

Scrolling Banners

Things to note about the Banner module

- Use banners to
 - showcase images of parish facilities or parish life.
 - provide visitors with inspirational pictures and scripture.
 - Advertise upcoming events such as summer festivals or important mass times.
- The Banner module can be turned On or Off. (Refer to the **Selecting Modules** handout for instructions.)
- You can have an unlimited number of banners however our developers suggest having less than 8 active at the same time.
- You can set a banner as active or inactive. Inactive banners are dormant until needed.
- Images in the banner can exist as inspirational pictures or they can be clickable links launching the visitor to another page inside or outside your website.
- Banners can vary in height however the banner area will grow to accommodate your tallest picture. This will result in a gap between shorter banners and the page content.

Working with banners.

1. Log into ParishPlace.
2. Click **Scrolling Banners** on the task pane under **Manage Content**.

Scrolling Banners

[Add Banner](#) [Active](#) [Inactive](#) [Delete](#)

Show entries Search:

1↓	<input type="checkbox"/> 1↓	Title	1↓	Status	1↓	Action	1↓
1	<input type="checkbox"/>	St. Mary, Reynoldsville Parish		Active		Edit	
2	<input type="checkbox"/>	Assumption of the Blessed Virgin Mary Parish, Sykesville		Active		Edit	

Showing 1 to 2 of 2 entries [Previous](#) [1](#) [Next](#)

Creating banner images:

- Scroller images must be 525 high x 1170 pixels wide. Reaching this width may require fading the edges of your photo, combining photos or adding text boxes.
- Photos play an important part in making your website attractive. ParishPlace makes it very easy to upload photos. However, editing photos takes a knack I can't convey in this tutorial. Please contact Rich Papalia, graphic artist for the Diocese of Erie at 814-824-1172 if you need assistance with scroller images.
- If you have photo editing skills but not the software, simple online photo editors like <https://beta.ribbonet.com/app/> and <https://pixlr.com/express/> can help resize, crop or add text to your photos. Pixlr - <https://pixlr.com/editor/> - is like PhotoShop.
- **Before you insert an image on your web page, make sure it is optimized for the web.** A slimmed down image will load fast and make your visitors happy. Read the "Optimizing Images for the Web" handout on the **Web page training for SMCC staff** page. You can find this page on the **MyDioErie** portal in the Parish Staff section.
- Do not use spaces when naming your images.

Uploading banner images:

- a) Click the **Add Banner** button.
- b) Type a description for the banner in the **Title** field. This description will appear when a visitor's mouse hovers over the banner. It will also be read aloud by screen readers assisting visually impaired visitors.
- c) Choose a number from the **Display Order** pulldown menu to determine where the banner appears in the lineup.
- d) Click **Browse** to locate the image on your hard drive and then click **Open**.
- e) If this banner is to serve as a clickable link to another page inside or outside your website,
 - i. Type or paste the address in the **URL** field.
 - **If you are creating a link to a page inside your site**, you do not need to enter the full URL, only the file name. The file name can be seen
 - **If you are creating a link to an external website**, paste the full URL in the field.
 - ii. Choose an option from the **Target** menu
 - **If you choose _parent**, the link will open in the same window.
 - **If you choose _blank**, the link will open in a new window.
- f) Click Publish.

Viewing an uploaded scroller.

- a) Click the **Edit** link to the right of a banner you wish to view
- b) Click the blue hyperlink under the Title field.

Changing the rotation order

- c) Click the **Edit** link to the right of a banner you wish to reorder.
- d) Choose a number from the **Display Order** box. Other banners will readjust their position.

Marking banners as Active or Inactive:

- a) Check the box to the left of a banner you wish to activate or deactivate.
- b) Click **OK** when asked **Are you sure you want to make the checked banners to Inactive?**

Deleting banners

- a) Check the box to the left of the banner you wish to delete.
- b) Click the **Delete** button.
- c) Click **OK** on the **Are you sure you want to delete checked banner?** window.