

DotNetNuke Basics

for UF Libraries
Faculty and Staff

05/03/2013
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Training Goals

- Login to your web site
- Edit existing pages
- Add images
- Add different kinds of links
- Upload files to your portal
- Rollback to earlier versions
- Create and delete pages
- Available options



But first,

About the grant...

A New System

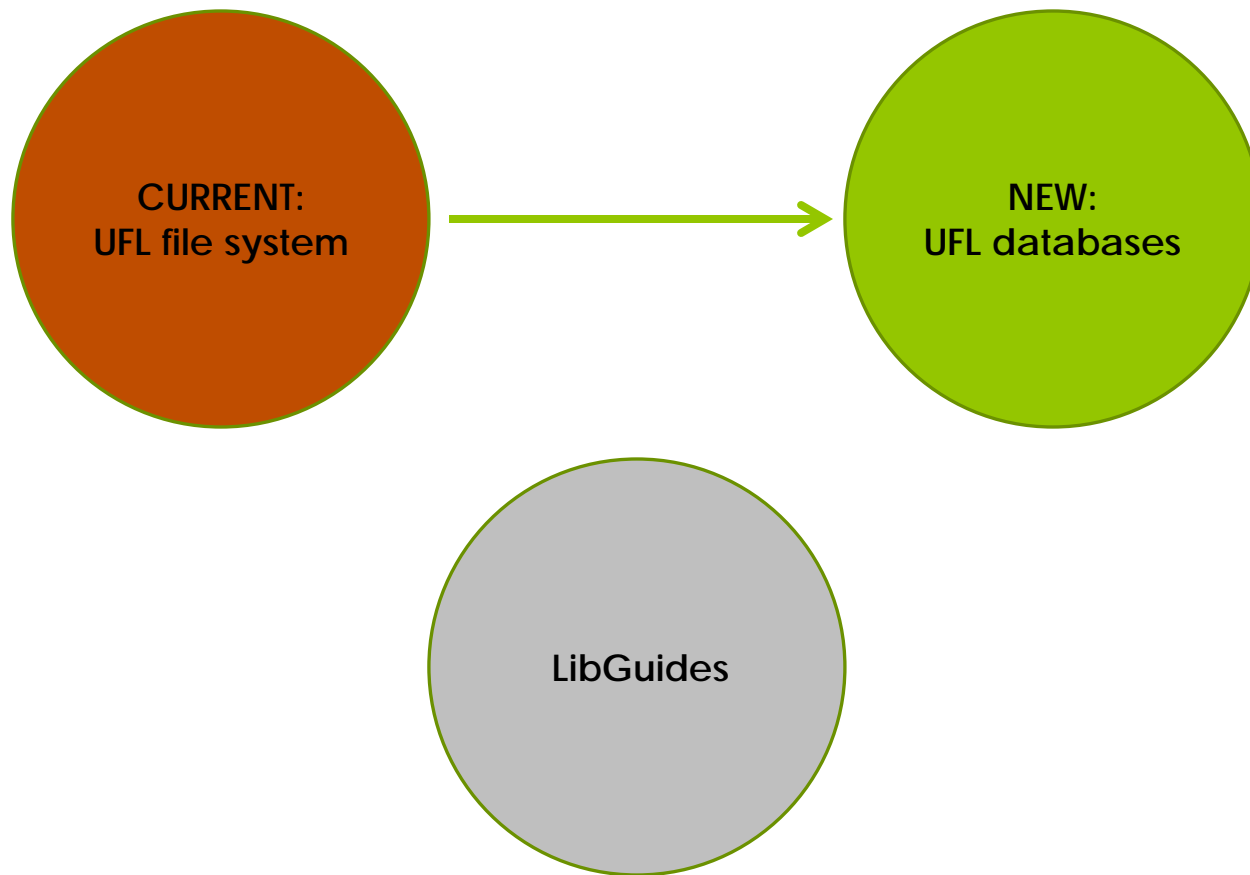
This new database-driven system
with the Gatorlink login

is separate from

the existing filesystem-based system with the
Dreamweaver or Contribute keys.

Changes in the one are independent
from the other.

Where's my stuff?



Getting started!

- Open your favorite web browser
- Navigate to the training site:

<http://cms.uflib.ufl.edu/training6>

- Log in with your Gatorlink ID

Staff login

UF | George A Smathers Libraries

Smathers Libraries Site Go

Training Home

Jessica

Rebecca F.

Laurie

Peggy

Rebecca J.

Isabel

Suzan

Dennis

Elwood

Smathers Libraries Home

Gus Clifton
Email: elwood@ufl.edu

Gatorlink Login Admin

Username:

Password:

Login

[Staff web](#) | [Conduct in the library](#) | [Contact us](#) | [Privacy policy](#) | [Staff login](#)

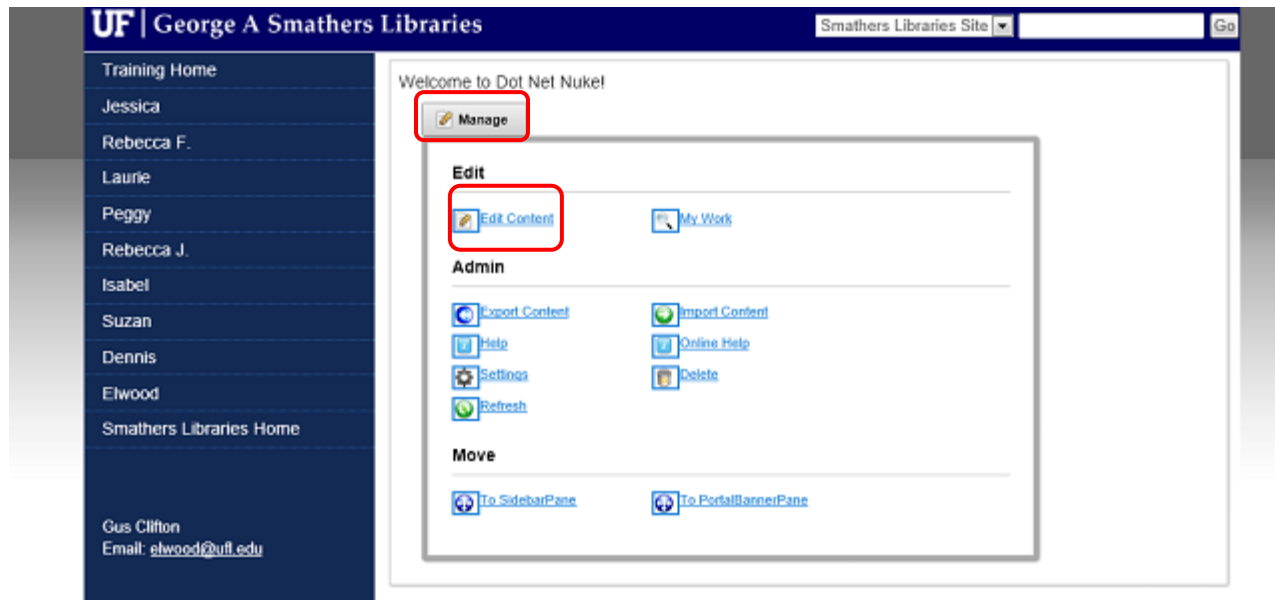
Send suggestions and comments to [the library web manager](#).
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UF UNIVERSITY of FLORIDA
The Foundation for The Gator Nation

*If using Internet Explorer you may need to refresh the browser.
Maybe more than once.*

Editing the page content

- Hover over “**Manage**”, then click “**Edit Content**”



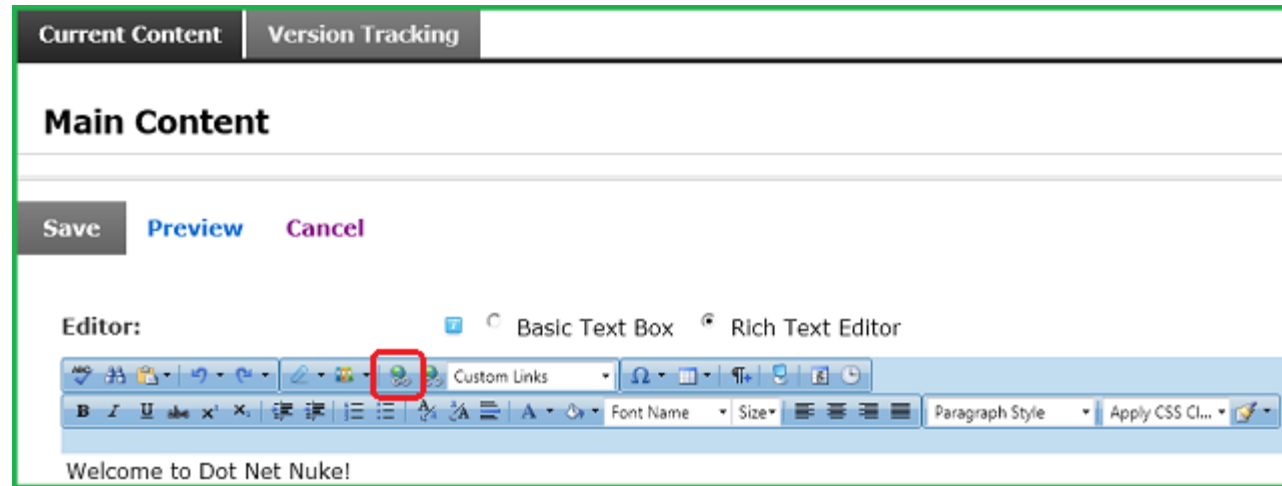
Using the Preview screen

Scroll down to see a row of buttons at the bottom:

- Design
- HTML
- Preview



Adding Links

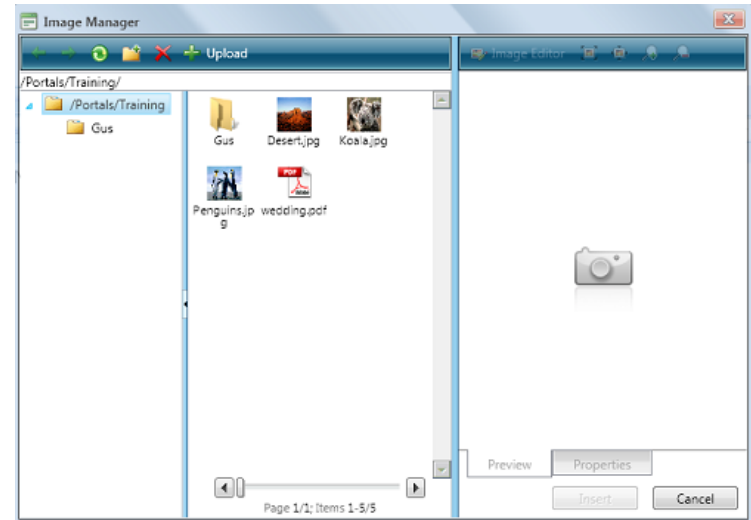


Hyperlink Manager (Ctrl+K)

- Another page in the same site
- A page off-site
- MailTo feature

Image Manager

- Embed an image
- Add a link to a document
- Add a link to an image
- Mind the 'Target'
- Only one instance of one image file
- Upload a file (1 GB limit)
- Folder management and best practices



Add a new *top-level* page

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar has a 'UF | G' logo and a list of names: Training, Carol, Vanessa, Sara, Elwood, Mark, Smathers, CONTACT, and Gus Clifton. The main content area has a top navigation bar with 'Modules' and 'Pages' tabs. The 'Pages' tab is selected and highlighted with a red box. Below the tabs, there are 'Actions' (Add, Copy, Delete, Import) and 'Copy Actions'. The 'Import' button is highlighted with a red box. Below these, there are two sections: 'Add New Page' and 'Update Current Page'. The 'Add New Page' section has a form with the following fields: 'Name' (text input), 'Template' (dropdown menu), 'Insert' (dropdown menu with 'Child of' selected), and a dropdown menu with 'Vanessa' selected. There is also a checkbox labeled 'Include in Menu' which is checked. At the bottom of the form is an 'Add Page' button. The date 'Mar 11th, 2013' is displayed at the bottom right of the page.

Modules **Pages**

UF | G

Training

Carol

Vanessa

Sara

Elwood

Mark

Smathers

CONTACT

Gus Clifton

Actions

Add Copy Delete **Import**

Copy Actions

Add New Page Update Current Page

Name

Template

Insert

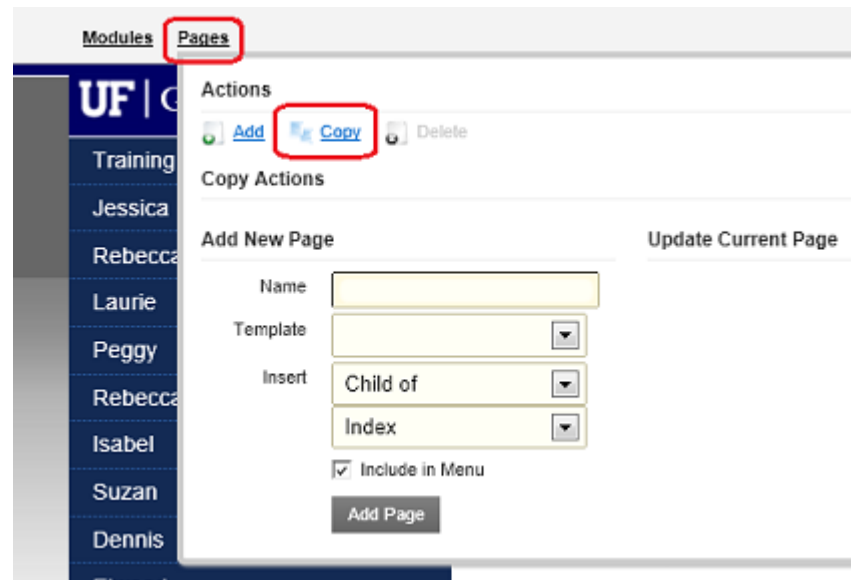
☒ Include in Menu

Add Page

Mar 11th, 2013

Add a new *child* page

- Include in navigation
- Edit the page
- Delete the page
- Recycle bin



The screenshot shows a web interface with a sidebar on the left containing a list of names: Training, Jessica, Rebecca, Laurie, Peggy, Rebecca, Isabel, Suzan, and Dennis. The main content area has a tabbed interface with 'Modules' and 'Pages' tabs. The 'Pages' tab is active, and within it, the 'Actions' section has 'Add' and 'Copy' buttons highlighted with red boxes. Below this, the 'Copy Actions' section is visible, followed by the 'Add New Page' form which includes fields for Name, Template, and Insert (set to 'Child of'), and a checkbox for 'Include in Menu'. An 'Add Page' button is at the bottom of the form.



The screenshot shows a tabbed interface with three tabs: 'Page Details', 'Copy Page', and 'Advanced Settings'. The 'Page Details' tab is active, and the 'Copy Page' button is highlighted with a red box. Below the tabs, the 'Page Name' field is visible, containing the text 'NewPage'.

Versioning






- Backup (database)
- Rollback (number of versions)

Current Content

Version Tracking

Version Tracking

Maximum Number Of Versions: 5

Version	Date	User	State	
9	2/25/2013 2:17:25 PM	Clifton, Gus	Published	
8	2/25/2013 2:17:04 PM	Clifton, Gus	Published	
7	2/25/2013 1:50:11 PM	Clifton, Gus	Published	
6	2/25/2013 1:46:32 PM	Clifton, Gus	Published	
5	2/25/2013 1:44:11 PM	Clifton, Gus	Published	

Finished editing?

You can click the logout link in the footer,
or just close the browser.

Review!

Quick recap of how to get in, do stuff, and get back out.

Site Options

- ◉ **Navigation bar:** static, dynamic...
- ◉ **Banner logo:** one for all, one for some...
- ◉ **Workflow:** drafts, approvals...
- ◉ **Template:** 'UF', 'Baldwin'...
- ◉ **Number of versions to rollback**
- ◉ **Site logging**

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Questions?

webmaster@uflib.ufl.edu

(That address goes to Gus Clifton and Mark Sullivan.)