

GloverSure Ltd.

# Glassbox v4.9.2 User Guide.

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# 1. Introduction

## 1.1 Intended Audience

This document is intended to be read by GloverSure customers using the Glassbox Content Management System version 4.91. It provides a thorough introduction to the default features found in Glassbox and explains step by step how to use them.

## 1.2 Overview of the Organisation

GloverSure Ltd – a long established award winning company focusing on web design, web development and SMS/MMS application development. We are based on the Shropshire/Powys border in the UK and offer a professional, affordable and friendly service for anyone looking to create or improve their presence on the web and use innovative technology to reach more people.

Our customers include both the public and private sectors. We also work regularly with local businesses and sole traders to create a fresh, well designed web site.

## 1.3 What is Glassbox?

Glassbox is our custom built in-house content management system, designed to allow customers the ability to easily control the content on their website. Glassbox goes further than just content management, it provides a modular system to allow us to provide consistent administration of advanced front-end features such as news, products, menus and more.

Note: some features described in this document might not be available in your installation of Glassbox as this depends on your individual project requirements

Note: the design of your Glassbox may also be different to the screenshots displayed but will work in the same way.

## 2. Login

In order to access your websites Glassbox and begin editing content, direct your browser to the /admin path of your domain, for example [www.gloversure.co.uk/admin](http://www.gloversure.co.uk/admin) will take you to the Glassbox for GloverSure's website.

The first thing that appears is the login page. You will have been supplied with a user name and password to enter, after the access details have been entered correctly, click on the 'Log in' button.

### Login

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Note: After you login, a cookie will be used to authenticate you.

User Name

Password

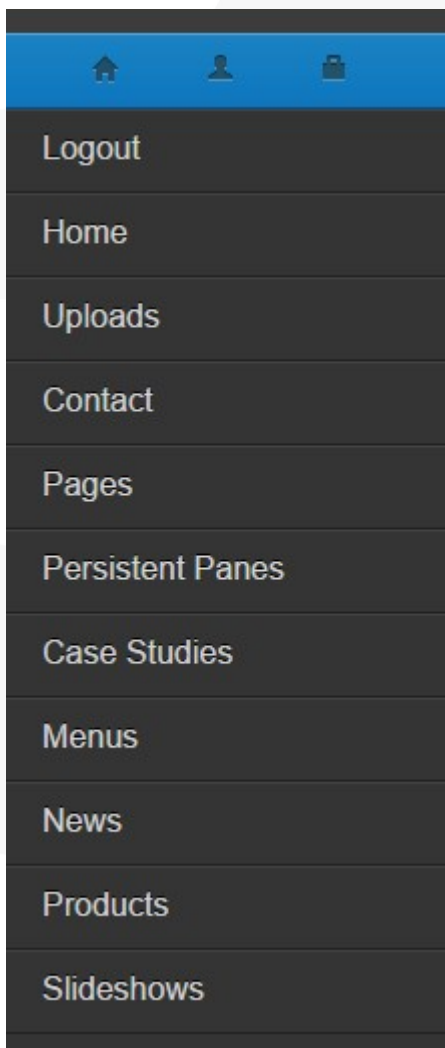
Log in

# 3. Glassbox Modules

After login, a new menu will appear on the left hand side of the screen with a list of modules you have access to use.

These may be different from the screenshot as some websites have more modules so need more editing areas.

From clicking on the links on the left hand side you can create and/or modify all the changeable aspects of the website.



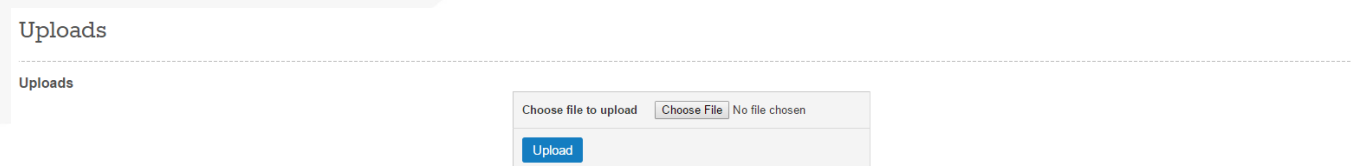
# 4. Uploads Module

The 'Uploads' module is a module found on the majority of Glassbox installs that allows you to upload images (e.g. PNG or JPEG) and documents (e.g. PDF or DOC) to your website.

To access the 'Uploads' module, select the item from the left hand menu.

After navigating to the Uploads page, a table is displayed that provides various options for the upload.

The first option in the table asks for the file to upload. To select a file, start by clicking the 'Choose File' button on the right half of the table. A pop-up will then appear allowing you to select a file from your machine to upload. After a file has been chosen it will display the name of the document next to the 'Choose File' button (replacing 'No file chosen'). The exact wording may differ based on the browser you are using, the above correct for the Chrome browser.



Here you will see a list of all of the files uploaded for the website. To add a new image/file just press the 'Choose File' / 'Browse' button. You will then be prompted to select an image from you computer. When happy press 'Open'. If you are uploading an image, enter in either the 'Width' or 'Height' for the photo and ensure that the 'Keep aspect ratio' option is ticked. When happy press the blue 'Upload File' option and the image/file will be uploaded and will appear in the list.


**Please note:** We recommend that you avoid spaces (replace these with hyphens (-) or underscores (\_)) and special characters from the file name as this could cause issues,

# 5. Pages Module

Selecting the 'Pages' menu option will load up the Page Listing module inside Glassbox. This module displays a list of all of the pages currently used on the website. Each page has its own row in the Pages table.

Here you have access for viewing and editing pages, with some installs of Glassbox also allowing for the option of creating and deleting pages. For more details on adding and deleting pages please see section 13.

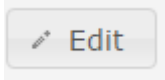
## Pages

#	Title	Uri	Template	Last Edited	Published	Actions
1	Home Page	 index.html	main	0000-00-00 00:00:00	Yes	<a href="#">Edit</a> <a href="#">View</a>
2	Contact Us	contact.html	main	0000-00-00 00:00:00	Yes	<a href="#">Edit</a> <a href="#">View</a>
3	- _SCRIPT[casestudies] [casetitle]:_	case.html	main	2015-11-25 10:01:15	Yes	<a href="#">Edit</a> <a href="#">View</a>
4	Case Studies	case_studies.html	main	2015-11-25 10:01:15	Yes	<a href="#">Edit</a> <a href="#">View</a>
5	News	news.html	main	2015-11-25 10:01:33	Yes	<a href="#">Edit</a> <a href="#">View</a>
6	News - _VAR[title]:_	news-article.html	main	2015-11-25 10:01:33	Yes	<a href="#">Edit</a> <a href="#">View</a>
7	Product	product.html	main	2015-11-25 10:01:41	Yes	<a href="#">Edit</a> <a href="#">View</a>
8	Category	category.html	main	2015-11-25 10:01:41	Yes	<a href="#">Edit</a> <a href="#">View</a>

Showing 1 to 8 of 8 entries

# 6. Editing Pages

After selecting the “Edit” icon on the Page Listings module you will load up the page editor that will allow you to edit and add page content.



Here you will the following options:

- Title – this is the title of the page and what you will see in the Page Listings module.
- URL – this is the URL of the website page (e.g. the home page will be index.html) – **Please note:** Do not edit this as it could cause the web page to break.
- Meta Title – this is a title for the page that will be picked up by the search engines – this is useful for SEO.
- Meta Keywords – this is where key words for the web page are added, again this is important for SEO.
- Meta Description – this is a description that the search engines will detect and use in the search engine results.

You will also see that there is a link here to a PDF which has further information on the Meta boxes and search engine optimisation in general.

Below the search Engine Text options, there is a number of WYSIWYG content panes which will contain the text and images contained on your websites. The number of content panes available depend on how your website has been created.



Pages > Editing Page "index.html"

Title  
Home Page

Url  
index.html

**+ English:**

Search Engine Text


These fields are important as their content can affect your search engine ranking. For more information about these fields please read [this PDF](#).

Meta Title

Meta Keywords

Meta Description

Content Pane #0



p Words: 0

← Back ↻ Save ↺ Save and Continue

Editing Page Screen

# 7. Using the WYSIWYG Editor

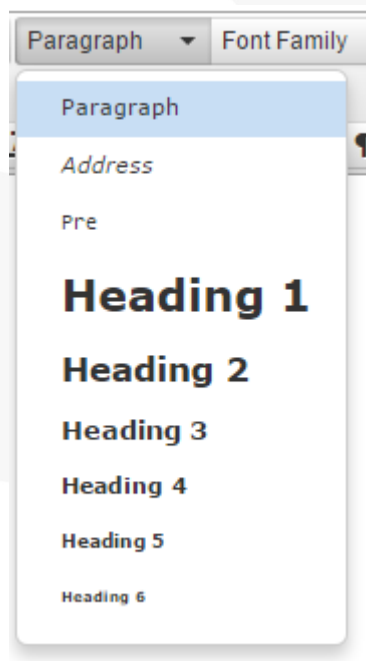
Inside each content pane, you will see the WYSIWYG editor that allows you to make edits to the websites text and other content. The editing system used inside Glassbox v4.9.2 is called **TinyMCE**



## 7.1 Editing Text

Editing text is as simple as editing text within word processing software such as Microsoft Word. Simply place your cursor where you would like to add/remove your text and start typing or deleting.

When editing the style of your text we recommend that you use the formatting options within the editor. These options are “Heading 1”, “Heading 2”, “Heading 3”, “Heading 4”, “Heading 5”, “Heading 6” and “Paragraph”. The heading 1 option should be used for your main heading, headings 2, 3 etc. for any sub headings and the paragraph option for remaining text on the web page.



We recommend that you don't alter the text 'Font Family' or 'Font Sizes' using the menu icons.

If you want to make any text stand out more by making them bold or italic, simply highlight the word and select the relevant menu icon. This is also true for alignment of text too.



Bullet point or numbered lists can also be inserted by using the relevant icons from the menu bar.



If you wish to copy and paste text from elsewhere, ensure that you don't copy directly from Word (or similar), otherwise the text will not be formatted correctly. Either type in the text or copy in from a program like Notepad where the text isn't formatted in any way.

### Useful Tips:

- If you want to create a new line rather than a paragraph so that there is less space between lines, press “Shift+Enter” on your keyboard rather than just “Enter”.
- If you have tables on your site or want to use tables, please contact us so that we can provide you with instructions.
- When cutting, copying and pasting (on some internet browsers), you will have to use keyboard shortcuts rather than using the mouse. To copy press “CTRL+C”, to paste press “CTRL+V” and to cut press “CTRL+X”

After you have finished editing, click the ‘update’ button, and the changes will be uploaded onto the main site.

Once you have done this, hop on to index page of the website and refresh the page and check your changes.

Repeat this procedure until you are happy with the text.

Once you are happy with the general layout, ease of readability etc, then you can start adding images, links, or whatever.

## 7.2 Inserting Links

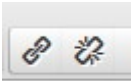
You may wish to link to internal or external webpages from your website. This is a straightforward procedure as follows.

Firstly, decide where you want your links to appear on the page. You may wish to add text saying ‘Click

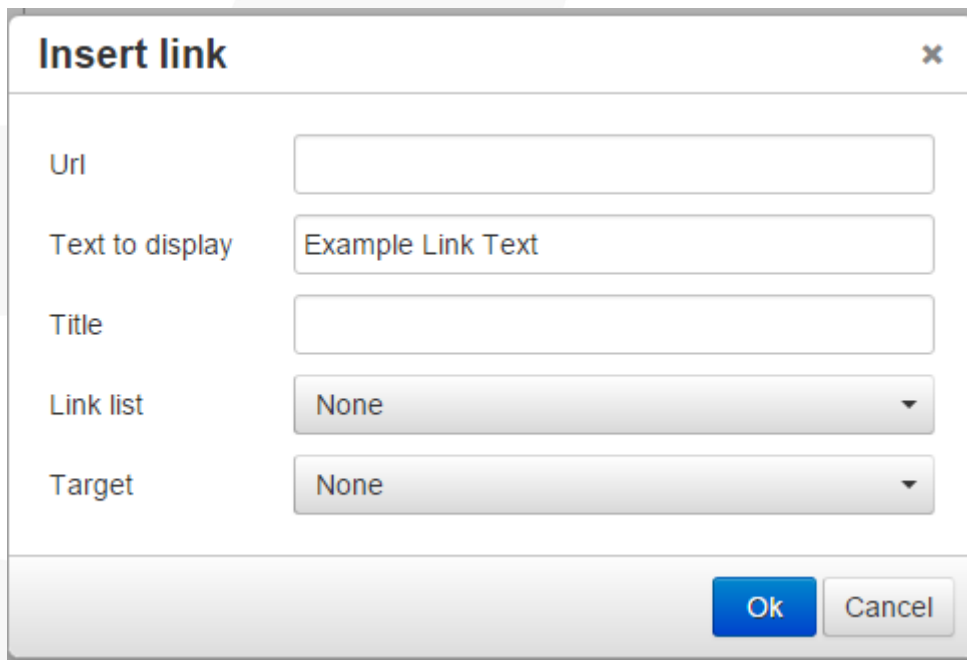
here' or 'Link' to make the link more obvious (NB You can also turn an image into a link using the same procedure).

Highlight the text/image you wish to turn into a link.

Click on the button that looks like a figure of '8' on it's side – it's supposed to be a 'chain' (chain – link: get it?).



This will open a small window in which the 'mechanics' of the link are formed.



The 'Insert link' dialog box is shown with the following fields and values:

Field	Value
Url	
Text to display	Example Link Text
Title	
Link list	None
Target	None

In the top option 'URL', input the weblink (not forgetting to include the prefix 'http://', alternatively, if it is a page or file on the website then select it from the "Link List" option.

In the 'Target' option, decide whether you want the link to open in a new window (for an external link), or in the samewindow (possibly for an internal link). As a rule of thumb, if linking to another website, choose 'open in a new window', as this will keep your website open. Choosing 'open in the same window' will simply replace the web-pagewith the link page.

In the 'Title' option, choose a name for the link. This will be displayed to the user as he/she hovers the mouse above the link – so ensure that the name for the link is suitable (e.g. 'Click here for.....')

Click 'OK', and then in the text editing window, click 'Update'. The link is now ready for use.

Remember to re-refresh the page of your website to see if it works as you want it to.

If you are not happy with the way in which the link works, return to the text editor, re-highlight the link, and you can either delete the link by clicking the 'broken chain-link' icon, or modify it by following the same procedure as above.

Click 'update' and job is done.

## 7.3 Inserting Images

There is two ways to add an image to your website. Option 1 is for when the image is hosted elsewhere whilst the second is for images uploaded to the website or new images that are just on your computer.

### 7.3.1 Option 1

If you want to add an image to a page that is hosted on another website, you need to know the filename of that image. This is easy to establish:

Firstly, begin by finding the image that you want to upload (make sure that you have permission to use the image) and copying the web address / URL of the image.

Make your way towards the text-editor of the page in which you want to add the image, and click the location where you want the image to appear.

Next, click on the image icon.



You will be given a series of options.

The image shows a dialog box titled "Insert/edit image" with a close button (X) in the top right corner. It contains the following fields and options:

- Source:** A text input field with a vertical cursor.
- Image list:** A dropdown menu currently showing "None".
- Image description:** A text input field.
- Dimensions:** Two text input fields separated by an "x" character, with a checked checkbox labeled "Constrain proportions".

At the bottom right, there are two buttons: "Ok" (highlighted in blue) and "Cancel".

In the 'Source' option, paste in the URL where the image is. Remember to include the full address including the prefix http://.

Leave the Image List option blank (if it appears) as this for photos that have been uploaded to the website.

In the third option, select a description for the image – this will be seen by the user as he/she hovers a mouse above it, so ensure it is suitable and descriptive.

In the final option, write in a title for the image.

Click on 'Insert' and the image will be uploaded.

## 7.3.2 Option 2

The second method is for adding images that have already been uploaded to the website. If your chosen image(s) hasn't already been uploaded to the website, then you must use the 'Uploads' module to do this.

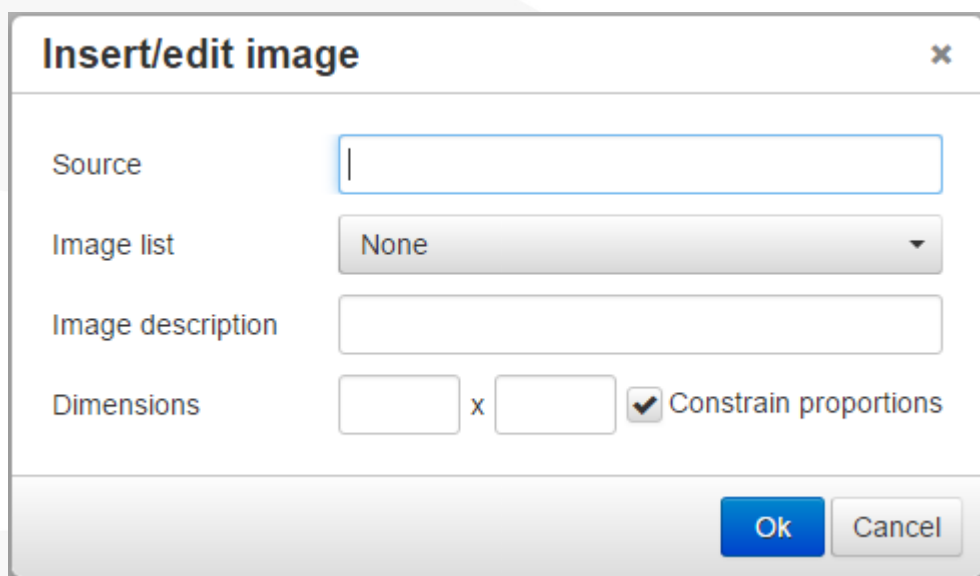
**Note:** Please see section 4 on how to use the uploads module.

After the image has been uploaded to the website, make your way towards the text-editor of the page in which you want to add the image, and click the location where you want the image to appear.

Next, click on the image icon.



You will be given a series of options.



The screenshot shows a dialog box titled "Insert/edit image" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- Source:** A text input field with a vertical cursor.
- Image list:** A dropdown menu currently showing "None".
- Image description:** A text input field.
- Dimensions:** Two text input fields separated by an "x" symbol, with a checked checkbox labeled "Constrain proportions" to their right.
- Buttons:** "Ok" and "Cancel" buttons at the bottom right.

In the 'Image List' option, select the file name of your uploaded image. This will then auto-fill the top 'Image URL' field for you.

Note: If you do not see the 'Image List' option, please get in touch so that we can turn it on for you.

In the third option, select a description for the image – this will be seen by the user as he/she hovers a mouse above it, so ensure it is suitable and descriptive.

In the final option, write in a title for the image.

Click on 'Insert' and the image will be uploaded.

### 7.3.3 Editing and Delete Images

To edit the image, right click on the image and choose Insert/edit Image. This will bring up the same dialog box as before and will let you edit it as required.

To delete the image, click on the image and press the "Delete" button on your keyboard.

## 7.4 Inserting Links to Documents

If you wish to insert a link to a document (such as a PDF document) this is done in a similar way to inserting normal links. Simply highlight the text that you want to link to the document from and then fill in the fields.

If the document is hosted on an additional website, you must paste the path to the file (including the http://) in to the Link URL field).

If you wish to upload the document on the website, you must ensure that it has been uploaded to the website using the 'Uploads' module and then select the correct document from the 'Link List' field.

## 7.5 Further Features of WYSIWYG Editor

There is a number of other advanced features that can be used within the text editor such as using tables or anchor points. If you would like further instructions on using these features please let us know.

# 8. News Module

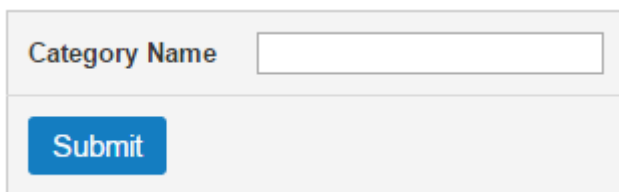
If your website has an included News System then you are able to manage news articles by using the 'News' module. To access the news module, please select the 'News' option from the left hand menu.

Here you will see all of the news items listed in order of how they are seen on the website. You will see that next to the Name there could be various options including 'Author', 'Date' as well as buttons which will allow you to preview the news item as well as edit and delete it.

## 8.1 Manage News Categories

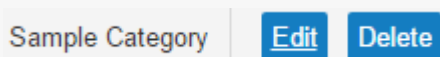
News articles must be placed in to news categories. To manage the news articles, simply click on the **Manage News Categories** box.

To add new news articles fill in the Category Name field and select Submit.



A form for adding a new news category. It consists of a text input field labeled "Category Name" and a blue "Submit" button below it.

To delete or edit Category Names select either the **Edit** or **Delete** options next to the category name. Please ensure that there are no news articles in the category if you chose to delete it.



A form for editing or deleting a news category. It consists of a text input field labeled "Sample Category" and two blue buttons, "Edit" and "Delete", to its right.

## 8.2 Adding a News Article

To create a new news item simply fill in the box at the top of the page with the name of the news item, the author, the category you wish the article to appear in and the date that you want to be displayed on the news item.



Create a news article, you need to tick the "published" box while editing for it to appear on the website. The name you choose will only be shown in the admin area.

Name

Author

Category

Display Date

When created it will then add to the list of news stories where it can be edited and content be added. Full details on how to edit and add content to the news article can be found below in point 8.3

## 8.3 Editing a News Article

To edit a news item simply press the 'Edit' button next to the news item that you want to edit. When done so this screen will appear:

Name	<input type="text" value="Sample Article 1"/>
Author	<input type="text" value="GloverSure"/>
Category	<input type="text" value="Sample Category"/>
Display Date	<input type="text" value="2015-11-25"/>
Published	<input checked="" type="checkbox"/> <b>Display this article on the website</b>
Image	<input type="button" value="Choose File"/> No file chosen
Edit content in:	<input type="button" value="English"/>
Page Title	<input type="text"/>
Keywords	<input type="text"/>
Description	<input type="text"/>
Heading	<input type="text"/>
Summary	<input type="text"/>

Here you will see the 'Name', and 'Display Date' followed by the image of the news item. To add images simply press the 'Choose File' button to select an image from your computer.

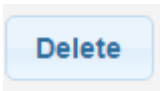
There is also a tick box for 'Published'. If ticked the article will appear on the website.

Underneath the images there is fields for SEO including 'Page Title', 'Keywords' and 'Description' as well as a field for the heading that will appear on the article. Underneath this is simple text editors where you can simply type in the 'Summary' this is what will be the summary that will be seen from the news list, as well as the 'Content' which will be seen on the news article. This editor will work in the same way as the editor on the 'Pages' module.

When happy with the changes just click the 'Submit' button at the bottom of the page.

## 8.4 Deleting a News Article

If you wish to delete a news article, simply navigate to the News Module and press **Delete** next to the article that you wish to remove.



**Please note:** you cannot undo this action

# 9. Products Module

If your website has a products system installed, then you must go to the 'Products' module to manage this section.

You can get to the Products module by selecting the menu icon from the left hand menu.

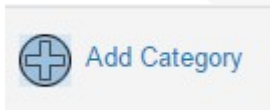
Once selected, the products module will be loaded and you will see the list of product categories that are used.

## 9.1 Product Categories

Inside the products module, each product must be inserted to a chosen product category.

### 9.1.1 Adding Categories

You are able to add Product Categories by selecting the **Add Category** option.



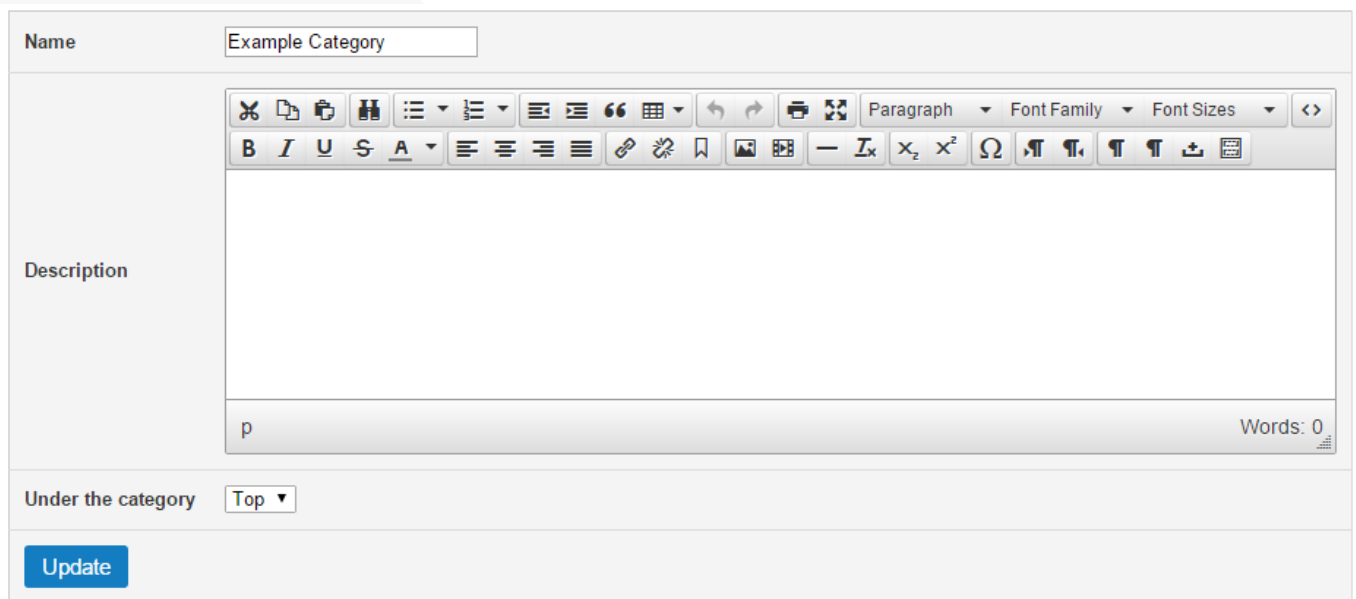
After selecting this option you will be redirected to the add category screen with the following options:

- Name - this is the title that will appear in the product category.
- Under the category - here you can select whether you want this to be a main category (Top) or a sub-category inside one of the main categories.
- Create - once happy with the above information press **Create** to add the new category.

Name	<input type="text"/>
Under the category	<input type="text" value="Top"/>
<input type="button" value="Create"/>	

After this has been done a new page will appear where you are able to add a title and description for the

category as well as being able to change what the default category image is. As standard the system will take an image from one of the products inside the category.



Name

Description

Under the category

[Update](#)

[Change default image](#)

## 9.1.2 Editing Categories

To edit the title or description of any category simply press on the Edit (E) option next to your chosen category.



## 9.1.3 Re-ordering Categories

To re-order categories, simply use the up and down arrows that are next to each category name.



## 9.1.4 Delete Categories

To delete a category, simply press the Delete (X) option.



**Please note:** Make sure to check that there is no products inside this category.

## 9.2 Products

### 9.2.1 Adding Products

To add a product you must navigate to:


Product Module > Category that you want to add Product to.

On this page you will then be given an option to add new products – **+ Add Product**

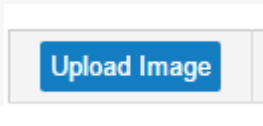


Here you will be given the following options:

- Name – this is the name of the product that you want to appear.
- Model – this is the model of the product.
- Description – this is where you add the content that you wish to appear on the product page. This section uses an editor similar to the one used on the pages module.
- Price – this is the price of the product.
- Under the category – here you can change the category which you want the product to appear on if you wish.
- Create – once happy that the above information is correct select this option to create the product.

Name	<input type="text" value="Product Name"/>
Model	<input type="text" value="Model"/>
Description	<div data-bbox="331 1518 1442 1883"><p>Example Description</p><p>p</p><p>Words: 2</p></div>
Price	<input type="text" value="£1000"/>
Under the category	<input type="text" value="Top &gt; Example Category"/>
<input type="button" value="Create"/>	

Once created, you will then see the option to **Upload Image** where you are able to add images to the new product.



When happy with the product, press the **Update** button to finish.

## 9.2.2 Editing and Deleting Products

To edit products simply press the Edit (E) button which will load up the product editor page.

To delete products, simply press the Delete (X) button.



## 9.2.3 Re-ordering Products

To re-order products, simply use the up and down arrows to edit the order of products.

# 10. Case Studies Module

If your website has a case studies system installed, then you must go to the 'Case Studies' module to manage this section.

You can get to the Case Studies module by selecting the menu icon from the left hand menu.

Once selected, the case studies module will be loaded and you will see the list of categories that are used.

## 10.1 Case Studies Categories

Inside the case studies module, each product must be inserted to a chosen category.

You are able to add Product Categories by selecting the **Add Category** option.



After selecting this option you will be redirected to the add category screen with the following options:

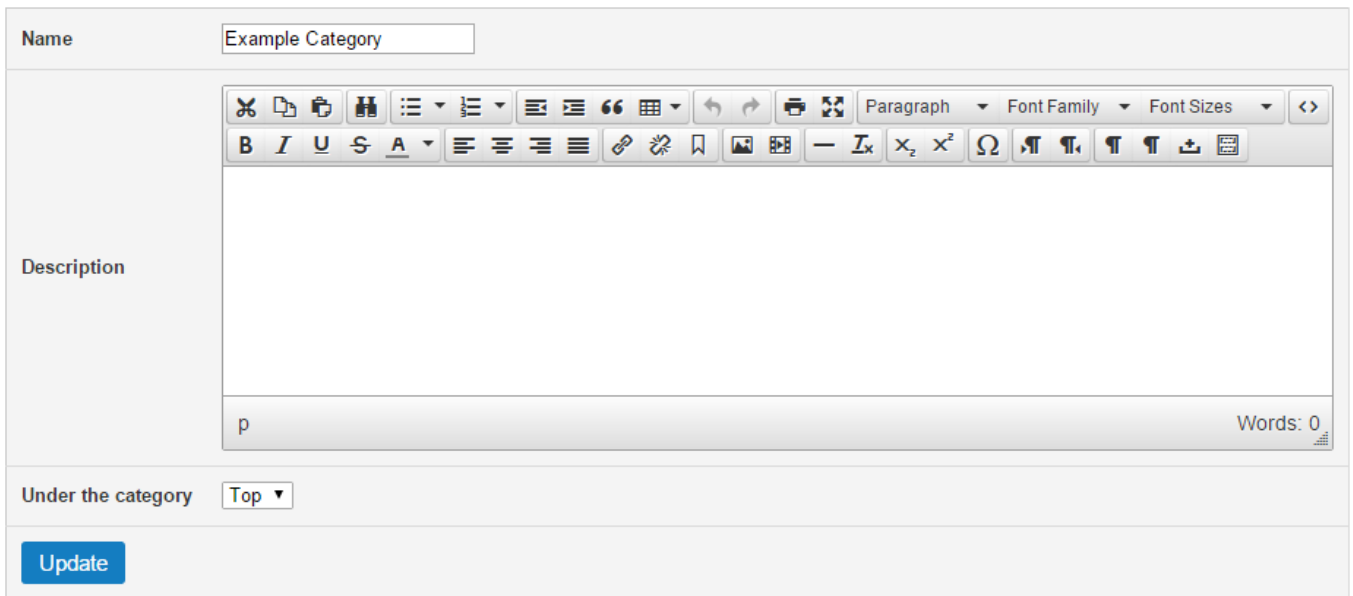
- Name – this is the title that will appear in the category.
- Under the category – here you can select whether you want this to be a main category (Top) or a sub-category inside one of the main categories.
- Create – once happy with the above information press **Create** to add the new category.

Name	<input type="text"/>
Under the category	<input type="text" value="Top"/>
<input type="button" value="Create"/>	

After this has been done a new page will appear where you are able to add a title and description for the category as well as being able to change what the default category image is. As standard the system will take an image from one of the case studies inside the category.

## 10.1.2 Editing Categories

To edit the title or description of any category simply press on the Edit (E) option next to your chosen category.



Name

Description

Under the category

[Update](#)

[Change default image](#)

## 10.1.3 Re-ordering Categories

To re-order categories, simply use the up and down arrows that are next to each category name.



## 10.1.4 Delete Categories

To delete a category, simply press the Delete (X) option.



**Please note:** Make sure to check that there is no products inside this category.

# 10.2 Case Studies

## 10.2.1 Adding Case Studies

To add a product you must navigate to:



Case Studies Module > Category that you want to add Case Study to.

On this page you will then be given an option to add new products – + **Add Case Study**

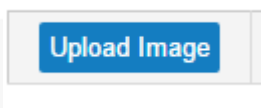


Here you will be given the following options:

- Name – this is the name of the product that you want to appear.
- Description – this is where you add the content that you wish to appear on the case study page. This section uses an editor similar to the one used on the pages module.
- Under the category – here you can change the category which you want the case study to appear on if you wish.
- Create – once happy that the above information is correct select this option to create the case study.

A screenshot of a web form for creating a case study. It features a "Name" input field at the top. Below it is a rich text editor for the "Description", which includes a toolbar with icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, indent, outdent, link, unlink, image, table, undo, redo, paragraph, font family, and font size. The description area contains a single paragraph "p" and a "Words: 0" counter. At the bottom, there is a "Under the category" dropdown menu showing "Top > Example Category" and a blue "Create" button.

Once created, you will then see the option to **Upload Image** where you are able to add images to the new product.



When happy with the product, press the **Update** button to finish.

## 10.2.2 Editing and Deleting Case Studies

To edit case studies simply press the Edit (E) button which will load up the product editor page.

To delete case studies, simply press the Delete (X) button.



## 10.2.3 Re-ordering Case Studies

To re-order case studies, simply use the up and down arrows to edit the order of products.

# 11. Contact Module

On the left menu there is also a module called 'Contact'. In here is where all of the details from emails sent from the websites contact form are stored. It will show the time of the email as well as a 'More' option, which when clicked on will show the details of the email that has been sent. You can delete them by clicking the "Delete" button and to download them all in to a CSV file, click on the "Download CSV" button.

#	Time	Actions
1	2015-11-25 11:42:31	<a href="#">More</a> <a href="#">Delete</a>
<a href="#">Download CSV</a>		
<a href="#">Clear All</a>		

We suggest checking this on the website on a regular basis in case any emails have failed to get through to your email account.

# 12. Slideshow Module

The majority of Glassbox installs will include the Slideshow module which is where you are able to manage the images displayed in a slideshow.

To use this simply click on the “Slideshow” option on the left hand menu. This will bring you to a screen where it shows all of the current photos that are in the slideshow with these being grouped underneath the name of the page that they appear on.

Slideshows

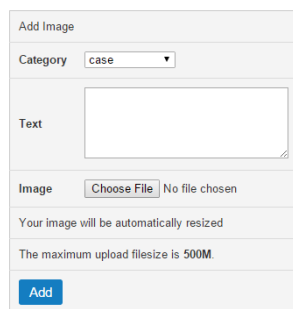


Image	Text	Actions
None Found		

index

## 12.1 Adding new Slideshow Image

To add a new image to the slideshow, simply fill in the Add Image form at the top of the page. This gives you the following options:

- Category – this is the page that you would like to add the image to (e.g. Index for the Home Page)
- Text – on some installations of the slideshow module this is used to input any text that you would like to go over the image. Note: Please let us know if you are not sure if this is used on your site.
- Image – this is where you must select the image that you wish to appear on the slideshow. Selecting the button will bring up a box that allows you to navigate to your chosen image on your computer.

**Please note:** We recommend that images are cropped to the correct size before you attempt to upload to the slideshow. Please let us know if you are unsure of the correct size.

- Add – once happy that the above information is correct. Press the **Add** button to upload to the

slideshow.

Add Image

Category

Text

Image  No file chosen

Your image will be automatically resized

The maximum upload filesize is 500M.

**Please Note:** Adding a new photo will add it to end of the slideshow order for the specific page.

## 12.2 Editing Slideshow Images

To edit any of the slideshow images, simply press the Edit Icon (E) next to your desired image. This will then bring up a list options similar to the above (12.1).



**Please Note:** editing an image will replace the current image.

## 12.3 Deleting Slideshow Images

To delete any of the slideshow images, simply press the Delete Icon (X) next to your desired image.



## 12.4 Cloning Slideshow Images

To clone any of the slideshow images, simply press the **Clone** option next to your desired image.

## 12.5 Re-order Slideshow Images

To re-order the images on a slideshow, simply use the Up and Down arrows that are next to the slideshow images. Please note that you can only re-order images that are in the same slideshow.



# 13. Adding and Deleting Pages

Some installs of Glassbox will give you the ability to add and delete pages.

## 13.1 Adding New Pages

Creating new pages is easy with Glassbox. Firstly, navigate to the 'Pages' module from the left hand menu. From the page listing, you will see an option to **Create** in the top right screen, press this option.

This will take you to a new screen with the following options:

- Title – this is the name of the page and what will appear in the page listings screen.
- URL – this is the part of your website address that will display after your domain name (e.g. For an about us page this could be simply about.html).  
Please note: The URL must end in **.html**
- Skin Template – this is the template style that you wish to use on the page. They should be suitable named but if you are unsure which option to select please contact us.
- Save – once happy with the above press **Save** to add the new page.

### Pages > Create new Page

Details

Title

Url

**with .html** **must end**

Skin Template

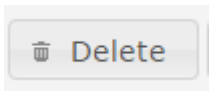
main - 4 editable areas

< Back Save

Once the page has been added you will be able to then edit the page like any of the others. Please see section 5 for more instructions.

## 13.2 Deleting Pages

If you wish to delete any pages, simply navigate to the pages module and click on the **Delete** option next to your chosen page.



**Please note:** Deleting the page will remove it completely from the website so ensure that it is not required.



# 14. Menu Module

If you have the ability to add/edit/delete menu items then this will be managed in the 'Menu' module. To access the menu module select the item **Menus** from the left hand navigation menu.

This will then bring up a screen with the menu(s) that are used on the website. To edit the menu simply press the **edit** button next to this menu. The menus should be named suitably but if you are unsure which menu to edit please let us know.

## Menus

Now editing the menu in:

Switch to/Newid i :

English

The menu module works with the pages module to generate and maintain menus on your website.

**To add a page link to a menu:**

First select the page you want to edit, then use the tick box to add the page to your chosen menu, return to the menu module to sort the menu item within the chosen menu.

**Add an external menu link:**

Select any language on the menu module and fill in the form at the bottom of the page

**Add a menu to a page**

For a menu to be displayed on the page, please set the name the menu to that of the page (eg. page name: index.html, menu name: index). This new menu will then only appear on the index page.

Menu	Actions
Main Menu	<a href="#">edit</a> <a href="#">delete</a>

Add a new Menu

Menu name

[Add](#)

After pressing the menu button you will be navigated to a new page where it gives you the options of adding new menus at the top of the page with the ability to edit the menu further down the screen.

## 14.1 Editing Menu Items

To edit the menu items, simply find the item that you wish to edit and select the **Edit** button next to it.

Home	<a href="#">↑</a> <a href="#">↓</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
------	-------------------------------------	----------------------	------------------------

This will bring up a screen with the following options:

- URL of link – this is the URL of the page that can be found in the pages module. For example this

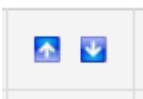
would be index.html for the home page. Alternatively, if you want to link to an external website, simply paste in the full path of the website here. For example – <http://www.gloversure.co.uk> would link to our website.

- Item text – this is the text that appears on the website menu.
- Submenu of – here you can decide whether the menu item is the top level item or a sub-menu item.
- Opens in new Window? - you can check this box if you want the menu item to open in a new window when clicked. This is only recommend for external URL's really.
- Update – once happy with the above, press **Update** to save the changes.

Add a new link to a menu	
URL of link (e.g. about.html or http://www.example.com)	<input type="text" value="index.html"/>
Item text	<input type="text" value="Home"/>
submenu of	<input type="text" value="Top Level"/>
Opens in new Window?	<input type="checkbox"/>
<input type="button" value="Update"/>	

## 14.2 Re-order Menu Items

To re-order menu items, navigate the menu management page and use the up and down arrows to move the items in the menu. Please note you are only able to re-order items within the same level. If you wish to move a sub-item to a different menu, you must edit the menu item and change the **Submenu of** option.



## 14.3 Add Menu Items

To add new menu items, simply use the form at the top of the menu management page.

Once again, the options here are:

- URL of link – this is the URL of the page that can be found in the pages module. For example this

would be index.html for the home page. Alternatively, if you want to link to an external website, simply paste in the full path of the website here. For example – <http://www.gloversure.co.uk> would link to our website.

- Item text – this is the text that appears on the website menu.
- Submenu of – here you can decide whether the menu item is the top level item or a sub-menu item.
- Opens in new Window? - you can check this box if you want the menu item to open in a new window when clicked. This is only recommend for external URL's really.
- Add – once happy with the above, press **Add** to add the new menu item.

Add a new link to a menu	
URL of link (e.g. about.html or <a href="http://www.example.com">http://www.example.com</a> )	<input type="text"/>
Item text	<input type="text"/>
submenu of	<input type="text" value="Top Level"/> ▼
Opens in new Window?	<input type="checkbox"/>
<input type="button" value="Add"/>	

If you wish to move the menu item to a different position, please see section 14.2 for further instructions.

## 14.4 Delete Menu Items

To delete a menu item, simply press the **Delete** option that is next to the menu item.

# 15. Persistent Panes Module

Another common module used on Glassbox installations is the 'Persistent Panes' or PPanes module. This module is often used by ourselves so always check with us before editing anything that you are unsure of. Examples of these may be navigation or menu.

To access the list of 'Persistent Panes', simply select the menu icon from the left hand side menu bar.

The page will then load with a list of Persistent Panes used on the website.

#	Name	Actions
2	Footer	<a href="#">Edit</a>
3	Left Block	<a href="#">Edit</a>
1	Menu	<a href="#">Edit</a>

[Enable Persistent Panes](#)

## 15.1 Editing Persistent Panes

To edit a persistent pane, press the **Edit** button next to your chosen persistent pane. This will then load up an editor that works in a similar way to the Pages module.

## 15.2 Adding / Deleting Persistent Panes

This is usually something that we need to do so it isn't recommended that you try this yourself.

## 15.3 Enable Persistent Panes

If a persistent pane is not showing where you expect it to, please ensure that it has been enabled on the website.

To enable persistent panes, navigate to the 'Enable Persistent Panes' link at the bottom of the listing page.

[Enable Persistent Panes](#)

Here there is a number of checkboxes for each page and PPane. Ensure that your required PPane is checked for your required page and press the **Save** button.

	Footer	Left Block	Menu
case.html	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
case_studies.html	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
category.html	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
contact.html	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
index.html	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
news-article.html	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
news.html	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
product.html	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# 16. Bilingual

If you have paid for a bilingual website it is easy to edit the content on both the English and Welsh pages.

To edit the content in both languages, simply go to the pages module and select **Edit** next to the page that you wish to edit.

This will bring up the page editing screen and you will see the two separate languages wrapped in either an **English** or **Welsh** box. Editing the content panes in these boxes will edit the respective language pages.



# 17. Help & Contact

If there's anything you're not sure about in this document or if you require some help, then please do not hesitate to get in touch.

**Email:** [rgd@gloversure.co.uk](mailto:rgd@gloversure.co.uk)

**Phone:** 01938 559500 / 01938 530260 / 01244 560070 / 01982 510030

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