

Images Guide Table of Contents

<u>Images Guide Main Page</u>	3
Images Guide Description	3
Masthead Options	4-5
Image Rotator Options	5-6
<u>Mastheads</u>	6-11
Adding a New Masthead	6-7
Editing Pending Images or Reviewing Current Images	8
Editing Mastheads	8-9
Replacing Mastheads	9-1C
<u>Image Rotator</u>	10-12
Editing Pending Images or Reviewing Current Images	13
Editing Image Rotator	14
Section Images	14-16
L16 Template (Visual)	17
L15 Template (Visual)	18
L14 Template (Visual)	19
L13 Template (Visual)	20
L12 Template (Visual)	21
L11 Template (Visual)	22
L10 Template (Visual)	23
<u>L9 Template (Visual)</u>	24

1

L8 Template (Visual)	25
<u>L7 Template (Visual)</u>	26
<u>Choosing FTP Images</u>	27-28
File Size Restrictions by Template	28-30

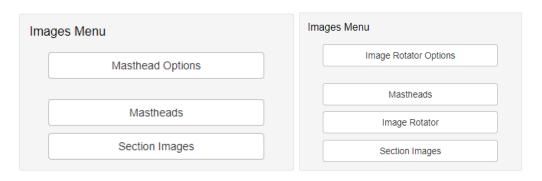


Images

The Images feature is an easy way for you to upload image rotator and masthead images for your site. The feature incorporates the ability to FTP rotating images and mastheads to the SOCS servers and resize/crop images to the appropriate size for your template.

Once a user has access to Images, they will be able to upload and manage images/mastheads for your SOCS site.

Select **Admin**, **Images** from the SOCS Toolbar.



The Menu options are based on the SOCS template for your site. For example, if your SOCS template does not include Section Images, this option will not be listed on the Images Menu. Below is the list of menu options for each template.

Masthead Options: Available Only for L9 Templates.

Image Rotator Options: Available for L7, L8, L9 (Option 3), L10, L11, L12, L13, L14, L15, L16 Templates.

Mastheads: Available for L7, L8, L9, L10, L11, L13, L14, L15, L16 Templates.

Image Rotator: Available for L7, L8, L9 (Option 3), L10, L11, L12, L13, L14, L15, L16 Templates.

Section Images: Available Only for L9 Templates.

The Live SOCS Site link located in the HELP Center provides you with a list of all SOCS Clients with their template information.

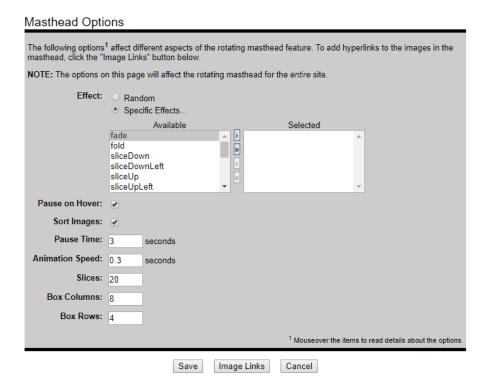
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SOCS – Images

Masthead Options

Masthead Options allows you to configure how your mastheads will display.

Note: Available for only L9 Templates.



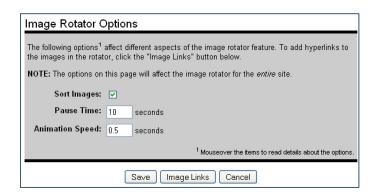
- **Effect**: fade; fold; sliceDown; sliceDownLeft; sliceUp; sliceUpLeft; sliceUpDown; sliceUpDownLeft; slideInRight; slideInLeft; boxRandom; boxRain; boxRainReverse; boxRainGrow; boxRainGrowReverse.
- **Pause on Hover**: If checked, the masthead transistion will pause while the mouse hovers over the masthead image.
- **Sort Images:** If checked, the masthead images will display sorted by their filenames.
- **Pause Time**: The amount of time each masthead is displayed before the next transition. The field accepts fractions of a second (i.e. 0.25, 0.5, etc.).
- **Animation Speed:** The speed of the image transition. The field will accept fractions of a second (i.e. 0.25, 0.5, etc.).
- **Slices**: The number of vertical "slices" an image is divided into for the "slice" transitions.
- **Box Columns:** The number of columns an image is divided into for the "box" transitions.

 Box Rows: The number of rows an image is divided into for the "box" transitions.

Image Rotator Options

Image Rotator Options will allow you to configure how your images will rotate.

Note: Available for L7, L8, L9 (Option 3), L10, L11, L12, L13, L14, L15, L16 Templates.



- Sort Images: If checked, the rotator images will display sorted by their filenames.
- **Pause Time**: The amount of time each image is displayed before the next transition starts. The field will accept fractions of a second (i.e. 0.25, 0.5).
- **Animation Speed**: The speed of the image transition. The field will accept fractions of a second (i.e. 0.25, 0.5, etc.).
- Image Links: Add a hyperlink to an image within the image rotator. Once
 images have been added to the image rotator, hyperlinks can be added to one
 or all of the photos uploaded. Add the URL under the filename. An absolute or
 relative path can be used.
 - absolute example: http://socs.filament.org
 - relative example: /vnews/display.v/ART/41234eae56fef



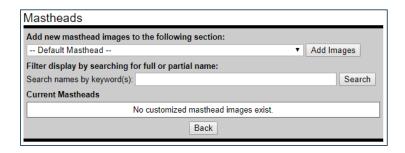
Mastheads

Mastheads will allow you to upload new and edit/delete existing mastheads.

Note: Available for L7, L8, L9, L10, L11, L13, L14, L15, L16 Templates.

To Add a New Masthead

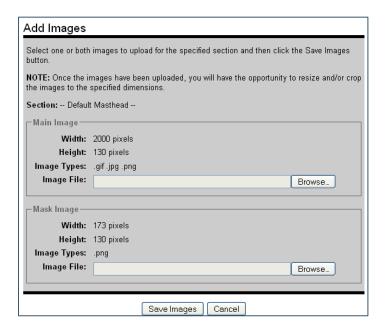
Choose the section you wish to add a new masthead image to and select **Add Images.**



Note: Type a keyword(s) to search for a specific masthead.

The masthead width and height will be listed on the **Add Images** window. The dimensions will vary for each template. If your template includes a Mask Image (flag_mask.png is the transparent overlay graphic on the image rotator and is the same size as the image rotator files), you will have the option of adding a mask image here also. Those dimensions are listed on this page. If you do not have a mask on your template, this will not appear as an option.

Note: A **Mask Image** must have an ending name of _mask.png. ex: SOCS_mask.png.

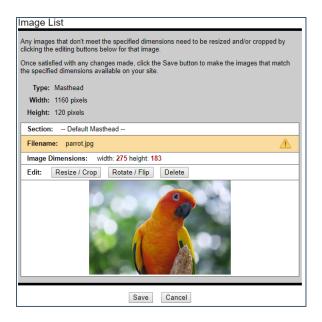


Select **Browse** to locate your masthead file on your computer or network.

Select **Save Images** to upload your image files.

Once your images have been uploaded, the Image List screen will appear where you can edit images.

Pending Review images will appear in orange with an exclamation point on the right side. The incorrect dimension will be listed in bolded red, the correct dimension in black.



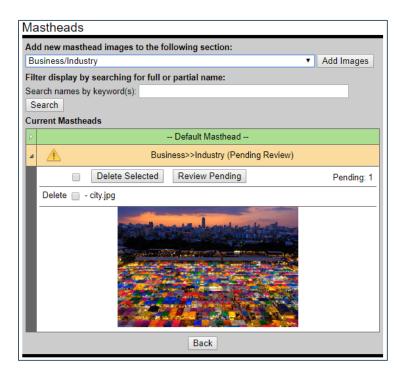
Once you have reviewed, edited and saved the image to the correct size, the image filename bar will appear green with a checkmark on the right to show it is the correct size.



Select **Save** to place the new masthead live on your site. Images/Mastheads will update when the cache clears within three minutes. Images will remain in pending status until they have been saved.

To Edit Pending Images or Review Current Images

Select the Arrow next to the **Pending Review** image. The Review Pending button will take you to the screen where you can edit your images using **Resize / Crop** and **Rotate / Flip.**



Editing Mastheads

To Edit your images, select **Resize/Crop** or **Rotate/Flip**.

The **Resize / Crop** tool allows you to keep the correct aspect ratio needed for your masthead while allowing you to edit your image as necessary.



The **Rotate / Flip** tool allows you to modify the masthead to the Left and Right or reverse your masthead as necessary.



Replacing Mastheads

Select the Section, select **Add More Images** or check the box next to the masthead you want to delete and select **Delete Selected**. You can have more than one masthead listed in Current Mastheads, but only one will show on the site.

Note: Available for L9 and L10 Templates:



From the Mastheads screen, choose the **Replace** link for the masthead you wish to replace.

Note: L7 and L8 Templates have the Replace link.

Select **Browse** on the **Add Images** screen to upload your new image.

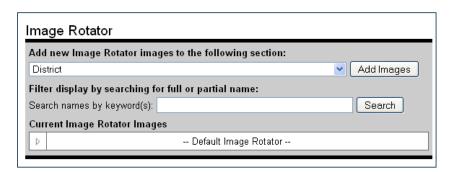


Image Rotator

Image Rotator allows you to upload new and edit/delete existing rotation images.

Note: Available for L7, L8, L9 (Option 3), L10, L11, L12, L13, L14, L15, L16 Templates.

Choose the section you wish to add a new rotator image to and select **Add Images.**

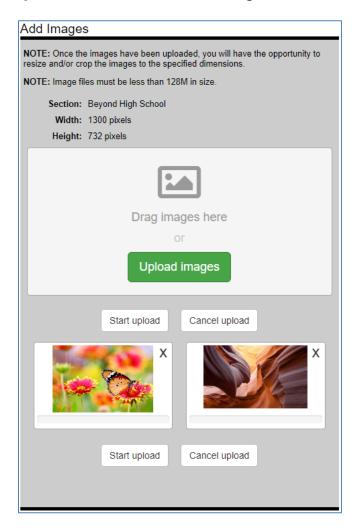


Choose **Select file(s)** to locate your image(s) (.jpg, .png or .gif).

• Select the image file you want to add. You can **Ctrl/Click** to choose multiple images.

Note: You can also **drag and drop images**, open your image file in another window and select your files (**Ctrl/Click** to choose multiple images). Drag the image files into the **Image Uploader** screen.

Select Open to add the files to the Image Rotator screen.



• Select **Start upload** to add the images.

Pending Review images will appear in orange with an exclamation point on the right side. The incorrect dimension will be listed in bolded red, the correct dimension in black.

Once you have reviewed, edited and saved the image to the correct size, the image filename bar will appear green with a checkmark on the right to show it is the correct size.

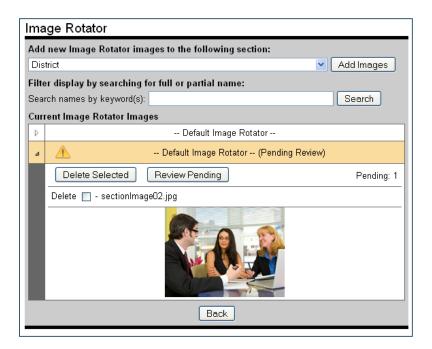


Select **Save** to place the new image live on your site. Images will update when the cache clears within three minutes.

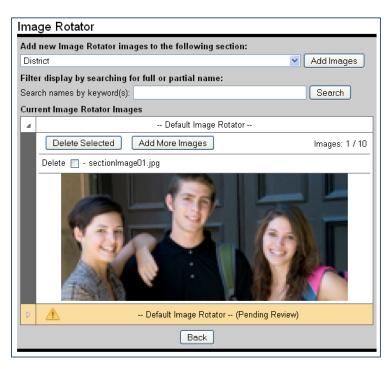
Images will remain in pending status until they have been saved.

To Edit Pending Images or Review Current Images

Select the Arrow next to the **Pending Review** image. The Review Pending button will take you to the screen where you can edit your images using **Resize / Crop** and **Rotate / Flip.**



Select the Arrow next to the Section you wish to view. Select **Delete Selected** or **Add More Images.**



Editing Image Rotator

To Edit your images, select **Resize/Crop** or **Rotate/Flip**.

The **Resize / Crop** tool allows you to keep the correct aspect ratio needed for your image while allowing you to edit your image as necessary.



The **Rotate / Flip** tool allows you to modify the masthead to the Left and Right or reverse your image as necessary.



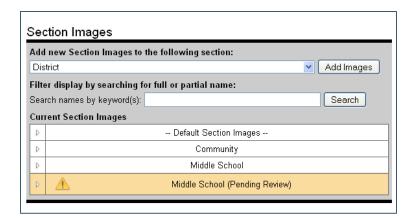
Section Images

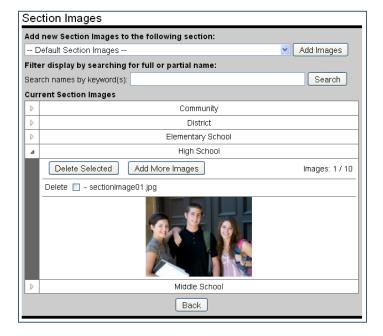
Section Images allows you to upload new and edit/delete existing rotation images.

Note: Available for only L9 Templates.

The Default Section Images is used for sections with special characters within the name. Images should be placed within the section they relate to.

Choose the section to which you want to add images. There can be 10 images in each section. The option to add more images will be available, if there are fewer than 10 images. Check the box to delete and select Delete Selected to remove unwanted images.





To add additional images:

- Select **Add More Images**. You can add up to 10 images for each section. Ex. If you already have two in the section, you can add 8 more.
- Choose Select file(s) to locate your image(s) (.jpg, .png or .gif).
- Select the image file you want to add. You can Ctrl/Click to choose multiple images.

15

Note: You can also **drag and drop images**, open your image file in another window and select your files (**Ctrl/Click** to choose multiple images). Drag the image files into the **Image Uploader** screen.

- Select **Open** to add the files to the Image Rotator screen.
- Select Start upload to add the images.



When cropping/resizing your image(s), the resize/crop tool will allow you to keep the correct aspect ratio needed for your image(s)/masthead while allowing you to crop/resize your image as necessary.



L16 Template





Image Rotator

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It's more than a motto. It's what we prove each and every day.





Upcoming Events Week of June 4 - June 10, 2017



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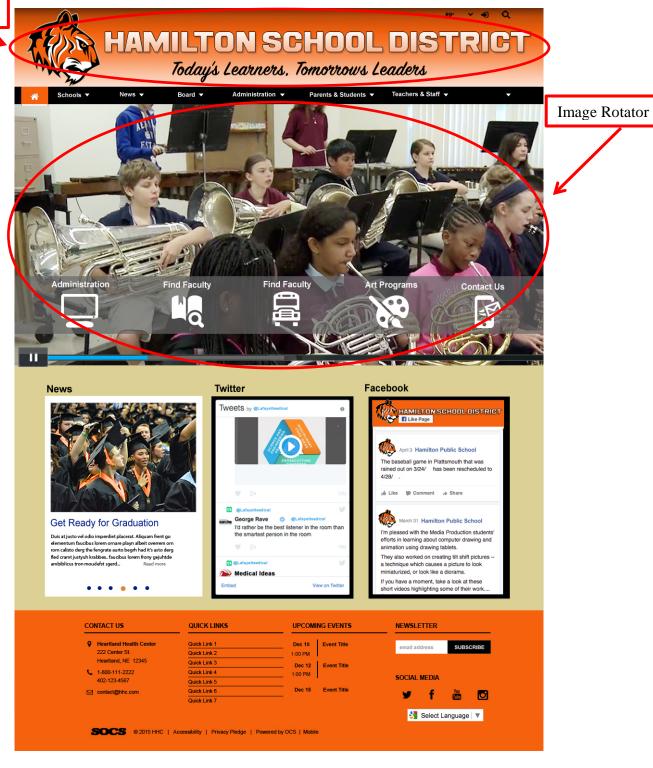
Lancaster Medical Center West + 1234 Medical Ave. - Lancaster, NE + 68555

1.888.555.1224

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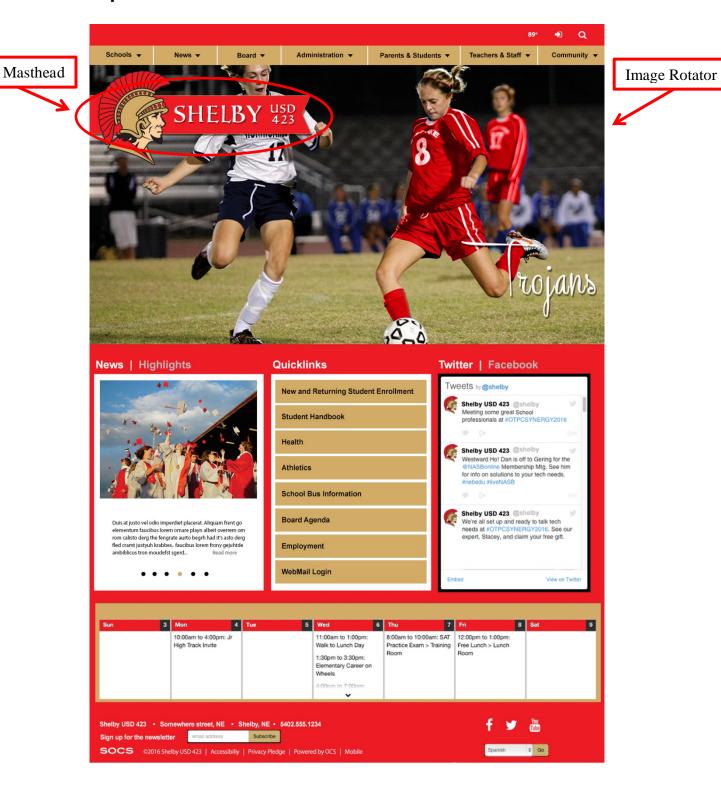
L15 Template





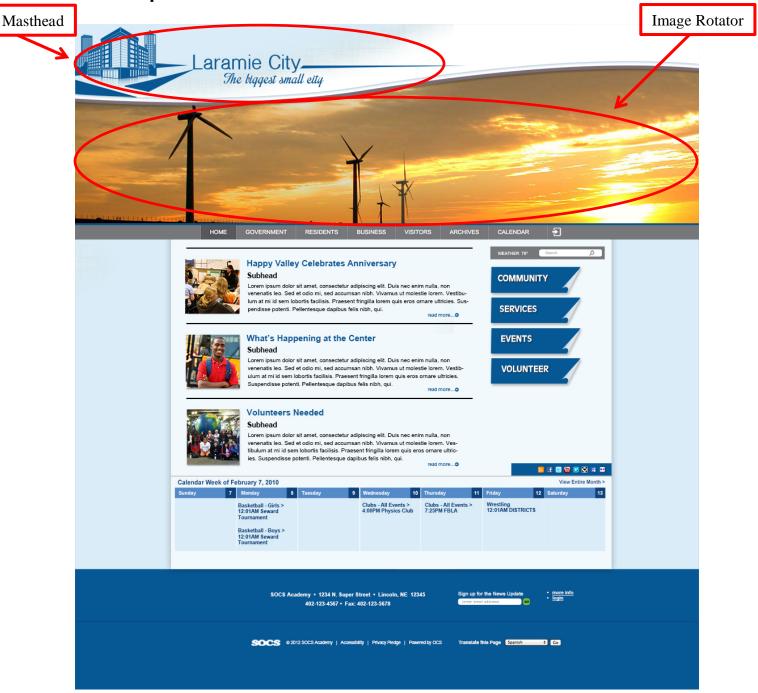
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L14 Template



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L13 Template



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L12 Template

Image Rotator



LATEST NEWS

Article Title

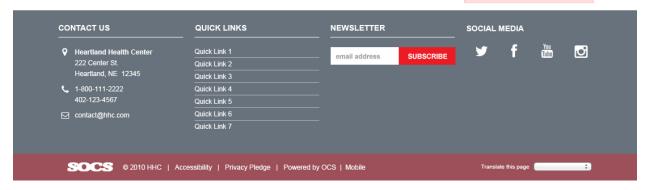
The onight sum dolor sit amet, consecr Jdipiscing elir, sed diam nonummy nibh euismo laoreet dolore magnd aliquam erdt volutpat. Ut wisi enim. The onight sum dolor sit amet, The onight sum dolor sit amet, consecretuer Jdipiscing elir, sed diam nonummy nibh eu ut euismod. erdt volutpat. Ut wisi enim. The onig.e magnd aliquam erdt volutpat. Ut wisi The onight sum dolor sit



PATIENT INFORMATION

For Patients	
Patient Portal	
Online Bill Pay	

HIGHLIGHTS
WEATHER



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Image Rotator

L11 Template

Masthead



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L10 Template

Mask Image

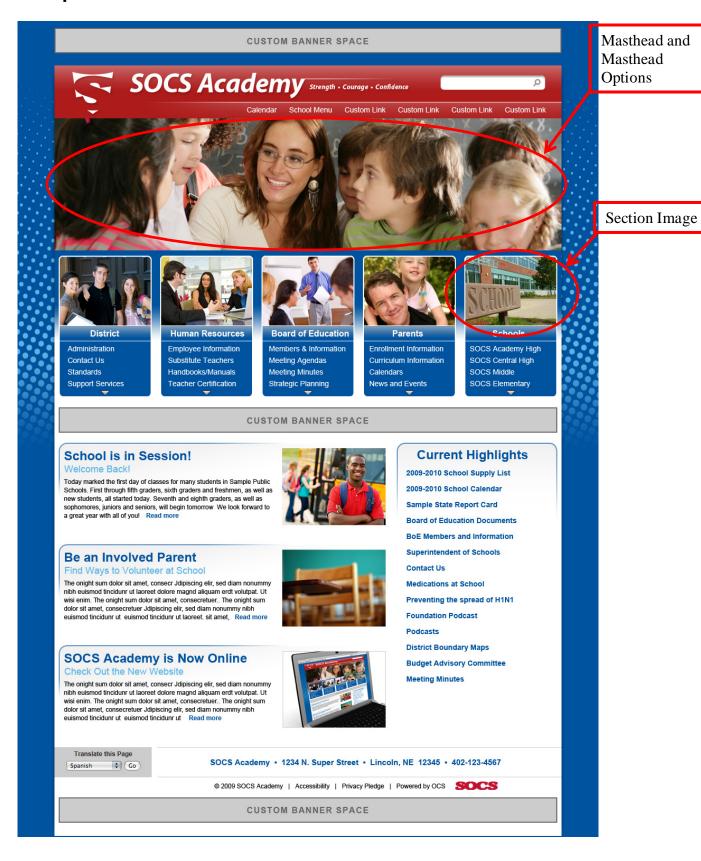
Image Rotator





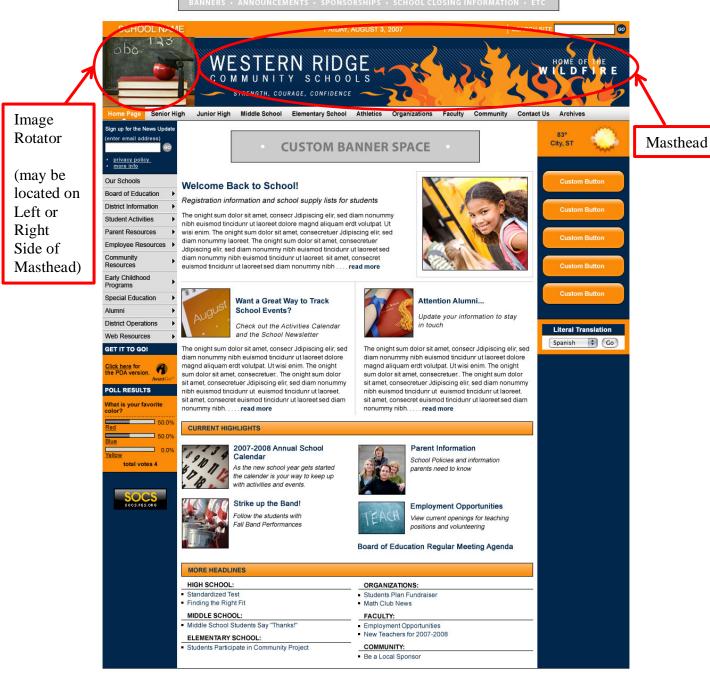
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L9 Template



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L8 Template



CUSTOM LEADERBOARD SPACE

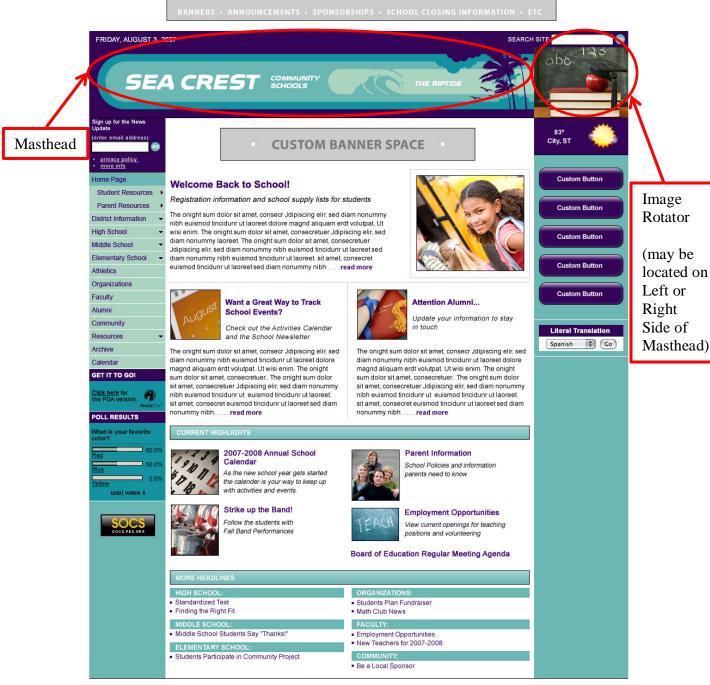
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CUSTOM BANNER SPACE

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L7 Template



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CUSTOM BANNER SPACE

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Choosing FTP Images:

Images are transferred to specific folders on the SOCS FTP server.

The FTP site is ftp://ftp.schoolurl

General Information:

- The graphics can be .gif, .jpg, or .png.
- If the images are larger than the recommended size (see below), the system will make them fit but not resize the picture. This can result in a picture looking distorted. If the picture looks distorted, delete the file, resize the picture and put it back in the image rotator folder.
- You may want to crop your images before sizing them to eliminate any unnecessary background.
- You can display up to 10 images. The images will display in a random order.
 To replace images, first delete the unwanted images from the image_rotator folder, and then replace them with the new images.
- If you are still uncertain about the graphic size, you can right click on the image currently in the masthead and choose properties where you can see the image size. If you're still not certain, call or email Client Services and we'll be glad to help you.

File Directories:

- Mastheads and Masthead Rotator /pages/mastheads
 - To display different images 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.
- Image Rotator /pages/image_rotator
 - o With some additional setup, different images can display for each of the top-level sections. (To do this, you will first need to create a folder under the image_rotator folder for each of the top-level section(s). The name of the folder must match exactly the name of the top-level section(s). You can then follow the directions below for placing images in these section folders).

Section Images /pages/section_images

o To display different images 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.

File Sizes:

L15 & L16

Masthead: Width 1160 pixels, Height 200 pixels

Image Rotator (default): Width 1300 pixels, Height 732 pixels

• L14

Masthead: Width 972 pixels, Height 111 pixels

Image Rotator: Width 1160 pixels, Height 683 pixels

• L13

Masthead: Width 1200 pixels, Height 348 pixels

Image Rotator: Width 1200 pixels, Height 348 pixels

• L12

Image Rotator: Width 1160 pixels, Height 600 pixels

• L11

Masthead: Width 630 pixels, Height 310 pixels

Image Rotator: Width: 310 pixels, Height: 310 pixels

L10

Masthead: Width 590 pixels, Height 250 pixels.

Image Rotator: Width 370 pixels, Height 250 pixels

Flag Mask: Width 370 pixels, Height 250 pixels

• L9

Rotating Masthead

Masthead: Width 960 pixels, Height 250 pixels

Masthead with Rotating Images

Masthead: Width 590 pixels, Height 250 pixels

Image Rotator: Width 370 pixels, Height 250 pixels

Flag Mask: Width 370 pixels, Height 250 pixels

L8 and L7

Slim Profile (4:3 ratio image rotator)

Masthead: Width 2000 pixels, Height 130 pixels

Masthead*: Width 817 pixels, Height 130 pixels

Rectangular Image Rotator: Width 173 pixels, Height 130 pixels

Masthead without Rotator*: Width 990 pixels, Height 130 pixels

(Based on a 1024px wide browser frame)

*minimum size required for visible title, mascot, address, etc at the minimum browser width setting of 1024px

Large Profile (4:3 ratio image rotator)

Masthead Graphic*: Width 724 pixels, Height 200 pixels

Masthead Background - tiles to full browser width (liquid): Width can vary, Height 200 pixels

Rectangular Image Rotator: Width 266 pixels, Height 200 pixels

(Based on a 1024px wide browser frame)

*minimum size required for visible title, mascot, address, etc at the minimum browser width setting of 1024px

SOCS - Images

Large Profile (Panoramic image rotator)

Masthead Graphic*: Width 540 pixels, Height 200 pixels

Masthead Background tiles to full browser width (liquid): Width can vary, Height 200 pixels

Panoramic Image Rotator: Width 450 pixels, Height 200 pixels

(Based on a 1024px wide browser frame)

*minimum size required for visible title, mascot, address, etc at the minimum browser width setting of 1024px

Large Profile (Custom 4:3 ratio image rotator)

Masthead Graphic*: Width 724 pixels, Height 200 pixels

Masthead Background - tiles to full browser width (liquid): Width can vary, Height 200 pixels

Flag Mask: Width 266, Height 200

Custom-designed overlay on rectangular 4:3 ratio image rotator (dimensions 266x200)

(Based on a 1024px wide browser frame)

*minimum size required for visible title, mascot, address, etc at the minimum browser width setting of 1024px

flag_mask.png is the transparent overlay graphic on the image rotator and is the same size as the image rotator files

Large Profile (Custom Panoramic image rotator)

Masthead Graphic*: Width 540 pixels, Height 200 pixels

Masthead Background - tiles to full browser width (liquid): Width can vary, Height 200 pixels

Image Rotator Mask: 450 pixels, Height 200 pixels

Custom-designed overlay on panoramic image rotator (dimensions 450x200)

(Based on a 1024px wide browser frame)

*minimum size required for visible title, mascot, address, etc at the minimum browser width setting of 1024px

flag_mask.png is the transparent overlay graphic on the image rotator and is the same size as the image rotator files

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