



Toolbox User Guide

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The Basics of the Toolbox

Click the Toolbox link from the administration menu to the left. You will notice a hierarchical list of all the pages on your Web site.

The initial view you will see is the current list of **published pages**. Each page has the following attributes:

Top Section

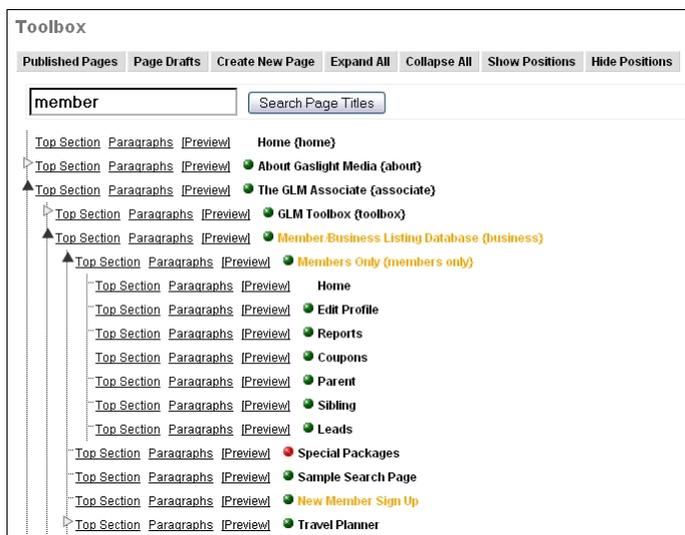
This link will display the editable area of that particular page including description, short url field, meta data, layout and page information.

Sections

This link allows you to add more content to a single page. It is here where you will add more text, images and files to a particular page. You are not limited to the the number of sections on any given page.

Preview

This link will allow you to preview any page you are working on within the site.



The screenshot shows the 'Toolbox' administration interface. At the top, there are tabs for 'Published Pages', 'Page Drafts', 'Create New Page', 'Expand All', 'Collapse All', 'Show Positions', and 'Hide Positions'. Below the tabs is a search bar with the text 'member' and a 'Search Page Titles' button. The main content area displays a hierarchical list of pages. Each page entry includes a 'Top Section' link, a 'Paragraphs' link, and a 'Preview' link. The pages listed are: Home (home), About Gaslight Media (about), The GLM Associate (associate), GLM Toolbox (toolbox), Member Business Listing Database (business), Members Only (members only), Home, Edit Profile, Reports, Coupons, Parent, Sibling, Leads, Special Packages, Sample Search Page, New Member Sign Up, and Travel Planner. The 'Members Only' page is highlighted in yellow, indicating it matches the search criteria.

You may see that some of your pages have an arrow to the left of the navigation name. This means that this page has sub-pages underneath it. To reveal the sub-pages click the arrow and sub-pages for this section will be revealed. If you click the arrow again, it will hide the sub pages.

Turn Pages On/Off

By default, every new page that you add to the Toolbox is automatically turned off. This allows you to keep working on the page or have someone look over the page before it goes live on the Internet. To turn a page on or off, from the Toolbox homepage, simply click the red or green circle next to the preview link: If the circle is red, this means the page is currently turned off and not visible to the public - click the red circle to turn the page on. If the circle is green, this means the page is currently turned on and visible to the public - click the green circle to turn the page off.

Change Positions

To reorder the navigation in your Web site click the [Show Positions] tab in the Toolbox navigation. This will produce a numbered list for each main, sub and sub-sub category of your Web site. At this point you can easily re-order a section of the site by selecting a number from the list for the intended position for that section.

Gaslight Tip: Your homepage should be the first page in your list. The more popular pages should be towards the top, the least popular to the bottom.

Page Drafts

This will be a list of all pages that have been saved as drafts and are not visible to the public. We will review this in the "Create a Page" section of the manual.

Expand All

If you want to see all of your pages (including all sub pages) click the Expand All button at the top. Now you will see all of your pages in a hierarchical list (or tree) of your Web site. This might be handy if you have a relatively small Web site and don't mind seeing all of your pages at once.

Collapse All

If you want to go back to the way that you only saw the main navigation pages (no sub-pages), click the Collapse All button at the top of the page. Now you will only see a list of the main navigation pages.

Searching the Toolbox

Sometimes it is difficult to find a particular page in your Toolbox administration. Type in a word you think is in the page name you are looking for. The resulting page names that contain your search word will be highlighted in yellow.

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Create a New Page

A page is a page on your Web site. Whatever you name this page, becomes the navigation link on your Web site.

Step 1: Create a New Page

From the Toolbox homepage, click the Create a New Page button at the top. Next, you will see the blank text areas for the “Page Content”. These areas include:

Page Name

Type the name for the new Web page. This is what visitors will click on in your Web site’s navigation menu to get to this new page.

Page Title

Type the heading for the new Web page, it could be the same as the page name or it also could be a little more descriptive. For example, if the page name is “Our Location” your page header can be a little more descriptive, such as “We are centrally located in downtown.”

Parent Page

If you want this new page you are adding to be found under an existing page on your Web site (Example: The “Corporate Office” page could be under the “Our Locations” page) then select the existing page you want your new page to be under. If you are adding a top level page, select “—No Parent—”. You may not see all of the pages in your Web site listed in this drop down menu, because the pages in this list are only the pages you can add sub-pages under. This is generally limited to 3 “levels” of navigation.

Description

Type the text for the first paragraph of this new Web page. You will notice above the description box is a Microsoft Word-like toolbar, which allows you to easily make formatting changes to your text.

New Image

You have the option to include one image related to this page. Click the Browse button, it will open a file window that allows you to browse your computer and choose an image file to add. Choose the image and click Open.

Current Image

By default there will be no current image as this is a new page. In the future when you wish to edit or delete the image, this is the area you will do so.

Image Caption

If you are going to include an image in this new page, you have the ability to add a caption describing the image.

Step 2: Page Attributes

In this section of the Toolbox, you can define the short url, assign a keyword or create a list of links to the paragraphs.

Short url

This feature is intended only for advertising, such as www.gaslightmedia.com/toolbox/

Keyword:

Keywords give you the ability to link internally throughout your Web site. When inserting a keyword into a particular section of the page, be sure that the spelling is correct and that you use the **{curly brackets}** around the keyword itself. This will create a link on your Web site to the section with the matching keyword.

Step 3: Page Layout

Templates

Templates allow each page to have a unique look. Instead of all of the pictures on the right-hand side of the page or all of the images on the left hand side of the page, you can specify where the text and pictures go for each page.



Step 4: Publish Page/Save as Draft

Once you have added all of the information you would like on your new Web page, you have 3 options:

Publish Page

This will post the new page to your Web site. Once the page has successfully been added, you will be taken to the Toolbox home page with the list of all the pages. At this point you can move the position of the page, and change the red dot to green to make the page visible to the public.

Save as Draft

Not quite done with your edits, save any page as a draft and edit it later.

Cancel

Cancels out any additions to the page.

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Adding Content to a Page

A paragraph is additional content on a page. You can add multiple sections to each page, allowing for unlimited images, text descriptions and file uploads.

Step 1: Choose a Page

From the Toolbox homepage, click [Paragraphs] next to the page that you would like to add a paragraph to.

Step 2: Create a Paragraph

Next, you will see a page that might have existing sections on it, and it might not. Click Create Page Section button at the top.

Step 3: Add Information

Next, you will see empty boxes where you have the ability to enter text and images. Every box on this page is optional for you to fill out.

Page

In most cases you will never have to change this, but since all paragraphs belong to a page, if you ever want to change the page this section belongs to, simply pull down the menu and select the new page.

Title

Type the title for the new section.

Description

Simply start typing, or copy and paste text from another document, then format as needed. You will notice above the description box is text editor, which allows you to easily make formatting changes to your text.

Gaslight Tip: Hitting the “Enter” key will automatically insert a double space. To insert a single space, hold down the “Shift” key, then hit the “Enter” key.

New Image

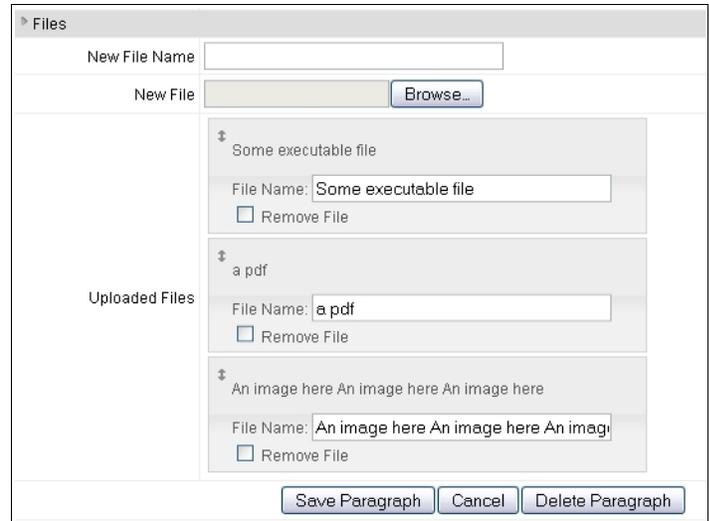
You have the option to include one image related to this page. Click the Browse button, it will open a file window that allows you to browse your computer and choose an image file to add. Choose the image then click Open.

Image Caption

If you are going to include an image with this new page, you have the ability to add a caption.

Step 4: Add Files

Next to the first file upload field click “Browse” and find the file on your computer and click Open. Once the file has been successfully uploaded to the section, you may overwrite the file name for display on the Web site. This is optional, if you do not put a link name in here, the Toolbox will use the actual file name as the link.



The screenshot shows a file management interface. At the top, there's a 'New File Name' input field. Below it is a 'New File' section with a 'Browse...' button. The 'Uploaded Files' section contains three entries, each with a file name field and a 'Remove File' checkbox. The first entry is 'Some executable file', the second is 'a pdf', and the third is 'An image here An image here An image here'. At the bottom of the interface are three buttons: 'Save Paragraph', 'Cancel', and 'Delete Paragraph'.

Delete a File

To delete a file, check the box to the left of “Remove File” - then hit the “Save Paragraph” button. This will delete only the file you had selected.

Re-Order Files

Click on the gray box and drag it up or down to the desired location.

Step 5: Save/Cancel/Delete

Verify that all of the information about the section you are about to add is correct and hit the save button.

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Using the Tool Set

Your Web site has been programmed and designed to display all text in a specific style, with no additional formatting required. You may however, customize the look of each page using the text editing tool set. There are several items that will allow you to modify the page content, here we will explain a few of these items that are most frequently used.



Change Text Font

Highlight the text you would like to change. Using the pull down menu, choose the font that you would like the text to be. You will notice that you are only given seven fonts that are commonly read on the Web. This means everyone on the Internet regardless of operating systems or browsers can see these seven fonts without any problem.



Change Text Size

Highlight the text you would like to change the size. Using the pull down menu, choose the size that you want the text to be.

Justify the page text

There are 3 options to justify the text on the page:

Align Left - Text or images placed on this line are aligned to the left. Align left is the default format.

Center - Text or images placed on this line are centered.

Align Right - Text or images placed on this line are aligned to the right.

Align Full - Text placed on this line is evenly spread out across the page.

Numbered List

This will create an ordered list of items. To use this, place the blinking cursor next to the text that will become the first item of the ordered list, and then click this button.

Bullet List

This will create a bullet list of items. To use this, place the blinking cursor next to the text that will become the first item of the bullet list, and then click this button.

Decrease/Increase Indent

These options allow you to decrease or increase the indent of the text. To use this, place the blinking cursor next to the text that you would like to decrease the indent of, and then click this button.

Text Color

To change the text color, highlight the text that you would like to change the font color of, and then click this button. A color palette will pop up on your screen, choose the color that you would like the text to be. There is also the option to select from additional colors by clicking the "More Colors" link on the color palette.



Insert Web Link

This will insert Web links. To do this, highlight the text that you would like to create and then click this button. Next you will be asked for the location that the link should "link" to. Type the web address into the box and click OK.

Insert Table

This button is an optional feature of the Toolbox, which will allow you to add tables anywhere in the description box.

Insert/Modify Image

This button is an optional feature of the Toolbox, which will allow you to put images anywhere in the text of the description box.

Source

This will allow you to see the HTML source coding of the content on the page. Use this feature to embed media items such as video, image slide shows or social media feeds.

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Using the Image Manager

Gaslight Tip - The Image Manager feature uses pop-up technology allowing you to use the Image Manager while the Toolbox is conveniently located in the background. If your Web browser doesn't allow pop-ups, you must either disable the pop-up blocker in your Web browser every time you use the Toolbox or in the pop-up blocker's preferences add your Web site as a site that it should allow pop-ups.

Open Image Manager

The Image Manager is located any place that the text formatting tool set appears in the Toolbox.

Step 1: Find a Page

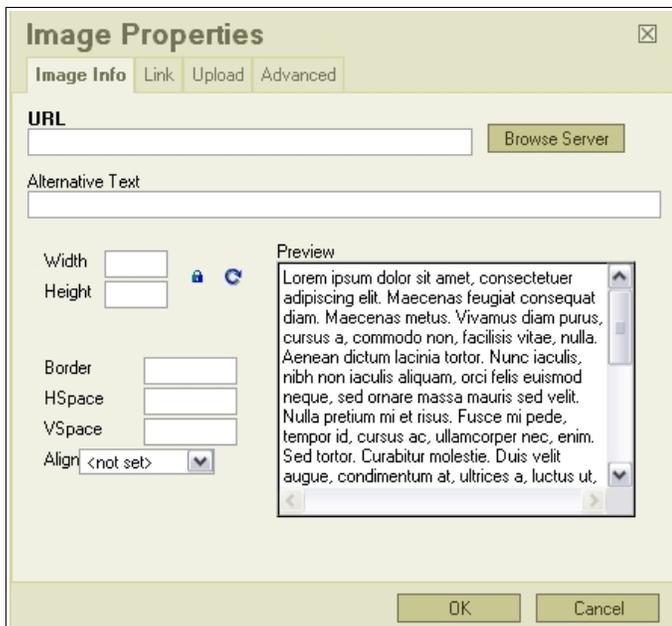
Locate the page that you would like to add an image using the Image Manager, by either clicking Edit next to any page: Or Edit next to any paragraph:

Step 2: Open Image Manager

To open the image Manager, simply click the following icon in the tool set: This will pop open a new window with the Image Manager in it.

Image Manager Interface

Once you have clicked the Image Manager icon from the page/paragraphs HTML formatting tool set, a pop-up window will take you to the Image Manager homepage. (See image below.)



Upload a New Image

Step 1: Browse Server

From the Image Manager homepage, you can add images to the library by clicking the Browse Server button next to the URL field.

Step 2: Upload New Image

From this screen, click on the Upload New Image link to the left. Click the "Browse" button, locate the image on your computer and click Open, then click the Upload Selected Image button. This will make a copy of the image in your Image Manager folder.

Upload Image to Folder

Step 1: Create a New Folder

Click on the link Create New Folder. Give this folder a name, and hit the "Create" button. At this point your new folder will appear in the left of the screen, Click on the new folder name.

Step 2: Upload Image the new folder

Follow the steps in the Upload a New Image section.



Gaslight Tip – Depending on the number of images you intend uploading using this method, you may want to create several folders in order to keep your images organized.

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Insert Image into a Page

Step 1: Find the Page or Section

Locate the page or section that you would like to add an image using the Image Manager.

Step 2: Open Image Manager

Put your cursor in the text where you would like the image to go. Next, open the Image Manager, by clicking the icon in the text formatting tool set.

Step 3: Find the Image

From the Image Manager homepage, choose the image that you would like to place in the page. The image might be in a folder, which you will need to click the folder name to access. Click on the green circle to insert the image. You will then be directed back to the "Image Properties" window with the following options:

Alternative Text

Alternative text that may be displayed instead of the image in some situations.

Width and Height

The numbers in these fields indicate the current proportions. NOTE: if you want to make the image smaller, use the Edit Image function.

Border

The thickness of the border around the image. Leave blank or zero for no border.

V Space and H Space

The padding around the image.

Align

Where to align text to in relation to the image- Not Set, Left or Right.

Step 4: Insert the Image

Hit the OK button at the bottom of the Image Properties window.

Delete an Image

Step 1: Find the Image

From the Image Manager homepage, click the Browse Server button and find the image that you would like to delete. Here you will notice additional options to: Insert Image, View Image, Edit Image and Delete Image.



Step 2: Delete the Image

Click on the Delete Image icon, then click OK at the prompt.



Crop an Image

Step 1: Find the Image

From the Image Manager homepage, click the Browse Server button and find the image that you would like to delete. Click on the Edit Image icon below the image you would like to crop.

Step 2: Crop

Using your mouse, click and drag your mouse to the new shape you would like the image to be. Repeat until you are satisfied with the shape. You may Undo any of these edits.

Keep Crop Proportions

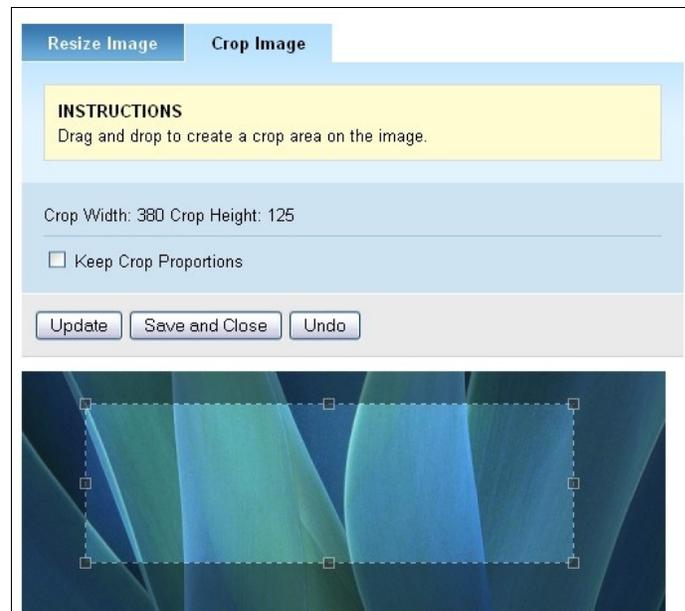
Checking this box will proportionately crop the image to width and height.

Step 3: Update

This will update the image preview with the new cropped image.

Step 4: Save and Close

If you are happy with the cropped image click the Save and Close button.



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Re-size an Image

Step 1: Find the Image

From the Image Manager homepage, click the Browse Server button and find the image that you would like to delete. Click on the Edit Image icon below the image you would like to crop.

Step 2: re-size Image

Enter in a new Width or Height for the image.

Keep Proportions

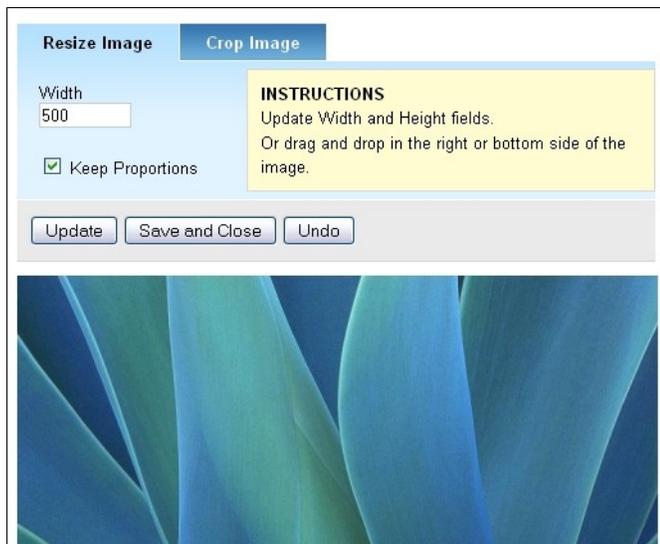
Checking this box will proportionately re-size the image to width or height.

Step 4: Update

Once you have the new size and proportions where you want them, click the Update button. This will apply the changes to the image.

Step 5: Save and Close

If you are happy with the re-sized image click the Save and Close button.



The screenshot shows the 'Resize Image' dialog box with two tabs: 'Resize Image' (active) and 'Crop Image'. In the 'Resize Image' tab, there is a 'Width' input field containing the number '500'. Below it is a checked checkbox labeled 'Keep Proportions'. To the right, a yellow box contains the following text: 'INSTRUCTIONS: Update Width and Height fields. Or drag and drop in the right or bottom side of the image.' At the bottom of the dialog, there are three buttons: 'Update', 'Save and Close', and 'Undo'. Below the dialog box is a preview of a blue and green abstract image.

Make an Image a Link

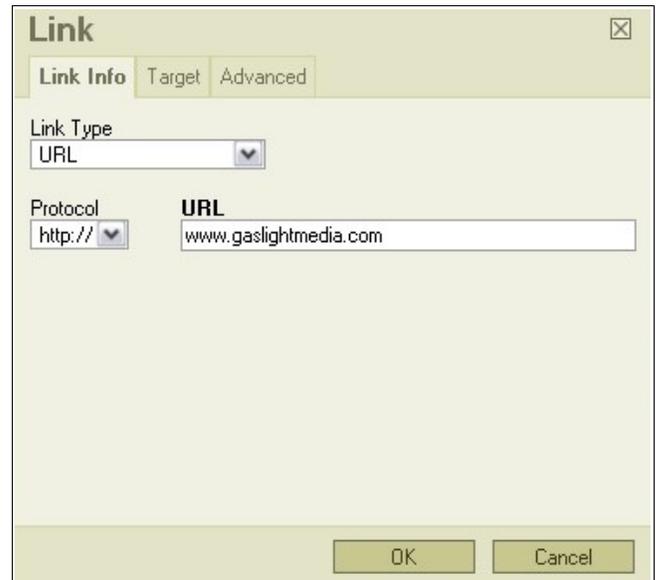
After you have successfully inserted an image into the content of your page, you can add a link to this image.

Step 1: Select the Image

Click on the image.

Step 2: Add a Link

In the tool set, click on the link icon. This will open the Link dialogue window. If it is a Web site link, set the link Type as a URL, and type in the Web address.



The screenshot shows the 'Link' dialog box with three tabs: 'Link Info' (active), 'Target', and 'Advanced'. In the 'Link Info' tab, there is a 'Link Type' dropdown menu set to 'URL'. Below it, there are two input fields: 'Protocol' set to 'http://' and 'URL' set to 'www.gaslightmedia.com'. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

Target

If this is a link to another Web site, select the "target" tag. Select New Window from the pick list in this section.

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Using Tables

To use the table function in the Toolbox, it is highly recommended that you are familiar with creating tables in HTML or any publishing software first. The Table Function feature uses pop-up technology allowing you to use the Table Function while the Toolbox is conveniently located in the background.

If your Web browser doesn't allow pop-ups, you must either disable the pop-up blocker in your Web browser every time you use the Toolbox or in the pop-up blocker's preferences. How to accomplish either option will depend on your pop-up software or browser.

Create a Table

Step 1: Select the page or section to add your table

If you want to add a table to a page, from the Toolbox homepage, click Top Section. If you want to add a table to a section within a page, click Sections, and select the appropriate section or Add New Section.

Step 2: Insert Table

Place your blinking cursor in the description box where you would like the table to be added. Next, click the Insert Table button from the HTML formatting tool set.

Gaslight Tip – you can right click on a table that has been inserted into a page and get additional table properties. See image below.

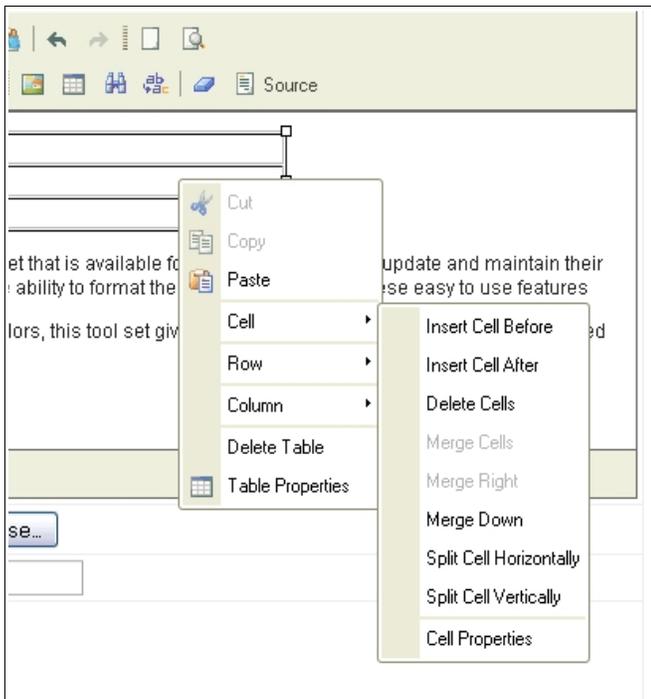
Step 3: Table Properties

Next you will notice a pop-up window asking for the properties of the table (rows, columns, width, etc.). Customize your table properties how you would like the new table to look like and click the OK button at the bottom of the pop-up window.

The screenshot shows a 'Table Properties' dialog box with two tabs: 'Table Properties' and 'Advanced'. The 'Table Properties' tab is active. It contains the following fields and options:

- Rows:** 3
- Columns:** 2
- Width:** 500 pixels
- Height:** pixels
- Headers:** None
- Border size:** 1
- Alignment:** <not set>
- Cell spacing:** 1
- Cell padding:** 1

At the bottom of the dialog, there are two text input fields labeled 'Caption' and 'Summary', and two buttons labeled 'OK' and 'Cancel'.



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Toolbox Tips

Miscellaneous tips for making your edits easier.

Order of Pages: Your homepage should be the first page in your list. The more popular pages should be towards the top, the least popular to the bottom.

Single Space: While adding content in the Toolbox, hitting the “Enter” key will automatically insert a double space. To insert a single space, hold down the “Shift” key, then hit the “Enter” key.

Pop Ups: The Image Manager and Table feature uses pop-up technology allowing you to use the Image Manager while the Toolbox is conveniently located in the background. If your Web browser doesn't allow pop-ups, you must either disable the pop-up blocker in your Web browser every time you use the Toolbox or in the pop-up blocker's preferences add your Web site as a site that it should allow pop-ups.

Managing Image Folders: Depending on the number of images you intend uploading using the image manager method, you may want to create several folders first, in order to keep your images organized.

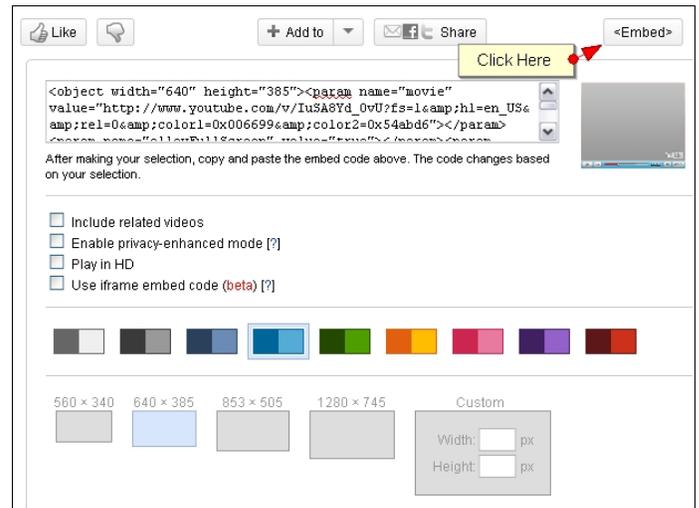
Tables: After inserting a table into the description area, right click on a table that has been inserted into a page and get additional table properties.

Rules of thumb for uploading images:

- The only image types that will work on the Web are .GIF, .JPG or .PNG saved as RGB color values.
- The resolution should be no greater than 72 dpi.
- Don't worry if your image is too large or not the correct size, the Toolbox automatically re-sizes the image for you.
- If you are on a slow Internet connection, it might be a good idea to re-size the image to make it smaller before you upload it to the Toolbox.

Embedding videos and other media on the page

Click on this link in the tool set to reveal the source of the content on your Web page. Then copy the source code from the media you wish to embed. Here is the example using YouTube:



After clicking on the Embed button, set the width, color and other options for your video for the video you wish to embed. Then copy the code provided, and paste it into the source view of the Toolbox.

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