

Notice Board Editor - User Guide

Introduction

This help file describes how to use the notice board editor.

The notice board editor allows you to customise the front page and header of your web site. There are 3 types of editor. The buttons above show or hide the editors. Use the Text Editor to edit the title and text on the left side of the home page. Use the News Editor to add, change and remove news items which appear in the scrolling section on the right side of the home page, or to show images and text at the top of each page. Use the Rotator Editor to control the appearance of the scrolling sections.

NOTE: You must refresh the browser page to see your changes.

1. Text Editor

Select the area you want to edit using the option buttons. You can edit the Page Header or the Page Text.

Edit your text, formatting it with the icons shown. For help on icons hover your mouse pointer over an icon.

Click Save Changes to save your work.

Note: use CONTROL+Enter to insert a 'short' carriage return.

2. News Editor

Click the Insert Above icon or the Insert Below icon to start a new news item. Click Edit to make changes to an item. Click the Delete icon to remove an item.

3. Rotator Editor

Select which rotator area you want to edit using the Rotator to Edit option buttons.

Click the Visible option button to select whether to show or hide the rotator area. Select the style you want using the option buttons provided.

Click Save Changes to save your style.

The Scroll Direction setting is used when the Display Type is set to Scrolling. The Show Effect and Hide Effect settings are used when the Display Type is set to Slide Show.

Click the Reset to Defaults button to return to the default settings.

NOTE: Some effects may not display correctly when viewed with a non-Microsoft browser.

[end]