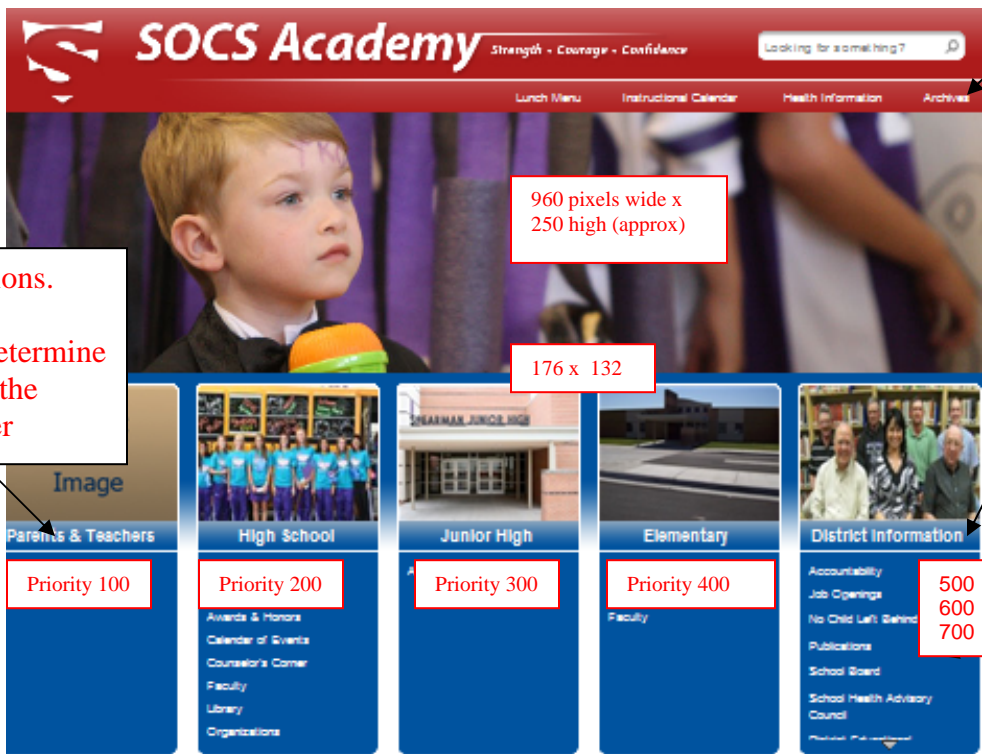


# SUMMARY OF THE L-9 SOCS TEMPLATE

## Unique Features and Special Instructions



Buttons

960 pixels wide x 250 high (approx)

These are sections. You add these yourself and determine the order with the priority number

176 x 132

This is a label, you must tell us what you want the "label" to be.

500  
600  
700

These are all Top Level sections



### UNIQUE FEATURES and SETTINGS OF THE L-9 TEMPLATE

1. **Template** – The L-9 is a fixed-width template displaying at 990 pixels, height will vary. It is designed for 1024 x 768 resolution; whereas some fixed-width templates are designed for 800 x 600 resolution.
2. **Navigation** – Only four Top Level sections and a fifth “bucket” appear on the Front Page.
  - a. The four Top Level sections appear in priority order (100, 200 etc.)
  - b. The fifth “bucket” is a **label**, not a section, and must be in the last/fifth spot in your navigation. It contains all the remaining Top Level sections for your site. They also appear in priority order. Avoid long section names and slashes (/) when naming your Main, or Top Level, sections. Long section names may not fit in the defined area (one line) and slashes (/s) cause disconnects with the FTP process.

3. **“Home” button** – the logo in the masthead is hyperlinked to the Front Page of the site and takes you back to the Front Page from any section on the site. There will also be a “Home” link in the breadcrumbs that appear above section and article pages

[HOME > FACULTY & STAFF > CURRICULUM >](#)

#### 4. Images

##### a. Masthead

- i. The images in the masthead must be sized to **960 pixels wide** (height should be **approximately 250 pixels**).
  - These images rotate automatically every 10 seconds (rotation time can be changed by contacting Client Services).
  - The types of rotation can also be changed. There are many options for the “image slicer”. (Contact Client Services for that information and change also).
  - Up to 15 images will display in the masthead.

##### b. Top Level Sections

- i. The images in the four Top Level Sections on the front page must be **176 x 132 pixels**. These images change when you refresh the page. 10 Images will display in each these sections.
- ii. You can have different images display on Top level sections by creating folders with the section name. (See FTPing Your Images instructions at the end of this document).

##### c. Images in articles

When using Insert Local Image, the images should be **no larger than 735 pixels wide**. If using the Gallery feature, SOCS sizes the images for you.

5. **Buttons** (links to outside web sites, lunch menus, etc) appear in the masthead and are text only and right aligned. They will not appear unless linked to a file or a URL. Note: when creating buttons, always choose **none** for the Graphic
6. **Polls** can be put on any section on the SOCS site with the **exclusion** of the Front Page.

### FTPing Your Images

**Images are transferred to specific folders on the SOCS FTTP server.**

- The FTP site is <ftp://ftp.schoolurl> or 139.55.202.246 **if the site is not live**.
- Masthead images are transferred to pages/mastheads/ folder.
  - **To display different pictures in the masthead when going to the Top Level sections**, you will create folders under the masthead folder on the FTP site with the exact same name as the section and drag/drop or copy/paste your image in that folder. These images should also be **960 wide x 250 pixels high (approximate)**.
- Front Page Top Level section images are transferred to the section\_images folder.
  - **To display different pictures in the Top Level sections on the Home Page**, you will create separate folders under the section\_images folder for each Top Level section on the FTP site with the exact same name as the section and drag/drop or copy/paste your image in that folder. These images should also be **176 x 132**.