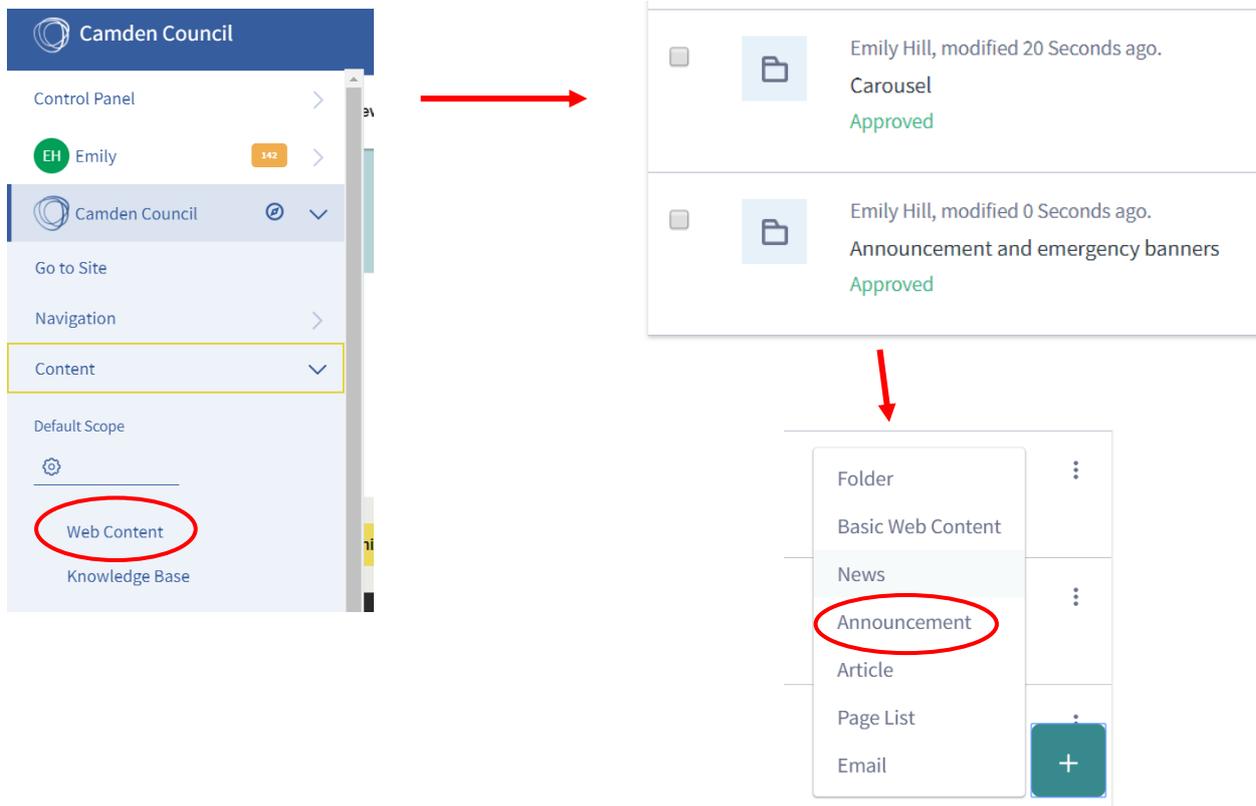


Announcement banner instructions

Create the banner:

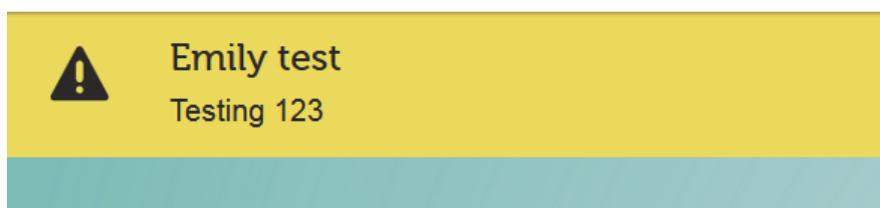
Web content > find and go into the announcement folder > plus button > Announcement



Fill in all these fields – the highlighted ones are the 2 that actually show up on the banner:

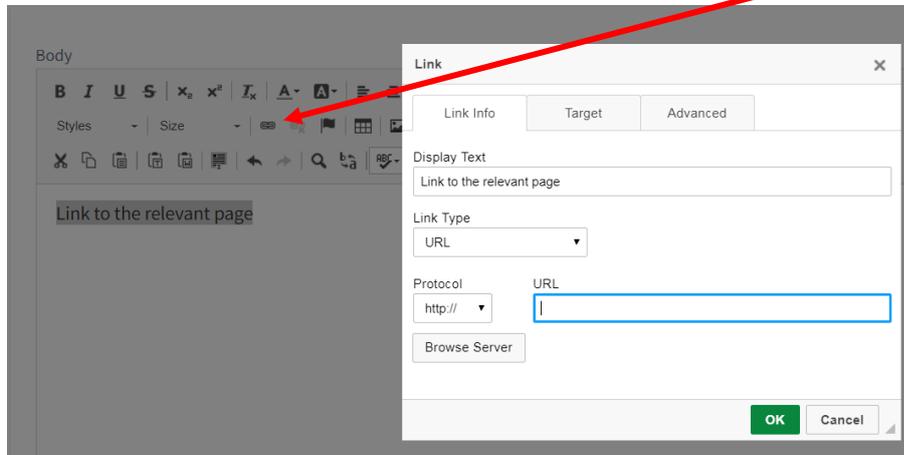
- Title (top starred one – this doesn't actually show up on the banner, but can be used to search for the content in the content folder)
- **Title** - in example below, this comes up as "Emily test"
- **Body** - in example below, this comes up as "Testing 123"
- Categories – give the content the most relevant category. If it is a site wide banner, select "Your council" as the category
- Display and expiry dates (if you wish)

Browsealoud  Accessibility  News



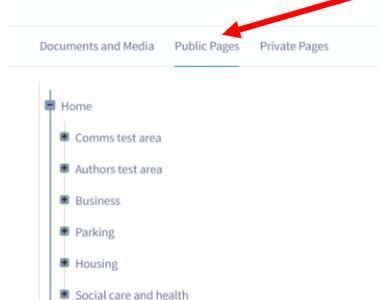
The body text on a banner can link to a web page if necessary – either on our website or an external URL.

When you enter the body text, highlight the text and click on the link button.



If you want to link to a page on an external website, simply enter the URL. If you want to link to a web page on the Camden website, select “Browse Server”.

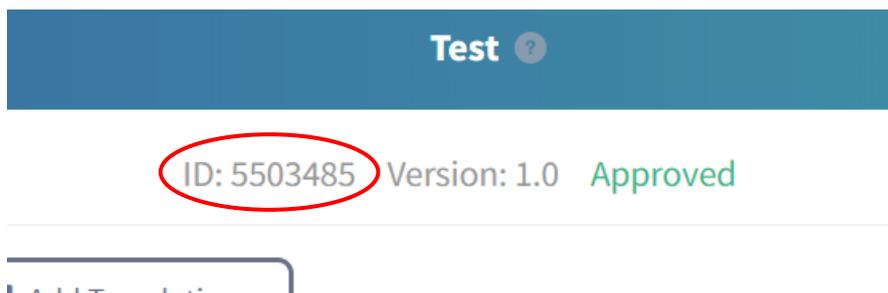
On the top tab, switch to “Public pages” and find the relevant page:



Once you’re happy with the banner, click “Submit for publication” and it will save in the web content folder. You must now add the banner to the page(s) you want it to appear on.

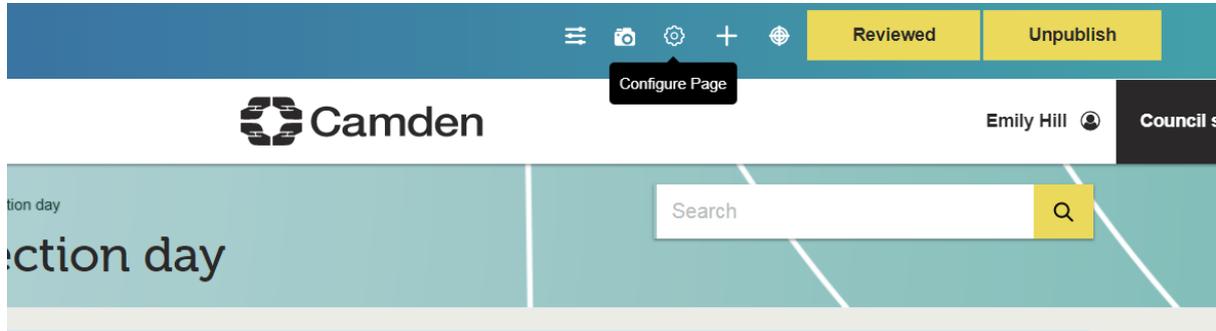
Before you add a banner to a page(s):

Find the content for the banner in your folder after you submit it for publication. It will have now been given an ID which appears at the top:



Add the banner to a page:

Add to page by going the page and clicking the configuration cog at the top right of the page. (You can also access this same place by finding the page on the left hand navigation menu, and clicking the ellipses next to the page.)



Go to the “Look and Feel” tab at the top > Enter the ID into the field “announcement-banner-id” > Save.

To expire a page banner, follow these steps and simply remove the banner ID from the public pages configuration and save.

Add the banner to all pages on website:

On the navigation menu, click on the ellipses next to “Public pages” to add a site-wide banner:



Select “Configure” > Enter the ID into the field “announcement-banner-id” > Save

To expire a site-side banner, follow these steps and simply remove the banner ID from the page’s configuration and save.

Add the banner to all pages in a category:

On the left hand menu, go to Content > Categories > Camden > click the ellipses next to the category you want > Edit

Note: you can add the banner to lower level categories by clicking through, IE instead of adding the banner to “Housing” which will then appear on every housing page, I could just add the banner to the category “Council tenants and leaseholders”. You can add a banner to several categories at once.

Once you have selected edit, go to Properties:

Properties ∨

Properties are a way to add more detailed information to a specific category. They are separated into key value pairs that allow you to associate detailed information with a category.

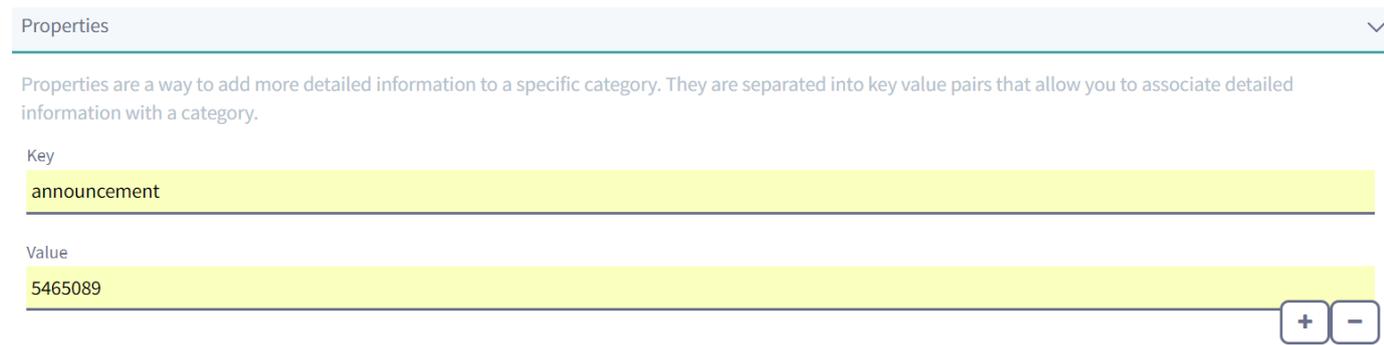
Key

announcement

Value

5465089

+ -



Under Key, enter “announcement”

Under Value, enter the banner ID number

If there is already information in those fields such as “icon”, do not replace this information. Instead, add another field by clicking the plus symbol.

To expire a category-wide banner, follow these steps and simply click the minus symbol.