

USER GUIDE

This guide is intended for users of all levels of expertise. The guide describes in detail Sitefinity user interface - from logging to completing a project. Use it to learn how to create pages and structure the sitemap, create layout for the pages and populate it with widgets. Learn to use the content modules to create content, such as news, forms, and events, and upload different kinds of media and files. Add languages and translate both pages and content items and use a sophisticated publishing system to manage the workflow of your pages and content items.

| [How to read Sitefinity offline documentation \[2\]](#) |

✓ **Login [3]**

Learn how to login to Sitefinity and what possible errors you can get if you do not have proper permissions.

✓ **Dashboard and main navigation [4]**

Learn how to use Sitefinity's main navigation and Dashboard to access all Sitefinity features and functions. You use the main menu as the primary navigation in Sitefinity administration.

✓ **Pages [5]**

Learn how to create the pages of your website, how to structure them, how to edit their content and properties, manage permissions for pages, and more.

✓ **Website content [26]**

After you have created your page layout, learn how to populate your pages with content by creating and publishing reusable content, such as news, events, images, videos and more and how to organize content with the help of classifications.

✓ **Email campaigns [144]**

Learn how to create email campaigns, manage lists of subscribers to email campaigns, and to compare email campaigns.

✓ **Workflows [158]**

Learn how to create a workflow for managing the lifecycle of content items and pages. You do that by creating first and second level of approval for content items and pages.

✓ **Widgets [172]**

Learn how to add widgets on your page and how to configure them. To display content you use widgets, which you drop on the page and configure them to display already existing content.

✓ **Personalization of the website content [241]**


Learn how to personalize your site. Personalization allows different content to be served to different types of users (user segments). You can build set of rules on which the user segments are based. You can then create different versions of the pages of your website.

✓ **Basic settings [245]**

Learn how to use the Basic Settings page to easily change the most important and commonly used settings.


DISCLAIMER: You can download the latest version of this document at www.sitefinity.com/documentation

HOW TO READ SITEFINITY OFFLINE DOCUMENTATION

IMPORTANT: If you are viewing the document in PDF/A mode, you will not be able to use the hyperlinks. To change the viewing mode, see  http://help.adobe.com/en_US/Acrobat/9.0/Standard/WS3E0E8467-B787-4020-A1D3-6BC762A42DF2.w.html.

TEXT FORMATTING CONVENTIONS

The following table contains examples and descriptions of all the styles you will encounter in the Sitefinity offline documentation:

Format	Meaning	Example
Example	Hyperlink A clickable text that is link to another topic from the documentation or an external resource.	Link to a topic in the same guide: For more information, see Creating pages . Link to an external resource: For more information, see  Google Analytics Help .
<i>Example^[#]</i>	Hyperlink to a screenshot. A clickable screen title that links to a screenshot in the appendix. The number of the screenshot in the appendix is superscripted.	Click <i>Create</i> . The <i>Create an event^[21]</i> screen appears.
<i>Example</i>	Words or characters that appear on the screen. For example, menu and button labels, titles of windows, etc.	Click <i>Administration » Roles</i> and in <i>Assign</i> to dropdown box, select <i>Backend</i> users.
Example	Important text that needs to be emphasized Titles of tables and of table columns Titles of charts.	Make sure you have selected at least one checkbox.
Example	Source code, names of files and folders.	The <code>error.log</code> file is located in folder <code>Logs</code> .
Example	Exact user entry. Enter the text in the system, exactly as it appears in the documentation.	In the input field that appears, enter 23 kilograms and click <i>Next</i> .
<Example>	Variable user entry Replace the text in the brackets with the appropriate entry.	In the input field, enter <your age> .
EXAMPLE	Key on your keyboard	When you are finished, press <code>ENTER</code> .

NOTE: The above styles do not apply to Sitefinity Developer's Guide.

NAVIGATING THE DOCUMENTATION

NAVIGATION PANE

Sitefinity PDF documentation support bookmark links. To use navigation to all topics of a document, you must open the navigation pane. For more information, see your PDF reader documentation.

In you are using Adobe Reader, you open the navigation pane, by clicking  icon in the upper-left part of the window.

USING TABLE OF CONTENTS AND SECTION CONTENTS

The documentation is divided in topics. Topics are organized in section topics. If a topic is a section topic and it has subtopics, it contains a *Section contents*. The *Section contents* contains links to its subtopics. Using the breadcrumb, you can navigate from each subtopic to its section topic.

NOTE: In Table of contents, all topics and subtopics are displayed with their page number in squared parentheses.

USING THE BREADCRUMBS

Each topic has breadcrumb links at the end of the topic. Following is an example of breadcrumbs:

| Structuring the pages of your website | Pages | Table of contents |

You can use the bread crumbs to navigate to the section topic and all existing levels of topics above the section topic up to the section of contents.

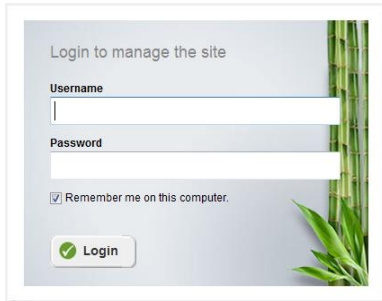
NAVIGATING BETWEEN DIFFERENT GUIDES AND TUTORIALS

You can download all offline versions of Sitefinity documentation from  <http://www.sitefinity.com/documentation/>.

LOGIN

1. You login to Sitefinity, in one of the following ways, depending on the rights you have:
 - Open your webpage and in the address bar of your browser, after the address of your webpage, enter `/Sitefinity`.
 - Open the *Sitefinity Project Manager*, select the project you want to edit and click *Go to Administration* button in the toolbar of the manager. For more information about *Sitefinity Project Manager*, see *Sitefinity Installation and Administration Guide* » *Create a project*.

The following login screen appears:

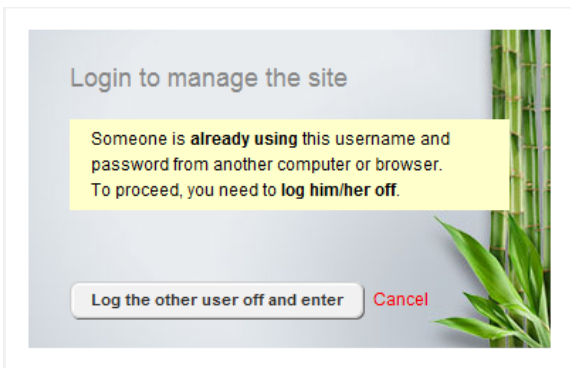


2. Enter your username and password and click *Login*.
You can change your password on the [Profile](#) page.
The [Dashboard and main navigation](#) Sitefinity open.

PERMISSIONS

- If you do not have the proper permission to access the website, when you try to login the system displays a message informing you about this
For more information, contact your system administrator.
- Depending on the permission settings of your website, your administrator may have not granted you permissions for all of the tabs, described above. In this case, tabs, for which you do not have permissions, are not visible when you login. In addition, your license may not include all the above mentioned tabs. For more information, see <http://www.sitefinity.com/purchase/license-comparison.aspx>.

NOTE: If you or somebody else has logged in Sitefinity using your credentials, the following screen appears:



You can choose whether you want to display this dialog.

For more information, see *Sitefinity Installation and Administration Guide* → *Settings* → *Security* → *Configure the self-logout dialog recurrence* and *Configure authentication expiration*.

Section contents

- ✓ Frontend login page
Frontend login is the page that your registered site users use to login when you require authentication for your site.
- ✓ Editing your profile and changing your password
You can view the information of your profile and change your password on the *Profile* page.

FRONTEND LOGIN PAGE

Frontend login is the page that your registered site users use to login when you require authentication for your site. For example, you may want all users who can leave comments to be logged in; or you can require everybody who checks out products to be registered and logged in. Your frontend login page is different than the login page that you use to login in Sitefinity backend.

To organize login for your users, you must use the [Registration](#) and the [Login](#) widget. You must create a page where the login widget is located.

You must also configure the URL of the login page, so that each time a user must authenticate, Sitefinity will redirect to the frontend login page.

Set the URL of the frontend login page, by performing one of the following:

Click *Administration » Settings » Advanced » Project » DefaultSite* and fill out one of the following fields:

- If you know the GUID of the frontend login page, enter it in *FrontEndLoginPageId*.
- If you only know the absolute URL of the frontend login page, enter it in *FrontEndLoginPageUrl*.

EDITING YOUR PROFILE AND CHANGING YOUR PASSWORD

You can view the information of your profile and change your password on the *Profile* page.

1. To open the profile page, click *Profile* link in the upper right corner of the page.
The *Profile* page appears where you can view your profile information.

NOTE: You cannot change the username. You can delete the current user and create a new one.

2. To change your password, click *Change password* button.
3. Enter your old and new password, confirm it and click *Change password*.
4. To change your profile details, click *Edit Profile*.

You can enter a new first or last name, or change your photo, by clicking *Change photo » Select*.

To be able to change user details, you must have the proper permissions. For more information, see *Sitefinity Installation and Administration Guide » Users, roles, and permissions » Modifying users » Changing user details*.

5. Click *Save changes*.

DASHBOARD AND MAIN NAVIGATION

Sitefinity main menu gives you access to all Sitefinity features and functions. You use the main menu as the primary navigation in Sitefinity administration (backend).

The main menu is divided in the following sections, represented by tabs:

- *Pages*
Use this tab to create, edit, and delete pages and page templates. You can change the status and properties of pages and manage the sitemap.
For more information, see [Pages](#).
- *Content*
Use this tab to create and classify reusable content items, such as news, events, blog posts, etc. You can also upload different kind of media and documents.
This guide describes the actions which you can perform on this tab.
For more information, see [Website content](#).
- *Ecommerce*
Use this tab to create and manage your online store.
For more information, see *Sitefinity Ecommerce Guide*.
- *Design*
Use this tab to create and design page and widget templates and themes.
For more information, see *Sitefinity Designer's Guide*.
- *Administration*
Use this tab to activate and manage your license, to manage roles, users, and permissions, and to perform various administration tasks.

For more information, see *Sitefinity Installation and Administration Guide*.

- *Marketing*

Use this tab to track your website traffic and marketing effectiveness as well as to configure Sitefinity personalization and Email campaigns.

For more information, see *Sitefinity Tools* » *Sitefinity Analytics*, [Personalization of the website content](#), and [Email campaigns](#).

THE DASHBOARD

The *Dashboard* is the welcoming page of Sitefinity administration.

The *Dashboard* is preconfigured to display useful links and widgets. You can also customize it, according to your specific needs.

DEFAULT DASHBOARD DISPLAY

By default the *Dashboard* displays the following widgets:

- *Content block widget*
The widget displays the title of the page – *Dashboard*.
- *Sitefinity Welcome widget*
The widget contains useful links to video tutorials and getting started documentation.
- *Analytics Timeline widget*
The *Analytics Timeline* widget is configured to display a graph of the *New Visits* metric and a link to the Analytics module.
- *Recent items widget*
 - An instance of the *Recent items* widget, configured to display all recently modified content items and pages, with all statuses, modified by the **currently logged user**.
 - An instance of the *Recent items* widget, configured to display all recently modified content items and pages, with all statuses, modified by **all users**.
 - An instance of the *Recent items* widget, configured to display all recently modified blog posts, with all statuses, modified by the **all users**.
- *Configure Dashboard widgets widget*
A widget displaying a link to customizing the widget displayed on the *Dashboard*.

CUSTOMIZE THE DASHBOARD

You can customize the content displayed on the *Dashboard*. You can delete and reorganize existing widgets and also add and configure new widgets. There is a dedicated *Dashboard* widget group that contains widgets used to customize the *Dashboard* only. You cannot use these widgets on frontend pages. You can also add all other existing widgets to the *Dashboard*, such as *Content* widgets or *Search* widgets.

The *Dashboard* is a backend page. To customize it, perform the following:

1. In the main menu, click *Administration* » *Backend Pages* » *OK, Continue*.
2. Expand *Sitefinity* and *Dashboard* group pages.
3. Click *Dashboard* page to open it for editing.
4. To modify the layout of the *Dashboard*, in the upper-right corner of the page, click *Layout*.
For more information, see [Modifying the layout](#).
5. After completing the changes to the layout of the page, you can add and remove widgets.
For more information, see [Add widgets on your page or template](#).
6. You can add and configure both *Dashboard* specific widgets and all other types of widgets.
For more information about *Dashboard* specific widgets, see [Dashboard widgets group](#)
For more information about all other widget groups, see [Widgets](#).
7. After you have finished modifying the page, perform procedure [Setting the status of a new page or content item](#).

PAGES

There are two types of pages in Sitefinity. You can manage both types of pages using Sitefinity:

- Frontend pages

These are all publicly visible pages from the project.

To edit frontend pages, in the main menu at the top, click *Pages*.

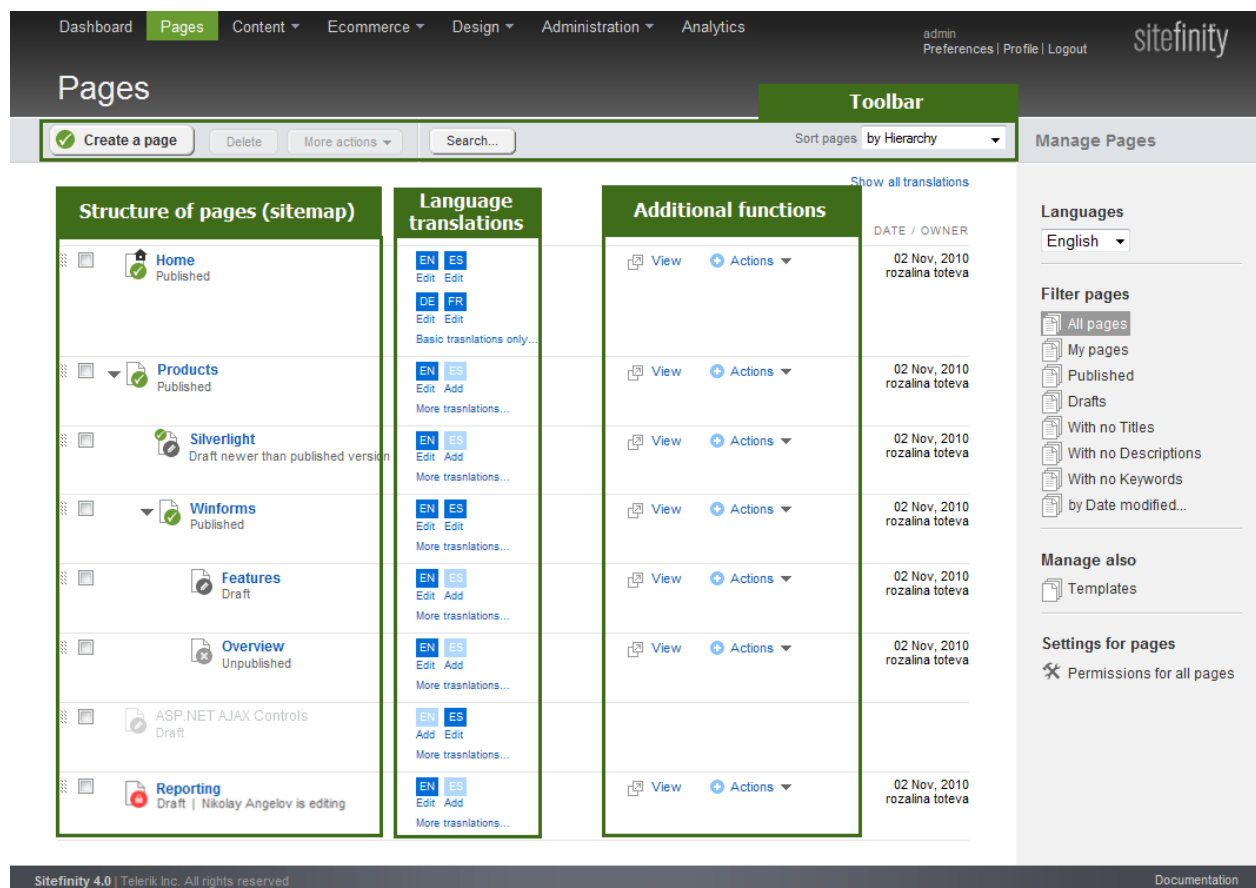
- Backend pages

These are all views in the administrative backend of a Sitefinity project, such as the *Dashboard*, *Content*, *Administration*, and so on.

To edit backend pages, in the main menu at the top, click *Administration* » *Backend Pages*.

The structure of the backend opens in *Pages* page, after you confirm the warning.

The following screenshot displays *Pages* page, containing the structure of pages, toolbar with buttons, language translations (if any), and additional functions:



NOTE: If you are not using multiple languages, the language translations icons are not displayed on *Pages* page and there is no *Languages* dropdown box in the right side of the page. The system displays the multilingual mode automatically when you add an additional frontend language. For more information, see [Languages](#).

On *Pages* page you can create and edit pages, browse and organize the structure of your website.

NOTE: Before editing a page, on *Pages* page, you can preview it by clicking *View* link of the respective page.

Section contents

- ✓ Create a new page

Use this section to create pages and set the different properties of the page.

- ✓ Translate a page

Use this section to create a new language translation of an existing page.

- ✓ Edit pages

Use this section to edit the properties or the content of a page.

- ✓ Personalize a page

Use this feature to be able to serve different content to different types of users.

- ✓ Structure the pages of your website

Use this section to structure and organize your website. Create subpages and move pages in the hierarchy.

- ✓ Duplicating pages

If you have similar pages on your site, you can use the *Duplicate* function for pages.

- ▼ Revision history of a page
Use this section to view and compare different versions of a page.
- ▼ Sort and filter pages
Use this section to sort and filter the pages on *Pages* page.
- ▼ Set permissions for pages
Use this section to set permissions for all pages, as well as to set different permissions for each individual page.
- ▼ Other functions for pages
Learn about other functions, such as deleting and duplicating a page, changing page author, and more.
- ▼ Page layout
Learn how to create a layout for your page that helps you display content on the page. You can work with predefined layouts, modify the predefined layouts, create your own layouts, or upload custom layout templates and themes.

CUSTOM FIELDS FOR PAGES

You can add a custom field to all pages. A custom field is a field that you create. For each page there are default fields, such as title, URL, etc. If you need to add different than the already existing fields, you must create a custom field.

With custom fields for pages you can specify additional page details via the backend interface. You can also customize the page rendering based on the new custom fields.

Following are examples of custom fields that you can add to a page:

- Links to images – in the navigation, image icons can be displayed next to the tile of each page.
- Links to CSS or JavaScript files – when the page is loaded, links to those files are inserted in the HTML.
- Meta Data – pages have *Title* and *Keywords*. Additional meta data can be added as well.
- Links to classifications, such as *Tags* and *Categories* - pages can be categorized using a classification and filtered based on in the navigation widget.

To manage the custom fields of a page, on *Pages* page, click *Custom Fields* link in the right pane of the page.

For more information, see [Custom fields](#).

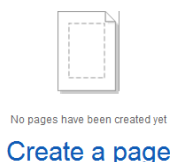
Related links:

- Creating pages programmatically: [Pages](#).
- *Sitefinity Installation and Administration Guide* » *Settings* » *Content* » *Add a flat taxonomy as a custom attribute to a page*

CREATING A NEW PAGE

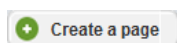
1. In the main menu at the top of the screen, click *Pages*.
The *Pages* page appears, displaying one of the following:

- If you have not created any pages, the system displays the following in the center of the screen:



NOTE: If you are working in multilingual mode, the first page you create is in the default language.

- If you have already created one or more pages, the system displays the sitemap and the following button in the toolbar of *Pages* page:



NOTE: If you are working in multilingual mode, before creating a page, you must first choose the language, in which you want to create the page. Select the language from *Languages* dropdown box in the right of the page.


For more information about different languages, see [Languages](#).

2. To create a new page, click the *Create a page*.
The *Create a page* page appears.

3. Enter the following information for the new page:

<i>Name</i> (mandatory field)	<p>The page name that you choose is used by the system to create auto-generated navigation links. The name must be as concise as possible.</p> <p>EXAMPLE: Company Info</p>
<i>Put this page...</i> radio button group	<p>Use this radio button group to select the new page's parent page. The section determines where the page sits in the hierarchy of pages.</p> <p>Choose between the following:</p> <ul style="list-style-type: none"> • <i>At the top level</i> This will be a top level page that has no parent. • <i>Under parent page...</i> A treeview with existing pages appears. Select the page that will be parent of the page you are creating. <p>NOTE: If you have not created any pages yet, choose <i>At the top level</i> button. You can make the page a subpage of another page later, using drag and drop.</p> <p>For more information, see Structuring the pages of your website.</p>
<i>URL</i>	<p>The URL is automatically generated based on the page name that you have chosen and the hierarchy of the page (the URL of its parent). The URL determines the new page's website address.</p> <p>You can choose a custom URL by clicking <i>Change</i> button and entering the new name in the input field that appears.</p> <p>This overwrites the automatically generated URL. When you enter a custom URL, the URL of the page no longer changes when the place of the page in the hierarchy changes.</p> <p>To restore the automatically generated URL of the page, click <i>Change » Edit URL structure » Restore to default structure</i>.</p>
<i>Show in navigation</i>	<p>If you deselect the <i>Show in navigation</i> checkbox, the page is not displayed in the automatically generated navigation. The page can be viewed only if linked or accessed directly. You can also control the page access by the page's permissions.</p> <p>For more information, see Setting permissions for pages.</p>
Group page	<p>If you select the <i>Use this page only to group other pages</i> checkbox, the page you are creating is going to be a group page.</p> <p>Group pages serve as containers for other pages. Group pages do not have their own content. When you open a group page it redirects to its first subpage (child).</p>
Page redirect	<p>If you select <i>This page redirects to another page</i> checkbox, it means the page you are creating does not have its own content. When a user opens the page, it redirects to another page or an external page.</p> <p>To select the page, which this page will redirect to, perform the following:</p> <ol style="list-style-type: none"> Click <i>Set page to redirect to</i> button. Select one of the following: <ul style="list-style-type: none"> • <i>Page from this site</i> Click a page from the sitemap. • Web address Enter the URL address of the external page and select, if you want to <i>Open this link in a new window</i>. Click <i>Done</i>.
<i>Title for search engines</i>	<p>The title used by search engines is automatically generated based on the page name you have chosen.</p> <p>You can choose another title by entering a new title or deleting the automatically generated one.</p> <p>The page title that you enter in this field is used in search engine results, web browser bookmarks and the web browser's title. The title must be descriptive.</p>

	<p>EXAMPLE: XYZ Company - Company Information.</p> <p>NOTE: By default, the title of the page is overridden by the title of the content it displays. You can change this behavior in the advanced mode of the respective widget, by changing property <code>PageTitleModes</code> to one of the following:</p> <ul style="list-style-type: none"> • Replace The page title is replaced by the item title. • DoNotSet The page title is not altered. • Append The item title is appended to the page title.
Template	<p>In this radio button group you choose the layout of the new page.</p> <p>Select one of the following:</p> <ul style="list-style-type: none"> • <i>Use template</i> This option is selected by default. Under the radio button the system displays the template that will be used for the page. To change the template, click <i>Select another Template</i> button. A list of all available templates appears. <ul style="list-style-type: none"> a. Select a template in one of the following ways: <ul style="list-style-type: none"> • Click one of the templates displayed. You can customize or change the layout template at a later time. For more information, see Page layout. • Upload your own <code>.master</code> file by clicking <i>Use your own .master file</i>. Select a master file from the <code>App_Master</code> folder and click <i>Use Selected</i>. To select a master file from another folder, in the upper-right corner of the window, click <i>Browse other folders</i> button. For more information, see <i>Sitefinity Designer's Guide » Page templates</i>. For more information about <code>.master</code> files, see <i>Sitefinity Designer's Guide » Page templates » Creating a template using Master pages</i>. For more information about the <code>App_Master</code> folder, see <i>Sitefinity Designer's Guide » Website templates file structure</i>. b. Click <i>Done</i>. • <i>Don't use template (start from scratch)</i> The page does not have a template. You can add a template later.
Description	<p>To add a description of the page, click <i>Description, Keywords</i>.</p> <p>The description that you enter is added to the page's header. The description is often used by search engines to provide a summary of the webpage.</p> <p>EXAMPLE: Information about XYZ Company's locations, history, corporate directory, employment opportunities, etc.</p>
Keywords	<p>To add keywords, click <i>Description, Keywords</i>.</p> <p>The keywords that you choose are conveying additional meaning to search engines and may have SEO benefits.</p> <p>EXAMPLE: The keywords for the page XYZ Company - Company Information can be XYZ Company, History, Hiring, Employment, Locations, Contact Information. When you enter the keywords for your page in the <i>Keywords</i> input field, separate them with commas.</p>
Advanced options	<p>By expanding this node, you can configure the following:</p> <ul style="list-style-type: none"> • <i>Allow site search to index this page</i>

	<p>This option is selected by default and you must deselect it, only if you do not want the internal site search to find your page. For more information, see Search indexes.</p> <p><i>Allow external search engines to index this page</i> This option is selected by default and you must deselect it, only if you do not want search engines, such as Google, to find your page.</p> <ul style="list-style-type: none"> • <i>Require SSL</i> Improve security by requiring Secure Sockets Layer (SSL) protocol to communicate with the server. • <i>Enable ViewState</i> EnableViewState stores the current state of the page and its objects, such as text boxes, buttons, and tables. It helps you not to lose the state of the page during the requests, but it slows down the browser. • <i>Include RadScriptManager</i> For more information, see  http://www.telerik.com/help/aspnet-ajax/radscriptmanager.html. • <i>Allow multiple URLs for this page</i> <ol style="list-style-type: none"> a. To configure a page to have more than one URL, select <i>Allow multiple URLs for this page</i> checkbox. b. In the input box, enter the additional URLs that you want this page to have. Enter one URL per line. c. If you want all the URLs that you have entered to point to the default URL of the page, select <i>All additional URLs redirect to the default one</i> checkbox. If you uncheck the checkbox, each URL will display the page without redirecting. • <i>Caching options</i> Configuring caching can increase your performance. Select one of the following: <ul style="list-style-type: none"> • <i>As set for the whole site.</i> The caching type that is applied to the whole website is applied to this page also. • <i>No caching</i> NOTE: You must not use caching for e-commerce pages. • <i>Standard caching</i> • <i>Long caching</i> <p>For more information about applying caching to the entire site or changing the parameters of short and long caching, see <i>Sitefinity Installation and Administration Guide » Settings » Configuring caching</i>.</p> • <i>HTML included in the <head> tag</i> If you want to include any additional HTML in the <head> tag of the page, enter the HTML in the textbox. • <i>Code behind type</i> To specify the code behind type for the page, enter it in the field. Use the fully qualified name of the type.
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4. If you have added any custom fields for pages, all created fields are displayed in a separate section.
Using custom fields, you can, for example, add a custom field *Tags* to the page.

IMPORTANT: Some of the above fields may not be displayed when you create a page, because they have been hidden.

For more information about creating custom fields and hiding default fields, see [Custom fields](#).

5. After you have entered all the information, required to create a page, click one of the following:

- *Create and go to add content*
The page is created and the system opens the page in content editing mode.
In content editing mode you can customize the layout of the page, add content by adding widgets, and apply themes.
For more information, see [Modifying the layout](#), [Add widgets on your page or template](#), and [Applying a template to a page](#).

After you have finished modifying the page, perform procedure [Setting the status of a new page or content item](#).

- *Create and return to Pages*
The page is created and saved in status *Draft*. The system returns you to *Pages* page.
- *Back to Pages*
You return to *Pages* page without creating and saving the page.

PREVIEW A PAGE ON A MOBILE DEVICE

You can view how a page will look like on a mobile device. You can do this in page editing mode.

1. Open a page for editing.
2. Click *More actions* » *Preview on Smartphones & Tablets*.
A set of predefined mobile devices appears as thumbnails.
3. Click a device to see how the page will look like on it.
You can also view the page in *Portrait* or in *Landscape* mode.

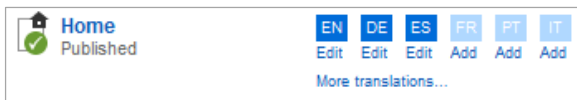
To configure how to display pages on mobile devices, see *Sitefinity Designers Guide* » *Displaying pages on mobile devices*.

| Pages | Table of contents |

TRANSLATING A PAGE

You can create a new language translation of an existing page. The system displays all language translations, in which a page exists in the following way:

- On *Pages* page:



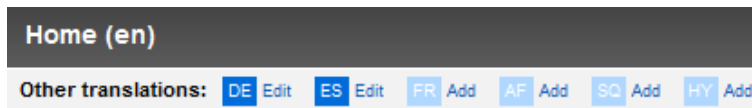
NOTE: If you have added more than six language translation, on *Pages* page the system displays only the first six language icons. To view all created languages, click *More translations...* link of the respective page. To display all languages for all pages, click *Show all translations* link in the upper-right corner of the page.

For each page, languages are displayed in the following way:



To display back only the first six translations, click *Basic translations only...* of the respective page or, if you have expanded all translations of all pages, click *Show basic translations only* link in the upper-right corner of the page.

- In page editing mode:



- Language translations of pages, whose language icons are dark blue, already exist.
- Language translations of pages, whose icons are light blue, have not been created yet.

NOTE: Before you create a page in a different than the default language, you must have added this language in the settings of Sitefinity. For more information, see [Languages](#).

Section contents

- ✓ Translating an existing page
- ✓ Editing and deleting a translation of a page

For more information about creating a new page in different languages, see [Creating a new page](#).

The system displays pages that exist in multiple languages in the following way:

- The following screenshot displays the English version of a sitemap:

The screenshot shows the Sitefinity CMS interface for managing pages. The main content area displays a list of pages with columns for STATUS / PAGE, TRANSLATIONS, ACTIONS, and DATE / OWNER. The 'Manage Pages' sidebar on the right shows the 'Languages' dropdown set to 'English'. The footer indicates 'Sitefinity 4.0 | Telerik Inc. All rights reserved' and 'Documentation'.

NOTE: In *Languages* dropdown box in the right pane, *English* is selected.

- The following screenshot displays the Spanish version of the same sitemap:

The screenshot shows the Sitefinity CMS interface for managing pages in Spanish. The main content area displays a list of pages with columns for STATUS / PAGE, TRANSLATIONS, ACTIONS, and DATE / OWNER. The 'Manage Pages' sidebar on the right shows the 'Languages' dropdown set to 'español'. The footer indicates 'Sitefinity 4.0 | Telerik Inc. All rights reserved' and 'Documentation'.

NOTE: In *Languages* dropdown box in the right pane, *español* is selected.

The pages that appear inactive have no translation in the language, selected in *Languages* dropdown.

NOTE: Different language translations of one page can be in different statuses, and can be at a different stage in the lifecycle workflow.

For more information about synchronizing translations, see [Translating an existing page](#) » *Step 3*.

For more information, see [Workflows](#).

NOTE: The content items, which are displayed on the page, can also have language translations. When a content item exists in different languages, each translation is displayed with its respective page translation.

For example, a news item in Spanish is displayed in the *News* widget in the Spanish version of the page, the English news item is displayed in the English version of the page. If the French translation of the page contains the *News* widget, but there is no French version of the news, the widget does not display anything. For more information, see [Translating content items and classifications](#).

To switch between different language translations in the public part of your website, you must add and configure the [Language selector widget](#) to the page.

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TRANSLATING AN EXISTING PAGE

Perform the following procedure:

1. You create a new language translation of an existing page in one of the following ways:

- On *Pages* page, click the *Add* link under the respective language icon.
- Open the page in page editing mode and in the upper-left corner of the page, click the *Add* link of the respective language.
- On *Pages* page, in *Languages* field on the right, select the desired language and click the name of the page, which you want to translate.
The name of the page appears inactive, to show that the page has no translation in the selected language.

2. Perform procedure [Creating a new page](#) » *Step 3* (only the relevant fields) and *Step 4*.

NOTE: When you create a translation of an **existing** page, the system does not display the *Template* section. You do not select a layout at this step, but at *Step 3* of the current procedure, where you must choose whether you want to use the current template of the page or design a new one, just for this translation.

Depending on what you select in *Step 4* of *Creating a new page* procedure, perform the following:

- If you do not select *Create and go to add content*, the layout of the translated page is not determined until you open the page for editing.
- If you select *Create and return to Pages*, skip the rest of this procedure and perform it when you open the translation of the page for editing.

3. Before opening the new page for editing, the system asks you to select one of the following:


- *Copy from another language version*

A window appears where you select *Keep all language versions synced as one page* checkbox and click *Done*.

This means that all created language versions of the page will have the same layout and widgets, but the widgets can be configured differently. Any changes to any of the translations will apply to all other translations.

After that, every other language translation you create is synchronized with the existing and the system **does not** ask you, if you want to copy or create a new language translation.

When you choose this option, when a language translation of the page is opened in page editing mode, the system displays the following in the upper part of the page:

 **All translations are synced.** Adding/deleting widgets will affect all translations. [Stop syncing](#) | [Show other translations](#)

- If you want to stop the synchronization between the different language translations, click *Stop syncing*.
After that, you can edit each page translation separately.

NOTE: Once you stop the synchronization between the different languages, you cannot synchronize them again. You have different versions of one page.

- To display the icons of all language versions, click *Show other translations*.
The icons appear and from there you can add new language translations for this page.

NOTE: If you have language versions of a page that are not synchronized and are different, after adding another language from the system settings and creating a new language translation in this language, you can choose if you want

the new translation to have the same layout and widgets as some of the existing translations. In this case, if you have more than one existing translations, the dropdown box is active and you can choose an already existing language version.

NOTE: Syncing of translations does not depend on page hierarchy. You can have a parent page whose translations are not synced, but the translations of its child pages can be synced.

- *Start from scratch*

Click this link, if you want the different language translations to have different layouts and status.

The language translation of the page is created and the system opens the page in content editing mode.

4. Use the content editing mode to customize the layout of the page, add content by adding widgets, and apply themes. For more information, see [Modifying the layout](#), [Add widgets on your page or template](#), and [Applying a template to a page](#).

NOTE: If your pages are synchronized, any modifications to the layout or the widgets are applied to all existing language translations of the page.

When you choose to display content items that have different translations, the translation displayed depends on the page translation, which you are working with.

For example, if you have added the *News* widget to a German translation of a page, the widget displays only the news items that have German translation. If for the items, you have chosen, no German translation exists, nothing is displayed.

5. When you are finished editing, perform procedure [Setting the status of a new page or content item](#).

| [Translating a page](#) | [Pages](#) | [Table of contents](#) |

EDITING AND DELETING A TRANSLATION OF A PAGE

EDITING THE PROPERTIES OF A TRANSLATED PAGE

Perform the following procedure:

1. In the *Languages* dropdown box, select the language, in which you want to edit the page.
2. Perform procedure [Editing a page](#) » *Editing the properties of a page*.

EDITING THE CONTENT OF A TRANSLATED PAGE

Perform the following procedure:

1. You edit a language translation of a page in one of the following ways:
 - On *Pages* page, click the *Edit* link under the respective language icon.
 - On *Pages* page, in *Languages* field on the right, select the desired language and click the name of the page, which you want to edit.
2. Perform procedure [Editing a page](#) » *Edit the content of a page*.

NOTE: If when creating the language translation of the page, you have clicked *Create and return to Pages* without going to content editing mode, before performing *Step 2* of the above procedure, you must perform [Translating an existing page](#) » *Step 3*.

DELETING A LANGUAGE TRANSLATION OF A PAGE

On *Pages* page, you delete a language translation by selecting the respective language in *Languages* dropdown box and performing one of the following:

- Select the page(s), whose translation(s) you want to delete and click *Delete* button in the toolbar.
- Click the *Actions* link of the respective page and click *Delete*.

IMPORTANT: The system asks you, if you want to delete only the current translation of the page or all translations of this page.

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EDITING A PAGE

There are two ways to edit a page. You can edit the properties of a page, such as name, title, description and you can edit the content of a page, such as adding layout elements and widgets.

EDITING THE PROPERTIES OF A PAGE

You can edit the properties of a page, such as title, keywords, name, etc.

1. Edit the properties of a page in one of the following ways:
 - On *Pages* page, click the *Actions* link of the respective page and in the dropdown list, click *Title & Properties*.
 - In page content editing mode, click *Title & Properties* link in the toolbar.

The *Edit a page* page appears.

2. Perform procedure [Creating a new page](#) » *Step 3*.

NOTE: The system does not display the selection of template section. You can change the template directly from the page content editing mode by clicking *Layout* and then *Select another template...* button in the lower-right corner of the page. Perform procedure [Applying a template to a page](#) » *Step 2* and *Step 3*.

3. When you are finished, click *Save changes*.
The system returns you either to *Pages* page or to page editing mode, depending on where you have started.

EDIT THE CONTENT OF A PAGE

You can edit the content of a page, such as layout elements and widgets.

1. To do this, on *Pages* page, perform one of the following:

- Click the name of the page.
NOTE: If the page you have clicked is a group page, the system opens the *Edit a page* page, where you can edit the properties of the page.

- Click the *Actions* link of the respective page and click *Content*.

NOTE: A group page has no content and under *Actions* there is no *Content* link.

The page opens in content editing mode.

In content editing mode you can [modify the layout](#) and [apply a template to a page](#).

2. When you are finished editing the page, perform one of the following:
 - If you have opened for editing a page in status *Draft*, *Unpublished*, or *Rejected*, perform procedure [Managing a page or content item that is Draft, Unpublished, or Rejected](#).
 - If you have opened for approving a page in status *Awaiting approval*, perform procedure [Managing a page or content item that is Awaiting approval](#).
 - If you have opened for publishing a page in status *Awaiting publishing*, perform procedure [Managing a page or content item that is Awaiting publishing](#).
 - If you have opened for editing a page in status *Published* or *Scheduled*, perform procedures [Managing a page or content item that is Published](#) or [Managing a page or content item that is Scheduled](#) respectively.
If you are editing a published page, the system saves a draft of that page, but the published version is still visible on the webpage. To see, which version is the currently published one, see [Revision History](#).

NOTE: In page content editing mode, you can see a preview of the page by clicking *Preview* button in the toolbar. The preview of the page is not a fully functioning page as it will appear on the life site. Use it to get an overall idea of how the page will look like. If you want to test how the page will look like and work of the life site, publish the page and click Life site in the upper-right corner of the screen. For example, if you use the preview mode, links to content items do not work.

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PERSONALIZE A PAGE

Personalizing a page gives you the opportunity to serve different content to different types of users (user segments). You can build set of rules on which the user segments are based. You can then create different versions of the pages of your website.

You must first create the user segments and then personalize your pages. You can then use the personalization preview tool to view the website from different user perspectives.

Personalizing a page means that you create one or more different versions of a page. These versions are associated with the user segments you have created.

PREREQUISITES: You have created one or more user segments. For more information, see [Personalization of the website content](#).

1. You personalize a page, in one of the following ways:

- On *Pages* page, click the *Actions* link of the page you want to personalize and in the dropdown menu, click *Personalize*.
- In page editing mode, click *Personalize this page* link in the toolbar.

The *Create a personalized page* page appears.

2. In the dropdown box, select the user segment that will see this personalized version of the page.

3. Click *Create and go to edit content*.

The page opens in page editing mode.

Initially the personalized page is an exact copy of the original page.

4. You can use the page editing mode to customize the layout of the page, add content by editing widgets, change the template, or apply themes.

For more information, see [Modifying the layout](#), [Add widgets on your page or template](#), and [Applying a template to a page](#).

5. After you have personalized your page, perform procedure [Setting the status of a new page or content item](#).

NOTE: The original page, as well as all of its personalized versions cannot have different statuses.


For example, if you publish a personalized version of the page, the page and all of its versions are also published.

After a page is personalized, the system displays *Personalized* link in the pages grid. If you click the link, you can see all available personalization versions of a page. To view a personalized version of the page in a browser, click it.

If you want to view the entire site from the perspective of a user segment, you can use the [Personalization preview tool](#).

DELETE A PERSONALIZED VERSION OF A PAGE

On *Pages* page, click the *Personalized* link of the page whose personalized version you want to delete.

Click  of the version that you want to delete.

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STRUCTURING THE PAGES OF YOUR WEBSITE

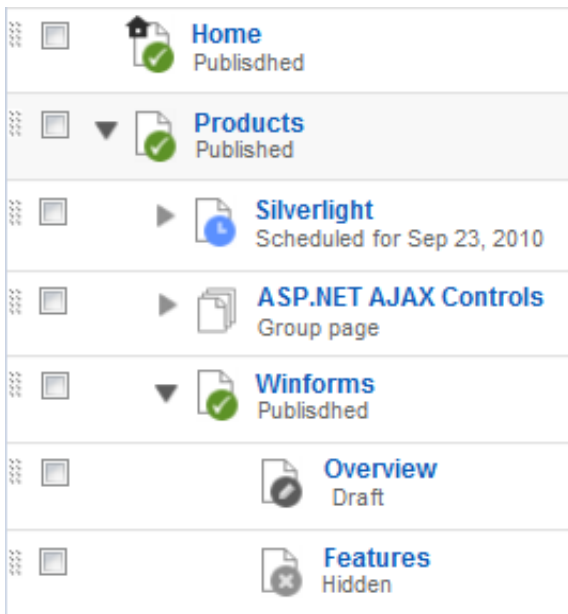
You structure the pages of your website by using parent and child pages and group pages. A parent page is a page that has its own content, but also serves as a node in the hierarchy of pages and has subpages (children).

A [group page](#) plays the role of container for pages. It does not have its own content and redirects to its first child page. Group pages can contain both pages and other group pages. You use group pages to facilitate your website navigation.

On *Pages* page a group page is represented by  icon.

EXAMPLE: In your company website project you create a group page named *About us*. Under the group page you create pages *Our mission*, *People*, and *Contact us*. If you put page *Our mission* first in the list of pages under the group page, when the group page is clicked, it redirects to page *Our mission*.

You manage the structure of your website on *Pages* page. The following screenshot shows a typical hierarchy of pages (sitemap), displayed on *Pages* page:



NOTE: On *Pages* page, if ► is displayed next to a page's icon, it means that this page has subpages. You can expand and collapse the group of pages, by clicking the arrow.

Section contents

You create and manage the hierarchy of pages, when you:

- ▼ Create a child page
- ▼ Move pages in the hierarchy

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CREATING A CHILD PAGE

You can create a child page both of normal pages and of group pages.

1. On *Pages* page, you create a child of a page in the following ways:
 - Using the toolbar button.
 - a. Select the parent page of which you want to create a subpage.
 - b. Click *Create a child of the selected page* button.
 - Using the *Actions* link.
 - a. Click the *Actions* link of the page of which you want to create a subpage.
 - b. In the dropdown menu, click *Create a child page*.

The *Create a page* page appears.

2. Perform procedure [Creating a new page](#) » *Step 3* and *Step 4*.

NOTE: When you create a page using the above procedure, on *Create a page* page, in *Under parent page...* radio button and the parent page, which you selected in *Step 1*, is automatically selected. You can change the parent page using the *Change* button.

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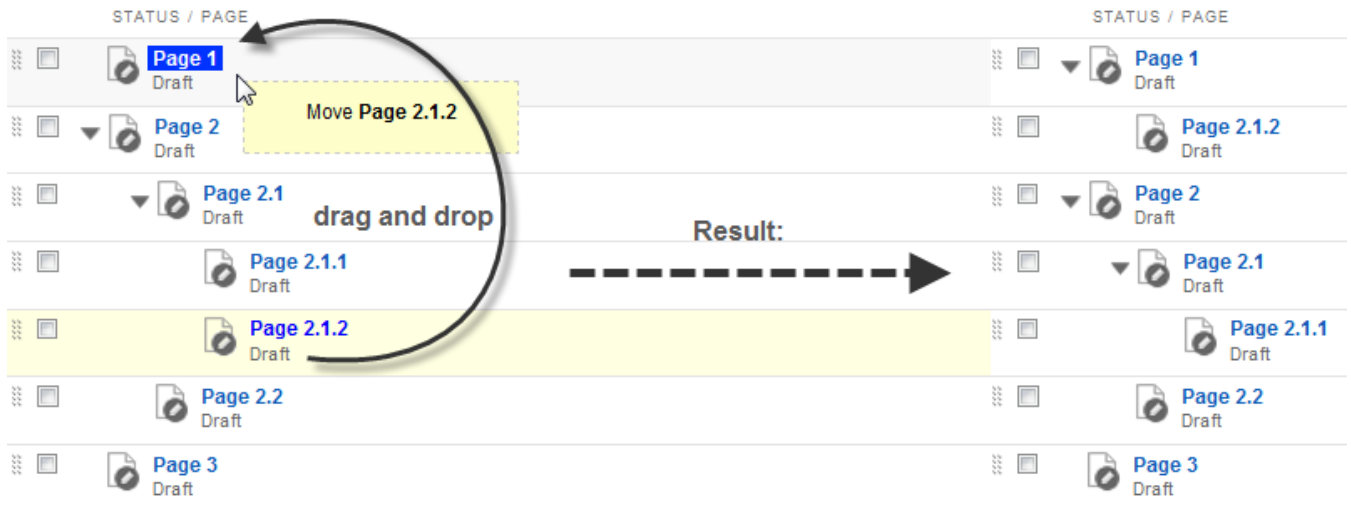
MOVING PAGES IN THE HIERARCHY

You can move pages up and down on the same hierarchical level and assign pages to different parent pages on different level of hierarchy. You move pages around the structure of pages using drag and drop.

You can also move pages without using drag and drop. For more information, see [Moving pages without using drag and drop](#).

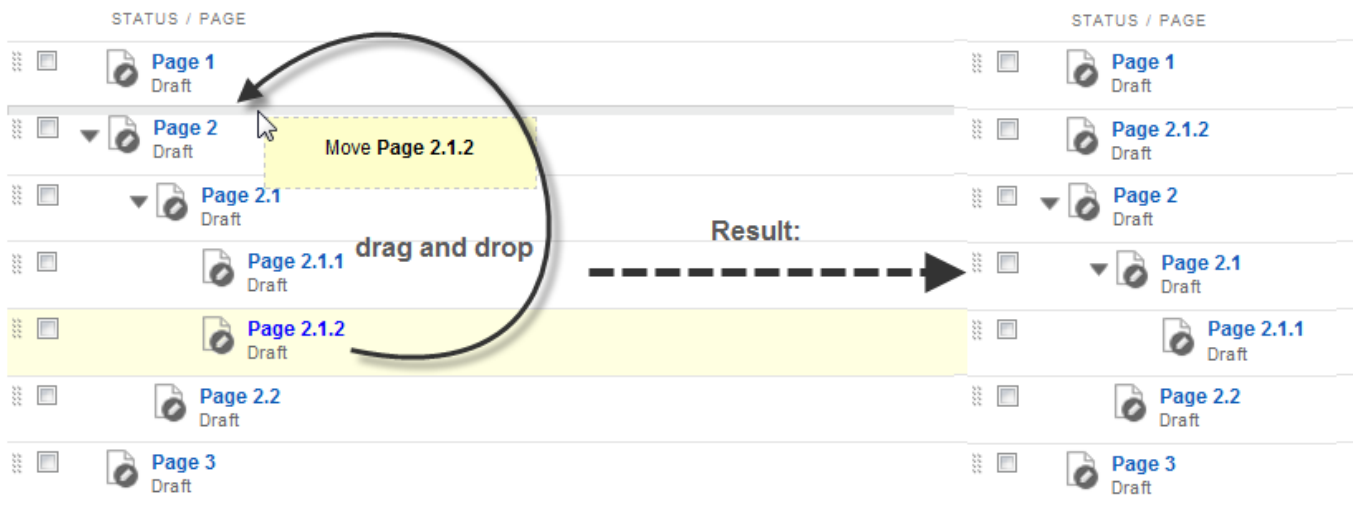
On *Pages* page, click a page and drag it to one of the following places:

- Inside another page.
The following screenshot shows dragging and dropping a page inside another page:



The dragged page becomes the last child of the page where you drop it.

- Between two pages
The following screenshot shows dragging and dropping a page between two pages:



The dragged page becomes a sibling of the pages, where you have dropped it.

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MOVING PAGES WITHOUT USING DRAG AND DROP

You move pages up or down or change their parent to change the order, in which they are displayed, in the website navigation without using drag and drop.

REORDERING PAGES ON THE SAME HIERARCHICAL LEVEL

- To move a page up or down, on *Pages* page, click the *Actions* link of the respective page.

- Select *Up* or *Down* respectively.

The system move the page one position up or down on the same hierarchical level, which the page was initially on.

You can only reorder subpages (children) of one parent page. You cannot move pages across different parent pages using the *Up* and *Down* functions.

NOTE: If the page was last in the list of pages on its hierarchical level, you cannot move this page down; if it was first – you cannot move it up.

MOVING PAGES ON DIFFERENT HIERARCHICAL LEVELS

To move a page on different hierarchical level, you change the parent of the page or you put the page at top level.

- Click the *Actions* link of the page which you want to move.
- In the dropdown menu click *Title & Properties*.

The *Edit a page* page appears.

Perform one of the following:

- If you want to move the page at top level, select *At the top level* radio button.
 - If you want to change the parent page of the page, perform the following:
 - a. Select *Under parent page...* radio button.
 - b. From the treeview that appears, select the new parent page and click *Done*.
3. Click *Save changes*.
- The system moves the page on the respective level, under the selected parent page.

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DUPLICATE PAGES

If you have similar pages on your site, you can use the *Duplicate* function for pages.

If you have personalized versions of the page you want to duplicate, these versions are not duplicated.

For more information, see [Personalize a page](#).

If you have multiple languages, you duplicate each translation of the page separately.

You first select the language that you want to duplicate from the *Languages* dropdown in the right.

For more information, see [Languages](#).

DUPLICATE A PAGE WITHIN THE SAME SITE

To duplicate a page or a translation of a page, perform the following:

1. On *Pages* page, click the *Actions* link of the page you want to duplicate and click *Duplicate*.
The *Create a page* page appears containing all the properties of the page you are duplicating.
2. You can change some properties or create the duplicated new page with the same properties.
NOTE: You must change the URL of the duplicated page, because you cannot have more than one page with the same URL. You can do that either by changing the name of the new page or by clicking *Change* button under *URL* and entering a new URL for the duplicated page.
3. Click one of the following:
 - *Create and go to add content*
The page opens in page editing mode. It has the same content as the original page. You can change the content and save the page in different status.
 - *Create and return to Pages*
The duplicate page you have created has the same content as the original page and is saved in status *Draft*, regardless of the status of the original page.

For more information, see [Creating a new page](#).

DUPLICATE A PAGE FROM ONE SITE TO ANOTHER IN A MULTISITE INSTANCE

If you have a multisite license, you can duplicate a page from one site on another site.

For more information, see *Sitefinity Installation and Administration Guide* → *Multiple site management*.

1. Perform the procedure above.
In the beginning of the *Create page* page, the *Site* dropdown appears.
2. Click *Change* and select another site.

DUPLICATE ALL PAGES FROM ONE SITE IN ANOTHER SITE

When you create a site in a multisite Sitefinity instance, you can copy all pages, together with their translations from an existing site within the multisite.

You must have the same languages installed on both sites. For more information, see *Sitefinity Installation and Administration Guide* → *Multiple site management* → *Creating a site*.




REVISION HISTORY OF A PAGE


Use this function to view different versions of a page. Every time you edit a page, a version of this page is saved by the system.

To view the history, perform one of the following:

- On *Pages* page, click the *Actions* link of the respective page and click *Revision History*.
- In page content editing mode, in the toolbar, click *Revision History*.

The *Revision History* page appears, containing a list of all versions of the page:

<div>Delete</div>			
 VERSION	LAST EDITED	BY	NOTES
 1.1 Draft	02 Aug, 2010; 06:15 PM	rozalina toteva	Write note
 1.0 Currently Published	02 Aug, 2010; 11:24 AM	rozalina toteva	Write note

In case the page has been published, the system indicates which version of the page is published, by displaying  next to this version.

- You can view a previous version of the page by clicking the version.
A preview of the page opens. You can revert to a previous version of the page by clicking *Revert to this version* button in the upper-left corner of the page.
The system makes the selected version of the page the current one.
- You can delete versions of the page, by selecting them and clicking *Delete*.
NOTE: You cannot delete the version that is currently published.
- You can add note to each version, by clicking the *Write note* link of the respective version.
An input field appears where you enter and save the note.
The note is displayed in the *Revision History* page. You can *Edit* and *Delete* the note.

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SORTING AND FILTERING PAGES

The *Pages* page displays all created pages by all users.

FILTERING PAGES

In the right side of the page, under *Filter pages*, you can use the following filtering options:

- To filter pages created by you, click *My pages*.
- You can filter pages according to their status by clicking it.
- To display only pages with missing properties, click *With no Descriptions* or *With no Keywords*.
- To filter pages according to the date they were modified, click *by Date modified...*
The *Display pages modified in...* pane appears.
 - When you click a time interval, the system displays all the pages modified during this time interval. The last modified are the first in the list. You can change the sorting.
 - To display pages modified during some custom period of time, click *Custom range...* link.
To define a custom filtering interval, use the *From* and *To* input fields.
Click *Filter*.
 - To go back to all filtering options, click *Close dates* link.
The system displays all filtering options, but displays the last filtering you have chosen until you choose something else or until you refresh your screen by pressing **F5**.

NOTE: When you apply filtering to the pages, the system displays the result of the filtering in a list. The hierarchy of the pages is not depicted. Under the name of the page, the system displays the name of the page's parent page.

SORTING PAGES

Use the *Sort pages* dropdown box in the toolbar of *Pages* page to sort the list of pages.

There are the following sorting options:

- *by Hierarchy*
The system displays pages in a treeview, using the hierarchy, which was originally defined.
This is the default display of *Pages* page.
When you select this option all previous sorting and filtering is removed.
- *Last created on top*
The system displays the last pages that were created on the top of the list.
You can use this sorting option on filtered pages.
- *Last modified on top*
The system displays the last pages that were modified on the top of the list.
You can use this sorting option on filtered pages.
- *Alphabetically (A-Z) and Alphabetically (Z-A)*
The system displays the pages in alphabetic order starting with A or with Z.
You can use this sorting option on filtered pages.
- *Custom sorting...*
A window appears where you perform the following:
 1. Select sorting criterion from the dropdown box and choose between *Ascending* and *Descending* order in the radio button.
 2. You can also add more than one criterion by clicking *Add another sorting rule* link and you can remove sorting criteria by clicking *Remove* link.
 3. When you are finished, click *Save*.
The system sorts the pages according to the custom sorting.
 4. To edit a custom sorting that you have created, select *Edit custom sorting...* from the *Sort pages* dropdown box.
You can use this sorting option on filtered pages.

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SETTING PERMISSIONS FOR PAGES

You can set permission for all pages and you can set individual permissions for each page.


- To change the permissions for all pages, on *Pages* page, click *Permissions for all pages* link in the right side of the page.
The *Permissions for all pages* page appears.
For more information about changing permissions, see *Sitefinity Installation and Administration Guide » Users, roles, and permissions » Managing permissions » Changing global and section permissions » Step 2 to Step 4*.
- To set individual permissions for a certain page, on *Pages* page, click the *Actions* link of the page and click *Permissions*.
For more information, see *Sitefinity Installation and Administration Guide » Users, roles, and permissions » Managing permissions » Changing permissions of an individual item » Step 2 to Step 4*.


When you are finished setting permissions, click *Back to Pages* link to return to *Pages* page.

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OTHER FUNCTIONS FOR PAGES

MAKING A PAGE A HOMEPAGE

On *Pages* page, the homepage of your website is represented by  icon.

For example, .

To make a page your homepage, on *Pages* page, click the *Actions* link of the respective page and click *Set as Homepage*. The system sets the page as the website's homepage and displays the icon above.

NOTE: If you do not explicitly set a page as homepage, the first page you have created is automatically set as your homepage.

NOTE: You cannot set a group page as a homepage.

IMPORTANT: You cannot delete the page set as homepage, unless it is the last page in the sitemap. To delete this page, set another page as homepage.

SEARCHING FOR PAGES

1. To search for a particular page, on *Pages* page, click *Search...*
A search field appears.
2. Enter the name or part of the name of the page you want to find and click *Search*.
The system displays a list of all pages whose name contains the search word.
3. When finished searching, click *Close search*.

The *Search* field is case insensitive.

DELETE PAGES

To delete a page perform one of the following:

- On *Pages* page, select one or more pages to delete and click *Delete* button.
- On *Pages* page, click the *Actions* link of the page you want to delete and click *Delete*.

A dialog box appears where you must confirm the deletion.

IMPORTANT: You cannot delete a parent page. If you want to do this, you must first move or delete all of its children.

IMPORTANT: If the page has translations, the system asks you, if you want to delete only the current translation of the page or all translations of this page.

CHANGING THE OWNER OF A PAGE

1. On *Pages* page, click the *Actions* link of the page and click *Owner*.
A list of users appears.
2. Select the new owner and click *Done*.

SHARING A LINK TO A PAGE TO UNAUTHORIZED USERS

Backend users can share a link to a page that is visible only to registered users who have permissions to view the page.

For example, a page's permissions can be set to allow the page to be visible only to users belonging to a certain role. You can still share the page to an anonymous user. You must set an expiration period for the links.

To allow page sharing and to set the expiration period, perform the following:

1. Click *Administration* → *Settings* → *Advanced*.
2. In the treeview, click *Pages*.
3. Select *Allow backend users to share link to preview pages* checkbox.
This option is applied to all pages in Sitefinity.
4. In *Expiration time for shared links*, enter the expiration period in hours.
You can use a decimal point.
5. Save your changes.
6. Click *Pages*.
7. Click the *Actions* link of the page for which you want to share a preview.
8. Click *Share preview link...*
A window that displays the link appears.

VIEWING A PAGE AND ALL THE PERSONALIZED VERSIONS OF A PAGE

To display a particular page in a browser, on *Pages* page, click the *View* link of the respective page.

If a page is personalized on *Pages* page the system displays *Personalized* link.

If you click the link, you can see all personalized versions of the page.

When you click a version, it opens in a browser.

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PAGE LAYOUT

Before you populate your page with content, you create a layout that helps the display of content. For example you allocate space for the navigation, the title, and the content blocks. To do this, you use predefined or custom templates, which you can modify if needed.

Section contents

To create your page layout, you do the following:

- ▼ Apply a template to a page
Use this procedure, if you have not selected a template for your page during its creation or if you want to change the selected template. See how you can upload a custom template.
- ▼ Modify the layout
Use this procedure to customize the template which you have selected for the page. You can add columns, change their size, and more.

IMPORTANT: Templates are shared across different sites. If you are using multiple sites, changing a template on one site will change the template on every other site that uses it.

For more information about applying a theme to the entire website, see *Sitefinity Designer's Guide* » *Themes*.

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APPLYING A TEMPLATE TO A PAGE

If you have not selected a layout template when creating the page or, if you want to change the template you have selected, perform one of the following:

1. Select a template in one of the following ways:
 - On *Pages* page, click the *Actions* link of the page, whose template you want to change, click *Template*.
 - In page content editing mode, click *Layout* button in the toolbar and, in the lower-right corner of the page, click *Select another template...* button.

The *Select a template* page appears, containing both predefined and custom layout templates.

2. Perform one of the following:
 - Click one of the templates displayed.
You can customize or change the layout template later.
For more information, see [Page layout](#).
 - Upload your own `.master` file by clicking *Use your own .master file*.
Select a master file from the `App_Master` folder and click *Use Selected*.
To select a master file from another folder, in the upper-right corner of the window, click *Browse other folders* button.
For more information about `.master` files, see *Sitefinity Designer's Guide* » *Page templates* » *Creating a template using Master pages*.
For more information about the `App_Master` folder, see *Sitefinity Designer's Guide* » *Website templates file structure*.
For more information about using custom templates, see [Creating or uploading a custom template](#).
3. Click *Done*.
The template is applied to the page.

CAUTION: If you want to change the existing layout template of a page, the system replaces the old template with the new one. All modifications of layout and content are preserved and the new layout is appended to the existing.

CREATING OR UPLOADING A CUSTOM TEMPLATE

If the predefined templates of Sitefinity do not suit your design, you can create a custom template using Sitefinity or you can upload an already created template and use it.

CREATING A CUSTOM TEMPLATE

If the predefined templates do not suit your style, you can create a new template.

1. In the main menu, click *Design » Page Templates*.
A list of existing templates appears.
2. Click *Create a template* button in the toolbar.
The *Create a template* page appears.
3. In *Name* input field, enter a name for the new template,
4. In *Template* radio button group, select one of the following:
 - *Use template*
Select this, if you want to create a template based on an existing template.
 - *Don't use template*
Select this, if you want to start from scratch.

For more information, see *Sitefinity Designer's Guide » Page templates » Create a template using the Layout editor*.

UPLOADING A CUSTOM TEMPLATE

If you have a ready template, which you want to apply to a page, you can upload it and use it.

For more information, see *Sitefinity Designer's Guide » Page templates » Creating a template using Master pages*.

MODIFYING THE LAYOUT

After you have chosen a layout template for your page, you can modify it to add more layout elements or edit the already added elements.

You can modify the layout template, if you need more columns to present the information you want. You modify the layout using *Layout elements*. Each layout element splits the box where you drop it into columns.

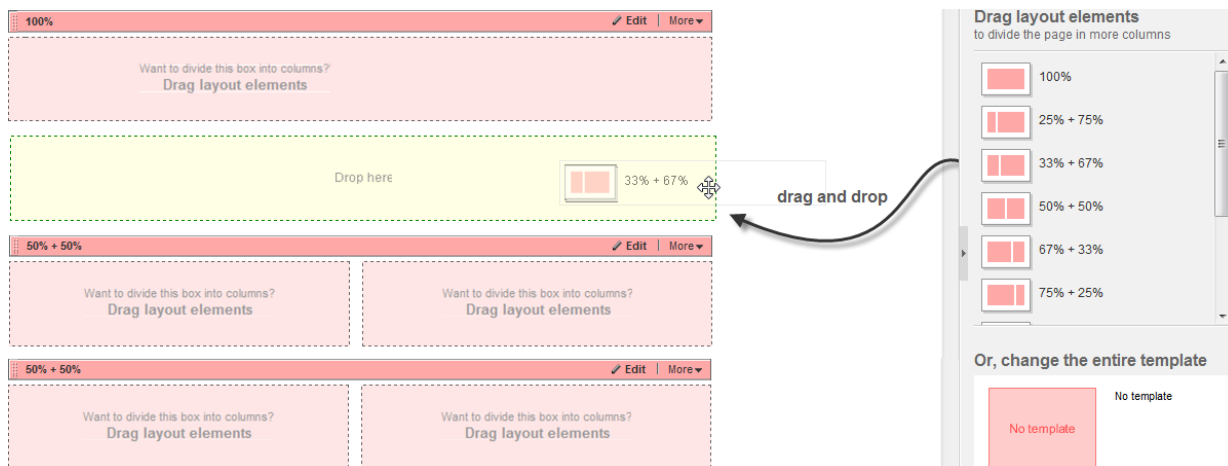
Section contents

You can modify the layout in page content editing mode.

- ✓ Adding layout elements
Use this procedure to add layout elements that split the template element into columns.
- ✓ Editing layout elements
Use this procedure to modify the columns you have added.

ADDING LAYOUT ELEMENTS

1. In page content editing mode, click *Layout* button in the upper-right corner of the page.
A list of layout elements appears.
2. Drag a layout element in a box from the page layout.
The following screenshot shows dragging and dropping a layout element in an empty screen element:



NOTE: You can drag a layout element outside a box from the layout template, which you are using. Select an element and drag it to the desired place. The system suggests you where you can drop the layout element.

- If you need to further split a box into columns, you can nest layout elements.

| Modifying the layout | Page layout | Table of contents |

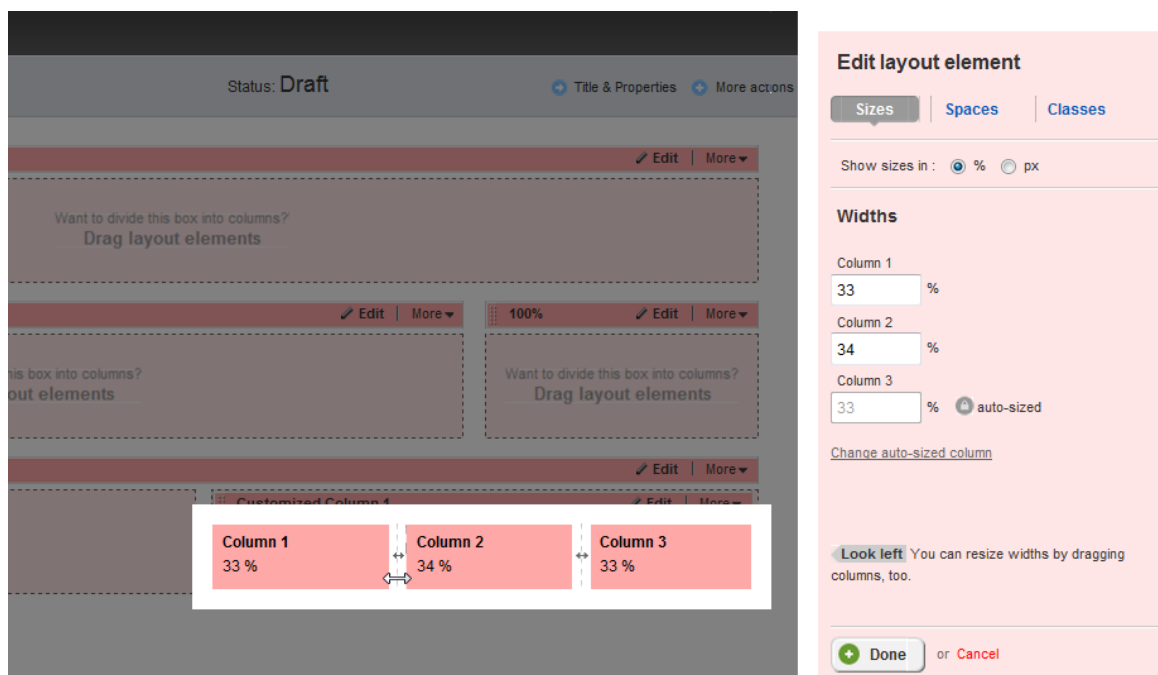
EDITING LAYOUT ELEMENTS

To edit a predefined layout element, click *Edit* at the upper-right corner of the element.

The *Edit layout element* box appears where you can perform the following:

MODIFY COLUMN WIDTH

The following screenshot shows the two ways you can change column width – by dragging the columns' border or by entering widths in the input fields:



To modify column width, perform the following:

- Click *Sizes* tab.
In section *Widths*, a number of input fields appear. The number of input fields corresponds to the number of columns you have chosen – from one to five.
- Choose the unit of measurement between percentages and pixels in *Show sizes in* radio button.
- In *Column 1* input field, enter the desired column width for the first column in the chosen unit of measurement.
If you have chosen a layout with more than two columns, you must enter the width for all of them except for the last one, which is automatically calculated by the system.

EXAMPLE: If you have chosen a layout element with three columns, you must enter the size for *Column 1* and *Column 2*. You cannot enter in *Column 3* – the size of the third column is automatically calculated.

You can change the automatically calculated column by performing the following:

- a. Click *Change auto-sized column*.
 - b. Click *Make this auto-sized* link of the column you want to be automatically calculated.
 - c. Click *Cancel changing auto-sized column*.
4. You can resize the width of the columns by dragging their borders.
In the layout element at the left, grab the line dividing the columns and drag it to the desired place.
In each column, the system displays the width in the chosen unit of measurement.

MODIFY SPACING BETWEEN COLUMNS

1. To modify spaces between columns, click *Spaces* and choose the unit of measurement between percentages and pixels in *Show spaces in* radio button.
2. You can specify the following types of spaces:
 - *Space between columns*
 - *Space above and below columns*
3. Enter the spaces in the chosen unit of measurement
The system applies equal spaces to all columns. You can adjust spaces between columns individually by clicking *Individual spaces per column* link.
For each column you can specify individual spacing on the *Top*, *Right*, *Bottom*, and *Left*.

ASSIGNING CLASSES TO COLUMNS

You can choose a new or change the class name for each column, if later you want to set a CSS style for this particular column.

When you finish with editing sizes, spaces, and classes, click *Done* button.

After you have created the layout, you can add content widgets to each box.

For more information, see [Widgets](#).

| [Modifying the layout](#) | [Page layout](#) | [Table of contents](#) |

WEBSITE CONTENT

After you have created the layout of your page, you proceed with populating the page with content. To display content you use widgets. The widgets are controls which you drop on the page (in page content editing mode) and configure them to display already existing content. If you do not create content first, the widgets have nothing to display.

You create content using the content modules on the *Content* tab. The content you create using content modules is reusable – once you create news, an event, or other content item, it is stored in the Sitefinity project and other users can view, use, and edit that content. There are predefined modules, such as *News* and *Events*, and you can also create your own modules, using the Module Builder.

You display the content you have created with these content modules using the widgets. You can configure the widgets to display different part of content, by combining widgets and by tagging and classifying content.

For more information about using widgets, see [Widgets](#).

Section contents

- ✓ Built-in modules
Use this procedure to create reusable content items, such as news and events, or to upload images and videos. Use it to manage permission for each content item and to publish them on the website.
- ✓ Dynamic modules
Use this procedure to create reusable content items with dynamic modules that you have created.
- ✓ Browse and edit
Use this procedure to create, edit, and upload content while you are browsing the website. You do not need to open the website in the backend; you can use the inline editing function to edit your website directly while browsing it.

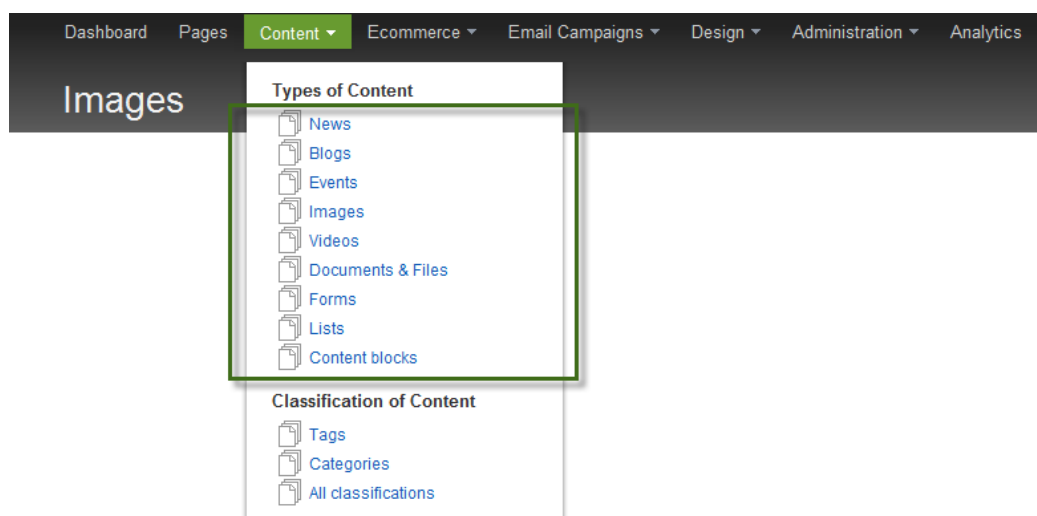
- ▼ Revision history
Use this procedure to view and compare different versions of a content item.
- ▼ Comments and ratings
Use this procedure to hide and publish, edit and delete comments that are left for content items on the website.
- ▼ Custom fields
Use this procedure to add a custom field to a content item, such as news, events, or images. A custom field is a field that you create.
- ▼ The text editor
Use this procedure to learn how to use the functions of the Text Editor. Use the editor to enter and format text, tables, and more. You can also insert already created text.
- ▼ Classifying content
Use this procedure to classify the content items you have created by categorizing and tagging them. Classify your content items helps you organize them and you can use tags and categories to filter the content items when displaying them.
- ▼ Translating content items and classifications
Use this procedure to create a new language translation of an existing content item or classification.
- ▼ Feeds
Use feeds to publish frequently updated information. You can publish an RSS or Atom feed for a blog, news, or events on the website and the users can subscribe to this feed. This way they will receive updates of that blog, news, or events without having to visit the website.
- ▼ Search indexes
You use search indexes to define different sets of content to be searched, using the internal search of your website. To configure your website's internal search, you must first define a search index and then drop the *Search* and *Search results* widget somewhere on your website.

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BUILT-IN MODULES

The content modules are located under the content tab. Use the *Content* tab to create reusable content. Once you create news, an event, or other content item, it is stored in the Sitefinity project and other users can view, use, and edit this content. The content items are displayed on one or more pages of your website using widgets. Each content item has a widget that is used to display only that specific content item. For example, the events are displayed on the website using the *Events* widget. For more information about using widgets, see [Widgets](#).

The content tab has the following dropdown menu, displaying all content modules:



Section contents

In Sitefinity you can create and use the following types of content (alphabetically ordered):

- ▼ Blogs and blog posts
Use this content type to create blogs, in which you create blog posts.

▼ Content blocks

Use this content type to create content blocks when you need to display various kinds of nonspecific information (all information different than the predefined content types, such as news or event announcements). Content blocks are very useful when you need to create text that will be used on many pages of your website. For example, company address. You create content blocks using the text editor.

▼ Documents and files

Use this section to upload and organize documents, links to which you can then display on pages of the website. You can also insert links to uploaded documents in the text editor.

▼ Events

Use this content type to create events to be announced on the website.

▼ Forms

Use this section to create custom forms to be displayed on the website.

▼ Forums

Use this section to create forums, threads, and forum posts and to manage them.

▼ Images

Use this section to upload and organize images, which you can then display on pages of the website individually or in galleries. You can also insert uploaded images in the text editor.

▼ Lists

Use this content type to create lists and list items. You can use lists for various purposes. For example, you can create a list for your FAQ section.

▼ News

Use this content type to create all kind of news.

▼ Videos

Use this section to upload and organize videos, which you can then display on pages of the website individually or in galleries. You can also insert uploaded videos in the text editor.

After you have created a content item you can make it visible on the website, you can manage comments for that item or set specific permission.

In addition to the standard Sitefinity built-in modules, you can create your own dynamic modules. To do this, you use the *Module Builder*. For more information, see *Sitefinity Installation and Administration Guide* » *Modules & Services* » *Dynamic modules*.

REVISION HISTORY

Built-in modules have version history. Use this function to view and compare different versions of a content item. Every time you edit a content item, a version of that content item is saved by the system.

For more information, see [Revision history](#).

CONTENT MODULES AND MULTIPLE SITES

In case you have multiple sites, before you create or view any content items, you must choose the site where you want to work. You do this using the selector in the upper-left corner of the page. Different sites can have different modules.

Each site that uses the module has its own data source that can be shared with other sites, if you make the proper configurations. Each module can use more than one data source. For example, the *News* module of site A can use news created with site A or site B. Therefore, creating content items for one site allows you to use these items in all other sites. If you have configured a module to use more than one source, when opening the module, you can choose news from which source to display. All available sources are displayed in the toolbar of the page.

For more information, see *Sitefinity Installation and Administration Guide* » *Multiple site management*.

URL GENERATION FOR IMAGES, VIDEOS, DOCUMENTS AND FILES

The automatic generation of the URL for a file uses the following convention:

`http://<my site URL>/<X>/<the URL name of the data source>/<the URL name of the library>/<the URL name of the document or file>.<the file extension>` where X is docs for documents and files, images for images, and videos for videos.

- The URL name of the data source
The URL name of the default data source is `default-source`.

You can change the URL name of the data source in the following way:

1. In the main menu, click *Administration* » *Settings*.
2. Click *Advanced* link.
3. In the tree on the left, click *Libraries* » *Providers*.
4. Select the provider whose URL you want to change and click *Parameters* » *urlName*.
5. In *Value*, enter the new URL.
If you enter "", then the URL name of the data source is not included in the URL of the item.
6. Click *Save changes* and restart the application.

IMPORTANT: You must not change the provider URL name after you have uploaded items, because this can break the URLs of the already uploaded items.

NOTE: The documents from upgraded projects have URLs that are generated without the data source name. They will still work and will use the default library provider for the system.

- The URL name of the library
The URL name of the default library is `default-document-library` for documents, `default-album` for images, and `default-video-library` for videos.
The URL names of the other libraries are their names.
- The URL name of the item
You can change the URL name of an item by editing its properties.

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CREATING AND EDITING BLOGS AND BLOG POSTS

You manage blogs and their posts on the *Blogs* page.

To open the *Blogs* page, in the main menu in the upper part of the screen, click *Content* » *Blogs*.

The *Blogs* page appears, displaying a list of all created blogs with the number of posts in each blog and the date of the last post, together with actions you can perform on them.

When you open a blog you can view all posts in this blog.

To open the page with a blog's posts, perform one of the following:

- On *Blogs* page, click the blog whose post you want to view.
- On *Blogs* page, click *Edit posts* link of the respective blog.

A page, displaying all posts in the selected blog, appears.

To navigate back to *Blogs* page, click *All blogs* link in the upper-left part of the page.

Section contents

On this page you can do the following:

- ✓ Create a blog
- ✓ Edit blogs
- ✓ Search and filter blogs
- ✓ Create a blog post
- ✓ Edit blog posts
- ✓ Search and filter blog posts
- ✓ Create blog posts with Windows Live Writer

COMMENTS FOR POSTS

On the page with all the posts for a blog, you can view all comments for a particular post by clicking the number in *Comments* column of the respective blog.

All comments that have been submitted for this **post** appear.

For more information about comments, see [Comments and ratings](#).

PERMISSIONS FOR BLOGS AND BLOG POSTS

You can set permission for all blogs and blog posts and you can set individual permissions for each blog or blog post.

- To change the permissions for all blogs, on *Blogs* page, click *Permissions* link in the right side of the page. The *Permissions* page appears.
- To change the permissions for all blog posts, on the blog post page, click *Permissions for posts* in the right side of the page. The *Permissions for posts* page appears.

For more information about changing permissions, see *Sitefinity Installation and Administration Guide* » *Users, roles, and permissions* » *Managing permissions* » *Changing global and section permissions* » *Step 2 to Step 4*.

For more information about setting individual permissions, see *Sitefinity Installation and Administration Guide* » *Users, roles, and permissions* » *Managing permissions* » *Changing permissions of an individual item*.

CUSTOM FIELDS FOR BLOGS AND BLOG POSTS

You can add a custom field to all blogs or to all posts. A custom field is a field that you create. For each blog and blog post there are default fields, such as author, title, etc. If you need to add different than the already existing fields, you must create a custom field.

- To manage the custom fields of blogs, on *Blogs* page, click *Custom fields for blogs* link in the right pane of the page.
- To manage the custom fields of blog posts, on the page with all posts, click *Custom Fields for Posts* link in the right pane of the page.

For more information, see [Custom fields](#).

You then display a custom field for blog posts on your website by adding it to a template for displaying blog posts.

For more information, see *Sitefinity Designer's Guide* » *Widget templates* » *Using the Widget templates editor* » *Creating and editing widget templates*.

DISPLAYING BLOGS AND BLOGS POSTS ON YOUR WEBSITE

To display a list of blogs on your website, you must use the *Blogs list* widget and you must configure it.

For more information, see [Blogs list widget](#).

To display blog posts on your website, you must use the *Blog posts* widget and you must configure it.

For more information, see [Blog posts widget](#).

For more information about adding widgets on your page, see [Add widgets on your page or template](#).

You can then choose the way blog posts are displayed by changing the template which the *Blog posts* widget uses.

For more information, see *Sitefinity Designer's Guide* » *Widget templates* » *Using the Widget templates editor* » *Creating and editing widget templates*.

For more information about the pages where the blog posts are displayed, see [Default pages for content items](#).

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CREATING A BLOG

1. If you have multiple sites, on *Blogs* page select the site where you want to create blogs, using the selector in the upper-left corner of the page.

If your site uses more than one source for blogs, you must choose the source where you want to create the blog.

If you have more than one sources configured, all available sources are displayed in the toolbar, where you can select the source of your choice.

For more information, see *Sitefinity Installation and Administration Guide* » *Multiple site management*.

2. Perform one of the following:

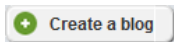
- If you have not created any blogs, the system displays the following in the center of the screen:



No blogs have been created yet

[Create a blog](#)

- If you have already created one or more blogs, the system displays a list all created blogs and the following button in the toolbar of *Blogs* page:



3. Click *Create a blog*.
The *Create a blog* page appears.
4. In *Title*, enter the title for the blog.
5. Under *Default page*, you select the page, in which the blog opens by default.
Click *Select a page* button, select a page from the sitemap, and click *Done*.
This page is also used when an RSS link to this blog is clicked and it is also used by Windows Live Writer to associate blog posts with a particular page.
6. You can change the automatically generated URL of the blog by clicking *Change* button under *Blog URL* and entering the new URL in the input field that appears.
7. To allow or forbid comments for the blog, select or deselect the *Allow comments* checkbox.
If you have selected the checkbox, under *Who can post comments*, select one of the following:
 - *Anyone*
 - *Only registered users*
If you want comments not to be publically visible until the responsible user publishes them, select *Comments have to be approved before appear on the site* checkbox.
If you select this checkbox, comments that are left on the website are initially saved in status *Hidden*.
8. You can choose if you want an RSS feed to be generated for this blog by clicking *Alternative publishing (RSS)* and selecting *RSS feed* checkbox.
Feeds are used to publish frequently updated information, such as blogs, news, etc. You can publish an RSS or Atom feed for the blog on the website and the users can subscribe to this feed. This way, they will receive updates of the blog without having to visit the website.

You can change the settings of the automatically generated RSS feed.
Click *Change* button and perform the following procedure:
 - a. In *RSS or Atom to generate?* radio button group, select the format for the feed.
 - b. In *URL name*, enter a URL of the feed.
 - c. Choose how many items to include in the feed by selecting one of the following radio buttons:
 - *Include the newest <number> items*
In the input field, enter how many of the published items you want to display.
 - *Include all published items*
The feed displays all items that are published.
 - d. Choose how to display the items in the feeds by selecting one of the following:
 - *Title and content.*
 - *Title and first <number> characters.*
 - *Title only.*
 - e. To change the mapping of data fields, click *Mapping Settings* button.
In the window that appears, you have a list of the data fields of the feed you are creating. To these fields, you can map fields of the RSS or Atom feed.

When you are finished with the mapping of fields, click *Accept changes*.
 - f. Click *Done*.

For more information, see [Feeds](#).
You can display the RSS feed for the blog using the *Feed* widget.
For more information, see [Feed widget](#).
9. If you have added any custom fields for blogs, all created fields, appear after the *Alternative publishing* section.
IMPORTANT: Some of the above fields may not be displayed when you create a blog, because they have been hidden.
For more information about creating custom fields and hiding default fields, see [Custom fields](#).
10. Click *Create this blog*.

The system creates the blog and takes you to create posts in this blog.

- If you want to create a blog post now, click *Create a post*.
For more information, see [Creating a blog post](#).
- If you want to go back to *Blogs* page, without creating a post, click *All blogs* link at the upper-left part of the page.

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EDITING BLOGS

EDITING THE PROPERTIES OF A BLOG

1. Open a blog for editing in one of the following ways:
 - On *Blogs* page click the *Actions* link of the respective blog.
From the dropdown list click *Title & Properties*.
 - On the blog's posts page, click *Title & Properties* link in the right pane.

The *Edit a blog* page appears.

2. Perform procedure [Creating a blog](#) » *Step 3* to *Step 6* and *Step 8*.
3. When you are finished, click *Save changes*.

DELETING BLOGS

You can delete a blog in the following ways:

- On *Blogs* page, select one or more blogs and click *Delete* button in the toolbar.
- On *Blogs* page, click the *Actions* link of the respective blog.
From the dropdown list, click *Delete*.
- On *Edit a blog* page, click *More actions* » *Delete*.

A dialog box appears where you must confirm the deletion.

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SEARCHING AND FILTERING BLOGS

SEARCHING FOR BLOGS

To search for a particular blog, use the search option.

1. Click the *Search...* button in the toolbar.
A search field opens.
2. Enter the name or part of the name of the blog you are searching for.
The search field is case insensitive.
3. Click *Search*.
A list of results matching your search appears.
To return to the list of all items, click *Close search* button in the toolbar.

FILTERING BLOGS

- Filter by ownership.
To display blogs, created only by your user, in the right side of the *Blogs* page, click *My blogs* link under *Filter blogs*.
- Special filtering
You can also filter only the blogs that have no posts in them by clicking *Blogs without posts*.

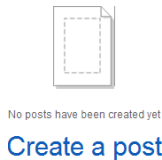
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CREATING A BLOG POST

1. On *Blogs* page perform one of the following:
 - Click *Create a post* link under the name of the blog.
 - Click the blog.

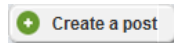
The blog posts page appears, displaying one of the following:

- If you have not created any posts, the system displays the following in the center of the screen:



NOTE: If you are working in multilingual mode, the first blog post you create is in the default language.

- If you have already created one or more posts, the system displays a list all created posts and the following button in the toolbar of the page:



NOTE: If you are working in multilingual mode, before creating a blog post, you must first choose the language in which you want to create the post. Select the language from *Languages* dropdown box in the right of the page.

For more information about different languages, see [Languages](#).

2. Click *Create a post* button.
The *Create a post* page appears.
3. In the *Title* input field, enter the title of the post.
4. In the text editor, enter the post itself.
For more information, see [The text editor](#).
5. In *Summary* input field, you can enter a summary for the post.
6. You can classify your blog post using the *Categories and tags* section.
For more information, see [Adding categories and tags to a content item](#).
Classifying content helps you organize it. For more information about classifications, see [Classifying content](#).
7. By clicking *More options*, you can change the following:
 - The automatically generated URL of the post.
To change it, click *Change* and enter a new URL name.
 - Allow or forbid comments.
To allow or forbid users to leave comments about the post, select or deselect the *Allow comments* checkbox.
 - Configure multiple URLs for the blog post
 - a. To configure a blog post to have more than one URL, select *Allow multiple URLs for this item...* checkbox.
 - b. In the input box, enter the additional URLs that you want this blog post to have.
Enter one URL per line.
 - c. If you want all the URLs that you have entered to point to the default URL of the post, select *All additional URLs redirect to the default one* checkbox.
If you uncheck the checkbox, each URL will display the blog post without redirecting.
8. If you have added any custom fields for blog posts, all created fields, appear after the *More actions* section.
Using custom fields, you can, for example, add an image to the blog post.
IMPORTANT: Some of the above fields may not be displayed when you create a blog posts, because they have been hidden.
For more information about creating custom fields and hiding default fields, see [Custom fields](#).
9. Before you finish creating a blog post, you can preview it by clicking the *Preview* button in the toolbar.
The blog post opens in its default page. If there is no default page, it means the blog post is not displayed anywhere on the site and you cannot preview it.
To see which the default page for the blog post is, expand *Pages* in the right side. The page on the top of the list is the default page. For more information about viewing and setting default pages, see [Default pages for content items](#).
10. When you are finished creating the blog post, you must set its status, using the buttons on top and at the bottom of the blog post. For more information, see [Setting the status of a new page or content item](#).

NOTE: While creating you blog post, you can use the *Preview* button to see a preview of the blog post and its properties.

EDITING BLOG POSTS

EDITING, APPROVING, AND PUBLISHING THE CONTENT OF A BLOG POST

1. Go to the blog's post page and open a blog post for editing in one of the following ways:

- Click the blog post you want to edit.
- Click the *Actions* link of the respective post.
From the dropdown list, click *Content*.

The *Edit a post* page appears.

NOTE: In the right of the page you can see the current status of the post that you have opened for editing. You can also see the author, the time and date of the last update, the publication date, and a link to all existing versions of the item.

2. Perform procedure [Creating a blog post](#) » *Step 3* to *Step 9*.

3. When you are finished, perform one of the following:

- If you have opened for editing a blog post in status *Draft*, *Unpublished*, or *Rejected*, perform procedure [Managing a page or content item that is Draft, Unpublished, or Rejected](#).
- If you have opened for approving a blog post in status *Awaiting approval*, perform procedure [Managing a page or content item that is Awaiting approval](#).
- If you have opened for publishing a blog post in status *Awaiting publishing*, perform procedure [Managing a page or content item that is Awaiting publishing](#).
- If you have opened for editing a blog post in status *Published* or *Scheduled*, perform procedures [Managing a page or content item that is Published](#) or [Managing a page or content item that is Scheduled](#) respectively.
If you are editing a published blog post, the system saves a draft of that news, but the published version is still visible on the webpage. To see which version is the currently published one, see [Revision History](#).

UNPUBLISHING AND SCHEDULING A PUBLISHED POST

After a blog post has been published, you can change the status of the blog post.

For more information, see [Managing a page or content item that is Published](#).

DELETING POSTS

You can delete posts in the following ways:

- On blog's post page, select one or more blog posts and click *Delete* button in the toolbar.
- On blog's post page, click the *Actions* link of the respective post.
From the dropdown list, click *Delete*.

A dialog box appears where you must confirm the deletion.

SEARCHING AND FILTERING BLOG POSTS

SEARCHING FOR BLOG POSTS

To search for a particular post, use the search option.

1. Click the *Search...* button in the toolbar.
A search field opens.
2. Enter the name or part of the name of the post you are searching for.
The search field is case insensitive.
3. Click *Search*.
A list of results matching your search appears.
To return to the list of all items, click *Close search* button in the toolbar.

FILTERING BLOG POSTS

- Filter by ownership.

To display posts, created only by your user, in the right side of the page, click *My posts* link under *Filter posts*.

- Filter by workflow status.
You can filter blog posts by their status. For example, *Published* or *Draft*.
For more information, see [Workflow status of content items and pages](#).
- Filter by classifications.
You can also filter posts by categories, tags, and custom classifications.
If you have added a custom classification field to blog posts, it appears in the filter options. For more information, see [Custom fields](#).
- Filter by date.
To filter posts by the date they were modified, click *by Date modified...*
 - When you click a time interval, the system displays all the posts updated during this time interval. The last updated are the first in the list.
 - To display posts modified during some custom period of time, click *Custom range...* link.
To define a custom filtering interval, use the *From* and *To* input fields.
Click *Filter*.
 - To go back to all filtering options, click *Close dates* link.
The system displays all filtering options, but displays the last filtering you have chosen until you choose something else or until you refresh your screen by pressing F5.

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CREATING BLOG POSTS WITH WINDOWS LIVE WRITER

Windows Live Writer is a **desktop application** for publishing blog posts. You can use Windows Live Writer to create and publish blog posts in Sitefinity. It allows you to create, edit, and manage blog posts without having to login to Sitefinity and using a web browser.

PREREQUISITES: To use Live Writer with Sitefinity you must have created a blog and added the *Blog posts* widget to a published page. You must set the page as *Default page* for that blog. For more information about setting default page, see [Creating a blog](#) » *Step 4*.

You must also have the proper permission to create, view, and modify blogs and posts, image libraries, and classifications. For more information about permissions, see *Sitefinity Installation and Administration Guide* » *Manage users, roles, and permissions* » *Manage permissions*.

SETTING UP WINDOWS LIVE WRITER

1. In Sitefinity main menu, click *Administration* » *Settings*.
2. On the *Basic Settings* page that appears, click *Advanced*.
3. In the tree on the left, click *Blogs*.
4. Select *Allow Blogging* checkbox and click *Save changes*.
5. Logout from Sitefinity.
6. Download and install Window Live Writer from  <http://explore.live.com/windows-live-writer?os=other>.

NOTE: You do not need to install all Windows Live Essentials. You need to install only the Writer.

7. Open Windows Live Writer.
If this is the first time you open it, you are asked whether you want to add a blog account.
8. In *What blog service to use?* window, select *Other services*, and click *Next*.
9. In *Web address of your blog*, enter the URL of the page, where your blog is published.
10. Enter the credentials you use to login to Sitefinity, select *Remember my password* checkbox, and click *Next*.
If you have more than one blog, select the blog where you want to post.
Later you can setup to post in more than one blogs using Windows Live Writer.

The wizard asks you if you want to download the theme of the page containing your blog. This way you will be able to see a preview of the posts you write.

11. Select the image library where images added to your post will be stored.
If there is more than one library, click the one with the name of the blog, which you have selected.

The library is automatically created in Sitefinity and images are uploaded in this library.

NOTE: During the upload, you must not be logged in Sitefinity.

12. Enter a nickname for the blog and click *Finish*.

Your blog is saved and you can use Windows Live Writer to publish posts in it. All posts you published with Windows Live Writer are also stored in Sitefinity. You cannot use schedule posts for publishing via *Windows Live Writer*.

For more information about setting up and using Windows Live Writer, visit *Windows Live Writer Help Center* at <http://explore.live.com/windows-live-writer-help-center>.

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CREATING AND EDITING CONTENT BLOCKS

You create content blocks when you need to display various kinds of nonspecific information (all information different than the predefined content types, such as news or event announcements). Content blocks are very useful when you need to create text that will be used on many pages of your website. For example, company address.

You manage content blocks on the *Content blocks shared across pages* page.

To open the page, in the main menu in the upper part of the screen, click *Content » Content blocks*.

The *Content blocks shared across pages* page appears, displaying a list of all created content blocks together with actions you can perform on them.

Use this page to create, edit, and manage shared content blocks, which you can then reuse on as many pages as needed.

Section contents

On this page you can do the following:

- ✓ Create a content block
- ✓ Edit content blocks
- ✓ Search and filter content blocks

DISPLAYING CONTENT BLOCKS ON YOUR WEBSITE

To display content blocks on your website, you must use the *Content block* widget and you must configure it.

For more information, see [Content block widget](#).

For more information about adding widgets on your page, see [Add widgets on your page or template](#).

You can then choose the way blocks are displayed by changing the template which the *Content block* widget uses.

For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

IMPORTANT: Shared content blocks do **not** have workflow. When you edit a content block, the change is immediately visible on all pages that use the content block.

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CREATING A CONTENT BLOCK

1. If you have multiple sites, on *Content blocks shared across pages* page select the site where you want to create content blocks, using the selector in the upper-left corner of the page.
If your site uses more than one source for content blocks, you must choose the source where you want to create the content block.
If you have more than one sources configured, all available sources are displayed in the toolbar, where you can select the source of your choice.
For more information, see *Sitefinity Installation and Administration Guide » Multiple site management*.
2. Perform one of the following:
 - If you have not created any content blocks, the system displays the following in the center of the screen:

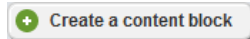


No content blocks have been created yet

[Create a content block](#)

NOTE: If you are working in multilingual mode, the first content block you create is in the default language.

- If you have already created one or more content blocks, the system displays a list all created content blocks and the following button in the toolbar of the page:



NOTE: If you are working in multilingual mode, before creating a content block, you must first choose the language in which you want to create it. Select the language from *Languages* dropdown box in the right of the page.

For more information about different languages, see [Languages](#).

3. Click *Create a content block*.
The *Create a content block* page appears.
4. In *Title*, enter a title for the content.
5. In the text editor, enter the content itself.
For more information, see [The text editor](#).
6. To save your work, click *Create this content block*.
Your shared content block is created and you can display it on as many pages as needed, using the [Content block](#) widget.

| [Creating and editing content blocks](#) | [Using the content modules](#) | [Website content](#) | [Table of contents](#) |

EDITING CONTENT BLOCKS

EDITING THE CONTENT OF A CONTENT BLOCK

1. Go to the *Content blocks shared across pages* page and open a content block for editing in one of the following ways:
 - Click the content block you want to edit.
 - Click the *Actions* link of the respective content block.
From the dropdown list, click *Content*.

The *Edit a content block* page appears.

2. Perform procedure [Creating a content block](#) » *Step 3* to *Step 4*.
3. When you are finished, click *Save changes*.

DELETING A CONTENT BLOCK

You can delete a content block in the following ways:

- On *Content blocks shared across pages* page, select one or more content blocks and click *Delete* button in the toolbar.
- On *Content blocks shared across pages* page, click the *Actions* link of the respective content block.
From the dropdown list, click *Delete*.

IMPORTANT: Shared content blocks do **not** have workflow. When you edit a content block, the change is immediately visible on all pages that use the content block.

For more information, see [Workflows](#).

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SEARCHING AND FILTERING CONTENT BLOCKS

SEARCHING FOR CONTENT BLOCKS

To search for a particular content block, use the search option.

1. Click the *Search...* button in the toolbar.
A search field opens.
2. Enter the name or part of the name of the block you are searching for.
The search field is case insensitive.
3. Click *Search*.
A list of results matching your search appears.
To return to the list of all items, click *Close search* button in the toolbar.

FILTER CONTENT BLOCKS

- Filter by ownership.
To display content blocks, created only by your user, in the right side of the page, click *My content blocks* link under *Filter shared content*.
- Special filtering.
You can filter content blocks that are not displayed on any page or template by clicking *Content blocks not used on any page or template*

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UPLOADING AND EDITING DOCUMENTS AND FILES

You manage documents and files on the *Documents & Files* page.

To open the *Documents & Files* page, in the main menu in the upper part of the screen, click *Content » Documents & Files*. The *Documents & Files* page appears, displaying a list of all created libraries together with actions you can perform on them. Use this page to manage document libraries and upload and edit documents or files.

Section contents

On this page you can do the following:

- ✓ Upload documents and files
- ✓ Edit the properties of documents and files
- ✓ Sort, filter, and find documents and files
- ✓ Manage document and file libraries

PERMISSIONS FOR DOCUMENTS, FILES, AND LIBRARIES

You can set permission for all documents, files, and libraries and you can set individual permissions for each document, file, or library.

To change the permissions for all documents and files, on *Documents & Files* page, click *Permissions* link in the right side of the page.

The *Permissions for Documents* page appears.

To change permissions for all libraries, in the main menu, click *Administration » Permissions » by Section » Libraries*.

For more information about changing permissions, see *Sitefinity Installation and Administration Guide » Users, roles, and permissions » Managing permissions » Changing global and section permissions » Step 2 to Step 4*.

For more information about setting individual permissions for documents, files, and libraries, see *Sitefinity Installation and Administration Guide » Users, roles, and permissions » Managing permissions » Changing permissions of an individual item*.

CUSTOM FIELDS FOR DOCUMENTS AND FILES

You can add a custom field to all documents and files. A custom field is a field that you create. For each document or file there are default fields, such as author, title, etc. If you need to add different than the already existing fields, you must create a custom field.

To manage the custom fields of documents and files, on *Documents & Files* page, click *Custom Fields* link in the right pane of the page.

For more information, see [Custom fields](#).

You then display a custom field on your website by adding it to a template for displaying documents and files.

For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

DISPLAYING DOCUMENTS AND FILES ON YOUR WEBSITE

To display the documents and files you have uploaded on your website, you must use the *Document link* widget and the *Download list* widget and configure them to display the document or file.

For more information, see [Document link widget](#) and [Download list widget](#).

For more information, see [Add widgets on your page or template](#).

You can then choose the way documents and files are displayed by changing the template, which the *Document link* and *Download list* widget uses.

For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

LINKING OR EMBEDDING A DOCUMENT OR FILE

On *Documents & Files* page click *Embed link to this file* link of the respective document or file.

- To link a document or file, copy the content of the *Link* input field.
For example you can copy the link and paste it in an e-mail.
- To embed a link to a document or file in HTML, copy the content of the *Embed* field and paste it in HTML code.
For example, you can embed a link to a document in the text, using the text editor in HTML mode.

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UPLOADING DOCUMENTS AND FILES

1. If you have multiple sites, on *Documents & Files* page select the site where you want to upload documents or files, using the selector in the upper-left corner of the page.
If your site uses more than one source for documents and files, you must choose the source where you want to upload the documents and files.
If you have more than one sources configured, all available sources are displayed in the toolbar, where you can select the source of your choice.
For more information, see *Sitefinity Installation and Administration Guide » Multiple site management*.
2. Click the library where you want to upload documents or files.
3. Perform one of the following:
 - If you have not uploaded any documents or files in the selected library, the system displays the following in the center of the screen:



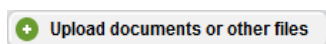
No documents or files have been uploaded yet

Upload documents or other files

[Create a library](#)
[Manage libraries](#)

NOTE: If you are working in multilingual mode, the first document or file you upload is in the default language.

- If you have already uploaded one or more documents or files in the selected library, the system displays all uploaded documents and files and the following button in the toolbar of *Documents & Files* page:



NOTE: If you are working in multilingual mode, before uploading a document or file, you must first choose the language in which you want to upload the document or file. Select the language from *Languages* dropdown box in the right of the page.

For more information about different languages, see [Languages](#).

4. Click *Upload documents or other files*.
The *Upload documents or other files* page appears.
5. Drag the files, you want to upload or click *Select documents from your computer* and browse your computer to find the document or file you want to upload and click *Open*.
You can select more than one document or file.
The name of the document or file and its size appear in *Upload documents or other files* page.
6. To upload more documents or files, click *Add more documents and files*.
7. In *Where to store uploaded documents or other files?*, select the library, where you want to store the document(s) or file(s), by clicking *Change*.
The tree with all created libraries appears. Select the library and click *Done*.
If you have not created any libraries, you can only choose *Default Library*, which exists by default.
If you want to create another library, perform the following:
 - a. Click *Create a new library*.

- b. Enter the name of the library and click *Create this library*.

The new library appears in the dropdown box.

For more information about creating libraries, see [Managing document and file libraries](#).

8. You can classify your documents and files using the *Categories and tags* section.
For more information, see [Adding categories and tags to a content item](#).
Classifying content helps you organize it. For more information about classifications, see [Classifying content](#).
9. When you are finished, perform procedure [Setting the status of a new page or content item](#).
Uploading status bars appear on the page and after the system has uploaded the documents or files, a message appears informing you about the result of the upload.
10. When upload is finished, choose between the following:
 - *View all items*
Returns you to *Documents & Files* page.
 - *Upload more documents or other files*
The system opens *Upload documents or other files* page, where you can upload new documents and files.
Perform *Step 3* to *Step 8*.

NOTE: If you are in multilingual mode, on *Documents & Files* page, the system displays all available languages next to the document or file. You cannot have different documents or files in different languages, but you can have different titles for each language. To do this, click the *Add* link of the respective icon.

NOTE: On *Documents & Files* page you can also download an already uploaded document or file, by clicking its *Actions* link and then *Download*.

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EDITING THE PROPERTIES OF DOCUMENTS AND FILES

EDITING PROPERTIES AND ADDING DETAILS TO A DOCUMENT OR FILE

1. To edit and add details to an already uploaded document or file, on *Documents & Files* page perform one of the following:
 - Click the document or file you want to edit.
 - Click the *Actions* link of the respective document or file and then click *Edit Properties*.

The *Edit properties* page appears.

NOTE: In the right of the page you can see the current status of the document or file that you have opened for editing. You can also see the author, the time and date of the last update, the publication date, and a link to all existing versions of the item.

2. Change the title, by entering the new title in *Title* input field.
3. Open the document or file with the respective program by clicking *Open the file* button below the *Title* input field.
The document is downloaded to your computer.
4. Replace the document or file with another by clicking *Replace the file* button below the *Title* input field.
The *Select document or other file* link appears. Click the link, browse your computer to find the new document or file, and click *Open*.
The system replaces only the document or file, but not its title and other properties.
5. Change the library, which the document or file belongs to, by clicking *Change* button and selecting the new library from the dropdown box that appears.
6. Change the categories and the tags, which the document or file is assigned to, by clicking *Categories and tags*.
For more information, see [Adding categories and tags to a content item](#).
7. To add details to the document or file, click *Details*.
The following input fields appear:
 - *Author*
Enter an author of the document or file.
 - *Description*
 - *Other details*

You can enter additional information about the document or file.

8. Using the *Advanced* section, you can configure the following:
 - Change the URL of the document or file by clicking *Advanced*.
The automatically generated URL of the document or file appears.
To change it, click *Change* and enter a new URL name.
 - Configure additional URLs for the document or file.
 - a. Select *Allow multiple URLs for this item...* checkbox
 - b. Enter the URLs one per line, using the following convention `/docs/<URL name>`
 - c. If you want all the URLs that you have entered to point to the default URL of the document, select *All additional URLs redirect to the default one* checkbox.
If you uncheck the checkbox, each URL will display the document without redirecting.
9. If you have added any custom fields for documents and files, all created fields appear after the *Advanced* section.
Using custom fields, you can, for example, add a custom field *Last updated on...* to the document or file.
IMPORTANT: Some of the above fields may not be displayed when you edit the properties of a document or file, because they have been hidden.
For more information about creating custom fields and hiding default fields, see [Custom fields](#).
10. Before you finish editing the document or file, you can preview it by clicking the *Preview* button in the toolbar.
The document opens in its default page. If there is no default page, it means the document is not displayed anywhere on the site and you cannot preview it.
To see which the default page for the document is, expand *Pages* in the right side. The page on the top of the list is the default page. For more information about viewing and setting default pages, see [Default pages for content items](#).
11. When you are finished, perform one of the following:
 - If you have opened for editing a document or file in status *Draft*, *Unpublished*, or *Rejected*, perform procedure [Managing a page or content item that is Draft, Unpublished, or Rejected](#).
 - If you have opened for approving a document or file in status *Awaiting approval*, perform procedure [Managing a page or content item that is Awaiting approval](#).
 - If you have opened for publishing a document or file in status *Awaiting publishing*, perform procedure [Managing a page or content item that is Awaiting publishing](#).
 - If you have opened for editing a document or file in status *Published* or *Scheduled*, perform procedures [Managing a page or content item that is Published](#) or [Managing a page or content item that is Scheduled](#) respectively.
If you are editing a published document or file, the system saves a draft of it, but the published version is still visible on the webpage. To see which version is the currently published one, see [Revision History](#).

EDIT TITLES OF MANY DOCUMENTS AND FILES AT THE SAME TIME

You can edit the properties of many documents and files at the same time. To do this, perform the following:

1. On *Documents & Files* page, select the documents or files you want to edit and click *More actions* » *Bulk edit titles, categories, tags*.
The *Bulk edit* page appears displaying all the selected documents and files.
2. You can apply the following to all selected documents and files:
 - *Common library*
Click *Change library* and select a library from the dropdown box that appears.
All documents and files are moved to that library.
 - *Common categories*
Click *Click to add common categories* link.
For more information, see [Adding categories](#).
 - *Common tags*
Click *Click to add common tags*.
For more information, see [Adding tags](#).
3. For each of the selected documents or files, you can change the following:
 - *Title*

- *Description*

4. When finished, click *Save changes*.

The system returns you to *Documents & Files* page.

MOVING AND DELETING A DOCUMENT OR FILE

- To move one or more documents or files to another library, on *Documents & Files* page, select the documents and the files and in the toolbar click *More actions* » *Move to another library*.
A window appears where you select the library, where you want to move the document(s) or file(s) and click *Move*.
- To delete a document or file, perform one of the following:
 - On *Documents & Files* page, select one or more documents or files you want to delete and click *Delete* button in the toolbar.
 - On *Documents & Files* page, click the *Actions* link of the document or file you want to delete and then click *Delete*.
 - On *Edit properties* page of the respective document or file, click *More actions* » *Delete*.

A dialog box appears where you must confirm the deletion.

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SORTING, FILTERING, AND FINDING DOCUMENTS AND FILES

The *Documents & Files* page displays all created document libraries. To view documents in a library, click it.

DISPLAY DOCUMENTS AND FILES BY LIBRARIES

To display documents and files only from a specific library, click the library thumbnail in the right side of *Documents & Files* page.

NOTE: For each document or file, you can see a link to the library, which it belongs to. If you click the link to the library, all documents and files from this library appear.

For more information, see [Managing document and file libraries](#).

FILTER DOCUMENTS AND FILES

To display the filtering options, click *Filter documents & files*.

- Filter by ownership.
To display documents and files, uploaded only by your user, in the right side of *Documents & Files* page, click *My items* link under *Filter Documents & Files*.
- Filter by workflow status.
You can filter documents by their status. For example, *Published* or *Draft*.
For more information, see [Workflow status of content items and pages](#).
- Filter by classifications.
You can also filter documents by categories, tags, and custom classifications.
If you have added a custom classification field to documents, it appears in the filter options. For more information, see [Custom fields](#).
- Filter by date.
To filter documents and files by the date they were modified, click *by Date ...*
The *Display items modified in...* pane appears.
 - When you click a time interval, the system displays all documents and files modified during this time interval. The last modified are the first in the list. You can further sort them.
 - To display documents and files modified during some custom period of time, click *Custom range...* link.
To define a custom filtering interval, use the *From* and *To* input fields.
Click *Filter*.
 - To go back to all filtering options, click *Close dates* link.
The system displays all filtering options, but displays the last filtering you have chosen until you choose something else or until you refresh your screen by pressing **F5**.

SORT DOCUMENTS AND FILES

You can sort documents and files using the *Sort items*: dropdown box in the toolbar of the page.

There are the following sorting options:

- *Last uploaded on top*
Sorts documents and files in descending order according to the time of upload.
- *Last modified on top*
Sorts documents and files in descending order according to time of modification.
- *Custom Sorting...*
A window appears where you perform the following:
 1. Select sorting criterion from the dropdown box and choose between *Ascending* and *Descending* order in the radio button.
 2. You can also add more than one criterion by clicking *Add another sorting rule* link and you can remove sorting criteria by clicking *Remove* link.
 3. When you are finished, click *Save*.
The system sorts the documents and files according to the custom sorting.
 4. To edit a custom sorting that you have created, select *Edit custom sorting...* from the *Sort items:* dropdown box.

SEARCHING FOR DOCUMENTS AND FILES

To search for a particular document or file, use the search option.

1. Click the *Search...* button in the toolbar.
A search field opens.
2. Enter the name or part of the name of the document or file you are searching for.
The search field is case insensitive.
3. Click *Search*.
A list of results matching your search appears.
To return to the list of all documents and files, click *Close search* button in the toolbar.

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MANAGING DOCUMENT AND FILE LIBRARIES

You display and manage all created libraries on *Documents & Files* page.

The *Documents & Files* page displays the number of documents or files in each library, the date of the last uploaded document or file, and where those documents and files are stored.

DISPLAYING AND EDITING THE DOCUMENTS AND FILES IN A LIBRARY

1. You can display all documents, files, and sub-libraries in a library in one of the following ways:
 - On *Libraries* page, click the library whose documents and files you want to display.
All documents and files in the library appear.
 - On *Documents & Files* page, click the library thumbnail in the right side of page.
The system displays a page with all the documents and files from the selected library together with the *Library actions* link.
2. To edit the documents or the files in the library, perform procedure [Editing the properties of documents and files](#).
3. To go back to all documents and files, click *All items* link in the right side of the page or in the main menu in the upper part of the screen, click *Content » Documents & Files*.

CREATING A DOCUMENT AND FILE LIBRARY

1. On *Documents & Files* page, click *Create a library* button in the toolbar.
The *Create a library* page appears.
2. Enter a name for the library.
3. To add a description of the library, click *Click to add a description*.

NOTE: The information you provide here is not public, it is for your reference only.

4. You can define the maximum size of the library and of each document and file in the library by clicking *Advanced*.
The *Max library size* and the *Max document/file size* input fields appear. There you enter the limit of the size in MB and KB respectively.
5. Under *URL name*, you can change the URL of the library.

The automatically generated URL of the library appears.
To change it, click *Change* and enter a new URL name.

- Under *Parent library*, choose where to create the library:
Select one of the following:

- *No parent*
This will be a top level library that has no parent.
- *Select parent library...*
A treeview with existing libraries appears.
Select the library that will be parent of the library you are creating.

NOTE: If the library you are creating is located in another library, it has the same settings as its parent. You can only set cache options, storage providers, and resizing options for a root library, located at top level.

- If in *Step 6*, you have chosen your library to be a top level library that has no parent, under *Root library settings*, you can configure the following:

- You can set the maximum size of the library in MB and of each image in the library in KB.
- You can choose where to store the documents and files uploaded in this library.
For example, you can store them on the database, in the file system, or in an external storage.

In Storage provider dropdown box, select where to store the documents and files.
The list that appears contains all available storage providers. For more information, see [Storage providers for libraries](#).
- You can configure the server and browser caching.
Configuring caching can increase your performance.

- When you are finished, click one of the following:

- *Create and go upload documents*
The system creates the library and takes you to upload documents or files.
Perform procedure [Uploading documents and files](#) » *Step 3* to *Step 9*.
- *Create this library*
The system creates the library and returns you to *Libraries* page or *Documents & Files* page, depending on where you have started creating the library.
- The *Back to* link
The system does not save the library you were working on and returns you to *Libraries* page or *Documents & Files* page, depending on where you have started creating the library.

CHOOSING THE UPLOAD MODE OF THE LIBRARY

You can change the method by which items are uploaded into libraries. Sitefinity supports HTML5 and Silverlight upload.
For more information, see *Sitefinity Installation and Administration Guide* » *Settings* » *Libraries upload mode*.

EDITING DOCUMENT AND FILE LIBRARIES

- To edit the library properties, on *Documents & Files* page click the *Actions* link of the library you want to edit.
- From the dropdown box, click *Edit Properties*.
The *Edit a library* page appears.
- Perform *Step 2* to *Step 7* of the above procedure.

NOTE: If you are changing the URL of the library, Sitefinity changes the URLs of the items one by one. In case of external storage, changing the library URL may cause data transfer from one storage to another. In case of failure, some of the items might keep their previous URLs and some of the items will have the updated URLs. You can try to resume to get the rest of the items relocated.

- Click *Save changes*.
The system returns you to *Documents & Files* page.

CHANGING THE PARENT LIBRARY OF A DOCUMENTS AND FILES LIBRARY

Once created, a library can be moved together with all of its content to another library, by changing its parent library.

To do this, perform the following:

- Click the *Actions* link of the library that you want to move and from the dropdown, select *Move to...*

The *Change parent library* dialog appears.

2. Select the new parent library and click *Move*.

MOVING DOCUMENTS AND FILES TO ANOTHER STORAGE

You can change the blob storage provider of a library, which moves all items in a different storage. For example, an image library kept in the database can be moved to the cloud, or a library from one cloud account can be moved to another.

To do this, perform the following:

1. Click the *Actions* link of the library whose items you want to move and from the dropdown, select *Move to another storage*. In the *Blob storage provider* dropdown box all available storage providers appear.
2. Select where you want to move the items from the library and click *Move to another storage*. Sitefinity processes the library items one by one and displays a progress indicator in the grid. You can stop and resume the operation.

NOTE: In case of failure before the operation is completed, some of the library items may remain in the target storage, while the rest will stay in the source storage. You can try to resume the operation.

IMPORTANT: During the process of moving to another storage, you are not able to edit or delete the library items.

For more information, see [Storage providers for libraries](#).

DELETING DOCUMENT AND FILE LIBRARIES

To delete a library, perform one of the following:

- On *Documents & Files* page, select one or more libraries you want to delete and click *Delete* button in the toolbar.
- On *Documents & Files* page, click the *Actions* link of the library you want to delete and then click *Delete*.
- On *Edit a library* page, click *More actions* » *Delete*.

A dialog box appears where you must confirm the deletion.

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CREATING AND EDITING EVENTS

You manage events on the *Events* page.

To open the *Events* page, in the main menu in the upper part of the screen, click *Content* » *Events*.

The *Events* page appears, displaying a list of all created events together with actions you can perform on them.

Use this page to create, edit, and manage events.

Section contents

On this page you can do the following:

- ✓ Create an event
- ✓ Edit events
- ✓ Search and filter events
- ✓ Managing event calendars

COMMENTS FOR EVENTS

On *Events* page, you can view all the comments for events by clicking *Comments for events* link on the right side of the page. All comments that have been submitted for all the events appear.

For more information about comments, see [Comments and ratings](#).

PERMISSIONS FOR EVENTS

You can set permission for all events and you can set individual permissions for each event.

To change the permissions for all events, on *Events* page, click *Permissions* link in the right side of the page.

The *Permissions* page appears.

For more information about changing permissions, see *Sitefinity Installation and Administration Guide* » *Users, roles, and permissions* » *Managing permissions* » *Changing global and section permissions* » *Step 2* to *Step 4*.

For more information about setting individual permissions, see *Sitefinity Installation and Administration Guide » Users, roles, and permissions » Managing permissions » Changing permissions of an individual item*.

CUSTOM FIELDS FOR EVENTS

You can add a custom field to all events. A custom field is a field that you create. For each event there are default fields, such as author, title, etc. If you need to add different than the already existing fields, you must create a custom field.

To manage the custom fields of events, on *Events* page, click *Custom Fields for events* link in the right pane of the page.

For more information, see [Custom fields](#).

You then display a custom field on your website by adding it to a template for displaying events.

For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

EVENT CALENDARS

You can organize you events in calendars, you can color-code the calendars and then display them on the website in Month, Week, or Day view. For more information, see *Managing event calendars*.

DISPLAYING EVENTS ON YOUR WEBSITE

To display events on your website, you must use the *Events* widget and you must configure it.

For more information, see [Events widget](#).

For more information about adding widgets on your page, see [Add widgets on your page or template](#).

You can then choose the way events are displayed by changing the template which the *Events* widget uses.

For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

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CREATING AN EVENT

1. If you have multiple sites, on *Events* page select the site where you want to create events, using the selector in the upper-left corner of the page.

If your site uses more than one source for events, you must choose the source where you want to create the event.

If you have more than one sources configured, all available sources are displayed in the toolbar, where you can select the source of your choice.

For more information, see *Sitefinity Installation and Administration Guide » Multiple site management*.

2. Perform one of the following:

- If you have not created any events, the system displays the following in the center of the screen:

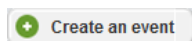


No events have been created yet

[Create an event](#)

NOTE: If you are working in multilingual mode, the first event you create is in the default language.

- If you have already created one or more events, the system displays a list of all created events and the following button in the toolbar of *Events* page:



NOTE: If you are working in multilingual mode, before creating an event, you must first choose the language in which you want to create the event. Select the language from *Languages* dropdown box in the right of the page.

For more information about different languages, see [Languages](#).

3. Click *Create an event*.
The *Create an event* page appears.
4. In the *Title* input field, describe the event.
5. In the text editor enter information for the event.
For more information, see [The text editor](#).
6. To enter a summary of the event, click *Click to add summary*.

7. Select whether you want to make this even recurrent or not.
In the *Repeat event* dropdown box, choose one of the following:

<i>None</i>	To schedule the starting and the ending date and time of the event, use the <i>Event start</i> and <i>Event end</i> input fields.
<i>Daily</i>	<ol style="list-style-type: none"> Choose the <i>Start time</i> and the <i>End time</i> of the event. Under <i>Repeat...</i>, select the interval of repetition. <ul style="list-style-type: none"> You can enter an interval. For example, if you enter 2, the event will be repeated every other day. You can also select to repeat the event every day, except the weekend. In <i>Event start</i>, select the date of the first occurrence of the event. In <i>Event end...</i>, you can choose to end the event after: <ul style="list-style-type: none"> A selected number of repeated. On a particular date. Do not end the event.
<i>Weekly</i>	<ol style="list-style-type: none"> Choose the <i>Start time</i> and the <i>End time</i> of the event. Under <i>Repeat...</i>, select the interval of repetition. For example, if you enter 2, the event will be repeated every other week. Select the weekdays when the event will occur. In <i>Event start</i>, select the date of the first occurrence of the event. In <i>Event end...</i>, you can choose to end the event after: <ul style="list-style-type: none"> A selected number of repeated. On a particular date. Do not end the event.
<i>Monthly</i>	<ol style="list-style-type: none"> Choose the <i>Start time</i> and the <i>End time</i> of the event. Under <i>Repeat...</i>, perform one of the following: <ul style="list-style-type: none"> Enter the day of the month when the event will occur and enter the interval of repetition. For example, if you enter 5 and 2, the event will occur on the fifth date of every other month. Select the week of the month that the event will occur, then select either the exact weekday or select between <i>day</i>, <i>weekday</i>, and <i>weekend day</i>. Enter the interval of repetition. For example, you can select the <i>third Monday</i> of every second month. In <i>Event end...</i>, you can choose to end the event after: <ul style="list-style-type: none"> A selected number of repeated. On a particular date. Do not end the event.
<i>Yearly</i>	<ol style="list-style-type: none"> In <i>Event start</i>, select the date of the first occurrence of the event. Under <i>Repeat...</i>, perform one of the following: <ul style="list-style-type: none"> Select the month and enter the day. The event will occur annually on this date. Select the week of the month that the event will occur, then select either the exact weekday or select between <i>day</i>, <i>weekday</i>, and <i>weekend day</i>. Select the month. For example, you can choose the first <i>Sunday</i> of <i>April</i>. In <i>Event end...</i>, you can choose to end the event after: <ul style="list-style-type: none"> A selected number of repeated.

- On a particular date.
- Do not end the event.

- For every type of recurrence, you can select whether the event is an *All day* event. This way you do not have to fill out the starting and ending time of the event.
- For every type of recurrence, you can select a time zone for the event that is different than the default one. You use the *Time zone* dropdown box. You configure the default time zone using the [Basic settings](#). Sitefinity automatically handles daylight saving time.
- You can classify your event using the *Categories and tags* section. For more information, see [Adding categories and tags to a content item](#). Classifying content helps you organize it. For more information about classifications, see [Classifying content](#).
- Use the *Calendar* dropdown box to select the calendar that the event belongs to. The dropdown box contains a list of all created calendars. For more information, see [Managing event calendars](#).
- To assign a location of the event, click *Location*. In the input fields that appear, enter the address of the event.
- To provide contact information for the event, click *Contact information*. In the input fields that appear, enter contact details.
- By clicking *More options*, you can change the following:
 - The automatically generated URL of the event. To change it, click *Change* and enter a new URL name.
 - Allow or forbid comments. To allow or forbid users to leave comments about the event, select or deselect the *Allow comments* checkbox.
 - Configure multiple URLs for the event
 - To configure an event to have more than one URL, select *Allow multiple URLs for this item...* checkbox.
 - In the input box, enter the additional URLs that you want this event to have. Enter one URL per line.
 - If you want all the URLs that you have entered to point to the default URL of the event, select *All additional URLs redirect to the default one* checkbox. If you uncheck the checkbox, each URL will display the event without redirecting.
- If you have added any custom fields for events, all created fields are displayed after the *More actions* section. Using custom fields, you can, for example, add a custom field *Dresscode* to the event.

IMPORTANT: Some of the above fields may not be displayed when you create an event, because they have been hidden. For more information about creating custom fields and hiding default fields, see [Custom fields](#).
- Before you finish creating an event, you can preview it by clicking the *Preview* button in the toolbar. The event opens in its default page. If there is no default page, it means the event is not displayed anywhere on the site and you cannot preview it. To see which the default page for the event is, expand *Pages* in the right side. The page on the top of the list is the default page. For more information about viewing and setting default pages, see [Default pages for content items](#).
- When you are finished creating the event, you must set its status, using the buttons on top and at the bottom of the event. For more information, see [Setting the status of a new page or content item](#).

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EDITING EVENTS

EDITING, APPROVING, AND PUBLISHING THE CONTENT OF AN EVENT

- Go to the *Events* page and open the event for editing in one of the following ways:
 - Click the event you want to edit.
 - Click the *Actions* link of the respective event.

From the dropdown list, click *Content*.

The *Edit an event* page appears.

NOTE: In the right of the page you can see the current status of the event that you have opened for editing. You can also see the author, the time and date of the last update, the publication date, and a link to all existing versions of the item.

2. Perform procedure [Creating an event](#) » *Step 4* to *Step 17*.
3. When you are finished, perform one of the following:
 - If you have opened for editing an event in status *Draft*, *Unpublished*, or *Rejected*, perform procedure [Managing a page or content item that is Draft, Unpublished, or Rejected](#).
 - If you have opened for approving an event in status *Awaiting approval*, perform procedure [Managing a page or content item that is Awaiting approval](#).
 - If you have opened for publishing an event in status *Awaiting publishing*, perform procedure [Managing a page or content item that is Awaiting publishing](#).
 - If you have opened for editing an event in status *Published* or *Scheduled*, perform procedures [Managing a page or content item that is Published](#) or [Managing a page or content item that is Scheduled](#) respectively.
If you are editing a published event, the system saves a draft of that event, but the published version is still visible on the webpage. To see which version is the currently published one, see [Revision History](#).

DELETING AN EVENT

You can delete an event in the following ways:

- On the *Events* page, select one or more events and click *Delete* button in the toolbar.
- On the *Events* page, click the *Actions* link of the respective event.
From the dropdown list, click *Delete*.
- On *Edit an event* page, click *More actions* » *Delete*.

A dialog box appears where you must confirm the deletion.

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MANAGING EVENT CALENDARS

DISPLAYING ALL EVENT CALENDARS

1. To display and manage all created calendars, go to *Events* page.
2. In the right side of the page, under *Event by calendar*, click *Manage calendars* link.
Calendars page appears where you can view and manage all calendars.

NOTE: The *Calendar* page displays the number of events in each calendar and Actions you can perform with the calendar.

CREATING A CALENDAR

1. On *Calendars* page, in the toolbar, click *Create a calendar* button.
The *Create a calendar* page appears.
2. Enter the name of the calendar.
3. To add a description of the calendar, click *Click to add summary*.
NOTE: The information you provide here is not public, it is for your reference only.
4. You can color code your calendars by assigning colors to them using the *Color* dropdown.
5. Under *URL name*, you can change the URL of the calendar.
The automatically generated URL of the calendar appears.
To change it, click *Change* and enter a new URL name.
6. Click *Create this calendar*.

EDITING IMAGE LIBRARIES

7. On *Calendars* page click the *Actions* link of the calendar you want to edit.
8. From the dropdown box, click *Edit*.

The *Edit a calendar* page appears.

9. Perform *Step 2* to *Step 5* of the above procedure.

10. Click *Save changes*.

The system returns you to *Calendars* page.

DELETING IMAGE LIBRARIES

To delete a calendar, on *Calendars* page, click the *Actions* link of the library you want to delete and then click *Delete*.

A dialog box appears where you must confirm the deletion.

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SEARCHING AND FILTERING EVENTS

SEARCHING FOR EVENTS

To search for a particular event, use the search option.

1. Click the *Search...* button in the toolbar.

A search field opens.

2. Enter the name or part of the name of the event you are searching for.

The search field is case insensitive.

3. Click *Search*.

A list of results matching your search appears.

To return to the list of all items, click *Close search* button in the toolbar.

FILTERING EVENTS

- Filter by ownership.

To display events, created only by your user, in the right side of the *Events* page, click *My events* link under *Filter events*.

- Filter by workflow status.

You can filter events by their status. For example, *Published* or *Draft*.

For more information, see [Workflow status of content items and pages](#).

- Filter by classifications.

You can also filter events by categories, tags, and custom classifications.

If you have added a custom classification field to events, it appears in the filter options. For more information, see [Custom fields](#).

- Filter by date.

To filter events by the date they were modified, click *by Date modified...*

- When you click a time interval, the system displays all the events updated during this time interval. The last updated are the first in the list.

- To display events modified during some custom period of time, click *Custom range...* link.

To define a custom filtering interval, use the *From* and *To* input fields.

Click *Filter*.

- To go back to all filtering options, click *Close dates* link.

The system displays all filtering options, but displays the last filtering you have chosen until you choose something else or until you refresh your screen by pressing **F5**.

- Special filtering

You can filter events by their due date. The filter is grouped in the following options:

- *Current events*

- *Upcoming events*

- *Past event*

- Filter by calendar

You can filter events by the calendar, which they are assigned to.

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CREATING AND EDITING FORMS

You manage forms on the *Forms* page.

To open the *Forms* page, in the main menu in the upper part of the screen, click *Content » Forms*.

The *Forms* page appears, displaying a list with all created forms together with actions you can perform on them.

Use this page to create, design, and edit forms and manage responses to forms.

Section contents

On this page you can do the following:

- ✓ Create a form
- ✓ Design a form
- ✓ Configure form widgets
- ✓ Edit a form
- ✓ Manage responses to a forms
- ✓ Duplicate and share forms
- ✓ Setup email notification for form responses
- ✓ Search and filter forms

PERMISSIONS FOR FORMS

You can set permission for all forms and you can set individual permissions for each form.

To change the permissions for all forms, on *Forms* page, click *Permissions for forms* link in the right side of the page.

The *Permissions for forms* page appears.

For more information about changing permissions, see *Sitefinity Installation and Administration Guide » Users, roles, and permissions » Managing permissions » Changing global and section permissions » Step 2 to Step 4*.

For more information about setting individual permissions, see *Sitefinity Installation and Administration Guide » Users, roles, and permissions » Managing permissions » Changing permissions of an individual item*.

DISPLAYING FORMS ON YOUR WEBSITE

To display the forms you have created on your website, you must use the *Form* widget and configure it.

For more information, see [Form widget](#).

For more information about adding widgets on your page, see [Add widgets on your page or template](#).

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CREATING A FORM

1. On *Forms* page perform one of the following:

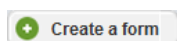
- If you have not created any forms, the system displays the following in the center of the screen:



No forms have been created yet

[Create a form](#)

- If you have already created one or more forms, the system displays a list of all created forms and the following button in the toolbar of *Forms* page:



NOTE: If you are working in multilingual mode, before creating a form, you must first choose the language in which you want to create the form. Select the language from *Languages* dropdown box in the right of the page.

For more information about different languages, see [Languages](#).

2. Click *Create a form*.

The *Create a form* page appears.

3. In the *Title* input field, enter the name of the form.

4. You can change the automatically generated name for developers by clicking *Change* and entering the new name in the input field that appears.
This is the name of the form that is used by developers to refer to the form in the code.
5. If your license has Marketo add-on, the *Advanced section* appears.
The section allows you to link the form to Marketo.
For more information, see *Sitefinity Installation and Administration Guide » Synchronization of data » Synchronizing Sitefinity with Marketo » Connecting a Sitefinity form to Marketo*.
6. When you are finished, click one of the following:
 - *Create and go to add content*
The form is created and the system opens the form in content editing mode.
In content editing mode you design the layout of the form and add content using widgets.
For more information, see [Designing a form](#).
 - *Create and return to Forms*
An empty form is created and the system returns you to *Forms* page.
 - *Back to Forms*
You return to *Forms* page without creating and saving the form.

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DESIGNING A FORM

You design forms in content editing mode using the Layout builder and forms widgets.

1. To open a form in content editing mode, on *Forms* page, perform one of the following:
 - Click the form you want to edit.
 - Click the *Actions* link of the respective form.
From the dropdown list click *Content*.The form opens in content editing mode.
2. To design the layout of the form, click *Layout* button in the upper-right corner of the page.
The Layout builder appears, displaying a list of layout elements on the right.
You edit the layout of forms the same ways you edit the layout of pages.
For more information, see [Modifying the layout](#).
3. To add content to the form, click *Content* button in the upper-right corner of the page.
A list of form widgets appears on the right.
You add and use widgets in forms the same way you do in pages.
For more information, see [Add widgets on your page or template](#).
To configure the widgets to display what you require, see [Configuring form widgets](#).
4. To change the setting of a form, click *Settings* button in the upper-right corner of the page.
You can change the following settings:
 - *Restrictions*
In this radio button group you can control the responses to the form. Choose one of the following:
 - *One entry per IP*
The form can be filled out and submitted only once from a particular IP. If the user tries to submit the form more than once from the same IP address, the system displays an error message.
 - *One entry per username*
The form can be filled out and submitted only once by a particular user. If the same user tries to submit the form more than once, the system displays an error message.
Use this option only if there is user registration prior to submitting the form.
 - *No restrictions: Everyone can submit unlimited number of entries*
The form can be submitted unlimited number of times from the same user and IP.
 - *Confirmation options*
In this radio button group, you choose what happens after a user submits the form. Select one of the following:

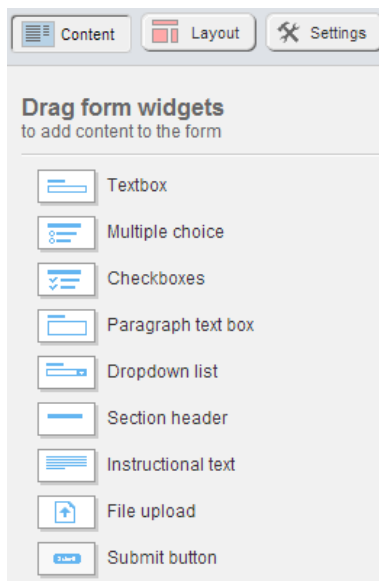
- *Show message for success*
A textbox appears, where you define the success message that appears when a user submits the form.
- *Redirect to a page...*
After submitting the form the system redirects the user to another page of the website.
In the input field that appears, enter the URL of the page from your website, which you want to open when the form is submitted. For example, `About-us`.
- *Label placement*
Choose where to display the label of the elements, such as textboxes, checkboxes, and multiple choices.
Select one of the following:
 - *Top aligned*
 - *Left aligned*
 - *Right aligned*
- *CSS Class*
You can choose a class name for each form, if later you want to set a CSS style for this particular form.

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CONFIGURING FORM WIDGETS

You populate forms with content using form widgets. Form widgets are added on the form the same way regular widgets are added on a page. For more information, see [Add widgets on your page or template](#).

When you open a form to edit its content, the following list of form widgets appear on the right of the page, when you click the *Content* button:



Section contents

You can use the following widgets to design your form:

- ✓ **Textbox**
Use this widget to give the user the opportunity to enter free text no longer than a line, such as street address, e-mail, etc.
- ✓ **Multiple choice**
Use this widget to ask the user a question and give the user the opportunity to select only one out of several predefined answers.
- ✓ **Checkboxes**
Use this widget to ask the user a question and give the user the opportunity to select one or more of the predefined answers.
- ✓ **Paragraph box**
Use this widget to give the user the opportunity to enter free text longer than one line, such as customer feedback.
- ✓ **Dropdown list**
Use this widget to ask the user a question and give the user the opportunity to select only one of many predefined answers.

- ▼ Section header
Use this widget to display form or section headings.
- ▼ Instructional text
Use this widget to display instructions and explanatory text for the entire form or for a particular part of the form.
- ▼ File upload
Use this widget to give the user the possibility to upload one or more file attachments to the form.
- ▼ Submit button
Use this widget to display the button that the user uses to submit the form.

After you have dragged a widget in the form, click the *Edit* button in the upper-right corner of the widget to configure it. Note that the *Submit button* widget is automatically added by the system when you drop the first widget in the form.

ADDING CUSTOM WIDGETS TO THE FORMS TOOLBOX

If the build-in Sitefinity form widgets do not meet your requirements, you can create and use custom widgets. If you have a custom form widget that you want to use in Sitefinity, you must first register the widget in the toolbox.

For more information, see *Sitefinity Installation and Administration Guide* » *Settings* » *Registering a new widget in Sitefinity*.

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TEXTBOX

Use this widget to give the user the opportunity to enter free text no longer than a line, such as street address, e-mail, etc.

After you have dragged the *Textbox* form widget in your form, click the *Edit* button in the upper-right corner of the widget. The *Textbox* window appears, displaying the following tabs:

- *Label and texts*
On this tab, perform the following:
 1. In *Label* input field enter the label of the textbox.
For example, **Address** or **E-mail**.
The label is displayed above, to the right, or to the left of the textbox, depending on what settings you have made for the form. For more information, see [Designing a form](#) » *Step 4*.
 2. In *Instructional text*, enter instructions or explanatory text for the textbox, if needed.
The text is displayed below the textbox.
 3. In *Predefined value*, enter a predefined value for the textbox that is displayed in the box by default and the user can change it, if required.
 4. Select the *Make required* checkbox, if you want to make the textbox mandatory.
A textbox appears, where you enter the error message that is displayed, if the user does not fill out the textbox.
 5. If you click *Advanced: Name for developers*, you can change the automatically generated name that is used to refer to the widget in the code. To change it, click *Change* and enter the new name.

NOTE: You can add validation to the textbox. For example, you can require the user enters a valid email address. For more information, see [Validating the user input](#).

- *Limitations*
On this tab, perform the following:
 1. In *Range* input fields, enter the minimum and maximum number of characters that a user can enter in the textbox.
If you do not want to impose limits to the textbox, leave the *Max* input field empty and the *Min* input field *0*.
 2. Enter an error message that is displayed, if the user enters less than or more than the defined limits.
- *Appearance*
On this tab, perform the following:
 1. In *Textbox size* dropdown, select the size of the textbox.
The textbox is always one line. The size of the textbox refers to its length.
 2. In *CSS class* input field, you can choose a class name for the textbox, if later you want to set a CSS style for this particular textbox.

When you are finished, click *Save*.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

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MULTIPLE CHOICE

Use this widget to ask the user a question and give the user the opportunity to select only one of several predefined answers. A multiple choice is a radio button group and the label of the group is the question that you want to ask.

After you have dragged the *Multiple choice* form widget in your form, click the *Edit* button in the upper-right corner of the widget. The *Multiple choice* window appears, displaying the following tabs:

- *Label and texts*

On this tab, perform the following:



1. In *Label (Question)* input field enter the label of the radio button group.

The label of a multiple choice is a question, which possible answers are given in predefined radio buttons.

For example, **Which is your favorite color?** Or **Color preferences**.

The label is displayed above, to the right, or to the left of the radio button group, depending on what settings you have made for the form. For more information, see [Designing a form](#) » *Step 4*.

2. In *Choices* input fields, enter the possible answers to the question you have defined.

By default there are three input fields. In each input field, enter an answer (choice). If you need more or less choices, add and remove input fields by clicking  and  buttons of the respective field.

You must have at least two choices.

3. If you select *Add "Other" as a last choice* checkbox, the system adds another undefined choice to the multiple choices. If you select the checkbox, the system displays an input field where you enter the label for that choice. For example, you can enter **Other** or **Enter another**, etc.

When the user selects that last choice, an input field is displayed, where the user enters another answer different from the predefined multiple choices.

4. In *Default selected choice*, select one of the following:

- *The first one*

The first choice you have listed is selected by default.

- *None*

No choice is selected by default.

The user can change the choice selected by default.

5. If you click *Advanced: Name for developers*, you can see the automatically generated name that is used to refer to the widget in the code. To change it, click *Change* and enter the new name.

- *Appearance*

On this tab, perform the following:

1. Choose the number of columns that you want to use to display the choices you have defined.

You can choose between the following:

- *One column*
- *Two columns*
- *Three columns*
- *Inline (side by side)*

No columns are used; the radio buttons are displayed in a line.

2. In *CSS class* input field, you can choose a class name for the multiple choice, if later you want to set a CSS style for this particular widget.

When you are finished, click *Save*.



For more information about advanced configuration options, see [Advanced configuration of widgets](#).

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CHECKBOXES

Use this widget to ask the user a question and give the user the opportunity to select one or more of the predefined answers. The *Checkboxes* widget is a checkbox group and the label of the group is the question that you want to ask.

After you have dragged the *Checkboxes* form widget in your form, click the *Edit* button in the upper-right corner of the widget. The *Checkboxes* window appears, displaying the following tabs:

- *Label and texts*
On this tab, perform the following:
 1. In *Label (Question)* input field enter the label of the checkbox group.
The label is a question, which possible answers are given in predefined checkboxes. The user can select more than one of the checkboxes.
For example, **Which of the foods do you consume daily? Or Daily consumption of foods.**
The label is displayed above, to the right, or to the left of the checkbox group, depending on what settings you have made for the form. For more information, see [Designing a form](#) » *Step 4*.
 2. In *Choices* input fields, enter the possible answers to the question you have defined.
By default there are three input fields. In each input field, enter an answer (choice). If you need more or less choices, add and remove input fields by clicking  and  buttons of the respective field.
 3. If you want the choices you have defined to be sorted alphabetically, select the *Sort choices alphabetically* checkbox.
 4. Select the *This is a required field* checkbox, if you want to make the checkbox group mandatory.
The user must select at least one checkbox.
 5. If you click *Advanced: Name for developers*, you can change the automatically generated name that is used to refer to the widget in the code. To change it, click *Change* and enter the new name.
- *Appearance*
On this tab, perform the following:
 1. Choose the number of columns that you want to use to display the choices you have defined.
You can choose between:
 - *One column*
 - *Two columns*
 - *Three columns*
 - *Inline (side by side)*
No columns are used; the radio buttons are displayed in a line.
 2. In *CSS class* input field, you can choose a class name for the checkbox group, if later you want to set a CSS style for this particular widget.

When you are finished, click *Save*.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

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PARAGRAPH BOX

Use this widget to give the user the opportunity to enter free text longer than one line, such as customer feedback.

After you have dragged the *Paragraph box* form widget in your form, click the *Edit* button in the upper-right corner of the widget. The *Paragraph text box* window appears, displaying the following tabs:

- *Label and texts*
On this tab, perform the following:
 1. In *Label* input field enter the label of the paragraph box.
For example, **Feedback** or **Comments**.
The label is displayed above, to the right, or to the left of the paragraph box, depending on what settings you have made for the form. For more information, see [Designing a form](#) » *Step 4*.
 2. In *Instructional text*, enter instructions or explanatory text for the paragraph box, if needed. The text is displayed below the paragraph box.

3. In *Predefined value*, enter a predefined value of the paragraph box that is displayed in the box by default and the user can change it, if required. For example, enter **Type your feedback here...**
4. Select the *Make required* checkbox, if you want to make the paragraph box mandatory.
A textbox appears, where you enter the error message that is displayed, if the user does not fill out the paragraph box.
5. If you click *Advanced: Name for developers*, you can change the automatically generated name that is used to refer to the widget in the code. To change it, click *Change* and enter the new name.

NOTE: You can add validation to the paragraph box. For example, you can require the user enters a valid email address. For more information, see [Validating the user input](#).

- *Limitations*

On this tab, perform the following:

1. In *Range* input fields, enter the minimum and maximum number of characters that a user can enter in the paragraph box.
If you do not want to impose limits to the paragraph box, leave the *Max* input field empty and the *Min* input field 0.
2. Enter an error message that is displayed, if the user enters less than or more than the selected limits.

- *Appearance*

On this tab, perform the following:

1. In *Paragraph Text box size* dropdown, select the size of the box.
2. In *CSS class* input field, you can choose a class name for the paragraph box, if later you want to set a CSS style for this particular box.

When you are finished, click *Save*.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

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DROPDOWN LIST

Use this widget to ask the user a question and give the user the opportunity to select only one of many predefined answers. Use this widget, if the list of answers is long. A dropdown list is a dropdown box with a predefined list of entries and the label of the box is the question that you want to ask.

After you have dragged the *Dropdown list* form widget in your form, click the *Edit* button in the upper-right corner of the widget. The *Dropdown list* window appears, displaying the following tabs:

- *Label and texts*

On this tab, perform the following:

1. In *Label (Question)* input field enter the label of the dropdown box.
The label of a dropdown box is a question, which possible answers are given in a predefined dropdown list of entries.
For example, **Which country are you from?** Or **Country**.
The label is displayed above, to the right, or to the left of the dropdown box, depending on what settings you have made for the form. For more information, see [Designing a form](#) » *Step 4*.
2. In *Choices* input fields, enter the possible answers to the question you have defined.
By default there are three input fields. In each input field, enter an answer (choice). If you need more or less choices, add and remove input fields by clicking  and  buttons of the respective field.
You must have at least two choices.

NOTE: Each input field has a radio button at the end. Use the radio button to select the choice which is displayed by default in the dropdown box. The user can then open the dropdown box and select another choice.

3. If you want the choices you have defined to be sorted alphabetically, select the *Sort choices alphabetically* checkbox.
4. If you click *Advanced: Name for developers*, you can change the name that is used to refer to the widget in the code.
To change the automatically generated name, click *Change* button and enter the new name.

- *Appearance*

On this tab, perform the following:

1. In *Textbox size* dropdown, select the size of the dropdown box.
The box is always one line. The size of the box refers to its length. You choose the length of the dropdown box in accordance with the length of the choices you have entered.

2. In *CSS class* input field, you can choose a class name for the dropdown list, if later you want to set a CSS style for this particular widget.

When you are finished, click *Save*.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

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SECTION HEADER

Use this widget to display form or section headings.

1. After you have dragged the *Section header* form widget in your form, click the *Edit* button in the upper-right corner of the widget.

The *Section header* window appears, where you can perform the following:

- On *Label and texts* tab, enter the text of the heading.
- On *Appearance* tab, perform the following:
 - a. In *Title font size* dropdown box, choose the font size of the heading.
 - b. In *CSS class* input field, you can choose a class name for the section header, if later you want to set a CSS style for this particular widget.
 - c. In *Wrapping HTML tag* input field, enter the HTML tag that will wrap the text. By default it is Heading 2 (*H2*). You can enter another.

2. When you are finished, click *Save*.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

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INSTRUCTIONAL TEXT

Use this widget to display instructions and explanatory text for the entire form or for a particular part of the form.

1. After you have dragged the *Instructional text* form widget in your form, click the *Edit* button in the upper-right corner of the widget.

The *Instructional text* window appears, where you can enter text using the text editor.

For more information about the text editor, see [The text editor](#).

2. When you are finished, click *Save*.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

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FILE UPLOAD

Use this widget to give the user the possibility to upload one or more file attachments to the form.

After you have dragged the *File upload* form widget in your form, click the *Edit* button in the upper-right corner of the widget.

The *File upload* window appears, displaying the following tabs:

- *Label and texts*

On this tab, perform the following:

 3. In *Label* input field enter the label of the upload box.
For example, **Attach a file**.
The label is displayed above, to the right, or to the left of the dropdown box, depending on what settings you have made for the form. For more information, see [Designing a form](#) » *Step 4*.
 4. In *Instructional text*, enter instructions or explanatory text for the textbox, if needed.
The text is displayed below the textbox.
 5. Select the *Make required* checkbox, if you want to make the paragraph box mandatory.
- *Limitations*
 1. In *Min* and *Max* input fields, enter in MB the range of the file size that you are going to accept as attachments.

2. Under *Allowed file types*, select one of the following:

- *All file types*
- *Selected file types...*

A checkbox group appears where you can limit the types of files that you accept as attachments.

You can also enter the file extension manually by selecting *Other...*

3. Enter the error message that will appear, if the attached file does not meet the specified criteria.

4. If you want the user to be able to attach more than one file, select *Allow multiple file attachment* checkbox.

- *Appearance*

On this tab, you can specify a CSS wrapper class that will determine the appearance of the widget.

When you are finished, click *Save*.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

STORAGE

File attachments are stored in a dedicated library in *User files*. For each form there is a different library. The libraries are automatically created when the first file is uploaded and attached.

To manage the files in a form library, click *Administration » User files* and select the library of the form.

For more information, see [Managing document and file libraries](#).

PERMISSIONS

If you want a user to be able to see the library with form attachments, you must grant explicit permissions to this user to work with the form's library. It is not enough the user to have permissions to manage forms.

NOTE: On *User files* page there is a library created by default – *Downloadable goods*. This library is used by the Ecommerce module and its content is restricted. Items of this library are only visible to users that have purchased them.

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SUBMIT BUTTON

Use this widget to display the button that the user uses to submit the form.

You must have a *Submit button* widget in your form. The widget is automatically added by the system when you drop the first widget in the form.

1. Click the *Edit* button in the upper-right corner of the widget.

The *Submit button* window appears.

2. In *Label* input field, enter the label of the button.

By default the button is labeled *Submit*.

3. In *Button size* dropdown box, choose the size of the button.

4. In *CSS class* input field, you can choose a class name for the button, if later you want to set a CSS style for this particular widget.

5. When you are finished, click *Save*.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

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VALIDATING THE USER INPUT

You can add validation of the user input in textboxes and paragraph boxes. For example, you can make required that the user enters an email address in a certain textbox.

To do this, perform the following:

1. In the lower-right corner of the *Textbox* or the *Paragraph box* widgets, click *Advanced* button.

2. Under *ValidatorDefinition*, click *ValidatorDefinition* button.

3. In input field *ExpectedFormat*, enter one of the following:

Value	Purpose
None	none by default
AlphaNumeric	Validates alphanumeric input
Currency	Validates currency
EmailAddress	Validates email addresses
Integer	Validates integers
InternetUrl	Validates internet URLs
NonAlphaNumeric	Validates non-alphanumeric input
Numeric	Validates numbers
Percentage	Validates percentages
USSocialSecurityNumber	Validates US social security numbers
USZipCode	Validates US zip codes
Custom	Validates against custom regular expression
GetRelatedItem	Gets the item (live, temp, or master) that is related with the specified item by lifecycle status. The method supports only items of type <i>Content</i> and <i>ILifecycleDataItem</i>
SetUIStatus	Sets the UI status of a content object depending on whether this object also implements <i>ILifecycleDataItemGeneric</i>
GetUIStatus	Gets the UI status of a content object depending on whether this object also implements <i>ILifecycleDataItemGeneric</i>
GetLanguageVersion	Gets the language version.
GetLanguageVersionRaw	Gets the language version for the specified culture.
GetWrapperValue	Gets the wrapper value.
GetPropertyValue	Gets the property value.
CopyPropertiesFrom	Copies all the properties of the <i>from</i> object to this object, if they exist.
CopyPropertiesTo	Copies all the properties of this object to the <i>to</i> object

- You can also use this section to enter a custom error message.
For example, if you are validating that the user entered an email address, you can also enter a custom error message in *EmailAddressViolationMessage* field.
- Click *Save* to return to the *Simple* editing mode of the widget.

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EDITING A FORM

There are two ways to edit a form. You can edit the properties of a form, such as title, categories and tags and you can edit the content of a form by adding layout elements and form widgets.

EDITING THE PROPERTIES OF A FORM

You can edit the properties of a form in the following way:

- On *Forms* page, click the *Actions* link of the respective form and in the dropdown list, click *Properties*.
The *Edit a form* page appears.

2. In *Title* input field you can change the title of the form.
The title of the form is used in the backend only and is not displayed on the website.
3. In *Name used in code* you can change the automatically generated name that is used to refer to the form in the code.
4. When you are finished, click *Save changes*.

EDIT THE CONTENT OF A FORM

You can edit the content of a form, such as layout elements and widgets.

To do this, on *Forms* page, click the form or click the *Actions* link of the respective page and then click *Content*.
The form opens in content editing mode.

For more information, see [Designing a form](#) and [Configuring form widgets](#).

PUBLISHING AND DELETING A FORM

- Publishing and unpublishing a form.
After you have chosen whether to publish or save as draft a form when editing its content, you can change the status of the form.
 - To publish a form in status *Draft* or *Unpublished*, perform one of the following:
 - On *Forms* page, select one or more forms and in the toolbar click *More actions* » *Publish*.
 - On *Forms* page, click the *Actions* link of the form and then click *Publish*.
 - In content editing mode, click *Publish*.
 - To unpublish a published form, perform one of the following:
 - On *Forms* page, select one or more forms and in the toolbar click *More actions* » *Unpublish*.
 - On *Forms* page, click the *Actions* link of the form and then click *Unpublish*.
 - In content editing mode, click *More actions* » *Unpublish*.
- Delete a form
You can delete a form in the following ways:
 - On *Forms* page, select one or more forms and click *Delete* button in the toolbar.
 - On *Forms* page, click the *Actions* link of the respective form.
From the dropdown list, click *Delete*.

A dialog box appears where you must confirm the deletion.

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MANAGING RESPONSES TO A FORM

When you create and publish a form on the website, the users can fill it out and submit their answers. The responses you get to a form are visible in the backend and you can see them via the *Forms* page.

1. To manage the responses to a form, on *Forms* page, click *<number> responses* link of the respective form.
The *Responses* page appears:

The screenshot displays the 'Responses for Pet Survey' page in Sitefinity CMS. The top navigation bar includes links for Dashboard, Pages, Content, Ecommerce, Email Campaigns, Design, Administration, and Analytics. The page title is 'Responses for Pet Survey' with a 'Back to forms' link. The toolbar contains buttons for 'Export as CSV', 'Create a Response', 'Delete', and 'Search'. The main content area shows a table of responses. Response 10 is selected, and a preview of the 'Pet Survey' form is shown on the right. The form preview includes the submitted date and time, IP address, and the answers to the survey questions.

RESPONSE	SUBMITTED ON	WHAT KIND OF A PET DO YOU HAVE?	DO YOU HAVE A PET?	YOUR PET'S BREED
9	23 Sep, 2010	Dog	Yes	Enter the breed here...
5	23 Sep, 2010	Cat	Yes	Perssian
10	23 Sep, 2010	Cat	I plan to have	Black
2	23 Sep, 2010	Cat,Bird	Yes	Enter the breed here...
12	23 Sep, 2010	Dog	I plan to have	Enter the breed here...
3	23 Sep, 2010		No	Enter the breed here...
4	23 Sep, 2010	Bird	I plan to have	Canarrie
8	23 Sep, 2010	Dog	Yes	Pug...
7	23 Sep, 2010	Dog,Cat	Yes	Buldog and Egyptian
11	23 Sep, 2010		No	Enter the breed here...
null	23 Sep, 2010	Dog,Cat,Bird	Yes	

Response 10

Submitted on: September 23, 2010 | 04:10 PM
IP Address: 127.0.0.1

Pet Survey

Do you have a pet?
I plan to have

What kind of a pet do you have?
Cat

Your pet's breed
Black

The page displays all submitted responses in a grid. The columns of the grid are the labels of the parts of your form, such as labels of textboxes, questions with multiple choice answers, etc. Each response is a line in the grid, containing the number of the response, the date when it was submitted, and the answers to all parts of the form.

- You can export all the data in a Comma-separated values (CSV) file by clicking *Export as CSV* button.
- You can create responses to the form using the *Create a Response* button.
In this case the artificially created response is numbered *null* in the list of all responses.
- You can see a preview of the form with the responses to each question, if you select the line in the grid.
The filled out form together with the exact time and date and the IP address appears on the right side of the page.
- You can edit a response or its attachments, by clicking the *Edit* button in the response preview.
- You can delete one or more submitted responses by selecting the responses in the grid and clicking *Delete* button in the toolbar of the page.
- You can search for responses using the *Search* button in the toolbar of the page.

2. To go back to *Forms* page, click *Back to forms* link above the toolbar of the page.

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DUPLICATE AND SHARE FORMS

You can duplicate an existing form and save it with a different name. This is useful when you want to have similar forms and do not want to create them from scratch.

If you have a multisite license, you can share one form in more than one site. When you make changes to a shared form in any of the sites, the changes are applied everywhere the form is shared.

When you duplicate or share a form, you have the option to set the confirmation message for each form individually, regardless of whether it is duplicated or shared. One and the same form can have different confirmations when used with different widgets. You set this using the [Forms widget](#).

DUPLICATE A FORM WITHIN THE SAME SITE

When you duplicate a form, Sitefinity copies its layout, all the widgets and their configuration, the form's permissions, and all the form's settings. The only setting that is not duplicated is the list of email subscribers. For more information, see [Setup email notification for form responses](#). Form responses are not duplicated.

Perform the following:

- Click *Content* → *Forms*.
- Click the *Actions* link of the form that you want to duplicate and click *Duplicate*.
- In *Title*, enter a name for the form that is different from the original form.
- Click one of the following:
 - Create and go to add content*
The form opens in editing mode. It has the same content and layout as the original form. You can change the content, the layout, and the settings and save the form in a different status than the original form.

- *Create and return to Forms*

The duplicated form that you have created has the same content and layout as the original one and is saved in status *Draft*, regardless of the status of the original form.

SHARE A FORM BETWEEN SITES IN MULTISITE INSTANCE

PREREQUISITES: You must have Multisite license. For more information, contact sales@sitefinity.com.

If you want to use the same form on more than one site in a multisite Sitefinity instance, you can create the form on any of the sites and share it on the others. Any changes that you make to the form are visible on every site where the form is shared.

To share a form, perform the following:

1. Click *Content* → *Forms*.
2. Click the *Actions* link of the form that you want to share and click *Share with...*
A list of all site available in your multisite instance appears.
3. Select the sites where you want the form to be visible and click *Done*.

NOTE: If you deselect all the sites where a form is visible, you can still see the form on the *Forms* page by clicking *Not shared with any site* filter in the right pane of the page.

SETUP EMAIL NOTIFICATION FOR FORM RESPONSES

You can choose to notify the currently logged user(s) via email when a response to a form is submitted.

To do this, perform the following:

1. In the system settings, add a notifications profile.
Perform the following:
 - a. In the main menu, click *Administration* » *Settings* » *Advanced*.
 - b. In the treeview on the left, click *Notifications* » *Profiles* » *Create new* » *SmtpSenderProfileElement*.
 - c. Configure the following properties:

<i>DefaultSenderEmailAddress</i>	Enter the email address that will appear to the recipients.
<i>Host</i>	Enter the name or IP address of the host used for notifications.
<i>Port</i>	Enter the port used for notifications.
<i>UseAuthentication</i>	Select if you want to authenticate when you login to the server.
<i>Username</i> and <i>Password</i>	Enter the credentials of the account that you use to connect to the server
<i>Use SSL</i>	Select if you want Sitefinity to use Secure Sockets Layer (SSL) to encrypt the connection.
<i>ProfileName</i>	Enter a name for the profile.

- d. Click *Save changes*.
2. Enable notification for forms.
Perform the following:
 - a. In the main menu, click *Administration* » *Settings* » *Advanced*.
 - b. In the treeview on the left, click *Forms* » *Notifications*.
 - c. Select *Enabled* checkbox.
 - d. In *SenderProfile*, enter the profile name that you selected above.
 - e. Click *Save changes*.
 3. You subscribe yourself (the currently logged user) for forms notification, in one of the following ways:
 - In the *Forms* grid
 - a. In the main menu, click *Content* » *Forms*.

- b. Click the *Actions* link of the form, which responses you want to subscribe to.
 - c. In the dropdown menu, click *Subscribe*.
- In form's editing mode
 - a. In the main menu, click *Content » Forms*.
 - b. Click the form, which you want to subscribe to.
 - c. In the right of the toolbar, click *Settings*.
 - d. Under *Send email notification for responses to...*, select *My email address*.
 - e. Click *Publish*.
- 4. You subscribe other users for form responses, in the following way:
 - a. In the main menu, click *Content » Forms*.
 - b. Click the form, which you want to subscribe users for.
 - c. In the right of the toolbar, click *Settings*.
 - d. Under *Send email notification for responses to...*, select *List of email addresses...*
 - e. Enter the email addresses of the users that you want to subscribe.
Enter each email address on a new line.
 - f. Click *Publish*.

The subscribed users will receive email notification whenever a response is submitted to a form.

SEARCHING AND FILTERING FORMS

SEARCHING FOR FORMS

To search for a particular form, use the search option.

1. Click the *Search...* button in the toolbar.
A search field opens.
2. Enter the name or part of the name of the form you are searching for.
The search field is case insensitive.
3. Click *Search*.
A list of results matching your search appears.
To return to the list of all items, click *Close search* button in the toolbar.

FILTERING FORMS

- Filter by ownership.
To display forms, created only by your user, in the right side of the *Forms* page, click *My Forms* link under *Filter forms*.
- Filter by workflow status.
You can filter forms by their status. For example, *Published* or *Draft*.
For more information, see [Workflow status of content items and pages](#).
- Special filtering
You can filter forms that are not shared on any site and are, therefore, not visible in the grid. To do this, click *Not shared with any site*.

CREATING AND EDITING FORUMS

You manage forums using the *Forums* module.

The module is organized in the following way:

- Forums page
To open the *Forums* page, in the main menu in the upper part of the screen, click *Content » Forums*.
The *Forums* page appears, displaying an expandable list of all created forums, grouped in forum groups, with the number of threads and posts in each forum, together with actions you can perform on them.
- Forum threads page

When you click a forum, you can view a list of all threads in this forum and the number of posts in each thread, together with actions you can perform on each thread.

- **Forum posts page**
When you click a thread, the *Posts* page opens, where you can view a list of all posts in this thread, together with actions you can perform on each post.

Section contents

With the forums module you can do the following:

- ✓ Create a forum
- ✓ Edit forums
- ✓ Create a forum group
- ✓ Edit forum groups
- ✓ Create a thread
- ✓ Edit threads
- ✓ Create and edit posts
- ✓ Forum attachments

PERMISSIONS FOR FORUMS

You can set permission for all forums and you can set individual permissions for each forum.

To change the permissions for all forums, on *Forums* page, click *Permissions* link in the right side of the page.

The *Permissions for all forums* page appears.

For more information about changing permissions, see *Sitefinity Installation and Administration Guide* » *Users, roles, and permissions* » *Managing permissions* » *Changing global and section permissions* » *Step 2 to Step 4*.

To change the permissions of a particular forum, click its *Actions* link and from the dropdown box, click *Permissions*.

For more information about setting individual permissions, see *Sitefinity Installation and Administration Guide* » *Users, roles, and permissions* » *Managing permissions* » *Changing permissions of an individual item*.

DISPLAYING FORUMS ON YOUR WEBSITE

To display forums on your website, you must use the *Forums* widget and you must configure it.

For more information, see [Forums widget](#).

For more information about adding widgets on your page, see [Add widgets on your page or template](#).

You can then choose the way forums, threads, and posts are displayed by changing the templates which the *Forums* widget uses.

For more information, see *Sitefinity Designer's Guide* » *Widget templates* » *Using the Widget templates editor* » *Creating and editing widget templates*.

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CREATING A FORUM

1. If you have multiple sites, on *Forums* page select the site where you want to create forums, using the selector in the upper-left corner of the page.

If your site uses more than one source for forums, you must choose the source where you want to create the forum.

If you have more than one sources configured, all available sources are displayed in the toolbar, where you can select the source of your choice.

For more information, see *Sitefinity Installation and Administration Guide* » *Multiple site management*.

2. Perform one of the following:

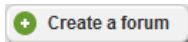
- If you have not created any forums, the system displays the following in the center of the screen:



No forums have been created yet

[Create a forum](#)

- If you have already created one or more forums, the system displays a list of all created forums, grouped in forum groups, and the following button in the toolbar of *Forums* page:



3. Click *Create a forum*.
The *Create a forum* page appears.
4. In the *Title* input field, describe the forum.
5. In *Forum group* dropdown box, select which group the forum will belong to.
If the forum is not a specialized one, you can select *General discussions* forum group, which exists by default.
If you want to add the forum to a group that does not exist, you can create it by clicking *Create a new forum group* link. For more information, see [Creating a forum group](#).
6. Under *Default page*, you select the page, in which the forum opens by default.
Click *Select a page* button, select a page from the sitemap, and click *Done*.
This page is also used when an RSS link to this forum is clicked.
7. To change the automatically generated URL of the forum, click *Change* and enter the new URL.
8. To enter a description of the forum, click *Click to add description*.
9. To manage the files that can be attached in the forum posts, expand *File attachments*.
You can change the following:
 - Select if you want to *Allow users to upload file attachments in posts*.
 - Choose whether *Everyone* or *Authenticated users only* can view the attachments.
 - In the dropdown box, select the Sitefinity library where you want to store the uploaded attachments.
 - Choose what types of files you want to be allowed as attachments, by selecting one of the following:
 - *Default types*
These are the types that you have defined in *Sitefinity Installation and Administration Guide* » *Settings* » *Content settings* » *Configure forum attachment extensions*.
 - *Define manually...*
Enter additional file extensions that you want to allow, separated by commas.
10. You can choose if you want an RSS feed to be generated for this forum by clicking *Alternative publishing (RSS)* and selecting *RSS feed* checkbox.
Feeds are used to publish frequently updated information, such as blogs, news, forum posts, etc. You can publish an RSS or Atom feed for the forum on the website and the users can subscribe to this feed. This way, they will receive updates of the forum without having to visit the website.

You can change the settings of the automatically generated RSS feed.
Click *Change* button and perform the following procedure:
 - a. In *RSS or Atom to generate?* radio button group, select the format for the feed.
 - b. In *URL name*, enter a URL of the feed.
 - c. Choose how many items to include in the feed by selecting one of the following radio buttons:
 - *Include the newest <number> items*
In the input field, enter how many of the published items you want to display.
 - *Include all published items*
The feed displays all items that are published.
 - d. Choose how to display the items in the feeds by selecting one of the following:
 - *Title and content*.
 - *Title and first <number> characters*.
 - *Title only*.
 - e. To change the mapping of data fields, click *Mapping Settings* button.
In the window that appears, you have a list of the data fields of the feed you are creating. To these fields, you can map fields of the RSS or Atom feed.

When you are finished with the mapping of fields, click *Accept changes*.

- f. Click *Done*.

For more information, see [Feeds](#).

You can display the RSS feed for the forum using the *Feed* widget.

For more information, see [Feed widget](#).

11. When you are finished creating the forum, click *Create this forum*.
The forum is created and the system displays the *Forums* page.

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EDITING FORUMS

EDITING THE PROPERTIES OF A FORUM

1. Open a forum for editing by clicking its *Actions* link and then clicking *Title & Properties*.
The *Edit a forum* page appears.
2. Perform procedure [Creating a forum](#) » *Step 3* to *Step 9*.
3. When you are finished, click *Save*.

DELETING FORUMS

You can delete a forum in the following ways:

- On *Forums* page, select one or more forums and click *Delete* button in the toolbar.
- On *Forums* page, click the *Actions* link of the respective forum.
From the dropdown list, click *Delete*.

A dialog box appears where you must confirm the deletion.

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CREATING A FORUM GROUP

Forum groups are used to gather similar forums in groups. For example, you can have a *Support* forum group, which contains several forums, discussing support issues.

1. To create a forum group, on *Forums* page click *Create a forum group* button in the toolbar of the page.
2. Enter the title of the group.
For example, *General discussions* or *Support*.
3. If you want to add a description of this group, click *Click to add description*.
4. Click *Create this forum group*.
The group is created and the system returns you to *Forums* page.

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EDITING FORUM GROUPS

EDITING THE PROPERTIES OF A FORUM GROUP

1. Open a forum group for editing by clicking its *Actions* link and then clicking *Title & Properties*.
The *Edit a forum group* page appears.
2. Edit the *Title* and the *Description* of the group as needed.
3. When you are finished, click *Save*.

DELETING FORUMS GROUPS

You can delete a forum group in the following ways:

- On *Forums* page, select one or more forum groups and click *Delete* button in the toolbar.
- On *Forums* page, click the *Actions* link of the respective forum group.
From the dropdown list, click *Delete*.

A dialog box appears where you must confirm the deletion.

NOTE: You cannot delete forum groups which contain forums. To do this you must move or delete the forums in the.

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CREATING A THREAD

1. To create a forum thread, click the forum where you want to create a forum thread.

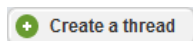
- If you have not created any threads, the system displays the following in the center of the screen:



No threads have been created yet

[Create a thread](#)

- If you have already created one or more threads, the system displays a list of all created threads and the following button in the toolbar of the page:



2. Click *Create a thread*.
The *Create a thread* page appears.
3. Enter the title of the post in the thread.
4. In the text editor, enter the post itself.
For more information, see [The text editor](#).
5. By clicking *More options*, you can change the following:
 - The priority of the thread.
In the dropdown box, choose whether you want to *Stick this thread to the top of a list* of all displayed forum threads. This way the thread will always appear on the top of the list of thread, regardless of how many newer threads are created.
 - Disable further post in the thread
You can disable posting in this thread. To do this, select *Close this thread to disable posting*. You can use this option, for example, to avoid unwanted comments.
 - The automatically generated URL of the thread.
To change it, click *Change* and enter a new URL name.
6. You can choose if you want an RSS feed to be generated for this forum thread by clicking *Alternative publishing (RSS)* and selecting *RSS feed* checkbox.
Feeds are used to publish frequently updated information, such as blogs, news, forum posts, etc. You can publish an RSS or Atom feed for the forum thread on the website and the users can subscribe to this feed. This way, they will receive updates of the thread without having to visit the website.

You can change the settings of the automatically generated RSS feed.
Click *Change* button and perform the following procedure:
 - a. In *RSS or Atom to generate?* radio button group, select the format for the feed.
 - b. In *URL name*, enter a URL of the feed.
 - c. Choose how many items to include in the feed by selecting one of the following radio buttons:
 - *Include the newest <number> items*
In the input field, enter how many of the published items you want to display.
 - *Include all published items*
The feed displays all items that are published.
 - d. Choose how to display the items in the feeds by selecting one of the following:
 - *Title and content*.
 - *Title and first <number> characters*.
 - *Title only*.

- e. To change the mapping of data fields, click *Mapping Settings* button.
In the window that appears, you have a list of the data fields of the feed you are creating. To these fields, you can map fields of the RSS or Atom feed.

When you are finished with the mapping of fields, click *Accept changes*.

- f. Click *Done*.

For more information, see [Feeds](#).

You can display the RSS feed for the thread using the *Feed* widget.

For more information, see [Feed widget](#).

7. When you are finished, click *Create this thread*.

The thread with its first post is created and appears in the list of all threads.

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EDITING THREADS

EDITING THE PROPERTIES OF A FORUM THREAD

1. Open a forum thread for editing by clicking its *Actions* link and then clicking *Title & Properties*.
The *Edit a thread* page appears.
2. Perform procedure [Creating a thread](#) » *Step 3*, *Step 5*, and *Step 6*.
3. When you are finished, click *Save*.

DELETING THREADS

You can delete a thread in the following ways:

- Select one or more threads and click *Delete* button in the toolbar.
- Click the *Actions* link of the respective thread.
From the dropdown list, click *Delete*.

A dialog box appears where you must confirm the deletion.

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CREATING AND EDITING POSTS

CREATING A POST

1. To create a post, click the thread where you want to post.
The *Posts* page opens, displaying all the posts in the thread.
2. Click *Post a replay* button in the toolbar.
3. Use the [text editor](#) to create your post.
4. When finished, click *Publish*.

EDITING POSTS

You can perform the following actions with posts:

- Editing
To edit the content of a post, click its *Edit* link and use the text editor to change what is required.
- Publish or unpublish a post.
A forum post can be in status *Published* or *Unpublished*. Depending on its current status, for each post, the system displays a *Publish* or *Unpublish* links.
- Mark as featured.
To mark a particular post as featured, click its *More action* link and then click *Mark as featured*.
- Mark as spam
If a post is spam, you can mark it as such, which will automatically unpublish it.
To do this, click its *More action* link and then click *Mark as spam*.
- Delete

To delete a post, click its *Delete* link and confirm the deletion.

POST COUNTERS

On *Posts* page, for each post the system displays the user that posted it and a counter for the total number of posts of this user. If a certain post is deleted the counter is not updated, because the purpose of the counter is to show the activity of the user, regardless of whether the posts exist or has been deleted.

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FORUM ATTACHMENTS

Forum attachments are files attached to a particular forum post. You can allow or restrict the users from attaching files to forum threads and posts. For more information, see [Creating a forum](#).

Forum attachments are stored in a dedicated library in *User files*. For each forum there is a different library. The libraries are automatically created when the first file is uploaded and attached.

To manage the files in a forum library, click *Administration* » *User files* and select the library of the forum.

For more information, see [Managing document and file libraries](#).

NOTE: On *User files* page there is a library created by default – *Downloadable goods*. This library is used by the Ecommerce module and its content is restricted. Items of this library are only visible to users that have purchased them.

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UPLOADING AND EDITING IMAGES

You manage images on the *Images* page.

To open the *Images* page, in the main menu in the upper part of the screen, click *Content* » *Images*.

The *Images* page appears, displaying a list of all created libraries together with actions you can perform on them.

Use this page to manage image libraries and upload and edit images.

Section contents

On this page you can do the following:

- ▼ Upload images
- ▼ Edit images
- ▼ Display, sort, filter, and find images
- ▼ Manage image libraries
- ▼ Display and order the images in an image library

PERMISSIONS FOR IMAGES AND IMAGE LIBRARIES

You can set permission for all images and image libraries and you can set individual permissions for each image or library.

To change the permissions for all images, on *Images* page, click *Permissions* link in the right side of the page.

The *Permissions for all images* page appears.

To change permissions for all libraries, in the main menu, click *Administration* » *Permissions* » *by Section* » *Libraries*.

For more information about changing permissions, see *Sitefinity Installation and Administration Guide* » *Users, roles, and permissions* » *Managing permissions* » *Changing global and section permissions* » *Step 2 to Step 4*.

For more information about setting individual permissions for images and image libraries, see *Sitefinity Installation and Administration Guide* » *Users, roles, and permissions* » *Managing permissions* » *Changing permissions of an individual item*.

CUSTOM FIELDS FOR IMAGES

You can add a custom field to all images. A custom field is a field that you create. For each image there are default fields, such as author, title, etc. If you need to add different than the already existing fields, you must create a custom field.

To manage the custom fields of images, on *Images* page, click *Custom Fields* link in the right pane of the page.

For more information, see [Custom fields](#).

You then display a custom field on your website by adding it to a template for displaying images.

For more information, see *Sitefinity Designer's Guide* » *Widget templates* » *Using the Widget templates editor* » *Creating and editing widget templates*.

DISPLAYING IMAGES ON YOUR WEBSITE

To display the images you have uploaded on your website, you must use the *Image* widget or the *Image gallery* widget and configure them to display images.

For more information, see [Image widget](#) or [Image gallery widget](#).

For more information about adding widgets on your page, see [Add widgets on your page or template](#).

You can then choose the way images are displayed by changing the template, which the *Image* or *Image gallery* widget uses. For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

LINKING OR EMBEDDING AN IMAGE

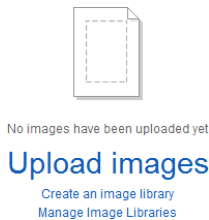
On *Images* page click *Embed this image* link of the respective image.

- To link an image, copy the content of the *Link* input field.
For example you can copy the link and paste it in an e-mail.
- To embed an image in HTML, copy the content of the *Embed* field and paste it in HTML code.
For example you can embed an image in the text, using the text editor in HTML mode.

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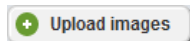
UPLOADING IMAGES

1. If you have multiple sites, on *Images* page select the site where you want to upload images, using the selector in the upper-left corner of the page.
If your site uses more than one source for images, you must choose the source where you want to upload the image.
If you have more than one sources configured, all available sources are displayed in the toolbar, where you can select the source of your choice.
For more information, see *Sitefinity Installation and Administration Guide » Multiple site management*.
2. Click the library where you want to upload images.
3. Perform one of the following:
 - If you have not uploaded any images in the selected library, the system displays the following in the center of the screen:



NOTE: If you are working in multilingual mode, the first image you upload is in the default language.

- If you have already uploaded one or more images in the selected library, the system displays all uploaded images and the following button in the toolbar of *Images* page:



NOTE: If you are working in multilingual mode, before uploading an image, you must first choose the language, in which you want to upload the image. Select the language from *Languages* dropdown box in the right of the page.

For more information about different languages, see [Languages](#).

4. Click *Upload images*.
The *Upload Images* page appears.
5. Drag the images, you want to upload or click *Select images from your computer* and browse your computer to find the image you want to upload and click *Open*.
You can select more than one image.
The file name of the image and its size appear in *Upload images* page.
6. To upload more images, click *Add more images*.
7. In *Where to store the uploaded images?*, select the library where you want to store the image(s), by clicking *Change*.
The tree with all created libraries appears. Select the library and click *Done*.
If you have not created any libraries, you can only choose *Default Library*, which exists by default.

If you want to create another library, perform the following:

- a. Click *Create a new library*.
- b. Enter the name of the library and click *Create this library*.
The new library appears in the dropdown box.

For more information about creating libraries, see [Managing image libraries](#).

8. You can classify your image using the *Categories and tags* section.
For more information, see [Adding categories and tags to a content item](#).
Classifying content helps you organize it. For more information about classifications, see [Classifying content](#).
9. When you are finished, perform procedure [Setting the status of a new page or content item](#).
Uploading status bars appear on the page and after the system has uploaded the images, a message appears informing you about the result of the upload.
10. When upload is finished, choose between the following:
 - *View all images*
Returns you to *Images* page.
 - *Upload more images*
The system opens *Upload Images* page, where you can upload new images.
Perform *Step 3* to *Step 8*.

NOTE: If you are in multilingual mode, on *Images* page, the system displays all available languages next to the image. You cannot have different images in different languages, but you can have different titles for each language. To do this, click the *Add* link of the respective icon.

NOTE: On *Images* page you can also download an already uploaded image, by clicking the *Actions* link of the image and then *Download*.

EDITING IMAGES

EDITING PROPERTIES AND ADDING DETAILS TO AN IMAGE

1. To edit and add details to an already uploaded image, on *Images* page perform one of the following:
 - Click the image you want to edit.
 - Click the *Actions* link of the respective image and then click *Edit Properties*.The *Edit image* page appears.

NOTE: In the right of the page you can see the current status of the image that you have opened for editing. You can also see the author, the time and date of the last update, the publication date, and a link to all existing versions of the item.
2. Change the title of the image, by entering the new title in *Title* input field.
3. View the image in its original size as it would appear in a browser by clicking *View in original size* button below the preview of the image.
4. Replace the image by clicking *Replace Image* button below the image preview.
The *Select image* link appears. Click the link, browse your computer to find the new image, and click *Open*.
The system replaces the image, but not its title and other properties.
5. To edit the image, click *Crop/Resize/Rotate...*
The *Edit image* window opens.
 - a. Use the button to crop, resize or rotate by 90 degrees the image.
 - b. When finished editing the image you can save the changes by clicking *Save* or save the edited image as a new image by clicking *Save as* and entering a new name.
6. Change the library which the image belongs to, by clicking *Change* button and selecting the new library from the dropdown box that appears.
7. Add alternative text to the image, under *Alternative text*, click *Click to add alternative text* and enter the text in the input field that appears.
The text that you enter in *Alternative text* is used for accessibility reasons and by search engines.
8. Change the categories and the tags which the image is assigned to, by clicking *Categories and tags*.

For more information, see [Adding categories and tags to a content item](#).

9. To add details to the image, click *Details*.

The following input fields appear:

- *Author*
Enter an author of the image.
- *Description*
The description you enter in this input field appears as a tooltip for the image in browsers that support ToolTips feature. When the image is opened, the description appears under the image.

10. By clicking *Advanced*, you can change the following:

- The automatically generated URL of the image.
To change it, click *Change* and enter a new URL name.
- Configure additional URLs for the image.
 - a. Select *Allow multiple URLs for this item...* checkbox
 - b. Enter the URLs one per line, using the following convention `/images/<URL name>`
 - c. If you want all the URLs that you have entered to point to the default URL of the image, select *All additional URLs redirect to the default one* checkbox.
If you uncheck the checkbox, each URL will display the image without redirecting.

11. If you have added any custom fields for images, all created fields, appear after the *Advanced* section.

IMPORTANT: Some of the above fields may not be displayed when you edit the properties of an image, because they have been hidden.

For more information about creating custom fields and hiding default fields, see [Custom fields](#).

NOTE: In the right you can see the following information about the image:

- Its status, when the status was last changed and the user that changed the status.
- The dimensions of the image and its size in bytes.
- Links, which you can use to link or embed the image.

12. In the right side of the page, you can see the dimensions of the image and customize them.

To do this click *Customize embedded image* link and select the new size of the image.

13. Before you finish editing the image, you can preview it by clicking the *Preview* button in the toolbar.

The image opens in its default page. If there is no default page, it means the image is not displayed anywhere on the site and you cannot preview it.

To see which the default page for the image is, expand *Pages* in the right side. The page on the top of the list is the default page. For more information about viewing and setting default pages, see [Default pages for content items](#).

14. When you are finished, perform one of the following:

- If you have opened for editing an image in status *Draft*, *Unpublished*, or *Rejected*, perform procedure [Managing a page or content item that is Draft, Unpublished, or Rejected](#).
- If you have opened for approving an image in status *Awaiting approval*, perform procedure [Managing a page or content item that is Awaiting approval](#).
- If you have opened for publishing an image in status *Awaiting publishing*, perform procedure [Managing a page or content item that is Awaiting publishing](#).
- If you have opened for editing an image in status *Published* or *Scheduled*, perform procedures [Managing a page or content item that is Published](#) or [Managing a page or content item that is Scheduled](#) respectively.
If you are editing a published image, the system saves a draft of that image, but the published version is still visible on the webpage. To see which version is the currently published one, see [Revision History](#).

EDIT MANY IMAGES AT THE SAME TIME

You can edit the properties of many images at the same time. To do this, perform the following:

1. On *Images* page, select the images you want to edit and click *More actions* » *Bulk edit titles, categories, tags*.
The *Bulk edit* page appears displaying all the selected images.

2. You can apply the following to all selected images:

- *Common image library*
Click *Change library* and select the library from the dropdown box that appears.
All images are moved to that library.
- *Common categories*
Click *Click to add common categories* link.
For more information, see [Adding categories](#).
- *Common tags*
For more information, see [Adding tags](#).

3. For each of the selected images, you can change the following:

- *Title*
- *Alternative text*
The text that you enter in *Alternative text* is used for accessibility reasons and by search engines.
- *Description*
The description you enter in the input field appears as a tooltip for the image in browsers that support ToolTips feature.

4. When finished, click *Save changes*.

The system returns you to *Images* page.

MOVING AND DELETING AN IMAGE

- To move one or more images to another library, on *Images* page, select the images and in the toolbar click *More actions* » *Move to another image library*.
A window appears where you select the library where you want to move the images and click *Move*.
- To delete images, perform one of the following:
 - On *Images* page, select one or more images you want to delete and click *Delete* button in the toolbar.
 - On *Images* page, click the *Actions* link of the image you want to delete and then click *Delete*.
 - On *Edit image* page, click *More actions* » *Delete*.A dialog box appears where you must confirm the deletion.



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DISPLAYING, SORTING, FILTERING, AND FINDING IMAGES

The *Images* page displays all created image libraries. To view images in a library, click it.


CHANGING THE DISPLAY MODE OF IMAGES

To change the view of the images and the corresponding information, in the toolbar of *Images* page, click one of the following:

- Click  (*Thumbnails view*) to view images and information in boxes.
- Click  (*List view*) to view images and the information in a grid.

DISPLAY IMAGES BY LIBRARIES

To displaying images only from a specific library, click the library thumbnail in the right side of *Images* page.

NOTE: If you use  button to view images, for each image, the system displays a link to the library in the grid. If you click the link to the library, the system displays all images from this library.

For more information, see [Managing image libraries](#).

FILTER IMAGES

To display the filtering options, click *Filter images*.

- Filter by ownership.
To display images, uploaded only by your user, in the right side of the *Images* page click *My images* link under *Filter images*.
- Filter by workflow status.

You can filter images by their status. For example, *Published* or *Draft*.
For more information, see [Workflow status of content items and pages](#).

- Filter by classifications.
You can also filter images by categories, tags, and custom classifications.
If you have added a custom classification field to images, it appears in the filter options. For more information, see [Custom fields](#).
- Filter by date.
To filter images by the date they were modified, click *by Date ...*
The *Display images modified in...* pane appears.
 - When you click a time interval, the system displays all the images modified during this time interval. The last modified are the first in the list. You can further sort them.
 - To display images modified during some custom period of time, click *Custom range...* link.
To define a custom filtering interval, use the *From* and *To* input fields.
Click *Filter*.
 - To go back to all filtering options, click *Close dates* link.
The system displays all filtering options, but displays the last filtering you have chosen until you choose something else or until you refresh your screen by pressing F5.

SORT IMAGES

You can sort images using the *Sort images* dropdown box in the toolbar of *Images* page.
There are the following sorting options:

- *Last uploaded on top*
Sorts images in descending order according to the time of upload.
- *Last modified on top*
Sorts images in descending order according to time of modification.
- *Custom Sorting...*
A window appears where you perform the following:
 1. Select sorting criterion from the dropdown box and choose between *Ascending* and *Descending* order in the radio button.
 2. You can also add more than one criterion by clicking *Add another sorting rule* link and you can remove sorting criteria by clicking *Remove* link.
 3. When you are finished, click *Save*.
The system sorts the images according to the custom sorting.
 4. To edit a custom sorting that you have created, select *Edit custom sorting...* from the *Sort images* dropdown box.

SEARCHING FOR IMAGES

To search for a particular image, use the search option.

1. Click the *Search...* button in the toolbar.
A search field opens.
2. Enter the name or part of the name of the image you are searching for.
The search field is case insensitive.
3. Click *Search*.
A list of results matching your search appears.
To return to the list of all images, click *Close search* button in the toolbar.

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MANAGING IMAGE LIBRARIES

You display and manage all created libraries on *Images* page.

The *Images* page displays the number of images in each library, the date of the last uploaded image, and where those images are stored.

CREATING AN IMAGE LIBRARY

1. On *Images* page, in the toolbar, click *Create a library* button.
The *Create a library* page appears.
2. Enter the name of the library.
3. To add a description of the library, click *Click to add a description*.

NOTE: The information you provide here is not public, it is for your reference only.

4. You can define the maximum size of the library in MB and of each image in the library in KB by clicking *Advanced*.
The *Max album size* and the *Max image size* input fields appear. There you enter the limit of the size in MB and KB respectively.
5. Under *URL name*, you can change the URL of the library.
The automatically generated URL of the library appears.
To change it, click *Change* and enter a new URL name.
6. Under *Parent library*, choose where to create the library:
Select one of the following:
 - *No parent*
This will be a top level library that has no parent.
 - *Select parent library...*
A treeview with existing libraries appears.
Select the library that will be parent of the library you are creating.

NOTE: If the library you are creating is located in another library, it has the same settings as its parent. You can only set cache options, storage providers, and resizing options for a root library, located at top level.

7. If in *Step 6*, you have chosen your library to be a top level library that has no parent, under *Root library settings*, you can configure the following:
 - You can choose whether you want to resize the images in the library when they are uploaded.
To do this, select *Resize images so their width won't be larger than...* radio button and select the maximum width in the dropdown box.
 - You can choose whether you want to generate one or more thumbnail sizes for each image in the library.
To do this, select *Generate thumbnails with selected sizes...* radio button, click *Select* button and select one or more thumbnail sizes.
For more information, see [Thumbnails](#).
This way, for each image the system generated different thumbnail sizes. You can later change these settings.
 - You can set the maximum size of the library in MB and of each image in the library in KB.
 - You can chose where to store the images uploaded in this library.
For example, you can store them on the database, in the file system, or in an external storage.

In *Storage provider* dropdown box, select where to store the images.
The list that appears contains all available storage providers.
For more information, see [Storage providers for libraries](#).
 - You can configure the server and browser caching.
Configuring caching can increases your performance.

Expand *Advanced* and in *Server caching* and *Browser caching* dropdown boxes, select one of the following:

- *As set for the whole site*.
The caching type that is applied to the whole website is applied to this page also.
- *No caching*
- *Standard caching*
- *Long caching*

For more information about applying caching to the entire site or changing the parameters of short and long caching, see *Sitefinity Installation and Administration Guide* » *Settings* » *Configuring caching*.

8. When you are finished, click one of the following:
 - *Create and go to upload images*
The system creates the library and takes you to upload images.

Perform procedure [Uploading images](#) » *Step 3 to Step 9*.

- *Create and go back to all images*
The system creates the library and returns you to *Images* page or *Image Libraries* page, depending on where you have started creating the library.
- The *Back to* link
The system does not save the library you were working on and returns you to *Images* page or *Image Libraries* page, depending on where you have started creating the library.

CHOOSING THE UPLOAD MODE OF THE LIBRARY

You can change the method by which items are uploaded into libraries. Sitefinity supports HTML5 and Silverlight upload. For more information, see *Sitefinity Installation and Administration Guide* » *Settings* » *Libraries upload mode*.

EDITING IMAGE LIBRARIES

1. On *Images* page click the *Actions* link of the library you want to edit.
2. From the dropdown box, click *Edit Properties*.
The *Edit an image library* page appears.
3. Perform *Step 2 to Step 7* of the above procedure.

NOTE: If you are changing the URL of the library, Sitefinity changes the URLs of the items one by one. In case of external storage, changing the library URL may cause data transfer from one storage to another. In case of failure, some of the items might keep their previous URLs and some of the items will have the updated URLs. You can try to resume to get the rest of the items relocated.

4. Click *Save changes*.
The system returns you to *Images* page.

CHANGING THE PARENT LIBRARY OF AN IMAGE LIBRARY

Once created, a library can be moved together with all of its content to another library, by changing its parent library.

To do this, perform the following:

1. Click the *Actions* link of the library that you want to move and from the dropdown, select *Move to...*
The *Change parent library* dialog appears.
2. Select the new parent library and click *Move*.

MOVING IMAGES TO ANOTHER STORAGE

You can change the blob storage provider of a library, which moves all items in a different storage. For example, an image library kept in the database can be moved to the cloud, or a library from one cloud account can be moved to another.

To do this, perform the following:

1. Click the *Actions* link of the library whose items you want to move and from the dropdown, select *Move to another storage*.
In the *Blob storage provider* dropdown box all available storage providers appear.
2. Select where you want to move the items from the library and click *Move to another storage*.
Sitefinity processes the library items one by one and displays a progress indicator in the grid. You can stop and resume the operation.

NOTE: In case of failure before the operation is completed, some of the library items may remain in the target storage, while the rest will stay in the source storage. You can try to resume the operation.

IMPORTANT: During the process of moving to another storage, you are not able to edit or delete the library items.

For more information, see [Storage providers for libraries](#).

DELETING IMAGE LIBRARIES

To delete a library, perform one of the following:

- On *Images* page, select one or more libraries you want to delete and click *Delete* button in the toolbar.
- On *Images* page, click the *Actions* link of the library you want to delete and then click *Delete*.
- On *Edit an image library* page, click *More actions* » *Delete*.

A dialog box appears where you must confirm the deletion.

DISPLAYING AND ORDERING THE IMAGES IN AN IMAGE LIBRARY

DISPLAYING AND EDITING THE IMAGES OF A SINGLE LIBRARY

1. To display all images and sub-libraries in a library, on *Images* page, click the library whose images you want to display. All images in the library appear.
2. To edit the images in the library, perform procedure [Editing images](#).
3. To go back to all libraries click *All libraries* link above the toolbar or in the main menu, click *Content » Images*.

ORDERING IMAGES IN A LIBRARY

1. To order the images in a library, on *Images* page, click the library which images you want to reorder. All images in the library appear.
2. Click *Reorder images* button in the toolbar of the page.
The *Reorder images in <library name> library* page appears.
3. You reorder images by dragging and dropping the image thumbnails in the desired order.
4. When you are finished, click *Save changes*.

CREATING AND EDITING LISTS

You manage lists and their lists items on the *Lists* page.

You can use lists for various purposes. For example, you can create a list for your FAQ section, where each question is one list item and the content of the list item is the answer to the question.

To open the *Lists* page, in the main menu in the upper part of the screen, click *Content » Lists*.

The *Lists* page appears, displaying all created lists with the number of list items in each list together with actions you can perform on them.

When you open a list you can view all items in this list.

To open the page with the list items, perform one of the following:

- On *Lists* page, click the list which items you want to view.
- On *Lists* page, click *Edit list* link of the respective list.

A page, displaying all items in the selected list, appears.

To navigate back to *Lists* page, click *All lists* link in the upper-left part of the page.

Section contents

On this page you can do the following:

- ✓ Create a list
- ✓ Edit lists
- ✓ Search and filter lists
- ✓ Create a list item
- ✓ Edit list items
- ✓ Order, search, and filter list items

PERMISSIONS FOR LISTS AND LIST ITEMS

You can set permission for all lists and list items and you can set individual permissions for each list or each item of a list.

To change the permissions for all lists, on *Lists* page, click *Permissions* link in the right side of the page.

The *Permissions* page appears.

For more information about changing permissions, see *Sitefinity Installation and Administration Guide » Users, roles, and permissions » Managing permissions » Changing global and section permissions » Step 2 to Step 4*.

For more information about setting individual permissions, see *Sitefinity Installation and Administration Guide » Users, roles, and permissions » Managing permissions » Changing permissions of an individual item*.

CUSTOM FIELDS FOR LISTS

You can add a custom field to lists items. A custom field is a field that you create. For each list item there are default fields, such as description, title, etc. If you need to add different than the already existing fields, you must create a custom field.

To manage the custom fields of list items, on the list items page, click *Custom fields for list items* link in the right pane of the page. For more information, see [Custom fields](#).

You then display a custom field for a list on your website by adding it to a template for displaying lists.

For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

DISPLAYING LISTS ON YOUR WEBSITE

To display lists on your website, you must use the *List* widget and you must configure it.

For more information, see [List widget](#).

For more information about adding widgets on your page, see [Add widgets on your page or template](#).

You can then choose the way lists are displayed by changing the template which the *List* widget uses.

For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

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CREATING A LIST

1. If you have multiple sites, on *Lists* page select the site where you want to create lists, using the selector in the upper-left corner of the page.

If your site uses more than one source for lists, you must choose the source where you want to create the list.

If you have more than one sources configured, all available sources are displayed in the toolbar, where you can select the source of your choice.

For more information, see *Sitefinity Installation and Administration Guide » Multiple site management*.

2. Perform one of the following:

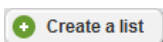
- If you have not created any lists, the system displays the following in the center of the screen:



No lists have been created yet

[Create a list](#)

- If you have already created one or more lists, the system displays all created lists and the following button in the toolbar of *Lists* page:



3. Click *Create a list*.

The *Create a list* page appears.

4. In *Title*, enter the title for the list.

5. To change the automatically generated URL, click *Change* and enter the new URL of the list.

6. Click *Create this list*.

The system creates the list and takes you to create items in this list.

- If you want to create a list item now, click *Create a list item*.
For more information about how to create list items, see [Creating a list item](#).
- If you want to go back to *Lists* page, without creating a list item, click *All lists* link at the upper-left part of the page.

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EDITING LISTS

CHANGING THE TITLE OF A LIST

1. On *Lists* page click the *Actions* link of the respective list.
2. From the dropdown list click *Title & Properties*.
The *Edit list* page appears.
3. Perform procedure [Creating a list](#) » *Step 3* and *Step 4*.
4. When you are finished, click *Save changes*.

DELETING LISTS

You can delete a list in the following ways:

- On *Lists* page, select one or more lists and click *Delete* button in the toolbar.
- On *Lists* page, click the *Actions* link of the respective list.
From the dropdown list, click *Delete*.
- On *Edit list* page, click *More actions* » *Delete*.

A dialog box appears where you must confirm the deletion.

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SEARCHING AND FILTERING LISTS

SEARCHING FOR LISTS

To search for a particular list, use the search option.

1. Click the *Search...* button in the toolbar.
A search field opens.
2. Enter the name or part of the name of the list you are searching for.
The search field is case insensitive.
3. Click *Search*.
A list of results matching your search appears.
To return to the list of all items, click *Close search* button in the toolbar.

FILTERING LISTS

To display lists, created only by your user, in the right side of the *Lists* page, click *My lists* link under *Filter lists*.

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CREATING A LIST ITEM

1. On *Lists* page perform one of the following:
 - Click *Add new list item* link under the name of the list.
 - Click the list.
The list items page appears, displaying one of the following:
 - If you have not created any list items, the system displays the following in the center of the screen:

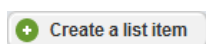


No list items have been created yet

[Create a list item](#)

NOTE: If you are working in multilingual mode, the first lists item you create is in the default language.

- If you have already created one or more list items, the system displays all created list items and the following button in the toolbar of the page:



NOTE: If you are working in multilingual mode, before creating a list item, you must first choose the language in which you want to create the item. Select the language from *Languages* dropdown box in the right of the page.

For more information about different languages, see [Languages](#).

2. Click *Create a list item* or *Create new list item* respectively.
The *Create a list item* page appears.
3. In the *Title* input field, enter the title of the list.
4. In the text editor enter the content of the item itself.
For more information, see [The text editor](#).
5. If you have added any custom fields for the list items, all created fields are displayed after the text editor.
6. Before you finish creating a list item, you can preview it by clicking the *Preview* button in the toolbar.
The list item opens in its default page. If there is no default page, it means the list item is not displayed anywhere on the site and you cannot preview it.
To see which the default page for the list item is, expand *Pages* in the right side. The page on the top of the list is the default page. For more information about viewing and setting default pages, see [Default pages for content items](#).
7. When you are finished creating the list item, you must set its status, using the buttons on top and at the bottom of the item.
For more information, see [Setting the status of a new page or content item](#).

NOTE: While creating you list item, you can use the *Preview* button to see a preview of the list item and its properties.

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EDITING LIST ITEMS

EDITING, APPROVING, AND PUBLISHING THE CONTENT OF A LIST ITEM

1. Go to the list items' page and open a list item for editing in one of the following ways:

- Click the list item you want to edit.
- Click the *Actions* link of the respective list item.
From the dropdown list, click *Edit*.

The *Edit list item* page appears.

NOTE: In the right of the page you can see the current status of the list item that you have opened for editing. You can also see the author, the time and date of the last update, the publication date, and a link to all existing versions of the item.

2. Perform procedure [Creating a list item](#) » *Step 3* and *Step 5*.
3. When you are finished, perform one of the following:
 - If you have opened for editing a list item in status *Draft*, *Unpublished*, or *Rejected*, perform procedure [Managing a page or content item that is Draft, Unpublished, or Rejected](#).
 - If you have opened for approving a list item in status *Awaiting approval*, perform procedure [Managing a page or content item that is Awaiting approval](#).
 - If you have opened for publishing a list item in status *Awaiting publishing*, perform procedure [Managing a page or content item that is Awaiting publishing](#).
 - If you have opened for editing a list item in status *Published* or *Scheduled*, perform procedures [Managing a page or content item that is Published](#) or [Managing a page or content item that is Scheduled](#) respectively.
If you are editing a published list item, the system saves a draft of that list item, but the published version is still visible on the webpage. To see which version is the currently published one, see [Revision History](#).

DELETING LIST ITEMS

You can delete items in the following ways:

- On list items page, select one or more list items and click *Delete* button in the toolbar.
- On list items page, click the *Actions* link of the respective list item.
From the dropdown list, click *Delete*.
- On *Edit list item* page, click *More actions* » *Delete*.

A dialog box appears where you must confirm the deletion.

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ORDERING, SEARCHING, AND FILTERING LIST ITEMS

ORDERING LIST ITEMS

To order list items in a list, click *Order* button in the toolbar. You can choose between the following ordering options:

- *Manually*
Use drag and drop to order the list.
- *Alphabetically* ascending or descending.
- *Last modified on top* or *on bottom*.

SEARCHING FOR LIST ITEMS

To search for a particular list item, use the search option.

1. Click the *Search...* button in the toolbar.
A search field opens.
2. Enter the name or part of the name of the list item you are searching for.
The search field is case insensitive.
3. Click *Search*.
A list of results matching your search appears.
To return to the list of all items, click *Close search* button in the toolbar.

FILTERING LIST ITEMS

- Filter by ownership.
To display list items, created only by your user, in the right side of the page, click *My list items* link under *Filter*.
- Filter by workflow status.
You can filter list items by their status. For example, *Published* or *Draft*.
For more information, see [Workflow status of content items and pages](#).
- Filter by classifications.
You can also filter items by categories, tags, and custom classifications.
If you have added a custom classification field to list items, it appears in the filter options. For more information, see [Custom fields](#).

CREATING AND EDITING NEWS

You manage news on the *News* page.

To open the *News* page, in the main menu in the upper part of the screen, click *Content » News*.

The *News* page appears, displaying a list with all created news together with actions you can perform on them.

Use this page to create, edit, and manage news.

Section contents

On this page you can do the following:

- ✓ Create news
- ✓ Edit news
- ✓ Search and filter news

COMMENTS FOR NEWS

On *News* page, you can view all the comments for news by clicking *Comments for news* link on the right side of the page. All comments that have been submitted for all the news appear.

For more information about comments, see [Comments and ratings](#).

PERMISSIONS FOR NEWS

You can set permission for all news and you can set individual permissions for each news.

To change the permissions for all news, on *News* page, click *Permissions* link in the right side of the page.

The *Permissions* page appears.

For more information about changing permissions, see *Sitefinity Installation and Administration Guide* » *Users, roles, and permissions* » *Managing permissions* » *Changing global and section permissions* » *Step 2 to Step 4*.

For more information about setting individual permissions, see *Sitefinity Installation and Administration Guide* » *Users, roles, and permissions* » *Managing permissions* » *Changing permissions of an individual item*.

CUSTOM FIELDS FOR NEWS

You can add a custom field to all news items. A custom field is a field that you create. For each news item there are default fields, such as author, title, etc. If you need to add different than the already existing fields, you must create a custom field.

To manage the custom fields of news, on *News* page, click *Custom Fields for news* link in the right pane of the page.

For more information, see [Custom fields](#).

You then display a custom field on your website by adding it to a template for displaying news items.

For more information, see *Sitefinity Designer's Guide* » *Widget templates* » *Using the Widget templates editor* » *Creating and editing widget templates*.

DISPLAYING NEWS ON YOUR WEBSITE

To display the news you have created on your website, you must use the *News* widget and configure it.

For more information, see [News widget](#).

For more information about adding widgets on your page, see [Add widgets on your page or template](#).

You can then choose the way news items are displayed by changing the template which the *News* widget uses.

For more information, see *Sitefinity Designer's Guide* » *Widget templates* » *Using the Widget templates editor* » *Creating and editing widget templates*.

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CREATING A NEWS ITEM

1. If you have multiple sites, on *News* page select the site where you want to create news, using the selector in the upper-left corner of the page.

If your site uses more than one source for news, you must choose the source where you want to create the news.

If you have more than one sources configured, all available sources are displayed in the toolbar, where you can select the source of your choice.

For more information, see *Sitefinity Installation and Administration Guide* » *Multiple site management*.

2. Perform one of the following:

- If you have not created any news, the system displays the following in the center of the screen:

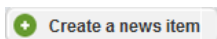


No news items have been created yet

[Create a news item](#)

NOTE: If you are working in multilingual mode, the first news item you create is in the default language.

- If you have already created one or more news, the system displays a list all created news and the following button in the toolbar of *News* page:



NOTE: If you are working in multilingual mode, before creating a news item, you must first choose the language in which you want to create the news item. Select the language from *Languages* dropdown box in the right of the page.

For more information about different languages, see [Languages](#).

3. Click *Create a news item*.
The *Create a news item* page appears.
4. In the *Title* input field, enter the name of the news.
5. In the text editor enter the news itself.
For more information, see [The text editor](#).
6. In *Summary* input field, you can enter a summary for the news.
To do this, click *Click to add Summary*.

7. You can classify your news using the *Categories and tags* section.
For more information, see [Adding categories and tags to a content item](#).
Classifying content helps you organize it. For more information about classifications, see [Classifying content](#).
8. To provide additional information about the author and the source of the news, click *Additional info*.
In the input fields that appear, enter the author and/or the source.
9. By clicking *More options*, you can change the following:
 - The automatically generated URL of the news.
To change it, click *Change* and enter a new URL name.
 - Allow or forbid comments.
To allow or forbid users to leave comments about the news, select or deselect the *Allow comments* checkbox.
 - Configure multiple URLs for the news item
 - a. To configure a news item to have more than one URL, select *Allow multiple URLs for this item...* checkbox.
 - b. In the input box, enter the additional URLs that you want this news items to have.
Enter one URL per line.
 - c. If you want all the URLs that you have entered to point to the default URL of the news, select *All additional URLs redirect to the default one* checkbox.
If you uncheck the checkbox, each URL will display the news item without redirecting.
10. If you have added any custom fields for news items, all created fields appear after the *More actions* section.
Using custom fields, you can, for example, add a custom field *Breaking news* to the news.

IMPORTANT: Some of the above fields may not be displayed when you create a news item, because they have been hidden.
For more information about creating custom fields and hiding default fields, see [Custom fields](#).
11. Before you finish creating a news item, you can preview it by clicking the *Preview* button in the toolbar.
The news item opens in its default page. If there is no default page, it means the news item is not displayed anywhere on the site and you cannot preview it.
To see which the default page for the news item is, expand *Pages* in the right side. The page on the top of the list is the default page. For more information about viewing and setting default pages, see [Default pages for content items](#).
12. When you are finished creating the news item, you must set its status, using the buttons on top and at the bottom of the news item. For more information, see [Setting the status of a new page or content item](#).

NOTE: While creating your news, you can use the *Preview* button to see a preview of the news and its properties.

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EDITING NEWS

EDITING, APPROVING, AND PUBLISHING THE CONTENT OF A NEWS ITEM

1. Go to the *News* page and open a news item for editing in one of the following ways:
 - Click the news item you want to edit.
 - Click the *Actions* link of the respective news.
From the dropdown list, click *Content*.

The *Edit a news* page appears.

NOTE: In the right of the page you can see the current status of the news that you have opened for editing. You can also see the author, the time and date of the last update, the publication date, and a link to all existing versions of the item.
2. Perform procedure [Creating a news item](#) » *Step 3* to *Step 11*.
3. When you are finished, perform one of the following:
 - If you have opened for editing a news item in status *Draft*, *Unpublished*, or *Rejected*, perform procedure [Managing a page or content item that is Draft, Unpublished, or Rejected](#).
 - If you have opened for approving a news item in status *Awaiting approval*, perform procedure [Managing a page or content item that is Awaiting approval](#).

- If you have opened for publishing a news item in status *Awaiting publishing*, perform procedure [Managing a page or content item that is Awaiting publishing](#).
- If you have opened for editing a news item in status *Published* or *Scheduled*, perform procedures [Managing a page or content item that is Published](#) or [Managing a page or content item that is Scheduled](#) respectively.
If you are editing a published news item, the system saves a draft of that news, but the published version is still visible on the webpage. To see which version is the currently published one, see [Revision History](#).

DELETING A NEWS ITEM

You can delete news in the following ways:

- On *News* page, select one or more news and click *Delete* button in the toolbar.
- On *News* page, click the *Actions* link of the respective news.
From the dropdown list, click *Delete*.
- On *Edit a news* page, click *More actions* » *Delete*.

A dialog box appears where you must confirm the deletion.

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SEARCHING AND FILTERING NEWS

SEARCHING FOR NEWS

To search for a particular news item, use the search option.

1. Click the *Search...* button in the toolbar.
A search field opens.
2. Enter the name or part of the name of the news you are searching for.
The search field is case insensitive.
3. Click *Search*.
A list of results matching your search appears.
To return to the list of all items, click *Close search* button in the toolbar.

FILTERING NEWS

- Filter by ownership.
To display news, created only by your user, in the right side of the *News* page, click *My news* link under *Filter news*.
- Filter by workflow status.
You can filter news by their status. For example, *Published* or *Draft*.
For more information, see [Workflow status of content items and pages](#).
- Filter by classifications.
You can also filter news by categories, tags, and custom classifications.
If you have added a custom classification field to news items, it appears in the filter options. For more information, see [Custom fields](#).
- Filter by date.
To filter news by the date they were modified, click *by Date modified...*
 - When you click a time interval, the system displays all the news updated during this time interval. The last updated are the first in the list.
 - To display news modified during some custom period of time, click *Custom range...* link.
To define a custom filtering interval, use the *From* and *To* input fields.
Click *Filter*.
 - To go back to all filtering options, click *Close dates* link.
The system displays all filtering options, but displays the last filtering you have chosen until you choose something else or until you refresh your screen by pressing F5.

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UPLOADING AND EDITING VIDEOS

You manage videos on the *Videos* page.

To open the *Videos* page, in the main menu in the upper part of the screen, click *Content* » *Videos*.

The *Videos* page appears, displaying a list of all created libraries together with actions you can perform on them.

Use this page to manage image libraries and upload and edit videos.

Section contents

On this page you can do the following:

- ✓ Upload videos
- ✓ Edit videos
- ✓ Display, sort, filter, and find videos
- ✓ Manage video libraries
- ✓ Display and order the videos in a video library

PERMISSIONS FOR VIDEOS AND VIDEO LIBRARIES

You can set permission for all videos and video libraries and you can set individual permissions for each video or library.

To change the permissions for all videos, on *Videos* page, click *Permissions* link in the right side of the page.

The *Permissions for videos* page appears.

To change permissions for all libraries, in the main menu, click *Administration* » *Permissions* » *by Section* » *Libraries*.

For more information about changing permissions, see *Sitefinity Installation and Administration Guide* » *Users, roles, and permissions* » *Managing permissions* » *Changing global and section permissions* » *Step 2 to Step 4*.

For more information about setting individual permissions for videos and video libraries, see *Sitefinity Installation and Administration Guide* » *Users, roles, and permissions* » *Managing permissions* » *Changing permissions of an individual item*.

CUSTOM FIELDS FOR VIDEOS

You can add a custom field to all videos. A custom field is a field that you create. For each video there are default fields, such as author, title, etc. If you need to add different than the already existing fields, you must create a custom field.

To manage the custom fields of videos, on *Videos* page, click *Custom Fields* link in the right pane of the page.

For more information, see [Custom fields](#).

You then display a custom field on your website by adding it to a template for displaying videos.

For more information, see *Sitefinity Designer's Guide* » *Widget templates* » *Using the Widget templates editor* » *Creating and editing widget templates*.

DISPLAYING VIDEOS ON YOUR WEBSITE

To display the videos you have uploaded on your website, you must use the *Video* widget or the *Video gallery* widget and configure them to display videos. The widget uses Telerik RadMedia Played, which is an HTML5 video player. It supports WebM (.webm), Ogg (.ogg), and MP4 (.mp4) file formats.

PREREQUISITE: Your video library must support HTML5 mode. For more information, see *Sitefinity Installation and Administration Guide* → *Settings* → *Libraries and Storage* → *Libraries upload mode*.

For more information, see [Video widget](#) or [Video gallery widget](#).

For more information about adding widgets on your page, see [Add widgets on your page or template](#).

You can then choose the way videos are displayed by changing the template which the *Video* and *Video gallery* widget uses.

For more information, see *Sitefinity Designer's Guide* » *Widget templates* » *Using the Widget templates editor* » *Creating and editing widget templates*.

LINKING OR EMBEDDING A VIDEO

On *Videos* page click *Embed this video* link of the respective video.

- To link a video, copy the content of the *Link* input field.
For example you can copy the link and paste it in an e-mail.
- To embed a video in HTML, copy the content of the *Embed* field and paste it in HTML code.
For example you can embed a video in the text, using the text editor in HTML mode.

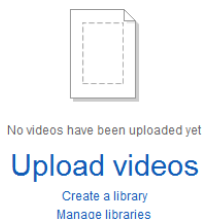
UPLOADING VIDEOS

1. If you have multiple sites, on *Videos* page select the site where you want to upload videos, using the selector in the upper-left corner of the page.
If your site uses more than one source for videos, you must choose the source where you want to upload the video.
If you have more than one sources configured, all available sources are displayed in the toolbar, where you can select the source of your choice.
For more information, see *Sitefinity Installation and Administration Guide* » *Multiple site management*.

2. Click the library where you want to upload videos.

3. Perform one of the following:

- If you have not uploaded any videos in the selected library, the system displays the following in the center of the screen:



NOTE: If you are working in multilingual mode, the first video you upload is in the default language.

- If you have already uploaded one or more videos in the selected library, the system displays all uploaded videos and the following button in the toolbar of *Videos* page:



NOTE: If you are working in multilingual mode, before uploading a video, you must first choose the language, in which you want to upload the video. Select the language from *Languages* dropdown box in the right of the page.

For more information about different languages, see [Languages](#).

4. Click *Upload videos*.
The *Upload videos* page appears.
5. Drag the videos, you want to upload or click *Select videos from your computer* and browse your computer to find the video you want to upload and click *Open*.
You can select more than one video.
The file name of the video and its size appear in *Upload Videos* page.
6. To upload more than one video, click *Add more videos*.
7. In *Where to store the uploaded videos?*, select the library where you want to store the video(s), by clicking *Change*.
The tree with all created libraries appears. Select the library and click *Done*.
If you have not created any libraries, you can only choose *Default Library*, which exists by default.
If you want to create another library, perform the following:
 - a. Click *Create a new library*.
 - b. Enter the name of the library and click *Create this library*.
The new library appears in the dropdown box.

For more information about creating libraries, see [Managing video libraries](#).

8. You can classify your video(s) using the *Categories and tags* section.
For more information, see [Adding categories and tags to a content item](#).
Classifying content helps you organize it. For more information about classifications, see [Classifying content](#).
9. When you are finished, perform procedure [Setting the status of a new page or content item](#).
Uploading status bars appear on the page and after the system has uploaded the video, a message appears informing you about the result of the upload.
10. When upload is finished, choose between the following:
 - *View all videos*
Returns you to *Videos* page.

- *Upload more videos*
The system opens *Upload videos* page, where you can upload new videos.
Perform *Step 3* to *Step 8*.

NOTE: If you are in multilingual mode, on *Videos* page, the system displays all available languages next to the video. You cannot have different videos in different languages, but you can have different titles for each language. To do this, click the *Add* link of the respective icon.

NOTE: On *Videos* page you can also download an already uploaded video, by clicking the *Actions* link of the video and then *Download*.

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EDITING VIDEOS

EDITING PROPERTIES AND ADDING DETAILS TO A VIDEO

1. To edit and add details to an already uploaded video, on *Videos* page perform one of the following:

- Click the video you want to edit.
- Click the *Actions* link of the respective video and then click *Edit Properties*.

The *Edit video* page appears.

NOTE: In the right of the page you can see the current status of the video that you have opened for editing. You can also see the author, the time and date of the last update, the publication date, and a link to all existing versions of the item.

2. Change the title of the video, by entering the new title in *Title* input field.
3. Play the videos using the integrated player below the *Title* field.

NOTE: You can also play the video in your own player or save the video on your computer.

To do this, click *Open the file* button.

In the dialog box that appears, select if you want to *Save* or *Open* the video.

4. Change the video with another video by clicking *Replace the file*.
 - a. Click *Select video from your computer*.
 - b. Browse your computer to find the video you want to upload and click *Open*.
Uploading status bar appears on the page and after the system uploads the video, you can play it in the integrated player.
5. Create a thumbnail for the video by performing one of the following in *Thumbnail* section:
 - Click *Capture video frame*.
The *Capture thumbnail* window appears where the system plays the videos.
 - a. Whenever you want to capture an image for the video thumbnail, click *Get currently displayed frame* button.
You can capture as many thumbnails as you want and you can replay the video, if needed.
 - b. Select the image that you want to display in the thumbnail and click *Done*.
The system returns you to *Edit video* page and changes the thumbnail.
 - Click *Upload custom image*.
Use this option, if you want the thumbnail of the video to be an image that is not a frame in the video.
Use the [image selector](#) to choose an image for the video thumbnail.
6. Change the library which the video belongs to, by clicking *Change* button and selecting the new library from the dropdown box that appears.
7. Change the categories and the tags which the video is assigned to, by clicking *Categories and tags*.
For more information, see [Adding categories and tags to a content item](#).
8. To add details to the video, click *Details*.
The following input fields appear:
 - *Author*
Enter an author of the video.
 - *Description*
The description you enter in the input field appears as a tooltip for the video in browsers that support ToolTips feature.
When the video is opened, the description appears under the video.

9. By clicking *Advanced*, you can change the following:
 - The automatically generated URL of the video.
To change it, click *Change* and enter a new URL name.
 - Configure additional URLs for the video.
 - a. Select *Allow multiple URLs for this item...* checkbox
 - b. Enter the URLs one per line, using the following convention `/videos/<URL name>`
 - c. If you want all the URLs that you have entered to point to the default URL of the video, select *All additional URLs redirect to the default one* checkbox.
If you uncheck the checkbox, each URL will display the video without redirecting.
10. If you have added any custom fields for videos, the *Custom fields* section, displaying all created fields, appears.

IMPORTANT: Some of the above fields may not be displayed when you edit the properties of a video, because they have been hidden.

For more information about creating custom fields and hiding default fields, see [Custom fields](#).
11. Before you finish editing the video, you can preview it by clicking the *Preview* button in the toolbar.
The video opens in its default page. If there is no default page, it means the video is not displayed anywhere on the site and you cannot preview it.
To see which the default page for the video is, expand *Pages* in the right side. The page on the top of the list is the default page. For more information about viewing and setting default pages, see [Default pages for content items](#).
12. When you are finished, perform one of the following:
 - If you have opened for editing a video in status *Draft*, *Unpublished*, or *Rejected*, perform procedure [Managing a page or content item that is Draft, Unpublished, or Rejected](#).
 - If you have opened for approving a video in status *Awaiting approval*, perform procedure [Managing a page or content item that is Awaiting approval](#).
 - If you have opened for publishing a video in status *Awaiting publishing*, perform procedure [Managing a page or content item that is Awaiting publishing](#).
 - If you have opened for editing a video in status *Published* or *Scheduled*, perform procedures [Managing a page or content item that is Published](#) or [Managing a page or content item that is Scheduled](#) respectively.
If you are editing a published video, the system saves a draft of that video, but the published version is still visible on the webpage. To see which version is the currently published one, see [Revision History](#).

EDIT MANY VIDEOS AT THE SAME TIME

You can edit the properties of many videos at the same time. To do this, perform the following:

1. On *Videos* page, select the videos you want to edit and click *More actions* » *Bulk edit titles, categories, tags*.
The *Bulk edit* page appears displaying all the selected videos.
2. You can apply the following to all selected videos:
 - *Common library*
Click *Change library* and select a library from the dropdown box that appears.
All videos are moved to that library.
 - *Common categories*
Click *Click to add common categories* link.
For more information, see [Adding categories](#).
 - *Common tags*
Click *Click to add common tags*.
For more information, see [Adding tags](#).
3. For each of the selected videos, you can change the following:
 - *Title*
 - *Description*
The description you enter in the input field appears as a tooltip for the video in browsers that support ToolTips feature.
4. When finished, click *Upload*.

The system returns you to *Videos* page.

MOVING AND DELETING A VIDEO

- To move one or more videos to another library, on *Videos* page, select the videos and in the toolbar, click *More actions* » *Move to other library*.

A window appears where you select the library where you want to move the videos and click *Move*.

- To delete videos, perform one of the following:
 - On *Videos* page, select one or more videos you want to delete and click *Delete* button in the toolbar.
 - On *Videos* page, click the *Actions* link of the video you want to delete and then click *Delete*.

A dialog box appears where you must confirm the deletion.



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DISPLAYING, SORTING, FILTERING, AND FINDING VIDEOS

The *Videos* page displays all created video libraries. To view videos in a library, click it.


CHANGING THE DISPLAY MODE OF VIDEOS

To change the view of the videos and the corresponding information, in the toolbar of *Videos* page, click one of the following:

- Click  (*Thumbnails view*) to view videos and information in boxes.
- Click  (*List view*) to view videos and the information in a grid.

DISPLAY VIDEOS BY LIBRARIES

To displaying videos only from a specific library, click the library thumbnail in the right side of *Videos* page.

NOTE: If you use  (*List view*) button to view videos, for each video, the system displays a link to the library in the grid. If you click the link to the library, the system displays all videos from this library.

For more information, see [Managing video libraries](#).

FILTER VIDEOS

To display the filtering options, click *Filter videos*.

- Filter by ownership.
To display videos, uploaded only by your user, in the right side of *Videos* page, click *My videos* link under *Filter videos*.
- Filter by workflow status.
You can filter videos by their status. For example, *Published* or *Draft*.
For more information, see [Workflow status of content items and pages](#).
- Filter by classifications.
You can also filter videos by categories, tags, and custom classifications.
If you have added a custom classification field to videos, it appears in the filter options. For more information, see [Custom fields](#).
- Filter by date.
To filter videos by the date they were modified, click *by Date ...*
The *Display Videos modified in...* pane appears.
 - When you click a time interval, the system displays all the videos modified during this time interval. The last modified are the first in the list. You can further sort them.
 - To display videos modified during some custom period of time, click *Custom range...* link.
To define a custom filtering interval, use the *From* and *To* input fields.
Click *Filter*.
 - To go back to all filtering options, click *Close dates* link.
The system displays all filtering options, but displays the last filtering you have chosen until you choose something else or until you refresh your screen by pressing **F5**.

SORT VIDEOS

You can sort videos using the *Sort videos* dropdown box in the toolbar of the page.
There are the following sorting options:

- *Last uploaded on top*
Sorts videos in descending order according to the time of upload.
- *Last modified on top*
Sorts videos in descending order according to time of modification.
- *Custom sorting...*
A window appears where you perform the following:
 1. Select sorting criterion from the dropdown box and choose between *Ascending* and *Descending* order in the radio button.
 2. You can also add more than one criterion by clicking *Add another sorting rule* link and you can remove sorting criteria by clicking *Remove* link.
 3. When you are finished, click *Save*.
The system sorts the videos according to the custom sorting.
 4. To edit a custom sorting that you have created, select *Edit custom sorting...* from the *Sort videos* dropdown box.

SEARCHING FOR VIDEOS

To search for a particular video, use the search option.

1. Click the *Search...* button in the toolbar.
A search field opens.
2. Enter the name or part of the name of the video you are searching for.
The search field is case insensitive.
3. Click *Search*.
A list of results matching your search appears.
To return to the list of all videos, click *Close search* button in the toolbar.

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MANAGING VIDEO LIBRARIES

You display and manage all created libraries on *Videos* page.

The *Videos* page displays the number of videos in each library, the date of the last uploaded videos, and where those videos are stored.

CREATING A VIDEO LIBRARY

1. On *Libraries* page or on *Videos* page, click *Create a library* button in the toolbar.
The *Create a library* page appears.
2. Enter a name for the library.
3. To add a description of the library, click *Click to add a description*.
NOTE: The information you provide here is not public, it is for your reference only.
4. You can define the maximum size of the library and of each video in the library by clicking *Advanced*.
The *Max library size* and the *Max video size* input fields appear. There you enter the limit of the size in MB and KB respectively.
5. Under *URL name*, you can change the URL of the library by clicking *Advanced*.
The automatically generated URL of the library appears.
To change it, click *Change* and enter a new URL name.
6. Under *Parent library*, choose where to create the library:
Select one of the following:
 - *No parent*
This will be a top level library that has no parent.
 - *Select parent library...*
A treeview with existing libraries appears.
Select the library that will be parent of the library you are creating.

NOTE: If the library you are creating is located in another library, it has the same settings as its parent. You can only set cache options, storage providers, and resizing options for a root library, located at top level.

7. If in *Step 6*, you have chosen your library to be a top level library that has no parent, under *Root library settings*, you can configure the following:

- You can set the maximum size of the library in MB and of each video in the library in KB.
- You can chose where to store the videos uploaded in this library.
For example, you can store them on the database, in the file system, or in an external storage.

In *Storage provider* dropdown box, select where to store the videos.

The list that appears contains all available storage providers.

For more information, see [Storage providers for libraries](#).

- You can configure the browser caching.
Configuring caching can increases your performance.

8. When you are finished, click one of the following:

- *Create this library*
The system creates the library and returns you to *Videos* page or *Libraries* page, depending on where you have started creating the library.
- *Create and add another library*
The system saves the library and displays a new *Create a library* page.
- The *Back to* link
The system does not save the library you were working on and returns you to *Videos* page or *Libraries* page, depending on where you have started creating the library.

CHOOSING THE UPLOAD MODE OF THE LIBRARY

You can change the method by which items are uploaded into libraries. Sitefinity supports HTML5 and Silverlight upload. For more information, see *Sitefinity Installation and Administration Guide* » *Settings* » *Libraries upload mode*.

EDITING VIDEO LIBRARIES

1. To edit the library properties, on *Videos* page click the *Actions* link of the library you want to edit.
2. From the dropdown box, click *Edit Properties*.
The *Edit a library* page appears.
3. Perform *Step 2* to *Step 7* of the above procedure.

NOTE: If you are changing the URL of the library, Sitefinity changes the URLs of the items one by one. In case of external storage, changing the library URL may cause data transfer from one storage to another. In case of failure, some of the items might keep their previous URLs and some of the items will have the updated URLs. You can try to resume to get the rest of the items relocated.

4. Click *Save changes*.
The system returns you to *Videos* page.

CHANGING THE PARENT LIBRARY OF A VIDEO LIBRARY

Once created, a library can be moved together with all of its content to another library, by changing its parent library.

To do this, perform the following:

1. Click the *Actions* link of the library that you want to move and from the dropdown, select *Move to...*
The *Change parent library* dialog appears.
2. Select the new parent library and click *Move*.

MOVING VIDEOS TO ANOTHER STORAGE

You can change the blob storage provider of a library, which moves all items in a different storage. For example, an image library kept in the database can be moved to the cloud, or a library from one cloud account can be moved to another.

To do this, perform the following:

1. Click the *Actions* link of the library whose items you want to move and from the dropdown, select *Move to another storage*.
In the *Blob storage provider* dropdown box all available storage providers appear.

2. Select where you want to move the items from the library and click *Move to another storage*. Sitefinity processes the library items one by one and displays a progress indicator in the grid. You can stop and resume the operation.

NOTE: In case of failure before the operation is completed, some of the library items may remain in the target storage, while the rest will stay in the source storage. You can try to resume the operation.

IMPORTANT: During the process of moving to another storage, you are not able to edit or delete the library items.

For more information, see [Storage providers for libraries](#).

DELETING VIDEO LIBRARIES

To delete a library, perform one of the following:

- On *Videos* page, select one or more libraries you want to delete and click *Delete* button in the toolbar.
- On *Videos* page, click the *Actions* link of the library you want to delete and then click *Delete*.
- On *Edit a library* page, click *More actions* » *Delete*.

A dialog box appears where you must confirm the deletion.

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DISPLAYING AND ORDERING THE VIDEOS IN A VIDEO LIBRARY

DISPLAYING AND EDITING THE VIDEOS OF A SINGLE LIBRARY

- To display all video and sub-libraries in a library, on *Videos* page, click the library whose videos you want to display. All videos in the library appear.
- To edit the videos in the library, perform procedure [Editing videos](#).
- To go back to all libraries click *All libraries* link above the toolbar or in the main menu, click *Content* » *Videos*.

ORDERING VIDEOS IN A LIBRARY

1. To order the videos in a library on *Videos* page, click the library whose videos you want to reorder. All videos in the library appear.
2. Click *Reorder videos* button in the toolbar of the page.
The *Reorder videos* page appears.
3. You reorder videos by dragging the videos thumbnails in the desired order.
4. When you are finished, click *Save changes*.

NOTE: You can also reorder videos using the [sorting](#) function.

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DYNAMIC MODULES

After you have defined and activated your dynamic module, you can use it to create content in the backend and display the created content on your website. The dynamic content types belonging to your module appear under the *Content* tab and the widgets appear in page editing mode under the *Content* widgets group. You use your module to create dynamic content items. The fields you have defined for the content types appear when you create a dynamic content items.

For more information about creating and installing a dynamic module, see *Sitefinity Installation and Administration Guide* » *Modules & Services* » *Dynamic modules*.

CREATING AND EDITING DYNAMIC CONTENT ITEMS

You manage the dynamic content items on a separate page dedicated to each content type of your module.

To open the page, in the main menu in the upper part of the screen, click *Content* » *<Content type>*.

The *<Module name>* page appears, displaying a list of all created content items of the selected content type together with actions you can perform on them. You can manage what columns and information the page displays. For more information, see [Editing the module and the module screens](#).

Use this page to create, edit, and manage dynamic content items.

Section contents

On this page you can do the following:

- ✓ Create a dynamic content item
- ✓ Edit dynamic content items
- ✓ Sort, filter , and search dynamic content items

REVISION HISTORY

Dynamic modules have version history. Use this function to view and compare different versions of a content item. Every time you edit a content item, a version of that content item is saved by the system.

For more information, see [Revision history](#).

PERMISSIONS FOR DYNAMIC CONTENT ITEMS

You can set permission for dynamic content items of a certain type and you can set individual permissions for each field of a dynamic type. For example, some users can change the answer to an FAQ, others can only view it, but can create questions. To be able to set permissions for individual fields, you must have enabled this when [creating the content type](#) in *Step 6*.

To change the permissions for all items, click *Content » <Content type>*. On your dynamic content type page, click *Permissions* link in the right side of the page.

The *Permissions* page appears.

For more information about changing permissions, see *Sitefinity Installation and Administration Guide » Users, roles, and permissions » Managing permissions » Changing global and section permissions » Step 2 to Step 4*.

DISPLAYING DYNAMIC ITEMS ON YOUR WEBSITE

To display dynamic content items on your website, the system generates a separate widget for each content type. It is added to the *Content* widgets group. There are two types of dynamic content type widgets – content widgets and hierarchical widgets. The content widgets display content types, the hierarchical widgets display parent content types. These are content types that have children, such as blogs that have blog posts and forums that have forum threads.

For example, if you have two content types at top level, the system creates two separate content widgets. If you have two content types, but one is a parent of the other – the system generates only one hierarchical widget that is used to display both types.

For more information, see [Dynamic content widgets](#) and [Dynamic hierarchical widgets](#).

For more information about adding widgets on your page, see [Add widgets on your page or template](#).

You can then choose the way items are displayed by changing the template which the widget uses.

For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

WORKING WITH THE MODULE PROGRAMMATICALLY

If you are developer, you can use the code reference for each module. It contains code examples for the most common operations you can perform with the module.

1. To view the code samples, click *Administration » Module Builder*.
2. In the list of all created modules, click the module, whose code reference you want to see.
3. Click *Code reference for <module name>* link.

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CREATING A DYNAMIC CONTENT ITEM

1. Open the page of your dynamic content type by clicking *Content » <Dynamic type>*.
2. If you have multiple sites, on the page of your module, select the site where you want to create the item, using the selector in the upper-left corner of the page.
If your site uses more than one source for this content type, you must choose the source where you want to create the item.
If you have more than one sources configured, all available sources are displayed in the toolbar, where you can select the

source of your choice.

For more information, see *Sitefinity Installation and Administration Guide* » *Multiple site management*.

3. Click *Create a <item name>*.

NOTE: If you are working in multilingual mode, before creating a content item, you must first choose the language in which you want to create it. Select the language from *Languages* dropdown box in the right of the page.

For more information about different languages, see [Languages](#).

4. Fill out all fields that you have created when defining the dynamic module.
For more information, see [Creating a content type](#).
5. Before you finish creating the dynamic item, you can preview it by clicking the *Preview* button in the toolbar.
The item opens in its default page. If there is no default page, it means the item is not displayed anywhere on the site and you cannot preview it.
To see which the default page for the dynamic item is, expand *Pages* in the right side. The page on the top of the list is the default page. For more information about viewing and setting default pages, see [Default pages for content items](#).
6. When you are finished creating the item, you must set its status, using the buttons on top and at the bottom of the item. For more information, see [Setting the status of a new page or content item](#).

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EDITING A DYNAMIC CONTENT ITEM

EDITING, APPROVING, AND PUBLISHING THE CONTENT OF A DYNAMIC CONTENT ITEM

1. On your dynamic content type page, open the dynamic item for editing in one of the following ways:

- If the item does not have children items, click the item you want to edit.
- If the item is a parent of other items, click the *Actions* link of the respective item.
From the dropdown list, click *Properties*.

NOTE: In the right of the page you can see the current status of the item that you have opened for editing. You can also see the author, the time and date of the last update, the publication date, and a link to all existing versions of the item.

2. Edit the field that you want.
3. When you are finished, perform one of the following:
 - If you have opened for editing an item in status *Draft*, *Unpublished*, or *Rejected*, perform procedure [Managing a page or content item that is Draft, Unpublished, or Rejected](#).
 - If you have opened for approving an item in status *Awaiting approval*, perform procedure [Managing a page or content item that is Awaiting approval](#).
 - If you have opened for publishing an item in status *Awaiting publishing*, perform procedure [Managing a page or content item that is Awaiting publishing](#).
 - If you have opened for editing an item in status *Published* or *Scheduled*, perform procedures [Managing a page or content item that is Published](#) or [Managing a page or content item that is Scheduled](#) respectively.
If you are editing a published item, the system saves a draft of that item, but the published version is still visible on the webpage. To see which version is the currently published one, see [Revision History](#).

DELETING A DYNAMIC CONTENT ITEM

You can delete an item in the following ways:

- On your dynamic content type page, select one or more items and click *Delete* button in the toolbar.
- On your dynamic content type page, click the *Actions* link of the respective item.
From the dropdown list, click *Delete*.
- When you edit an item, click *More actions* » *Delete*.

A dialog box appears where you must confirm the deletion.

SORT, FILTER, AND SEARCH DYNAMIC CONTENT ITEMS

You can search, sort, and filter dynamic content items on the page of the dynamic module, where all created dynamic content types are located. For example, if you have a module *Brands*, open the page where all created brands are. You can see *Filter Brands* section in the right pane.

FILTER DYNAMIC CONTENT ITEMS

- Filter by ownership.
To display dynamic content items, uploaded only by your user, in the right side of the page, click *My <content type>* link under *Filter <content type>*.
- Filter by workflow status.
You can filter dynamic content items by their status. For example, *Published* or *Draft*.
For more information, see [Workflow status of content items and pages](#).
- Filter by classifications.
You can also filter dynamic content items by categories, tags, and custom classifications.
To display the filter, you must first add a classification field to the dynamic content type. For more information, see *Sitefinity Installation and Administration Guide* → *Modules & Services* → *Dynamic modules* → *Creating the dynamic module* → *Creating a content type* → *Step 4*.

SORT DYNAMIC CONTENT ITEMS

You can sort dynamic content items using the *Sort* dropdown box in the toolbar of the page. There are the following sorting options:

- *Last uploaded on top*
Sorts dynamic content items in descending order according to the time of upload.
- *Last modified on top*
Sorts dynamic content items in descending order according to time of modification.
- *Custom Sorting...*
A window appears where you perform the following:
 1. Select sorting criterion from the dropdown box and choose between *Ascending* and *Descending* order in the radio button.
 2. You can also add more than one criterion by clicking *Add another sorting rule* link and you can remove sorting criteria by clicking *Remove* link.
 3. When you are finished, click *Save*.
The system sorts the dynamic content items according to the custom sorting.
 4. To edit a custom sorting that you have created, select *Edit custom sorting...* from the *Sort items*: dropdown box.

SEARCHING FOR DYNAMIC CONTENT ITEMS

To search for a particular dynamic content item, use the search option.

1. Click the *Search...* button in the toolbar.
A search field opens.
2. Enter the name or part of the name of the dynamic content items you are searching for.
The search field is case insensitive.
3. Click *Search*.
A list of results matching your search appears.
To return to the list of all dynamic content items, click *Close search* button in the toolbar.

DEFAULT PAGES FOR CONTENT ITEMS

Sitefinity keeps track of each content item and the default page where it is displayed. This way, Sitefinity knows the URL of each item at any time, regardless of whether the item is published or saved as draft. This is called Canonical URL service. It makes possible for you to preview an item, as it will appear on the website, even before the item is published. Also, each item, at any time has one default page associated with it, therefore its URL is always known.

Content items are displayed on pages using widgets. Each type of content item has one or more widgets used to display it. For example, events are displayed on the website using the *Events* widget. A page is associated with a content item when you drop the respective widget on the page.

EXAMPLE: You create three events, but you have no page where you have added the *Events* widget. These events do not have a default page, because they are not displayed anywhere on the site. You cannot preview the events, because Sitefinity does not know where they will be displayed. You cannot know their exact URL, because it depends on the page where they will be published.

When you create a page and add the *Events* widget on the page, this page automatically becomes the default page for the events that you have created. If you, however, configure this *Events* widget to display only one of the three created events, this page becomes default only for the event that it displays. For example, you can use categories to narrow the displayed events. If you create a second page, which also contains the *Events* widget, you can set manually, which is the default page for the events, using priorities.

CONFIGURING THE DEFAULT PAGES

You can configure default pages on content type level.

To view and configure the default pages for all content items of a particular type, perform the following:

1. Open the page for the content type.
For example, open the *Events* page.
2. In the lower-right corner of the page, click *Pages where <Content type name> are published*.
For example, *Pages where Events are published*.

You can see a page, displaying all pages where the respective widget is dropped and configured to display the content type. For example, all pages that contain the *Events* widget.

3. To set the priority, click the *Actions* link of a page and use the *Up* or *Down* functions.
The page on the top is the one with highest priority. The page with highest priority is the default page.

For example, if two pages are configured to display all events, the default page for all events is the page with the higher priority. However, if you have two pages, of which one is configured to display only events from *Sports* category and the other – only events from *Business* category, the default page for events with *Category* set to *Sports* will be the first page and for the business events will have the second page, even if you have set the first page with higher priority.

NOTE: The default page for a content item is the **page with the highest priority, where this item is displayed**. If there is a page with higher priority that has the respective widget, but is not configured to display the content item, it is not set as its default page.

NOTE: If you have multiple sites, and the content items of one site are displayed on pages of another site, these pages also appear on the list of default pages for the items and you can set their priority. For more information about multiple sites and multiple data sources, see Sitefinity Installation and *Administration Guide* » *Multiple site management* » *Creating a site*.

For example, if you configure the provider for events of site A to be also the provider for the events in site B and you create a page that has the *Events* widget in site B and this widget is configured to display the events created in site A, when you go to site A and open the page with the list of default pages for events, the page from site B will also be present in the list and you can set it as page with highest priority. This way, an event from site A can open by default on a page from site B.

PREVIEWING AN ITEM AND VIEWING ITS DEFAULT PAGES

You can preview an item in one of the following ways:

- On the home page of the content type, click *Actions* link of the respective content item and then click *View*.
- When you are creating or editing a content item, in the toolbar, click *Preview*.

The item opens in its default page. If the item is not displayed anywhere on the site and does not have a default page, you cannot view or preview it.

When you open an item for editing, you can view the pages where it appears by expanding *Pages* on the right. The page on the top of the list is the default page for the item.

SCOPE OF CANONICAL URLS

Content types that are covered by the feature are:

- News

- Event
- Blog Post
- Image
- Video
- Document & File
- List Item
- Ecommerce Products
- Dynamic content types
- Forums posts are only partially covered by the feature – they have canonical meta tags inserted, but the preview is not available for them.

INLINE EDITING

Use this procedure to edit and upload content while you are browsing the website. You do not need to open the website in the backend; you can use the inline editing function to edit your website directly while browsing it. Using the direct inline editing, you can see how the items you are editing look in the context of the website.

PREREQUISITES:

- To use inline editing, you must be logged in Sitefinity backend.
- To publish content after editing it, you must have publishing permissions. If your site has an active workflow, the process of editing and uploading content follows the rules of the workflow. For more information, see [Workflows](#) and [Workflow status of content items and pages](#).
- You can edit only the currently published version of content. You cannot edit items that are in status *Awaiting approval*, *Awaiting publishing*, *Rejected*. *Draft* and *Scheduled* content is not displayed on the frontend.

INLINE EDITING PROCEDURE

To directly edit your website, perform the following:

1. Open the inline editing, login to Sitefinity, and open the website in a browser.
The system opens the website and displays the following icon in the right of the page:



When the system displays this icon, it means that you can edit content directly in the browser.

2. Click the icon and in the dropdown menu, click *Edit content*.
A banner appears on top of the page, displaying publishing options.
When you are in inline editing mode, the system indicates this by changing the color of icon as in the following screenshot:



3. You edit content by clicking it.
On mouse-over, the system colors the content that can be edited in **yellow**.
For more information about which content can be edited directly in the browser, see *Covered content* section below.
4. Save the edited content as draft or publish it.
For more information, see *Saving and publishing* section below.
5. To exit the inline editing mode, in the toolbar, click *EXIT EDITING*.
If you have unsaved content, the system prompts you.



NOTE: To see which user is logged and can use the inline editing icon. The system displays the user that is currently logged in Sitefinity. You can use the icon button to logout after you finish the changes.

COVERED CONTENT


The following table lists all content items that you can edit directly in the browser, together with editing actions available for each content type:

Widget	Available actions
<i>Content block</i>	<ul style="list-style-type: none"> Edit content Edit all properties (in the backend) For more information, see Editing content blocks.
<i>News</i>	<ul style="list-style-type: none"> Edit title Edit content Edit all properties (in the backend) For more information, see Editing news.
<i>Blog list</i>	<ul style="list-style-type: none"> Edit titles Edit all properties (in the backend) For more information, see Editing blogs.
<i>Blog post</i>	<ul style="list-style-type: none"> Edit title Edit content Edit all properties (in the backend) For more information, see Editing blog posts.
<i>Events</i>	<ul style="list-style-type: none"> Edit title Edit event description Edit all properties (in the backend) For more information, see Editing events.
<i>Lists</i>	<ul style="list-style-type: none"> Edit list title Edit list items Edit all properties (in the backend) For more information, see Editing lists and Editing list items.
<i>Image</i>	<ul style="list-style-type: none"> Change image Edit title Edit alternative text Edit display size Edit all properties (in the backend) For more information, see Editing images.
<i>Dynamic widgets</i>	<ul style="list-style-type: none"> Edit title Edit all properties (in the backend.) For more information, see Editing a dynamic content item.

EDITING TOOLS

- You edit **titles** by directly inputting text in the input field.
- You edit **content** and descriptions, using the text editing tools that appear in the toolbar.
For more information, see [The text editor](#).
There is a separate toolset for the text editor in inline editing mode. For more information about configuring the toolsets, see [Text editor](#).
- To edit an **image**, click the image and then click  icon.
- To edit **all properties** of an item, you must open it for editing in the backend.
To do this, click the item on the frontend and then in the toolbar, click  » *Edit all properties*.

SAVING AND PUBLISHING

- Publishing a single item.
When you are editing a single item, for example the news title, you can publish this item only. To do this, in the toolbar click  » *Publish <item name>*.
- Publishing all changes on the page.
To do this, click *PUBLISH ALL* button in the toolbar.


NOTE: If the items that you try to publish are subject to a workflow, the system displays a notification, informing you about the new status of the content items and displays a link to editing the items in Sitefinity backend.

For example, if an item must be approved before publishing, the system inform you that the item you are editing cannot be published, the status of the item is changed to *Awaiting approval*, and there is a link you can follow to edit the item in the backend.

- Saving all items on the page as draft.
To do this, click *SAVE AS DRAFT* button in the toolbar.
All items on the page are saved in status *Draft* (*newer than published*).

NOTE: If not all items on the page are published, the system displays *Mark not published content* link in the toolbar. When you click the link, next to each item, the system displays its status.

OTHER INLINE EDITION OPTIONS

When you click  icon, you can use the following options:

- *Edit widgets and layout*
The system opens the page in page editing mode.
For more information, see [Page layout](#) and [Widgets](#).
- *Page Analytics*
The system open the analytics data for the current page.
You must have configured the *Analytics* module.
For more information, see *Sitefinity Tools* → *Sitefinity Analytics*.

REVISION HISTORY





Use this function to view and compare different versions of a content item. Every time you edit a content item, a version of that content item is saved by the system.


To view the history, perform one of the following:

- Click the *Actions* link of the respective item and click *Revision History*.
- To open the item for editing, in the right of the page click *Revision History*.

The *Revision History* page appears, containing a list of all versions of the item.

The following screenshot displays three versions of event *MyEvent*:

Revision History of <i>MyEvent</i>				
<div>DeleteCompare</div>				
 VERSION	LAST EDITED	BY	NOTES	
 0.3 Draft	30 Jul, 2010; 06:35 PM	Sitefinity admin	Write note	
 0.2 Draft	30 Jul, 2010; 06:34 PM	Sitefinity admin	Write note	
 0.1 Initial Draft	30 Jul, 2010; 06:34 PM	Sitefinity admin	Write note	

In case the item has been published, the system indicates which version of the item is published, by displaying  next to this version.

On *Revision History* page, you can do the following:

- You can view a previous version of the item by clicking the version.
A preview of the page opens. You can revert to a previous version of the page by clicking *Revert to this version* button. The system makes the selected version of the item the current one.
- You can compare two versions of an item, by selecting them and clicking *Compare*.
- The system displays both the content and the properties of the two versions.
- You can delete versions of the item, by selecting them and clicking *Delete*.
- You can add note to each version, by clicking the *Write note* link of the respective version.
An input field where you enter and save the note appears.
The note is displayed in the *Revision History* page. You can edit and delete the note.

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COMMENTS AND RATINGS

When you publish a content item on your website, users can leave comments and rate it. You can also drop the [Comments widget](#) anywhere on the page. You can then manage these comments and ratings, using the *Comments* module. The *Comments* page contains all comments and ratings for content types or pages. For example, comments for news or ratings of a product.

Users can leave comments for the following content types:

- *Pages*
- *News*
- *Blog posts*
- *Events*
- *Images*
- *Videos*
- *Documents and other files*
- *List items*
- *Products*
- Dynamic content types

All of the above, except pages, have a built-in comments widget. For pages, you must drop the *Comments* widget where you want to display comments functionality.

For each content item or page, users can read and leave comments. If you have enabled ratings, for each item, the average rating is automatically calculated and displayed.

Section contents

- ▼ [Enable comments and ratings](#)
- ▼ [Comments and ratings for dynamic content types](#)
- ▼ [Submitted comments and ratings](#)

ENABLE COMMENTS AND RATINGS

By default, comments are enabled for all commentable types of content and pages. Ratings are enabled, by default, only for products.

To enable and disable comments and ratings, perform the following:

1. Click *Content* » *Comments*.
2. In the right pane, click *Settings*.

The *Settings* page appears.

3. In the left pane, expand *CommentsModule* » *Commentable types*.
All commentable types appear.
 4. Click the type whose setting you want to change.
You can configure the following:
 - *AllowComments*
Enable and disable the comments for this type of content.
For example, if you have selected the checkbox in the *News* content type, when you read a news item on the frontend, you see *Leave a comment* link. When you click it, a textbox and a submit button appears.
 - *Requires authentication*
If you select this setting, only logged in users are able to leave comments and ratings.
When a user that is not logged clicks the comments link, Sitefinity redirects to the frontend login page.
For more information, see [Frontend login page](#).
 - *Requires approval*
When a comment is submitted on your site, it is not automatically published and is not visible before you approve it.
The comment appears in the *Comments* module in status *Waiting for approval*. To make it visible, you must manually publish it.
 - *Enable email subscription*
When enabled, it allows users to subscribe for email notifications. After the comment text box, the system displays *Subscribe to new comments* link. If a user click it, an email is sent for each newly submitted comment for the particular content item.
Only authenticated users can subscribe. The link is not displayed to anonymous users.

When a user is subscribed for the comments of a particular content item, the system displays a link to unsubscribe.

Before Sitefinity can send emails, you must configure the Default notification profile. For more information, see *Sitefinity Installation and Administration Guide* » *Settings* » *System* » *Configuring notification profiles*.
 - *Enable user ratings as part of the comments*
In addition to comments, you can display ratings. Users can write a review and leave a rating.
If you want to enable ratings, you must also select the *AllowComments* link.
- NOTE:** If you have enabled rating, the system displays the *Write a review* link, instead of the *Leave a comment* link.

COMMENTS AND RATINGS FOR DYNAMIC CONTENT TYPES

By default, comments are enabled for each newly created dynamic module. You can control the comments settings for newly created modules from *Comments* module *Default settings*. The default settings are the settings that each newly created dynamic module inherits.

To view and change the *Default setting* for comments, click *Administration* » *Settings* » *Advanced* » *CommentsModule* » *Default settings*.

For more information about the setting, see [Enable comments and ratings](#).

After you create a dynamic module, you can change its comments settings individually. To do this, you must add its type to the commentable types.

Perform the following:

1. Click *Administration* » *Settings* » *Advanced* » *DynamicModules* » *Controls*.
2. Click the type of content that you want to add to comments module administration.
You can see the exact type of the content.
3. Copy the content of input field *The type of the Content items*.
4. In the tree on the right, click *CommentsModule* » *Commentable types* » *Create new*.
5. In *Friendly name*, enter a the name of the content type that is displayed in the backend.
6. In *Item type*, enter the content you copied in *Step 3*.
7. Configure the comments settings.
For more information, see [Enable comments and ratings](#).

8. Save your changes.

The dynamic content type is added to the commentable types and you can configure its comments settings individually.

It is also added as a filter option in the *Comments* page. You are able to filter comments left for this dynamic content type.

SUBMITTED COMMENTS AND RATINGS

VIEW SUBMITTED COMMENTS AND RATINGS

You can view all comments submitted on the site for all types of content and pages on the *Comments* page.

To open the *Comments* page, in the main menu click *Content* » *Comments*.

All submitted comments appear.

You can filter comments using the following options:

- Comment's status
A comment can be one of the following statuses:
 - *Published*
The comment is publicly visible on the website.
 - *Waiting for approval*
The comment is submitted, but requires approval before being published.
 - *Hidden*
Use this option if you do not want a comment to be visible on the website, but you do not want to delete it.
 - *Spam*
Use this option to mark a comment as spam and activate the spam filters.
- Date modified
- Content type
If you want to filter by a dynamic content type, you must add it to the commentable types, for more information, see [Comments and ratings for dynamic content types](#).

EDIT A COMMENT

1. To open a comment for editing, click the *Edit* link of the particular comment.
The *Edit comment* page appears.
2. You can edit the text of the comment using the [text editor](#).
3. You can edit the rating of a comment.
4. You can change the status of a comment.
For more information, see the procedure below.
5. When finished editing, click *Save changes*.
The system returns you to *Comments* page.

CHANGE THE STATUS OF COMMENTS

You can change the status of a comment in one of the following ways:

- On *Comments* page, select one or more comments and click the respective button in the toolbar of the page.
You can choose *Hide*, *More options* » *Mark as spam*, or *Publish*.
- To hide a comment, click the *Hide* link of the respective comment.
- To mark a comment as spam, click the *More actions* link of the respective comment and click *Mark as spam*.

DELETE COMMENTS

You can delete a comment in one of the following ways:

- Select one or more comments and click *Delete* button in the toolbar of the page.
- Click the *Delete* link of the respective comment.

A dialog box appears where you must confirm the deletion.

CUSTOM FIELDS

Use this procedure to add a custom field to a content item or page. A custom field is a field that you create. For each content item or page there are default fields, such as author, title, etc. If you need to add different than the already existing fields, you must create a custom field, for example, price. A custom field is associated with the content type or page. The field appears in the backend when somebody is creating that content type. The custom field can then be filled out by the creator and then displayed on the public part by adding it to the widget template, which is used to display that content type.

EXAMPLE: When creating an event you can enter its location, starting and ending time, and other predefined parameters. For each event you can add a custom field, for example *Dress code*. Afterwards, each time an event is created, the creator can fill out this *Dress code* field. You can make this field to be a multiple choice. You can also choose where or whether to display this field on the website together with each event by modifying the template that is used to display events.

Section contents

✓ Creating a new custom field

Use this procedure to create a custom field if the predefined default fields do not suit your needs.

✓ Editing an existing data field

Use this procedure to edit a custom field or a predefined default field.

DISPLAYING INFORMATION ENTERED IN A CUSTOM FIELD

After you have created a custom field, everybody who is creating or editing the content items for which you have added a custom field can enter information in that field. If for the content type you are creating there are any created custom fields, a *Custom fields* section appears at the end of the page and the created fields appear in this section.

To display a custom field in the public side of your website, you must add the field to the widget template which you use to display that content type. For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

For more information about including a custom field in search indexes, see [Search indexes](#).

For more information about working with custom fields programmatically, see [Custom fields](#).

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CREATING A NEW CUSTOM FIELD

To add a custom field to a content item, perform the following:

1. Open the module where you want to add a custom field.
If you want to add a custom field for pages, in the main menu, click *Pages*.
For example, open the *Images* page or the *Events* page, or click *Pages*.
2. In the right side of the screen, click *Custom Fields* link.
The *<Content type> data fields* page appears. The system displays a list of all custom and default fields for that content type or page.

For example, on *News* page, click *Custom fields for news* link and the *News data fields* page appears. On *Pages* page, click *Custom fields*.

NOTE: You can add and delete custom fields, but you cannot add or delete default fields.
3. To add a custom field, in *Custom fields* section, click *Add a field...* button.
A window opens.
4. In *Type* dropdown box, select what type of input will be entered in this custom field.
Different types of input require the use of different widgets for entering data.
 - If you choose *Number* type of field, the *Decimal places* dropdown box appears.
Select the number of decimal places after the decimal point that can be entered in this field.
 - If you choose *Classification* type of field, the *Classification* dropdown box appears.
Select the type of classification you want to create.
The dropdown box contains the predefined types of classifications – *Categories* and *Tags*, and any other custom classifications you have created. For more information, see [Creating custom classifications](#).
 - If you choose *Related data*, proceed to [Related data custom field](#).

- If you choose *Related media*, proceed to [Related media custom field](#).

5. Enter a name for the field.
The name of the field is different from its label. The name of the field serves as reference for that field in the backend.
6. If you select *This is a hidden field* checkbox, the custom field is not visible on the website or in the backend, you can only use it in the code.
You can later unhide the field, by clicking it in section *Custom fields* and changing the selection on *Appearance* tab.
7. In *Interface widget for entering data* dropdown box, you select the widget which the creator or editor of the content item or page will use to complete the field.

Each type of field you select in *Type* dropdown box has a default widget(s) for entering data. The following table contains the list of all types of fields together with a description of what is displayed when creating and editing the content item, for which the field is created:

Type of field	Appearance of the custom field
<i>Short text</i>	An input field with labels and instructions, which you add in <i>Step 9</i> .
<i>Long text</i>	<p>The text editor. For more information, see The text editor.</p> <p>NOTE: If you are adding the long text field to a dynamic content type, created with the Module Builder, that you want to use for entering some system content, such as java scripts or kendo UI templates, you can disable the parsing of any links, including image links. If the link is a link to an image, the system displays the full path to the image, which means that the link will be broken, if you change the host.</p> <p>You do this by selecting <i>More options</i> » <i>Disable Link Parser</i>.</p>
<i>Multiple choice</i>	Radio buttons with labels, which you add in <i>Step 9</i> .
<i>Yes / No</i>	A checkbox, which you select for <i>Yes</i> and deselect for <i>No</i> .
<i>Currency</i>	An input field with labels and instructions, which you add in <i>Step 9</i> .
<i>Date and Time</i>	An input field with labels and instructions, which you add in <i>Step 9</i> .
<i>Number</i>	An input field with labels and instructions, which you add in <i>Step 9</i> .
<i>Classification</i>	<ul style="list-style-type: none"> • If in <i>Interface widget for entering data</i> dropdown box, you have selected <i>Textbox selector</i>, the system displays an input field where you type new classifications or a link where you select from the existing classifications. For more information, see Adding categories and tags to a content item » <i>Adding tags</i>. • If in <i>Interface widget for entering data</i> dropdown box, you have selected <i>Tree-like selector</i>, the system displays a tree structure of existing classifications, from which you can select. For more information, see Adding categories and tags to a content item » <i>Adding categories</i>.
<i>Related data</i>	<p>A content items selector, which you use to associate the content item that you are creating with another content item of different type.</p> <p>For more information, see Related data custom field.</p>
<i>Related media</i>	<p>A content items selector, which you use to associate the content item that you are creating with a media type.</p> <p>This field gives you the option to add images, videos, and documents to a content item or page using a selector widget.</p> <p>For more information, see Related media custom field.</p>
<i>Address</i>	NOTE: This field is available only for dynamic modules. For more information see Address custom field .

8. Expand the *Advanced* section if you want to change the database and the SQL database type of the custom field, if you want to specify the name of the column of the database table where the custom field is added, and if you want to make additional advanced settings.

If the *Allow empty values* checkbox is selected, it means that the field is not required and can be left empty. If you deselect it, the field becomes mandatory.

9. Click *Continue*.

A window appears where you must configure the appearance of the custom field, such as labels and instructions.

10. Perform one of the following:

- If in *Type* input field, you have selected *Short text*, *Long text*, *Yes / No*, *Currency*, *Date and Time*, *Number*, or *Classification*, perform the configuration procedure for [Textbox](#) » *Label and texts* and *Limitations* tabs.
- If in *Type* input field, you have selected *Multiple choice*, perform the configuration procedure for [Checkboxes](#) » *Label and texts* tabs.

11. Click *Appearance* tab and select where you want to display the custom field you have created.

- If you do not want to display the custom field on all screens where you work with the content item, you can select the checkboxes of only those screens where you want the field to be displayed. To do this, select *Some screens where you work with <content type> in the Backend...* and select the screens where you want the custom fields to appear.

NOTE: When you are adding a custom field to *Images*, *Videos*, or *Document*, this field is displayed on the upload screen, when you upload items via the [Image](#), [Video](#), or [Document link](#) widgets. If you do not want to display the custom fields, deselect the upload screens.

- If in *Step 6* you have made the field a hidden field, radio button *Nowhere. This is a hidden field* is selected on *Appearance* tab when you open the field for editing. If you change the selection, the field is no longer hidden.
- If the field is not hidden, you can hide it by selecting *Nowhere. This is a hidden field* radio button.

12. On *Appearance* tab, in *CSS class* input field, you can choose a class name for the custom field if later you want to set a CSS style for this particular field.

13. Click *Done*.

The new field appears in *Custom fields* section.

If you want to delete a custom field, click .

14. Click *Save changes*.

To go back to the page with the content items, click *Go back*.

RELATED DATA CUSTOM FIELD


The *Related data* custom field gives you the possibility to relate one content item to another. Then, you can make related items to be displayed as a link on the frontend.

EXAMPLE: Use the *Module Builder* to create a dynamic module *Authors*. The module will store information about different authors. Create a page where you drop the *Authors* widget. Open the *News* module and created a custom field of type *Related data* and *Data type* *Authors*. In the backend, when you create a news item, you see the custom field added. There you can choose an author that will be related to the news item. Then, you add the *Authors* field to the widget template of the *News* widget. When you open the site and click a news item, you will see the details of the news item and the link to the author's details.

To add a *Related data* custom field, perform the following:

1. Perform procedure [Creating a new custom field](#) » *Step 1* to *Step 5*.
2. In *Data type* dropdown box, select the data type which you want to relate.
You can select dynamic data types, built-in data types, and pages.
For example, you can relate *Events* to *News* or *Pages*, or you can relate them to a dynamic type, created with the *Module builder*.
3. In *Source*, select the provider where you want to store the related media items.
4. Click *Continue*.
5. Under *Interface widget for uploading or selecting items*, select the widget that you want to use in the backend to select the related item.
Depending on the data type, it can be a content or page selector.

6. In *Label*/input field enter the label of the selector.
This label is displayed when you create a content item in the backend.
For example, *Related items*.
7. In *Instructional text*, enter instructions or explanatory text for the custom field, if needed.
8. Select the *This is a required field* checkbox, if you want to make the custom field mandatory.
9. Under *Display selected items on the frontend using...*, select the widget that you want to use to display the selected data type on the frontend of your site.
By default, the related item is displayed as a link. When you click the link, the system take you to the default page for displaying the related data type. For more information, see [Default pages for content items](#).
For example, if you are creating a custom field for the *News* module that is data type *Authors*. The link to the author will be displayed with each news item. When you click it, the system takes you to the default page for displaying authors.

You can also use the built-in widget of the content type for which you are creating the custom data field.
For example, if you are a custom field for the *News* module that is data type *Authors*, you can use the *News* widget to display the authors.
10. In *Label*/input field enter the label of the link that will be displayed on the frontend.
For example, *See authors details*.
11. Click *Done*.
The new field appears in *Custom fields* section.
If you want to delete a custom field, click .
12. Click *Save changes*.
13. Insert the custom field in the respective widget template.
For example, if you want to relate *News* to *Author*, you must insert the *Authors* custom field in the widget template that you use to display news items.
For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

NOTE: When you **delete an item** that has related data custom field added to it, you can choose to display a warning message. This way, you can avoid breaking links from other content items or pages.

To do this, perform the following:

1. Click *Administration* → *Settings* → *Advanced*.
2. In the tree on the left, click *RelatedData* and select *Display a warning message to prevent users from deleting items that are related to another items* checkbox.
3. Save your changes.

RELATED MEDIA CUSTOM FIELD

You use this field to add an option to attach a media to a content item in the backend and then display the media together with the item on the frontend.

EXAMPLE: You add an image custom field to the *News* module. Then, you create a news item. You can see the custom field and you can use it to add one or more images to the news item. Then, you must add the image custom field to the widget template of the *News* widget. When you drop the widget on a page, the website displays news, together with images.

You can add a media field to built-in and dynamic modules, as well as pages. The supported media types are images, videos, and files.

To add a media field to a module or page, perform the following:

1. Perform procedure [Creating a new custom field](#) » *Step 1* to *Step 5*.
2. In *Type*, select *Related media*.
3. In *What kind of media this field will manage?*, select one of the following:
 - *Images*
 - *Videos*
 - *Documents and other files*
4. In *Source*, select the provider where you want to store the related media items.

5. Click *Continue*.
6. Under *Display selected items on the frontend using...*, select the widget that you want to use in the backend to upload or select an uploaded media file.
By default, images are uploaded with the *Image selector*, videos – with the *Videos selector*, documents and other files – with *File selector*.
7. In *Label*/input field enter the label of the textbox.
This label is displayed when you create a content item in the backend.
For example, *News images*.
8. In *Instructional text*, enter instructions or explanatory text for the custom field, if needed.
9. Select the *This is a required field* checkbox, if you want to make the custom field mandatory.
10. Click *Limitations* tab.
11. In *How many files can be uploaded or selected?* radio button, select if you want to allow multiple media files to be uploaded.
12. In *Max file size can be uploaded* field, enter the maximum file size in MB.
13. Under *Allowed file types*, perform one of the following:
 - If you are adding images or videos as related media, select the checkboxes of the file types that you allow. If the files that you want to allow are not in the list, enter them in a comma-separated list in *Other* textbox.
 - If you are adding documents and other files as related media, select whether you want to allow all file types or only selected file types. If the files that you want to allow are not in the list of selected file types, enter them in a comma-separated list in *Other* textbox.
14. Click *General* tab.
15. Under *Frontend widget for displaying selected <media type>*, select the widget that you want to use to display the selected media type on the frontend of your site

The following table lists the default widget for each media type:

Media type	Default widget
Single image	<i>Image</i>
Multiple images	<i>Image gallery</i>
Single video	<i>Video</i>
Multiple videos	<i>Video gallery</i>
Single file	<i>Document link</i>
Multiple files	<i>Downloadable list</i>

16. In *Label*/input field enter the label of the media widget.
For example, *Watch video*.
17. Click *Done*.
The new field appears in *Custom fields* section.
If you want to delete a custom field, click .
18. Click *Save changes*.
19. Insert the custom field in the respective widget template.
For example, if you want to relate *News* to *Images*, you must insert the images custom field in the widget template that you use to display news items.
For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

ADDRESS CUSTOM FIELD

The Address custom field is available only when you create dynamic modules. For more information, see *Sitefinity Installation and Administration Guide » Modules & Services » Creating the dynamic module*.


The field gives the user the opportunity to select an address of the dynamic content item.

To add an address field, perform the following:

1. On *Step 4* of procedure *Sitefinity Installation and Administration Guide » Modules & Services » Creating the dynamic module » Creating a content type*, click *Add a field...*
2. Enter the name of the address field.
For example **Location**.
3. In *Type* dropdown box, select *Address*.
4. In *Interface widget for entering data*, select *Address and map*.
5. Click *Continue*.
6. Select the method for entering the address by choosing one of the following:

<i>Address form only</i>	When creating a dynamic item you can enter the <i>Country</i> , the <i>City</i> , the <i>Zip</i> , and the <i>Street</i> .
<i>Map only</i>	When creating a dynamic item you can pinpoint the address on the world map.
<i>Address form and map</i>	When creating a dynamic item you can enter the <i>Country</i> , the <i>City</i> , the <i>Zip</i> , and the <i>Street</i> and also pinpoint the address on the world map.

NOTE: In order to use a map for entering the address, you must setup Google Maps.
For more information, see [Google maps](#).

7. Click *Done*.
The new field appears in *Custom fields* section.
If you want to delete a custom field, click .
8. Click *Save changes*.
To go back to the page with the content items, click *Go back*.

EDITING AN EXISTING DATA FIELD

To edit a custom or default field of a content item or page, perform the following:

1. Open the page of that content type.
For example, open the *Images* page or the *Events* page.
2. In the right side of the page, click *Custom Fields for <content type>* link.
The *<Content type> data fields* page appears. The system displays a list of all custom and default fields for that content type.
For example, on *News* page, click *Custom fields for news* link and the *News data fields* page appears.
NOTE: For custom fields, you can only edit how the field looks like and where it is displayed, you cannot change its type or the widget it uses. For default fields, you can only edit where the field is displayed. You cannot delete a default field.
3. To edit a custom field, in *Custom fields* section, click the name of the field you want to edit.
The *Settings* window appears.
Perform procedure [Creating a new custom field](#) » *Step 10* to *Step 13*.
4. To edit a default, in *Default fields* section, click the name of the field you want to edit.
The *Edit a field* window appears.
Perform procedure [Creating a new custom field](#) » *Step 11* and *Step 13*.
5. To save your work, click *Save changes*.

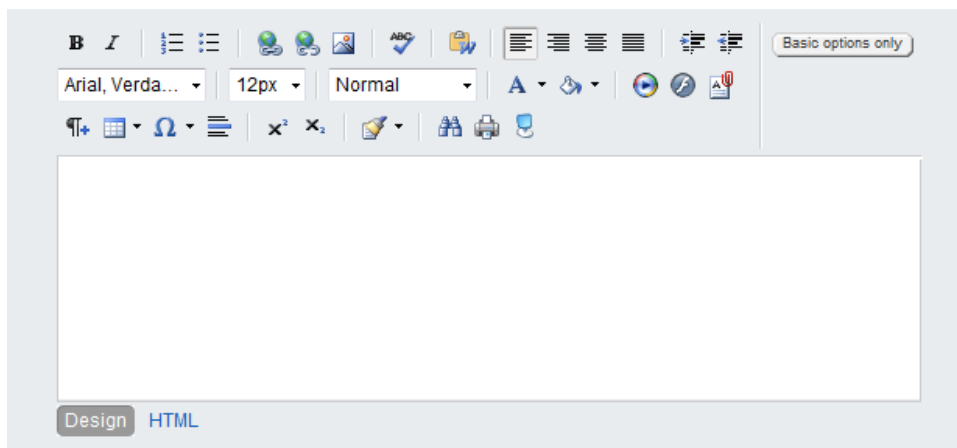
| [Custom fields](#) | [Website content](#) | [Table of contents](#) |

THE TEXT EDITOR

Use the text editor to create text, which can then be published on the website.

The text editor is available to create content blocks, blog posts, events, news, and more.

The following screenshot shows the text editor in advanced mode, displaying all formatting options:



Section contents

- ✓ **Formatting text**
You can enter text directly in the editor and use the editor's formatting text functions.
- ✓ **Formatting paragraphs**
Using the text editor you can also format paragraphs.
- ✓ **Copying and pasting**
You can insert already created content from another source using editor's different pasting functions.
- ✓ **Inserting and removing hyperlinks**
You can create hyperlinks to webpages, e-mails, and anchors in the text.
- ✓ **Inserting objects**
You can insert various objects, such as tables, images, documents, symbols, and more.
- ✓ **Undoing, redoing, and other shortcut key functions**
The text editor also has functions that are not part of the toolbar, such as undoing and redoing.
- ✓ **Other toolbar functions**
You can use additional toolbar and shortcut key functions, such as spellchecking, printing, finding and replacing, and more.
- ✓ **Use the text editor in HTML mode**
You can enter and edit text as HTML code.

The functions in the toolbar are divided in two types of modes – basic mode and advanced mode. To switch between the two modes, use the button in the upper-right corner of the text editor.

- If you are in basic mode, click *More formatting options*.
The advanced mode of the text editor is displayed.
- If you are in advanced mode click *Basic formatting options*.
The basic mode of the text editor appears.
- ✓ **Toolbar buttons reference**
A complete list of all toolbar functions and in which section you can find information about them.

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FORMATTING TEXT

Using the Text Editor, you can change the font and the size of the text, make text bold or italic, and superscript and subscript text. You can also change the color of the text and apply background color.

To do this you use the following toolbar functions, which are displayed as buttons in the toolbar of the text editor:

Button	Procedure	Example
<i>Quick info text</i>		
B	Use this button to apply bold formatting to the text. 6. Select the text which you want to make bold or place the cursor inside a word.	Normal text Bold text

Bold (CTRL+B)	7. Click <i>Bold</i> button. The system makes the selected text bold.	
I <i>Italic</i> (CTRL+I)	Use this button to apply italic formatting to the text. 1. Select the text which you want to make italic or place the cursor inside a word. 2. Click <i>Italic</i> button. The system makes the selected text italic.	Normal text <i>Italic text</i> <i>Bold and italic text</i>

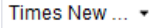








NOTE: The above toolbar functions are displayed in the toolbar of the text editor in basic mode. If you need more formatting functions, click *More formatting options* button in the upper-right corner of the editor.


For more information, see [Additional text formatting functions](#).

| Using the text editor | Table of contents |

ADDITIONAL TEXT FORMATTING FUNCTIONS

The following formatting options appear in the toolbar of the text editor when you click *More formatting options* button in the upper-right corner of the editor.

Button	Procedure	Example
<i>Quick info text</i>		
 <i>Font Name</i> (CTRL+SHIFT+F)	Use this button to change the font of text. 1. Select the text which font you want to change or place the cursor inside a word. 2. Click the <i>Font Name</i> dropdown box and select the desired font. The system changes the font of the selected text.	Text in Times New Roman font. Text in Courier New font
 <i>Real font size</i>	Use this button to change the font size of text. 1. Select the text which size you want to change or place the cursor inside a word. 2. Click the <i>Real font size</i> dropdown box and select the desired font size. The system changes the size of the selected text.	Text 10 pixels big Text 20 pixels big
 <i>Foreground Color</i>	Use this button to change the color of the selected text. Select the text which color you want to change and do one of the following: <ul style="list-style-type: none"> If the already selected color is the color you want to use, click the letter . In this example the already selected color is green. If you want to use different from the already selected color, click the arrow . In the dropdown box that appears, click the color which you want to use as text color. The system colors the text in the selected color.	Text colored red Text colored blue
 <i>Background Color</i>	Use this button to change the background color of the selected text. Select the text which background you want to color and do one of the following: <ul style="list-style-type: none"> If the already selected color is the color you want to use, click the bucket . In this example the already selected color is yellow. If you want to use different from the already selected color, click the arrow . In the dropdown box that appears, click the color which you want to use as background. The system colors the background of the selected color.	Text with green background Text with yellow background
	Use this button to make the text appear smaller and above the line of text.	Normal ^{SuperScript}

<i>SuperScript</i>	<ol style="list-style-type: none"> 1. Select the text you want to superscript or place the cursor inside a word. Usually you do not need to have a space between the normal text and the superscripted text. 2. Click <i>SuperScript</i> button. The system makes the selected text appear smaller and above the line of the normal text. Click the button again to switch to normal text typing. 	25 th of May
 <i>Subscript</i>	<p>Use this button to make the text appear smaller and below the line of text.</p> <ol style="list-style-type: none"> 1. Select the text you want to subscript or place the cursor inside a word. Usually you do not enter a space between the normal text and the subscripted text. 2. Click <i>Subscript</i> button. The system makes the selected text appear smaller and below the line of the normal text. 3. Click the button again to switch to normal text typing. 	Normal _{Subscript} S _{x>1}


NOTE: To go back to basic mode of the text editor, click *Basic options only* button in the upper-right corner of the text editor.




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FORMATTING PARAGRAPHS

Using the Text Editor, you can make numbered and bulleted lists, align paragraphs, and change the style of paragraphs.

To do this you use the following toolbar functions, which are displayed as buttons in the toolbar of the text editor:

Button <i>Quick info text</i>	Procedure	Example
 <i>Numbered List</i>	<p>Use this button to create and remove numbered lists.</p> <p>CREATING A NUMBERED LIST</p> <ol style="list-style-type: none"> 1. Select two or more consecutive paragraphs you want to be numbered and click <i>Numbered List</i>. The system inserts a number to each paragraph, starting from one. 2. If you need the paragraph(s) following the numbered list to be also part of the list, select the paragraph(s) and click <i>Numbered List</i>. <p>INSERTING MORE NUMBERED PARAGRAPHS</p> <p>If you want to insert a numbered paragraph inside a numbered list, perform the following:</p> <ul style="list-style-type: none"> • To insert a number at the beginning of the list, place the cursor at the beginning of the first paragraph and press ENTER. The system inserts a new paragraph numbered <i>1</i> and adjusts the following numbers. • To insert a number in the middle of a numbered list, place the cursor at the end of the paragraph after which you want to insert the new numbered paragraph and press ENTER. The system inserts a new paragraph with the respective number and adjusts the following numbers. • To insert a number in the end of a numbered list, place the cursor at the end of the last paragraph and press ENTER. The system inserts a new paragraph with the respective number. <p>REMOVING NUMBERING</p>	<p>The following is a numbered list:</p> <ol style="list-style-type: none"> 1. Step one 2. Step two 3. Step three <p>The following is a numbered list that has been discontinued by a non-numbered paragraph:</p> <ol style="list-style-type: none"> 1. Step one. 2. Step two. 3. Step three <p>A non-numbered paragraph.</p> <ol style="list-style-type: none"> 1. Step four. 2. Step five. <p>The following is a numbered list with second level numbered list.</p> <ol style="list-style-type: none"> 1. Step one. 2. Step two. <ol style="list-style-type: none"> 1. Step one of

	<ul style="list-style-type: none"> • If you want to remove the numbering, select the paragraph(s) which you do not want to be numbered and click <i>Numbered List</i> again. • If you want to end your numbered list and continue with normal paragraphs, place the cursor at the end of the last numbered paragraph and press ENTER twice. <p>You cannot have an unnumbered paragraph inside the numbered list. If you remove the numbering of a paragraph that is in the middle of a numbered list, the system restarts the numbering for the paragraphs following this paragraph.</p> <p>CREATING SUB LIST OF A NUMBERED LIST</p> <p>To make a numbered list to have more than one level of numbering, perform the following:</p> <ol style="list-style-type: none"> 1. Select the numbered paragraph which you want to become a sub list of the numbered paragraph above it and click  <i>Indent</i> button. The system moves the selected numbered paragraph to the right and restarts the numbering of this paragraph from <i>1</i>. The numbering of the rest of the paragraphs is adjusted accordingly. 2. To continue the numbering at that second level, either select the next paragraph and perform <i>Step 1</i>, or, if you need new paragraph, place the cursor at the end of the second level numbered paragraph and press ENTER. 3. To return on the first level of numbering, select the second level numbered paragraph and click  <i>Outdent</i> button. 	<p>step two.</p> <ol style="list-style-type: none"> 2. Step two of step two. 3. Step three
 <i>Bullet List</i>	<p>Use this button to create and remove bulleted lists.</p> <p>CREATING A BULLETED LIST</p> <ol style="list-style-type: none"> 1. Select two or more paragraphs you want to be bulleted list and click <i>Bullet List</i>. The system indents the paragraphs to the right and inserts a bullet to each paragraph. 2. If you need the paragraph(s) following the bulleted list to be also part of the list, select the paragraph(s) and click <i>Bulleted List</i>. <p>INSERTING MORE BULLETED PARAGRAPHS</p> <p>If you want to insert a bulleted paragraph inside a bulleted list, perform the following:</p> <ul style="list-style-type: none"> • To insert a bullet at the beginning of the list, place the cursor at the beginning of the first paragraph and press ENTER. The system inserts a new paragraph with a bullet. • To insert a bullet in the middle of a bulleted list, place the cursor at the end of the paragraph after which you want to insert the new bulleted paragraph and press ENTER. The system inserts a new paragraph with a bullet. • To insert a bullet in the end of a bulleted list, place the cursor at the end of the last paragraph and press ENTER. The system inserts a new paragraph with a bullet. <p>REMOVING BULLETS</p> <ul style="list-style-type: none"> • If you want to remove a bullet, select the paragraph(s) which you do not want to be bulleted and click <i>Bullet List</i>. • If you want to end your bulleted list and continue with normal paragraphs, place the cursor at the end of the last bulleted paragraph and press ENTER twice. <p>CREATING SUB LIST OF A BULLETED LIST</p>	<p>The following is a bulleted list:</p> <ul style="list-style-type: none"> • Item one • Item two • Item three <p>The following is a bulleted list with second level bulleted list.</p> <ul style="list-style-type: none"> • Item one. • Item two. <ul style="list-style-type: none"> • Item one of Item two. • Item two of Item two. • Item three

	<p>To make a bulleted list to have more than one level of bullets, perform the following:</p> <ol style="list-style-type: none"> 1. Select the bulleted paragraph which you want to become a sub list of the bulleted paragraph above it and click  <i>Indent</i> button. The system moves the selected bulleted paragraph to the right and changes the type of bullets used. 2. To insert more bullets at that second level, either select the next paragraph and perform <i>Step 1</i>, or, if you need new paragraph, place the cursor at the end of the second level bulleted paragraph and press ENTER. <p>To return at the first level of bullets, select the second level bulleted paragraph and click  <i>Outdent</i> button.</p>	
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NOTE: The above toolbar functions are displayed in the toolbar of the text editor in basic mode. If you need more formatting functions, click *More formatting options* button in the upper-right corner of the editor.




For more information, see [Additional paragraph formatting functions](#).

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ADDITIONAL PARAGRAPH FORMATTING FUNCTIONS

The following formatting options appear in the toolbar of the text editor when you click *More formatting options* button in the upper-right corner of the editor.


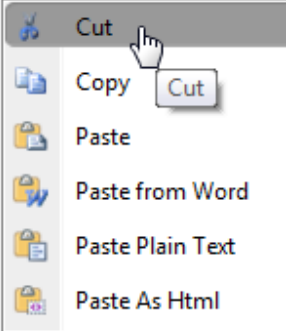

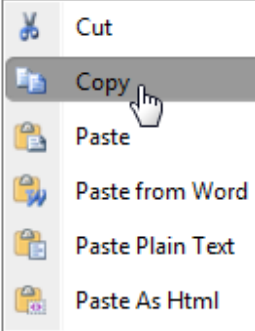


Button <i>Quick info text</i>	Procedure	Example
 <i>Align Left</i>	<p>Use this button to align a paragraph to the left.</p> <ol style="list-style-type: none"> 1. Select the paragraph you want to align or place the cursor inside the paragraph. 2. Click <i>Align Left</i> button. <p>The system aligns only the selected paragraph to the left.</p> <p>You can align all paragraphs at once by pressing CTRL+A and clicking <i>Align Left</i> button.</p>	This is a paragraph aligned to the left. It means that in the left side of the paragraph, all words are vertically aligned.
 <i>Align Right</i>	<p>Use this button to align a paragraph to the right.</p> <ol style="list-style-type: none"> 1. Select the paragraph you want to align or place the cursor inside the paragraph. 2. Click <i>Align Right</i> button. <p>The system aligns only the selected paragraph to the right.</p> <p>You can align all paragraphs at once by pressing CTRL+A and clicking <i>Align Right</i> button.</p>	This is a paragraph aligned to the right. It means that in the right side of the paragraph, all words are vertically aligned.
 <i>Align Center</i>	<p>Use this button to align a paragraph around the center of the screen.</p> <ol style="list-style-type: none"> 1. Select the paragraph you want to align or place the cursor inside the paragraph. 2. Click <i>Align Center</i> button. <p>The system centers the paragraph and distributes all words evenly to the right and to the left.</p> <p>You can align all paragraphs at once by pressing CTRL+A and clicking <i>Align Center</i> button.</p>	This is a centered paragraph. It means that with respect to the center of the screen, all words are distributed evenly to the right and to the left.
	Use this button to align both the left and the right side of a paragraph.	This is a justified paragraph. Both its right and left sides



<i>Justify</i>	<ol style="list-style-type: none"> 1. Select the paragraph you want to justify or place the cursor inside the paragraph. 2. Click <i>Justify</i> button. <p>The system aligns both sides of the paragraph and automatically adds spaces where needed so that the paragraph looks uniformly distributed.</p> <p>You can justify all paragraphs at once by pressing <code>CTRL+A</code> and clicking <i>Justify</i> button.</p>	<p>are aligned and spaces are added where needed.</p>
 <i>Indent</i>	<p>Use this button to move a paragraph to the right.</p> <ol style="list-style-type: none"> 1. Select the paragraph you want to indent or place the cursor inside the paragraph. 2. Click <i>Indent</i> button. <p>The system moves the paragraph to the right regardless of its alignment. Each time you click this button, the paragraph is indented further to the right.</p>	<p>This is a normal paragraph with no indents.</p> <p style="padding-left: 40px;">This is a paragraph indented once.</p>
 <i>Outdent</i>	<p>Use this button to reverse the indentation of a paragraph and move it to the left.</p> <ol style="list-style-type: none"> 1. Select the paragraph you want to outdent or place the cursor inside the paragraph. To outdent a paragraph it must have been indented first. 2. Click <i>Outdent</i> button. <p>The system moves the paragraph to the left regardless of its alignment. Each time you click this button, the paragraph is outdented further to the left until it becomes a normal paragraph with no indents.</p>	<p style="padding-left: 40px;">This is a paragraph indented once.</p> <p>This is the above paragraph outdented once. It is again a normal paragraph aligned to the right.</p>
<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> Heading 4 </div> <i>Paragraph Style</i>	<p>Use this button to set predefined style to certain types of paragraphs. This saves time to format each paragraph separately and makes your text styling look consistent. If the predefined style from the <i>Paragraph Style</i> dropdown changes, all paragraphs, which are formatted with this style, change. To change predefined styles, you need to be an advanced user or developer and need to have the proper permissions. For more information, see the RadEditor developer's documentation.</p> <ol style="list-style-type: none"> 1. Select a paragraph to which you want to apply a standard style or place the cursor inside the paragraph. 2. Open the <i>Paragraph Style</i> dropdown box by clicking it. A list of predefined styles appears. 3. Select the predefined style. The system applies the predefined style to the paragraph. 	<p>Before formatting:</p> <p>Heading A Normal text Subheading a Normal text Heading B Normal text</p> <p>After formatting:</p> <p>Heading A</p> <p>Normal text</p> <p>Subheading a</p> <p>Normal text</p> <p>Heading B</p> <p>Normal text</p>
 <i>New Paragraph</i>	<p>Use this button to insert a new paragraph. It is not the same as pressing <code>ENTER</code>. By pressing <code>ENTER</code> you create a new paragraph, but the system keeps the alignment of the previous paragraph.</p> <p>By clicking <i>New Paragraph</i> you create a new paragraph with default left alignment.</p>	<p style="text-align: right;">This is a right aligned paragraph.</p> <p style="text-align: right;">After pressing <code>ENTER</code> I keep the alignment.</p> <p>After pressing <i>New Paragraph</i> the alignment changes to left.</p>

NOTE: To go back to basic mode of the text editor, click *Basic options only* button in the upper-left corner of the text editor.

COPYING AND PASTING

The following formatting options are used to insert content in the text editor from another location and to move and copy content within the text editor. You can use these functions by selecting them from the context menu in the text editor. Function *Paste from Word* is available as a button in the basic mode of the toolbar.

Button <i>Quick info</i> <i>text</i>	Procedure	Example
 Cut CTRL+X	<p>Use this function to move content from one place on the page to another place on the page or to another location.</p> <ol style="list-style-type: none"> 1. Select the content which you want to relocate. 2. Open the context menu and select <i>Cut</i> or press CTRL+X. The system removes the selected content and copies it to the clipboard. 3. Place the cursor where you want the content to appear and choose one of the paste options bellow. <p>NOTE: Only the last piece of content you cut can be pasted. If you cut something and then you copy or cut another thing. The first thing you cut is lost.</p>	<p>I want to cut this part of the sentence.</p> 
 Copy CTRL+C	<p>Use this function to copy content from one place on the page to another place on the page or to another location.</p> <ol style="list-style-type: none"> 1. Select the content which you want to copy. 2. Open the context menu and select <i>Copy</i> or press CTRL+C. The system removes the selected content and copies it to the clipboard. 3. Place the cursor where you want the content to appear and choose one of the paste options above. <p>NOTE: Only the last piece of content you copy can be pasted. If you copy something and then you copy or cut another thing. The first thing you copied is lost.</p>	<p>I want to copy this part of the sentence.</p> 
 Paste form <i>Word</i>	<p>Use this button to paste text or tables from Microsoft Word. The editor automatically removes all unnecessary Microsoft Office related tags.</p> <ol style="list-style-type: none"> 1. Copy or cut text or tables from Microsoft Word. 2. In the text editor, place the cursor where you want the text to appear and click <i>Paste from Word</i>. <p>NOTE: If you are pasting Word content using only <i>Paste</i> function or CTRL+V, a dialog box appears where you must confirm that you want to clean all unnecessary Microsoft Office related tags.</p>	<p>Text on the clipboard (copied from Word):</p> <p>Heading</p> <p>Paragraph text, some of which is <i>italic</i>, other bold.</p> <p>Text pasted from Word (appears the same, but is cleaned from Microsoft Word tags):</p> <p>Heading</p> <p>Paragraph text, some of which is <i>italic</i>, other bold.</p>
 Paste CTRL+V	<p>Use this button to paste content from the clipboard in the text editor.</p> <ol style="list-style-type: none"> 1. Copy or cut content. 2. In the text editor, place the cursor where you want the content to appear. 	<p>Text on the clipboard (copied from a browser):</p> <p>Heading</p> <p>Paragraph text, some of which is <i>italic</i>, other bold.</p>



	3. Press CTRL+V or open the context menu and select <i>Paste</i> .	Text pasted: Heading Paragraph text, some of which is <i>italic</i> , other bold .
 <i>Paste Plain Text</i>	Use this button to paste content without keeping its formatting from the clipboard in the text editor. 1. Copy or cut content. 2. In the text editor, place the cursor where you want the content to appear. 3. Open the context menu and select <i>Paste Plain Text</i> . The text editor removes all the formatting from the content and pastes only plain text, but keeps the line breaks.	Text on the clipboard: Heading Paragraph text, some of which is <i>italic</i> , other bold . Text pasted as plain text: Heading Paragraph text, some of which is italic, other bold.
 <i>Paste As Html</i>	Use this button to paste content from the clipboard as HTML code. 1. Copy or cut content. 2. In the text editor, place the cursor where you want the content to appear. 3. Open the context menu and select <i>Paste As Html</i> . The text editor pastes the content in the form of HTML code.	Text on the clipboard: Basic options Text pasted as HTML: <pre><P style="MARGIN: 6pt 0in 0pt" class=MsoNormal>Basic options<?xml:namespace prefix = o ns = "urn:schemas-microsoft-com:office:office" /><o:p></o:p></P></pre>

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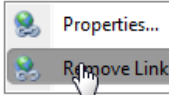
INSERTING AND REMOVING HYPERLINKS

Use hyperlinks to forward the reader of the text to specific websites, documents, other places in the text, or an e-mail address. You can also write tooltips. You use the *Hyperlink Manager* to set such hyperlinks, anchors in text, and tooltips.

To set and remove hyperlinks, use the following buttons, which are part of the basic display mode of the toolbar:

Button	Procedure	Example
 <i>Quick info text</i>		
 <i>Hyperlink Manager (CTRL+K)</i>	SETTING A HYPERLINK TO A WEBPAGE 1. Select a word or phrase which you want to make a hyperlink. 2. Click <i>Hyperlink Manager</i> or press CTRL+K . A window appears. 3. On <i>Hyperlink</i> tab, perform the following: <ol style="list-style-type: none"> In <i>URL</i> input field, enter the address of the webpage, which you want to reference. For example, www.sitefinity.com. In <i>Link Text</i> input field, enter the name of the link as you want it to appear on your webpage. By default the word or phrase that you have selected appears in the field. You can change the word that appears as a hyperlink on your webpage. In <i>Target</i> dropdown box, select the way you want the linked website to open when clicked. For example, in a <i>New Window</i> or in the <i>Same Window</i>. 	Link Text: Enter the following sentence in the text editor: Use Sitefinity to develop webpages. Select Sitefinity and open the <i>Hyperlink Manager</i> . In <i>Link Text</i> input field the word <i>Sitefinity</i> appears. If you leave it like this, on your webpage the following will appear:

	<p>d. In <i>Tooltip</i> input field, you can enter a tooltip text that appears as the user hovers over the hyperlink.</p> <p>e. In <i>CSS Class</i> you can change the formatting of the link by applying a specific CSS.</p> <p>4. When finished, click <i>OK</i>. The system sets the hyperlink and changes its formatting.</p> <p>NOTE: If you do not select a word or phrase, but only place the cursor where you want to set a hyperlink, the text that appears on the webpage as a hyperlink is the URL address of the webpage which you are linking. If you select a word or phrase, but delete the contents of the <i>Link Text</i> field, the URL address will appear instead of the selected word or phrase.</p> <p>SETTING A HYPERLINK TO AN E-MAIL ADDRESS</p> <ol style="list-style-type: none"> Select a word or phrase which you want to make a hyperlink. When the hyperlink is clicked on the website it opens your e-mail client. Click <i>Hyperlink Manager</i> or press CTRL+K. A window appears. On <i>E-mail</i> tab, perform the following: <ol style="list-style-type: none"> In <i>Address</i> input field, enter the e-mail address which you want to reference. For example, <code>john@sitefinity.com</code>. In <i>Link Text</i> input field, enter the name of the link as you want it to appear on your webpage. NOTE: The <i>Link Text</i> input field appears only if you have not selected any text for the hyperlink. In this case you must enter text that appears as hyperlink text on your website. In <i>Subject</i> input field, enter the subject of the e-mail. You can predefine the subject of the e-mails. In <i>Tooltip</i> input field, you can enter a tooltip text that appears as the user hovers over the hyperlink. In <i>CSS Class</i> you can change the formatting of the link by applying a specific CSS. When finished, click <i>OK</i>. The system sets the hyperlink and changes its formatting. <p>CREATING A TOOLTIP</p> <p>You can create a tooltip for a word or phrase which do not link to a website or a place in the text. The tooltip appears when the user hovers over the word or phrase.</p> <ol style="list-style-type: none"> Select a word or phrase which you want to make a hyperlink. Click <i>Hyperlink Manager</i> or press CTRL+K. A window appears. On <i>Hyperlink</i> tab, in <i>Tooltip</i> input field, you can enter a tooltip text that appears as the user hovers over the hyperlink. When finished, click <i>OK</i>. <p>NOTE: You can also set a tooltip for a hyperlink to a website or a hyperlink to an anchor in the text. For more information, see the above procedures.</p> <p>EDITING A HYPERLINK</p> <ol style="list-style-type: none"> To edit a hyperlink, place the cursor on the hyperlink and open the context menu. Select <i>Properties...</i> The <i>Hyperlink Manager</i> opens. 	<p>Use Sitefinity to develop webpages.</p> <p>You can then change the text of the hyperlink. For example, Sitefinity 4.2.</p> <p>Without link text:</p> <p>Enter the following sentence in the text editor:</p> <p>For more information, see</p> <p>Place the cursor at the end of the sentence, open the <i>Hyperlink Manager</i>, and enter <code>www.sitefinity.com</code> in the <i>URL</i> field. Leave the <i>Link Text</i> input field empty.</p> <p>The following appears on your webpage:</p> <p>For more information, see http://www.sitefinity.com</p> <p>Hyperlink to e-mail:</p> <p>Enter the following sentence.</p> <p>Contact us if you need help.</p> <p>Select <i>Contact us</i>, open the <i>Hyperlink Manager</i> and set a link to e-mail. In <i>Address</i> field enter <code>john@sitefinity.com</code>, in <i>Subject</i> field, enter <code>support</code>.</p> <p>The following will appear on the webpage</p> <p>Contact us if you need help.</p> <p>When the user clicks the link, her mail client opens a new email where <code>john@sitefinity.com</code> already appears in the address box and the subject of the e-mail is <i>support</i>.</p>
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
	For more information, see the respective procedure above.	
 <i>Remove Link</i> (CTRL+SHIFT+K)	<ol style="list-style-type: none"> 1. To remove a hyperlink to a webpage, a specific anchor in the text, an e-mail address, or a tooltip, place the cursor on the hyperlinked word or phrase. 2. Click <i>Remove Link</i> in the toolbar, select <i>Remove Link</i> from the context menu of the link, or press CTRL+SHIFT+K. The system removes the link and the formatting. 	Remove link . 

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INSERTING OBJECTS

Using the Text Editor, you can insert images, videos, tables and links to documents, and more in the text.

To do this you use the following toolbar function, which is displayed as a button in the toolbar of the text editor:

Button <i>Quick info text</i>	Procedure
 <i>Image Manager</i> (CTRL+G)	<p>Use this function to insert an image in the text of the text editor.</p> <ol style="list-style-type: none"> 1. Place the cursor where you want the image to appear. 2. Click <i>Image Manager</i> in the toolbar or press CTRL+G. The <i>Select an image</i> window appears where you choose between the following: <ul style="list-style-type: none"> • <i>Select images from already uploaded</i> The system displays recent images. <ol style="list-style-type: none"> a. In the right side of the window, select the library where the image you want to display is located. The system displays all images and libraries in this library. You can display all uploaded images by clicking <i>All images</i>. For more information, see Uploading and editing images. b. Click the image you want to display. c. Click <i>Done</i>. • <i>Upload image</i> <ol style="list-style-type: none"> a. To upload an image, drag and drop it in the window or click <i>Select image from your computer</i>, browse your computer to find the image you want to upload and click <i>Open</i>. You can select and display only one image. b. In <i>Library</i>, select the library where you want to put the image, by clicking <i>Change</i>. The tree with all created libraries appears. Select the library and click <i>Done</i>. NOTE: If you want to store the image in a new library, you must create it. To do this, click <i>Create new library</i>. c. You can change the <i>Title</i> of the image. d. In <i>Alternative text</i> input field, enter text that is used for accessibility reasons and by search engines. e. Change the categories and the tags which the image is assigned to, by clicking <i>Categories and tags</i>. For more information, see Adding categories and tags to a content item. f. If you have added any custom fields for images, all created fields, appear after the <i>Categories and tags</i> section. For more information about creating custom fields and hiding default fields, see Custom fields. NOTE: Some of the above fields may not be displayed when you upload an image, if the view has been modified. To modify the view, click <i>Administration</i> → <i>Settings</i> → <i>Advanced</i> → <i>ContentView</i> → <i>ImagesBackend</i> → <i>Views</i> → <i>SingleImageUploadDetailsView</i> → <i>Sections</i>. g. Click <i>Upload</i>.

	<p>NOTE: If you are using multiple site management and the <i>Libraries</i> module uses data sources from more than one site, you must first choose the source from which you want to display images or where an image, uploaded from your computer, will be saved.</p> <p>To do this, use the dropdown button in the upper-right corner of the window.</p> <p>For more information, see <i>Sitefinity Installation and Administration Guide</i> » <i>Multiple site management</i>.</p> <ol style="list-style-type: none"> To change the selected image, click <i>Change image</i> button and perform <i>Step 2</i>. To edit the image, click <i>Edit all properties</i>. The <i>Edit image</i> window opens. Perform procedure Editing images. You can <i>Crop/Resize/Rotate...</i> the selected image. The <i>Edit image</i> window opens. <ol style="list-style-type: none"> Use the button to crop, resize or rotate by 90 degrees the image. When finished editing the image you can save the changes by clicking <i>Save</i> or save the edited image as a new image by clicking <i>Save as</i> and entering a new name. Choose how to align the image in the text editor. If you want to display the image in size different than its original size, in <i>Image size</i>, select the width to which you want to resize the image. In the dropdown box, all predefined image sizes appear. For more information, see Thumbnails. If you select <i>Custom size...</i> you can create a custom thumbnail by performing procedure Thumbnails → <i>Step 4</i> to <i>Step 10</i>. Expand <i>Margin</i>. Enter in pixels the margins that you want to surround the image when displayed on the site. If you want the user to be able to view the image in its original size by clicking it, select the <i>Clicking the resized image opens the image in its original size</i> checkbox. When you are finished, click <i>Save</i>. The <i>Image</i> window closes and the <i>Image</i> widget is configured to display the image you have selected. <p>NOTE: To delete an already inserted image, in the text editor, click the image and press the DELETE key on your keyboard.</p>
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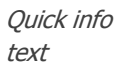

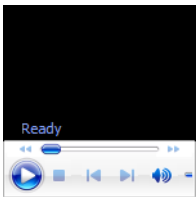
NOTE: The above toolbar function is displayed in the toolbar of the text editor in basic mode. If you need to insert other objects, click *More formatting options* button in the upper-right corner of the editor.


For more information, see [Additional inserting functions](#).





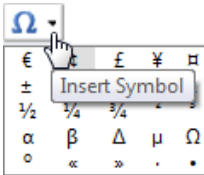


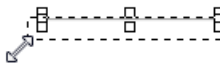
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ADDITIONAL INSERTING FUNCTIONS

The following inserting options appear in the toolbar of the text editor when you click *More formatting options* button in the upper-right corner of the editor.

Button	Procedure	Example
 Quick info text		
 Media Manager	<p>Use this function to insert a video in the text of the text editor.</p> <ol style="list-style-type: none"> Place the cursor where you want the video to appear. Click <i>Media Manager</i> in the toolbar. The <i>Insert a video</i> window appears where you choose between the following: <ul style="list-style-type: none"> <i>From your computer</i> You must choose a video that has not been previously uploaded. <ol style="list-style-type: none"> Click <i>Select...</i>, browse your computer to find the video you want to upload and click <i>Open</i>. You can select and display only one video. 	<p>In the text editor, an inserted video looks like this:</p> 

	<p>b. In <i>Where to store the uploaded video?</i>, select the library where you want to put the video, by clicking <i>Change</i>. The tree with all created libraries appears. Select the library and click <i>Done</i>.</p> <ul style="list-style-type: none"> • <i>From already uploaded</i> You must choose a video that has already been uploaded. <ul style="list-style-type: none"> a. In the right side of the window, select the library where the video you want to display is located. The system displays all videos and libraries in this library. You can display all uploaded videos by clicking <i>All videos</i>. b. Click the video you want to display. <p>For more information, see Uploading and editing videos.</p> <p>3. If you want to display the video in size different than its original size, in <i>Resizing options</i>, select <i>Resize the video width to...</i> radio button.</p> <ul style="list-style-type: none"> a. From the dropdown box that appears, select the width to which you want to resize the video. b. If you select <i>Custom size...</i> the <i>Width</i> input field appears where you enter the desired width in pixels. <p>4. When you are finished, click <i>Insert the video</i>. The <i>Insert a video</i> window closes.</p> <p>NOTE: To delete an already inserted video, in the text editor, click the video and press the DELETE key on your keyboard.</p>	
 <p><i>Document Manager</i></p>	<p>Use this function to insert a video in the text of the text editor.</p> <ol style="list-style-type: none"> 1. Place the cursor where you want the document link to appear. 2. Click <i>Document Manager</i> in the toolbar. The <i>Insert a document</i> window appears where you choose between the following: <ul style="list-style-type: none"> • <i>From your computer</i> You must choose a document that has not been previously uploaded. <ul style="list-style-type: none"> a. Click <i>Select...</i>, browse your computer to find the document you want to upload and click <i>Open</i>. You can select and display only one document. b. In <i>Where to store the uploaded document?</i>, select the library where you want to put the document, by clicking <i>Change</i>. The tree with all created libraries appears. Select the library and click <i>Done</i>. • <i>From already uploaded</i> You must choose a document that has already been uploaded. <ul style="list-style-type: none"> a. In the right side of the window, select the library where the document you want to display is located. The system displays all documents and libraries in this library. You can display all uploaded documents by clicking <i>All documents</i>. b. Click the document you want to display. For more information, see Uploading and editing documents and files. c. If you want the link to the document to display a name different than the document's name, in <i>What title to display for this document?</i> input field, enter the text on the document link. 3. When you are finished, click <i>Insert the document</i>. The <i>Insert a document</i> window closes. The document appears as a link. When you click the link, a download window appears. <p>NOTE: To delete an already inserted link to a document, in the text editor, use the <i>Remove Link</i> button in the toolbar.</p>	<p>In the text editor, an inserted document appears in the following way:</p> <p>Text, text, text MyDocument text text text.</p>


 Insert Table	<p>Use this function to insert a table in the text.</p> <p>For more information, see Insert a table in the text.</p>	Not available.
 Insert Symbol	<p>Use this function to insert symbols in the text.</p> <p>Put the cursor on the place where you want to insert a symbol and do one of the following:</p> <ul style="list-style-type: none"> If you want to use the last symbol you have selected, click the omega . If you want to use different from the last symbol you have used, click the arrow . In the dropdown box that appears, click the symbol which you want to insert in the text. <p>The system inserts the symbol on the place you have put the cursor.</p>	
 Horizontal Rule	<p>Use this function to insert a horizontal line. The horizontal line serves as a border line for the paragraph after which it has been inserted.</p> <ul style="list-style-type: none"> To insert a horizontal line, perform the following: <ol style="list-style-type: none"> Place the cursor at the end of the paragraph which you want to separate with a horizontal line. Click <i>Horizontal Rule</i> button. <p>If you have placed the cursor on a new line, the system inserts the horizontal line below the new line.</p> <p>If you have placed the cursor in the middle of a paragraph, the system splits the paragraph and inserts the line.</p> You can change the thickness, the length, and the color of the horizontal line. <ol style="list-style-type: none"> Select the line, by clicking it. Use the endpoints to drag the line to the size you desire. To change the color select the line and see <i>Additional text formatting functions » Foreground Color</i>. 	<p>A horizontal line:</p> <p>A paragraph with text.</p> <p>Another paragraph with text</p> <p>Selecting the line:</p>  <p>Adjusting the size by dragging endpoints:</p> 

NOTE: To go back to basic mode of the text editor, click *Basic options only* button in the upper-right corner of the text editor.

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INSERT A TABLE IN THE TEXT

To insert a table in the text, perform the following:

- Place the cursor where you want to insert the table.
In the toolbar, click  (Insert Table).
A grid with box and table functions appear in a dropdown menu.
- To choose the size of the table, hover over the desired size in the grid and then click.

NOTE: If your table is bigger than the grid cells available, use the Table Design tab of the [Table Wizard](#) to define the number of rows and columns.

The table is inserted in the text.

MODIFY THE SIZE OF THE TABLE

- To increase the number of rows or columns, perform one of the following:
 - To add a row, perform the following:
 - In the text editor, right-click the row where you want to insert the new row.
A dropdown menu appear.
 - Click either Insert Row Above or Insert Row Below.
The new row is inserted above or below the selected row.
 - To add a column, perform the following:

- a. In the text editor, right-click the column where you want to insert the new column.
A dropdown menu appear.
 - b. Click either Insert Column to the Left or Insert Column to the Right.
The new column is inserted to the right or to the left of the selected column.
- To decrease the number of rows or columns, perform one of the following:
 - To delete a row, perform the following:
 - a. In the text editor, right-click the row that you want to delete.
A dropdown menu appear.
 - b. Click Delete Row.
 - c. The selected row is removed from the table.
 - To delete a column, perform the following:
 - a. In the text editor, right-click the column that you want to delete.
A dropdown menu appear.
 - b. Click either Delete Column.
The selected column is removed from the table.

NOTE: You can also modify the size of the table on the Table Design tab of the [Table Wizard](#).

MERGE AND SPLIT CELLS

- To merge cells, in the text editor, right-click the cell, which you want to merge.
 - To merge the selected cell horizontally, with the cell to the right, click Merge Cells Horizontally.
 - To merge the selected cell vertically, with the cell under, click Merge Cells Vertically.
- To split a cell, in the text editor, right-click the cell, which you want to split.
 - To split a cell horizontally, click Split Cell Horizontally.
 - To split a cell vertically, click Split Cell.






NOTE: You can also merge and split cells of the table on the Table Design tab of the [Table Wizard](#).




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THE TABLE WIZARD

You use the table wizard to configure table and cell settings, to change the design of the table, and to configure accessibility options.

The Table Wizard contains the following tabs:

- Table Design
On this tab you can add and remove rows and merge and split cells.
 - To add or remove rows and columns, use Columns and Rows.
Select a cell in the table by clicking it.
 - a. To add a row, click  (Increase).
The new row is inserted under the row which cell, you have selected.
 - b. To add a column, click  (Increase).
The new column is inserted to the right of the column which cell, you have selected.
 - c. To delete a row, click  (Decrease).
The selected row is deleted.
 - d. To delete a column, click  (Decrease).
The selected column is deleted.
 - To merge and split cells, use Column Span and Row Span.
Select a cell, which you want to merge, by clicking it.
 - To merge the selected cell horizontally, with the cell to the right, in Column Span, click  (Increase).

- To merge the selected cell vertically, with the cell under, in Row Span, click  (Increase).
- To split a horizontally merged cell, select it and in Column Span, click  (Decrease).
- To split a vertically merged cell, select it and in Row Span, click  (Decrease).

When finished designing the table, click OK.

- **Table Properties**
To modify the properties of the entire table, perform the following:
 1. In the text editor, right-click the table.
A dropdown menu appear.
 2. Click Table Properties.
You can change the following properties:
 - Height and width.
 - Cell spacing, padding, and alignment.
 - Apply a CSS class and background image
 3. When finished configuring the table properties, click OK.
- **Cell Properties**
To modify the properties of a single cell, perform the following:
 1. In the text editor, right-click the cell.
A dropdown menu appear.
 2. Click Cell Properties.
 3. In the left, select one or more cells, which properties you want to modify.
You can change the following properties for the selected cells:
 - Height and width.
To enter the height or width as percentage, after the number, enter %.
 - Alignment.
 - Apply a CSS class and background image.
 - Select whether to wrap the text in the selected cells.
 4. When finished configuring the table properties, click OK.

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UNDOING, REDOING, AND OTHER SHORTCUT KEY FUNCTIONS

The following are functions that are not displayed as buttons in the toolbar of the text editor, but you can use them with their shortcut key combinations.

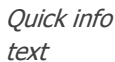










Command SHORTCUT KEY	Procedure
Undo CTRL+Z	To reverse your last action, press CTRL+Z . You can reverse more than one action.
Redo CTRL+Y	To reverse your last <i>Undo</i> , press CTRL+Y . You can reverse more than one action that has been undone. You can use <i>Redo</i> command only after Undo command.
Select all CTRL+A	To perform a function on all the content in the text editor, you need to select it all. Place the cursor anywhere in the text editor and press CTRL+A .



Full screen F11	To view the text editor in full screen mode, press F11 . To exit the full screen mode, press F11 again.
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OTHER TOOLBAR FUNCTIONS

The following options appear in the toolbar of the text editor when you click *More formatting options* button in the upper-right corner of the editor.

Button	Procedure
 Quick info text	
 AJAX Spellchecker	Use this function to check the text, which you have entered in the text editor, for spelling mistakes.
 Format Stripper	<p>Use the <i>Format Stripper</i> to remove certain types of formatting from the whole or portions of text.</p> <p>Select the text from which you want to remove formatting and perform the following: If you do not select any text the function is applied to all the content.</p> <ul style="list-style-type: none"> If you want to use the last format strip type, click the brush  , which can be one of the following, depending on which one is last used: <ul style="list-style-type: none">  with the quick info text <i>Strip All Formatting</i>. Removes all formatting from the text. The text appears in the default font and font size. Line breaks and indents are not preserved.  with the quick info text <i>Strip CSS Formatting</i>. Removes the CSS formatting from the selected text.  with the quick info text <i>Strip Font Elements</i>. Removes all fonts and font sizes. After you strip the font elements, the text appear in the default font and font size.  with the quick info text <i>Strip Span Elements</i>. Removes span elements from HTML code. A span element is an HTML tag that surrounds a text. This tag allows you to manipulate the text inside the span tag. For example, apply CSS or JavaScript.  with the quick info text <i>Strip Word Formatting</i>. Removes Microsoft Word formatting that is not suitable for the web. If you want to use a strip function different from the last one you used, click the arrow  . A dropdown list appears where you select one of the above stripping options.
 Find And Replace (CTRL+F)	<p>Use this button to find a word or phrase or part of a word in the text. You open the find and replace dialog by clicking <i>Find And Replace</i> or pressing CTRL+F.</p> <h3>FINDING AN EXPRESSION</h3> <ol style="list-style-type: none"> To find a piece of text, on <i>Find</i> tab, in the <i>Find</i> input field, enter the word, part of it, or a phrase. <ul style="list-style-type: none"> If you want the results of your search to be the exact case as the expression you have entered, select the <i>Match case</i> checkbox. The expression you have entered can be a whole word, but can also be part of another word, if you want only whole words to appear in your search, select <i>Match whole words</i> checkbox. You can also choose the direction in which to search – <i>Up</i> in the page or <i>Down</i> in the page from the point where the cursor is. Click <i>Find</i>.

	<p>The text editor highlights the first instance of the search expression.</p> <p>3. To find the next, click <i>Find</i> again. Repeat this step until you find what you are looking for.</p> <p>NOTE: If the expression you are searching for is not contained in the text, a dialog box appears informing you about this.</p> <p>FINDING AND REPLACING AN EXPRESSION WITH ANOTHER EXPRESSION</p> <p>To find a piece of text and replace it with another, on <i>Replace</i> tab, in the <i>Find</i> input field, enter the word, part of it, or a phrase.</p> <p>NOTE: If you have already used the <i>Find</i> tab to search for this expression, when you click the <i>Replace</i> tab, the <i>Find</i> input field already contains this expression.</p> <p>On <i>Replace</i> tab, you can perform the following:</p> <ul style="list-style-type: none"> Change some occurrences of the search expression with another expression. To do this, perform the following: <ol style="list-style-type: none"> In <i>Replace With</i> input field, enter the expression with which you want to change the search expression. Click <i>Find Next</i>. The text editor highlights the first occurrence in the page. If you want to change this occurrence of the expression with the one you have entered in <i>Replace With</i> input field, click <i>Replace</i>, else click <i>Find Next</i> until you find the expression you want to change. <p>NOTE: You can change the expression in <i>Replace</i> input field and go to <i>Step a</i>.</p> Change all occurrences of the search expression with another expression at once. To do this, perform the following: <ol style="list-style-type: none"> In <i>Replace With</i> input field, enter the expression with which you want to change all occurrences of the search expression. Click <i>Replace All</i>. All occurrences of the search expression are changed and a dialog box appears informing you about their number.
 Print (CTRL+P)	<p>To print the content of the text editor, click <i>Print</i> or press CTRL+P.</p> <p>The system opens your browser's default print dialog.</p>
 Toggle Full Screen Mode (F11)	<p>Use this button to switch the text editor between normal and full screen mode.</p>

NOTE: To go back to basic mode of the text editor, click *Basic options only* button in the upper-right corner of the text editor.

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USING THE HTML MODE

You can enter and edit text as HTML code by clicking HTML at the bottom of the text editor.

If you have sufficient HTML knowledge, you can directly modify the text, by modifying the HTML code.

EMBEDDING IMAGES, VIDEOS, AND DOCUMENTS

You can make the text editor to display images, videos, and links to documents by embedding them in the HTML.

To embed an object, perform the following:

- Open the *Images*, *Videos*, or *Documents* page respectively.
- Click *Embed this images*, *Embed this video*, or *Embed link to this file* respectively and copy the string of *Embed* input field.
- In the text editor, switch to HTML mode and paste the string where you want the object to appear.










To switch back to *Design* mode, click *Design* at the bottom of the text editor.

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TOOLBAR BUTTONS REFERENCE

The buttons in this section work on a selected portion of text. For some tools, it is enough to position the mouse cursor in a word to apply the necessary formatting.

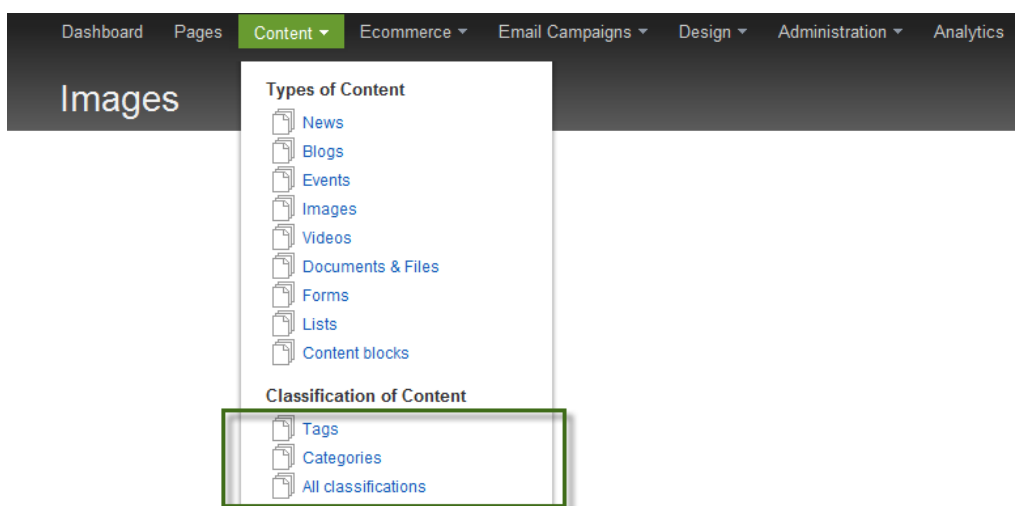
Button	Quick info text (SHORTCUT KEY)	More information
	<i>Bold</i> (CTRL+B)	Formatting text
	<i>Italic</i> (CTRL+I)	Formatting text
	<i>Numbered List</i>	Formatting paragraphs
	<i>Bullet List</i>	Formatting paragraphs
	<i>Hyperlink Manager</i> (CTRL+K)	Inserting and removing hyperlinks
	<i>Remove Link</i> (CTRL+SHIFT+K)	Inserting and removing hyperlinks
	<i>Image Manager</i> (CTRL+G)	Inserting objects
	<i>AJAX Spellchecker</i>	Other toolbar functions
	<i>Paste from Word</i>	Copying and pasting
	<i>Align Left</i>	Additional paragraph formatting functions
	<i>Align Right</i>	Additional paragraph formatting functions
	<i>Align Center</i>	Additional paragraph formatting functions
	<i>Justify</i>	Additional paragraph formatting functions
	<i>Indent</i>	Additional paragraph formatting functions
	<i>Outdent</i>	Additional paragraph formatting functions
	<i>Font Name</i> (CTRL+SHIFT+F)	Additional text formatting functions
	<i>Real font size</i>	Additional text formatting functions
	<i>Paragraph Style</i>	Additional paragraph formatting functions
	<i>Foreground Color</i>	Additional text formatting functions
	<i>Background Color</i>	Additional text formatting functions
	<i>Media Manager</i>	Additional inserting functions
	<i>Document Manager</i>	Additional inserting functions
	<i>New Paragraph</i>	Additional paragraph formatting functions

	<i>Insert Table</i>	Additional inserting functions
	<i>Insert Symbol</i>	Additional inserting functions
	<i>Horizontal Rule</i>	Additional inserting functions
	<i>SuperScript</i>	Additional paragraph formatting functions
	<i>Subscript</i>	Additional text formatting functions
	<i>Format Stripper</i>	Other toolbar functions
	<i>Find And Replace (CTRL+F)</i>	Other toolbar functions
	<i>Print (CTRL+P)</i>	Other toolbar functions
	<i>Toggle Full Screen Mode</i>	Other toolbar functions

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CLASSIFYING CONTENT

Using classifications, you can organize content items, such as news, events, and comments.



In Sitefinity, there are two types of classifications:

- **Simple list**
Simple lists group content into a controlled set of categories. There is no relation between the classifications of the simple list. They are equal members of a single structure.
- **Hierarchical list**
By using this kind of classification, you can group content in hierarchy on more than one level. Relationship between a top level entry and a subentry in the hierarchy can mean group membership or refinement of the top classification by a particular characteristic or feature.

EXAMPLE: *Dogs* can be one tag and *Cats* can be another. Both *Dogs* and *Cats* are simple lists, meaning that all items tagged with *Dogs* are equal members of *Dogs* structure, there are no relationships between dogs. On the other hand, you can have a category *Animals*, which has subcategories *Dogs* and *Cats*. This means that all cats are *Cats* and all dogs are *Dogs*, but also all cats and dogs are *Animals*.

IMPORTANT: Classifications are shared across different sites. If you are using multiple sites, changing a classification on one site will change the classification on every other site that uses it.

Section contents

In Sitefinity there are two types of predefined classifications:

▼ Tags

The tags are representing a simple list.

▼ Categories

The categories are presenting a hierarchical list.

To view, create, edit, delete, and manage classifications, click *Content » All classifications*.

The system displays a list of the predefined classifications – tags and categories, together with all created custom classifications.

You add tags and categories to content items either while creating them or after that in the following way:

▼ Adding categories and tags to a content item

Use this procedure to add categories and tags to a content item either when **creating** it or when **editing** it.

▼ Creating custom classifications

In addition to *Tags* and *Classifications*, you can create custom classification. You can create either simple lists or hierarchical lists.

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USING TAGS

You use tags to filter content items according to some criterion. By clicking on different tags from the list of tags displayed on the webpage, the user can filter the content on the page. You can apply tags both to built-in types, such as news and events, as well as to dynamic types – types that you have created.

You manage tags on the *Tags* page.

To open the *Tags* page, in the main menu in the upper part of the screen, click *Content » Tags*.

The *Tags* page appears, displaying a list of all created tags together with actions you can perform on them.

EXAMPLE: If you have a list of news, some of which are news about the weather and you have tagged them with the tag *weather*, and some news are about the traffic and you have tagged them with tag *traffic*, by adding the *Tags* widget to your page, you give the users the opportunity to filter only traffic or only weather news by clicking the respective tag.

To display list of tags on your website, you must use the *Tags* widget and you must configure it.

For more information, see [Tags widget](#).

For more information about adding widgets on your page, see [Add widgets on your page or template](#).

Section contents

On the *Tags* page you can perform the following:

▼ Create a tag

▼ Edit tags

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CREATING A TAG

1. To create a tag, click *Content » Tags*.

2. On *Tags* page perform one of the following:

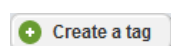
- If you have not created any tags, the system displays the following in the center of the screen:



No tags have been created yet

[Create a tag](#)

- If you have already created one or more tags, the system displays a list all created tags and the following button in the toolbar of *Tags* page:



NOTE: If you are working in multilingual mode, before creating a tag, you must first choose the language in which you want to create the tag. Select the language from *Languages* dropdown box in the right of the page.

For more information about different languages, see [Languages](#).

3. Click *Create a tag*.
The *Create a tag* page appears.
4. Enter the name of the tag.
5. In *Description* input field, enter a description of the tag.
6. You can change the automatically generated URL of the tag by clicking *Change* button and entering the new URL in the input field that appears.
7. By clicking *Advanced*, you can perform the following:
 - Enter synonyms of the tag.
You can filter your content items by the tag name or by the tag synonyms.
 - Change the automatically generated name used in the code by developers to refer to the tag, by clicking *Change*.
8. When you are finished click one of the following:
 - *Create*
The tag is created and the system returns you to *Tags* page.
 - *Create and add another*.
Use this button if you want to create more tags.

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EDITING TAGS

EDITING A SINGLE TAG

1. Go to the *Tags* page and open the tag for editing in one of the following ways:
 - Click the tag you want to edit.
 - Click the *Actions* link of the respective tag.
From the dropdown list, click *Properties*.
The *Edit a tag* page appears.
2. Perform procedure [Creating a tag](#) » *Step 4* to *Step 7*.
3. When you are finished, click *Save changes*.

EDITING ALL TAGS AT ONCE

You can edit the URL name and the synonyms of all tags at the same time.

1. To do this, click *Bulk edit (URLs and synonyms)* button in the toolbar of the page.
The *Bulk edit URLs and Synonyms* page appears, displaying a list of all tags together with their URLs and synonyms.
If you do not select any tags, all created tags appear in the page.
2. Edit URLs and synonyms, by entering in the input fields of the respective tags.
3. Click *Save changes*
The system returns you to *Tags* page.

DELETING TAGS

1. To delete a tag, on *Tags* page perform one of the following:
 - Select the tag and click *Delete* button in the toolbar.
 - Click the *Actions* link of the tag you want to delete and click *Delete*.
2. In the dialog box that appears confirm the deletion.

BROWSING ITEMS THAT ARE TAGGED WITH A SPECIFIC TAG

Use this function to view all items that are tagged with a tag and to remove the tag from items.

- On *Tags* page, in column *APPLIED TO*, click *<number> items* link of the tag you want to explore.
A list of items belonging to the selected tag appears. The list is divided according to content type.
To view items of different content type, click the respective link above the list of the items. For example, *Blog posts*, *News items*.

- To remove the selected tag from one or more items, select the items and click *Remove Tag <tag name> from the selected items* button in the toolbar of the page.
For example, *Remove Tag Traffic from the selected item*.
- To view and change the properties of the tag, click *Tag <category name> properties* button in the toolbar of the page.
For example, *Tag Traffic properties*.
The *Edit a tag* page appears.
For more information, see procedure *Editing a single tag* above.

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USING CATEGORIES

You use categories to filter content. By clicking different categories from the treeview displayed on the webpage, you can filter the content of the page. By using hierarchy of categories, you can filter content items according to more general or more specific criteria. You can apply categories both to built-in types, such as news and events, as well as to dynamic types – types that you have created.

You manage categories on the *Categories* page.

To open the *Categories* page, in the main menu in the upper part of the screen, click *Content » Categories*.

The *Categories* page appears, displaying a list of all created categories together with actions you can perform on them.

EXAMPLE: You can have a list of events categorized according to their location. Some of the events are held in Europe, some in Asia. Some of the European events are held in Italy, some in France. If you have added category *Italy* to the Italian events and category *France* to the French and you have created those two categories as child categories of category *Europe*, then by adding a *Categories* widget to your page, you give the users the opportunity to filter all European events by clicking category *Europe*, which include both French events and Italian event, but also to go in depth and filter events with more specific locations, such as events held in France, by clicking *France* category.

To display list of categories on your website, you must use the *Categories* widget and you must configure it.

For more information, see [Categories widget](#).

For more information about adding widgets on your page, see [Add widgets on your page or template](#).

Section contents

On the *Categories* page you can perform the following:

- ▼ Create a category
- ▼ Structure the list of categories
- ▼ Edit categories

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CREATING A CATEGORY

1. To create a category, click *Content » Categories*.

2. On *Categories* page perform one of the following:

- If you have not created any categories, the system displays the following in the center of the screen:



No categories have been created yet

[Create a category](#)

- If you have already created one or more categories, the system displays all created categories and the following button in the toolbar of *Categories* page:



NOTE: If you are working in multilingual mode, before creating a category, you must first choose the language in which you want to create the news item. Select the language from *Languages* dropdown box in the right of the page.

For more information about different languages, see [Languages](#).

3. Click *Create a category* or *Create a Category* respectively.

The *Create a category* page appears.

4. Enter the name of the category.
5. Choose between the following radio buttons:
 - *No parent*
The category you want to create is a top level category.
 - *Select a parent...*
The category you want to create is under another category. For example, *animals* can be the parent category of *mammals*, and *mammals* can be the parent category of *cats*.
A list of existing categories appears. Select the parent category of the new category and click *Done*.
6. To add a description for the category, click *Click to add a description*.
In the input field that appears, enter the description of the category.
7. In URL name, you can change the automatically generated URL of the category by clicking *Change* button and entering the new URL in the input field that appears.
8. By clicking *Advanced*, you can perform the following:
 - Enter synonyms of the category.
You can filter your content items by the name of the category or by its synonyms.
 - Change the name used in the code by developers to refer to the category, by clicking *Change*.
9. When you are finished click one of the following:
 - *Create*
The category is created and the system returns you to *Categories* page.
 - *Create and add another*.
Use this button if you want to create more categories.

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STRUCTURING THE LIST OF CATEGORIES

Use this procedure to group content in hierarchy on more than one level.

REORDERING CATEGORIES ON THE SAME HIERARCHICAL LEVEL

To move a category up or down in the list of categories, click the *Actions* link of the respective category and then click *Up* or *Down*. The *Create a category* page appears.

For more information, see [Creating a category](#).

MOVING CATEGORIES ON DIFFERENT HIERARCHICAL LEVELS

- To create a sub category of a category, click the *Actions* link of the respective category and click *Create a child category*. The *Create a category* page appears. In section *Parent category*, the parent of the new category is already selected. For more information, see [Creating a category](#).
- To change the parent of a category, click the *Actions* link of the category which parent you want to change and then click *Change parent category*.
A window appears, where you can choose between the following radio buttons and click *Save changes*:
 - *No parent*
You choose this if you want the category to be a top level category.
 - *Select a parent*
A list of existing categories appears. Select the new parent category of the category.

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EDITING CATEGORIES

EDITING A CATEGORY

1. To edit an already existing category, perform one of the following:
 - Click the category you want to edit.

- Click the *Actions* link of the respective category and then click *Properties*.

The *Edit a category* page appears.

2. Perform procedure [Creating a category](#) » *Step 4* to *Step 8*.
3. Click *Save*.
The system returns you to *Categories* page.

DELETING A CATEGORY

1. To delete a category, on *Categories* page perform one of the following:
 - Select the category and click *Delete* button in the toolbar of the page.
 - Click *Actions* button of the category you want to delete and click *Delete*.
2. In the dialog box that appears confirm the deletion.

BROWSING ITEMS THAT BELONG TO A SPECIFIC CATEGORY

Use this function to view all items that belong to a category and to remove items from a category


- On *Categories* page, in column *APPLIED TO*, click *<number> items* link of the category you want to explore.
A list of items belonging to the selected category appears. The list is divided according to content type.
To view items of different content type, click the respective link above the list of item. For example, *Blog posts*, *News items*.
- To remove one or more items from the selected category, select the items and click *Remove Category <category name> from the selected items* button in the toolbar of the page.
For example, *Remove Category Mammals from the selected items*.
- To view and change the properties of the category, click *Category <category name> properties* button in the toolbar of the page.
For example, *Category Mammals properties*.
The *Edit a category* page appears.
For more information, see procedure *Editing a category* above.

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ADDING CATEGORIES AND TAGS TO A CONTENT ITEM

You can add categories and tags to a content item either when **creating** it or when **editing** it. You do this by clicking *Categories and tags* section on the page where you create, upload, or edit a content item.

ADDING CATEGORIES

1. In *Category* section, click *Click to add categories* link.
A treeview with all existing categories appears.
2. You assign your content item to one or more categories by selecting their checkboxes and clicking *Done* button.
3. If you have not still created any categories, or need another category for your content item, perform the following:
 - c. Click *Create a category* link.
The *Create a category* window appears.
 - d. Enter the name of the category and choose between the following radio buttons:
 - *No parent*
The category you want to create is a top level category.
 - *Select a parent*
The category you want to create is under another category. For example, *animals* can be the parent category of *mammals*, and *mammals* can be the parent category of *cats*.
A list of existing categories appears. Select the parent category of the new category.
 - e. Click *Create this category*
The new category you have created automatically appears as a selected category for the content item.
4. To add more categories for the content item, click *Change* and perform *Step 1* and *Step 2*.
5. To delete categories assigned to the content item, click  (*Remove this category*).

ADDING TAGS

In *Tags* section, perform one of the following:

- In the input field that appears, enter a new tag name and click *Add*.
- Click *Select from existing* link.
From the list of all existing tags that appears, click the tags with which you want to tag the content item.

To delete a tag assigned to the content item, click  (*Remove this tag*).

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CREATING CUSTOM CLASSIFICATIONS

In addition to *Tags* and *Classifications*, you can create custom classification. You can create either simple lists or hierarchical lists. For example, you can create a custom classification *Price range* that is simple list and *Location* classification, which is hierarchical list of regions, where each region contains a list of countries.

USING A CUSTOM CLASSIFICATION WITH CONTENT ITEMS AND PRODUCTS

To classify a content item or product with a custom classification, you must add the classification as a [custom field](#) of a content item or as a custom field of the product type. Make sure to enter the same name in the custom field as the name of the classification. Finally, when you create or edit a content item or product, you must select the custom classification.

To use custom classification to filter content items or products on the website, you must use the [Classification](#) or the [Tags](#) widget.

You manage custom classifications on the *Classifications* page.

To open the *Classifications* page, in the main menu in the upper part of the screen, click *Content » All classifications*.

The *Classifications* page appears, displaying a list of all created build-in and custom classifications together with actions you can perform on them.

Section contents:

- ✓ [Creating and editing a custom classification](#)
- ✓ [Creating and editing single classification items](#)

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CREATING AND EDITING A CUSTOM CLASSIFICATION

CREATING A CUSTOM CLASSIFICATION

To create a custom classification, perform the following:

1. Open the *Classifications* page, by clicking *Content » All classifications*.
2. Click *Create a classification*.
The *Create a classification* page appears.
3. In *Classification* input field, enter the name of the classification, for example, **Dress code**.
4. In *Single item name*, enter the name of a single item in this classification, for example, **Dress code type**.
5. Choose the *Type* of the classification, by selecting *Simple list* or *Hierarchical list*. For more information about types of classification, see [Classifying content](#).
6. To add a description of the classification, click *Click to add a description*.
7. To change the name that is used in code to refer to that classification, click *Change* button and add a new name.
8. When finished, click *Create this classification*.

The classification appears on *Classification* page and the system takes you to create your first item from this classification. For more information, see procedure *Creating single classification items* below.

EDITING CUSTOM CLASSIFICATIONS

1. To edit the properties of a classification, go to *Classifications* page.

NOTE: You cannot edit or delete the predefined classifications *Tags* and *Categories*.

2. Click the *Actions* link of the respective classification and from the dropdown box, click *Properties*. The *Edit a Classification* page appears.
3. Perform procedure *Creating a custom classification* above » *Step 3* to *Step 7*.
NOTE: You cannot change the type of the classification.
4. When finished editing, click *Save changes*.

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CREATING AND EDITING SINGLE CLASSIFICATION ITEMS

CREATING SINGLE CLASSIFICATION ITEMS

1. To create a single item in a classification, open the classification by clicking it on *Classifications* page.
For example, if you have created a custom classification *Dress code*, on *Classification* page, click *Dress code* to create different types of dress code.
The *<Classification name>* page appears.
2. Click *Create a <name of single item>*.
For example, click *Create a Dress code type*, to be able to create a dress code, such as *Casual*.
The *Create a <name of single item>* page appears.
3. Enter the name of the classification item.
For example, enter **Casual**.
4. To add a description of the classification item, click *Click to add a description*.
5. To change the automatically generated URL, click *Change* button and enter the new URL.
6. By clicking *Advanced*, you can perform the following:
 - Enter synonyms of the classification item.
 - Change the name used in the code by developers to refer to the classification item, by clicking *Change*.
7. When finished, click one of the following:
 - *Create*
You create the item and go back to the page of the classification.
 - *Create and add another*
The item is created and a new *Create* page appears.
 - *Back to <Classification name>*
You go back to the page of the classification without creating the item.

EDITING A SINGLE CLASSIFICATION ITEM

1. To edit a classification item, open the classification, which the item belongs to, by clicking it on *Classification* page.
2. In the list of classification items, click the item you want to edit.
3. Perform the procedure above » *Step 3* to *Step 6*.
4. When finished, click *Save changes*.

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TRANSLATING CONTENT ITEMS AND CLASSIFICATIONS

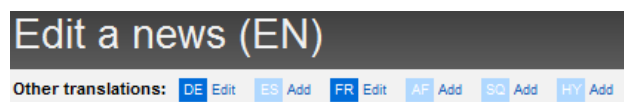
You can create a new language translation of an item or classification. The system displays all language translation in which an item or a classification exists in the following way:

- On the respective item page, for each item, the system displays:



NOTE: If you have created more than six language translation, on the respective item page the system displays only the first six language icons. To view all created languages, click *More translations...* link of the respective item. To display all languages for all items on the page, click *Show all translations* link in the upper-right corner of the page.

- On the editing page of the item, for example news, the system displays:



NOTE: Other translation icons are not displayed, when you edit an ecommerce product.

- Language translations of an item, whose language icons are dark blue and have the *Edit* link next to the language icon, already exist.
- Language translations of an item, whose icons are light blue and have the *Add* link next to the language icon, have not been created yet.

If you are not using multiple languages, the system does not display language icons next to items and classifications.

NOTE: Before you create an item in a different than the default language, you must have added this language in the settings of Sitefinity.

For more information, see [Languages](#).

CREATING A NEW ITEM IN A DIFFERENT LANGUAGE

To create a new item in a certain language, perform the following:

1. Go to the page of the item.
For example, go to *Events* page.
2. From the *Languages* dropdown box on the right, select the language, in which you want to create the item.
3. Perform procedure for creating the respective content item.
For example, *Creating an event*.

NOTE: For ecommerce products, you must first create the product in the default language and then perform the next procedure.

TRANSLATING AN EXISTING CONTENT ITEM

1. You create a new language translation in one of the following ways:
 - On the respective item page, click the *Add* link under the respective language icon.
 - Open the item in editing mode click the *Add* link of the respective language.
2. Perform procedure for creating the respective item.
For example, *Creating a news item*.

NOTE: If you click the *Compare translations* link, the system opens a different translation of the item. The translation serves only as reference. You can change the displayed translation, by selecting the respective language in the *Translate from:* dropdown box.

NOTE: Images, videos, and documents do not differ in the different languages, but you can add different title for each image or video in the different languages. For example, the same image can exist in English and Spanish with different titles.

NOTE: When an item exists in different languages, each translation is displayed with its respective page translation. For example, a news item in Spanish is displayed in the *News* widget in the Spanish version of the page, the English news item is displayed in the English version of the page. If the French translation of the page contains the *News* widget, but there is no French version of the news, the widget does not display anything.

To switch between different language translations of a page you must add and configure the [Language selector widget](#) to the page.

EDITING A TRANSLATION OF AN ITEM

Perform the following procedure:

1. You edit a language translation of an item in one of the following ways:
 - On the page of the respective item, click the *Edit* link under the respective language icon.

- On the page of the respective item, in *Languages* field on the right, select the desired language and click the name of the item, which you want to edit.
2. Perform the procedure for editing the respective item.
For example, perform procedure *Editing events*.

DELETING A LANGUAGE TRANSLATION OF A CONTENT ITEM

On the page of the respective content item, you delete a language translation by selecting the respective language in *Languages* dropdown box and performing one of the following:

- Select the content item(s), whose translation(s) you want to delete and click *Delete* button in the toolbar.
- Click the actions link of the respective content item and click *Delete*.

IMPORTANT: The system asks you if you want to delete only the current translation of the item or all translations of this item.

| [Website content](#) | [Table of contents](#) |

FEEDS

Use feeds and notifications to publish frequently updated information. You can publish an RSS feed for a blog, news, or events on the website and the users can subscribe to this feed. This way they will receive updates of the blog, news, or events without having to visit the website. You can also publish content you create in Sitefinity as tweets via a Twitter account.

NOTE: Feeds are shared across different sites. If you are using multiple sites, changing a feed on one site will change the feed on every other site that uses it.

INCLUDED CONTENT

You can publish as feed one of the following types of content:

- *Sitefinity content*
For example, you can publish a news or a blog post as RSS feed or as a tweet in Twitter.
- *External RSS feed*
For example, you can use an external RSS feed and publish it as news in Sitefinity.
- *Mail content*
For example, you can use the email messages of a particular mail account and publish them as an RSS feed on you website.
- *Forum*
For example, you can publish forum threads as RSS feed.

PUBLISHED CONTENT

You can publish the included content in one of the following types:

- *Sitefinity content*
- *RSS feed*
- *Twitter feed*

You manage feeds on *Feeds & Notifications* page.

To open the page in the main menu at the top, click *Administration* » *Feeds & Notifications*.

You display the RSS feed in your website using the *Feed* widget. For more information, see [Feed widget](#).

For more information about caching the feed output, see *Sitefinity Installation and Administration Guide* » *Settings* » *Configuring caching* » *Output caching for RSS*.

Section contents

On *Feeds & Notifications* page you can do the following:

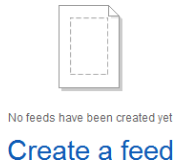
- ✓ Create a feed
- ✓ Edit, delete, and filter feeds

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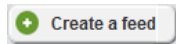
CREATING A FEED

1. On *Feeds & Notifications* page perform one of the following:

- If you have not created any feeds, the system displays the following in the center of the screen:




- If you have already created one or more feeds, the system displays a list all created feeds and the following button in the toolbar of *Feeds & Notifications* page:



2. Click *Create a feed*.

The *Create a feed* page appears.

3. Enter the following information for the new page:

<i>Title</i>	<p>In this input field, enter a title for the feed.</p> <p>The title is publicly visible and will be the title for the whole feed in the RSS reader.</p>
<i>Description</i>	<p>In this input field, enter description for the feed.</p> <p>The description is not publically visible.</p>
<i>Active</i> checkbox	<p>Select or deselect the <i>Active</i> checkbox to make the feed active or inactive.</p> <p>When a feed is active, new items that are created, such as events or news, are published in the feed.</p> <p>When you make a feed inactive, the newly published items do not become part of the feed.</p>
<i>Change Data structure...button</i>	<p>Click this button if you want to change the way fields are recorded in the database or if you want to create a new field that you will map to an existing field of the content you want to publish and to a field form the content type in which you want to publish.</p>
<i>Content to include</i> section	<p>In this section, you can choose the content that will serve as source content for the feed. By default the content that is selected to be included in the feed is <i>Posts from all blogs</i>.</p> <ul style="list-style-type: none"> You can delete the automatically selected content or other selected content by clicking  (<i>Remove</i>). You can change the settings of the selected content by clicking <i>Change...</i> button. You can add more content by clicking <i>Add another content type...</i> button. The <i>Select content source</i> window appears. Select one of the following radio buttons: <p>SITEFINITY CONTENT</p> <p>In this section, choose which Sitefinity items to include in the feed. By default the new feed includes blog posts from all blogs.</p> <ol style="list-style-type: none"> In <i>Content type</i> dropdown box, select the type of content include in the feed. If you have selected <i>Blogs</i>, in <i>Which blog posts to display?</i> radio button group, select one of the following: <ul style="list-style-type: none"> <i>From all blogs</i> All published posts are included in the feed. <i>From selected blogs only...</i> Click <i>Select a blog</i>. From the list that appears, select the blog whose posts you want to include in the feed and click <i>Done selecting</i>. Select the page where the content is published, by clicking <i>Select a page</i> button. To change the mapping of data fields, click <i>Mapping Settings</i> button.

In the window that appears, you have a list of the data fields of the feed you are creating. To these fields, you can map existing fields of the content type you have selected.

If you have created a new data field in the previous section, using the *Change Data structure...* button, you can map a field from the content type to that newly created field. The content type fields, which can be mapped, can be both predefined and custom fields. For more information, see [Custom fields](#).

When you are finished with the mapping of fields, click *Accept changes*.

NOTE: If you are using a dynamic module, the mappings are not predefined and you must explicitly set them.

- d. Click *Done*.

NOTE: Only published content is included in the feed.

EXTERNAL RSS/ATOM FEED

You can use as source content an external RSS feed.

- a. Enter the URL of the external RSS or Atom feed.
- b. Choose how many items to include by selecting one of the following radio buttons:
- *Include the newest <number> items*
In the input field, enter how many of the external RSS or Atom items you want to display.
 - *Include all published items*
The feed displays all items from the external RSS or Atom feed.
- c. To change the mapping of data fields, click *Mapping Settings* button.
In the window that appears, you have a list of the data fields of the feed you are creating. To these fields, you can map existing fields of the RSS or Atom feed you have selected.

If you have created a new data field in the previous section, using the *Change Data structure...* button, you can map a field from the RSS or Atom feed to that newly created field

When you are finished with the mapping of fields, click *Accept changes*.
- d. Click *Done*.

MAIL CONTENT

- a. Enter the name of the POP3 server.
- b. Enter the port used by the server.
- c. Select if you want Sitefinity to use Secure Sockets Layer (SSL) to encrypt the connection.
- d. Enter the user name of the account that you use to connect to the mail server.
- e. Enter the password of the account that you use to connect to the mail server.
- f. To change the mapping of data fields, click *Mapping Settings* button.
In the window that appears, you have a list of the data fields of the feed you are creating. To these fields, you can map existing fields of the mail you have selected.

If you have created a new data field in the previous section, using the *Change Data structure...* button, you can map a field from the mail to that newly created field.


When you are finished with the mapping of fields, click *Accept changes*.
- g. Click *Done*.

NOTE: Any attachments are disregarded and are not published.

IMPORTANT: Every mail that is successfully retrieved is deleted from the POP3 server.

FORUM

- a. Select which forum posts to publish by choosing one of the following:
- *From all forums*

	<p>All forum posts are published.</p> <ul style="list-style-type: none"> • <i>From selected forums</i> Select posts from which forum to publish, by clicking <i>Select forums</i> button, selecting one or more forums, and clicking <i>Done</i>. • <i>From selected threads</i> Select posts from which threads to publish, by clicking <i>Select thread</i> button, selecting one or more threads, and clicking <i>Done</i>. <p>b. Filter which posts are displayed according to their publication date. To do this expand <i>Narrow selection</i> and perform the following:</p> <ol style="list-style-type: none"> Select <i>Selection of posts</i>: radio button. Select <i>by Dates...</i> and click <i>Select</i> button. Choose one of the predefined intervals or enter a custom time interval using the <i>From</i> and <i>To</i> fields. Click <i>Done</i>. <p>c. Select the page where the content is published, by clicking <i>Select a page</i> button.</p> <p>d. To change the mapping of data fields, click <i>Mapping Settings</i> button. In the window that appears, you have a list of the data fields of the feed you are creating. To these fields, you can map existing fields of the forum that you have selected.</p> <p>If you have created a new data field in the previous section, using the <i>Change Data structure...</i> button, you can map a field from the mail to that newly created field.</p> <p>When you are finished with the mapping of fields, click <i>Accept changes</i>.</p>
<p><i>Publish as...</i> section</p>	<p>In this section, you can choose how to publish the content you have selected in the previous step. By default the content is published as RSS feed.</p> <ul style="list-style-type: none"> • You can delete the automatically generated RSS feed or other publishing method by clicking  (<i>Remove</i>). • You can change the settings of the publishing method by clicking <i>Settings...</i> button. • You can add another method of export by clicking <i>Add more...</i> button. The <i>Select content export method</i> window appears. Select one of the following radio buttons: <p>SITEFINITY CONTENT</p> <p>To publish the selected content as content in Sitefinity, for example, publish blog posts as news items, perform the following procedure:</p> <ol style="list-style-type: none"> In <i>Import data as</i> dropdown box, select whether to publish the selected content as <i>Blogs</i>, <i>News</i>, or <i>Events</i>. If you select <i>Automatically publish imported data</i>, the items will be imported in status <i>Published</i>, otherwise, the will be imported as <i>Draft</i>. To change the mapping of data fields, click <i>Mapping Settings</i> button. In the window that appears, you have a list of the existing data fields of the Sitefinity content types. To these fields, you can map fields of the feed you are creating. <p>If you have created a new data field in the previous section, using the <i>Change Data structure...</i> button, you can map this newly created field to a field of the content type. The content type fields, which can be mapped, can be both predefined and custom fields. For more information, see Custom fields.</p> <p>When you are finished with the mapping of fields, click <i>Accept changes</i>.</p> <p>d. Click <i>Done</i>.</p> <p>RSS FEED</p> <p>To publish the selected content as RSS feed, perform the following procedure:</p>

- a. In *RSS or Atom to generate?* radio button group, select the format for the feed.
- b. In *URL name*, enter a URL of the feed.
- c. Choose how many items to include in the feed by selecting one of the following radio buttons:
 - *Include the newest <number> items*
In the input field, enter how many of the published items you want to display.
 - *Include all published items*
The feed displays all items that are published.
- d. Choose how to display the items in the feeds by selecting one of the following:
 - *Title and content.*
 - *Title and first <number> characters.*
 - *Title only.*
- e. To change the mapping of data fields, click *Mapping Settings* button.
In the window that appears, you have a list of the data fields of the feed you are creating. To these fields, you can map fields of the RSS or Atom feed you.

If you have created a new data field in the previous section, using the *Change Data structure...* button, you can map a field from the RSS or Atom feed to that newly created field.

When you are finished with the mapping of fields, click *Accept changes*.
- f. Click *Done*.

TWITTER FEED

To publish the selected content as a Twitter feed, for example, publish your blog posts as tweets, perform the following procedure:

- a. In *Which Twitter application to use?* select an application via which you want to publish your tweets.
The list contains all Twitter applications which you have registered in Twitter and in Sitefinity.

For more information, see [Managing Twitter applications](#).

When you select an application, in *Select Twitter user for publishing*, a list of all Twitter users registered for this application appear.
- b. Select the Twitter user from whose account the tweets will be published.
For example, you can register an application *MyNews*, but you can associate two accounts with that application – *sports* and *weather*. Some people may follow only the *sports* other may follow only the *weather*.

For more information about associating Twitter users accounts with an application, see [Managing Twitter applications](#).
- c. To change the mapping of data fields, click *Mapping Settings* button.
In the window that appears, you have a list of the data fields of the Twitter feed you are creating. To these fields, you can map fields of the feed you are creating.

If you have created a new data field in the previous section, using the *Change Data structure...* button, you can map this newly created field to one of the Twitter fields.

When you are finished with the mapping of fields, click *Accept changes*.
- d. Click *Done*.

4. When you are finished, click *Save changes*.
The system saves the feed and returns you to *Feeds & Notifications* page.

EDITING, DELETING, AND FILTERING FEEDS

EDITING A FEED

1. To edit a feed, on *Feeds & Notifications* page, click the feed you want to edit.
The *Edit a feed* page appears.
2. Perform procedure [Creating a feed](#) » *Step 3* to *Step 8*.

DELETING FEEDS

To delete one or more feeds, on *Feeds & Notifications* page, perform one of the following:

- Select one or more feeds and click *Delete* button in the toolbar of the page.
- Click the *Actions* link of the respective feed and click *Delete*.

A dialog box appears where you must confirm the deletion.

FILTERING FEEDS

You can filter feeds, using one of the following options in the right side of *Feeds & Notifications* page:

- To filter feeds created by you, under *Filter feeds* click *My feeds*.
- To filter feeds according to their status, under *Filter feeds* click *Active feeds* or *Inactive feeds*.
- To filter feeds according to the date of their last update, under *Filter feeds* click *By last publication*.
The *Display feeds last updated in...* pane appears.
 - When you click a time interval, the system displays all the feeds updated during this time interval.
 - To display feeds updated during some custom period of time, click *Custom range...* link.
Use the *From* and *To* input fields.
 - To go back to all filtering options, click *Close dates* link.
The system displays all filtering options, but displays the last filtering you have chosen until you choose something else.
- To filter feeds according to the content type they are displaying, under *Feeds by content type* click *Blogs*, *News*, or *Events*.

| [Creating and editing feeds](#) | [Website content](#) | [Table of contents](#) |

SEARCH INDEXES

You use search indexes to define different sets of content to be searched, using the internal search of your website. To configure your website's internal search, you must first define a search index and then drop the [Search](#) and [Search results](#) widget somewhere on your website.

You create search indexes in one of the following ways:

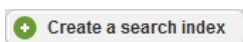
1. Open the *Search indexes* page by clicking *Administration* » *Search indexes*.
2. On *Search indexes* page perform one of the following:
 - If you have not created any search indexes, the system displays the following in the center of the screen:



No search indexes have been created yet

[Create a search index](#)

- If you have already created one or more indexes, the system displays a list all created indexes and the following button in the toolbar of *Search indexes* page:



3. Click *Create a search index*.
The *Create a search index* page appears.
4. In *Name* input field, enter the name of the search index.

5. In *Scope* section, you select which content will be indexes. For example, you can create a search index that contains all news. When a user enters a search word, it will be applied to all news items on your website.

You can index the following:

- *News items*
- *Events*
- *Blog Posts*

- *Content Blocks*

You can exclude from the search results only particular *Content block* widgets. You do this from the *Advanced* settings of the *Content block* widget that you want to exclude. For more information, see [Content block widget](#).

- *Documents*

The content of all published documents is indexed. The document formats that are supported for indexing are: TXT, HTML, RTF, DOCX ([Office Open XML](#) – the binary DOC format is not supported), and PDF.

- *List Items*

- *Products*

- *Forum posts*

- Any dynamic module items

- *Static HTML in pages*

The system searches the HTML of pages.

NOTE: The widgets in the [Navigation widgets group](#) and the widgets in the [Classification widgets group](#) are excluded from the site search.

NOTE: You can control which pages to include in the internal search from the page's properties. When you exclude a page from the site search, its content is not indexes and cannot be found using the internal search.

For more information, see [Creating a new page](#).

6. When you are finished, click *Create this search index*.

If you have created the index after you have published an item, you must reindex. You can do this on *Search indexes* page, by clicking the *Actions* link of the index and then clicking *Reindex*.

CONFIGURE SEARCH INDEX SETTINGS FOR CONTENT ITEMS

You can customize the search index settings to perform search based on a specific field of any content item. For example, you can configure the search results to only include matches for titles and to ignore matches for content. Thus, you can narrow down search results generated for large content items (for example, *Blogs* or *Forums*) or for frequently used terms. To do this:

1. In Sitefinity's backend, navigate to *Administration* » *Settings* » *Advanced*.
2. Click the content item type, for which you want to configure the search index settings.
3. Click *Controls* and click on the respective content item type.
4. Click *Views* and the respective content item type.
5. Click *Backendlist* and in the *ExtendedSearchFields* enter your desired search criteria, separated by comma.

CONFIGURE SEARCH INDEX SETTINGS FOR DYNAMIC MODULES

If you are searching in dynamic module items or custom fields created for any module, you must set the fields where you want the system to search.

You do this by expanding *Advanced* and entering the fields where to search, separated by commas.

For example, if you want to search your dynamic content types by *Definition*, enter *Definition*.

You can only search in text fields.

NOTE: You must also configure these fields in the *Search results* widget advanced configuration mode. For more information, see [Search results widget](#).

Related links:

EMAIL CAMPAIGNS

You use this tab to create email campaigns, manage lists of subscribers to email campaigns, and to compare email campaigns.

You manage email campaigns on the *Email Campaign* page. To open the page, click *Marketing* → *Email Campaigns*.

Use this tab to create, edit, and manage email campaigns, mailing lists, subscribers, and compare campaigns.

You must first create a mailing list for your campaign, then you must add subscribers to your mailing list. If you want to use a template for your campaign, you must create it next. When you have a mailing list with subscribers and a template for your email campaign, you create the campaign itself. Each campaign has one or more issues. When you create the campaign, you must create at least one issue of this campaign. You can use A/B test to compare the effectiveness of your campaign, by creating variations of one issue and sending different versions to different groups of test users and then comparing the results.

NOTE: Email campaigns are shared across different sites. All sites that you manage using Sitefinity have the same set of email campaigns, subscribers, mailing lists, and message templates.

Section contents

On this page you can manage the following:

- ✓ Mailing lists and subscribers
Before you send an email campaign, you must have created a mailing list and import subscribers in this list. The mailing list is a list of subscribers that will receive the email campaign.
- ✓ Message templates
If you do not want to create a new email campaign every time you create an email campaign, you can create a template and use it many times.
- ✓ Campaigns
When you have created a mailing list with subscribers, you can create an email campaign. Each email campaign must have one or more issues. You can also conduct tests to compare the effectiveness of two campaigns.
- ✓ Reports
After you have created a campaign and its first issue, you can view statistics related to its success.

SUBSCRIBING TO EMAIL CAMPAIGNS ON THE WEBSITE

To allow users to subscribe and unsubscribe to your email campaign, you must use the *Subscribe form* widget and the *Unsubscribe form* widget and configure them.

For more information, see [Subscribe form widget](#) and [Unsubscribe form widget](#).

For more information about adding widgets on your page, see [Add widgets on your page or template](#).

You can then choose the way subscription and unsubscription forms are displayed by changing the template which the *Subscribe form* widget and the *Unsubscribe form* widget use.

For more information, see *Sitefinity Designer's Guide* » *Widget templates* » *Using the Widget templates editor* » *Creating and editing widget templates*.

MAILING LISTS AND SUBSCRIBERS

Use this procedure to manage Email campaign's mailing lists and their subscribers.

Section contents

- ✓ Creating a mailing list
Before you send an email campaign, you must have created a mailing list. The mailing list is a list of subscribers that will receive the email campaign.
- ✓ Managing subscribers, editing and deleting mailing list
You can import databases with subscribers to a mailing list or you can enter subscribers manually.
- ✓ Creating a subscriber
Use this procedure to manually create subscribers and attach them to mailing lists.

Use this procedure to edit the names or the emails of subscribers.

CREATING A MAILING LIST

1. In the main menu, click *Marketing » Email Campaigns » Mailing lists*.

The *Mailing lists* page appears.

Perform one of the following:

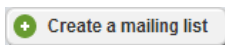
- If you have not created any mailing lists, the system displays the following in the center of the screen:



No mailing lists have been created yet.

[Create a mailing list](#)

- If you have already created one or more mailing lists, the system displays a list of all created mailing lists and the following button in the toolbar of *Mailing lists* page:



2. Click *Create a mailing list*.

The *Create a mailing list* page appears.

3. In *Mailing list title*, enter the title of the mailing list.

For example, **My Company Email Campaign**.

4. In *From name*, enter what will be displayed as sender of the email campaign.

5. In *Subject*, enter what will be displayed as subject of the email with the email campaign.

6. In *Reply-to email*, enter the email, to which the subscribers of the email campaign will send replies.

You must have configured the [Email campaigns settings](#).

7. Remind people why they are receiving this email campaign.

For example, enter **You are receiving this email because you opted at our website**.

8. If you want to send a welcome email to new email campaign subscribers, select *I'd like to welcome new subscribers with an email message* checkbox.

- Enter a subject for the welcome message and enter an email from which appears with the welcome message.
- Choose a template that will be sent as welcome message.
You must create a template first. For more information, see [Creating a message template](#).

9. If you want to follow up users that unsubscribe from the email campaign, select *I'd like to follow up with people that unsubscribe* checkbox.

- Enter a subject for the follow up message and enter the email that will appear as sender email.
- Choose a template that will be sent as follow up message.
You must create a template first. For more information, see [Creating a message template](#).

10. In *Connect this list* section, you can connect existing subscribers to your new mailing list.

Perform the following:

- a. Click *Add connection* button.

A new window appears.

- a. In *Connection source* dropdown box, select from where you want to connect your mailing list.

You can dynamically import subscribers from the following:

- *Sitefinity users*

These are all users registered in the website, both in the backend and in the frontend.

In *Connect this list to* dropdown box, select the membership provider for the users which you want to add as subscribers.

The dropdown box contains all created membership providers.

- *Sitefinity forms module*

These are the responses submitted to a form on your website. For more information, see [Creating and editing forms](#).

In *Connect this list to* dropdown box, select the form, which responses you want to use as subscribers.

- If you want to change the automatically generated connection title, enter a new title in *Connection title input* field. For example, enter **Corporate clients**.
- Map the fields required for a subscriber to the respective form fields or the respective user fields. The fields required for a subscriber are *First name*, *Last name*, and *Email*. For each of these fields there is a dropdown box, containing all available fields from a form or a user record. For each of the required fields, select a corresponding form field or user field.
- When finished, click *Save changes*.

Every time a Sitefinity user is created or a user completes the form, he or she is also added as a subscriber to the mailing list.

11. When finished creating the mailing list, click one of the following buttons:

- *Create this mailing list*
The mailing list is created and the system returns you to *Mailing lists* page.
- *Create and add another*
The mailing list is created the form is cleared and you can create a new mailing list. To do this, go to *Step 3*.
- *Cancel*
The mailing list is not created and the system returns you to *Mailing lists* page.

| [Mailing lists and subscribers](#) | [Email campaigns](#) | [Table of contents](#) |

MANAGING SUBSCRIBERS, EDITING AND DELETING MAILING LIST

IMPORTING SUBSCRIBERS TO A MAILING LIST

1. To import subscribers to a mailing list, open the *Mailing lists* page and perform one of the following:

- Click *Import subscribers* button in the toolbar.
- Click the *Actions* link of the mailing list where you want to import subscribers. From the dropdown list, click *Import* link.

The *Import subscribers* page appears.

2. To select the file where to import subscribers from, click *Browse* and browse your computer to find the file. The file must have a *.csv* or a *.tsv* extension.

3. Select the format of the data with subscribers. You can import subscribers as one of the following:

- Comma Separated Values (CSV) file.
Select *Comma separated* radio button.
- Tab Separated Values (TSV) file.
Select *Tab separated* radio button.

4. Map the fields required for a subscriber to the respective columns in the file. The fields required for a subscriber are *First name*, *Last name*, and *Email*. For each of these fields there is a dropdown box, containing the available columns. For each of the required fields, select a corresponding column.

5. If the first row of your file represents the headers, select *Skip the first row* checkbox.

6. If you are importing subscribers using the toolbar button, you must select the mailing list where you want to import by clicking *Select mailing list* button.

7. If you want the imported subscribers to replace the already existing, if their email addresses match, select *Replace existing subscribers which have the same emails as imported subscribers* radio button. Otherwise, the system does not import subscribers with emails that already exist.

8. Click *Import*.

EXPORTING SUBSCRIBERS

To export the subscribers of one or more mailing lists, perform the following:

1. On *Mailing lists* page, click *More actions* button in the toolbar.
2. Click *Export subscribers*.
The *Export subscribers* window appears.
3. Choose what to export, by selecting one of the following:
 - *All subscribers*
All subscribers from all mailing list together with subscribers that do not belong to any mailing list are exported.
 - *Subscribers from selected mailing lists...*
Click *Select a mailing list* button, select one or more mailing lists, and click *Done* selecting.
 - *Subscribers who do not belong to any list*
All subscribers that are not assigned to any mailing list are exported.
4. If you want to export only once a subscriber who has the same email, select *Do not export subscribers with same emails* checkbox.
5. Choose the format which you want to export to, by selecting one of the following:
 - *Comma separated*
Exports the subscribers in Comma Separated Values (*.csv*) file.
 - *Tab separated*
Exports the subscribers in Tab Separated Values (*.tsv*) file.
6. Click *Export*.

ADDING A SUBSCRIBER TO A MAILING LIST

1. To add a new subscriber to a mailing list, open the *Mailing lists* page.
2. Click the *Actions* link of the mailing list which you want to add a subscriber to.
3. From the dropdown list, click *Create new* link.
The *Create a subscriber* page appears.
4. Perform procedure [Creating a subscriber](#) » *Step 3* to *Step 5*.
NOTE: In *Step 4* the mailing list, where the subscriber is added is already selected.

EDITING A MAILING LIST

1. Go to the *Mailing lists* page.
2. Click the *Actions* link of the respective list.
From the dropdown list, click *Properties*.
The *Edit mailing lists* page appears.
3. Perform procedure [Creating a mailing list](#) » *Step 3* to *Step 10*.
4. When you are finished, click *Save changes*.

DELETING A MAILING LIST

You can delete a mailing list in the following ways:

- On the *Mailing lists* page, select one or more lists and click *Delete* button in the toolbar.
- On the *Mailing lists* page, click the *Actions* link of the respective list.
From the dropdown list, click *Delete*.

A dialog box appears where you must confirm the deletion.

| [Mailing lists and subscribers](#) | [Email campaigns](#) | [Table of contents](#) |

CREATING A SUBSCRIBER

1. In the main menu, click *Marketing* » *Email Campaigns* » *Subscribers*.
The *Subscribers* page appears.
Perform one of the following:

- If you have no subscribers, the system displays the following in the center of the screen:



No subscribers have been created yet.

[Create a subscriber](#)

- If you have already one or more subscribers, the system displays a list of all subscribers and the following button in the toolbar of *Subscribers* page:



2. Click *Create a subscriber*.
The *Create a subscriber* page appears.
3. Enter the email, the first and the last name of the subscriber.
4. If you want to add the subscriber to one or more mailing lists, click *Select mailing lists* button.
Select one or more mailing lists and click *Done selecting*.
5. When finished, perform one of the following:
 - *Create this subscriber*
The subscriber is created and the system takes you to *Subscribers* page.
 - *Create and add another*
The subscriber is created, the form is cleared, and you can create a new subscriber.
 - *Cancel*
The subscriber is not created and the system takes you back to *Subscribers* page.

[| Mailing lists and subscribers](#) | [Email campaigns](#) | [Table of contents](#) |

EDITING SUBSCRIBERS

EDITING A SUBSCRIBER

1. Go to the *Subscribers* page and open the template for editing in one of the following ways:
 - Click the subscriber you want to edit.
 - Click the *Actions* link of the respective campaign.
From the dropdown list, click *Edit properties*.

The *Edit subscriber* page appears.

2. Perform procedure [Creating a subscriber](#) » *Step 3* and *Step 4*.
3. When you are finished, click *Save changes*.

VIEWING THE REPORT FROM SUBSCRIBER'S ACTIVITY

The data about the activity of each subscriber is accumulated and you can view a report.

To see the report of a subscriber's activity, click the *Actions* link of the subscriber and then click *View reports* link of the respective campaign.

The report contains general and detailed information about the activity of a user, such as number of clicks and a list of clicked links.

DELETING A SUBSCRIBER

You can delete a subscriber in the following ways:

- On the *Subscribers* page, select one or more subscribers and click *Delete* button in the toolbar.
- On the *Subscribers* page, click the *Actions* link of the respective subscriber.
From the dropdown list, click *Delete*.

A dialog box appears where you must confirm the deletion.

[| Mailing lists and subscribers](#) | [Email campaigns](#) | [Table of contents](#) |

MESSAGE TEMPLATES

Use this procedure to create and manage message templates that are send with email campaigns.

Section contents

✓ Creating a message template

If you do not want to create a new email campaign every time you create an email campaign, you can create a template and use it many times.

✓ Editing message templates

Every time you need to update your email campaign, you can edit its template.

| Email campaigns| Table of contents |

CREATING A MESSAGE TEMPLATE

1. In the main menu, click *Marketing » Email Campaigns » Message templates*.

The *Message templates* page appears.

Perform one of the following:

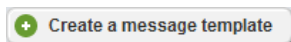
- If you have not created any message templates, the system displays the following in the center of the screen:



No templates have been created yet.

[Create a message template](#)

- If you have already created one or more message templates, the system displays a list of all created templates and the following button in the toolbar of *Message templates* page:



2. Click *Create a message template*.

The *Create a message template* page appears.

3. Enter a name for the template.

4. Select the type of template, which you want to create and click *Create and go to add content*.

Choose one of the following:

- *Rich text (HTML)*

You can create text with rich formatting, such as bold, italic, and bullets. You can insert images. Some email clients may not interpret it correctly.

- a. Create the email campaign using the [text editor](#).
- b. Use *Insert dynamic data in the text* dropdown box to insert different placeholders in your email campaign, such as the name and the email of the subscriber or different properties of the mailing list.
For example, your email campaign can start like this **Dear <First name of subscriber>, following is our <Default subject of mailing list>**. The message can appear like this: *Dear John, following is our Monthly email campaign*.
- c. After you select a placeholder, click *Insert*.
- d. When you are finished creating the page, click *Save*.

- *Plain text*

You cannot use any text formatting.
Accessible to all email clients.

- a. Create the email campaign by entering the text in the textbox.
- b. Use *Insert dynamic data in the text* dropdown box to insert different placeholders in your email campaign, such as the name and the email of the subscriber or different properties of the mailing list.
For example, your email campaign can start like this **Dear <First name of subscriber>, following is our <Default subject of mailing list>**. The message can appear like this: *Dear John, following is our Monthly email campaign*.

- c. After you select a placeholder, click *Insert*.
- d. When you are finished creating the page, click *Save*.
- *Like a web page*
You can use multicolumn layouts and rich design. Your email campaign will look like a webpage. Some email clients may not interpret it correctly.
 - a. Choose the layout of the page that will be sent as email campaign.
For more information, see [Modifying the layout](#).
 - b. To display content, add and configure widgets to your email content.
For more information, see [Adding widgets on your page](#) and [Content widgets group](#).
 - c. When you are finished creating the page, click *Save*.

| Creating and editing email campaigns | Email campaigns | Table of contents |

EDITING MESSAGE TEMPLATES

EDITING A MESSAGE TEMPLATE

Go to the *Message templates* page and open the template for editing in one of the following ways:

- To edit the content of the template, click it.
Perform procedure [Creating a message template](#) » *Step 4*.
- To edit the title of the template, click the *Actions* link of the respective template.
From the dropdown list, click *Edit title*, enter the new title and click *Save changes*.

DELETING A MESSAGE TEMPLATE

You can delete a message template in the following ways:

- On the *Message templates* page, select one or more messages and click *Delete* button in the toolbar.
- On the *Message templates* page, click the *Actions* link of the respective template.
From the dropdown list, click *Delete*.

A dialog box appears where you must confirm the deletion.

| Creating and editing email campaigns | Website content | Table of contents |

CAMPAIGNS

Use this procedure to create and manage campaigns and individual issues, as well as comparing the effectiveness of two campaigns.

Section contents

- ✓ Creating a campaign
When you have created a mailing list with subscribers, you can create an email campaign. You do this by creating a campaign.
- ✓ Editing and deleting a campaign
Use this procedure to edit already existing campaigns.
- ✓ Creating a campaign issue
Each email campaign must have one or more issues. The issue is what is sent to customers.
- ✓ Creating an A/B test
An A/B test is a comparison between two issues with the same mailing lists. You use it to test the effectiveness of the issues.

| Email campaigns | Table of contents |

CREATING A CAMPAIGN

PREREQUISITES: You have created at least one mailing list. For more information, see [Creating a mailing list](#).

1. In the main menu, click *Marketing* » *Email Campaigns* » *Campaigns* and perform one of the following:
 - If you have not created any campaigns, the system displays the following in the center of the screen:



No campaigns have been created yet.

Create a campaign

- If you have already created one or more campaigns, the system displays a list of all created campaigns and the following button in the toolbar of *Campaigns* page:



2. Click *Create a campaign*.

The *Create a campaign* page appears.

3. Enter a name for the campaign.
For example, enter **MyProduct Email campaign**.
4. In *Template* section, select how the email campaign will look like.
Choose one of the following radio buttons:

- *Start from scratch*

Select this if you want to create a new email campaign.

Choose the type of email campaign you want to create, by selecting one of the following:

- *Rich text (HTML)*

You can create text with rich formatting, such as bold, italic, and bullets. You can insert images.
Some email clients may not interpret it correctly.

- *Plain text*

You cannot use any text formatting.
Accessible to all email clients.

- *Like a web page*

You can use multicolumn layouts and rich design. Your email campaign will look like a webpage.
Some email clients may not interpret it correctly.

- *Use a template*

In the dropdown box, select one of the already created email campaign templates.

For more information, see [Creating a message template](#).

NOTE: Once you choose the format of the campaign, you cannot change it.

5. Under *Mailing list*, perform the following:
 - a. Click *Select a mailing list* button
 - b. From the list of mailing lists that appears, select one mailing list that will receive the email campaign of the campaign.
 - c. Click *Done selecting*.

If you have not created any mailing lists, you must first create at least one mailing list and then create a campaign.

6. The *From name*, and *Reply to email* fields contain the values that you entered when creating the mailing list.
You can change the values if needed.
7. If you select *Enable Google Analytics tracking for this campaign* checkbox, the data about the website traffic generated by this campaign is collected by Google Analytics and you can see it in *Campaign* report of the Analytics module. For more information, see [Sitefinity Tools » Sitefinity Analytics » Information about website traffic sources » Traffic sources detailed reports » Campaigns](#).
8. Click *Create and go add the first issue*.
9. The system takes you to create the first issue of the campaign.
For example the *December Newsletter*.
If you do not want to create an issue now, on *Create an issue* page, click *Back to campaigns*. For more information, see [Creating a campaign issue](#).

EDITING AND DELETING A CAMPAIGN

EDITING A CAMPAIGN

To edit a campaign, perform the following:

1. In the main menu, click *Marketing » Email Campaigns » Campaigns*.
2. Click the *Actions* link of the campaign which you want to edit.
3. Click *Edit Title & Properties*.
4. Perform procedure [Creating a campaign](#) » *Step 2* and *Step 4* to *Step 6*.
5. Click *Save changes*.

DELETING A CAMPAIGN

You can delete a campaign in the following ways:

- On the *Campaigns* page, select one or more campaigns and click *Delete* button in the toolbar.
- On the *Campaigns* page, click the *Actions* link of the respective campaign.
From the dropdown list, click *Delete*.

A dialog box appears where you must confirm the deletion.

[| Campaigns](#) | [Email campaigns](#) | [Table of contents](#) |

CREATING A CAMPAIGN ISSUE

Each email campaign must have one or more issues. The issue is what is sent to customers.

For example, you can have campaign *Company Newsletter* and you can have the following issues – *January Newsletter*, *May Newsletter*, and so on. You can create multiple issues; and issue can be *Draft*, *Scheduled*, and *Sent*.

1. To create a new issue, perform the following:
 - On *Campaigns* page, click the *Actions* link of the campaign which you want to create an issue of.
From the dropdown list, select *Create new issue*.
 - On *Campaigns* page, open a campaign by clicking it.
Click *Create new issue* link on the right.

The *Create an issue for <Campaign name>* page appears.
2. Enter a name for the issue.
For example, *December issue*.
3. The mailing list associated with the campaign appears under *Mailing list*. You can change it by clicking *Change...* button, selecting a new list and clicking *Done selecting*.
4. Enter a subject of the email which you are going to send the issue with.
For example, *XYZ February Newsletter*.
5. The *From name*, and *Reply to email* fields contain the values that you entered when creating the mailing list.
You can change the values, if needed.
6. If you want to save the issue as *Draft* and return to the page of the campaign, click *Create and go to <Campaign name>*, otherwise, click *Go and add content*.
The system takes you to create the content of the issue.
 - a. Depending on your choice for the format of the campaign in [Creating a campaign](#) » *Step 3*, perform the following:
 - If you have selected *Rich text*, *Plain text*, or *Like a web page*, perform the respective procedure described in [Creating a message template](#) » *Step 4*.
 - If you have selected *Use a template*, the selected template appears and you can edit it using the respective procedure described in [Creating a message template](#) » *Step 4*.
 - b. If your email campaign is not *Plain text*, after you create it, you must also create a plain text version.
Select one of the following:
 - *Automatically generate plain text version*

- *Manually enter plain text version*

c. When you finished, choose what to do with the issue by clicking one of the following:

<i>Send this issue</i>	The campaign issue is saved and sent to the subscribers of the mailing list. A confirmation message appears.
<i>Save as draft</i>	Saves the issue without sending it. You can manage the saved issues on the page of the campaign.
<i>More actions » Schedule delivery</i>	<p>Select this, if you want to schedule date and time when you want to send the email campaign issue to the subscribers of the mailing list.</p> <ol style="list-style-type: none"> Click <i>Deliver campaign on</i> input field. Use the calendar and the time slider to select the desired time and date. Click <i>Schedule this issue</i>.
<i>More actions » Send check</i>	<p>You can see how your email campaign issue looks like in an email by sending it to a test email.</p> <ol style="list-style-type: none"> In the text box, enter one or more email addresses to which you want to send a test message. Separate the email by comma. Click <i>Send test message</i> button.
<i>More actions » Create an A/B test</i>	<p>Use this function to compare the effectiveness of two issues. You do this by finding out which of two email versions is more successful. You test two campaign issues on a sample of your subscribers and decide which performs better. The winner is send to the rest of your subscribers.</p> <p>Perform procedure Creating an A/B test.</p>
<i>Delete</i>	The issue is not saved and is deleted.

The system returns you to the page of the campaign.

All created issues are displayed in *Issues* section and are distributed in tabs, according to their status.

If you have chosen to save the campaign issue as draft, you can later edit and send it following the above procedure.

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CREATING AN A/B TEST

Use this procedure to compare the effectiveness of two issues. You do this by finding out which of two email versions is more successful. You test two campaign issues on a sample of your subscribers and decide which performs better. The winner is send to the rest of your subscribers. You can create an A/B test when you create an issue.

To compare two issues, perform the following:

1. Perform procedure [Creating a campaign issue](#).
2. In *Step 6c*, choose *More actions » Create an A/B test*.
You have created the first version of the email and you must create the second version next.
3. Depending on how different the two tested issues will be, select one of the following:
 - *Copy content from <first version>*
All properties and content of the second version are copied from the first version. You can then change everything except the issue name and the mailing list. To compare two versions of an issue, it must be send to the same subscribers.
 - *Start from scratch*
Create a completely new version. You cannot change the mailing list and the name of the issue.
4. For the second version of the issue, perform again procedure [Creating a campaign issue](#) » *Step 4* to *Step 6b*.
5. When finished editing the new version, click *Send this A/B test*.

A summary of the two versions appears together with the *A/B Test settings*.

6. In *Test name*, enter a name that serves for your convenience only.
7. Under *What are you testing?* describe what exactly you want to test and what you expect to learn from this test.
8. Under *Testing sample*, use the slider to determine the percentage of subscribers of the mailing list that will be used as test subscribers and will receive one of the test issues.
9. Under *Winning issue*, select the criterion for the winning issue, by choosing one of the following radio buttons:
 - *More opened emails*
The issue that is opened by more test subscribers will be send to all subscribers of the mailing list after the comparison is over.
 - *More link clicks*
The issue where the links in the email are clicked more often by the test subscribers will be send to all subscribers of the mailing list after the comparison is over.
10. Under *Send this A/B test...*, choose when to send the two test issues.
Select one of the following:
 - *Immediately*
The test will be send now.
 - *Schedule the test to be sent on...*
You can schedule when to send the test:
 - To select the date, click  *Open the calendar popup*.
 - To select the end time, click  *Open the time view popup*.
11. Under *A/B test end*, choose the end time of the test period.
This is when the data, such as clicks and bounces, will be summed and the winning campaign will be decided.
 - To select the date, click  *Open the calendar popup*.
 - To select the end time, click  *Open the time view popup*.
12. When you are finished, depending on your choice in *Step 8*, choose one of the following:
 - If you have chosen to send the issues immediately, click *Send this A/B test* or *Save as draft*.
 - If you have chosen to schedule the test, click *Schedule this A/B test*.

You can create more than one A/B test. A/B test can be *Draft*, *Schedules*, or *Sent*. All created A/B tests are displayed in *A/B tests* section and are distributed in tabs, according to their status.

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REPORTS

After you have created a campaign and its first issue, you can view statistics related to its success. Sitefinity tracks and measures the following metrics:

- *Delivered*
The percentage of emails that were actually delivered out of the total number of emails sent.
If you your mailing list is not updated and contains incorrect or non-existent emails, the delivered percentage drops.
- *Opened*
The percentage of emails that were actually opened by your subscribers.
You can increase this percentage, if you make your subject or sender email more relevant to your subscribers.
- *Clicked*
The percentage of your subscribers that opened your email campaign and actually clicked a link inside the issue.
To improve this metric, you must make the content of your campaign issue more relevant to your subscribers.
- *Unsubscribed*
The percentage of your subscribers that unsubscribed from your email campaign after a certain issue was delivered.
- *Opened in the first 48 hrs*

The percentage of emails that were opened during the first 48 hours after you have sent the campaign.
To improve this metric you can change the timing of your campaign.

- *Clicks by hour*

The cumulative number of clicks made during each hour.

For example, if today a user click one link at 3:30 PM and tomorrow, another user clicked a link at 3:45 PM, the clicks for 3 PM will be two. The time intervals are displayed according to local time.

You can view an overview report of each campaign, by clicking the campaign on *Campaigns* page. From the overview report you can navigate to the details report for each issue of the campaign. From the issue report you can navigate to the report for the subscribers of this issue.

NOTE: If you delete a subscriber from a mailing list, the system no longer collects data for the activity of this subscriber.

Section contents

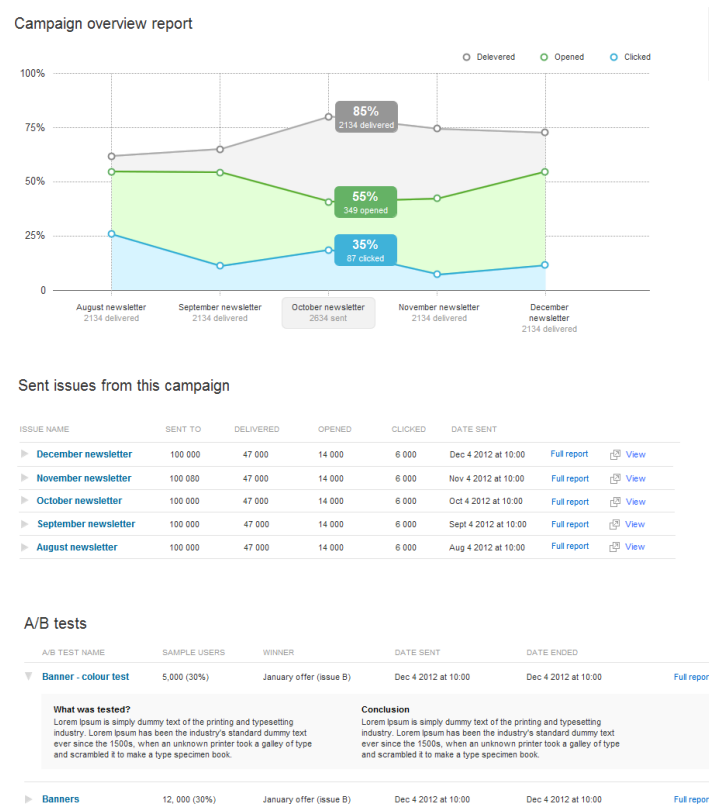
- ▼ Campaigns overview report
- ▼ Issue full report
- ▼ Subscribers full report
- ▼ A/B test full report

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CAMPAIGNS OVERVIEW REPORT

You can view an overall report for each campaign. It displays each issue sent for this campaign, together with a graphic of delivered and opened emails and links clicked for all issues of the campaign. You can also see overview report of any A/B test that you have sent.

The following screenshot displays the overview report:



In this report you also see a list of all sent issues and all sent A/B tests. When you click an issue or a test, you can view statistics just for this issue or A/B test. For each entry, the system displays a *Full report* link. If you click it, you can view detailed statistics in the issue full report or the A/B test full report.

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ISSUE FULL REPORT

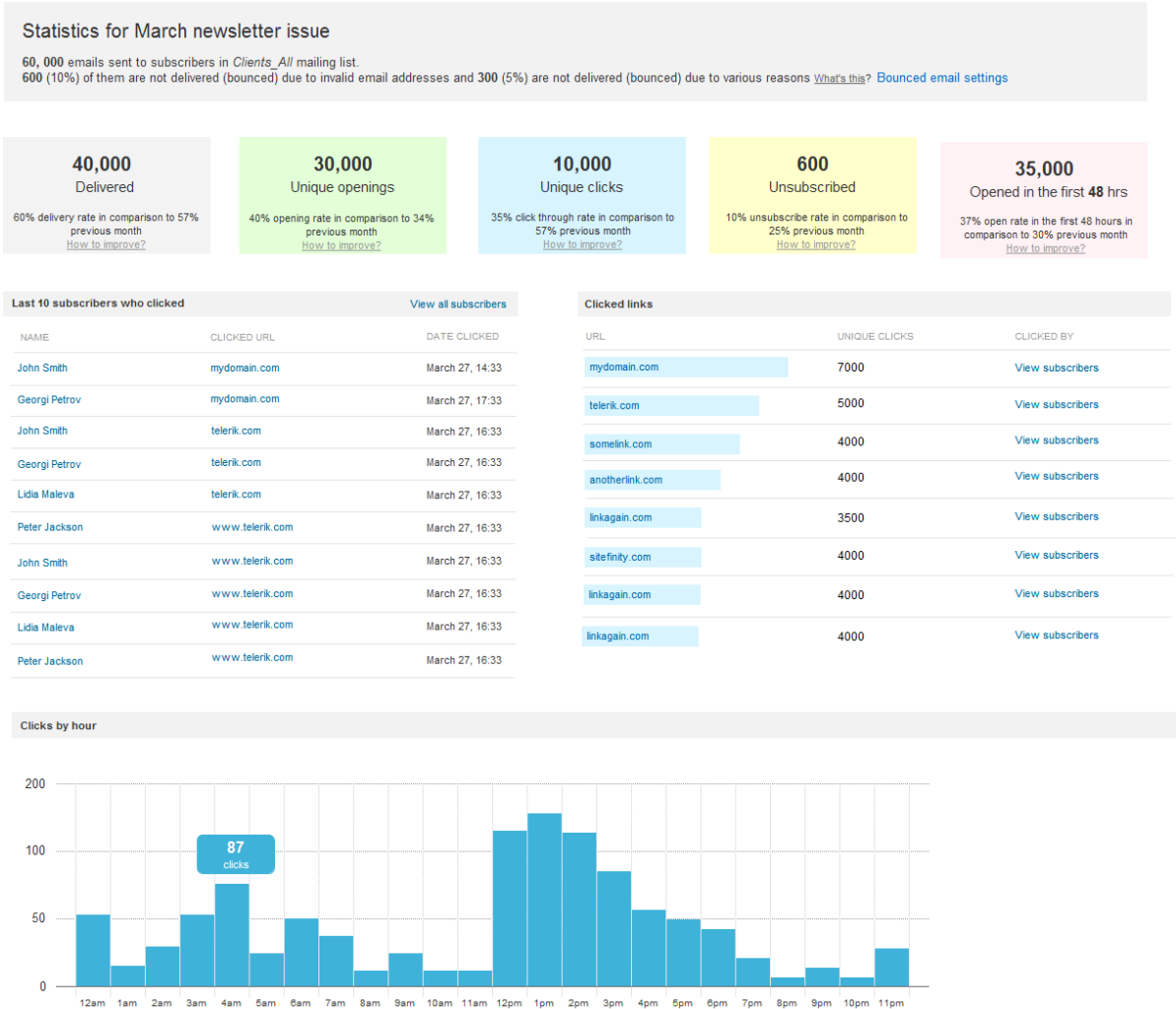
The full report for an issue displays the values of the following metrics:

- Delivered
- Opened
- Clicked
- Unsubscribed
- Opened in the first 48 hrs
- Clicks by hour

You can also see the following lists:

- Last 10 subscribers who clicked
This is a list of the last ten subscribers who clicked a link in your email, together with the links they clicked. From this list you can go to the full subscribers’ report, by clicking *View all subscribers*.
- Clicked links
This is the list of the last ten links in your email that were clicked by the subscribers. From this list you can view the subscribers who clicked these links, by clicking *View subscribers*.

The following screenshot displays the detailed report for an issue:



SUBSCRIBERS FULL REPORT

The subscribers report displays details about the activity of all subscribers. For each subscriber the following information is supplied:

- The state of the delivery
Whether the email is delivered or the reason why it is not delivered.
- Date opened
Whether or not the email is opened and when it has been opened.
- Clicked links
If links in the email are clicked by the subscriber, the system displays which links are clicked and when. You can view this information by clicking the subscriber.

On the right of the screen you can filter the list of subscribers according to the status of the email, according the clicked links, or according to the geographical location of the subscribers.

The following screenshot displays the detailed report for the subscribers of an issue:

NAME	EMAIL	DELIVERY STATE	DATE OPENED
▼ John Smith	john.smith@gmail.com	Delivered	March 27, 14:33
<div><div>URL</div><div>CLICKED ON</div></div>			
sitefinity.com		March 27, 14:33	
sitefinity.com		March 27, 14:33	
sitefinity.com		March 27, 14:33	
▶ Georgi Petrov	john.smith@gmail.com	Delivered	March 27, 17:33
▶ John Smith	john.smith@gmail.com	Delivered	March 27, 16:33
▶ Georgi Petrov	john.smith@gmail.com	Delivered	March 27, 16:33
▶ Lidia Maleva	john.smith@gmail.com	Delivered	March 27, 16:33
▶ Peter Jackson	john.smith@gmail.com	Not delivered	-
▶ John Smith	john.smith@gmail.com	Invalid email (not delivered)	-
▶ Georgi Petrov	john.smith@gmail.com	Invalid email (not delivered)	-
▶ Lidia Maleva	john.smith@gmail.com	Invalid email (not delivered)	-
▶ Peter Jackson	john.smith@gmail.com	Not delivered	-

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A/B TEST FULL REPORT

The A/B test full report displays details about the two issues that were tested.

You can see the numeric values of the following metrics for each issue:

- *Delivered*
- *Opened*
- *Clicked*
- *Unsubscribed*
- *Opened in the first 48 hrs*

Under *What was tested?* the system displays what you have entered when you created the A/B test. You can *Edit* it.

Under *Conclusion*, you can write a short analysis of the test.

The following screenshot displays the detailed report for the A/B test of two issues:

Test sent to 4,000 (30%) sample of the users
Winning criteria: More opened emails

Detailed report

January offer (issue A)	40,000	30,000	10,000	600	35,000
	Delivered	Unique openings	Unique clicks	Unsubscribed	Opened in the first 48 hrs
January offer (issue B)	40,000	30,000	10,000	600	35,000

Analysis

What was tested? [What's this?](#)

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make

[Edit](#)

Conclusion [What's this?](#)

[Save](#)

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WORKFLOWS

In Sitefinity you can create a workflow for managing the lifecycle of content items and pages. You do that by creating first and second level of approval for content items and pages, or by uploading your custom workflow.

TYPES OF WORKFLOW

In Sitefinity the following types of workflow exist:

Type of workflow	Lifecycle steps	Rights
Standard lifecycle management	<i>Create and Publish</i>	All users with proper permissions.
<i>Approval before publishing</i>	<i>Create and Send for Approval » Publish</i>	<ul style="list-style-type: none">Create and send for approval All users with proper permissions.Publish Users set as approvers in the workflow definition.
<i>2 levels of approval before publishing</i>	<i>Create and Send for Approval » Send for Publishing » Publish</i>	<ul style="list-style-type: none">Create and send for approval All users with proper permissions.Send for publishing Users set as first level of approvers in the workflow definition.Publish Users set as first level of approvers in the workflow definition.

By default you use the standard lifecycle workflow.

Using Sitefinity, you can create one or two level of approval for managing the lifecycle of content items and pages.

To define and manage workflows, in the main menu, click *Administration » Workflow*.

The *Workflow* page appears, displaying a list of all created workflow definitions together with actions you can perform on them. Use this page to create, edit, and manage workflow definitions.

Section contents

On this page you can do the following:

- ✓ Define a workflow
Use this procedure to create a workflow and set the content to which it applies and the responsible users.
- ✓ Edit a workflow
Use this procedure to change the properties of a workflow and to delete workflows.
- ✓ Activate and deactivate a workflow
Use this procedure to make a workflow active or inactive.

Workflow status of content items and pages

In Sitefinity all content items, such as news, events, and images, comments left on the website about the content items, as well as pages have statuses. Statuses help you manage the lifecycle of a content item or page.

PERMISSIONS FOR WORKFLOWS

Only users in the *Administrators* role can create and edit workflows.

NOTE: Shared content blocks do not have workflow, you can control who can edit shared content blocks by setting their permission.

DEFINING A WORKFLOW

1. On *Workflows* page perform one of the following:

- If you have not created any workflows, the system displays the following in the center of the screen:



No workflows have been created yet

[Define a workflow](#)

- If you have already created one or more workflows, the system displays a list all created workflows and the following button in the toolbar of *Workflows* page:



2. Click *Define a workflow* or *Create a workflow* respectively.

3. In *Workflow type* radio button group, perform one of the following and click *Continue*:

- *Approval before publishing*
This workflow inserts one intermediate step of approval between the standard lifecycle workflow of creating and publishing. In this case the lifecycle consist of creating, approving, and then publishing a content item or page.
- *2 levels of approval before publishing*
This workflow inserts two intermediate steps of approval between the standard lifecycle workflow of creating and publishing. In this case the lifecycle consist of creating, first level of approving, second level of approving, and then publishing a content item or page.

The *Define a workflow: Properties* window appears.

4. In *Name* input field, enter a name for the workflow.

5. In *Set approvers* section, click *Add roles or users* button.

The *Select roles or users* window appears. Under *Roles* tab, the system displays all available roles, under *Users*, the system displays all created users.

IMPORTANT: Make sure that the users set as approvers have permissions to create and modify the respective content

6. Select one or more *Roles* or *Users* that will have the right to approve content items or pages and click *Done selecting*.

NOTE: The *Administrators* role is set as approver by default. It is not displayed in *Select roles or users*.

You can delete selected roles or users using  button.

7. To add more roles, click *Add roles or users* button again and perform *Step 6*.

8. If you select *Notify users by email when an item is waiting for their approval* checkbox, every time an item or page is set in status *Awaiting approval*, all users assigned as approvers will receive a notification via email.

PREREQUISITE: In order for the system to be able to send emails, you must configure the SMTP settings. For more information, see *Sitefinity Installation and administration guide* » *Settings* » *Configuring SMTP settings*.

NOTE: If you have chosen *2 levels of approval before publishing* checkbox, the system displays *Set approvers for Level 1* and *Set approvers for Level 2* sections. In both sections you perform *Step 5* to *Step 8*. You can choose different roles or users to be approvers on each level.

9. In *Scope* section, define where the workflow applies, by selecting one of the following:

- *All content and pages*.

The workflow will apply to all pages and all content items created using the content modules, except *Forms*. This includes also any dynamic modules, created with the *Module Builder*. The workflow does not apply on categories and tags.

- *Selected only*

Select the checkboxes of the content items or pages, whose lifecycle you want to change.

10. If you select *Allow administrators to skip the workflow* checkbox, the administrators will not have to go through the workflow when creating or editing a page or a content item. In this case, the standard lifecycle workflow will apply to administrators only.

NOTE: You cannot allow approvers, selected above, to skip the workflow. The approvers must enter the workflow, but they will have permissions to also approve the items they have set in status *Awaiting approval* for the level of approval that they have permissions for.

11. To apply the workflow, select *Activate workflow immediately*.

The workflow becomes active immediately after you save it.

12. Click one of the following:

- *Save workflow*

The workflow is created and the system returns you to *Workflows* page.

- *Back to workflow types*

The system returns you to *Step 3*.

- *Cancel*

The system returns you to *Workflows* page without saving the workflow.

| [Workflows](#) | [Table of contents](#) |

EDITING A WORKFLOW

- Editing the properties of a workflow

1. Go to the *Workflows* page and open the workflow for editing in one of the following ways:

- Click the workflow you want to edit.
- Click the *Actions* link of the respective workflow.
From the dropdown list, click *Properties*.

The *Edit a workflow* page appears.

2. Perform procedure [Defining a workflow](#) » *Step 4* to *Step 12*.
3. When you are finished, click *Save workflow*.

NOTE: You cannot edit the type of the workflow. If you want to change the level of approvals, you must create a new workflow.

- Deleting a workflow

To delete a workflow, on *Workflows* page, perform one of the following:

- Select one or more workflows and click *Delete* button in the toolbar.
- Click the *Actions* link of the respective workflow and click *Delete*.

| [Workflows](#) | [Table of contents](#) |



ACTIVATING AND DEACTIVATING A WORKFLOW

1. Go to the *Workflows* page and open the workflow for editing in one of the following ways:

- Click the workflow you want to edit.
- Click the *Actions* link of the respective workflow.
From the dropdown list, click *Properties*.

2. To activate or deactivate the workflow, select or deselect the *Activate workflow immediately* checkbox.

3. The system changes the status of the workflow to one of the following:

- *Active*, denoted by .
- *Inactive*, denoted by .

| Workflows | Table of contents |

WORKFLOW STATUS OF CONTENT ITEMS AND PAGES

In Sitefinity all content items, such as news, events, and images, comments left on the website about the content items, as well as pages have statuses. Statuses help you manage the lifecycle of a content item or page.

In Sitefinity there are also statuses that indicate that a workflow is applied to item or page. Such statuses are *Awaiting approval* and *Rejected*. The workflow introduces one or two levels of approval before an item or page becomes visible on the website. For more information about rights to publish, see [Workflows](#).





Section content



- ✓ Types of statuses
Use this section as a reference to all types of statuses a content item can have, as well as the icons that denote different statuses.
- ✓ Set the status of a new page or content item
When you finish creating or editing your content item, in the last step, you must set its status. Use this procedure to set the status of content items and pages that you have just created.
- ✓ Manage a page or content item that is Draft, Unpublished, or Rejected
Use this procedure to set the status of the pages or content items that are in status *Draft* and *Draft (newer than published)*, *Unpublished*, and *Rejected*. If you need to edit an item or page as first or second level of approver, use the following two procedures.
- ✓ Manage a page or content item that is Awaiting approval
Use this procedure to edit and approve content items or pages in status *Awaiting approval*. To be able to edit such items or pages you must be assigned as approver in *Approval before publishing* type of workflow or as first level of approver in *2 levels of approval before publishing* type of workflow.
- ✓ Manage a page or content item that is Awaiting publishing
Use this procedure to edit and approve content items or pages in status *Awaiting publishing*. To be able to edit such items or pages you must be assigned as second level of approver in *2 levels of approval before publishing* type of workflow.
- ✓ Manage a page or content item that is Published
Use this procedure to manage the status of a published item or page. To be able to manage a published item, you must have the rights to publish it. For more information about rights to publish, see [Workflows](#).
- ✓ Manage a page or content item that is Scheduled
Use this procedure to manage the status of a scheduled item or page. To be able to manage a scheduled item, you must have the rights to publish it. For more information about rights to publish, see [Workflows](#).

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TYPES OF STATUSES

A content item or page can be in one of following states:

- *Published*
The content is visible on the website to users with permissions to view it.
When a content item or page is published, in the list of content items or pages, the system displays .
- *Draft*
Draft is not publically visible on the website.
When a content item or page is a *Draft*, in the list of content items or pages, the system displays 
When a content item or page is a *Draft (newer than published)*, in the list of content items or pages, the system displays  .
- *Private draft*
The private draft is not visible on the website and administration area. It can be opened only by its owner or the administrator.
When a content item or page is in status *Private draft*, the system displays the following:

- To its owner:  *Private draft*.
- To everybody else:  *Locked by <Name of owner> | Private draft*.

NOTE: Comments left on the website cannot be with draft status.


- *Scheduled*

The content item or page has been assigned date and time when it will be automatically published or unpublished on the website.

When a content item is scheduled for publishing or unpublishing, in the list of content items, the system displays .

- *Awaiting approval*

The content item or page has been sent for approval. It is not publically visible on the website.

When a content item is *Awaiting approval* or *Awaiting approval (newer than published)*, in the list of content items or pages, the system displays .

NOTE: To have a content item or page in status *Awaiting approval* you must use *Approval before publishing* or *2 levels of approval before publishing* type of workflow.

- *Awaiting publishing*


The content item is sent for publishing after it has been approved. It is not publically visible on the website.

When a content item is *Awaiting publishing* or *Awaiting publishing (newer than published)* in the list of content items or pages, the system displays .

NOTE: To have a content item or page in status *Awaiting publishing* you must use *2 levels of approval before publishing* type of workflow.

- *Rejected*

The content item has been rejected by the responsible user after it has been sent for approval.

When a content item is *Rejected* in the list of content items or pages, the system displays .


NOTE: To have a content item or page in status *Rejected* you must use *Approval before publishing* or *2 levels of approval before publishing* type of workflow.

IMPORTANT: In next to any of the above statuses, the system displays in brackets *(newer than published)*, it means that the content item or page has an older version that is published on the website. For more information about the currently published version, see [Revision history](#) and [Revision history of a page](#).

- *Unpublished*

The content item or page is not publically visible.

NOTE: You can only unpublish a content item or page that is published.

When a content item or page is unpublished, in the list of content items or pages, the system displays .

- Locked for editing

The content item cannot be opened, because it is being edited by another user.

When a content item is edited by another user, in the list of content items, the system displays  next to the item.

NOTE: A blog does not have a status.

NOTE: Group pages do not have status, because they do not have content. On *Pages* page they are represented by .

STATUS FOR COMMENTS

Comments left on the website can have status *Publish* when they are publically visible and the following statuses, when they are not visible on the website.

- *Hidden*

This status is only used for comments left on the website by users. A hidden comment is not publically visible on the website.

When a comment is hidden, in the list of comments, the system displays  next to the comment.

- *Spam*

This status is only used for comments left on the website by users. A comment marked as spam is hidden and not publically visible on the website.

When a comment is spam, in the list of comments, the system displays  next to the comment.

SETTING THE STATUS OF A NEW PAGE OR CONTENT ITEM

After you have finished creating properties or the content of page or a content item, you must set its status. This procedure describes the options you have for publishing, scheduling, and saving your content items or pages if you are using a Standard lifecycle management (Standard workflow), *Approval before publishing* (one level of approval) type of workflow, and *2 levels of approval before publishing* type of workflow. Use this procedure to set the status of a newly created page or content item.

Depending on the workflow type that is active, the system will display different options for setting the status:

Workflow type	Procedure
Standard lifecycle management	<p>When finished creating or editing a content item or a page, select one of the following:</p> <ul style="list-style-type: none">• <i>Publish</i> The content item or page is assigned status <i>Published</i>. NOTE: Only when you upload new images, videos, and documents this button is labeled <i>Upload and Publish</i>.• <i>Save as Draft</i> The content item or page is assigned status <i>Draft</i>. NOTE: When you upload new images, videos, and documents, this button is labeled <i>Upload and Save as Draft</i>.• <i>More actions</i> From the dropdown box, select one of the following:<ul style="list-style-type: none">• <i>Publish/Unpublish on Specific Date</i> A window opens, where you use the <i>Publication date</i> or <i>Date to Unpublish</i> input fields to schedule a publishing and expiration (if any) date and time for the content item or page. When you select the dates, click <i>Schedule</i>. The content item or page is assigned status <i>Scheduled</i>. NOTE: You can also set a publication date in the past. If you do this the item is assigned status <i>Published</i>.• <i>Delete</i> A dialog box appears where you must confirm the deletion. NOTE: This option appears only after you have saved a content item. Before you have saved a content item, you cannot delete it and instead of <i>More actions</i> button the system displays <i>Publish/Unpublish on Specific Date</i> button. <p>NOTE: The <i>More actions</i> button does not appear when you upload images, videos, and documents.</p>
<i>Approval before publishing</i>	<p>When finished creating or editing a content item or page, select one of the following:</p> <ul style="list-style-type: none">• <i>Send for Approval</i> The content item or page is assigned status <i>Awaiting approval</i>. NOTE: When you upload new images, videos, and documents this button is labeled <i>Upload and Send for Approval</i>. IMPORTANT: If you are not assigned as approver in <i>Approval before publishing</i> type of workflow, you are not able to open an item after it is sent for approval. For more information, see Managing a page or content item that is Awaiting approval.• <i>Save as Draft</i> The content item or page is assigned status <i>Draft</i>. NOTE: When you upload new images, videos, and documents this button is labeled <i>Upload and Save as Draft</i>, which uploads the item in status <i>Draft</i>. <p>NOTE: If you are an administrator and you are allowed to skip the workflow, use the procedure for standard lifecycle management.</p>

2 levels of approval before publishing

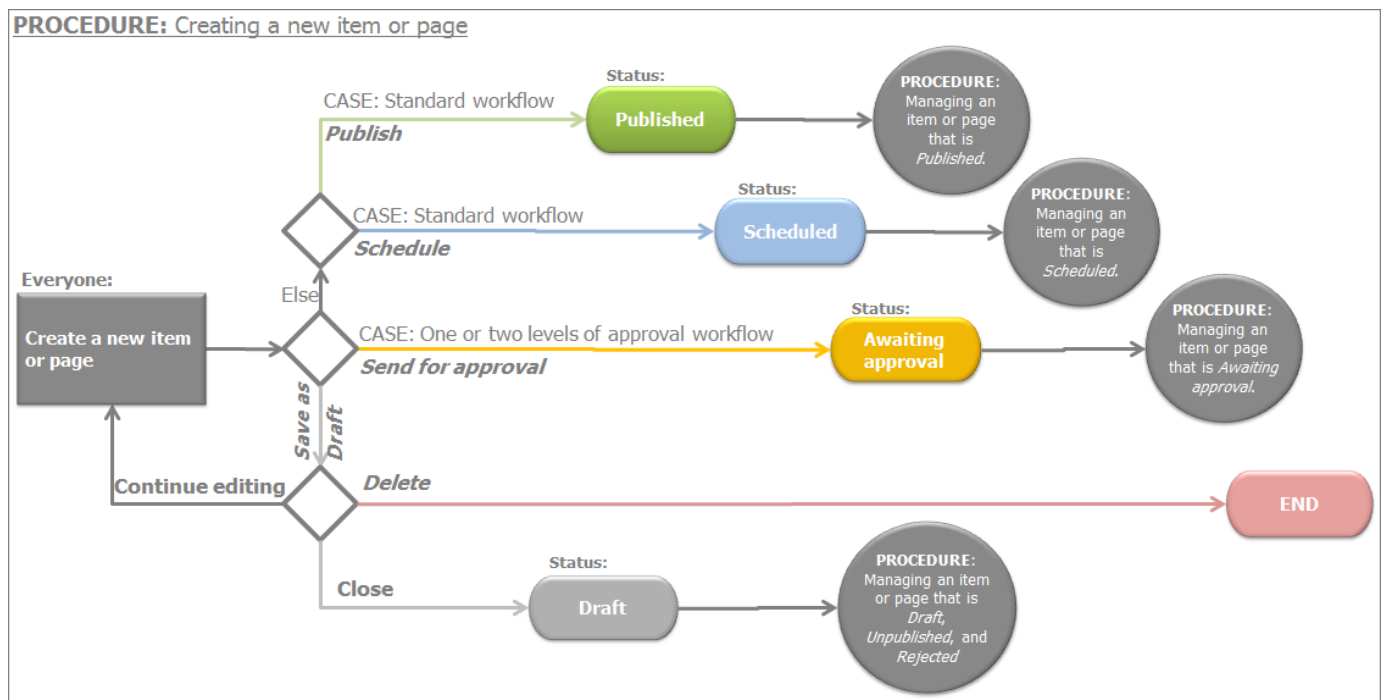
When finished creating or editing a content item or page, select one of the following:

- **Send for Approval**
The content item or page is assigned status *Awaiting approval*.
NOTE: Only when you **upload new** images, videos, and documents this button is labeled *Upload and Send for Approval*.
IMPORTANT: If you are not assigned as approver in *2 levels of approval before publishing* type of workflow, you are not able to open an item after it is sent for approval.
For more information, see [Managing a page or content item that is Awaiting approval](#).
 - **Save as Draft**
The content item or page is assigned status *Draft*.
NOTE: When you **upload new** images, videos, and documents the button is labeled *Upload and Save as Draft*, which uploads the item in status *Draft*.
 - **Delete**
A dialog box appears where you must confirm the deletion.
NOTE: This option appears only after you have saved a content item. Before you have saved a content item, you cannot delete it.
- NOTE:** If you are an administrator and you are allowed to skip the workflow, use the procedure for standard lifecycle management.

If you are creating a page and in page content editing mode, you click *Back to Pages*, the system saves the page in status *Draft*. If when you are creating a content item, you click *Back to <content type>* without having saves the item as draft, the system does not save the content item you were creating.

For more information, see [Workflows](#).

The following flowchart displays all available steps when you are creating a content item or page:



For more information about the statuses of a content item, see [Types of statuses](#).

| Status of content items and pages | Table of contents |

MANAGING A PAGE OR CONTENT ITEM THAT IS DRAFT, UNPUBLISHED, OR REJECTED

After you have finished editing the content of a page or a content item, you must set its status. This procedure describes the options you have for publishing, scheduling, and saving your content items or pages if you are using a Standard lifecycle

management (Standard workflow), *Approval before publishing* (one level of approval) type of workflow, and *2 levels of approval before publishing* type of workflow. Use this procedure to set the status of the following types of content items or pages:

- *Draft* and *Draft (newer than published)*
- *Unpublished*
- *Rejected*

You can have this status of an item or page only if you are using either *Approval before publishing* or *2 levels of approval before publishing* type of workflow.

NOTE: If you want to edit a published or scheduled content item or page, you must first open it and save it as draft. If you are using *Approval before publishing* or *2 levels of approval before publishing* type of workflow and you want to manage an item or page in status *Published* or *Scheduled*, see procedures [Managing a page or content item that is Published](#) and [Managing a page or content item that is Scheduled](#) respectively.

NOTE: If you are using *Approval before publishing* or *2 levels of approval before publishing* type of workflow and you want to manage an item or page in status *Awaiting approval* or *Awaiting publishing*, see procedures [Managing a page or content item that is Awaiting approval](#) and [Managing a page or content item that is Awaiting publishing](#) respectively.

Depending on the workflow type that is active, the system will display different options for setting the status:

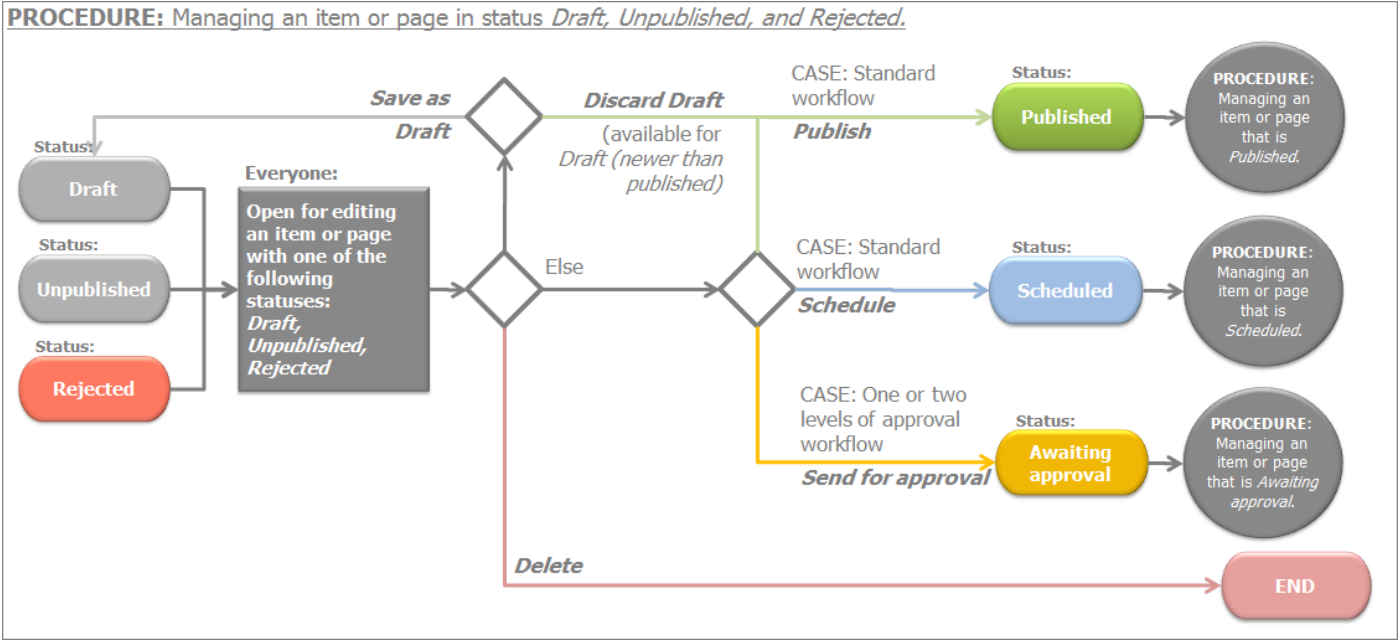
Workflow type	Procedure
Standard lifecycle management	<p>When finished editing a content item or a page, select one of the following:</p> <ul style="list-style-type: none"> • <i>Publish</i> The content item or page is assigned status <i>Published</i>. • <i>Save as Draft</i> The content item or page is assigned status <i>Draft</i>. • <i>More actions</i> From the dropdown box, select one of the following: <ul style="list-style-type: none"> • <i>Discard Draft</i> This link is available only when you have opened a page or content item in status <i>Draft (newer than published)</i>. When you click it you delete the created draft and leave only the published version. • <i>Publish/Unpublish on Specific Date</i> A window opens, where you use the <i>Publication date</i> or <i>Date to Unpublish</i> input fields to schedule a publishing and expiration (if any) date and time for the content item or page. When you select the dates, click <i>Schedule</i>. The content item or page is assigned status <i>Scheduled</i>. <p>NOTE: You can also set a publication date in the past. If you do this the item is assigned status <i>Published</i>.</p> • <i>Delete</i> A dialog box appears where you must confirm the deletion.
<i>Approval before publishing</i> or <i>2 levels of approval before publishing</i>	<p>When finished creating or editing a content item or page, select one of the following:</p> <ul style="list-style-type: none"> • <i>Send for Approval</i> The content item or page is assigned status <i>Awaiting approval</i>. <p>IMPORTANT: If you are not assigned as approver in <i>Approval before publishing</i> type of workflow or as first level of approver in <i>2 levels of approval before publishing</i> type of workflow, you are not able to open an item after it is sent for approval.</p> <p>For more information, see Managing a page or content item that is Awaiting approval.</p> <ul style="list-style-type: none"> • <i>Save as Draft</i> The content item or page is assigned status <i>Draft</i>. • <i>Delete</i> A dialog box appears where you must confirm the deletion. <p>NOTE: If you have opened a page or item in status <i>Draft (newer than published)</i> you have an additional function <i>Discard Draft</i>. When this option is available, the <i>More action</i> button appears, containing <i>Discard</i></p>

	<p><i>Draft</i> and <i>Delete</i> links. When you click <i>Discard Draft</i> you delete the created draft and leave only the published version.</p> <p>NOTE: If you are an administrator and you are allowed to skip the workflow, perform the procedure for standard lifecycle management.</p>
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IMPORTANT: If you have opened for editing a content item or page that has a published version, the system displays *(newer than published)* after the status of the content item or page. For more information, see [Types of statuses](#).

For more information, see [Workflows](#).

The following flowchart displays all available steps when you have opened for editing a content item or page in status *Draft*, *Unpublished*, *Rejected*:



NOTE: If you have opened for editing an item in status *Draft (newer than published)*, you have an additional option – *Discard draft*. If you click it, all changes since the last published version of the item are deleted and the item is left in status *Published*.

For more information about the statuses of a content item, see [Types of statuses](#).

| [Status of content items and pages](#) | [Table of contents](#) |

MANAGING A PAGE OR CONTENT ITEM THAT IS AWAITING APPROVAL

If you are responsible for approving content items and pages, you must open and approve items that are in status *Awaiting approval* or *Awaiting approval (newer than published)*. Use this procedure to manage pages and content item in these statuses.

PREREQUISITES: To have a content item or page in status *Awaiting approval* or *Awaiting approval (newer than published)* you must use *Approval before publishing* or *2 levels of approval before publishing* type of workflow. To open such an item in editing mode you must be assigned as approver in *Approval before publishing* type of workflow or as first level of approver in *2 levels of approval before publishing* type of workflow. For more information, see [Workflows](#).

Depending on the workflow type that is active, the system will display different options for setting the status:

Workflow type	Procedure
<i>Approval before publishing</i>	<p>When you open a content item or page, which is in status <i>Awaiting approval</i> or <i>Awaiting approval (newer than published)</i>, perform one of the following:</p> <ol style="list-style-type: none"> Make changes to the content item if required. For more information, see the respective procedure in Built-in modules or Editing a page. Select one of the following: <ul style="list-style-type: none"> <i>Publish</i>

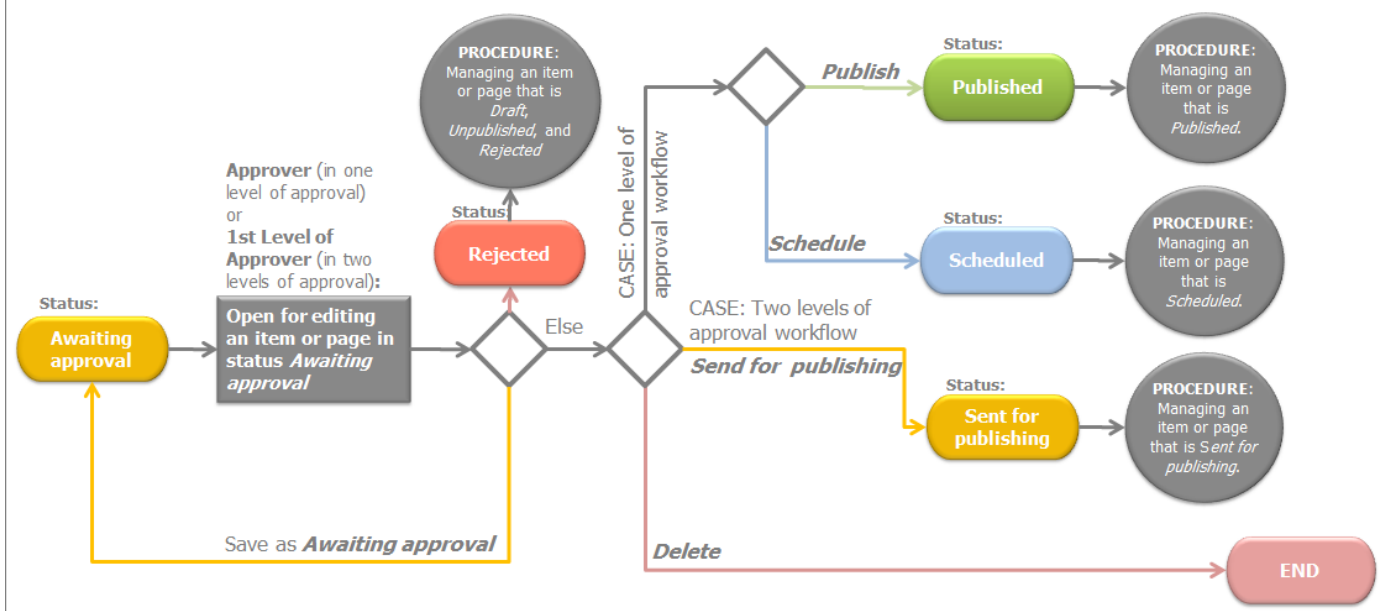
	<p>The content item or page is assigned status <i>Published</i>.</p> <p>NOTE: If you are working in multilingual mode and you publish a translation of a content item, all translations of that item are published, regardless of their current status.</p> <ul style="list-style-type: none"> • <i>Reject</i> A window appears where you can enter reasons for rejecting the content item or page. When you click <i>Reject publishing</i>, the system returns the content item or page for editing on the previous level. All users with the proper permissions can edit the item. The content item or page is assigned status <i>Rejected</i>. • <i>More actions</i> From the dropdown box, select one of the following: <ul style="list-style-type: none"> • <i>Save as Awaiting approval</i> Use this function if you have not finished approving the item and you want to keep its status. The content item or page is assigned status <i>Awaiting approval</i>. • <i>Publish/Unpublish on Specific Date</i> A window opens, where you use the <i>Publication date</i> or <i>Date to Unpublish</i> input fields to schedule a publishing and expiration (if any) date and time for the content item or page. When you select the dates, click <i>Schedule</i>. The content item or page is assigned status <i>Scheduled</i>. NOTE: You can also set a publication date in the past. If you do this the item is assigned status <i>Publish</i>. • <i>Delete</i> A dialog box appears where you must confirm the deletion.
<i>2 levels of approval before publishing</i>	<p>When you open a content item or page, which is in status <i>Awaiting approval</i> or <i>Awaiting approval (newer than published)</i>, perform one of the following:</p> <ol style="list-style-type: none"> 1. Make changes to the content item if required. For more information, see the respective procedure in Built-in modules or Editing a page. 2. Select one of the following: <ul style="list-style-type: none"> • <i>Send for Publishing</i> The content item or page is assigned status <i>Awaiting publishing</i>. IMPORTANT: If you are not assigned as second level of approver in <i>2 levels of approval before publishing</i> type of workflow, you are not able to open an item after it is sent for publishing. For more information, see Managing a page or content item that is Awaiting publishing. • <i>Reject</i> A window appears where you can enter reasons for rejecting the content item or page. When you click <i>Reject publishing</i>, the system returns the content item or page for editing on the previous level. All users with the proper permissions can edit the item. The content item or page is assigned status <i>Rejected</i>. • <i>More actions</i> From the dropdown box, select one of the following: <ul style="list-style-type: none"> • <i>Save as Awaiting approval</i> Use this function if you have not finished approving the item and you want to keep its status. The content item or page is assigned status <i>Awaiting approval</i>. • <i>Delete</i> A dialog box appears where you must confirm the deletion.

NOTE: If you have opened for editing a content item or page that has status *Published* or has an older published version, the system displays *(newer than published)* after the status of the content item or page. For more information, see [Types of statuses](#).

For more information, see [Workflows](#).

The following flowchart displays all available steps when you have opened for editing a content item or page in status *Awaiting approval*:

PROCEDURE: Managing an item or page in status *Awaiting approval*.



For more information about the statuses of a content item, see [Types of statuses](#).

| Status of content items and pages | Table of contents |

MANAGING A PAGE OR CONTENT ITEM THAT IS AWAITING PUBLISHING

If you are responsible for publishing content items and pages, you must open and publish items that are in status *Awaiting publishing* or *Awaiting publishing (newer than published)*. Use this procedure to manage pages and content item in these statuses.

PREREQUISITES: To have a content item or page in status *Awaiting publishing* or *Awaiting publishing (newer than published)* you must use *2 levels of approval before publishing* type of workflow. To open such an item in editing mode you must be assigned as second level of approver in *2 levels of approval before publishing* type of workflow. For more information, see [Workflows](#).

When you open a content item or page, which is in status *Awaiting publishing* or *Awaiting publishing (newer than published)*, perform one of the following:

1. Make changes to the content item if required.
For more information, see the respective procedure in [Built-in modules](#) or [Editing a page](#).
2. Select one of the following:
 - *Publish*
The content item or page is assigned status *Published*.
NOTE: If you are working in multilingual mode and you publish a translation of a content item, all translations of that item are published, regardless of their current status.
 - *Reject*
A window appears where you can enter reasons for rejecting the content item or page.
When you click *Reject publishing*, the system returns the content item or page for editing on the previous level.
Users assigned as approver in *Approval before publishing* type of workflow or as first level of approver in *2 levels of approval before publishing* type of workflow can edit the item.
The content item or page is assigned status *Awaiting approval*.
 - *More actions*
From the dropdown box, select one of the following:
 - *Save as Awaiting publishing*
Use this function if you have not finished approving the item and you want to keep its status *Awaiting publishing*.
NOTE: If you have opened a page in status *Awaiting publishing*, there is a separate button in the toolbar for this function.
 - *Publish/Unpublish on Specific Date*
A window opens, where you use the *Publication date* or *Date to Unpublish* input fields to schedule a publishing and expiration (if any) date and time for the content item or page.

When you select the dates, click *Schedule*.

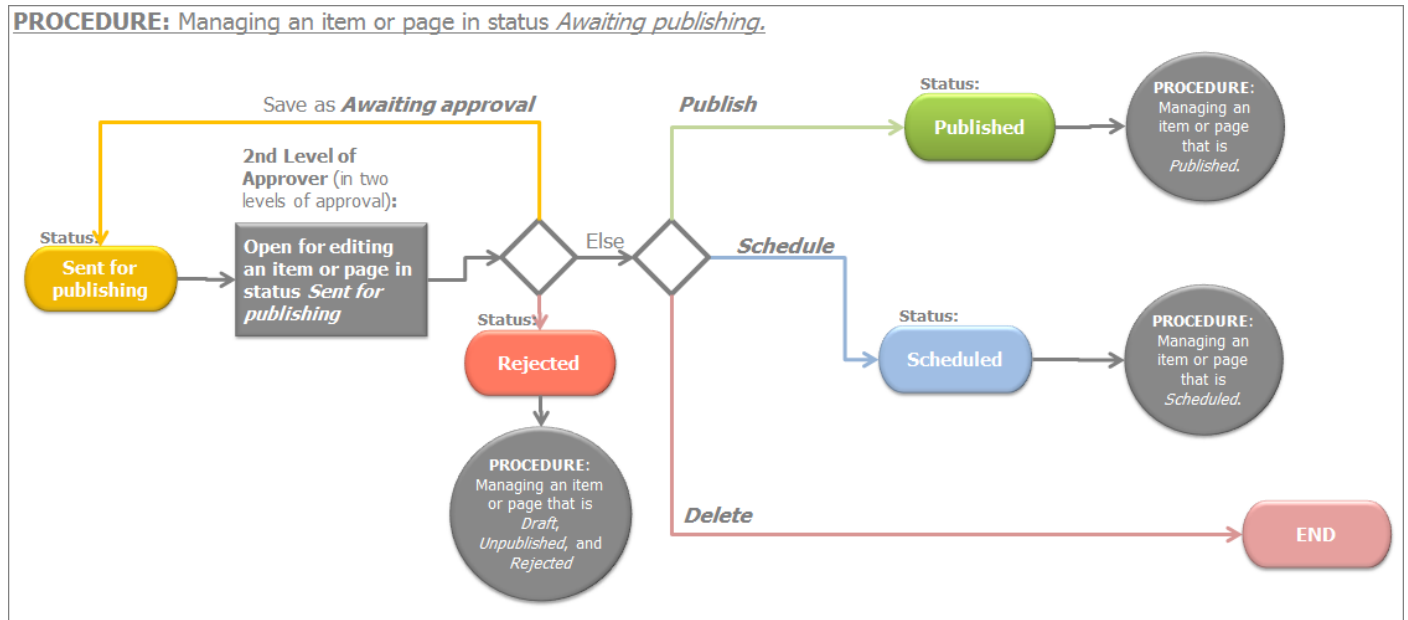
The content item or page is assigned status *Scheduled*.

NOTE: You can also set a publication date in the past. If you do this the item is assigned status *Published*.

- *Delete*
A dialog box appears where you must confirm the deletion.

NOTE: If you have opened for editing a content item or page that has status *Published* or has an older published version, the system displays *(newer than published)* after the status of the content item or page. For more information, see [Types of statuses](#).

The following flowchart displays all available steps when you have opened for editing a content item or page in status *Awaiting publishing*.



For more information about the statuses of a content item, see [Types of statuses](#).

| Status of content items and pages | Table of contents |

MANAGING A PAGE OR CONTENT ITEM THAT IS PUBLISHED

Use this procedure to manage the status content items or pages in status *Published*. Everyone, who has permission to modify content items, can open an item that is *Published*.

USERS WHO HAVE THE RIGHT TO PUBLISH CONTENT ITEMS

PREREQUISITES: To manage the status of a content item or page in status *Published*, you must have the right to publish content items or pages. For more information about publishing rights, see [Workflows](#) » *Types of workflow*.

When you open a content item in status *Published*, after finished editing it, you can perform the following actions, regardless of the type of workflow you are using:

- *Publish*
The content item or page is assigned status *Published*.
- *More actions*
From the dropdown box, select one of the following:
 - *Save as Draft*
The content item or page is assigned status *Draft (newer than published)*.

When you open a published version and save it as draft, the already published content item or page remains published on the webpage, only a draft of it that can be edited is created. For more information about the currently published version, see [Revision history](#) and [Revision history of a page](#).

NOTE: If you are using the standard workflow type, there is a separate button in the toolbar for this function.

- *Publish/Unpublish on Specific Date*

A window opens, where you use the *Publication date* or *Date to Unpublish* input fields to schedule a publishing and expiration (if any) date and time for the content item or page.

When you select the dates, click *Schedule*.

The content item or page is assigned status *Scheduled* (*newer than published*).

NOTE: You can also set a publication date in the past. If you do this the item is assigned status *Published*.

NOTE: You cannot schedule a form.

- *Unpublish*

The content item or page is assigned status *Unpublished*.

NOTE: If you are working in multilingual mode and you unpublish a translation of a content item, all translations of that item are unpublished, regardless of their current status.

- *Delete*

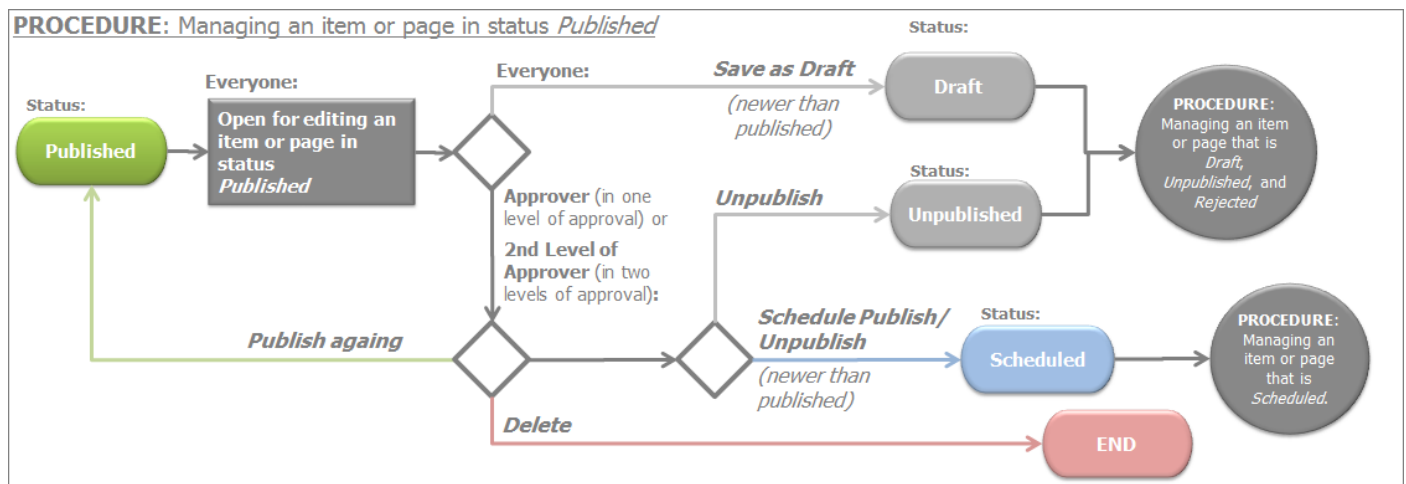
A dialog box appears where you must confirm the deletion.

USERS WHO DO NOT HAVE THE RIGHT TO PUBLISH CONTENT ITEMS

If you are not assigned as approver in *Approval before publishing* type of workflow or as first level of approver in *2 levels of approval before publishing* type of workflow, you can still open a *Published* content item. You can edit the content item and save it as draft. This way, the *Published* version of the content item remains published. By saving a content item as draft, you create another version of the content item that is draft and can be edited. The content item enters the workflow from the beginning.

NOTE: Workflows do not apply on forms and you do not need special right to unpublish a form. To do this, on *Forms* page click the *Actions* link of the respective form and from the dropdown list, click *Unpublish*.

The following flowchart displays all available steps when you have opened for editing a content item or page in status *Published*:



For more information about the statuses of a content item, see [Types of statuses](#).

| Status of content items and pages | Table of contents |

MANAGING A PAGE OR CONTENT ITEM THAT IS SCHEDULED

Use this procedure to manage the status content items or pages in status *Scheduled*. Everyone, who has permission to modify content items, can open an item that is *Schedule*.

USERS WHO HAVE THE RIGHT TO PUBLISH CONTENT ITEMS

PREREQUISITES: To manage the status of a content item or page in status *Scheduled*, you must have the right to publish or schedule a content items or pages. For more information about publishing rights, see [Workflows](#) » *Types of workflow*.

NOTE: Forms cannot be scheduled to be published.

When you open a content item in status *Scheduled*, after finished editing it, you can perform the following actions, regardless of the type of workflow you are using:

- *Publish*

The content item or page is assigned status *Published*.

- From the dropdown box, select one of the following:

- If you click this link, the item is no more scheduled for publishing. It returns to its previous state:

- The content item or page is assigned status *Draft*.

The content item or page is assigned status *Scheduled*.

A dialog box appears where you must confirm the deletion.

The following flowchart displays all available steps when you have opened for editing a content item or page in status *Schedule*:



WIDGETS

To display content you use widgets. The widgets are controls which you drop on the page (in page content editing mode) and configure them to display already existing content. If you do not [create content](#) first, the widgets have nothing to display. You create content using the content modules on the *Content* tab.

You display the content you have created with these content modules using the widgets. You can configure the widgets to display different part of content, by combining widgets and by tagging and classifying content. You display the content you have created on *Content* tab using widgets.

Section contents

- ✓ Add widgets on your page or template
Use this procedure to add widget on your page and to open the configuration mode of widgets.
- ✓ Dashboard widgets group
The *Dashboard* widgets group contains widgets that can be used only on the Dashboard. You cannot use these widgets on frontend pages.
For more information, see [Dashboard and main navigation](#).
- ✓ Content widgets group
The *Content* widget group contains widgets that you use to display reusable content you have created on [Content](#) tab.
- ✓ Navigation widgets group
The *Navigation* widget group contains widgets that you use to display website navigation and archive of content items you have created on [Content](#) tab.
- *Data* widget group
The widgets from this widget group can be configured only in advanced mode.
For more information, see [Advanced configuration of widgets](#).
- ✓ Scripts and styles widgets group
The *Scripts and Styles* widgets group contains widgets that you use to apply style to the page or to enhance the page with additional functionality.
- ✓ Login widgets group
The *Login* widgets group contains widgets that you use to provide your website users with the ability to login, to display the currently logged user and login or logout links.
- ✓ Search widgets group
The *Search* widgets group contains widgets that you use to configure your website internal search. After you have created one or more search indexes, you use the *Search* widget to select indexes to be used for the search.
- ✓ Users widgets group
The *Users* widgets group contains widgets that you use to display lists of users, user registration form and provide the user with the ability to change profile information, such as password or email.
- ✓ Social widgets group
The *Social* widgets group contains widgets that you use to display Facebook feed and Facebook like and send buttons on the pages of your website.
- ✓ Classifications widgets group
The *Classifications* widgets group contains widgets that you use to display lists of categories and tags on your website. You use the categories and the tags to filter the content of the pages.
- ✓ Email Campaigns widgets group
The *Email Campaigns* widgets group contains widgets that you use to display subscription and unsubscription forms to the visitors of your website.
- *Ecommerce* widget group
The *Ecommerce* widget group contains widgets that you use to setup your online store. For more information, see *Sitefinity Ecommerce Guide* » *Setup the ecommerce pages*.
- ✓ Advanced configuration of widgets
In Advanced configuration mode you can configure individual properties of the widget. To use this mode you must be an advanced user or a developer.

CONFIGURING WIDGETS WHILE BROWSING THE WEBSITE

You can create, edit, and upload content while you are browsing the website. You do not need to open the website in the backend; you can use the inline editing function to edit your website directly while browsing it. Using the direct inline editing, you can see how the items, you are editing, look in the context of the website.

For more information about inline editing, see [Browse and edit](#).

ADDING CUSTOM WIDGETS TO THE TOOLBOX

If the build-in Sitefinity widgets do not meet your requirements, you can create and use custom widgets. If you have a custom widget that you want to use in Sitefinity, you must first register the widget in the toolbox.

For more information, see *Sitefinity Installation and Administration Guide* » *Settings* » *Registering a new widget in Sitefinity*.

For more information about automatic generation of meta keywords and description, see *Sitefinity Installation and Administration Guide* » *Settings* » *Automatic generation of Meta keywords and Meta description tags*.

| [Table of contents](#) |

ADD WIDGETS ON PAGES AND TEMPLATES

You add widgets in the editing mode of pages and templates.

1. To edit the content of a page or template, perform one of the following:

- Click the page or the template that you want to edit.
- Click the *Actions* link of the respective page or template.
From the dropdown list click *Content*.

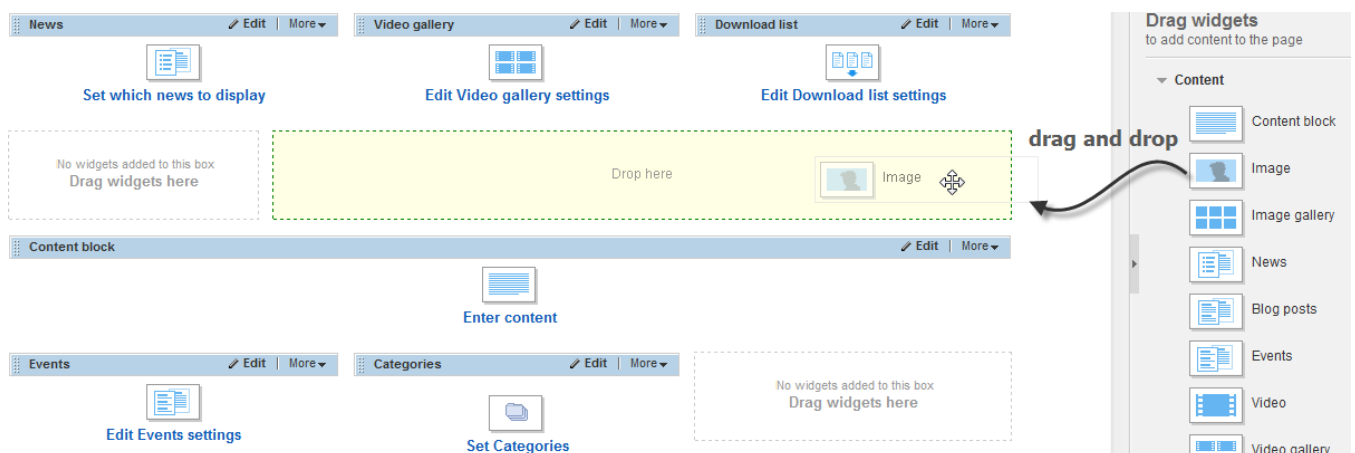
The editing mode opens.

2. Click *Content* button in the upper-right corner of the page.

A list of widget groups appears.

3. Expand a widget group, choose a widget and drag it on the desired place on the page.

The following screenshot shows dragging of the *Image* widget in an empty screen element:

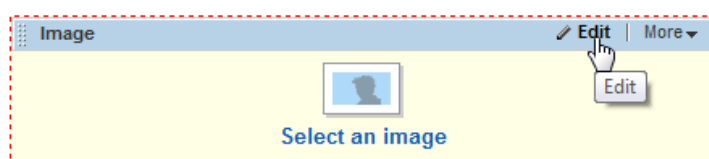


NOTE: You can drag a widget both inside a [layout element](#) and outside it. Select a widget and drag it to the desired place. The system suggests you where you can drop the widget.

Once you have added widget on your page, you need to configure it to display the proper content.

4. To do this, click *Edit* button in the upper-right corner of the widget.

The following screenshot shows the *Edit* button:



Widgets have the following ways of configuration:

- Simple mode

Simple mode is the user friendly way of configuring a widget. When you click *Edit* button in the upper-right corner of the widget, the *Simple* configuration mode is displayed by default.

- [Advanced mode](#)

In Advanced configuration mode you can configure individual properties of the widget. To use this mode you must be an advanced user or a developer.

NOTE: Some widgets do not have Simple configuration mode. You still can configure those widgets using the Advanced mode, which is displayed by default for widgets that do not have Simple mode. Some widgets can only be configured in simple mode.

5. For more functions of the widget, click *More* button in the upper-right corner of the widget and select one of the following:

- To remove the widget from the page, click *Delete*.
The system removes the widget without confirmation.
- To add the same widget once again, click *Duplicate*.
The system adds the same widget, under the existing one, and duplicates also the configuration that you have made so far.
- To set permissions for that particular widget, click *Permissions* and perform procedure *Sitefinity Installation and Administration Guide » Changing global and section permissions » Step 2 to Step 4*.

NOTE: When you add widgets in a page template, they cannot be edited in the pages that use the template. If you want to be able to edit widgets, added in the template, from a page that uses the template, you must branch the widgets. To do this, when you add a widget in a template, in the upper-right corner of the widget, click *More → Make editable on pages*.

For more information, see [Template widgets editable in pages](#).

TEMPLATE WIDGETS EDITABLE IN PAGES (SITEFINITY 7.0)

When you add widgets in a page template, they cannot be edited in the pages that use the template. For example, if you add the Image widget in a template and configure the widget to display a certain image, this image is visible in all pages that use the template. You cannot change the image from a certain page, you can only change the image from the template. The change is applied to all pages that use the template.

If you want to be able to edit widgets, added in the template, from a page that uses the template, you must branch the widgets. When a widget in a template is branched, you can edit the widget inside a page that uses the template. The widget inherits its configuration and contents from the template. Once you edit a branched widget inside a page, you break the inheritance.

EXAMPLE: You place the *Image* widget inside a template and configure it to display *Picture X*. You apply the template to *Page A* and *Page B*. *Picture X* is displayed on both pages. When you branch the widget in the template, it becomes editable in the pages. If you open *Page A* and replace *Picture X* with *Picture Y*, you break the inheritance from the template and *Page A*. Now, *Page A* displays *Picture Y*, *Page B* – the same as the template – *Picture X*. If you change the image inside the template and replace *Picture X* with *Picture Z*, the change is applied only to pages, where the widget has never been edited – in this case, *Page B*.

To branch a widget, perform the following:

1. Open the template whose widget you want to branch.
2. In the upper-right corner of the widget, click *More → Make editable on pages*.
The system displays *EDITABLE ON PAGES* banner in the toolbar of the widget:



NOTE: If you edit a branched widget from a page, in the toolbar of the widget, the *View where this widget was edited* link appears. You can use it to see a list of pages where the widget has been edited. These pages no longer inherit the content of the widget from the template.

3. If you want to stop a widget to be editable on pages, open the template and in the upper-right corner of the widget, click *More → Make non-editable on pages*.

Regardless of whether the widget has been edited on pages or not, it becomes non-editable everywhere.

DASHBOARD WIDGETS GROUP

The *Dashboard* widgets group contains widgets that **can be used only on the Dashboard**. You cannot use these widgets on frontend pages.

For more information, see [Dashboard and main navigation](#).

Section contents

The following widgets are part of the *Dashboard* widget group:

- ▼ **Analytics Timeline**
Use this widget to display a summary of an analytics metric or a comparison between two metrics.
- ▼ **Recent items**
Use this widget to display recently modified items and pages, filtered by owner, status, or content type.
- ***Sitefinity welcome***
Use this widget to display useful links to video tutorials and getting started documentation.
- ***Configure Dashboard widgets***
Use this widget to give backend users the opportunity to customize the *Dashboard*.

NOTE: By default, *Sitefinity welcome* and *Configure Dashboard widgets* widgets are disabled and are not visible in the toolbox. If you delete one of these widgets and want to add it again, you must first enable it in Sitefinity toolbox. For more information, see *Sitefinity Installation and Administration Guide* » *Settings* » *Registering a new widget in Sitefinity* » *Enabling and disabling a widget*.

ANALYTICS TIMELINE

Use this widget to display a summary of an Analytics metric or a comparison between two metrics.

PREREQUISITES: You must have configured the Analytics module. For more information, see *Sitefinity Tools* » *Sitefinity Analytics*.

To configure the display of Analytics data, perform the following:

1. Drag the *Analytics Timeline* widget on the *Dashboard*.
2. In the upper-right corner of the widget, click *Edit*.
3. In *Which metrics to display* dropdown box, select an Analytics metric whose graph you want to see on the *Dashboard*. For more information about the meaning of the metrics, see <http://support.google.com/analytics/> and *Sitefinity Tools* » *Sitefinity Analytics*.
4. If you want to display a comparison between two metrics, select *Compare with* checkbox and use the dropdown box to select the second metric in the comparison.
5. In *Title* input field, the system automatically displays the title of the first metric. This title is displayed in the widget above the graph. You can change the title by entering a new one.
6. In *Link to more reports*, enter the link to the page of the Analytics module. For example, enter `~/Marketing/Analytics`
7. Click *Save*.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

RECENT ITEMS

Use this widget to display recently modified items and pages, filtered by owner, status, or content type.

To configure the display of recent items and pages, perform the following:

1. Drag the *Recent items* widget on the *Dashboard*.
2. In the upper-right corner of the widget, click *Edit*.
3. Under *Content types*, choose what kind of content items or pages you want to display in the widget. Select one of the following:
 - ***All content types***
All pages and content items, including dynamic items, are displayed.
 - ***Selected content types only...***
Select which of the built-in and dynamic content items or pages you want to display.
4. Under *Modified by*, select whether you want to display items or pages modified by the currently logged user or all recent items and pages.

5. Under *Statuses*, choose if you want to display items in a particular workflow status. Select one of the following:
 - *All statuses*
Items in all workflow statuses are displayed.
For more information, see [Types of statuses](#).
 - *Selected statuses only...*
Select one or more workflow statuses.
For example, you may want to display only items that are *Awaiting approval* or *Awaiting publishing*.
6. Click *Settings* tab.
7. Enter the title of the widget.
For example, enter **Items waiting for approval**.
8. Under *Pagination*, enter the number of items that you want to display in the widget in one page view of the widget.
9. In *Display filter by* dropdown box, you can choose to display filtering buttons in the widget. Select one of the following:
 - *- Don't display filter -*
No filter buttons are displayed in the widget.
 - *Status (Draft, Scheduled, etc.)*
The filter is not displayed, if you have selected to display items and pages with only one status.
 - *User (All, My items)*
The filter is not displayed, if you have selected to display items modified by the currently logged user only.
10. Click *Save*.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

CONTENT WIDGETS GROUP

The *Content* widget group contains widgets which you use to display reusable content you have created on [Content](#) tab.

Section contents

The following widgets are part of the *Content* widget group (alphabetically ordered):

- ✓ Blog posts
Use this widget to display already created blog posts.
- ✓ Blogs list
Use this widget to display a list of created blogs.
- ✓ Content block
Use this widget to enter content directly using the text editor and its features.
- ✓ [Comments](#)
- ✓ Use this widget to give the users the possibility to leave a comment on a **page**. Document link
Use this widget to display a link to a single document on your page. You can choose a document from the already uploaded or upload a new document.
- ✓ Download list
Use this widget to display a list or table of links to documents, where each document can be downloaded. You can choose documents from the already uploaded or upload new documents.
- ✓ Events
Use this widget to display already created events.
- ✓ Feed
Use this widget to display RSS feed on your website.
- ✓ Form
Use this widget to display forms that you have created with the form builder.
- ✓ Forums
Use this widget to display a forums, forum threads, and forum posts.

- ▼ Image
 Use this widget to display a single image on your page. You can choose an image from the already uploaded or upload a new image.
- ▼ Image gallery
 Use this widget to display a gallery of image thumbnails, where each image can be opened individually. You can choose images from the already uploaded or upload new images.
- ▼ List
 Use this widget to display already created lists with list items.
- ▼ News
 Use this widget to display already created news.
- ▼ Video
 Use this widget to display a single video on your page. You can choose a video from the already uploaded or upload a new video.
- ▼ Video gallery
 Use this widget to display a gallery of video thumbnails, where each video can be played individually. You can choose videos from the already uploaded or upload new videos.
- ▼ Dynamic module widgets
 If you have created and activated a dynamic module, the system automatically creates a widget and displays the widget in the content widget group. You use the widget to select which of your dynamic content to display on the website and to choose how to display the content.
- ▼ Configuring custom hierarchical widgets
 Use this widget to display a dynamic content type that has hierarchy. Using this widget you can display parent and children content types.
- ▼ Common behavior of content widgets
 When you drop two content widgets on one page, by default, they share some common behavior, such as paging and filtering. You can change the using this procedure.
- ▼ Filter expressions for content items
 Use this list of filter expression examples to create your own filter expressions when you configure widgets.

| Widgets | Table of contents |

BLOG POSTS WIDGET

Use this widget to display already created blog posts.

PREREQUISITES: You have created at least one blog with at least one post in it. For more information, see [Creating and editing blogs and blog posts](#).

After you have dragged the *Blog posts* widget on your page, the widget automatically displays all published blog posts.

To configure the display of the posts, perform the following:

Click *Edit* button in the upper-right corner of the widget.

The *Blogs* window appears where you can configure the following:

CONTENT

In content, you can choose the blogs whose posts you want to display.

NOTE: If you are using multiple site management and the *Blogs* module uses data sources from more than one site, you must first choose the source from which you want to display blogs.

For more information, see *Sitefinity Installation and Administration Guide » Multiple site management*.

In *Which blog posts to display?* radio button select one of the following:

- *From all blogs*
All posts from all blogs are displayed.
- *From selected blogs only...*
The system displays posts only from the selected blog.
 1. To select the blog, click *Select a blog* button.

A list of all created blogs appears.

2. Select the blog and click *Done selecting*.

- Under *Narrow selection* you can further specify which posts to display by choosing one of the following:
 - *All published posts from selected blogs*
This is selected by default and displays all posts from the blogs selected in the previous step.
 - *One particular post only...*
Select one post to display using the *Select a blog post* button.
 - *Selection of posts:*
You can narrow the displayed posts, using categories, tags, and dates.
Select one or more of the following:
 - *by Categories...*
Click the *Select* button to select the categories from which you want to display posts and click *Done*.
 - *by Tags...*
Click *Select* button to select the tags, so that posts tagged with those particular tags will be displayed and click *Done*.
 - *by Dates...*
Click *Select* button.
Select one of the predefined time intervals, so that posts created during that interval will be displayed or choose *Custom range...* and use the *From* and *To* input fields to select a time interval. When finished click *Done*.

For more information, see [Creating and editing blogs and blog posts](#).

LIST SETTINGS

On this tab you choose how to display the posts you have selected.

- If you select *Use paging* radio button, the system divides the posts into pages.
In the input field you specify how many posts per page you want to display.
- If you select *Use limit* radio button, the system displays only a limited number of the posts you have chosen to display.
In the input field, you specify how many posts you want to display.
- If you select *No limit and paging* radio button, the system displays all the posts that you have selected in *Content* tab.
- In *Sort blog posts* dropdown box, select a sorting criterion for the posts.
- In *List template*, select the template which is used to display the posts on the webpage.
You can create a custom template by clicking *Create new template*. You can edit existing templates by selecting them and clicking *Edit*.
For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

SINGLE ITEM SETTINGS

On this tab you choose the way to display a post when clicked.

In *Open Single item in...* radio button, select one of the following:

- *Auto-generated page*
When a post is clicked, it is displayed in a page which is automatically generated and has the same layout as the current page.
- *Select existing page...*
You select a page from the existing pages with certain layout where the blog post will be displayed when clicked.

NOTE: In order to display the blog post, the page you have selected must have the *Blog posts* widget added.

1. Click *Select Page*.
From the treeview, select the page where you want to display the post.
 2. Click *Done selecting*.
- In *Detail templates*, select the template which is used to display the posts on the webpage.
You can create a custom template by clicking *Create new template*. You can edit existing templates by selecting them and clicking *Edit*.
For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

- If you want to display buttons for social sharing, select *Enable social share buttons*. This enables your users to share the items, for example, on Facebook. To configure which buttons to display, see [Social sharing](#).

FILTERING AND SORTING BLOG POSTS

You can filter and sort the blog posts, which the widget displays, using both the default and the [custom fields](#) of the posts.

1. To filter or sort the posts, click *Advanced* button in the lower-right corner of the window. The advanced editing mode opens.
2. Click *ControlDefinition » Views » MasterBlogPostsFrontend* buttons.
 - To filter the posts, in *FilterExpression* input field, enter the desired filtering expression. You can use both default and custom fields. The field supports `AND` and `OR` Boolean operators. For example, enter `Visible = true AND Status = Live`. For more information, see [Filter expressions for content items](#).
 - To sort the posts, in *SortExpression* input field, enter the desired sorting expression. You can use both default and custom fields. The field supports operators `ASC` for ascending and `DESC` for descending. For example, enter `PublicationDate DESC`.

NOTE: To see all custom and default fields, perform procedure [Creating a new custom field » Step 1](#) and [Step 2](#).

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

When you are finished with all the settings, click *Save*.

The *Blogs* window closes and the *Blog posts* widget is configured to display the posts you have selected.

NOTE: If your site is multilingual and the page you are editing is synchronized with another translation, when you edit the widget, the *Save to all translations* button appears. If you click it, the current widget configuration will be saved to all translations, else, if you click *Save*, the widget configuration is saved only to the current translation, but the pages are still synchronized. If your pages are synchronized, you can have different widget configurations, but you cannot have different widgets.

| [Content widgets group](#) | [Widgets](#) | [Table of contents](#) |

BLOGS LIST WIDGET

Use this widget to display a list of created blogs.

PREREQUISITES: You have created at least one blog. For more information, see [Creating and editing blogs and blog posts](#).

After you have dragged the *Blogs list* widget on your page, to configure the display of the list of blogs, perform the following:

1. If you are using multiple site management and the *Blogs* module uses data sources from more than one site, you must first choose the source from which you want to display blogs. For more information, see *Sitefinity Installation and Administration Guide » Multiple site management*.
2. Click *Edit* button in the upper-right corner of the widget. The *Edit* window appears.
3. Select *Which blogs to display?*, by choosing one of the following:
 - *All blogs*
All created blogs are displayed.
 - *Blogs with no more than <number> posts*.
Displays all blogs that have posts exceeding the number, you enter in the input field.
 - *Only blogs that have posts not older than <number> months*.
Displays all blogs, whose posts are created prior to the number that you enter in the input field.
4. Choose how to sort the list of posts, by selecting one of the following:
 - *Alphabetically (A-Z)*
Sorts the blogs by their names.
 - *By date of the last post (newest on top)*
The blog with the newest post is displayed first.
5. Select which template to use to display the list.

You can create a custom template by clicking *Create new template*. You can edit an existing template by selecting it and clicking *Edit*.

For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

6. When you are finished with all the settings, click *Save*.

The window closes and the *Blogs list* widget is configured to display a list of your blogs.

NOTE: If your site is multilingual and the page you are editing is synchronized with another translation, when you edit the widget, the *Save to all translations* button appears. If you click it, the current widget configuration will be saved to all translations, else, if you click *Save*, the widget configuration is saved only to the current translation, but the pages are still synchronized. If your pages are synchronized, you can have different widget configurations, but you cannot have different widgets.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

| Content widgets group | Widgets | Table of contents |

CONTENT BLOCK WIDGET

ENTERING CONTENT

Use this widget to enter content directly using the text editor and its features. You can use the basic formatting options of the text editor. You can type and format text, insert images, documents, and symbols, and paste already formatted text and tables from Microsoft Word.

To do this, click *Edit* button in the upper-right corner of the widget.

The *Edit* window appears where the text editor is displayed.

For more information, see [The text editor](#).

USING SHARED CONTENT

With the *Content block* widget you can reuse already created and shared content and you can also share the content that you have entered using the text editor. Shared content is stored in the [Content blocks](#) module.

1. Click *Edit* button in the upper-right corner of the *Content block* widget.
2. To display shared content, click *Select from existing shared content* button.
A list of all created content blocks appears.
3. If you are using multiple site management and the *Generic content* module uses data sources from more than one site, you must first choose the source from which you want to display content blocks.
To do this, click *Default source* in the upper-right corner of the window,
For more information, see *Sitefinity Installation and Administration Guide » Multiple site management*.
4. Select the content block you want to use and click *Done selecting*.
The shared content appears. You cannot edit a content that is shared, unless you explicitly open it for editing.
5. To edit a shared content, perform one of the following:

- Editing all instances of the shared content
 - a. In case, you have just selected the shared content, click *Edit this content* button, otherwise, in case the *Content block* widget is not opened for editing, click *Edit* button in the upper-right corner of the widget.
You can edit the content.

IMPORTANT: The changes you make to the shared content apply to all pages, where the content is displayed. For more information, see [Editing content blocks » Status of pages after editing a shared content block](#).

- b. Click *Save changes*.
The *Content block* widget closes and the content item is updated.
- Editing only the current content
 - a. Click *Unshare » Yes, Unshare this content*.
The system creates a local version of the shared content block. You can edit and save this copy without affecting other pages where the shared content is displayed.
 - b. Click *Save*.

The *Content block* widget closes.

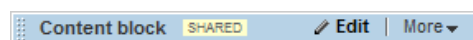
SHARING CONTENT

1. Drag the *Content block* widget on the page and click *Edit* button in the upper-right corner of the widget.
2. Enter content using the [text editor](#).
3. When finished, click *Share this content across pages* button.
4. Enter a name for the shared content and click *Share this content*.
5. Click *Save changes*.

The *Content block* widget closes. The content is shared and appears in the [Content blocks](#) module.

NOTE: If your site is multilingual and the page you are editing is synchronized with another translation, when you edit the widget, the *Save to all translations* button appears. If you click it, the current widget configuration will be saved to all translations, else, if you click *Save*, the widget configuration is saved only to the current translation, but the pages are still synchronized. If your pages are synchronized, you can have different widget configurations, but you cannot have different widgets.

NOTE: When the content block widget is displaying shared content, its title bar looks in the following way:



NOTE: If you are using multiple site management and the *Generic content* module uses data sources from more than one site, when you share a content block, it is saved in the data source of the current site.

For more information, see *Sitefinity Installation and Administration Guide* » *Multiple site management*.

EXCLUDING A WIDGET FROM THE SITE SEARCH

You can exclude a particular *Content block* widget from the site search.

You do this by clicking *Advanced* button and entering true in *ExcludeFromSearchIndex* field.

For more information, see [Search indexes](#).

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COMMENTS WIDGET

Use this widget to give the users the possibility to leave a comment on a **page**. Drop the widget anywhere on the page that you want users to be able to leave and read comments. You can then see the comment in the comments module. For more information, see [Comments and ratings](#).

The *Comments* widget is different than the comments that a user can leave for an individual item, such as news. You can switch on and off comment for different items in the respective item's module. For example, you can switch on and off comments for an event when you create or edit the event.

After you have dragged the *Comments* widget on your page, you must configure it to display comments.

1. Click *Edit* button in the upper-right corner of the widget.
The *Page Comments* window appears.
2. Select the templates that the widget uses to display comments.
You can change or create new templates for the following:

- *Comments template*
- *Comments list view template*
- *Submit comment view template*

You can edit the way the widget displays the comments, by clicking *Edit selected template*. For more information, see *Sitefinity Designer's Guide* » *Widget templates* » *Using the Widget templates editor* » *Creating and editing widget templates*.

3. Click *Save*.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

DOCUMENT LINK WIDGET

Use this widget to display a link to a single document on your page. You can choose a document from the already uploaded or upload a new document.

After you have dragged the *Document link* widget on your page you must configure it to display a link to a document.

1. To do this, click *Edit* button in the upper-right corner of the widget.
The *Document* window appears.
2. Choose between the following:
 - *Select document*
The system displays recent documents.
 - a. In the right side of the window, select the library where the document you want to display is located.
The system displays all documents and libraries in this library.
You can display all uploaded documents by clicking *All document or other files*.
For more information, see [Uploading and editing documents and files](#).
 - b. Click the document you want to display.
 - c. Click *Done*.
 - *Upload document*
 - a. To upload a document, drag and drop it in the window or click *Select document or other file from your computer*, browse your computer to find the document you want to upload and click *Open*.
You can select only one document.
 - b. In *Library*, select the library where you want to put the document, by clicking *Change*.
The tree with all created libraries appears. Select the library and click *Done*.
NOTE: If you want to store the document in a new library, you must create it. To do this, click *Create new library*.
 - c. You can change the *Title* of the document.
 - d. Change the categories and the tags which the document is assigned to, by clicking *Categories and tags*.
For more information, see [Adding categories and tags to a content item](#).
 - e. If you have added any custom fields for documents, all created fields, appear after the *Categories and tags* section.
For more information about creating custom fields and hiding default fields, see [Custom fields](#).
NOTE: Some of the above fields may not be displayed when you upload a document, if the view has been modified.
To modify the view, click *Administration* → *Settings* → *Advanced* → *ContentView* → *DocumentsBackend* → *Views* → *SingleDocumentUploadDetailView* → *Sections*.
 - f. Click *Upload*.
3. To change the selected document, click *Change document* button and perform *Step 2*.
4. To edit the document, click *Edit all properties*.
The *Edit properties* window opens. Perform procedure [Editing the properties of documents and files](#).
5. Click *Settings* tab.
6. In *Display icons* radio button, select what kind of icon you want to display with the document link.
7. When you are finished, click *Save*.
The *Document* window closes and the *Document link* widget is configured to display the file you have selected.

NOTE: If your site is multilingual and the page you are editing is synchronized with another translation, when you edit the widget, the *Save to all translations* button appears. If you click it, the current widget configuration will be saved to all translations, else, if you click *Save*, the widget configuration is saved only to the current translation, but the pages are still synchronized. If your pages are synchronized, you can have different widget configurations, but you cannot have different widgets.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

DOWNLOAD LIST WIDGET

Use this widget to display a list or table of links to documents and files, where each document or file can be downloaded. You can choose documents or files from the already uploaded or upload new.

After you have dragged the *Download list* widget on your page you must configure it to display documents and files.

To do this, click *Edit* button in the upper-right corner of the widget.

In the *Download list* window that appears, configure the following:

SELECTING THE DOCUMENTS AND FILES TO DISPLAY

On *Documents & Files* tab you select which documents and files to display in the list.

NOTE: If you are using multiple site management and the *Libraries* module uses data sources from more than one site, you must first choose the source from which you want to display documents.

For more information, see *Sitefinity Installation and Administration Guide* » *Multiple site management*.

Perform the following:

1. Select one of the following:
 - *All published documents and files*
All documents and files that are uploaded and published will be displayed in the list.
 - *From selected library...*
The *Download list* displays documents and files only from a certain library.
 - a. To select a library, click *Choose*.
The *Choose library* window appears
 - b. Select the library, whose documents and files you want to display, and click *Done selecting*.
For more information, see [Uploading and editing documents and files](#).
 - *Upload new...*
To upload a new document or file, click *Upload* and perform procedure [Uploading documents and files](#) » *Step 5 to Step 10*.
2. Under *Narrow the selection* you can further specify which documents or files to display by choosing one of the following:
 - *All published documents from selected library*
This is selected by default and displays all documents and files selected in the previous step.
 - *Selection of documents*
You can narrow the displayed documents or files, using categories, tags, and dates.
Select one or more of the following:
 - *by Categories...*
Click the *Select* button to select the categories from which you want to display documents and files and click *Done*.
 - *by Tags...*
Click *Select* button to select the tags, so that documents and files tagged with those particular tags will be displayed and click *Done*.
 - *by Dates...*
Click *Select* button.
Select one of the predefined time intervals, so that documents and files uploaded during that interval will be displayed or choose *Custom range...* and use the *From* and *To* input fields to select a time interval. When finished click *Done*.
3. In *Sort documents and files*, select a sorting criterion for the list of documents and files.

CHOOSING HOW TO DISPLAY THE DOCUMENTS AND FILES

On *Settings* tab you select the way the list of documents and files is displayed.

1. In *Select type* radio button group, choose one of the following:

List	<p>In <i>Fine tune the selected type</i> the <i>Display icons</i> radio button group appears.</p> <p>Select the size of the icons that you want to be displayed in the list or select <i>No icons</i>.</p> <p>On the webpage, the documents and files are displayed in a list with their names, file types, and file sizes.</p> <p>If you have added description of the document or file, it is displayed as tooltip text when you hover over the name of the document or file.</p> <p>You can download the files by clicking their names.</p> <p>NOTE: You can edit the way the widget displays the download list, by clicking <i>Edit Thumbnail list template</i>. For more information, see <i>Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates</i>.</p>
Table	<p>In <i>Fine tune the selected type</i> the <i>Display icons</i> checkbox appears.</p> <p>Select the checkbox, if you want to display document and file icons in the table next to the <i>Download</i> link.</p> <p>The documents and files are displayed in a table, containing file names, file types, file sizes, date of upload of files, and a <i>Download</i> link.</p> <p>You can download the files by clicking the <i>Download</i> link.</p> <p>NOTE: You can edit the way the widget displays the download list, by clicking <i>Edit Thumbnail list template</i>. For more information, see <i>Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates</i>.</p>
List+Detail page	<p>In <i>Fine tune the selected type</i> the <i>Position of the Download link on the Detail page</i> checkbox groups appears.</p> <p>Select one of the following:</p> <ul style="list-style-type: none"> • <i>Bellow the description</i> On the details page the link for the download of the document or file appears bellow the file name and the description (if you have added a file description). • <i>Above the description</i> On the details page the link for the download of the document or file appears bellow the file name and above the description (if you have added a file description). <p>The documents and files are displayed in a list. The list contains the file names.</p> <p>If you have added description of the document or file, it is displayed as tooltip text when you hover over the name of the document or file.</p> <p>NOTE: You can edit the way the widget displays the download list, by clicking <i>Edit Thumbnail list template</i>. For more information, see <i>Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates</i>.</p> <p>When you click the name of a document or file, a page with details opens.</p> <p>On the details page, the system displays the name of the file. The link for downloading the file, which is displayed where you have selected above. Bellow the <i>Download</i> link, the file type and file size are displayed.</p> <p>NOTE: You can edit the way the widget displays the detailed page, by clicking <i>Edit Detail page template</i>. For more information, see <i>Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates</i>.</p>
Table+Detail page	<p>In <i>Fine tune the selected type</i> the <i>Display icons in the table</i> checkbox appears, which you select if you want to display document and file icons in the table next to the <i>Download</i> link, and <i>Position of the Downloaded link on the Detail page</i> checkbox group appears, where you select one of the following:</p> <ul style="list-style-type: none"> • <i>Bellow the description</i> On the details page the link for the download of the document or file appears bellow the file name and the description (if you have added a file description). • <i>Above the description</i> On the details page the link for the download of the document or file appears bellow the file name and above the description (if you have added a file description).

The documents and files are displayed in a table, containing file names, file types, file sizes, date of upload of files, and a *Download* link.

If you have added description of the document or file, it is displayed as tooltip text when you hover over the name of the document or file.

NOTE: You can edit the way the widget displays the download list, by clicking *Edit Thumbnail list template*. For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

When you click the name of a document or file, a page with details opens.

On the details page, the system displays the name of the file. The link for downloading the file, which is displayed where you have selected above. Below the *Download* link, the file type and file size are displayed.

NOTE: You can edit the way the widget displays the detailed page, by clicking *Edit Detail page template*. For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

For more information about adding details to a document or file, see [Editing properties of documents and files » Step 7](#).

2. In *Fine tune the selected type*, perform the following:

- If you select *Use paging* radio button, the system divides the list of documents and files into pages. In the input field you specify how many documents or files per page you want to display.
- If you select *Use limit* radio button, the system displays only a limited number of the documents and files. In the input field, you specify how many documents or files you want to display.
- If you select *No limit and paging* radio button, the system displays all the documents and files that you have selected in *Documents & Files* tab.

FILTERING AND SORTING DOCUMENTS AND FILES

You can filter and sort the documents and files, which the widget displays, using both the default and the [custom fields](#) of the documents or files.

1. To filter or sort the documents and files, click *Advanced* button in the lower-right corner of the window. The advanced editing mode opens.
2. In *MasterViewName* input field, check which view the widget uses.
3. Click *ControlDefinition » Views* buttons.
4. Choose for which view, you want to apply filtering or sorting by selecting the view that the widget uses.
5. Filter or sort the documents and files in the following way:
 - To filter the documents and files, in *FilterExpression* input field, enter the desired filtering expression. You can use both default and custom fields. The field supports AND and OR Boolean operators. For example, enter `Visible = true AND Status = Live`. For more information, see [Filter expressions for content items](#).
 - To sort the documents and files, in *SortExpression* input field, enter the desired sorting expression. You can use both default and custom fields. The field supports operators ASC for ascending and DESC for descending. For example, enter `PublicationDate DESC`.

NOTE: To see all custom and default fields, perform procedure [Creating a new custom field » Step 1](#) and [Step 2](#).

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

When you are finished, click *Save*.

The *Download list* window closes and the *Download list* widget is configured to display links to the documents you have selected.

NOTE: If your site is multilingual and the page you are editing is synchronized with another translation, when you edit the widget, the *Save to all translations* button appears. If you click it, the current widget configuration will be saved to all translations, else, if you click *Save*, the widget configuration is saved only to the current translation, but the pages are still synchronized. If your pages are synchronized, you can have different widget configurations, but you cannot have different widgets.

EVENTS WIDGET

Use this widget to display already created events.

PREREQUISITES: You have created at least one event. For more information, see [Creating and editing events](#).

After you have dragged the *Events* widget on your page you must configure it to display events and calendars.

1. To do this, click *Edit* button in the upper-right corner of the widget.
The *Events* window appears.

1. Under *What events functionality to use?* you must choose how your events will function.

NOTE: If you are using multiple site management, regardless of what functionality you choose, under *Settings*, you must first choose the source from which you want to display events.

For more information, see *Sitefinity Installation and Administration Guide* » *Multiple site management*.

2. Choose how to display events by selecting one of the following:

<i>List + single item</i>	<p>The system displays a list of events, when you click an event, you can see its details.</p> <p>Under <i>Settings</i>, perform the following:</p> <ol style="list-style-type: none">1. In <i>Display...</i> radio button select one of the following:<ul style="list-style-type: none">• <i>All upcoming, current, and past events</i>• <i>Upcoming events only</i>• <i>Current events only</i>• <i>Past events only</i>• <i>Upcoming and current events</i>• <i>Current and past events</i>2. Under <i>Narrow the selection</i> you can further specify which events to display by choosing one of the following:<ul style="list-style-type: none">• <i>By calendar</i> Click the <i>Select</i> button to select the calendars from which you want to display events and click <i>Done</i>.• <i>All published events</i> This is selected by default and displays all events selected in the previous step.• <i>Selection of events</i> You can narrow the displayed events, using categories, tags, and dates. Select one or more of the following:<ul style="list-style-type: none">• <i>by Categories...</i> Click the <i>Select</i> button to select the categories from which you want to display events and click <i>Done</i>.• <i>by Tags...</i> Click <i>Select</i> button to select the tags, so that events tagged with those particular tags will be displayed and click <i>Done</i>.• <i>By Authors...</i> Click the <i>Select</i> button to select the authors of events from which you want to display events and click <i>Done</i>.• <i>by Dates...</i> Click <i>Select</i> button. Select one of the predefined time intervals, so that events created during that interval will be displayed or choose <i>Custom range...</i> and use the <i>From</i> and <i>To</i> input fields to select a time interval. When finished click <i>Done</i>.3. In <i>Open Single item in...</i> radio button, select one of the following:<ul style="list-style-type: none">• <i>Auto-generated page</i>
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	<p>When an event is clicked, it is displayed in a page which is automatically generated and has the same layout as the current page.</p> <ul style="list-style-type: none"> • <i>Select existing page...</i> You select a page from the existing pages with certain layout where an event will be displayed when clicked. <p>NOTE: In order to display the event, the page you have selected must have the <i>Events</i> widget added.</p> <ol style="list-style-type: none"> a. Click <i>Select Page</i>. From the treeview, select the page where you want to display the event. b. Click <i>Done selecting</i>. <ol style="list-style-type: none"> 4. Under , perform the following: <ul style="list-style-type: none"> • If you select <i>Use paging</i> radio button, the system divides the events into pages. In the input field you specify how many events per page you want to display. • If you select <i>Use limit</i> radio button, the system displays only a limited number of the events you have chosen to display. In the input field, you specify how many events you want to display. • If you select <i>No limit</i> and paging radio button, the system displays all the events that you have selected in <i>Content</i> tab. 5. In <i>Sort events</i> dropdown box, select a sorting criterion for the events. 6. Under <i>Templates</i>, perform the following: <ul style="list-style-type: none"> • In <i>List template</i>, select the template which is used to display the events on the webpage. You can create a custom template by clicking <i>Create new template</i>. You can edit existing templates by selecting them and clicking <i>Edit</i>. • In <i>Detail templates</i>, select the template which is used to display the events on the webpage. You can create a custom template by clicking <i>Create New Template</i>. You can edit existing templates by selecting them and clicking <i>Edit</i>. <p>For more information, see <i>Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates</i>.</p> 7. If you want to display buttons for social sharing, select <i>Enable social share buttons</i>. This enables your users to share the items, for example, on Facebook. To configure which buttons to display, see Social sharing.
<p><i>Single item only</i></p>	<p>The system displays only one event in detail.</p> <p>Under <i>Settings</i>, perform the following:</p> <ol style="list-style-type: none"> 1. Select the event to be displayed by choosing one of the following: <ul style="list-style-type: none"> • <i>Current opened event item</i> • <i>Selected particular event item...</i> Select the event and click <i>Done selecting</i>. 2. Under <i>Templates</i>, perform the following: <ul style="list-style-type: none"> • In <i>List template</i>, select the template which is used to display the events on the webpage. You can create a custom template by clicking <i>Create new template</i>. You can edit existing templates by selecting them and clicking <i>Edit</i>. • In <i>Detail templates</i>, select the template which is used to display the events on the webpage. You can create a custom template by clicking <i>Create New Template</i>. You can edit existing templates by selecting them and clicking <i>Edit</i>. <p>For more information, see <i>Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates</i>.</p> 3. If you want users to be able to add the event to their Outlook, Google Calendar, and iCal, select <i>Allow users to add events to their calendar</i> checkbox.

	<p>4. If you want to display buttons for social sharing, select <i>Enable social share buttons</i>. This enables your users to share the items, for example, on Facebook. To configure which buttons to display, see Social sharing.</p>
Calendar	<p>The system displays all events in a calendar view and events from different calendars are color coded.</p> <p>Under <i>Settings</i>, perform the following:</p> <ol style="list-style-type: none"> In <i>Display...</i> radio button select one of the following: <ul style="list-style-type: none"> <i>All upcoming, current, and past events</i> <i>Upcoming events only</i> <i>Current events only</i> <i>Past events only</i> <i>Upcoming and current events</i> <i>Current and past events</i> Under <i>Narrow the selection</i> you can further specify which events to display by choosing one of the following: <ul style="list-style-type: none"> <i>By calendar</i> Click the <i>Select</i> button to select the calendars from which you want to display events and click <i>Done</i>. <i>All published events</i> This is selected by default and displays all events selected in the previous step. <i>Selection of events</i> You can narrow the displayed events, using categories, tags, and dates. Select one or more of the following: <ul style="list-style-type: none"> <i>by Categories...</i> Click the <i>Select</i> button to select the categories from which you want to display events and click <i>Done</i>. <i>by Tags...</i> Click <i>Select</i> button to select the tags, so that events tagged with those particular tags will be displayed and click <i>Done</i>. <i>By Authors...</i> Click the <i>Select</i> button to select the authors of events from which you want to display events and click <i>Done</i>. <i>by Dates...</i> Click <i>Select</i> button. Select one of the predefined time intervals, so that events created during that interval will be displayed or choose <i>Custom range...</i> and use the <i>From</i> and <i>To</i> input fields to select a time interval. When finished click <i>Done</i>. Under <i>Page for Single item</i>, select the page where the event will open when clicked by choosing <i>Select</i> button, selecting the page and clicking <i>Done selecting</i>. Under <i>Calendar appearance</i>, perform the following: <ol style="list-style-type: none"> In <i>Default view</i> dropdown, select whether you want the calendar to display a <i>Month</i>, a <i>Week</i>, or a <i>Day</i>. Choose, if you want the users to be able to change the view by selecting <i>Allow users to change view mode</i> checkbox. You can allow users to create events or calendars, by selecting <i>Allow users to create events</i> and <i>Allow users to create calendars</i> checkboxes, respectively. Under <i>Templates</i>, perform the following:

- In *Calendar template*, select the template which is used to display the events on the calendar view.
You can create a custom template by clicking *Create new template*. You can edit existing templates by selecting them and clicking *Edit*.
- In *Quick create template* and *Full create template* select the templates which are used when a user creates and event or calendar.
You can create a custom template by clicking *Create New Template*. You can edit existing templates by selecting them and clicking *Edit*.

For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

6. If you want users to be able to add the event to their Outlook, Google Calendar, and iCal, select *Allow users to add events to their calendar* checkbox.

FILTERING AND SORTING THE EVENTS

You can filter and sort the events, which the widget displays, using both the default and the [custom fields](#) of the events.

1. To filter or sort the events, click *Advanced* button in the lower-right corner of the window.
The advanced editing mode opens.
2. Click *ControlDefinition » Views » EventsFrontendList* buttons.
 - To filter the events, in *FilterExpression* input field, enter the desired filtering expression.
You can use both default and custom fields. The field supports AND and OR Boolean operators.
For example, enter `Visible = true AND Status = Live`
For more information, see [Filter expressions for content items](#).
 - To sort the events, in *SortExpression* input field, enter the desired sorting expression.
You can use both default and custom fields. The field supports operators ASC for ascending and DESC for descending.
For example, enter `PublicationDate DESC`

NOTE: To see all custom and default fields, perform procedure [Creating a new custom field » Step 1](#) and [Step 2](#).

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

When you are finished with all the settings, click *Save*.

The *Events* window closes and the *Events* widget is configured to display the event you have selected.

NOTE: If your site is multilingual and the page you are editing is synchronized with another translation, when you edit the widget, the *Save to all translations* button appears. If you click it, the current widget configuration will be saved to all translations, else, if you click *Save*, the widget configuration is saved only to the current translation, but the pages are still synchronized. If your pages are synchronized, you can have different widget configurations, but you cannot have different widgets.

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FEED WIDGET

Use this widget to display RSS feed on your website.


PREREQUISITES: You have created at least one feed. For more information, see [Feeds](#).

After you have dragged the *Feed* widget on your page you must configure it to display a feed.


1. To do this, click *Edit* button in the upper-right corner of the widget.
The *Feed* window appears.
2. Select the feed to be displayed on the page by clicking *Select a feed* button.
From the list of feeds that appears, select one feed and click *Done selecting*.

NOTE: The *Feed* widget can display only one feed, if you want to display more feeds, add more *Feed* widgets to your page.

3. Choose how to display the feed by selecting one of the following in *Insert...* radio button group:
 - *Links both in the page and in the browser address-bar*

The system displays a clickable link on the page that leads to the RSS feed. The browser also automatically detects the RSS feed published by the page, and displays  link in the address bars of Mozilla Firefox, Safari, and Google Chrome or in the toolbar of Internet Explorer.

- *Link in the browser address-bar only*

The system does not display a clickable link on the page, but the browser automatically detects the RSS feed published by the page, and displays  link in the address bars of Mozilla Firefox, Safari, and Google Chrome or in the toolbar of Internet Explorer.

- *Link in the page only*

The system displays a clickable link on the page that leads to the RSS feed.

4. In *Text to display* input field, enter the text which is displayed as title of the feed.
By default the title of the feed is displayed, or if the feed was created when creating a blog, the name of the blog is displayed.
5. In *Icon* radio button group, select the type of icon that is displayed with the feed.
6. If you click *More options*, you can configure the following:
 - You can add a tooltip text for the feed that is displayed when you hover over the RSS link.
 - You can assign a CSS class name to the feed in case you want to style the link later.
 - You can choose to open the feed in a new window, by selecting *Open this link in a new window* checkbox.
7. When you are finished, click *Save*.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

NOTE: If your site is multilingual and the page you are editing is synchronized with another translation, when you edit the widget, the *Save to all translations* button appears. If you click it, the current widget configuration will be saved to all translations, else, if you click *Save*, the widget configuration is saved only to the current translation, but the pages are still synchronized. If your pages are synchronized, you can have different widget configurations, but you cannot have different widgets.

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FORM WIDGET

Use this widget to display all kind of forms you have created with the form builder.

PREREQUISITES: You have created at least one form. For more information, see [Creating and editing forms](#).

After you have dragged the *Form* widget on your page you must configure it to display a form.

1. To do this, click *Edit* button in the upper-right corner of the widget.
The *Select a form* window appears displaying a list of all created forms.
2. Select the form you want to display on the page.
If you want to display more than one form, you must add the *Form* widget more than one times.
3. Click *Settings*.
4. Under *Confirmation options*, select if you want to *Use custom confirmation*.
This way the form displayed with the current form widget will have a confirmation different than the one configured in the form's settings. For more information, see [Designing a form](#) → *Step 4*.
5. In this radio button group, you choose what happens after a user submits the form.
Select one of the following:
 - *Show message for success*
A textbox appears, where you define the success message that appears when a user submits the form.
 - *Redirect to a page...*
After submitting the form the system redirects the user to another page of the website.
In the input field that appears, enter the URL of the page from your website, which you want to open when the form is submitted. For example, **About-us**.
6. When you are finished, click *Done selecting*.
The *Select a form* window closes and the *Form* widget is configured to display the form you have selected.

NOTE: If your site is multilingual and the page you are editing is synchronized with another translation, when you edit the widget, the *Save to all translations* button appears. If you click it, the current widget configuration will be saved to all translations, else, if

you click *Save*, the widget configuration is saved only to the current translation, but the pages are still synchronized. If your pages are synchronized, you can have different widget configurations, but you cannot have different widgets.

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FORUMS WIDGET

Use this widget to display a forums, forum threads, and forum posts.

After you have dragged the *Forums* widget on your page you must configure it to display forums, threads, and posts.

1. To do this, click *Edit* button in the upper-right corner of the widget.
The *Forums* window appears.

2. Under *What forum functionality to use?* you must choose how your forum will function.

NOTE: If you are using multiple site management, regardless of what functionality you choose, under *Settings*, you must first choose the source from which you want to display forums.

For more information, see *Sitefinity Installation and Administration Guide* » *Multiple site management*.

3. Choose how to display forums by selecting one of the following:

<i>Full forum functionality</i>	<p>The forums and their posts are displayed in three levels. On the first page, the system displays a list of selected forums, when the user clicks a forum, a list of all threads in this forum appear. The user is given the opportunity to create a new thread. When the user clicks a thread, a list of all posts in the thread appears and the user is given the opportunity to post a reply.</p> <p>In <i>Settings</i>, perform the following:</p> <ol style="list-style-type: none"> a. Select which forums to display. In <i>Display...</i> radio button group, select one of the following: <ul style="list-style-type: none"> • <i>All forums</i> All created forums will be displayed in the list of forums. • <i>Forums from selected groups:</i> Only forums from one or more forum groups will be displayed. <ol style="list-style-type: none"> i. To select the group(s), click <i>Select groups</i>. A list of all created forum groups appears. ii. Select one or more groups and click <i>Done</i>. • <i>Selected forums...</i> Only one or more selected forums will be displayed. <ol style="list-style-type: none"> i. To select the forum(s), click <i>Select forums</i>. A list of all created forums appears. ii. Select one or more forums and click <i>Done</i>. b. Select the page that displays the information about the author of each post. This page will be displayed when the user clicks the name of the author of a post. IMPORTANT: The page must have the Users list widget added to it. <ol style="list-style-type: none"> i. Click <i>Select a page</i>. ii. Form the list of all pages, select the page that will be displaying the user profile information and click <i>Done selecting</i>. c. Choose whether you want to display a breadcrumb of the forum levels by selecting <i>Show breadcrumb</i> checkbox. A breadcrumb starting with <i>Forums > Forum groups > Forums...</i> will be displayed. If you want to display a full breadcrumb, starting from your home page, select <i>Include full path starting from Home page</i> checkbox. d. If you want to display buttons for social sharing, select <i>Enable social share buttons</i>. This enables your users to share the items, for example, on Facebook. To configure which buttons to display, see Social sharing.
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<p><i>Forum list only</i></p>	<p>The page where you have added the widget displays only a list of forums. When you click a forum in the list, the forum threads open in another page that you have to specify.</p> <ol style="list-style-type: none"> Select which forums to display. In <i>Display...</i> radio button group, select one of the following: <ul style="list-style-type: none"> <i>All forums</i> All created forums will be displayed in the list of forums. <i>Forums from selected groups:</i> Only forums from one or more forum groups will be displayed. <ol style="list-style-type: none"> To select the group(s), click <i>Select groups</i>. A list of all created forum groups appears. Select one or more groups and click <i>Done</i>. <i>Selected forums...</i> Only one or more selected forums will be displayed. <ol style="list-style-type: none"> To select the forum(s), click <i>Select forums</i>. A list of all created forums appears. Select one or more forums and click <i>Done</i>. Select the page that displays the threads of a forum. When a user clicks a forum in the list of forums, the threads open in a separate page that you have to prepare in advance. IMPORTANT: The page must have the <i>Forums</i> widget added to it. <ol style="list-style-type: none"> Click <i>Select a page</i>. Form the list of all pages, select the page that will be displaying the threads and click <i>Done selecting</i>.
<p><i>Threads only</i></p>	<p>The page where you have added the widget displays only a list of threads of one or more forums. When you click a thread in the list, the posts open in another page that you have to specify.</p> <ol style="list-style-type: none"> Select the forums from which you want to display threads. In <i>Display...</i> radio button group, select one of the following: <ul style="list-style-type: none"> <i>Auto: threads from the currently open forum</i> If a user has reached this page by clicking a forum on another page, the threads of this forum are automatically displayed. <i>Threads from selected forums only</i> Only threads from one or more forums will be displayed. <ol style="list-style-type: none"> To select the forum(s), click <i>Select forums</i>. A list of all created forums appears. Select one or more forums and click <i>Done</i>. <i>All threads from all forums</i> All created forum threads appear in the list. Select the page that displays the posts of a thread. When a user clicks a thread in the list of threads, the posts open in a separate page that you have to prepare in advance. IMPORTANT: The page must have the <i>Forums</i> widget added to it. <ol style="list-style-type: none"> Under <i>Page for Posts of each thread</i>, click <i>Select a page</i>. Form the list of all pages, select the page that will be displaying the posts and click <i>Done selecting</i>. Select the page that displays the information of the author of each thread. This page will be displayed when the user clicks the name of the author of a thread. IMPORTANT: The page must have the Users list widget added to it.

	<ol style="list-style-type: none"> i. Click <i>Select a page</i>. ii. Form the list of all pages, select the page that will be displaying the user profile information and click <i>Done selecting</i>.
<i>Posts of one thread only</i>	<p>The page where you have added the widget displays only a list of posts of a particular thread.</p> <ol style="list-style-type: none"> a. Select posts from which thread to display. In <i>Display...</i> radio button group, select one of the following: <ul style="list-style-type: none"> • <i>Auto: posts from the currently open thread</i> If a user has reached this page by clicking a thread on another page, the threads of this forum are automatically displayed. • <i>Posts from selected thread...</i> Only posts from one thread will be displayed. <ol style="list-style-type: none"> i. To select the thread, click <i>Select thread</i>. ii. A list of all created threads appears. iii. Select one thread and click <i>Done</i>. b. Select the page that displays the information of the author of each post. This page will be displayed when the user clicks the name of the author of a post. IMPORTANT: The page must have the Users list widget added to it. <ol style="list-style-type: none"> i. Click <i>Select a page</i>. ii. Form the list of all pages, select the page that will be displaying the user profile information and click <i>Done selecting</i>. c. If you want to display buttons for social sharing, select <i>Enable social share buttons</i>. This enables your users to share the items, for example, on Facebook. To configure which buttons to display, see Social sharing.

4. To edit the way forums, threads, and posts are displayed, expand *Templates for forum parts*.

Using the dropdown boxes, choose which template is used to display lists of forums, threads, and posts.

You can edit existing templates by selecting them and clicking *Edit selected template* button or you can create new templates, by clicking *Create new templates* button.

For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

5. If you are in multiple site mode and you want to configure a forum RSS feed, different than the default, you must click *Advanced* button in the lower-right corner of the widget and then enter the URL or the relative path of the feed in *RssFeedPath* field.

6. When you are finished, click *Save*.

The *Forums* window closes and the widget is configured.

NOTE: If your site is multilingual and the page you are editing is synchronized with another translation, when you edit the widget, the *Save to all translations* button appears. If you click it, the current widget configuration will be saved to all translations, else, if you click *Save*, the widget configuration is saved only to the current translation, but the pages are still synchronized. If your pages are synchronized, you can have different widget configurations, but you cannot have different widgets.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

DISPLAY THE REPLY BUTTONS IN FORUM THREADS AND FORUM POSTS TO UNAUTHORIZED USERS

The *Forums* widget does not allow users that are not logged in to reply to forum threads and posts. The reply buttons are visible only after the user is logged in. To display these buttons unauthorized users, you must configure the *Advanced* option in the *Forums* widget. When an unauthorized user clicks the reply button, he or she will be redirected to the frontend login page and after a successful login, redirected back to the initially forum post or thread to post the reply.

To display the forum thread and forum post reply buttons to unauthorized users, perform the following:

1. Create a frontend login page with a *Login* widget.

2. Place the *Forum* widget on a page of your website
3. Set the URL of the frontend login page, by performing one of the following:
 - If you have a single site, click *Administration » Settings » Advanced » Project » DefaultSite* and fill out one of the following fields:
 - If you know the GUID of the frontend login page, enter it in *FrontEndLoginPageId*.
 - If you only know the absolute URL of the frontend login page, enter it in *FrontEndLoginPageUrl*.
 - If you have a multisite license, perform the following:
 - a. Expand the selector in the upper-left corner of the page and click *Manage sites*.
 - b. Click the *Actions* button of the site and in the dropdown menu, click *Properties*.
 - c. Expand *Advanced* section.
 - d. Under Address for public users login, select *Select a page...* radio button, click *Select a page* button and select the frontend login page.

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IMAGE WIDGET

Use this widget to display a single image on your page. You can choose an image from the already uploaded or upload a new image.

After you have dragged the *Image* widget on your page you must configure it to display an image.

1. To do this, click *Edit* button in the upper-right corner of the widget.
The *Image* window appears.
2. Choose between the following:
 - *Select image*
The system displays recent images.
 - a. In the right side of the window, select the library where the image you want to display is located.
The system displays all images and libraries in this library.
You can display all uploaded images by clicking *All images*.
For more information, see [Uploading and editing images](#).
 - b. Click the image you want to display.
 - c. Click *Done*.
 - *Upload image*
 - a. To upload an image, drag and drop it in the window or click *Select image from your computer*, browse your computer to find the image you want to upload and click *Open*.
You can select and display only one image.
 - b. In *Library*, select the library where you want to put the image, by clicking *Change*.
The tree with all created libraries appears. Select the library and click *Done*.
NOTE: If you want to store the image in a new library, you must create it. To do this, click *Create new library*.
 - c. You can change the *Title* of the image.
 - d. In *Alternative text* input field, enter text that is used for accessibility reasons and by search engines.
 - e. Change the categories and the tags which the image is assigned to, by clicking *Categories and tags*.
For more information, see [Adding categories and tags to a content item](#).
 - f. If you have added any custom fields for images, all created fields, appear after the *Categories and tags* section.
For more information about creating custom fields and hiding default fields, see [Custom fields](#).
NOTE: Some of the above fields may not be displayed when you upload an image, if the view has been modified. To modify the view, click *Administration → Settings → Advanced → ContentView → ImagesBackend → Views → SingleImageUploadDetailsView → Sections*.
 - g. Click *Upload*.

NOTE: If you are using multiple site management and the *Libraries* module uses data sources from more than one site, you must first choose the source from which you want to display images or where an image, uploaded from your computer, will be saved.

To do this, use the dropdown button in the upper-right corner of the window.

For more information, see *Sitefinity Installation and Administration Guide* » *Multiple site management*.

3. To change the selected image, click *Change image* button and perform *Step 2*.
4. To edit the image, click *Edit all properties*.
The *Edit image* window opens. Perform procedure [Editing images](#).
5. Click *Settings* tab.
6. If you want to display the image in size different than its original size, in *Image size*, select the width to which you want to resize the image.
In the dropdown box, all predefined image sizes appear. For more information, see [Thumbnails](#).
If you select *Custom size...* you can create a custom thumbnail by performing procedure [Thumbnails](#) → *Step 4* to *Step 10*.
7. Expand *Margin*.
Enter in pixels the margins that you want to surround the image when displayed on the site.
8. If you want the user to be able to view the image in its original size by clicking it, select the *Clicking the resized image opens the image in its original size* checkbox.
9. When you are finished, click *Save*.
The *Image* window closes and the *Image* widget is configured to display the image you have selected.

NOTE: If your site is multilingual and the page you are editing is synchronized with another translation, when you edit the widget, the *Save to all translations* button appears. If you click it, the current widget configuration will be saved to all translations, else, if you click *Save*, the widget configuration is saved only to the current translation, but the pages are still synchronized. If your pages are synchronized, you can have different widget configurations, but you cannot have different widgets.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

IMAGE GALLERY WIDGET

Use this widget to display a gallery of image thumbnails, where each image can be opened individually. You can choose images from the already uploaded or upload new images.

After you have dragged the *Image gallery* widget on your page you must configure it to display images.

To do this, click *Edit* button in the upper-right corner of the widget.

The *Image Gallery* window appears, containing two tabs.

IMAGES TAB

On *Images* tab you select which images to display in the gallery.

NOTE: If you are using multiple site management and the *Libraries* module uses data sources from more than one site, you must first choose the source from which you want to display images.

For more information, see *Sitefinity Installation and Administration Guide* » *Multiple site management*.

1. Select one of the following:
 - *All published images*
All images that are uploaded and published are displayed in the gallery.
 - *From selected library...*
The *Image gallery* displays images only from a certain library.
 - a. To select a library, click *Choose*.
The *Choose Image Library* window appears
 - b. Select the library, whose images you want to display, and click *Done selecting*.
 - *Upload new images...*
To upload new images, click *Upload* and perform procedure [Uploading images](#) » *Step 5* to *Step 10*.
2. Under *Narrow selection* you can further specify which images to display by choosing one of the following:

- *All published images from selected library*
This is selected by default and displays all posts from the blogs selected in the previous step.
 - *Selection of images:*
You can narrow the displayed images, using categories, tags, and dates.
Select one or more of the following:
 - *by Categories...*
Click the *Select* button to select the categories from which you want to display images and click *Done*.
 - *by Tags...*
Click *Select* button to select the tags, so that images tagged with those particular tags will be displayed and click *Done*.
 - *by Dates...*
Click *Select* button.
Select one of the predefined time intervals, so that images uploaded during that interval will be displayed or choose *Custom range...* and use the *From* and *To* input fields to select a time interval. When finished click *Done*.
3. In *Sort images*, select a sorting criterion for the images in the gallery.

SETTINGS TAB

On *Settings* tab you select the way the images in the gallery are displayed when opened.
Select one of the following:

<i>Thumbnails + Detailed page</i>	<p>The image gallery displays the images as thumbnails. The description of the images is displayed in tooltip text. When clicked, the image is displayed in a bigger size in the same page together with image title, the user that has uploaded the image, the date of upload, and the description.</p> <p>In <i>Fine tune the selected type</i>, perform the following:</p> <ol style="list-style-type: none"> 1. Select one of the following: <ul style="list-style-type: none"> • If you select <i>Use paging</i> radio button, the system divides the list of image thumbnails into pages. In the input field you specify how many image thumbnails per page you want to display. • If you select <i>Use limit</i> radio button, the system displays only a limited number of the image thumbnails. In the input field, you specify how many image thumbnails you want to display. • If you select <i>No limit and paging</i> radio button, the system displays thumbnails of all the images that you have selected in <i>Images</i> tab. 2. Select the <i>Size of thumbnails</i>. In the dropdown box, all predefined thumbnail sizes appear. For more information, see Thumbnails. 3. Select the <i>Size of the image</i>. In the dropdown box, all predefined image sizes appear. If you select <i>Custom size...</i> the <i>Width</i> input field appears where you enter the desired width in pixels. 4. If you want to open the individual images in the same page, select <i>Open Single item in existing page...</i> 5. If you want to display links to the previous and the next image, select <i>Show links to the previous and next image as...</i> checkbox. You use the radio buttons, which appear, to select how to display the links. Choose one of the following: <ul style="list-style-type: none"> • <i>Text Links</i> • <i>Thumbnails of previous and next image</i> <p>NOTE: You can edit the way the widget displays the list of images, by clicking <i>Edit Thumbnail list template</i> and the detailed display of an image by clicking <i>Edit Detail page template</i>. For more information, see <i>Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates</i>.</p>
<i>Thumbnails + Overlay (lightbox)</i>	<p>The image gallery displays the images as thumbnails. The description of the images is displayed in tooltip text. When clicked, the image is displayed in a bigger size as an overlay of the page together with its description.</p>

	<p>In <i>Fine tune the selected type</i>, perform the following:</p> <ol style="list-style-type: none"> 1. Select one of the following: <ul style="list-style-type: none"> • If you select <i>Use paging</i> radio button, the system divides the list of image thumbnails into pages. In the input field you specify how many image thumbnails per page you want to display. • If you select <i>Use limit</i> radio button, the system displays only a limited number of the image thumbnails. In the input field, you specify how many image thumbnails you want to display. • If you select <i>No limit and paging</i> radio button, the system displays thumbnails of all the images that you have selected in <i>Images</i> tab. 2. Select the <i>Size of thumbnails</i>. In the dropdown box, all predefined thumbnail sizes appear. For more information, see Thumbnails. 3. Select the <i>Size of the image</i>. In the dropdown box, all predefined image sizes appear. If you select <i>Custom size...</i> the <i>Width</i> input field appears where you enter the desired width in pixels. <p>NOTE: You can edit the way the widget displays the list of images, by clicking <i>Edit Thumbnail list template</i>. For more information, see <i>Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates</i>.</p>
<i>Thumbnail strip + Image on the same page</i>	<p>The image gallery displays a horizontal strip of image thumbnails. When you click an image from the strip, a preview of the image is displayed above the thumbnail strip.</p> <p>In <i>Fine tune the selected type</i>, perform the following:</p> <ol style="list-style-type: none"> 1. If you select <i>Use limit</i> checkbox, the system displays only a limited number of the images. In the input field, you specify how many images or files you want to display. 2. Select the <i>Size of thumbnails</i>. In the dropdown box, all predefined thumbnail sizes appear. For more information, see Thumbnails. 3. Select the <i>Size of the image</i>. In the dropdown box, all predefined image sizes appear. If you select <i>Custom size...</i> the <i>Width</i> input field appears where you enter the desired width in pixels. 4. If you want to display links to the previous and the next image, select <i>Show links to the previous and next image</i> checkbox. <p>NOTE: You can edit the way the widget displays the list of images, by clicking <i>Edit Thumbnail list template</i> and the detailed display of an image by clicking <i>Edit Detail page template</i>. For more information, see <i>Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates</i>.</p>
<i>Simple list</i>	<p>All images are displayed in a large size. The description of the images is displayed in tooltip text.</p> <p>In <i>Fine tune the selected type</i>, select one of the following:</p> <ul style="list-style-type: none"> • If you select <i>Use paging</i> radio button, the system divides the list of images into pages. In the input field you specify how many images per page you want to display. • If you select <i>Use limit</i> radio button, the system displays only a limited number of the images. In the input field, you specify how many images you want to display. • If you select <i>No limit and paging</i> radio button, the system displays all the images that you have selected on <i>Images</i> tab. <p>NOTE: You can edit the way the widget displays the list of images, by clicking <i>Edit Thumbnail list template</i>. For more information, see <i>Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates</i>.</p>

If you want to display buttons for social sharing, select *Enable social share buttons*.

This enables your users to share the items, for example, on Facebook.

To configure which buttons to display, see [Social sharing](#).

FILTERING AND SORTING THE IMAGES

You can filter and sort the images, which the widget displays, using both the default and the [custom fields](#) of the images.

1. To filter or sort the images, click *Advanced* button in the lower-right corner of the window.
The advanced editing mode opens.
2. In *MasterViewName* input field, check which view the widget uses.
3. Click *ControlDefinition* » *Views* buttons.
4. Choose for which view, you want to apply filtering or sorting by selecting the view that the widget uses.
5. Filter or sort the images in the following way:
 - To filter the images, in *FilterExpression* input field, enter the desired filtering expression.
You can use both default and custom fields. The field supports AND and OR Boolean operators.
For example, enter `Visible = true AND Status = Live`
For more information, see [Filter expressions for content items](#).
 - To sort the images, in *SortExpression* input field, enter the desired sorting expression.
You can use both default and custom fields. The field supports operators ASC for ascending and DESC for descending.
For example, enter `PublicationDate DESC`

NOTE: To see all custom and default fields, perform procedure [Creating a new custom field](#) » *Step 1* and *Step 2*.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

When you are finished, click *Save*.

The *Image Gallery* window closes and the *Image gallery* widget is configured to display the images you have selected.

NOTE: If your site is multilingual and the page you are editing is synchronized with another translation, when you edit the widget, the *Save to all translations* button appears. If you click it, the current widget configuration will be saved to all translations, else, if you click *Save*, the widget configuration is saved only to the current translation, but the pages are still synchronized. If your pages are synchronized, you can have different widget configurations, but you cannot have different widgets.

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LIST WIDGET

Use this widget to display already created lists with list items.

PREREQUISITES: You have created at least one list with at least one list item in it. For more information, see [Creating and editing lists](#).

After you have dragged the *List* widget on your page, to configure the display, perform the following:

Click *Edit* button in the upper-right corner of the widget.

The *Edit* window appears where you can configure the following:

CONTENT

In content, you can choose the lists from which you want to display list items.

1. If you are using multiple site management and the *Lists* module uses data sources from more than one site, you must first choose the source from which you want to display lists.
For more information, see *Sitefinity Installation and Administration Guide* » *Multiple site management*.
2. In *Which lists to display* radio button select one of the following:
 - a. Click *Select lists* button.
A list of all created lists appears.
 - b. Select one or more lists and click *Done selecting*.

SETTINGS

On this tab you choose the way to display the lists and list items.

Select one of the following:

- *Simple list*
The system displays all items, grouped in lists. This is a list of the titles of the list items, which cannot be clicked.
- *Expanded list*

The system displays all items, grouped in lists. Below each item, the system displays its content.

- *Expandable list*
The system displays all items, grouped in lists. This is a list of the titles of the list items. When you click a list item, its content appears.
- *Anchor list*
The system displays all items, grouped in lists. This is a list of the titles of the list items. Below the list the system displays the content of the items. When you click an item, the system takes you to its content.
- *Page list*
The system displays all items, grouped in lists. This is a list of the titles of the list items. When you click an item, the system opens its content on a separate page.

For each option that you choose, you can select a template that will be used to display the list. You can edit existing templates. For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

If you want to display buttons for social sharing, select *Enable social share buttons*.

This enables your users to share the items, for example, on Facebook.

To configure which buttons to display, see [Social sharing](#).

When you are finished with all the settings, click *Save*.

The *Edit* window closes and the *List* widget is configured to display the lists you have selected.

NOTE: If your site is multilingual and the page you are editing is synchronized with another translation, when you edit the widget, the *Save to all translations* button appears. If you click it, the current widget configuration will be saved to all translations, else, if you click *Save*, the widget configuration is saved only to the current translation, but the pages are still synchronized. If your pages are synchronized, you can have different widget configurations, but you cannot have different widgets.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

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NEWS WIDGET

Use this widget to display already created news.

PREREQUISITES: You have created at least one news item. For more information, see [Creating and editing news](#).

After you have dragged the *News* widget on your page you must configure it to display selected news.

To do this, click *Edit* button in the upper-right corner of the widget.

The *News* window appears where you can configure the following:

CONTENT

In content, you can choose which news of all the created news you want to display.

In *Which news to display?* radio button select one of the following:

- *All published news*
All created news are displayed.
- *One particular news item only...*
The system displays one news item.
 1. To select the news you want to display, click *Select news* button.
A list of all news appears.
 2. Select the news item and click *Done selecting*.
- *Selection of news:*
You can narrow the displayed news, using categories, tags, and dates.
Select one or more of the following:
 - *by Categories...*
Click the *Select* button to select the categories from which you want to display news and click *Done*.
 - *by Tags...*
Click *Select* button to select the tags, so that news tagged with those particular tags will be displayed and click *Done*.

- *by Dates...*
Click *Select* button.
Select one of the predefined time intervals, so that news created during that interval will be displayed or choose *Custom range...* and use the *From* and *To* input fields to select a time interval. When finished click *Done*.

LIST SETTINGS

On this tab you choose how to display the news you have selected.

- If you select *Use paging* radio button, the system divides the news into pages.
In the input field you specify how many news per page you want to display.
- If you select *Use limit* radio button, the system displays only a limited number of the news you have chosen to display.
In the input field, you specify how many news you want to display.
- If you select *No limit and paging* radio button, the system displays all the news that you have selected in *Content* tab.
- In *Sort news* dropdown box select a sorting criterion for the news.
- In *List template*, select the template that is used to display the news on the webpage.
You can create a custom template by clicking *Create new template*. You can edit existing templates by selecting them and clicking *Edit*.
For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

SINGLE ITEM SETTINGS

On this tab you choose the way to display the news.

In *Open Single item in...* radio button, select one of the following:

- *Auto-generated page*
When a news item is clicked it is displayed in a page which is automatically generated and has the same layout as the current page.
- *Select existing page...*
You select a page from the existing pages with certain layout where a news item will be displayed when clicked.

NOTE: In order to display the news, the page you have selected must have the *News* widget added.

1. Click *Select page*.
From the treeview, select the page where you want to display the news.
 2. Click *Done selecting*.
- In *Detail templates*, select the template which is used to display the news on the webpage.
You can create a custom template by clicking *Create New Template*. You can edit existing templates by selecting them and clicking *Edit*.
For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.
 - If you want to display buttons for social sharing, select *Enable social share buttons*.
This enables your users to share the items, for example, on Facebook.
To configure which buttons to display, see [Social sharing](#).

FILTERING AND SORTING THE NEWS

You can filter and sort the news, which the widget displays, using both the default and the [custom fields](#) of the news.

1. To filter or sort the news, click *Advanced* button in the lower-right corner of the window.
The advanced editing mode opens.
2. Click *ControlDefinition » Views » NewsFrontendList* buttons.
 - To filter the news, in *FilterExpression* input field, enter the desired filtering expression.
You can use both default and custom fields. The field supports AND and OR Boolean operators.
For example, enter `Visible = true AND Status = Live`
For more information, see [Filter expressions for content items](#).
 - To sort the news, in *SortExpression* input field, enter the desired sorting expression.
You can use both default and custom fields. The field supports operators ASC for ascending and DESC for descending.

For example, enter `PublicationDate DESC`

NOTE: To see all custom and default fields, perform procedure [Creating a new custom field](#) » *Step 1* and *Step 2*.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

When you are finished with all the settings, click *Save*.

The *News* window closes and the *News* widget is configured to display the news you have selected.

NOTE: If your site is multilingual and the page you are editing is synchronized with another translation, when you edit the widget, the *Save to all translations* button appears. If you click it, the current widget configuration will be saved to all translations, else, if you click *Save*, the widget configuration is saved only to the current translation, but the pages are still synchronized. If your pages are synchronized, you can have different widget configurations, but you cannot have different widgets.

VIDEO WIDGET

Use this widget to display a single video on your page. The widget uses Telerik RadMedia Played, which is an HTML5 video player. It supports WebM (.webm), Ogg (.ogg), and MP4 (.mp4) file formats. You can choose a video from the already uploaded or upload a new video.

PREREQUISITE: Your video library must support HTML5 mode. For more information, see *Sitefinity Installation and Administration Guide* → *Settings* → *Libraries and Storage* → *Libraries upload mode*.

After you have dragged the *Video* widget on your page you must configure it to display a video.

1. To do this, click *Edit* button in the upper-right corner of the widget.
The *Video* window appears.
2. Choose between the following:
 - *Select video*
The system displays recent video.
 - a. In the right side of the window, select the library where the video you want to display is located.
The system displays all videos and libraries in this library.
You can display all uploaded videos by clicking *All videos*.
For more information, see [Uploading and editing videos](#).
 - b. Click the video you want to display.
 - c. Click *Done*.
 - *Upload video*
 - a. To upload a video, drag and drop it in the window or click *Select video from your computer*, browse your computer to find the video you want to upload and click *Open*.
You can select and display only one video.
 - b. In *Library*, select the library where you want to put the video, by clicking *Change*.
The tree with all created libraries appears. Select the library and click *Done*.
NOTE: If you want to store the video in a new library, you must create it. To do this, click *Create new library*.
 - c. You can change the *Title* of the video.
 - d. Change the categories and the tags which the video is assigned to, by clicking *Categories and tags*.
For more information, see [Adding categories and tags to a content item](#).
 - e. If you have added any custom fields for videos, all created fields, appear after the *Categories and tags* section.
For more information about creating custom fields and hiding default fields, see [Custom fields](#).
NOTE: Some of the above fields may not be displayed when you upload a video, if the view has been modified. To modify the view, click *Administration* → *Settings* → *Advanced* → *ContentView* → *VideosBackend* → *Views* → *SingleVideoUploadDetailsView* → *Sections*.
 - f. Click *Upload*.

NOTE: If you are using multiple site management and the *Libraries* module uses data sources from more than one site, you must first choose the source from which you want to display videos or where a video, uploaded from your computer, will be saved.

To do this, use the dropdown button in the upper-right corner of the window.

For more information, see *Sitefinity Installation and Administration Guide* » *Multiple site management*.

3. To change the selected video, click *Change video* button and perform *Step 2*.
4. To edit the video, click *Edit all properties*.
The *Edit video* window opens. Perform procedure [Editing videos](#).
5. Click *Settings* tab.
6. In the dropdown box, select the *Aspect ratio* of the video.
7. When you are finished, click *Save*.
The *Video* window closes and the *Video* widget is configured to display the video you have selected.

NOTE: If your site is multilingual and the page you are editing is synchronized with another translation, when you edit the widget, the *Save to all translations* button appears. If you click it, the current widget configuration will be saved to all translations, else, if you click *Save*, the widget configuration is saved only to the current translation, but the pages are still synchronized. If your pages are synchronized, you can have different widget configurations, but you cannot have different widgets.

PLAYING YOUTUBE VIDEOS AND PLAYLISTS

You can configure the Video widget to play a YouTube video or a YouTube playlist.

To do this, perform the following:

1. Open the widget for editing and in the lower-right corner, click *Advanced* button.
 - If you want to play a single YouTube video, in *YouTubeVideoURL*, enter the URL of the video.
 - If you want to play a YouTube playlist, in *YouTubePlaylistID*, enter the YouTube playlist ID.
2. Save your changes.

SWITCHING THE MEDIA PLAYER MODE BACK TO SILVERLIGHT

If you want to switch the player mode of the Video widget back to Silverlight, perform the following:

1. Open the widget for editing and in the lower-right corner, click *Advanced* button.
2. In *MediaPlayerMode*, enter *Silverlight*.
3. Change the libraries mode to Silverlight.
For more information, see *Sitefinity Installation and Administration Guide* → *Settings* → *Libraries and Storage* → *Libraries upload mode*.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

VIDEO GALLERY WIDGET

Use this widget to display a gallery of video thumbnails, where each video can be played individually. The widget uses Telerik RadMedia Played, which is an HTML5 video player. It supports WebM (.webm), Ogg (.ogg), and MP4 (.mp4) file formats.

PREREQUISITE: Your video library must support HTML5 mode. For more information, see *Sitefinity Installation and Administration Guide* → *Settings* → *Libraries and Storage* → *Libraries upload mode*.

You can choose videos from the already uploaded or upload new videos.

After you have dragged the *Video gallery* widget on your page you must configure it to display videos.

To do this, click *Edit* button in the upper-right corner of the widget.

The *Video Gallery* window appears, containing two tabs.

VIDEOS TAB

On *Videos* tab you select which videos to display in the gallery.

NOTE: If you are using multiple site management and the *Libraries* module uses data sources from more than one site, you must first choose the source from which you want to display videos.

For more information, see *Sitefinity Installation and Administration Guide* » *Multiple site management*.

1. Select one of the following:
 - *All published videos*
All videos that are uploaded and published are displayed in the gallery.

- *From selected library...*
The *Video gallery* displays videos only from a certain library.
 - a. To select a library, click *Choose*.
The *Choose Library* window appears
 - b. Select the library, whose videos you want to display, and click *Done selecting*.
For more information, see [Uploading and editing videos](#).
 - *Upload new videos...*
To upload new videos, click *Upload* and perform procedure [Uploading videos](#) » *Step 5* to *Step 10*.
2. Under *Narrow the selection* you can further specify which videos to display by choosing one of the following:
- *All published videos from selected library*
This is selected by default and displays all videos selected in the previous step.
 - *Selection of videos*
You can narrow the displayed videos, using categories, tags, and dates.
Select one or more of the following:
 - *by Categories...*
Click the *Select* button to select the categories from which you want to display videos and click *Done*.
 - *by Tags...*
Click *Select* button to select the tags, so that videos tagged with those particular tags will be displayed and click *Done*.
 - *by Dates...*
Click *Select* button.
Select one of the predefined time intervals, so that videos created during that interval will be displayed or choose *Custom range...* and use the *From* and *To* input fields to select a time interval. When finished click *Done*.
3. In *Sort videos*, select a sorting criterion for the videos in the gallery.

SETTINGS TAB

On *Settings* tab you select the way the videos in the gallery are displayed when opened.

1. In *Select video gallery type* area, select one of the following:
 - *Thumbnails + Detailed page*
The video gallery displays the videos as thumbnails. The description of the video is displayed in tooltip text. When clicked, the video is displayed in its original size in the same page together with video title, the user that has uploaded the video, the date of upload, and the description.
 - *Thumbnails + Overlay (lightbox)*
The video gallery displays the videos as thumbnails. The description of the videos is displayed in tooltip text. When clicked, the video is displayed in its original size as an overlay of the page together with its description.
2. In *Fine tune the selected type*, perform the following:
 - If you select *Use paging* radio button, the system divides the thumbnail list of videos into pages.
In the input field you specify how many video thumbnails per page you want to display.
 - If you select *Use limit* radio button, the system displays only a limited number of the video thumbnails.
In the input field, you specify how many video thumbnails you want to display.
 - If you select *No limit and paging* radio button, the system displays all the videos that you have selected in *Videos* tab.
3. Select the size of the thumbnails that the videos in the gallery will use.
4. Perform one of the following:
 - If you have chosen *Thumbnails + Detailed page*, choose one or more of the following checkboxes:
 - *Show options for embedding*
 - *Allow full size*
 - If you have chosen *Thumbnails + Overlay (lightbox)* page, select if you want to allow displaying the full sized video.

5. You can edit the way the widget displays the list of videos, by clicking *Edit Thumbnail list template* and the detailed display of a video by clicking *Edit Detail page template*. For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.
6. If you want to display buttons for social sharing, select *Enable social share buttons*. This enables your users to share the items, for example, on Facebook. To configure which buttons to display, see [Social sharing](#).

FILTERING AND SORTING THE VIDEOS

You can filter and sort the videos, which the widget displays, using both the default and the [custom fields](#) of the video.

1. To filter or sort the videos, click *Advanced* button in the lower-right corner of the window. The advanced editing mode opens.
2. In *MasterViewName* input field, check which view the widget uses.
3. Click *ControlDefinition » Views* buttons.
4. Choose for which view, you want to apply filtering or sorting by selecting the view that the widget uses.
5. Filter or sort the videos in the following way:
 - To filter the videos, in *FilterExpression* input field, enter the desired filtering expression. You can use both default and custom fields. The field supports `AND` and `OR` Boolean operators. For example, enter `Visible = true AND Status = Live`. For more information, see [Filter expressions for content items](#).
 - To sort the videos, in *SortExpression* input field, enter the desired sorting expression. You can use both default and custom fields. The field supports operators `ASC` for ascending and `DESC` for descending. For example, enter `PublicationDate DESC`.

NOTE: To see all custom and default fields, perform procedure [Creating a new custom field » Step 1](#) and [Step 2](#).

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

When you are finished, click *Save*.

The *Video Gallery* window closes and the *Video gallery* widget is configured to display the videos you have selected.

NOTE: If your site is multilingual and the page you are editing is synchronized with another translation, when you edit the widget, the *Save to all translations* button appears. If you click it, the current widget configuration will be saved to all translations, else, if you click *Save*, the widget configuration is saved only to the current translation, but the pages are still synchronized. If your pages are synchronized, you can have different widget configurations, but you cannot have different widgets.

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DYNAMIC CONTENT WIDGETS

If you have created and activated a dynamic module, the system automatically creates a widget and displays the widget in the content widget group. You use the widget to select which of your dynamic content to display on the website and to choose how to display the content.

PREREQUISITES: You have created at least one dynamic content item. For more information, see [Dynamic modules](#).

After you have dragged the widget on your page, the widget automatically displays all published dynamic items.

To configure the display of the items, perform the following:

Click *Edit* button in the upper-right corner of the widget.

The *Edit* window appears where you can configure the following:

CONTENT

In content, you can choose which dynamic items of all the created items you want to display.

NOTE: If you are using multiple site management and the dynamic module uses data sources from more than one site, you must first choose the source from which you want to display items.

For more information, see *Sitefinity Installation and Administration Guide » Multiple site management*.

In *Which <item name> to display?* radio button select one of the following:

- *All published <item name>*

All created items are displayed.

- *One particular <item name> only...*

The system displays one item.

1. To select the item you want to display, click *Select <item name>* button.

A list of all items appears.

2. Select the item and click *Done selecting*.

- *Selection of <item name>:*

You can narrow the displayed items, using categories, tags, and dates.

Select one or more of the following:

- *by Categories...*

Click the *Select* button to select the categories from which you want to display items and click *Done*.

- *by Tags...*

Click *Select* button to select the tags, so that items tagged with those particular tags will be displayed and click *Done*.

- *by Dates...*

Click *Select* button.

Select one of the predefined time intervals, so that items created during that interval will be displayed or choose *Custom range...* and use the *From* and *To* input fields to select a time interval. When finished click *Done*.

LIST SETTINGS

On this tab you choose how to display the item(s) you have selected.

- If you select *Use paging* radio button, the system divides the items into pages.
In the input field you specify how many items per page you want to display.
- If you select *Use limit* radio button, the system displays only a limited number of the items you have chosen to display.
In the input field, you specify how many items you want to display.
- If you select *No limit and paging* radio button, the system displays all the items that you have selected in *Content* tab.
- In *Sort <item name>* dropdown box, select a sorting criterion for the items.
- In *List template*, select the template which is used to display the items on the webpage.
You can create a custom template by clicking *Create new template*. You can edit existing templates by selecting them and clicking *Edit*.
For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

SINGLE ITEM SETTINGS

On this tab you choose the way to display the items.

In *Open Single item in...* radio button, select one of the following:

- *Auto-generated page*

When an item is clicked, it is displayed in a page which is automatically generated and has the same layout as the current page.

- *Select existing page...*

You select a page from the existing pages with certain layout where an item will be displayed when clicked.

NOTE: In order to display the dynamic item, the page you have selected must have your dynamic widget added.

1. Click *Select Page*.

From the treeview, select the page where you want to display the item.

2. Click *Done selecting*.

- In *Detail templates*, select the template which is used to display the items on the webpage.

You can create a custom template by clicking *Create new template*. You can edit existing templates by selecting them and clicking *Edit*.

For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

- If you want to display buttons for social sharing, select *Enable social share buttons*. This enables your users to share the items, for example, on Facebook. To configure which buttons to display, see [Social sharing](#).

FILTERING AND SORTING THE ITEMS

You can filter and sort the dynamic items, which the widget displays, using fields of the item.

1. To filter or sort the items, click *Advanced* button in the lower-right corner of the window. The advanced editing mode opens.
2. Click *ControlDefinition* » *Views* » *DynamicContentMasterView* buttons.
 - To filter the items, in *FilterExpression* input field, enter the desired filtering expression. The field supports **AND** and **OR** Boolean operators. For example, enter **Visible = true AND Status = Live**. For more information, see [Filter expressions for content items](#).
 - To sort the items, in *SortExpression* input field, enter the desired sorting expression. The field supports operators **ASC** for ascending and **DESC** for descending. For example, enter **PublicationDate DESC**.

NOTE: If on one page, you want to have more than one dynamic module widget, either from the same module, or from different dynamic modules, you must tell the system how to distinguish them by setting the *UriKeyPrefix*.

To do this click *Advanced* button, in the lower-right corner of each of the dynamic widgets. In *UriKeyPrefix* field, enter a prefix of your choice. For example, if the widgets are from two different modules, you can enter the name of the module.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

When you are finished with all the settings, click *Save*.

The *Edit* window closes and the widget is configured to display the dynamic items you have selected.

NOTE: If your site is multilingual and the page you are editing is synchronized with another translation, when you edit the widget, the *Save to all translations* button appears. If you click it, the current widget configuration will be saved to all translations, else, if you click *Save*, the widget configuration is saved only to the current translation, but the pages are still synchronized. If your pages are synchronized, you can have different widget configurations, but you cannot have different widgets.

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DYNAMIC HIERARCHICAL WIDGETS

If you have created and activated a dynamic module, the system automatically creates a widget and displays the widget in the content widget group. You use the widget to select which of your dynamic content to display on the website and to choose how to display the content.

PREREQUISITES: You have created at least two dynamic content types that have hierarchy. For more information, see [Dynamic modules](#).

Use this widget to display a dynamic content type that has hierarchy. Using this widget you can display parent and children content types. For example, you can display forums and when a forum is clicked, the system displays forum threads.

After you have dragged the widget on your page you must configure it to display parent and children content types.

1. To do this, click *Edit* button in the upper-right corner of the widget.
2. Under *Behavior*, choose which items to display. You can choose to display only parent items, only children, or the full functionality – when a parent item is clicked, its children are displayed.
3. Under *Settings*, choose which items to display, by choosing one the following:
 - *All published <item type>*
All created items are displayed.
 - *One particular <item type> only...*
The system displays one news item.
 - a. To select the news you want to display, click *Select <item type>* button. A list of all items appears.

b. Select the item and click *Done selecting*.

- *Selection of <item type>:*

You can narrow the displayed news, using categories, tags, and dates.

Select one or more of the following:

- *by Categories...*

Click the *Select* button to select the categories from which you want to display items and click *Done*.

- *by Tags...*

Click *Select* button to select the tags, so that items tagged with those particular tags will be displayed and click *Done*.

- *by Dates...*

Click *Select* button.

Select one of the predefined time intervals, so that items created during that interval will be displayed or choose *Custom range...* and use the *From* and *To* input fields to select a time interval. When finished click *Done*.

4. If, under *Behavior*, you have chosen to display a single content type, you must also select the page in which the items open by default.

To do this, under *Page for <item type>*, click *Select*, select a page and click *Done selecting*.

NOTE: The page that you select must have a widget for displaying the content type.

5. Choose the *Paging, limit and sorting* for the content type that you have chosen in *Step 2*.

For each content type, perform the following:

a. Choose how to display the items, by selecting one of the following:

- If you select *Use paging* radio button, the system divides the events into pages. In the input field you specify how many events per page you want to display.
- If you select *Use limit* radio button, the system displays only a limited number of the events you have chosen to display. In the input field, you specify how many events you want to display.
- If you select *No limit and paging* radio button, the system displays all the events that you have selected in *Content* tab.

b. In *Sort items* dropdown box, select a sorting criterion for the items.

6. Choose the *Templates* to be used for each content type you have chosen in *Step 2*.

For each content type, perform the following:

- a. Select the template for displaying the single item.
- b. Select the template for displaying the list of items.

You can create a custom template by clicking *Create new template*. You can edit existing templates by selecting them and clicking *Edit selected template*.

For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

7. If you want to display buttons for social sharing, select *Enable social share buttons*.

This enables your users to share the items, for example, on Facebook.

To configure which buttons to display, see [Social sharing](#).

The *Forums* window closes and the widget is configured.

NOTE: If your site is multilingual and the page you are editing is synchronized with another translation, when you edit the widget, the *Save to all translations* button appears. If you click it, the current widget configuration will be saved to all translations, else, if you click *Save*, the widget configuration is saved only to the current translation, but the pages are still synchronized. If your pages are synchronized, you can have different widget configurations, but you cannot have different widgets.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

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COMMON BEHAVIOR OF CONTENT WIDGETS

When you drop two content widgets on one page, by default, they share the following behavior:

- Paging
- Switching to detail mode and back to list
- URL filtering (by date through the *Archive* widget, or by a classification through the *Tags* or *Categories* widget)

This means that clicking a page in one widget also changes the page in the other. Clicking a single item in one widget switches the other to detail mode, filtering by date or classification filters both widgets.

If you do not want the widgets to behave in this way, perform the following for each widget:

1. Click the *Edit* button in the upper-right corner of the widget.
2. Click *Advanced* button in the lower-right corner of the widget.
3. In field *UrlKeyPrefix*, for each widget enter a different string.
When you perform an action like paging, filtering, or opening the detail mode, this string is added to the URL. If you perform the action on one widget, the system does not perform it on the other widgets on the page, however if you have performed the action on one widget and then perform it on another, the system returns the first widget in its original state.
To overcome this, perform *Step 4*.
4. In any of the widgets, in field *UrlEvaluationMode*, enter **QueryString**.
This is applied automatically to all other widgets.
NOTE: The *Forums* widget does not support **QueryString**. If you have such widget on the page, you cannot perform this step.
5. Click *Save* » *Save*.

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FILTER EXPRESSIONS FOR CONTENT ITEMS

Following is a list of examples of filter expressions' syntax. You can use these examples to create your own filter expressions when you configure the widgets.

FILTER BY CATEGORY

```
Visible = true AND Status = Live AND Category.Contains("{Taxonomy ID}")
```

```
Visible = true AND Status = Live AND Category.Contains("{Taxonomy ID}") AND  
Category.Contains("{Taxonomy ID}")
```

```
Visible = true AND Status = Live AND (Category.Contains("{Taxonomy ID}") OR  
Category.Contains("{Taxonomy ID}"))
```

NOTE: You can view the ID of each classification by adding the *Tags* widget to a page, clicking its *Edit* button, deleting the contents of field *TaxonomyID*, and clicking *Save*.

FILTER BY TAGS

```
Visible = true AND Status = Live AND Tags.Contains("{Taxonomy ID}")
```

```
Visible = true AND Status = Live AND (Tags.Contains("{Taxonomy ID}") OR Tags.Contains("{Taxonomy  
ID}")) )
```

FILTER BY CUSTOM FIELDS (FOR NUMBER CUSTOM FIELD)

```
Visible = true AND Status = Live AND CustomFiledName > 0
```

```
Visible = true AND Status = Live AND CustomFiledName = 7
```

FILTER BY NEWS TITLE

```
Visible = true AND Status = Live AND Title.Contains("News Title")
```

```
Visible = true AND Status = Live AND Title.Contains("news")
```

FILTER BY NEWS CONTENT

```
Visible = true AND Status = Live AND Content.Contains("ipsum")
```



```
Visible = true AND Status = Live AND Content.Contains("long established fact")
```

FILTER BY AUTHOR

```
Visible = true AND Status = Live AND Author = "author"
```

```
Visible = true AND Status = Live AND Author != "author"
```

```
Visible = true AND Status = Live AND Author.Contains("author")
```

```
Visible = true AND Status = Live AND Author.Contains("author")
```

FILTER BY PUBLICATION DATE

```
Visible = true AND Status = Live AND PublicationDate <= DateTime.UtcNow // Shows all
```

```
Visible = true AND Status = Live AND PublicationDate < DateTime.UtcNow // Shows all
```

```
Visible = true AND Status = Live AND PublicationDate > DateTime.UtcNow // Shows none
```

FILTER BY DATE LOGGED

```
Visible = true AND Status = Live AND DateLogged.HasValue AND DateLogged.Value.Date =  
DateTime.UtcNow.Date
```

```
// Will filter only items where the data component of the value specified in the DateLogged  
field matches the date component of DateTime.UtcNow
```

```
Visible = true AND Status = Live AND EventStart > (01/01/2014) AND EventEnd < (04/01/2014)
```

//WILL FILTER EVENTS THAT START FROM 1ST OF JANUARY 2014 AND END TILL 4TH OF JANUARY 2014. **NAVIGATION**

WIDGETS GROUP

The *Navigation* widget group contains widgets that you use to display website navigation, language selector, and archive of content items you have created on [Content](#) tab.

Section Contents

The following widgets are part of the *Navigation* group:

- ▼ Navigation
Use this widget to display website navigation. The *Navigation* widget displays only visible pages.
- ▼ Old Navigation
The old *Navigation* widget is supported and visible, only if you first install it.
- ▼ Archive
Use the *Archive* widget to display published content items grouped by date on your page.
- ▼ Language selector
Use the *Language selector* widget if you use multiple languages for your website. The widget allows the user to switch between the different language versions of a page.
- ▼ Breadcrumb
Use the *Breadcrumb* widget to display the path to the current page. This helps your users to navigate the website.
- ▼ Site selector
Use the *Site selector* widget to give the users the opportunity to select one of your sites. Available only with multiple sites.

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NAVIGATION WIDGET


Use this widget to display website navigation. The widget displays only visible pages.

You first configure the *Navigation* widget when you drop it on a page, then you can use the widget template to customize its behavior and appearance, then you can apply a CSS to style it.

For more information, see *Sitefinity Designer's Guide » Widget templates » Styling and configuring the Navigation widget » Customize the Navigation widget*.

After you have dragged the *Navigation* widget on your page you must configure it to display navigation links.

1. To do this, click *Edit* button in the upper-right corner of the widget.
The *Navigation* window appears.
2. Choose which pages to display in the navigation, by selecting one of the following:
 - *Top level pages*
The *Navigation* widget displays links to pages that are at top level in the structure of pages and have no parent.
 - *All pages under particular page*
The system displays links to pages that are children of only one particular page.
 - a. To select the page, click *Select page* button.
 - b. In the treeview that appears, select the parent page and click *Done selecting*.
 - *All pages under currently opened page*
The system displays links to pages that are children of the currently opened page.
 - *All sibling pages of currently opened page*
The system displays links to pages that are siblings of the currently opened page.
 - *Custom selection of pages...*
The system displays links only to pages that you select.
 - a. To select pages for the navigation, click *Select pages* button.
The *Select Pages* window appears.
 - b. Select one of the following tabs:
 - *From this site*
In the treeview that appears, select the checkboxes of the pages, which you want to be part of the navigation.
 - *From other sites*
 - i. Enter the URL of the page.
 - ii. In *Name* input field, enter the name to be displayed in the navigation.
 - iii. Click *Add* button.
The page is added to the list of external pages.

You can add as many pages as needed. To remove a page, click the respective  button.
 - c. When finished, click *Done selecting*.

NOTE: You can select both external pages and pages from Sitefinity.

3. Select the template used for the navigation.
In *Template* dropdown box, choose one of the following:
 - *Horizontal (one-level)*
The system displays links to the pages horizontally (one next to the other). There is no hierarchy (no links to children pages).
 - *Horizontal with dropdown-menus*
The system displays links to the pages horizontally. If you select a parent page or a group page, the system displays all children pages in a dropdown menu.
 - *Horizontal with tabs (up to 2 levers)*
The system displays links to the pages horizontally. If you select a parent page or a group page, the system displays all children pages in a tabstrip.
 - *Vertical (one-level)*
The system displays links to the pages vertically. There is no hierarchy.
 - *Tree (vertical with sub-pages)*
The system displays links to the pages in a vertical tree with all its nodes expanded. The Tree navigation type enables you to view the hierarchy of the website.
 - *Sitemaps in columns*
The system displays links to top level pages horizontally. If a top level page is a parent page or a group page, containing other pages, they are displayed in a column below their parent page. Only the first two levels of hierarchy are displayed.

- *Sitemaps in rows*

The system displays links to top level pages vertically. If a top level page is a parent page or a group page, containing other pages, they are displayed in a row below their parent page. Only the first two levels of hierarchy are displayed.

4. To apply a CSS, enter the name of the class in CSS class

You can choose a class name for each navigation. You can then set particular style for this navigation widget or apply a specific responsive design.

SETTING THE LEVELS OF NAVIGATION

For navigation templates that have more than one level of navigation, you can setup the depth of the navigation nodes.

Under *Levels to include*, select one of the following:

- *All*
When you select a parent or a group page, the system always displays its children pages.
- *<Number>*
The system displays the children pages only up to the level you have selected in the dropdown box.
For example, if you have selected *2*, the system displays only top level pages and their children.

You can also setup how many navigation levels to display in your navigation, using the widget template.

For more information, see *Sitefinity Designer's Guide » Widget templates » Styling and customizing the Navigation widget » Setting the levels of the Navigation widget*.

RESPONSIVE DESIGN OF THE NAVIGATION WIDGET

You can apply responsive design for the *Navigation* widget only. This way its appearance will be different for different devices, used to view the website.

You can do this, using Sitefinity Responsive Design feature. To do this, in the main menu, click *Design » Responsive & Mobile Design*.

For more information, see *Sitefinity Designer's Guide » Displaying pages on mobile devices » Step 7*.

You can also apply responsive design to the *Navigation* widget, using the widget template.

For more information, see *Sitefinity Designer's Guide » Widget templates » Styling and customizing the Navigation widget » Creating responsive design without Sitefinity Responsive Design feature*.

DISPLAYING THE PARENT NODE IN THE NAVIGATION WIDGET

If you have selected to display all nodes under a particular parent page, you can choose whether you want to display the parent node in the beginning of the navigation.

For more information, see *Sitefinity Designer's Guide » Widget templates » Styling and customizing the Navigation widget » Displaying the parent node in the Navigation widget*.

OLD NAVIGATION WIDGET

DISPLAYING THE OLD NAVIGATION WIDGET

In Sitefinity 6.1 a new *Navigation* widget is introduced. It is highly customizable and provides extended capabilities for modifying its design. The old *Navigation* widget will be continued to be supported.

To use the old *Navigation* widget, perform the following:

1. In the main menu, click *Administration » Settings » Advanced*.
2. In the navigation tree on the left, click *Toolboxes » Toolboxes » PageControls » Sections » NavigationControlsSection » Tools*.
3. Click *Create New* button.
4. In *Control CLR Type or Virtual Path*, enter
`Telerik.Sitefinity.Web.UI.NavigationControls.NavigationControl, Telerik.Sitefinity`
5. Enter a *Name* and a *Title*.
For example `OldNavigation` and `Old Navigation`
6. In *CssClass*, enter `sfNavigationIcon`
7. Click *Save Changes* button.

The widget is added to the *Navigation* widget group and you can use it on your pages.

USING THE OLD NAVIGATION WIDGET

Use this widget to display website navigation. The widget displays only visible pages.

After you have dragged the *Navigation* widget on your page you must configure it to display navigation links.

1. To do this, click *Edit* button in the upper-right corner of the widget.
The *Navigation* window appears.
2. In *What type of navigation to use?* area, choose the type of navigation by selecting one of the following:
 - ▼ **Horizontal**
The system displays links to the pages horizontally (one next to the other). There is no hierarchy (no links to children pages).
 - ▼ **Horizontal with dropdown menus**
The system displays links to the pages horizontally. If you select a parent page or a group page, the system displays all children pages in a dropdown menu.
 - ▼ **Horizontal with tabs**
The system displays links to the pages horizontally. If you select a parent page or a group page, the system displays all children pages in a tabstrip.
 - ▼ **Vertical**
The system displays links to the pages vertically. There is no hierarchy.
 - ▼ **Tree (vertical with sub-levels)**
The system displays links to the pages in a vertical tree with all its nodes expanded. The *Tree* navigation type enables you to view the hierarchy of the website.
 - ▼ **Sitemap divided in column**
The system displays links to top level pages horizontally. If a top level page is a parent page or a group page, containing other pages, they are displayed in a column below their parent page. Only the first two levels of hierarchy are displayed.
 - ▼ **Sitemap divided in rows**
The system displays links to top level pages vertically. If a top level page is a parent page or a group page, containing other pages, they are displayed in a row below their parent page. Only the first two levels of hierarchy are displayed.
 - **Custom Navigation**
Select this option to choose different than the predefined navigation types.
3. When you are finished, click *Save*.
The *Navigation* window closes and the *Navigation* widget is configured to display the navigation links you have selected.
4. To style your navigation, perform procedure [Style the navigation widget](#).

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

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HORIZONTAL NAVIGATION

The system displays links to the pages horizontally (one next to the other). There is no hierarchy (no links to children pages).


In *Fine tune the selected type* area, select one of the following:

- **Top level pages**
The *Navigation* widget displays links to pages that are at top level in the structure of pages and have no parent.
- **All pages under particular page**
The system displays links to pages that are children of only one particular page.
 1. To select the page, click *Select page* button.
 2. In the treeview that appears, select the parent page and click *Done selecting*.
- **Custom selection of pages...**
The system displays links only to pages which you select.
 1. To select pages for the navigation, click *Select pages* button.

The *Select Pages* window appears.

2. Select one of the following tabs:

- *From this site*
In the treeview that appears, select the checkboxes of the pages, which you want to be part of the navigation.
- *From other sites*
 - a. Enter the URL of the page.
 - b. In *Name* input field, enter the name to be displayed in the navigation.
 - c. Click *Add* button.
The page is added to the list of external pages.

You can add as many pages as needed. To remove a page, click the respective  button.

3. When finished, click *Done selecting*.

NOTE: You can select both external pages and pages from Sitefinity.

- To apply a CSS, click *Design settings*.
 - You can choose a class name for each navigation, if later you want to set a CSS for this particular navigation. Enter the name in *Wrapper CSS class* input field.
 - If you want to apply a template that is different from the predefined, enter the path to the template. You must have uploaded the template in your project templates. For more information, see *Sitefinity Designer's Guide » Website templates file structure*.

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HORIZONTAL NAVIGATION WITH DROPDOWN MENUS

The system displays links to the pages horizontally. If you select a parent page or a group page, the system displays all children pages in a dropdown menu.

In *Fine tune the selected type* area, select one of the following:

- *Top level pages*
The *Navigation* widget displays links to pages that are at top level in the structure of pages and have no parent.
- *All pages under particular page*
The system displays links to pages that are children of only one particular page.
 1. To select the page, click *Select page* button.
 2. In the treeview that appears, select the parent page and click *Done selecting*.
- In *Levels to include*, select one of the following:
 - *All existing levels*
When you select a parent or a group page, the system always displays its children pages.
 - *<Number> level(s)*
The system displays the children pages only up to the level you have entered in the input field.
For example, if you have entered 2, the system displays only top level pages and their children.
- In *Open dropdown menu on*, select one of the following:
 - *Mouse over*
The dropdown menu with children pages opens when you hover over the parent page.
 - *Click*
The dropdown menu with children pages opens when you click the parent page.
- To apply a CSS, click *Design settings*.
 - You can choose a class name for each navigation, if later you want to set a CSS for this particular navigation. Enter the name in *Wrapper CSS class* input field.

- If you want to apply a template that is different from the predefined, enter the path to the template. You must have uploaded the template in your project templates. For more information, see *Sitefinity Designer's Guide » Website templates file structure*.

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HORIZONTAL NAVIGATION WITH TABS

The system displays links to the pages horizontally. If you select a parent page or a group page, the system displays all children pages in a tabstrip.

In *Fine tune the selected type* area, select one of the following:

- *Top level pages*
The *Navigation* widget displays links to pages that are at top level in the structure of pages and have no parent.
- *All pages under particular page*
The system displays links to pages that are children of only one particular page.
 1. To select the page, click *Select page* button.
 2. In the treeview that appears, select the parent page and click *Done selecting*.
- In *Levels to include*, select one of the following:
 - *All existing levels*
When you select a parent or a group page, the system always displays its children pages.
 - *<Number> level(s)*
The system displays the children pages only up to the level you have entered in the input field. For example, if you have entered 2, the system displays only top level pages and their children.
- In *Open dropdown menu on*, select one of the following:
 - *Mouse over*
The dropdown menu with children pages opens when you hover over the parent page.
 - *Click*
The dropdown menu with children pages opens when you click the parent page.
- To apply a CSS, click *Design settings*.
 - You can choose a class name for each navigation, if later you want to set a CSS for this particular navigation. Enter the name in *Wrapper CSS class* input field.
 - If you want to apply a template that is different from the predefined, enter the path to the template. You must have uploaded the template in your project templates. For more information, see *Sitefinity Designer's Guide » Website templates file structure*.

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VERTICAL NAVIGATION

The system displays links to the pages vertically. There is no hierarchy.

In *Fine tune the selected type* area, select one of the following:

- *Top level pages*
The *Navigation* widget displays links to pages that are at top level in the structure of pages and have no parent.
- *All pages under particular page*
The system displays links to pages that are children of only one particular page.
 1. To select the page, click *Select page* button.
 2. In the treeview that appears, select the parent page and click *Done selecting*.
 3. Choose whether to display the selected page or not by selecting the *Show the selected page in navigation* checkbox.
- *All pages under currently opened page*
The system displays links to pages that are children of the currently opened page.

Choose whether to display the currently opened page or not by selecting the *Show the currently opened page in navigation* checkbox.

- *All sibling pages of currently opened page*

The system displays links to pages that are siblings of the currently opened page.

Choose whether to display the currently opened page or not by selecting the *Show the currently opened page in navigation* checkbox.

- *Custom selection of pages...*

The system displays links only to pages that you select.

1. To select pages for the navigation, click *Select pages* button.

The *Select Pages* window appears.

2. Select one of the following tabs:

- *From this site*

In the treeview that appears, select the checkboxes of the pages, which you want to be part of the navigation.


- *From other sites*

- a. Enter the URL of the page.

- b. In *Name* input field, enter the name to be displayed in the navigation.

- c. Click *Add* button.

The page is added to the list of external pages.

You can add as many pages as needed. To remove a page, click the respective  button.

3. When finished, click *Done selecting*.

NOTE: You can select both external pages and pages from Sitefinity.

- *All sibling pages of currently opened page*

The system displays links to all pages that are on the same level as the page that is opened.

- To apply a CSS, click *Design settings*.

- You can choose a class name for each navigation if later you want to set a CSS for this particular navigation. Enter the name in *Wrapper CSS class* input field.

- If you want to apply a template that is different from the predefined, enter the path to the template. You must have uploaded the template in your project templates. For more information, see *Sitefinity Designer's Guide » Website templates file structure*.

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TREE NAVIGATION

The system displays links to the pages in a vertical tree with all its nodes expanded. The *Tree* navigation type enables you to view the hierarchy of the website.

In *Fine tune the selected type* area, select one of the following:

- *Top level pages*

The *Navigation* widget displays links to pages that are at top level in the structure of pages and have no parent.

- *All pages under particular page*

The system displays links to pages that are children of only one particular page.

1. To select the page, click *Select page* button.

2. In the treeview that appears, select the parent page and click *Done selecting*.

- In *Levels to include*, select one of the following:

- *All existing levels*

When you select a parent or a group page, the system always displays its children pages.

- *<Number> level(s)*

The system displays the children pages only up to the level you have entered in the input field.

For example, if you have entered 2, the system displays only top level pages and their children.

- Select the following checkboxes:
 - *Show all levels expanded initially*
The system displays all levels of pages expanded. The parent pages cannot be collapsed.
 - *Allow collapsing*
The system displays only top level pages. All pages that are parent pages can be expanded.
 - *Show all levels expanded initially* and *Allow collapsing*
The system displays all pages expanded, but parent pages can be collapsed.
- To apply a CSS, click *Design settings*.
 - You can choose a class name for each navigation if later you want to set a CSS for that particular navigation. Enter the name in *Wrapper CSS class* input field.
 - If you want to apply a template that is different from the predefined, enter the path to the template. You must have uploaded the template in your project templates. For more information, see *Sitefinity Designer's Guide » Website templates file structure*.

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SITEMAP NAVIGATION DIVIDED IN COLUMN

The system displays links to top level pages horizontally. If a top level page is a parent page or a group page, containing other pages, they are displayed in a column below their parent page. Only the first two levels of hierarchy are displayed.

In *Fine tune the selected type* area, select one of the following:

- *Top level pages*
The *Navigation* widget displays links to pages that are at top level in the structure of pages and have no parent.
- *All pages under particular page*
The system displays links to pages that are children of only one particular page.
 1. To select the page, click *Select page* button.
 2. In the treeview that appears, select the parent page and click *Done selecting*.
- To apply a CSS, click *Design settings*.
 - You can choose a class name for each navigation if later you want to set a CSS for this particular navigation. Enter the name in *Wrapper CSS class* input field.
 - If you want to apply a template that is different from the predefined, enter the path to the template. You must have uploaded the template in your project templates. For more information, see *Sitefinity Designer's Guide » Website templates file structure*.

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SITEMAP NAVIGATION DIVIDED IN ROWS

The system displays links to top level pages vertically. If a top level page is a parent page or a group page, containing other pages, they are displayed in a row below their parent page. Only the first two levels of hierarchy are displayed.

In *Fine tune the selected type* area, select one of the following:

- *Top level pages*
The *Navigation* widget displays links to pages that are at top level in the structure of pages and have no parent.
- *All pages under particular page*
The system displays links to pages that are children of only one particular page.
 1. To select the page, click *Select page* button.
 2. In the treeview that appears, select the parent page and click *Done selecting*.
- To apply a CSS, click *Design settings*.
 - You can choose a class name for each navigation if later you want to set a CSS for this particular navigation. Enter the name in *Wrapper CSS class* input field.

- If you want to apply a template that is different from the predefined, enter the path to the template. You must have uploaded the template in your project templates. For more information, see *Sitefinity Designer's Guide » Website templates file structure*.

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STYLE THE NAVIGATION WIDGET

1. Write the CSS file.

Following is an example CSS file named `main.css` containing class named *University*:

```
.RadTabStrip_University li {
    border-bottom: 1px solid #e3e3e3;
    height: 25px;
    line-height: 25px;
    font-size: 11px;
    font-family: Arial;
    padding: 0px;
    margin: 0px;
}

.RadTabStrip_University li a.rtsLink {
    color: #4e4e4e;
    display: block;
    width: 100%;
    text-align: left;
    background-image: url(../Images/arrow.jpg);
    background-repeat: no-repeat;
    background-position: 10px 10px;
    text-indent: 3px;
}

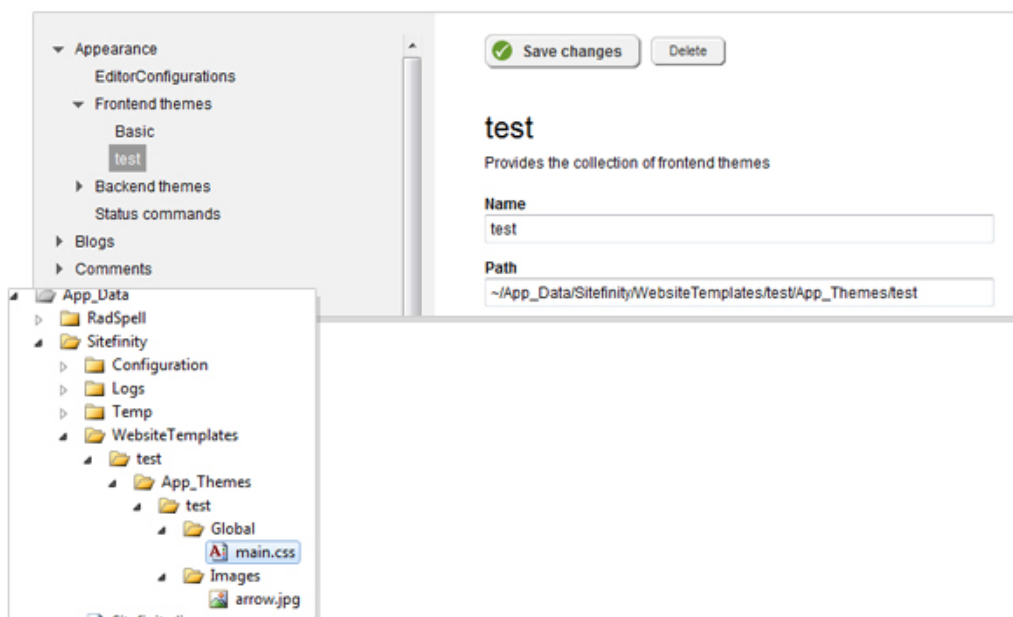
.RadTabStrip_University li a.rtsLink:hover {
    color: White;
    background-color: #013300;
}

.RadTabStrip_University li .rtsTxt {
    text-align: left;
}
```

2. Register the theme in Sitefinity.

For more information, see *Sitefinity Designer's Guide » Themes » Registering a theme*.

The following screenshot displays the registered theme, named *test* and the path to the theme and its `main.css` file:



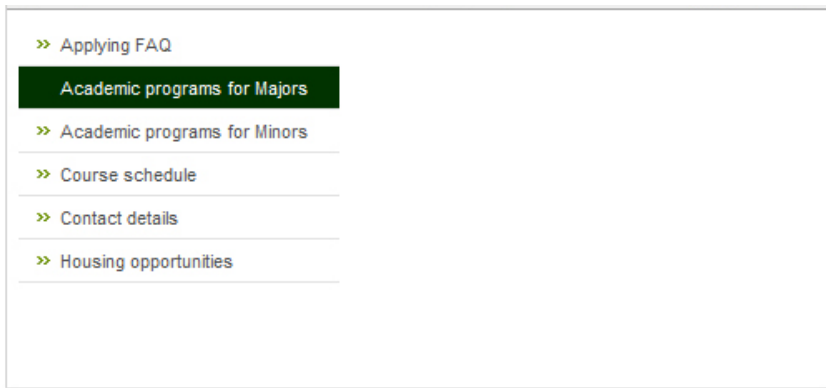
3. Apply the theme to the template that will hold your navigation.

For more information, see *Designer's Guide » Themes » Applying a theme*.

The theme you have registered appears in the dropdown box.

4. Add the *Navigation* widget to the template.
5. When you configure the widget, in *Design settings* » *Wrapper CSS class*, enter the name of the CSS class you have created. For example, enter **University**, which is the name of the CSS class that you defined in *Step 1*.

Following is an example of how the navigation looks like:



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CONFIGURING THE ARCHIVE WIDGET

Use the *Archive* widget to display published content items grouped by date on your page.

EXAMPLE: You can display all the news created so far, grouped according to the year they were published. If you have news published since 2008, then the *Archive* widget displays a list that contains the years *2008*, *2009*, and *2010*. When you click a year, the system displays the news published in this year.

To configure the *Archive* widget, perform the following:

1. Drag the *Archive* widget on your page and perform one of the following:

To display an archive of:	Procedure
Blog posts	<ol style="list-style-type: none">a. Add the <i>Blog posts</i> widget to the page.b. Click the <i>Edit</i> button in the upper-right corner of the <i>Archive</i> widget.c. In <i>ContentType</i> input field enter Telerik.Sitefinity.Blogs.Model.BlogPost.
Events	<ol style="list-style-type: none">a. Add the <i>Events</i> widget to the page.b. Click the <i>Edit</i> button in the upper-right corner of the <i>Archive</i> widget.c. In <i>ContentType</i> input field enter Telerik.Sitefinity.Events.Model.Event.
News	<ol style="list-style-type: none">a. Add the <i>News</i> widget to the page.b. Click the <i>Edit</i> button in the upper-right corner of the <i>Archive</i> widget.c. In <i>ContentType</i> input field enter Telerik.Sitefinity.News.Model.NewsItem.
Images	<ol style="list-style-type: none">a. Add the <i>Image gallery</i> widget to the page.b. Click the <i>Edit</i> button in the upper-right corner of the <i>Archive</i> widget.c. In <i>ContentType</i> input field enter Telerik.Sitefinity.Libraries.Model.Image.
Videos	<ol style="list-style-type: none">a. Add the <i>Video gallery</i> widget to the page.b. Click the <i>Edit</i> button in the upper-right corner of the <i>Archive</i> widget.c. In <i>ContentType</i> input field enter Telerik.Sitefinity.Libraries.Model.Video.
Documents	<ol style="list-style-type: none">a. Add the <i>Download list</i> widget to the page.

-
- | | |
|--|--|
| | <ul style="list-style-type: none">b. Click the <i>Edit</i> button in the upper-right corner of the <i>Archive</i> widget.c. In <i>ContentType</i> input field enter <code>Telerik.Sitefinity.Libraries.Model.Document</code>. |
|--|--|
-

For more information, see [Widgets](#).

2. In edit mode of the *Archive* widget, in *DateBuildOptions* input field, enter one of the following:
 - **YearMonthDay**
Groups the content items according to the year, the month, and the date they were published.
 - **YearMonth**
Groups the content items according to the year and the month they were published.
 - **Year**
Groups the content items according to the year they were published.
3. In edit mode of the *Archive* widget, in *ShowItemCount*, enter one of the following:
 - **True**
After the date the system displays in brackets the number of published items for this date.
 - **False**
The system does not display the number of items for this date.
4. Click *Save*.
The system saves the setting and closes the editing mode of the *Archive* widget.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

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LANGUAGE SELECTOR WIDGET

Use the *Language selector* widget if you use multiple languages for your website. The widget allows the user to switch between the different language versions of a page.

PREREQUISITES: You are in multilingual mode. For more information, see [Languages](#).

After you have dragged the *Language selector* widget on your page you must configure it to display language links.

1. To do this, click *Edit* button in the upper-right corner of the widget.
The *Language selector* window appears.
2. In the *Display language selector as...* radio button group, choose how to display the links to different languages, by selecting one of the following:
 - *Horizontal list*
Displays the language links one next to the other.
 - *Vertical list*
Displays the language links one under another.
 - *Drop-down menu*
Displays the language links in a dropdown box.
3. If you want the current language to be also included in the list of links, select the *Include the current language in the selector* checkbox.
4. In *What to do with languages without translations?* radio button group, choose how the widget behaves when there is an added language, for which the page has no translation.
Select one of the following:
 - *Hide the link to the missing translation*
The system displays only links to existing translations.
 - *Redirect to home page of language for missing translation*
The system displays links to all added languages, but for the languages for which there is no translation, the system redirects to the homepage of the respective language.

For more information about language translations, see [Create a language translation of a page](#).

5. When you are finished, click *Save*.

The system saves the setting and closes the editing mode of the *Language selector* widget.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

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BREADCRUMB WIDGET

Use the *Breadcrumb* widget to display the path to the current page. This helps your users to navigate the website.

To configure the *Breadcrumb* widget, perform the following:

1. After you have dragged the widget on your page, click *Edit* button in the upper-right corner of the widget.
The *Edit* window appears.
2. In *What to include in the breadcrumb?*, choose one of the following radio buttons:
 - *Full path to the current page.*
The system displays the full path to the current page, starting from the homepage.
 - *Path starting from a specific page...*
The system displays the path from a selected page to the current page.
 - a. Click *Select a page* button.
 - b. Select a page from the site map and click *Done selecting*.
You must select a page that is a parent of the current page.
3. Select whether you want to:
 - *Show Home page link*
This displays the home page at the beginning of the breadcrumb.
 - *Show current page in the end of the breadcrumb*
This displays the current page as a link at the end of the breadcrumb.
 - *Show group pages in the breadcrumb.*
A group page is a container for pages and does not have its own content. It redirects to its first child page.
4. In *Label*, enter whether you want to display text before the breadcrumb.
For example, *You are here:*
5. In *Template*, select the template that is used to display the breadcrumb on the webpage.
You can create a custom template by clicking *Create new template*. You can edit existing templates by selecting them and clicking *Edit selected template*.
6. For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*. If you have an ecommerce site and you want the currently open product to be displayed in the breadcrumb, open the advanced mode of the widget by clicking *Advanced* and in *AllowVirtualNodes* field enter **true**.
7. Click *Save*.
The *Edit* window closes and the widget is configured.

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SITE SELECTOR WIDGET

The *Site selector* widget is available only if you have multiple sites. Use it to give the users the opportunity to select one of your sites. For example, if you are selling electronics and you have separate sites for air conditioners and mobile phones, on you home page you can have a *Site selector* widget.

To configure the *Site selector* widget, perform the following:

1. After you have dragged the widget on your page, click *Edit* button in the upper-right corner of the widget.
The *Edit* window appears.
2. In *Display as...*, choose one of the following radio buttons:
 - *Drop-down menu*
The system displays all sites in a dropdown box.

- *List of links*

The system displays all sites as links.

3. In *Label*/input field, enter a label for the dropdown box or the links list.
4. To display the current site in the selector, select *Include the current site* checkbox.
5. If you sites have multiple languages, you can choose to display each language version of a site as a separate site in the selector.
To do this, select *Display each language version as a separate site* checkbox and choose how to label the language versions in the selector:
 - *Show site names and languages*
 - *Show languages only*
6. In *Template*, select the template that is used to display the selector on the webpage.
You can create a custom template by clicking *Create new template*. You can edit existing templates by selecting them and clicking *Edit selected template*.
For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.
7. Click *Save*.
The *Edit* window closes and the widget is configured.

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SCRIPTS AND STYLES WIDGETS GROUP

The *Scripts and Styles* widgets group contains widgets that you use to apply style to the page or to enhance the page with additional functionality.

Section contents

The following widgets are part of the *Navigation* group:

- ▼ **CSS**
Use the *CSS* widget to apply Cascading Style Sheets (CSS) to your page. CSS are used to style your webpage in terms of font, colors, spacing, etc.
- ▼ **JavaScript**
Use *Java Script* widget to embed JavaScript code in your page. JavaScript is used to enhance the functionality of your website.
- ▼ **Google Analytics**
Use this widget to add Google Analytics tracking code to your page. You use Google Analytics to track your website traffic and marketing effectiveness.

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CSS WIDGET

Use the *CSS* widget to apply Cascading Style Sheets (CSS) to your page. CSS are used to style your webpage in terms of font, colors, spacing, etc.

RECOMMENDATION: We recommend that you use the CSS widget to set only page specific CSS. To set CSS to the entire website, we recommend you to use themes. For more information, see *Sitefinity Designer's Guide » Themes*.

To apply a CSS to your page, perform the following:

1. Drag the *CSS* widget anywhere on the page and click *Edit* button in the upper-right corner of the widget.
The *CSS* window appears.
NOTE: If you add *CSS* widget in a page template, the CSS file is applied to all the pages that use this template. If you add it on one particular page, the CSS file is applied only to this page.
2. Add the CSS code in one of the following ways:
 - If the CSS file (files with `.css` extension) you want to apply is already uploaded, on *Link to a CSS file* tab, perform one of the following:

- In *URL* input field, enter the URL of an already uploaded CSS file.
- Click *Select...* button, browse the uploaded files to select the CSS file you want to apply, and click *Done*.

For more information about uploading files, see *Sitefinity Installation and Administration Guide* » *File management*.

- If you want to add custom CSS code, on *Write CSS* tab, enter the CSS code in the textbox.
3. In *Media* radio button, select the media type for which the embedded CSS is intended.
Select one of the following:
 - *All*
Includes all types of media
 - *Select media types...*
A list of checkboxes appears.
For more information about different media types, see *World Wide Web Consortium specifications* » *Media types* » 7.3 *Recognized media types* on <http://www.w3.org/TR/CSS2/media.html>.
 4. When you are finished, click *Save*.
The *CSS* window closes and the system embeds the link to the CSS file or the code you have written in the head tag of the page.

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JAVA SCRIPT WIDGET


Use *Java Script* widget to embed JavaScript code in your page. JavaScript is used to enhance the functionality of your website. For example, you can use JavaScript to validate user input.

To add a JavaScript code to your page, perform the following:

1. Drag the *Java Script* widget on the page and click *Edit* button in the upper-right corner of the widget.
The *Java Script* window appears.
NOTE: If you add *Java Script* widget in a page template the JavaScript is applied to all the pages that use this template. If you add it on one particular page, the JavaScript is applied only to this page.
2. Add the JavaScript code in one of the following ways:
 - If the JavaScript file (files with *.js* extension) you want to apply is already uploaded, on *Link to a Java Script file (.js)* tab, perform one of the following:
 - In *URL* input field, enter the URL of an already uploaded JavaScript file.
 - Click *Select...* button, browse the uploaded files to select the JavaScript file you want to apply, and click *Done*.
For more information about uploading files, see *Sitefinity Installation and Administration Guide* » *File management*.
 - If you want to add custom JavaScript code, on *Write Java Script* tab, enter the JavaScript code in the input field.
3. In *Where to include in HTML?* radio button, select one of the following.
Select one of the following:
 - *In the head tag*
The JavaScript is executed immediately when a page starts to load.
 - *Where the widget is dropped*
The JavaScript is executed when the widget is being loaded.
 - *Before the closing body tag*
The JavaScript is executed at the end of the page's loading process.
For example, this option is often used to embed page tracking code, such as Google Analytics, because if this code is executed, it means that the user has not closed the page before the page has been fully loaded.
4. When you are finished, click *Save*.
The *Java Script* window closes and the system embeds the link to the JavaScript file or the code you have written where you have specified in *Where to include in HTML* radio button.

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GOOGLE ANALYTICS WIDGET

You use this widget to add Google Analytics tracking code to your page. You use Google Analytics to track your website traffic and marketing effectiveness. The tracking code that you insert in *Google Analytics* widget helps Google Analytics to get information about your website. For more information about Google Analytics, see  www.google.com/analytics.

To gather data about your website traffic, perform the following:

1. Sign up in Google Analytics.
2. Register your website in Google Analytics.
3. Obtain a tracking code from Google Analytics.

For more information, see the *Google Analytics » Getting Started Guide* on

 <http://www.google.com/support/analytics/bin/static.py?hl=en&page=guide.cs&guide=19779>.

4. Drag *Google Analytics* widget anywhere on the page you want to track.

NOTE: If you add *Google Analytics* widget in a page template the tracking is applied to all the pages that use this template. If you add it on one particular page, the tracking is available only for this page.

5. Click *Edit* button in the upper-right corner of the widget.
The *Google Analytics* window appears.

6. Paste the tracking code in the textbox.

You can find an example of the tracking code that you need to paste in *Google Analytics* widget on the *Google Analytics Help* page, in section *Adding the tracking code » Step 1* on

 <http://www.google.com/support/analytics/bin/answer.py?hl=en&answer=55488>.

7. Click *Save*.

The *Google Analytics* window closes.

For more information, see *Google Analytics Help* on  <http://www.google.com/support/analytics/>

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

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LOGIN WIDGETS GROUP

The *Login* widgets group contains widgets that you use to provide your website users with the ability to login, to display the currently logged user and login or logout links.

Section contents

The following widgets are part of the *Login* group:

- ✓ Login
Using the *Login* widget, your website users will be able to login to your website. The widget displays a username and password login fields and additional login options that you have configured.
- ✓ Login name
Use the *Login name* widget to display the name of the currently logged user.
- ✓ Login status
Use the *Login status* widget to display the login and logout links on your website.
- ✓ Change password
Use the *Change password* widget to allow your users to change their password, in case they have, for example, a user has forgotten his or her password.

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LOGIN WIDGET

Using the *Login* widget, your website users will be able to login to your website. The widget displays a username and password login fields and additional login options that you have configured.

IMPORTANT: Depending on which authentication mode you are using, you have to use different widgets. If you are in claims-based authentication mode, use the *Login* widget. If you are in forms authentication, use the *Login (backward compatibility)* widget. For more information about authentication modes and how to switch between them, see *Sitefinity Installation and Administration Guide » Authentication and single sign-on*.

NOTE: In claims-based mode, you can use functionality for changing password. For more information, see [Change password widget](#).

To setup login on your website, perform the following:

1. Drag the respective *Login* widget on the page and click the *Edit* button in the upper-right corner of the widget.
The widget configuration opens in advanced mode.
For more information about advanced configuration options, see [Advanced configuration of widgets](#).
2. When you are finished, click *Save*.
The *Edit* window closes.

NOTE: The login fields cannot be displayed in page editing mode. To see a preview, exit the page editing mode and click *Live site* link in the upper-right corner of the page.

NOTE: If you are experiencing problems with the login when an SSL certificate is installed on the login page, click *Administration » Settings » Advanced » Security*. In *AccessControlAllowOrigin*, enter *. If this does not solve your problem, return its value to null.

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LOGIN NAME WIDGET

Use the *Login name* widget to display the name of the currently logged user.

Perform the following procedure:

1. Drag the *Login name* widget on the page and click the *Edit* button in the upper-right corner of the widget.
The widget configuration opens in advanced mode.
2. By default the *Login name* widget displays the first and the last name of the user, who is currently logged in. You can change that in *FormatString* input field.
For more information about advanced configuration options, see [Advanced configuration of widgets](#).
NOTE: The widget displays the name of the user only when the user is logged in.
3. When you are finished, click *Save*.
The *Edit* window closes.

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LOGIN STATUS WIDGET

Use the *Login status* widget to display the login and logout links on your website.

Perform the following procedure:

1. Drag the *Login status* widget in the page and click the *Edit* button in the upper-right corner of the widget.
The widget configuration opens in advanced mode.
By default the *Login status* widget displays a *Log in* link, when the user is not logged, and a *Log out* link, when the user is logged in.
2. Depending on where you have dropped the *Login status* widget, perform one of the following:
 - If you have the *Login* and the *Login status* widgets on different pages, you must enter the URL of the page, where the *Login* widget is dropped, in *LoginUrl* input field. This way, when an unlogged user, clicks the *Log in* link, the Login page is displayed.
 - If you have the *Login* and *Login status* widgets on one page, to avoid displaying both the *Log in* link from the *Login status* widget and the *Login* button from the *Login* widget, you can hide the *Login status* widget from users that are not logged in. This way only the *Log out* link is displayed only to users that are logged in.
To do this, perform the following:
 - a. Click *More* in the upper-right corner of the *Login status* widget.
 - b. In the dropdown menu, click *Permissions*.

- c. In *View a widget* section, click *Change*.
 - d. Under *Advanced*, select *Explicitly deny this to selected roles and users...* checkbox.
 - e. Click *Add Roles or Users* button.
 - f. Select *Anonymous* and click *Done selecting*.
3. By default, when the user clicks *Log out*, the page is refreshed. To redirect the user to another page, in *LogoutAction* input field, enter **Redirect** and in *LogoutUrl* input field, enter the URL of the page where you want to send the user after a logout.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

4. When you are finished, click *Save*.
The *Edit* window closes.

NOTE: The login status cannot be displayed in page editing mode. To see a preview, exit the page editing mode and click *Live site* link in the upper-right corner of the page.

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CHANGE PASSWORD WIDGET

Use the *Change password* widget to allow your users to change their password, in case, for example, a user has forgotten his or her password.

NOTE: The change password functionality works only in claims-based authentication mode. For more information about authentication modes and how to switch between them, see *Sitefinity Installation and Administration Guide* » *Authentication and single sign-on*.

PREREQUISITES: You have added and configured the [Login](#) widget.

To give your users the opportunity to change their password in case they have forgotten it, perform the following:

1. In the main menu, click *Administration* » *Settings*.
The *Basic settings* page appears.
2. Click *Advanced* link.
3. In the treeview on the left click *Security* » *Membership providers* » *Default* » *Parameters* and perform the following:
 - Click *enablePasswordReset*, in *Value* input field, enter **true**, and click *Save changes*.
 - Click *requiresQuestionAndAnswer*, in *Value* input field, enter **false**, and click *Save changes*.
4. In the treeview on the left click *Notifications* » *Profiles* » *Default*.
Configure the SMTP settings of the default provider.
The *DefaultSenderEmailAddress* is the email address which will appear to the user when the system sends an email with instruction about how to change the password.
Click *Save changes*.
5. Restart *Sitefinity Project Manager*.
6. Create a new page and add the *Change password* widget on it.
7. Open the page where the *Login* widget is located.
8. Click the *Edit* button of the *Login* widget and perform the following:
 - In *ChangePasswordPageUrl* input field, enter the URL of the page where the *Change password* widget is located.
 - In *ShowLostPaswordLink*, enter **true**.
 - Click *Save*.
9. Publish the page.
When a user is logging to your website, the *Forgot your password?* link appears. If a user clicks it, he or she must enter the email address that was used when registering. The system sends an email, containing a link to the page where the *Change password* widget is located.

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SEARCH WIDGETS GROUP

The *Search* widgets group contains widgets that you use to display a search box and search results on your website. You use the *Search* and *Search results* widgets to provide the users of your website to search for content.

Section contents

The following widgets are part of the *Search* group:

- ✓ **Search**
Use the *Search* widget to add and configure a search box to a page. After you have created one or more search indexes, you use the *Search* widget to select indexes to be used for the search.
- ✓ **Search results**
Use the *Search results* widget to configure where and how to display the results of a search that a user performed on your website.

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SEARCH WIDGET

Use the *Search* widget to add and configure a search box to a page. After you have created one or more search indexes, you use the *Search* widget to select indexes to be used for the search.

PREREQUISITES: You have created at least one search index. For more information, see [Search indexes](#).

To configure the *Search* widget, perform the following:

1. After you have dragged the *Search* widget on your page, click *Edit* button in the upper-right corner of the widget. The *Search* window appears.
2. In *Where to search?* dropdown box select the search index, which you want to use for this search box. The list contains all created search indexes. For more information, see [Search indexes](#).

The search index is a predefined set of search content. For example, you can create a search index that contains all news. When a user enters a search word, it will be applied to all news items on your website.

3. In *Where to display search results?* you must select the page where the search results will be displayed. You can select the same page, where the search box is located, or you can select a different page.

To select a page, perform the following:

- a. Click *Select a page...* button.
- b. Form the list of pages that appears, select a page and click *Done selecting*. The page appears in *Search* window. If you want to change it, click *Change...* button.

IMPORTANT: The page, where you choose to display the search results, must have the [Search results](#) widget added to it.

4. Click *Save*. The *Search* window closes and the *Search* widget is configured to display the search box.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

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SEARCH RESULTS WIDGET

Use the *Search results* widget to configure where and how to display the results of a search that a user performed on your website.

PREREQUISITES: You have created at least one search index and have added the [Search](#) widget somewhere on your website.

To configure the *Search results* widget, perform the following:

1. After you have dragged the *Search results* widget on your page, click *Edit* button in the upper-right corner of the widget. The *Search Results* window appears.
2. Select one or both of the following:
 - *Show searchbox above the results*

- *Show searchbox below the results*

If you display the search results on the same page as the search box (where you have dropped the *Search* widget), you do not need to select any of the above, since the search box will be always displayed.

- Under *Template* select the template which is used to display the news on the webpage.
You can create a custom template by clicking *Create New Template*. You can edit existing templates by selecting them and clicking *Edit*.
For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.
- If you are using a search index that has indexed custom fields or the fields of any dynamic content type, perform the following:
 - Click *Advanced*.
 - Enter the fields in *SearchFields* input field, separated by commas.
 - If you want the search phrase to be highlighted in these fields, enter them also in *HighlightedFields* input field.
 - Click *Save*.
- When you are finished, click *Save*.
The *Search Results* window closes and the *Search results* widget is configured to display the search results.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

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USERS WIDGETS GROUP

The *Users* widgets group contains widgets that you use to display lists of users, user registration form and provide the user with the ability to change profile information, such as password or email.

Section contents

The following widgets are part of the *Users* group:

- ▼ Profile
Use the *Profile* widget to provide the users of your website with the opportunity to view or change their profile information, such as password or email.
- ▼ Users list
Use the *User list* widget to display lists of users. You can display users of different profile types or different roles. For example you can display only forum users and you can choose to display only their nicknames.
- ▼ Registration
Use the *Registration* widget to provide the users of your website with the opportunity to register.
- ▼ Account activation
Use this widget when the account of the user is not immediately activated, but must first be confirmed. You must add the *Account activation* widget on the confirmation page.

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PROFILE WIDGET

Use the *Profile* widget to provide the users of your website with the opportunity to view or change their profile information, such as password or email.

To configure the *Profile* widget, perform the following:

- After you have dragged the *Profile* widget on your page, click *Edit* button in the upper-right corner of the widget.
The *Profile* window appears.
- Under *This profile is in...* section, select the mode in which you want to display the user profile information.
Select one of the following:
 - ▼ Read mode only
Displays information about the user, which is read-only and cannot be edited.

▼ Edit mode only

Displays information about the user, where all fields are editable.

▼ Both: Read mode that can be edited

Displays information about the user, which is read-only. The information becomes editable, if the user clicks *Edit Profile* or *Change Password* links.

3. When you are finished, click *Save*.

The *Profile* window closes and the *Profile* widget is configured to display information about the user.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

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READ MODE

The system displays information about the user, which is **read-only** and cannot be edited.

In *Fine tune the selected type*, make the following settings:

1. Select one of the following:

- *User logged to his/her account*

The system displays information about the user that is currently logged in.

- *Selected user*

The system displays information of a user different than the user that is currently logged in.

To select the user whose details are displayed, perform the following:

- a. Click *Select a user* button.

A list of all existing users appears.

- b. Select the user and click *Done selecting*.

2. If you have more than one user profiles created, a dropdown box appears where you must select the profile which information you want to display.

The system displays information only from the selected profile.

EXAMPLE: You have created profile type *Forum*, where in addition to the basic user information, there is a field *Nickname* that each forum user completes. If in the dropdown you select *Forum* profile type, only the nickname of the user is displayed.

For more information about profile types, see *Sitefinity Installation and Administration Guide » Users, roles, and permissions » Managing user profiles*.

3. In *Template*, select the template that is used to display the user information on the webpage.

You can create a custom template by clicking *Create New Template*. You can edit existing templates by selecting them and clicking *Edit template*.

For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

NOTE: The *Auto generated fields* template displays all fields defined in the profile type and uses the settings that you defined for each custom or default field in the settings of the profile type. These are the settings that you defined on the *Appearance* tab of each field.

For more information about custom fields, see [Custom fields](#).

For more information about profile types, see *Sitefinity Installation and Administration Guide » Users, roles, and permissions » Managing user profiles*.

4. You can choose a class name for the *Profile* widget if later you want to set a CSS style for this particular widget.

To do this click *More options* and enter a name for the class in *Css class* input field.

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EDIT MODE

The system displays information about the user, where all fields are editable.

In *Fine tune the selected type*, make the following settings:

1. If you have more than one user profiles created, a dropdown box appears where you must select the profile which information you want to display.

The system displays information only from the selected profile.

EXAMPLE: You have created profile type *Forum*, where in addition to the basic user information, there is a field *Nickname* that each forum user completes. If in the dropdown you select *Forum* profile type, only the nickname of the user is displayed.

For more information about profile types, see *Sitefinity Installation and Administration Guide » Users, roles, and permissions » Managing user profiles*.

2. In *Template*, select the template that is used to display the user information on the webpage.

You can create a custom template by clicking *Create New Template*. You can edit existing templates by selecting them and clicking *Edit template*.

For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

NOTE: The *Auto generated fields* template displays all fields defined in the profile type and uses the settings that you defined for each custom or default field in the settings of the profile type. These are the settings that you defined on the *Appearance* tab of each field.

For more information about custom fields, see [Custom fields](#).

For more information about profile types, see *Sitefinity Installation and Administration Guide » Users, roles, and permissions » Managing user profiles*.

3. Choose what to display when changing password.

Select one of the following radio buttons:

- *Show message above the form*
Select if you want to display a message to the user when password is successfully changed.
Enter the message in the text box.
- *Open a specially prepared page...*
Select if you want to display a page to the user when password is successfully changed.
Click *Change page* button, select the page and click *Done selecting*.

4. In *CSS class* input field, you can choose a class name for the *Profile* widget if later you want to set a CSS style for this particular widget.

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READ MODE THAT CAN BE EDITED

The system displays information about the user, which is read-only. The information becomes editable if the user clicks *Edit Profile* or *Change Password* links.

1. If you have more than one user profiles created, a dropdown box appears where you must select the profile which information you want to display.

The system displays information only from the selected profile.

EXAMPLE: You have created profile type *Forum*, where in addition to the basic user information, there is a field *Nickname* that each forum user completes. If in the dropdown you select *Forum* profile type, only the nickname of the user is displayed.

For more information about profile types, see *Sitefinity Installation and Administration Guide » Users, roles, and permissions » Managing user profiles*.

2. Choose templates for the following:

- *'Read mode' template*
This is the template for the user information when the profile is in read-only mode.
- *'Edit mode' template*
This is the template for the user information displayed after the user clicks *Edit Profile*.
- *Template for not logged users*
This is the template displayed to a user who attempts to change profile without being logged in.
- *'Change password' template*
This is the template displayed to a user who attempts to change password.

You can create a custom template by clicking *Create New Template*. You can edit existing templates by selecting them and clicking *Edit template*.

For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

NOTE: The *Auto generated fields* template displays all fields defined in the profile type and uses the settings that you defined for each custom or default field in the settings of the profile type. These are the settings that you defined on the *Appearance* tab of each field.

For more information about custom fields, see [Custom fields](#).

For more information about profile types, see *Sitefinity Installation and Administration Guide » Users, roles, and permissions » Managing user profiles*.

3. Depending on whether you want the user to edit profile and change password on the same page or on new pages, perform one of the following:
 - If you want to edit profile information and change password on the **same page**, perform the following:
 - a. Choose templates for *'Edit mode' template* and *'Change password' template*.
These are the templates displayed after the user clicks *Edit Profile* or *Change Password* links.
 - b. Expand *More actions* and select what to display after changes have been saved.
Select one of the following radio buttons:
 - *Stay in the same screen but display a message above the form...*
In the text box, enter the message that is displayed when changes are saved.
 - *Open a specially prepared page...*
Click *Select a page* button, from the tree select the page that opens when changes are saved, and *click Done selecting*.
 - If you want to edit profile information and change password on **separate pages**, select *Open Edit and Change password in selected existing pages...* checkbox.
The *'Edit mode' template* and *'Change password' template* dropdown boxes disappear.
 - a. To select the page that is displayed when the user clicks *Edit Profile* link, under *Page for editing profile*, click *Select a page* button, select a page from the tree, and click *Done selecting*.
 - b. To select the page that is displayed when the user clicks *Change Password* link, under *Page for changing password*, click *Select a page* button, select a page from the tree, and click *Done selecting*.
4. You can choose a class name for the *Profile* widget if later you want to set a CSS style for this particular widget.
To do this click *More options* and enter a name for the class in *Css class* input field.

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USERS LIST WIDGET

Use the *Users list* widget to display lists of users. You can display users of different profile types or different roles. For example you can display only forum users and you can choose to display only their nicknames.

After you have dragged the *Users list* widget on your page, perform the following:

Click *Edit* button in the upper-right corner of the widget.

The *User list* window appears where you can configure the following:

USERS

On this tab, you can choose the users which you want to display in the list.

1. In *Which users to display?* dropdown box, select the profile type of the users which you want to display.
For example you can display only forum users.

For more information about profile types, see *Sitefinity Installation and Administration Guide » Users, roles, and permissions » Managing user profiles*.

2. Select which users you want to display in the list, by choosing one of the following radio buttons:
 - *All registered users*
 - *One user only*
Click *Select a user...* button, select the user which you want to display, and click *Done selecting*.
 - *Users by roles...*

Click *Select roles...* button, select one or more roles, and click *Done selecting*.
Only users belonging to the selected roles will be displayed in the list.

LIST SETTINGS

On this tab you choose how to display the users you have selected.

- If you select *Use paging* radio button, the system divides the users into pages.
In the input field you specify how many users per page you want to display.
- If you select *Use limit* radio button, the system displays only a limited number of the users you have chosen to display.
In the input field, you specify how many posts you want to display.
- If you select *No limit and paging* radio button, the system displays all the users that you have selected in *Users* tab.
- In *Sort users by* dropdown box, select a sorting criterion for the users.
- In *List template*, select the template which is used to display the users on the webpage.
You can create a custom template by clicking *Create New Template*. You can edit existing templates by selecting them and clicking *Edit*.
For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

SINGLE ITEM SETTINGS

On this tab you choose the way to display a user when clicked.

In *Open Single user profile in...* radio button, select one of the following:

- *Auto-generated page*
When a user is clicked, the information is displayed in a page which is automatically generated and has the same layout as the current page.
- *Select existing page...*
You select a page from the existing pages with certain layout where the user will be displayed when clicked.

NOTE: In order to display the user, the page you have selected must have the *Users list* widget added.

1. Click *Select page*.
From the treeview, select the page where you want to display the user.
2. Click *Done selecting*.

- In *Detail templates*, select the template which is used to display the users on the webpage.
You can create a custom template by clicking *Create New Template*. You can edit existing templates by selecting them and clicking *Edit*.
For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

NOTE: The *Auto generated fields* template displays all fields defined in the profile type and uses the settings that you defined for each custom or default field in the settings of the profile type. These are the settings that you defined on the *Appearance* tab of each field.

For more information about custom fields, see [Custom fields](#).

For more information about profile types, see *Sitefinity Installation and Administration Guide » Users, roles, and permissions » Managing user profiles*.

When you are finished with all the settings, click *Save*.

The *User list* window closes and the *Users list* widget is configured to display the users you have selected.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

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REGISTRATION WIDGET

Use the *Registration* widget to provide the users of your website with the opportunity to register.

After you have dragged the *Registration* widget on your page, perform the following:

Click *Edit* button in the upper-right corner of the widget.

The *Registration* window appears where you can configure the following:

GENERAL

On this tab, perform the following:

1. In *Roles, which the user will be assigned to...* choose whether the user is assigned to any roles.
Click *Select roles...* button, select the roles to which you want to assign the user and click *Done selecting*.
For more information about roles, see *Sitefinity Installation and Administration Guide » Managing users, roles, and permission » Managing roles*.
2. In *Registration form template* dropdown, choose the template for the registration form.
You can create a custom template by clicking *Create New Template*. You can edit existing templates by selecting them and clicking *Edit template*.
For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.
3. In *When the form is successfully submitted...* choose what to display after the registration form have been completed by the user.
Select one of the following radio buttons:
 - *Show a message*
In the text box, enter the message that is displayed when form is submitted.
 - *Open a specially prepared page...*
Click *Select a page* button, from the tree select the page that opens when registration is complete, and click *Done selecting*.
4. In *CSS class* input field, you can choose a class name for the *Registration* widget if later you want to set a CSS style for this particular widget.

ACCOUNT ACTIVATION

On this tab, perform the following:

1. Choose when to activate the account of the user who completed the registration form.
Select one of the following radio buttons:
 - *Immediately*
The account is activated when the user clicks *Register* button in the registration form.
 - *After a confirmation*
 - a. Under *Confirmation page*, select the page that opens when the user clicks the confirmation link in the email.
The page must have the [Account activation widget](#) added to it.
 - b. Click *Select a page...* button, select the page from the tree, and click *Done selecting*.
 - c. Select a template for the email that the system sends to the user for account confirmation.
You can create a custom template by clicking *Create New Template*. You can edit existing templates by selecting them and clicking *Edit template*.
For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.
2. If, after the user account has been activated, you want to send a confirmation email, select *Send an email for successful registration* checkbox.
In *'Success' email template*, select the template for the email that the system sends to the user when the account has been successfully activated.
You can create a custom template by clicking *Create New Template*. You can edit existing templates by selecting them and clicking *Edit template*.
For more information, see *Sitefinity Designer's Guide » Widget templates » Using the Widget templates editor » Creating and editing widget templates*.

When you are finished with all the settings, click *Save*.

The *Registration* window closes and the *Registration* widget is configured to display the users you have selected.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

ACCOUNT ACTIVATION WIDGET

Use this widget when the account of the user is not immediately activated, but must first be confirmed. You must add the *Account activation* widget on the confirmation page. The confirmation page can be the same page, where the *Registration* widget is added or another page.

PREREQUISITES: When configuring the *Registration* widget, on *Account activation* tab you must have selected *After a confirmation* radio button. For more information, see [Registration widget](#).

To configure the *Account activation* widget, perform the following:

1. Drag the widget on the same page that you have chosen in *Registration* widget, on *Account activation* tab, after you have selected *After a confirmation* radio button.
2. Click the *Edit* button in the upper-right corner of the *Account activation* widget.
The advanced configuration mode appears.
3. In *SuccessMessage* input field, enter a message that will be displayed to the user after the registration is confirmed and the account is activated.
4. Click *Save*.
The advanced configuration mode of the widget closed

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

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SOCIAL WIDGETS GROUP

The *Social* widgets group contains widgets that you use to display Facebook feed and Facebook like and send buttons on the pages of your website.


Section contents

The following widgets are part of the *Social* group:

- ▼ Facebook feed
Use the *Facebook feed* widget to display the most recent Facebook activity on your website. The feed displays activities when someone likes, shares, or comment content on your website.
- ▼ Facebook like
Use the *Facebook like* to let users share your website with friends on Facebook. When the user clicks the *Like* button on a page of your website, a story appears in the user's friends' News Feed with a link back to your website. Using the widget, you can also display a *Send* button that lets the users send your website in Facebook.
- ▼ Twitter feed
Use this widget to display a Twitter feed on your website.
- ▼ Page sharing
Use this widget to give the opportunity to your users to easily share the page they have opened.

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FACEBOOK FEED WIDGET

Use the *Facebook feed* widget to display the most recent Facebook activity on your website. The feed displays activities when someone likes, shares, or comment content on your website. To generate activity, you must add on your site elements such as the *Like* button. For more information about the content displayed in the *Facebook feed* widget, see *Activity Feed* at <http://developers.facebook.com/docs/reference/plugins/activity/>. 

To configure the *Facebook feed* widget, perform the following:

5. After you have dragged the widget on your page, click *Edit* button in the upper-right corner of the widget.
The *Facebook activity feed* window appears.
6. In *Domain*, enter the domain of your website.
7. Use the *Height* and *Width* input fields to define the size of the feed window in pixels.
8. Choose how the feed will look like by selecting the *Color scheme*, the *Font*, and the *Border Color* of the widget.

9. When a user clicks a feed, choose whether to open it in a new window or in the same window.
10. If you select *Show header* checkbox, the *Recent Activity* header will appear on top of the feed.
11. If you select *Show recommendations* checkbox, the feed is split in two halves. The top displays activities of the logged user's friends; the bottom displays recommendations from your site. If there is not enough friend activity, the top half is filled with recommendations.
12. If you have the *Facebook feed* widget on more than one page of your website and you want to track which instance of the widget generates more traffic to your website, you can append an additional parameter to each link by entering this parameter in *Label for tracking referrals* input field.

For example, if you have the *Facebook feed* widget on your *Home* page and your *Categories* page, you can enter hole in the widget on your *Home* page and enter categories in the widget on your *Categories* page.

13. When you are finished with all the settings, click *Save*.
The *Facebook activity feed* window closes and the widget is configured to display Facebook feeds.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

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FACEBOOK LIKE WIDGET

Use the *Facebook like* to let users share your website with friends on Facebook. When the user clicks the *Like* button on a page of your website, a story appears in the user's friends' News Feed with a link back to your website. Using the widget, you can also display a *Send* button that lets the users send your website in Facebook. For more information about the content displayed in the *Facebook like* widget, see <http://developers.facebook.com/docs/reference/plugins/like/> and <http://developers.facebook.com/docs/reference/plugins/send/>.

To configure the *Facebook like* widget, perform the following:

1. After you have dragged the widget on your page, click *Edit* button in the upper-right corner of the widget.
The *Facebook like* window appears.
2. In *URL to Like*, select one of the following:
 - *Current page*
The page that is liked or shared is the page where the widget is dropped.
 - *Other page...*
The page that is liked or sent is different than the page, where the widget is dropped.
Perform the following:
 - a. Click *Select a page*.
 - b. Select one of the following:
 - If you want the users to like or send a page from your website, click *From this site*, select the page, and click *Done selecting*.
 - If you want the users to like or send an external page, click *From other sites*, enter the external page URL, and click *Done selecting*.
3. Use the *Width* input field to define the size of the widget in pixels.
4. Choose how the feed will look like by selecting the *Layout style*, the *Color scheme*, the *Font*, and the *Button Label* of the widget.
5. Choose whether to display profile pictures below the *Like* button by selecting *Show profile pictures below the button (in Standard Layout style)*.
These are the profile pictures of the friends of the user, who also like the page.
6. Choose whether to display a send button by selecting *Show send button*.
7. If you have the *Facebook like* widget on more than one page of your website and you want to track which instance of the widget generates more traffic to your website, you can append an additional parameter to each link by entering this parameter in *Label for tracking referrals* input field.

For example, if you have the *Facebook like* widget on your *Home* page and your *Categories* page, you can enter hole in the widget on your *Home* page and enter categories in the widget on your *Categories* page.

8. When you are finished with all the settings, click *Save*.

The *Facebook like* window closes and the widget is configured to display Facebook like button.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

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TWITTER FEED WIDGET

Use this widget to display a Twitter feed on your website.

To do this, perform the following:

1. Login to your Twitter account.
2. Open *Settings* and in the left pane, click *Widgets* » *Create new*.
3. Create your widget.
For more information, see Twitter's developer documentation on <https://dev.twitter.com/docs/embedded-timelines>.
4. When finished with the widget settings, click *Create widget*.
Twitter generates a code snippet for the widget.
5. Copy the code.
6. In Sitefinity drag the *Twitter feed* widget on your page and click its *Edit* button.
7. Paste the code from Twitter and click *Save*.
The *Twitter feed* window closes and the widget is configured to display the feeds you have selected.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

If you are upgrading and already have the Twitter feed widget configured on your page, you can change its settings using procedure [Twitter feed widget \(backward compatibility\)](#).

TWITTER FEED WIDGET (BACKWARD COMPATIBILITY)

Use this widget to display a Twitter feed on your website.

After you have dragged the *Twitter feed* widget on your page you must configure it to display selected tweets.

To do this, click *Edit* button in the upper-right corner of the widget.

The *Twitter feed* window appears where you can configure the following:

CONTENT

In content, you can choose which tweets you want to display.

1. Choose the source of the feed by selecting one of the following:
 - *Profile*
Displays the Twitter feed of a particular Twitter user.
 - *Search*
Displays the Twitter feed resulting from a particular search query in Twitter.
 - *Favorites*
Displays the favorite feeds from a particular user.
 - *List*
Displays the Twitter list of a particular user.

In *Title* and *Subtitle* input fields, enter the title and the caption of the Twitter feed window.

2. Choose how often to refresh the Twitter feed, by selecting one of the following:
 - *Load new tweets automatically*
Refresh the Twitter feed every time when a new feed is published.
 - *Check for new tweets every...*
Select the time interval on which to refresh the Twitter feed.
3. Choose how many tweets to display in the feed, by entering the number in *Number of displayed tweets* input field.

4. Choose what to display with the feeds, by selecting one or more of the following checkboxes:

- *Timestamp*
- *Avatars*
- *Hash tags*

APPEARANCE

On this tab, choose how the tweets will look like.

1. Choose the size of the feed, by selecting one of the following:

- *Auto*
The feed window is automatically sized.
- *Fixed...*
Enter the size of the feed window in pixels and choose whether the scrollbar is included in these sizes or not.

2. Choose the color scheme of the twitter feed by selecting one of the following:

- *Default*
The feed is displayed in its default Twitter colors.
- *Custom*
For each element of the feed widow, choose the color from the color pickers.

3. Click *Save*.

When you are finished with all the settings, click *Save*.

The *Twitter feed* window closes and the widget is configured to display the feeds you have selected.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

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PAGE SHARING WIDGET

Use this widget to give the opportunity to your users to easily share the page they have opened. If you drop the *Page sharing* widget on the page, a list of icon of social networks will appear as page sharing options.

To configure the *Page sharing* widget, perform the following:

1. After you have dragged the widget on your page, click *Edit* button in the upper-right corner of the widget.
The *Page sharing* window appears.
2. To add or remove sharing option for the page, select or deselect the checkboxes.
You can add various social networks as well as an e-mail link.
3. Choose how to display the sharing options:
 - *As Small icons*.
 - *As Icons with text*.
For Facebook, Twitter and Google+ choose whether you want to display a counter that shows the number of people who also shared the same item.
4. Click *Save*.
The *Page sharing* window closes and the widget is configured to display the sharing options you have selected.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

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CLASSIFICATIONS WIDGETS GROUP

The *Classifications* widgets group contains widgets that you use to display lists of categories and tags on your website. You use the categories and the tags to filter the content of the pages.

Section contents

The following widgets are part of the *Navigation* group:

Categories

Use the *Categories* widget to filter the content of a page. You use the widget together with another widget from the *Content* widgets group, such as *News* or *Events* widgets. When the user clicks a category, the news or events are filtered according to this category.

Tags

Use the *Tags* widget to filter the content of a page. You use the widget together with another widget from the *Content* widgets group, such as *News* or *Events* widgets. When the user clicks a tag, the news or events are filtered according to this tag.

CATEGORIES WIDGET

Use the *Categories* widget to display categories on your page. The categories are then used to filter content. By clicking different categories from the treeview displayed on the webpage, you can filter the content of the page. By using hierarchy of categories, you can filter content items according to more general or more specific criterion.

PREREQUISITES: You have created at least two categories.

For more information about when and how to use categories, see [Using categories](#).

To configure the *Categories* widget, perform the following:

1. After you have dragged the *Categories* widget on your page, click *Edit* button in the upper-right corner of the widget. The *Edit* window appears in advanced mode.
2. In *BaseUrl* input field enter the URL name of the page which content you want to filter using categories. This page can be either the same page on which the *Categories* widget is, or it can also be another page. For example, you can display the categories on one page of your website, but if the user clicks a category, the system opens another page and filters its content.

NOTE: You enter the URL name in the following format `~/<URL name of page>`. For example, if the title of the page is *About us*, the automatically generated URL name is *about-us* (in case you have not changed it), then in *BaseUrl* input field you enter `~/about-us`.

You can find out the URL name of a page in the address bar of the browser, when a page is opened in content editing mode. The URL name is the name after the name of the project (`http://.../<project name>/<page-name>/...`) or you can see the URL name in the properties of the page. For more information, see [Editing the properties of a page](#).

3. To configure how the widget displays the categories, in *RenderAs* input field, enter one of the following:
 - **HorizontalList**
The widget displays only top level categories in a horizontal list.
 - **VerticalList**
The widget displays only top level categories in a vertical list.
 - **Cloud**
The system displays only top level categories in a horizontal list. The more items belong to a category, the larger font the system uses to display this category.
4. To filter the items in a category according to their content type, you use input field *ContentType*:

To display only:	In <i>ContentType</i> field, enter:
Blog posts	<code>Telerik.Sitefinity.Blogs.Model.BlogPost</code>
Events	<code>Telerik.Sitefinity.Events.Model.Event</code>
News	<code>Telerik.Sitefinity.News.Model.NewsItem</code>
Images	<code>Telerik.Sitefinity.Libraries.Model.Image</code>
Videos	<code>Telerik.Sitefinity.Libraries.Model.Video</code>
Documents	<code>Telerik.Sitefinity.Libraries.Model.Document</code>

For example, when you click a category and you want only events classified with this category to be displayed, in *ContentType* enter `Telerik.Sitefinity.Events.Model.Event`.

NOTE: To show categories that are assigned only to a specific **dynamic** content type, in field *DynamicContentType*, enter `Telerik.Sitefinity.DynamicTypes.Model.<Module_name>.<ContentType_name>`

5. Click *Save*.

The system saves the setting and closes the editing mode of the widget.

For more information about creating categories, see [Creating a category](#).

For more information about how to add a category to a content item, see [Adding categories and tags to a content item](#).

For more information about configuring other properties, see [Advanced configuration of widgets](#).

CONFIGURING CATEGORIES WIDGET TO DISPLAY CUSTOM CLASSIFICATION

To display a custom hierarchical list classification, you can use the *Categories* widget. After you have created a [custom classification](#), perform the following:

1. Drag the *Categories* widget on your page and click *Edit* button in the upper-right corner of the widget.
The *Edit* window appears in advanced mode.
2. Delete the contents of field *TaxonomyId* and click *Save*.
A list of all created classifications and their IDs appears.
3. Copy the *TaxonomyId* of the classification which you want to display.
4. Click *Edit* button in the upper-right corner of the widget.
5. Paste the ID of the classification in *TaxonomyId* field.
6. In field *FieldName*, enter the classification name of the custom taxonomy.
For example, *Geographic regions*. This is different than the single item name, for example, *Geographic region*.
The purpose of this property is to specify which hierarchical taxonomy will be used, because there might be more than one.
7. To further configure the widget, perform *Step 2* to *Step 4* of the above procedure.

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TAGS WIDGET

Use the *Tags* widget to display tags on your page. The tags are then used to filter content. By clicking different tags from the list of tags displayed on the webpage, the user can filter the content on the page.

PREREQUISITES: You have created at least two tags.

For more information about when and how to use tags, see [Using tags](#).

To configure the *Tags* widget, perform the following:

1. After you have dragged the *Tags* widget on your page, click *Edit* button in the upper-right corner of the widget.
The *Edit* window appears in advanced mode.
2. In *BaseUrl* input field enter the URL name of the page which content you want to filter using tags.
This page can be either the same page on which the *Tags* widget is, or it can also be another page.
For example, you can display the tags on one page of your website, but if the user clicks a tag, the system opens another page and filters its content.

NOTE: You enter the URL name in the following format `~/<URL name of page>`. For example, if the title of the page is *About us*, the automatically generated URL name is *about-us* (in case you have not changed it), then in *BaseUrl* input field you enter `~/about-us`.

You can find out the URL name of a page in the address bar of the browser, when a page is opened in content editing mode. The URL name is the name after the name of the project (`http://.../project name/page-name/...`) or you can see the URL name in the properties of the page. For more information, see [Editing the properties of a page](#).

3. To configure how the widget displays the tags, in *RenderAs* input field, enter one of the following:
 - **HorizontalList**
The widget displays tags in a horizontal list.
 - **VerticalList**

The widget displays tags in a vertical list.

- **Cloud**

The system tags in a horizontal list. The more items are tagged with a tag, the larger font the system uses to display this tag.

4. To filter the items tagged with a particular tag according to their content type, you use input field *ContentType*:

To display only:	In <i>ContentType</i> field, enter:
Blog posts	<code>Telerik.Sitefinity.Blogs.Model.BlogPost</code>
Events	<code>Telerik.Sitefinity.Events.Model.Event</code>
News	<code>Telerik.Sitefinity.News.Model.NewsItem</code>
Images	<code>Telerik.Sitefinity.Libraries.Model.Image</code>
Videos	<code>Telerik.Sitefinity.Libraries.Model.Video</code>
Documents	<code>Telerik.Sitefinity.Libraries.Model.Document</code>

For example, when you click a tag and you want only events tagged with this tagged to be displayed, in *ContentType* enter `Telerik.Sitefinity.Events.Model.Event`.

NOTE: To show tags that are assigned only to a specific **dynamic** content type, in field *DynamicContentType*, enter `Telerik.Sitefinity.DynamicTypes.Model.<Module_name>.<ContentType_name>`

5. Click *Save*.

The system saves the setting and closes the editing mode of the widget.

For more information about creating tags, see [Creating a tag](#).

For more information about how to tag a content item, see [Adding categories and tags to a content item](#).

For more information about configuring other properties, see [Advanced configuration of widgets](#).

CONFIGURING TAGS WIDGET TO DISPLAY CUSTOM CLASSIFICATION

To display a custom simple list classification, you can use the *Tags* widget. After you have created a [custom classification](#), perform the following:

1. Drag the *Tags* widget on your page and click *Edit* button in the upper-right corner of the widget.
The *Edit* window appears in advanced mode.
2. Delete the contents of field *TaxonomyId* and click *Save*.
A list of all created classifications and they IDs appears.
3. Copy the *TaxonomyId* of the classification which you want to display.
4. Click *Edit* button in the upper-right corner of the widget.
5. Paste the ID of the classification in *TaxonomyId* field.
6. In field *FieldName*, enter the classification name of the custom taxonomy.
For example, *Geographic regions*. This is different than the single item name, for example, *Geographic region*.
The purpose of this property is to specify which hierarchical taxonomy will be used, because there might be more than one.
7. To further configure the widget, perform *Step 2* to *Step 4* of the above procedure.

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EMAIL CAMPAIGNS WIDGETS GROUP

The *Email Campaigns* widgets group contains widgets that you use to display subscription and unsubscription forms to the visitors of your website.

Section contents

The following widgets are part of the *Email Campaigns* group:

▼ Subscribe form

Use the *Subscribe form* widget to allow the visitors of your website to subscribe to your email campaign.

▼ Unsubscribe form

Use the *Unsubscribe form* widget to allow the visitors of your website to unsubscribe from the email campaign that they have been subscribed to.

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SUBSCRIBE FORM WIDGET

Use this widget to display to the visitors of your website a form for subscribing to an email campaign.

PREREQUISITES: You have created at least one mailing list to which to add the new subscriber. For more information, see [Creating a mailing list](#).

After you have dragged the *Subscribe form* widget on your page you must configure it to display the subscription form.

To do this, click *Edit* button in the upper-right corner of the widget.

The *Subscribe form* window appears where you can configure the following:

1. Select a mailing list, to which the new subscriber will be added.
2. In *Widget title* input field, enter what will be displayed above the names and email fields of the form.
For example, enter **Want to know more about are latest products? Or Subscribe to our email campaign.**
3. In *Widget description* textbox, enter, if needed, explanatory text or a description of the email campaign.
The text is displayed under the *Widget title*.
For example, enter **Keep up with the latest products, upgrades and financing options...**
4. When you are finished with all the settings, click *Save*.
The *Subscribe form* window closes and the widget is configured to display the subscription form.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

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UNSUBSCRIBE FORM WIDGET

Use this widget to display to the visitors of your website a form for unsubscribing from an email campaign, which they have been subscribed to.

PREREQUISITES: You have created at least one mailing list to which visitors can subscribe and unsubscribe. For more information, see [Creating a mailing list](#).

After you have dragged the *Unsubscribe form* widget on your page you must configure it to display the unsubscription form.

To do this, click *Edit* button in the upper-right corner of the widget.

The *Unsubscribe* window appears where you can configure the following:

1. In the text editor, enter the text displayed when a user unsubscribes from an email campaign.
2. Use *Insert dynamic data in the text* dropdown box to insert different placeholders in your email campaign, such as the name and the email of the subscriber or different properties of the mailing list.
For example, your message can start like this **Dear <First name of subscriber>, you have successfully unsubscribed from our monthly newsletter.** The message can appear like this: *Dear John, you have successfully unsubscribed from our monthly newsletter.*
3. When you are finished with all the settings, click *Save*.
The *Unsubscribe form* window closes and the widget is configured to display the form.

For more information about advanced configuration options, see [Advanced configuration of widgets](#).

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ADVANCED CONFIGURATION OF WIDGETS

You use this mode to configure individual properties of the widget.

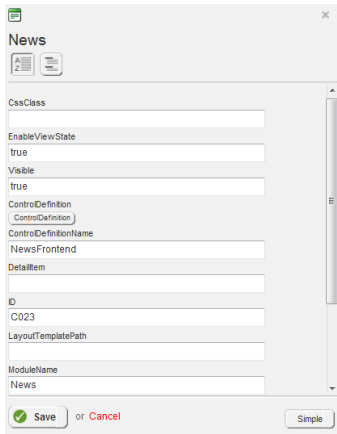
PREREQUISITE: To edit properties of a widget in advanced mode, you must be an advanced user or a developer.

OPENING ADVANCED MODE

1. To open *Advanced* configuration mode, click *Edit* button in the upper-right corner of the widget.
The *Simple* configuration mode appears.

NOTE: Widgets that do not have simple configuration mode, are opened for editing directly in advanced mode.
In this case, skip *Step 2* and *Step 3*.



2. Click *Advanced* button in the lower-right corner of the window.
The edit window appears in advanced mode, where all the properties of the widget are listed.
The following screenshot shows the Advanced configuration mode of the *News* widget:



3. To go back to simple mode, click *Simple* button.

DISPLAY OF PROPERTIES

You can switch between the following views:

-  (*Alphabetically*).
The system displays the properties in alphabetic order.
-  (*Categorized*).
The system displays the properties in categories. You can expand and collapse each category individually by clicking it or you can expand and collapse all categories at once by clicking *Expand all* or *Collapse all* links respectively.

EDITING PROPERTIES

For more information about what each property means and what to enter in the input fields, see *CompositeControl Properties* (http://msdn.microsoft.com/en-us/library/system.web.ui.webcontrols.compositecontrol_properties.aspx) on Microsoft Developer Network.

NOTE: Each widget has the *CssClass* property. You use it to apply a custom CSS class to the widget. This way, each individual widget can be styled differently.

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PERSONALIZATION OF THE WEBSITE CONTENT

Personalization allows different content to be served to different types of users (user segments). You can build set of rules on which the user segments are based. You can then create different versions of the pages of your website.

You must first create the **user segments** and then [personalize your pages](#). User segments are defined by particular **characteristics**, such as location or IP address. You can then use the **preview tool** to view the website from different user perspectives.

Section contents

- ✓ [Creating user segments](#)
- ✓ [Editing and deleting user segments](#)

CREATING USER SEGMENTS

User segments are different groups of users that are served different content (different versions of a page). You create user segments based on certain rules that apply to the users. For example, one segment can be users that are located in London, another segment can be users from the US who visit the site between 5 PM and 10 PM.

To help you determine the user segments and make sure they are not empty, you can refer to *Sitefinity Tools » Sitefinity Analytics* to see a detailed picture of your site visitors.

To create a user segment, perform the following:

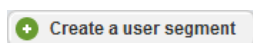
1. In the main menu, click *Marketing » Personalization*.
The *Personalization* page appears.

2. Perform one of the following:

- If you have not created any user segments, the system displays the following in the center of the screen:



- If you have already created one or more segments, the system displays a list of all created segments and the following button in the toolbar of *Personalization* page:



3. Click *Create a user segment*.
The *Create a user segment* page appears.
4. Enter a name and a description for the user segment.
The name and the description are used for your convenience only and are not displayed anywhere on the frontend.
5. Create the rules that will determine this user segment, by clicking *Add a characteristic* button.
The *Add a characteristic* box appears. It contains a set of predefined characteristics from which you can choose.
6. Choose a characteristic according to which you want to filter your users.
For more information, see [User characteristics](#).
7. Click *Save*.
The selected characteristic appears under *For users with these characteristics...* section.
8. To add more characteristics, click one of the flowing buttons:
 - If you want the users to be filtered either by the first, or the second characteristic, click the *Add a characteristic* button under the *OR* separator.
 - If you want to apply the first characteristic and then the second one, click *Add a characteristic* button under the *AND* separator.

EXAMPLE: You want to form a user segment, containing users from *London* who have used keyword *dog*, first choose *Location* characteristic, then under *AND*, choose *Search keywords* characteristic.

If you want to form a user segment, containing users either from *London*, or from *Paris*, first choose *Location* characteristic, then under *OR*, choose another *Location* characteristic.

You can also create more specific user segments, using both *OR* and *AND* logical operators. For example, either users who have visited a specific page, or users from *London* or *Paris*, and from all of these users filter only those who have visited the site between 10 AM and 5 PM.

9. To immediately use the segment, select *This user segment is active* checkbox.
10. Click *Save changes*.
The user segment is created and can be used to personalize pages.
For more information, see [Personalize a page](#).

NOTE: After you have created a segment, you can set its priority. This is useful, if, for example, you have different user segments with overlapping characteristics, or you have broader and more specific user segments. Setting their priority tells the system the order in which to apply user segments to the users of the website.

To change the priority of a segment, on *Personalization* page, click the *Actions* link of the segment and in the dropdown menu select *Up* or *Down*. The segment with highest priority is at the top of the page.

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USER CHARACTERISTICS

The following table lists all available characteristics that you can choose to describe a user or user segment, together with their meaning and what you have to enter after choosing a characteristic:

Characteristic	Meaning	Input
<i>IP address</i>	The IP address of the user.	A paragraph box opens, where you must enter all IP addresses of users that will be included in the user segment, each one on a new line.
<i>Landing URL</i>	The page which the user have entered your website from.	In the input field, enter the URL of the page.
<i>Location</i>	Where the user is physically located	In <i>Add location</i> field, type the location and click <i>Add</i> button. You can type, for example, a country name or a city name.
<i>Profile fields</i>	The fields of a user profile. Can be applied only to registered users. For more information about profile fields, see <i>Sitefinity Installation and Administration Guide</i> » <i>Users, roles, and permissions</i> » <i>Managing users</i> » <i>Managing user profiles</i> .	The <i>Field</i> dropdown box contains all fields available in the user profile. 1. Select a field. 2. In the next dropdown box, select a logical operation. 3. Enter a value for the user profile field and click <i>Add</i> . You can add more than one condition for the profile fields.
<i>Referral URL</i>	The URL of the page, which contains a link to your site and from where the user has come to your site.	In the input field, enter the URL of the page.
<i>Roles</i>	The Sitefinity role that the user is assigned to. For example, <i>Designers</i> or <i>Customers</i> . For more information, see <i>Sitefinity Installation and Administration Guide</i> → <i>Users, roles, and permissions</i> → <i>Managing roles</i> .	Select the roles, which you want to apply the personalization rule to. All uses belonging to the selected roles will be served personalized content.
<i>Search keywords</i>	The search keywords that the user has used to search for your site	In the input field, enter the keywords, separated by commas.
<i>Time of day</i>	The time interval when the user have used your site.	Use the <i>From</i> and <i>To</i> dropdown boxes to define the time interval.
<i>Purchases</i>	The purchases that the user has made from your website	You can choose to narrow the purchased products by the following: <ul style="list-style-type: none"> <i>Departments</i> Select the checkboxes of the desired departments. <i>Price range</i> Use the <i>From</i> and <i>To</i> input fields to define the price range of the purchased products. <i>Tag</i>

		<p>Type the tag of the purchased product or click <i>Select from existing</i> and click <i>Add</i> button.</p> <ul style="list-style-type: none"> • <i>Type of product</i> Select the checkboxes of the desired product types. • <i>Particular product</i> Select the checkboxes of the desired products. <p>Only users that have purchased products with the specified characteristics will be included in the user segment.</p> <p>For more information about products, departments, or product types, see <i>Sitefinity Ecommerce Guide</i>.</p>
<i>Visit duration</i>	The duration of the user session	<p>Use the <i>From</i> and <i>To</i> input fields to define the duration of the user visit in the selected unit of measurement.</p> <p>Use the <i>Period of visitation</i> dropdown box to select the time interval for the user session statistics.</p> <p>For example, you can select only users that during the last week have had user sessions between 1 and 2 minutes.</p>
<i>Visited page</i>	A page that was visited by the user	<p>Only users who have visited a certain page are included in the user segment.</p> <p>Choose one of the following:</p> <ul style="list-style-type: none"> • <i>Select page...</i> Select a page from the sitemap. • <i>Enter URL...</i> Enter the URL of a page from your site.

PREREQUISITES: The following fields are available only with Sitefinity license for Marketo. For more information, contact sales@sitefinity.com.

For more information, see *Sitefinity Installation and Administration Guide* → *Synchronization of data* → *Synchronizing Sitefinity with Marketo* → *Configuring Marketo based personalization*.

<i>Marketo lead score</i>	A number, representing the Marketo lead score of a user.	In the field, enter a number representing Marketo lead score. For example, 100 .
<i>Marketo field</i>	A field from a user profile in Marketo.	In Lead field, enter the name of the Marketo field from the Marketo user profile. Then, enter the value of the field. For example, Company is equal to Telerik

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EDITING AND DELETING USER SEGMENTS

- To edit a user segment, perform the following:
 1. In the main menu, click *Marketing* » *Personalization*.
 2. Click the segment that you want to edit.
 3. Perform procedure [Creating user segments](#) » *Step 4* to *Step 9*.
 4. When you are finished, click *Save changes*.
- To delete a user segment, perform the following:
 1. In the main menu, click *Marketing* » *Personalization*.

2. Click the *Actions* link of the segment that you want to edit.
3. In the dropdown menu, click *Delete*.
A dialog box appears where you must confirm the deletion.
The system deletes the segment and all the personalized pages that use this segment.

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PERSONALIZATION PREVIEW TOOL

You use this tool to preview how your entire site looks like from the perspective of a particular user segment. You can also view the website from the perspective of one or more particular characteristics only. If you have applied responsive design to your website so that it can be viewed on mobile devices, you can also view how the website would look from different user perspectives on different predefined mobile devices.

For more information about characteristics available to define a user segment, see [User characteristics](#).

For more information about responsive design, see *Sitefinity Designer's Guide » Displaying pages on mobile devices*.

To view the site from a particular user segment's perspective, perform the following:

1. In the main menu, click *Marketing » Personalization*.
A list of all created user segments appears.
2. In the toolbar, click *View site as...* button.
The personalization preview tool opens.
3. You can browse and edit the contents of the site directly in the preview.
For more information, see [Browse and edit](#).
4. In the right pane, you can choose the perspective from which you view the site.
You can view the site in the following ways:
 - *From the perspective of a user segment.*
To do this, click *By user segment*.

To change the segment, use the *User segment* dropdown box, where you can see a list of all created segments.
 - *From the perspective of a user with certain characteristics.*
To do this, click *Custom*.
A list of all available characteristics appears.

Configure the characteristics that you want to test.
For more information, see [User characteristics](#).
5. After you have chosen the user segment perspective or the characteristics, you can choose if you want to view the website as it will appear on a mobile device.
To do this, select one of the predefined devices in *Device preview* dropdown box.
6. Click *View*.

The site appears from the selected perspective and as it will appear on the selected device.

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BASIC SETTINGS

You can modify the settings entirely through the Sitefinity backend UI. All Sitefinity-specific settings are taken out of the project's `web.config` file and put into separate configuration files in the `App_Data/Sitefinity/Configurations` folder. The `web.config` file includes only standard ASP.NET configurations. This means that Sitefinity upgrades do not override client configuration settings.

To open the *Basic Settings* page, in the menu at the upper part of the screen, click *Administration » Settings*.
The *Basic Settings* page appears.

Section contents

On the *Basic Settings* page, you can configure the following:

- Time zone

In this section, you can adjust the time zone that Sitefinity is using, by selecting it from the *Time zone* dropdown box. Sitefinity automatically handles daylight saving time changes.

- ✓ Languages
Use this section to add different languages for your public website. You can also add different languages for the backend of your website.
- ✓ Text editor
You can configure which functions to appear in the text editor.
- ✓ Comments
Use this section to configure general settings for comments that are left on the website.
- ✓ Storage providers for libraries
Using storage providers for libraries, allow you to store images, videos, documents and other files in a separate storage from the database.
- ✓ Email Campaigns
Use this procedure to configure email setting – SMTP stand for Simple Mail Transfer Protocol. The settings are needed for the system to send emails with email campaigns to subscribers.
- ✓ Twitter applications
Use this page to add and configure registered Twitter applications to Sitefinity. Through Sitefinity backend you can use the Twitter API to publish tweets.
- ✓ Social sharing
You can add sharing options for your content. For example, you can give your users the opportunity to share a news item in Google+.
- Staging & Synchronization
In this section, you setup the server(s) that data will be published to when you synchronize your environment.
For more information, see *Sitefinity Installation and Administration Guide* » *Synchronization of data* » *Synchronizing data between two servers* » *Configuring the servers for synchronization*.
- ✓ Thumbnails
For each image in a library, you can generate thumbnails with different sizes and then choose which size to display on the website.

If you need to configure other settings, you must click *Advanced* link.
The *Settings* page appears.

The *Settings* page has the following structure:

- Treeview with a list of all configuration sections.
- Element section for editing configuration elements.
- List of properties that could be configured in the backend.

For more information, see *Sitefinity Installation and administration guide* » *Settings*.

BASIC SETTINGS AND MULTIPLE SITES

If you are using Sitefinity with multiple sites, you can configure the *Basic settings* in the following way:

- Settings set per site
You can set basic setting for each individual site.
These settings include:
 - *Time zone*
 - *Comments*
 - *Social sharing*
- Globally set settings
All other settings, you can configure using the *Global settings*.
All sites inherit the setting from the global settings.
To open the global settings, on *Basic Settings* page, click link *Global settings*.

NOTE: If you want each site to have settings different from the ones inherited from the global settings, select the site, using the site selector in the upper-left part of the screen, click *Administration » Settings » Brake inheritance*.

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LANGUAGES

In Sitefinity you can localize pages and content items by creating as many language versions as required. You can create different languages for the frontend of your website as well as for the backend. Frontend and backend languages can be created independently.

IMPORTANT: If you plan to use more than 5 frontend languages in your site, we recommend you to persist multilingual fields in separate database tables. If you plan to use more than 10 languages, you must persist multilingual fields in separate database tables. You must also use fetch strategy. For more information, see *Sitefinity Installation and administration guide » Settings » Configuring Sitefinity to persist multilingual fields in separate tables for each language*.

To open the language settings, in the main menu, click *Administration » Settings*.
The *Basic Settings* page appears where you click *Languages*.

ADDING FRONTEND LANGUAGES

Under *Languages* you can see all frontend languages that you have installed.

1. To add a new language, click *Add languages...* button.
The *Select languages* window appears, displaying a list of all available languages. If you want to add different language cultures, click *Show cultures*.
2. Select one or more languages or cultures and click *Done*.
The selected languages are added under *Languages* section.

You must have one default language. This is the language that your website opens in. For each additional language, the system displays the *Set as default* link and *Delete* link. You cannot delete a default language.

When you have added more than one language, the *Multilingual URLs* section appears.

NOTE: If you are using multisite management, the newly added language is not assigned to any of the sites. You need to do this manually for all sites. For more information, see *Sitefinity Installation and Administration Guide » Multiple site management » Multiple site management in multilingual mode » Adding languages to individual sites*.

NOTE: In multilingual mode, you cannot choose how multilingual URLs appear. They are added as directories.

3. Select how the URLs of the pages will appear in each of the added languages.
Choose between the following:
 - *Directories*
You use one domain, where different language versions are represented with different directories that are automatically created.
 - *Different domains*
You use different domain names for each language. The system displays an input field for each language that you have added.
In each field, enter the respective domain name.
4. When you are finished, click *Save changes*.

After you have added a language, you can translate [pages](#) and [content items](#) in this language.

ADDING BACKEND LANGUAGES

You can see the default language for the backend under *Default language* for the backend system.

1. To add more backend languages, click *Manage backend languages » Add languages...*
The *Select languages* window appears, displaying a list of all available languages. If you want to add different language cultures, click *Show cultures*.
2. Select one or more languages or cultures and click *Done*.
The selected languages are added under *Languages for the backend* section.

You must have one default language. This is the language that your website backend opens in. For each additional language, the system displays the *Set as default* link and *Delete* link. You cannot delete a default language.

3. Click *Close languages for the backend system* link.
4. Click *Save changes*.

After you have added a backend language, you must install an existing language pack or translate the interface labels and messages. For more information, see *Sitefinity Installation and administration guide* » *Backend languages and labels*.

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TEXT EDITOR

You can configure which functions to appear in the text editor. For example, which buttons to display when a user opens the editor to leave a comment on the website. You can define your custom toolsets and set different tool sets for different modules.

To edit the tool sets used for all modules and to leave comments, perform the following:

1. In the main menu, click *Administration* » *Settings*.
The *Basic settings* page appears.
2. Click *Text editor*.
 - To change the tool set used for all backend modules, click the *Edit* link of *Default tool set*.
An XML list of all tools appears. You can add or remove tools by inserting or deleting.
Click *Save*.
 - To change the tool set used for all comments, click the *Edit* link of *Tool set for comments*.
An XML list of all tools appears. You can add or remove tools by inserting or deleting.
Click *Save*.
 - To change the tool set used for all forums, click the *Edit* link of *Tool set for forums*.
An XML list of all tools appears. You can add or remove tools by inserting or deleting.
Click *Save*.
 - To create a custom tool set and apply it to a particular module, perform the following:
For example, you may want the text editor for entering news to be simpler and has less functions.
 - a. Click *Create a tool set* button.
The default tool set appears as a base for creating your custom tool set.
 - b. Add or remove tools from the XML list by inserting or deleting.
 - c. Enter a *Tool set name* and click *Save*.
3. Click *Save changes* and refresh your browser.

For more information, see  <http://www.telerik.com/help/aspnet-ajax/editor-toolbar-intro.html>.

APPLY A CUSTOM TOOL SET TO A MODULE

1. In the main menu, click *Administration* » *Settings*.
The *Basic settings* page appears.
2. Click *Advanced*.
3. In the tree of the left expand the module for which you want to use a custom text editor.
For example, expand *News*.
4. To configure the tool set used to **enter** content, click *Controls* » *<Module name>Backend* » *Views* » *<Module name>BackendInsert* » *Sections* » *MainSection* » *Fields* » *Content*.
5. In *Rad Editor toolset configuration* input field, enter **Custom**.
6. In *Rad Editor custom toolset configuration key* input field, enter the name of the custom tool set you have created.
7. To configure the tool set used to **edit** content, click *Controls* » *<Module name>Backend* » *Views* » *<Module name>BackendEdit* » *Sections* » *MainSection* » *Fields* » *Content*.
8. In *Rad Editor toolset configuration* input field, enter *Custom*.

9. In *Rad Editor custom toolset configuration key* input field, enter the name of the custom tool set you have created.
10. Click *Save changes* and refresh your browser.

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COMMENTS

Use this page to manage setting for comments left about content items. Website visitors can leave comments about blog posts, events, and news. When creating a content item, you can specify if you want users to be able to leave comments for this particular item.

You can change the following settings:

1. Under *Who can post comments*, select one of the following:
 - *Anyone*
 - *Only registered users*
Use this option only if you have user registration on your website.
2. If you want comments not to be publically visible until the responsible user publishes them, select *Comments have to be approved before appear on the site* checkbox.
If you select this checkbox, comments that are left on the website are initially saved in status *Hidden*.
3. If you want users to complete a CAPTCHA when leaving a comment, select *Use spam protection image (captcha)* checkbox.
4. If you want to disable comments for older content items, select *Automatically close comments for items older than <number> days* checkbox.
The form for leaving comments will be hidden from the website for content items created before the days you have specified.
5. Select the fields that are displayed in the form for leaving comments. You can choose to display one or more of the following fields:
 - *Name*
 - *Email*
 - *Website*
 - *Message*When you select a field, you can choose whether you want to make the field mandatory by selecting the *Required* checkbox that appears.
6. When finished with the settings, click *Save changes* button.

You can make additional configurations of comments, using the advanced settings. To open advanced settings of comments, on *Basic Settings* page, click *Advanced* and in the navigation on the left, click *Comments*.

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STORAGE PROVIDERS FOR LIBRARIES

Using storage providers for libraries, allow you to store images, videos, documents and other files in a separate storage from the database. This is useful when you need to store big chunk of data. Storing it in the database is not cost effective, because as it has to be processed by Sitefinity and results in excessive calls to the database. In these cases, it may be easier to keep the metadata information for the files in the database and store the actual files in the file system or in a cloud storage. The metadata is always stored in the database, while the binary data, known as BLOB (Binary Large Object) may be stored differently – in the database, on the file system, or in a cloud storage.

Each blob storage provider in the system has a unique name. Each library is associated with a single blob storage provider, which is specified when the library is created and which is used to manage the storage of the items in that library. The library keeps the name of its blob storage provider. The blob storage provider can also be set for individual library items, but currently this is not supported by the user interface.

You configure storage providers in the following way:

1. In the main menu, click *Administration » Settings*.
The *Basic Settings* page appears.

2. Click *Storage providers for Libraries*.

By default two storage providers exist:

- *Database*
Items are stored in your projects database.
This provider is the default.
- *File System*
Items are stored in your projects folder ~\App_Data\Storage\FileSystem.
To make this the default storage, click *Set as default*.

CREATE A NEW STORAGE PROVIDER

1. To create a new storage provider, click *Add storage provider* button.
The *Add a provider* window appears.
2. Enter a name for the provider.
3. In *Provider type* dropdown, select one of the following:
 - *Database*
 - a. Click *Continue*.
 - b. On the next screen, select a database where you want to store the files.
The dropdown box contains all databases that you have configured.
 - *File System*.
 - a. Click *Continue*.
 - b. Enter the folder path where you want to store the files.
 - *Windows Azure*
For more information, see *Sitefinity Installation and Administration Guide* » *Settings* » *Configuring Windows Azure storage provider*.
4. To check if you have access to the database or the folder, click *Test settings*.
A test status message appears.
5. Click *Done*.
The new storage provider appears in the list of providers.

EDITING STORAGE PROVIDERS

- To edit the properties of a storage provider, click it.
You can change the database or the folder where the files are saved, but you cannot change the type of the provider.
- To delete a provider, in the list of all providers, click the *Remove* link of the provider.

NOTE: You cannot delete the storage provider that is set as *Default*.

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EMAIL CAMPAIGNS SETTINGS

Use this procedure to configure email setting – SMTP stands for Simple Mail Transfer Protocol. The settings are needed for the system to send emails with campaigns to subscribers.

You configure SMTP settings in the following way:

1. In the main menu, click *Administration* » *Settings*.
The *Basic Settings* page appears.
2. Click *Email Campaigns*.
The *SMTP settings* appear.
3. In *Notifications SMTP Profile*, enter the notification profile that you want to use for sending email campaigns.
To create and configure notification profile, perform the following:
 - a. In the main menu, click *Administration* » *Settings* » *Advanced*.

- b. In the treeview on the left, click *Notifications » Profiles » Create new » SmtplibSenderProfileElement*.
- c. Configure the following properties:

<i>DefaultSenderEmailAddress</i>	Enter the email address that will appear to the recipients.
<i>Host</i>	Enter the name or IP address of the host used for notifications.
<i>Port</i>	Enter the port used for notifications.
<i>UseAuthentication</i>	Select if you want to authenticate when you login to the server.
<i>Username and Password</i>	Enter the credentials of the account that you use to connect to the server
<i>Use SSL</i>	Select if you want Sitefinity to use Secure Sockets Layer (SSL) to encrypt the connection.
<i>ProfileName</i>	Enter a name for the profile.

- d. Click *Save changes*.

4. You can immediately check how the settings work, by entering a test email and clicking *Send check message* button.
5. If you want to track messages that are not delivered to the subscribers, select *Track bounced messages* checkbox.
6. When finished, click *Save changes*.

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TWITTER

Use this page to add and configure registered Twitter applications to Sitefinity. Through Sitefinity backend you can use the Twitter API to publish tweets. For example, your blog posts can be published as tweets. To do this you need to register a Twitter application in Twitter and add it in Sitefinity.

NOTE: Sitefinity application is added as an application by default and you can use it to tweet. You must register additional applications **only if** you do not want to use *Sitefinity*. You can, for example, add the name of your website as an application. Even if you do not register your own application, you must assign users to *Sitefinity* application – *Step 6* and *Step 7* of the following procedure.

To register an application, perform the following:

1. Click *Register an application in Twitter* link.
The *Register an Application* form opens.
For more information, see *twitter developers* page on <http://dev.twitter.com/>.

2. Fill out the registration form.

NOTE: In *Application Name* input field, enter the name of your website.

When you complete your application registration, Twitter will generate a *Consumer key* and *Consumer secret* for your application.

3. On Sitefinity's *Basic Settings* page, click *Add a registered Twitter application* button.
4. Enter the *Application Name*, the *Consumer Key* and *Secret*, generated by Twitter.
5. Click *Save*.

The application appears in the list of registered applications.

You can delete an application by clicking its *Actions* button and selecting *Delete*.

6. To associate Twitter users with an application, click the *Actions* link of the respective application and then click *Associate Twitter User*.
You must associate at least one user, because there must be a Twitter user from whose account the tweets will be published. You can add more than one user to an application.

For example, you can register an application *MyNews*, but you can associate two accounts with that application – *sports* and *weather*. Some people may follow only the *sports* other may follow only the *weather*.

Twitter opens, asking you to grant access to the application to your Twitter data.

7. Enter the login credentials of the user, which you want to associate and click *Allow*.
The user appears under *ASSOCIATED USERS* on *Basic Settings* page.

NOTE: You can register and use your own bit.ly account. To do this, register at <https://bitly.com/> and obtain the Account name and the API Key, which you then enter in Sitefinity, by clicking the default Sitefinity account under *URL Shortening* section.

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SOCIAL SHARING

You can add sharing options for your content. For example, you can give your users the opportunity to share a news item in Google+.

To add or remove sharing options for your content, perform the following:

1. In the main menu, click *Administration » Settings*.
The *Basic settings* page appears.
2. Click *Social sharing*.
3. Select the sharing options you want to display to your website users.
4. Select how you want to display the sharing options, by choosing one of the following:
 - *Small icons*
 - *Icons with text*
5. When finished, click *Save changes*.

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GOOGLE MAPS

This setting allows you to use Google maps as provider for the maps used to for defining addresses. You can add an Address field to your dynamic module content items and Google maps will display a map where you can pinpoint the address. For more information, see [Address custom filed](#).

To configure Google maps, perform the following:

1. In the main menu, click *Administration » Settings*.
The *Basic settings* page appears.
2. Click *Google Maps*.
3. Click *Get Google Maps v3 API Key* link, and follow the procedure to obtain the API Key.
4. In *Google Maps v3 API Key* input field, enter the provided key.
5. Click *Save changes*.

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THUMBNAILS

For each image in a library, you can generate thumbnails with different sizes and then choose which size to display on the website. For example, you can have an image with original size 400x400 px uploaded in a library. You can generate one thumbnail 200x200 px and another 100x100 px. On one page you can display the small thumbnail and on another – the larger, and whenever the image is clicked, you can display the original size.

You first set the predefined thumbnail sizes, then for each root library you choose what type of thumbnails to generate, and, finally, when configuring the widgets, you choose which thumbnails to display.

To configure the image thumbnail sizes, perform the following:

1. In the main menu, click *Administration » Settings*.
The *Basic settings* page appears.

2. Click *Thumbnails*.
All defined *Image thumbnails* appear.
For each thumbnail size, you can see its size and how many libraries it is applied to.
3. To create a new thumbnail size, click *Add image thumbnail size*.
4. Enter a name for the thumbnail size.
5. In *Resize image thumbnail* dropdown box, you can choose whether you want to crop or resize the images in the library to fit the predefined size.
Select one of the following:
 - *Resize to fit area*
Enter in pixels the dimensions of the predefined thumbnail, by filling out *Max width* and *Max height* input fields.
When the proportion of the original image dimensions is different from this of the predefined thumbnail, the images are resized so that the longer side of the image fits the respective side of the thumbnail. Images are aligned up and to the left of the predefined thumbnail.
 - *Crop to area*
Enter the dimensions of the cropped area in *Width* and *Height* fields.
The original image is cropped from all sides evenly, so that it fits the thumbnail size.
6. If you want original images that are smaller than the predefined thumbnail to be resized to fit the thumbnail, select *Resize smaller images to bigger dimensions* checkbox.
7. Choose the *Quality* of the image thumbnail that you want to generate.
8. If you want to use this thumbnail size as a default when you create an image library, select *When creating an image library select this size by default* checkbox.
9. Click *Done*.
You can select more than one thumbnail size as a default.
10. If required, enter a name for developer that will be used in code and for generating the URL of the thumbnail.
The name must be unique.

