

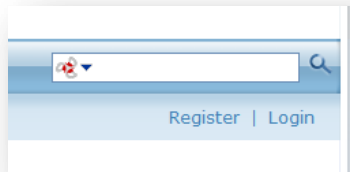


Online Demo Self-Guided Tour Instructions

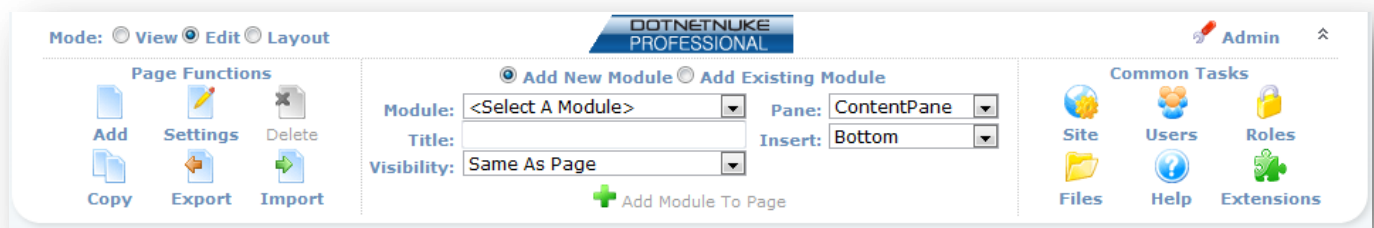


DotNetNuke Online Demo

Begin your DotNetNuke Online Demo by clicking [here](#). Click the “Create Your Demo Account” link and fill out the registration form. You will receive an email titled “DotNetNuke Portal Signup”. Access your demo account by clicking the **Login** link in the upper right corner below the search box and enter the Username and Password supplied in the email:



You will now see your demo environment in Edit mode. You should see the Control Panel at the top of the screen:



If the Control Panel is not visible, click the “Show Control Panel?” link in the upper right of the screen indicated by the up/down arrows.

The Control Panel

The Control Panel is the main interface for managing site pages, adding modules to pages, performing common administration tasks, and installing additional modules. Depending on your assigned role and associated access rights, different tools would be available.

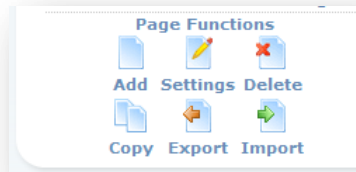
The Control Panel contains various sections which can be accessed by users with different roles:

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



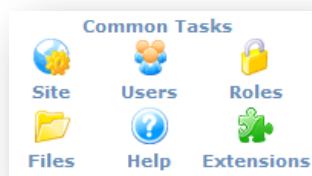
- **View Mode** hides all module editing tools and page pane layout. Select this option to see how the page will look to visitors.
- **Edit Mode** displays the modules the user can access including editing tools such as the Settings button, the module menu and any Add/Edit links. The layout of page panes is also displayed. Select this option to edit the page.

- **Layout Mode** is similar to the edit mode in that module editing tools and the page pane layout is shown; however, module content is hidden. Select this option to view the design of a page without module content displayed.
- The **Page Functions** section of the Control Panel is located on the left side of the panel and is accessible to Page Editors, Administrators and the Host. It enables authorized users to add a new page (**Add**), edit the current page settings (**Settings**), delete the current page (**Delete**), copy the current page (**Copy**), export the current page (**Export**), and import a page template (**Import**).




- The **Module Insertion** section of the Control Panel is located in the center of the panel and is accessible to Page Editors, Administrators and the Host. It enables these users to add new or existing modules as well as set the role visibility, title, and pane location of the module being added.

- The **Common Tasks** section is located on the right side of the Control Panel and is accessible by Page Editors, Administrators and the Host. These links allow you to quickly jump to common tasks such as viewing the site details, viewing the registered site users, assigning user roles, reviewing the uploaded files, accessing help, or viewing the installed extensions and their current status (e.g., update available).

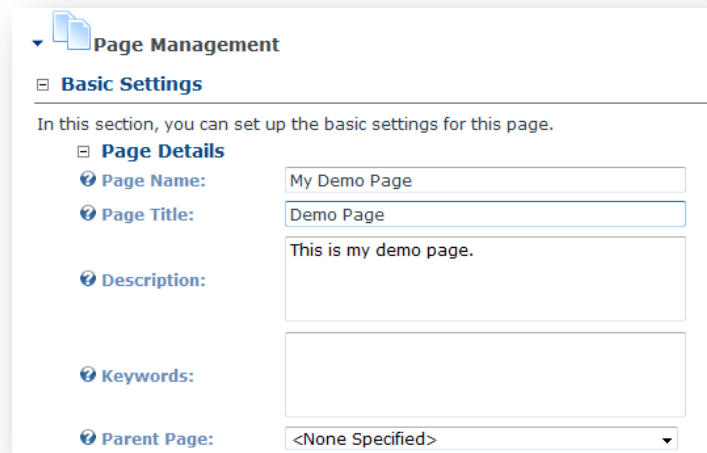


Add a Page

Add a page to your online demo portal as follows:

1. Select the **Add New Page** button in the Page Functions section of the Control Panel in the upper left. 
2. At **Basic Settings - Page Details**, enter the following settings:
 - a. In the **Page Name** text box, enter the name "My Demo Page". If you choose to display this new page in the menu, this will be the name which appears in the menu.

- b. In the **Page Title** text box, enter "Demo Page". This is the page name that will be displayed on the tab in a visitor's browser when they visit this page.
- c. In the **Description** text box, enter "This is my demo page" or other short, descriptive sentence summarizing the page content.
- d. You can enter relevant keywords for search engines in the **Keywords** text box.
- e. At **Parent Page**, select **< None Specified >** to set this as a parent page in the menu. If you wanted to make this page a child of another page, you would select a [Page Name] to set this relationship.



Page Management

Basic Settings

In this section, you can set up the basic settings for this page.

Page Details

Page Name: My Demo Page

Page Title: Demo Page

Description: This is my demo page.

Keywords:

Parent Page: <None Specified>

- f. At **Permissions**, set the page view and editing permissions for one or more roles. To make the page publicly accessible, check the View column for **All Users**. You can choose to provide various user classes with differing rights from viewing the page to adding content, copying or deleting the page, or managing the page settings. **WARNING:** If the role of Unauthenticated is checked at Edit Page this will allow all visitors to edit the page.

	View	Add	Add Content	Copy	Delete	Export	Import	Manage Settings	Navigate	Full Control
Administrators										
All Users		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subscribers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unauthenticated Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Username: Add

3. Click the Update link at the bottom left of your screen.

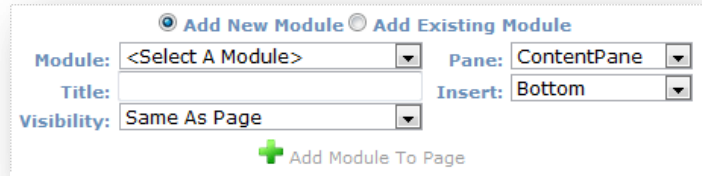


Add a Module

DotNetNuke is an open framework which allows you to easily add new functionality to your website by adding new “modules”. There are thousands of modules available which offer a huge array of features which you can easily be added to your website.

Add a new module to your page as follows:

1. Go the **Module Insertion** section of the Control Panel in the center of your screen.



2. Select the **Add New Module** radio button.
3. At **Module**, select the module “HTML Pro”.
4. In the **Title** text box enter “Welcome to My Website”. If you did not enter a title, the module name will be used by default (e.g., “HTML Pro”).
5. At **Visibility**, select “**Same As Page**” and the module will be visible to all roles that can view the page.
6. Select the green “Add Module to Page” button to insert your new module.

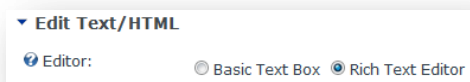
 **Add Module To Page**

Edit the Module Content

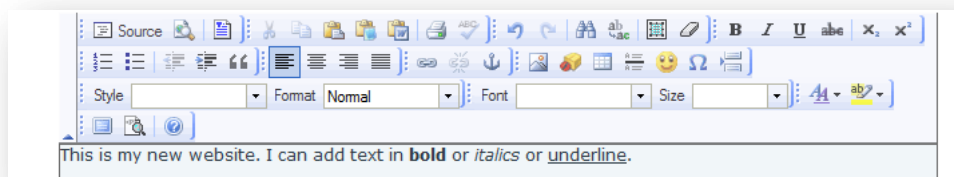
You will now edit the content of your new module.


1. Select **Edit Content** from the bottom right corner of your new HTML Pro module action menu.
2. Select the **Rich Text Editor** radio button at the top of the editor window.

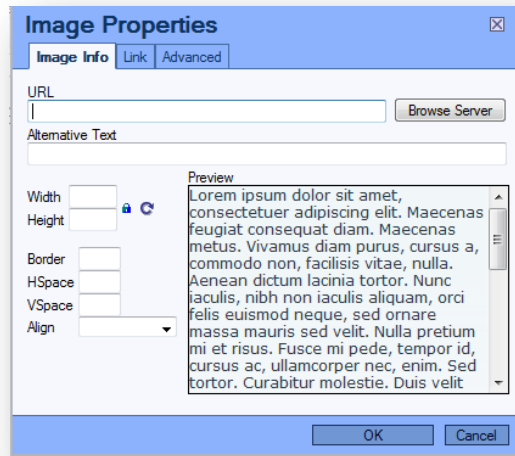
 **Edit Content**



3. In the text box type “This is my new website. I can add text in **bold** or *italics* or underline.” using the available font formatting buttons.



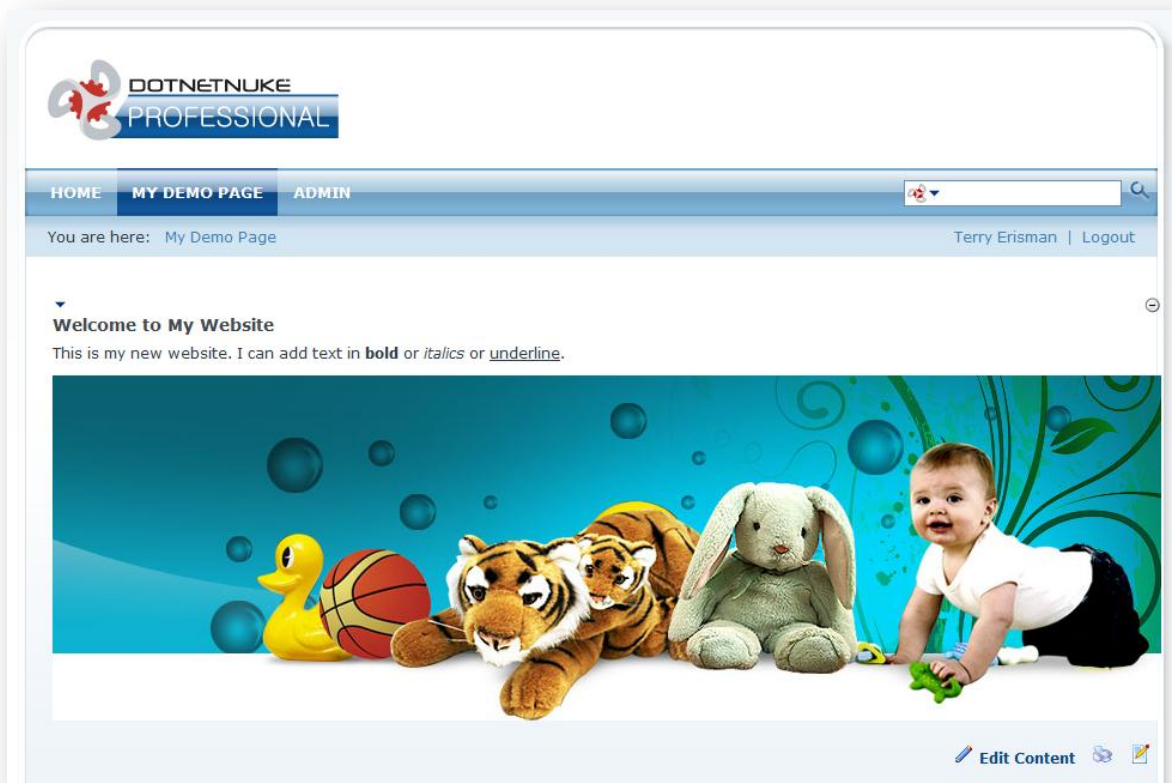
4. In the next line, select the “Insert/Edit Image” button  near the center of the editing menu bar.
5. In the **Image Properties** pop up menu click the “Browse Server” button. Select the **Ecozany_Splash.png** image then select “OK”.



6. Click the Save link at the bottom of the page to publish your new page.




Your page should now appear like this:



Change the Skin

“Skins” are modules that determine the look and feel of your website. Changing your website skin can change its color, graphics, and menu properties.

To set the default skin applied to all pages in your portal:

1. Navigate to **Admin > Site Settings** - OR - Select **Site**  from the Control Panel.



2. Go to the **Basic Settings - Appearance** section  **Appearance** and open the menu by selecting the drop down icon next to the title.

Appearance

Logo:

File Location:

File Name:

[Upload New File](#)

Body Background:

File Location:

File Name:

[Upload New File](#)

Enable Skin Widgets: ☒

Portal Skin: ☒ Host ☐ Site

[Preview](#)

Portal Container: ☒ Host ☐ Site

[Preview](#)

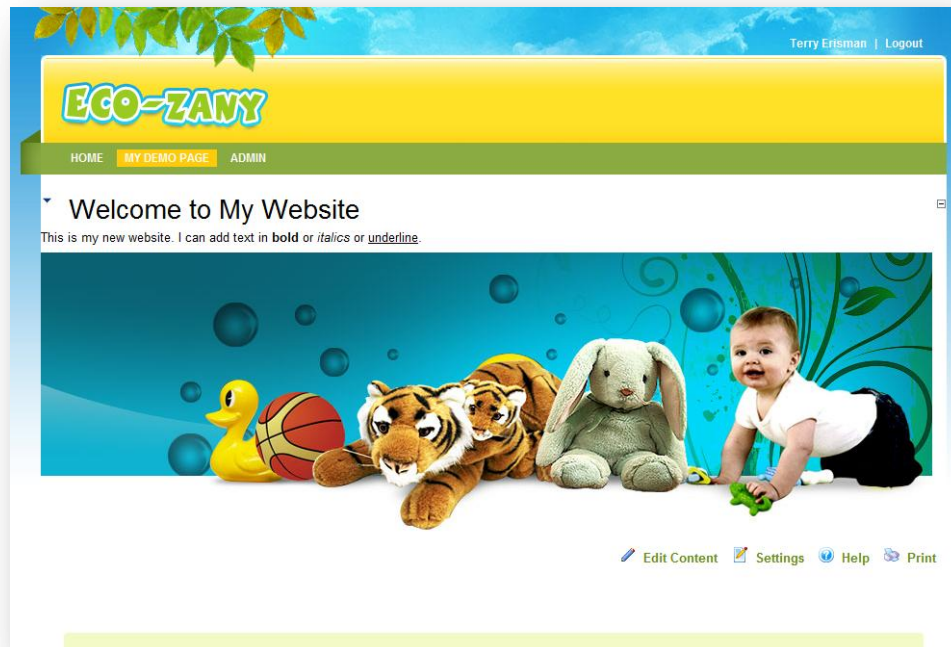
Edit Skin: ☒ Host ☐ Site

[Preview](#)

Edit Container: ☒ Host ☐ Site

[Preview](#)

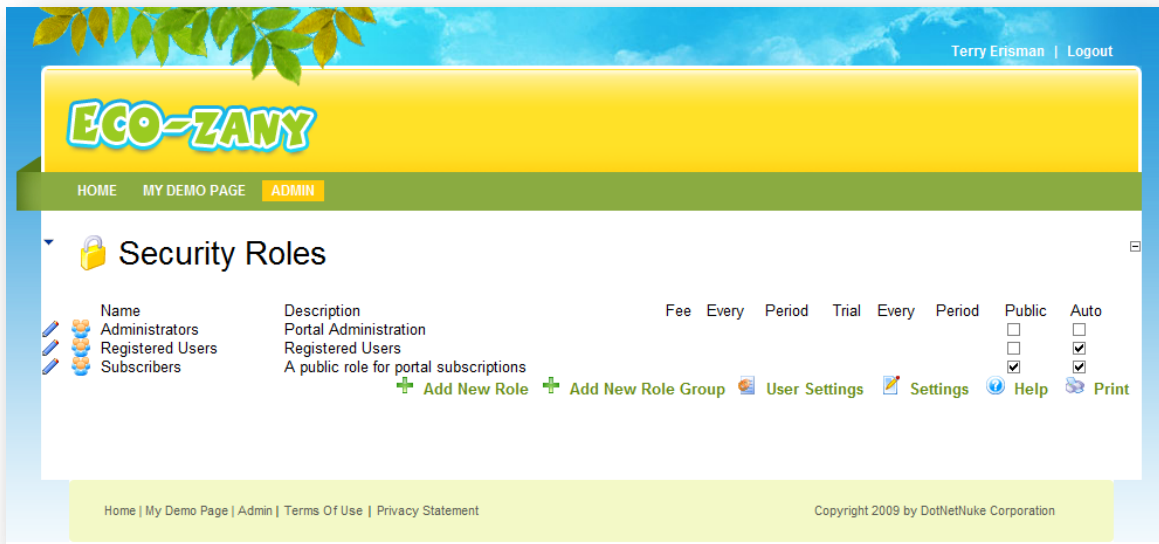
3. At **Portal Skin**, verify the “Host” radio button is selected to access the skins available to all portals (“Site” displays the skins available to this portal only).
 - a. Select **Ecozany – EcoZany_HomePage** from the drop down menu.
 - b. For **Portal Container**, select **Ecozany – BlackTitle**.
 - c. For **Edit Skin**, select **Ecozany – EcoZany_HomePage**.
 - d. For **Edit Container**, select **EcoZany – BlackTitle**.
4. Finally, at **Logo**, change **File Name**: to **Ecozany_Logo.gif**.
5. Click the Update link at the bottom of the page.
6. Click the **My Demo Page** link in the upper navigation bar to view your newly created page:






Add a Security Role

The Security Roles page enables Administrators to create and manage security roles. Security roles control which users can access and manage site pages and modules. The following basic tasks can be performed on the Security Role pages:

- Add new roles
- Edit and delete existing roles
- Manage the users assigned to each roles

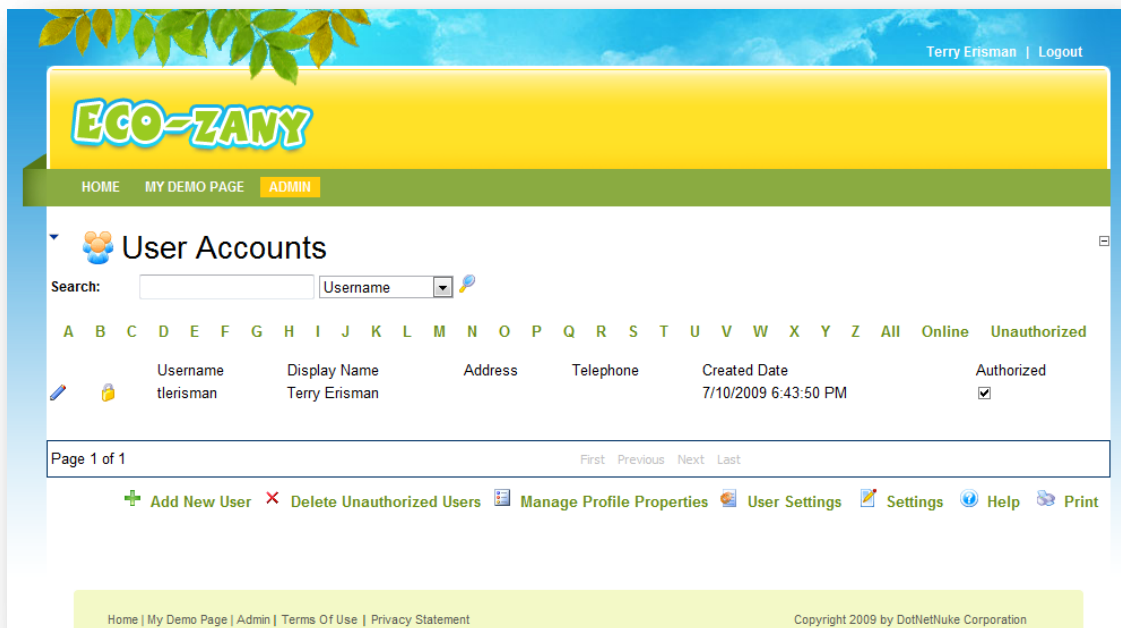






1. Navigate to Admin > **Security Roles** - OR - Select **Roles**  from the Control Panel.
2. Click  **Add New Role** - OR - Select  **Add New Role** from the module menu.
3. In the **Basic Settings** section complete the following fields:
 - a. In the **Role Name** text box, enter the name "Bottle Washer".
 - b. In the **Description** text box, enter "Limited access".
4. Click the Update link.

Add a User Account

Administrators can manage the account details of all registered users from the User Accounts page. The following tasks can be performed under User Accounts:



- Add a new user account
- Edit an existing user account
- Authorize or unauthorize user accounts
- Manage security role access to user accounts
- Delete a user account
- Delete all unauthorized user accounts






1. Navigate to Admin > **User Accounts** - OR - select  **Users** from the Control Panel.
2. Select  **Add New User** from the module menu - OR - click the  **Add New User** link at the base of the menu. This goes to the Add New User page.
3. In the **User Name** text box, enter a user name. The users email address is a common choice for this field, although any user name can be entered. The user name cannot be changed.
4. In the **First Name** text box, enter the person's first name.
5. In the **Last Name** text box, enter the person's last name.
6. In the **Display Name** text box, enter the name to be displayed to others on the portal. Note: This field may not be displayed.
7. In the **Email Address** text box, enter a valid email address.
8. At **Authorize**, check ☒ the check box to authorize the user to access the portal.
9. At **Notify**, check ☒ the check box to send a notification email to the user's email address. This is the default setting.
10. At **Random Password**,
 - Check ☒ the check box to generate a random password. If this option is selected, skip to Step 12.
 - Uncheck ☐ the check box to create your own password. This is the default setting.
11. In the **Password** text box, enter a password.
12. In the **Confirm Password** text box, re-enter the same password.
13. Click  **Add New User**. The user will now be added to the User Accounts list.

Add a User Account to a Role

Administrators can add a user to a role to give the user the permissions given to the role.

1. Navigate to Admin > **User Accounts** - OR - Select **Users**  from the Control Panel.
2. Find the required user account by using a filter or by searching.
3. Click the **Manage Roles**  button beside the required user account. The details of the security roles this user currently belongs to are listed on this page.

4. At **Security Role**, select the role this user is to be added to.
5. **OPTIONAL.** At **Effective Date**, click the  [Calendar](#) link and select the first date the user can access this role. Where no date is selected access will be immediately granted.
6. **OPTIONAL.** At **Expiry Date** click the  [Calendar](#) link and select the last date the user can access this role. Where no date is selected access will not expire.
7. At **Send Notification?**, select from the following options:
 - Check ☒ the check box to send a notification email to the user informing them of their new role access. This is the default setting.
 - Uncheck ☐ the check box to add the user to the role without notifying them.
8. Click the  [Update User Role](#) link.

Thank You for Trying the DotNetNuke Online Demo

If you have not already attended one of our product demonstration webinars or deep dive webinars, we encourage you to visit DotNetNuke.com now and register for an upcoming event or view a prior webinar.

After viewing a webinar and trying an online demo, many users install the Community Edition of DotNetNuke on their own Windows Server and building a trial website of their own. Please visit the Downloads section of our website to learn more about this option. We typically recommend that users download the INSTALL version of DotNetNuke Community Edition for an initial product trial on their own server.

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