USER GUIDE

SUBSITE BANNER IMAGE
06/03/2019

1. INTRODUCTION

The Subsite Banner Image solution was created to provide Agencies with the capability of having unique banner images per subsite across their websites.

2. ADDING IMAGES TO THE BANNER LIBRARY

2.1. To add images to the banner library

    2.1.1.   Login to your respected AUTH website (e.g.: https://auth-agency.pa.egov.com/sites/dcnr/Pages/default.aspx), go to the homepage

    2.1.2.   Click ⚙

    2.1.3.   Click "Site contents"

    2.1.4.   Click Banners

    2.1.5.   Click ⊕ new document

    2.1.6.   Browse for your banner image, click OK

    2.1.7.   Click Check In

    2.1.8.   Repeat if you have multiple images to upload

         *NOTE: Recommended image size is 1600 by 340 pixels and a jpg

3. ADDING A UNIQUE BANNER IMAGE TO THE SUBSITE

3.1. Open a new tab

    3.1.1.   Login to your respected AUTH website (e.g.: https://auth-agency.pa.egov.com/sites/dcnr/Pages/default.aspx), go to the subsite you would like to change the banner image

    3.1.2.   Click ⚙

    3.1.3.   Click "Site settings"

    3.1.4.   Under PA Subsite Settings, click "Subsite Theme Settings"

        3.1.4.1.   Select the Banner image you would like to use

Site Header Image

Select Site Header Image: [banner-spring.jpg ▼]

                                 [Save]   [Cancel]

        3.1.4.2.   Click Save

3.2. Repeat at each subsite you would like to have a unique banner image

4. HIDING BANNER IMAGES

4.1. If you would like to hide the banner image follow the instructions below

    4.1.1. Login to your respected AUTH website (e.g.: https://auth-agency.pa.egov.com/sites/dcnr/Pages/default.aspx), go to the subsite you would like to hide the banner image

    4.1.2. Click ⚙

    4.1.3. Click "Site settings"

    4.1.4. Under PA Subsite Settings, click "Subsite Theme Settings"

        4.1.4.1. Check mark Display Banner Image on Interior Pages

            4.1.4.1.1. Click Save

        4.1.4.2. Uncheck mark Display Banner Image on Interior Pages

            4.1.4.2.1. Click Save

    4.1.5. Continue for all other subsites

5. NOTES

5.1. If a unique banner image is not added, that subsite and pages will roll up to the subsite above it and use that banner image

5.2. Pages will use the same banner image within that subsite

5.3. You can not hide banner images for default pages only pages underneath in that subsite, it will hide the banner for all pages within that subsite

    5.3.1. Subsite A has the following pages:

        5.3.1.1. Default Page – Banner Image showing

        5.3.1.2. Page 1 – Banner image hiding

        5.3.1.3. Page 2 – Banner image hiding

        5.3.1.4. Page 3 – Banner image hiding