

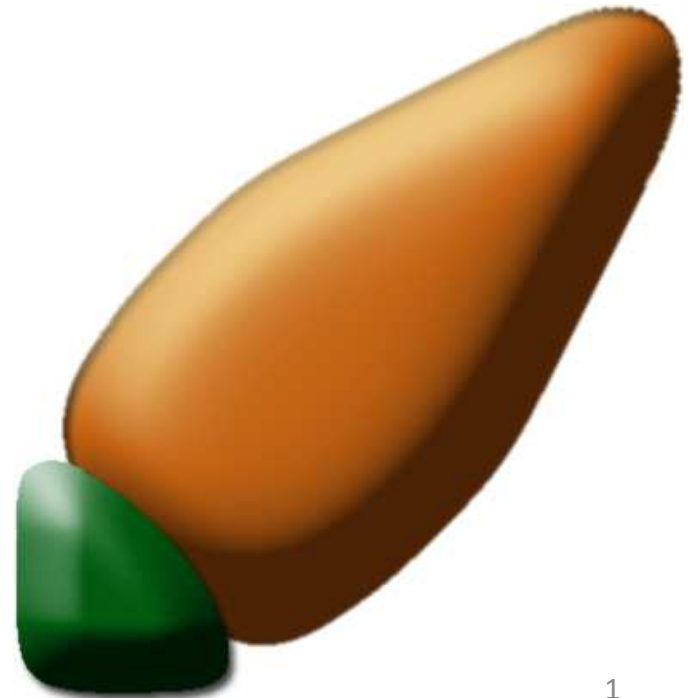
CarrotCake CMS

Using the Editor



Tuesday, July 09, 2013

Prepared by Samantha Copeland

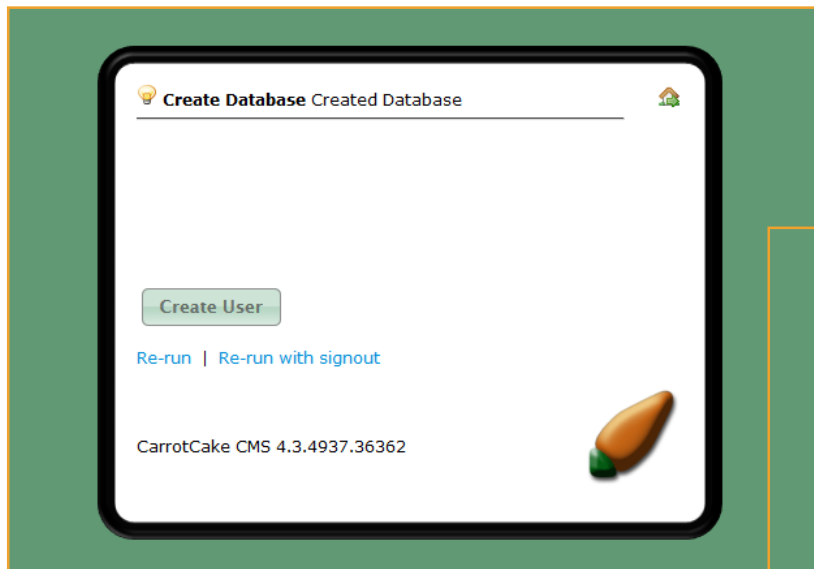


UNDER CONSTRUCTION

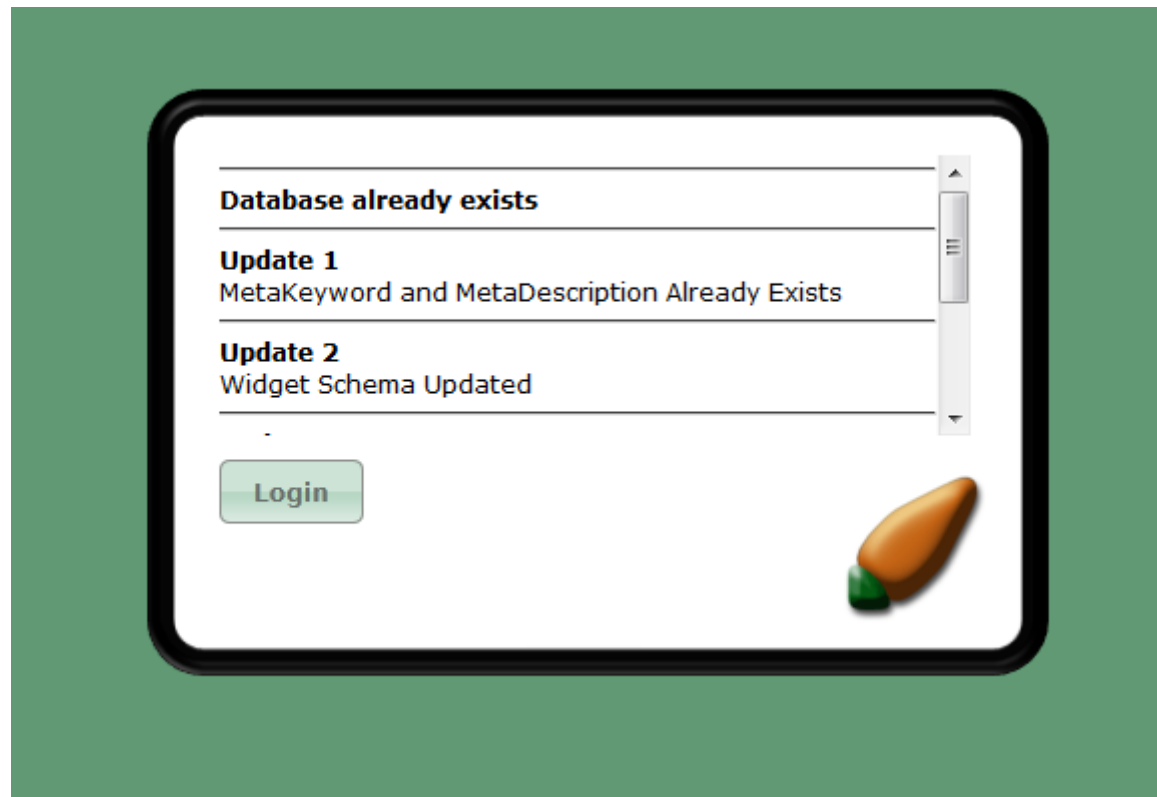
To manage your site, visit the [site administration](#).

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



This screenshot shows the 'Create User' wizard screen. It features four input fields: 'User Name', 'Password', 'Password (confirm)', and 'E-mail'. Each field has a corresponding text input box. Below the fields are two buttons: 'Create User' and 'Cancel'. At the bottom left, the text 'CarrotCake CMS 4.3.4937.36362' is displayed. A carrot icon is located in the bottom right corner of the wizard window.

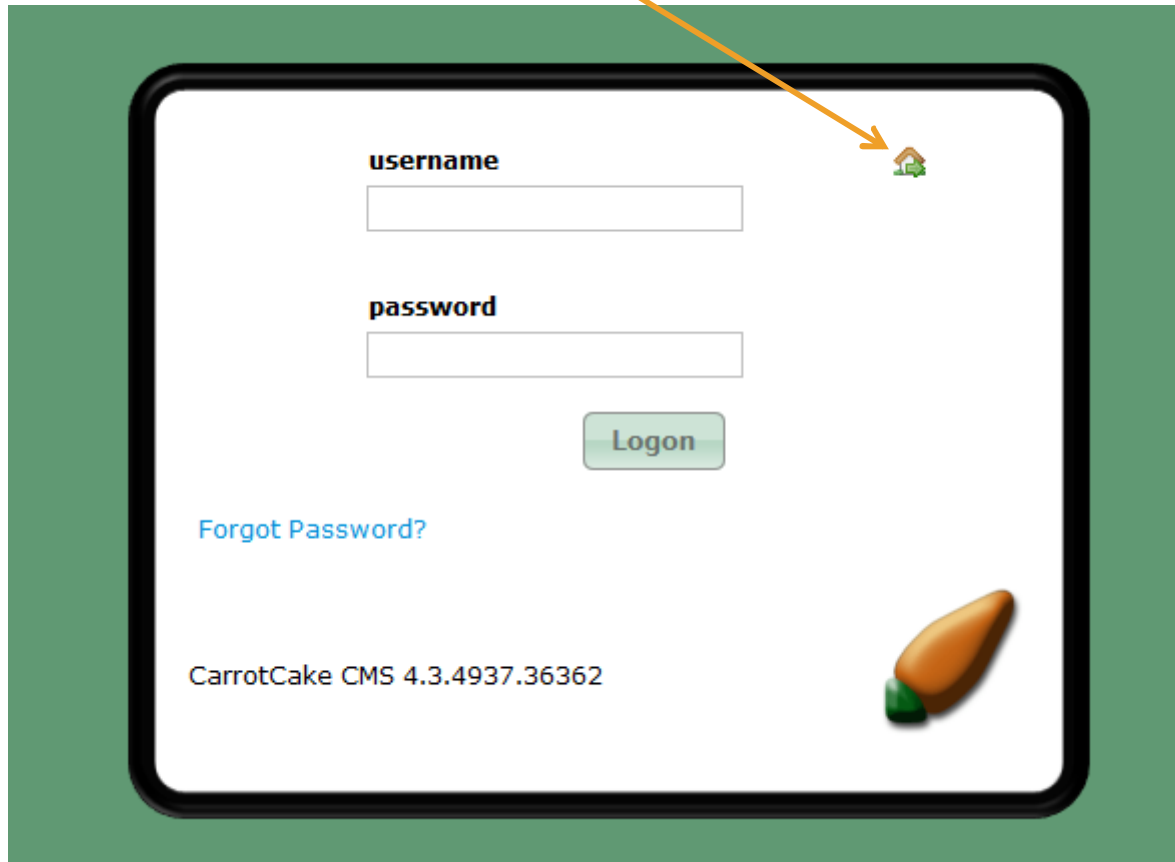
If you have a valid database connection string and have not applied the database scripts to your database, the system will deploy the database for you if the SQL credentials are dbo (database owner). If there is no CMS user configured, you will be taken to a wizard to create your first administrator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



A login screen for CarrotCake CMS. The screen is white with a black border, set against a green background. It features a 'username' label above a text input field, a 'password' label above another text input field, and a 'Logon' button. A blue link 'Forgot Password?' is located below the password field. In the bottom right corner, there is a carrot icon and the text 'CarrotCake CMS 4.3.4937.36362'. A small house icon in the top right corner of the white area is pointed to by an orange arrow from a text box above.

username

password

Logon

[Forgot Password?](#)

CarrotCake CMS 4.3.4937.36362

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

archive

Blog Category Path

category

Blog Tag Path

tag

Blog Date Path

date

Date Pattern

YYYY/MM/DD



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

Site Name

Site Tagline

Site Titlebar Pattern

Site Time Zone

Site URL

Index Page

Hide from Search Engines ☐

Allow sending trackbacks ☐

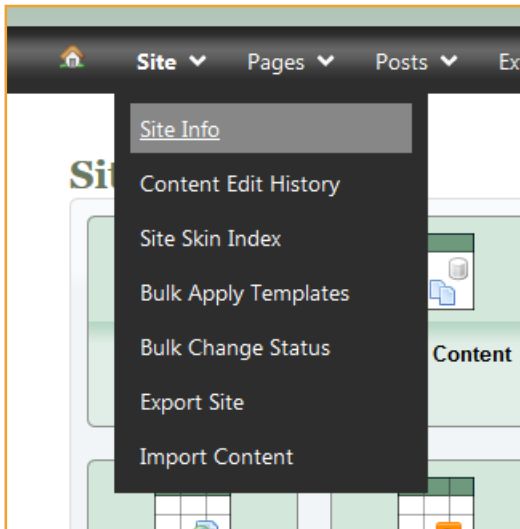
Accept incoming trackbacks ☐

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.

Pages ⏻

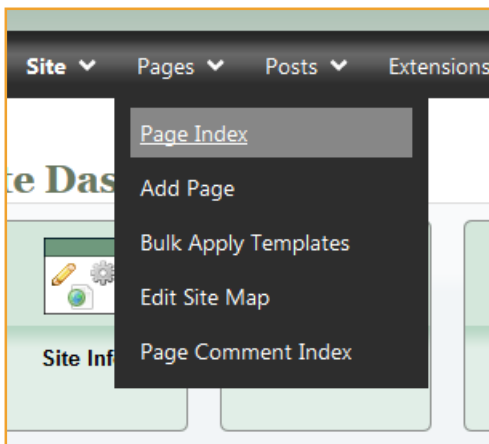
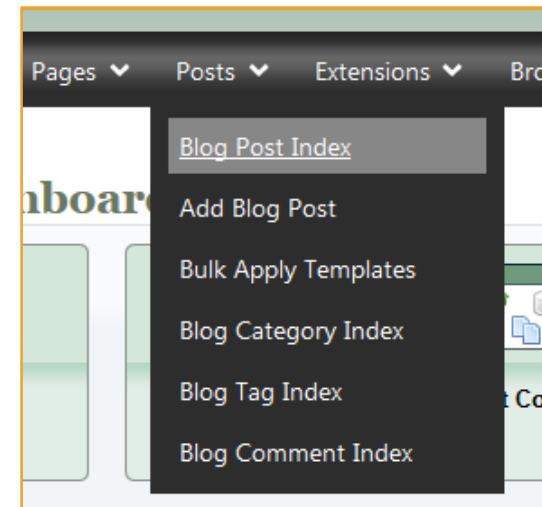
- Home
- About
- Join the Band
- Resources
- News
- Calendar





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



Site Info



Import Content



Export Content



Bulk Apply
Templates



Bulk Change
Status



Pages (50)



Add



Posts (24)



Add



Categories (4)



Add



Tags (0)



Add



Modules



Edit Site Map



Site Skin Index



Users



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 FilesSecurity ▾

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.



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: 

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

meta keywords:

meta description:

parent page: 

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.

Drill down to assign parent page (if any)

parent page: Resources Pages

template: Waterdrops (regular page) Preview

Select a template

Browse Server Files

Left Center Right Trackback URLs

Rich edit controls to provide formatting support

body (main/center)
Show/Hide Editor

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

7/9/2013

15

☒ Show publicly ☒ Include in site navigation

☒ Include In Sitemap ☐ Hide from Search Engines

meta keywords:

meta description:

parent page:

template:

Resources ✕ Pages ⏻

Waterdrops (regl) Music
Photo Galleries
Maps

Left Center Right Trackback URLs

parent page:

template:

Resources Maps ✕ Pages ⏻

Waterdrops (regular page) Preview

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



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:

contact-info

name:

Contact Info

release date:

7/9/2013

6:10 PM

retire date:

7/9/2213

6:10 PM

active:



snippet text:

Show/Hide Editor



address: 123 Main St

Path: p

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

Save

Cancel

Delete

-Versions-

Review / Revert

Modules

Text Widgets

Content Snippets

Top level menu to access the content snippet list

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.









CarrotCake CMS 4.3

Menu item to add new users

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

Manage Users

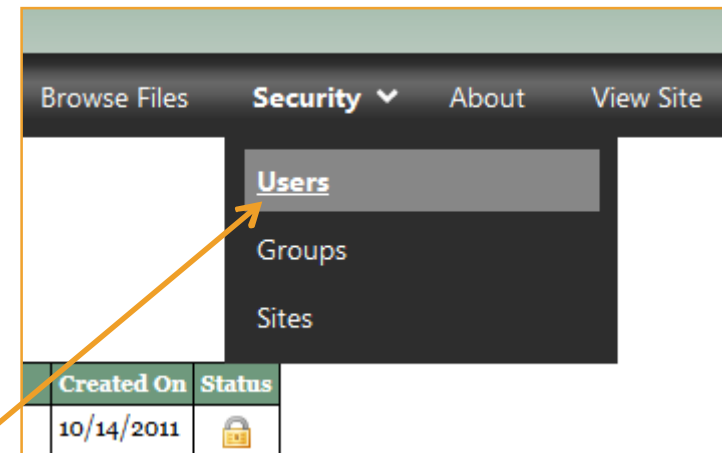
+ Add User

| | 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

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

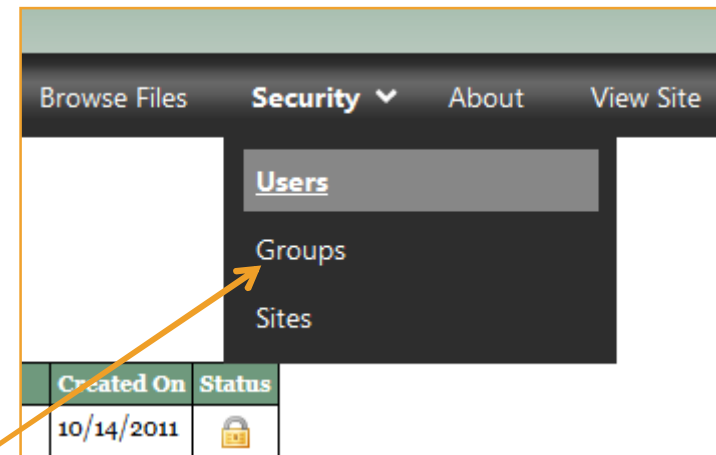
Manage User Groups

+ 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



User Preferences

Edit Profile

Email:


Nickname:

First Name:

Last Name:

Bio Data

Show/Hide Editor

B I U ABC X₂ X² Paragraph 

Path: p

Change your email

View Site **My Profile [carrotadmin] ▼**

- [Edit Profile](#)
- Change Password
- Logout

This screen is visible when clicking the “edit profile” menu link



The screenshot shows a web interface titled "User Preferences". Inside, there is a section titled "Change Password" which contains three input fields labeled "Current Password", "New Password", and "Confirm Password". A green "Submit" button is located at the bottom right of this section. An orange arrow points from the "Change Password" menu item in the adjacent screenshot to the "Change Password" section.

Change your password

The screenshot shows a user profile dropdown menu. The menu is open, displaying options: "View Site", "My Profile [carrotadmin] ▼", "Edit Profile", "Change Password", and "Logout". The "Change Password" option is highlighted with a grey background. An orange arrow points from this menu item to the "Change Password" form in the adjacent screenshot.

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] ▾

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

Launches the site homepage in a new window/new tab

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

Provides capability to log out

Edit Profile
Change Password
Logout



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.

Links the user to the WYSIWIG widget editor

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

hts reserved. | Site built with **carrotcake cms**
Valid **XHTML** | **CSS**

[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

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

Links back to the main edit screen
in the management system

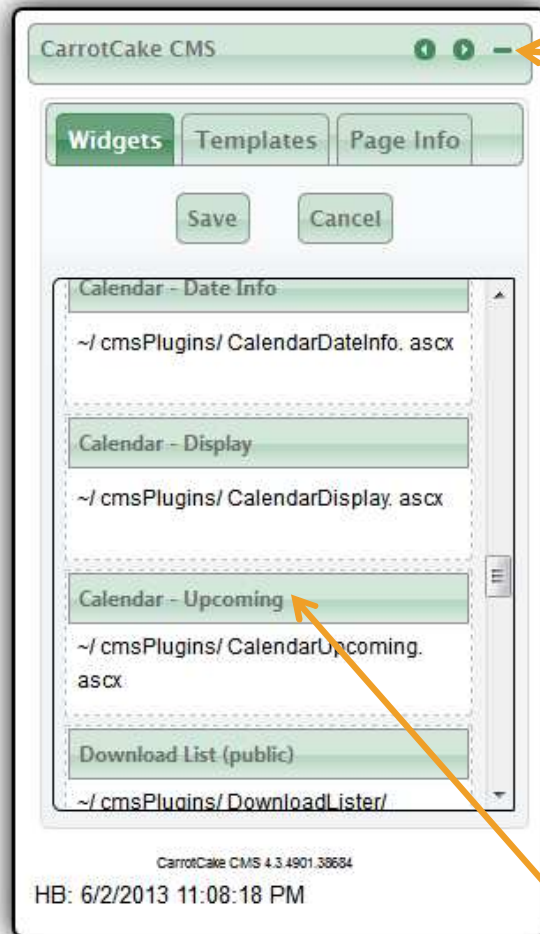
[EDIT](#) [ADVANCED EDIT](#) [CONTENT INDEX](#) [MODULE INDEX](#)

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

CarrotCake CMS 4.3.4816.39478

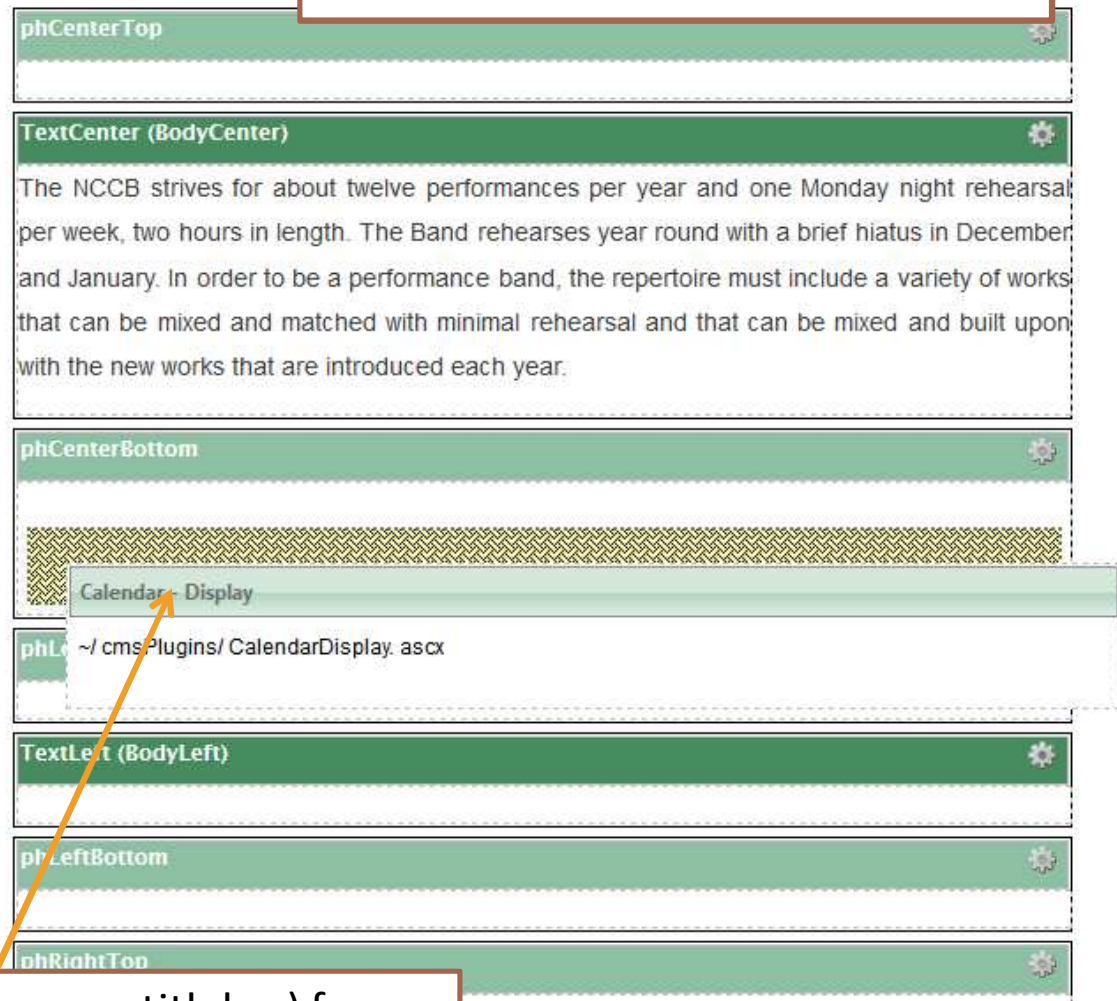
/citrus-island/citrus1.aspx

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



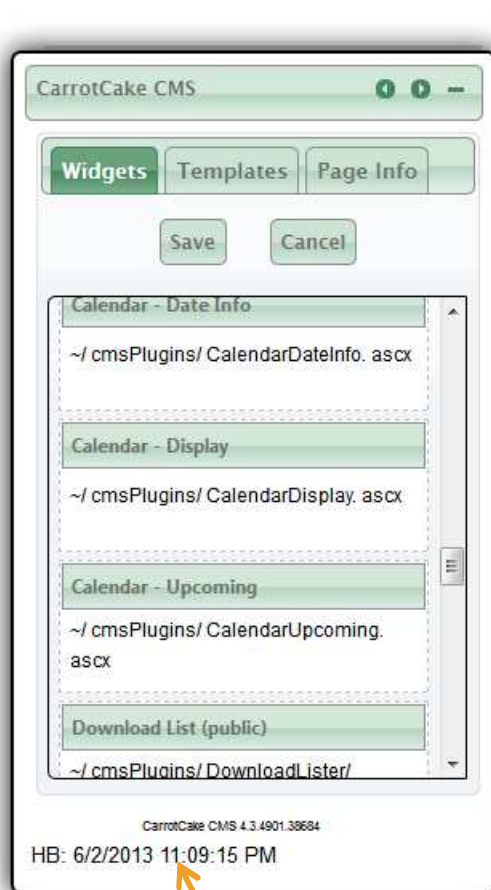
CALENDAR

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



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





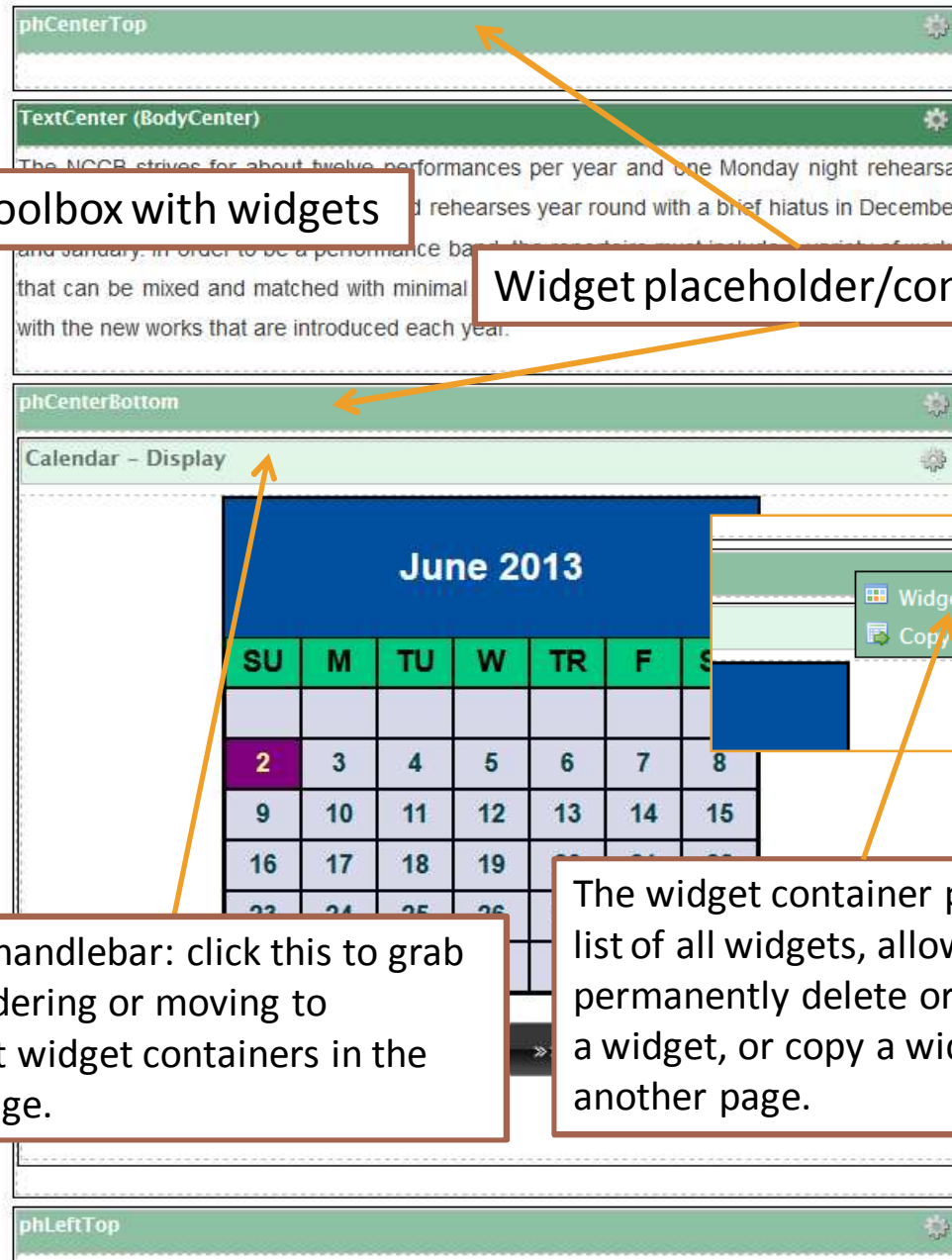
Timestamp confirming user edit lock

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.



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

Edit
Clone
Set Time
History
Remove

| 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 | | |

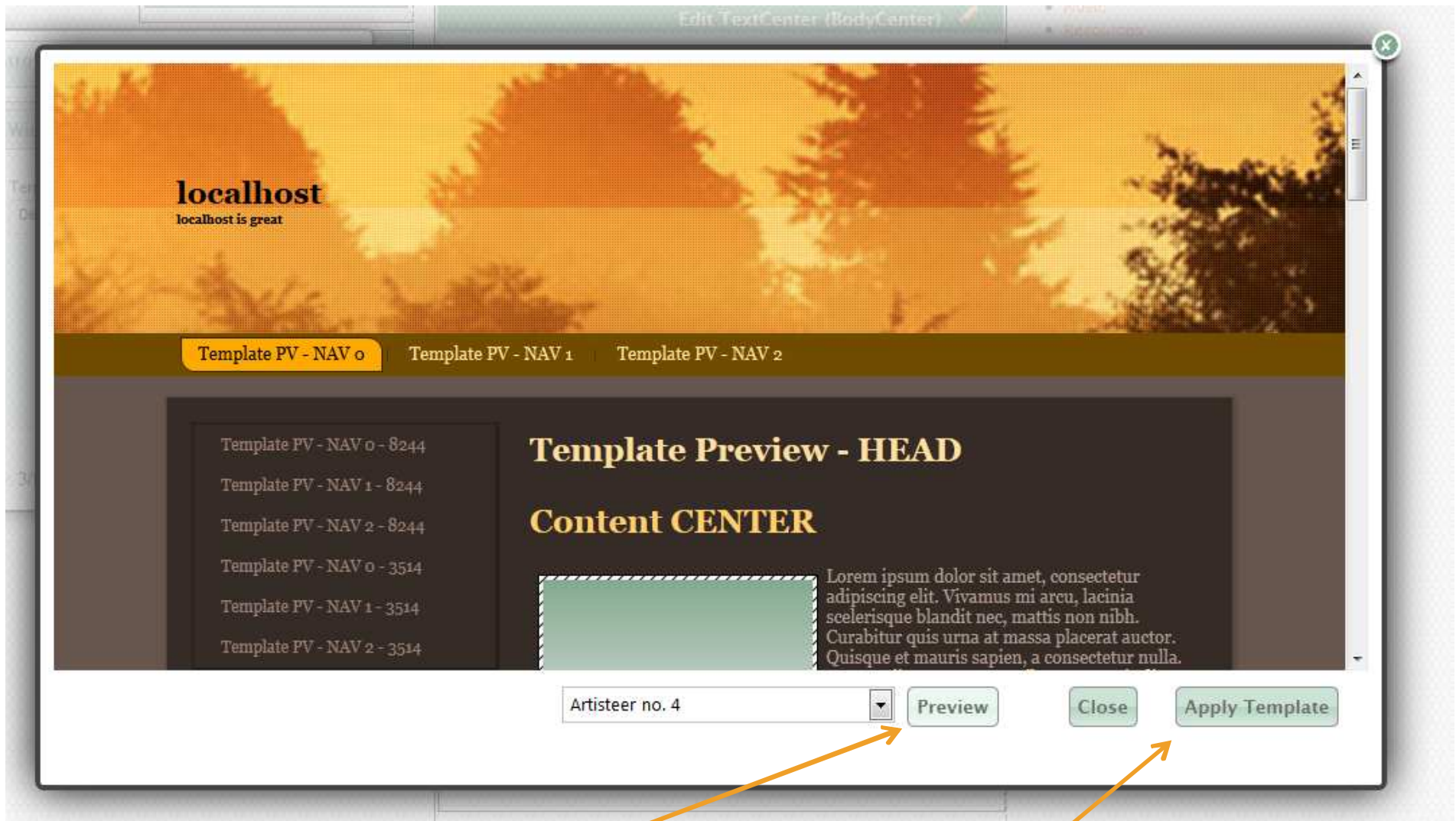
To access a widget's menu, mouse over the cog icon which access the settings, located in the right end of the pale green menu bar for any given widget. If your widget supports it, you can edit properties of the widget in its current context. If you want to remove the widget, simply click remove. A prompt 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.

7/9/2013

Edit Properties

DaysInFuture

DaysInPast

Edit Properties

ShowHeading ☐

ScaleImage ☐

GalleryIDs ☒ Gallery A
☐ Gallery B
☒ Gallery C

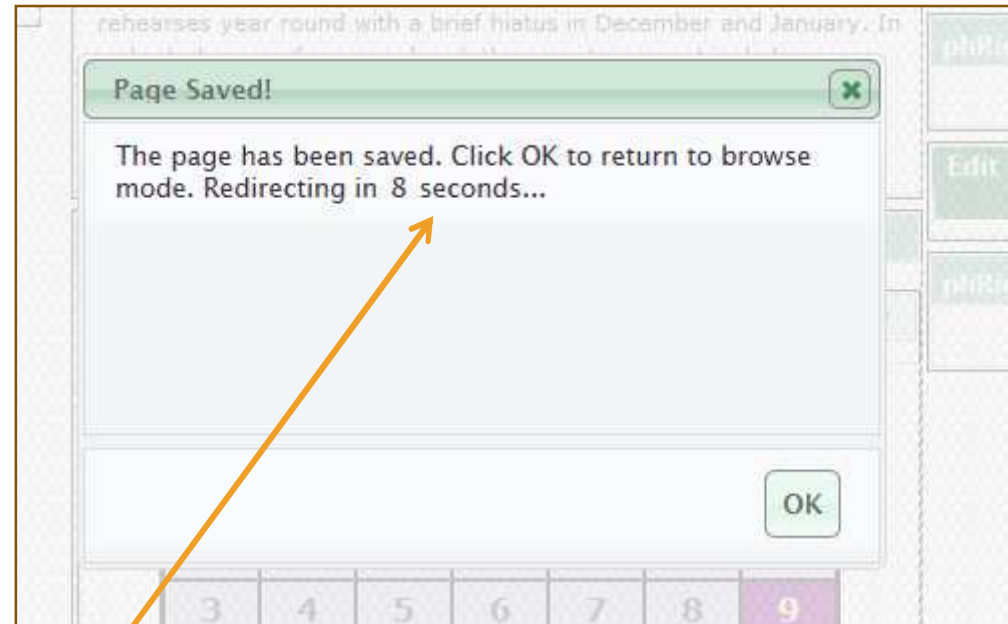
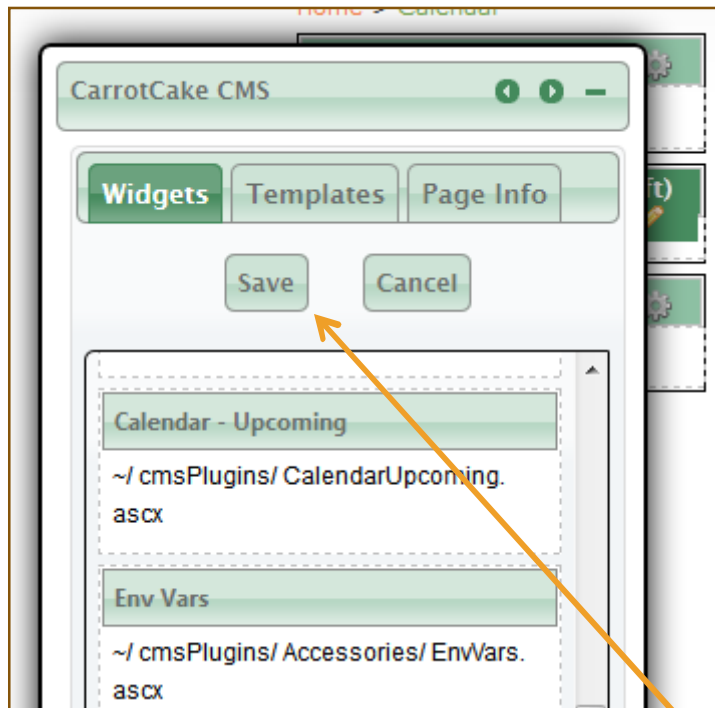
Edit Properties

HTMLColorCode

RainbowWords

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.

