

7. Working with Web Pages

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](#).

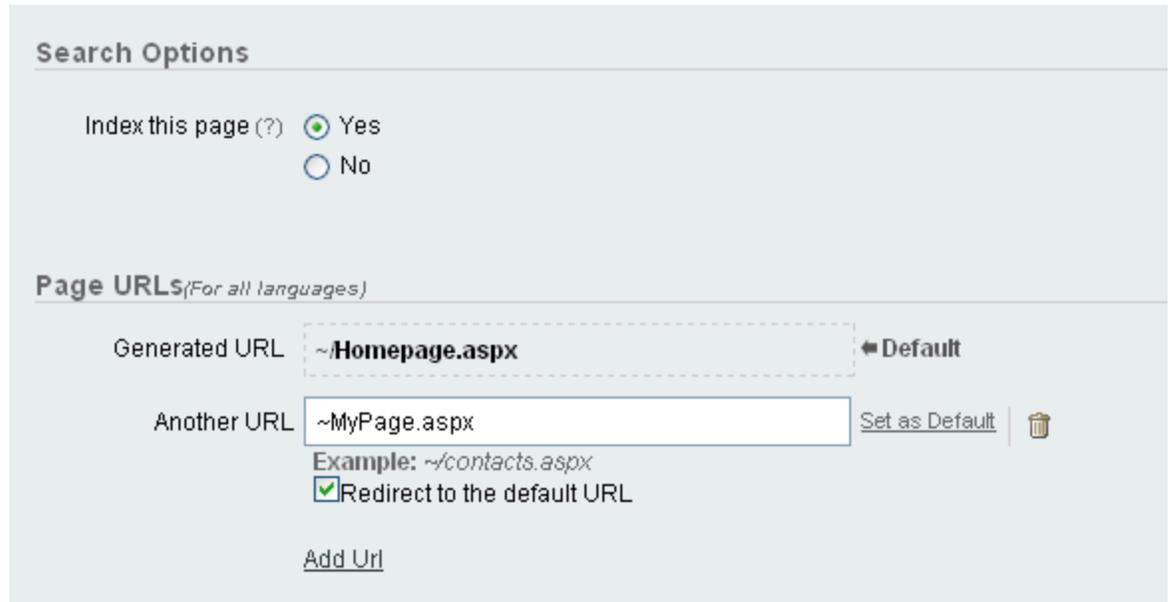
When the page is requested again, instead of creating new instances of the page and its controls, the rendered HTML is retrieved from the cache and written directly to the output stream. In other words, no additional database calls are made, no control instances, no events are fired. The response time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



- **Add head tags:**

Additional Tags: base, link and meta tags.

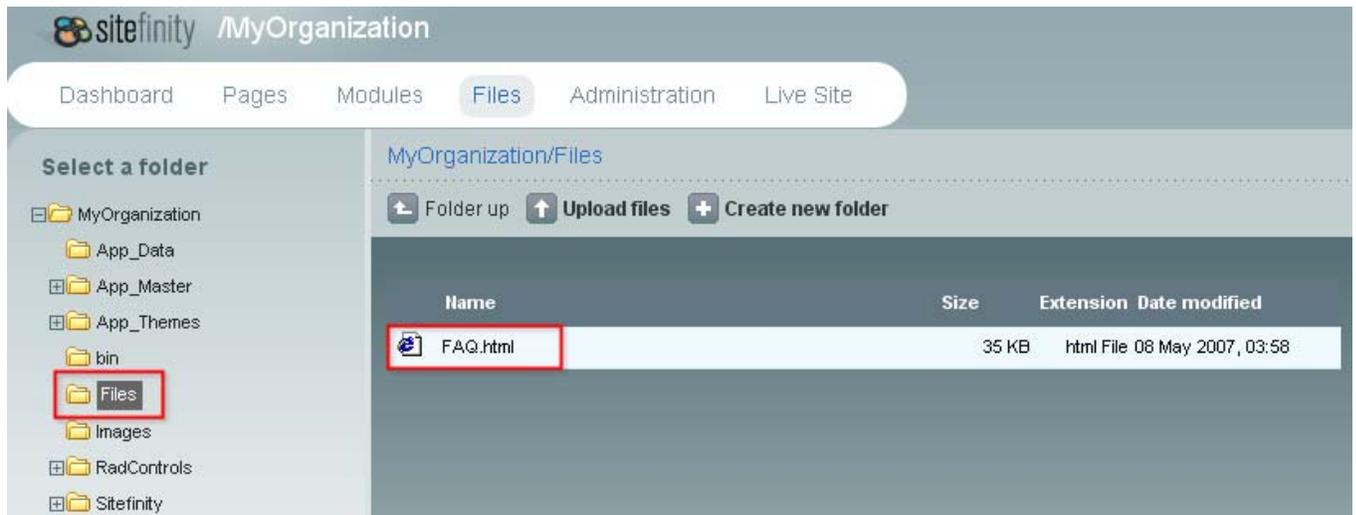
5. When you complete the required fields, click **Create this page**.

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*.

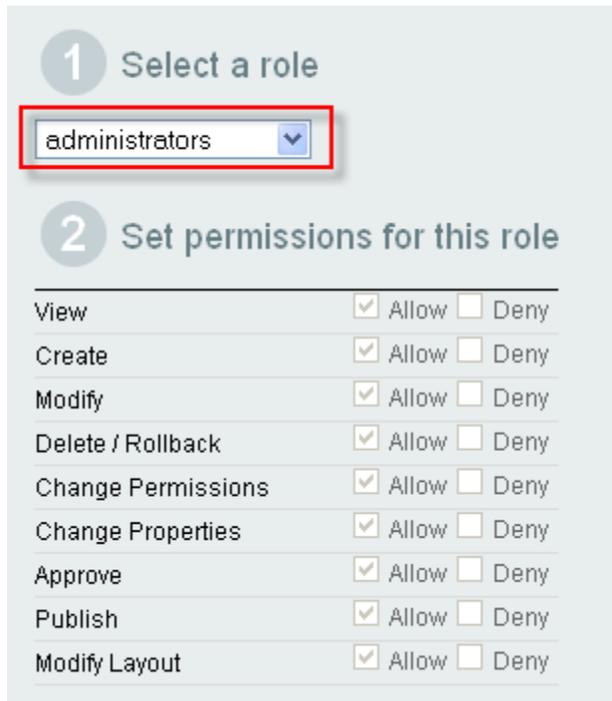
Create this page

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

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**.

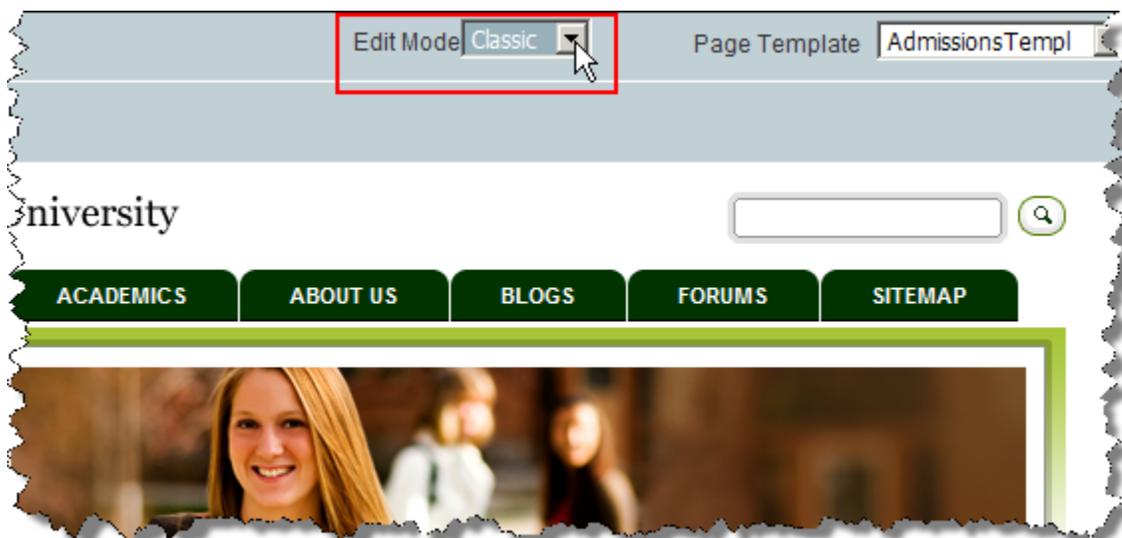
We do not recommend setting optional URLs to Default.aspx. Sitefinity uses a URL rewriter and when it comes across *Default.aspx* in the application root, it will actually load the page that has been set as home page and displayed bold in the site map.

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](#)

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:

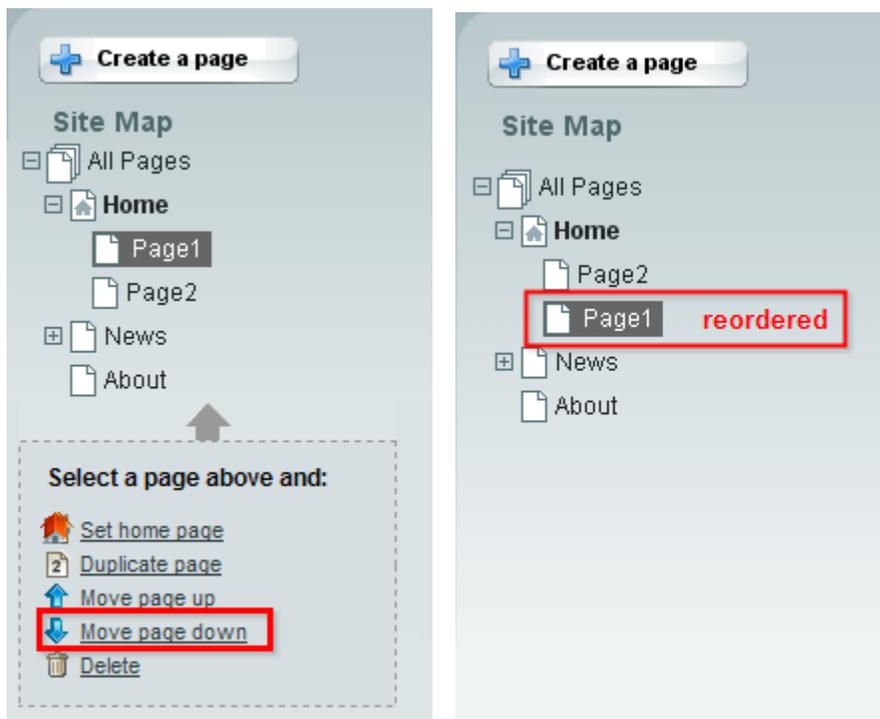
1. Click the source page to select it.
2. Drag and drop the source page over the destination page that will become its new parent.



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.

in order to show the duplicated page on the live site navigation, you need to publish it first.

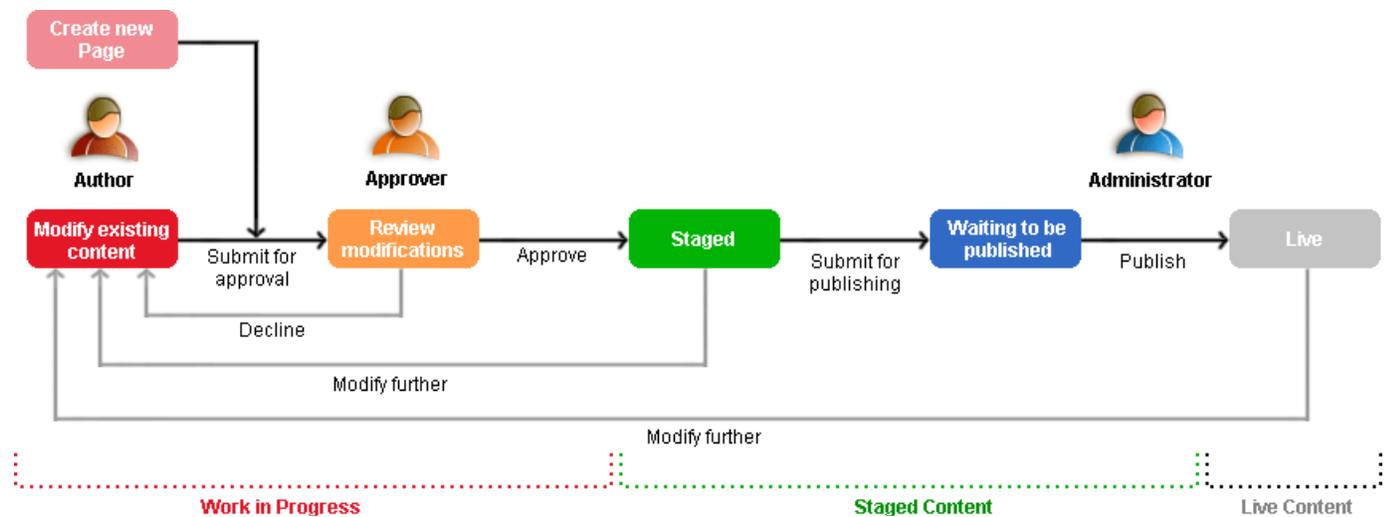
Page Workflow

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.

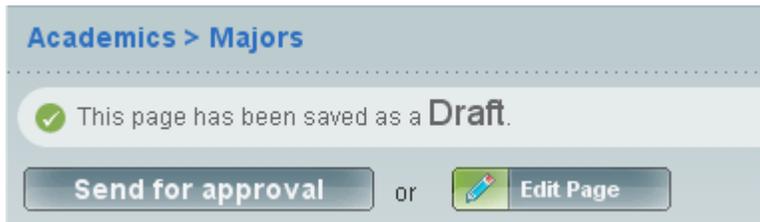
All page workflow actions are done within the Pages area. Upon navigating to the Pages area and clicking **All Pages**, you will see a complete list of all the pages in the site and their current workflow status.

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

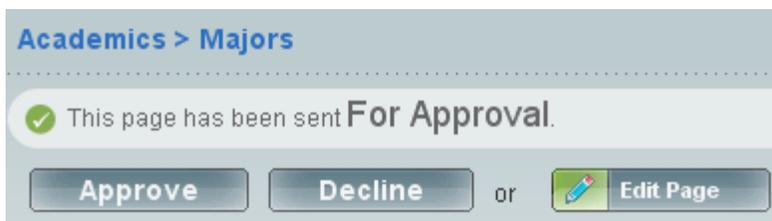
- Create a page/edit the current page.
You can preview the changes that have been made as if the page was live, and then save or cancel those changes as required.



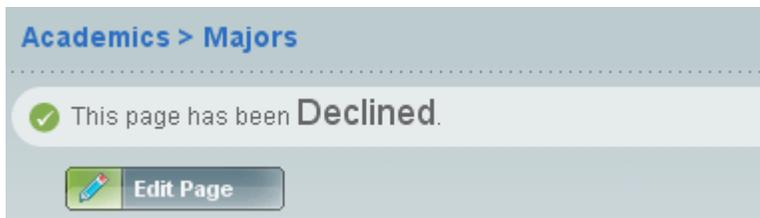
- Draft a page.
You can send the draft page for approval or re-edit the page.



- 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.



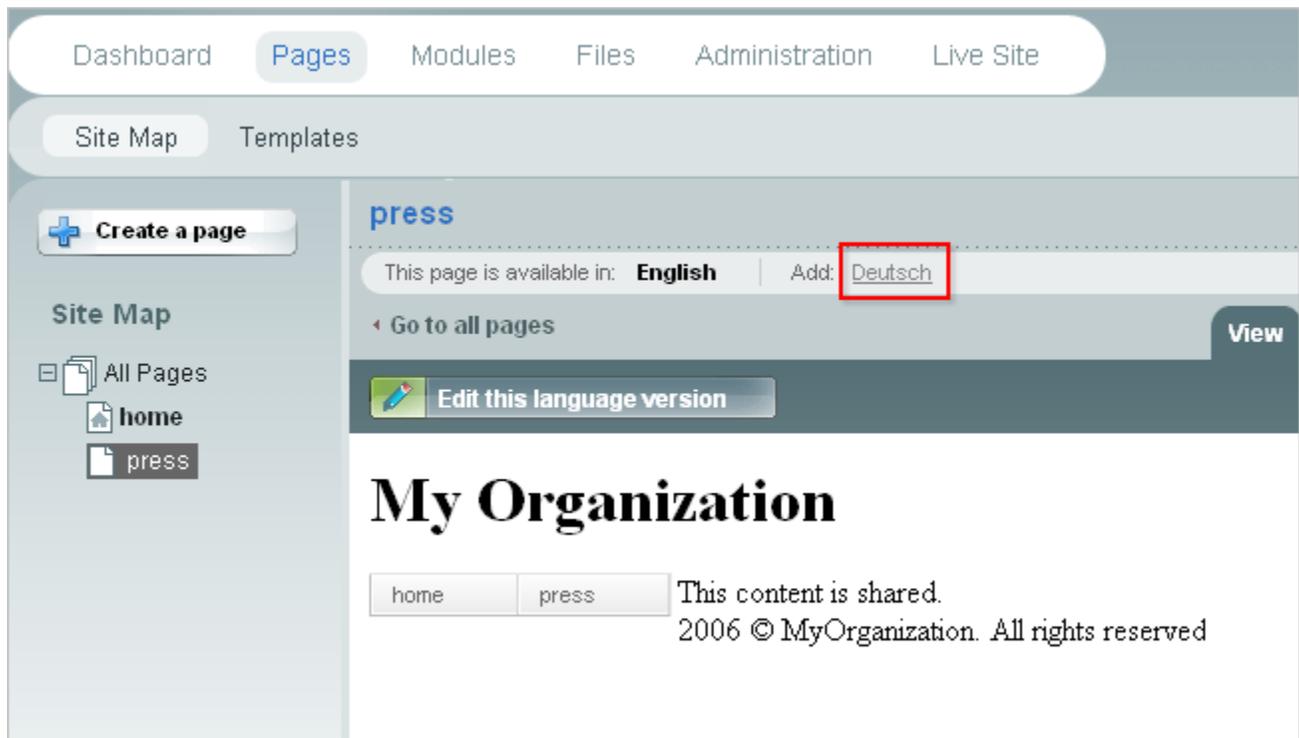
Page Localization

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

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

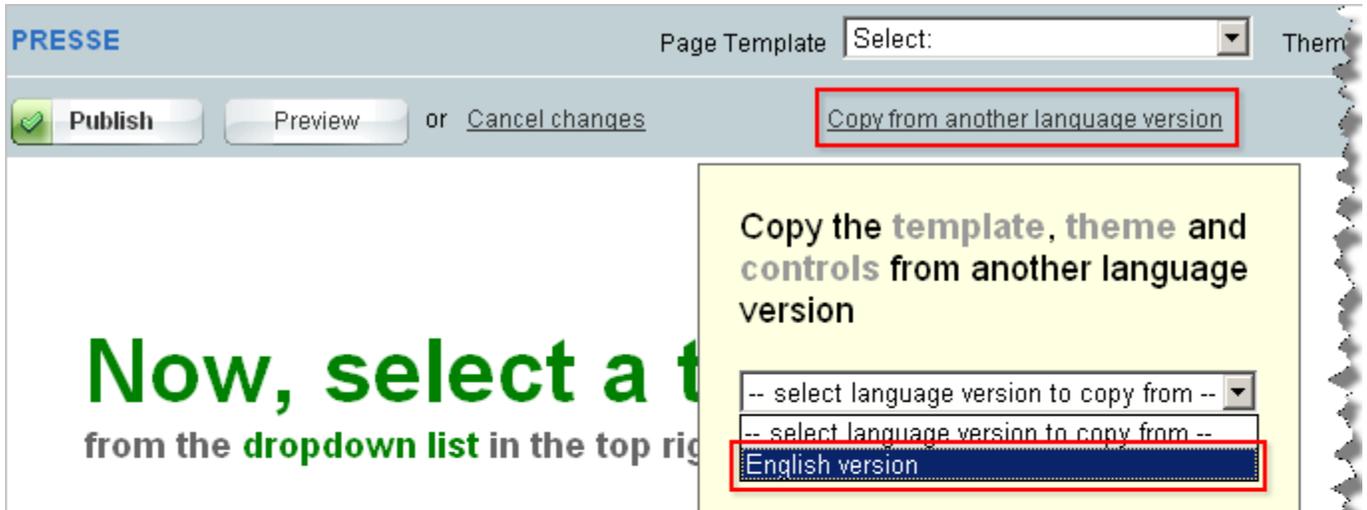
1. Select a page in the site map.
2. Click the language you want to add:



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

The screenshot shows the Sitefinity page editor interface. On the left is the 'Site Map' pane with a tree view containing 'All Pages', 'Index (home)', and '[no de] (press)'. The '[no de] (press)' item is highlighted with a red box. Below the site map is a 'Select a page above and:' menu with options: 'Set home page', 'Move page up', 'Move page down', and 'Delete'. The main editor area is titled 'press' and contains two sections: 'General' and 'Head Content'. In the 'General' section, the 'Page name' field contains 'press.aspx' and the 'Menu label (?)' field contains 'presse', both highlighted with red boxes. The 'Head Content' section has empty fields for 'Title(?)', 'Description(?)', and 'Keywords(?)'. At the bottom of the editor, a 'Create this version' button with a green checkmark icon is highlighted with a red box.

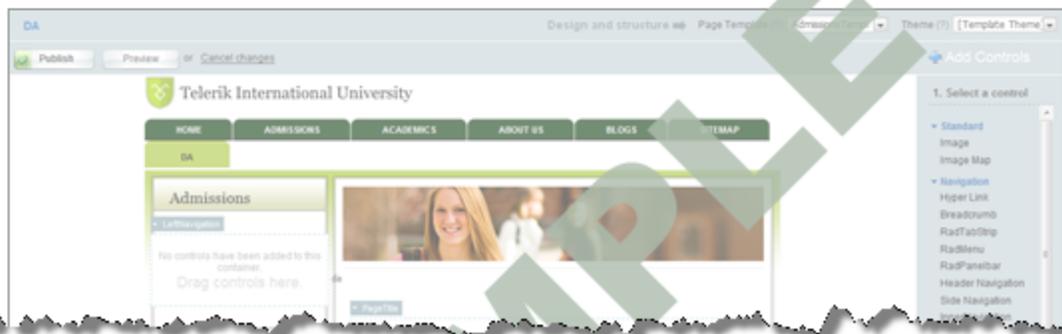
- The page is now displayed in Edit mode. Here you have two options: edit it from scratch or copy the template, theme and controls from the English language version as shown below:



If you want to add your own template to the list:

- Click Cancel changes; 2. Go to Templates; 3. Click Upload a master page to generate template.

Once you have chosen a template, this screen will look like this:



- 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.

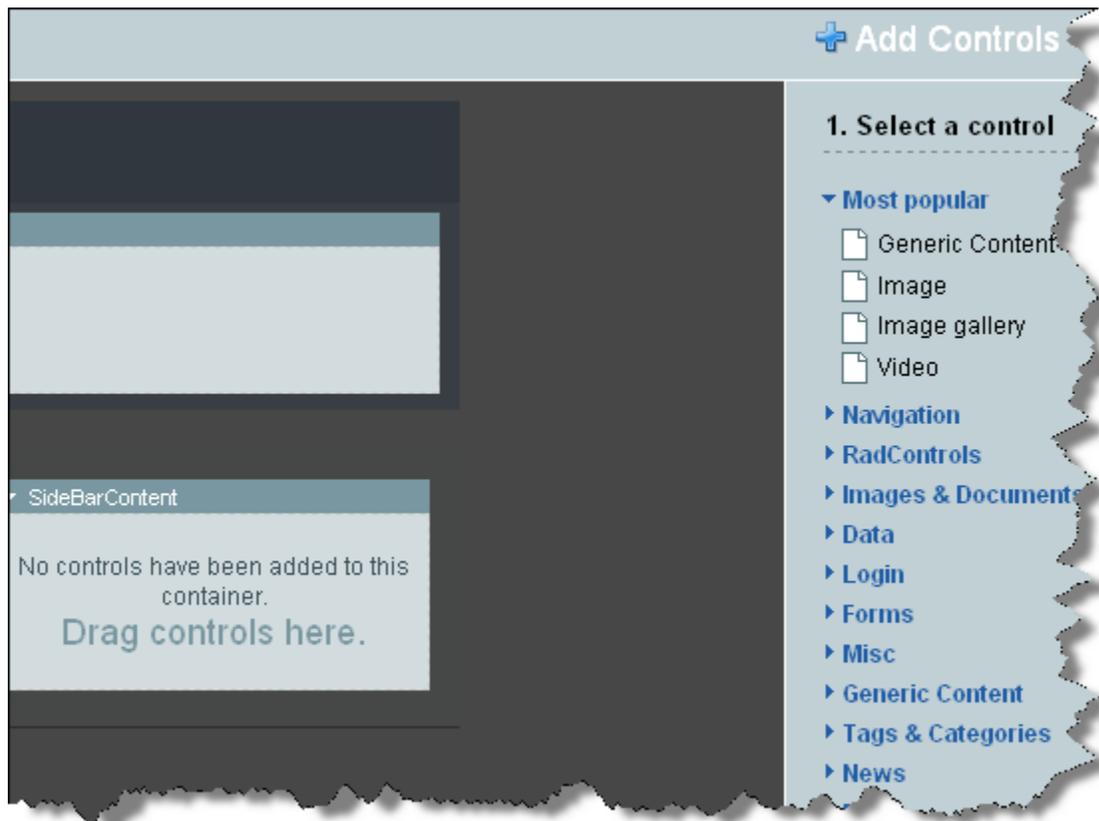
8. Working with Controls

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:

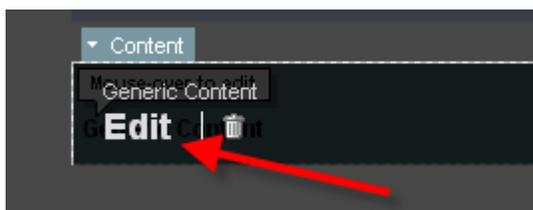


Setting Control Properties

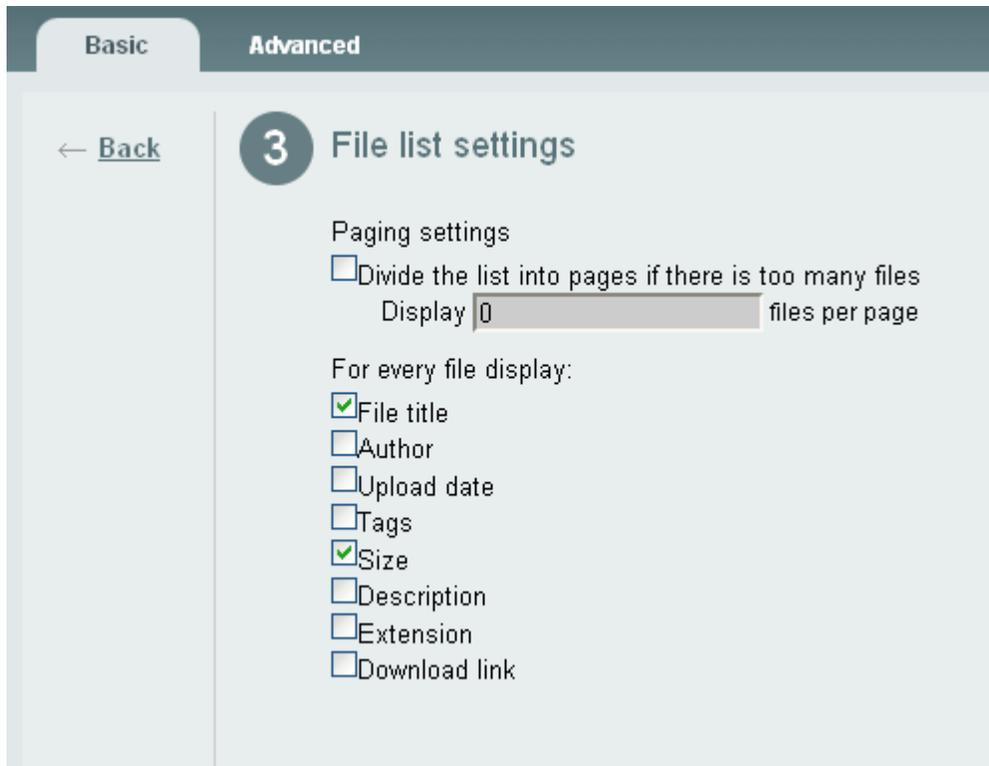
The **Control Properties Grid** is a powerful tool that allows developers and end-users to configure controls placed in a particular page directly from within the browser and eliminates the need for offline configuration and upload of the control files. The property modifications are reflected immediately.

To set the control properties:

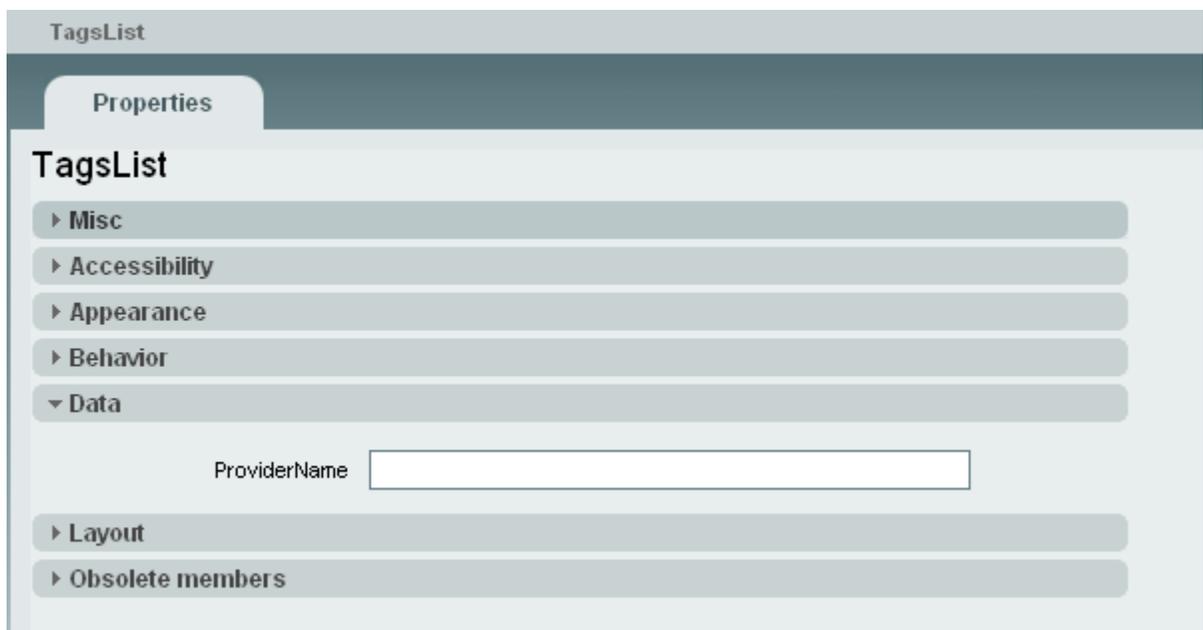
1. Click to select a page in the site map.
2. Click **Edit this page**.
3. Click **Edit** in the control header to access the **Control Properties** grid.



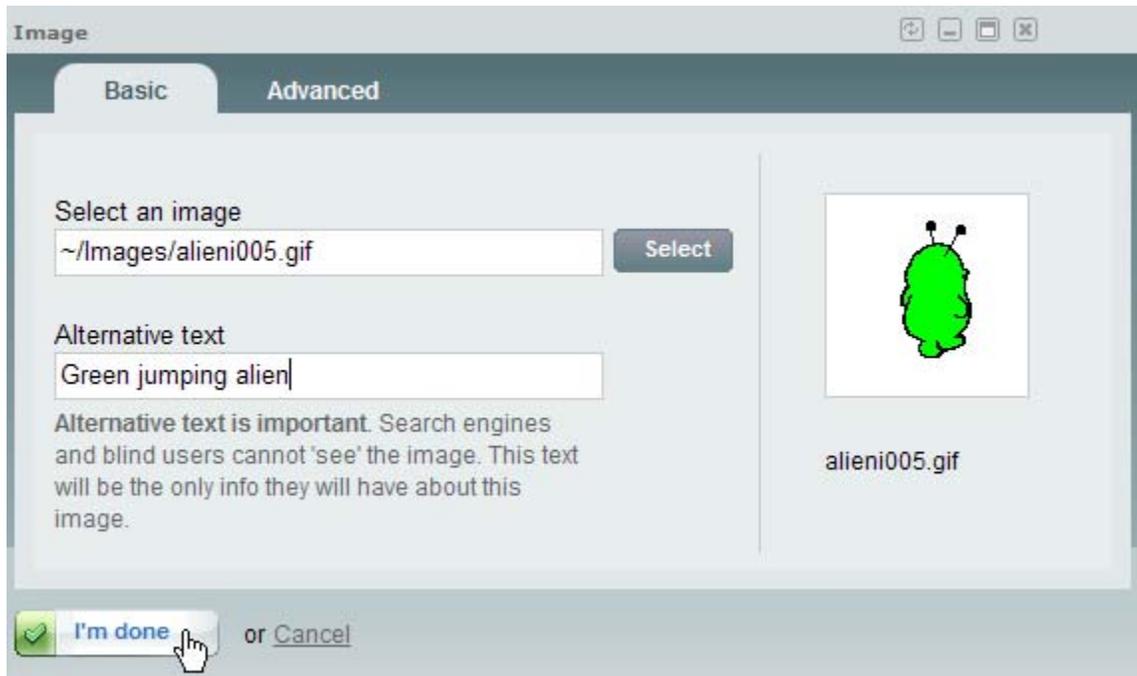
Some controls use content view designers, such as the Images and Documents module’s download list shown below, which allow end users to check off boxes and use other UI controls to adjust properties:

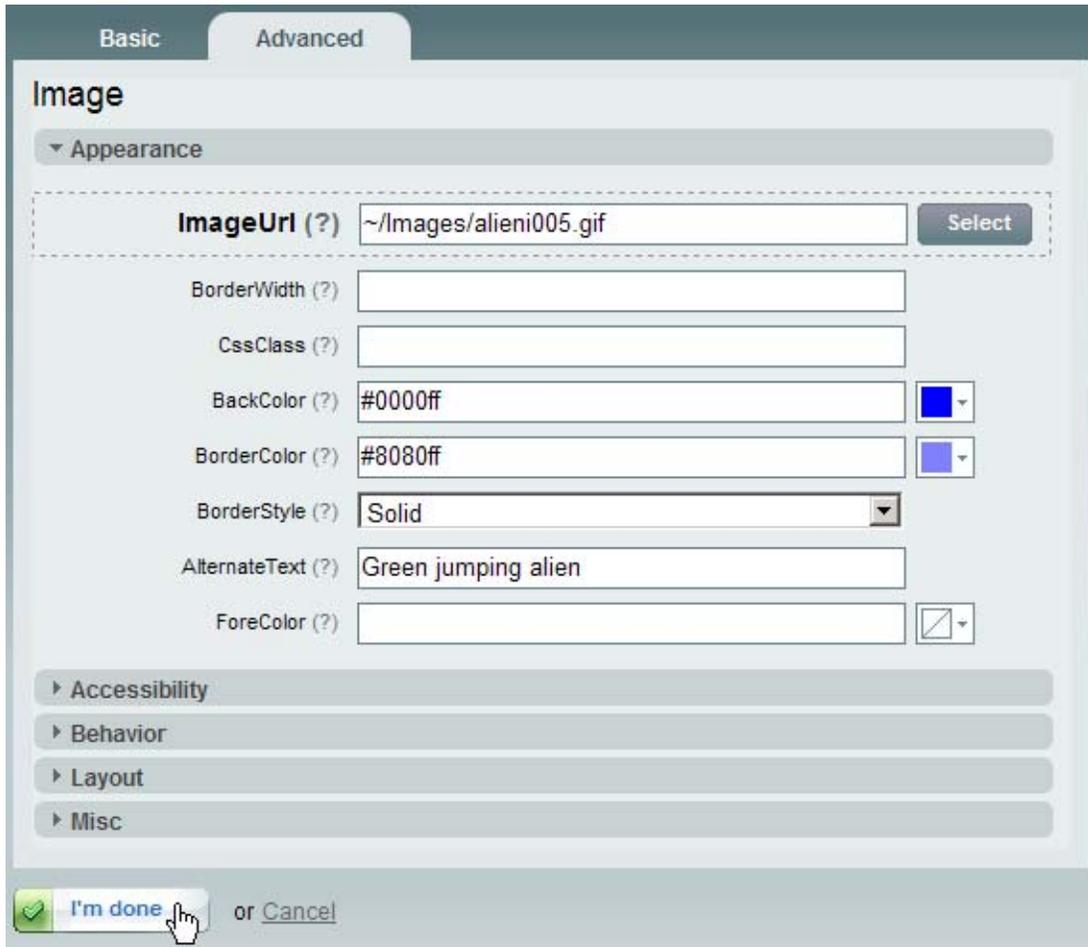


Some of the controls, such as a tags list, use just have a properties tab instead:



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





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

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

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

- 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

- News Module: Allows users to manage features and articles on a Web site.

The News module is used for both the News section of the site and Job Postings.

- Polls Module: Allows users to quickly create and publish online polls on a Web site.

- Images & Documents: Allows users to upload shareable images and documents, stored in libraries

There is a special Image Library which contains all pictures shown on the homepage slideshow. All pictures in this library must be exactly 650 pixels wide and 350 pixels high.

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.

Polls

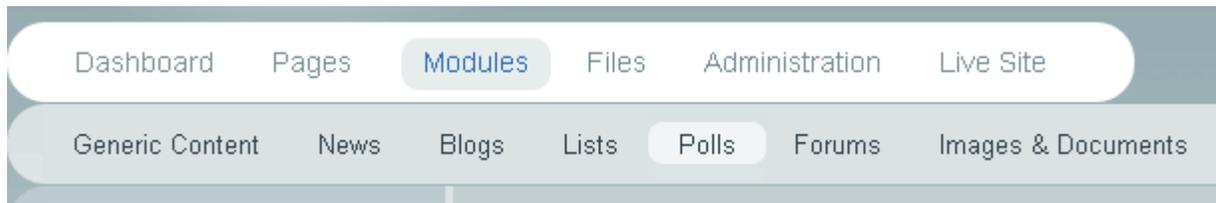
A Poll is an excellent way to get feedback from users. You use the Polls module to construct the poll, then you place the poll on as many pages in your site as you like through the Poll Box control.

Through its intuitive user interface, the Sitefinity Polls module allows you to:

- set up any number of polls for your Web site
- manage multiple polls at the same time
- display polls on any page
- activate/deactivate polls
- control poll layout and design
- add, edit and delete polls/poll questions and answers at any time
- prevent duplicate votes by checking IPs
- release blocked IPs
- display poll results graphically
- reset the vote count

Administrative End

To access the Polls module, go to **Modules > Polls**.



Create a poll

1. Go to **Modules > Polls** tab and click **Create a poll**.
2. Enter the poll title.
3. Enter the poll questions. Click the **Add new question** button to append more questions.
4. Select the type of answers for each question in the dropdown list. If you select checkboxes, you will allow multiple selections.
5. Enter the possible poll answers.
6. Pick a chart color for each poll answer.
7. Click **Create this poll**.

Add a poll

◀ [Back to All Polls](#)

Poll Details * Mandatory fields

Title *
Example: Music Poll

Question
Example: What is your favourite rock band?

Answers

1	<input style="width: 95%;" type="text" value="Less than 25"/>	Chart color: <input style="width: 20px; height: 20px; background-color: orange;" type="color"/>
2	<input style="width: 95%;" type="text" value="26 to 50"/>	Chart color: <input style="width: 20px; height: 20px; background-color: olive;" type="color"/>
3	<input style="width: 95%;" type="text" value="More than 50"/>	Chart color: <input style="width: 20px; height: 20px; background-color: purple;" type="color"/>

+ [Add an answer](#)

(?) ▼

+ Add new question

✔ Create this poll or [Cancel](#)

All Polls list

Here you can edit, delete or view a poll.

All polls						
Actions			Title	Creation Date	Voters	
View	Edit		Open Days	06 Feb 2007, 02:00	6	
View	Edit		Freshers Week In Review	06 Feb 2007, 02:02	0	

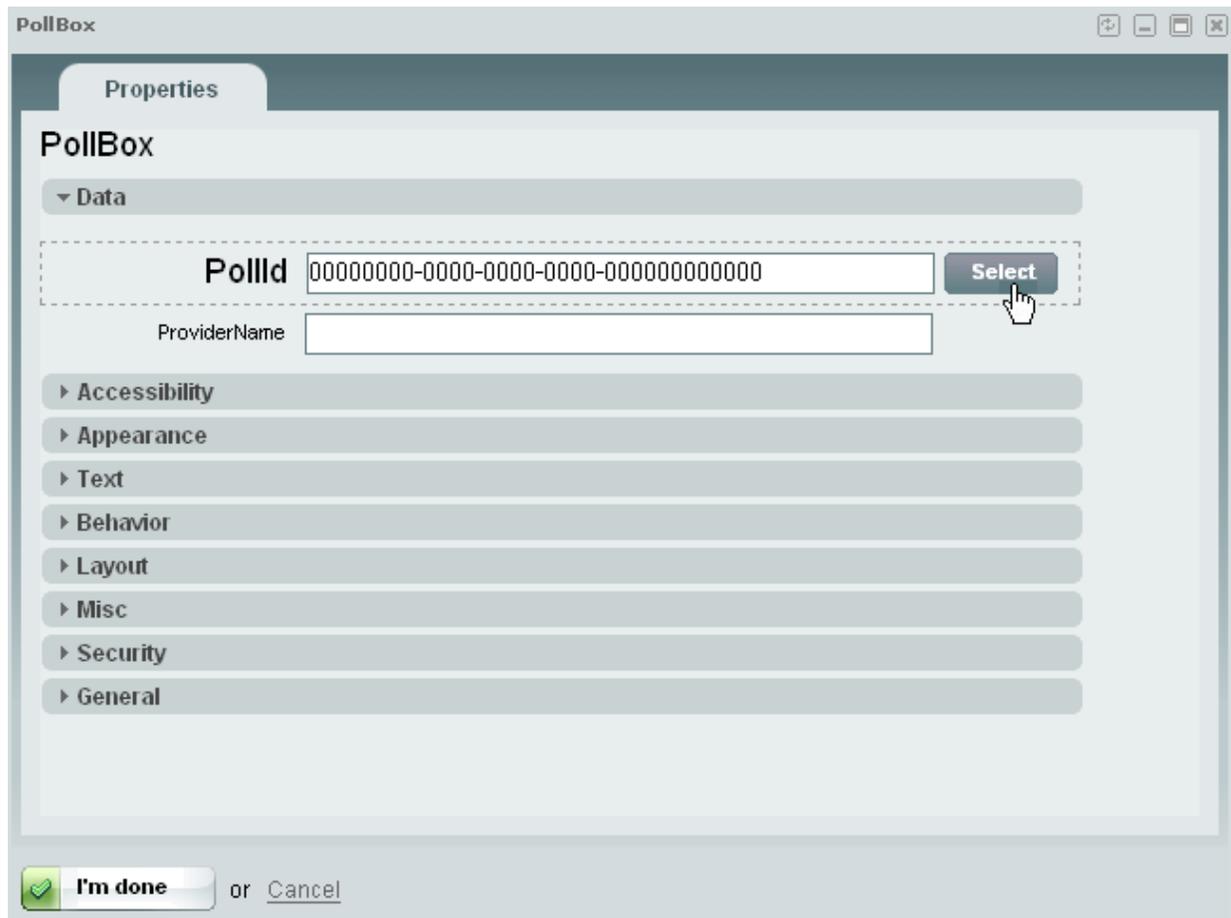
Set Permissions for the Polls Module

Click the Permissions link in the left pane. When you are done, click Save Changes. For more details about setting permissions, please refer to [Module Permissions](#).

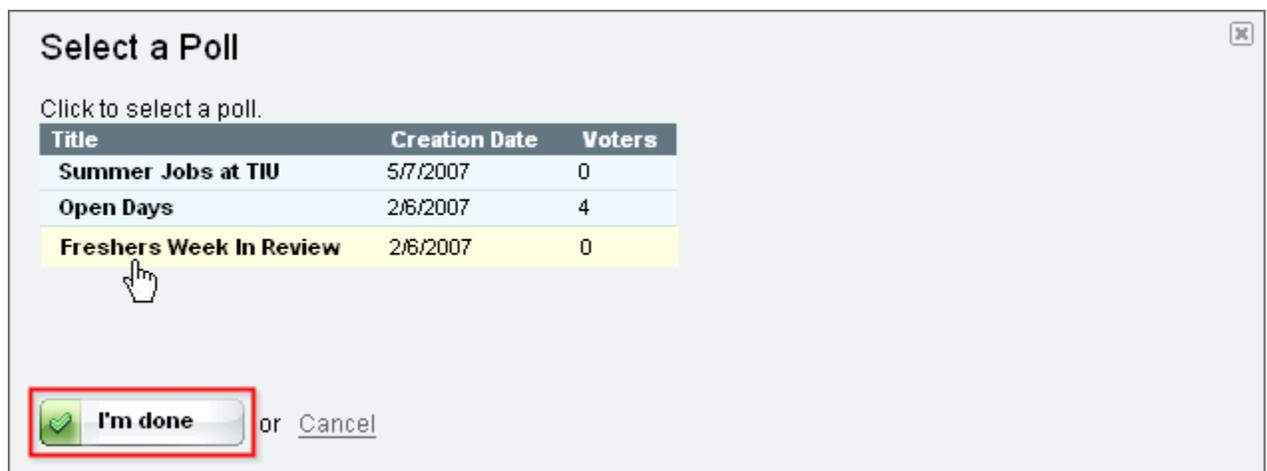
Public End

To **display content** created in the Polls module on a Web 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 a poll.
3. Click **Edit this page**.
4. Expand the **Add Controls** toolbox.
5. Select the **Poll Box** control.
6. Drag and drop the control to the desired page area.
7. Click **Edit** in the control header to display the **Control Properties** grid and click **Select**.



8. Select the poll you want to insert and click **I'm done**.



9. Click **I'm done** to close the **Control Properties** grid.

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.

There is a special Image Library called "Home" which contains all pictures shown on the homepage slideshow. All pictures in this library must be exactly 650 pixels wide and 350 pixels high. Resize/crop pictures BEFORE uploading them.

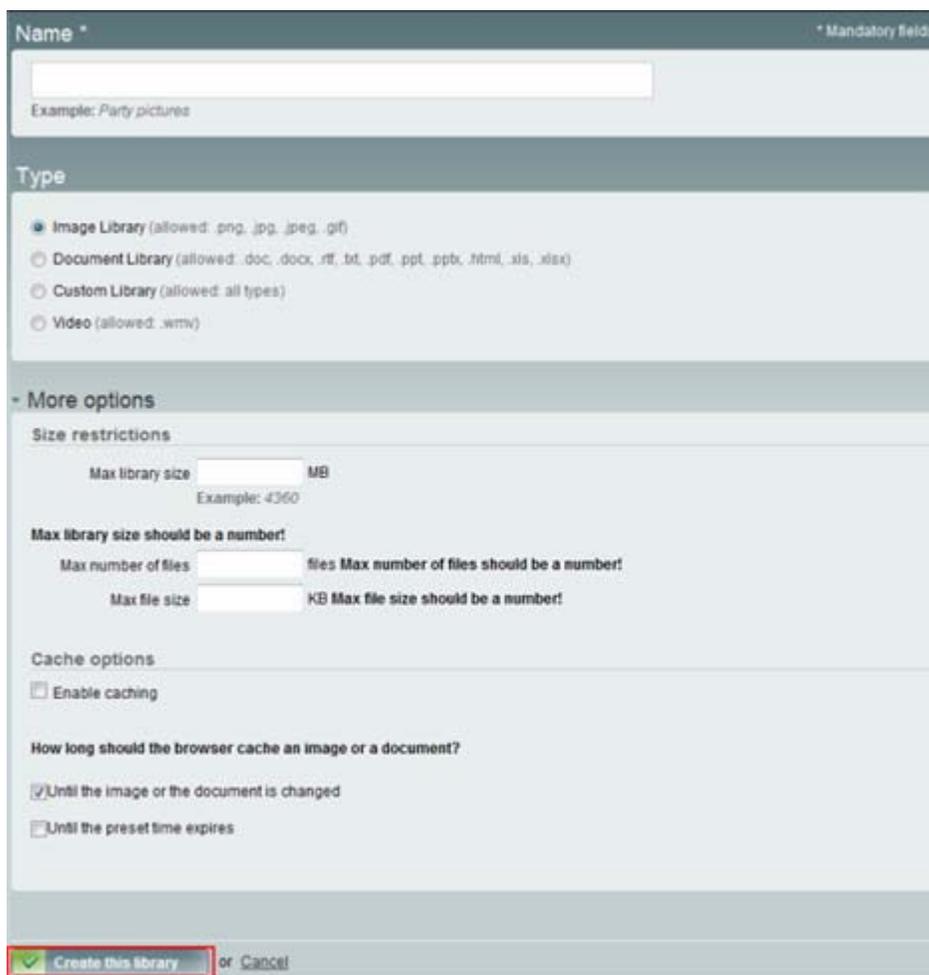
Administrative End

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*.

Do not create video libraries. They will use too much bandwidth for your hosting plan. Host videos using YouTube instead.

4. 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.

1. Where to upload *

Select a library: **1**
or [create a new library](#)

2. Select files *

Select **2**

Select

Select

+ Add

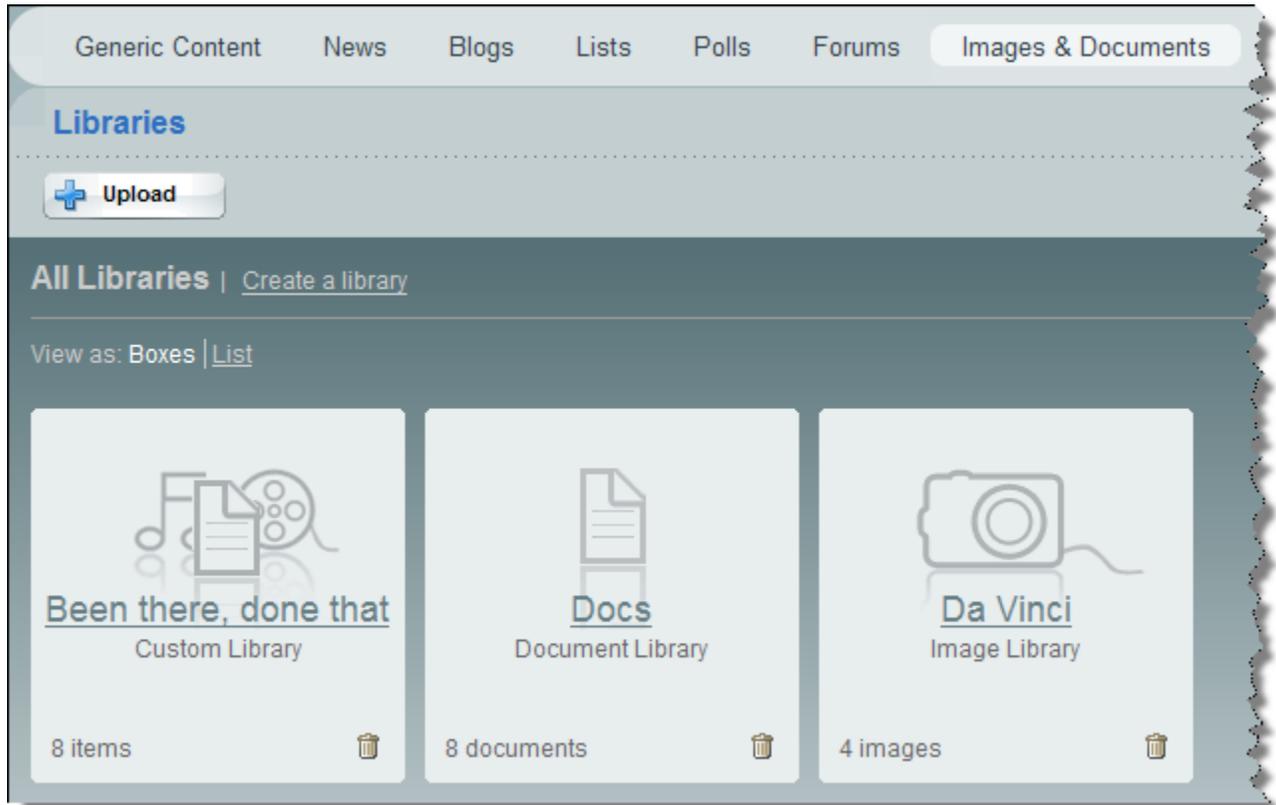
Or, **Upload a zip file** containing many files

3 or [Cancel](#)

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	2 Been there, done that	admin	21 Feb 2008, 03:43	3 8	4 Change Settings
	Docs	admin	21 Feb 2008, 02:20	8	Change Settings
	Da Vinci	admin	20 Feb 2008, 06:37	4	Change Settings

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

Libraries > Da Vinci

[+ Upload](#) | [Batch edit titles and tags](#) Search items by for [Search](#)

Image library
Da Vinci [\(Delete this library\)](#) View



Vitruvian Man
[Edit](#) | [🗑️](#)



Mona Lisa
[Edit](#) | [🗑️](#)



Leonardo Portrait
[Edit](#) | [🗑️](#)



Last Supper
[Edit](#) | [🗑️](#)

List

Libraries > Da Vinci

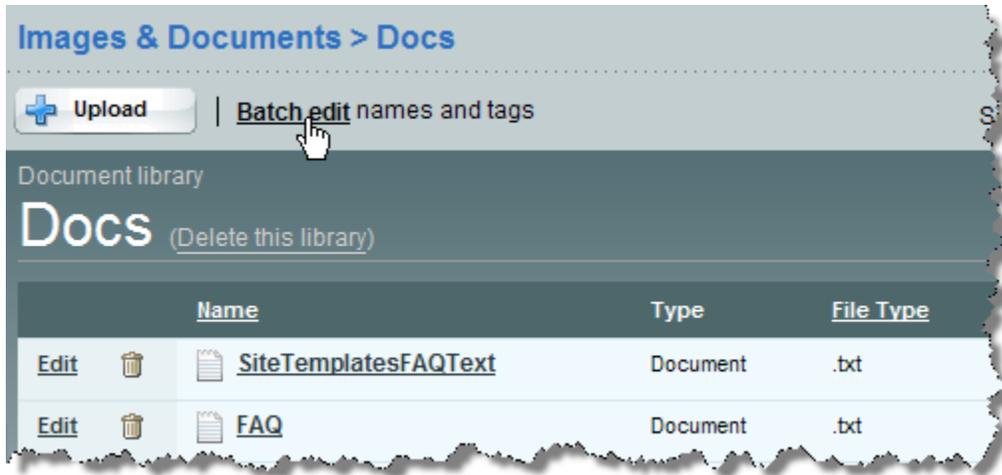
[+ Upload](#) | [Batch edit titles and tags](#) Search items by for [Search](#)

Image library
Da Vinci [\(Delete this library\)](#) View

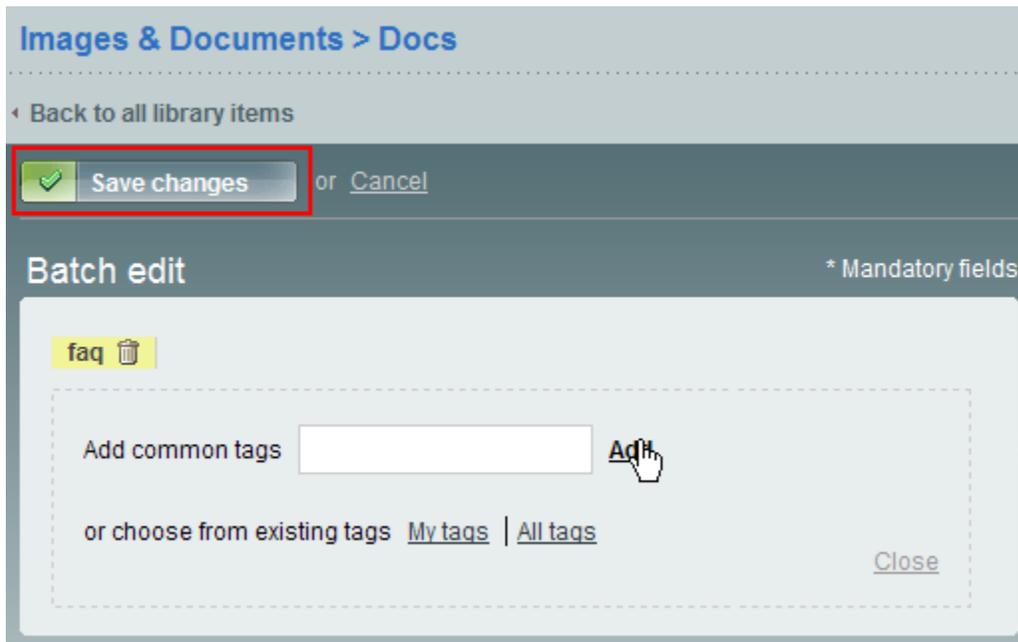
	Name	Type	File Type	Uploaded on	Uploaded by		
Edit 🗑️	 Vitruvian Man	Image	.jpg	26 Feb 2008, 02:29	admin	Download	Link to this item
							
Edit 🗑️	 Mona Lisa	Image	.jpg	20 Feb 2008, 06:39	admin	Download	Link to this item
							
Edit 🗑️	 Leonardo Portrait	Image	.jpg	20 Feb 2008, 06:39	admin	Download	Link to this item
							
Edit 🗑️	 Last Supper	Image	.jpg	20 Feb 2008, 06:39	admin	Download	Link to this item
							

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

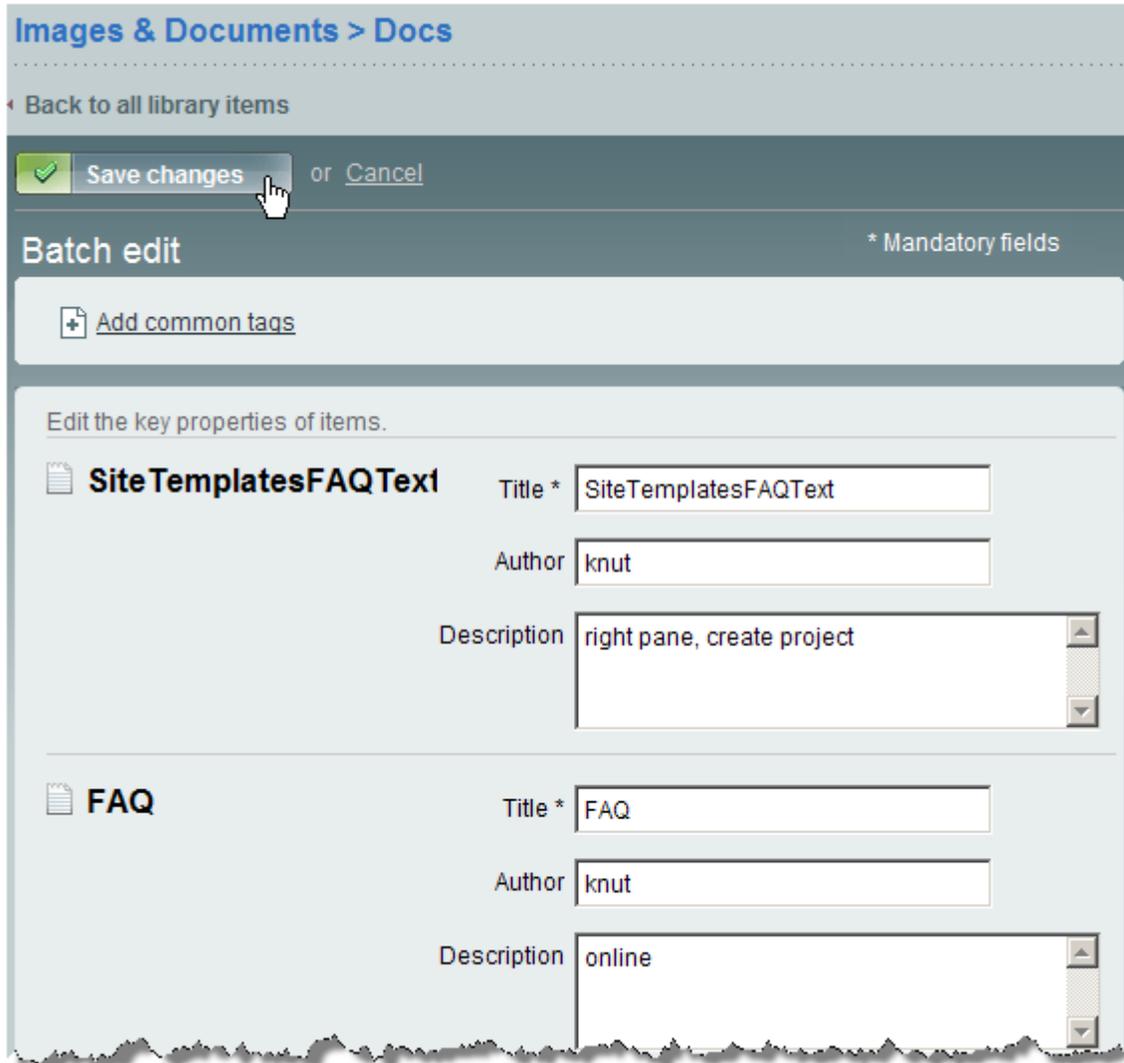
1. **Batch edit**



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.



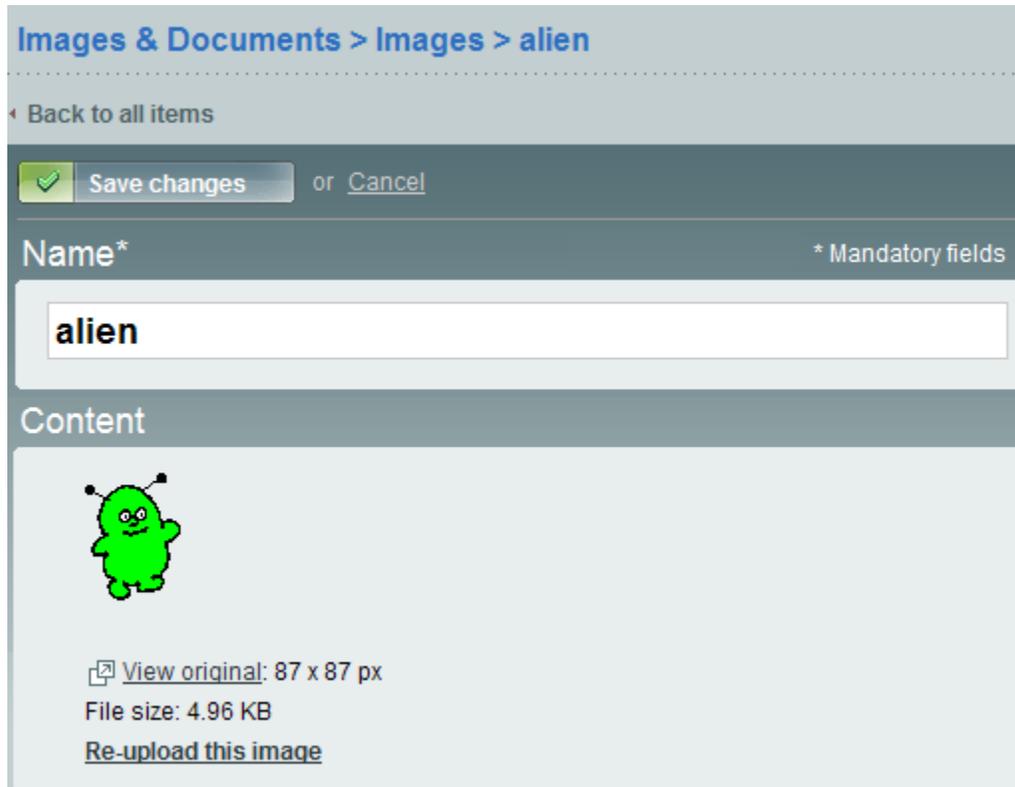
For an image library, you can edit the **Title** and **Alternative text** properties.
 For a document library, you can edit the **Title**, **Author** and **Description** properties.



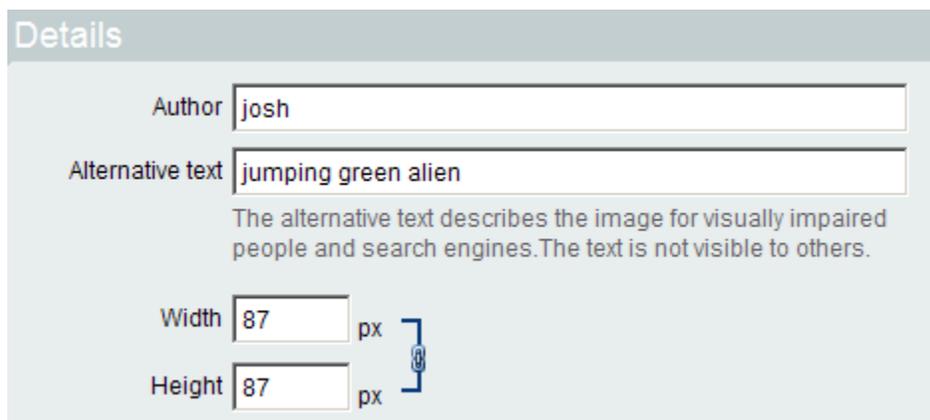
2. Edit an image item

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

◀ 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

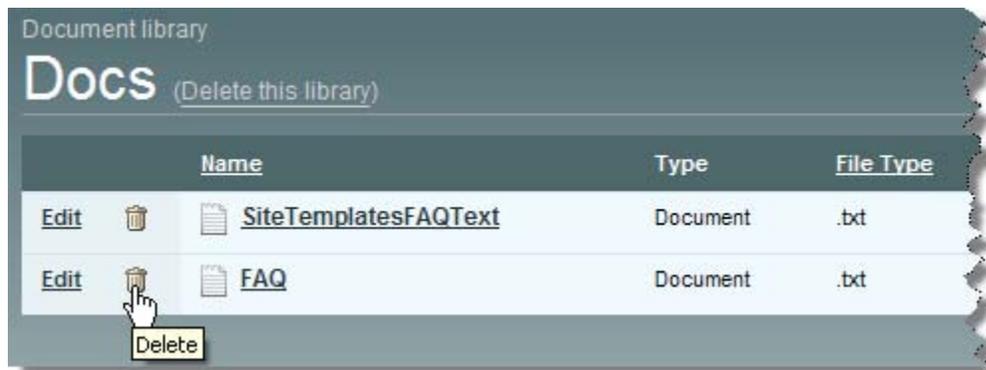
Category

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.

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](#).