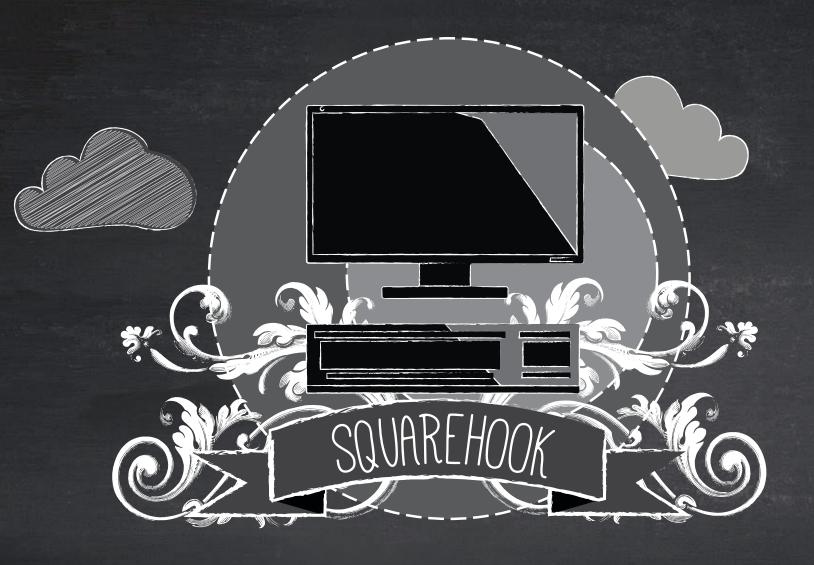
SquareHook HelpGuide

Getting started with the SquareHook CMS v1.1





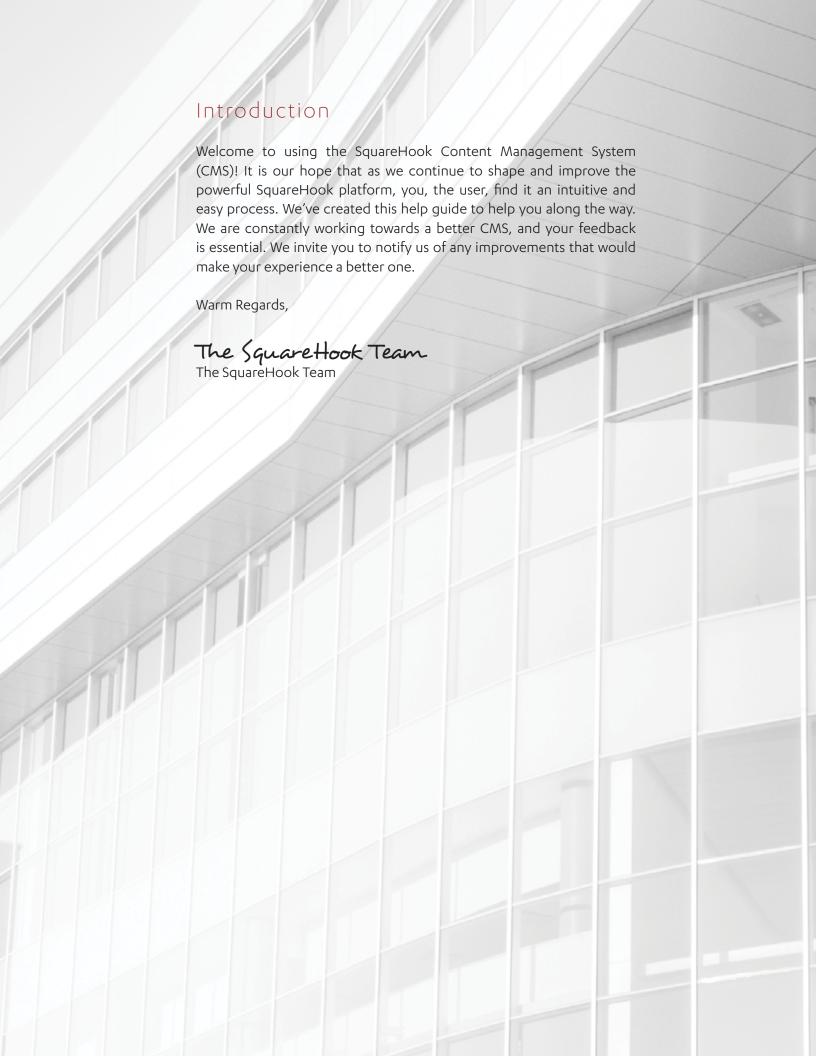


SquareHook Help Guide

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LOGIN

Sign into SquareHook websites, https://**yoursite**.squarehook.com/account/logon.Oralwaysyoumayusehttps://squarehook.com/account/logon.Enter your User ID and Password



EDITOR

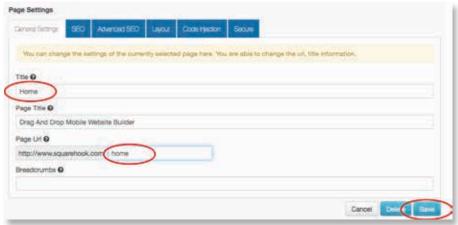
Key Buttons

To **VIEW** the site you have been working on, click the "**Page Preview**" button.

To **DELETE** recent work done, hit the "**Discard**" button. It will take you back to the last time you saved and updated your site.

To **SAVE** the work rendered hit the "**Publish**" button.

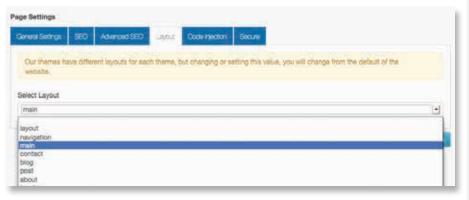
To **ADJUST PAGE SETTINGS** hit the "**Page Settings**" button. This dialogue box will open up.



Here, you can add key words or phrases to the CODE INJECTION to get better SEO results.

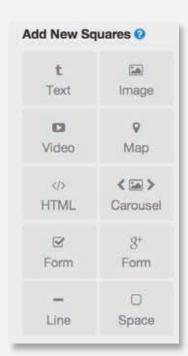


Here, you can choose which LAYOUT you'd like to assign the page by selecting the button. Here you can select the layout by clicking from one of the dropdowns.







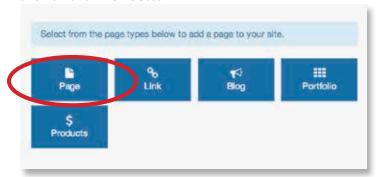


Add a square

Near the top right corner of the Editor, there is section to "Add New Squares" box. A "square" represents a certain element on your website. You can add a text box, images, HTML, links, etc.

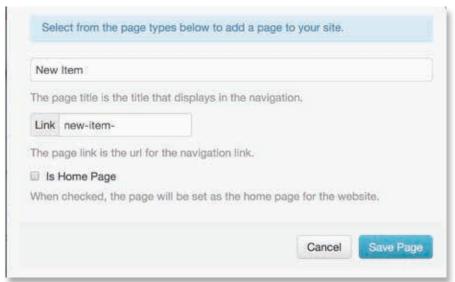
Adding a Page

Click on the "new page" button. A box will pop up. Click on the PAGE button



Fill in the name of the page, a URL will automatically populate. Click on the "save page" button when you're done.

You can now begin adding text, forms, images, etc. to that page.



NOTE: to change the name of an existing page, click on the "page settings" button.



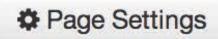
A dialogue box will pop up where you can change the title of the page. Be sure to edit the page URL area, and hit SAVE to be sure your changes are made.











Duplicating a Page

Click on the button located on right of any navigation/linked page. This button will replicate the page you double clicked to copy.

The newly duplicated page will drop to the bottom of the navigation. It will often have the same title with a 1 at the end. (i.e., if you duplicate the About Us page, its duplicate will be About Us 1)

Be sure to double click on the newly duplicated page to adjust the page settings. Go into the "page settings" to adjust the name of the page and the URL if you choose.

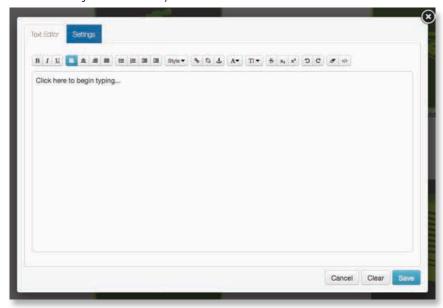
Feel free to make changes to the newly duplicated page.

Adding Text

Drag a "Text box" from the menu on the right onto your active page in the editor.

Once you have dragged the Text Box into the editor, a box will appear. Just click your cursor in the box and you can begin adding text.

While using the text square, a word toolbox will appear if you want to make adjustments to your text content.



To MOVE your text box around to another location on the active page, click on the box and drag the box around to the desired area. Or your can select icons to move the box right or left or for up or down

The blue boxes surround the areas of the text indicate where the text can be placed (above, below, right, left)



If you don't like the text you composed and want to delete it, just press the "discard" button on the right side of the word toolbox.

Be sure to hit the "publish" button when you want to save.



Click here to begin typing...









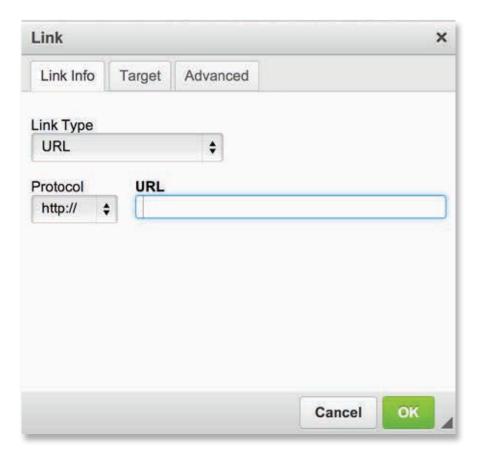




Add a Link

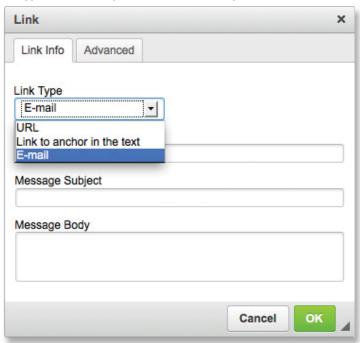
While in a text box, highlight the word/s you would like to link to another page. In the text box you will find a link image . Click on it.

In the URL spot, enter in the website you would like to link to, then hit the "ok" button.

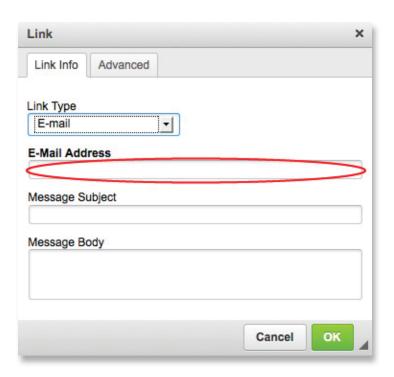


Email linking works similar to linking any URL.

Click on the link icon (looks like a chain) and simply select the Link Type. It will drop down to several options.



Select the E-mail option, and an email area box will populate for you to fill in. Be sure to select OK to save the email link.















Add an Anchor Tag

While in a text box, highlight the word/s you would like to anchor link. In the text box you will find a link image . Click on it.

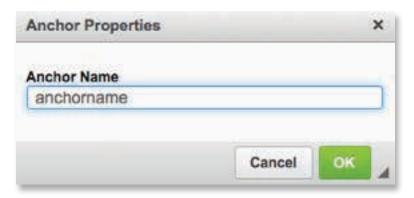
A box will pop up, where you will type in your #anchorname (be sure to add a # tag before your word) Once you do, click "ok".



Now that you have the anchor name in place, you will need to link it.

Select the word you would like to anchor, and select the "flag" button. A box will pop up, where can enter in your anchor name. Once you do, click ok.

You should now have a link that anchors somewhere else in your site.



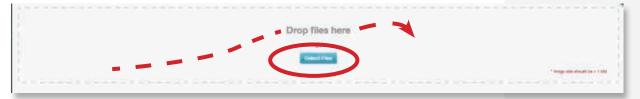
Adding an Image in the Editor

Drag the "image" button into the editor to add a picture.

At this point, you can either drag an image onto the open box, or you can Select Files from your computer to be uploaded.

Once the pictures are uploaded into your image library, you'll





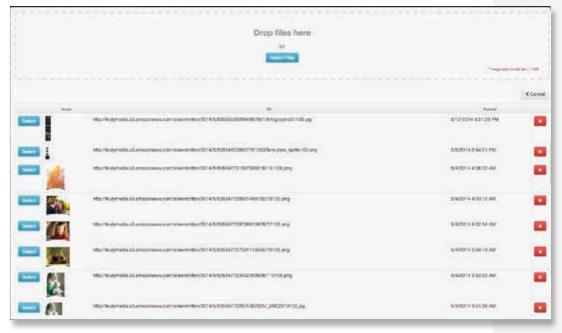
retain them unless you choose to delete them.

If you want to delete one of the pictures in the image library, click on the "delete" button on that picture.



If you want to use one of the images, double click on the image. Or hit the "select" button. It will drop it to the bottom of the Editor page.





If you are adding an image somewhere in one of your LAYOUTS, select the image URL, by highlighting the link next to the image in your image library. That code may be used to source your image from within your layout.





To MOVE an image around the active page within the Editor, click on the box and drag the box around to the desired area.

Or your can select the blue arrows icons to move the box right or left or for up or down



The image below shows how dragging the image in relation to other images will create the blue placement lines





To ADJUST SIZE, press these expand and compress buttons and move your mouse while holding down on the button. It will left align to fit within the space defined.

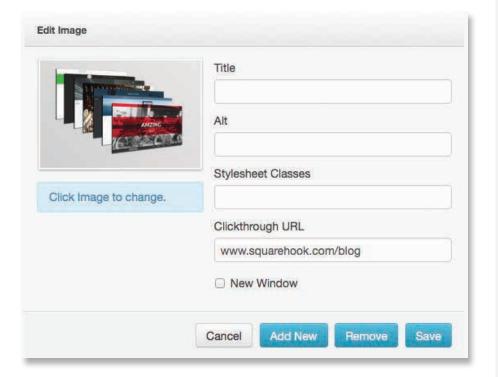
Example of expanding and contracting images

If you don't like the image you uploaded and want to delete it, just



press the "discard" button in the top left corner of the image.

If you'd like to change information on an image, you just double click on the item, and this box will pop up:



If you would like to add a click through URL link a title, you can enter it here. Hit "save"

Be sure to hit the "publish" button when you want to save the entire page.



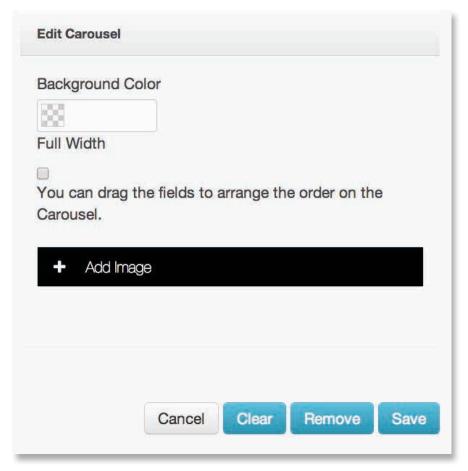




Adding a Carousel

Drag the button into the editor to add a carousel.

This box will pop up, once you click on the CAROUSEL button.



To add an image, click on the "Add Image" button: A blue box will pop up with an image box.













Double click on the blue image box, and your image settings will be available.

To upload the image to the carousel, select the "add image" icon. Fill in the appropriate information, then hit the "save" icon.

To rearrange and adjust order, you can drag and drop the image order, by clicking on a blue image box and moving it around.

Adding a Space

Drag a "space" square into the editor insert a space.



You can add the space anywhere by dragging the item around (clicking on the item and moving your mouse around).

You can click on the black bars by dragging them in and out to create a larger or smaller space.







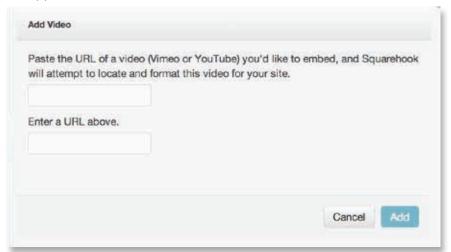


Adding Video

Drag on the button into the editor to add video.

This box will pop up, once you click on the VIDEO button.

Paste the URL into a blank box, and the image of your video will appear.

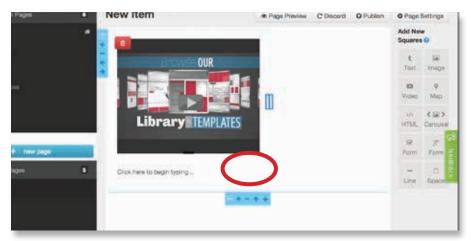


If the video you uploaded is the correct video, click on the "add" button.

To MOVE a video around the Editor, grab the handle associated with the box and drag the video around to the desired area. The



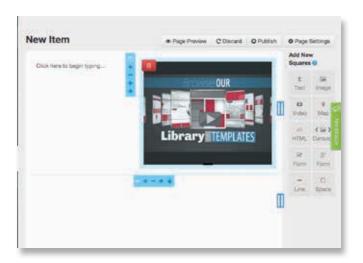
blue lines surround the areas around other text boxes and images indicate where the video can be placed (above, below, right, left)

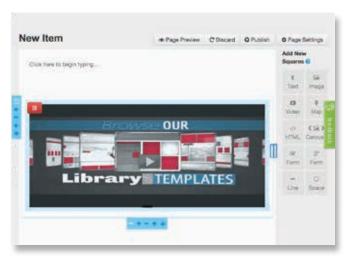


To MOVE a video around can select icons to move the box right or left or for up or down.

The image below shows how dragging the image in relation to other elements.

Be sure to hit the "publish" button regularly, when you want to save.













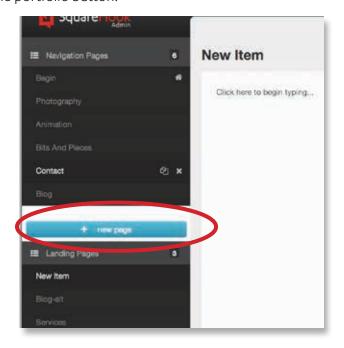






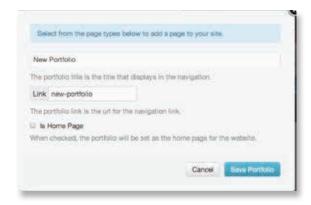
Adding A Portfolio Page

To add a portfolio page click on the new page button on the menu on the left of the User Interface. Select the portfolio button.





Name your portfolio, then hit "Save Portfolio".



Adding Images to your Portfolio

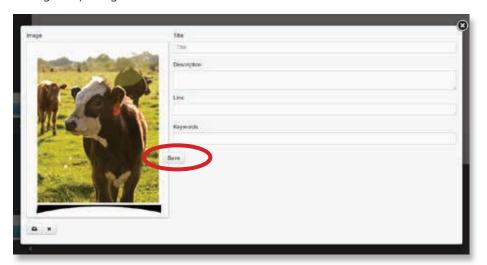
To add images to your portfolio click on "Add portfolio item".

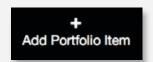


Your image manage will pop up. You can choose either to apply an existing image or you may upload a new image to apply.



A new box will appear with your image. Populate the fields with image title, description, any applicable links and keywords. When you're done. Hit "Save". Repeat the process for additional gallery images.







Editing a Gallery Portfolio

To edit any of the existing images, just double click on the image:

You can change the tile, or edit the descriptions. Here you can put in your keywords to put the image into categories.



To add another portfolio image, select the "add portfolio item" button.

You will then be able to add an image, or access an image from your library.

Once you've put in the image information, be sure to hit the "Save" button.

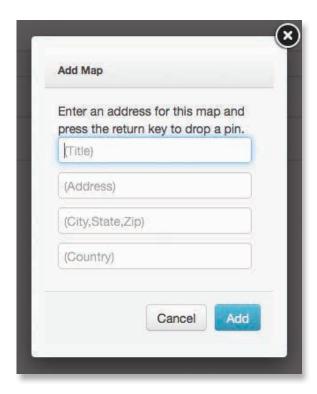
Feel free to rearrange the images by dragging the images into the place you'd prefer.

Save

Adding a Map

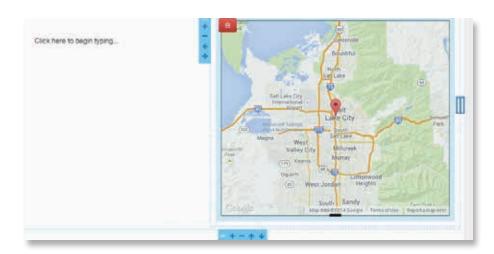
Drag the map square to add a map.

This box will pop up, once you click on the MAP button.



Enter in the address you need to create the map. Once you have entered in all of the information, hit the "add" button.

To MOVE the map around the Editor, click the button associated with the picture and drag the map around to the desired area. The blue lines surround the areas around other text boxes and images indicate where the map can be placed (above, below, right, left)



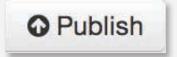












Or you can select the blue arrow icons to move the box right or left or up or down.

Be sure to hit the Publish button to save new additions.

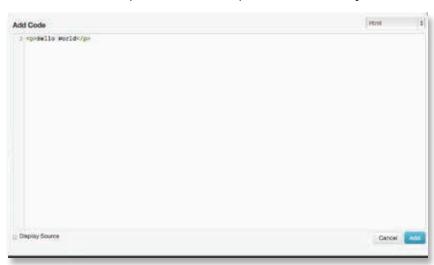
Adding HTML

Drag the button into the editor to add HTML.

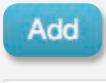
Once you click on the HTML button, an image would pop up (See below).

Enter in the HTML you want to add to the layout. Once you have entered in all of the information, hit the "add" button.

Be sure to hit the "publish" button if you want to save adjustments.







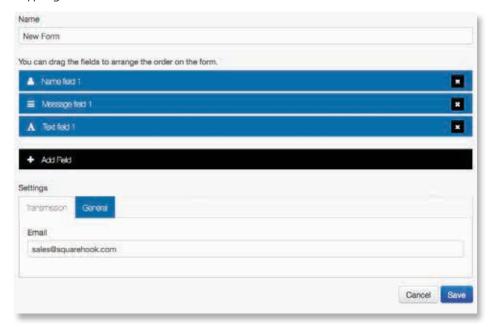




Add a Form

Drag the "add form" button into the editor to insert a form. This box will pop up, once you click on the FORM button.

You can go in and adjust specific fields by clicking on that field and typing in the information.



You can add additional fields by clicking on the '+ Add Field' button

The field options will drop down, here are all of the options for a form box:



You can customize the settings by clicking on the Transmission or the General Tab.

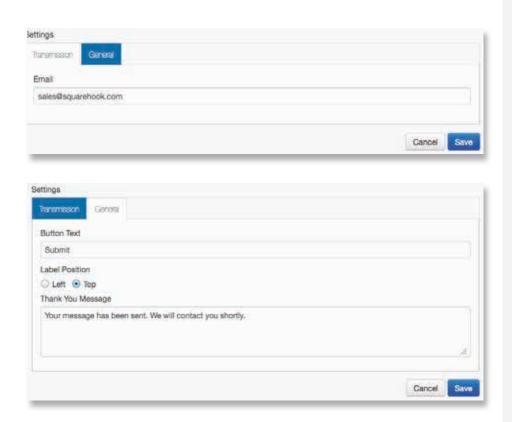
Be sure to select the "save" button.





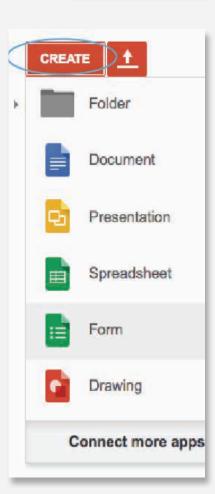
You can move the form around by dragging and dropping it around the page.

If you want to make changes to the form, you can double click on it, and the form will pull up for you to make adjustments.









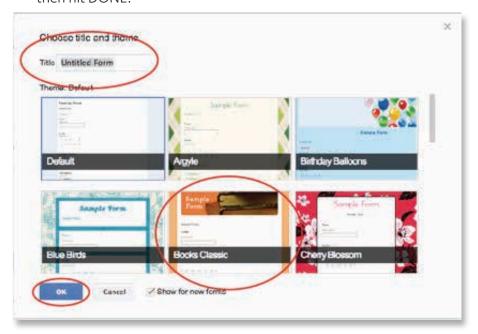
Add a Google Form

From within your Google drive:

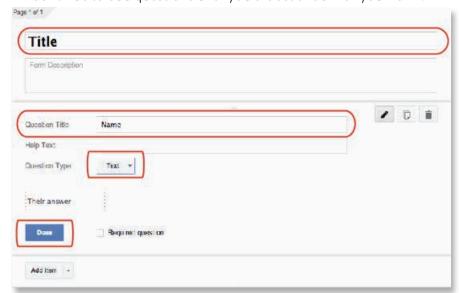
Click on the "create" button, and click on the "form" button to begin a new form.

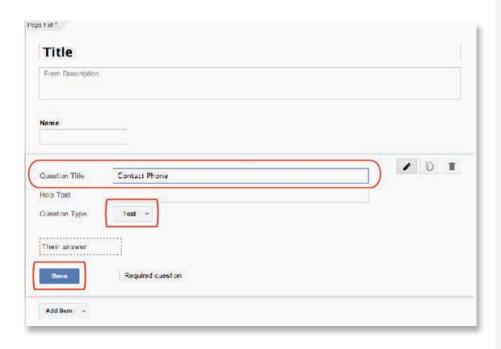
Enter in the TITLE of your form, and choose the layout you'd like, then hit ENTER

Begin filling in the Questions, including what TYPE of question, then hit DONE.

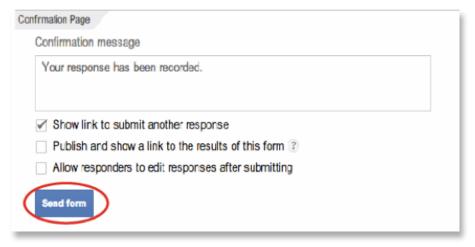


Continue to add questions until you are satisfied with your form.





Once you feel good about your form, hit the "send form" button.





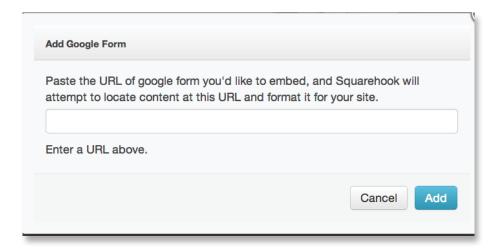






Return to the SquareHook Editor.

Drag the "Google Form" Square into the editor add to a form.

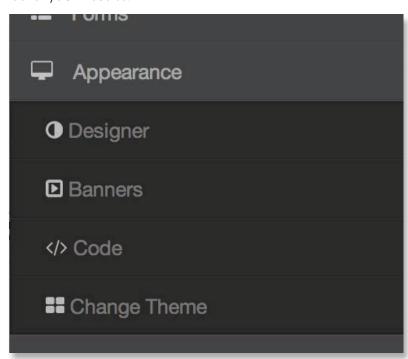


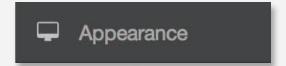
Paste the link into the Google Form Square, then hit the "add" button.

Be sure to hit the "publish" button to save the recently added Google Form.

Editor Sidebar

Click on the "appearance" button located on the left hand menu in the User Interface. There, you will be able to edit the look and feel of your website.



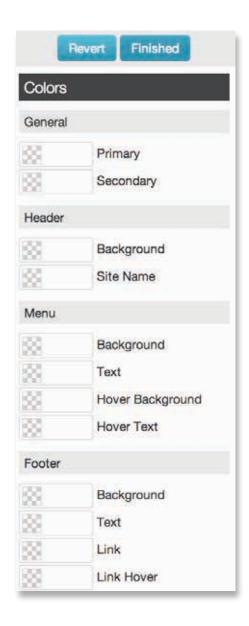




Designer

To edit the coloring, select the button. There you can edit your color settings.

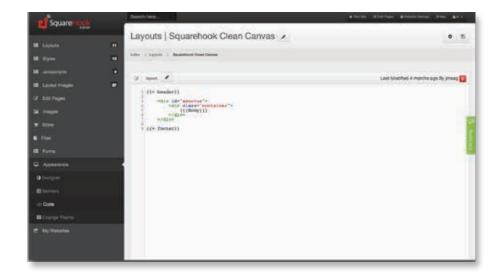
You can input your primary and secondary colors and alter other aspects of your site.



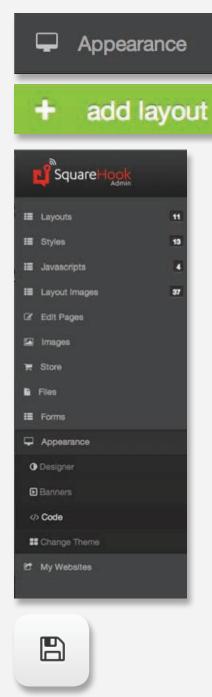
HTML Injection-Including Changing Layout

Go the "code" button under the "appearance" section.

If you wanted to inject your own HTML you can, by clicking the "code" button, then hitting the "add layout" button.



Be sure to hit the "save" button in the top right corner, to save the changes you made.



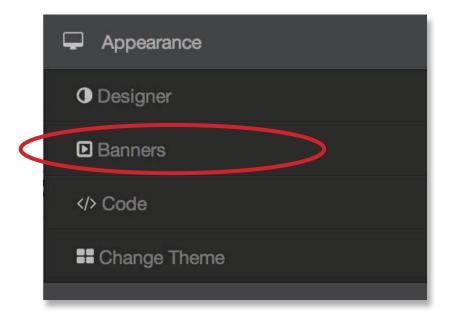


CSS Injection

Click on the "styles" button to view the current CSS for your layout. You can hit the "add style" button if you want to add a new CSS page, or want to edit existing pages. You can edit those existing pages by just clicking on the page you'd like to add/subtract from. Be sure to hit the "save" button in the top right corner, to save the changes you made.

Adding a Banner

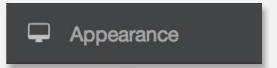
To add a banner, select the Appearance button in the editor. Select the Banners button dropdown.



Select the +Add Banner button to begin adding scrolling banners.

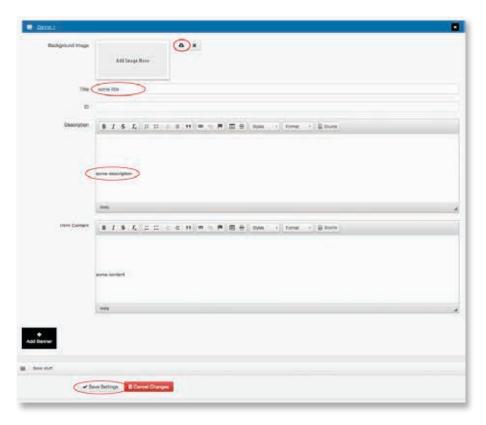


Under your banner, there will be a small cloud icon. Select it to upload an image to your banner.



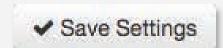


Once you have added an image, be sure to fill in the appropriate information, including a title or description.



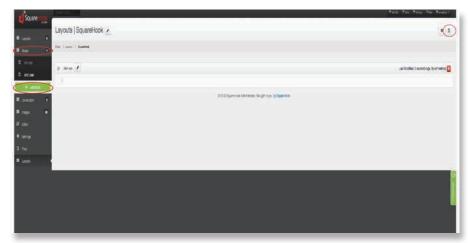
You also have the option to edit the HTML if you so choose.

Be sure to select the Save Settings to save your changes.



Javascripts

Click on the "javascripts" button to view the Javascripts existing in your layout. To add another page, you can hit the "add script" button. You can edit existing scripts, just by clicking on them and adding or subtracting content.



Be sure to hit the "save" button in the top right corner, to save the changes you made.







Blogging

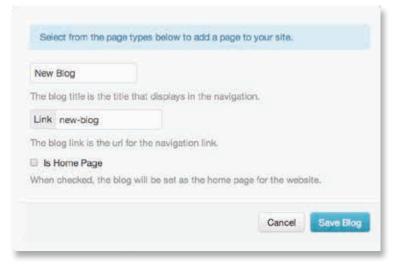
Adding a Blog From an external source

Click on the "new page" button.

Select the "blog" button.

Enter in your blog title information here:

Hit the "Save Blog" button to save your settings.



SquareHook creates three options to integrate a blog into a website. Clients can embed an existing Blogger account, a Tumblr account, or clients can create a blog using our SquareHook blog tool. Clients can quickly and easily add and edit blog posts.



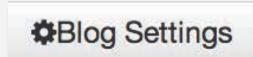
Note: If you are going to create a blog through the SquareHook tool, just select the "SquareHook" button, and hit "Save Blog".









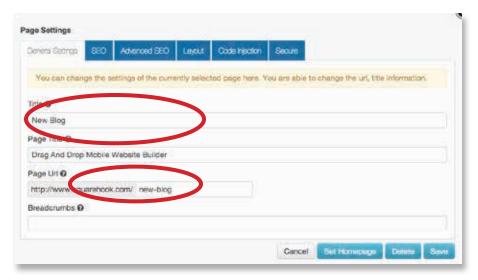




Edit the Settings of a Specific Blog

Click on the "blog settings" button. The image below will pop up: Under the Title, type in the new title you would like.

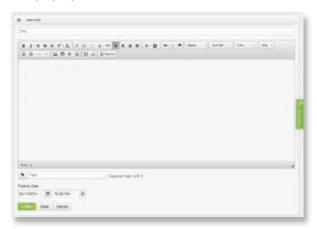
Be sure to also adjust the URL to the new blog title (see image above)



Hit the "save button.

Create a New Blog Post

To create a new blog post, hit the "add post" button. A posting page will pop up:

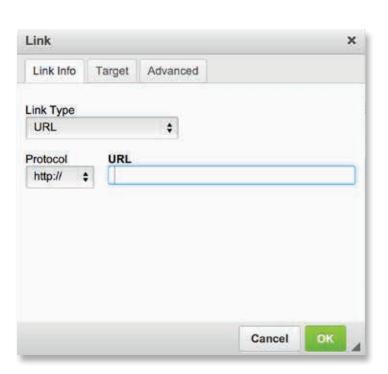


Enter in the Title of your post.



Begin typing your blog post. You can edit your text box similar to most other blog writing features or Word programs.

To reference a link somewhere in your article, highlight the words you want to link off to, and select the "**link**" button. A box will pop up where you can enter in the URL you want to link to. You have the option to have another window open. Once, you have entered in the URL, you can hit the "ok" button.











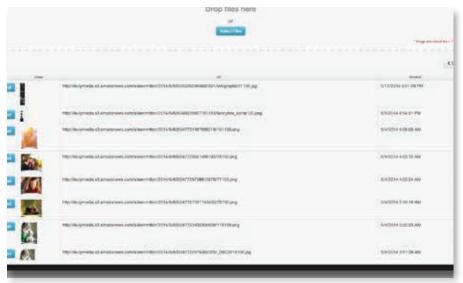
Select Files



1.You can drag an image into the dotted box area 2.You can hit the "select files" button to retrieve an image from somewhere in your computer. 3.You can select an already downloaded image in your library.

Once the image is loaded, you just click on the image to drop it into your text box. You can adjust the image within your text box.

If you are unsure of any of the toolbox buttons in the blog feature, you can just hover your mouse over that button for a reference for what it can do.



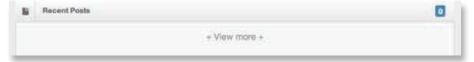
To **add tags** to your post, move down to the "tags" area. Begin to type in the words you would like to be associated to the blog, with # to separate the words. (example: #webdesign #smile)



If you are satisfied with your post, you can select the "save" button to save it and make it live.



To view your older posts, click on the "+View more+" link If you would like to go back to a previous blog post and edit



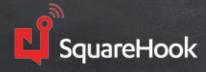
content, you can click on either the Edit button or the Delete button.





Notes	
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Questions?
We are available by email: support@squarehook.com Telephone:801-386-9828 Chat on our website www.squarehook.com



Getting started with the SquareHook CMS

v11

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