

# DNN Guidelines

## User Manual for Admin Updating Content on Website

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## Introduction

This is a basic outline based on DNN7 for our ITworx DNN clients on the procedures of content management for their DNN websites.

## Access to DNN

1. Login with your Admin account. You must be logged in to make changes.
2. There are two ways of logging in depending on how your website has been developed:
  - a. via a login module on the site
  - b. via a URL for the login page

## Managing Site Pages

Mouse over **Admin** at the top bar and click on **Page Management**. Here you can view all the pages that you have for the site.

### View a Page

**Method 1** – page you want to access is linked in the top navigation

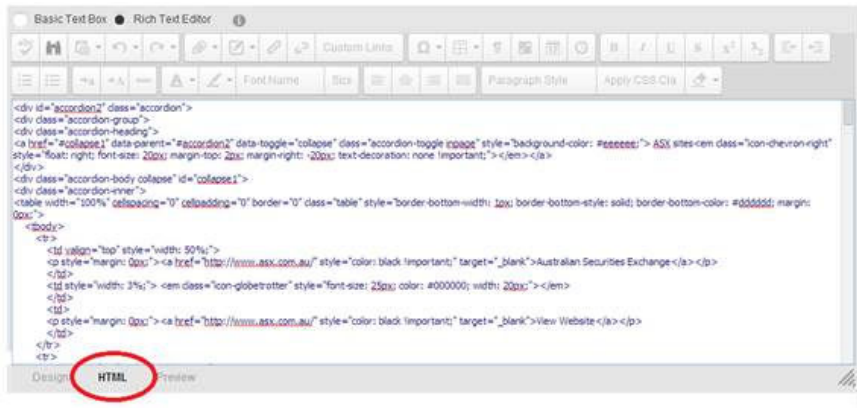
1. Click on the page in the menu

**Method 2** – page you want to access is not linked in the top navigation

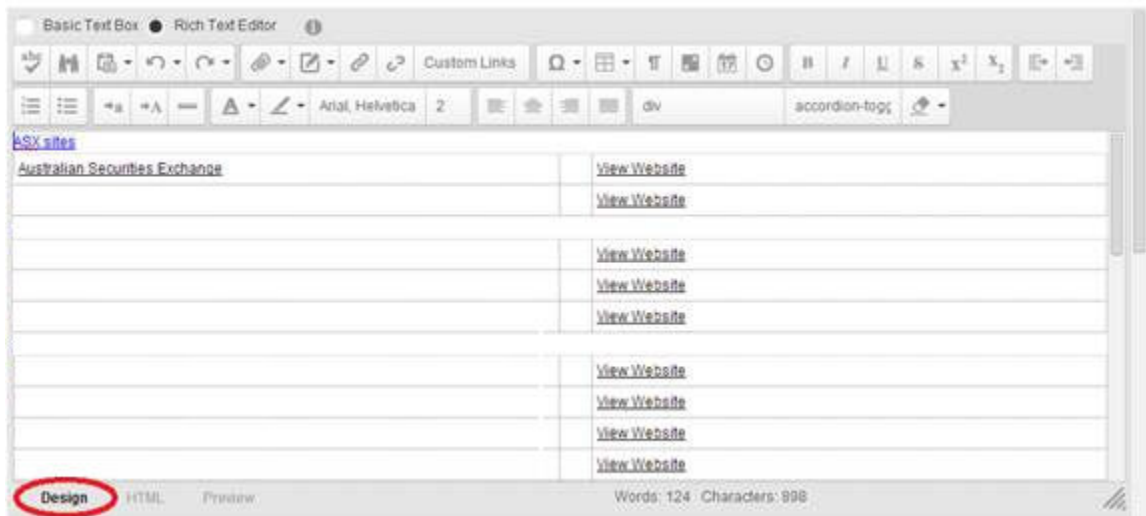
1. Go to the **Page Management** where you will see a list of all the pages for the website
2. Find the page you want to edit
3. Right click on the page name and click on **View Page**

## Creating Content Backup

1. Click on **Edit Content** and before you make any modifications
2. Click on the **HTML** mode



3. Select all the code from top to bottom
4. Copy & Paste it into Notepad
5. Save the Notepad document. We suggest using a filename such as <date><pagename> (eg. 20140212ContactUs) in a specific website changes folder in your PC.
6. Click on **Design** mode and proceed with your modifications



7. If issues arise after saving your modifications, simply Copy & Paste the code from Notepad back into the content editor in the **HTML** mode
8. Resave it.

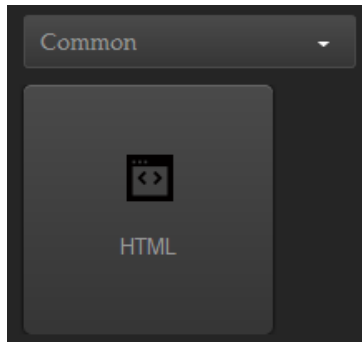
## Editing Site Content

To edit a page:

1. Go to the page you want to edit
2. Click on **Edit Page** on top right of page, then click on **Edit This Page**


## Adding Modules to Pages

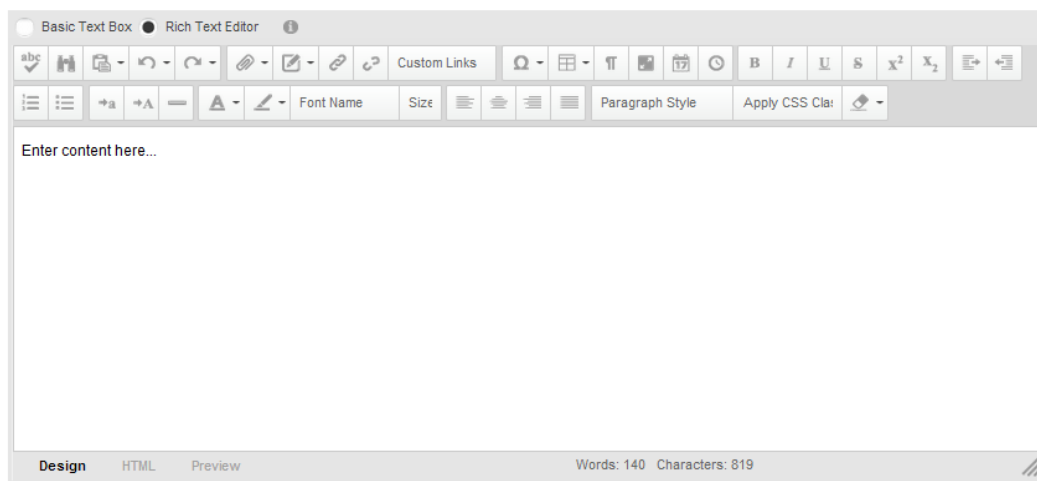
1. Go to the page you want to edit
2. Click on **Edit Page** on top right of page, then click on **Edit This Page**
3. Mouse over **Modules** at the top bar and click on **Add New Module**
4. Select **Common** in the dropdown menu as follows:



5. Click on the **HTML** box and drag it down to the page so it says **Drop Module Here**
6. Click on **Cancel** when done

## Updating Content in Modules


1. Go to the page you want to edit
2. Hover mouse over  of the module you want to edit and click **Edit Content** to open the content editor



## Stripping Formatted Text

When copying and pasting text from Word, the formatted text will be included. When pasting text into the content editor, the styles of the text will need to be removed. There are two methods of doing this:

#### Method 1

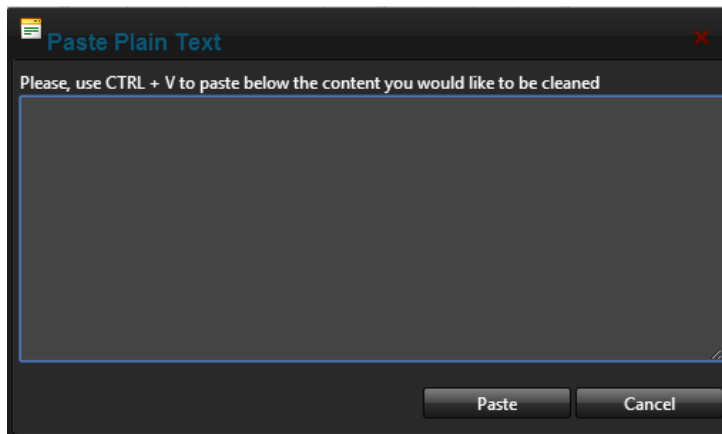
1. Copy text from the source (eg. Word)
2. Paste into the content editor
3. Click on  (**Format Stripper**) and select **Strip Font Elements**. This will remove any font properties from the text and use the default font the website uses.

#### Method 2

1. Copy text from the source (eg. Word) and paste into Notepad (Notepad does not support formatted text, thus pasting as plain text only)
2. Copy the text from Notepad
3. Paste into the content editor

#### Method 3

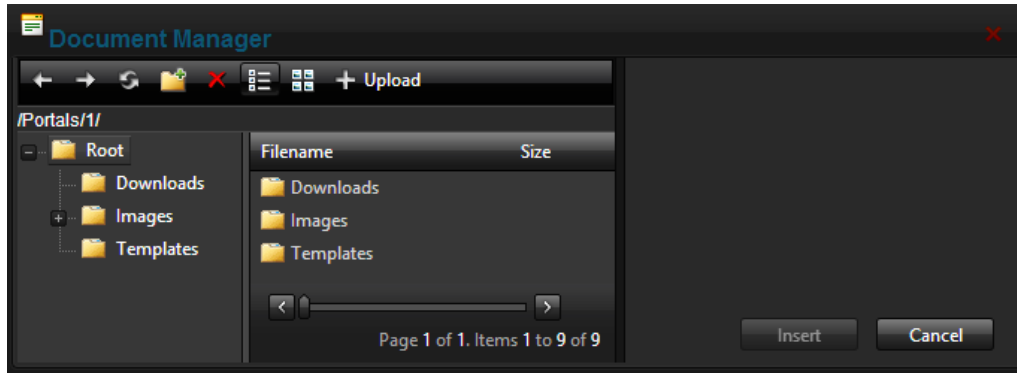
1. Copy text from the source (eg. Word)
2. Click on  (**Paste Options**) and select **Paste Plain Text**. This will open the following box:



3. Paste the text into the box and click on the **Paste** button


## Uploading Files

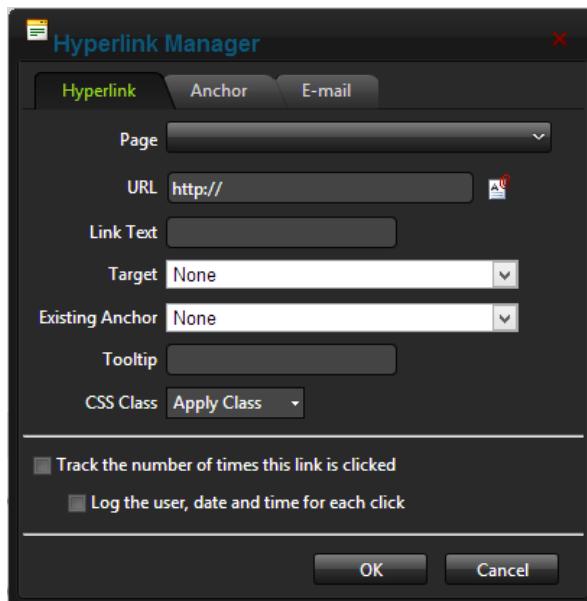
1. In the content editor, click on  (**Insert Media**) and click on **Document Manager**



2. Select the folder you want to upload the file(s) into or you can create your own folders.
3. Click on **+ Upload** to select the file(s) you want to upload and click on **Upload**

### Adding New Links

1. In the content editor, click on  (**Hyperlink Manager**)



To link a file:

2. Click on  to open the **Document Manager** and select the file


To link a URL:

3. Enter the URL address where it says **URL**

To link a page:

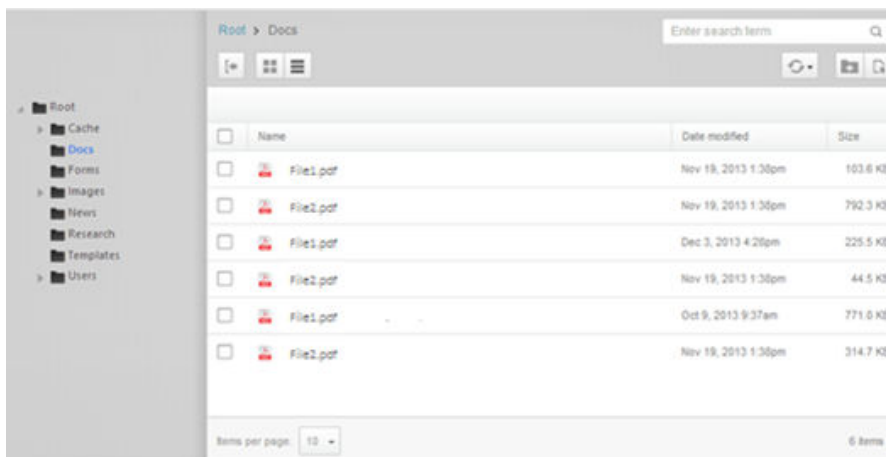
4. Select a page from the dropdown list where it says **Page**


## Updating Existing Links

1. In the content editor, right click on an existing link in the content box and click on **Properties**  
OR select the existing link and click on  (**Hyperlink Manager**)
2. Update the link in the Document Manager that appears

## Replacing Existing Files

1. Mouse over **Admin** at top bar and click on **File Manager**



2. Select the folder you want to upload the file(s) into.
3. Click on  to upload a file from your computer
4. Make sure the file name is the same as the original and click **Replace** after upload

## Creating New Pages


1. Hover mouse over **Pages** at the top bar and click on **Add New Page**
2. Ensure **Page Details** tab is selected
3. **Page Name** - Enter a name for the page
4. **Parent Page** - Select a page if you want the page to be a child of another page
5. **Include in menu** - Deselect the tickbox if you do not want the page to be in the menu
6. Click on **Add Page** and the page will be created

## Setting Page Appearance


1. Hover mouse over **Edit Page** and click on **Page Appearance** (Advanced tab should appear)



2. Select the **Page Skin** (choose the same skin that the other pages have by checking their 'Setting Page Appearance')

Page Skin 

3. Select the **Page Container** (choose the same skin that the other pages have by checking their 'Setting Page Appearance')

Page Container 



4. Click on **Update Page**

### Setting Page Permissions

1. Hover mouse over **Edit Page** and click on **Page Permissions** (Permissions tab should appear).



Page visible to Admin and Registered Users only:

2. Select as follows:

	View Page	Edit Page
Administrators		
All Users	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>
Unverified Users	<input type="checkbox"/>	<input type="checkbox"/>

Page visible to Admin and the Public only:

3. Select as follows:

	View Page	Edit Page
Administrators		
All Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>
Unverified Users	<input type="checkbox"/>	<input type="checkbox"/>

Page visible to Admin, Registered Users and the Public:

4. Select as follows:

	View Page	Edit Page
Administrators		
All Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>
Translator (en-US)	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>
Unverified Users	<input type="checkbox"/>	<input type="checkbox"/>

5. Click on **Update Page**

### Changing Page Titles

1. Hover mouse over **Edit Page** and click on **Page Settings** (Page Details tab should appear)
2. Change the **Page Name** to what you want

Page Name: \*

3. Click on **Update Page**