

EDIT BANNER

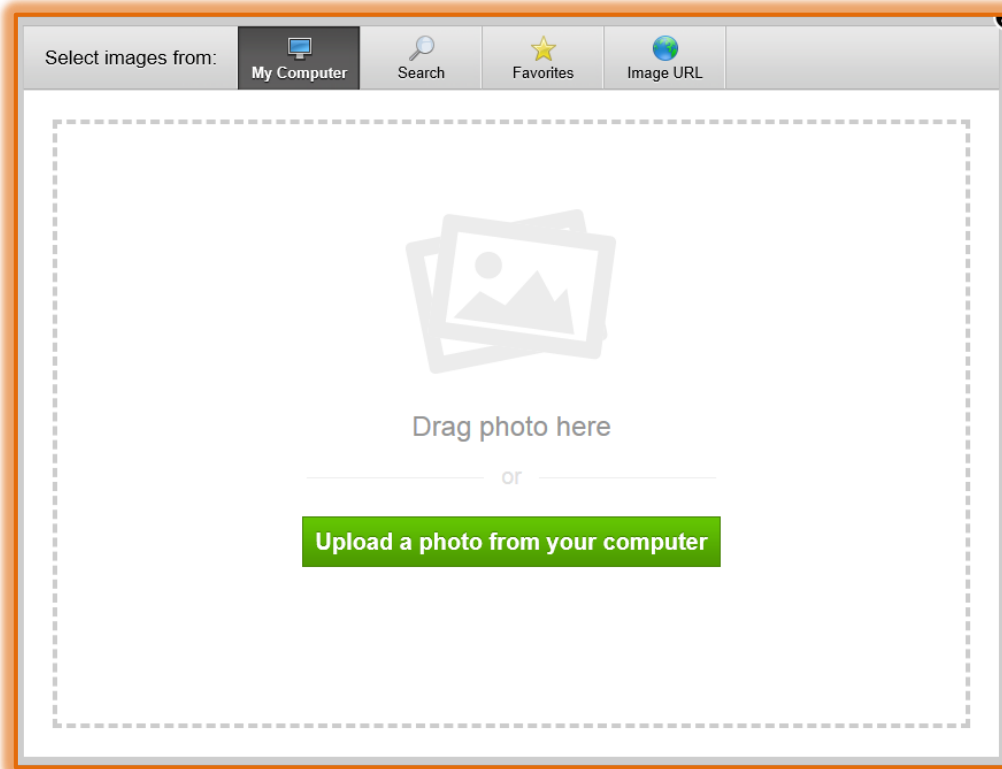
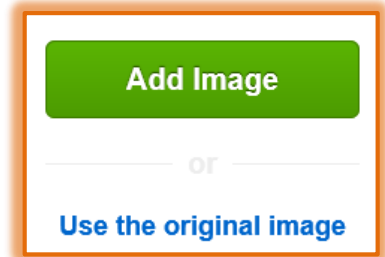
The banner of the site can be edited by inserting your own picture or other information such as text. A different banner can be inserted on each page of the site. The site creator can decide whether or not to include a banner for the site.

Change Image

✚ Move the mouse pointer over the image to display the **Edit Image** button.



- ✚ Click the **Edit Image** button.
- ✚ The **Add Image** window will display.
- ✚ Select from one of the options:
 - 🔒 **Add Image** - This option can be used to add an image from your computer or you can search for an image.
 - 🔒 **Use the Original Image** - Select this option if the original image is to be preserved, but edited.

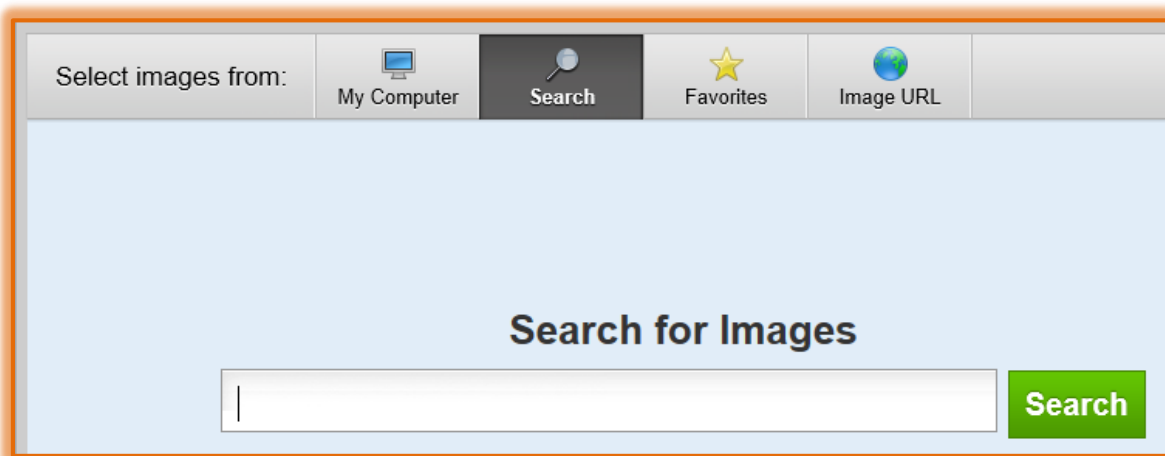


Add Image

- ✦ Click the **Add Image** button.
- ✦ The **Select Image** window will display (see illustration on previous page).
- ✦ Choose one of the four options from:
 - 📁 **My Computer** – Select this option to insert a picture that is stored on your computer or on the Siena Network. You can also click the **Upload a photo from your computer** button.
 - 📁 **Search** – This option is used to search for pictures from the Web or from the Photo Gallery in the program. Under this tab, it is possible to look for free images as well as for more professional ones. You will be required to pay for the professional images.
 - 📁 **Favorite** – To load an image from your favorites list, click this tab.
 - 📁 **Image URL** – With this option an image can be added from the Internet. You need to know the address for the page where the image is located in order to insert it.

Search for Image

- ✦ To search for an image, click the **Search** tab.
- ✦ The **Search for Images** window will display.



- ✦ In the **Search** box, input the type of image to search for, such as Education.
- ✦ Click the **Search** button.
- ✦ The **Select Images** gallery will display. There are two options for obtaining images in this window:
 - 📁 **Professional Photos** – You will be charged \$5 for images that are selected from this area.
 - 📁 **Free Photos** – To download free images, select this option.
- ✦ A gallery of different images pertaining to the selected topic will display (see illustration below).
- ✦ Locate a picture for your page.
- ✦ Click the **Picture** to insert the picture into the page.
- ✦ Resize the picture so that it fits within the banner box by clicking the sizing handles in the corners of the image.

NOTE: More than one image can be added to the banner, if desired.



Modify Image

Once a new image has been added to the banner, it can be modified. The **Image Toolbar** is used to make changes to the image (see illustration below).



- ✦ When all the changes have been made to the image, click the **Save** button list arrow in the upper-right corner of the window (see illustration above).
- ✦ Select one of the options from the list.
 - 📁 **Save to All Pages** - Select this option when the banner is to display on all the pages in the site.
 - 📁 **Save to This Page Only** -The banner will display only to the current page when this option is chosen.
 - 📁 **Save to Selected Pages** - When this option is chosen, a window will display that lists the pages in the Web site. Select the pages and then click the **Save** button.
- ✦ The **Banner** will be saved and will display on the specified pages in the site.

Add Text to Banner

Some **Banner** themes have a picture and a text area. If this is so with your chosen **Theme**, click on the text and personalize it for your page. If a **Text Element** needs to be added, follow the instructions below.

- ✦ Click the **Title** or **Text Element** (see illustrations below).



- ✦ Drag the element to the **Banner** area.

- ✦ A text element will be added to the banner.
- ✦ The **Text Toolbar** will display (see illustration below).



- ✦ Input text for the banner.
- ✦ Use the different buttons, such as **Font Type**, **Font Size**, or **Font Color**, on the toolbar to make changes to the format of the text.

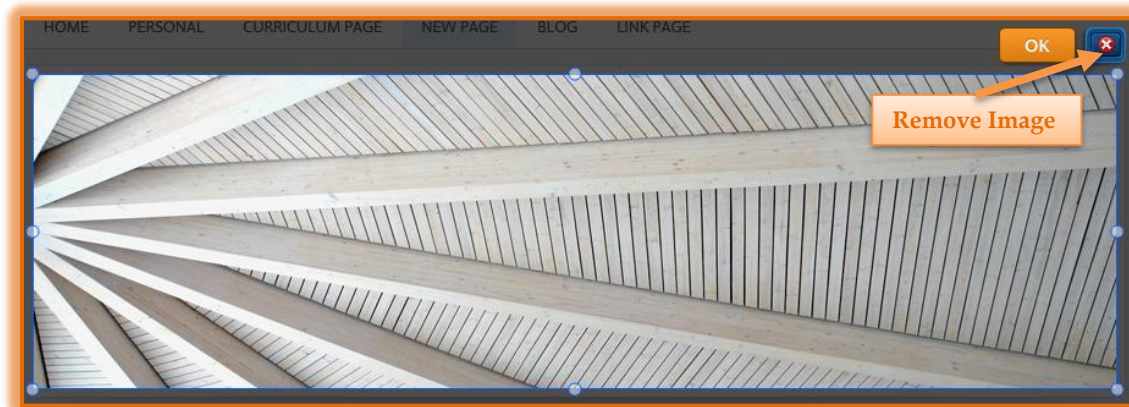
Add Text to Image Area of Banner

Some Banner designs have a picture area, but no text area. If this is the case then text can be added using the **Edit Image Toolbar**.

- ✦ Move the mouse pointer over the image to display the **Edit Image** button.
- ✦ Click the **Edit Image** button (see illustration below left).



- ✦ Select the picture and do one of the following:
 - ✦ Remove the image from the Banner by using the **Remove Image** button in the upper right corner of the image (see illustration below).



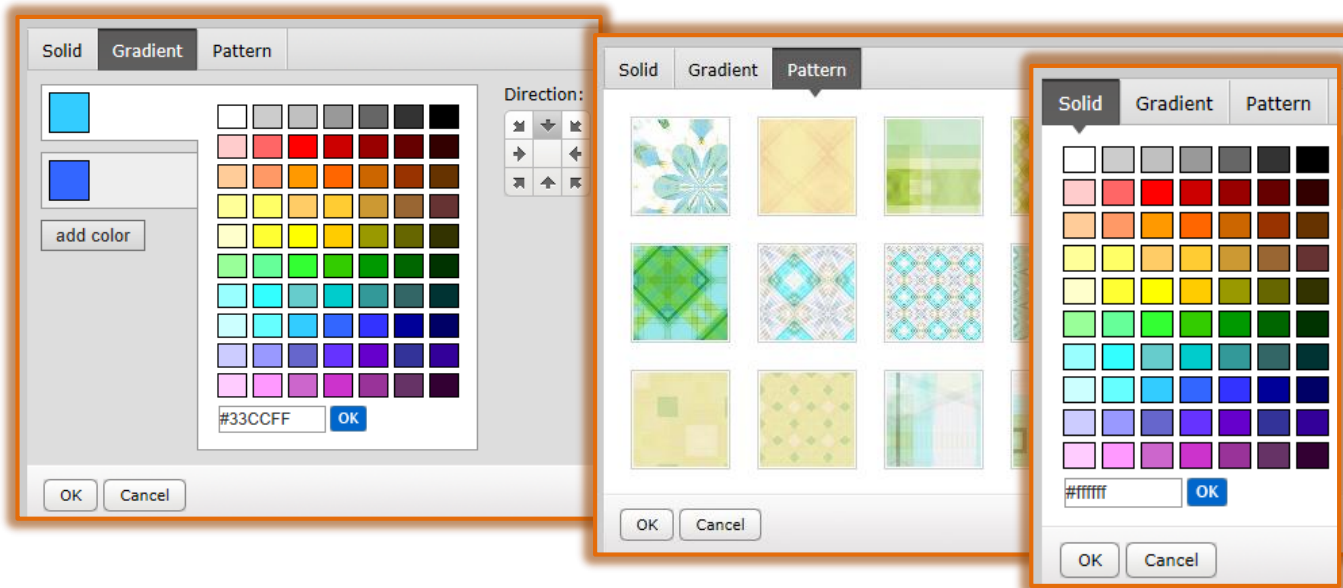
- ✦ Resize the image by using the **Resizing Handles** around the edge of the image.
- ✦ Click the **Add Text** button (see illustration below).



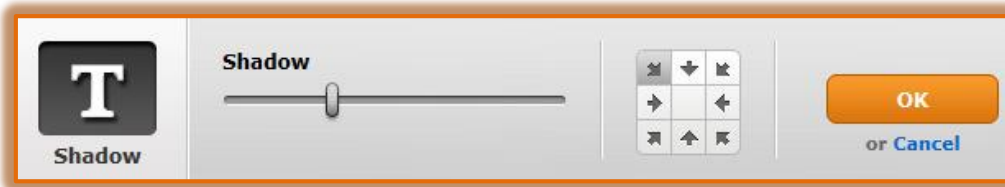
- ✦ A line of **Example Text** will appear in the **Banner** (see illustration below).



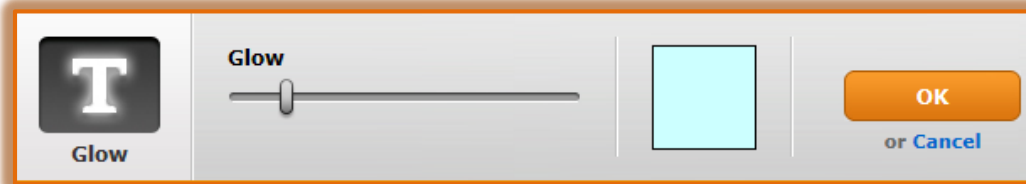
- ✦ Select the **Text Box** making sure the Example Text is selected.
- ✦ Input the text for the header, such as Teacher Web Site.
- ✦ Use the tools on the **Text Toolbar** to make changes to the formatting of the text. As the changes are being made, they will show in the text box.
 - 🔒 **Font** - Click the list arrow to change the Font Type for the selected text.
 - 🔒 **Size** - Use this list arrow to make changes to the Font Size for the selected text.
 - 🔒 **Bold/Italics** - Click either of these buttons to apply appropriate Font Effects to the selected text.
 - 🔒 **Color** - When this button is clicked a gallery of different colors will display. Select one of the colors in the gallery or click the Gradient or Patterns tab to select different options.
 - ✦ **Solid** - This is the default option. Select a color from the gallery that appears when the button is clicked.
 - ✦ **Gradient** - This option is used to apply two or more colors in different gradients to the banner. Use the arrows on the right-side of the window to change how the gradients will appear.
 - ✦ **Pattern** - To select a pattern to apply to the banner, select this tab. A gallery of different patterns will appear.



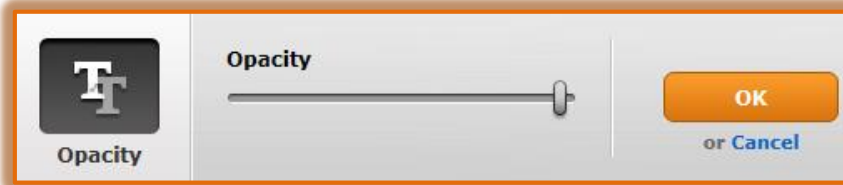
- 🔒 **Shadow** - Click this button to add a shadow to the text. Move the slider to the right or left to determine the amount of shadow to apply. Click the arrows, as shown in the illustration below, to specify which direction the shadow should appear.



🔒 **Glow** - This feature is used to apply a colored border around the selected text. Click the Glow Slider to determine the amount of glow that will appear. Click the Color Palette button (box shape) as shown in the illustration below to select a color for the glow.



🔒 **Opacity** - To determine how solid or see through the selected text is, select this option. Click the Opacity Slider to specify how the text will display.



- ✦ After each of the formatting options are made, click the **OK** button to apply the changes.
- ✦ Click the **Text Box** to move it to a different location in the header.

Remove Banner

- ✦ Click the **Pages** tab.



- ✦ Select the **Page** for which the **Banner** is to be removed.
- ✦ The **Pages** sidebar will display (see illustration).
- ✦ Click the **No Header** option under the **Header Type** area.
- ✦ The **Header** will be removed from the page.

