

# Smallbox | User Guide

Getting Started

Editing Your Site

Using the Modules

Tips and Troubleshooting

## Contact Information

If you have any questions, run into any problems or would like any further explanation please call Smallbox Software support in

Victoria at 250-592-2400

Vancouver at 604-801-5331

Toronto at 416-800-1221

Visit our website for more information, an FAQ and further contact details.

<http://www.smallboxcms.com/>

## Glossary

### Module

Modules or tools are the building blocks of your website. Anything on top of your basic website structure (page content) are modules. (eg. articles, blog, image gallery, calendar etc.)

### User

Users will be entered into your website database and have special privileges once logged in and are able to edit and manage the website.

### Login

A login is the act of inputting your username and password to enter a restricted section of your website or to enter the Smallbox environment.

### RSS (Really Simple Syndication)

An RSS feed (or web feed, or channel) offers the user a way to subscribe to frequency updated content such as news headlines, blog entries, upcoming events, etc. They can then view this (typically along with other RSS feeds) in an RSS or Feed Reader.

## Intro

Smallbox CMS enables you to effectively communicate your business, message and brand. With Smallbox it is easy to maintain and update a variety of content - news, blogs, galleries, videos, callouts and more.

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If you are viewing this as a pdf, all pages are clickable.

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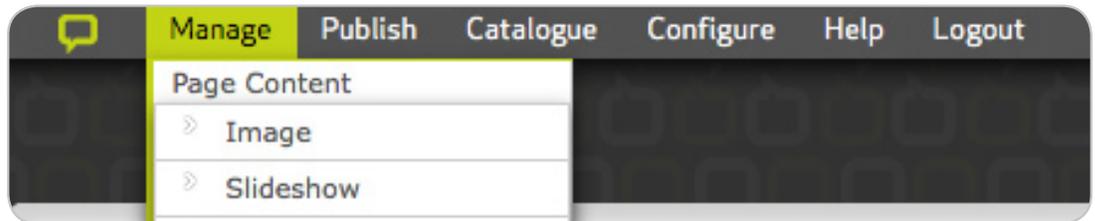
## Logging In

You can log into your website by pointing your browser at this address:

<http://www.yoursite.com/admin.php>

You will be prompted for your username and password. After you login, you will be sent back to the page you were on, with one exception:

You will now see a Smallbox CMS tool bar across the top of your site. You can surf your website as usual while using the tool bar.



An example of the Smallbox CMS tool bar in action

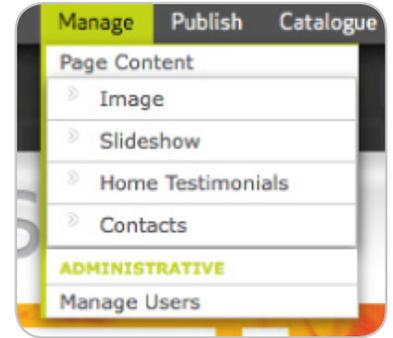
### The Toolbar

Everything you need to edit your website is conveniently displayed at the top of your site in the main components:

#### Manage

**Page Content** : The first option is "Page Content". Selecting this option allows you to edit all the content of the page you are currently on including titles, descriptions, photos, main copy and any modules on the page.

**TIP:** Clicking on "Manage" directly from the toolbar will take you to the default editing page.



The manage dropdown

**Modules:** Any modules that are used on the page will display as edit options under "Manage" so you can jump straight into the module without having to go through Page Content first.

#### Manage >> Administrative

**Manage Users** : In this area, you can add, delete and modify users.

#### Publish

Each item in the publish panel will have a date showing how long ago that change was made. It will also show who made each change. This is very useful when other people are creating content in different areas of the site. You are able to publish only those items that you have been working on, without publishing someone else's work that might not be finished.



Select only the items you wish to make public and click "Publish Checked".

<input type="checkbox"/>	Date	Module	Status	Table	User	Id	Page
<input type="checkbox"/>	1 hour ago	right_callout	Pending	articles	jeff	8	Commercial Overview
<input type="checkbox"/>	1 hour ago	news	Pending	blogs	jeff	5	News
<input type="checkbox"/>	1 hour ago	news	Pending	blogs	jeff	6	News
<input type="checkbox"/>	1 hour ago	right_callout	Pending	right_callout	jeff	1	Home Page

The publish panel

## Configure

There is a separate configure guide in the help menu.

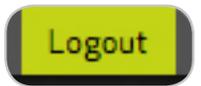
## Help

This is where you will find the User Guide, Configure Guide, eNews, & Populating Tips.

**TIP:** If you can't see content when not logged in, you haven't published it yet.

## Logout

Click to logout of Smallbox CMS.



Logout

## Viewing Your Site

Once logged in, a number of pencil buttons appear on your page. These buttons offer direct access points to manage available content areas.

### SEO

Search optimization is built in Smallbox CMS

Update search optimization tags using our easy-to-use content management interface. Adding and managing unique page titles, meta descriptions and relevant keywords to every page on your site is easy with Smallbox CMS. Combine site updates with dynamically generated XML sitemaps and you have a powerful out-of-the-box SEO tool in your hands.

XML sitemaps are based on your site's content and reflect your actual publishing schedule so that search engines can easily track your site's activity.

If you require more in-depth search optimization services Smallbox is here to help. We offer in-house packages and we also partner with SEO professionals to deliver a robust service offering. Call us to learn how we can help your site get better search results.

Search Engine	Percentage
Google	49%
Yahoo	23.8%
Bing	9.6%
AOL	6.3%
Other	11.8%

**icograda**  
IDA  
leading creatively

“ We're pleased with Smallbox CMS v5. The very intuitive interface with enhanced operational features make the daily management of our websites easy to do. The system is customizable and can work well on both small and large sites.

**Brooke van Moss Forrester,**  
Communications Officer  
Icograda

A page with direct edit points activated

## Edit Site (manage >> page content)

Below is an example of a typical page layout. You can readily enter or modify content in any of the pre-set fields. Each text area has been assigned a style from the CMS. This ensures that your website style remains consistent regardless of who is editing.

The screenshot shows the editing interface for a page titled "SEO". At the top, there are buttons for "Save", "Publish", "Draft", "New", and "List", along with "History" and "Delete" on the right. The main editing area is divided into several sections:

- Title:** A text field containing "SEO".
- Image:** A text field with a "Browse..." button.
- Description:** A large text area containing the text: "Search optimization is built in Smallbox CMS".
- Video:** A section with a "Video" label, a text field with a "Browse..." button, and an "Upload Image of First Frame" section with another "Browse..." button.
- Text Editor:** A rich text editor on the right side with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and image. Below the toolbar is a "Styles" dropdown menu and a "Text" label.
- Content Preview:** A preview area on the right showing the rendered content of the description and text editor sections.
- Search Engine Optimization:** A section at the bottom with a "Search Engine Optimization" label.
- Footer:** A bar at the very bottom showing "Added: 2009-08-31" and "Modified: 2010-01-26".

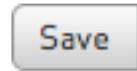
Editing Page Content

To edit content simply click in the field you wish to modify. After making any changes make sure to hit the save button :



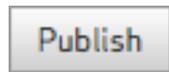
## Basic Buttons and Functions

The buttons and functions listed below will be in use throughout many of the screens while editing your website.



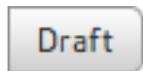
### Save

Use this button to save your changes. As with any document, it is advisable to save often.



### Publish

Publish the page you are working on.



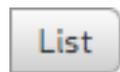
### Draft

This lets you hold a change for later without it going public.



### New

This is the "new entry" button. By clicking on this button you'll be able to add new entries to your module.



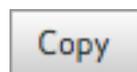
### List

Return to the list of items in the module.



### History

Smallbox CMS has a nifty history feature which archives previous versions of your site. If you click on the history button you'll see a list of changes, when they were made and who made them. If you've changed your mind, you can choose to return to a previous version of your page content or module.



### Copy

Copy item elements for pasting into a new item.



### Delete

A standard function which lets you delete content. Depending on the module you may delete one item at a time or have the option of deleting multiple items at once. If you change your mind there is also an undelete button to recover your entries or files.



### Priority

Drag this cross hair to adjust the order of your entries. New entries appear at the top of the list.



### Close Window

Located in the top corner, this button will save and close the current content panel and return to view the page. Newer versions will prompt you to save if you have not saved before closing.

Image Editing Page

### Edit Image

-  Use this button to edit your images.
-  Use the crop button to use a piece of your full image.
-  Use rotate to turn your image clockwise or counter clockwise.

Below the image preview there are the options to resize your image, add accessibility tools, link the image and change the image.

**Accessibility tools:** The alt attribute (or alternative text) provides information to visitors that may not want to load graphics or visitors with screen readers and other accessibility devices. You would use this field to briefly describe the image. The title tag provides supplementary information and results in a “tooltip” or the text that appears when you rest your mouse on an image.

**Linking:** You have the ability to add a link to an image using the href field. You’re also able to choose how you’d like the browser to behave when the user clicks that link using the target field.

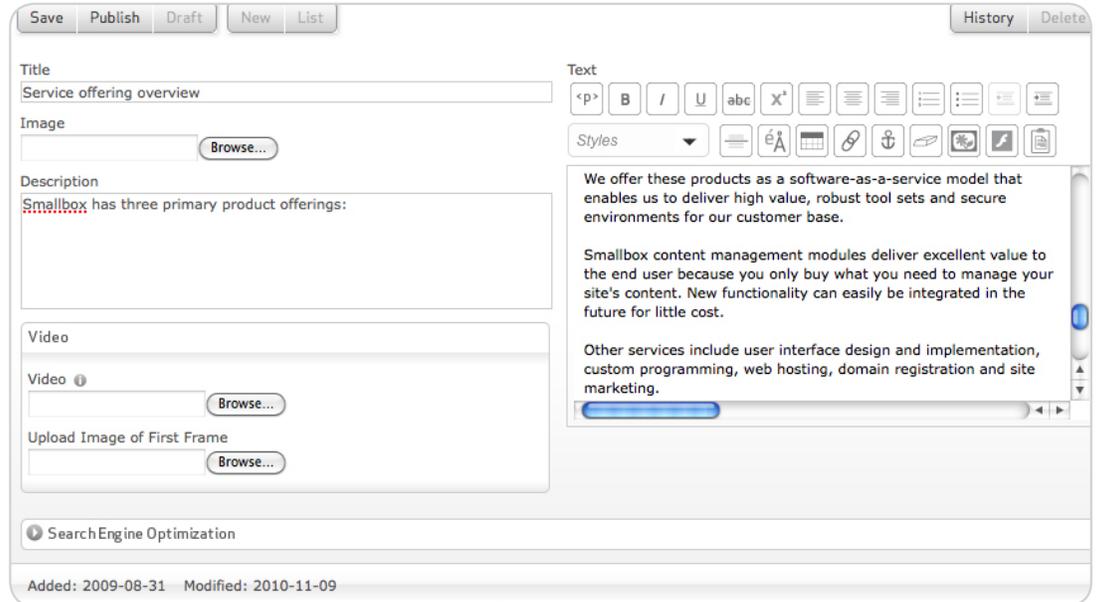
Common targets are:

`_self` : opens in the same window

`_blank`: opens in a new window

### The Rich Text Editor

The rich text editor is available on select text areas such as main content and article text. The rich text editor provides options such as adding special characters, links, text attributes and extra styles to your content. The rich text editor works much the same as a standard word-processing application such as Microsoft Word.



The Rich Text Editor

#### NOTE:

Even though the application takes its cues from text editors, you should avoid pasting formatted text from text editors into Smallbox CMS. The formatted code conflicts with the editor code and it won't look as intended.

## RTE Key Functions



**Link:** Use this menu to add weblinks to your entry. To enter a weblink, enter the text you'd like to link, highlight the text and click the link button. Type the desired web address into the URL field. If you would like to upload a file (such as a pdf) for your visitors, choose the upload tab, and follow the instructions to browse your computer for your file and send it to the server.

To change the target of the link / open it up in a new page choose the target tab and select "New Window". To complete your link and return to your entry click the "okay" button.

A screenshot of a link target dropdown menu. It consists of a text input field containing the word "Text" and a small square button with a downward-pointing arrow.

**Style :** You'll find a drop down menu on the left that contains a set of extra styles for you to use as headers or emphasis. These have been customized for your website design. They will be labeled either as Headers (H1, H2) or Inline. Headers are block styles and will affect the entire paragraph of text. Inline styles will affect only the text that you've selected.



**Hr:** Use this button to insert a divider or "hr" into your entry.

## Articles

Start by selecting articles under Manage in the Smallbox toolbar. See below...

ID	Title	Image	Description	Website
71	Arson		Focusing on snow, surf, and skate, the Arson clothing brand is rooted in the Pacific North West lifestyle.	<a href="http://www.arson.ca">www.arson.ca</a>
102	BC College of Pharmacists		The College of Pharmacists of BC is the regulatory body for pharmacy in British Columbia and is responsible for registering pharmacists and licensing pharmacies throughout the province. The College's mandate is to protect the public by ensuring pharmacists provide safe and effective care to help people achieve better health	<a href="http://www.bcpharmacists.org">www.bcpharmacists.org</a>
65	BC Film Commission		Complete with interactive flash maps and dynamic image galleries; the Film Commission website creates a clear and compelling vision of filming possibilities in BC.	<a href="http://www.bcfilmcommission.com">www.bcfilmcommission.com</a>
98	Bergamot Studios		Bergamot provides photography services, digital touch up, artistic manipulation and beautiful custom photo albums.	<a href="http://www.bergamotstudios.com">www.bergamotstudios.com</a>
56	Bluewater Grill		Freshness is a moral code at Bluewater Grill Seafood Restaurants. With rapidly changing menus and expansion potential, Bluewater was looking for a highly scalable and effective content management solution.	<a href="http://www.bluewatergrill.com">www.bluewatergrill.com</a>
99	BMO Vancouver Marathon		The BMO Vancouver Marathon is one of Canada's largest marathons and has an extensive history since its inaugural year in 1972. The event has had participation from athletes from around the world - 38 countries in 2008! The website feature eCommerce, an eNewsletter and site administrators were able to publish race results immediately following the completion of the race.	<a href="http://www.bmovanmarathon.ca">www.bmovanmarathon.ca</a>

Articles list view

You will see most of the standard buttons plus a couple new ones.



### Search

Use this button to search your articles if you need to find a specific entry. Simply delete your search text and click search to return to the full list.

Click on the "new" button to start creating a new entry. The layout is similar to editing your page content.

### Dates

A 'date tab' may also appear at the bottom of your edit screen. Expanding this tab reveals a Post and Expiry section. Use 'post' to set a date for your article to be published. Use 'expiry' to choose a date and time for the article to be removed.

**Visibility**

Post Date:  15 Expiry Date:  15

Hide From List

## Library

You can upload multiple documents for easy viewing and downloading by using the library. The library is divided up into categories and files. You can organize your files within the categories and change categories easily.

ID		Title	
<b>Kitchen</b>			
4	+	Energy Saving Tips	<input type="checkbox"/>
2	+	Sink Manual	<input type="checkbox"/>
<b>Washroom</b>			
5	+	Caroma Washroom Poster	<input type="checkbox"/>
3	+	Tap Manual	<input type="checkbox"/>

Library list view

Click the “add new entry” button to add a new item but before adding any items you’ll want to set up categories. Once you’re in the item edit screen you’ll see a category field with an edit button. Click to enter the edit category section where you can add new categories, add descriptions and change the order.

Once you’ve set up your categories you can add new files and organize them into their categories. The standard title, upload and description fields are available as well as a field for URL in case you’d like to link to an offsite document.

Save	Publish	Draft	New	List	History	Copy	Delete
Title							
Energy Saving Tips							
Upload File							
<input type="text"/> <input type="button" value="Browse..."/>							
you-are-being-monitored-sign.j...							
Category							
<input type="button" value="Kitchen"/> <input type="button" value="Edit"/>							
URL							
<input type="text"/>							
Description							
<p>&gt;Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas commodo, libero ut volutpat pretium, dui leo venenatis libero, id fermentum lorem metus non erat.</p>							
<input type="button" value="Visibility"/>							
Added: 2010-07-27 Modified: 2010-07-27 <span style="float: right;">1 of 5 (# 4)</span>							

Library edit screen

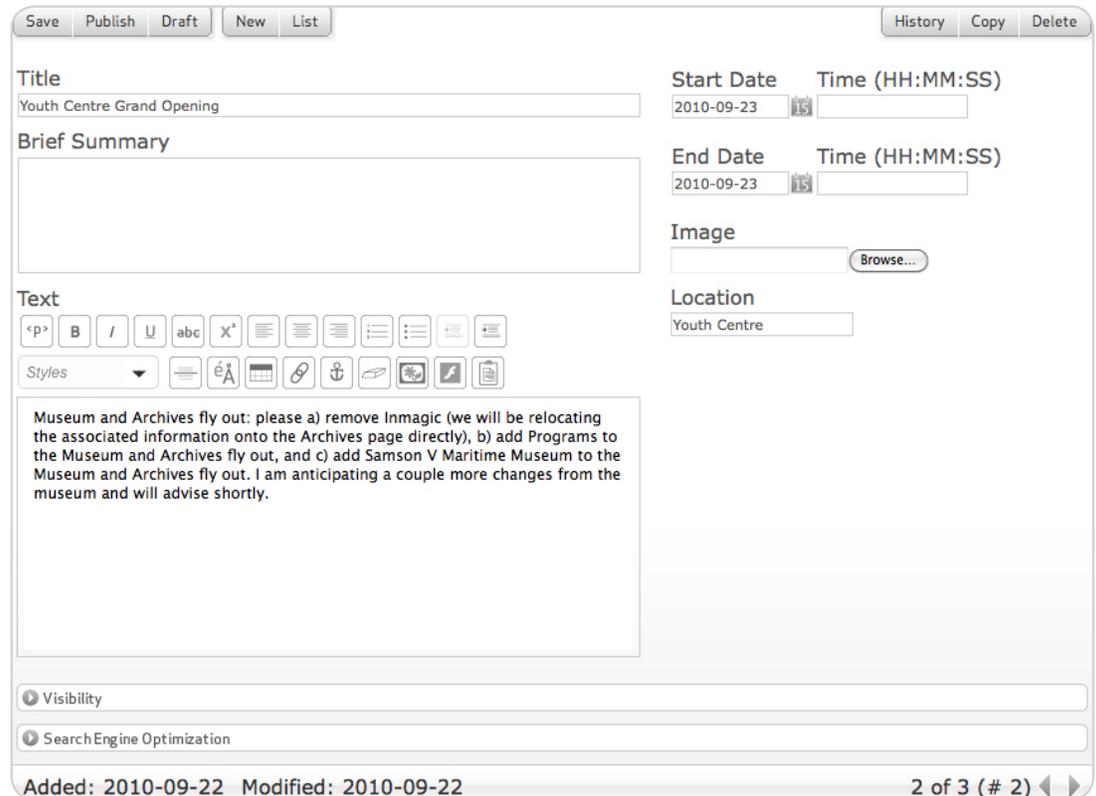
## Event Calendar



Calendar front-end

The calendar module works much the same as other modules. You can create new events using the "new entry" button and employ your standard fields such as title, image, description and text. Use the location field to identify where your event is taking place as well as start and end date/times. If you leave the ending date blank, it indicates it is a one day event.

Once entered, your events are list by date and presented with a corresponding calendar and event information.



Calendar edit screen

## FAQ

WHY CONTENT MANAGEMENT?

## Questions

Why does Smallbox content management functionality matter?

Is your website content up-to-date?

What are some key benefits of integrating content management with my website?

FAQ front-end

The FAQ module also appears with an entries list and an edit screen.

Depending on your website, your FAQ module might have categories as well. Editing categories work the same way as for other modules. (see page 14)

ID	Question	Answer	
22	Why does Smallbox content management functionality matter?	Simply put: content management turns your website into a communications tool. No longer bound by the chains of html anyone can edit site content. Change text, write a blog, upload photos, video and documents with an easy-to-use interface that just plain works.	<input type="checkbox"/>
32	Is your website content up-to-date?	If you hesitated even for a second then you should seriously consider content management. Websites aren't like brochures, they have to remain current otherwise they quickly lose their effectiveness. Brochure-ware websites are dead. If you've made an investment to hire a professional designer to create a website for you, then the last thing you want to do is fritter your investment by letting it slide. A content management platform will enable you to update your site's copy, photos, video and anything else that changes on a regular basis. When you update content your site's visitors know that you are maintaining your site and the legitimacy of your online presence rises.	<input type="checkbox"/>
33	What are some key benefits of integrating content management with my website?	1. No programming skill required to maintain site edits, which means cost savings as staff are enabled to update a site themselves. 2. Audit trail shows when and who updated content last. Helps avoid "I don't know what happened" moments when somebody accidentally deletes content. 3. Keeps your site current - are your competitors up-to-date? Now you are too. 4. Better search results for up-to-date sites. 5. Site design remains consistent from page-to-page and over time. Don't underestimate the value of this and its impact on your brand.	<input type="checkbox"/>

3 results

FAQ list view

## Video

The Smallbox CMS video player works with FLV files or Flash Video files. Your visitors will be able to start/pause, mute, adjust the volume and take your videos full screen with the video player.



Video front-end

Create new entries using the 'new entry' button and upload videos by using the "Flv File Field". Please note that it can take awhile to upload videos, especially large ones.

Depending on your website, you may have the option of adding a thumbnail for your video. The thumbnail will be uploaded through an 'Image' upload field and resized for you.

**Save** **Publish** **Draft** **New** **List**

**Title**

**Video**

**Video** ⓘ  
 **Browse...** **Play** **Delete**

000013479642\_HDFlashVideo.flv

**Upload Image of First Frame**  
 **Browse...**

Video edit screen

## Quicklinks

Quicklinks are handy tools for your users, particularly if you have a lot of content and anticipate recurring visitors that need to find key pages such as registration forms, news or special promotions quickly. It is recommended that your 'Quicklinks' list be limited to no more than five items.

ID	Title	URL
2	Find the nearest local park	/parks.php
3	Register online	/recreation/online_registration.php
4	Contact New West Parks	/about_us/contact_us.php

Quicklinks list view

## Polls

HOME | FOR DESIGNERS | OPINION POLL

### Opinion Poll

What percentage of your business is derived from web design?

- 0 - 10%
- 10 - 25%
- 25 - 40%
- 40 - 50%
- 50%+

SUBMIT ↗

- What percentage of your business is derived from web design?
- Are you optimistic about your design business prospects for 2010?
- Do you do design work on spec?
- If elected, which party do you think will benefit graphic designers most in the upcoming Federal election?
- Has the rise of the Canadian dollar affected your business?
- How do you like the new website?
- Do you believe professional accreditation for graphic designers will help the profession?
- What is the life cycle of your business production computer systems?

Polls list view

Creating a poll is easy. By creating a new entry, you'll be presented with fields for your poll question and ten possible answers.

This module also has a Dates option so you can set a time limit on your polls.

Save Publish Draft **New** List History Copy Delete

Poll Question  
What percentage of your business is derived from web design?

Answer 1  
0 - 10%

Answer 2  
10 - 25%

Answer 3  
25 - 40%

Answer 4  
40 - 50%

Answer 5  
50%+

Answer 6

Answer 7

Answer 8

Answer 9

Answer 10

Visibility

Search Engine Optimization

Added: 2010-02-18 Modified: 2010-02-18 1 of 8 (# 8)

Polls edit screen

## Randomizers and Callouts

Randomizers and callouts will likely act as secondary modules on sidebars or even key pieces of your layout. To add images to a randomizer you can use the “new entry” button, browse your computer for the file and save. Randomizer images can be edited like gallery images and can contain titles and descriptions.

There is also a frequency field where you can adjust how often specific Randomizer elements show. If you would like an image to show up five times more than all other images you would enter ‘5’ in the frequency field.

Add a link to a Randomizer and you have a callout. Callouts can be anything but are usually images or text prominently displayed somewhere on your website to draw attention to something specific.

The screenshot shows the 'Randomizer Edit Screen' interface. At the top, there are buttons for 'Save', 'Publish', 'Draft', 'New', and 'List' on the left, and 'History', 'Copy', and 'Delete' on the right. Below these is a 'Frequency (Randomizer Only)' section with a text input field containing the number '1'. The main area is titled 'Custom Fields' and contains a 'Description' field with a rich text editor toolbar. The toolbar includes icons for paragraph, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, image, video, and document. The description text reads: 'Art of Display are the gods of the trade show. End to end it was a great experience. Todd Waverley - Microsoft'. At the bottom, there is a 'Visibility' section with a dropdown arrow. The footer shows 'Added: 2010-12-06 Modified: 2010-12-07' on the left and '1 of 4 (# 1)' on the right.

Randomizer Edit Screen

## Blogs

Blogs work much like articles with options to enter date, times, titles and text; however, blogs also come with additional features such as categories, tags, archives, author information, RSS and better ways to split up your content.

When you load the new entry page you'll see some immediate differences between a Blog entry and an article entry. First you have a few more text fields. The first new field you'll encounter is the Permalink field. The Permalink field allows you to specify a url for your blog entry. This is set by default but you can unlock and change the url by clicking on the unlock button on the right.

### Brief Summary:

You also have a brief summary field where you can put a brief description of your post which will show up below the title in any listings or searches of the blog.

### Listing Text:

This text appears on the list of blog entries. It generally uses an RTE and can contain HTML formatting. Some sites use this field for the full text of the article whereas others prefer to keep this brief and put the text of the article in the "More Text" field.

### More Text:

If additional text is desired, use this field to add additional text after clicking into the blog entry. The presence of this text will trigger the "more" button to appear if it has been added to the layout.

You will have the option to add tags as well. Tags help the visitor navigate your blog relative to what he/she is looking for. It also helps visitors find related posts and helps you organize your entries.

To add and sort your entries into categories, click the "add new entry" button to add a new item. Once you're in the 'item edit' screen you'll see a category field with a button.



Click to enter the edit category section where you can add new categories, descriptions and change the order.

Once you have 'categories' you can use the category drop down field to assign your blog entries to a category.

Save Publish Draft New List History Copy Delete

**Title** ⓘ  
A place for sinks

**Permalink**  
a\_place\_for\_sinks ⓘ

**Brief Summary** ⓘ  
Mauris vitae sem vitae velit iaculis consectetur ac vel magna. Sed cursus sagittis turpis nec vehicula. Nullam a augue felis. Cras nec quam ac velit adipiscing suscipit vel ut libero.

**Listing Text** ⓘ  
<p> **B** / U abc X<sup>°</sup> [List Icons] [Media Icons]  
Styles [Dropdown] [Icons]

Mauris vitae sem vitae velit iaculis consectetur ac vel magna. Sed cursus sagittis turpis nec vehicula. Nullam a augue felis. Cras nec quam ac velit adipiscing suscipit vel ut libero. Mauris vitae sem vitae velit iaculis consectetur ac vel magna. Sed cursus sagittis turpis nec vehicula. Nullam a augue felis. Cras nec quam ac velit adipiscing suscipit vel ut libero. Mauris vitae sem vitae velit iaculis consectetur ac vel magna. Sed cursus sagittis turpis nec vehicula. Nullam a augue felis. Cras nec quam ac velit adipiscing suscipit vel ut libero.

**Image**  
[Browse...]

**Posted By**  
Super User

**Posted On**  
July 23, 2010 12:11 [Change]

**Categories**  
None Selected [Add] [Edit]

**Tags**  
[Add Tags] [Add Tags]  
SEPARATE TAGS BY COMMA  
[Edit Tags]

**Discussion**  
 Allow comments on this post  
 Notify author of new comments  
Posts

Blog Edit Screen