

MASTHEAD - CREATE

INTRODUCTION

The purpose of this document is to provide guidance for client website administrators who create and maintain content on how to create a masthead.

PREAMBLE

Mastheads are created as a separate entity (refer to [HOPE PROGRAMME Support Materials](#) content list for MASTHEADS - MAINTAINING) in the CMS and are then available for selection onto any Page where required. This tutorial explains the creation process of a masthead.

ABOUT MASTHEADS

Masthead – is an image file that can include annotation (text) and link to an internal or external web page. A Masthead is **dynamic content** and their creation and update are managed by the website administrator using the CMS. The administrator uses the CMS to upload and select the image and apply annotation and/or link which are optional features. Mastheads are positioned on the web page under the banner and can be a section of the page.

See the diagrams below:



Masthead – Type 1: Image.



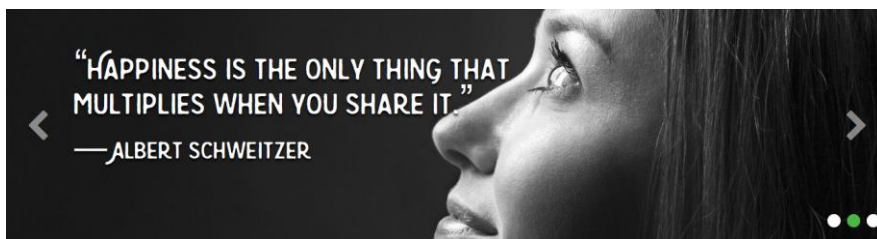
Masthead – Type 2: with annotation.



Masthead – Type 3: with annotation and link (image button).

See also **Carousel**.

Carousel – a collection of Mastheads (more than one) that rotate and have an indicator to illustrate how many Mastheads are in the collection and manual controls for a user to view each Masthead. This is **dynamic content** and can be created and updated by the administrator.



The Carousel.

TUTORIAL OBJECTIVE

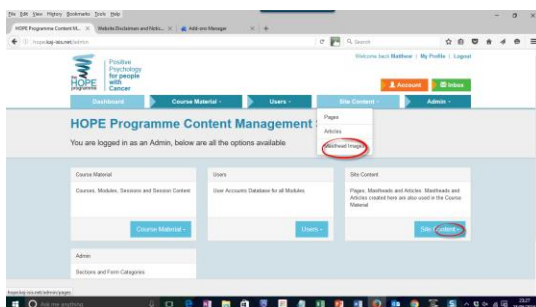
This tutorial will provide step by step guidance of how to use the CMS to create each type of masthead that includes:

- a) Type 1: image
- b) Type 2: with annotation
- c) Type 3: with annotation and link (image button)

GUIDANCE

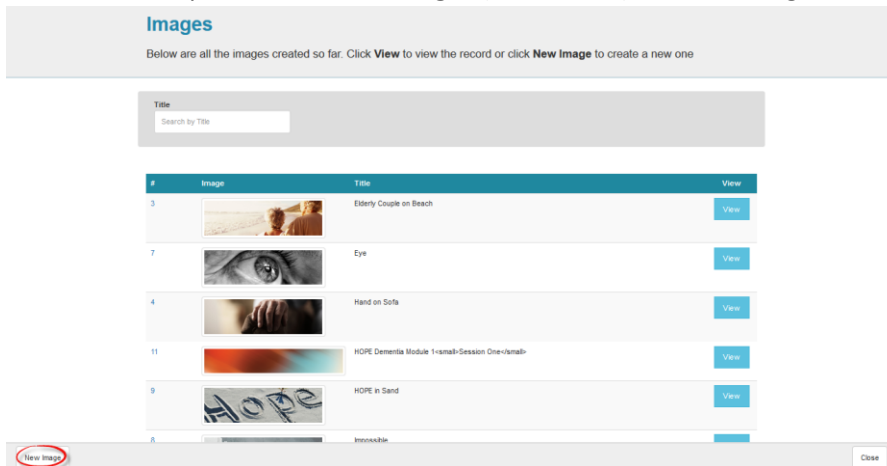
Follow the following steps to locate the Disclaimer page:

- A. Log in to CMS (Administrators Only)
- B. Select Mastheads option from the Navigation Bar or Site Content panel as shown below:



CMS Landing Page – Select Masthead Option from Site Content

C. This action will produce a list of **Images (Mastheads)** –refer to diagram below:



List of Masthead Images

CREATING A MASTHEAD – Type 1. Image

D. Click New Image Button (bottom Left hand Corner) – See diagram above

New Image (Masthead) Form

The Form Labels are used to create the Type of Masthead required (Type 1., 2. or 3.)

E. For Type 1. – Image



Masthead Type 1. Image

Use the New Image Masthead Form as follows:

- Enter The Masthead Title in (1) this appears in the Image Listing used to select the Masthead for the specific page when required
- Remove the default text “LOREM IPSUM ... (3) as it is not required on an image slide
- Upload the image using Upload New (4)
- Ignore the Check boxes – Show Title (5) and Cover Slide (6) as they are not required
- Ignore URL fields (7) and (8) as they are not required

Image Details

Record Details

Title*

Description

Parent Page / URL

Page Id*

Enter the URL

Include http:// for external links (e.g. http://www.bbc.co.uk), or start with / for internal links (e.g. /contact)

Image

Select Existing

Choose an Existing File you have uploaded before

Upload New

If you are uploading a new file, this may take some time depending upon its size. Once you have clicked Submit, please do NOT re-submit or click the Refresh button. You will be notified when the upload is complete.

Advanced

Show Title?*

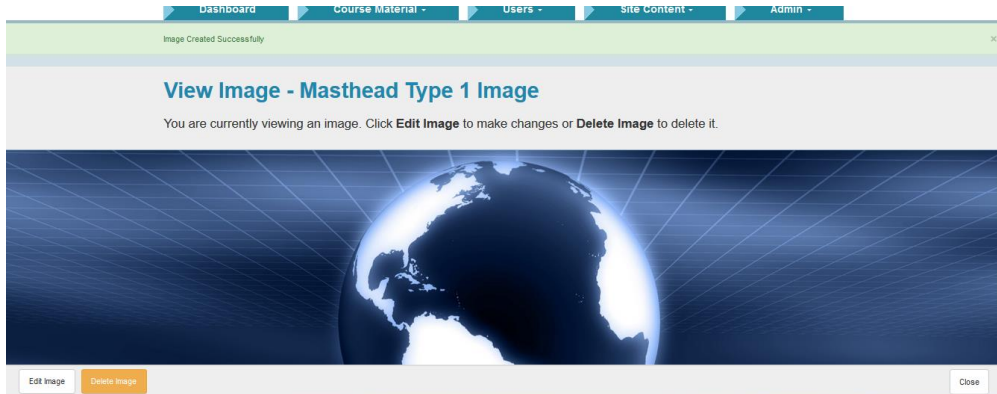
By default, the title is not displayed on the slide. Check this box to override this setting so that the title is displayed

Cover Slide?*

A Cover Slide is one that appears first in the carousel and (if enabled) the system will replace the title with one specific to the function/area in which it is used

Completed New Image (Masthead) Form

F. Click on Create Image (9) to Create Masthead



Type 1. Image Masthead Created

The Edit Image (Masthead) can be used to make changes or Delete Image (this will permanently remove the slide).

CREATING A MASTHEAD – Type 2. with annotation

G. Repeat Steps A. – D.

H. For Type 2. – with annotation



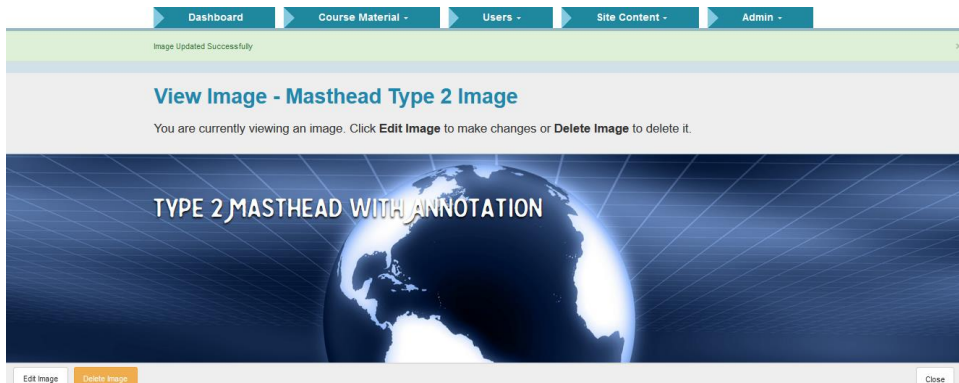
Masthead Type 2. with annotation

Use the New Image Masthead Form as follows:

- Enter The Masthead Title in (1) this appears in the Image Listing used to select the Masthead for the specific page when required
- Edit the default text "LOREM IPSUM ... (3)
- Upload the image using Upload New (4)
- Ignore the Check boxes – Show Title (5) and Cover Slide (6) as they are not required
- Ignore URL fields (7) and (8) as they are not required

Completed New Image (Masthead) Form

- I. Click on Create Image (9) to Create Masthead



Type 2. With annotation Masthead Created

The Edit Image (Masthead) can be used to make changes or Delete Image (this will permanently remove the slide).

CREATING A MASTHEAD – Type 3. with annotation and link (and button)

J. Repeat Steps A. – D.

K. For Type 3. – with annotation and link



Masthead Type 2. with annotation and link

Use the New Image Masthead Form as follows:

- Enter The Masthead Title in (1) this appears in the Image Listing used to select the Masthead for the specific page when required
- Edit the default text “LOREM IPSUM ... (3)
- Upload the image using Upload New (4)
- Ignore the Check boxes – Show Title (5) and Cover Slide (6) as they are not required
- Select the required internal page URL fields (7) and path (8) will be auto populated

Completed New Image (Masthead) Form

L. Click on Create Image (9) to Create Masthead



Type 3. with annotation and link Masthead Created

The Edit Image (Masthead) can be used to make changes or Delete Image (this will permanently remove the slide).

For further tutorials relating to Mastheads refer to the [HOPE PROGRAMME Support Materials](#) content list for MASTHEAD - MAINTAINING and CAROUSEL - CREATE.

ends.