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This training class is intended as a guided tour of the DotNetNuke Professional Edition. We will walk you through the process of working with pages in your divisional branch of the website, including:

- Adding pages
- Adding/Move/Editing/Configuring modules
- Changing the page layout by selecting different “Skins”
- Uploading pictures
- Uploading and linking documents

For more in-depth information on the concepts we will be going over here, please check out the latest DotNetNuke User Guide which is available on the website. To find it, check you User Profile page under the links section. You can also request the documents by emailing your instructor.

So let’s begin...

**Login**
You can access your demo account by clicking the **Login** link in at the bottom of the page, next to the copyright information.

1. Enter the Username and Password assigned to you.
2. You will now see your demo environment in Edit mode. You should see the Control Panel at the top of the screen:
The Control Panel
The Control Panel is the main interface for managing site pages, adding modules to pages, performing common administration tasks, and installing additional modules. Depending on your assigned role and associated access rights, different tools would be available.

The Control Panel contains the menu for accessing the editing functions within the DotNetNuke environment. These editing functions are:

- **Modules** – This function allows you to add modules to a page
- **Pages** – This function allows you to add pages and configure page settings
• **Tools** – Contains functions used by Administrators of the website to manage users, servers and perform other various maintenance tasks. As a simple user (web editor), this menu will be empty.

![Tools Menu](image)

The Control Panel contains various sections which can be accessed by users with different roles:

- **The Mode** section is located at the top right corner. It enables users with editing rights to view the page in View, Edit or Design mode.

![Mode Options](image)

- **View Mode** hides all module editing tools and page pane layout. Select this option to see how the page will look to visitors.
- **Edit Mode** Enables you to add, delete and change content. It provides you with access to the “Manage Panel” for modules which allows you to edit, move and control administrative settings.
- **Layout Mode** displays the page pane layout with the module content hidden. Select this option to view the layout of a page so that you can move modules to different areas on the page.
• The **Module Insertion** section of the Control Panel is located in the center of the panel and is accessible to Page Editors, Administrators and the Host. It enables these users to add new modules as well as the pane location of the module being added.

![Module Insertion](image)

**Add a Page**

You will notice that some sample pages in a demo site called “Awesome Cycles” have been created for you. During this demonstration we’ll add a new page for promotional offers. Add a page to your online demo portal as follows:

1. Select the **Add** button in the Page Functions section of the Control Panel at the top of the screen
2. **At Basic Settings - Page Details**, enter the following settings:
   a. In the **Page Name** text box, enter the new name of your page. Make it unique, for example, “Joe’s Page”. If you choose to display this new page in the menu, this will be the name which appears in the menu.
   b. In the **Page Title** text box, enter the same as the **Page Name** text box. This is the page name that will be displayed on the tab in a visitor’s browser when they visit this page.
   c. In the **Description** text box, enter a sentence or two describing the page, summarizing the page content.
   d. You can enter relevant keywords for search engines in the **Keywords** text box.
   e. **At Parent Page**, by default, this is a child of the Student Services page. You can only create/add pages below the Student Services Parent page.
f. At Permissions, set the page view and editing permissions for one or more roles. To make the page publicly accessible, check the View column for All Users. You can choose to provide various user classes with differing rights from viewing the page to adding content, copying or deleting the page, or managing the page settings. **WARNING:** If the role of Unauthenticated is checked at Edit Page this will allow all visitors to edit the page. Because we are using the Professional Edition we see an extensive list of security permissions. In the Community version of the product only "View and "Edit" permissions exist.

![Permissions Table]

3. Click the Add Page link at the bottom left of your screen.
4. Now you see that we have added a new page and that the page has some default content. By default DotNetNuke adds one instance of the HTML Pro module to the page. The HTML module is the most commonly used module and lets you add static HTML content onto the page. Let’s edit the content in that module.
**Edit the HTML Pro Module Content**

You will now edit the content of your new module.

1. Select **Edit Content** from within the Manage Panel on the HTML Pro module.
2. You will be presented with a rich text editor. In the text box enter some text.

3. Click the Save link at the bottom of the page to publish your new page.
4. Now change the Title of the module. Go back to the Menu button and select “Settings”.

5. Change the title to “Main Text”.
6. Select “Update”
Your page should now appear like this:
Add a New Module -- Events

Now let's add some more interesting content. Let's add a calendar that displays the dates when the discounts will be available.

1. From Module Tab, select “Common” to display all of the available modules.
2. Next select the “Events” Module. The Events Module will let you add a calendar to the page where the dates that the discounts are available can be displayed.

3. Make the title “My Work Days”
4. Select “Add Module”. The Events Module will now be added to the page.
5. Now we’ll add an event to the calendar. Click on the “+” icon in the upper right corner of the calendar.
6. Select Start and End dates for your event.
7. Enter the title for your event.
8. Enter some text for your event.
9. Click Update and you will now see your calendar with the promotion days displayed.
**Add a New Module – Coding Staff Banner**

1. Now, let’s add a banner image. Add a banner module in the Top Pane.

2. Select “Coding Staff Banner” module and title it “My Banner”.

3. Change the Module Location to TopPane.

4. Select Add Module.
5. Under the “Manage” tab, select “Manage Items”.
6. Select “Add New Item”.

7. In the Folder text box, select “Student Services”.
8. Under the File text box, select “Upload New File”.

9. Select the SSTF_Banner_01.jpg file from your desktop.

10. Select the “Save” button.
11. Now we need to size/position the banner. Select the Manage tab and select “Settings”
12. Select the “Banner settings” tab

13. Change the Height and Width values to 90 and 960, respectively. Since we only have one image for this page, you can leave the other settings on their default settings. If we had more than one banner we wanted to rotate through, we would adjust the settings for the rotation type, effect, display paging and the speed of the transition.

14. So that the banner lines up properly, click the “Page Settings” tab and change the alignment to “Left”
15. Scroll down and click Update button. Your page should now look like this
**Upload Pictures and Documents -- Linked Content**

In order to provide interest to the page, it is sometimes a good idea to add pictures. Here’s an easy way to add an image to the text we added earlier.

1. Edit the Main Text module by clicking the Manage tab and selecting the edit content option.
2. In order to see the entire section, maximize the edit window by selecting the arrow in the top right corner.

3. Place your cursor at the beginning of the text.
4. Select the “Insert Media” tool from the editor tool bar. The various media types will be displayed.

5. Select “Insert Media”. The file upload window will open and be in the “Image Manager” mode.
6. All images can be viewed and selected from this window. To upload an image, you must open the folder which you have permissions to write to. Then you can select the upload option.

7. The Upload window has the following options:
   a. The 3 Select text boxes are for selecting the files for upload.
   b. The Add button allows you to add more Select text boxes.
   c. The “Overwrite if file exists” check box allows you to update files with a newer version.
   d. Max File size allowed and File extension information.
   e. Clicking the Upload button completes the upload.
8. After the image is selected and upload, your screen should look like this:

9. You can see the image and the properties in the Preview Pane of the Image Manager window.
10. To change the Properties, select the Properties tab
11. You can now edit the image size, add a border, add ALT and description text and add a margin around your image for text placement.

12. Start by editing the size of the image. Make sure the “link” option between Width and Height is selected “unbroken”. Do this by clicking on the image of the link.

This will make sure and keep the aspect ration the same when we re-size the image.
13. Now change the width to 400px OR the Height to 167px. Notice if the aspect ratio is maintained (Unbroken ratio link), the other aspect changes automatically.
14. Click the insert button.
15. Your editor window should now contain the image.

16. Click save
17. your page will look like this
**Linked Documents**

Now, let's upload a document and create a hyperlink to the document.

1. Edit the HTM Pro module we installed earlier. It should still be titled, “Main Text”.
2. Type some text in the editor's content area:

3. Select the content and click on the Hyperlink Manager tool:
4. This will open the Hyperlink Manager for the selected text:

![Hyperlink Manager](image)

5. Here you can link to an existing page in the Page field; You can also link to another website in the URL field.

6. We will upload a PDF document file and link to this.

7. Click on the document manager button, next to the URL field.

8. This will open the Document Manager tool which works similar to the Image Manager tool we used to insert an image into the content.
9. This is how the Document Manager looks:
10. So, same as the Image Manager, we will select the folder where the document will be located.
11. Click on the Upload button

12. The Upload window has the following options
   a. The 3 Select text boxes are for selecting the files for upload
   b. The Add button allows you to add more Select text boxes
   c. The “Overwrite if file exists” check box allows you to update files with a newer version.
   d. Max File size allowed and File extension information.
   e. Clicking the Upload button completes the upload.
13. Double click on the file or select the insert button to place the file in the Hyperlink Manager window.
14. The target can be set, however, for document hyperlinks this can be left as “none”.
15. For hyperlinking pages, typically the best practice is to:
   a. Use “Same Window” if the page is on the same website.
   b. Use “New Window” if the page is on another website.