

## **Quick Start Guide**

**“OVERVIEW OF THE CONTROL PANEL”**

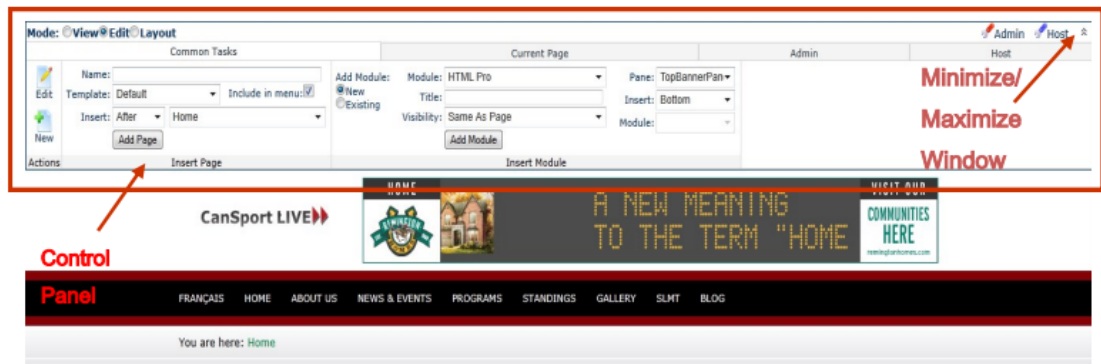
**for your**

**CANSPORT and USASPORT**

**WEBSITE**

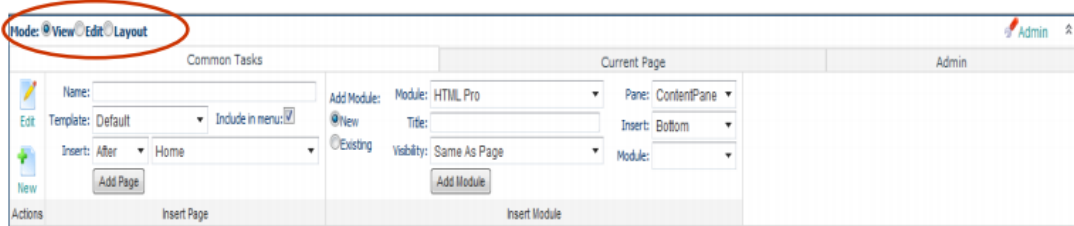
## OVERVIEW OF THE CONTROL PANEL

Once you are logged in to the DNN website, you will notice a control panel similar to the one in the image below. If the control panel is not fully visible click on the small downward pointing arrows in the top right hand corner of the page to maximize and enlarge its view.



The **Control Panel** is used to create, edit and manage your website. It appears at the top of every page when an administrator is logged in and contains shortcuts to regularly used functions located under the tabs labelled **Common Tasks** and **Current Page**. The Admin Tab contains all of the features offered in the shortcut tabs as well as other more advanced features such as creating new roles. Before we overview the features contained within these tabs, you will need to understand the Mode feature in the top left corner of the control panel.

The **Mode** feature allows an administrator to toggle between three different page modes using the radio buttons. The modes include **View**, **Edit** and **Layout**. Each mode is designed for a different purpose and function. **View Mode** allows an administrator to see a page after it has been created or edited exactly as a visitor to the site would see it. **Edit Mode** allows an administrator to create or edit a web page as well as manage a website. **Layout Mode** shows a wireframe of the layout for a web page including the different panes.



## EDIT MODE

Mode:  View  Edit  Layout

The **Edit Mode** allows an administrator to use all of the features within **Common Task** tab, **Current Page** tab and **Admin** tab. There are several ways to know if you are in the Edit Mode. The easiest way is to check the radio button on the **Edit Mode** panel to see if its been selected. Also, the modules on the page will display a small blue arrowhead at the top left of each module. These will be explained in more detail later.

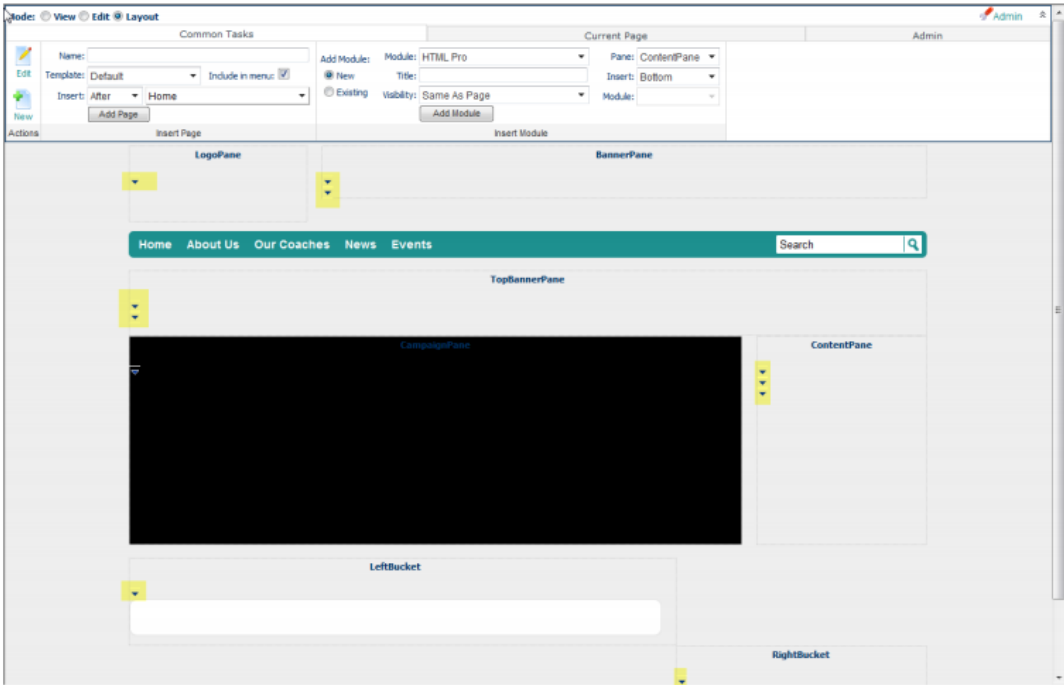
## LAYOUT MODE

Mode:  View  Edit  Layout

The **Layout Mode** allows an administrator to view the design of a page including all of its panes, but without any content. By being able to identify the panes and their corresponding names, it makes it easier for an administrator to insert a module in the appropriate area. As with the **Edit Mode**, the **Layout Mode** shows the control panel with all of the module editing tools. Therefore, it's possible to perform some page level editing such as adding a page or adding a module or modifying an existing page while in the **Layout Mode**.

# LAYOUT MODE

However, since content is hidden in the **Layout Mode**, editing within modules is not possible. The blue arrowheads that appear in the **Edit Mode** also appear in the **Layout Mode**. When you hover over a blue arrowhead an action menu appears with some page level editing options that will be discussed in a later section.



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