

Scrolling Banners

Things to note about the Banner module

- Use banners to
 - showcase images of ministry activities or locations.
 - provide visitors with inspirational pictures and scripture.
 - Advertise upcoming events.
- 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 static pictures or they can be clickable links launching the visitor to another page inside or outside your section of the 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 DioPlace.
2. Click **Scrolling Banners** on the task pane under **Manage Section Website**.

The screenshot displays the 'Dioocese of Erie Section Website Control Panel'. On the left is a navigation menu under 'Manage Section Website' with options: Welcome, Website Navigation, Additional Webpages, Scrolling Banners, Homepage Tiles, Home Editable Area, and Google Analytics. The main content area is titled 'Scrolling Banners' and includes buttons for 'Add Banner', 'Active', 'Inactive', and 'Delete'. Below these is a search bar and a table with columns for 'Title', 'Status', and 'Action'. The table contains one entry: 'chastity banner' with a status of 'Active' and an 'Edit' link. At the bottom, it shows 'Showing 1 to 1 of 1 entries' and navigation for 'Previous', '1', and 'Next'. The top right corner has 'Change Password' and 'Logout' links. The bottom left corner features the 'XpressIT' logo and 'hosted by' text.

Creating banner images:

- Scroller images **must** be 323 high x 839 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. DioPlace 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 parish 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.