

Smallbox | User Guide

Smallbox CMS Populating Tips

Using our software will be an intuitive and enjoyable experience; however, it never hurts to have a reference sheet of best practices when populating your site.

Accessing Smallbox CMS

Many sites are created with a convenient 'login' button, but if you do not have such a button you can always access the login page by adding /admin.php after your URL

- Example: <http://www.mysite.com/admin.php>
- Once on this page you will need your username and password

Do not paste formatted text into your website

There is only one rule in Smallbox and this is it: do not paste formatted text into your website. This includes things like bullets, bold, underline, links, font colours, etc.

Your website has been structured to retain your 'look-and-feel' by providing consistency to all information posted. Using the set styles ensures design consistency over time. Pasting formatted text into your website overrides these settings opening the door to irregularity.

How do I remove formatting?

There are many ways that you can remove formatting:

- Make a copy of your document and save it in plain text (.txt). This will prompt you to remove all formatting which is the desired outcome. You will need to close and re—open the document.
- Have your document open and have a plain text editor open as well. Copy the text that you want to paste in your website from your document into the simple text editor. This will remove the formatting. Then copy it from the editor and into the website. Simple text editors come with all computers. Sample plain text editors:
 - Notepad (Windows)
 - TextEdit (Mac)
- In areas of your website where the Rich Text Editor (RTE) appears there will be a built-in feature called 'Paste as plain text'. If using this tool please be sure to closely check the end result as it is merely an aid to removing formatting.

Links

All internal links **must** be relative links not absolute.

- Example of a relative link: /section/page.php
- Example of an absolute link: http://www.mysite.com/section/page.php

As initial population starts on a staging site, if you use absolute links all of your links will then be broken when the site goes live. This is also true if you ever decided to change your domain name. In short, it is good practice to make any internal links relative.

Links to external sites should be absolute and should open in a new window.

- To open a link in a new window use the 'Target' tab within the 'Insert/Edit Link' tool and select the target as 'New Window'

Entering articles

Smallbox has priority arrows that enable you to re-order articles as you like. However to avoid the need to re-order your articles after initial population, start with your last article and work your way toward the first. For ongoing population your latest article will be posted at the top of the list.

* Please note that articles can also be ordered by date. In this case you will not see priority arrows.

Publishing

Please keep in mind that, until you publish, only people who are logged in will see the current content (what you are editing). Publishing makes all changes viewable to everyone.

Viewing content in 'Pending' mode (the default when you are logged in) enables you to review your work before making it available for everyone to see.

You may select to publish only those changes that you have made, leaving changes to the site made by other people unpublished.

Communicate

If there are multiple people editing a site at the same time please be sure to communicate so you are not editing the same content. This will ensure that you are not overwriting each others work. Keep an eye out for bright red bars telling you that somebody else has locked the page. This is Smallbox's way of indicating that someone else is making changes and that you should be careful before making your own.