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Spotlights

Spotlights provides you with a quick and easy way to showcase your students, staff, community, special events, and so much more. You can place Spotlights on the front page or on any section or sub-section. The location of the Spotlights depends on your SOCS theme.

Spotlights is an access privilege that any user can be assigned.

To Add Spotlights

1. Select **Extras, Spotlights** from the SOCS Toolbar.
2. Select **Add Spotlight**.
3. Fill in the appropriate fields.

Add Spotlight

Name (required)

Aspect Ratio

Portrait (3:4) ▾

Aspect ratio required to add images to spotlight.

Description

This month will feature the Client Services staff!

Animation Style

Banded ▾

Preview selected option below.

Detail Page Style

Slanted ▾

Preview selected option below.

Add Image

Save

Cancel

Apply

Edit - 0 items

Preview Animation

Preview Detail Page

Assigned Sections (0)

☰ Drag to rearrange the order of items.
 Large item grid

- **Name:** Wording that will appear on the Spotlight.
- **Aspect Ratio:** Different aspect ratios will produce different types of compositions. Choose from four different aspect ratios.
 - Landscape (4:3) is known as the standard fullscreen aspect ratio creating a horizontal, rectangular shape.
 - Portrait (3:4) is known as the standard fullscreen aspect ratio creating a vertical, rectangular shape.
 - Square (1:1): a square, 1:1 aspect ratio tends to produce very balanced, often confined images.
 - Widescreen (16:9): gives a *lot* of room for expansion along the image edges.

Note: Choosing an aspect ratio is required to add images. Once you select your aspect ratio, images added to your Spotlight will be set to these dimensions.

- **Description:** Text describing your Spotlight.
- **Animation Style:** There are six animation styles to choose from. Use the Preview Animation to view which style is best for your Spotlight.
- **Detail Page Style:** There are three detail page styles to choose from. Use the Preview Detail Page to view which style is best for your Spotlight.
- **Add Image:** Use the **Select Image** to begin uploading your image. Editing tools are available to crop and adjust how your image will appear. The preview will display how your image will display within the Spotlight.

Add Image (512M file size limit)

Spotlight Name: Filament Essential Services Client Services Spotlight Aspect Ratio: Portrait (3:4)

Select Image Save Cancel



Double-clicking toggles between  moving image and  cropping.

Name (required) Title

Mrs. Elle Phanty Director, Client Services

Link Text Link URL Open Link

Filament Essential Services <https://www.filamentservices.org> in a new window/tab

Description

Elle enjoys listening to audio books when she is not able to carry her Kindle. She has been with the companies close to 30 years with 28 of those years providing excellent service to our clients. Please join her in celebrating her staff this month!

Save Cancel

Note: Name and Alt Text are required.

The **Name**, **Title**, **Link Text**, **Link URL**, and **Description** fields can be customized for the image you added. If you are celebrating people, use the person's name, title, and a description of the person. If you are highlighting a class art project, use the **Title** as the name of the art piece and the **Description** for describing the art piece.

Once you have added your images, you will be able to **Edit** all information for your images, **Preview Animation** to see how your images will animate on your site, **Preview Detail Page** to see the full description of your spotlight(s) and assign your Spotlight to a section or sections on the **Assigned Sections** tab.

Edit - 5 items Preview Animation Preview Detail Page Assigned Sections (0)

≡ Drag to rearrange the order of items. Large item grid

			
<p>≡ 1  </p> <p>Image Alt Text Elephant with headphones an...</p> <p>Name Mrs. Elle Phanty</p> <p>Title Director, Client Services</p> <p>Link Filament Essential Services</p> <p>With Description</p>	<p>≡ 2  </p> <p>Image Alt Text Owl</p> <p>Name Ms. Leigh SpottedWings</p>	<p>≡ 3  </p> <p>Image Alt Text Red panda</p> <p>Name Mrs. J. Fluffytail</p>	<p>≡ 4  </p> <p>Image Alt Text dog</p> <p>Name Mr. Brownie Waggs</p>

- Edit:** Shows you each of the images you have added to your spotlight. To change the order of your images, click and drag the highlighted number below the image. Select the edit icon to edit all of the information. Select the delete icon if you would like to delete an image from the spotlight.

Animation Style: Banded
Detail Page Style: Slanted

Preview selected option below.

Add Image Save Cancel Apply

Edit - 5 items Preview Animation Preview Detail Page Assigned Sections (0)



- On the **Preview Animation** tab, hover over each image to see what the Animation Style will look like. You can change the Animation Style on this page. Make sure to **Save** when you find the one that suits your images.
- This view is how your Spotlight will appear within your section.

Animation Style		Detail Page Style	
Banded		Slanted with Icons	
Preview selected option below.		Preview selected option below.	
Add Image	Save	Cancel	Apply
Edit - 5 items	Preview Animation	Preview Detail Page	Assigned Sections (0)



Mrs. Elle Phanty
Director, Client Services

[Filament Essential Services](#)

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- The **Detail Page Style** will show you how your detailed spotlight will appear when you select the image on the section page. All of the information will appear. For our example, we picked the **Slanted with Icons** option to add a bit of bling to our spotlight!

[Edit - 5 items](#)
[Preview Animation](#)
[Preview Detail Page](#)
[Assigned Sections \(4\)](#)

Section Access: Full Site [Help ?](#)

Search for a section

Found: **0** ...by entering a section name here [Expand All](#) [Collapse All](#)

Sections matching the text entered will be **highlighted**

- Front Page (Home) **Tropical Birds**
- Administration
 - Superintendent
 - Support, Dr. SOCS
 - support, socs
- Alternative Center
- Campaign
- Company Store
- East Elementary **Tropical Birds**

- **Assigned Sections** shows you what sections already display a Spotlight by displaying the Spotlight's name in red after the section name. Select an available section or multiple sections to assign your spotlight. Don't forget to select **Save**.