

Warning: Trying to access array offset on value of type null in  
/var/www/vhosts/thecmsbcookbook.com/httpdocs/recipeDetail3.php on line 44

# The CMS Builder Cookbook

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CREATING AN "ABOUT US" PAGE WITH A SINGLE RECORD SECTION EDITOR - Jun 7th, 2015

AN "ABOUT US" PAGE

This "About Us" page get it's content through a single record section editor interface.

Our “About Us” page contains the company name, an address, a phone number, and a few paragraphs describing the company.

#### CREATING THE “ABOUT US” HTML PAGE

The first step is to design the “About Us” page using HTML and to make sure that it looks the way you want it to.

Then you’d make a list of all the areas (fields) that you want the user to be able to modify. In our example we’ll want the user to be able to modify the company’s name, their current address, phone number, and a company description.

#### THE SINGLE RECORD SECTION EDITOR

Since this page will contain only one set of information, it uses a single record section editor.

Log on to your CMS Builder interface as administrator and click on the admin tab on the menu. Then click on the section editors tab and again on the “Add New Editor” button. From there, click on the “Single Record” radio button. Then enter “About Us” in the “Menu Name” field and click on “Create New Menu”.

On the next screen, which is a list of existing section editors, click on “modify” next to the “About Us” entry. That will bring you to a screen that will allow you to add new information fields to the section editor’s field menu.

We’ll keep things pretty simple to begin with, so for the menu of fields on your section editor, in addition to the “Title” and “Content” fields that are automatically created, you’ll be creating a text field called “Street Address”, a text field called “City” a text field called “State” a text field called “Zipcode”, a text field called “Phone” and a text box called “Description”.

You’ll add these fields by clicking on the “Add Field” button at the bottom of the field list.

For the first field, type “Street Address” in the “Field Label” box.

You’ll notice that your entry is reflected in the “Field Name” box, but there are only lower case letters and numbers, and that any spaces or special characters are replaced by underscores. After you’ve created a field, you can modify your “Field Label” to say anything that you want to, but the “Field Name”, which is the actual name of your field in your MySQL database, is restricted to those types of characters.

From the “Field Type” pull down select “text field”.

Click on the Show All link next to “Input Validation” and check the box that says “Required” so that the user can not leave this field blank.

You’ll be creating a number of text fields, so instead of clicking on “Save”, click on “Save & Copy”. You’ll notice that the Field Label now says “Copy of Street Address” and all the other parameters (like the “Required” checkbox) are the same as they were for the original field.

Change the “Field Label” to “City”. Notice that the “Field Name” changes as well.

Click on “Save & Copy” to create the “State” field, the “Zipcode” field, and the “Phone” field. Then click on “Save” because this is the last text field that we’ll be creating for this exercise.

HINT: To create a field that maintains all of the parameters of any original field, click on “modify” next to the original field and then click on “Save and Copy” to create the new field and then change the “Field Label” of the new field.

There’s one more information field to create and that is the text box for the “Description”. You should be able to do that on your own.

For this exercise we won’t be using the “content” field so you can click on the “erase” link next to the “content” entry.

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