

ADMIN v2

CROPPED BANNER



HomeAbout PageWho's WhoHistoryHow to Make ContactDigital Fife

Listen





Select Language



Administration

... manage website settings and undertake a range of administration tasks

Here you can view and edit information for your website, make site-wide changes, view statistics, send bulk e-mails, etc.

Your account:

- [Contact details](#)
(name, address, phone, email of website contact)
- [User agreement](#)
(your user agreement)
- [Basic set-up](#)
(organisation name, passwords, home page, and site options)

Website settings:

- [Site information](#)
(information to appear on each page, organisation description)
- [Domain information](#)
(domain names, security certificate and search engine optimisation)
- [Design and colour scheme](#)
(change page layout, menus and colours)
- [Logo | Banner](#)
(image to use as logo above vertical menus and image banner at the top of each page)

Administration tools:

- [List of all pages](#)
(complete list of all pages with options to view and edit, change settings, copy, move, etc.)
- [Manage users](#)

Administration tools:

- List of all pages
(complete list of all pages with options to view and edit, change settings, copy, move, etc.)
- Manage users
(manage and display the list of users and their associated authorities and consents)
- Login and registration settings
(Allow users to register for your website)
- Manage e-mails
(tools to send e-mail messages to your users)
- Page editors
(set up editors for individual pages)
- Manage events and bookings
(manage online bookings for events)

BEFORE CLICKING ON 'BANNER'
ACCESS THE WEBSITES 'LIBRARY'

Statistics and logs:

- User statistics
(see how much your website is being used)

| Edit off | Page settings | New page | Menus | Library | Admin



Library

... manage your

From this page you can
edit or delete entries. C

You can also clean up your library, updating image sizes, deleting orphan files and adding entries for files added through the HTML editor.

THERE ARE THREE WAYS TO CREATE A BANNER FOR THE WEBSITE.
FREEHAND USING SUITABLE SOFTWARE, A GRADIENT AUTO-BANNER
AND BY CROPPING TO BANNER SIZE A SUITABLE IMAGE OF YOUR
OWN.

CLICK ON '*GET NEW FILE*'

Manage categories

Clean up library

Get new file

Home

About Page

Who's Who

History

How to Make
Contact

Digital Fife

Bring a new file to your library

Click the "Get new file" button to add a file from your computer or another source into your library.
Follow the instructions carefully so the file ends up in the right place.

List the contents of your library

This section is useful if you have many files in your library - otherwise you can ignore it! You can choose to list only files of a particular type, files with particular words in the description or files belonging to a particular category.

List files of the following type:

All file types ▾

Include this text in the name or description:

List files from this category:

All categories ▾

List library files



Crop, resize a picture

Here you can crop, rotate and resize a ".jpg" or ".jpeg" picture that is already in your library.



File name: Bruno 20 July - Copy.jpg

Description:

Width: 640 pixels

Height: 379 pixels

CLICKING ON 'CROP' DISPLAYS THIS MENU. CLICKING ON THE DROP-DOWN MENU 'WHAT SIZE WOULD YOU LIKE YOUR CROPPED PICTURE?' GIVES THE EDITOR A CHOICE OF PREDETERMINED CROPS. THE 'CROP' WE ARE INTERESTED IN AT THE MOMENT IS 'BANNER'

What size would you like for your cropped picture?:

- Select ...
- Select ...
 - Large portrait (480 x 640)
 - Large landscape (640 x 480)
 - Large panorama (640 x 320)
 - Large square (640 x 640)
 - Medium portrait (360 x 480)
 - Medium landscape (480 x 360)
 - Medium panorama (480 x 240)
 - Medium square (480 x 480)
 - Small portrait (180 x 240)
 - Small landscape (240 x 180)
 - Small square (240 x 240)
 - Banner (1600 x 240)

library:

AFTER CLICKING ON 'BANNER' CLICK ON 'CONTINUE'

Continue

Crop and resize your picture

Use the controls to zoom, crop and rotate. Only ".jpg" and ".jpeg" files can be uploaded.

Click the green crop icon when you have finished, wait for the processing to end and then click "Continue" at the bottom of the page to store the picture.



Crop and resize your picture

Use the controls to zoom, crop and rotate. Only ".jpg" and ".jpeg" files can be uploaded.

Click the green crop icon when you have finished, wait for the processing to end and then click "Continue" at the bottom of the page to store the picture in your library.



Cancel

WHEN THE IMAGE HAS BEEN ADJUSTED AS REQUIRED FOR USE AS THE BANNER CLICK ON THE COMPUTER SYMBOL FOR *CROPPING*. WHEN THE SYSTEM HAS CROPPED THE IMAGE CLICK ON '*CONTINUE*' THE PROCESS IS NON-DESTRUCTIVE RETAINING THE ORIGINAL IMAGE AND CREATING A NEW IMAGE WHICH WILL USE THE ORIGINAL TITLE PRECEDED BY '*CP*'

Continue

WHEN COMPLETE CLICK '*CONTINUE*'

Bring a new file to your library

WHEN 'CONTINUE' IS CLICKED IN THE PREVIOUS MENU THE NEW IMAGE IS SAVED TO THE WEBSITE LIBRARY

computer or another source into your library.
right place.

Get new file

List the contents of your library

AS WE KNOW THE NEW TITLE OF THE CROPPED IMAGE BEGINS WITH 'CP'. A LIBRARY SEARCH HAS BEEN MADE FOR 'CP' AND THE NEW IMAGE IS DISPLAYED.

by - otherwise you can ignore it! You can choose to list only files of a particular type, or by changing to a particular category.

All file types

CP

All categories

List library files

List files from this category:

There are 2 matching entries

File type: **all file types**, Description match: **cp**, Category: **all categories**

No	Type	File path, name, Description	Image thumbnail	Action
1	images 135k 1600px x 240px	webs/64/images/CPBruno 20 July - Copy.jpeg (cropped)		Cats Move Crop Text Hotspot Rotate Edit Delete



Annotate a picture



THIS MENU IS DISPLAYED WHEN 'TEXT' IS CLICKED. 'ANNOTATE' MEANS TO ADD TEXT TO A IMAGE OR DIAGRAM.
FOUR LINE OF TEXT CAN BE ADDED. 'FONT', 'SIZE', 'STYLE' AND 'COLOUR' CAN ALL BE ADJUSTED. THE TEXT ADDED CAN ALSO BE ALIGNED AS PREFERRED

Add some text

Text	Font	Size	Style	Colour	Align	Margin	Vertical
	serif ▾	24	normal ▾	F0F0F0	left ▾	10	50
	serif ▾	24	normal ▾	F0F0F0	left ▾	10	50
	serif ▾	24	normal ▾	F0F0F0	left ▾	10	50
	serif ▾	24	normal ▾	F0F0F0	left ▾	10	50

Add a picture

File name:

Position from top-left: Horiz: px Vert: px

Scaling: %

Cancel

Save as .png

Save

Serifs are semi-structural details or small decorative flourishes on the ends of some of the strokes that make up letters and symbols. An example would be the Times New Roman font. Sans serif does not have these details or flourishes. An example would be the Arial font.



Annotate a picture

1



Add some text

Text	Font	Size	Style	Colour	Align	Margin	Vertical
Tutorial Test Website	sans-serif	70	bold	F00B34	left	10	85
June 2022	sans-serif	35	bold	F00B34	left	280	154
	serif	24	normal	F0F0F0	left	10	50
	serif	24	normal	F0F0F0	left	10	50

FONT 'SIZE', 'STYLE' AND 'COLOUR' HAVE BEEN ADJUSTED. ALONG WITH THE TEXT ALIGNMENT. WHEN USING THE SAME COLOUR FOR MORE THAN ONE LINE OF TEXT USE COPY AND PASTE FOR COLOUR CODE. REMEMBER TO 'SAVE' WHEN COMPLETE. IT WILL RETAIN THE ORIGINAL CROPPED IMAGE AND PRODUCE A NEW FILE BEGINNING WITH 'TXCP' BEFORE THE ORIGINAL TITLE

WHEN ADDING A LINE OF 'TEXT', CLICK ON THE IMAGE AND IT WILL APPEAR. I HAVE CHOSEN A 'SANS-SERIF' FONT. SEE THE NEXT PAGE FOR EXPLANATION OF THE DIFFERENCE BETWEEN SERIF AND SANS SERIF. ONE SHOULD NOT USE A SERIF FONT FOR THE MAIN TEXT ON A WEBSITE AS IT CAN BE DIFFICULT TO READ.

Cancel

Save as TXCPBruno 20 July - C.png

Save

Administration

... manage website settings and undertake a range of administration tasks

Here you can view and edit information for your website, make site-wide changes, view statistics, send bulk e-mails, etc.

Your account:

- [Contact details](#)
(name, address, phone, email of website contact)
- [User agreement](#)
(your user agreement)
- [Basic set-up](#)
(organisation name, passwords, home page, and site options)

Website settings:

- [Site information](#)
(information to appear on each page, organisation description)
- [Domain information](#)
(domain names, security certificate and search engine optimisation)
- [Design and colour scheme](#)
(change page layout, menus and colours)
- [Logo | Banner](#)
(image to use as logo above vertical menus and image banner at the top of each page)

WHEN THE BANNER HAS BEEN SAVED RETURN TO THE WEBSITES' 'ADMIN' AND CLICK ON 'BANNER'

Administration tools:

- [List of all pages](#)
(complete list of all pages with options to view and edit, change settings, copy, move, etc.)

Change website banner

Here you can change the banner that appears on every page of your website. Banners should ideally be 1600px wide.

**No
picture**

Banner description:

Update

WHEN 'BANNER' IS CLICKED THIS MENU IS DISPLAYED. CLICKING ON 'NO PICTURE' WILL OPEN THE WEBSITE LIBRARY. FIND AND DOUBLE CLICK ON THE IMAGE THAT IS GETTING USED FOR A BANNER

Cancel

Tutorial Test Website

June 22

[Home](#)
[About Page](#)
[Who's Who](#)
[History](#)
[How to Make Contact](#)
[Digital Fife](#)

Library

... manage your uploaded pictures, videos, audios and documents

From this page you can add a new file to your library, list what is already in your library and categorise, edit or delete entries. Categories allow you to group your library into topics.

You can also clean up your library, updating image sizes, deleting orphan files and adding entries for files added through the HTML editor.

[Manage categories](#)

[Clean up library](#)

Bring a new file to your library

Click the "Get new file" button to add a file from your computer or another source into your library. Follow the instructions carefully so the file ends up in the right place.

[Get new file](#)

List the contents of your library

This section is useful if you have many files in your library - otherwise you can ignore it! You can choose to list only files of a particular type, files with particular words in the description or files belonging to a particular category.

List files of the following type:

All file types

Include this text in the name or description:

List files from this category:

All categories

[List library files](#)

THE 'BANNER' IS NOW IN PLACE

			Image thumbnail	Action
	3663k	<i>lloyds-consumer-digital-index-2021-report</i>		Cats Move Edit Delete
3	documents 12k	webs/64/documents/AsusE402YLaptop.docx		Cats Move Edit Delete
4	documents 3888k	webs/64/documents/digital-transformation-2021.pdf <i>digital-transformation-2021</i>		Cats Move Edit Delete
5	documents 27k	webs/64/documents/Nequeporroquisquametquidoloremipsumguiaolorsitamet.doc		Cats Move Edit Delete
6	documents 239k	webs/64/documents/Payingforitems.pdf <i>paying</i>		Cats Move Edit Delete
7	documents 15k	webs/64/documents/whynoformattedtext.docx <i>formatted text</i>		Cats Move Edit Delete
8	images 148k 640px x 130px	webs/64/images/1650Gail_Neish.png <i>ex banner 1</i>		Cats Move Crop Text Hotspot Rotate Edit Delete
9	images 427k 448px x 640px	webs/64/images/24APPPARENTSNEEDTONKNOW.jpg <i>apps parents need to know</i>		Cats Move Crop Text Hotspot Rotate Edit Delete
10	images 82k 640px x 528px	webs/64/images/AJS.jpg <i>AJS motorcycle</i>		Cats Move Crop Text Hotspot Rotate Edit Delete