
   - Select a page from the drop down list and then select to add the new page either **Before** or **After** that page in the menu on the current level.
   - Select **Add to End** to add the new page to the end of the menu on the current level.
9. **Optional.** Set a page template which allows you to add modules with optional content to a new page. Note: This option is not available when copying a page. Complete the following to set the template for this page:
   1. At **Template Folder**, select the folder where the required template is located.
   2. At **Page Template**, select the required template.
10. At **Include In Menu?**, check the check box to include this page in the menu- OR - Uncheck the check box to hide the page.
11. Click the **Add Page** button.



Basic Settings for New Pages

Related Topics:

- See "About the Taxonomy Manager Module"

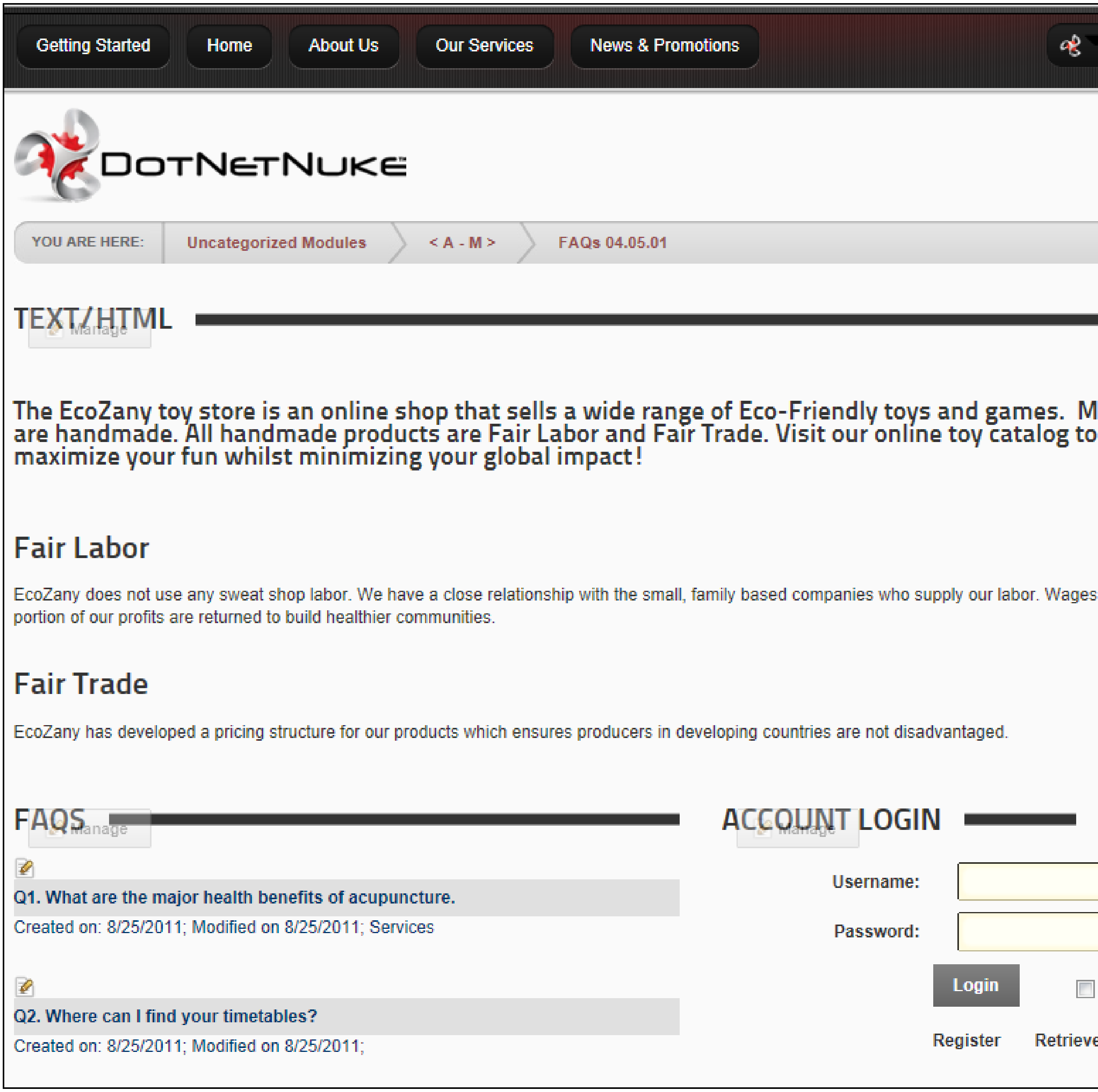
Adding and Managing Modules

About Modules

DNN uses a modular design system to display content on a page. One or more modules are added to each page allowing you to create and manage content. There are many different types of modules, each managing a different type of site content or site administrative task.

DNN supports a number of Project Modules which are maintained by active DNN community members and freely distributed as open source projects. These Project Modules can be deployed and installed on your site for no charge. The wider DNN community also produce and sell commercial modules. DNN modules and other types of extensions can be obtained from the DotNetNuke Store (http://store.dotnetnuke.com/).

Many of the modules that are located on the Admin Console pages can also be deployed and added to site pages. These modules (sometimes referred to as Admin or Administration modules) enable authorized users to undertake site administrative tasks, such as managing user accounts, security roles and vendor accounts.



Note: All users can perform the following actions on modules, however these actions may be disabled on one or more modules.

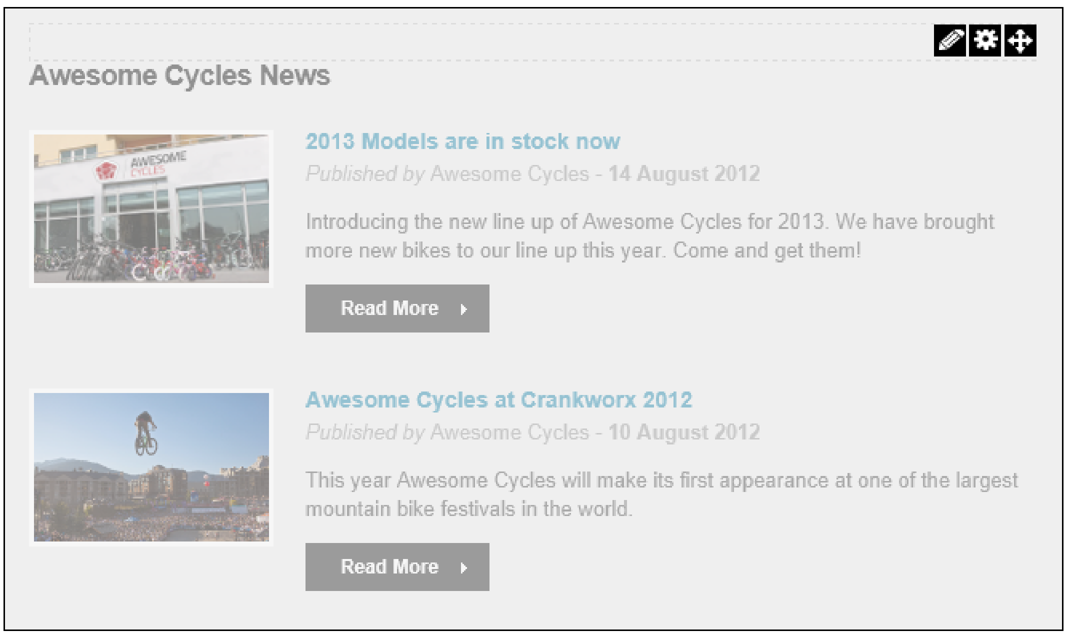
- See "Minimizing and Maximizing Content"
- See "Printing Content"
- See "Subscribing to Syndicated Content"
- See "Tagging Page Content"

Related Topics:

- See "About Module Settings" and the related section for details on setting the module settings that are common to all modules.

Module Actions Menu

The module actions menu is displayed across the top of a module to users with appropriate permissions and provides quick access to module editing tools, module management tools and the module settings page.



The Module Actions Menu

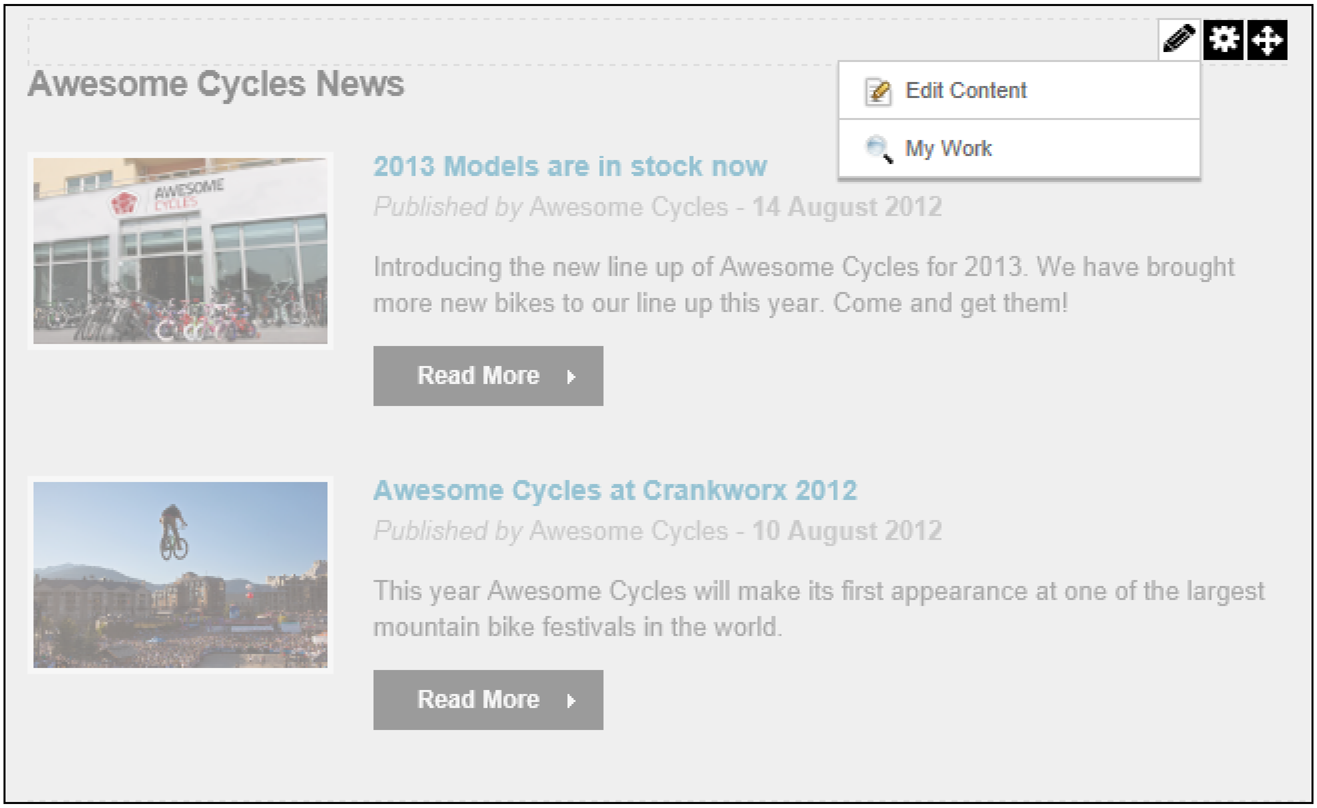
Opening the Module Actions Menu

How to view the options available to you on the module actions menu. Note: Some menu options are role restricted.

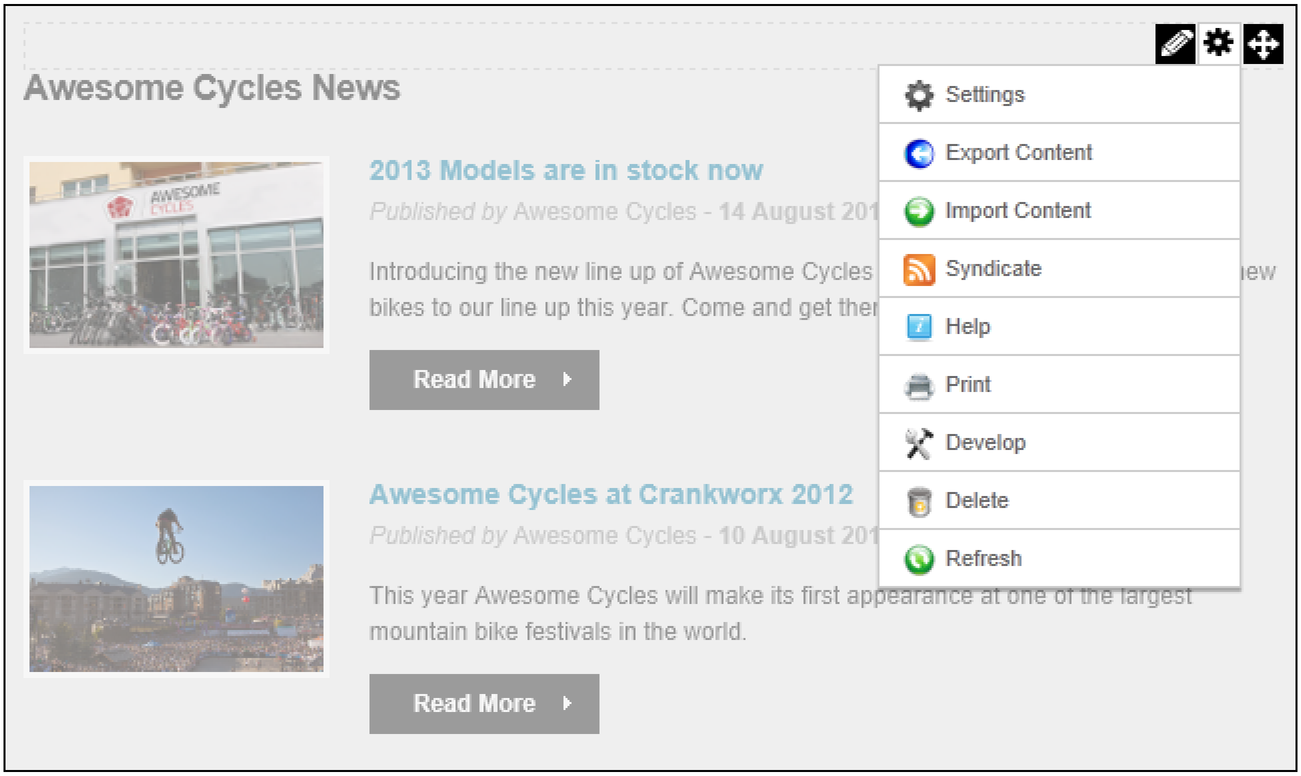
Prerequisite. If the Control Panel is displayed, it must be in Edit Mode to view and access the module action menu.

The tools of the module action menu are divided into the three following groups:

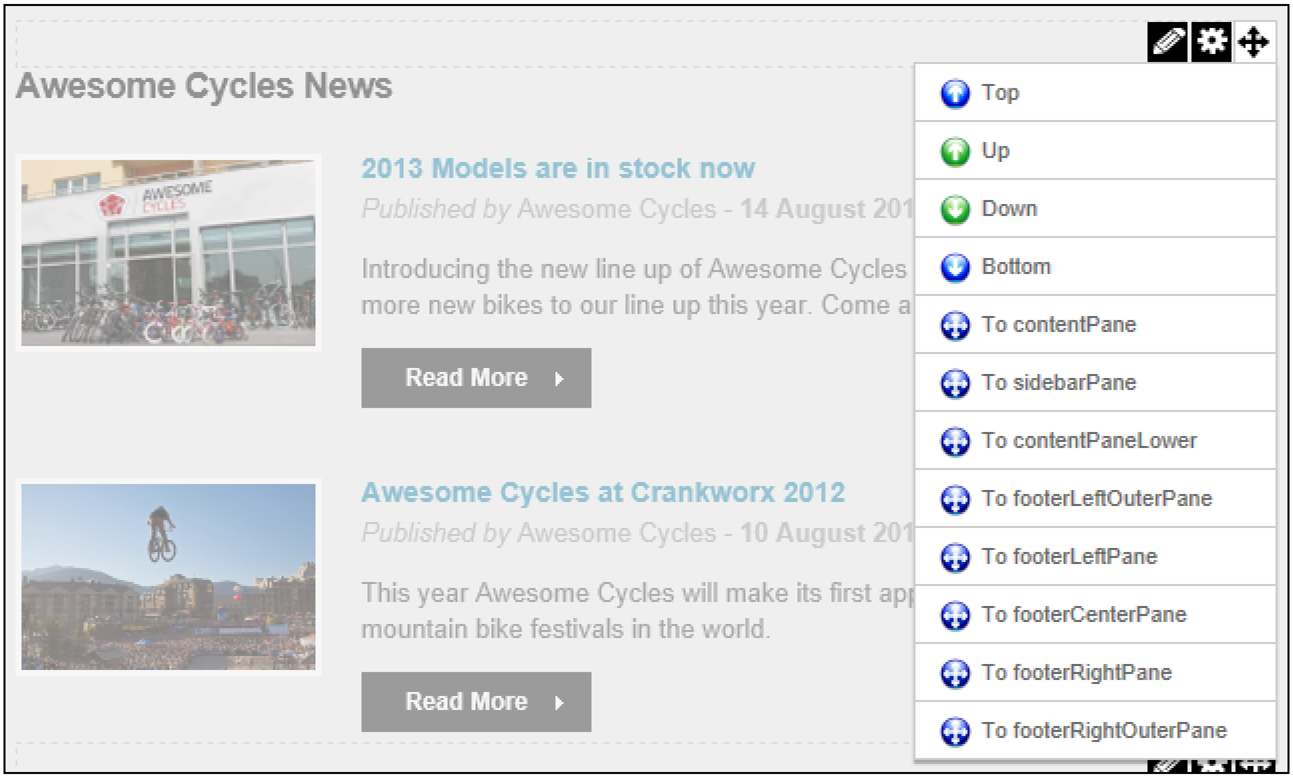
- **Edit**: Mouse over the **Edit** button to display the editing tools available to the current user. Options typically include **Edit Content** and **My Work** for the HTML/HTML Pro modules) and **Add New Item** for other modules.



- **Manage**: Mouse over the **Manage** button to display the module management tools that are available to this user.



- **Move**: Mouse over the **Move** button to display a list of the panes for this page where the user can move this module to.



Edit Tools

Name	Function
Edit Content	Add new content or edit the existing content to the module. See "Adding Module Content"
My Work	View your current workflow tasks for the HTML/HTML Pro module.

Manage Tools

Name	Function
Manage	
Settings	Opens the module settings page for this module. This page provides Page Editors and Administrators with access to configure a wide range of module settings. Important. Ensure Mode is set to Edit on the Control Panel. 1. Select **Settings** from the module actions menu - OR - Click the **Settings** button. 2. This opens the Module Settings page. 3. Edit one or more settings as required. 4. Click the **Update** button.

<table>
<tr><th>Name</th><th>Function</th></tr>
<tr><td>Export Content</td><td>Export content from the module. Exported content can then be imported it into another module of the same type. E.g. You can only import content from a Links module into another Links module. Modules which allow content import/export are known as IPortable modules. Examples include the Announcements, FAQ, Help, Links, Media, Repository, Survey, HTML/HTML Pro and XML modules.

This option may be disabled in the menu.

1. Select **Export Content** from the module actions menu. This opens the Export Module page.
2. At **Folder**, select the folder where you want to save the exported content.
3. In the **File** text box, enter a name for the export file. Note: The module type is entered by default. It is useful to keep this as the start of the file name so you can easily identify the module type in the future. E.g. Links_Sponsors_December2011
4. Click the Export link. This creates an XML file which is saved to the selected folder.

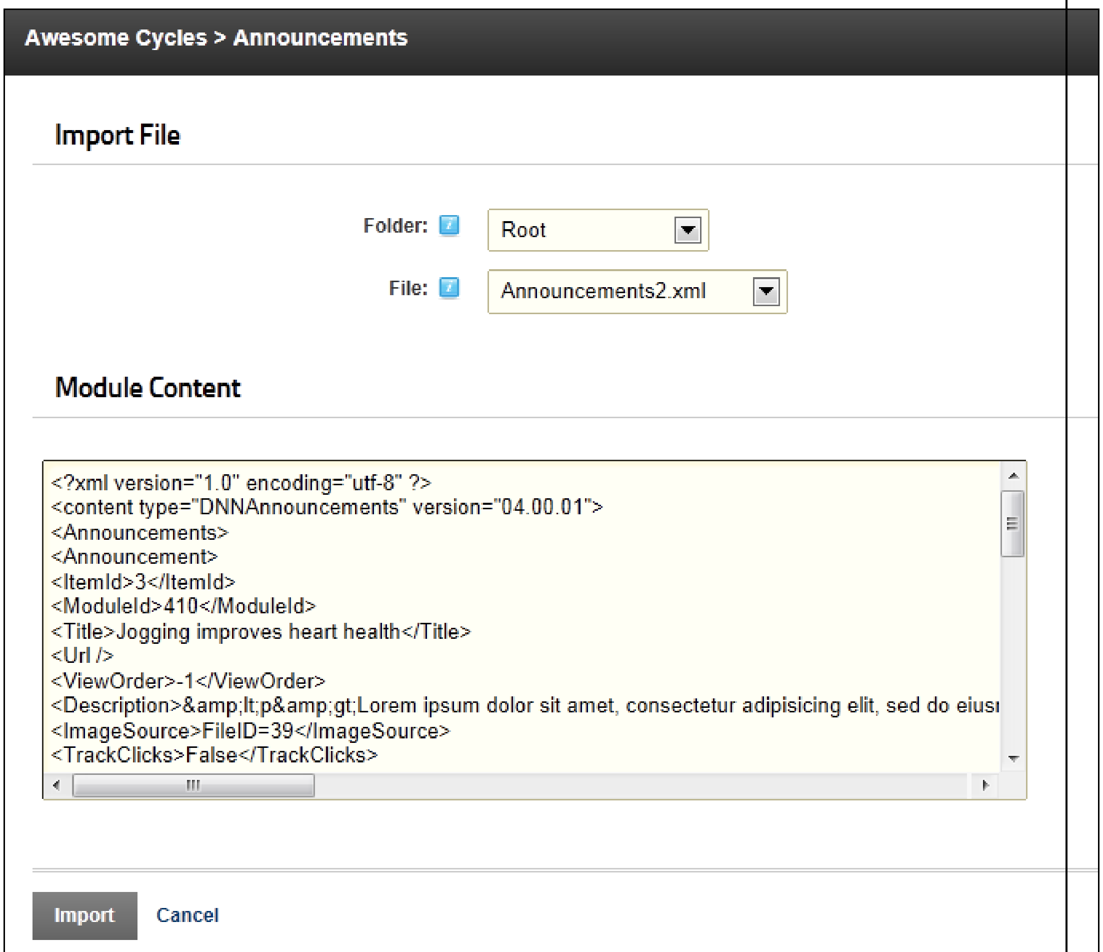
Exporting Module Content</td></tr>
<tr><td>Import Content</td><td>Enables exported content to be imported into IPortable modules. Note: Content must first be exported from a module of the same type. E.g. You can only import content from a Links module into another Links module. Note: This option may be disabled in the menu.

1. Select **Import Content** from the module actions menu. This opens the Import Module page.
2. Expand the **Import File** section.
3. At **Folder**, select the folder where exported file is located from the drop down list.
4. At **File**, select the file name from the drop down list.
5. **Optional.** If you want to modify or remove content from the file before importing it, Expand the **Module Content** section and edit the content as required.</td></tr>
</table>

<table>
<tr><th>Name</th><th>Function</th></tr>
<tr><td></td><td>

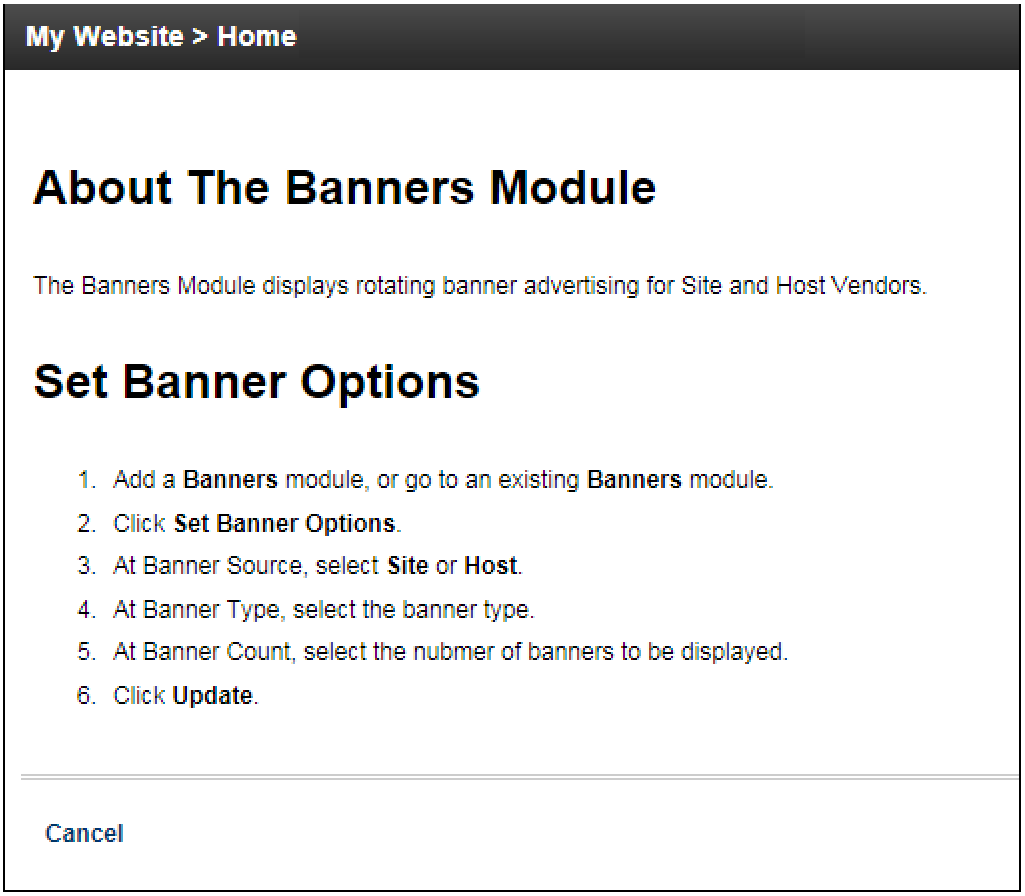
6. Click the Import link.

Tip: If the module already contains content, the imported content is merged with the existing content.

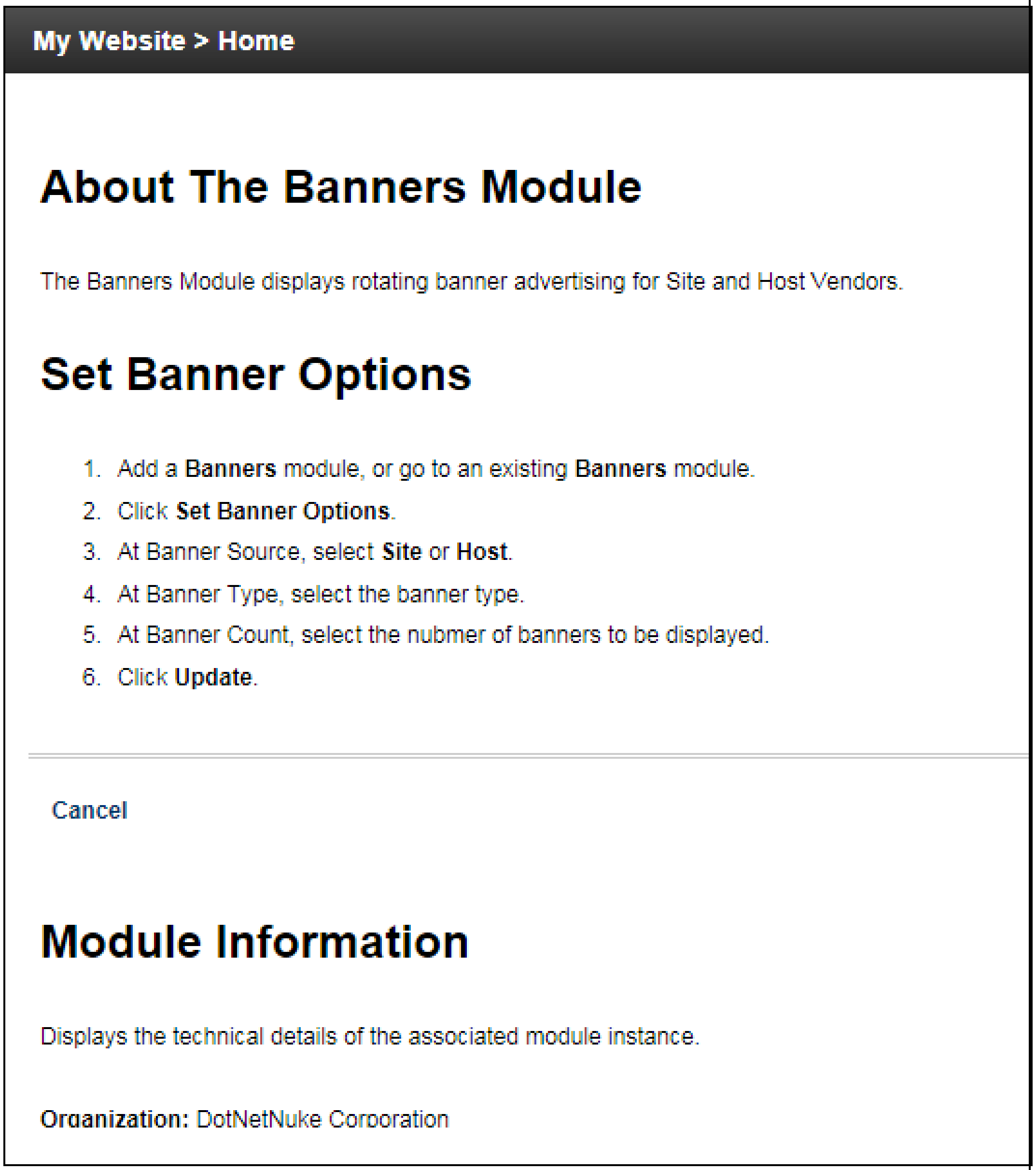


Importing Module Content

</td></tr>
<tr><td>Syndicate</td><td>Enables users to view a syndicated feed of the module content. This feed can be downloaded to your computer or displayed in another module such as the News Feeds (RSS) module. Syndication must be enabled on the Module Setting page of a module. See "Configuring Basic Page Settings for Modules"</td></tr>
<tr><td>Help</td><td>Opens the Module Help page for this module. Here you can view basic module information and help.</td></tr>
</table>

<table>
<tr><th>Name</th><th>Function</th></tr>
<tr><td></td><td>


Technical information including the module creator and module version is displayed to Host users.
</td></tr>
</table>

<table>
<tr><th>Name</th><th>Function</th></tr>
<tr><td></td><td>

My Website > Home

About The Banners Module

The Banners Module displays rotating banner advertising for Site and Host Vendors.

Set Banner Options

1. Add a **Banners** module, or go to an existing **Banners** module.
2. Click **Set Banner Options**.
3. At Banner Source, select **Site** or **Host**.
4. At Banner Type, select the banner type.
5. At Banner Count, select the nubmer of banners to be displayed.
6. Click **Update**.

Cancel

Module Information

Displays the technical details of the associated module instance.

Organization: DotNetNuke Corporation

1. **Optional.** Click the View Online Help link to view detailed help for this module online. This opens the Online Help resource in a new Web browser.
2. Click the Cancel link to return to the module.
</td></tr>
<tr><td>Print</td><td>Provides a print friendly copy of the module content for printing. Print must be enabled on the Module Setting page of a module. See "Configuring Basic Page Settings for Modules"</td></tr>
<tr><td>Delete</td><td>Delete the module. See "Restoring Deleted Modules"</td></tr>
<tr><td></td><td>Refreshes the module with the latest content.</td></tr>
</table>

Name	Function
Refresh	

Move Tools

Name	Function
Top	Move the module to the top (above all other modules) within the current pane.
Up	Move the module up one position within the current pane.
Down	Move the module down one position within the current pane.
Bottom	Move the module to the bottom (below all other modules) within the current pane.
To [Pane-Name]	Move the module to another pane on the current page. Alternatively, See "Configuring Advanced Page Settings for a Module"

Adding a New Module (ControlBar)

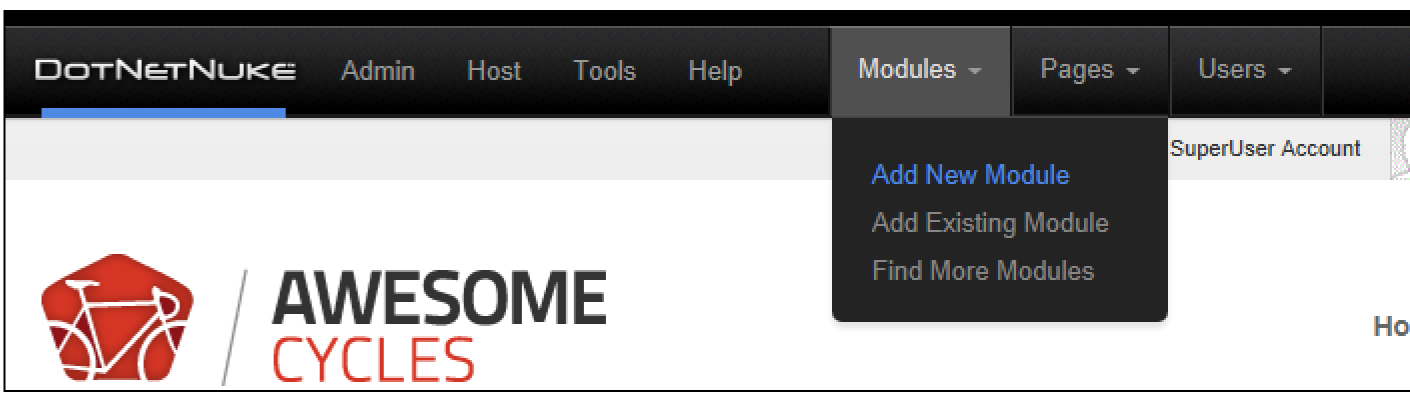
How to add a new module without content into the current page using the ControlBar. Adding a new module inserts a module.

Permissions. You must be authorized to deploy a module and have the appropriate page editing permissions to add a module to a page.

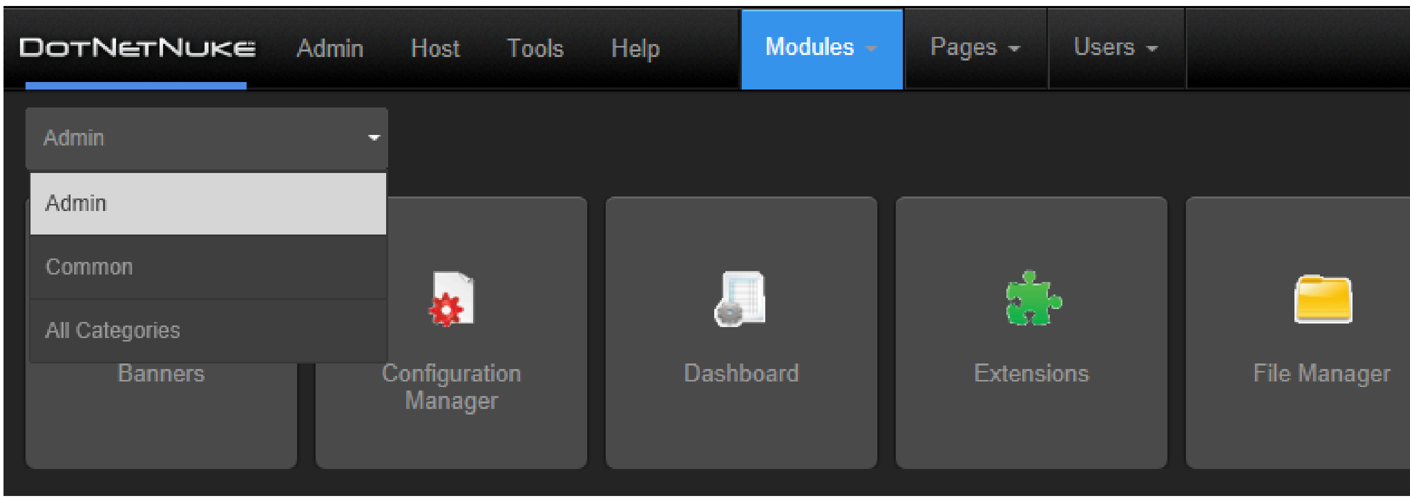
Important. If content localization is enabled, See "Adding a Module to all Languages" or See "Adding Modules to a Secondary Language Only" as required.

Option One - Drag and Drop Module

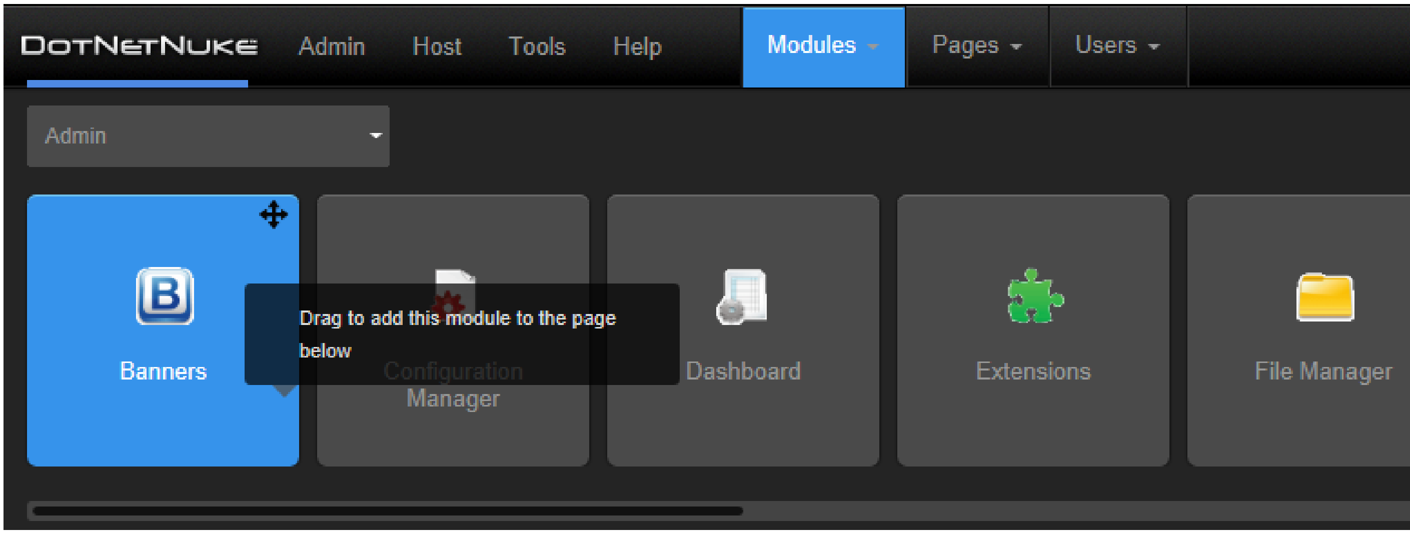
1. On the Control Bar, hover over the **Modules** drop down menu and then select **Add New Module**. This will load and display a list of all modules within All Categories, or the previously selected category.



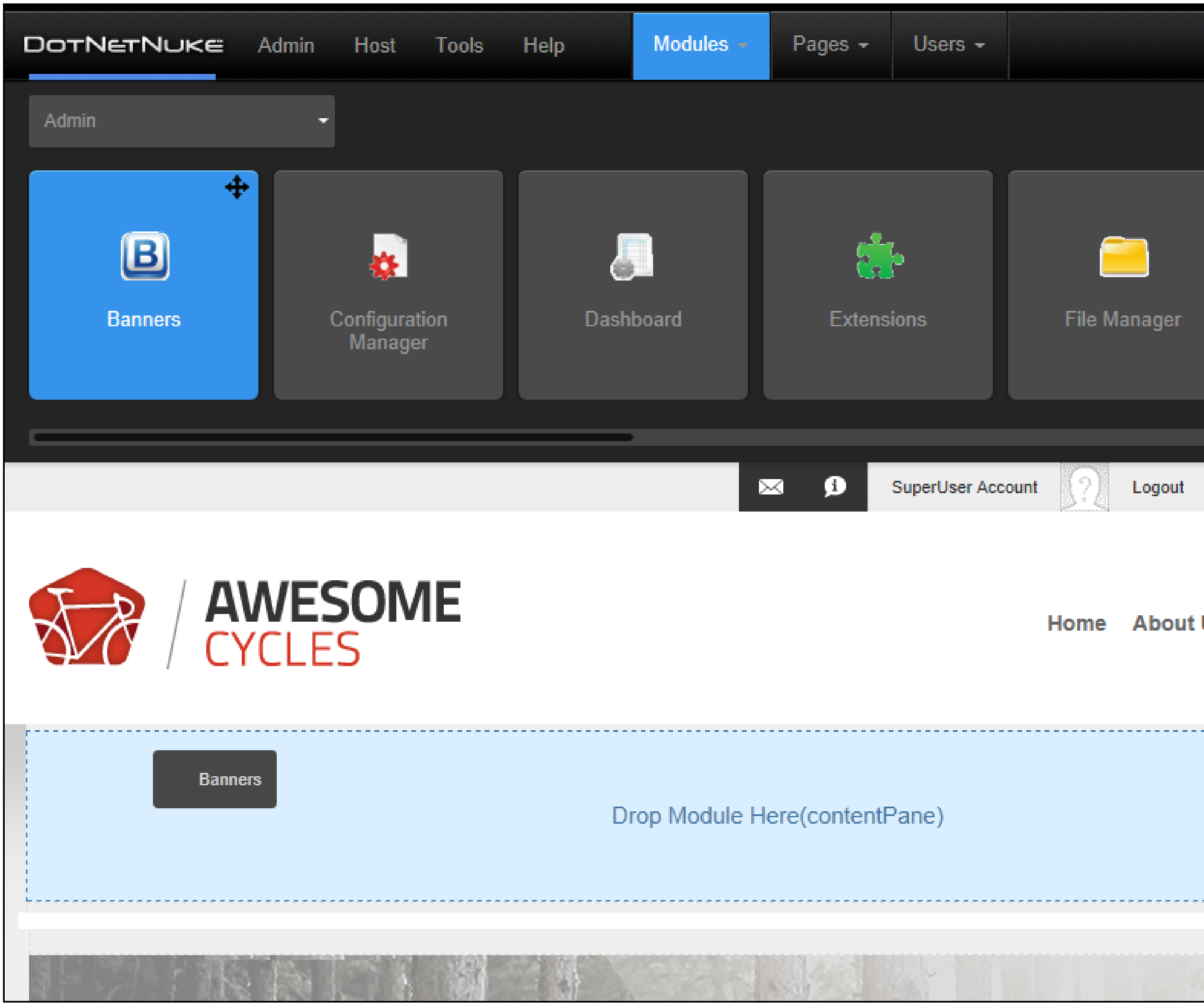
2. **Optional.**Filter the module list by selecting a module category from the drop down box that is displayed above the list of modules. The available categories are:
   - **Admin**: Modules that are typically used for site administration rather than managing content. E.g. Extensions, File Manager,
   - **Common**: Modules selected as frequently used. This is the default option.
   - **Enterprise**: Modules specific to DNN Enterprise Edition. *Only available in DotNetNuke Enterprise Edition*
   - **Professional**: Modules specific to DNN Professional Edition. *Only available in DotNetNuke Professional Edition and DotNetNuke Enterprise Edition*
   - **All Categories**: Modules within all categories including those that haven't been associated with a category.



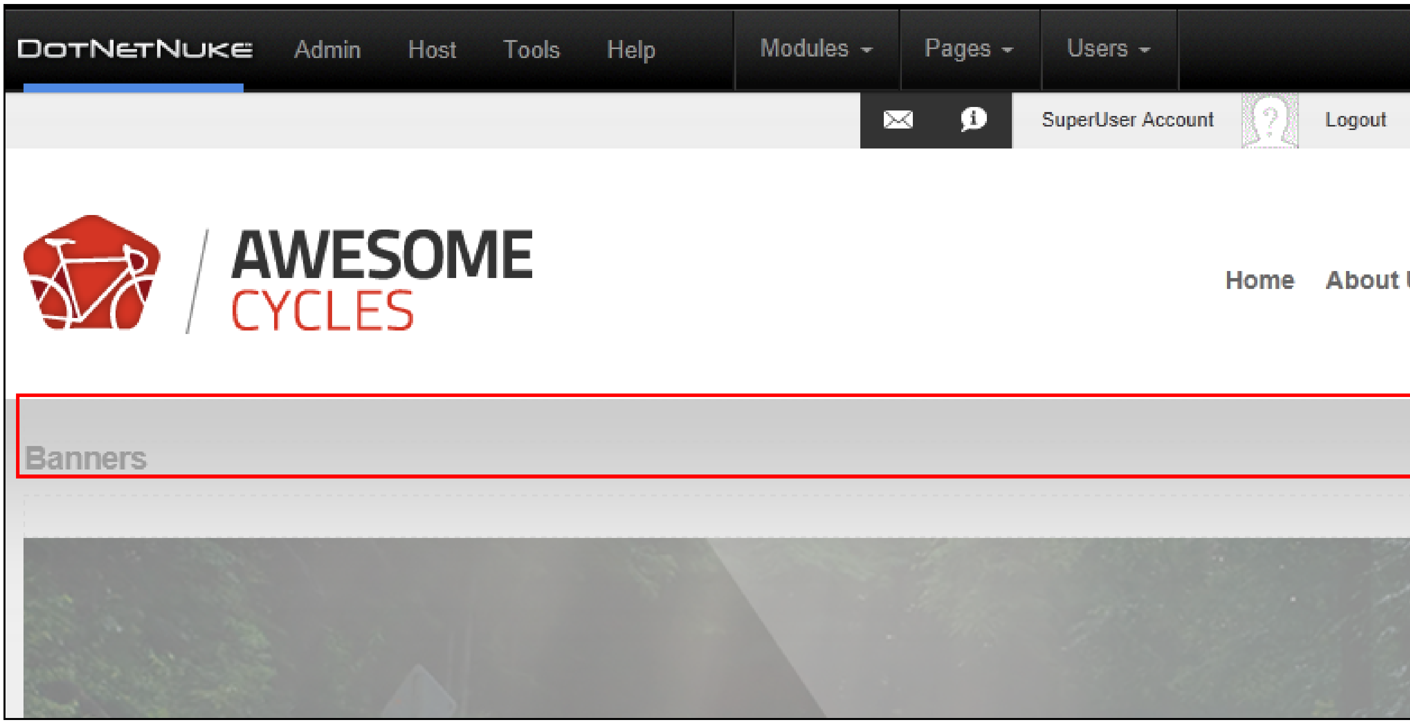
3. Locate the module to be added using the scroll bar located below the module list and then hover your mouse over the module to be added. This displays the message "Drag to add this module to the page below".



4. Left click on the required module and then drag it down the page until the pane you want to add it to is highlighted with the message "Drop Module Here"

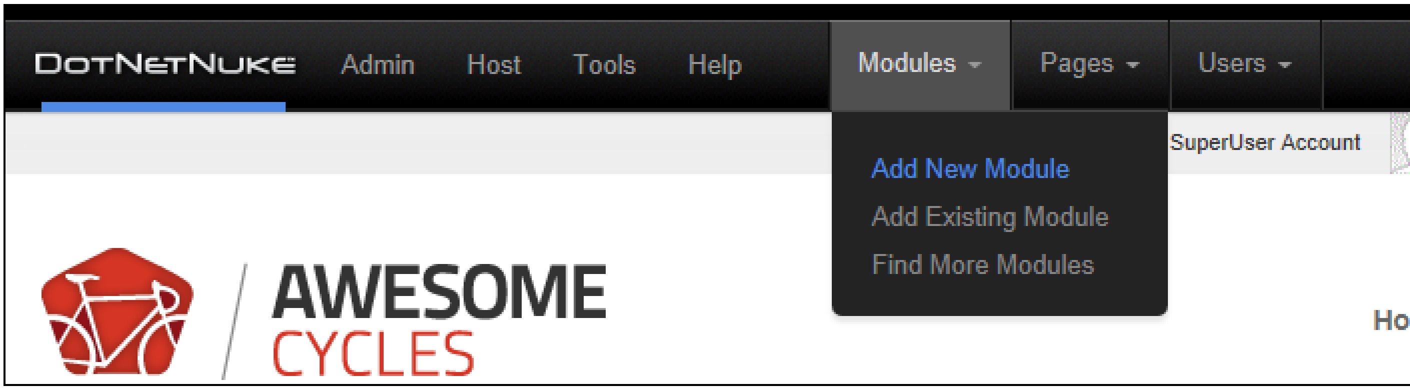


5. Release your mouse button. The module is now added to the page.



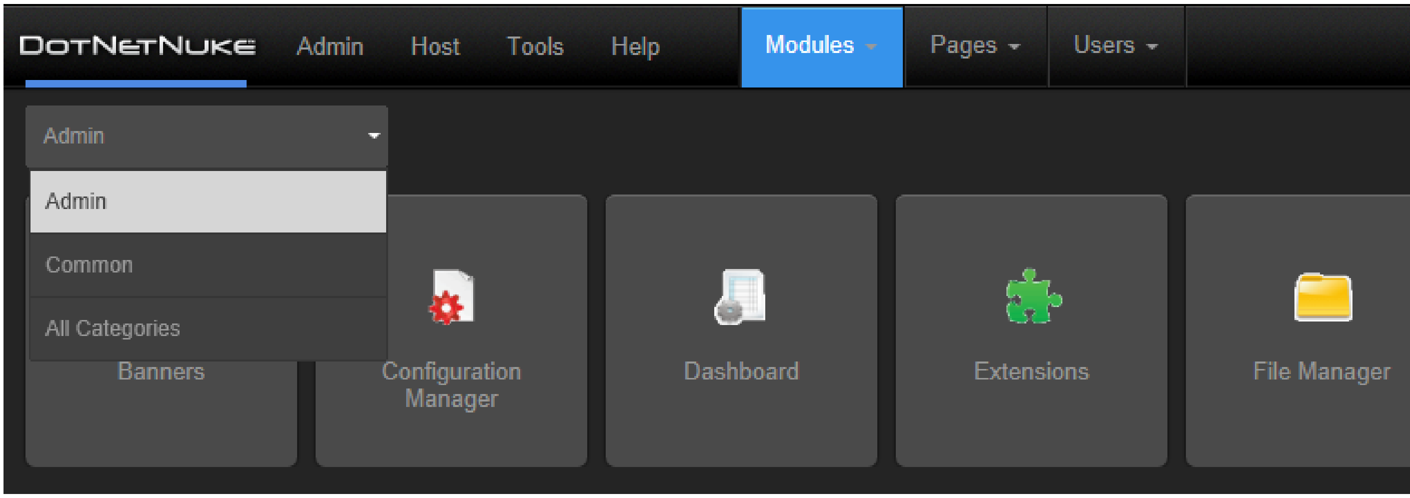
Option Two - Insert Module

1. On the Control Bar, hover over the **Modules**drop down menu and then select **Add New Module**. This will load and display a list of the modules within the Common category, or the previously selected category.

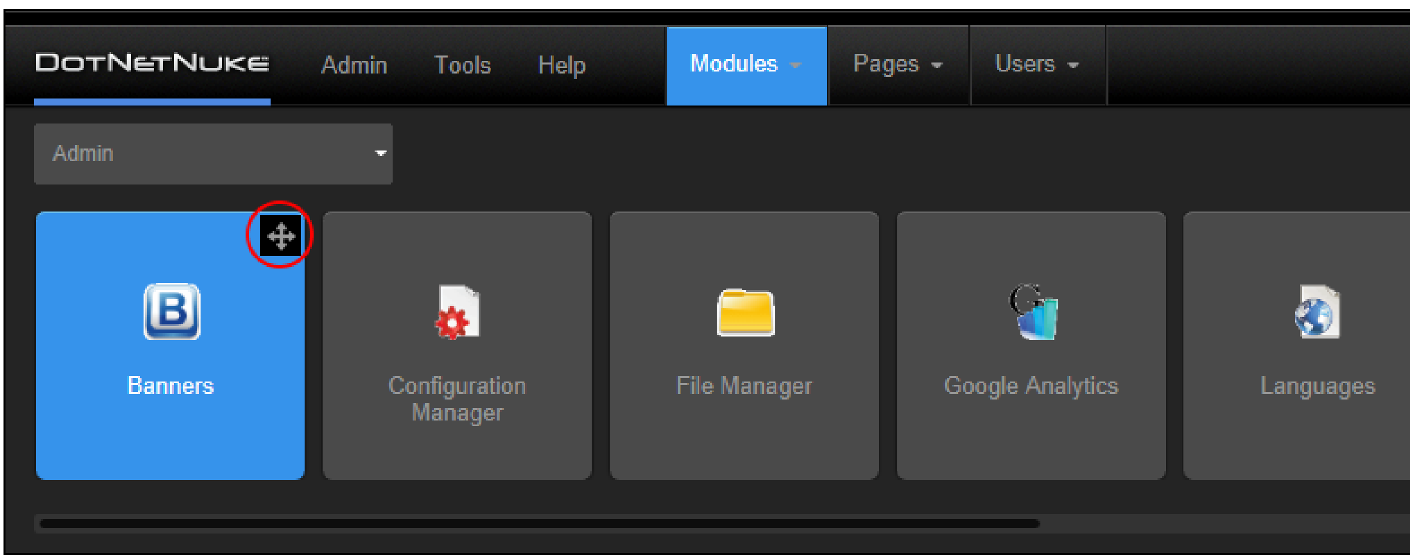


2. **Optional.** If the required module isn't displayed, select the category that the module belongs to from the drop down box which is displayed above the list of modules. The available categories are:
   - **Admin**: Modules that are typically used for site administration rather than managing content. E.g. Extensions, File Manager,
   - **Common**: Modules selected as frequently used. This is the default option.

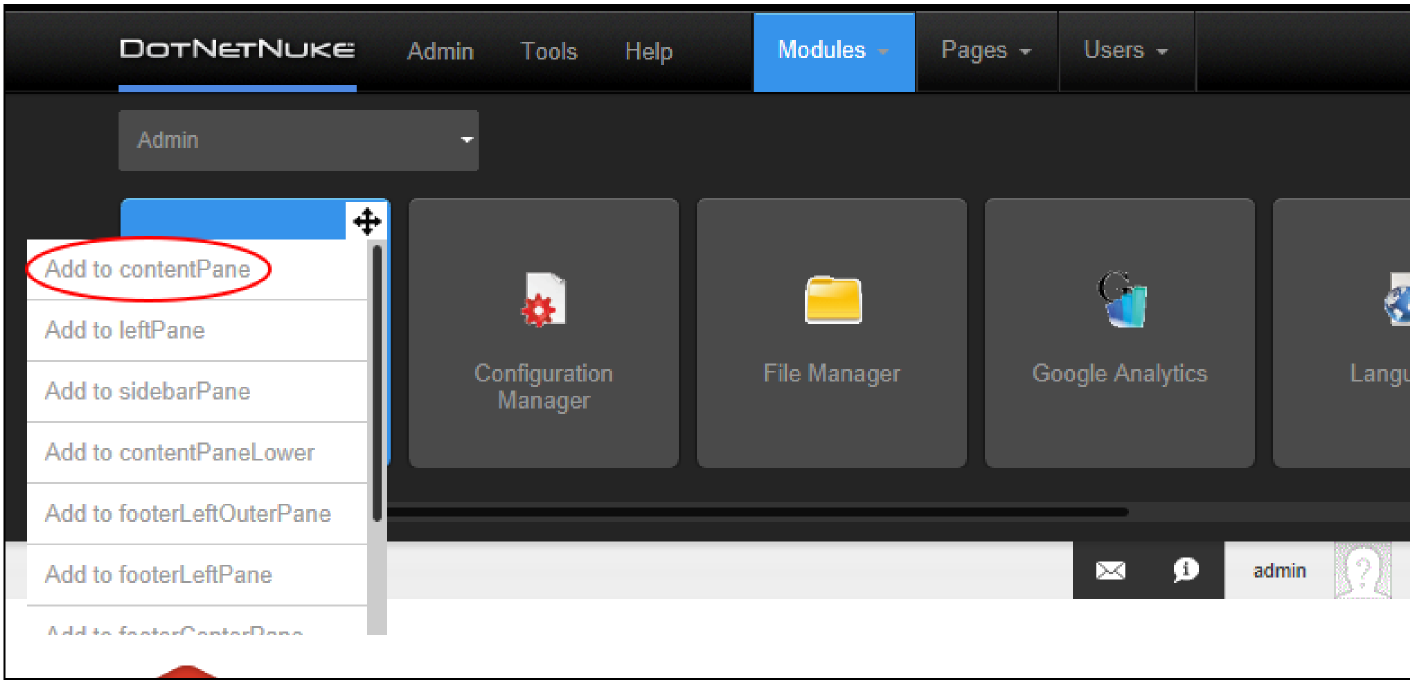
- **Enterprise**: Modules specific to DNN Enterprise Edition.
- **Professional**: Modules specific to DNN Professional Edition.
- **All Categories**: Modules within all categories including those that haven't been associated with a category.



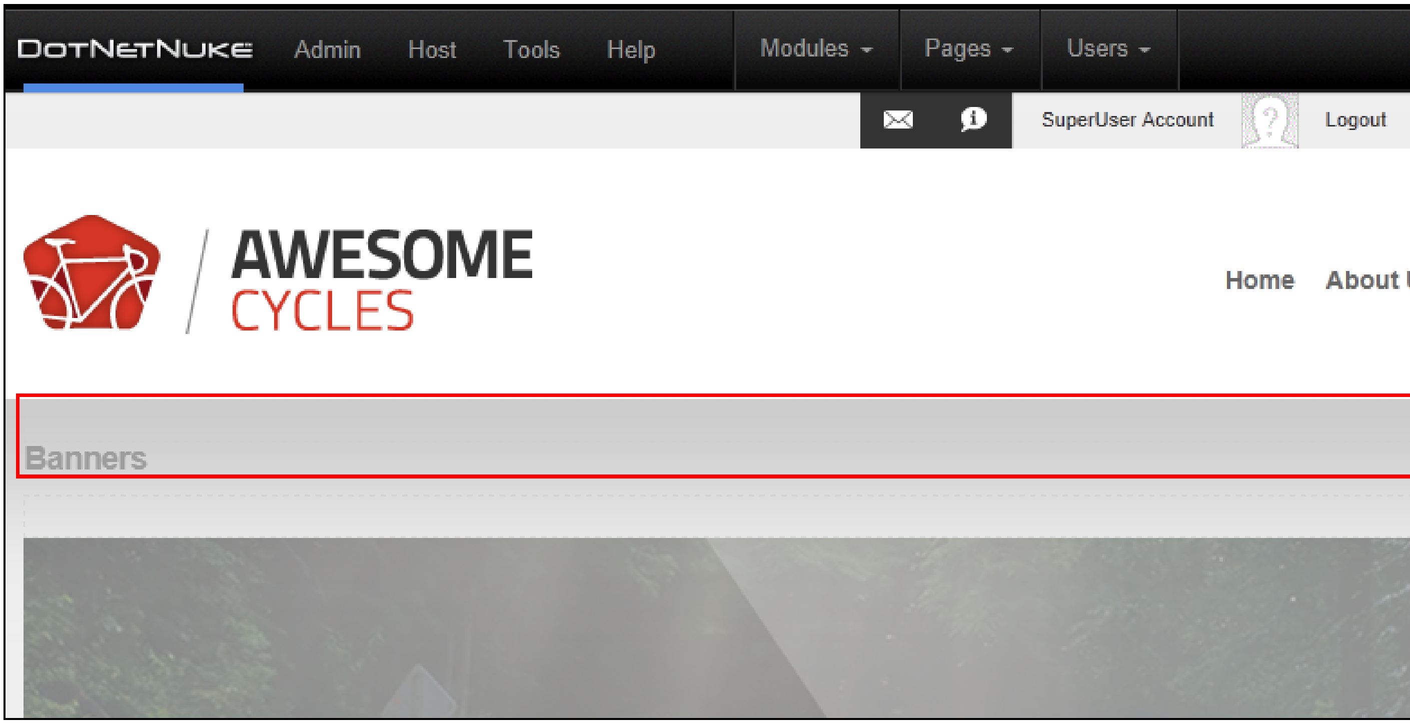
3. Locate the module to be added using the scroll bar located below the module list and then hover your mouse over the module to be added. This displays the **Move** icon in the top right corner of the module.



4. Mouse over the **Move** icon to open the drop down menu and then select the pane that you want to add the module.



5. The module is now added to the page.



Related Topics:

- For modules that you can now add content, See "Adding Module Content"
- To change the module title, See "Configuring Basic Module Settings"
- To change the module design, add the module to additional pages and add a module header or footer, See "Configuring Advanced Module Settings"

Tip: When you add the module listed as Users & Roles, three separate modules (Security Roles, My Profile and User Accounts) are added to the page. These modules do not need to be used on the same page. You can delete one or all of them, or move them to different pages as you like.

Adding an Existing Module (ControlBar)

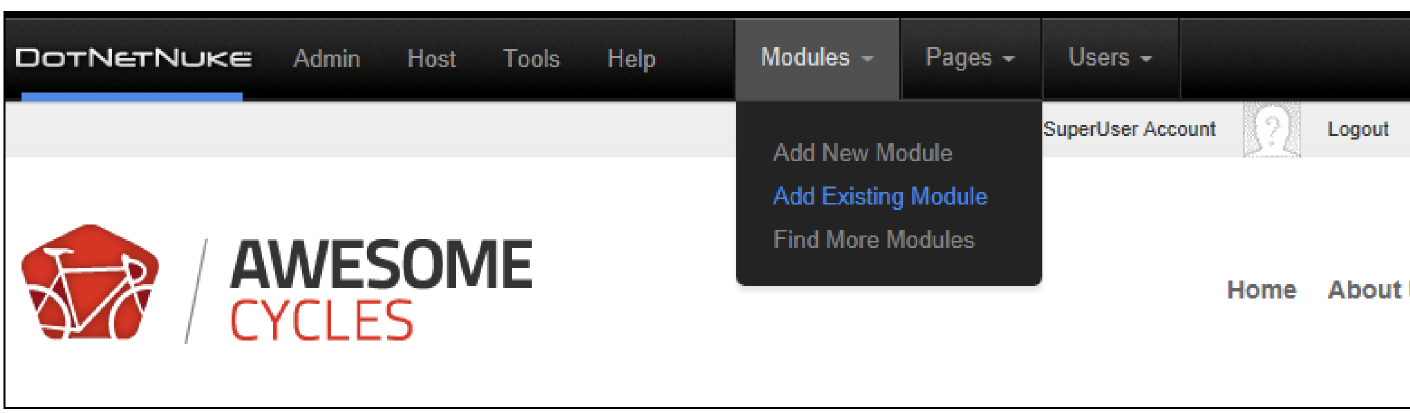
How to add an existing module to the current page using the ControlBar. The module content is shared so if you update the content on one module the content in the other module also updates. Note: You cannot add an existing module to the page where it already exists.

Prerequisite. If you want to add a module that exists on another site, the module must be located on a site that belongs to the same Site Group module sharing must be on the module (See "Configuring Advanced Module Settings") and the module type must support module sharing. *Only available in DotNetNuke Professional Edition and DotNetNuke Enterprise Edition*

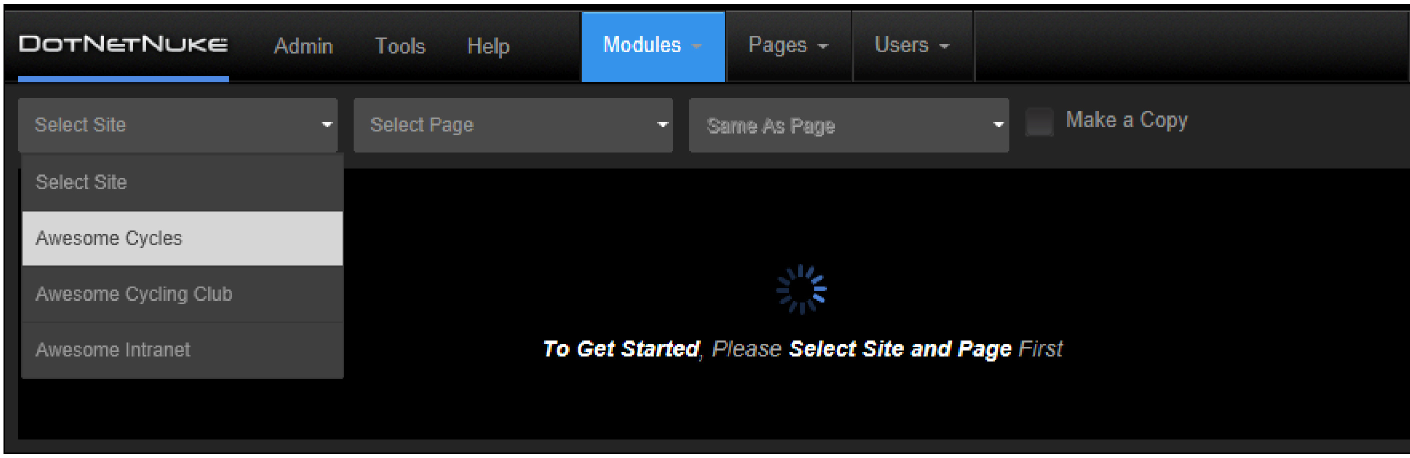
Permissions. Users must be authorized to deploy a module (See "Setting Permissions to Deploy a Module") and have the appropriate page editing permissions to add a module to a page (See "Setting Page Permissions").

Important. If content localization is enabled, See "Adding a Module to all Languages" or See "Adding Modules to a Secondary Language Only" as required.

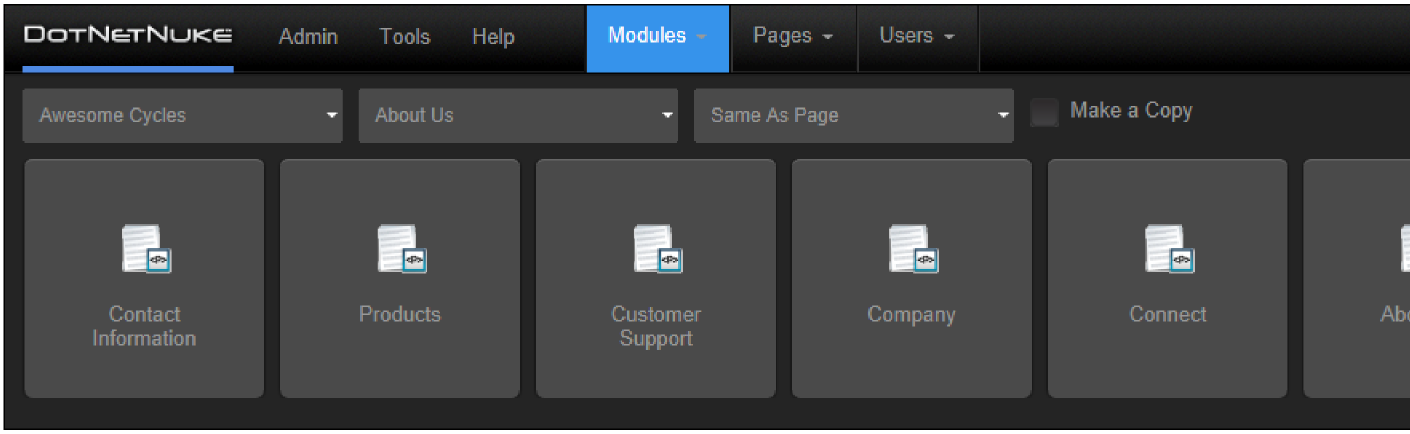
1. On the Control Bar, hover over the **Modules**drop down menu and then select **Add Existing Module**.



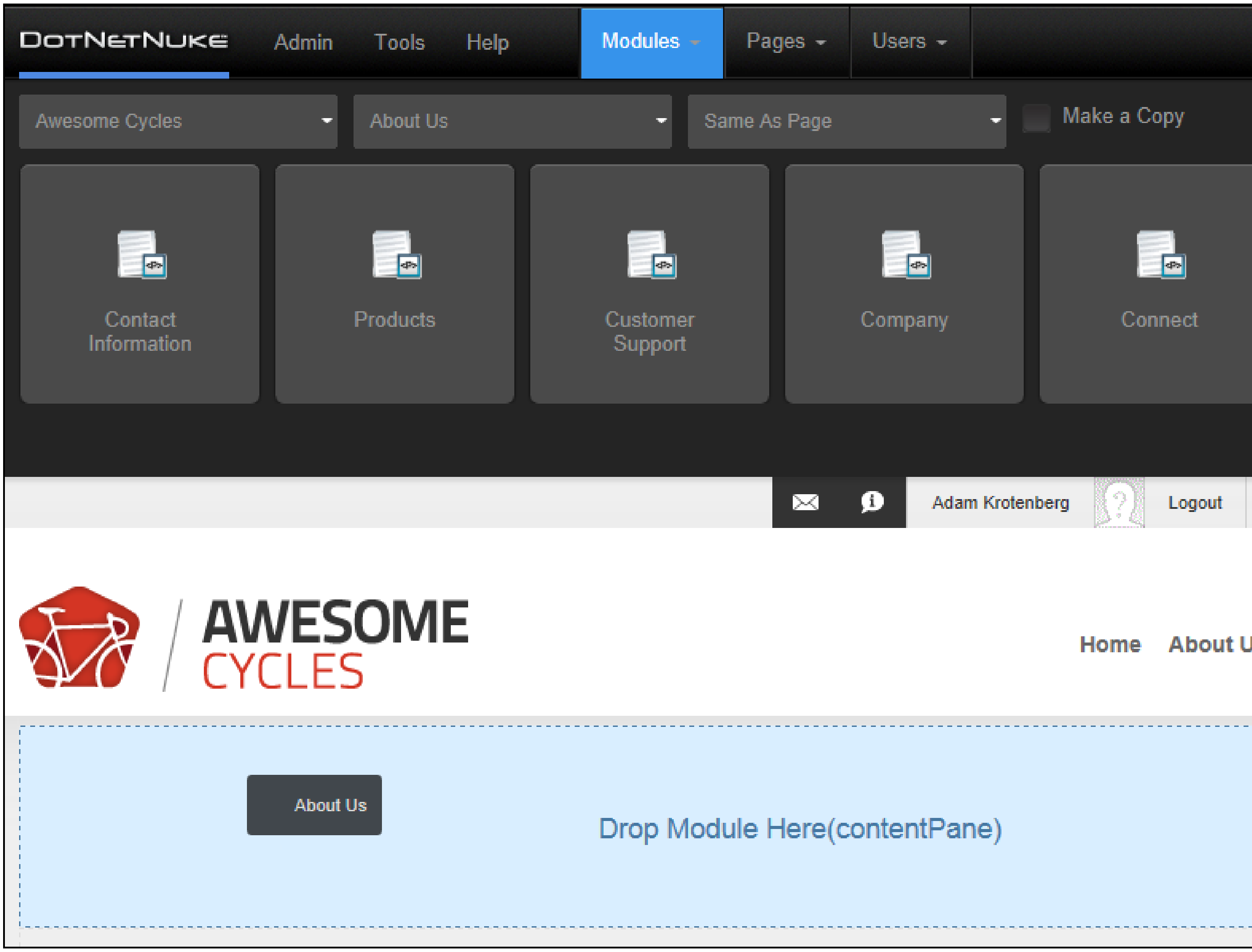
2. If your site belongs to a Site Group, select the name of the site that the module it located on from the **Select Site** drop down list. *Only available in DotNetNuke Professional Edition and DotNetNuke Enterprise Edition*



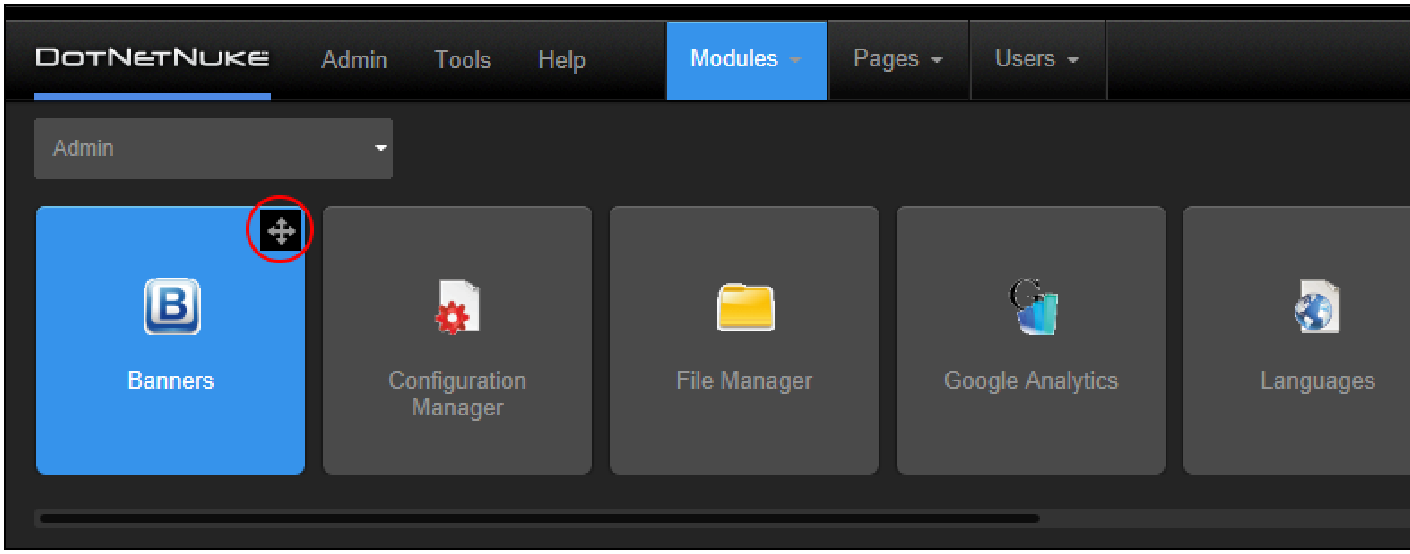
3. At **Select Page**, select the page that the module is located on.
4. Select from these options on the next drop down list:
   - **Same As Page**: This sets the module as visible to all roles/users who can view this page. This is the default setting.
   - **Page Editors Only**: The sets module as only visible only to the roles/user who can edit this page. You might choose this option if you want to add content and configure the module settings before others can view the module.
5. At **Make a Copy**, check the check box to create an independent copy of the module content that can be modified without affecting the original existing module - OR - Uncheck the check box to use the share the same module content across both instances of the module so that updating content on one module will change the content on both modules.



6. Locate the module to be added using the scroll bar located below the module list and then hover your mouse over the module to be added. This displays the message "Drag to add this module to the page below".
7. Left click on the required module and then drag it down the page until the pane you want to add it to is highlighted with the message "Drop Module Here"



8. Release your mouse button. The module is now added to the page.



Note: When adding an existing module from another site, a warning message will be displayed advising that the module may not support module sharing. Exceptions are the HTML/HTML Pro and Journal modules which have be developed with module sharing capabilities.

Related Topics:

- For modules that allow you to add content, See "Adding Module Content"
- To change the module title, See "Configuring Basic Module Settings"
- To change the module design, add the module to additional pages and add a module header or footer, See "Configuring Advanced Module Settings"
- To set the permissions to view and edit the module, See "Setting Module Permissions"

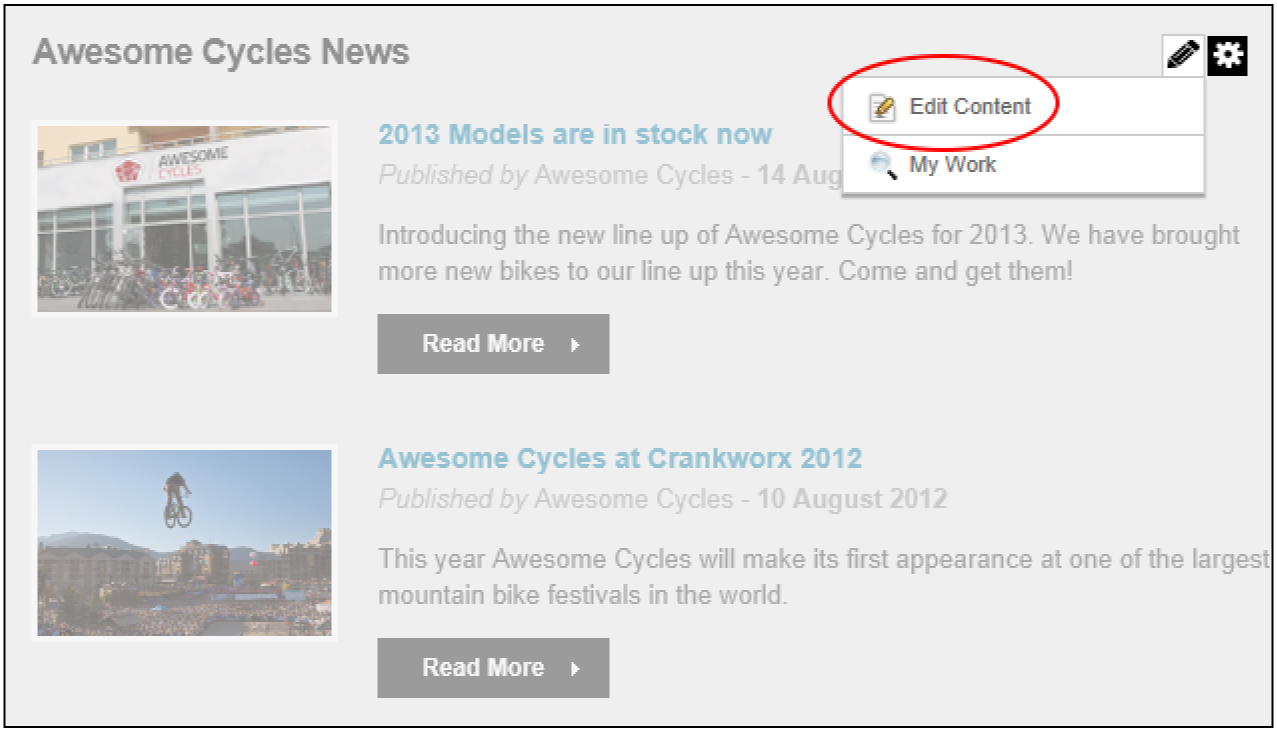
Adding Module Content

How to add content to a module. This topic demonstrates how content is typically added to modules, however this is not typical of all modules.

Tip: If the Control Panel is displayed, ensure **Edit** mode is selected.

1. Mouse over the **Edit** button in the module action menu. This displays the editing options that are available to the current user.
2. Select the **Edit** option displayed for the module. The name beside the button will change depending on the module. For Example, **Edit Content** is displayed for the HTML/HTML Pro modules; **Add New Announcement** is displayed for the Announcements module and **Banner Options** is displayed for the Banners module. Additional options will also be listed here

for modules that have multiple editing choices. For Example, the FAQs module also displays the **Manage Categories** option.



3. Add, edit and update the module content as required.

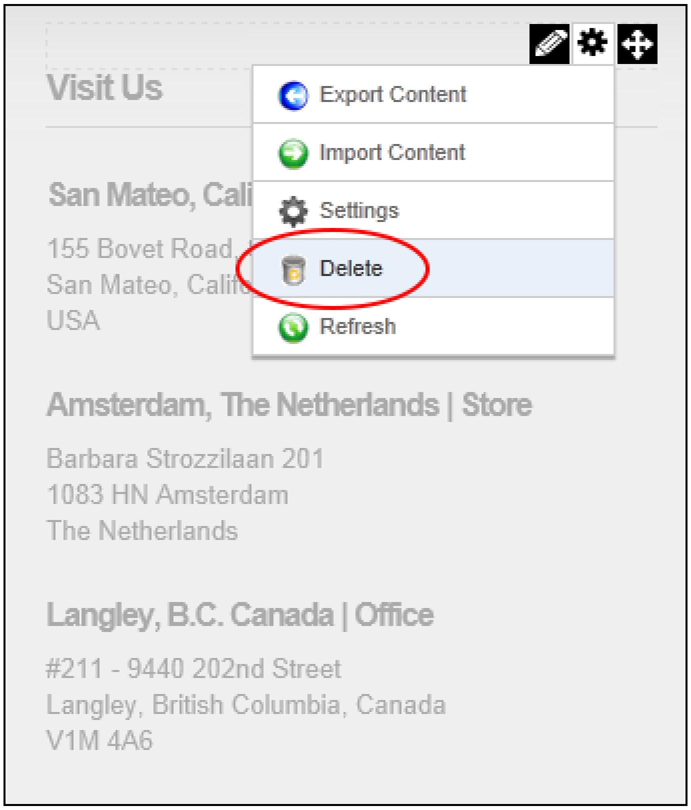
For details on adding content to specific modules see "Installed Modules" and "Available Modules" sections.

Deleting a Module

How to delete a module from a page.

Tip: Deleted modules are stored in the Recycle Bin.

1. Mouse over the **Manage** button on the module action menu.
2. Select **Delete** from drop down list. This displays the message "Are You Sure You Wish To Delete This Module?"



3. Click the **OK** button to confirm.

Related Topics:

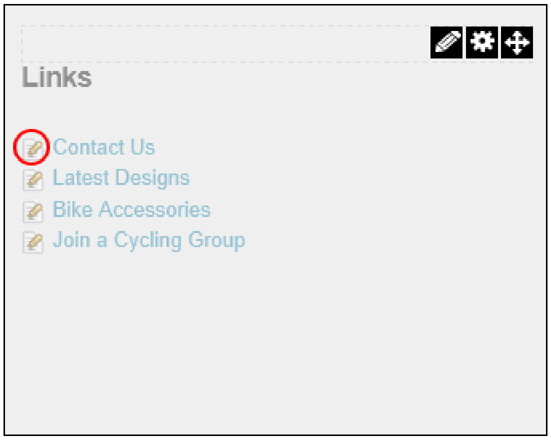
- See "Delete Modules from Secondary Language"
- See "Restoring Deleted Modules"

Deleting Module Content

How to delete module content from modules that allow users to add multiple records. This tutorial demonstrated one of the typical ways that module content can be deleted, however many modules handle content differently. For full details on deleting content for individual module types, see the "Installed Modules" and "Project Modules" sections.

Tip: If the Control Panel, ensure **Edit** mode is selected.

1. Click the **Edit** button located beside the content to be deleted.



2. Click the Delete link. This displays the message "Are You Sure You Wish To Delete This Item?"
3. Click the **OK** or **Yes** button to confirm.

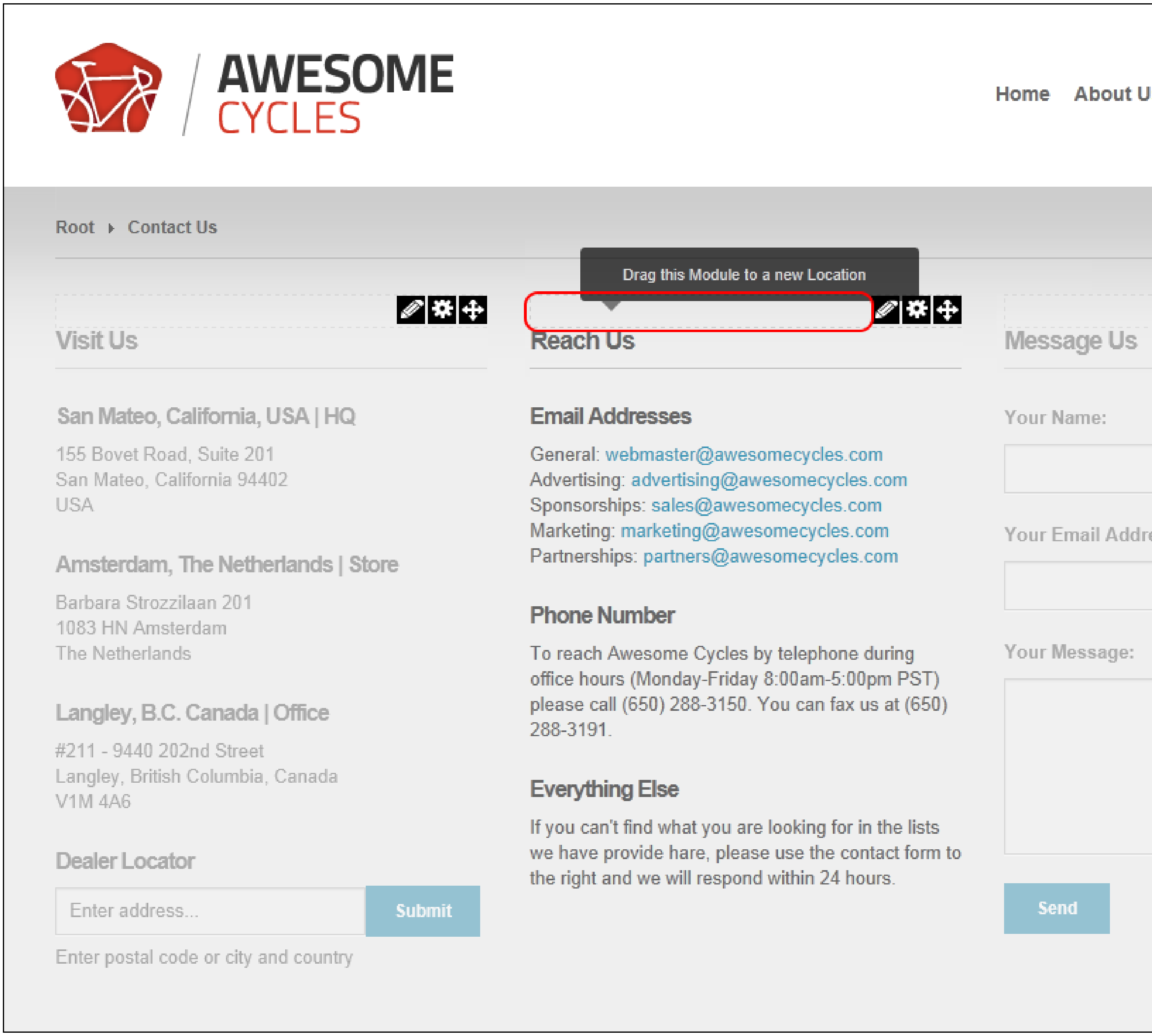
Tip: To delete content from modules with a single content item such as the HTML and IFrame modules you can either remove all the content or simply delete the module.

Drag and Drop Module

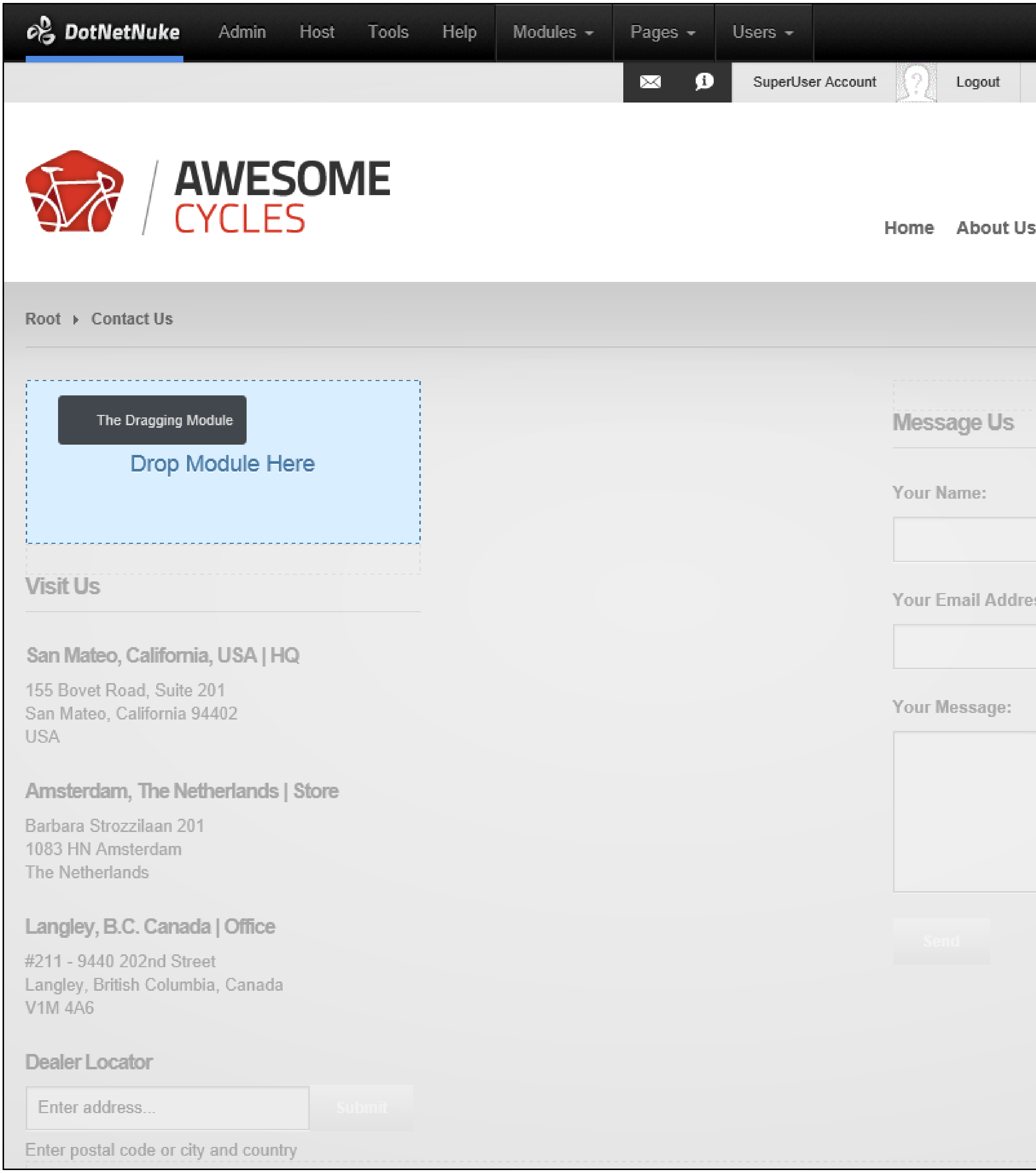
How to drag a module from its current location (pane) on a page to and drop it into another pane.

Prerequisite. You must be in Edit mode and be a Page Editor for the page where the module is locate.

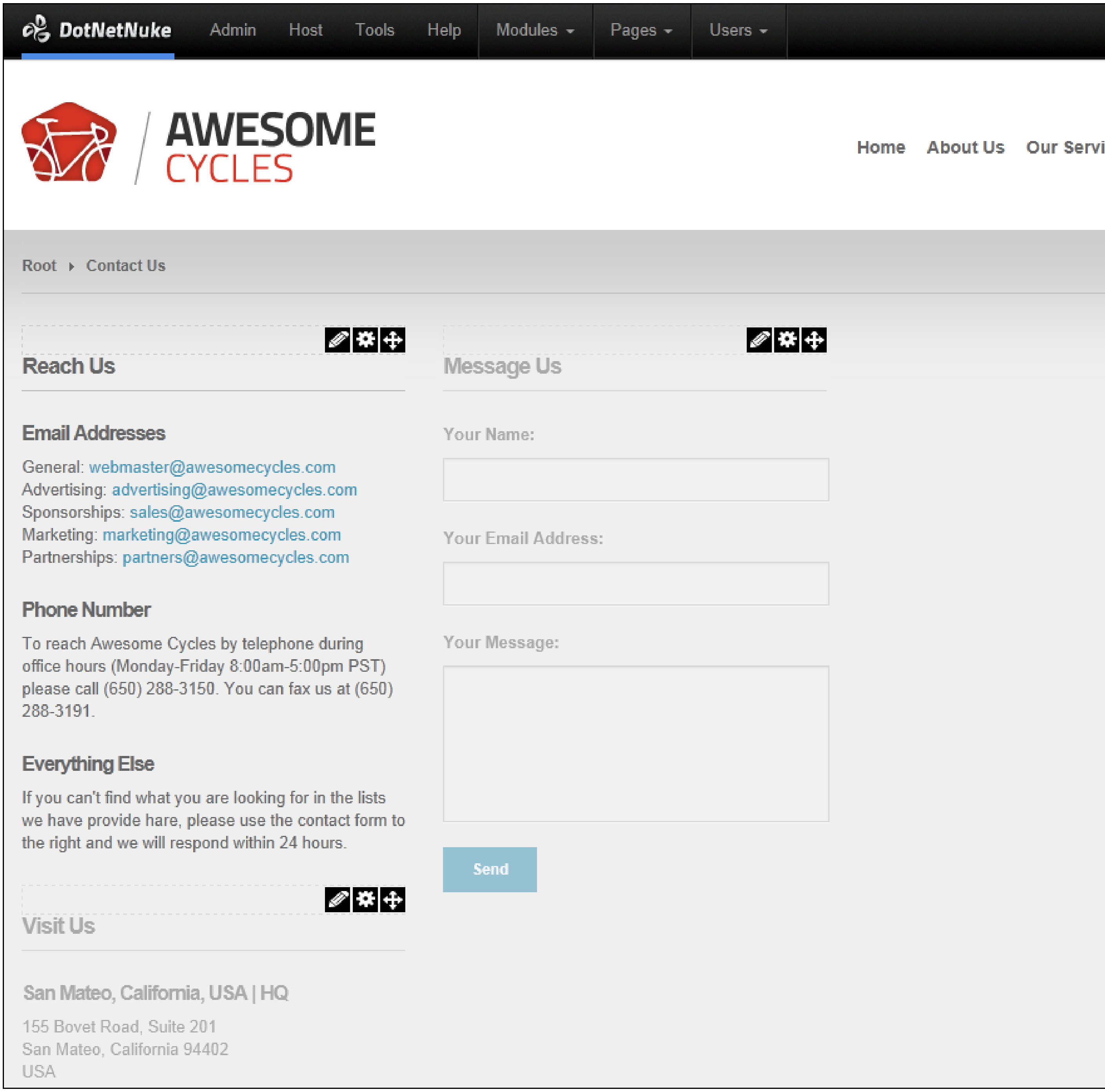
1. Locate the module to be moved.
2. Hover your mouse over the section of the Module Action Bar that doesn't have any icons. This displays the message "Drag this module to a new Location".
3. Click and hold on your mouse to select this module and then drag the module to the required location.



4. When the module is positioned over a pane, the message "Drop Module Here" will be displayed showing the location that the module will be relocated to once the dragging module is released. When the correct pane is highlighted, release the module.


DotNetNuke
Admin
Host
Tools
Help
Modules
Pages
Users
SuperUser Account
Logout
AWESOME
CYCLES
Home
About Us
Root
Contact Us
The Dragging Module
Drop Module Here
Message Us
Your Name:
Your Email Addres
Your Message:
Send
Visit Us
San Mateo, California, USA | HQ
155 Bovet Road, Suite 201
San Mateo, California 94402
USA
Amsterdam, The Netherlands | Store
Barbara Strozzilaan 201
1083 HN Amsterdam
The Netherlands
Langley, B.C. Canada | Office
#211 - 9440 202nd Street
Langley, British Columbia, Canada
V1M 4A6
Dealer Locator
Enter address...
Submit
Enter postal code or city and country

5. The module is now displayed in the chosen location.



Related Topics:

- To move the module to a new page, See "Configuring Advanced Page Settings for a Module"
- To use the module action menu to move a module on the same page, See "Module Actions Menu"

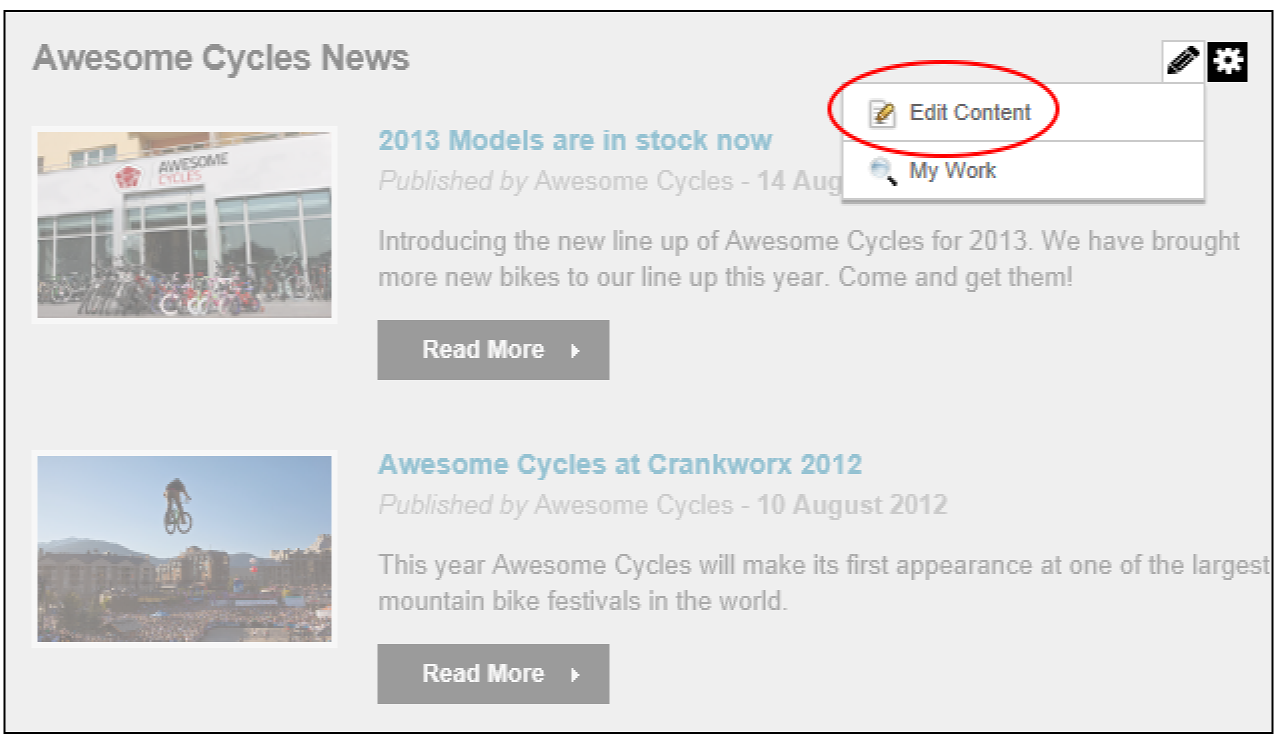
Editing Module Content

How to edit module content. This topic demonstrates how content is typically edited on modules, however this is not applicable to all modules. For detailed information on editing content for individual module types, see the "Installed Modules" and "Available Modules" sections.

Tip: If the Control Panel, ensure **Edit** mode is selected.

Editing modules with a single content item such as the HTML, HTML Pro and IFrame modules:

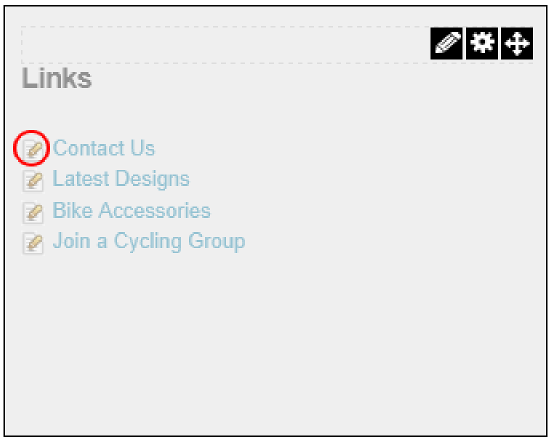
1. Mouse over the **Edit** button in the module action menu. This displays the editing options that are available to the current user.
2. Select the **Edit** option displayed for the module. The name beside the button will change depending on the module. For Example, **Edit Content** is displayed for the HTML/HTML Pro modules; **Add New Announcement** is displayed for the Announcements module and **Banner Options** is displayed for the Banners module. Additional options will also be listed here for modules that have multiple editing choices. For Example, the FAQs module also displays the **Manage Categories** option.



2. Edit the fields.
3. Click the **Update** button.

Editing modules with multiple items such as the Announcements and Links modules:

1. Click the **Edit** button located beside the content to be edited. This opens the edit page for this module.



2. Edit the fields.
3. Click the **Update** button.

Related Topics:

- See "About Module Settings"
- See "Editing the Content of Shared Modules"

Adding a New Module (RibbonBar)

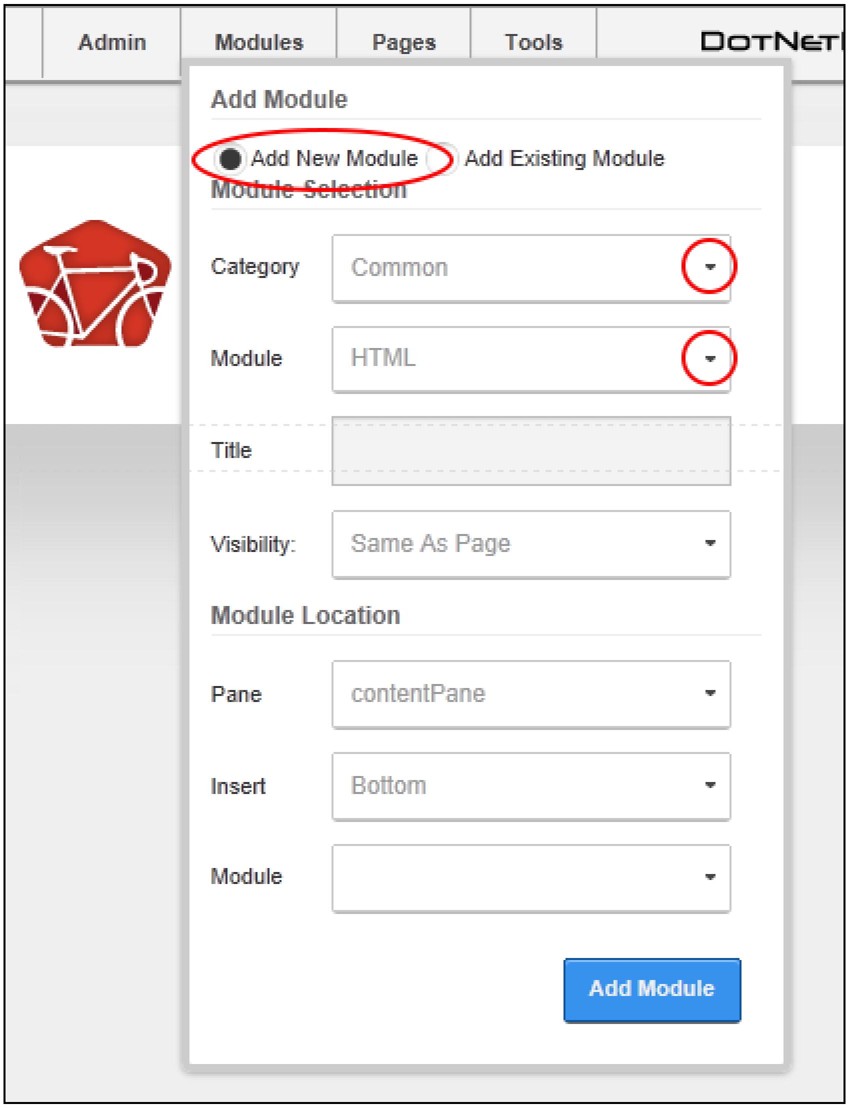
How to a new module to a page using the RibbonBar. Adding a new module inserts a module without content into the current page.

Permissions. You must be authorized to deploy a module and have the appropriate page editing permissions to add a module to a page.

Important. If content localization is enabled, See "Adding a Module to all Languages" or See "Adding Modules to a Secondary Language Only" as required.

1. On the RibbonBar, hover over the **Modules** tab until the Add Module window appears. **Add New Module** is pre-selected.

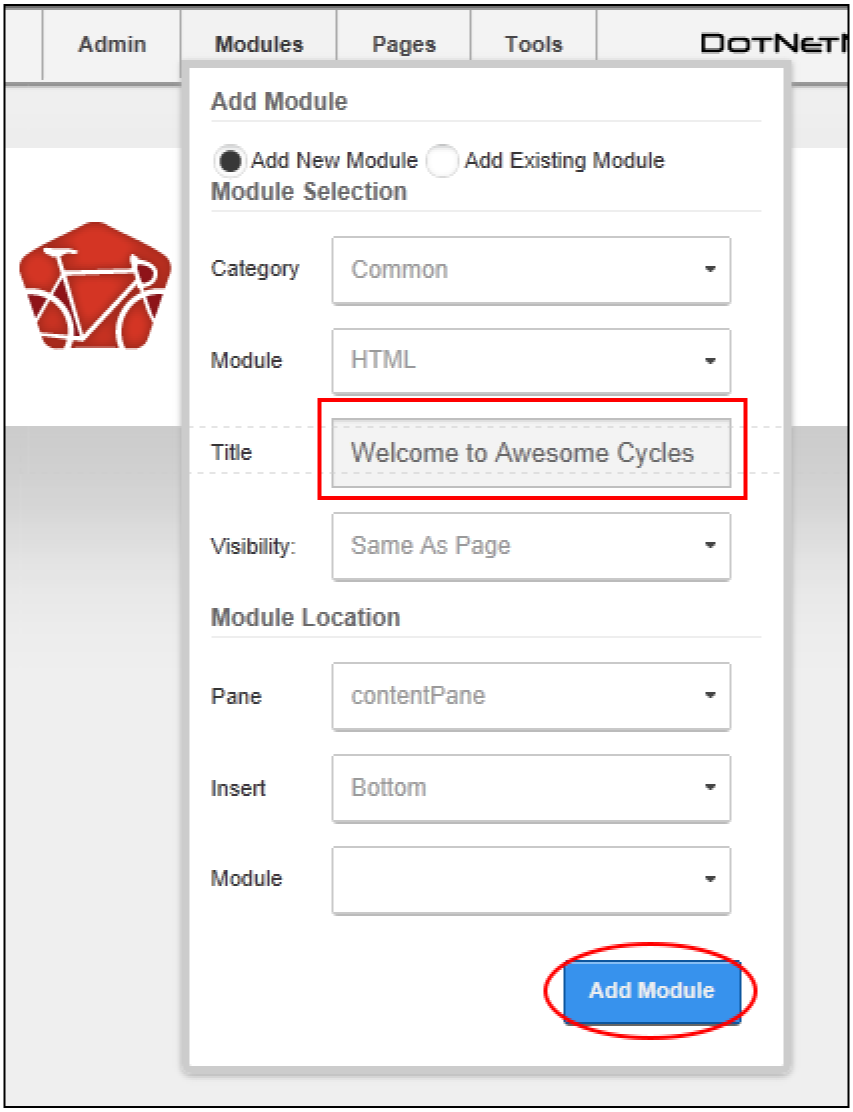
2. At **Module Selection**, set the following options:
    a. At **Category**, select one of the following module categories from the drop down list to populate the Module field below with the related modules.
        - **Admin**: Modules that are typically used for site administration rather than managing content.
        - **Common**: Modules selected as frequently used. This is the default option.
        - **Enterprise**: Modules specific to DNN Enterprise Edition. *Only available in DotNetNuke Enterprise Edition*
        - **Professional**: Modules specific to DNN Professional Edition. *Only available in DotNetNuke Professional Edition and DotNetNuke Enterprise Edition*
        - **All Categories**: Modules within all categories including those that haven't been associated with a category.
    b. At **Module**, select the module to be added. E.g. HTML



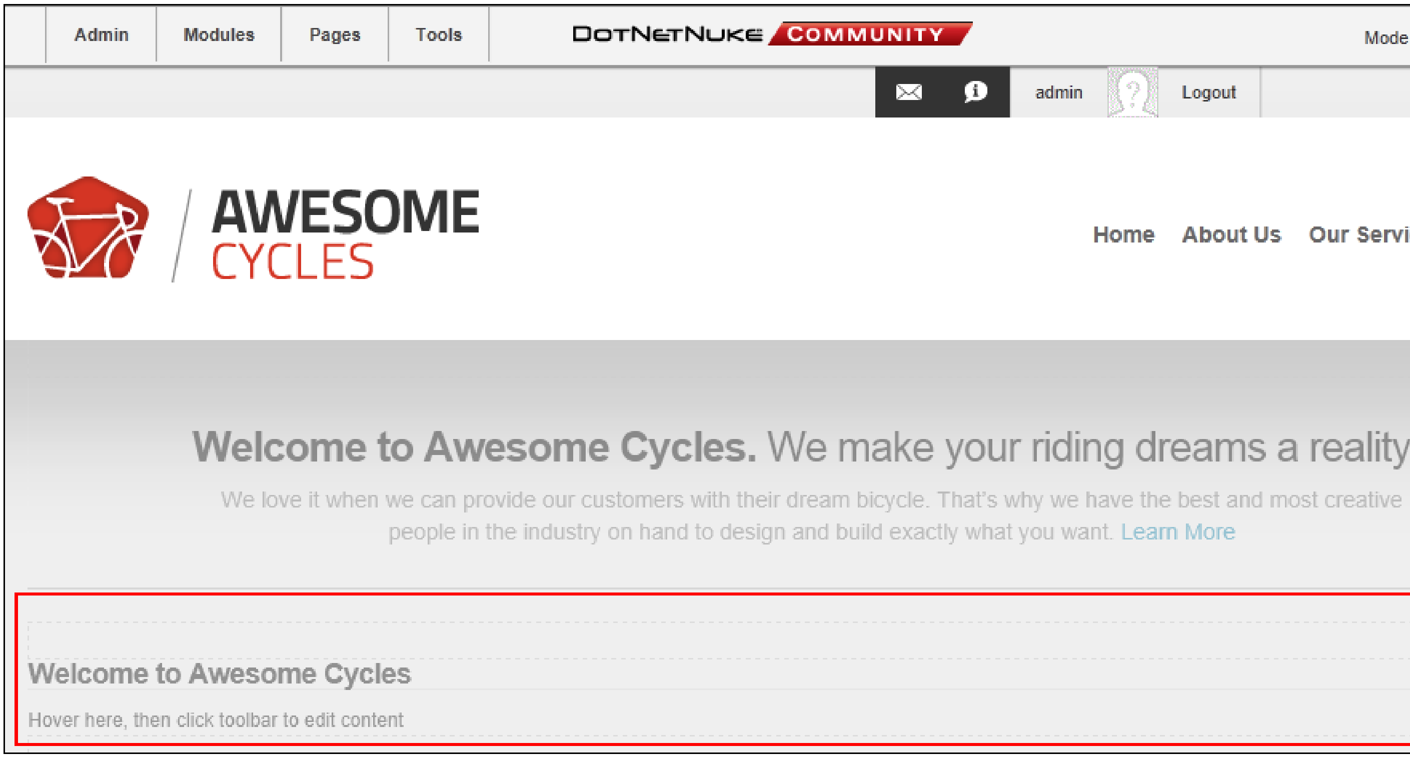
3. **Optional.** In the **Title** text box, enter a title for this module. E.g. About Us. If no title is entered, the module name is used by default.
4. **Optional.** At **Visibility**, select from the following options:
   - **Same As Page**: This sets the module as visible to all roles/users who can view this page. This is the default setting.
   - **Page Editors Only**: The sets module as only visible only to the roles/user who can edit this page. Select this option if you want to add content and configure the module settings before others can view the module.
5. **Optional.** At **Pane**, select the pane you want to insert the module into. The module is added to the Content Pane by default. The names of other panes will depend upon the skin applied to this page.

If you select a pane other than the Content Pane, the position of the pane is briefly shown on the page.

6. **Optional.** At **Insert**, select the placement of the module from the first drop down list. One or more of the following options is available, depending on the number of modules located in the selected pane:
    - **Top**: Select to add the module above all existing modules within the selected pane. Skip to Step 9.
    - **Above**: Select to add the module above another chosen module within the selected pane.
        a. At **Module**, select the module the new module will be added above.
    - **Below**: Select to add the module below another module within the selected pane.
        a. At **Module**, select the module the new module will be added below.
    - **Bottom**: This adds the module below all existing modules within the selected pane. This is the default option.
7. Click the **Add Module** button on the RibbonBar.



8. The module is now added to the page. For modules that require you to add content, See "Adding Module Content"



Tip: When you add the module listed as Users & Roles, three separate modules (Security Roles, My Profile and User Accounts) are added to the page. These modules do not need to be used on the same page. You can delete one or all of them, or move them to different pages as you like.

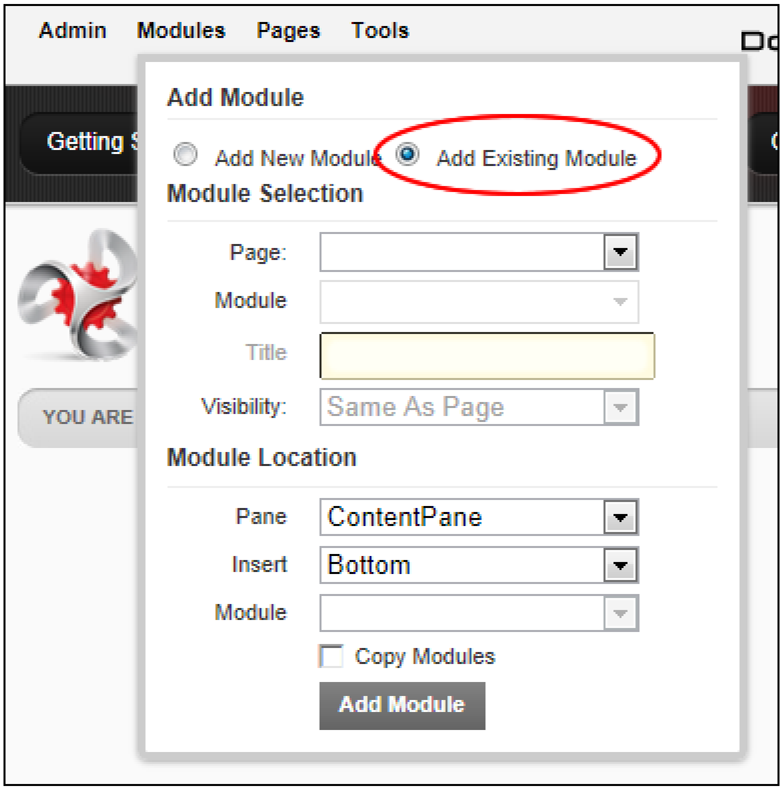
Adding an Existing Module (RibbonBar)

How to add an existing module to the current page using the RibbonBar. The content of this module is shared with the existing module, therefore updating the content on any version of this module will update the content in all of the other versions as well.

Important. You cannot add an existing module to the page where it already exists.

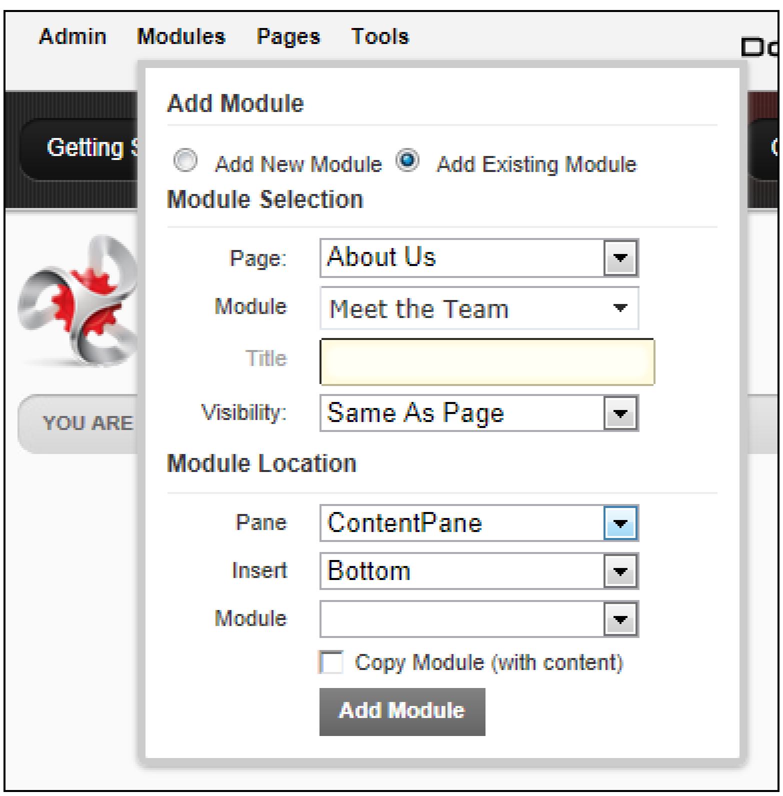
Tip: You must be authorized to deploy a module and have the appropriate page editing permissions to add modules to the current page.

1. Hover over the Modules link until the Module menu is displayed.
2. In the **Add Module** section, select the **Add Existing Module** radio button.



3. Go to the **Add Module** section.
4. At **Page**, select the page where the existing module is located.
5. At **Module**, select the module to be added. Modules are listed by module title. Note: Selecting the module here appends either 'with content' or 'without content' to the Copy Module field below depending on whether the selected module supports copying of content.
6. **Optional.** At **Visibility**, select from the following options:
   - **Same As Page**: This sets the module as visible to all roles/users who can view this page. This is the default setting.
   - **Page Editors Only**: The sets module as only visible only to the roles/user who can edit this page. Select this option if you want to add content and configure the module settings before others can view the module.
7. Go to the **Module Location** section.
8. **Optional.** At **Pane**, select the pane you want to insert the module into. The module is added to the Content Pane by default. The names of other panes will depend upon the skin applied to this page. If you select a pane other than the Content Pane, the position of the pane is briefly shown on the page.

9. **Optional.** At **Insert**, select the placement of the module from the first drop down list. One or more of the following options is available, depending on the number of modules located in the selected pane:
   - **Top**: Select to add the module above all existing modules within the selected pane. Skip to Step 9.
   - **Above**: Select to add the module above another chosen module within the selected pane.
     a. At **Module**, select the module the new module will be added above.
   - **Below**: Select to add the module below another module within the selected pane.
     a. At **Module**, select the module the new module will be added below.
   - **Bottom**: This adds the module below all existing modules within the selected pane. This is the default option.
10. At **Copy Module (with content)**, select from these options.
   - Check ☑ the check box to create an independent instance of this module. This new module contains both the settings and (where applicable) the content of the existing module however you can modify this module without affecting the existing module.
   - Uncheck ☐ the check box to display the existing module on this page. This module shares the settings and (where applicable) the content of the existing module and modifying either instance will update both versions.



11. Click the **Add Module** button.

Note: When adding an existing module from another site, a warning message will be displayed advising that the module may not support module sharing. Exceptions are the HTML/HTML Pro and Journal modules which have be developed with module sharing capabilities.

Related Topics:

- See "Adding Module Content"
- See "Setting Permissions to Deploy a Module"

Adding a New Module (Iconbar)

How to a new module to a page using the Iconbar. The Iconbar Control Panel provides a single interface from which authorized users can access page and module management tools, shortcuts to six common administration tasks and quick links to the Administration and Host pages.. Adding a new module inserts a module without content into the current page.

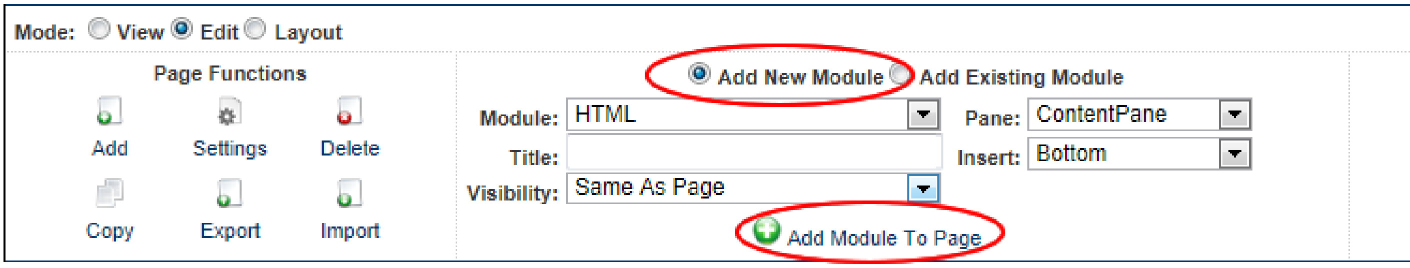
Permissions. You must be authorized to deploy a module and have the appropriate page editing permissions to add a module to a page.

Important. If content localization is enabled, See "Adding a Module to all Languages" or See "Adding Modules to a Secondary Language Only" as required.

1. On the Iconbar, go the Module Insertion section and select **Add New Module**.
2. At **Module Selection**, set the following options:
    a. At **Category**, select one of the following module categories from the drop down list to populate the Module field below with the related modules.
        - **Admin**: Modules which are typically used for site administration rather than managing content.
        - **Common**: Modules selected as frequently used. This is the default option.
        - **Enterprise**: Modules specific to DNN Enterprise Edition.
        - **Professional**: Modules specific to DNN Professional Edition.
        - **All Categories**: Modules within all categories including those which haven't been associated with a category).
    b. At **Module**, select the module to be added. E.g. HTML
3. **Optional.** In the **Title** text box, enter a title for this module. E.g. About Us. If no title is entered, the module name is used by default.

4. **Optional.** At **Visibility**, select from the following options:
   - **Same As Page**: This sets the module as visible to all roles/users who can view this page. This is the default setting.
   - **Page Editors Only**: The sets module as only visible only to the roles/user who can edit this page. Select this option if you want to add content and configure the module settings before others can view the module.
5. **Optional.** At **Pane**, select the pane you want to insert the module into. The module is added to the Content Pane by default. The names of other panes will depend upon the skin applied to this page. If you select a pane other than the Content Pane, the position of the pane is briefly shown on the page.
6. **Optional.** At **Insert**, select the placement of the module from the first drop down list. One or more of the following options is available, depending on the number of modules located in the selected pane:
   - **Top**: Select to add the module above all existing modules within the selected pane. Skip to Step 9.
   - **Above**: Select to add the module above another chosen module within the selected pane.
     a. At **Module**, select the module the new module will be added above.
   - **Below**: Select to add the module below another module within the selected pane.
     a. At **Module**, select the module the new module will be added below.
   - **Bottom**: This adds the module below all existing modules within the selected pane. This is the default option.
7. Click the **Add Module** button on the RibbonBar - OR - Click the Add Module To Page link on the Iconbar. For modules that enable you to add content, See "Adding Module Content"

Tip: When you add the module listed as Users and Roles, three separate modules (Security Roles, My Profile and User Accounts) are added to the page. These modules do not need to be used on the same page. You can delete one or all of them, or move them to different pages as you like.



Adding a New Module using the Iconbar

Adding an Existing Module (Iconbar)

How to add an existing module to the current page using the Iconbar. The module content is shared so if you update the content on one module the content in the other module also updates.

Important. You cannot add an existing module to the page where it already exists.

Tip: You must be authorized to deploy a module and have the appropriate page editing permissions to add a module to a page.

1. Maximize the Control Panel.
2. Go the Module Insertion section and select **Add Existing Module**.
3. At **Page**, select the page where the existing module is located.
4. At **Module**, select the module to be added.
5. **Optional.** At **Visibility**, select from the following options:
   - **Same As Page**: This sets the module as visible to all roles/users who can view this page. This is the default setting.
   - **Page Editors Only**: The sets module as only visible only to the roles/user who can edit this page. Select this option if you want to add content and configure the module settings before others can view the module.
6. **Optional.** At **Pane**, select the pane you want to insert the module into. The module is added to the Content Pane by default. The names of other panes will depend upon the skin applied to this page. If you select a pane other than the Content Pane, the position of the pane is briefly shown on the page.
7. **Optional.** At **Insert**, select the placement of the module from the first drop down list. One or more of the following options is available, depending on the number of modules located in the selected pane:
   - **Top**: Select to add the module above all existing modules within the selected pane. Skip to Step 9.
   - **Above**: Select to add the module above another chosen module within the selected pane.
     a. At **Module**, select the module the new module will be added above.
   - **Below**: Select to add the module below another module within the selected pane.
     a. At **Module**, select the module the new module will be added below.
   - **Bottom**: This adds the module below all existing modules within the selected pane. This is the default option.
8. Click the Add Module To Page link. For modules that enable you to add content.

Related Topics:

- See "Adding Module Content"

Module Settings

Module Settings

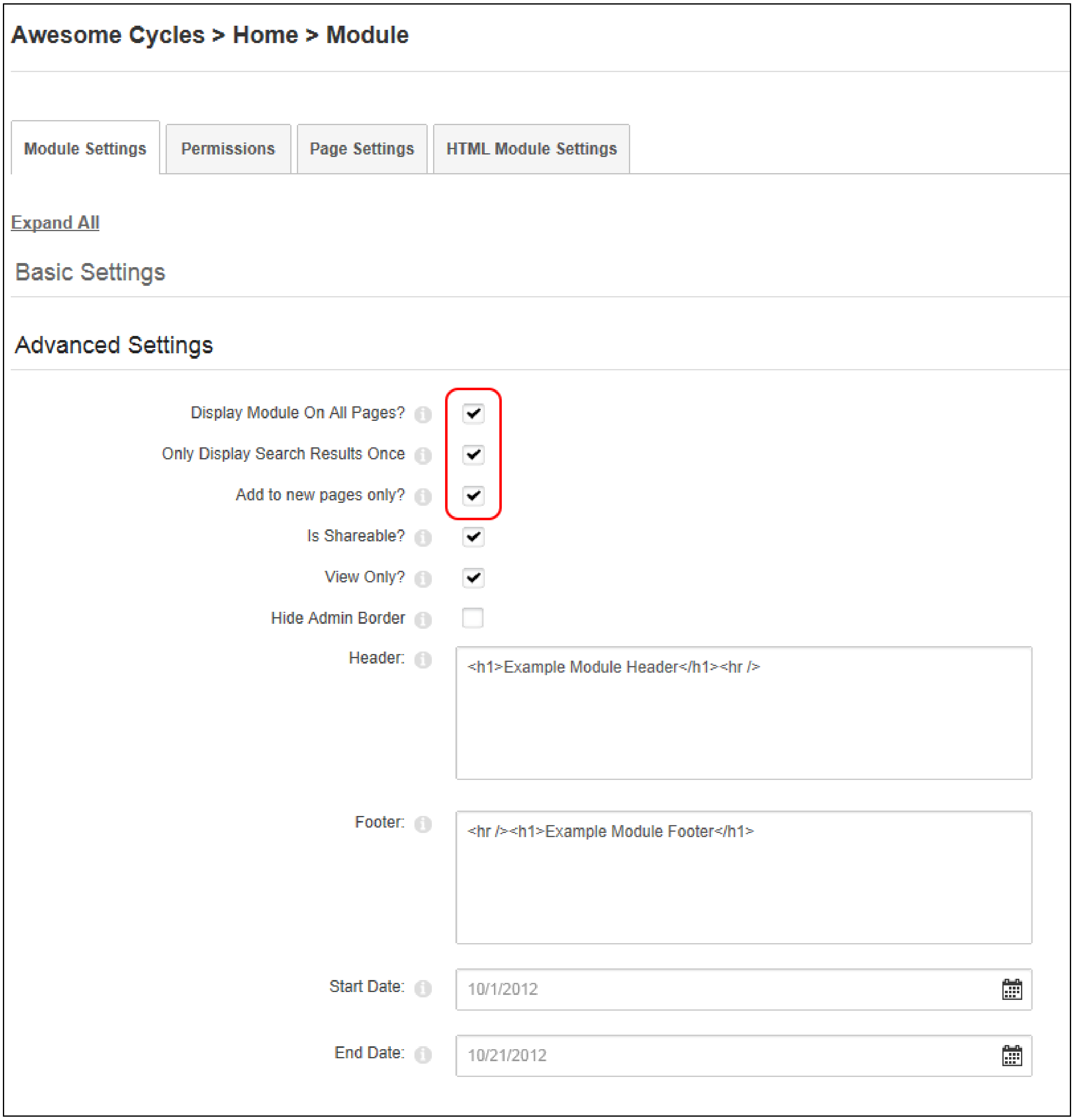
Configuring Advanced Module Settings

How to configure the advanced module settings for the current module. This section allows you to set the pages this module is displayed on, configure module sharing, set start and end dates for a module and display a header and footer above and below the module content.

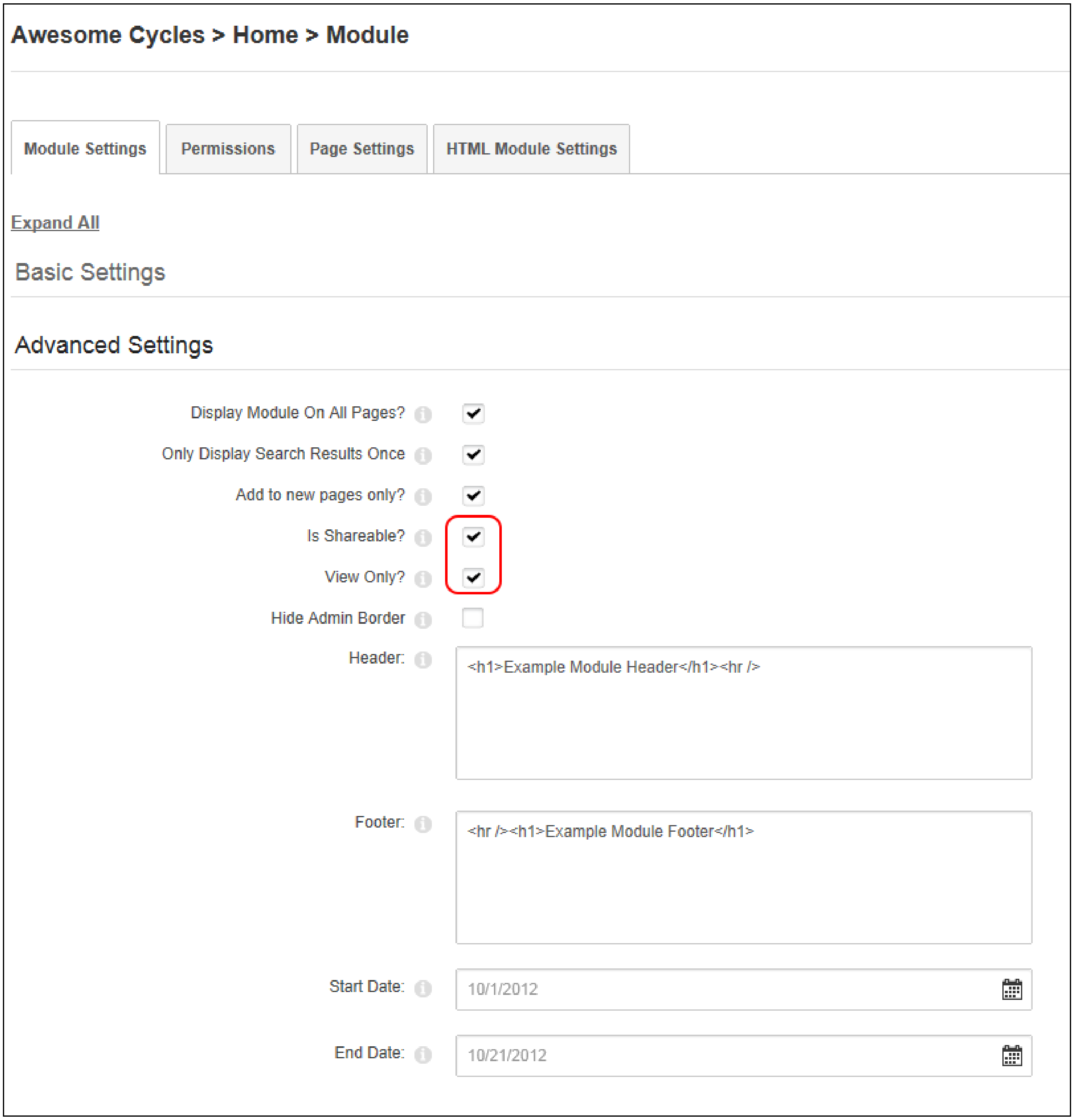
This section allows you to display a module on multiple pages including the Admin pages, or to only on newly added pages. Module content is shared therefore changes made on one instance of the module are reflected on all instances of the module. If you choose to only display the module on new pages, this doesn't affect the pages where it is already located. Once a module is set to display on all/new pages, if you make changes to any module settings located on the Module Settings tab, then these changes will be reflected on all copies of the module. However, changes to module settings located on the Page Settings tab are unique to the module that you have changed.

1. Select **Settings** from the module actions menu.
2. Select the **Module Settings** tab.
3. Expand the **Advanced Settings** section.
4. At **Display Module On All Pages?**, select from these options:
   - Check the check box to add this module to all pages. Note: Once this setting is updated you can delete a single instance of a module from any page and all other instances on other pages will remain and be unaffected. Enabling this setting, reveals two additional fields that allow you to customize this setting.
     a. At **Only Display Search Results Once** check the check box to display a single search results for all instances of this module - OR - Uncheck the check box to display the search results for each instance of this module. For example, if there are five instances of the module on the site and this field is unchecked, whenever a search is made, there will be five search results for the same content with each result going to a different module.
     b. At **Add To New Pages Only?**, check the check box to add this module to each new pages that is added to the site - OR - Uncheck the check box to add the module to both existing and new pages. This is the default setting.

- Uncheck ☐ the check box to display this module on this page only. This will remove all other instances of this module apart from the one you are currently working on. It doesn't matter which module you choose to enable or disable this feature using.



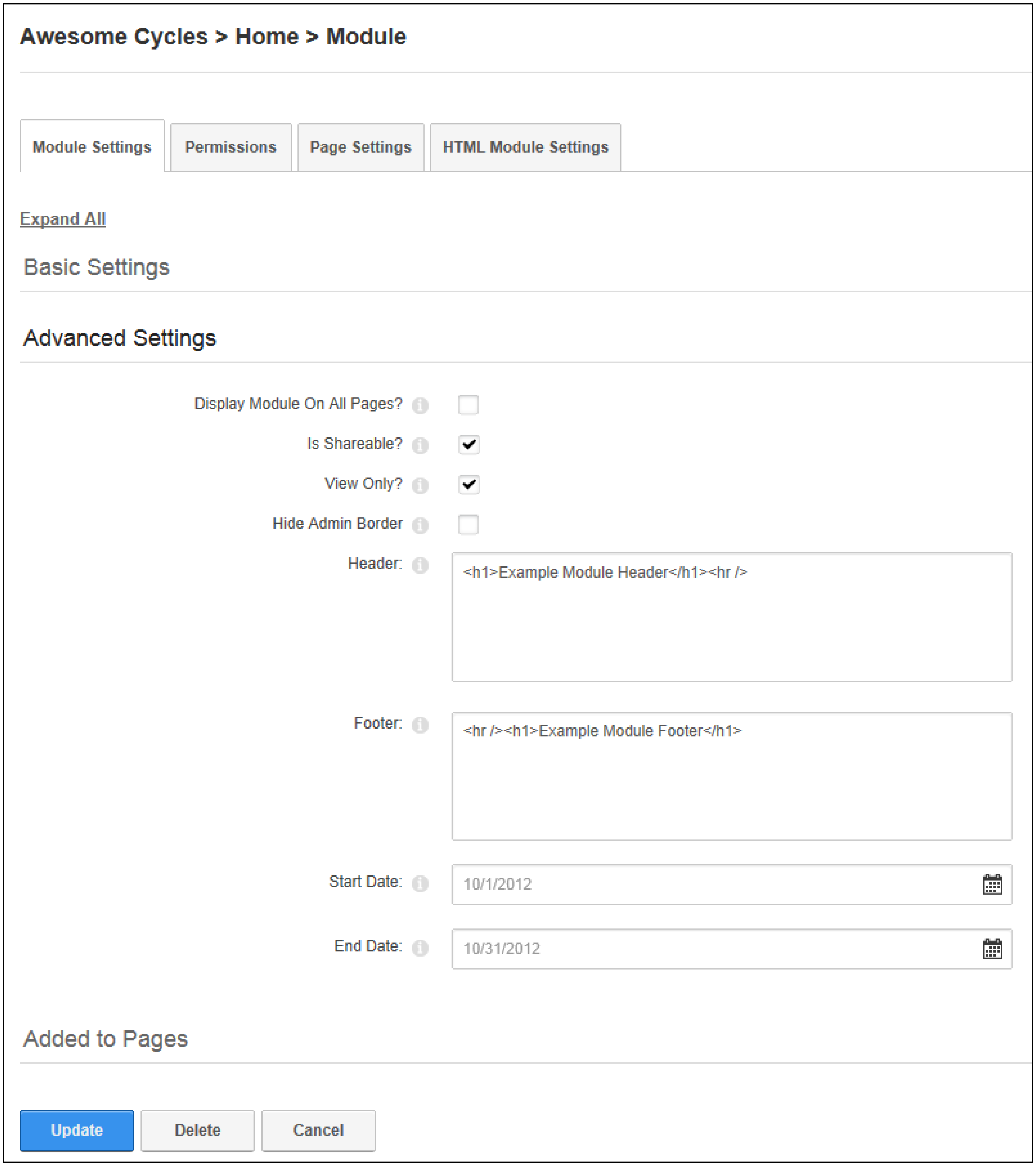
5. At **Is Shareable?** select from these options to configure this settings:
   - Check ☑ the check box to allow this module to be shared. This allows the module to be displayed in the "Add Existing Module" list on the Control Panel. For DNN Professional and Enterprise Editions, this also allows modules that support module sharing to be shared with other sites that belong to the same Site Group. Module Sharing between sites is available for modules that have been developed to support this feature.
      a. At **View Only?**, check ☑ the check box if this module can only be edited via this site - OR - Uncheck ☐ the check box if this module can be edited from other sites that it is shared with.
   - Uncheck ☐ the check box if this module to disable module sharing for this module..



6. At **Hide Admin Border**, select from these options to set the visibility of the "Visible By Administrators Only" message. The message is displayed to Administrators and SuperUsers on modules which are only visible to Administrators. This message appears on the page where the module is located as well as on the Module Settings page for that module. This message is also displayed by default for any modules which are added to the Admin pages.

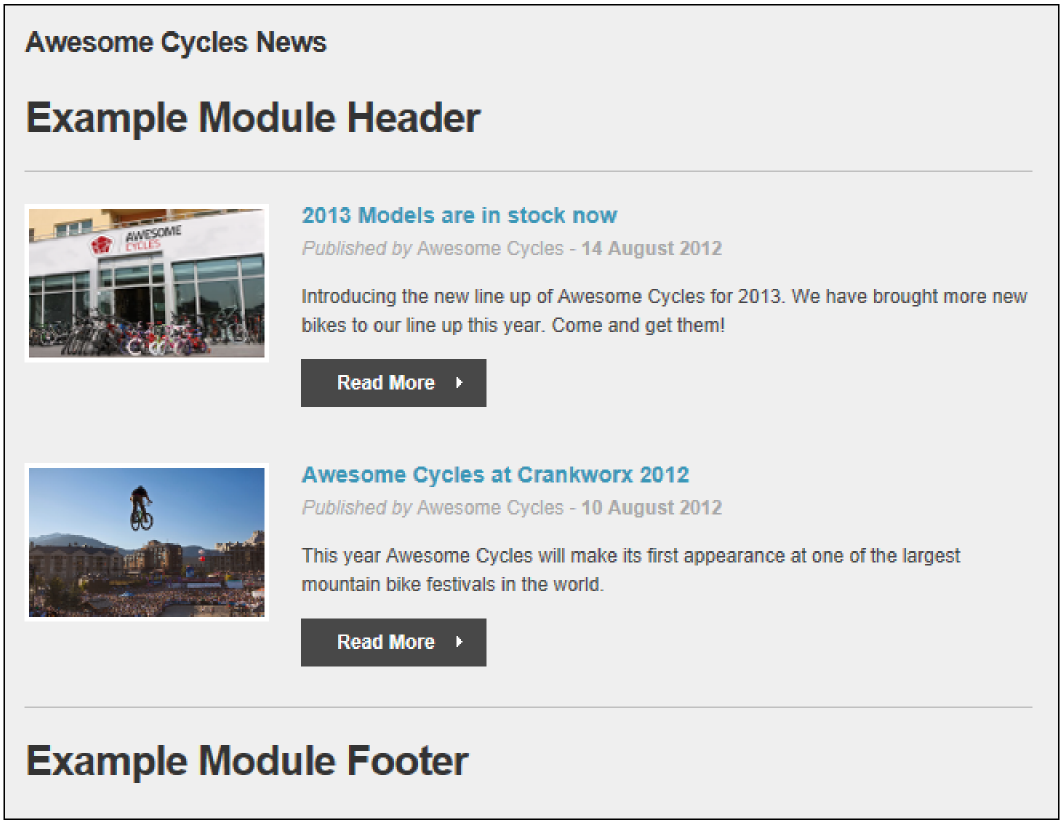
- Check the check box to hide the message. This will hide the message even if the module is only visible by administrators.
- Uncheck the check box to display the message. This displays the message even if the module is only visible to members in the Administrator role (which by default includes all hosts).

7. In the **Header** text box, add, edit or delete the header that is displayed above the module content. Plain text and basic HTML such as headings, italic and bold can be used.
8. In the **Footer** text box, add, edit or delete the footer that is displayed below the module content.
9. At **Start Date**, click the **Calendar** icon and select the first day that the module will be visible on the site. Modules with a start date are only visible to Page Editors and Administrators prior to that date, enabling them to create content in advance. A "Module Effective - [start date]" message is displayed to these users prior to the start date.
10. At **End Date**, click the **Calendar** icon and then select the last day that the module will be visible on the site. Once the end date is reached, the module is only visible to Page Editors and Administrators, enabling them to retain, edit and republish the content as desired. A "Module Expired [end date]" message is displayed to these users once the module has expired.

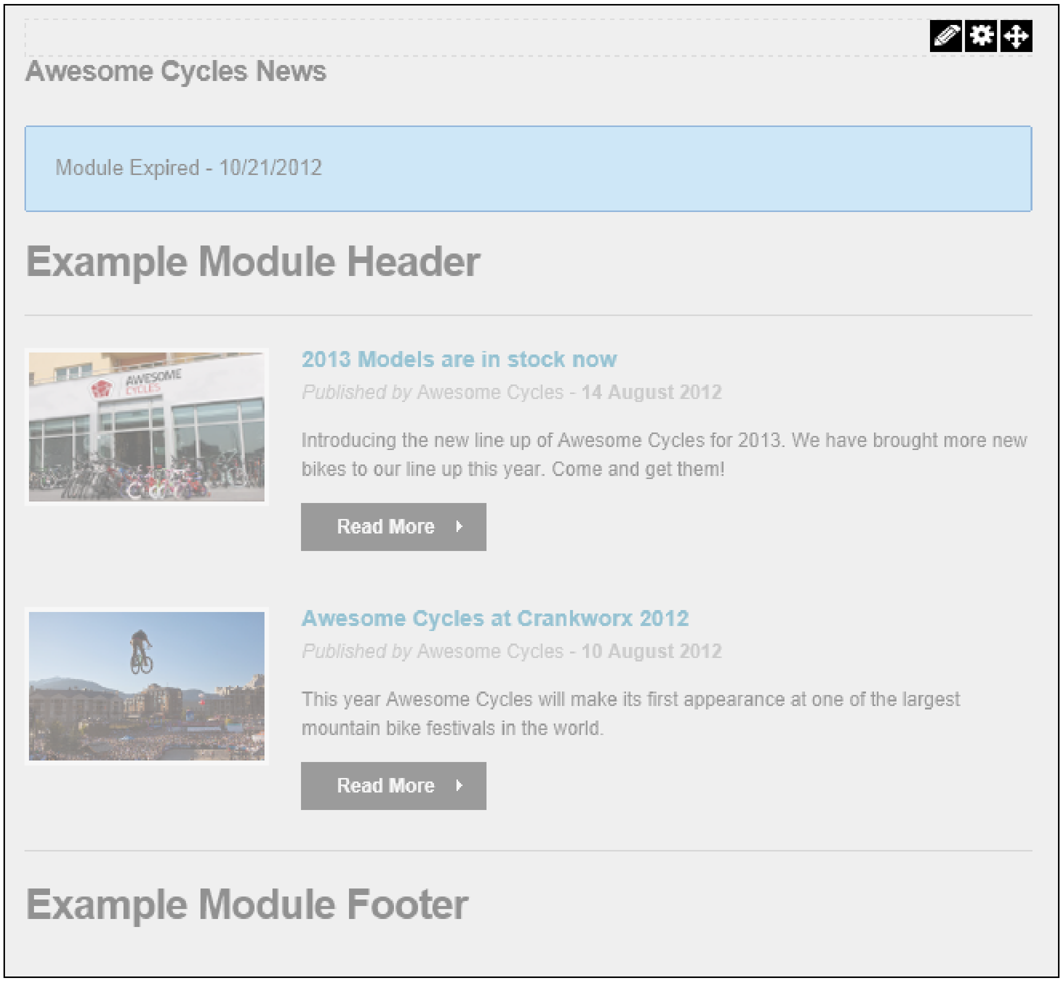


11. Click the **Update** button.

Below are some examples of modules with some of these Advanced Module Settings applied.



A module with a header and footer displayed above and below the module content



The Module Expired message that is displayed to Administrators once the module has expired.

Related Topics:

- See "Working with the Calendar"

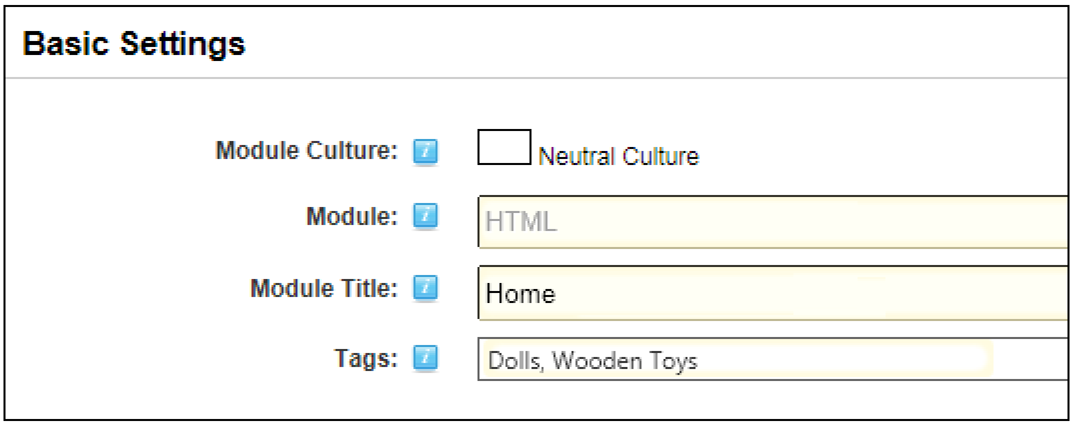
Configuring Basic Module Settings

How to view basic module settings and set the module title and tags. Tags allows site content to be categorized in a meaningful way in search results.

Important. In order to view the Module Title, the "Display Container?" field must be checked and the container applied to the module must include the [TITLE] skin token.

1. Select **Settings** from the module actions menu.
2. Select the **Page Settings** tab.
3. Expand the **Advanced Settings** section.

4. At **Module Culture**, the culture associated with this module is displayed.
5. At **Module**, view the name of the module. This field cannot be edited. E.g. Announcements, HTML, etc.
6. In the **Module Title** text box, edit the module title.
7. At **Tags**, click on the drop down list and then check ☑ the check box beside the tag you want to associate with this module. Repeat to select additional tags. Tagging is a way of categorizing content for more meaningful search results. Note: Tags can be created by users (See "Tagging Page Content") or editors (See "Creating a Vocabulary").



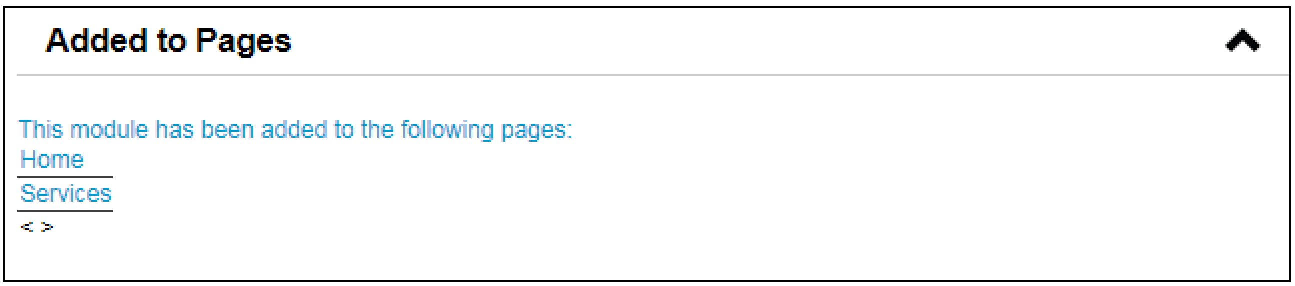
8. Click the **Update** button.

HTML module with the title "Home" displayed

Viewing Added To Pages Module Settings

How to view a list of the pages where a module is located. This setting includes a link to view the module on any of the listed pages.

1. Select **Settings** from the module actions menu.
2. Select the **Module Settings** tab.
3. Expand the **Added To Pages** section. This displays a hierarchical list of all pages (apart from the current page) where this module is located.
4. **Optional.** Click on the linked [Page Name] to view the module on that page.



The Added To Pages List

Related Topics:

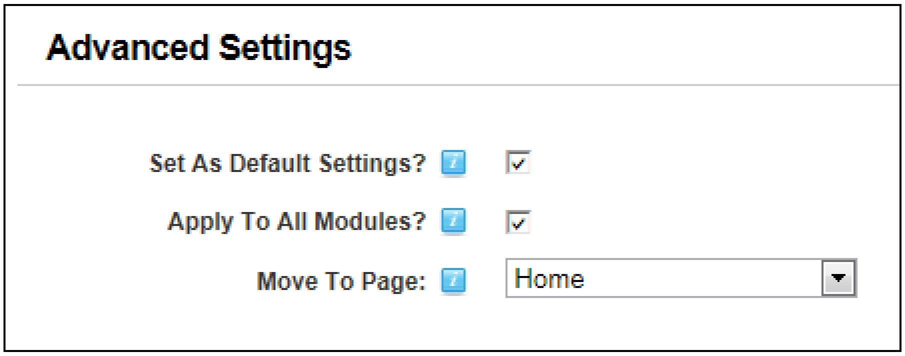
- See "Configuring Advanced Module Settings"

Page Settings

Configuring Advanced Page Settings for a Module

How to set the Advanced Page Settings on this module as the default settings for all new modules. You can optionally set these settings for all existing modules.

1. Select **Settings** from the module actions menu.
2. Select the **Page Settings** tab.
3. Expand the **Advanced Settings** section.
4. At **Set As Default Settings?**, check the check box to use these page settings for all new modules.
5. **Optional.** At **Apply To All Modules?**, check the check box to apply these page settings to all existing modules.
6. At **Move To Page**, select the page name where the module will be moved to from the drop down list.



7. Click the **Update** button.

Related Topics:

- See "Drag and Drop Module"
- See "Module Actions Menu"

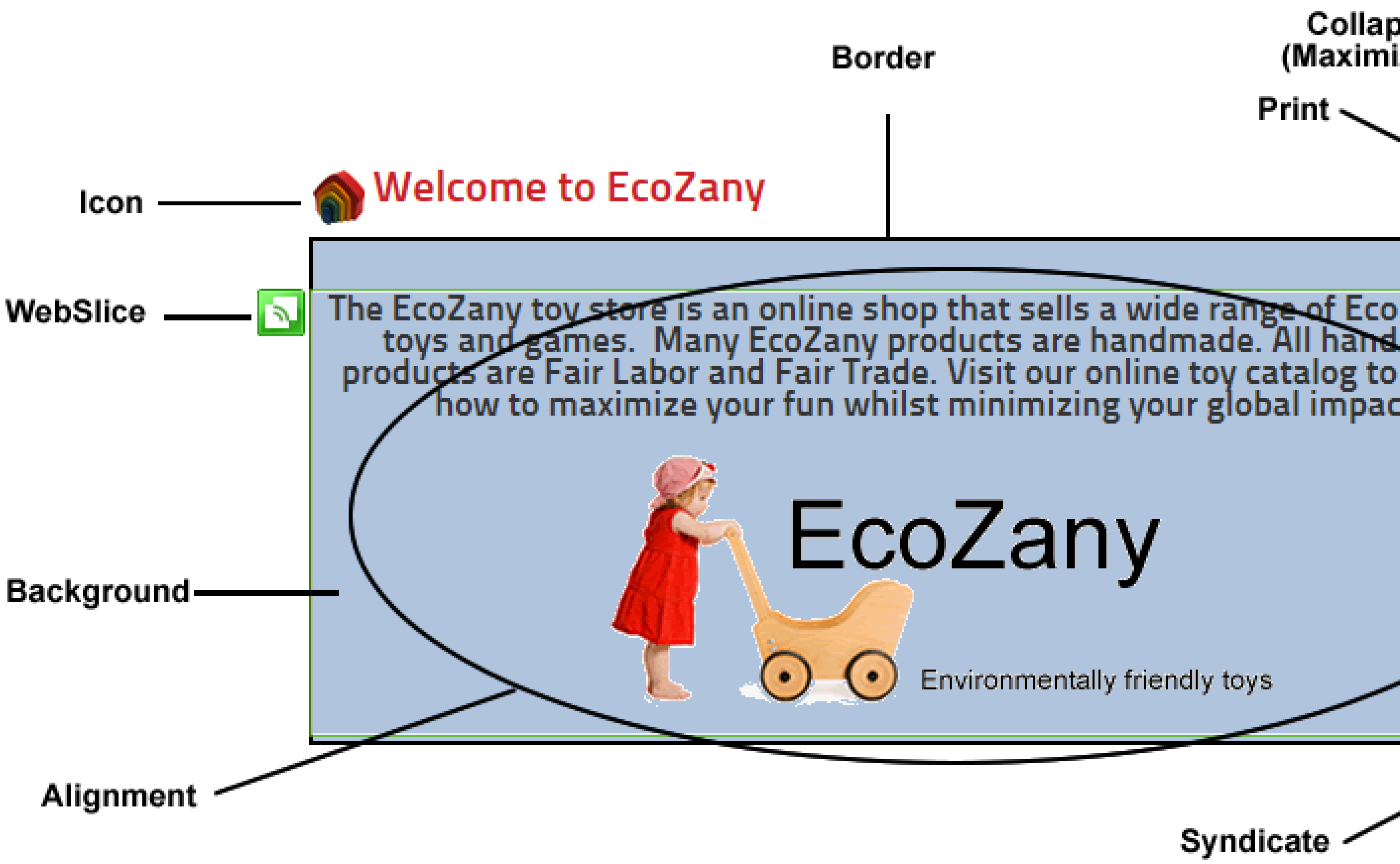
Configuring Basic Page Settings for Modules

How to set the Module Settings in the Page Settings - Basic Settings section of the Module Settings page.

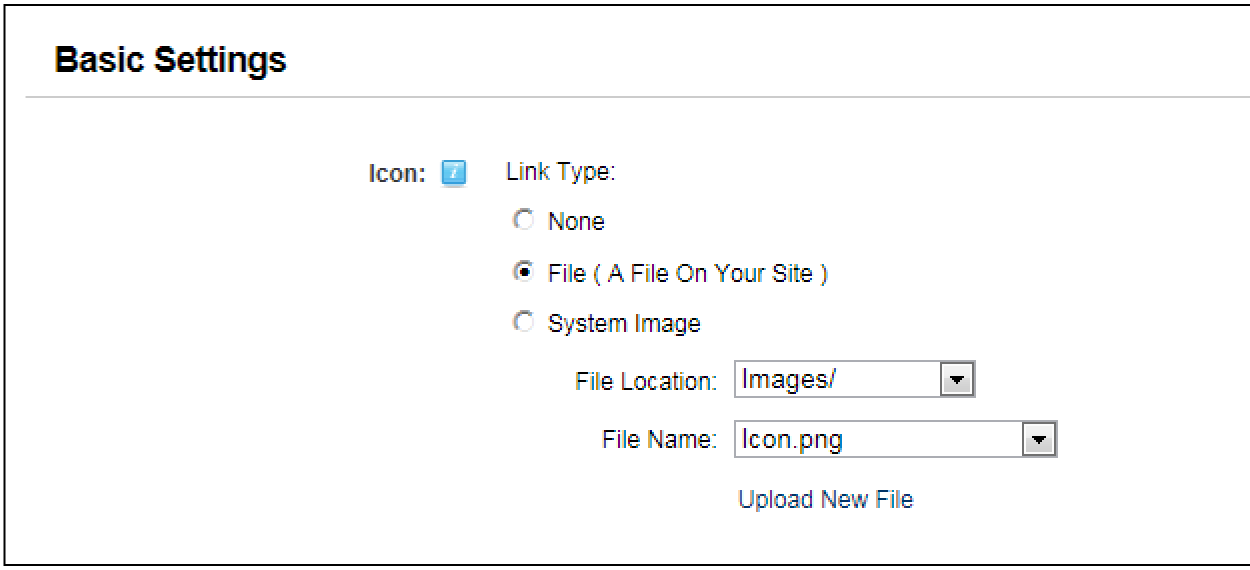
Note: Some module containers may not include the skin token required to view the icon, module title, Minimize/Maximize button, Print button or Syndicate button.

Important. The **Display Container?** setting must be checked to view the Icon, Module Title, Expand/Collapse, Print and Syndicate settings.

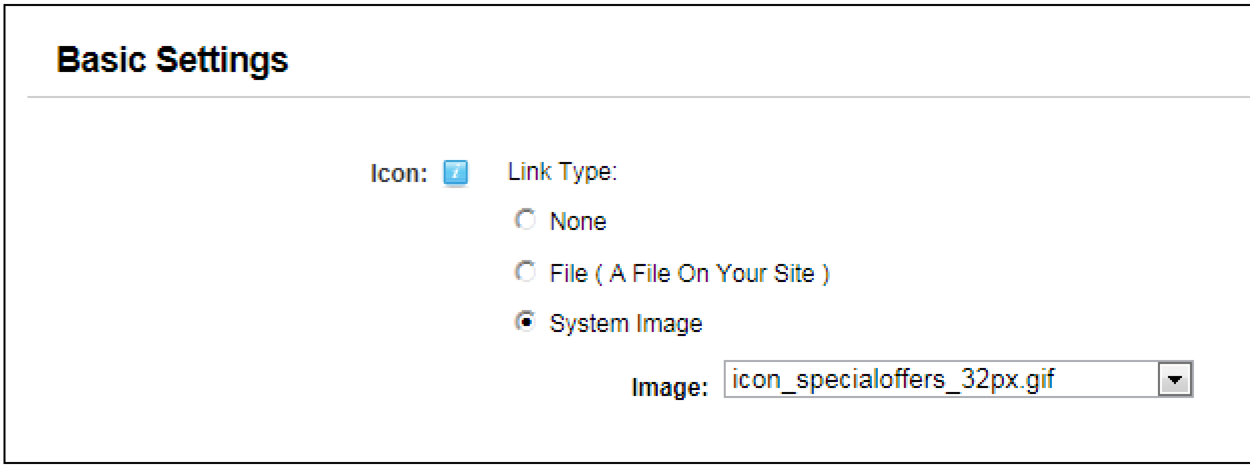
The below diagram shows the settings which you can set in this section.



1. Select **Settings** from the module actions menu.
2. Select the **Page Settings** tab.
3. Expand the **Basic Settings** section.
4. At **Display Container?**, check the check box to display the module container - OR - Uncheck the check box to hide the module container.
5. At **Icon**, choose whether to display an icon in the module container. The icon can be any common image type such as a JPEG, or GIF. The icon is typically displayed to the left of the module title.
   a. At **Link Type**, select from the following:
      - **None**: Select for no icon.
      - **File (A File On Your Site)**: Select to choose an image from the File Manager or upload a file. See "Uploading and Linking to a File"
         i. At **File Location**, select the folder where the file is located.
         ii. At **File Name**, select the file from the drop down list. See "Setting a File Link". Tip: Select `None Specified`> to unset an icon.

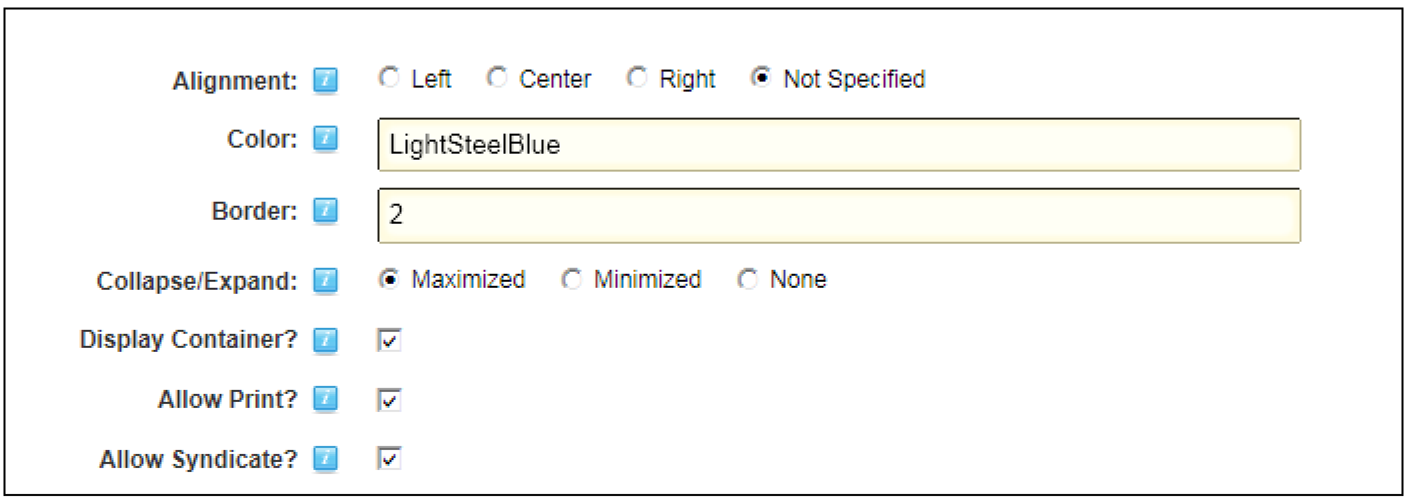


- **System Image**: Select to choose from the system icon library.
    i. At **Image**, select an image from the drop down list.



6. At **Alignment**, select the default alignment for module content. Content which has been formatted using the RTE will override this setting.
    - **Left**, **Center**, **Right**: Select content alignment.
    - **Not Specified**: Select to use default alignment.
7. In the **Color** text box, enter a color name or hex number. E.g. Navy or #CFCFCF. Find Color code charts at http://www.w3schools.com/Html/html_colors.asp.
8. In the **Border** text box, enter a number to set the width of the border in pixels. E.g. 1 = 1 pixel width. Leave this field blank for no border.

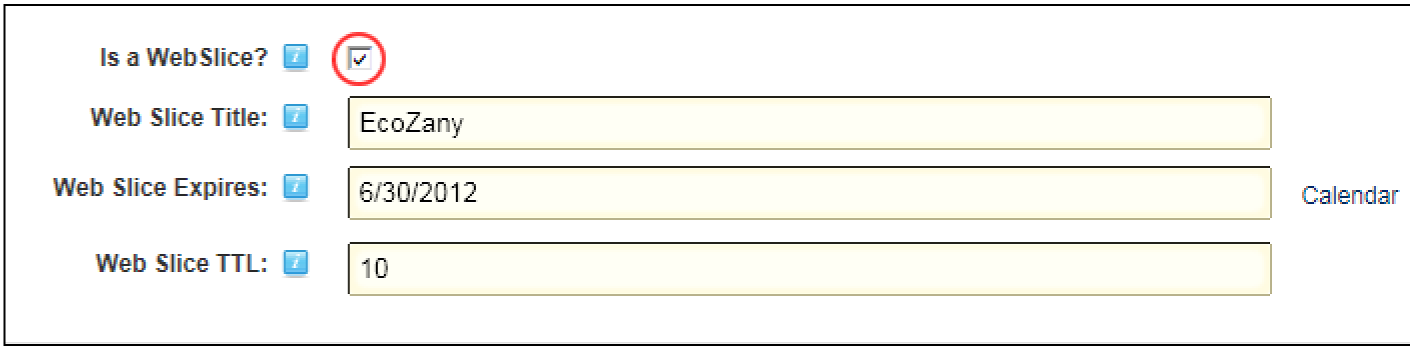
9. At **Collapse/Expand**, select from the following options to set the visibility of module content.
    - **Maximized**: Select to display the module content on the page. The **Minimize** button is displayed enabling users to minimize the content.
    - **Minimized**: Select to hide the module content. The module title, header and footer are still visible. The **Maximize** button is displayed enabling users to maximize the content.
    - **None**: Select to display module content and remove the **Maximize** / **Minimize** button.
10. At **Display Container?**, check the check box to display the module container - OR - Uncheck the check box to hide the module container including the icon, module title, Minimize/Maximize button, Print button or Syndicate button.
11. At **Allow Print?**, select from the following options to set the visibility of the **Print** button which enables users to print the module content. The Print icon displays in the menu and on the module container.
    - Check the check box to display the **Print** button and allow printing.
    - Uncheck the check box to disable.
12. At **Allow Syndicate?**, select from the following options to enable or disable the **Syndicate** button. Syndication enables users to create an XML syndication of module content.
    - Check the check box to allow syndication and display the **Syndicate** button.
    - Uncheck the check box to disable syndication.



13. At **Is a WebSlice?**, optionally set this module as a Webslice.
    - Check the check box to enable WebSlice and set any of these optional settings:
        a. **Optional.** In the **Web Slice Title** text box, enter a title for the Web Slice - OR - Leave blank to use the module title.

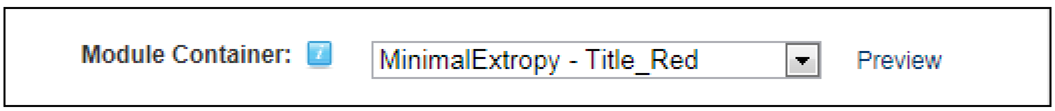
b. **Optional.** At **Web Slice Expires**: Enter a date when the Web Slice will expire - OR - Leave blank to use the End date . See "Working with the Calendar"

c. **Optional.** In the **Web Slice TTL** text box, enter the Time to Live (TTL) for this web slice in minutes - OR - Leave blank to use the default to the cache time (converted as minutes).



- Uncheck the check to disable WebSlice.

14. At **Module Container**, select the name of the module container you want to use on this module from the drop down list.
    a. **Optional**. Click the Preview link to view the module with this container applied in a new browser window.



15. Click the **Update** button.

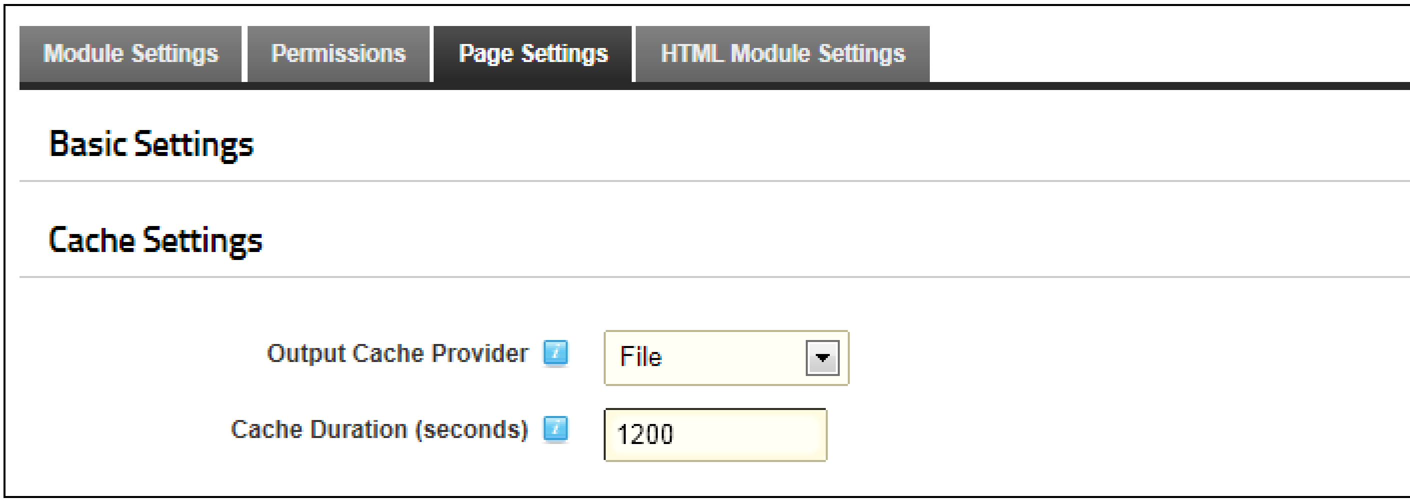
Tip: System icons associated with the Icon field are stored in the Images folder of your DotNetNuke Installation.

Configuring Cache Settings for a Module

How to set the provider used for cached files and set the period before the cache in DNN refreshes.

1. Select **Settings** from the module actions menu.
2. Select the **Page Settings** tab.
3. Go to the **Cache Settings** section.

4. At **Output Cache Provider**, select the provider to use for this page from these options:
    - **None Specified**: Select to disable caching. It this option is selected, skip to Step 6.
    - **File**: Choose this option to save cached items to a file system. This option is suitable for a shared hosting environment. This is the default setting.
    - **Memory**: This is the fastest caching method. Select this option if you have web site has a large amount of RAM allocated. This is typically not suitable for a shared hosting environment.
5. In the **Cache Duration (Seconds)** text box, enter the duration (in seconds) the information for this page will be refreshed. The default setting is 1200. I.e. Entering 60 will mean that every 60 seconds DNN will refresh module content from the database. Set to a low number like 0 if your module content changes frequently or set it to a higher number like 1200 if the content doesn't change all that often and you would like better performance out of your site.



6. Click the **Update** button.

Permissions

About Module Permissions

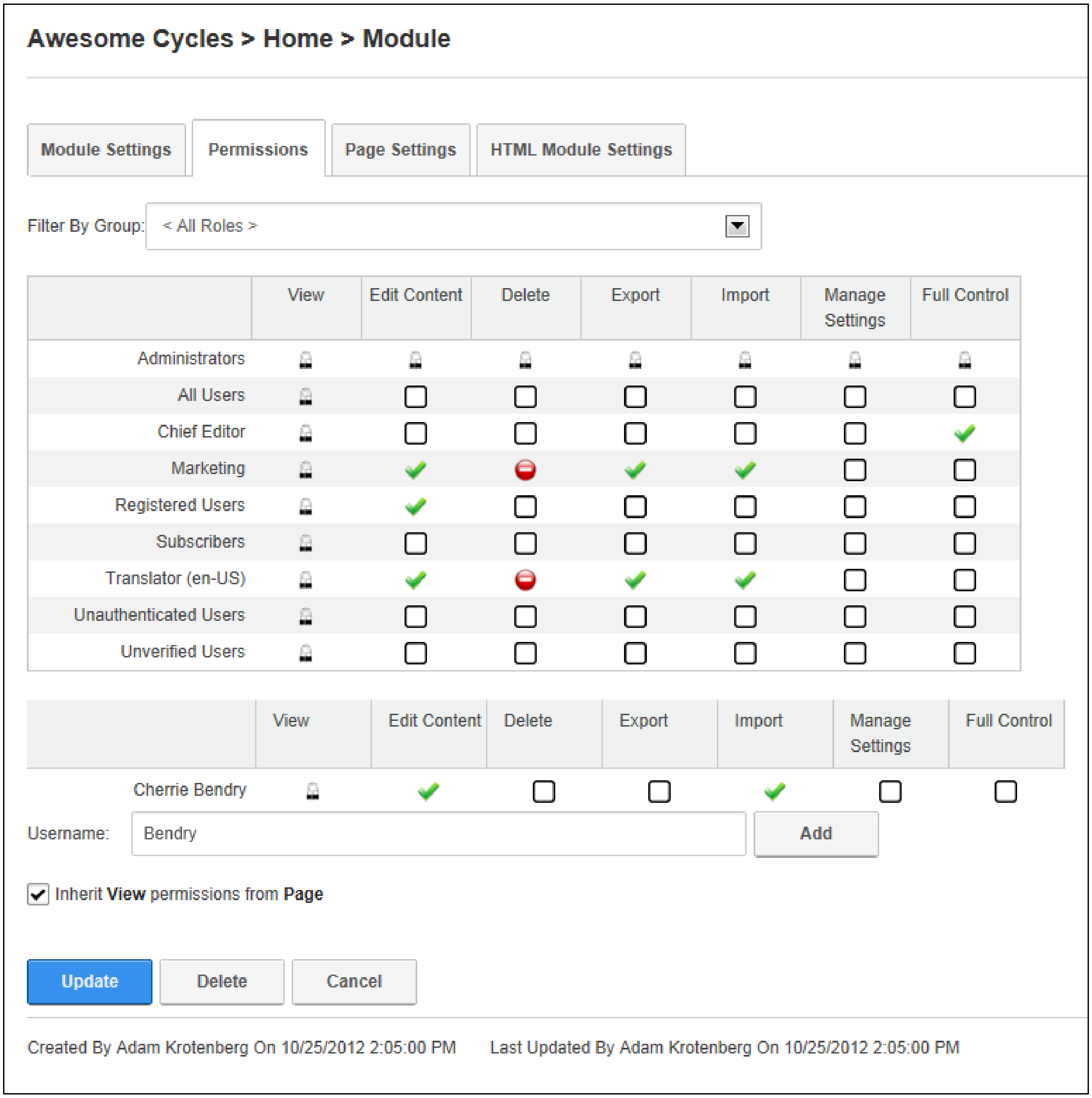
Page Editors, Administrators and SuperUsers can configure access to view, edit and manage module content by roles and/or usernames. In DNN Community edition, module management permissions consist of only two settings: View and Edit. In DNN Professional and Enterprise Editions, fine grain module management has seven permissions. In this section you will find an overview of the different module permissions available. For details on setting these permissions, See "Setting Module Permissions"

Fine Grained Module Permissions

Only available in DotNetNuke Professional Edition and DotNetNuke Enterprise Edition

Here is the full list of module permissions available in Professional Edition:

- **View**: Users can view the module on the page.
- **Edit Content**: Users can edit the module content.
- **Delete**: Users can delete the module through the module actions menu.
- **Export**: Users can export the module content using the module actions menu.
- **Import**: Users can import the module content using the module actions menu.
- **Manage Settings**: Users can change access the module settings page for this module and manage all setting excluding permissions.
- **Full Control**: Users have full administrator rights for the module.

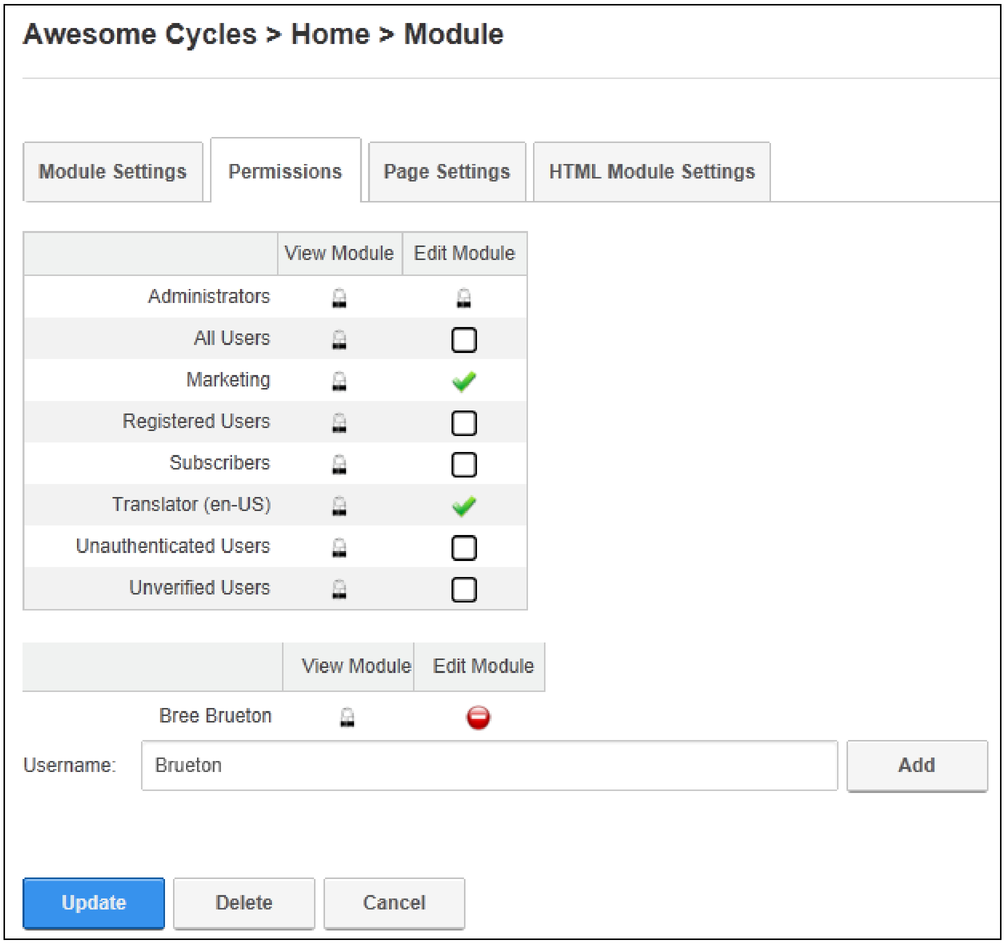


Module Permissions in DNN Professional Edition

Community Edition Module Permissions:

The following module permissions available in DNN Community Edition:

- **View Module**: Users can view the module on the page.
- **Edit Module**: Users can add and edit the module content.



Module Permissions in DNN Community Edition

Setting Module Permissions

How to set permissions to view and edit a module. Permission can be granted or denied for a role or for an individual user. Additional permission options are available on some modules such as the Events and Feedback modules.

In addition to these two basic permissions, finer grain permissions for editing modules (Delete, Import, Export, Manage Settings, and Full Control) are also available. *Only available in DotNetNuke Professional Edition and DotNetNuke Enterprise Edition*

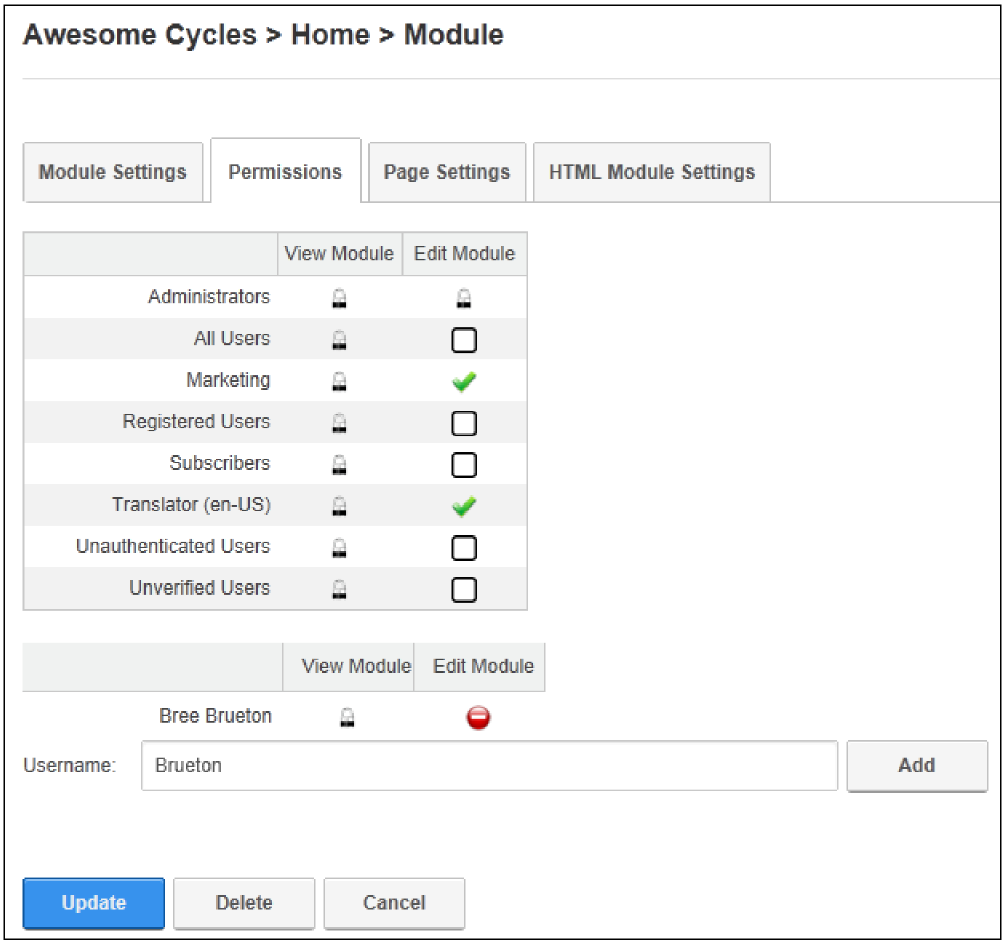
This tutorial details how to set See "Setting Module Permissions for DNN Community Edition", See "Setting Module Permissions for DNN Professional and Enterprise Edition" and See "Setting Permissions for Shared Modules"

Setting Module Permissions for DNN Community Edition

1. Select **Settings** from the module actions menu.
2. Select the **Permissions** tab.
3. **Optional.** In the **Username** text box, enter the username of the user that you want to grant or deny module permissions to and then click the Add link. Repeat this step to add additional usernames.
4. **Optional.** At **Filter By Group**, select from the following options:
   - **< All Roles >**: Select to view all roles (both global and group roles) in one single list.
   - **< Global Roles >**: Select to view all roles which are not associated with a Role Group. This includes Administrators, All Users, Registered Users, and Unauthenticated Users.
   - **[Role Name]**: Select the name of a Role Group to view the roles within that group.
5. **Optional.** At **Inherit View permissions from Page**, select from these options:
   - Check the check box if the users who are authorized to view the page this module is located on are always authorized to view this module. This displays the **Security Locked** image in the View Module column indicating that the view security is 'locked'. Skip to step 7.
   - Uncheck the check box to set different permissions for viewing this module than set for the page it is located on. If you choose to uncheck this option, the check boxes at View Module will become available.
6. In the **View Module** column, click on the check box beside a role/username repeatedly until the correct permission is displayed. The following options are available:
   - **Not Specified**: Permissions are not specified. Users cannot view the module unless they belong to another role/username that has been granted permission.
   - **Permission Granted**: Users can view the module.
   - **Permission Denied**: Users cannot view the module.
7. In the **Edit Module** column, click on the check box beside a role/username repeatedly until the correct permission is displayed. The following options are available:
   - **Not Specified**: Permissions are not specified. Users cannot edit content unless they belong to another role/username that has been granted permissions.
   - **Permission Granted**: Users can edit content.
   - **Permission Denied**: Users cannot edit content. If these users have been granted permission to edit the content under another role/username, this setting will override those permissions and prevent them editing this module.
8. Click the **Update** button.

Tip: When setting Permissions, you can change the selection at Filter By Group and set permissions for any of the related roles before updating.

> For Example: In the below screen capture, permissions to view the module are inherited from the page, permission to edit the module has been granted to the Marketing and Translator roles, however the user Bree Brueton (username Brueton) is denied access to edit the module.



Setting Module Permissions

Setting Module Permissions for DNN Professional and Enterprise Edition

1. Select **Settings** from the module actions menu.
2. Select the **Permissions** tab.

3. **Optional.** In the **Username** text box, enter the username of the user that you want to grant or deny module permissions to and then click the Add link. Repeat this step to add additional usernames.
4. **Optional.** At **Filter By Group**, select from the following options:
5. **< All Roles >**: Select to view all roles (both global and group roles) in one single list.
6. **< Global Roles >**: Select to view all roles which are not associated with a Role Group. This includes Administrators, All Users, Registered Users, and Unauthenticated Users.
7. **[Role Name]**: Select the name of a Role Group to view the roles within that group.
8. **Optional.** At **Inherit View permissions from Page**, select from these options:
   - Check ☑ the check box if the users who are authorized to view the page this module is located on are always authorized to view this module. This displays the **Security Locked** image in the View column indicating that the view security is 'locked'. Skip to Step 10.
   - Uncheck ☐ the check box to set different permissions for viewing this module than set for the page it is located on. If you choose to uncheck this option, the check boxes at View Module will become available.
9. In the **View** column, click on the check box beside a role/username repeatedly until the correct permission is displayed. The following options are available:
   - ☐ **Not Specified**: Permissions are not specified. Users cannot view the module unless they belong to another role/username which has been granted permission, or are granted Full Control permissions. Note: Users with Edit Module permissions in DNN Community Edition cannot view the module.
   - ✔ **Permission Granted**: Users can view the module.
   - ⛔ **Permission Denied**: Users cannot view the module, unless Full Control is granted.
10. In the **Edit Content** column, click on the check box beside a role/username repeatedly until the correct permission is displayed. The following options are available:
    - ☐ **Not Specified**: Permissions are not specified. Users cannot edit content unless they belong to another role/username which has been granted permission, or are granted Full Control permissions.
    - ✔ **Permission Granted**: Users can edit content.
    - ⛔ **Permission Denied**: Users cannot edit content, unless Full Control is granted.

9. In the **Delete** column, click on the check box beside a role/username repeatedly until the correct permission is displayed. The following options are available:
   - ☐ **Not Specified**: Permissions are not specified. Users cannot delete the module unless they belong to another role/username which has been granted permission, or are granted

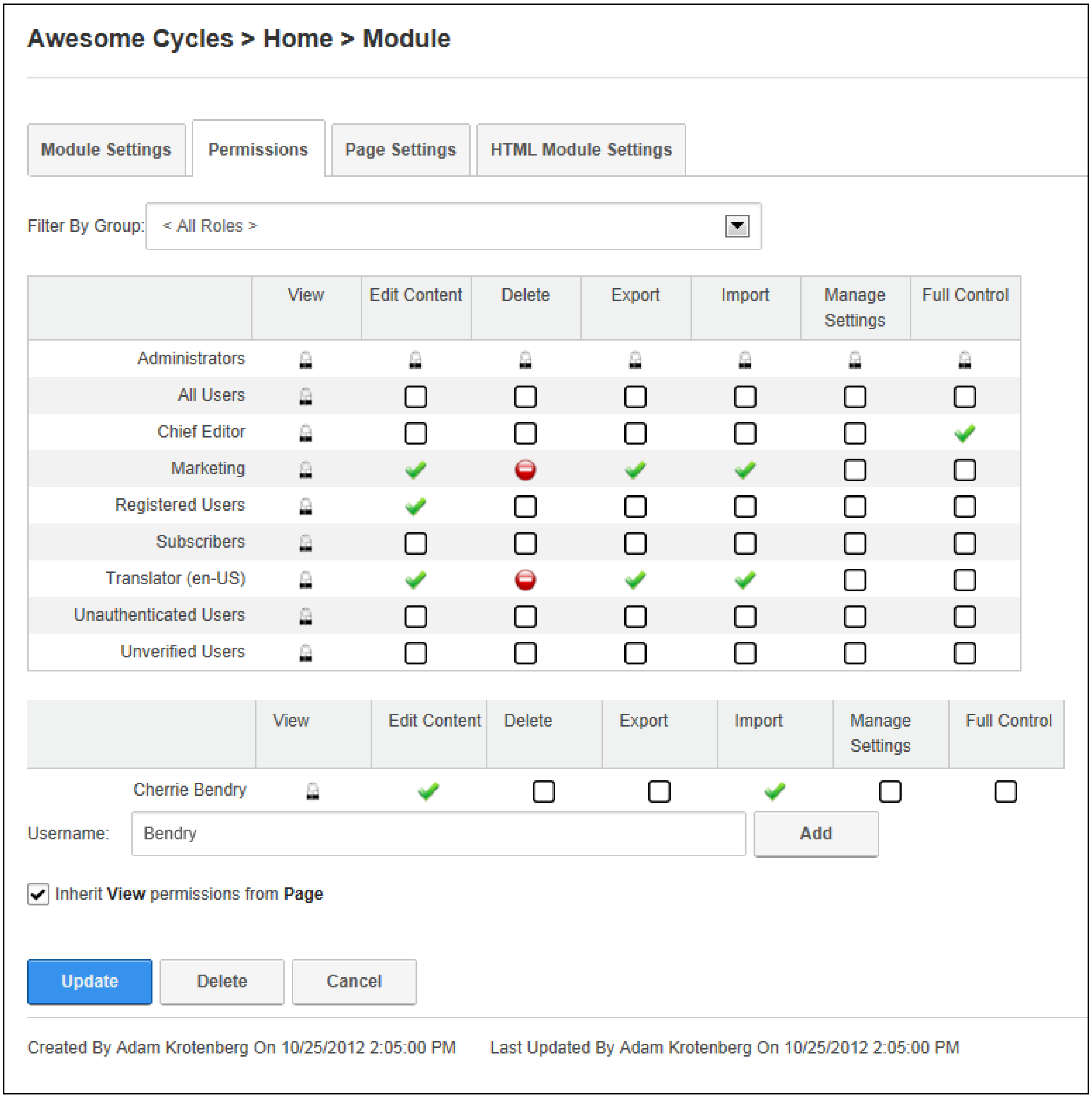
Full Control permissions.

- **Permission Granted**: Users can delete the module.
- **Permission Denied**: Users cannot delete the module, unless Full Control is granted.

10. In the **Export** column, click on the check box beside a role/username repeatedly until the correct permission is displayed. The following options are available:
    - **Not Specified**: Permissions are not specified. Users cannot export the module unless they belong to another role/username that has been granted permission, or are granted Full Control permissions.
    - **Permission Granted**:: Users can export the module.
    - **Permission Denied**: Users cannot export the module, unless Full Control is granted.
11. In the **Import** column, click on the check box beside a role/username repeatedly until the correct permission is displayed. The following options are available:
    - **Not Specified**: Permissions are not specified. Users cannot import the module unless they belong to another role/username that has been granted permission, or are granted Full Control permissions.
    - **Permission Granted**: Users can import the module.
    - **Permission Denied**: Users cannot import the module, unless Full Control is granted.
12. In the **Manage Settings** column, click on the check box beside a role/username repeatedly until the correct permission is displayed. The following options are available:
    - **Not Specified**: Permissions are not specified. Users cannot manage module settings unless they belong to another role/username that has been granted permission, or are granted Full Control permissions.
    - **Permission Granted**: Users can manage module settings.
    - **Permission Denied**: Users cannot manage module settings, unless Full Control is granted.
13. In the **Full Control** (or **Edit Module**) column, click on the check box beside a role/username repeatedly until the correct permission is displayed. The following options are available:
    - **Not Specified**: Permissions are not specified.
    - **Permission Granted**: Users have full control to view the module, manage module content and manage module settings. Note: In DNN Community Edition, View Module permissions must also be granted.
    - **Permission Denied**: Users are denied full control.
14. Click the **Update** button.

Tip: When setting Permissions, you can change the selection at Filter By Group and set permissions for any of the related roles before updating.

For Example: In the below screen capture, permissions to view the module are inherited from the page; permission to Edit Content has been granted to Registered Users; users in the Marketing and Translator roles can Edit, Import and Export content, however they cannot Delete content; the user Cherrie Bendry is able to Edit and Import content; and finally Chief Editors have been granted Full Control of the module.

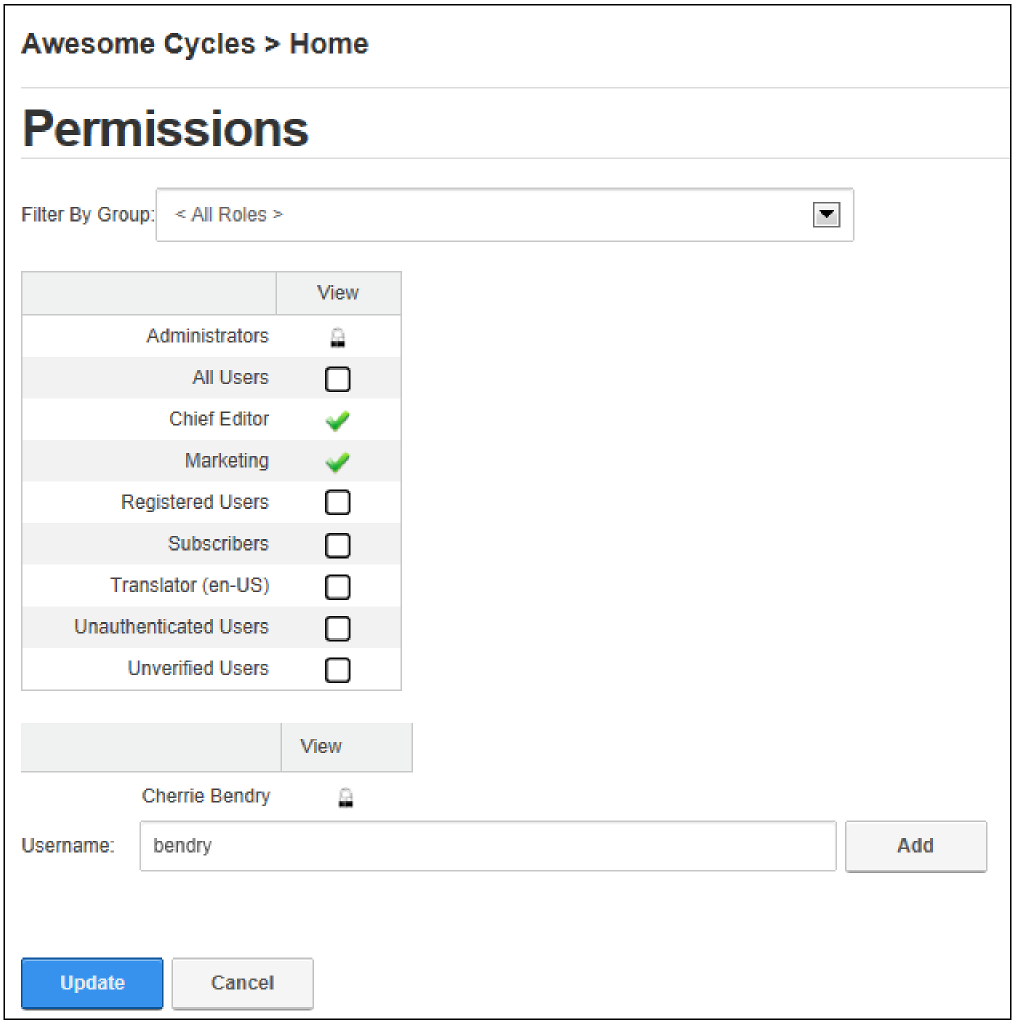


Setting Permissions for Shared Modules

How to grant module viewing permissions for modules that have been shared from another site within the same Site Group.

1. Select Settings > Permissions from the module action menu.
2. **Optional.** At **Filter By Group**, select from the following options:
   - **< All Roles >**: Select to view all roles (both global and group roles) in one single list.
   - **< Global Roles >**: Select to view all roles which are not associated with a Role Group. This includes Administrators, All Users, Registered Users, and Unauthenticated Users.
   - **[Role Name]**: Select the name of a Role Group to view the roles within that group.
3. In the **View** column, click on the check box beside a role/username repeatedly until the correct permission is displayed. The following options are available:
   - **Not Specified**: Permissions to view this module are not specified. Users cannot view the module unless they belong to another role/username that has been granted permission.
   - **Permission Granted**: Users within this role can view the module.
   - **Permission Denied**: Users within this role will be denied access to view the module. This will override any other permissions they have been granted under other roles.
4. In the **Username** text box, enter the username of a user and then click the Add link. Repeat this step to add additional usernames.
5. Click the **Update** button.

For Example: The below screen capture shows a shared module that has been set to only provide view permissions. Permission to view the module has been granted to users in the Chief Editor and Marketing roles, as well as the user Cherrie Bendry.



Related Topics:

- See "Understanding Role Based Access"

About Module Settings

All modules include a Module Settings page that enables authorized users to modify basic settings related to the module content (e.g. module title, module header and footer, module start and end dates) and module permissions (e.g. which roles or users are able to view and manage the module). This page also controls more advanced settings related to the design of the module (containers, borders, printing) and site wide module settings.

All modules have a Settings page that can be accessed by selecting **Settings** from the module actions menu. The Module Settings page enables authorized users to modify basic module settings related to the module content (e.g. module title, module header and footer, module start and end dates) and module permissions (e.g. which roles are able to view and edit a module). This page also controls more advanced settings related to the design of the module (containers, borders, printing) and site wide module settings.

The page is divided into these tabs:

- **Module Settings**: Settings relating to the Module content. Module Settings are settings which are the same on all pages where the Module appears. This section is divided into Basic Settings, Advanced Settings and Added to Pages.
- **Permissions**: This section includes module permissions where access to view, edit and manage the module is set. Note: Some modules have additional permissions to add/edit and manage module content.
- **Page Settings**: Settings specific to this particular occurrence of the module for this page. This section is divided into Basic Settings and Advanced Settings.
- **Localization Settings**: The Localization section only displays if content localization is enabled. For full details on working with this section, See "About Content Localization"
- **Module Specific Settings**: Several modules have additional settings which are specific to this module type. This section is typically named according to the module type. E.g. This section is named Links Settings on the Links module. Modules which have specific settings include the Announcements, Documents, Events, FAQ and many more.

Installed Modules

Account Login

About the Account Login Module

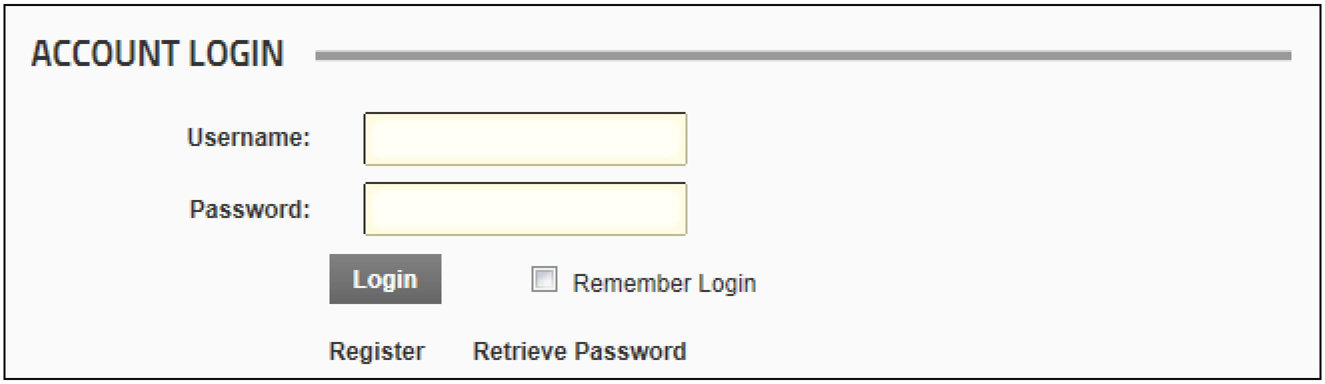
The Account Login module enables registered users to log in to a site using their login credentials. If registration is enabled on the site a Register link enables visitors to join as registered user of the site. The module can be enabled to help with forgotten passwords.

Important. For information on logging in and logging out using the Account Login module, See "Logging into a Site" and other tutorials in this section.

The Account Login module can be deployed to any page and is automatically displayed on the default User Log In page.

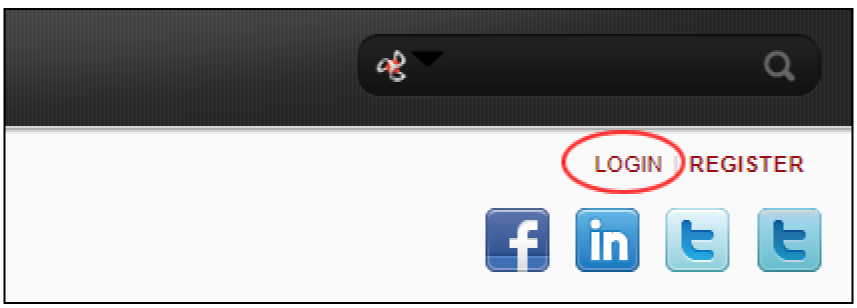
Installation Note: This module is typically installed on the site.

Module Version: 01.00.00. Note: The version number for this module does not update as it forms part of the DNN framework.



The Account Login module enabling login

Skin Token: The [LOGIN] skin token displays the Login link that opens the User Log In page. The login link is located in the top right corner of the default DNN skin.



The Login skin token

Related Topics:

- See "Logging into a Site"
- See "Adding/Editing the Login Message"
- See "Editing the Password Reminder Email"
- See "Enabling a Custom Login Page"
- See "Restoring the Default Login Page"

Administrators

Hiding Account Login from Authenticated Users

You can optionally set an Account Login module as only visible to unauthenticated users. This means the module will 'hide' once a user logs into the site. This setting is unique to the module and won't affect the Account Login module associated with the default User Log In page.

1. Navigate to the required **Account Login** module.
2. Select **Settings** from the module actions menu.
3. At **Permissions**, uncheck the **Inherit View permissions from Page** check box.
4. At **Permissions**, check the **View Module** check box for **Unauthenticated Users** and ensure all other **View Module** check boxes are unchecked.
5. Click the Update link.

Troubleshooting: Cannot Access Login Page (Friendly URL's Off)

If the Login Page setting on your site has been configured incorrectly you not be able to access the login page. This can happen if:

- The page that has set as a custom Login page doesn't have a Login module on it.
- The Login page or the Account Login module on that page is set as not visible to All Users.

Here's how you can display the default User Log In page (for sites with friendly URL's disabled).

1. Navigate to any on your site and in the address bar of the Web browser, add login.aspx to the domain name. E.g. http://www.awesomecycles.biz/login.aspx

Troubleshooting: Cannot Access Login Page (Friendly URL's On)

If a Login page is set (see Admin > Site Settings) on your site it is possible to incorrectly configure the site so that you cannot access the login page. This may happen if:

- You set a Login page but do not add a Login module to the page and then logout of the site.
- You set a Login page but accidentally delete the page and logout of the site.

To display the login page where friendly URL's have been enabled:

1. Navigate to any other page on the site and replace Default.aspx with /ctl/Login/Default.aspx in the URL.

E.g. If the URL is http://www.domain.com/Home/tabid/36/Default.aspx, the login page will be http://www.domain.com/Home/tabid/36/ctl/Login/Default.aspx

Troubleshooting: Cannot Access Login Page

If the Login Page setting on your site has been configured incorrectly you not be able to access the login page. This can happen if:

- The page that has set as a custom Login page doesn't have a Login module on it.
- The Login page or the Account Login module on that page is set as not visible to All Users.

Here's how you can display the default User Log In page (for sites with friendly URL's disabled).

1. Navigate to any on your site and in the address bar of the Web browser, add login.aspx to the domain name. E.g. http://www.awesomecycles.biz/login.aspx

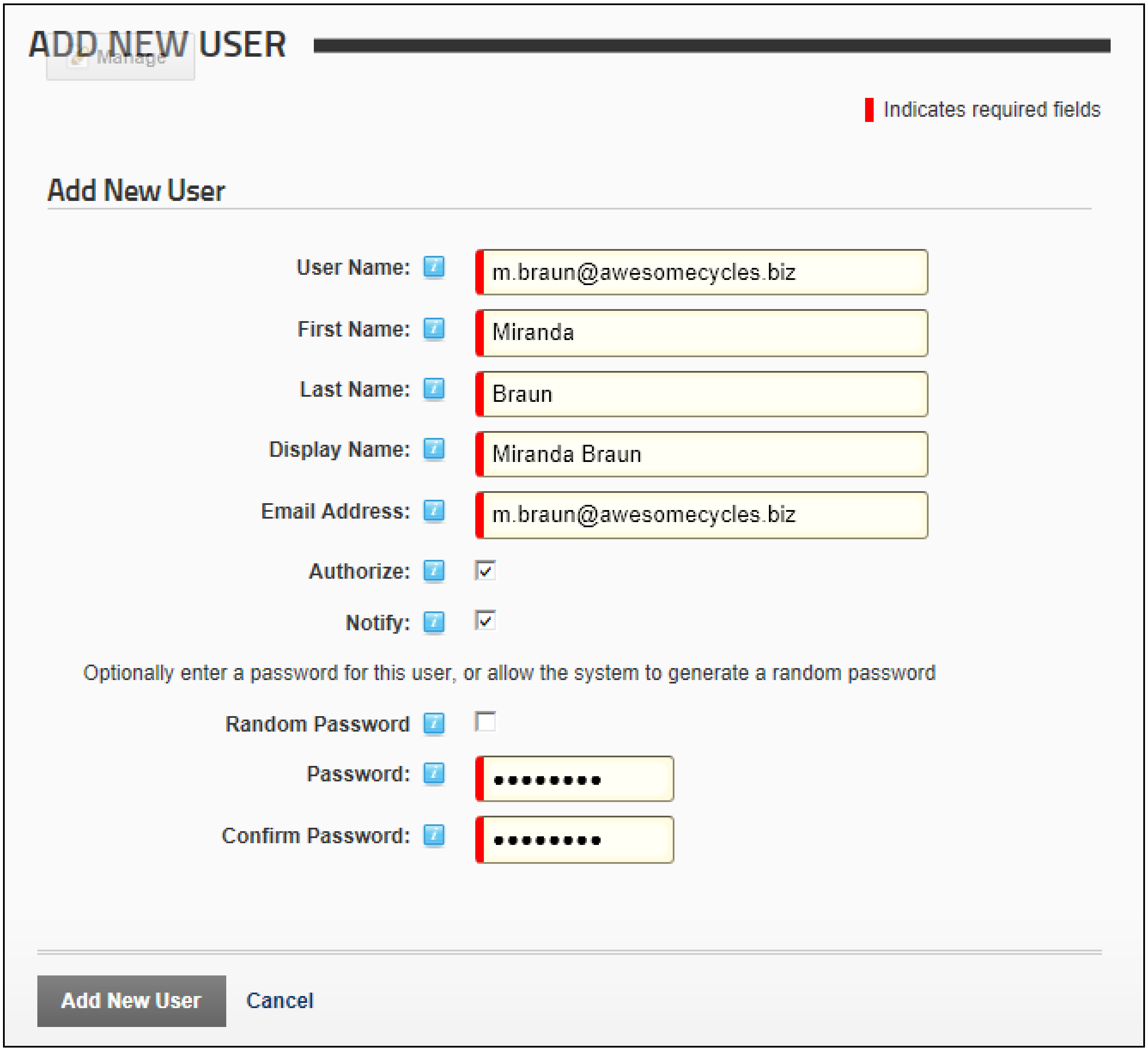
Add New User

About the Add New User Module

The Add New User module enables authorized users to create new user accounts. Once the user account is created, it can be managed using the User Accounts module. See "About the User Accounts Module"

Note: The Add New User module forms part of the Users & Roles module package. This means that you must select the module titled "Users & Roles" to add this module to a page.

Module Version: 01.00.00. Note: The version number for this module does not update as it forms part of the DNN framework.



The Add New User Module

Adding a New User

How to add a new user to a DotNetNuke site using the Add New User module. Each time a new user is added a new user record is created in the User Accounts module.

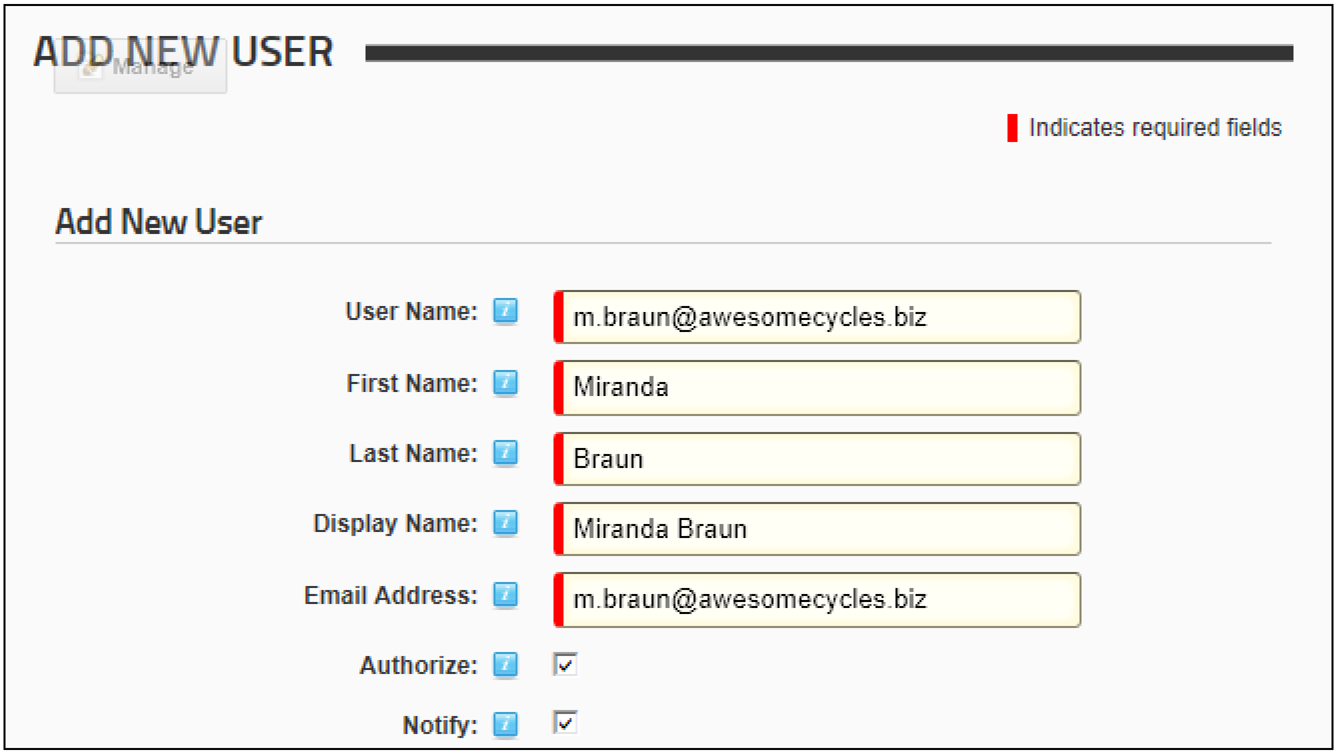
Permissions. Administrators and SuperUsers only.

Note 1: Usernames are unique and cannot be changed. If you attempt to save a user account using an existing username the following message is displayed: "A User Already Exists For the Username Specified. Please Register Again Using A Different Username." In this scenario you should change the username and retry saving the new account.

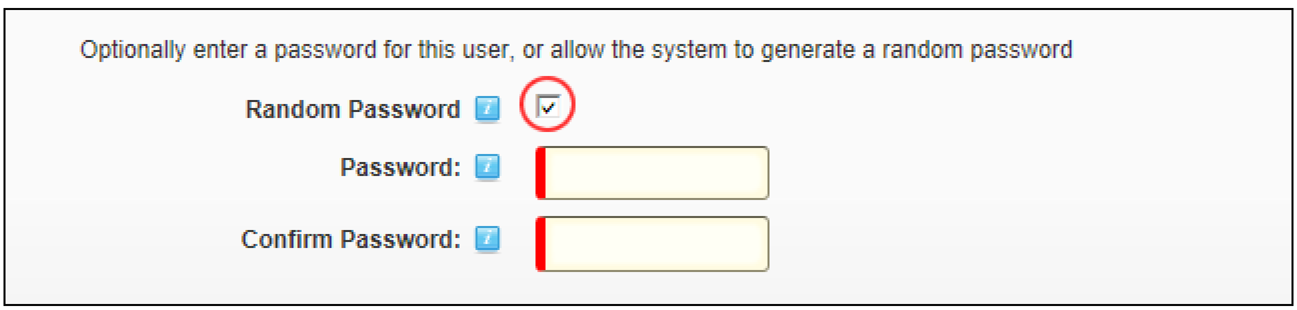
Note 2: The site may be set to only allow unique passwords. If this is the case, you will be asked to choose a new password, or opt for a random password.

Tip. The Add New User module should be added to any custom Registration page that you create. See "Configuring a Custom Registration Form"

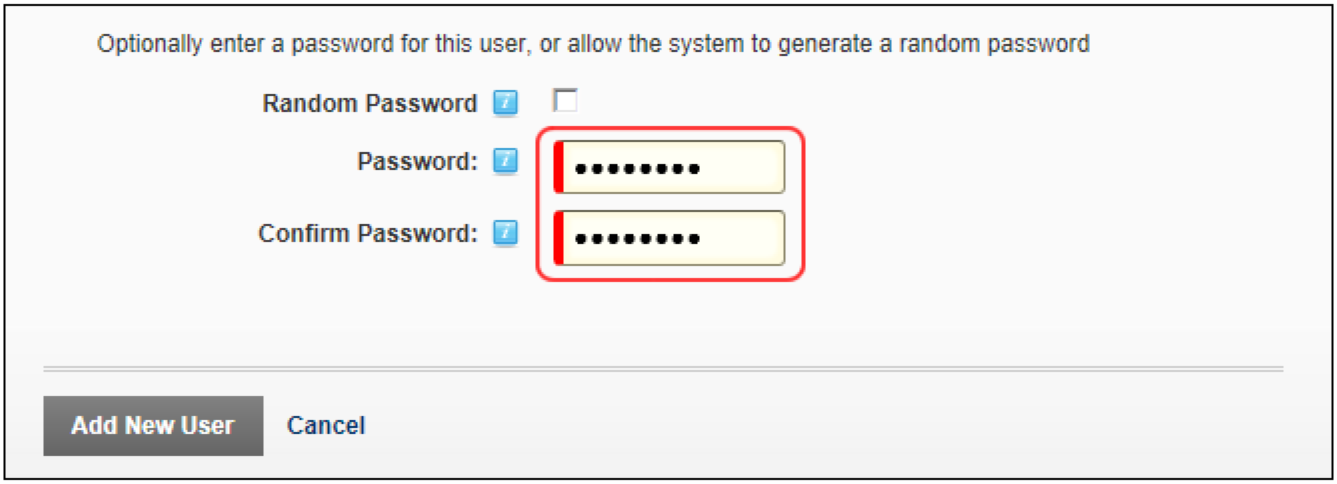
1. Go to an Add New User module.
2. In the **User Name** text box, enter a user name. Notes: Only letters and numbers can be entered.
3. In the **First Name** text box, enter the person's first name.
4. In the **Last Name** text box, enter the person's last name.
5. In the **Display Name** text box, enter the name to be displayed to other site members. Note: This field may not be displayed. See "Managing Profile Settings"
6. In the **Email Address** text box, enter a valid email address.
7. At **Authorize**, select from the following options:
    - Check the check box if the user is authorized to access the site. This will automatically provide access to the Registered User role and any roles set for Auto Assignment. This is the default setting.
    - Uncheck the check box if the new user is not yet authorized to access areas of the site that are restricted to Registered Users. In this case an Administrator must authorize the account to grant access to the Registered User role.
8. At **Notify**, select from the following options:
    - Check the check box to send a notification email to the user's email address. This is the default setting.
    - Uncheck the check box if you don't wish to send notification. If the account is not authorized, you may like to send the notification at a later time.



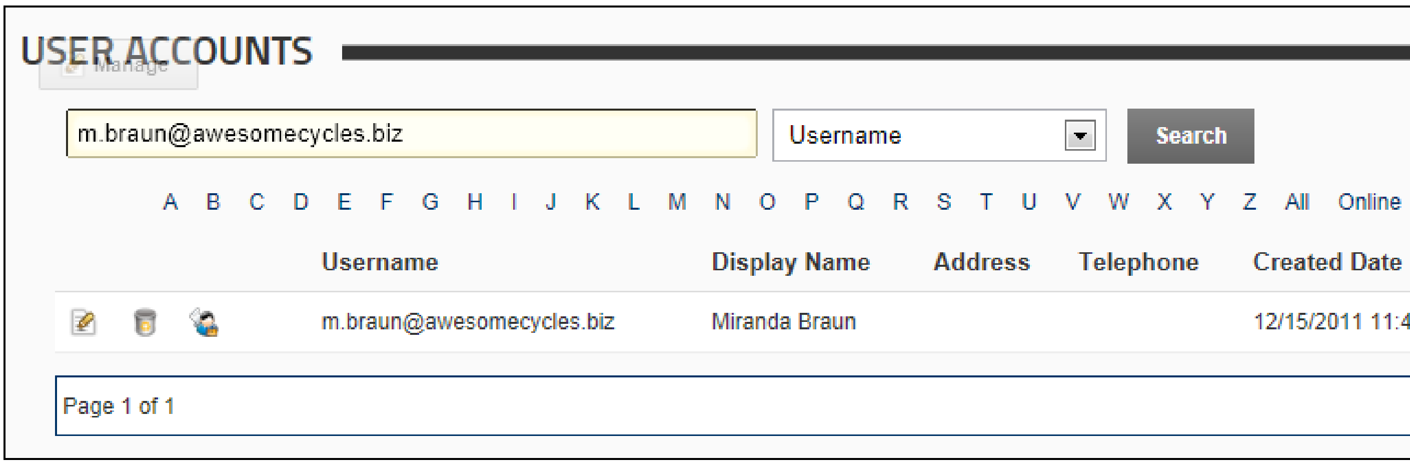
9. To create the user's password, select from these options:
    1. To generate a random password, check the **Random Password** check box.



    1. To create a password manually:
        a. Uncheck the **Random Password** check box.
        b. In the **Password** text box, enter a password.
        c. In the **Confirm Password** text box, re-enter the same password.



10. Click the Add New User link. The newly added user account can now be viewed and modified using the User Accounts module.



The newly added user account displayed in the User Accounts module

Banners

About the Banners Module

The Banners module displays vendor banner advertising. Banners can be plain text, HTML, a static image, an animated image or they can execute a script such as JavaScript. You can set the number of banners to be displayed and modify the layout. If there are more banners available than is set to display in the module one time, then different banners are displayed each time the page is visited or refreshed.

Installation Note: This module is installed during a typical DNN installation.

Module Version: 01.00.00. Note: The version number for this module does not update as it forms part of the DNN framework.

Related Topics:

- See "About the Admin Vendors Module"
- See "Enabling/Disabling Banner Advertising"

About Banner Types

An overview of the different types of banners that can be associated with a vendor account and displayed using the banners module. Five sizes of image banners are provided: Banner, MicroButton, Button, Block and Skyscraper. The Banner Type 'Banner' can be displayed either using a Banners module, or by adding the [BANNER] skin object to the skin applied to the site or to a page of the site. The [BANNER] skin object can be enabled or disabled on the Admin > Site Settings page and is a site wide setting. This can be set to either Site or Host.

Below are examples of the industry standard sizes for banner images. These sizes are recommendations only.

Banner

468 x 60 pixel

The banner type called "Banner" can be displayed either using a Banners module, or it can display where ever the [BANNER] skin object is included in the skin applied to a page. See "Enabling/Disabling Banner Advertising"

Micro Button

120 x 60 pixels

Button

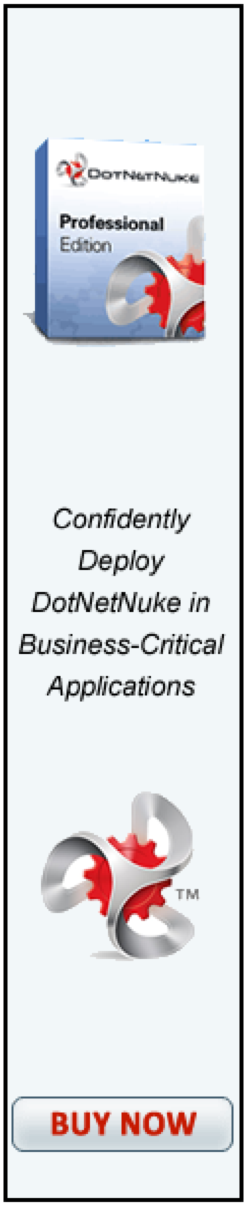
120 x 90 pixels

Block

125 x 125 pixels

Skyscraper

120 x 600 pixels



Script Banner

Script type banners can contain java-script which is executed when the banner is shown on the site.

Text Banner

Text banners can be either plain text or HTML. Style-sheet styles are applied.

Module Editors

Displaying a Banner

How to display Vendor banners using the Banners module. Banners must be created before they can be displayed in the module. See "About the Admin Vendors Module"

1. Select **Banner Options** from the module actions menu.
2. At **Banner Source**, select from these options:
   - **Host**: Displays banners managed on the Host site. These banners are available to all sites within this DNN installation.
   - **Site**: Displays banners managed on this site. These banners are exclusive to this site.
3. At **Banner Type**, select **< All >** to display banners of all types - OR - Select a single banner type (**Banner**, **MicroButton**, **Button**, **Block**, **Skyscraper**, **Text**, or **Script**) to restrict the module to display only one type of banner. See "About Banner Types"
4. The following optional settings lets you control which banners display:
   a. In the **Banner Group** text box, enter the banner group name. This sets this module to only display banners belonging to this group (A group name can be enter when added banners) - OR - Leave this field blank to display all banners regardless of group name.
   b. In the **Banner Count** text box, enter the maximum number of banners to be displayed at one time.
5. The following optional settings control how the banners displays in the module:
   a. At **Orientation**, select **Vertical** or **Horizontal** to set how the banners are displayed in the module. Vertical is the default setting.
   b. In the **Border Width** text box, enter a number to set the border width (pixels)- OR - Enter 0 (zero) for no border. No border is the default setting.

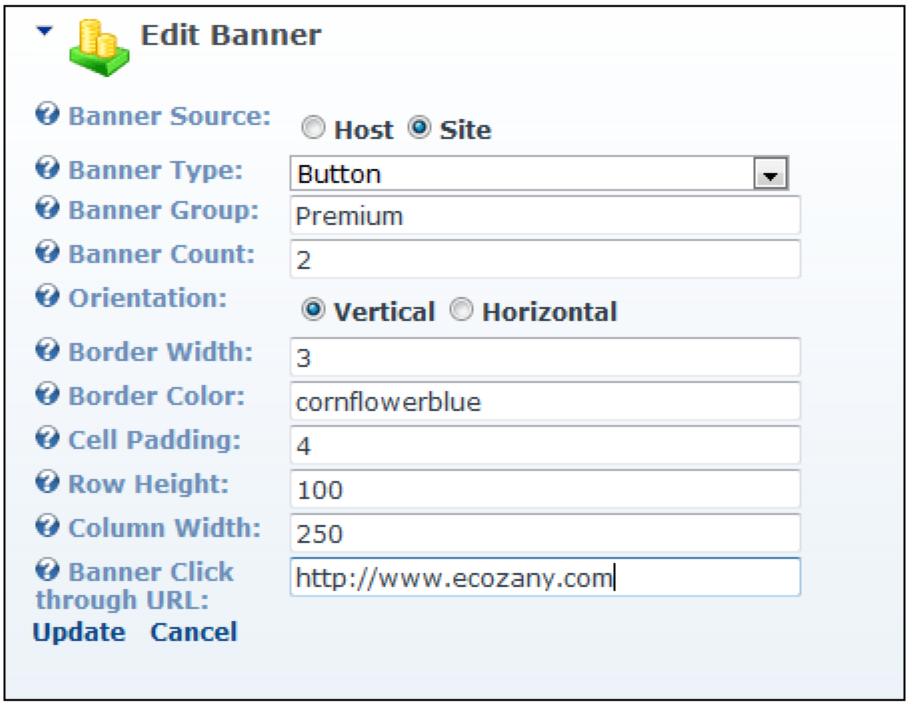
c. In the **Border Color** text box, enter a color for the border. E.g. DarkOrange. Border Width must be set to enable this setting. See Reference > Color Codes and Names for more details. Note: A Border Width must be set for this field to work.

d. In the **Cell Padding** text box, enter a number to set the space between banners and the border. Border Width must be set to enable this setting.

e. In the **Row Height** text box, enter a number to set the height for each banner cell (pixels).

f. In the **Column Width** text box, enter the pixel width for each banner cell.

6. In the **Banner Click Through URL** text box, enter an redirect page which applies to all banners in this module.

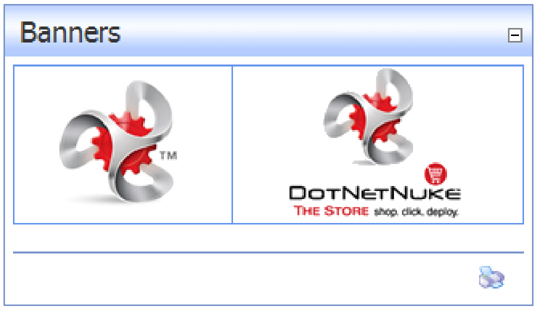


7. Click the **Update** button.

Displaying Banners Horizontally

How to set the Banners module to display banners horizontally across the page.

1. Select **Banner Options** from the module actions menu.
2. At **Orientation**, select **Horizontal**.
3. **Optional.** In the **Column Width** text box, enter a number to set the width of each column cell. If this setting is left empty the banners may not align evenly across the module.
4. Click the **Update** button.

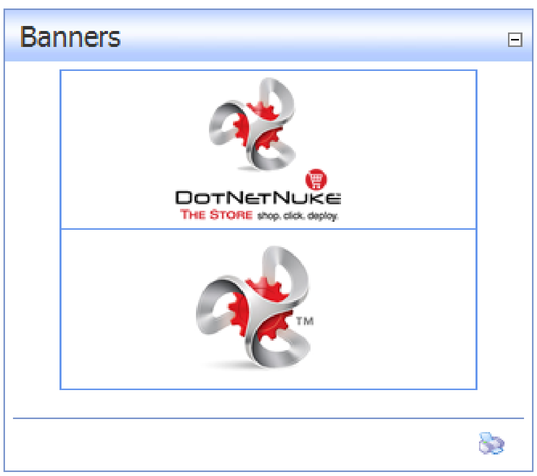


Displaying Banners Horizontally

Displaying Banners Vertically

How to set the banners module to display banners vertically down the page.

1. Select **Banner Options** from the module actions menu.
2. At **Orientation**, select **Vertical**.
3. Click the **Update** button.



Displaying Banners Vertically

Editing Banner Options

How to edit the settings applied to the Banners module.

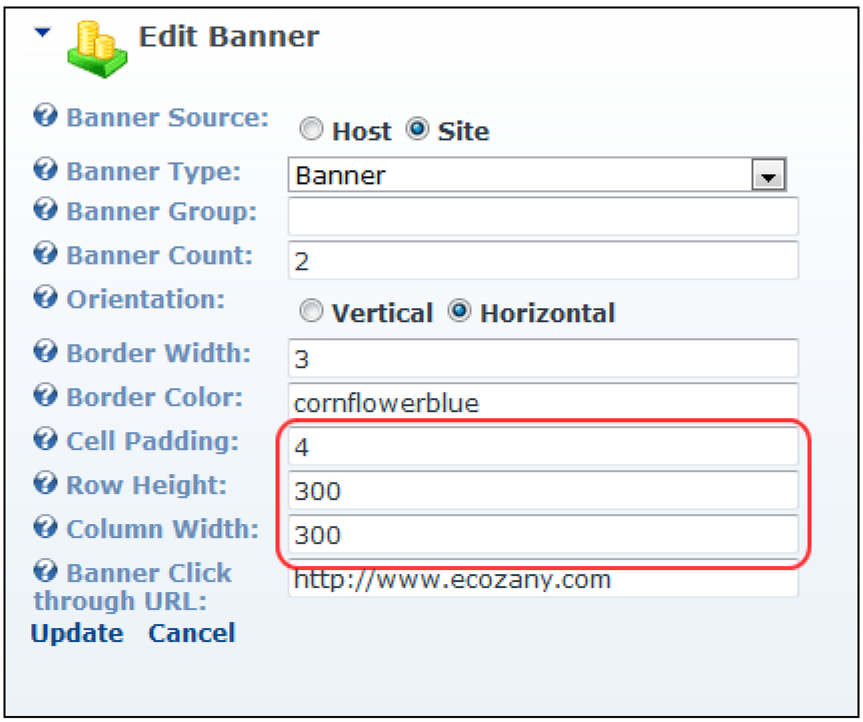
1. Select **Banner Options** from the module actions menu.
2. Edit the options as required.
3. Click the **Update** button.

Setting Banner Spacing

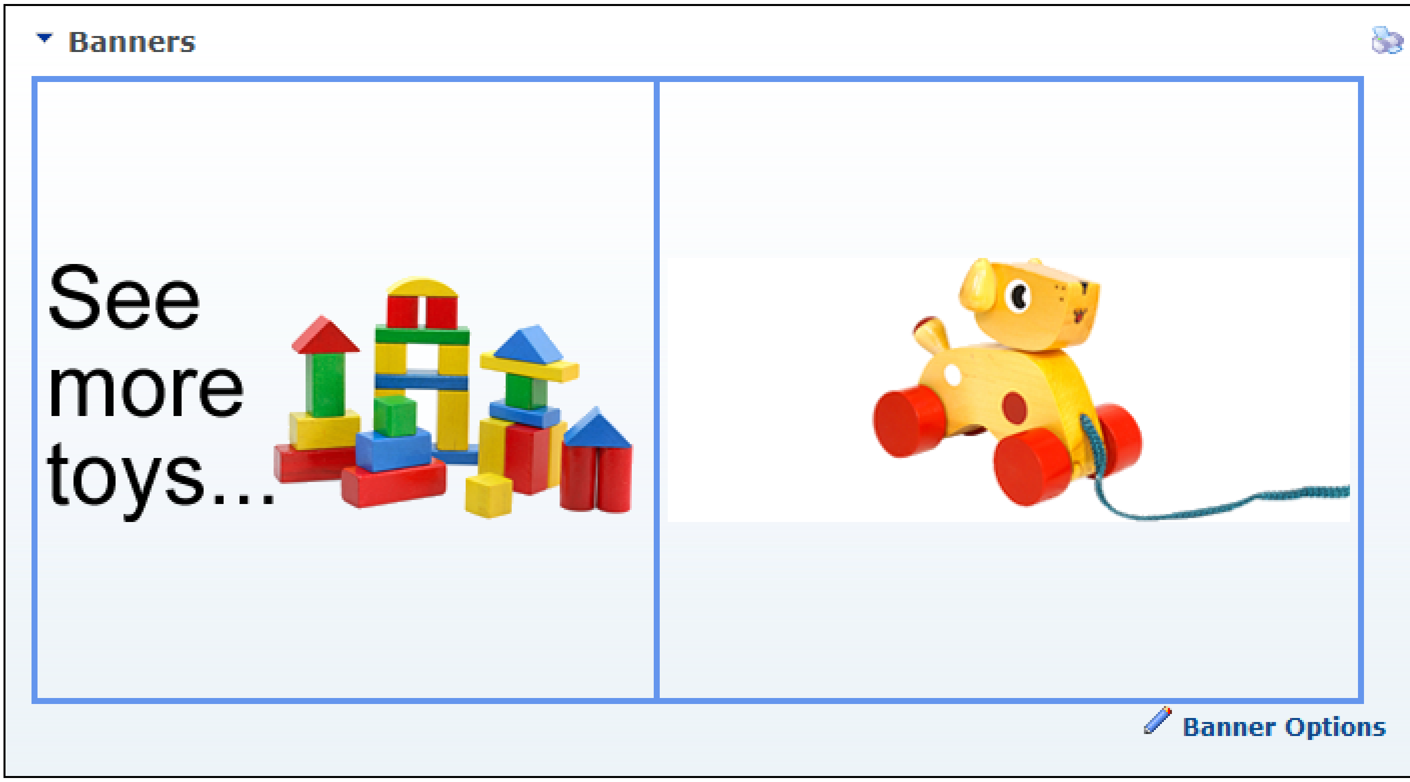
The Banners module uses a table to display banners with each banner located inside its own table cell. You can alter the layout of banners by setting the height and width of each cell and adding cell padding. In this tutorial each cell is set to a height and width of 300 pixels. Table cell are not visible by default, however a cornflower blue border is also set in this tutorial for the purpose of showing the cell size.

Here's how to set the width and height of table cells on the Banners module:

1. Select **Banner Options** from the module actions menu.
2. In the **Cell Padding** text box, enter the pixel height of the row. The default value is 4.
3. In the **Row Height** text box, enter the height for each banner cell in pixels.
4. In the **Column Width** text box, enter the width for each banner cell in pixels.



5. Click the **Update** button.

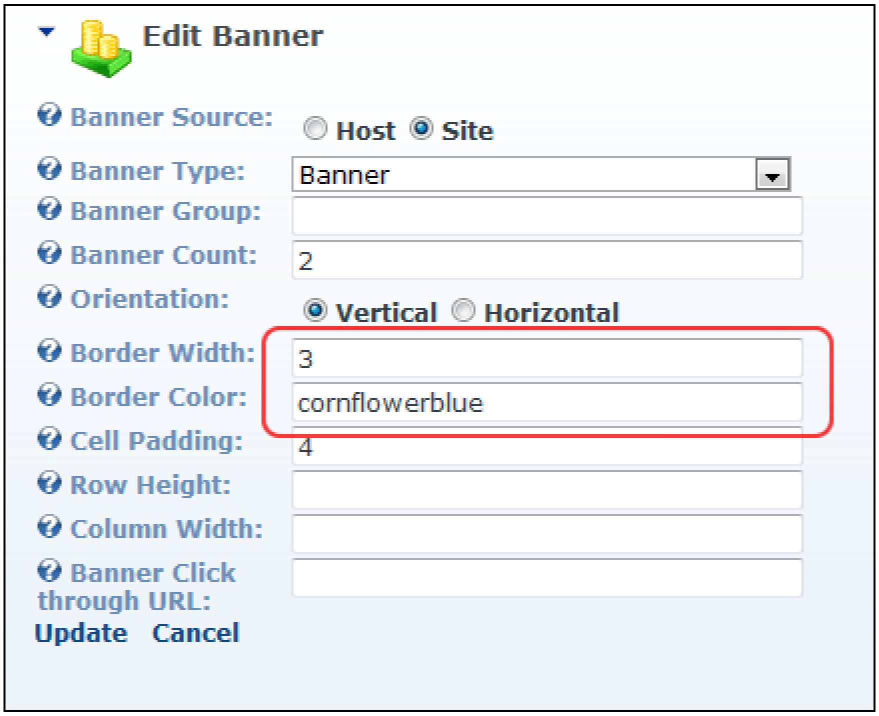


Setting Banner Spacing

Setting the Banner Border

How to set the width and color of the border around each banner that is displayed in a banners module.

1. Select **Banner Options** from the module actions menu.
2. At **Border Width**, enter the pixel width of the border. E.g. 3
3. At **Border Color**, enter a hex number (#6495ED) or color code (CornflowerBlue) to set the color of the border.



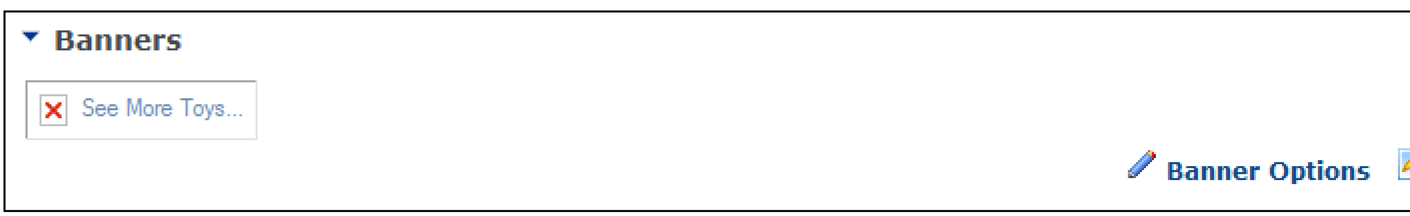
4. Click the **Update** button.

Tip: You may like to uncheck ☐ the **Display Container?** check box on the Settings page of this module to hide the module container.

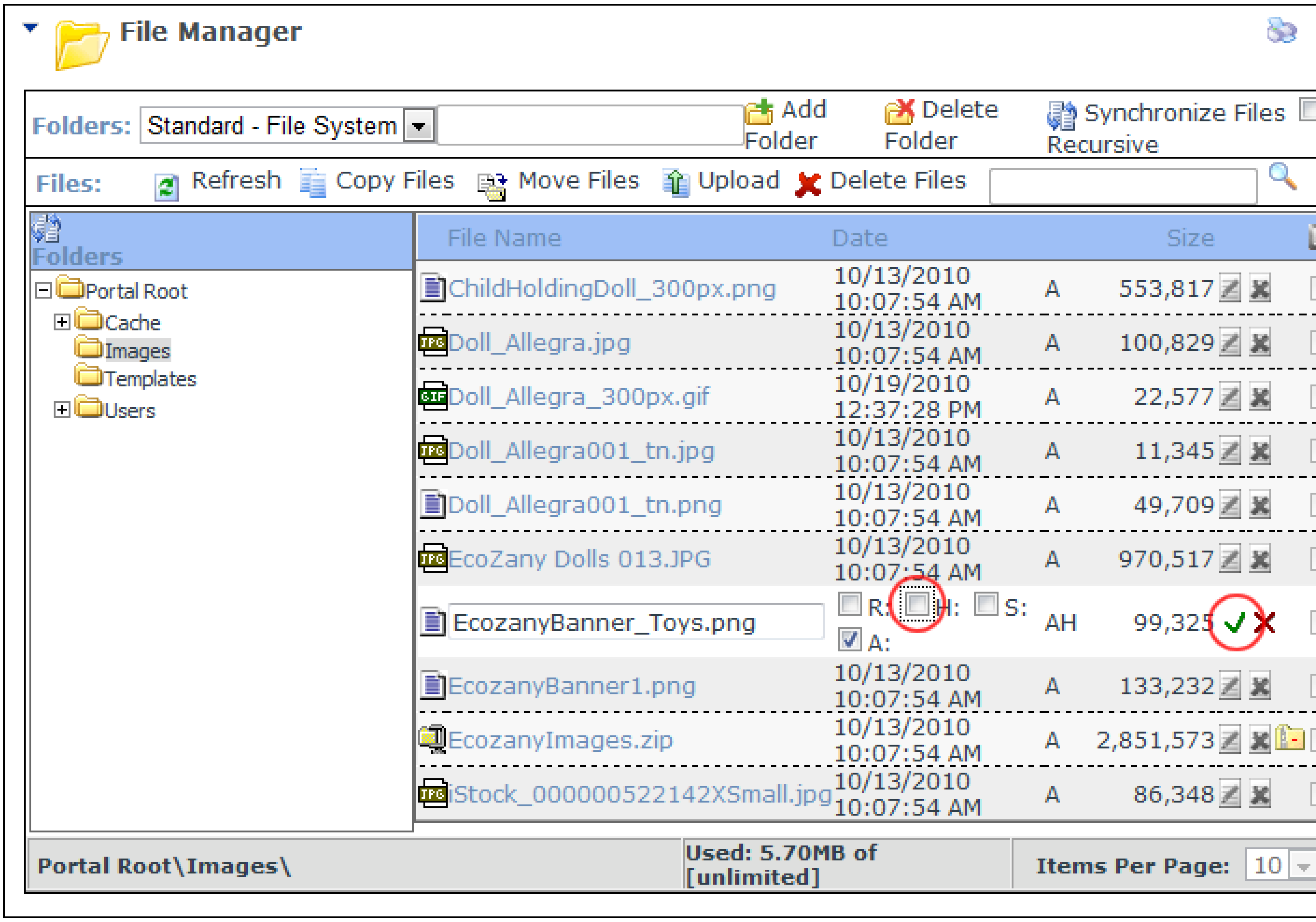
The Banners module with Borders displayed

Troubleshooting: Image Not Displaying

Depending upon the caching set, an image may not display in the Banners module if its properties are set as hidden.



1. Go to a File Manager module - OR - Navigate to Admin > **File Manager**.
2. Locate the required file.
3. Click the **Rename File** button beside the file to be edited.
4. Uncheck the **H:** check box to remove the hidden property from the file.
5. Click the **Save Changes** button to save your changes.



6. Return to the module to see if the image is displaying. You may need to Refresh (Hold down the Shift key and strike the F5 key) the page to see the changes.

Commerce

About the Commerce Module

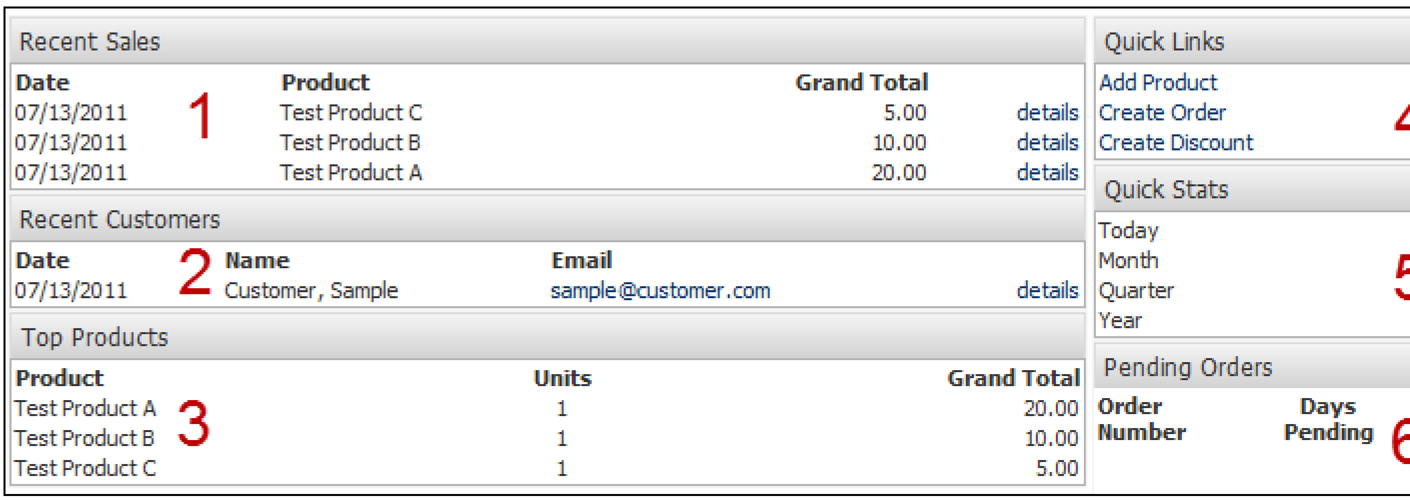
Open the menu on the left by clicking the arrow or navigate through tutorials with the forward and back buttons in the top right.

The DotNetNuke Commerce module (titled Pro_Commence) is a lightweight and extremely powerful module that allows DNN sites to process payments, assign roles, and sell products, services and access to content on the site.

Only available in DotNetNuke Professional and DotNetNuke Enterprise Editions

Installation Note: This module is typically installed on the site.

Module Version/Minimum DNN Version: The version number is always the same as the DNN framework version number.



The Commerce Module

Commerce Module FAQ's

Frequently asked questions regarding the Commerce module.

Q. Why does PayPal say the payment has already been completed, when the customer did not log in to PayPal yet?

A. PayPal has a setting that prevents charging a customer twice for the same purchase. If you have reinstalled Commerce at any point, the Invoice numbers it is currently using may be conflicting with invoice numbers stored in the PayPal system from the last time the Commerce module was installed. Changing the Order Number to a value higher than any previously used will avoid this issue. This setting is found on the General tab of the Options & Settings page in the control panel.

Q. How do I create a site specific list for the List type product property?

A. To create a site specific list, you may need to download an additional module. One such module is available here: http://portallists.codeplex.com

Q. How do I select a different Credit Card Payment Provider?

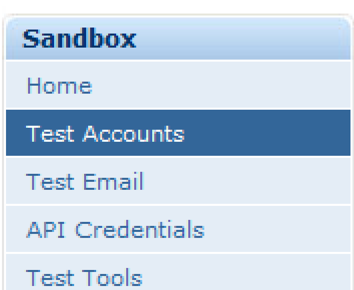
A. This information will be available in the Wiki on www.dotnetnuke.com.

Q. How do I create a PayPal test account?

A. Complete the below tutorial:

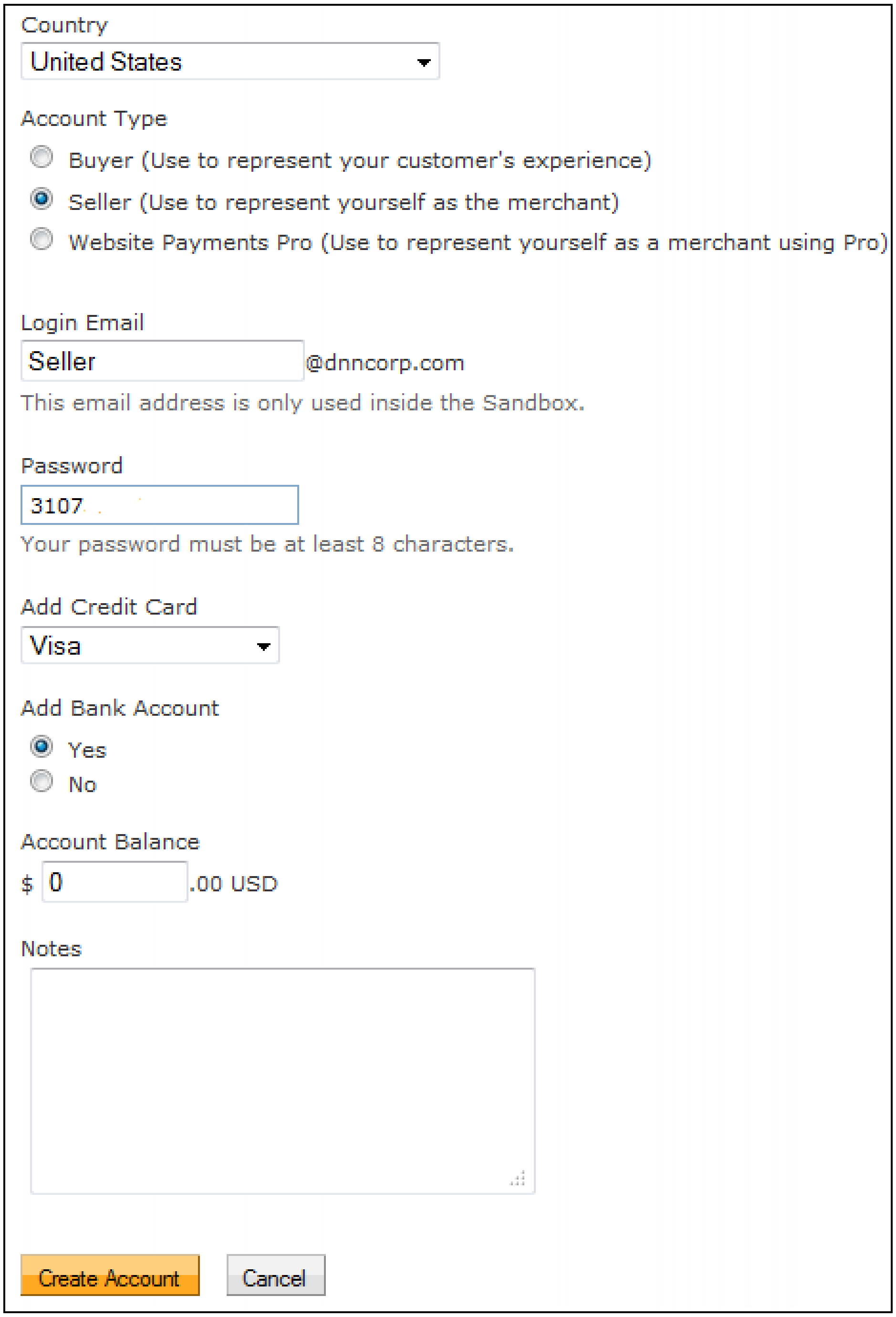
1. Navigate to https://developer.paypal.com/
2. Click the orange **Sign Up Now** button.

3. Complete the required fields. You should use a valid email address, but not one associated with a live PayPal account. Click Agree and Submit when finished.
4. PayPal will send an email to you. Locate the email and click the link to verify your email address.
5. Login with the new account.
6. Click **Test Accounts**.

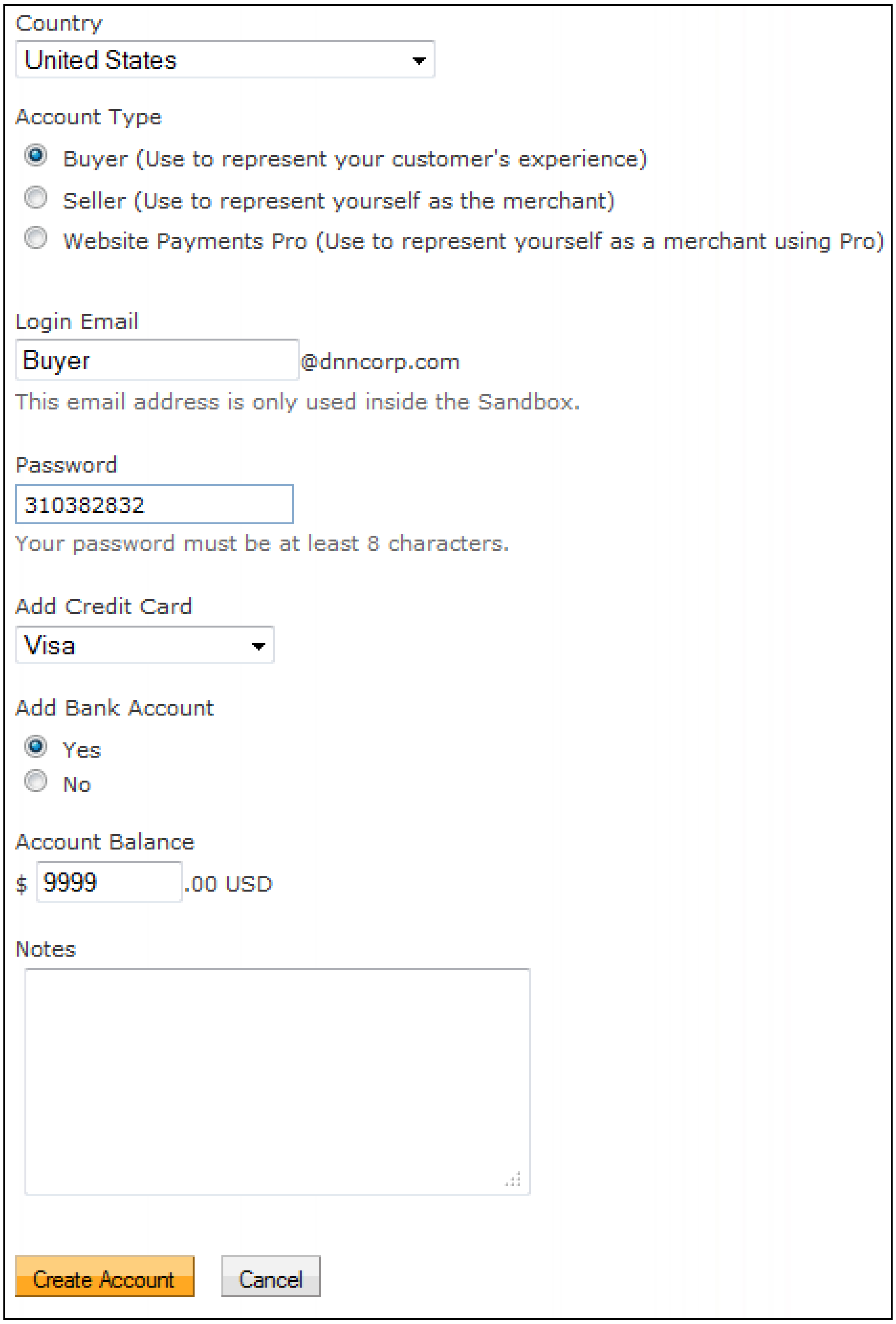


7. Click New Test Account: Preconfigured

8. Set the Account Type to **Seller**. The email address is only used in the sandbox test area, so choose something you will remember. The password will probably change when you reset the test account later, so write this down. Add a bank account and a credit card, to make sure the account is "verified".

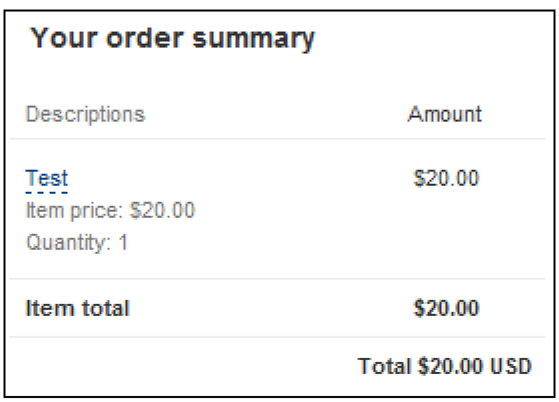


9. Click **Create Account**. After the system finishes creating the account, click Preconfigured again.
10. This time you will configure the Buyer account. The email address should be different, and the account balance should not be zero.



11. You should now see the two accounts listed. If at any point you need to create a new password, or change the account balance, click the Reset link next to the appropriate account.
12. Copy the email address for the buyer account. It is likely that PayPal added a bunch of numbers and _biz to the address.

13. In another browser tab, navigate to the Commerce control panel > Options & Settings > Payment Options tab.
14. Paste the seller test account email address in the Account Id box in the PayPal Details section.
15. Back on the PayPal site, check the radio button next to the buyer account and then click the Enter Sandbox Test Site button.
16. Copy the URL then paste it in the PayPal URL box in the Commerce control panel.
17. Close the Sandbox Test Site window, but do not logout of the Sandbox account. You will need to remain logged in to https://developer.paypal.com/ while doing any PayPal testing.
18. Enter a value in the Language box in the Commerce control panel. The Language is to be entered using the PayPal language code. The PayPal language codes are: Australian - **AU**, Chinese - **CN**, English - **EN**, French - **FR**, German - **DE**, Italian - **IT**, Japanese - **JP**, Spanish - **ES**, or United Kingdom **GB**.
19. Confirm that PayPal is selected as one of the Payment Options then click Save in the control panel.
20. Exit the control panel, and begin a new purchase. At the Review & Payment step, select PayPal from the drop down list. Click Process My Order.
21. You will be redirected to the PayPal Sandbox Test Site. The details of the purchase should be visible on the left side of the screen.



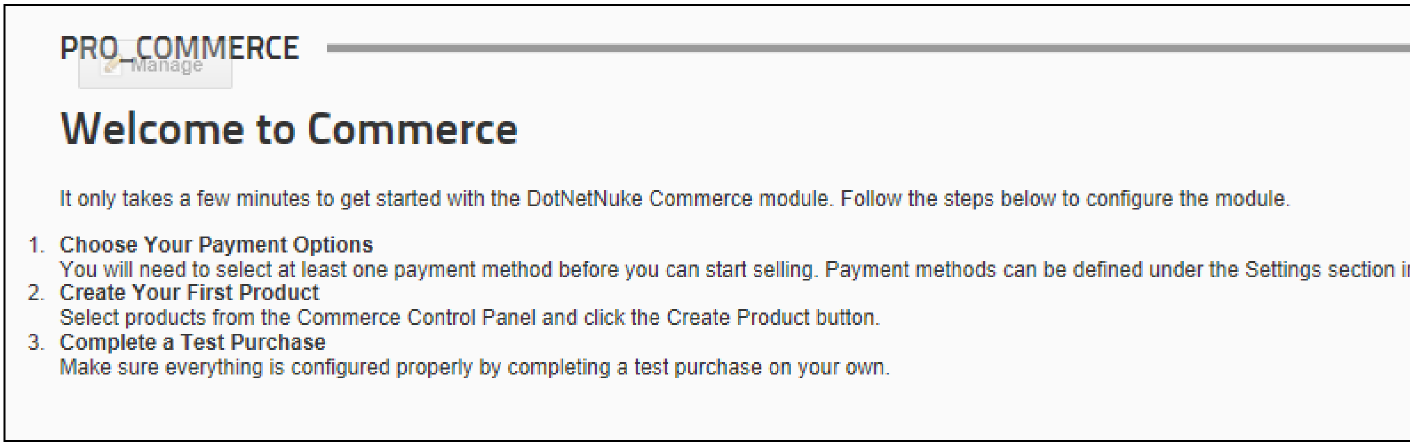
22. Click the Have A PayPal Account? link and then log in using the Buyer test account email and password.
23. Click the **Pay Now** button.
24. Click Return to [Your Name's] Test Store.
25. You should now see the usual Order Completed step in Commerce.
26. Enter the control panel, go to the Orders page, and confirm that the order processed correctly.

27. Viewing the Order Details Post Purchase Log will show information about the transaction. There should be an IPN Received entry if it processed correctly.

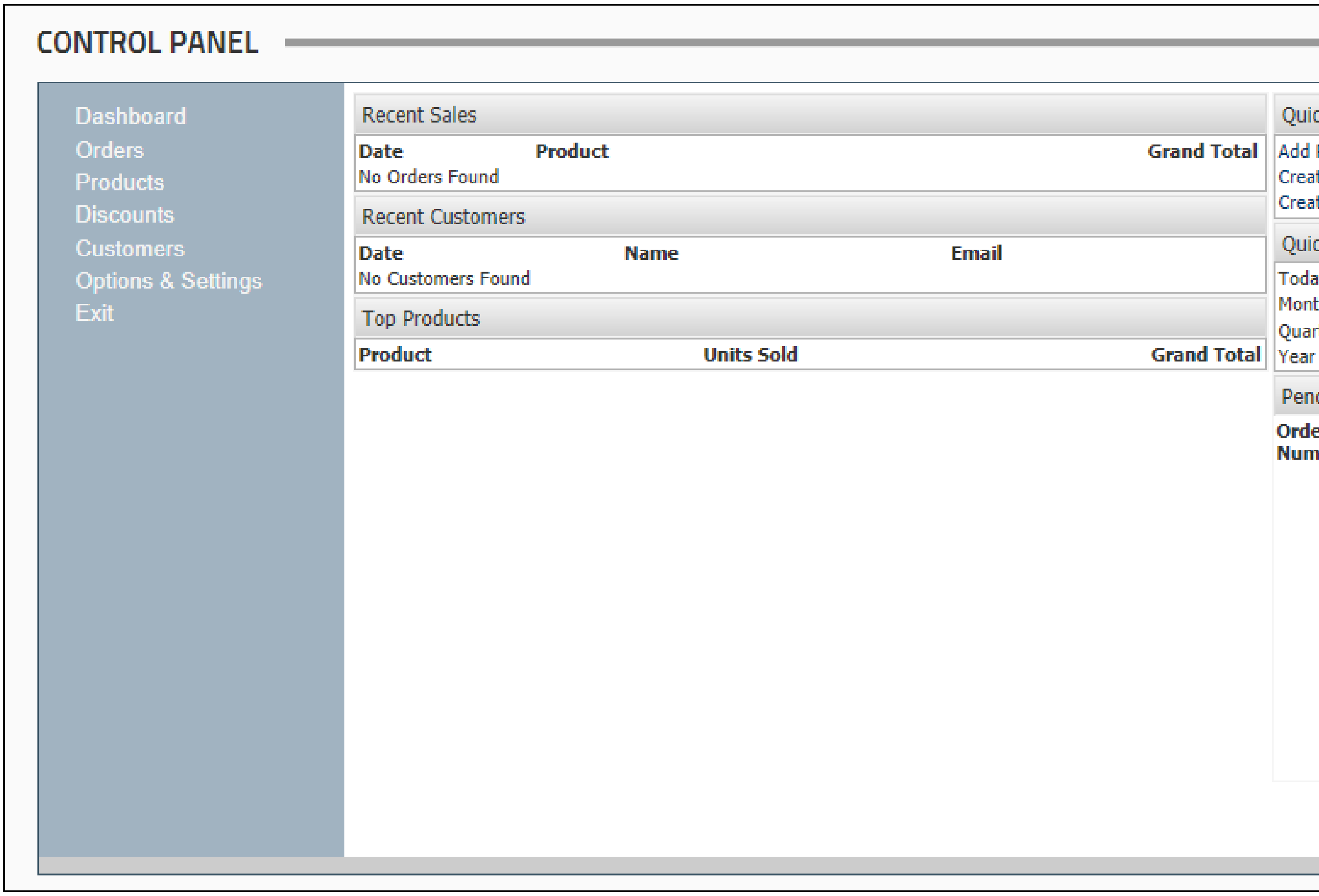
Date	Action	Results	Note
7/15/2011 10:21:12 AM	Send User to PayPal	✓	
7/15/2011 10:26:13 AM	PayPal IPN Received	✓	PayPal: 5NE04674P5753525B
7/15/2011 10:26:14 AM	Email Sent	✓	Order Details Template

Configuring the Commerce Module

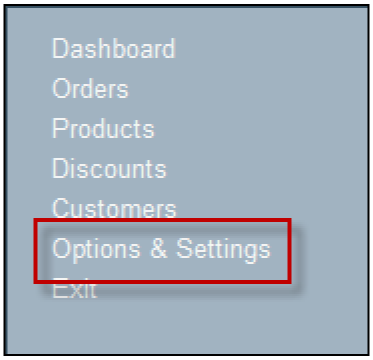
How to configure the Commerce module.



1. Select **Control Panel** from the module actions menu. Once you have entered the control panel, you will see the Dashboard.

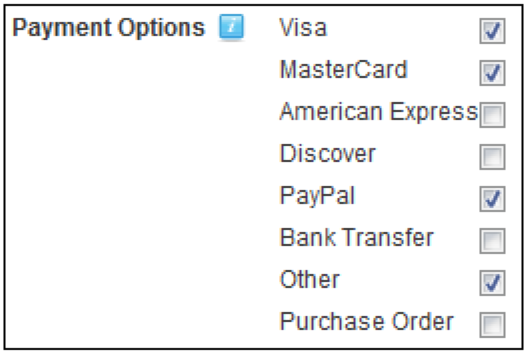


2. Select **Options & Settings** from the left hand panel.



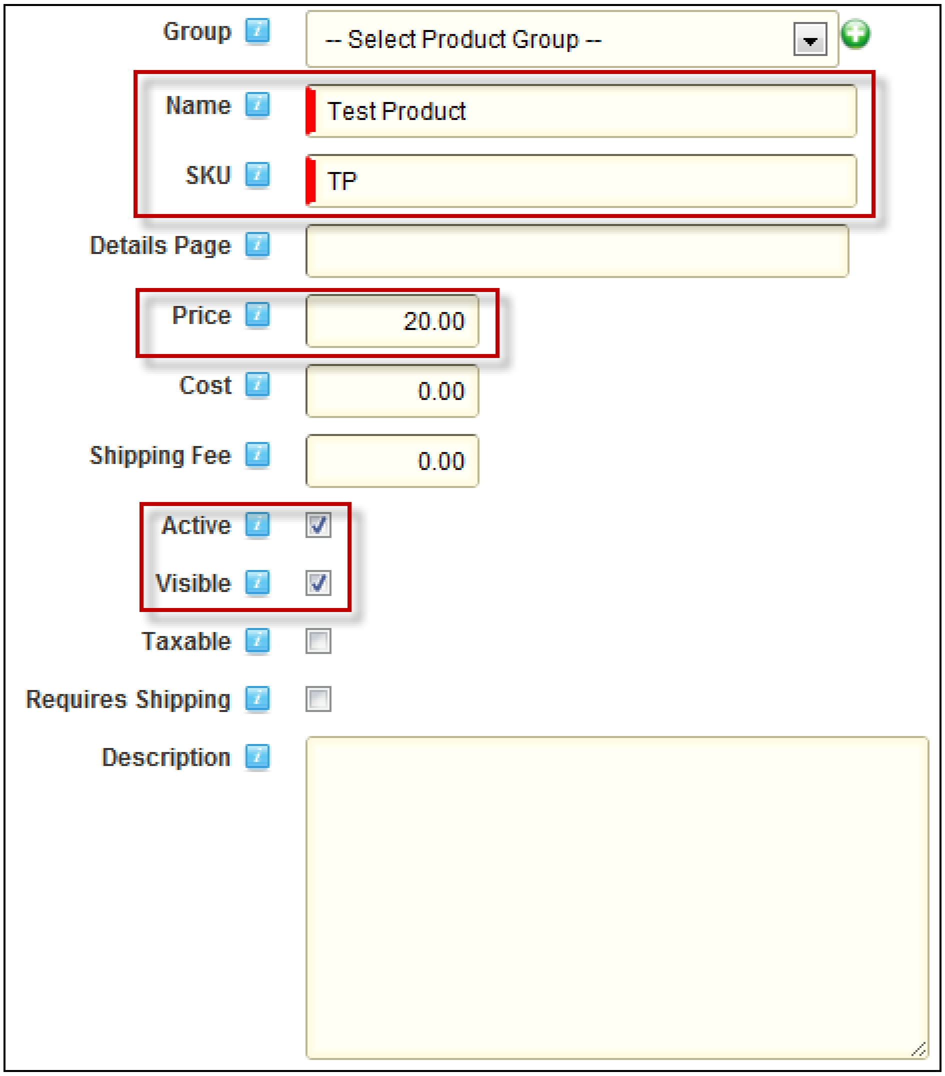
3. Click the **Payment Options** tab to configure the payment options.

4. Check the check box for to each payment type you want to enable. If you select one of the four credit card types, you will need to configure the Credit Card Payment Provider section below. If you select PayPal, you will need to complete the PayPal details section. If you select either **Bank Transfer**, **Other** and **Purchase Order** these options all require manual payment processing.

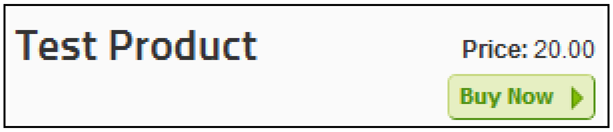


5. Go to the **Credit Card Payment Provider** section. By default the Assembly, Class and Payment URL fields are specific to authorize.net. You will need to enter the Login ID and Password/Key from your authorize.net account. If you are using a sandbox account, you will need to enable Test Mode and change the Payment URL to https://test.authorize.net/gateway/transact.dll
6. Go to the **PayPal Details** section.
   a. In the **Account ID** text box, enter your PayPal ID. This information will come directly from the PayPal website.
   b. In the **PayPal URL** text box, enter the PayPal URL you want to use for processing. This information will come directly from the PayPal website.
   c. In the **Language** text box, enter the two letter language code for the language to be used. The PayPal language codes are: Australian - **AU**, Chinese - **CN**, English - **EN**, French - **FR**, German - **DE**, Italian - **IT**, Japanese - **JP**, Spanish - **ES**, or United Kingdom **GB**.
7. Click the **Save** button to save these payment options. Now that you can process payments, you need something to sell.
8. Click the **Products** link on the left hand panel to open the Products page.

9. Click the **Create Product**  button.
10. **Required.** In the **Name** text box, enter the name of your product.
11. **Required.** In the **SKU** text box, enter a Stock Keeping Unit which is a brief sequence of letters and numbers to help keep products unique and provide better reporting options.
12. **Recommended.** In the Price text box, enter a price for this product.
13. **Recommended.** At **Active**, check ☑ the check box to set this product as available for purchase
14. **Recommended.** At **Visible**, check ☑ the check box to set this product as visible.



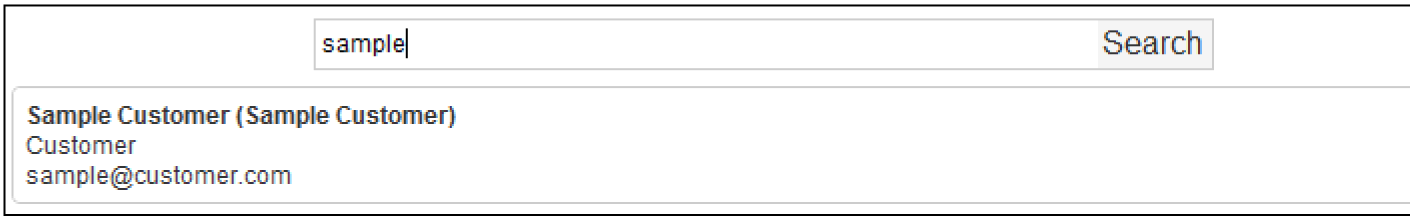
15. Click the Save link.
16. Click the **Exit** button in the left hand panel. You will now see the Product Display view. The module is ready to process purchases.



Tip: Clicking the **Buy Now** button will add the ;Test Product; to the Shopping Cart and begin the purchase process.

Commerce Customers

The Customers page allows you to browse for customers, and view their account and order information.



Customer List

After searching, a list of customers will be displayed here. Click on a single user to display additional details.

- **Search**: Enter the first few letters of a customer's first name, last name, username or display name. The results should be displayed instantly.

Customer Details: Clicking on the name of a customer will display their details. Clicking the Up or down arrows will collapse and expand the sections.

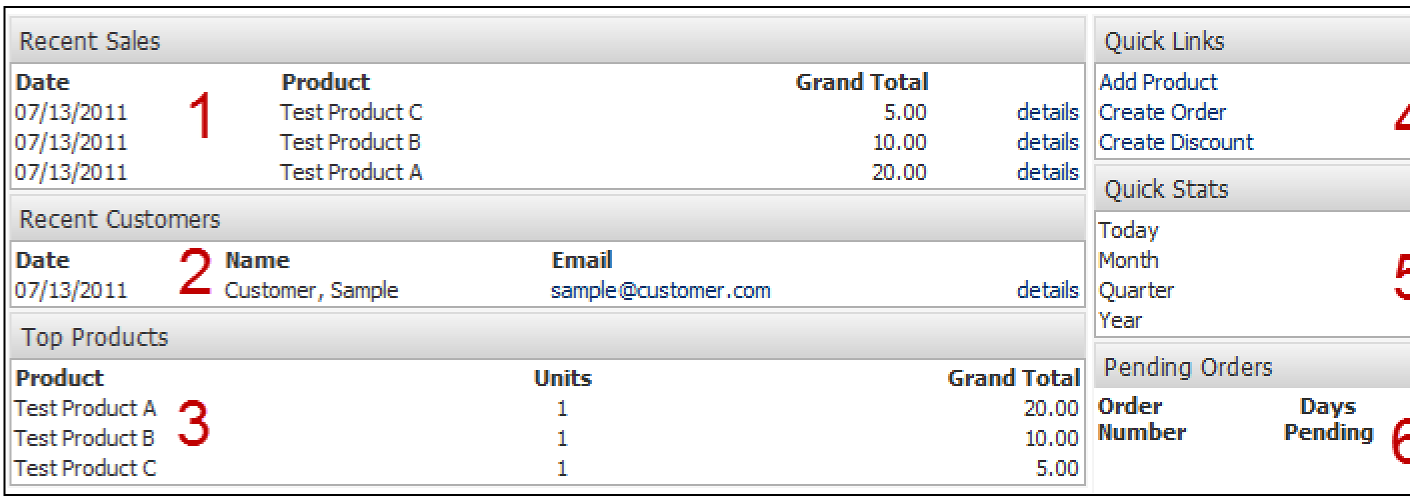
- **Personal Information**
  - **Name**: The customers first and last name.
  - **Display Name**: The customers DNN Display Name.
  - **User ID**: The customer's User Id. This is designated by DNN when the user registers and cannot be changed.
  - **Username**: The username the customer chose to represent them.
  - **Email**: The customers email address.
  - **Date Created**: The date the customer was recorded in the system.
- **Order History**
  - **Order Number**: The invoice numbers of the customer's previous purchases. Clicking an order number will display the order details.

- **Date of Purchase**: The date the purchases were made.
- **Grand Total**: The total amount they spent on the purchase.

- **Security Roles**: Roles are defined in DNN, and used to control and group users.
  - **Role Name**: The name of the role.
  - **Effective Date**: The date the user becomes a member of the role.
  - **Expiration Date**: The date when the user is no longer a member of the role.

Commerce Dashboard

The Dashboard section of the Control Panel of the Commerce module provides a simple heads-up-display regarding the current status of Commerce. The dashboard is divided into the six sections described below.



1. **Recent Sales**: A snapshot of the most recent products sold processed by DNN Commerce, showing the most important information. This includes date, product name, grand total of the sale, and a link to the full details for each sale.
2. **Recent Customers**: Corresponding to the recent sales, this section displays information about the customers who made the most recent purchases. This information includes date, the customer's name, the customer's email and a link to the full customer details.
3. **Top Products**: This section is a running tally of the most successful products for the current month. This is based on the grand total of combined sales for each distinct product. The number of units sold for each product is also displayed.
4. **Quick Links**: This section allows the administrator to easily access some basic tasks in the control panel.
   - **Add Products**: opens the product creation page on the products section.

- **Create Invoice**: opens the order creation page found on the Orders section.
- **Create Discount**: opens the discount creation page found on the Discounts section.

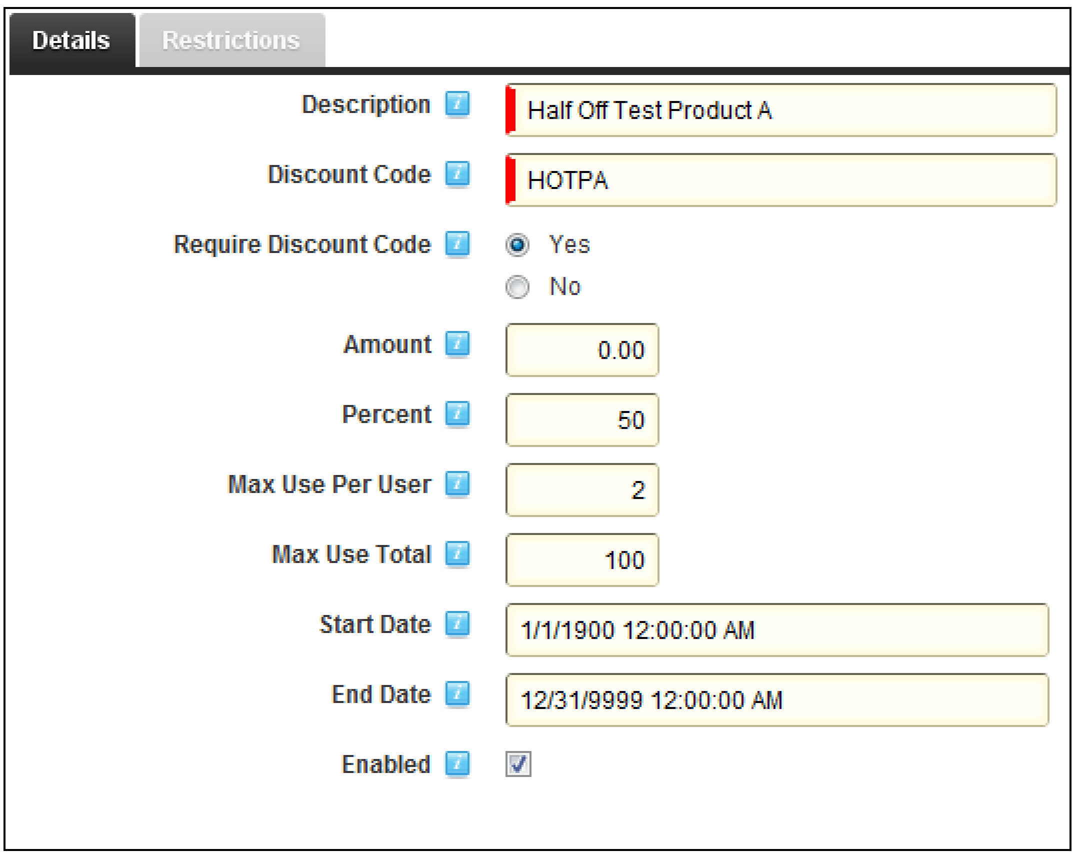
5. **Quick Stats**: This section shows the total sales figures for the current day, month, quarter and year.
6. **Pending Orders**: This section displays orders that have been initiated but not completed. Purchases that have not received a payment are considered pending.

Commerce Discounts

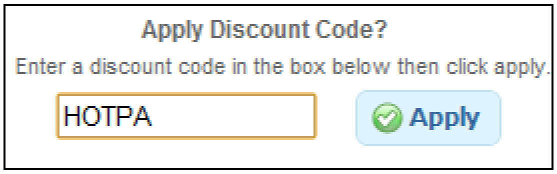
The Discounts section of the Commerce module Control Panel includes two types of discounts. Coupon Codes can be applied during the purchase process to reduce the price of a product. Default Discounts are temporary price decreases that are automatically applied to specific products.

Create Discount: Clicking **Create Discount** will display an empty Discount Details page, enter all the information described below then click save.

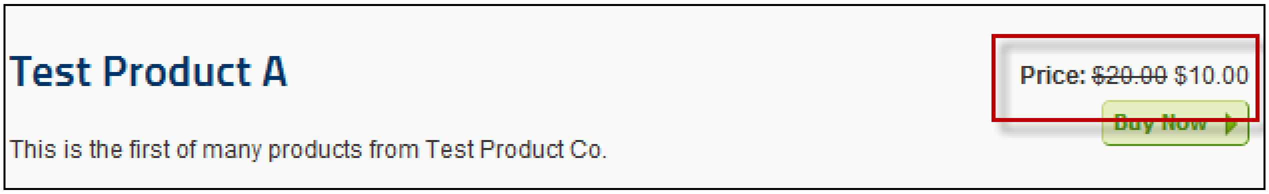
Discount Details: Clicking on a discount in the list will display the discount details.



- **Description**: A brief statement describing the discount.
- **Discount Code**: The alphanumeric code entered by the customer during the purchase process.
- **Require Discount Code**:
    - If **Yes** is selected, the discount will use a Coupon Code. The discount will not be applied until the customer enters the discount code in the box during checkout.

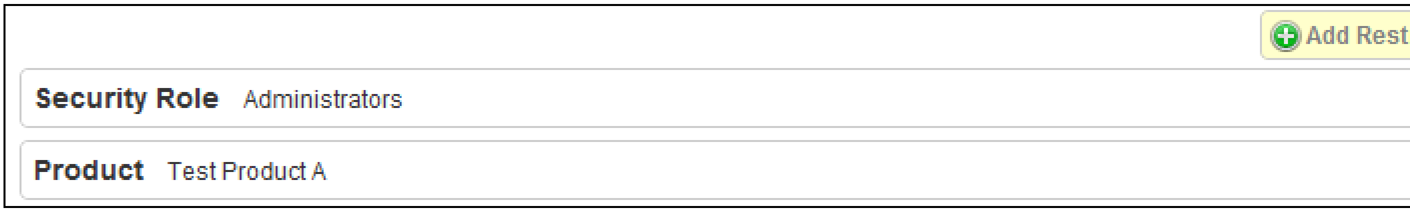


    - If **No** is selected, the discount will be a Default Discount. It will automatically reduce the price of applicable products. A Specific Product Discount Restriction must be added in order to activate a Default Discount.



- **Amount**: The static value of currency that should be discounted from the price. If you enter a value here, Percent should be 0 (zero).
- **Percent**: The percentage value that should be discounted from the price. If you enter a value here, Amount should be 0 (zero).
- **Max Use Per User**: Enter a number indicating how many times a particular customer can use the discount code.
- **Max Use Total**: Enter a number indicating how many times the discount code can be used by all customers combined.
- **Start Date**: The date when the discount becomes active.
- **End Date**: The date when the discount code will no longer work.
- **Enabled**: Discounts that are not enabled will not reduce the price of a product.

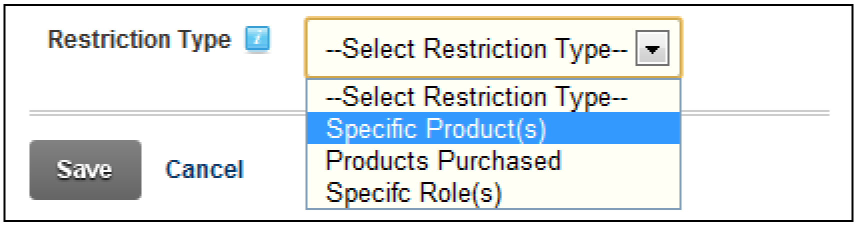
Discount Restrictions



Restriction List: Click the red X to delete a restriction.

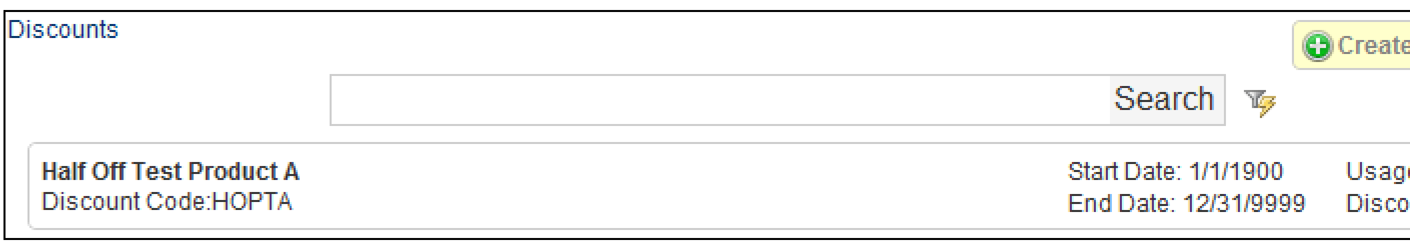
Add Restriction: Click the Add Restriction button to create a new discount restriction.

- **Restriction Type**: Select a type from the drop down list.



- **Specific Product(s)**: This restriction causes the discount to only be applied to a specified product. Select the name of an existing product. Multiple restrictions can be created to apply the discount to multiple products.
- **Products Purchased**: This restriction causes the discount to only be available to customers who have previously purchased a specified product. Select the name of an existing product from the drop down list. Enter a date range for qualifying purchases (MM/DD/YYYY or DD/MM/YYYY depending on locale). If a customer purchased the specified product in the time frame between the ;After; date and the ;Before; date, then they will be eligible for the discount.
- **Specific Role(s)**: This restriction causes the discount to only be available to members of the specified role. Select a role from the drop down list.

Discount List: A list of available discounts.



- **Search**: Enter the name or code of a discount to filter the list. Click on a single discount to view the details, and to enable/disable it.
- **Search Options**:
  - **Active Only**: Only display Active Discounts
  - **Sort Column**: Change how the discounts are sorted.
  - **Sort Order**: Change the direction of the sorted list.
  - **Rows**: Specify how many rows to display.

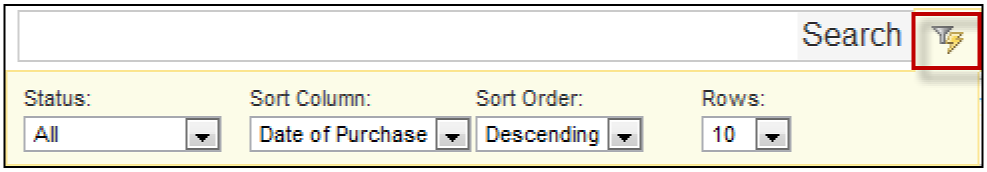
Commerce Orders

The Orders section of the Control Panel of the Commerce module provides a comprehensive list of all the order processed by DNN Commerce.

Order List: The order list shows the most recent orders processed by DNN Commerce. Each grey box is a single order with an invoice number, customer name, time and date of purchase, grand total and payment status indicator. Clicking on a single order will expand that order's details.

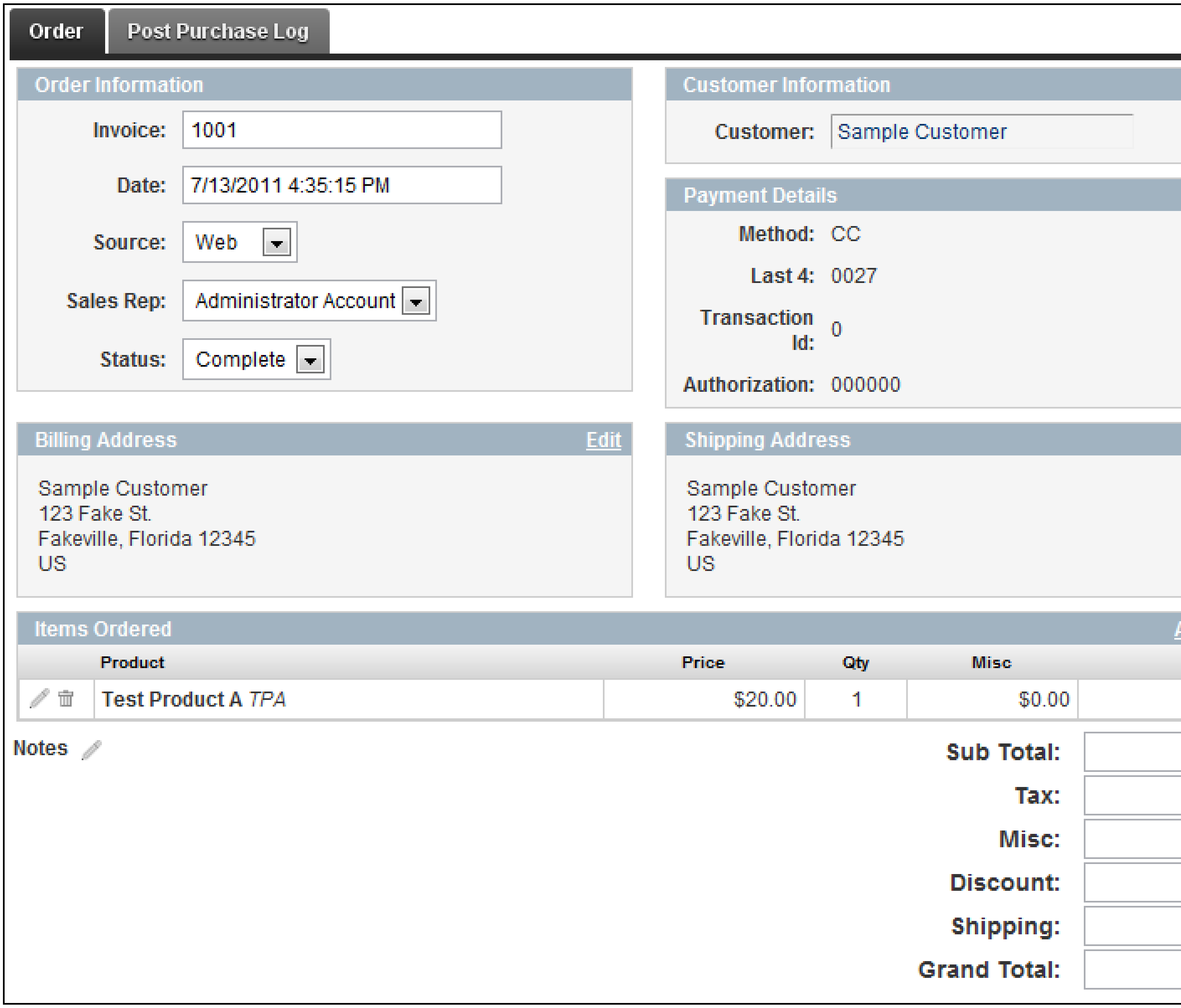
Search: The search box allows you to enter a customer name, order number, or grand total amount to filter the list. The order list will instantly display the filtered results of your search as you type.

Search Options: Clicking the small lightning bolt icon to the right of the Search button will expand the search options.



- **Status** Choose to display only paid or only not-paid orders.
- **Sort Column**: Change which value is used to sort the list.
- **Sort Order**: Change the direction that the list is displayed.
- **Rows**: Select how many rows to display at once.

Order Details: Clicking on a single order in the list will display the order's details. A single order has many details associated with it.

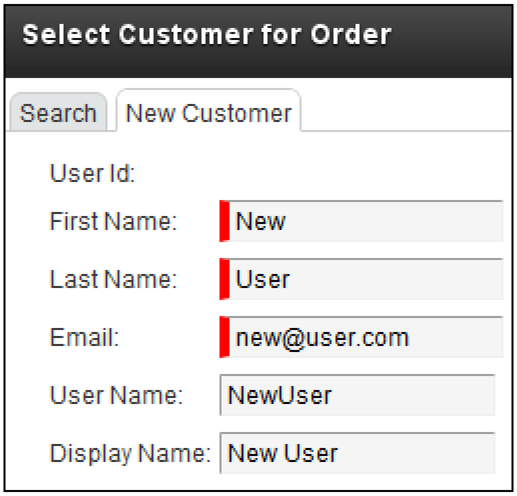


Order Information

- **Invoice**: The invoice number for the purchase. This value is unique per purchase and can be used to track specific orders.
- **Date**: The date and time of the purchase.
- **Source**: The channel used to process the sale. (Example: Phone, web, email, other)
- **Sales Rep**: An optional detail, clicking the down-arrow will show a list of available sales reps. Select one to designate that user as the sales representative responsible for the current order.
- **Status**: An optional detail, clicking the down arrow will show a list of available statuses.

Customer Information

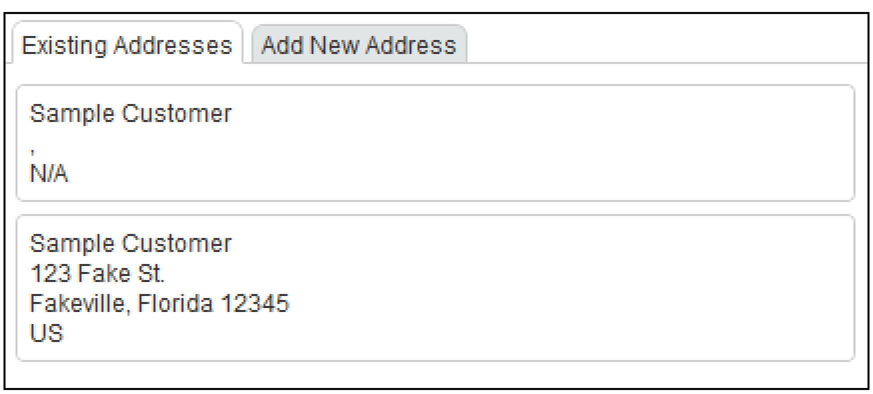
- Clicking on the name will lead to the customer's details view.
- Clicking edit will display a screen used to select a customer to associate with the purchase.
- If the customer does not exist as a DNN user, the New Customer tab can be used to create a new user to attach to the order.



Payment Details: A brief description of the payment information for the order.

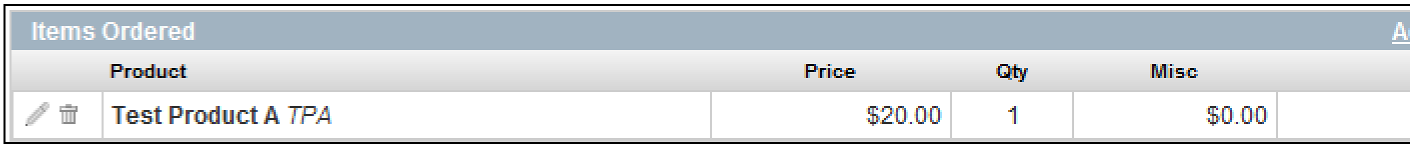
- **Method**: The type of currency used. Credit Card, PayPal, Other, etc.
- **Last 4**: If a credit card was used, this will show the last four digits of the credit card number
- **Transaction ID**: The transaction ID for the purchase.
- **Authorization**: The authorization code from the payment processor.

Billing Address: The billing address for the customer. Clicking the pencil will display the currently available addresses, and the option to add a new address.



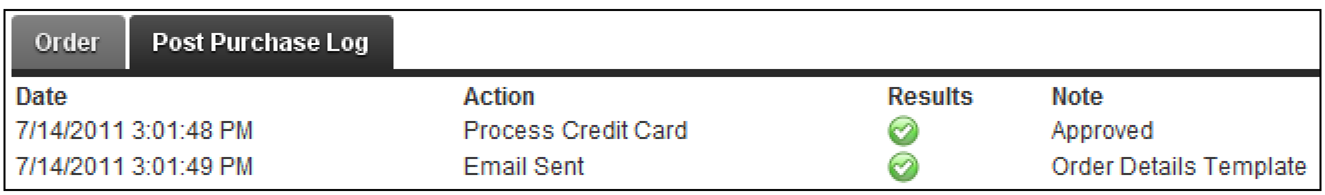
Shipping Address: The shipping address for the customer. This might be the same as the billing address. Clicking the pencil will display the currently available addresses, and the option to add a new address.

Items Ordered List: Below the header is a list of the products included in the current order. Listed here is the name of the product, per unit price, quantity purchased, miscellaneous fees and the total price per product.

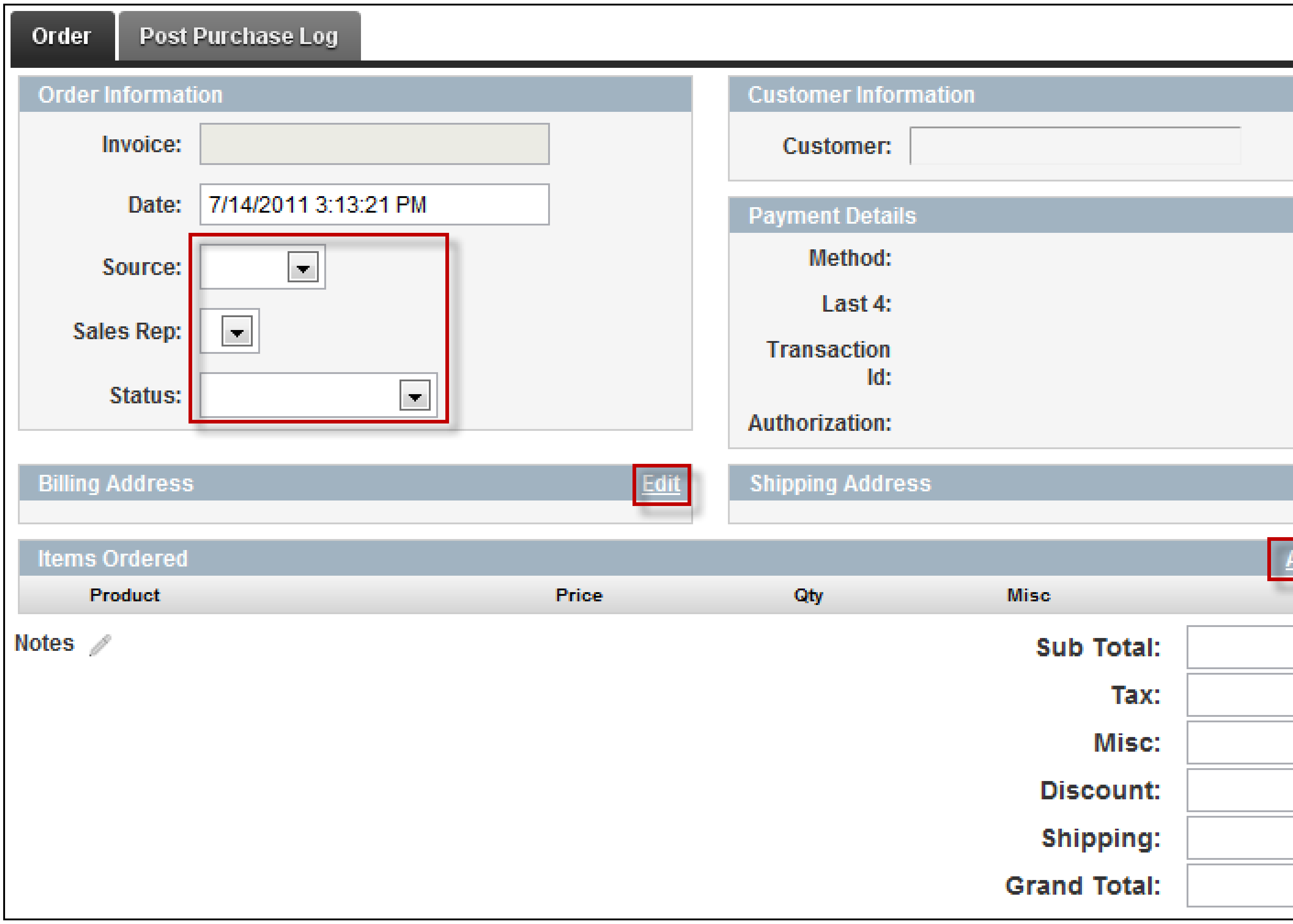


- Clicking the pencil will display the Order Item Details which is used to modify properties of the product in the order. The properties are the same as those listed in the product list, with the addition of a notes field.
- Clicking the trash can icon will delete a product from the order.
- Clicking Add Items will display the Order Item Details. Selecting a product that does not currently exist in the order will add it.

Post Purchase Log: The post purchase log is a list of the actions taken by Commerce after a customer completes a purchase. If one of these actions fails it will have a red X icon instead of the green check mark. The information displayed includes the timestamp of when the action occurred, the type of action, if it was successful or failed, and any additional information regarding the action. The note field will show error codes from the payment processors, which email template was sent and other specific codes.

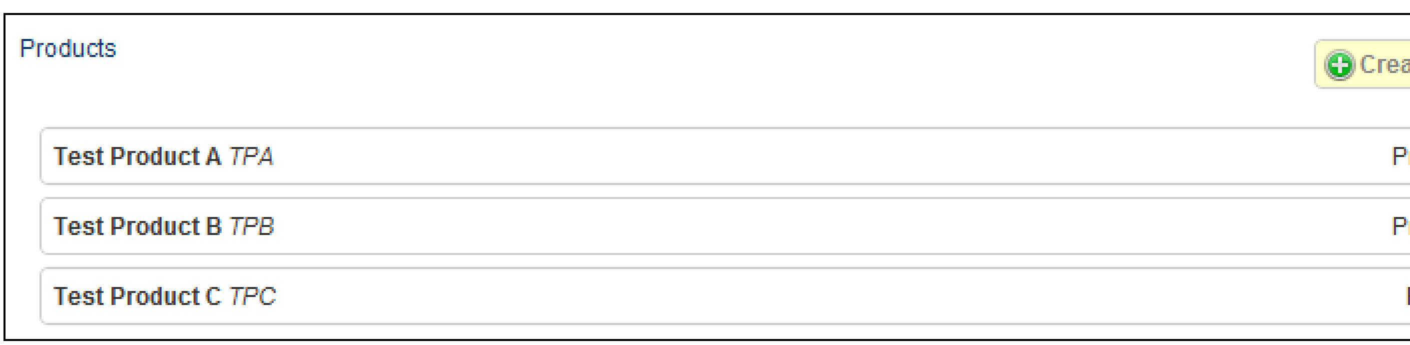


Create Order: Clicking the **Create Order** button on the order list will display a blank Order Details page. When creating an order it is important to complete as many fields as possible. The various Edit buttons and Add Items button, in addition to the drop down lists are used to add content.



Commerce Products

The Products section of the Control Panel of the Commerce module provides a comprehensive list of all the order processed by DNN Commerce. The Products page allows you to view all existing products, the individual product details, and create new products.



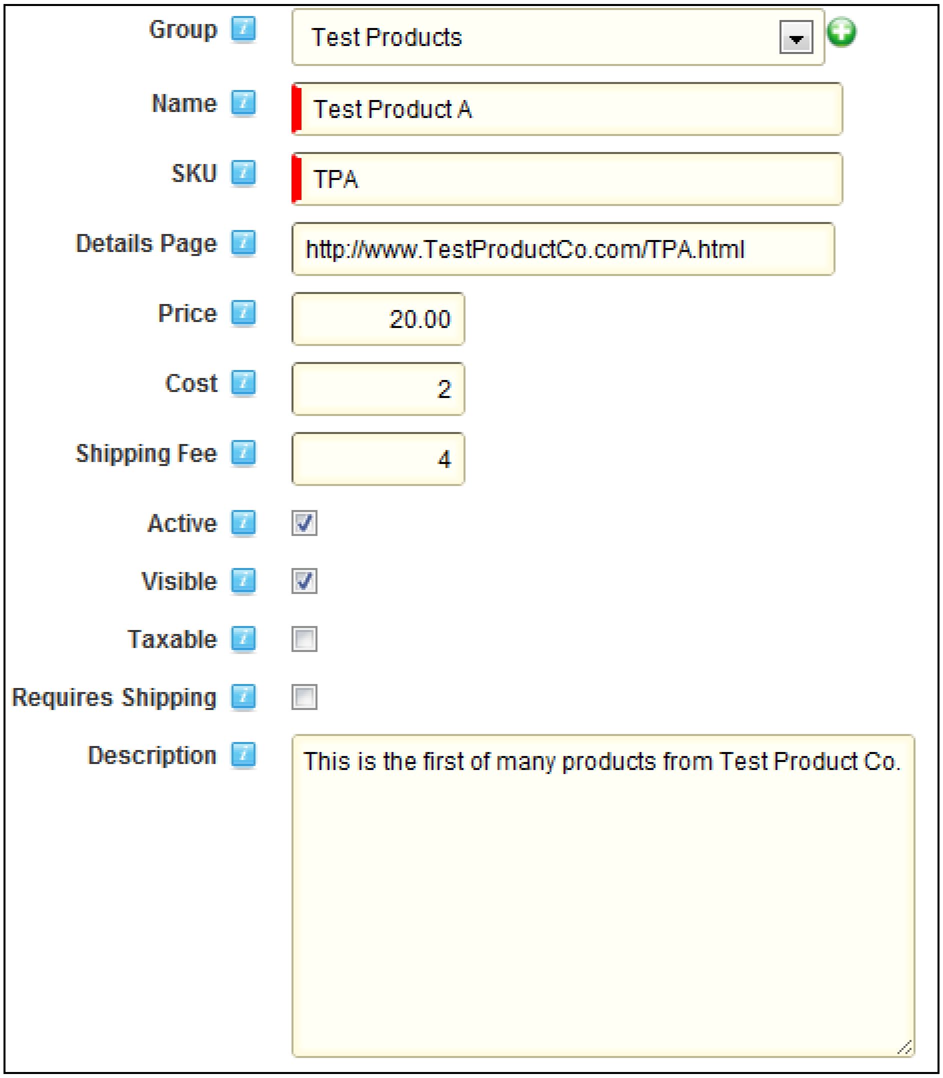
Product List: The products page displays a list of all the available products. Clicking on an individual product will display the product details.

To reorder products, simply click on the product to be moved and then drag it to the new location.

Create Product: Clicking the Create Product button will display a blank Product Details page, where the information about the new product is entered. Click Save when all relevant information is entered.

Product Details

- **Group**: Available product groups are in the drop down list. If there are none available, clicking the green + icon will display the Edit Product Group window. Product groups are used to categorize similar products. The name of any product group that currently has products assigned to it will be visible to customers on the Product Display view.
  - **Edit Product Group**: Enter the name for the new product group and then click the **Save** button.
- **Name**: The name of the product. The text you enter here will be displayed in large bold letters on the Product Display view, so entering a clear, concise title is appropriate.
- **SKU**: A SKU (Stock Keeping Unit) is a short, simple, unique alphanumeric code used to keep track of different products.
- **Details Page**: Enter a URL, including the protocol (http://), that contains more information about the product. The product name on the Product Display view will become a hyperlink that directs the customer to the URL.
- **Price**: The amount that you wish to charge customers who purchase the product.
- **Cost**: The amount that it cost to produce the product.
- **Shipping Fee**: The amount that it costs to ship the item.
- **Active**: Enabled or disable the product. Disabled products cannot be sold.
- **Visible**: Toggle whether the product will be displayed on the Product Display view or hidden. A product can be active, but not visible. In that situation, an alternative method such as a direct link or a custom action must be used to allow customers to purchase the product.
- **Taxable**: Toggle whether the product requires a sales tax applied to it.
- **Requires Shipping**: Toggle whether or not the product will need to be physically shipped. (As opposed to electronic distribution.)
- **Description**: A short summary of the products features. This text will be shown on the Product Display view below the name of the product.

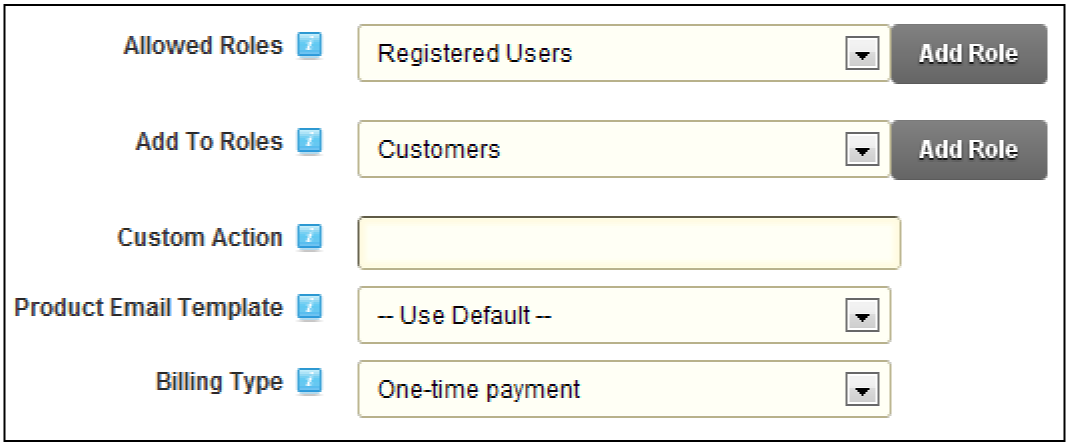


Product Options

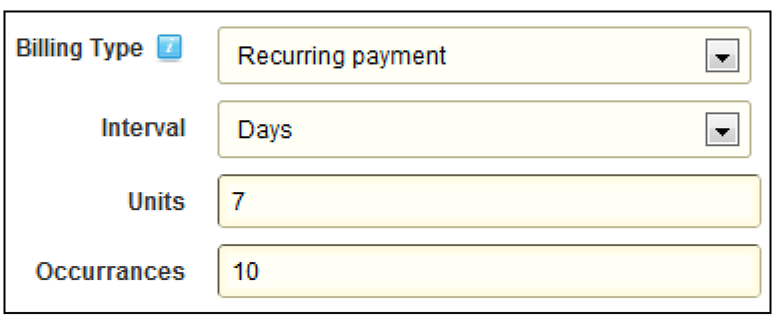
- **Allowed Roles**: Select a role from the drop down list then click Add Role. Any role that is added will be able to purchase the item. If no roles are added, it will be available to any user with permission to view the Product Display view.
- **Add To Roles**: Select a role from the drop down list then click Add Role. When a customer purchases the product, the customer will be added to any DNN role added here.
- **Custom Action**: Enter the class name and assembly that contains instructions to carry out custom actions after a customer completes a purchase.
- **Product Email Template**: Select an email template that will be sent when a customer purchases

the product. By default the email template should be Order Shipment Notification.

- **Billing Type**

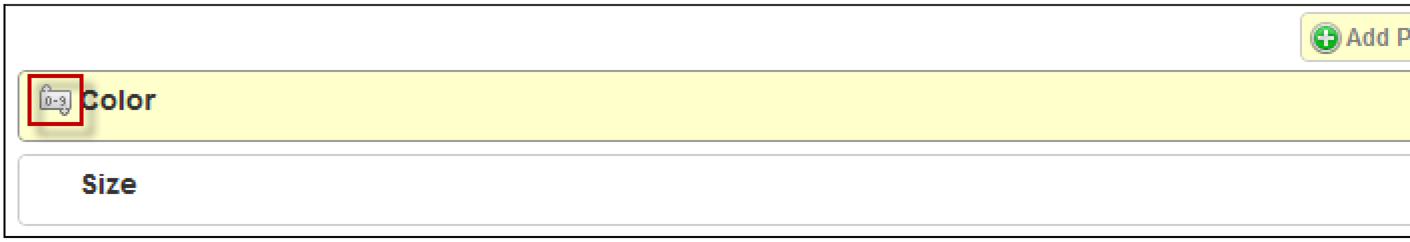


- **One-time Payment**: A typical situation where a customer pays once, then receives the product.
- **Recurring Payment**: Used for subscriptions or products that require multiple payments from the customer.
  - **Interval**: Select Days if you want the payment to occur after a specific number of days have passed. Select Months if you want the payment to occur after a specific number of months have passed, on the same day of the month as the initial purchase.
  - **Units**: The specific length of the interval. Enter a value between 7 and 365.
  - **Occurrences**: The number of times a customer is to be billed, not including the initial purchase. Enter a number between 1 and 9999.



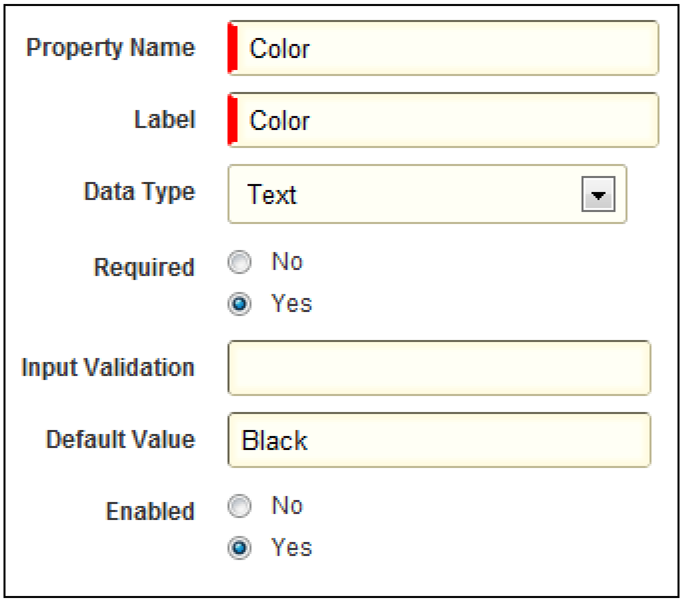
Note: The interval, units and occurrences work together to control the schedule of recurring payments. Example: If the values ;Days;, ;7;, and ;10; are entered, then the customer will be billed every 7 days, starting 7 days after the initial purchase, until a total of 10 additional periodic payments are made.

Properties: Product properties are descriptive attributes, used to capture values from the customers. Product properties are defined in the control panel, and then displayed during the purchase process. An example of a product property when selling a product: The property could be ;Size;, and during the purchase process, the customer selects the value ;Medium; from a list of ;Small;, ;Medium; and ;Large;.

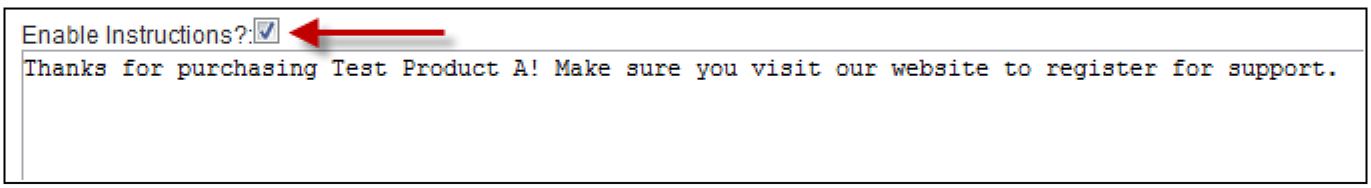


Property List: A list of existing properties for the product. Clicking the name of a property will display the Property Editor. Click and drag the small 0-9 icon to change the order of the list.

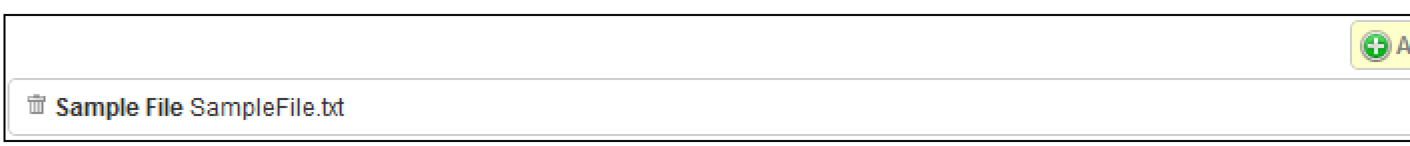
- **Add Property**: Clicking the Add Property button will display the Property Editor.
    - **Property Name**: A short name for the product property.
    - **Label**: The localized value that will be displayed to the customer during the purchase process. It may be the same value as the property name.
    - **Data Type**:
        - **Text**: Used for a product property where the customer enters a text value. Useful for less specific properties. Example: Custom inscription on the product.
        - **List**: Used when there is a distinct number of possible values and you only want the customer to select one. Example: Size (values: Small, Medium, Large)
            - **List Name**: Select a site specific list created previously. View the FAQs section for information on creating site specific lists.
    - **Required**: Choose whether or not the product property requires a value before the purchase can be completed.
    - **Input Validation**: Use a REGEX value to control the values that are entered by the customer.
    - **Default Value**: The value that will be entered into the property by default. The customer can delete or change the value during the purchase process.
    - **Enabled**: Select No if you wish to hide the Profile Property from the customer during the purchase process.



- **Special Instructions**: If enabled, these instructions will be displayed after the customer completes their purchase. Instructions such as where to download files, where to get support, or where to register would be common here.

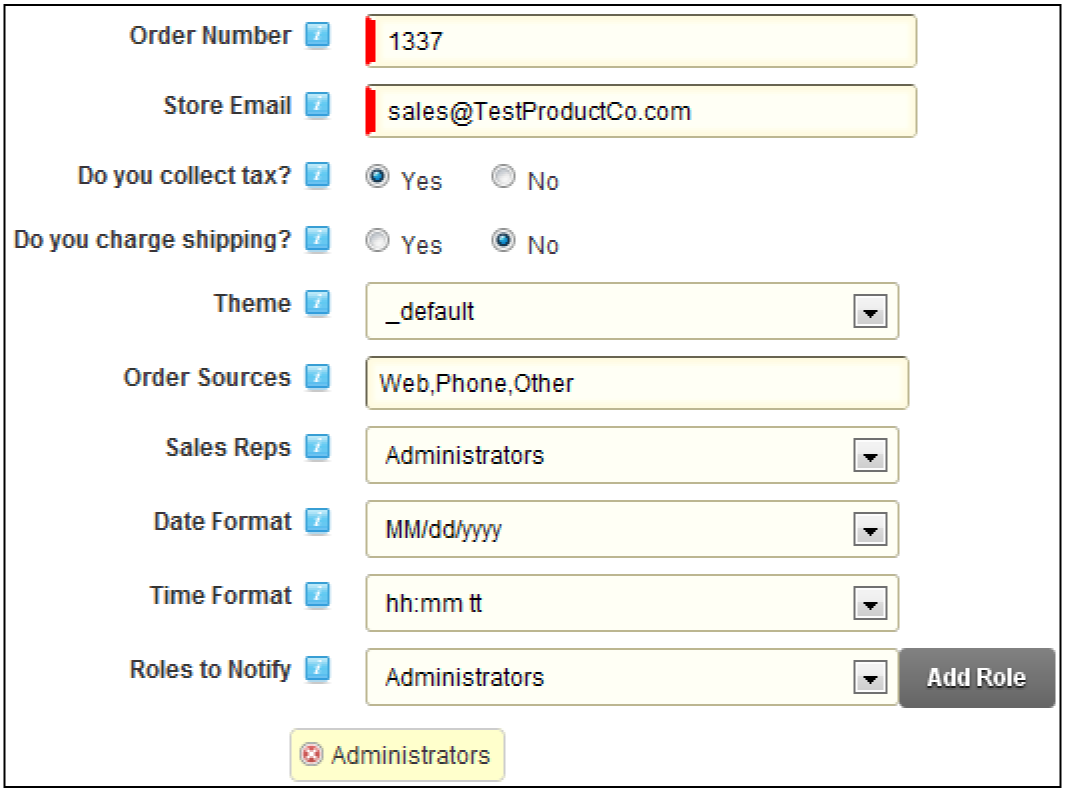


- **Downloads**: These files are available to the customer after they complete their purchase.
  - **File List**: Files that have been previously uploaded are listed here. Clicking the small trash can icon will delete the file.
  - **Add File**: Clicking Add File will display the Upload File interface.
    - **Title**: Enter the name of the file. This name will be displayed to customers who purchase the product.
    - **Date of Purchase**: The file will only be available for download to customers who purchase after this date.
    - **File**: Use the file browser to select the file to upload. Click Upload File when finished.



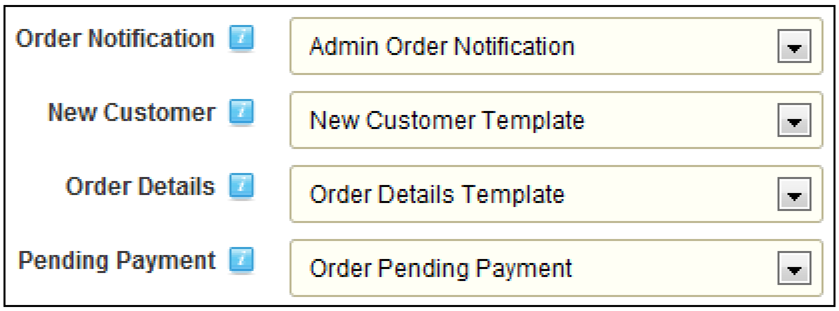
Configuring Module Options Settings

How to configure the settings for the Commerce module.



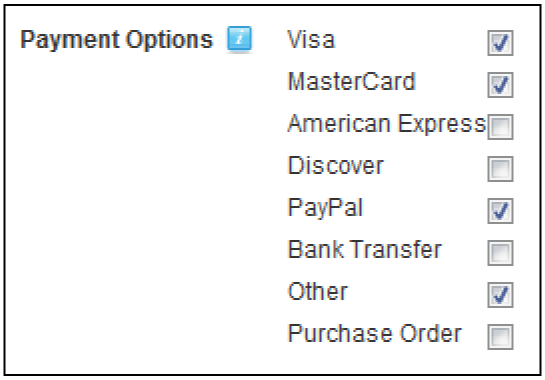
- **Order Number**: The number of the most recent invoice. If no purchases have been made, any number entered will be the starting point for invoice numbers.
- **Store Email**: The email address that appears as the “From” address in outgoing email notifications.
- **Do you collect tax?**: Toggle if sales tax needs to be added to purchases
- **Do you charge shipping?**: Toggle if a charge needs to be added to ship physical goods.
- **Theme**: Select a theme. Different themes affect the colors and styles of the Product Display view.
- **Order Sources**: Comma separated values are used to define all the possible sources of a sale.
- **Sales Reps**: Select a role that contains existing users. These users can be specified as the sales representatives for orders.
- **Date Format**: How dates are displayed.
- **Time Format**: How times are displayed.
- **Roles to Notify**: Select a role then click add role. The members of any role that is selected will receive the Order Notification template, when a purchase is completed.

- **Email Templates**
    - **Order Notification**: Sent to administrators and other specified roles when a purchase is completed.
    - **New Customer**: Sent to new customers that register during the purchase process.
    - **Order Details**: Sent to a customer after they complete a purchase.
    - **Pending Payment**: Sent to a customer when the purchase has not been completed due to a pending payment.



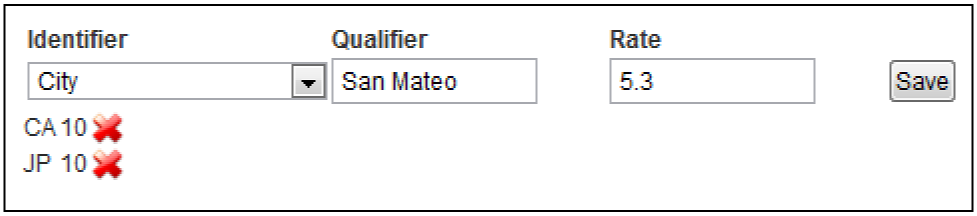
Payment Options

- **Payment Options Selection**: Select one or more payment options that will be available to customers during the purchase process.
    - **Visa**: A common Credit Card
    - **MasterCard**: A common Credit Card
    - **American Express**: A common Credit Card
    - **Discover**: A Common Credit Card
    - **PayPal**: A popular online payment processor. Selecting this option will route the customer to the PayPal website after the purchase. Additional configuration is described below.
    - **Bank Transfer**: Direct electronic funds transfer. This option will require manual interaction with the customer to get the details of the bank accounts.
    - **Other**: Any type of payment not listed. This could include a cash, check or money order payment. This type of payment requires manual interaction with the customer after the purchase has been completed.
    - **Purchase Order**: A purchase order is a commercial document issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer.



- **Enable SSL**: Selecting this option will ensure that purchases are processed using SSL.
- **Currency**: The currency type used for transactions. The four credit card options processed by the default Credit Card payment provider, authorize.net, will only process transactions using US Dollars. PayPal and the other manual options can use the other currencies.
- **Credit Card Payment Provider**: Information regarding the entity that will process credit card payments.
  - **Assembly Name**: Enter the name of the assembly that is located in your bin directory that will handle your payment processing.
  - **Class Name**: Enter the full name of the class that is within the assembly you specified above that will be used to process payments. The default class points to authorize.net.
  - **Login ID**: The ID used to authenticate with the payment provider.
  - **Transaction Key**: The unique key used to perform transactions. Provided by the payment processor.
  - **Test Mode**: Set the module into Test Mode, which will not process actual real money transactions.
  - **Payment URL**: The location of the payment provider gateway. By default it uses the authorize.net gateway.
- **PayPal Details**
  - **Account Id**: The email address associated with your PayPal store.
  - **PayPal URL**: The page that the customer will be directed to after the purchase is complete.
  - **Language**: The language desired for the PayPal page. The Language is to be entered using the PayPal language code. The PayPal language codes are: Australian - **AU**, Chinese - **CN**, English - **EN**, French - **FR**, German - **DE**, Italian - **IT**, Japanese - **JP**, Spanish - **ES**, or United Kingdom – **GB**.

Tax Rates



- **Identifier**: Used to specify when a specific tax should be applied. If the customer resides in an identifier zone, the tax will be applied. Options include City, State, Postal Code, and Country.
- **Qualifier**: Used to list a specific instance of the identifier zone. When a customer enters a value found in the qualifier column for a matching identifier, the tax will be applied. The values for City, State and Postal Zone must be the full name of the zone (Example San Mateo, California, 94402) The Country qualifier uses the country code (Example US, CA and JP for United States, Canada and Japan) If multiple zones need to be taxed, multiple tax rate entries must be created for each specific zone.
- **Rate**: Enter the percentage value of the tax rate.
- **Tax Rate List**: A list of previously created tax rates. The qualifier and percent rate are displayed. Click the red X icon to delete a tax rate.

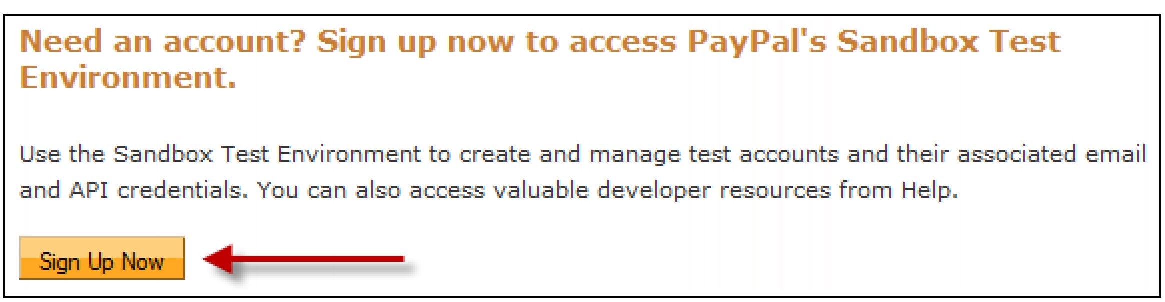
Order Status Options: These options are potential statuses for a purchase completed by a customer. The default options available are: Complete, Pending Payment, Processing, Shipped, and Canceled.

- **Edit**: Click the pencil and paper icon to change the name of an existing option.
- **Delete**: Click the red **X** to delete and existing option.
- **New**: Enter a name in the text box, then click Save to create a new option.

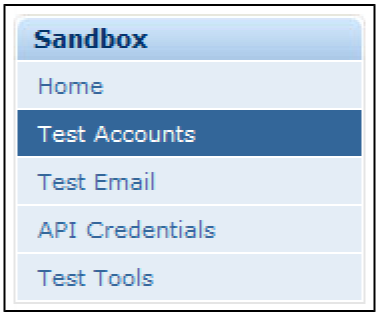
Creating a PayPal Test Account

How to create a PayPal test account and set it up for the Commerce module.

1. Navigate to https://developer.paypal.com/
2. Click the orange **Sign Up Now** button.

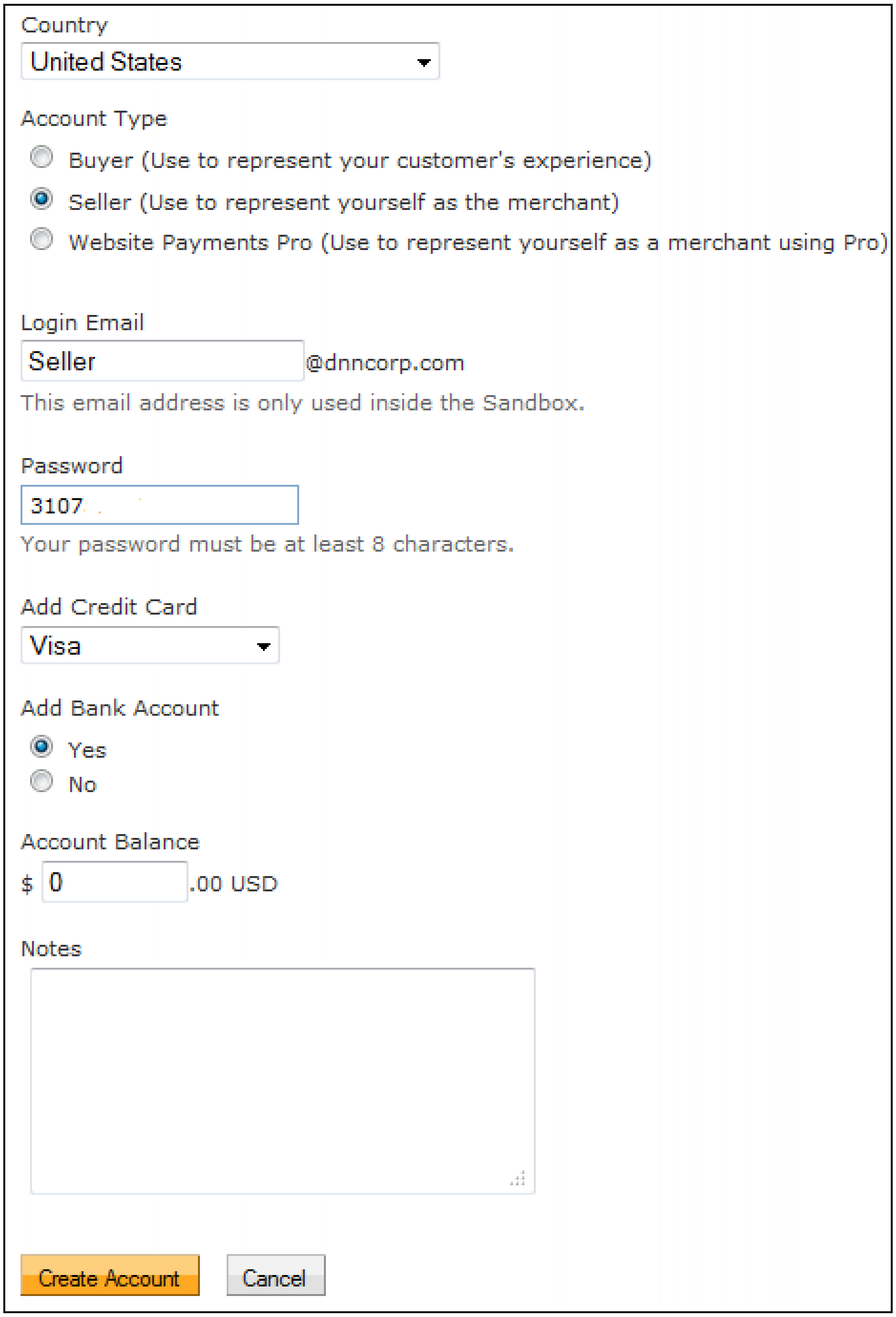


3. Complete the required fields. You should use a valid email address, but not one associated with a live PayPal account. Click Agree and Submit when finished.
4. PayPal will send an email to you. Locate the email and click the link to verify your email address.
5. Login with the new account.
6. Click **Test Accounts**.

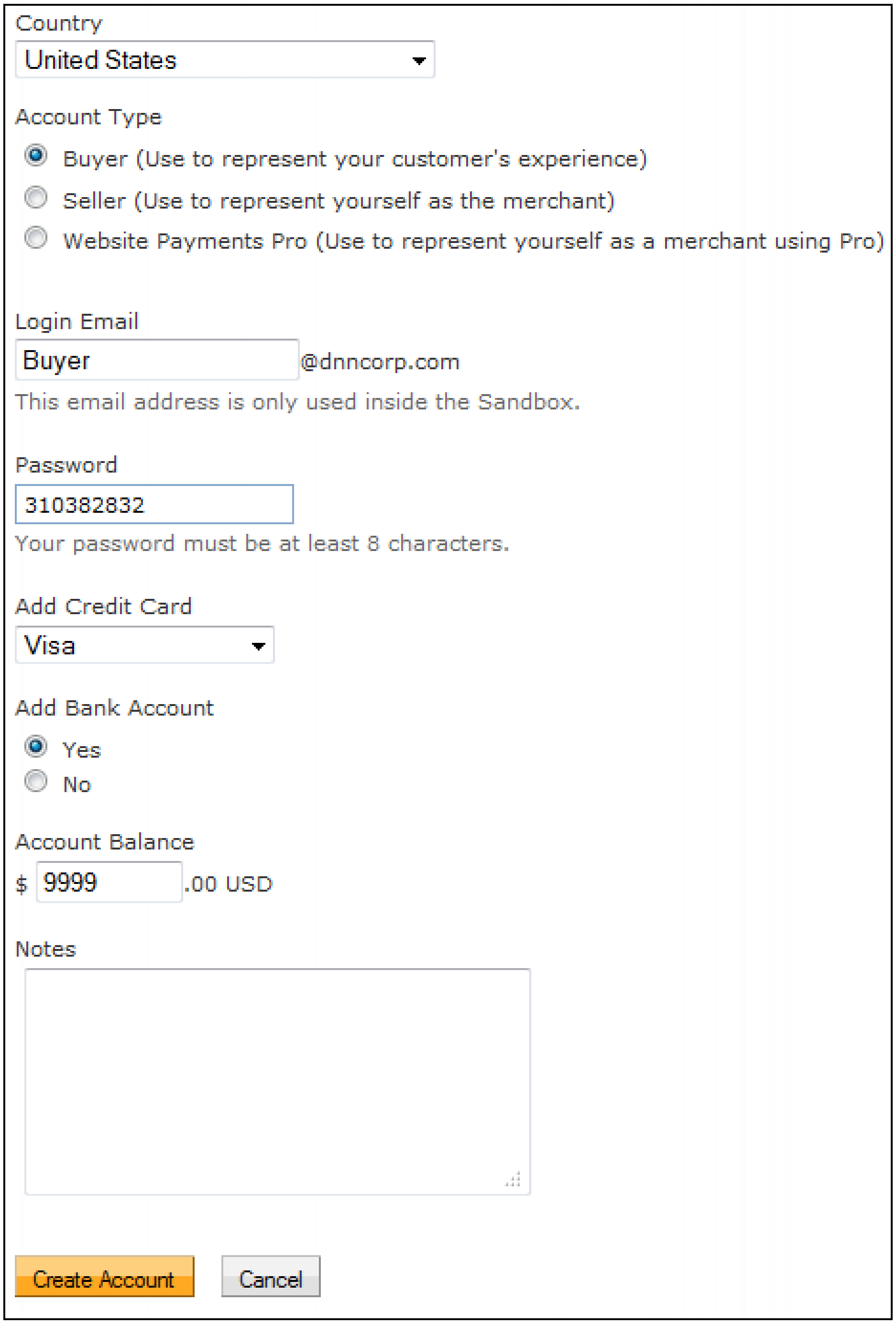


7. Click New Test Account: Preconfigured

8. Set the Account Type to **Seller**. The email address is only used in the sandbox test area, so choose something you will remember. The password will probably change when you reset the test account later, so write this down. Add a bank account and a credit card, to make sure the account is "verified".

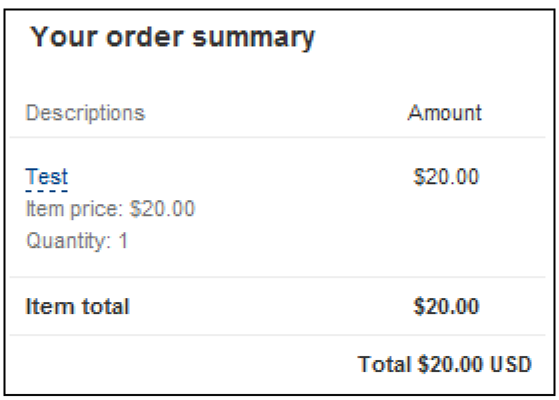


9. Click **Create Account**. After the system finishes creating the account, click Preconfigured again.
10. This time you will configure the Buyer account. The email address should be different, and the account balance should not be zero.



11. You should now see the two accounts listed. If at any point you need to create a new password, or change the account balance, click the Reset link next to the appropriate account.
12. Copy the email address for the buyer account. It is likely that PayPal added a bunch of numbers and _biz to the address.

13. In another browser tab, navigate to the Commerce control panel > Options & Settings > Payment Options tab.
14. Paste the seller test account email address in the Account Id box in the PayPal Details section.
15. Back on the PayPal site, check the radio button next to the buyer account and then click the Enter Sandbox Test Site button.
16. Copy the URL then paste it in the PayPal URL box in the Commerce control panel.
17. Close the Sandbox Test Site window, but do not logout of the Sandbox account. You will need to remain logged in to https://developer.paypal.com/ while doing any PayPal testing.
18. Enter a value in the Language box in the Commerce control panel. The Language is to be entered using the PayPal language code. The PayPal language codes are: Australian - **AU**, Chinese - **CN**, English - **EN**, French - **FR**, German - **DE**, Italian - **IT**, Japanese - **JP**, Spanish - **ES**, or United Kingdom **GB**.
19. Confirm that PayPal is selected as one of the Payment Options then click Save in the control panel.
20. Exit the control panel, and begin a new purchase. At the Review & Payment step, select PayPal from the drop down list. Click Process My Order.
21. You will be redirected to the PayPal Sandbox Test Site. The details of the purchase should be visible on the left side of the screen.



22. Click the Have A PayPal Account? link and then log in using the Buyer test account email and password.
23. Click the **Pay Now** button.
24. Click Return to [Your Name's] Test Store.
25. You should now see the usual Order Completed step in Commerce.
26. Enter the control panel, go to the Orders page, and confirm that the order processed correctly.

27. Viewing the Order Details > Post Purchase Log will show information about the transaction. There should be an IPN Received entry if it processed correctly.

Date	Action	Results	Note
7/15/2011 10:21:12 AM	Send User to PayPal		
7/15/2011 10:26:13 AM	PayPal IPN Received		PayPal: 5NE04674P5753525B
7/15/2011 10:26:14 AM	Email Sent		Order Details Template

Purchasing a Product

An overview of the functionally available when purchasing a product and the purchasing process using the Commerce module.

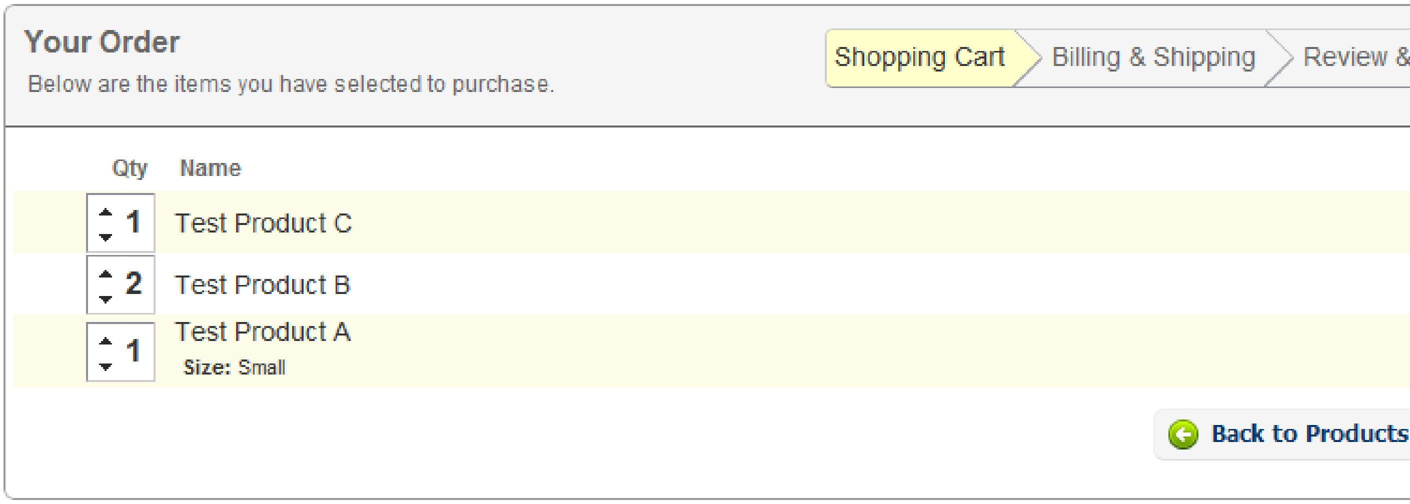
Product Display

An overview of the details displayed for each product and how to select a product to purchase.

- **Product Group**: Large bold letters display the name of the product group.
- **Name**: The name of the product.
- **Page Link**: Clicking on the name of a product will lead to the details page. If a details page was not entered when the product was created, the product name will not be a hyperlink.
- **Description**: A short description of the product.
- **Price**: The amount the customer has to pay. This value may be temporarily reduced with discounts.
- **Buy Now**: Clicking this button will add the product to the shopping cart. Note: After clicking **Buy Now**, the customer will need to enter values for any required product properties.

Test Product B	**Price:** $10.00

Shopping Cart

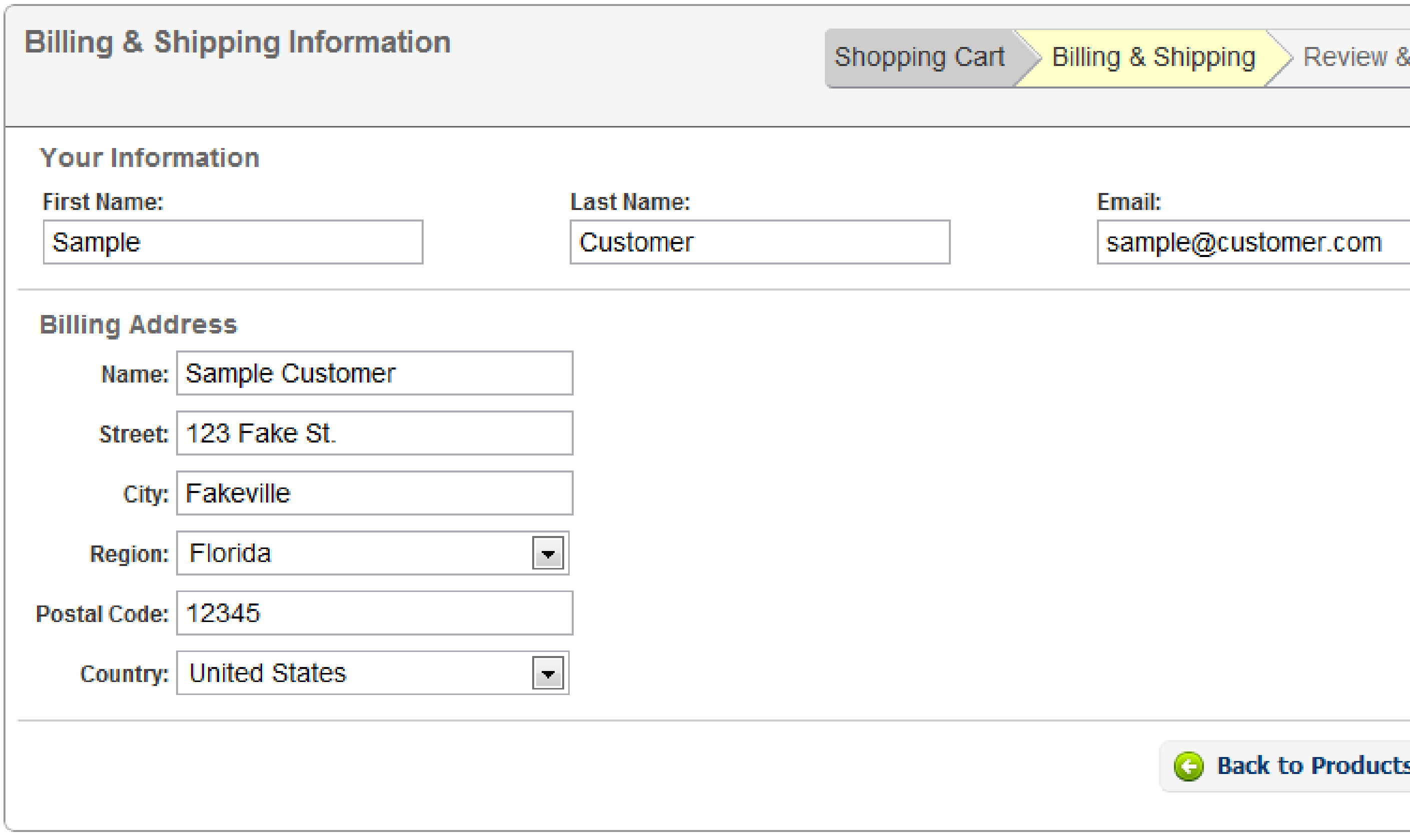


- **Delete**: Hovering over a product will cause a small gray X icon to display. Clicking the icon will remove the product from the shopping cart.

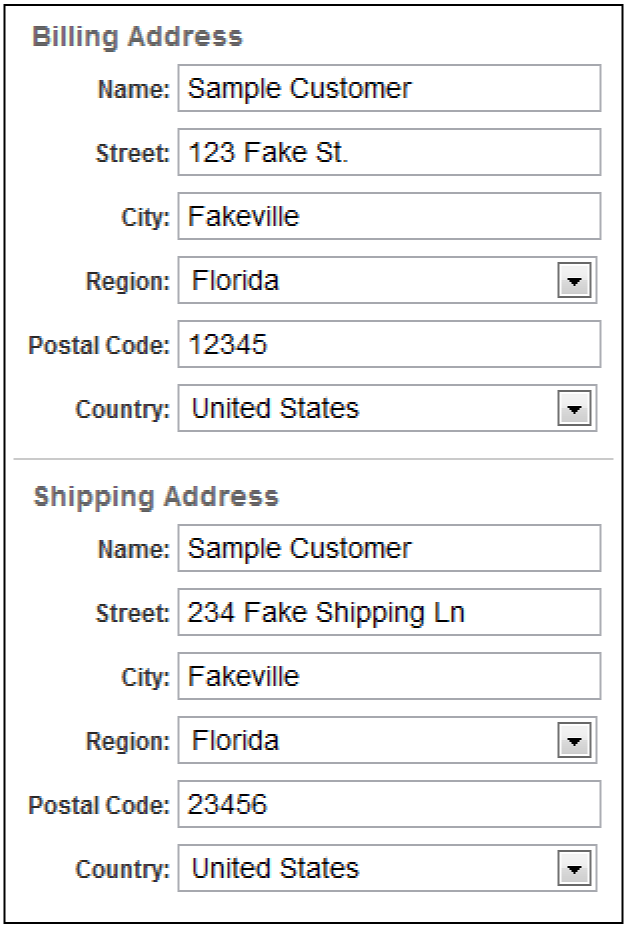
- **Qty**: The quantity of the product being purchased. The number can be adjusted by clicking the up and down arrows, after the product has been added to the cart.
- **Name**: The name of the product.
  - **Properties**: The values entered for the product's properties will be displayed below the name.
- **Price**: The price of an individual product.
- **Discount**: Any discount that is automatically applied to the product price.
- **Total**: Total price of the product (Price X Qty)
- **Back to Products**: Clicking this button will return the customer to the Product Display view.
- **Proceed to Checkout**: Clicking this button will continue the purchase process.

Billing and Shipping

An overview of the Billing and Shipping page and how to complete the required fields:



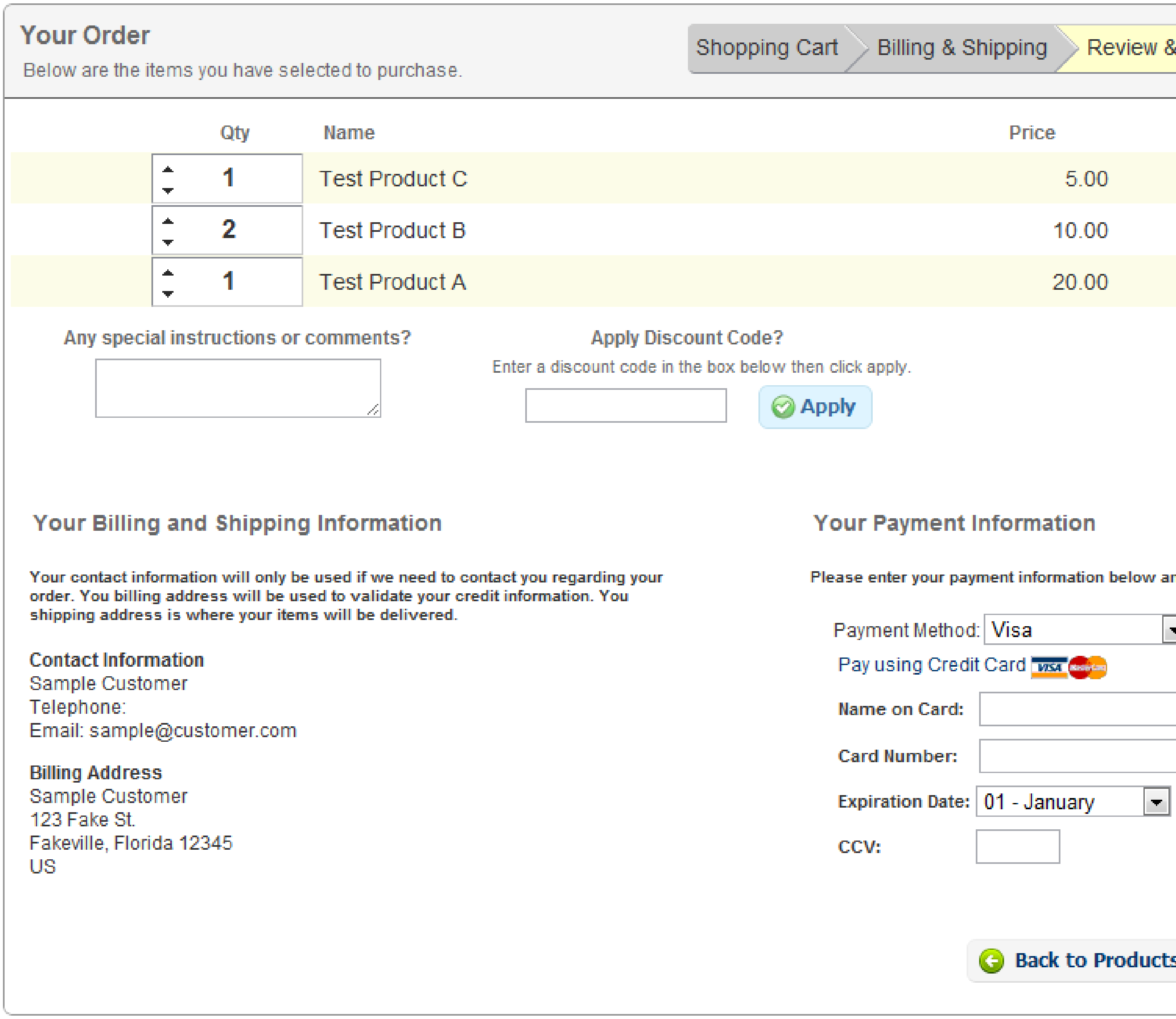
- **Your Information**:
  - **First Name**: Entered by the customer.
  - **Last Name**: Entered by the customer.
  - **Email**: The customers email.
- **Billing Address**: This will usually need to be the address on file with the customer's credit card company.
  - **Name**: Enter the full name.
  - **Street**: This must include the numerical address.
  - **City**: The city where the customer resides.
  - **Region**: This may be a state, or other region. The values in the drop down list will depend on the county selected below.
  - **Postal Code**: Also known as Zip code.
  - **Country**: Select a value from the drop down list.
- **Shipping Address**: An alternate address can be supplied if the product requires shipping. If this is left blank it will use the same address as the Billing Address. This will only appear if the product requires shipping, and shipping is also enabled in the Options and Settings.



- **Back to Products**: Clicking this button will return to the Product Display view.
- **Proceed to Payment**: Clicking this button will continue the purchase process.

Review and Payment

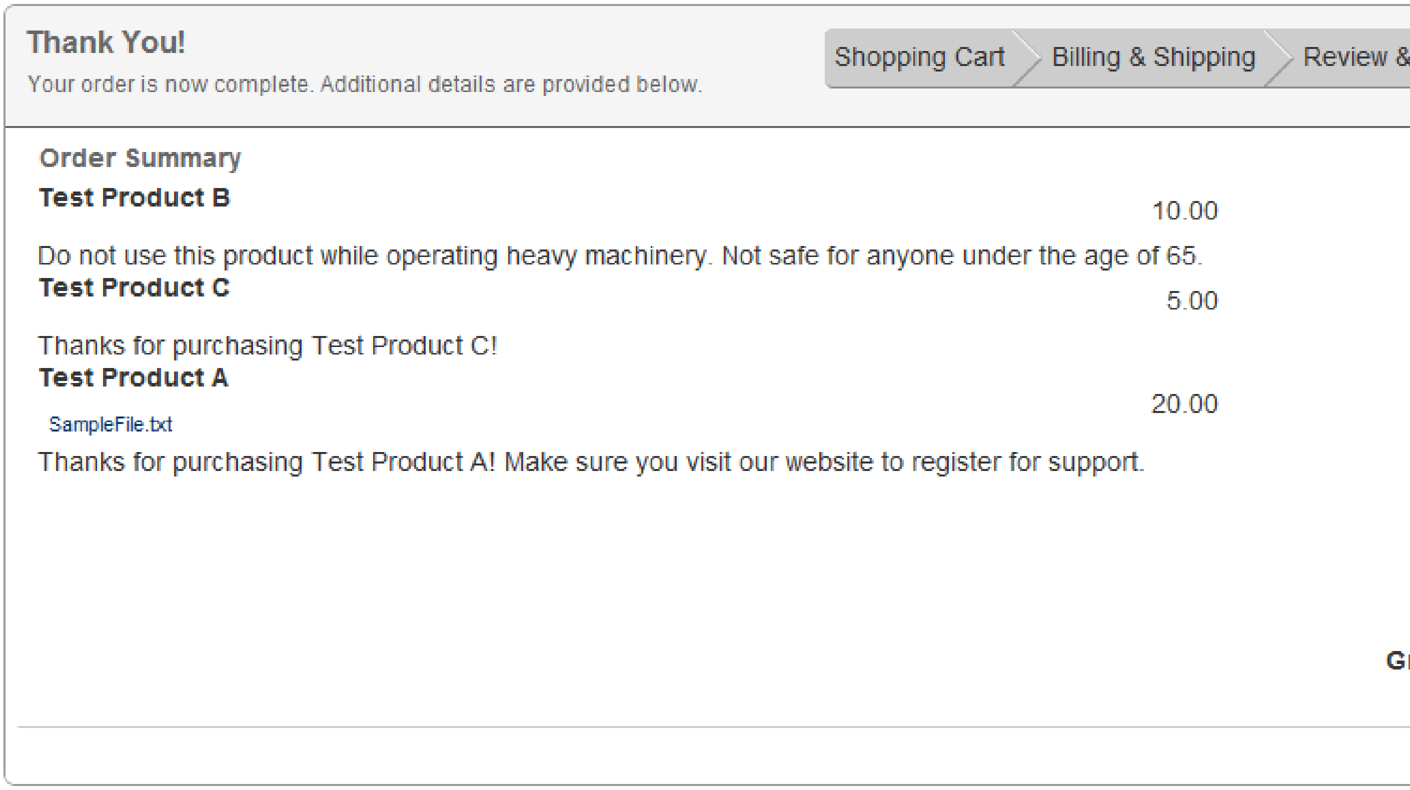
An overview of the Review and Payment page and how to complete the required fields.



- **Shopping Cart**: Displays all products included in the order. This is the last chance to change quantities, or delete products. If additional products need to be added, click Back to Products. If the customer wishes to cancel the order, they can delete all the products and be redirected to the Product Display view.
- **Any special instructions or comments?**: A text area where the customer adds any additional information regarding the purchase.
- **Apply Discount Code?**: Enter any valid discount Coupon Codes, and then click Apply.

- **Total Price**:
  - **Sub Total**: The total before tax, shipping, discounts and any other miscellaneous fees.
  - **Tax**: Automatically calculated based on Tax Rates defined in the control panel.
  - **Shipping**: Applied if enabled, and required for the product.
  - **Misc.**: Miscellaneous fees.
  - **Discount**: The total amount the price was reduced.
  - **Grand Total**: The total price after tax, shipping, discounts and other fees have been calculated.
- **Your Billing and Shipping Information**: Information regarding the customer. This information was entered on the previous step. If there is an error, click Back to Products and begin again. Clicking the back button in the browser will work as well, but may not be recommended.
- **Your Payment Information**:
- Other: If the Other, Bank Transfer or Purchase Order options are selected, no payment information is required. However the seller must contact the customer, in order to get the payment information, to complete the purchase.
- **Credit Card**: Complete these fields:
  - **Name on Card**: The name of the credit card holder as it appears on the card.
  - **Card Number**: The credit card number.
  - **Expiration Date**: Select the expiration date for the card.
  - **CCV**: The short 3 or 4 digit security code on the back of the credit card.
- **PayPal**: Clicking Process My Order will redirect the customer to the PayPal website.
- **Back to Products**: Clicking this button will return to the Product Display view.
- **Process My Order**: Clicking this button will complete the purchase process.

Order Completion



- **Additional Instructions**: The contents of the additional instructions tab in the product details is displayed below the name of the product.
- **File Downloads**: Any files that were attached to a product are shown as hyperlinks below the name of the product.

Console

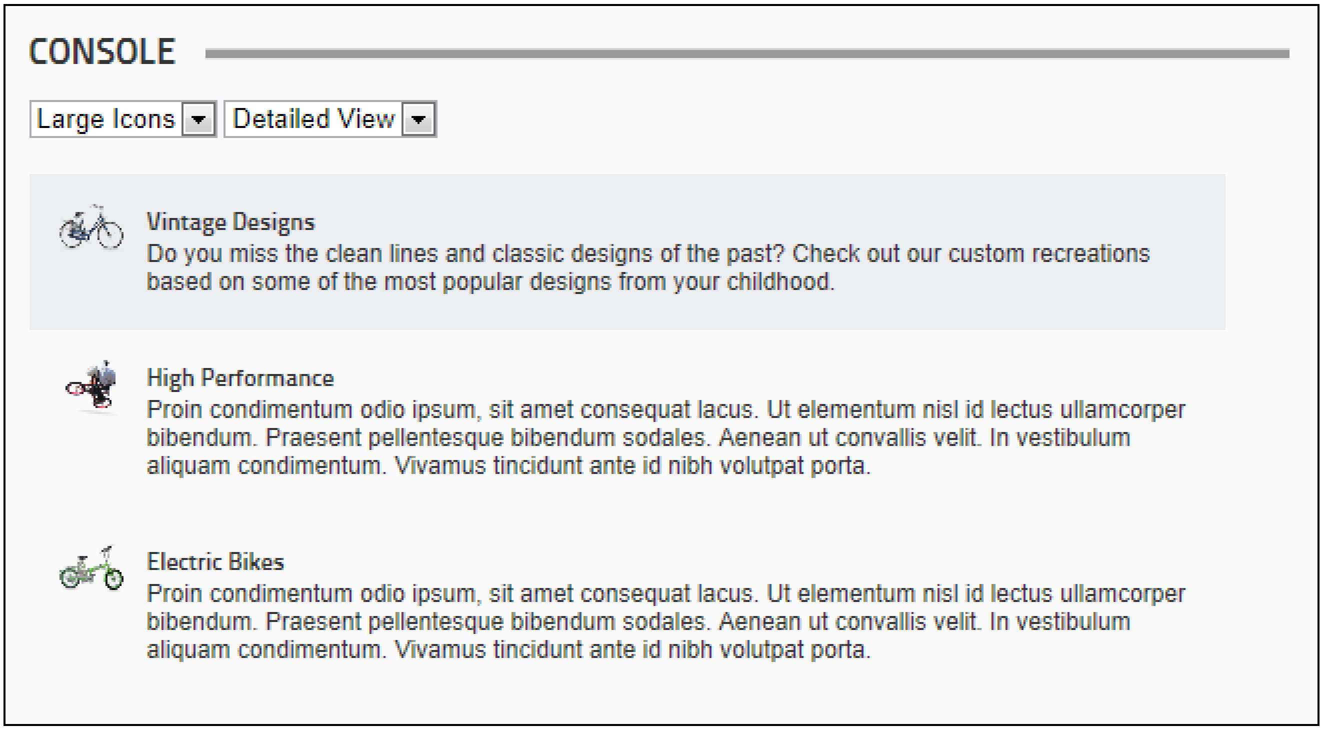
About the Console Module

Open the menu on the left by clicking the arrow or navigate through tutorials with the forward and back buttons in the top right.

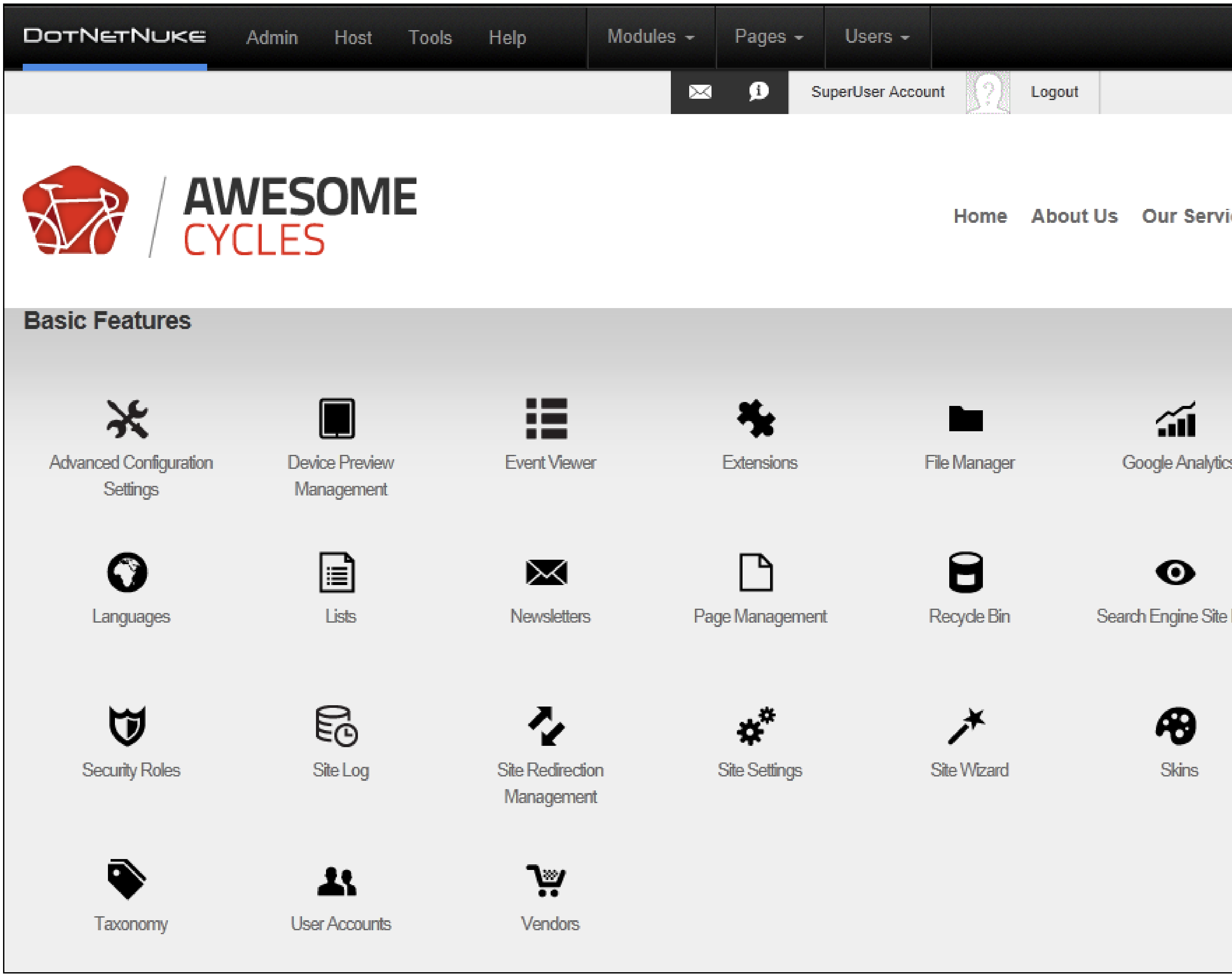
The Console module displays a list of links to the child pages below any parent pages. The Console module is added to both the Admin Console and Host Console pages by default and can also be deployed to a site and added to any page. The Console module can be configured to display links in a variety of layouts and to display more or less information about the pages that are listed.

Installation Note: This module is typically installed on the site.

Module Version: 01.00.00. Note: The version number for this module does not update as it forms part of the DNN framework.



The Console Module on a Site Page



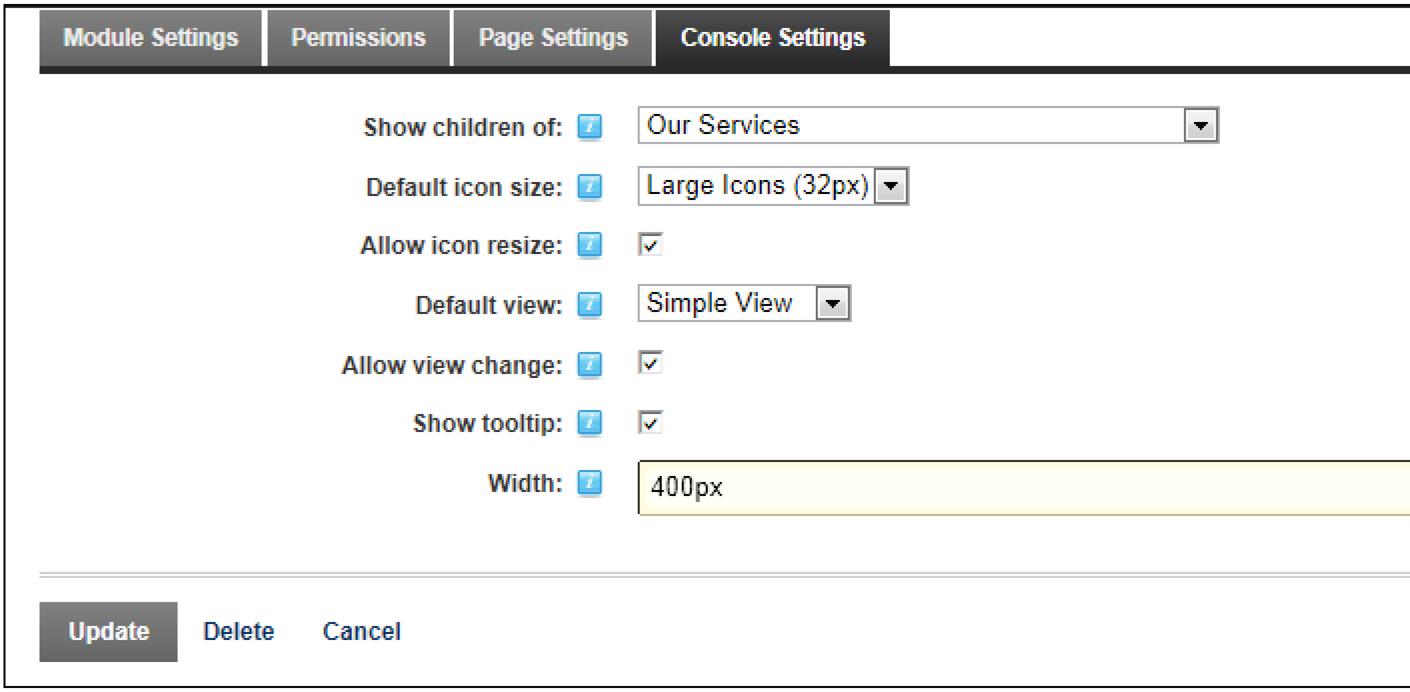
The Console Module on the Admin page of DNN Community Edition

Configuring Console Settings

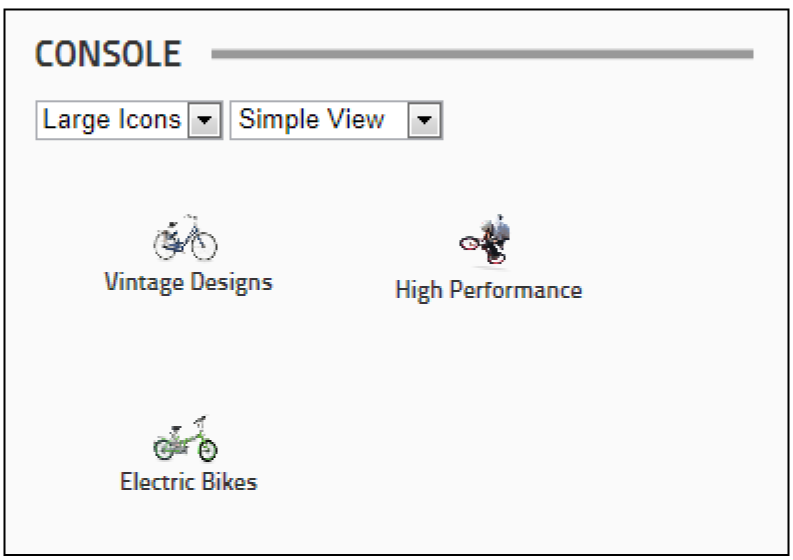
How to configure the module settings that are specific to the Console module.

1. Select **Settings** from the module actions menu.
2. Select the **Console Settings** tab.
3. At **Show Children Of**, select from these options:
   - Leave this field blank to display all child pages for the current page. This is the default setting.
   - Select a page display all child pages for that page.

4. At **Default Icon Size**, select from the following:
   - **Small Icons (16 px)**: Select to display a 16 pixel icons. The icon used will either be the default icon provided with the Console module or the "Icon" image set for the page. See "Advanced Settings for New Pages" or See "Advanced Settings for Existing Pages". This is the default setting.
   - **Large Icons (32 px)**: Select to display a 32 pixel icons. The icon used will either be the default icon provided with the Console module or the "Large Icon" image set for the page. See "Advanced Settings for New Pages" or See "Advanced Settings for Existing Pages"
5. At **Allow Icon Resize**, select from these options:
   - Check ☑ the check box to displays a drop down list at the top of the module that allows users to change the size of the icon. This is the default setting.
   - Uncheck ☐ the check box to only display the default icon.
6. At **Default View**, select from these options:
   - **Simple View**: Select to display an icon and the page name for each item. This is the default setting.
   - **Detailed View**: Select to display an icon, the page name and the page description for each item.
7. At **Allow View Change**, select from these options:
   - Check ☑ the check box to display a drop down list at the top of the module that allows users to switch between simple and detailed views. This is the default setting.
   - Uncheck ☐ the check box to only display the default view.
8. At **Show Tooltip**, select from these options:
   - Check ☑ the check box to display the page name as an icon tooltip in Simple View. This is the default setting.
   - Uncheck ☐ the check box to hide the tooltip.
9. In the **Width** text box, select from these options:
   - Enter a pixel width to set the width of this module. For example, enter 400px to display 2 columns of icons in the content pane.
   - Leave this field blank to allow the icons to expand horizontally. This is the default setting.
10. Click the **Update** button.



The Console Settings Page



The Console module sets to display Large Icons and Simple View

Document Library

About the Document Library Module

The Document Library (also called the Open-Document Library and the DocumentLibrary module) module enables users to manage and share documents in a flexible, intelligent way, offering granular control over Folder and Document access. The module offers the possibility to organize documents by physical Folder and by logical Categories, thus making it easy for your users to look for and find documents according to areas of interest. Benefits of a document management system include helping companies to become more organized by making it easier to file, share, retrieve, and secure information; increasing employees productivity by making information easier and faster to find; improving collaboration and sharing of ideas; and allow multiple employees to access the information simultaneously.

Only available in DotNetNuke Professional Edition and DotNetNuke Enterprise Edition

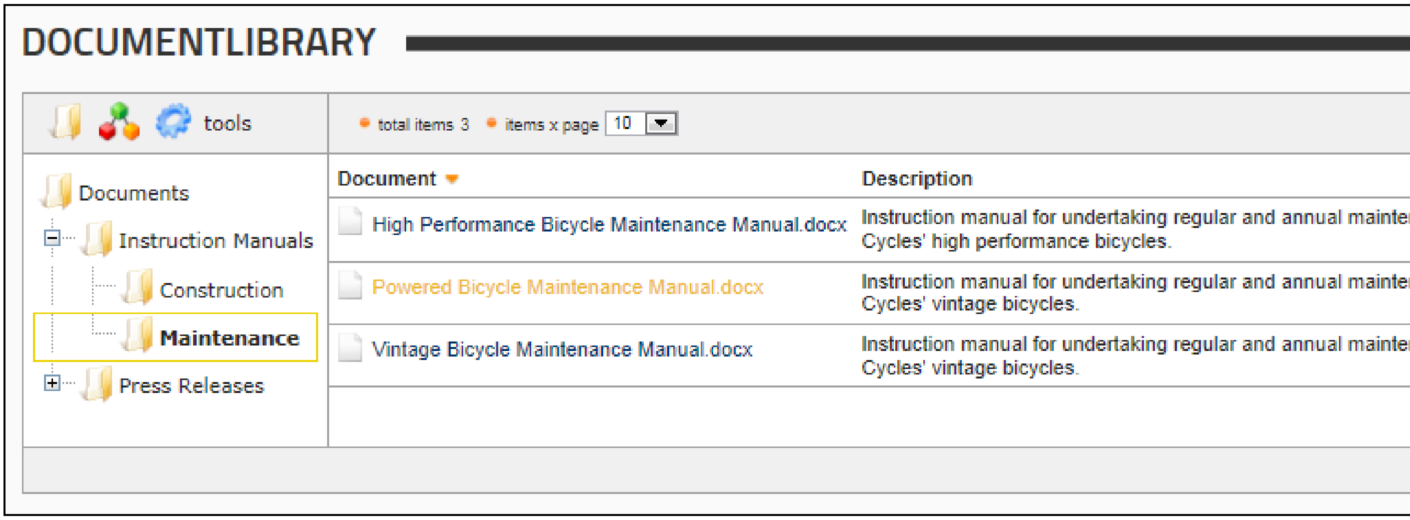
Installation Note: This module is typically installed on the site.

Module Version/Minimum DNN Version: The version number is always the same as the DNN framework version number.

Features: ISearchable, IUpgradable

Important. There can be only one Document Library module per site and only one instance of the module on any given page. You can however have 100 pages on your site each with an instance of the module. A wide range of settings allows you to configure each instance to display different information. If you have child sites, and you install Document Library on a child site, it is considered an entirely separate library.

Troubleshooting: If the module does not load correctly, go to the Module Settings page for that Document-Library module and then click the Update link.



The Document Library Module

Configuration

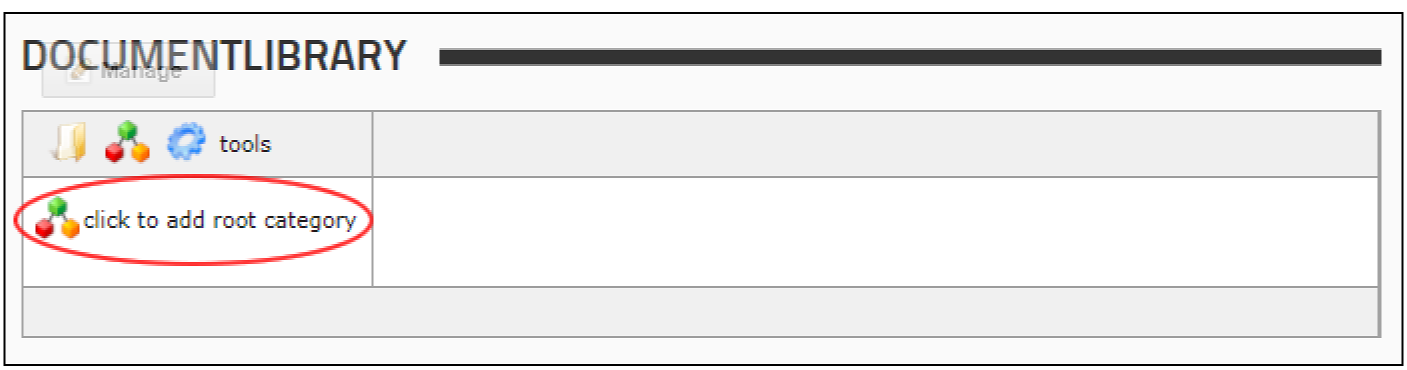
Adding the Parent Category

How to create the parent category (also called root category) to the Document Library module. Multiple sub-categories (child categories) can be added below the parent category.

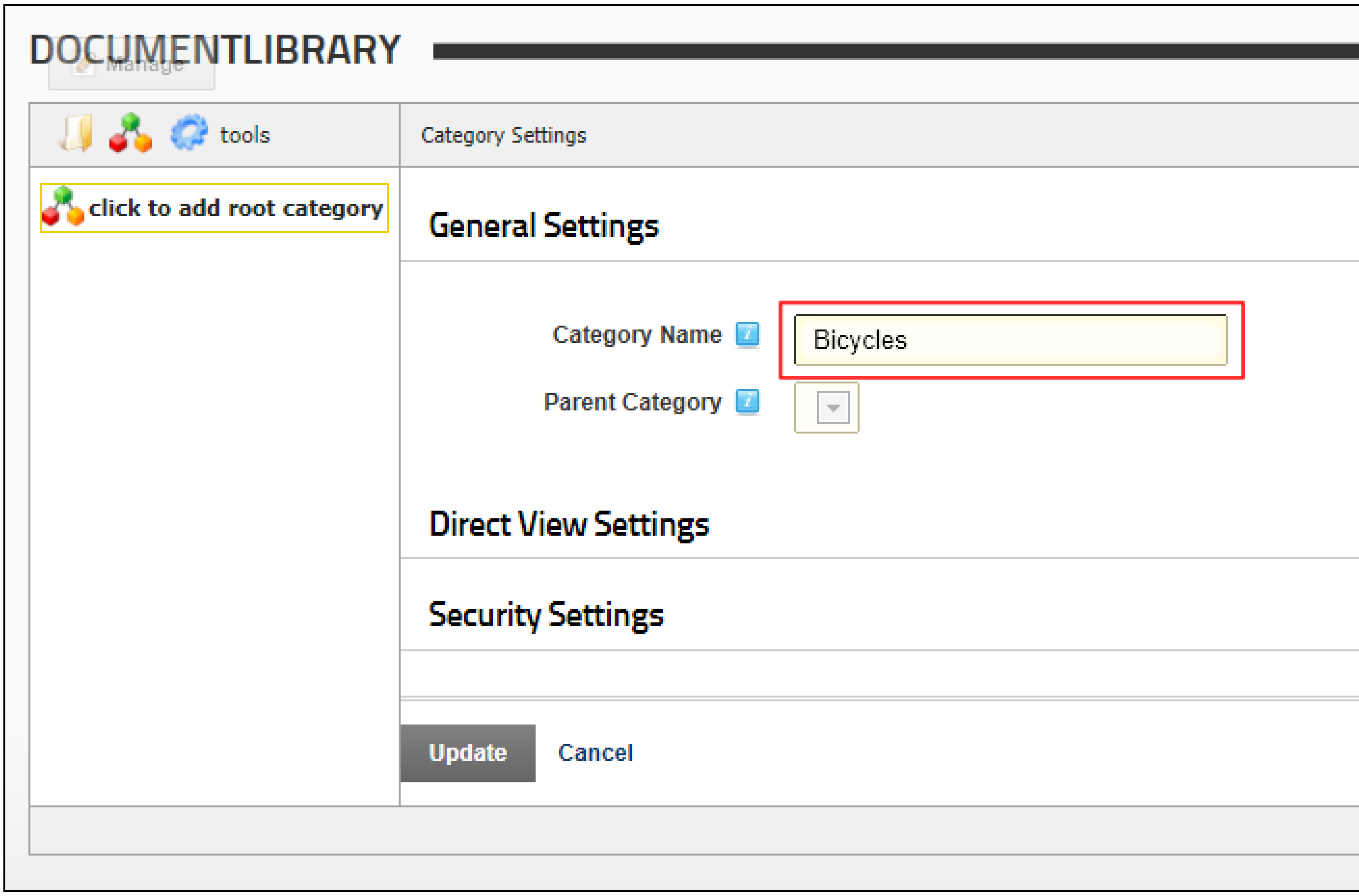
Permissions. Administrators and SuperUsers only.

Like in a real library, a document belongs to a single folder however it can belong to multiple categories. Categories are represented as a hierarchy tree, just like the folder tree, and can be seen by clicking the **Category** button in the toolbar. Categories work similar to folders except for versioning and user level access rights and that you do not create a physical category in order to store a document in a category.

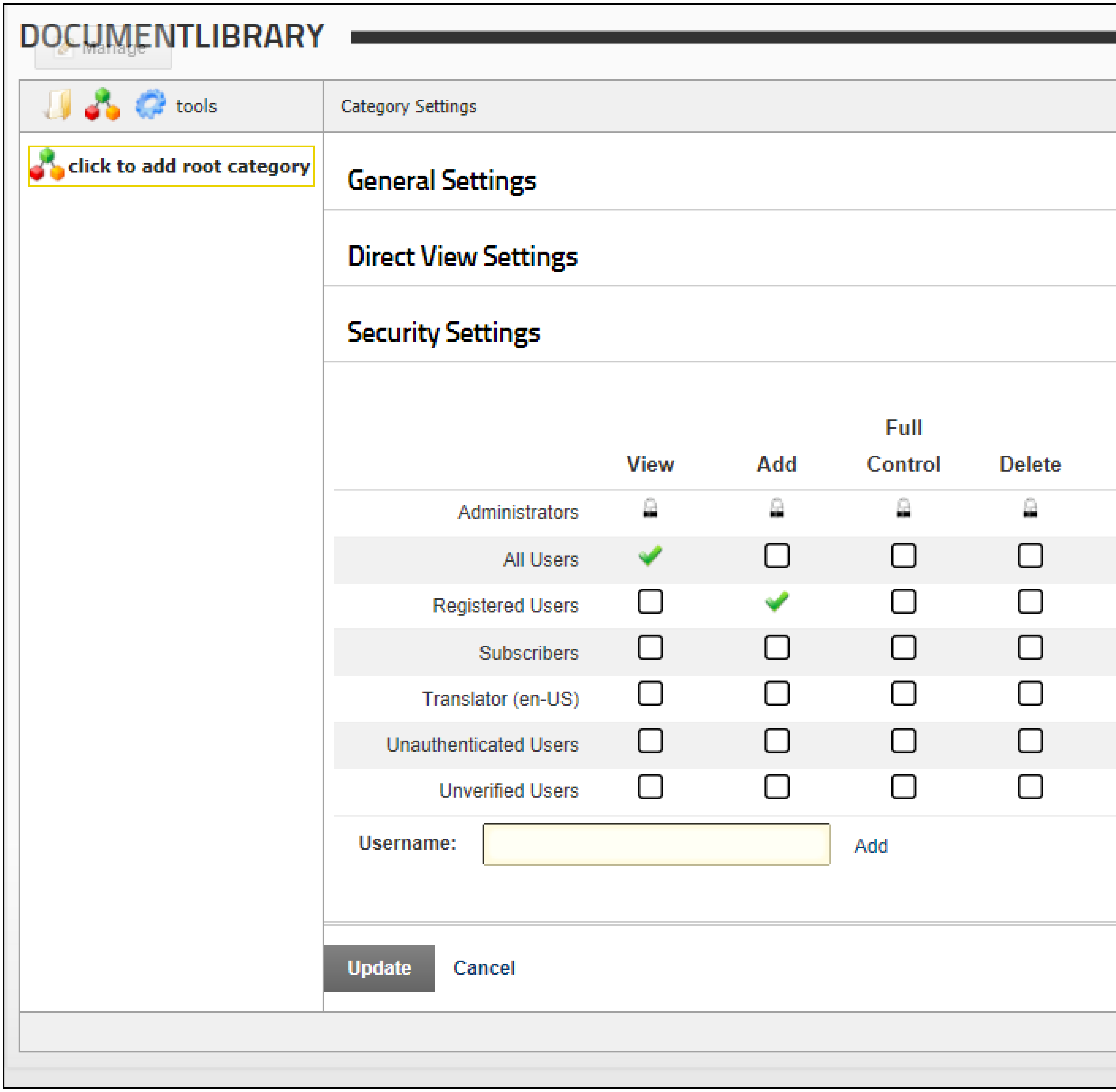
1. Click the **Category** button in the toolbar. This displays the Category navigation tree.
2. Click the Click To Add To Root Category link in the navigation tree. This displays the Category Settings window in the right pane.



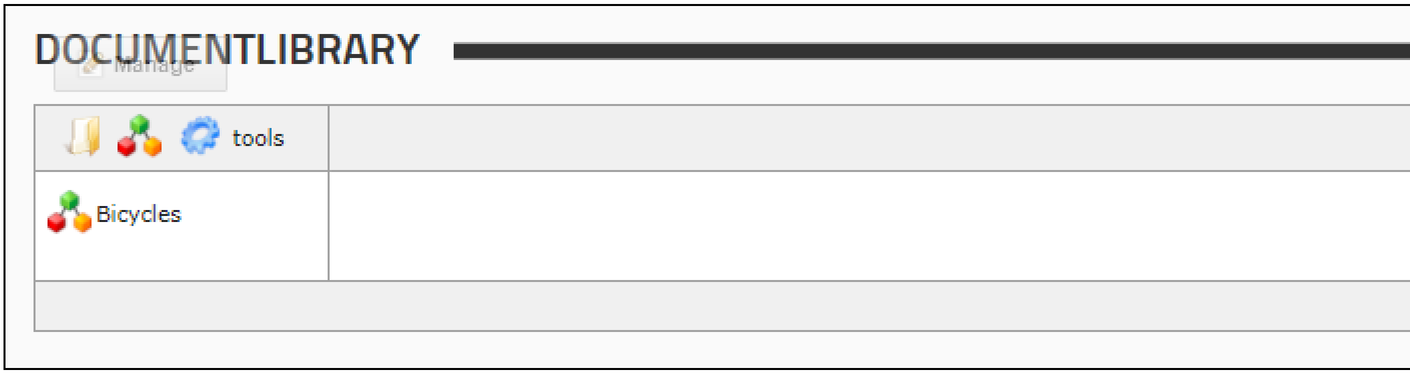
3. Expand the **General Settings** section.
4. In the **Category Name** text box, enter the name of your root category.



5. Expand the **Direct View Settings** section.
6. Complete one or more fields as required. See "Configuring Direct View Settings for Categories"
7. Expand the **Security Settings** section.
8. Select the roles that can access categories and associated documents. See "Configuring Security Settings for Categories"



9. Click the **Update** button.
10. **Optional.** Click the **Category** button in the toolbar to view the newly created category.



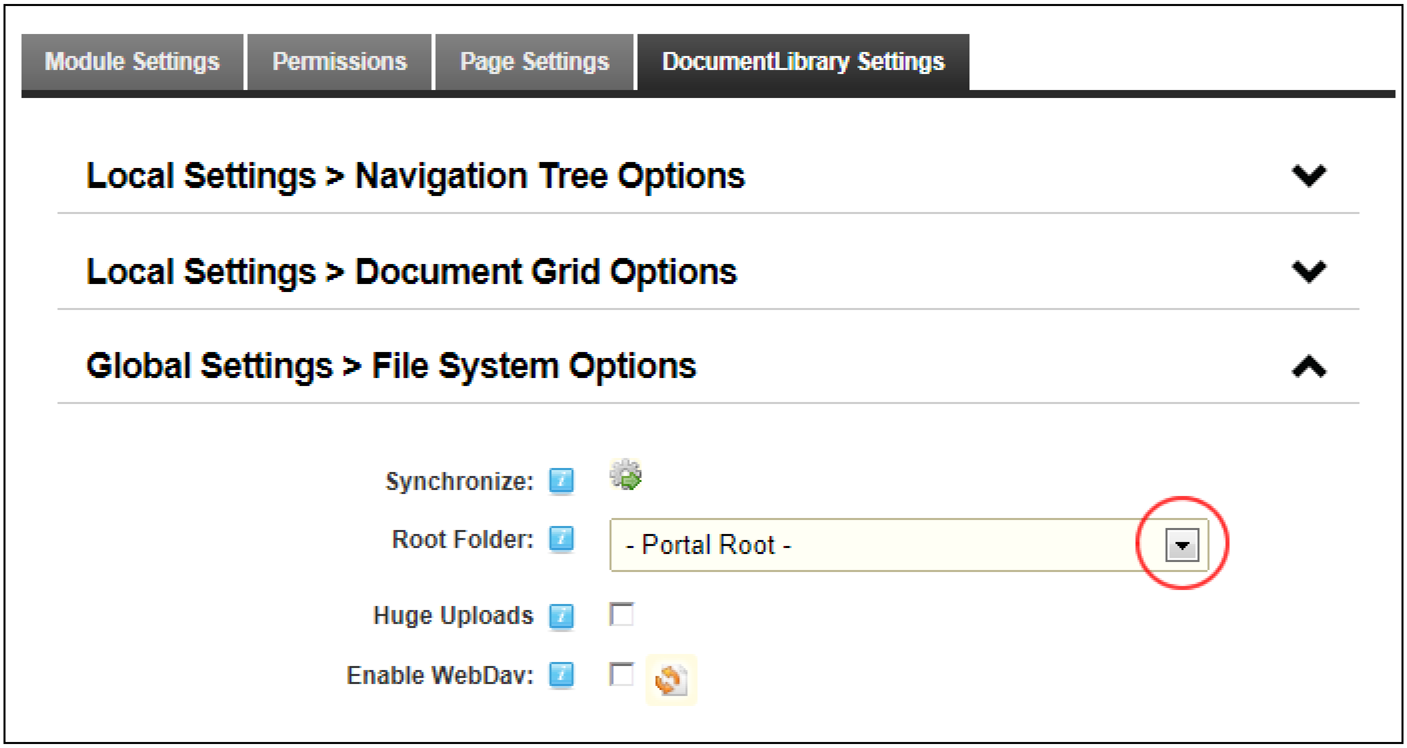
Tip: There is no Administrators role in the list of security roles. This is because Administrators and Super-Users always have full rights to the library.

Setting the Parent Root Folder

Setting the root folder for the Document Library module. Multiple sub-folders (child folders) can be added beneath the parent category.

Permissions. Administrators and SuperUsers only.

1. Select **Settings** from the module actions menu.
2. Select the **DocumentLibrary Settings** tab.
3. Expand the **Global Settings > File System Options** section.
4. At **Root Folder**, select an existing folder of the Admin File Manager. This is the folder where the documents will be stored.



5. Click the **Update** button.

Contributors

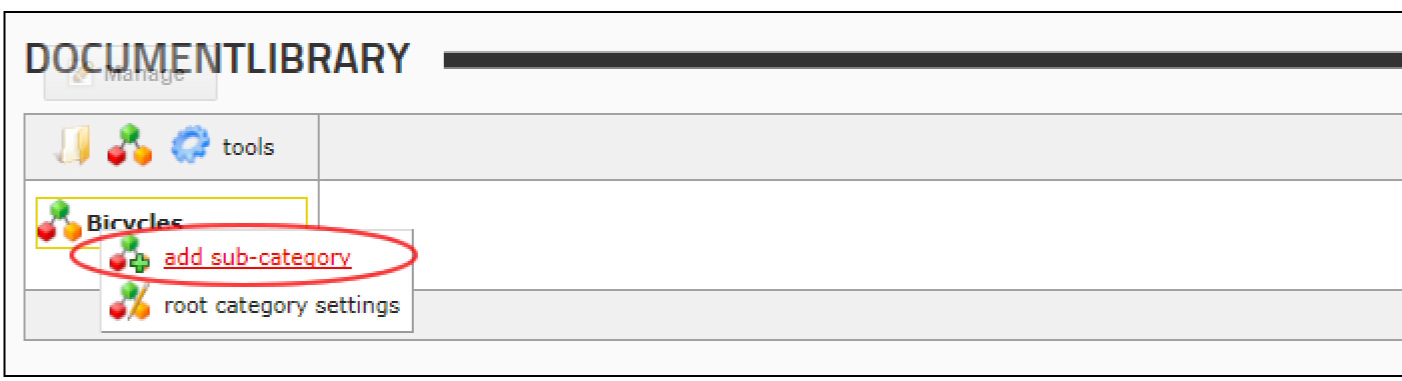
Managing Categories

Adding a Sub-Category

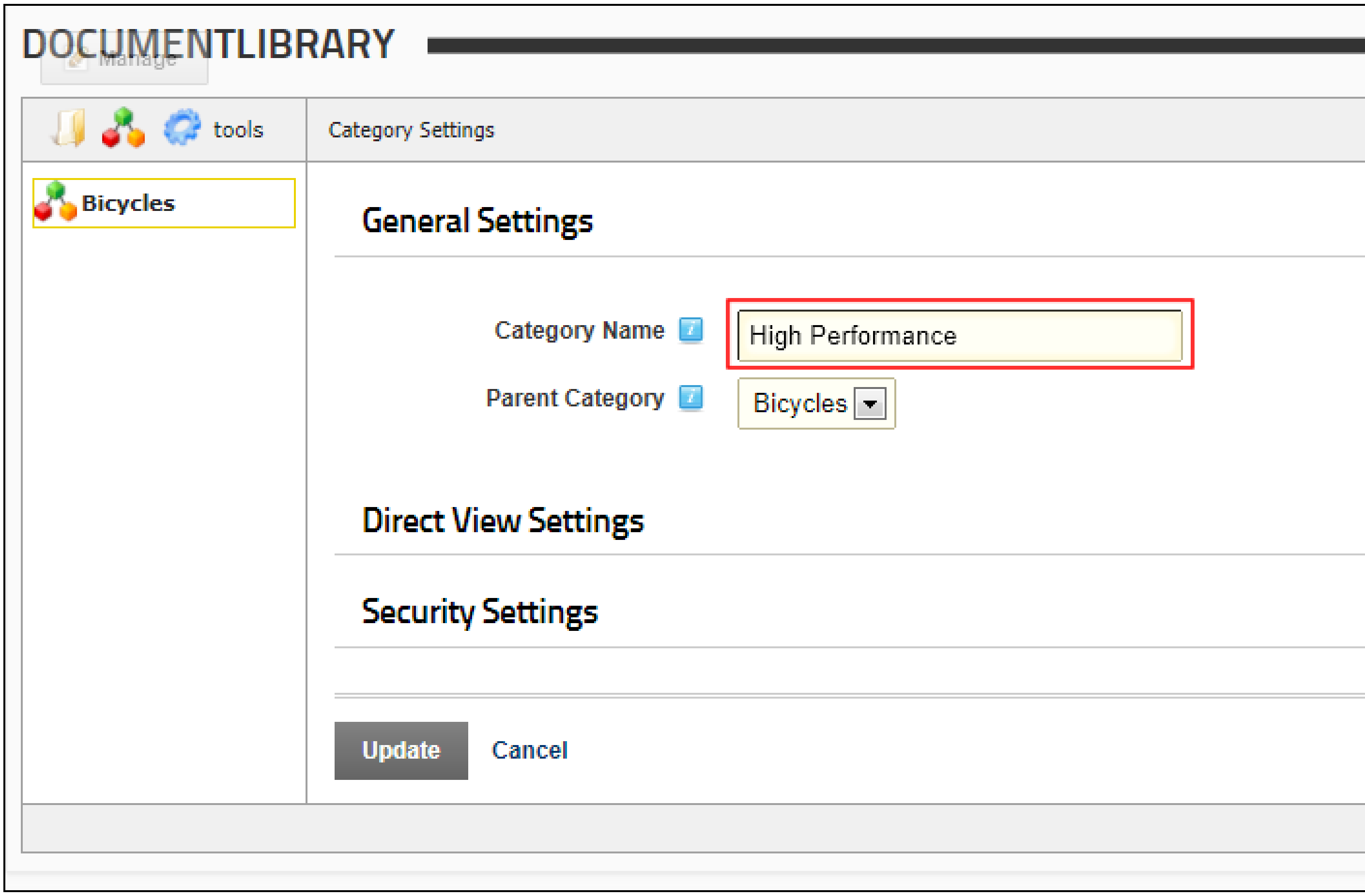
How to add a sub-category (child category) to an existing category using the Document Library module.

Note: The parent category must first be created by an Administrator. See "Adding the Parent Category"

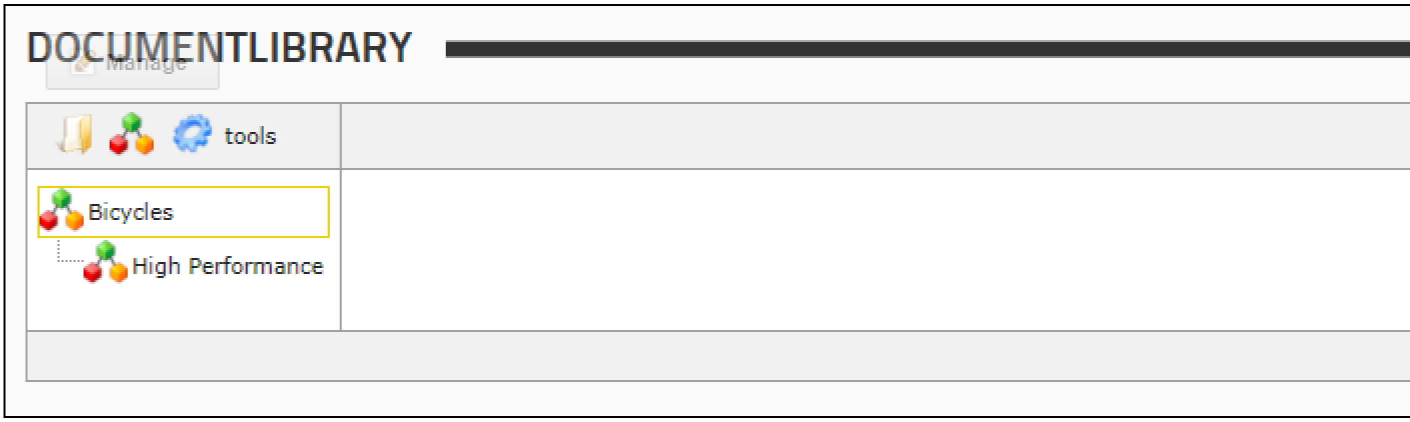
1. Click the **Category** icon in the toolbar. This displays the Category navigation tree.
2. Navigate to and right-click on the required category and then select Add Sub-Category.



3. Expand the **General Settings** section.
4. In the **Category Name** text box, enter a name for this category.



5. **Optional.** At **Parent Category**, select a different parent category if desired.
6. **Optional.** To modify the Direct View Settings for this category, See "Configuring Direct View Settings for Categories"
7. **Optional.** To change the Security Settings for this new folder, See "Configuring Security Settings for Categories". The default security settings for this category are inherited from the parent category selected at Step 2. If however you choose to modify the parent category at Step 5, the security settings are not updated. Note: Security settings can only be modified by authorized users.
8. Click the **Update** button. This displays the new category in the category navigation tree.



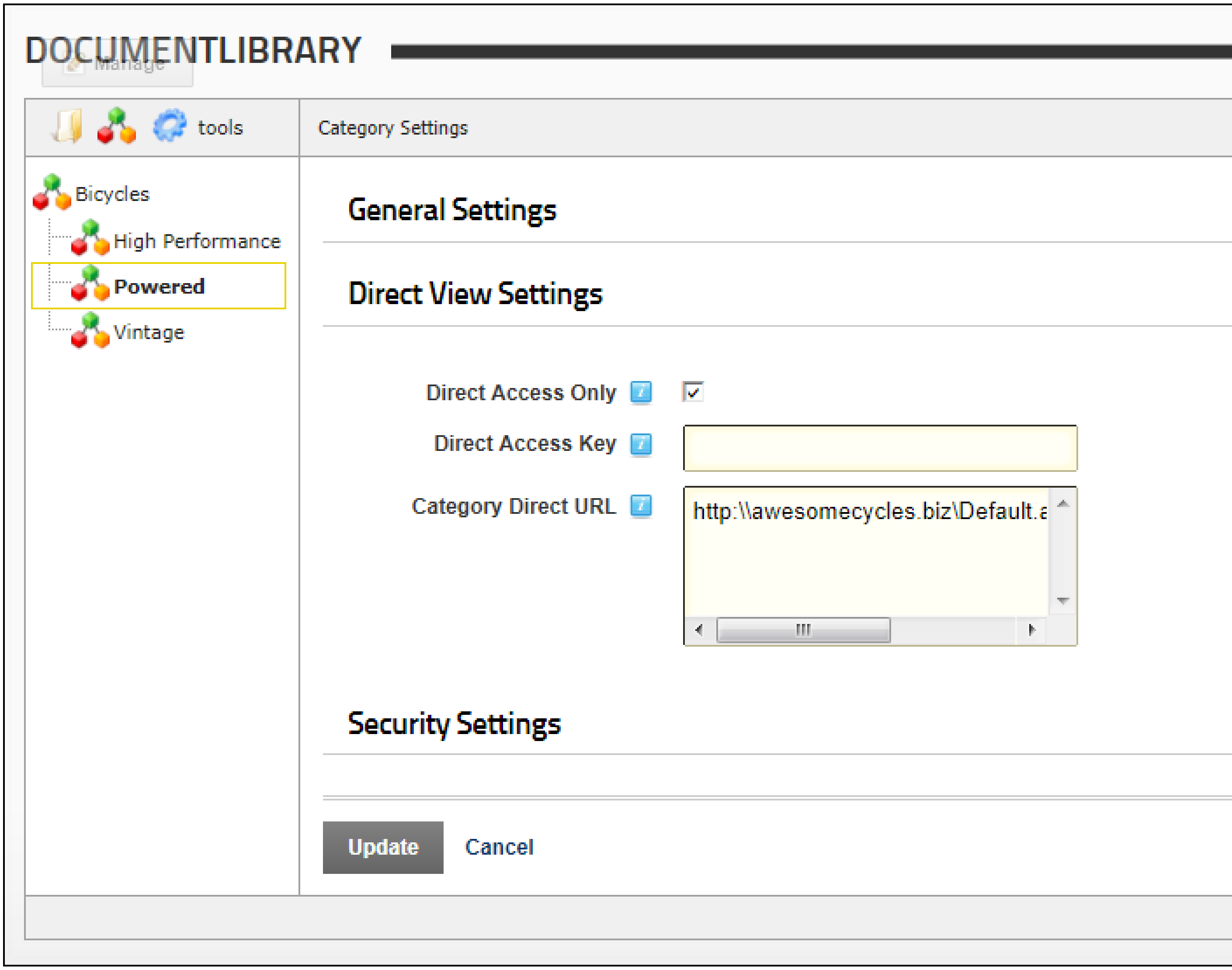
Adding a Sub-Category to the DocumentLibrary module

Configuring Direct View Settings for Categories

How to configure the General settings for categories in the Document Library module. This topic assumes you are currently adding (See "Adding a Sub-Category") or editing (See "Editing Category Settings") a category.

1. Expand the **Direct View Settings** section.
2. At **Direct Access Only** select from these options:
   - Check ☑ the check box to set this category as hidden from general view, unless accessed directly through the 'Direct URL' field or through setting the value of 'Restrict List to 1 Category' in the module settings. If the category marked for direct view contains sub-categories, all sub-categories will also be visible, unless those sub-categories have also been marked for direct view as well.
     1. In the **Direct Access Key** text box, enter a unique key that is required to access this "Direct Access Only" category. If you do add a key, and you access the category through the 'Direct URL' method, then you'll need to place both the xsfid parameter as well as a new key parameter in the URL. If you access the category through the 'Restrict List to 1 Category' method, then you'll need to place only the new key parameter in the URL. `[url format: xsfid=id&xsfk=key]`
     2. In the **Category Direct URL** text box you can view the direct URL for this category is displayed. If you are linking to this page through an external link and you only want to show the contents of this specific category (and all of its sub-categories), then this is the parameter to be added to the URL. Adding this parameter to the URL will achieve the same results as setting the value of 'Restrict List to 1 Category' in the module settings.

- Uncheck ☐ the check box to enable access to all authorized users using the Navigation tree.



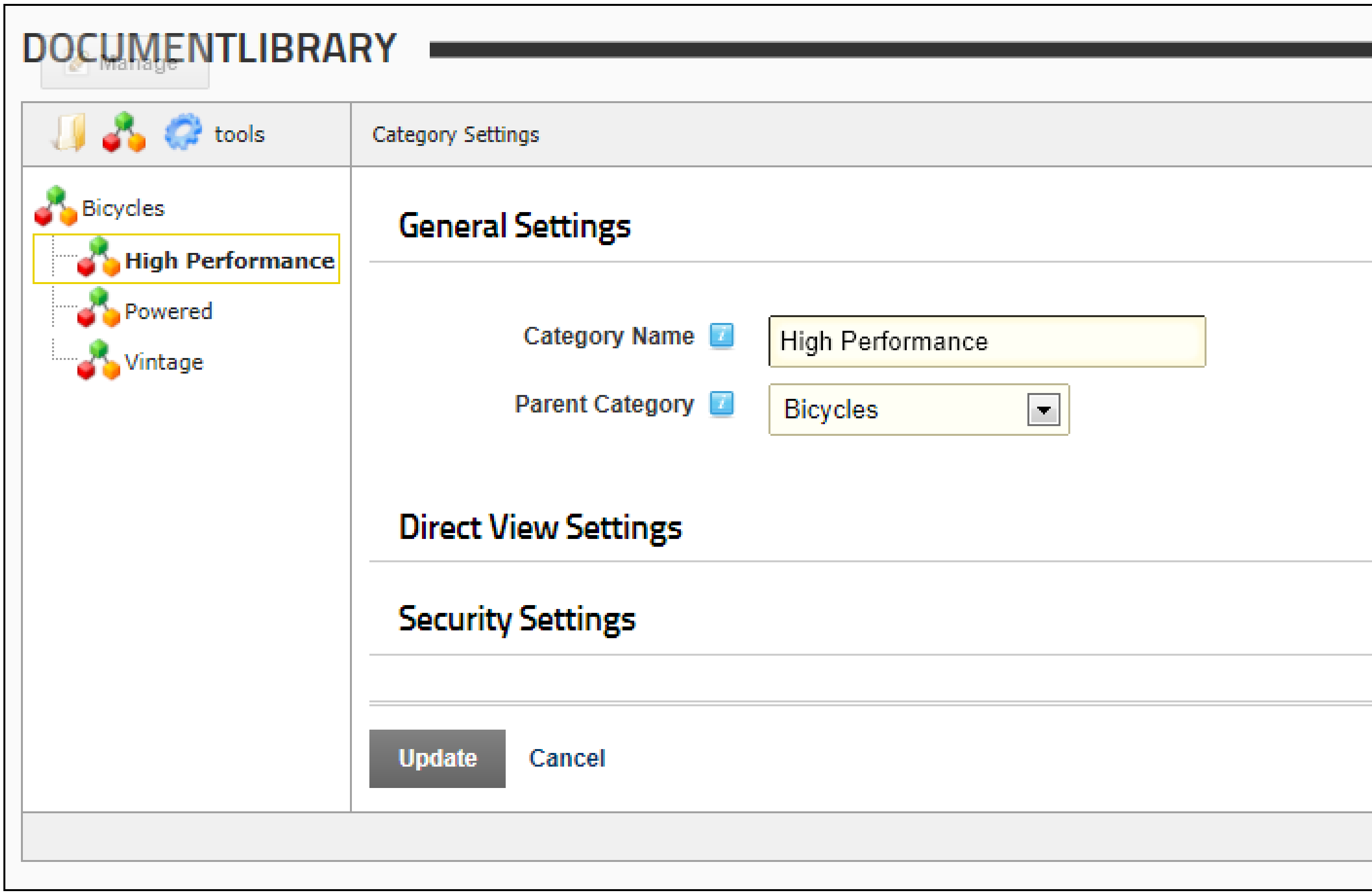
3. Click the **Update** button.

Configuring General Settings for Categories

How to configure the general settings for categories in the Document Library module. This topic assumes you are currently adding (See "Adding a Sub-Category") or editing (See "Editing Category Settings") a category.

1. Expand the **General Settings** section.
2. In the **Category Name** text box, enter or edit the category name.

3. **Optional.** At **Parent Category**, select the parent category for the current category from the drop down list. Note: This setting is disabled for the root category.



4. Click the **Update** button.

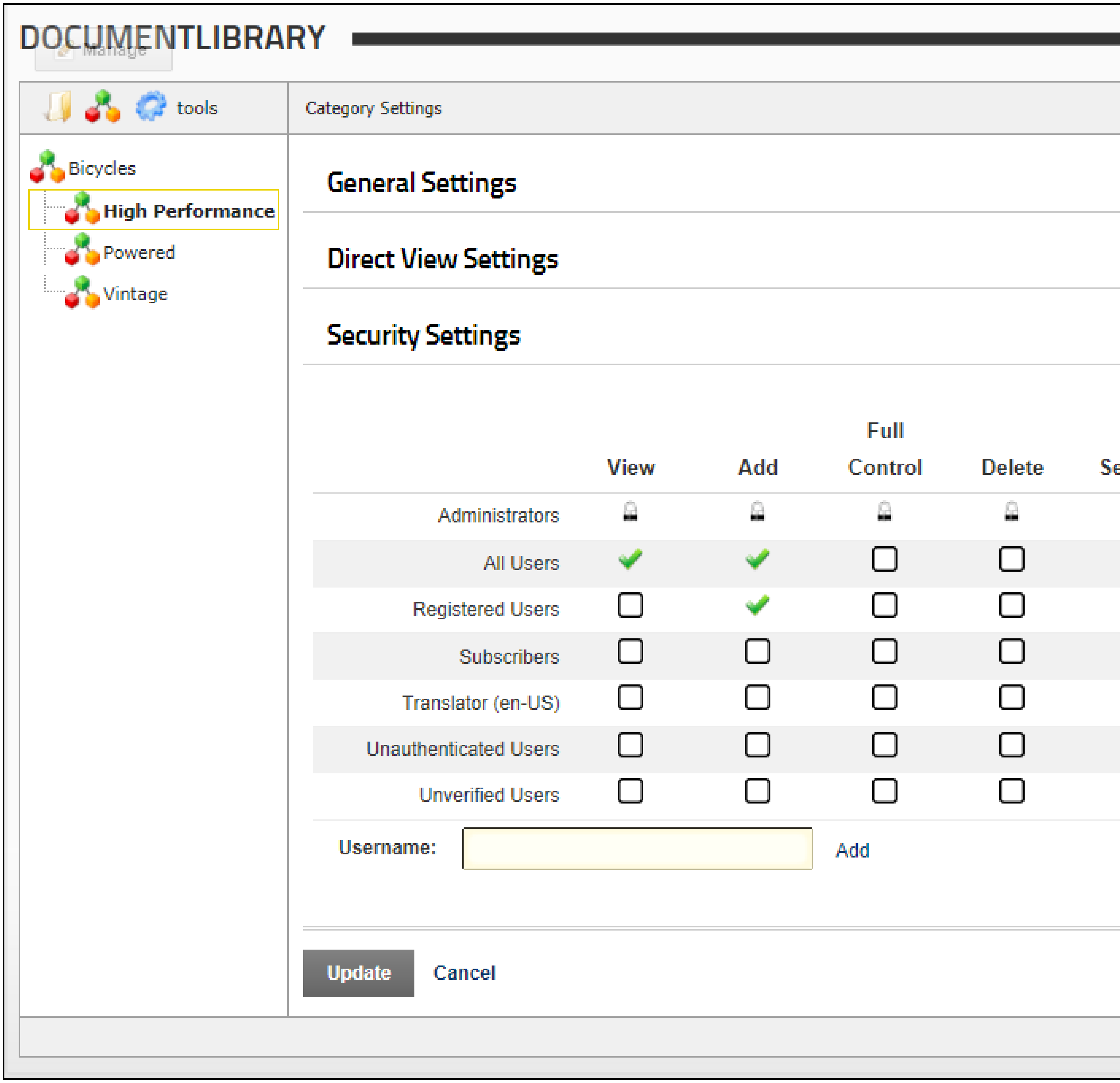
Configuring Security Settings for Categories

How to configure the Security settings for categories using the Document Library module. This topic assumes you are currently adding (See "Adding a Sub-Category") or editing (See "Editing Category Settings") a category.

1. Expand the **Security Settings** section.
2. Check ✔ the check box to grant one or more permissions to a role:
   - **View**: Users can view the category in the navigation tree and view the associated documents.
   - **Add**: Users can add sub-categories to this category.

- **Full Control**: Users have full administrator rights to manage this category.
- **Delete**: Users can delete the category.
- **Edit Security**: Users can view the Security Settings section for this category and assign permissions to roles and usernames.

3. **Optional.** In the **Username** text box, enter the username of the user you want to grant permissions to and then click the Add link.
    1. Set permissions for this user as shown at Step 2.
4. **Optional.** Repeat Step 4 to set permissions for additional usernames.

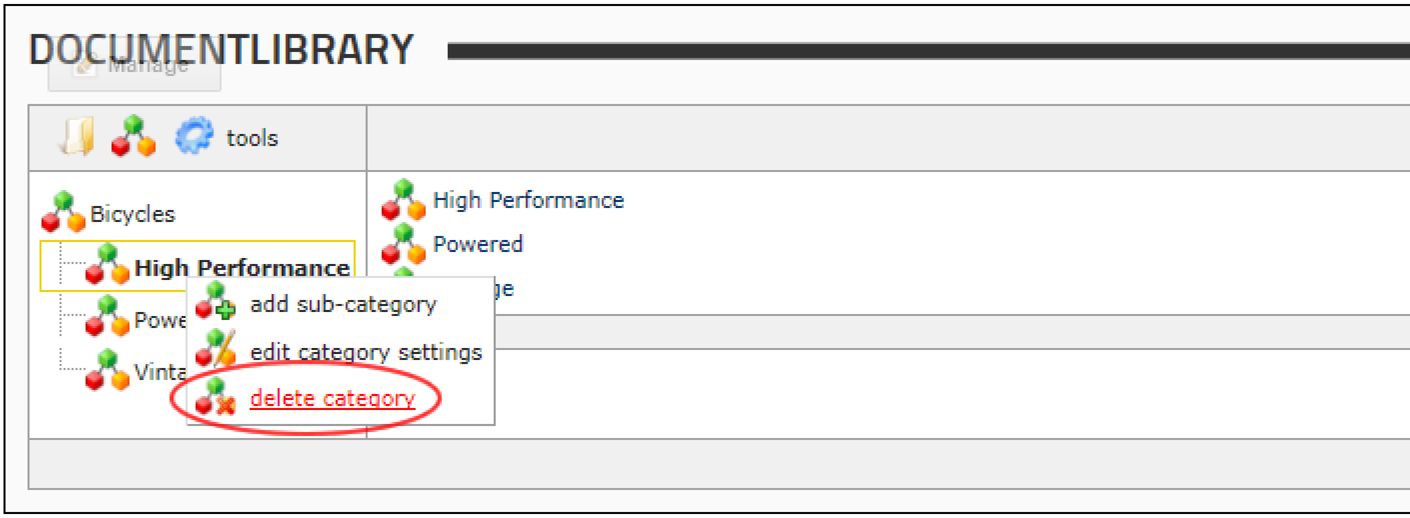


5. Click the **Update** button.

Deleting a Category

How to delete a category in the Document Library module.

1. Click the **Category** icon in the toolbar. This displays the Category navigation tree.
2. Navigate to and right-click on the required category and then select Delete Category from the drop down list. This displays the category details in the right pane.

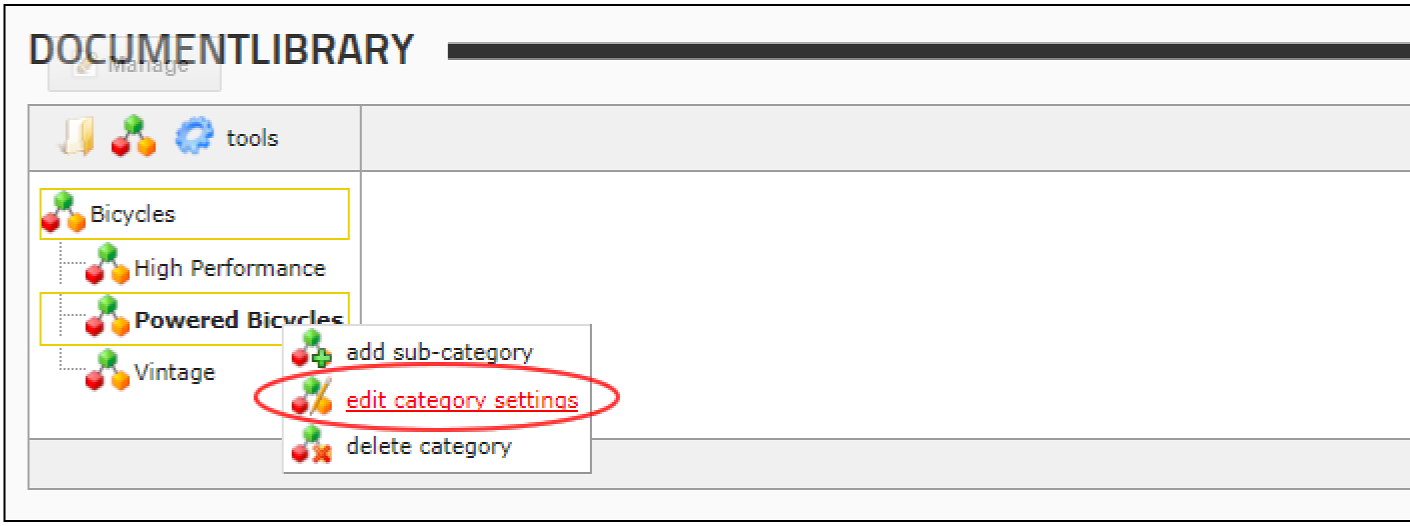


3. Click the Delete link located at the base of the module. This displays the message "Are you sure you want to delete this Category and all of its SubCategories?"
4. Click the **OK** button to confirm.

Editing Category Settings

How to edit category setting such as category name, parent category and security settings for any sub-category within the Document Library module. Note: The options that are available for editing are controlled by user permissions. E.g. If a user has edit rights but no security rights, the Security section will not be displayed.

1. Click the **Category** icon in the toolbar. This displays the Category navigation tree.
2. Navigate to and right-click on the required category and then select either Root Category Settings to modify the root category - OR - Edit Category Settings to modify all other categories. Note: Only Administrators and SuperUsers can modify the root category.



3. Modify one or more category settings as required. See "Configuring General Settings for Categories", See "Configuring Direct View Settings for Categories", or See "Configuring Security Settings for Categories".
4. Click the **Update** button.

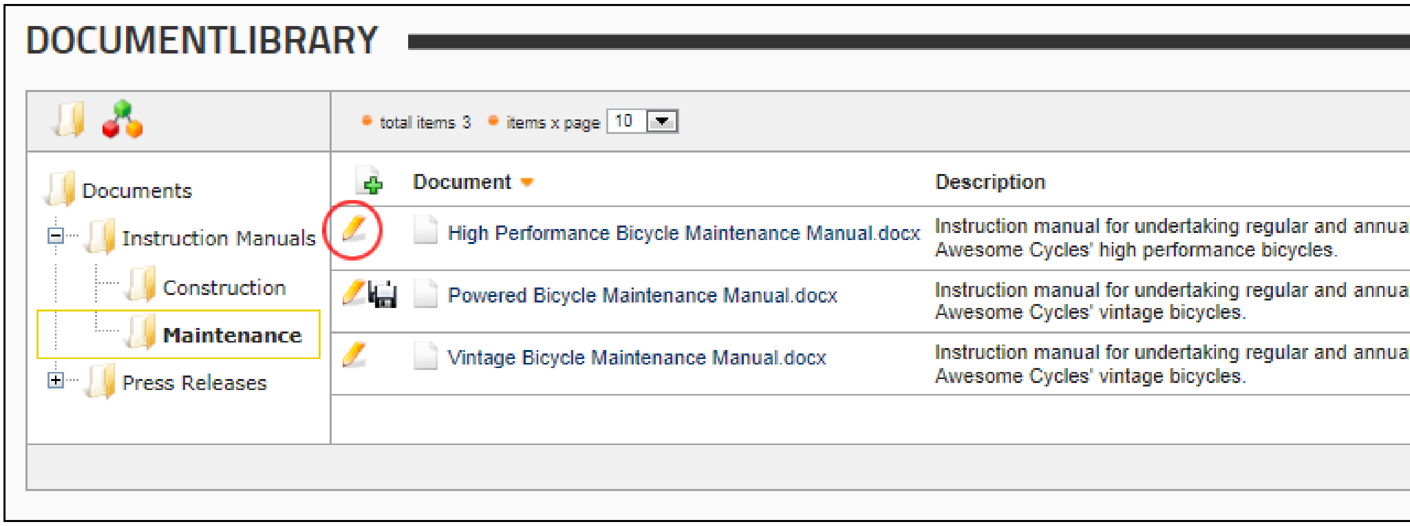
Tip: You can quickly change the parent category of any category by selecting the category to be moved, clicking the left button and then dragging the category beneath the chosen parent category in the navigation pane.

Managing Documents

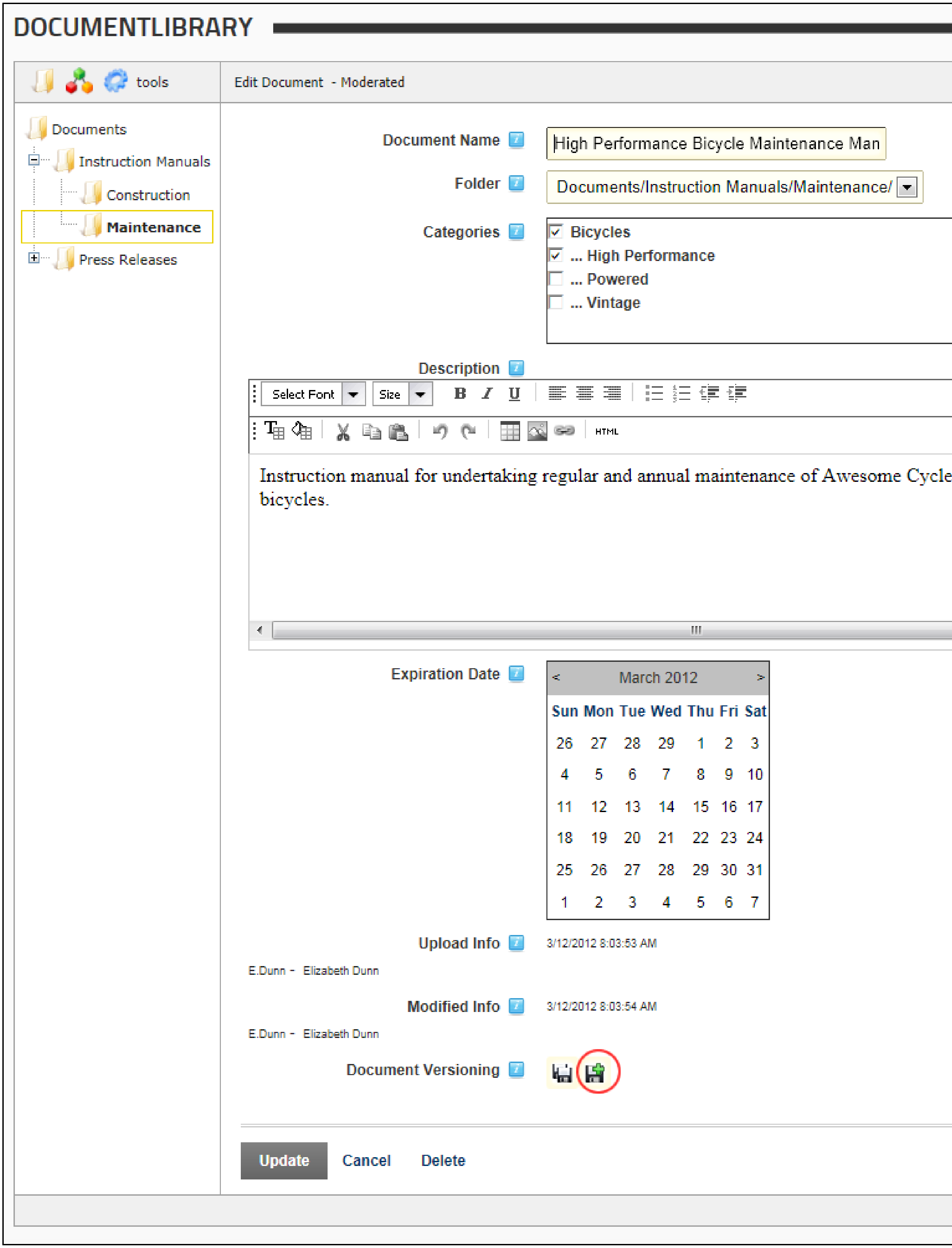
Adding a Document Version

How to create a version of a document that has been uploaded to Document Library module.

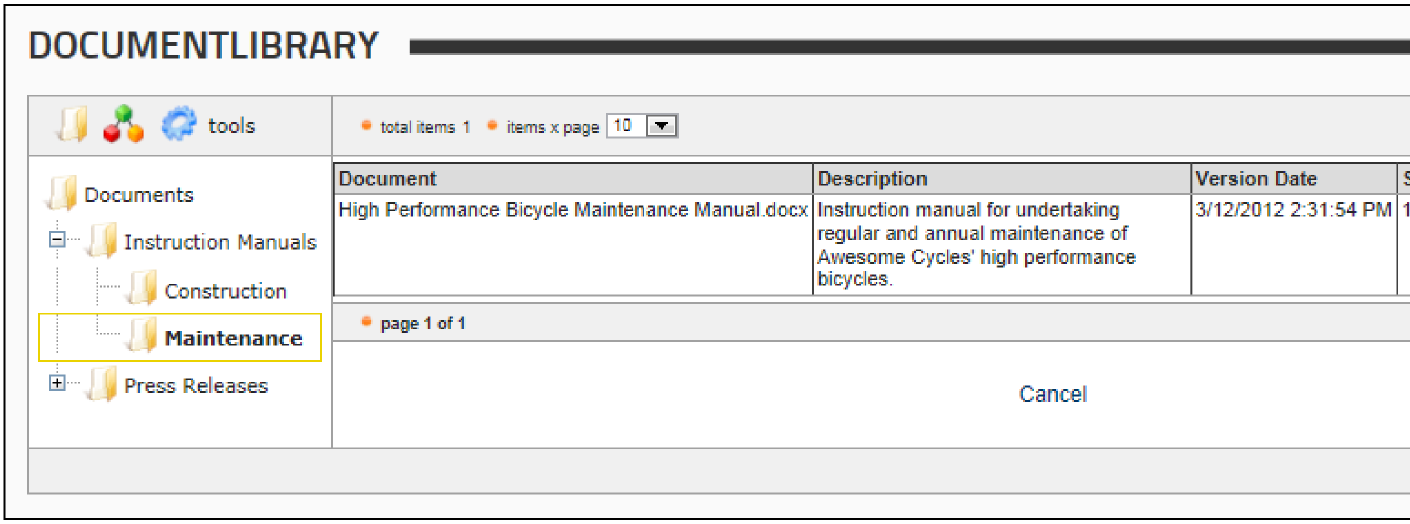
1. Click the **Folder** icon in the toolbar. This displays the Folder navigation tree.
2. Navigate to and select the required folder.
3. Click the **Edit** button beside the required document.



4. At **Document Versioning**, click the **Add Version** button.


DOCUMENTLIBRARY
tools
Edit Document - Moderated
Documents
Instruction Manuals
Construction
Maintenance
Press Releases
Document Name
High Performance Bicycle Maintenance Man
Folder
Documents/Instruction Manuals/Maintenance/
Categories
Bicycles
... High Performance
... Powered
... Vintage
Description
Select Font
Size
HTML
Instruction manual for undertaking regular and annual maintenance of Awesome Cycle
bicycles.
Expiration Date
March 2012
Sun Mon Tue Wed Thu Fri Sat
26 27 28 29 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31
1 2 3 4 5 6 7
Upload Info
3/12/2012 8:03:53 AM
E.Dunn - Elizabeth Dunn
Modified Info
3/12/2012 8:03:54 AM
E.Dunn - Elizabeth Dunn
Document Versioning
Update
Cancel
Delete

5. A list of any previous versions of this document including the newly added version is now displayed.

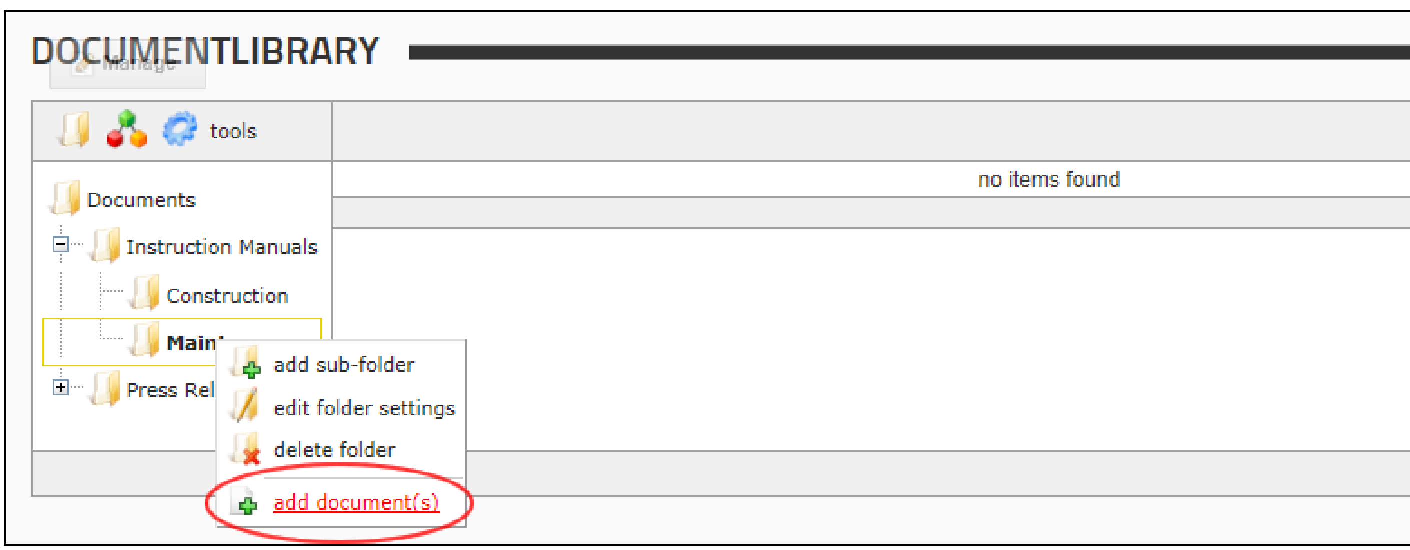


6. **Optional.** If you want to modify the content of the document you may now like to **Download** the latest version and then edit and upload the edited version.

Adding a Document

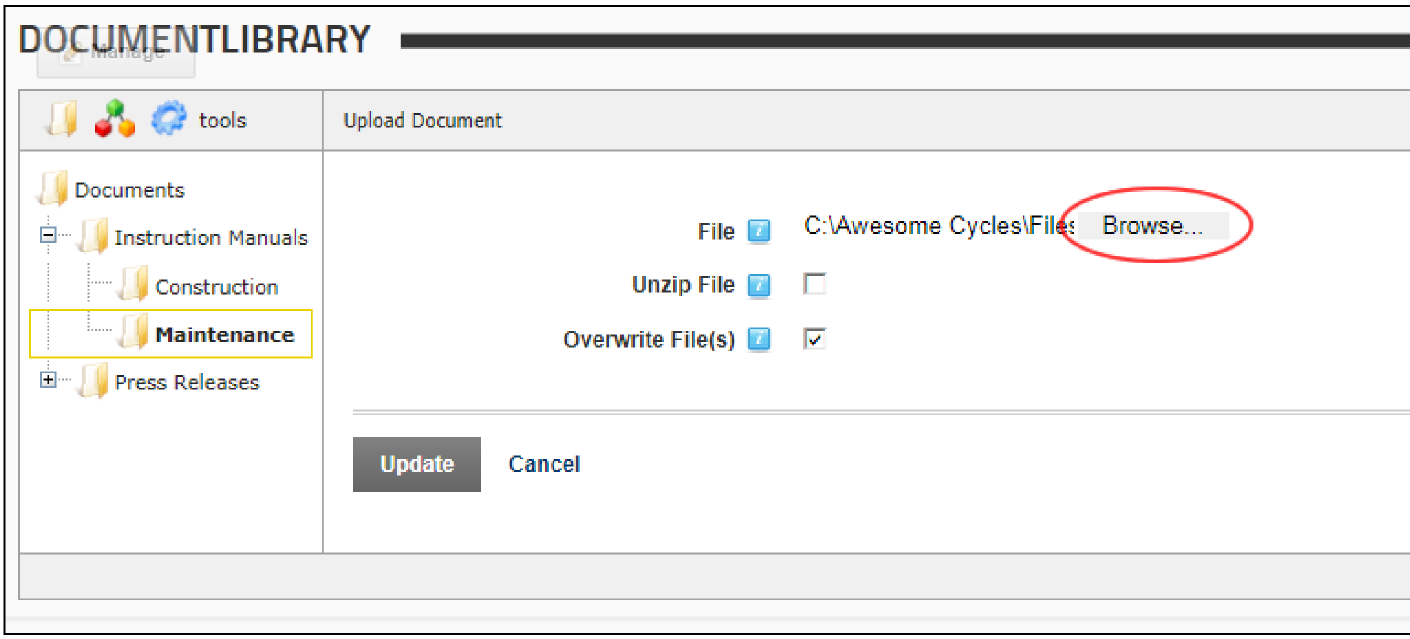
How to add documents to the Document Library module.

1. Click the **Folder** icon in the toolbar. This displays the Folder navigation tree.
2. Choose one of these two options to open the Upload Document window:
   - **Option One:** Right-click on the required folder and then select **Add Document(s)** from the drop down list.



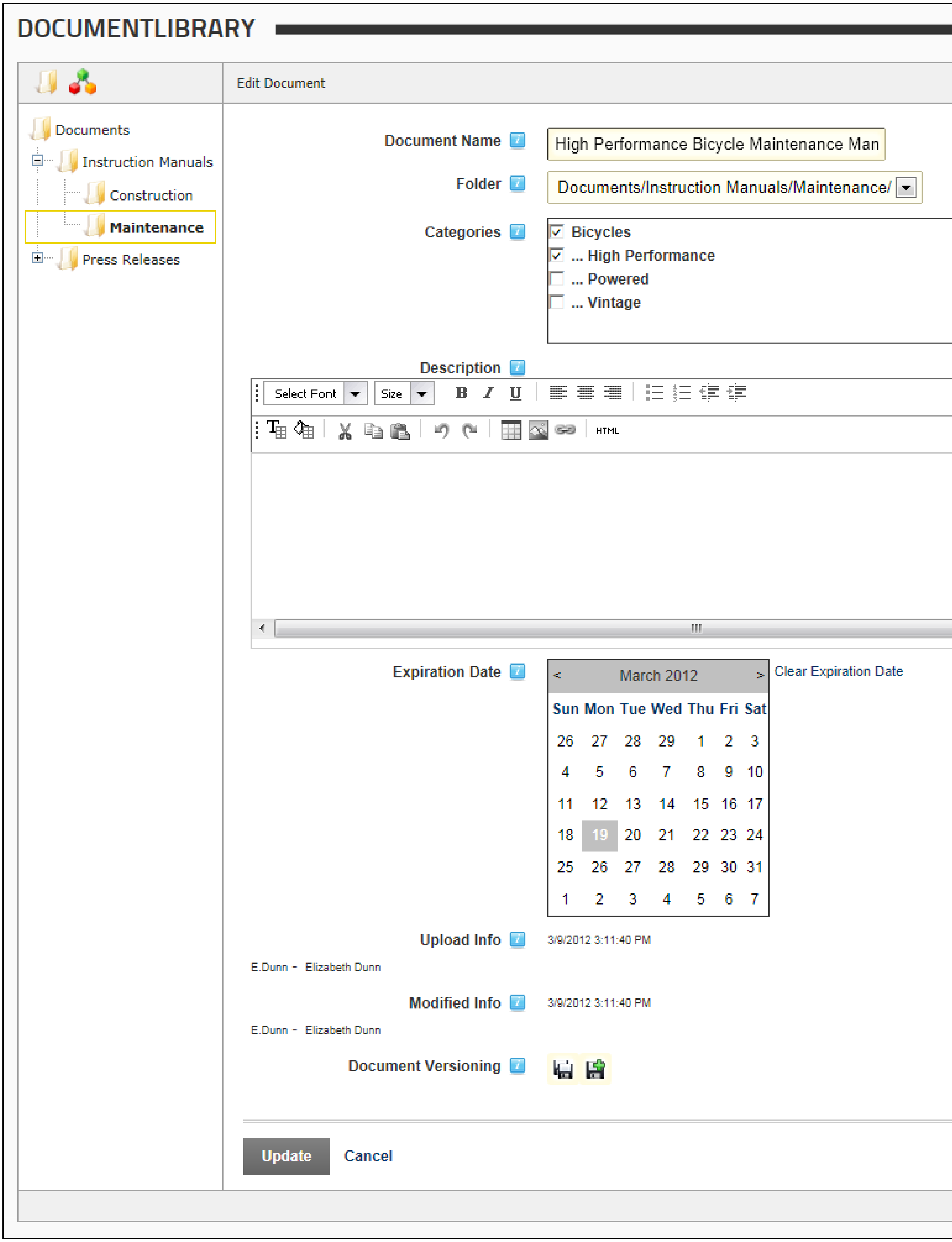
- **Option Two:** Click on a folder to select it and then click the **Add Document(s)** button.

3. At **File**, click the **Browse...** button and then select the required file from your computer. Note: File names cannot include any of the following symbols: <,>,*,+,%,&,:,\,?
4. **Optional.** At **Unzip File**, check the check box if you are uploading a zip (*.zip) file that you want to unzip. If the .zip package contains a structure of folders and sub-folders, the corresponding folder structure will be created in the module. After unzipping the uploaded .zip file, it will be removed.
5. **Optional.** At **Overwrite File(s)**, check the check box if you want to overwrite the file(s) if they already exist.
6. Click the **Update** button. Note: ASP.NET limits the size of file uploads to 4 Megabytes.

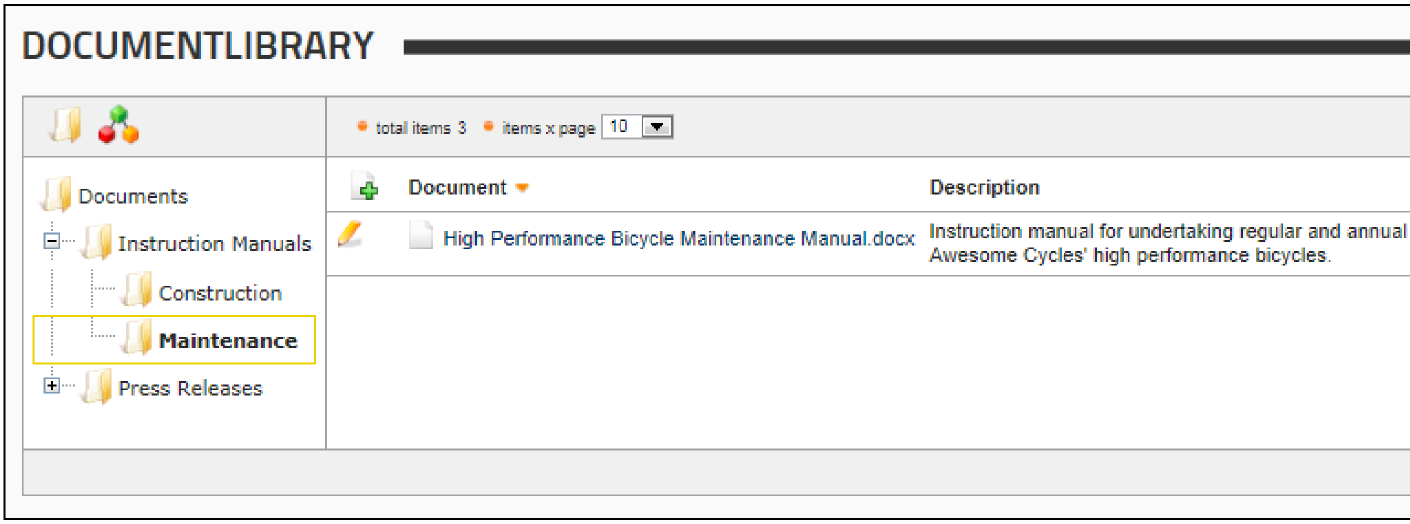


7. **Optional.** If this folder is moderated, the "Moderated folder upload. All uploaded documents will be reviewed before being published" message is displayed.
   a. Click the **OK** button.
8. To add document without adding any metadata, click the <u>Cancel</u> link and the document is now uploaded - OR - Complete any of the following fields in the Edit Document section:
   a. In the **Document Name** text box, edit the document name if required.
   b. At **Folder**, modify the folder this document is located in.
   c. At **Categories**, select each category this document is associated with.
   d. In the **Description** Editor, enter a description of the document.

e. At **Expiration Date**, select a date when the document expires. The selected date is highlighted gray.
f. Click the **Update** button. If the folder isn't moderated, the added file is displayed in the list of documents for that folder.


DOCUMENTLIBRARY
Edit Document
Documents
Instruction Manuals
Construction
Maintenance
Press Releases
Document Name
High Performance Bicycle Maintenance Man
Folder
Documents/Instruction Manuals/Maintenance/
Categories
Bicycles
... High Performance
... Powered
... Vintage
Description
Select Font
Size
HTML
Expiration Date
March 2012
Clear Expiration Date
Sun Mon Tue Wed Thu Fri Sat
26 27 28 29 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 31
1 2 3 4 5 6 7
Upload Info
3/9/2012 3:11:40 PM
E.Dunn - Elizabeth Dunn
Modified Info
3/9/2012 3:11:40 PM
E.Dunn - Elizabeth Dunn
Document Versioning
Update
Cancel

9. **Optional.** If this folder is moderated a message reading "Moderated folder edit. All edits will be reviewed before being published" is displayed.
10. Click the **OK** button.



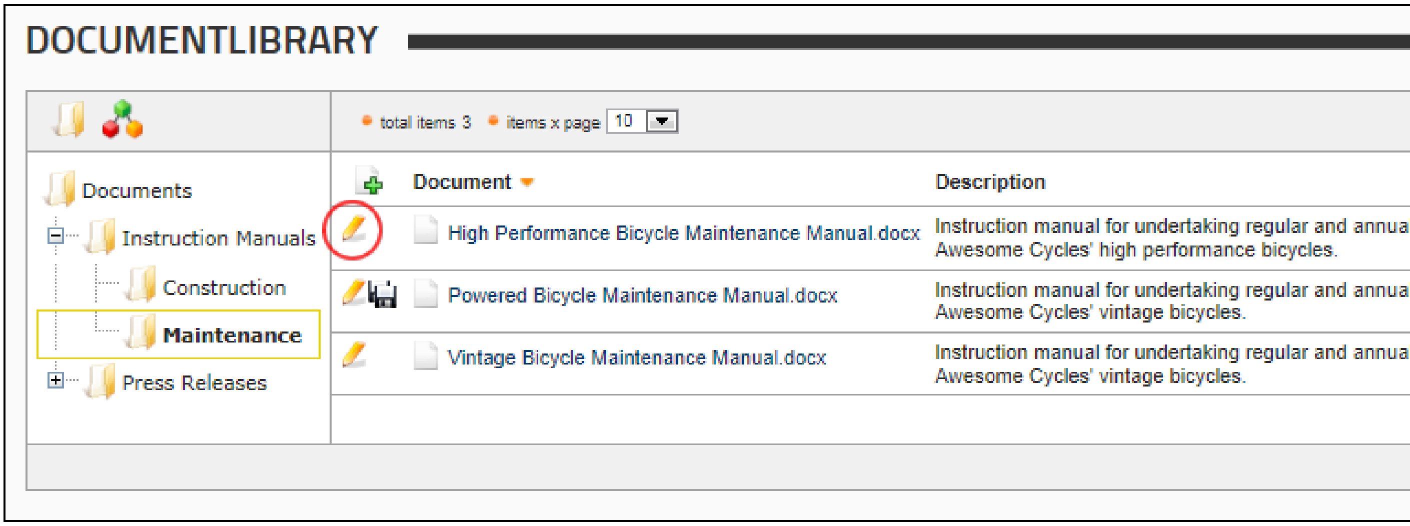
Adding Documents to the Document Library Module

Deleting a Document

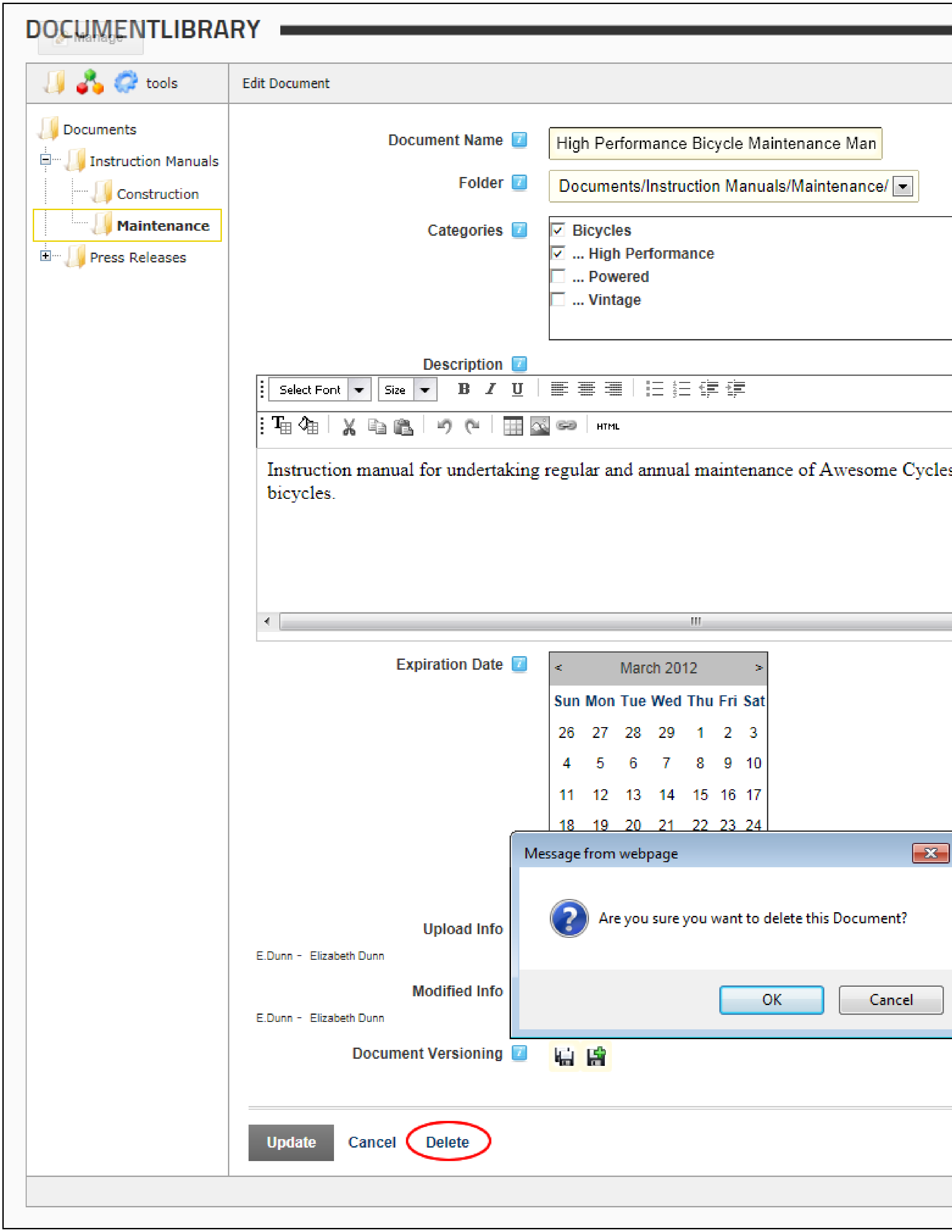
How to permanently delete a document that has been uploaded to Document Library module. Note: This will permanently delete the document from both the Document Library and the Admin File Manager.

Tip: If you want to retain a copy of the document in the File Manager but remove it from the Document Library module, you can instead move the file to a File Manager folder that doesn't form part of the Document Library. You will either required Administrator permissions to access the Admin > File Manager module using the Control Panel, or will need access to a File Manager module that has been added to a page. See "Moving Files"

1. Click the **Folder** icon in the toolbar. This displays the Folder navigation tree.
2. In the Navigation tree, click on a Folder to select it.
3. Click the **Edit** button beside the required document.



4. Click the Delete link located at the base of the module. This displays the message "Are you sure you want to delete this Document?" Note: If the Delete link is disabled the file may be awaiting moderation

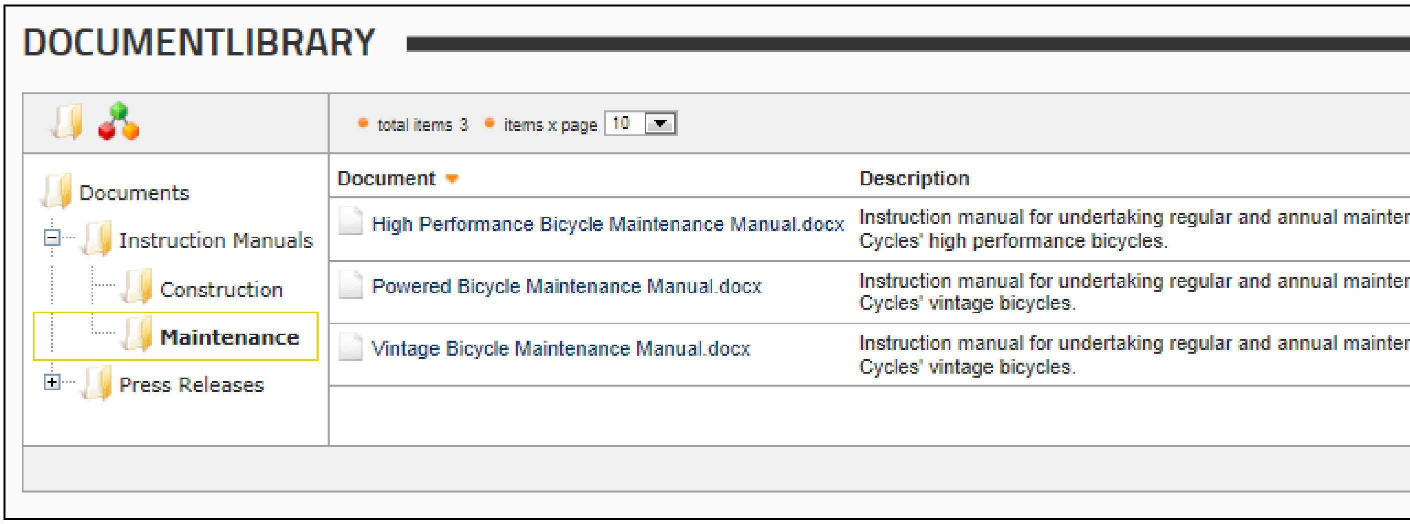

DOCUMENTLIBRARY
tools
Edit Document
Documents
Instruction Manuals
Construction
Maintenance
Press Releases
Document Name
High Performance Bicycle Maintenance Man
Folder
Documents/Instruction Manuals/Maintenance/
Categories
Bicycles
... High Performance
... Powered
... Vintage
Description
Select Font
Size
HTML
Instruction manual for undertaking regular and annual maintenance of Awesome Cycles
bicycles.
Expiration Date
March 2012
Sun Mon Tue Wed Thu Fri Sat
26 27 28 29 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
Message from webpage
Are you sure you want to delete this Document?
OK
Cancel
Upload Info
E.Dunn - Elizabeth Dunn
Modified Info
E.Dunn - Elizabeth Dunn
Document Versioning
Update
Cancel
Delete

5. Click the **OK** button to confirm.

Downloading a Document

How to download the selected document to your local file system.

1. Click the **Folder** icon in the toolbar. This displays the Folder navigation tree.
2. Navigate to the folder where the document is located.
3. Click the **Download** button associated with the document you want to download. You can now choose to either open the document or store it in a folder in your local file system.

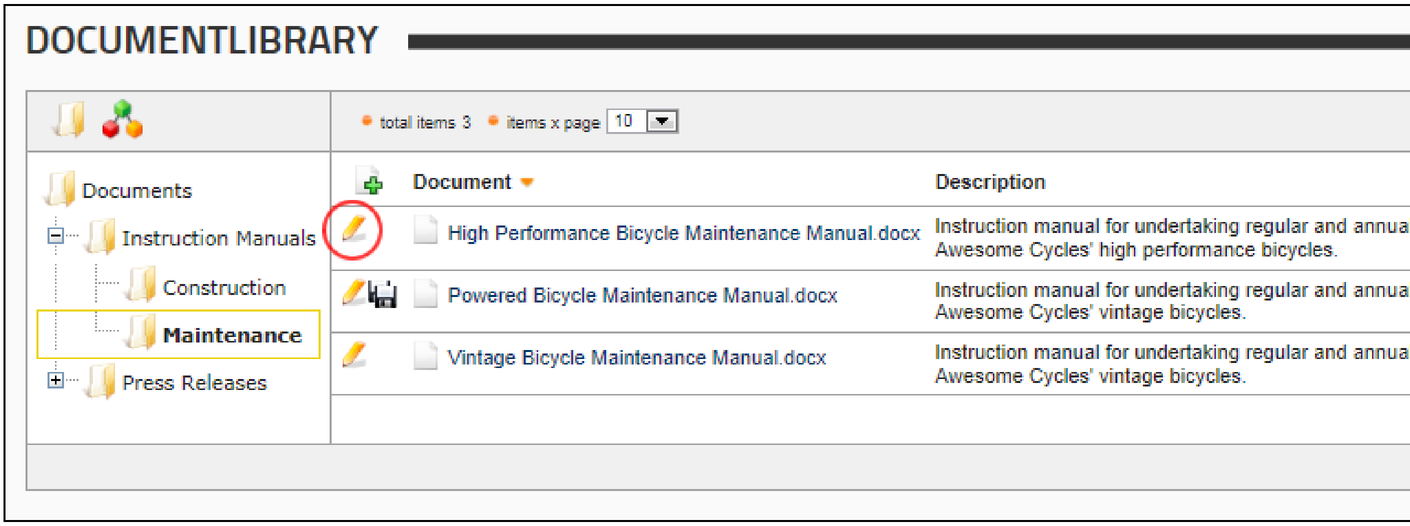


Downloading a Document

Editing a Document Listing

How to edit the folder, categories and description associated with a document that has been uploaded to Document Library module.

1. Click the **Folder** icon in the toolbar. This displays the Folder navigation tree.
2. Navigate to and select the folder where the required document is located.
3. Click the **Edit** button beside the required document. This displays the Edit Document section where you can edit the following document properties.



4. At **Folder**, select a new folder to store the document in.
5. At **Categories**, select the categories you want to associate this document with.
6. In the **Description** text box, enter or edit the document description. This description can contain html and images.
7. At **Expiration Date**, select a date when the document expires. The selected date is highlighted gray.
8. Click the **Update** button. If the folder isn't moderated, the added file is displayed in the list of documents for that folder.
    1. **Optional.** If this folder is moderated a message reading "Moderated folder edit. All edits will be reviewed before being published" is displayed.
    2. Click the **OK** button.

Enabling Document Tracking

How to enable or disable tracking of a single document or all documents within a folder of the Document Library module.

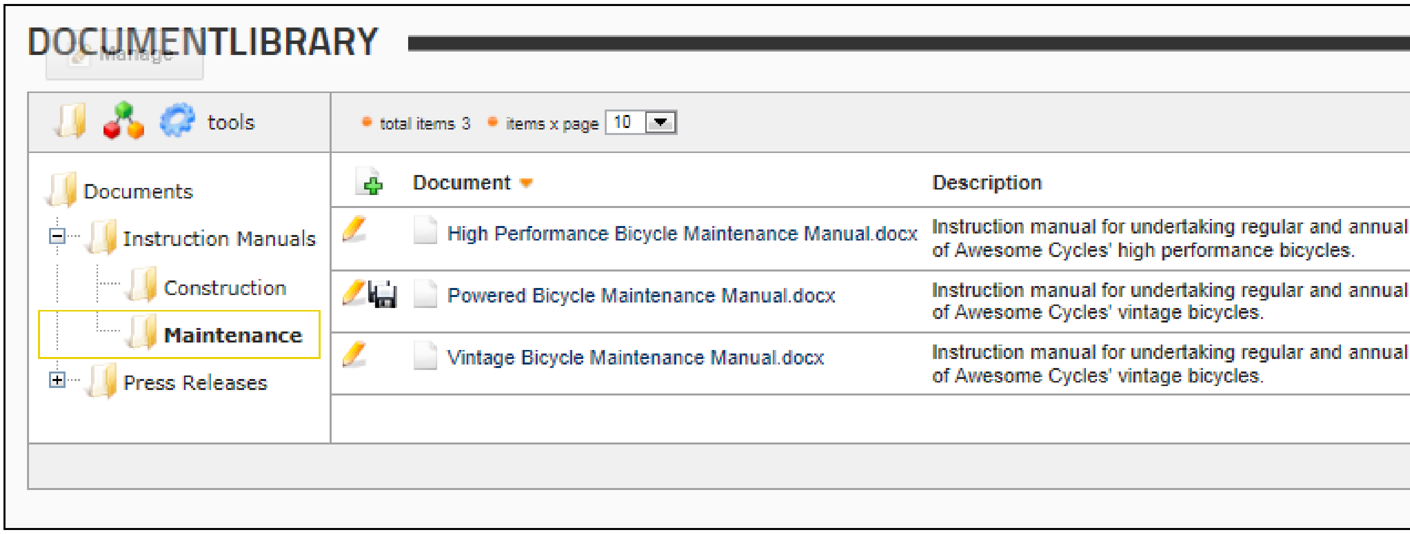
Permissions. Users must be granted Track Folder and/or Track Document permissions to manage folder and document tracking respectively.

1. Click the **Folder** icon in the toolbar. This displays the Folder navigation tree.
2. In the Navigation tree, navigate to and select the required folder.
3. Select from these options to enable or disable tracking:
    - To enable tracking for all documents within this folder, click the **Tracking** icon in the title bar. This displays the message "You are about to enable document tracking on the entire

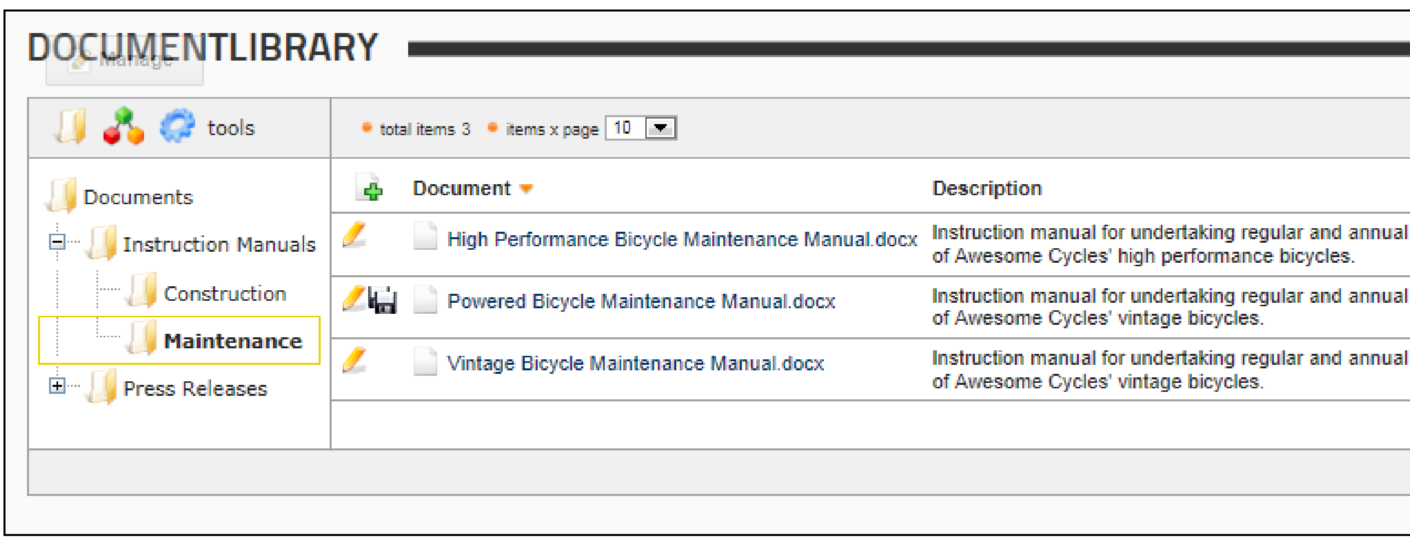
folder. You will be notified of changes to all existing items, as well as new item uploads."

1. Click the **OK** button to confirm.

- To disable tracking for all documents within this folder, click the **Not Tracking** icon in the title bar. This displays the message "You are about to disable document tracking on the entire folder. You will no longer receive notification on any item changes or uploads."
  1. Click the **OK** button to confirm.



- To enable tracking for an individual document, click the **Tracking** button.
- To disable tracking for an individual document, click the **Not Tracking** button.

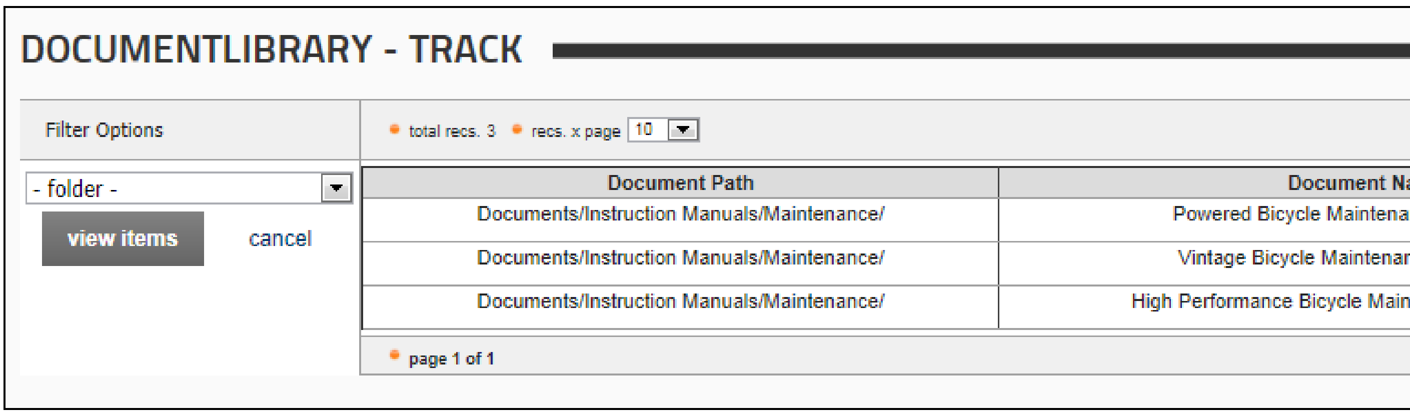


Enabling or Disabling Tracking for an individual document

Managing Document Tracking

How to view a list of tracked documents and disable tracking for one or more documents using the Open-Document module.

1. Navigate to Tools > **Tracked Items**. A complete list of tracked documents is displayed.
2. **Optional.** In the Filter Options section, select a folder to only view results from that folder and then click the View Items link.
3. **Optional.** To disable tracking of a document, click the **Stop Tracking** button for that document.

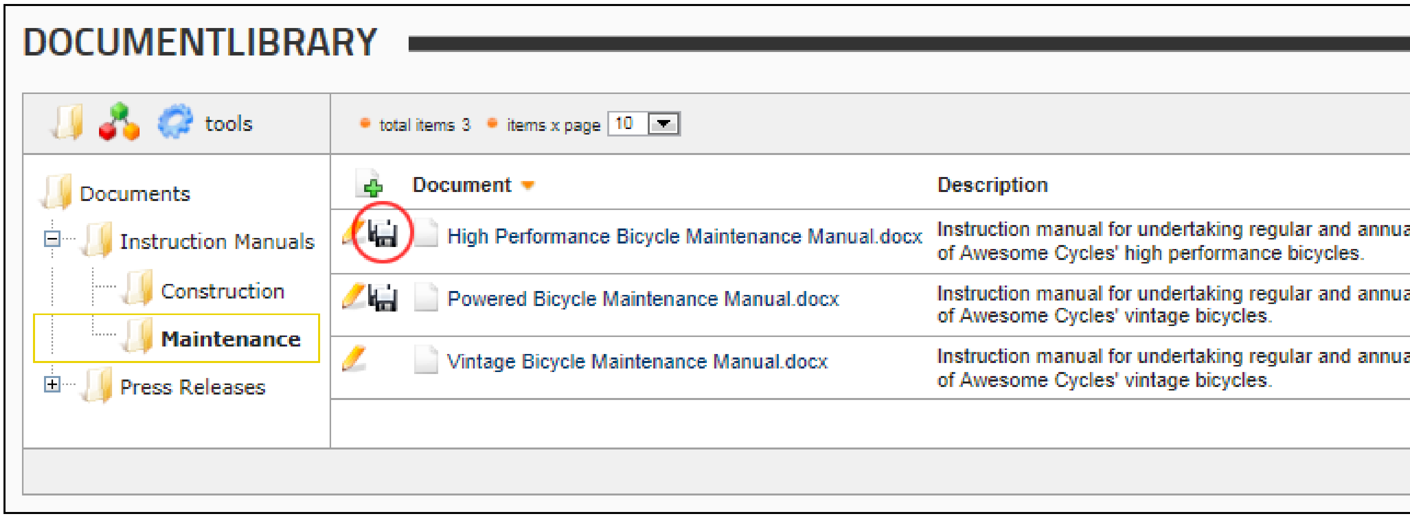


Viewing and Disabling Document Tracking

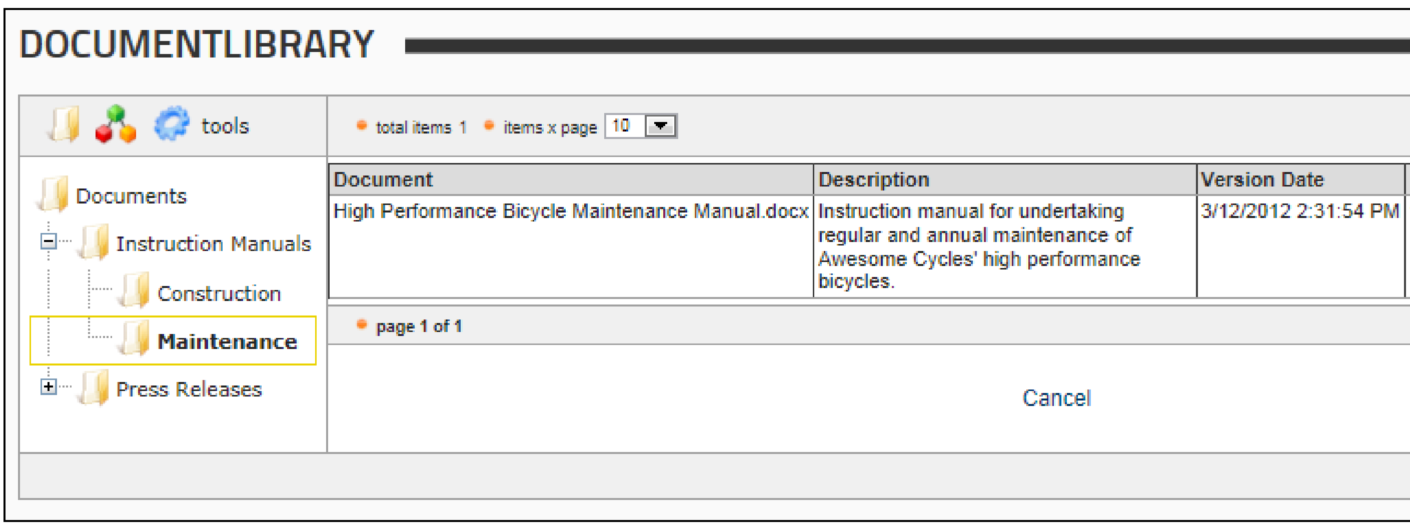
Managing Document Version Info

How to view version information and choose to restore, permanently delete or download previous versions of the document. A version is automatically created every time a document is re-uploaded in the same folder and with the same name.

1. Click the **Folder** icon in the toolbar.
2. Navigate to the required folder and locate the required document.
3. Click the **Version Info** button.



4. A list of each version for the selected document. Note: If there are no versions saved, this section will be empty. The following options are available
   - Click the **Restore** button beside a version to restore it and set it as the current document. The version that was replaced as the current version will now be added as a new version.
   - Click the **Delete** button beside a version to permanently delete it.
   - Click the **Download** button beside a version to download it.



5. Click the Cancel link to return to the module.

Re-Submitting a Document

How to re-submit a document using the Document Library module. This is necessary when you receive notification from a moderator requesting you to revise and then re-submit a previously uploaded document for approval. This topic explains how to edit the document properties and re-submit it.

Permissions. Users must be granted Moderate Folder permissions to the folder.

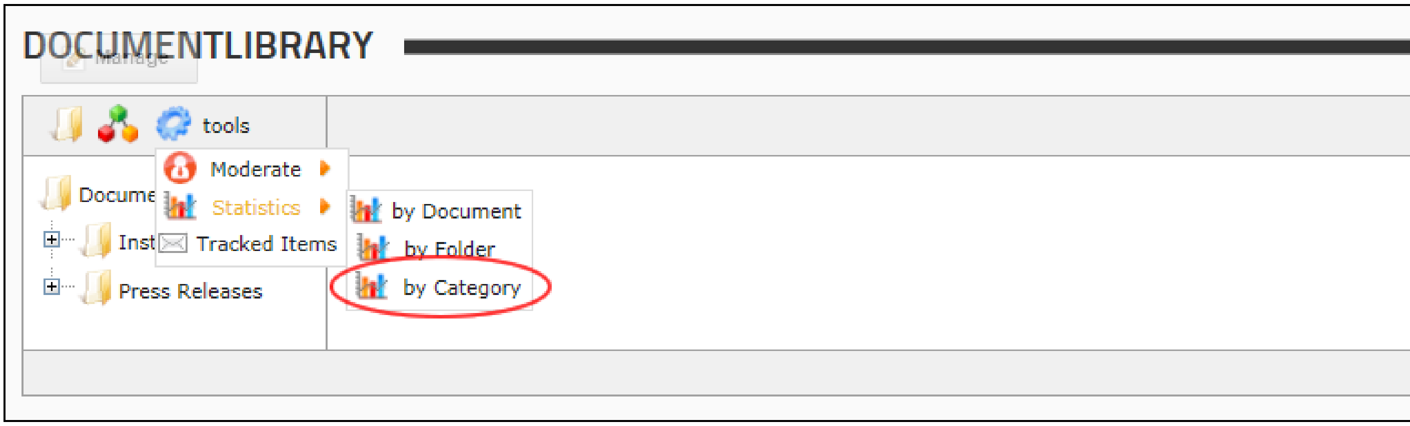
1. On the toolbar, navigate to **Tools** > **Moderate** and then select **My Items**.

2. **Optional.** In the Filter Options section, apply one or more filters. See "Moderation Filter Options"
3. Click the **Review** button beside the required file. This opens the Edit Document section.
4. **Optional.** Edit one or more document fields. Note: File names cannot include any of the following symbols: <,>,*,+,%,&,:,\,?
5. Click the **Update** button.
6. Click the Re-Submit link to re-submit the file for moderation.

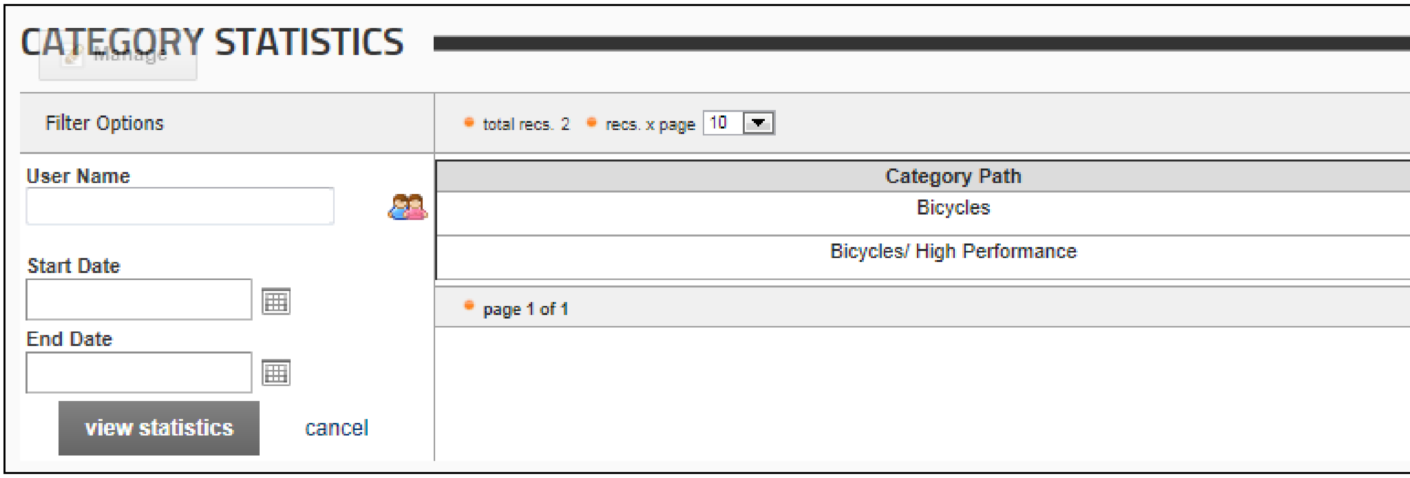
Viewing Category Statistics

How to view the comprehensive set of statistics tools using the Document Library module. Information provided for each category is the category path, the name of the module used to view the category, the username (if known) of the user who viewed the category and the date and time for each view. All statistics can be filtered by user name and date range.

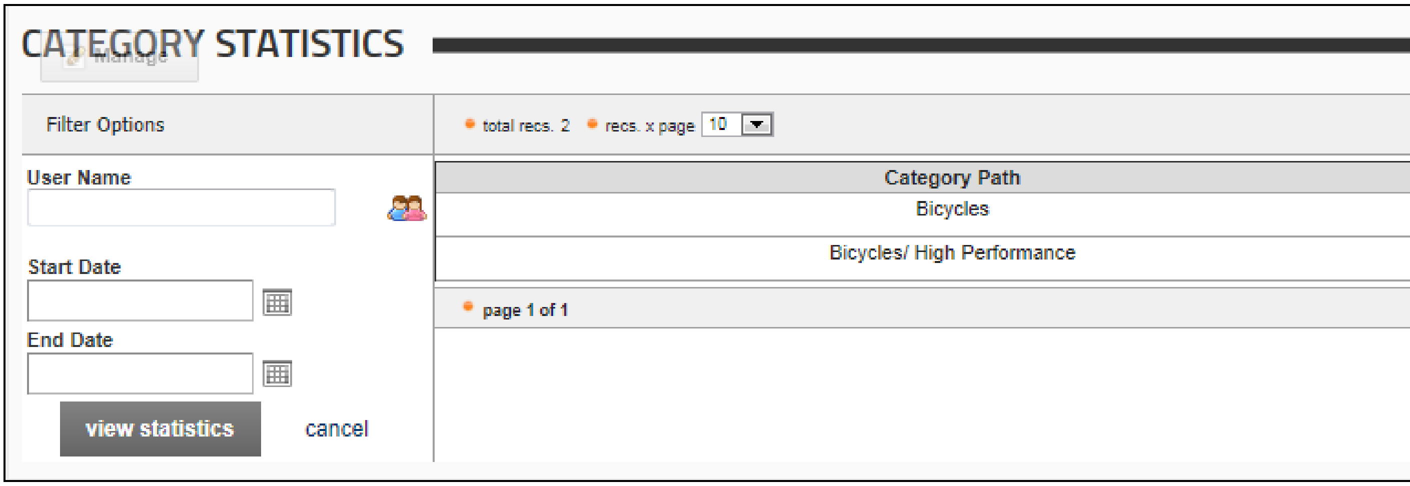
1. Navigate to Tools > Statistics > **[by Category]** using the Document Library toolbar.



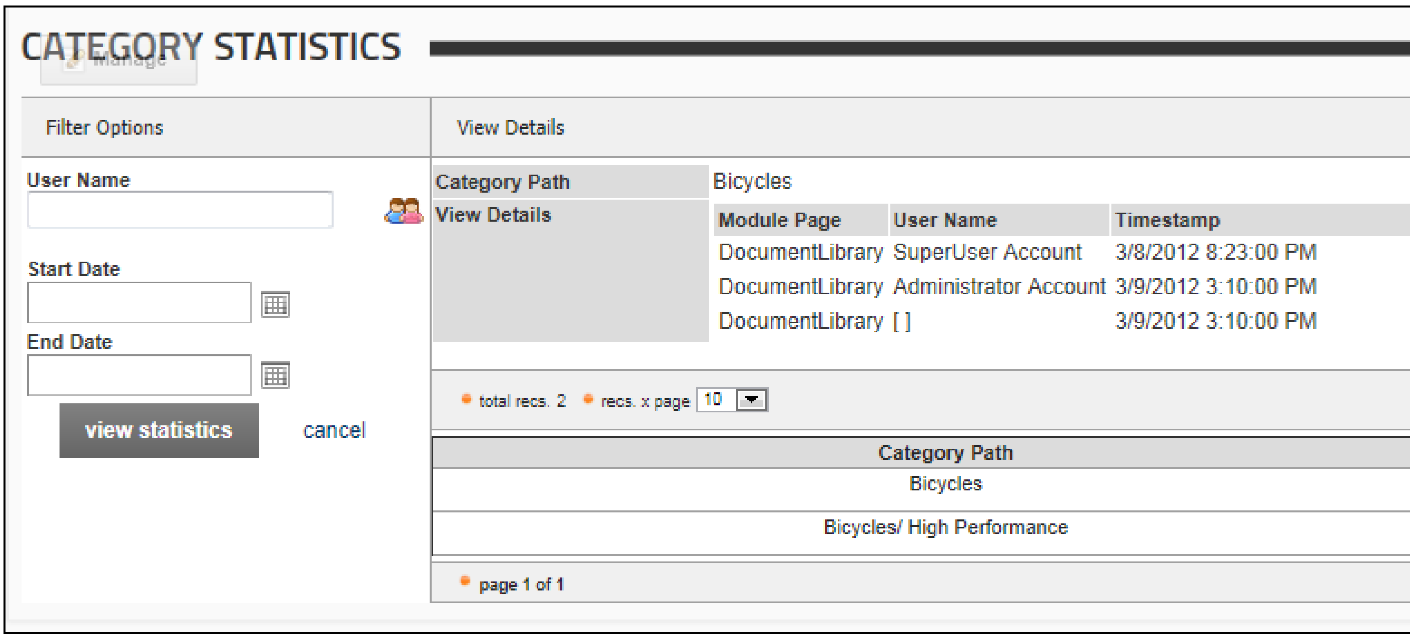
2. This opens the Category Statistics page and displays category information and the number of views.



3. **Optional.** In the **Filter Options** section, apply one or more filters from these options:
    1. At **User Name**, select from these options to restrict results to items for a single user:
        - If you know the user's username, enter the username into the text box.
        - To find a user name, click on the **User** button to open the User Picker window.
            1. Use the A - Z links across the top of the filter options window to filter users by the first letter of their username.
            2. To select a user, click the **Select User** button to the right of their name.
    2. At **Start Date**, click the **Calendar** button and select the first date for statistics. See "Working with the Calendar"
    3. At **End Date**, click the **Calendar** button and select the last date for statistics.
    4. Click the View Statistics link to view items matching the selected filters.
4. To view more details of any of the items in the list, click the **View Details** button.



5. Statistics for the selected category and any filter options are now displayed.

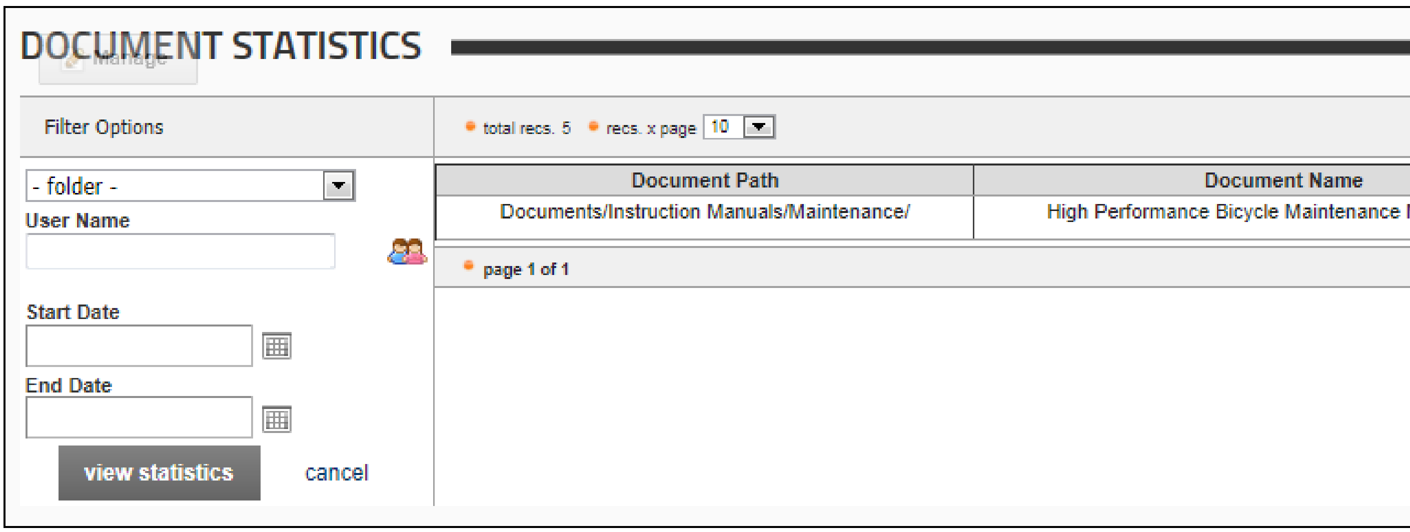


Viewing Document Statistics

How to view download statistics for documents within the Document Library module. Information provided is the name of the module where the document was downloaded from, the username (if known) of the user who downloaded the document and the date and time that it was downloaded. All statistics can be filtered by folder, user name and any date range.

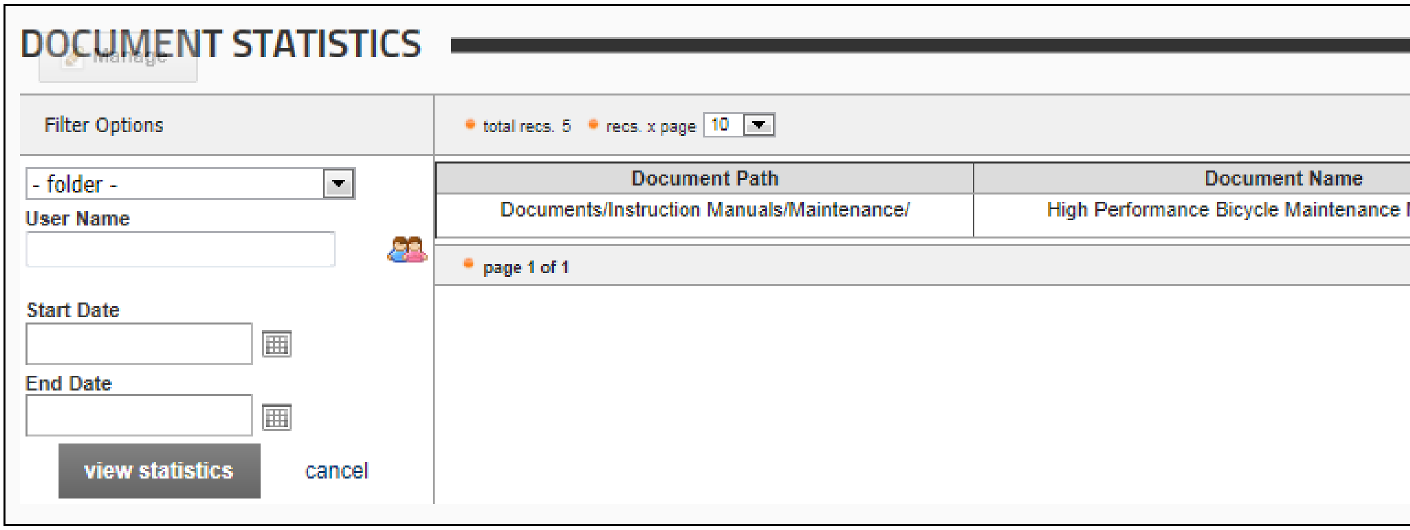
1. Navigate to Tools > Statistics > **[by Documents]**.

2. This opens the Document Statistics pane and display summary list of all download activity.

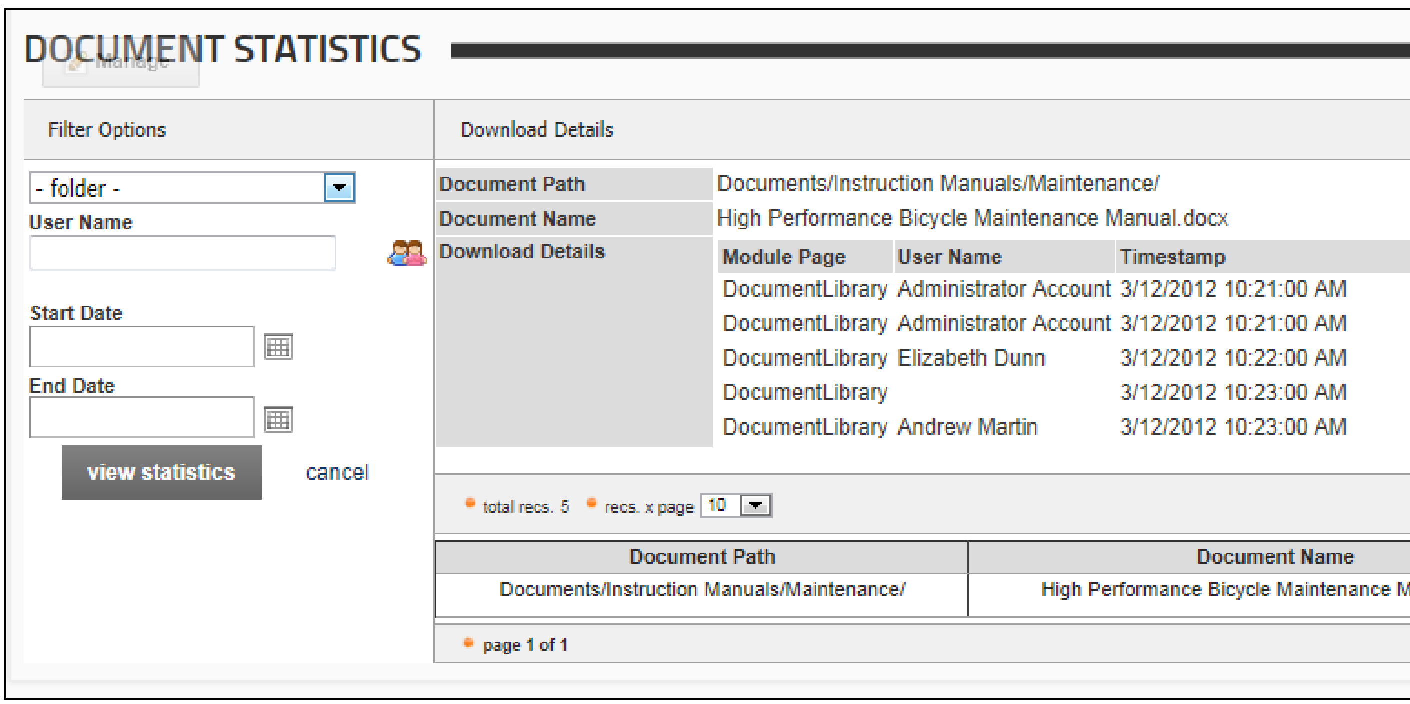


3. **Optional.** In the **Filter Options** section, apply one or more filters from these options:
    1. At **Folder**, select a folder to restrict results to documents within that folder.
    2. At **User Name**, select from these options to restrict results to items for a single user:
        - If you know the user's username, enter the username into the text box.
        - To find a user name, click on the **User** button to open the User Picker window.
            1. Use the A - Z links across the top of the filter options window to filter users by the first letter of their username.
            2. To select a user, click the **Select User** button to the right of their name.
    3. At **Start Date**, click the **Calendar** button and select the first date for statistics. See "Working with the Calendar"
    4. At **End Date**, click the **Calendar** button and select the last date for statistics.
    5. Click the View Statistics link to view items matching the selected filters.

4. To view more details of any of the items in the list, click the **View Details** button.



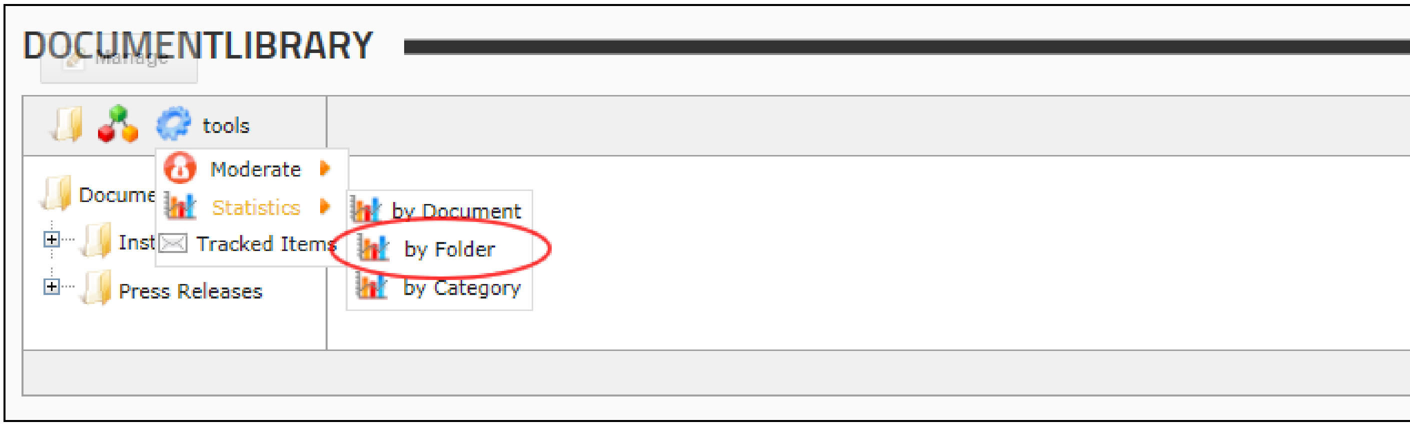
5. Download details for the selected document are now displayed.



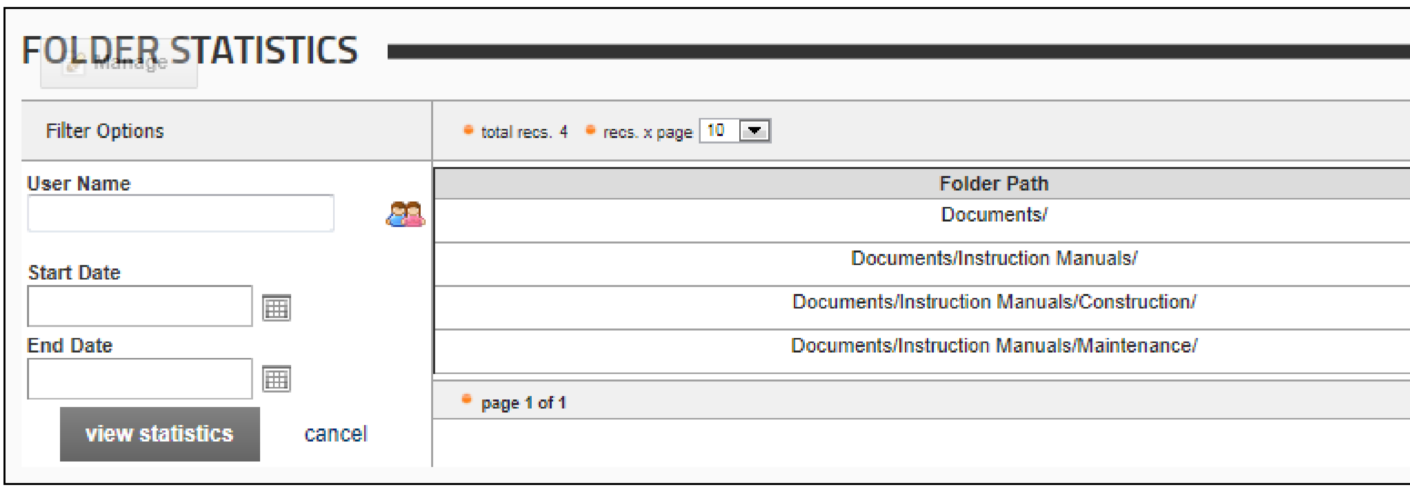
Viewing Folder Statistics

How to view statistics for document folders within the Document Library module. Information provided for each folder is the folder path, the name of the module used to view the folder, the username (if known) of the user who viewed the folder and the date and time for each view. All statistics can be filtered by user name and date range.

1. Navigate to Tools > Statistics > **[by Folder]** using the Document Library toolbar.



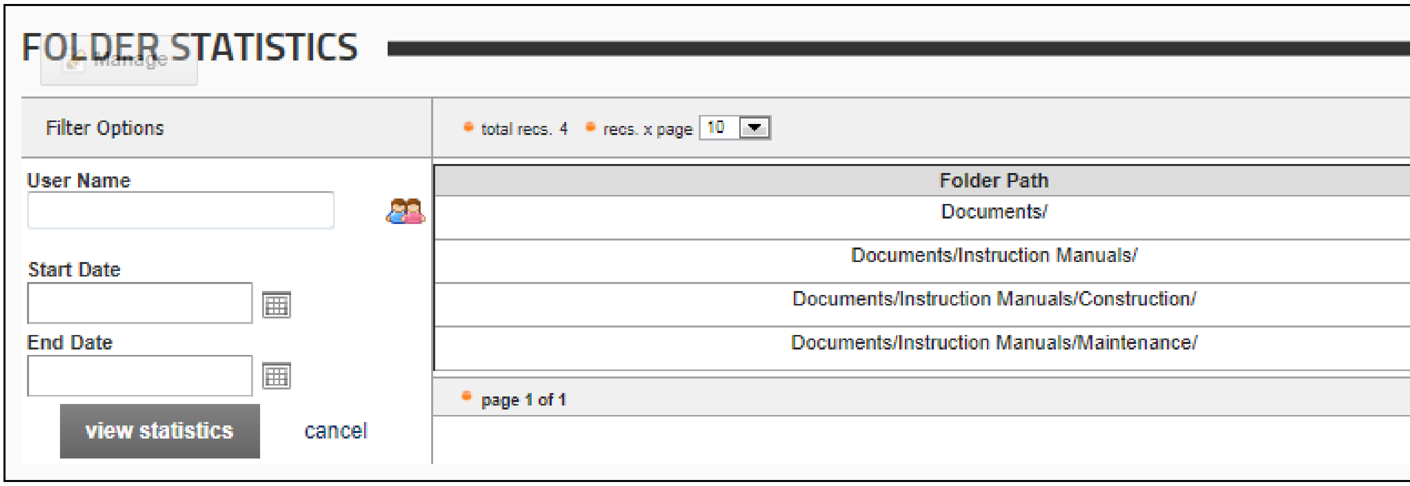
2. This opens Folder Statistics pane and display a summary list of all download activity.



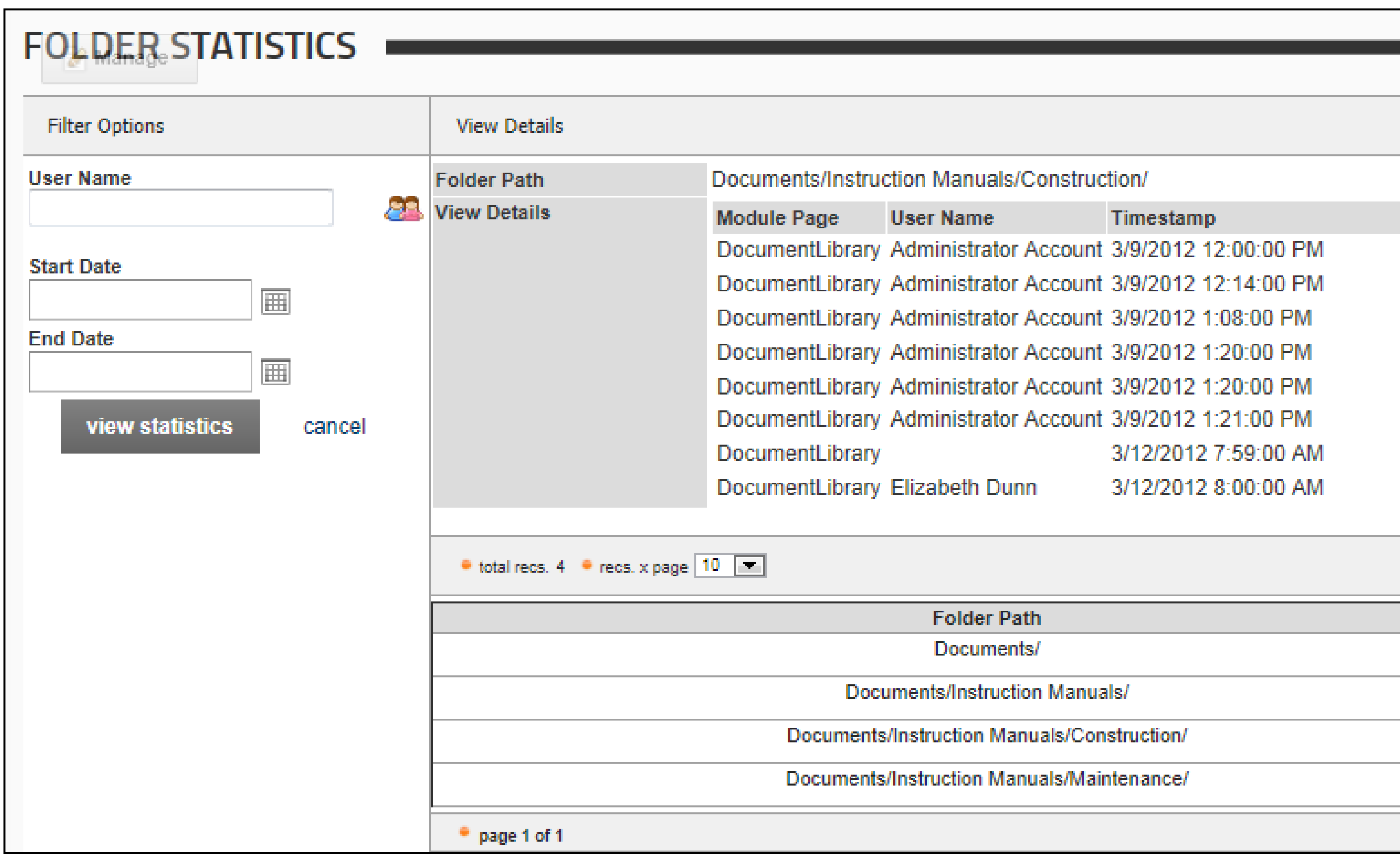
3. **Optional.** In the **Filter Options** section, apply one or more filters from these options:
   1. At **User Name**, select from these options to restrict results to items for a single user:
      - If you know the user's username, enter the username into the text box.
      - To find a user name, click on the **User** button to open the User Picker window.
        1. Use the A - Z links across the top of the filter options window to filter users by the first letter of their username.
        2. To select a user, click the **Select User** button to the right of their name.
   2. At **Start Date**, click the **Calendar** button and select the first date for statistics. See "Working with the Calendar"

3. At **End Date**, click the **Calendar** button and select the last date for statistics.
4. Click the View Statistics link to view items matching the selected filters.

4. To view more details of any of the items in the list, click the **View Details** button.



5. Statistical details for the selected category are now displayed.

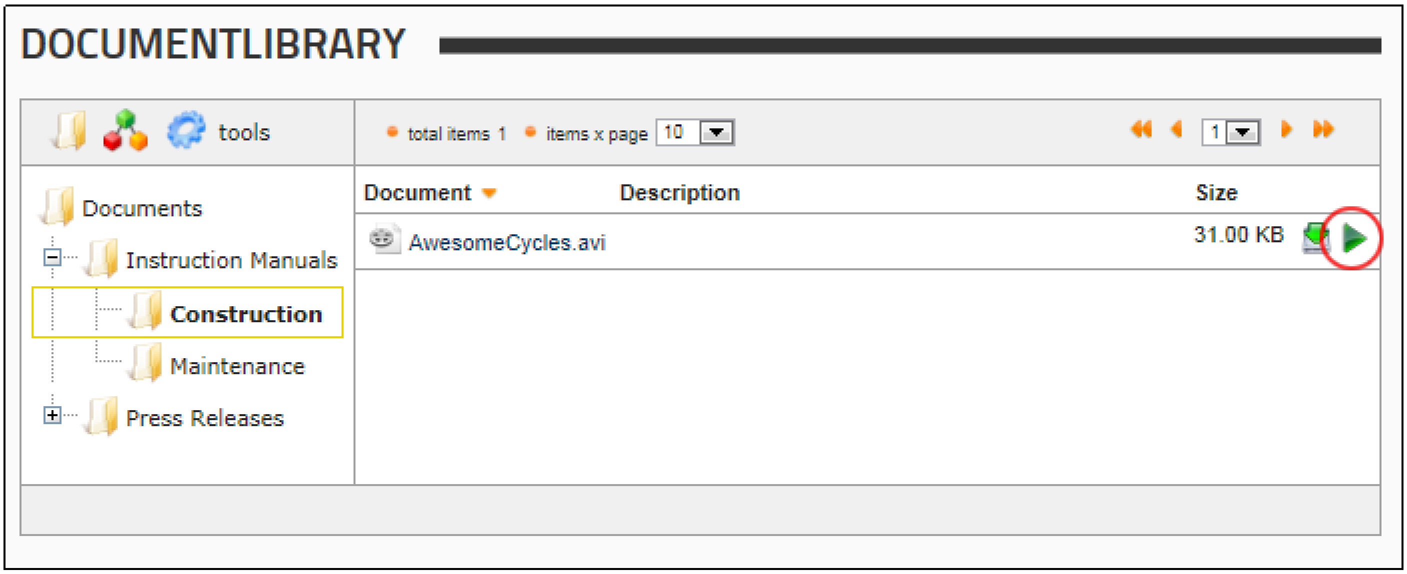


Viewing Media

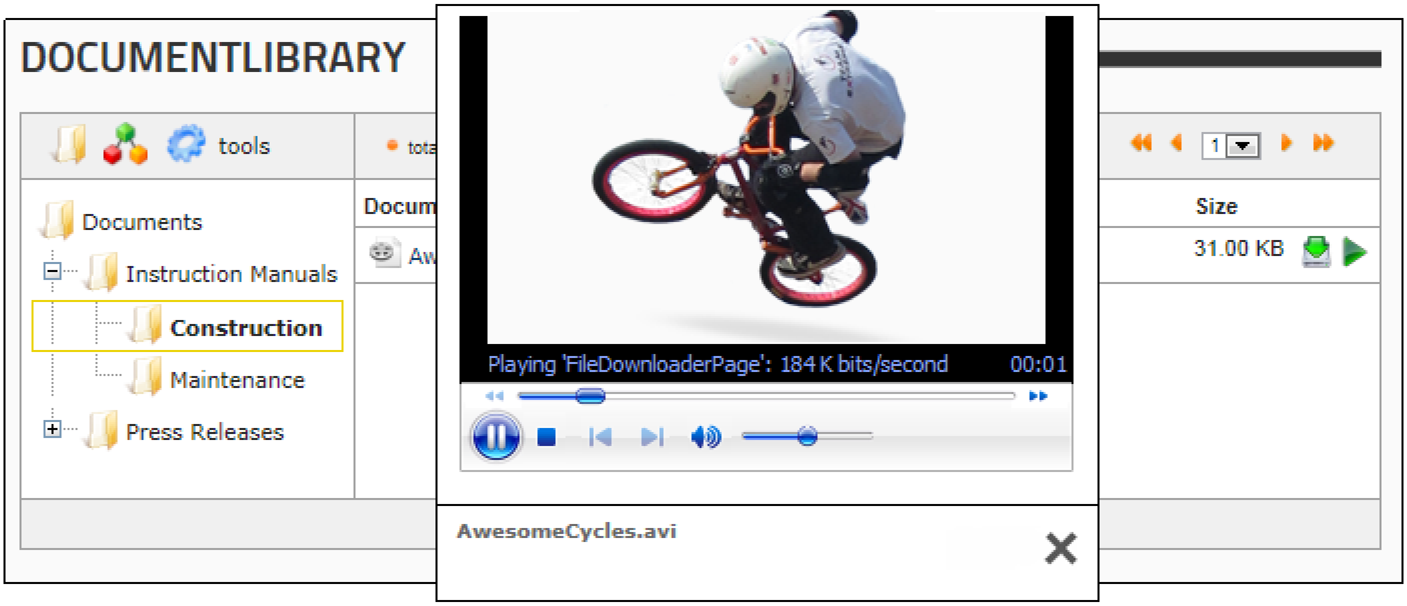
How to view (play) multimedia which has been uploaded to Document Library module.

Prerequisite. The Display Media setting must be enabled. See "Configuring Global Settings (Document Options)"

1. Click the **Folder** icon in the toolbar. This displays the Folder navigation tree.
2. In the Navigation tree, click on the required folder.
3. Click the **Display Media** button. This opens and plays the media in a new window.



4. The media is now opened and will commence playing in a pop-up window.



Playing media on the Document Library module

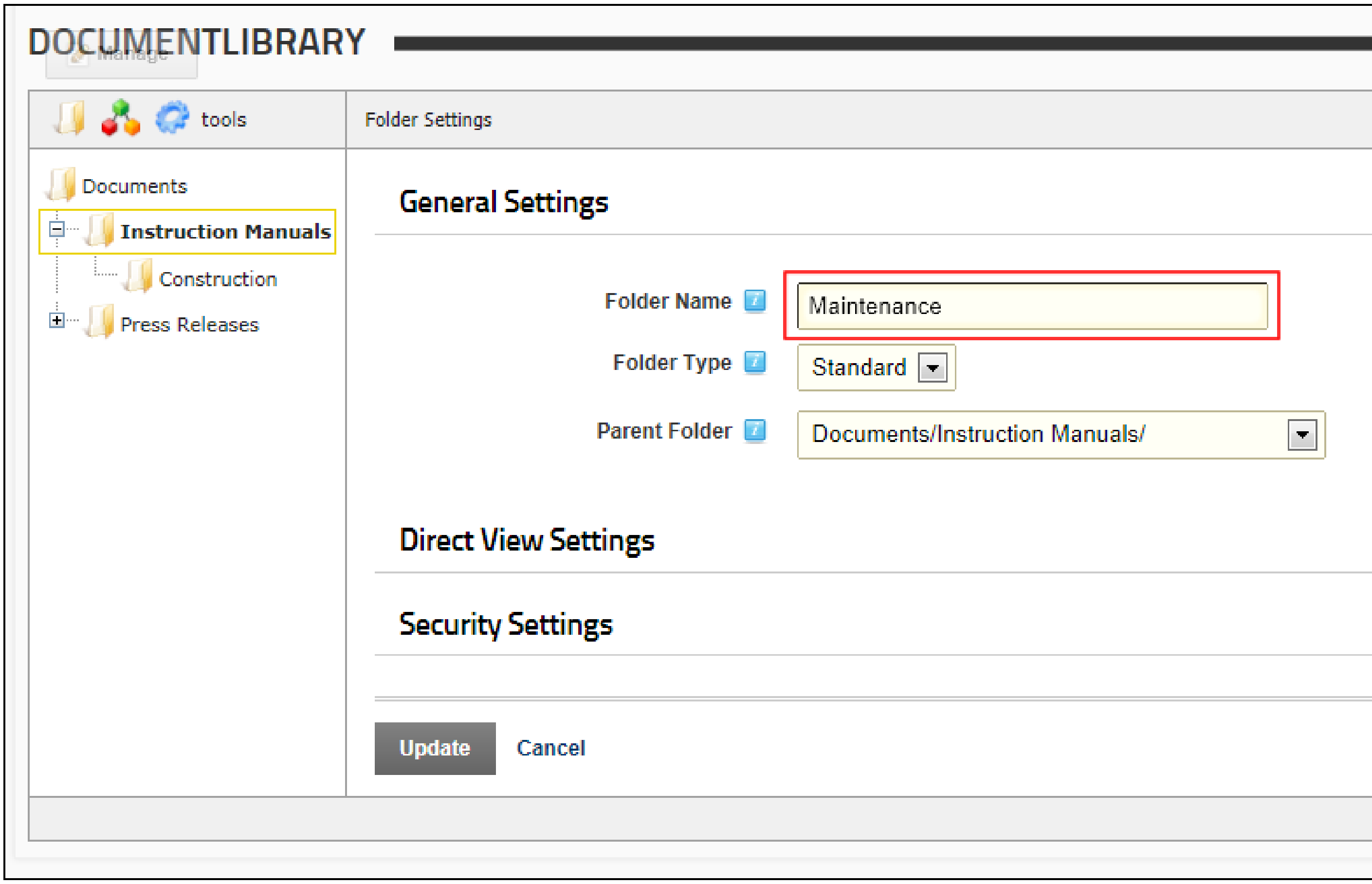
Managing Folders

Adding a Sub-Folder

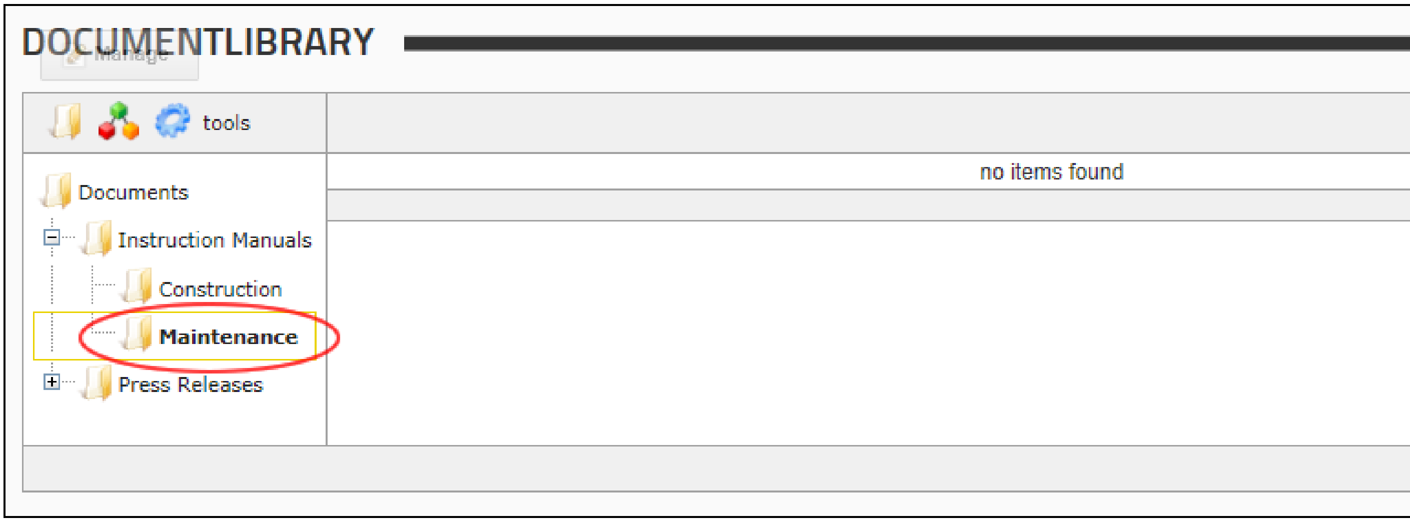
How to add a sub-folder (child folder) to the Document Library module. Note: The parent (root) folder for the Document Library module is the folder of the Admin File Manager as set for the module. See "Configuring Global Settings (File System Options)"

1. Click the **Folder** icon in the toolbar. This displays the Folder navigation tree.
2. Locate the parent folder for the new folder and then right-click and select **Add Sub-Folder** from the drop down menu.

3. In the **Folder Name** text box, enter a name for this folder. Note: The folder name cannot contain any of these characters: \ / : * ? " < > |
4. Configure the additional settings for this folder. See "Configuring General Settings for Folders", See "Configuring Direct View Settings for Folders" and See "Configuring Security Settings for Folders".



5. Click the **Update** button. This displays the new folder in the navigation tree.



Adding a Sub-Folder

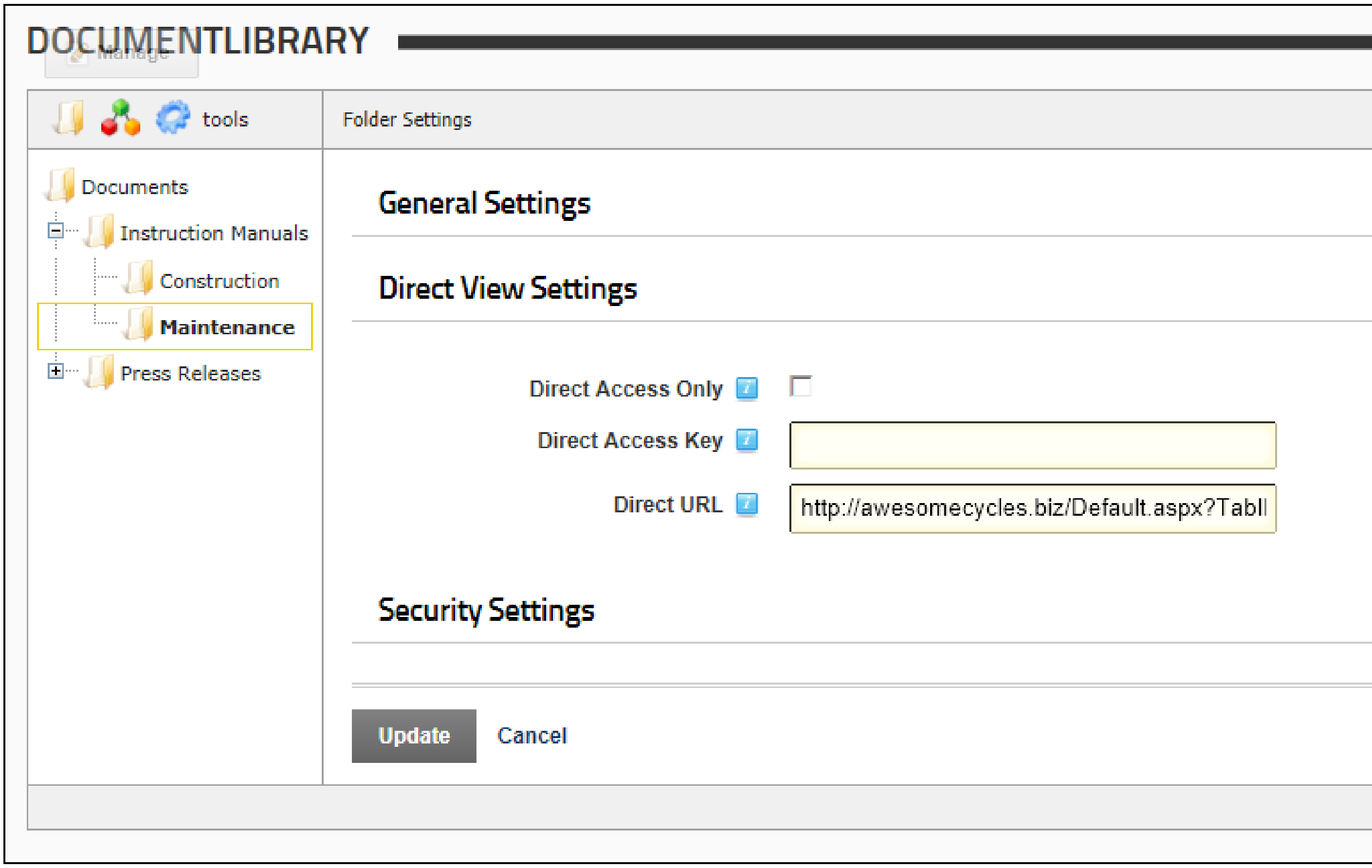
Configuring Direct View Settings for Folders

How to configure the Direct View Settings for folders in the Document Library module. This tutorial assumes you are currently adding (See "Adding a Sub-Folder") or editing (See "Editing Folder Settings") a folder.

1. Expand the Direct View Settings section.
2. At **Direct Access Only** select from these options:
   - Check ☑ the check box to set this folder as hidden from general view, unless accessed directly through the 'Direct URL' (as shown in the image below) or through setting the value of 'Restrict List to 1 Folder' in the Module Settings. If the folder marked for direct view contains sub-folders, all sub-folders will also be visible, unless those sub-folders have also been marked for direct view as well.
     1. In the **Direct Access Key**, enter a unique key that will be required in order to access this "Direct Access Only" folder. If you do add a key, and you access the folder through the 'Direct URL' method, then you'll need to place both the xsfid parameter as well as a new key parameter in the URL. If you access the folder through the 'Restrict List to 1 Folder' method, then you'll need to place only the new key parameter in the URL. [url format: xsfid=id&xsfk=key]
     2. At **Direct URL** the direct URL for this folder is displayed. If linking to this page through an external link, and you only want to show the contents of this specific folder (and all of its sub-folders), this is the parameter to be added to the URL. Add-

ing this parameter to the URL will achieve the same results as setting the value of 'Restrict List to 1 Folder' in the module settings.

- Uncheck the check box to enable access to all authorized users using the Navigation tree.

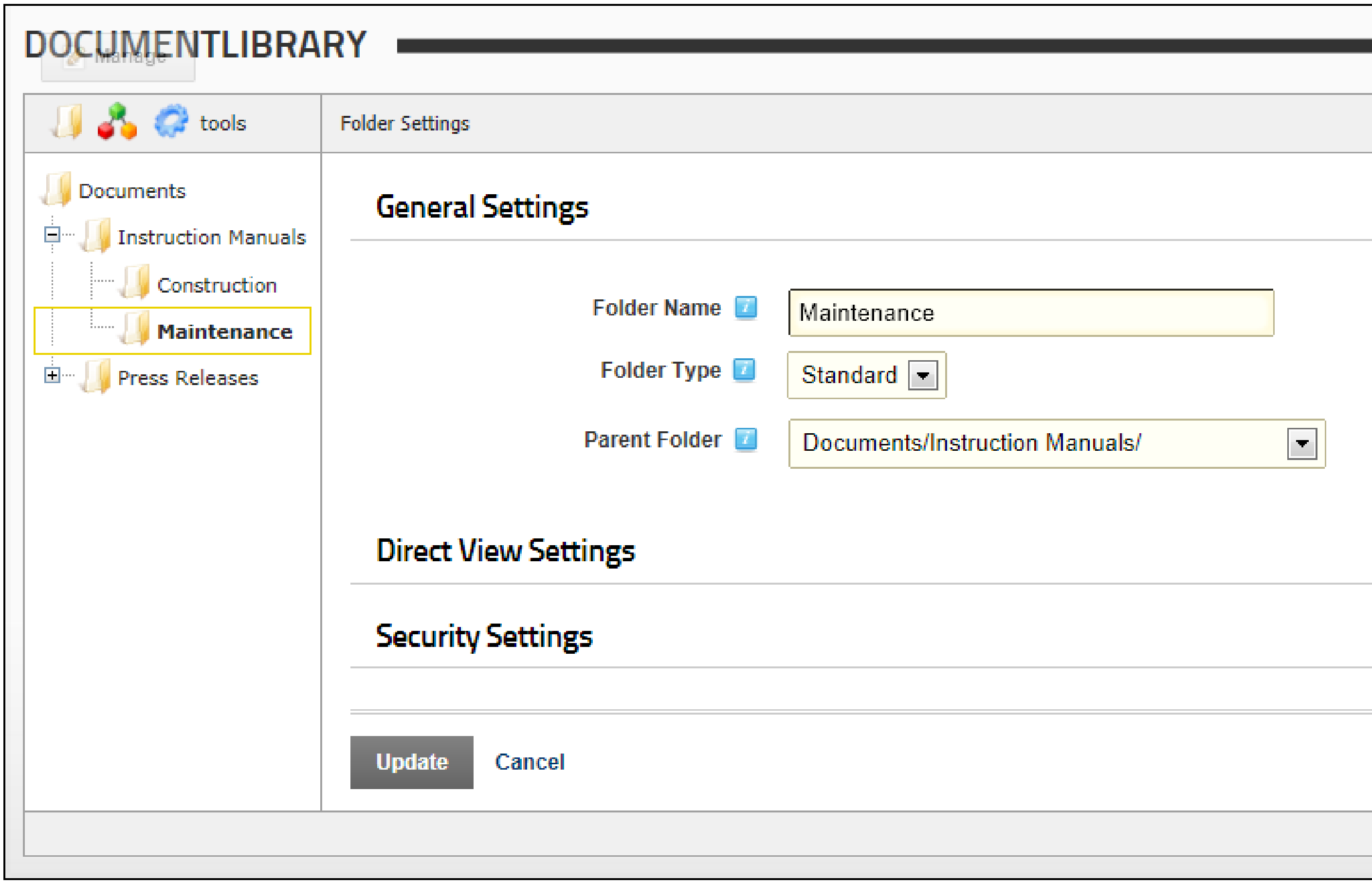


3. Click the **Update** button.

Configuring General Settings for Folders

How to configure the general settings for folders with the Document Library module. This tutorial assumes you are currently adding (See "Adding a Sub-Folder") or editing (See "Editing Folder Settings") a folder.

1. In the **Folder Name** text box, enter or edit the name for this folder.
2. At **Folder Type**, select the type of folder you want to create. This field cannot be modified. These options are managed using the Admin File Manager module. See "Overview of Folder Types"
3. At **Parent Folder**, select or modify the parent of this sub-folder. Modifying the parent folder will not change the existing Security Settings of the folder.



General Settings for Folders

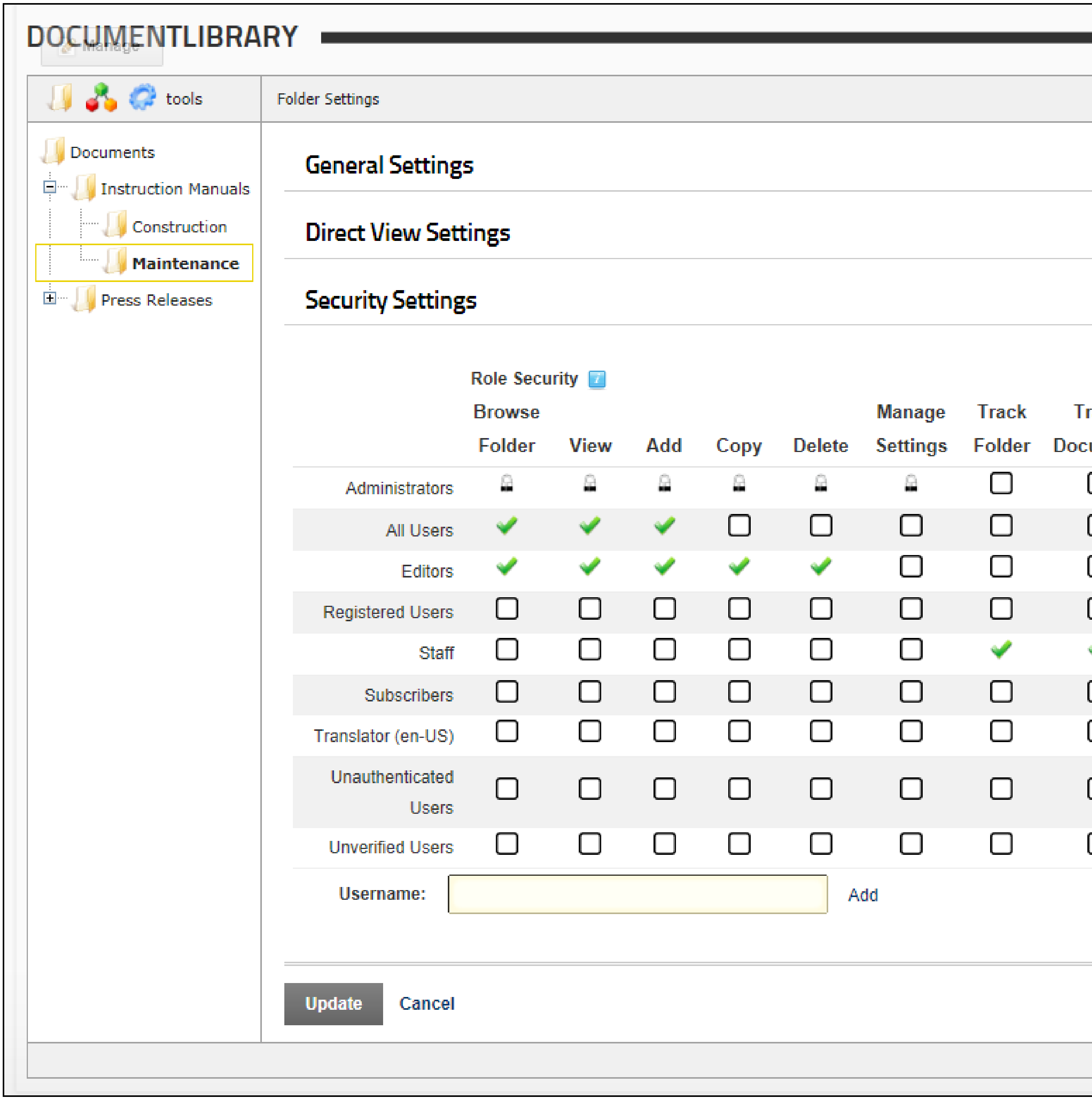
Configuring Security Settings for Folders

How to configure the Security settings for folders in the Document Library module. This tutorial assumes you are currently adding (See "Adding a Sub-Folder") or editing (See "Editing Folder Settings") a folder.

1. Expand the **Security Settings** section.
2. Click on a check box to **Grant** permission to a role or click again to **Deny** a permission to a role. The following permissions are available:
   - **Browse Folder**: Allows users to view this folder in the navigation tree and browse the files within this folder. Browse Folder permission is granted to All Users by default.
   - **View**: Allows users to view and download files that are located within this folder. View permission is granted to All Users by default.
   - **Add**: Allows users to add sub-folders beneath this folder.
   - **Copy**: Allows users to copy this folder and its files.
   - **Delete**: Allows users to delete this folder.

- **Manage Settings:** Allows users to edit the general, direct access and security settings for this folder.
- **Track Folder**: Allows users to track this folder.
- **Track Document**: Allows users to manage tracking of files in this folder. Note: Tracking must still be enabled on individual documents. See "Enabling Document Tracking"
- **Moderate Folder**: Allows users to access the Moderate section under tools where they can moderate and approve documents uploaded to this folder.
- **Full Control**: Allows users to perform all file and folder management tasks for this folder. This permission does not include permission to track documents or folders or perform document moderation.

3. **Optional.** In the **Username** text box, enter the username of the user you want to grant or deny permissions to and then click the Add link.
4. Set permissions for this user as shown at Step 2.
5. **Optional.** Repeat Step 3-4 to set permissions for additional usernames.
6. Click the **Update** button.

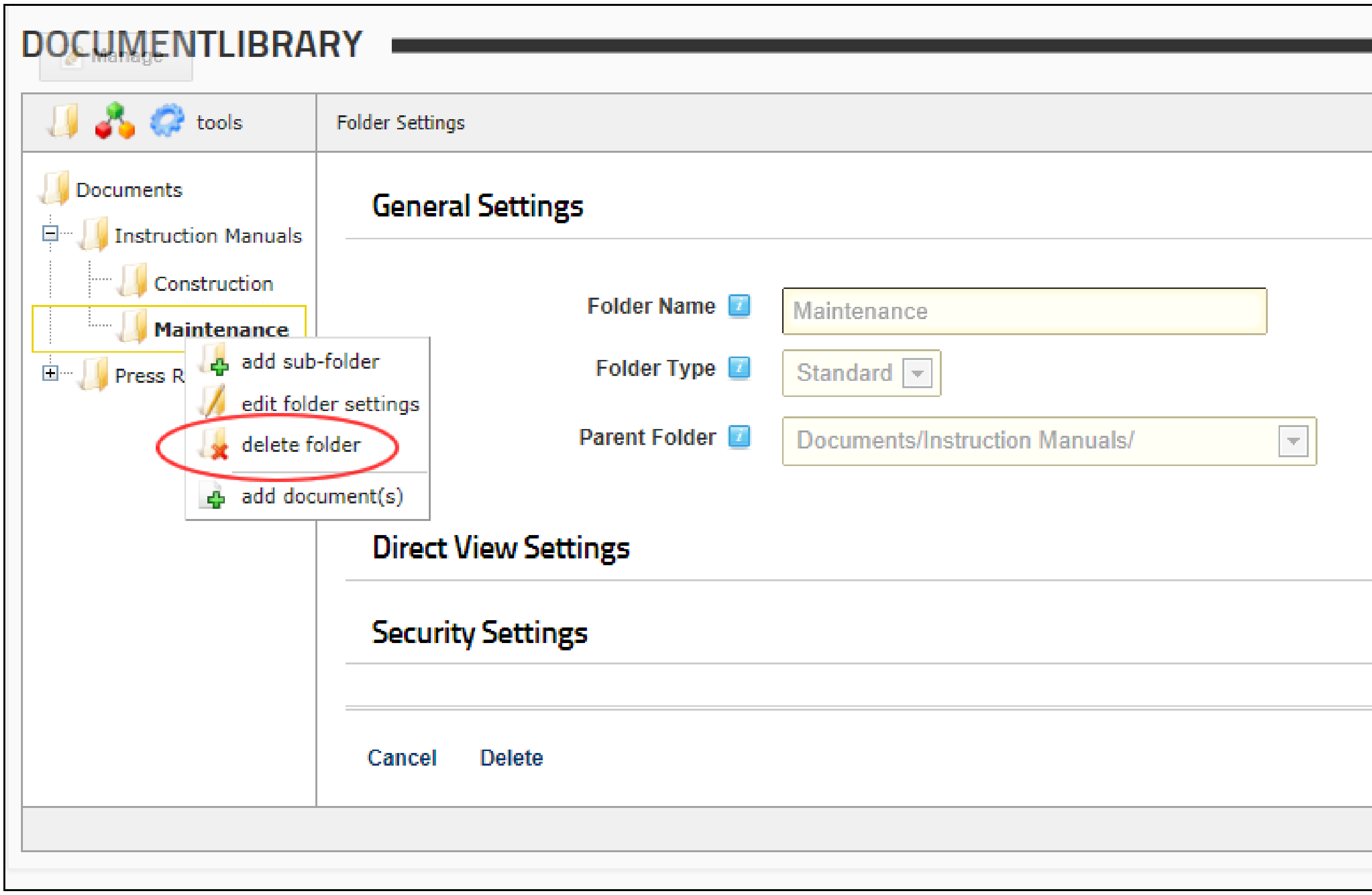


Setting Security Settings for Document Library Folders

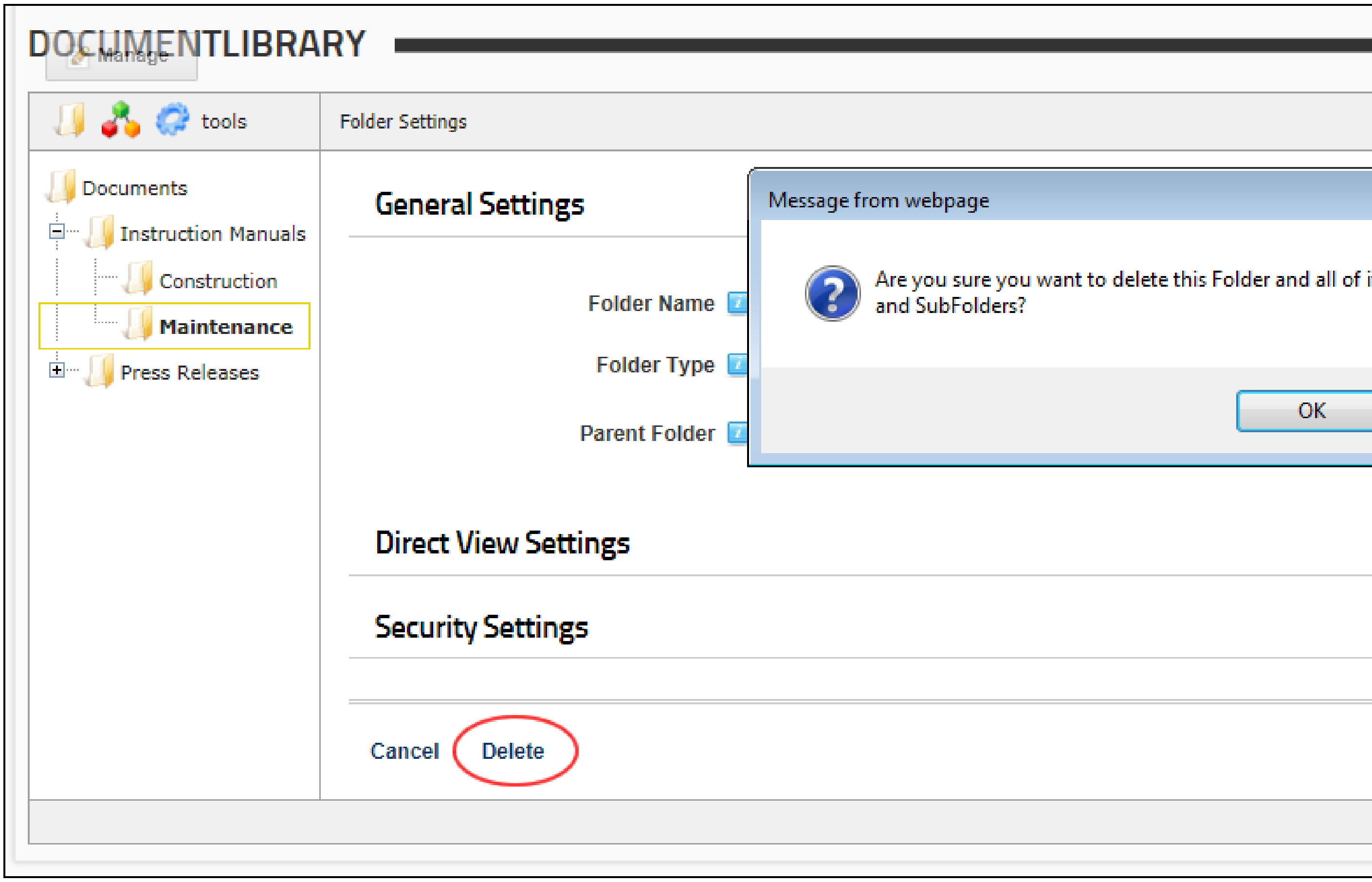
Deleting a Folder

How to delete a folder in the Document Library module. This deletes the folder from both the database as well as the file system.

1. Click the **Folder** icon in the toolbar. This displays the Folder navigation tree.
2. Locate the folder to be deleted, right-click on the folder name and select **Delete Folder** from the drop down menu.



3. Click the Delete link. This displays the message "Are you sure you want to delete this Folder and all of its Documents and SubFolders?"



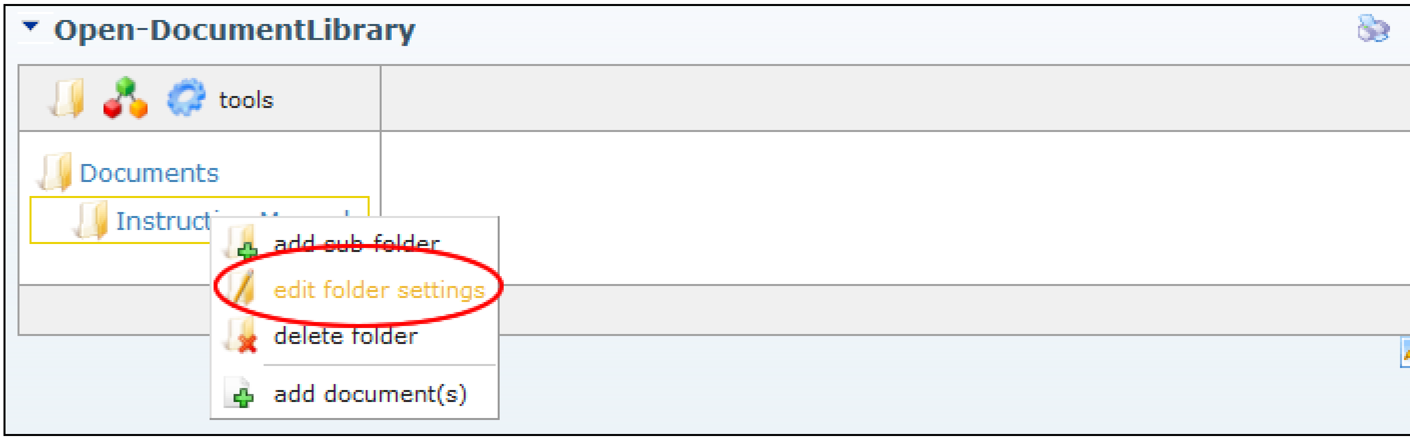
4. Click the **OK** button to confirm.

Editing Folder Settings

How to edit folder setting such as folder name, parent folder, security settings and viewing settings for folders within the Document Library module.

Permissions. Access to folder settings is restriction by user permissions. E.g. A user must have Full Control permissions to view the Security Setting section. Only Administrators and SuperUsers can edit Root folder settings.

1. Click the **Folder** icon in the toolbar. This displays the Folder navigation tree.
2. Navigate to the required folder and then right-click on the folder name and select **Edit Folder Settings** for sub folders - OR - **Root Folder Settings** for the root folder.



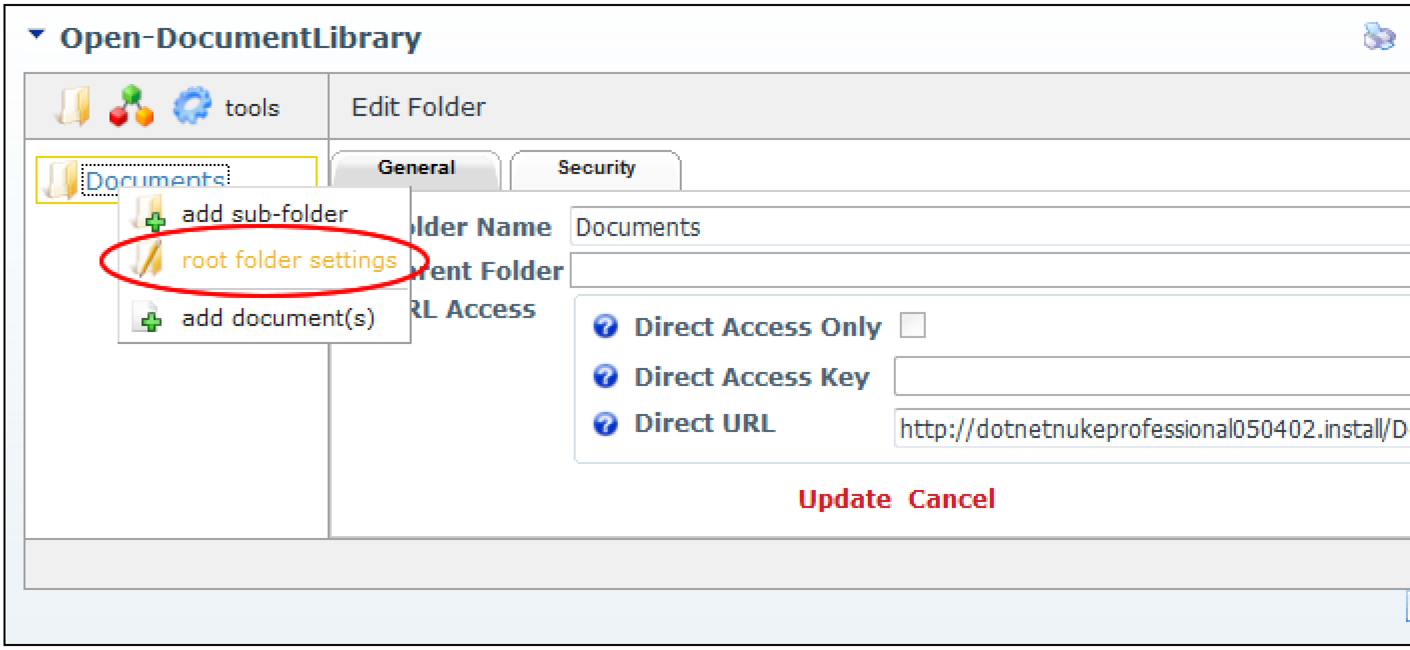
3. Configure the additional settings for this folder. See "Configuring General Settings for Folders", See "Configuring Direct View Settings for Folders" and See "Configuring Security Settings for Folders"
4. Click the **Update** button.

Tip: The parent folder of a specific folder can be also changed through drag & drop utility. Just select the folder you want to move, click the left button and drag the folder to the chosen parent folder. This will not change the security setting of the moved folder.

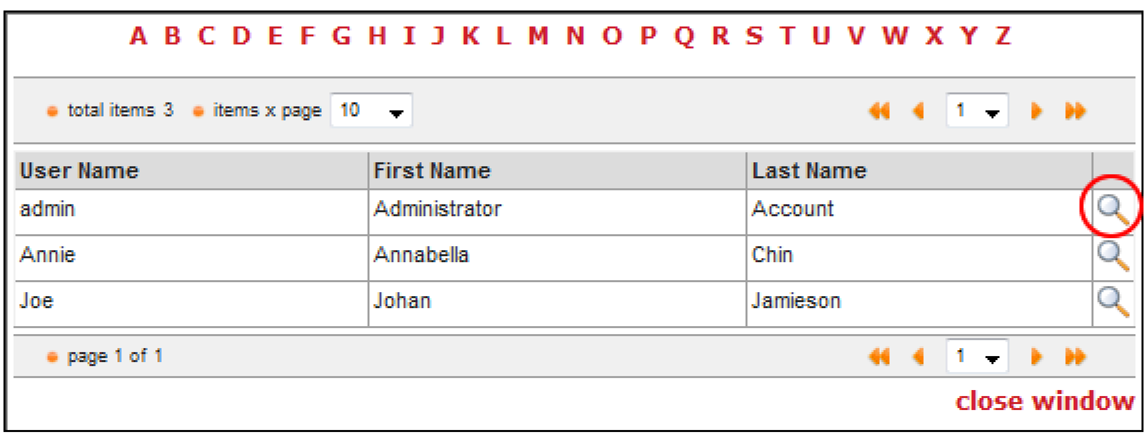
Setting User Security for Folders

How to give specific users a specific set of access rights to the parent folder (root folder) of the Document Library module. Note: This topic assumes you have already created the folder.

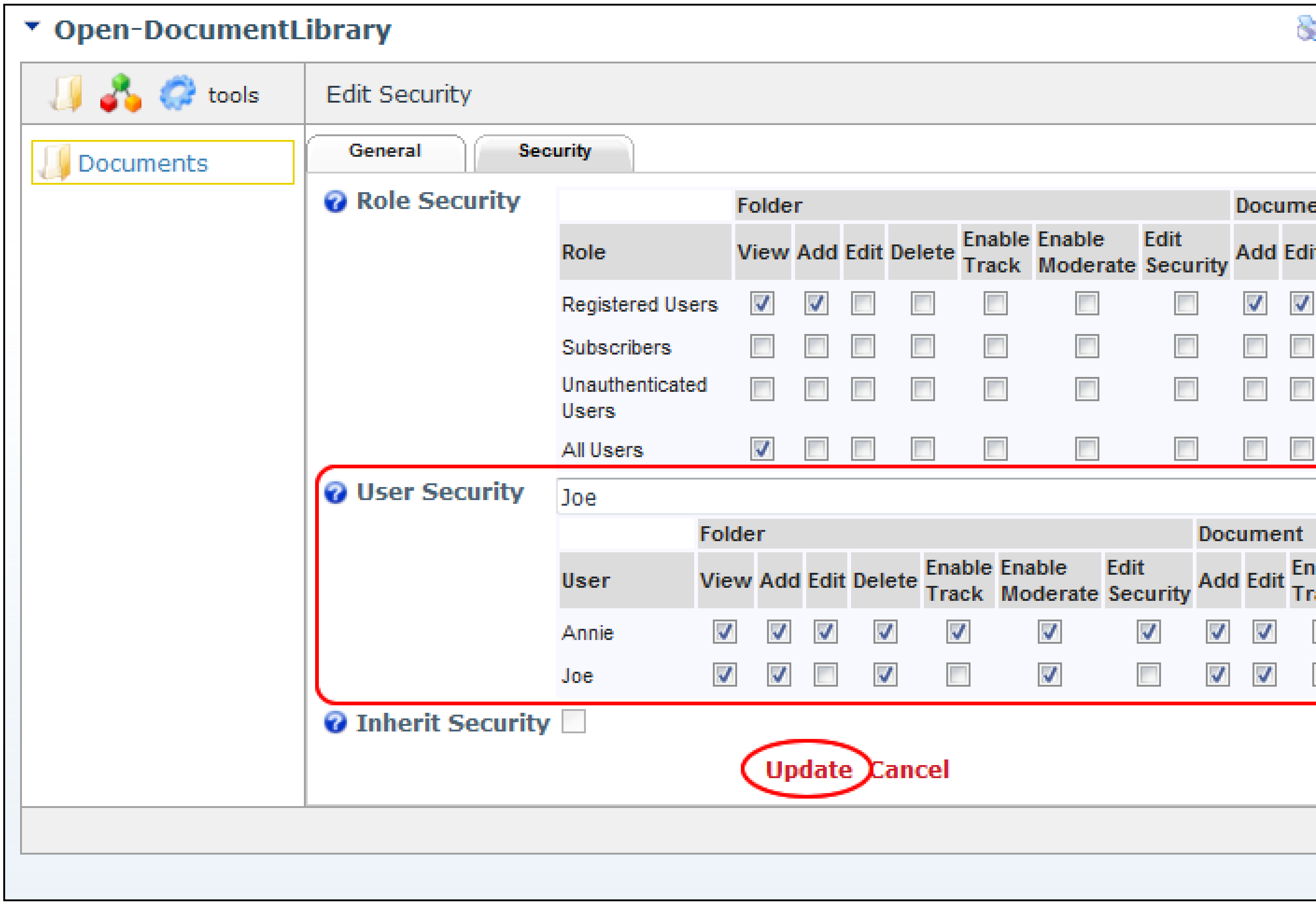
1. Right-click on the required folder and then select **Root Folder Settings** (root folder only) or select **Edit Folder Settings** for sub-folders.



2. Select the Security tab.
3. At **User Security**, click on the **User** button. This opens a window where you can view a list of the existing users.
4. Use the A-Z links above the grid to filter users by the first letter of their username.
5. To select a user, click the **Select User** button to the right of their name. This displays their user-name in the User Security text box.



6. Click the **Add** button. This adds their name to the User Security section and creates a full list of security options that you can select from.
7. Repeat Steps 3-6 to add additional usernames.
8. Select one or more permissions for each user.



9. Click the **Update** button.

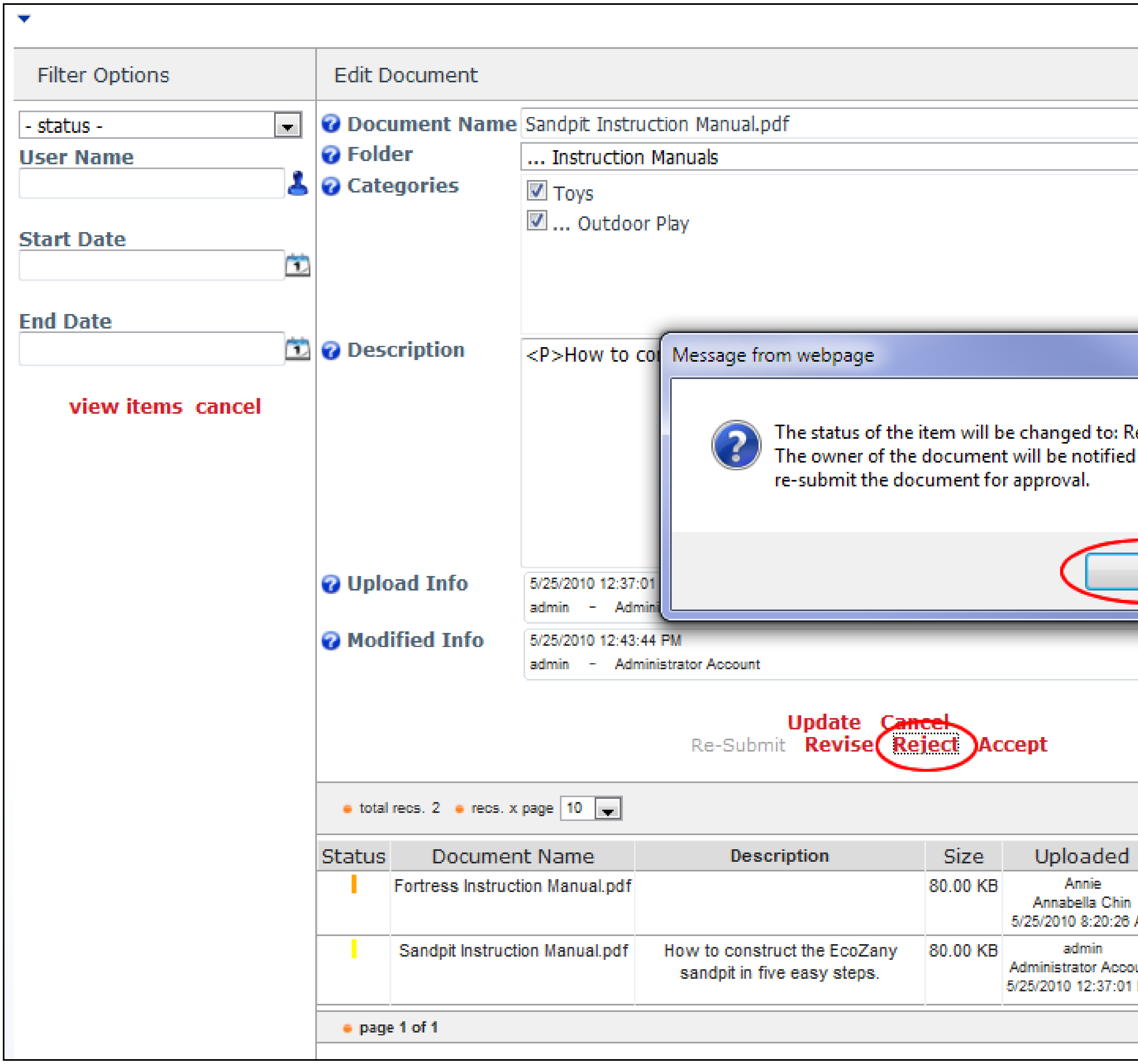
Moderation

Deleting Unmoderated Files

How to permanently delete one or more files from the moderation queue of the Document Library module.

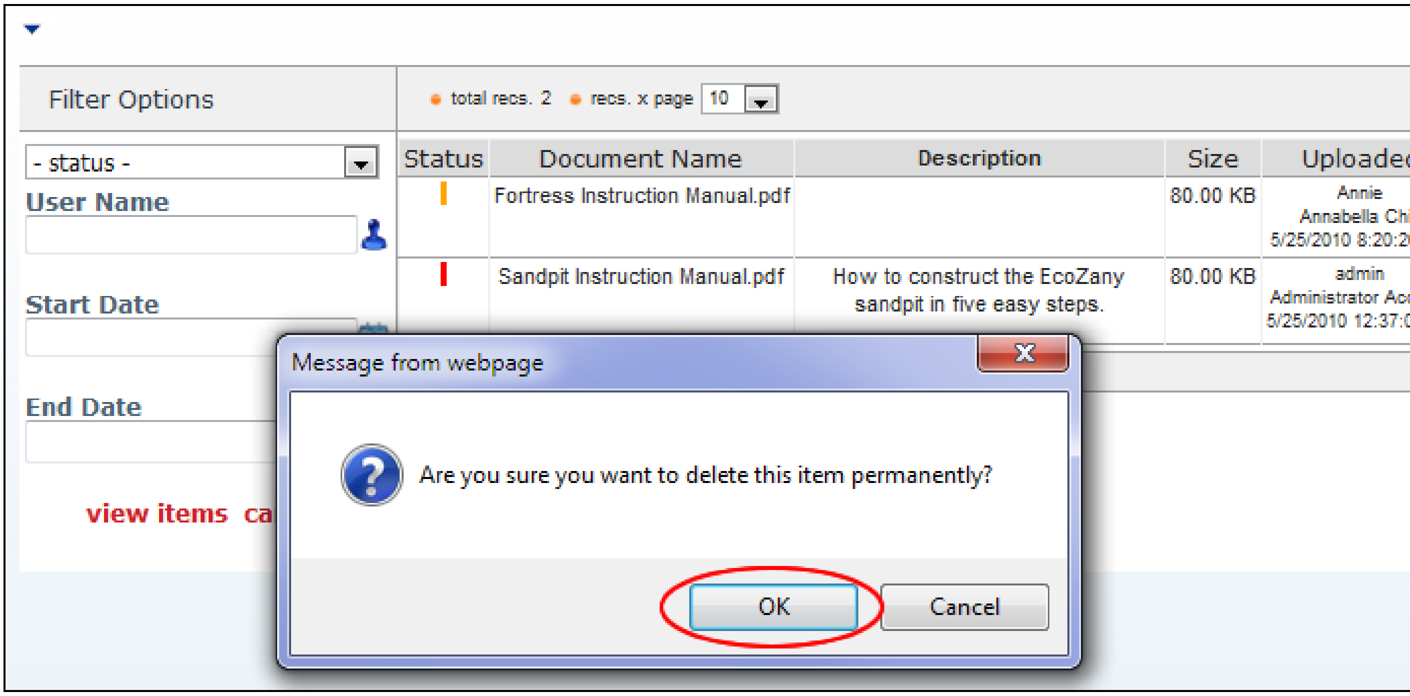
1. On the toolbar, navigate to **Tools** > **Moderate** and then select **Moderate All Items** to view all items in the moderation queue - OR - Select **My Items** to see only items you have submitted which are awaiting moderation.
2. **Optional.** In the Filter Options section, apply one or more filters. See "Moderation Filter Options"
3. **Optional.** Click the **Download** button beside the required file to download and view the file.
4. **Optional.** Click the **Review** button beside the required file to notify the owner that the file has been rejected.

a. Click the Reject link. This notifies the owner of the file that it has been rejected and cannot be re-submitted. The file is status is set as Rejected however the file remains in the moderation queue.



5. Click the **Delete** button beside the file to be deleted. This display the message "Are you sure you want to delete this item permanently?"

6. Click the **OK** button.
7. Repeat Steps 2-6 to delete additional files.

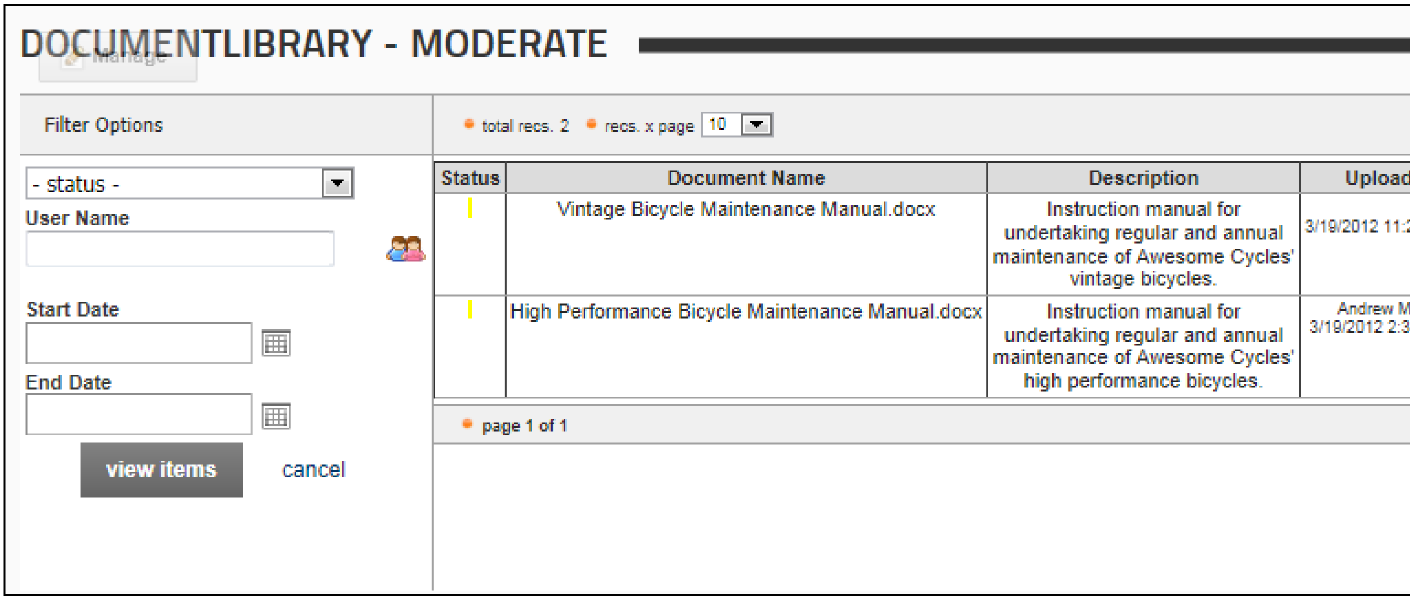


Deleting Unmoderated Files

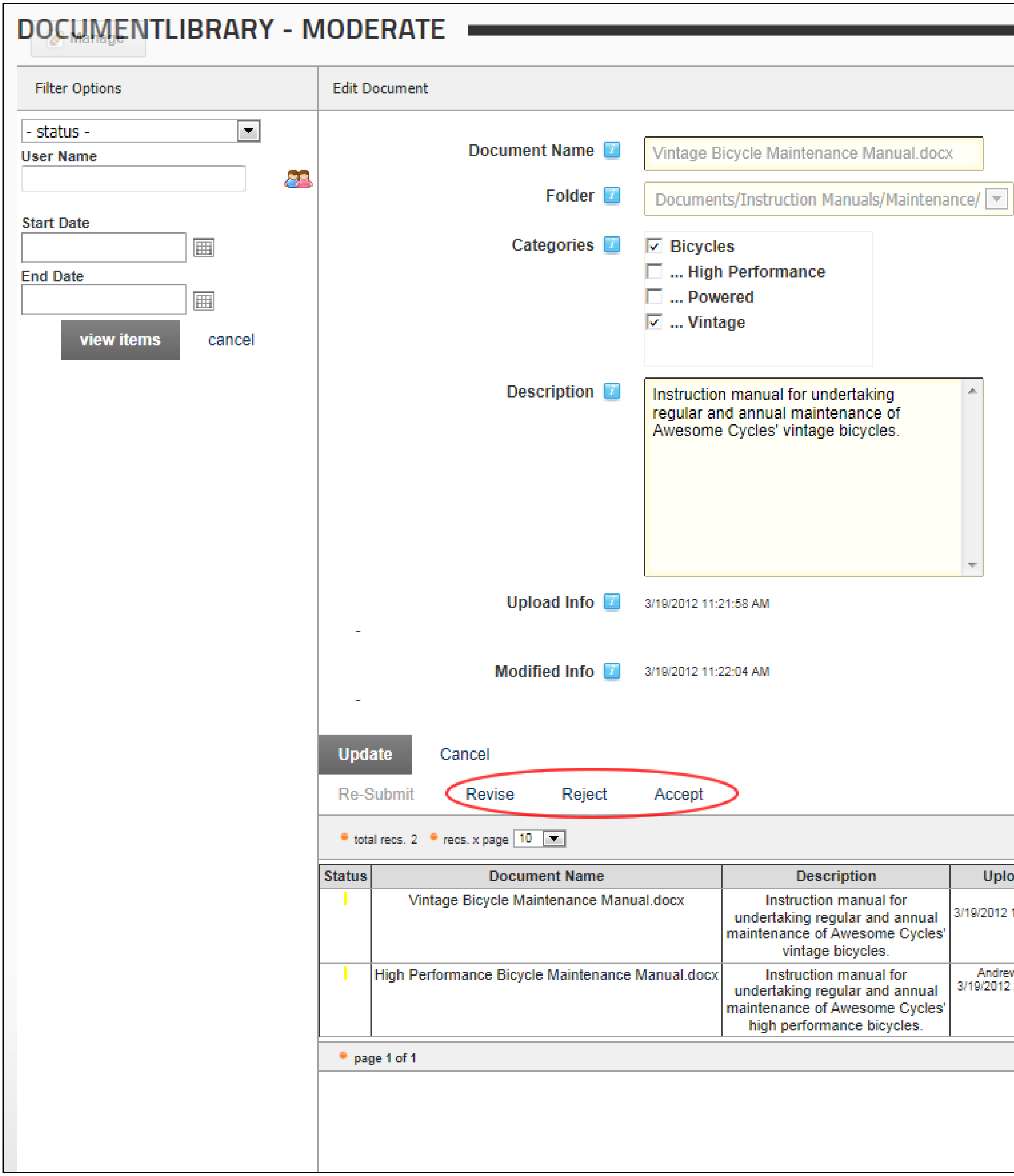
Moderating Uploaded Files

How to moderate files uploaded using the Document Library module.

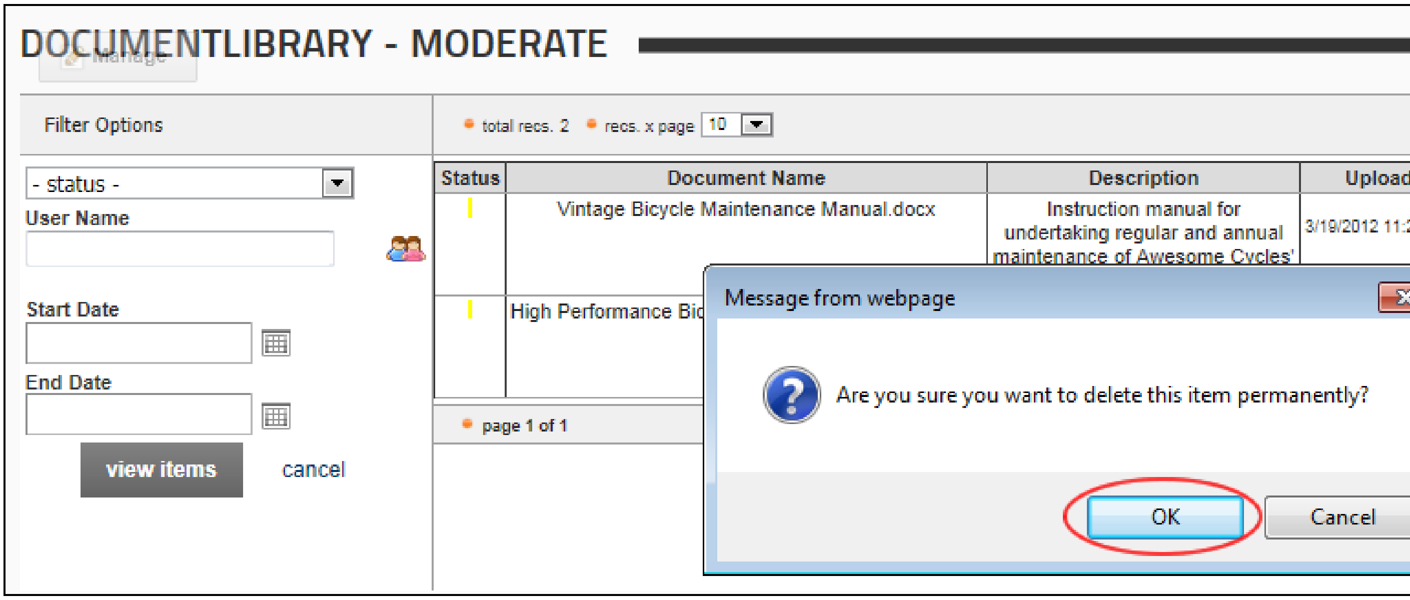
1. On the Document Library module toolbar, navigate to **Tools** > **Moderate** and then select **Moderate All Items** to view all files in the moderation queue - OR - Select **My Items** to see only files you have submitted which are awaiting moderation.
2. **Optional.** In the Filter Options section, apply one or more filters. See "Moderation Filter Options"
3. **Optional.** Click the **Download** button beside a file to download and review the content of the file.
4. Click the **Review** button beside the required file.



5. This opens the Edit Document section.
6. **Optional.** Edit the document categories or description
    1. Click the **Update** button. You are now returned to the previous screen.
    2. Click the **Review** button beside the file again to return to the Edit Document section.
7. Select one or these options to complete moderation for this file:
    - Revise: Select to set the file for revision. This notifies the owner requesting they revise the file and then re-submit it for approval. The file status is set as Revise and the file remains in the Moderation list.
    - Reject: Select to reject the file. This notifies the owner of the file that it has been rejected and cannot be re-submitted. The file status is set as Rejected and it remains in the Moderation list.
    - Accept: Select to accept the file. This notifies the owner of the file that it has been accepted. This file is published and removed from the Moderation list.


DOCUMENTLIBRARY - MODERATE
Filter Options
- status -
User Name
Start Date
End Date
view items
cancel
Edit Document
Document Name
Vintage Bicycle Maintenance Manual.docx
Folder
Documents/Instruction Manuals/Maintenance/
Categories
Bicycles
... High Performance
... Powered
... Vintage
Description
Instruction manual for undertaking regular and annual maintenance of Awesome Cycles' vintage bicycles.
Upload Info
3/19/2012 11:21:58 AM
Modified Info
3/19/2012 11:22:04 AM
Update
Cancel
Re-Submit
Revise
Reject
Accept
total recs. 2
recs. x page
10
Status
Document Name
Description
Uplo
Vintage Bicycle Maintenance Manual.docx
Instruction manual for undertaking regular and annual maintenance of Awesome Cycles' vintage bicycles.
3/19/2012
High Performance Bicycle Maintenance Manual.docx
Instruction manual for undertaking regular and annual maintenance of Awesome Cycles' high performance bicycles.
Andrew
3/19/2012
page 1 of 1

8. **Optional.** If you chose to Reject an file at Step 7, you can permanently delete the file if you don't want to retain a copy.
    1. Click the **Delete** button beside the file to be deleted. This display the message "Are you sure you want to delete this item permanently?
    2. Click the **OK** button.



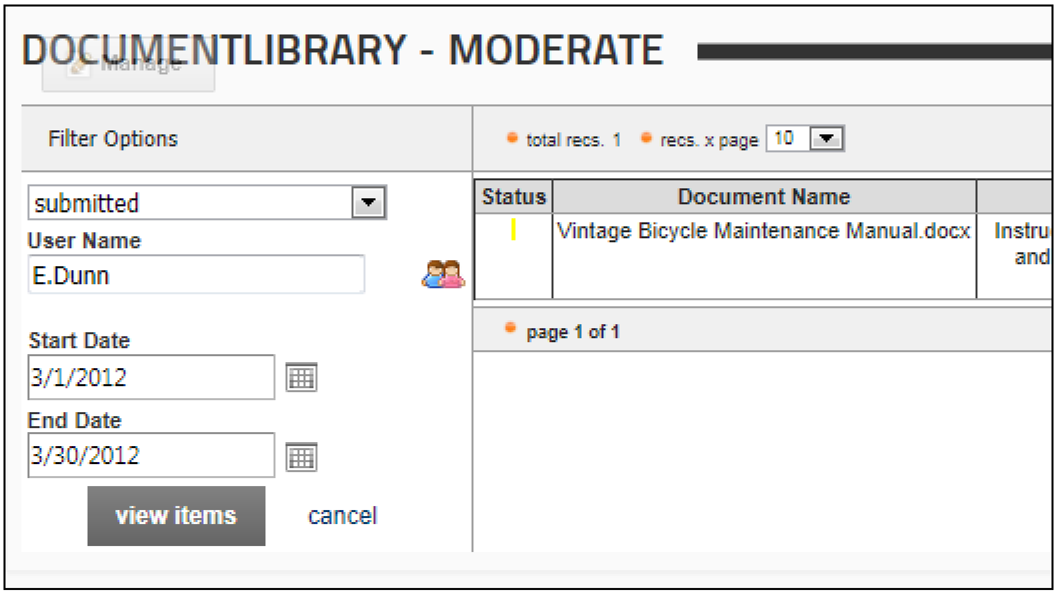
Moderation Filter Options

How to filter files in the moderation queue by one or more criteria on the Document Library module. This topic assumes you are currently performing a moderation task.

1. In the Filter Options section, apply one or more filters from these options:
    1. At **Status**, select one of the following from the drop down list:
        - **- Status -**: Select to view items of all status.
        - **Submitted**: Select to view all submitted items that are yet to be moderated.
        - **Revise**: Select to view all revised items.
        - **Rejected**: Select to view all rejected items.
    2. At **User Name**, click on the **User** button to select a single user's items to view. This opens the User Picker window where you can view a list of the existing users.
        1. Use the A-Z links across the top to filter users by the first letter of their username.
        2. To select a user, click the **Select User** button to the right of their name. This displays their username in the User Name text box.

3. At **Start Date**, click the **Calendar** button and select the first date items were submitted on. See "Working with the Calendar"
4. At **End Date**, click the **Calendar** button and select the last date items were submitted on.

2. Click the View Items link to view items matching the selected filters. In the below image, a filter has been applied so that only documents that were uploaded by E.Dunn during the month of March 2012 and are currently in the Submitted state.



Moderation Queue Filter Options

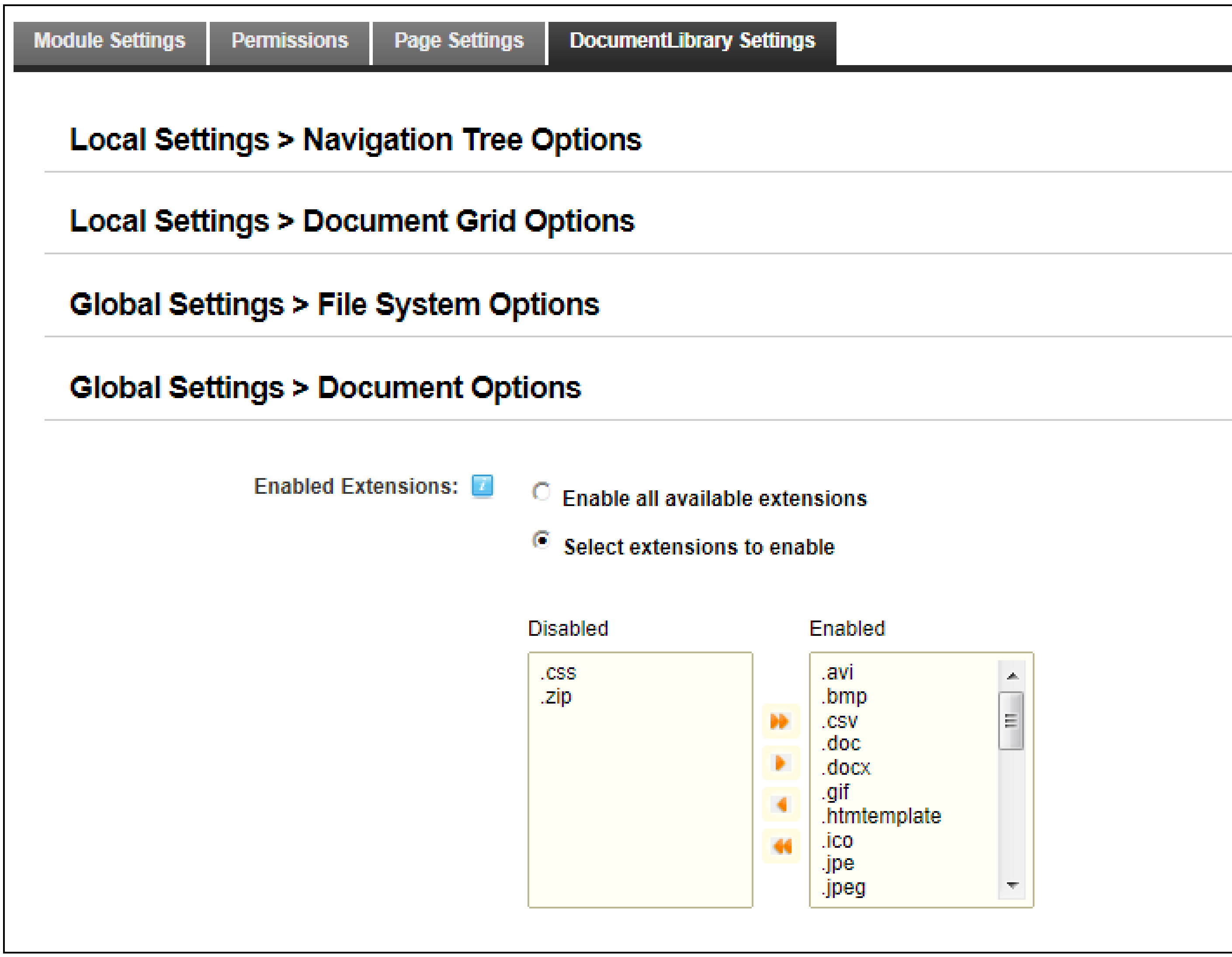
Settings

Configuring Global Settings (Document Options)

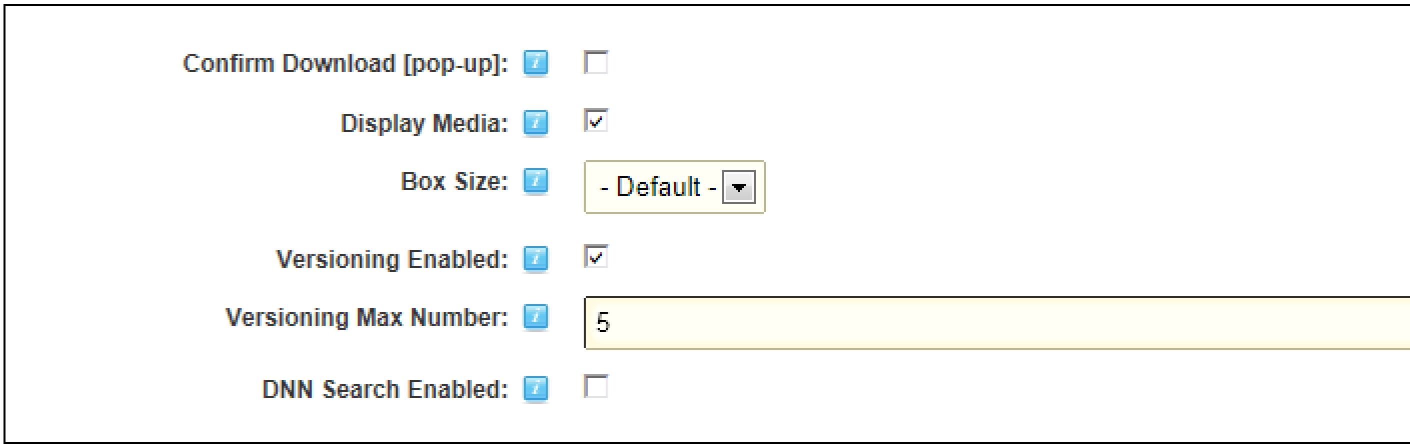
How to configure global settings for the Document Library module. Note: All settings on the Global tab apply to all instances of the module in the given site.

1. Select **Settings** from the module actions menu.
2. Select the **DocumentLibrary Settings** tab.
3. Expand the **Local Settings > Document Options** section.
4. At **Enabled Extensions**, you can set the file extensions that can be uploaded to Document Library modules on this site. The complete list of allowed extensions is a Host Setting that is managed by SuperUsers.

- **Enable all available extensions**: Select to enable all file extensions as maintained under Host Settings. This is the default option. Skip to Step 5.
- **Select extensions to enable**: Select to limit the types of files that can be uploaded to Document Library modules within this site.
  - To enable an extension: Select one or more extensions in the Disabled list and click the **Allow Selected** button.
  - To disable an extension: Select one or more extensions in the Enabled list and click the **Block Selected** button.
  - To enable all extensions: Click the **Allow All** button.
  - To disable all extension: Click the **Block All** button.



5. At **Confirm Download [pop-up]**, Check the check box to show a pop-up window with additional information before a download is started - OR - Uncheck the check box to set the download to start directly.
6. At **Display Media**, check the check box to display a **Play** button for media files (audio, images and video) - OR - Uncheck the check box to disable.
7. At **Box Size**, select the size of the box that displays the media content of the documents.
8. At **Versioning Enabled**, select from these options:
   - Check the check box to enable versioning. Versioning allows you to save a specified number of copies of the documents you upload. Every time you re-upload a new version of the same document, the previous version is saved and can be restored on demand. Note: You can also save a version of your document any time you want to, by editing the document and then clicking on the **Add Version** button.
     1. In the **Versioning Max Number** text box, enter the maximum number of versions which can be saved for each document.
   - Uncheck the check box to disable.
9. At **DNN Search Enabled**, select from these options:
   - Check the check box to enable the documents to be included in the default DNN Search. The searchable fields are the Name and the Description of the document. Note: The default DNN Search does not index document content. Also, it does not implement any kind of security. Therefore, unauthorized users may see descriptions for documents they may not have access to. Such documents will still be download protected.
   - Uncheck the check box to remove this module from the DNN Search.



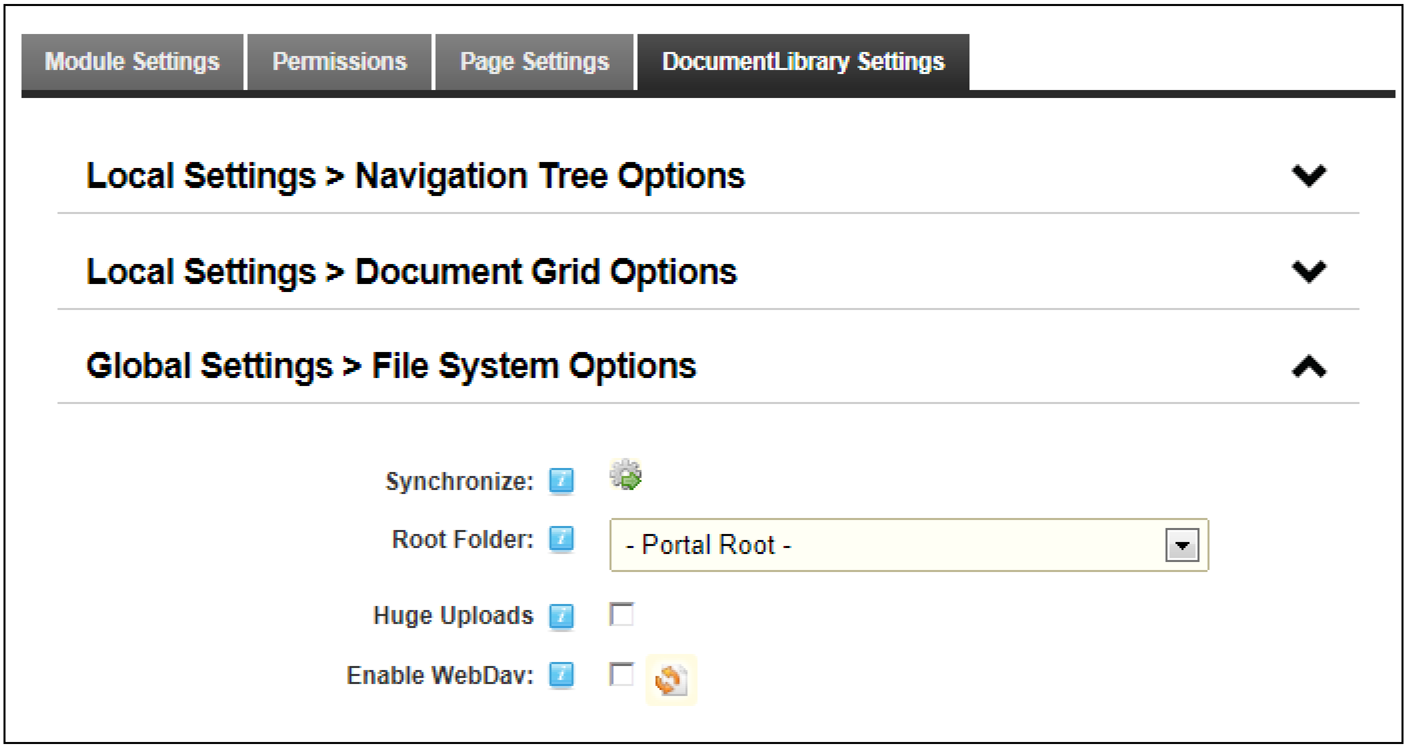
10. Click the **Update** button.

Configuring Global Settings (File System Options)

How to configure global settings for the file system of the Document Library module. Note: All settings on the Global tab apply to all instances of the module in the given site.

Prerequisites. To enable Huge Uploads, a SuperUser must enable full trust for this site

1. Select **Settings** from the module actions menu.
2. Select the **DocumentLibrary Settings** tab.
3. Expand the **Global Settings > File System Options** section.
4. At **Synchronize**, click on the **Synchronize the Folders** button to synchronize the folders and documents. This adds and/or removes any folders and documents that were added directly to the database. The process is asynchronous.
5. At **Root Folder**, select an existing folder of the Admin File Manager. This is the folder where the documents will be stored.
6. At **Huge Uploads**, select from these options:
   - Check the check box to allow uploads up to 2 Gigabytes. Notice that the web.config will be automatically modified (a backup of the actual configuration file will be created on the same folder). And also, a folder will be created in the root folder of the application. **Important.** Huge uploads must be uncheck before uninstalling this module.
   - Uncheck the check box to disallow large uploads. Changes to the web.config and the folder in the root folder will be eliminated.
7. At **Enable WebDav**, select from these options:
   - Check the check box to display an alternative 'open on server' button in the documents grid, next to the 'download\' button. Clicking on the 'open on server' button will open the document in its client environment (MS Word or MS Excel). Note 1: The folder must be a WebDav folder [you will need to configure the server]. To check if the current root folder is correctly setup as a WebDav folder, click the **Check If WebDav Is Enabled On The Server** button. Note 2: If WebDav is not correctly setup on the server, and this option is selected, the document will still open in its corresponding application, but the [save] and [save as] options will only save the document in a local [to your PC] folder. Note 3: You must enable ActiveX controls to run on your client PC, by changing the corresponding Zone Security Options.
   - Uncheck the check box to disable WebDav.

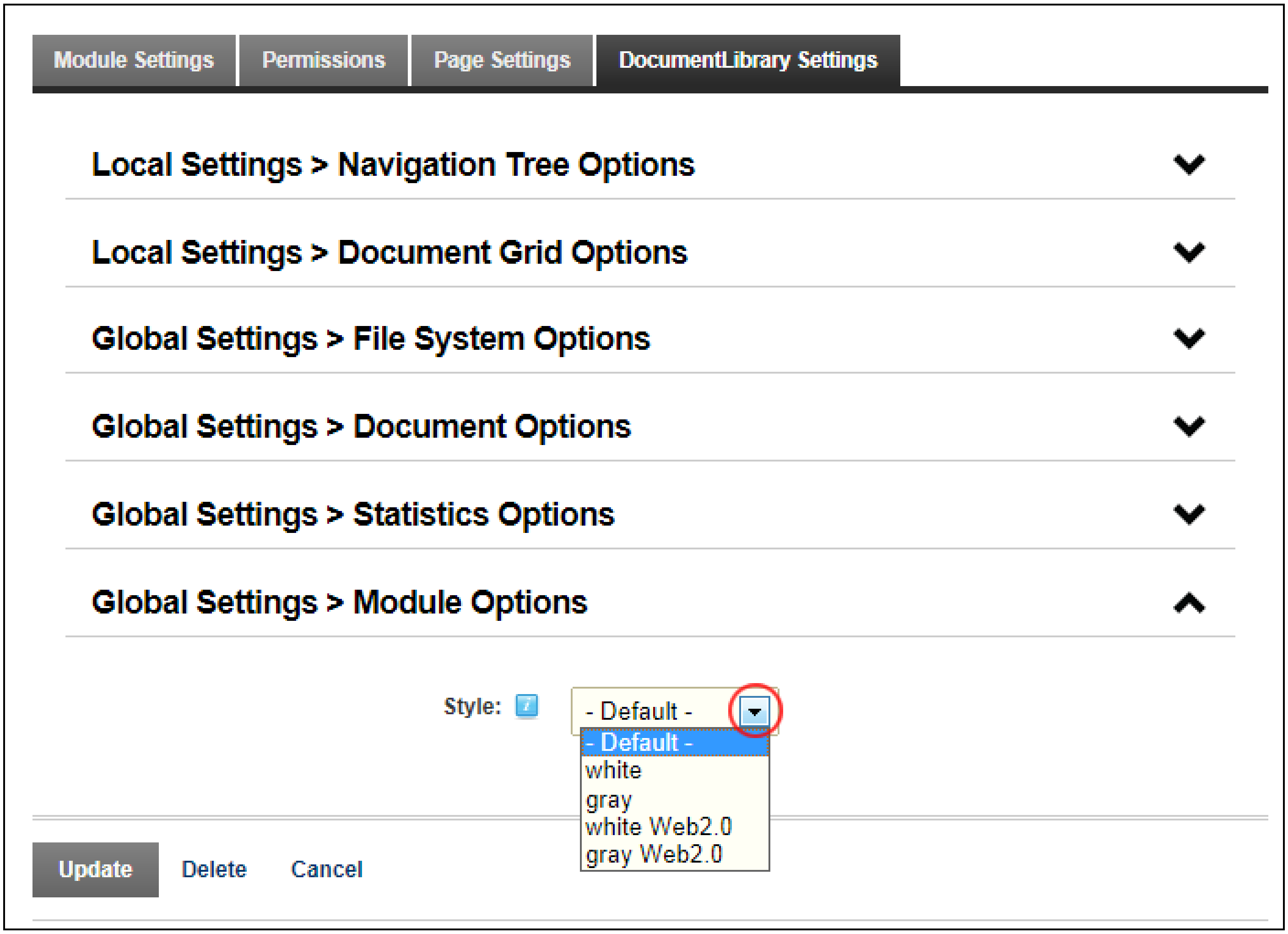


8. Click the **Update** button.

Configuring Global Settings (Module Options)

How to modify the look and feel of an instance of the Document Library module by changing the style that is applied to the module.

1. Select **Settings** from the module actions menu.
2. Select the **DocumentLibrary Settings** tab.
3. Expand the **Global Settings** > **Module Options** section and set any of the following optional settings.
4. At **Style**, select the style to be applied to this module. The following styles are included by default: **Default**, **White**, **Gray**, **White Web2.0** and **Gray Web2.0**.

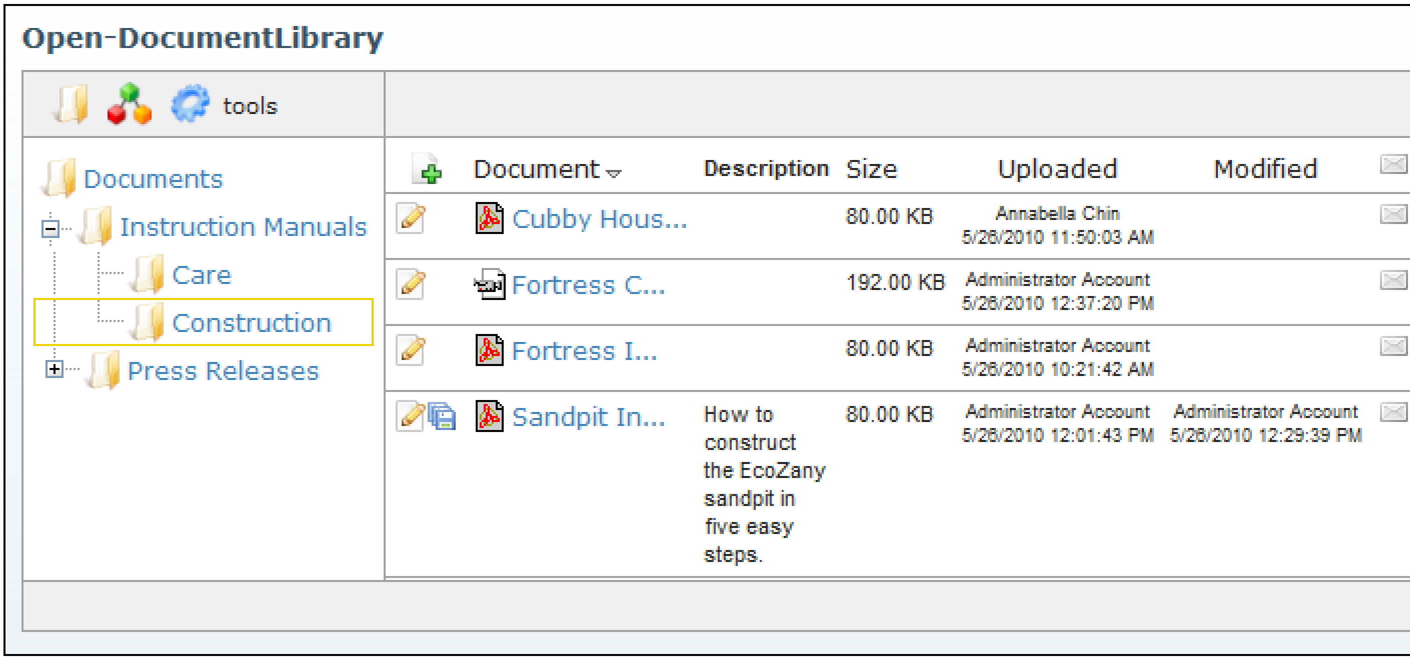


5. Click the **Update** button.

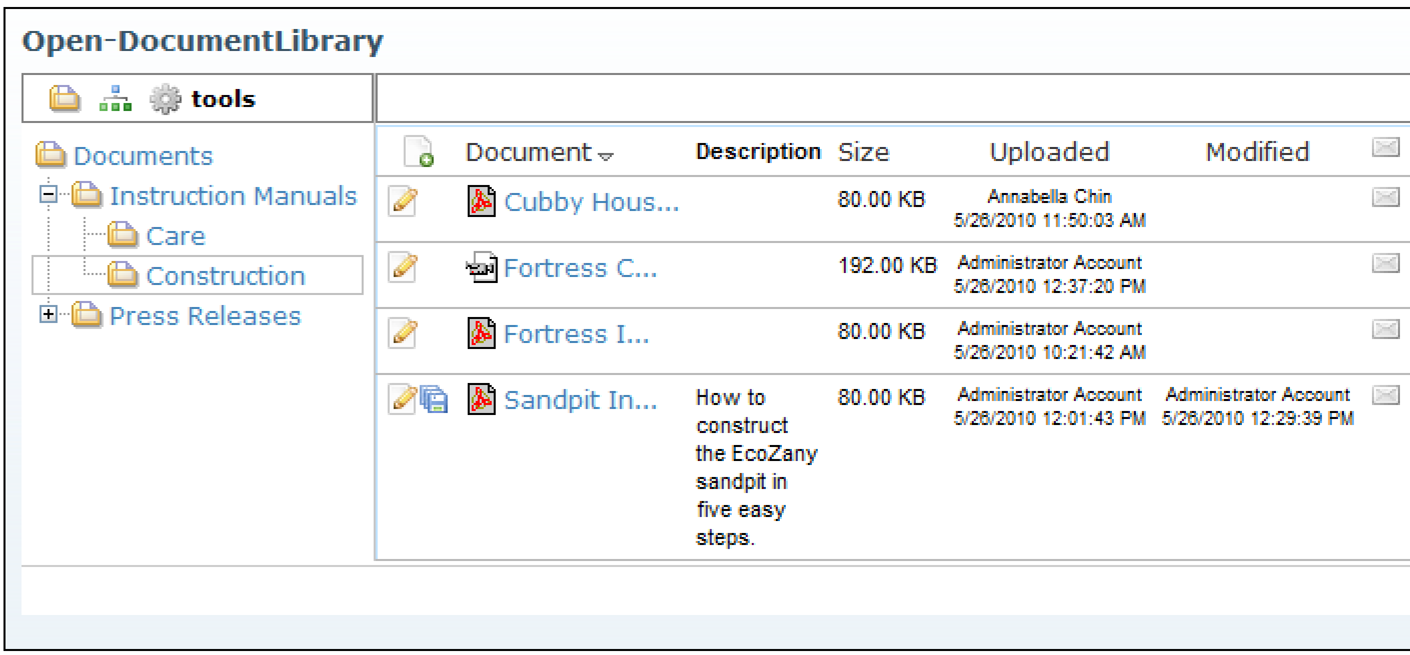
Tip: All styles can be changed through the module.css style sheet found in the module's specific directories.

Here's is an example of each style:

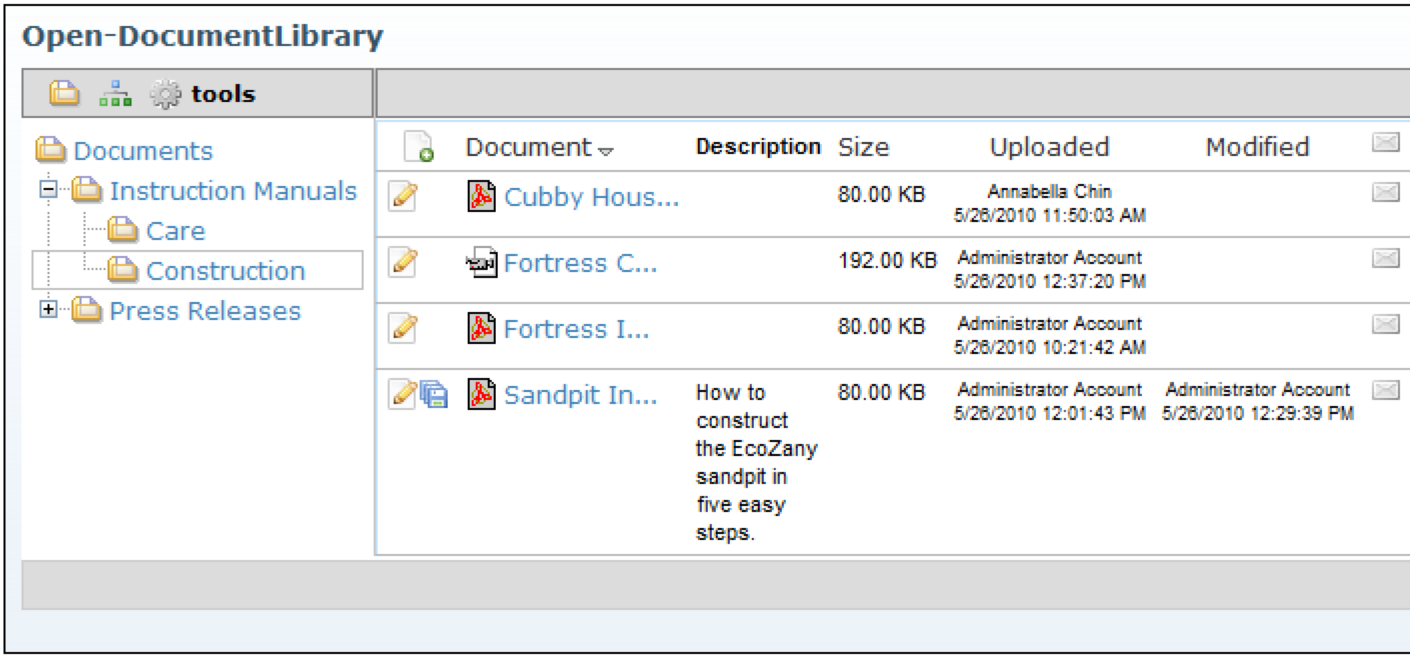
Default:


Open-DocumentLibrary
tools
Documents
Instruction Manuals
Care
Construction
Press Releases
Document
Description
Size
Uploaded
Modified
Cubby Hous...
80.00 KB
Annabella Chin
5/26/2010 11:50:03 AM
Fortress C...
192.00 KB
Administrator Account
5/26/2010 12:37:20 PM
Fortress I...
80.00 KB
Administrator Account
5/26/2010 10:21:42 AM
Sandpit In...
How to construct the EcoZany sandpit in five easy steps.
80.00 KB
Administrator Account
5/26/2010 12:01:43 PM
Administrator Account
5/26/2010 12:29:39 PM

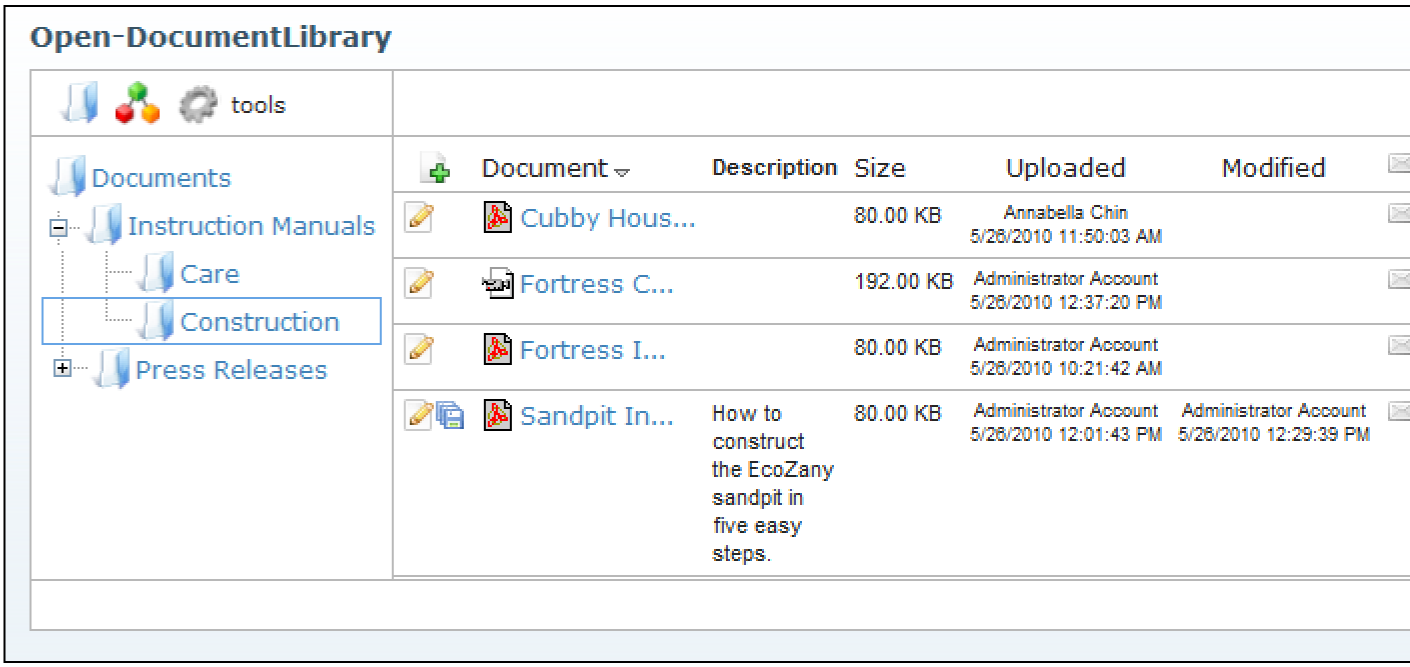
White:


Open-DocumentLibrary
tools
Documents
Instruction Manuals
Care
Construction
Press Releases
Document
Description
Size
Uploaded
Modified
Cubby Hous...
80.00 KB
Annabella Chin
5/26/2010 11:50:03 AM
Fortress C...
192.00 KB
Administrator Account
5/26/2010 12:37:20 PM
Fortress I...
80.00 KB
Administrator Account
5/26/2010 10:21:42 AM
Sandpit In...
How to construct the EcoZany sandpit in five easy steps.
80.00 KB
Administrator Account
5/26/2010 12:01:43 PM
Administrator Account
5/26/2010 12:29:39 PM

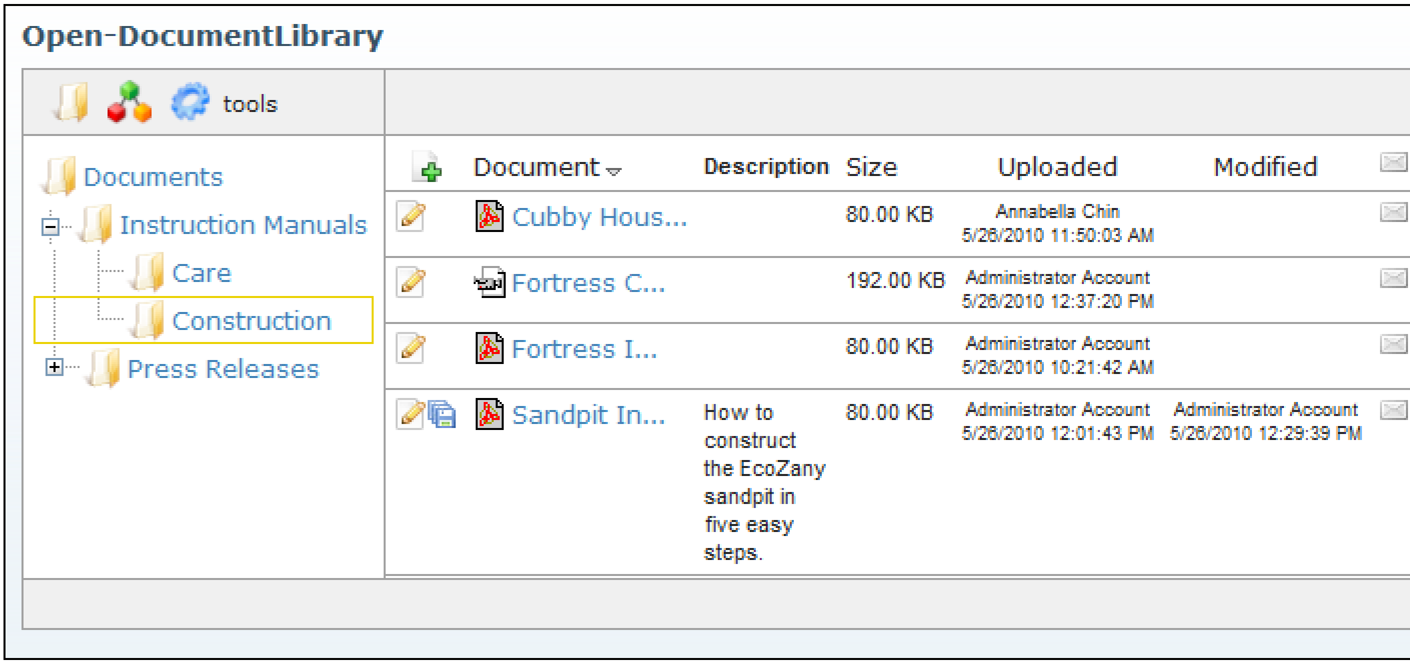
Gray:



White Web 2.0:



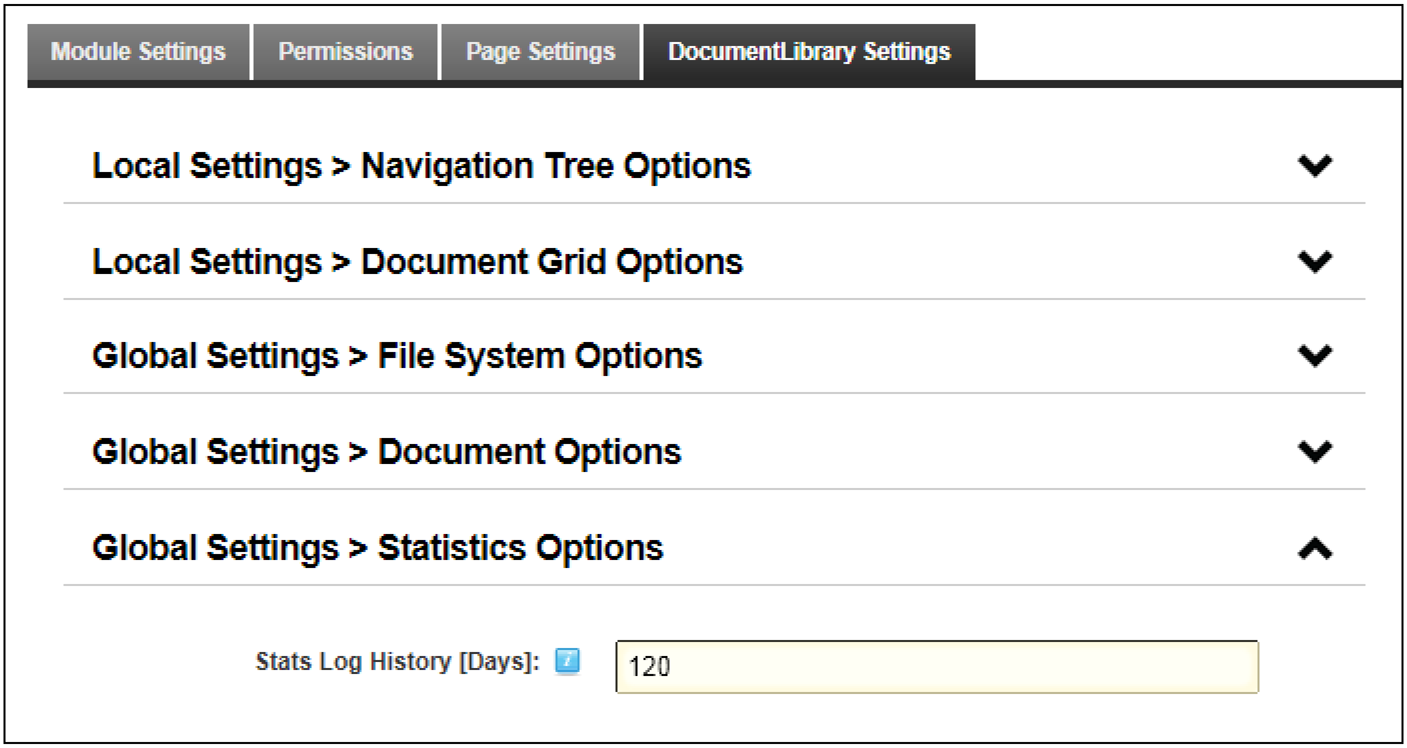
Gray Web 2.0:



Configuring Global Settings (Statistic Options)

How to configure the statistic options for an instance of the Document Library module.

1. Select **Settings** from the module actions menu.
2. Select the **DocumentLibrary Settings** tab.
3. Expand the **Local Settings > Statistics Options** section.
4. In the **Stats Log History [Days]** text box, enter the number of days that you want to retain folder, category and document statistics information for.

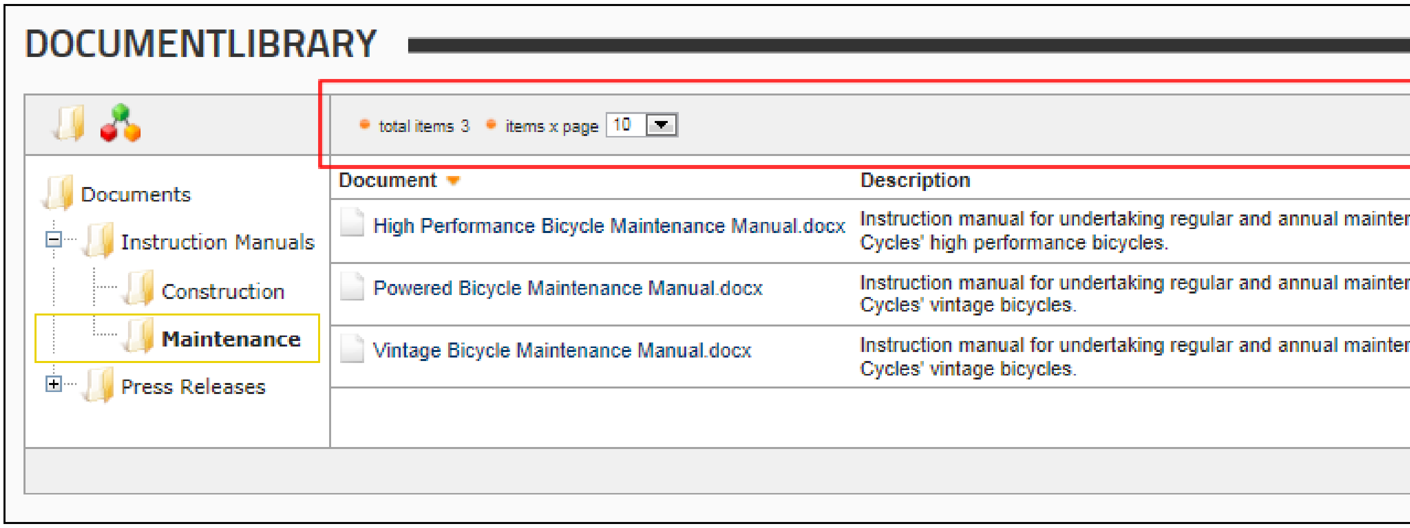


5. Click the **Update** button.

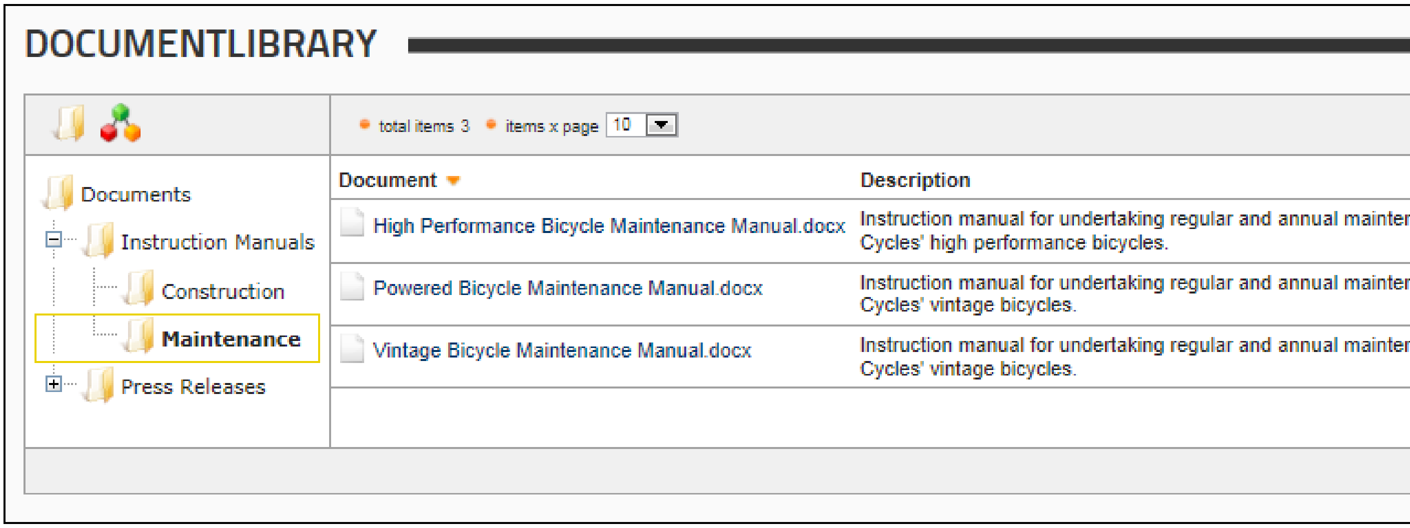
Configuring Local Settings (Document Grid Options)

How to configure local settings for the document grid on the Document Library module. Here you can control what document information is displayed as well as the default sort field and direction. Except for Document Name, which is a required field, you can opt to show or hide all other fields. Options selected here only apply to this specific instance of the module.

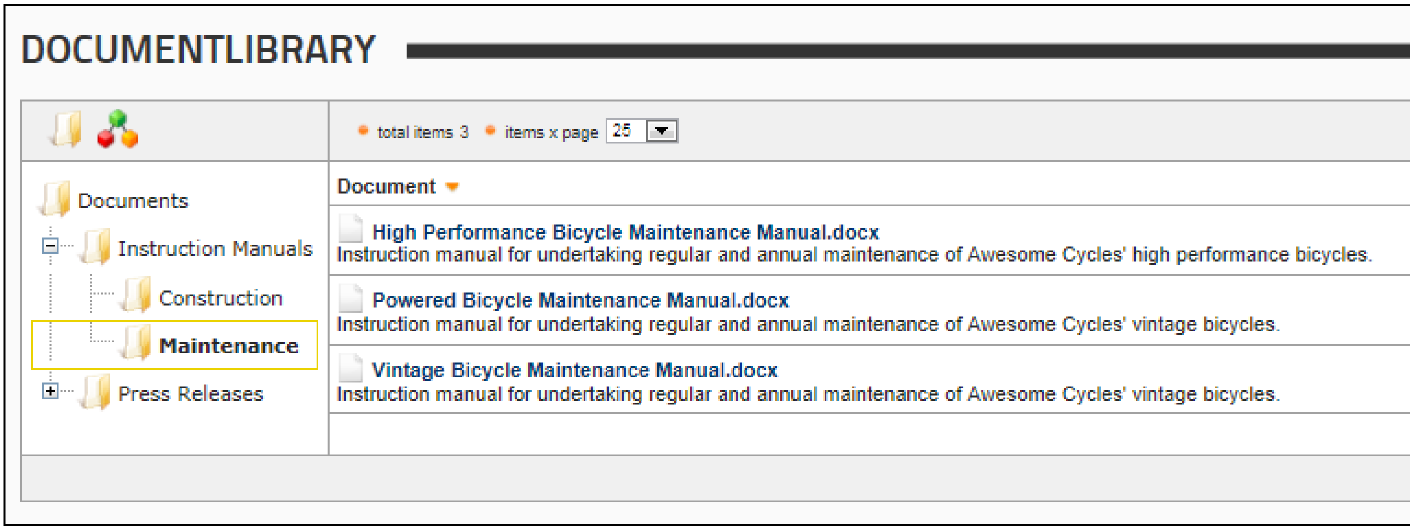
1. Select **Settings** from the module actions menu.
2. Select the **DocumentLibrary Settings** tab.
3. Expand the **Local Settings >Document Grid Options** section.
4. At **Display Navigation**, select from these options:
   - Check the check box to display the paging and navigation bar above and below files in the grid as marked in the image below. This is the default option.
   - Uncheck the check box to remove navigation bar and display all items in the list at once.
5. At **Items Per Page**, select the number of items to be displayed in the grid at once. Available options are: 10, 25, 50, or 100. The default setting is 10 as shown in the image below.



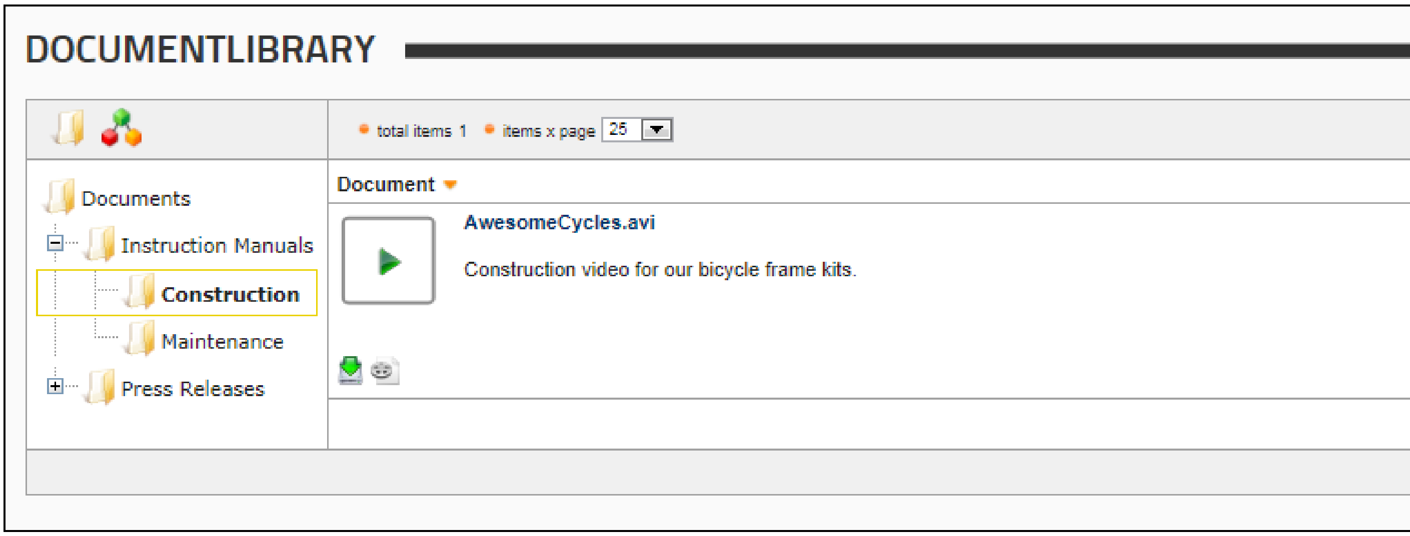
6. At **Layout**, select the layout for the document grid from the available options.
   - **Multiple Columns [Default]**: This is the default option.



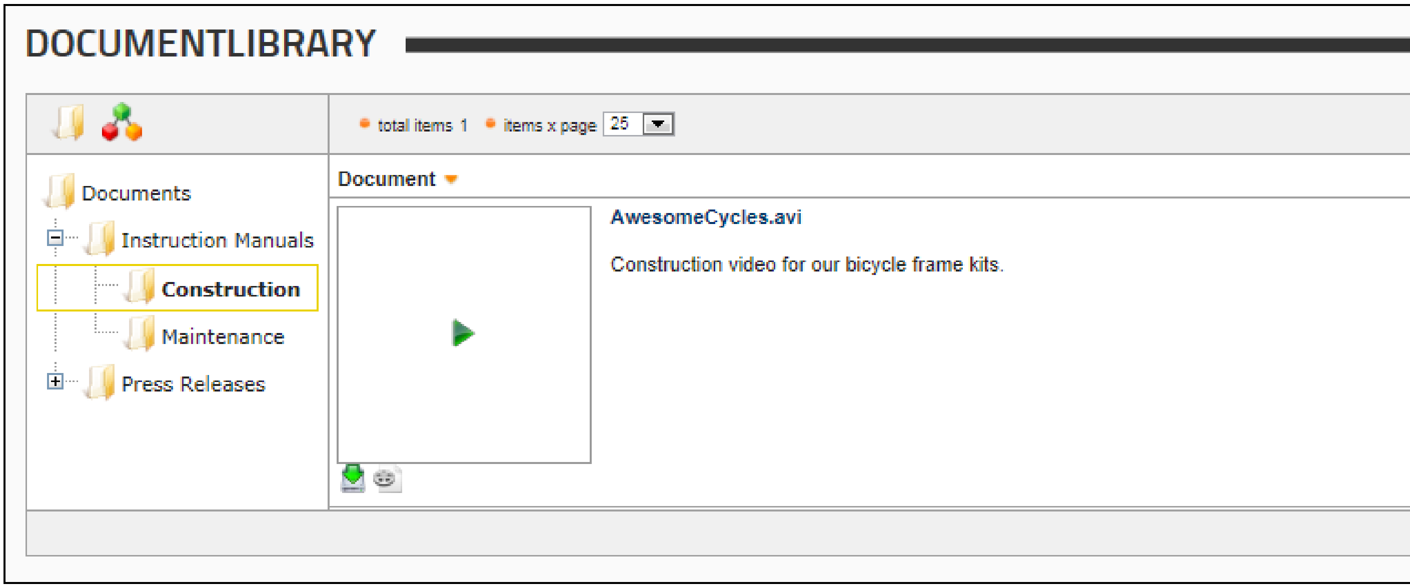
   - **Compact**: Document title and description are displayed in one column and there is no heading for the Size column.



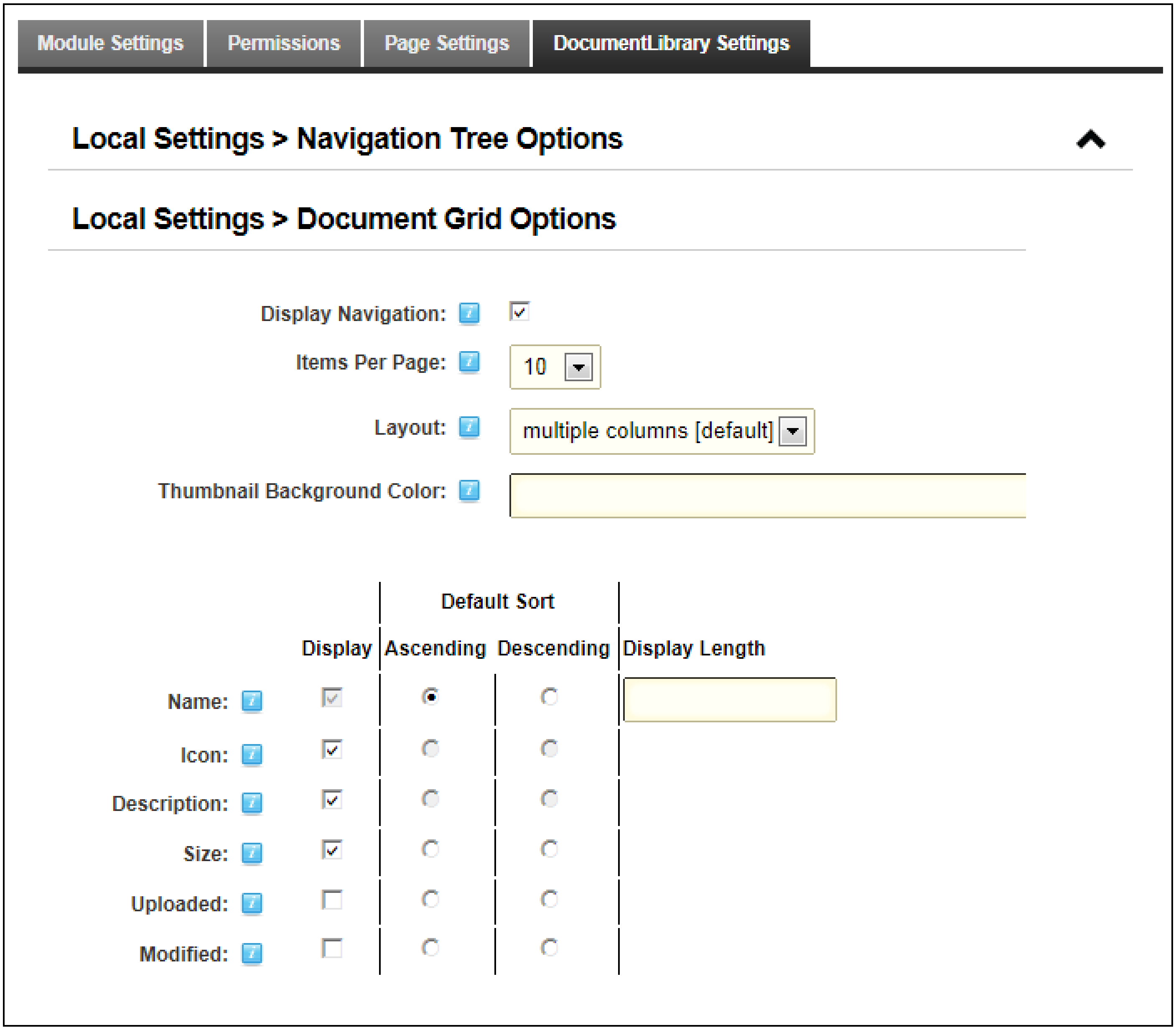
- **Multimedia**: Suitable for displaying multimedia, this layout displays a small **Play** button beside each file. Note: The Display Media setting must be checked to enable the Play button. See See "Configuring Global Settings (Document Options)"



- **Thumbnails**: Suitable for displaying multimedia, this layout displays a large **Play** button beside each file. The Display Media setting must be checked to enable the Play button. See See "Configuring Global Settings (Document Options)"



7. **Optional.** In the **Thumbnail Background Color** text box, enter the color (in hexadecimal format) that will be used to replace the transparent background of any images that have a transparent background. This setting will only be valid when layout is set to "thumbnails". If you don't set a value and the layout is set to "thumbnails", transparent pixels will be replaced with white pixels. Examples: #FF0000, #12A2C3.
8. In the **Name - Display Length** text box, enter the maximum number of characters for document name field (including spaces). E.g. If a maximum of 10 is entered and the document name exceeds the display length, then the name will display as "Document N..."
9. At the follow fields, check ☑ the **Display** check box to display the document field in the grid - OR - Uncheck ☐ to hide the field:
    1. **Description**: Select to view the description field of the document in the Document grid.
    2. **Size**: Select to view the size field of the document in the Document grid.
    3. **Uploaded**: Select to view the date and Display Name of the user that uploaded the document in the Document Grid.
    4. **Modified**: Select to view the date and Display Name of the user that modified the metadata of the document, in the Document Grid.
10. In the **Default Sort - Ascending** column, select the default field documents are sorted by when displayed in ascending order.
11. In the **Default Sort - Descending** column, select the default field documents are sorted by when displayed in descending order.



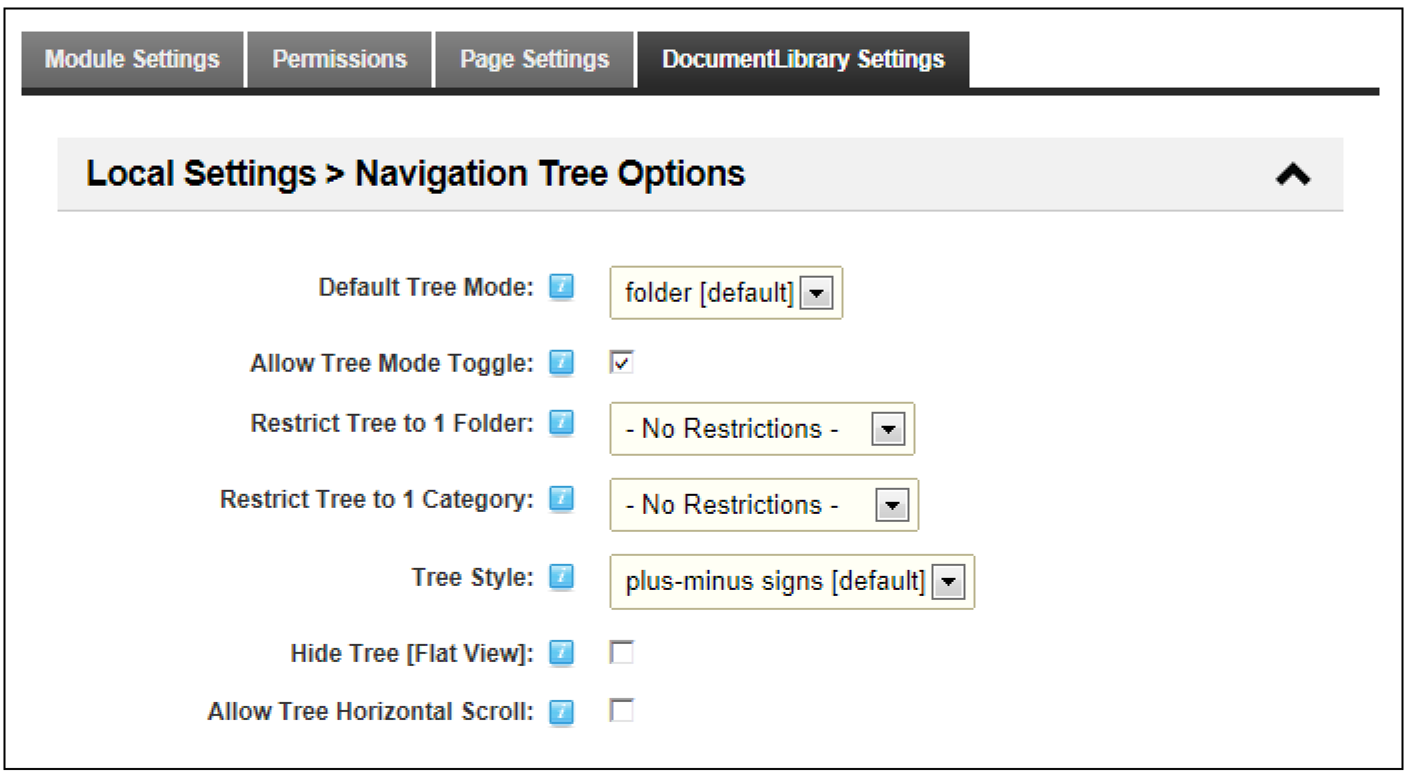
12. Click the **Update** button.

Configuring Local Settings (Navigation Tree Options)

How to configure local settings for the Document Library module. This section allows you to control the way users can navigate through the document hierarchies. Options selected here only apply to this specific instance of the module.

1. Select **Settings** from the module actions menu.
2. Select the **DocumentLibrary Settings** tab.
3. Expand the **Local Settings** > **Navigation Tree Options** section and set any of the following optional settings.
4. At **Default Tree Mode**, set the default view for the navigation tree of this Document Library module from these options:
   - **Folder [Default]**: Select to display root folder and any sub-folders. This is the default setting.
   - **Category**: Select to display the list of Categories.
5. At **Allow Tree Mode Toggle**, select from these options:
   - Check the check box to display both the **Folder** and **Category** icons in the toolbar that is displayed at the top of the module. This enables users to view files organized by either Folders or Categories and access both the Folder and Category drop down lists. This is the default option.
   - Uncheck the check box to disallow toggling. This removes both the **Folder** and **Category** icons from the toolbar and display the navigation tree as either Folders or Categories, as selected at the Default Tree Mode field above. **Important**. If the Default Tree Mode is set the Categories, users cannot add documents because they cannot access the drop down list. Note: Administrators will continue to see the toggle options for administrative purposes. A **No Toggle** message is also displayed to Administrators.
6. At **Restrict Tree to 1 Folder**, select a folder to restrict this instance of the module to display only that folder. Users can navigate to sub-folders and documents belonging to the selected folder. The below image displays the tree restricted to the Instruction Manuals folder. Note: A **Restricted** message is displayed to Administrators.
7. At **Restrict Tree to 1 Category** select a category name from the drop down list to restrict this instance of the module to that category. Users can navigate to subcategories and documents belonging to the selected category. The below image displays the tree restricted to the Indoor Play category. Note: A **Restricted** message is displayed to Administrators.
8. At **Tree Style**, select the style for the navigation tree from these options:
   - **Plus-Minus Signs (Default)**: Select to view the plus and minus buttons in the navigation tree.
   - **Up-Down Arrows**: Select to view up and down arrow buttons in the navigation tree.

9. At **Hide Tree [Flat View]**, select from these options:
    - Check the check box hide the navigation tree. This displays all the documents within the selected folder (as selected at "Restrict Tree to 1 Folder") or category (as selected at "Restrict Tree to 1 Category"), including documents within the sub-folders/sub-categories. Important. Tree must be restricted by folder or category to use this setting. Note: Administrators continue to see the navigation tree for administrative purposes.
    - Uncheck the check box to display the navigation tree. This is the default option.
10. **Allow Tree Horizontal Scroll** select from these options:
    - Check the check box to prevent the tree from growing in width. This displays a scroll bar below the tree enabling users to scroll to the right or left, in order to see the folders.
    - Uncheck the check box to enable the navigation tree grows in size (horizontally and vertically) according to the number of folders that are open at any one time. This is the default option.



11. Click the **Update** button.

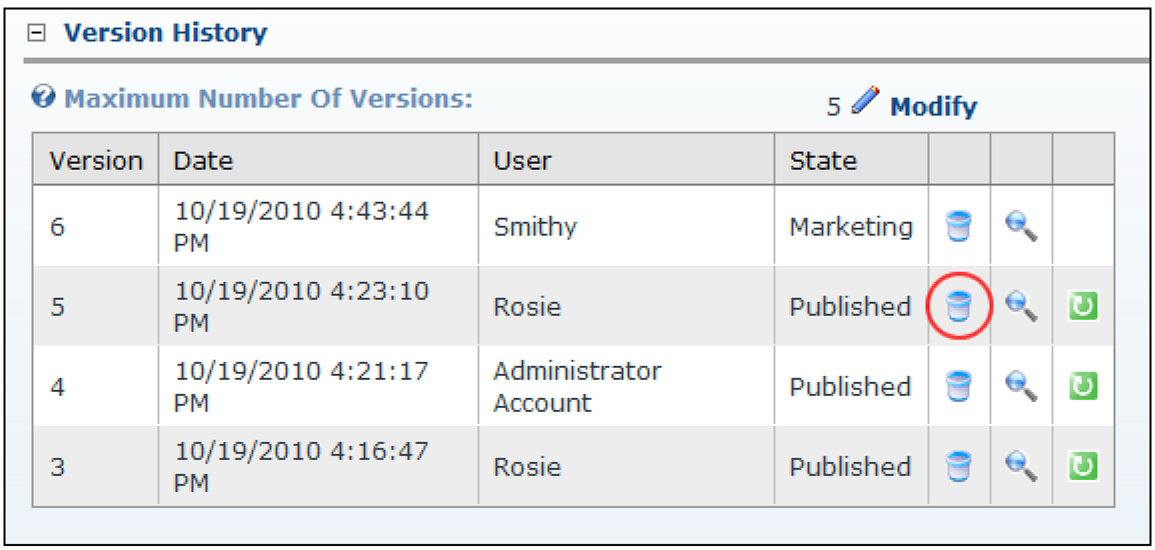
HTML

Administrators

Deleting a Content Version (HTML Module)

How to delete a specific version of content using the HTML module.

1. Select **Edit Content** from the HTML module actions menu.
2. Expand the **Version History** section.
3. Locate the required version.
4. **Optional.** Click the **Preview** button to preview the version. This expands the Preview section and displays the selected version including details on the related workflow and the Item History.
5. Click the **Delete** button. This displays a message similar to "Are you sure you wish to permanently delete version 3 [that was created on [date] by [username]."



Version	Date	User	State			
6	10/19/2010 4:43:44 PM	Smithy	Marketing			
5	10/19/2010 4:23:10 PM	Rosie	Published			
4	10/19/2010 4:21:17 PM	Administrator Account	Published			
3	10/19/2010 4:16:47 PM	Rosie	Published			

6. Click the **OK** button to confirm.

Module Editors

Adding Content (HTML Module)

How to add basic text, add rich text or paste HTML into the HTML Editor of the Text/HTML module.

1. Select **Edit Content** from the module actions menu.
2. Enter your content using one of these methods: See "Adding Basic Text and HTML using Editor", See "Adding Rich Text Using The Editor" or See "Pasting HTML Content".

3. **Optional.** Click the Preview link located below the Editor. This expands the **Preview** section below and displays the content currently displayed in the Editor. If Direct Publish (rather than Content Staging) is used for this module, then skip to Step 7.
4. At **On Save?** / **Publish Changes?**, select from the below options (Note: This field only displays when Content Staging is enabled. See "Setting a Workflow (HTML Module)"):
   - Check the check box to publish these changes and set them as ready for approval. This automatically locks the content until it is either published or the lock is manually removed by an Administrator.
   - Uncheck the check box if the content is not yet ready for publishing/approval. This enables you to save this draft and return to edit it at a later stage before submitting the content for approval.
5. Click the Save link. If Direct Publishing is set for this module, the content changes are now displayed in the HTML Pro module. If Content Approval is enabled, continue to Step 7.
6. **Optional.** In the **Enter Submission Comment** text box, enter a comment relating to this submission.
7. Click the Submit link. This enters these changes into the next stage of content approval and sends out notification messages as set in the workflow. You will be notified when your changes are approved or rejected.

Note: If content approval is enabled and this content is ready to publish, See "Publishing a Draft (HTML Module)"

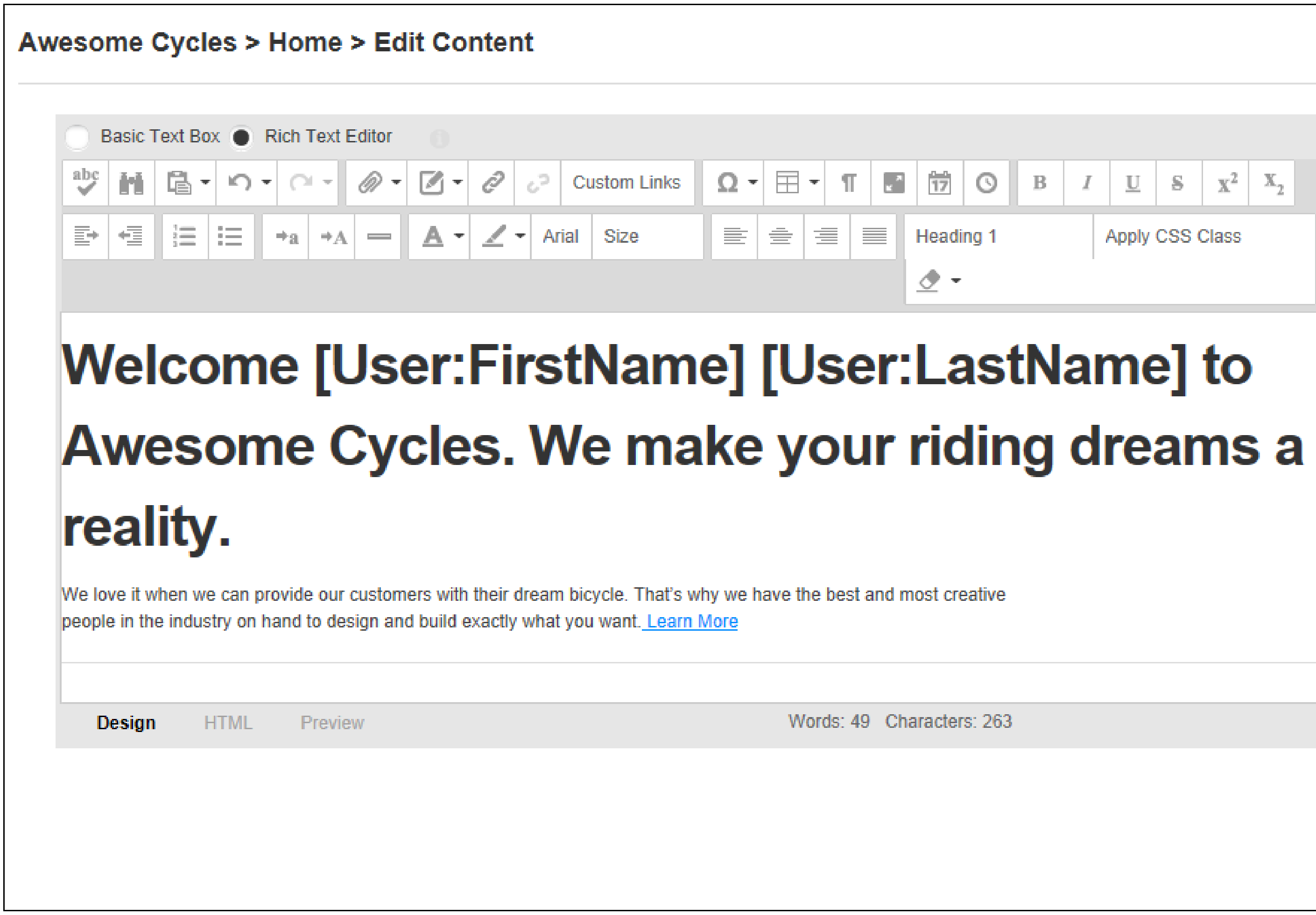
Related Topics:

- See "About the Editor"

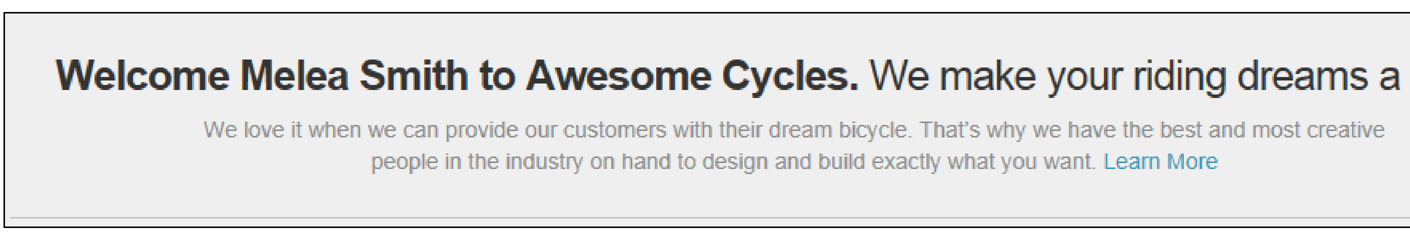
Adding Replacement Tokens (HTML Module)

How to add replacement tokens into the HTML module.

1. Select **Edit Content** from the HTML module actions menu.
2. Enter the replacement token into the Editor. E.g. [User:FirstName] [User:LastName].



3. If Workflow is enabled, choose the required state. See "Adding Content (HTML Module)" for more details on advancing this content through the workflow process.
5. Click the Save link. If Direct Publishing is set for this module, the content changes are immediately displayed in the HTML module. If Content Approval is enabled and this content is ready to publish, See "Publishing a Draft (HTML Module)"



Replacement Tokens Displaying the User's Name

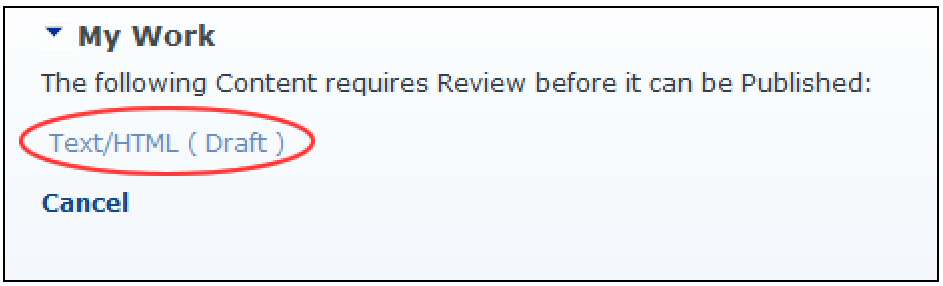
Related Topics:

- See "Enabling/Disabling Token Replacement (HTML Module)"
- See "List of Replacement Tokens"

Managing My Workflow Tasks (HTML Module)

How to view and update content that required reviewing before it can be published using the HTML module. This task requires that Workflow is NOT set to direct publish. See "Setting a Workflow (HTML Module)"

1. Select **My Work** from the HTML module actions menu. This displays the My Work page and a list of the content to be reviewed and published.
2. Click on one of the listed [Page Name] links. This displays the selected module.



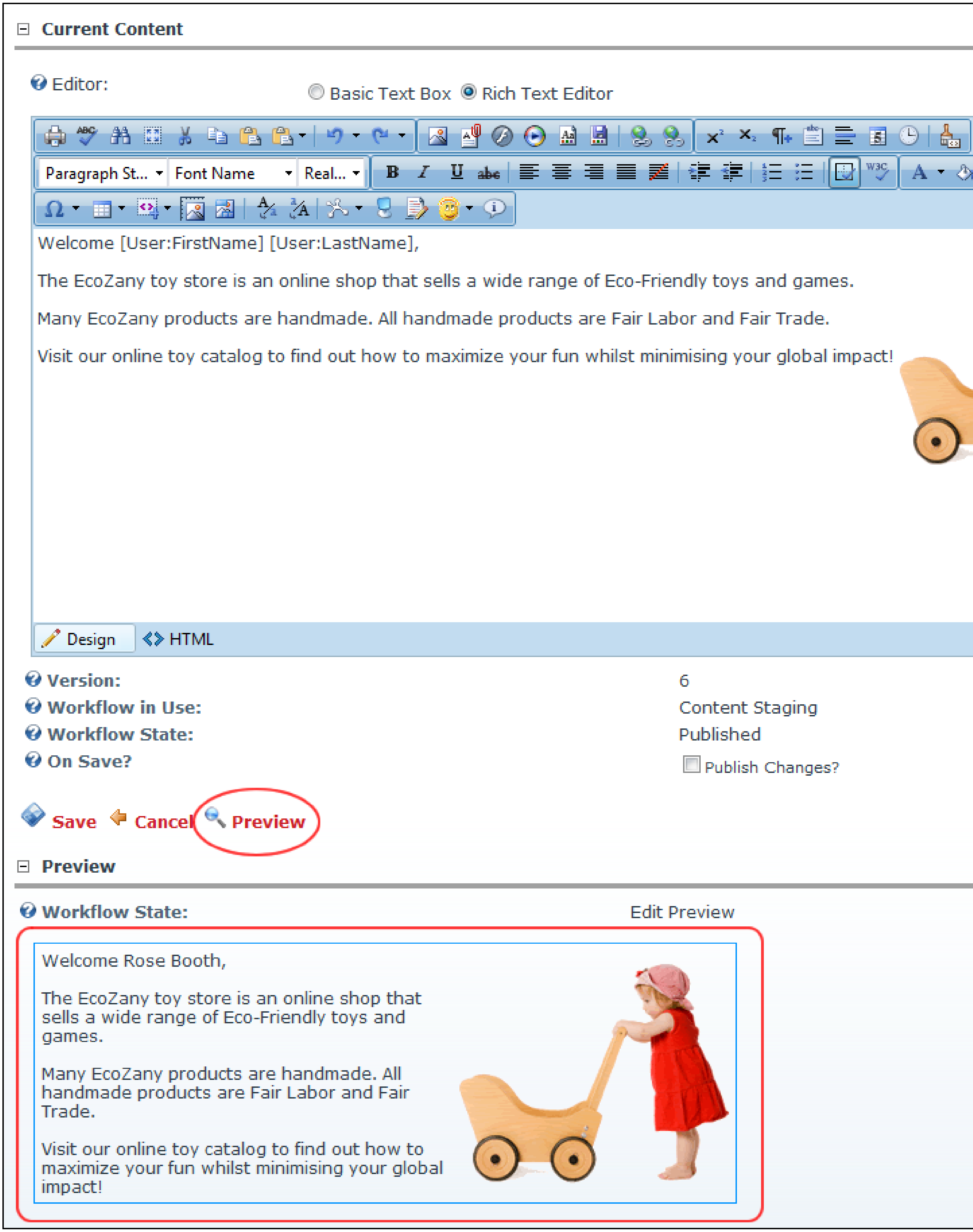
3. You can now choose to edit, preview and/or publish the unpublished content (See "Publishing a Draft (HTML Module)"), or you can rollback to a previous version (See "Rolling Back Content (HTML Module)")

Previewing Editor Content (HTML Module)

How to preview the current content in the Editor using the HTML module. This allows you to preview the content before updating it and/or publishing it.

1. Select **Edit Content** from the module actions menu.
2. Click the **Preview** ink located below the Editor. This expands the **Preview** section below (unless it is already expanded) and displays the content currently displayed in the Editor. Note: The state of the version being previewed is displayed at the Workflow State field. I.e. Edit Preview.
3. You can now return to editing the content, or save/cancel this content.

Tip: Each time you modify the content in the Editor, you must re-click the Preview link to see the changes.

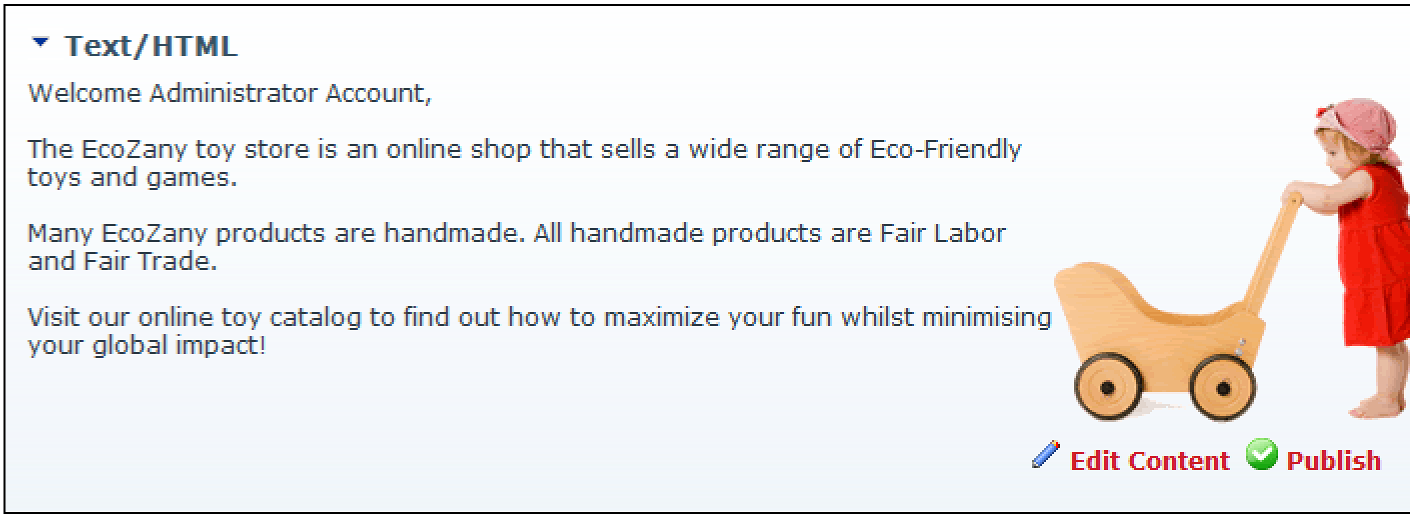

Current Content
Editor:
Basic Text Box
Rich Text Editor
Paragraph St...
Font Name
Real...
Welcome [User:FirstName] [User:LastName],
The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games.
Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.
Visit our online toy catalog to find out how to maximize your fun whilst minimising your global impact!
Design
HTML
Version:
6
Workflow in Use:
Content Staging
Workflow State:
Published
On Save?
Publish Changes?
Save
Cancel
Preview
Preview
Workflow State:
Edit Preview
Welcome Rose Booth,
The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly toys and games.
Many EcoZany products are handmade. All handmade products are Fair Labor and Fair Trade.
Visit our online toy catalog to find out how to maximize your fun whilst minimising your global impact!

Previewing Current Content in Editor

Publishing a Draft (HTML Module)

How to publish a draft of content using the HTML module. Note: This tutorial only applies to the Content Staging workflow.

1. Go to the required HTML module. See "Managing My Workflow Tasks (HTML Module)"
2. Select **Publish** from the module actions menu.

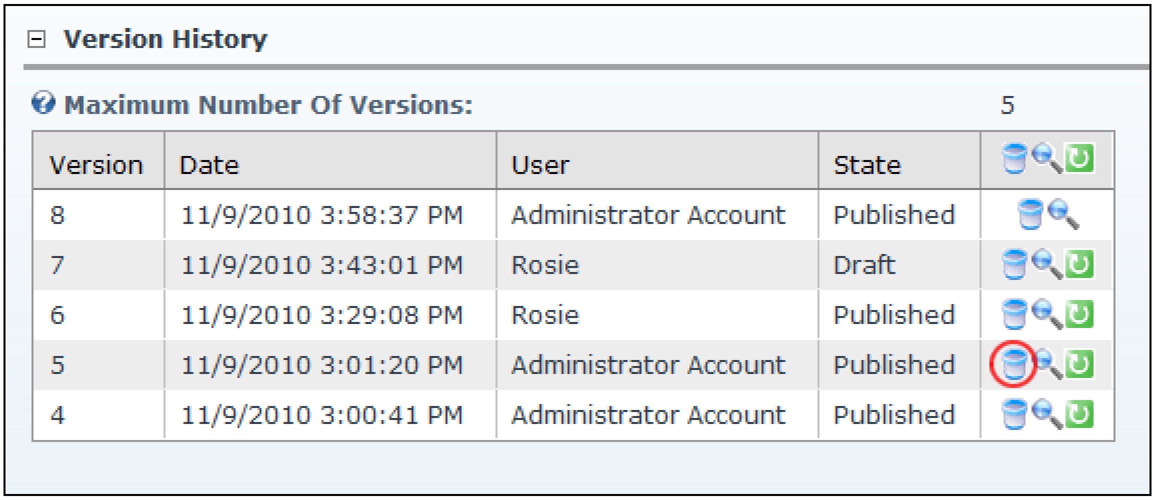


Publishing a Draft

Rolling Back Content (HTML Module)

How to rollback to a previous content version using the HTML module. Note: This task requires that Work-flow is NOT set to direct publish. See "Setting a Workflow (HTML Module)"

1. Select **Edit Content** from the HTML module actions menu.
2. **Maximize** the **Version History** section.
3. Locate the required version.
4. **Optional.** Click the **Preview** button to preview a version. This expands the Preview section and displays the selected version including details on the related workflow and the Item History.
5. Click the **Rollback** button. The selected version is published immediately, even if the version was initially a draft (Content Staging).



⊟ Version History

Maximum Number Of Versions: 5

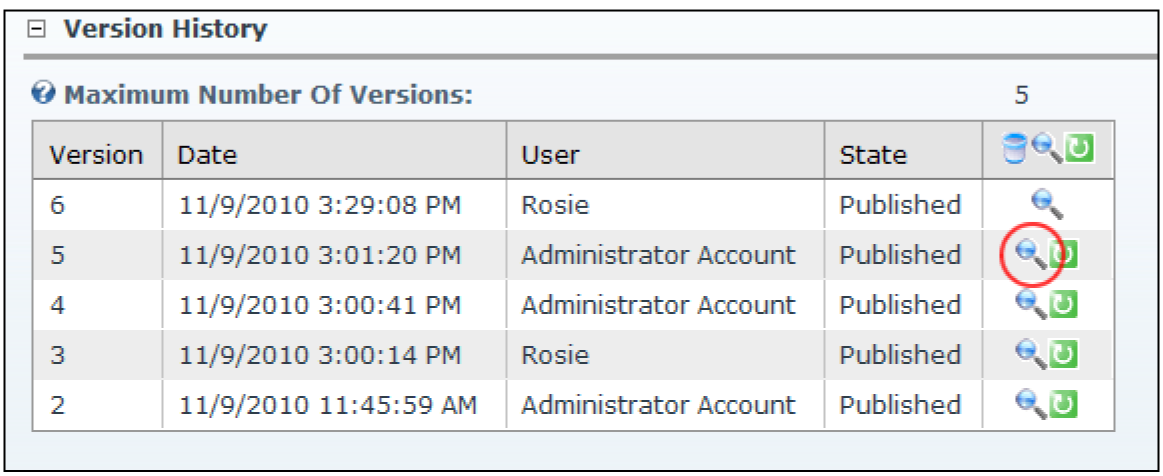
Version	Date	User	State	
8	11/9/2010 3:58:37 PM	Administrator Account	Published	
7	11/9/2010 3:43:01 PM	Rosie	Draft	
6	11/9/2010 3:29:08 PM	Rosie	Published	
5	11/9/2010 3:01:20 PM	Administrator Account	Published	
4	11/9/2010 3:00:41 PM	Administrator Account	Published	

6. Click the Cancel link to return to the module.

Viewing Previous Versions of Content (HTML Module)

How to view previous versions, as well as the currently saved version, of content for an instance of the HTML module.

1. Select **Edit Content** from the HTML module actions menu.
2. Expand the **Version History** section.
3. Click the **Preview** button beside the required version.

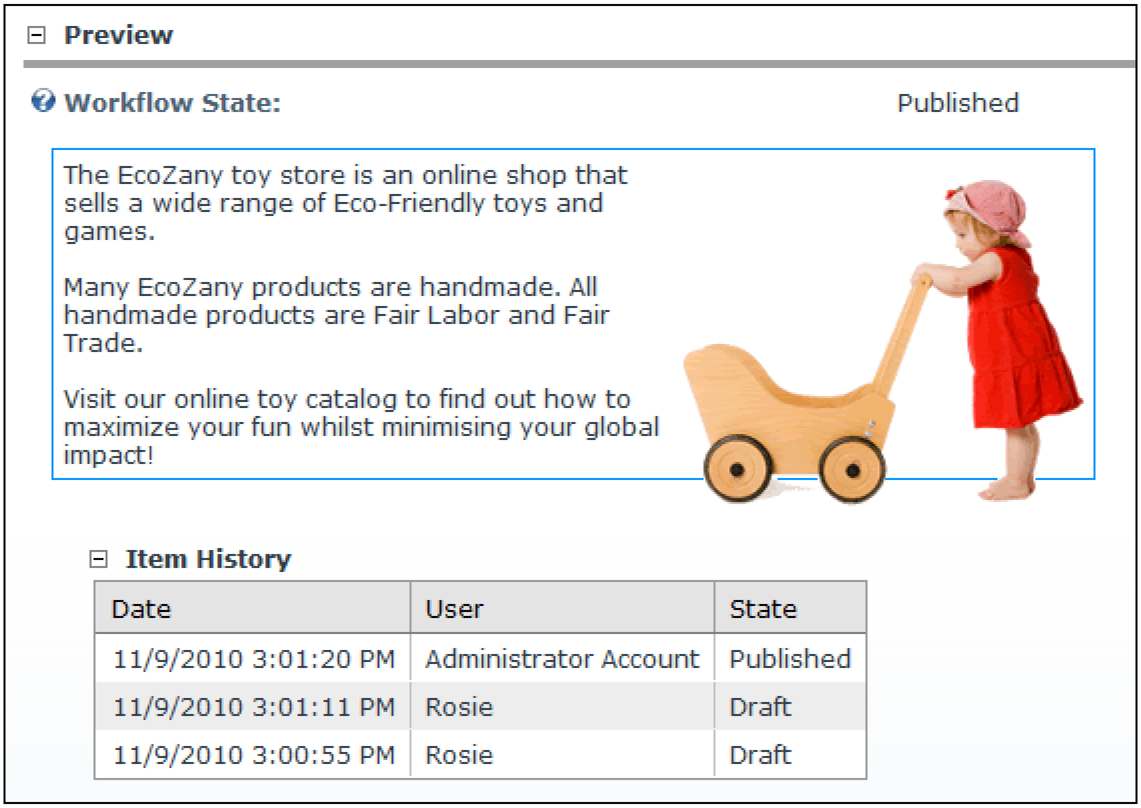


⊟ Version History

Maximum Number Of Versions: 5

Version	Date	User	State	
6	11/9/2010 3:29:08 PM	Rosie	Published	
5	11/9/2010 3:01:20 PM	Administrator Account	Published	
4	11/9/2010 3:00:41 PM	Administrator Account	Published	
3	11/9/2010 3:00:14 PM	Rosie	Published	
2	11/9/2010 11:45:59 AM	Administrator Account	Published	

The Preview section above is now maximized. It displays the content for the selected version and the **Workflow State** set for the version being previewed. In addition, the Item History section can be expanded to view additional details.

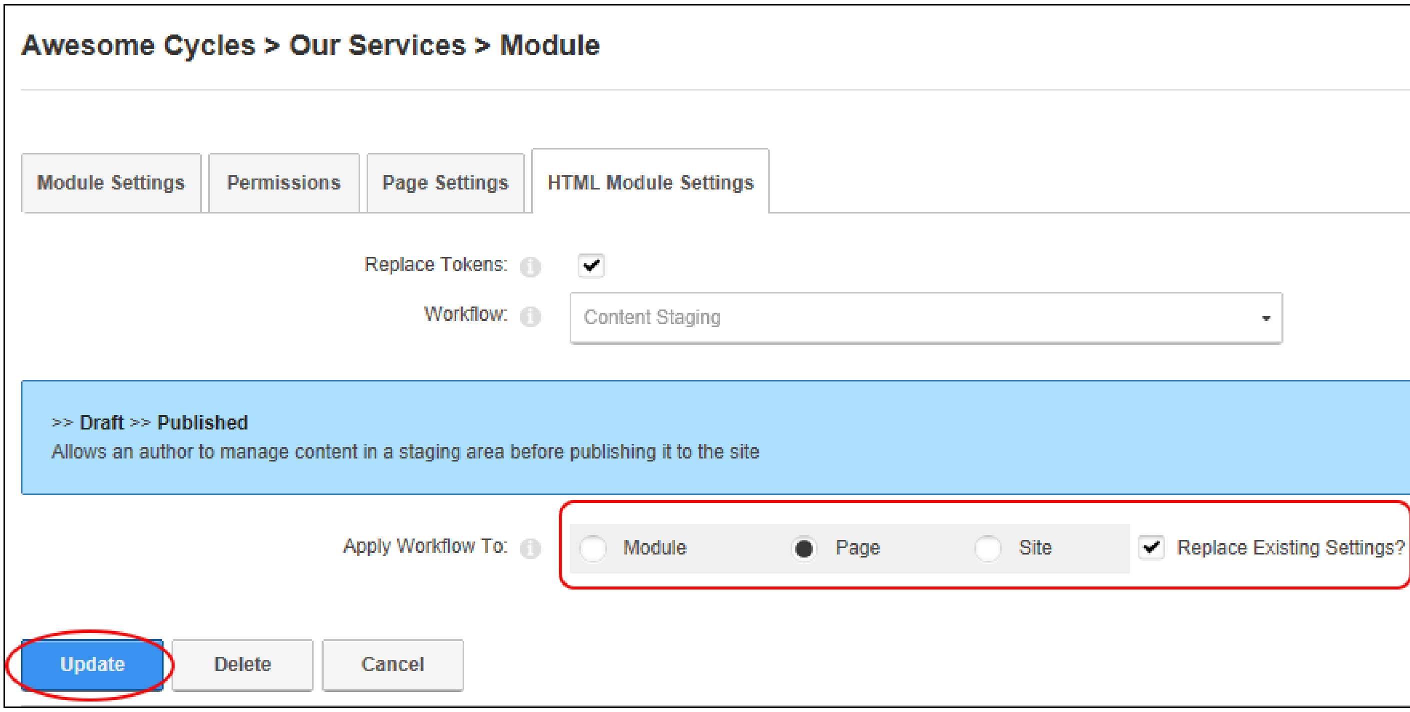


Viewing Previous Versions of Content

Settings

Applying a Workflow (HTML Module)

1. Select **Settings** from the module actions menu.
2. Select the **HTML Module Settings** tab.
3. At **Apply Workflow To**, select from these options:
   - **Module**: Select to apply the workflow set on this module to this module only.
   - **Page**: Select to apply the workflow set on this module to all modules on this page.
   - **Site**: Select to apply the workflow set on this module across all modules on the site.
4. At **Replace Existing Settings?**, check the check box to replace the existing settings for this Module/Modules on this Page/the whole Site - depending on which of these three options you selected at Step 3.
5. Click the Update link.

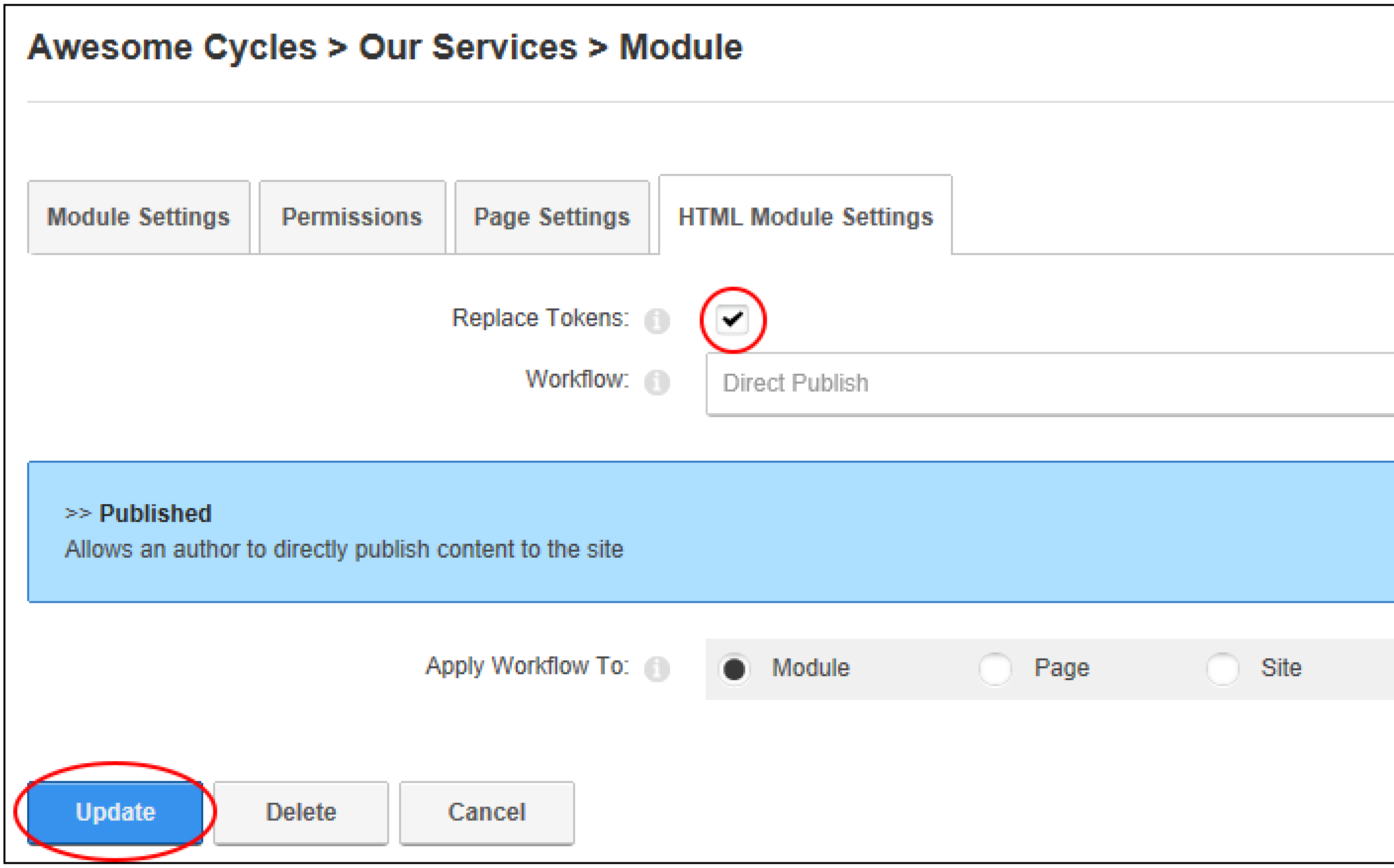


Enabling/Disabling Token Replacement (HTML Module)

How to enable or disable token replacement on the HTML module. Token replacement enables tokens such as [FirstName] to be replaced with the first name of the authenticated user. Tokens include information such as user details, site name, key words, date, time, etc.

Important. Inline editing and module caching are disabled if token replacement is enabled.

1. Select **Settings** from the module actions menu.
2. Select the **HTML Module Settings** tab.
3. At **Replace Tokens**, select from these options:
   - Check the check box to enable full token replacement.
   - Uncheck the check box to disable token replacement. If tokens have already been entered into the Editor, they will be displayed as text once this setting is updated.
4. Click the **Update** button.



Enabling Token Replacement

Related Topics:

- See "Adding Replacement Tokens (HTML Module)"

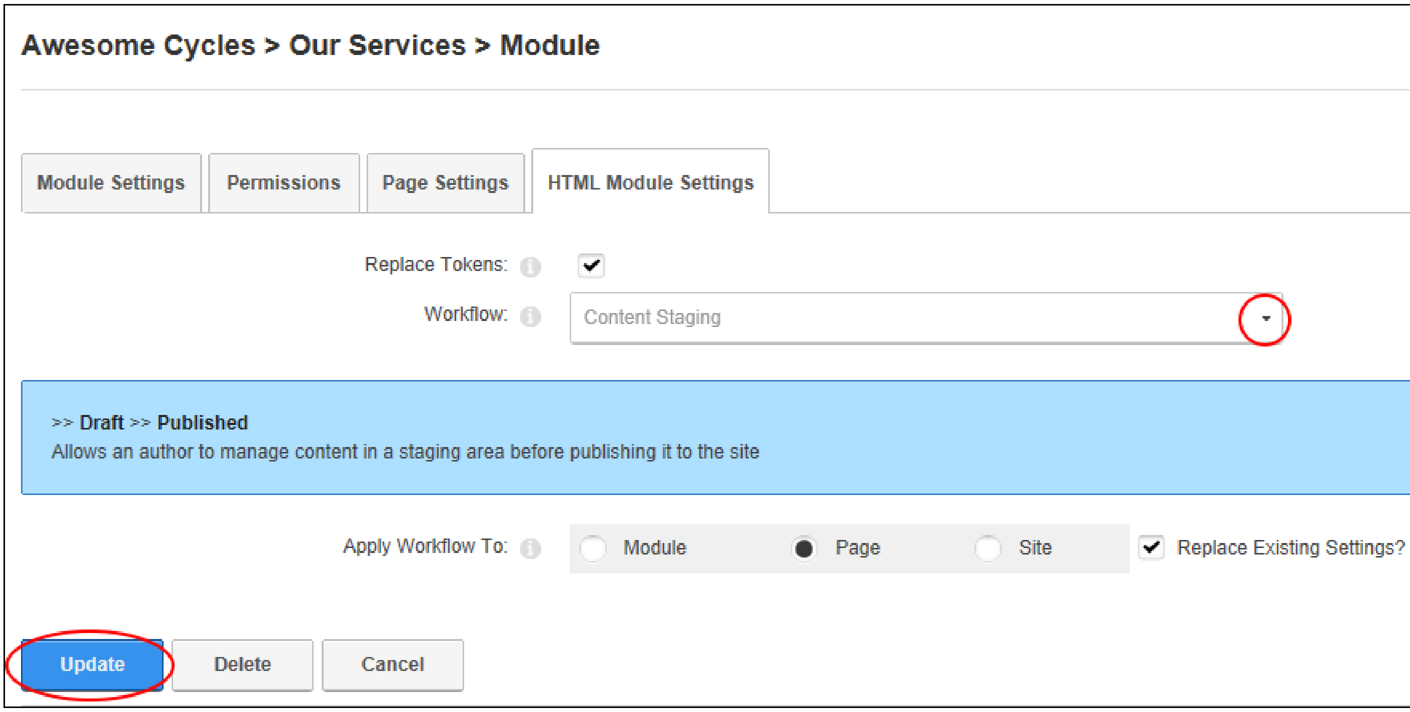
Setting a Workflow (HTML Module)

How to set the workflow for an individual HTML module.

1. Select **Settings** from the module actions menu.
2. Select the **HTML Module Settings** tab.
3. At **Workflow**, select the workflow you wish to use from these options:
   - **Content Staging**: Content staging allows content to be saved as a draft before it is published. Draft content will only be visible when edit mode is selected by users who can edit the module/page. In view mode the most recent published version of content will be displayed instead of the draft. This is the same for users with view permissions only. See "Publishing a Draft (HTML Module)"

- **Direct Publish**: With the direct publish workflow any content that is saved on the Edit Content page or through the inline editor will be immediately visible to all users with permissions to view the module. Editing users will be able to see the content for both view and edit mode.

4. Click the Update link.



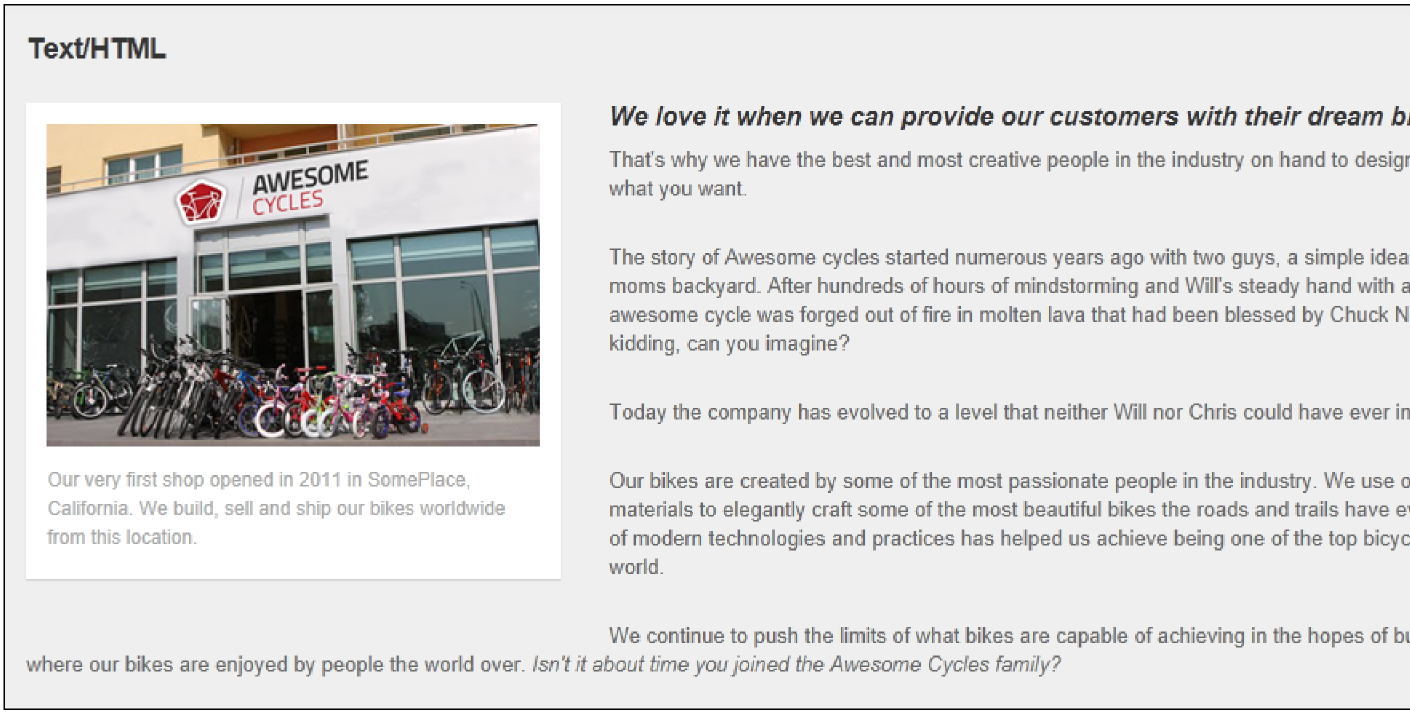
Setting the Workflow for a HTML Module

About the HTML Module

The HTML module (typically titled Text/HTML) displays rich text, HTML, images, flash or can perform a script. This is a free form module that uses the Editor control to manage content using either a Basic Text Box or Rich Text Editor.

Installation Note: This module is typically pre-installed on the site.

Module Version/Minimum DNN Version: The version number is always the same as the DNN framework version number.



The HTML Module

Features:

- Replacement Tokens
- IPortable, IUpgradable, ISearchable
- Workflow support for Direct Publish and only. For Content Staging, see "About the HTML Pro Module". *Only available in DotNetNuke Professional Edition and DotNetNuke Enterprise Edition*

Related Topics:

- See "About the Editor"
- See "About the RadEditor"

HTML Pro

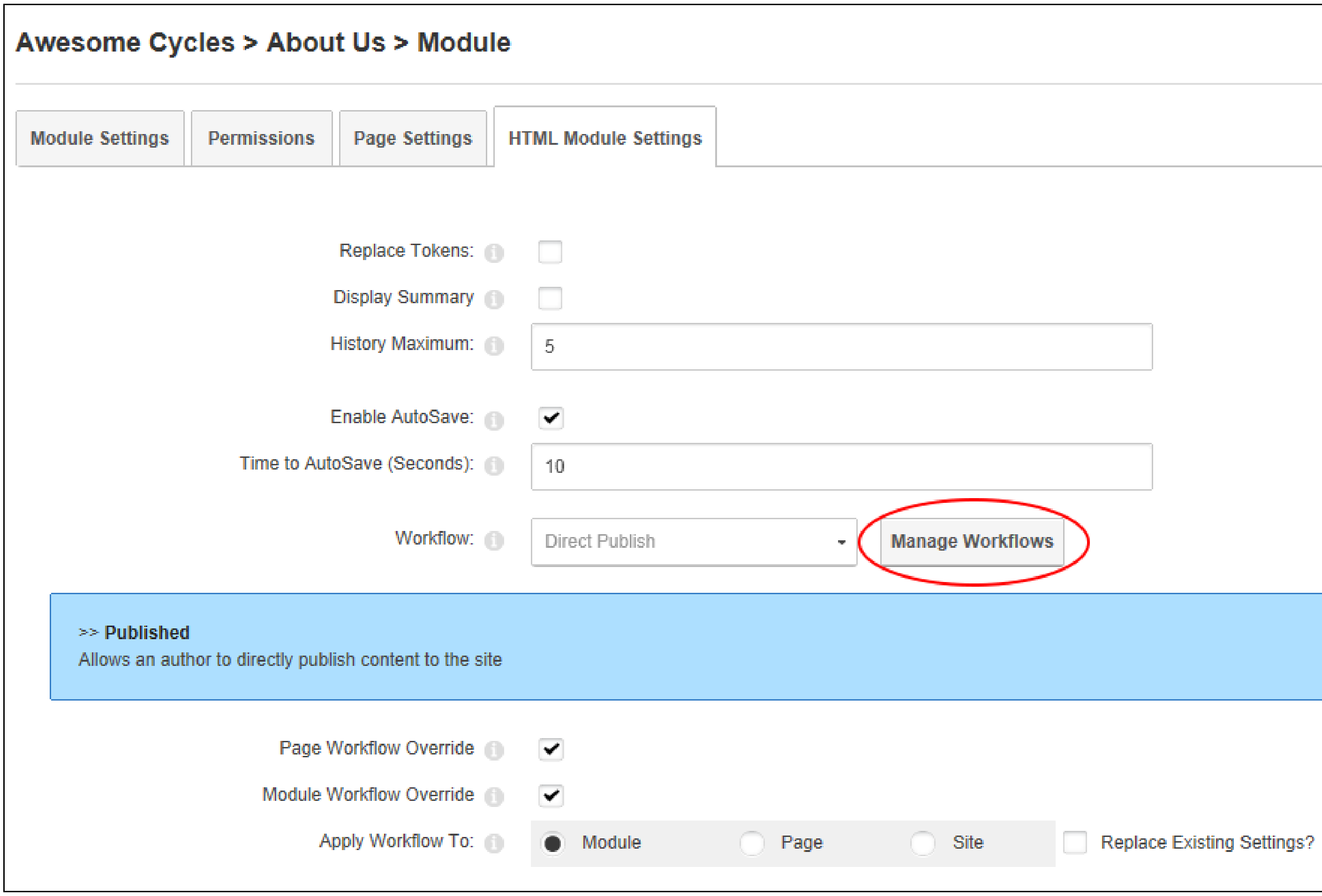
Administrators

Activating/Deactivating a Workflow (HTML Pro)

How to set an existing workflow as active or inactive for the HTML Pro module. Active workflows can be set for one or more modules as required. Inactive workflows are not displayed on the Module Settings page and therefore cannot be selected for use, they can however be activated at any time in the future using this same process.

Note: Activating a workflow does not apply the workflow to the module, to do this See "Setting a Workflow (HTML Pro)".

1. Select **Settings** from the module actions menu.
2. Select the **HTML Module Settings** tab.
3. Click the Manage Workflows link. This will open the Manage Workflows page.

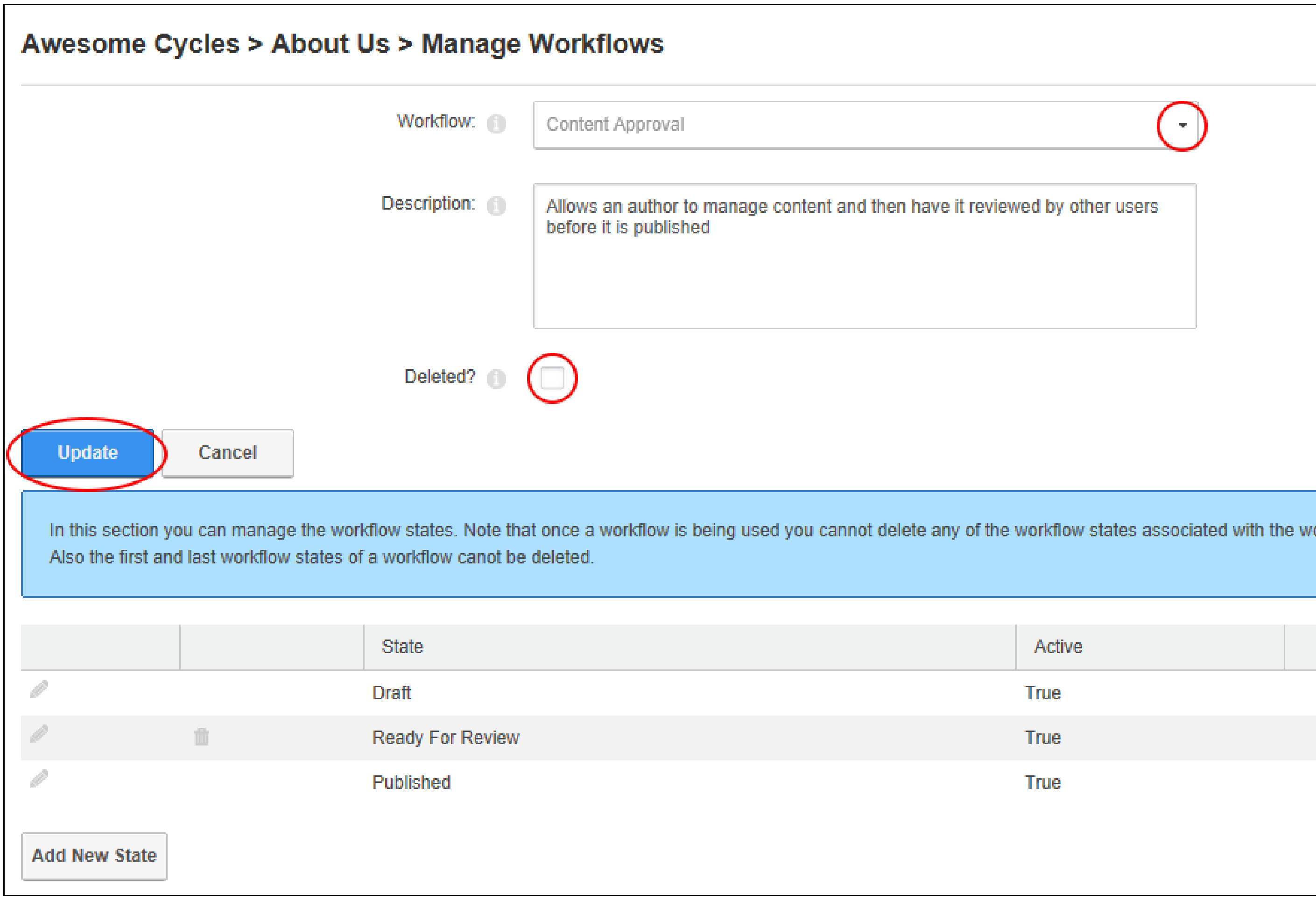


4. At **Workflow**, select the required workflow from the workflow drop down list.
5. At **Deleted?** select from these options:
   - Check ☑ the check box to deactivate this workflow. Deactivated workflows cannot be selected when configuring the HTML Module Settings. This allows any existing modules with this workflow set to continue using this workflow if required, whilst preventing this

workflow from being selected for future use.

- Uncheck the check box to activate this workflow for the site. This will reinstate this workflow in the drop down list on the HTML Module Settings page.

6. Click the **Update** button.



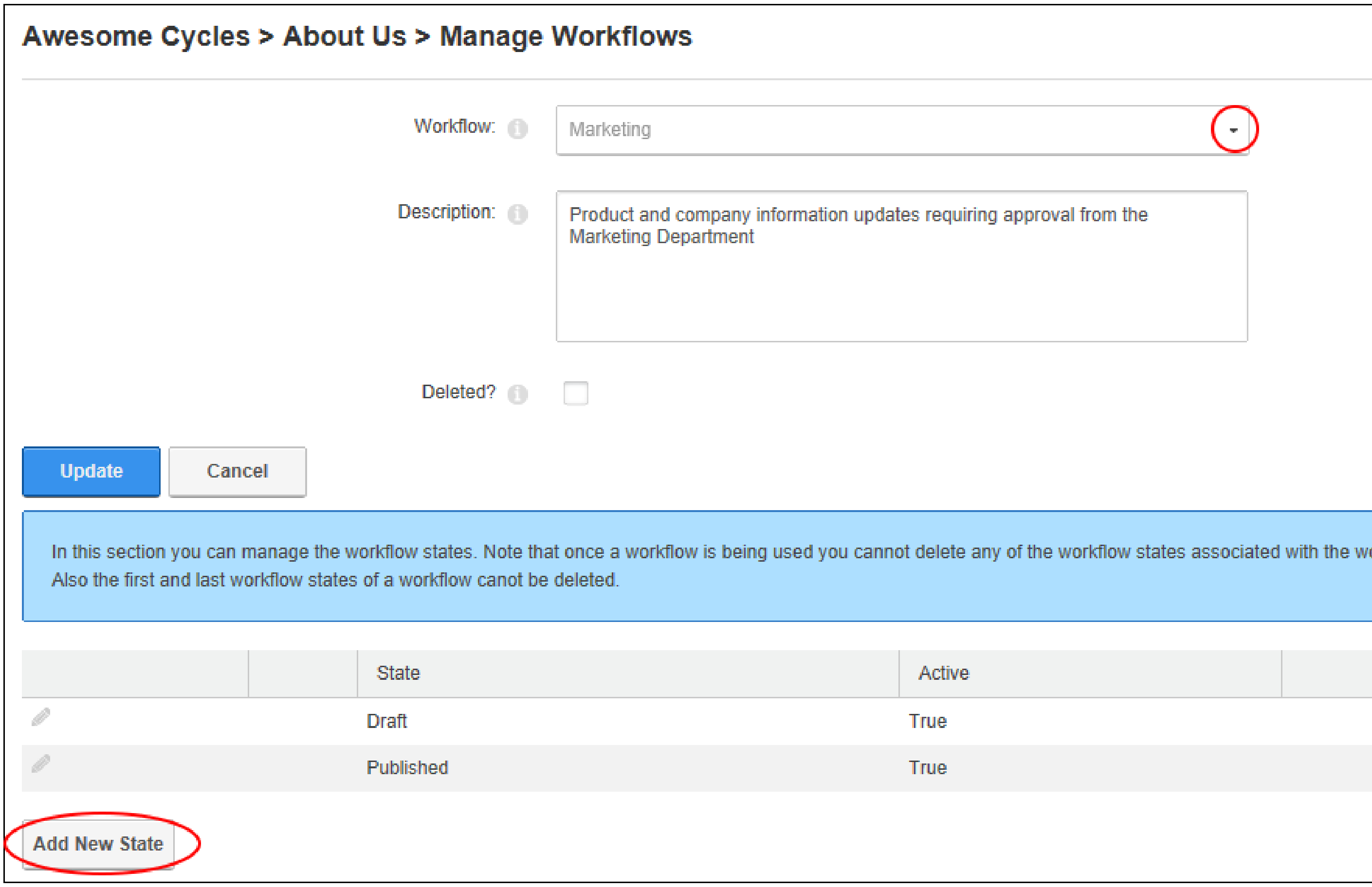
7. You can now activate/deactivate additional workflows, or click Cancel to return to the module.

Adding a Workflow State (HTML Pro)

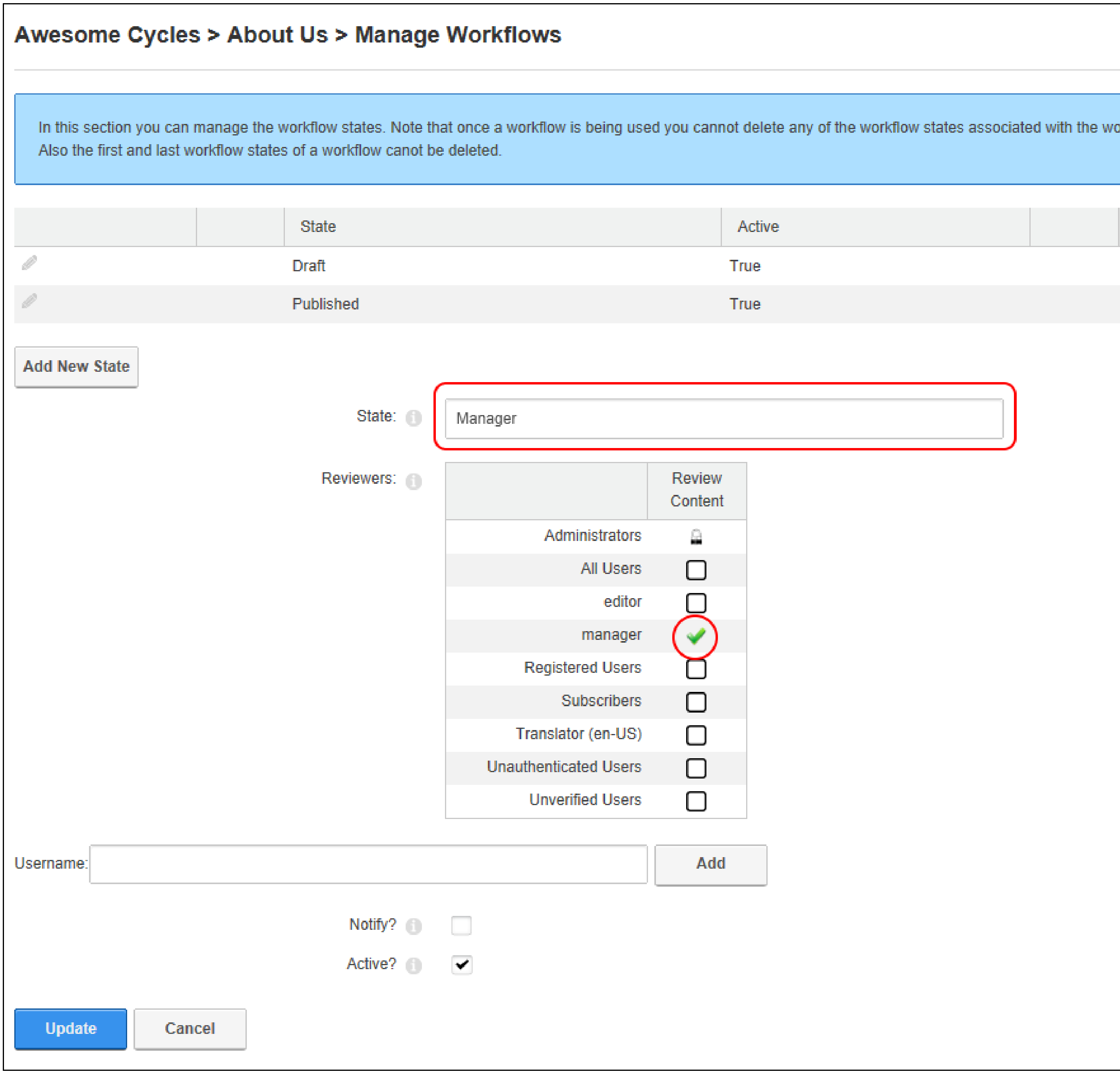
How to add a new state to a workflow for a HTML Pro module. In this tutorial we will add states to the Marketing workflow that will allows any module editor to add content, then an Editor will review the content, and finally a Manager must give the content a final review and then publish the content.

1. Select **Settings** from the module actions menu.
2. Select the **HTML Module Settings** tab.
3. Click the Manage Workflows link. This opens the Manage Workflows page.

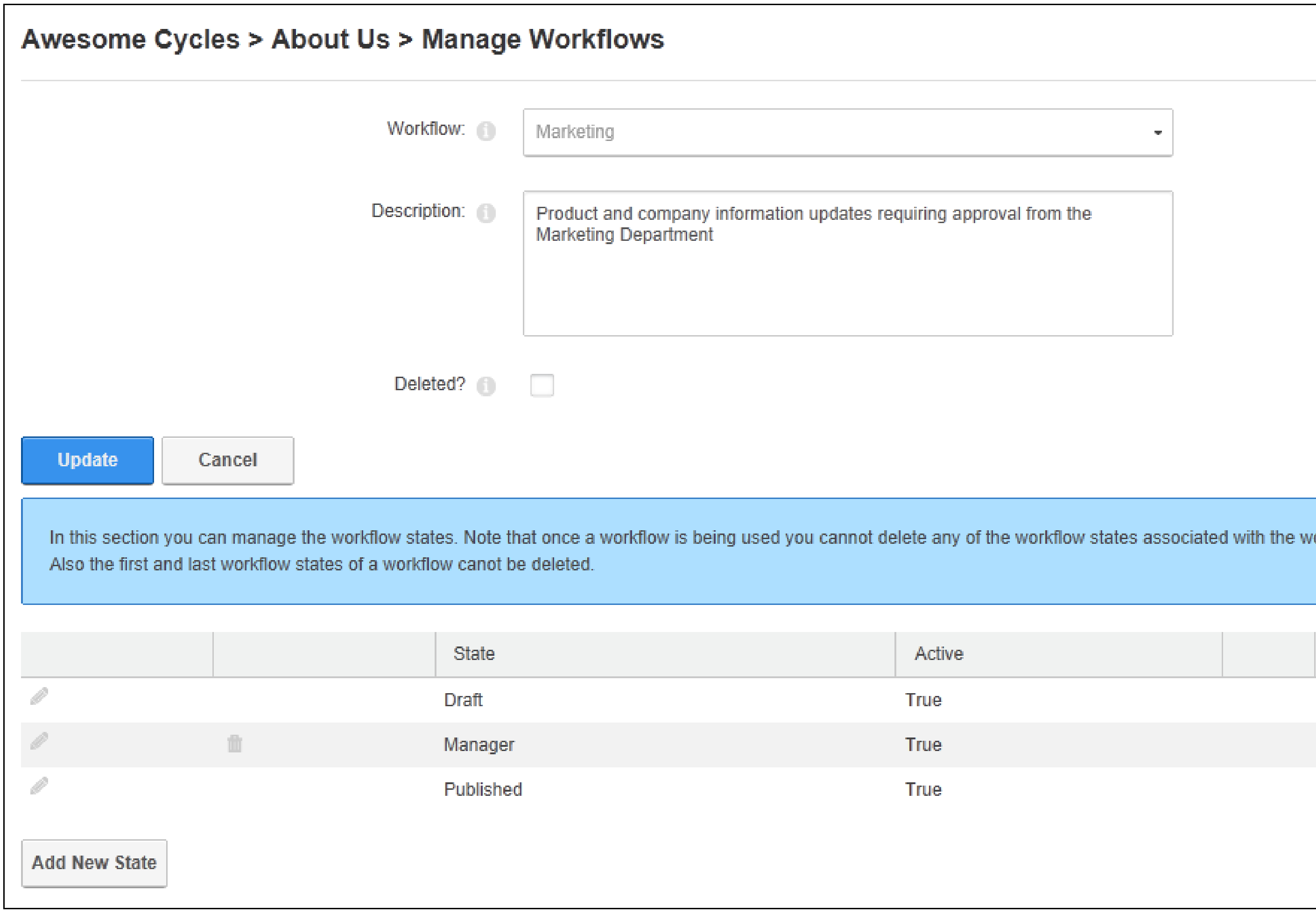
4. At **Workflow**, select the required workflow from the workflow drop down list.
5. Click the Add New State link. This displays the State Configuration section.



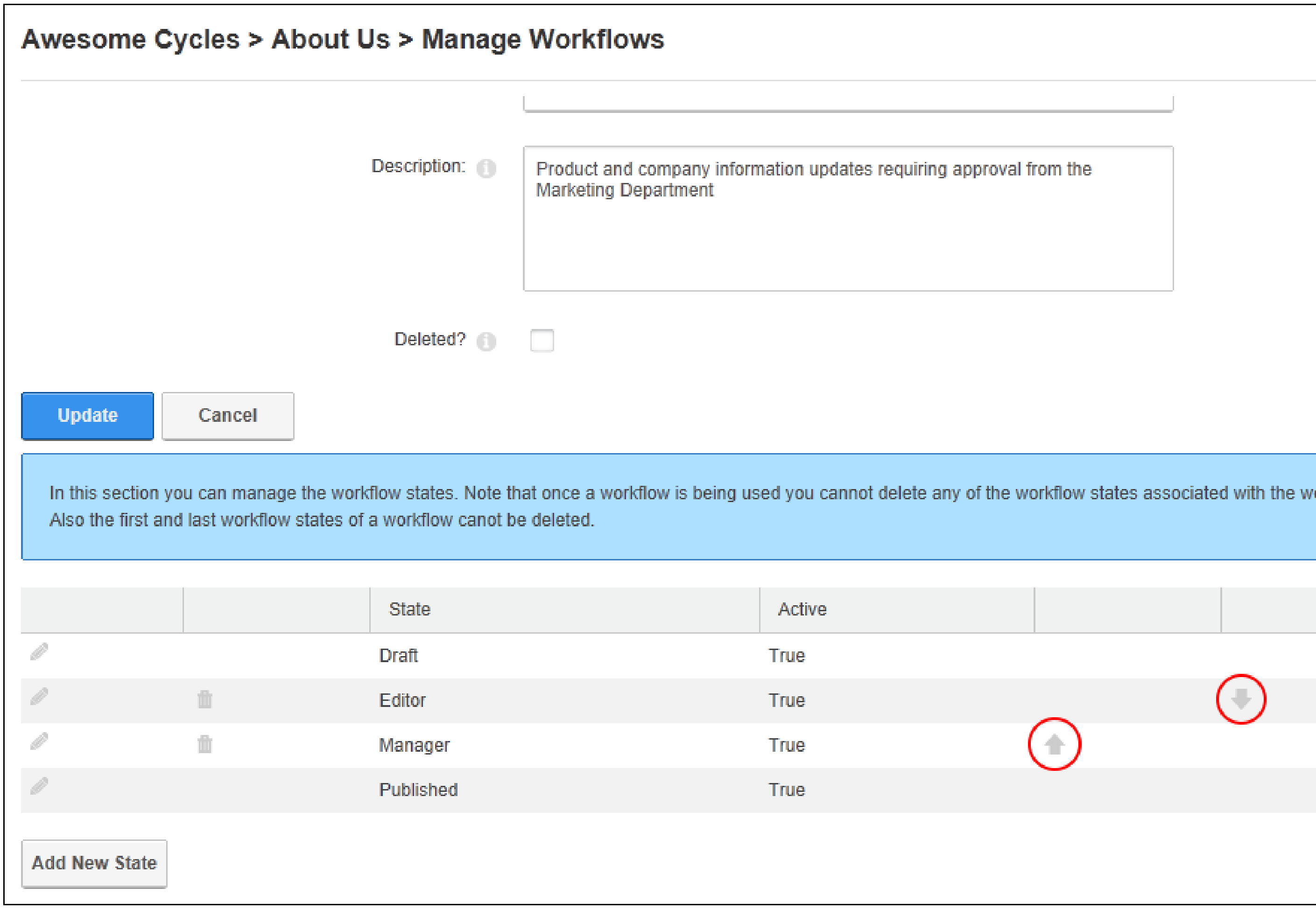
6. In the **State** text box, enter a name for this state.
7. At **Reviewers**, click the check box in the Review Content column to **Grant** ✔ review content permissions to one or more roles and or usernames. You can also choose to Deny review content permissions to roles/usernames. For more details on setting permissions, See "Setting Module Permissions"
8. At **Notify?**, select from these options:
   - Check ☑ the check box to set the reviewers specified at Permissions to receive an email notification once a version reaches this state. For the published state the author of the version will receive an email notification once it is published.
   - Uncheck ☐ the check box to disable notifications.
9. At **Active?**, check ☑ the check box to enable this new state - OR - Uncheck ☐ the check box if this new state is not currently active.



10. Click the **Update** button. The newly created workflow state is now listed in the States section.



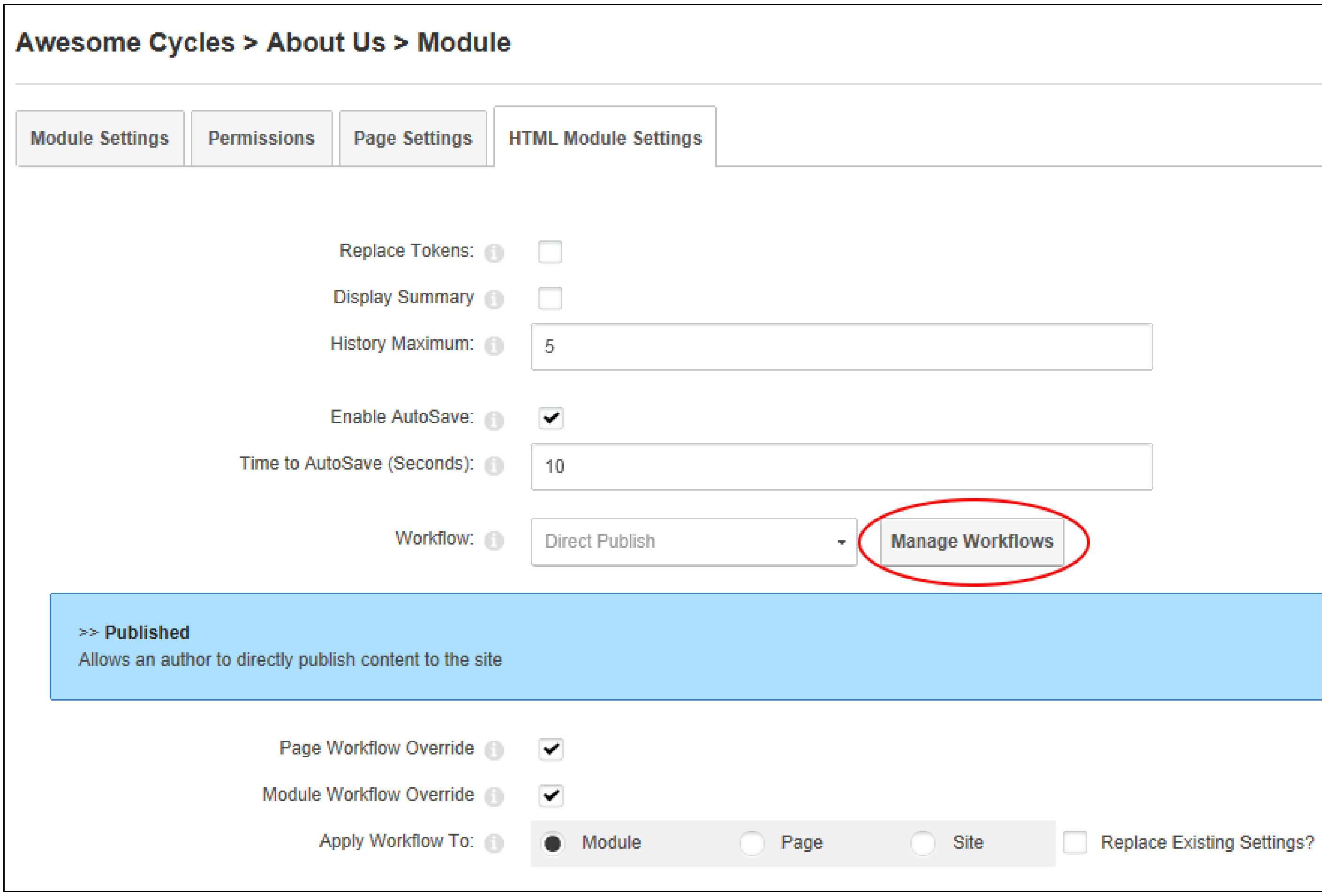
11. **Optional.** Repeat Steps 5-10 to add additional workflow states. For example, an additional state called Editor has been added to this workflow.
12. **Optional.** Use the **Up** and **Down** buttons to reorder each state that you have added according to your workflow requirements. Note that the Draft and Published states cannot be reordered.



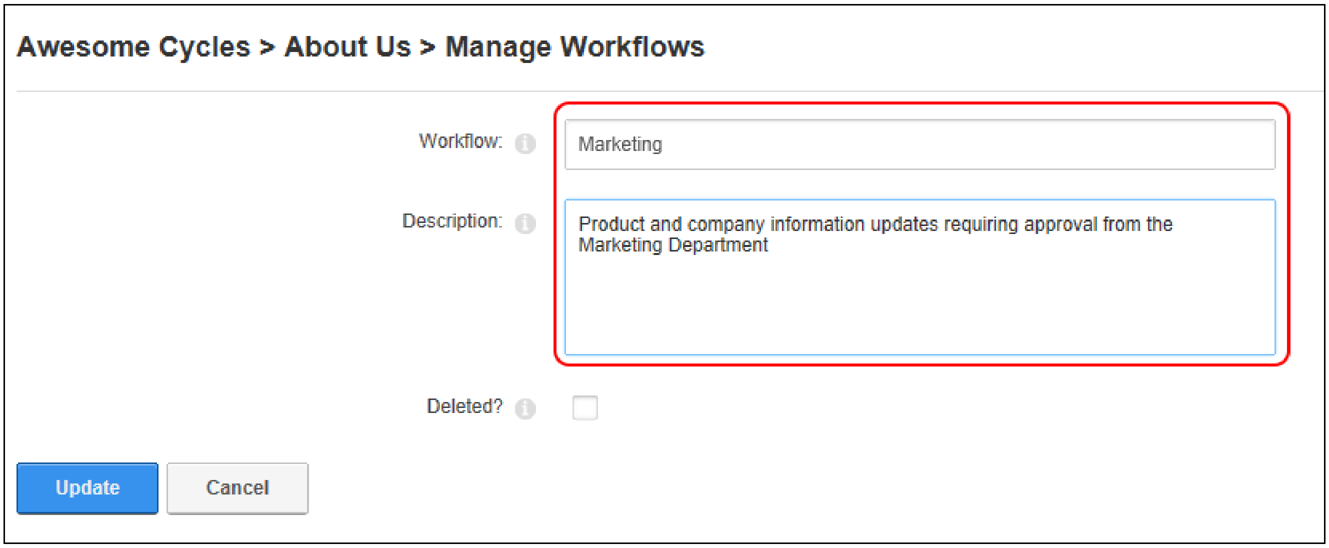
Adding a Workflow (HTML Pro)

How to add a workflow to the HTML Pro module.

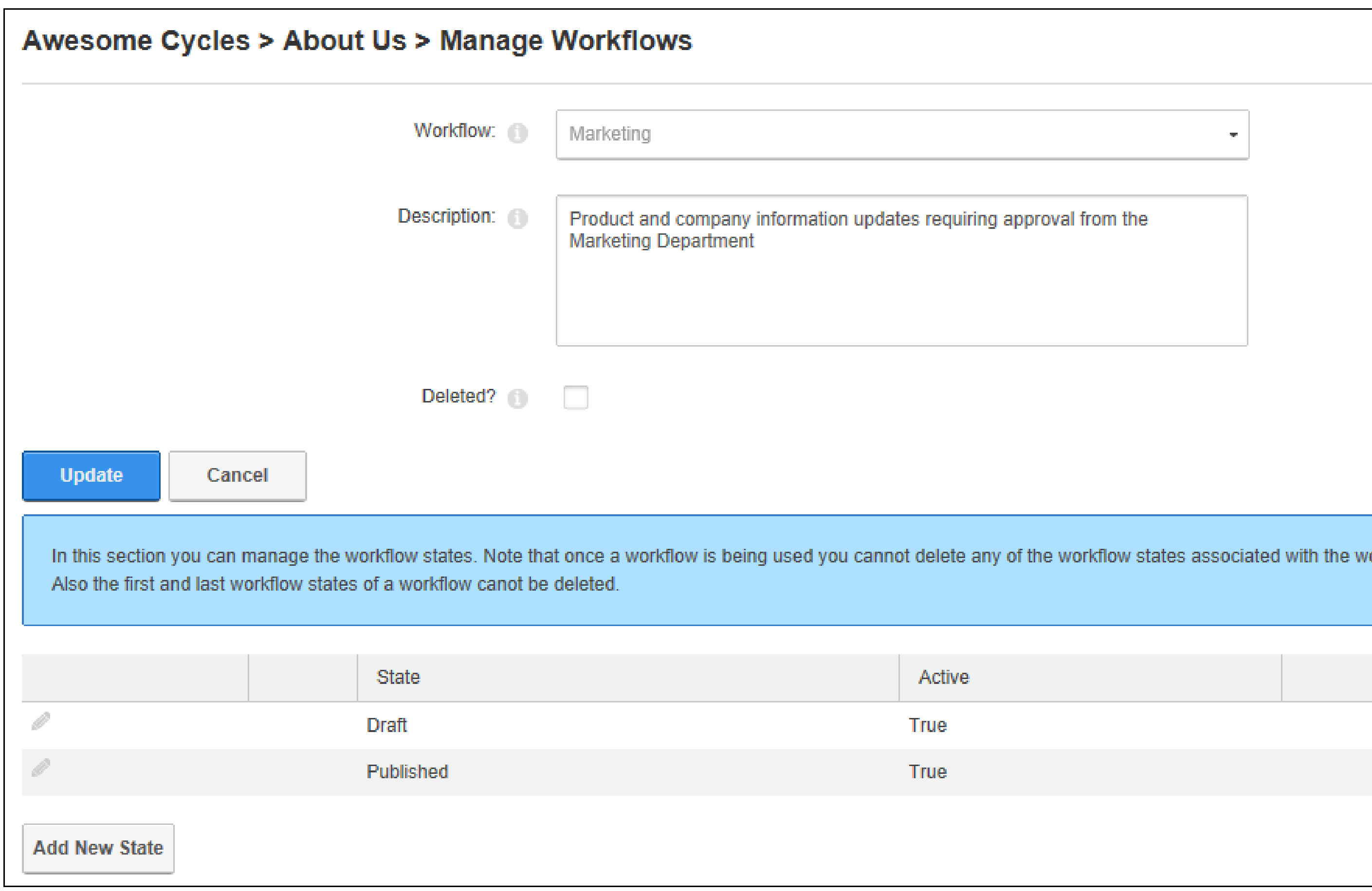
1. Select **Settings** from the module actions menu.
2. Select the **HTML Module Settings** tab.
3. Click the Manage Workflows link. This opens the Manage Workflows page.



4. Click the Add New Workflow link.
5. In the **Workflow** text box, enter a name for this workflow.
6. In the **Description** text box, enter a description of this workflow.



8. Click the **Update** button. This saves the new workflow and displays the States section that allows you to modify the default workflow states (Draft and Published) that have been created for this new workflow.



Next Step: See "Adding a Workflow State (HTML Pro)" and continue from Step 7 to add additional states to this workflow.

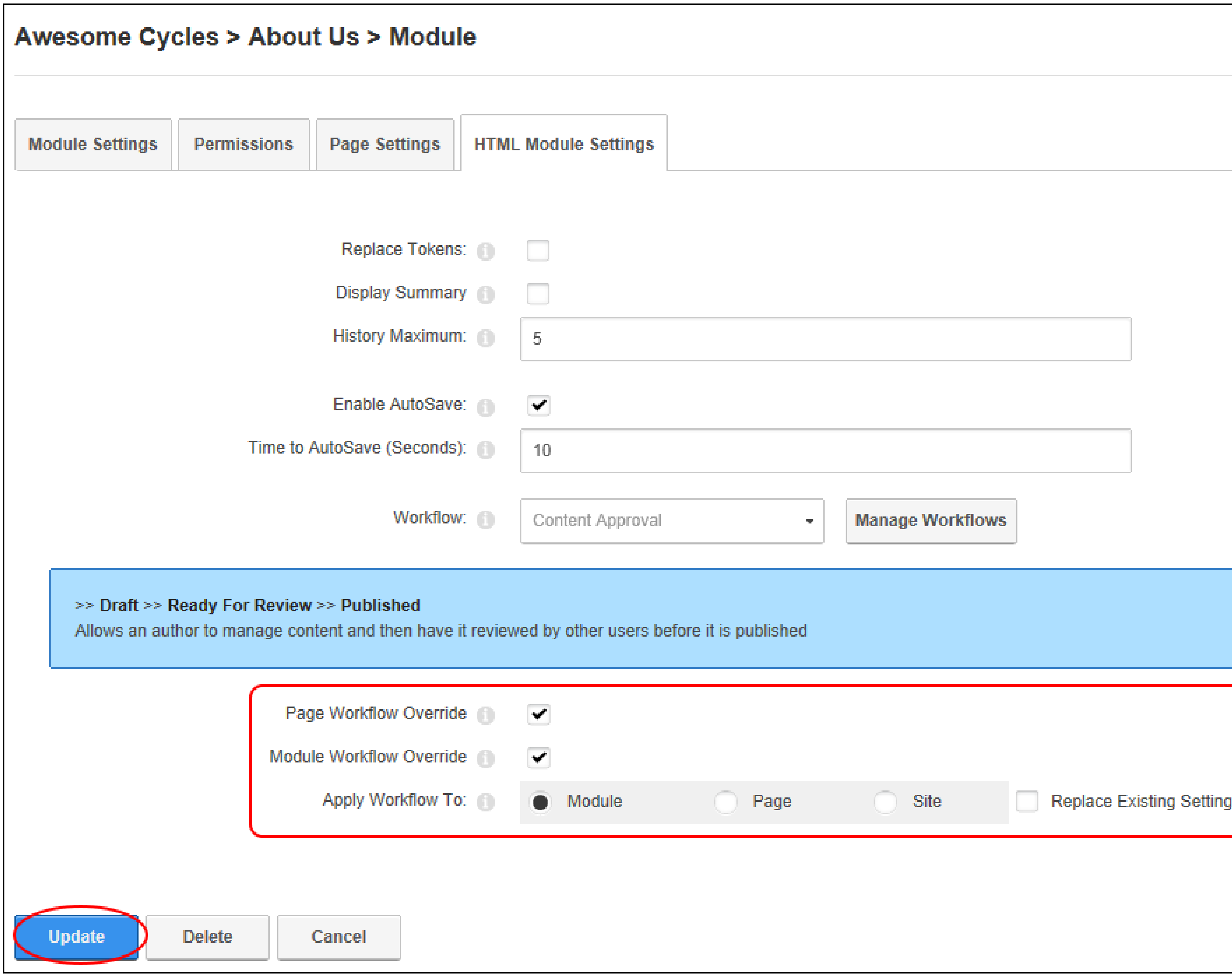
Configuring Admin Workflow Settings (HTML Pro)

How to configure workflow settings for the HTML Pro module. For more details on the settings available to authorized editors, See "Setting a Workflow (HTML Pro)"

Permissions. Administrator only.

1. Select **Settings** from the module actions menu.
2. Select the **HTML Module Settings** tab.
3. At **Page Workflow Override**, select from these options:
   - Check the check box to enable site level workflow configuration to be overridden at the page level. This enables the Page option at the Apply Workflow To field below.
   - Uncheck the check box to require all HTML Pro modules on all pages to use the workflow configuration defined for the site. This disables the Page option at the Apply Workflow To field below.
4. At **Module Workflow Override**, select from these options:
   - Check the check box to enable site level workflow configuration to be overridden at the module level. This enables the Module option at the Apply Workflow To field below.
   - Uncheck the check box to require all HTML Pro modules on this page to use the workflow configuration defined for this page. This disables the Module option at the Apply Workflow To field below.
5. At **Apply Workflow To**, select from these options:
   - **Module**: Select to apply the workflow set on this module to this module only.
   - **Page**: Select to apply the workflow set on this module to all modules on this page.
   - **Site**: Select to apply the workflow set on this module across all modules on the site.
6. At **Replace Existing Settings?**, check the check box to replace the existing settings for this Module/Modules on this Page/the whole Site - depending on which of these three options you selected at Step 5.
7. Click the Update link.

Tip: The Replace Existing Settings field must be checked to apply a workflow at the Page or Site level. This provides a safeguard against Administrators accidentally modifying Page and Site workflows.

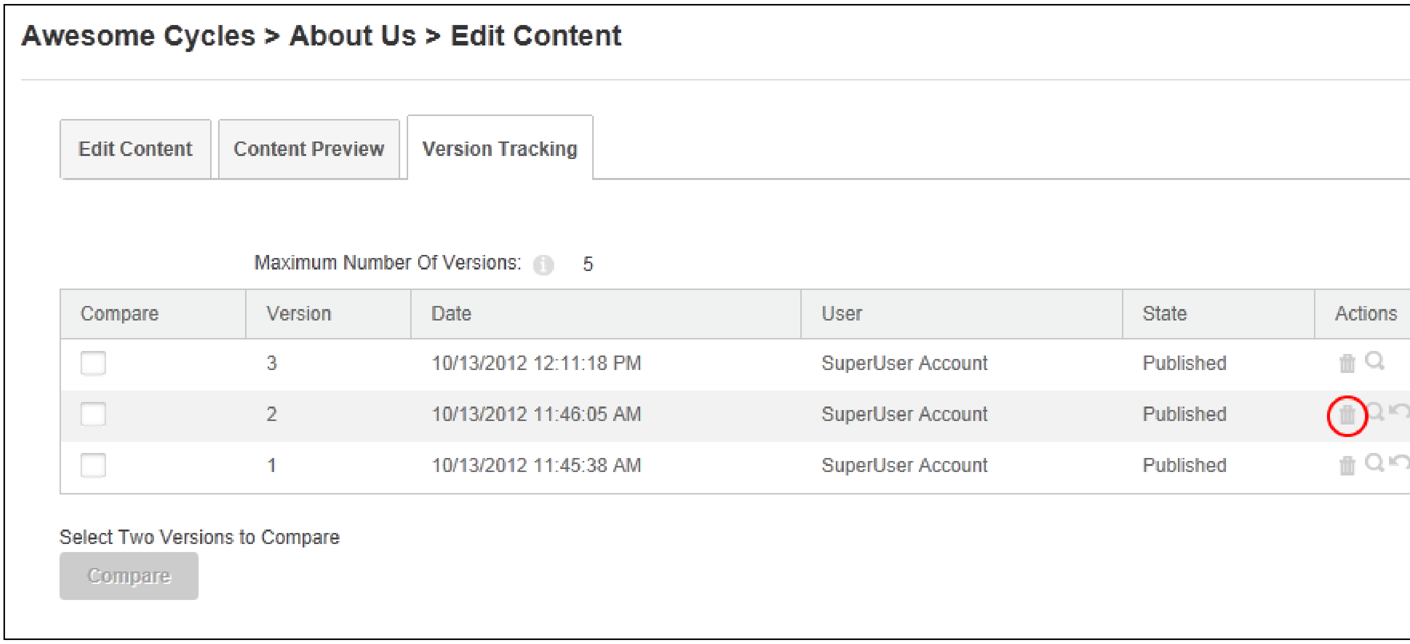


Deleting a Content Version (HTML Pro)

How to delete a specific version of the content using the HTML Pro module.

1. Select **Edit Content** from the module actions menu.
2. Select the **Version Tracking** tab.
3. Locate the version to be deleted.
4. **Optional.** Click the **Preview** button to preview the version. This displays the selected version including details on the related workflow and the Item History on the **Content Preview** tab. Once you have confirmed this is the correct version, reselect the Version Tracking tab.

5. Click the **Delete** button beside the version to be deleted. This displays a message similar to "Are you sure you wish to permanently delete version 3 [that was created on [date] by [username]."

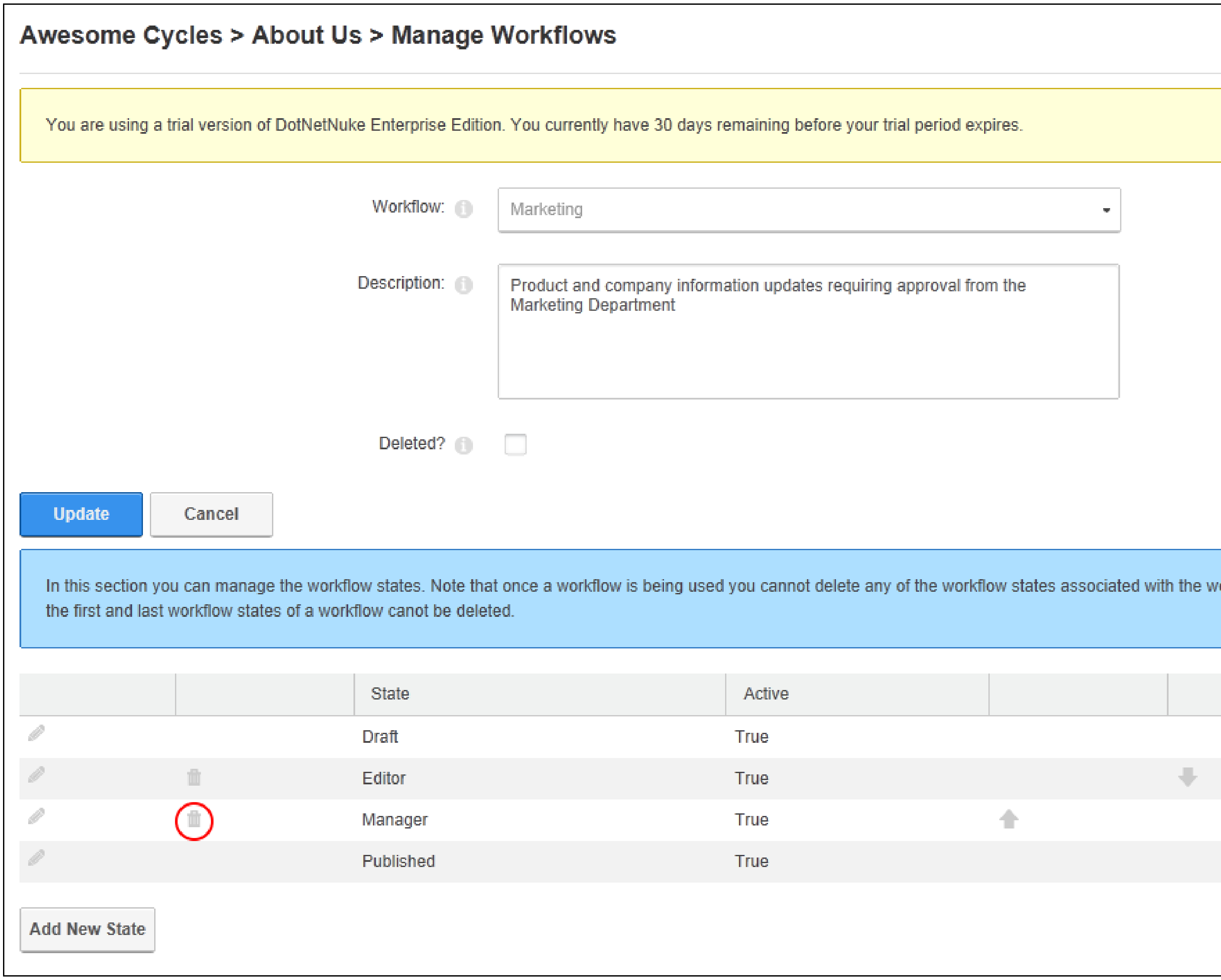


6. Click the **OK** button to confirm.

Deleting a Workflow State (HTML Pro)

How to delete a state from a workflow using the HTML Pro module.

1. Select **Settings** from the module actions menu.
2. Select the **HTML Module Settings** tab.
3. Click the Manage Workflows link. This opens the Manage Workflows page.
4. At **Workflow**, select the required workflow from the drop down list. This displays details of the selected workflow in the States section.
5. Click the **Delete** button beside the state to be deleted.



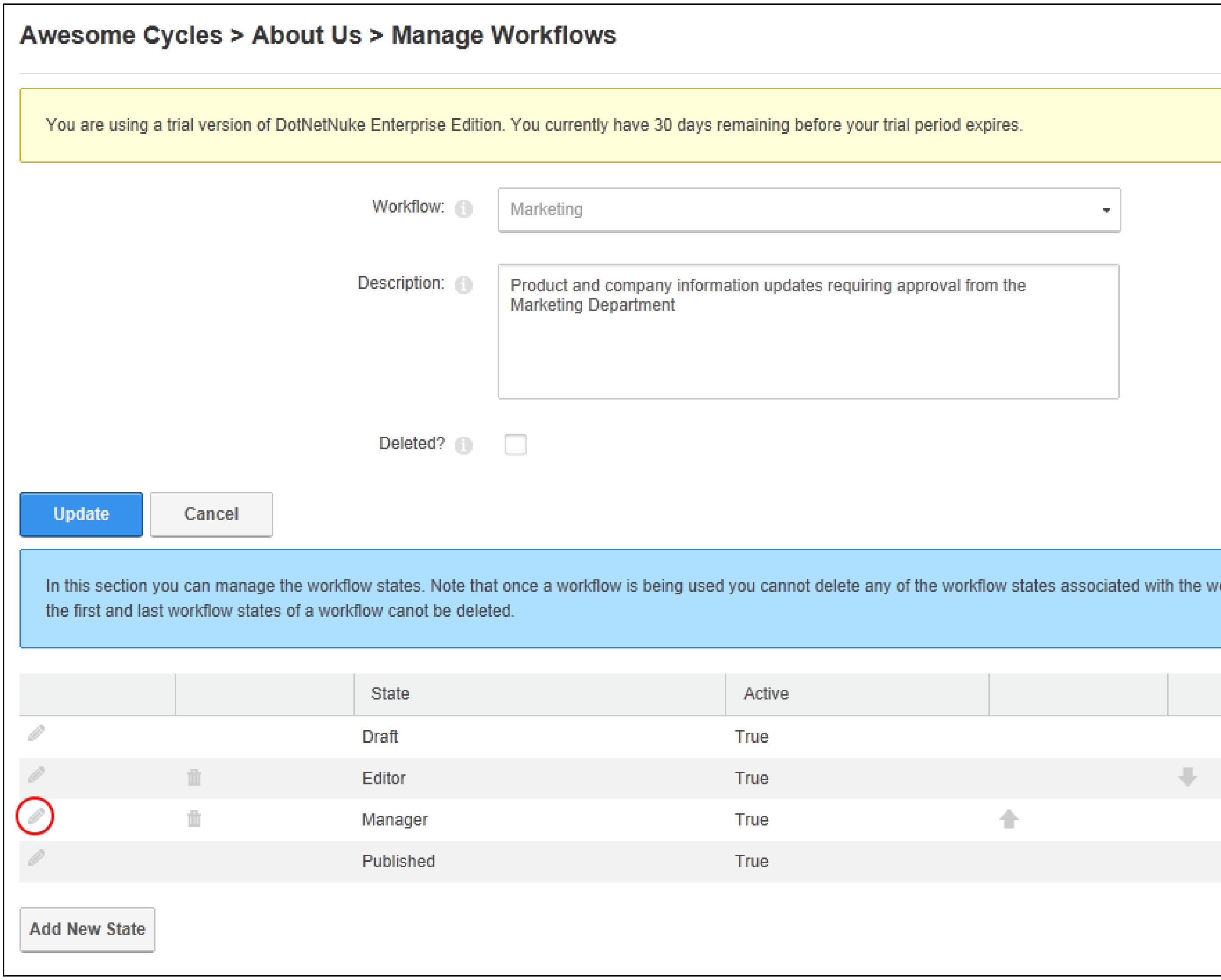
6. This displays the message "Are You Sure You Wish To Delete This Item?"
7. Click **Yes** to confirm.

Editing a Workflow State (HTML Pro)

How to edit an existing state in a workflow for the HTML Pro module.

1. Select **Settings** from the module actions menu.
2. Select the **HTML Module Settings** tab.
3. Click the Manage Workflows link. This opens the Manage Workflows page.

4. At **Workflow**, select the required workflow from the drop down list. This displays details of the selected workflow in the States section.
5. Click the **Edit** button beside the state to be edited.



6. Go to the edit any of the following as required:
   a. In the **State** text box, edit the workflow name.
   b. At **Reviewers**, set the roles and/or usernames for this state. See "Setting Module Permissions"
   c. At **Notify?**, select from these options.

- Check the check box to set the reviewers specified at Permissions to receive an email notification once a version reaches this state. For the published state the author of the version will receive an email notification once it is published.
- Uncheck the check box to disable notifications.

d. At **Active?**, check the check box to enable this state - OR - Uncheck the check box to disable this state.

7. Click the **Update** button.

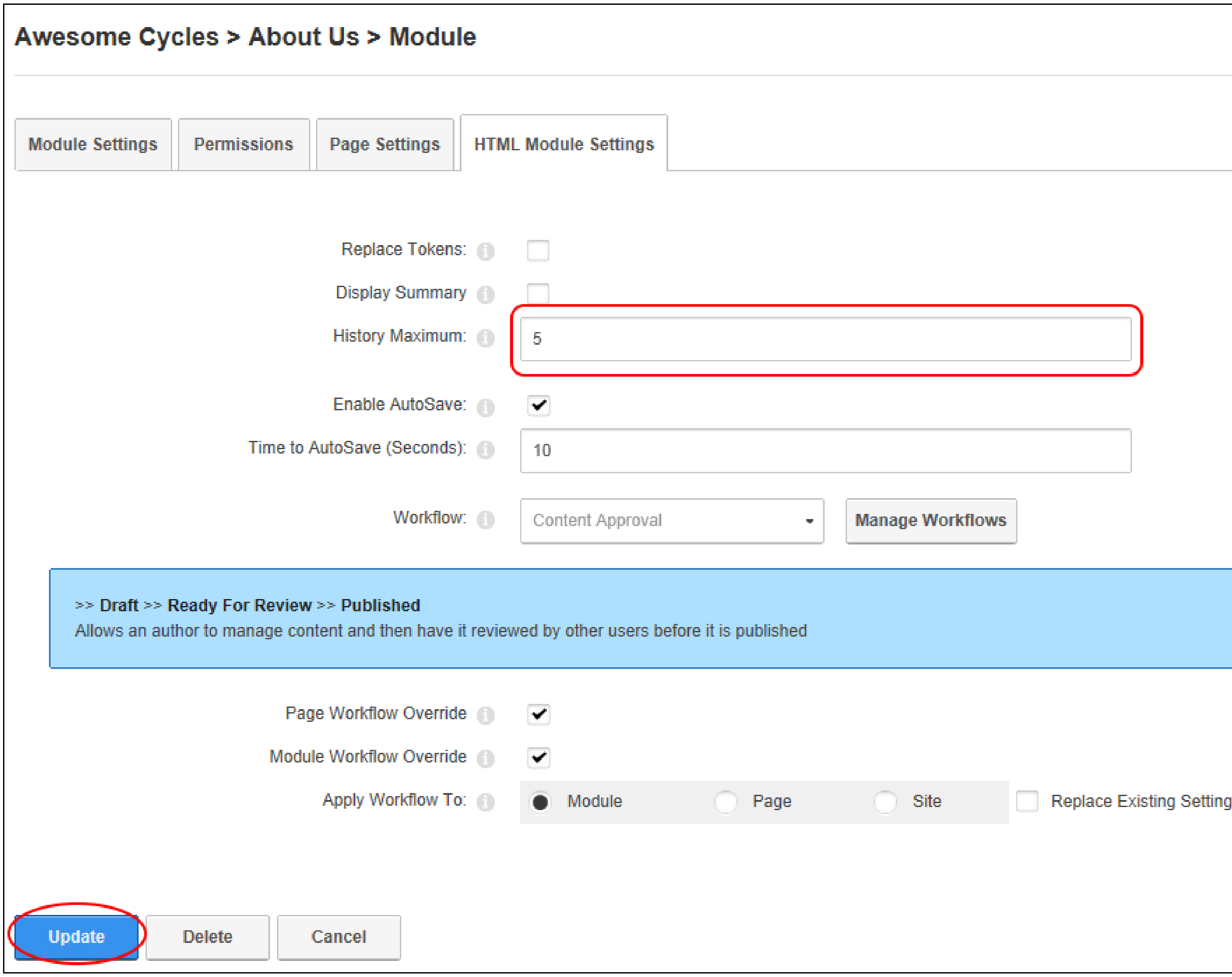
Setting Maximum Version History (HTML Pro)

How to set the maximum number of versions to keep in the history for each HTML Pro module instance using the HTML Pro module.

When publishing new content results in more versions than this number, the oldest version(s) will be permanently deleted (purged) until the remaining number of versions matches this number. When the value of the maximum number of versions changes from higher to lower, we will purge (delete) all the exceeding version history items ONLY when a new version is created. If the value changes from higher to lower, we retain all the history items UNTIL a new version is created; thus if we do not create a new version and change the value from lower back to higher, then the history items that were not purged, will re-appear.

The purging of older versions may appear to work differently depending on the defined workflow. If content approval is defined somewhere in the workflow, when drafts are created (which are not considered new versions) the above scenario does not apply. Also regarding drafts, drafts are directly related to a version, if a version is purged, then the draft will also be purged. So depending on your workflow, version purging will become more implicit and dependant on your workflow.

1. Select **Settings** from the module actions menu.
2. Go to the **HTML Module Settings** tab.
3. In the **History Maximum** text box, enter the maximum number of versions to save. The default value is 5.
4. Click the **Update** button.



Setting Maximum Version History

Tip: The Version History List section on the Edit Content page only displays after the first version of content is saved.

Module Editors

Adding Content (HTML Pro)

How to add content to the HTML Pro module. Add basic text, rich text or paste in HTML using the Editor.

Prerequisite. If a workflow other than direct publishing is required, the required workflow must be activated on the site (See "Activating/Deactivating a Workflow (HTML Pro)") and set for this module, See "Setting a Workflow (HTML Pro)"

1. Select **Edit Content** from the module actions menu.
2. **Optional.** In the **Summary** section, enter a summary for mobile devices. See "Displaying/Hiding Summary (HTML Pro)" for more details.
3. Enter your content using one of these methods. See "Adding Basic Text and HTML using Editor", See "Adding Rich Text Using The Editor" or See "Pasting HTML Content"
4. **Optional.** Click the Preview tab below the Editor to view the content currently displayed in the Editor - OR - Select the Content Preview tab above the Editor. If Direct Publish (rather than Save Draft) is used for this module, then skip to Step 7.
5. At **On Save?** / **Publish Changes?**, select from the below options (Note: This field only displays when Save Draft is enabled. See "Setting a Workflow (HTML Pro)"):
   - Check the check box to publish these changes and set them as ready for approval. This automatically locks the content until it is either published or the lock is manually removed by an Administrator.
   - Uncheck the check box if the content is not yet ready for publishing/approval. This enables you to save this draft and return to edit it at a later stage before submitting the content for approval.
     a. Check the **Lock Content?** check box to lock this content from further changes until you the changes are published - OR - Uncheck the check box to allow additional changes to this draft prior to publishing.
6. Click the Save link. If Direct Publishing is set for this module, the content changes are now displayed in the HTML Pro module. If Content Approval is enabled, continue this tutorial.
7. Enter a useful comment regarding this update (if prompted). Note "Save Draft" does not ask for a comment. The "Content Approval" asks for comment twice, once while publishing and once while approving/rejecting.
8. Click the Add Comment link. This enters these changes into the next stage of content approval and sends out notification messages as set in the workflow. You will be notified when your changes are approved or rejected.

Next Step (You can now perform one of the following tasks):

- If content approval is enabled and this content is now ready to publish, See "Publishing a Draft (HTML Pro)"

- If the content requires further editing, repeat this tutorial.
- If the lock status of the content requires changing, See "Locking/Unlocking Module Content (HTML Pro)"

Related Topics:

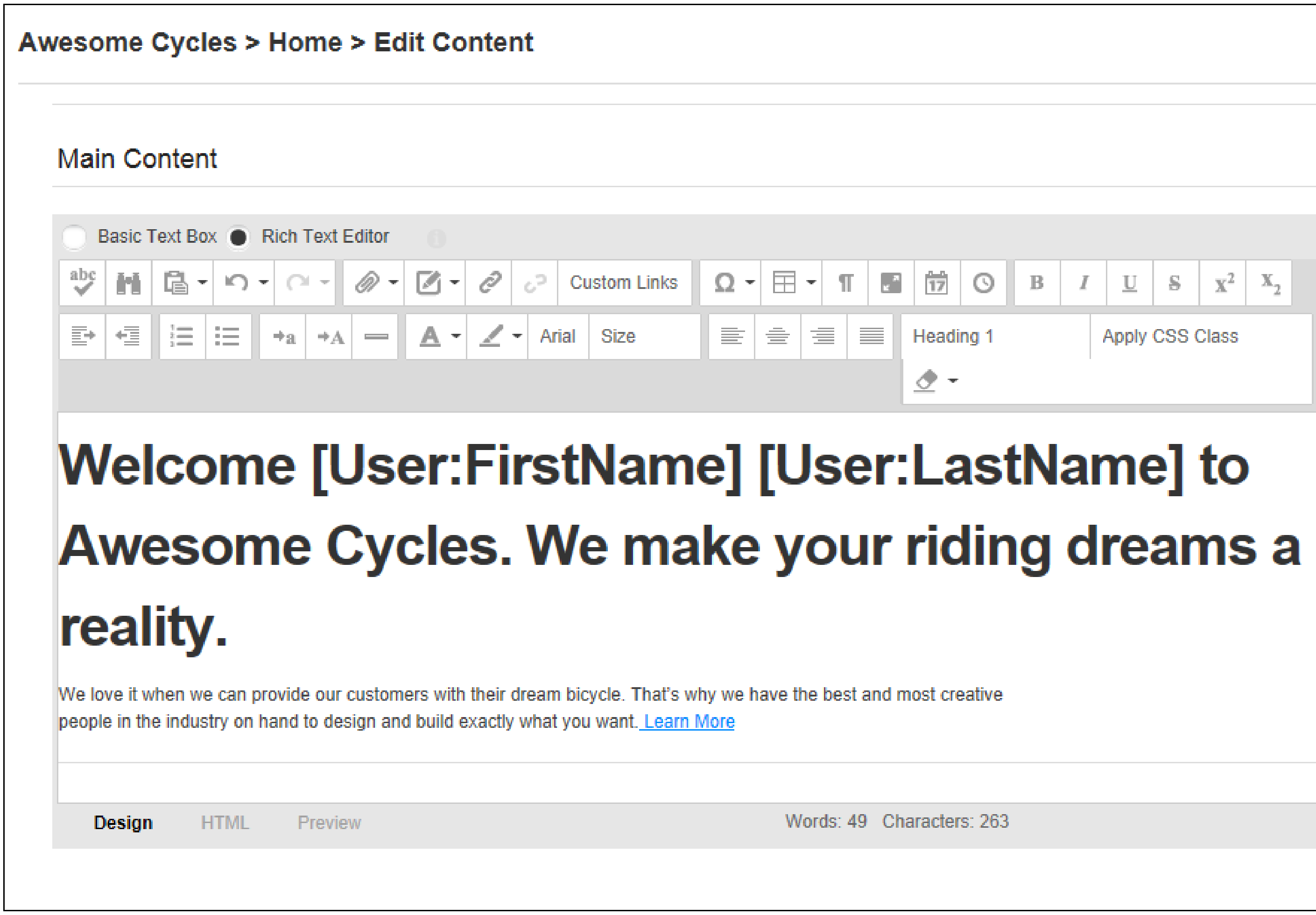
- See "About the Editor"
- See "Managing AutoSaved Content (HTML Pro)"

Adding Replacement Tokens (HTML Pro)

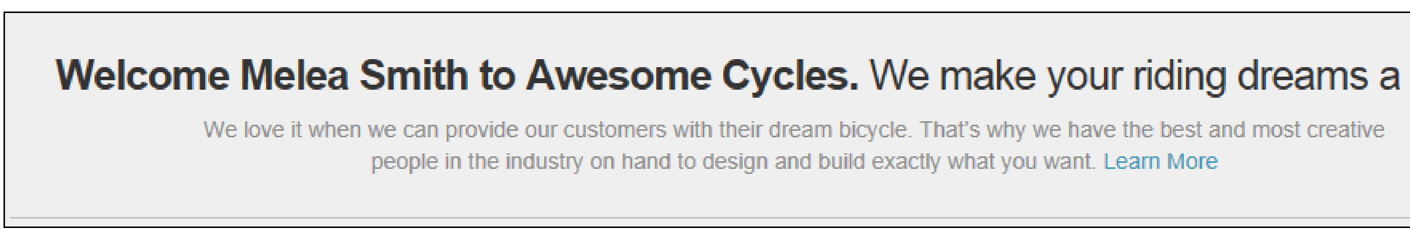
How to add replacement tokens into the HTML Pro module.

Prerequisite. See "Enabling/Disabling Token Replacement (HTML Pro)"

1. Select **Edit Content** from the module actions menu.
2. Enter the replacement token into the Rich Text Editor. E.g. [User:FirstName] [User:LastName]. See "List of Replacement Tokens" for a complete list of tokens.



3. If Workflow is enabled, choose the required state. See "Adding Content (HTML Pro)" for more details on advancing this content through the workflow process.
4. Click the Save link.



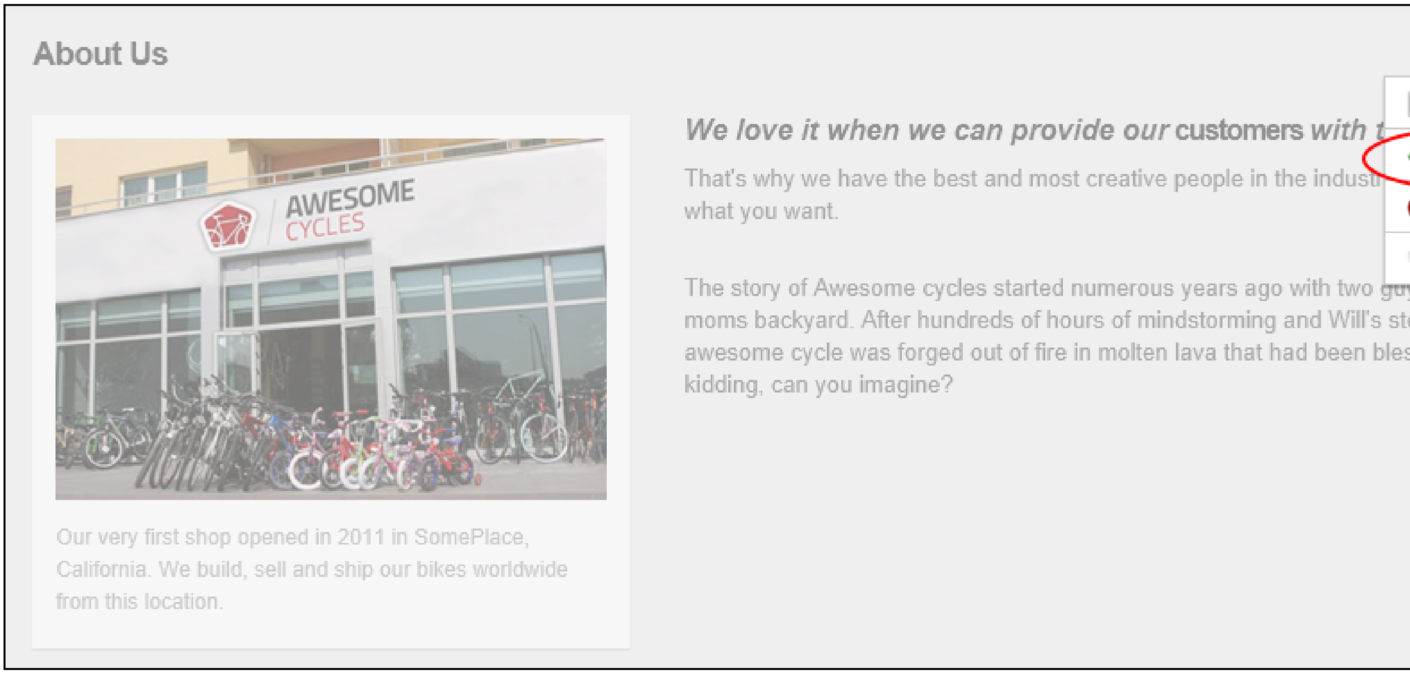
Replacement Tokens Displaying the User's Name

Approving Content (HTML Pro)

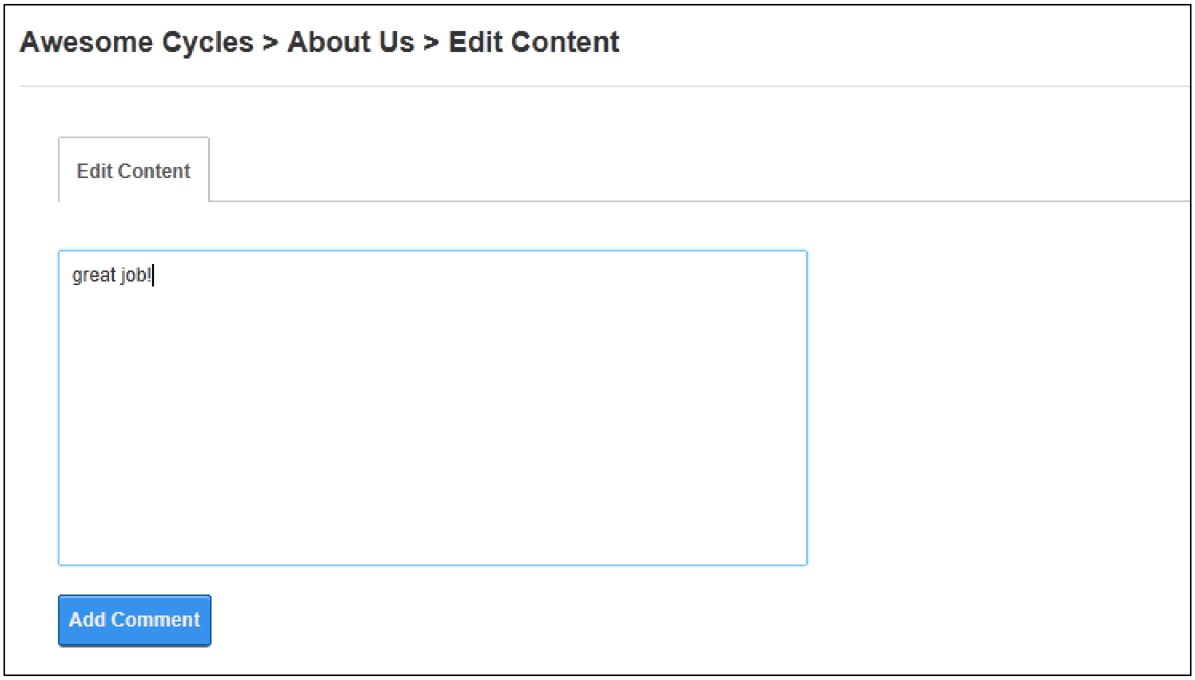
How to approve unpublished content using the HTML Pro module. This tutorial applies to the Content Approval workflow and other workflows with more than two states. Note: As a content approver, a notification message is sent to you when content is ready to be reviewed.

Approving without Editing

1. Go to the required HTML Pro module.
2. Select Approve from the HTML Pro module actions menu. This displays the approval comment text box.



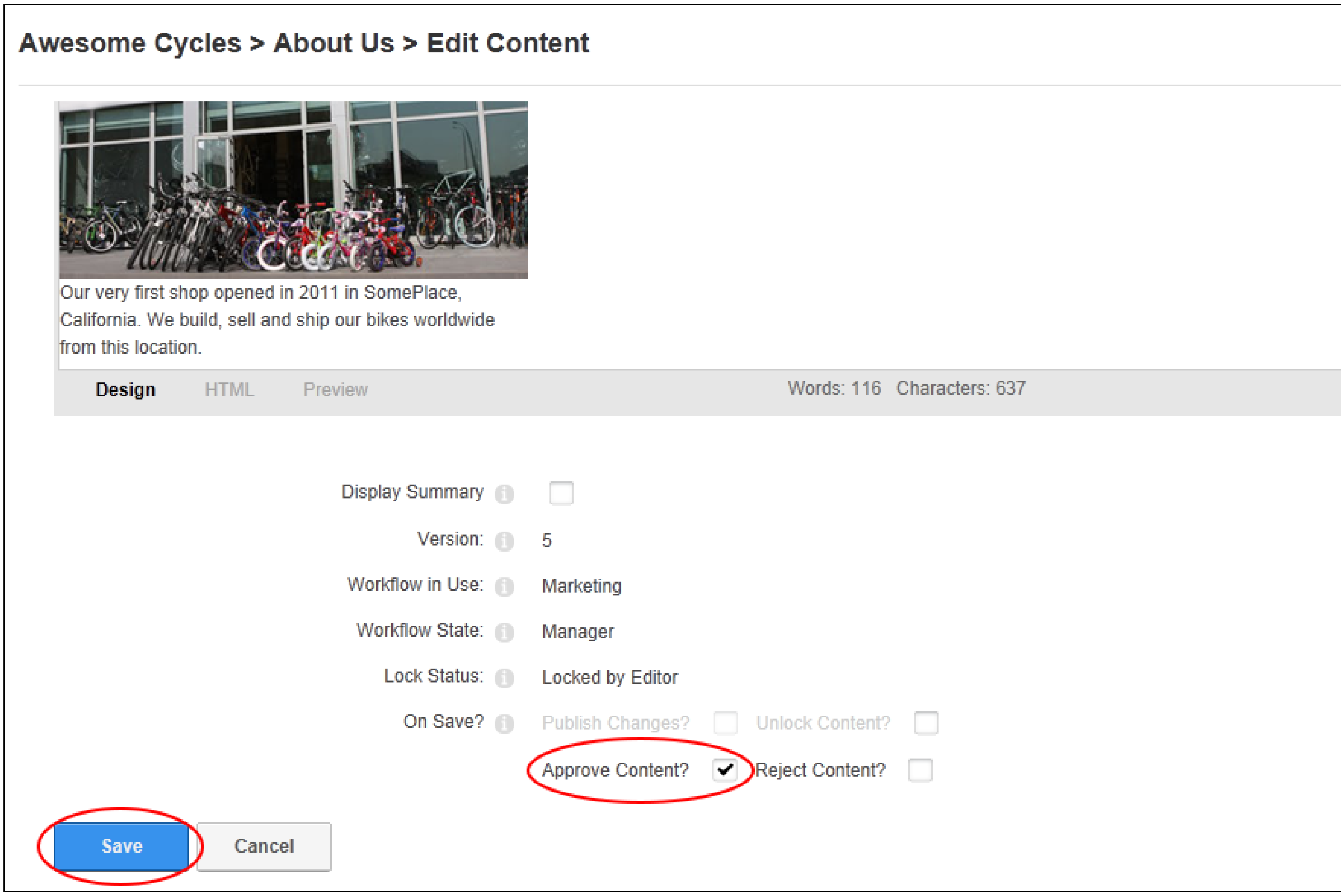
3. Enter a comment into the Edit Content text box. This comment is included in the notification message sent to the author. Note: Entering a comment is mandatory for publishing or rejecting content.
4. Click the **Add Comment** link to approve this content and send an approval message to the author.



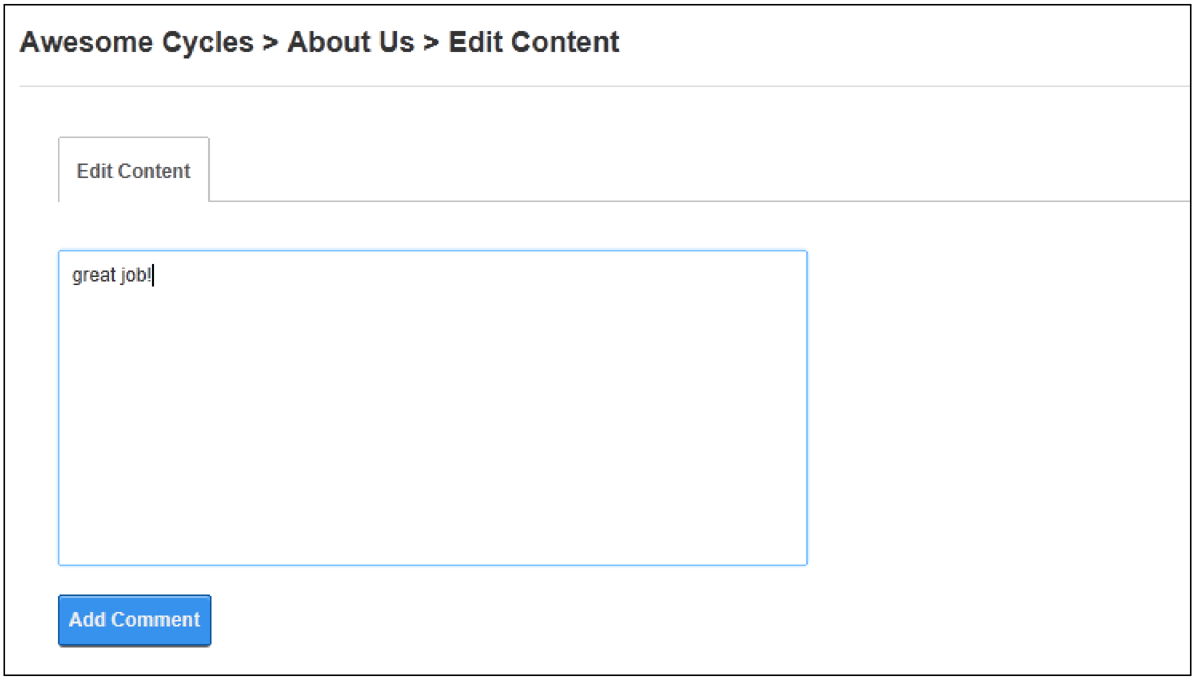
Approving HTML Pro Module Content

Editing and Approving

1. Go to the required HTML module.
2. Select **Edit Content** from the module actions menu.
3. Edit the content as required.
4. At **On Save?**, check the **Approve Content?** check box to approve and publish this content.
   Note: This field only displays when Save Draft is enabled. See "Setting a Workflow (HTML Pro)"
5. Click the Save link.



6. **Optional.** Enter a comment into the Edit Content text box. This comment is included in the notification message sent to the author.
7. Click the **Add Comment** link to approve this content and send an approval message to the author.



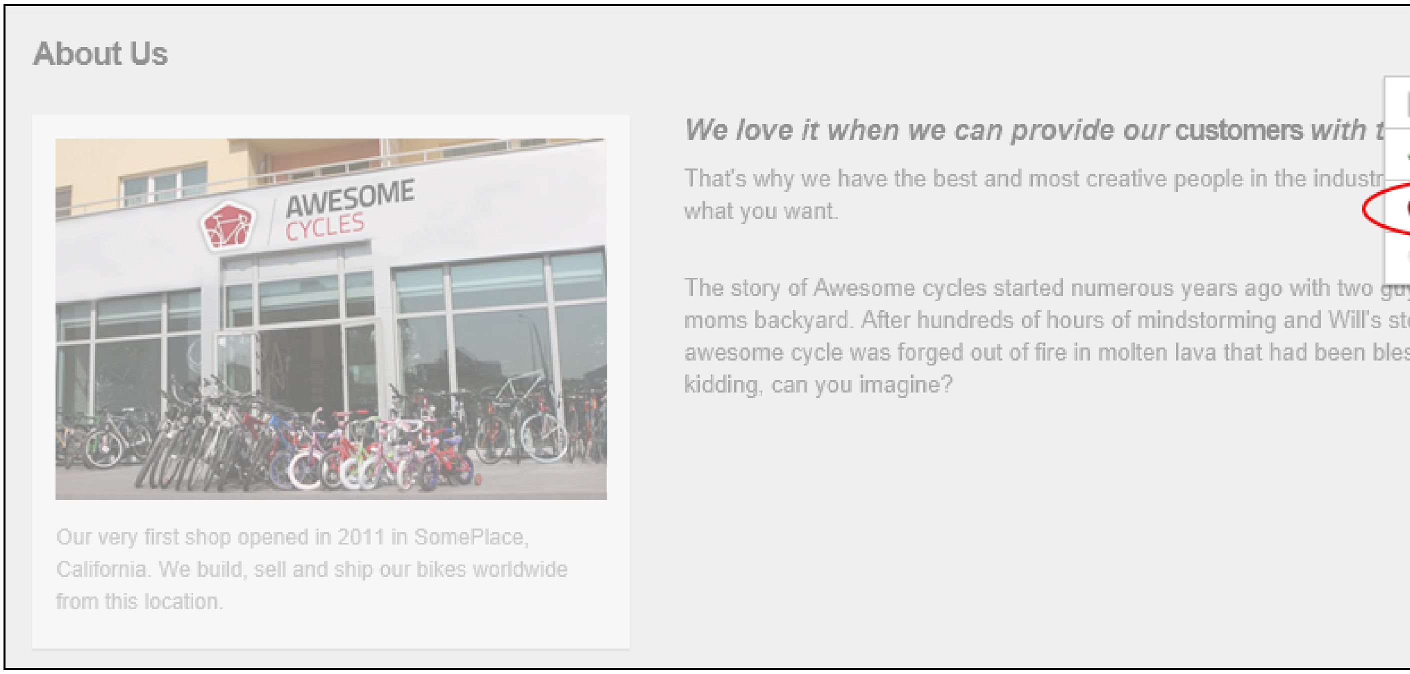
Rejecting Content (HTML Pro)

How to reject unpublished content using the HTML Pro module. This tutorial applies to the Content Approval workflow and other workflows with more than two states.

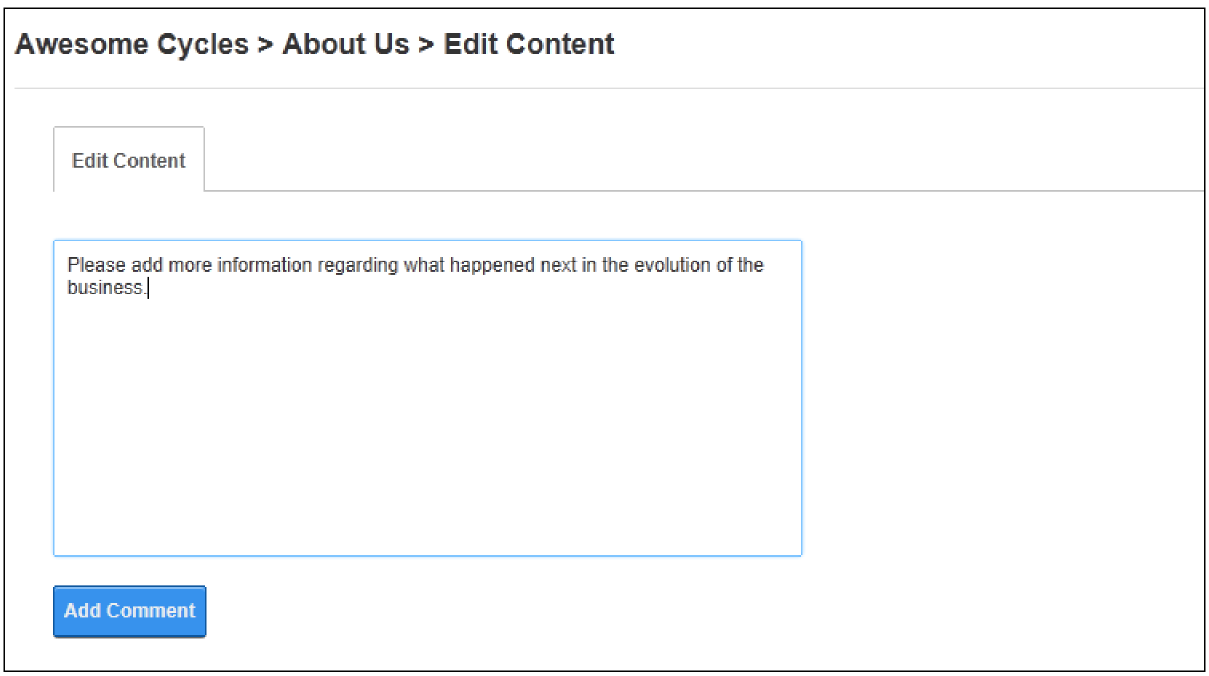
Tip: As a content approver, you will receive a notification message when content is ready to be reviewed.

Option One

1. Go to the HTML Pro module.
2. Select Reject from the HTML Pro module actions menu.



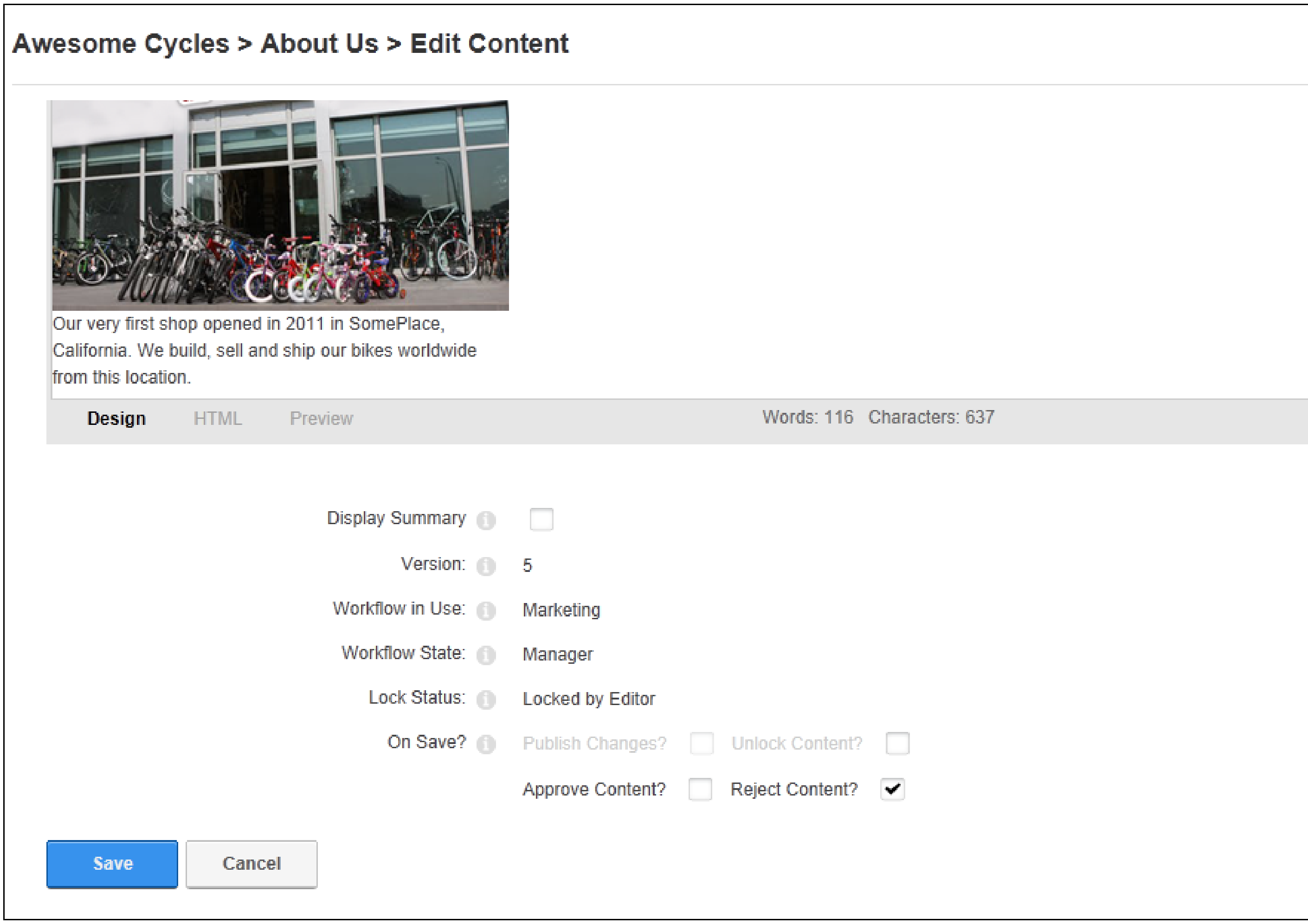
3. Enter a comment explaining why the content is being rejected into the Edit Content text box. This comment is included in the notification message sent to the editor who made the rejected changes.
4. Click the Add Comment link to reject this content and send the explanatory message to the author.



Rejecting HTML Pro Module Content

Option Two

1. Go to the HTML Pro module.
2. Select **Edit Content** from the module actions menu.
3. At **On Save?**, check the **Reject Content?** check box to reject this content.
4. Enter a comment explaining why the content is being rejected into the Edit Content text box. This comment is included in the notification message sent to the editor who made the rejected changes.
5. Click the Add Comment link to reject this content and send the explanatory message to the author.

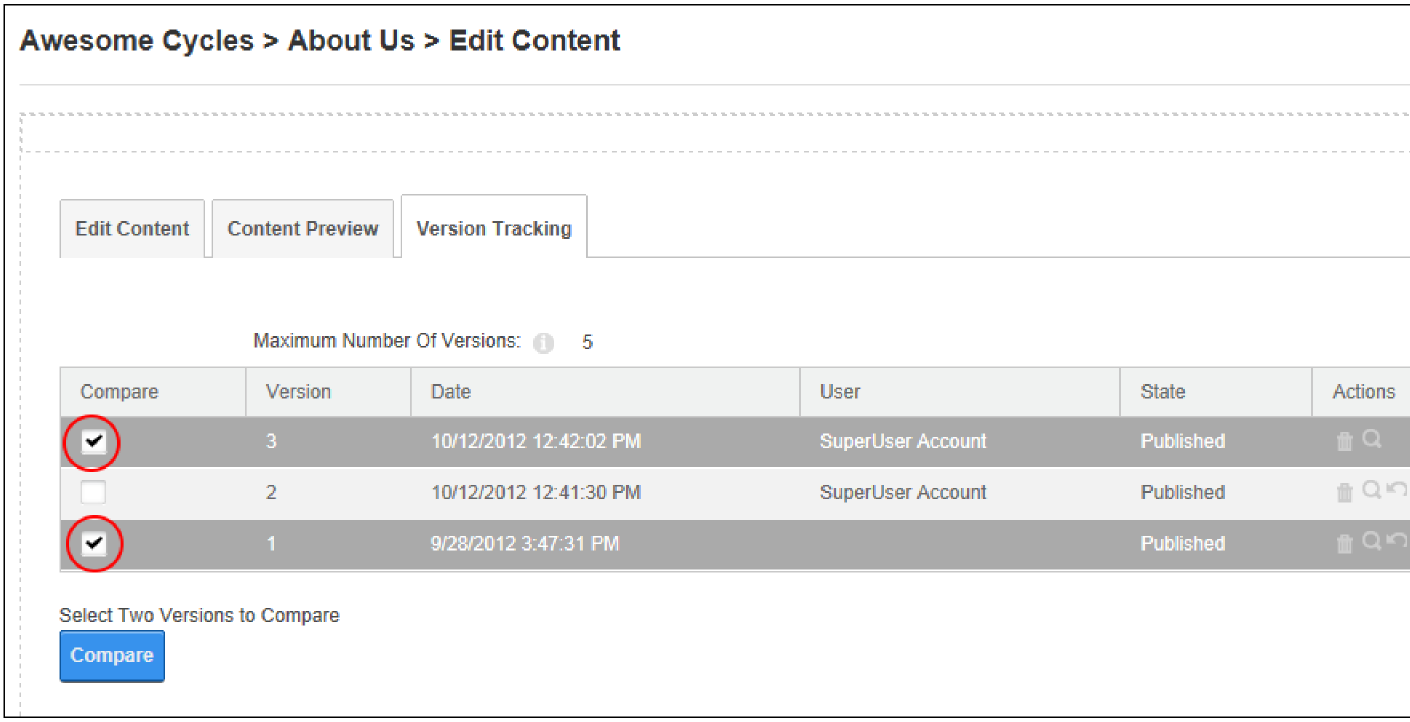


Rejecting HTML Pro Module Content

Comparing and Managing Versions (HTML Pro)

How to compare any two versions of the content using the HTML Pro module. For example, an old version can be compared to a new version, or a new version can be compared to an old version.

1. Select **Edit Content** from module actions menu.
2. Select the **Version Tracking** tab.
3. In the Compare column, check the check box beside the two versions to be compared.

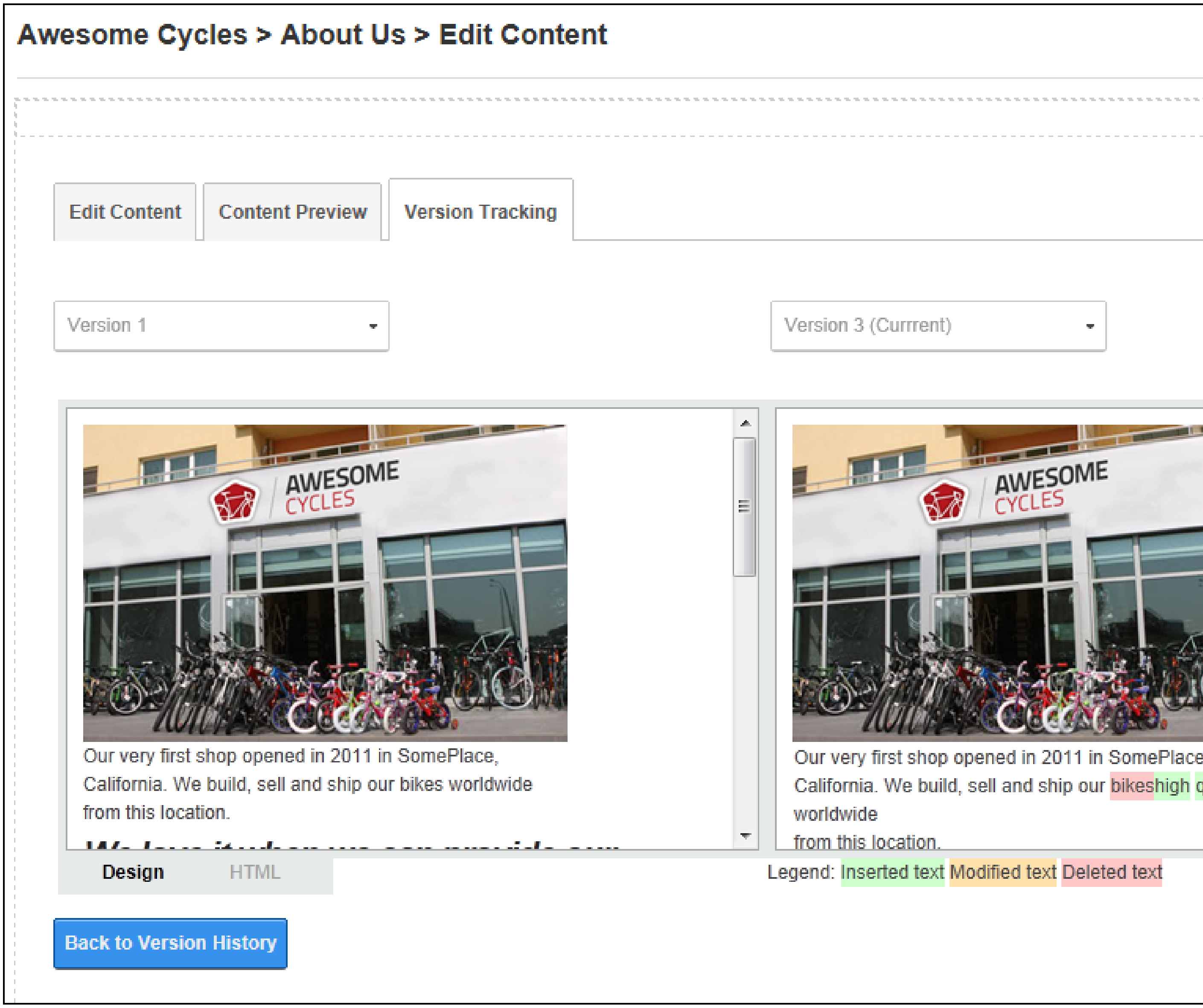


4. Click the **Compare** button. The selected versions are now displayed. The panel on the left shows the original document and the panel on the right shows the differences: Changes between each version are indicated as follows on the latest version:
   - New text is highlighted in green
   - Deleted text is highlighted in red
   - Modified text is highlighted in yellow. For example, if the text is the same, but there are changes in the formatting

Tip: You can change the versions being compared by making a new selection using one or both of the two drop down boxes above the content viewing windows.

Note 1: When performing version comparison, it can be done in Text mode or HTML mode (as shown in the image below – Design/HTML in gray background). In Text mode, only text is compared; In html mode, html code is compared. HTML mode is useful for users with HTML knowledge.

Note 2: A version of the document not only has "main content text" but it also has "summary text". When you enable "Display Summary" in settings, you see four windows when comparing versions – two for comparing summaries and two for comparing main content. Below, you only see main content being compared.



The user can now click on the Back to Version History link and perform one of the following task:

- See "Rolling Back Content (HTML Pro)"
- See "Publishing a Draft (HTML Pro)"
- See "Approving Content (HTML Pro)" or See "Rejecting Content (HTML Pro)"
- See "Deleting a Content Version (HTML Pro)" (Administrators only)

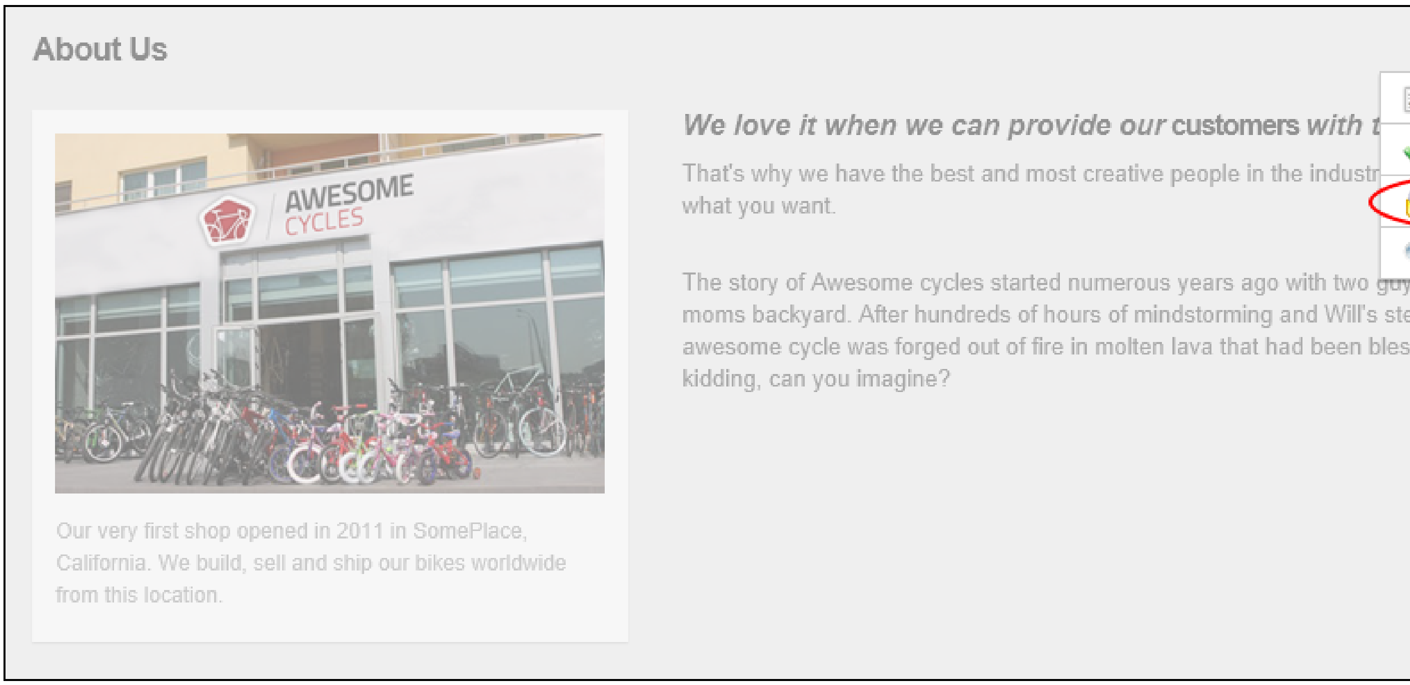
Locking/Unlocking Module Content (HTML Pro)

How to lock or unlock the content within the HTML Pro module. Locking the content prevents further changes to the current content until either the changes are published or the module is manually unlocked. Unlocking the content enables the currently published content to be edited and published.

Note: The module is automatically locked when submitting for approval and automatically unlocked on publish.

Option One

1. Select **Lock Content** or **Unlock Content** from the module actions menu.



Unlocking Module Content

Option Two

Module content can also be locked or unlocked when adding or editing content.

Option Three

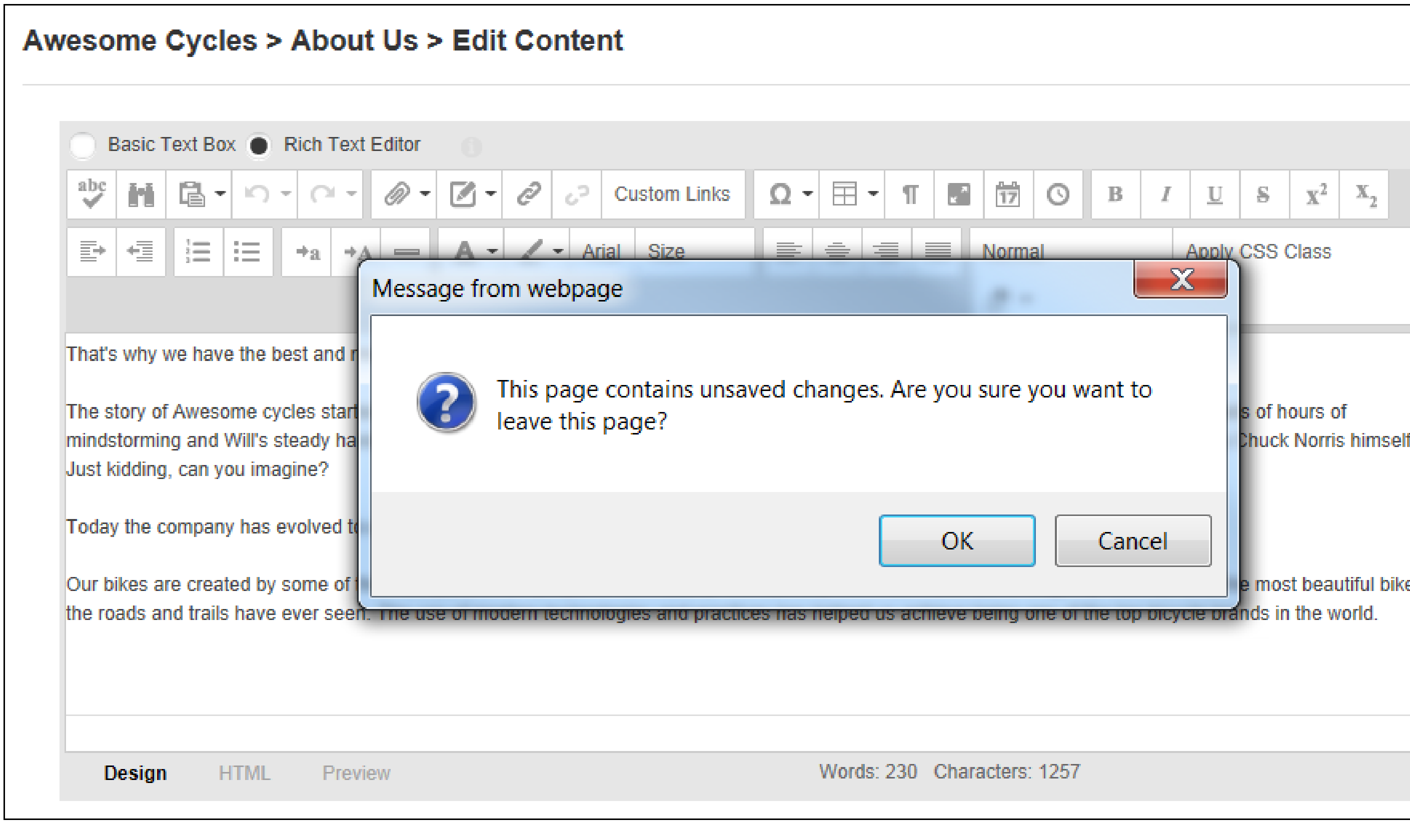
The My Modules module allows authorized users to Lock/Unlock HTML Pro modules as well as publish/approve/reject content from the My Modules module for one or multiple modules in one click, bypassing the need to enter a comment. The My Modules module lists all your modules and helps you finish your editing/approving/rejecting work much faster as you can see all “locked” modules together or listing modules of a certain type

To unlock and manage multiple modules, See "Managing My Modules"

Managing AutoSaved Content (HTML Pro)

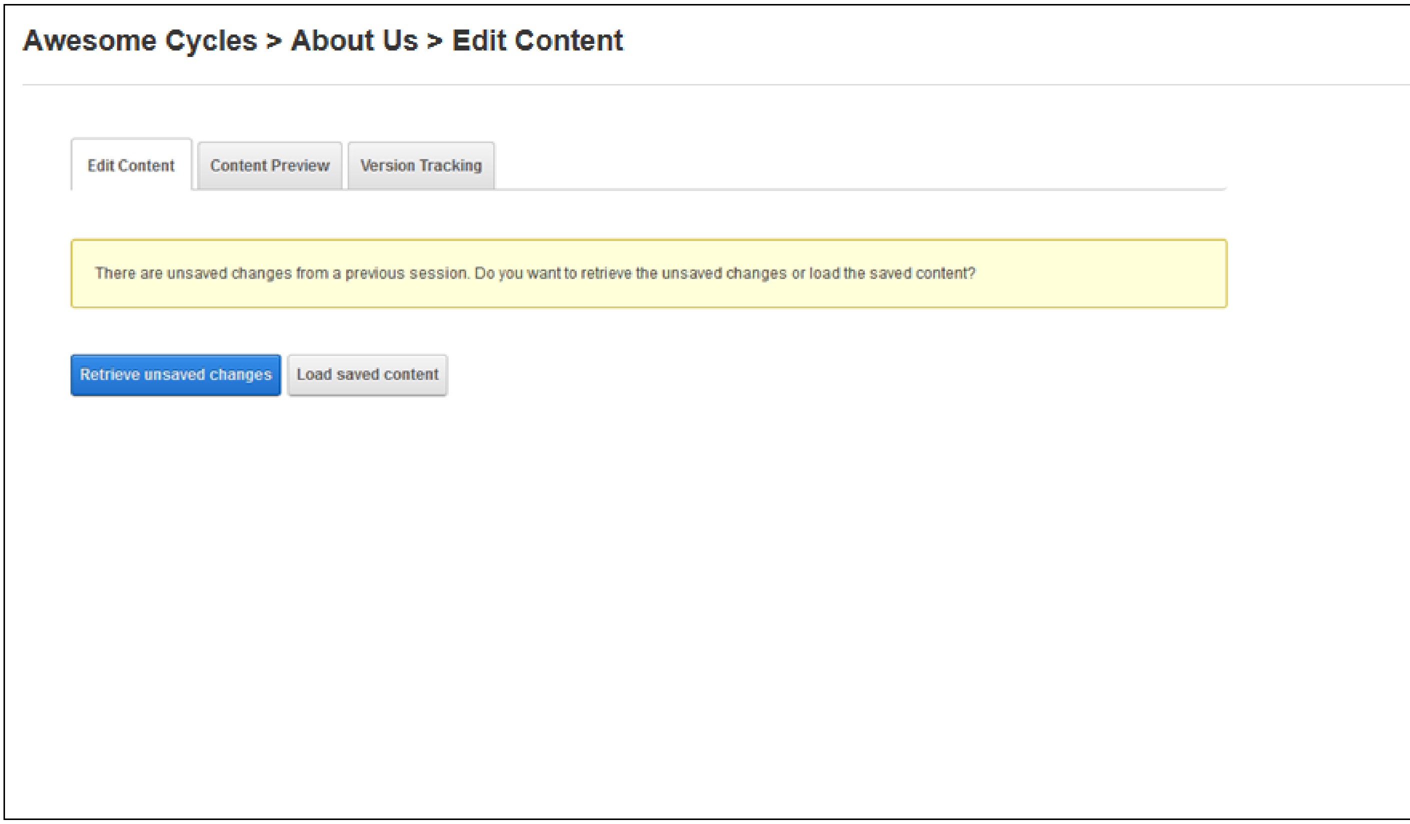
The HTML Pro module includes an AutoSave feature that ensures content that is entered into the Editor but has not yet been updated will be saved to a temporary location until the Save button is clicked. This means that the content within the Editor will be available for saving regardless of external events such as lost Internet connections or user error. When a user edits content of a module with AutoSave enabled, the page will automatically save to a temporary location the inline content. AutoSave is disabled by default.

If a user closes the editor or cancels editing without saving their latest changes, a message reading "This page contains unsaved changes. Are you sure you want to leave this page?" is displayed. The user can then choose to leave the page anyway by clicking **OK**, which will discard the AutoSave changes, or click **Cancel** and return to the Editor and save the changes.



Alternatively, if an unexpected event occurs and there is content that has been AutoSaved but not updated, the following options are available to the user when they return to the Edit Content page of the module:

- **Retrieve unsaved Changes**: This recovers the last AutoSaved content of the module and replaces the current content with the recovered content.
- **Load Saved Content**: This displays the current content that has been saved and discards the AutoSaved content that is no longer required.



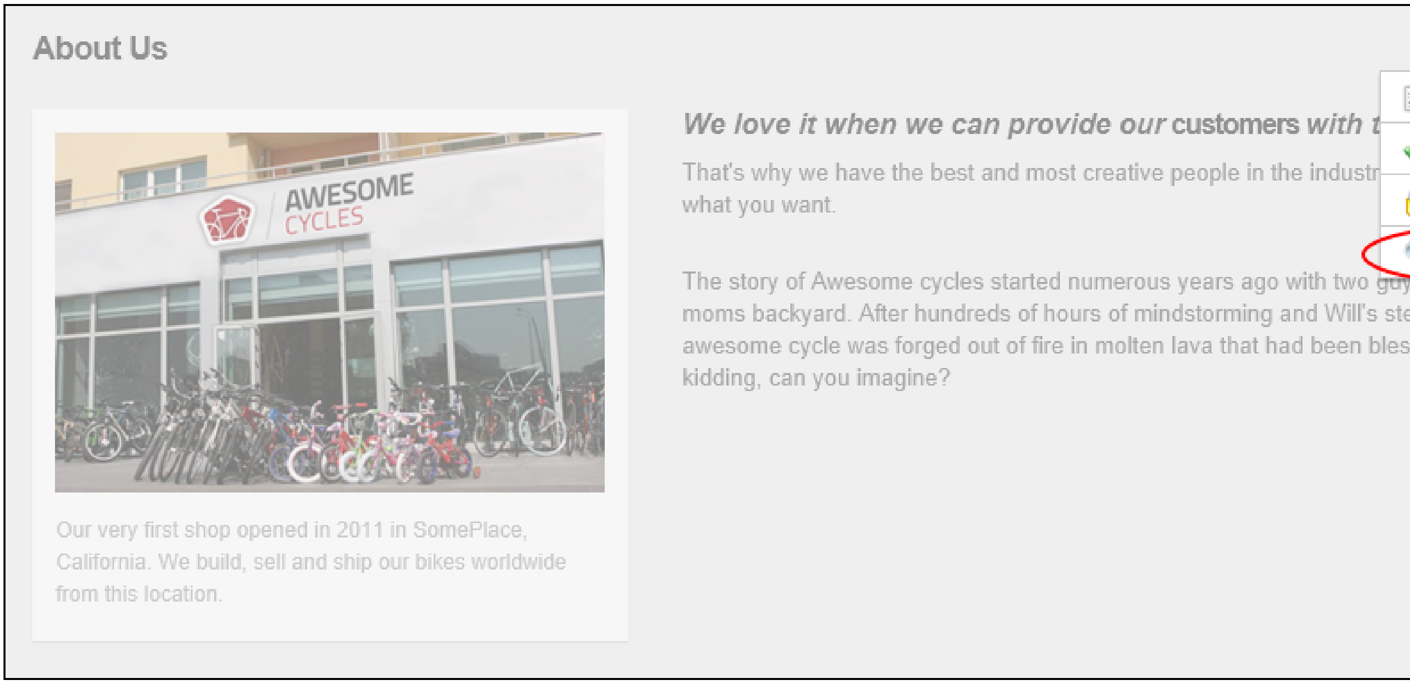
Related Topics:

- See "Enabling/Disabling AutoSave (HTML Pro)"

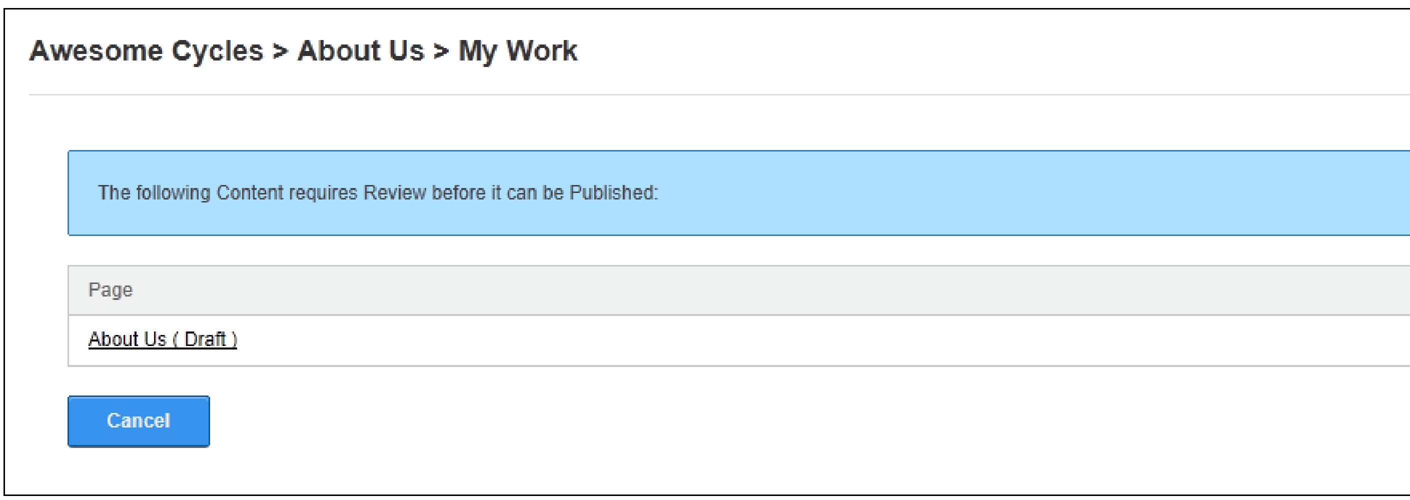
Managing My Workflow Tasks (HTML Pro)

How to view and update content that required reviewing before it can be published using the HTML Pro module. This task requires that Workflow is NOT set to direct publish. See "Setting a Workflow (HTML Pro)"

1. Select **My Work** from the HTML Pro module actions menu.



2. This displays the My Work page and a list of the content to be reviewed and published.



3. Click on one of the listed [Page Name] links to go to the page where the selected module is located.
4. You can now choose to edit, preview and/or publish (See "Publishing a Draft (HTML Pro)") the unpublished content. Alternatively, you can rollback to a previous version. See "Rolling Back Content (HTML Pro)"

Previewing Editor Content (HTML Pro)

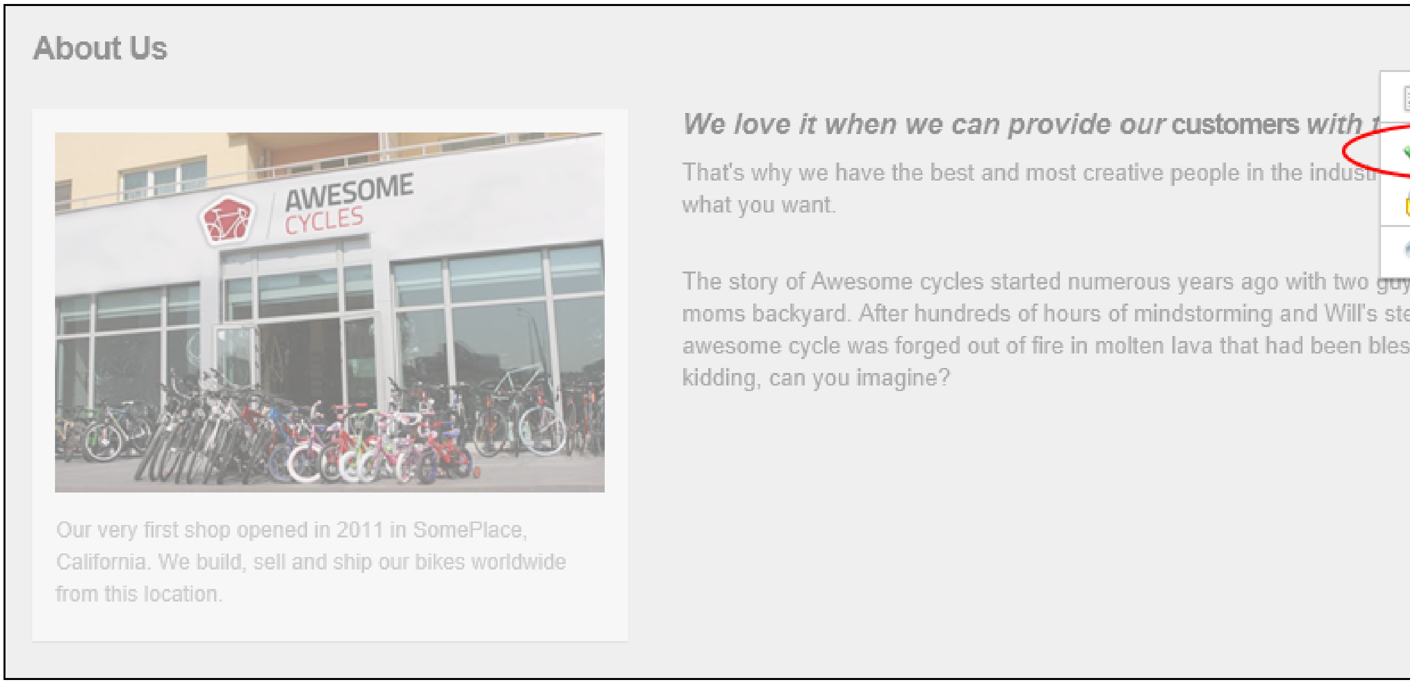
How to preview the current content in the Editor using the HTML Pro module. This allows you to preview the content before updating it and/or publishing it.

1. Select **Edit Content** from the module actions menu.
2. **Optional.** Select the Content Preview tab above the Editor. Note: The state of the version being previewed is displayed above the content. For Example, if the content hasn't yet been saved, the drop down list above will read " - Unsaved editor content - ".
3. You can now return to editing the content, or save/cancel this content.

Publishing a Draft (HTML Pro)

How to publish a draft of content using the HTML Pro module. Note: This tutorial only applies to the Save Draft and Content Approval workflows and custom workflows with multiple states.

1. Go to the required HTML Pro module.
2. Select **Publish** from the HTML Pro module actions menu.



3. In the **Edit Content** text box, enter a comment. Note: This applied only to Content Approval workflow, not for the Save Draft workflow as the comment provides communication between the published and the approver and the Save Draft workflow does not need approval.
4. Click the Add Comment link.

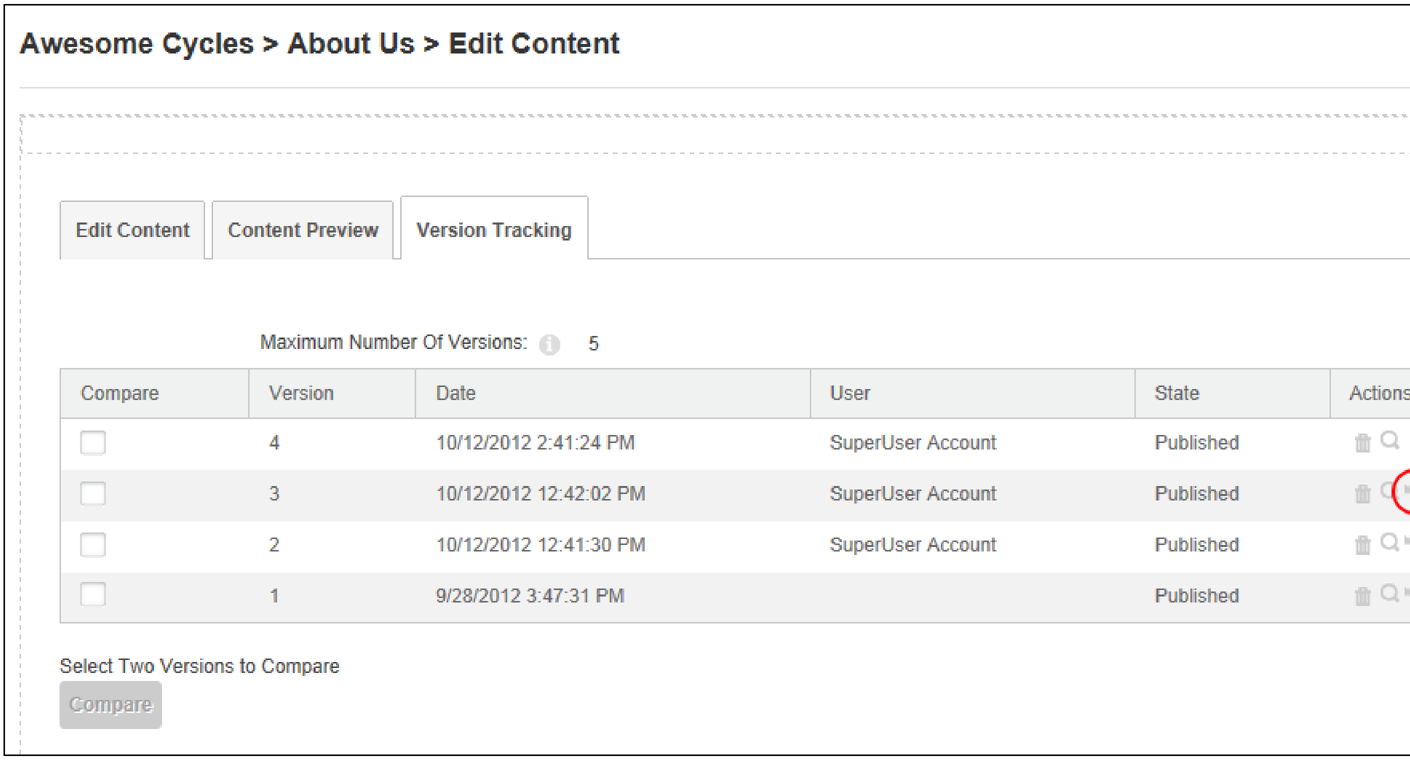
Next Step (select from these options):

- See "Approving Content (HTML Pro)"
- See "Rejecting Content (HTML Pro)"

Rolling Back Content (HTML Pro)

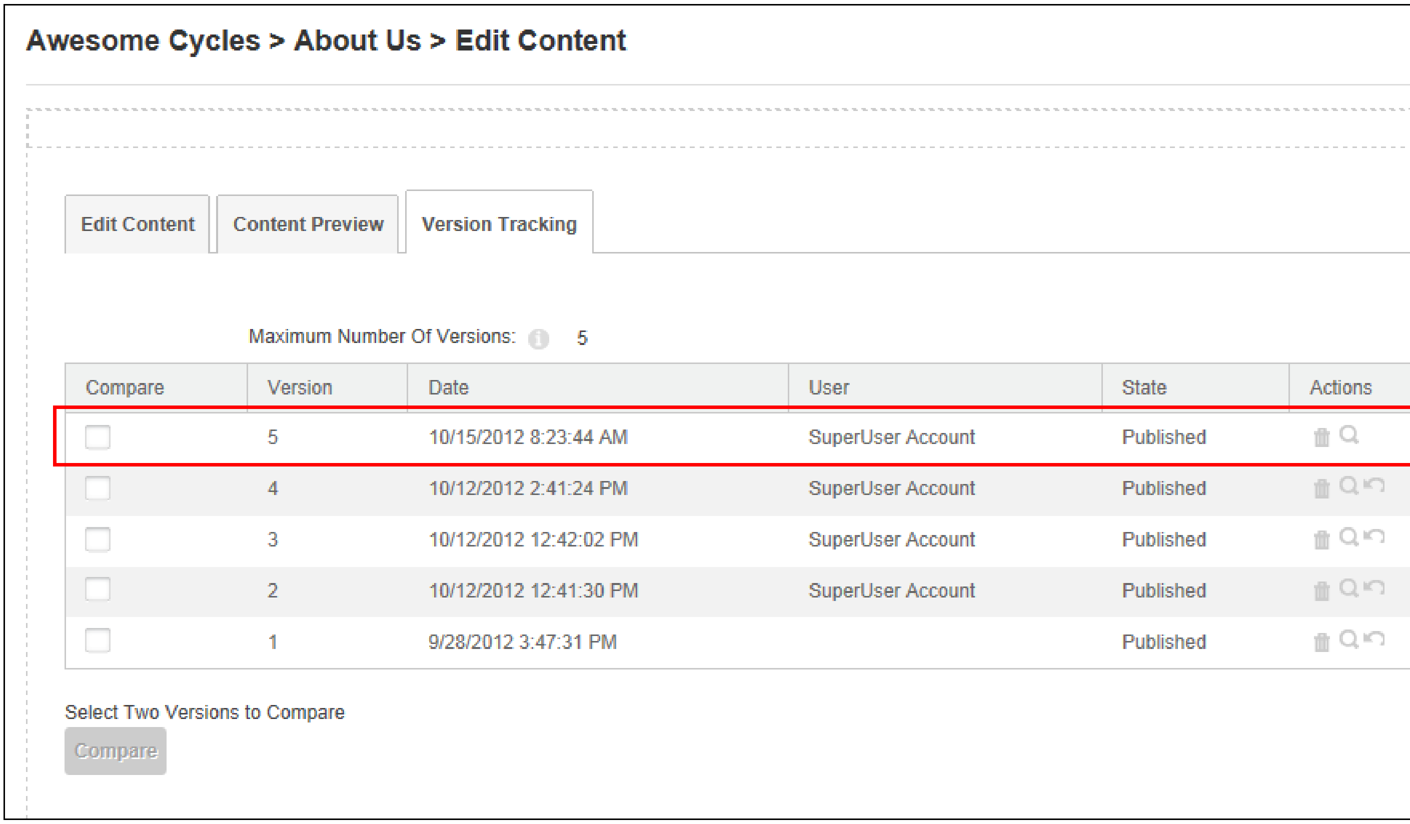
How to rollback to a previous content version using the HTML Pro module.

1. Select **Edit Content** from the module actions menu.
2. Select the **Version Tracking** tab.
3. Locate the required version.
4. **Optional.** Click the **Preview** button to preview a version. This expands the Preview section and displays the selected version including details on the related workflow and the Item History. Once you have viewed a version, click the Version Tracking tab to return to the main view.
5. Click the **Rollback** button beside the version you want to rollback to.



6. A message box is now displayed asking "Are you sure you want to rollback to version [cho-senrollbackversionnumber]? The current version is [latestpublishedversionnumber]."
7. Click the **OK** button to confirm.

8. This version will be published immediately and the content of the version will now be displayed on the Content Preview tab. The rollback will be treated as a new version and an additional version record will be added to the Version Tracking tab.



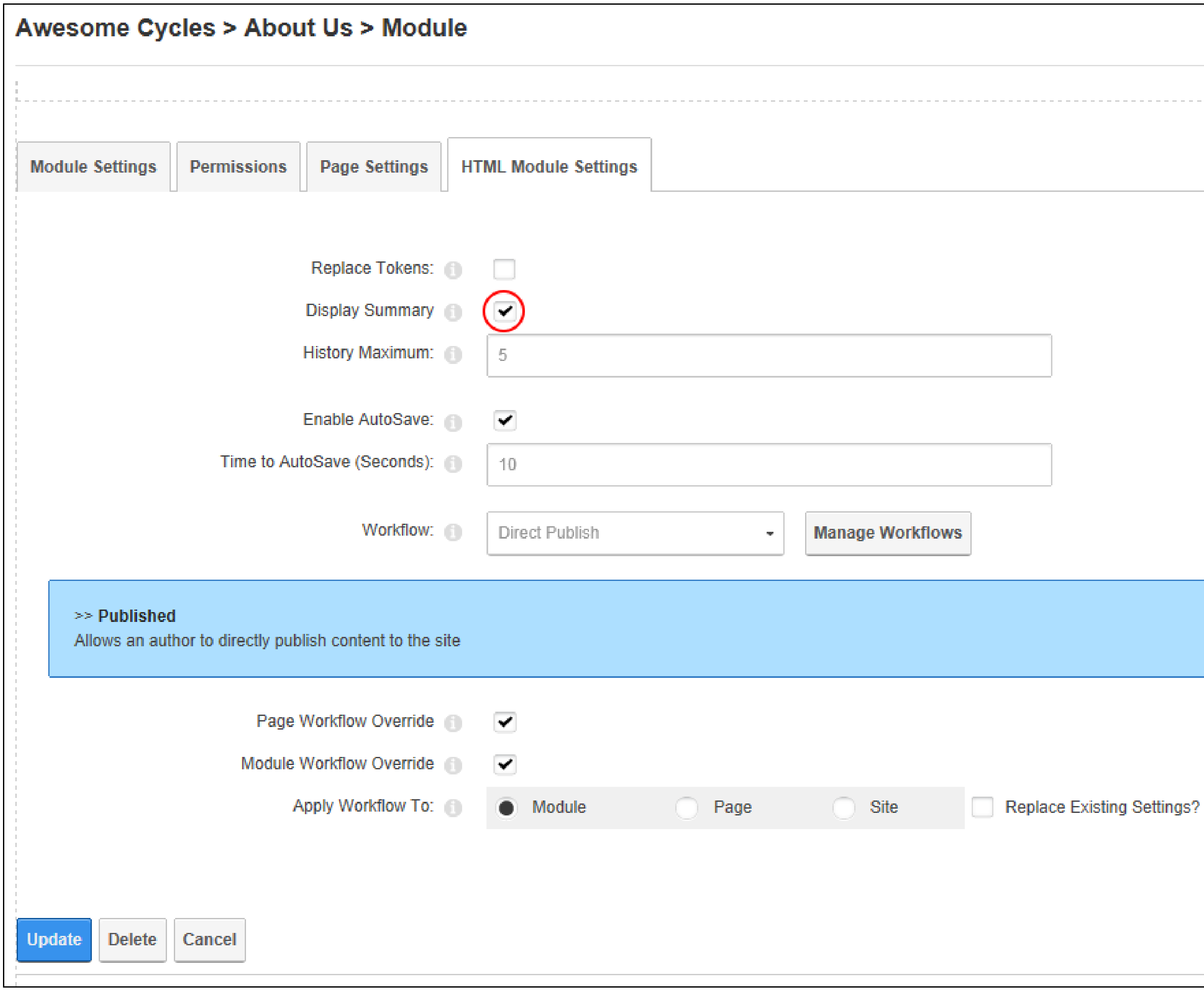
Settings

Displaying/Hiding Summary (HTML Pro)

The HTML Pro module can be configured to display or hide the content entered into the Summary field on the Edit Content page of a particular HTML Pro module. The summary view is useful to maximize the viewing experience on mobile devices as it enables content editors to create a brief summary of their main HTML content. If summary view for the HTML content is enabled, it will show the Summary View by default. To view the full HTML content click on the **More** button. If the field is set to display the summary, then it will show in the module with a **More** link that can be clicked to view the main content.

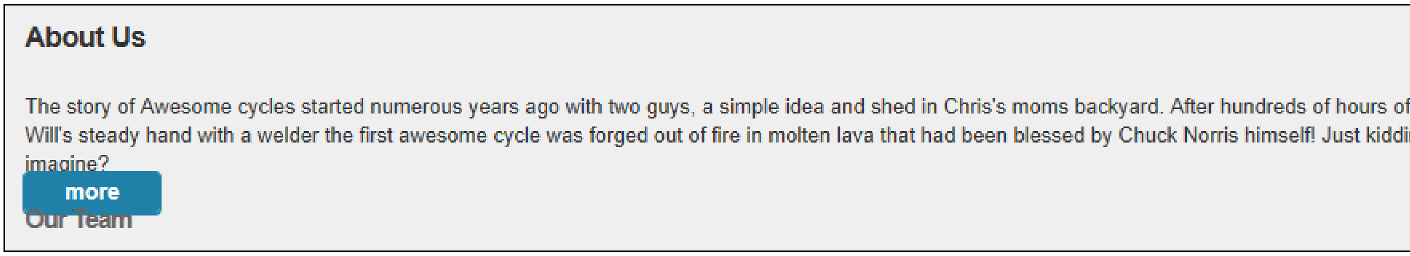
1. Select **Settings** from the module actions menu.
2. Select the **HTML Module Settings** tab.

3. At **Display Summary**, select from these options:
    - Check ☑ the check box to display the summary with a Read More link to view the Main Content.
    - Uncheck ☐ the check box to hide the summary and display the Main Content.

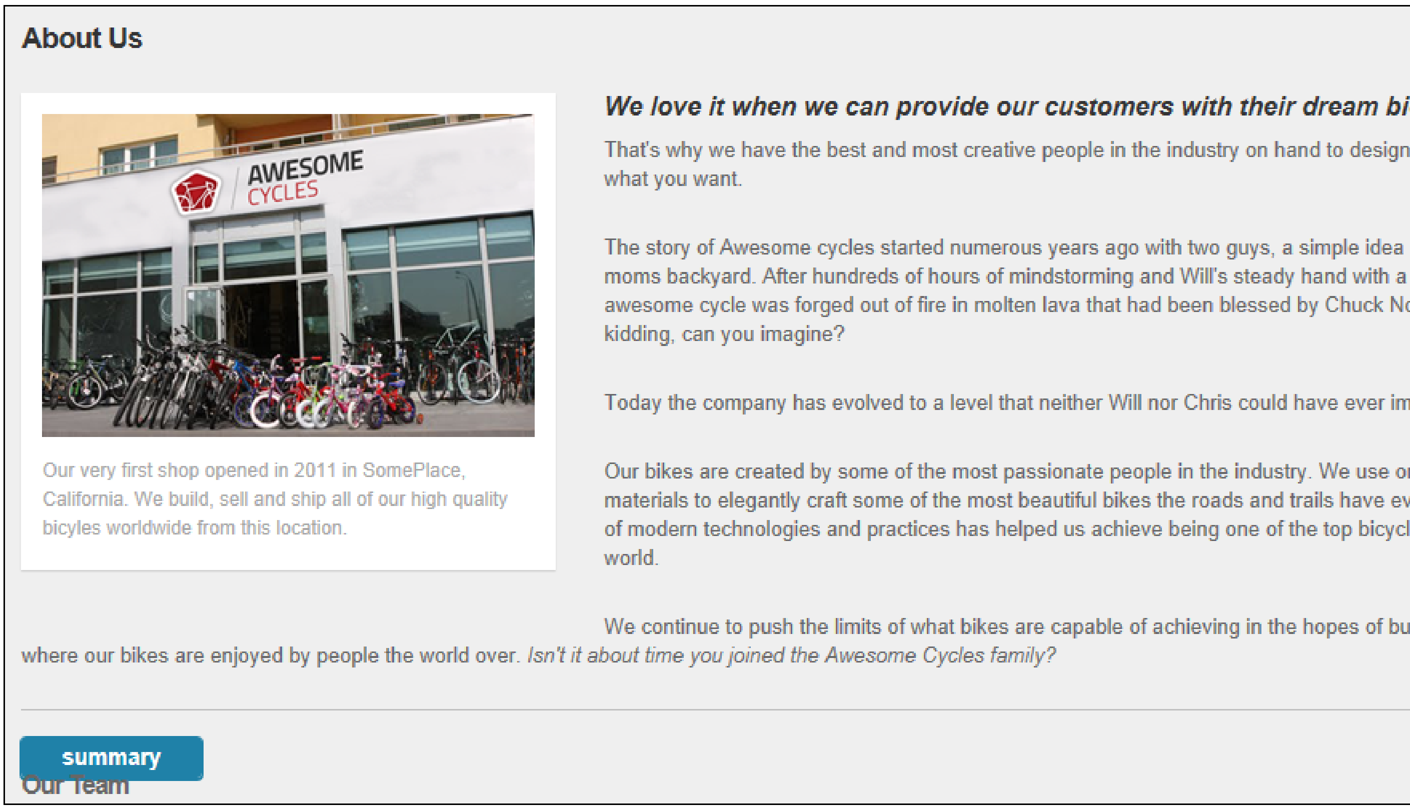


4. Click the Update link.

The following image displays the Summary content with the More link.



Clicking on the More link displays the main content with the Summary link. Click the Summary link to hide the main content and once again show the summary.



Related Topics:

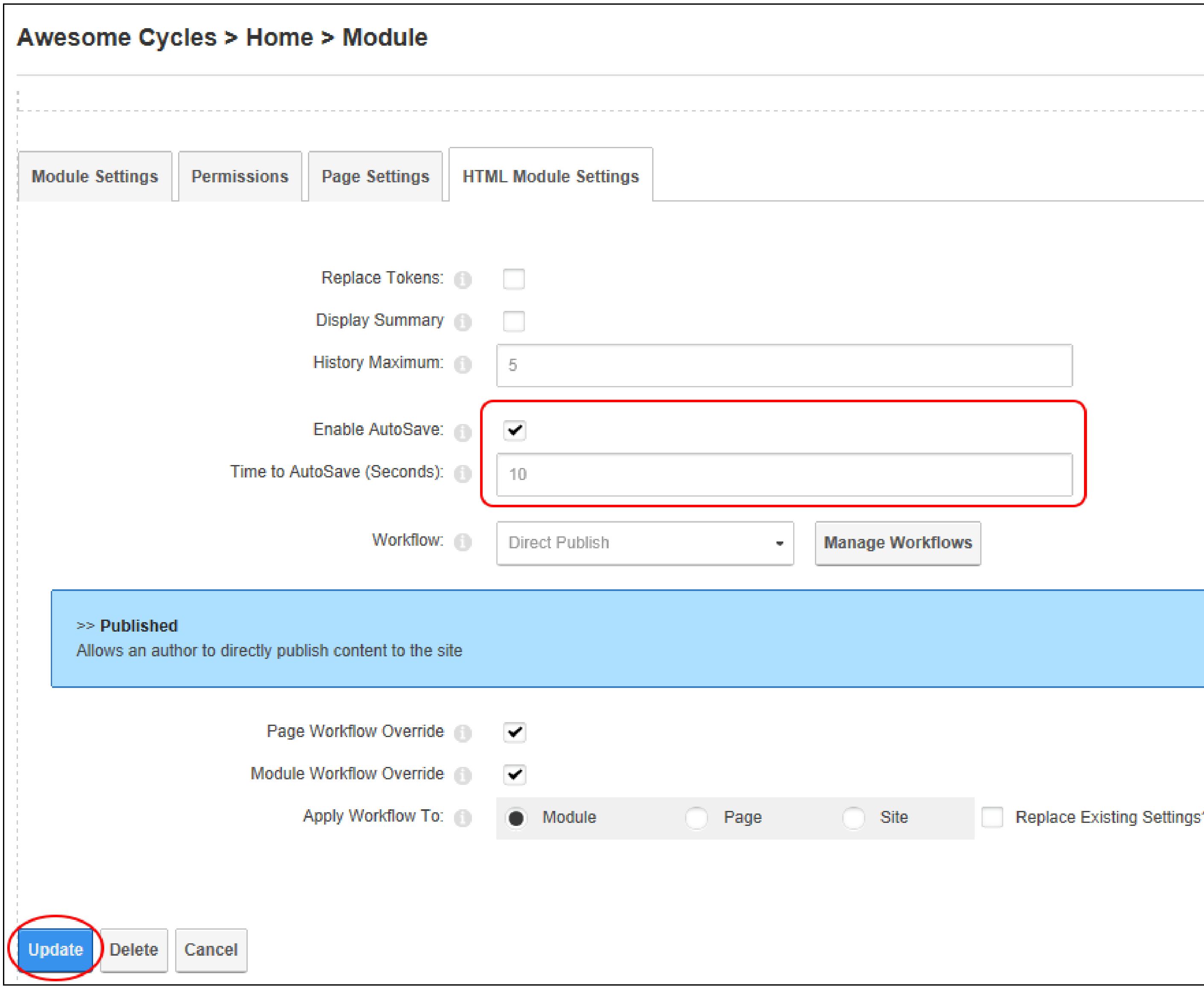
- See "About Mobile Devices Support"
- See "Adding Content (HTML Pro)"

Enabling/Disabling AutoSave (HTML Pro)

The HTML Pro module includes an AutoSave feature that ensures content that is entered into the Editor which has not been updated will be saved to a temporary location regardless of external events such as lost Internet connections or browser crash or system crash or user error. When a user edits content of a module with AutoSave enabled, the page will automatically save the inline content to a temporary location. AutoSave is enabled on the site by default.

Here's how to enable or disable the AutoSave feature:

1. Select **Settings** from the module actions menu.
2. Select the **HTML Module Settings** tab.
3. At **Enable AutoSave**, select from these options:
   - Check the check box to enable AutoSave for all modules of the same type.
     a. In the **Time to AutoSave (Seconds)** text box, enter the number of seconds (minimum of 10 to a maximum of 120 seconds) between each AutoSave. The default setting is 10 seconds.
   - Uncheck the check box to disable AutoSave.
4. Click the Update link.



Related Topics:

- See "Managing AutoSaved Content (HTML Pro)"

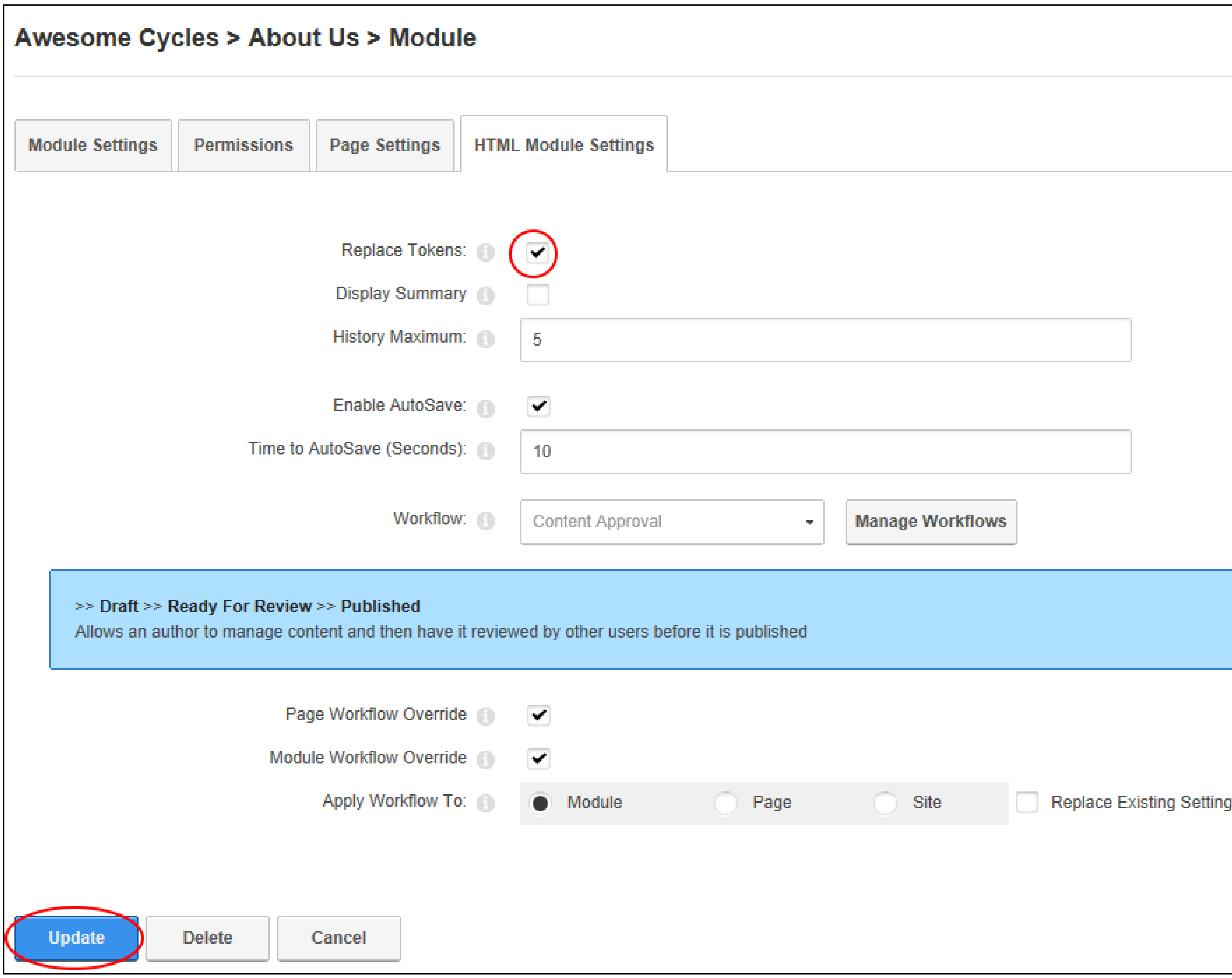
Enabling/Disabling Token Replacement (HTML Pro)

How to enable or disable token replacement on the HTML Pro module. Token replacement enables tokens such as [FirstName] to be replaced with the first name of the authenticated user. Tokens include information such as user details, site name, key words, date, time, etc.

Important. Inline editing and module caching are disabled if token replacement is enabled.

Important. Users must have Add Content/Edit permissions to the Page on which the HTML module is located in order to manage module settings.

1. Select **Settings** from the module actions menu.
2. Select the **HTML Module Settings** tab.
3. At **Replace Tokens**, select from these options:
   - Check the check box to enable full token replacement.
   - Uncheck the check box to disable token replacement. This will display any tokens as text in the Editor.
4. Click the **Update** button.



Enabling Token Replacement

Related Topics:

- See "Adding Replacement Tokens (HTML Pro)"

Setting a Workflow (HTML Pro)

How to set the workflow for the HTML Pro module. The below settings are available to authorized editors. Note: Administrators can also set a workflow as the site default. See "Configuring Admin Workflow Settings (HTML Pro)"

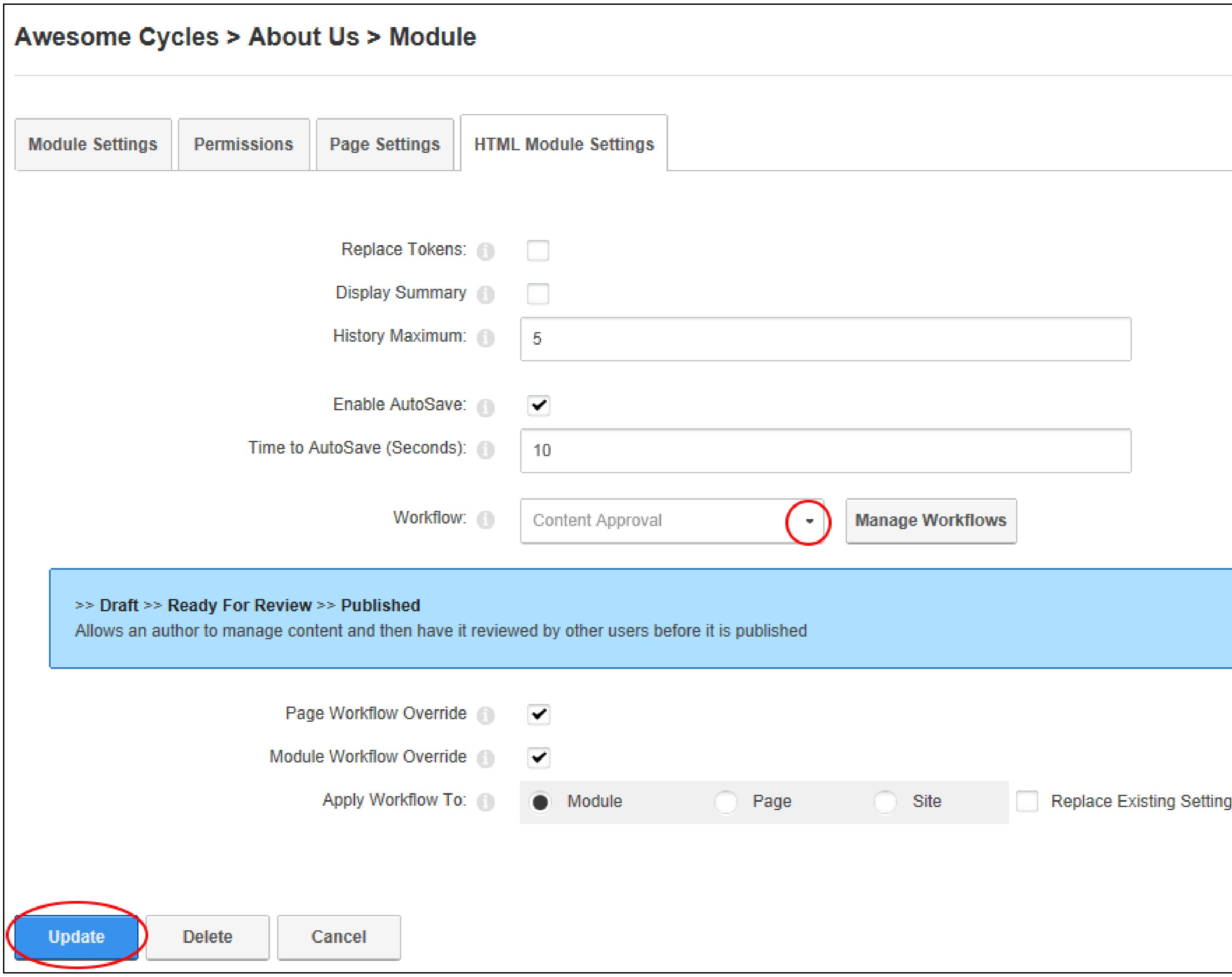
Important. Users must have Add Content/Edit permissions to the Page on which the HTML Pro module is located in order to manage module settings.

Tip: Whether it is for an individual module or you wish to set the default for the site an HTML Pro module must first be added to some page on your site.

1. Select **Settings** from the module actions menu.
2. Select the **HTML Module Settings** tab.
3. At **Workflow**, select the workflow you wish to use from these options:
   - **Content Approval**: Content Approval is similar to Save Draft but it adds an extra "Ready for Approval" state between the draft and published states. This allows reviewers to monitor and either approve or reject any content added before it is actually published to the site.
   - **Save Draft**: Save Draft allows content to be saved as a draft before it is published. Draft content will only be visible when edit mode is selected by users who can edit the module/page. In view mode the most recent published version of content will be displayed instead of the draft. This is the same for users with view permissions only. See "Publishing a Draft (HTML Pro)"
   - **Direct Publish**: With the direct publish workflow any content that is saved on the Edit Content page or through the inline editor will be immediately visible to all users with permissions to view the module. Editing users will be able to see the content for both view and edit mode.
4. At **Module Workflow Override**, select from the below options. Note: This option will be disabled if Page Workflow Override has been disabled by an Administrator.
   - Check the check box to enable page level workflow configuration to be overridden at the module level. This enables a unique workflow the be set for this module, rather than using the workflow set for all modules on this page by an Administrator.

- Uncheck ☐ the check box to set all modules on this page to use the workflow defined for the page.

5. At **Replace Existing Settings**, check ☑ the check box to replace the existing settings with these new settings. This option must be selected to override the previous settings. It exists as a safeguard against accidental changes.
6. Click the **Update** button.



Setting the Workflow for this HTML Pro module

About the HTML Pro Module

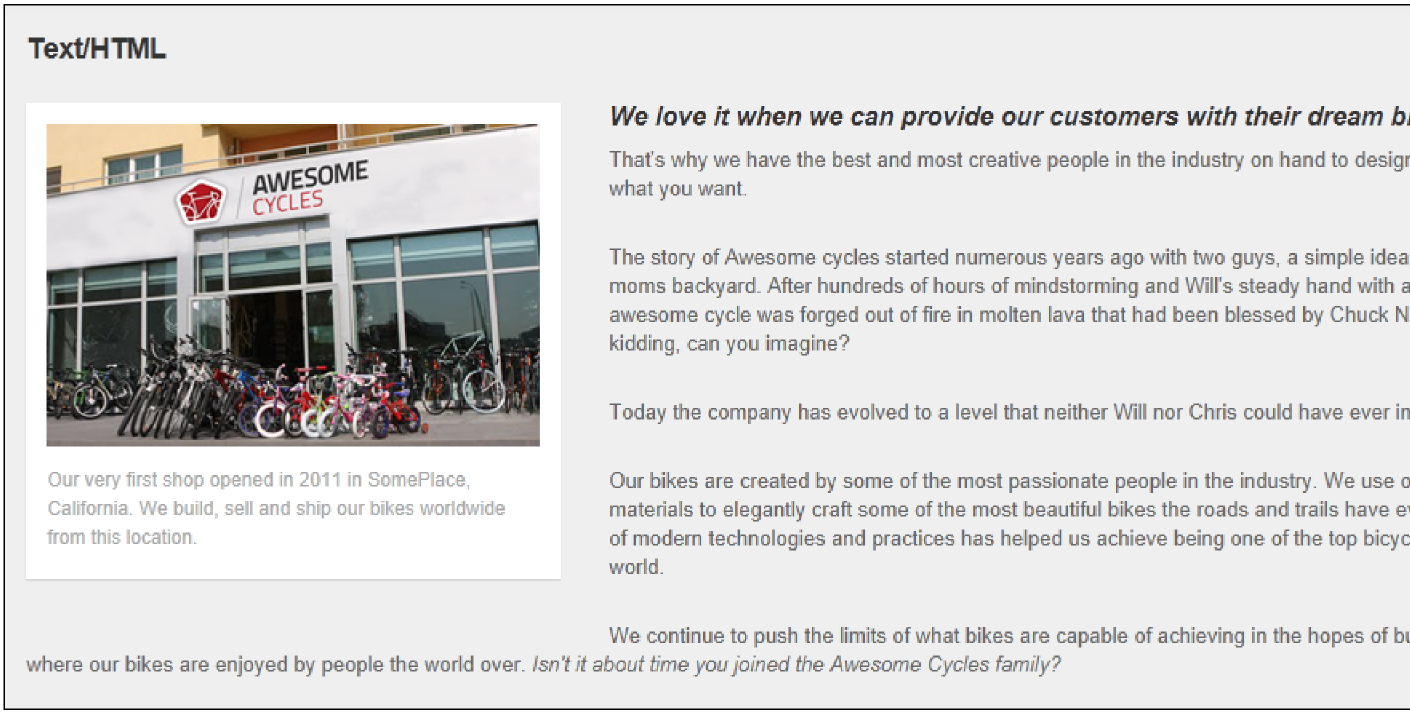
Open the menu on the left by clicking the arrow or navigate through tutorials with the forward and back buttons in the top right.

The HTML Pro module (typically titled Text/HTML) can display rich text, HTML, images, flash or can perform a script. This is a free form module that uses the Editor control to manage content using either a Basic Text Box or the Rich Text Editor.

Note: This module is typically installed on the site.

Module Version/Minimum DNN Version: The version number is always the same as the DNN framework version number.

Permissions. Users must have Add Content permission to the page where the HTML Pro module is located in order to manage module settings.



The HTML Pro Module

Features:

- Replacement Tokens
- IPortable, IUpgradable, ISearchable
- Workflow support for both direct publishing which publishes changes to content immediately, as well as content staging which allows editors to save and view content in a staging area prior to publishing. The HTML Pro module also enables Administrators to create additional and unique content staging workflows.

- Administrators can set the number of previous versions which are kept and editors can preview and rollback content an earlier version.
- View a detailed history of content versions.

Related Topics:

- See "About the Editor"

Configuring and Using Workflow (HTML Pro)

The HTML Pro module provides workflow support for both direct publishing and content publishing workflows that allow editors to save and view content in a staging area prior to publishing.

Here is an overview of process for setting up and using workflow:

1. Choose the workflow to be used for this module. See "Setting a Workflow (HTML Pro)". The module comes with one workflow titled "Content Approval" which includes three workflow states: Draft, Ready For Review, and Published. If this workflow doesn't suit your requirements, Administrators can instead create a new workflow (See "Adding a Workflow (HTML Pro)") and add as many states as are desired to that workflow (See "Adding a Workflow State (HTML Pro)")
2. Once the required workflow has been set, Administrators can choose how widely the workflow is used on the site. See "Configuring Admin Workflow Settings (HTML Pro)"
3. Other settings to consider updating before continuing are See "Enabling/Disabling AutoSave (HTML Pro)", See "Setting Maximum Version History (HTML Pro)" and See "Enabling/Disabling Token Replacement (HTML Pro)"
4. Now you are ready to begin adding content. See "Adding Content (HTML Pro)"
5. Module Editors can now add the first draft of the content and make as many changes and updates as they like. These updates will not be published or be viewable by site visitors. Once the editor is happy with her/his work the content can be set for publishing (Publish Changes) and Locked to prevent further changes.
6. The content now moves into the next state in the workflow. For example, for the "Content Approval" workflow, the workflow will have now moved from the "Draft" state to the "Ready For Review" state. Users who have been granted permission for the "Ready For Review" state will receive a notification message advising that the content is ready to review. The notification message can be accessed via their user account (See "Managing Notifications") or using the My Modules module. See "Managing My Modules".

7. In this next state of workflow, these users can now choose the following actions:
    a. Approve the content. The content is then moved to the next state.
    b. Edit and Approve the content. The content is then moved to the next state.
    c. Edit and save the content without approving it. This allows users to return to the content and make further changes without moving to the next workflow state. Saving the content without approving it will move the lock to the current user however the content will remain in the current state until it is approved.

Additional Notes:

Content Approval workflow

When the module is in Published or Draft workflow state, a user with edit permission can edit the content and lock or publish the content after clicking save. The outcomes are

- If the content is not published, the new state is *draft*
- When the content is published, it is locked to the user by default and the new state is *Ready for Review*

When the module is in Ready for Review workflow state, a user with permission to approve the content can edit the content, and approve or reject the content after clicking save

- If the content is only edited, then the lock is transferred to the approver user
- If the content is rejected, the new state is *Draft* and the lock remains with the original user
- If the content is approved, the new state is *Published* and the content is unlocked
- If the user is an Administrator, they can choose to lock, approve or reject the content.

Save Draft workflow (e.g. more than one state between draft and published)

When the module is in Published or Draft workflow state, a user with edit permission can edit the content and lock or publish the content after clicking save

- If the content is not published, the new state is *Draft*. The content can also be locked optionally
- When the content is published, its new state is *Published*
- If the user is an Administrator, the content can be unlocked

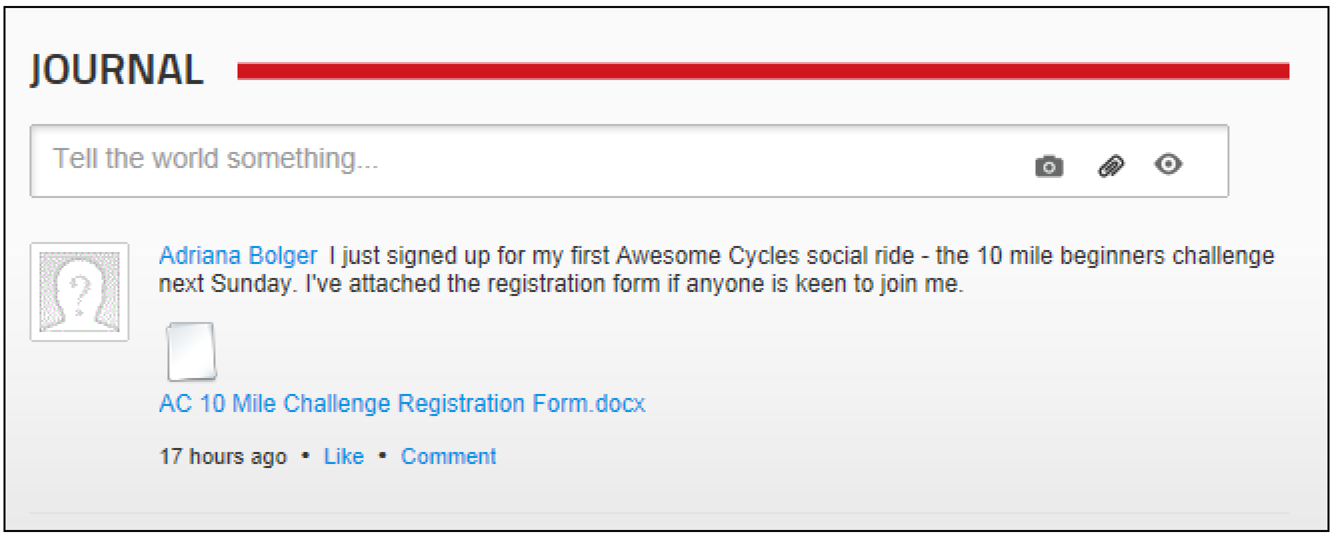
Journal

About the Journal Module

The Journal module allows registered users to write journal entries that can be viewed by all or some site users. A file or image can be attached to journal entries and the module can be configured in a number of layouts. The Journal forms part of each uses profile as well as being a standalone module that can be added to any site page.

Installation Note: This module is typically installed on the site and cannot be uninstalled.

Module Version: The version number for this module is the same as version of the DNN framework.

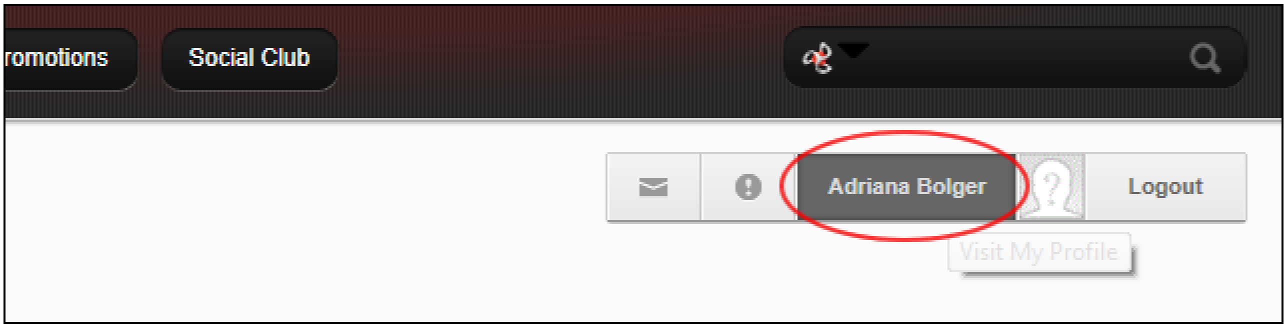


The Journal Module

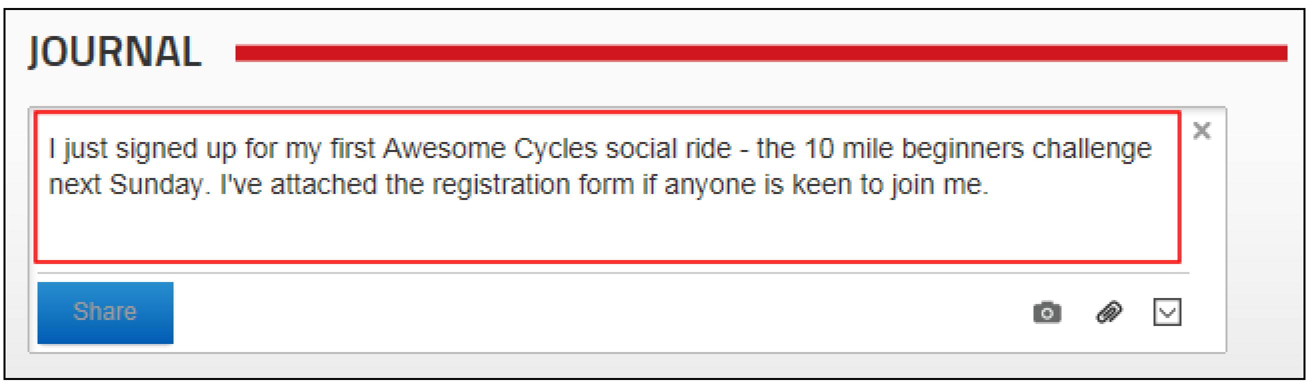
Adding a Journal Entry

How to post an entry to the Journal module. Depending on the Journal settings, you may be able to attach a photo or a file to each post. You cannot add more than one attachment (either a photo or a file) to a post. Photo attachments display below the post and are scaled up or down to be as a standard width of 250 pixels. File attachments display as a File icon above the linked file name.

1. Click on your Display Name link - OR - Go to a Journal module.



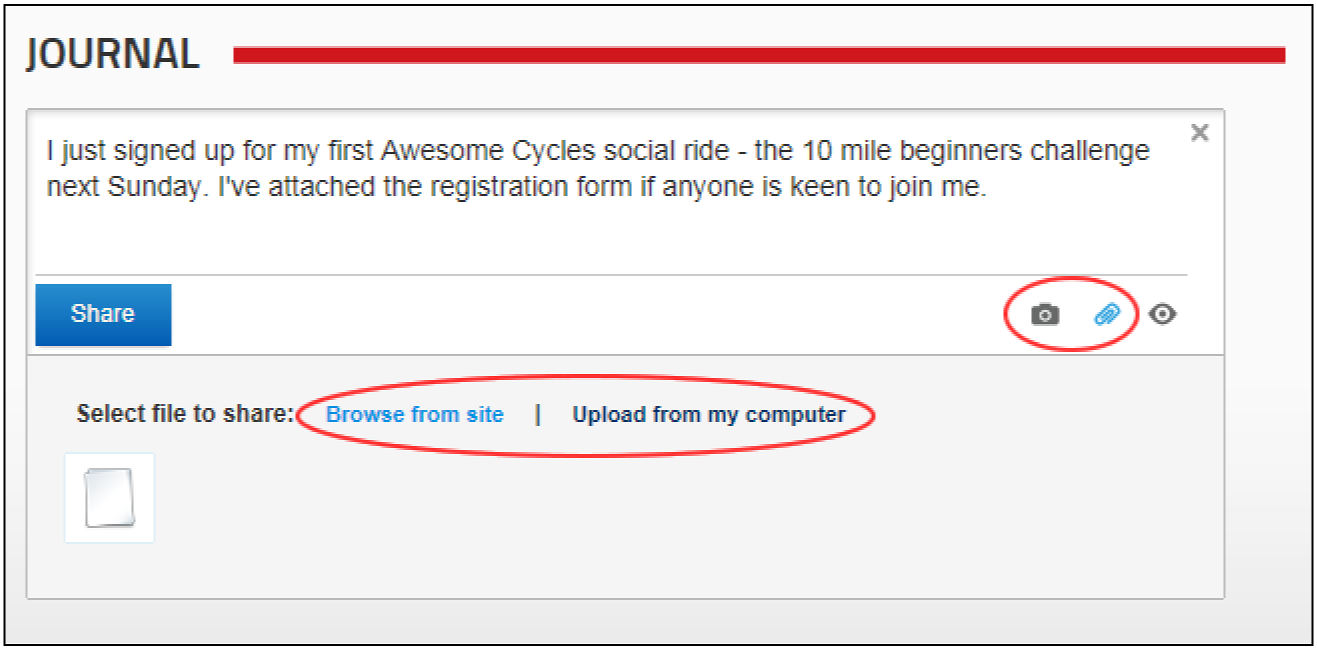
2. In the "Tell the world something..." message box, paste or type your message. A maximum length is set for each message so if you paste in a message longer than the allowed message length, then the additional characters will be trimmed from the end of the message. Likewise, if you attempt to type in a longer message than is permitted you will be prevented from entering any additional characters once the maximum is reached. Note: You can cancel the new entry by clicking the **Cancel** ✕ button that is displayed in the top right corner of the module once you commence entering the message.



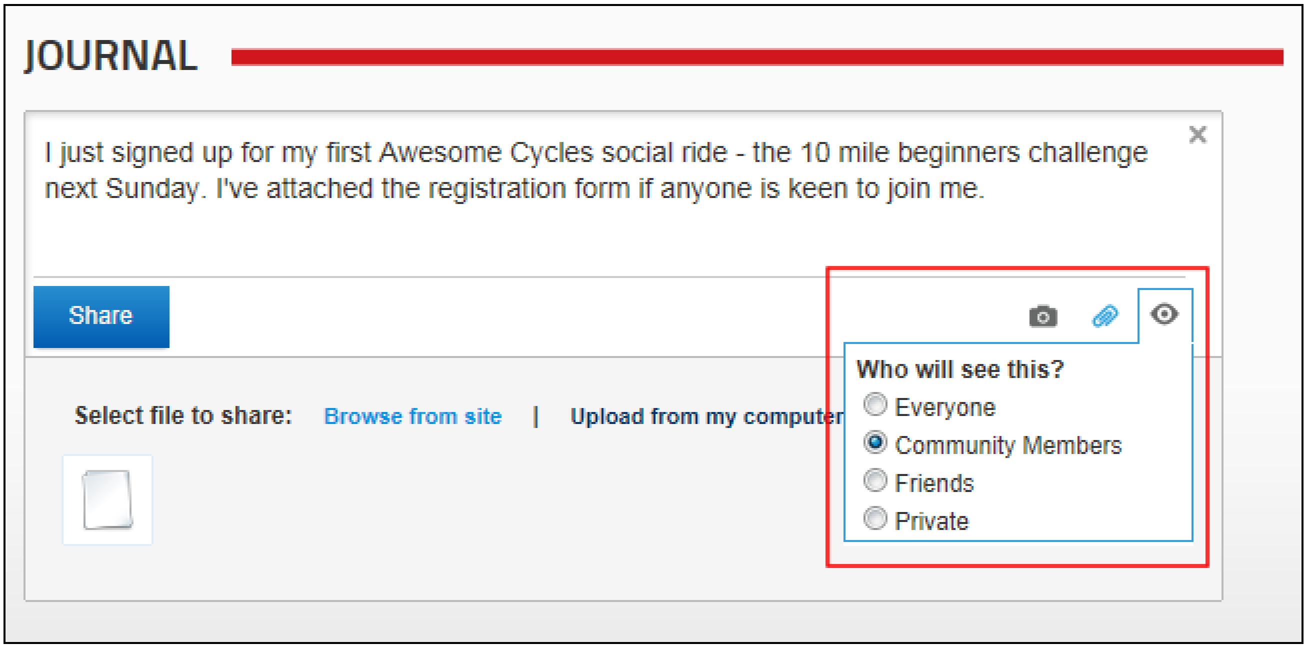
3. **Optional.** Click the **Photo** button to attach a photo to your post. This displays the **Select photo to share** section where you can choose from these options:
   - **Browse from site**: Click this link and then select an image that you have previously uploaded to your personal image folder (called "My Folder") using the Journal module. Note: You cannot manage the files in this folder, only upload new images.
   - **Upload from my computer**: Click this link and then navigate to and select the image. Once you have selected and uploaded the photo it will be displayed on the module.
4. **Optional.** Click the **Attachment** button to attach a file to your post. This displays the **Select file to share** section where you can choose from these options:
   - **Browse from site**: Click this link and then select an image that you have previously uploaded to your personal image folder (called "My Folder") using the Journal module.

Note: You cannot manage the files in this folder, only upload new images.

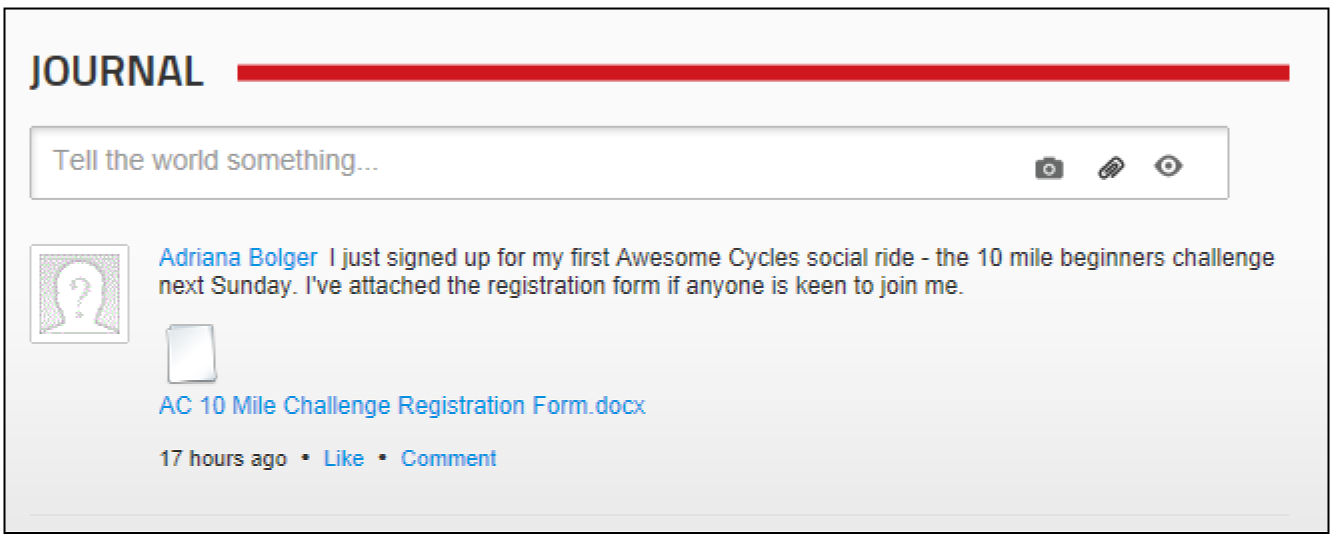
- **Upload from my computer**: Click this link and then navigate to and select the file. Once you have selected and uploaded the file a **File** icon is displayed indicating the file is successfully attached. Tip: You can select a different image or attachment, of click the Delete button displayed beside an image or attachment to remove it from the entry.



5. **Recommended.** Click the **Share** button and choose the users can view this message from these options:
    - **Everyone**: Any user who can view the Journal
    - **Community Members**: Any authenticated user who can view the Journal
    - **Friends**: Any user that you have added as a Friend. See See "Connecting with a Member"



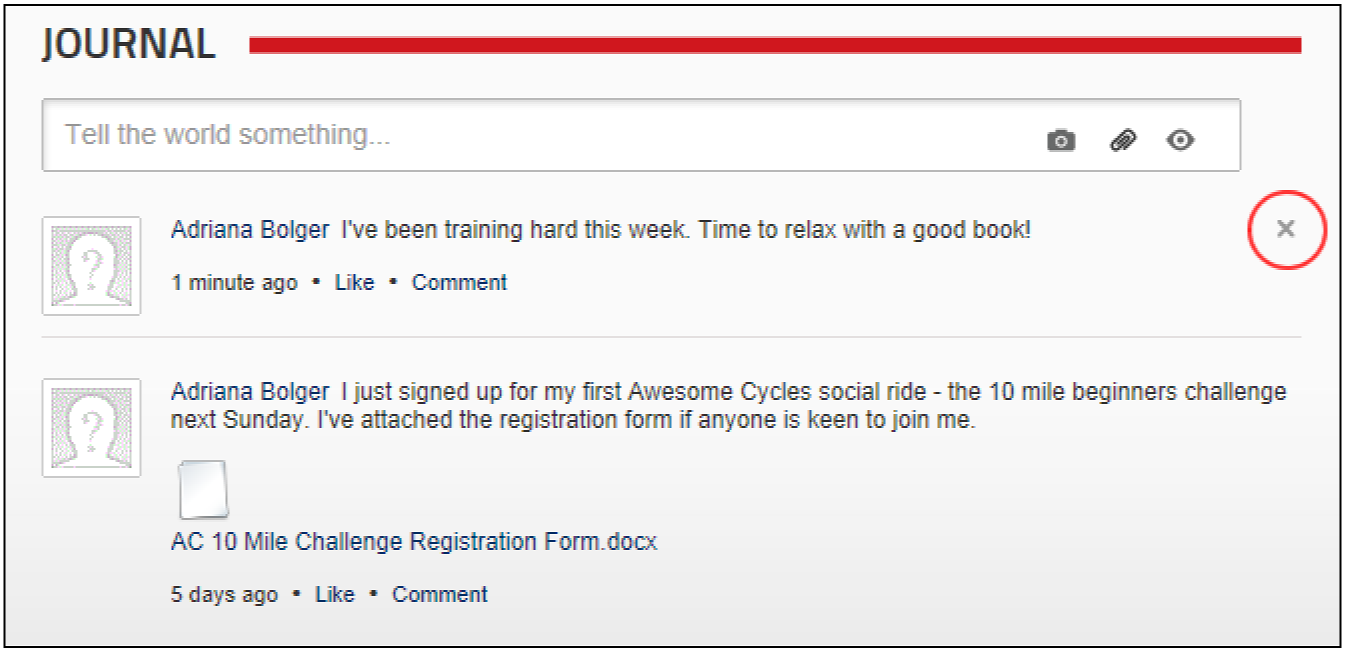
6. Click the **Share** button. The post is now displayed below the message box. In the below example, a post with a file attachment has been added.



Deleting a Journal Entry

How to post an entry to the Journal module. Depending on the Journal settings, you may be able to attach a photo or a file to each post. You cannot add more than one attachment (either a photo or a file) to a post. Photo attachments display below the post and are scaled up or down to be as a standard width of 250 pixels. File attachments display as a File icon above the linked file name.

1. Click on your Display Name link - OR - Go to a Journal module.
2. Hover your mouse over the entry to be deleted. This displays a **Delete** button to the right of the entry.
3. Click the **Delete** button. This will display the message "Are You Sure You Wish To Delete This Item?'
4. Click the **Yes** button to confirm.



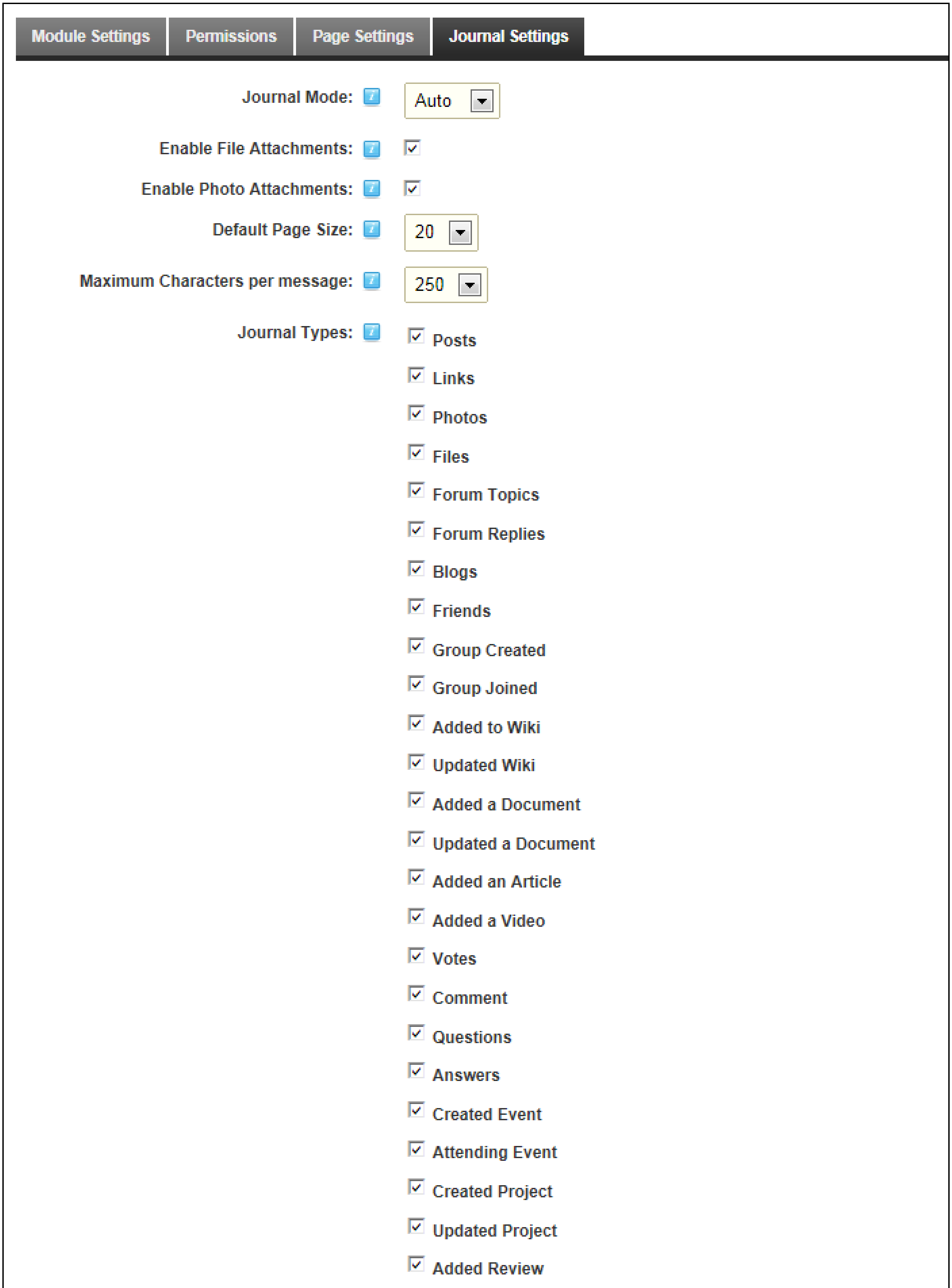
Settings

Configuring Journal Settings

How to configure the settings applied to an instance of the Journal module.

1. Select **Settings** from the module actions menu.
2. Select the **Journal Settings** tab.
3. At **Journal Mode**, select from the following modes to ensure the journal displays properly on group and profile pages:
   - **Auto**: This mode will attempt to detect whether or not the module is being used on a group or profile page. This is the default mode.
   - **Profile**: This mode will only render journal items when a User Id value is present in the URL.
   - **Group**: This mode will only render journal items when a group id is present in the URL.

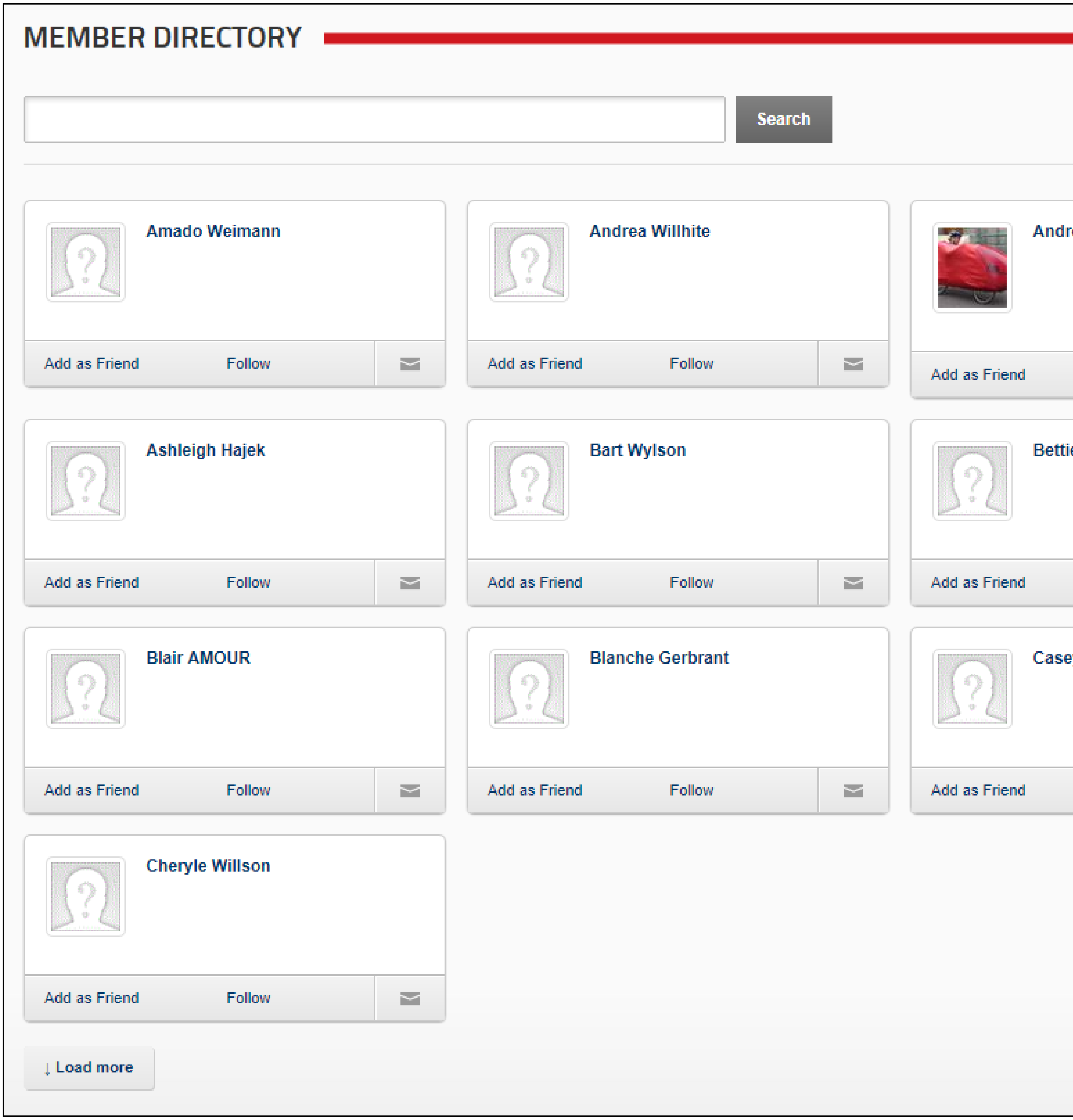
4. At **Enable File Attachments**, select from these options:
   - Check ☑ the check box to allow users to attach files to journal posts. This displays the **Attachment** button below the message entry box. This is the default setting.
   - Uncheck ☐ the check box to disable file attachments.
5. At **Enable Photo Attachments**, select from these options:
   - Check ☑ the check box to allow users to attach photographs to journal posts. This displays the **Photo** button below the message entry box. This is the default setting.
   - Uncheck ☐ the check box to disable photograph attachments.
6. At **Default Page Size**, select the number of journal items that are displayed per page. The default setting is 20.
7. At **Maximum Characters per message**, select the maximum number of characters for a message. The default setting is 250.
8. At **Journal Types**, select the types of journals you want to display.
9. Click the **Update** button.


Module Settings
Permissions
Page Settings
Journal Settings
Journal Mode:
Auto
Enable File Attachments:
Enable Photo Attachments:
Default Page Size:
20
Maximum Characters per message:
250
Journal Types:
Posts
Links
Photos
Files
Forum Topics
Forum Replies
Blogs
Friends
Group Created
Group Joined
Added to Wiki
Updated Wiki
Added a Document
Updated a Document
Added an Article
Added a Video
Votes
Comment
Questions
Answers
Created Event
Attending Event
Created Project
Updated Project
Added Review

Member Directory

About the Member Directory Module

The Member Directory module allows users to view a list of registered site members and perform searches for particular members. The Member Director module can be configured to only display members of a particular role or relationship such as friends or members whose activities you are following.

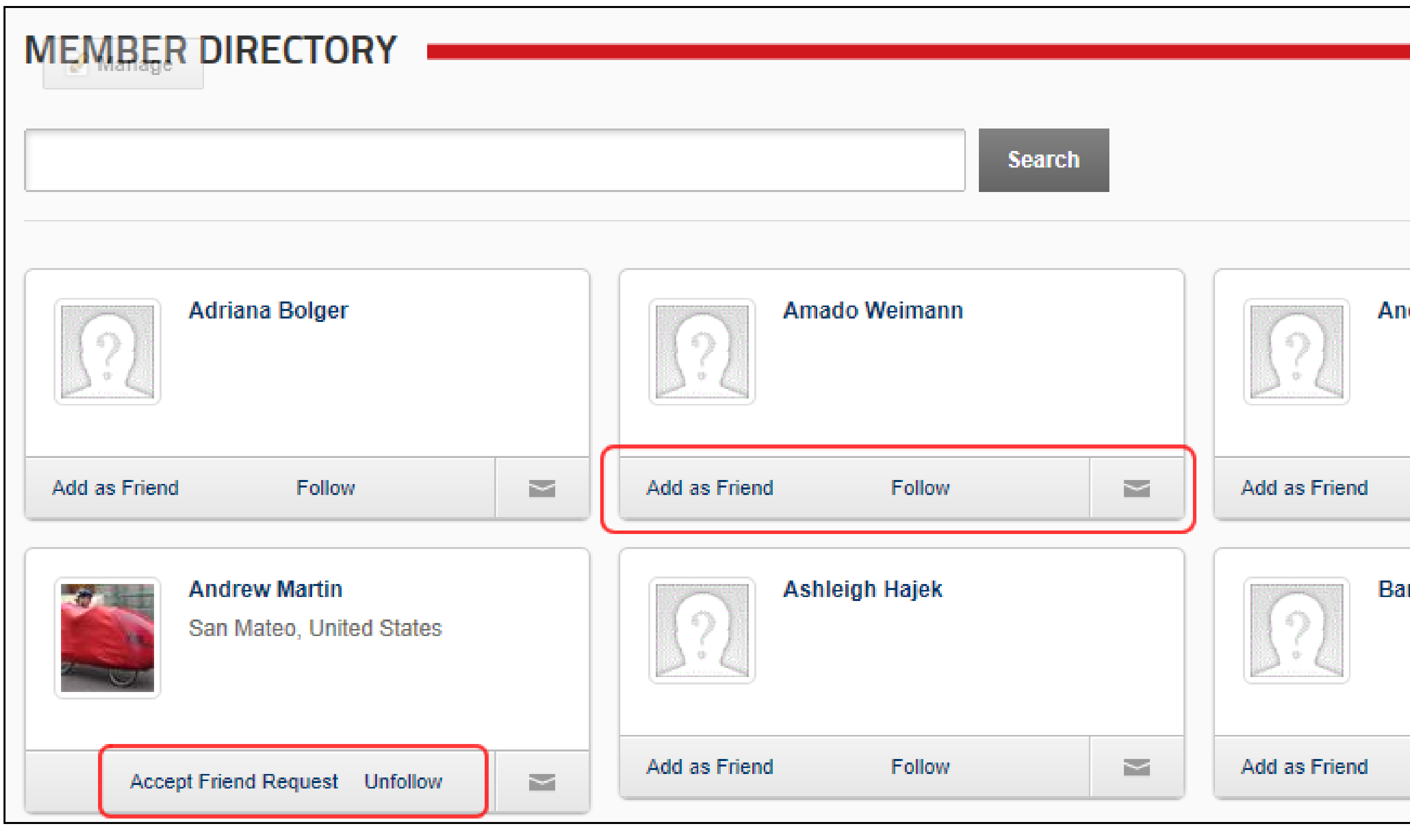


The Members Directory module

Connecting with a Member

Registered users and subscribers can form social relationships using the Members Directory module. Users can choose to friend and follow other users or groups and to receive notifications which allow them to approve or reject new friends and followers.

1. Go to the Members Directory module.
2. Search for the required member. See "Searching for Members"
3. Select one or more of the following options:
   - Click the Add as Friend link to send a friend request to the member. The request must now be accepted by the member.
   - Click the Follow link to follow the activity of the member. Tip: The Unfollow link will now replace the Follow link, enabling you to remove this connection any time you choose.
   - Click the **Send Message** button to compose a message to the member.
     - In the **Subject** text box, enter the subject of this message.
     - In the **Your Message** text box, enter the body of this message.
     - Click the Send link.



Related Topics:

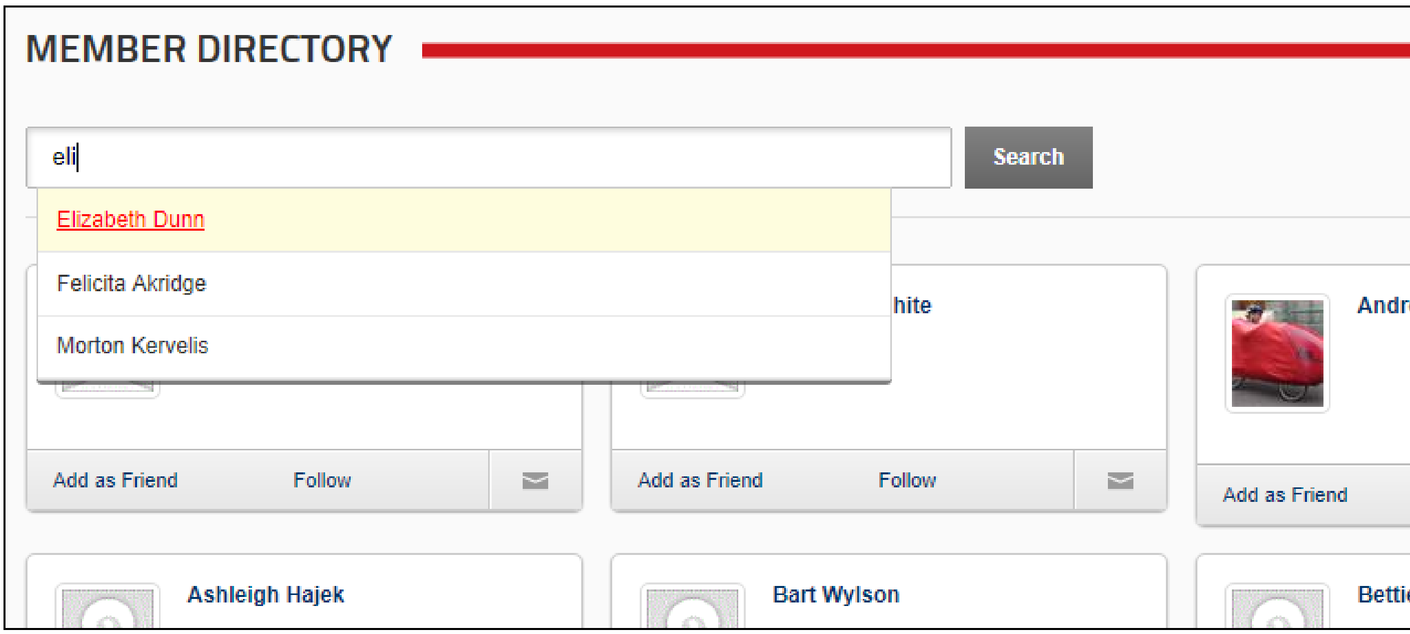
- See "Managing Notifications"

Searching for Members

How to search for site members using the Member Directory module.

Basic Search

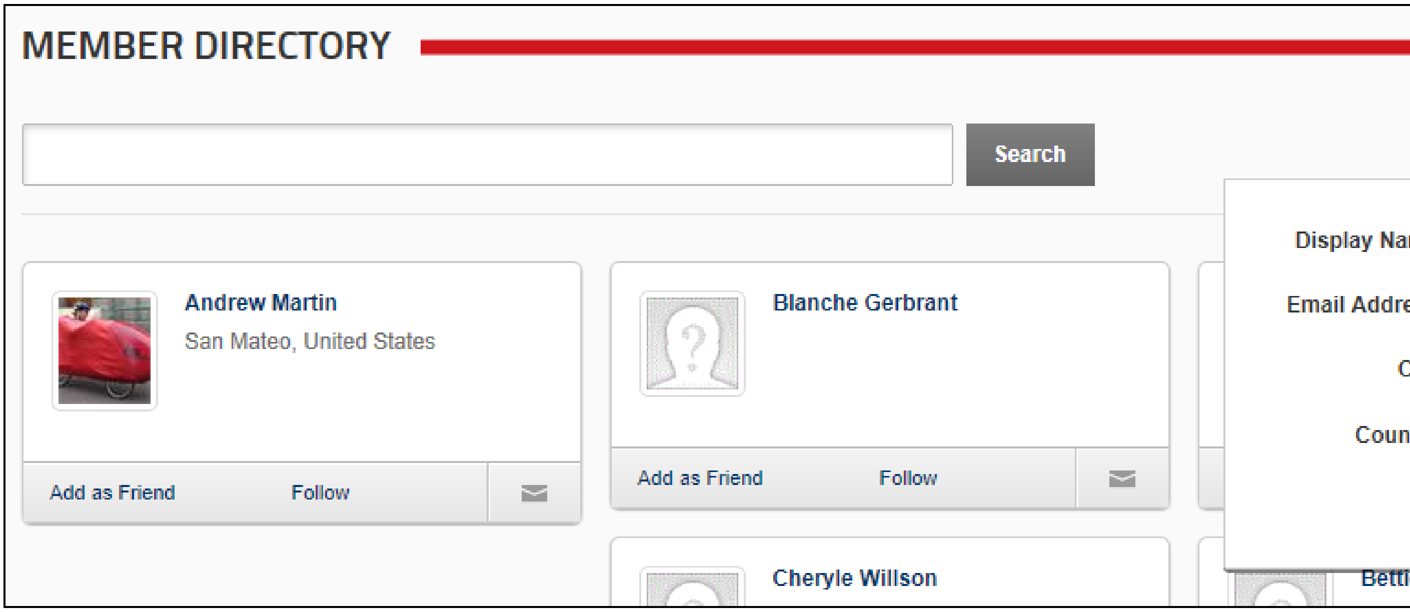
1. Go to a Member Directory module.
2. In the **Search** text box, begin typing in the user name, first name or last name of the message recipient or the name of the Role. This will display a list of the matching users.



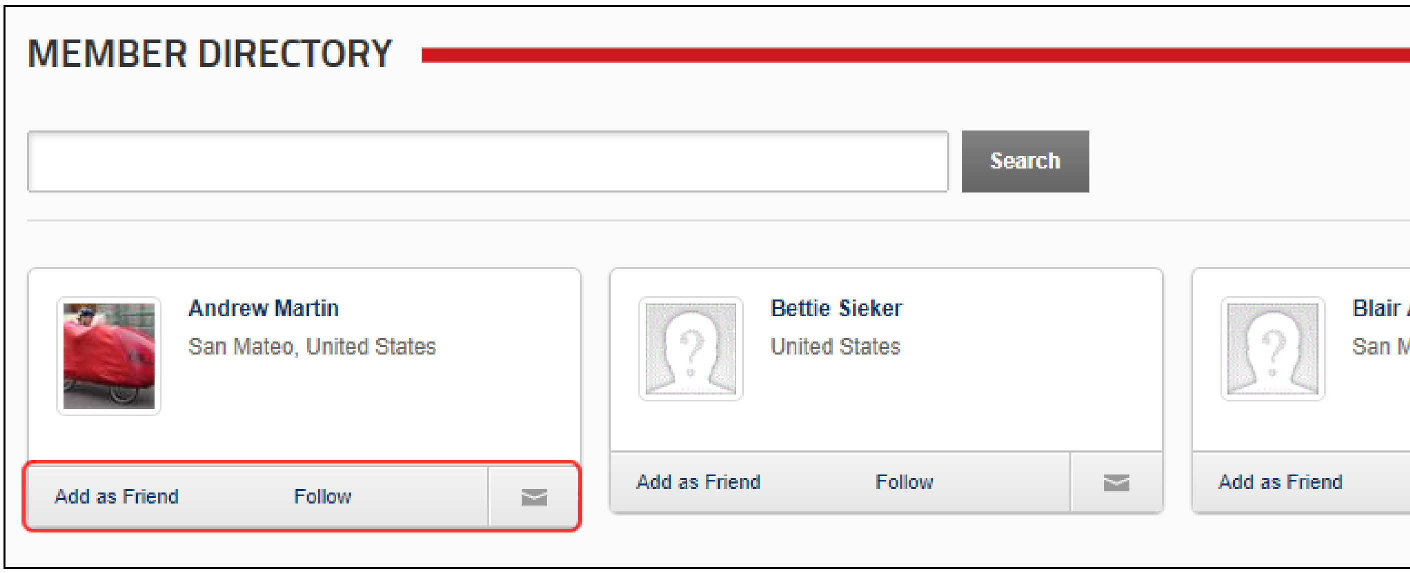
3. Click the **Search** button to view all results (as shown below) - OR - Click on a member's name in the list of results to view that member only.

Advanced Search

1. Go to a Member Directory module.
2. Click the **Advanced Search** button. This displays the advanced search options that can include one or more of the below options. Complete one or more search criteria:
   - In the **Display Name** text box, enter all or part of the member's display name.
   - In the **Email Address** text box, enter all or part of the member's email address.
   - In the **City** text box, enter the name of the member's city.
   - In the **Country** text box, enter the name of the member's country.



3. Click the **Search** button to view the matching members.



Related Topics:

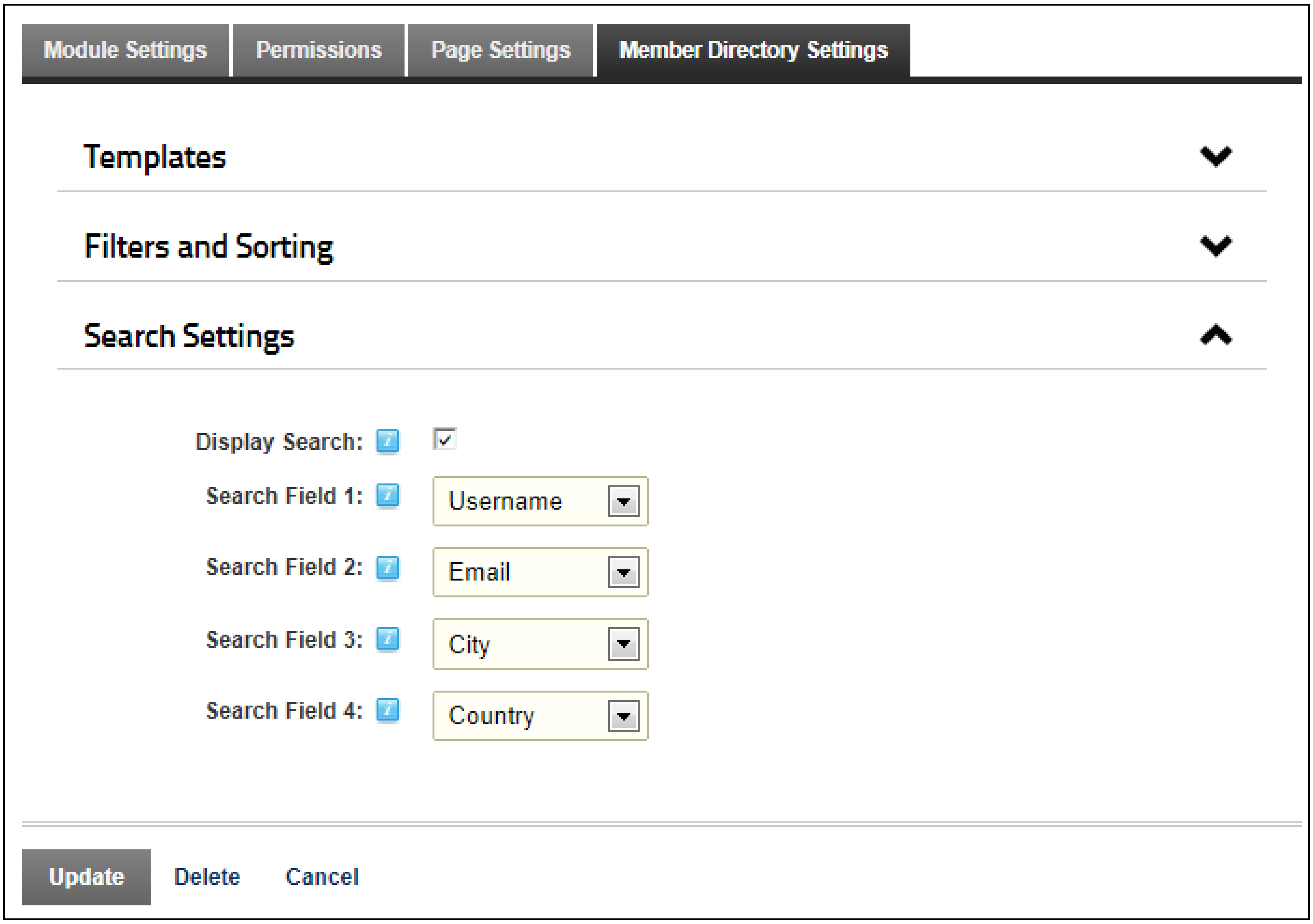
- See "Configuring Search Settings"

Settings

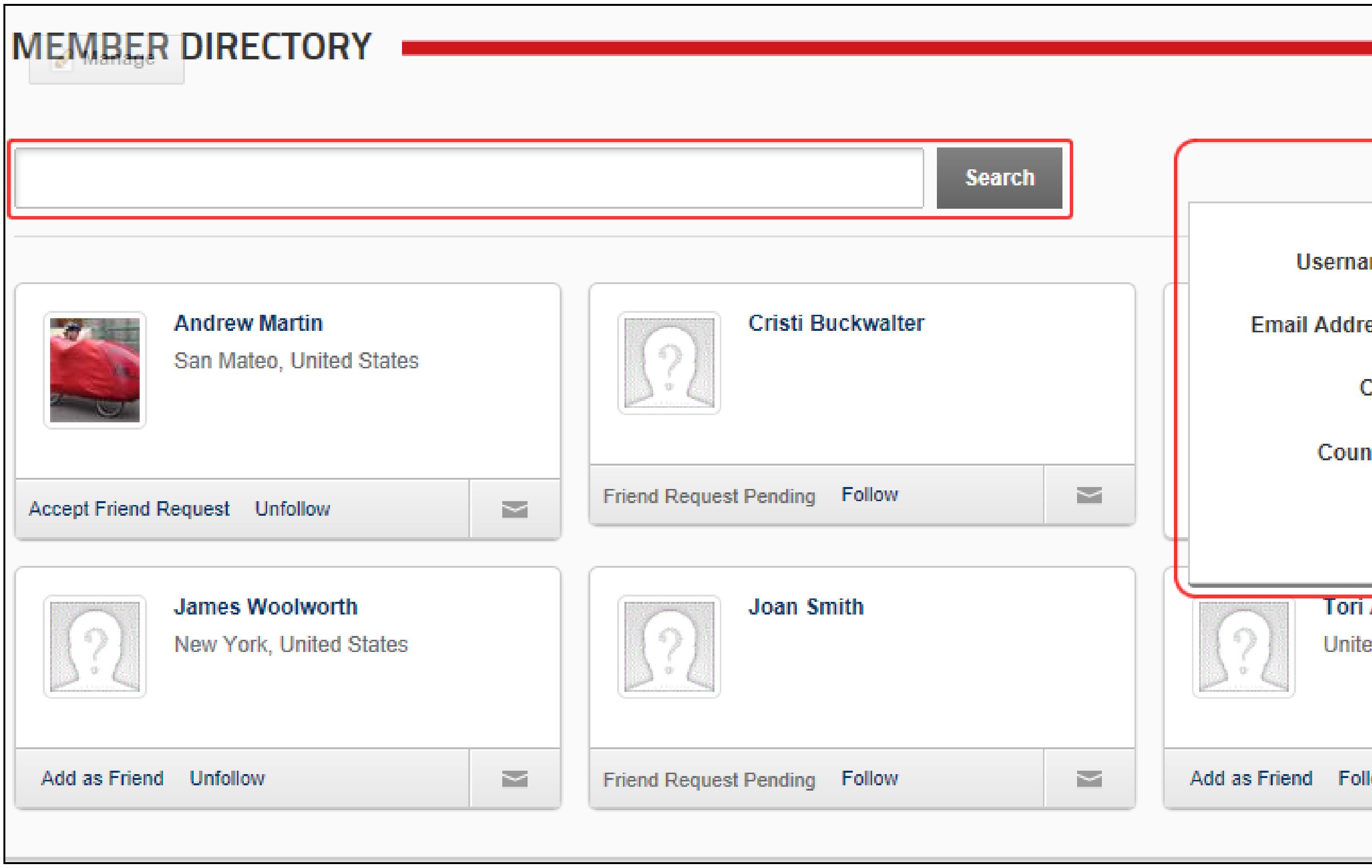
Configuring Search Settings

How to enable/disable search capabilities on the Member Directory module and configure the advanced search options.

1. Select Settings from the module actions menu.
2. Select the **Member Directory Settings** tab.
3. Expand the **Search Settings** section.
4. At **Display Search**, check the check box to display both the basic and advanced search boxes - OR - Uncheck the check box to remove all searching.
5. At **Search Field 1**, select the first field that is displayed on the advanced search box. The available options are Display Name, Email, Prefix, First Name, Middle Name, Last Name, Suffix, Unit, Street, City, Region, Country, Postal Code, Telephone, Cell/Mobile, Website, IM, or Fax. The default option is Username.
6. At **Search Field 2**, select the second field that is displayed on the advanced search box. The default option is Email.
7. At **Search Field 3**, select the third field that is displayed on the advanced search box. The default option is City.
8. At **Search Field 4**, select the fourth field that is displayed on the advanced search box. The default option is Country.



9. Click the **Update** button.



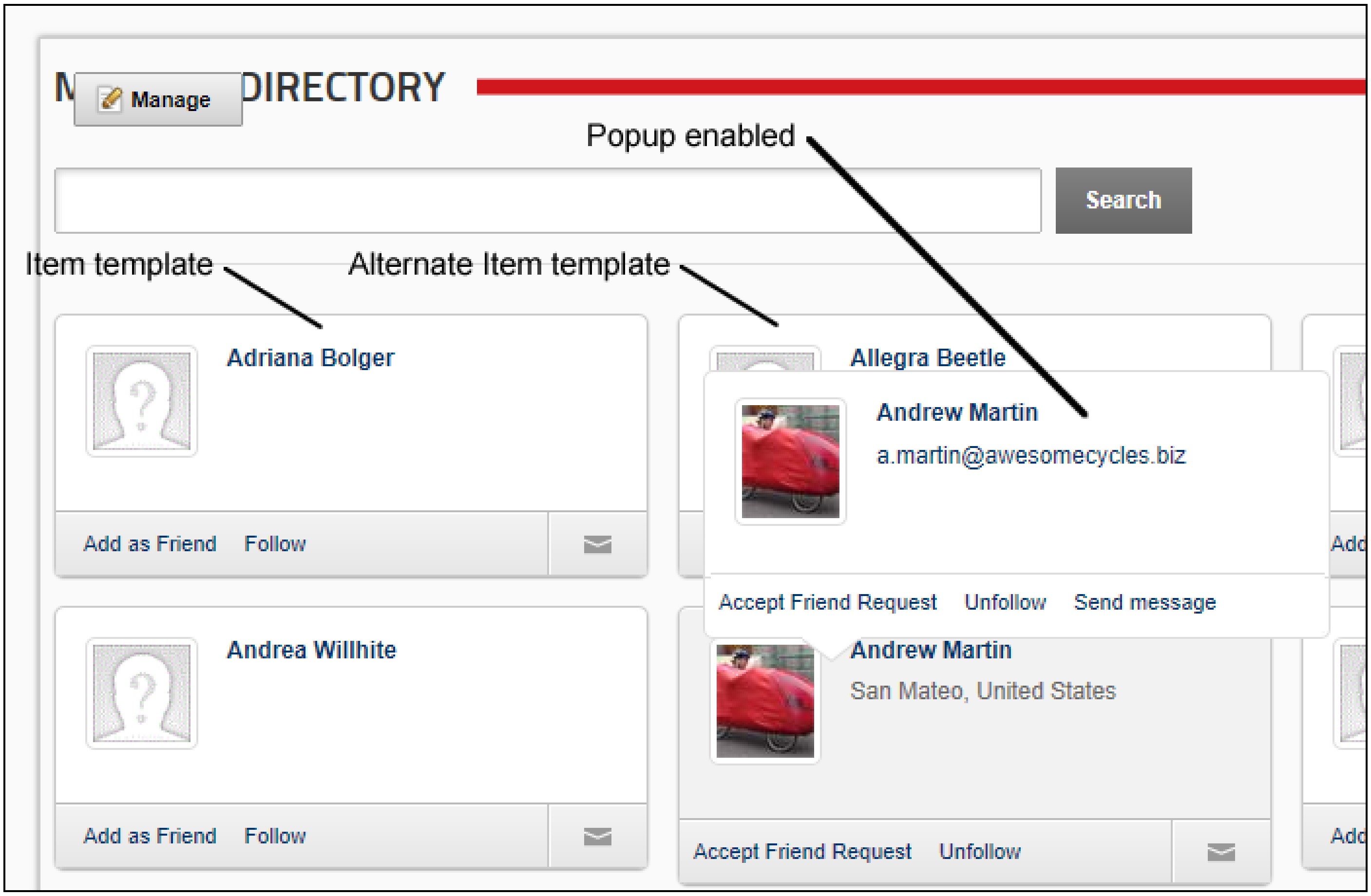
The default search setting for the Members Directory module

Related Topics:

- See "Searching for Members"

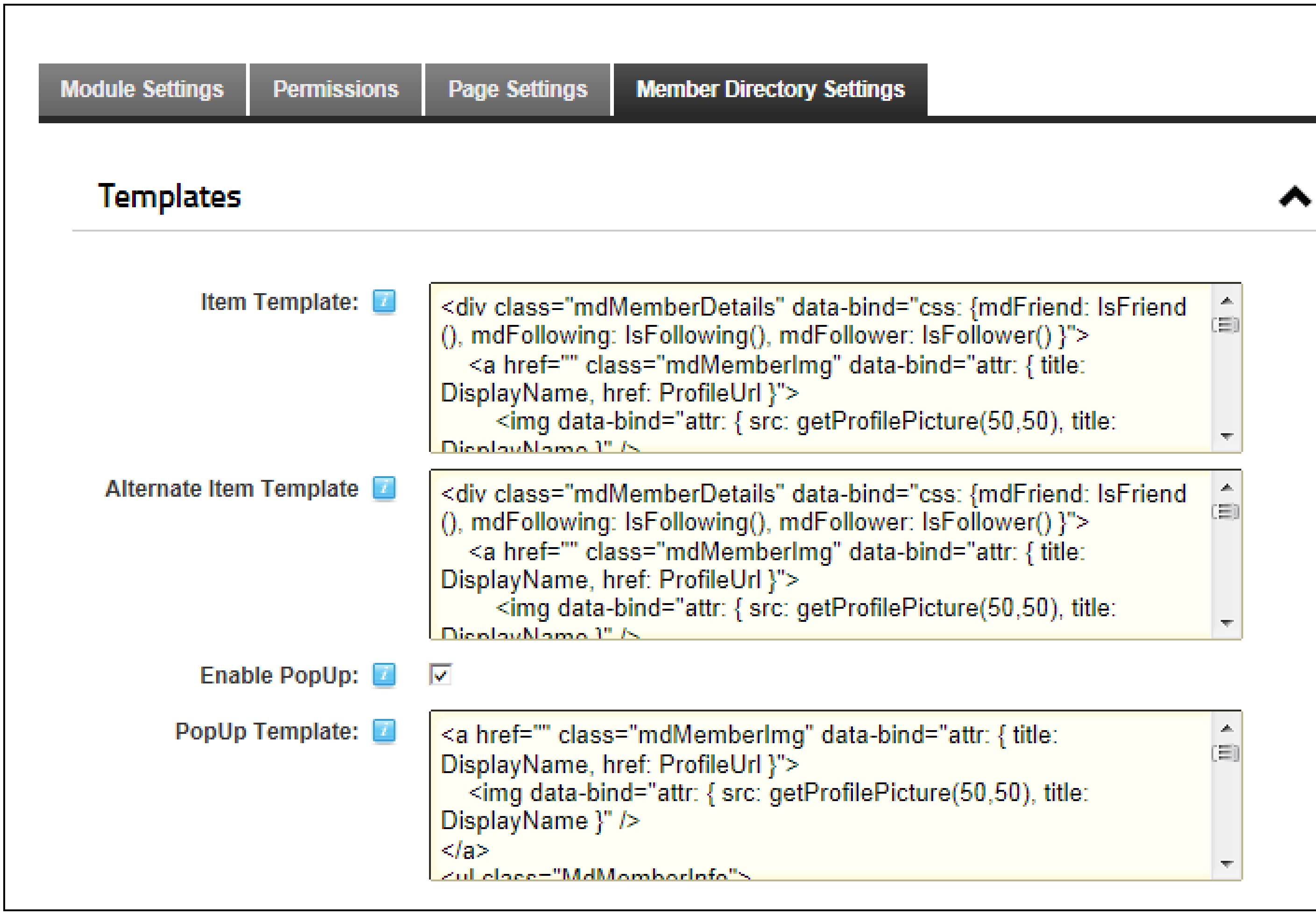
Managing Templates

The layout of the Member Directory module can be changed using the templates maintained on the Member Directory Settings page. In the below image the default templates that are provided with DNN are used.



Here's how to configure the Member Directory templates:

1. Select **Settings** from the module actions menu.
2. Select the **Member Directory Settings** tab.
3. Expand the **Templates** section.
4. In the **Item Template** text box, edit the template for member listings.
5. In the **Alternative Item Template** text box, edit the template for alternate member listings or leave this field blank to use the same layout for all members.
6. At **Enable PopUp**, select from these options:
   - Check the check box to display member details in a popup window when a user mouses over a member's listing.
   - Uncheck the check box to disable popup window.
7. In the **PopUp Template** text box, edit the template used for the PopUp window.



8. Click the **Update** button.

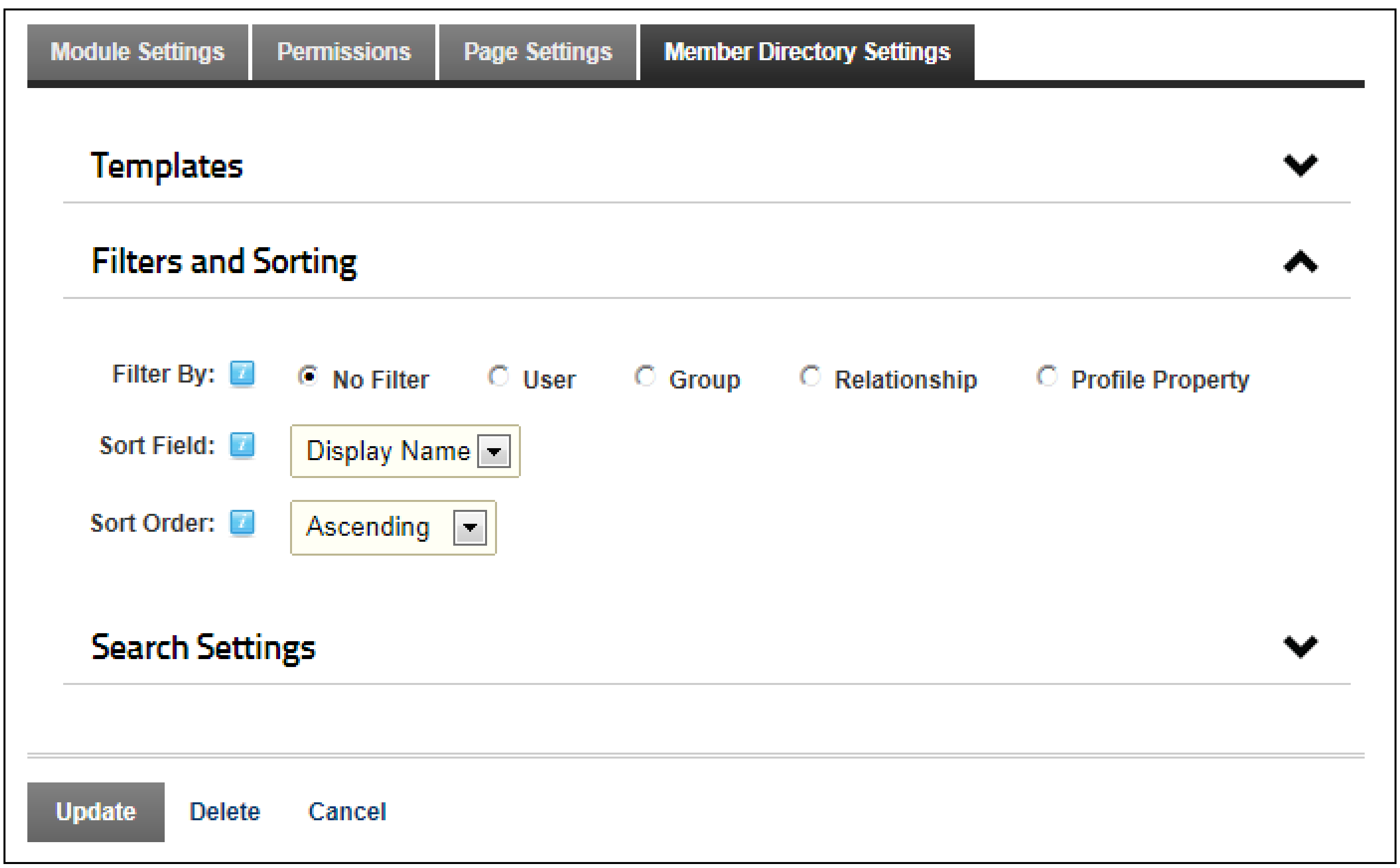
Setting Filters and Sorting

The Member Directory module uses templates to allow authorized users to define the layout of the module. Different filters can also be applied to the Members Directory module to control which member records are displayed.

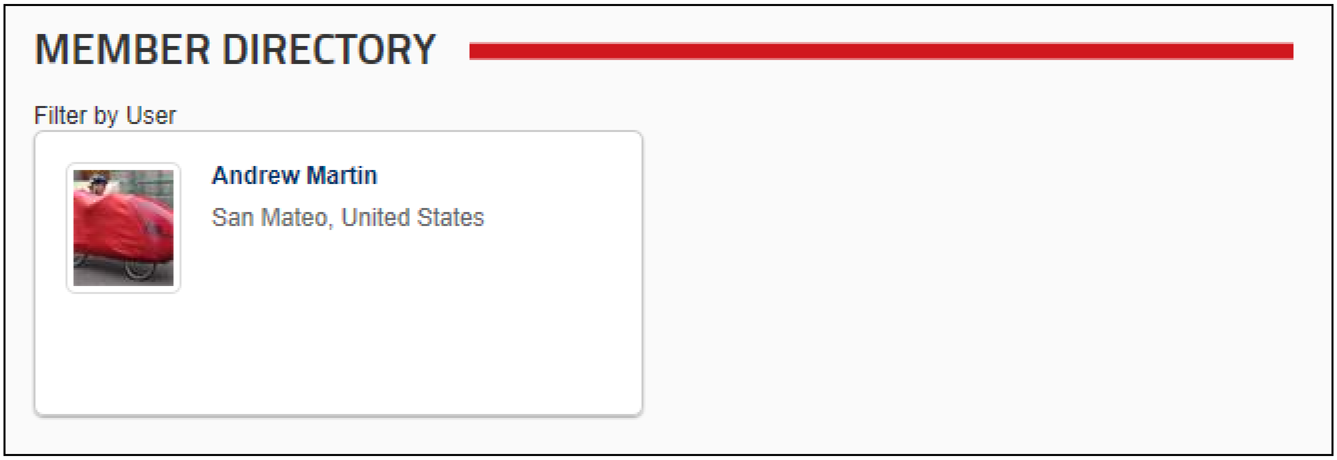
1. Select **Settings** from the module actions menu.
2. Select the **Member Directory Settings** tab.
3. Expand the **Filters and Sorting** section.
4. **Optional.** At **Filter By**, you can choose to apply a filter to this instance of the Members Directory module.

- **No Filter**: Select this option to remove the filter and display all members.
- **User**: Select this option to only display the profile of the member who is currently logged into the site.
- **Group**: Select this option and then select a Social Group to only display members who belong to that group.
- **Relationship**: Select this option to only display members that you have a relationship with. E.g. friend or follower.
- **Profile Property**: Select this option and then choose a profile property to only display matching members. E.g. Select Country and then enter United States to only display members who have set United States as their country.

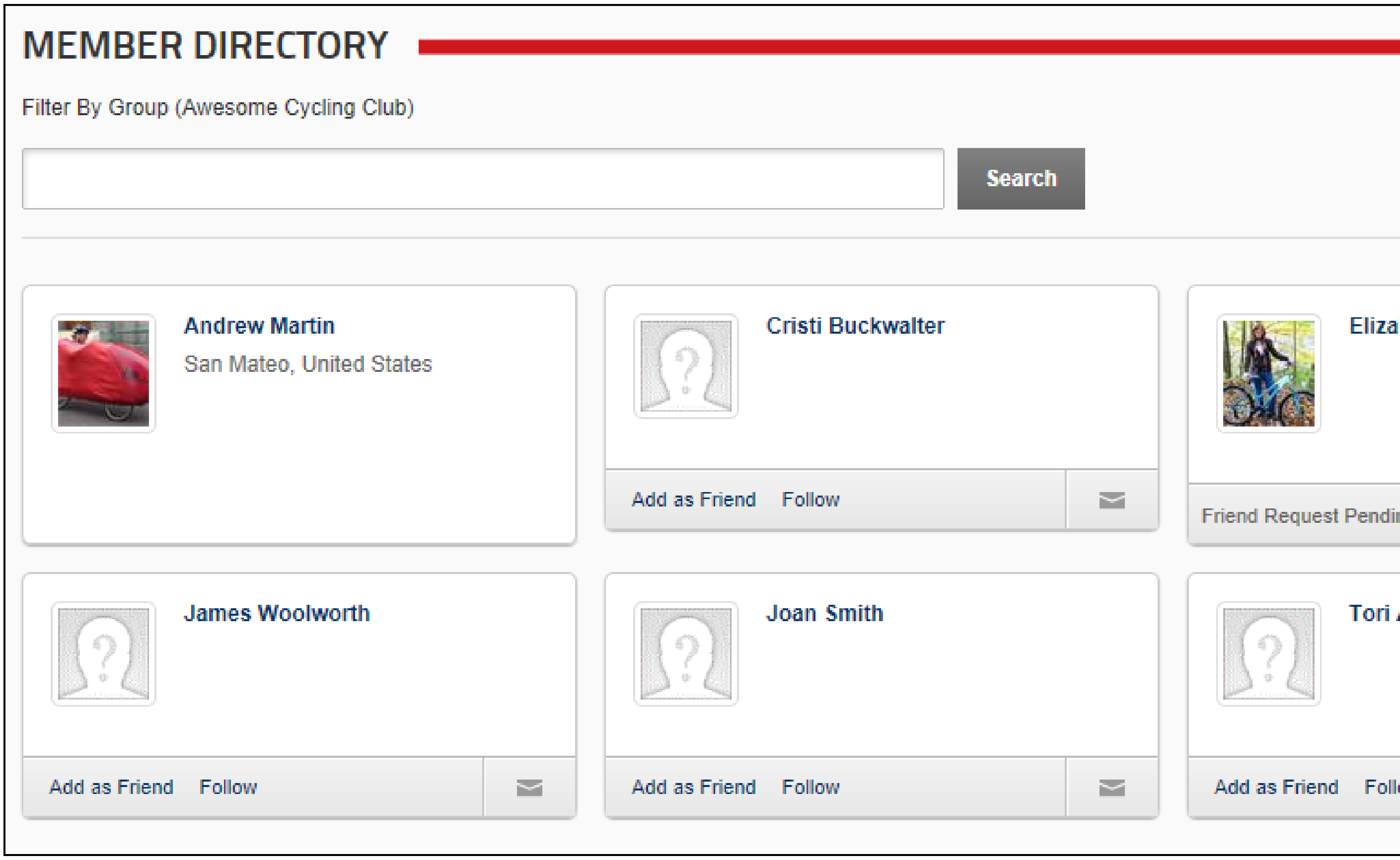
5. At **Sort Field**, choose to sort member cards by User ID, Last Name, Display Name, or Date Created. Display Name is the default setting.
6. At **Sort Order**, choose to sort member cards in ascending or descending order. Ascending is the default setting.



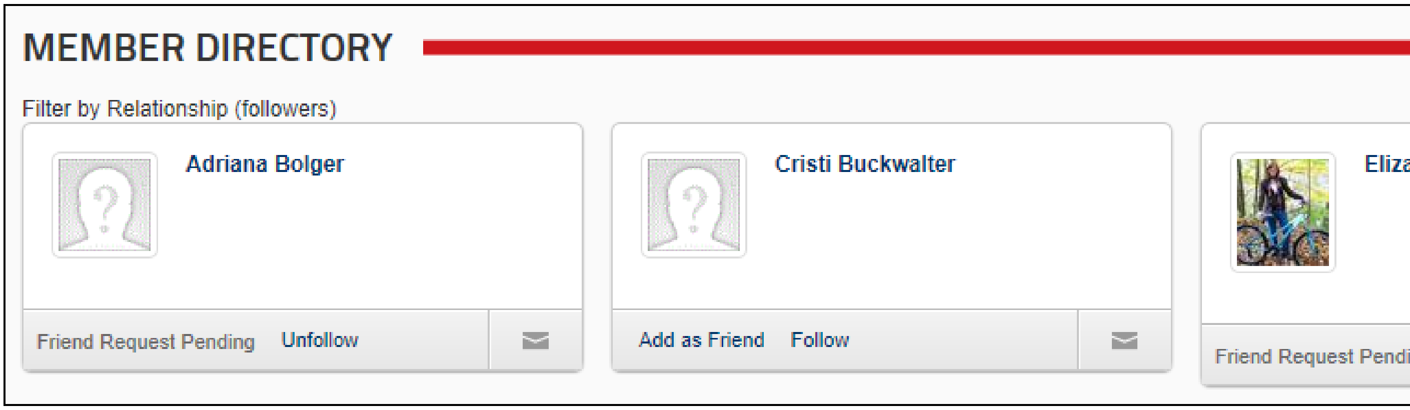
7. Click the **Update** button.



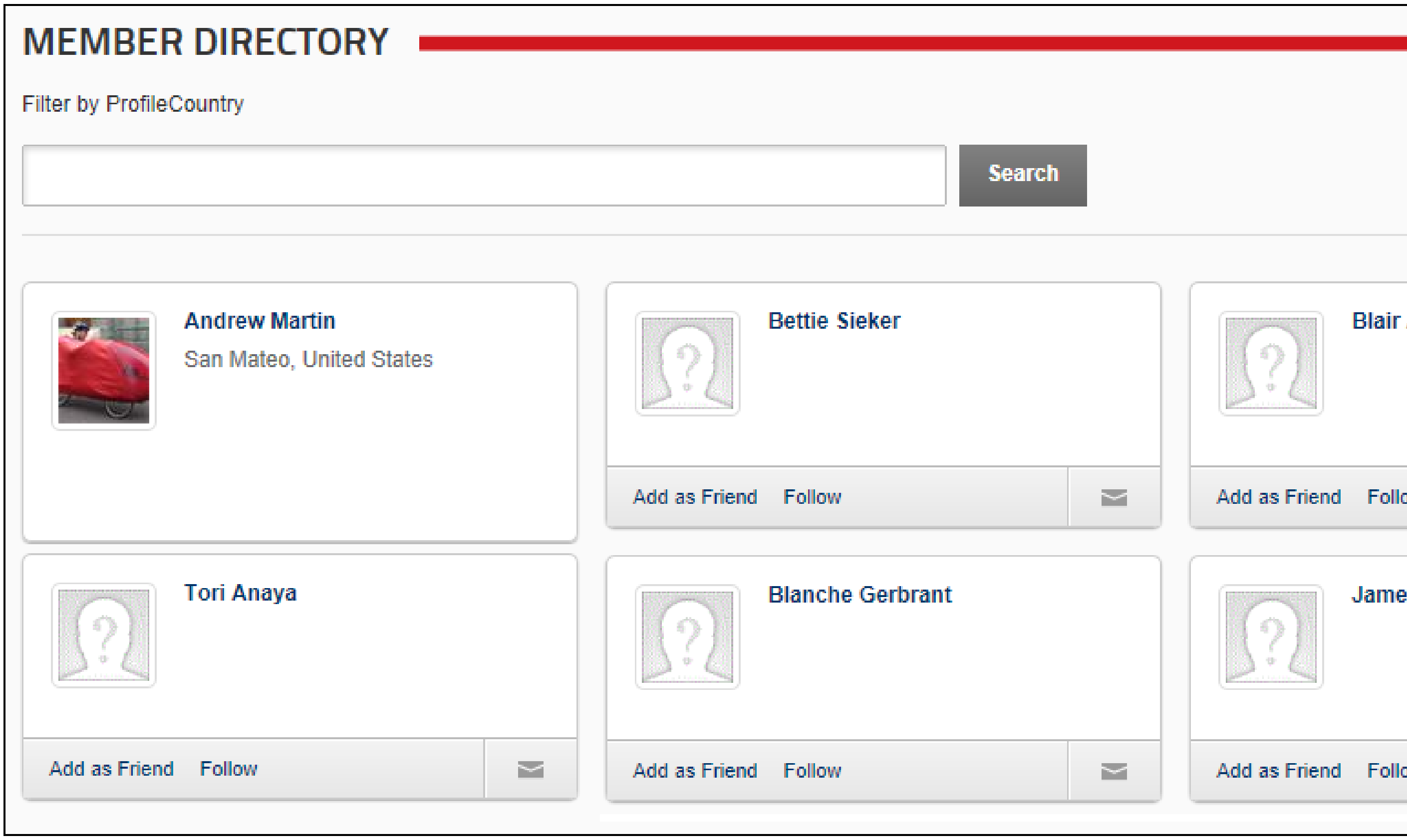
Members Directory module filtered by user



Members Directory module filtered by Social Group.



Members Directory module filtered by followers



Members Directory module filtered by profile field of Country

Message Centre

About the Message Center Module

Open the menu on the left by clicking the arrow or navigate through tutorials with the forward and back buttons in the top right.

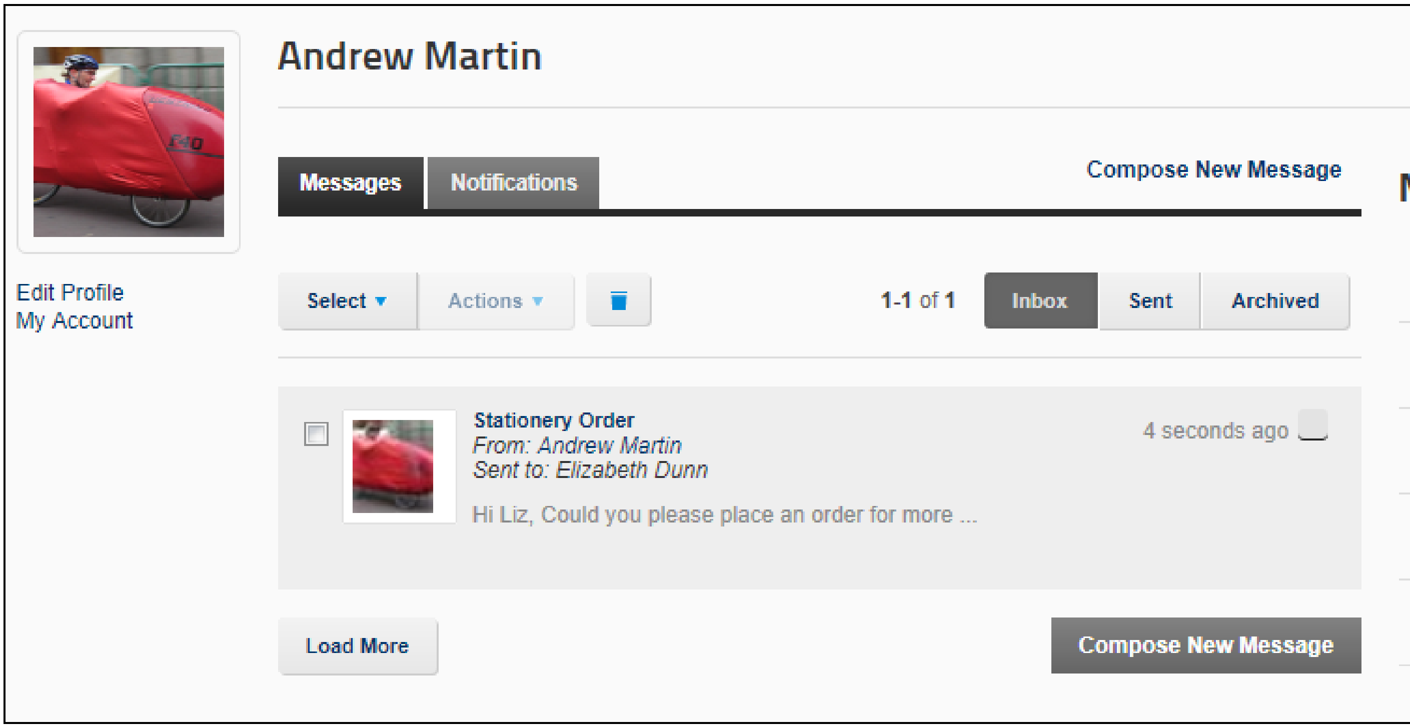
The Message Center module enables registered users to send messages to and receive messages from other site members and Administrators. Users can view their messages from within their DNN site without having to go to an external email provider (Gmail, Yahoo, Hotmail, etc.). The Message Center module forms part of the User Profile area that members can access by logging in and clicking on their Display Name.

Tip: User messaging is an alternative to the synchronous Send Mail option on the Newsletters module.

Installation Note: This module is typically pre-installed on the site. The Message Center module can also be added to any site page as long as the correct module permissions are then configured.

Module Version/Minimum DNN Version: The version number is always the same as the DNN framework version number.

The Message Center module added to a site page

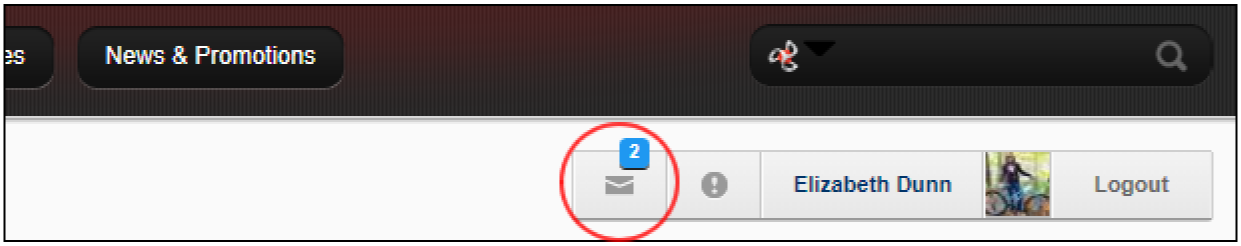


The Message Center module on the User Profile page

Viewing a Message

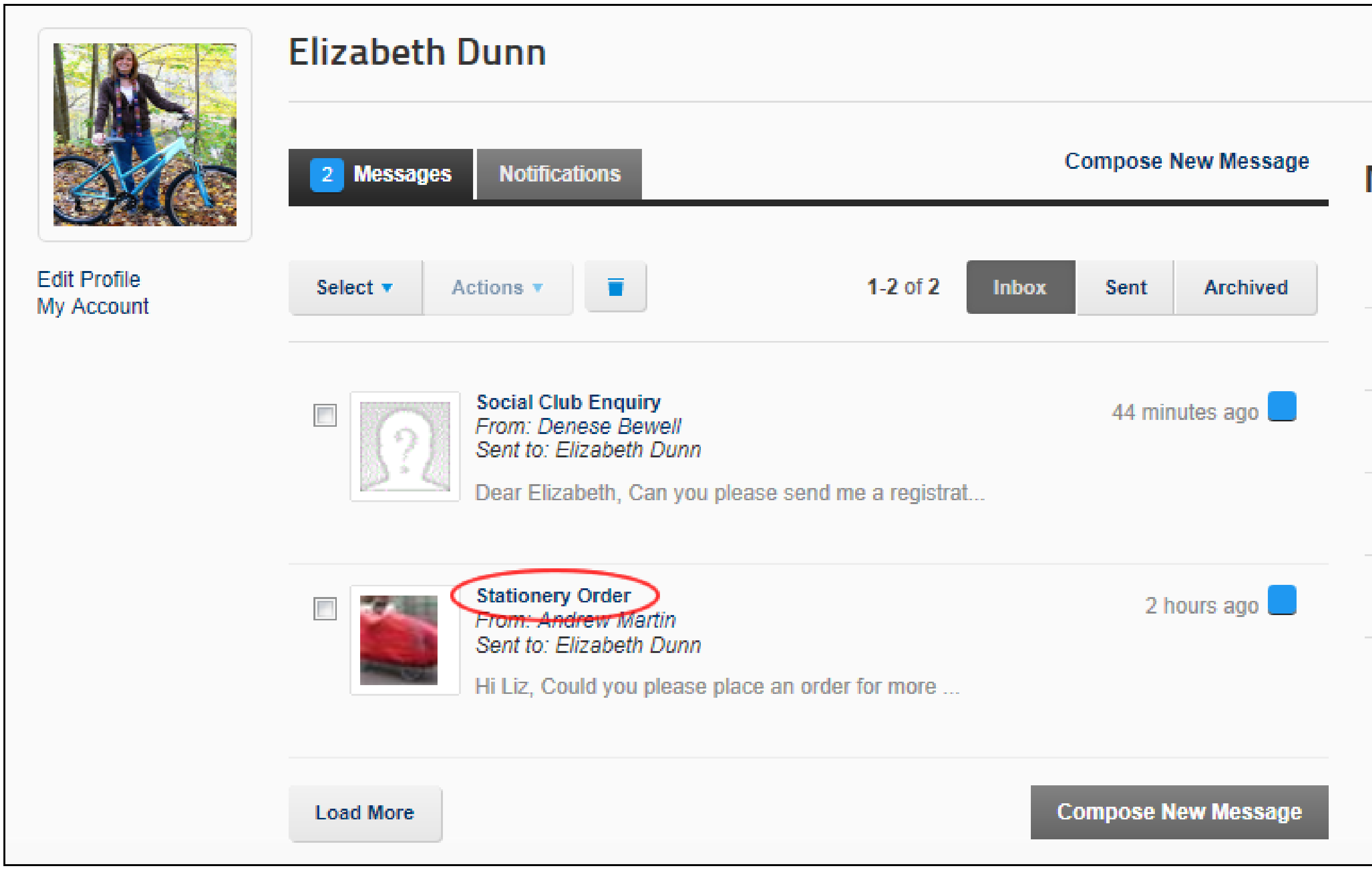
How to view a message sent to you using either your User Profile or using a standalone Message Center module. Note: The images used in this tutorial use the User Profile page, rather than the Message Center module.

1. Click the **Check Messages** button. Note: The number of new messages is displayed beside this button - OR - Navigate to a Message Center module.

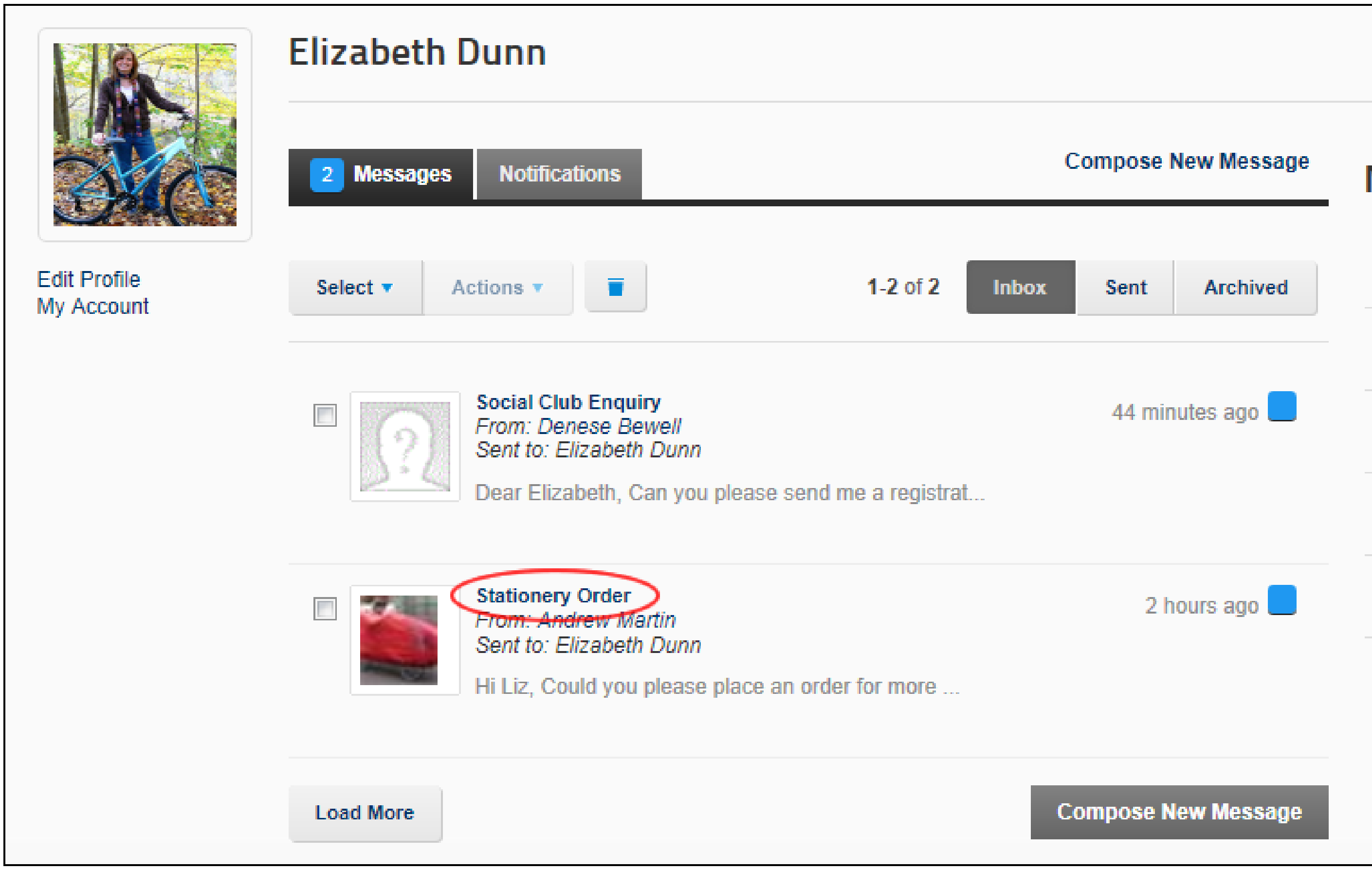


2. **Optional.** Click either the **Sent** or **Archived** tabs to view messages in either of these folders if the required message isn't in your Inbox.
3. The latest messages for the selected folder are now displayed.

4. If the required message isn't displayed, click the Load More link to view additional messages. You can also filter messages by clicking on the **Select** button and then choosing to view either **All**, **None**, **Read** or **Unread** messages.



5. Click on the message title link to read the message in full. This will mark the message as read, however you can choose to keep the message marked as unread by clicking the Mark as Unread link.

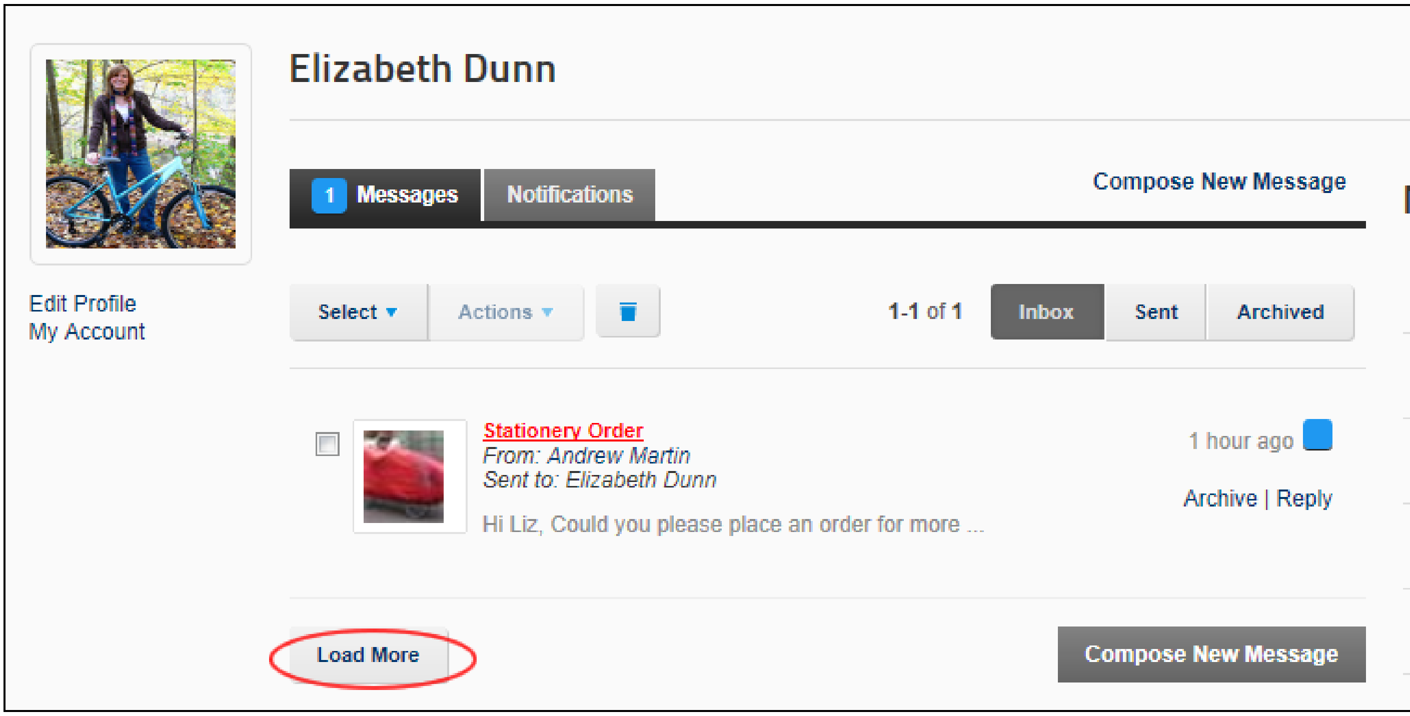


6. **Optional.** Click the Messages link in the Menu or click the Messages tab to return to the Message Center - OR - Reply to the message. See See "Replying to a Message"

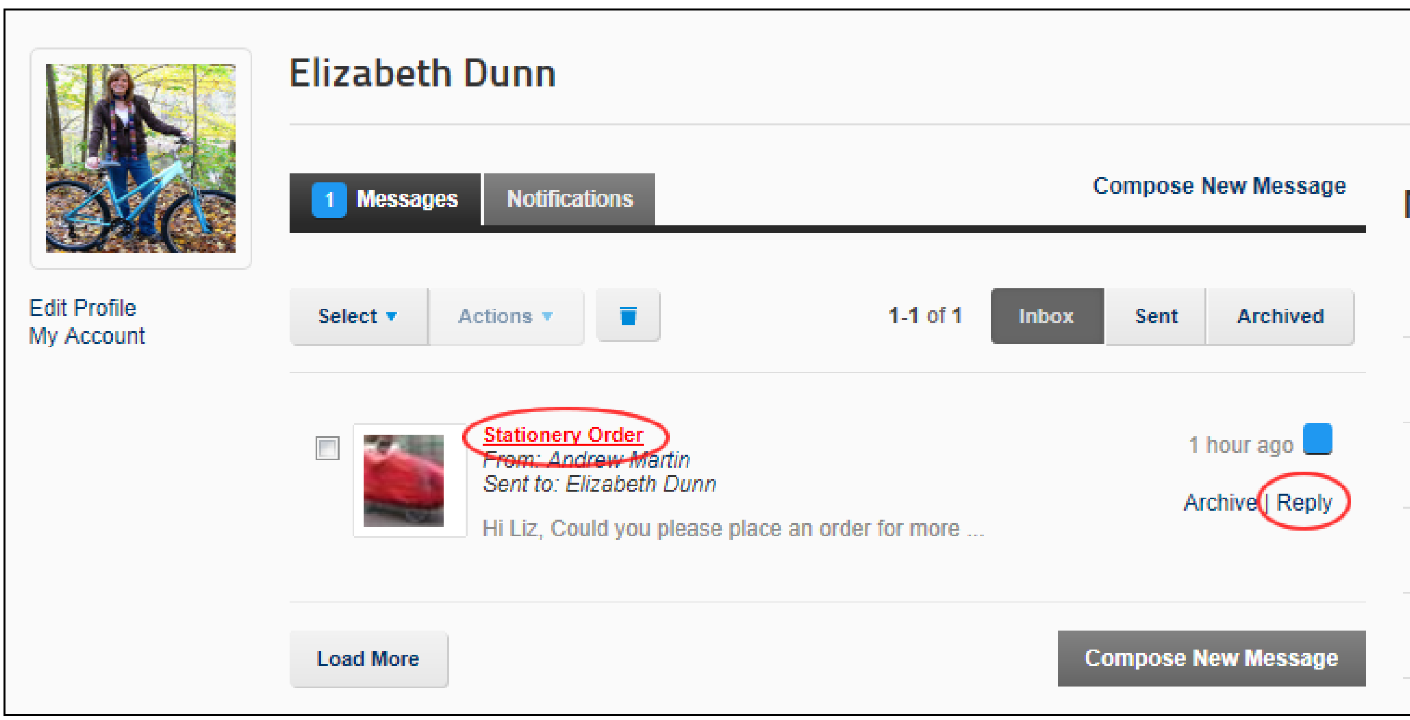
Replying to a Message

How to reply to a message sent to you using either your User Profile or using a standalone Message Center module. Note: The images used in this tutorial use the User Profile page, rather than the Message Center module.

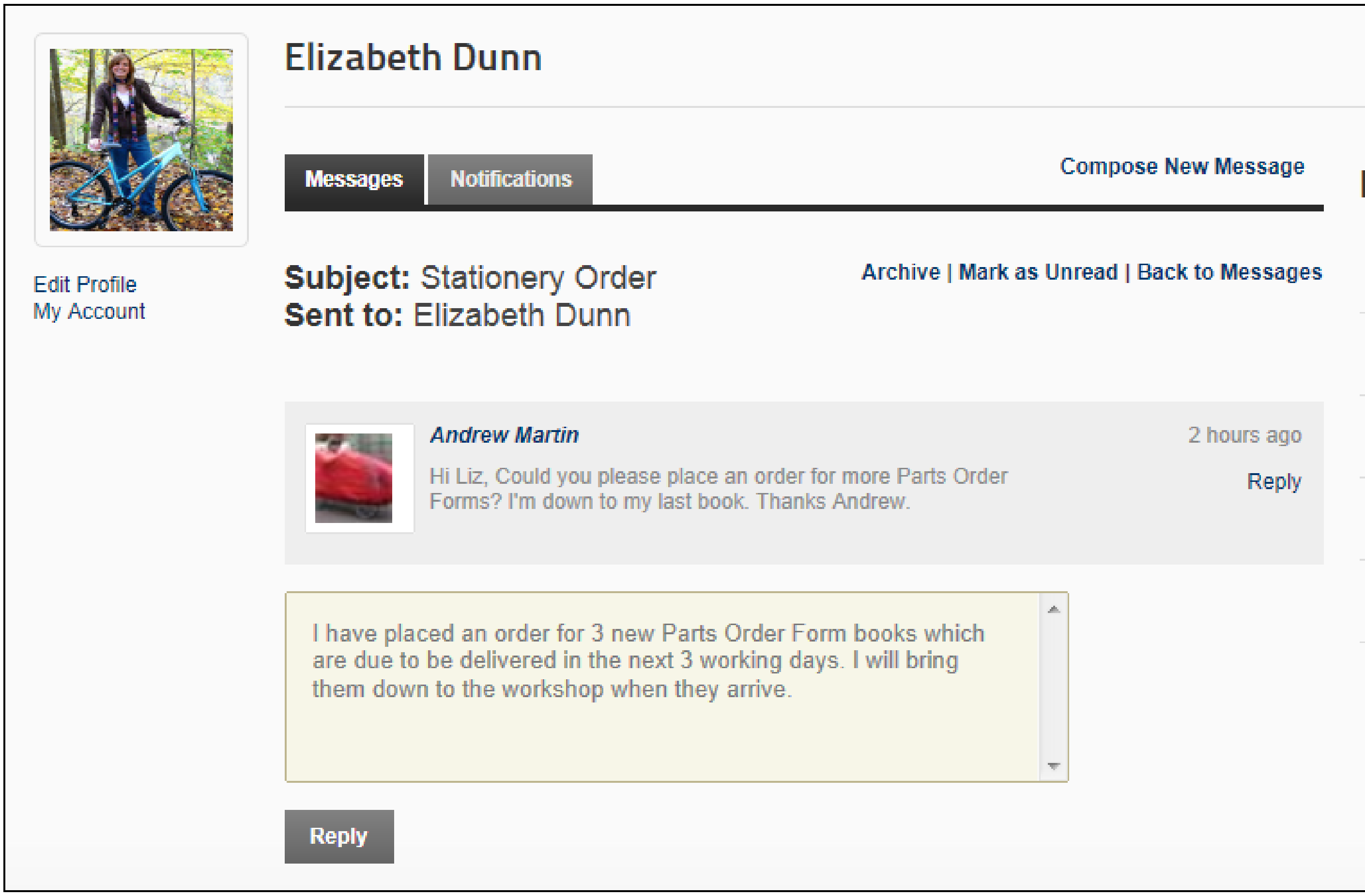
1. Click the **Check Messages** button - OR - Navigate to a Message Center module.
2. The latest messages are displayed. If the required message isn't displayed, click the Load More link to view additional messages.



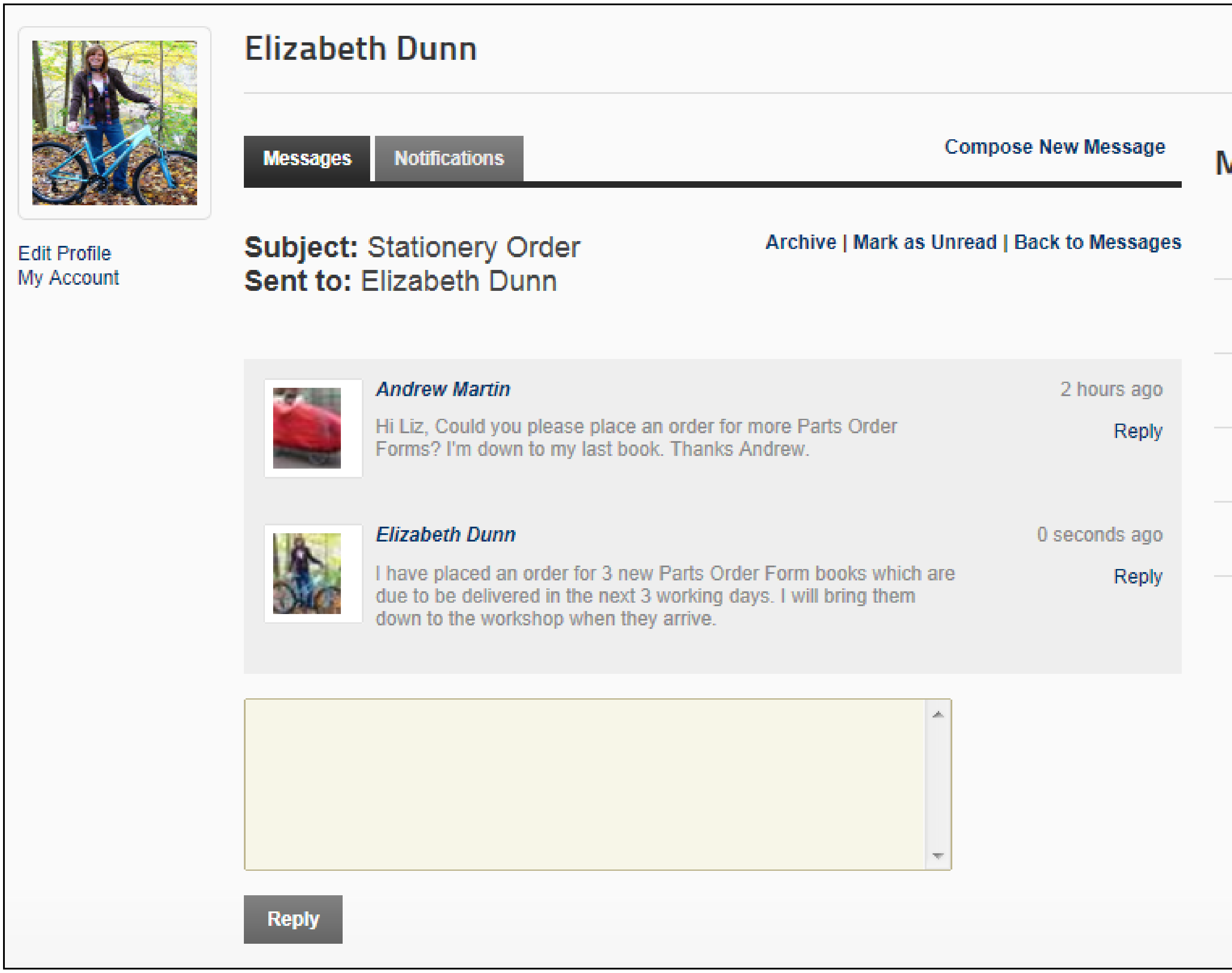
3. Once the required message is visible, you can either hover your mouse over the message title and then click the Reply link - OR - Click on the message title to read the message in full.



4. Enter your reply into the message text box.



5. Click the **Reply** button. The reply will now be displayed below the original message.



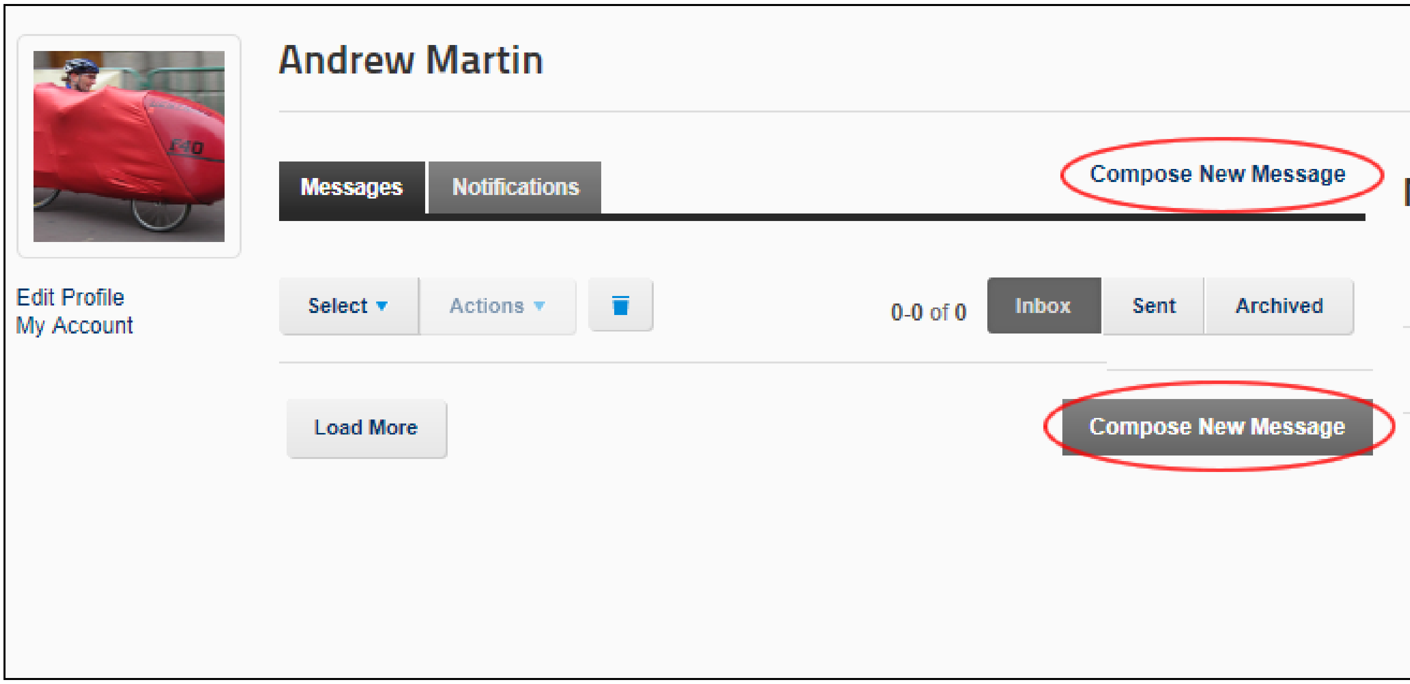
6. **Optional.** Click the Archive link if you want to archive this message and move it to the Archived tab.

Composing a Message

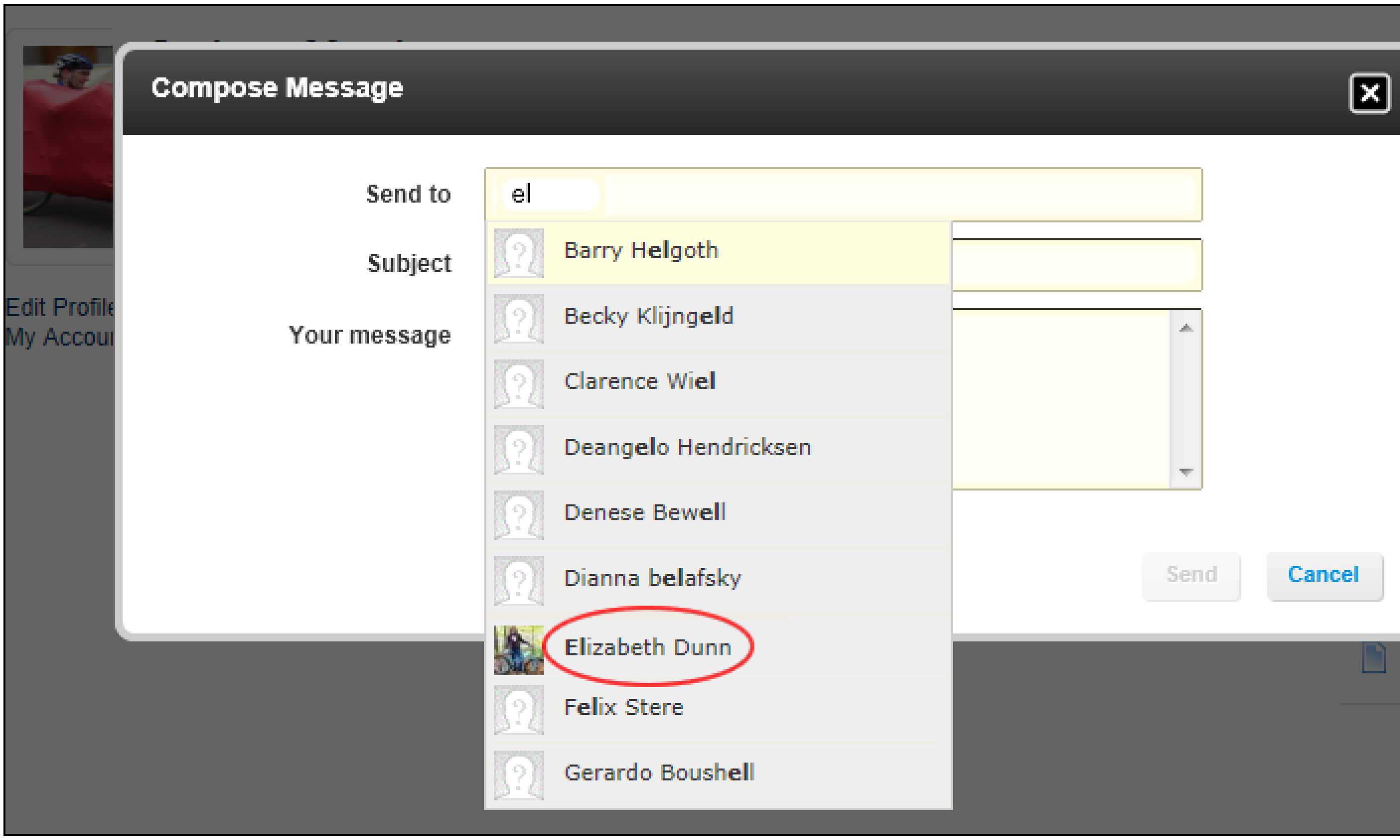
How to compose a message to another site member using the Message Center module. Note: The images used in this tutorial use the User Profile page, rather than the Message Center module.

1. Click the **Check Messages** button located beside your display name in the top right corner of any page - OR - Navigate to a Message Center module.

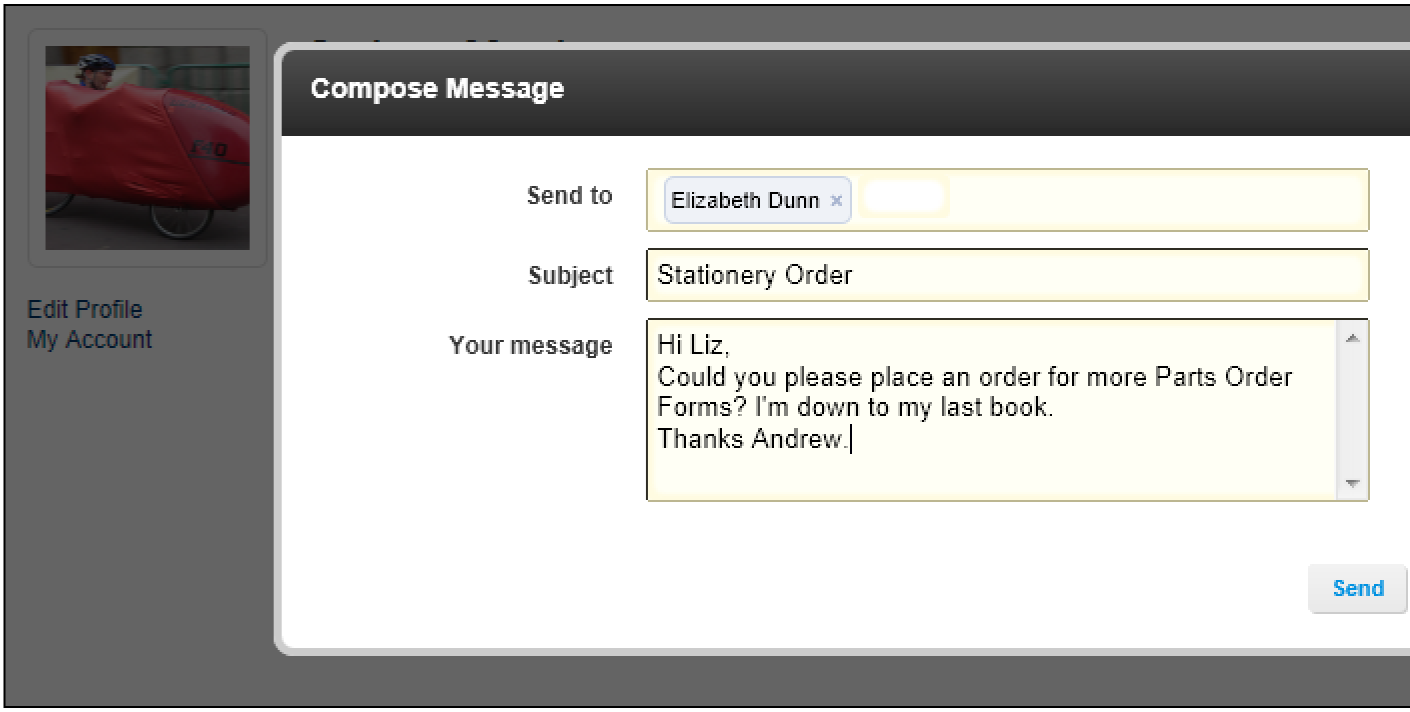
2. Click the **Compose New Message** button or link.



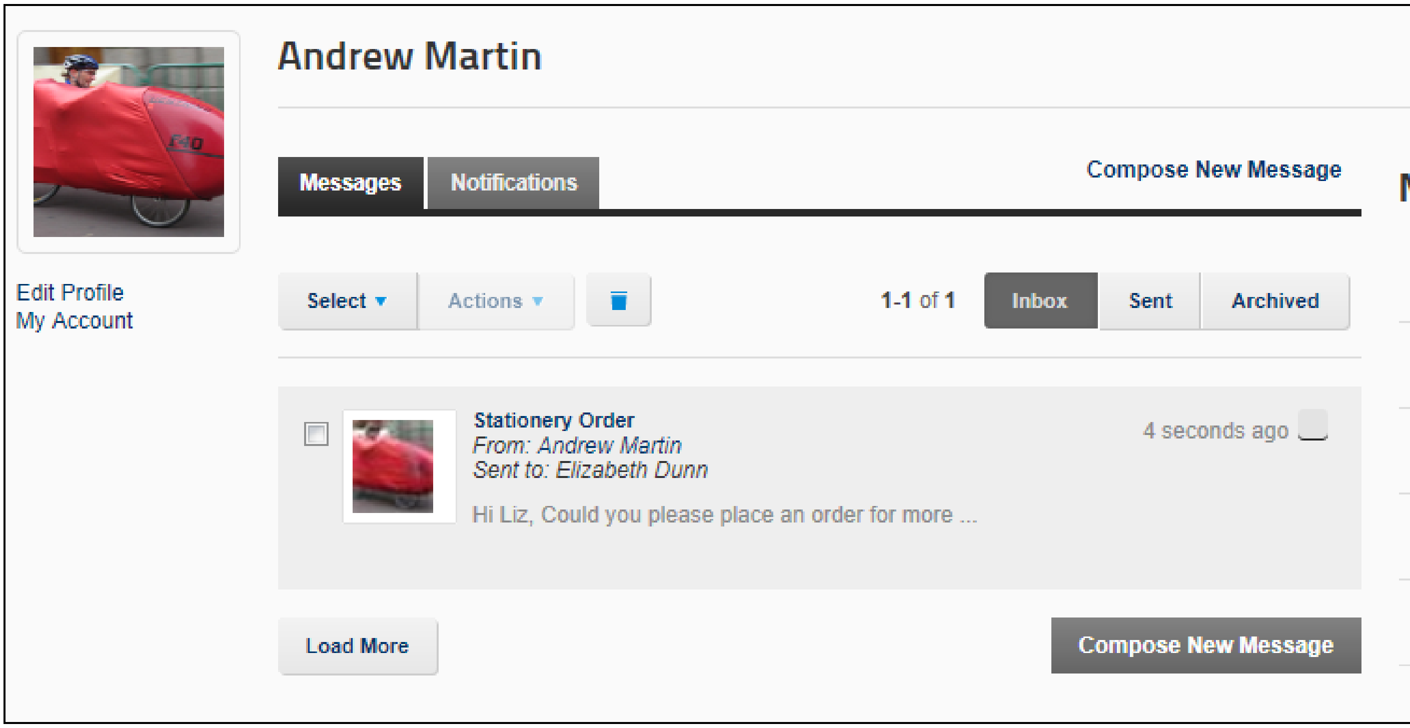
3. In the **Send to** text box, begin typing in the user name, first name or last name of the message recipient or the name of the Role. This will display a list of the matching users and roles that you can choose from.
4. Repeat Step 3 to add additional recipients.



5. In the **Subject** text box, enter the subject of this message.
6. In the **Your Message** text box, enter the body of this message.



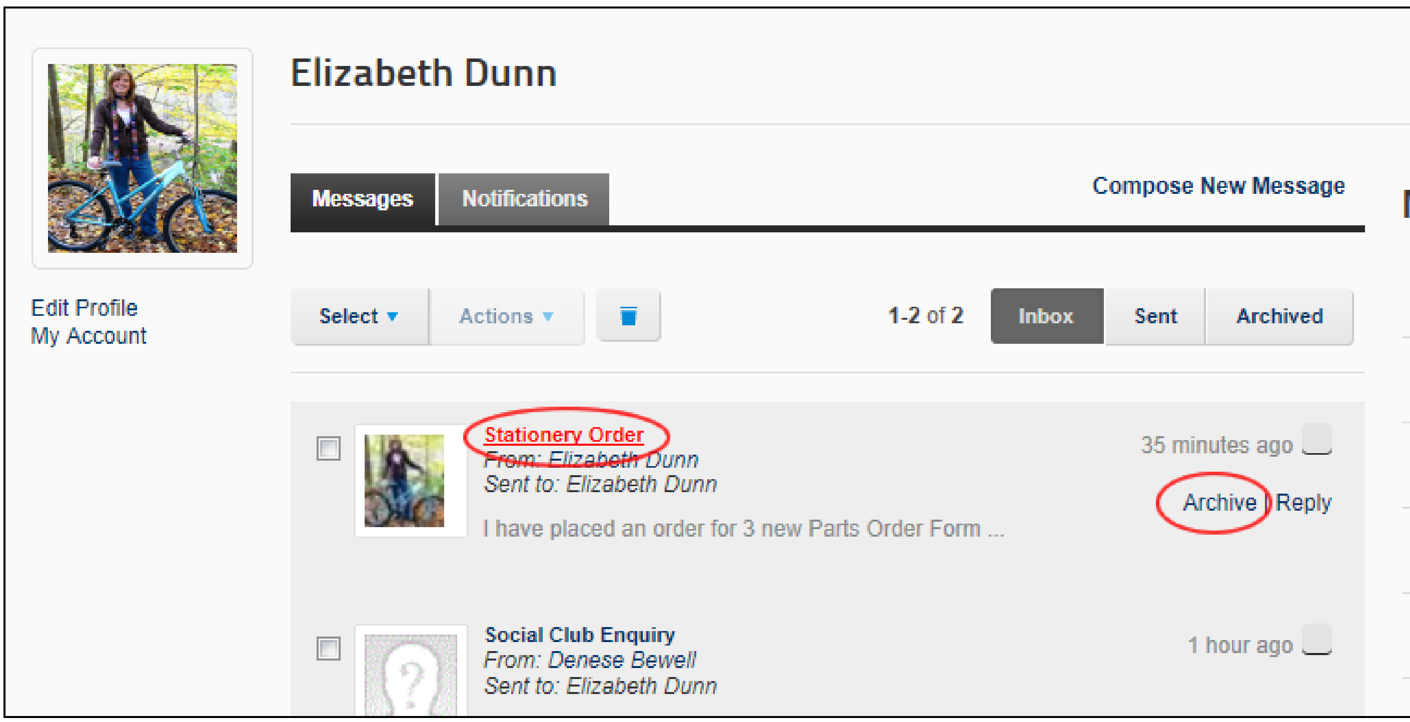
7. Click the **Send** button. A summary of the sent message is now displayed in the Message Center.



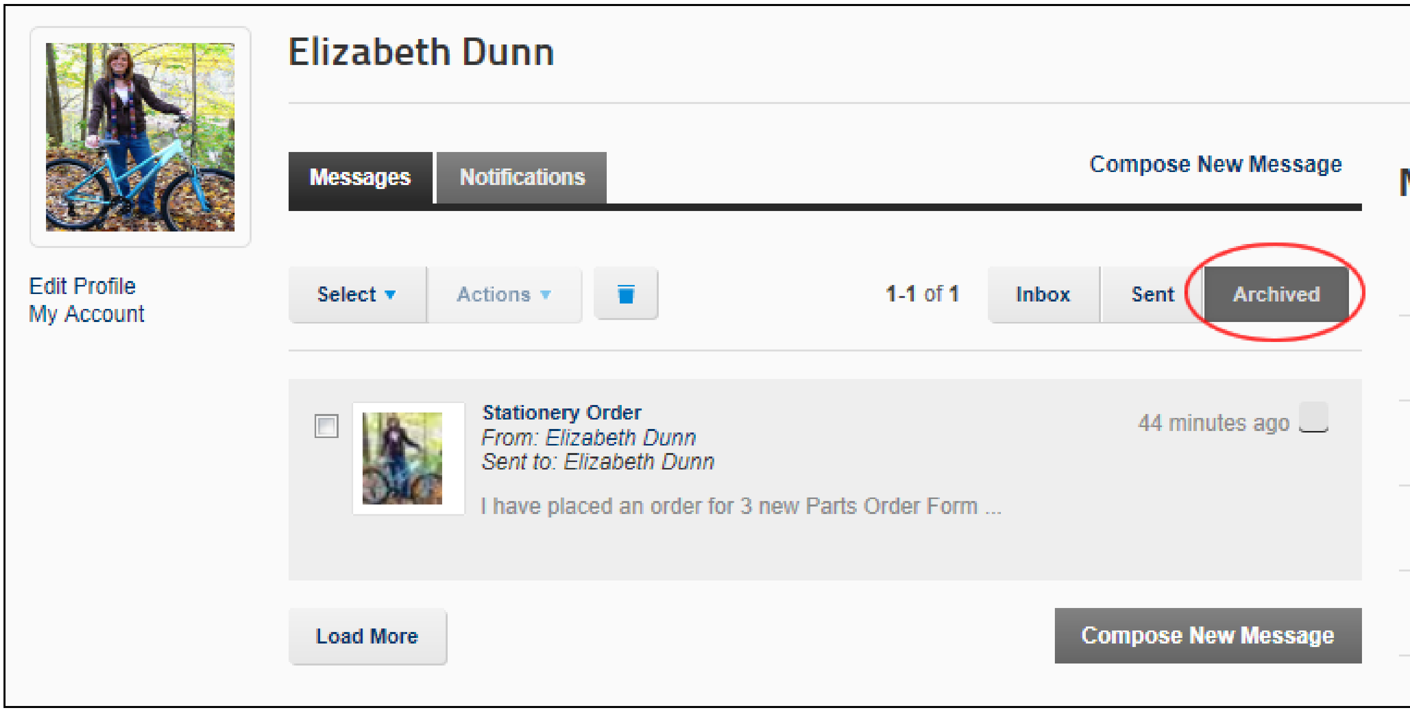
Archiving a Message

How to archive a message sent to you using either your User Profile or using a standalone Message Center module. Archiving a message moves that message from the Inbox tab to the Archived tab. Archived messages can be Unarchived at any time. Note: The images used in this tutorial use the User Profile page, rather than the Message Center module.

1. Click the **Check Messages** button - OR - Navigate to a Message Center module.
2. The latest messages are displayed. If the required message isn't displayed, click the Load More link to view additional messages.
3. Once the required message is visible, you can either hover your mouse over the message title and then click the Archive link (as shown below) - OR - Click on the message title to read the message in full and then click the Archive link - OR - Check the check box beside the message and select **Archive** from the Actions drop down list.



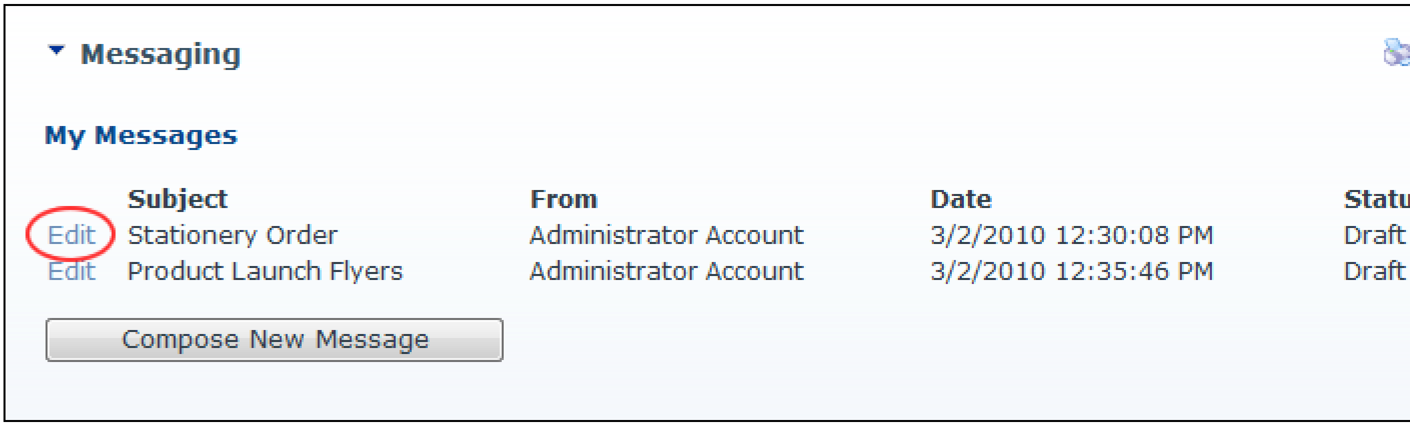
4. The archived message is now located under the **Archived** tab.



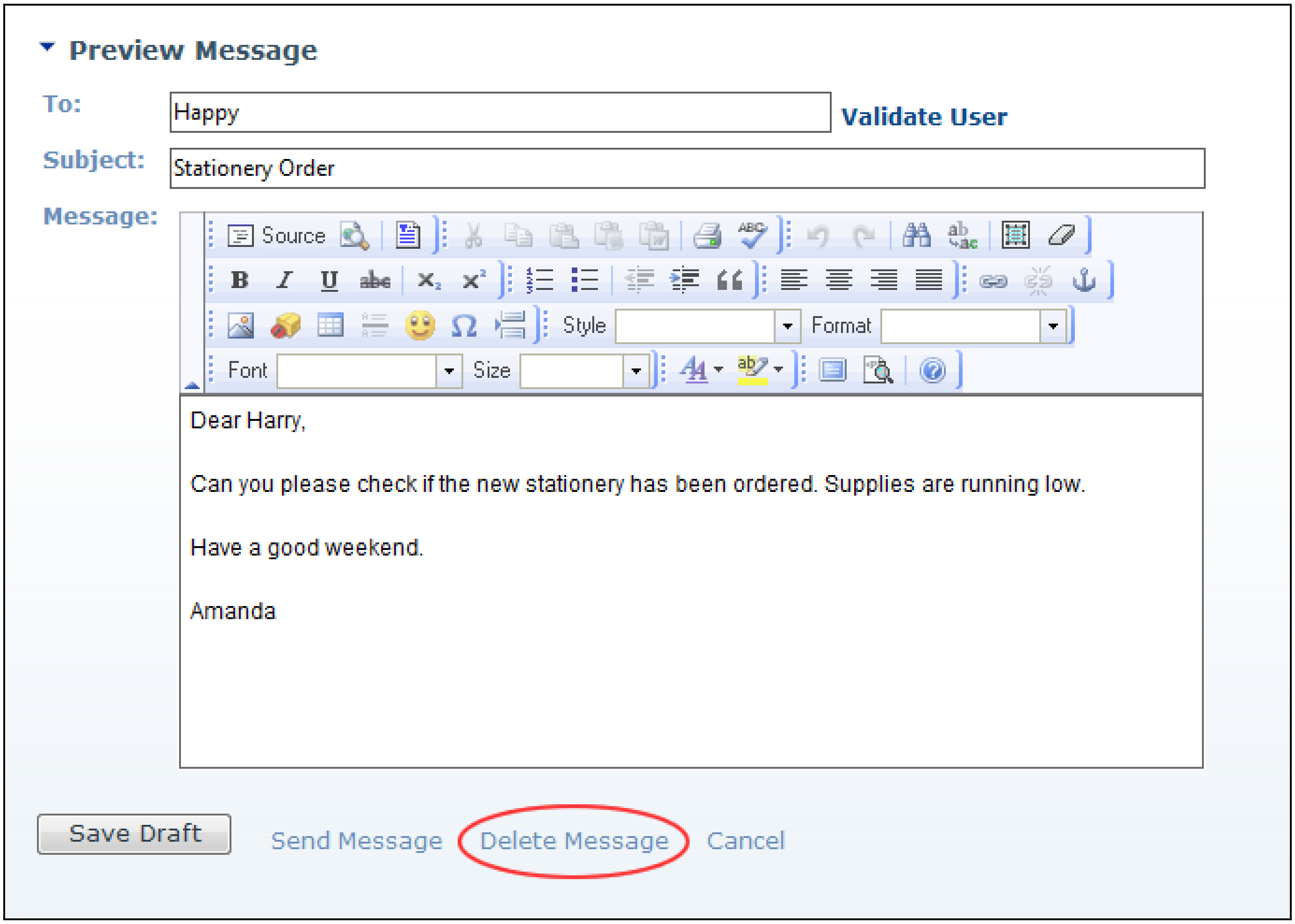
Deleting a Message

How to delete a draft message from the Messaging module.

1. Click the Edit link beside the required message.



2. Click the Delete Message link.

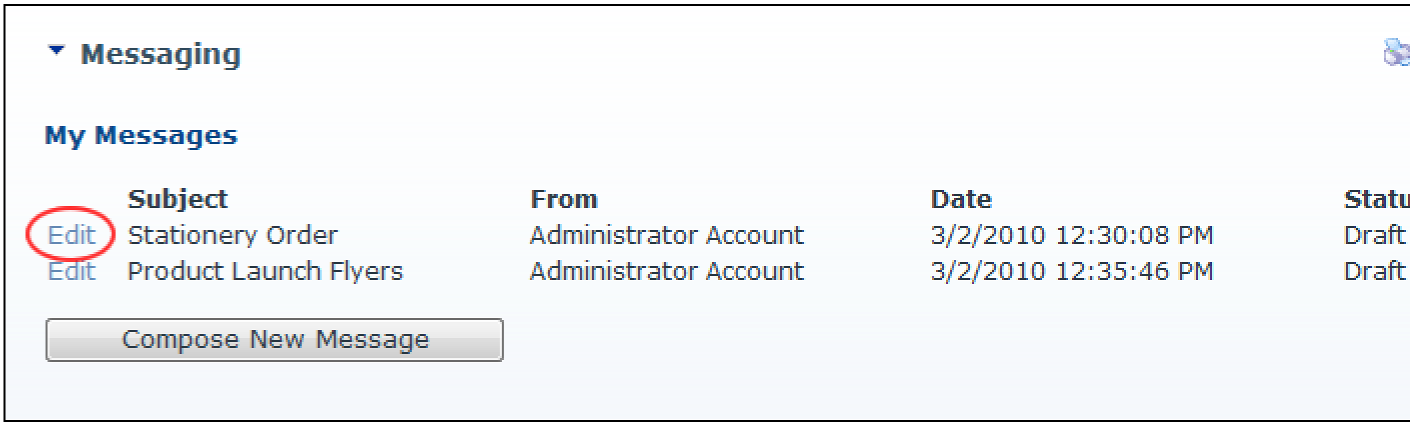


Deleting a Message

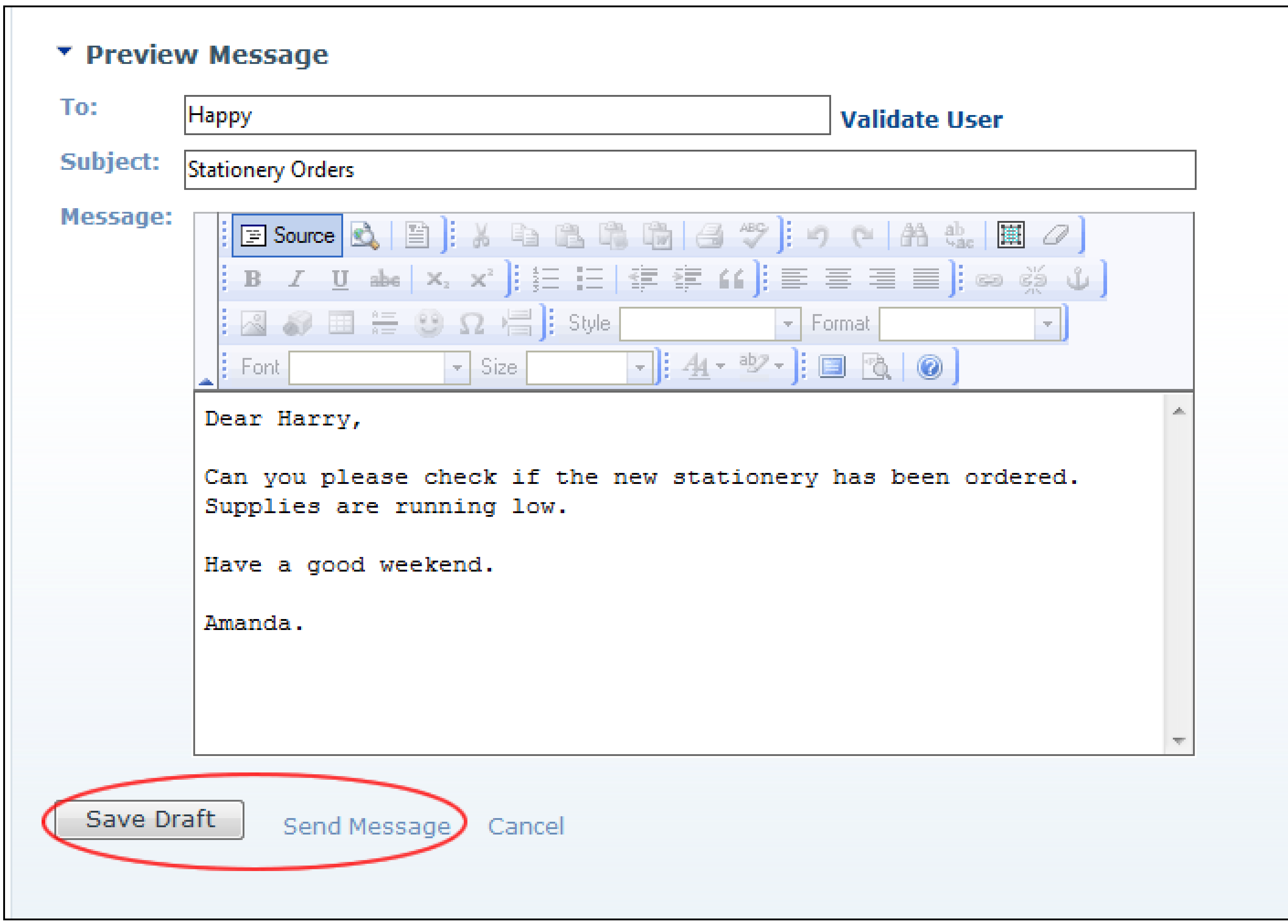
Editing/Sending a Draft Message

How to edit and/or send a draft message using the Messaging module.

1. Click the Edit link beside the required message.



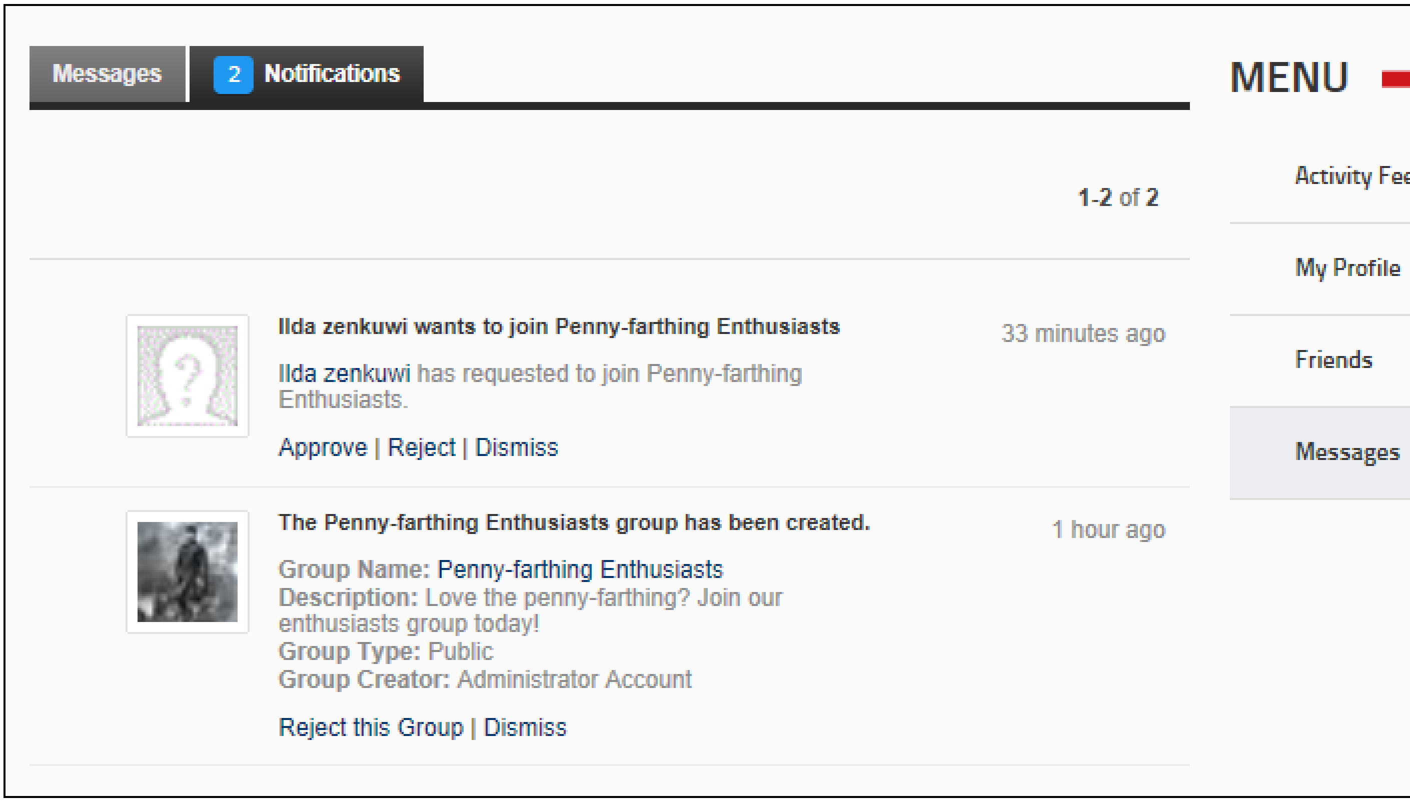
2. Modify the message subject and/or message if required.
3. Click the **Save Draft** button to save a draft of this message to send later - OR - Click the **Send Message** button to send the message now.



Sending a Draft Message

Managing Social Groups

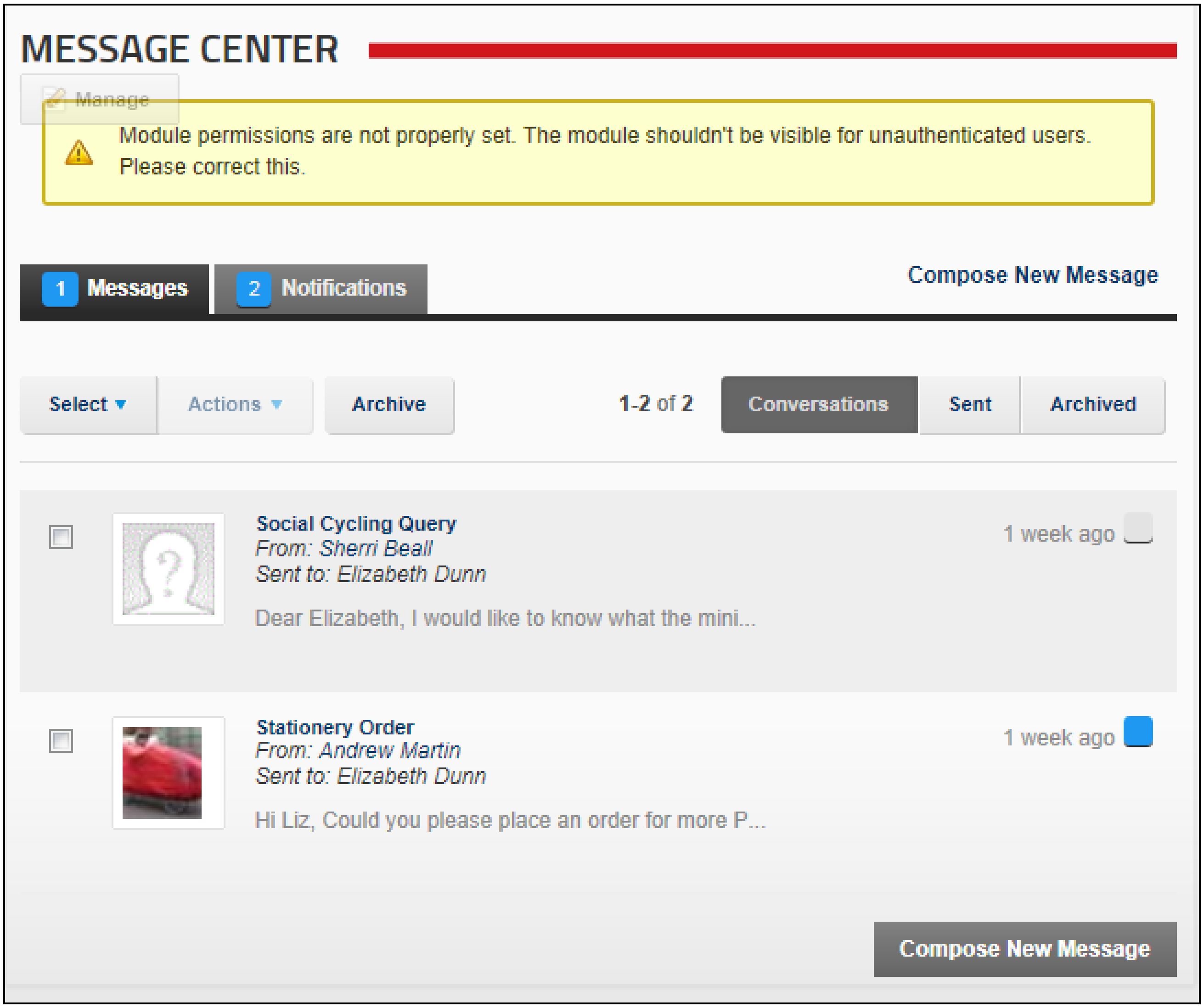
How to manage notifications to create social groups and manage group membership.



Settings

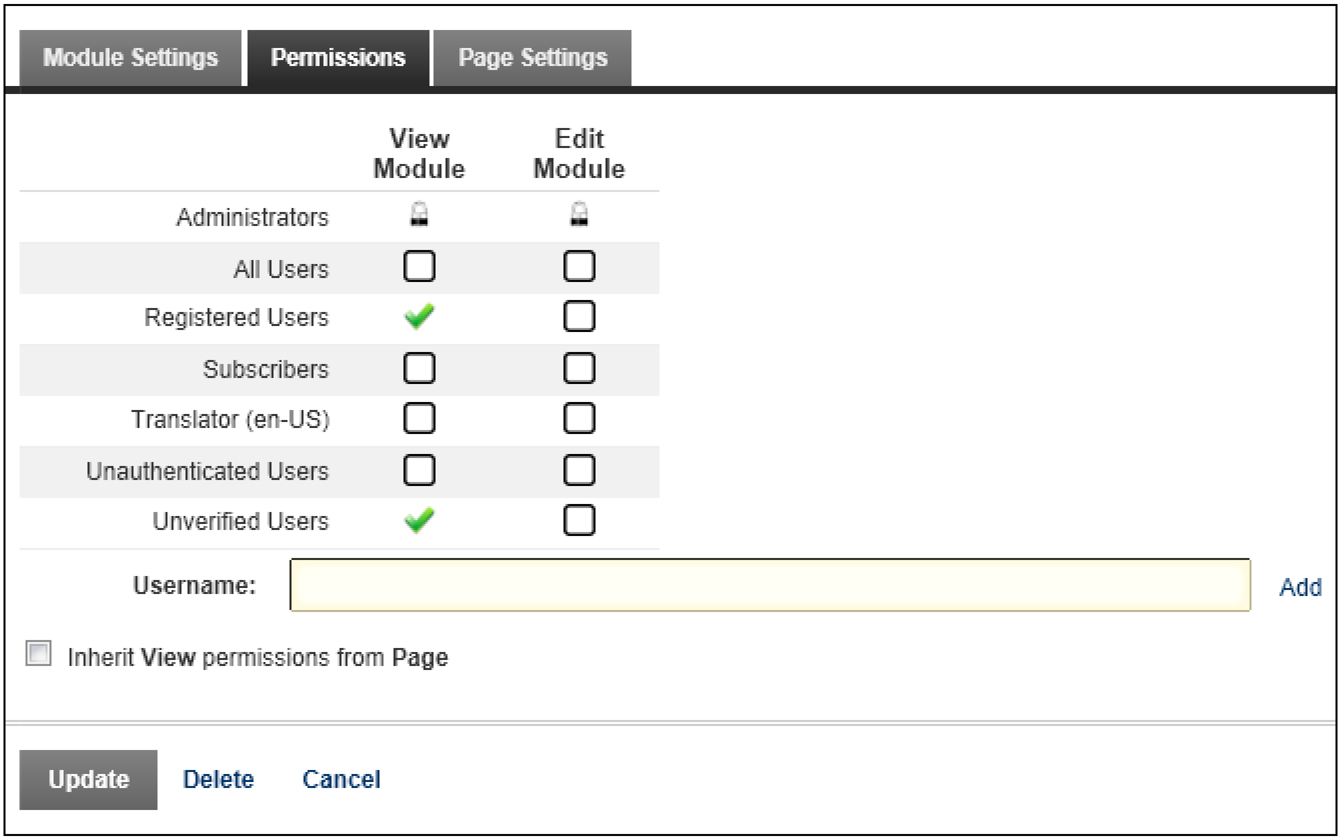
Configuring Message Center Settings

If you choose to add the Message Center module to a page, the correct permissions must be configured for ensure it cannot be viewed by unauthenticated users. If permissions are not correct, the warning message "Module permissions are not properly set. The module shouldn't be visible for unauthenticated users. Please correct this." is displayed.



Here's how to set the correct permissions:

1. Select **Settings** from the module actions menu.
2. Select the **Page Settings** tab.
3. At **Inherit View Permissions from Page**, uncheck the check box.
4. In the **View Module** column, click on the **Registered Users** and **Unverified Users** check boxes to grant permission to these roles.



5. Click the **Update** button.

Setting Messaging Template Settings

How to create a custom template to be used for messages sent from this instance of the Messaging module.

1. Select **Settings** from the module actions menu.
2. Select the **Messaging Settings** tab.
3. In the **Template** text box, enter a custom template. Replacement tokens and HTML formatting are allowed.
4. Click the Update link.

Related Topics:

- See "List of Replacement Tokens"

My Modules

About the My Modules Module

Open the menu on the left by clicking the arrow or navigate through tutorials with the forward and back buttons in the top right.

The My Modules module displays a list of the modules that the current user is authorized to edit. The following details are listed for each module that can be edited:

- **Page Name**: The name of the page where the module is located. Click on a page name to go to that page.
- **Title**: The title given to the module. Click on a module title to go to that page.
- **Type**: The type of module. E.g. Links module, HTML module, HTML Pro module
- **Workflow**: The type of workflow that has been set for each module.
- **Status**: The current status of the module content in the workflow.
- **Locked By**: If the content status is locked, the name of the user who locked the content will be displayed.
- **Actions**: Lists the editing rights (permissions) granted to this user. Click the Settings or Edit link to go directly to the either settings or edit page for this module.

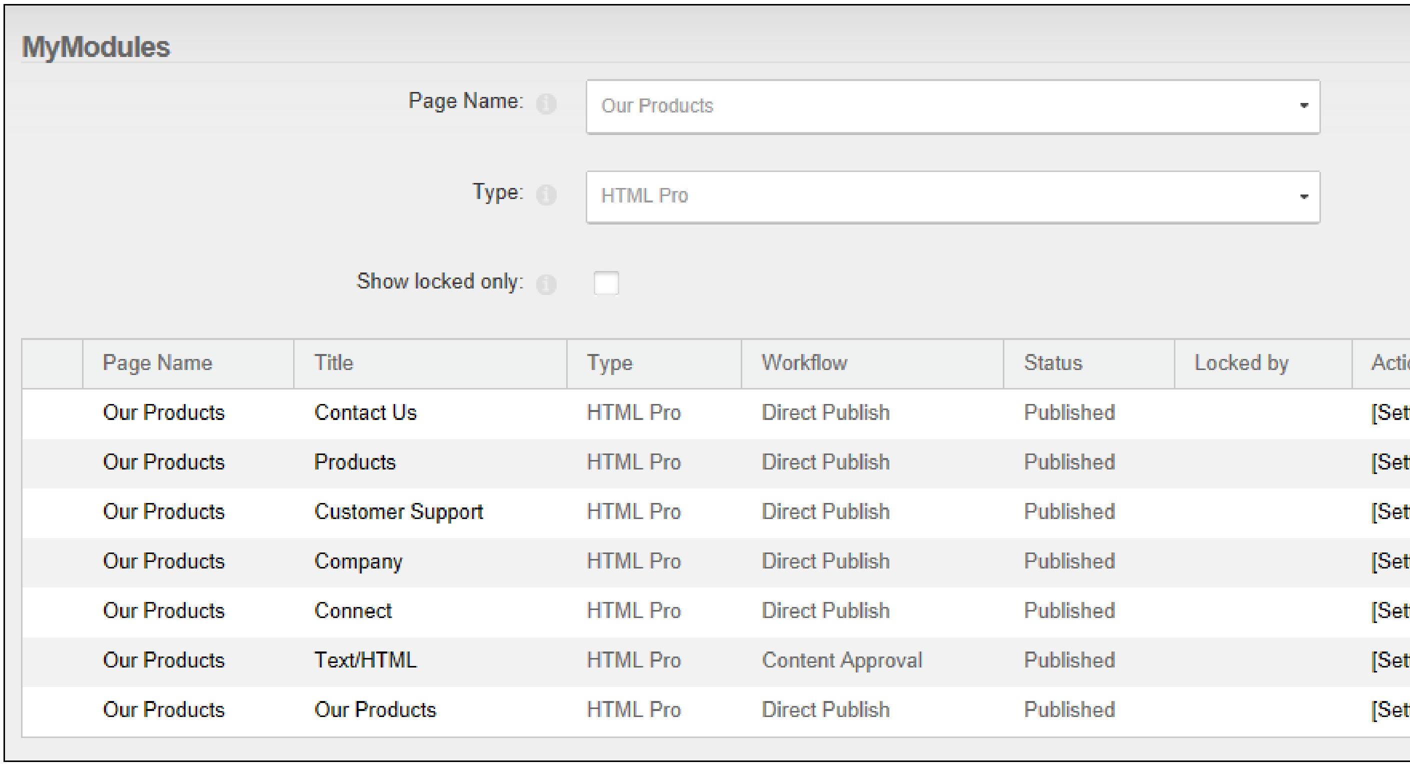
The module includes the following filters that can be applied separately or at one time to limit the results.

- **Page Name**: Select a page name to only view results for modules on that page.
- **Type**: Select a type of module, such as HTML Pro, to only view results for that module type.
- **Show Locked Only**: Check the check box to only view results for modules that have locked content.

Only available in DotNetNuke Professional Edition and DotNetNuke Enterprise Edition

Installation Note: This module is typically installed on the site.

Module Version/Minimum DNN Version: The version number is always the same as the DNN framework version number.



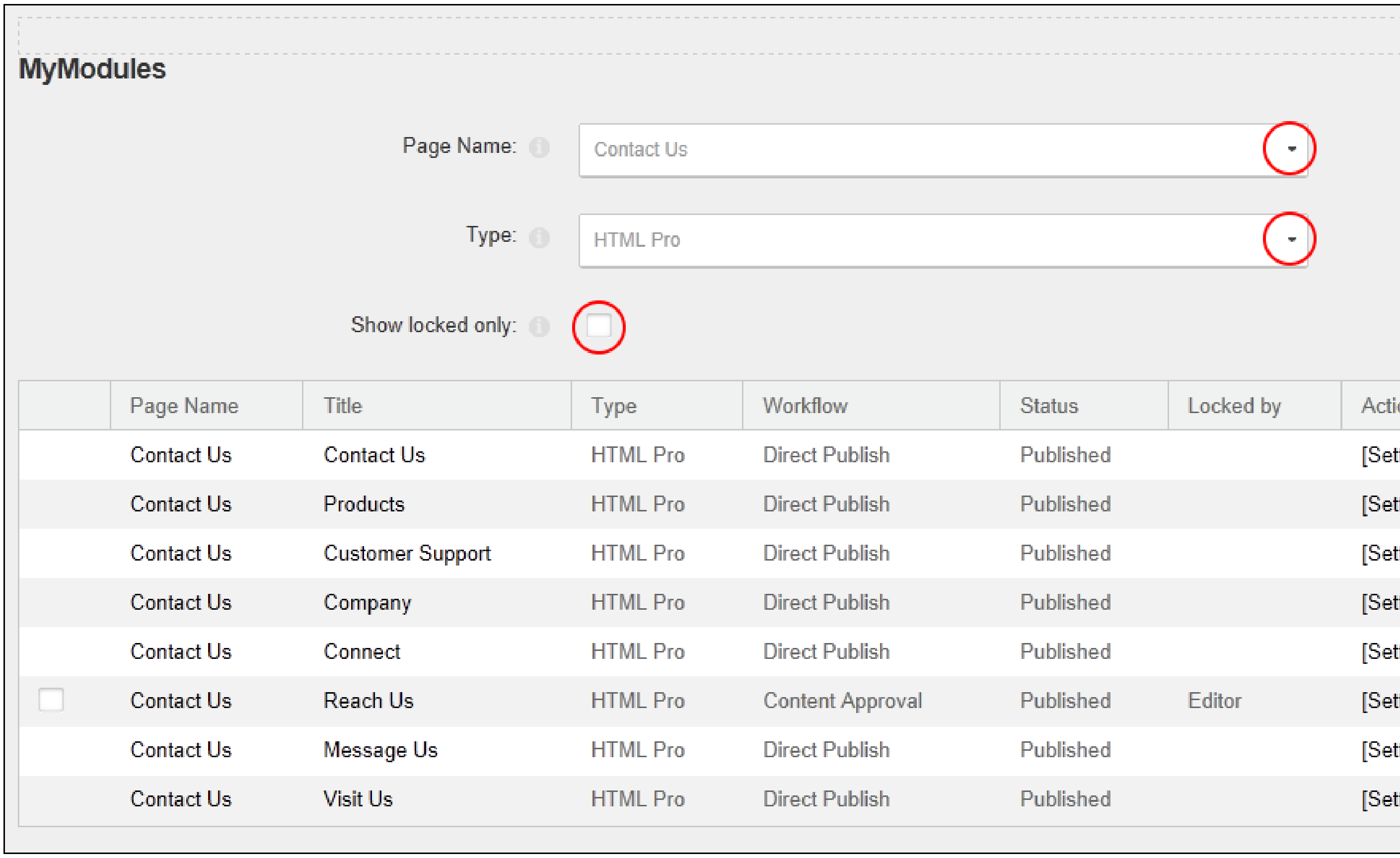
The My Modules Module

Managing My Modules

Filtering the Modules List

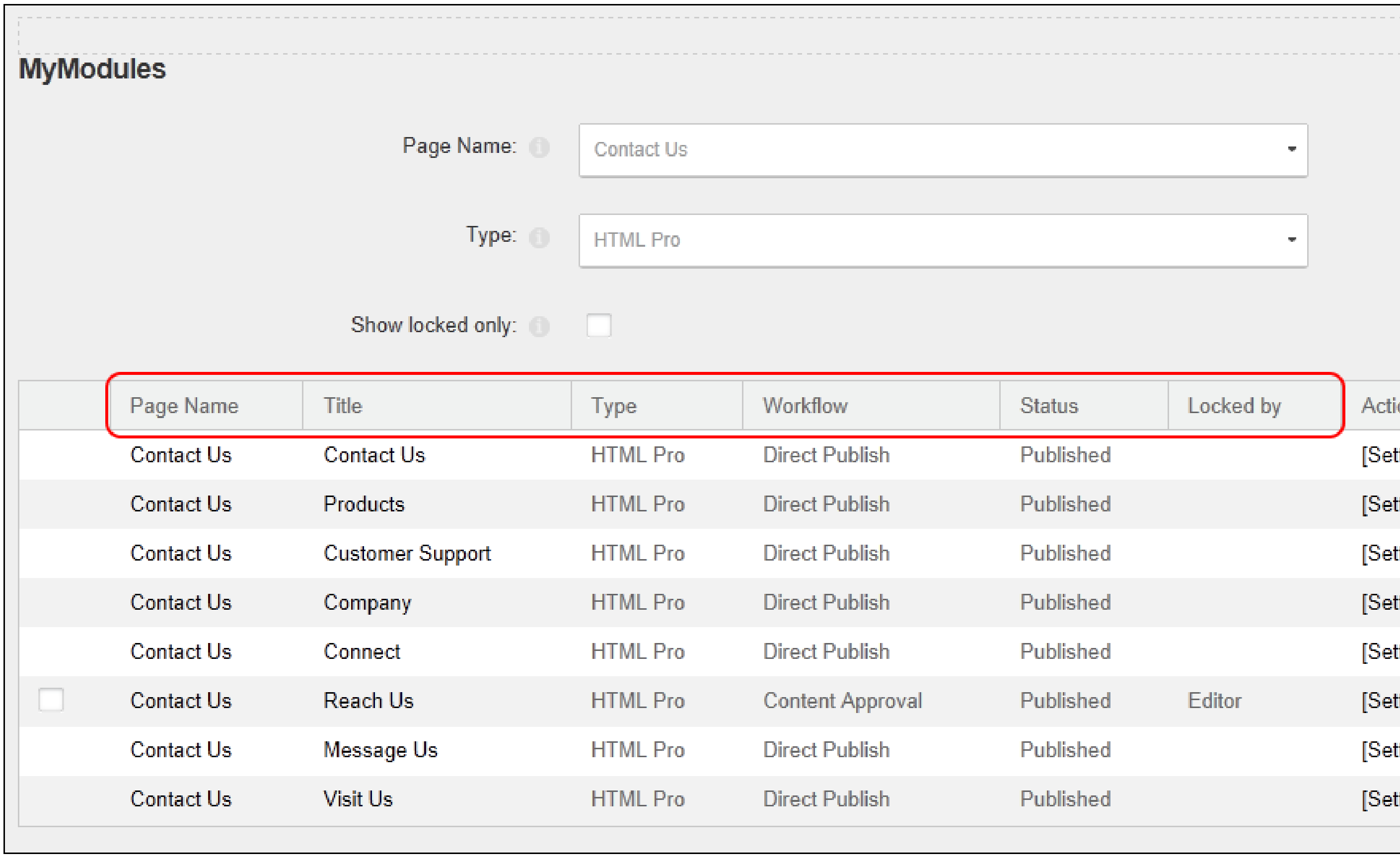
The module includes the following filters that can be applied separately or one at a time to limit the results.

- **Page Name**: Select a page name to only view results for modules on that page.
- **Type**: Select a type of module, such as HTML Pro, to only view results for that module type.
- **Show Locked Only**: Check the check box to only view results for modules that have locked content. This is useful to quickly locate the modules that are ready for the next phase of workflow. E.g. Edit, Approve or Reject.



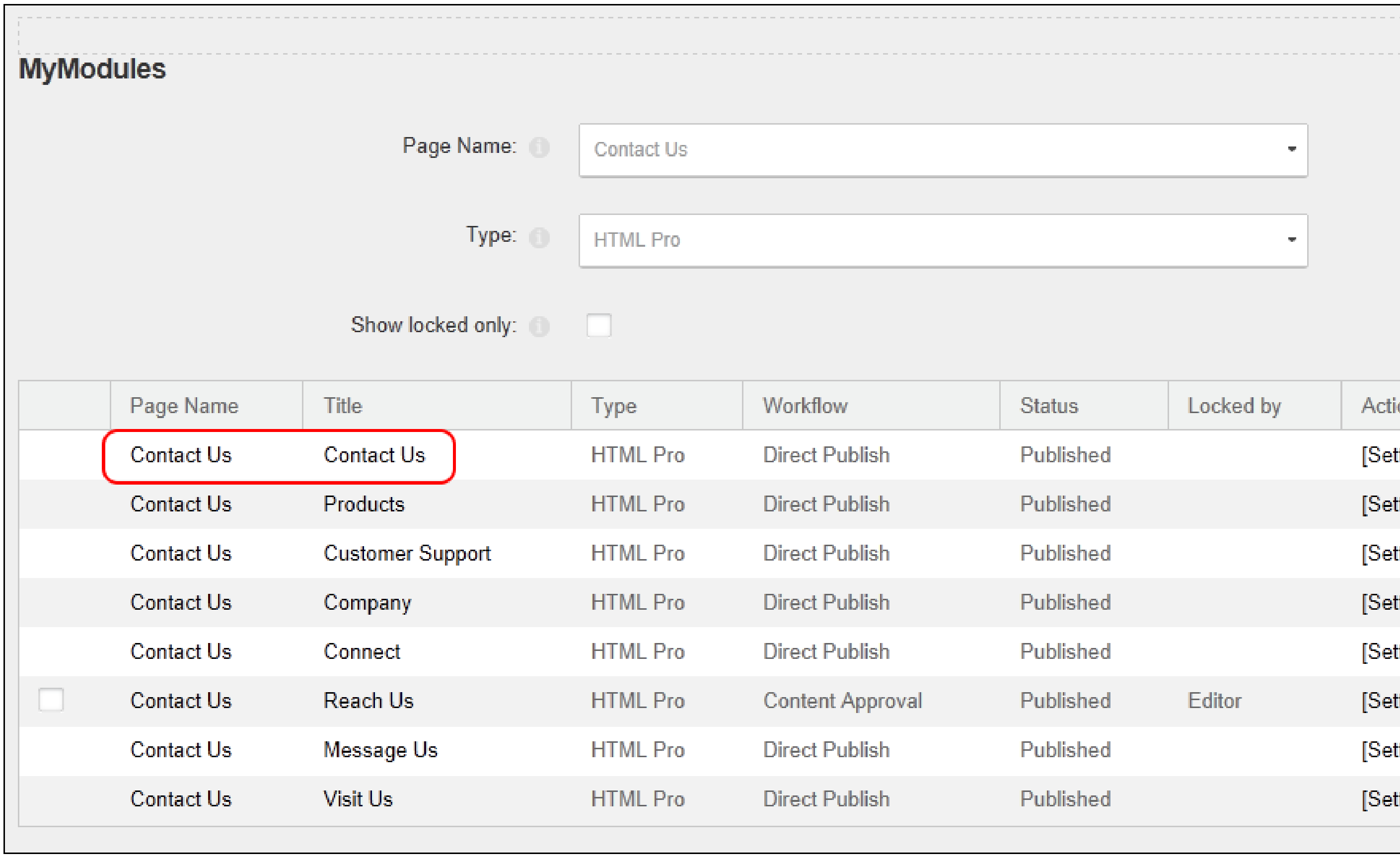
Sorting the Modules List

Users are able to sort results by all columns (apart from the Actions column) by clicking on the column name.



Navigating to a page or module

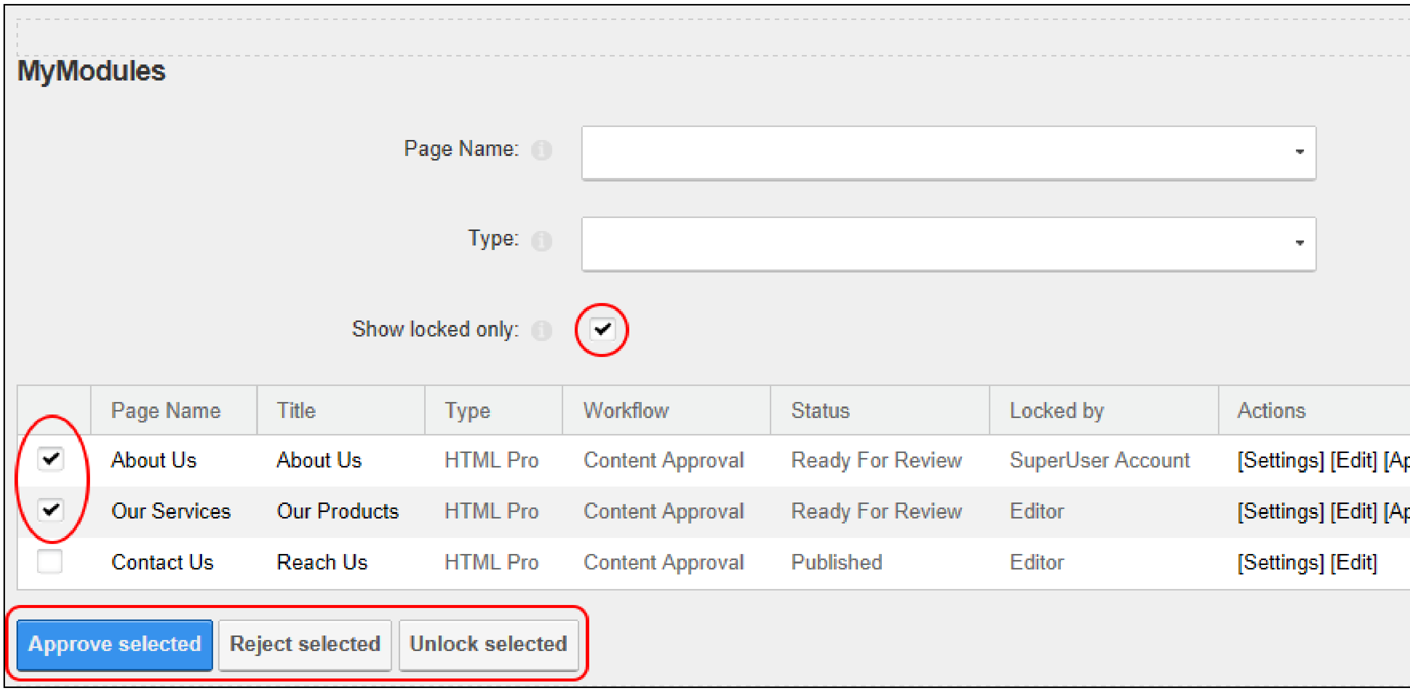
Users can navigate directly to a page or module by clicking on the page name or module title in the Page Name or Title columns respectively.



Managing Multiple Modules

The user can approve and publish, reject or unlock the content of one or more modules directly from the My Modules module.

1. At **Show Locked Only**, check the check box to filter the list so only the modules that are ready for the next stage of workflow are displayed. In the **Status** column you can view the current state of the modules.
2. Check the check box beside each module to be Approved, Rejected or Unlocked.
3. Select the action to be taken for the selected modules:
   - **Approve Selected**
   - **Reject Selected**
   - **Unlock Selected**



Search Input

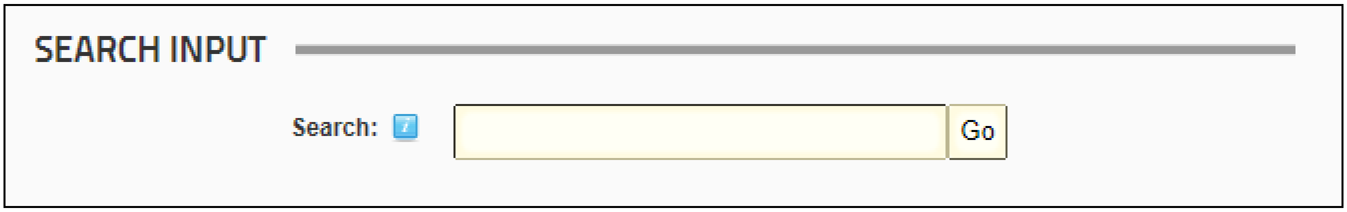
About the Search Input Module

The Search Input module allows users to perform keyword searches for the whole site. Search results are displayed on either the Search Results page or using a Search Results module that has been added to a site page.

Important. Professional Edition and Enterprise Edition customer are provided with a more advanced site search engine. Administrators should contact their Host to configure the SearchCrawler Input module.

Installation Note: This module is pre-installed on the site.

Module Version: 01.00.00. Note: The version number for this module does not update as it forms part of the DNN framework.



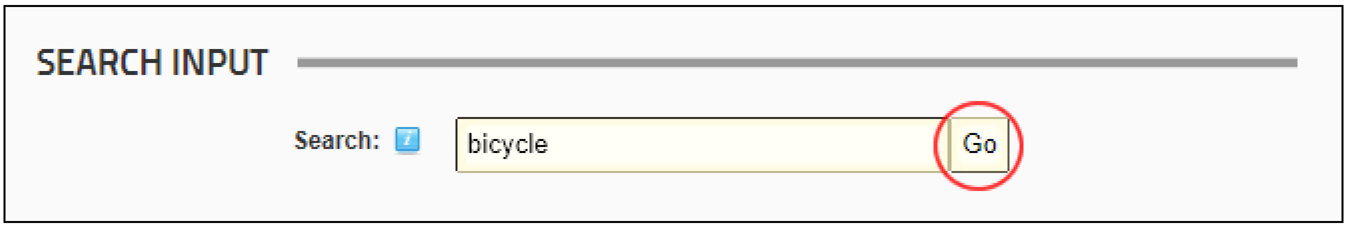
The Search Input Module

Performing a search using the Search Input module

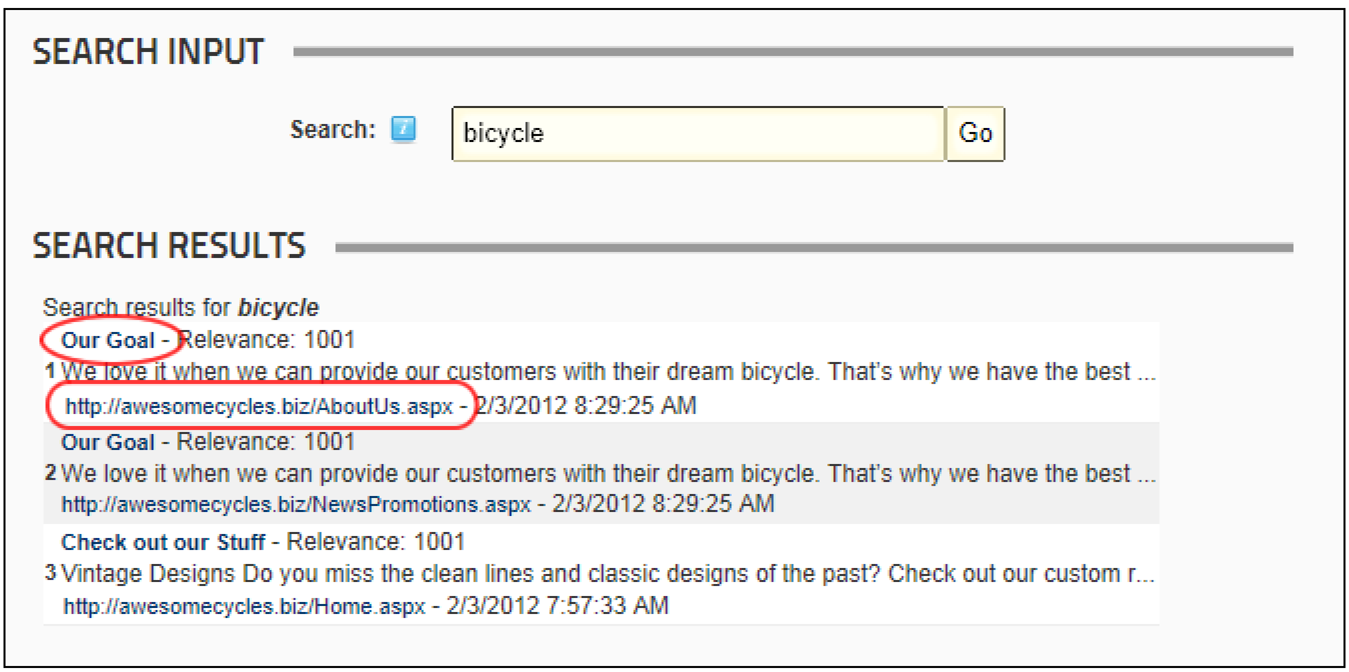
How to perform a search using the Search Input module. Note: Keyword matches are exact therefore entering bicycle will not return results for the word cycle.

Permissions. Any user that has been granted permission to view the Search Input module can perform a search.

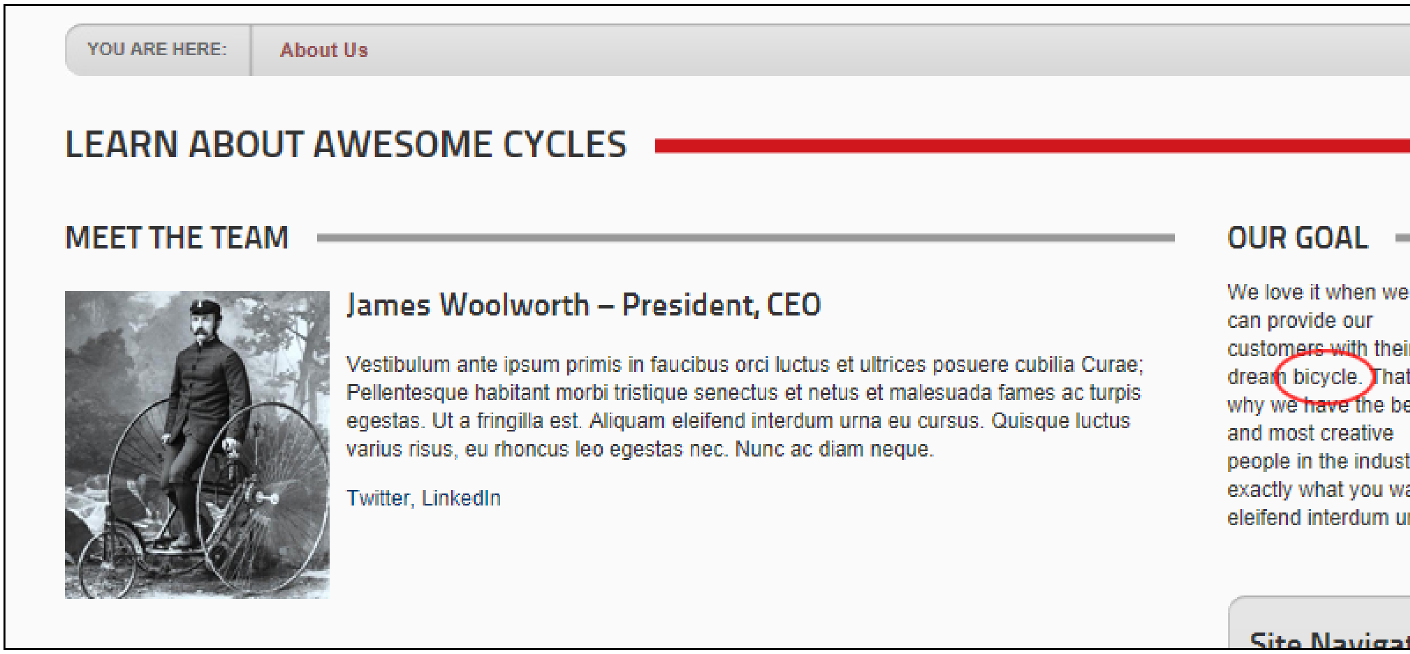
1. Go to a **Search Input** module.
2. Enter a keyword into the search text box. E.g. bicycle
3. Click the **Go** button.



4. Review the displayed results and then click on either the linked Module Title (e.g. Our Goal) or page name (e.g. `http://awesomecycles.biz/AboutUs.apsx`) to go to the page.



5. The selected result is now displayed.



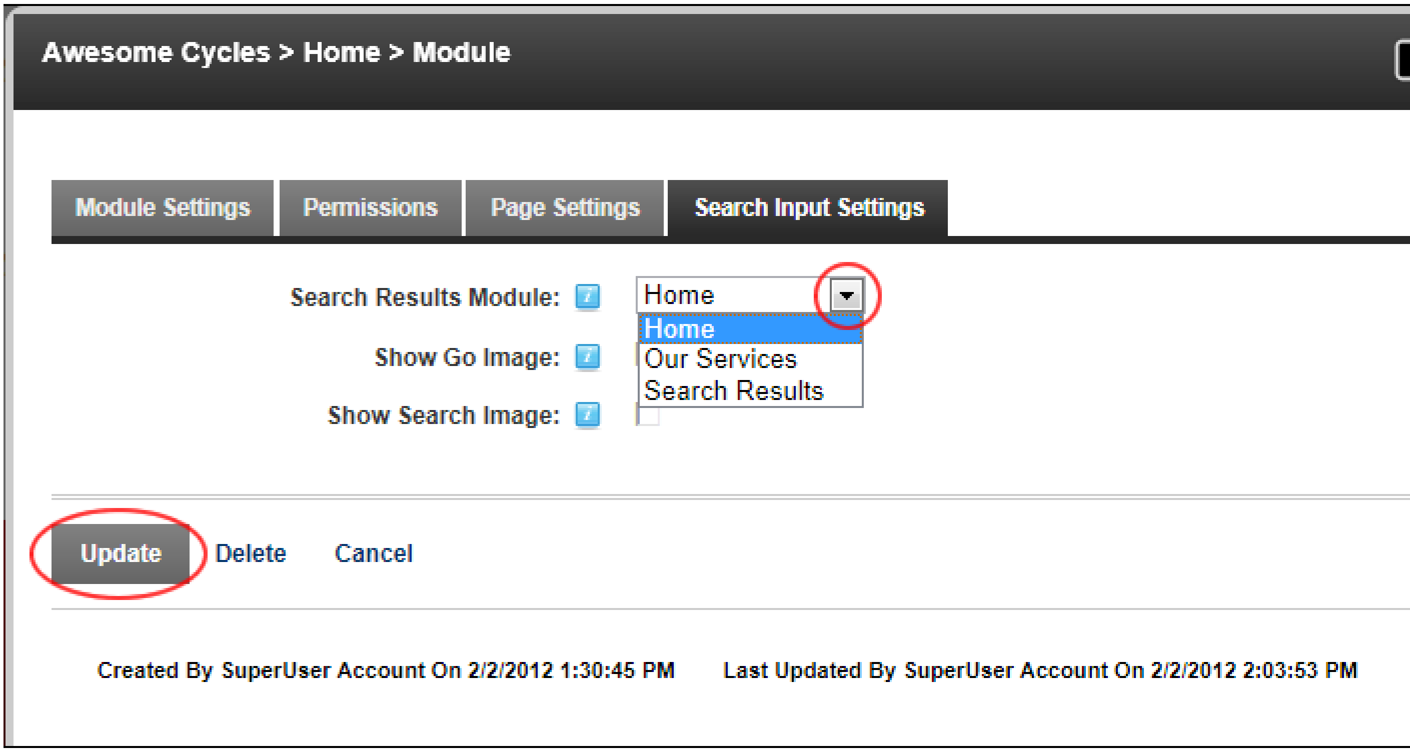
The selected search results page

Settings

Configuring the Search Input Module

How to configure the Search Input module by associating it with a Search Results module. When a search is made using this Search Input module the results are displayed in the Search Results module selected here.

1. Select **Settings** from the module actions menu.
2. Select the **Search Input Settings** tab.
3. At **Search Results Module**, select the Search Result module where search results will be displayed. A page called "Search Result" that has a Search Results module on it is added to your site by default with the standard DNN installation. This page is not displayed in the site menu, however it is listed at this field. Any additional Search Results modules that have been added to pages are listed by page name (E.g. Home, Our Services). If the only Search Results module on the site is the one on the default Search Results page, then it will be automatically selected at this field.
4. Click the **Update** button.



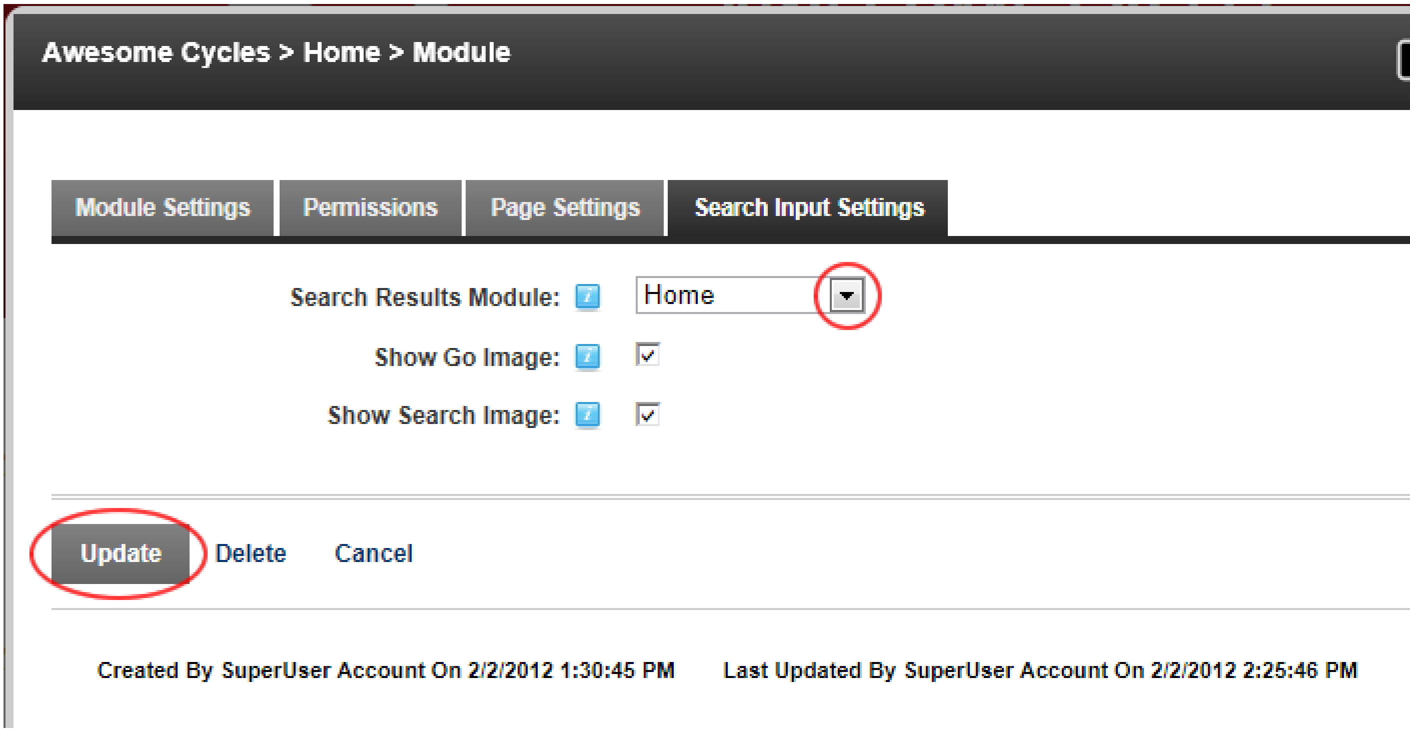
Configuring the Search Input module

Designing the Search Input Module

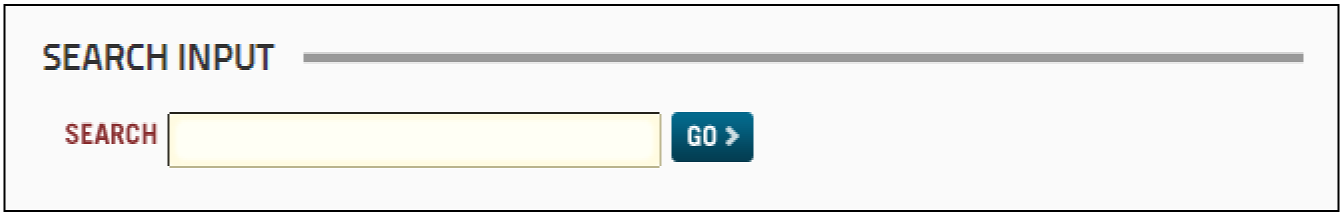
How to optionally display design elements on the Search Input module.

Tip: SuperUsers can change the images that are used for these settings by replacing the images titled "search_go.gif" and "search.gif" which are stored in Images folder of the Host File Manager.

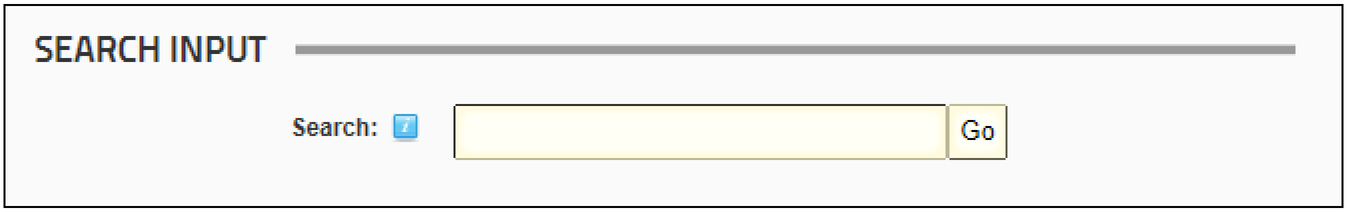
1. Select **Settings** from the module actions menu.
2. Select the **Search Input Settings** tab.
3. At **Show Go Image**, select the go option that is displayed after the search text box:
   - Check the check box to display the Go image.
   - Uncheck the check box to display the default Go button of your Web browser.
4. At **Show Search Image**, select the search option that is displayed before the search text box:
   - Check the check box to display the Search image.
   - Uncheck the check box to display the word "Search" in normal text and display the **Help** icon.



5. Click the **Update** button.



Search Input module displaying the default Go & Search images



The default layout of the Search Input module without both images disabled

Search Results

About the Search Results Module

The Search Results module displays results of searches conducted using the Search Input module.

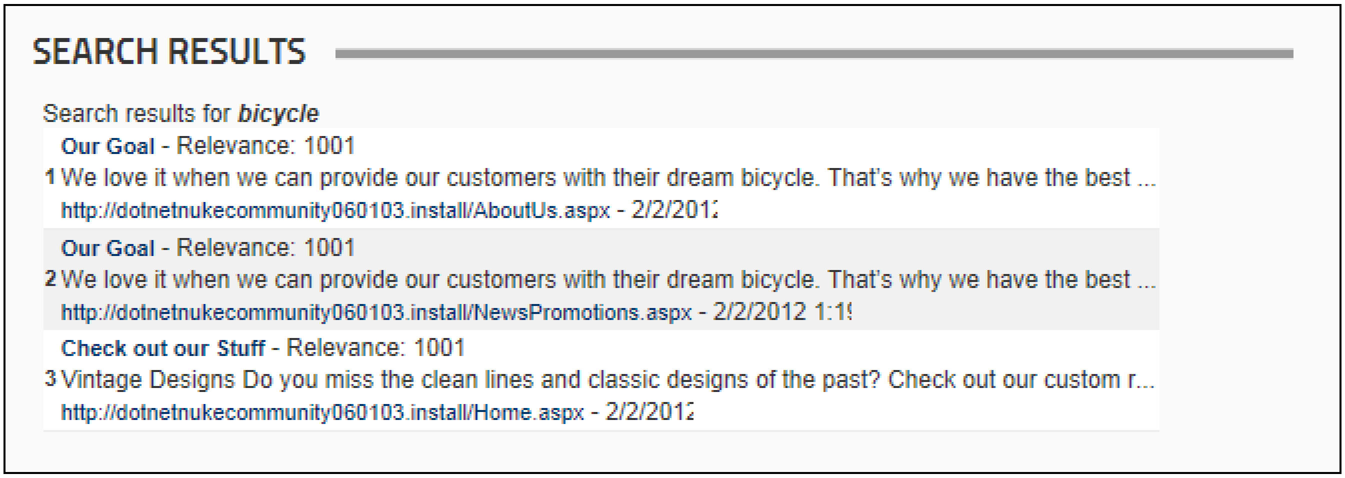
Prerequisite. The Search Input module MUST be added to the site in order to perform a search.

Permissions. All users who are authorized to view the module can view search results. Page Editors can customize the way results are displayed.

Important. Professional Edition and Enterprise Edition customer are provided with a more advanced site search engine. Administrators should contact their Host to configure the SearchCrawler Input module.

Installation Note: This module is pre-installed on the site.

Module Version: 01.00.00. Note: The version number for this module does not update as it forms part of the DNN framework.



The Search Results Module

Settings

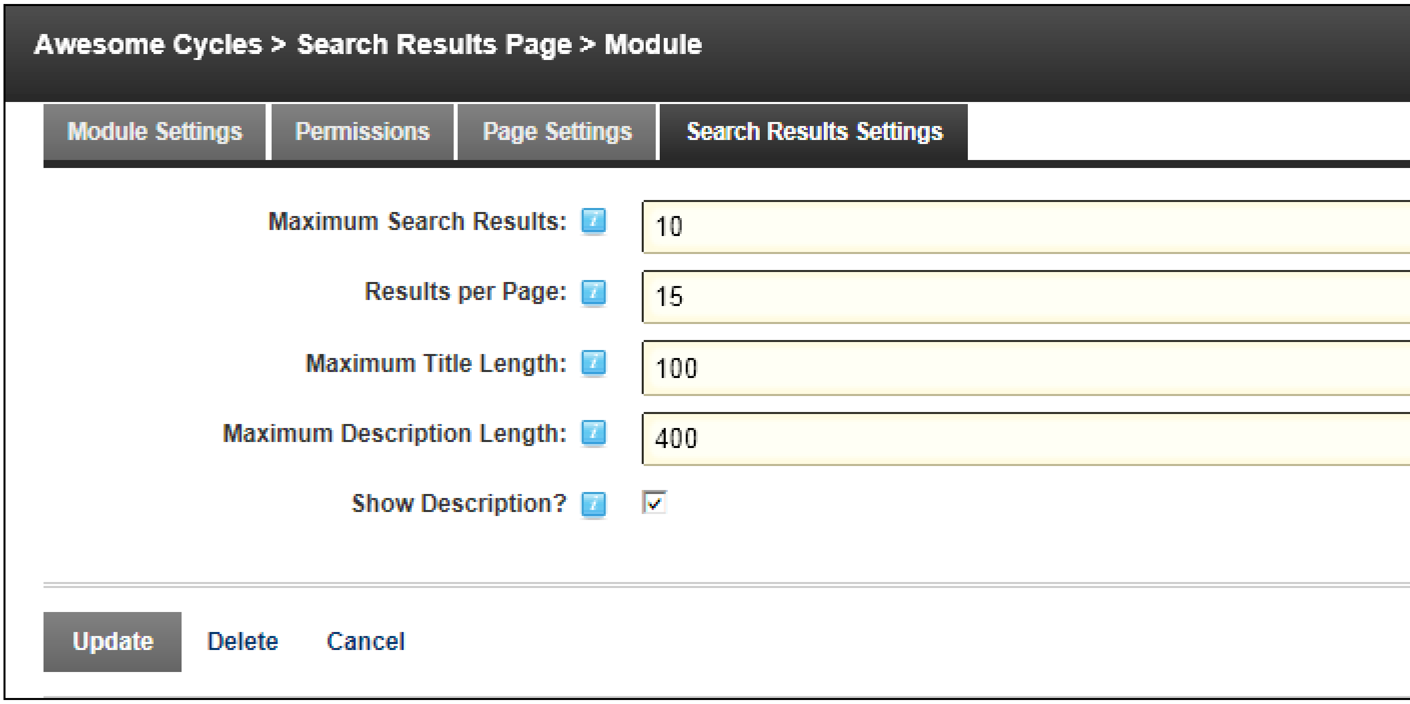
Configuring the Search Results Module

How to configure the appearance of results displayed in the Search Results module.

1. Select **Settings** from the module actions menu.
2. Select the **Search Results Settings** tab and then set one or more of these **Optional** settings:
3. In the **Maximum Search Results** text box, enter the maximum number of results that the search can display.
4. In the **Results Per Page** text box, enter the maximum number of results to be displayed per results page.
5. In the **Maximum Title Length** text box, enter the maximum number of characters that the search title can display.
6. In the **Maximum Description Length** text box, enter the maximum number of characters that the

search description can display.

7. At **Show Description**, check ☑ the check box to display a description for the search results.

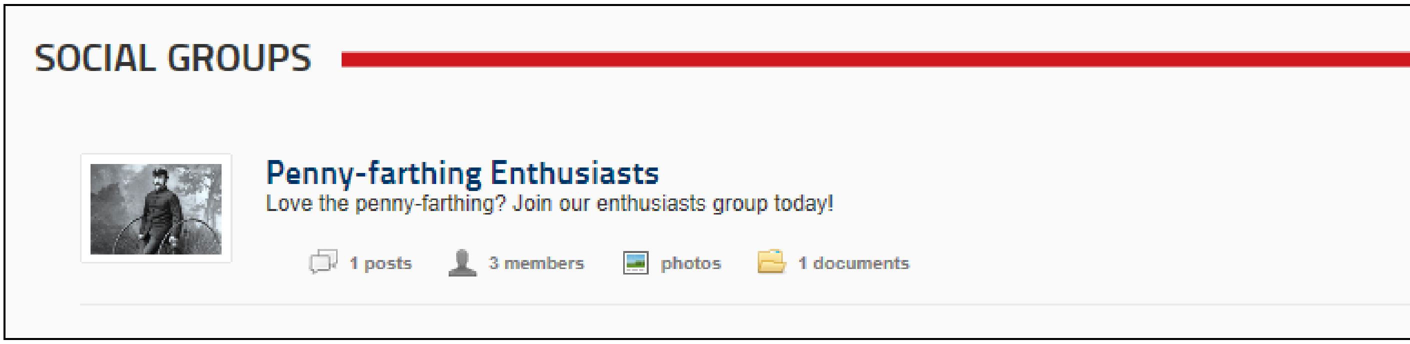


8. Click the **Update** button.

Social Groups

About the Social Groups Module

The Social Groups module allows authorized users to browse, view, create and join social groups. Members of a group can post journal entries to a group and view details of other group members.

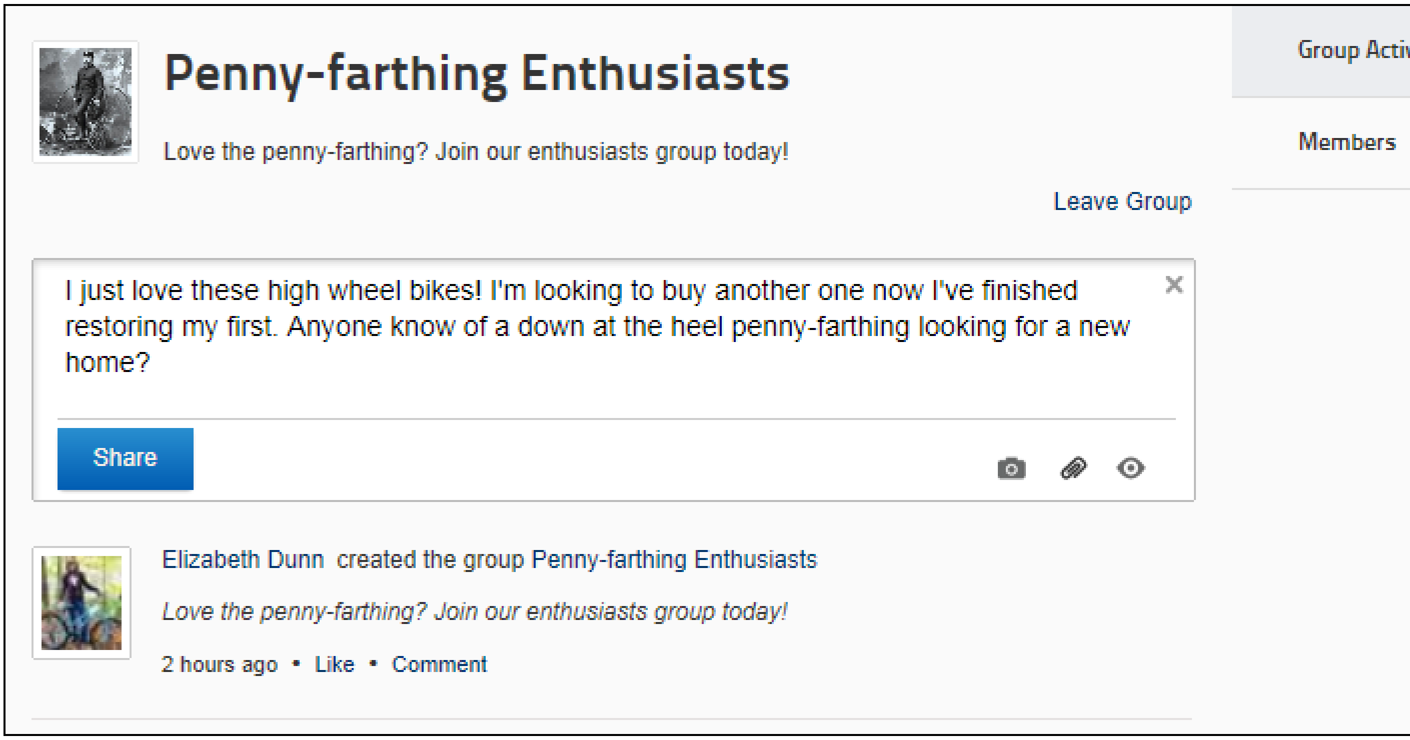


Adding a Social Group Journal Entry

How to post an entry to the Journal associated with a Social Group. The entry will appear in both your profile and on the Social Groups module. Depending on the Journal settings, you may be able to attach a photo or a file to each post. You cannot add more than one attachment (either a photo or a file) to a post. Photo attachments display below the post and are scaled up or down to be as a standard width of 250 pixels. File attachments display as a File icon above the linked file name.

Tip: For information on how to manage these Journal posts, See "About the Journal Module". Note: You will need to go to the Social Groups module to perform these tasks.

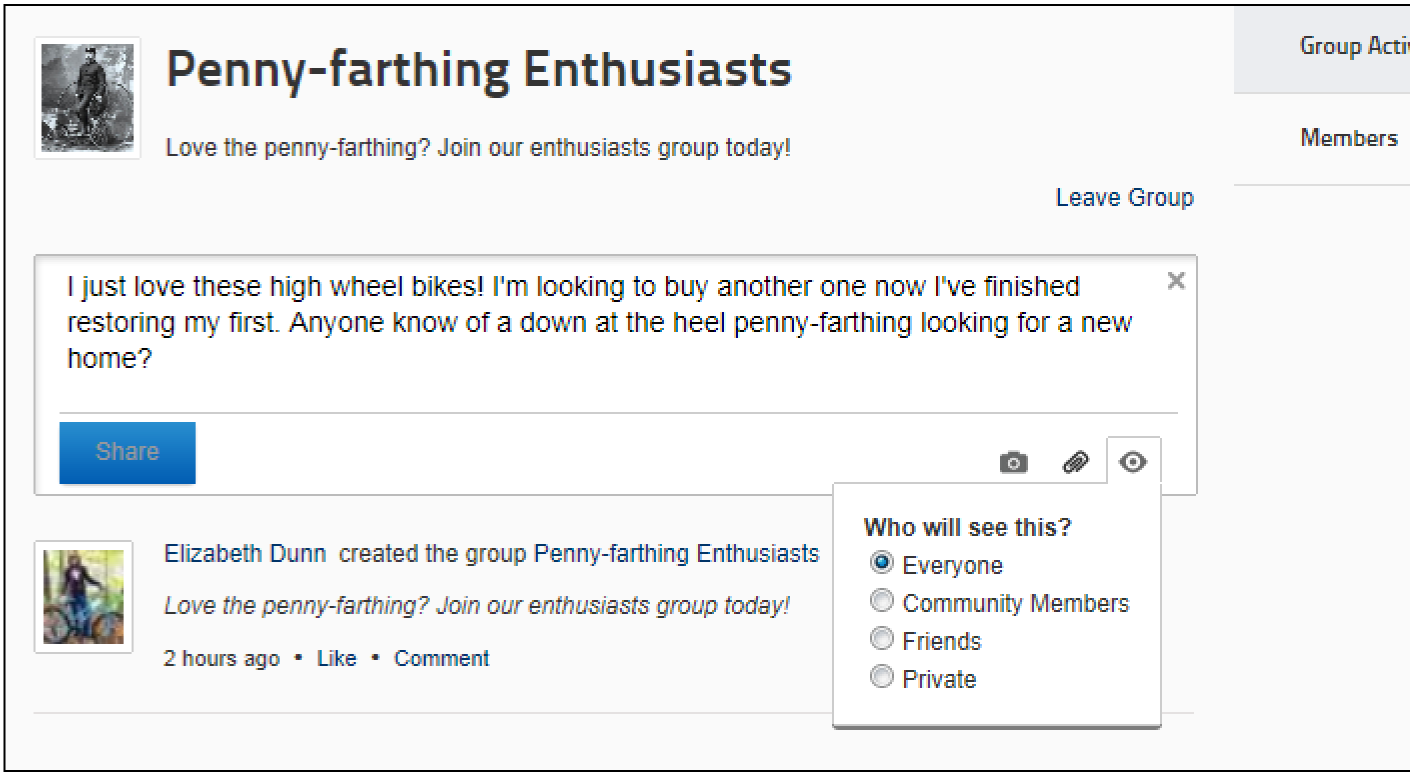
1. Navigate to the Social Groups module.
2. Click on the name of the required group.
3. In the "Tell the world something..." message box, paste or type your message. A maximum length is set for each message so if you paste in a message longer than the allowed message length, then the additional characters will be trimmed from the end of the message. Likewise, if you attempt to type in a longer message than is permitted you will be prevented from entering any additional characters once the maximum is reached. Note: You can cancel the new entry by clicking the **Cancel** button that is displayed in the top right corner of the module once you commence entering the message.



3. **Optional.** Click the **Photo** button to attach a photo to your post. This displays the **Select photo to share** section where you can choose from these options:
    - **Browse from site**:
    - **Upload from my computer**: Click this link and then navigate to and select the image.

    Once you have selected and uploaded the photo it will be displayed on the module.
4. **Optional.** Click the **Attachment** button to attach a file to your post. This displays the **Select file to share** section where you can choose from these options:
    - **Browse from site**:
    - **Upload from my computer**: Click this link and then navigate to and select the file.

    Once you have selected and uploaded the file a **File** icon is displayed indicating the file is successfully attached



5. **Recommended.** Click the **Share** button and choose the users can view this message from these options:
    - **Everyone**: Any user who can view this social group.
    - **Community Members**: Any authenticated user who belongs to this social group.
    - **Friends**: Any user that you have added as a Friend. See "Connecting with a Member"

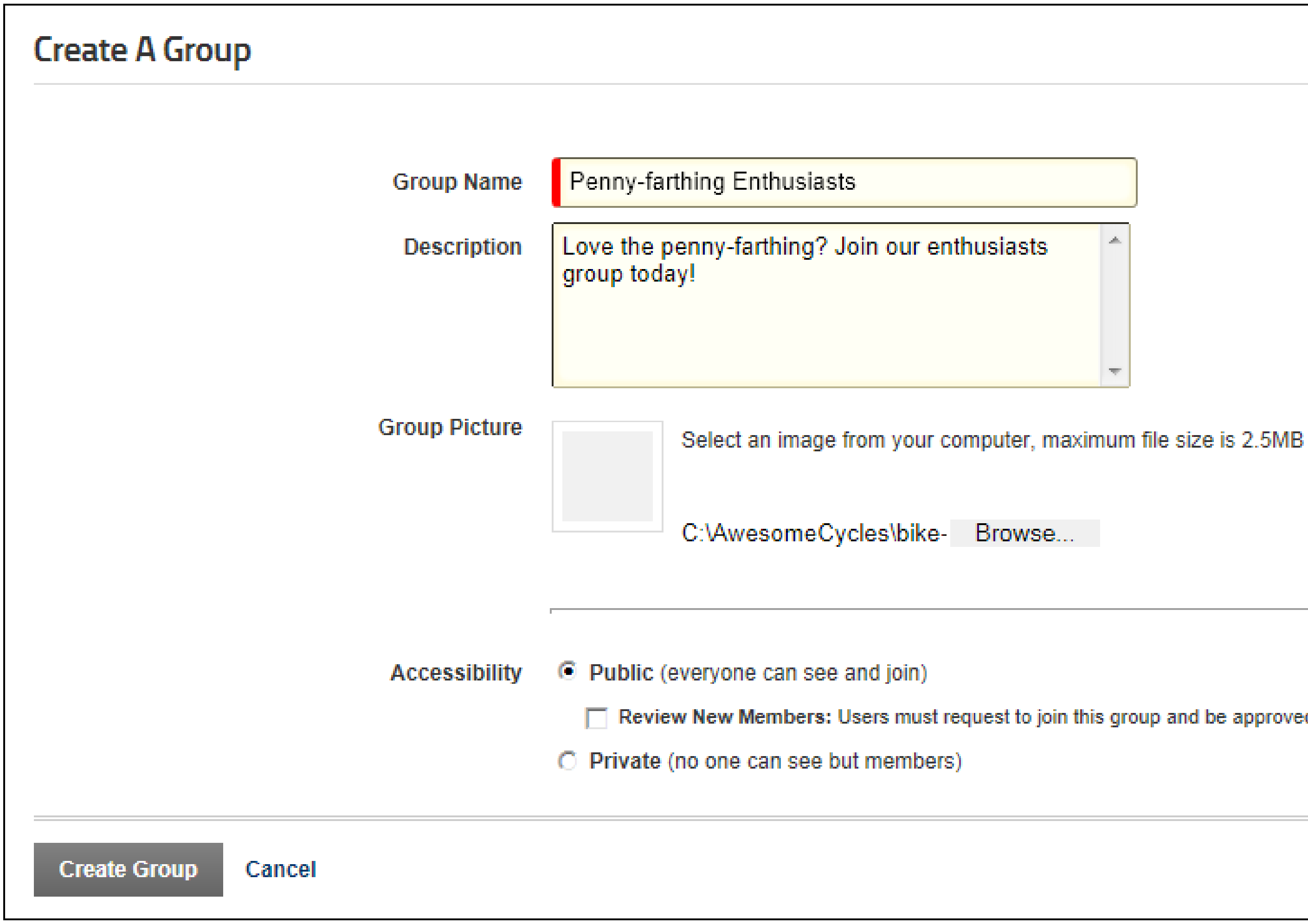
6. Click the **Share** button. The post is now displayed below the message box. In the below example, a post with a file attachment has been added.

Adding a Social Group

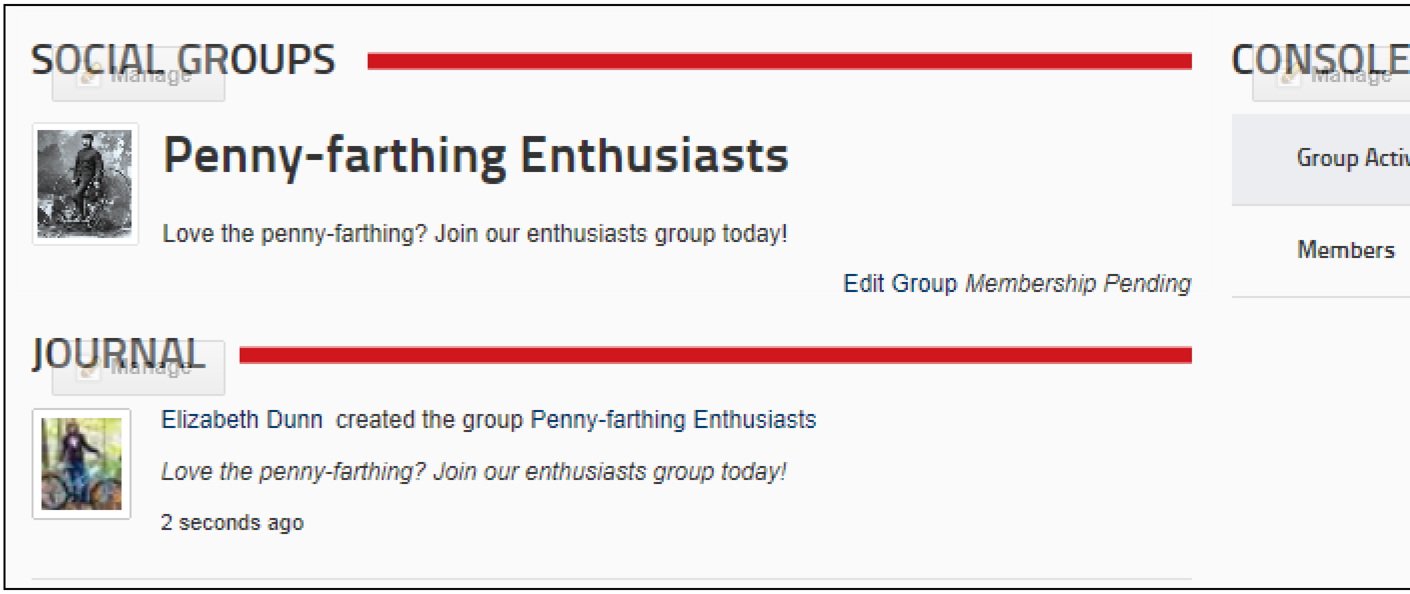
How to add a new Social Group using the Social Groups module. A Social Group is a role that has additional metadata associated with it. These roles can also be created and managed using the Admin > Security Roles module.

1. Go to a configured Social Groups module. See "Configuring the Social Groups Module"
2. Click the Create New Group link.
3. In the **Group Name** text box, enter a name for this group. The name is displayed on the Social Groups module.
4. **Optional.** In the **Description** text box, enter a description of this group. The description is displayed on the Social Groups module.
5. **Optional.** At **Group Picture**, click the **Browse...** button that then select a picture for this group from your computer. The picture is displayed on the Social Groups module.

6. At **Accessibility**, select from these options:
    - **Public (everyone can see and join)**: Select to enable all registered site users to join the group.
        - **Review New Members: Users must request to join this group and be approved by a group manager**: Select this option if new members must have their membership approved by the social group owner or an Administrator.
    - **Private (no one can see but members)**: Select this option if membership to the group is managed using the Admin > Security Roles and the Admin > User Accounts modules.



7. Click the Create Group link.



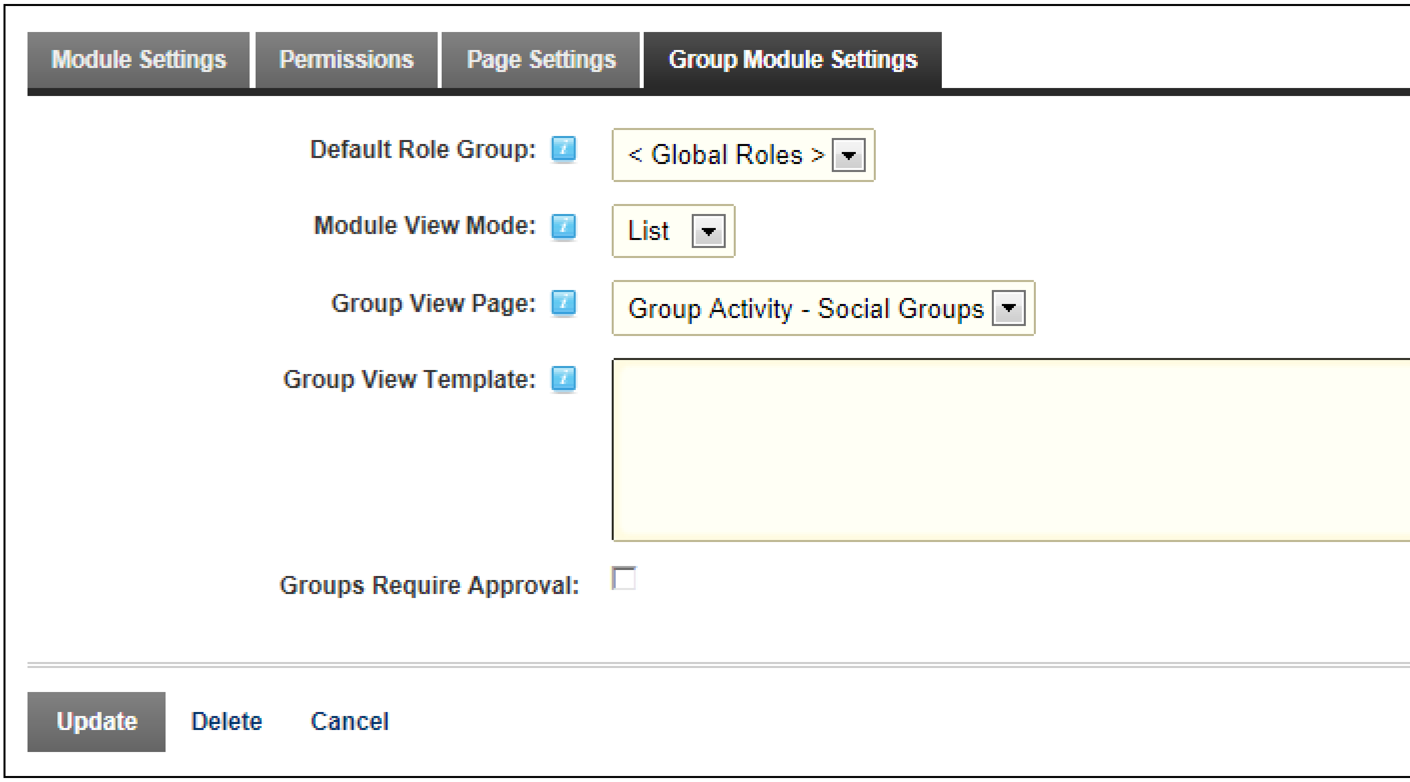
Related Topics:

- See "About the Security Roles Module"
- See "About the User Accounts Module"

Configuring Social Groups Settings

How to configure the module settings of the Social Groups module. This is an alternative to the recommended auto configuration option that is displayed on newly added Social Groups modules. See "Configuring the Social Groups Module"

1. Navigate to a Social Groups module.
2. Select **Settings** from the module actions menu.
3. Select the **Group Module Settings** tab.
4. At **Default Role Group**, select the role group that contains the roles you want to display.
5. At **Module View Mode**, select to display groups as a list or view.
6. At **Group View Page**, select the page where users will go to view a particular group.
7. At **Group View Template**, modify the default template in order to customize the group list display. Common tokens are: [groupitem:GroupName] [groupitem:GroupDescription] [groupitem:PhotoURL] [groupviewurl]
8. At **Groups Require Approval**, check the check box if groups must be approved before they are displayed on this module - OR - Uncheck the check box to display all groups.

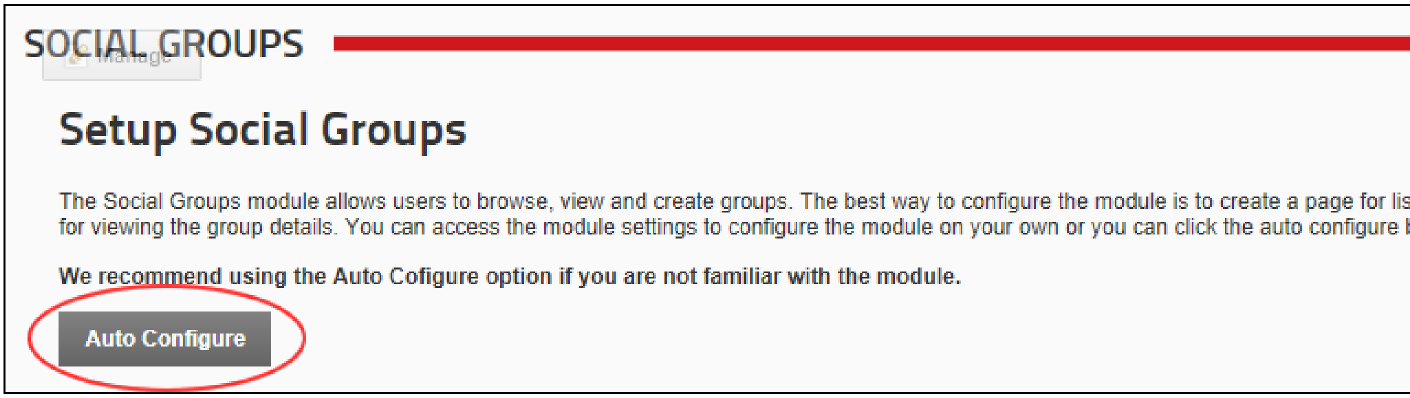


9. Click the Update link.

Configuring the Social Groups Module

How to configure the Social Groups module using the recommended auto configuration. The Social Groups module can also be manually configured, however this is recommended for experienced users only. The auto configured settings can be changed. See "Configuring Social Groups Settings"

1. Navigate to new instance of the Social Groups module - OR - Add a Social Groups module to a page.
2. Click the **Auto Configure** button.



Editing a Social Group

How to edit a social group using the Social Groups module. Social Groups can also be managed using the Admin > Security Roles modules.

1. Navigate to a Social Groups module.
2. Click on the name of the required Social Group.
3. Click on the Edit Group link.
4. On the Edit Group page, edit one or more fields as required. See "Adding a Social Group"
5. Click the Save Group link.

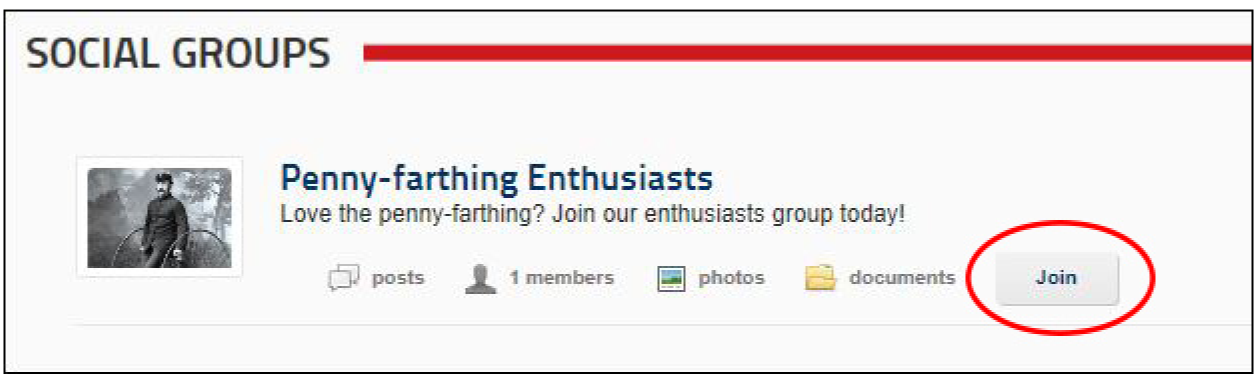
Related Topics:

- See "About the Security Roles Module"

Joining a Social Group

How to join a public social group using the Social Groups module. Group members are granted access to view Group Activity (journal entries posted to this group by all group members) and view details of other group members on the Members Directory module.

1. Navigate to a Social Groups module which displays a list of the social groups you can join.
2. Click the Join link - OR - Click on the name of the required Social Group to view more information and then click the Join Group link.



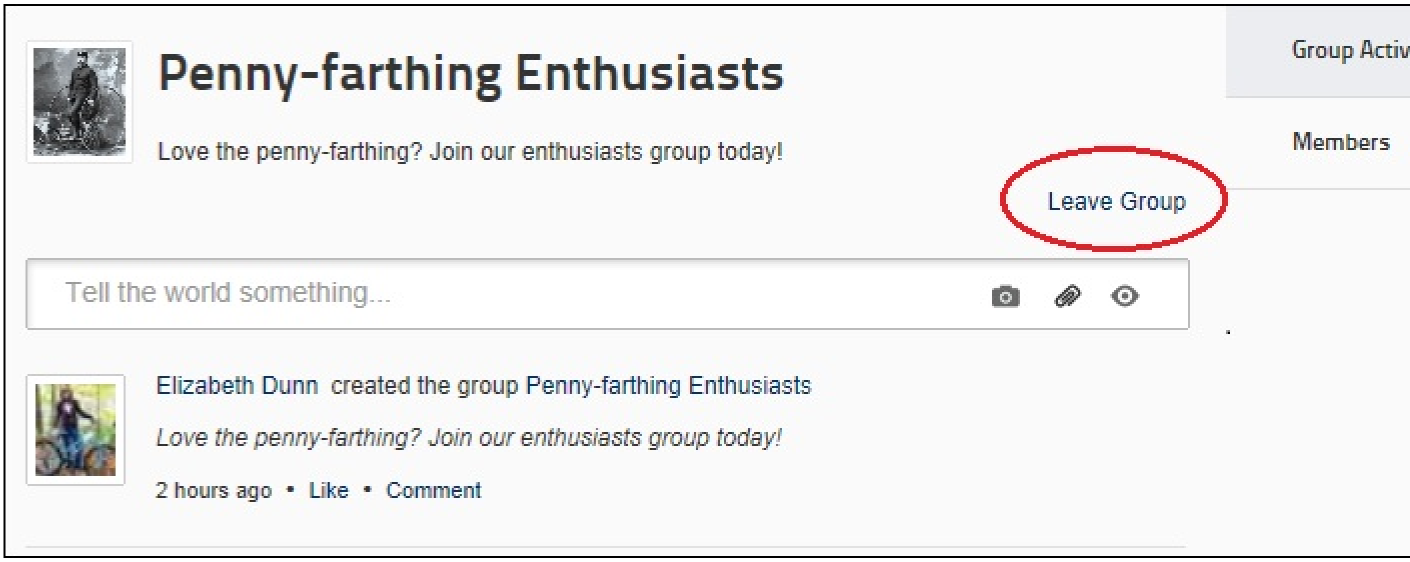
Depending on the Social Group, your request to join will be handled in one of these ways:

- You are granted immediate access to the group and are taken to the Group Activity page.
- The Group Administrator (the person who created the group) will need to approve your request to join the group before access is granted. You will be sent an message when your request is processed.

Leaving a Social Group

How to leave a social group using the Social Groups module. This removes the user from the security role. There is no message sent to a user who elects to leave a group.

1. Navigate to a Social Groups module.
2. Click on the name of the required Social Group.
3. Click the Leave Group link.



Users And Roles

Users and Roles Module Suite

The Users and Roles extension consists of three modules that allows authorized users to add users to the site, add and manage existing site users and add and manage security roles. When you add the Users And Roles module to a page, the following modules are added:

- See "About the Add New User Module"
- See "About the Security Roles Module"
- See "About the User Accounts Module"

Important. The Users and Roles module suite is set as a Premium module in the default DNN configuration. This setting was chosen to reduce the possibility of these modules, which contain confidential user information and manage security access to your site, being added to a page without due consideration. Administrators should contact their Host to change this setting.

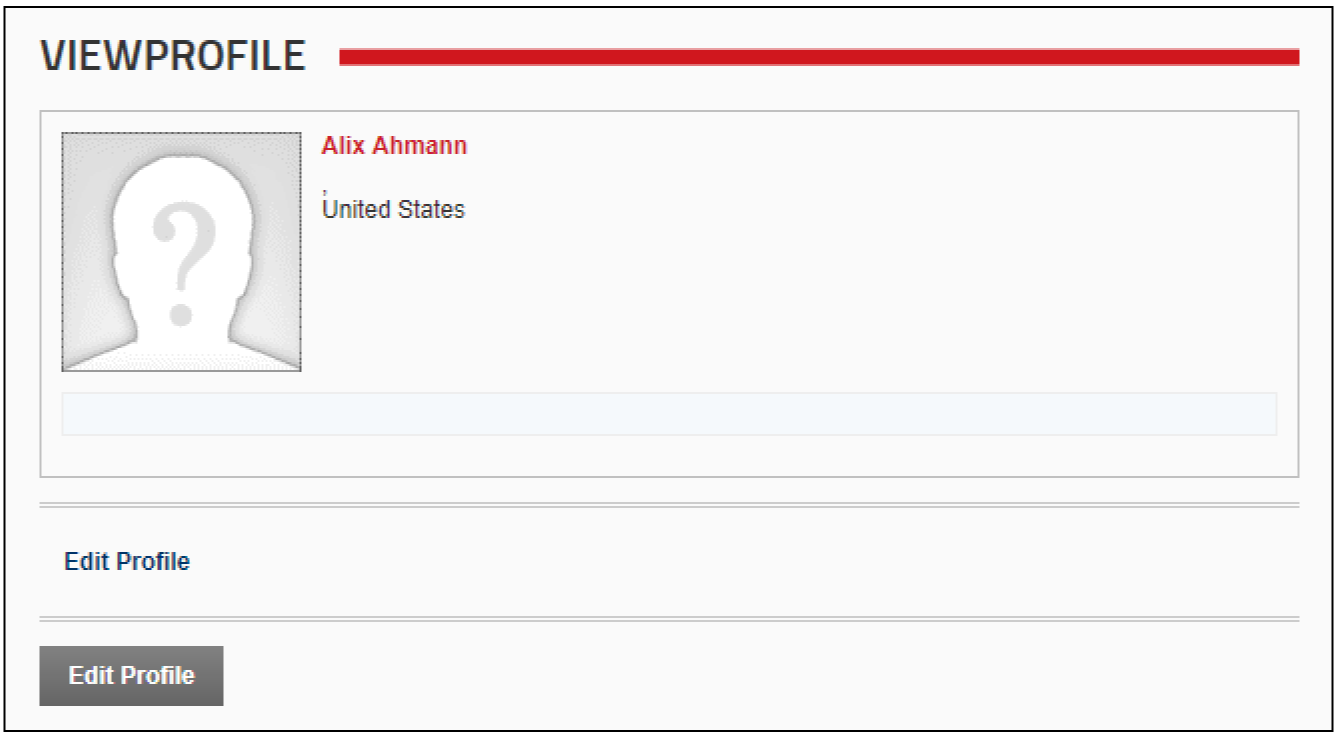
ViewProfile

About the ViewProfile Module

The ViewProfile module enables users to manage their user credentials, password, profile and subscriptions to services. The module is accessed by clicking on your display name (the name you chose to be displayed to you and to others on the website) which is typically located in the top right hand corner of the website.

Installation Note: This module is pre-installed on the site.

Module Version: 01.00.00. Note: The version number for this module does not update as it forms part of the DNN framework.



The View Profile module

Related Topics:

- See "Setting a Custom User Profile Page"
- See "Managing your User Profile"
- See "Subscribing to a Member Service"

Using Common Tools

Calendar

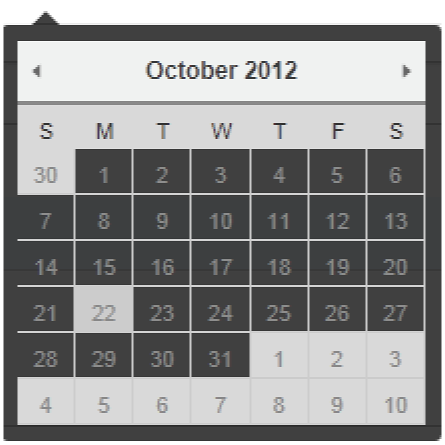
Working with the Calendar

The Calendar is an ASP.Net control widely used to select and maintain dates in module content, module settings, page settings, Admin Console, etc. The Calendar is typically accessed by clicking on the Calendar link, however some modules have other link names. E.g. Events module displays the View Date link.

Default Calendar

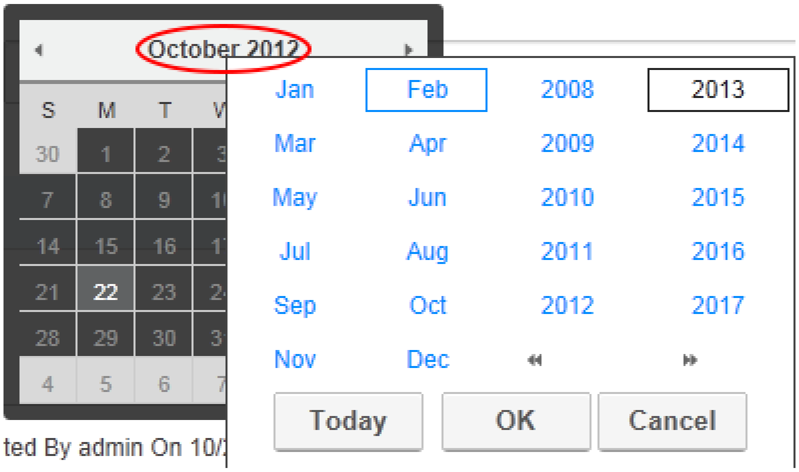
The default Calendar control is used throughout the DNN Framework and in a growing number of modules.

To view the Calendar, click the Calendar link or the **Calendar** button. The current date is highlighted in a lighter gray. i.e. The current date on the below Calendar is 22 October, 2012.

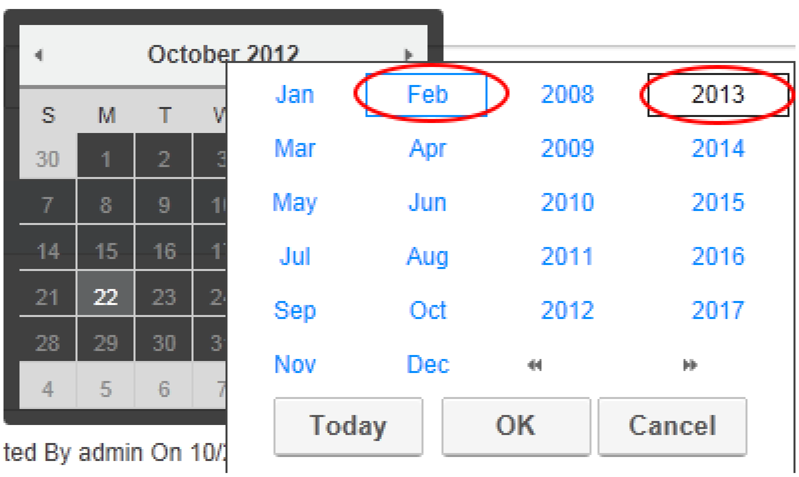


Step One: Locating the required date

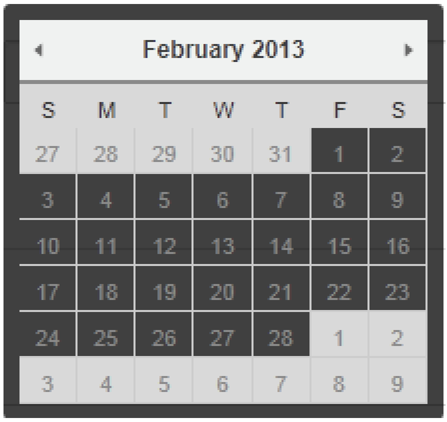
- **Modifying the Month and/or Year:**
    1. Click on the **Month Year** information located above the monthly calendar. This will open a popup list of months and years.



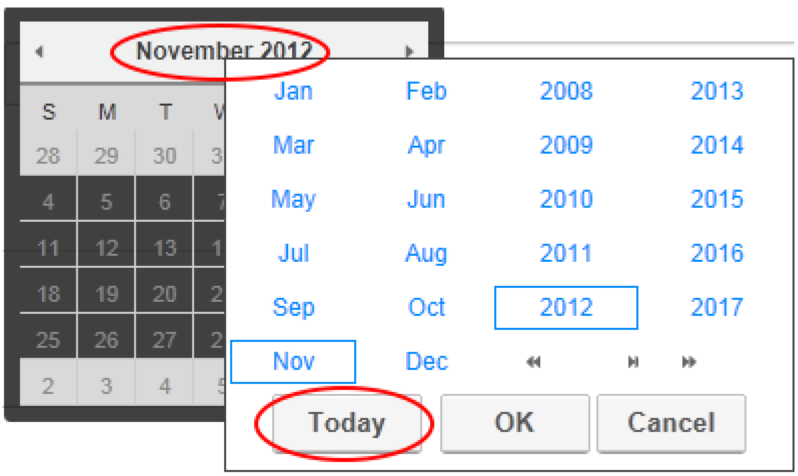
2. **Optional.** If the required year isn't displayed, use the **Double Right Arrow** or **Double Left Arrow** buttons to view the other years.
3. Select the required month and/or year.



4. Click the **OK** button to select. This will close the popup list with the selected month/year calendar displayed, allowing you to choose the required date.



- **Viewing Today's Date:**
    1. Click on the **Month Year** information located above the monthly calendar.
    2. Click the **Today** button to view the current month/year with Today's date.



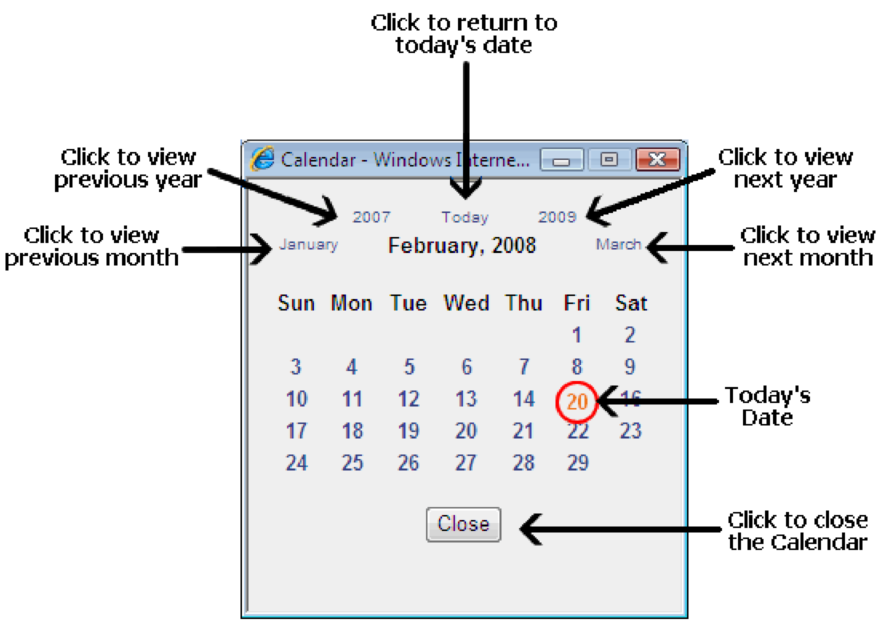
- **Navigating to Other Months:**
    - Click the **Left Arrow** button above the calendar month to view the calendar for the previous month.
    - Click the **Right Arrow** button above the calendar month to view the calendar for the next month.

Step Two: Selecting the Required Date

- **To Select a Date**: Click on the date cell in the calendar. This will close the calendar and the selected date will be displayed in the associated text box. Note: You may be unable to select dates prior to today, depending on where the Calendar is in use.
- **To close the Calendar without selecting a Date**: Click off the calendar.

Module Calendar

Several DNN Project modules use the Calendar control that was standard in previous versions on DNN. These modules are currently being updated to use the default calendar.



The following options are available to locate the required date using the calendar:

1. Click the Calendar link or the **Calendar** button.
2. To locate the required date, perform any of the following options:
   - **Go to the Previous Year**: Click the previous year (E.g. 2007) located at the top left of the calendar.
   - **Go to Today's Date**: Click Today located in the top center of the calendar to return to the current month. Today's date is displayed as red.
   - **Go to the Next Year**: Click next year (E.g. 2009) located at the top right of the calendar.
   - **Go to the Previous Month**: Click the previous month (E.g. January) located to the left of the current month.
   - **Go to the Next Month**: Click the next month (E.g. March) located to the right of the current month.
3. Once you have located the required date the following options are available:
   - **To Select a Date**: Click on the date in the calendar. The calendar will close and the date will be selected.

- **To close the Calendar without selecting a Date**: Click the **Close** button located below the calendar. The calendar will close and no date will be selected.

Editor

DotNetNuke RadEditorProvider

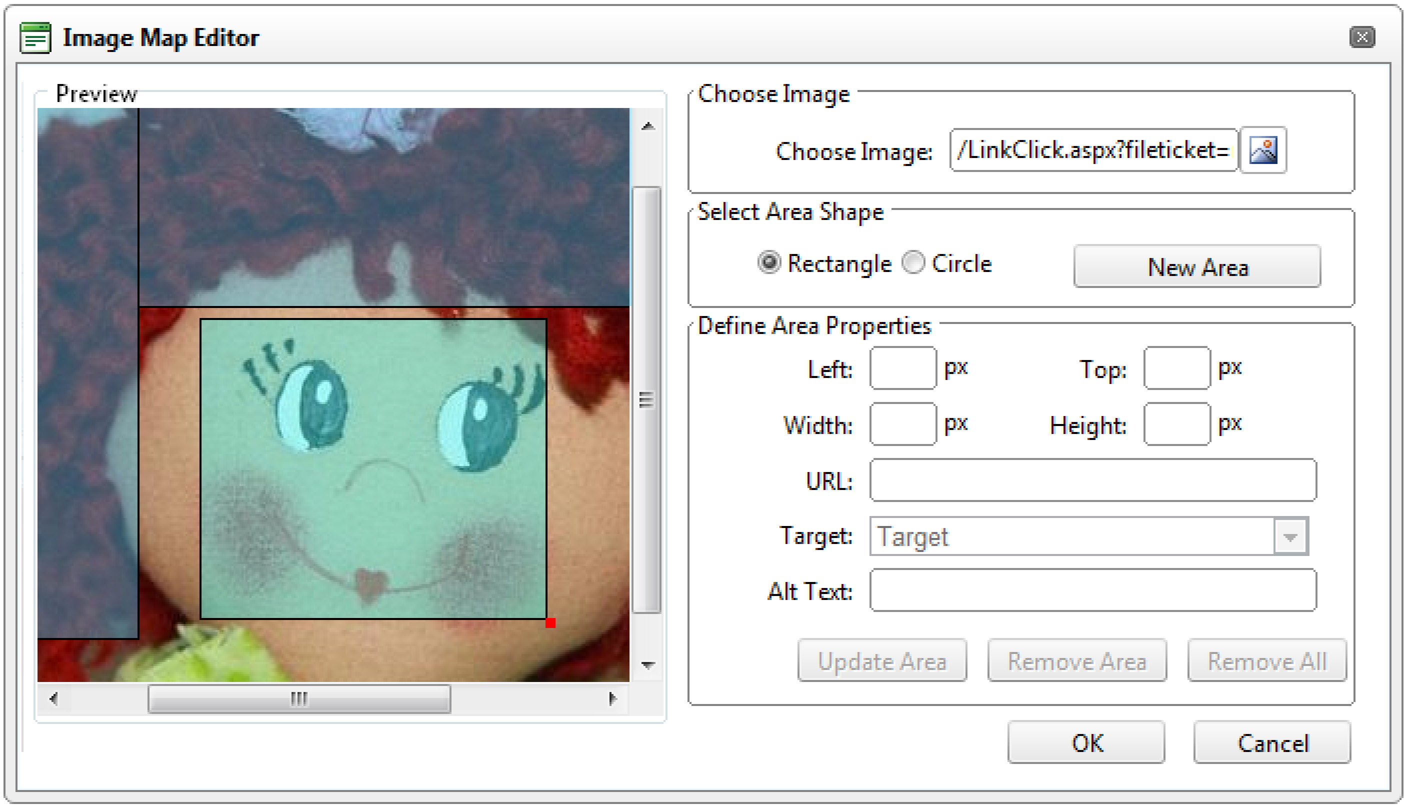
Managing Images and Media

Creating an Image Map

How to create an image map using the DotNetNuke.RadEditorProvider for the RTE.

1. Insert an image.
2. Right-click on the image and then select **Image Map Editor** from the drop down list - OR - Click the **Insert Media**  button and then select **Image Map Editor** from the actions toolbar. This will open the Image Map Editor.
3. To create an area:
    a. At **Select Area Shape**, select either **Rectangle** or **Circle**.
    b. Click the **New Area** button. This displays a gray box defining the area.
    c. Move and resize the area as required. This updates the Define Area Properties fields for Left, Width, Top and Height.
    d. **Optional.** In the **URL** text box, enter the URL to open when a user clicks on this Area.
        i. At **Target**, select the target for the URL from these options:
            - **Target**: No target is set and the link will open in the same window.
            - **New Window**: Will open a new window.
            - **Parent Window**: If web page consists of frames, the link will open in the parent frame.
            - **Same Window**: The link will open in the same window.
            - **Browser Window**: The link will open in the same window.
            - **Search Pane**
            - **Media Pane**
        ii. In the **Alt Text** text box, enter the text to be displayed for this area.
        iii. Click the **Update Area** button.
4. Repeat Step 3 to add additional areas.

5. These additional editing options are available:
   - To edit an existing area, click on it in the preview window, edit the properties as required and then click the **Update Area** button.
   - To remove an area, click the **Remove Area** button.
   - To remove all areas, click the **Remove All** button.
6. Click the **OK** button to confirm.

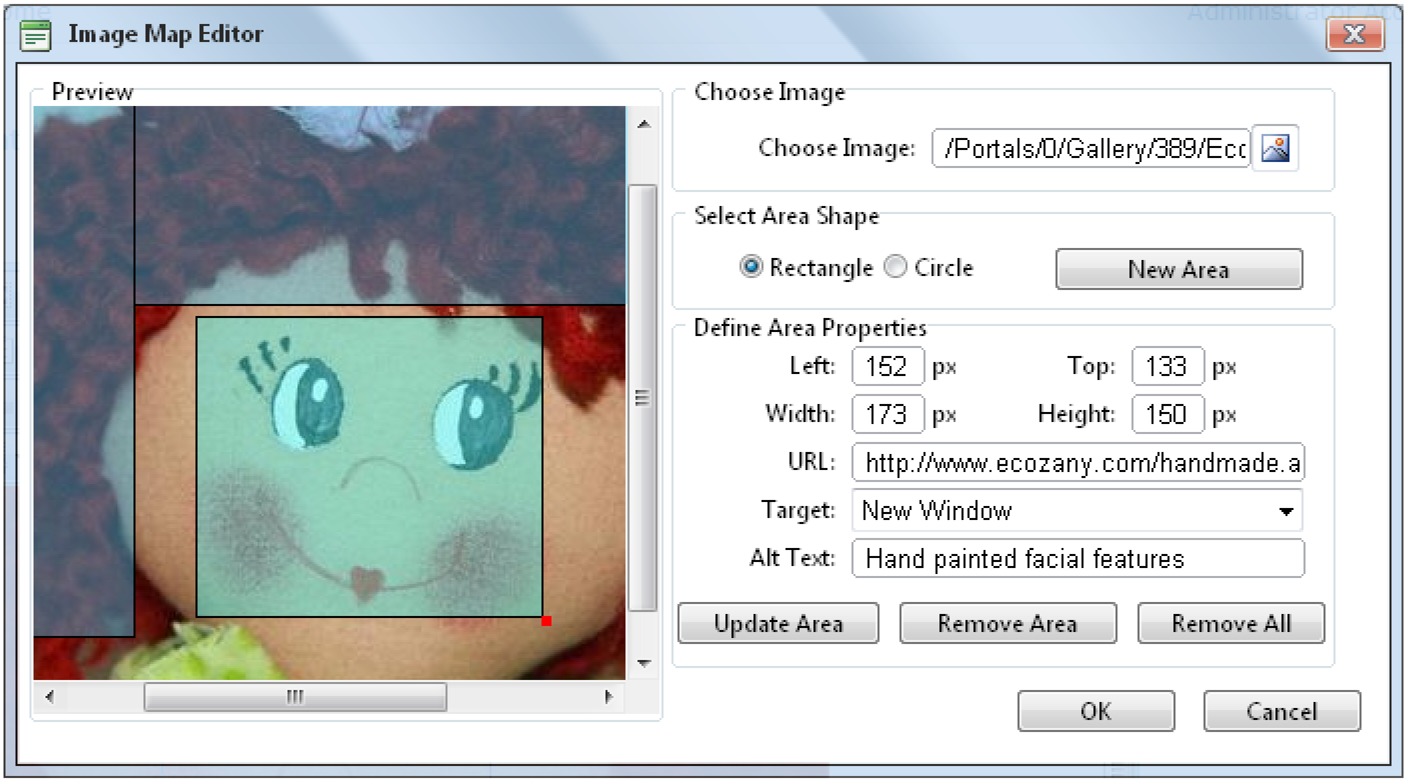


Creating an Image Map

Editing an Image Map

How to edit an image map using the DotNetNuke.RadEditorProvider for the RTE..

1. Select the mapped image.
2. Click the **Image Map Editor** button in the toolbar - OR - Right click on the image and then select **Image Map Editor** from the drop down list. This opens the Image Map Editor window.
3. Add, edit/update and delete mapped areas as required. See See "Creating an Image Map"
4. Click the **OK** button to save.



Creating an Image Map

Editing an Image

How to edit an image inserted in the DotNetNuke.RadEditorProvider for the RTE.

1. Select the image to be edited.
2. Right-click on the image.
3. Select **Properties...** from the drop down list. This opens the Properties window.
   - To change the image: At **Image Src**, click the **Image Manager** button and then locate and select the new image.
   - Modify any other properties as required. See See "Setting Image Properties"
4. Click the **OK** button to confirm.

Tip: The new image will inherit the properties of the previous image.

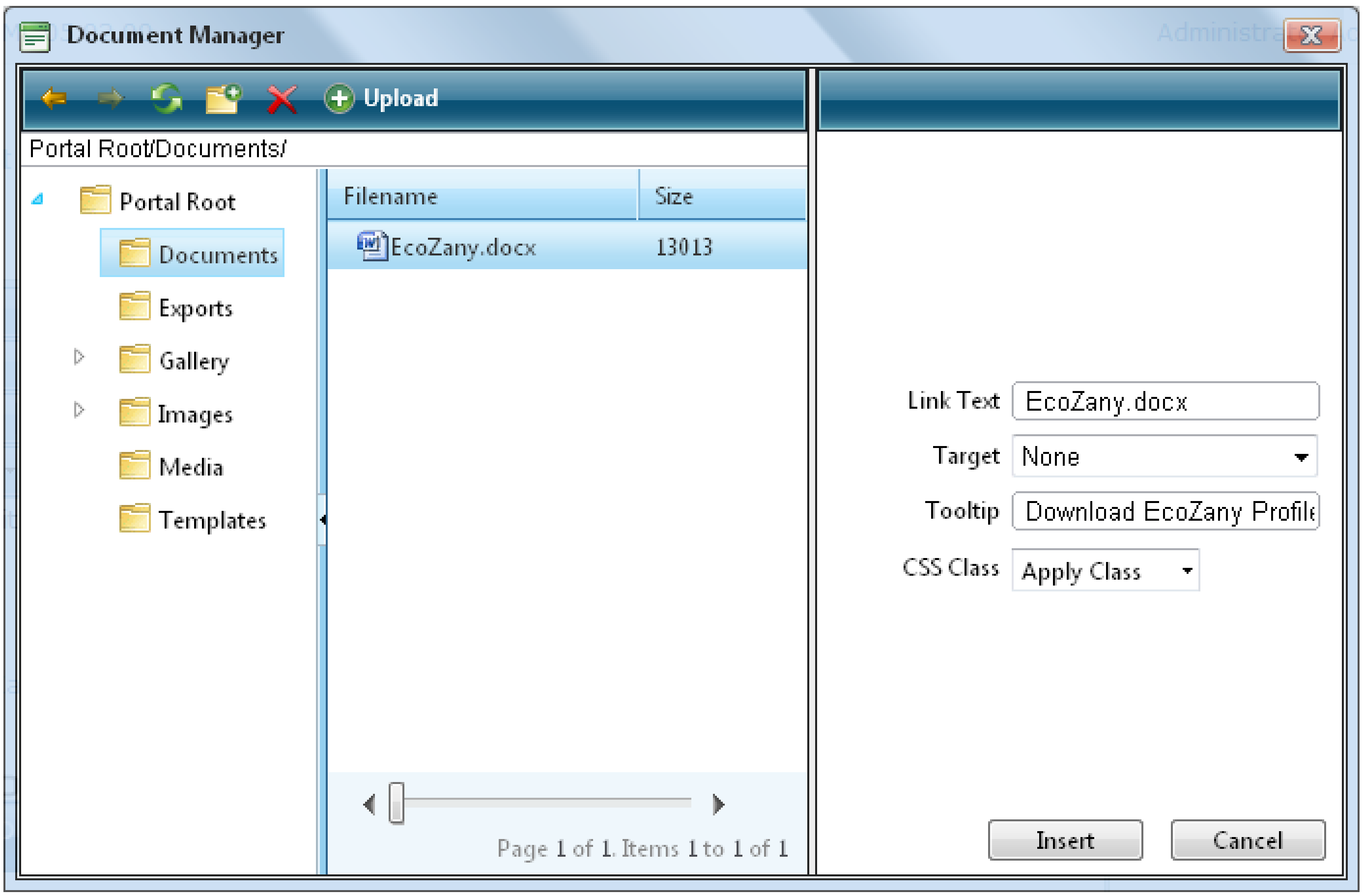
Inserting a Document

How to insert a document using the DotNetNuke.RadEditorProvider RTE.

1. Click the **Insert Media** button and select **Document Manager** from the drop down list. This will open the Document Manager.

2. Navigate to and select the required document. See See "Using the Resource Manager"
3. **Optional.** In the **Link Text** text box, modify the text associated with this document. The filename is used by default.
4. **Optional.** At **Target** select the target window for this link.
5. **Optional.** In the **Tooltip** text box, enter a tool tip to be displayed when a user places their mouse over this link.
6. **Optional.** At **CSS Class**, select a class for the document link.
7. Click the **Insert** button.

Tip: Additional document properties are available. See See "Setting Document Properties"



The Document Manager

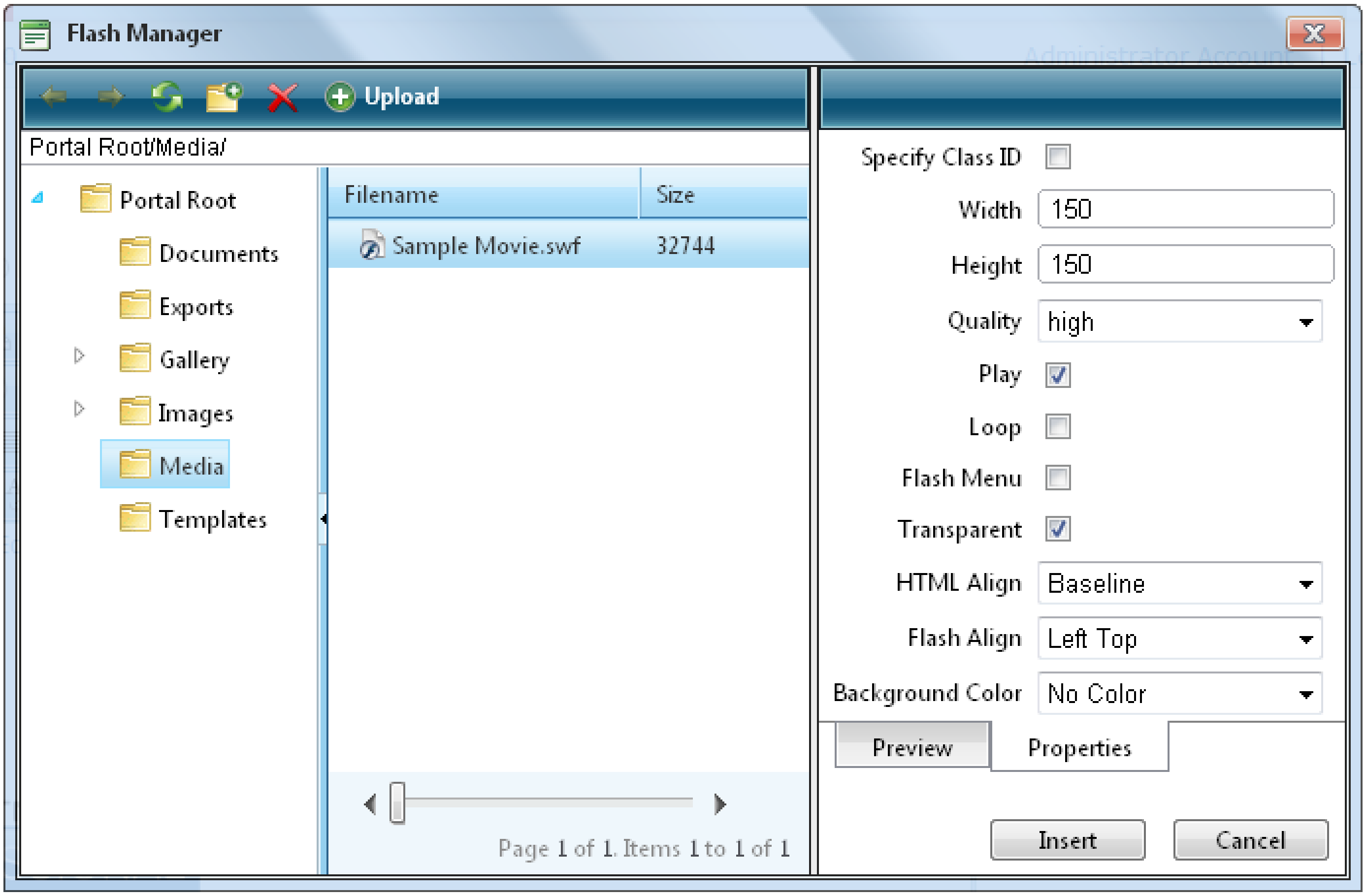
Inserting Flash

How to insert Flash media using the DotNetNuke.RadEditorProvider for the RTE.

1. Click the **Insert Media** button and then select **Flash Manager** from the drop down list. This will open the Flash Manager.
2. Navigate to and select the required Flash. See "Using the Resource Manager"
3. **Optional.** Click the **Properties** tab and set the properties.
    a. At **Specify Class ID**, select from these options:
        - Check the check box to set a class for this media. This reveals the Class ID text box.
            i. In the **Class ID** text box, enter the name of the CSS class to be applied to this Flash.
            ii. Uncheck the **Specify Class ID** check box to hide the Class ID field and ensure all other fields can be set.
        - Uncheck the check box to use the default class.

    b. In the **Width** text box, enter a pixel value to set the Flash width. Leave this field blank to use the width defined by the Flash.
    c. In the **Height** text box, enter a pixel value to set the Flash height. Leave this field blank to use the height defined by the Flash.
    d. At **Quality**, select **High**, **Medium** or **Low** as the quality of the Flash.
    e. At **Play**, check the check box to auto play the Flash - OR - Uncheck the check box if the user must select to play the Flash.
    f. At **Loop**, check the check box to automatically loop the Flash movie repeated - OR - Uncheck the check box if the user must select to replay the Flash.
    g. At **Flash Menu**, check the check box to display the Flash menu - OR - Uncheck the check box to hide it.
    h. At **Transparent**, check the check box for a transparent background - OR - Uncheck the check box to disable.
    i. At **HTML Align**, select the HTML alignment.
    j. At **Flash Align**, select the Flash alignment.
    k. At **Background Color**, select **No Color** for no background color or select a color from the drop down list.
4. Click the **Insert** button.

Tip: You cannot edit the properties of Flash once it has been inserted. To modify Flash, simply delete it and reinsert it with the required properties.

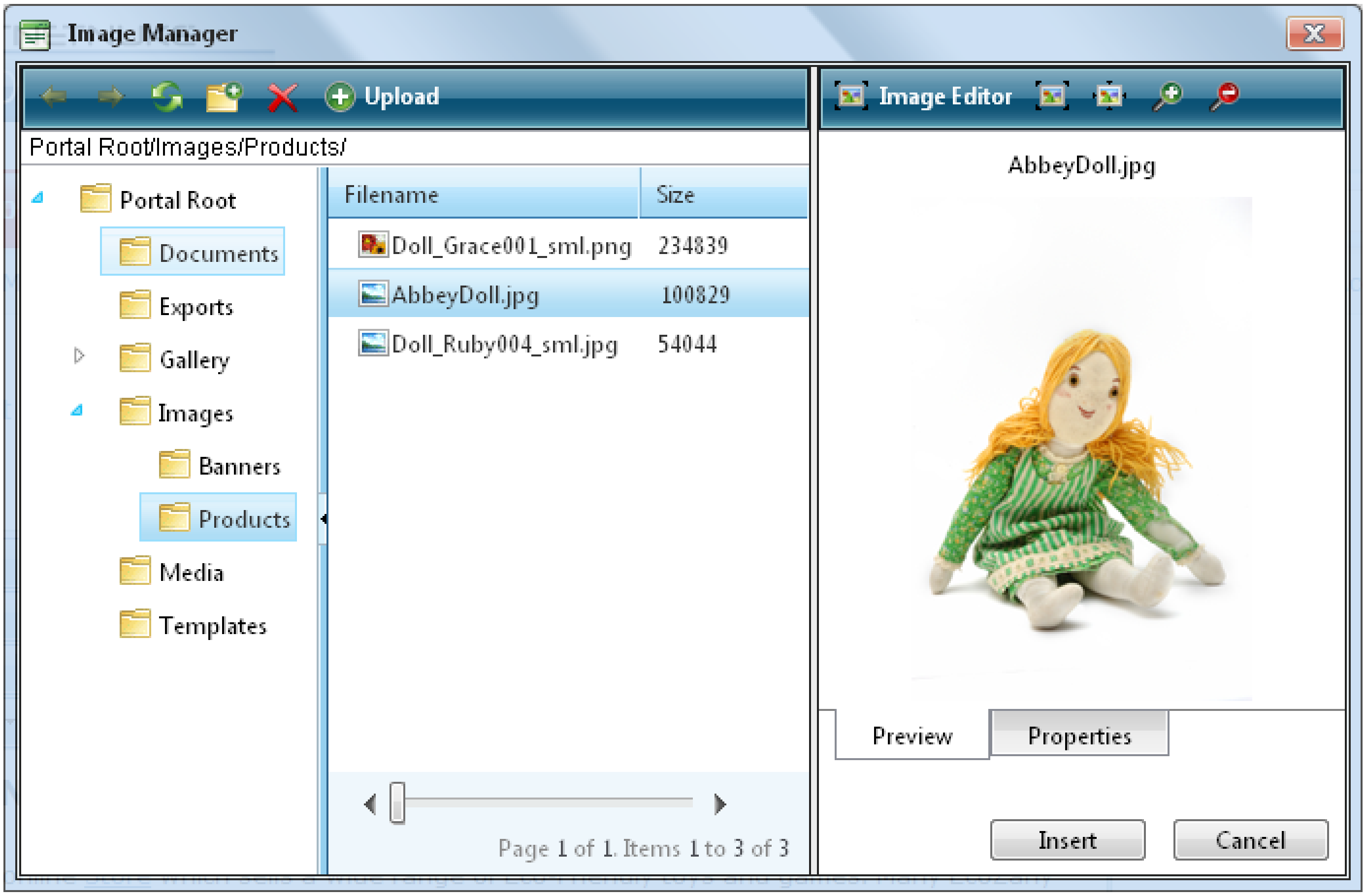


The Flash Manager

Inserting Images

How to insert an image using the default Rich Text Editor (DotNetNuke.RadEditorProvider) provided with DotNetNuke.

1. Click the **Insert Media**  button and select **Image Manager** from the drop down list. This will open the Image Manager. (The keyboard shortcut is CTRL + G)
2. Navigate to and select the required image. See "Using the Resource Manager"
3. **Optional.** In the Image Editor, use the **Best Fit**, **Actual Size**, **Zoom In** and **Zoom Out** buttons to modify the previewed image - these changes cannot be saved.
4. **Optional.** Click the **Image Editor** button to edit the way the image is displayed. See "Working with the Image Editor"
5. **Optional.** Click the **Properties** tab and set image properties. See "Setting Image Properties"
6. Click the **Insert** button.



The Image Manager

Inserting Media

How to insert media (such as sound and movie files) using the DotNetNuke.RadEditorProvider for the RTE.

1. Click the **Insert Media** button and select **Media Manager** from the drop down list. This will open the Media Manager.
2. Navigate to and select the required media. See See "Using the Resource Manager"
3. **Optional.** Click the **Properties** tab and set the properties.
   a. At **Specify Class ID**, select from these options:
      - Check ☑ the check box to set a class for this media. This reveals the Class ID text box.
         i. In the **Class ID** text box, enter the name of the CSS class to be applied to this Flash.

ii. Uncheck the **Specify Class ID** check box to hide the Class ID field and ensure all other fields can be set.

- Uncheck the check box to use the default class.

b. In the **Width** text box, enter the pixel value to set the media width. Leave blank to use the actual media size.

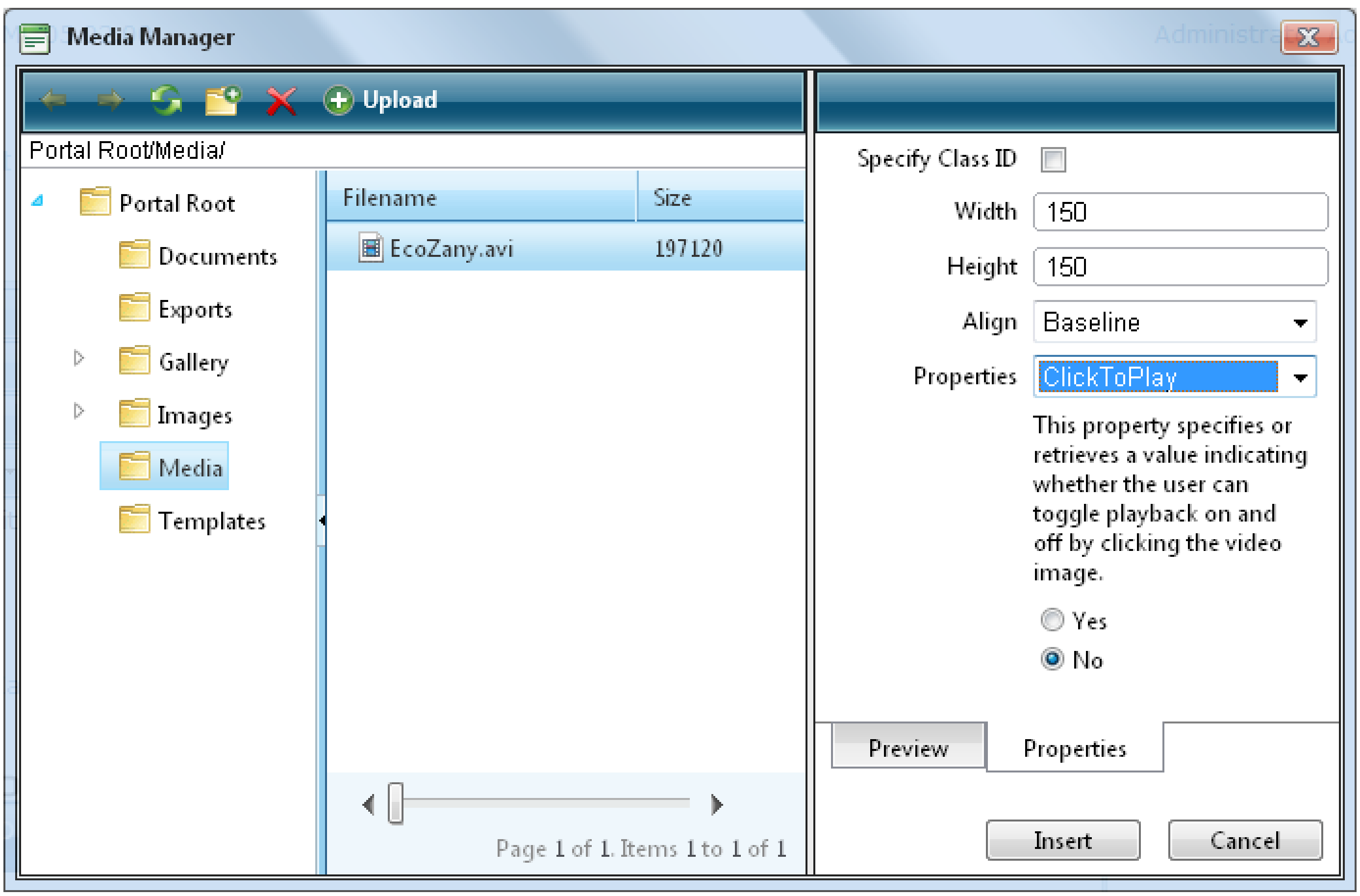
c. In the **Height** text box, enter the pixel value to set the media height. Leave blank to use the actual media size.

d. At **Align**, select the alignment.

e. At **Properties** select a property to view more information on that property and select **Yes** or **No** as required. Repeat for each property as required.

4. Click the **Insert** button.

Tip: You cannot edit the properties of media once it has been inserted. To modify media, simply delete it and reinsert it with the required properties.



The Media Manager

Setting Document Properties

How to set/edit the optional properties of documents inserted using the DotNetNuke.RadEditorProvider for the RTE.

1. Insert the document.
2. Right-click on the document and click the **Properties...** button from the drop down list. This opens the Hyperlink Manager.
3. Add/edit the link, anchor or email address as required.
4. Click the **OK** button to confirm.

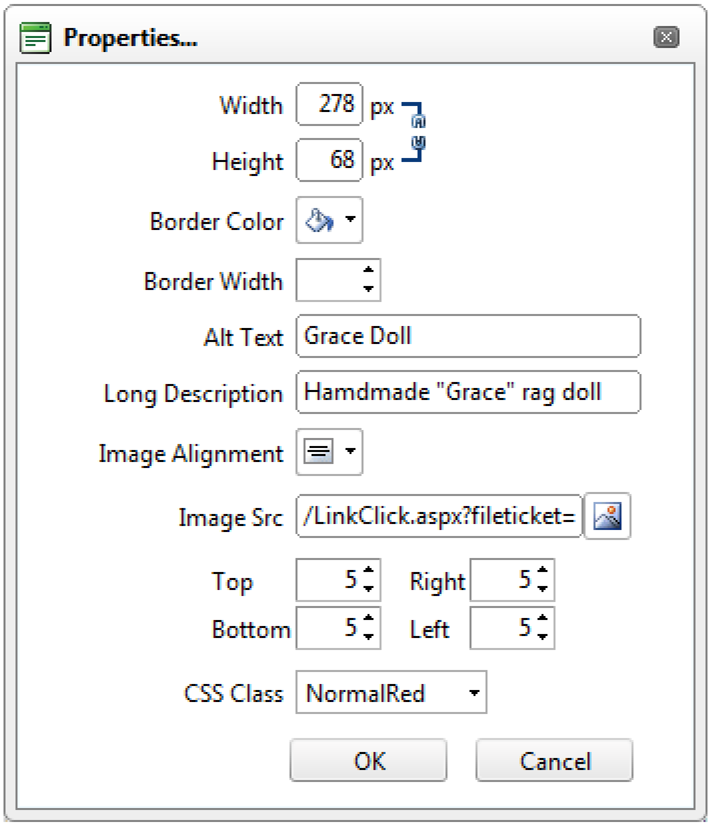
Setting Image Properties

How to set the optional properties of an image using the Image Manager of the Dot-NetNuke.RadEditorProvider for the RTE.

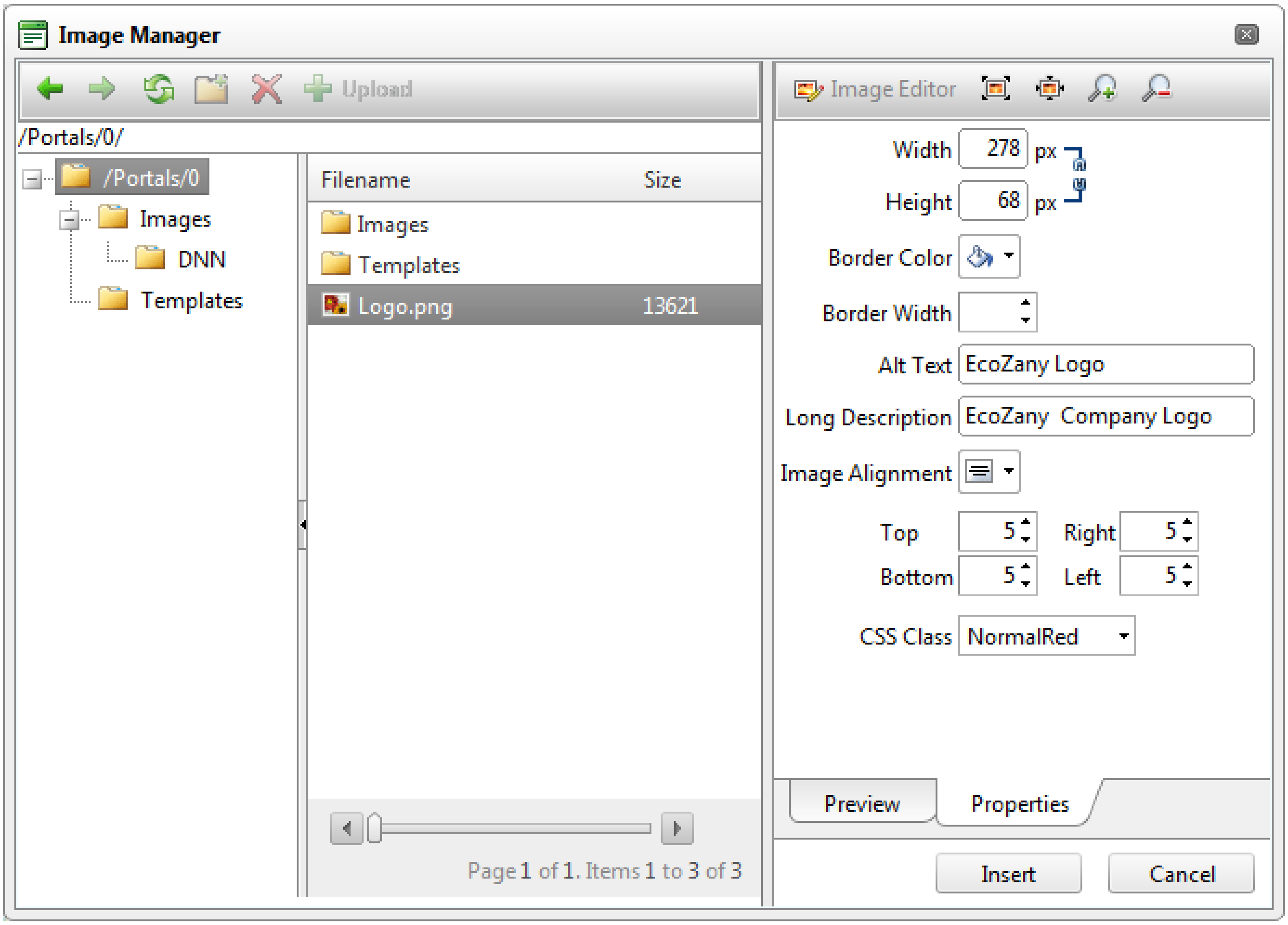
1. If the image has already been inserted, right-click on the image and select **Properties...** from the drop down list. Alternatively, if you are currently adding the image, click on the **Properties** tab of the Image Manager.
2. Click the **Lock Ratio** / **Unlock Ratio** button to unlock or lock the width/height ratio at any time. Unlocking the ratio enables the width and/or height to be modified independently.
3. In the **Width** text box, enter the width in pixels which the image will be displayed as.
4. In the **Height** text box, enter the height in pixels which the image will be displayed as.
5. At **Border Color**, click the **Color Picker** button and select the border color. Note: A Border Width must be entered to display the border.
6. In the **Border Width** text box, enter the pixel width for the border - OR - use the **Increase** and **Decrease** arrows.
7. In the **Alt Text** text box, enter the alternative text for this image.
8. In the **Long Description** text box, enter the long description for this image.
9. At **Image Alignment**, click the **Alignment Selector** button and select the alignment for this image.
10. At **Margin**, set any of these fields:
    1. In the **Top** text box, enter a pixel value or use the **Increase** and **Decrease** arrows to set the top margin.
    2. In the **Bottom** text box, enter a pixel value or use the **Increase** and **Decrease** arrows to set the bottom margin.

3. In the **Right** text box, enter a pixel value or use the **Increase** and **Decrease** arrows to set the right margin.
4. In the **Left** text box, enter a pixel value or use the **Increase** and **Decrease** arrows to set the left margin.

11. At **CSS Class**, select a class for this image.
12. Click the **OK** button.



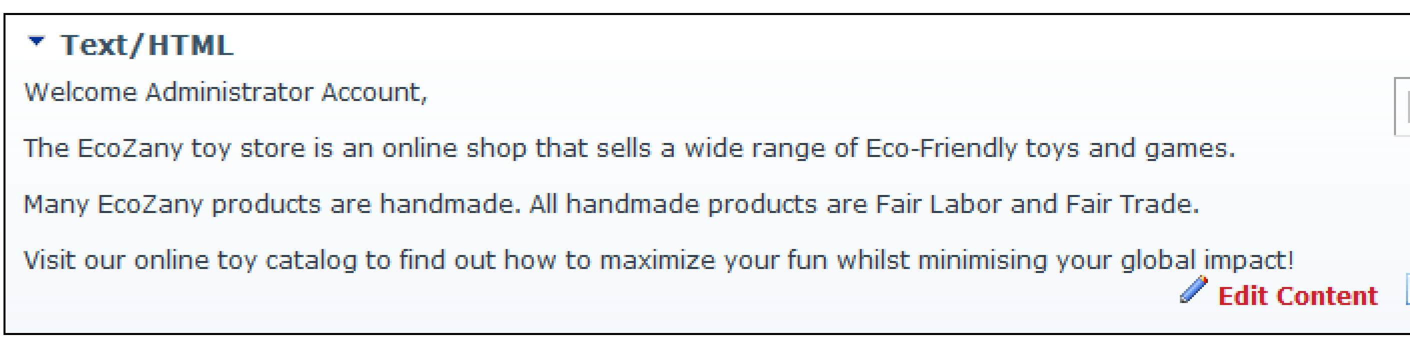
Setting the properties of an existing image



Setting the properties of an image during insertion

Troubleshooting: Image Not Displaying

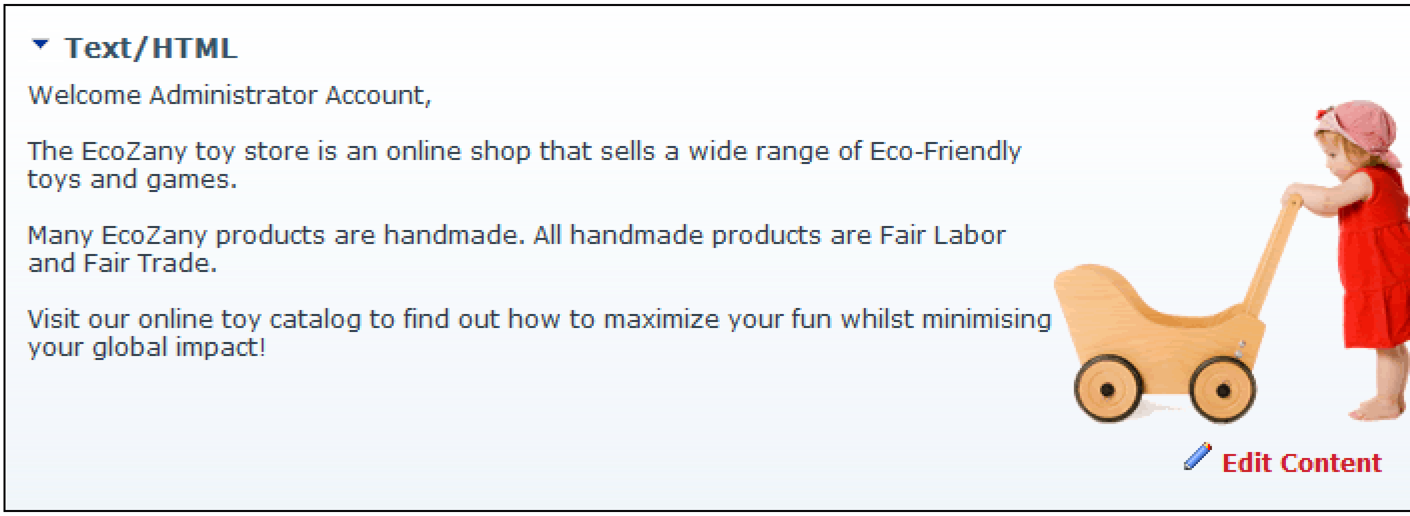
Some images may not display in the Editor.



This can occur if the image is set as hidden.

1. Remove the Hidden property from the image. See "Setting the Hidden Property of a File"
2. Return to the module to see if the image is displaying. You may need to Refresh (Hold down the **Shift** key and strike the **F5** key) the page to see the changes.

This can also occur if module caching is set for too longer period. In this case, extend the caching time as required. See "Configuring Cache Settings for a Module"



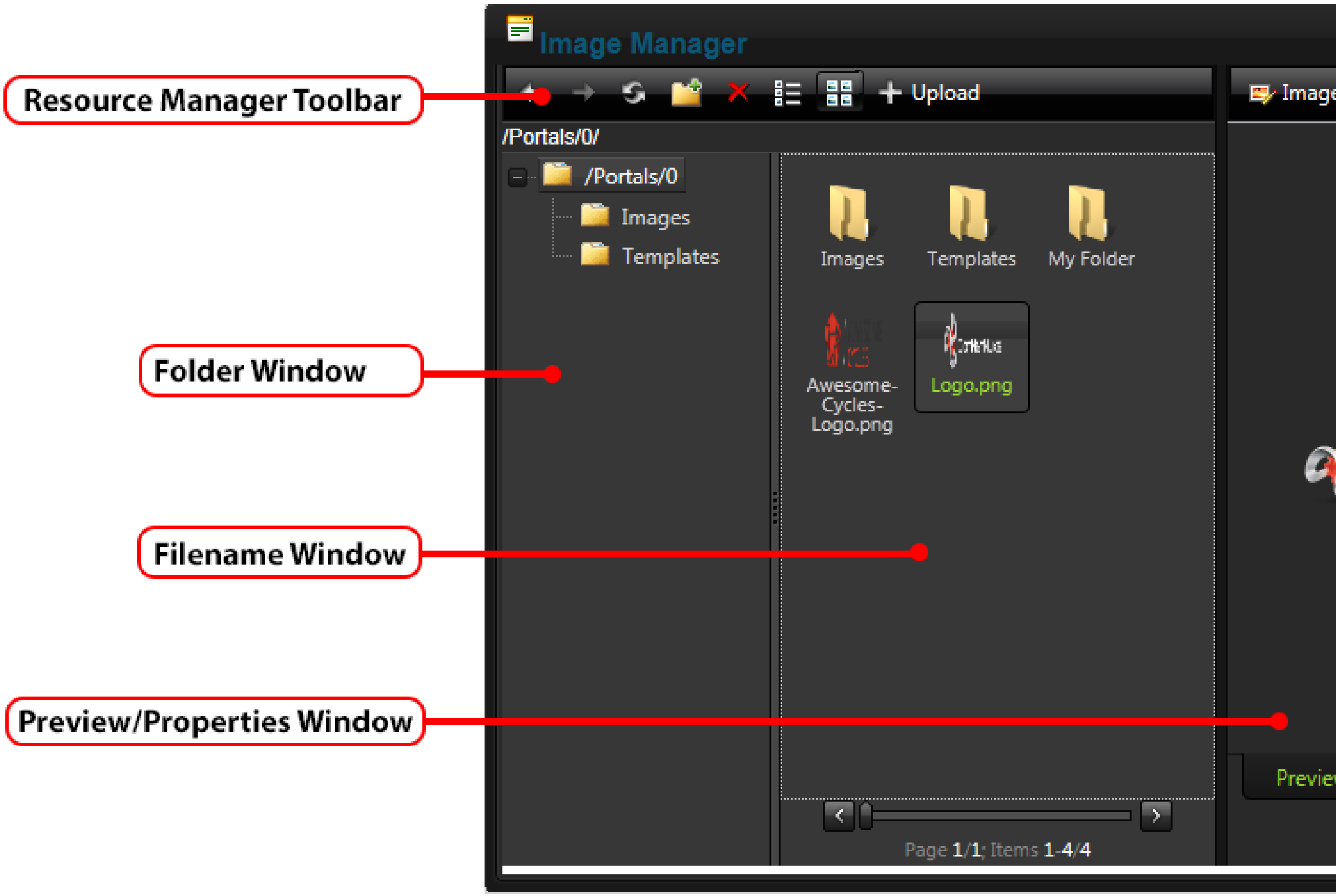
Troubleshooting: Image Not Displaying in HTML Module

Using the Resource Manager

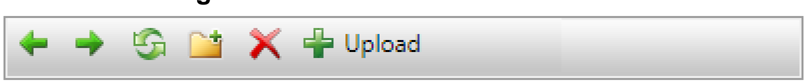
How to navigate to, select or manage folders and files using the Resource Manager of the DotNetNuke.RadEditorProvider for the RTE. The Resource Manager is commonly used for the Image Manager, Document Manager, Flash Manager, Media Manager and Template Manager of the RadEditor.

Note: Access to some tools is restricted by role.

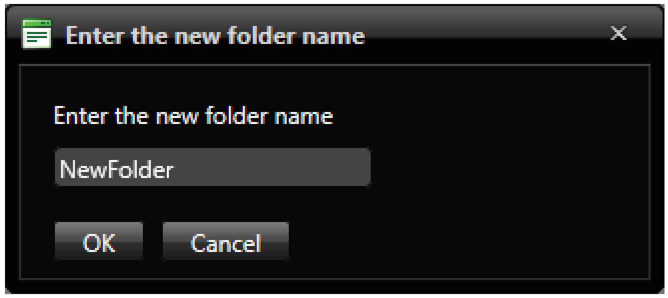
The Resource Manager consists of the following toolbar and windows: Resource Manager Toolbar, Folder Window, Filename Window, Preview/Properties Window.



Resource Manager Toolbar

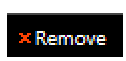


Tool	Icon	Description
Back		Click to go back by one folder in the Folders window.
Forward		Click to move forward by one folder in the Folders window.
Refresh		Click to refresh to retrieve newly updated files.
New Folder		1. In the Folder window, select the parent folder and then click the **New Folder**  button. 2. In the **Enter the new folder name** dialog box, overwrite the text "New-Folder" with the name for this new folder. 3. Click the **OK** button to confirm.

Tool	Icon	Description
		
Delete		1. Select the image or folder to be deleted and then click the **Delete** button. This displays the message "Are you sure you want to delete the selected file? The selected file may be in use. If deleted, some pages will not be displayed properly. 2. Click the **OK** button to confirm.
Grid View		Click to view the files in the Filename window in a compact grid without thumbnail images.
Thumbnails View		Click to view the files in the Filename window with large folder icons and thumbnail images.
Upload		Clicking the **Upload** button will open the Upload dialog box. Here you can select one or more files to upload and view the settings for uploading files. Note 1: The maximum file size that can be upload is listed at the base of the Upload dialog box at **Max file size allowed**. The default setting is 1,000KB**.** If you attempt to upload a file of a greater size then the following message is displayed "[FileName]: The size of the uploaded file exceeds max size allowed." Note 2: The list of file extensions that can be uploaded is listed at the base of the Upload dialog box at **File extensions allowed**. If you attempt to add a file not listed here the following message is displayed "[FileName]: The extension of the uploaded file is not valid. Please provide a valid file!" The list of allowed file extensions reflects the settings configured for this site by your Host. 1. In the Folder window, navigate to and select the Folder you want to upload the new file to. 2. Click the **Upload** button. This opens the Upload dialog box. 3. In the Upload dialog box, click the **Select** button and choose the required file from your computer.

Tool	Icon	Description

4. Repeat Step 3 to add additional files.
5. **Optional.** To upload more than three files, click the **Add** button and then repeat Step 3.
6. At **Overwrite if file exists?**, check the check box if you wish to overwrite a file of the same name which has been previously uploaded - OR - Uncheck the check box if you don't want to overwrite an existing version of this file. If the file with this name does exist you will be notified with a dialog box when you upload the file. In this case, the new file selected for upload will not be uploaded.
7. Click the **Upload** button.

Tip: Click the **Remove** 

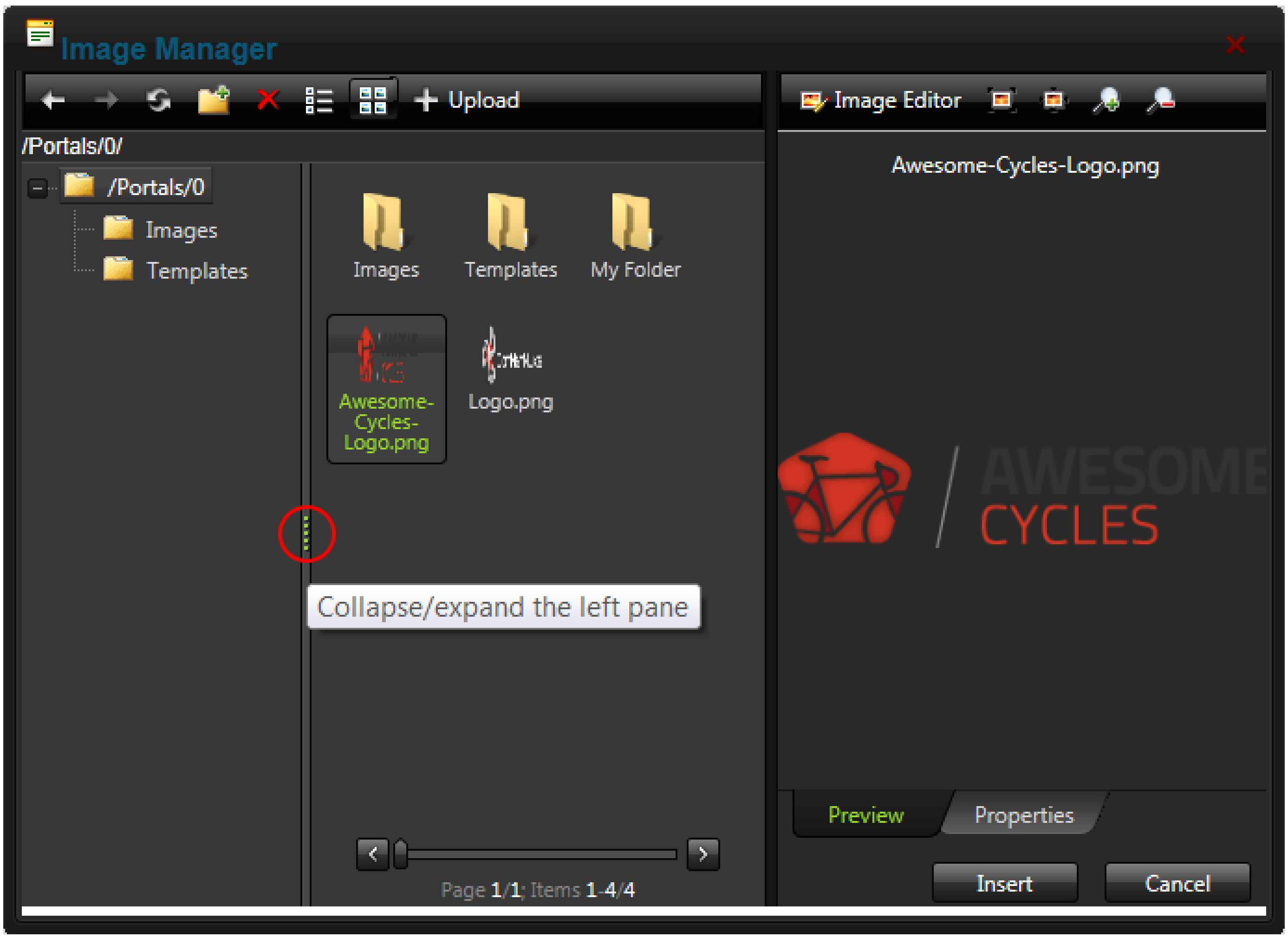
button to remove a file which has been selected for upload.

Folder Window: This window displays the folders of the File Manager using a hierarchical tree structure. A folder named "My Folder" is displayed to all users (with the exception of SuperUsers) that allows users to view and manage their personal images. This folder is unique to the individual user and cannot be accessed or edited by other users.

Select a folder to view its sub-folders and/or files in the Filename Window. Folders can be moved by dragging into a different folder. Right click a folder to perform Delete, Rename, New Folder or Upload.

Filename Window: Displays a list of the folders and/or files within the selected folder. Select a file to view a preview and/or properties information in the Preview/Properties Window. Files can be moved by dragging into a different folder. Right click an image or folder to perform Delete, Rename, New Folder or Upload.

Tip: Click the **Collapse/Expand the left pane** button to hide/show the Folder Window. This is useful once you have navigated to the required folder as it provides additional space to view files details.



Collapse/Expand the left pane

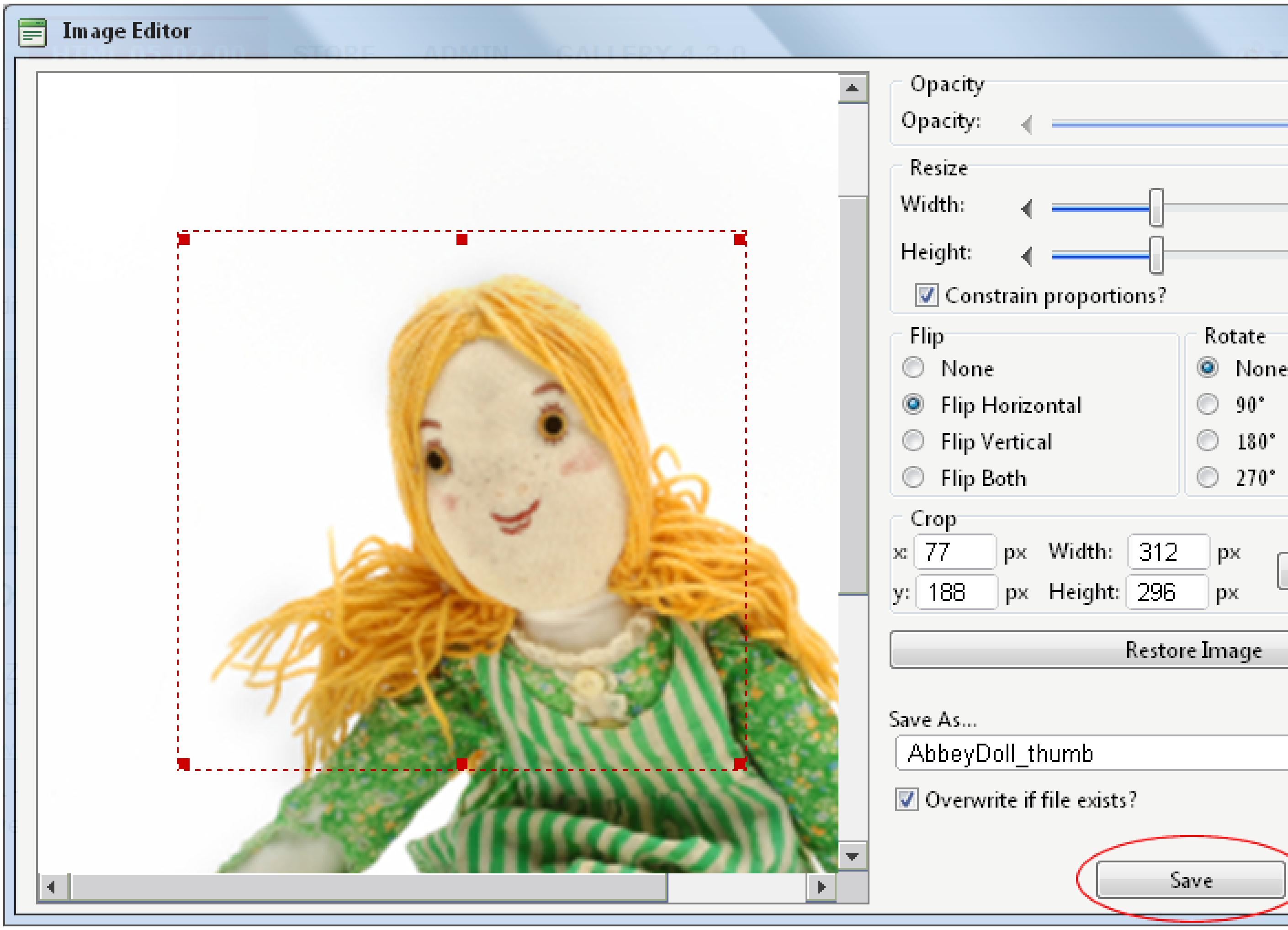
Preview/Properties Window: Displays a preview and/or properties of the selected file. Properties can be modified as required.

Working with the Image Editor

How to use the Image Editor tool in the Image Manager of the DotNetNuke.RadEditorProvider RTE.

Prerequisite. This topic assumes you are currently inserting a new image. See "Inserting Images"

1. Click the **Insert Media** button and select **Image Manager** from the drop down list. This will open the Image Manager. (The keyboard shortcut is CTRL + G)
2. Click the **Image Media** button to open the Image Editor.
3. Select from these editing options:
    a. At **Opacity**, drag the slider to the preferred percentage (%) - OR - Enter the opacity percentage into the **%** text box.
    b. In the **Resize** section:
        i. At **Constrain proportions?** check the check box to lock the width/height ratio - OR - Uncheck the check box to allow the width and height to be modified independently.
        ii. At **Width** and/or **Height**, drag the slider to the preferred image size - OR - Click the Decrease and Increase buttons. The pixel size is displayed in the respective **Px** text boxes to the right.
    c. At **Flip**, select a direction to flip the image from these options: **None**, **Flip Horizontal**, **Flip Vertical**, or **Flip Both**.
    d. At **Rotate**, select from **None**, **90**, **180**, or **270**.
    e. At **Crop**, click the **Enable Crop** button. This displays a red box which defines the area to be cropped. You can now define the area to be cropped:
        i. In the **X** and **Y** text boxes, enter the X (vertical) and Y (horizontal) coordinates for the crop area.
        ii. In the **Width** and **Height** text boxes, enter the width and height in pixels for the crop area.
3. In the **Save As...** text box, a new name for this edited image is displayed. It is in the format of filename_thumb. Modify this name as desired. Tip: Remove the _thumb from the file name to override the original file. The image will be saved as a .jpg extension file.
4. At **Overwrite If File Exists?**, check the check box to overwrite a file that exists with the name entered in the **Save As...** text box - OR - Uncheck the check box if you don't want to override an existing file. This enables warning message if the filename already exists.
5. Click the **Save** button.



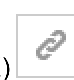
Troubleshooting. If the message "A file with a name same as the target already exists!" is displayed, this is preventing you from overwriting an existing image. Repeat Steps 4 and 5.

Tip: When Cropping an image drag and resize the crop area on the preview image.

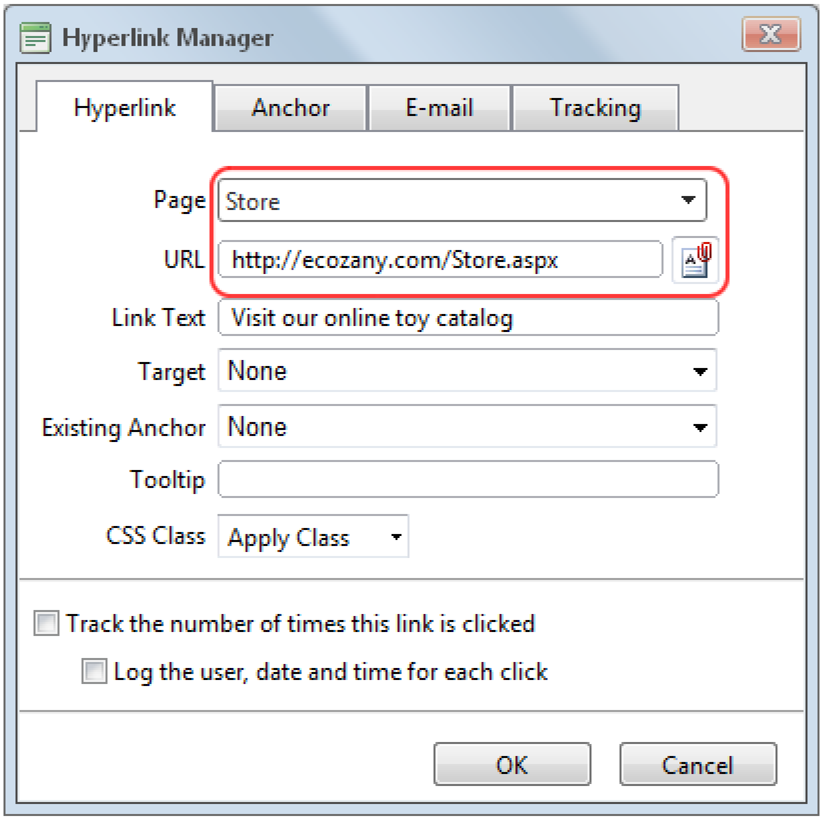
Managing Links and Anchors

Adding a Page Link

How to insert a link to a page within this site using the TelerikEditorProvider RTE.

1. Highlight the text/object for the link - OR - Place you cursor where you want to insert the link.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager with the Hyperlink tab selected.

3. At **Page**, select the page for this link from the drop down list. This displays the URL of the selected page in the **URL** field below. Note: Disabled pages appear in the list, however they cannot be selected.



4. The following **optional** setting are available:
    a. In the **Link Text** text box, edit the linked text. Note: This field is not displayed when adding a link to an image.
    b. At **Target**, select the target window for this link. The default option is **None** which opens the link in the current window.
    c. In the **Tooltip** text box, enter a tool tip to be displayed when a user places their mouse over this link.
    d. At **CSS Class**, select a class for the link - OR - Select **Clear Class** to use the default class.
    e. Check ☑ the **Track the number of times this link is clicked** check box to enable Link Tracking for this link. The link must be saved before you can view the Tracking tab where tracking information is displayed.
        i. Check ☑ the **Log the user, date and time for each click** check box to also enable the Link Log.

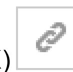
5. Click the **OK** button.

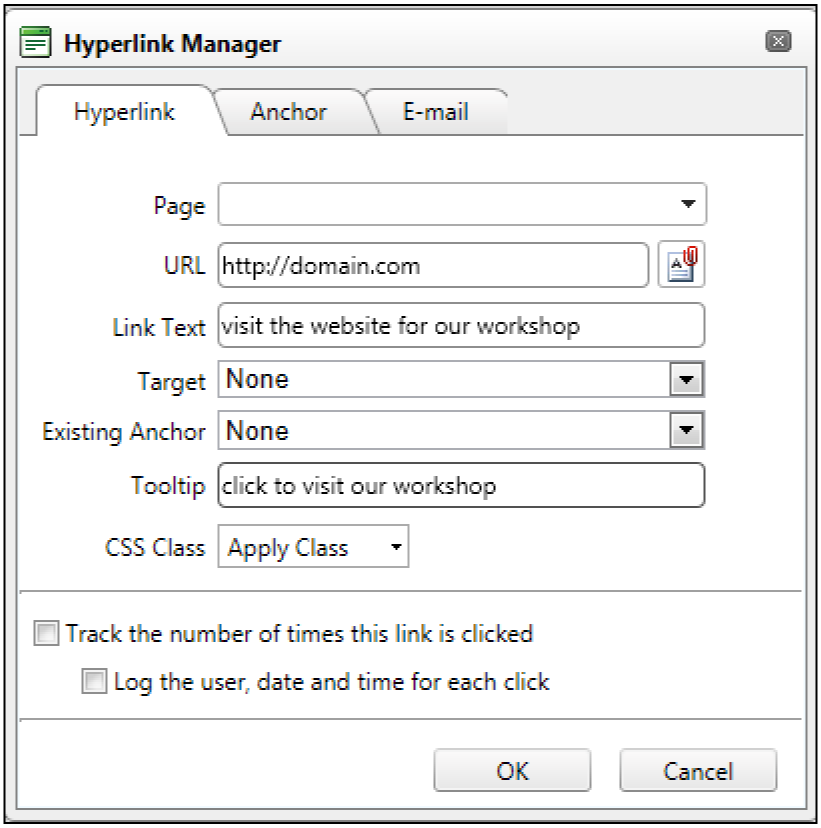
Related Topics:

- See "Viewing a Link Log Report"

Adding a URL Link

How to insert a link to a URL located on another web site using the DotNetNuke.RadEditorProvider for the RTE.

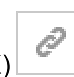
1. Highlight the text/object for the link - OR - Place you cursor where you want to insert the link.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager with the Hyperlink tab pre-selected.
3. In the **URL** text box, enter the URL address for this link.
4. **Optional.** In the **Link Text** text box, enter the text for this link. If you highlighted text at Step 1, then this field will be pre-populated with that text. Note: This field is not displayed when adding a link to an image.
5. **Optional.** At **Target**, select the target window for this link.
6. **Optional.** In the **Tooltip** text box, enter a tool tip to be displayed when a user places their mouse over this link.
7. **Optional.** At **CSS Class**, select a class for the link - OR - Select **Clear Class** to use the default class.

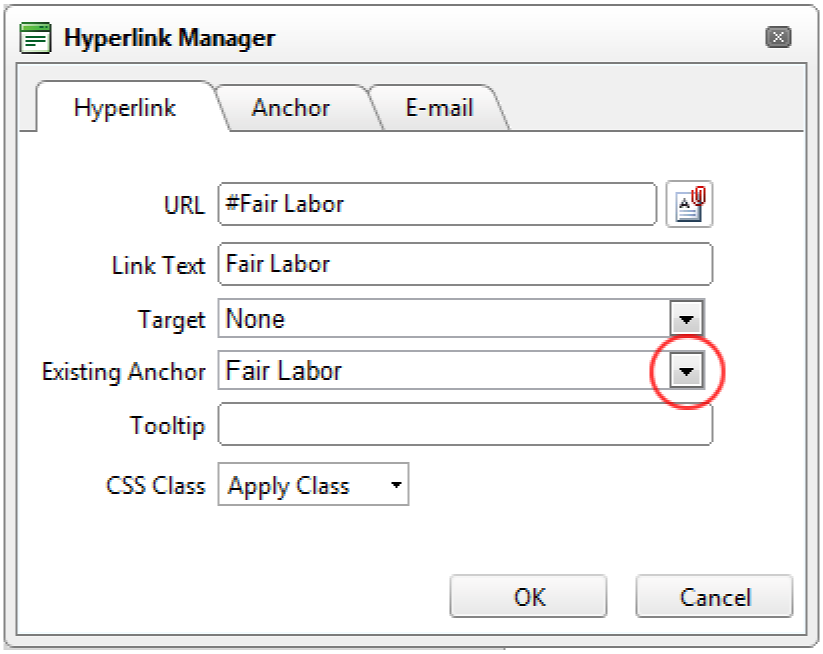


8. Click the **OK** button to confirm.

Adding an Anchor Link

How to create a link to an anchor using the DotNetNuke.RadEditorProvider for the RTE.

1. Highlight the text/object to be linked to the anchor.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager with the Hyperlink tab pre-selected.
3. At **Existing Anchor**, select the anchor name. This displays the anchor **URL** in the **URL** field. E.g. #Fair Labor



4. The following **optional** settings are available:
    a. In the **Link Text** text box, enter/edit the linked text as required.
    b. At **Target**, select the target for this link - OR - Select **None** to use the existing window.
    c. In the **Tooltip** text box, enter the text to be displayed when a user places their mouse over this link.
    d. At **CSS Class**, select the CSS class to use.
    e. Check ☑ the **Track the number of times this link is clicked** check box to enable Link Tracking for this link. The link must be saved before you can view the Tracking tab where tracking information is displayed.
        i. Check ☑ the **Log the user, date and time for each click** check box to also enable the Link Log.
5. Click the **OK** button to confirm.

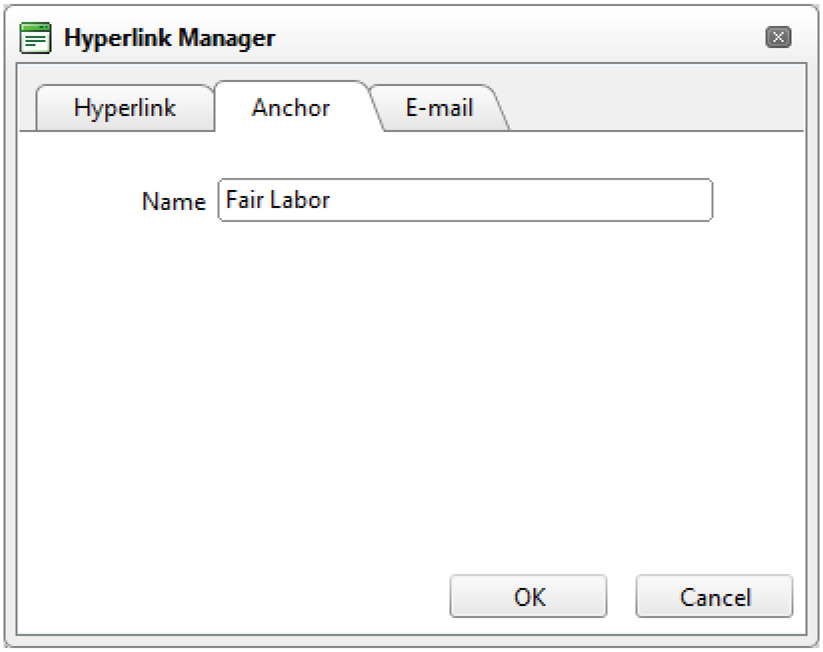
Related Topics:

- See "Adding an Anchor"

Adding an Anchor

How to create an anchor using the DotNetNuke.RadEditorProvider for the RTE. An anchor is a location within this content which can be linked to using the Hyperlink Manager. Note: Links to this anchor can only be created in this instance of this module.

1. Place your cursor where you want to insert the anchor - OR - Highlight the text or object for the anchor. Note: Text may display link formatting even though there is no link.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager.
3. Select the **Anchor** tab.
4. In the **Name** text box, enter an anchor name.



5. Click the **OK** button to confirm.

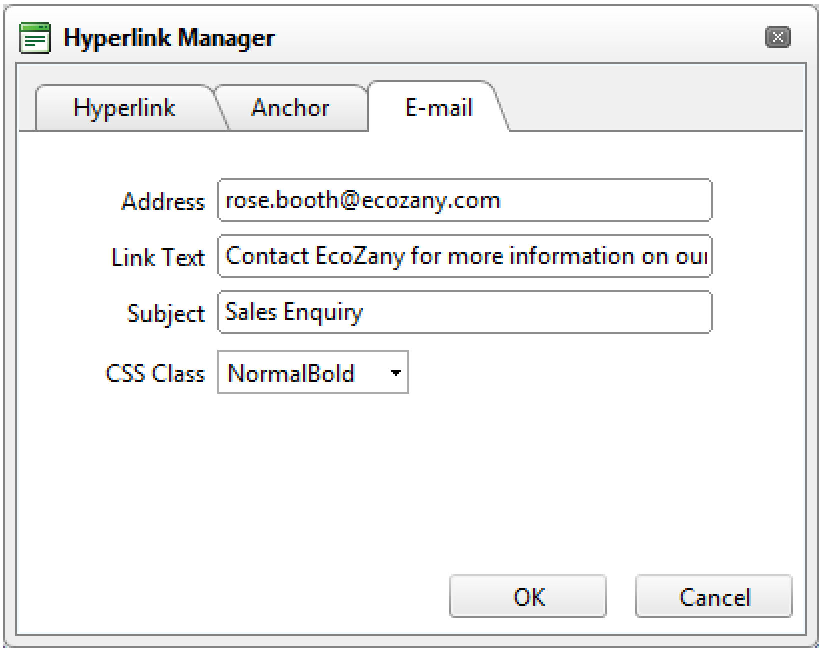
Adding an Email Link

How to add an email link to text or an image using the DotNetNuke.RadEditorProvider for the RTE. Clicking the link opens the user's email program with the selected email address in the "Send To" field.

Tip: If you type an email address with a recognized extension directly into the Editor it will automatically add a "send to" link to the address.

1. Highlight the text/object for the link - OR - Place you cursor where you want to insert the link.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager.
3. Select the **E-mail** tab.
4. In the **Address** text box, enter the email address. If you have selected a recognized email address it will be displayed here.

5. In the **Link Text** text box, enter the text for this link. Note: This field is not displayed when adding a link to an image.
6. In the **Subject** text box, enter a subject which will populate the subject field of the email message.
7. **Optional.** At **CSS Class**, select a class for the link - OR - Select **Clear Class** to use the default class.



8. Click the **OK** button to confirm.

Deleting a Link

How to remove a link from the DotNetNuke.RadEditorProvider for the RTE.

Option One:

1. Select the linked text or object.
2. Click the  **Remove Link** (CTRL + SHIFT + K) button.

Option Two:

1. Right-click on the linked text or object.
2. Select **Remove Link** from the drop down list. This opens the Hyperlink Manager.

Deleting an Anchor

How to delete an anchor (bookmark) from the DotNetNuke.RadEditorProvider for the RTE.

Option One: Use this option when the anchor has been created by first selecting text or an object.

1. Select the linked text or object.
2. Click the **Remove Link** (CTRL + SHIFT + K) button.

Option Two: Use this option when the anchor has been added to the editor by placing the cursor in a location.

1. Select the **HTML** tab.
2. Locate and delete the anchor HTML which looks something like **`<a name="anchor name"></a>`**

Editing a Site Page Link

How to edit a link to a page in your site in the DotNetNuke.RadEditorProvider for the RTE.

1. Click on or highlight the linked text/object.
2. Click the **Custom Link** drop down list.
3. Select a new link.

Editing an Anchor

How to edit an anchor using the DotNetNuke.RadEditorProvider for the RTE.

Option One:

1. Select the anchored text or object.
2. Click the **Hyperlink Manager** (CTRL + K) button. This opens the Hyperlink Manager.
3. Edit the anchor as required.
4. Click the **OK** button to confirm.

Option Two:

1. Right-click on the linked text or object.
2. Select **Properties...** from the drop down list. This opens the Hyperlink Manager.
3. Edit the anchor as required.
4. Click the **OK** button to confirm.

Editing an Email or URL Link

How to edit a link in the DotNetNuke.RadEditorProvider for the RTE.

Option One:

1. Select the linked text or object.
2. Click the **Hyperlink Manager** (CTRL + K) button. This opens the Hyperlink Manager.
3. Edit the link as required. For more details on the available fields, see See "Adding an Email Link" or See "Adding a URL Link"
4. Click the **OK** button.

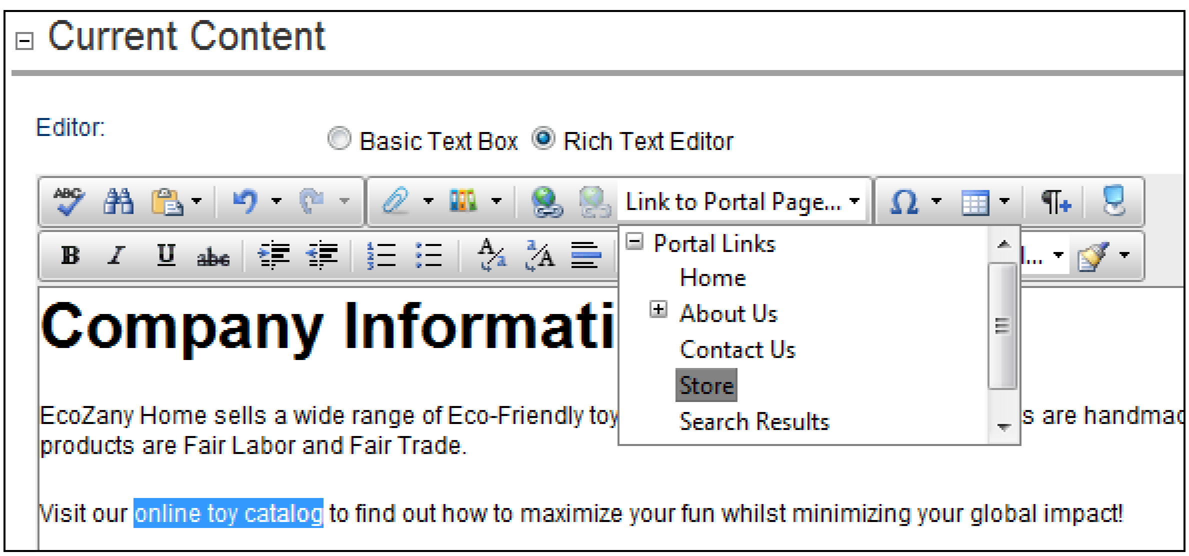
Option Two:

1. Right-click on the linked text or object.
2. Select **Properties...** from the drop down list. This opens the Hyperlink Manager.
3. Edit the link as required. For more details on the available fields, see See "Adding an Email Link" or See "Adding a URL Link"
4. Click the **OK** button.

Linking to a Site Page

How to link to any page of your site using the DotNetNuke.RadEditorProvider for the RTE. Note: You can only select links which you are authorized to view. E.g. Only Administrators can link to the Admin Console pages.

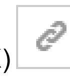
1. Highlight the text/object for the link - OR - Place you cursor where you want to insert the link.
2. Click the **Custom Link** button to view the drop down list.
3. **Maximize** the **Portal Links** heading to display a list of your site pages.
4. Locate and select the page for this link.

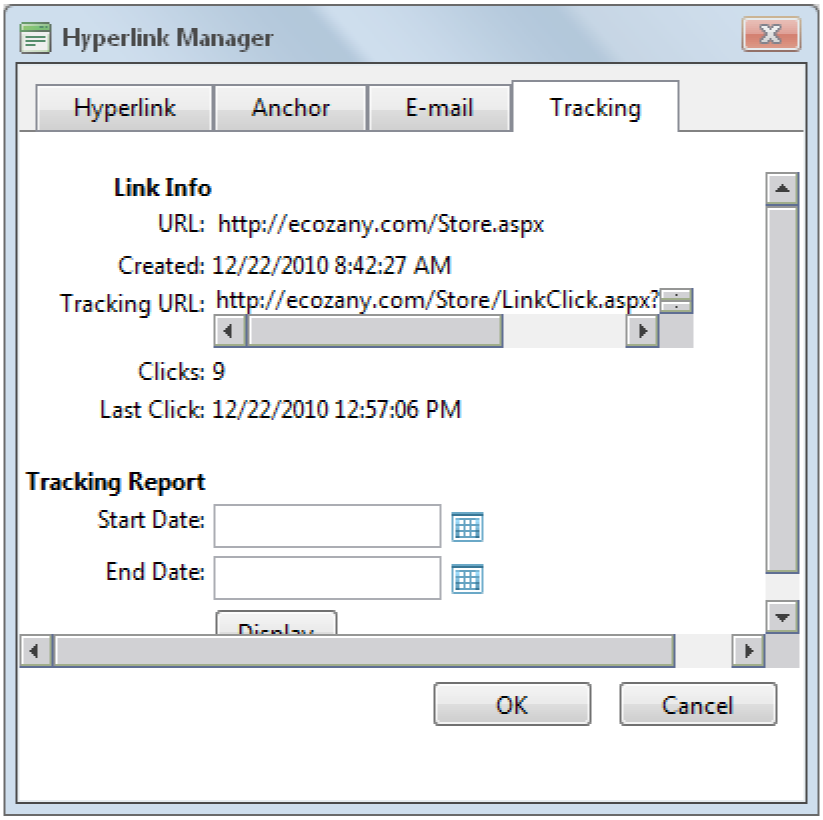


Tip: If you didn't select any text/object at Step 1, then the page name is used as the linked text. E.g. If you link to the Home page, then a Home link is inserted.

Viewing Link Tracking Report

How to view tracking information for a tracked link within the TelerikEditorProvider RTE. In additional the tracking report displays data for the selected date range.

1. Select the linked text or object and then click the **Hyperlink Manager** (CTRL + K)  button - OR - Right-click on the linked item and select **Properties...** from the drop down list. This opens the Hyperlink Manager with the Hyperlink tab selected.
2. Select the **Tracking** tab.
3. In the **Link Info** section, the following information is displayed:
   - **URL**: The URL for this link. E.g. http://ecozany.com/Store.aspx
   - **Created**: The date this link was created. 12/22/2010 8:42:27 AM
   - **Tracking URL**: The tracking URL for this link. E.g. http://-ecozany.com/LinkClick.aspx?link=63&tabid=41&mid=386
   - **Clicks**: The number of times this link has been clicked.
   - **Last Click**: The date and time when the link was last clicked.

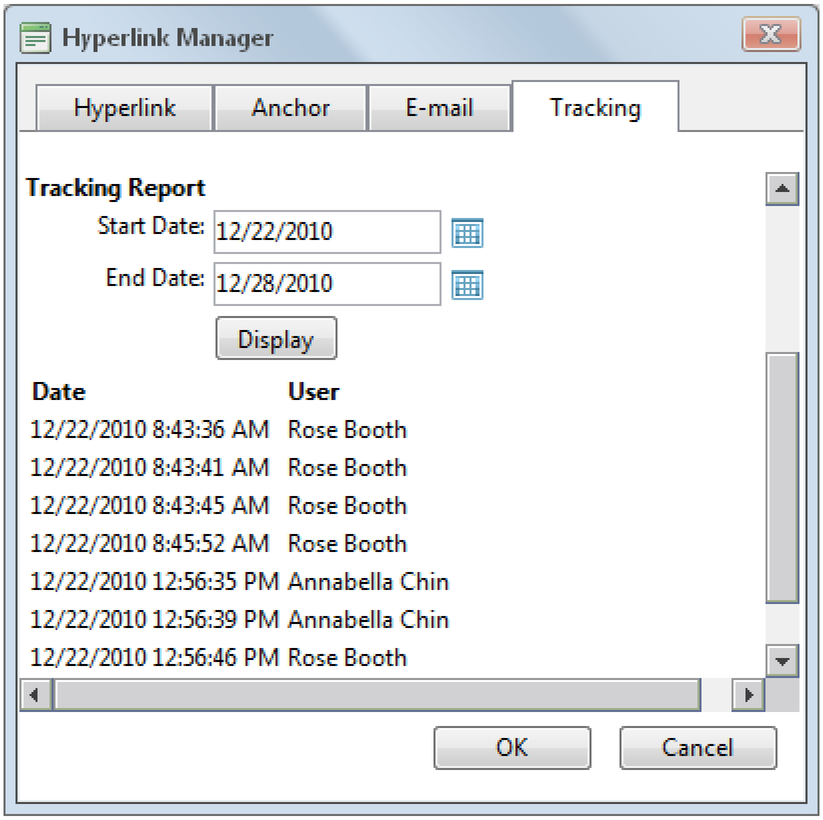


4. In the **Tracking Report** section, complete the following to view the report:

   1. At **Start Date,** click the **Calendar** button. This displays the current month with today's date highlighted. Select a new date if required. See "Working with the Calendar"

   2. At **End Date,** click the **Calendar** button. This displays the current month with today's date highlighted. Select a new date if required.

   3. Click the **Display** button. This displays the date and time when the link was clicked and the first and last name of authenticated users.



5. Click the **Cancel** button to close the Hyperlink Manager.

Managing Tables

Deleting a Table

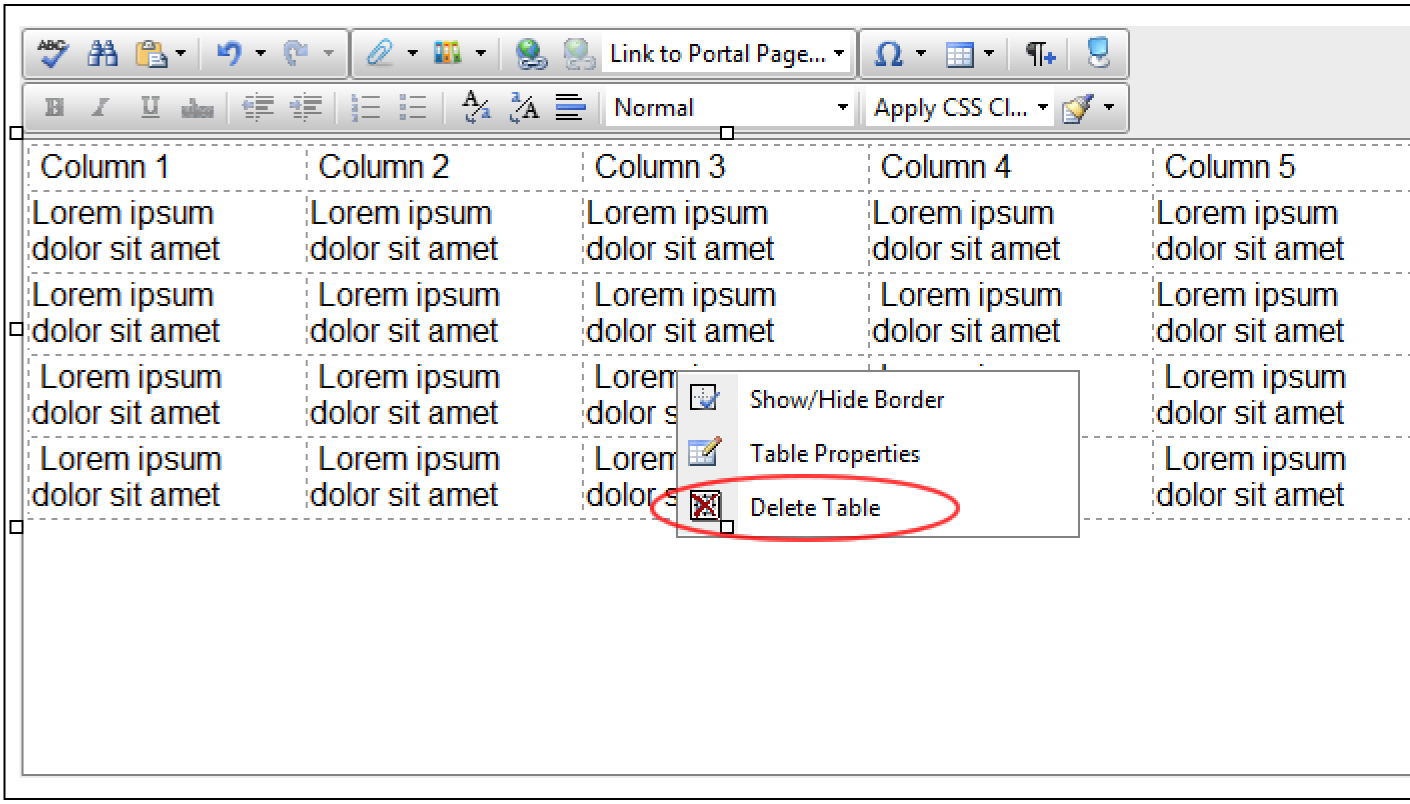
How to delete a table from the DotNetNuke.RadEditorProvider for the RTE.

Option One:

1. Click on the corner of the table to select it.
2. Strike the **Delete** button on your keyboard.

Option Two:

1. Click on the corner of the table to select it.
2. Click on the corner of the table to select it. and select **Delete Table**  from the drop down list.



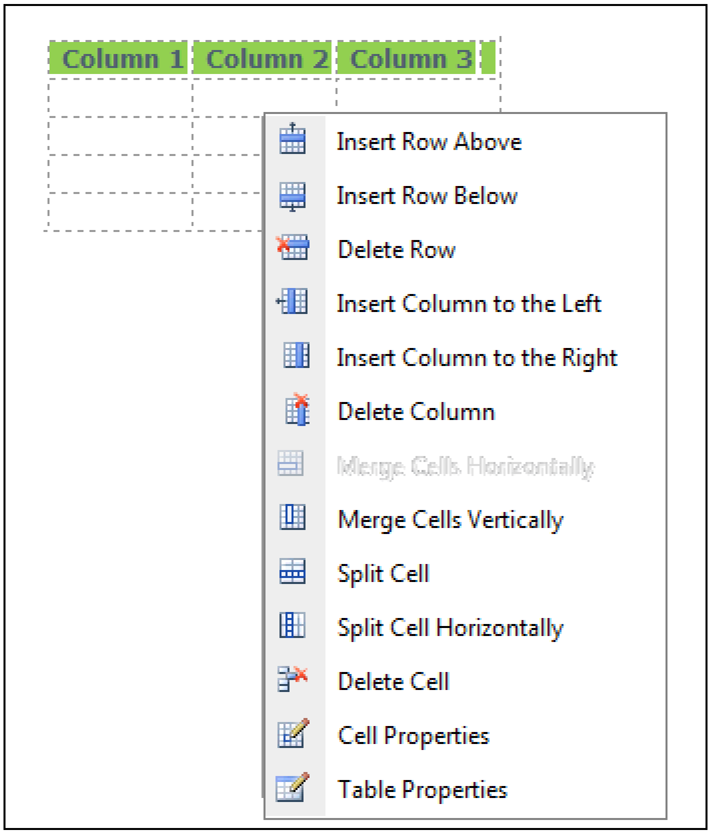
Option Three:

1. Place your cursor before or after the table.
2. Strike either the **Backspace** or **Delete** button on your keyboard respectively.

Editing a Table

How to edit a table using the right click menu or the Table Wizard of the DotNetNuke.RadEditorProvider for the RTE.

1. Place your cursor inside the table. Note: If you want to use the drop down list to modify the table design (rather than the Table Wizard) then place your cursor in the cell where you want to perform the modification.
2. Right-click using your mouse. This displays the drop down list.
3. Select an option to modify the rows, columns or cells of the table - OR - Select either the  **Table Properties** or  **Cell Properties** option to use the Table Wizard to modify the table.
4. Click the **OK** button to confirm.

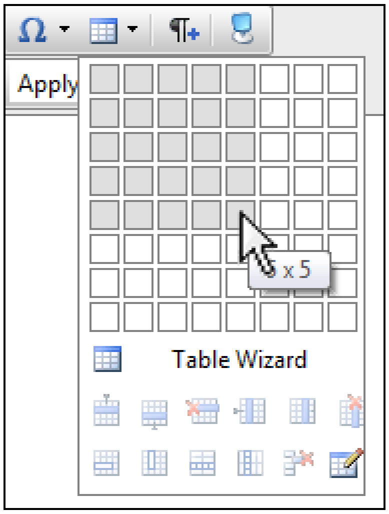


Editing a Table

Inserting a Table

How to insert a table into the RTE using the DotNetNuke.RadEditorProvider.

1. Place you cursor where you want to insert the table.
2. Click the **Insert Table**  button.
3. Select for these options:
   - **To insert a basic table**, move your cursor to highlight the number of rows or columns for the table and then click to select it. This displays the basic table in the Editor.

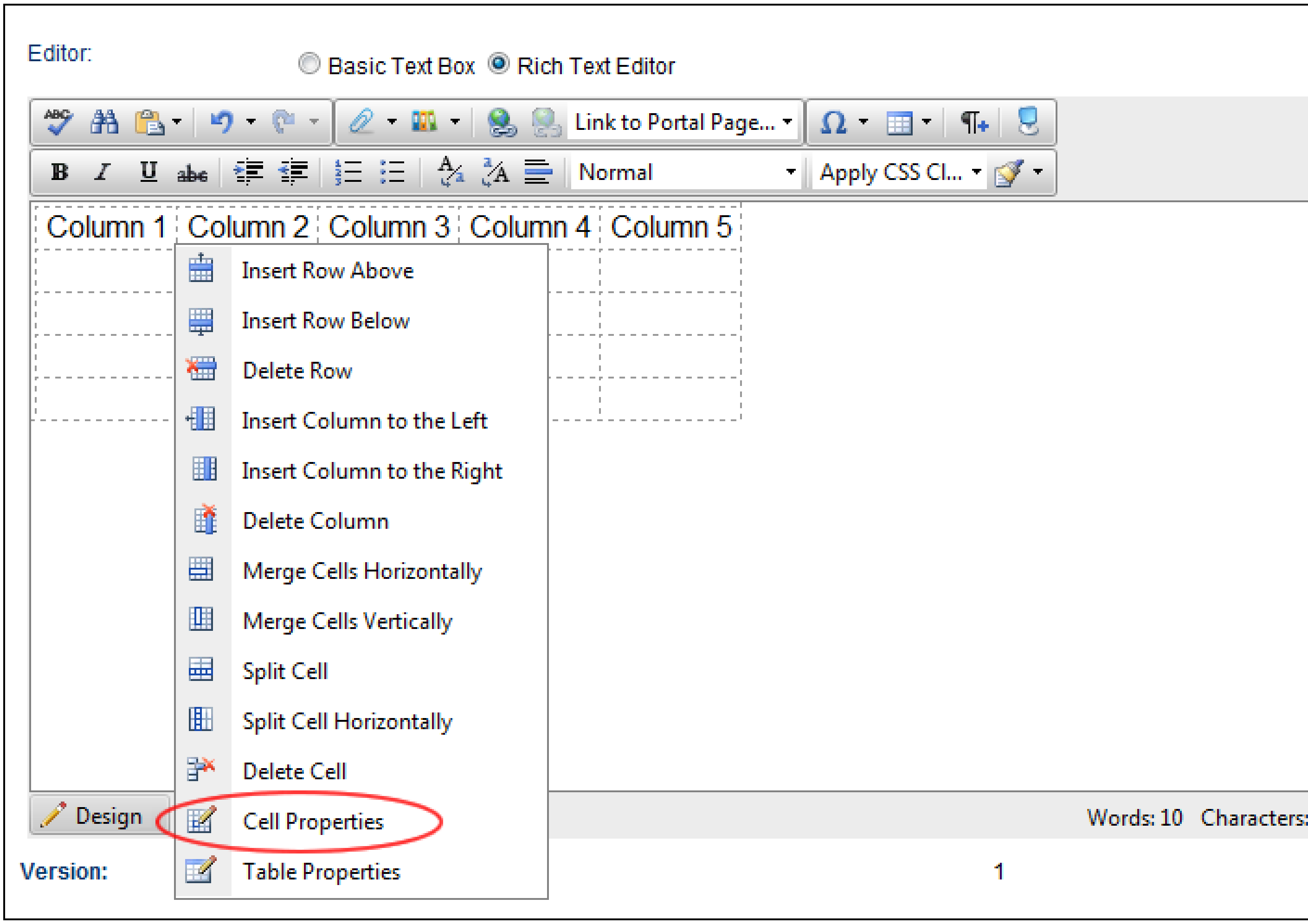


- **To design a more complex table**, click the **Table Wizard** button. See See "Setting the Table Design"

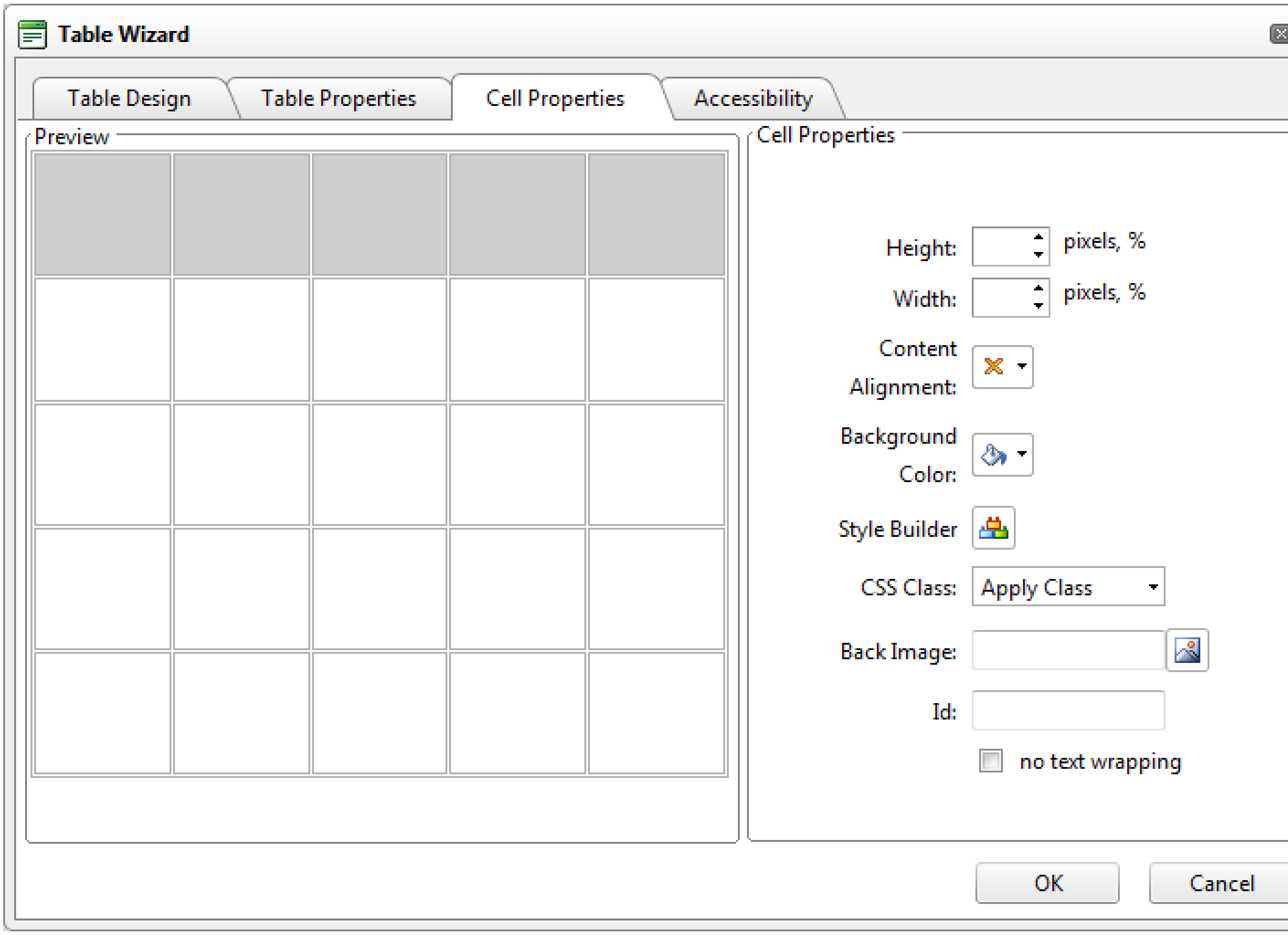
Setting Cell Properties

How to set the optional cell properties of a new or existing table using the Table Wizard of the Dot-NetNuke.RadEditorProvider for the RTE. The below tutorial demonstrates how to add a background color to the first row of your table.

1. Right-click inside a cell of an existing table and select **Cell Properties** from the drop down list.



2. This opens the Cell Properties tab of the Table Wizard.

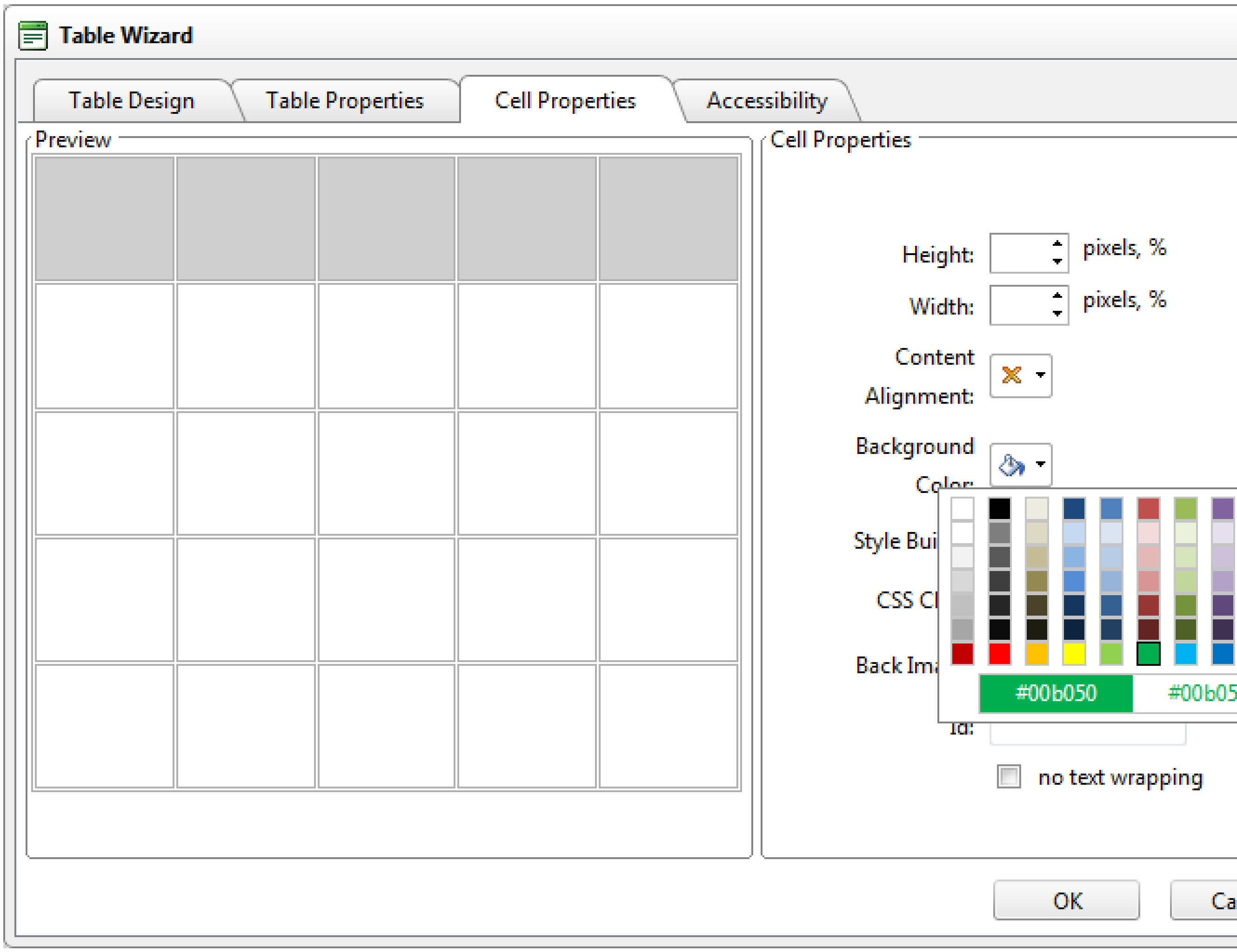


3. At **Preview**, select the cells you want to set the properties of:
    - To select a single cell, click on that cell. The selected cell is highlighted.
    - To select multiple cells, hold down the Ctrl key and click on cell to select it - OR - Click the Select All link and then hold down the Ctrl key and click on one or more cells to deselect them. The selected cells are highlighted.
4. At **Cell Properties**, set any of the following:
    a. In the **Height** text box, set the cell height in either pixels or as a percentage by either typing a value into the text box or by using the **Increase** and **Decrease** buttons. The value will automatically be saved in pixels unless you enter the percentage symbol (%) into the text box. E.g. Enter 100px or 100 to set the height as 100 pixels, or enter 100% to set the height as 100%. Leave blank for no specified height.

b. In the **Width** text box, set the cell width in either pixels or as a percentage as for height. Leave blank for no specified width.

c. At **Content Alignment**, click the arrow of the **Alignment Selector** button and select the alignment of content.

d. At **Background Color**, click the **Color Picker**  button and select the background color.



e. At **Style Builder**, click the **Style Builder**  button and build one or more styles. See See "Using the Style Builder"

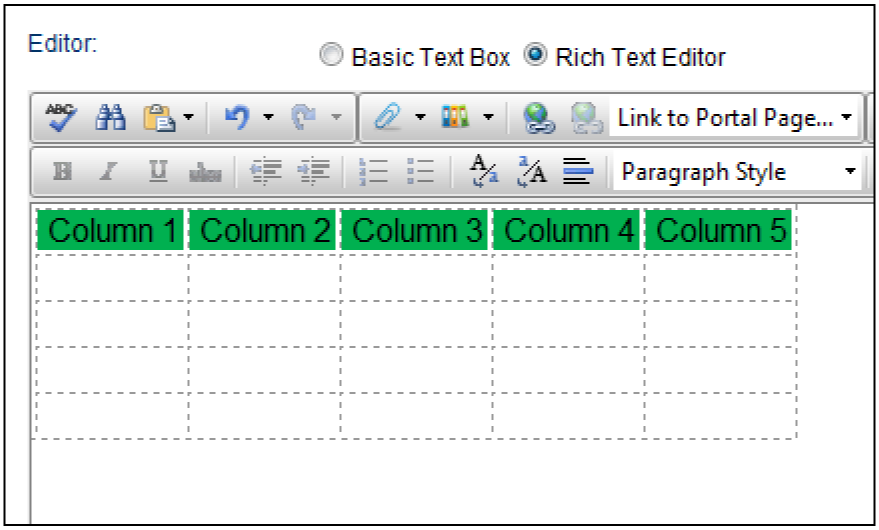
f. At **CSS Class**, select a class for this/these cells.

g. At **Back Image**, click the **Image Manager**  button and select a background image for the table.

h. In the **Id** text box, enter an Id reference for this/these cells.

i. At **No Text Wrapping**, check the check box to disallow text within this/these cells from wrapping to another line - OR - Uncheck the check box to allow text to wrap.

5. Click the **OK** button to confirm. Alternatively, you can select another tab of the Table Wizard to set more properties.

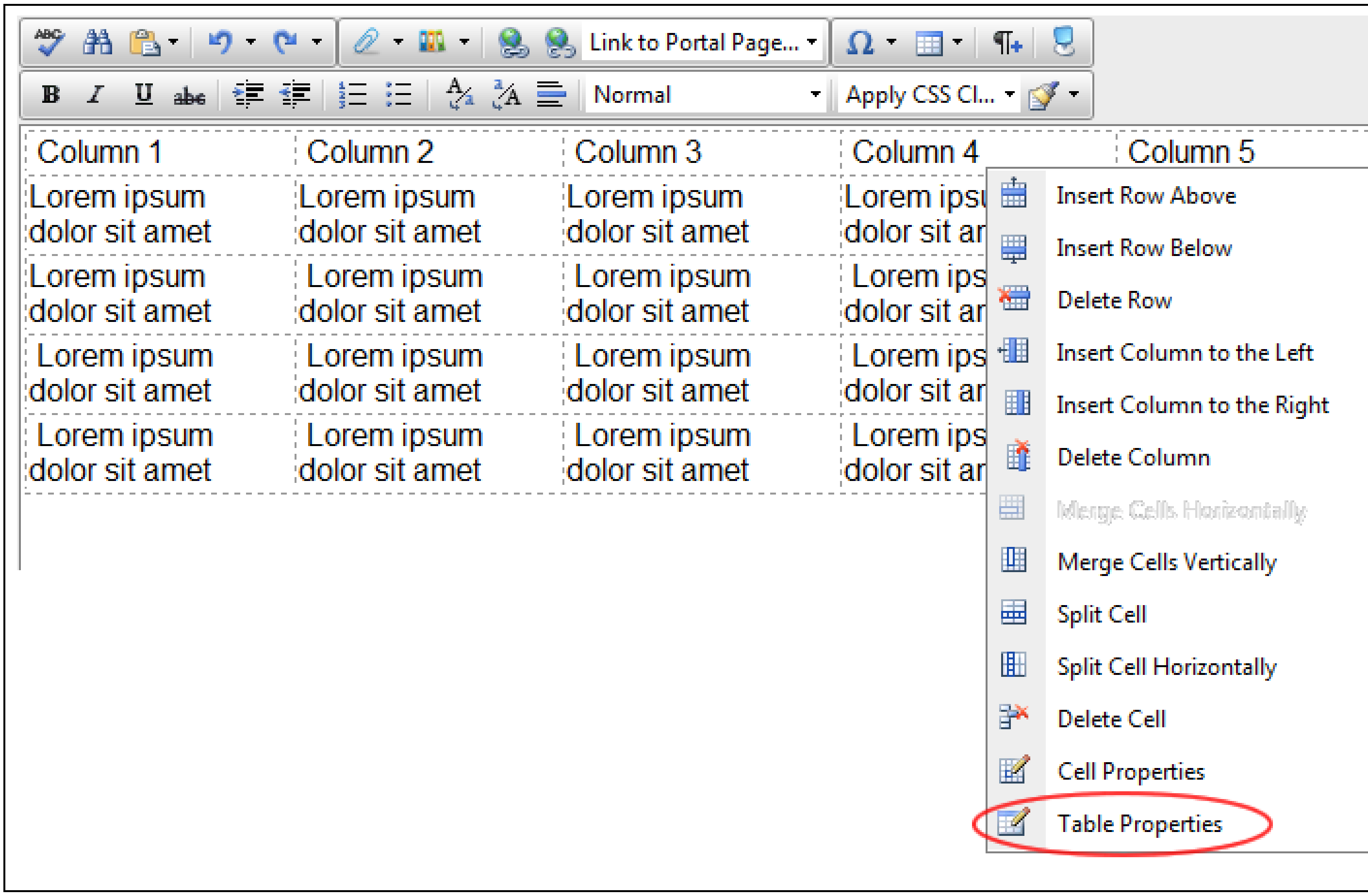


Setting Cell Properties

Setting Table Accessibility

How to set the accessibility of a new or existing table using the Table Wizard of the DotNetNuke.RadEditorProvider for the RTE. The below tutorial demonstrates how to set one heading row and add a caption to the table.

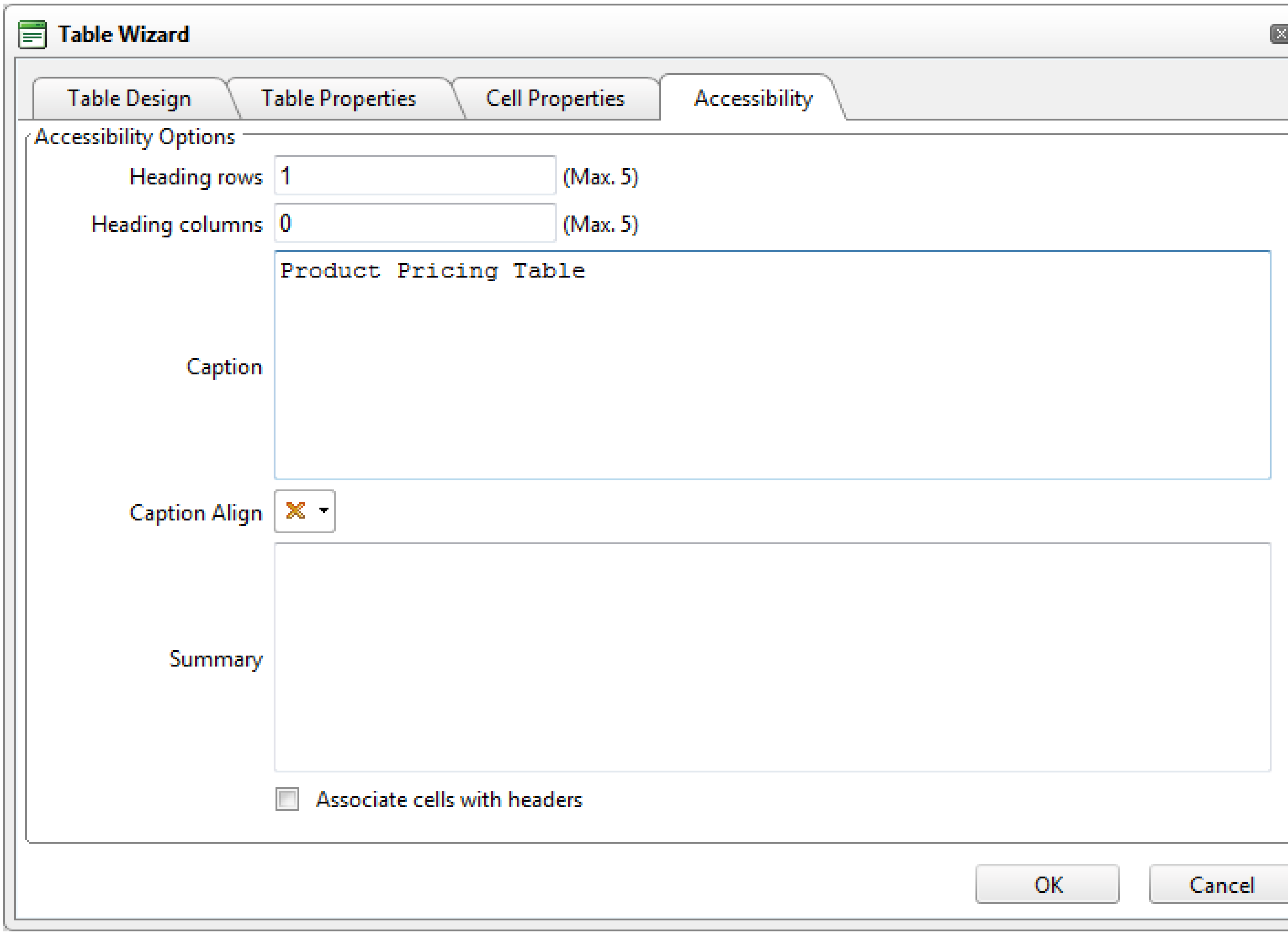
1. Right-click inside a cell of an existing table and select **Table Properties** - OR - Open the Table Wizard. See "Inserting a Table"



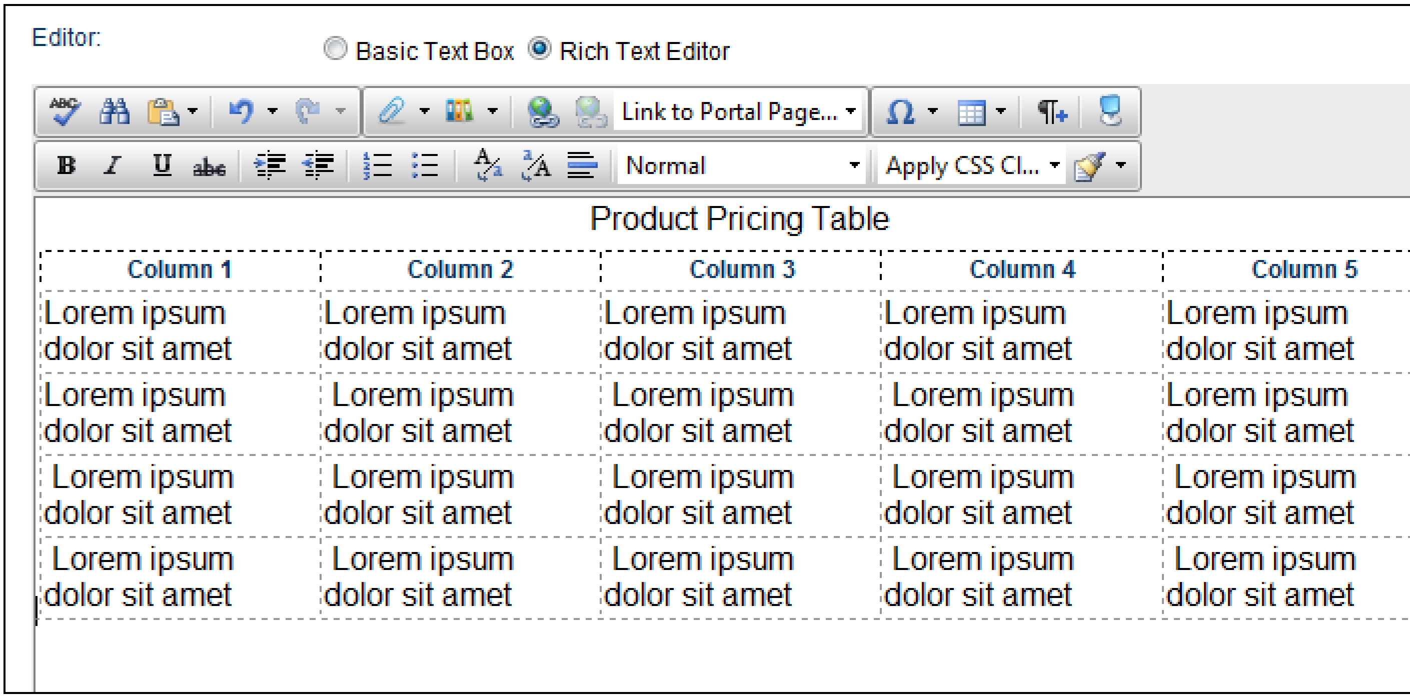
2. Select the **Accessibility** tab and set any of these Accessibility Options:
    a. In the **Heading Rows** text box, enter the number of rows which are headings. The maximum number of heading rows for the current table is displayed to the right of this field. E.g. 1
    b. In the **Heading Columns** text box, enter the number of columns which are headings. The maximum number of heading columns for the current table is displayed to the right of this field.
    c. In the **Caption** text box, enter a caption to be displayed above the table.
    d. row associated with the **Alignment Selector** button and then select the alignment of the caption. If no alignment is selected, the default is center alignment.
    e. In the **Summary** text box, enter a summary of the table contents. The table summary isn't displayed on the page, but can be read using accessibility tools such as text readers.
    f. At **Associate Cells With Headers**, check ☑ the check box to associate cells with headers

- OR - uncheck ☐ the check box to disable.

g. **Optional.** Select a new tab to set additional properties.



3. Click the **OK** button to confirm.



Setting Table Accessibility by adding a table caption and a header row.

Setting Table Properties

How to set the optional properties of a new or existing table using the Table Wizard of the DotNetNuke.RadEditorProvider for the RTE.

1. Open the Table Wizard. See "Inserting a Table" - OR - Right-click on an existing table and then select **Table Properties** from the drop down list.
2. Go to the **Table Properties** tab and set any of these optional settings:
3. In the Dimensions section:
    a. In the **Height** text box, set the table height in either pixels or as a percentage by either typing a value into the text box or by using the **Increase** and **Decrease** buttons. The value will automatically be saved in pixels unless you enter the percentage symbol (%) into the text box. E.g. Enter 100px or 100 to set the height as 100 pixels, or enter 100% to set the height as 100%. Leave blank for no specified height.
    b. In the **Width** text box, set the table width in either pixels or as a percentage as for height. Leave blank for no specified width.
4. In the Layout section:
    a. In the **Cell Spacing** text box, enter a number to set the pixel spacing between cells - OR - Use the **Increase** and **Decrease** buttons.

b. In the **Cell Padding** text box, enter a number to set the pixel padding between cells - OR - Use the **Increase** and **Decrease** buttons.

c. At **Alignment**, click the arrow of the **Alignment Selector** button and select the table alignment.

d. At **Background Color**, click the **Color Picker** button and select the background color.

e. At **Style Builder**, click the **Style Builder** button and build one or more styles. See "Using the Style Builder"

f. At **CSS Class**, select a class for the content of this table.

g. At **Back Image**, click the **Image SRC** button and select a background image for the table.

h. In the **Id** text box, enter an Id reference for this table.

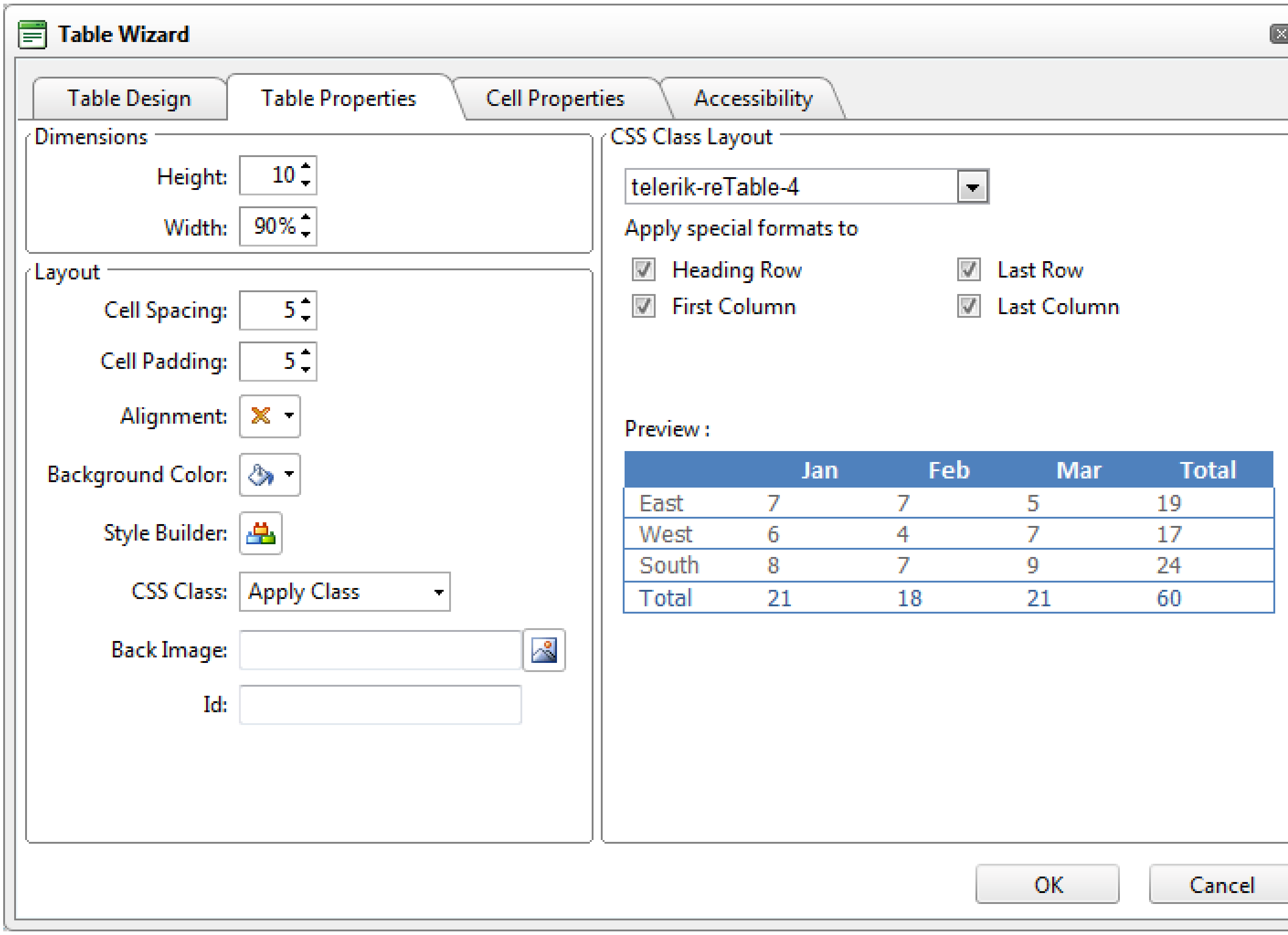
5. In the CSS Class Layout section:

   a. Select a CSS layout design from the drop down list. The design is displayed in the Preview window below.

   b. At **Apply Special Formats To**, select which rows or column you want to apply special formatting to. You can see the changes in the Preview window below.

6. **Optional.** Select a new tab to set additional properties.

7. Click the **OK** button.



Setting Table Properties

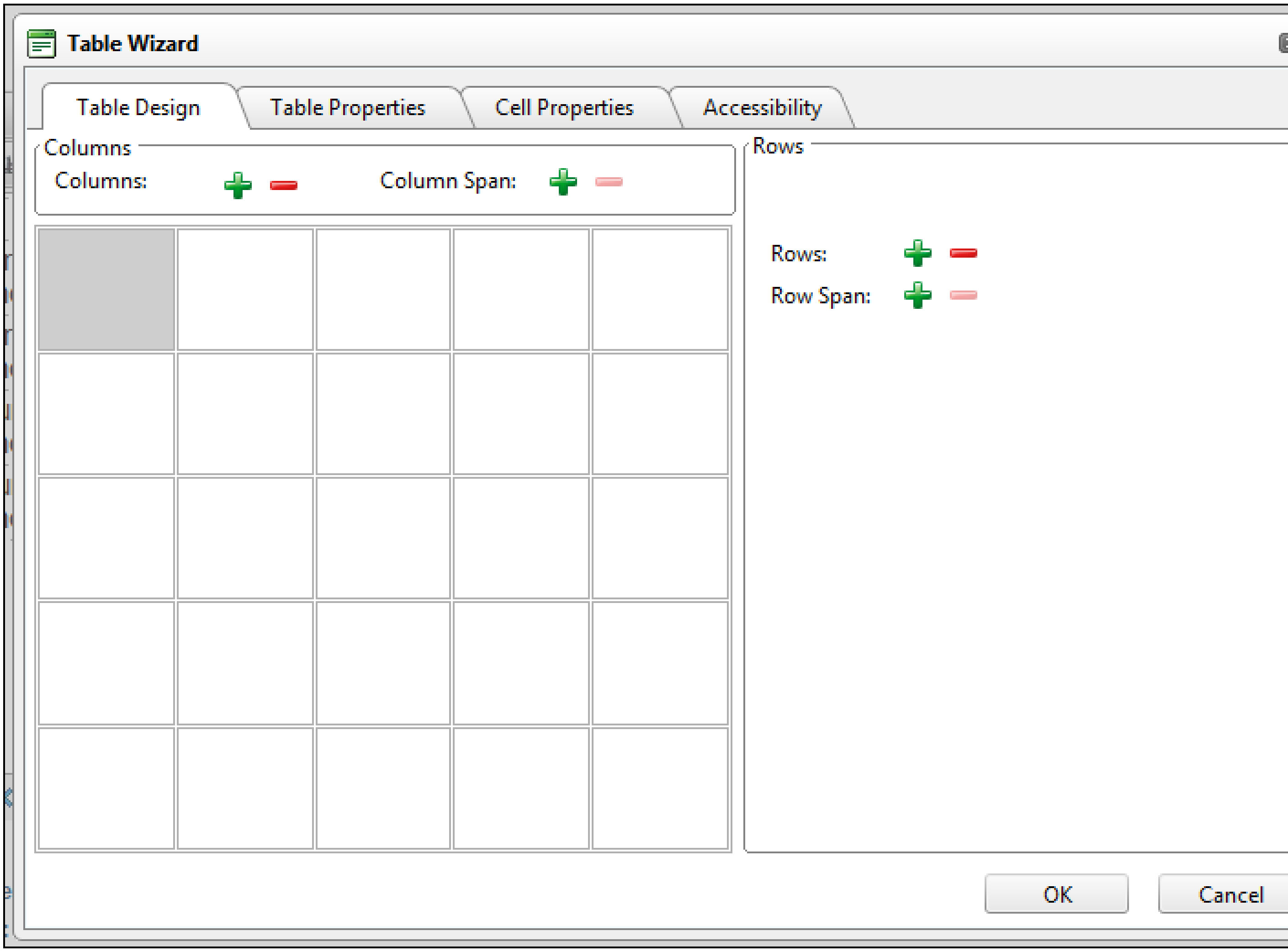
Setting the Table Design

How to set the design a table using the Table Wizard of the DotNetNuke.RadEditorProvider for the RTE.

1. Right-click on an existing table and select **Table Properties** - OR - Open the Table Wizard. See "Inserting a Table"
2. Select the **Table Design** tab. If you are adding a new table, a table of two columns by two rows is displayed as the basis for your design. If you are editing an existing table, your current design is displayed.
3. To modify the table, perform any of these actions:
   - To add a column: At **Columns**, click the **Increase** button.
   - To remove a column: At **Columns**, click the **Decrease** button.

- To insert a column span: select a cell and then at **Column Span**, click the **Increase** button.
- To remove a column span: select a cell and then at **Column Span**, click the **Decrease** button.
- To add a row: At **Rows**, click the **Increase** button.
- To remove a row: At **Row**, click the **Decrease** button.
- To insert a row span: select a cell and then at **Row Span**, click the **Increase** button.
- To remove a row span: select a cell and then at **Row Span**, click the **Decrease** button.

4. **Optional.** Select a new tab to set additional properties.

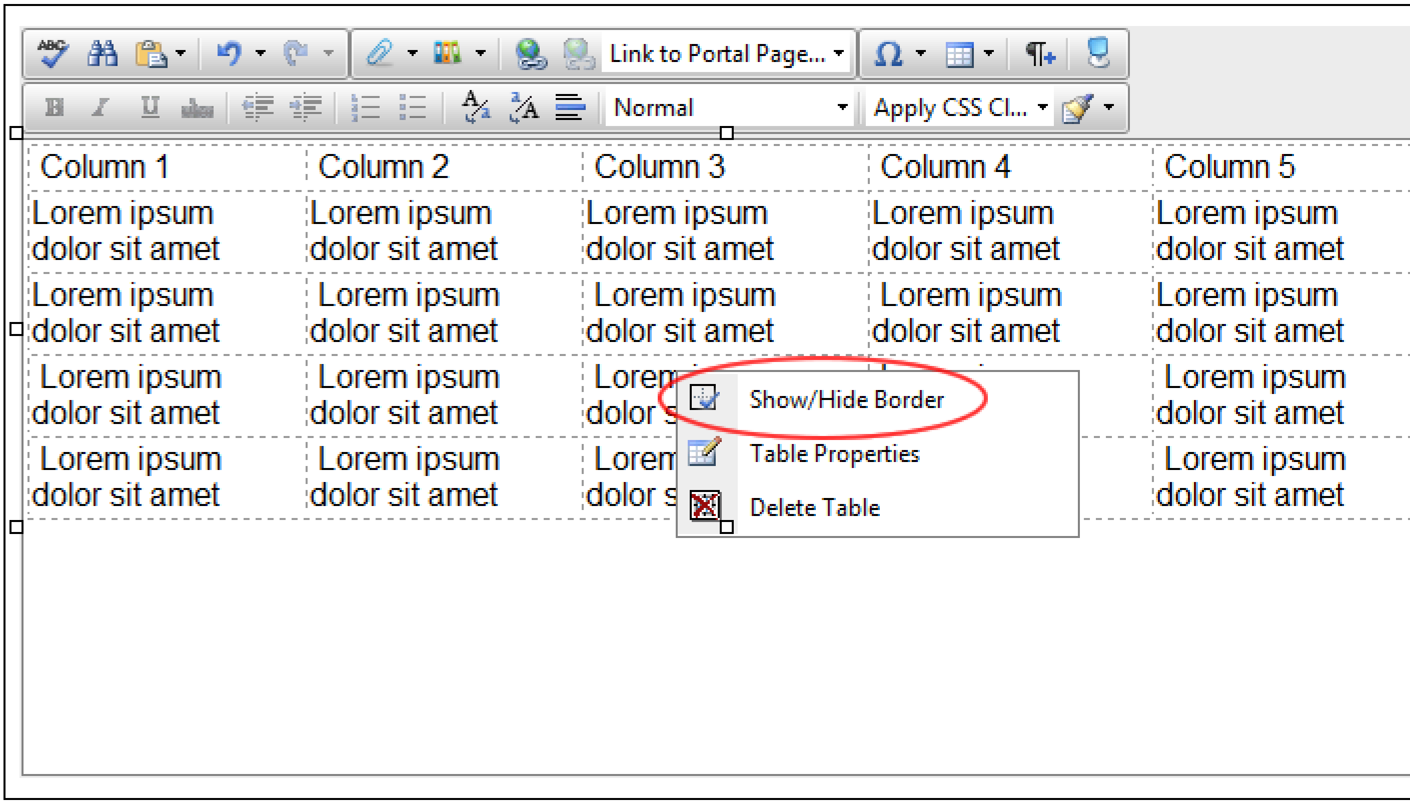


5. Click the **OK** button to confirm.

Showing/Hiding Table Border

How to hide or show the table borders using the Table Wizard of the DotNetNuke.RadEditorProvider for the RTE.

1. Place your cursor on the outer edge of the table. The cursor will change to show the table can be selected.
2. Right-click and select **Show/Hide Border** from the drop down list to either hide or show the table border.



Using the Style Builder

How to create CSS styles for tables using the Style Builder of the TelerikEditorProvider for the RTE. The Style Builder can be accessed from the Table Properties tab of the Table Wizard when adding or editing a table. See See "Setting Table Properties"

1. At **Style Builder**, click the **Style Builder** button. This opens the Style Builder window. The Font tab will be displayed.

2. Set the following Font properties:
    a. Go to the Font Name section.
        i. At **Family**, select the required font type.
    b. Go to the Font Attributes section.
        i. At **Color**, click the **Color Picker** button and select the font color.
        ii. At **Italics**, select from these options:
            - **Normal**: No italics
            - **Italics**: Italics (text leans forward)
            - **Oblique**: Oblique italics (text leans backwards)
        iii. At **Small Caps**, select from these options:
            - **Normal**: No capitalization
            - **Small Caps**: Small capitalization

Using the Table Wizard

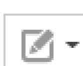
How to design a table using the Table Wizard of the DotNetNuke.RadEditorProvider for the RTE.

1. Click the **Insert Table**  button.
2. Select **Table Wizard**. This opens the Table Wizard on the Table Design tab. A table of two columns by two rows is displayed as the basis for your design.
3. **Optional.** Select a cell. This enables the **Increase** and **Decrease** buttons which are available to change the design.
4. Select an **Increase** or **Decrease** button to modify the table design. You can choose to add columns and rows, as well as span columns and rows.
5. **Optional.** Change tabs to set other properties.
6. Click the **OK** button to confirm.

Managing Templates

Inserting a Template

How to insert a template using the DotNetNuke.RadEditorProvider for the RTE.

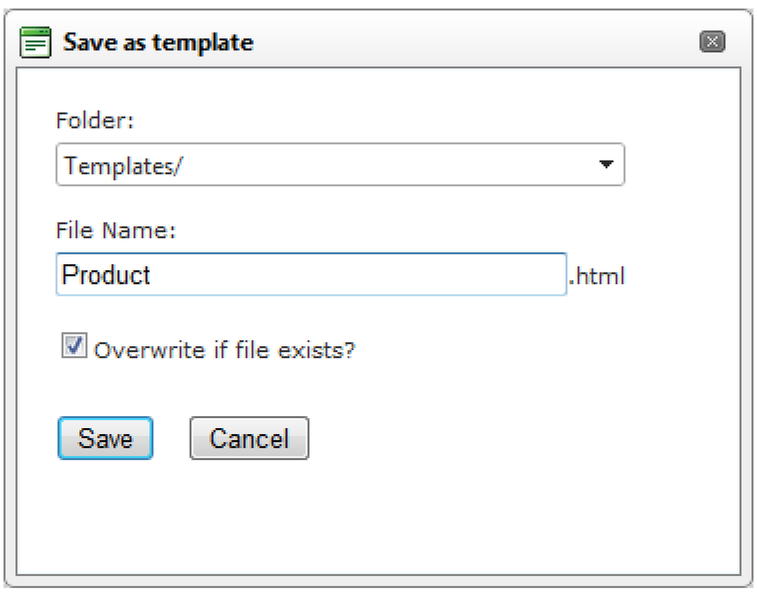
1. Place you cursor where you want to insert the template.
2. Click the **Save Template** icon and then select **Template Manager** from the drop down list. This opens the Template Manager.

3. Navigate to and select the required template. Note: Templates are typically stored in the Site Root > Templates folder. See "Using the Resource Manager"
4. Click the **Insert** button. This inserts the template into the editor read for you to edit.

Saving a Template

How to create and save a template using the DotNetNuke.RadEditorProvider for the RTE.

1. Create your template by adding text, images, tables, etc as desired.
2. Select  **Save Template** from the actions toolbar. This opens the Save As Template window.
3. At **Folder**, select the folder where the template will be saved to.
4. In the **File Name** text box, enter a name for this template.
5. At **Overwrite If File Exists?**, check the check box to overwrite any template that exists with this template - OR - Uncheck the check box if you don't want to override an existing file. This enables warning message if a template with this name already exists.

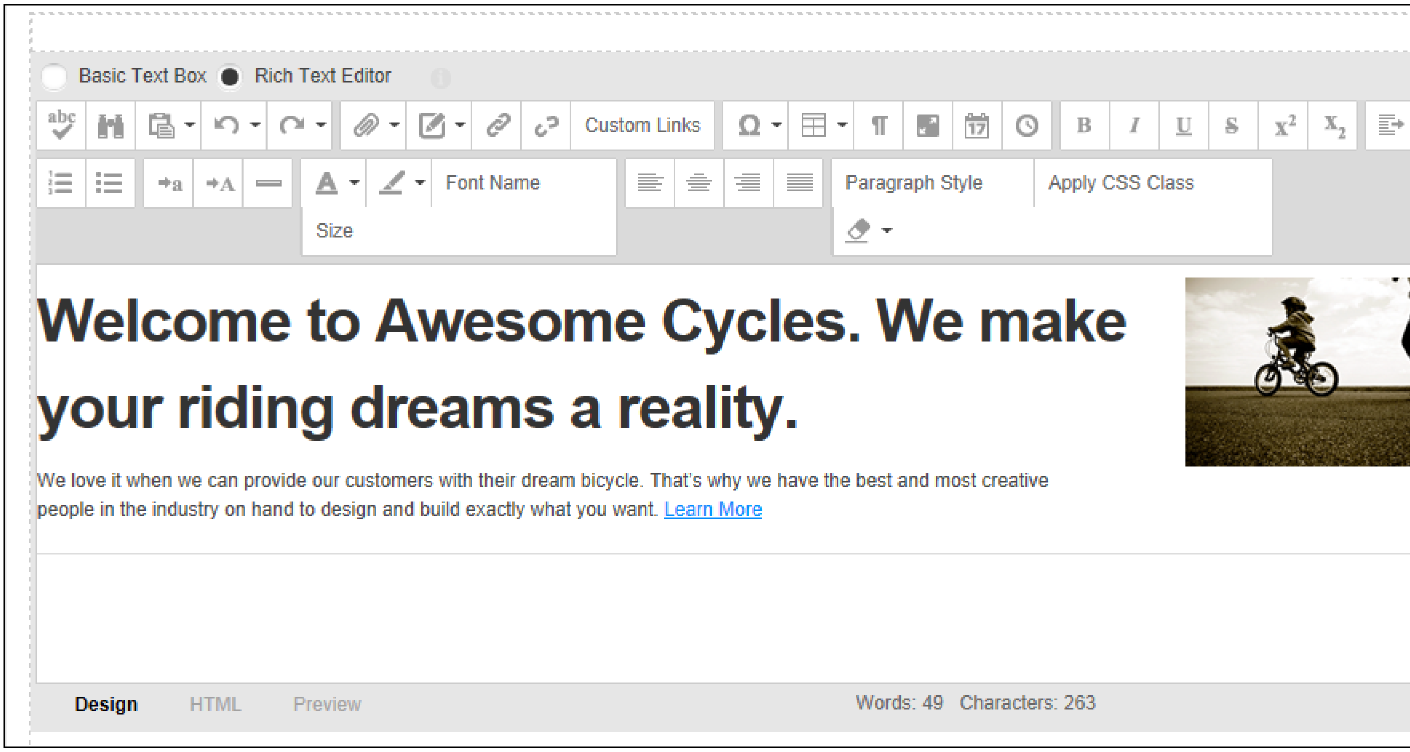


6. Click the **Save** button.
   - If there is no conflict with overwriting, the message "The template was saved successfully'" is displayed. Click **OK** to close the window.
   - If there is a conflict, a message reading "The template was not saved. The following error was reported: The file already exists" is displayed. In this case, repeat Steps 2-6, entering a different file name.

About the DotNetNuke.RadEditorProvider

The DotNetNuke.RadEditorProvider is the default RTE provider packaged with DNN (6.0+). It provides rich text editing tools for numerous modules including the HTML, FAQ, Announcements and Events modules.

SuperUsers can modify the toolbar and editor configurations as well as create unique configurations.

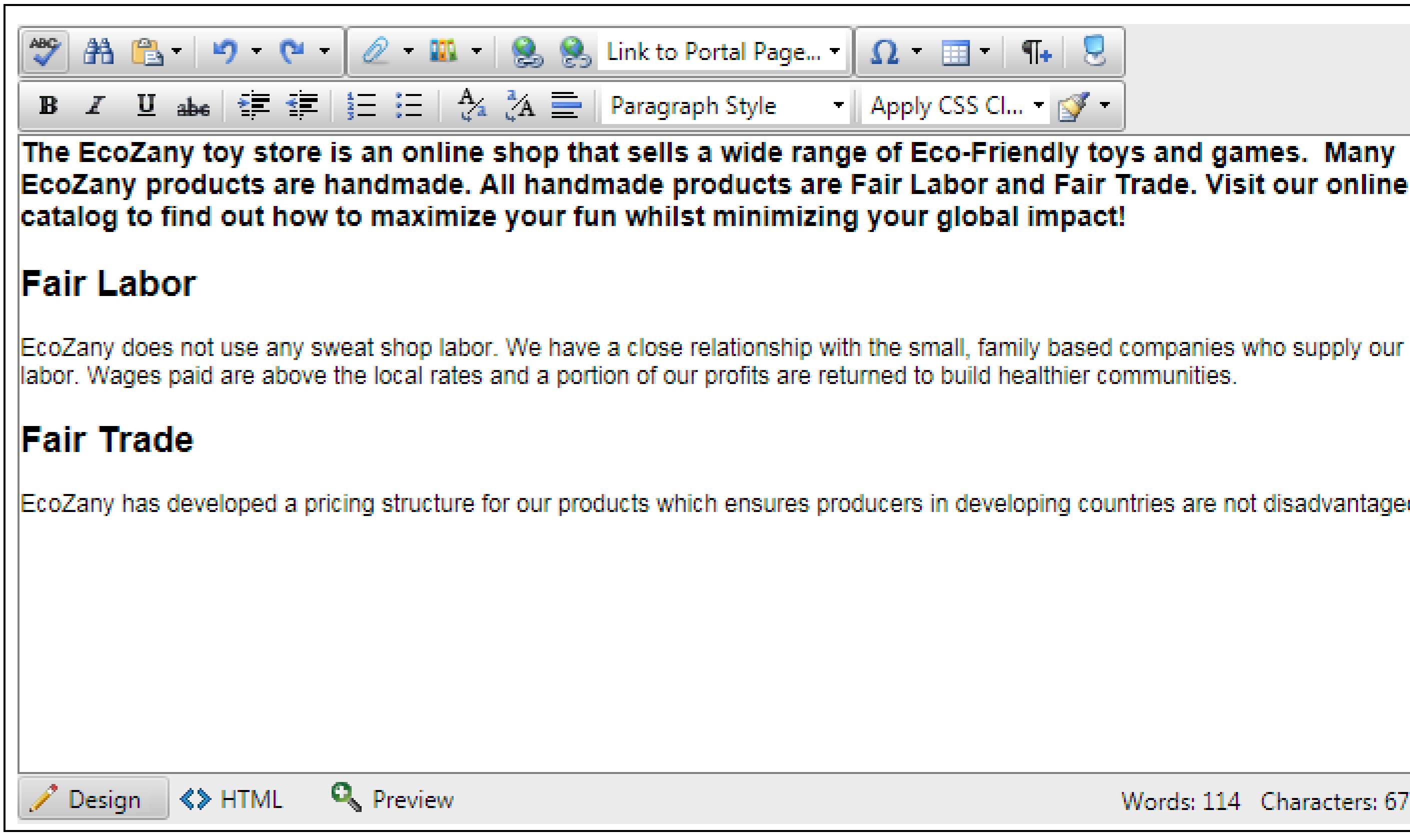


The DotNetNuke.RadEditorProvider Editor

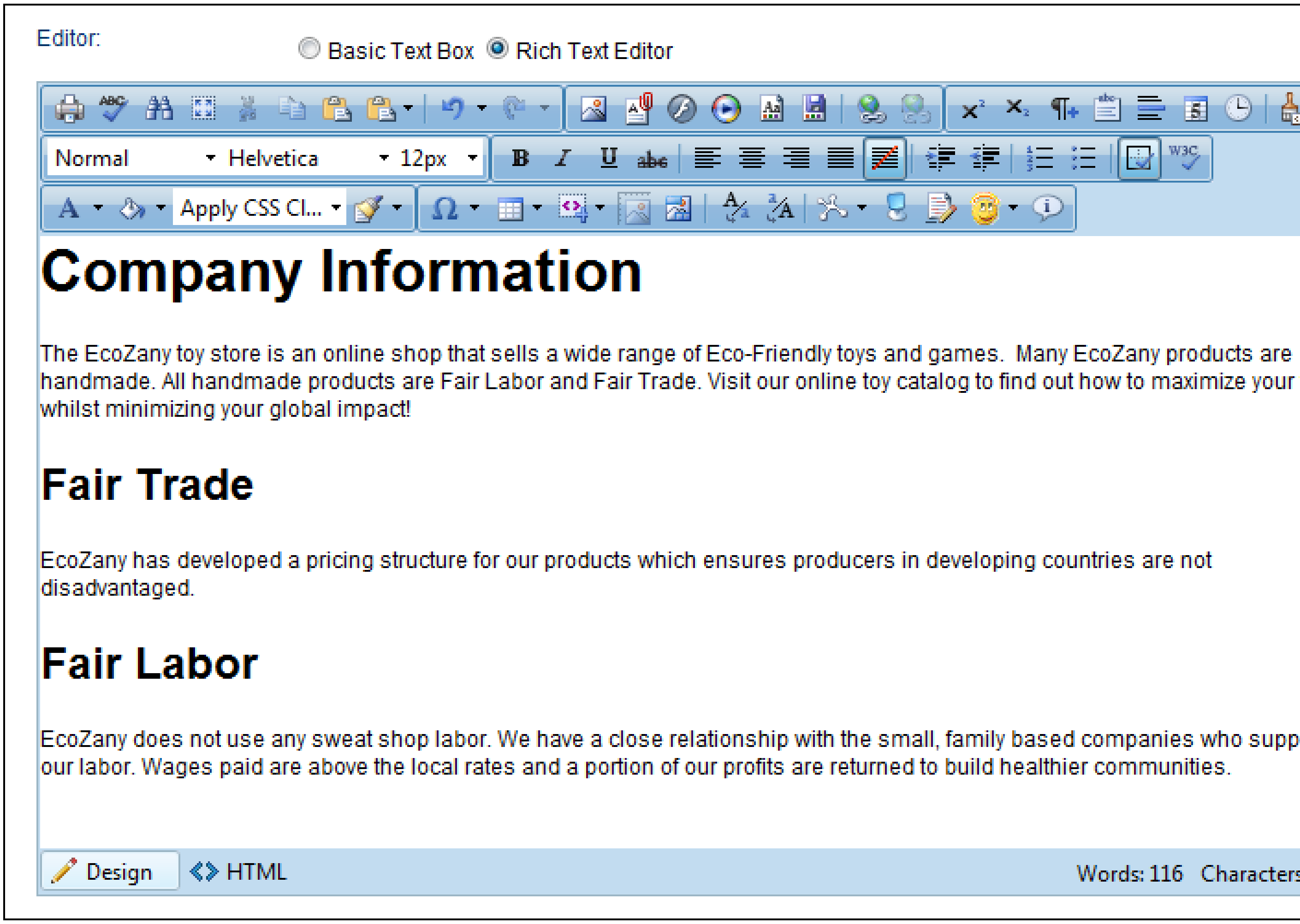
About the RadEditor

The RadEditor is a Rich Text Editor (RTE) that provides rich text editing capabilities for numerous modules including the HTML, FAQ, Announcements and Events modules. The RadEditor provides extensive text formatting tools, page links, images, flash, script or table insertion. The RadEditor offers great table management and design including content layout templates.

This manual details how to use two different providers for the RadEditor control which are the **DotNetNuke.RadEditorProvider** (default) and the **TelerikEditorProvider** which are included with DNN 6+.



The DotNetNuke.RadEditorProvider (default)



The TelerikEditorProvider

Check Spelling

How to check spelling using the DotNetNuke.RadEditorProvider for the RTE.

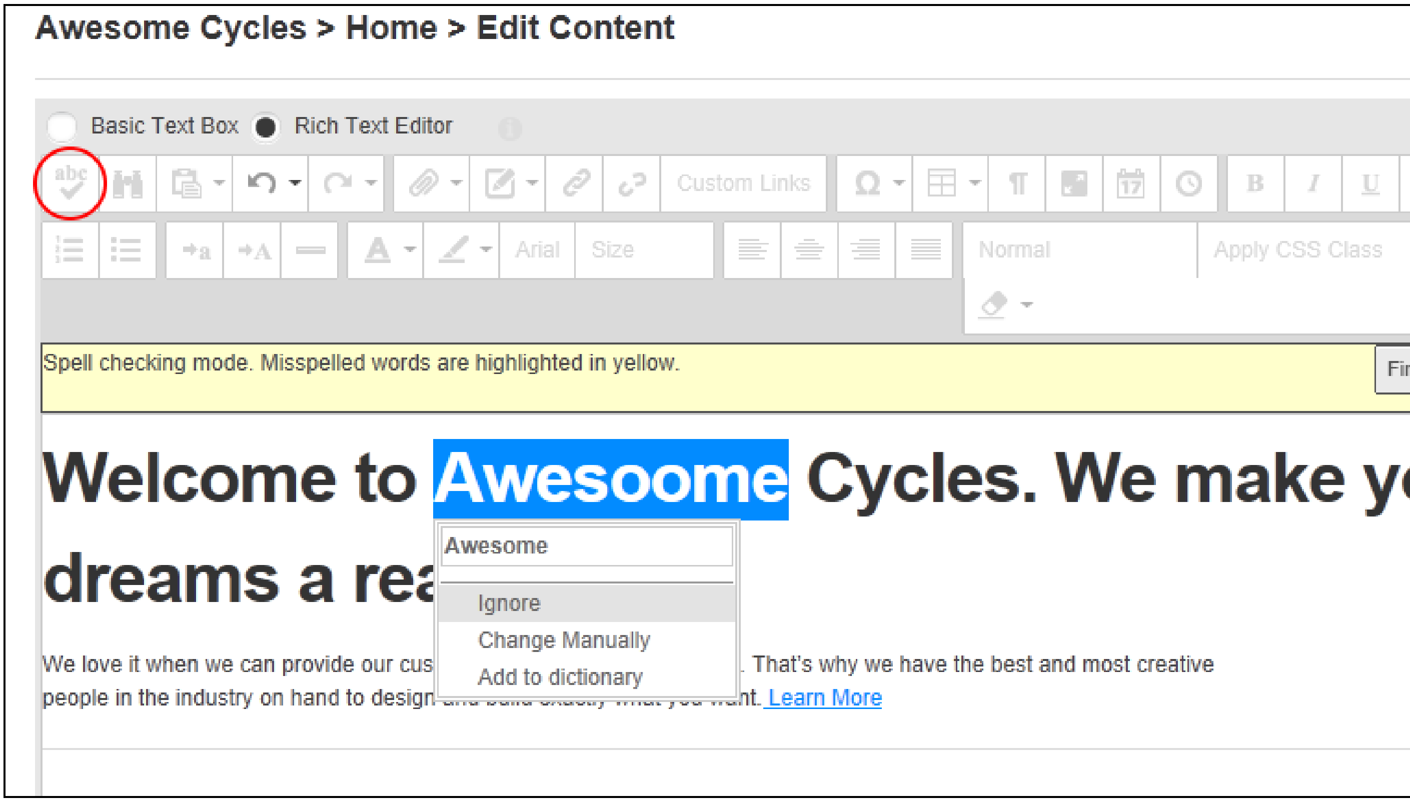
1. Place your cursor inside the Editor.
2. Click the **AJAX Spellchecker**  icon. This starts spell checking. Misspelled words are highlighted in yellow. The first misspelt word is ready to perform one of the following actions against:
   - **Choose Suggested**: Click on the correct word from the list of suggested words. If no suggestions are available, then (no suggestions) is displayed.
   - **Ignore/Ignore All**: Select this option to ignore this word and continue with spell checking.
   - **Change Manually**: Select this option and then enter word into the provided text box and

then click **Change Manually** .

- **Add to Dictionary**: Select this option to add the word to your dictionary.

3. Repeat for each misspelt word.
4. Click the **Finish Spellchecking** button when you are finished - OR - Click the **Cancel** button to exit Spell checking mode.

Tip: You can edit any misspelt word by clicking on it.



Spell Checking using the DotNetNuke.RadEditorProvider RTE

Tools

The DotNetNuke.RadEditorProvider comes packaged with these following toolbars:

AJAX Spellchecker, Find & Replace, Paste Options, Undo, Redo

Insert Media, Templates, Hyperlink Manager, Remove Link, Custom Links

Insert Symbol, Insert Table, New Paragraph, Toggle Full Screen Mode, Insert Date, Insert Time

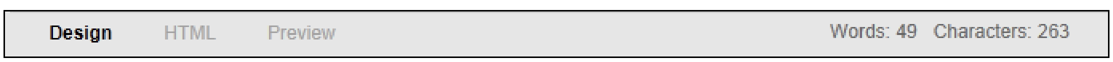
Bold, Italic, Underline, Strikethrough, Superscript, Subscript

Indent, Outdent, Numbered List, Bullet List

Convert to Lower Case, Convert to Upper Case, Horizontal Rule

Foreground Color, Background Color, Font Name, Size

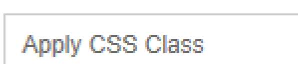
Align Left, Align Center, Align Right, Justify

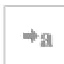


Design, HTML, Preview, Words, Characters

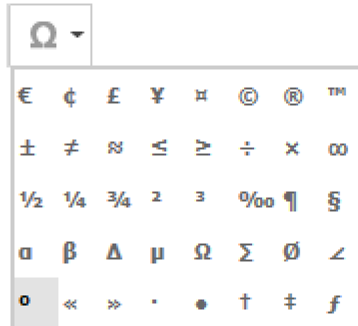
List of tools

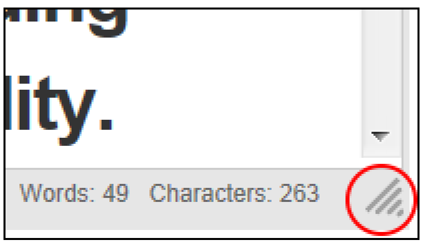
A list of the tools included with the default DotNetNuke.RadEditorProvider, listed alphabetically in order of button name:

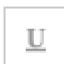
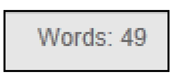
Tool	Icon	Description
AJAX Spell-checker		Click to enable Spell checking mode. Misspelled words are highlighted in yellow. See See "Check Spelling"
Apply CSS Class		Select the CSS Class to be applied to the selected content.
Bold (CTRL + B)		Add/remove bolding to selected content.
Bullet List		Create a bullet list.

Tool	Icon	Description
Characters**	Characters: 263	Displays the number of characters inside the RadEditor. This field is updated with the current information whenever you click inside the editor.
Convert to Upper Case		Transforms all letters in the select text to upper case.
Convert to Lower Case		Transforms all letters in the select text to lower case.
Copy (CTRL + C)	N/A	Copy selected content.
Custom Links	Custom Links	Link to a site of your page. See "Linking to a Site Page"
Cut (CTRL + X)	N/A	Cut selected content.
Design	Design	Click to view content in design mode. This enables all toolbars.
Document Manager*	N/A	Opens the Document Manager that enables you to insert a document link into the Editor. Additional link settings are available. See See "Inserting a Document"
Find And Replace (CTRL + F)		Click the **Find And Replace**  icon (or CTRL + F) to open the Find / Find And Replace dialog box. Choose to either find, find and replace, or find and replace all instances of the text entered into the Find text box. Additional options include Match Case, Match Whole Words, and search up or down from the current cursor position.
Flash Manager*	N/A	Opens the Flash Manager that enables you to insert Flash (*.swf) into the Editor. The properties tab enables you to set properties of the flash to be inserted. See See "Inserting Flash"
Format Stripper		1. Select the content you want to strip formatting from (such as font color, font heading).

Tool	Icon	Description
		2. Click the **Arrow** icon beside the Strip Formatting button and then select the type of formatting to be stripped from these options: Strip All Formatting, Strip Css Formatting, Strip Font Elements, Strip Span Elements, Strip Word Formatting
Horizontal Rule		Inserts a horizontal rule where the cursor is currently located.
HTML	HTML	Click to view, add or edit the HTML for this content. This disables all tools and toolbars with the exception of the Design button.
Hyperlink Manager (CTRL + K)*		Insert a link, anchor or email link. Additional settings are available. See See "Adding an Email Link", See "Adding a URL Link", or See "Adding an Anchor"
Image Manager*	N/A	Opens the Image Manager that enables you to insert images into the Editor. The properties tab enables you to set the properties of the image to be inserted. See See "Inserting Images"
Image Map Editor	N/A	Opens the Image Map Editor that enables you to create an image map. You must first select the image to be mapped. See See "Creating an Image Map"
Indent		Indent selected content.
Insert Media		1. Click the **Insert Media** icon to open the drop down list of media insertion tools. 2. Select from these options: Insert Media, Document Manager, Flash Manager, Media Manager, or Image Map Editor. Once you have selected an option, the icon associated with that option is displayed in the toolbar. This icon changes each time you make a new selection, which means the last selected option is always dis-

Tool	Icon	Description
		played. To choose an option other that the one displayed in the toolbar, click the **Arrow** icon.
Insert Symbol		**Option One:** Click the **Arrow** associated with the **Insert Symbol** icon to open the symbol gallery and then select the symbol to be inserted from the options.  **Option Two:** Click the **Insert Symbol** icon to insert the symbol that was inserted previously.
Insert Table		Click the **Insert Table** icon to insert a table in the current location - OR - Select Table Wizard to design a more complex table. See See "Inserting a Table"
Italicize (CTRL + I)		Add/remove italics to selected content.
Media Manager*	N/A	Opens the Media Manager which enables you to insert media into the Editor. The properties tab enables you to set properties of the media to be inserted. See See "Inserting Media"
New Paragraph		Place your cursor in the required location and then select the **New Paragraph** icon (or CTRL + M) to insert a paragraph break.
Numbered List		Create a numbered list.

Tool	Icon	Description
Outdent		Outdent selected content.
Paste (CTRL + V)	N/A	CTRL + V to paste cut or copied content into the Editor.
Paragraph Style		Select the paragraph style for the selected text.
Paste Options		Paste copied content into the Editor. Paste options are Paste; Paste From Word; Paste from Word, Strip Font; Paste Plain Text; Paste As Html, PasteHTML.
Preview	Preview	Click to preview content inside editor. This disables all tools and toolbars with the exception of the Design and Preview buttons.
Resize Editor		How to increase or decrease the size of the Editor. 1. Position your mouse over the bottom right corner of the Editor until it becomes a two directional arrow. 2. Click and drag the Editor larger or smaller as desired. Release your mouse button when you are finished. Tip: An alternative option is to click the **Toggle Full Screen Mode (F11)** button to toggle Editor to/from full screen mode.
Redo (CTRL + Y)		**Option One:** Click the **Redo** icon to redo the last action. **Option Two:** Click the **Arrow** icon to view a list of previous actions and redo multiple actions at one time.
Remove Link (CTRL +SHIFT + K)		Removes a link from selected content. See See "Deleting a Link"
Save Tem-		Save the content in the Editor as a new template.

Tool	Icon	Description
plate		See See "Saving a Template"
Select All (CTRL + A)	N/A	Select all content within the Editor.
Strikethrough		Add/remove strikethrough to selected content.
Template Manager*	N/A	Opens the Template Manager enabling you to insert a template (*.htmtemplate) into the Editor. See See "Inserting a Template"
Toggle Full Screen Mode (F11)		Select to toggle the Editor to/from full screen mode. If modal pop-up are enabled, you will also need to expand the pop-up window to use the full screen.
Underline (CTRL + U)		Add/remove underline to selected content.
Undo (CTRL + Z)		**Option One:** Click the **Undo**  icon to undo the last action. **Option Two:** Click the **Arrow** icon to view a list of previous actions and undo multiple actions at one time.
Words		Displays the number of words inside the RadEditor. This field is updated with the current information whenever you click inside the editor.

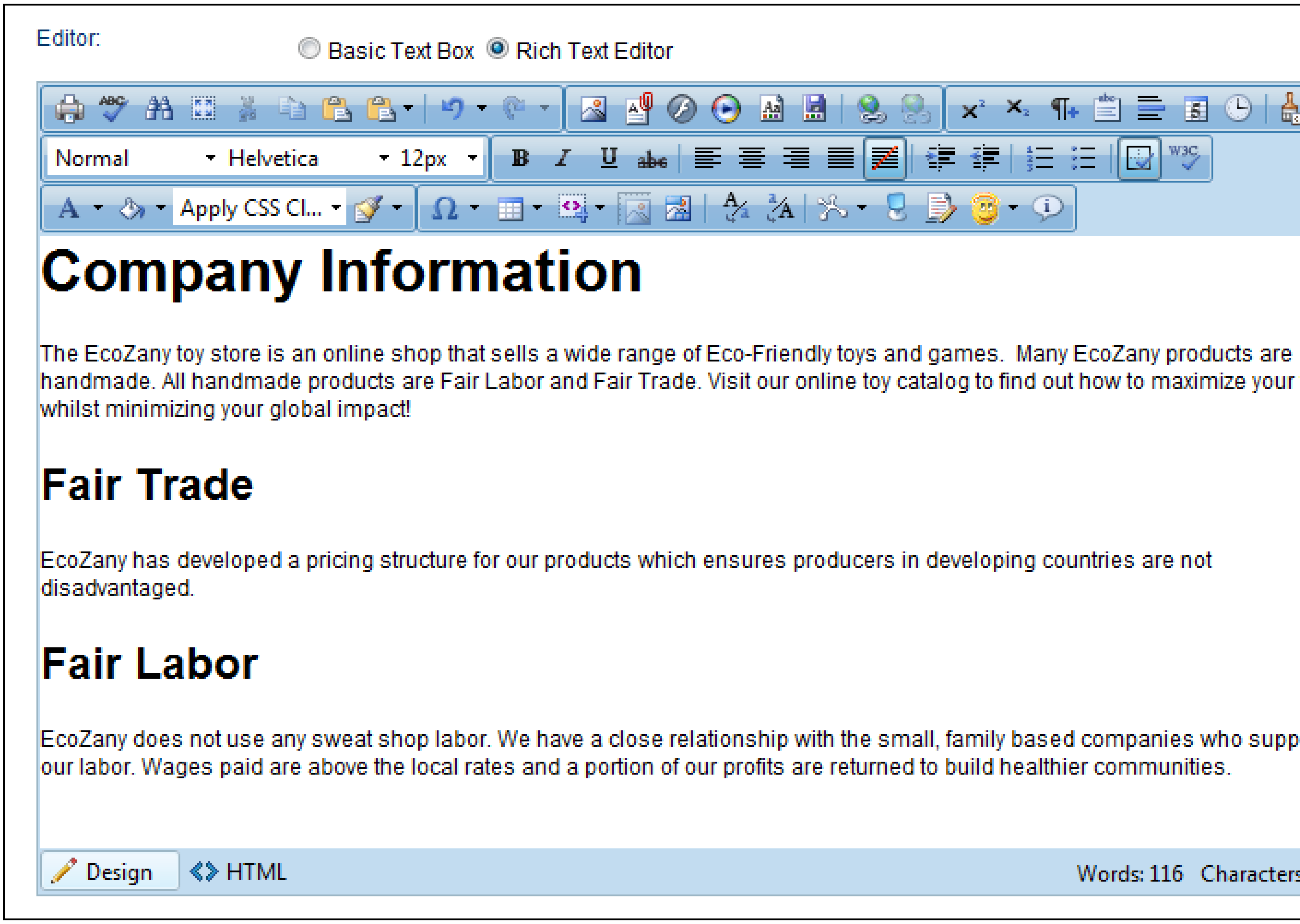
* These tools provide access to the Admin > File Manager where, depending on your authorization level, you can upload files and create and manage files and folders.

TelerikEditorProvider

Overview of the TelerikEditorProvider

The TelerikEditorProvider for the RTE is an alternative Editor that can be installed for DotNetNuke.

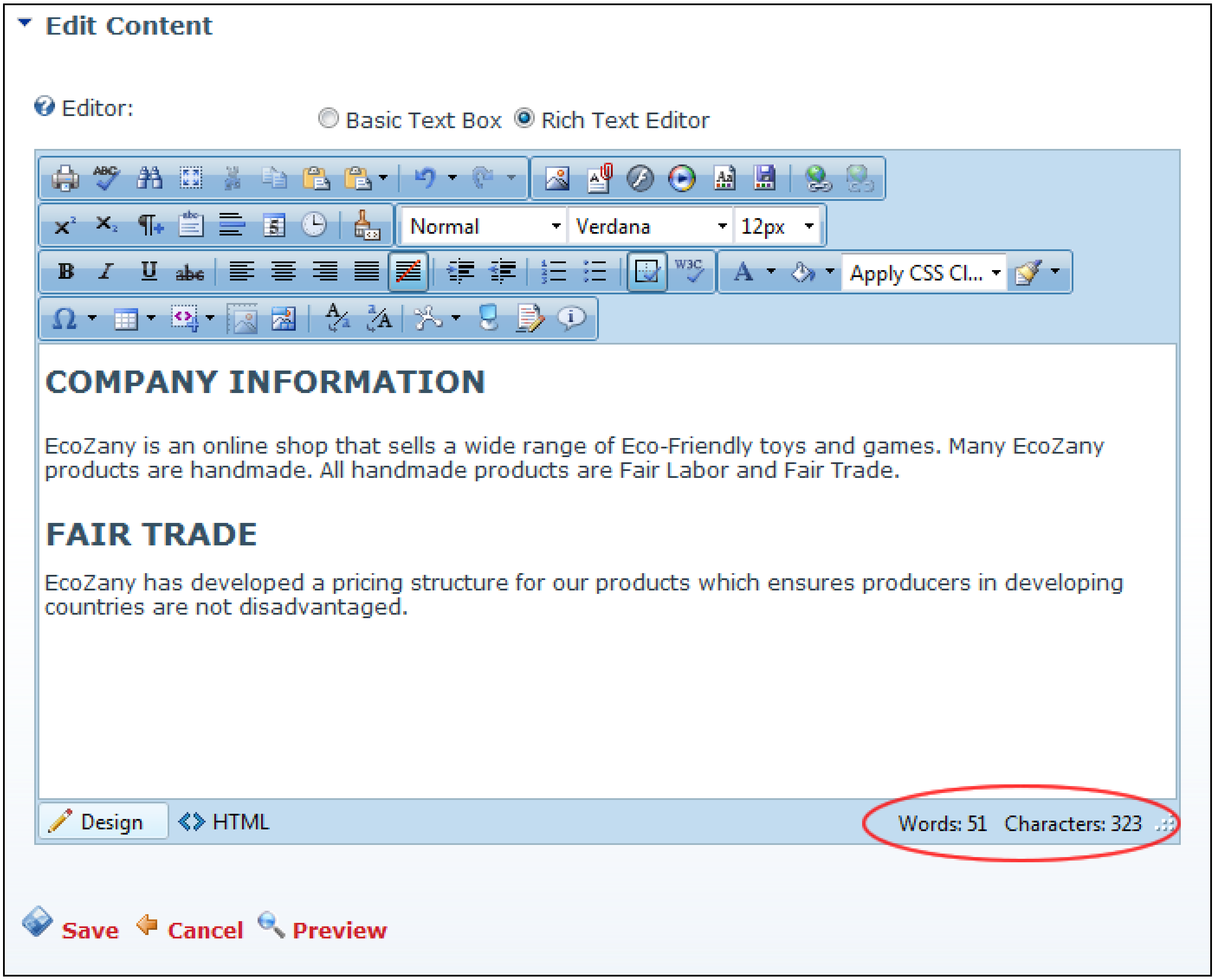
Important. The TelerikEditorProvider must be installed and enabled by a SuperUser.



The TelerikEditorProvider RadEditor

Viewing Word and Character Count

The number of words and characters inside the RadEditor is displayed in the bottom right corner. These are updated each time you click inside the editor after a modification.

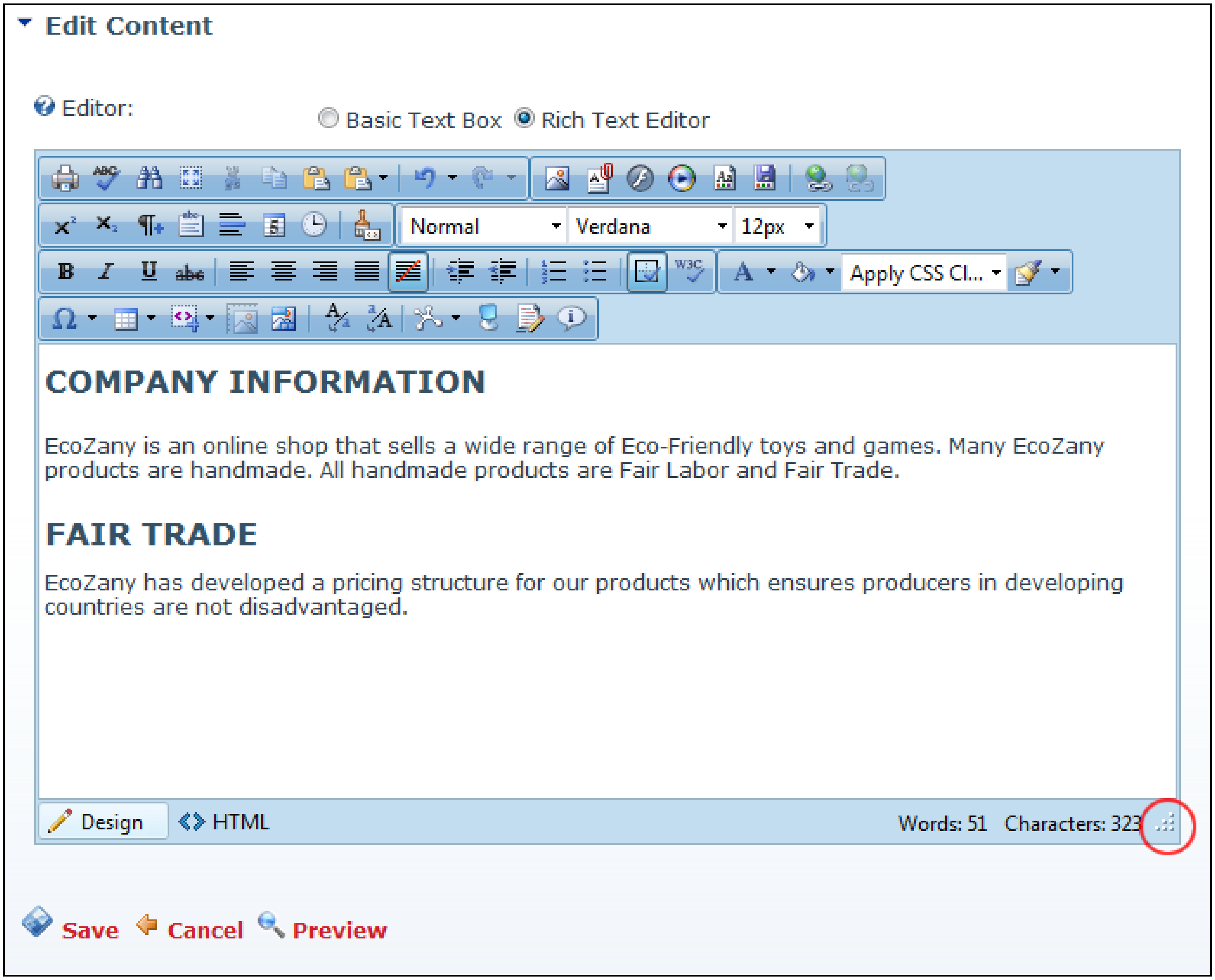


Modifying Editor Size

How to increase or decrease the size of the RadEditor.

1. Position your mouse over the bottom right corner of the Editor until it becomes a two directional arrow.
2. Click and drag the Editor larger or smaller as desired. Release when the desired size is displayed.

Tip: An alternative option is to click the **Toggle Full Screen Mode (F11)** button to toggle Editor to/from full screen mode.



Modifying Editor Size

Toolbars

Actions Toolbar

The actions toolbar of the TelerikEditorProvider RTE has the following tools:

Tool	Icon	Description
Print (CTRL + P)		Print all Editor content. Depending on your computer set-up you may be able to print to a printer and/or create an XPS document.

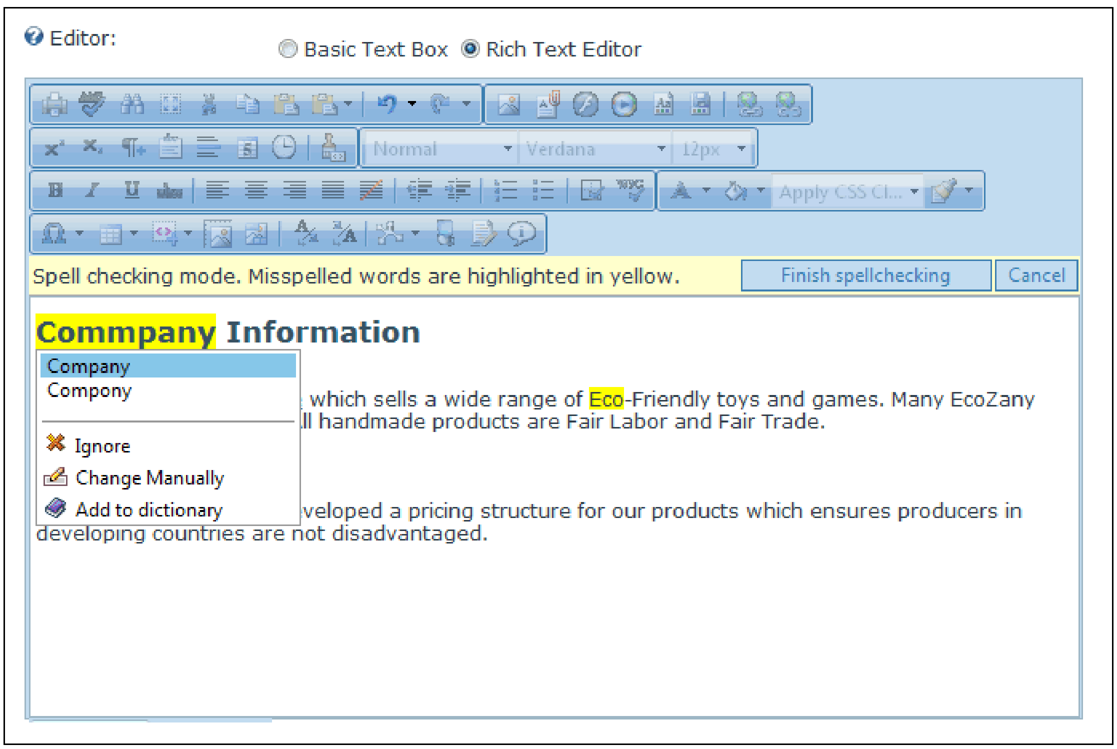
Tool	Icon	Description
		Print Options: • Print All Linked Documents: Creates separate printouts for each link. E.g. Page links display the page. Document content is not printed in full. • Print Table of Links: A reference table of any links is appended to the printout.
AJAX Spellchecker		Click to enable Spell checking mode. Misspelled words are highlighted in yellow. See See "Check Spelling"
		Click the **Find And Replace** icon (or CTRL + F) to open the Find / Find And Replace dialog box.
Find and Replace (CTRL + F)		Choose to either find, find and replace, or find and replace all instances of the text entered into the Find text box. Additional options include Match Case, Match Whole Words, and search up or down from the current cursor position.
Select All (CTRL + A)		Select all content within the Editor.
Cut (CTRL + X)		Cut selected content.
Copy (CTRL + C)		Copy selected content.
Paste (CTRL + V)		CTRL + V to paste cut or copied content into the Editor.
Paste Options		Paste copied content into the Editor. Paste options are Paste; Paste From Word; Paste from Word, Strip Font; Paste Plain Text; Paste As Html, PasteHTML.
Undo (CTRL + Z)		**Option One:** Click the **Undo** icon to undo the last action. **Option Two:** Click the **Arrow** icon to view a list of previous actions and undo multiple actions at one time.
Redo (CTRL + Y)		**Option One:** Click the **Redo** icon to redo the last action. **Option Two:** Click the **Arrow** icon to view a list of previous actions and redo multiple actions at one time.

Check Spelling

How to check spelling using the TelerikEditorProvider RTE.

1. Place your cursor inside the Editor.
2. Click the AJAX Spellchecker icon. This starts spell checking. Misspelled words are highlighted in yellow. The first misspelt word is ready to perform one of the following actions against:
   - **Choose Suggested**: Select the correct word from the list of suggested words. If no suggestions are available, then (no suggestions) is displayed.
   - **Ignore/Ignore All**: Select to ignore this word and continue with spell checking.
   - **Change Manually**: Select and enter word into the provided text box and then click the **Change Manually** icon.
   - **Add to Dictionary**: Select to add the word to your dictionary.
3. Repeat for each misspelt word.
4. Click the **Finish Spellchecking** button when you are finished - OR - Click the **Cancel** button to exit Spell checking mode.

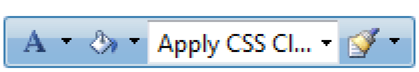
Tip: Edit any misspelt word by clicking on it.

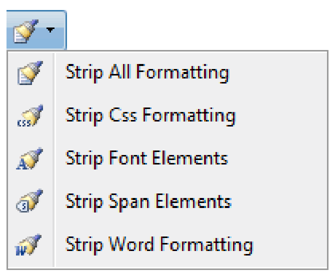


Spell Checking using the RadEditor

Color and CSS Toolbar

The Color and CSS toolbar of the TelerikEditorProvider RTE has the following tools:

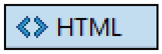
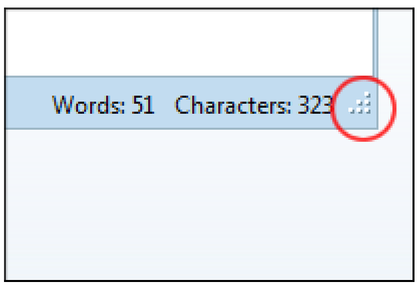


Tool	Icon	Description
Foreground Color		**Option One:** Click the **Arrow** icon associated with the Foreground Color button open the color picker and then select the required foreground color for the selected content. **Option Two:** Click the **Foreground Color** icon to apply the used last color to the content.
Background Color		**Option One:** Click the **Arrow** icon associated with the Background Color button to open the color picker and then select the required background color for the selected content. **Option Two:** Click the **Background Color** icon to apply the used last color to the selected content.
Apply CSS Class	Apply CSS Cl...	Select the CSS Class to be applied to the selected content.
Format Stripper		1. Select the content you want to strip formatting from (such as font color, font heading). 2. Click the **Arrow** icon associated with the Strip Formatting button and then select the type of formatting to be stripped from these options: Strip All Formatting, Strip Css Formatting, Strip Font Elements, Strip Span Elements, Strip Word Formatting. 

Content Toolbar

The Content toolbar of the TelerikEditorProvider RTE.

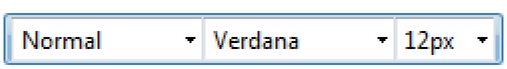
Tip: This toolbar is located below the editor.

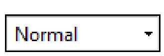
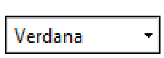
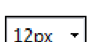
Tool	Icon	Description
Design		Click to view content in design mode. This enables all toolbars.
HTML		Click to view, add or edit the HTML for this content. This disables all tools and toolbars with the exception of the **Design** button.
Words*	N/A	Displays the number of words inside the RadEditor.
Characters*	N/A	Displays the number of characters inside the RadEditor.
Resize Editor**		Increase or decrease the Editor window size. 1. Position your mouse over the bottom right corner of the Editor until it becomes a two directional arrow. 2. Click and drag the Editor larger or smaller as desired. Release your mouse button when you are finished. Tip: A similar tool is the  **Toggle Full Screen Mode (F11)** button which toggles the Editor between the current editor size and the full screen of the edit page.

* These fields are updated each time you click inside the editor after a modification.

Fonts and Font Size Toolbar

The Fonts and Font Size toolbar of the TelerikEditorProvider RTE has the following tools:

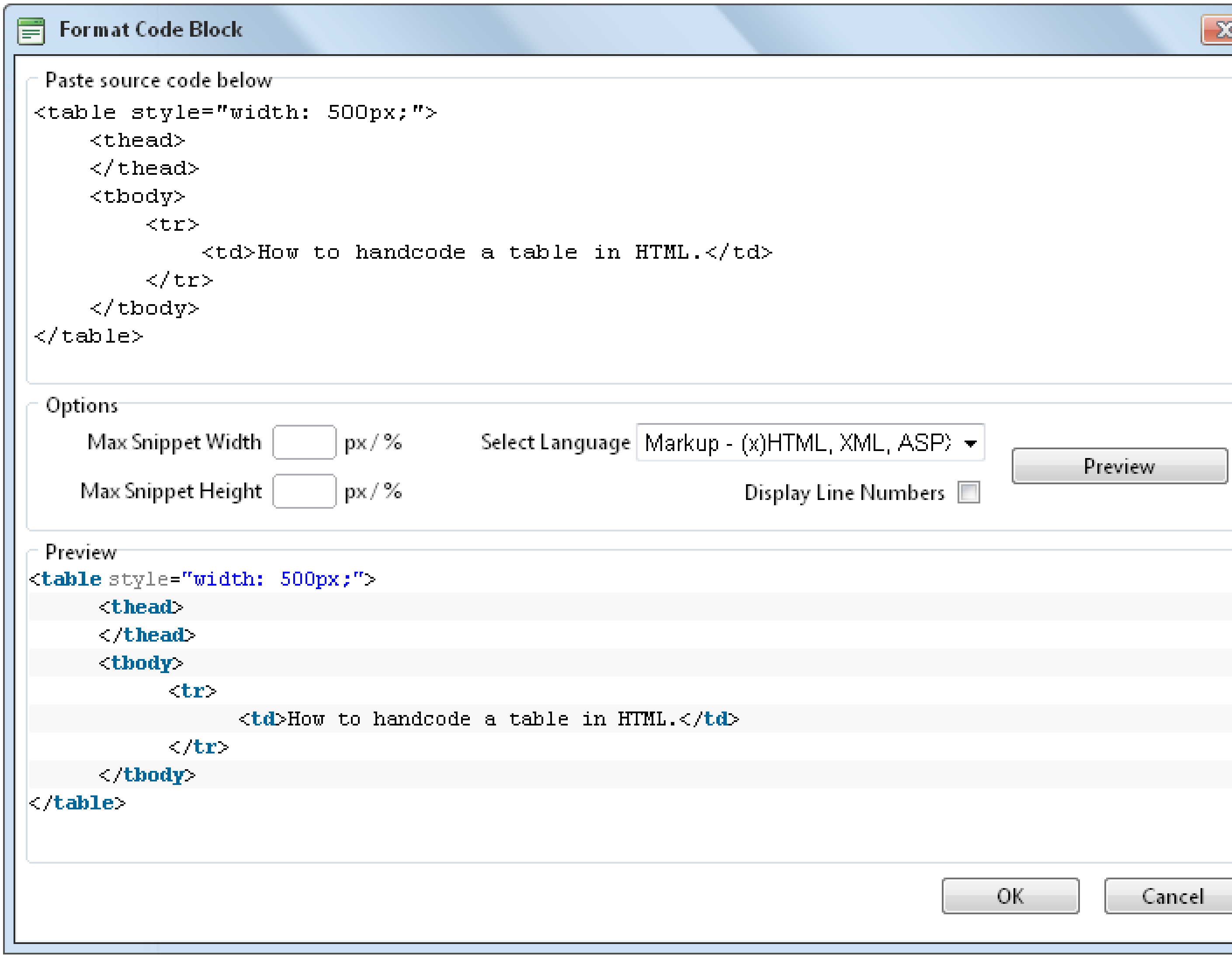


Tool	Icon	Description
Paragraph Style		Set the paragraph style for the selected text.
Font Name (CTRL + SHIFT + F)		Set the font for the selected text.
Real Font Size (CTRL + SHIFT + P)		Set the font size in pixels for the selected text.

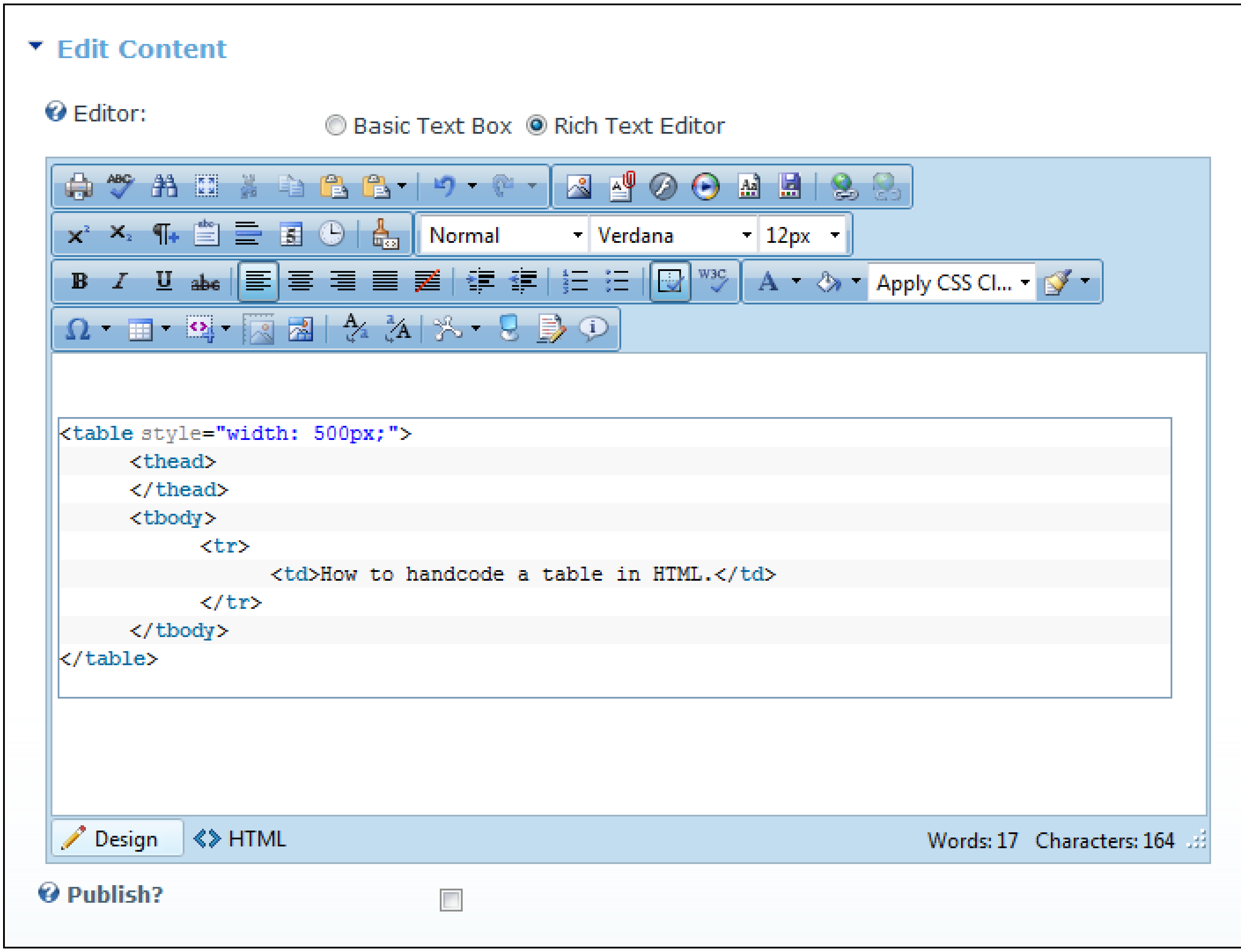
Formatting Code Block

How to insert a code block in the TelerikEditorProvider RTE.

1. Place your cursor where you want to place the code block.
2. Click the **Format Code Block** button. This opens the Format Code Block window.
3. In the **Paste Source Code Below** text box, paste the source code.
4. In the **Options** section complete the following:
5. **Optional.** In the **Max Snippet Width** text box, set the maximum width of the code block in either pixels or as a percentage. Do this by either typing a value into the text box or by using the **Increase** and **Decrease** buttons. The value will automatically be saved as pixels unless you enter the percentage symbol (%) into the text box. E.g. Enter 100px or 100 to set the width as 100 pixels, or enter 100% to set the width as 100%. Leave blank for no specified width.
6. **Optional.** In the **Max Snippet Height** text box, set the maximum height of the code block in either pixels or as a percentage. Leave blank for no specified width.
7. At **Select Language**, select the language of the code block from these options: Markup - (x) HTML, XML, ASPX, ..."; Javascript, CSS, C#, CPP, VB, Php, SQL, Delphi, or Python.
8. At **Display Line Numbers**, check the check box to display line numbers for each line of code - OR - Uncheck the check box to disable numbering.



9. **Optional.** Click the Preview button to preview the code in the Preview window below.



10. Click the **OK** button to insert the code block.

Formatting Toolbar

The Formatting toolbar of the TelerikEditorProvider RTE has the following tools:

Tool	Icon	Description
Text Formatting		
Bold (CTRL + B)		Add/remove bolding to selected content.
Italicize (CTRL + I)		Add/remove italics to selected content.
Underline		Add/remove underline to selected content.

Tool	Icon	Description
(CTRL + U)		
Strikethrough		Add/remove strikethrough to selected content.
Alignment		
Align Left		Left align the selected content.
Align Center		Center align the selected content.
Align Right		Right align the selected content.
Justify		Justify align the selected content.
Remove Alignment		Remove alignment formatting from selected content.
Indent and Lists		
Indent		Indent selected content.
Outdent		Outdent selected content.
Numbered List		Create a numbered list.
Bullet List		Create a bullet list.
Other		
Show/Hide Borders		Click to show or hide all table borders. This is useful where table borders are not displayed.
XHTML Validator		Click to open the XHTML Validator window. At the very top of the window, select the radio button to set the type of XHTML validation you wish to perform. This displays the validation results and details.

Paragraph Toolbar

The Paragraph toolbar of the TelerikEditorProvider RTE has the following tools:

Tool	Icon	Description
SuperScript		Transforms selected content to superscript.
Subscript		Transforms selected content to subscript.
New Paragraph		Inserts a new paragraph.
Insert Groupbox		Inserts a group box. Use to layout forms and to label sections of your content.
Horizontal Rule		Inserts a horizontal line.
Insert Date		Inserts the current date according to your computer.

Tool	Icon	Description
Insert Time		Inserts the current time according to your computer.
Format Code Block		Enables you to insert and format a block of code and have it render as text. See "Formatting Code Block"

Resources Toolbar

The Resources toolbar of the TelerikEditorProvider RTE has the following tools:

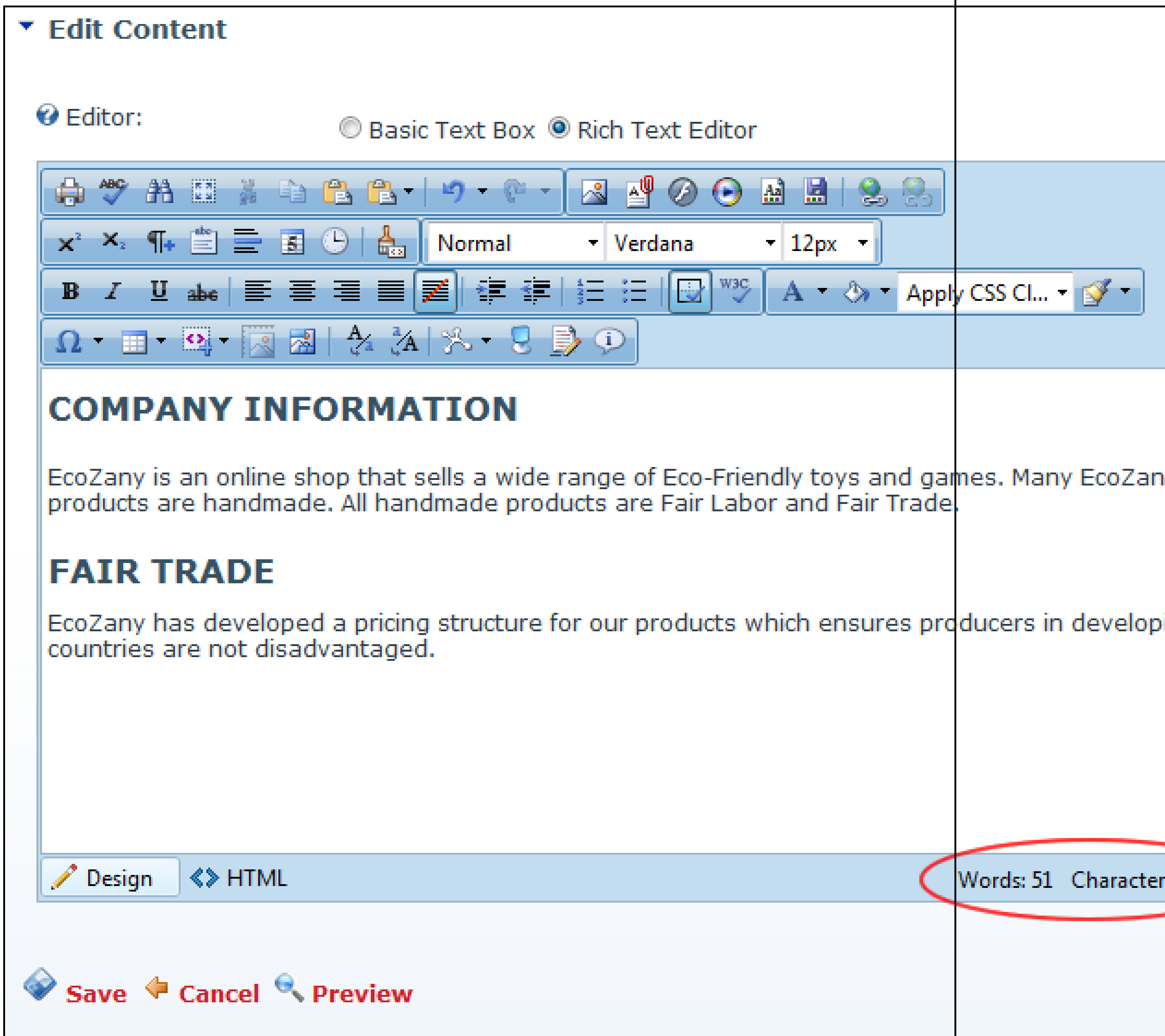
Tool	Icon	Description
Image Manager (CTRL + G) *		Opens the Image Manager which enables you to insert images into the Editor. The properties tab enables you to set properties of the image to be inserted.
Document Manager *		Opens the Document Manager which enables you to insert a document link into the Editor. Additional link settings are available.
Flash Manager *		Opens the Flash Manager which enables you to insert Flash (*.swf) into the Editor. The properties tab enables you to set properties of the flash to be inserted.
Media Manager *		Opens the Media Manager which enables you to insert media into the Editor. The properties tab enables you to set properties of the media to be inserted.
Template Manager *		Opens the Template Manager which enables you to insert a template (*.htmtemplate) into the Editor.
Save Template		Save the content in the Editor as a new template.
Hyperlink Manager (CTRL + K) *		Insert a link, anchor or email link. Additional settings are available.
Remove Link (CTRL +SHIFT + K)		Removes a link from selected content.

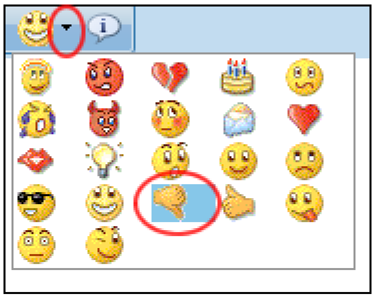
* These tools provide access your site's File Manager where, depending on your authorization level, you can also create folders, as well as upload and manage files.

Tables and Tools Toolbar

The Tables and Tools toolbar of the TelerikEditorProvider RTE has the following tools:

Tool	Icon	Description
Insert Symbol		**Option One:** Click the **Arrow** icon to open the symbol gallery and then select the required symbol to be inserted. **Option Two:** Click the **Insert Symbol** icon to insert the symbol that was inserted previously.
Insert Table		Click on the number of rows/columns to insert a basic table - OR - Select Table Wizard to design a more complex table.
Insert Code Snippet		Click to insert a predefined code snippet.
Set Absolute Position		Select the required image and then click the **Set Absolute Position** button. Drag the image to the required absolute position.
Image Map Editor		Click to open the Image Map Editor where you can configure an image map for this image.
Convert to Lower Case		Transforms selected text to lower case.
Convert to Upper Case		Transforms selected text to upper case.
Module Manager		Click the Arrow icon to access the drop down list and choose to enable or disable Statistics. Enabling Statistics displays the current number of words and characters inside the RadEditor in the bottom right corner of the Editor. These statistics are updated each time you click inside the editor following a edit.

Tool	Icon	Description
		
Toggle Full Screen Mode (F11)		Select to toggle the Editor to/from full screen mode.
Track Changes		Click to view the changes between your initial content and current content. Content changes are marked up with green background for new content and red strikethrough for deleted content.

Tool	Icon	Description
Emoticons		**Insert Current Emoticon**: Click on the **Emoticons** icon to insert the emoticon which is currently displayed on the button. Note: The last emoticon inserted during this editing session is displayed. The Angel Smile emoticon is displayed by default. **Insert Different Emoticon**: Click on the **Arrow** icon to select a different emoticon. This will insert the selected emoticon and set it as the default emoticon for this session. 
About RadEditor		Opens the About RadEditor window which has a link more information on the RadEditor.

Managing Images and Media

Creating an Image Map

How to create an image map using the TelerikEditorProvider for the RTE.

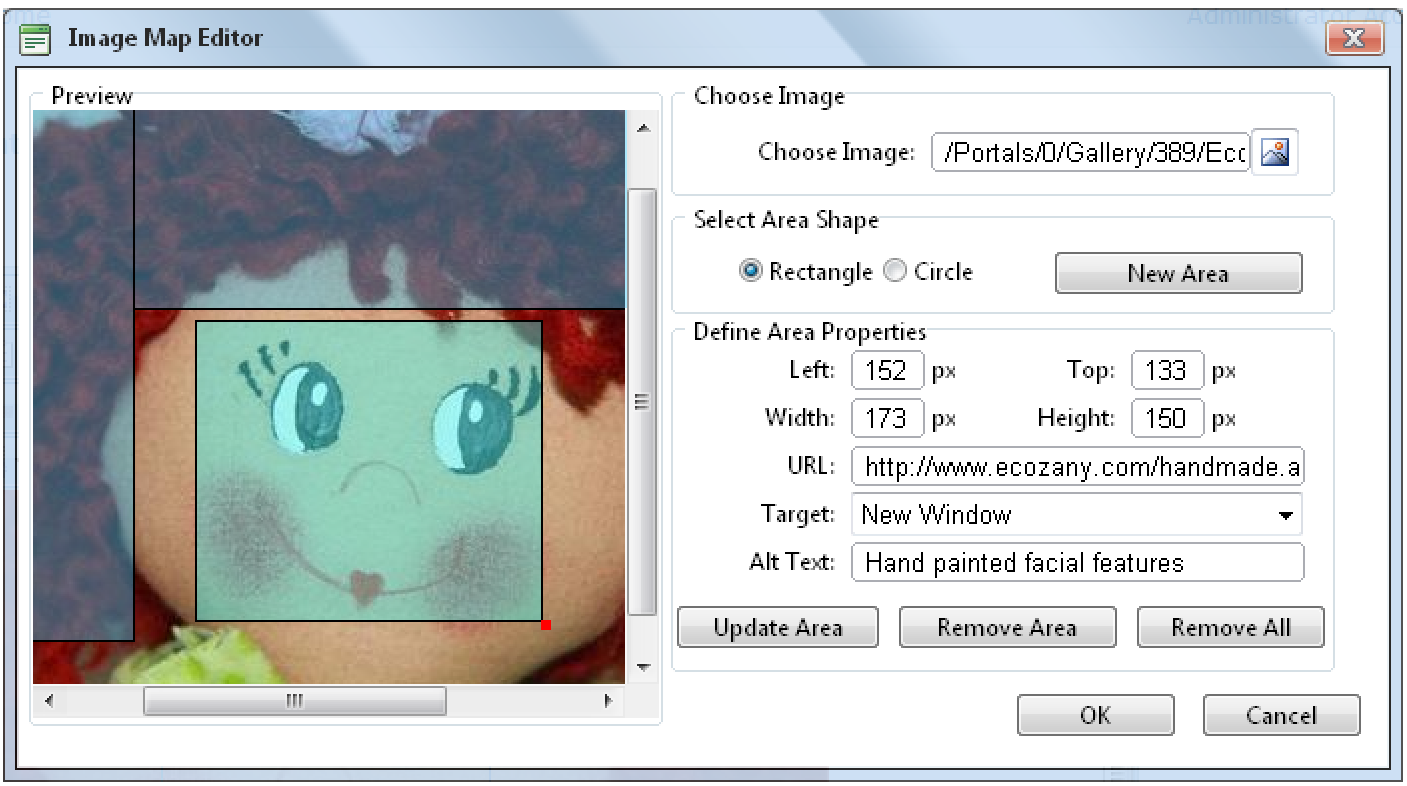
1. Insert an image.
2. Right click on the image and click the **Image Map Editor** button. This opens the Image Map Editor window.
3. To create an area:
    a. At **Select Area Shape**, select either **Rectangle** or **Circle**.
    b. Click the **New Area** button. This displays a gray box defining the area.
    c. Move and resize the area as required. This updates the Define Area Properties fields for Left, Width, Top and Height.
    d. **Optional.** In the **URL** text box, enter the URL to open when a user clicks on this Area.
        i. At **Target**, select the target for the URL.
            - **Target**: No target is set and the link will open in the same window.
            - **New Window**: Will open a new window.

- **Parent Window**: If web page consists of frames, the link will open in the parent frame.
- **Same Window**: The link will open in the same window.
- **Browser Window**: The link will open in the same window.
- **Search Pane**:
- **Media Pane**:

e. In the **Alt Text** text box, enter the text to be displayed for this area.

f. Click the **Update Area** button.

4. Repeat Step 3 to add additional areas.
5. These additional editing options are available:
   - To edit an existing area, click on it in the preview window, edit the properties as required and then click the **Update Area** button.
   - To remove an area, click the **Remove Area** button.
   - To remove all areas, click the **Remove All** button.
6. Click **OK** to save.

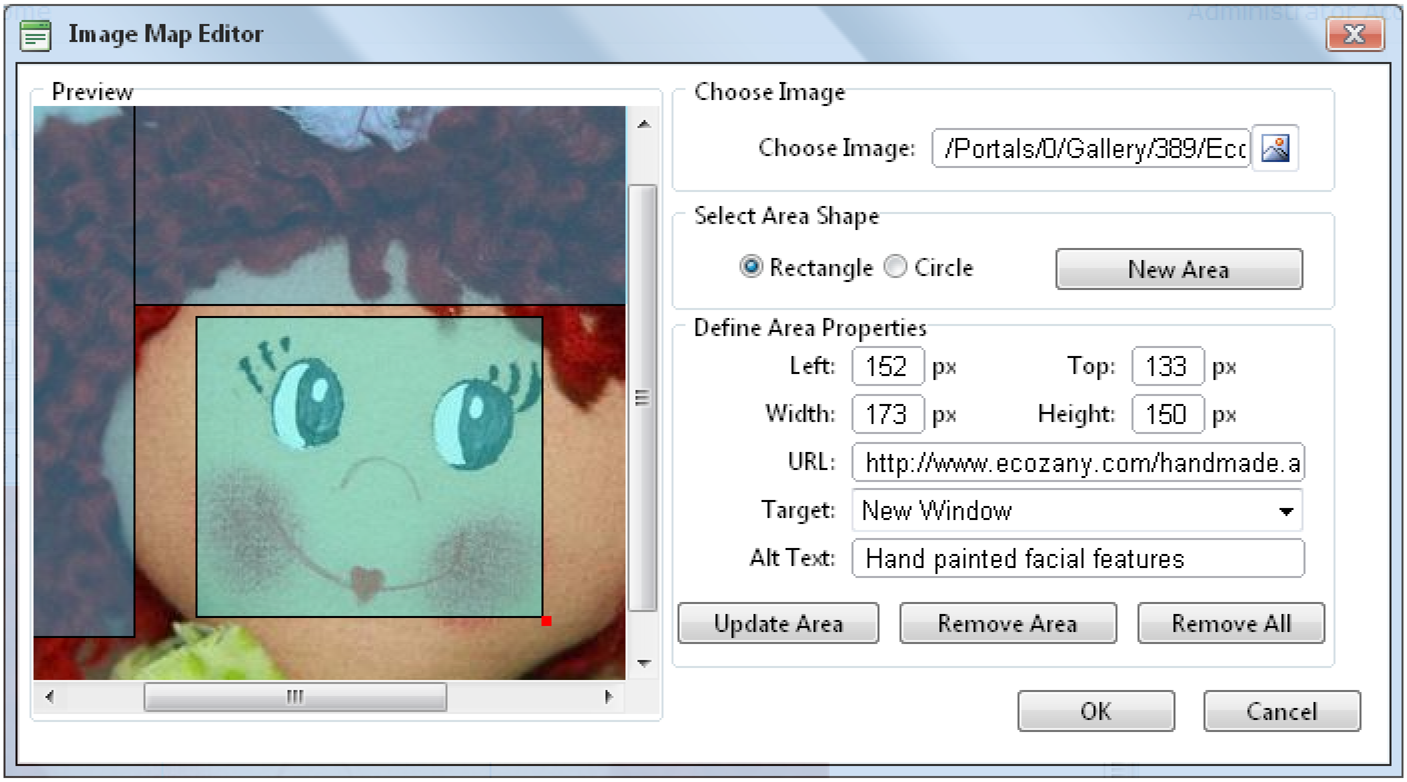


Creating an Image Map

Editing an Image Map

How to edit an image map using the TelerikEditorProvider for the RTE.

1. Select the mapped image.
2. Click the **Image Map Editor** button in the toolbar - OR - Right click on the image and then select **Image Map Editor** from the drop down list. This opens the Image Map Editor window.
3. Add, edit/update and delete mapped areas as required. See See "Creating an Image Map"
4. Click the **OK** button to save.



Creating an Image Map

Editing an Image

How to edit an image inserted in the TelerikEditorProvider for the RTE.

1. Select the image to be edited.
2. Right-click on the image.
3. Select **Properties...** from the drop down list.
   - To change the image: At **Image Src**, click the **Image Manager** button and then locate and select the new image.
   - Modify any other properties as required. See See "Setting Image Properties"
4. Click the **OK** button to confirm.

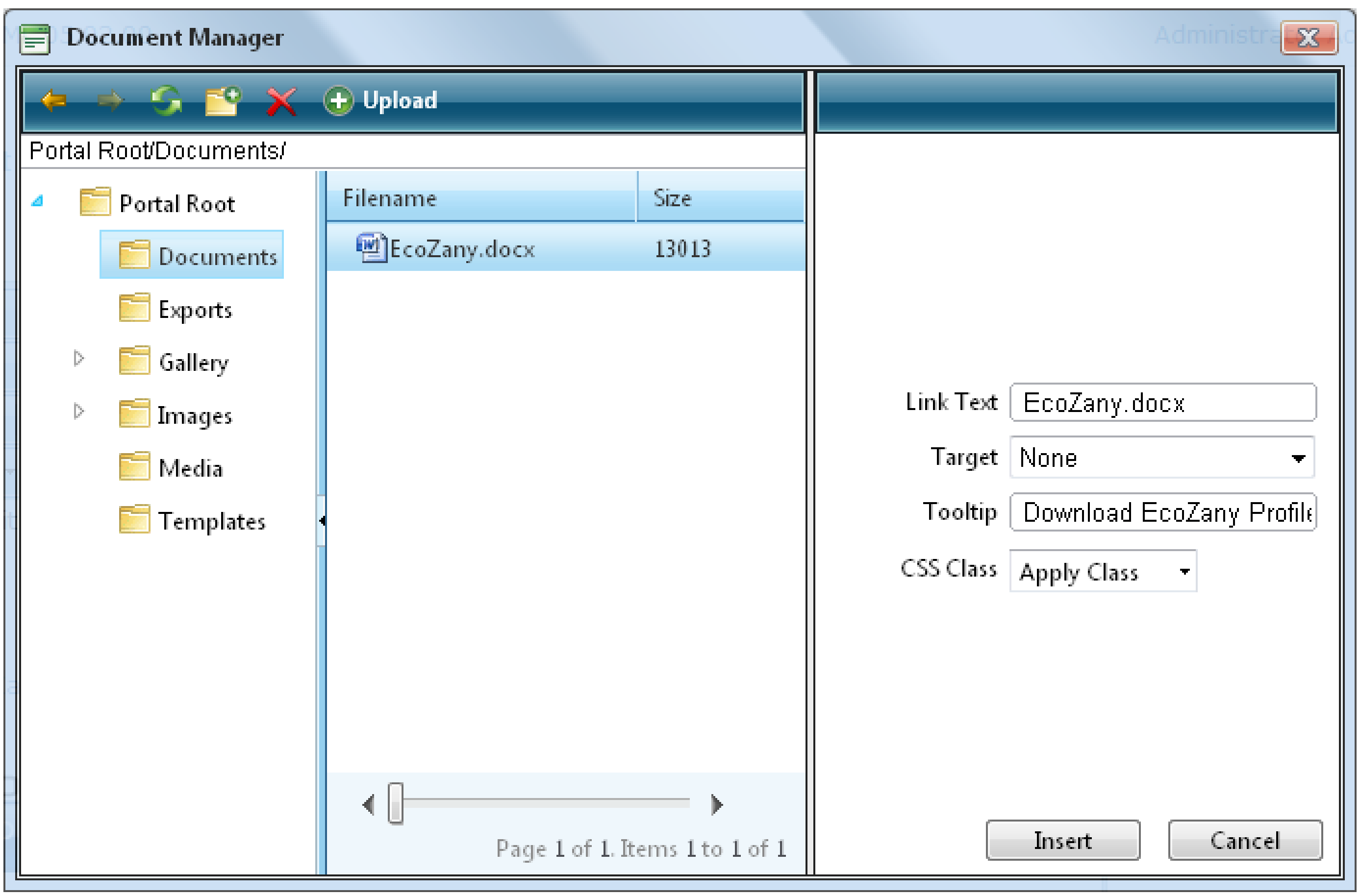
Tip: The new image will inherit the properties of the previous image.

Inserting a Document

How to insert a document using the TelerikEditorProvider for the RTE.

1. Click the **Document Manager** button. This opens the Document Manager.
2. Navigate to and select the required document. See See "Using the Resource Manager"
3. **Optional.** In the **Link Text** text box, modify the text associated with this document. The filename is used by default.
4. **Optional.** At **Target** select the target window for this link.
5. **Optional.** In the **Tooltip** text box, enter a tool tip to be displayed when a user places their mouse over this link.
6. **Optional.** At **CSS Class**, select a class for the document link.
7. Click the **Insert** button.

Tip: Additional document properties are available. See See "Setting Document Properties"



Inserting a Document

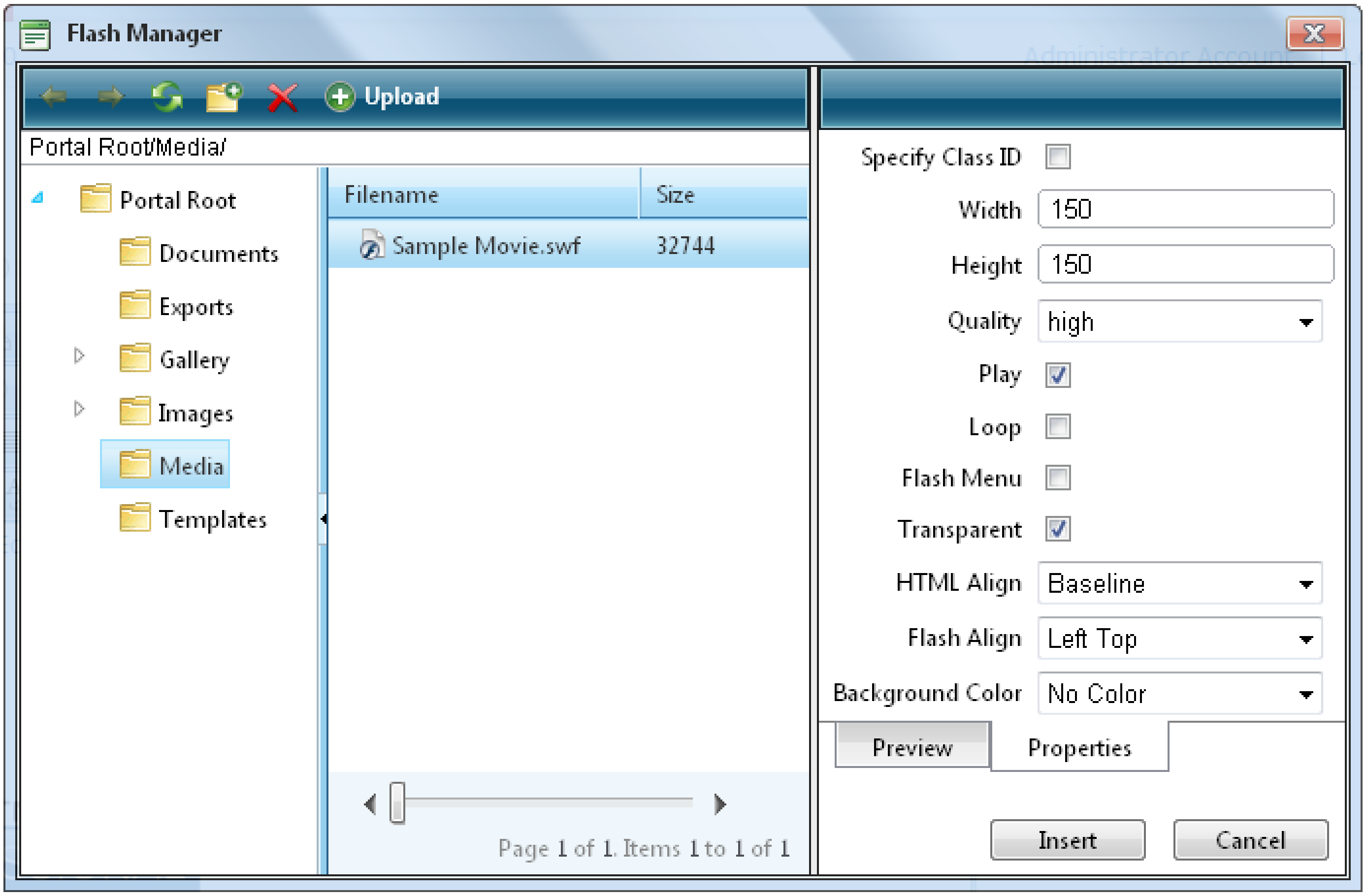
Inserting Flash

How to insert Flash media using the TelerikEditorProvider for the RTE.

1. Click the **Flash Manager** button. This opens the Flash Manager.
2. Navigate to and select the required Flash. See See "Using the Resource Manager"
3. **Optional.** Click the **Properties** tab and set the properties.
   a. At **Specify Class ID**, select from these options:
      - Check the check box to set a class for this media. This reveals the Class ID text box.
         i. In the **Class ID** text box, enter the name of the CSS class to be applied to this Flash.
         ii. Uncheck the **Specify Class ID** check box to hide the Class ID field and ensure all other fields can be set.
      - Uncheck the check box to use the default class.

   b. In the **Width** text box, enter a pixel value to set the Flash width. Leave this field blank to use the width defined by the Flash.
   c. In the **Height** text box, enter a pixel value to set the Flash height. Leave this field blank to use the height defined by the Flash.
   d. At **Quality**, select High, Medium or Low as the quality of the Flash.
   e. At **Play**, check the check box to auto play the Flash - OR - Uncheck the check box if the user must select to play the Flash.
   f. At **Loop**, check the check box to automatically loop the Flash movie repeated - OR - Uncheck the check box if the user must select to replay the Flash.
   g. At **Flash Menu**, check the check box to display the Flash menu - OR - Uncheck the check box to hide it.
   h. At **Transparent**, check the check box for a transparent background - OR - Uncheck the check box to disable.
   i. At **HTML Align**, select the HTML alignment.
   j. At **Flash Align**, select the Flash alignment.
   k. At **Background Color**, select **No Color** for no background color or select a color from the drop down list.
4. Click the **Insert** button.

Tip: You cannot edit the properties of Flash once it has been inserted. To modify Flash, simply delete it and reinsert it with the required properties.

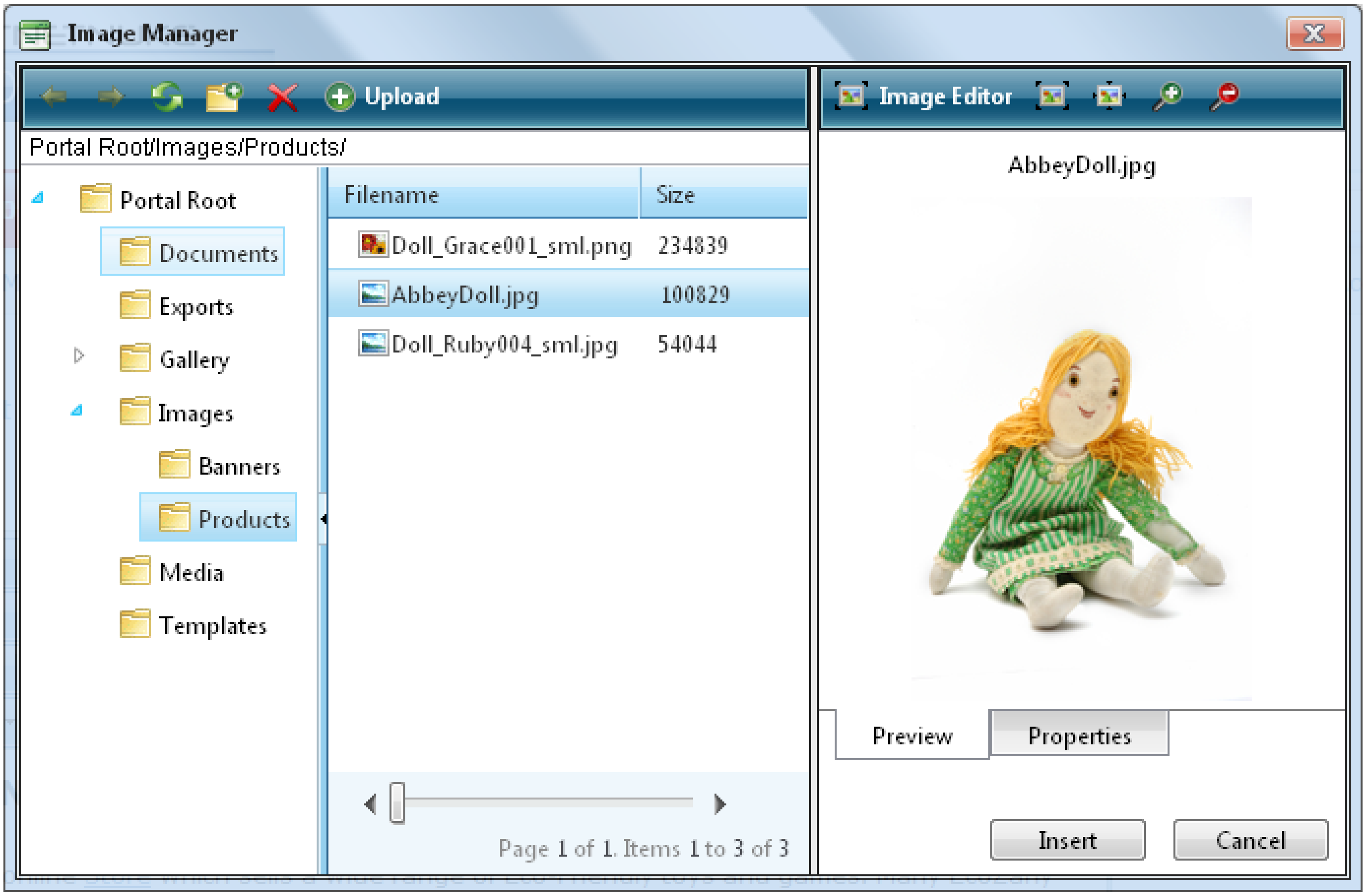


Inserting Flash

Inserting Images

How to insert an image using the TelerikEditorProvider for the RTE.

1. Select  Insert Media
2. Click the **Image Manager** (CTRL + G)  button. This opens the Image Manager.
3. Navigate to and select the required image. See See "Using the Resource Manager"
4. **Optional.** Use the **Best Fit**, **Actual Size**, **Zoom In** and **Zoom Out** buttons to modify the pre-viewed image - these changes cannot be saved.
5. **Optional.** Click the **Image Editor** button to edit the way the image is displayed. See See "Working with the Image Editor"
6. **Optional.** Click the **Properties** tab and set image properties. See See "Setting Image Properties"
7. Click the **Insert** button.



Inserting Media

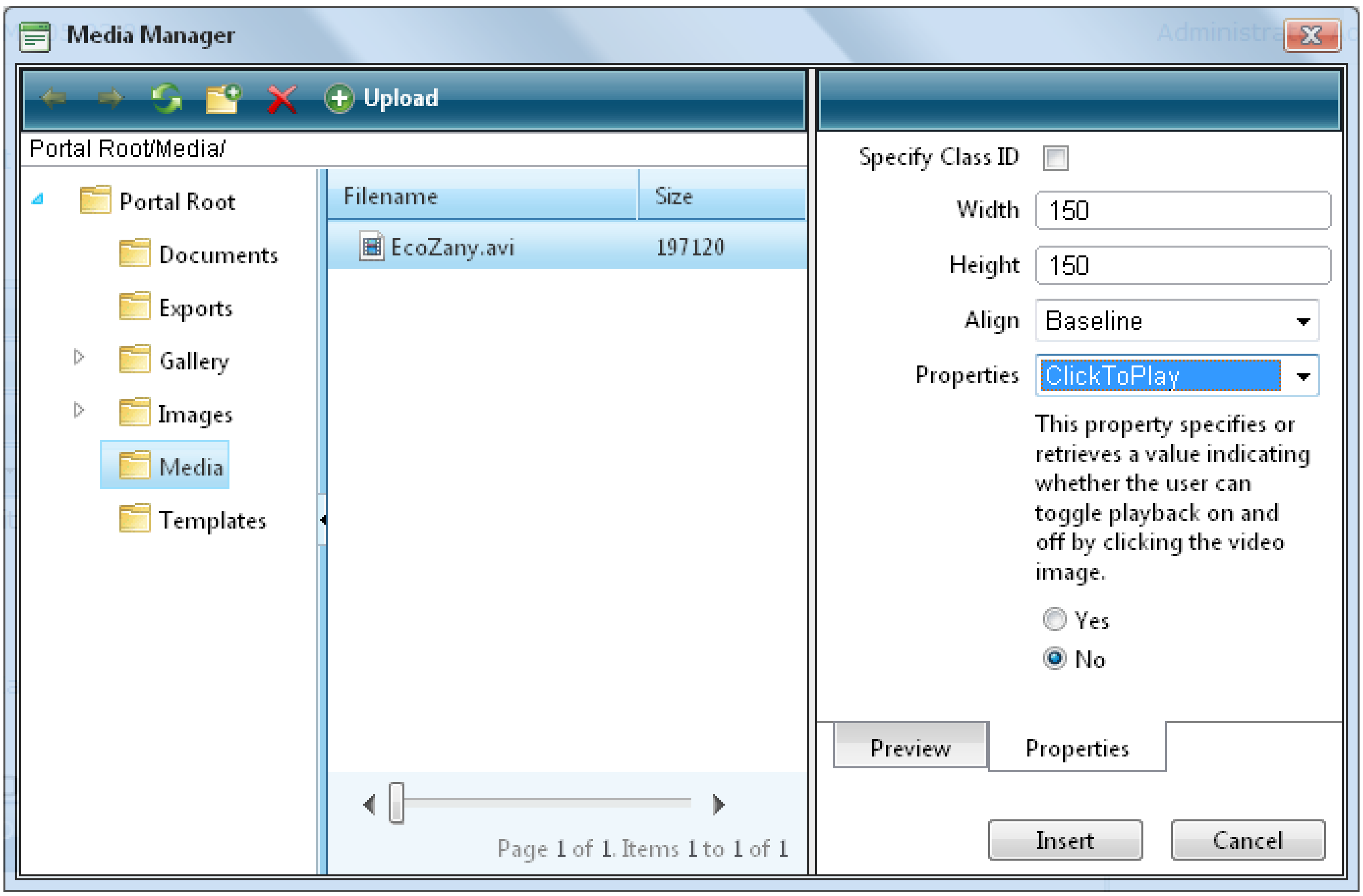
How to insert media (such as sound and movie files) using the TelerikEditorProvider for the RTE.

1. Click the **Media Manager** button. This opens the Media Manager.
2. Navigate to and select the required media. See See "Using the Resource Manager"
3. **Optional.** Click the **Properties** tab and set the properties.
   a. At **Specify Class ID**, select from these options:
      - Check the check box to set a class for this media. This reveals the Class ID text box.
         i. In the **Class ID** text box, enter the name of the CSS class to be applied to this Flash.
         ii. Uncheck the **Specify Class ID** check box to hide the Class ID field and ensure all other fields can be set.
      - Uncheck the check box to use the default class.

b. In the **Width** text box, enter the pixel value to set the media width. Leave blank to use the actual media size.
c. In the **Height** text box, enter the pixel value to set the media height. Leave blank to use the actual media size.
d. At **Align**, select the alignment.
e. At **Properties** select a property to view more information on that property and select **Yes** or **No** as required. Repeat for each property as required.

4. Click the **Insert** button.

Tip: You cannot edit the properties of media once it has been inserted. To modify media, simply delete it and reinsert it with the required properties.



Inserting Media

Setting Document Properties

How to set/edit the optional properties of documents inserted using the TelerikEditorProvider for the RTE.

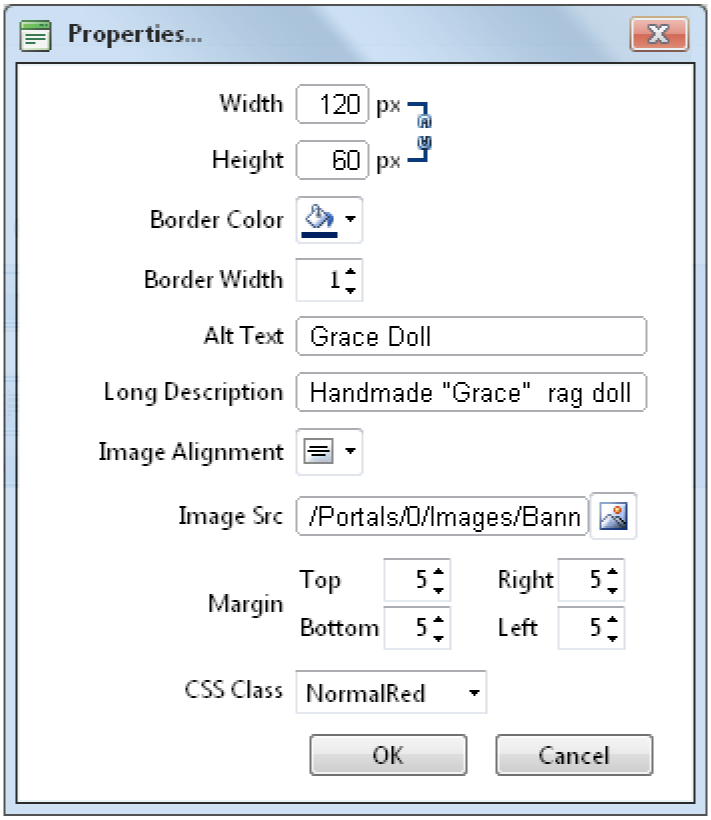
1. Insert the document.
2. Right-click on the document and click the **Properties...** button from the drop down list. This opens the Hyperlink Manager.
3. Edit the link as required.
4. Click the **OK** button to confirm.

Setting Image Properties

How to set the optional properties of an image using the Image Manager of the TelerikEditorProvider for the RTE.

1. If the image has already been inserted, right-click on the image and select the **Properties...** button. Alternatively, if you are currently adding the image, click on the **Properties** tab of the Image Manager.
2. Click the **Lock Ratio** / **Unlock Ratio** button to unlock or lock the width/height ratio at any time. Unlocking the ratio enables the width and/or height to be modified independently.
3. In the **Width** text box, enter the width in pixels which the image will be displayed as.
4. In the **Height** text box, enter the height in pixels which the image will be displayed as.
5. At **Border Color**, click the **Color Picker** button and select the border color. Note: A Border Width must be entered to display the border.
6. In the **Border Width** text box, enter the pixel width for the border - OR - use the **Increase** and **Decrease** arrows.
7. In the **Alt Text** text box, enter the alternative text for this image.
8. In the **Long Description** text box, enter the long description for this image.
9. At **Image Alignment**, click the **Alignment Selector** button and select the alignment for this image.
10. At **Margin**, set any of these fields:
    a. In the **Top** text box, enter a pixel value or use the **Increase** and **Decrease** arrows to set the top margin.
    b. In the **Bottom** text box, enter a pixel value or use the **Increase** and **Decrease** arrows to set the bottom margin.
    c. In the **Right** text box, enter a pixel value or use the **Increase** and **Decrease** arrows to set the right margin.
    d. In the **Left** text box, enter a pixel value or use the **Increase** and **Decrease** arrows to set the left margin.

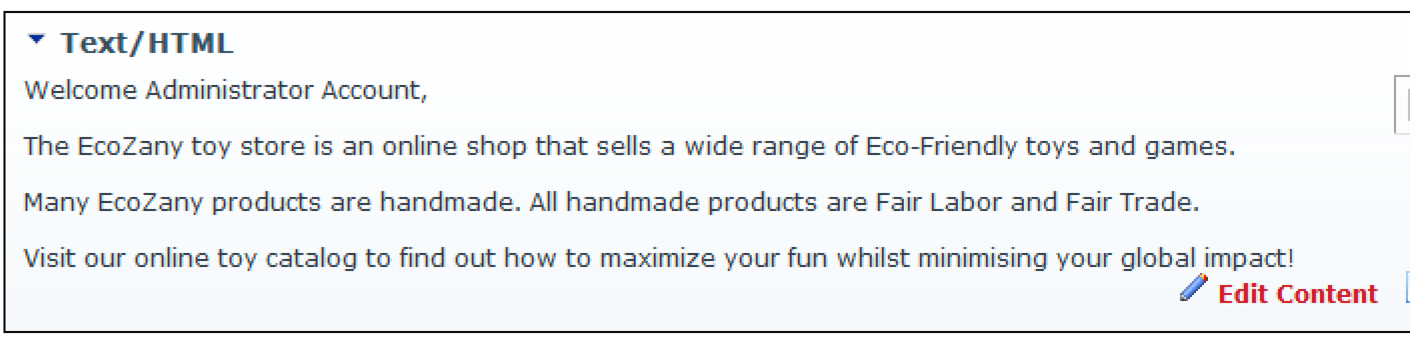
11. At **CSS Class**, select a class for this image.
12. Click the **OK** button.



Setting Image Properties

Troubleshooting: Image Not Displaying

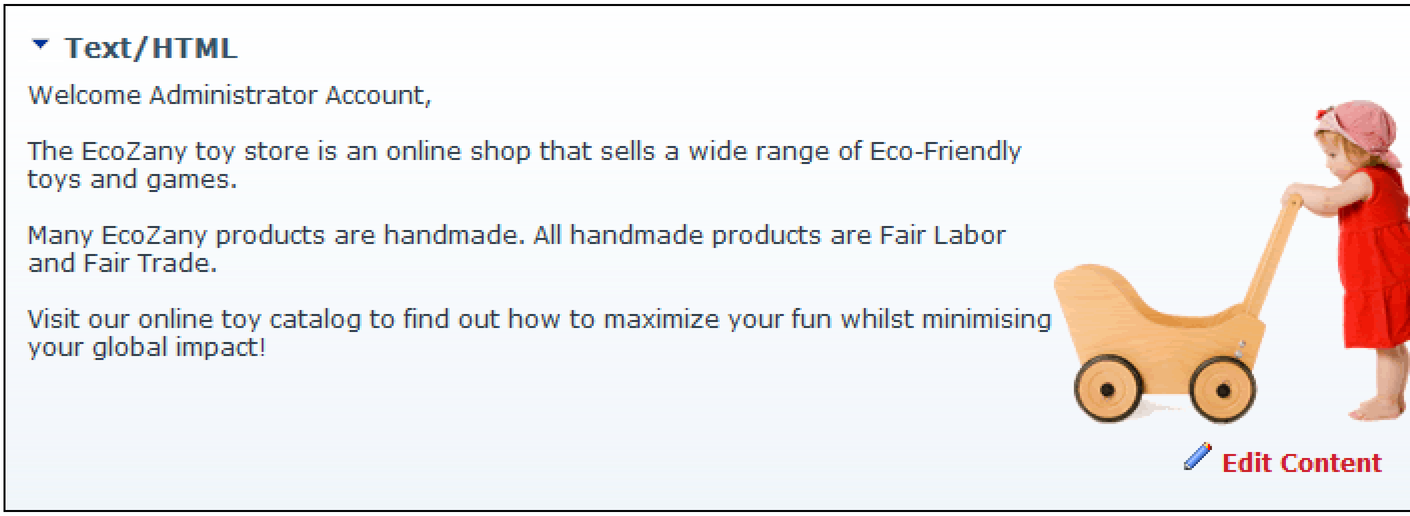
Some images may not display in the Editor.



This can occur if the image is set as hidden.

1. Remove the Hidden property from the image. See "Setting the Hidden Property of a File"
2. Return to the module to see if the image is displaying. You may need to Refresh (Hold down the Shift key and strike the F5 key) the page to see the changes.

This can also occur if module caching is set for too longer period. In this case, extend the caching time as required. See "Configuring Cache Settings for a Module"



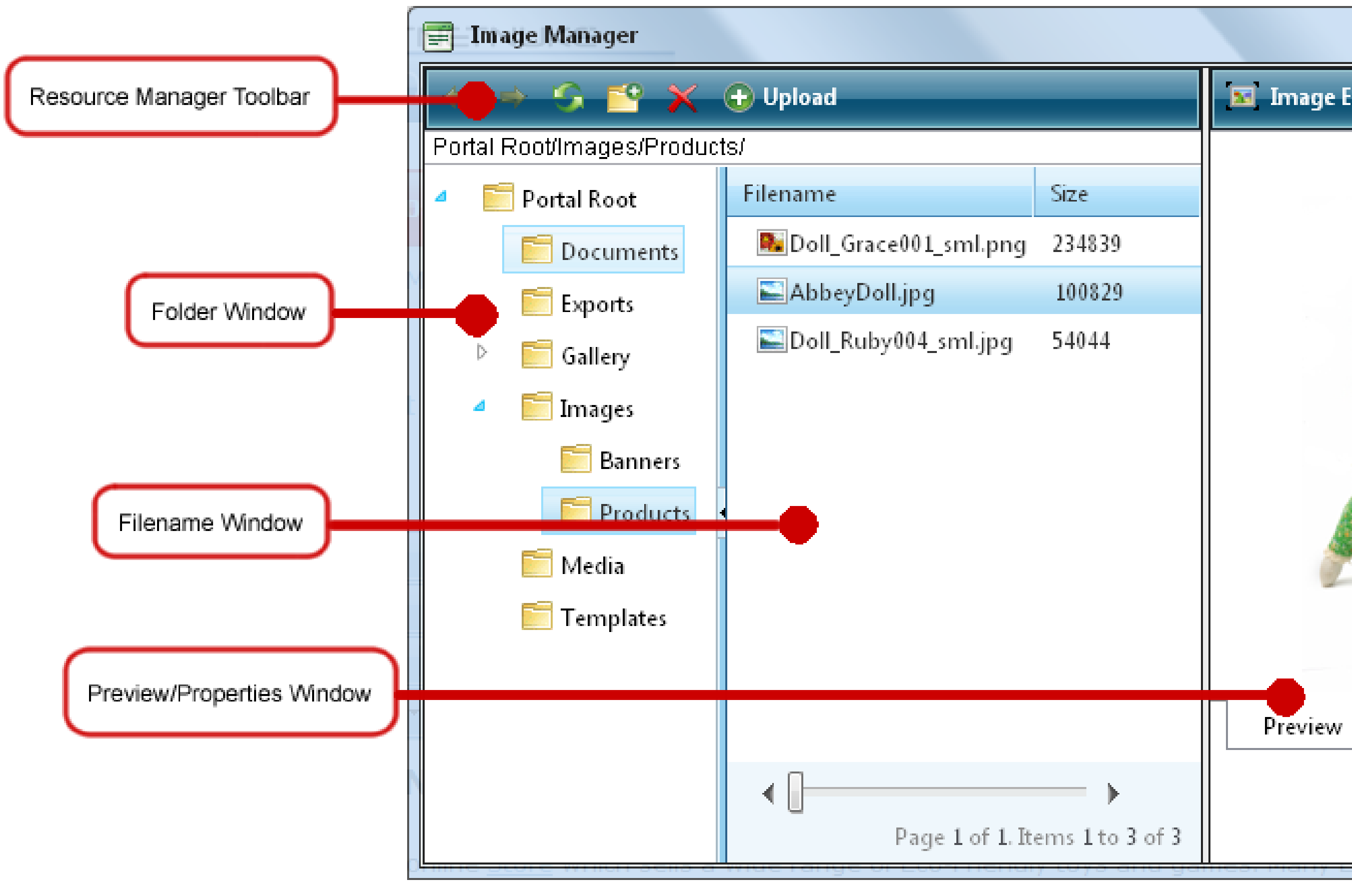
Troubleshooting: Image Not Displaying in HTML Module

Using the Resource Manager

How to navigate to, select or manage folders and files using the Resource Manager provided with the TelerikEditorProvider for the RTE. The Resource Manager is commonly used for the Image Manager, Document Manager, Flash Manager, Media Manager and Template Manager tools of the RadEditor.

Note: Access to some tools is restricted by role.

The Resource Manager consists of the following toolbar and windows: Resource Manager Toolbar, Folder Window, Filename Window, Preview/Properties Window.



Resource Manager Toolbar

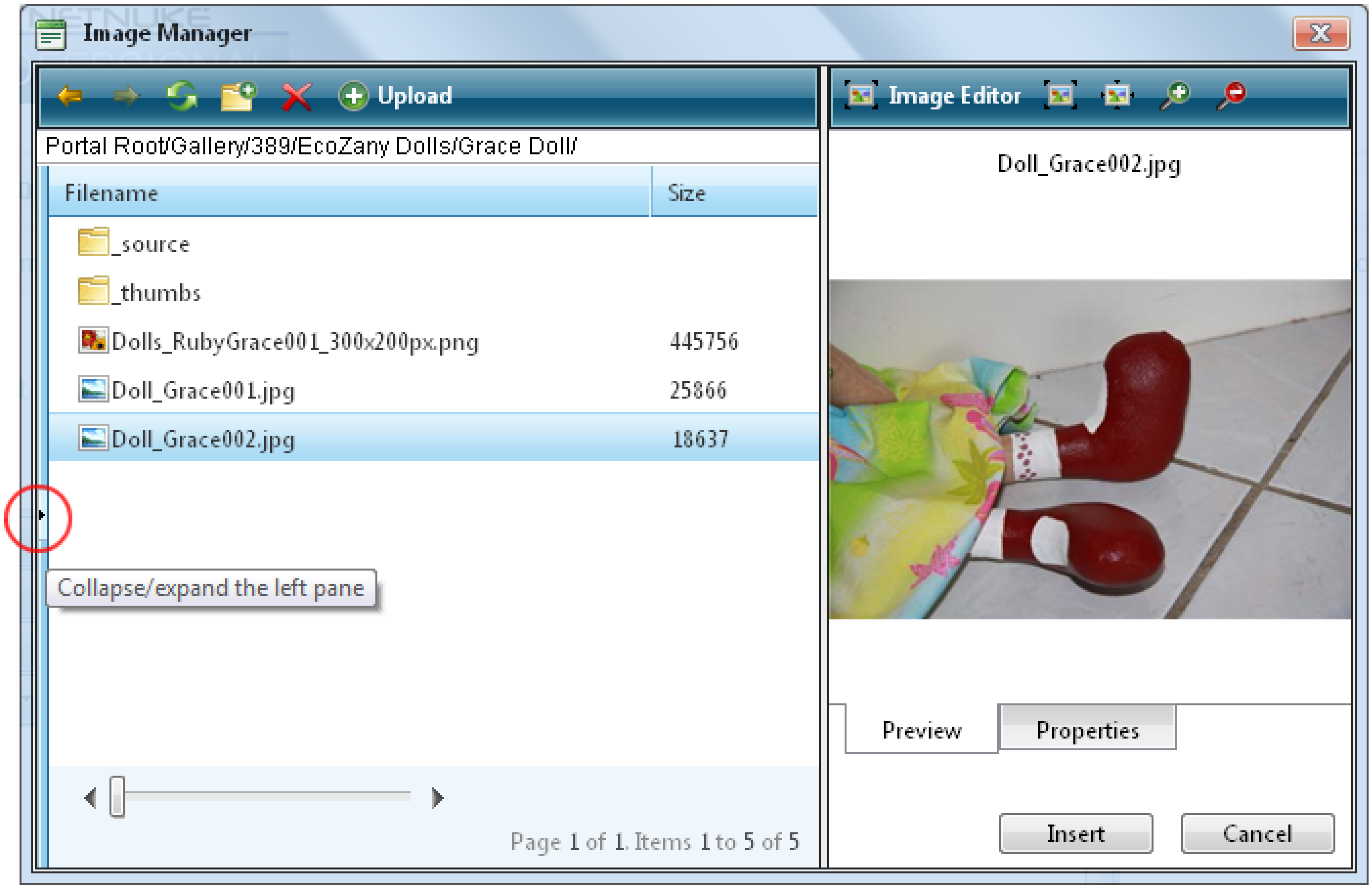
Tool	Icon	Description
Back		Go back by one folder in the Folders window.
Forward		Move forward by one folder in the Folders window.
Refresh		Refresh to retrieve newly updated files.
New Folder		In the Folders window, select the parent folder and then click the **New Folder**  button.
Delete		1. Select the image or folder to be deleted and then click the **Delete** button. This displays the message "Are you sure you want to delete the selected file? The selected file may be in use. If deleted, some pages will not be displayed properly.

Tool	Icon	Description
		Press "OK" to confirm deletion." 2. Click the **OK** button to confirm.
Upload		In the Folders window, select the folder where the file will be uploaded to and then click the **Upload**  button.

Folder Window: This window displays the folders of the File Manager using a hierarchical tree structure. Select a folder to view its sub-folders and/or files in the Filename Window. Folders can be moved by dragging into a different folder. Right click a folder to perform Delete, Rename, New Folder or Upload.

Filename Window: Displays a list of the folders and/or files within the selected folder. Select a file to view a preview and/or properties information in the Preview/Properties Window. Files can be moved by dragging into a different folder. Right click an image or folder to perform Delete, Rename, New Folder or Upload.

Tip: Click the **Collapse/Expand the left pane** button to hide/show the Folder Window. This is useful once you have navigated to the required folder as it provides additional space to view files details.



Preview/Properties Window: Displays a preview and/or properties of the selected file. Properties can be modified as required.

Working with the Image Editor

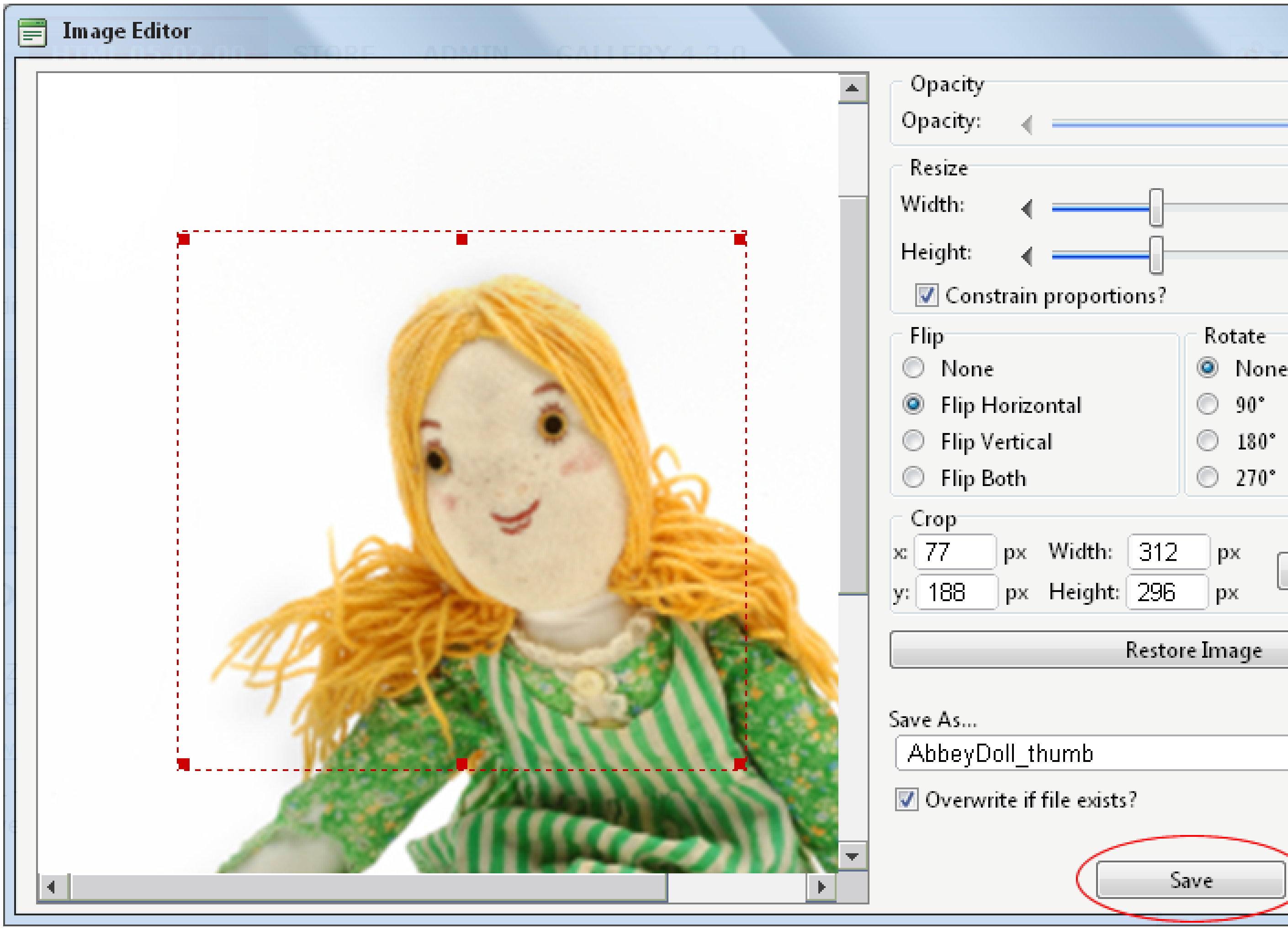
How to use the Image Editor tool in the Image Manager of the TelerikEditorProvider for the RTE. This topic assumes you are currently inserting a new image. See "Inserting Images"

1. Click the **Image Editor**  button. This opens the Image Editor.
2. Select from these editing options:
    a. At **Opacity**, drag the slider to the preferred percentage (%) - OR - Enter the opacity percentage into the **%** text box.
    b. In the **Resize** section:
        i. At **Constrain proportions?** check ☑ the check box to lock the width/height ratio - OR - Uncheck ☐ the check box to allow the width and height to be modified independently.

        ii. At **Width** and/or **Height**, drag the slider to the preferred image size - OR - Click the Decrease and Increase buttons. The pixel size is displayed in the respective **Px** text boxes to the right.

    c. At **Flip**, select a direction to flip the image from these options: **None**, **Flip Horizontal**, **Flip Vertical**, or **Flip Both**.
    d. At **Rotate**, select from **None**, **90°**, **180°**, or **270°**.
    e. At **Crop**, click the **Enable Crop** button. This displays a red box which defines the area to be cropped. You can now define the area to be cropped:
        i. In the **X** and **Y** text boxes, enter the X (vertical) and Y (horizontal) coordinates for the crop area.
        ii. In the **Width** and **Height** text boxes, enter the width and height in pixels for the crop area.

3. In the **Save As...** text box, a new name for this edited image is displayed. It is in the format of file-name_thumb. Modify this name as desired. Tip: Remove the _thumb from the file name to override the original file. The image will be saved as a .jpg extension file.
4. At **Overwrite If File Exists?**, check the check box to overwrite a file that exists with the name entered in the **Save As...** text box - OR - Uncheck the check box if you don't want to override an existing file. This enables warning message if the filename already exists.
5. Click the **Save** button.



Troubleshooting. If the message "A file with a name same as the target already exists!" is displayed, this is preventing you from overwriting an existing image. Repeat Steps 4 and 6.

Tip: When Cropping an image drag and resize the crop area on the preview image.

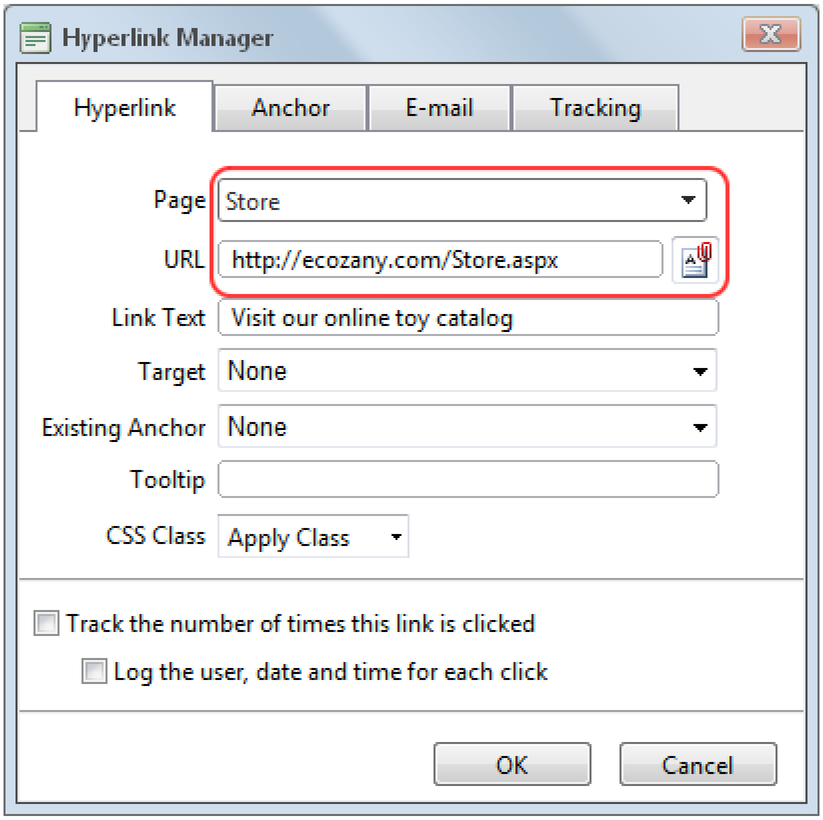
Managing Links and Anchors

Adding a Page Link

How to insert a link to a page within this site using the TelerikEditorProvider for the RTE.

1. Highlight the text/object for the link - OR - Place you cursor where you want to insert the link.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager with the Hyperlink tab selected.

3. At **Page**, select the page for this link from the drop down list. This displays the URL of the selected page in the **URL** field below. Note: Disabled pages appear in the list, however they cannot be selected.



4. The following **optional** setting are available:
   a. In the **Link Text** text box, edit the linked text. Note: This field is not displayed when adding a link to an image.
   b. At **Target**, select the target window for this link. The default option is **None** which opens the link in the current window.
   c. In the **Tooltip** text box, enter a tool tip to be displayed when a user places their mouse over this link.
   d. At **CSS Class**, select a class for the link - OR - Select **Clear Class** to use the default class.
   e. Check ☑ the **Track the number of times this link is clicked** check box to enable Link Tracking for this link. The link must be saved before you can view the Tracking tab where tracking information is displayed.
      i. Check ☑ the **Log the user, date and time for each click** check box to also enable the Link Log.

5. Click the **OK** button.

Related Topics:

- See "Viewing a Link Log Report"

Adding a URL Link

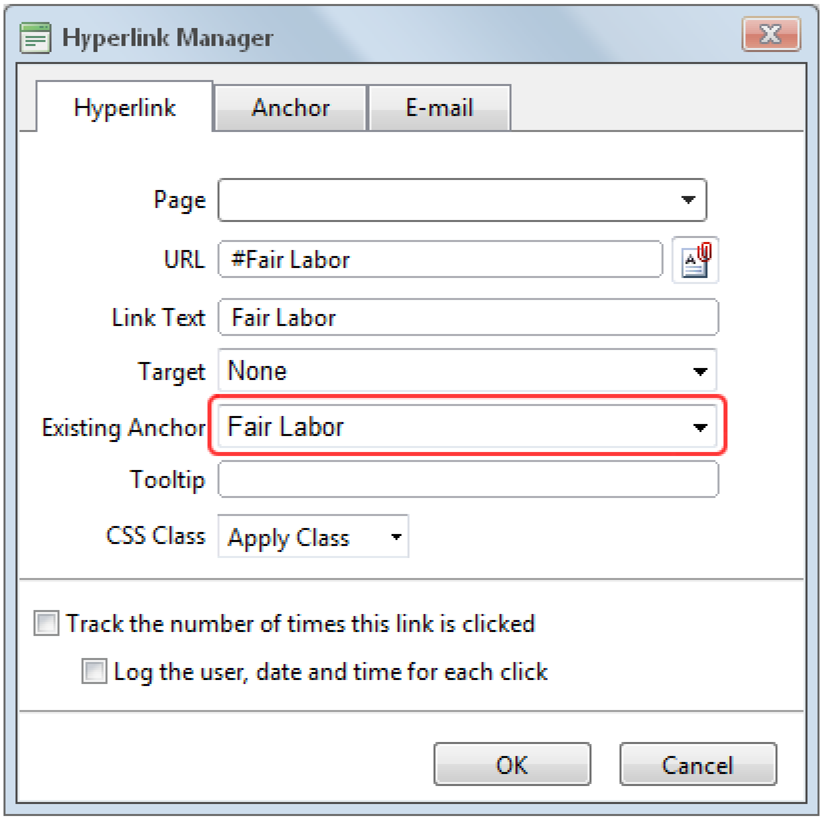
How to insert a link to a URL located on another web site using the TelerikEditorProvider for the RTE.

1. Highlight the text/object for the link - OR - Place you cursor where you want to insert the link.
2. Click the **Hyperlink Manager** (CTRL + K) button. This opens the Hyperlink Manager with the Hyperlink tab pre-selected.
3. In the **URL** text box, enter the URL address for this link.
4. **Optional.** At **Track Clicks**, check the check box to track the number of clicks on this link - OR - Uncheck the check box to disable link tracking. Enabling this option will update the URL displayed in the URL field above.
5. In the **Link Text** text box, enter/edit the text for this link. If you highlighted text at Step 1, then this field will be pre-populated with that text. Note: This field is not displayed when adding a link to an image.
6. **Optional.** At **Target**, select the target window for this link.
7. **Optional.** In the **Tooltip** text box, enter a tool tip to be displayed when a user places their mouse over this link.
8. **Optional.** At **CSS Class**, select a class for the link - OR - Select **Clear Class** to use the default class.
9. Click the **OK** button.

Adding an Anchor Link

How to create a link to an anchor using the TelerikEditorProvider for the RTE.

1. Highlight the text/object to be linked to the anchor.
2. Click the **Hyperlink Manager** (CTRL + K) button. This opens the Hyperlink Manager.
3. At **Existing Anchor**, select the anchor name. This displays the anchor **URL** in the **URL** field. E.g. #Fair Labor



4. The following **optional** settings are available:
   a. In the **Link Text** text box, enter/edit the linked text as required.
   b. At **Target**, select the target for this link - OR - Select **None** to use the existing window.
   c. In the **Tooltip** text box, enter the text to be displayed when a user places their mouse over this link.
   d. At **CSS Class** select the CSS class to use.
   e. Check ☑ the **Track the number of times this link is clicked** check box to enable Link Tracking for this link. The link must be saved before you can view the Tracking tab where tracking information is displayed.
      i. Check ☑ the **Log the user, date and time for each click** check box to also enable the Link Log.
5. Click the **OK** button.

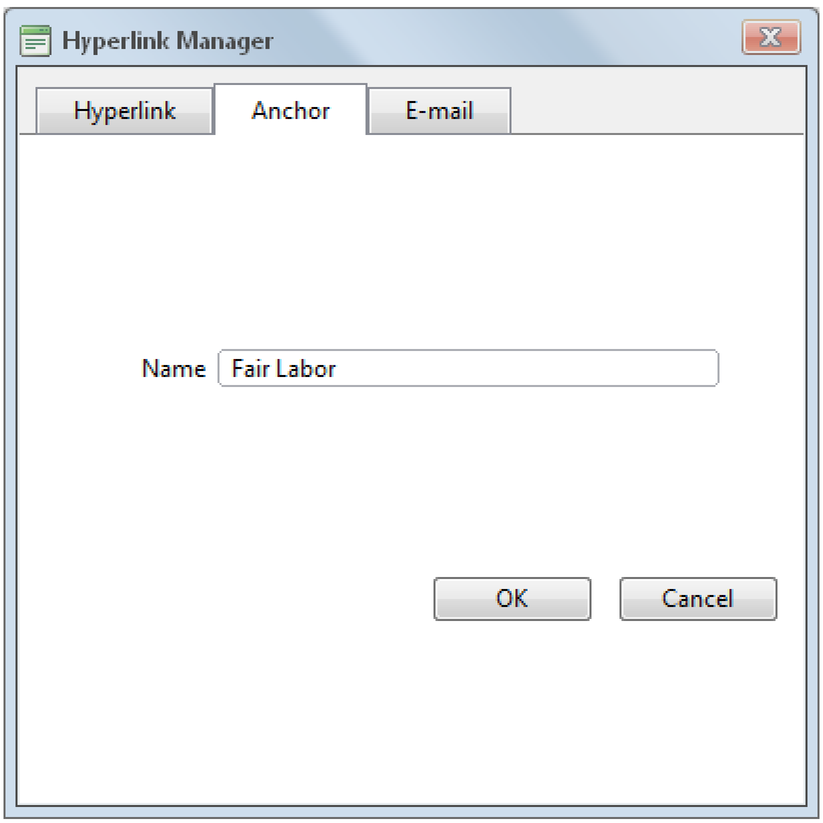
Related Topics:

- See "Adding an Anchor"

Adding an Anchor

How to create an anchor using the TelerikEditorProvider for the RTE. An anchor is a location within this content which can be linked to using the Hyperlink Manager. Note Links to this anchor can only be created in this instance of this module.

1. Place your cursor where you want to insert the anchor - OR - Highlight some text or an object to add an anchor to it. Note: Text may display link formatting even though there is no link.
2. Click the **Hyperlink Manager** (CTRL + K)  button. This opens the Hyperlink Manager.
3. Select the **Anchor** tab.
4. In the **Name** text box, enter an anchor name.



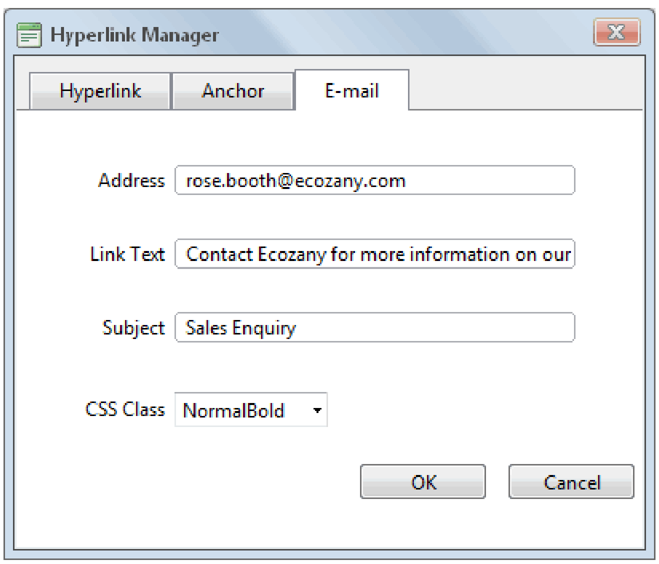
5. Click the **OK** button.

Adding an Email Link

How to add an email link to text or an image using the TelerikEditorProvider for the RTE. Clicking the link opens the user's email program with the selected email address in the Send To field.

Tip: If you type an email address with a recognized extension directly into the Editor it will automatically add a "send to" link to the address.

1. Highlight the text/object for the link - OR - Place you cursor where you want to insert the link.
2. Click the **Hyperlink Manager** (CTRL + K) button. This opens the Hyperlink Manager.
3. Select the **E-mail** tab.
4. In the **Address** text box, enter the email address. If you have selected a recognized email address it will be displayed here.
5. In the **Link Text** text box, enter the text for this link. Note: This field is not displayed when adding a link to an image.
6. In the **Subject** text box, enter a subject which will populate the subject field of the email message.
7. **Optional.** At **CSS Class**, select a class for the link - OR - Select **Clear Class** to use the default class.
8. Click the **OK** button.



Adding an Email Link

Deleting a Link

How to remove a link from the TelerikEditorProvider for the RTE.

Option One:

1. Select the linked text or object.
2. Click the **Remove Link** (CTRL + SHIFT + K) button.

Option Two:

1. Right-click on the linked text or object.
2. Select **Remove Link** from the drop down list. This opens the Hyperlink Manager.

Deleting an Anchor

How to delete an anchor (bookmark) from the TelerikEditorProvider for the RTE.

Option One: Use this option when the anchor has been created by first selecting text or an object.

1. Select the linked text or object.
2. Click the **Remove Link** (CTRL + SHIFT + K) button.

Option Two: Use this option when the anchor has been added to the editor by placing the cursor in a location.

1. Select the **HTML** tab.
2. Locate and delete the anchor HTML that looks something like name="anchor name"

Editing a Link

How to edit a link in the TelerikEditorProvider for the RTE.

Option One:

1. Select the linked text or object.
2. Click the **Hyperlink Manager** (CTRL + K) button. This opens the Hyperlink Manager.
3. Edit the link as required. For more details on the available fields, See "Adding an Email Link", See "Adding a Page Link" or See "Adding a Page Link".

Option Two:

1. Right-click on the linked text or object.
2. Select **Properties...** from the drop down list. This opens the Hyperlink Manager.
3. Edit the link as required. For more details on the available fields,See "Adding an Email Link", See "Adding a Page Link" or See "Adding a Page Link".
4. Click the **OK** button.

Editing an Anchor

How to edit an anchor using the TelerikEditorProvider for the RTE.

Option One:

1. Select the anchored text or object.
2. Click the **Hyperlink Manager** (CTRL + K) button. This opens the Hyperlink Manager.
3. Edit the anchor as required.
4. Click the **OK** button.

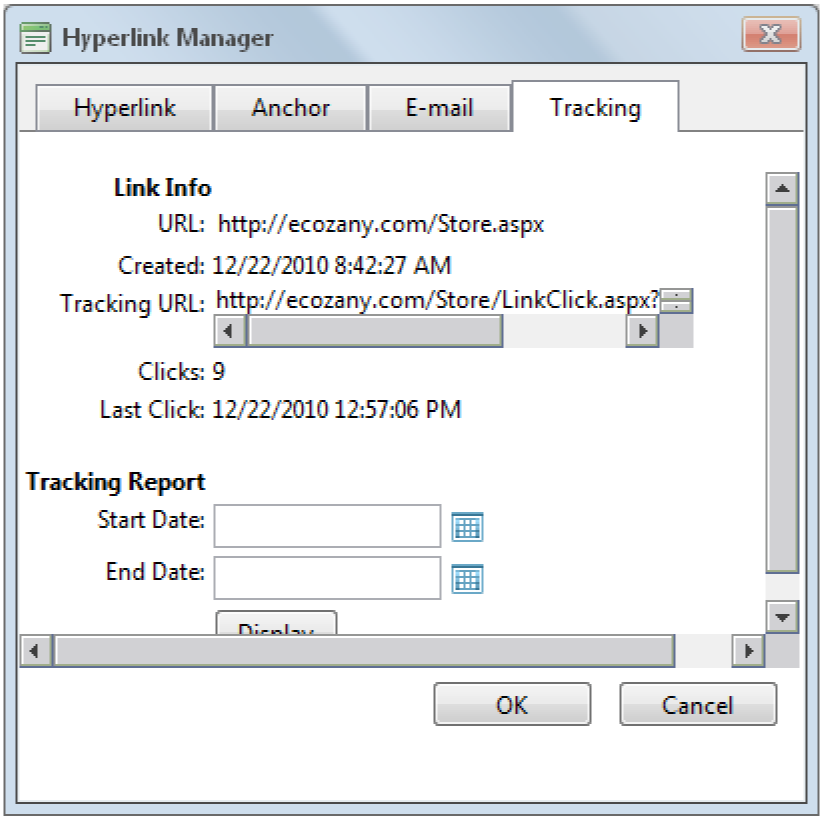
Option Two:

1. Right-click on the linked text or object.
2. Select **Properties...** from the drop down list. This opens the Hyperlink Manager.
3. Edit the anchor as required.
4. Click the **OK** button.

Viewing Link Tracking Report

How to view tracking information for a tracked link within the TelerikEditorProvider for the RTE. In additional the tracking report displays data for the selected date range.

1. Select the linked text or object, and then click the **Hyperlink Manager** (CTRL + K) button - OR - Right-click on the linked item and select **Properties...** from the drop down list. This opens the Hyperlink Manager with the Hyperlink tab selected.
2. Select the **Tracking** tab.
3. In the **Link Info** section, the following information is displayed:
   - **URL**: The URL for this link. E.g. http://ecozany.com/Store.aspx
   - **Created**: The date this link was created. 12/22/2010 8:42:27 AM
   - **Tracking URL**: The tracking URL for this link. E.g. http://-ecozany.com/LinkClick.aspx?link=63&tabid=41&mid=386
   - **Clicks**: The number of times this link has been clicked.
   - **Last Click**: The date and time when the link was last clicked.

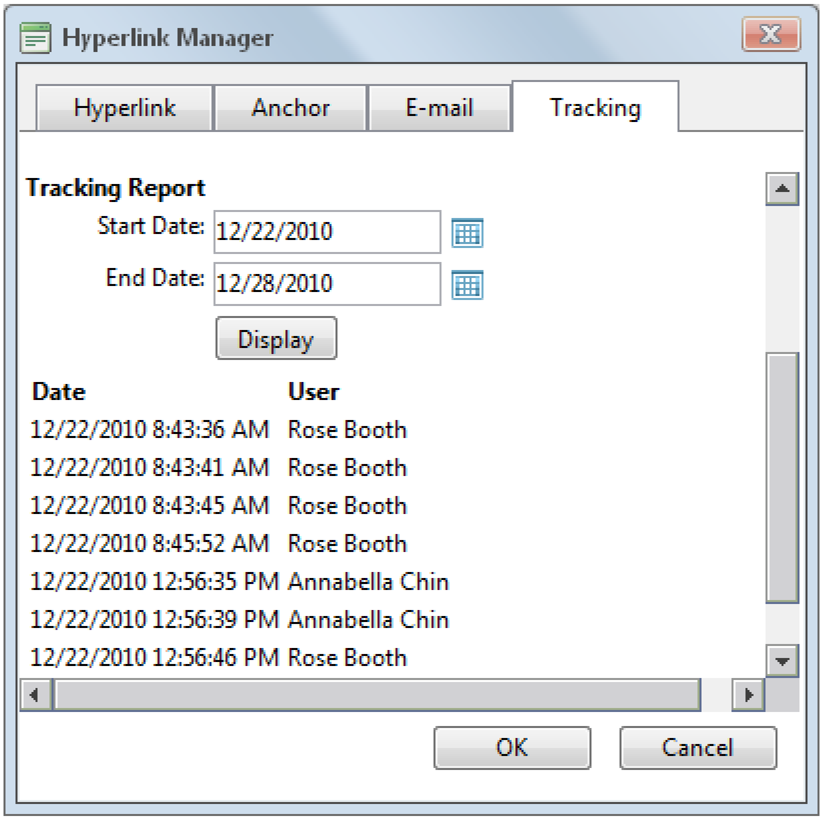


4. In the **Tracking Report** section, complete the following to view the report:

    1. At **Start Date,** click the **Calendar** button. This displays the current month with today's date highlighted. Select a new date if required. See See "Working with the Calendar""

    2. At **End Date,** click the **Calendar** button. This displays the current month with today's date highlighted. Select a new date if required.

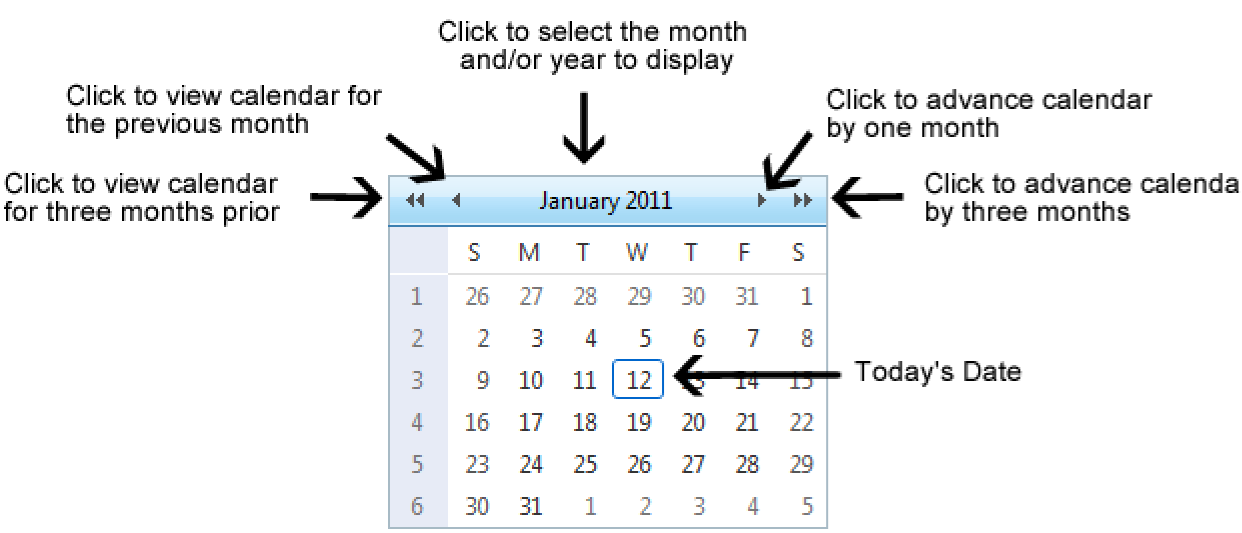
    3. Click the **Display** button. This displays the date and time when the link was clicked and the first and last name of authenticated users.



5. Click the **Cancel** button to close the Hyperlink Manager.

Working with the RADCalendar

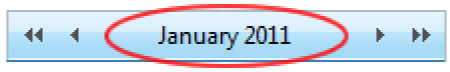
The RADCalendar is date selection tool which is used when viewing link tracking reports within the TelerikEditorProvider for the RTE.

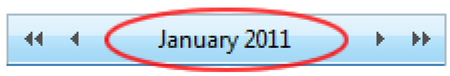


Selecting a Date

Step One - View the required Month/Year in Calendar

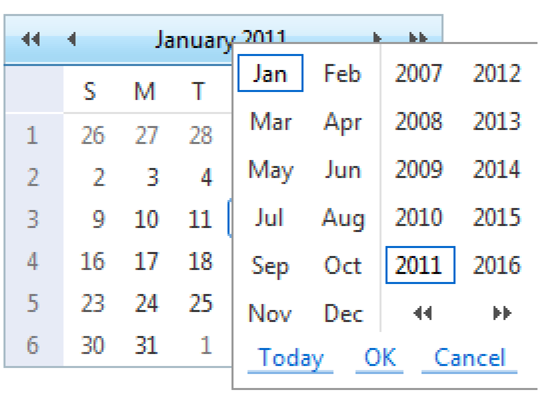
1. Click the **Calendar**  button. This opens the RADCalendar. Here's an overview of the date selection options available for the RADCalendar:

- **View Calendar for Another Month**:
  - Click the  button view calendar three months previous
  - Click the button to view calendar for the previous month
  - Click the button to advance the calendar by one month
  - Click the  button advance the calendar by three months
- **View Calendar for Today**:
  1. Click the **Month/Date** 

above the calendar.
  2. Click a month to view that month for the selected year.
  3. Click the Today link.
- **View Calendar for Another Month/Year**:
  1. Click the **Month/Date** 

above the calendar.
  2. Click a month to view that month for the selected year.
  3. Click a different year to view if required.
  4. **Optional.** If the required year is not displayed, then click either the **ll** or **rr** buttons below the displayed years. This displays the previous or next ten years respectively.
  5. Click the **OK** button to view the calendar for the selected month/year.

Tip: Click the Cancel link to cancel any selection and return to calendar.



Step Two - Selecting the Date

1. Click on a date in the calendar to select it. This closes the pop-up window and displays the selected date in the associated field.

Related Topics:

- See "Viewing Link Tracking Report"

Managing Tables

Deleting a Table

How to delete a table from the TelerikEditorProvider for the RTE.

Option One:

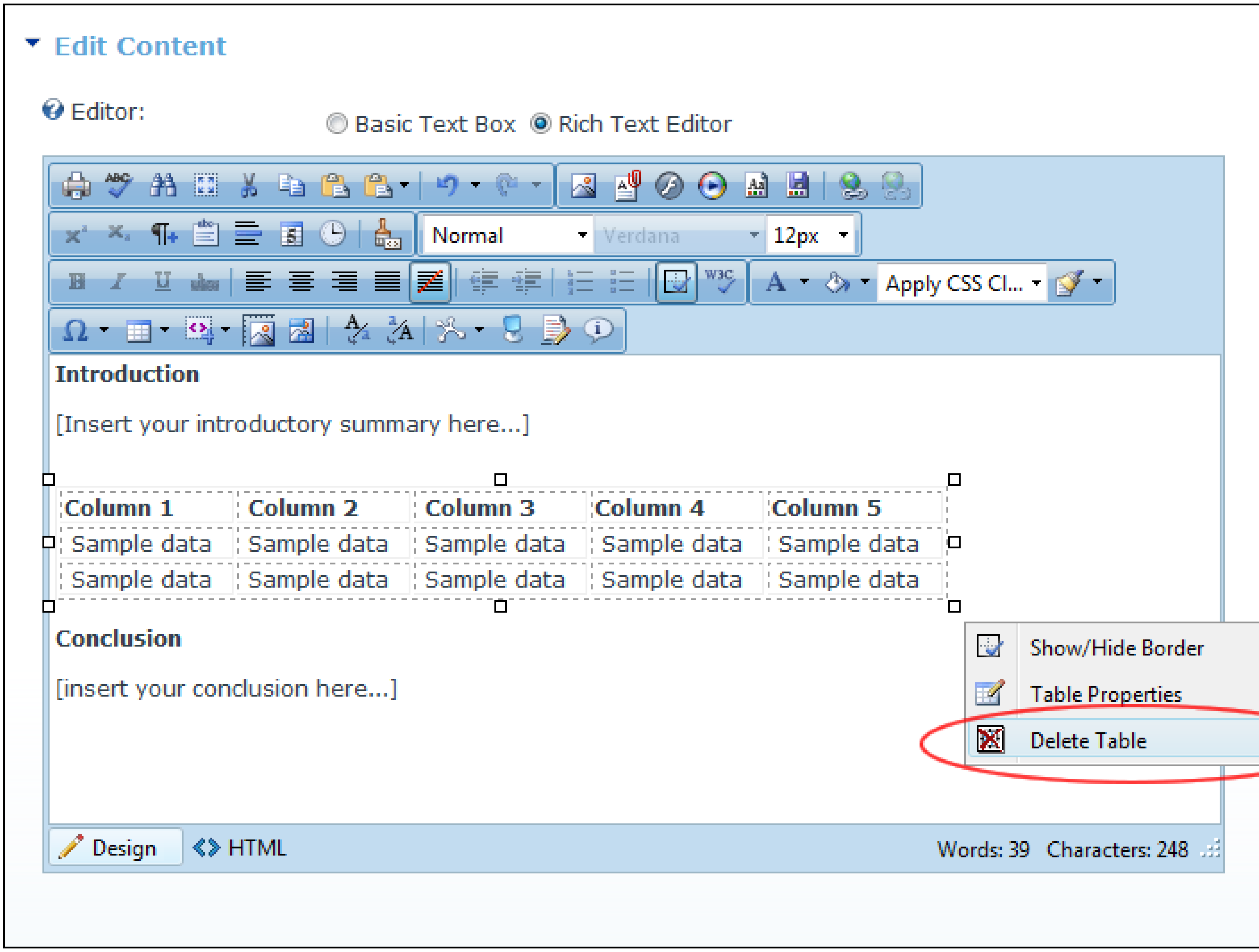
1. Click on the corner of the table to select it.
2. Strike the **Delete** button on your keyboard.

Option Two:

1. Click on the corner of the table to select it.
2. Right click to view the drop down list.
3. Click the **Delete Table**  button.

Option Three:

1. Place your cursor before or after the table.
2. Strike either the **Backspace** or **Delete** button on your keyboard respectively.

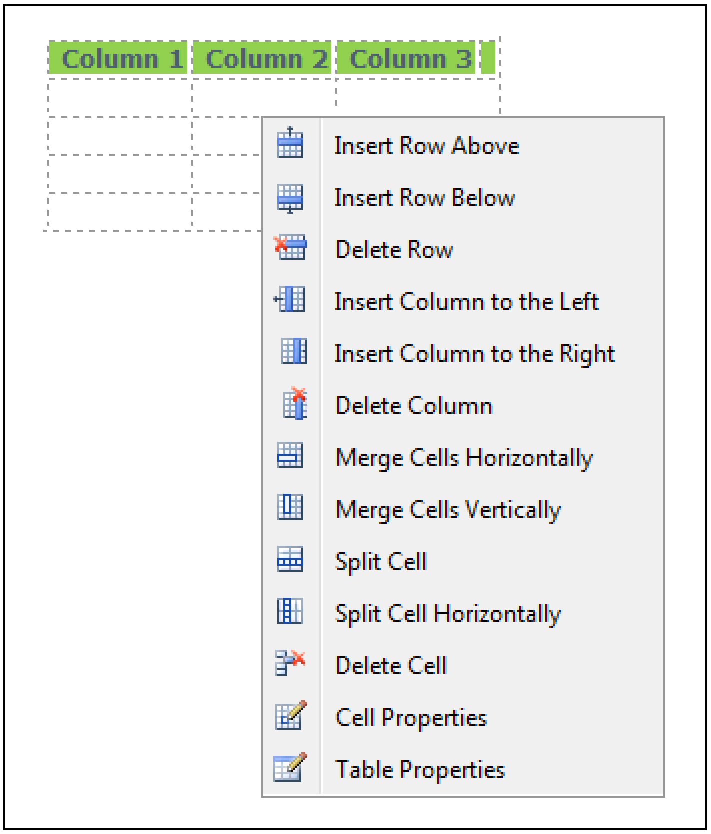


Deleting a Table

Editing a Table

How to edit a table using the right click menu or the Table Wizard of the TelerikEditorProvider for the RTE.

1. Place your cursor inside the table. Note: If you want to use the drop down list to modify the table design (rather than the Table Wizard) then place your cursor in the cell where you want to perform the modification.
2. Right-click using your mouse. This displays the drop down list.
3. Select an option to modify the rows, columns or cells of the table - OR - Select either the **Table Properties** or **Cell Properties** to use the Table Wizard to modify the table.
4. Click the **OK** button.

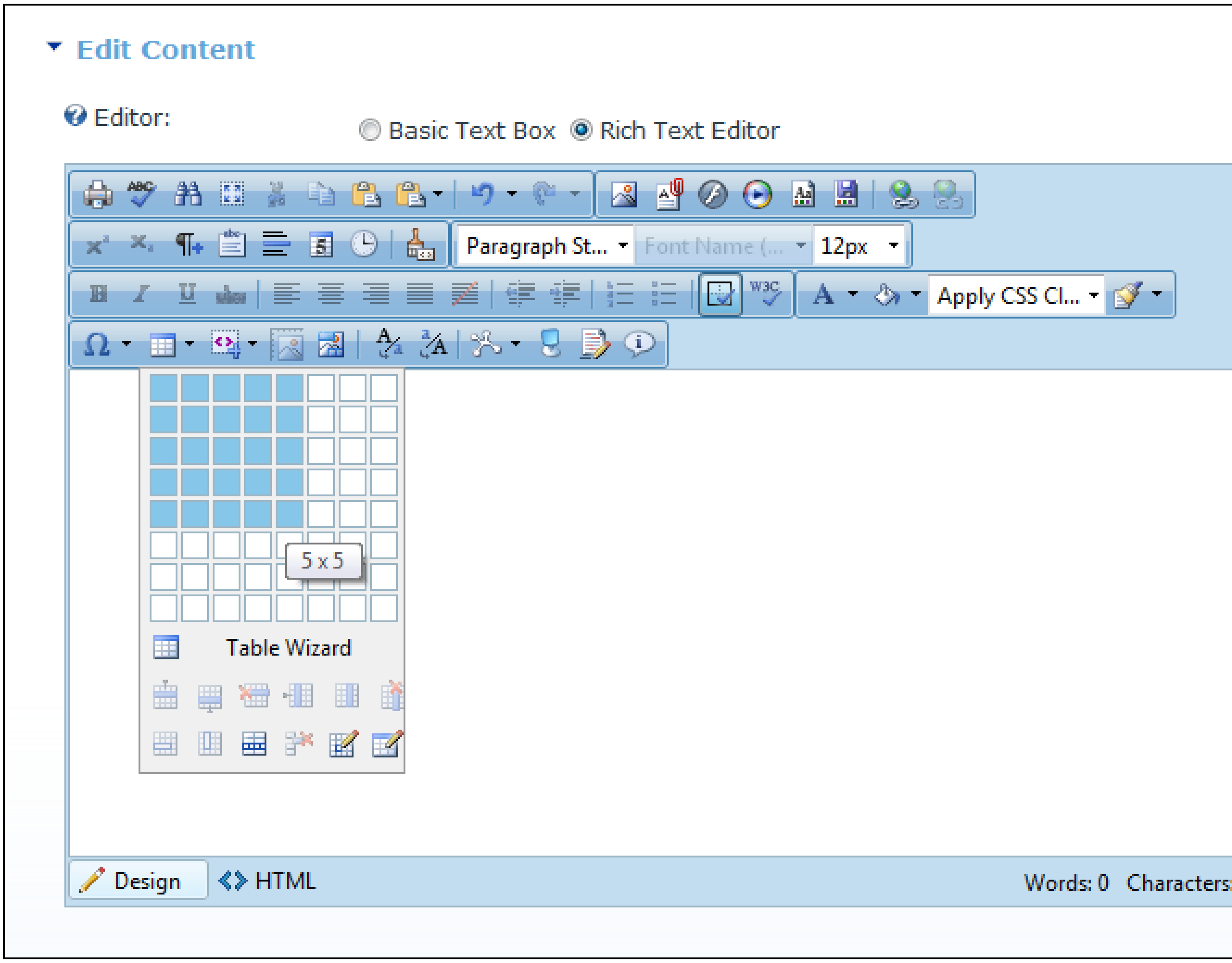


Editing a Table

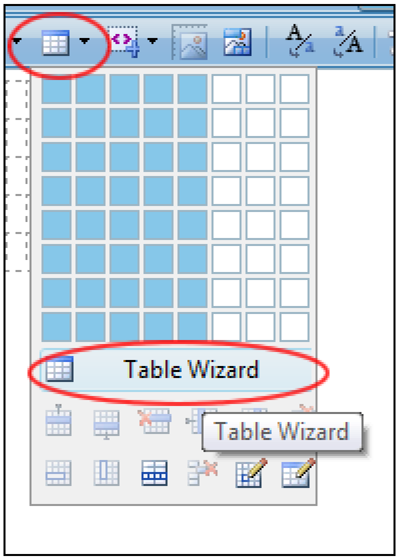
Inserting a Table

How to insert a table using the TelerikEditorProvider for the RTE.

1. Place you cursor where you want to insert the table.
2. Click the **Insert Table**  button.
3. Select for these options:
   - **To insert a basic table**, move your cursor to highlight the number of rows or columns for the table and then click to select it. This displays the basic table in the Editor.



- **To design a more complex table**, click the **Table Wizard** button. See "Setting the Table Design"



Setting Cell Properties

How to set the optional cell properties of a new or existing table using the Table Wizard of the Tel-erikEditorProvider for the RTE.

1. Right-click inside a cell of an existing table and select **Cell Properties** from the drop down list. This opens the Cell Properties tab of the Table Wizard.
2. At **Preview**, select which cells you want to set the properties of:
   - To select a single cell, click on that cell. The selected cell is highlighted.
   - To select multiple cells, hold down the Ctrl key and click on each required cell - OR - click the Select All link and then hold down the Ctrl key and click on one or more cells to deselect them. The selected cells are highlighted.
3. At **Cell Properties**, set any of the following:
   a. In the **Height** text box, set the cell height in either pixels or as a percentage by either typing a value into the text box or by using the **Increase** and **Decrease** buttons. The value will automatically be saved in pixels unless you enter the percentage symbol (%) into the text box. E.g. Enter 100px or 100 to set the height as 100 pixels, or enter 100% to set the height as 100%. Leave blank for no specified height.
   b. In the **Width** text box, set the cell width in either pixels or as a percentage as for height. Leave blank for no specified width.
   c. At **Content Alignment**, click the arrow of the **Alignment Selector** button and select the alignment of content.
   d. At **Background**, click the **Color Picker** button and select the background color.

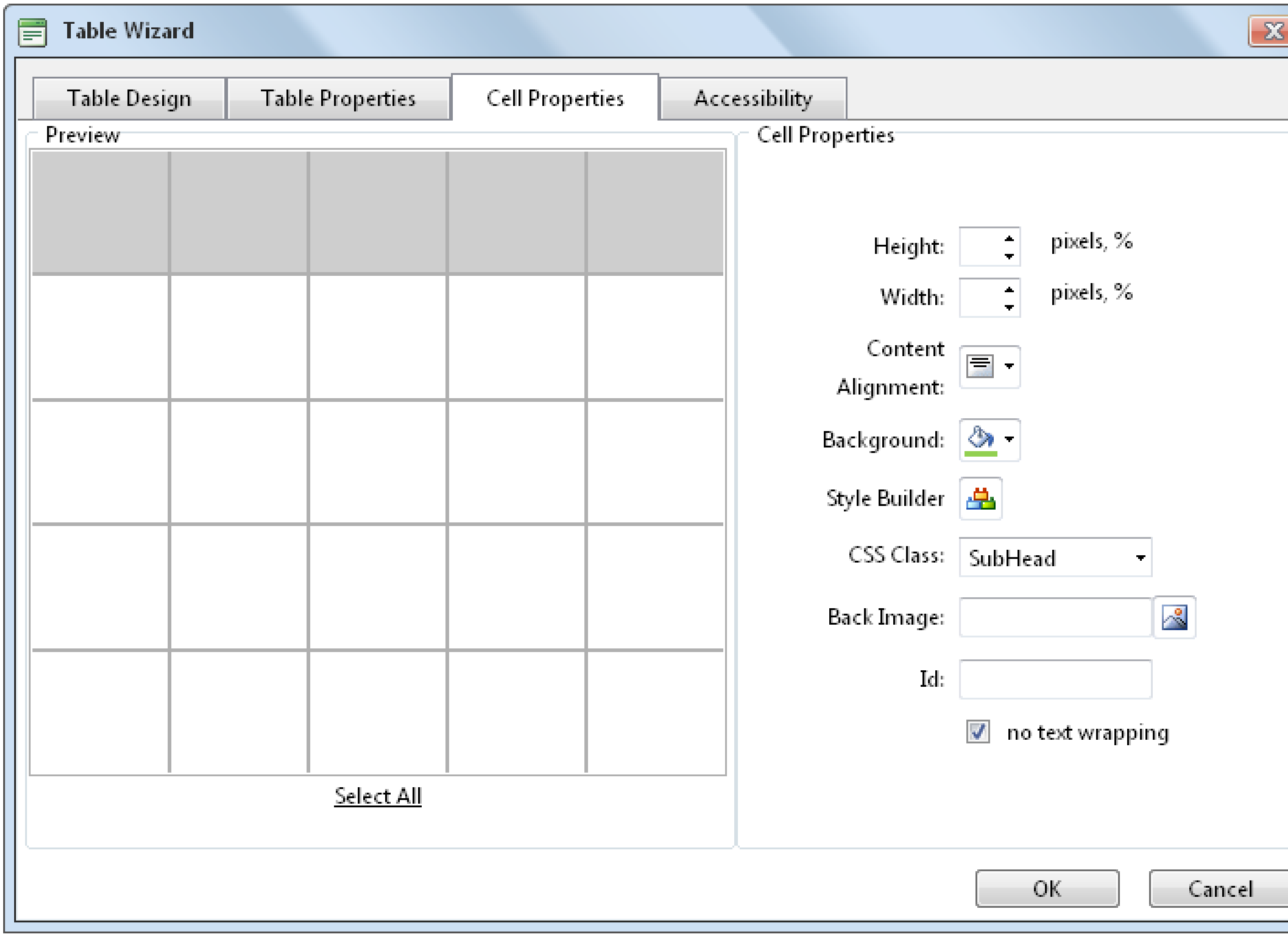
e. At **Style Builder**, click the **Style Builder**  button and build one or more styles. See "Using the Style Builder"

f. At **CSS Class**, select a class for this/these cells.

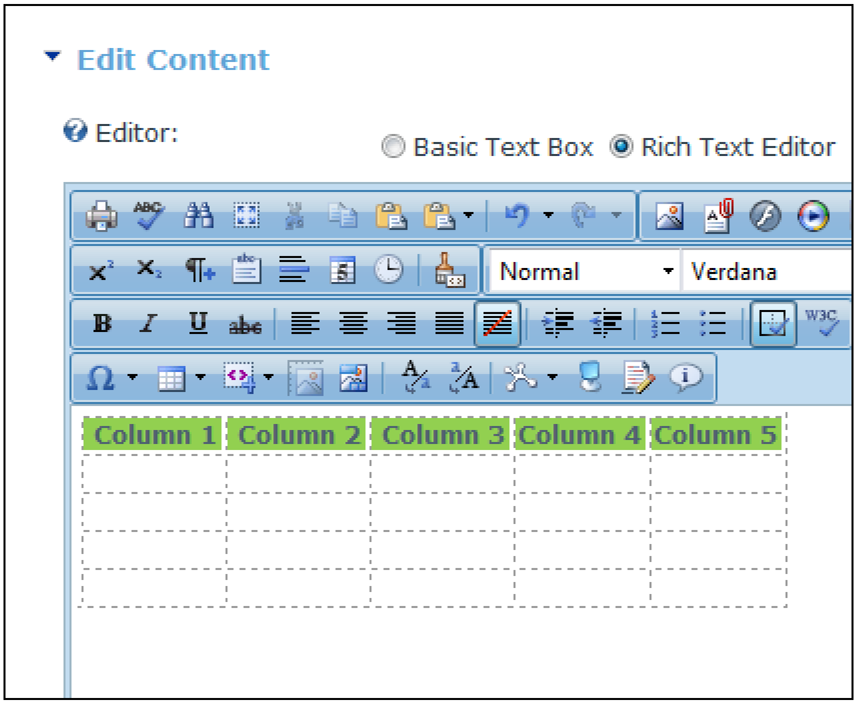
g. At **Back Image**, click the **Image Manager**  button and select a background image for the table.

h. In the **Id** text box, enter an Id reference for this/these cells.

i. At **No Text Wrapping**, check ☑ the check box to disallow text within this/these cells from wrapping to another line - OR - Uncheck ☐ the check box to allow text to wrap.



5. Click the **OK** button to save or go to another tab of the Table Wizard to set more properties.



Setting Cell Properties

Setting Table Accessibility

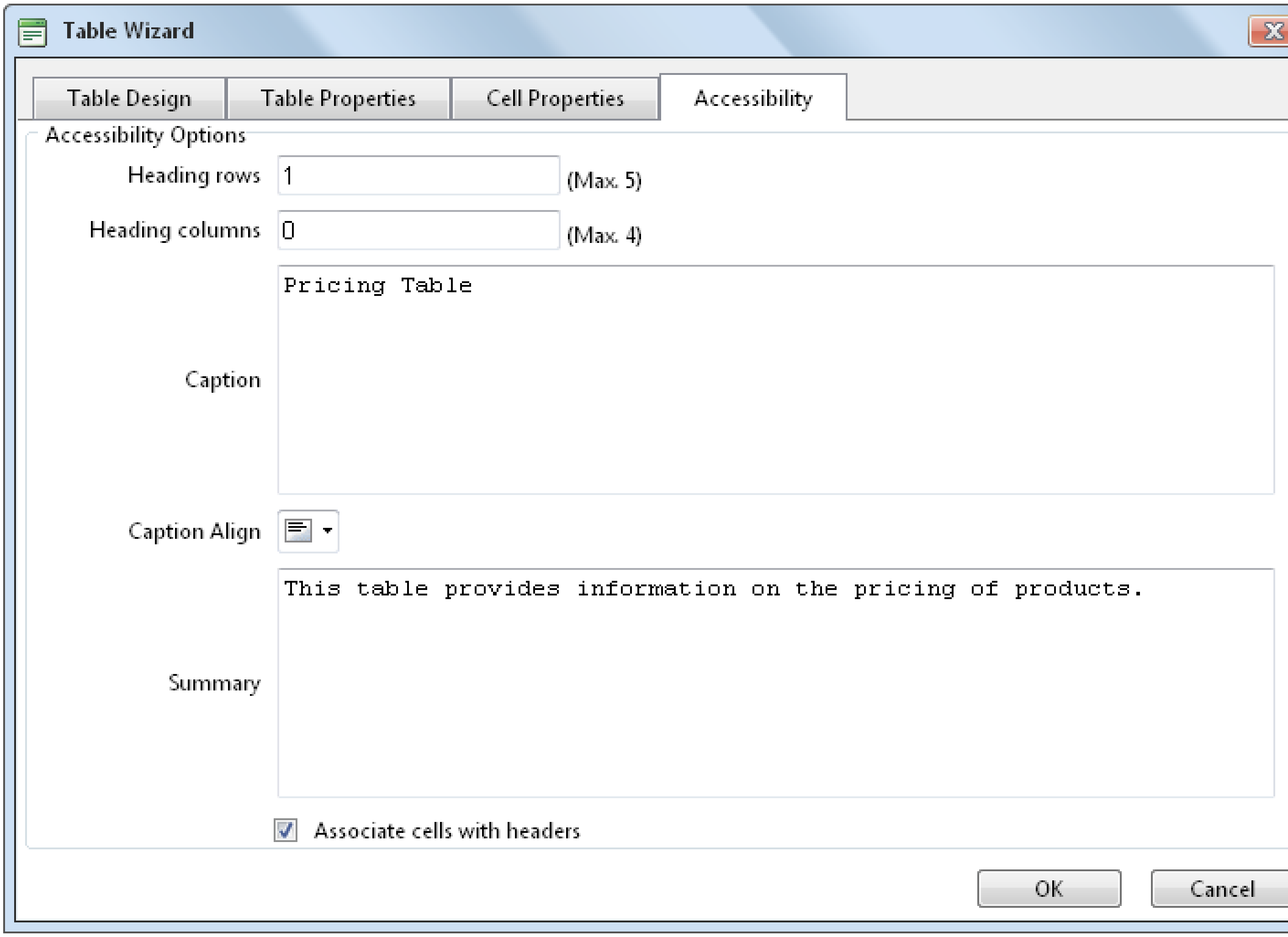
How to set the accessibility of a new or existing table using the Table Wizard of the TelerikEditorProvider for the RTE. The below tutorial demonstrates how to add a background color to the first row of your table.

1. Right-click on an existing table and select  **Table Properties** - OR - Open the Table Wizard. See "Inserting a Table"
2. Go to the **Accessibility** tab and set any of these Accessibility Options:
   a. In the **Heading Rows** text box, enter the number of rows which are headings. The maximum number of heading rows for the current table is displayed to the right of this field.
   b. In the **Heading Columns** text box, enter the number of columns which are headings. The maximum number of heading columns for the current table is displayed to the right of this field.
   c. In the **Caption** text box, enter a caption to be displayed above the table.
   d. At **Caption Align**, click the arrow of the **Alignment Selector** button and select the alignment of the caption.
   e. In the **Summary** text box, enter a summary of the table contents. The table summary isn't displayed on the page, but can be read using accessibility tools such as text readers.

f. At **Associate Cells With Headers**, check the check box to associate cells with headers - OR - uncheck the check box to disable.

g. **Optional.** Select a new tab to set additional properties.

3. Click the **OK** button.



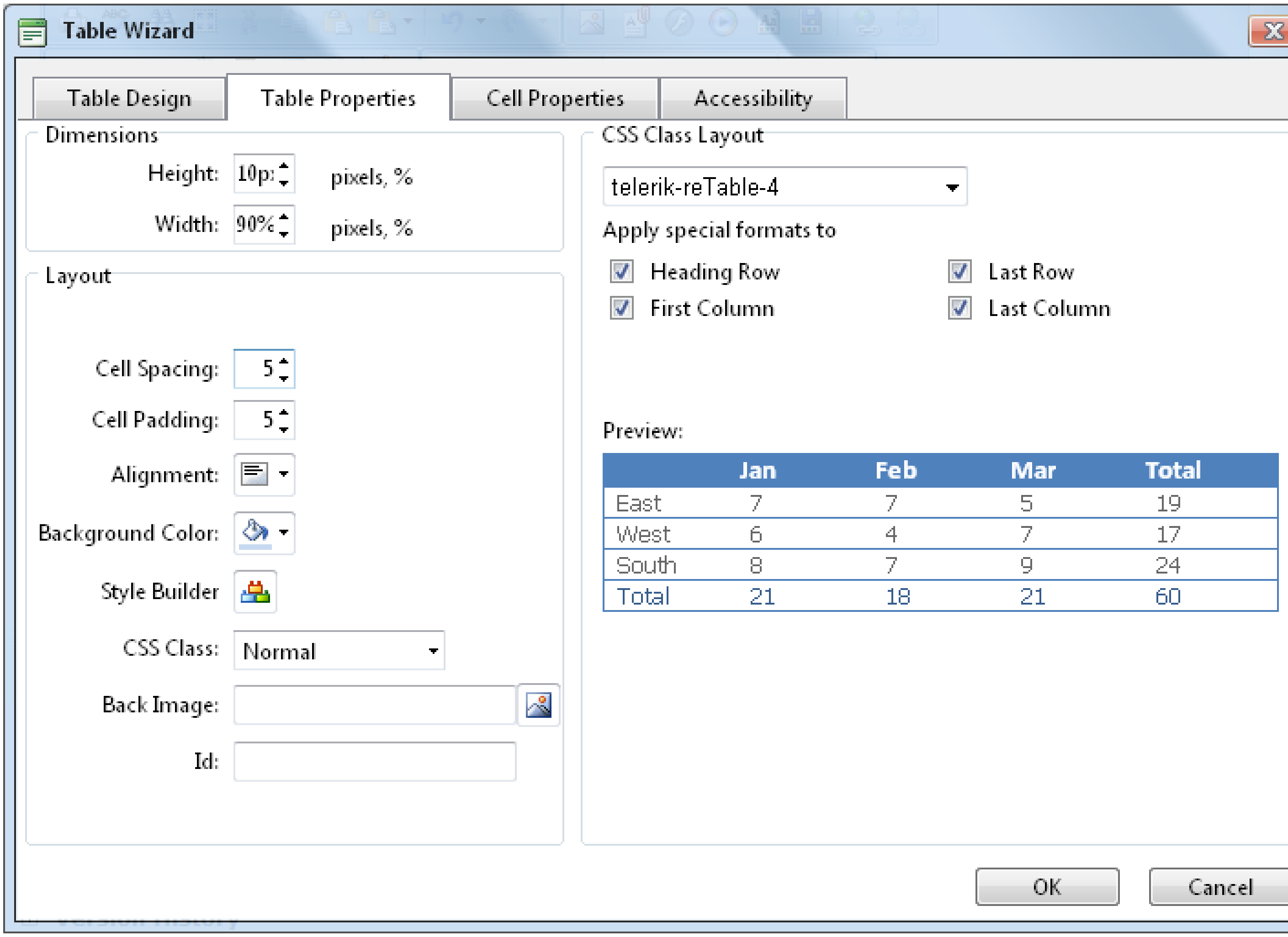
Setting Table Accessibility

Setting Table Properties

How to set the optional properties of a new or existing table using the Table Wizard of the TelerikEditorProvider for the RTE.

1. Open the Table Wizard. See "Inserting a Table" - OR - Right-click on an existing table and then select **Table Properties** from the drop down list.
2. Go to the **Table Properties** tab and set any of these optional settings:

3. In the Dimensions section:
    a. In the **Height** text box, set the table height in either pixels or as a percentage by either typing a value into the text box or by using the **Increase** and **Decrease** buttons. The value will automatically be saved in pixels unless you enter the percentage symbol (%) into the text box. E.g. Enter 100px or 100 to set the height as 100 pixels, or enter 100% to set the height as 100%. Leave blank for no specified height.
    b. In the **Width** text box, set the table width in either pixels or as a percentage as for height. Leave blank for no specified width.
4. In the Layout section:
    a. In the **Cell Spacing** text box, enter a number to set the pixel spacing between cells - OR - Use the **Increase** and **Decrease** buttons.
    b. In the **Cell Padding** text box, enter a number to set the pixel padding between cells - OR - Use the **Increase** and **Decrease** buttons.
    c. At **Alignment**, click the arrow of the **Alignment Selector** button and select the table alignment.
    d. At **Background Color**, click the **Color Picker** button and select the background color.
    e. At **Style Builder**, click the **Style Builder** button and build one or more styles. See "Using the Style Builder"
    f. At **CSS Class**, select a class for the content of this table.
    g. At **Back Image**, click the **Image SRC** button and select a background image for the table.
    h. In the **Id** text box, enter an Id reference for this table.
5. In the CSS Class Layout section:
    a. Select a CSS layout design for your table from the drop down list. The design is displayed in the Preview window below.
    b. At **Apply Special Formats To**, check or uncheck one or more check box to apply/remove one or more styles as desired. The changes can be viewed in the Preview window below.
6. **Optional.** Select a new tab to set additional properties.
7. Click the **OK** button to confirm.



Setting Table Properties

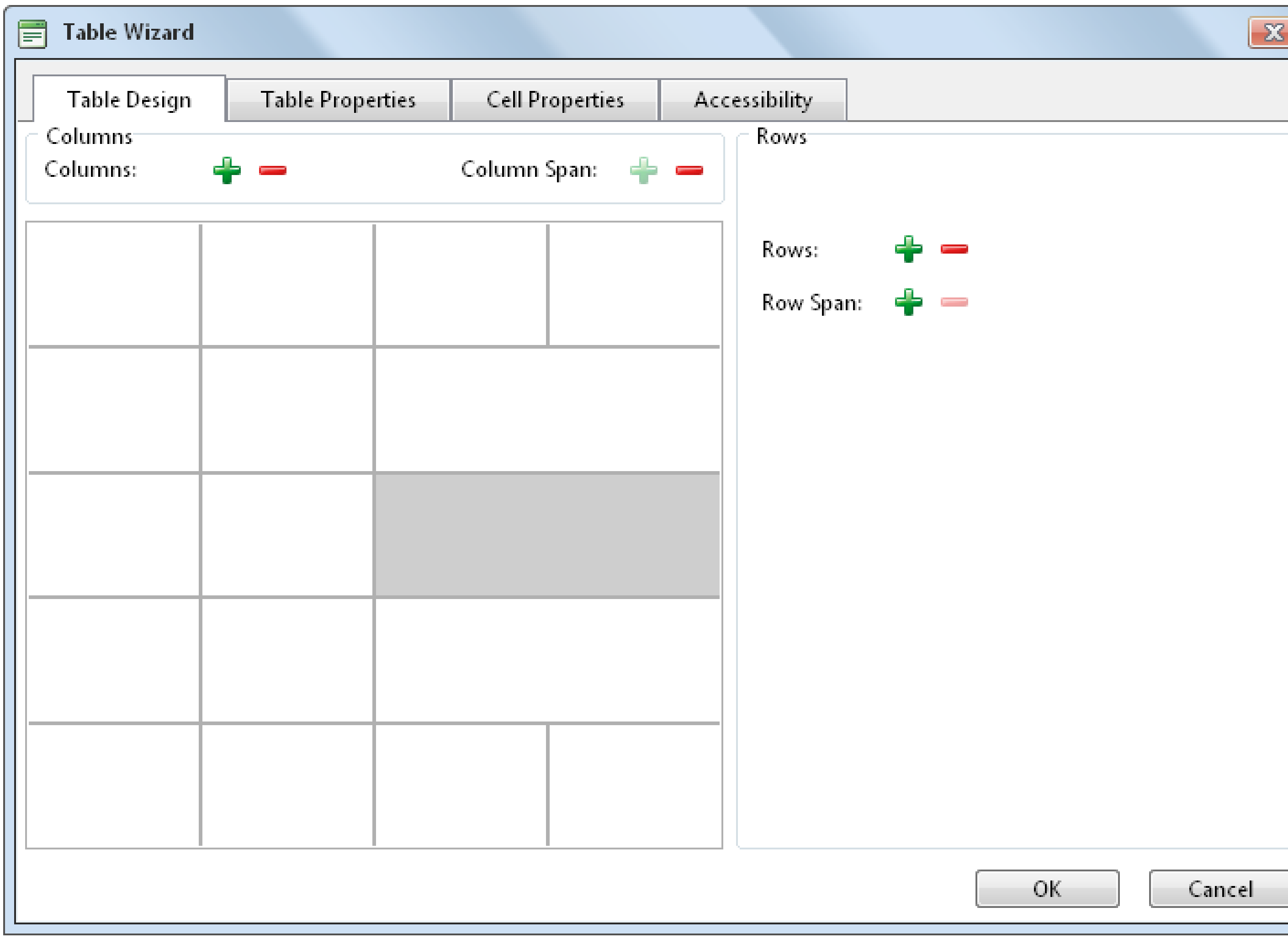
Setting the Table Design

How to set the design a table using the Table Wizard of the TelerikEditorProvider for the RTE.

1. Open the Table Wizard. See "Inserting a Table" - OR - Right click on an existing table and select **Table Properties**.
2. Go to the **Table Design** tab. If you are adding a new table, a table of two columns by two rows is displayed as the basis for your design. If you are editing an existing table, your current design is displayed.
3. To modify the table, perform any of these actions:
   - To add a column: At **Columns**, click the **Increase** button.
   - To remove a column: At **Columns**, click the **Decrease** button.

- To insert a column span: select a cell and then at **Column Span**, click the **Increase** button.
- To remove a column span: select a cell and then at **Column Span**, click the **Decrease** button.
- To add a row: At **Rows**, click the **Increase** button.
- To remove a row: At **Row**, click the **Decrease** button.
- To insert a row span: select a cell and then at **Row Span**, click the **Increase** button.
- To remove a row span: select a cell and then at **Row Span**, click the **Decrease** button.

4. **Optional.** Select a new tab to set additional properties.
5. Click the **OK** button.

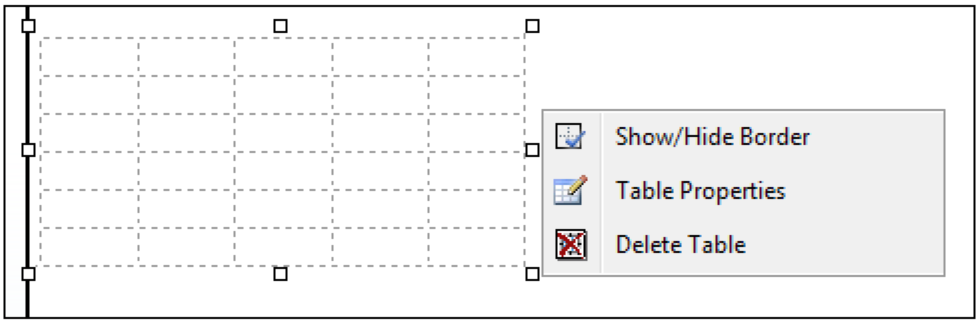


Designing a Table

Showing/Hiding Table Border

How to hide or show the table borders using the Table Wizard of the TelerikEditorProvider for the RTE.

1. Place your cursor on the outer edge of the table. The cursor will change to show the table can be selected.
2. Right-click and select **Show/Hide Border** from the drop down list to either hide or show the table border.



Showing/Hiding Table Border

Using the Style Builder

How to create CSS styles for tables using the Style Builder of the TelerikEditorProvider for the RTE. The Style Builder can be accessed from the Table Properties tab of the Table Wizard when adding or editing a table. See See "Setting Table Properties"

1. At **Style Builder**, click the **Style Builder** button. This opens the Style Builder window. The Font tab will be displayed.
2. Set the following Font properties:
    a. Go to the Font Name section.
        i. At **Family**, select the required font type.
    b. Go to the Font Attributes section.
        i. At **Color**, click the **Color Picker** button and select the font color.
        ii. At **Italics**, select from these options:
            - **Normal**: No italics
            - **Italics**: Italics (text leans forward)
            - **Oblique**: Oblique italics (text leans backwards)
        iii. At **Small Caps**, select from these options:
            - **Normal**: No capitalization
            - **Small Caps**: Small capitalization

Using the Table Wizard

How to design a table using the Table Wizard of the TelerikEditorProvider for the RTE.

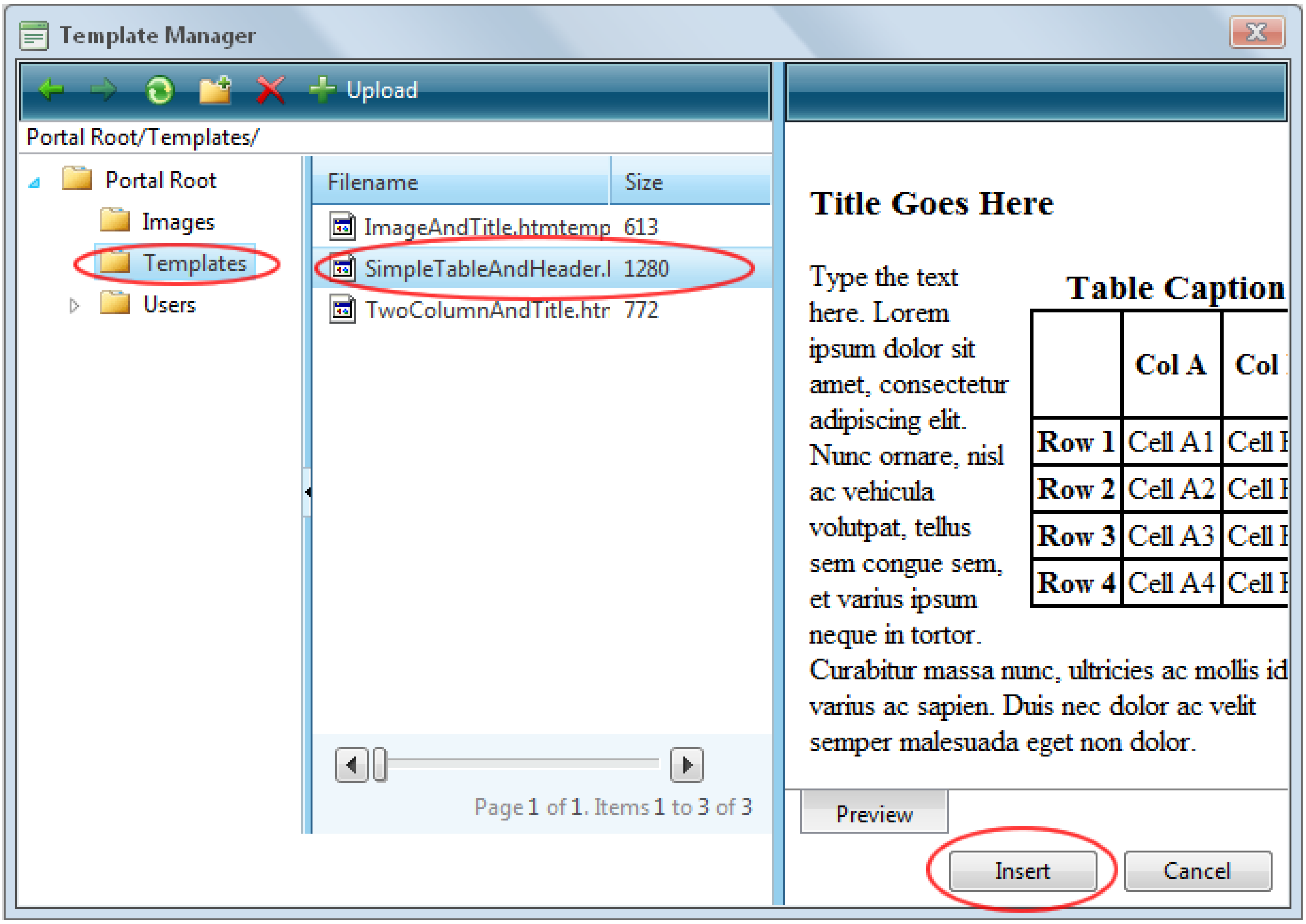
1. Click the **Insert Table** button.
2. Select **Table Wizard**. This opens the Table Wizard on the Table Design tab. A table of two columns by two rows is displayed as the basis for your design.
3. **Optional.** Select a cell. This enables the **Increase** and **Decrease** buttons which are available to change the design.
4. Select an **Increase** or **Decrease** button to modify the table design. You can choose to add columns and rows, as well as span columns and rows.
5. **Optional.** Change tabs to set other properties.
6. Click the **OK** button.

Managing Templates

Inserting a Template

How to insert a template using the TelerikEditorProvider for the RTE.

1. Place you cursor where you want to insert the template.
2. Click the **Template Manager** button. This opens the Template Manager.
3. Navigate to and select the required template. Note: Templates are typically stored in the Portal Root > Templates folder. See "Using the Resource Manager"
4. Click the **Insert** button. This inserts the template into the editor read for you to edit.

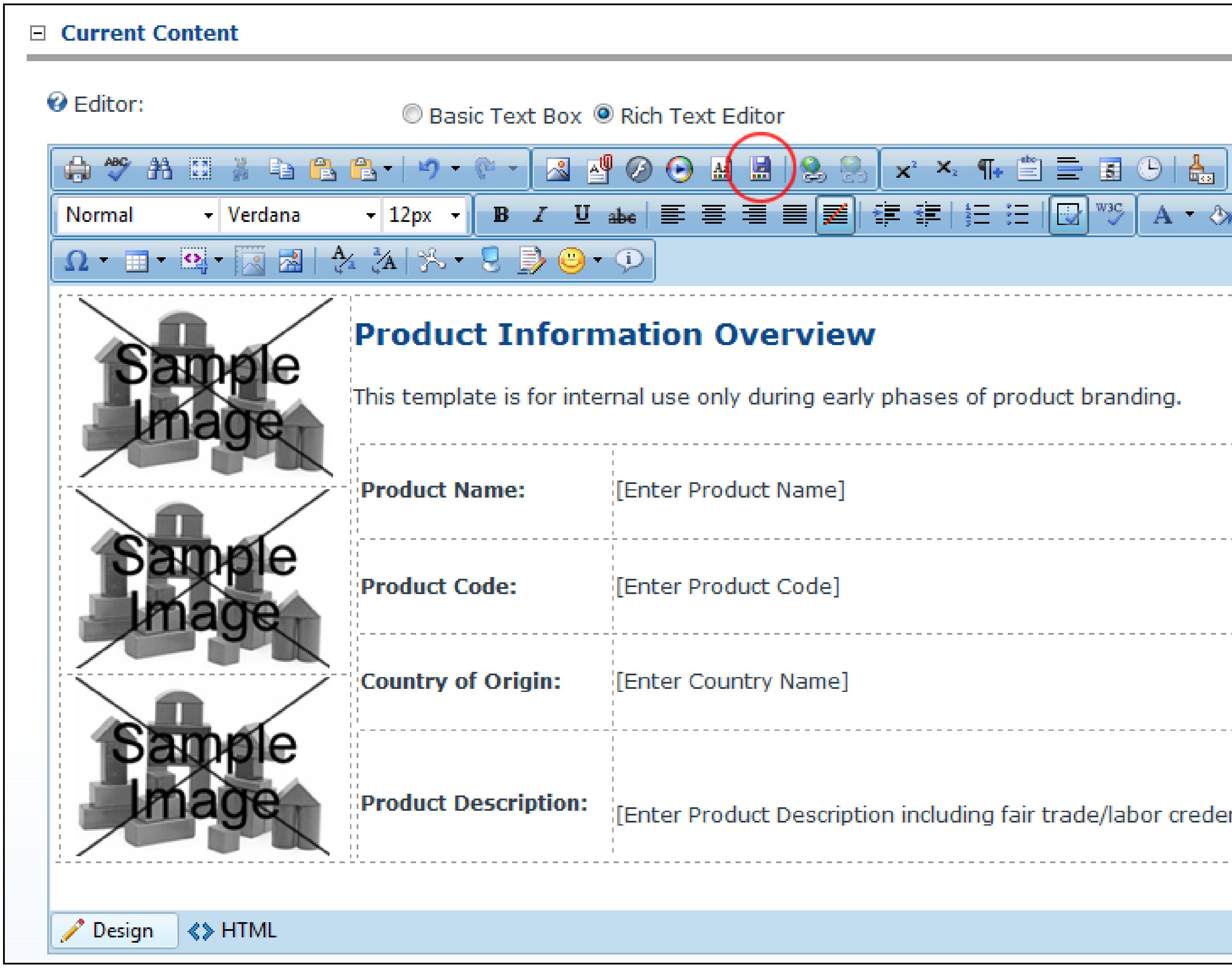


Inserting a Template

Saving a Template

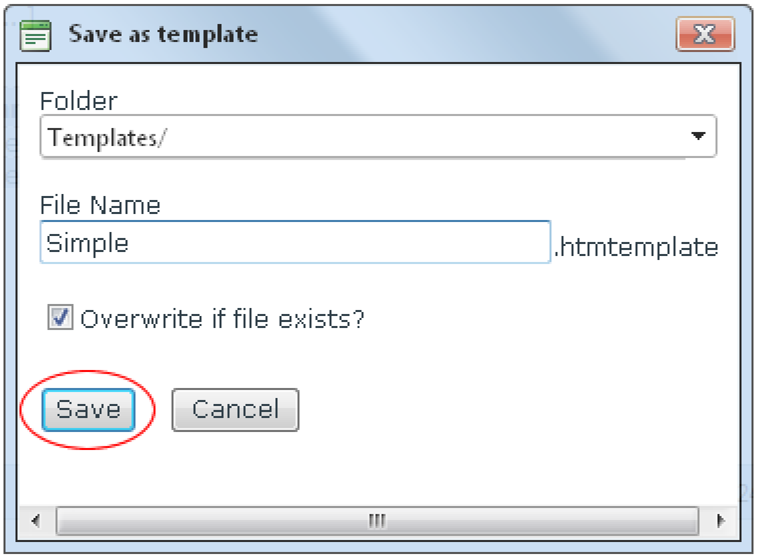
How to create and save a template using the TelerikEditorProvider for the RTE.

1. Create your template by adding text, images, tables, etc as desired.



2. Click the **Save Template** button. This opens the Save As Template window.
3. At **Folder**, select the folder where the template will be saved to.
4. In the **File Name** text box, enter a name for this template.
5. At **Overwrite If File Exists?**, check the check box to overwrite any template that exists with this template - OR - Uncheck the check box if you don't want to override an existing file. This enables warning message if a template with this name already exists.
6. Click the **Save** button.
   - If there is no conflict with overwriting, the message "The template was saved successfully"' is displayed. Click **OK** to close the window.

- If there is a conflict, a message reading "The template was not saved. The following error was reported: The file already exists" is displayed. In this case, repeat Steps 2-6, entering a different file name.



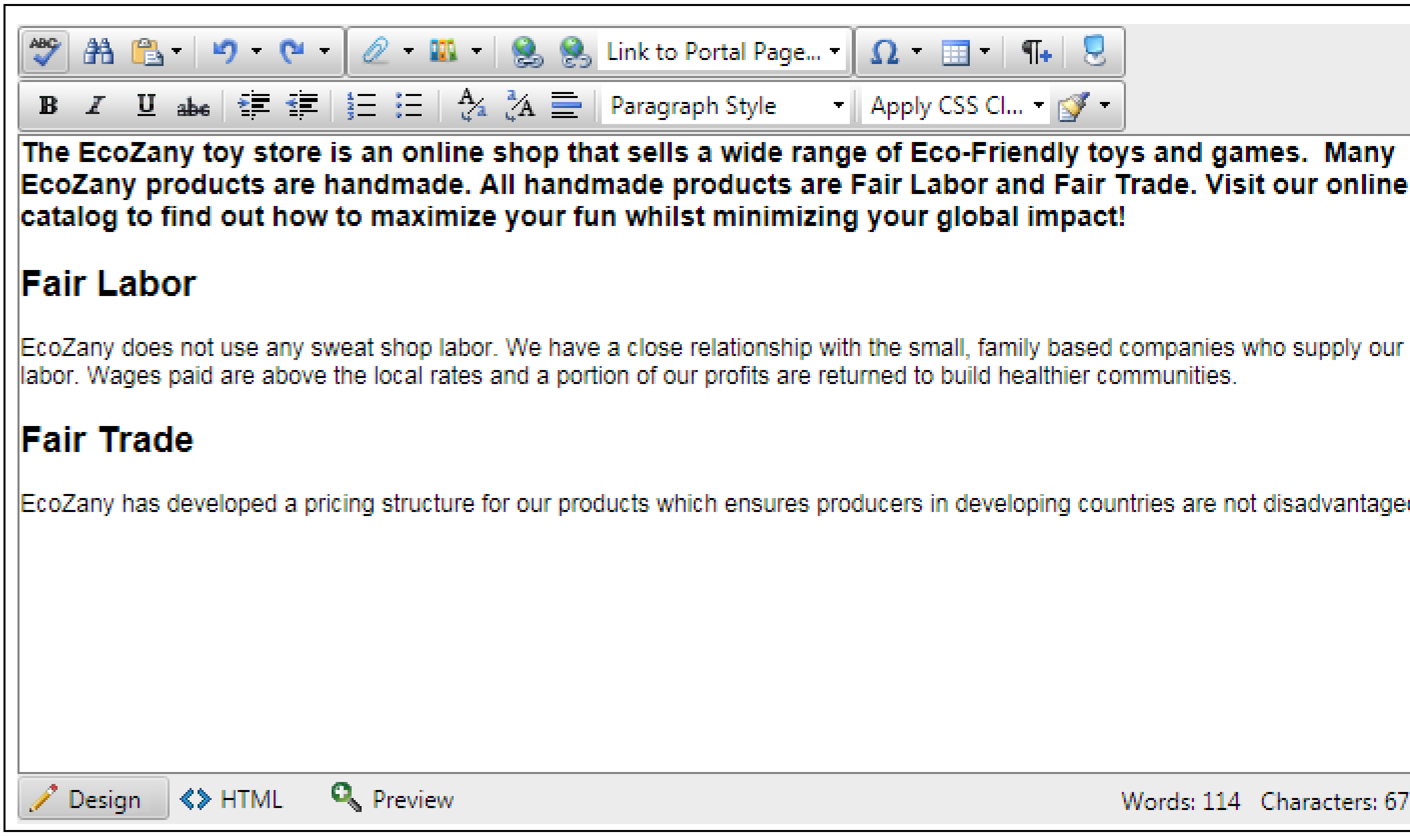
Saving a Template

About the Editor

The Editor provides basic and rich text editing capabilities across numerous modules including Announcements, FAQ, Events and HTML/HTML Pro. The Basic Text Box associated with the Editor is the same for all DNN versions. The Rich Text Editor (RTE) associated with the Editor provider will depend upon the version and edition of DNN you are using.

This manual details how to use two different providers for the RadEditor control, the **DotNetNuke.RadEditorProvider** (default) and the **TelerikEditorProvider**, which are both included with DNN 6+.

Other RTE's which can be integrated with DNN include the FCKEditor and the Free Text Box.

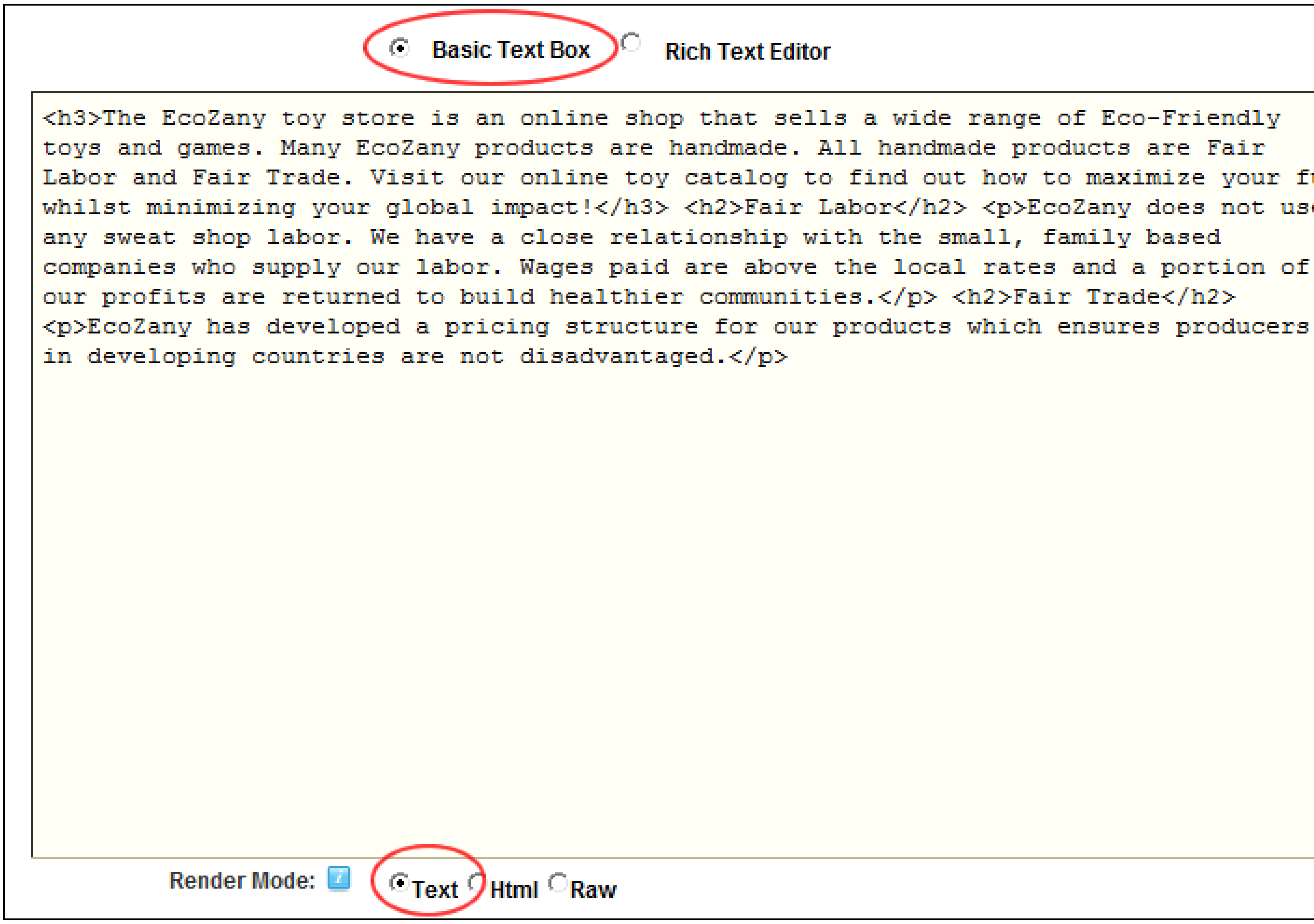


The Default Editor for DNN 6.0+ (DotNetNuke.RadEditorProvider for the RadEditor)

Adding Basic Text and HTML using Editor

How to add basic text into the Basic Text Box of the Editor. You can also paste basic HTML into the basic text box.

1. Select the **Basic Text Box** radio button located above the Editor.
2. At **Render Mode** (located below the Editor) select the **Text** radio button.

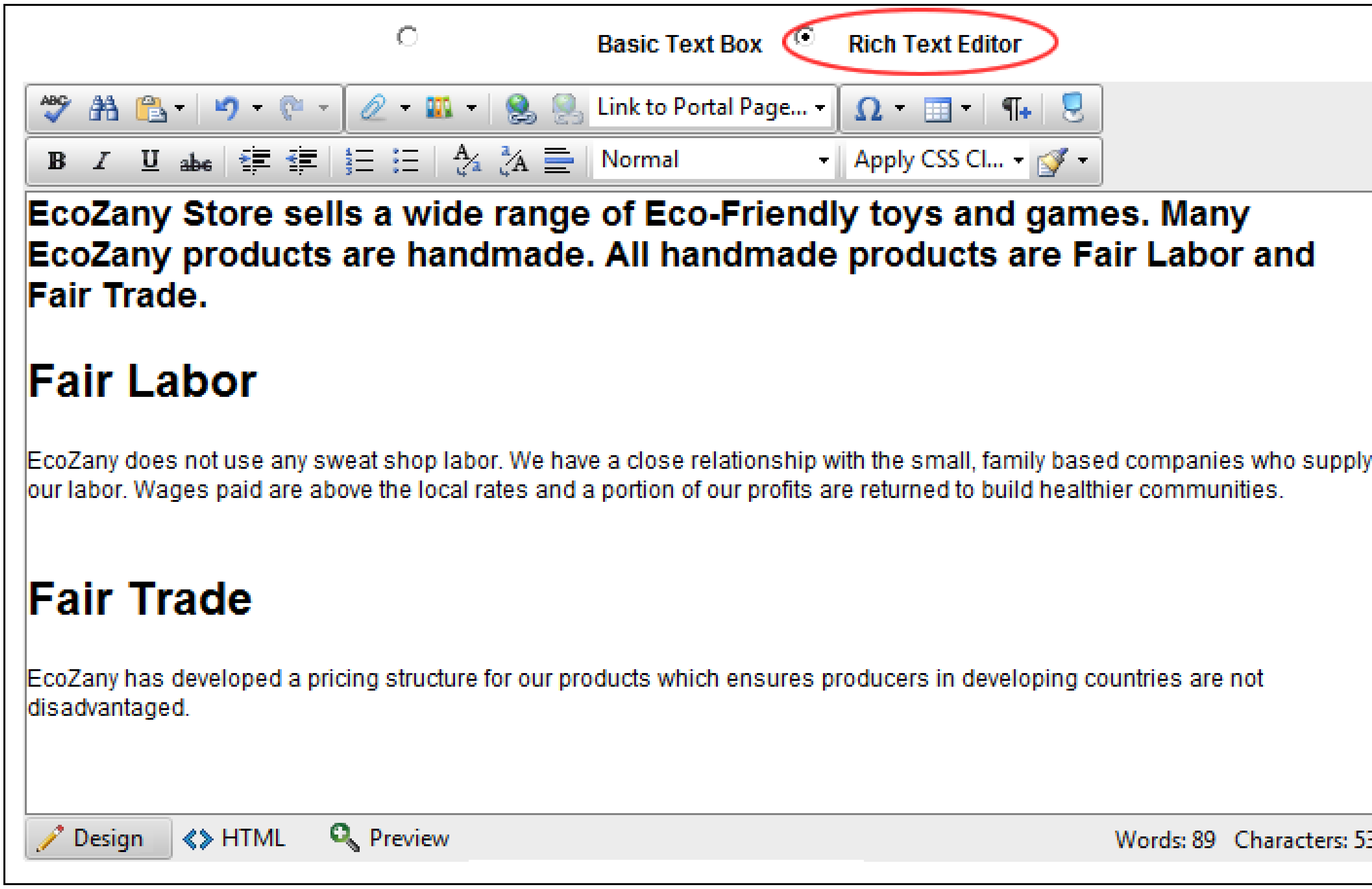


3. Click inside the Editor and then enter or paste (Ctrl + V) your text.

Adding Rich Text Using The Editor

How to add rich text to the Editor. This enables the Editor toolbars and displays the content of the Editor as rich text. Note: This is the default view for this Editor, however if you last viewed the Editor as the Basic Text Box, it will display as such until it is changed.

1. Select the **Rich Text Editor** radio button located above the Editor.



2. Click inside the Editor and then enter your text, insert images, links, etc. Here are links to common types of rich content that can be added using the default RTE:

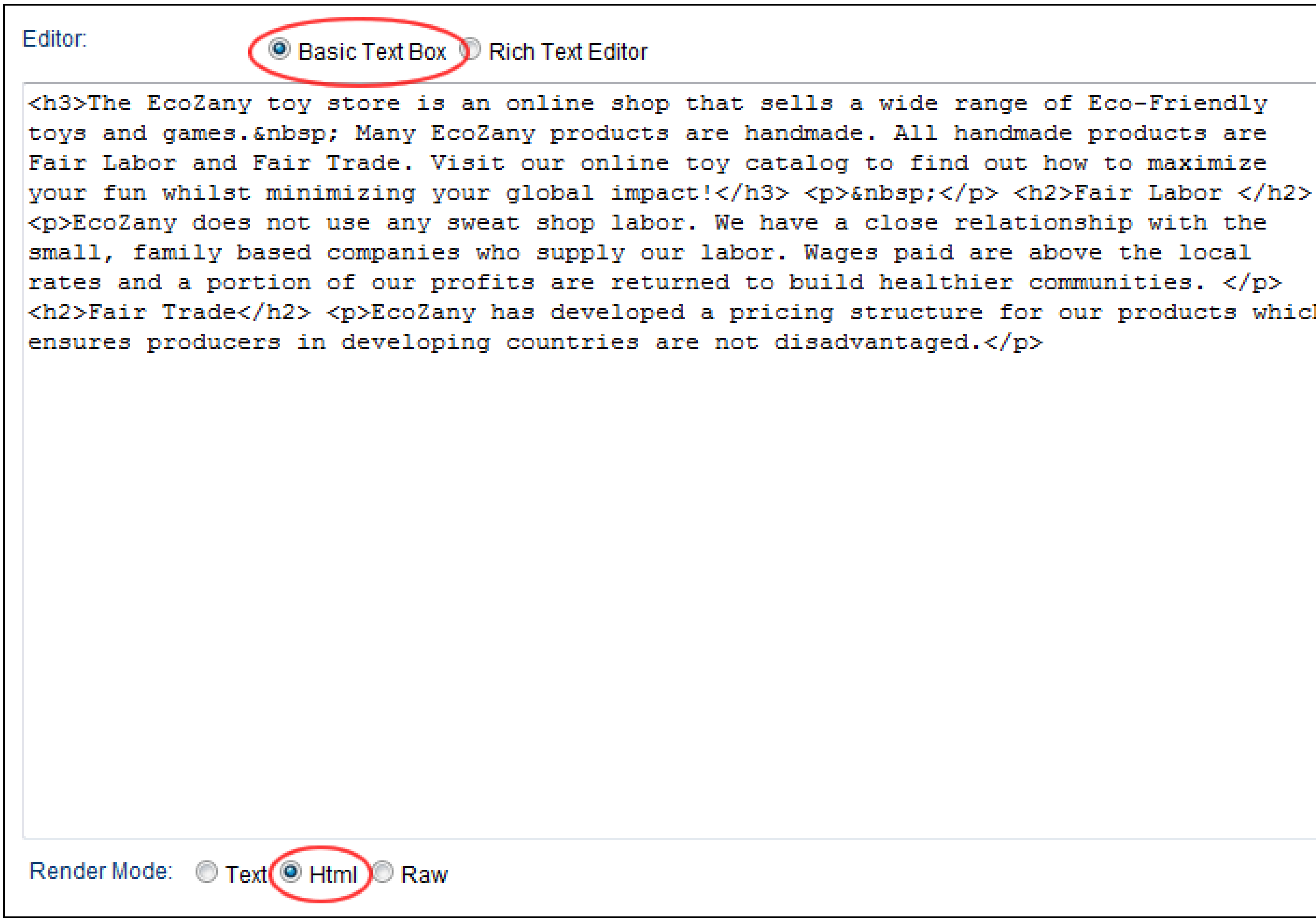
- See "Inserting Media"
- See "Inserting Images"
- See "Adding a Page Link"
- See "Linking to a Site Page"
- See "Inserting a Table"

Pasting HTML Content

How to paste HTML content into the Editor control.

1. Select the **Basic Text Box** radio button located above the Editor. This displays the Editor as a Basic Text Box. The content within the Editor is displayed as HTML.
2. At **Render Mode** (located below the Editor), select **Html**.
3. Paste in your Html.

Tip: HTML can also be pasted into the **Raw** Render Mode

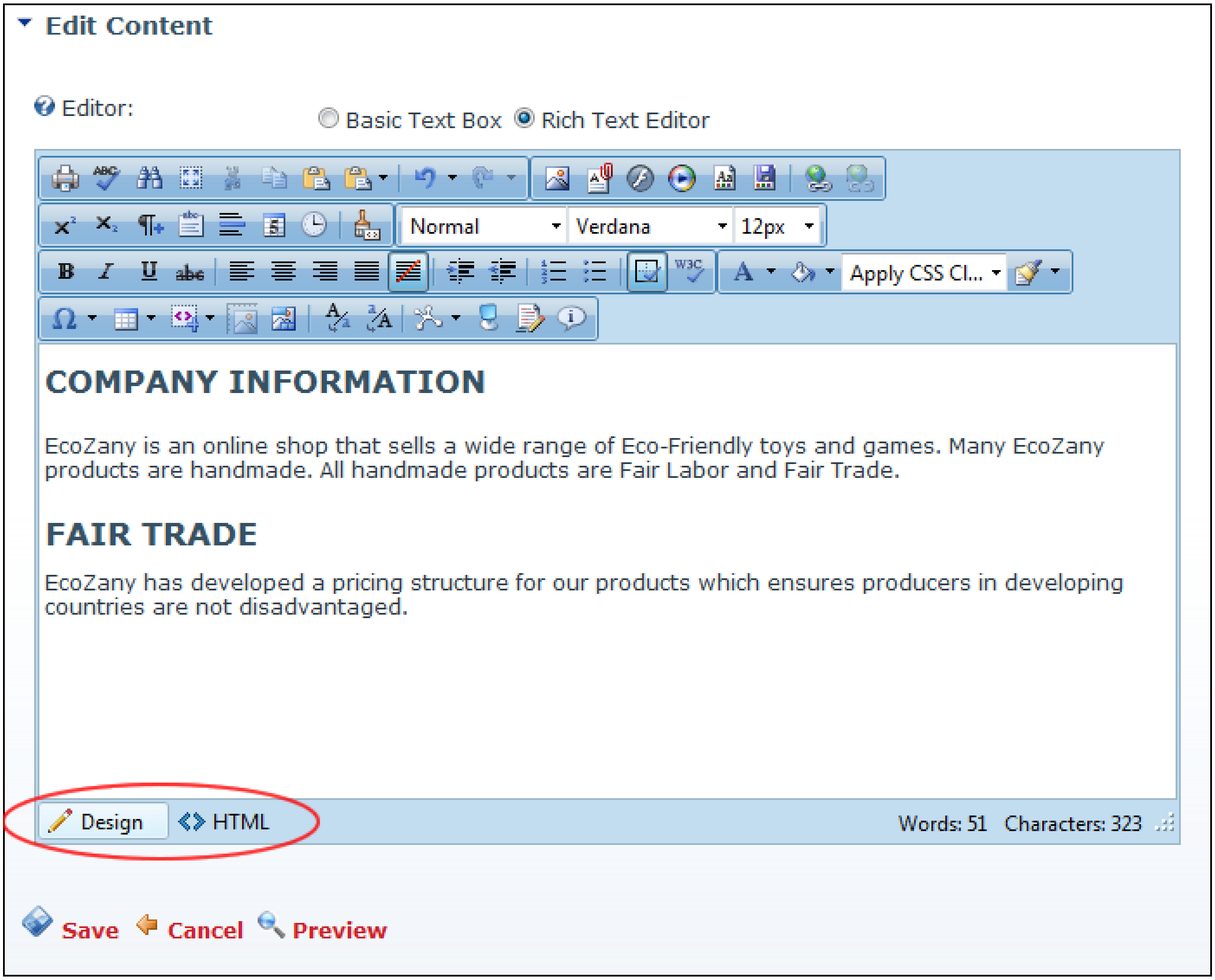


Pasting HTML into the HTML module

Viewing Content in Design or HTML View

How to switch between Design and HTML view in the RadEditor.

1. Click either the **Design** or **HTML** tab located below the editor.



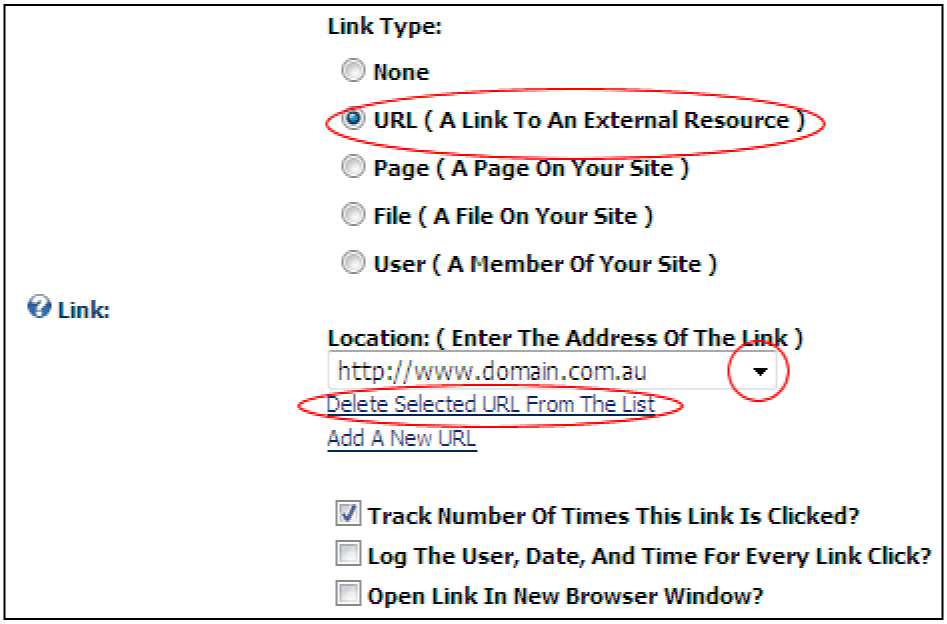
Link Control

Administrators

Deleting a URL from the Links URL List

How to delete a URL from the existing URL's list on the Link Control. URL's that have been set using the Link Control are stored on the Link Control. These URL's can then be selected by Editors to quickly and easily reuse without re-entering the URL. Administrators can delete URL's from this list. Deleting a URL will not remove any links that have been set to the URL using a module.

1. At **Link / Link Type**, select **URL (A Link To An External Resource)**.
2. Below the **Link / Location: (Enter The Address Of The Link)** text box, click the Select An Existing URL link. This displays a list of the existing URL's in the **Link / Location: (Enter The Address Of The Link)** drop down list.
3. At **Link / Location: (Enter The Address Of The Link)**, select the URL to be deleted.
4. Click the Delete Selected URL From The List link. This displays the message "Are You Sure You Wish To Delete This Item?"



5. Click the **OK** button to confirm.

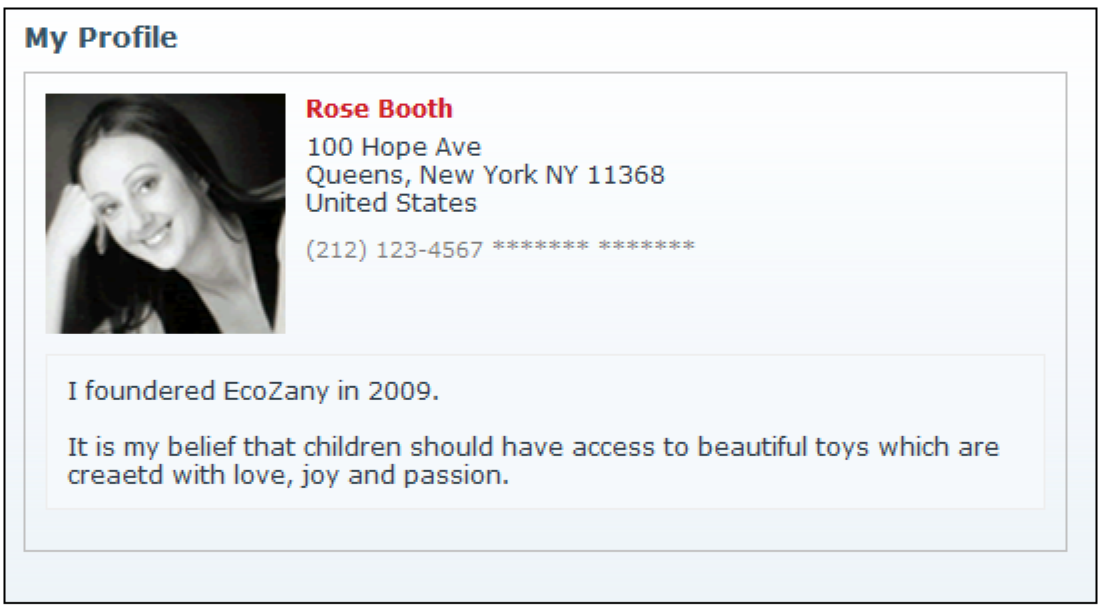
Module Editors

Adding a User Profile Link

How to set a link to a User Profile using the Link Control. The user can control which profile fields are visible to the public, site members or Administrators only.

1. At **Link Type**, select **User (A Member Of Your Site)**.
2. In the **Enter The Username Of A Member Of Your Site** text box, enter the user name of an existing user.

Tip: If you enter a username that does not exist in the User Accounts module a message reading "Username entered does not match a User in this web site" is displayed when you attempt to update the item.



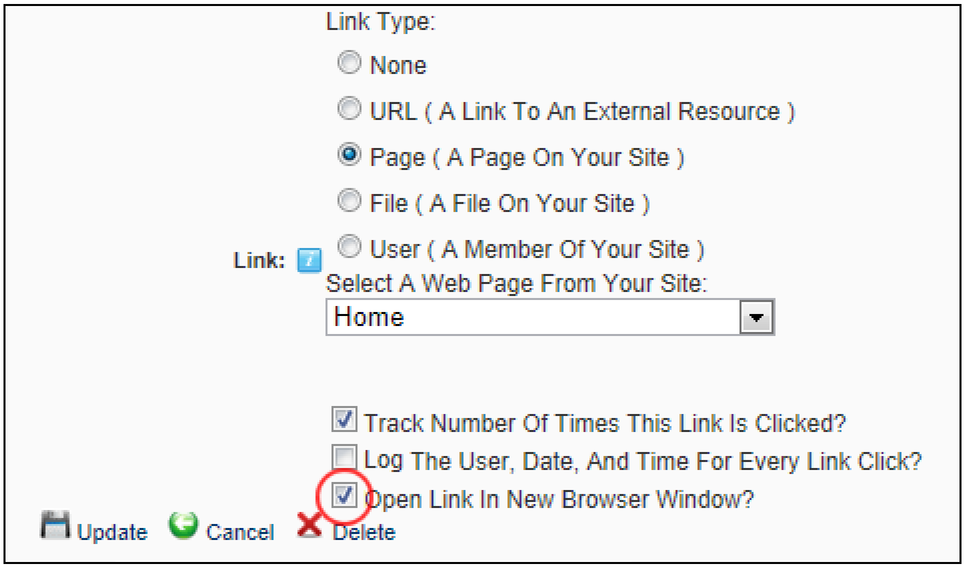
The User's Profile

Enabling/Disabling Opening a Link in a New Web Browser Window

How to set a link to either open in a new Web browser window or open in the same window using the Link Control.

Note: This tutorial assumes you are viewing the Link Control, typically located on a Settings page or displayed on an Edit Item page when adding/editing an item such as a link on a module.

1. At **Open This Link In New Browser Window?** select from these options:
   - Check the check box to open the link in a new Web browser, as shown in below image.
   - Uncheck the check box to open the link in the same Web browser window.



2. Click the **Update** button.

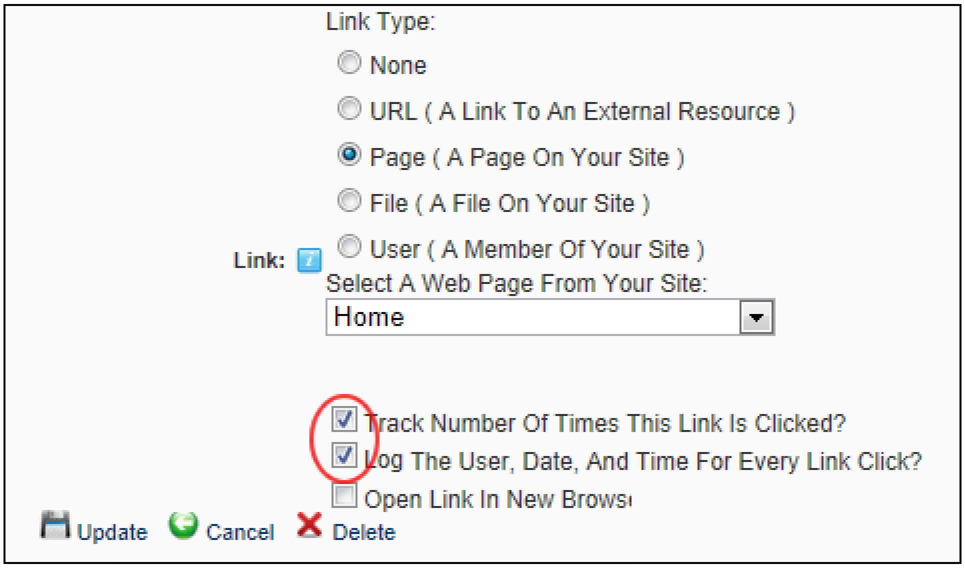
Enabling/Disabling the Link Log

The Link Log, which forms part of the Link Control, can be enabled or disabled for each links. Once enabled it records the date and time that the link is clicked, as well as the first and last name of authenticated users. The Link Log is displayed on the Edit Item page of any logged links. Note: The following tutorials assume you are viewing the Link Control, either on a Settings page or whilst adding/editing an item such as a link on a module.

Important. The RadEditor has a different method for adding and managing link tracking. See See "Setting a Page Link" and See "Viewing a Link Log Report"

To Enable the Link Log:

1. **Recommended.** At **Track Number Of Times This Link Is Clicked?** check the check box. Although this is not mandatory, the Link Log performs best with this settings enabled.
2. At **Log The User, Date, And Time For Every Link Click?** check the check box to enable the Link Log.



3. Click the **Update** button.

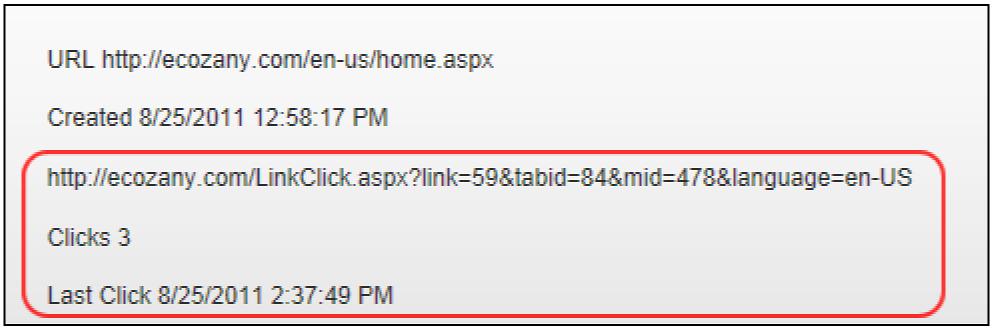
To Disable the Link Log:

1. At **Log The User, Date, And Time For Every Link Click?** uncheck the check box to disable the Link Log
2. Click the **Update** button.

Enabling/Disabling Tracking of Link Clicks

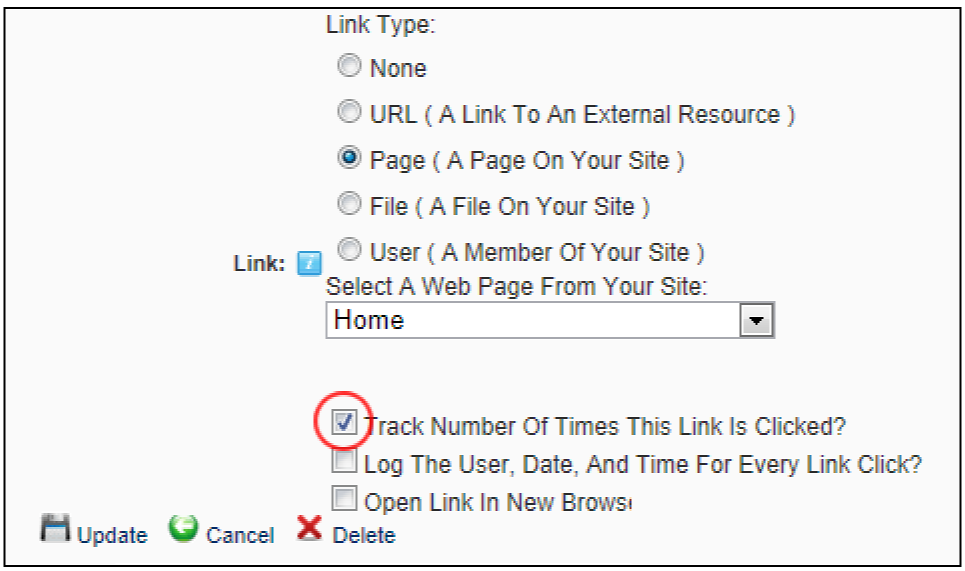
How to track the number of times a link is clicked using the Link Control. This option can be used with any of the link types (URL, Page, File or User). Link Tracking information is displayed on the Edit Item page of any link it is enabled for. Enabling this setting records and displays the following additional link information:

- **URL**: Displays the URL that will be tracked. E.g. http://-ecozany.com/LinkClick.aspx?link=59&tabid=84&mid=478&language=en-US. Note: In the below image, more than one language is enabled for the site, therefore the link includes the associated language.
- **Clicks**: The total number of times this link has been clicked. This total includes clicks on other occurrences of this link on this module. However it does not include clicks on this link for other Links modules or any other types of modules. E.g. Click 3
- **Last Click**: The time and date when the link was last clicked. E.g. 8/25/2011 2:37:49 PM



Note: This tutorial assumes you are viewing the Link Control, typically located on a Settings page or displayed on an Edit Item page when adding/editing an item such as a link on a module.

1. At **Track Number Of Times This Link Is Clicked?** check the check box to enable link tracking. - OR - Uncheck the check box to disable it.

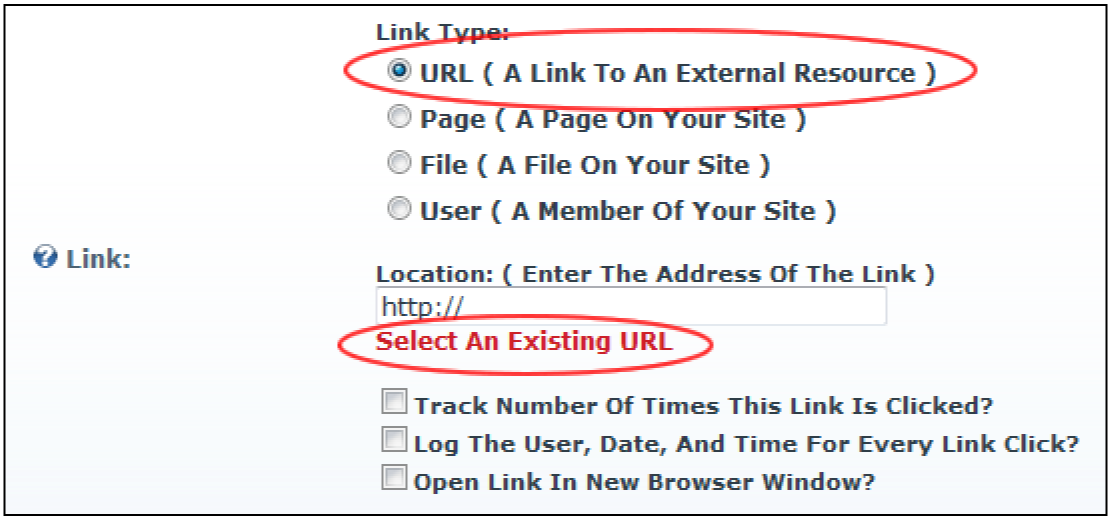


2. Click the **Update** button. Note: Link tracking isn't enabled and displayed until the item is updated and you return to the Edit Page for this item.

Selecting an Existing URL Link

How to select a link to an existing URL link using the Link Control. The URL link must have already been saved using the Link Control. Note: This tutorial assumes you are currently viewing the Link Control, which means you are either editing/adding an item on the Edit Page of a module or are on a Settings page.

1. At **Link Type**, select **URL (A Link To An External Resource)**.



2. Below the **Location: (Enter The Address Of The Link)** text box, click the Select An Existing URL link. This displays a list of the existing URL's in the **Link / Location: (Enter The Address Of The Link)** drop down list.

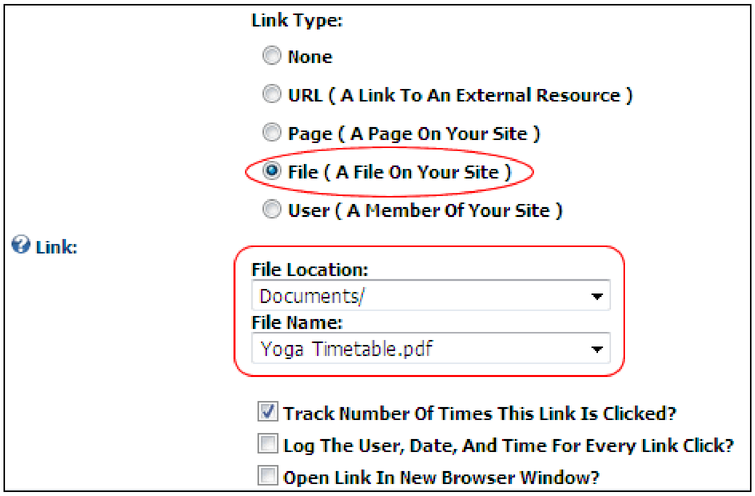
3. At **Location: (Enter The Address Of The Link)**: select the URL from the drop down list.

Setting a File Link

How to set a link to a file that has been uploaded to the site using the Link Control. This topic assumes the file has already been uploaded to the Admin File Manager and you are currently viewing the Link Control.

1. At **Link Type**, select **File (A File On Your Site)**. Note: This field may not be displayed on some modules.

2. At **File Location**, select the folder where the file is located. This will populate the File Name field below with the file in this folder. Note: The My Folder folder is your own personal folder where you can manage your personal files such as your profile image.
3. At **File Name**, select the file from the drop down list.

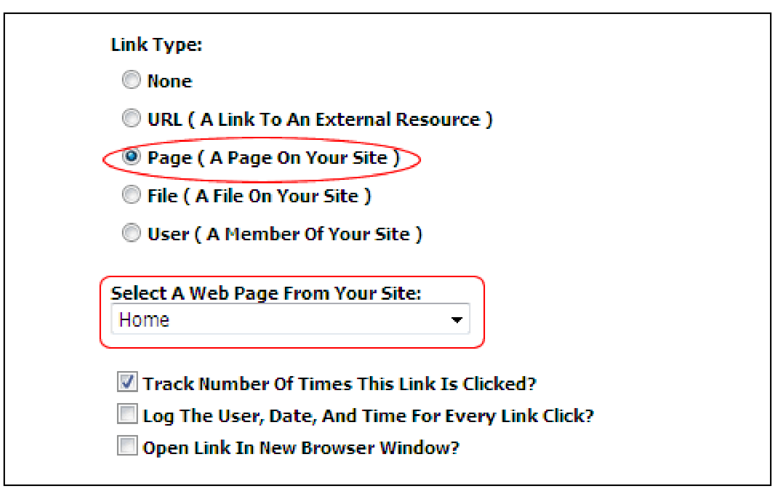


Setting a File Link

Setting a Page Link

How to set a link to an existing page on the site using the Link Control.

1. At **Link Type**, select **Page (A Page On Your Site)**.
2. At **Select A Web Page From Your Site**, select the page from the drop down list. Note: Pages that are not included in the menu and which have not been given a Parent page will be displayed at the end of this list.

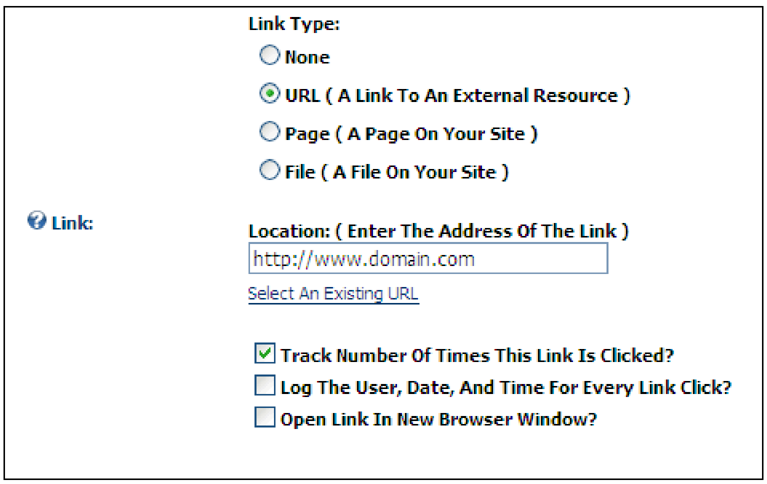


Tip: Pages which are set as disabled are displayed in the list of pages. Disabled pages can be linked to, however the link will only work for Administrators and SuperUsers. Other users will see the link but nothing will happen when they click on it. It is therefore recommended that you test page links.

Setting a URL Link

How to set a link to any URL using the Link Control. The URL can be to any resource or file available on the Internet including website domains, web pages, files, or images.

1. At **Link Type**, select **URL (A Link To An External Resource)**.
2. In the **Location (Enter The Address Of The Link)** text box, enter the URL. E.g. http://www.domain.com.

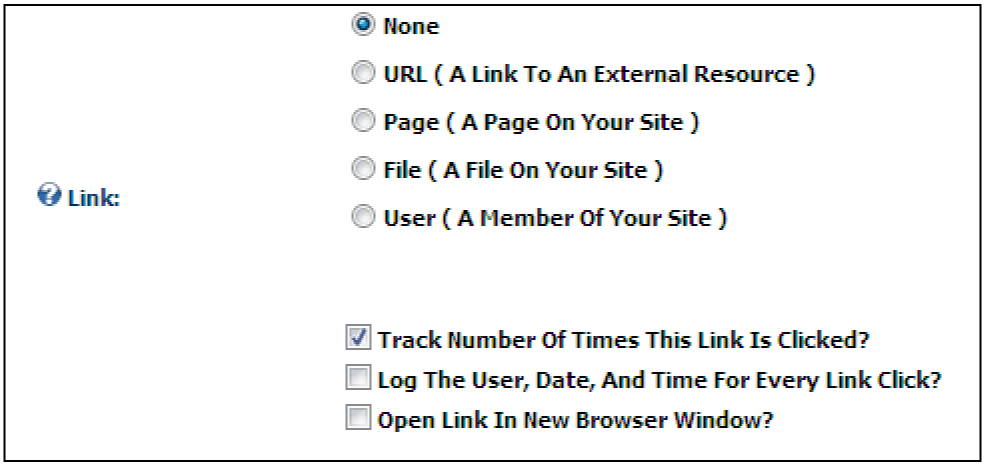


Setting a URL link

Setting No Link

This topic explains how to set the Link Control for no link. This option is only available on modules where a link is optional such as the Announcements module.

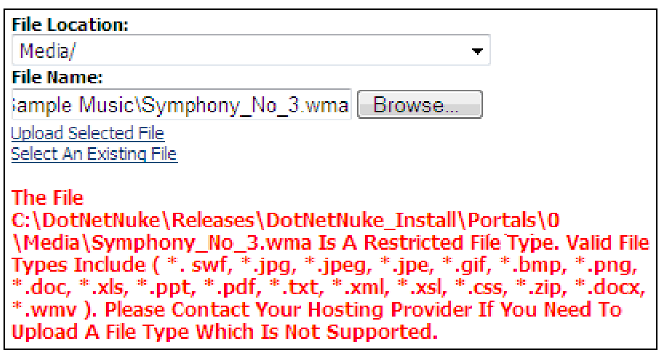
1. At **Link Type**, select **None**.



Setting No Linking

Troubleshooting: Restricted File Type Warning Message

You may receive a Restricted File Type warning message when attempting to upload a file via the Link Control to a module. This message is displayed when you attempt to upload a file with an extension that you are not enabled to upload such as a movie or a sound file. E.g. .avi, .wma.



The Restricted File Type Warning Message

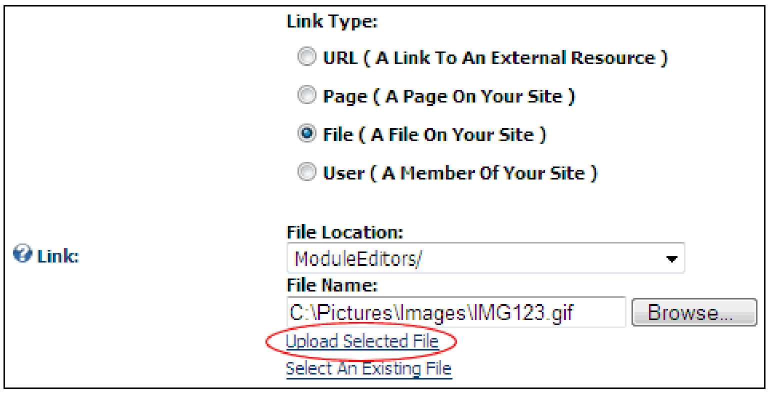
Uploading and Linking to a File

How to upload a file and then set a link to that file using the Link Control. Note: Editors must have permission to upload files to at least one folder in the File Manager.

1. At **Link Type**, select **File (A File On Your Site)**. Note: This field may not be displayed on some modules.
2. At **File Location**, select a folder that you have access to upload files to. When you select a folder that you have access to upload files to the Upload New File link is displayed. This will populate the

File Name field below with the file in this folder. Note: The My Folder folder is your own personal folder where you can manage your personal files such as your profile image.

3. At **File Name**, click the Upload New File link. This displays the **Browse...** button.
4. Click the **Browse...** button.
5. Locate and select the required file on your computer.
6. Click the Uploaded Selected File link.

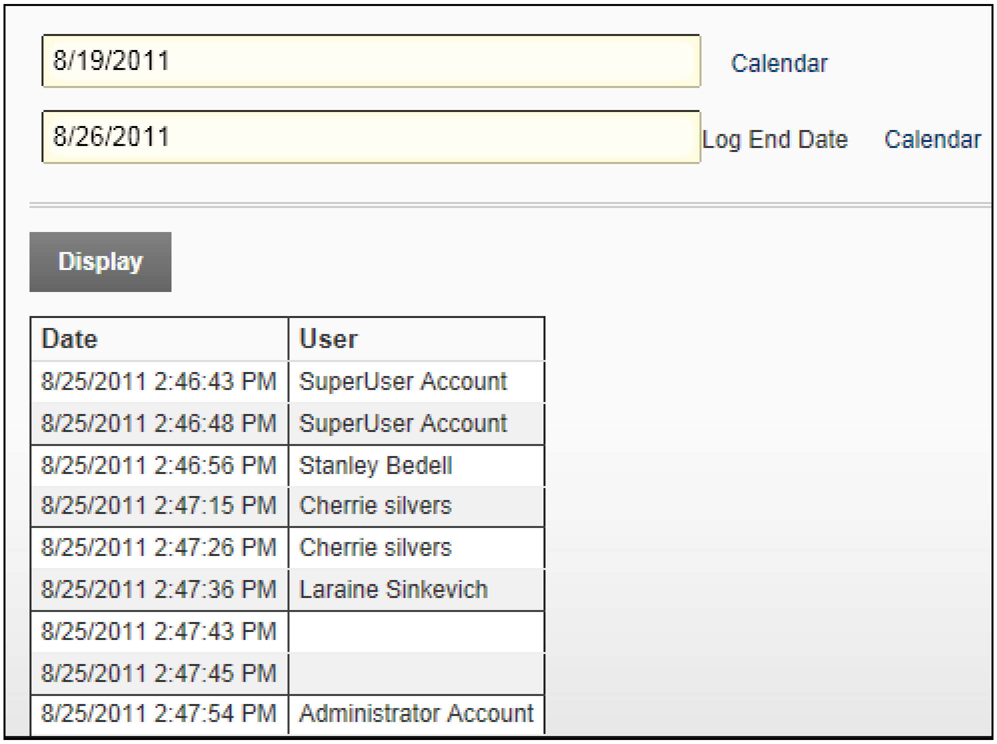


Uploading and Linking to a File

Viewing a Link Log Report

How to view details of links which are logged using the Link Control.

1. Go to the Edit page associated with the logged link. E.g. Click the **Edit** button beside the item which may be an announcement, a link, etc.
2. At **Log Start Date** the first day of the current week is displayed. To choose a different start date click the Calendar link and select a new date. See See "Working with the Calendar"
3. At **Log End Date** the last day of the current week is displayed. To choose a different end date, click the Calendar link and select a new date.



4. Click the Display link.

About the Link Control

The Link Control allows Module and Page Editors to select a link to a URL, a page on this site, a file that has been uploaded to the Admin File Manager, the profile of a registered user. The Link Control can also be used to disable a link field on a module, such as the Announcements module. The Link Control is displayed on the add and edit page of many modules including the Links, Announcement, Documents, Events, Media and Vendors module.

Optional Settings:

- Track the number of times a link is clicked. See See "Enabling/Disabling Tracking of Link Clicks"
- Log the user, date and time for every link click. See See "Enabling/Disabling the Link Log"
- Open a link in a new Web browser window. See See "Enabling/Disabling Opening a Link in a New Web Browser Window"

The Link Control as displayed on the Edit page of the Links module

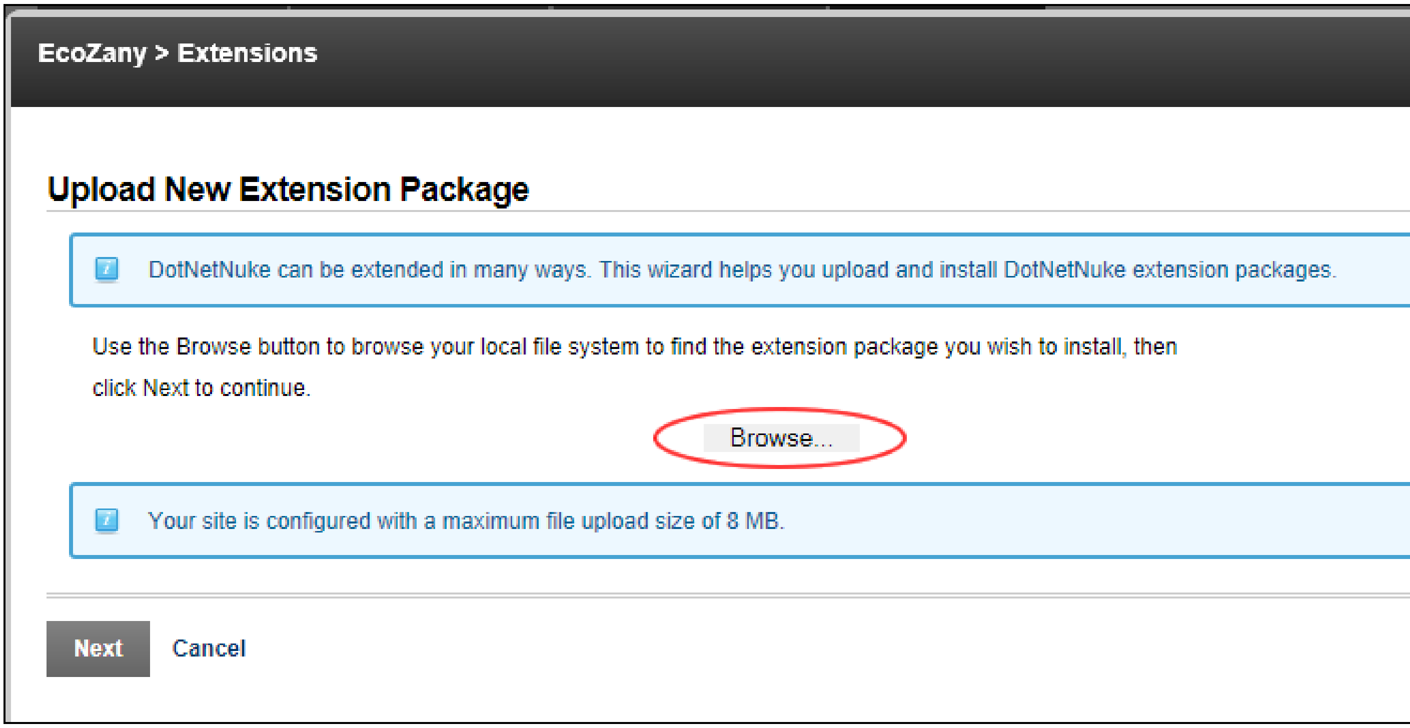
Related Topics:

- "Setting a File Link".
- See "Setting a Page Link"
- See "Setting a URL Link"
- See "Adding a User Profile Link"

Using the Install Extension Wizard

How to install an extension using the Install Extension Wizard. This tutorial assumes are currently viewing the Upload New Extension page of the Install Extension Wizard. This wizard can be accessed via the action menu of certain modules such as the Dashboard and Extensions module.

1. On the **Upload New Extension Package** page:
   a. Click the **Browse...** button.



    b. Select the required file from your computer.
    c. Click the Next link.
2. **Optional.** The **Upload Results** page will be displayed if there is an unusual result such as a legacy Skin or Container, or the language package has already been uploaded. In this case, select the required action and click the Next link - OR - Click Cancel and start again.
3. On the **Package Information** page, review the package information and then click the Next link.
4. On the **Release Notes** page, review the release notes and then click the Next link.
5. On the **Review License** page:
    a. At **License**, review the license for this extension.
    b. At **Accept License?** check ☑ the check box to agree to the license terms.
    c. Click the Next link.
6. On the **Package Installation Report** page, review the package installation results and then click the Return link to return to the module that you accessed the Wizard from. Note: The newly added extension is now listed on the Installed Extensions tab of the Extensions module.

Pager

About the Pager

The Pager is a control which enables you to easily navigate to other pages of records and is used on a number of DNN Admin and Host modules such as the Event Viewer and the User Accounts modules.

Here's an overview to this control:

- The current page and total number of pages is displayed to the left.
- Page navigation links are displayed on the right enabling you to quickly move to:
  - The First page of all records,
  - The Previous page of records
  - A specific page by number. E.g. Page 1, 2, 3, etc.
  - The Next page of records
  - The Last page of records

The Pager Control

Tip: On the **User Account** page, the default number of records displayed per page can be set and the pager control can also be suppressed.

Replacement Tokens

List of Replacement Tokens

By adding one or more of the below replacement tokens into content you can display site or user data to site users. Some examples how you might use a replacement token are to display the site name and description as the content of a module, or to add a personalized salutation at the beginning of each newsletter.

Replacement Token	Example	Replacement Token Description
[Portal:Currency]	USD	Displays the site currency type as set on the Site Settings page.
[Portal:Description]	The EcoZany toy store is an online shop that sells a wide range of Eco-Friendly	Displays the site description as set on the Site Settings page.

	toys and games.	
[Portal:Email]	admin@ecozany.com	Displays the email address of the primary Administrator as set on the Site Settings page.
[Portal:FooterText]	Copyright 2012 by EcoZany	Displays the copyright text entered in the Copyright field on the Site Settings page.
[Portal:HomeDirectory]	../../Resources/EcoZany/	Relative Path of the Portals Home Directory.
[Portal:LogoFile]	logo.gif	Site Path to Logo file. E.g. logo.gif
[Portal:PortalName]	EcoZany	The site name as set on the Site Settings page.
[Portal:TimeZoneOffset]	-480	Difference in minutes between the default site time and UTC.
User Tokens		
[User:DisplayName]	Rose Booth	The display name of the user.
[User:Email]	Rose.Booth@ecozany.com	The email address of the user.
[User:FirstName]	Rose	The first name of the user.
[User:LastName]	Booth	The last name of the user.
[User:Username]	Rosie	The username of the user.
Membership Tokens		
[Membership:Approved]	Yes / No	Indicates if the user is approved.
[Membership:CreatedDate]	10/4/2011 1:08 PM	Displays the date and time when the user registered on the site.
[Membership:IsOnline]	Yes / No	Indicates if the user is currently online.
Page (Tab) Tokens		
[Tab:Description]	Welcome to EcoZany	Displays the description of the current page.
[Tab:FullUrl]	http://www.ecozany.com/Services/tabid/73/Default.aspx	Displays the full URL of the current page.

[Tab:IconFile]	icon.gif	Page relative path to icon file.
[Tab:KeyWords]	toys, dolls, games, fair trade,	Displays the keywords for the current page.
[Tab:TabName]	Home	Page name
[Tab:TabPath]	//HTML	Page relative path
[Tab:URL]		Page URL
Date Tokens		
[DateTime:Now]	10/15/2012 5:39 PM	Current date and time.
[DateTime:Now|f]	Tuesday, October 26, 2012 5:39 PM	Displays long date and short time.
[DateTime:Now|F]	Tuesday, October 26, 2012 5:39:20 PM	Displays long date and long time.
[DateTime:Now|g]	10/26/2012 5:39 PM	Displays short date and short time.
[DateTime:Now|G]	10/26/2012 5:39:20 PM	Displays short date and long time.
[DateTime:Now|Y]	October, 2012	Displays year and month.
[DateTime:UTC]	10/15/2012 5:39 PM	Co-ordinated Universal Time.
[DateTime:UTC|f]	Tuesday, October 26, 2012 5:39 PM	Co-ordinated Universal Time - long date and short time. Other appended options are F, g, G and Y; as for DateTime above.
[DateTime:System]	10/15/2012 5:39 PM	Displays date and time as per your local settings.
[DateTime:System|f]	Tuesday, October 26, 2012 5:39:20 PM	Displays date and time as per your local settings. This example displays long date and short time. Other appended options are F, g, G and Y; as for DateTime above.
Tick Tokens		
[Ticks:Now]	633282985407609550	CPU tick count for current second.
[Ticks:Today]	633282624000000000	CPU tick count since midnight.
[Ticks:TicksPerDay]	864000000000	CPU ticks per day (for calculations)

Advanced Site Management

Multi Language Sites

You can enable multiple languages using the Languages module on your site and use Content Localization to translate site content into multiple languages.

- See "About Content Localization"
- See "About the Languages Management Module"

Search Optimization

How to optimize search results both within your site and for search engines using these module.

- See "About the Google Analytics / Google Analytics Pro Module"
- See "About the Search Engine SiteMap Module"

Site Design

DNN uses skins to manage the design of your site. You can set a single design for your whole site or use different designs on different pages and modules.

- See "About the Skins Module" - Viewing and applying skins
- See "About the Skin Designer Module" - Managing skin design
- See "About the Stylesheet Editor"

Site Searching

Use these three modules to add search capabilities to your site.

- See "About the Search Input Module"
- See "About the Search Results Module"

Social Collaboration

Everyone is talking social. And evidence is mounting that social collaboration has real business benefit. Social intranets **drive employee productivity and increased efficiency**. Communities **turn customers into advocates and help grow business**. The latest version of DotNetNuke builds on the already strong Web Content Management System (WCMS) capabilities that have made it the number one Web content solution in the Microsoft ecosystem. The new release **enables businesses to quickly build internal social networks to improve collaboration, communication and employee productivity**. It also enables the creation of external communities that **turn customers into advocates, which lowers support cost and increases revenue opportunities**.

The Journal Module

Activity feed powers user interactions

The Journal module is an interactive activity feed which enables community members to interact in a fashion that has been popularized by familiar social networks like Facebook, Twitter, and LinkedIn. The Journal module can be placed on any DotNetNuke page and can be used to post and reply to status updates, like, tag users and share links, files, photos and videos. Privacy controls unable users to determine who can view posts. See "About the Journal Module"

The Social Groups Module

Social groups and forums increase team collaboration

DNN fosters collaboration through the ability to create topic specific social groups. Users can join groups and share content with group members. Discussion forums can also be associated with social groups enabling members to ask and respond to questions and gain feedback on new ideas. See "About the Social Groups Module"

Managing your User Profile

Interactive user profile offers more personalization

DNN empowers community members to create and manage a personal profile and dashboard. The new profile can be easily customized to display desired member information. It also offers flexible privacy controls, and a user focused activity feed. See "Managing your User Profile"

The Message Center Module

Message center improves communication

In addition to activity feed based communication users can also send and reply to private messages. DNN 6.2 includes an integrated message center that enables users to interact with other users or groups through messages that are similar to email. See "About the Message Center Module"

The Member Directory Module

Member directory provides foundation for collaboration

A member directory is vital to the success of any collaborative site that is based on user-to-user interaction. It enables users to find and connect with other users on the site. With DNN 6.2+ users can search for members based on multiple search criteria. User relationships foster community and Registered users and subscribers can now form social relationships on any DNN 6.2+ site. This allows users to friend and follow other users or groups and to receive notifications which allow them to approve or reject new friends and followers. See "About the Member Directory Module"

Social authentication increases community participation

Users and members can now more easily register and sign onto a DotNetNuke web site using their credentials from Facebook, Twitter and Google+. DNN makes it easier than ever for customers and prospects to participate in an online community.

- See "Configuring Facebook Authentication"
- See "Configuring Google Authentication"
- See "Configuring Live Authentication"
- See "Configuring Twitter Authentication"
- See "Logging in with Facebook"
- See "Logging in with Google"
- See "Logging in with Live"
- See "Logging in with Twitter"

Content Localization

About Content Localization

Content Localization allows Administrators and translators to create localized module content in multiple languages (cultures).

Prerequisites. Content localization must be allowed on the site by a SuperUser and more than one language must be enabled and activated.

Related Topics:

- See "Enabling/Disabling a Language"

Adding a Module to all Languages

How to add a new module (and then add module content) for all enabled languages on your site.

1. View the site in the default language. See "Viewing a Site in the Default Language"
2. Navigate to the page where you want to add the module. See "Viewing Any Page" or See "Viewing any Page (Pages Module)"
3. Add the module. See "Adding an Existing Module (ControlBar)", See "Adding a New Module (RibbonBar)" or See "Adding a New Module (Iconbar)"
4. Add module content as required. See "Editing Module Content"

Adding a New Page (Default Language)

How to add a page to a site for the default language. This will create a single page for all cultures, a page in the current culture or a localized version for all cultures depending on the Localization settings you choose.

1. View the site in the default language. See "Viewing a Site in the Default Language"
2. Add the new page as per usual ensuring you set the Permissions and Localization settings as required. See "Adding a New Page" and See "Localization Settings for New Pages".
3. Add modules and content to this page as required.
4. If you have chosen to create localized versions of the page, once the content is completed, you can set page for translation. See "Setting a Page as Ready for Translation"

Adding Modules to a Secondary Language Only

How to add one or more modules to the site which only display when the user is viewing the site in a secondary language (i.e. a language other than the default site language).

1. View the site in the required secondary language. See "Viewing a Site in a Secondary Language"
2. Navigate to the page where you want to add the module.
3. Add the module. See "Adding a New Module (ControlBar)" or See "Adding a New Module (RibbonBar)"
4. Add module content as required, typically this will be in the selected language.

Next Step: See "Modifying Module Localization Status" to mark module as translated.

Delete Modules from Secondary Language

How to delete a module from a page which is in a secondary language. Note: The module is still available in other languages.

1. View the site in the required secondary language. See See "Viewing a Site in a Secondary Language"
2. Navigate to the required page. See "Viewing Any Page" or See "Viewing any Page (Pages Module)"
3. Delete the module. See "Deleting a Module"

Editing (Translating) Localized Module Content

How to translate module content into a language other than the default site language.

Important. Localized content must first be created. See "Creating Localized Pages for a Language"

1. View the site in the required secondary language. See "Viewing a Site in a Secondary Language"
2. Select the edit option for this module. E.g. For the HTML module, click the Edit Content link.
3. Edit/translate text as required.

Editing the Content of Shared Modules

How to edit the content of a shared module. Note: Since shared modules are a reference to a single instance of the module, when updating a module, all the pages that contain the reference are updated.

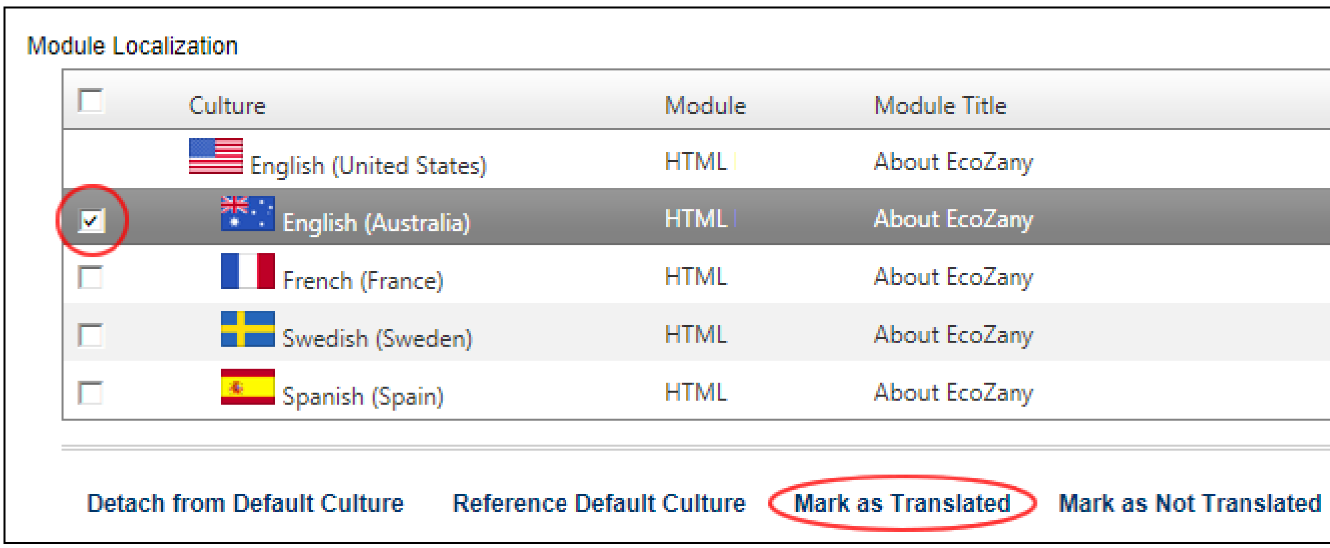
1. View the site in the default language. See "Viewing a Site in the Default Language"
2. Navigate to the page where the shared module is located. See "Viewing any Page (Pages Module)" or See "Viewing Any Page"
3. Edit the module content. See "Editing Module Content"

Modifying Module Localization Status

How to manually modify the status of one or more modules located on a page which is in a secondary language. In the below example, the HTML module for English (Australia) will be marked as translated.

1. Ensure you are viewing the site in the required language. See "Viewing a Site in a Secondary Language"
2. Go to the Page Settings page. See "Editing Page Settings"
3. Select the **Localization** tab.
4. Go to the **Module Localization** section which lists of each of the modules on this page.

5. Check the check box beside each of the modules whose status you want to modify - OR - Select the check box located in the header row to select all modules.
6. Click one of the following links as required:
   - Detach from Default Culture: Select to create a separate version of the module content from the default culture. You can then translate this content as required. This displays the **Grant** icon in the **Is Detached?** column.
   - Reference Default Culture: Select to make module content the same as the content in the default culture. This displays the message "Binding to the default culture version will delete the content from the sub culture versions. This action is irreversible. Are you sure you wish to proceed?"
     1. Click the **OK** button to confirm. This displays the **Deny** icon in the **Is Detached?** column.
   - Mark as Translated: Select to mark these modules as translated. This displays the **Grant** icon in the **Is Detached?** column.



   - Mark as Not Translated: Select to mark these modules as requiring translation. This displays the **Deny** icon in the **Is Detached?** column.
7. Repeat Steps 5-6, selecting different modules and a different status as required.
8. Click the Cancel link to return to the module.

Publishing a Secondary Language Page

How to publish a page that has been translated into a secondary language. This will copy the view permissions from the page that is the default language to this page.

Prerequisite. The page must be translated. See "Setting a Page as Translated"

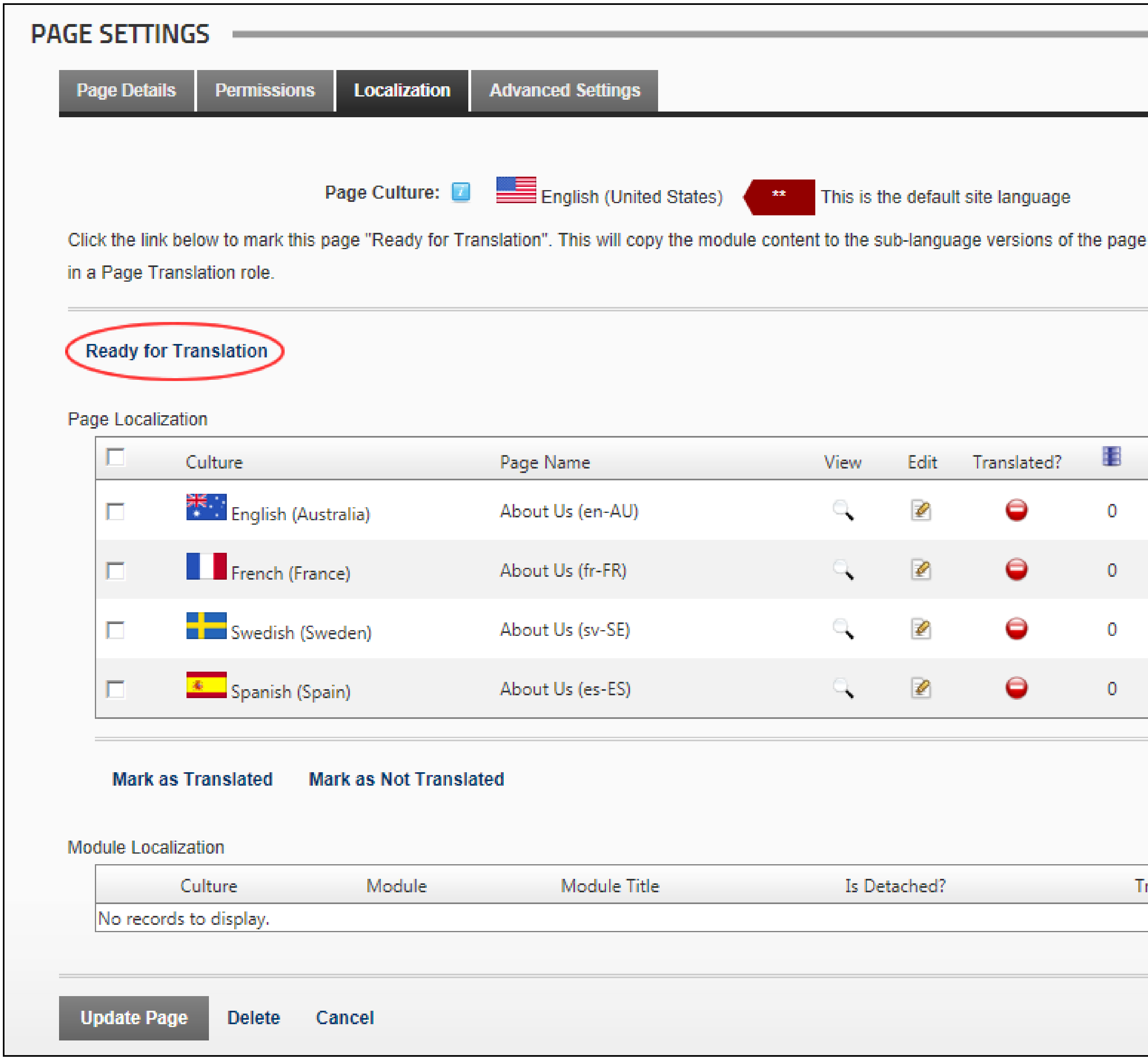
1. Navigate to the required page.
2. On the ControlBar, hover over the **Edit Page** and then select **Page Settings**. (On the RibbonBar, go to the Pages tab and select Page Settings - OR - On the Iconbar, go the Page Functions section and select Settings.) This opens the Page Settings page.
3. **Recommended**. If you haven't already done so, you should now set the view rights for this page. E.g. All Users.
4. Select the **Localization** tab. Here you can view the current localization information for this page.
5. At **Publish Page**, click the **Save** button.

Setting a Page as Ready for Translation

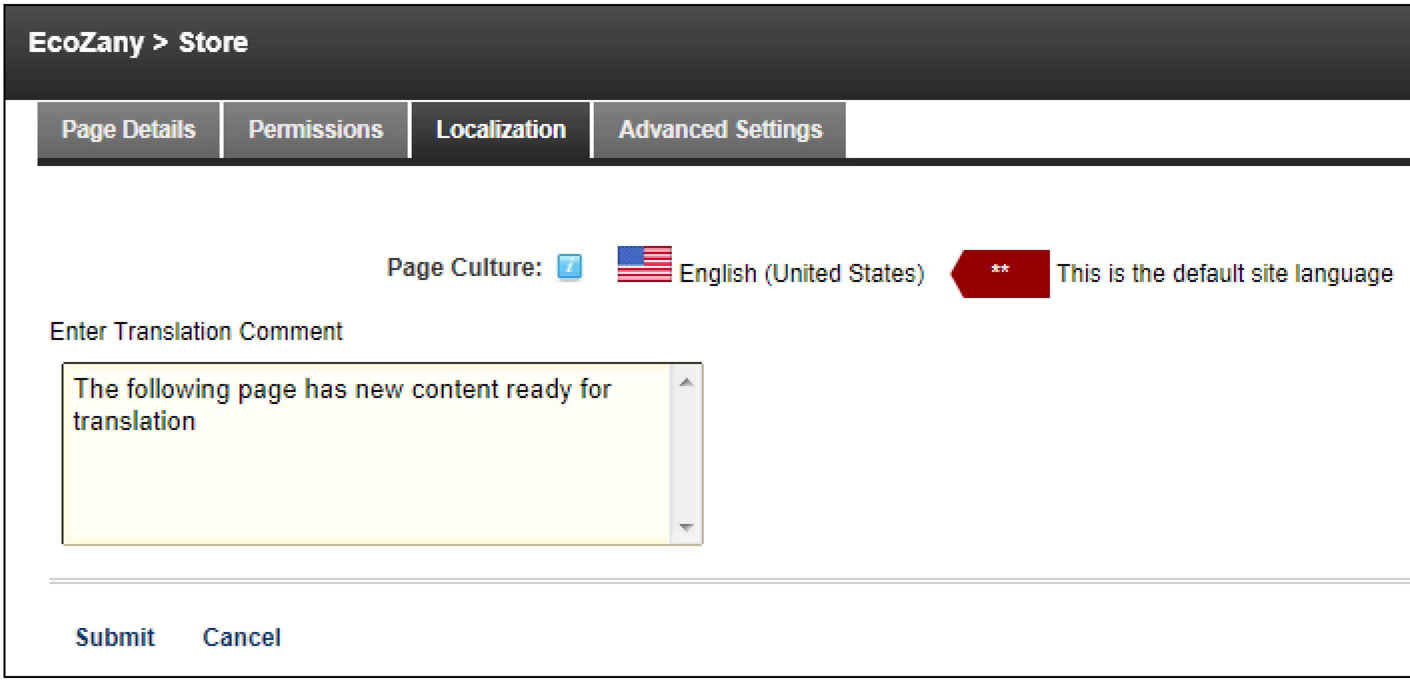
How to set a page as ready for translation using the Languages module. Setting a page as ready for translation creates a copy of the page (including modules and content) for each of the enabled language. Translators are automatically granted Edit Rights to the page and they receive email notification and a Notification message to their User Profile that the page is ready for translation.

Note: Once a page is set as ready for translation it cannot be viewed by site visitors or users until it has been translated.

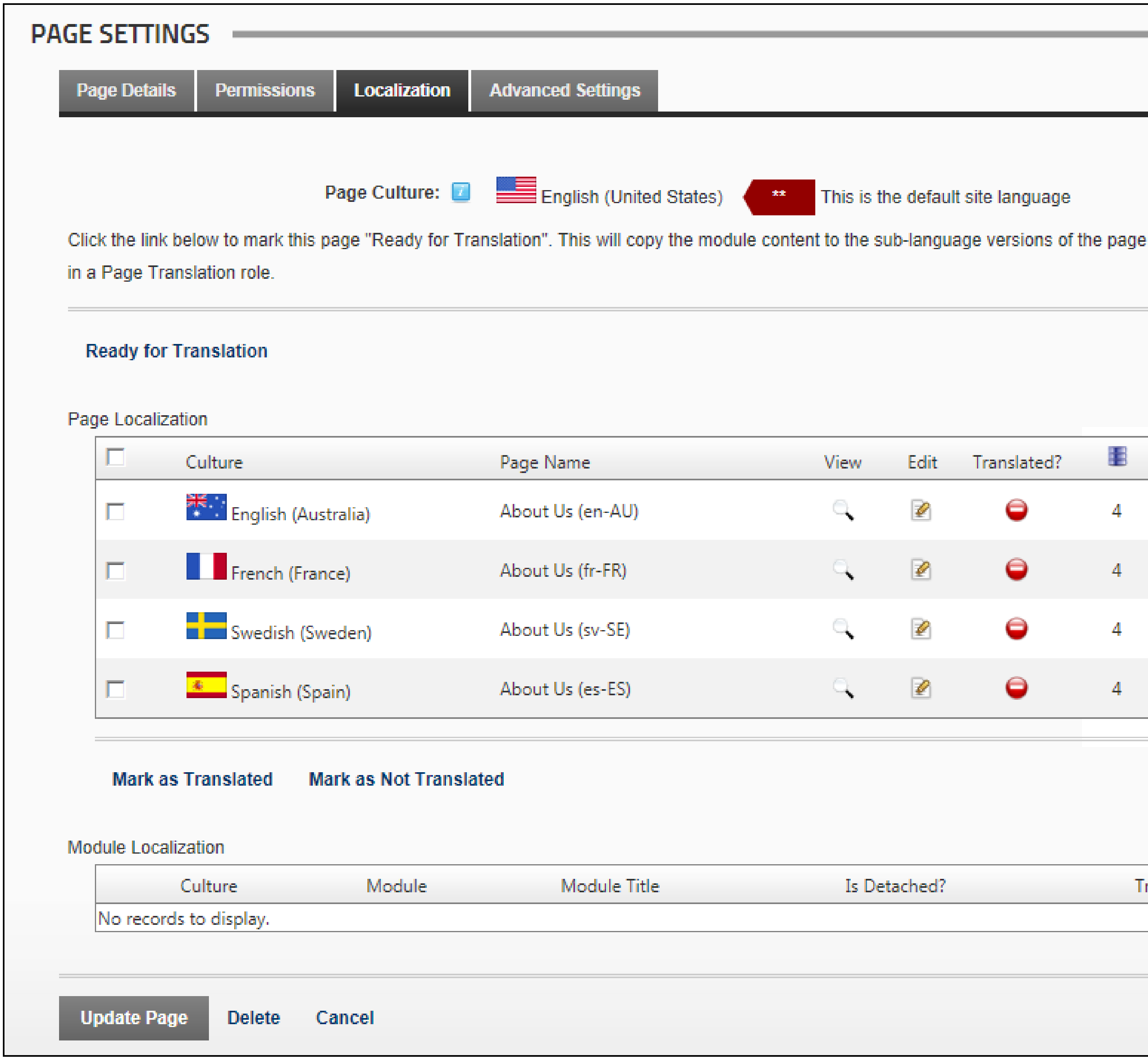
1. Ensure you are viewing the site in default site language. See "Viewing a Site in the Default Language"
2. Navigate to the required page.
3. On the RibbonBar, hover over the Pages link and select Page Settings - OR - On the Iconbar, go the Page Functions section and select Settings. This opens the Page Settings page.
4. **Recommended**. If you haven't already done so, you should now set the view rights for this page. E.g. All Users. See "Setting Page Permissions"
5. Go to the **Localization** section. You can view the current localization information on this page, as well as review related notes.
6. Click the Ready For Translation link.



7. In the **Enter Translation Comment** text box, enter a comment to assist translators.



8. Click the Submit link. This creates a localization version of the page in each language as well as each modules on the page.



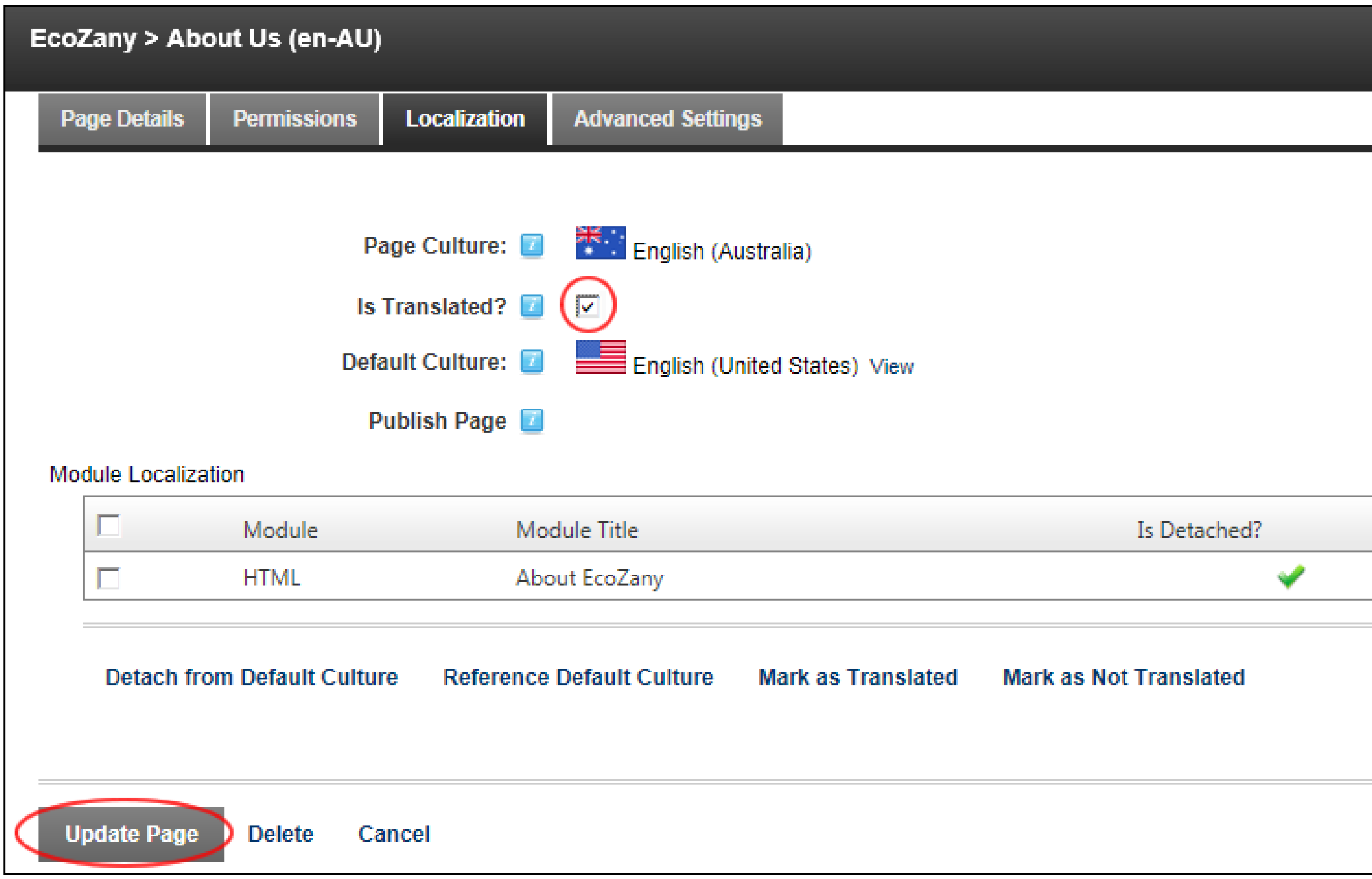
Next Step: The page is now ready to be translated into each language. See "Translating a Page"

Tip: To remove this page from one or more languages, a translator or Administrator must hide the page using permissions. See "Setting Page Permissions"

Setting a Page as Requiring Translation

How to a page as requiring translation. This task is required when a page needs a new translation, perhaps through human error.

1. Ensure you are viewing the site in the required language.
2. On the ControlBar, hover over the **Edit Page** and select **Page Settings**. (On the RibbonBar, Hover over the Pages link until the Control Panel is displayed and then select the Page Settings link.)
3. Select the **Localization** tab.
4. At **Is Translated**, uncheck the check box to set the page as requiring translation.

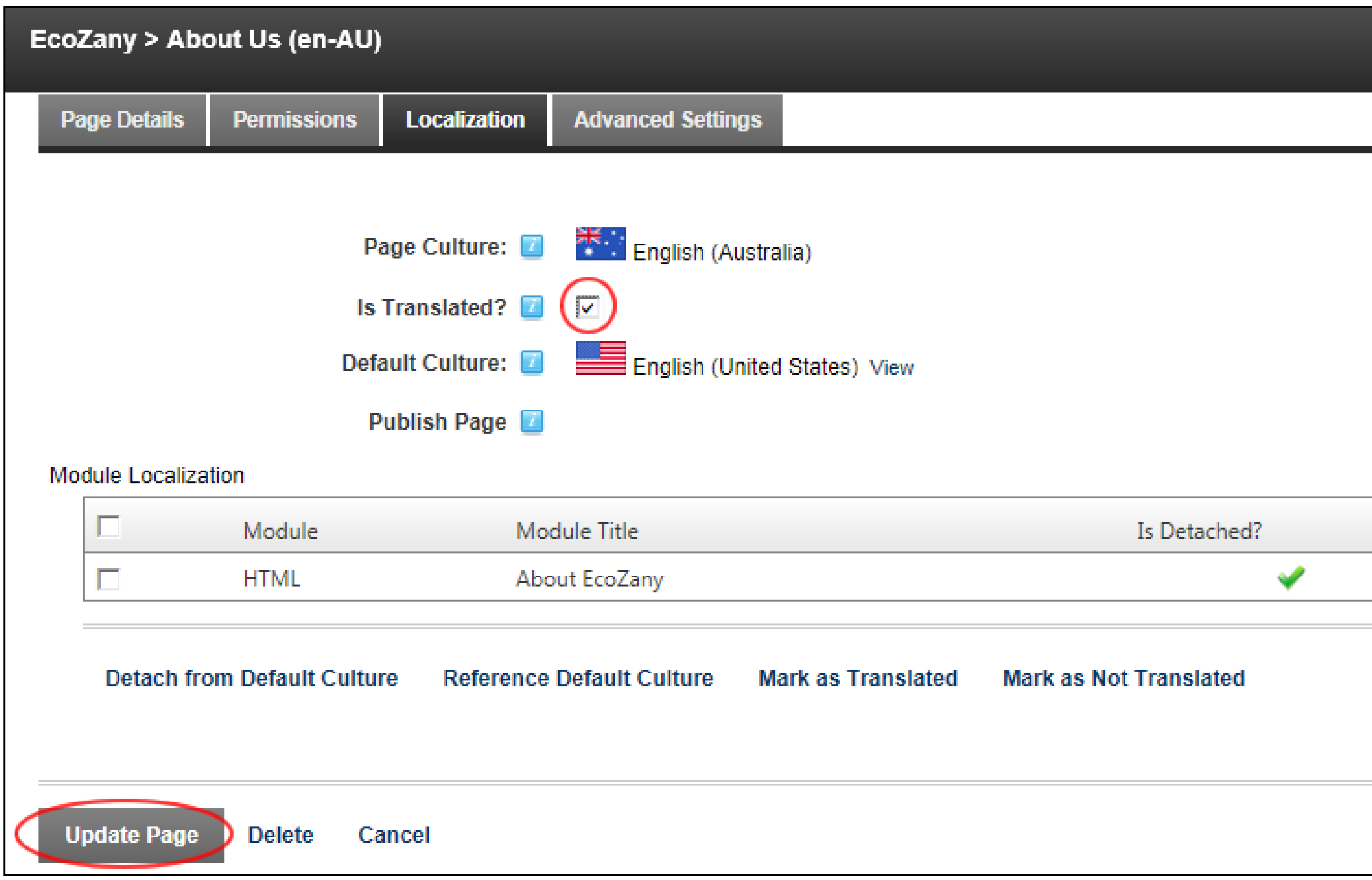


5. Click the Update Page link.
6. You will now need to update the status of the modules on this page which require a new translation. See "Modifying Module Localization Status"

Setting a Page as Translated

How to mark a page as translated.

1. Ensure you are viewing the site in the required language. See "Viewing a Site in a Secondary Language" or See "Viewing a Site in the Default Language"
2. On the ControlBar, hover over the **Edit Page** and select **Page Settings**. (On the RibbonBar, hover over the Pages link until the Control Panel is displayed and then select the Page Settings link.)
3. Select the **Localization** tab.
4. In the **Module Localization** grid, ensure all module are translated. This is indicated by the **Grant** icon in the **Translated?** column.
5. At **Is Translated**, check the check box to set this page as translated.



6. Click the Update Page link.
7. Click the Cancel link to return to the module.

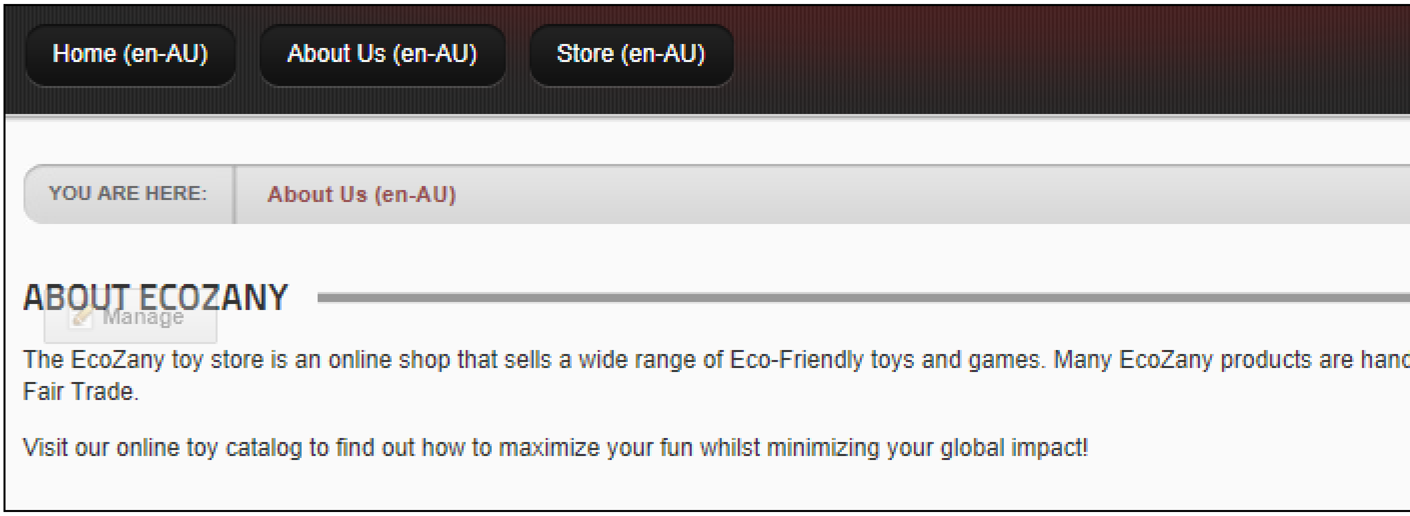
Next Step: If this page is now ready to publish live on your site, See "Publishing a Secondary Language Page"

Translating a Page (Admin)

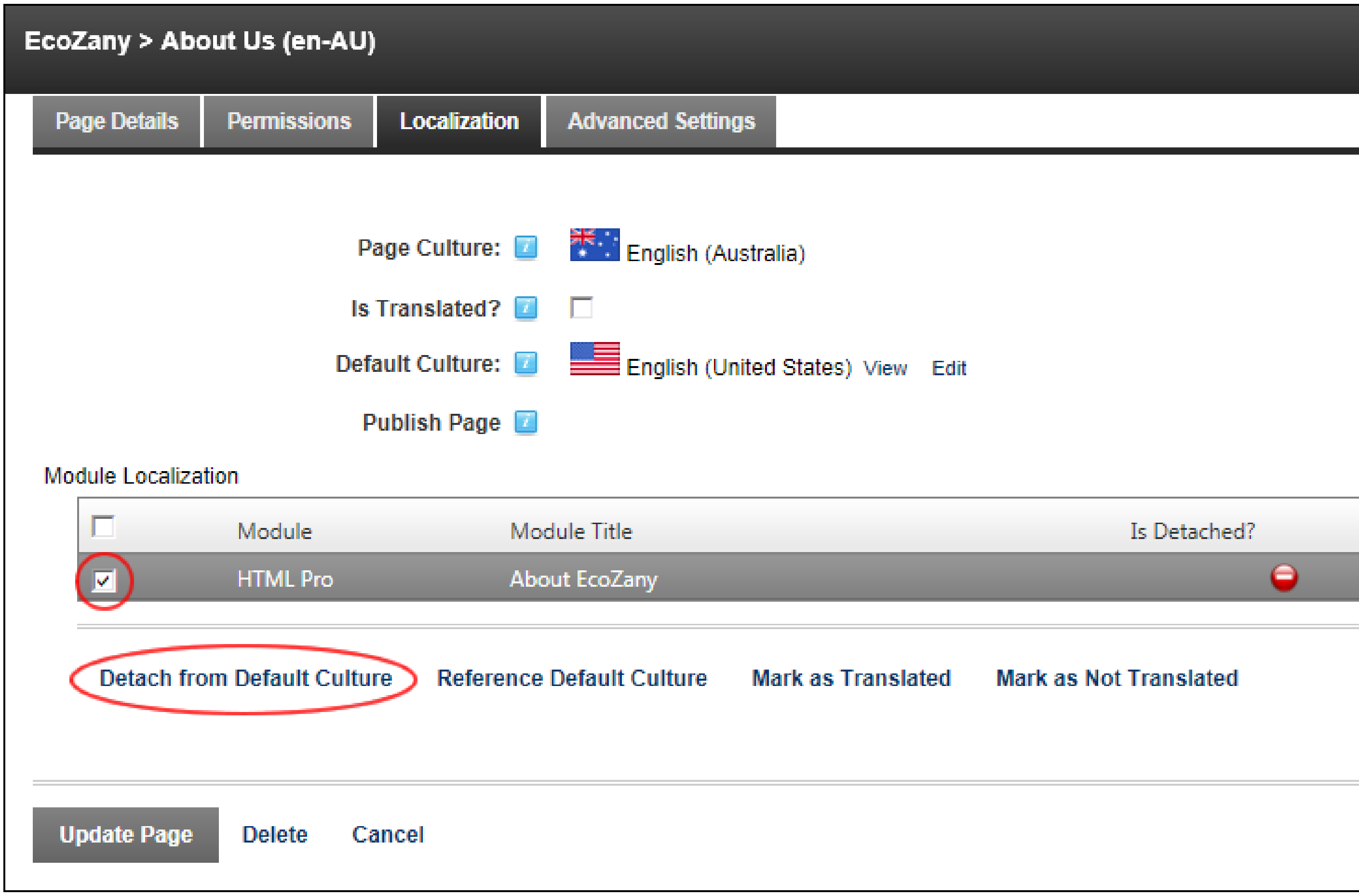
How to translate a page including both the page name and module content into a language other than the default language. You must be either an administrator to perform this task. Localized content must first be created. See "Creating Localized Pages for a Language"

Tip: Administrators and SuperUsers can view Flag buttons for all enabled languages.

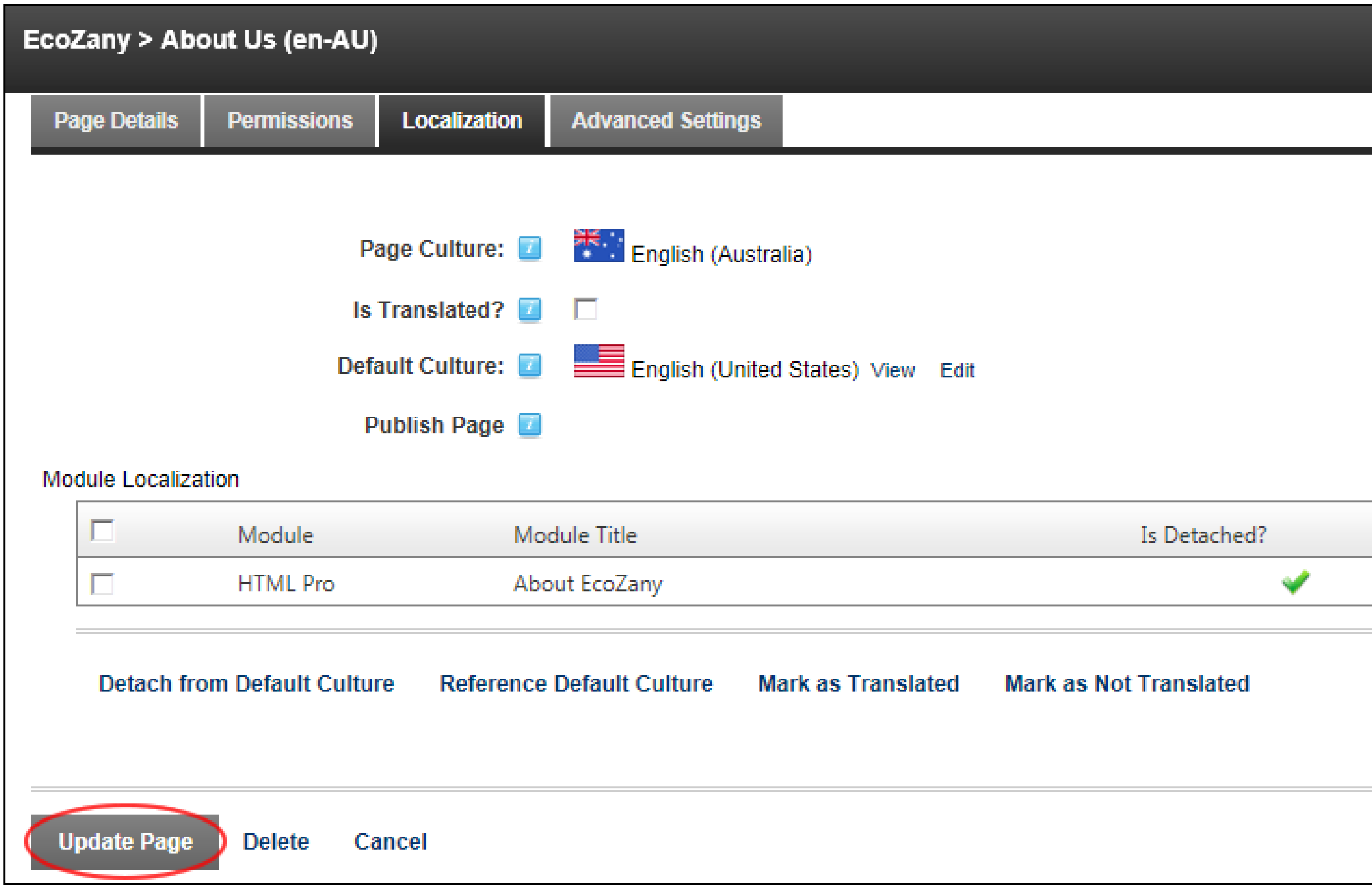
1. Click the Country Flag associated with the language to be translated. This button is typically located in the top right corner of the site. E.g. The **English (Australia)**  button. This displays the site in the selected language. Page Names are appended with the language code. E.g. "About Us" is now "About Us (EN-AU)"



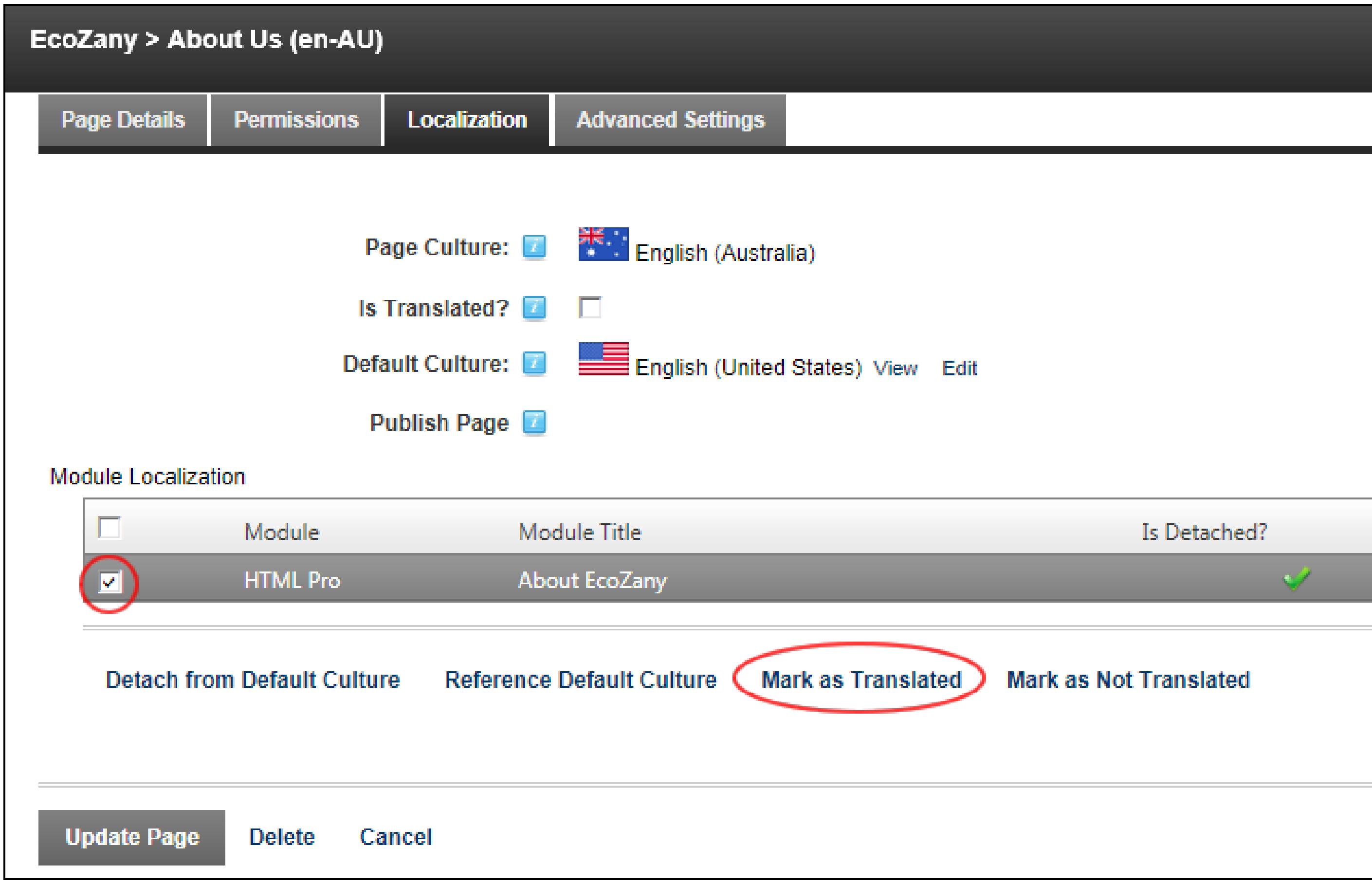
2. On the ControlBar, hover over the **Edit Page** and select **Page Settings**. (On the RibbonBar, hover over the Pages link until the Control Panel is displayed and then select the Page Settings link.)
3. Select the **Page Details** tab.
4. In the **Page Name** text box, edit the page name as required. E.g. Change it from "About Us (EN-AU)", to "About Us".
5. Select the **Localization** tab.
6. In the **Module Localization** grid, check ☑ the check box beside each module to be translated - OR - check ☑ the very top check box in the Grid Header Row to select all modules.
7. Click the Detach from Default Culture link.



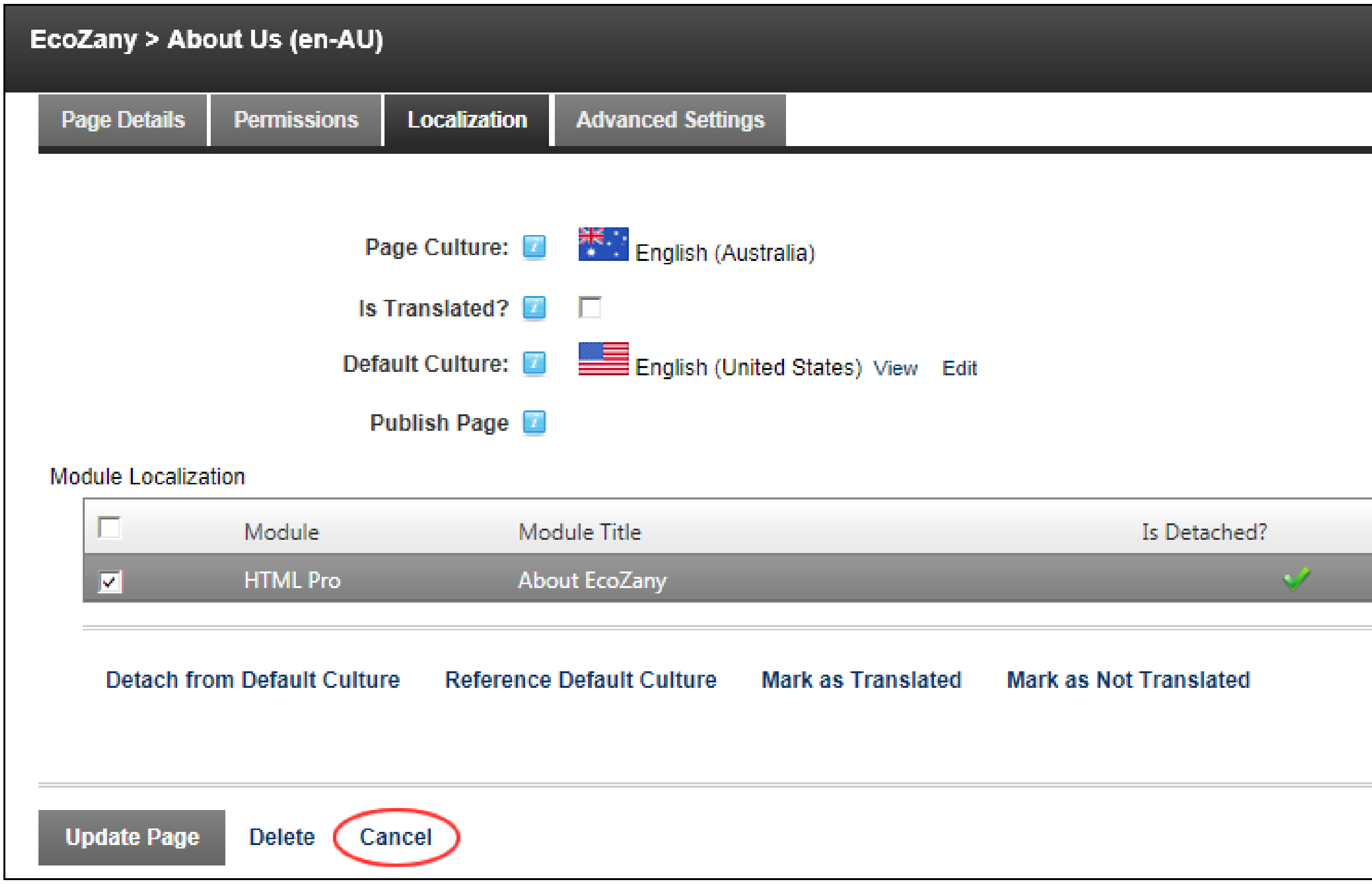
8. Click the Update Page link.



9. The **Grant** icon is now displayed in the **Is Detached?** column. Click the Cancel link to return to the module.
10. Edit the text of the modules as usual.
11. Return to the Page Settings page.
12. Select the **Localization** tab.
13. In the **Module Localization** grid, check the check box beside each module which has been translated - OR - check the top check box to select all modules.
14. Click the Mark as Translated link.



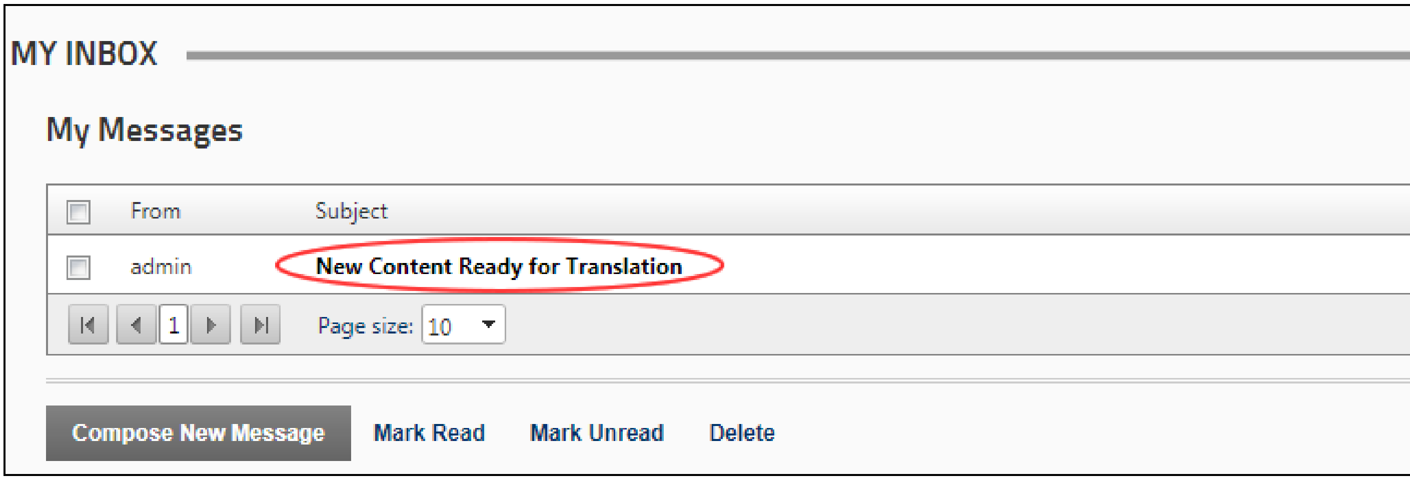
15. The **Grant** ✔ icon is now displayed in the **Translated?** column. Click the Cancel link to return to the module.



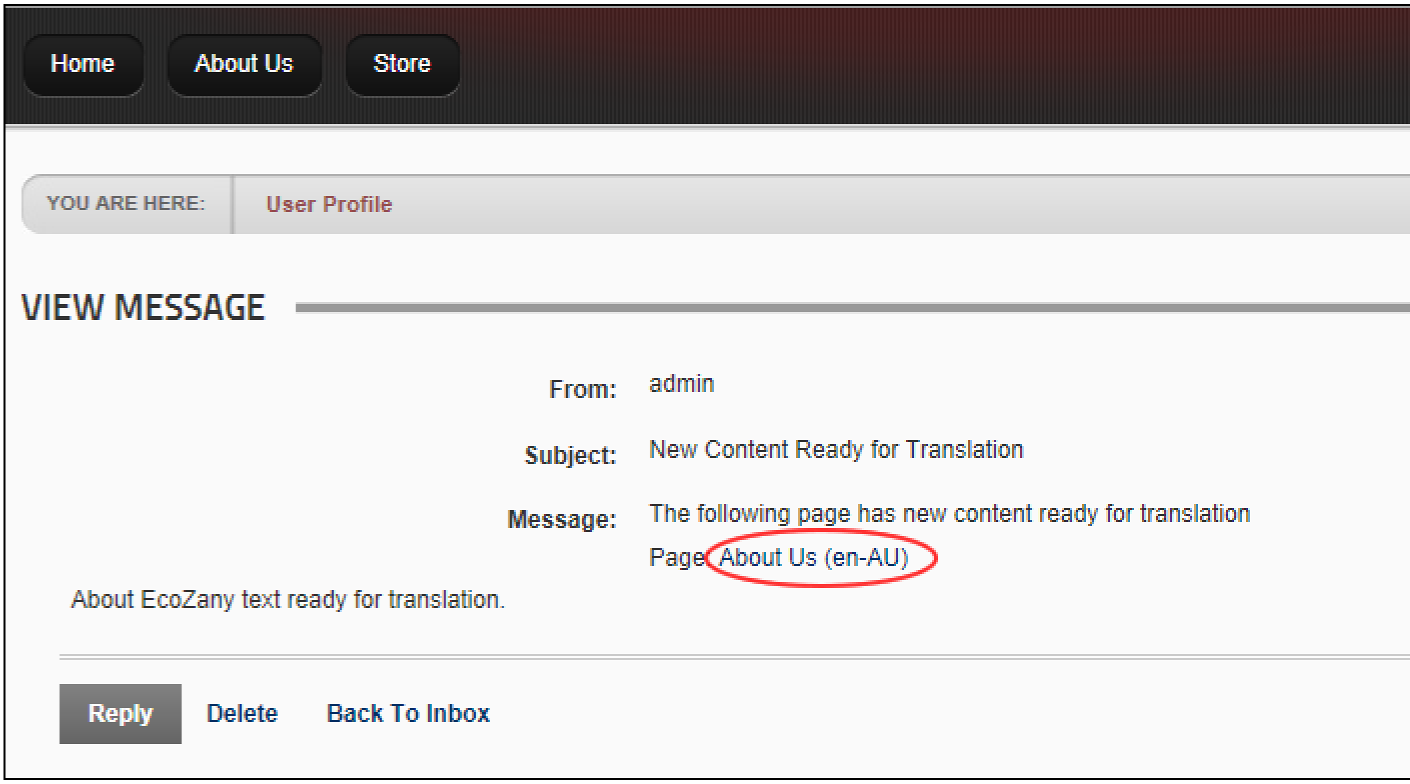
Translating a Page

How to translate a page including both the page name and the content of modules into a language other than the default language. This tutorial assumes you are a translator for one or more languages.

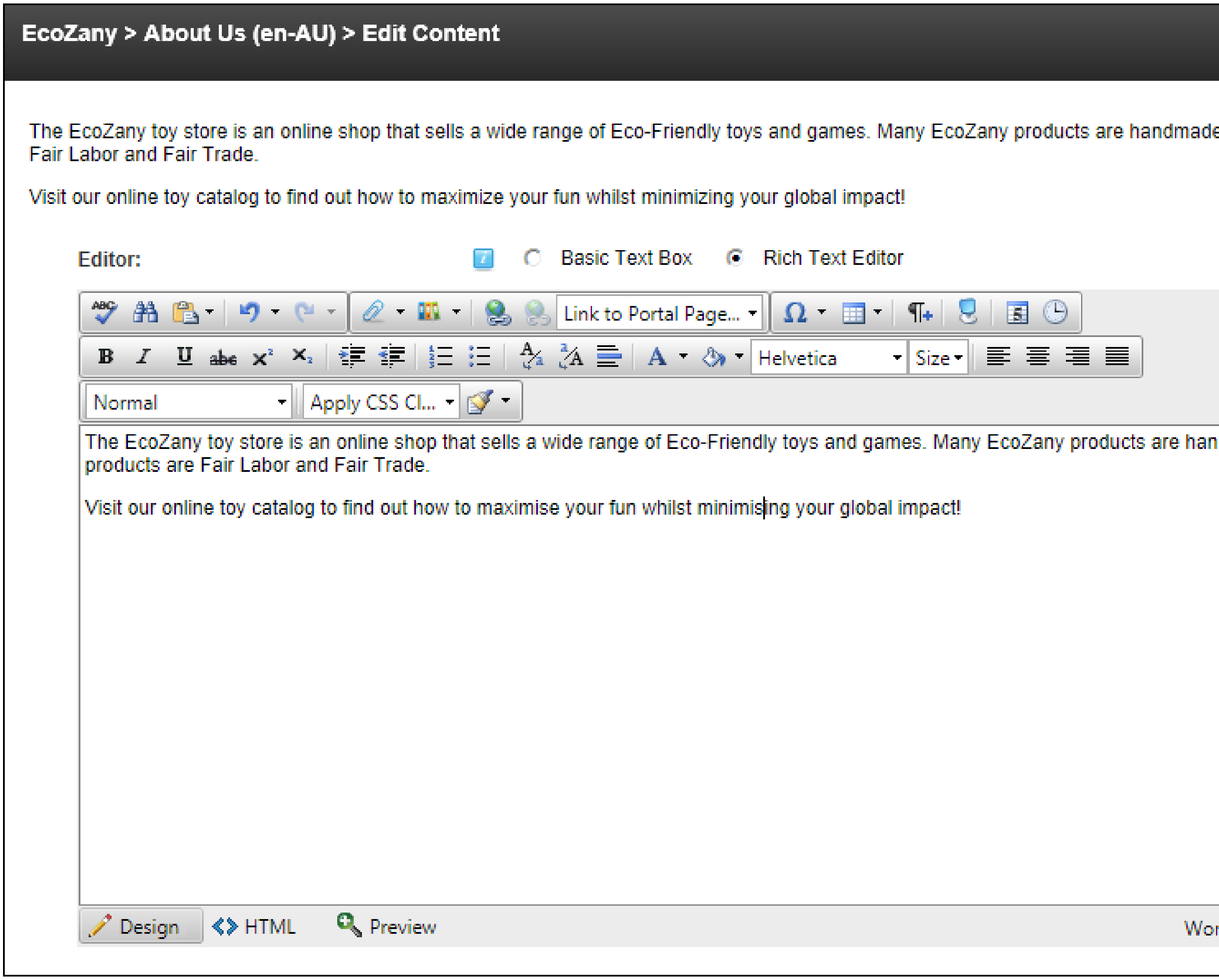
1. Login to your user account. See "Logging into a Site" Note: The language flag for the site you are a translator for is now displayed above the control panel. Since this page is not yet translated, this flag is only visible to translators, Administrators and SuperUsers until the content has been set as translated. Administrators and SuperUsers can always view all pages in all enabled languages regardless of translation status.
2. Click on your [Display Name] to go to your user account. As a translator, you will receive a message whenever content is awaiting translation. See "Viewing a Message"
3. Go to the My Messages module and click on the New Content Ready for Translation link in the **Subject** column.



4. In the View Message screen, click the Page Name link to go to the page. Note: The Page Name is appended with the language code. E.g. About Us is now About Us (EN-AU)



5. Translate the page content as required and then click the Save link. Note: In the below image, notice how a version of the content in the Master Language is displayed above the Editor for your reference.



6. **Optional.** You may also wish to translate the page name. See "Page Details Settings for Existing Pages"

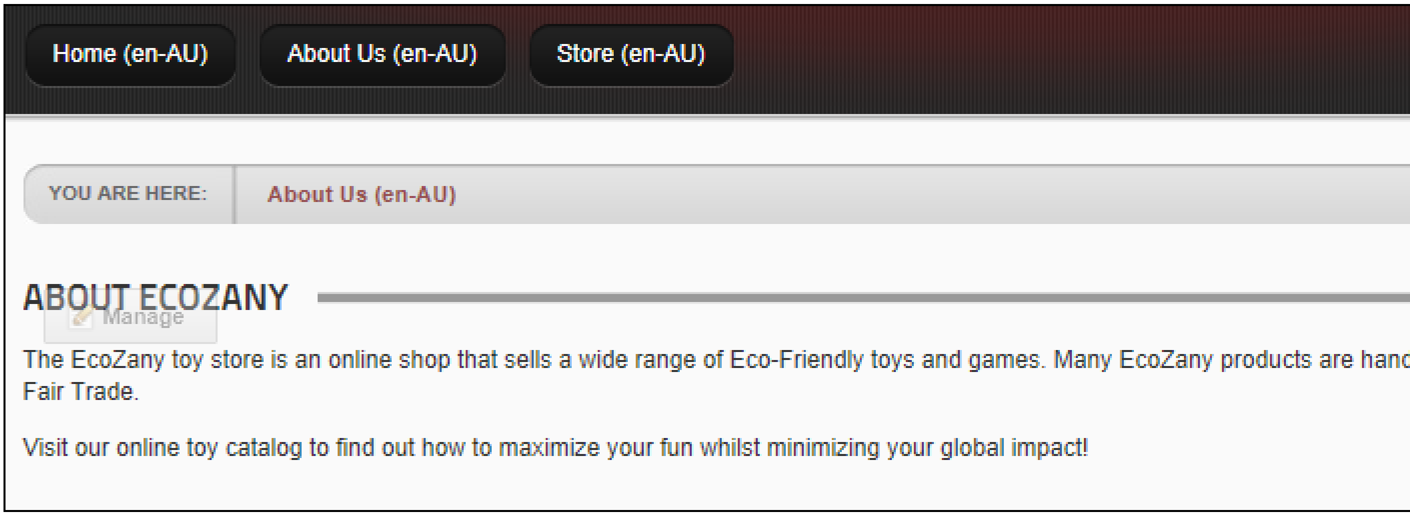
Next Step: See "Setting a Page as Translated"

Viewing a Site in a Secondary Language

How to view the site in a secondary language (e.g. a language other than the default site language).

Tip: Translators can view unpublished languages which they are authorized to translate. Administrators and SuperUsers can view all unpublished languages.

1. Click on the country flag icon associated with the required secondary Language.

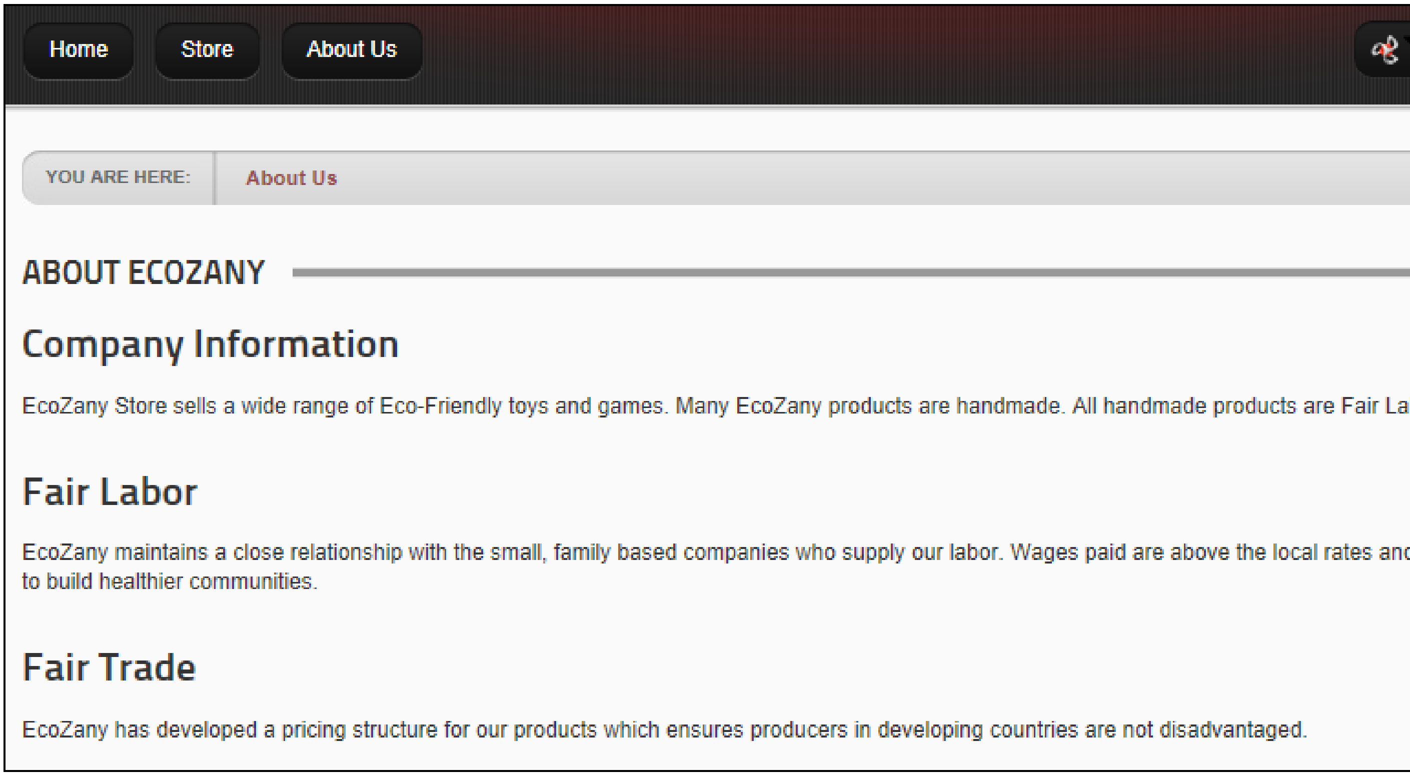


Viewing a Site in a Secondary Language

Viewing a Site in the Default Language

How to view a site in the default site language. This tutorial assumes more than one language is enabled on the site and that content localization is enabled.

1. Click on the country flag icon displayed on the left hand side. This displays the site menu in the default language.



Viewing a Site in the Default Language

Mobile Devices Support

About Mobile Devices Support

DNN empowers business people, developers and designers to quickly create and update mobile versions of their websites. DNN allows you to create either a separate Standalone Mobile Site (See "Creating a Standalone Mobile Site") or a MicroSite (See "Creating a MicroSite") that is a part of your main site.

Once you've created your mobile site, you can create redirection paths for different mobile devices, See "About the Site Redirection Management Module"

To preview your mobile device site, DNN Professional Edition and Enterprise Edition customers can use the emulator on the Control Panel. DNN Community Edition users can use an emulator (E.g. [http://www.-electricplum.com/dlsim.html](http://www.electricplum.com/dlsim.html)) to emulate the experience of your site visitors.

Related Topics:

- See "Creating a MicroSite"
- See "Creating a Standalone Mobile Site"

- See "Displaying/Hiding Summary (HTML Pro)"
- See "About the Mobile Skin"
- See " Previewing Your Mobile Device Site"
- See "About the Site Redirection Management Module"

About the Mobile Skin

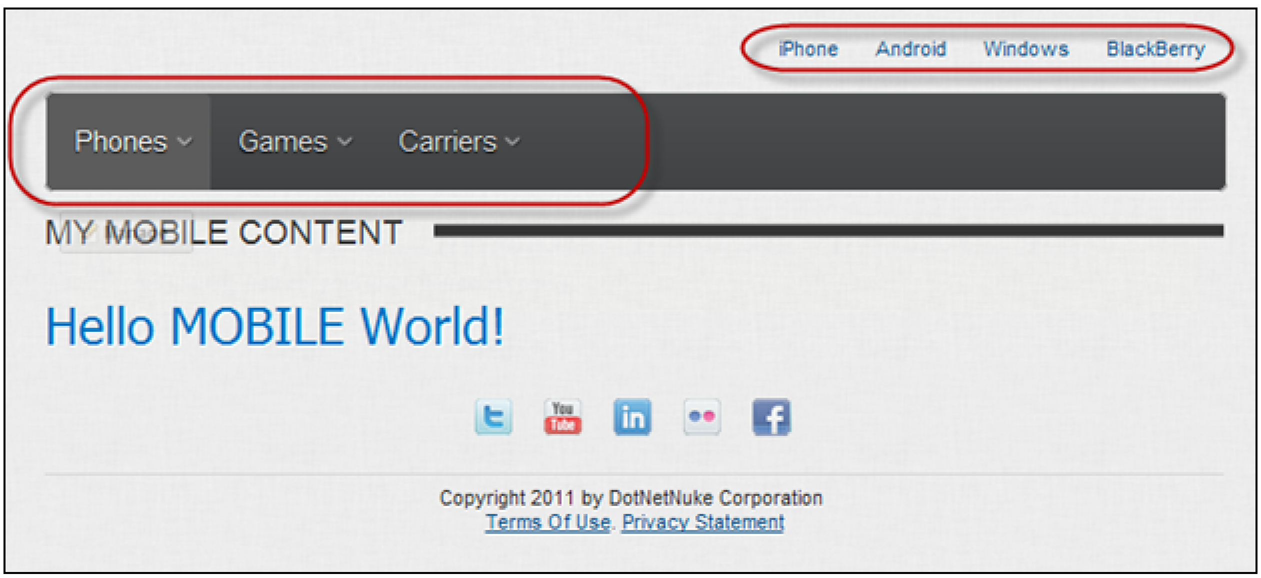
A mobile site skin package called DotNetNuke.DarkKnightMobile is included with DotNetNuke. These skins are suitable for use for a mobile website. This skin package includes skin objects appropriate for an independent mobile website and skin objects that are appropriate for a mobile microsite.

Mobile Friendly Menu

The mobile friendly skin will present the website menu in two different styles in order to maximize the viewing experience on mobile devices.

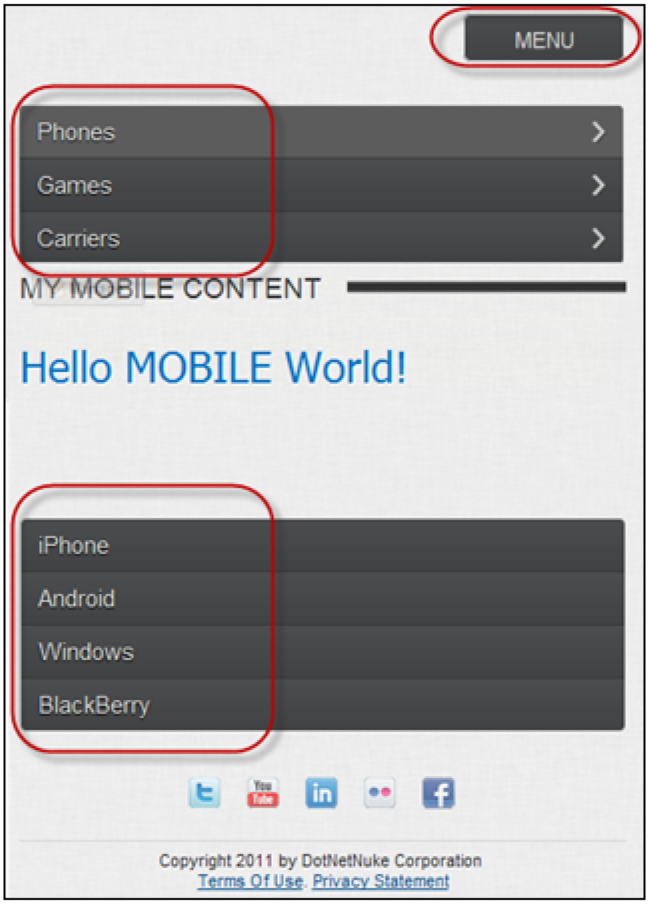
Landscape Mode

For devices with a wide aspect ratio, the menu will show across the top of the page with the direct children pages showing as links above the main menu.



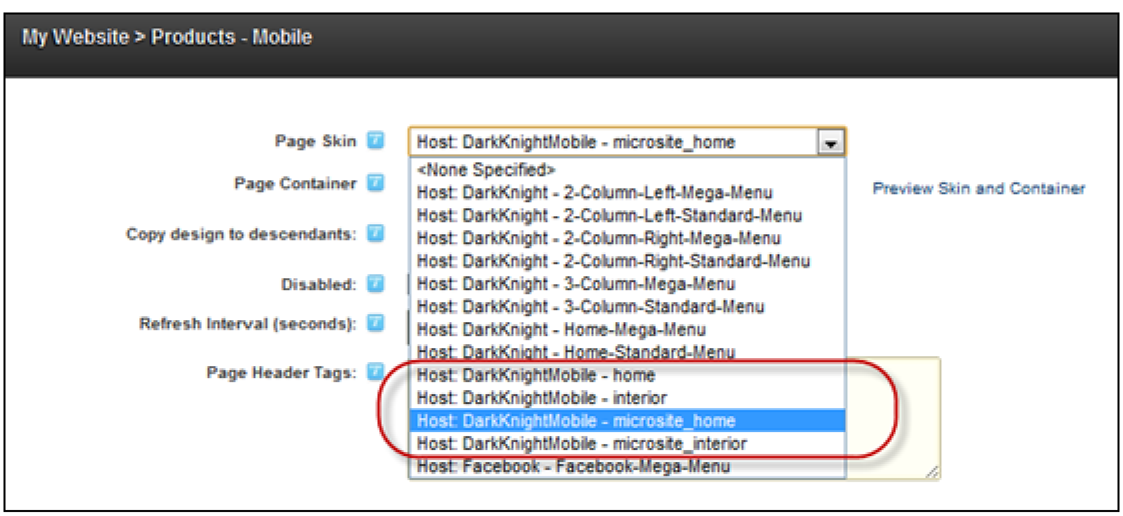
Portrait Mode

For devices with narrower aspect ratio, the menu will initially be hidden with a button which will expand to show the top level pages. Direct child pages will be shown in a stacked styled-menu at the bottom of the page.



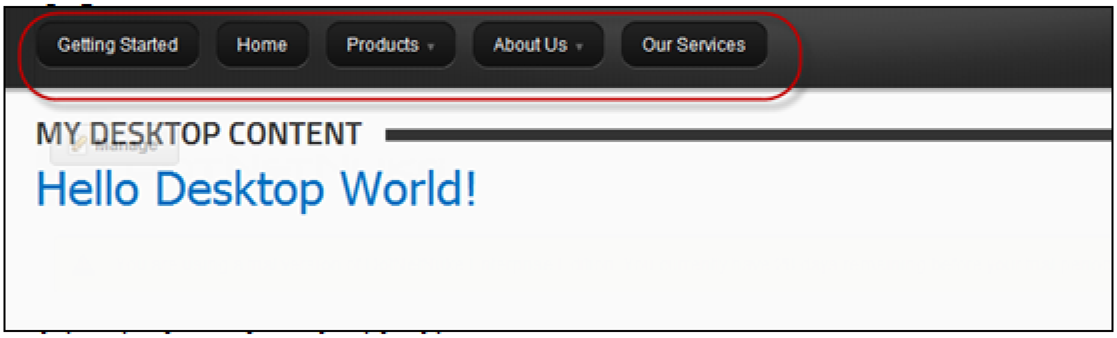
Mobile Website

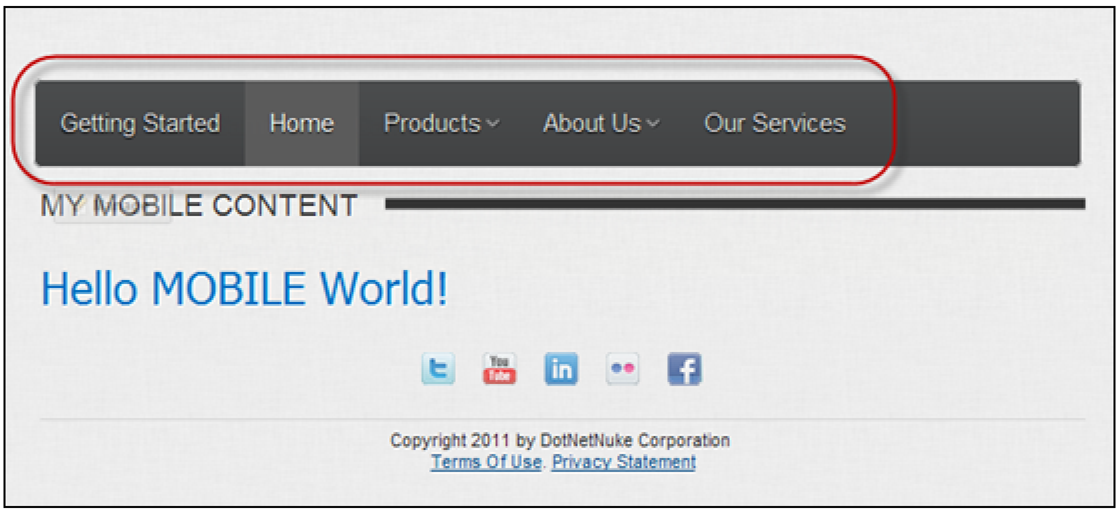
The mobile skin package will contain two types of mobile friendly skins, one for use with standalone mobile websites and one for use with microsites. The only difference between the two types of skins is what shows in the menu.



Standalone Mobile Website

Using the **DarkKnightMobile - Home** and **DarkKnightMobile - Interior** page skins. All pages of the website are shown in the mobile skin menu.



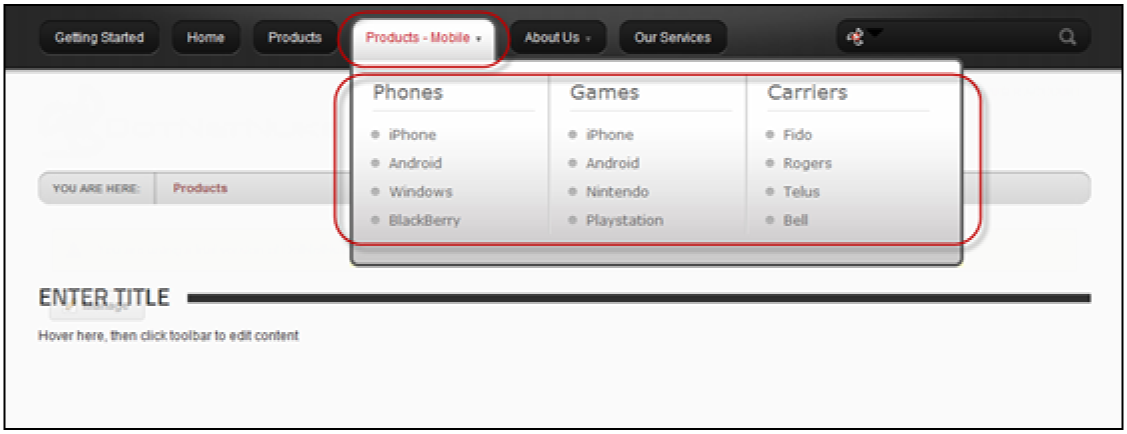


Website using DarkKnightMobile Skin for standalone mobile website shows ALL pages

MicroSite

Using the **DarkKnightMobile - Microsite_Home** and **DarkKnightMobile - Microsite_Interior** page skins.

Only child pages of the parent mobile page will show in the mobile skin menu.



Products - Mobile is our parent mobile page for this MicroSite

Mobile menu only shows the child pages of the Products-Mobile parent mobile page

Creating a MicroSite

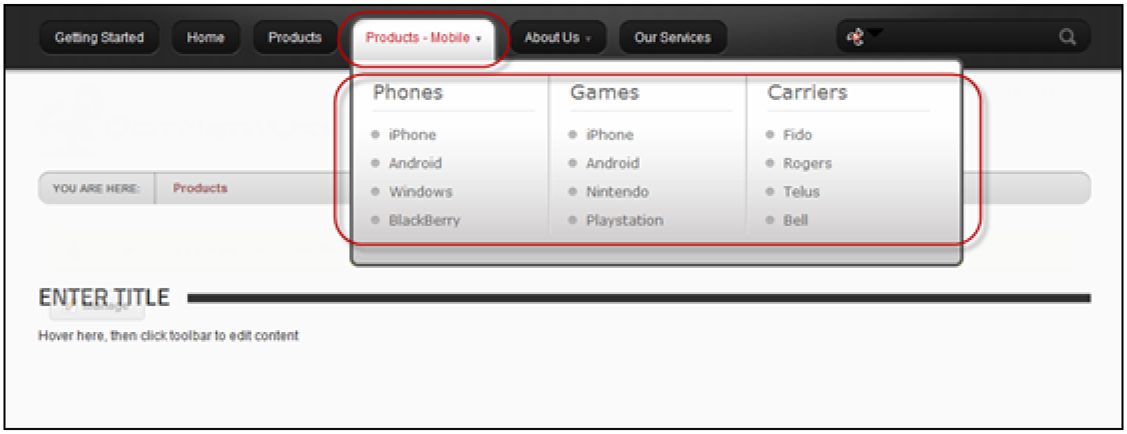
If you want to manage your mobile device web presence from a single site, you can create a MicroSite that forms part of your main site but is only visible to mobile device users. A MicroSite consists of a single parent page and multiple child pages that can be created and managed from your main site in the same way as you would normally create site pages.

Here's how to build a MicroSite:

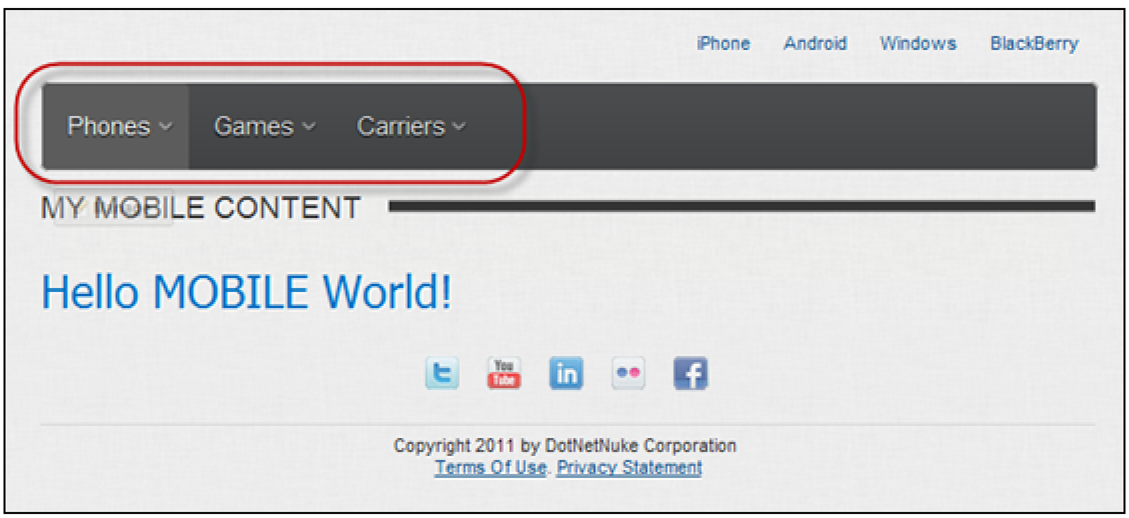
1. Add a new page to your current site (See "Adding a New Page"), ensuring you choose the **DarkKnightMobile - Microsite_Home** page skin. This page will be the parent page of your mobile microsite.

2. Add one or more child pages beneath the parent page you created at Step 1, ensuring you choose the **DarkKnightMobile - Microsite_Interior** page skin.
3. Repeat Step 2 to add child pages below the child pages and complete your MicroSite structure.

In the below example, the parent page of the MicroSite is called "Products - Mobile"



Notice that when you select a child page of the MicroSite that the child page displays in the mobile skin menu.



Related Topics:

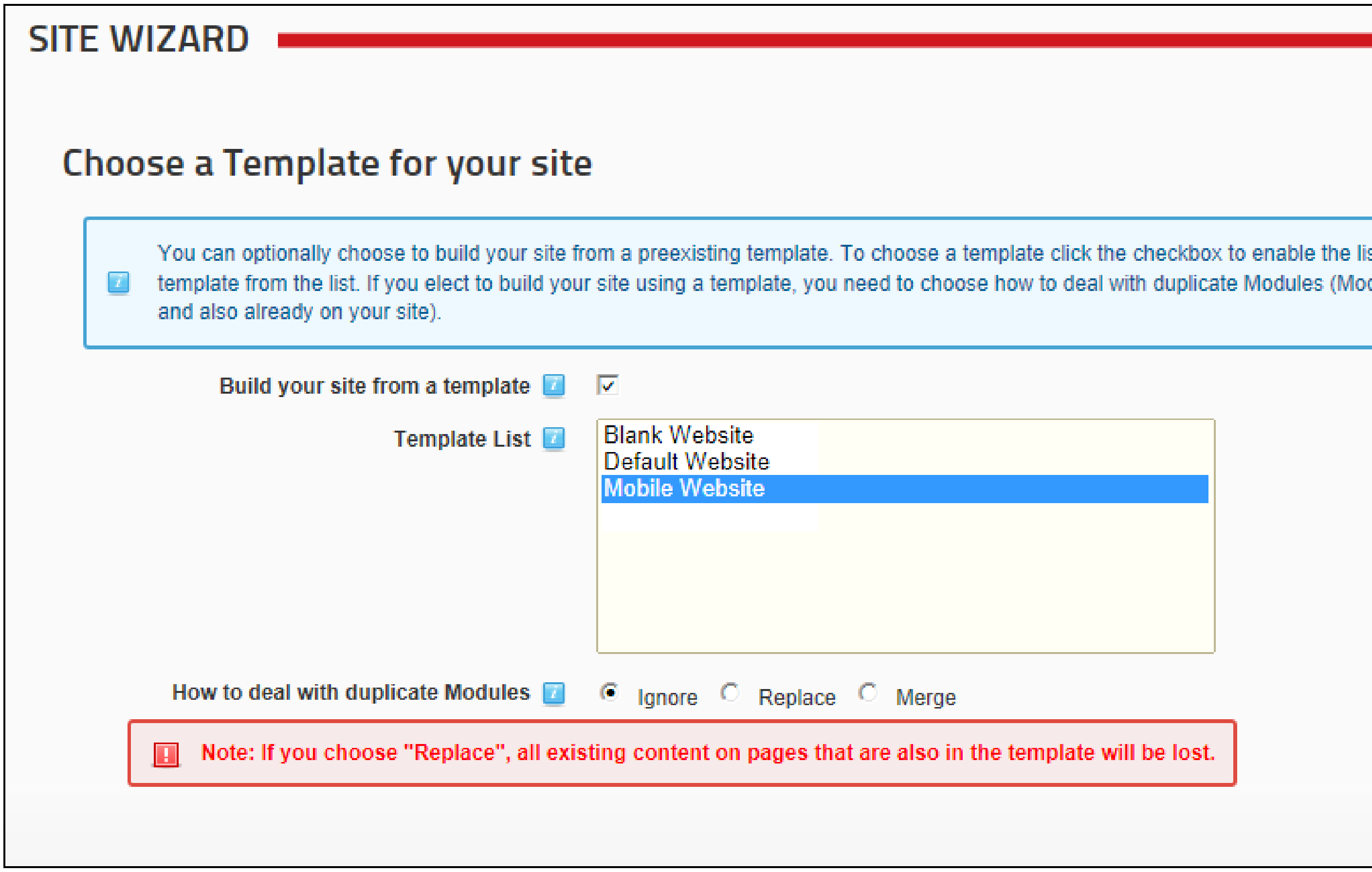
- See "About Mobile Devices Support"
- See "Displaying/Hiding Summary (HTML Pro)"
- See "About the Mobile Skin"
- See " Previewing Your Mobile Device Site"

Creating a Standalone Mobile Site

How to create a Standalone Mobile website using the Mobile Website site template. The Mobile Website template is responsive to different screen resolutions so visitors will always have the optimal experience on their device. The template provides a flexible and adaptive layout for various devices including smart-phones and tablets.

Updating an existing site

Use the Admin > Site Wizard to change an existing site into a Mobile Website by selecting the Mobile Website template. See "About the Site Wizard Module"



Once you've created your site pages, you must create the content. Although content cannot be shared between sites, you can use the IPortable feature of many modules to quickly copy content to the mobile device site.

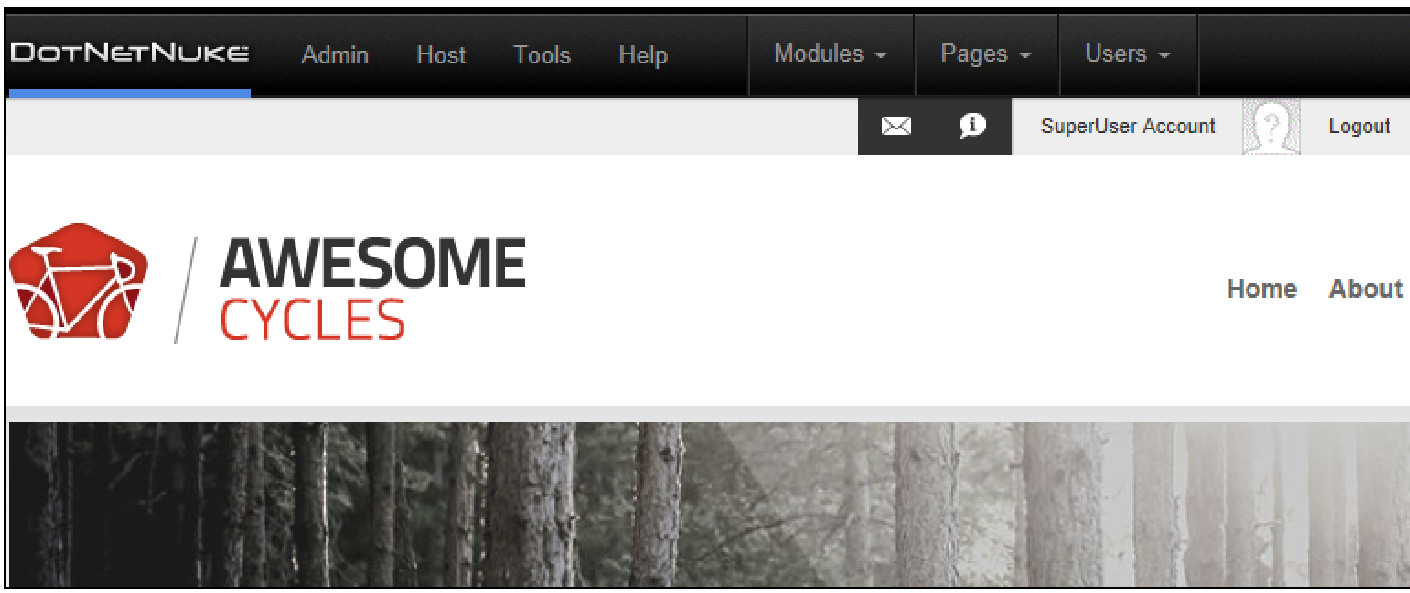
Related Topics:

- See "About Mobile Devices Support"
- See "Displaying/Hiding Summary (HTML Pro)"
- See "About the Mobile Skin"
- See " Previewing Your Mobile Device Site"

Previewing Your Mobile Device Site

How to preview your mobile device site using the Preview mode on the Control Panel.

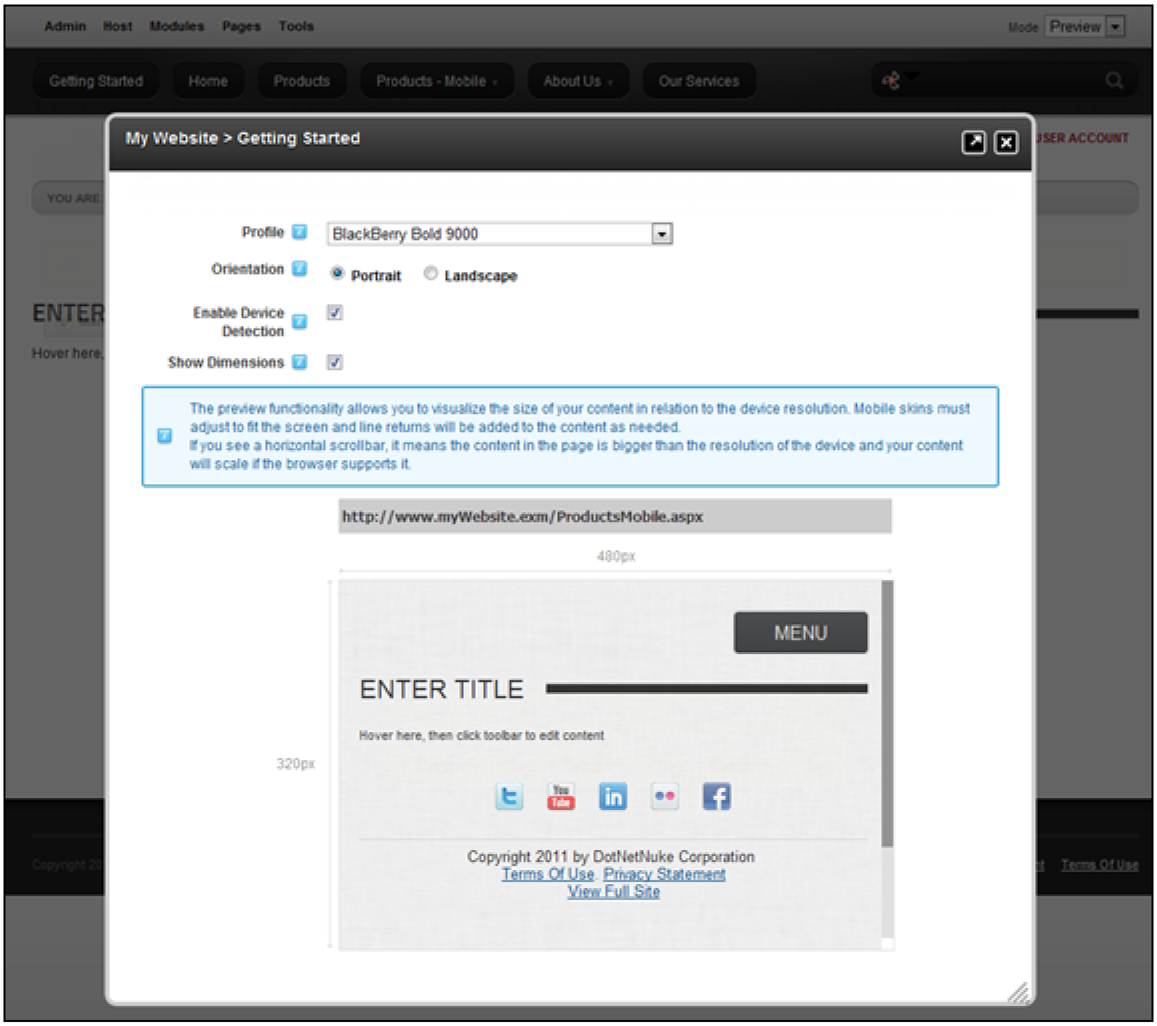
1. Select Edit Page > **Mobile Preview** from the ControlBar Control Panel. Alternatively, if you are using the RibbonBar, select **Preview** mode. See "Overview of the RibbonBar Control Panel"



2. Select a device profile from the **Profile** drop down list.
3. These profiles are the same Device Profiles found in the Device Preview Management Module.
4. At **Orientation**, choose the viewing angle.
   - **Portrait** or **Landscape**
   - Depending on the particular device profile, Portrait mode can be a wider viewing angle than Landscape, one example is the BlackBerry Playbook default profile.
5. At **Enable Device Detection**, select this to enable Redirections on the previewed page.
   - Enabling this option will simulate the device experience. If the selected device profile from Step 1 satisfies any of the defined Redirection Rules, the Preview will show the page that it would be redirected to.

- Disabling this option, the preview will only show the current page in the defined aspect ratio, no redirects will occur.
- Redirects will also occur if the current viewing device satisfies any of the defined Redirection Rules.

6. At **Show Dimensions**, shows the screen dimensions defined for the specified device profile.



Preview Mode: Showing the Products page being redirected to Products-Mobile page in a BlackBerry Bold 9000 Portrait aspect ratio.

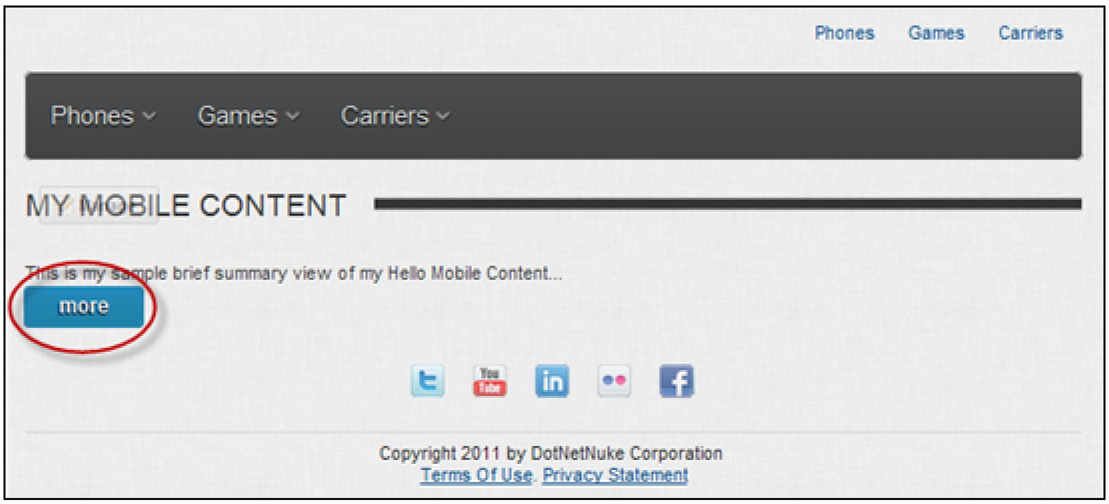
Related Topics:

- See "About Mobile Devices Support"
- See "Creating a MicroSite"
- See "Creating a Standalone Mobile Site"

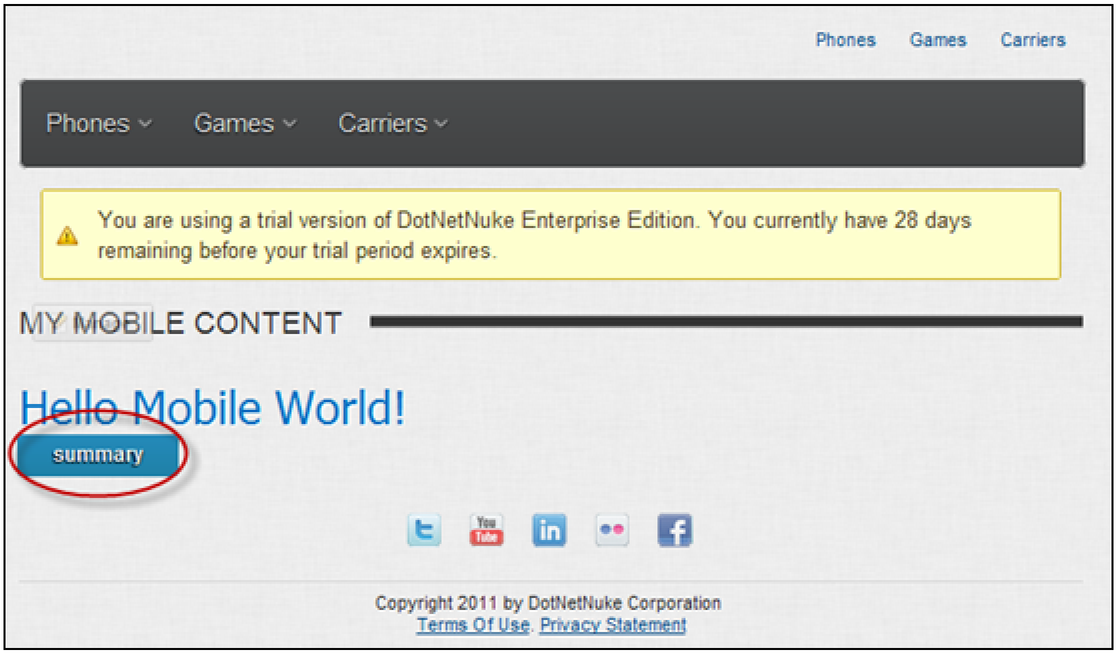
- See "Displaying/Hiding Summary (HTML Pro)"
- See "Adding Content (HTML Pro)"
- See "About the Mobile Skin"

Summary View and Full View

If summary view for the HTML content is enabled, it will show the Summary View by default. To view the full HTML content click on the **More** button. To switch back to the Summary View click the **Summary** button.



Content shown in Summary View



Content shown in Full View

Related Topics:

- See "Displaying/Hiding Summary (HTML Pro)"