

# Instructions for Editing in the new System

## DNN9 the Upgrade from DNN8

We all hate change, but going forward is the best way to go. Security needs to be top of the range and your websites need to be faster loading and all the other things that gives this upgrade the edge ahead of other platforms that people are using.

Be patient, and if you have difficulty please give me a call. 0407665357. Or as always email first and I can send instructions or make a time for you to call. Remembering my hours are 10 till 5 weekdays for phone calls and weekends emails and if I am not busy will call you.

I did find it frustrating to start with and so will you. The information for the new system below will help you, and guide you around.

Login as normal using the `/login.aspx` to your domain that you were given.

It opens with the DDNN  logo on the side of the website.

### Editing

Across the bottom are the tools you will use the most. They appear by clicking Edit/pencil in the bottom left-hand corner.

Click the edit/pencil at the bottom. If you want to remain in the edit mode throughout the website click it again and it will turn blue this will keep the edit mode on all the time as you go over the website. Click again to release it for that page.

Your regular three boxes will appear when you hover over each module after clicking the pencil bottom left.

- The pencil – edit content,
- Star – Settings of the module,
- The Cross – to move the module around.

### Adding a HTML Module

First box is to add a module. Click and you will see all the modules available for your website. It has changed so that you can now add any of the Galleries or News or Rotator or Facebook Toolkit. Probably all that you will add.

The HTML the common module appears when you scroll down slightly and go back up. This is the plain module you use to add information words and individual images on your website. These modules go on what we call the pains which is the background to your page and the boxes that appear to add the modules.

### **Add an Existing Module**

The second box at the bottom which has an E beside it means an existing module. This comes in handy when you want to add a module that appears on one page to another page but not on all pages. You can add the same one or make a copy of it. (This is new you could only add before)

If you add a module and change the information in one it will change in the other if you make a copy it will be a completely separate module and you will be able to use the same settings but different words and images so it becomes an individual module. (This makes it easier to have the same looking module on different pages with different information.) So remember to tick Make a copy if you want a copy of a module.

### **Page Settings**

Clicking the page settings gives you a page with three tabs across.

**Details** - This is where you change the page Name and title. (That is all you will need here)

**Permissions** – Who can edit the page and who can view the page. (If you want to turn off a page from view you use this setting).

**Advanced** – gives you a list of the modules used on the page (something you don't need to worry about) also has appearance SEO and More. Don't think you need to worry about any of these tabs.

Up the top you can duplicate the page or save as a template. (if you get into this you may need some help)

To get out of here click x top right hand corner.

Editing or changing information within the modules themselves that is on the panes.

Using

- [The pencil – edit content,](#)
- [Star – Settings of the module,](#)
- [The Cross – to move the module around.](#)

### **The Pencil - edit content**

Click and your editor will open. It is a little different to the previous editor. (It is lighter and not so complex as before)

You have Source (this takes you to the html of the module) something that gets you confused. It is no longer a massive block of information and does make a bit of sense. (Not where you need to go)

It has all the usual tools for editing your words. Hover over them to see their names.

Usually you will only need to change the words that are already there.

But you can add Bold Italics and all the other little things.

The ones you will use the most are:

### **Linking domain or to another page**

You can add links to some words by clicking the link icon.

You get the link type another URL/Domain or clicking the little arrow will give the choice to another page called the portal page then choose the page.

### **Adding an individual image to a page click the image icon (this is different from adding images using module such as Gallery and Rotator these instructions available separately)**

Click upload to load the individual image.

Choose File and then send it to the Server



If you have added a number of images together through the Assets section (1a) Manage/ (instructions to follow) then you can browse the Server and find those images and insert them.

Click browse server find the image click on it then click ok and it will appear in the box you can then change the width and Height you can click and unclick the lock to change the dimensions equally. The alignment and a couple of other things like the space between words and the image.

Other than those two and the usual bold italics there are not many things you will need to use in here.

### **Headings - which come under the Normal box?**

Some Modules will have the heading in the body some will be within the heading of the module (2a) (instructions will follow how to change this)

For Headings within the Module you use Format click and you can get Heading 1 through to 6 Address and normal format. Please remember each page can only have 1 heading 1 on the page. (For Google)

You can change the font but not recommended because you have this set at the beginning keeping it uniform throughout the website.

Can change the size of the font if you need to but this should have been set when the website was created.

If you need to change these on a global scale all over the website please contact us and we can change the global settings on the website. To get out click a page in the menu bar.

### **Star – The Settings of the module**

Click the star you will only use the Settings button here. Click Update to finish.

### **Module Settings**

(2a) It opens and you will see first Tab Down the page you will see Module Title. This is where you change the title of the module if it does not appear in the body of the module

Click the Advance settings this is where you can tick for the module to appear on every page exactly the same.

### Permissions

Here you can untick the inherit View permissions from page and individually turn this module on or off for all users and registered Users.

### Pages Settings

This is where you can change the container settings so that each module is exactly the same this has been set up for you if you have a number of different containers with in the website. Click icon beside it and you get a choice only use your containers for your website otherwise you will get a fatal error.

Do not change anything else.

**HTML Module Settings** you don't have to worry about.

### The Cross – to move the module around.

This allows you to move your module around the page and into different pains. Hover and you get a list of them.

Of you can grab the top of each module and drag and move it to where you would like it to be. Once you start dragging all the pains will appear. Scoll down to where you would like to move it to.

To Exit editing you click the close button at the bottom on the right hand side.

The side bar will still be there and the pencil will be at the bottom.



This is where you logout of your website hover and you will see logout. (nothing else you need to worry about.) Logout is actually further down in some versions.



**/ Content This is where you find Pages and Recycle Bin.**

Click **Pages** - this give you a list of all the pages in your website. You can hover over a page and you get some icons. If you click on a function click save or cancel at the bottom to get out of it and go back to the list of pages.

**View** - this will take you to that page

**Edit** - this will take you back to the page and edit will be turned on.

**Settings** - of the page similar to when you in edit mode and the page settings at the bottom with the pencil. You can change the name and title permissions etc.

**Delete** - Delete the page from the website.

**Move** the moving cross appears when you hover and you can move them up and down the menu.

To get back to the website click View Site

### Recycle Bin

This is where everything ends up if you delete a page or a module accidently. You can click pages or Modules and Users who has been deleted from editing your website.



## / Manage (1a) Adding a number of images/posters - to the website.

Top left-hand side two spanners crossed over each other.  
Hover over it and the following appear.

Manage

Users

Roles

**Site Assets (This is probably the only one you will use here)**

Themes

Admin Logs

Click Site Assets

It shows you all the files that are on your website.

I usually set up another folder under Images to hold all the images I might need. It keeps them separate and easy to find when inserting them where you want.

Here you are able to load up a number of items at the same time.

You have views and Actions, hover over them and they explain themselves.

If you tick one of the images you get another row of tools

Hover over them and you get the same idea of what you can do with each individual file.

Click upload in the top row and you can drag and drop the images into the area or you can click and browse your computer and select a number of files to transfer across to the Assets of the website.



Settings

### Site Settings

- Where you can change your logo on your site.
- Favicon which appears up the top in the tabs on Chrome and other browsers.
- The copyright that appears at the bottom of the website.
- It also tells you which portal you are in within the system.
- you also add your description and keywords here.
- Along with your time zone this should be set at Canberra Melbourne Sydney unless you reside in Queensland. This has to do with your calendar if you have one on your website.

Any of the other tabs you will probably not use.

**Security**

**SEO**

**Vocabularies**

**Extensions** (Lists the modules that are available for your website)

**Servers**

**Custom CSS**

**Instructions for Modules such as Gallery, Rotator and News in separate file.**