

### 3. Basic Features and Concepts

Term	Definition
Add external pages to navigation	You can add external pages to Sitefinity through the GUI. They can be shown in the site navigation but cannot be edited within Sitefinity.
Automatic Site Map	Sitefinity automatically creates a site map.
Automatic Site Navigation	The structure of a Web site automatically binds to its navigation controls. Sitefinity includes four navigational controls : SiteTreeView, SiteMenu, SitePanelBar, and SiteTabStrip.
Content	Any information, data, images, files, text, graphics and media files contained on or accessible from the Web site.
Content Item	<p>The basic unit of content in Sitefinity. This may be any chunk of data stored in the CMS repository/database tables.</p> <p>Each content item can be reused in multiple locations throughout the Web site.</p>
ContentPlaceholder Controls	Defines a relative region for content in a master page.
Control	<p>Any piece that is a UserControl (.ascx) or CustomControl (.dll) in terms of ASP.NET we refer to as a control.</p> <p>Controls do not need to implement any specific interfaces in order to work with Sitefinity. You can add any type of controls to the Sitefinity toolbox through the web.config.</p>
Description	A summary of what the content item is about.

<b>Dashboard</b>	<b>Summarizes the current state of the Web site and gives quick access to the administrative functions the user can view.</b>
Dynamic Content	<p>Dynamic content is independent of the page. Content items that you create and edit in the different modules are dynamic content. They can either be published on a page or not. If you delete a page where such items are published, the items remain in the module's content repository. Dynamic content takes care of its presentation on the site. For example, when you write a new blog post, it is automatically displayed on the live site if you have blogs enabled.</p> <p>Dynamic content is very convenient when running a large site, because information used by many pages can be updated in one place. For more info, see also <i>Shared Content</i> below.</p>
Exposed API	<p>Sitefinity exposes a comprehensive set of methods and events that allow developers to handle and customize almost every aspect of the application: programmatically create users and set permissions, build templates and pages, detect and set content, etc.</p>
History	<p>Sitefinity supports content history. Each time a user modifies content, a copy is created in the database. The old version is stored in the database together with the new version in a list, so the newest version is on top of the oldest version. This helps the site administrator track all content modifications together with the user identity and the time of the modifications.</p>
Intra-site Modules	<p>A module class and a collection of .ascx files within an existing Sitefinity installation. These modules are compiled on demand. You do not need to register Intra-site modules in the project's web.config file as they are automatically detected. For more information, see <i>Module, and Pluggable Modules</i> below.</p>
Keywords	<p>Metadata keywords are used by browsers or search engines to find and categorize your page.</p>
Locked page	<p>If you close the browser while editing, the page stays locked but you</p>

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can return to edit it later.

Administrators cannot edit the locked page but they have the options to Save or Cancel the changes you have made. Both of these actions will unlock the page.

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#### Master Page

Enables developers to define common areas that every page will share, such as headers, footers, navigation and so on. A master page allows you to put the common code in a single file and have it visually inherited by content pages, creating a consistent appearance and behavior in your application.

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#### Membership Services

Enables the administrator to validate and manage user information for the Web application. It provides functionality for validating user credentials, creating and modifying membership users, and managing user settings such as passwords and e-mail addresses.

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#### Menu Label

Determines the link name of the page that appears in the navigation controls, for example menu.

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#### Module

An independent application hosted by Sitefinity. Usually modules are comprised of groups of controls that work together to form some business logic. They are not required to use the same provider or configuration model as Sitefinity. The only interface that is required for a module to be hosted by Sitefinity is the *IWebModule*.

See also *Intra-site Modules, Pluggable Modules*.

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#### Page

Inherits the appearance of a master page and template and places its own content where the master page has defined a *ContentPlaceHolder* control.

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<b>Page Alias (Friendly URL)</b>	<b>A friendly name that maps part of a URL to a physical directory on the server. This name appears in the URL bar. A page can have several aliases leading to it. Friendly URLs are essential to search engines.</b>
Page Name	The name which this page uses for its URL, for example if the page name is History and it is a subpage of About, the URL looks like this:  <code>http://domain.com/About/History.aspx</code>
Page Navigation	Specifies whether this page should be shown in the site map by navigation controls such as a SiteMenu and SiteTabStrip.
Page Template	In Sitefinity, an abstraction for the master page. Defines the common layout and content that is used for several pages. The Template is based on the master page markup together with the theme, and the controls added to its placeholders. Any changes made to a template will affect all the pages associated with it.
Page Title	The page title is displayed in the browser title bar.
Pluggable Modules	Developed by Telerik and shipped with Sitefinity, these are precompiled .dll files that are put in the project's bin folder. Pluggable modules can be customized by adding additional fields and providers. . For more information, see <i>Intra-site Modules and Module</i> .
RadControls	Sitefinity is shipped with all components from the award-winning Telerik RadControls for ASP.NET AJAX suite. They enable developers to rapidly build the interface of the Web site project and integrate with the core CMS application.
RSS	RSS stands for Really Simple Syndication and it's used to describe the technology used in creating feeds. RSS is an XML-based format that commonly syndicates news and blog posts, along with other forms of information, and the RSS helps viewers decide whether they want to follow the link.

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RSS Feed	<p>Feeds, also known as RSS feeds, XML feeds, syndicated content, or web feeds, contain frequently updated content published by a Web site. They are usually used for news and blogs.</p> <p>Users can subscribe to feeds to automatically check for and download updates they can view later. A feed contains a list of items, each of which is identified by a link. Each item can have any amount of metadata associated with it.</p>
Section Handler	<p>Section handlers are responsible for reading the configuration settings from the web.config file and converting it into a configuration object.</p>
Shared Content	<p>Content that is used repeatedly among pages on your Web site. Content sharing is a convenient way to save time with updates and changes. See also <i>Dynamic Content</i>.</p>
Static Content	<p>This is content placed through controls on Web pages, such as text and images inserted directly in the Generic Content controls.</p> <p>Static content is totally dependent on the page and it cannot be edited outside the page. If you delete the page, the static content is also removed. If you need to display new content on the site, then you need to add a new control to the Web page first.</p>
Tags	<p>Words or labels attached to some content and used to describe and categorize it.</p>
Tag Cloud	<p>One of the display modes for tags. The more frequently a tag has been used, the larger it appears in the tag cloud. By default, tag clouds are sorted alphabetically. but you can also sort them by popularity. When you click a tag in the tag cloud, the tagged content for the particular provider (for example only blogs or only news) is displayed.</p>

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Theme	<p><b>An ASP.NET theme is a collection of properties that define the graphical appearance of pages and controls in your Web site. A theme can include skin files that define property settings for ASP.NET Web server controls and it can include Cascading Style Sheets (.css files) and graphics. By applying a theme, you can give the pages in your Web site a consistent appearance. Themes are defined in special directories in a Web site or on a Web server.</b></p>
URL	<p>Acronym for <i>Uniform Resource Locator</i>. The Web address you use to access a specific Web page.</p>
URL Rewriter	<p>A rewrite engine that modifies URLs before fetching the requested item. This is a useful SEO tool as you can create user and search engine friendly Web site URLs.</p>
User Control	<p>A group of one or more server controls or static HTML elements that encapsulate a piece of functionality. A user control typically resides on a page with other elements but the .NET framework treats it as a standalone object. By exposing properties of the control through the code-behind (or in the HTML), other elements can easily interact with the user control programmatically. It has an interface that can be completely edited and changed. It can be manipulated at design-time and runtime through properties.</p>
User Role	<p>A role defines a group of users associated with the same permissions. Roles determine which parts of Sitefinity are accessible to users.</p>
Web.config	<p>The web.config file in ASP.NET is the central location for your Web application configuration. When you want to change some setting, you just edit this XML file and do not need to modify the code. It is formatted in XML and can be opened in Notepad or Visual Studio. Many properties for controls, such as a true or false value for enabling workflow, is set in this file.</p>
Web Farm	<p>A Web farm is a setup of a single Web site across multiple servers, which handle various web requests. This type of setup is commonly required for larger sites that generate large amount of traffic. The user</p>

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requests are handled by the different servers.

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**Workflow \***

Defined series of tasks that occur between content origination and its publication on the live site. At each stage of the workflow, an individual or group is responsible for a specific task, such as saving or publishing a page. Once the task is complete, the workflow ensures that the individuals responsible for the next task are notified. There is page and content workflow in Sitefinity and they are both disabled by default.

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## 5. The Sitefinity Workspace

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Six main Sitefinity sections are accessible through the tabs listed below. Depending on your permissions, you may or may not be able to view all of them.

The **Dashboard** is where you enter once you log in. This is your log of recent activities. It is meant to help you keep track of the latest changes to the Web site. It also provides quick access to the most commonly used administrative tools.

The **Pages** area allows you to create, edit and delete [pages](#) and [page templates](#). You can easily check the pages status and manage page and site map permissions.

The **Modules** area allows you to create, edit and delete various content items. It is divided into the following modules: [Generic Content](#), [News](#), [Blogs](#), [Lists](#), [Polls](#), [Forums](#), [Images & Documents](#), [Events](#) and [Newsletters](#). You can also manage the [permissions](#) for these modules here.

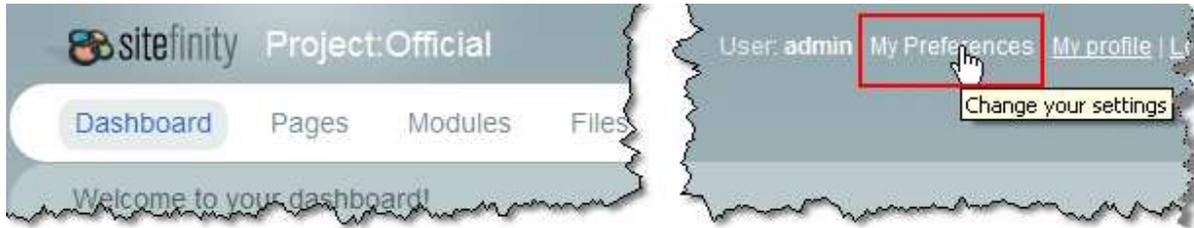
The **Files** area allows you to manage the file structure of the Web site administered by Sitefinity. You can create and upload files and folders here.

The **Administration** area allows you to manage [services](#), [permissions](#), [users and roles](#), and [tools](#).

The **Live Site** tab leads you to the published copy of the Web site. It contains the current published version of the content. This is what the general site visitors see without logging in. If the project has been deployed on a live Web server, the Live Site tab allows you to preview the published content without opening a new browser window and typing the URL.

## My Preferences

Sitefinity allows you to change some of the default settings of the GUI according to your preferences from here:



There are three types of settings you can change:

- General
- Dashboard
- Page editor

## General Settings

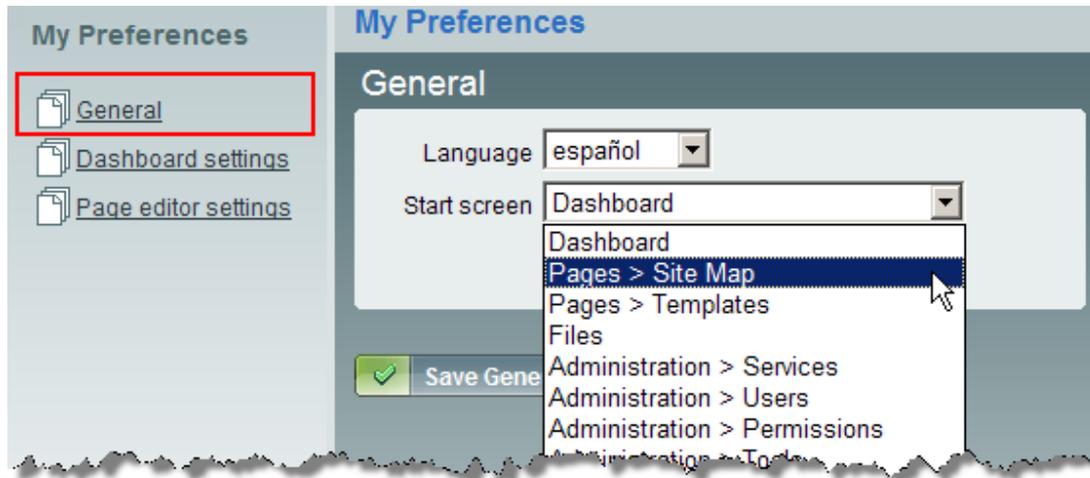
### 1. Language

This option is displayed when you have [enabled site localization](#). In the example below, the site languages set in the <localization> section of the application web.config are English, Spanish, French, German and Bulgarian. Even if no different language versions of the web pages are available, this option allows you to set the localization of the CMS. If you select **Spanish** from the dropdown and save your setting, when you go to **Pages > Site Map**, you will see the Spanish versions of the pages first. Please note that the language bar is only available if localization is turned on in the CMS.



2. **Start screen**

By default, after a successful login, you are redirected to the **Dashboard** screen. Here you can set a different start screen.



The contents of the dropdown list changes according to the permissions granted to the currently logged user. A user with **CMS access** and **Page Permissions**, for example will be able to see **Dashboard**, **Pages > Sitemap** and **Live Site** only.

For details about permissions, refer to [Page Permissions](#).

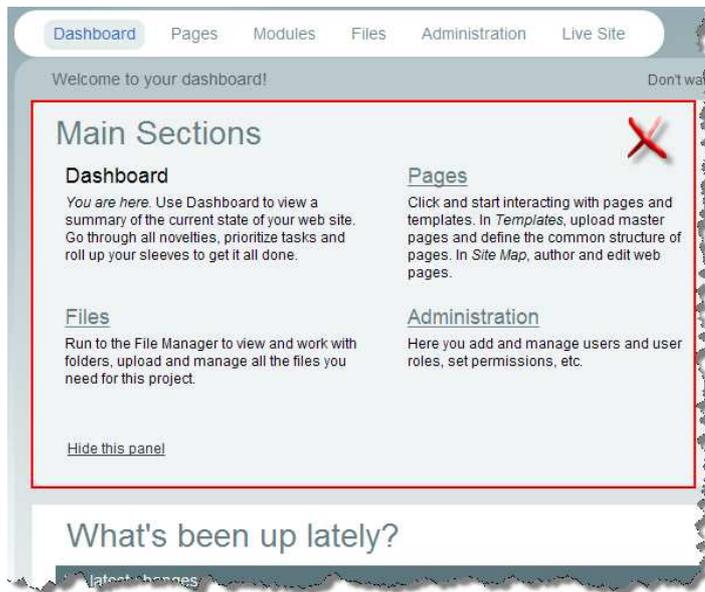
3. **Show FAQs everywhere**

Clear the checkbox if you want to hide the right panes which display FAQs at the different screens in the administration part of Sitefinity.

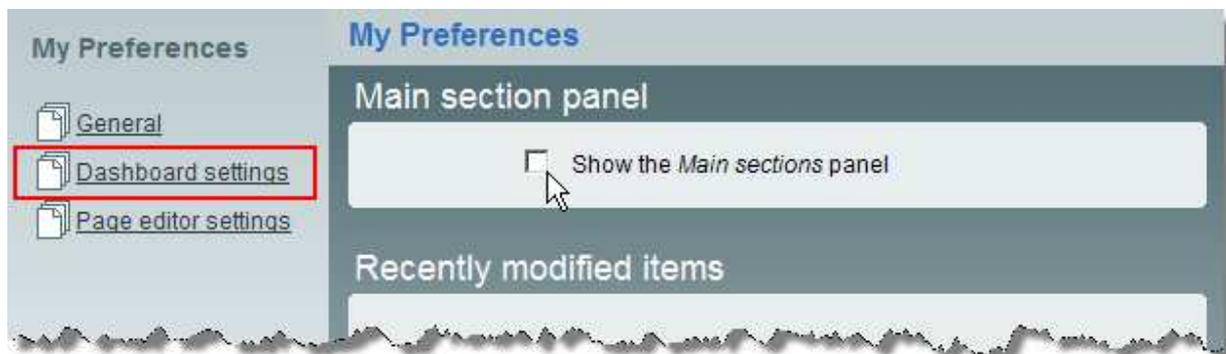


## Dashboard Settings

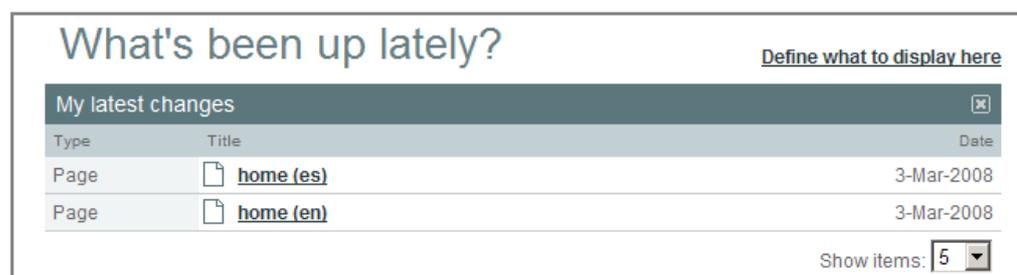
1. It is easy to hide this area of the **Dashboard**:



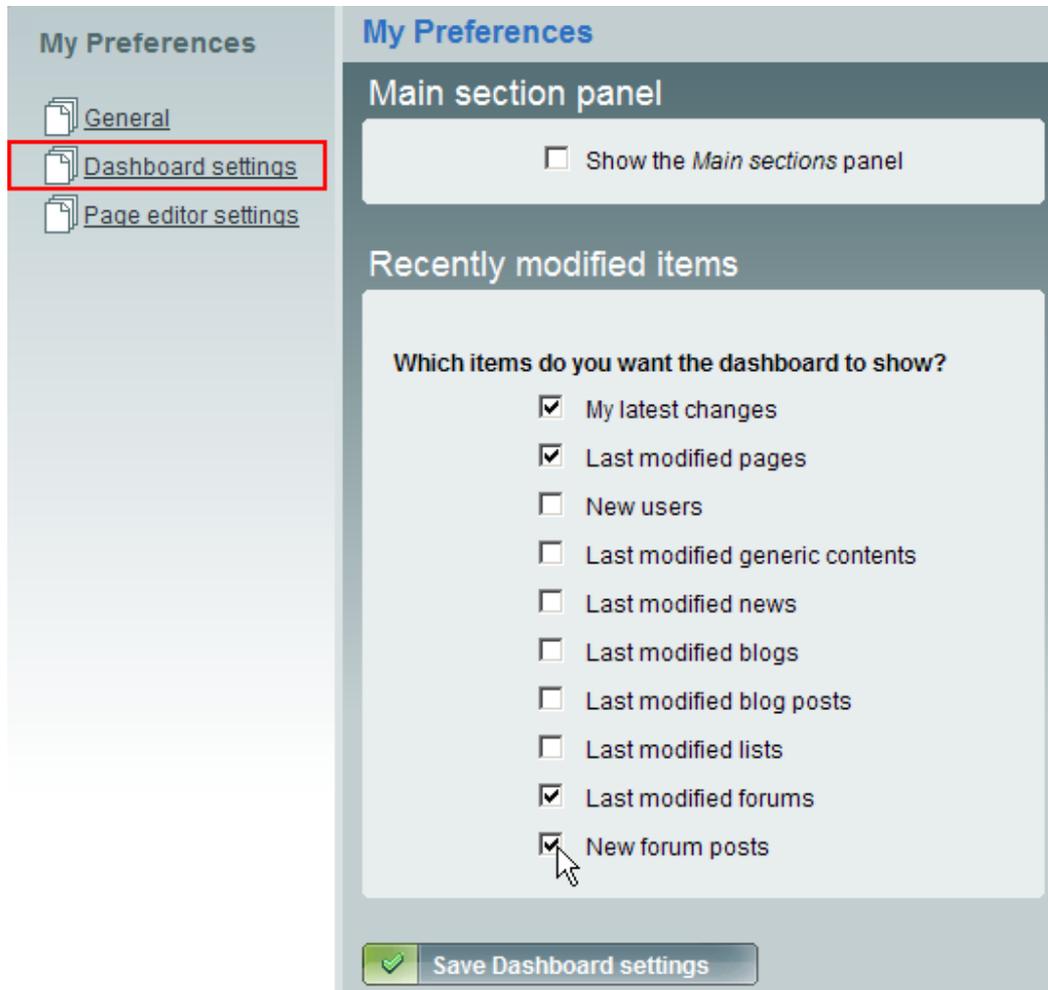
To do this, clear the *Show the Main Sections panel* checkbox:



2. Customize your **Dashboard** further by selecting which items to show in the *What's been up lately* area:



To do this, select from the items in the list.



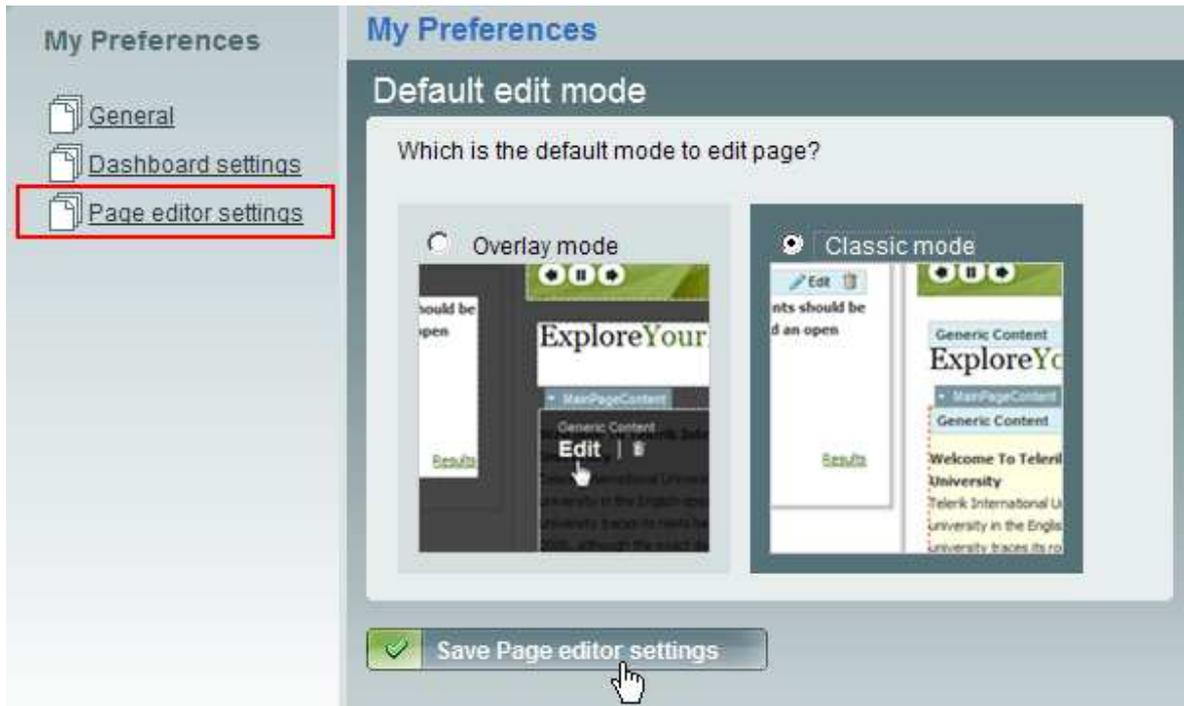
The list changes according to the **View** permissions granted to the currently logged user. If page workflow is enabled, there will be an option to show pages in every workflow status available, such as last published pages and last pages submitted for approval.

## Page Editor Settings

The link below is visible to users who are granted the **Modify** page permission.

For details about permissions, refer to [Page Permissions](#).

Here you can change the default page edit mode. In the web.config file it is initially set to *Overlay*.



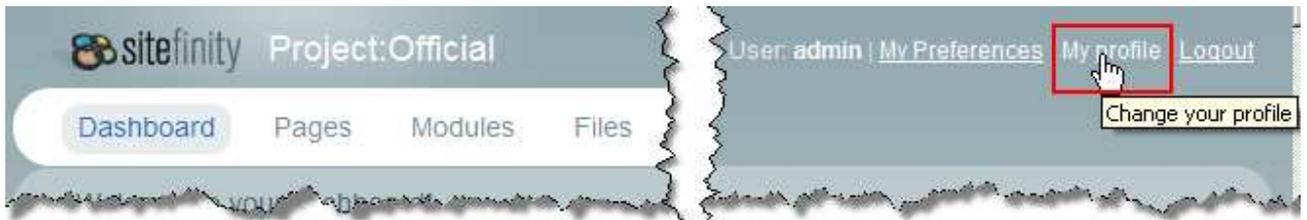
For more information about personalization, please refer to [Personalization](#) in our Developer Manual.

## My Profile

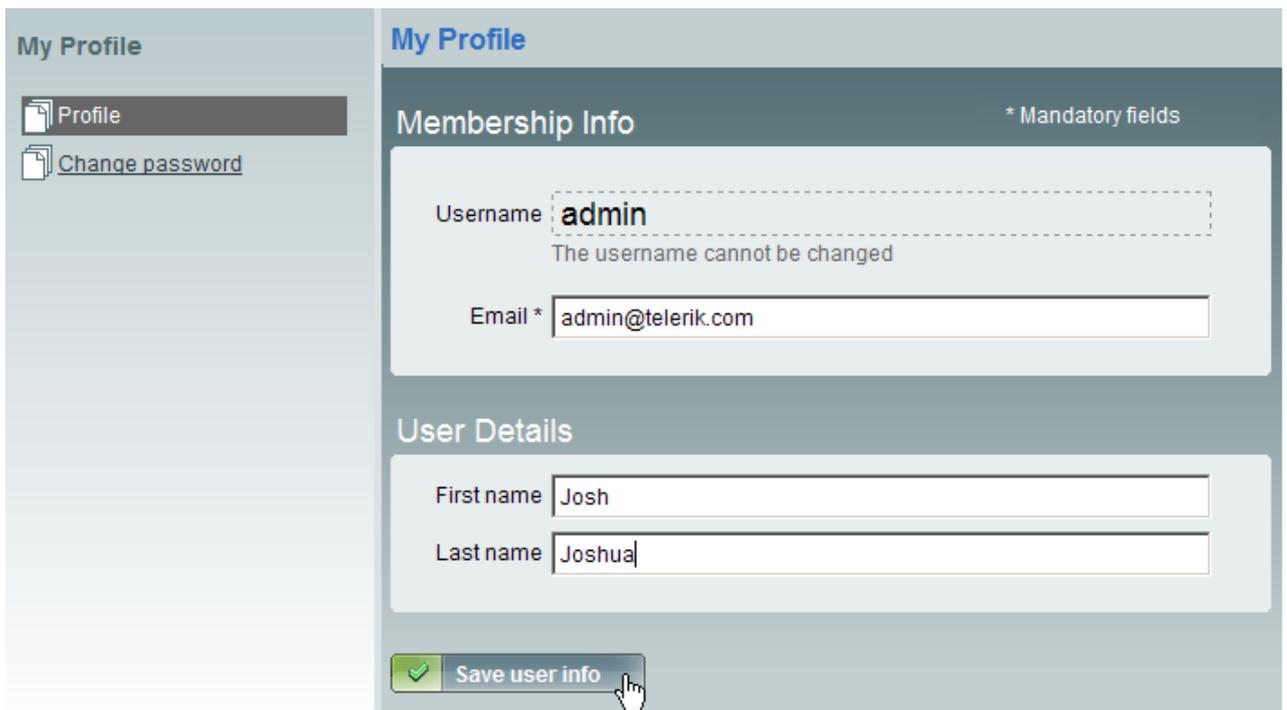
Each Sitefinity user can change their user profile.

To edit your email, first name and last name:

1. Log in Sitefinity.
2. Click **My Profile** in the top right corner of the screen:



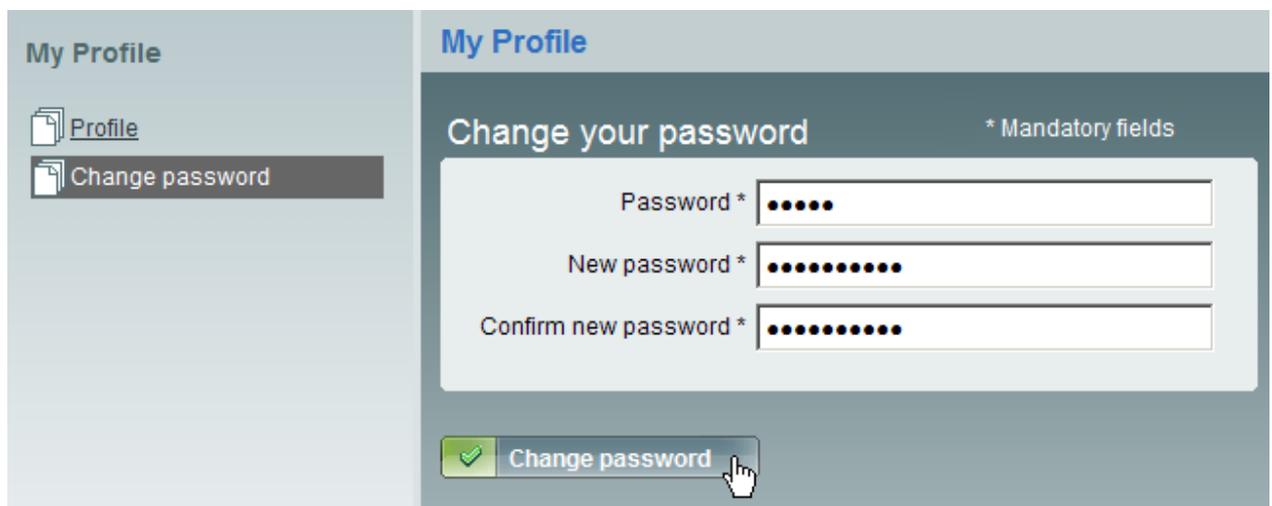
3. The user profile form opens. Apply your changes. You cannot change your username.



4. Click **Save user info**.

To change your password:

1. Click the **Change Password** link in the left pane.
2. Enter your old password.
3. Enter your new password.
4. Re-enter your new password.
5. Click **Change password**.



**My Profile**

- Profile
- Change password**

**My Profile**

**Change your password** \* Mandatory fields

Password \*

New password \*

Confirm new password \*

**Change password**

## 7. Working with Web Pages

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Pages have predefined structural appearance inherited from a master page or a page template. They contain ContentPlaceHolder controls that define the type of content the user can enter on a Web Page. Depending on the ContentPlaceHolder properties, the user can drag and drop controls and preview the page in a full browser window.

A page consists of:

- **Name:** the URL of the page.
- **Alias:** different names and URLs for the same page.
- **Metadata:** general settings such as Title, Meta tags.
- **Reference:** reference to a page template.
- **Controls:** controls assigned to the content placeholders defined in the referenced template.

### Creating a New Page

When you first go to **Pages > Site Map**, you will see a message stating that there are no pages available for this project. You can either create a new page or add an existing external page.

To create a new page in Sitefinity, complete the following steps:

1. Go to **Pages > Site Map** and click **Create a page** in the left navigation pane.
2. Set the **General** properties of the page:
  - **Page name**  
The actual file name (system name) of the page. Visitors of the page will reference this name, along with the entire URL. The page name cannot contain spaces or special characters. The name of the page cannot be "Default".
  - **Menu label**  
Determines the link name of the page that appears in the navigation controls, for example menu.
  - **Page navigation**  
Specifies whether this page should be shown by navigation controls like menu, treeview, panelbar, etc.  
If *Show in navigation* is set to *No* for a page that has subpages, the subpages will still be shown in the site navigation. This setting is not inherited.
  - **Page type**  
*Normal page:* displays its own content, editable within Sitefinity.  
*Page group:* redirects to its first sub-page.  
*External page:* a link to a page created outside Sitefinity.

3. In the **Head Content** section, set the head settings of the page:
  - **Page Title**  
This title is displayed in the title bar of any browser viewing the page.
  - **Description**  
A short summary of the page content.
  - **Keywords**  
Metadata keywords are used by browsers or search engines to find and categorize your page. Use commas to separate keywords.
  
4. Expand **More Options** to set more advanced page properties.
  - **Security**  
*Anonymous access*  
Check "Deny" to restrict all access for anonymous visitors and require authentication. Check "Allow" to enable anonymous access the web page without password verification. If you set *Anonymous access* to *Deny* for a page that has subpages, all subpages will be inaccessible by unregistered users and will require authentication. The option is disabled at the **Properties** tab for the subpage.  
  
*Require SSL*  
Specifies whether this page will require a secure socket layer (https connection). SSL should be installed on the server.
  - **Performance**  
*Caching*  
Check to allow the application to cache this page, otherwise leave unchecked  
*ViewState*  
Check to disable viewstate on the page, otherwise leave unchecked

When this option is set to "Yes", the rendered output of the page is cached depending on the page **cache** settings made in the application web.config file, section **telerik/cms**. For more details on how to enable caching for pages, please, refer to [Page Caching](#).

When the page is requested again, instead of creating new instances of the page and its controls, the rendered HTML is retrieved from the cache and written directly to the output stream. In other words, no additional database calls are made, no control instances, no events are fired. The response time to serve a cached page is equal to the time needed to serve a static .HTML file.

The output cache is cleared when a page is published. That ensures that all changes made to a cached page are effected immediately on the live site.

- **Search Indexing**  
Mark yes to enable this page to be searched by an index. If marked to no, this page cannot be searched anywhere in the system

- **Page URLs**

Enter in additional URLs for a page. These URLs can redirect to any other one in the list

**Search Options**

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Index this page (?)  Yes  
 No

**Page URLs** (For all languages)

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Generated URL ~/Homepage.aspx ➔ Default

Another URL  Set as Default |

Example: ~/contacts.aspx

Redirect to the default URL

[Add Url](#)

- **Add head tags:**

Additional Tags: base, link and meta tags.

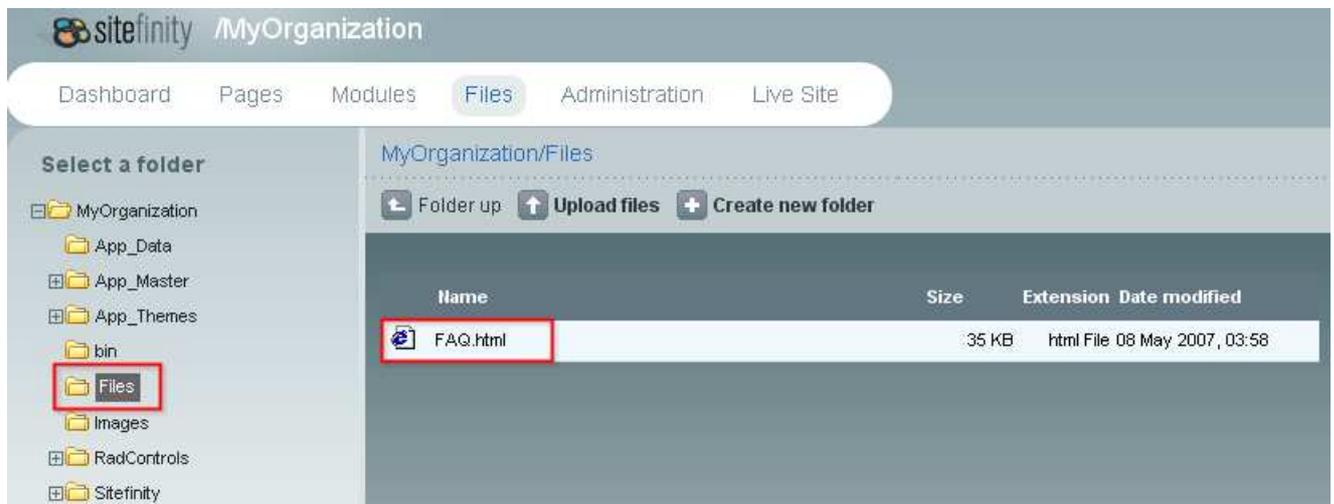
5. When you complete the required fields, click **Create this page**.

## Adding an External Page

You can add any page created outside Sitefinity to your Web application. For example, you have an .aspx file ready and you do not need to edit its content within Sitefinity. You just need to have a link to this file in the dynamically created navigation of Sitefinity.

Follow the instructions below to add an existing file, for example **FAQ.html**, to the Web site. Although you can edit an external page's properties, such as its location within the project, you cannot edit content on the page within Sitefinity. Please note that workflow is disabled for adding external pages, so the page goes live immediately.

1. Go to **Files** and upload the **FAQ.html** to the **Files** folder.



2. Go to **Pages >Site Map** and select **All Pages**.
3. Click **Create a page**.
4. Set the **Page Name** property to FAQ for example.
5. Select External Page as the **Page Type**.
6. Type the URL to the *.html* file: **~/Files/FAQ.html**.
7. Click **Create this page**.

### New Page

◀ Go to all pages

#### General \* Mandatory fields

Page name \* (?)   
Cannot contain spaces or special characters.  
**Example:** *AboutUs* or *AboutUs.aspx*

Menu label (?)   
**Example:** *About Us*

Show in navigation (?)  Yes  No

Page type (?)  Normal page (displays its own content)  
 Page group (redirects to its first sub-page)  
 External page (outside Sitefinity)

External page location   
**Example:** *~/ExternalPage.html*  
or *http://domain.com/ExternalPage.html*

[Read more](#) about external pages.

#### Where did the other properties go?

The other page properties are not available since this page is set as *External page*.

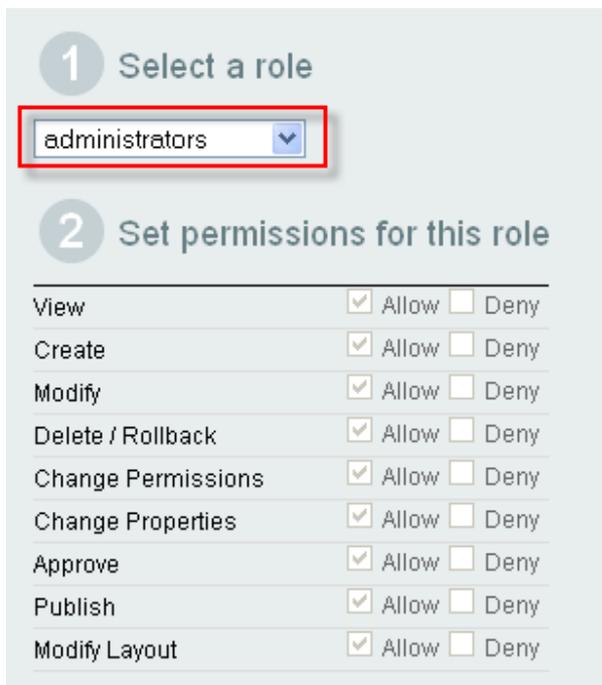
 **Create this page**

You should be able to access it through this URL: **http://<root>/Files/FAQ.html**.

## Setting Page Permissions

To set the permissions for a given page:

1. Click to select the page in the site map.
2. Click the **Permissions** tab on the right.
3. From the dropdown list, select the role for which you want to set the permissions:



**1 Select a role**

administrators

**2 Set permissions for this role**

View	<input checked="" type="checkbox"/> Allow	<input type="checkbox"/> Deny
Create	<input checked="" type="checkbox"/> Allow	<input type="checkbox"/> Deny
Modify	<input checked="" type="checkbox"/> Allow	<input type="checkbox"/> Deny
Delete / Rollback	<input checked="" type="checkbox"/> Allow	<input type="checkbox"/> Deny
Change Permissions	<input checked="" type="checkbox"/> Allow	<input type="checkbox"/> Deny
Change Properties	<input checked="" type="checkbox"/> Allow	<input type="checkbox"/> Deny
Approve	<input checked="" type="checkbox"/> Allow	<input type="checkbox"/> Deny
Publish	<input checked="" type="checkbox"/> Allow	<input type="checkbox"/> Deny
Modify Layout	<input checked="" type="checkbox"/> Allow	<input type="checkbox"/> Deny

4. When you are done, click **Save changes**.

For more details about setting page permissions, please refer to [Page Permissions](#).

## All Pages Grid View

When you are at the **Site Map** tab and click the **All Pages** link, a grid view with all Web pages available for this project is displayed.

View only pages with status: [Draft](#) | [For Approval](#) | [Declined](#) | [Approved](#) | [Published](#) | [Archived](#) or [View all](#)

<input type="checkbox"/>	Name	Template	Modified	Modified by	Status	
<input type="checkbox"/>	 <a href="#">MyTestPage (en)</a>	3 Inner	01 Apr 2009, 10:45	joe_a84	Published	<a href="#">Preview</a> 
<input type="checkbox"/>	 <a href="#">Homepage (en)</a>	main	31 Mar 2009, 03:49	admin	Published	<a href="#">Preview</a> 
<input type="checkbox"/>	 <a href="#">Homepage (es)</a>	main	27 Mar 2009, 10:01	admin	Published	<a href="#">Preview</a> 
<input type="checkbox"/>	 <a href="#">Homepage (fr)</a>	3 Inner	26 Mar 2009, 02:36	admin	locked by admin	<a href="#">Preview</a> 

Here you can filter pages to show only those with a given status (Draft, For Approval, Declined, Approved and Published) and perform a group operation, for example mass approval or mass publication. For more details about managing the page workflow \*, please refer to [Page Workflow](#).

You can also sort pages in the grid by last modified, last modified by a certain user or status (alphabetically).

When you go to the **Permissions** tab, you can set the permissions for all pages. If you do that, by default all the pages will have the same permissions. For more details about setting sitemap permissions, please refer to [Site Map Permissions](#).

## Editing Page Properties

To edit the properties of a page:

1. Click to select the page in the site map.
2. Click the **Properties** tab on the right.
3. On the **More Options section**, you can now add other URLs and/or change the default URL.
4. When you are done, click **Save changes**.

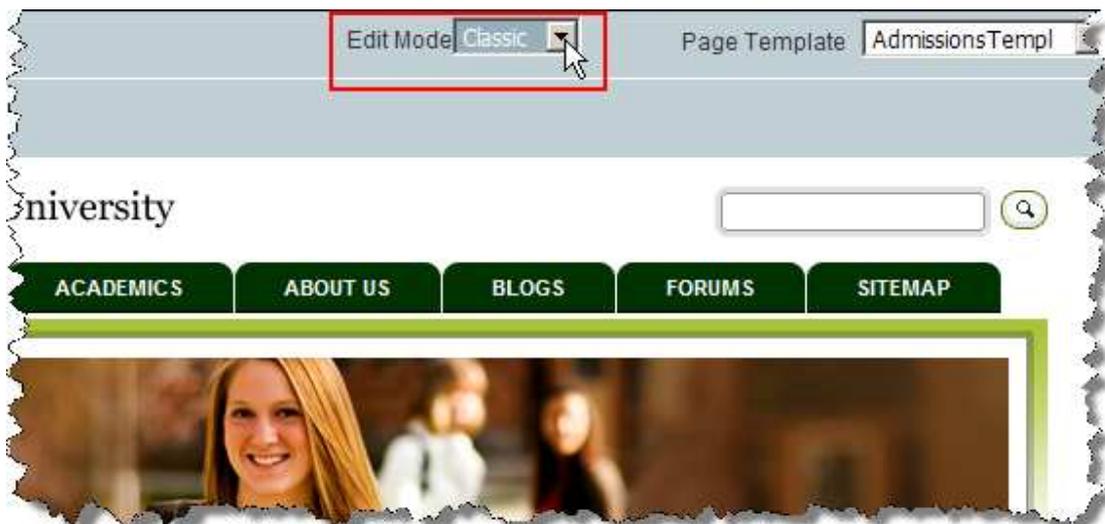
We do not recommend setting optional URLs to Default.aspx. Sitefinity uses a URL rewriter and when it comes across *Default.aspx* in the application root, it will actually load the page that has been set as home page and displayed bold in the site map.

## Edit Page Mode

To open a web page for editing:

1. Click to select the page in the site map.
2. Click **Edit this page**.

There are two edit page modes available: **Overlay** and **Classic**.



To change the default edit page mode to Classic, go to [My Preferences > Page editor settings](#) or:

1. Open the application web.config file.
2. Find this section and set the **pageEditorUIMode** attribute to Classic:

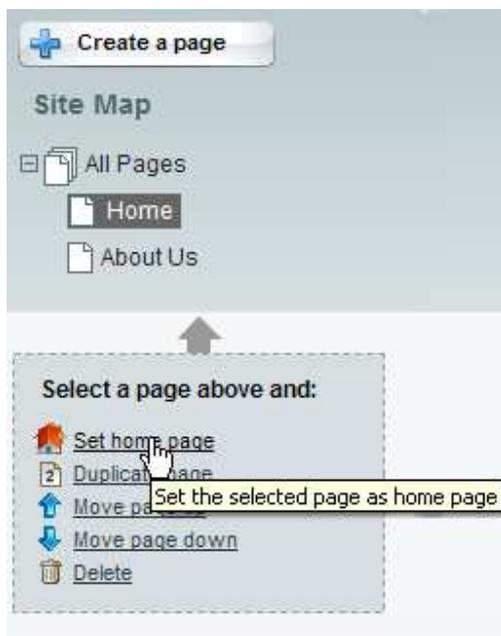
```
<cms defaultProvider="Sitefinity"
pageExtension=".aspx"
pageEditorUIMode="Classic"
disabled="false">
```

3. Refresh the page.

## Setting the Default Page

To set a page as Default (Home) page:

1. Click to select the page in the site map.
2. Click **Set home page**. The default page is displayed in bold type in the site map.



## Reordering Pages

Sitefinity allows users with sufficient permissions to reorder pages. Once you move a page, all navigation controls will reflect its new location.

The action of page reordering does not pass through the workflow and will be effected immediately on the staged copy of the site.

## Moving Pages

To move one page from a given section (parent page) to another section:

1. Click the source page to select it.
2. Drag and drop the source page over the destination page that will become its new parent.



## Ordering Pages

To change the order of pages within their own section (parent Page), you need to do the following:

1. Click the page that needs to be re-ordered to select it.
2. Click **Move page up** or **Move page down**.



## Duplicating a Page

When you need to have a page similar to an existing page, instead of starting from scratch, you can duplicate a page. You need to select the page you want to duplicate in the site map first and then click Duplicate page.

If page workflow is enabled, in order to show the duplicated page on the live site navigation, you need to publish it first. When page workflow is disabled, the duplicated page is published immediately.

## Page Workflow

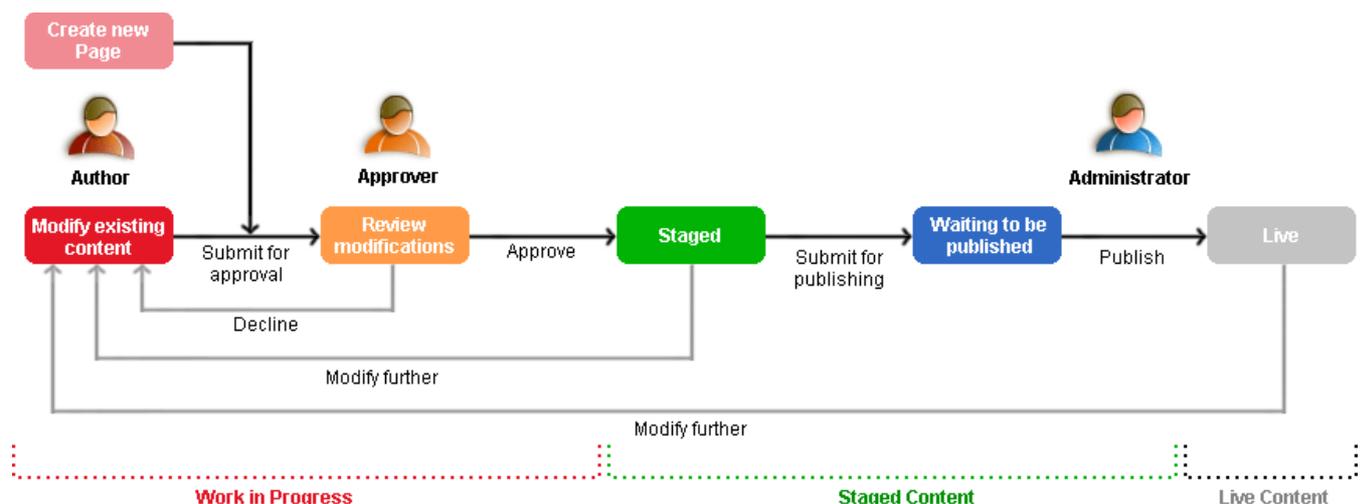
Please note that this feature is not available in the Sitefinity Community Edition.

The main purpose of every Content Management System is to provide an easily managed workflow process ensuring that the correct content appears at the right place and at the right time. A series of pre-defined workflow tasks allows for tracking Web pages through the entire process from authoring, review, and approval to publication. In addition, workflow facilitates the movement of work to the individuals responsible for the various tasks. Every user gets real-time status of where work is in the workflow process, which tasks are complete or pending, etc.

We define workflow as the cycle of steps that occur between the content origination and its final appearance on the live site. Those steps are the particular actions that the users perform with the content in order to change its status and move it further along the workflow cycle. Telerik Sitefinity CMS uses a linear workflow cycle facilitating expedient processing of content modifications, while at the same time provides adequate levels of control and administration. During one workflow cycle, the content passes through three distinct stages:

- Work in Progress
- Staged Content
- Live Content

The diagram below illustrates these three stages along with the respective user activities that change the content status.



All Sitefinity pages pass through a series of states in a fixed workflow. A page can be in one of the following pre-defined states:

- Draft
- For Approval
- Declined
- Approved
- Published

Sitefinity provides the following stages in page workflow management:

- Create a new page or start to edit a new one. Save the changes to the page as a draft, or cancel the changes and leave it as it is.
- Send the draft page for approval to an administrator or user with approval permission granted.
- The draft page can be declined and sent back to the user for more changes.
- The draft page can be approved for publishing to the live site.
- The approved page can be published to the live site.

The page can be edited at any of the stages in the workflow. Cancelling an edit causes the page to remain at the same stage in the workflow. Saving changes to the page reassigns its status as a draft. Changes to the page are not seen in the live site until the page is approved and published. The page remains in the staging site until the workflow process has been completed.

All page workflow actions are done within the Pages area. Upon navigating to the Pages area and clicking **All Pages**, you will see a complete list of all the pages in the site and their current workflow status.

The following options are given at each stage in the Page Manager work area:

- Create a page/edit the current page.  
You can preview the changes that have been made as if the page was live, and then save or cancel those changes as required.



- Draft a page.  
You can send the draft page for approval or re-edit the page.



- Send a page for approval.  
The approver can choose to approve the changes to the page, decline the changes (which necessitates that the pages must be re-edited), or edit the page themselves.



- Page is declined.  
If the changes to the page have been declined, the only choice available is to re-edit the page again and re-submit for approval.



- Page is approved.  
If the changes to the page have been approved, the users with the appropriate permissions may then publish it to the live site.



- Page is published:  
If a page has been published to the live site, it may be edited as necessary.



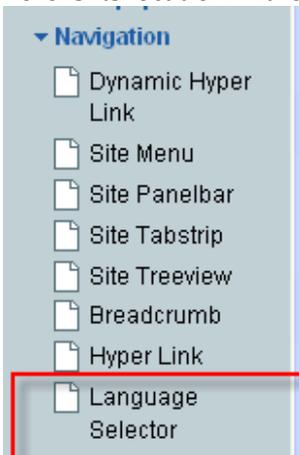
## Page Localization

The localization at page level assures that your site will have localized versions of each page. Each language version is a separate instance, the following properties of which can be localized:

- menu label
- title
- description
- keywords

There is a *Language Selector* control that you can use on the public side to allow users to switch between the languages.

Here is its location in the toolbox:



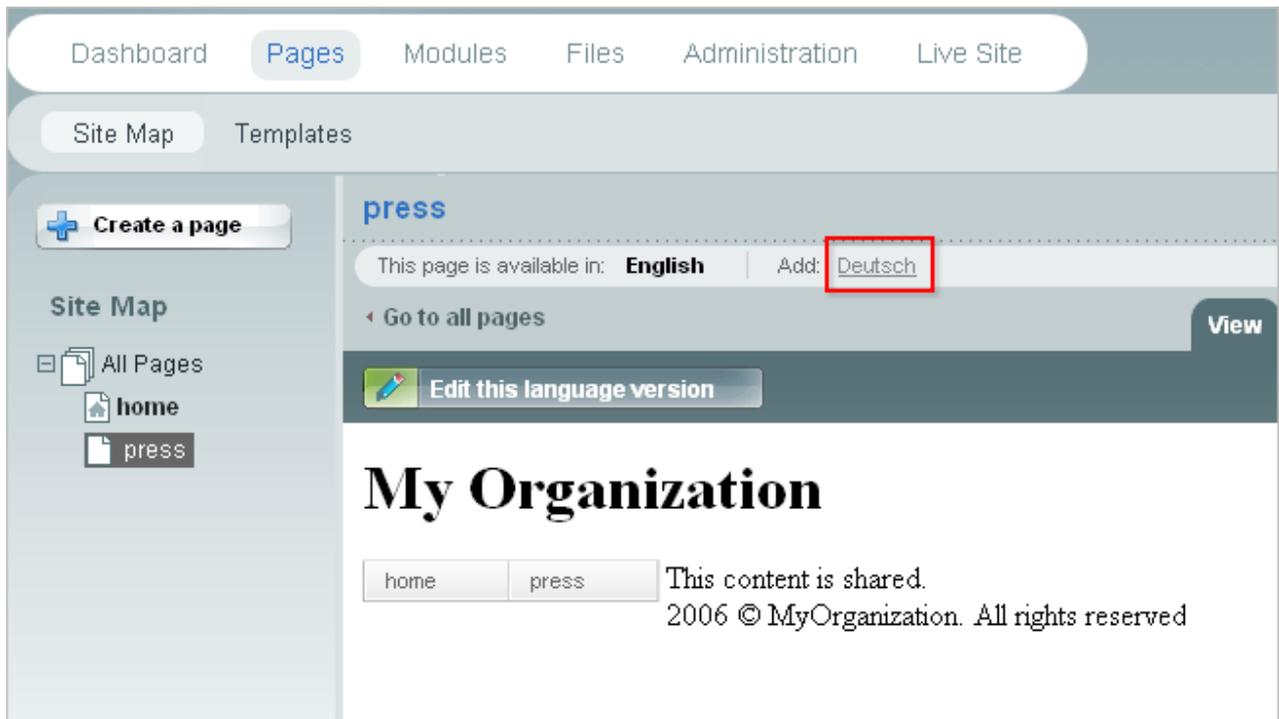
Here is its appearance on the page:



This dropdown list will populate with a list of languages available in the Sitefinity system.

To create a foreign language of a page, follow these steps:

1. Select a page in the site map.
2. Click the language you want to add:

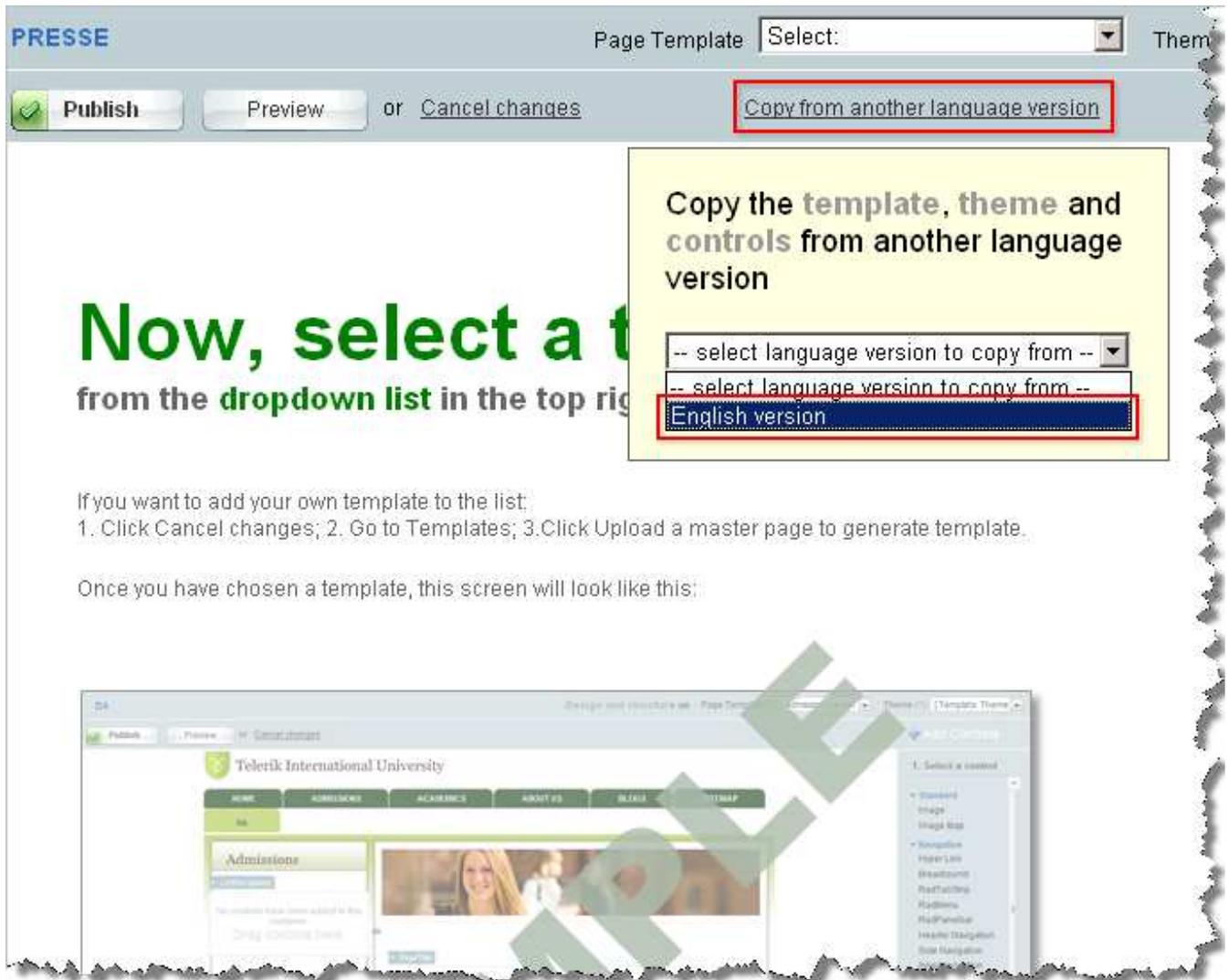


3. Set the localizable properties such as menu label, title, etc. and click **Create this version**.

The screenshot shows the Sitefinity administration interface for configuring a page named "press".

- Left Panel (Site Map):**
  - Buttons: "Create a page" (with a plus icon).
  - Section: "Site Map".
  - Tree structure:
    - All Pages (expanded)
    - Index (home)
    - [no de] (press) - This item is highlighted with a red box.
  - Below the tree, a dashed box contains an upward arrow and the text "Select a page above and:". Below this are four actions:
    - Set home page (with a house icon)
    - Move page up (with an upward arrow icon)
    - Move page down (with a downward arrow icon)
    - Delete (with a trash can icon)
- Main Panel (press):**
  - Section: "press" (with a blue header).
  - Link: "Go to all pages".
  - Section: "General" (with a dark header).
    - Page name: Input field containing "press.aspx".
    - Menu label (?): Input field containing "presse", highlighted with a red box. Below it is the example text "Example: About Us".
  - Section: "Head Content" (with a dark header).
    - Title(?): Empty input field.
    - Description(?): Empty text area with scrollbars.
    - Keywords(?): Empty input field with scrollbars. Below it is the text "Separate keywords by commas. Example: music, guitar, song".
  - At the bottom, a button "Create this version" with a green checkmark icon is highlighted with a red box.

- The page is now displayed in Edit mode. Here you have two options: edit it from scratch or copy the template, theme and controls from the English language version as shown below:



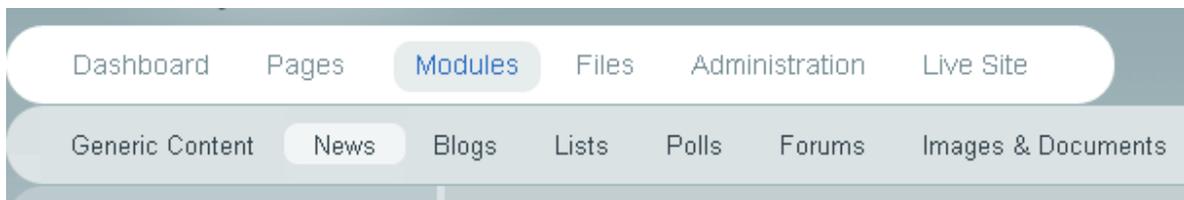
- The page template, theme and all controls are copied from the English version and there is no relation between the controls in the English and German versions of this page.
- Drag and drop a language selector onto the page for the English and German versions, so users can navigate between the English and German versions of the page.

## News

The News module is based on the Generic Content module, so it shares a common user interface with it. The News module provides a comfortable way to incorporate news articles and display them on your web site.

### Administrative End

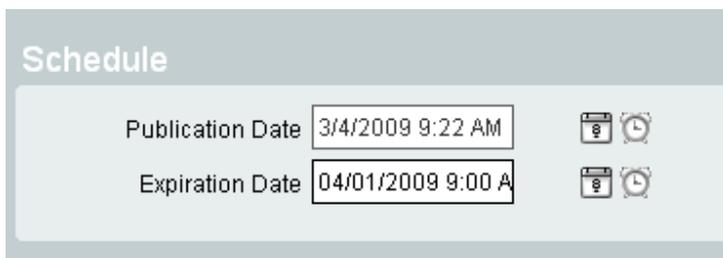
To access the News module, go to **Modules > News**:



### Create news

To create a news item, follow these steps:

1. Go to Modules > News
2. Click **Create a new item**
3. Complete the form that appears on screen
4. Schedule when the news article should go public and its expiry date with the integrated calendar as shown below:



The 'Schedule' form has two rows. The first row is 'Publication Date' with a text input field containing '3/4/2009 9:22 AM' and a calendar/clock icon. The second row is 'Expiration Date' with a text input field containing '04/01/2009 9:00 A' and a calendar/clock icon.

5. Click **Create this news item**:



## Edit news

To edit a news item, follow these steps:

1. Go to **Modules > News**.
2. Find the news article you want to edit in the list of news and click **Edit** next to it.



This will open the **News editor dialog**.

3. Modify the article and click **Save changes**.

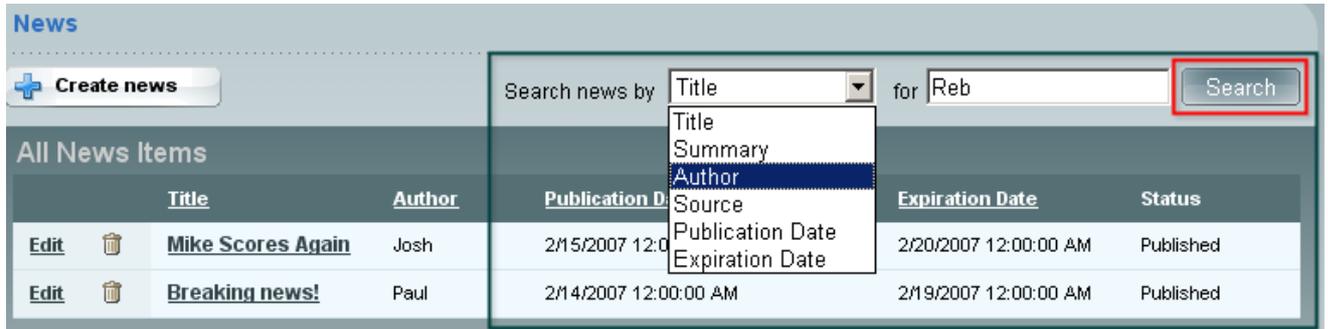
## Delete news

1. Go to **Modules > News**.
2. Find the news article you want to delete in the list of news and click the trashcan icon next to it.



## Search News

Select the search criteria from the dropdown list and click **Search**:



The screenshot shows the 'News' module interface. At the top left is a '+ Create news' button. Below it is a search section with the text 'Search news by' followed by a dropdown menu currently set to 'Title'. To the right of the dropdown is a text input field containing 'Reb' and a 'Search' button. A dropdown menu is open from the 'Title' dropdown, listing search criteria: Title, Summary, Author, Source, Publication Date, and Expiration Date. Below the search section is a table titled 'All News Items' with columns for Title, Author, Publication Date, Expiration Date, and Status. Two news items are listed: 'Mike Scores Again' by Josh and 'Breaking news!' by Paul.

	Title	Author	Publication Date	Expiration Date	Status
<a href="#">Edit</a> 	<a href="#">Mike Scores Again</a>	Josh	2/15/2007 12:00:00 AM	2/20/2007 12:00:00 AM	Published
<a href="#">Edit</a> 	<a href="#">Breaking news!</a>	Paul	2/14/2007 12:00:00 AM	2/19/2007 12:00:00 AM	Published

## Set permissions for the News Module

To set permissions on the news module, click the **Permissions** link in the left pane. When you are done, click **Save Changes**. For more details about permissions, please refer to [Module Permissions](#).

## Localization

Localizing news content is almost identical to [localizing content in the Generic Content module](#). This topic outlines the steps you need to follow to create different language versions of news.

1. Create a news item in the default site language.

**News > New Item**

◀ Back to all News Items

**Title \*** \* Mandatory fields

**Hot News**

**Content \* (de)**

**B I U** [List icons] [ABC] [Image icon] [Undo] [Redo] [Image icon] [Link icon] [Normal] [Color icon]

die neuesten Nachrichten

2. Change the language.
3. Click **Edit this language version**.

**News**

◀ Back to all News items View Edit History

**Edit this news** 2

**Hot News**

**Details**

Source \_\_\_\_\_

Thumbnail \_\_\_\_\_

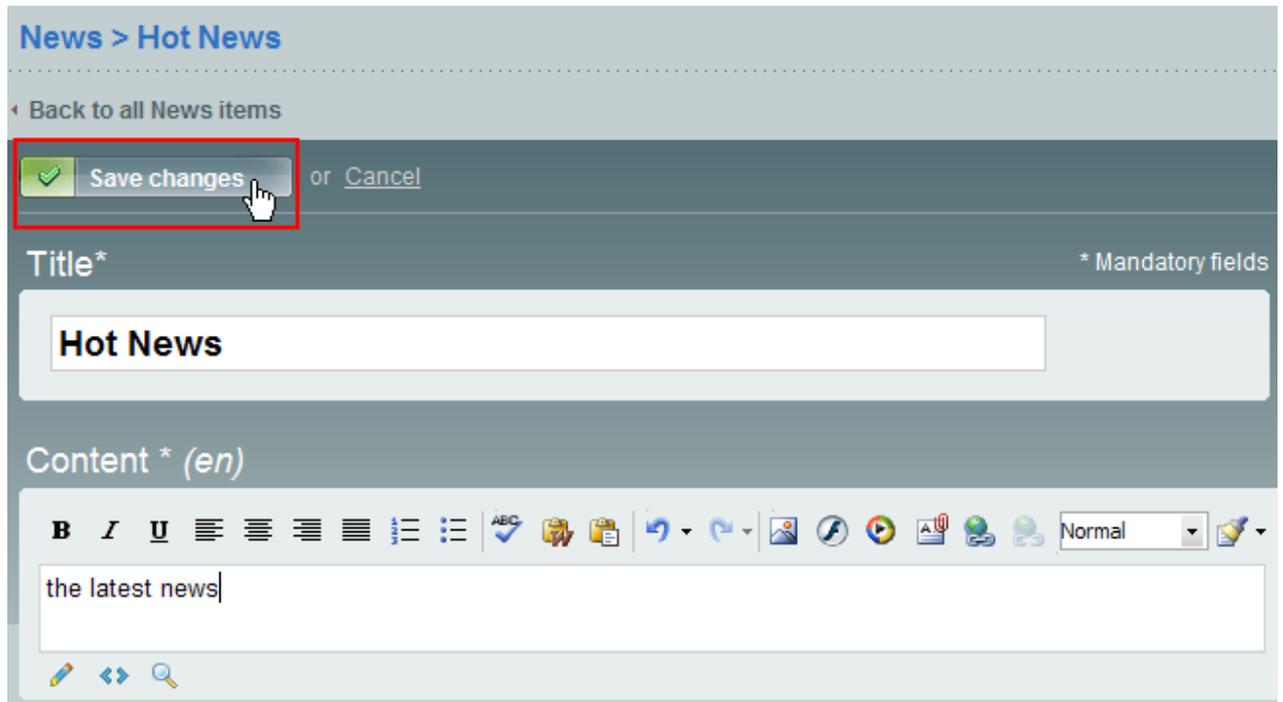
Category \_\_\_\_\_

Author \_\_\_\_\_

**Change Language**

- [Deutsch](#)
- [français](#)
- **English** 1

4. Create the new language version by entering the language specific content in the content area.
5. Click **Save changes**.



To view all news items created for a particular site language, go to **All news items** and select the language in the dropdown list in the upper right corner of the screen.

User: admin | [My profile](#) | [Logout](#) Deutsch ▾

---

**News**

[+ Create news](#)    Search news by  for  [Search](#)

**All news items**

	<u>Title</u>	<u>Author</u>	<u>Source</u>	<u>Publication Date</u>	<u>Expiration Date</u>	<u>Status</u>
<a href="#">Edit</a> 	<a href="#">Meldung</a>			22 Jan 2008, 12:00	31 Dec 2099, 12:00	Published
<a href="#">Edit</a> 	<a href="#">Hiobsbotschaft</a>			22 Jan 2008, 12:00	31 Dec 2099, 12:00	Published
<a href="#">Edit</a> 	<a href="#">Hot News</a>			22 Jan 2008, 12:00	31 Dec 2099, 12:00	Published

By clicking Edit, you open the German version of the news article for editing.

If you click the trashcan icon, all language versions of the news item are deleted.

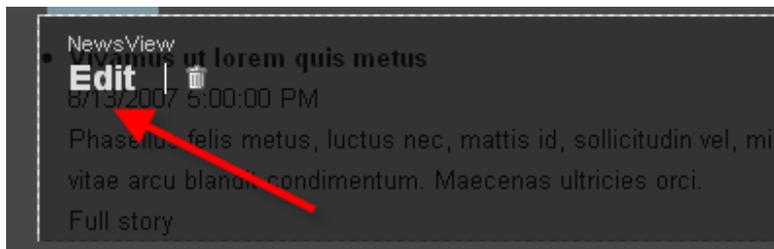
## Public End

The news module uses a single control to display news stories called the NewsView:



To **display news articles** to a page, do the following:

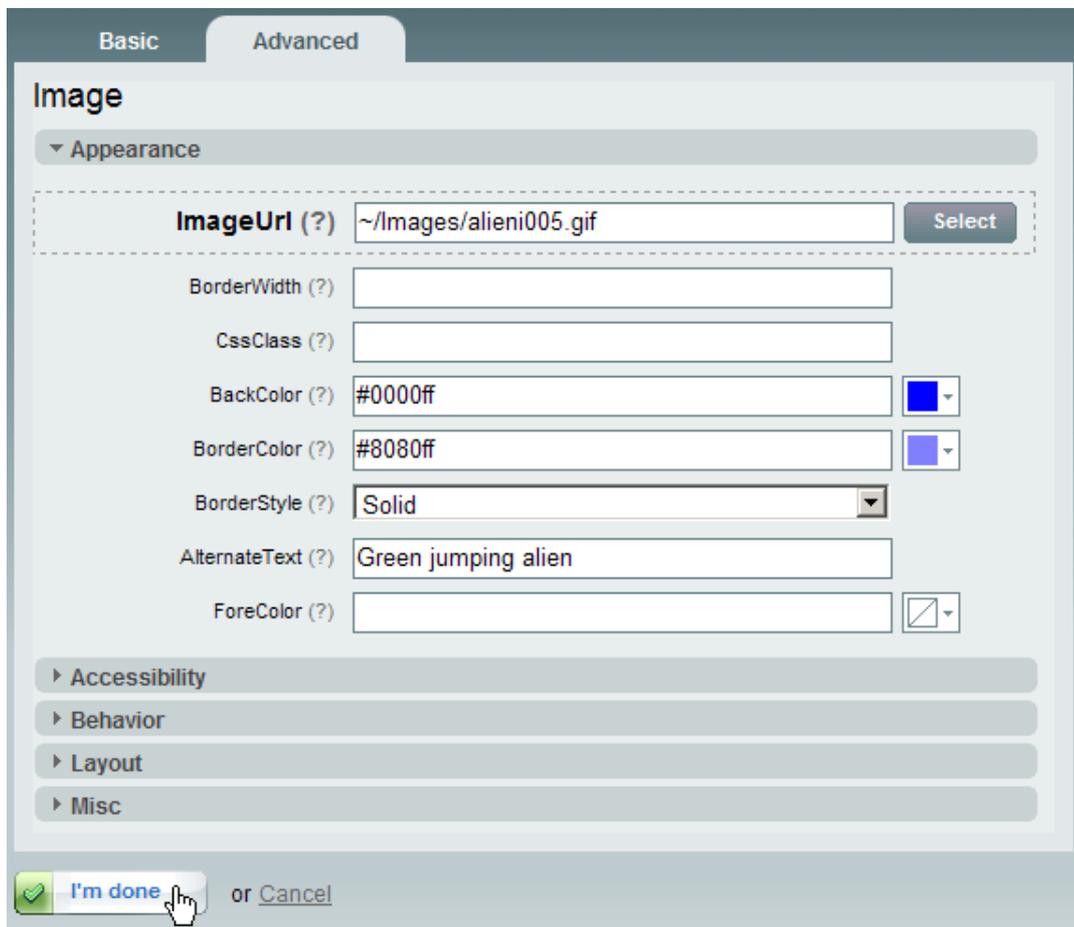
1. Go to **Pages > Site Map**.
2. In the site map, click to select the page where you want to insert the full text of the news articles.
3. Click Edit this page.
4. Expand the Add Controls toolbox.
5. Select the **NewsView** control.
6. Drag and drop the control to the desired page area.
7. Click edit on the control



8. Adjust the properties to fit your needs
9. On the top left of the screen, click save if workflow is turned on. If it's off, click publish to save your changes

To **display archived news articles**, follow these steps:

1. Follow steps 1-4 for displaying news articles
2. Select the News Archive control
3. Drag and drop the control to the desired page area



The screenshot shows the 'Image' control properties grid in the 'Advanced' tab. The 'Appearance' section is expanded, revealing the following fields:

- ImageUrl (?):** ~/Images/alieni005.gif (with a 'Select' button)
- BorderWidth (?):** (empty text box)
- CssClass (?):** (empty text box)
- BackColor (?):** #0000ff (with a color picker)
- BorderColor (?):** #8080ff (with a color picker)
- BorderStyle (?):** Solid (with a dropdown menu)
- AlternateText (?):** Green jumping alien
- ForeColor (?):** (empty text box with a color picker)

Below the 'Appearance' section are collapsed sections for Accessibility, Behavior, Layout, and Misc. At the bottom, the 'I'm done' button is highlighted with a mouse cursor, and the 'Cancel' button is also visible.

4. After adjusting properties, click **I'm done** to save your changes. To exit the **Control Properties** grid without saving your changes, click **Cancel**.

## 9. Working with Modules

Modules are reusable self-contained units you can easily integrate in many different applications. You can use them to present content on a Web site or to extend the functionality of your Web site, such as logical grouping of user controls that provide common functionality and business logic. Sitefinity provides the structure to integrate modules and offers two options:

1. **User controls:** Developed by the user and easily integrated in the Sitefinity Modules section as an assembly.
2. **Pluggable modules:** A set of pre-built pluggable modules offering the common functionality that comes with Sitefinity:

- **Generic Content:** Allows users to create, manage and reuse separate content items.
- **News Module:** Allows users to manage features and articles on a Web site.
- **Blogs Module:** Allows users to easily create and manage blogs.
- **Lists Module:** Allows users to create and manage all kinds of lists.
- **Polls Module:** Allows users to quickly create and publish online polls on a Web site.
- **Forums Module:** Allows users to create and moderate forums on a Web site.
- **Images & Documents:** Allows users to upload shareable images and documents, stored in libraries
- **Events:** Provides users with ability to schedule and announce events through their website
- **Newsletters:** provides basic functionality for creating newsletters and management of emails and subscriber groups.

Each module has an administrative and public side. The administrative side is seen by clicking on the **Modules** tab in Sitefinity. The public side consists of the controls that users should insert on the page, such as the Blog Posts control, to show the module's data on the page.

## ContentView Controls

The News, Blogs, Images and Documents, and Events modules use ContentView controls to display data on the public side. These controls allow end users to display content within certain categories, change the display mode, if applicable, remove fields, change date format and assign labels next to fields. To demonstrate this functionality, here are some screenshots of the ContentView for the News module:

**NewsView**

**Basic**    **Advanced**

**1 Which news to display?**

Display all news

Display only news in specific categories

Baseball

Basketball

Sports

Tennis

**2 How to organize news?**



**List & page**

A list of news titles and summaries (optional). The full news article opens in a separate page.

**3 News settings**

Paging settings

Limit the number of items for the entire list  
Display last  items.

Divide the list on pages if there are too many items  
Display  items per page.

In the news page, display:

- Title, linking to the full article
- Date ( [set label and format](#) )
- Summary
- Content
- Author ( [set label and format](#) )
- Source ( [set label and format](#) )
- Tags ( [set label](#) )
- Category ( [set label](#) )
- Social bookmarks (del.icio.us, digg, reddit) ( [set label](#) )

## Generic Content

This is where you create, store and manage content items most comfortably.

### Content Sharing and Branching

The shared content feature allows you to reuse content items over multiple Web pages.

Each time a user creates a content item in the Generic Content module, it is added to the shared content items list. When in edit page mode, other CMS users can select shared items from that list and add new items to it. Whenever one instance of shared content is updated, all pages where the same item appears are updated simultaneously. This feature is especially convenient when there are users responsible for content authoring/editing only and others responsible for adding that content to the Web pages. The site is updated automatically when the content contributor makes changes to a shared item.

You need to be granted the proper [Module permissions](#) to be able to manage shared content.

When you want to edit just one instance of the content item, you need to remove it from the shared content items list first, that is, **branch the content**. After branching, the item is independent, and changes made to it are not reflected elsewhere. Similarly, changes made in the previously shared item are not reflected in the branched item.

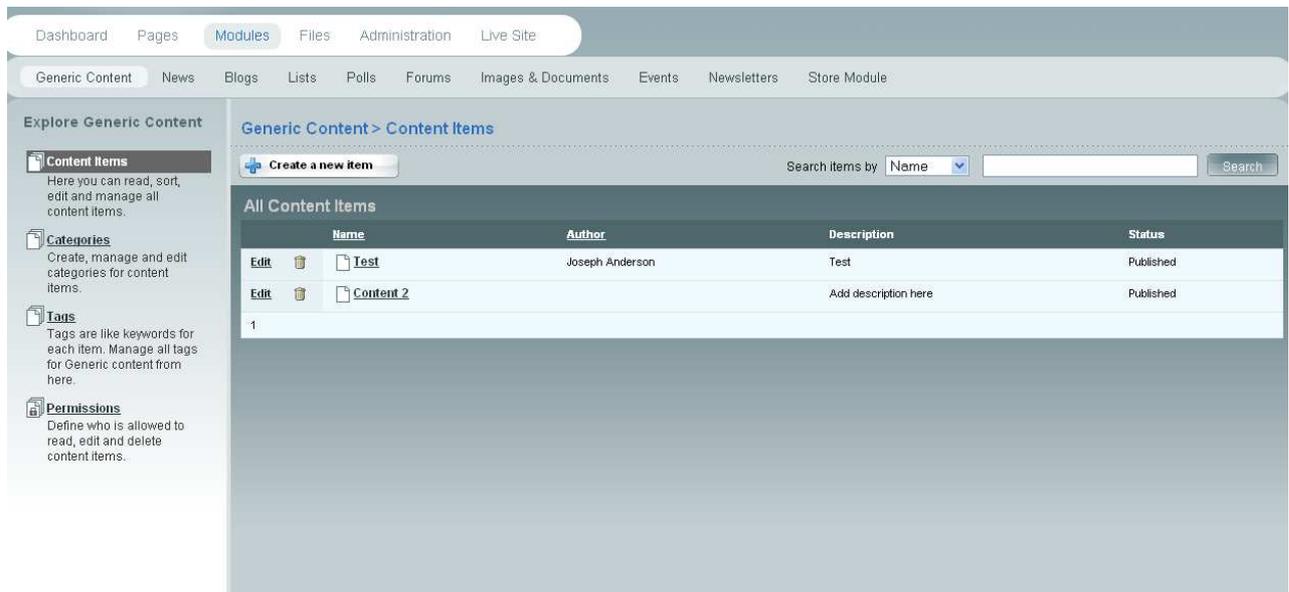
Each item of shared content is represented by a unique content ID and meta information such as name (required), description and author. The content ID is used when requesting the content data. If description and author are not specified, the default text is displayed in the list of items.

When [content workflow](#) is switched off, an item can be in one of the following states:

- **Published:** The item is automatically published upon its creation.
- **Locked by user:** The item is open for editing and the changes are not saved or cancelled.

## Administrative End

To access the Generic Content module, go to **Modules > Generic Content**.



Dashboard Pages **Modules** Files Administration Live Site

Generic Content News Blogs Lists Polls Forums Images & Documents Events Newsletters Store Module

**Explore Generic Content**

- Content Items**  
Here you can read, sort, edit and manage all content items.
- Categories**  
Create, manage and edit categories for content items.
- Tags**  
Tags are like keywords for each item. Manage all tags for Generic content from here.
- Permissions**  
Define who is allowed to read, edit and delete content items.

**Generic Content > Content Items**

[+ Create a new item](#) Search items by Name

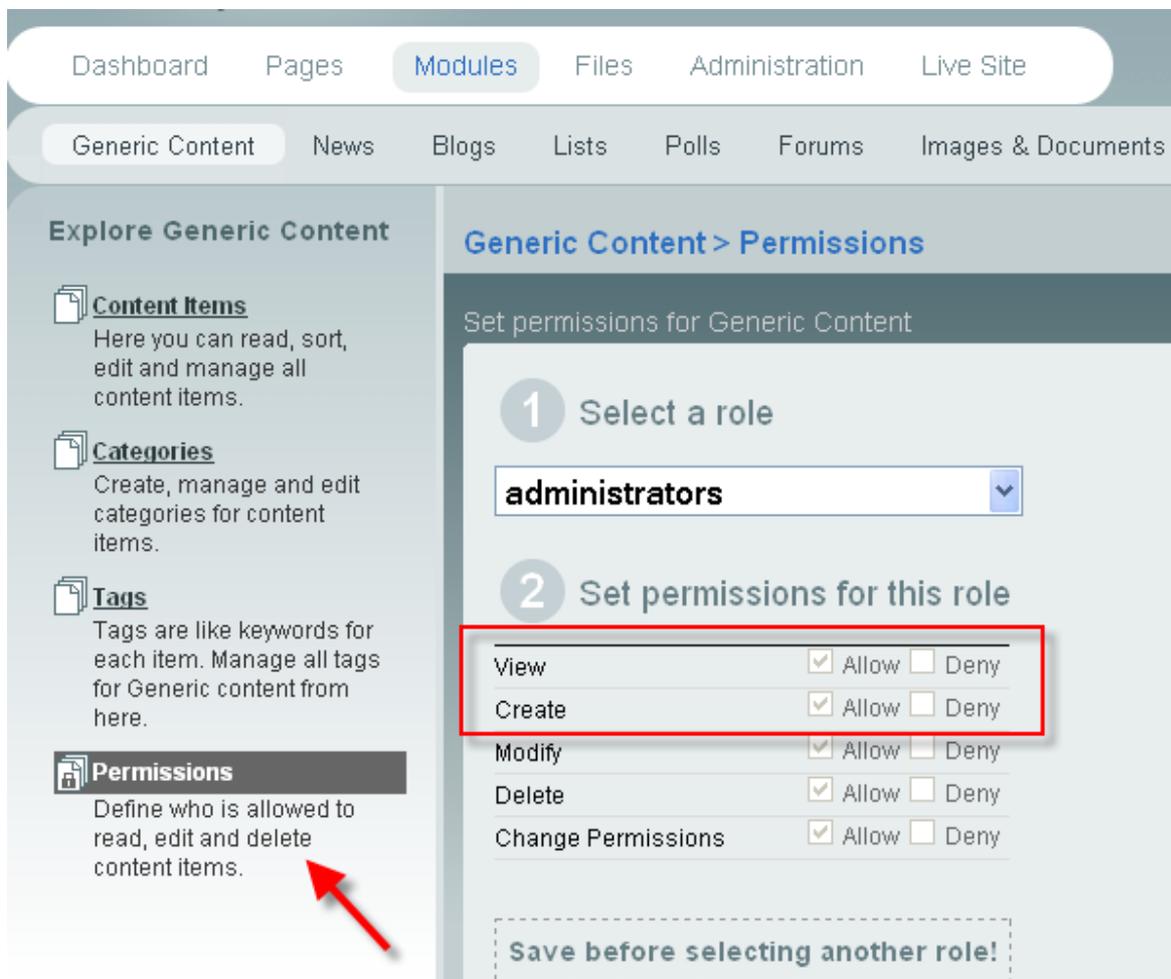
**All Content Items**

	Name	Author	Description	Status
<a href="#">Edit</a>  	<b>Test</b>	Joseph Anderson	Test	Published
<a href="#">Edit</a>  	<b>Content 2</b>		Add description here	Published

1

### Create a shared content item

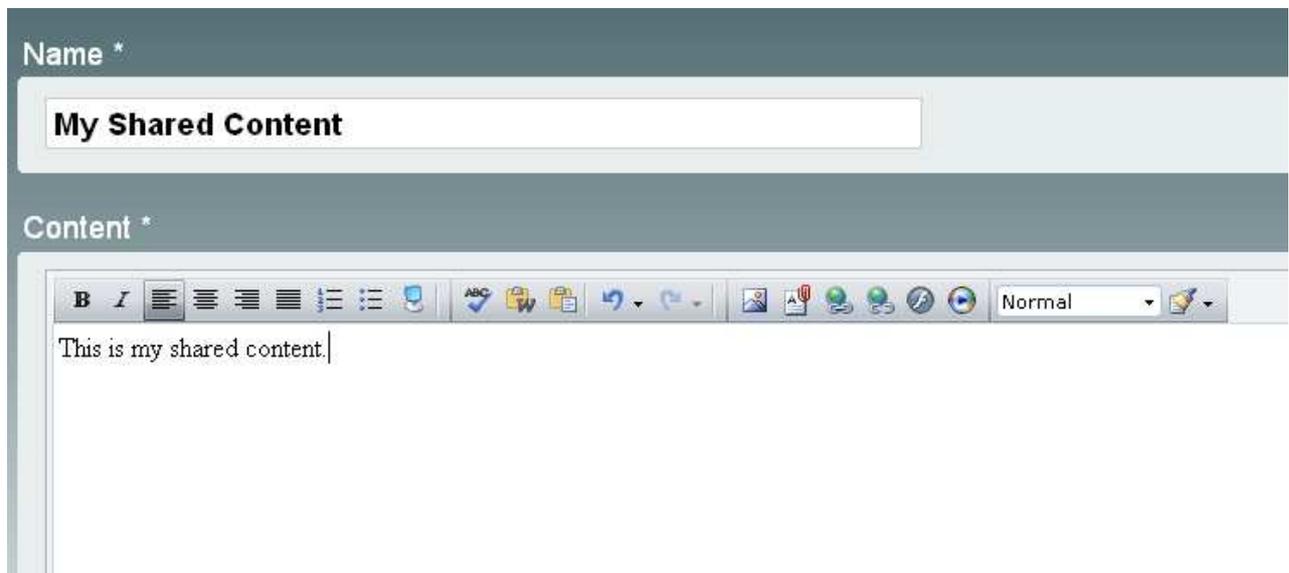
To create shared content and edit your own items, you need to be granted the View and Create permissions for the Generic Content module as shown below:



Even if you do not have any [Page permissions](#), you can still contribute shared content. You can create shared content in either of the following ways.

**A. In the *Generic Content module*:**

1. Go to **Modules > Generic Content**.
2. Click **Create new item**.
3. Type the name of the content item. It is advisable to give unique names. This field is required.
4. Insert some content in the content area. This field is required.



**Name \***

**My Shared Content**

**Content \***

This is my shared content.

5. Select a category from the dropdown list.
6. Attach tags to the content items.
7. Add some description of the item. This field is optional.
8. Type the name of the author. This field is optional.
9. Click **Create this item**. The item is then shown in the **All Content Items** list.

### Category

Category \* Uncategorized \*

\* Uncategorized \*

Sports

Basketball

### Tags

 [Add a new tag](#)

### Additional Info

This information is not public. It is for your reference only.

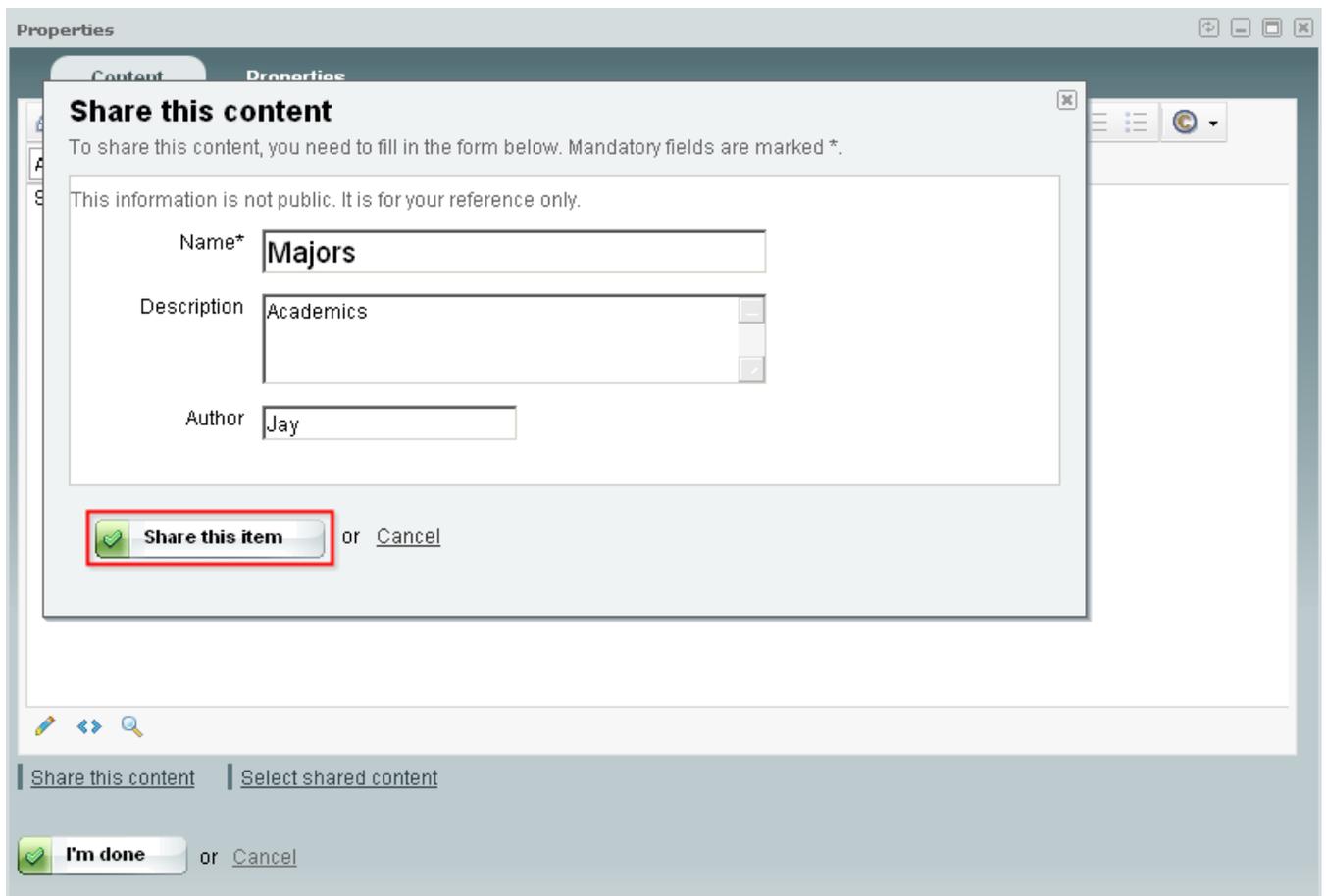
Description This is some shared content.

Author Joseph Anderson

 **Create this item** or [Cancel](#)

**B. In the *Generic Content control*:**

1. Go to **Pages > Site Map**.
2. Select a page and click **Edit this page**.
3. Click **Edit** in the Generic Content control header.
4. Insert some content in the content area.
5. Click the **Share this content** link.



6. When the dialog opens, type the name of the content item. It is advisable to give unique names. This field is required.
7. Add some description of the item. This field is optional.
8. Type the name of the author. This field is optional.
9. Click **Share this item**. Click **I'm done** to close the Generic Content **Properties** grid.

### Edit a content item

1. Go to **Modules > Generic Content**.
2. Search for the item you want to edit and click **Edit** next to it.

All Content Items					
		<u>Name</u>	<u>Author</u>	<u>Description</u>	<u>Status</u>
<a href="#">Edit</a>		<a href="#">More Info - Blogs</a>	Sitefinity Administrator	Shared Content	Published
<a href="#">Edit</a>		<a href="#">Contact Details</a>			 Locked by admin

3. Modify the content item and click **Save changes**. If you are using this item across many pages, your changes will affect all pages and will be visible on the live site after publishing.

### Delete a content item

1. Go to **Modules > Generic Content**.
2. Search for the item you want to delete and click the trashcan icon next to it. When you go the page(s) using a content item that has been deleted, you will see the following message: *This content has been deleted*.

All Content Items					
		<u>Name</u>	<u>Author</u>	<u>Description</u>	<u>Status</u>
<a href="#">Edit</a>		<a href="#">More Info - Blogs</a>	Sitefinity Administrator	Shared Content	Published
<a href="#">Edit</a>		<a href="#">Contact Details</a>			 Locked by admin



### Set permissions for the Generic Content Module

Click the **Permissions** link in the left pane. Select a role from the dropdown list and select the necessary checkboxes to grant permissions for that role. When you are done, click **Save Changes**. For more details about permissions, please refer to [Module Permissions](#).

## Localization

This topic outlines the steps you need to follow to create different language versions of content items. Please read the [localizing modules](#) section for more info.

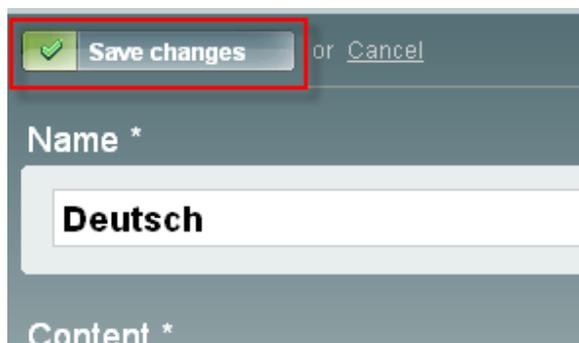
1. Create an item in the default site language, which is English in the example below, and enter content in the form:



2. Change the language by clicking on one in the Change Language box.
3. Click **Edit this item**.



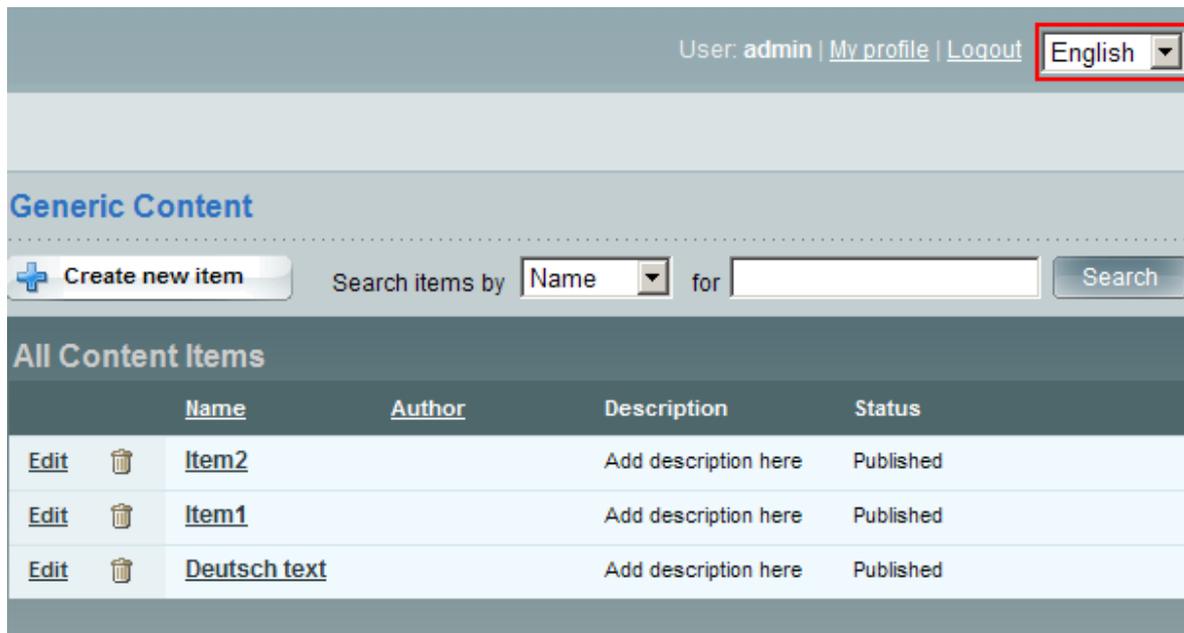
4. Create the new language version by entering the language specific content in the content area.
5. Click **Save changes**.



In this example, the *Name* field is not set as *localizable*, that is why it is the same for all language versions of the item.

Refer to section [Multilingual Content Management > Module Localization](#) for more details about localization of meta fields.

To view all items created for a particular site language, go to **All Content Items** and select the language in the dropdown list.



If you click **Edit**, you are redirected to edit item mode for the respective language.

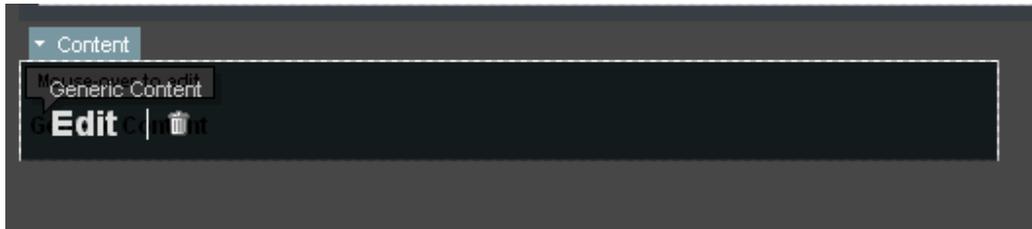
If you click the trashcan icon, all language versions of the content item are deleted.

## Public End

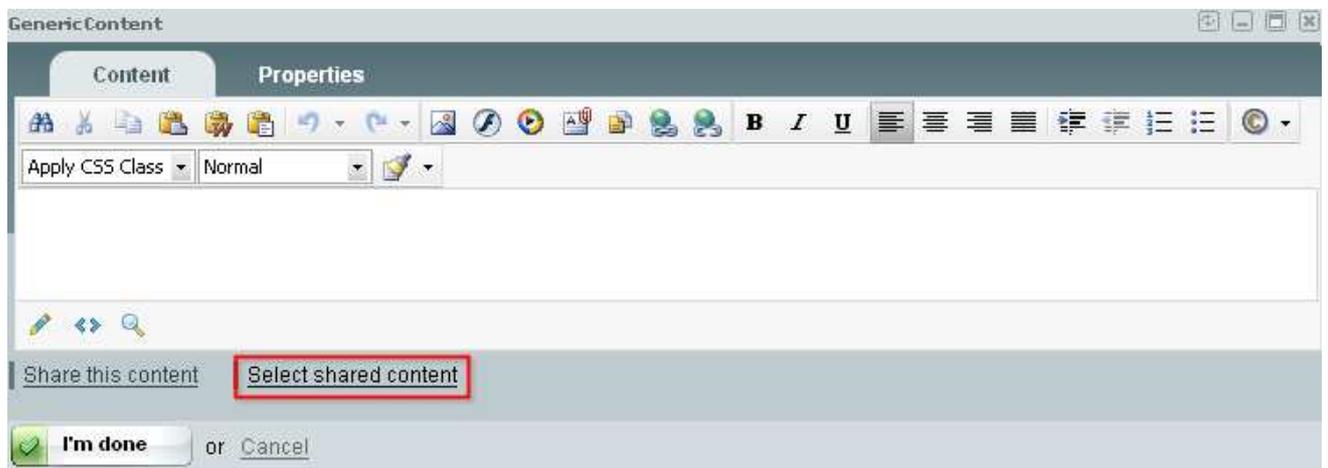
**A. To add existing shared content** to a page, do the following:

1. Go to **Pages > Site Map**.
2. In the site map, click to select the page where you want to insert content.
3. Click **Edit this page**.
4. Expand the **Add Controls** toolbox.
5. Select the Generic Content control.

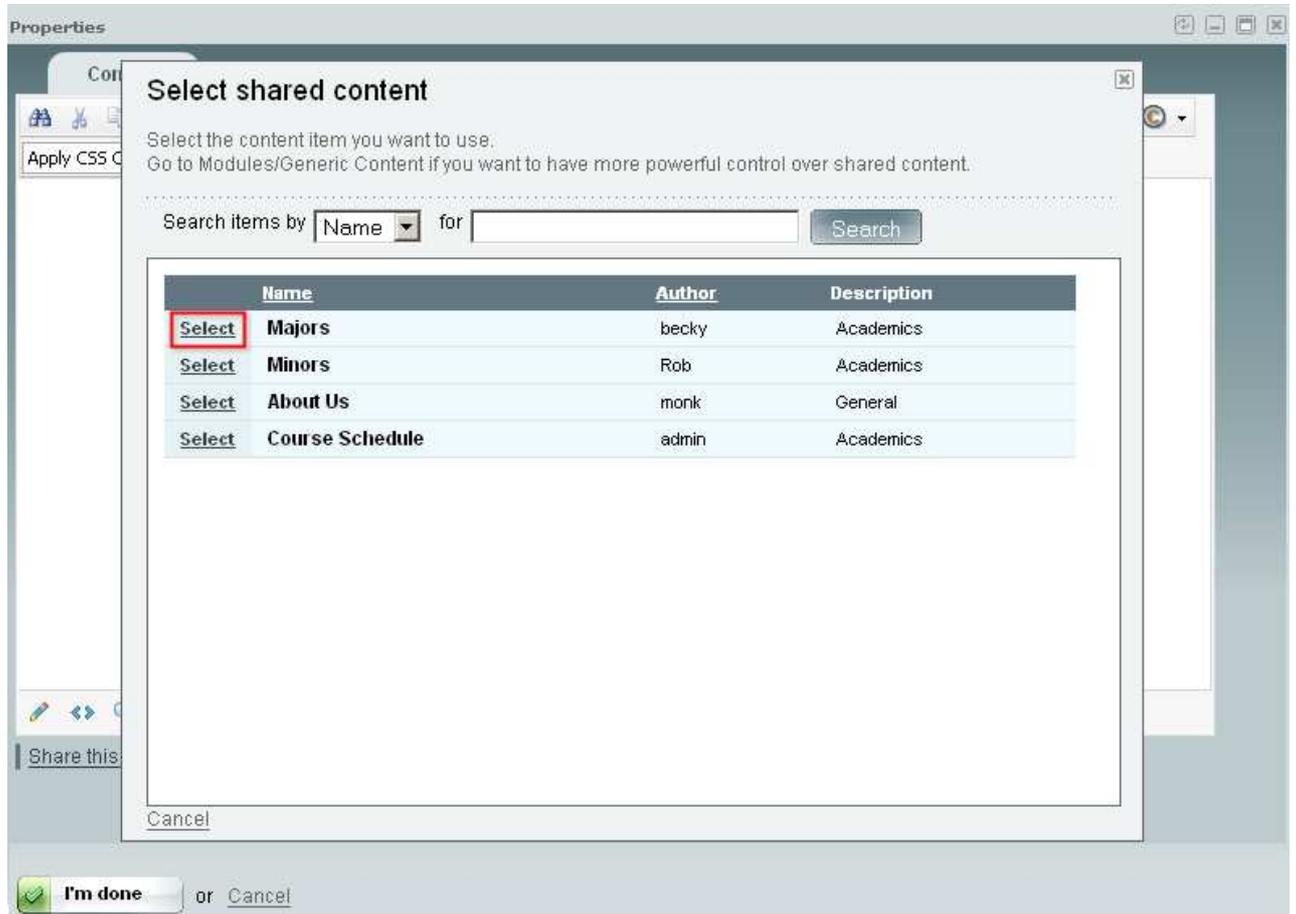
6. Drag and drop the control to the desired page area.
7. Click **Edit** in the Generic Content control header.



8. Click the **Select shared content** link to view all available items.

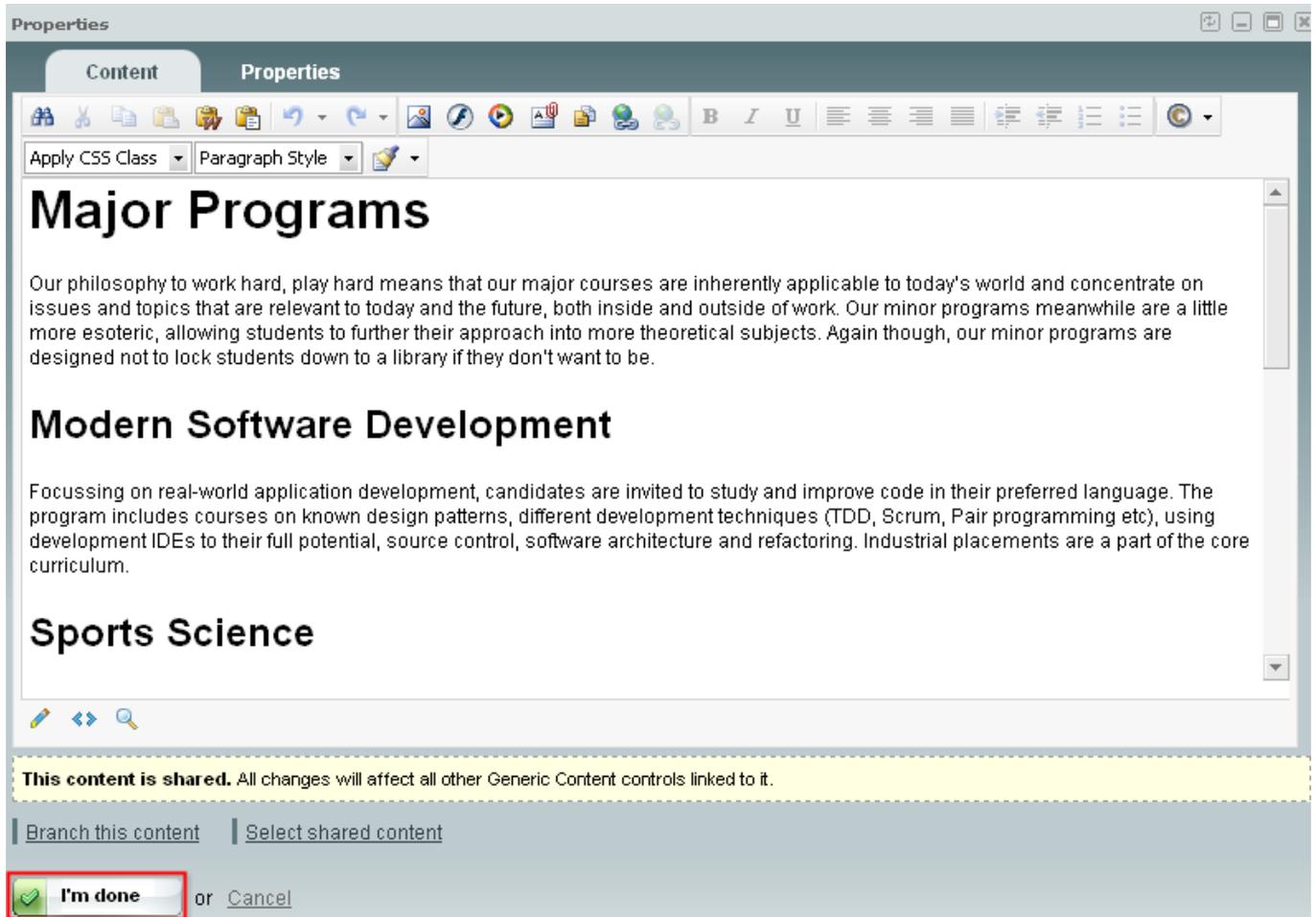


In the Select Shared Content Dialog, you can filter items by name and author.



9. In the grid, click **Select** next to the item you want to insert.

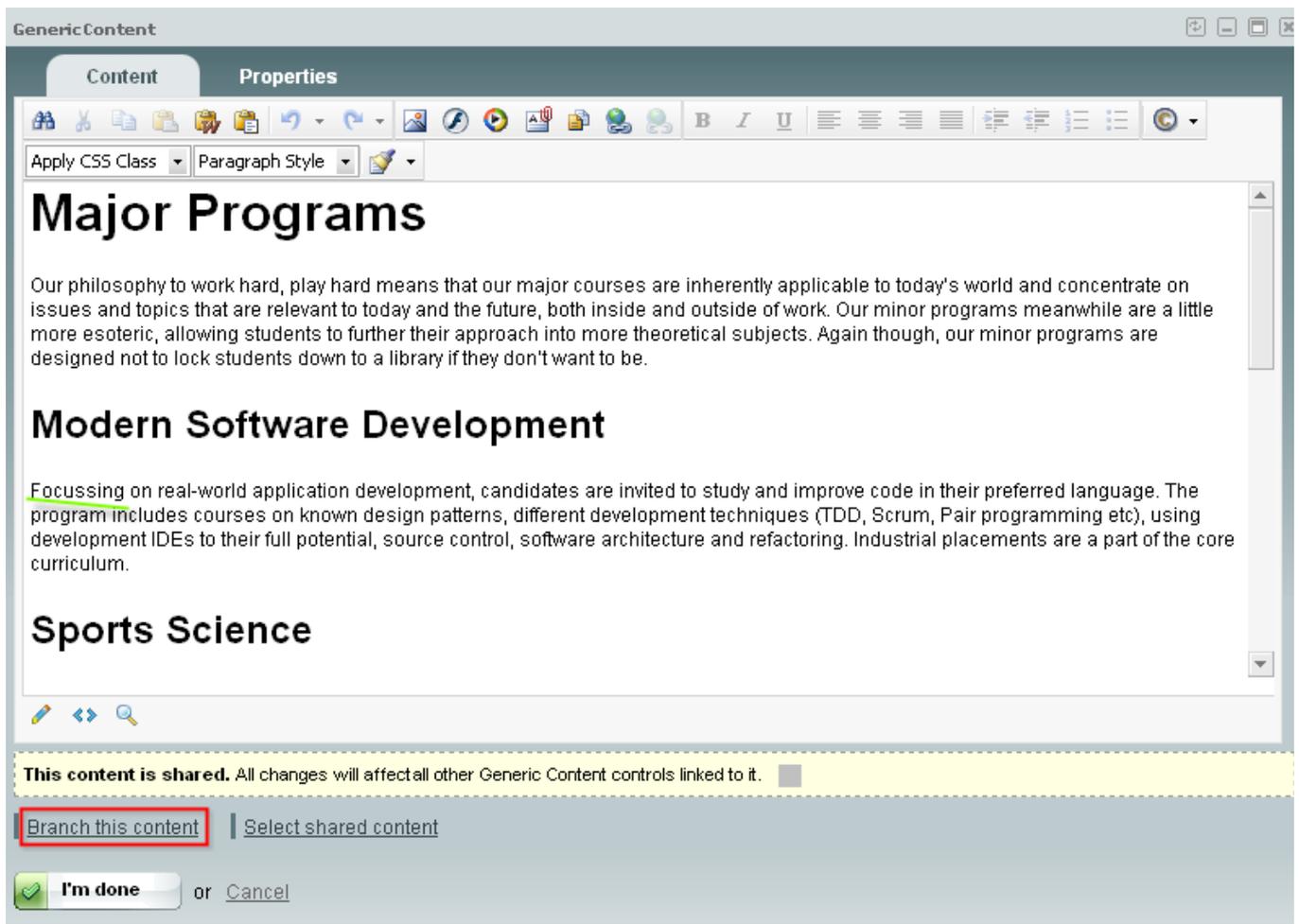
10. The item is displayed in the editor content area.



11. Click **I'm done**.

**B. To branch shared content** and create an item that will be stored only with the page (static content), do the following:

1. Go to **Pages > Site Map**.
2. Select a page and click **Edit this page**.
3. Find the Generic Content control with the content you want to branch.
4. Click **Edit** in the control header.
5. Click the **Branch this content** link.



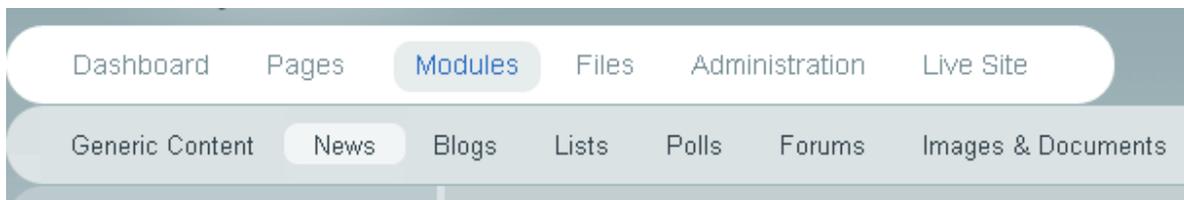
6. When you finish editing the content, click **I'm done**.

## News

The News module is based on the Generic Content module, so it shares a common user interface with it. The News module provides a comfortable way to incorporate news articles and display them on your web site.

### Administrative End

To access the News module, go to **Modules > News**:



### Create news

To create a news item, follow these steps:

1. Go to Modules > News
2. Click **Create a new item**
3. Complete the form that appears on screen
4. Schedule when the news article should go public and its expiry date with the integrated calendar as shown below:



The 'Schedule' form has two rows. The first row is 'Publication Date' with a text input field containing '3/4/2009 9:22 AM' and a calendar icon. The second row is 'Expiration Date' with a text input field containing '04/01/2009 9:00 A' and a calendar icon.

5. Click **Create this news item**:



## Edit news

To edit a news item, follow these steps:

1. Go to **Modules > News**.
2. Find the news article you want to edit in the list of news and click **Edit** next to it.



This will open the **News editor dialog**.

3. Modify the article and click **Save changes**.

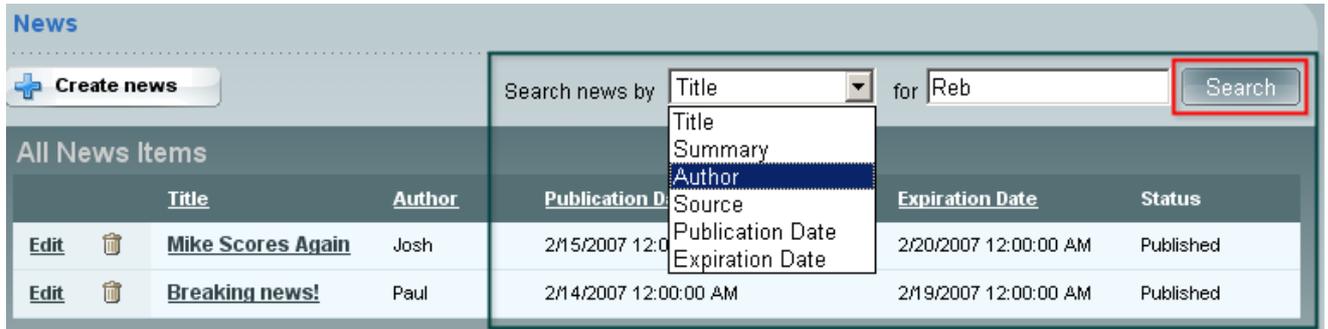
## Delete news

1. Go to **Modules > News**.
2. Find the news article you want to delete in the list of news and click the trashcan icon next to it.



## Search News

Select the search criteria from the dropdown list and click **Search**:



The screenshot shows the 'News' module interface. At the top left is a '+ Create news' button. Below it is a search section with the text 'Search news by' followed by a dropdown menu currently set to 'Title'. To the right of the dropdown is a text input field containing 'Reb' and a 'Search' button. A dropdown menu is open from the 'Title' dropdown, listing search criteria: Title, Summary, Author, Source, Publication Date, and Expiration Date. Below the search section is a table titled 'All News Items' with columns for Title, Author, Publication Date, Expiration Date, and Status. Two news items are listed: 'Mike Scores Again' by Josh and 'Breaking news!' by Paul.

	Title	Author	Publication Date	Expiration Date	Status
<a href="#">Edit</a> 	<a href="#">Mike Scores Again</a>	Josh	2/15/2007 12:00:00 AM	2/20/2007 12:00:00 AM	Published
<a href="#">Edit</a> 	<a href="#">Breaking news!</a>	Paul	2/14/2007 12:00:00 AM	2/19/2007 12:00:00 AM	Published

## Set permissions for the News Module

To set permissions on the news module, click the **Permissions** link in the left pane. When you are done, click **Save Changes**. For more details about permissions, please refer to [Module Permissions](#).

## Localization

Localizing news content is almost identical to [localizing content in the Generic Content module](#). This topic outlines the steps you need to follow to create different language versions of news.

1. Create a news item in the default site language.

**News > New Item**

◀ Back to all News Items

**Title \*** \* Mandatory fields

**Hot News**

**Content \* (de)**

**B** *I* U [List Icons] [ABC] [Icons] [Normal]

die neuesten Nachrichten

2. Change the language.
3. Click **Edit this language version**.

**News**

◀ Back to all News items View Edit History

**Edit this news** 2

**Hot News**

**Details**

Source \_\_\_\_\_

Thumbnail \_\_\_\_\_

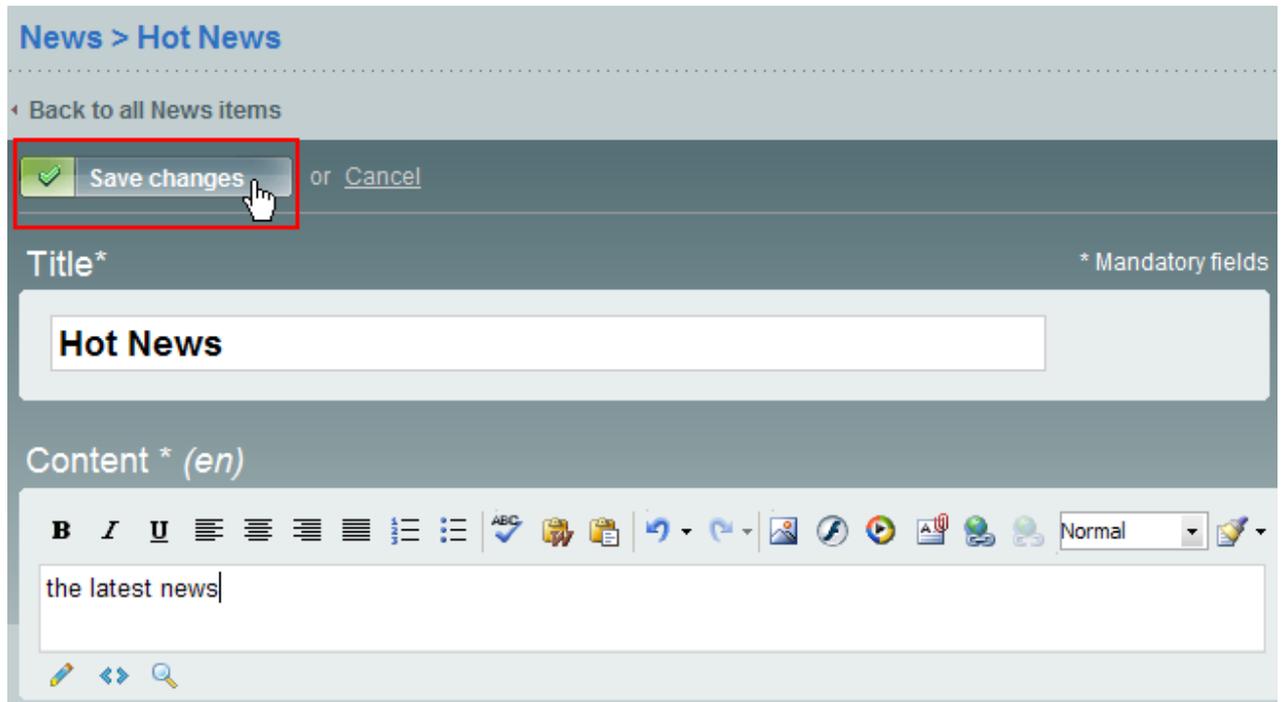
Category \_\_\_\_\_

Author \_\_\_\_\_

**Change Language**

- [Deutsch](#)
- [français](#)
- [English](#) 1

4. Create the new language version by entering the language specific content in the content area.
5. Click **Save changes**.



To view all news items created for a particular site language, go to **All news items** and select the language in the dropdown list in the upper right corner of the screen.

User: admin | [My profile](#) | [Logout](#) Deutsch ▾

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**News**

[+ Create news](#)    Search news by  for  [Search](#)

**All news items**

	<u>Title</u>	<u>Author</u>	<u>Source</u>	<u>Publication Date</u>	<u>Expiration Date</u>	<u>Status</u>
<a href="#">Edit</a> 	<a href="#">Meldung</a>			22 Jan 2008, 12:00	31 Dec 2099, 12:00	Published
<a href="#">Edit</a> 	<a href="#">Hiobsbotschaft</a>			22 Jan 2008, 12:00	31 Dec 2099, 12:00	Published
<a href="#">Edit</a> 	<a href="#">Hot News</a>			22 Jan 2008, 12:00	31 Dec 2099, 12:00	Published

By clicking Edit, you open the German version of the news article for editing.

If you click the trashcan icon, all language versions of the news item are deleted.

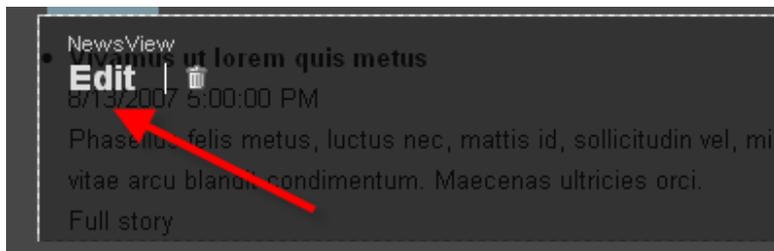
## Public End

The news module uses a single control to display news stories called the NewsView:



To **display news articles** to a page, do the following:

1. Go to **Pages > Site Map**.
2. In the site map, click to select the page where you want to insert the full text of the news articles.
3. Click Edit this page.
4. Expand the Add Controls toolbox.
5. Select the **NewsView** control.
6. Drag and drop the control to the desired page area.
7. Click edit on the control



8. Adjust the properties to fit your needs
9. On the top left of the screen, click save if workflow is turned on. If it's off, click publish to save your changes

To **display archived news articles**, follow these steps:

1. Follow steps 1-4 for displaying news articles
2. Select the News Archive control
3. Drag and drop the control to the desired page area

## Images & Documents

This module provides a shared storage medium for images, documents, videos and other types of media. This module ensure that this content is stored in one place, so it can be easily reused and shared. The module's goal is to provide end users with an easy-to-use option to create, edit and share content and select it for use in public controls. The benefits for web site administrators are automatic handling of permissions and automatic storage and retrieval from and to the project database. When migrating the project, for example, it is much easier to transfer the whole project database, instead of transferring and managing the image and documents files separately. Moreover, you don't have to take care of the image or documents paths when creating/migrating your site.

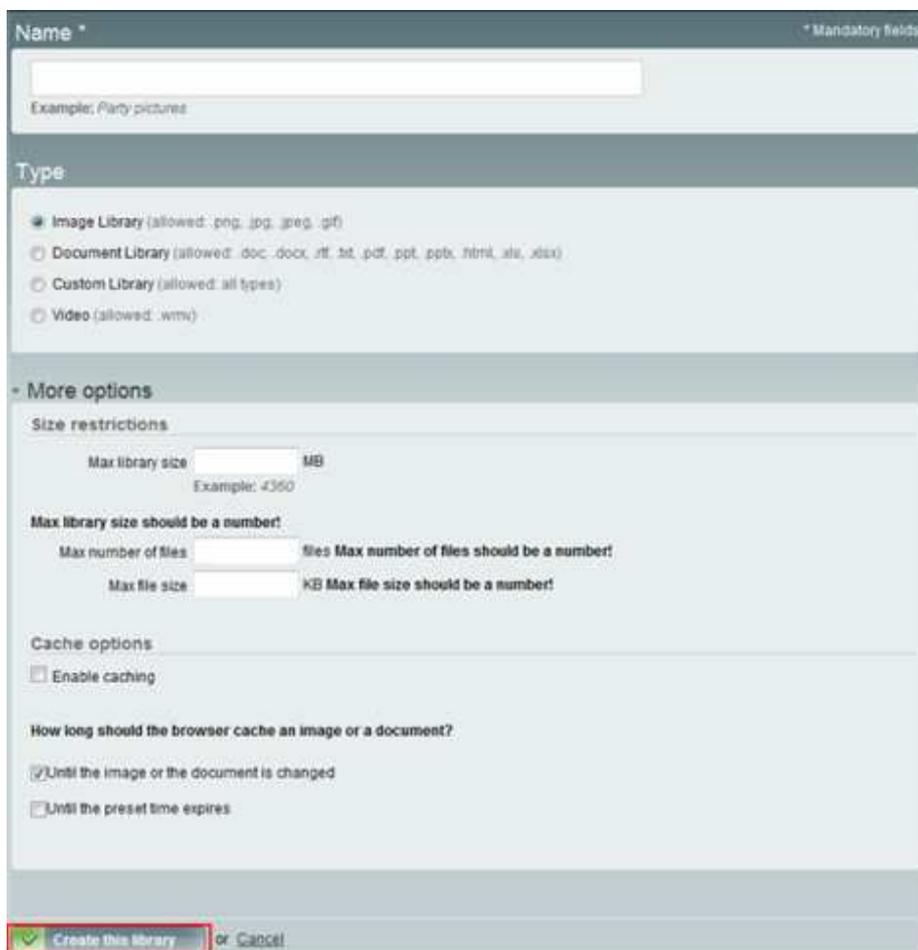
## Administrative End

### Create a library

When you first go to the **Modules > Images & Documents** tab, you are prompted to create your first library. The library is the main unit of this module; each library is a container of different types of content items.

To create a library:

1. Click **Create your first library** (or **Create a library** at the **All libraries** screen):



2. In the *Name* field, type the name that you want to appear in the user interface. See the image below.
3. Select the type of library you want to create:
  - **Image Library**: can contain items with file extensions *.png, .jpg, .gif*.

- **Document Library:** can contain items with file extensions *.doc, .docx, .rtf, .txt, .pdf, .ppt, .pptx, .html, .xls, .xlsx*.
- **Custom Library:** can contain items with all file extensions.
- **Video Library:** can contain items with file extensions *.wmv*.

You can [change the allowed file types and create custom library types](#) from the application web.config file.

- Expand **More Options** to set the following restrictions:
  - **Max library size:** the maximum sum of the sizes of all items in the library in MB
  - **Max number of files:** the maximum number of items the library can hold
  - **Max file size:** the maximum size of a single file in the library in KB
  - **Enable cache** – enable this for faster browsing
    - Use default settings, or
    - Define your expiration settings

### Cache options

Enable caching

Use default settings

Duration (in seconds)

Use sliding expiration

**How long should the browser cache an image or a document?**

Until the image or the document is changed

Until the preset time expires

**When should the content expire?**

Immediately

After a set period of time

Minutes ▼

Example: 36000

On an exact date

📅 ⌚

This content will be cached until the content has been changed. If you re-upload a document, for example, or it expires, then the cache expires.

To set any of the above to unlimited, leave the corresponding field empty.

5. Click **Create this library**.

## Upload items

After you create a library, you need to upload content items to it. There are different kinds of items: images, documents, videos, etc. Every item has associated metadata, depending on the type of the library it belongs to. These are the properties of each library item; some of them are kept as metadata:

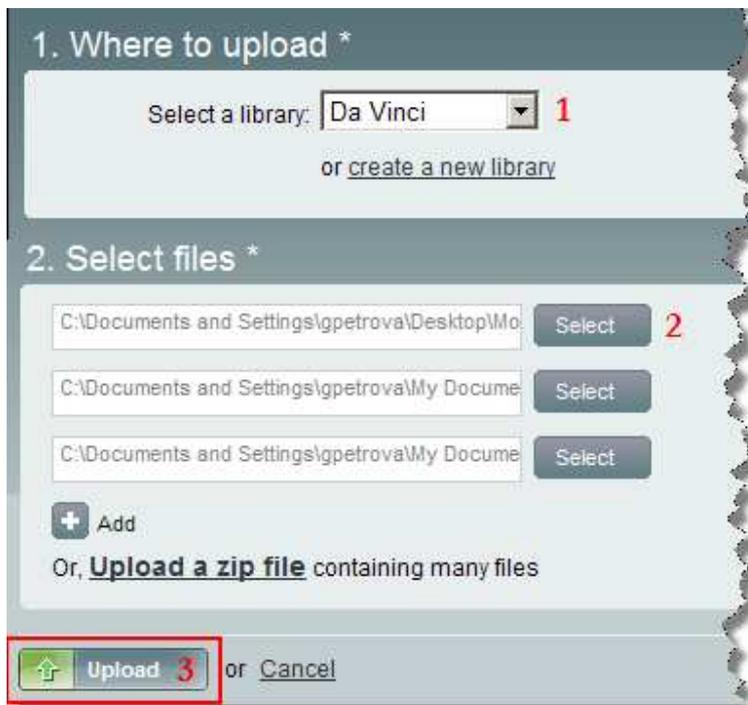
- **Name:** the name of the item appearing in the user interface; by default, it is the same as the filename; if a file with the same name is uploaded, a number is appended to the name
- **Size:** the size of the file on the disk/the original size of the item
- **Author:** the name of the user who created the item
- **Description:** an explanatory note about the item

To upload items to a library:

1. At the **All Libraries** screen, click **Upload**.
2. Select the library in which you want the item to reside.
3. Browse to select the item to upload. A message is displayed if the maximum number of items to upload in the library is reached.

Click **Add** to select more items. This button is disabled when the maximum number of items for the library is reached.

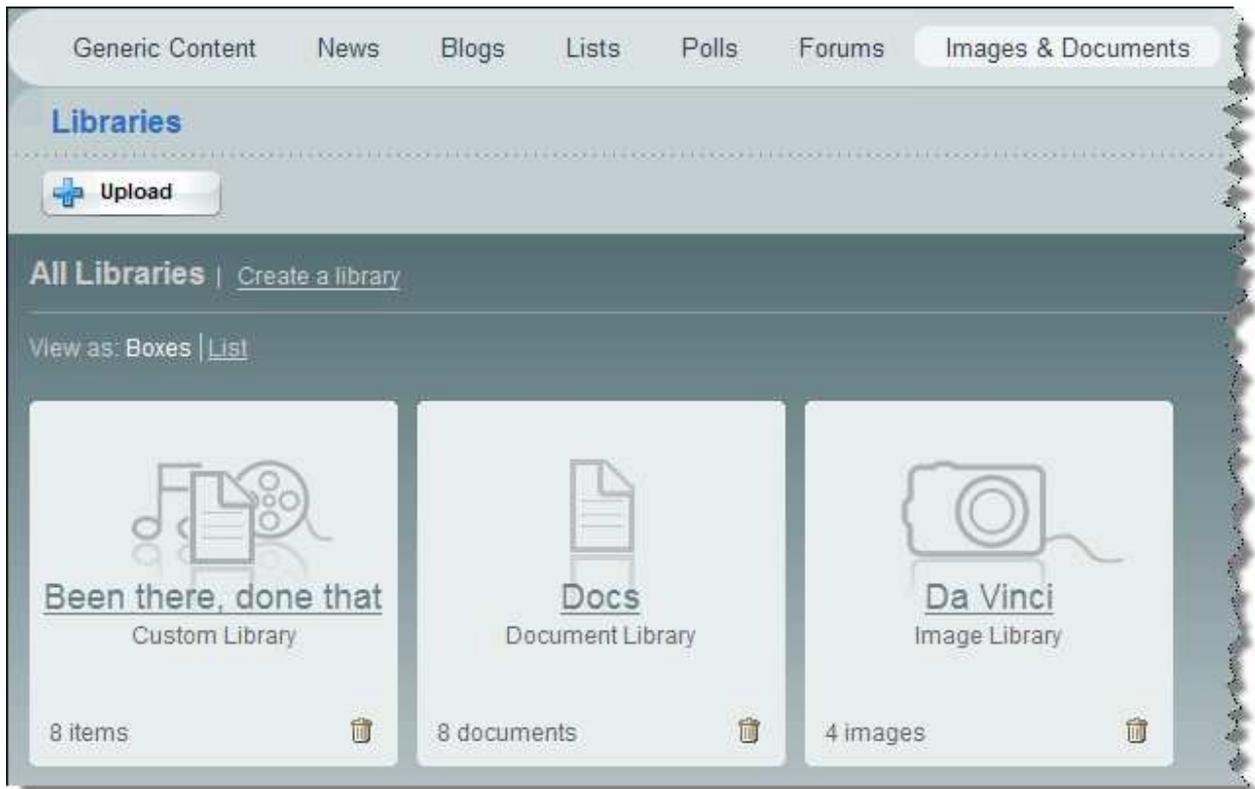
4. Click **Upload** when you have selected the items to upload.



## Manage libraries

There are two view modes available for libraries: boxes and list.

*Boxes:*



*List:*

All Libraries | [Create a library](#)

View as: [Boxes](#) | [List](#)

	Name	Owner	Created	Items	Settings
1	<a href="#">2 Been there, done that</a>	admin	21 Feb 2008, 03:43	3 <a href="#">8</a>	4 <a href="#">Change Settings</a>
	<a href="#">Docs</a>	admin	21 Feb 2008, 02:20	<a href="#">8</a>	<a href="#">Change Settings</a>
	<a href="#">Da Vinci</a>	admin	20 Feb 2008, 06:37	<a href="#">4</a>	<a href="#">Change Settings</a>

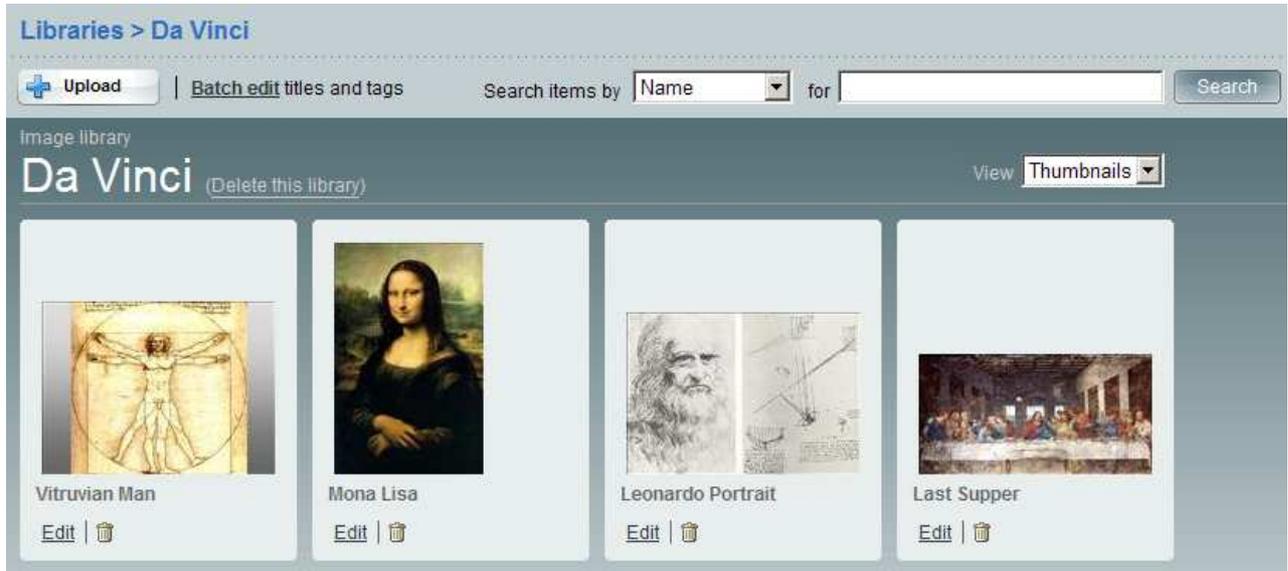
The operations that can be performed from the **All Libraries** screen are described below.

1. **Delete a library:** click the trashcan icon to delete the library; the items are also deleted from the database.
2. **View all items in a library:** click the name of a library in the list.
3. **Check how many items** are currently uploaded in a library. Clicking the number displays all the items in the library in a list.
4. **Change library settings:** click **Change Settings** to open the key properties of the library. For more details, refer to section *Create a library* above.

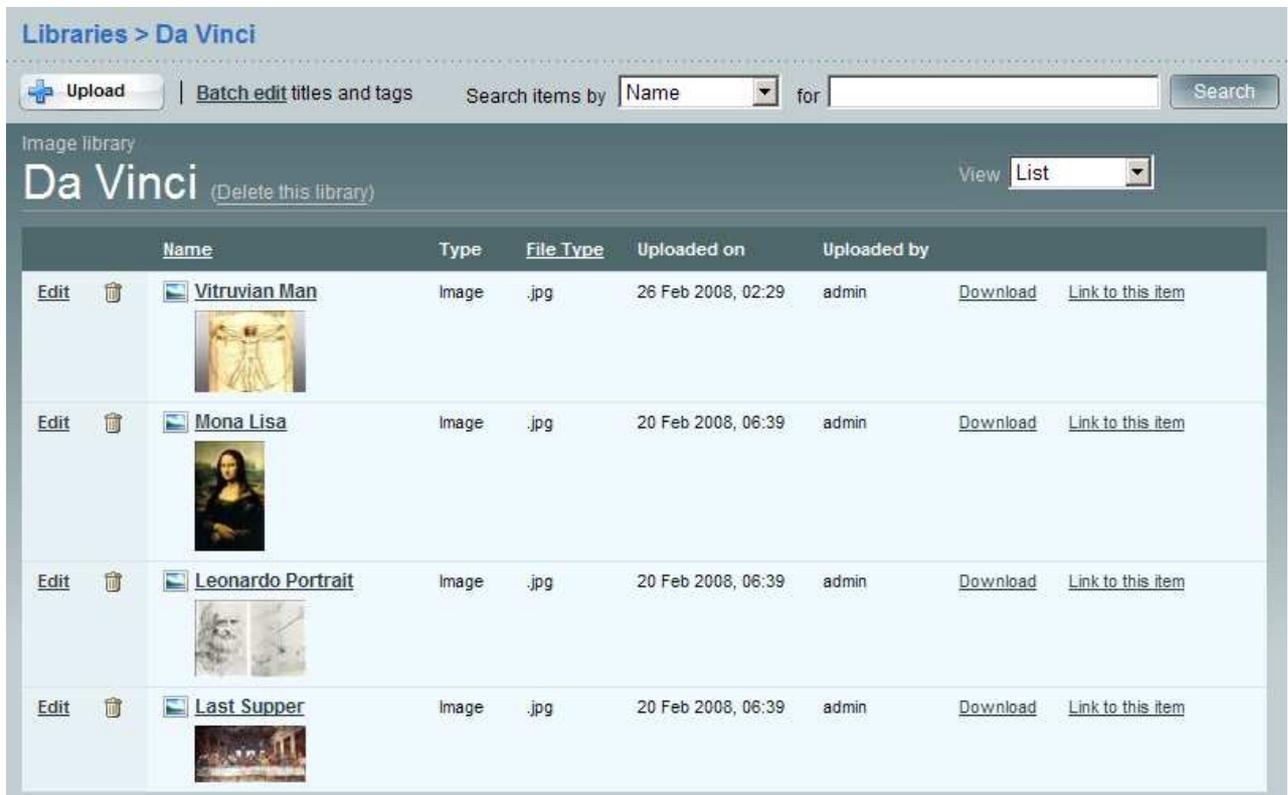
## Manage items

You can view the uploaded items in an image library either as thumbnails or list.

### Thumbnails



### List

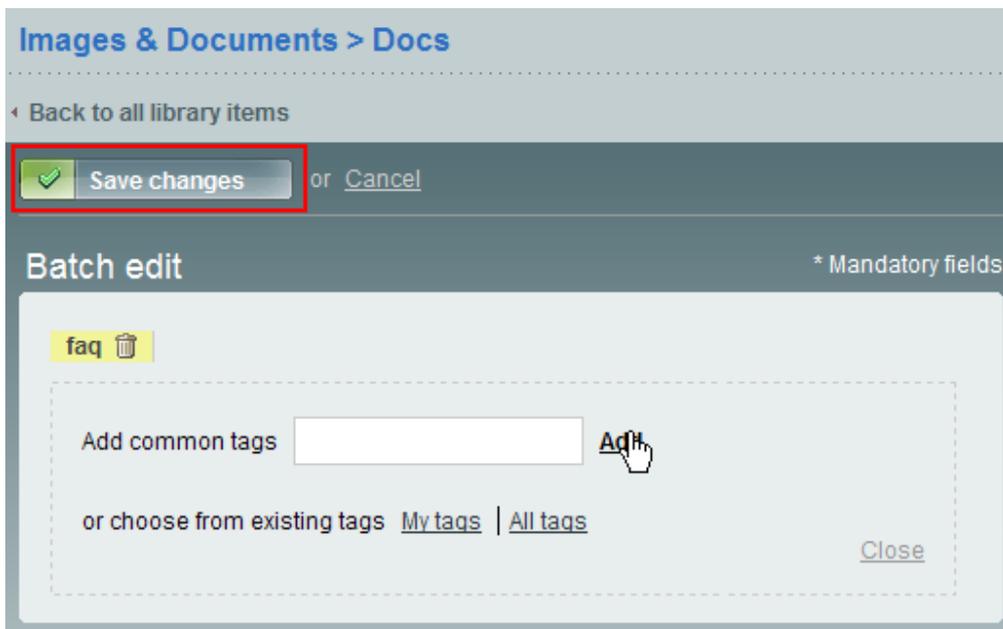


The operations that can be performed from the **All Items** screen are described below.

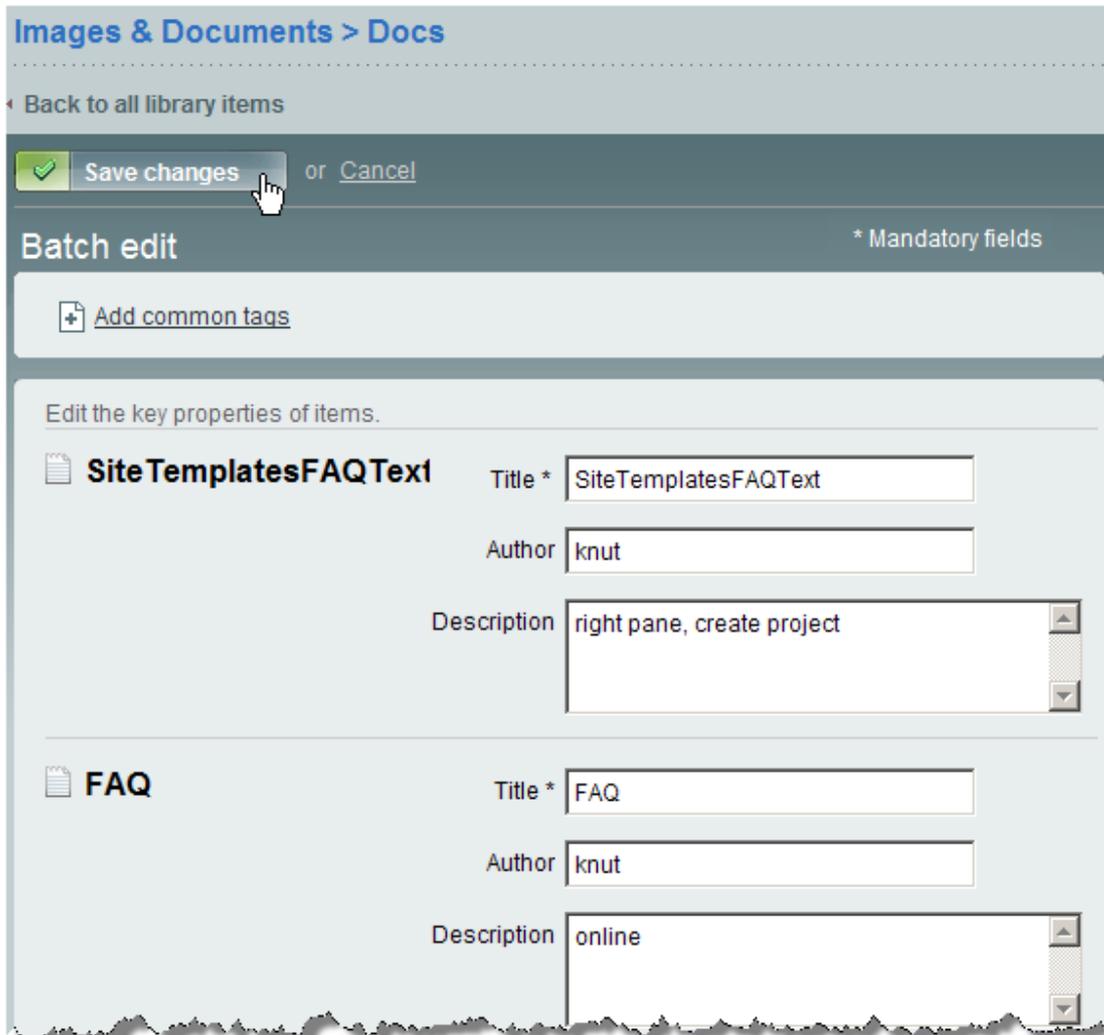
1. **Batch edit**



Click the **Batch edit** link to if you want to open all library items and edit their key properties at once or attach the same tags to all items.



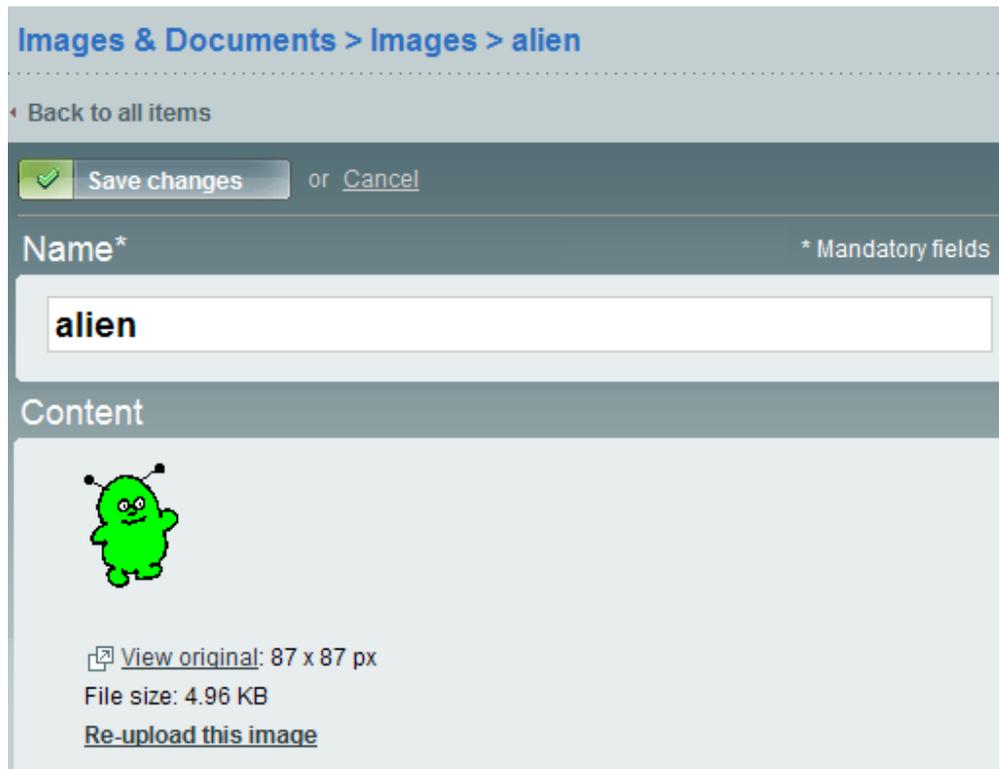
For an image library, you can edit the **Title** and **Alternative text** properties.  
 For a document library, you can edit the **Title**, **Author** and **Description** properties.



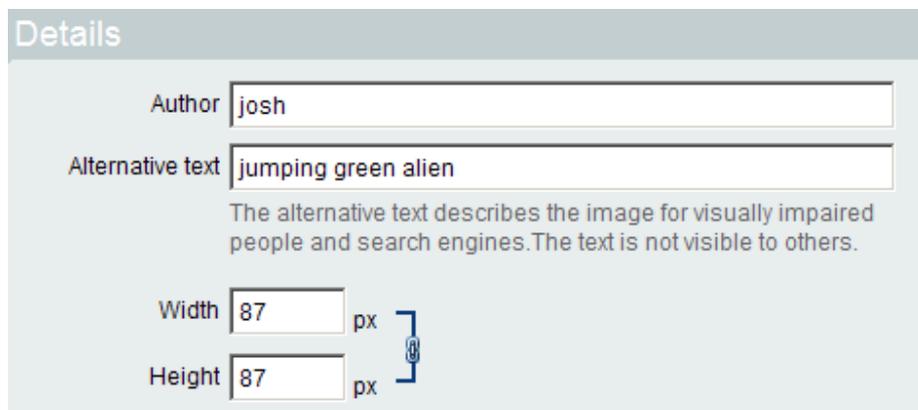
## 2. Edit an image item

You can perform the following actions at this screen:

- edit the name of the item
- open the original file in a new window
- reupload the file to replace the image (this replaces the thumbnail automatically)



- edit the item's **Author**, **Alternative text**, **Width** and **Height** properties and associate a category or tags to the item.



### 3. Edit a file

You can perform the following actions at this screen:

- edit the name of the item
- download the original file
- reupload the file to replace the library item (metadata stays the same)
- edit the item's **Author** and **Description** properties, associate tags and category to the item

**Images & Documents > Docs > FAQ**

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◀ Back to all items

Save changes or [Cancel](#)

**Name\*** \* Mandatory fields

**FAQ**

**Content**

 TXT file, 3.17 KB

[Download file](#)

[Re-upload](#)

**Details**

Author

Description

**Category**

Category

**Tags**

 [Add tags](#)

#### 4. Delete an item

Click the trashcan icon to delete the item:



#### 5. Sort items by file extension, download items and view links to items.

##### Public End

The Images&Documents module provides three public controls that serve to display content from a set of libraries on a public Sitefinity page:

- The **Download List** displays a list of files uploaded in document or custom libraries. This control has two view modes: list and table.
- The **Image Gallery** displays images from libraries. A typical scenario in which it may be used is creating a public picture gallery on a web site.
- The **Video control** is based on Telerik's [RadMediaPlayer for Silverlight](#) and is used to display videos uploaded in video or custom libraries. It can be used to create a vide section on a web site.

Note: The Video control is available in the Sitefinity for .NET 3.5 only.

Since most of the items from the module are used in public pages, there should be easy ways to select which item to include in a page. When an item has to be inserted in a Generic Content item for example, this will be done through the rich text editor. The module provides its own implementations of dialogs, which retrieve items from the module and include them in the Generic Content.

For more information, please refer to the [online FAQ](#).

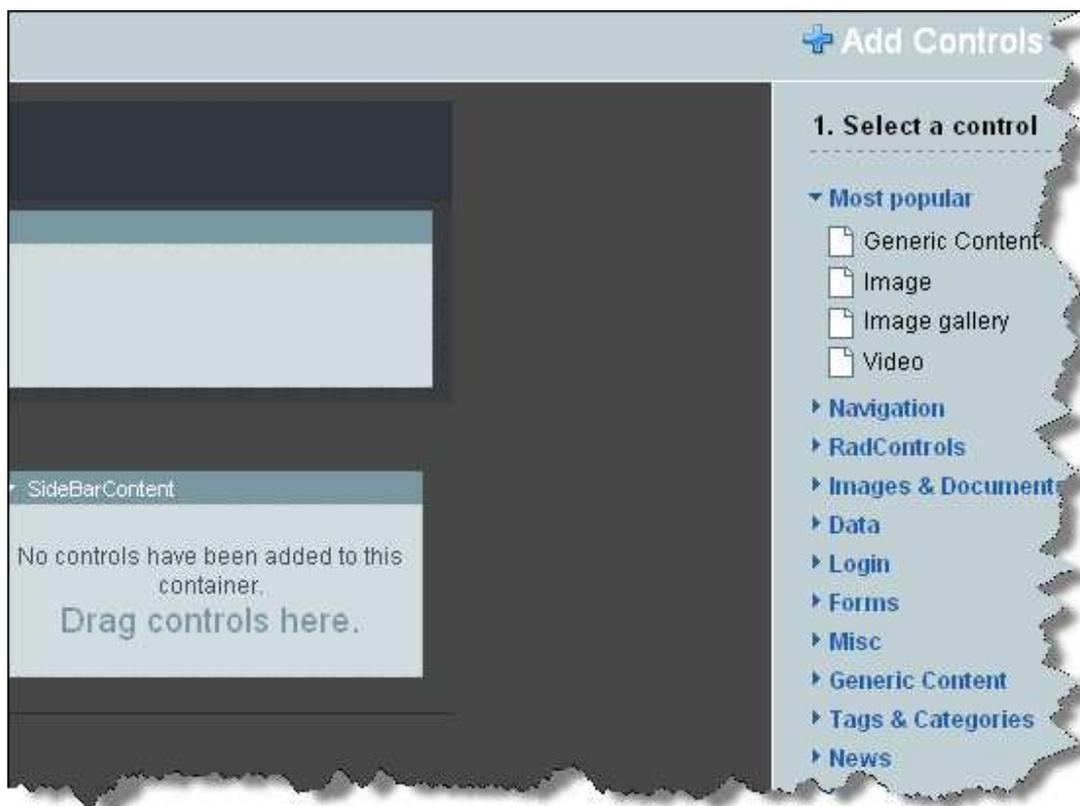
## 8. Working with Controls

### Adding Controls

Sitefinity allows users to add tools from the toolbox, which is located on the right hand side of the edit a page screen. To edit a page, click the Edit this page button if localization is turned off. If it's turned on, click Edit this language version button. The demos instructions below assume that localization has been turned off in Sitefinity.

To add a control to a page, follow these steps:

1. Expand the **Add Controls** toolbox.



2. Select a control from the list (Generic Content, Image, etc.).

3. From the dropdown list, choose a container to add the control to or drag and drop the control into a placeholder.
4. Click the **Add** button.

## Deleting Controls

To delete a control:

1. Click to select the page in the site map.
2. Click **Edit this page**.
3. Click the trashcan icon:



## Setting Control Properties

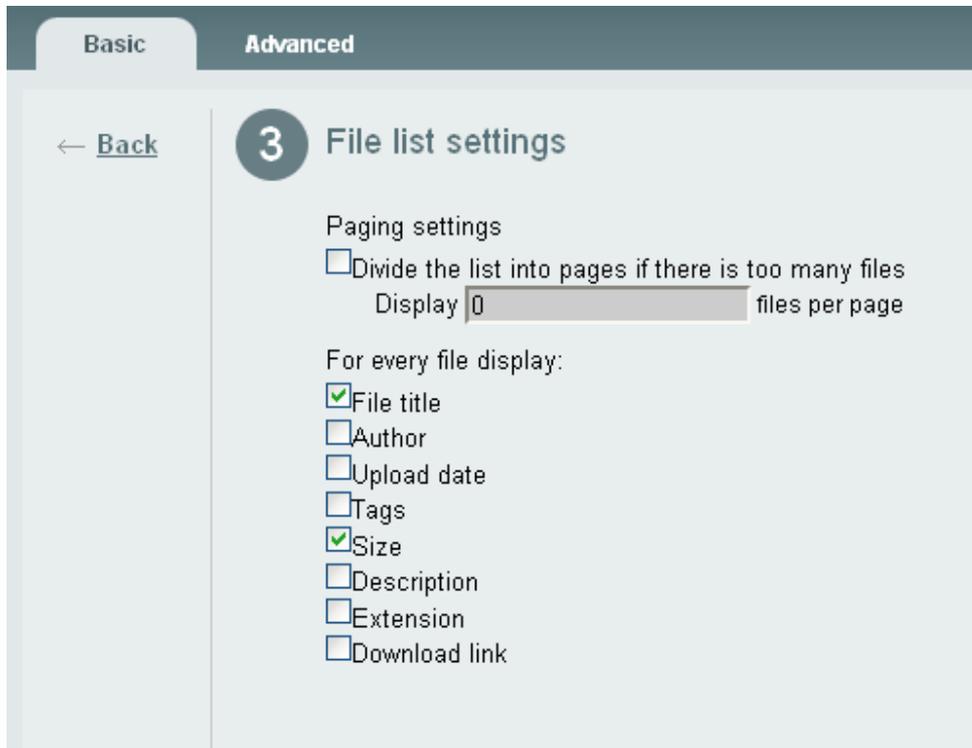
The **Control Properties Grid** is a powerful tool that allows developers and end-users to configure controls placed in a particular page directly from within the browser and eliminates the need for offline configuration and upload of the control files. The property modifications are reflected immediately.

To set the control properties:

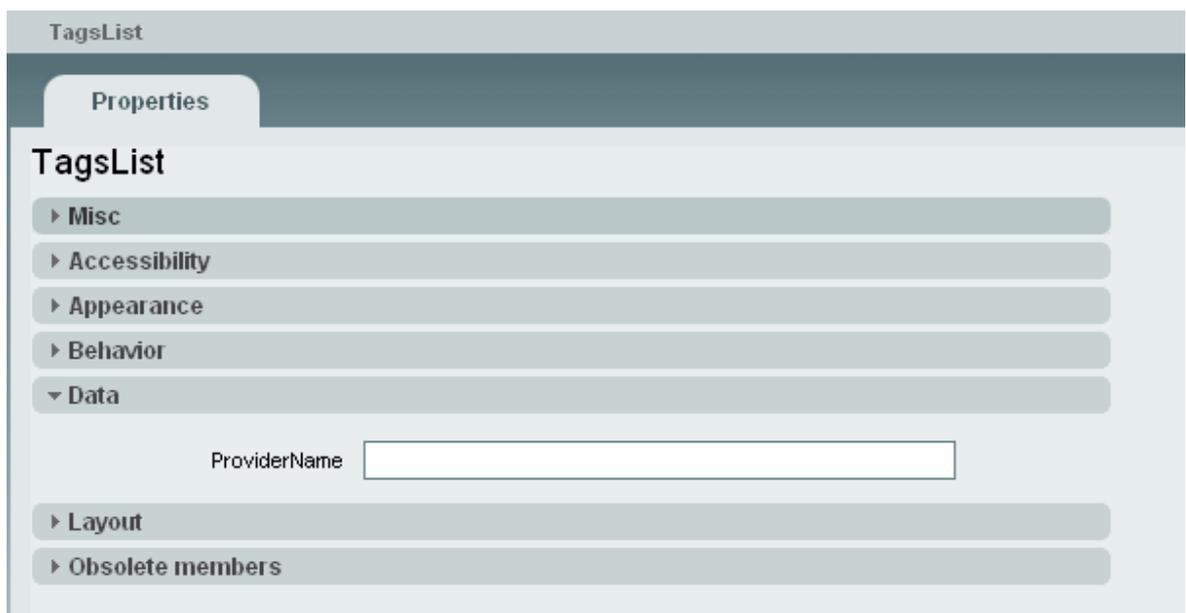
1. Click to select a page in the site map.
2. Click **Edit this page**.
3. Click **Edit** in the control header to access the **Control Properties** grid.



Some controls use content view designers, such as the Images and Documents module's download list shown below, which allow end users to check off boxes and use other UI controls to adjust properties:



Some of the controls, such as a tags list, use just have a properties tab instead:



The following images represent the Basic and Advanced tabs of the Image control.

