

# dbCanvas Users Manual

Welcome to the dbCanvas Users Manual. The primary focus of this manual is the usage of dbCanvas and its modules. Any documentation relating to 3rd party software is provided as a quick start resource and will include proper links to the 3rd party's site documentation.

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## Chapter 1 : Getting Started

### 1.1 Overview

This Chapter will help you set up your dbCanvas website. When your dbCanvas account is activated, your site is automatically set up. We'll cover the things you'll need to get your site going, we also cover setting up your sites pages and adding content.

### 1.2 Logging in changing your password.

When your site is set up you are given an IP address. You can find this address by logging into ['My Account'](#) and viewing your package details. You need to login to your dbCanvas site to begin working. Login by going to /admin on your site. If your IP address, for example, is 204.119.246.12 then you would go to the following URL;

`http://204.119.246.12/admin`

or if your host name is already pointed at your IP Address;

`http://www.myhostname.com/admin`

### Secure Login

You can also access your site via `https://` (Secure SSL). If you use the secure connection your browser may warn you about the security certificate. This is because you are using a self-signed certificate, simply click ok or tell it to install the certificate. A self-signed certificate is suitable for your personal use, but it is NOT suitable for ecommerce. You can purchase and install a certificate for ecommerce if that's what you need.

Login with the login information that was emailed to you when you set the site up. You should change the password immediately if you have not done so yet. After logging in you will see the dbCanvas Main page, at the bottom is a link to change your password. At this point you can also add more users by going to the Auth Manager.

### 1.3 Setting up the initial page structure

By default your dbCanvas site will have a couple of example pages set up for you. You may want to start out by deleting these pages. In order to delete these pages you must first login to /admin on your site.

### Accessing Your Sitemap

After logging in to /admin you click the link to 'Site Configuration' and then click the link to 'Site Map'. On the Site Map

page you'll see your site illustrated in a folder tree. Changing this tree changes the pages on your site and also changes the sites linkbar.

## **Making Changes**

Change This Sitemap by using the pull down on the page you want to alter. Each pull down will let you change the Sort order of documents, Edit the link name, or delete the document.

To add a page or directory you simply use the pull down of the Parent Directory under which you would like to add your page. You will have the option to add either a page or a directory. If the new addition only needs one page then add a page. If your addition may need multiple pages association with it then you will want to add a directory. Adding directories helps to keep relative items grouped together on your linkbar.

The changes you make in the Sitemap are instant. When you add a page you can go right to it and begin adding content.

## **1.4 Adding Site Keywords**

This step is extremely important because search engines are able to index your site as soon as it goes online. After logging in to /admin on your site, click the 'Edit Site' link which will take you to your home page (/index.php). You will see a button at the top your pages main body area that says 'Add', click this button to launch the layout chooser. Choose the 'Page Properties' layout panel and click go. If you do not see the 'Page Properties' layout in the pull down then there may already be a 'Page Properties' layout added to the page. If this is the case then simply hit the Edit button next to the Page Properties layout on the page. Once you're editing the Page Properties you'll see where you can fill out the keywords along with the author information and description.

You can do this for each page if you want to, if you don't then the page will simply use the keywords from the home page (/index.php).

## **1.5 Setting up Mail Aliases**

If dbCanvas is providing mail service for your domain then you can set up your own Mail Aliases. Login to /admin/ and click on 'Configure Site' then 'Mail Aliases'. You need to make an alias for webmaster@yourdomain.com and any others you want. The Mail Alias program points Alias addresses at mailboxes so you will need valid email boxes to point these aliases to.

## **Enabling Mail Service**

You can also enable and disable the mail service for your domain from here. Enabling mail service will cause the dbCanvas mail server to start accepting mail for your domain, but you will have to point your MX record at your site before the Internet will start routing mail there.

## 1.6 Adding Additional Users

If there will be other people working on your website then you'll need to set up login's for them. Do this by logging into /admin and clicking on the 'Auth Manager' link. Click the 'Add User' button to add new users.

### Setting User Permissions

Once you've added the user you will need to edit their permissions. Clicking the users 'Edit' button to see their settings. Scroll down the page to where you see 'Access control', this is the section that controls the users permissions. Look through items on the list and use the pull down to toggle their permission rights. Changes you make here are instant.

## 1.7 Uploading Images

In order to publish any images on your site you'll first need to upload them to the Site Image library. Login to /admin and click the 'Site Images' link. From there you can upload images from your computer. You can also resize the images providing they are not in .gif format. Once your images are in uploaded you can use the HTML helper to make image links when you're editing the pages on your site.

## 1.8 Adding Content to Pages

To add or edit the content on any pages you must first login to /admin. Once logged in you will see your site in 'Edit Mode', the pages on the site will now appear with Add and Edit buttons. From /admin you can click the 'Edit Site' button to take you to your home page (/index.php). Your site will now appear with extra buttons in the top of the body. There will be an Add button and a dbCanvas Main button which will take you back to /admin. If you do not have permissions to edit a page then the page will appear without these buttons. Follow your sites linkbar to get to the page you want to edit.

### Adding Content to a Page

Publish new content to the page by adding a Layout Panel. Your page can have several layout panels added to you, you can also change the sort order of the layouts. To add new content to a page then click the add button. This will open the layout panel chooser in a smaller window. Use the pull down to choose the layout panel you want to use. The first panel to add should be the 'Page Properties' panel since it sets the Pages Title. If you're not sure which to use then use the 'Simple' layout. Add as many panels as you need to a page, you can change their order by using the 'Sort' pull downs.

### Editing Content

If want to edit existing content on a page then simply go to that page while logged in. Find the content that you want to change and click the Edit button below it. You can also use the Sort pull down to change the order in which it appears on the page.

## **The HTML Helper**

When editing these layout panels you'll notice the 'HTML Helper'. The HTML Helper generates html code for you, code that you can paste in to various parts of your layout panel. Use the HTML Helper to get your image tags, creating links or formatting text. You can use HTML code in most all of your layout panels' fields. Layout panels can be created and customized as well. If your layout panels do not suit you then have your Webmaster edit the default ones or create new ones to accommodate your needs.

## **1.9 Setting up Mail Lists**

If your dbCanvas package came with the Mail List Manager then you can setup your mail lists so that people can start subscribing. Login to /admin and go to 'Programs' then 'Mail List Manager'. This is where you can set up lists/subscribers and also send emails to these lists. Click the 'Mailing Lists' link to get to the mail lists setup page. Add whatever lists you need, set public to yes if you want the list to be available on the public signup page. Once you've added your lists here people will be able to signup to them online.

## Chapter 2 : Building the Skin

### 2.1 Overview

This is a simple explanation of the Skin Editor and how it works. If you would like more detailed information on creating Skins then please see the [dbCanvas Developers Guide](#).

To access the Skin Editor you first need to log into /admin your site, click the link for Configure Site and then Skin Editor. Here you'll see a list of the Skins on your site along with Edit and Configuration options. You can also import and export Skins from here.

These configuration options will be explained in detail in the next few articles.

### 2.2 How the Data Flows

When a page is requested from a dbCanvas website the dbCanvas server can do a number of things. If the file actually exists on the server then it will server that file as is. If the file is not present then it checks to see if the page has content added to it or if it's in the Sitemap. If it does not find the page in the Sitemap or if it has no content then the user will be served an error 404 document with a Site Map to help guide the user to where they want to go. If a page does exist then dbCanvas serves the dynamic page. It does this by including the header.inc file and then calling the GenerateContent('center') function, lastly the footer.inc file is included.

This is the basic proces. The header.inc and footer.inc may include even more files making the data flow more complex.

### 2.3 Tag and Variable Conventions

For the most part dbCanvas uses both HTML and PHP to generate the pages. If you do not know PHP then you should still be able to get by simply using these conventions. Your header.inc and footer.inc files are basically HTML files that have some PHP tags in them. The php tags are formed like so <? php code here ?> The following PHP tags are commonly used in these files.

This is used to set variable that can be called later in the HTML document.

```
<?
$imageDir="/inc/skins/$dbCanvasSkin/images/";

$BGColor="#FFFFFF";

?>
```

This gives us a global place to change things in our skin, such as the background color and the image directory location. These variables can be used later in the HTML documents like so;

```
<body bgcolor="<? echo $BGColor ?>">
```

```

```

This not only allows you to change the ImageDir and BGColor from one location, but it also allows you to build new skins using this one without having to change all the image tags. These are just a couple of examples, you can create new variables and use them wherever you want.

## 2.4 Building the Header and Footer

The concept of header/footer is a simple one. You build 1 HTML page that looks like your site will, then you split the code in the middle of your page, everything in the top part is the header, everything in the bottom part is the footer.

When you build the HTML page you need to make a table in the center (one that can stretch in height), inside that table is where the main content of the page will go. Put a marker in this table for your reference, all the code above this marker goes in the header.inc. All of the code below the marker goes in the footer.inc. If you used an HTML generating program like Dreamweaver you will want to go back through your code and make sure it's using the variables properly through out the document. To test your skin you can click the 'Test' button in the 'Edit Skins' section. This will cause your browser (and all browsers from the same spawn) to view the site with your new skin. See the header.inc and footer.inc sections of this manual for more detailed information on these files.

## Chapter 3 : Site Images

### 3.1 Introduction

The Site Images section of dbCanvas, part of the Assets Manager, gives you a place to upload pictures that you want to use on site pages. This is not where you would put images for the site Skins (the Skins each have their own place for images in the Skin Editor).

Supported Formats are;

.gif  
.jpg  
.png  
.swf

Once your image has been uploaded here it will be available for publishing on the site.

### 3.2 Resizing Images

Resizing any jpg or png can be accomplished easily. Images encoded as gif files cannot be resized here due to licensing restrictions. Simply type in the Height or Width desired, once you leave the textbox you will see the preview image resize. By default the images are resized proportionally, you can disable this behavior by unchecking the 'Constrain Proportions' box. Image resampling is also available. Images are backed up when you resize them so you'll be able to restore them if you don't like the new look.

## Chapter 4 : Auth Manager

### 4.1 Introduction

The Auth Manager allows you to give people access to edit your site. You can add a user here and then set up their permissions so that they can edit only the parts of the site you want to. Aside from editing the site, the Auth Manager also controls access to many of your backend programs such as the Faq Man or your Traffic stats. Only give your admins the access they need and never give out superuser access unless it's someone you trust or a site engineer like your webmaster. You can learn more about setting up access control for specific pages in the Realms section.

### 4.2 Adding Users

To add a user you simply click the Add User from the Auth Manager index page. This will take you to a form through which you can add your new user. You need to enter a username that's all lower case with no special characters in it. The email field is used only for your reference.

Once a user is added, they can login to /admin on your site and access the features you've given them permission to. You should only add users here that are intended to be site administrators. You can edit the user after you've added them to change their access permissions.

### 4.3 Editing Users

A users password, real name and email can be changed in the Auth Manager. A users username cannot be changed, to do that you would need to add a new user and delete the old username. To edit any of this information you simply find the user and click the edit button, you'll see all the options available to you.

To change a users access control you simply toggle their access to Allow or Deny. As soon as you make a new access selection the page will reload and the access changes take effect immediately. You can add more access control points or 'realms' in the Realms section of the Auth Manager.

### 4.4 Realms

A Realm is a part of the site that is grouped under 1 access definition. There are two different kinds of Realms, the Site Realms and the Special Realms.

#### Site Realms

These Realms are pages you've added in your Sitemap. They are displayed in a Sitemap fashion with the enabled Realms marked in red. By default none of these pages are set as Realms which makes them fall under the 'Insecure Pages' Realm. The Realms here are also listed under each user when you're editing them. If you want to be able to control access for 1 page or for a directory then simply click on it here, once you confirm this action you will see the page/directory marked in red. All pages/directories marked in red will be available in user edit mode for access control.

### **Special Realms**

These are Realms that needed to be manually entered for on reason or another. Most of these Realms are internal dbCanvas Realms (like Superuser) or 3rd party Software Realms like the Traffic Stats.

## Chapter 5 : Site Configuration

### 5.1 Introduction

This is where you perform configuration functions like editing the Sites Skin or Adding/Removing pages. There are other administrative functions that will be covered in more detail in other sections. This is also where you can edit the admin and programs index page.

Be very careful with changes you make in this section. Misconfiguring your site can render it inoperable.

### 5.2 Site Map

The Site Map is a visual representation of your sites link hierarchy. You can change your sites page structure here, add, edit or delete pages. Each page and directory has a pulldown, clicking this pulldown will provide the following options. Note that not all pages and directories have all of these options.

#### Add Page/Directory

You will only get this option on directories. Since pages are the leaves in your sites tree you cannot add to them. If the item you are adding will require its own sub pages then you will want to select 'Add Directory'. This will allow you to add sub pages at a later date in time. If you only need to add 1 page with no sub pages then choose 'Add Page'.

#### Edit

This option will allow you to change the Link name of the page/directory. You cannot change the Page/Directory name due to data dependencies to which your sites content is tied.

#### Delete

This removes the Page/Directory from the Site Map. You have the option to save or delete the content on the page as well. This will allow you to remove the link and add it again later without losing the content.

#### Sort

Sorting allows you to change the order in which the Directories/Pages appear. Once you change the sort order your linkbar is automatically adjusted to the new order.

## 5.3 Mail Aliases

Mail Aliases allow you to map virtual email addresses to a real mailboxes. This mailbox may be one on this system or a mailbox an on entirely different system.

Examples :

webmaster@yourdomain.com -> you@dbcanvas.com

jane@yourdomain.com -> jdoe@othercompany.com

In the first example, the address webmaster@yourdomain.com will be mapped to the mailbox you@dbcanvas.com. In the second example, jane@yourdomain.com will be mapped to the remote mailbox jdoe@othercompany.com.

You can also enable and disable your domain on the mail server. Be careful with this option though as it can disrupt your email delivery.

## 5.4 Script Editor

This is a place to keep scripts on your site. These scripts can be included by other files, run from a web browser or via the Event Scheduler. You can add new scripts or upload scripts via FTP. The URL path to these scripts is:

/inc/scripts/

## 5.5 Site Settings

These are mostly web server settings. Each setting is described in detail below.

### Site Hostname

This is the official hostname of your web server. This name does not affect a whole lot. It's used mostly for logging and server identification. Changing this name will not effect your domains DNS.

## Site SSL Certificate

This is the Security Certificate for your site. By default, a self signed certificate is installed. You can purchase a signed certificate to install here or install another self signed one when this one expires.

## Admin SSL

This setting determines whether or not SSL is forced when going to /admin on your site. It's recommended that you leave this set to yes as it greatly improves your sites security. Some web browsers, however, will not accept self signed certificates so you may have to set this to no (this problem occurs mostly on MAC platforms).

## Image Dir URLs

These are URLs that contain only files should be served via fopen() rather than included for php parsing. Use this to exclude directories containing images so that they will not be parsed by the dbCanvas engine. Note that this function is deprecated as dbCanvas now checks the files mime type before serving it.

## Redirect to Script

This is a very useful option allowing you to redirect incoming requests to internal scripts. This is good for masking directories or to globally protect certain URLs with authentication.

## Startup Scripts

These scripts are run when someone loads a page on your site. One useful example is the skin changer. It may be included here to check for skin change requests as soon as a page loads. This can also be a useful point to place a script that checks to see if the user wants to see the site in HTML or in Flash.

## 5.6 Event Scheduler

This is your sites web interface to its crontab facility. You can enter script locations here and set intervals for the script to run at. The scripts entered here must have their complete file path starting with /home/username/. You can enable or disable a script by editing it.

The time and date fields are:

Field allowed values

minute 0-59

hour 0-23

Day of Month 1-31

Month 1-12

Day of Week 0-7

## Chapter 6 : Skin Editor

### 6.1 Introduction

Skins are a graphical framework that governs the appearance of your site. You can add and import new skins, you have access to all the skin source code so you can make it look however you want. The following options are available on the Skin index page.

#### Import

Import skins from other sites or examples from the dbCanvas site.

#### Edit Skin

These are the files that create your skin. They are primarily HTML, PHP, Javascript and CSS documents. Your Skin images are also located here.

#### Edit Layout Panels

These are the panels that you add to a page to give it content. Add layout panels for new content styles or editing functionality.

#### Preview

This function will pull up /index.php in a window using this skin allowing you to view it in a separate window.

#### Test

This will cause your browser to use this skin. It's a way to preview your skin across the site without going live.

#### Delete

This will remove a skin in its entirety!

#### Export

Exporting your Skin allows you to download your Skin in 1 file. You can save this file to import at a later date in time or to import to another site.

## 6.2 Skin Images

These images are used only in the Skin. Please upload site images to the 'Site Images' section of dbCanvas. Update your images by simply uploading. The old image will be backed up and your new image uploaded. The path to these images will be:

```
/inc/skins/skinname/images/
```

We recommend using a variable for this path so that it will be agreeable with changing the Skin name.

## 6.3 Header / Footer

The Header and Footer are the top and bottom parts of the skin. They are composed mainly of HTML with some php. This screen provides 2 smaller windows so that you can see the files one on top of another respectively. This allows you to make better sense the HTML structure and eases your debugging process.

### header.inc

This file is the top half of your web page, everything above the center content area. This file is mostly HTML, but does use some PHP to determine what to show.

### footer.inc

This is the lower portion of your web page, everything from the center content area on down.

## 6.4 Linkbar

The Linkbar file generates your sites main linkbar. It's not always used as the primary linkbar though, you can make your own linkbar files and include them if you choose. This file is [included](#) via php in the header.inc file.

This file includes the linkbararray.inc file, which establishes the page links in a php [array](#) format. The Linkbar then uses php for() loops to generate the HTML for the parent and children links. The Linkbar also uses the Selected link state to mark the link for the current page you're on.

Other items can be placed in the linkbar.inc. For example you may wish to place your search form at the bottom of this file so that it appears under your linkbar.

## 6.5 Site CSS

This is the Style Sheet for your site. It controls many of the colors and fonts styles on your site. Your form styles are set here as well as your scrollbar colors. The DataTable, DataHeader, DataRow, DataRowOver and DataRowDown styles are used by the admin section and cannot be removed. You may also find linkbar colors in this file if there is not a linkbar.css file.

You can find more detailed information on CSS at the [w3 CSS 1 page](#).

## 6.6 Layout Panels

These are smaller panels used to hold the content in the site. You see these Layout Panels when you go to add content to a page, they are shown in the first popup window when you click add. The Layout Panels allow you to create a customized Editing page for your layout panel. This gives you the ability to create completely different scenarios for your different data types. Each skin has the same Layout Panels although they may all look different. If you add a Layout Panel here then it adds it to the other skins as well. That means that if you add a Layout Panel here, you will need to go to the other Skins to put in the information for the new Layout Panel. A Layout Panel consists of 4 things;

### Field Names

These are variables that can be used in your Layout Panel. These variables are used to store information (or the content) for the different parts of your panel. For instance to make a simple panel for news I would use the 3 Field names for my 3 pieces of content; i.e. Date, Title, Body. Once I have these Field Names set up I can use them in my Layout Panel files.

### Default

This is simply a preview for this Layout Panel, it's only used in the popup window when you are adding content to a page. No need to worry about variables or anything in this file.

### Output

This is what the end users sees when they are browsing the site. To use the variables you defined in the Field Names section you would create php tags like so;

### Template

This is what you see when you click the edit button. You can use Javascript to help automate editing, this can be as easy or as hard to edit as you make them. To edit your variables set in Field Names you will need to make an HTML Form tag for each variable. If I wanted to edit the \$MyExampleVariable we used in the Output example then I could make a form tag like so;

">

Take a look at other Layout Panels for examples of how to do this.

## Chapter 7 : Editing Your Site

### 7.1 Introduction

Editing your site can be easily done through your web browser. Once you've logged into /admin on your site you'll be able to edit the pages to which you have permission. The pages you can edit will have 'add' buttons above each content column. Click the add button above the column you wish to add content to, this will launch the layout chooser. Choose a layout and enter the content information, this will add your new content to that page. Once the content is on the page you will be able to edit/delete and change its sort order (page position top to bottom). These steps will be covered in more detail in the following articles.

### 7.2 Using the Layout Chooser

The Layout Chooser is launched when you click an 'Add' button on one of your sites pages. This window presents you with a list of Layout Panels to use. By clicking on the pulldown you will see a list of choices, when you make a selection you will see a preview of the Layout appear in the lower part of the window. Find the Layout Panel suited to your contents needs then click the go button. This will take you to the next page where you can fill in the blanks.

If you're not sure which Layout to use the just use the Simple one. The Simple Layout Panel will suffice for not only your basic content needs, but also for the most complicated HTML/Javascript code.

If this is a new page you should add the 'Page Properties' Layout to the page first. This Layout will allow you to set your page title and keywords for the page. If the 'Page Properties' Layout is added to a page, it will no longer appear in the list of Layout Panels to choose from.

You can add new Layout Panels or edit the existing ones in the Skin editor. Each Skin has its own layout files so you can customize the Layouts to fit in with their respective Skin.

### 7.3 Using the HTML Helper

The HTML Helper is a tool to help you make simple HTML and to get links. Start by clicking on the pulldown labeled 'What would you like to make?'. You will then be able to fill out the options for the selected Media. If you would like to make this Media a link to something then use the 'Link To?' option with the corresponding link type. This will help you make links to URLs, download files, mp3 downloads or mp3s in the mp3 player. Once you've selected your options and click 'Make Code', you will see your code appear in the box at the bottom of the HTML Helper. You can copy and paste this code wherever you want it to go. If you are using Internet Explorer you may not have to copy the text, the HTML Helper will try to copy it for you. This means that you can simply paste and the Code will already be in your copy buffer.

## 7.4 Filling out the Layout Panel

Each Layout Panel is different, therefore each one has different forms to fill out. Fill out the forms in the Layout Panel as directed. If you're using the 'Simple' Layout Panel then you put your Text/HTML in the large text area. If the HTML Helper appears on this page you may use it to generate html code and links to paste into the fields in the Layout Panel.

## Chapter 8 : Asset Manager

### 8.1 Site Images

#### Introduction

The Site Images section of dbCanvas gives you a place to upload pictures that you want to use on site pages. This is not where you would put images for the site Skins (the Skins each have their own place for images in the Skin Editor). Supported Formats are;

.gif  
.jpg  
.png  
.swf

Once your image has been uploaded here it will be available for publishing on the site.

#### Resizing Images

Resizing any jpg or png can be accomplished easily. Images encoded as gif files cannot be resized here due to licensing restrictions. Simply type in the Height or Width desired, once you leave the textbox you will see the preview image resize. By default the images are resized proportionally, you can disable this behavior by unchecking the 'Constrain Proportions' box. Image resampling is also available. Images are backed up when you resize them so you'll be able to restore them if you don't like the new look.

### 8.2 Download Files

#### Introduction

This is a web interface to your /downloads directory. This directory is the public place where you put your files for site visitors to download. Once your file is uploaded in here, you will be able to make links to these files with the HTML Helper (you see the HTML Helper appear in edit mode). You can also access this directory via FTP for larger file uploads, or for multiple file uploads. You can find out more about ftp access in the next article.

#### FTP Access

You can login using either secure FTP (SSL/TLS) or regular FTP. We highly suggest that you use the secure FTP facility if you do not want hackers sniffing your passwords.

#### Secure FTP

The secure FTP daemon uses SSL/TLS encryption for added security. You can use programs like [Flash FXP](#) to login using SSL. Make sure to set it to use 'Auth TLS' and disable secure file listings and transfers. Simply login to the

hostname (www.yoursite.com) or IP address of your site. If you do not know your sites IP then you can find it on the [My Account](#) page. Set the port to 990. The first time you login you will have to accept the SSL certificate. Once logged in you will be able to upload and download files.

### Normal FTP

You really should never use this option, but if you have to you can. Just point your FTP program to your web sites hostname (www.yoursite.com) or IP address of your site. If you do not know your sites IP or username then you can find it on the [My Account](#) page to get it. The port is 21. Once logged in you will be able to upload and download files.

## 8.3 MP3 Audio Files

### Introduction

This is a web interface to your /mp3s directory. This directory is the public place where you put your files for site visitors to listen or download. Once your file is uploaded in here, you will be able to make links to these files with the HTML Helper (you see the HTML Helper appear in edit mode). This includes links to the mp3 player. You can also access this directory via FTP for larger file uploads, or for multiple file uploads. You can find out more about ftp access in the next article.

### FTP Access

Your can login using either secure FTP (SSL/TLS) or regular FTP. We highly suggest that you use the secure FTP facility if you do not want hackers sniffing your passwords.

### Secure FTP

The secure FTP daemon uses SSL/TLS encryption for added security. You can use programs like [Flash FXP](#) to login using SSL. Make sure to set it to use 'Auth TLS' and disable secure file listings and transfers. Simply login to the hostname (www.yoursite.com) or IP address of your site. If you do not know your sites IP then you can find it on the [My Account](#) page. Set the port to 990. The first time you login you will have to accept the SSL certificate. Once logged in you will be able to upload and download files.

### Normal FTP

You really should never use this option, but if you have to you can. Just point your FTP program to your web sites hostname (www.yoursite.com) or IP address of your site. If you do not know your sites IP or username then you can find it on the [My Account](#) page to get it. The port is 21. Once logged in you will be able to upload and download files.

## 8.4 FLV Video Files

## Introduction

This is a web interface to your /videos directory. This directory is the place where you put your video files for usage in the video player, or by embedding video in a any page. Once your video is uploaded in here, you will be able to make links to these files with the HTML Helper (you see the HTML Helper appear in edit mode). This includes links to the video player. You can also access this directory via FTP for larger file uploads, or for multiple file uploads. You can find out more about ftp access below.

## FTP Access

Your can login using either secure FTP (SSL/TLS) or regular FTP. We highly suggest that you use the secure FTP facility if you do not want hackers sniffing your passwords.

## Secure FTP

The secure FTP daemon uses SSL/TLS encryption for added security. You can use programs like [Flash FXP](#) to login using SSL. Make sure to set it to use 'Auth TLS' and disable secure file listings and transfers. Simply login to the hostname (www.yoursite.com) or IP address of your site. If you do not know your sites IP then you can find it on the [My Account](#) page. Set the port to 990. The first time you login you will have to accept the SSL certificate. Once logged in you will be able to upload and download files.

## Normal FTP

You really should never use this option, but if you have to you can. Just point your FTP program to your web sites hostname (www.yoursite.com) or IP address of your site. If you do not know your sites IP or username then you can find it on the [My Account](#) page to get it. The port is 21. Once logged in you will be able to upload and download files.

## Chapter 9 : SSL Certificates

### 9.1 SSL Introduction

SSL is a Secure Socket Layer that provides an encrypted connection to your web site. Each dbCanvas site comes with SSL and a Self Signed Certificate so that dbCanvas users have the option to edit their sites in a secure fashion. If you are doing Ecommerce you must have a Signed Certificate from a trusted Certificate Authority. dbCanvas recommends using [XRamp SSL Certificates](#) for the best in price and customer service.

### SSL Management

With dbCanvas you can edit your SSL Certificate when ever you want. You can access the SSL Management interface by logging into /admin/ on your website. From there you click on 'Configure Site' then click on 'Site Settings'. On that page you will see button labeled 'Edit SSL Certificate', click this button to update your SSL Certificate, to generate a new CSR or to generate a Self Signed Certificate.

### 9.2 How to install a CA Signed Certificate

Installing a new SSL Certificate is easy with dbCanvas. You will need to install a certificate signed by a 'Certificate Authority' (CA) if you want to do e-commerce or wish to provide security credentials on your website. This process involves 2 steps, obtaining a Signed Certificate and installing it.

#### How to get an SSL Certificate

An SSL Certificate can be signed by one of several Certificate Authorities. You can use Certificates signed by any accredited CA such as [XRamp](#), [Thawte](#), [Geotrust](#) or [Verisign](#). For the best in price and customer service, dbCanvas recommends using [XRamp SSL Certificates](#).

#### Generating a CSR (Certificate Signing Request)

In order to have a CA sign a certificate, you must first generate a CSR. This can be done easily in the SSL management area of your website. First login to /admin/ on your website. Click the link 'Configure Site', then click 'Site Settings'. On this page you will see a button labeled 'Edit SSL Certificate', click this button. On the following page you will see a link labeled 'Generate New CSR', click this link. At the bottom of this page you can select the type of certificate you would like to generate, select the 'Certificate Signing Request' option and click go.

Fill out the required feilds on this page, you must enter the official names and data that your company uses. Be sure to remember the password you enter on this page, if you loose this password then you will not be able to install your certificate later. After you have filled out the fields you can click the 'Generate Certificate' button. The next page will display your CSR and Key. Copy both of these to a file and save them where you will not loose them. Make sure that

you do not add any spaces to any lines when you save these, SSL Certificates and Keys are sensitive to extra spaces.

## Installing the Signed Certificate

Once your CA issues the signed certificate you will be able to install it. To do this you go to your SSL management page and click the link labeled 'Install New Certificate'. Paste your Signed Certificate and Key into the fields provided, you must also enter the passphrase used to generate the CSR. If the data does not match up exactly or if there are any extra spaces in the forms then the certificate will receive an error. If everything checks out then your SSL Certificate will be installed. It may take up to 5 minutes for the new certificate to be working on your website.

## 9.3 How to install a Self Signed Certificate

Installing a new SSL Certificate is easy with dbCanvas. You can install a Self Signed Certificate if it is for personal use and there is no e-commerce involved.

If you are doing e-commerce then you need to install a certificate signed by a 'Certificate Authority'.

## Generating and Installing a Self Signed Certificate

This can be done easily in the SSL management area of your website. First login to /admin/ on your website. Click the link 'Configure Site', then click 'Site Settings'. On this page you will see a button labeled 'Edit SSL Certificate', click this button. On the following page you will see a link labeled 'Generate New CSR', click this link. At the bottom of this page you can select the type of certificate you would like to generate, select the 'Self Signed Certificate' option and click go.

Fill out the required fields on this page, after you have filled out the fields you can click the 'Generate Certificate' button. The next page will display your Certificate and Key. Click the button labeled 'Install Certificate on this Webserver' to be taken to the install page. On the following page you will see that the fields are already filled out, make sure you leave the passphrase fields blank. Scroll down to the bottom and click the button labeled 'Submit New Certificate/Key'. If the data does not match up exactly or if there are any extra spaces in the forms then the certificate will receive an error. If everything checks out then your SSL Certificate will be installed. It may take up to 5 minutes for the new certificate to be working on your website.

## 9.4 CA Signed Certificates and Self Signed Certificates

There are 2 kinds of Certificates you can use on your site. The first is a CA Signed Certificate, this is used for e-commerce and to provide security credentials to your users. The second is the Self Signed Certificate which is good for personal use only.

### CA Signed Certificate

This is the certificate type you will want to choose when employing ecommerce on your site. After generating a CSR you will need to have it signed by a certificate authority. You can purchase a signed certificate from the [dbCanvas /](#)

[XRamp site.](#)

## **Self Signed Certificate**

This will work to provide an encrypted SSL connection to your site, however it is not suitable for ecommerce. Using a Self Signed Certificate will cause a warning to pop up the first time a user enters an SSL area. The pop up warns that the browser does not recognize the authority by which the certificate was signed. You can choose the option to install the certificate into your browser to avoid seeing this warning every time.

dbCanvas sites come with a Self Signed Certificate installed by default. You should only have to generate a new one if the old has expired.

## Chapter 10 : Email Aliases

### 10.1 Introduction

Your domains email addresses start here by creating email aliases. An email alias is an email address that points to another mailbox or email address. The destination mailbox may be one on this server or a mailbox on an entirely different server.

Examples :

webmaster@yourdomain.com -> you@dbcanvas.com

jane@yourdomain.com -> jdoe@othercompany.com

In the first example, the address webmaster@yourdomain.com will be mapped to the mailbox you@dbcanvas.com. In the second example, jane@yourdomain.com will be mapped to the remote mailbox jdoe@othercompany.com.

You can also enable and disable your email service. Be careful with this option though as it can disrupt your email delivery. Additionally, you can disable/enable your Spam and Virus scanning.

### 10.2 Selecting a Domain

If your site only handles email for 1 domain then your domain will automatically be selected and you can skip this section. If your site manages email for more than 1 domain, you can edit the email aliases 1 domain at a time. When you first enter the email aliases section you will be presented with a list of domains under your dbCanvas account. Once you have selected a domain you can switch to other domains by using the 'switch domain' pull down.

### 10.3 Adding New Aliases

You can add new aliases by creating an email alias and pointing it to a destination mailbox. Email addresses are not case sensitive so you can use any case that you like.

#### Email Alias

Enter the incoming email address here. You only need to enter the username part of the email since the domain is already selected for you. Make sure that you have an alias set up for webmaster!

## Destination Email Address

This can be any email address on the Internet. If you have mailboxes set up in your dbCanvas account you should see them appear in a pull down list. If you would like to enter an address manually then you can select 'Enter Address' from the pull down. If you do not see the pull down then the system cannot find any mailboxes under your account, instead you should see a regular text field.

### Examples :

webmaster@yourdomain.com -> you@dbcanvas.com

jane@yourdomain.com -> jdoe@othercompany.com

In the first example, the address webmaster@yourdomain.com will be mapped to the mailbox you@dbcanvas.com. In the second example, jane@yourdomain.com will be mapped to the remote mailbox jdoe@othercompany.com.

## 10.4 Email Whitelist

Your email whitelist contains email addresses that are never to be marked as Spam. You can use the whitelist in 2 different ways.

### Add the email address of a sender

Adding the email address of a sender will allow emails from the specified address to always get through. If there is someone with whom you frequently correspond or perhaps a bill notification email, you can enter the address here so that it will always be able to get through. When emails are rejected they are sent back to the sender with an invitation to add themselves to the whitelist.

### Add an email address from your domain

If you have a particular email address that is supposed to receive emails no matter what then you can add it to your whitelist. For instance, you may have an alias called bookings@mydomain.com. If you wanted that address to receive emails no matter what the content then you can add it to the whitelist.

## 10.5 Mail Server Settings

Your mail service can be configured as well as your mail scanner service.

## Email Service

Your email service can be turned off and on here. In order for your mail service to work properly you must first point the MX record for your domain to this mail server (you can point it to your sites IP address). When you enable the mail service here then the mail server starts accepting emails for your domain and your mail aliases are made active.

## Mail Scanner

Your mail scanner can be enabled and disabled just like your email service. If enabled, mail scanner will scan all of your incoming emails for Spam and Virus content. If disabled, no scanning is performed and the emails are delivered undisturbed.

## Spam Handler

This setting determines what happens with suspected Spam. The first option causes a confirmation email to be sent to the sender. The sender receives a link to a web page where they can confirm their email address. This only needs to be done once, after that the senders email address will never be marked as Spam.

The second option is to accept the Spam with the subject line modified. All emails are allowed to pass through, if it is suspected Spam then {SPAM?} is added to the emails subject line. If your email program has a filtering feature, you can tell it to put all of the Spam emails into 1 folder.

## Spam Score

This option determines what score must be reached before an email is marked as Spam. A lower score will cause more emails to be marked as Spam. A higher score will cause less emails to be marked as Spam.

## 10.6 How the Mail Scanner works

When your mail server receives emails that are not in the whitelist, it scans them for Spam content. The email is evaluated based on content, structure and community databases with lists of Spammers. The email is then scored, if the score is too high then it is marked as spam and returned to the sender. The sender is then invited to add themselves to the whitelist by confirming their email address. Once the sender is added to the whitelist, they can send mail to you without it ever being blocked.

## Chapter 11 : RSS Newsroom

### 11.1 Introduction

#### Introduction

RSS is a Web content syndication format. Its name is an acronym for Really Simple Syndication. The RSS Newsroom utilizes the RSS format to display your sites news as well as distribute to the Internet. You can use this program to publish more than just news, use it to publish anything that fits the article format. Some ideas are News, Blogs, Articles, Journals or even Poetry.

#### Channels

To publish an Article you need to create a News Channel for it. Most sites will only need 1 Channel, however, you can create as many channels as you need. RSS news readers can get a listing of the recent articles in a given channel for Internet publishing.

#### Articles

Once you've created your News Channels, you can begin publishing articles. Select your News Channel in the RSS Newsroom (in the programs section of your dbCanvas site) and proceed to view the Articles in that channel. Create a new article and edit it to your likings. When the article is finished, you can set its status to active so that it displays on your site.

#### Submitting your News Feeds

You can submit your RSS News Feeds to news services that will interact with them similar to how search engines interact with your website. Here are some links to some RSS Submission resources;

<http://www.rss-specifications.com/rss-submission.htm>

<http://allrss.com/rsssubmission.html>

[add.yahoo.com](http://add.yahoo.com)

[Big List of Blog Search Engines](#)

[Submit Your Own RSS Feeds](#)

### 11.2 Channel Settings

#### Channel Settings

Each Channel has a Title, Description and other settings to control it. Each setting is described in detail below.

##### Active

Settings this to yes will cause the Channel to be published to the website and to the RSS news feed. Setting this to no will disable this channel and all of its articles on the website and RSS feed.

##### RSS Expire

This determines how long an Article will be displayed on the RSS feed. It does not remove the Article from the website, only the RSS news feed (which us meant to serve more current news).

##### Title

The name of the channel. It's how people refer to your service. The title of your Channel should be very short.

##### Description

Phrase or sentence describing the Channel. This should be short and concise.

## **11.3 Article Settings**

### **Article Settings**

Each Article has a Title, Description and other settings to control it. Each setting is described in detail below.

#### **Active**

Settings this to yes will cause the Article to be published to the website and to the RSS news feed. Setting this to no will disable this Article on the website and RSS feed.

#### **Publish Date**

This is the initial publishing date for this article. The RSS news feed will display this date as well as the last modified date of the newest article.

#### **Title**

This is the name of the Article and should be very short.

#### **Description**

The Articles synopsis. This should be relatively short and concise.