

# Presentation Archive

## User Guide

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# 1 INTRODUCTION

**Presentation Archive** provides you with an easy method of archiving, organizing, and displaying a collection of articles, files, downloads, and links.

**Features:**

- Setup as many (or as few) categories or your module. You can setup category descriptions, icons/images for the category, and setup parent/child relationships between categories
- Categories will appear within a tree view, users can navigate within each category to search and sort through content
- Add as many "presentations" as you would like within each category. You can change the text from presentations to anything you would like; maybe sermons, user guides, sales materials, virtually anything to tailor this module to your needs.
- Each presentation can have its own title, description, date/time, speaker or byline, icon, etc...
- Each presentation can include their own resources. Resources can include documents, video, audio, web site, links etc...
- Optionally enable/disable module search for the presentations
- Optionally set the 'presentation' and 'speaker' labels throughout the module to customize the module for many different purposes.

## 2 INSTALLATION PROCEDURE

Included in your download are either one (If you only purchased the PA) or two (If you purchased the PA and Source Code) zip files. One zip file is the source code to the application, and the other zip file is the module which you can upload to your site.

When you extract the files, you will notice that it extracts two zip files (**note:** only one if you just purchased the PA).

- **DataSprings\_PresentationArchive\_Module.zip** - file for installing “Presentation Archive” with your DNN
- **DataSprings\_PresentationArchive\_Source.zip** - source zip file you can use in order to make any changes to the application (**note:** meant for advanced users)

In order to install your “Presentation Archive” module, login with an account to your DNN site as a host or administrator account. After you log in, navigate to the “Host” menu item, and click on the “Module Definitions”.

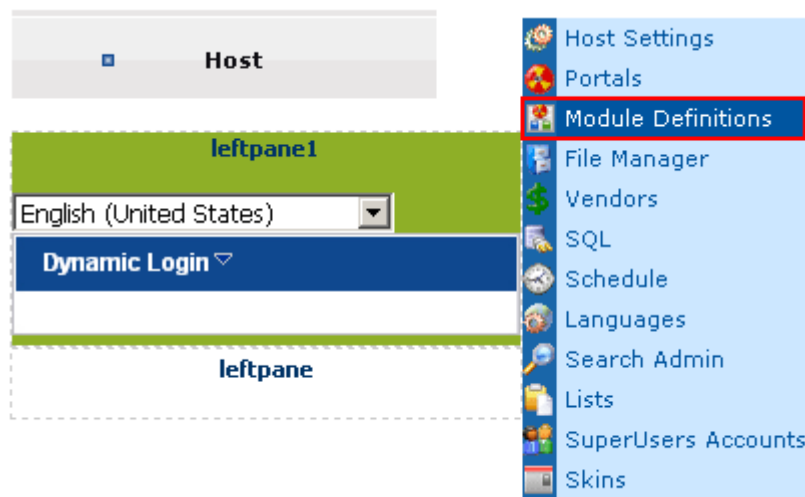


Figure 1: Installation procedure (step 1/6)

The following screen will be displayed.

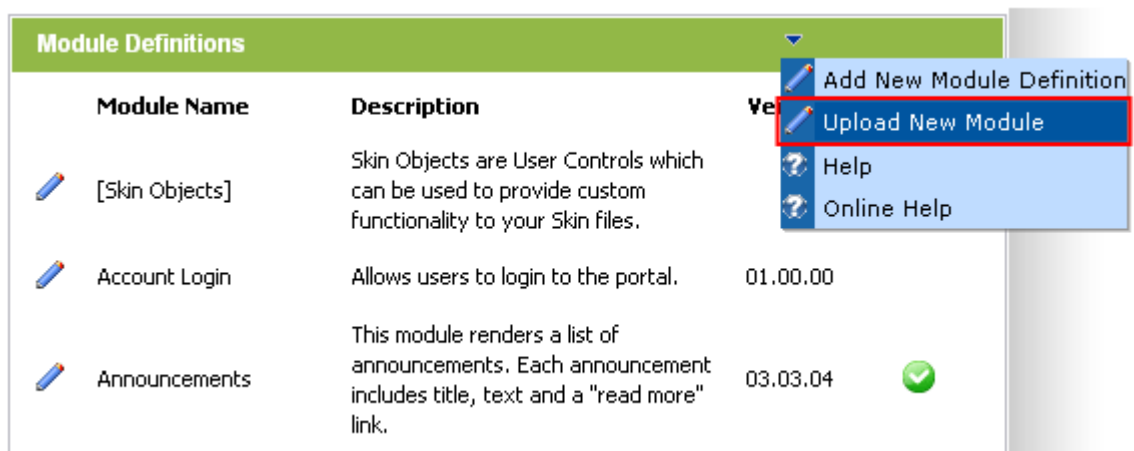


Figure 2: Installation procedure (step 2/6)

Click on the “Upload New Module” to continue installing “Presentation Archive” and the following screen will be displayed.

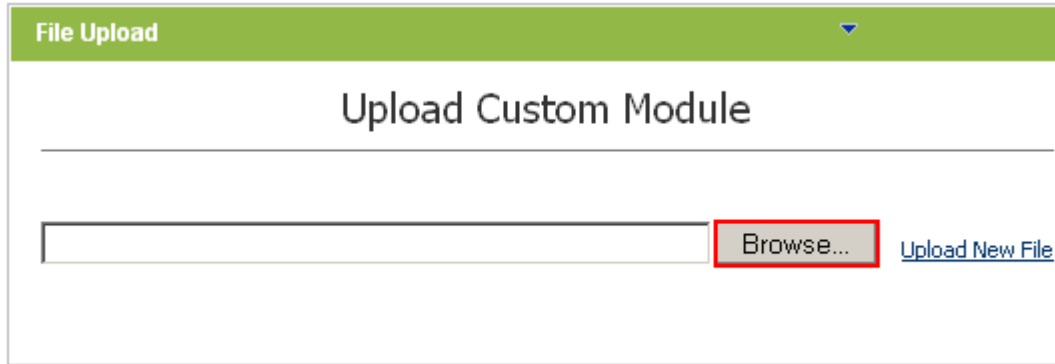


Figure 3: Installation procedure (step 3/6)

Click on the “Browse” button and the dialog window for locating the installation file “**DataSprings\_PresentationArchive\_ModulePA.zip**” will be displayed.

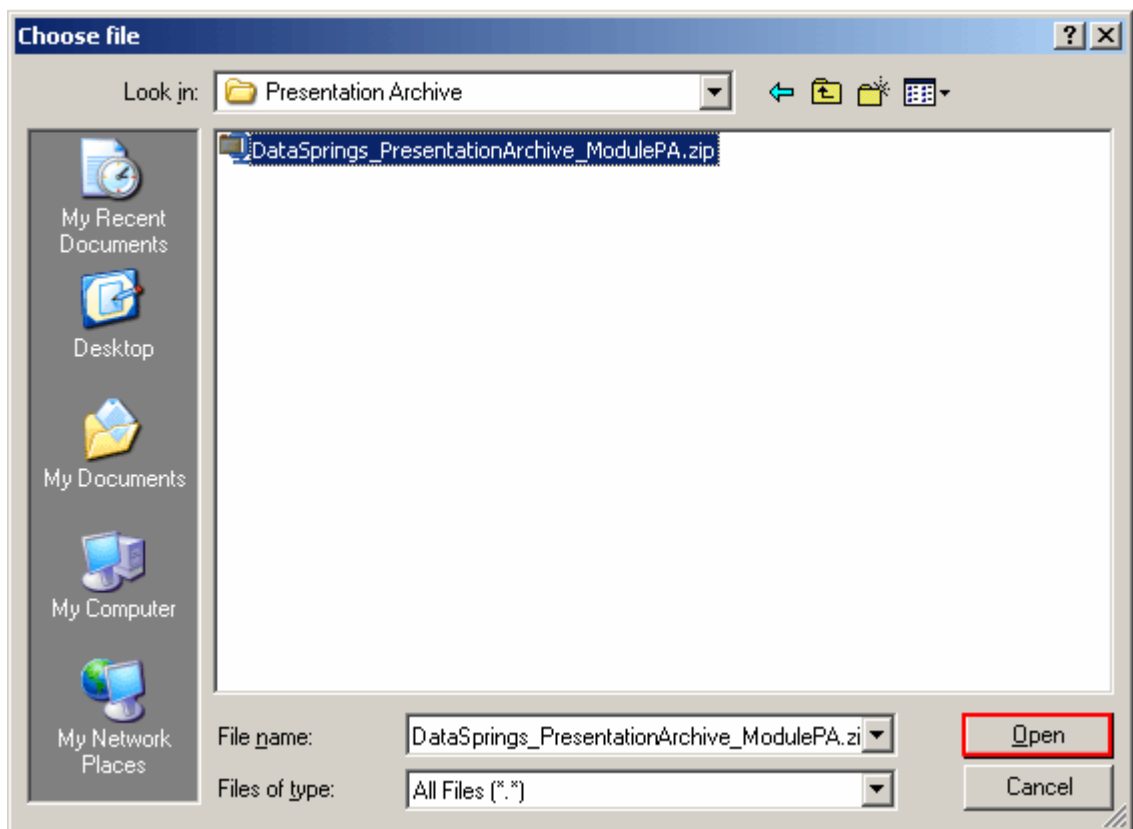


Figure 4: Installation procedure (step 4/6)

Locate the “**DataSprings\_PresentationArchive\_ModulePA.zip**” and click on the “Open” button. The following screen will be displayed.

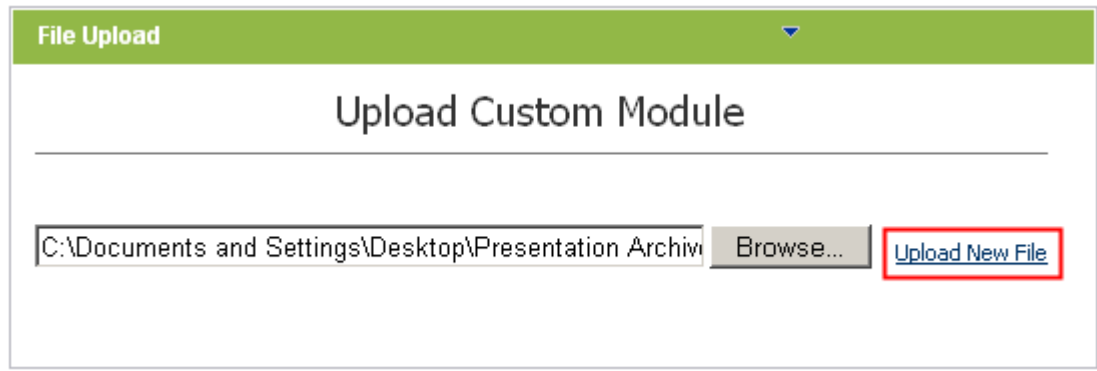


Figure 5: Installation procedure (step 5/6)

Select the “**DataSprings\_PresentationArchive\_ModulePA.zip**” file and click on the “Upload New File” link. The installation will begin and in couple of moments the screen informing you on successful completion will be displayed.

**StartJob Registering DesktopModule**

Info Registering Definitions

Info Registering Controls

**EndJob Registering finished**

**EndJob Installation successfull.**


[Return](#)

Figure 6: Installation procedure (step 6/6)

**Note:** please keep track of any errors that appear during the installation. These errors can be helpful if your module has problems.

### 3 ADDING PRESENTATION ARCHIVE MODULE TO A PAGE

In order to add “Presentation Archive” module to a desired page follow these steps:

1. Select the “Add New Module” radio button
2. Choose “Presentation Archive” from the “Module” pull down menu
3. Click on the “Add” link (or the arrow icon .

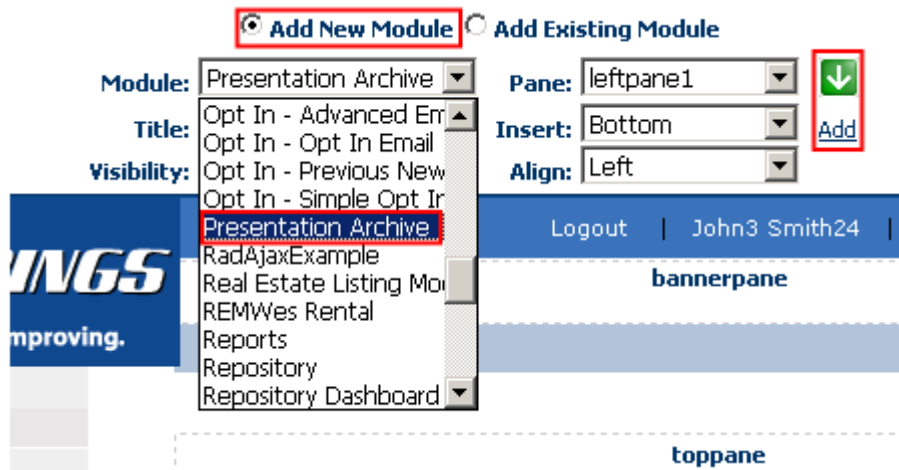


Figure 7: Adding a module to a page

The “Presentation Archive” module will be added to the page. Click on the arrow next to the title of the module in order to open the main menu.



Figure 8: Opening the module main menu

**Note:** see section 4 for further information on main menu options.



## 4 PRESENTATION ARCHIVE MAIN MENU

This section of the document will give the definition of the “Presentation Archive” main menu options. In order to start using the main menu, click on the arrow next to the title “Presentation Archive”.

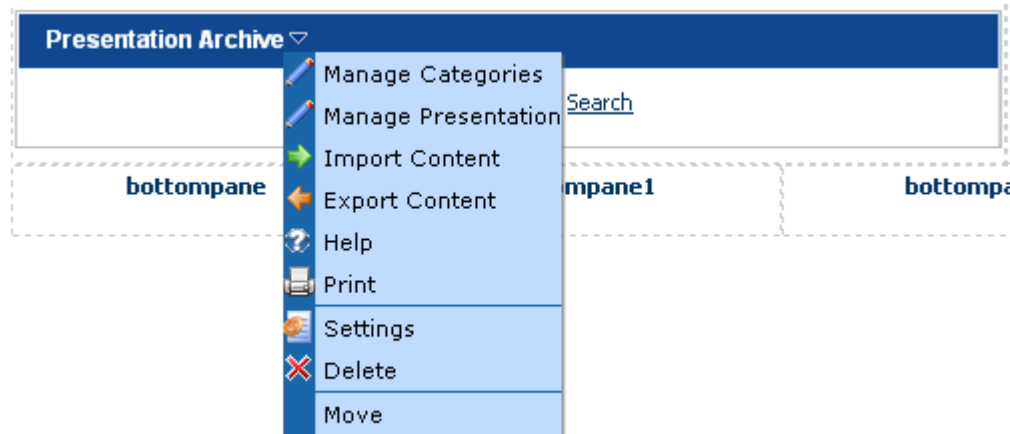


Figure 9: Opening the main menu

The following options are available inside this screen:

- **Manage Categories** – option for managing the categories (see section 5)
- **Manage Presentation** – option for managing the presentation (see section 6)
- **Import Content** – option for importing content (see section 7.2)
- **Export Content** – option for exporting content (see section 7.1)
- **Help** – this user guide
- **Print** – option for printing the contents of the page
- **Settings** – option for managing settings (see section 8)
- **Delete** – option for deleting a module (see section 9)
- **Move** – option for placing the module in the desired part of the page:
  - Move To leftpane
  - Move To bannerpane
  - Move To contentpane
  - Move To rightpane
  - Move To bottompane
  - Move To bottompane1
  - Move To bottompane2

## 5 MANAGING THE CATEGORIES

In order to start managing the archive categories, choose option "Manage Categories" from the main menu.

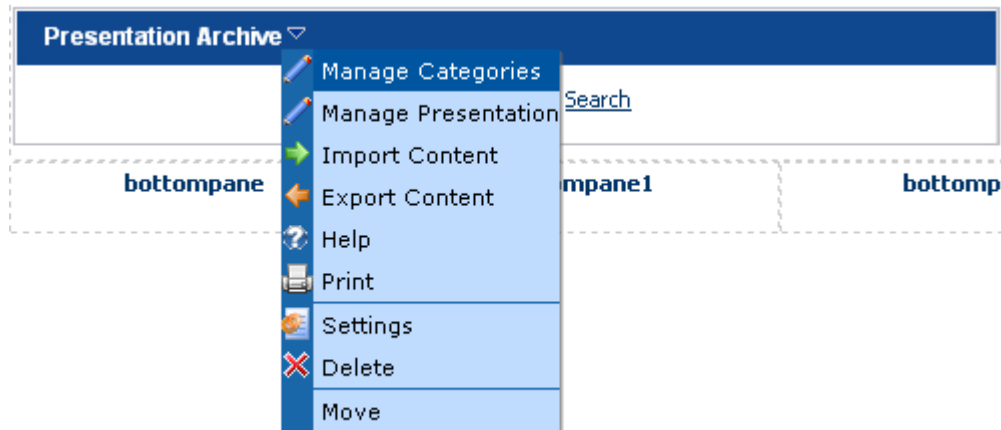






Figure 10: Choosing option "Manage Categories"

The following screen will be displayed.

 A screenshot of the 'Manage Categories' screen. It features a table with four columns: 'Category Id', 'Icon', 'Name', and 'Parent Category'. Each row represents a category and includes an 'Edit' link. Below the table are links for 'Add New' and 'Back'.
 

	Category Id	Icon	Name	Parent Category
<a href="#">Edit</a>	1		Word files	
<a href="#">Edit</a>	2		PDF files	
<a href="#">Edit</a>	3		MP3 files	
<a href="#">Edit</a>	4		VIDEO files	

[Add New](#) [Back](#)

Figure 11: Managing the Archive Categories

The following information and options are available inside this screen:

- **Category Id** – field displaying the category ID
- **Icon** – the category icon is defined during the procedure of creating a new category (see section 5.1.1)
- **Name** – field displaying the category name

- **Parent Category** – if the category is a subcategory, this field will show information about the parent category (see section 5.1.4 for further information on how to create a subcategory)
- **Edit** – option for editing the category
- **Add new** – option for creating a new category (see section 5.1)
- **Back** – option for returning to the main screen

## 5.1 Creating a New Category

In order to start creating a new archive category (e.g. “Word files”), choose option “Manage Categories” from the main menu (see Figure 10) and then click on the “Add New” link.

Manage Categories ▾				
	Category Id	Icon	Name	Parent Category
<a href="#">Edit</a>	1		Word files	
<a href="#">Edit</a>	2		PDF files	
<a href="#">Edit</a>	3		MP3 files	
<a href="#">Edit</a>	4		VIDEO files	

[Add New](#) [Back](#)

Figure 12: Creating a New Category (step 1/2)

The following screen will be displayed.

**Edit Category** ▾

**Icon:**

**Name:**

**Description:**

**Parent Category:**

[Update](#) [Cancel](#)

**Link Type:**

URL ( A Link To An External Resource )

File ( A File On Your Site )

**File Location:**


**File Name:**

[Upload New File](#)

No Icon

Figure 13: Creating a New Category (step 2/2)

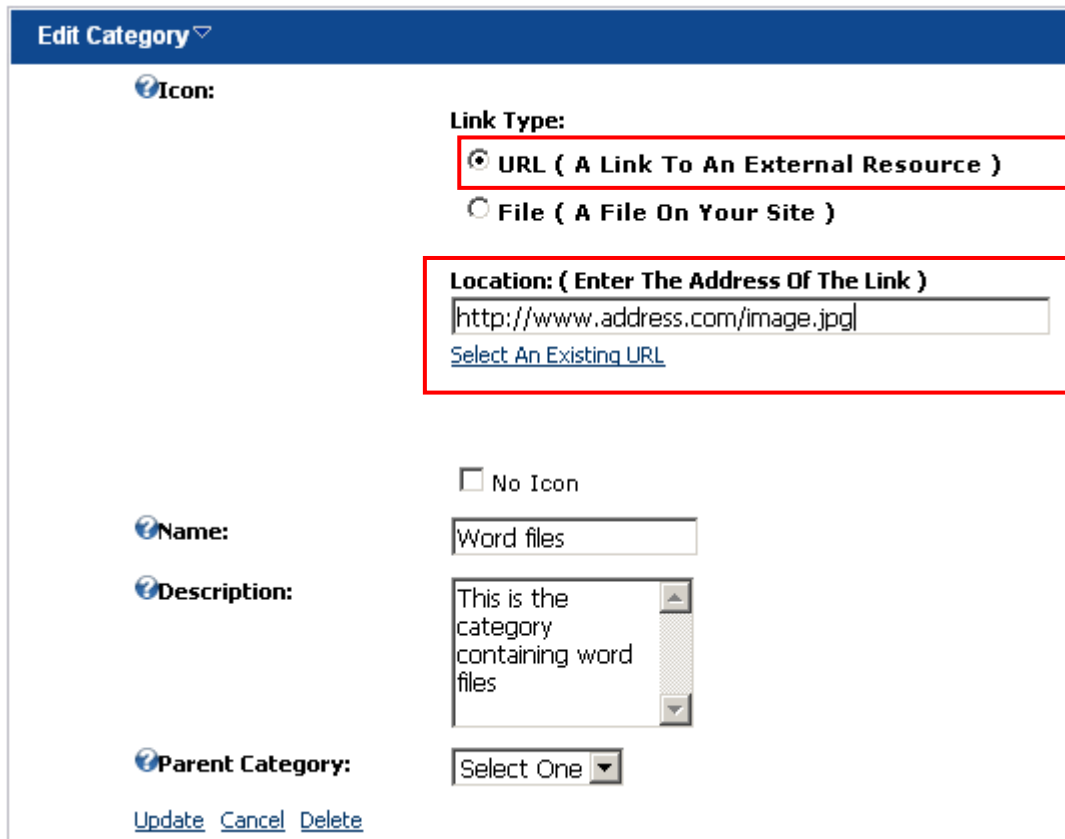
The following parameters are available inside this screen:

- **Icon** – this part of the screen is used for defining a desired icon for your category; you can use a descriptive icon and thus visually suggest the purpose of the category to your users (e.g. the Adobe Acrobat icon to denote the category which holds PDF files )
  - **Link Type**
    - **URL** – use this option if an image you wish to use as an icon is placed on another server (see section 5.1.1)
    - **File** – use this option if you want to use an image from your server or upload a new image to your server and then use it as an icon (see section 5.1.2)
- **No Icon** – select this checkbox if you have no intention to upload an icon; this is necessary because of establishing the proper layout even though no icon has been uploaded
- **Name** – field for setting the name of the category (“e.g. Word Files”)
- **Description** – text area for entering the description of the category
- **Parent Category** – this pull down menu is used during the procedure of creating a subcategory (see section 5.1.4)

After setting the desired parameters, click on the "Update" link in order to complete the procedure of creating a new archive category.

### 5.1.1 Using an External Image as a Category Icon

In case you wish to use an icon which is on another server and not upload it to your own, you should use the “URL” option during the procedure of creating a new category.



The screenshot shows the 'Edit Category' form with the following fields and options:

- Icon:** A section with a globe icon and a plus sign.
- Link Type:** Two radio button options:  **URL ( A Link To An External Resource )** and  **File ( A File On Your Site )**.
- Location: ( Enter The Address Of The Link )**: A text input field containing the URL `http://www.address.com/image.jpg` and a link labeled [Select An Existing URL](#).
- No Icon**: A checkbox option.
- Name:** A text input field containing the text 'Word files'.
- Description:** A text area containing the text 'This is the category containing word files'.
- Parent Category:** A dropdown menu with the text 'Select One'.
- Buttons: [Update](#), [Cancel](#), and [Delete](#).

Figure 14: Using an URL to The External Image

When you choose the “URL” option, the screen will be refreshed containing the option for entering the desired URL. Enter the URL of the desired image and click on the “Select An Existing URL”.

The icon will be loaded from an external resource.

### 5.1.2 Using a File On your Site as an Icon

In case you wish to use a file on your site as an icon, you should use the “File” option during the procedure of creating a new category.

**Edit Category** ▾

**Icon:**

**Link Type:**

URL ( A Link To An External Resource )

**File ( A File On Your Site )**

**File Location:**

Root ▾

**File Name:**

word\_icon.jpg ▾

[Upload New File](#)

No Icon

**Name:**

Word files

**Description:**

This is the category containing word files

**Parent Category:**

Select One ▾

[Update](#) [Cancel](#) [Delete](#)

Figure 15: Uploading a File from Your Server

The following pull down menus area available for choosing the file from your server:

- **File Location** – pull down menu for choosing the desired location of the file
- **File Name** – once you choose the desired file location, use this pull down menu to select the specific file

**Note:** you can use the “Upload New File” link to upload a new file to your server and use it as an icon (see section 5.1.3).

### 5.1.3 Uploading a New File to be Used as an Icon

In case you wish to upload a new file to your server and use it as an icon, choose option “File” during the procedure of creating a new category and click on the “Upload New File” link.

**Edit Category** ▾

**Icon:**

**Link Type:**

URL ( A Link To An External Resource )

File ( A File On Your Site )

**File Location:**

Root ▾

**File Name:**

word\_icon.jpg ▾

[Upload New File](#)

No Icon

**Name:**

Word files

**Description:**

This is the category containing word files

**Parent Category:**

Select One ▾

[Update](#) [Cancel](#) [Delete](#)

Figure 16: Uploading a New File to be Used as an Icon (step 1/4)

The screen will be refreshed containing the “Browse” button.

**Edit Category** ▾

**Icon:**

**Link Type:**

URL ( A Link To An External Resource )

File ( A File On Your Site )

**File Location:**

Root ▾

**File Name:**

[Upload Selected File](#)

[Select An Existing File](#)

Figure 17: Uploading a New File to be Used as an Icon (step 2/4)

Click on the “Browse” button and locate the desired icon image on your PC.

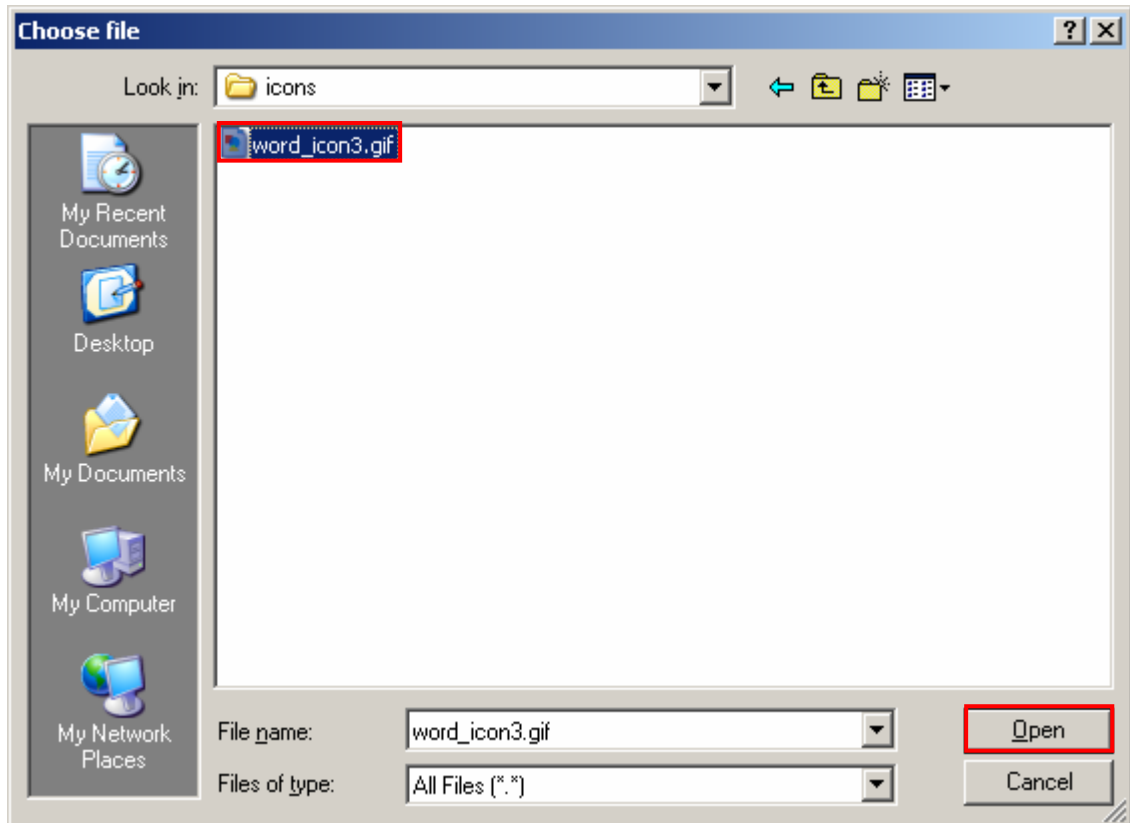


Figure 18: Uploading a New File to be Used as an Icon (step 3/4)

Select the desired file and click on the “Open” button. The following screen will be displayed.

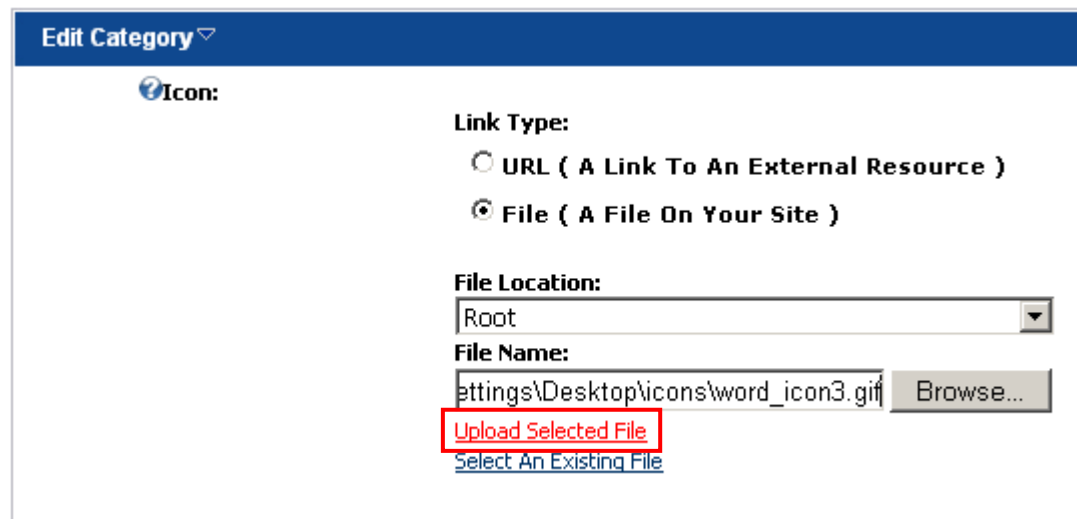


Figure 19: Uploading a New File to be Used as an Icon (step 4/4)

The last step in uploading the new file is clicking on the “Upload Selected File” link. The new icon will be uploaded to your server and available for assigning to a category.

#### 5.1.4 Creating the Subcategory

The “Presentation Archive” module allows you to organize the categories so that they contain subcategories. The procedure for creating a subcategory is the same as creating a category (see section 5.1).



No Icon

**Name:**

**Description:**

**Parent Category:**

[Update](#) [Cancel](#) [Delete](#)

---

PDF files  
Select One  
PDF files  
MP3 files  
VIDEO files

Figure 20: Choosing a Parent Category

The only difference is choosing the parent category i.e. the category the new subcategory will belong to.

## 6 MANAGING THE PRESENTATIONS

The presentations are organized by categories and are a way of presenting the information to your users i.e. the pages containing descriptions of the presentation, the name of the author, any additional resources (accompanying files), etc.

In order to start managing the presentation, choose option "Manage Presentation" from the main menu.



Figure 21: Choosing option "Manage Presentation"

The following screen will be displayed.

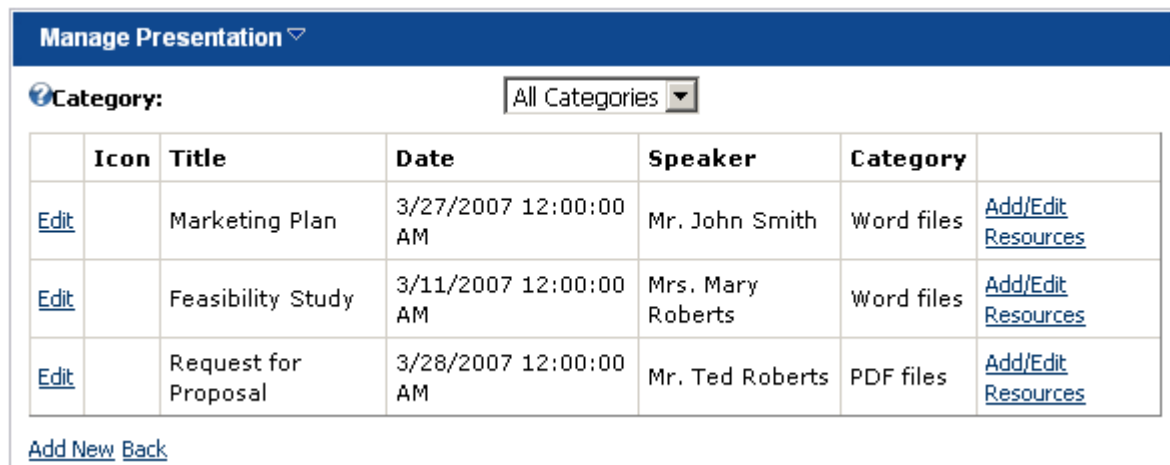


Figure 22: Managing the presentation

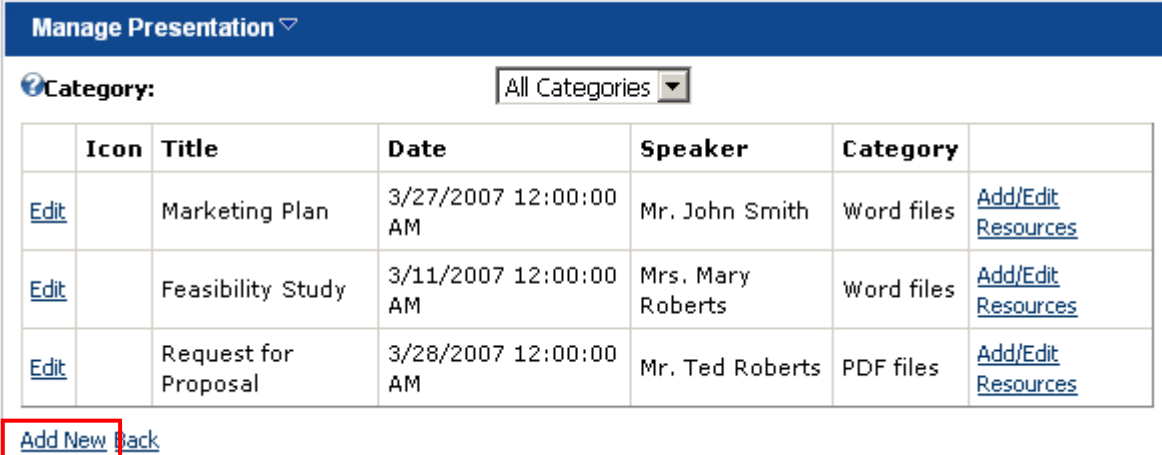
The following options and parameters are available inside this screen:

- **Category** – use this pull down menu to display the available presentations from a desired category
- **Icon** – field displaying the resource icon (**note:** see section 5.1 for further information on how to add a resource icon since the procedures for adding a resource and category icons are identical)
- **Title** – field displaying the title of the presentation
- **Date** – field displaying the date related to the presentation
- **Speaker** – field displaying the name of the person related to the presentation
- **Category** – field displaying information about the category the presentation belongs to

- **Add/Edit Resources** – option for adding and editing the resources (see section 6.2)
- **Edit** – option for editing the presentation
- **Add New** – option for adding a new presentation (see section 6.1)
- **Back** – option for returning to the previous page

## 6.1 Adding a New Presentation

In order to add a new presentation, choose option “Manage Presentation” from the main menu and click on the “Add New” link within the “Manage Presentation” page.



**Manage Presentation** ▾

**Category:** All Categories ▾

	Icon	Title	Date	Speaker	Category	
<a href="#">Edit</a>		Marketing Plan	3/27/2007 12:00:00 AM	Mr. John Smith	Word files	<a href="#">Add/Edit Resources</a>
<a href="#">Edit</a>		Feasibility Study	3/11/2007 12:00:00 AM	Mrs. Mary Roberts	Word files	<a href="#">Add/Edit Resources</a>
<a href="#">Edit</a>		Request for Proposal	3/28/2007 12:00:00 AM	Mr. Ted Roberts	PDF files	<a href="#">Add/Edit Resources</a>

[Add New](#) [Back](#)

Figure 23: Choosing option “Add New”

The following screen will be displayed (**note:** the screen is illustrated with 2 screenshots).

**Edit Presentation** ▾

**Icon:**

**Link Type:**

URL ( A Link To An External Resource )

File ( A File On Your Site )

**File Location:**

Root ▾

**File Name:**

010.jpg ▾

[Upload New File](#)

No Icon

**Title:** Marketing Plan

**Description:** This is a Marketing Plan presentation.

**Category:** Word files ▾

**Date:** 3/27/2007 [Calendar](#) (hh:mm:ss)

**Speaker:** Mr. John Smith

Figure 24: Adding a New Presentation (screenshot 1/2)

The following parameters are available inside the first part of the screen:

- **Icon** – part of the screen for defining the desired presentation icon i.e. a small descriptive image which will visually communicate the purpose of the presentation (**note:** see section 5.1.2 for further information on how to define the icon)
- **Title** – field for setting the name of the presentation (**e.g.** “Marketing Plan”)
- **Description** – text area for entering the presentation description
- **Category** – pull down menu for choosing the category the new presentation will belong to (see section 5.1 for further information on how to create a new category)
- **Date/Time** – use these fields to define the date and time related to the presentation
- **Speaker** – field for entering the name of the person related to the presentation (**e.g.** author, presenter, artist, etc.)

**HTML Content:**  Basic Text Box  Rich Text Editor

This is the HTML Content that is used for this presentation.

**Search Summary:** This is a Marketing Plan presentation

**Keywords:** marketing, plan, presentation

[Update](#) [Cancel](#)

Figure 25: Adding a New Presentation (screenshot 2/2)

The following parameters are available inside the second part of the screen:

- **HTML Content** – this is the text area for entering a more detailed description of the presentation which is then displayed after the user clicks on the title of the presentation (see 6.1.1)
- **Search Summary** – enter the description which will be displayed for this presentation within the page with the search results
- **Keywords** – enter the desired keywords for the presentation

After setting the desired parameters, click on the "Update" link and the new presentation will be created.

**Note:** see section 6.2 for further information on how to add resources to the presentation.


### 6.1.1 Demonstration of the Presentation Detailed View

This section of the document will demonstrate the detailed view of the presentation or the "View Presentation" page. This page is displayed when the user clicks on the title of the presentation within the first page.

**Presentation Archive** ▾

- Word files
- PDF files
- MP3 files
- VIDEO files

[Search](#)



**Word files**  
This is the category containing word files

**Presentation Text**  
Sort By: [Date](#) [Title](#) [Speaker Text](#)



**Marketing Plan**

This is a Marketing Plan presentation.

**Speaker Text** Mr. John Smith

**Date** 3/27/2007 12:00:00 AM

**Resources**

-  [Marketing Plan 2007.](#)
-  [Additional Research](#)
-  [Request for Proposal](#)

**Feasibility Study**  
This is a product feasibility study.

**Speaker Text** Mrs. Mary Roberts

**Date** 3/11/2007 12:00:00 AM

**Resources**


-  [Feasibility Study](#)

Figure 26: Viewing presentation details (step 1/2)

Once the user clicks on the title of the presentation, the “View Presentation” screen will be displayed.

**View Presentation** ▾




**Marketing Plan**  
This is a Marketing Plan presentation.

**Speaker Text** Mr. John Smith

**Date** 3/27/2007 12:00:00 AM

**This is the HTML Content that is used for this presentation.**

**Resources**

-  [Marketing Plan 2007.](#)
-  [Additional Research](#)
-  [Request for Proposal](#)

[Back](#)

Figure 27: Viewing presentation details (step 2/2)

**Note:** the “This is the HTML Content...” sentence is taken from the “HTML Content” field which is defined during the procedure of creating a new presentation (see Figure 25).

### 6.1.2 Searching for Presentations as Seen by End Users

This section of the guide will demonstrate the search functionality as seen by the end users. In case the search functionality has been enabled, the “Search” link will be displayed in the main screen.



Figure 28: Searching for Presentations as Seen by End Users (step 1/4)

Once the end user clicks on the “Search” link, the page for defining the search keywords will be displayed.

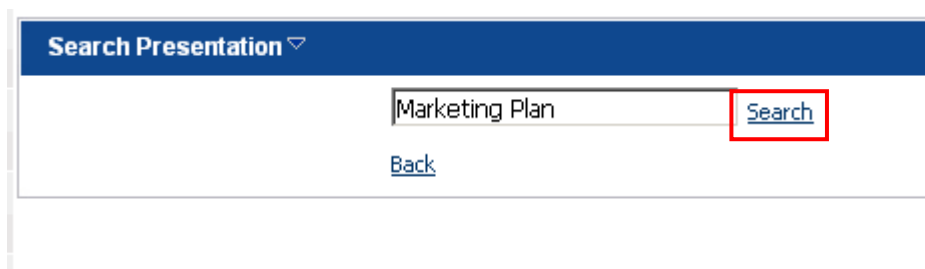


Figure 29: Searching for Presentations as Seen by End Users (step 2/4)

After the user enters the keywords and clicks on the “Search” link, the search results page will be displayed (**note**: the system is using the keywords you have defined during the procedure of creating the presentation in order to match the criteria).

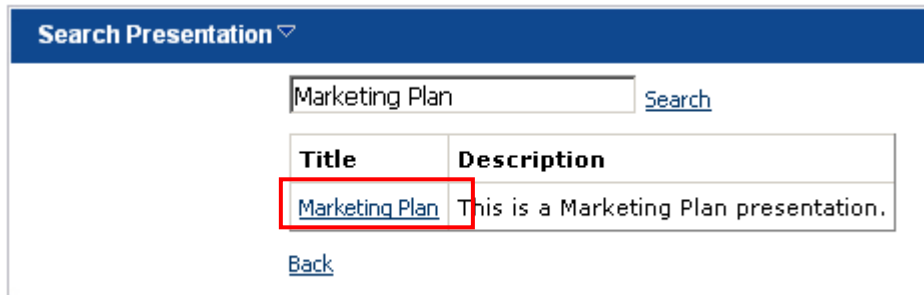


Figure 30: Searching for Presentations as Seen by End Users (step 3/4)

The results page contains the following parameters for each result:

- **Title** – this is the title of the presentation which is also a link to the “View Presentation” screen i.e. the screen with the detailed description of the presentation
- **Description** – this is the field displaying the text you have defined as “Search Summary” during the procedure of creating a new presentation

As mentioned above, once the user clicks on the title of the presentation, the “View Presentation” page will be displayed containing a detailed description of the presentation.

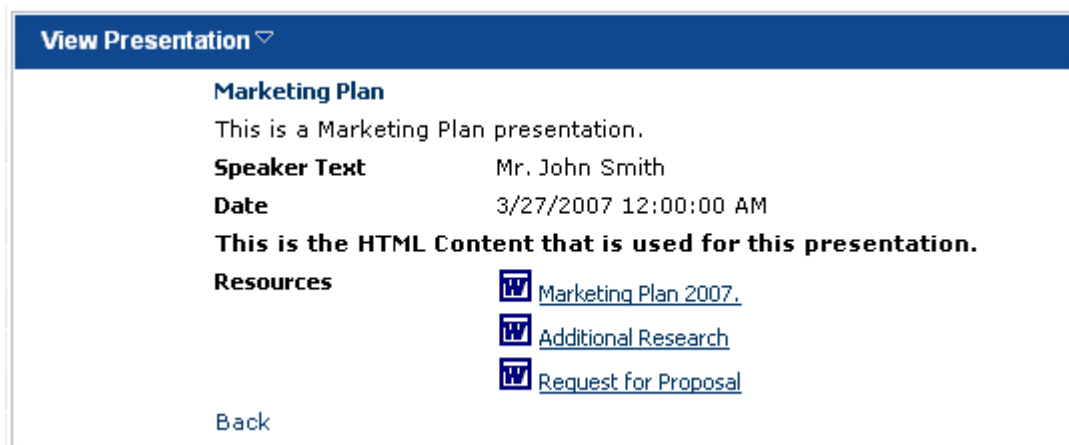


Figure 31: Searching for Presentations as Seen by End Users (step 4/4)

**Note:** the search functionality can be enabled or disabled by using “**Show Search Link**” parameter within the “Settings” page (see section 8).

## 6.2 Managing the Resources

The “Presentation Archive” module gives you the possibility to define resources for each of the presentations. The resources are actually files related to the presentation, so depending on the category the presentation belongs to, you can attach the desired files i.e. resources to the desired presentation (**e.g.** add word files as resources to the presentation within the “Word files” category).

In order to start managing the resources for the presentation, click on the “Add/Edit Resources” link next to the desired presentation.



**Manage Presentation** ▾

Category:  ▾

	Icon	Title	Date	Speaker	Category	
<a href="#">Edit</a>		Marketing Plan	3/27/2007 12:00:00 AM	Mr. John Smith	Word files	<a href="#">Add/Edit Resources</a>
<a href="#">Edit</a>		Feasibility Study	3/11/2007 12:00:00 AM	Mrs. Mary Roberts	Word files	<a href="#">Add/Edit Resources</a>
<a href="#">Edit</a>		Request for Proposal	3/28/2007 12:00:00 AM	Mr. Ted Roberts	PDF files	<a href="#">Add/Edit Resources</a>

[Add New](#) [Back](#)

Figure 32: Choosing option “Add/Edit Resources”

The following screen will be displayed.

**Manage Resources** ▾

**Presentation** Marketing Plan

	Filename	Title
<a href="#">Edit</a>	Marketing Plan 2007.doc	Marketing Plan 2007.
<a href="#">Edit</a>	Analysis.doc	Additional Market Research

[Add New](#) [Back](#)

Figure 33: Options for managing the resources

The following parameters and options are available inside this screen:

- **File** – field displaying the name of the file added as a resource
- **Title** – field displaying the title of the resource
- **Edit** – option for editing an existing resource
- **Add New** – option for adding a new resource (see section 6.2.1)
- **Back** – option for returning to the previous page

### 6.2.1 Adding a new resource

In order to add a new resource for a presentation, choose option “Manage Presentation” from the main menu, click on the “Add/Edit Resources” link next to the desired presentation (see Figure 32). The following screen will be displayed.

**Manage Resources** ▾

**Presentation** Marketing Plan

	Filename	Title
<a href="#">Edit</a>	Marketing Plan 2007.doc	Marketing Plan 2007.
<a href="#">Edit</a>	Analysis.doc	Additional Market Research

[Add New](#) [Back](#)

Figure 34: Adding a new resource (step 1/5)

Click on the “Add New” link inside this screen to begin adding a new resource and the screen for defining the resource parameters will be displayed.

**Edit Resource** ▾

**Title:** Request for Proposal

**File:**

**Link Type:**

URL ( A Link To An External Resource )

File ( A File On Your Site )

**File Location:** Root ▾

**File Name:** 010b.jpg ▾

[Upload New File](#)

[Update](#) [Cancel](#)

Figure 35: Adding a new resource (step 2/5)

The following parameters are available inside this screen:

- **Title** – field for entering the title of the resource (e.g. “Request for Proposal”)
- **Upload New File** – option for uploading the resource file to the presentation

After you click on the “Upload New File” link, the screen will be refreshed containing the “Browse” option.

**Edit Resource** ▾

**Title:** Request for Proposal

**File:**

**Link Type:**

URL ( A Link To An External Resource )

File ( A File On Your Site )

**File Location:** Root ▾

**File Name:**  [Browse...](#)

[Upload Selected File](#)

[Select An Existing File](#)

Figure 36: Adding a new resource (step 3/5)

Click on the “Browse” button to locate the desired file and the following dialog window will be displayed.

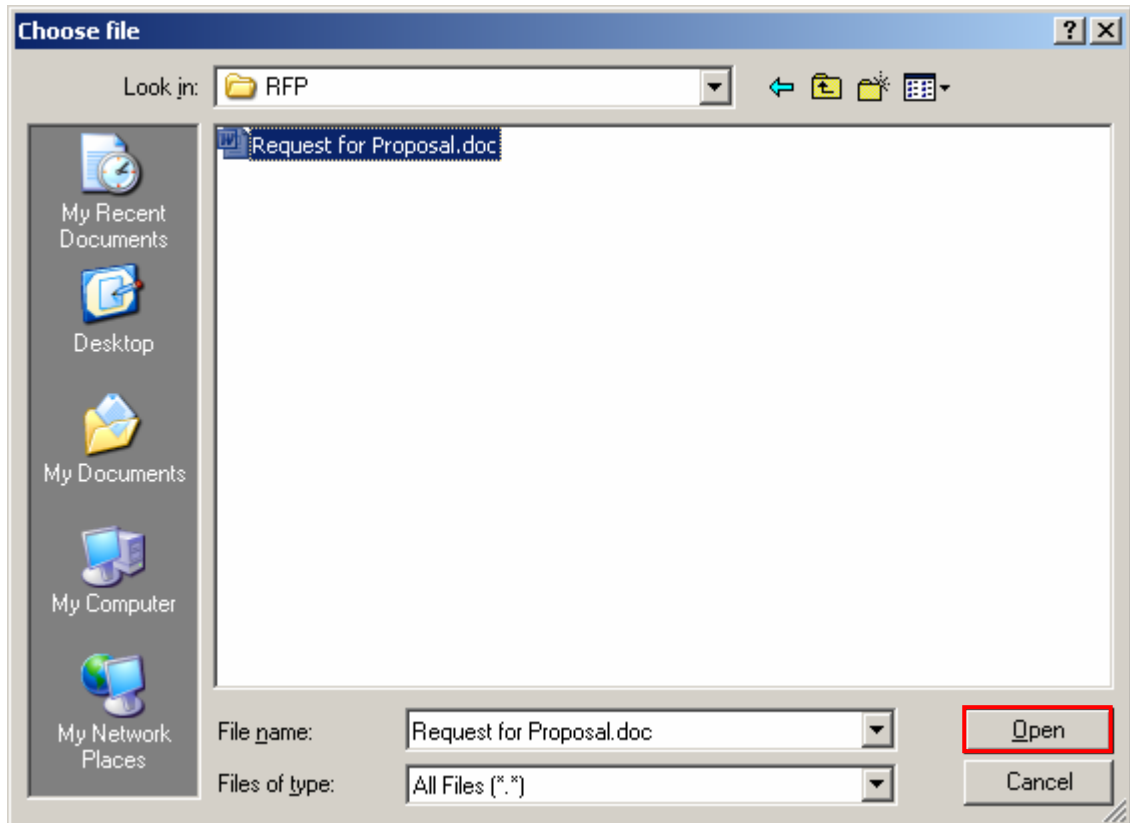


Figure 37: Adding a new resource (step 4/5)

Locate the desired file (e.g. “Request for Proposal”) and click on the “Open” button. The following screen will be displayed.

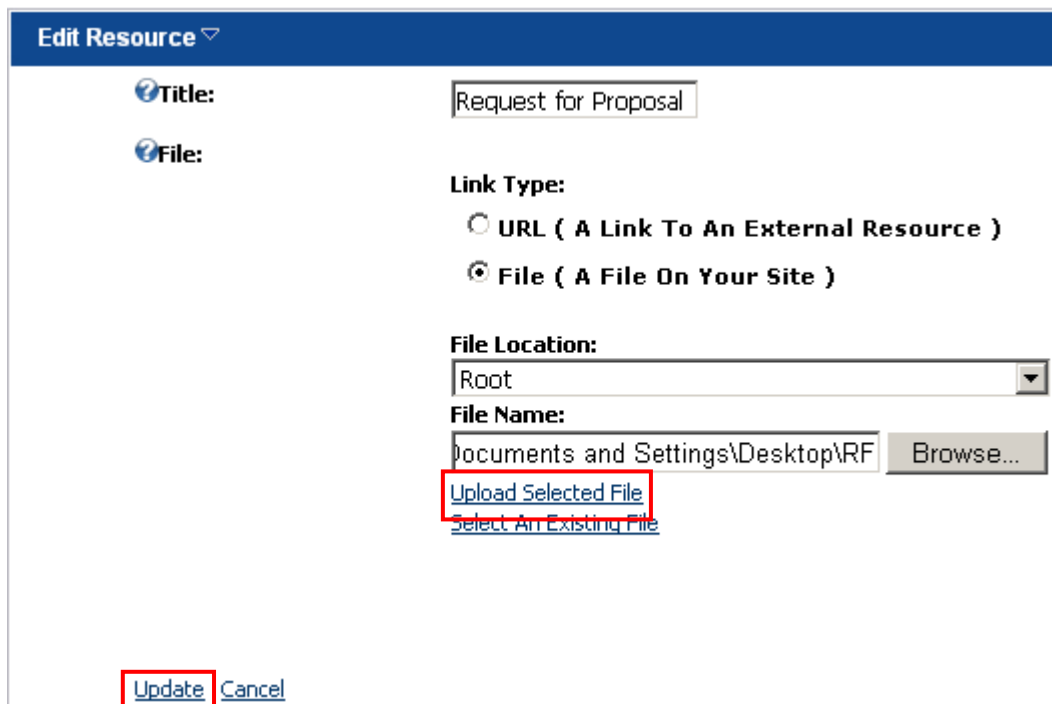


Figure 38: Adding a new resource (step 5/5)

Click on the “Upload Selected File” link in order to upload the file you have located. The screen will be refreshed. The last step in the procedure of adding a new resource is clicking on the “Update” link. The following screen will be displayed.

Manage Resources ▾		
Presentation Text Marketing Plan		
	Filename	Title
<a href="#">Edit</a>	Marketing Plan 2007.doc	Marketing Plan 2007.
<a href="#">Edit</a>	Analysis.doc	Additional Research
<a href="#">Edit</a>	Request for Proposal.doc	Request for Proposal

[Add New](#) [Back](#)

Figure 39: Resource successfully added to the presentation

The screenshot below demonstrates the newly added resources as seen by the users.

Presentation Archive ▾
Search

- Word files
- PDF files
- MP3 files
- VIDEO files

**Word files**  
This is the category containing word files

**Presentation Text**  
Sort By: [Date](#) [Title](#) [Speaker Text](#)

**Marketing Plan**  
This is a Marketing Plan presentation.  
**Speaker Text** Mr. John Smith  
**Date** 3/27/2007 12:00:00 AM  
**Resources** [W Marketing Plan 2007.](#)  
[W Additional Research](#)  
[W Request for Proposal](#)

**Feasibility Study**  
This is a product feasibility study.  
**Speaker Text** Mrs. Mary Roberts  
**Date** 3/11/2007 12:00:00 AM  
**Resources** [W Feasibility Study](#)

Figure 40: Newly added resource as seen by the end users

**Note:** you can define as much resources as necessary for each of the presentation by following this procedure.

## 7 EXPORTING AND IMPORTING THE CONTENT

The purpose of the export and import functionalities is to allow you to easily add an already defined presentation archive module to another page on your website.

Hence, after you have created and defined your presentation archive module with all of the desired categories and presentations, use the:

- **Export option** – in order to export all of the settings (see section 7.1)
- **Import Option** – after you have performed the export, navigate to the page you want to add another instance of “Presentation Archive” module with identical contents, add the module (see section 3) and then perform the import (see section 7.2)

### 7.1 Exporting the Content

In order to start exporting content, choose option “Export Content” from the main menu.

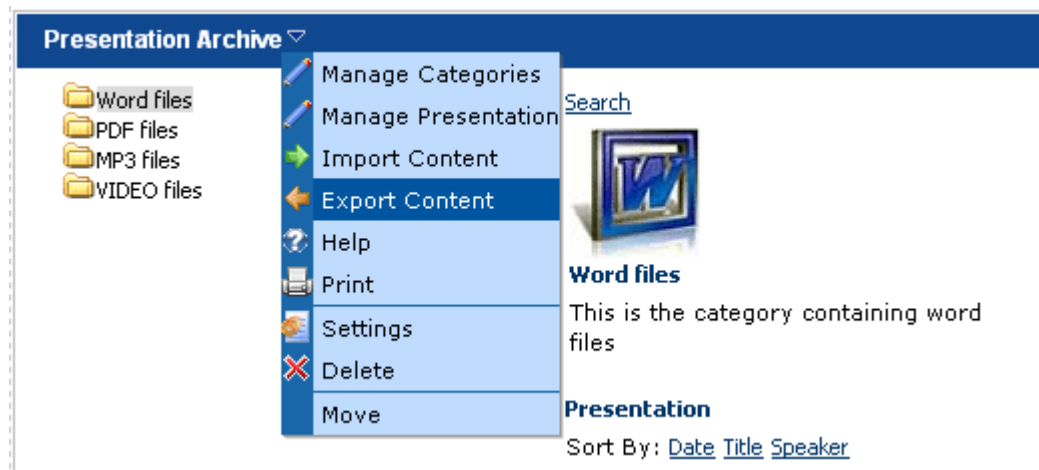


Figure 41: Exporting Content (step 1/2)

The following screen will be displayed.

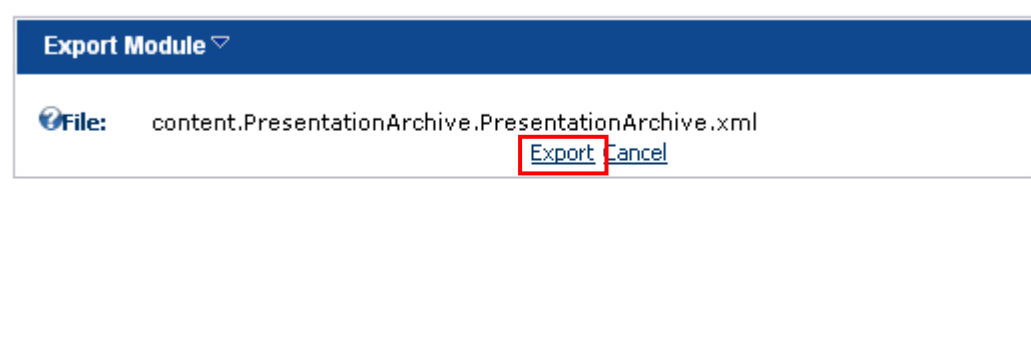


Figure 42: Exporting content (step 2/2)

Click on the “Export” link and the settings will be exported.

### 7.2 Importing the Content

In order to import the content, after you have completed defining your “Presentation Archive” module and performed an export (see section Exporting the Content), navigate to the desired page, create the module and choose option “Import Content” from the main menu.

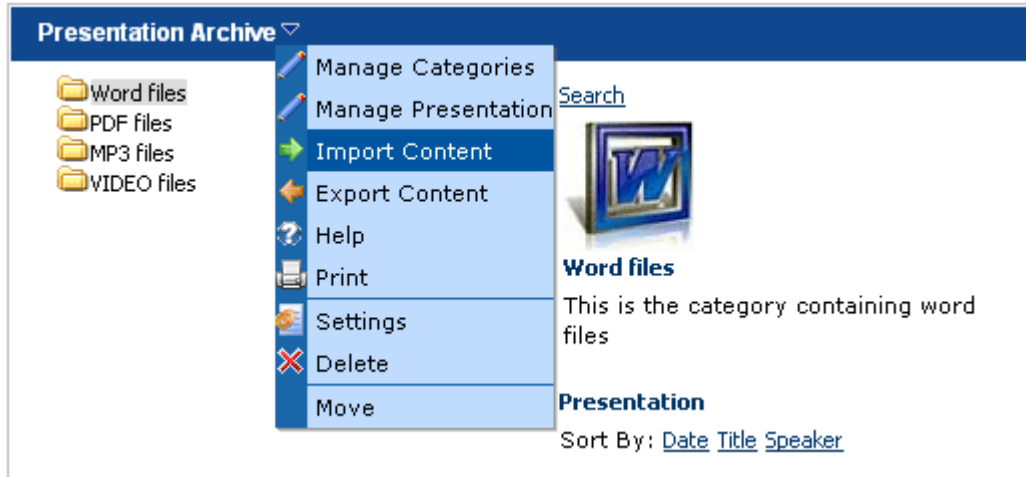


Figure 43: Importing the Content (step 1/2)

The following screen will be displayed.

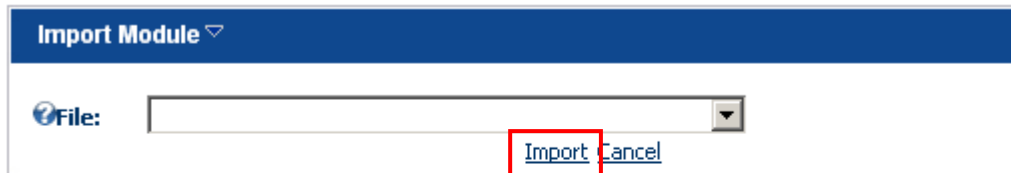


Figure 44: Importing the Content (step 2/2)

Click on the "Import" link and the content will be imported i.e. a "Presentation Archive" module with the same settings will be added to the chosen page.

## 8 MANAGING THE SETTINGS

In order to start managing the module settings, choose option “Settings” from the main menu.

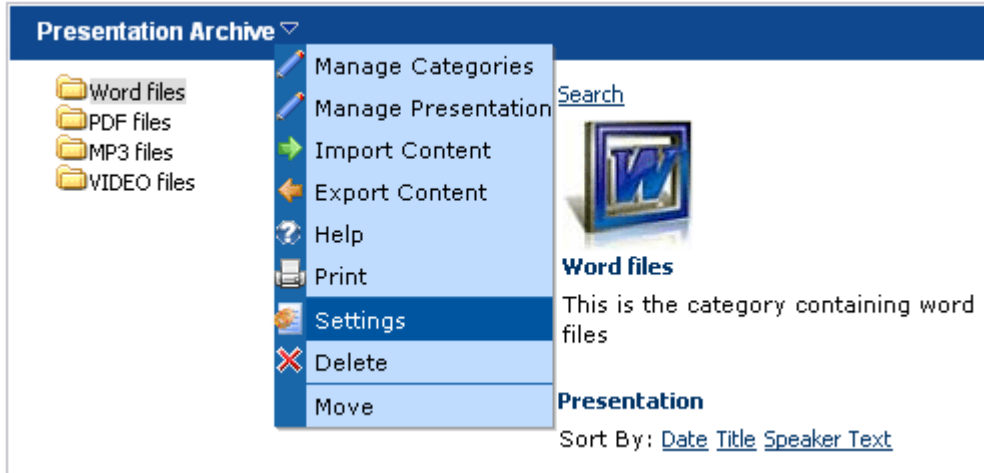


Figure 45: Choosing option "Settings" from the main menu

The following screen will be displayed.

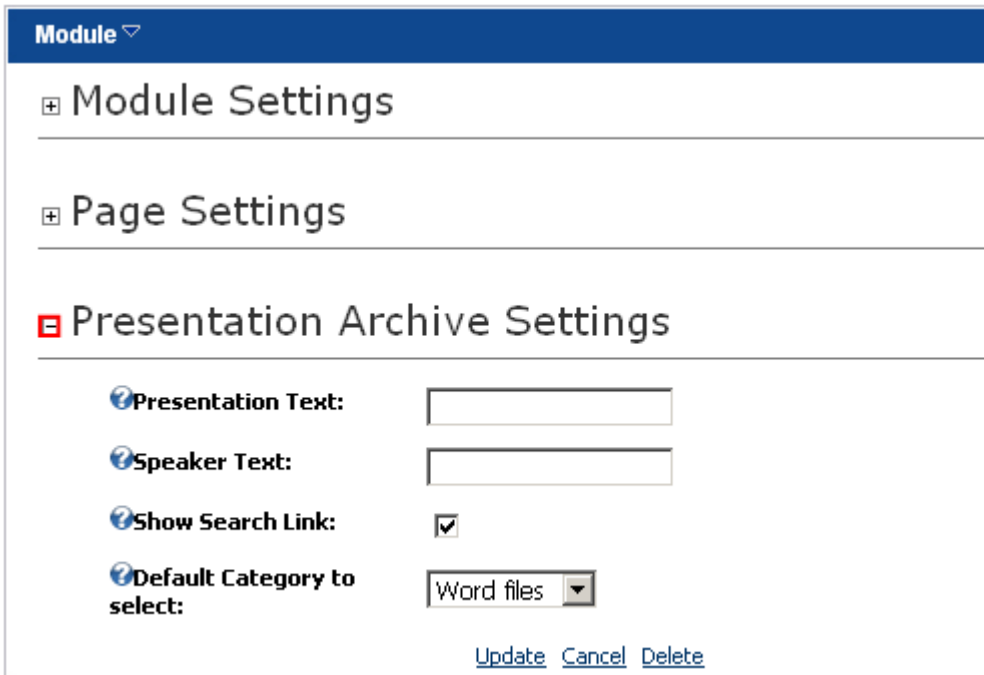


Figure 46: Managing the Presentation Archive settings

Click on the “+” symbol next to the “Presentation Archive Settings” label in order to display the available parameters which are:

- **Presentation Text** – this field can be used for setting the heading of your presentation and should be set based on the context of the presentation (see Figure 47)
- **Speaker Text** – this field can be used for setting the desired occupation or role of the person related to the presentation (**e.g.** musician/artist in case of MP3 files, or Presenter in case of a company presentation of some sort, etc.) - see Figure 47

- **Show Search Link** - select this checkbox if you wish to display the “Search” link and therefore allow your users to search for the desired presentations (see Figure 47)
- **Default Category to select** – use this pull down menu to define the default category i.e. set the category which will be displayed to the users by default (**e.g.** the contents of the “Word files” category)

After setting the desired parameters, click on the "Update" link in order to save the changes.

The screenshot shows the 'Presentation Archive' interface. On the left, there is a navigation menu with four categories: 'Word files', 'PDF files', 'MP3 files', and 'VIDEO files'. On the right, there is a 'Search' link (highlighted with a red box) and a 'Word files' category description. Below that, there is a 'Presentation Text' link (highlighted with a red box) and a 'Sort By' dropdown menu with options: 'Date', 'Title', and 'Speaker Text'. The 'Marketing Plan' category is shown with a description, a 'Speaker Text' link (highlighted with a red box) pointing to 'Mr. John Smith', a 'Date' of '3/27/2007 12:00:00 AM', and two 'Resources' links: 'Marketing Plan 2007.' and 'Additional Research'. The 'Feasibility Study' category is shown with a description, a 'Speaker Text' link pointing to 'Mrs. Mary Roberts', a 'Date' of '3/11/2007 12:00:00 AM', and one 'Resources' link: 'Feasibility Study'.

Figure 47: Example of the parameters as seen by the end users



## 9 DELETING THE MODULE

In order to delete “Presentation Archive” module, choose option “Delete” from the main menu.

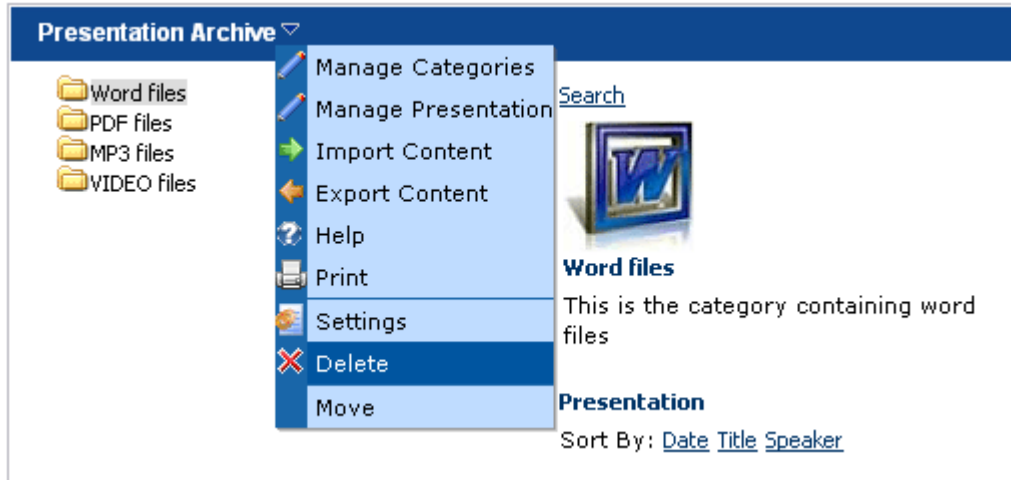


Figure 48: Deleting Dynamic Forms Module (step 1/2)

The following screen will be displayed.

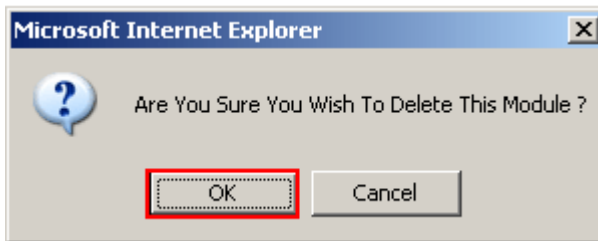


Figure 49: Deleting Dynamic Forms Module (step 2/2)

Click on the “OK” button and the module will be deleted.