Terra
Setup Guide

This documentation was developed by, and is property of Bind Lda, Portugal.

As with any software product that constantly evolves, our themes are in constant evolution. If you can't find an answer to your questions by reading this manual, please contact us directly. See how in section Customer Support. We'll be glad to assist you!
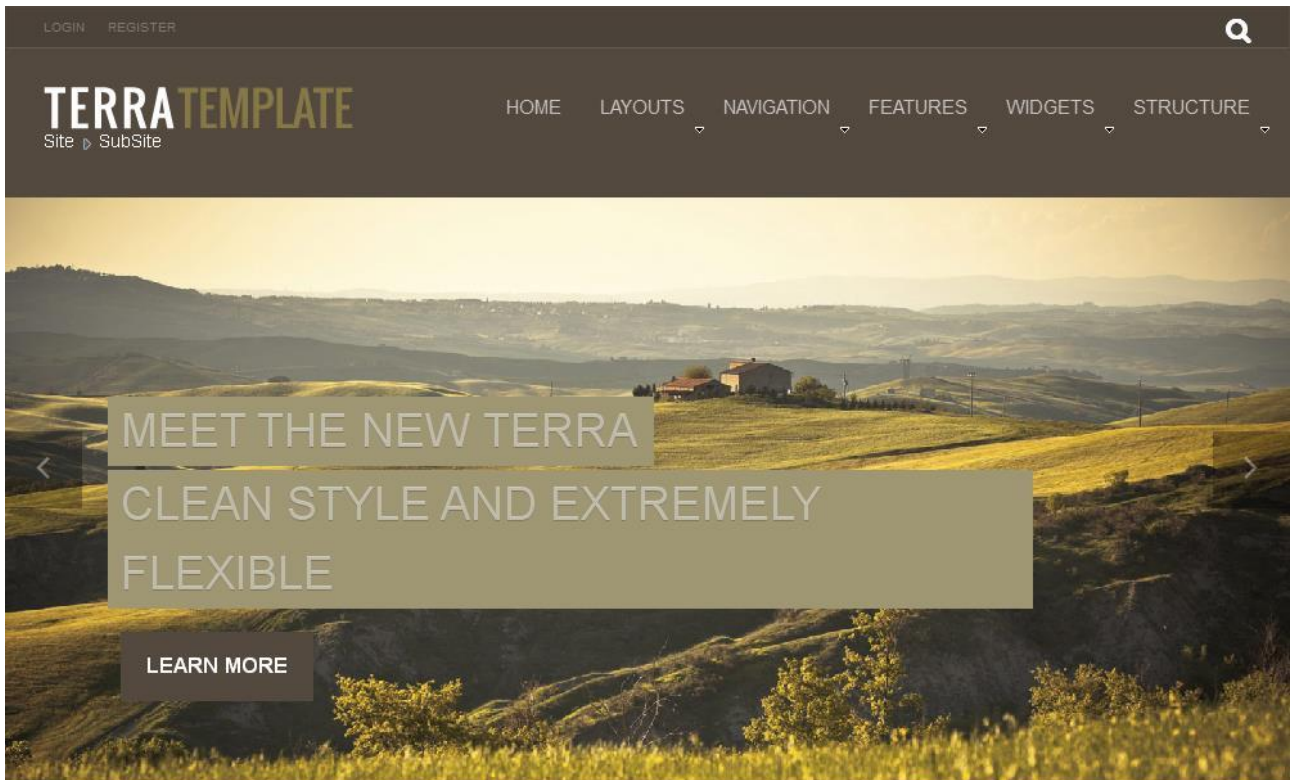
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Theme Details

Theme name	**Terra** *(based on Terra)*
Platform	SP2010 (MOSS 2010 / WSS 4.0)
Date generated	2014-10-10 17h50m
Customer email	mail@bind.pt

Understanding the deliverables

Your custom theme includes the following files:

Terra.SP2010.zip   *This is the installation file*

Terra.SP2010.UserGuide.pdf   *Current documentation file*

The zip file includes two WSP compiled solutions, each of which contains a feature that will have to be enabled on desired websites after installing. The first solution is the "Terra.SP2010.wsp" and installs the CSS and images chosen by the user. The second solution is "TerraPackage.SP2010.wsp" and installs the necessary master pages. They are shipped separately by design so one can have multiple Terra themes installed, without requiring multiple master pages, since they would be the same.

Both solutions contain 14 hive files, and although they are scoped as website features, they must be installed as farm solutions, which may require additional user rights while running the installer.

It's important to know that we do not change or remove any of the default SharePoint hive's files. Both solutions simply add the master pages, images and CSS files needed by the themes, and remove them when uninstalling the solutions.

Note: After installing both solutions, manual site-by-site activation of the features is required for the theme to be active. One can either activate master page and CSS inheritance on a root site, or activate both features in a site-by-site basis.

Setting up the pre-installation environment

To make sure all goes well, there are a few requirements that must be met before starting the install procedure. Usually these steps are already done, but on new environments they tend to be disabled by default, unless the user/administrator changes them.

Start necessary services

In order for the deployments to succeed, these services must be started and running. We can check them by running "services.msc", opening the System Services on Administrative tools, or run the net start commands directly using an elevated command line prompt.

- o SharePoint 2010 Timer (net start "SPTimerV4")

- o SharePoint 2010 Administration (net start "SPAdminV4")

Enable PowerShell scripts

When we run our first PowerShell scripts, the command line may have added permissions that will not allow running the PowerShell scripts, returning an exception such as:

"File C:\Scripts\Install.ps1 cannot be loaded because the execution of scripts is disabled on this system. Please see "get-help about_signing" for more details."

"File C:\Scripts\Install.ps1 cannot be loaded. The file C:\Scripts\Install.ps1 is not digitally signed. The script will not execute on the system. Please see "get-help about_signing" for more details."

To overcome this issue, you can follow these steps:

- Run SharePoint PowerShell command-line with admin privileges

- Run "Get-ExecutionPolicy" to find the current policy

- Run "Set-ExecutionPolicy Unrestricted" to enable the system to run scripts

- Your system now meets the requirements to correctly run the PowerShell scripts

- Optionally run "Set-ExecutionPolicy [oldpolicy]", where [oldpolicy] should be the one found before in "Get-ExecutionPolicy", in order to get things back to where they were. This should be done after the setup is complete.

If you are having some "**Access Denied**" message, try open **cmd.exe** (windows command line) by clicking with the mouse right button and then choose "**Run as Administrator**".

Then try to execute the script again using the command line.

Installation – SP2010

The wsp packages are shipped with a custom PowerShell script that allows installing and uninstalling the packages.

To run the script you only need to right click it and chose "*run with*" and pick *Windows PowerShell*. Anyway, we will show all the steps, using PowerShell command line:

1. Extract Terra.SP2010.zip to your computer.

2. Open SharePoint Management Shell (PowerShell for SharePoint) as Admin

3. Go to the path where the script is

4. Run .\Install.Terra.ps1

5. Chose Option 1

6. Run .\Install.TerraPackage.ps1

7. Chose Option 1

8. Open the SharePoint Site

9. Go to Site Actions → Site Settings

10. Go to "Manage Site Features" under "Site Actions"

11. Activate the Terra Package Feature

12. Activate the Terra Feature

13. Check the site and if needed, manually change the master, either with SharePoint Designer, and right clicking the master in _catalogs\masterpage, or by going to the "Master Page" option under "Look and Feel" (SharePoint Server Publishing Feature must be enabled for the option to appear).

Note: Since in SharePoint different site templates have different master pages, we ship three different master pages for using in Search Sites (Terra.minimal.master), Meeting Sites (Terra.meetings.master) and General Sites (Regular master page Terra.master) for all other sites.

Some themes may cause scrolling to be disabled while activating one of the features. If this happens, we can either hit tab until we can see the other featured that needs to be enabled, or activate it through PowerShell.

Activating the features throughout the sites and sub-sites

There are two ways of working with the features.

- Activating both features one the root web site and optionally chose master page inheritance in "Master Page" options for all sub-sites to have the same look and feel (this option needs the "*SharePoint Server Publishing Feature*" enabled, or else we can chose the master page by going to the site's *_catalogs\masterpage* folder with SharePoint Designer);

- Activating both features on the root site, and again on each site where we want the look and feel enabled (no inheritance);

Note: When having multiple themes, based on the same package, we recommend using the "AlternateCSSUrl" field in master page options and disable master page inheritance, to avoid any issues with the CSS from the different themes.

Alternate CSS file entries can be added, after activating the theme feature on the current site, and typing: http://[my_sharepoint_site]/_themes/Terra/theme.css

Location: http://[my_sharepoint_site]/_Layouts/ChangeSiteMasterPage.aspx

Enabling design for specific Site Templates

The Package feature is enabled with an automatic script that applies one of the three different shipped master pages to a site, by looking to is site template (when activating on site features). Therefore, if the site is a "Search Site", it applies Terra.Minimal.master; if it's a "Meeting Site", it applies Terra.Meetings.master; if the site template of any other, it applies the default master page, Terra.master.

Although this behavior is fully automatic, the master page can still be selected as usual through the site actions, site features, in "Master page" under "Look and Feel", or using SharePoint Designer.

So, if the feature is already installed and active on the root site, the same root site and all its sub-sites are already able to pick one of the three master pages to any site. What activating the feature on a sub-site will do is copy an instance of each master page to the current site's _catalogs\masterpage folder and select the proper master page automatically, according to the site template.

Repairing the theme

To uninstall the packages we recommend the following procedure:

1. Reset root site master page and all inheritance, if any, going to Site Actions → Site Settings → Master page, and selecting v4.master in the first 2 options, and Use Microsoft Sharepoint Foundation default styles in the last option. Also select all "Reset all subsites" options.

2. Save any customizations you may have done to master pages or css files

3. Deactivate TerraPackage Feature and Terra Feature (will delete current master pages and css files)

4. Open SharePoint Management Shell (PowerShell for SharePoint) as Admin

5. Go to the path where the script is

6. Run .\Install.Terra.ps1

7. Chose option 2 (start the retraction timer job)

8. Wait for a few seconds and rerun the script, .\Install.Terra.ps1

9. Chose option 3 to completely remove the package from the solution store

10. Run .\Install.TerraPackage.ps1

11. Chose option 2 and wait a few seconds

12. Run .\Install.TerraPackage.ps1

13. Chose option 3

14. Run .\Install.Terra.ps1

15. Chose Option 1

16. Run .\Install.TerraPackage.ps1

17. Chose Option 1

18. Open the SharePoint Site

19. Go to Site Actions → Site Settings

20. Go to "Manage Site Features" under "Site Actions"

21. Activate the Terra Package Feature

22. Activate the Terra Feature

Uninstalling the theme

To uninstall the packages we recommend the following procedure:

1. Reset root site master page and all inheritance, if any, going to Site Actions → Site Settings → Master page, and selecting v4.master in the first 2 options, and Use Microsoft Sharepoint Foundation default styles in the last option. Also select all "Reset all subsites" options.

2. Deactivate TerraPackage Feature and Terra Feature

3. Open SharePoint Management Shell (PowerShell for SharePoint) as Admin

4. Go to the path where the script is

5. Run .\Install.Terra.ps1

6. Chose option 2 (start the retraction timer job) and wait a few seconds

7. Run .\Install.Terra.ps1

8. Chose option 3 to completely remove the package from the solution store

9. Run .\Install.TerraPackage.ps1

10. Chose option 2 (start the retraction timer job) and wait a few seconds

11. Run .\Install.TerraPackage.ps1

12. Chose option 3

Further adjustments

Navigation

The current version of this theme is enabled with multiple navigation options. This means that you can tweak the way both horizontal and vertical navigation is rendered, have different navigation look and feel on different pages, use accordions and multi-tier navigation levels.

For more information, please check the knowledge base entry on using the BindMENU in SharePoint 2010.

http://support.bind.pt/entries/21612032-bindmenu-menu-how-to-use-sharepoint-2010-office-365

I like It / Tags & Notes

By default our themes do not show this feature.

If you wish to activate it, just follow these steps:

1. Edit master page file with SharePoint Designer, in _catalogs\masterpage\Terra.master

2. Move this code to the exact location where you want the icons to display. The code should already be included in the master page, within a commented area.

    ```
    <SharePoint:DelegateControl ControlId="GlobalSiteLink3" Scope="Farm" runat="server" />
    ```

Status Bar

We do not include the status bar right away. Usually it includes versioning information that all users may be able to see, which is usually not desirable.

To add a status bar, edit the master page, and preferably between the header area and the content area (usually above <div class="s4-notdlg" id="ContentArea">), paste:

```
<div id="s4-statusbarcontainer">
        <div id="pageStatusBar" class="s4-status-s1">
        </div>
</div>
```

Https sites / Internet resources

If you use an https URL or the server does not have internet access, you may be receiving security warnings or JQuery issues due to external lib calls. In this case, you can convert the master page's http links to https, or download the files to your local environment (How to convert the public reference to JQuery to an internal call?).

Place Holders

Our master pages are shipped with a set of strategically-placed content placed holders. This way, you can configure a page or page layout to inherit those place holders so you can actually add content to areas within the page, that otherwise you couldn't (header, footer, and others).

The content can be added directly to the master page (only static content, shared for all pages) or added to a page layout by inheriting the place holder (possible to add dynamic content such as a web part zone to enable adding web parts in the browser, and attached only to a page/group of pages).

http://support.bind.pt/entries/20673663-how-do-i-use-the-available-content-place-holders-to-add-content

Trial themes

For more information on downloading trial themes, please read our knowledge base article:

http://support.bind.pt/entries/22356848-how-can-i-request-a-trial-theme

CSS Compression

This theme is delivered with **compressed CSS files**, for **performance improvement reasons** (making websites load a lot faster).

Next to each **theme.css** file you will find a **theme.uncompressed.css** file. In case you need to edit your CSS, or if you just don't want it compressed, you can rename it and use it, instead of the compressed version.

This theme includes several other CSS files (for containers mainly). Uncompressed versions will be sent upon request.

Troubleshooting

Our themes are extensively tested. Nevertheless, as with any software product, occasional issues may occur. Here we list the solution for some common ones.

How to use Megamenu / Accordion navigation with BindMENU (from BindTuning v1.1.0)

How can I apply my theme to all sites and subsites?

How do I use the available Content Place Holders to add content?

How to convert the public reference to JQuery to an internal call?

Known issues with Internet Explorer under SharePoint 2010

Deploying Sharepoint themes globally

Editing footer links and copyright

Adding a custom logo

Deactivating package feature with inherited master pages

Applying a BindTuning theme causes InfoPath fonts to not display

Modal dialog windows not rendering correctly

Scroll bars not displaying in Internet Explorer browser

Deactivating package feature with inherited master pages

Content overflows my page's width

Twitter roll

I still didn't receive my custom theme, what should I do?

How do I get an update for my theme?

For other troubleshooting topics visit our Knowledge Base at http://support.bind.pt

Customer support

BindTuning is proud to deliver excellent support service to its customers. You can access support in multiple ways, described below.

Standard support

BindTuning Knowledge Base

Our knowledge base is an excellent resource when you need support. Access our team's articles with solutions to common questions or issues previously encountered by others. Suggest further enhancements to our products by posting your ideas, or vote on other users ideas.

Please note that our knowledge base is a resource for search and community sharing. Other options are available for urgent support.

To access the forum please visit http://support.bind.pt/forums

BindTuning Helpdesk

You can also choose to post your questions and suggestions directly to our support team, through our helpdesk system.

Your question will be reviewed and forwarded to the proper department.

Always remember to mention your invoiceID when submitting a new support ticket.

You should receive an answer in less than 24 hours.

To access the forum please visit http://support.bind.pt/tickets/new

Premium Support

- Theme installation / upgrade
- Manual theme adjustments and customization
- Further changes to themes
- Premium support is required beyond 60 days after purchase

For further information on Premium Support please visit www.bindtuning.com or email us at support@bindtuning.com