

Banner Management – 07/05/20

The instructions for management:

Important Note:

No page, post or category can have the same advert banner shown twice.

If you create a situation where one banner will be shown twice the second instance will just not show.

If you really wanted a banner shown twice there is no way around this other than creating two identical banners with different names and using both.

Managing The Header Banner – Pages & Posts

- 1) Go to the edit screen and look for “Header Banner” towards the right hand side.
- 2) Click on the “Select” box and choose from any of the “*Advert Banner 728x90 x*” entries (x is a number).
- 3) Update the page or post.

Managing The Header Banner & Body Banners – Categories

- 1) Choose Posts -> Categories to bring up the Category list.
- 2) Click on the Category that you want to edit.
- 3) On the edit screen and look for “Header Banner” below the Description.
- 4) Click on the “Select” box and choose from any of the “*Advert Banner 728x90 x*” entries (x is a number).
- 5) Repeat for “Banner Image 02” (the first banner shown within the post blocks within the body).
- 6) Repeat for “Banner Image 03” (the second banner shown within the post blocks within the body).
- 7) Click “Update” to save.

Managing Body Banners – Home Page

N.B. This is not new functionality, it is just listed for completeness.

On the home page the Body Banners are within the content so are managed differently.

- 1) Go to the edit screen and look for a “Linked Image” block below a set of six Post Blocks towards the left hand side.

(Note that there is a second one that can also be edited below a second set of six Post Blocks towards the left hand side).

- 2) Hover your mouse cursor over the Linked Image to bring up the green controls block and click on the small pen icon to edit.
- 3) Due to the way WordPress works these have to be edited manually rather than being chosen from a list. Type in the “Specific Post Title” for the Linked Image of the banner that you want to use like: *Advert Banner 728x90 x* (x is a number).
- 4) Leave “Add Borders” as “no”.
- 5) Click “Save Changes”.
- 6) Click “Update” to save.

Editing Existing Banners

N.B. This is not new functionality, it is just listed for completeness.

As mentioned in an earlier guide if you want to change one of the existing banners site-wide **you must edit it** rather than deleting it and recreating it. You must not change its name.

To Edit a banner:

- 1) Click “Posts”,
- 2) On the “Posts” list screen filter by the category “Content” to narrow down the list to just the “Content” type posts. These include all of the advert banners.
- 3) To Edit “*Advert Banner 728x90 01*” for example click on it in the list.
- 4) In its Edit screen choose an identically sized PNG, GIF or JPG graphic (728 x 90 pixels) to use and set the “Internal Link” OR “External Link”. **Do not change the Title of the banner!**
- 5) Click “Update” to save.

Adding New Banners

N.B. This is not new functionality, it is just listed for completeness.

To create a new banner you should duplicate one of the existing ones and edit that.

To Add a banner:

- 1) Click "Posts".
- 2) On the "Posts" list screen filter by the category "Content" to narrow down the list to just the "Content" type posts. These include all of the existing advert banners.
- 3) Choose the newest banner in the list that has a Title like "*Advert Banner 728x90 x*" (x is a number). Hover over its Title in the list and in the menu that appears below the Title choose "Clone". There will be a pause while the page reloads and the new cloned banner post is created.
- 4) You should see your duplicated banner post listed as the newest post with the same Title as the one that you copied but with "**Draft**" next to its Title.
- 5) Click on it in the list to start editing it. In its Edit screen choose an identically sized PNG, GIF or JPG graphic (728 x 90 pixels) to use and set the "Internal Link" OR "External Link".
- 6) Change the Title so that it looks like "*Advert Banner 728x90 x*" x is a number and should be incrementally higher than the previously highest number used. For example if the highest numbered "*Advert Banner 728x90 x*" was "*Advert Banner 728x90 03*" then the title for your new banner advert should be "*Advert Banner 728x90 04*"
- 7) Click "Publish" to save. Your new advert banner will now be available within the "pot" of banners that can be used on pages, posts and categories.