PLOW Manual

How to Log into Admin Account

New PLOW library websites are created as a separate and new website, different from the old PLOW websites. This is so library editors can work on their new PLOW site and get it ready to go. When it is done, or close enough to be done, SILO will switch the DNS record so that https*://www.*cityname.lib*.*ia.us points to the new Concrete5 website.

New (Concrete5) PLOW website: https://c5.cityname.lib.ia.us

1. Open a browser and go to your library website address
2. Scroll down to the footer
3. Click on the * link in the lower right corner
4. Log in with the Admin user name assigned to your site which is **CitynameAdmin**
5. Use your actual city name + Admin.
6. If your city name has two words capitalize the first word of each name, with no spaces e.g. Elk HornAdmin
7. Use initial password: libraryC52020
8. When successfully logged in, the name of the user will appear in the same place in the footer
9. Click on this link to logout

Alternate method of logging out
Click Dashboard in the upper right corner Select "Sign Out" to exit the site

How to Change Passwords in Concrete 5
To Change Password:
1. After you are logged in, click Dashboard in the upper right.
2. Click Members
3. Click on your blue username.
4. On the Basic Details page beside the word Password, click the button which says "Change"
5. Enter your **new password twice**
6. Click **Update**

How to add a new author

1. Open a browser and go to your library website address
2. Login
3. From the Dashboard, click on Members
4. Click on Add User from the menu bar (in the upper right)
5. Enter a Username - there is no creation protocol
6. Enter a Password - there are no restrictions or requirements
7. Enter the user's email address
8. In the Registration Data section, leave checked the checkboxes about receiving private
   messages
9. Under Groups, make sure both checkboxes are checked: editor and Sites/
10. Click the Add button (lower right)

View/Edit a User Account

1. From the Dashboard, click on Members
2. Click on the member's user name to look at the account
3. From here you can Send a Private Message, Deactivate a User or Delete the User

How to add a link to the library catalog

1. Login to website
2. Click on sitemap
3. Click on return to website
4. Click on Edit mode
5. Click on Call To Action flag in the upper right corner
6. Click on Add block
7. Click on Add content
8. Select the Content block
9. Ckeditor pops open

Note: There is no text box to type in; the defined area for text in the CTA flag is very narrow

Just start typing "Catalog Search" You can see the content box grow, but you can't see what you're typing, so type carefully!

10. Click inside the CTA Block
11. Carefully highlight the text "Catalog Search"
12. Click on the little chain icon for insert link
13. Leave link type as URL
14. Type or paste the URL for your online catalog in the URL box
15. Click OK
16. Click the save button in the editor
17. Publish changes

Sometimes this process gets messed up. In that case, it is easiest just to delete the block and start over again.

How to change the color of the Catalog Search flag

After **adding the link to the library catalog in the header flag**, you can change the color of the flag

1. Click on Edit Mode
2. Click on Page Settings from the menu bar
3. Click on Attributes
4. Scroll down to Theme Styles
5. Click on Button CTA Color
6. Locate the Button CTA Color color picker in the right side panel
7. Click on the Color Picker
8. Type in a Hex color number **(find one at W3Schools Color Picker)**
9. -or
10. Select a color by clicking on the color palate
11. Click Choose
12. Click Save Changes

Clear the Cache to see the change

1. Click on Dashboard
2. Click on System & Settings
3. Click on the Clear Cache link
4. Click on the Clear Cache button
5. Wait for the cache to clear and the "Cached files removed" message appears
6. Click on Return to Website
7. Click on Exit Edit Mode
8. Publish the Changes

How to add a logo

- In the Header area, there is a space designed to hold a graphic logo
- The logo must be already created outside of Concrete 5
- When a logo is added to the header, it will replace the name of the library in the header. Consequently, the graphic logo must contain the name of the library.
- The size should be approximately 500 x 130 pixels
- This process is easier if the logo image is already uploaded to the website. See instructions for uploading an image file.

1. Login to the website
2. Click on Return to website
3. Click on Edit Mode
4. Click on the title in the Header area
5. Locate and click on "Empty Sitewide Logo5638 Area"
6. Click Add Block
7. Click on the Image type block
8. In the Add Image popup box, under Files, click Choose Image
9. Navigate to the logo image stored in the Files section of the website (if the image was already uploaded)
10. Select the file
11. Close all popup boxes
12. Click Exit mode
13. Publish the page

How to add the library address

1. Click Edit Mode
2. In the Header, on the right side, hover the mouse just to the left of the orange CTA flag. Look for a little gray box.
3. Click the little gray box
4. Click Add Block
5. Click the Content type block from the list
6. The Ckeditor appears and the cursor is blinking right justified in the address block
7. Carefully any or all of these elements:
- Library Name
- Library Street address
- Library Mailing address
- Library City, State, Zip code
- Library phone number
- Library email address.
- This is a narrow space, and all text is right justified.
- As lines of text are entered it will make the header taller and push page content down the page.
- Click the Save button in CKEditor
- Click Exit Edit Mode
- Publish Changes

How to add an event to your Calendar

1. Click on Dashboard
2. Click on Calendar and Events
3. Click on the Add Event box
4. Fill in name and description
5. Click on Dates tab - choose date and time of event, choose all day if no specific time
6. Choose Repeat Event if it's a recurring event and set the options from the drop down menu
7. Use the Add Date/Time button to create more date/time input options; more date options for the same title and description
8. Click the Categories Tab - check Is Featured for the event to show in the featured **events list on the front page.**
9. Click **Publish Event**

How to add an events list to the front page

This will add an Events List Block to the left side of the front page.

Events must already be added to the Calendar.

Instructions to adding events

1. From the front page of the website, click Edit Mode
2. Locate the 3 empty blocks along the left side of the front page
3. Click in the box that says, "Empty Sitewide Sidebar Globalxxxx Area"
4. Click Add Block
5. From the list of Blocks, click on Event List
6. In the popup window, add these settings:
   a. Calendar -> Specific Calendar -> Select Upcoming Events
   b. Filtering -> Filter by topic -> select No Topic Filtering
   c. Featured Events -> Click the checkbox next to Display featured events only.
   Note:
   Use this only if you have added the tag of "Featured" to each event, otherwise leave the checkbox unchecked
   d. Results
   e. Title -> Leave as Featured Events or change the title
   f. Total number of events to retrieve: leave as the default or change the number which will shorten or lengthen the block
   g. Events to Display per page -> leave as the default 3
   h. Link to More Events Calendar/Page -> Click on Choose a Page and Select Events from the Sitemenu
7. Click on the Add button
8. Click Exit Edit Mode
9. Publish Changes

How to add a new folder, delete a folder

1. Login to the website
2. Click on the Dashboard (upper right corner)
3. Click on Files
4. A list of folders is displayed
5. To open the root folder, double-click on the folder for your library's website
6. Continue double-clicking on folders to open them
7. Navigate to a folder to add a new folder or to add a file
8. To add a new folder as a container for new files, click New Folder
9. Enter a name for the new folder
10. Leave the "Storage Location" as Default
11. Click the Add button

Delete a Folder (you can't)

1. Users do not have the ability to delete folders.
2. Ask an LRT or SILO support to delete a folder for you.

How to add new files

1. Login to the website
2. Click on the Dashboard (upper right corner)
3. Click on Files
4. A list of folders is displayed
5. To open the root folder, double-click on the folder for your library's website
6. Continue double-clicking on folders to open them
7. Navigate to a folder to add a new folder or to add a file
8. To add a new file in the folder, click on Upload Files
9. Drop files or click the Your Computer
10. Navigate to the location of the files on your computer
11. Click once on the file to select
12. Use Ctrl + Click to select multiple files
13. Click Open
14. Click Close to close the pop-over window

How to rename files

1. Login to the website
2. Click on the Dashboard (upper right corner)
3. Click on Files
4. A list of folders is displayed
5. To open the root folder, double-click on the folder for your library's website
6. Continue double-clicking on folders to open them until you locate the files to delete or rename
7. Hover over the image thumbnail to view a larger image
8. Right click on the file name
9. From the pop-down menu select Properties
10. Click on the title and type over the contents
11. Click the checkmark
12. Close the pop-over box

How to organize, move, rearrange files and folders

1. Login and go to the Dashboard
2. Click on Files
3. Double click on your library's files to open the File Manager
4. Use the Items per page drop down menu in the upper right to display all the items in the folder. Select any number from 10-250
5. Using the mouse, click and drag items into folders
6. Using the mouse, click and drag folders into place

How to move files from one folder into another folder

1. Right click on the file, or image
2. Select Move to Folder
3. Use the navigation in the popup window to select the new folder
4. Expand the Website folder (ex: "Anytown Public Library") by clicking on the symbol
5. Click the checkbox beside the folder you want to move the file into to check the box
6. Click the Save button

How to delete files

1. Login to the website
2. Click on the Dashboard (upper right corner)
3. Click on Files
4. A list of folders is displayed
5. To open the root folder, double-click on the folder for your library's website
6. Continue double-clicking on folders to open them until you locate the files to delete or rename
7. Hover over the image thumbnail to view a larger image
8. Right click on the file name
9. From the pop-down menu select delete

How to add links to the online resources

1. Navigate to Online Resources
2. Click on Edit Mode
3. Click on the Action button below each resource
4. Click on Edit Block
5. If your library uses one URL for IN LIBRARY use and another URL for REMOTE Use (i.e. user logs in from home) you can add a second link.
6. In the popup window, under Link 1
7. Change the Title of the button, such as IN LIBRARY
8. To have the resource open in a new window, Click the drop down menu in Target and Select New Window
9. Paste your library's customized URL in the URL box
10. In Link 2, select External URL
11. Enter a Title for the button, such as FROM HOME
12. To have the resource open in a new window, Click the drop down menu in Target and Select New Window
13. Paste your library's customized URL in the URL box

How to Add a Form

Add a new page to hold the form

1. Click on **Dashboard**
2. Click on **Sitemap**
3. Click on the folder where you want the new page to live
4. Click **Add Page**
5. Click **Empty Page**
6. Type in a **Page Name**
7. Leave the **Description** field blank
8. The URL Slug is created automatically. This becomes part of the page URL, It is also known as the 'shortname' in Plone parlance.
9. Leave the **Page Template as Full**
10. The Page Location is already filled in because of where you clicked in the Sitemap to add this page.
11. Click **Edit Mode**
12. Concrete 5 takes you back to the website with a notice about Page Draft.
13. Close the notice by clicking the 'x' in the upper right corner
14. Click **Edit Mode**
15. Click in the **'Empty Main Area' box**
16. 16. Click **Add Block**
17. Select **Page Title** from the list of blocks
18. The page title that you entered previously appears in the Custom Title Text in a new popup window
19. Click **Add**

Add a new block for content

To add some text at the top of the form, such as instructions or information before the user starts the form, hover the mouse over the bottom of the Page Title box to find the **Main tab**

1. Click the Main tab
2. Click Add block
3. Click the Content Block
4. Enter any text
5. Click Save

Add the form

Hover the mouse over the bottom of the Page Title box to find the Main tab

1. Click the **Main tab**
2. Click **Add block**
3. Click the **Form Block**
4. Under the **"Add"** tab: click the drop down menu to choose a field type of question for the input area
5. Enter the question and fill in any other metadata
6. To continue adding questions, click **Add Question**
7. When all questions have been entered, click the **Edit tab**
8. Use the symbol to change the order of the questions, if necessary
9. Click the **Results tab**
10. Uncheck the checkbox next to Store submitted results of form. All results must be submitted to an email address
11. Click on the **Options tab**
12. Type a message in "Message to display when completed"
13. **Under Email:** check the box and enter an email address
14. **Under Files:** uncheck the box next to File Manager
15. Click **Save**
16. Click **Exit Edit Mode**
17. Publish the Form

Working with the front page slider

How to add images to the slide show

1. Login to the website
2. Click on Sitemap
3. Click on Return to Website
4. Click on Edit mode
5. Now the Image Slider is disabled
6. Click on the area of the image slider and select Edit Block
7. Click on Add slide
8. Click on the image icon
9. File Manager opens
10. Use the Jump to Folder to navigate to the folder that contains the image
11. Click once on the image to select it for the slider
12. Optionally, enter a title (this will show on top of the image in the slider)
13. Click on the Save button
14. Click on Exit Edit Mode
15. Publish Change
16. Please note: The preferred size for the image slider is 1200 x 468 pixels

How to delete images from the slide show

1. Follow steps 1-5 above
2. Click on the area of the image slider and select Edit Block
3. Click on the Remove button next to any image to delete it from the slide show
4. Click the Save button

How to re-order the images in the slide show

1. Follow steps 1-6 above
2. Click and hold on the 4-sided arrow "grabber" next to an image
3. Holding down the mouse button move the image up or down the list to change the order
4. Click the Save button

Edit the Image Slider

1. Follow steps 1-6 above
2. Click the Options tab in the popup window
3. Use the settings on this page to change the Navigation button, the slide duration, and the slide transition speed
4. Check the check boxes to Disable the Automatic slide show or Pause the Slideshow on hover
5. Change the maximum slide width by entering a pixel size
6. Note: This change affects all images in the slide show

The Blue Swoosh - how to turn it off and on

1. Follow steps 1 - 5 above
2. Click on Page Settings
3. Click on Attributes
4. Scroll down to Theme Styles
5. Click on "Turn off slideshow swoosh images"; it will then be highlighted and the attribute added to the work area on the right
6. Click in the right panel and scroll down to the setting for "Turn off slideshow swoosh images"
7. Check the checkbox to remove the swoosh from the slideshow
8. -or
9. Uncheck the checkbox to display the swoosh around the slideshow images
10. Click the Save Changes button
11. Click on Exit Edit Mode
12. Publish changes

How to delete and how to rename files

How to delete a file
1. In the dashboard, click on Files
2. Use the breadcrumb trail to navigate in the File Manager
3. Right click on the file to be deleted
4. Click on Delete

How to rename a file
1. In the dashboard, click on Files
2. Use the breadcrumb trail to navigate in the File Manager
3. Right click on the file to be renamed
4. Select Properties from the list
5. Scroll down to the "Title" and click on the name
6. A little popup box appears
7. Select the current title and type over it with a new name
8. Click the checkmark to save -or
9. Click the 'x' to cancel renaming

How to upload images to the website

How to upload an image
1. Click on Dashboard
2. Click on files
3. Click on Upload Files
4. Drop image or click to upload (find image to upload)

How to add image blocks to a page

This process uses the image block to add multiple images to the page.

1. Upload the image file using the File Manager
2. Navigate to the page where you want to add the image
3. Click Edit Mode
4. Hover over the bottom of a block that is already on the page
5. "Main" will appear
6. Click on Main
7. Click on Add layout
8. Change the number of columns. This forces the image blocks to appear horizontally across the page
9. Click the Add Layout button
10. Click in Empty Column 1
11. Click Add Block
12. Select the image block from the Contents area on the left
13. In the popup box, click Choose Image
14. Select an image from the list of files
15. Fill in the rest of the metadata in the popup box
16. Continue adding more image blocks in each of the columns
17. Click Exit Edit Mode
18. Click Publish changes

To change the image in an image block

1. Click on the image
2. Click Edit Block
3. In the popup box, click on the image
4. Click Choose New File
5. Select a new image from the list of files
6. Fill in the rest of the metadata in the popup box
7. Click the Save button

To delete an image delete the entire image block

1. Click on the image
2. Click Edit Block
3. Click Delete

How to add an image in the text block

1. Upload the image to the File Manager
2. Navigate to the page or create a new page
3. Click Edit Mode
4. Add or edit a text block to insert text
5. Click on the Insert image icon in Ckeditor
6. Click on the Browse Server link (it is located next to the URL box)
7. Use the File Manager to navigate to the location of the image file
8. Click once on the image to select it
9. The Preview will show how the image will be inserted
10. Use the settings to adjust
11. Click on the lock Ratio icon to constrain the image size ration
12. Enter a pixel size in Width and/or Height
13. Enter a pixel size to add a border, horizontal space and vertical space around the image
14. Set the Alignment to right or left relative to the text
15. If the Alignment is not set the image will display above the text

1. Click on the Link tab to insert a URL to an external link
2. Click on Browse Server to insert an internal link

How to add items to the footer

There are 4 four columns in the footer. Not all four need to be used. No more than 4 columns are allowed.
Suggestions for content:

- Library Hours
- Contact Information
- Links to internal or external pages (donations, community, schools, etc)
- Links to the library's social media sites

1. Click on Edit Mode
2. Scroll down to the footer and locate the 4 columns
3. Click in one of them
4. Click Edit Block
5. Place the cursor in the block and use CKEditor to add text, images, links, etc.
6. Click the Save button in CKEditor

How to change the color of the footer

1. Click on Edit Mode
2. Click on Page Settings from the menu bar
3. Click on Attributes
4. Scroll down to Theme Styles
5. Click on Footer Background Color. This adds the attribute to the panel on the right
6. Locate the Footer Background Color color picker in the right side panel
7. Click on the Color Picker
8. Type in a Hex color number (find one at W3Schools Color Picker)
9. -or-
10. Select a color by clicking on the color palate
11. Click Choose
12. Click Save Changes

Clear the Cache to see the change

1. Click on Dashboard
2. Click on System & Settings
3. Click on the Clear Cache link
4. Click on the Clear Cache button
5. Wait for the cache to clear and the "Cached files removed" message appears
6. Click on Return to Website
7. Click on Exit Edit Mode
8. Publish the Changes

How to add social media links to the footer

Search and find free social media icon artwork. Canva has collected some links: <u>The 30 best free social media icon sets</u>
You will need the social media icons already uploaded as images to your website.
<u>See instructions here on how to do that.</u>

1. Click on Edit Mode
2. Scroll down to the footer and locate the 4 columns
3. Click in one of them
4. Click Edit Block
5. Place the cursor in the block and use CKEditor
6. Click on the image icon in CKEditor
7. Click on the Browse Server button in the popup window
8. Navigate to the file manager where the uploaded icons are stored
9. Click on one icon to select it
10. Click the OK button
11. Continue adding the icon images until complete
12. Add links by clicking on each icon to select it
13. Click on the insert link icon in CKEditor
14. Type or paste a URL to that resource
15. Click OK
16. Click the Save button in CKEditor
17. Click Exit Mode
18. Publish Changes
19. Click the Save button in CKEditor.

What is a Block?

A block is some content or functionality you can edit from within a page in concrete5. Think of legos, these are the actual building blocks that go together to make the pages of your site. There are many types of blocks. Your concrete5 install comes with some basic blocks including the Content block, Survey, Conversations, Image Slider, etc. You can find more blocks, both free and commercially supported in our marketplace.

All your in-context editing is performed by dragging Blocks into Block Areas. These areas hold the content and functionality blocks that make up your web pages.
- Add Layout let you chop block areas into smaller columns.
- Edit Area Design lets you override the CSS for this part of the page. If you have a layout defined by your theme, you will have two more options:
- Edit Container Layout allows you to modify the area's layout according to the predefined
- grid system's units.
- Save layout as preşet saves the modifications as a preset for use on other areas.

How do Blocks go together to make a site?

Your site is a collection of pages arranged in a hierarchy called the site tree. Each page in your site is associated with a page type, page template, and theme. That combination of page type, page template & theme defines parts of the page which can have editable content or functionality. These are called block areas. Inside any given block area, you may have many blocks.

When you add a specific type of block to a specific block area, you have created an instance of that block.

Most pages in your site will be built out of different blocks sitting in block areas.

Basic Content
A content block is great for basic text and images. It's your bread-and-butter concrete5 block. Headers, paragraphs, and more-- if you can use a word processor, you can create and update content blocks in concrete5. Once you add a content block to a page, rather than the usual pop up form most blocks will present you with, a toolbar will appear in your site. This is concrete5 in-context content editor. You can start typing in content, and use the various menu items to format text, add links, and add different types of content, such as images, to your content block.

HTML
The HTML block gives you the ability to paste code directly into your page. Use this for embedded code or some JavaScript from another website. This block will nev the code or do any formatting on it.

Image
The Image block is a quick way to add images to your page. You can add images to your page using the editor in the Content block, but for a more controlled image placement the Image block can be very powerful.

File
Use the file block to create links to files.

Horizontal Rule
Use the Horizontal Rule block to add a horizontal rule to help separate content. The ultimate in elegant simplicity, this block does not pop up an edit form for you to fill out, just drop right into place.

Feature
The Feature block is a UI asset to quickly add a title, description, and vector-based icon together on the page in an attractive way. This block is use to simplify the task and provide a customizable icon for easy inclusion without having to resort to images.

Navigation

Auto-Nav
The Auto-Nav block provides a tree based navigation for the website.

Page Title
The Page Title block is used to display the title of the page on the page, usually at the top.

FAQ
The FAQ (Frequently Asked Questions) block will create a group of question links that your users can click to jump to different question sections and their answers.

Page List
The Page List provides the ability to create a navigable list of sitemap pages in the location or sitemap level you specify.

Next & Previous Nav
This block provides the ability to add next / previous pagination to a set of pages. It is useful for moving through a series of pages.

Date Navigation
Date Navigation provides the ability to make a navigable menu sorted by a page's date. Use this to add simple blog-like navigation to a sidebar.

Tags
Tags are a popular way to cross search content across a website. The Tags block displays page tag attributes from the current page, or the entire site, which can be used to optionally filter pages that use those tags.

Topic List
Topic Lists are similar to Tags in the sense that they give you a convenient way to organize pages, only the Topic list allows you to create a hierarchy of categories to sort your pages as well. Useful for blogs.

RSS Displayer
This block lets you display content from another RSS feed.

Switch Language
This block will display the different languages your site is translated from in a drop down box. There must be languages installed.

Forms Form
The Form Block gives you a fast way to make forms. All data collected by the form will be emailed to the recipient.

Search
The search block is a very basic site search that you can configure to match content. This is a simple search; it's not Google or the Intelligent Search on your toolbar. The Search block uses a simple substring search in name, description, and any blocks that have searchable content in areas that have been marked searchable. External Form The external form block compliments the built-in form builder in concrete5 by providing a flexible way to build forms with PHP code.

Express List
Not used on our version of Concrete 5

Details
Not used on our version of Concrete 5

Social Networking Survey
A survey block is used to ask one question. Potential answers can be added as options for users to select as answers.

Conversation
The conversations block allows users to post comments to the website. It is generally used for blog posts or things where you want feedback from your users.

Social Links
The Social Links block provides the ability to add links to your social media pages, and will show an icon for each service.

Testimonial
The Testimonial block gives you all the informational fields you need to collect a good testimonial from users. It includes a photo, testimonial / bio text, name, position, and website name and link.

Share this Page
The Share This Page block will generate social media icons that allow users to share the current page on social media sites.

QRT-Facebook Page Plugin
A customized block that adds a Facebook widget to the site.

Calendar & Events Calendar
A block to add multiple calendars to your site

Event List
A block to display events that have been added to the calendar

Calendar Event
A page that included details of the event, that is linked to the calendar and the event list.

Multimedia Page Attribute Display
The Page Attribute Display block provides the ability to choose any of the page's attributes, such as the date formatting, the tag, and thumbnail height and width (image)and display it in the page.

Image Slider
The Image Slider block is used to add a responsive slideshow to your site. Slide text and links can also be added.

Video Player
The video block allows you to easily add videos to your page. The videos will be responsive and center aligned.

Document Library
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YouTube Video
The YouTube Video block allows you to easily insert responsive YouTube videos into your page just by pasting the URL into a text input.

Google Map
The Google Map block allows you to embed a Google Maps map in your page.

Other Default Button
This is used to insert an action button such as on the Online Resources page.

Linking Resources
This block is a customized block used for adding links to online resources to the site.

Icon Box
This block is for adding blocks with icons, labels and links for navigation. These blocks use a color picker to change the color.

Login/Logout Link
This block is used for adding an easier way to login/logout of the site. Use this as an alternative to adding '/login" at the end of the site URL.

How to edit blocks on the front page

About the blocks

The icon blocks on the front page are intentionally designed to be used for users to find things easily and quickly on the library website. The blocks should be broad categories and link to another section on the website. Use these blocks to lead users to the answers to the most frequently asked questions. For example, "How do I get a library card?" The block could be called "Get a library card" and link to the page with the library card application. Some of the icon blocks may seem to replicate the tabs across the top, but the blocks do not have to be the same content. Think creatively and you will find all sorts of uses for the blocks.

About the design

The blocks are arranged and designed to be in a grid layout, with 3 blocks across and 3 blocks down for a total of 9 blocks. There can never be more than 9 blocks, but there can be fewer than 9 blocks all the way down to O blocks.

Each block can be customized for color, text, icon and link.

Make a plan

It will be easier to work on the icon blocks if you make a plan for the purpose of each block. Make a list of the items you want these to be.

Edit the icon blocks

1. Login to the website
2. Navigate to the front page
3. Click Edit Mode
4. Click on the block you want to modify
5. Click Edit Block
6. In the Edit Icon Box popup window:
7. Change the Box Background Color by clicking in the Color Picker
8. Enter a color hex number or use the color picker to choose
9. Box Link Required
10. Use the drop down menu to choose:
    None - no link entered Page - an internal link to another page External - a link to another website | Relative - a link to an anchor tag on the page
11. URL Required - enter the URL of the internal, external or relative link
12. Box Label Required - this is the title or the text on the box. Note: this will always display in lowercase letters.

13. Box Icon - Enter the name of the icon from this site: https://fontawesome.com/icons?d=gallery&s=solid&m=free

14. On this site, search the 964 icons and make a note of just the name. Do not click on the icon itself.
15. Click the Save button
16. The changes are immediately visible

Delete an icon block
Click on the block you want to delete

Click on Delete

Move an icon block
First, make a new space for the block by deleting another block or copying it to the clipboard

Click on the block

A 4-sided arrow appears in the upper right corner of the block. Use that as a grab point and click and drag the block to move it into position.

How to Add a New Tab and Change the Order of Tabs

How to Add a New Tab

1. Click on Dashboard
2. Click on Sitemap
3. Click on the folder with the name of your library. That is the "top" of the website and a page or folder added to it will appear as a tab in the top menu
4. Click Add Page
5. Click Empty Page
6. Type in a Page Name
7. Leave the Description field blank
8. The URL Slug is created automatically. This becomes part of the page URL. It is also known as the 'shortname' in Plone parlance.
9. Leave the Page Template as Full
10. The Page Location is already filled in because of where you clicked in the Sitemap to add this page.
11. Click Edit Mode
12. Concrete 5 takes you back to the website with a notice about Page Draft.
13. Close the notice by clicking the 'x' in the upper right corner
14. Click Edit Mode
15. Click in the 'Empty Main Area' box
16. Click Add Block
17. Select Page Title from the list of blocks
18. The page title that you entered previously appears in the Custom Title Text in a new popup window
19. Click Add
20. Continue adding layouts and blocks to build the page
21. Click Exit Edit Mode
22. Publish Changes
23. In the Sitemap, the new content was added to the end so the new tab is displayed at the far right in the menu bar

How to change the display order of the tabs
1. Click on Dashboard
2. Click on Sitemap
3. Click and grab the content piece to move
4. Move it up and drop it in place
5. Watch for the > to appear to guide where you drop it

How to Add a New Page
1. Click on **Dashboard**
2. Click on **Sitemap**
3. Click on the **folder** where you want the new page to live
4. Click **Add Page**
5. Click **Empty Page**
6. Type in the **name** of the page
7. Leave the Description field blank
8. The URL Slug is created automatically. This becomes part of the page URL. It is also known as the 'shortname' in Plone parlance.
9. Leave the Page Template as Full
10. The Page Location is already filled in because of where you clicked in the Sitemap to add this page.
11. Click **Edit Mode**
12. Concrete 5 takes you back to the website with a notice about Page Draft.
13. Close the notice by clicking the 'x' in the upper right corner
14. Click **Edit Mode**
15. Click in the **'Empty Main Area' box**
16. Click **Add Block**
17. Select **Page Title** from the list of blocks
18. The page title that you entered previously appears in the Custom Title Text in a new popup window
19. Click **Add**

Add new blocks for content

Hover the mouse over the bottom of the Page Title box to find the Main tab

1. Click the Main tab
2. Click Add block
3. Click the Content Block for the image block, etc)
4. Enter any text, or image
5. Click Save