

Smartbox

Lesson 2.3

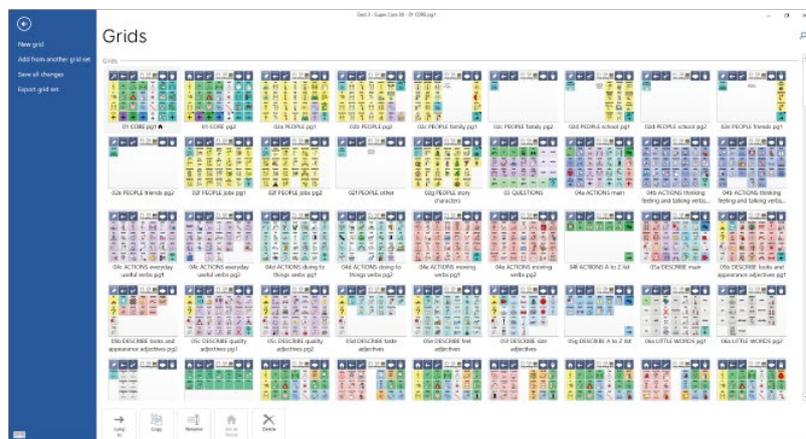
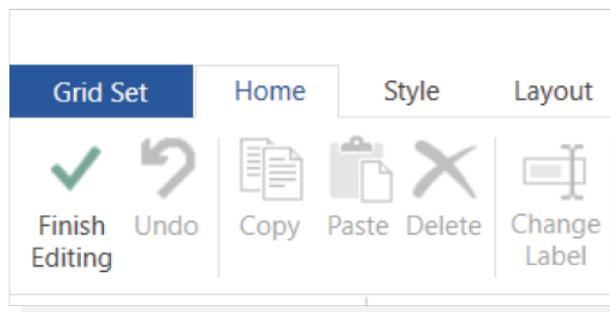
Adding and managing grids.

With any grid set you may want or need to change, add or move grids. This is helpful when adding content, changing the way content is linked or removing it all together.

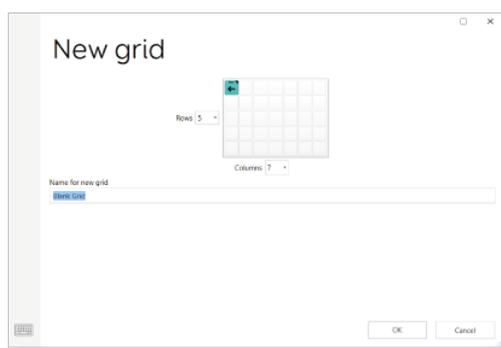
Creating a new grid

Go to Edit mode by pressing F11 or using the drop-down menu in the top left and selecting Edit Grid.

Select **Grid Set**, the blue tab at the top of the menu bar.



Select **New grid** from the list on the left-hand side of the screen.

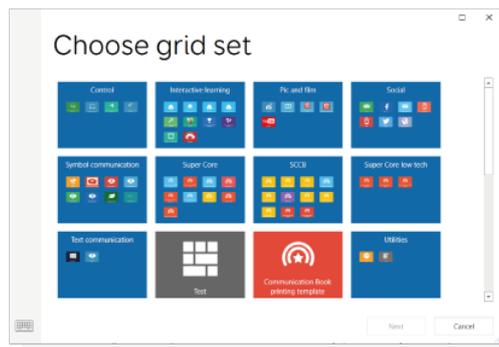


Once selected, create your new grid by selected the number of rows and columns needed. Give the grid a name and click **OK** to save.

Adding grids from another grid set

This option is a great way to utilise complicated features already created for other grid sets. For example, you could add a music player grid to a vocabulary grid set about the users favourite music.

In **Edit mode**, Select **Grid set**. From the left-hand column, select the options Add from another grid set.



By selecting this option, you are then shown a list of all your grid sets. Select a grid set from the list and click **Next**.

Select the grid you want to copy across. You can copy multiple grids by holding down **Ctrl** as you click to select.

Select **Add**.

It is worth noting that when importing grids from other grid sets that there may be some further editing required to get the added grid to fit the style of your current grid. You will also need to add jump cells to allow navigation to and from the added grid.

Save all changes

This button will commit all changes made within the Grid set menu as well as any unsaved editing changes hat have been made on the currently open page.

Managing grids

On the Grid set tab, there are several tools for managing your grids.



Jump to

Select the grid you want to navigate to. Select **Jump to**. This will open the grid in **Edit mode**.

Copy

Use this option to make a copy of an existing grid. Give the copy a name, click **OK** to save the changes. On saving, the grid will open in **Edit mode**.

Rename

Select the grid you want to rename. Select **Rename**, type the new name, click **OK**.

Set as home

The home grid is the first grid, the one which you see when you launch the grid set. To set a grid as home, first select it, then click on **Set as home**. The home grid set has a house icon next to it which is visible when in **Edit mode/ Grid set**

Delete

Select the grid you want to remove from the grid set. Select **Delete**. You will be asked to click **Yes** to confirm.

It is worth noting that you will be prompted if there are other grids that jump to the one that you are about to delete.

Export Grid set

This feature lets you save a grid set as a file. This is useful for creating a backup of for transferring grid sets to another machine (using a USB).