

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 the Customer Support section. We'll be glad to assist you!

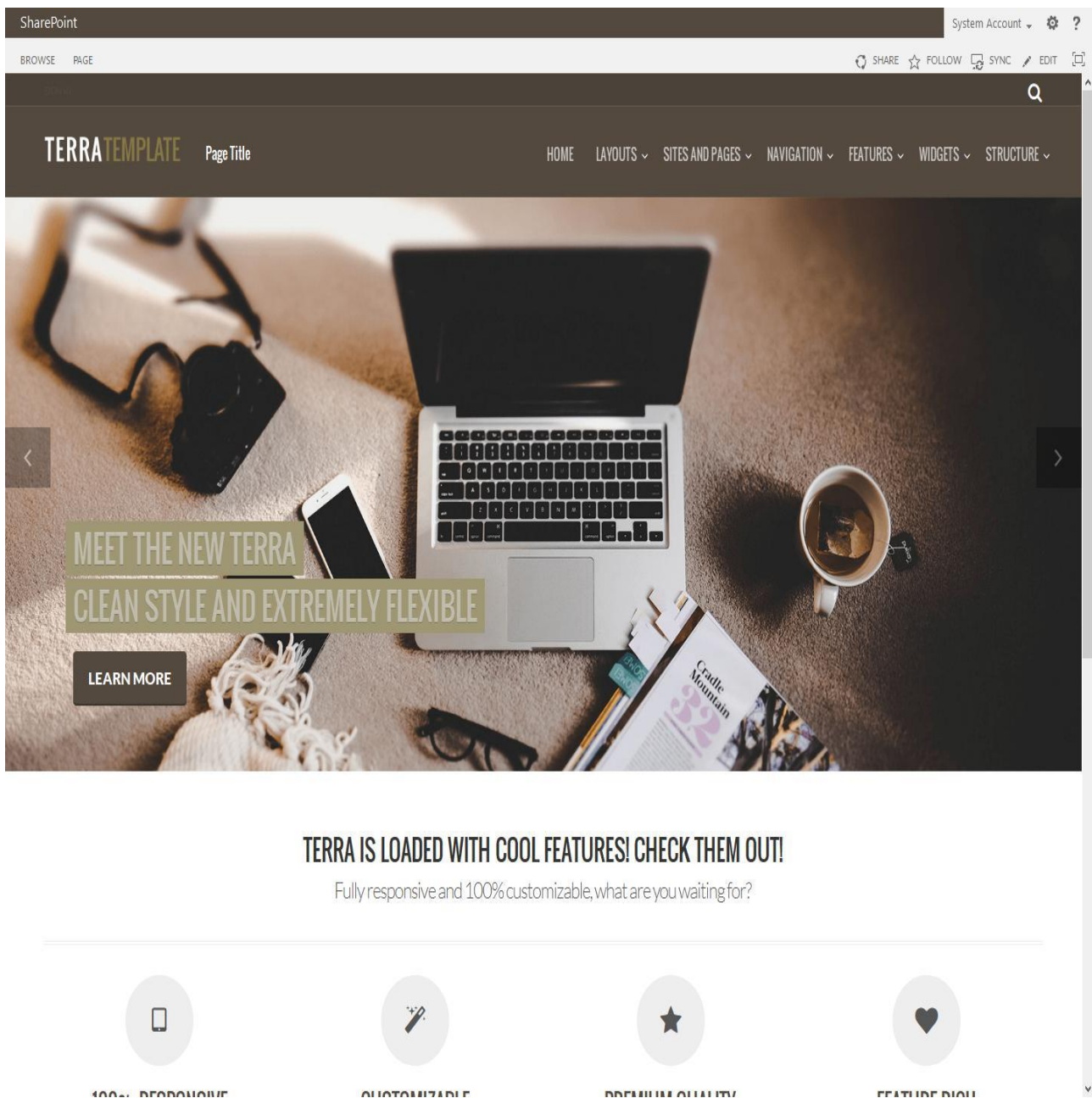
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Theme Details



Theme name	Terra (based on Terra)
Platform	SP2013
Date generated	2017-30-11 1h14m
Customer email	mail@bind.pt

Understanding the deliverables

Your custom theme includes the following files:

Terra.SP2013.zip	<i>This is the installation file</i>
Terra.SP2013.SetupGuide.pdf	<i>Current documentation file</i>
Terra.SP2013.DemoContent.zip	<i>This is demo content file</i>

The zip file includes the folders and files:

FarmSolution folder

- Install.TerraPackage.ps1
- Install.TerraMySitesPackage.ps1 (not included in Trials)
- Setup.exe
- Setup.exe.config
- Res folder
 - Terra.SP2013.wsp
 - TerraMySites.SP2013.wsp (not included in Trials)
 - Eula.rtf
 - Logo.png
 - Start.png

SandboxSolution folder

- Package.for.Office365.PublicFacing folder
 - Terra.SP2013-Public.wsp
- Terra.SP2013.wsp

The zip file includes two folders "FarmSolution" and "SandboxSolution" (sandbox solution is not available in trials). "FarmSolution" includes two WSP compiled solutions, one for the regular SharePoint sites and another for the Newsfeed site, "SandboxSolution" include a WSP compiled solution that works for both on SharePoint sites and Newsfeed site, it also includes zip file containing all the resources to use the theme in Office 365 public facing sites.

The solutions "Terra.SP2013.wsp" and "TerraMySites.SP2013.wsp" installs the necessary master pages, CSS and images chosen by the user. 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 solution.

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. SharePoint 2013 has the Minimal Download Strategy enabled by default on Team sites and Community sites. If you intend to install the theme in one of these sites you need to deactivate the Minimal Download Strategy feature.

1. Go to Settings → Site Settings
2. Go to "Site collection features" under "Site Collection Administration"
3. Activate SharePoint Server Publishing Infrastructure feature
4. On your Root site go to Settings → Site Settings
5. Go to "Manage Site Features" under "Site Actions"
6. Deactivate Minimal Download Strategy
7. Activate SharePoint Server Publishing feature

Note: If you want to display a different theme on a particular site, you should activate Server Publishing Feature on that site.

Enable PowerShell scripts (for Farm Solution option only)

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 – Farm Solution

BindTuning presents two ways to install themes for SP2013, just for the **Farm Solution**.

With our *automatic process*, you just need to follow the steps of the setup process to deploy the theme into your Site.

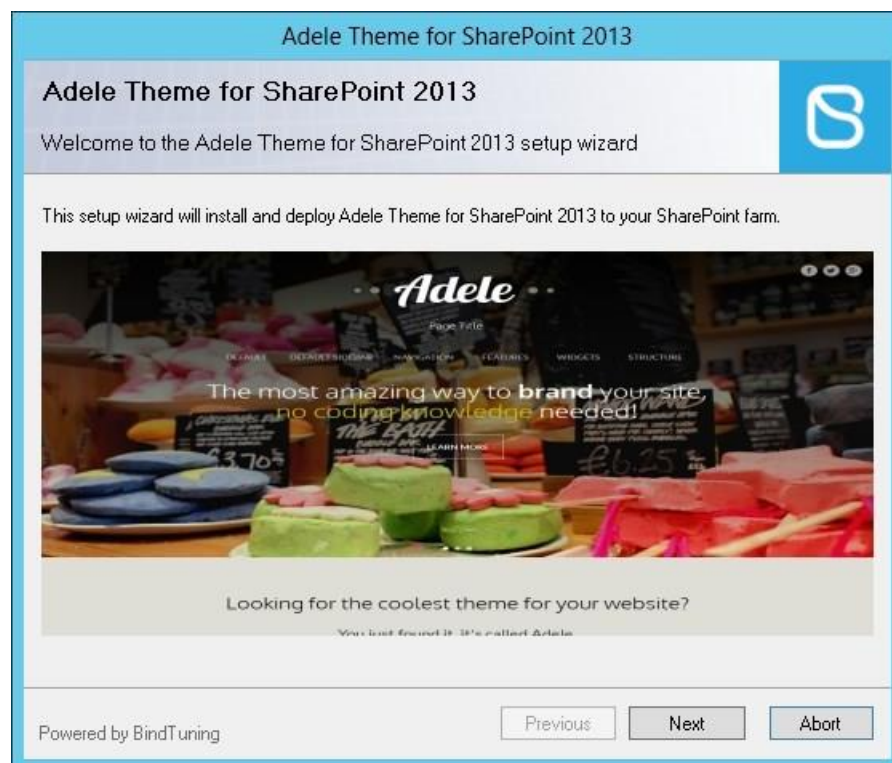
If you wish to install the theme without using the *automatic process* ignore the [Automatic installation](#) and proceed to step two, [Manual Installation](#).

1. Automatic installation

- a. Download the Terra.SP2013.zip to your computer and extract the content;
- b. On *FarmSolution* folder run Setup.exe;

Name	Date modified	Type	Size
res	10/1/2015 11:12 AM	File folder	
Install.AdeleMySitesPackage.ps1	10/1/2015 11:12 AM	Windows PowerS...	2 KB
Install.AdelePackage.ps1	10/1/2015 11:12 AM	Windows PowerS...	2 KB
Setup.exe	9/30/2015 3:50 PM	Application	772 KB
Setup.exe.config	10/1/2015 11:12 AM	CONFIG File	2 KB

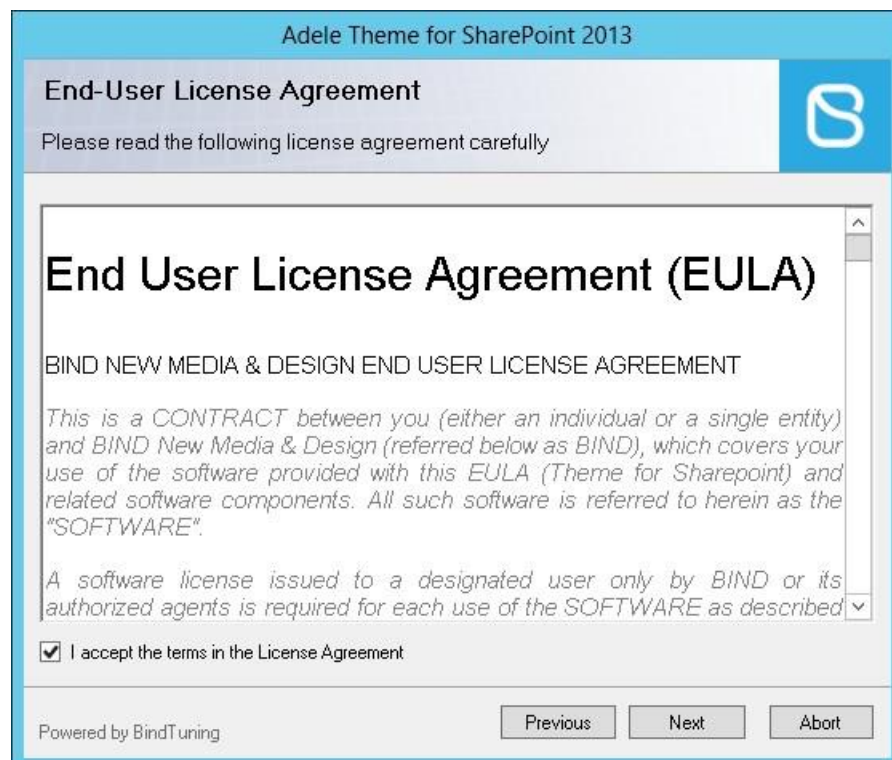
- c. On the first step, click "Next";



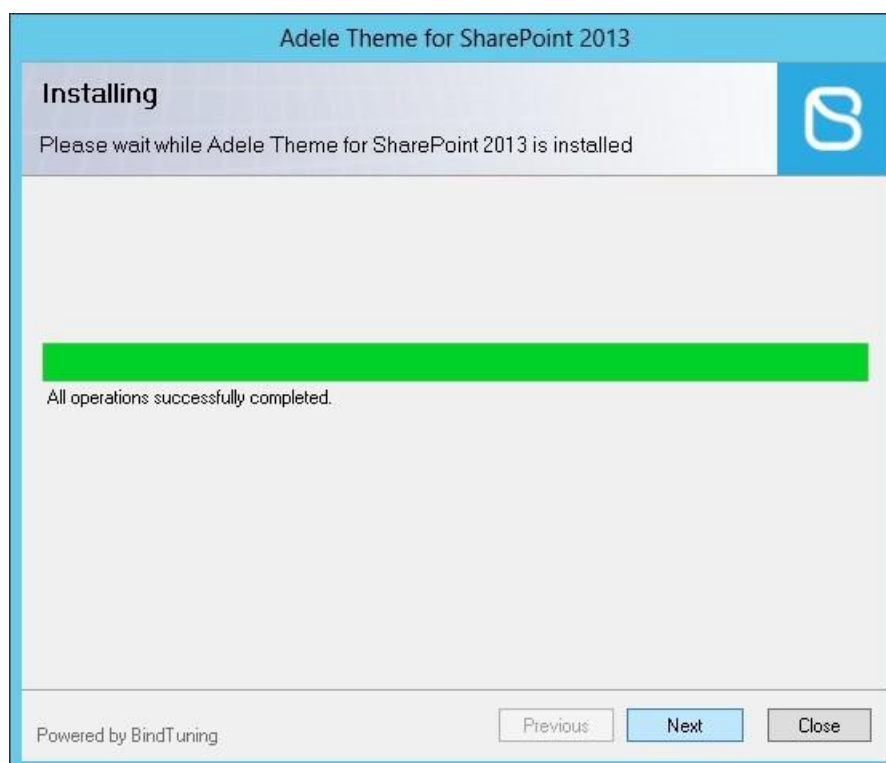
- d. The setup will check some requirements then click "Next". If any of the requirements fail, click "Abort" and fix the requirement and re-run the setup again;



- e. Read the EULA, check "I accept the terms in the License Agreement" and click "Next";



- f. The setup will deploy the theme into your site, wait until it finish and click "Next" to see the log or click "Close";



7. Go to the next step below, 3. Applying the theme.

*Note: Automatic installation does not include **Newsfeed site***

2. Manual installation

The WSP farm solution package for SharePoint sites is shipped with a custom PowerShell script that allows installing and uninstalling the package.

To install the theme do the following procedure:

1. Extract Terra.SP2013.zip to your computer;
2. Inside "FarmSolution" folder you'll find the Install.TerraPackage.ps1 script;
3. Open SharePoint Management Shell (PowerShell for SharePoint) as Admin;
4. Go to the path where the script is;
5. Run `.\Install.TerraPackage.ps1`;
6. Accept "Execution Policy Change", if appear;
7. Chose option 1 to install the solution
 - a. You can confirm it if is already deployed by entering in your Central Administration ([http://\[central_administration_url\]/_admin/Solutions.aspx](http://[central_administration_url]/_admin/Solutions.aspx)).

3. Applying the theme

1. Open the SharePoint Site;
2. Go to Settings → Site Settings → Manage Site Features under "Site Actions";
3. Search for "Terra Theme Package";
4. Activate the feature, and the theme will be applied to the site;
5. If you want to change the applied master page go to Settings → Site Settings → Master Page under "Look and Feel" and pick one of the available masters.

Installation for Newsfeed site

The WSP farm solution package for Newsfeed site is shipped with a custom PowerShell script that allows installing and uninstalling the package.

To install the theme in the Newsfeed site do the following procedure:

1. Extract TerraMySites.SP2013.zip to your computer;
2. Inside "FarmSolution" folder you'll find the Install.TerraMySitesPackage.ps1 script;
3. Open SharePoint Management Shell (PowerShell for SharePoint) as Admin;
4. Go to the path where the script is;
5. Run .\Install.TerraMySitesPackage.ps1;
6. Accept "Execution Policy Change", if it appears;
7. Chose option 1 to install the solution;
 - a. You can confirm it if is already deployed by entering in your Central Administration ([http://\[central_administration_url\]/_admin/Solutions.aspx](http://[central_administration_url]/_admin/Solutions.aspx)).

Applying the theme

8. Open the Neewsfeed Site;
9. Go to Settings → Site Settings → Manage Site Features under "Site Actions";
10. Search for "TerraMySites Theme Package";
11. Activate the feature and the theme will be applied to the site;

Installation – Sandbox Solution

Installation (not supported in trials)

1. Extract Terra.SP2013.zip to your computer;
2. Inside "SandboxSolution" folder you have the WSP to upload;
3. Open the SharePoint Site;
4. Go to Settings → Site Settings;
5. Go to "Solutions" under "Web Designer Galleries";
6. Upload Solution Terra.SP2013.wsp;
7. Once uploaded activate the solution;
8. Go to Site Settings → "Master page" under "Look and Feel";
9. On both options select the Terra master page you want to apply;

Installation for Newsfeed site (not supported in trials)

1. Extract Terra.SP2013.zip to your computer;
2. Inside "SandboxSolution" folder you have the WSP to upload;
3. Open the Newsfeed Site;
4. Go to Settings → Site Settings;
5. Go to "Solutions" under "Web Designer Galleries";
6. Upload Solution Terra.SP2013.wsp;
7. Once uploaded activate the solution;
8. Go to Site Settings → "Master page" under "Look and Feel";
9. On both options select the TerraMySites_ONLY master page;

Installation - Public Facing Website (for Office365)

Install the theme on public facing websites for Office365 v2013

1. Extract Terra.SP2013.zip to your computer;
2. On your site, open the solution gallery of your public site
https://YOUR_DOMAIN/_catalogs/solutions/Forms/AllItems.aspx
3. Go to the "SandboxSolution" folder;
4. Open the folder named "Package.for.Office365.PublicFacing";
5. Upload and activate the Terra-Public.SPO2013.wsp;
6. Go to Site Settings → "Master page" under "Look and Feel";
7. On both options select the Terra master page you want to apply.

Note: For the public site we recommend you to use the responsive page layouts included in the theme

Repairing / Updating the theme

To repairing or update the theme, we recommend the following procedure:

Warning: This will remove all custom changes made to the theme.

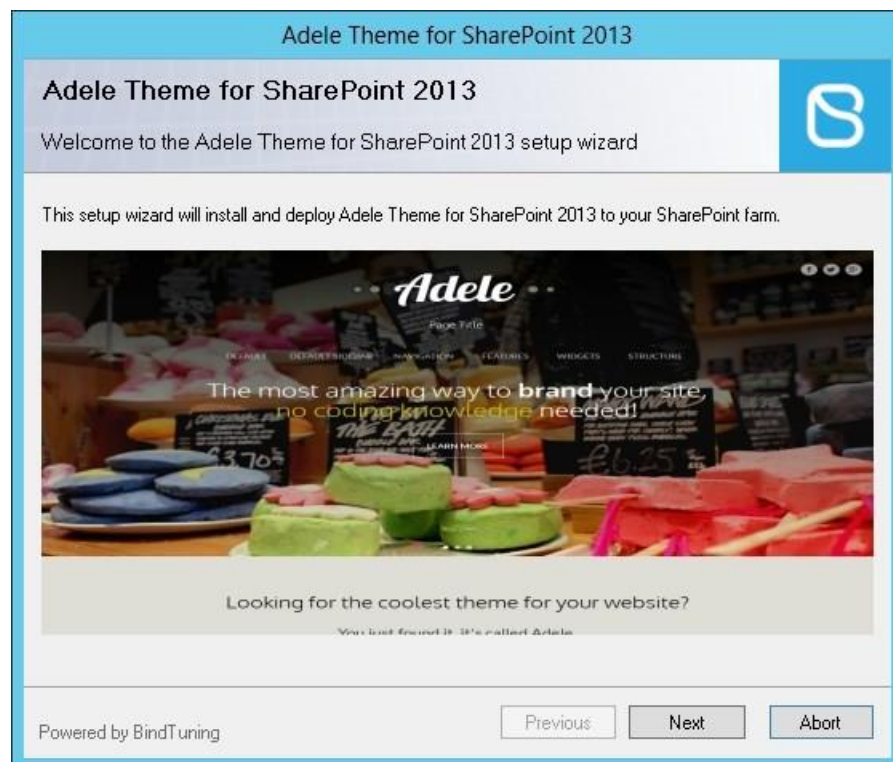
For Farm Solution Only

1. Automatic process

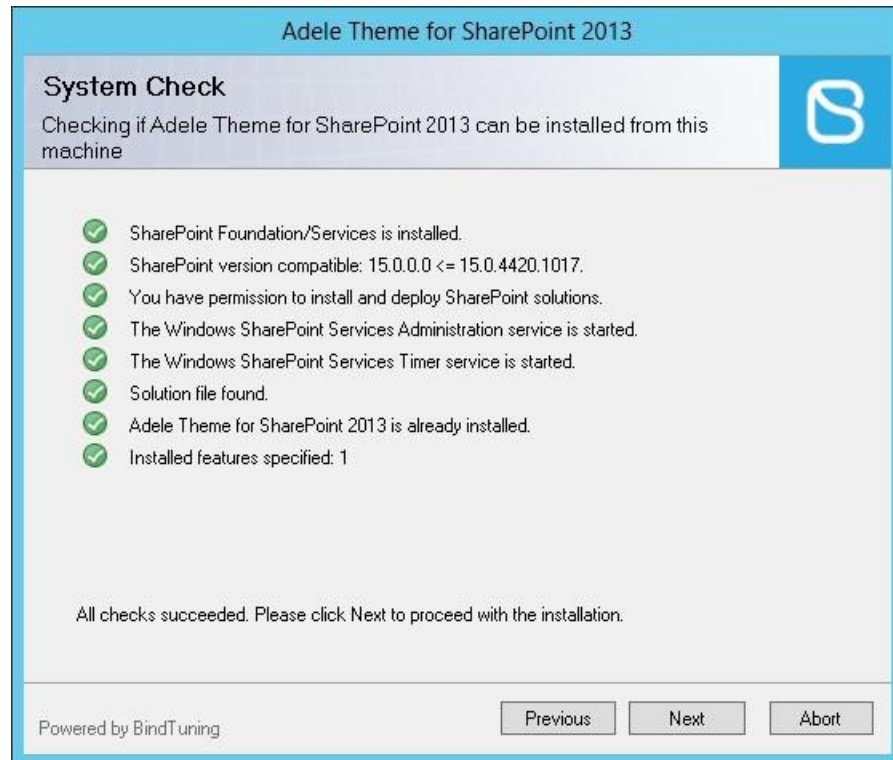
- a. Run Setup.exe file, which is inside the folder *FarmSolution* from your Terra.SP2013.zip;

Name	Date modified	Type	Size
res	10/1/2015 11:12 AM	File folder	
Install.AdeleMySitesPackage.ps1	10/1/2015 11:12 AM	Windows PowerS...	2 KB
Install.AdelePackage.ps1	10/1/2015 11:12 AM	Windows PowerS...	2 KB
Setup.exe	9/30/2015 3:50 PM	Application	772 KB
Setup.exe.config	10/1/2015 11:12 AM	CONFIG File	2 KB

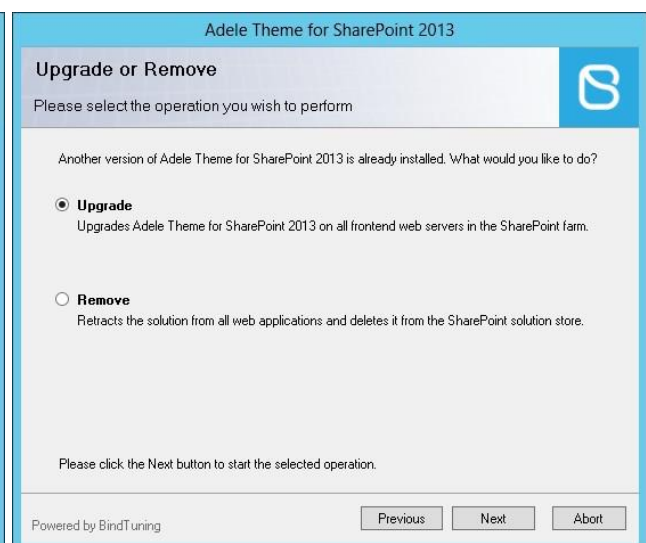
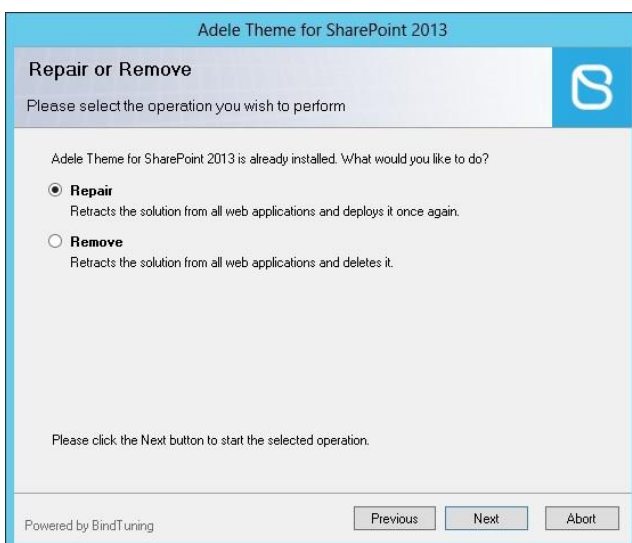
- b. Click "Next";



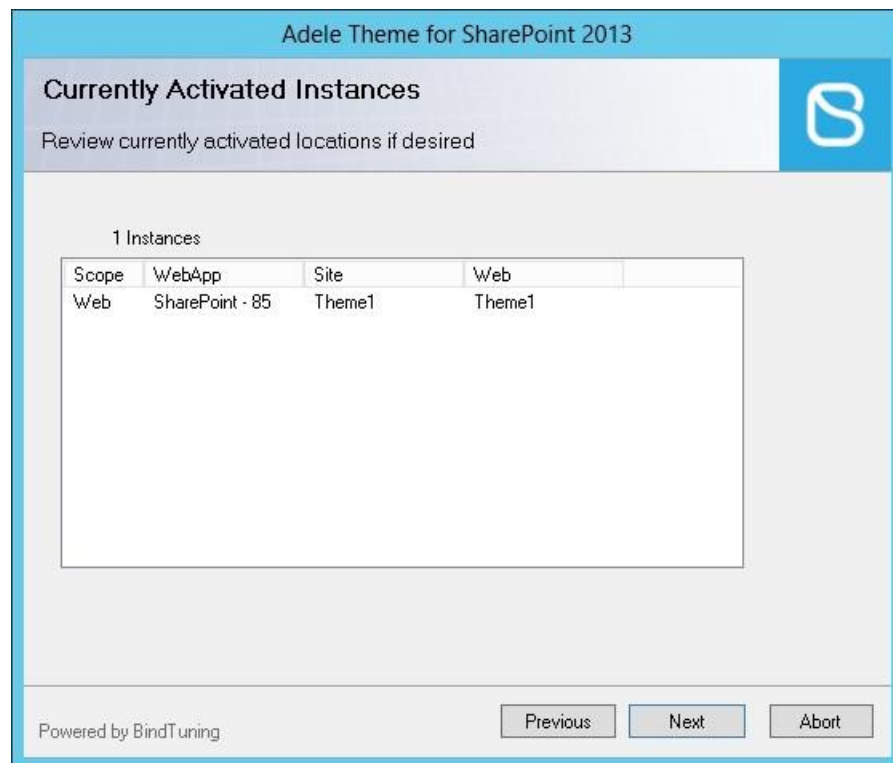
- c. The setup will check some requirements then click "Next". If any of the requirements fail, click "Abort" and fix the requirement and re-run the setup again;



- d. Select the "Repair" option (appears when the setup package have the same version installed) or select "Upgrade" (appears when the setup package have a greater version than the installed);



- e. If the theme package feature is active in any of your sites they will be listed, click "Next";



- f. The setup will retract and deploy it again into your site, wait until it finish and click "Next" to see the log or click "Close";



- g. Now you need to activate the theme package feature on the sites;

Note: When upgrading a theme is recommended to clean browser cache.

2. Manual process

- a. See "Uninstalling the theme for Farm Solution" section below.
- b. When uninstalling the theme is done, repeat the installation process for the Farm Solution above from step 5.

For Sandbox Solution Only

- 1. See "Uninstalling the theme for Sandbox Solution" section below.
- 2. When uninstalling the theme is done, repeat the installation process for the Sandbox Solution above from step 4.

Uninstalling the theme

To uninstall the theme we recommend the following procedures:

For Farm Solution Only – [SharePoint Sites](#)

To uninstall the Farm Solution, there are available two options, the [Automatic process](#) or the [Manual process](#).

You can choose one of these methods and see the explanation.

1. Automatic process

1. Run Setup.exe file, which is inside the folder *FarmSolution* from your Terra.SP2013.zip;

Name	Date modified	Type	Size
res	10/1/2015 11:12 AM	File folder	
Install.AdeleMySitesPackage.ps1	10/1/2015 11:12 AM	Windows PowerS...	2 KB
Install.AdelePackage.ps1	10/1/2015 11:12 AM	Windows PowerS...	2 KB
Setup.exe	9/30/2015 3:50 PM	Application	772 KB
Setup.exe.config	10/1/2015 11:12 AM	CONFIG File	2 KB

2. Click "Next";



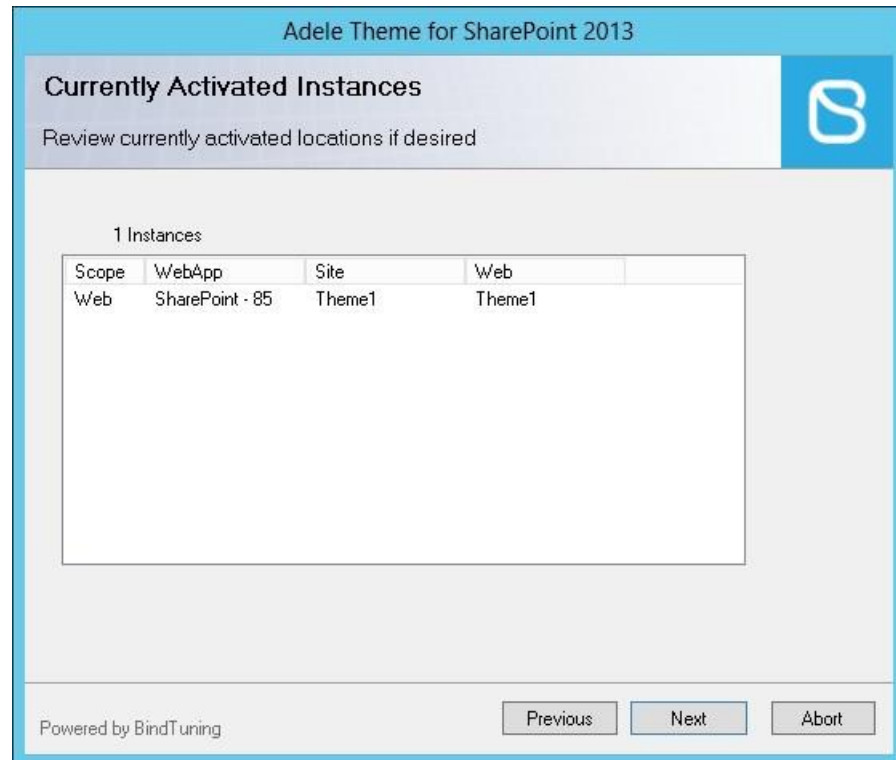
3. The setup will check some requirements then click "Next". If any of the requirements fail, click "Abort" and fix the requirement and re-run the setup again;



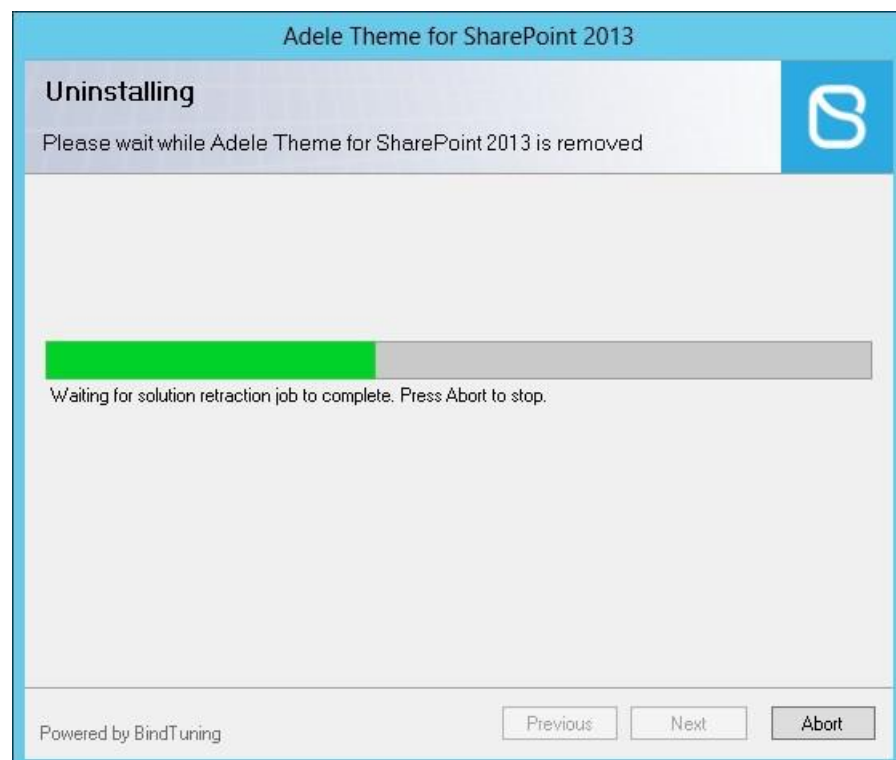
4. Select "Remove" option;



5. If the theme package feature is active in any of your sites they will be listed, click "Next"; *(The theme will be removed from all the sites listed and apply the seattle master)*



6. The setup will remove the theme from your site, wait until it finish and click "Next" to see the log or click "Close";



2. Manual process

1. From the root site reset the master page and all inheritance, if any, going to Settings → Site Settings → Master page, and select "seattle" or "oslo" default masters in the first 2 options;
 - a) Also select "Reset all sub sites" options.
2. Go to Settings → Site Settings → Manage site features under "Site Actions";
3. Search for "Terra Theme Package" and deactivate it;
4. In your SharePoint server, open the SharePoint Management Shell as Admin;
5. Go to the path where the script is;
6. Run `.\Install. TerraPackage.ps1`;
7. Accept "Execution Policy Change", if it appears;
8. Chose option 2 and wait a few seconds, SharePoint will retract the solution, during this process if you try to access to the site you will get a 503 error;
9. Run `.\Install. TerraPackage.ps1`;
10. Chose option 3 to completely remove the package from the solution store.

Note: To retract the solution you can also use the central administration ([http://\[central_administration_url\]/_admin/Solutions.aspx](http://[central_administration_url]/_admin/Solutions.aspx)) click on the solution to uninstall, retract and the delete it from farm.

For Farm Solution Only – Newsfeed Sites

1. From the root site reset the master page and all inheritance, if any, going to Settings → Site Settings → Master page, and select "MySites15" in the first 2 options;
2. Go to Settings → Site Settings → Manage site features under "Site Actions";
3. Search for "TerraMySites Theme Package" and deactivate it;
4. In your SharePoint server, open the SharePoint Management Shell as Admin;
5. Go to the path where the script is;
6. Run `.\Install. TerraMySitesPackage.ps1`;
7. Accept "Execution Policy Change", if it appears;
8. Chose option 2 and wait a few seconds, SharePoint will retract the solution, during this process if you try to access to the site you will get a 401 error;
9. Run `.\Install. TerraMySitesPackage.ps1`;
10. Chose option 3 to completely remove the package from the solution store.

Note: To retract the solution you can also use the central administration ([http://\[central_administration_url\]/_admin/Solutions.aspx](http://[central_administration_url]/_admin/Solutions.aspx)) click on the solution to uninstall, retract and the delete it from farm.

For Sandbox Solution Only

1. From the root site reset the master page and all inheritance, if any, going to Settings → Site Settings → Master page, and select "seattle" or "oslo" default masters in the first 2 options.
 - a. Also select the "Reset all sub sites" options.
2. Go to Solutions under "Web Design Galleries";
3. Select Terra.SPO2013.wsp;
4. Deactivate the selected solution;
5. Select Terra.SPO2013.wsp;
6. Delete the selected solution;
7. Open your site with SharePoint designer;
8. Go to All Files → `_catalogs` → masterpage;
9. Delete the folder Terra (If you have troubles to delete the folder you can rename it, and delete it later);
10. Go to All Files → Style Library.

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.

Setup Mega Menu – SharePoint 2013 and Office 365 2013

How can I hide the Office 365 / SharePoint 2013 suite and ribbon bars for anonymous users?

How can I setup the slider? – SharePoint 2013 and Office 365 v2013

How can I setup the slider? – Office 365 v2013 Public Facing Site

How to hide elements from anonymous users

Edit page properties on Public Facing web sites from Office 365 2013

How can I change the favicon on Public Site (Office365 v2013)

How to use Megamenu / Accordion navigation with BindMENU (from BindTuning v2.0.0)

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

Deploying SharePoint themes globally

Editing footer links and copyright

Modal dialog windows not rendering correctly

Scroll bars not displaying in Internet Explorer browser

Twitter roll

Content overflows my page's width

How do I get an update for my theme?

How do I add Demo Content to SharePoint 2013 and Office 365 v2013 themes?

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 submit a ticket, 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 bindtuning.com or email us at support@bindtuning.com