

## MASTHEADS - ADDING

### INTRODUCTION

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

### PREAMBLE

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

### 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**.

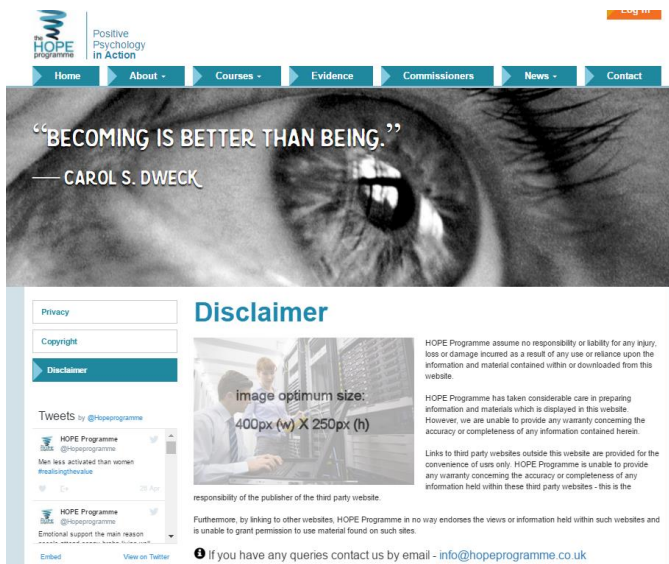
**Carousel** – a collection of Mastheads (more than one) that rotate and have an indicator to illustrate how many Mastheads are in the collection and manual controls for a user to view each Masthead. This is **dynamic content** and can be created and updated by the administrator.



The Carousel.

## TUTORIAL OBJECTIVE

This tutorial will provide step by step guidance of how to use the CMS to add a masthead to a page.

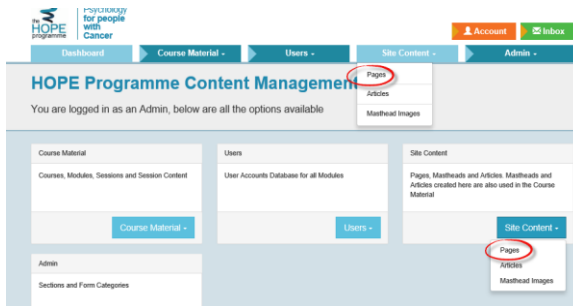


Example Disclaimer Page with Masthead

## GUIDANCE

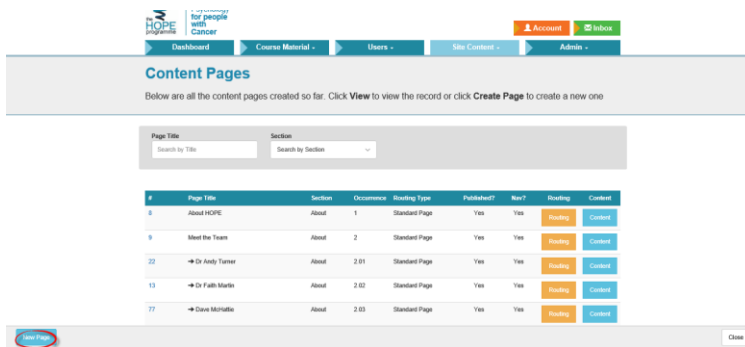
Follow the following steps to locate the Disclaimer page:

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



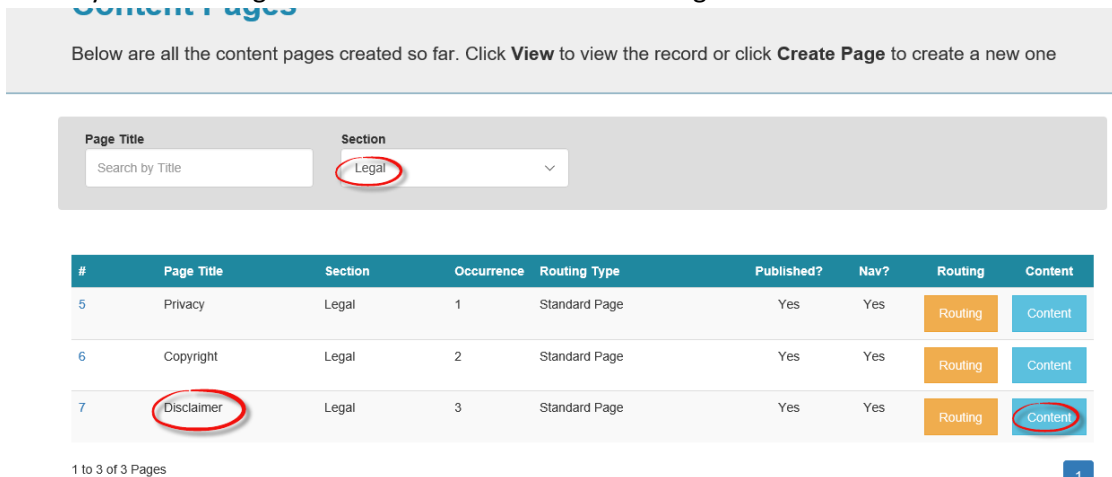
CMS Landing Page – Select Pages Option from Site Content

- C. This action will produce a list of **Content Pages** - refer to diagram below:



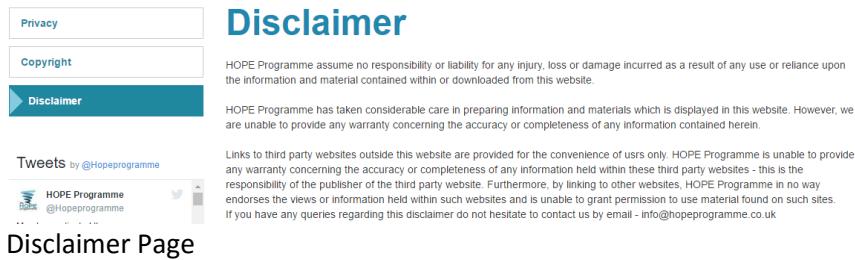
## List of Content Pages

- D. Filter by Section – Legal to locate and select Disclaimer Page



Using Section Search Filter to Find Page

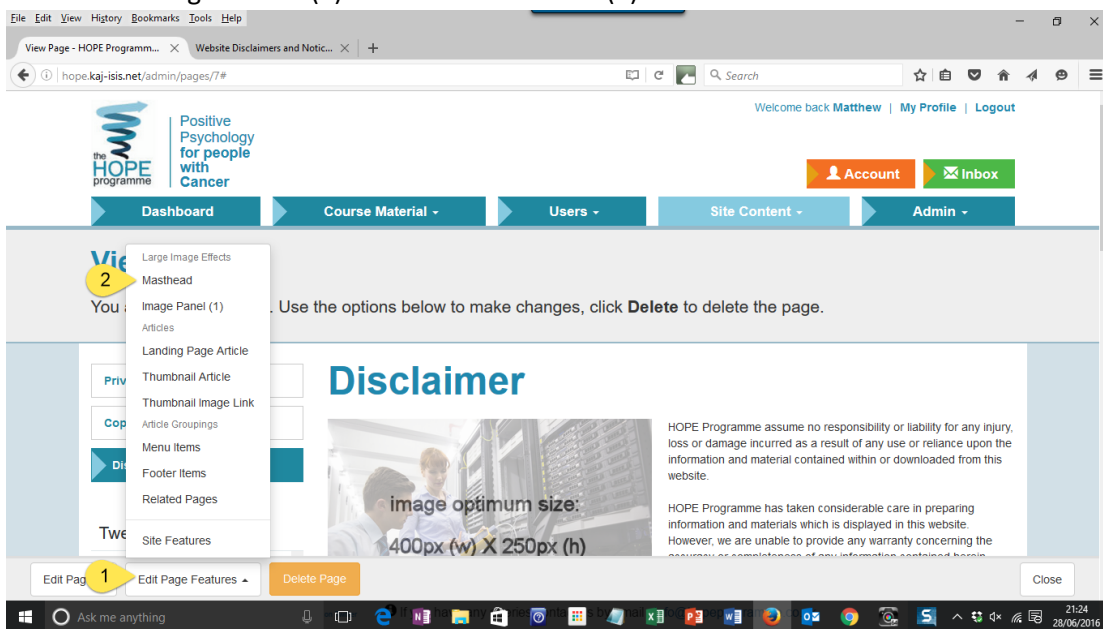
## E. Click on Content Button to Open Disclaimer Page



Disclaimer Page

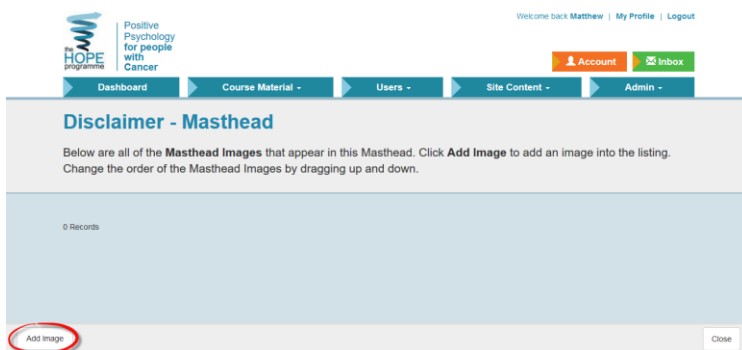
## ADDING A MASTHEAD

## F. Click on Edit Page button (1) and Select Masthead (2) from the Sub Menu as below:



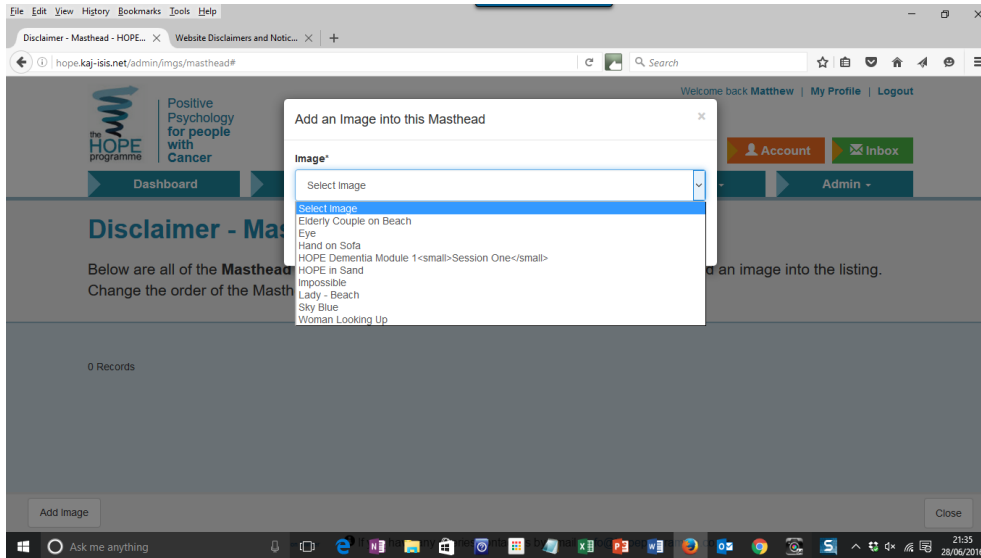
Select Masthead Function

## G. The result of this action will be the Masthead Editor Function. Note the Add Image button (1) on the control bar (bottom left corner).



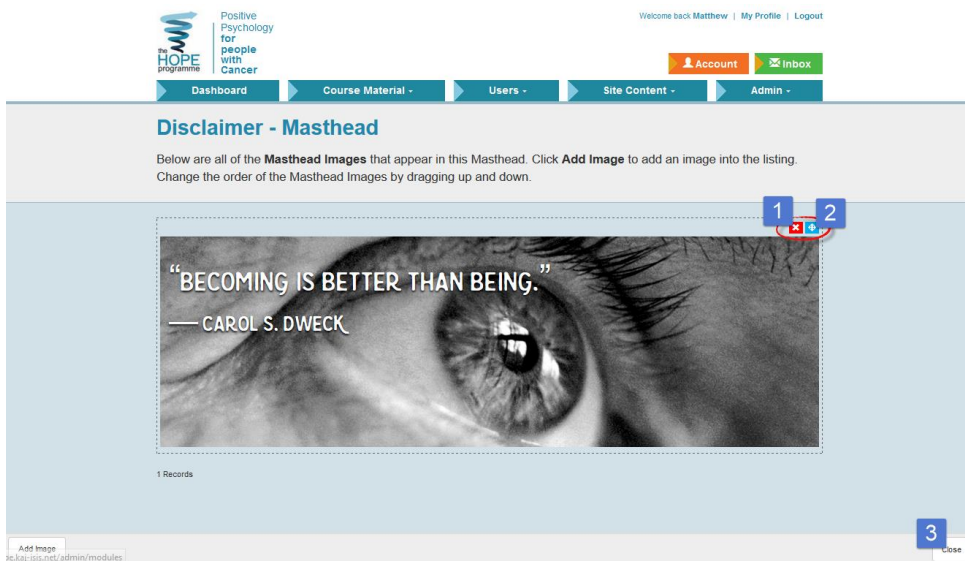
Masthead Editor

- H. The result of the action of Clicking the Add Image button will be you will see all Masthead Images available listed. Select the required Masthead – see below:



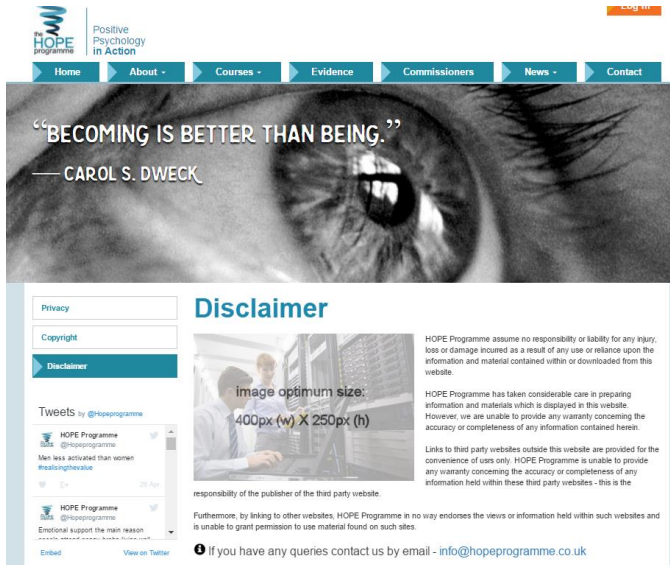
Selecting Masthead

- I. After Selecting the required Masthead it appears in the Masthead Editor. Observe the control on the Masthead (1) and (2) these are used to order the Masthead if there are more than one (carousel) and Delete if you wish to Remove the Masthead from Selection (Does not delete the Masthead from the Image Library!). Click Close to return to Page Editor (3).



Masthead Editor

J. Check result on the Public Page



Masthead added to Disclaimer Public Page

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

ends.