

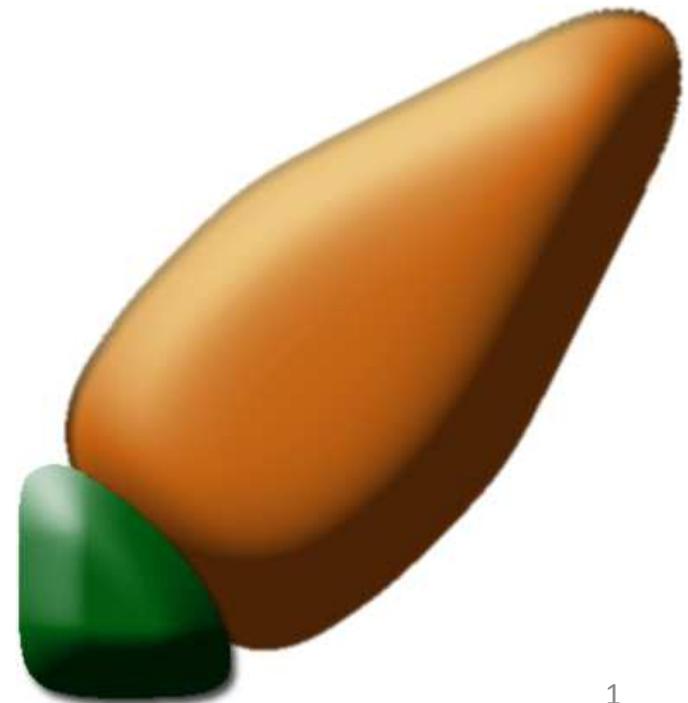
# CarrotCake CMS

## Using the Editor



Tuesday, July 09, 2013

Prepared by Samantha Copeland

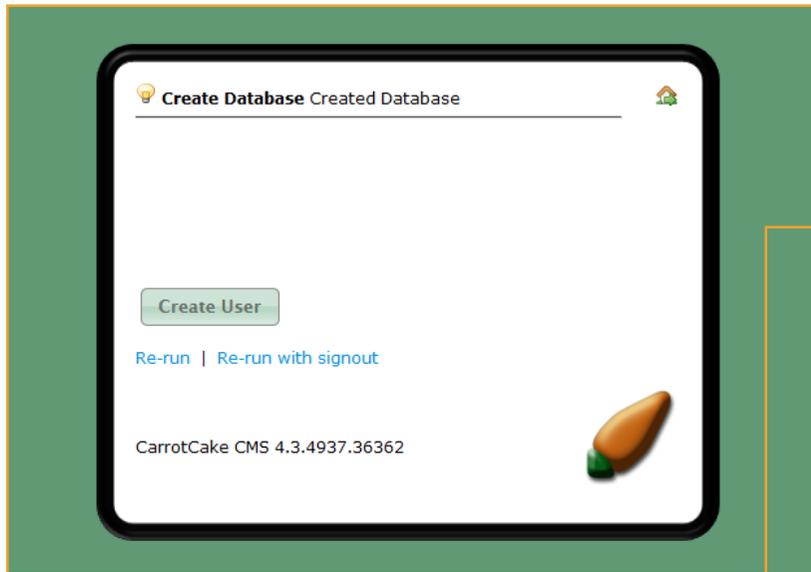


## UNDER CONSTRUCTION

To manage your site, visit the [site administration](#).

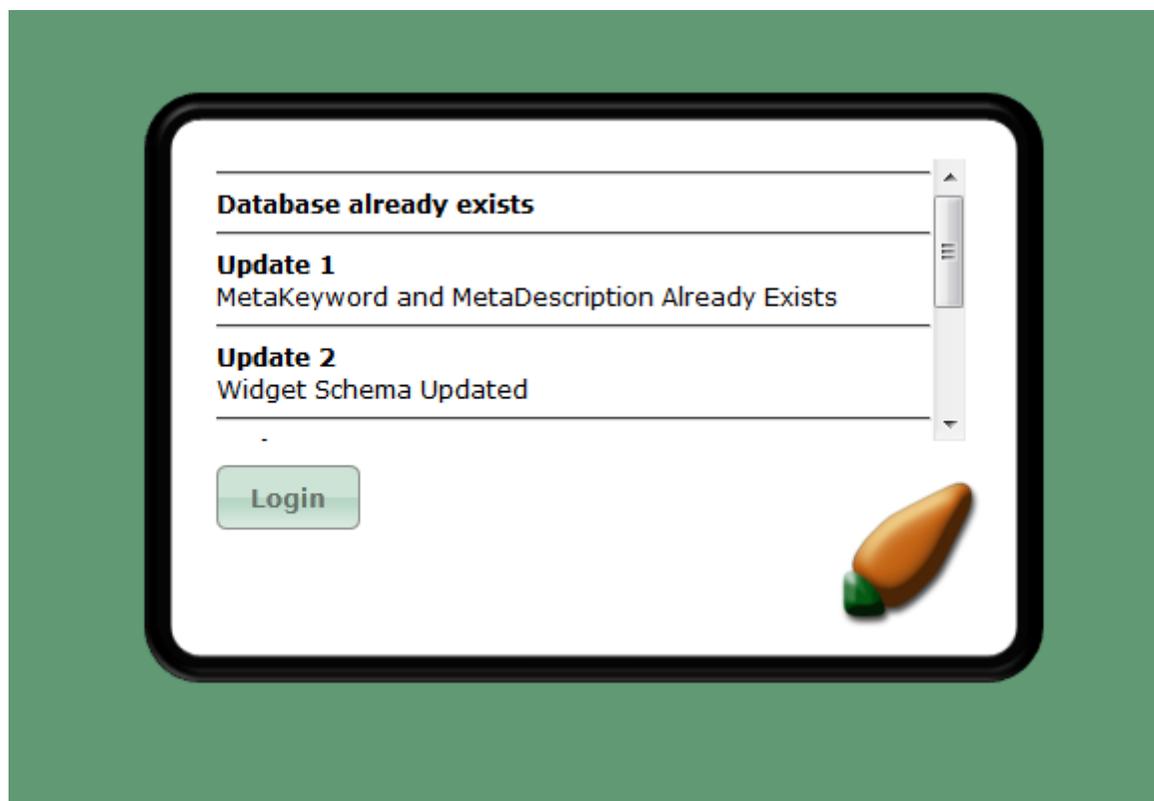
Default.aspx – what you will see if you have no homepage designated or when there are pending database updates.





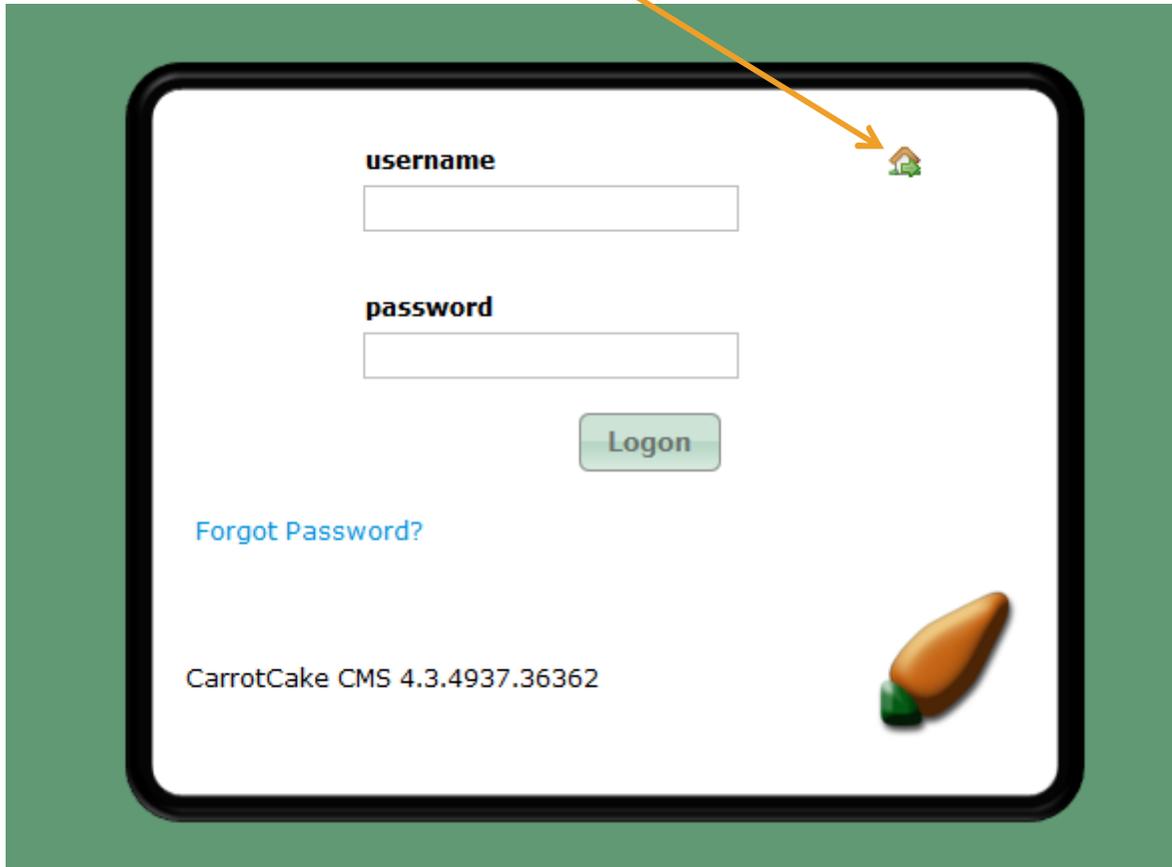
If you have a valid database connection string and have not applied the database scripts to your database, the system will deploy the database for you if the SQL credentials are dbo (database owner). If there is no CMS user configured, you will be taken to a wizard to create your first administrator account.





You should log out of the CMS prior to deploying updates to an existing site. If you have pending database updates and visit the logon page, you will be given a list of updates applied. Once applied, you can then login to the system as usual. If there are errors, the background of the change list will turn pink.

This icon links back to the home page of the site.



Login screen



# CarrotCake CMS 4.3

localhost: localhost is great



Site ▾

Pages ▾

Posts ▾

Modules

Browse Files

Security ▾

My Profile

About

View Site

Logout - carrotadmin

## Site Info

Refresh Configs

Provides ability to flush widget, admin modules, and template lists.

Site Info 1/2

### Site Information

Site ID

3bd253ea-eeee-4eb6-a4e7-bb097c2255ao

Site Name

localhost

Site Tagline

localhost is great

Site Titlebar Pattern

[[CARROT\_SITENAME]] - [[CARROT\_PAGE\_TITLEBAR]]

Site Time Zone

(UTC-06:00) Central Time (US & Canada)

Site URL

http://localhost

Index Page

Pages



Specifying the time zone will allow for accurate time based publishing of content.

Current Site Identity

Disallow from Search Engines

Allow sending trackbacks

Accept incoming trackbacks

Determines if nocrawl is put in meta header of your site's pages



### Meta Data

Meta Keywords

Meta Description

Site Info 2/2

Customizations of the blog paths.

If default site-wide values are needed, they can be specified here.

### Blog Settings

Blog Feature Base Folder

Blog Category Path

Blog Tag Path

Blog Date Path

Date Pattern

New sites will show a Create Site button, existing site profiles will show an Apply Changes button.

Click to Create Site

Apply Changes



## Site Information

Site ID

3bd253ea-eeee-4eb6-a4e7-bb097c2255a0

Site Name

localhost

Site Tagline

localhost is great

Site Titlebar Pattern

[[CARROT\_SITENAME]] - [[CARROT\_PAGE\_TITLEBAR]]

Site Time Zone

(UTC-06:00) Central Time (US & Canada)

Site URL

http://localhost

Index Page

News ✕

Pages ⏻

Hide from Search Engines

Allow sending trackbacks

Accept incoming trackbacks

Pages ⏻

Home

About

Join the Band

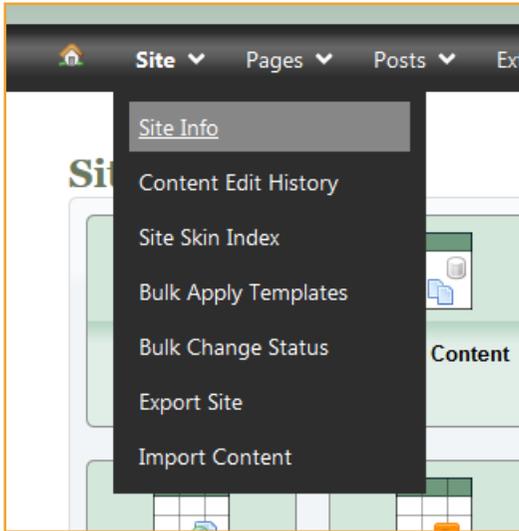
Resources

News

Calendar

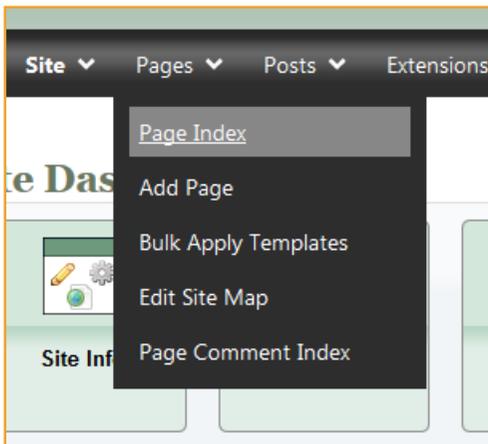
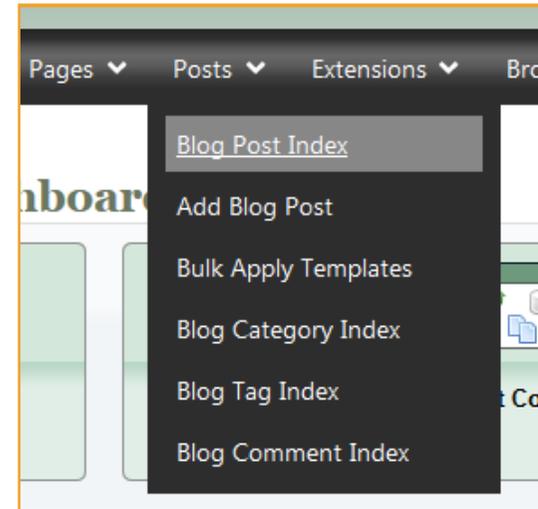
Once pages have been added to the site, you can select one to be the target of blog category/tag/date results, as well as general site searches.





Use the “Site” menu to import (native or wordpress) or export content, apply templates by content type/level. The Home icon will take you to the site dashboard.

Use the “Posts” menu to access site blog posts and perform bulk updates templates/skins.



Use the “Pages” menu to access site content pages and perform bulk updates templates/skins.

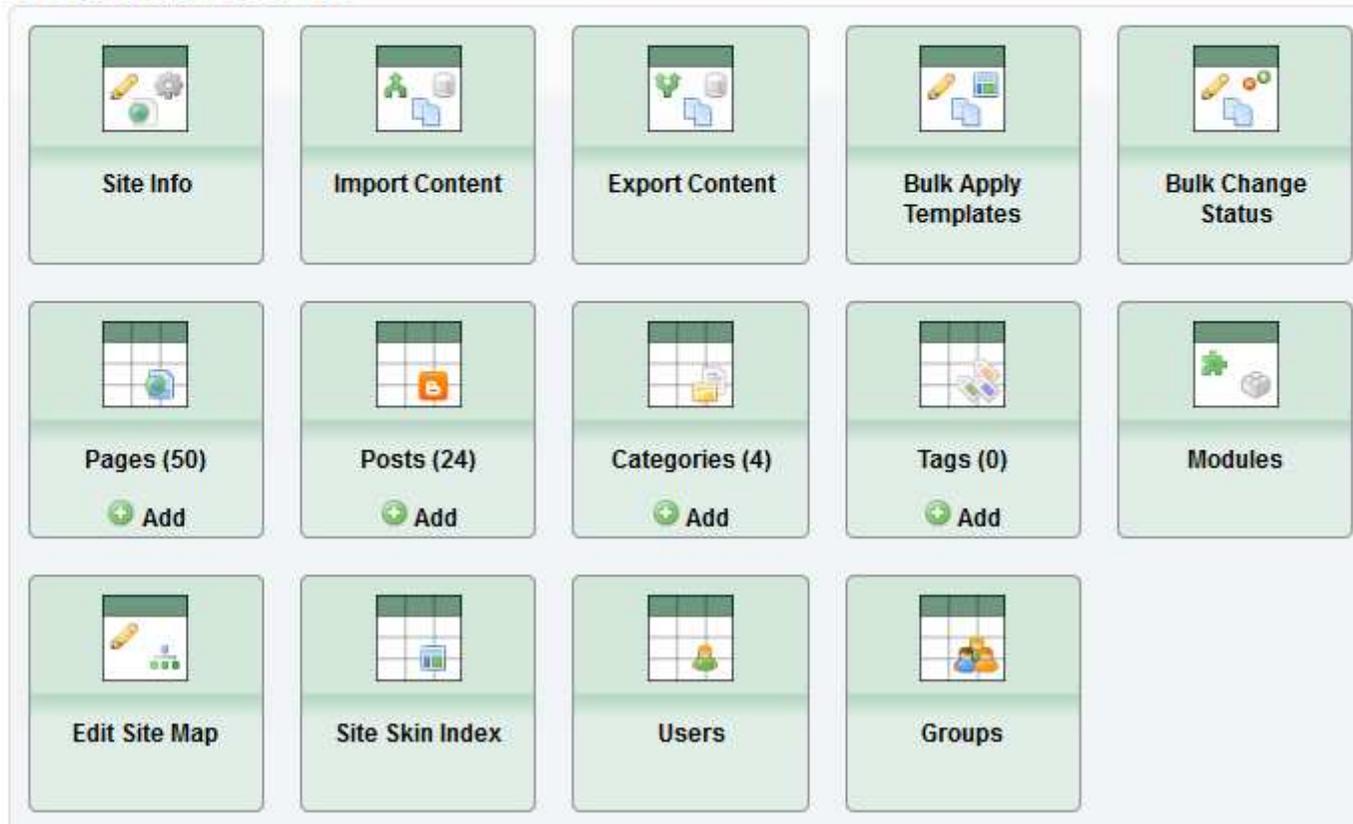


# CarrotCake CMS 4.3

Local Test Site: localhost is great

Site ▾ Pages ▾ Posts ▾ Extensions ▾ Browse Files Security ▾ About View Site My Profile [carrotadmin] ▾

## Site Dashboard



The Site Dashboard is a grid of 19 widgets arranged in three rows. The first row contains five widgets: Site Info, Import Content, Export Content, Bulk Apply Templates, and Bulk Change Status. The second row contains five widgets: Pages (50) with an Add button, Posts (24) with an Add button, Categories (4) with an Add button, Tags (0) with an Add button, and Modules. The third row contains four widgets: Edit Site Map, Site Skin Index, Users, and Groups.

When you login to the admin area (and aren't redirected to a page you requested before you logged in) you will be taken to the site dashboard where various common actions will be listed for quick access.

To reach this menu at any other time, just click the "Home" icon in the far left of the navigation menu bar.

Site Pages Posts Extensions Browse Files Security

## Site-Wide Template Update

**Content**

**Home Page** Home [/home.aspx]  
Waterdrops (regular page)

**All Content Pages (only)**  
-Select Template-

**All Top Level Pages (only)**  
-Select Template-

**All Sub Level Pages (only)**  
-Select Template-

**Blog**

**Index Page**  
News Pages  
Waterdrops (regular page)

**All Blog Posts (only)**  
-Select Template-

**Everything (including home and blog index)**

**All Content (Content Pages and Blog Posts)**  
-Select Template-

Save

If you decide to change the whole appearance of your website, you can bulk change the templates used to render the site by selecting any available template from the list based on a generalized profile, such as Home, Site/Blog Index, Content or Blog page etc.

The Home Page and Index template selection will pre-select to their current value as there is only one page of either type. Other options must be manually selected.

You can also select the site index page at the same time as defining it as having a different layout template.

If you want to update the entire site to have the same appearance on every page, just pick this option.



## Page Index

View Page Index

Bulk Apply Templates/Skins

Add Page (with HTML editor)

Add Page (as plain text)

show content:

Show Filtered

Show All

15 total records

Change Page Size

10

							New Menu Text ▾	Filename	Last Edited	Created On	Go Live	Retired	Released	Navigation	In SiteMap	Block Index	Public
							Weather Policy	/about/w...									
							Resources	/resources.aspx	2/23/2013	3/9/2011	3/9/2011						
							Repertoire	/about/repertoire.aspx	12/22/2012	2/15/2011	2/15/2011						
							Photo Galleries	/resources/photo-galleries.aspx	2/24/2013	3/2/2011	3/2/2011						
							On Fa										
							News										
							Music	/resources/music.aspx	12/22/2012	4/3/2011	4/3/2011						
							Ma	s.aspx	12/22/2012	2/17/2011	2/17/2011						
							Lin	s.aspx	12/22/2012	3/7/2011	3/7/2011						
							Join the Band	/join-the-band.aspx	12/22/2012	2/15/2011	2/15/2011						

Allows you to add a new page to your site using either HTML or plain text

Sort sub/child pages

enable/disable widgets

View and manage version history

Go directly to the advanced editor

Export page

Edit page in plain text

Edit page in HTML

Icons indicate publish status, green is active, red is hidden from public view

## Bulk Apply Templates/Skins

-  View Page Index
-  Bulk Apply Templates/Skins
-  Add Page (with HTML editor)
-  Add Page (as plain text)

show content: Show Filtered Show All

page filter: Filter Resources ✕ Pages 

template to apply to selected pages: Snowdrift (regular page) ▾

Save

Check All Uncheck All

	Template File	Nav Menu Text	Filename	Last Edited	Created On	Go Live	Navigation	Active
<input checked="" type="checkbox"/>	/cmstemplates/waterdrops/waterdrops-page.aspx	Music	/resources/music.aspx	3/9/2013	4/3/2011	4/3/2011		
<input checked="" type="checkbox"/>	/cmstemplates/waterdrops/waterdrops-page.aspx	Photo Galleries	/resources/photo-galleries.aspx	3/9/2013	3/2/2011	3/2/2011		
<input type="checkbox"/>	/cmstemplates/waterdrops/waterdrops-page.aspx	Resources	/resources.aspx	3/9/2013	3/9/2011	3/9/2011		
<input type="checkbox"/>	/cmstemplates/waterdrops/waterdrops-page.aspx	Maps	/resources/maps.aspx	3/9/2013	2/17/2011	2/17/2011		
<input type="checkbox"/>	/cmstemplates/waterdrops/waterdrops-page.aspx	Links	/resources/links.aspx	3/9/2013	3/7/2011	3/7/2011		

Allows bulk application of a Template/Skin to a subsection of the site content

Select template to assign from the drop down list

Select one or more pages to alter the assigned template.

## Page Add/Edit

**last updated:** 3/9/2013 8:06:23 PM  
**create date:** 3/9/2011 10:34:46 AM

**release date:** 3/9/2011 10:25 AM  
**retire date:** 3/9/2211 10:30 AM

**title bar:** Resources

**filename:** /resources.aspx

**navigation:** Resources

**page head:** Resources

**thumbnail:**

If you want to delay making the page public after being published, future date when you want the page to go live, or if you want it to hide itself after a certain date, set the retire date. Pages must be marked as "Show Publicly" for time based publishing to be enabled.

Core page data: title bar – what shows at top of the web browser or search results, page head – title within the body, and navigation, what will show in the built in controls as the link title

Show/hide page to the general public, block from the system sitemap or block from the navigation controls.

Show publicly  Include in site navigation  
 Include In Sitemap  Hide from Search Engines

**meta keywords:**

**meta description:**

Drill down to assign parent page (if any)

**parent page:**

parent page:

Resources

Pages

template:

Waterdrops (regular page)

Preview

Provides ability to preview the template using built-in mockup data.

Select a template

Browse Server Files

Left Center Right Trackback URLs

Rich edit controls to provide formatting support

Core versioned content zones, Left, Right, & Center

Date/Time stamp that confirms active lockout of other users.

Saves page, but redirects to the page within the site.

Provides ability to save changes but without the new version becoming the version of the content that the website provides to visitors.

Provides ability to re-publish/review an earlier version of the page

HB: 3/9/2013 8:49:02 PM

Save

Save and Visit

Cancel

Save this as draft

-Page Versions-

Review / Revert

Show publicly    Include in site navigation  
 Include In Sitemap    Hide from Search Engines

**meta keywords:**

**meta description:**

**parent page:** Resources  Pages

**template:** Waterdrops (regl) Music  
Photo Galleries  
Maps

Left Center Right Trackback URLs

**parent page:** Resources Maps  Pages

**template:** Waterdrops (regular page)

Click the next level page, or not if at the desired level. Click the power ring icon to reset the page's path.

Drill down to assign page hierarchy in the site map, mouse over to trigger.

Top-most parent, click the x to remove this page from the current page's path. Only the lowest level page has an X.



## Site Map

Save Fix Orphaned Pages Fix Blog Navs

- ◇ /home.aspx [Home] ✓💡
- ◇ /join-the-band.aspx [Join the Band] ✓💡
- ▼ /about.aspx [About] ✓💡
  - ◇ /about/conductors.aspx [Conductors] ✓💡
  - ◇ /about/fund-raising.aspx [Fund Raising] ✓💡
  - ◇ /about/repertoire.aspx [Repertoire] ✓💡
  - ◇ /about/weather-policy.aspx [Weather Policy] ✓💡
  - ◇ /about/facebook.aspx [On Facebook] ✖💡
- ▶ /resources.aspx [Resources] ✓💡
- ◇ /calendar.aspx [Calendar] ✓💡
- ◇ /news.aspx [News] ✓💡

Drag the icon next to the file name and drop the page somewhere else in the hierarchy. The pale yellow area will show the place where the item will drop when released. An arrow indicates sub pages, while a diamond indicates no child pages.

## Site Map

Save Fix Orphaned Pages Fix Blog Navs

- ◇ /home.aspx [Home] ✓💡
- ▼ /about.aspx [About] ✓💡
  - ◇ /about/conductors.aspx [Conductors] ✓💡
  - ◇ /join-the-band.aspx [Join the Band] ✓💡
  - ◇ /about/fund-raising.aspx [Fund Raising] ✓💡
  - ◇ /about/repertoire.aspx [Repertoire] ✓💡
  - ◇ /about/weather-policy.aspx [Weather Policy] ✓💡
  - ◇ /about/facebook.aspx [On Facebook] ✖💡
- ▶ /resources.aspx [Resources] ✓💡
- ◇ /calendar.aspx [Calendar] ✓💡
- ◇ /news.aspx [News] ✓💡

Click save to make your rearrangements active



# CarrotCake CMS 4.3

Local Test Site: localhost is great

Home Site Pages Posts **Extensions** Browse Files Security About View Site My Profile [carrotadmin]

## Module Index

- ▶ Calendar Admin
- ▶ Downloads
- ▶ Error Throw
- ▼ Event Calendar
  - Create / Update Database
  - Event Profile List
  - Event List
  - Add/Edit Event Detail
  - Category List
  - Add/Edit Category
- ▶ FAQ Admin
- ▶ Photo Gallery

- Modules**
- Text Widgets
- Content Snippets

Top level menu to access the admin modules

Top level of modules

Modules within a module family



## Content Snippet Add

slug:

name:

release date:

retire date:

active:

snippet text: Show/Hide Editor

- Modules
- Text Widgets
- Content Snippets**

Top level menu to access the content snippet list

address: 123 Main St

Path: p

This provides the ability to create reusable content chunks for use in multiple locations in the site's templates or as pre-built widget content controls. Presented through use of the <carrot:ContentSnippetText /> control.

HB: 7/9/2013 6:14:04 PM



# CarrotCake CMS 4.3

Menu item to add new users

Home ▾ Pages ▾ Posts ▾ Modules Browse Files Security ▾ My Profile

## Manage Users

 Add User

	Username ▲	Name	Email	Created On	Status
	testuser	testuser	zzuser@example.com	10/16/2011	
	user	user	ffuser@example.com	10/16/2011	
	user1	user1	aanoone@somewhere.com	10/16/2011	
	user2	user2	jjnoone@somewhere.com	10/16/2011	

Icon indicates user status, a padlock indicates a user that has been disabled

This screen is only visible to administrators

Browse Files Security ▾ About View Site

- Users
- Groups
- Sites

Created On	Status
10/14/2011	

Drop down menu for security to get to the user menu



# CarrotCake CMS 4.3

Home ▾ Pages ▾ Posts ▾ Modules Browse Files Security ▾

Menu item to add new group

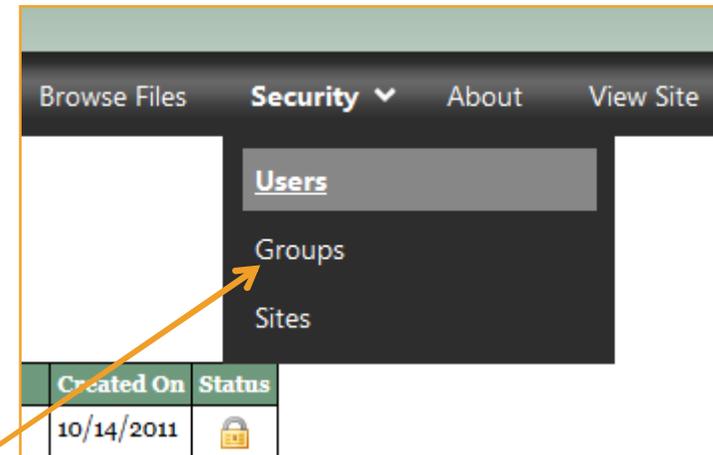
## Manage User Groups

+ Add Group

	Role Name ▲
	CarrotCMS Administrators
	CarrotCMS Editors
	CarrotCMS Users

This screen is only visible to administrators

Drop down menu for security to get to the group menu



A screenshot of the CarrotCake CMS interface showing the 'Security' dropdown menu. The menu is open, displaying options: 'Users', 'Groups', and 'Sites'. The 'Users' option is highlighted. Below the menu, a table is partially visible with columns 'Created On' and 'Status'. The 'Created On' column shows the date '10/14/2011' and the 'Status' column shows a lock icon.

Created On	Status
10/14/2011	



## User Preferences

### Edit Profile

**Email**

**Nickname**

**First Name**

**Last Name**

Change your email

### Bio Data

Show/Hide Editor



Path: p

Save

- View Site
- My Profile [carrotadmin] ▾
  - Edit Profile
  - Change Password
  - Logout

This screen is visible when clicking the "edit profile" menu link



**User Preferences**

**Change Password**

**Current Password**

**New Password**

**Confirm Password**

View Site    My Profile [carrotadmin] ▾

Edit Profile

**Change Password**

Logout

Change your password

This screen is visible when clicking the "change password" menu link



# CarrotCake CMS 4.3

Local Test Site: localhost is great

Click the "Home" icon to visit the dashboard.

Site Info

Refresh Configs

Site ▾ Pages ▾ Posts ▾ Extensions ▾ Browse Files Security ▾ About View Site My Profile [carrotadmin] ▾

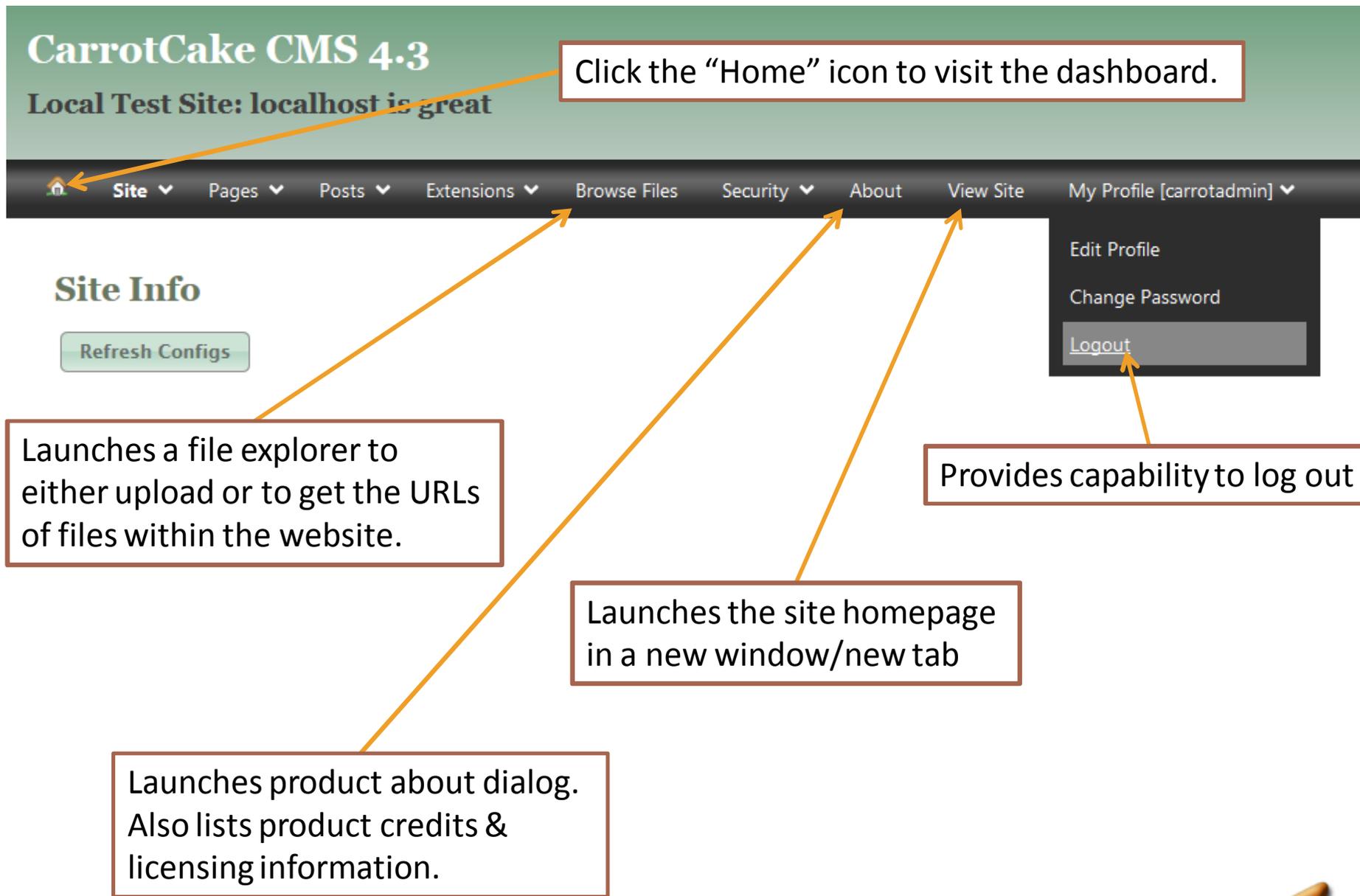
Edit Profile  
Change Password  
Logout

Launches a file explorer to either upload or to get the URLs of files within the website.

Provides capability to log out

Launches the site homepage in a new window/new tab

Launches product about dialog. Also lists product credits & licensing information.

The image shows a screenshot of the CarrotCake CMS 4.3 dashboard. At the top, there's a green header with the title 'CarrotCake CMS 4.3' and the text 'Local Test Site: localhost is great'. Below this is a dark navigation bar with several menu items: a home icon, 'Site', 'Pages', 'Posts', 'Extensions', 'Browse Files', 'Security', 'About', 'View Site', and 'My Profile [carrotadmin]'. A dropdown menu is open under 'My Profile', showing 'Edit Profile', 'Change Password', and 'Logout'. Below the navigation bar, there's a 'Site Info' section with a 'Refresh Configs' button. Five callout boxes with arrows point to specific elements: one to the home icon, one to 'Browse Files', one to 'About', one to 'View Site', and one to 'Logout'. Each callout box contains a brief description of the function of that element.



This screen is only visible to administrators and editors if they are logged in. If you have recently viewed the screen prior to logging in, and do not see the edit links, try refreshing the screen as the non-edit version may have cached.

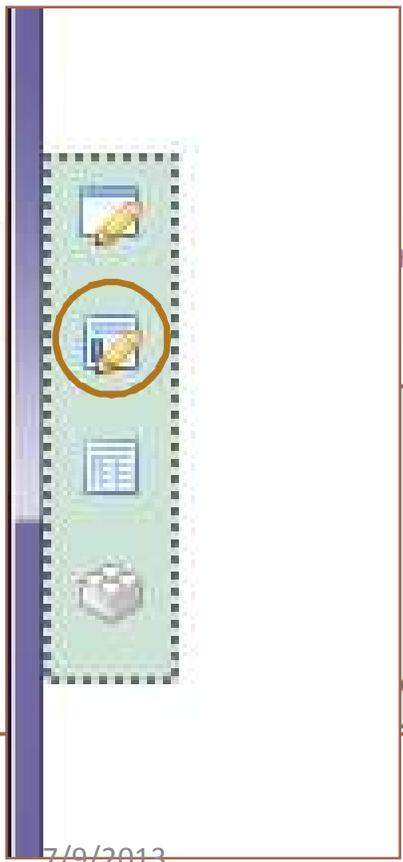
Also, we will NOT rehearse on any evening w... announces that Metro schools will be closed t... because of bad weather — or any other "unf... circumstance. (If schools are closed on any... reason, such as a "teachers' in-service," or s... be a SCHEDULED closing, and not an "emergency" closing — so it would not affect us.)

If the w... news b...

Links the user to the WYSIWIG widget editor

rights reserved. | Site built with carrotcake cms  
Valid XHTML | CSS

<a href="#">EDIT</a>	<a href="#">ADVANCED EDIT</a>	<a href="#">CONTENT INDEX</a>	<a href="#">MODULE INDEX</a>
<a href="#">HOME PAGE</a>	<a href="#">PARENT PAGE</a>	<a href="#">CURRENT PAGE</a>	
CarrotCake CMS 4.3.4816.39478			
/citrus-island/citrus1.aspx			
Release Date: 2/19/2011 11:20:28 AM		Retire Date: 2/19/2011 11:25:28 AM	



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Also, we will NOT rehearse on any evening w  
announces that Metro schools will be closed t  
because of bad weather — or any other "unf  
circumstance. (If schools are closed on any  
reason, such as a "teachers' in-service," or s  
be a SCHEDULED closing, and not an "emergency" closing — so it  
would not affect us.)

If the weather appears to be "threatening," then please listen to the  
ings.

Links back to the main edit screen  
in the management system

[EDIT](#)    [ADVANCED EDIT](#)    [CONTENT INDEX](#)    [MODULE INDEX](#)

[HOME PAGE](#)    [PARENT PAGE](#)    [CURRENT PAGE](#)

CarrotCake CMS 4.3.4816.39478

/citrus-island/citrus1.aspx

release Date: 2/19/2011 11:20:28 AM    Retire Date: 2/19/2211 11:25:28 AM

7/9/2013

CarrotCake CMS

Widgets Templates Page Info

Save Cancel

Calendar - Date Info  
~/cmsPlugins/CalendarDateInfo.ascx

Calendar - Display  
~/cmsPlugins/CalendarDisplay.ascx

Calendar - Upcoming  
~/cmsPlugins/CalendarUpcoming.ascx

Download List (public)  
~/cmsPlugins/DownloadLister/

CarrotCake CMS 4.3.4901.38684  
HB: 6/2/2013 11:08:18 PM

## CALENDAR

Icons to scoot the toolbar left, right, or minimize it

phCenterTop

TextCenter (BodyCenter)  
The NCCB strives for about twelve performances per year and one Monday night rehearsal per week, two hours in length. The Band rehearses year round with a brief hiatus in December and January. In order to be a performance band, the repertoire must include a variety of works that can be mixed and matched with minimal rehearsal and that can be mixed and built upon with the new works that are introduced each year.

phCenterBottom

Calendar - Display  
~/cmsPlugins/CalendarDisplay.ascx

phLeftBottom

TextLeft (BodyLeft)

phRightTop

Grab a widget (using its green titlebar) from the toolbox and drag it over a placeholder. The drop target will highlight



CarrotCake CMS

Widgets Templates Page Info

Save Cancel

Calendar - Date Info  
~/ cmsPlugins/ CalendarDateInfo. ascx

Calendar - Display  
~/ cmsPlugins/ CalendarDisplay. ascx

Calendar - Upcoming  
~/ cmsPlugins/ CalendarUpcoming. ascx

Download List (public)  
~/ cmsPlugins/ DownloadLister/

CarrotCake CMS 4.3.4901.38684  
HB: 6/2/2013 11:09:15 PM

Timestamp confirming user edit lock

Toolbox with widgets

Widget placeholder/container

Widget handlebar: click this to grab for reordering or moving to different widget containers in the same page.

The widget container provides a list of all widgets, allowing you to permanently delete or inactivate a widget, or copy a widget from another page.

phCenterTop

TextCenter (BodyCenter)  
The NCCB strives for about twelve performances per year and one Monday night rehearsal and rehearses year round with a brief hiatus in December and January. In order to be a performance based organization, the NCCB must present a variety of works that can be mixed and matched with minimal rehearsal time. The NCCB works closely with the new works that are introduced each year.

phCenterBottom

Calendar - Display

June 2013						
SU	M	TU	W	TR	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19			
22	23	24	25	26		

Widgets  
Copy From

phLeftTop

CarrotCake CMS

Widgets Templates Page Info

Templates / Skins

Waterdrops (regular page)

Apply Preview

Save Cancel

You can test alternate templates/skins, simply choose one of the others and click apply. You can preview them with mocked up data by clicking preview.

Display

July 2013

SU	M	TU	W	TR	F	SA
		2	3	4	5	6
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	

Edit  
Clone  
Set Time  
History  
Remove

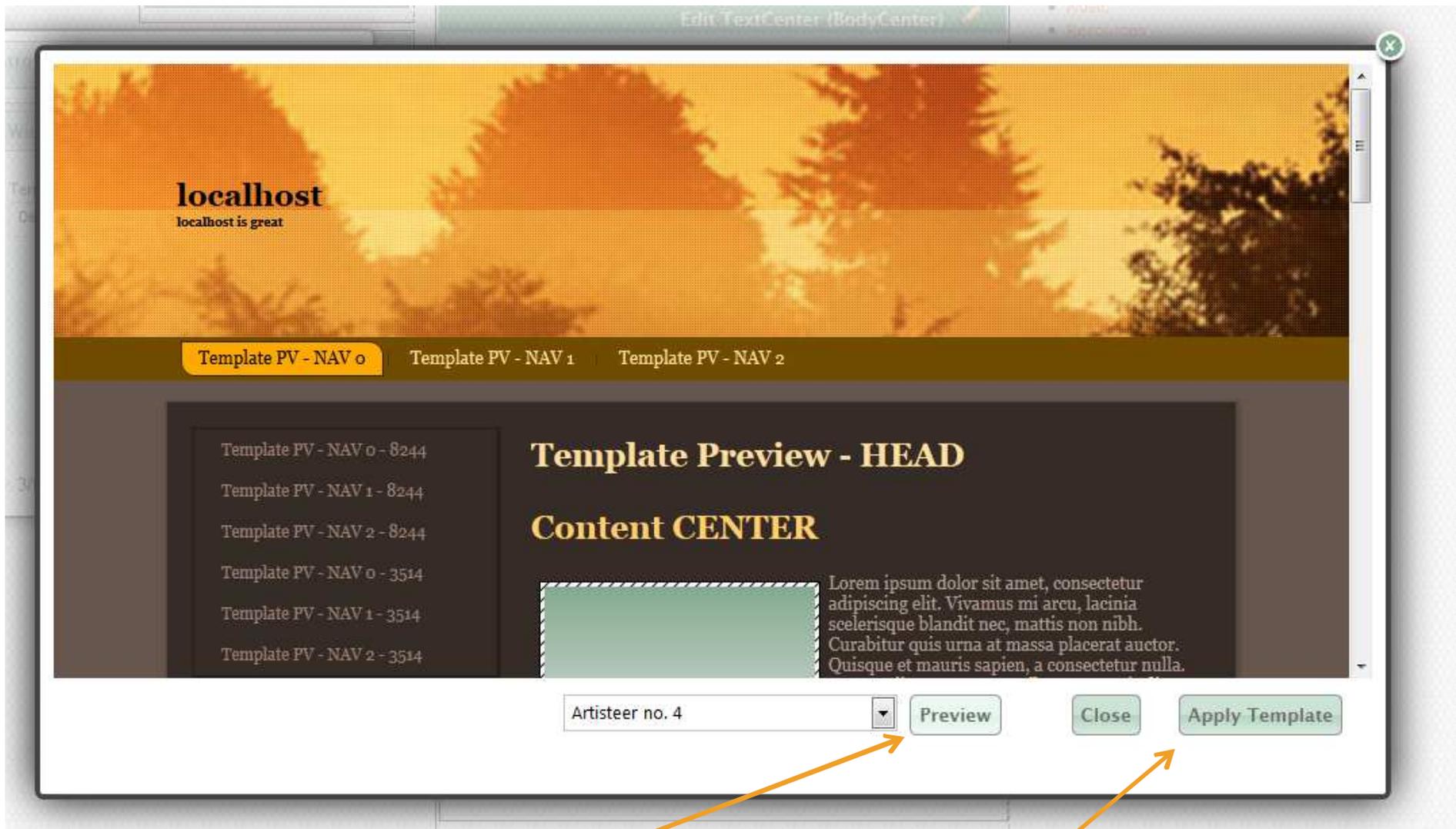
To access a widget's menu, mouse over the cog icon which access the settings, located in the right end of the pale green menu bar for any given widget. If your widget supports it, you can edit properties of the widget in its current context. If you want to remove the widget, simply click remove. A prompt will assist in preventing accidentally removing the widget. You can also set a widget to appear and disappear at a specified time, or make a duplicate copy of the widget.

Remove Widget?

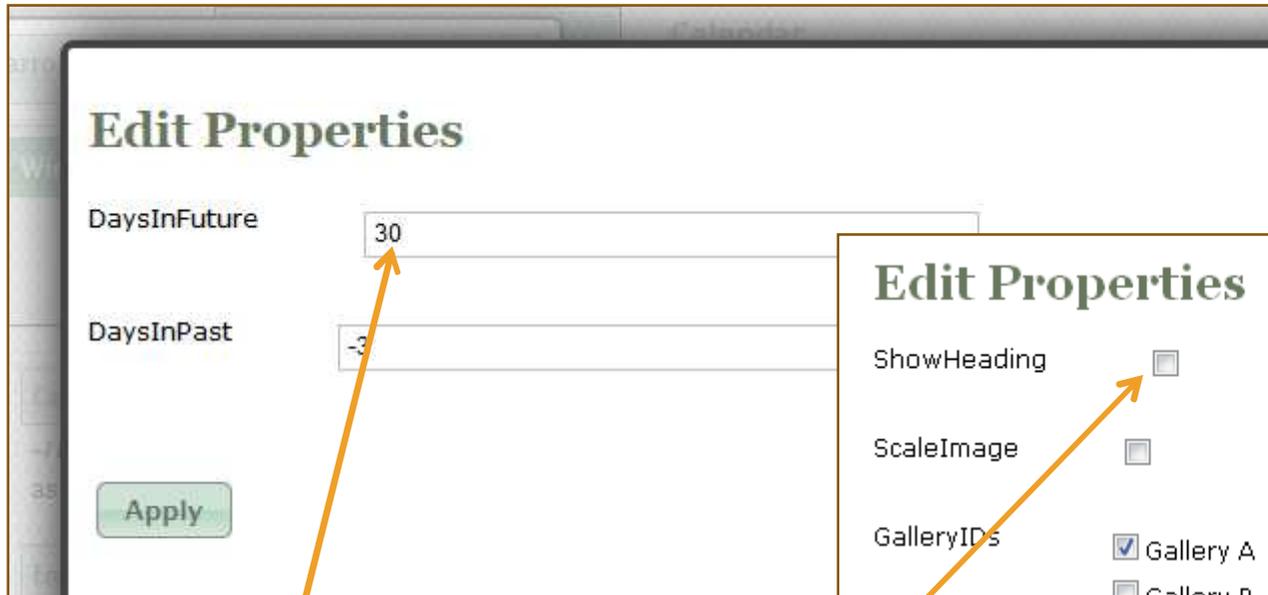
Are you sure you want to remove this widget?

No Yes

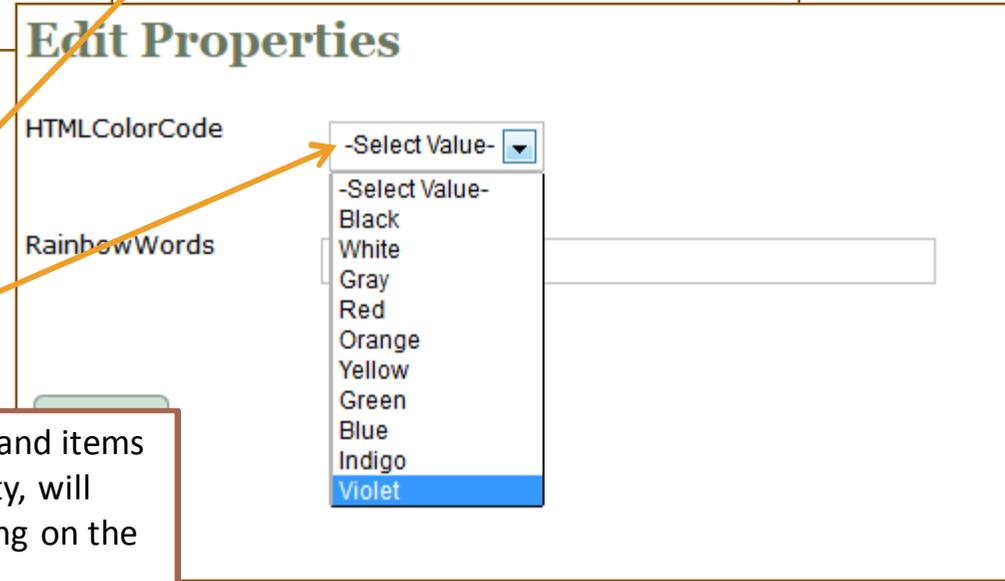




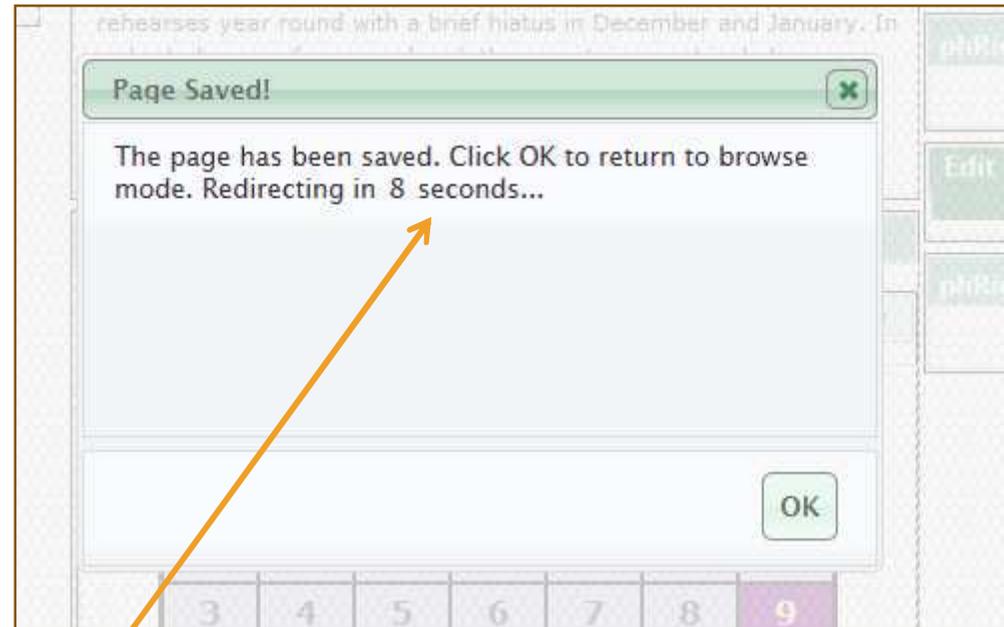
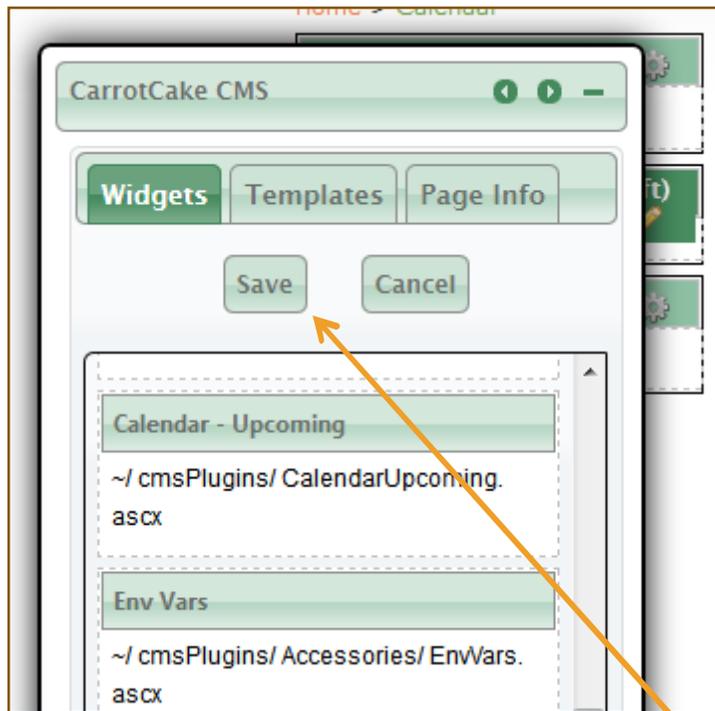
When previewing a template, you can close, without applying it or apply it if you are happy with the appearance. You can also roll between multiple templates until you find the one you want to use.



If your widget has implemented a hook to the generic property editor, you can customize the settings that will be applied to the current context.



Boolean properties will present as a checkbox, and items that have been paired with a dictionary property, will yield a drop down list or checkbox list, depending on the tagging of the attribute.



Once you are satisfied with your changes, click save. Clicking cancel will abandon your changes and take you back to the inactive edit version of the page. When your content has been saved, a confirmation screen will appear. The cancel button will prompt you with a similar dialog to prevent accidentally leaving the page with unsaved changes.

