

Design  
Mode  
Help  
Document

2011

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A guide to the new design mode added to Horizon Web v2.62, allowing you complete freedom of design like never before. This document will guide you through the process of creating an Horizon Web site using the new mode, detailing available design tool and functionality controls.

Horizon Web  
v2.62

Powered By   
BlueSky

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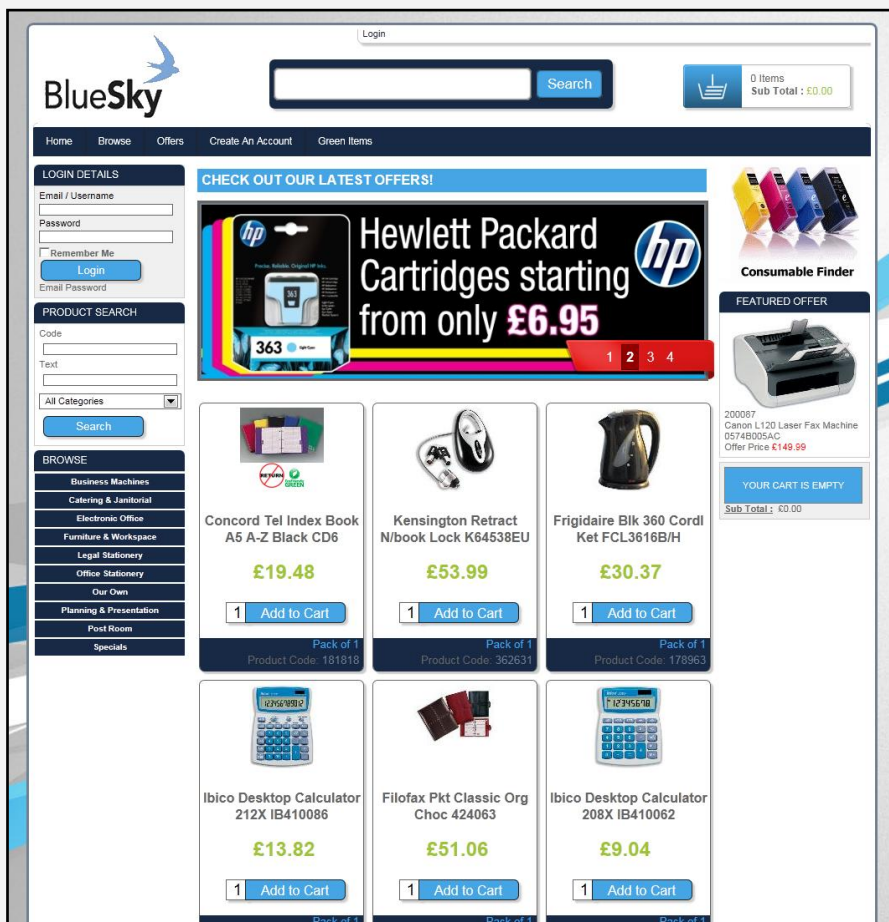


# 1. Introduction

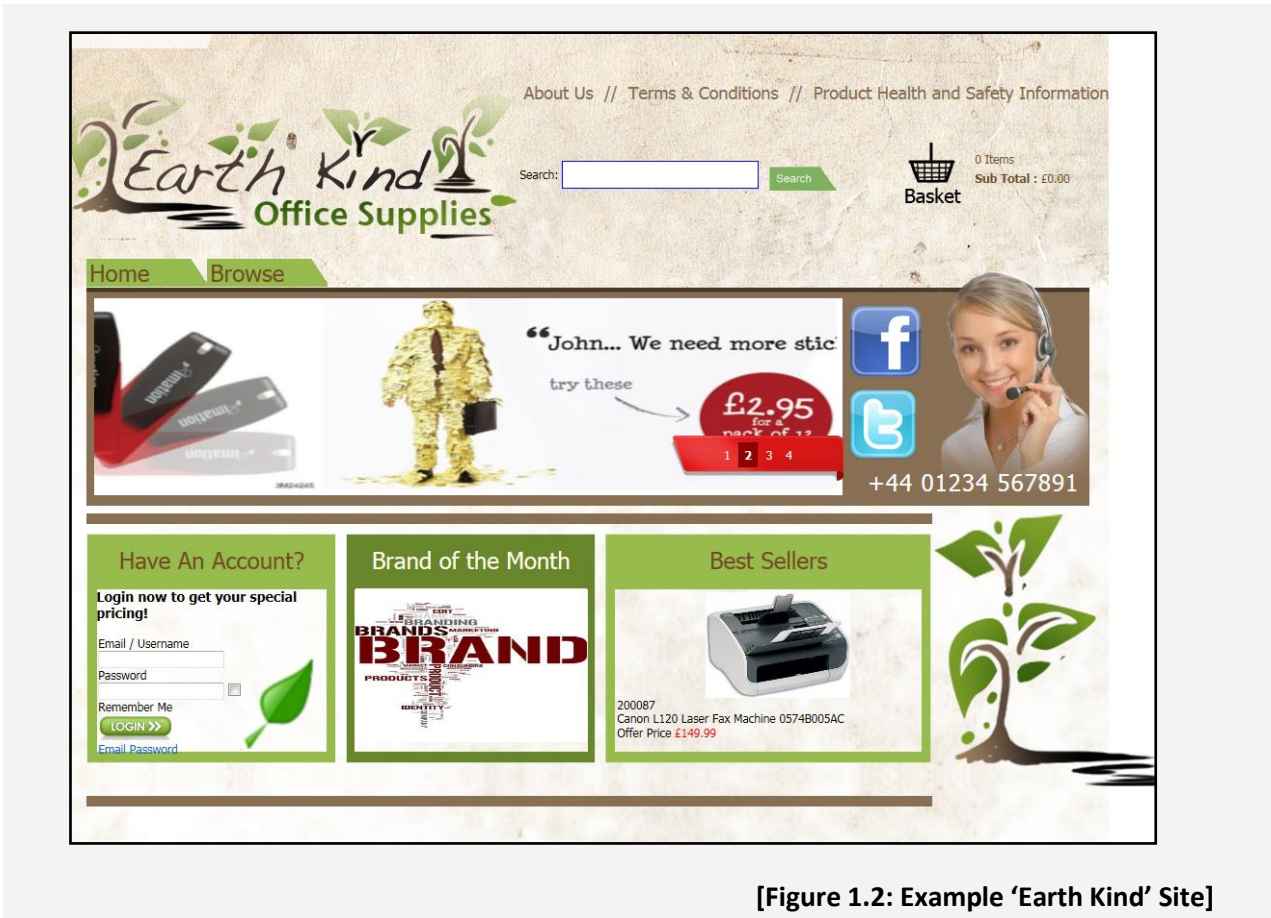
In Version 2.62 of Horizon Web we have introduced a completely new way of designing and managing your website.

We've moved from the predefined templates and colours to a brand new 'Text Design' mode, this allows the website to be created entirely from '.txt' files created in notepad or any other basic text editor, and uses a combination of the HTML code you enter and a predefined set of controls, such as the login box, search box or product offer, these are added to your page through key tags within the files which our code will detect and replace with our controls.

The introduction of this design mode allows for creation of completely unique websites with relative ease. If you have a basic knowledge of HTML and CSS then you can give it a go yourself or alternatively a web designer would easily be able to put something together for you! **Figure 1.1** and **Figure 1.2** show two version of the same website, both linked to the same database the only difference being the CSS and parts of the HTML.



[Figure 1.1: Standard Template]



[Figure 1.2: Example 'Earth Kind' Site]

As you can see, two very different designs from the same basic template and both linked to the same database. So in theory this could allow you to have two different websites that look and feel like two different companies.



## 2. How It Works

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All web updates will provide a standard template that will allow you to get to grips with the new method. To take advantage of this new feature you will need to swap the website into the design mode, to do this:

1. Login with your website administrator account.
2. Click on the 'Admin' Link at the bottom of the page.
3. Select the 'Customisation' Settings.
4. Select 'Site Layout' from the menu on the left.
5. Click 'Turn On Design Mode' button, this will reset the website and take you back to the home page will now be using the template provided.

There are two ways in which you can then edit the site, via the Admin pages where we have created a basic text editor that will allow you to create new pages, edit an existing page or remove them from the design, also providing a list of the available controls that you can insert wherever you wish at the push of a button. The alternative method would be to create the text files yourself in a text editor using this document for reference when it comes to adding and configuring the controls, see **appendix A** for a full list.

There are eight types of control swap outs that you will need to use alongside HTML and CSS to construct your website, these are:

[T:] - A **Page title** tag, this injects a title into the <title></title> tag in the head of the HTML document.

[S:] – A **style sheet** link, using this will allow you to link any *CSS Stylesheets* into the page.

[M:] – Link a **Master Page** to the current page.

[H:] – Insert a **Header** into the page.

[Menu:] – Insert a pre constructed **Menu** into the page.

[C:] – Add a **control** to the page, for example, [C:Login Box ].

[Container] – Used on the *Master Page* to dictate the section other pages will be added to.

[F:] – Insert **Footer** into the page.

The first letter of the tag tells the system the type of control, after the colon you will need to provide the control, page or style sheet name, for example, if we want to link style sheet 'one' we would use, *[S:one]*.

Your text files will consist of a combination of HTML and the above tags which will then render into the finished page.



## 3. Structure

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With this new method of design the basic structure of the website is extremely flexible, if you wanted every page could look like an entirely new website with its own menus, background, logos etc. To demonstrate the basic structure of how the pages work it is easiest to view the examples in **section 4**.

If you want your website to follow a template to ensure all pages follow a set of rules giving them the same look and feel, this would be achieved through the use of a **Master Page**. The master page is an HTML page, constructed in the same way as any standard content page and will include all the controls and text you wish to appear on every page, for example, the header, footer and site menu. A link to this master page is then included in all subsequent pages which tells the site to add everything on the master page to each page from which it is linked, adding the calling pages content into a *[Container]* tag that will exist in the master page.

However, you are not limited to a single *master page*, which allows you to show and hide controls based upon what page the customer is viewing, for example, if you use the **'Featured Offer'** control you may not want this to show once they have clicked on the offer allowing them to see products in the main section of the screen. This would be achieved by either creating two **Master Pages**, one with and one without the control - linking each to the appropriate pages, or by not including the link to the *master page* on the page where they can see the offer products and design it from scratch.

All the pages in the standard template constitute the basic structure of the site and it is highly recommended that all designs contain the same pages to prevent loss of functionality. Most of the pages won't need editing at all when creating your own design as most of the work is done in the **Master Page** and through the use of CSS.



## 4. Examples

Here are some examples to show you how you would start creating your own site.

### 4.1 Master Page

A 'Master Page' will act as a template, when included in any of the other pages using the '[M:]' tag. For example, if you always want a particular style sheet, the same header, login and the consumables finder, instead of adding the style sheet link and HTML to generate these on every page, you would create yourself a *master page* containing all of these elements. This would then be linked to all pages you want these elements to appear on, saving you from repeating the HTML code in multiple places. For example,

[S:StylesheetOne] - Links the style sheet named 'StylesheetOne'

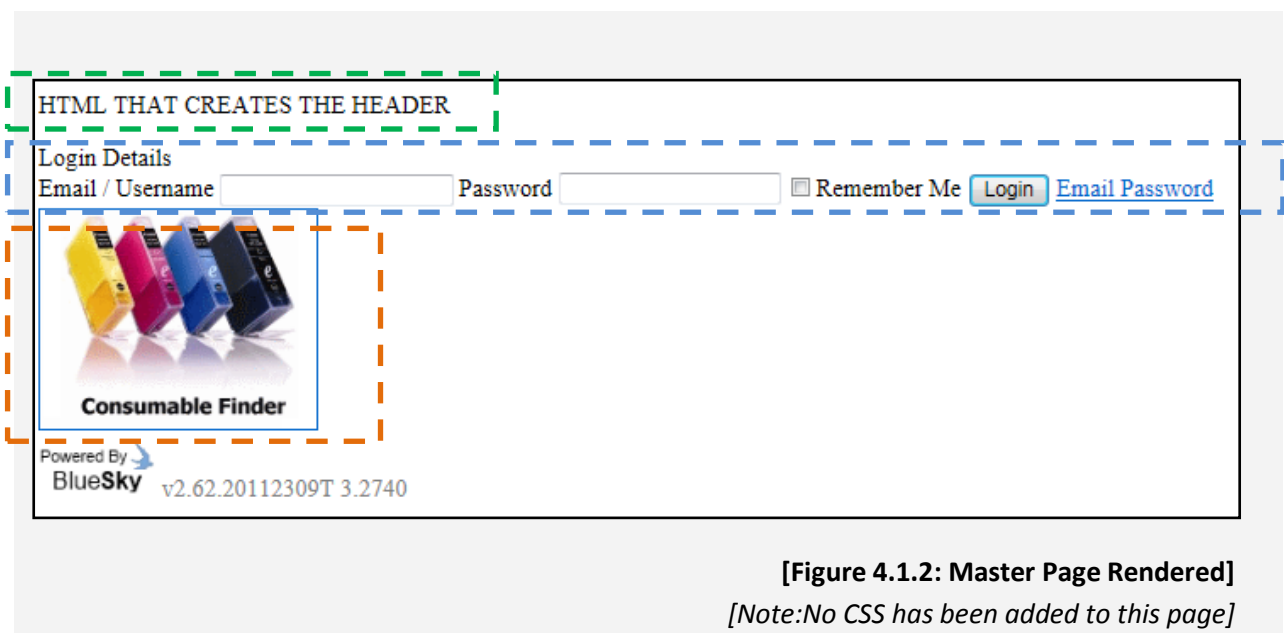
[H:Header] - Adds the HTML from the text file 'Header.txt'

[C:Login Box] - Adds the Login Box control

[C:Consumables Link] - Adds the Consumables Finder Link

[Container] - Will be where the content of pages that include this master page link will be loaded, so the header, login box and consumables link will appear above the page content.

[Figure 4.1.1: Example MasterPage.txt]



[Figure 4.1.2: Master Page Rendered]

[Note:No CSS has been added to this page]

## 4.2 'Home' Page

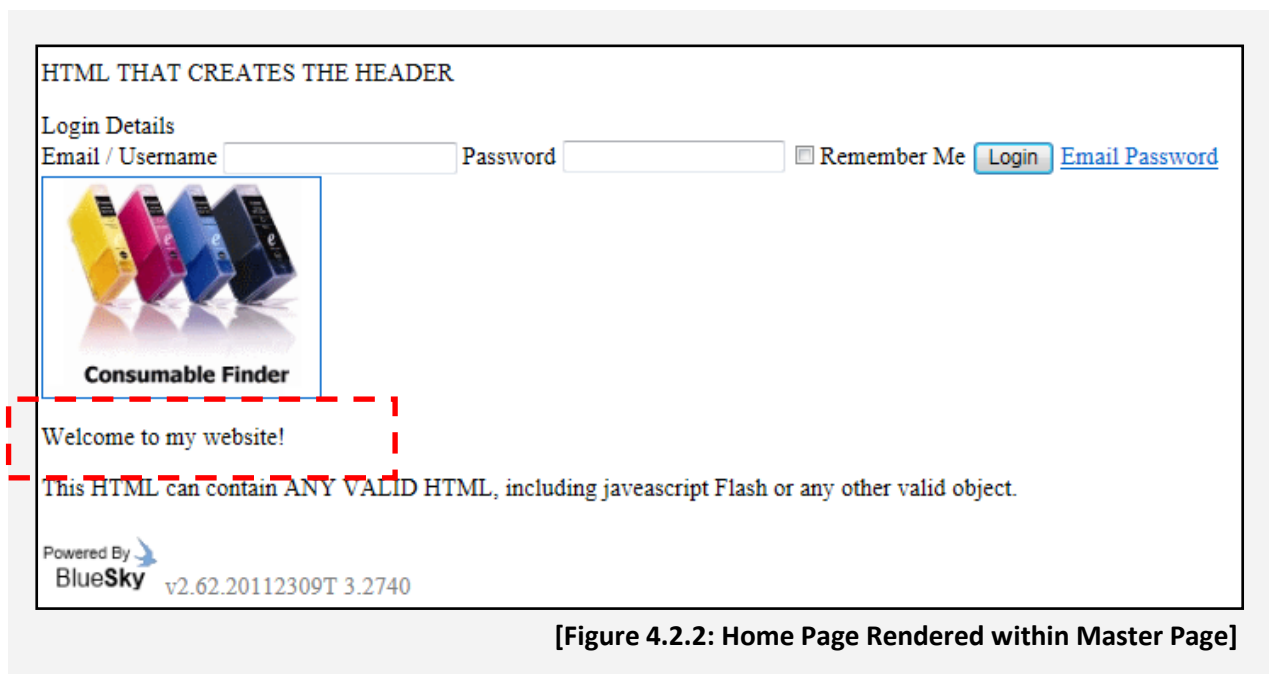
If you are using a *Master Page* then you don't have to worry about the majority of the design of individual pages as this is handled by the *Master Page*. The home page we are designing at this point is the middle section of the first page customers will see – the equivalent of the 'Welcome Message' in Horizon when using the standard design mode. The home page will look something like this:

[M:MasterPage] - Telling the website we want this page to fit into the container of the master page template.

```
<p>Welcome to my Website!</p>
```

-The HTML that we wish to be displayed.

[Figure 4.2.1: Example Home.txt]

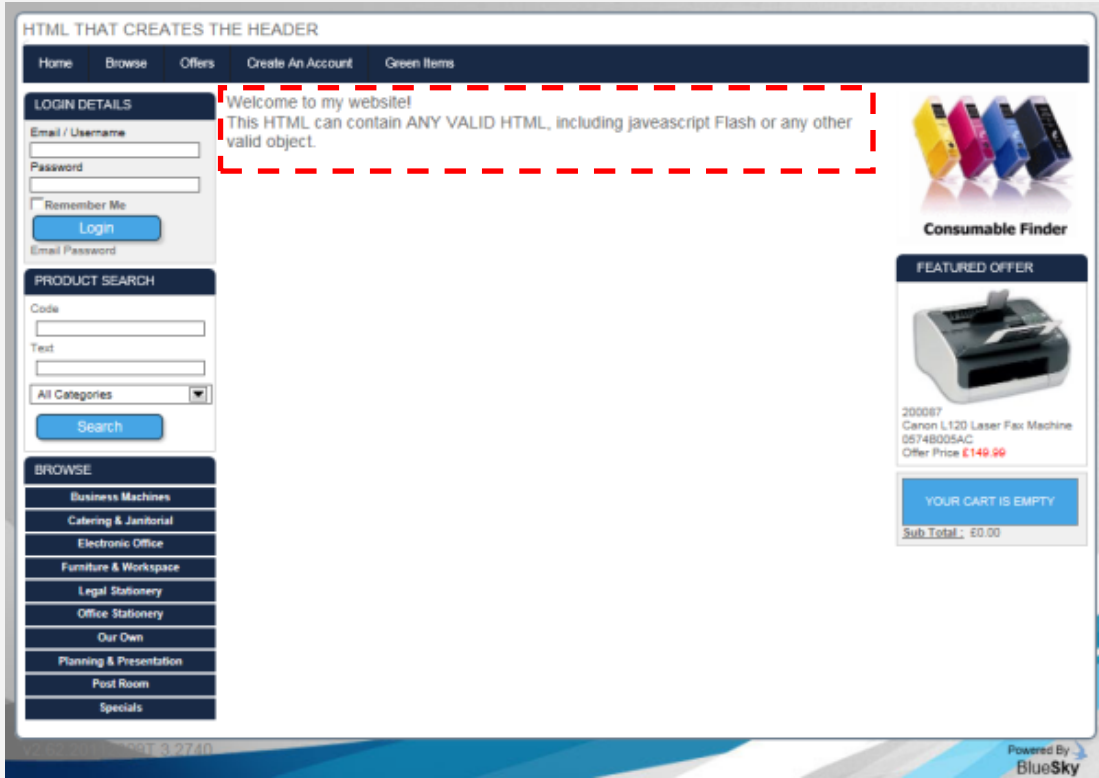


[Figure 4.2.2: Home Page Rendered within Master Page]

As you can see by including the [M:] tag in a file containing only a single line of HTML we have all the objects from the master page with the HTML `<p></p>` tags in place of the [Container] on the Master Page.

If you insert the same Home Page into the standard Master page template, the page show in **Figure 4.2.3** will be created. This is now taking into account the standard *Master Page* and *CSS Stylesheets* to adjust the layout, colours and style of the page. As you can see because of where the [container] was placed in the standard master page the HTML added to the home text file is inserted into the same place as the current 'welcome message' would be, but this could be added anywhere on the page. **Figure 4.2.4** shows a modified version of the standard template where the [container] has been moved to in-between the Login Box, [C:Login Box] and Product Search, [C:Product Search] controls.





[Figure 4.2.3: Standard Template with Home text file]




[Figure 4.2.4: Standard Master Page Edit]

### 4.3 Menus

An integral part of any website it is navigation menu. Using this design method a menu can be constructed with its tabs in any order, displaying anything you like. As with the pages, text files are used to generate the menu, these can be created manually or via the editor found within the administrator pages.

The standard menu provided as part of the default template contains links to all the standard pages, these are the menu items that will dynamically be made visible or hidden depending on the data and your settings. For example the standard menu contains a link to the 'Create An Account' page, this will only show if you have the option 'Allow Users to Create an Account' set.

The menu formatting works in the following way, within the text file the menu items are separated by commas with each menu item consisting of two elements , the **tab title** and the **file** it links to. For Example;



```
Home-Home, Browse-Sectors, Create An Account-CreateAccount
```

[Figure 4.3.1 : Example Menu Text File]

This menu has three elements, (red, blue and orange), each split into two components with the use of the '-' character. The first component of each element, (Home, Browse, Create An Account) is the **tab title** which will appear on the menu and the second component (Home, Sectors, CreateAccount) tells the menu to which text **file** it should link, so when clicked this is where you will be taken.

The system works by creating an HTML list out of the elements in the text file, **Figure 4.3.1** rendered in HTML will be:

```
<ul>
  <li> <a href = "/home.aspx?page=home"> Home </a> </li>
  <li> <a href = "/home.aspx?page=sectors"> Browse </a> </li>
  <li> <a href = "/home.aspx?page=createaccount"> Create An
    Account </a> </li>
</ul>
```

[Figure 4.3.2: HTML generated by Text file]

Which will render like this if added to the standard master page template



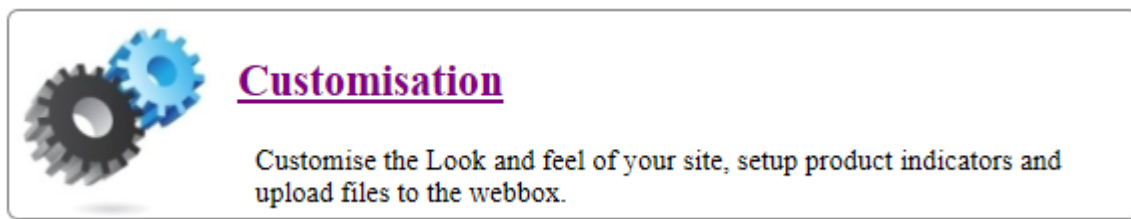
[Figure 4.3.3: Menu added to Template]

## 5. Using the Online Editor

Now we understand the basic principles of constructing the website, the following will inform you how to use the online editor to create and edit the pages that will construct your site; the online editor is only accessible when the design mode is turned on.

### 5.1 Accessing the Editor

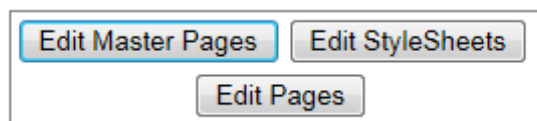
The editor is found within the admin pages of your existing website, to get to it, login using your administrator account that is set within Horizon. Once logged in there will be an 'Admin' link in the lower left corner of the webpage, click this link and you will be taken to the admin page. The editor is found within the customisation page, accessed via the link shown in **Figure 5.1.1**



[Figure 5.1.1: Customisation Link]

The customization page contains the standard configuration options for the existing design but also under 'Site Layout' you will have a button to turn on and off the new design mode. When activated a 'Menu Builder' will appear on this page, allowing you to easily create or edit a menu for your site. We will cover how to use the tools in the next section, **5.2**.

To access the page editor you will need to click the 'Text file Layouts' link on the menu. Here you will be presented with three options seen in **Figure 5.1.2**, you can view, edit, delete and create Master Pages, Stylesheets or Content Pages. Selecting any of these will open an editor. You will also find list all available controls allowing you to select and add them to the page ensuring the correct tag is inserted.



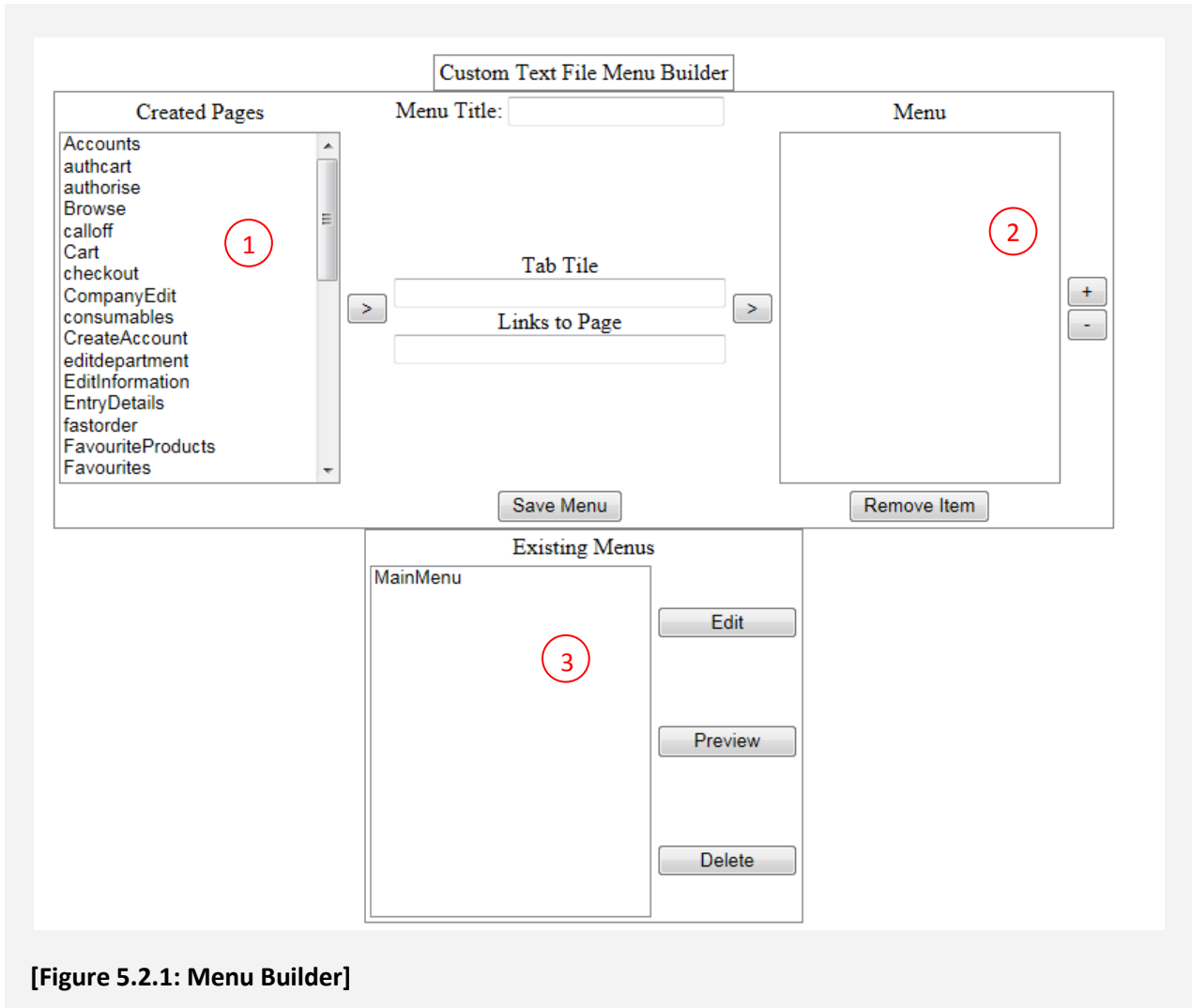
[Figure 5.1.2: Page Editor Options]

## 5.2 Using the Editor

The examples given in this section will detail how to use the online editor tool.

### 5.2.1 Creating a Menu

After activating the design mode, if you navigate back to the 'Site Layout' page where you turned on the design mode you will now have access to the menu builder. This enables you to view existing menus, create a new one from scratch, edit an existing menu or preview the menu to see what it will look like on your page.



**[Figure 5.2.1: Menu Builder]**

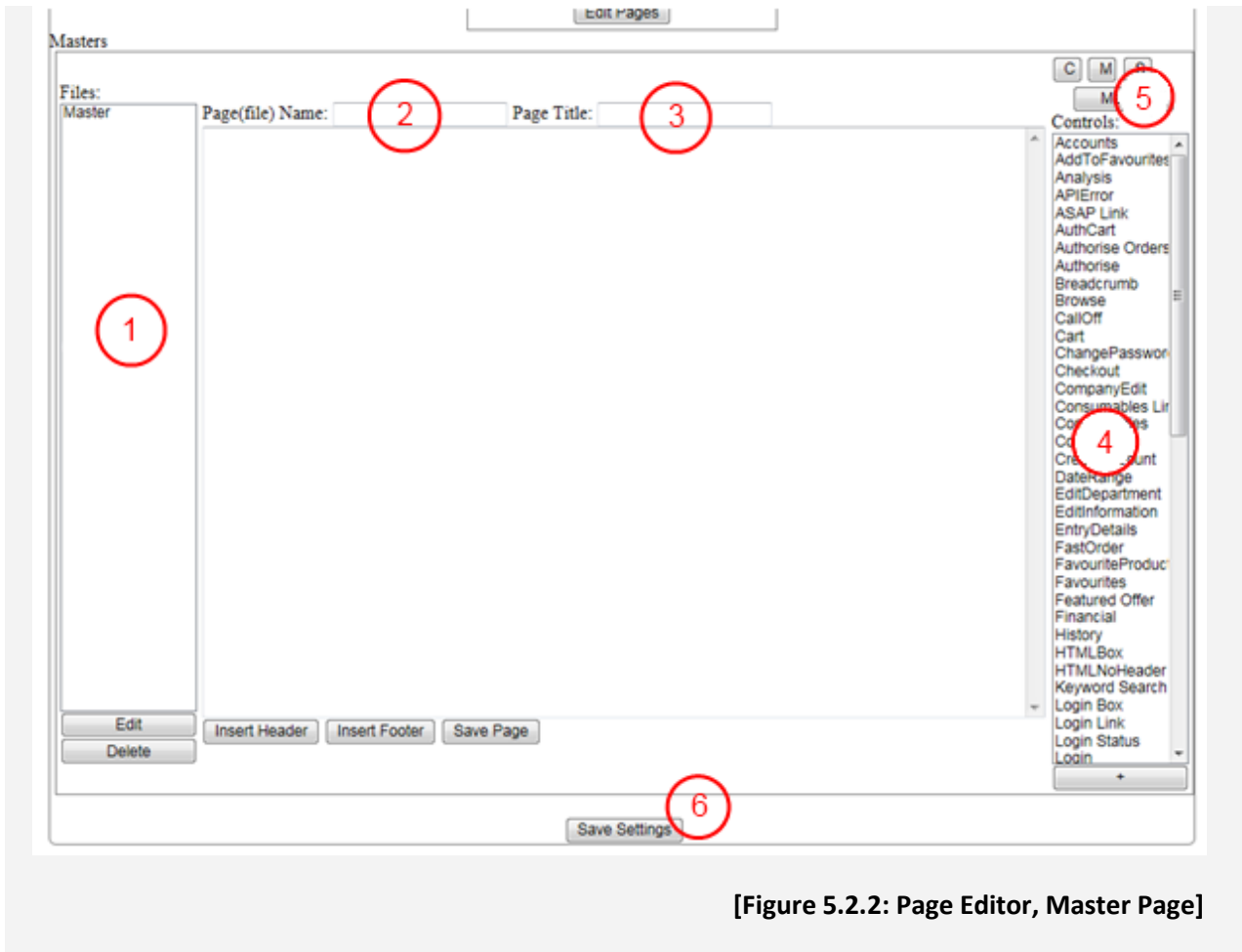
The menu builder consists of three main elements, (1) is a list of the pages that have been created, (2) will show the items that have been added to the menu current under construction and (3) shows a lists of existing menus, allowing you to edit, delete or preview the selected menu.

To start building a new menu, enter a title into the 'Menu Title' box at the top of the builder, this will be used to identify the menu when adding the menu to the page. *[Menu: Menu Title]*. To add an element to the menu, select the page you wish to add in list (1), push the '>' button, this will add the page to the 'Links to Page' box. Enter a name into the 'Tab Title' box which will be the text that shows on the menu when added to your site. Once you've selected the page and assigned a name to it, click the '>' on the right to move this element onto the menu, you will see it appear in list (2).

Continue to do this until you have completed your menu. The '+' and '-' buttons to the right of list (2) allow you change the order of the menu by moving the elements of the list up and down, and to remove an element from the list use the 'Remove Item' button at the bottom of list (2).

### 5.2.2 Master Page

The following steps will guide you through the process of creating a master page for your site. Click 'Edit Master Pages',



[Figure 5.2.2: Page Editor, Master Page]

On the left there is a list of 'Files' (1) this contains all pages found under the master pages directory on the server. If you want to edit an existing page, highlight it in the list and click the 'Edit' button, or if you want to create an entirely new page, enter a page name in the Name box (2), a page title (3) and click 'Save Page' (6), you will see the new page appear in the list to the left (1).

On the right there is a list of all available pre-defined controls (4), to add one of these to the page highlight it in the list and click the '+' button at the base of the menu. This will insert the control at the current position of the cursor in the text editor. The buttons found above the controls list (5), when clicked will change the contents of list (4), 'C' – controls will be shown, 'M' – Master Pages will be displayed, for use when creating pages to link in the Master page, 'S' – displays a list of all available style sheets that can be linked into the current page. 'Menu' – shows a list of user created menus available for addition to add to the page. Once all changes to the page have been made, click the 'Save Page' button (6).

The insert Header and insert Footer buttons will add a header and footer to the site from two pre-defined text files, 'header.txt' and 'footer.txt'.

### 5.2.3 Content Pages

To create and edit content pages, the same process as above is used but start by clicking, 'Edit Pages'.

This time the files list (1) will contain content pages that have already been created, to edit one of these, highlight the page in the list and click 'Edit' or create a new page by entering a page name (2) and title (3) then press 'Save Page' (6)

If you want the page you are editing to follow the rules defined within the Master Page, it is always recommended to include this link first. To do this click the 'M' button (5), highlight the desired master page in the list and click '+'. You will see the '[M:Master page]' tag is automatically added to the page for you.

The next logical step would be to include any style sheets you wish to be applied to the current page, again this is made easy by clicking the 'S' found at (5), to display available style sheets, highlighting the one(s) you wish to include and using the '+' button to automatically add the correctly formatted '[S:StyleSheet]' tag.

To add any HTML to the page, click inside the text editor and type in the HTML desired, using the controls found in the list, after clicking 'C' found at (5), to add in functionality where desired. For example if we were creating a page to list an Order Pad, highlight the 'Orderpads' control and use the '+' button to insert the correctly formatted tag at the current cursor position. Once you've finished your page, click the 'Save Page' button (6).

### 5.2.4 Style Sheets

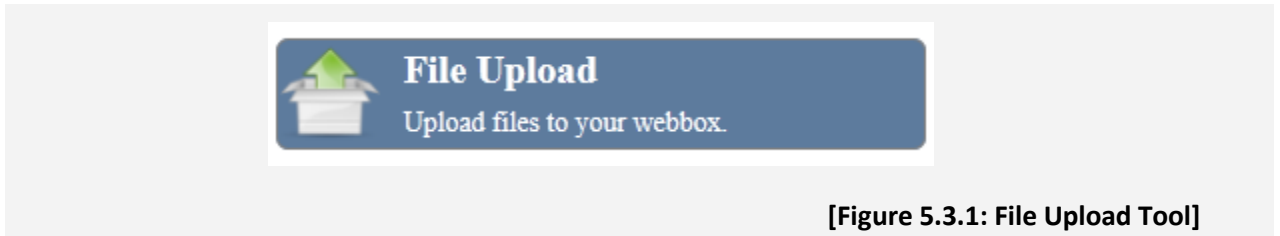
To create a style sheet for your website we can ignore the master pages and controls as a style sheet can only contain CSS styling. To style your pages add the relevant rules to the classes given to each of the controls or your own custom classes created within your HTML code. For more information on CSS see <http://www.csstutorial.net/> or <http://www.w3schools.com/css/>. Once you've finished your Style sheet, click the 'Save Page' button (6), The style sheet will now appear in the 'S' list for including in other pages. See **Appendix B** for a list of classes assigned to the pre-defined controls.

Once you've constructed the pages you desire, click the 'Save Settings' button at the bottom of the page, this will take you back to your homepage. Alternatively, It is possible to design all your pages externally and upload the files once completed, (ftp access will be given If you wish to use this method) this will allow you to use a third party HTML WISYWIG (what you see is what you get) editors or simply using a text editor.



### 5.3 Adding Images

To add images to your website you can use the 'File Upload' tool on the admin site, located under the customisation options.



Use this tool to browse for files on your local disk and upload them to the web server. Once you've uploaded the images required to implement your design, they can be referenced using '/images/filename.xxx' for example, '**'

Using this tool any images uploaded with the same name as existing ones will automatically overwrite the previous file.

## Appendix

### Appendix A. Controls

All control tags need to be inserted into the following tag: **[C: <Insert Control> ]**

If a control has the ability to accept parameters they are inserted after the control name and separated by a semicolon and commas, for example, if I want to pass parameters A, B and C to

controlA the tag would be as follows, **[C:controlA;A,B,C]**

Control Tag	Parameters	Description
Accounts		Provides links to accounts sections, see existing accounts page, will link to controls such as <b>Top List</b> .
AddToFavourites		Allows users to add products to a favorites list.
Analysis		Provides customer with the analysis tool.
ASAP Link		Used to add the image link to the ASAP page, will link to a page containing the <b>Stamps</b> control.
AuthCart		Cart that holds the orders awaiting authorisation.
Authorise Orders		Displays the orders awaiting authorisation to the customer who placed it.
Authorise		Control the authoriser will use to confirm orders.
Breadcrumb		Shows the user the path they took to the current page, used in browse.
Browse		Displays products in range and groups, this control deals with range and subgroup levels.
CallOff		Displays available <b>CALL</b> type orders to the customer.
Cart		Shopping Cart used by customers.
ChangePassword		Allows logged in user to change their password.
Checkout		Screen the user goes to after the cart to finalise/confirm their order.
CompanyEdit		Control that allows 'Web Admin User' users to modify their companies' information.
Consumables Link		Displays the link to the 'Consumables Finder' tool.
ContactUs		Form to allow customers to send you queries.
CreateAccount		Allow a non-account customer to create a 'Lead' type account.
DateRange		Used in conjunction with <b>Reports</b> control to pass parameters.
EditDepartment		Linked to <b>CompanyEdit</b> to allow modification of departments.
EditInformation		Linked to <b>CompanyEdit</b> to allow modification of personal information and contact setup.
EntryDetails		Used for pages like Order History to display the contents of an historic entry from the database.
FastOrder		Users can use this to quickly add products to the Cart by using the code.
FavouriteProducts		Displays the products in favourites lists to the customer.
Favourites		Displays all the favourite lists available to the current user.
Featured Offer	Catalogue Name <b>(exact match)</b>	Displays an item at random from any available web offer catalogue, unless specific name is provided via parameter.
Financial		Displays paid/unpaid invoices and credits.
History		Customers can view past orders.



HTMLBox	BoxName	Container for any valid HTML that can be added within other divs, header matches that of Login Box, Offer etc.
HTMLBoxNoHeader	BoxName	Same as HTMLBox but without the header.
Keyword Search		Single search box that looks at product keywords.
Login Box		Control to allow users to login.
Login Link		Small link that links to the <b>login</b> control to allow users to login.
Login Status		Status bar displaying welcome message which includes customers name, loyalty points and link to their account.
Login		Larger login box with username and password boxes.
Machine		Displays information about current user's machines.
Menu		Adds the standard menu to the page.
Meter		Allows users to enter meter readings for their rented machines.
Mini Cart		Small cart that displays the items that have been added so far.
Order Tracking		Linked from <b>OrderTracking</b> , displays orders returned from search performed in <b>OrderTracking</b>
OrderMessage		Informs user if the order was successful.
OrderPadGroups		Displays order pad products in group layout.
OrderPadProducts		Displays list of products from Order Pad.
OrderPadRanges		Displays order pad products in range layout.
OrderPads		Displays list of available Order Pads.
OrderTracking		Allow customers to enter <b>SORD</b> numbers to track their orders, links to <b>Order Tracking</b> .
OrderTrackingList		Linked from <b>Order Tracking</b> , displays contents of orders found using the tracking control.
OSOrders		Displays Outstanding orders, links from <b>Accounts</b> .
Product Search		Standard product search consists of two input boxes, code or text.
ProductDetails		Displays the lowest level single product information.
ProductDisplay	Entry_id	Pass an entry id from the database to display the products on any page.
Products		Links from <b>Browse</b> to display product lists in page formats.
Quotes		Displays quotes available to the current customer.
Reports		Lists the reports the current user can run, can link to <b>DateRange</b> .
Saved Orders		Lists past carts the customer has saved and not ordered.
Sector Browse		
Sectors		Top level product browse, in sector form.
SelectOffer		Displays list of web offer catalogues available to the current user.
Stamps		Linked from <b>Stamps</b> , takes customer to ASAP site.
Subtotal Cart		Displays cart information
Terms		Displays Terms and Conditions specified in the database.
Top Login Bar		Login bar designed to go into the header of the site.
TopList		Displays top 50 products by order frequency of the current user.
Trodat Link		Link to Trodat stamp punchout.

### Appendix B.1 Generic Classes

The following details the main controls and classes where applicable. Note some controls have two classes to allow for generic styles.

*Note: This is a guide and doesn't include all classes, to find out more it is best to use a browsers development tools to view the elements in detail.*

Control/Element		Description	Class		
			Global Class	Unique Class	Extra
mainbody		The div that the entire site content is loaded into.	-	mainbody	
Login Box	header	Each control consists of two parts, the header and a panel containing the parts that make up the control.	csscontrolBoxHeader	cssloginImage	
	panel		csscontrolBoxes	loginPanel	
Product Search	header		csscontrolBoxHeader	cssSearchImage	
	panel		csscontrolBoxes	searchPanel	
Sector Browse	header		csscontrolBoxHeader	cssbrowseImage	
	panel		csscontrolBoxes	browsePanel	
Consumables link			-	cssconsumablesPanel	
Subtotal Cart	header		csscontrolBoxHeader		Textbox - keywordtext
	panel		csscontrolBoxes	KeywordPanel	
Keyword Search	header		csscontrolBoxHeader		
	panel		csscontrolBoxes		
Buttons		All buttons on the site have a generic class and a unique one.	cssbutton	Examples; cssloginImageButton cssgolImageButton productsBuyImageButton	



## Appendix B.2 Classes by page

Page	Class	Description
Sectors	twoColDataList	Overall list that displays the product sectors. This is a table.
	dataListCell	Each row of the datalist table.
	sectorspanel	Each sector box within the list.
Browse	cssbrowse	Overall container of the browse ranges/groups. Browse is a <ul></ul>
Products	productdetailsdatalist	Overall list of products.
	itemcell	Each item within list of products.
	productdetailsitem	The text details of the item in the list.
Product Details	productdetailscontainer	Overall container for the single product level view.
	productdetailsleft	The section that contains the product image.
	productdetailstop	Section containing the product code.
	productdetailscenter	Section containing general product information, buy button and product rating control.
	productdetailsbottom	Section containing the check stock and other buttons.
Cart	cartpanel	Overall container of entire cart.
	cartcheckboxes	Containing the select department and reference check options.
	cartGrid	Grid that is populated with products customer is buying.
	cssCartTotalPanel	Section containing total value of the cart.

The classes listed above only cover the main sections of the site but there are many more as all pre defined objects on the page are classed, these will need looking up using a developer tool.