

# Sitefinity Getting Started Manual

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# Standard Tasks

## Adding Text Content on a Page

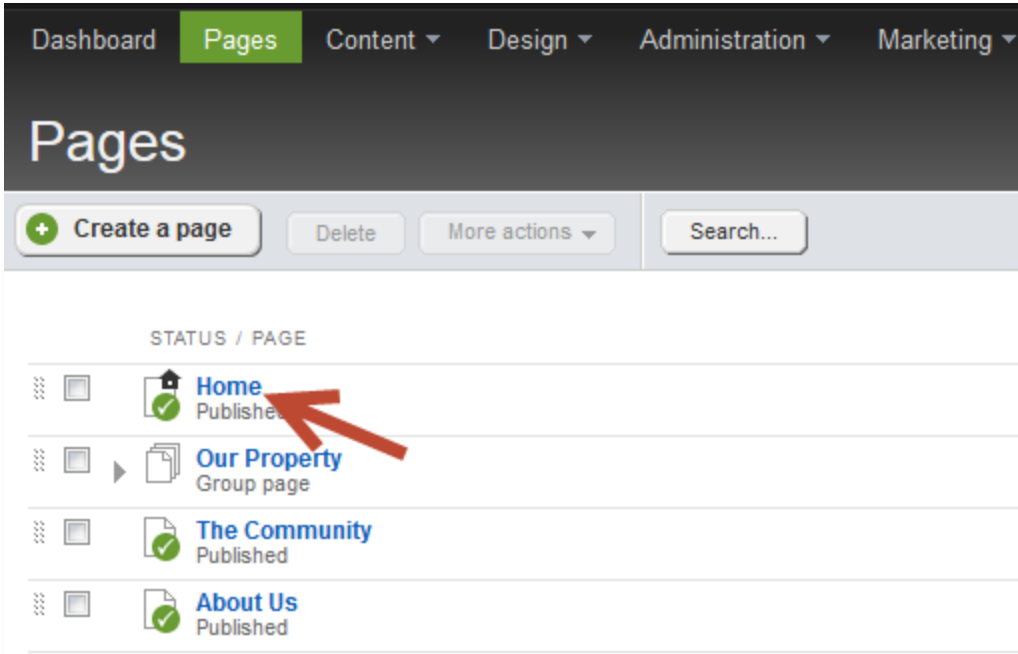
**NOTE: DO NOT** copy and paste from Microsoft Word. If you need to do this, copy and paste into a Notepad document and then copy and paste from there. A copy and paste from Word will bring in hidden formatting that could cause unexpected results on your page.

### Step 1 – Go To the Pages Area



Dashboard Pages Content ▾





### Step 2 – Choose your page



Dashboard Pages Content ▾ Design ▾ Administration ▾ Marketing ▾

## Pages

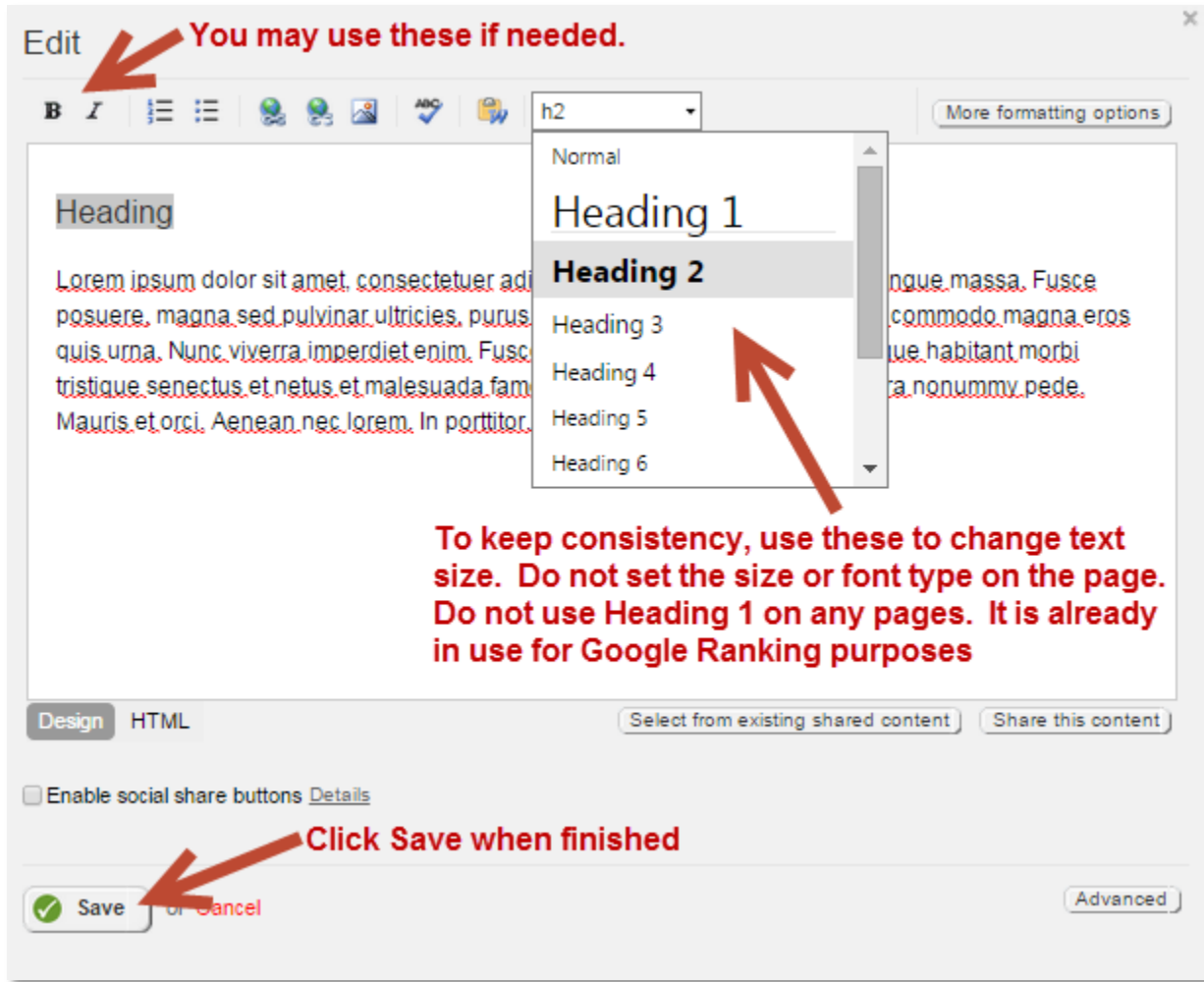
+ Create a page Delete More actions ▾ Search...

STATUS / PAGE	
	<b>Home</b> Published
	<b>Our Property</b> Group page
	<b>The Community</b> Published
	<b>About Us</b> Published

### Step 3 - Click on Enter Content



Step 4 - Enter your text



**Edit** **You may use these if needed.**

**B** *I* [List icons] [Image icon] [ABC icon] [Undo icon]

h2 [More formatting options]

Normal  
**Heading 1**  
**Heading 2**  
Heading 3  
Heading 4  
Heading 5  
Heading 6

Heading

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed posuere magna sed pulvinar ultricies, purus quis urna. Nunc viverra imperdiet enim. Fusce tristique senectus et netus et malesuada fames ac orci. Aenean nec lorem. In porttitor.

ngue massa. Fusce commodo magna eros. Suspendisse habitant morbi tristique senectus et netus et malesuada fames ac orci. Aenean nec lorem. In porttitor.

**To keep consistency, use these to change text size. Do not set the size or font type on the page. Do not use Heading 1 on any pages. It is already in use for Google Ranking purposes**

Design HTML [Select from existing shared content] [Share this content]

Enable social share buttons [Details](#)

Save or [Cancel](#) [Advanced](#)

**Click Save when finished**

Step 5 - Click on the Publish button

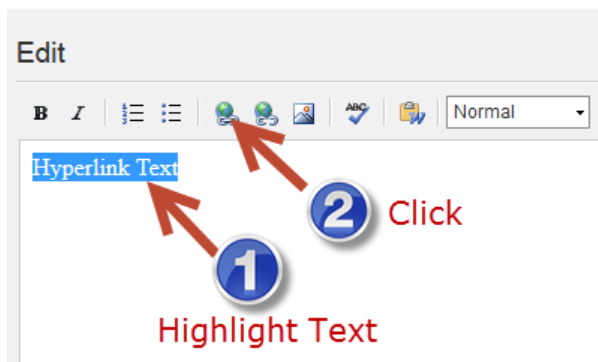


The Page is now updated and available immediately



## Inserting a Hyperlink to Text or an Image within a Content Block

**Step 1** – Highlight your text and click the Hyperlink Button



**Step 2** – Enter the link

The image shows the 'Insert a link' dialog box. It has three radio buttons for 'Link to': 'Web address' (selected), 'Page from this site', and 'Email'. The 'Web address' field contains 'http://www.something.com' and is highlighted with a red arrow labeled 'Enter Address'. Below it is an example: 'Example: http://weather.com'. The 'Text to display' field contains 'Hyperlink Text' and has an example: 'Example: Weather forecast'. Under 'More options', the 'Open this link in a new window' checkbox is checked and highlighted with a red arrow. Below it is a note: 'Optional, but recommended if sending the user to another site. Not recommended if sending to a location on this site.' At the bottom, the 'Insert the link' button is highlighted with a red arrow labeled 'When finished'.

The link is now set.

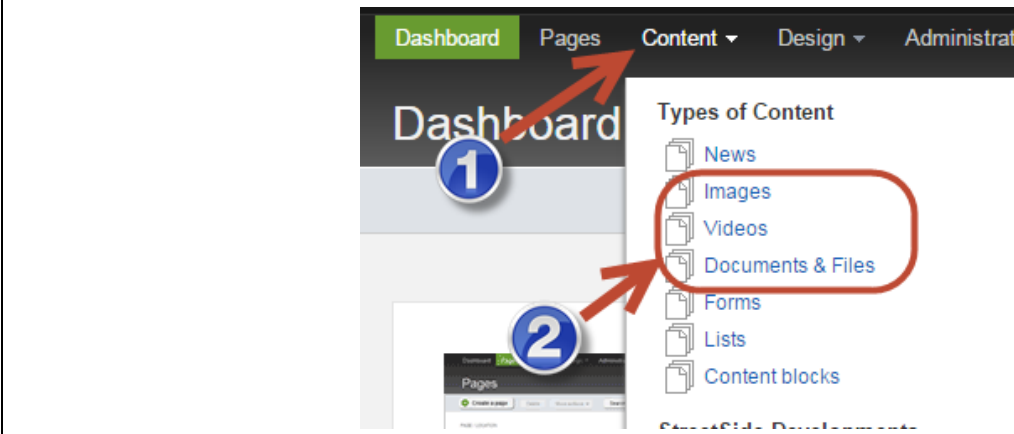
## Add New Images, Videos, and Documents to the Site

**NOTE:** It is not recommended to host videos on your site. The bandwidth required for streaming videos may not be sufficient. It is recommended that you host your videos on services like YouTube or Vimeo and create links for them.

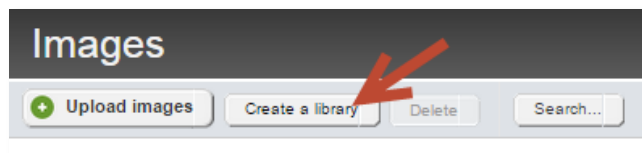
**NOTE:** This is for uploading directly to the Content Management System (CMS)

## Add Items to a New Library

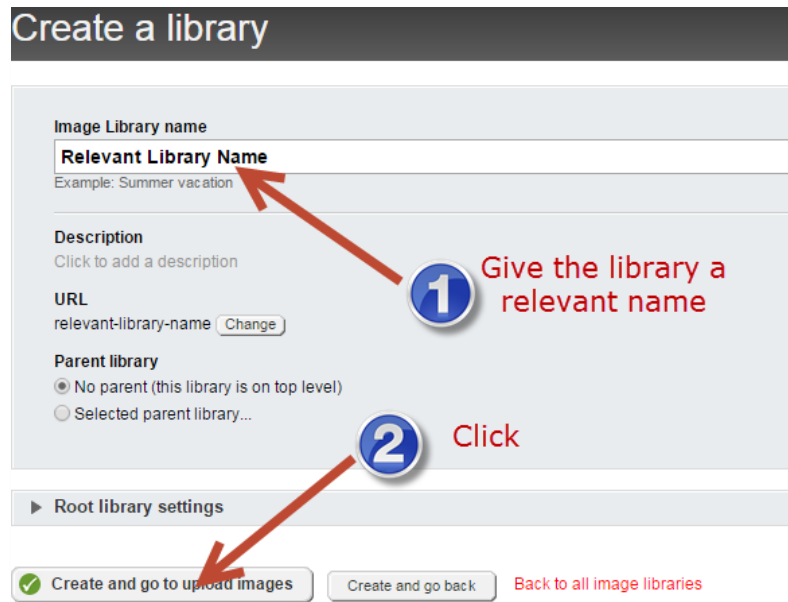
**Step 1** – Open the related Content Area (Images, Videos, or Documents & Files)



**Step 2** - Create a Library



**Step 3** - Name the Library



A screenshot of the 'Create a library' form. The form has a dark header with the text 'Create a library'. Below the header, there are several sections: 'Image Library name' with a text input field containing 'Relevant Library Name' and an example 'Example: Summer vacation'; 'Description' with a 'Click to add a description' link; 'URL' with a text input field containing 'relevant-library-name' and a 'Change' button; and 'Parent library' with two radio button options: 'No parent (this library is on top level)' (selected) and 'Selected parent library...'. At the bottom, there is a 'Root library settings' section and three buttons: 'Create and go to upload images' (with a green checkmark icon), 'Create and go back', and 'Back to all image libraries'. Two red annotations are present: a circle with the number '1' and the text 'Give the library a relevant name' pointing to the 'Image Library name' field, and a circle with the number '2' and the text 'Click' pointing to the 'Create and go to upload images' button.

**Step 4** - Drag and drop the file to the field, or you can click on Select image from your computer to search for it.

## Upload Images

Select image from your computer

or simply drag & drop it here

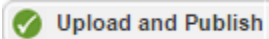
Or

## Upload documents or other files

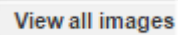
Select document from your computer

or simply drag & drop it here

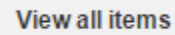
**Step 5** - Click on Upload and Publish

 Upload and Publish

**Step 6** - Once the uploads have finished click on View all images

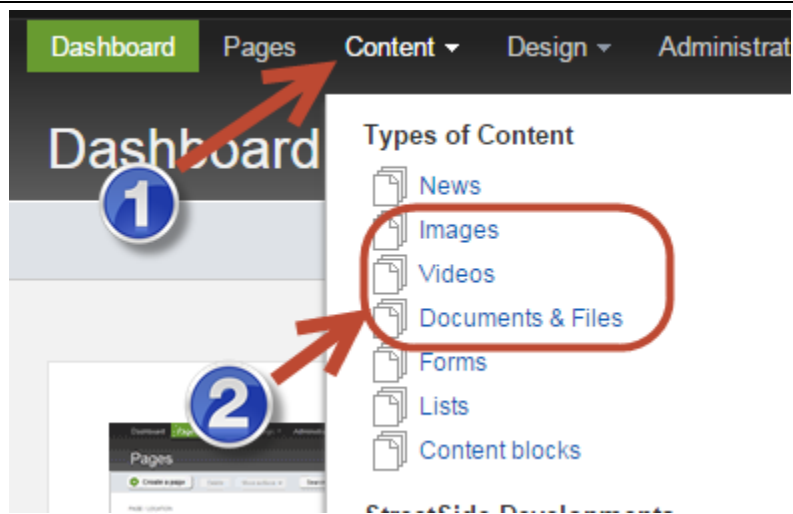
 View all images

or

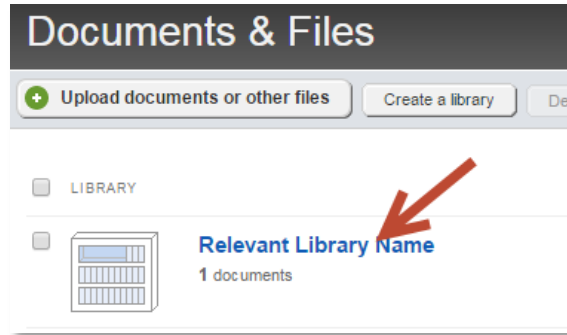
 View all items

## Add Items to an Existing Library

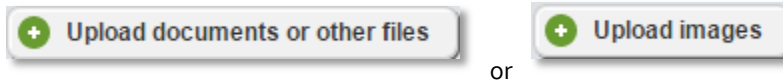
**Step 1** – Open the related Content Area (Images, Videos, or Documents & Files)



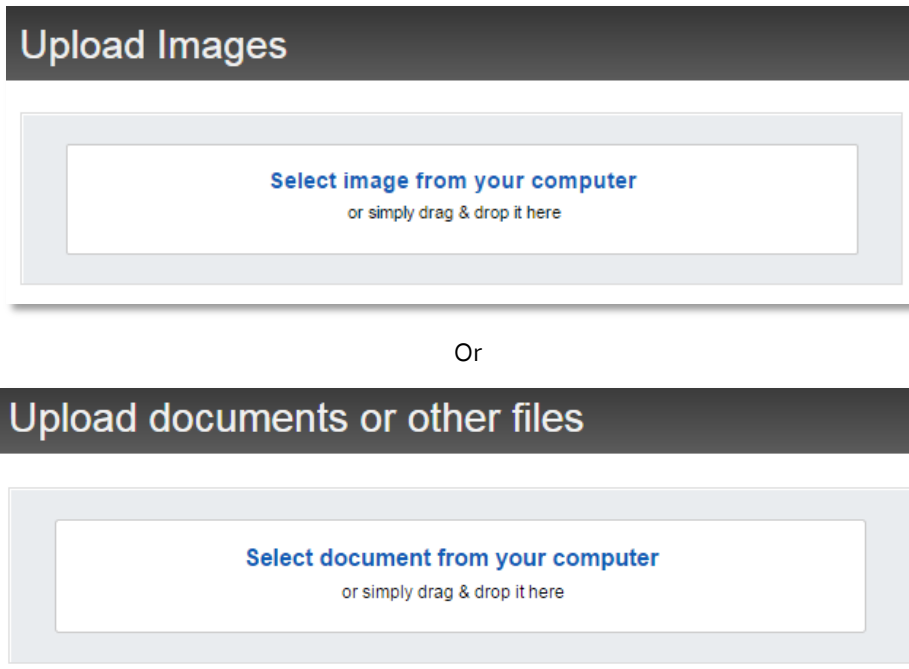
**Step 2** – Click on the Library



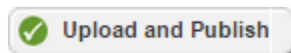
**Step 3** – Click the Upload button



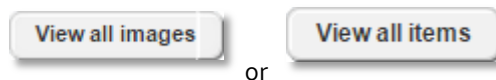
**Step 4** - Drag and drop the file to the field, or you can click on Select sentence in Blue to search for it.



**Step 5** - Click on Upload an Publish



**Step 6** - Once the uploads have finished click on View all images

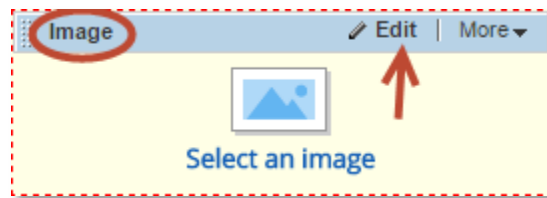


## Add New Images to the Site While Editing a Page

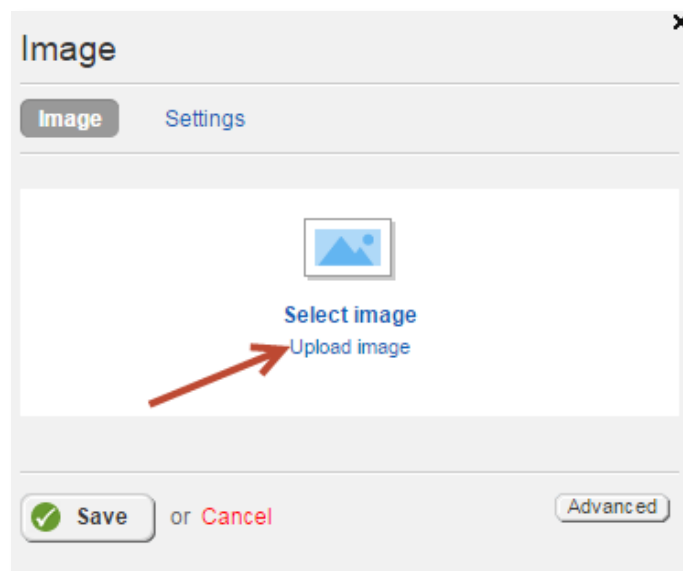
This will be done when editing an Image Field.

**NOTE:** You can only add to an existing Library

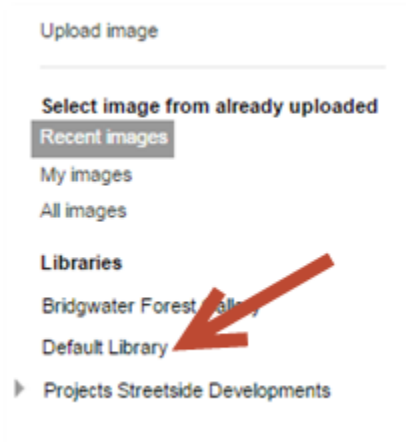
### Step 1 – Edit an Image Field



### Step 2 – Click Upload image

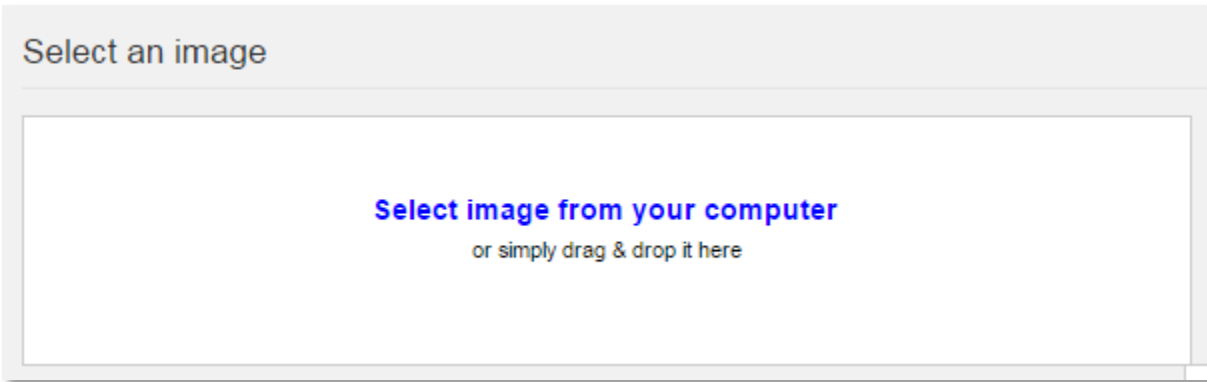


### Step 3 - Choose the library where you want the image is to be stored

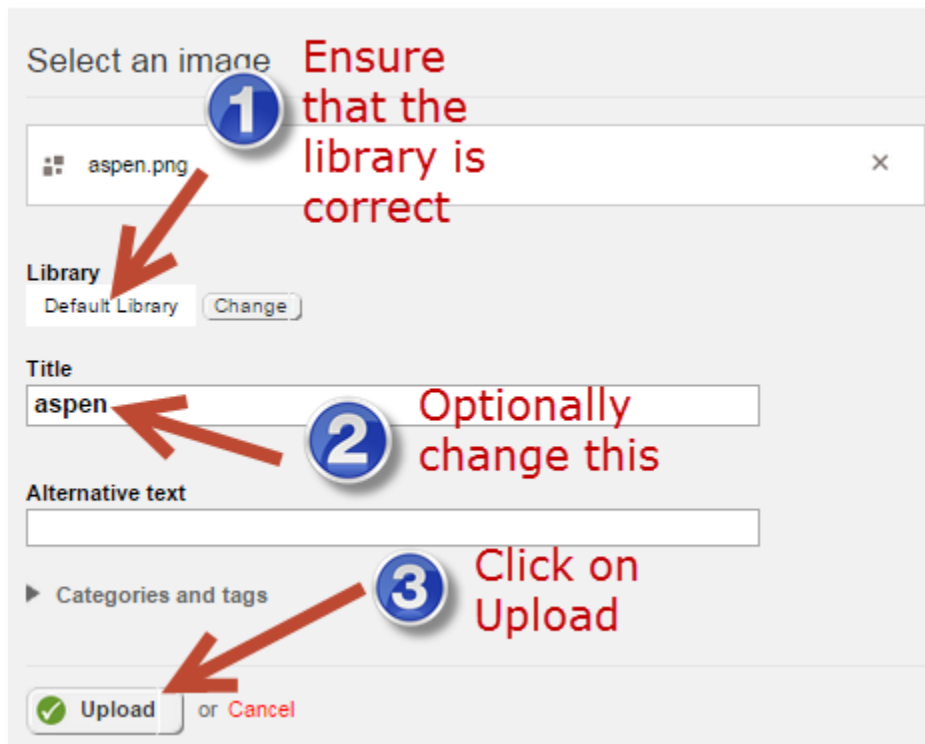




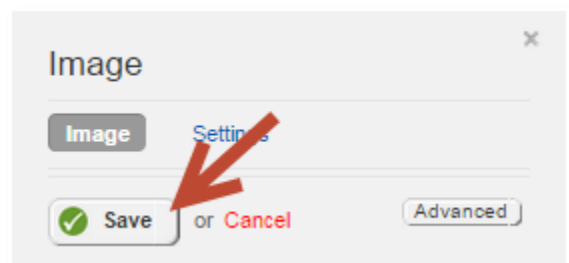
**Step 4** - Drag and drop the image to the image field, or you can click on Select image from your computer to search for it



**Step 5** - Fill in the details for the image



**Step 6** - Review the image on the screen and click the Save button



The image will now be added to the site immediately

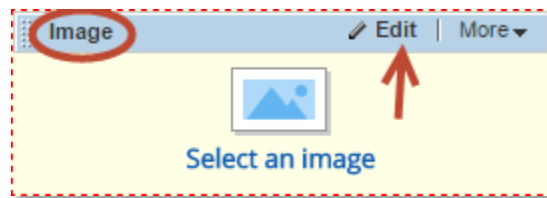


## Adding Existing Images to a Page

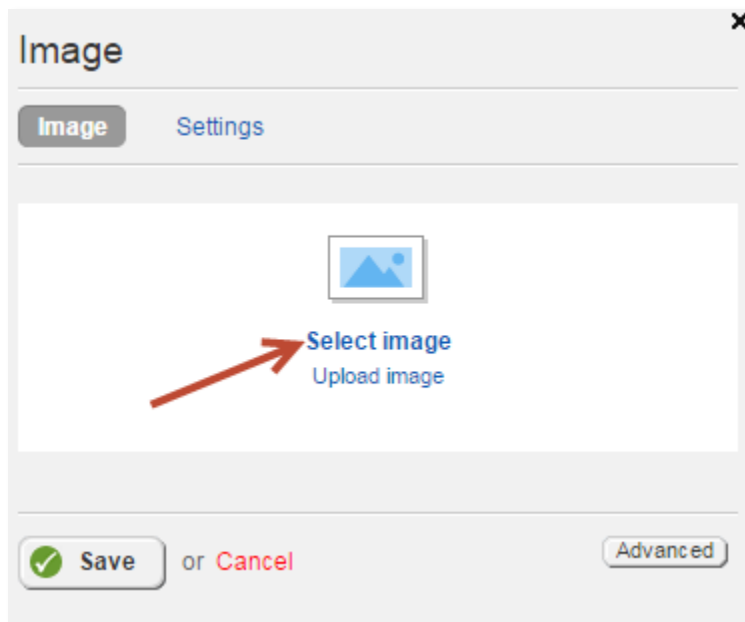
This will be done when editing an Image Field.

**NOTE:** This means that image has already been uploaded to a Library

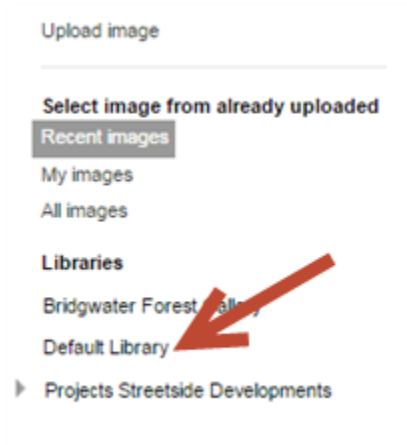
### Step 1 – Edit an Image Field



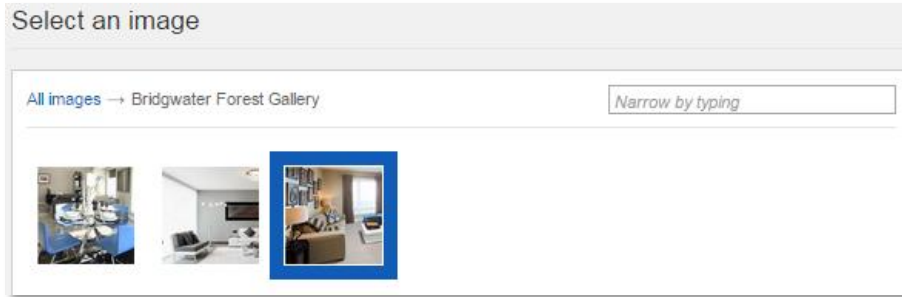
### Step 2 – Click Select image



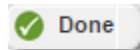
### Step 3 - Choose the library that the image is stored under



**Step 4** - Click on the image you want

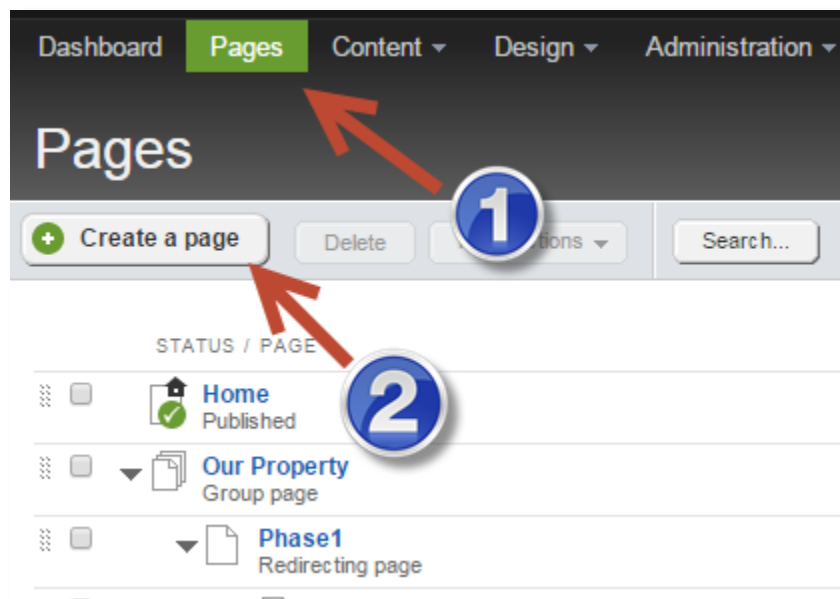


**Step 5** - Click on the Done button



## How to Add a New Page

**Step 1** – Go to the Pages area and click on Create a Page



**Step 2 – Name and position the page**

**Name**  
 **Name the page as to how it will be shown on the site**  
Displayed in navigation. Example: About Us

**Put this page...**  
 At top level  
 Under parent page... **Choose where to put the page**

Select

- Home
- Our Property
- The Community
- About Us
- Contact
- Register for Updates
- Legal

**At top level:** will be an item on the main menu.

**Under a parent page:** will be a sub-menu item under the chosen main menu item

**URL**  
/relevant-name

Enable multiple URLs for this page... **Allows the page to show up in the menu.**

Show in navigation **Make sure it is check marked**

Use this page only to group other pages  
This page doesn't have its own content and redirects to the first subpage

This page redirects to another page  
This page doesn't have its own content and redirects to another page in the website or to an external page

**Step 3 – Select the Template**

**Template** (You can change it later)

Use template

Custom

**Choose the template to use**

Don't use template (start from scratch)

**Step 4** – Pick the particular template that you need

Select a template

Warning: changing the template might break the layout of the page.

Custom Templates

FloorplanApt_Templat	FloorplanTownhouse_	Home_Template	Inner_Template
Used by 4 pages	Used by 1 page	Used by 1 page	Used by 6 pages

Use the selected template as a default template when you create a new page

or

**Step 5** – OPTIONAL: Enter any key words or descriptions to help search engines (Google, Bing) to categorize your page.

▼ Description, Keywords

**Description**

Less than 150 characters are recommended

**Keywords**

Separate keywords with comma.  
Example: *music, guitar, song*

**Step 6** – Click on Create and go to add content

## Duplicate a Page

**Step 1** – Go To the Pages Area

Dashboard **Pages** Content ▾

**Step 2** – Open the action of the page you want to duplicate and choose Duplicate form the menu.

Published			
✓ Published	Upgrades	View	Actions ▾
✓ Published	FAQS	View	Actions ▾
Phase2	Redirecting page	View	Actions ▾
✓ Published	Overview	View	Actions ▾
✓ Published	The Community	View	Actions ▾
✓ Published	About Us	View	Actions ▾
✓ Published	Contact	View	Actions ▾
✓ Published	Register for Updates	View	Actions ▾
✓ Published	Legal	View	Actions ▾
✓ Published	Privacy Policy	View	Actions ▾
✓ Published	Relevant Name	View	Actions ▾

- Delete
- Unpublish
- Duplicate
- Set as Homepage
- Share preview link...
- Create a child page

**Edit...**

- Content
- Title & Properties
- Permissions
- Revision History

**Change**

- Template
- Owner

**Move...**

- Up
- Down

Step 3 – Name and position the new page

**Name**  
 **Change the page name if necessary. This will be as to how it will be shown on the site**  
Displayed in navigation. Example: About Us

**Put this page...**  
 At top level  
 Under parent page... **Choose where to put the page**

**At top level:** will be an item on the main menu.

**Under a parent page:** will be a sub-menu item under the chosen main menu item

Select

- Home
- Our Property
- The Community
- About Us
- Contact
- Register for Updates
- Legal

**URL**  
/relevant-name

Enable multiple URLs for this page... **Allows the page to show up in the menu.**

Show in navigation **Make sure it is check marked**

Use this page only to group other pages  
This page doesn't have its own content and redirects to the first subpage

This page redirects to another page  
This page doesn't have its own content and redirects to another page in the website or to an external page



**Step 4 – OPTIONAL:** Enter any key words or descriptions to help search engines (Google, Bing) to categorize your page.

▼ **Description, Keywords**


**Description**

Less than 150 characters are recommended

**Keywords**

Separate keywords with comma.  
Example: *music, guitar, song*

**Step 5 –** Click on Create and go to add content

 **Create and go to add content**

The page will now be created immediately and viewable on the site.

