

Top and Bottom Banners

A SOCS Manager can place a scrolling or stationary banner (message) at the top or the bottom of any page on your SOCS site using html code. This message can be changed or “turned off” at any time. The instructions are listed below.

1. Login to SOCS Central Services and choose Manager from the list of options on the left-hand side of the Central Services page.
2. Select “Banners” from the Manager Main Menu.
3. Select the section/page for the message to display.
4. From the Banner Information screen, choose the display position – either Leader Board (displays above masthead), Top (displays below the masthead and above the featured article/s or Bottom (displays below entire site, including More Headlines and Bottom Navigation).
5. For the location you select, change the Banner Type to “Other” from the drop-down box.
6. Enter the html code for your banner in the text box. You can copy the example from the Word training guide or type the text below, changing the font color and size to meet your specifications. In the example below, marquee indicates that the banner will scroll and bgcolor is the background color.

```
<p><font color="black" size="5">  
<marquee bgcolor="white" scrolldelay="180">Your Text Message  
Here</marquee></font></p>
```

Select “Update” to save your changes.

If you want the message to be stationary, use the example below:

```
<p><font color="black" size="5">  
<bgcolor="white">Your Text Message Here</font></p>
```

Select “Update” to save your changes.

Scrolling banners with pictures:

If you want the message to contain pictures that scroll across the page, use the example below:

```
<p><marquee scrolldelay=180></marquee></p>
```

Select “Update” to save your changes.

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Additional information:

HTML recognizes standard colors, so you can enter the color name, ie red, green, blue, etc. If you want a specific shade or color, you need the hex color number and will insert that number between the quotes (#cc9900”) – be sure to include the # sign.

You can change the font size. The bigger the number, the larger the font size.

You can control the speed of a scrolling message by changing the scroll delay number. The higher the number, the slower the scroll speed. Our example of 180 is average scroll delay (not too fast, not too slow). When you change the scroll delay number, please be aware that it may take some time for it to register/change.