

Adding Banners to a website for Advertising.

You will be using the black Menu at the top under Admin for this lesson.

Open website in editing mode. Click Admin in top black menu.

The page should show all different icons including the last one Vendors.

Click Vendors

Click Add New Vendor

Fill in the information for the new vendor

You only need to fill in the top section and the website at the bottom

Then click update.

New vendor should show up although it is very light if you hover over it you can see it I will get the guys to change this for us.

Click the pencil to the left of the name of the new vendor.

Scroll down to Banner Advertising. Click it and Add New Banner should appear.

Click add New Banner

Fill in Banner Name I have done Kates On Web

Banner Type is banner these are where you can do different types of banners. I have not used all of them but have experimented. Will experiment some more as I get more advertisers.

Banner Group. I am using Kates On Web. (I do singular ones but you can do a group and name each company with the same group. So that say the front page has 4 banners in the section you would call them all the same group.

Next click Upload File

Drop your banner add in or click to find it on your computer they need to be about 700kb wide

Once uploaded click close

Now if your width of your banner is more then that which will fit across the page where you come back to and it says width put in 700 if it is a banner image wide and short. If it is a box like logo like the Macquarie one you don't have to change it.

Scroll down a bit further and you will see Location enter the address of the link you want the banner to link to

Then put in a start date this make the clicks work. You click the calendar to the right to pick a date I usually pick a day earlier then today.

Then click Update that adds the banner to the system for a certain client. And update again.

Now we have to add the banner to the page you want to add it to. I usually put all the banners in one folder on my computer and make them 700 x 150 wide that is height. 150x 150 or 700 x 150 that sort of thing. You can decide for yourself but it is better to keep them a bit uniform and I use the height for this.

Click home in normal menu at the side to take you out of Admin.

Now go to a page you want to add a banner too. I have chosen the Links page so you can see how it works. After I have done it. I will leave it there until you get the hang of it so you can refer to it.

Ok You need to add a Module from the top black menu where it says modules.

Click modules

Click add a new module. What will appear is a heap of boxes going across the page at the bottom of these you will find a scroll bar which you can move your cursor over and it will turn blue. You need to move that a long until you find the Banners module. It is in alphabetical order.

Now put your mouse over the square that says Banners up in the top right hand corner where the movement cross is, a drop down menu will appear.

Click on add to banner 1.

Now you should have a module at the top of the page and how you tell it has the three icons to the right. If you hover over the pencil it says

Banner options click it.

Now here is where you pick up the banner from the vendors section. The names need to be exactly the same as what you put in the vendor section otherwise it won't show up.

Banner type is Banner

Banner Group is Kates on Web

Orientation is Horizontal if it is a banner leave it if it is not.

Then scroll to the bottom and click update. Don't fill in anything else as it has already been filled in on the vendor page.

If it does not show up you have done something wrong or something does not match. If it shows up your right.

If at some point you want to fiddle around with the types of banners feel free, I am not that savvy with it as yet but will be early next year when I start my campaign with my business directory.

I hope this is easy to understand let me know if you get anything wrong. Or need some changes.