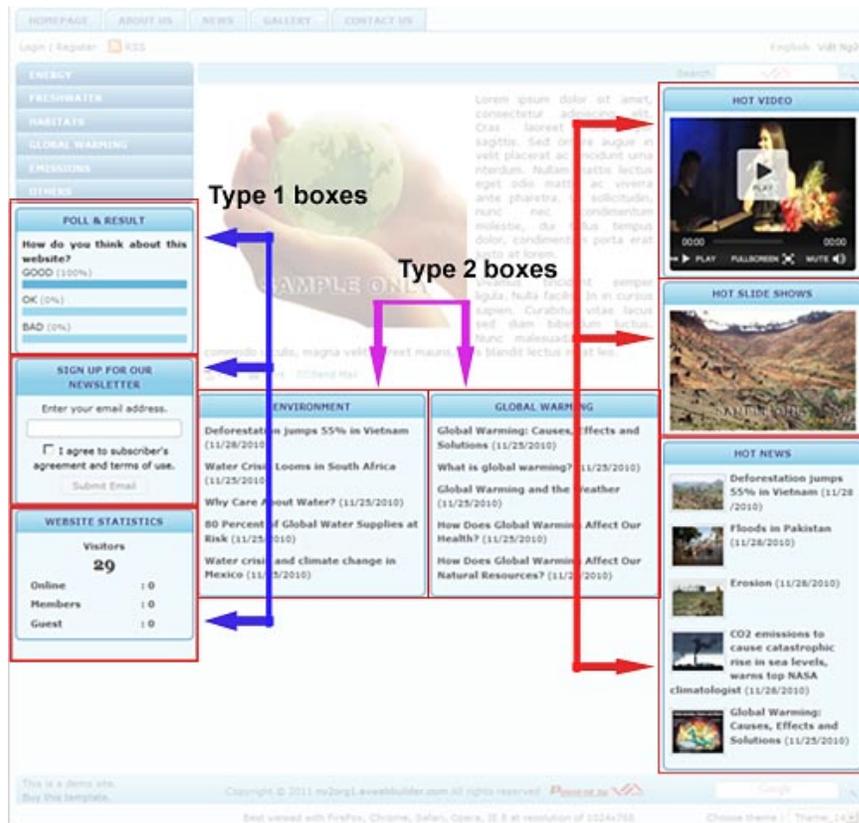


20. To Show, Hide and Edit the Special Boxes

Let's take a look at a web page with plenty of boxes on the left panel, right panel and center panel. These boxes can be turned on or off if you want to.



There are 2 types of boxes.

- The boxes for special functions.
- The boxes for selected contents. Due to the size of these boxes, you normally display only the thumbnail images and the titles.

A. The boxes for special functions

In this example, this type of boxes is shown on the left panel. However, you can place these boxes on the right panel, if you want to. You can also move them up or down within the panel. These boxes are:

1. The “Poll” box. You can create an online survey and get readers’ responses about a subject matter. It could be about an event in the news or a social trend, or even about your website. To do that, you will create a

question and let the reader pick one of the available answers. The results of the survey will be shown immediately if he responds to the poll.

You can turn this box off if your website doesn't need it

2. The “**Sign up for our newsletter**” box. If a reader wants to receive your newsletter, he just needs to enter his email address, check the box on “I agree to subscriber's agreement and terms of use,” then click the “Submit Email” button. Registration is very fast and simple. The program does not verify reader's email address and does not require reader's confirmation. The email sent to a reader does not include an “unsubscribe” option. If a reader no longer wants to receive the newsletter, he has to notify the administrator. The removal of an email address must be done manually.

You can turn turn this box off if your website doesn't need it.

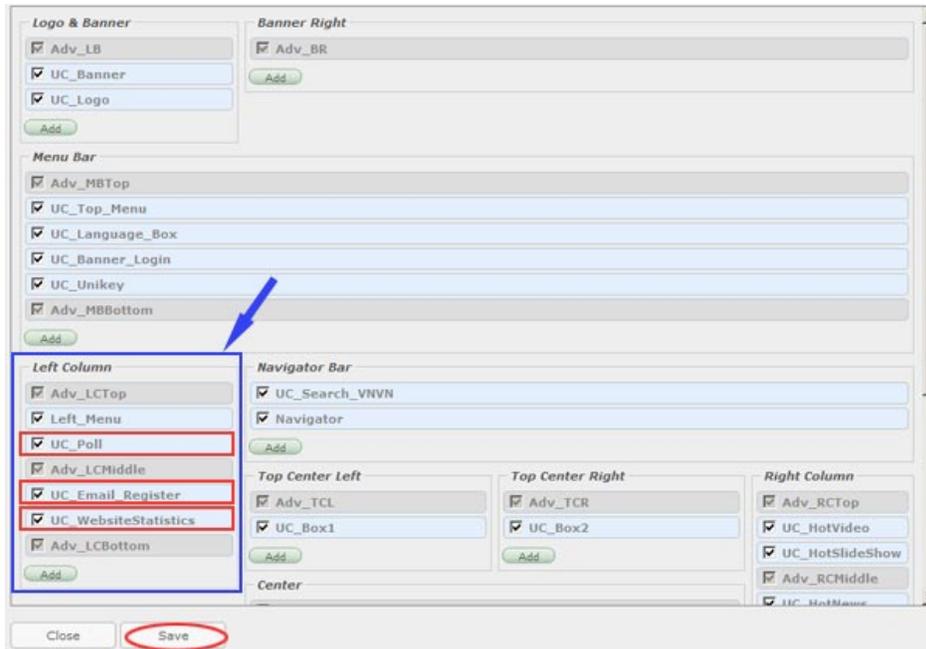
3. The “**Website statistic**” box. This box shows how many visitors have accessed this website until now. It also shows the number of visitors online at this moment and how many of them are members.

You can turn this box off if your website doesn't need it.

How to turn the function boxes on or off

You must, first, decide which categories (or web pages) these boxes will be turned on or off. Your website allows you to display the boxes in any specific categories (i.e.: web pages). In other words, you can choose to display a box in some categories and not to display it in other categories. Therefore, you will need to edit the related category.

1. Login the **Control Panel**. Go to “**Website Manager**” on the Top Menu and select “**Categories**” in the drop down list.
2. Select the appropriate language site.
3. Find the category you want to turn these boxes on or off. Note: You must edit the main category (not the linked category). In this example, you will edit the Homepage category that belongs to the Left Menu.
4. Click the title of the category (“**Homepage**”) to open the record.
5. Go to the “Page Interface” section.
6. Click the “**Edit page layout**” button. The Page Layout screen will appear.



Go to the “Left Column” section where you will find these functions.

- **UC_Poll** is the function for “Poll”.
- **UC_Email_Register** is the function for “Sign up for our newsletter”.
- **UC_WebsiteStatistic** is the function for “Website statistic”.

Check the box before each function to turn it on. Uncheck it to turn it off.

After making the necessary changes, please click the “Save” button.

When you are back to the category record, click the “Update” button.

Go to your website and check if these changes are made.

B. The boxes for selected content

In this example, most of the content boxes are on the right panel. They can be placed on the left column or center column if you want to. You can move these boxes up or down among themselves. These boxes normally display the following content.

1. HOT VIDEO

The Hot Video box will display one video from your website. The video marked as “Hot News” will be displayed here, as default. You may choose one of the following priorities:

- The video marked as “Hot News” in the video record. If more than one video are marked as “Hot News”, the most recent video will have priority.
- The video whose title is at top in the alphabetical order will have priority.
- The video which is posted most recently.
- The video which is viewed by most visitors.
- The video with the highest rating.

You may select a reverse priority. That means: the oldest video, the video viewed by the least visitors, the video with the lowest rating... will have priority.

You may use any text or the video title as the title of this box.

2. HOT SLIDE SHOW

This box will display a slide show from your website. The slide show marked as “Hot News” will be displayed here, as default. You may choose one of the following priorities:

- The slide show marked as “Hot News” in the slide show record. If more than one slide show is marked as “Hot News”, the most recent slide show will have priority.
- The slide show whose title is at top in the alphabetical order will have priority.
- The slide show which is uploaded most recently.
- The slide show which is viewed by most visitors.
- The slide show with the highest rating.

You may select a reverse priority. That means: the oldest slide show, the slide show viewed by the least visitors, the slide show with the lowest rating... will have priority.

You may use any text or the slide show title as the title of this box.

3. HOT NEWS

This box will display some news/articles whose *content type* is “news”. These news/articles may belong to any category as long as its *content type* is “News”. You may also decide to show only news/articles from a specific category.

This type of box is normally placed on the right column but you can placed it at any other position. The example picture at the beginning of

this article shows a web page that contains 2 boxes of this type. The title of these boxes are “ENVIRONMENT” and “GLOBAL WARMING”.

You may choose one of the following priorities:

- The article marked as “Hot News” in the article record. If several articles are marked as “Hot News”, the most recent article will have priority.
- The article whose title is at top in the alphabetical order will have priority.
- The article which is posted most recently.
- The article which is viewed by most visitors.
- The article with the highest rating.

You may select a reverse priority. That means: the oldest article, the article viewed by the least visitors, the article with the lowest rating... will have priority.

You can also select some display options for this box.

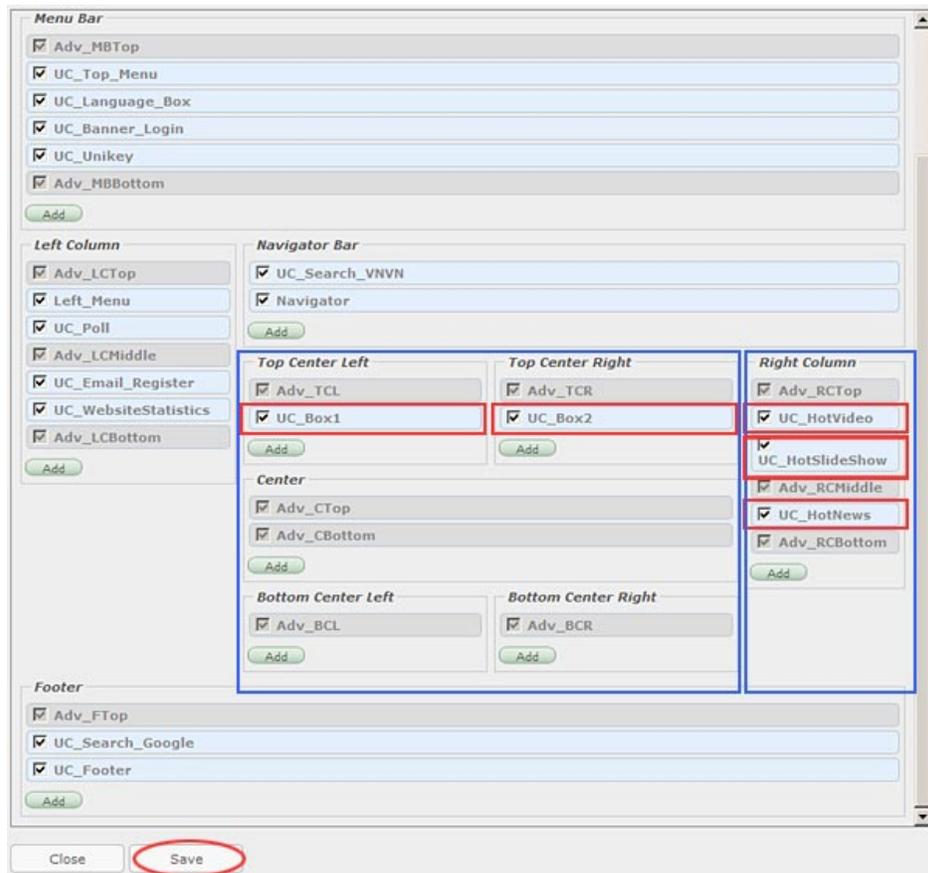
- You can select one of the two display modes: “Normal” or “Scroll”. If “Scroll” mode is selected, two titles will be displayed at a time. After a few seconds, the text will be scrolling to make room for the third title while the first title will be pushed away.
- You can select the number of articles to be displayed in this box.
- There are many ways to list the articles here, but only the “List” style is most appropriate for this box due to the size of the box. Other styles are only suitable for larger boxes.
- You can select a different number of columns but it is recommended to keep the default number ‘1’. The other numbers are only suitable for larger boxes.
- You can decide to display only articles from a specific category. In that case, select “News Box” for the “Select a control” box.

How to turn the content boxes on or off

You must, first, decide which categories (or web pages) these boxes will be turned on or off. Your website allows you to display the boxes in any specific categories (i.e.: web pages). In other words, you can choose to display a box in some categories and not to display it in other categories. Therefore, you will need to edit the related category.

1. Login the **Control Panel**. Go to “**Website Manager**” on the Top Menu and select “**Categories**” in the drop down list.
2. Select the appropriate language site.

3. Find the category you want to turn these boxes on or off. Note: You must edit the main category (not the linked category). In this example, you will edit the Homepage category that belongs to the Left Menu.
4. Click the title of the category (“**Homepage**”) to open the record.
5. Go to the “Page Interface” section.
6. Click the “**Edit page layout**” button. The Page Layout screen will appear.



Go to the “Right Column” section where you will find these elements.

- **UC_HotVideo** is the box for “Hot Video”.
- **UC_HotSlideShow** is the box for “Hot Slide Show”.
- **UC_HotNews** is the box for “Hot News”.

Check the box before each element to turn it on. Uncheck it to turn it off.

After making the necessary changes, please click the “Save” button.

When you are back to the category record, click the “Update” button.

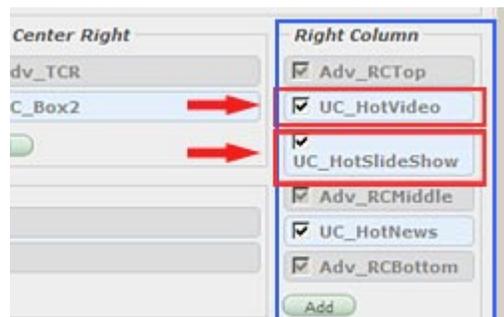
Go to your website and check if these changes are made.

How to edit the “Hot Video” and “Hot Slide Show” boxes

If your website uses the content boxes, you may want to edit them to display the content that you want.

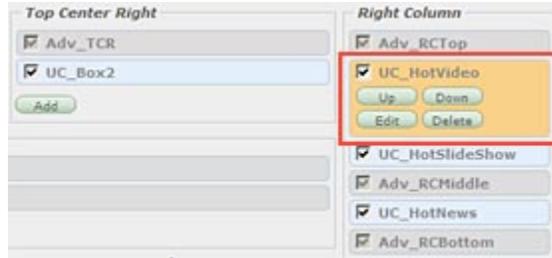
You must, first, know which categories (or web pages) these boxes are displayed in. Those are the categories you need to edit.

1. Login the **Control Panel**. Go to “**Website Manager**” on the Top Menu and select “**Categories**” in the drop down list.
2. Select the appropriate language site.
3. Find the category (i.e.: web pages) where these boxes are displayed. Note: You must edit the main category (not the linked category). In this example, you will edit the Homepage category that belongs to the Left Menu.
4. Click the title of the category (“**Homepage**”) to open the record.
5. Go to the “Page Interface” section.
6. Click the “**Edit page layout**” button. The Page Layout screen will appear.



Go to the “Right Column” section where you will find these elements: “**UC_HotVideo**” and “**UC_HotSlideShow**”.

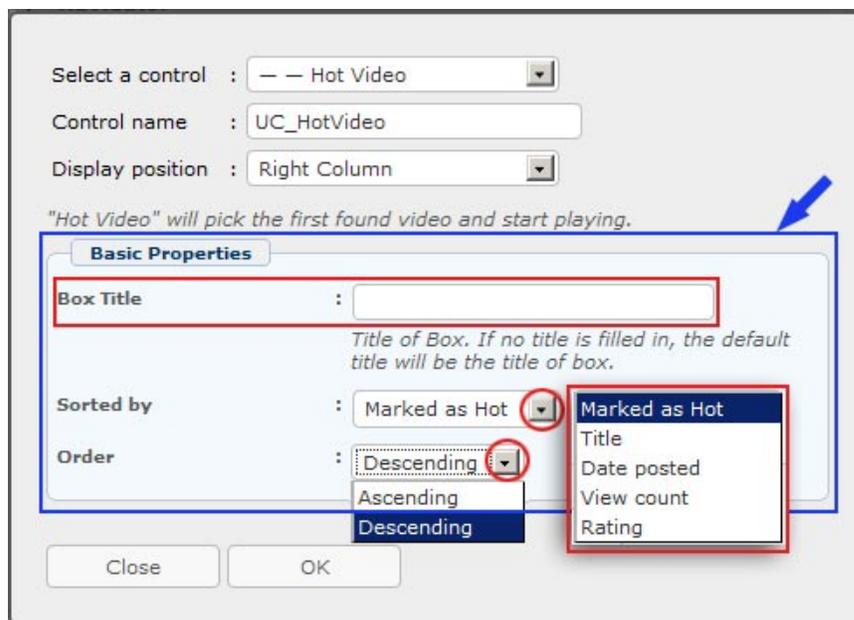
7. Click on one of these elements, for example “UC_HotVideo”. The background of this element will become orange and there are 4 buttons inside.



The purposes of these buttons are as follow:

- “Up” to move this element one line upward.
- “Down” to move this element one line downward. Each click on the “Down” button will move this element one line down.
- “Delete” to delete this element from the pages of this category. It is recommended to uncheck instead of deleting it.
- “Edit” to make changes to the way this box will be showing.

8. Click the “Edit” button. A small screen will appear.



9. Do not make any changes to the top 3 boxes. Please focus on the area marked with the blue rectangle.

10. Fill in the “**Box Title**” with the text you want as the title. If this box is blank, the website will use the title of the video as the title of the box. The same principle will apply for “Hot Slide Show” box.

11. In the “**Sorted by**” box, please choose how the videos are sorted. Based on this sorted list, the program will display the video at the top of the list.

- “Marked as Hot”. The video marked as “Hot News” in the video record will have priority. If more than one video are marked as “Hot News”, the most recent video will have priority.
- “Title”. The video whose title is at top in the alphabetical order will have priority.
- “Date posted”. The video which is posted most recently will have priority.
- “View count”. The video which is viewed by most visitors will have priority.
- “Rating”. The video with the highest rating will have priority.

12. In the “**Order**” box, you will decide in which order the sorted list should follow.

- “Ascending”. The video will be in ascending order (i.e.: starting from a low value to a high value).
- “Descending”. The video will be in the reverse order.

13. Click “**OK**” after making changes. You will be back to the Page Layout screen.

14. Click “**Save**”. You will be back to the category record.

15. Click the “**Update**” button in the category record.

16. Go to your website and check if these changes are made.

How to adjust the display of the “Hot News” box

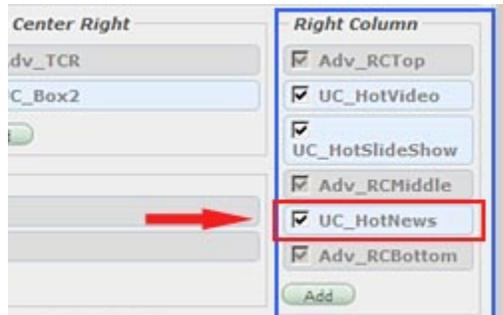
You must, first, know which categories (or web pages) the “Hot News” box is displayed in. Those are the categories you need to edit.

1. Login the **Control Panel**. Go to “**Website Manager**” on the Top Menu and select “**Categories**” in the drop down list.
2. Select the appropriate language site.
3. Find the category (i.e.: web pages) where this “Hot News” box is displayed. Note: You must edit the main category (not the linked category).

In this example, you will edit the “Hot News” box on the Homepage of this website.

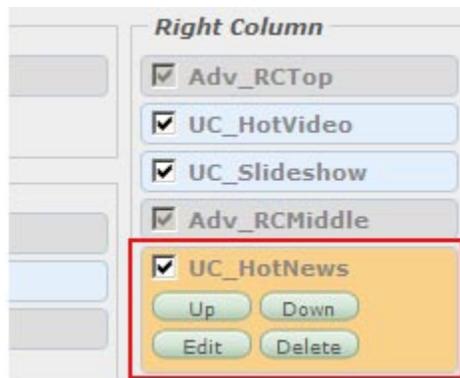
4. Click the title of the category (“**Homepage**”) to open the record.

5. Go to the “Page Interface” section.
6. Click the “**Edit page layout**” button. The Page Layout screen will appear.



Go to the “Right Column” section and find the “**UC_HotNews**” element.

17. Click on “UC_HotNews”. The background of this element will become orange and there are 4 buttons inside.



1. Click the “Edit” button. A screen with many choices will appear.

Select a control : -- Hot Box

Control name : UC_HotNews

Display position : Right Column

"Hot Box" may display articles from several categories.

Basic Properties

Box Title : Hot News
Title of Box. If no title is filled in, name of category will be the title of box.

Content of categories to be displayed : News

Box Style : Scroll

Default setup

Number of items : 3

Sorted by : View count

Order : Descending

Display Style : List

Number of columns displayed : 1

List Displaying Options

Show tooltips : Show view count :

Show date posted : Show time posted :

Show brief : Show Read More button :

Show thumbnail :

Thumbnail Size : Small

Close OK

2. Do not make any changes to the top 3 boxes. Please focus on the area marked with the blue rectangle.
3. Fill in the “**Box Title**” with the text you want as the title. If this box is blank, “HOT TOPICS” will be the title of this box.

4. **“Content of categories to be displayed”**. You will select a “Content Type” for this box. In this example, please select “News”.

NOTE: Here, you only see a list of *Content Types* because the “Control” at top of this screen is “ - - *Hot Box*”. In this case, this box will display news/articles from any categories of the same *Content Type*. For example: These categories “Writings”, “Articles”, “News”... belong to the *Content Type* “News” and therefore this box will display any news/articles from all of these categories.

5. **“Box Style”**. Select one of the two display types: “Normal” or “Scroll”.
6. **“Number of items”**. Select a number of articles to be displayed in this box.
7. **“Sorted by”**. Choose how (i.e.: based on which data) the articles are sorted. The program will display a few articles at the top of this list.
8. **“Order”**. Here, you will decide in which order the sorted list should follow.
 - “Ascending”. The articles will be in ascending order (i.e.: starting from a low value to a high value).
 - “Descending”. The articles will be in the reverse order.
9. **“Display type”**. Please select “List”. Other choices are only suitable for larger boxes.
10. **“Number of columns displayed”**. Please select “1”, which means the articles in this box will be displayed in one column. Other numbers are suitable for larger boxes.
11. **“Thumbnail Size”**. You can select “Normal”, “Small”, or “Tiny”.
12. Click **“OK”** after making changes. You will be back to the Page Layout screen.
13. Click **“Save”**. You will be back to the category record.
14. Click the **“Update”** button of the record.
15. Go to your website and check if these changes are made.

How to display articles of a specific category in the “Hot News” box

In the previous part of this article, we have learned how to edit the “Hot News” box. To make the task less complicated, we have kept the “Control” as “- - **Hot Box**”. For that reason, the “Hot News” box will display articles from several categories that belong to the same content type “News”.

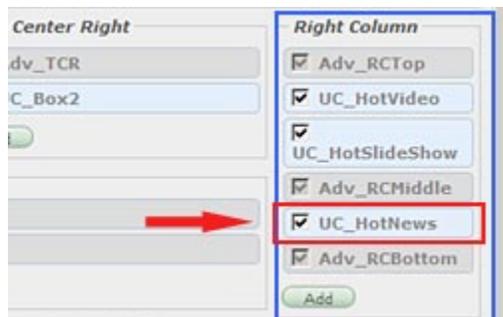
Now, we will edit this box so that it displays only the articles from a specific category. To make it possible, we just need to select a different “Control”, which is “- - **News Box**”.

Here’s how to do it.

1. Login the **Control Panel**. Go to “**Website Manager**” on the Top Menu and select “**Categories**” in the drop down list.
2. Select the appropriate language site.
3. Find the category (i.e.: web pages) where this “Hot News” box is displayed. Note: You must edit the main category (not the linked category).

In this example, you will edit the “Hot News” box on the Homepage of this website.

4. Click the title of the category (“**Homepage**”) to open the record.
5. Go to the “Page Interface” section.
6. Click the “**Edit page layout**” button. The Page Layout screen will appear.

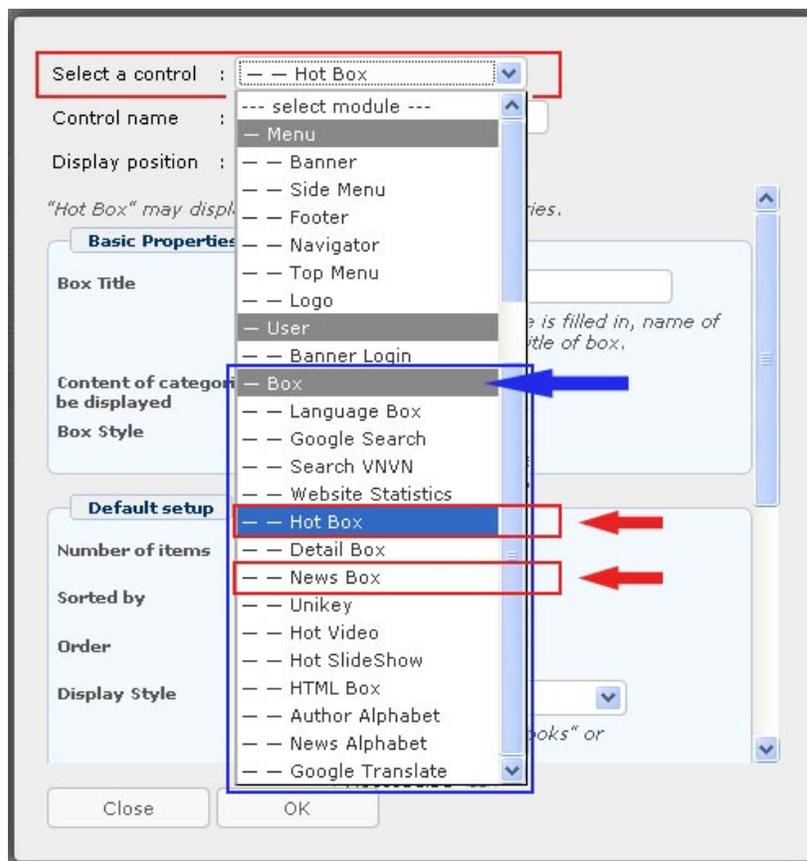


Go to the “Right Column” section and find the “**UC_HotNews**” element.

18. Click on “UC_HotNews”. The background of this element will become orange and there are 4 buttons inside.



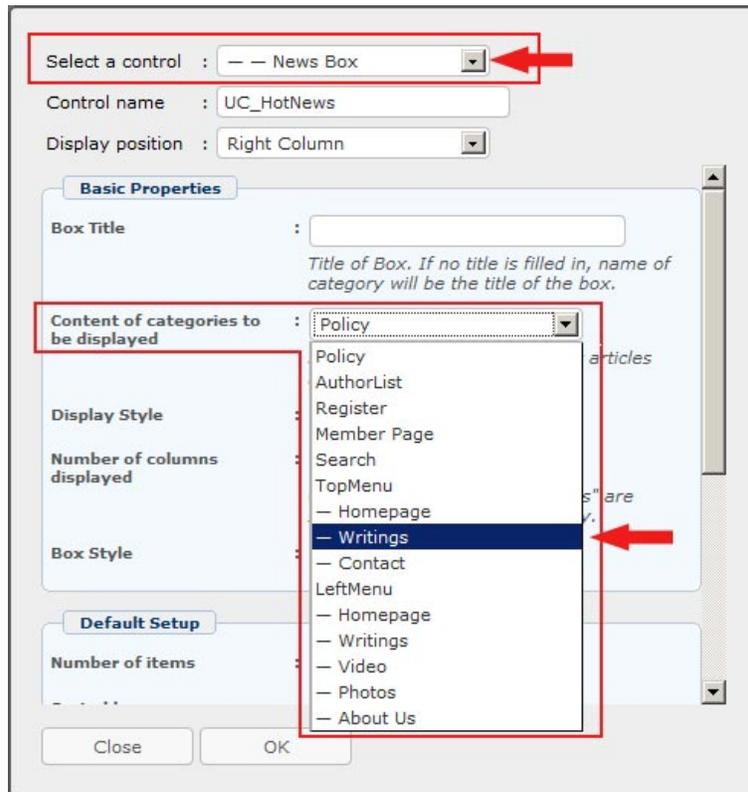
1. Click the “Edit” button. A screen with many choices will appear.
2. This time, let’s pay attention to the top box of this screen, which is “**Select a control**”. You will select a different function (also called “*module*” in this program).



3. Click this box and select “- **News Box**” in the drop down list.

NOTE: There are many functions (modules) in this list. You should choose one of the functions related to “**Box**”. However, in the case of “HOT NEWS” box, you should only select either “- - Hot Box” or “- - News Box”.

4. Fill in the “**Box Title**” with the text you want. If this box is blank, the website will use the title of the category you will select in the next box.



5. “**Content of categories to be displayed**”. Select the category that contains the articles you want to display. In this example, let’s select category “Writings”.
16. “**Box Style**”. Select one of the two display type: “Normal” or “Scroll”.
17. “**Number of items**”. Select a number of articles to be displayed in this box.
18. “**Sorted by**”. Choose how (i.e.: based on which data) the articles are sorted. The program will display a few articles at the top of this list.
19. “**Order**”. Here, you decide in which order the above list should follow.
 - “Ascending”. The articles will be in ascending order (i.e.: starting from a low value to a high value).

- “Descending”. The articles will be in the reverse order.
20. “**Display type**”. Please select “List”. Other choices are only suitable for larger boxes.
 21. “**Number of columns displayed**”. Please select “1”, which means the articles in this box will be displayed in one column. Other numbers are suitable for larger boxes.
 22. “**Thumbnail Size**”. You can select “Normal”, “Small”, or “Tiny”.
 23. Click “**OK**” after making changes. You will be back to the Page Layout screen.
 24. Click “**Save**”. You will be back to the category record.
 25. Click the “**Update**” button of the record.
 26. Go to your website and check if these changes are made.

You have just learned how to show, hide or edit the special boxes.