

Using Banners

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Introduction

Purpose of this document: Training material for using banners in Omnia, mainly for self training.

Target group: Intended for editors of publishing pages. The instructions on how to create banners are also applicable for administrators creating reusable banners (created through Omnia Admin).

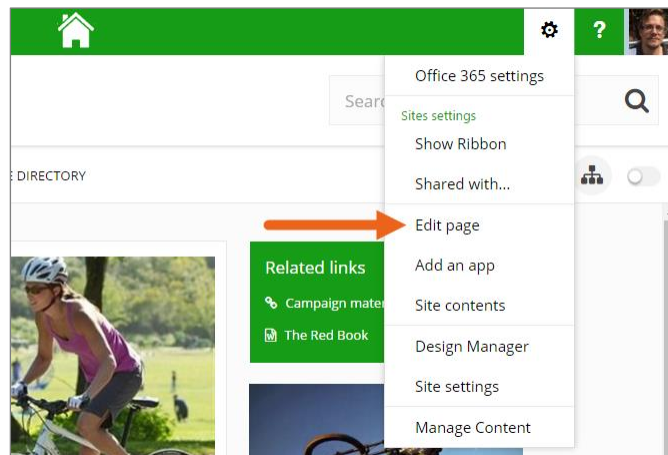
First steps – add a web part or a block

As an editor you can always add a reusable banner (if there are any) or create a banner just for that page – a custom banner. The first steps are always the same, but is somewhat different if you are working with a legacy page (standard Sharepoint) or a Quick Page.

Adding a web part to a legacy page

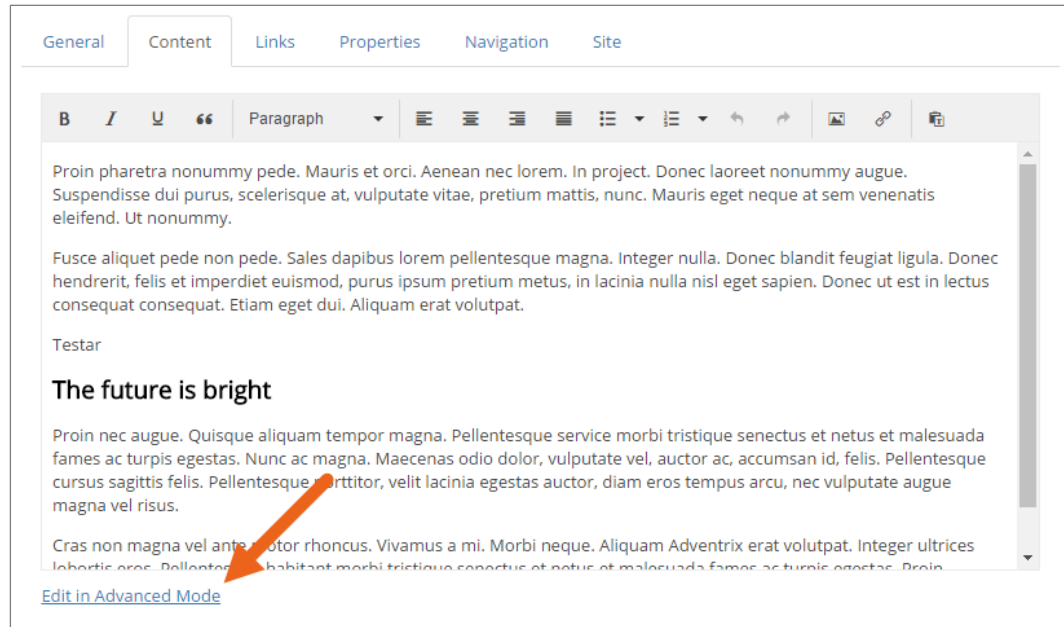
Do the following to add a web part to a legacy page (see below for a Quick Page):

1. Go to the page.
2. Open the Settings menu (the cogwheel) and select **Edit page**.

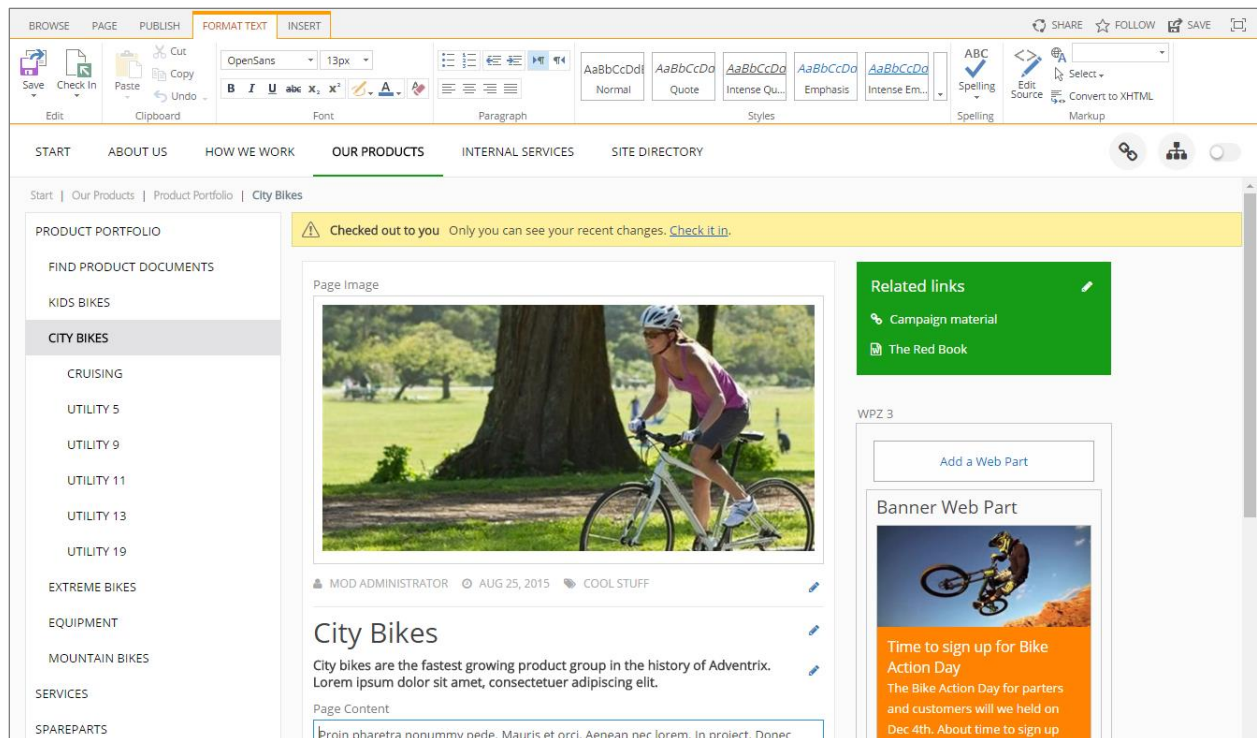


or, if you already have opened the page using Quick Edit:

2. Open the **Contents** tab and click **Edit in Advanced Mode**.



Something like this is shown:

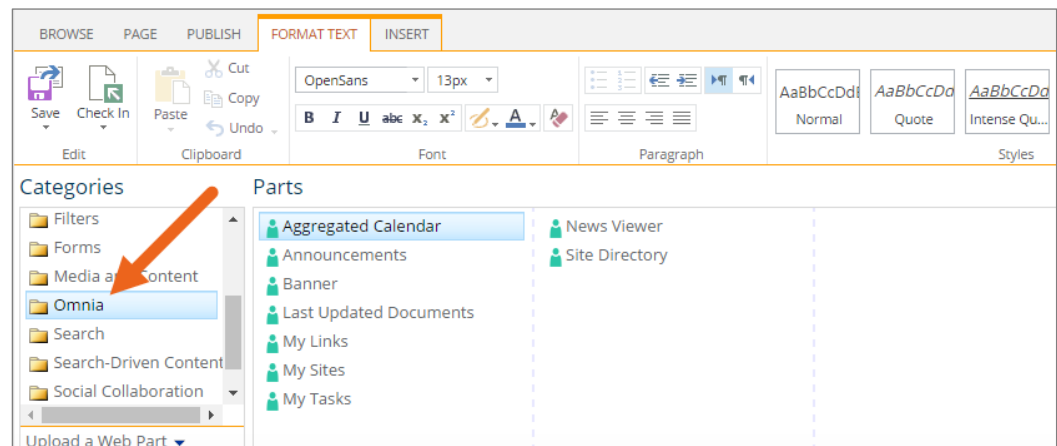


In this example another banner is already added, but that doesn't matter. You always follow the same steps to add a new banner.

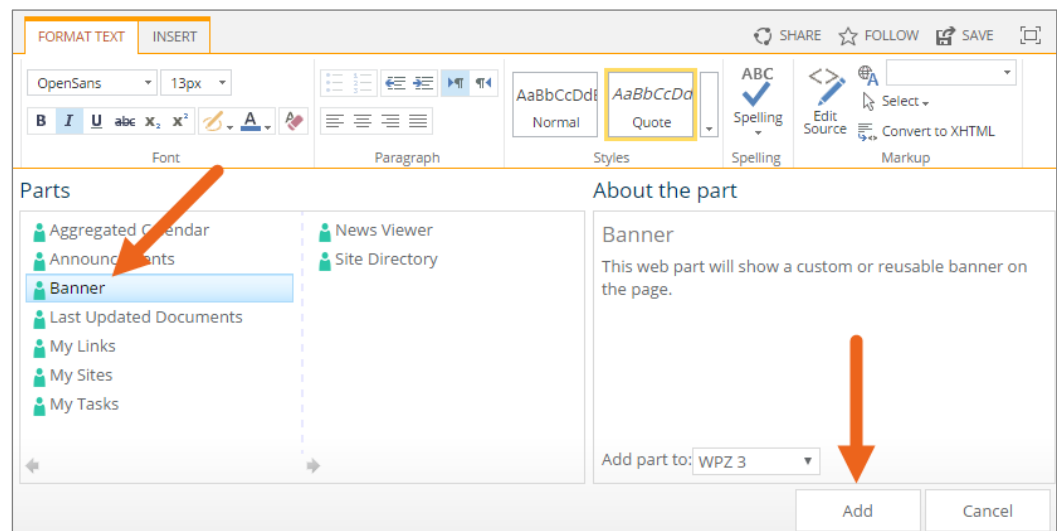
The next step is to add a banner web part:

3. Click **Add a Web Part** where you will add a banner. (You can add a banner to any Web Part area.)

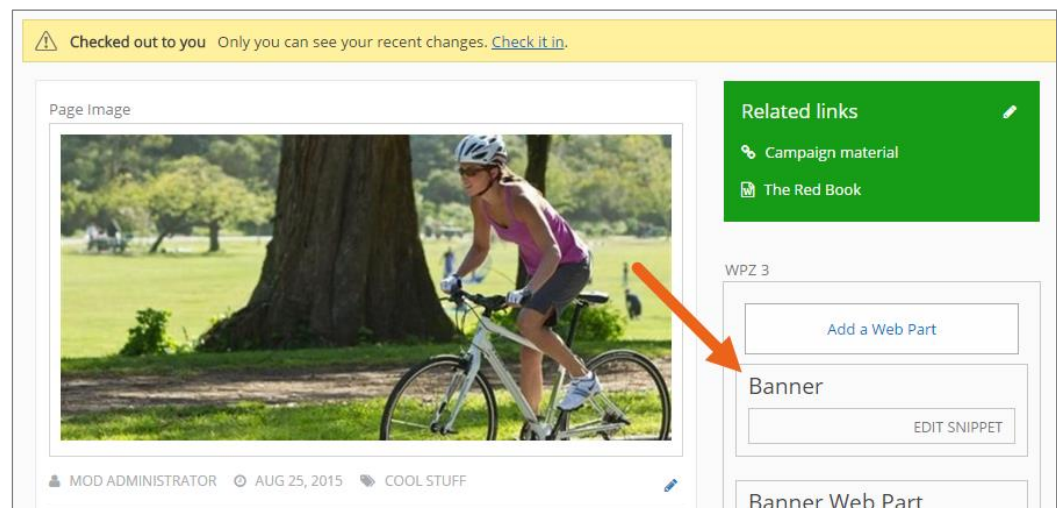
4. Click the **Omnia** category.



5. Click **Banner** and then click **Add**.

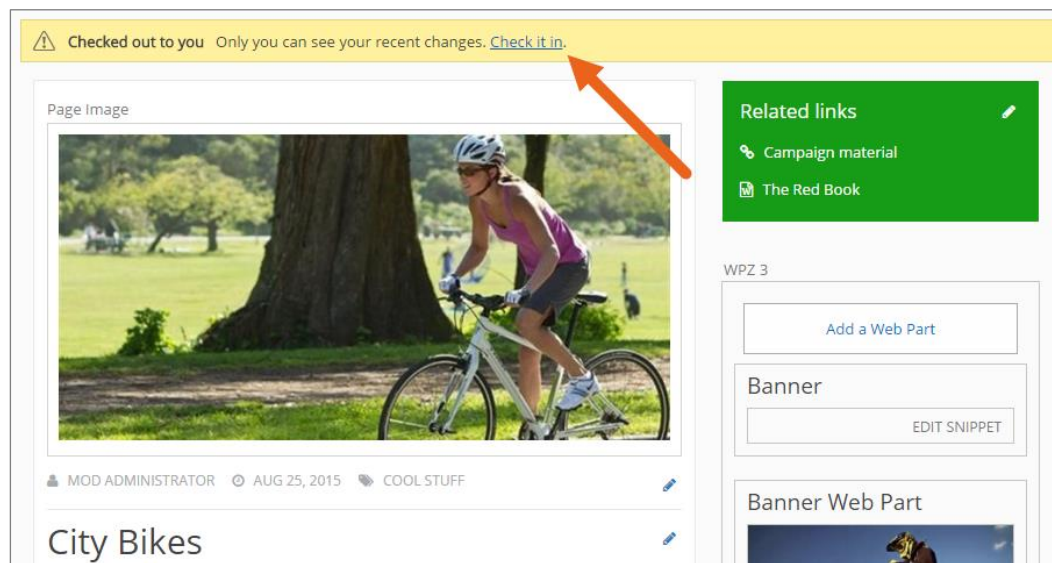


You can now see that the web part is added to the web part area you selected:

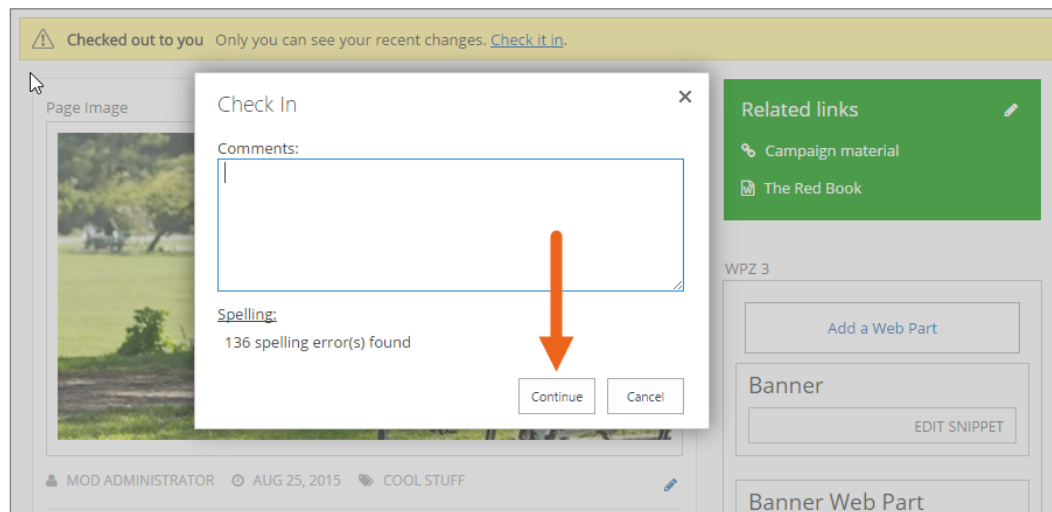


That is all you do in the advanced mode. Now you must check in the page.

6. Click the link **Check it in.**



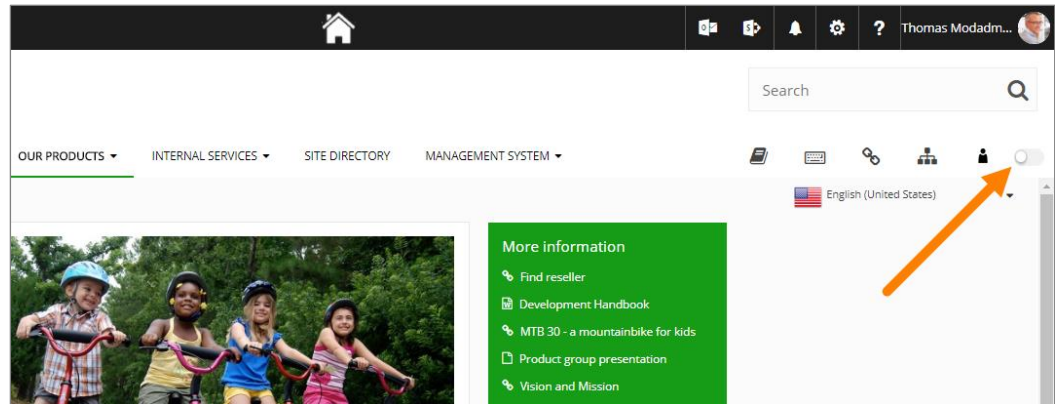
7. Add a comment for this version of the page, if you wish, and click **Continue.**



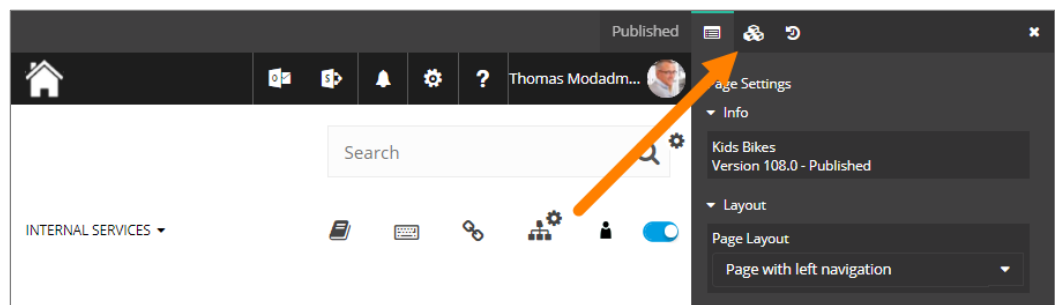
Adding a block to a quick page

Do the following to add a banner block to a quick page:

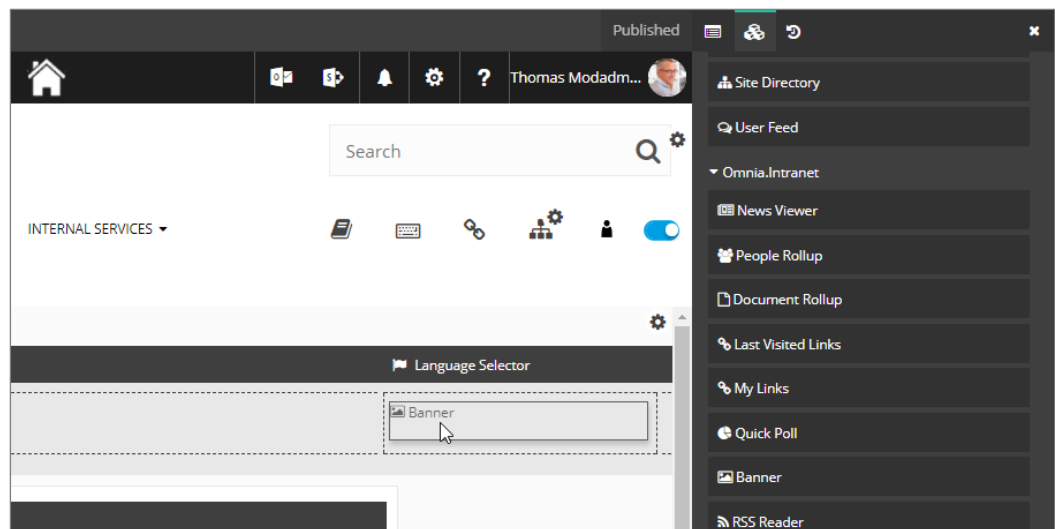
1. Go to the page.
2. Click **Show/hide edit icons.**



3. Click the icon to open the blocks list.



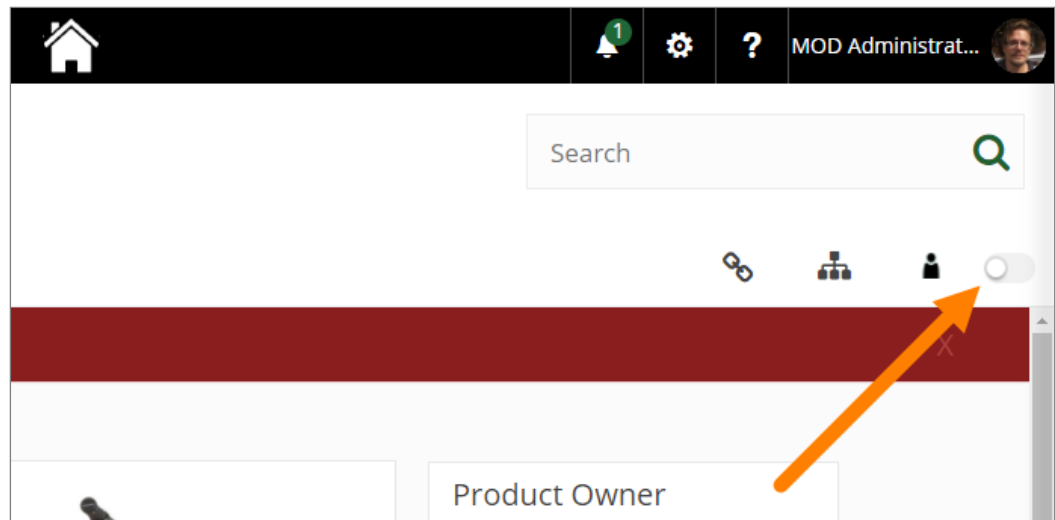
4. Drag the **Banner** block to a suitable area.



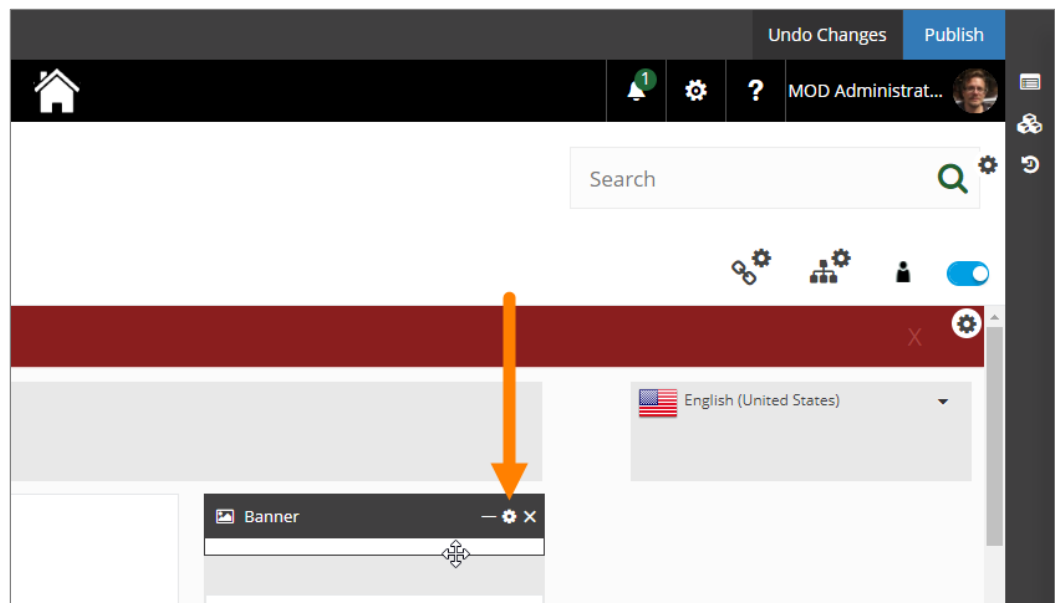
Adding or creating a banner

When a banner web part or block is in place, the next step is to open the settings for the new banner.

1. Click **Show/hide edit icons**, to show the icons, if needed.



2. Click the edit icon for the banner.



The following is shown:

Banner Settings

Display Settings
Targeting Settings

Banner Type
Banner

View Templates
Image on Top

Link
Link Url
☐ Open in New Window
[Pick link in advanced mode](#)

Image
 Browse
Background Color

Title
Color

Content

B
I
U

Paragraph

Footer
Color

Preview

Save
Close

Adding a reusable banner

If there are any reusable banners (created by an administrator), you can select to add one. If you would like to add more than one, a banner web part must be added for each banner (but also see *Adding a banner group* below).

1. Open the list **Banner Type** and select **Reusable Banner**.
2. Open the list **Reusable Banner Template**, and select banner.

Banner Settings

Display Settings
Targeting Settings

Banner Type
Reusable Banner

Reusable Banner Template

Bike Action Day 2017
New Environment Policy
Sign up for Strategy Road Show

Preview

Save
Close

A preview of the banner is shown.

Banner Settings

Display Settings
Targeting Settings

Banner Type
Reusable Banner

Reusable Banner Template

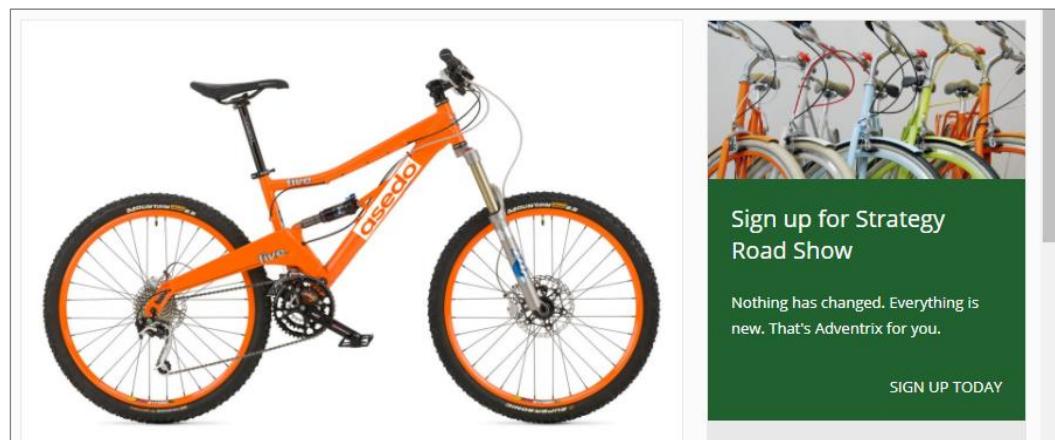
Bike Action Day 2017

Preview

Save
Close

3. Click **Save** to add the banner.

The banner is added and shown on the page, for example:



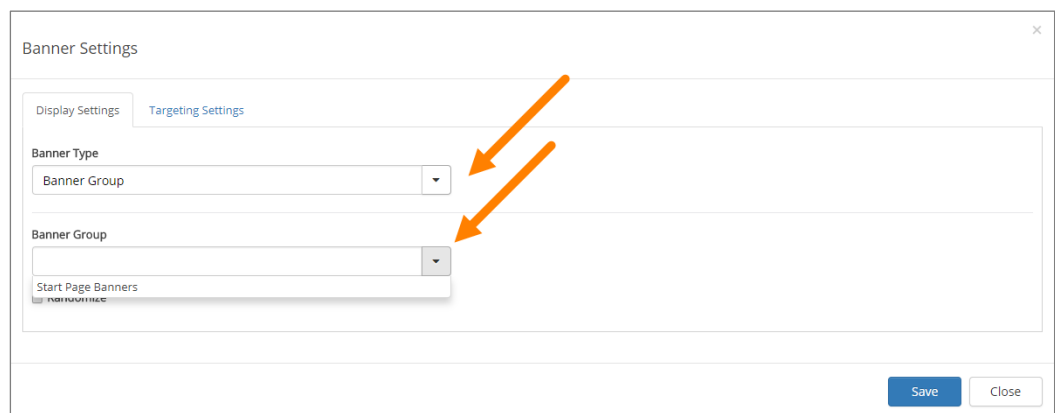
Note!

To make the new version of the page visible for all users, you must always publish the page. You do that the normal way.

Adding a banner group

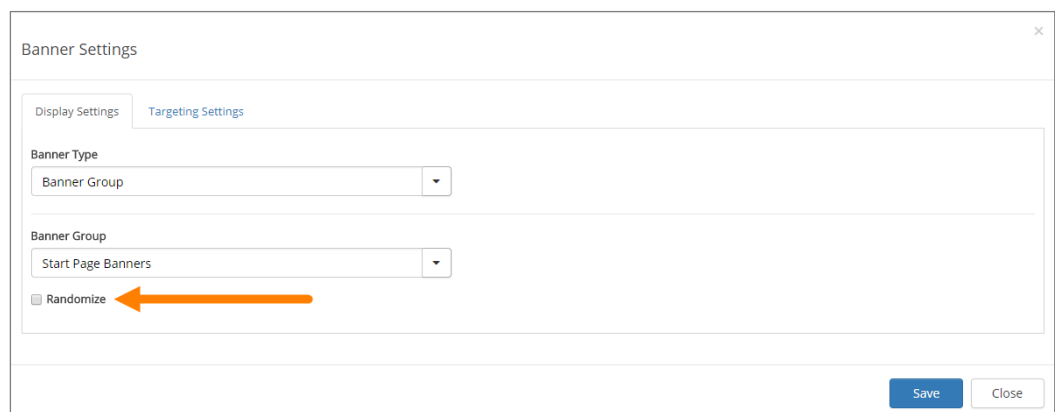
In a banner group a new banner, within the banners in the group, will be shown every time the user visits or refreshes the page. A banner group is a form of reusable banner, that you can just add to the page as it is.

1. Open the list **Banner Type** and select **Banner group**.
2. Open the list and select the banner group.



The image shows a 'Banner Settings' dialog box with two tabs: 'Display Settings' and 'Targeting Settings'. Under 'Display Settings', there are two dropdown menus. The first is labeled 'Banner Type' and has 'Banner Group' selected. The second is labeled 'Banner Group' and has 'Start Page Banners' selected. Two orange arrows point to these dropdown menus. At the bottom right, there are 'Save' and 'Close' buttons.

3. Choose to show the banners in random order or to keep the order in which they are set up.



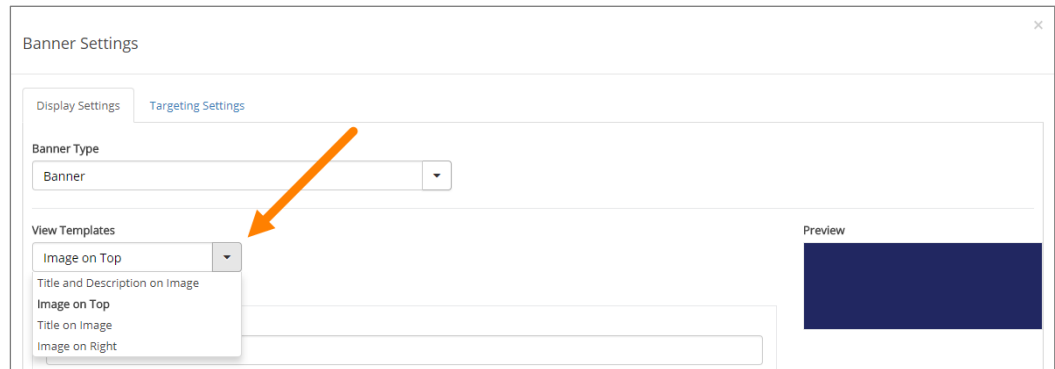
The image shows the same 'Banner Settings' dialog box, but now with the 'Randomize' checkbox checked. An orange arrow points to the 'Randomize' checkbox. The 'Banner Type' and 'Banner Group' dropdowns remain the same. At the bottom right, there are 'Save' and 'Close' buttons.

4. Click **Save** to add the banner group.

Creating a custom banner

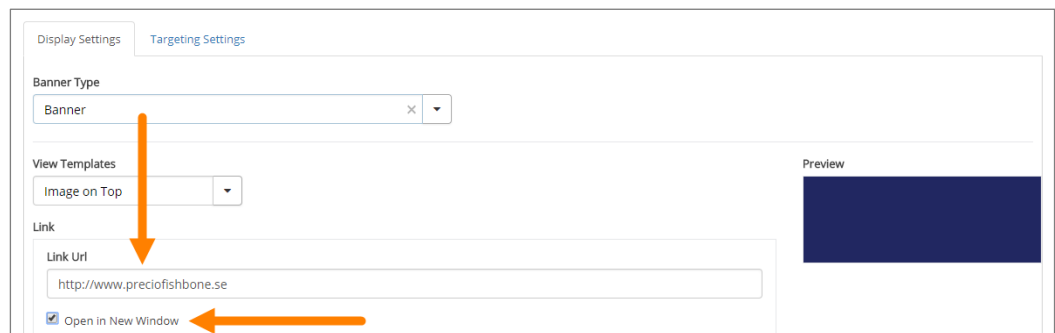
The other option is to create a banner for this page – a custom banner. That banner will not be available anywhere else. (This instruction is applicable for an administrator as well, when creating reusable banners in Omnia Admin.)

1. Open **Banner Type** and select **Banner** (if it's not already selected).
2. Open **View Templates** and select template.



The next step is to add the link to the page or document that should be opened when a user clicks the image or the heading for the banner.

3. Type or copy and paste the link in the **Link Url** field.
4. Select to open in a new browser window or not (usually a good idea for external links and for links to documents.)



Note!

If you type the link, remember it must always begin with `http://` or `https://`.

or:

6. Click **Pick the link in advanced mode**.
7. Open the list and select **Page** (that is, a page in this portal) or **Document**.

8. Click **Browse** and use the navigation to find the page or document.
9. Select it and click **OK** (example for page below).

If you choose to link to a document, you can either link to a document in the current site, which is the most practical, or select All sites and search for the document.

If you can't find the document in the current site, you can always upload it (to the current site) and then link to the document.

10. Edit the title (the name for the link – the heading in the banner) if you want, select to open in a new browser window or not, and click **Add**.

Page
/start/products/product-portfolio

Title
Product Portfolio

☐ Open in New Window

Add

Now it's time to add an image, the heading, and text.

Select a banner image

1. To select an image for the banner, click **Browse**.

Image
Browse

Title

Content

Background Color

Color

Color

The Central Image Bank is normally shown. Other image libraries can be available in the top left list.

Select Image

Central Image Bank

Upload

Image Type

Image Category

Central Image Bank

1 kid on bike

10042483-funny-robot

2 Produktionsprozess

A-biking

Adventrix 2

Adventrix 4

adventrix-main-process

A-product_Bicycle

Asedo bike

ask the expert

At-work1

average-cycling

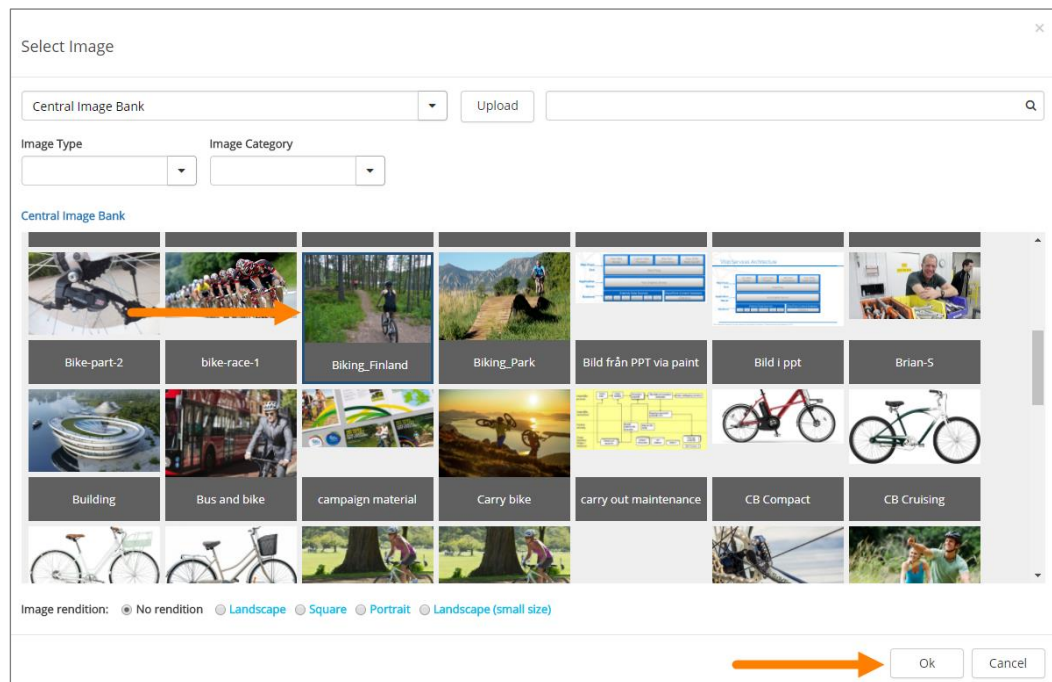
Bastad

VALKENBURG

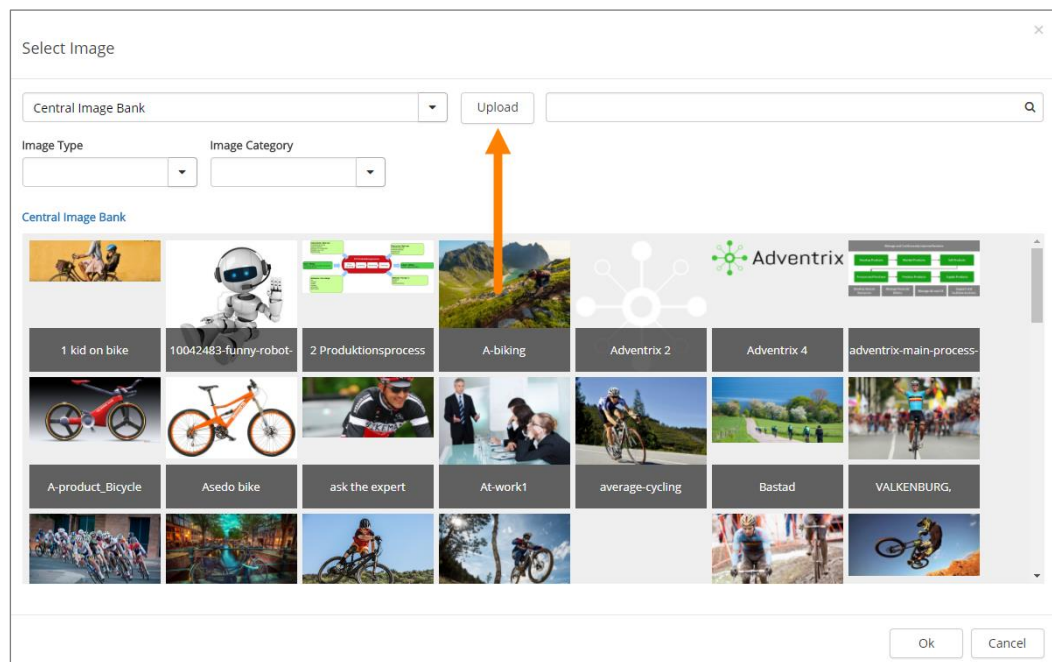
Ok

Cancel

2. Select the image and click **OK**.



If you would like to use another image, you can upload the image, and then insert it.



Add a title and text

3. Add a title (the heading) for the banner.

This screenshot shows the banner configuration interface. The 'Image' field contains a URL from a SharePoint site. The 'Title' field is empty. The 'Content' field has a rich text editor toolbar with an orange arrow pointing to it. To the right, there are three color selection dropdowns: 'Background Color', 'Color' (for the title), and another 'Color' (for the content).

4. Select background color for the banner and color for the title.

This screenshot shows the banner configuration interface with color selection options. The 'Image' field contains the same URL. The 'Title' field now contains the text 'Outdoor event in Finland'. The 'Content' field is empty. The 'Background Color' dropdown is set to '#ffffff'. A color palette is open, showing various color options including black, white, red, green, blue, and orange. The 'Color' dropdown for the title is also open, showing the same color palette.

A preview is shown to the right, so just try out different colors. You can see the result directly.

This screenshot shows the banner configuration interface with the final configuration. The 'View Templates' dropdown is set to 'Image on Top'. The 'Link' field contains the URL 'http://www.preciofishbone.se' and the 'Open in New Window' checkbox is checked. The 'Image' field contains the same URL. The 'Background Color' dropdown is set to '#216130'. The 'Title' field contains the text 'Outdoor event in Finland'. The 'Color' dropdown for the title is set to '#ffffff'. A preview window on the right shows the final banner with a green background and the text 'Outdoor event in Finland'.

5. Add some text, if suitable, and select color for the text.

6. You can even add a footer to the banner, if you want to.

7. When the banner is finished, click **Save**.

Targeting banners

A banner can be targeted to any receivers that has been defined in Target Definitions, which is found in Omnia Administration. A targeted banner is only displayed to that group. No one else will see it. It works the same for Reusable banners and Custom banners.

To target a banner, do the following:

1. Add the banner or banner group, as stated above.
2. Click the tab **Targeting settings**.



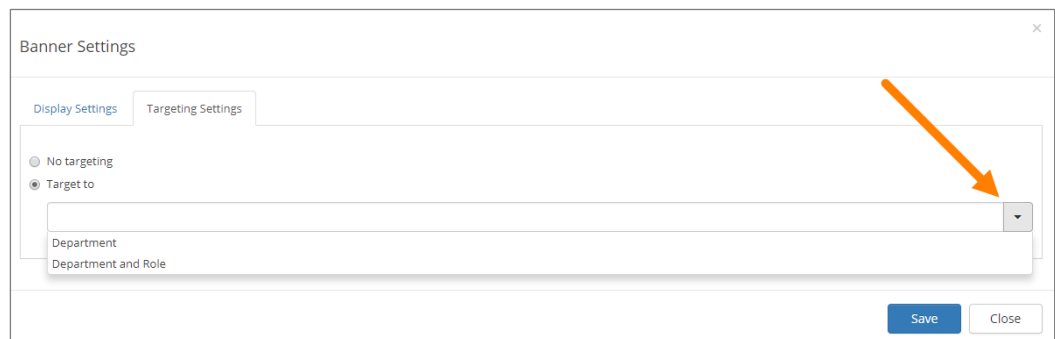
The screenshot shows the 'Banner Settings' dialog box with the 'Targeting Settings' tab selected. An orange arrow points to the 'Targeting Settings' tab. Below the tabs, there is a 'Banner Type' dropdown menu set to 'Banner'. Below that is a 'View Templates' dropdown menu set to 'Image on Top'. To the right of these settings is a 'Preview' section showing a small image of a forest.

3. Select **Target to**.



The screenshot shows the 'Banner Settings' dialog box with the 'Targeting Settings' tab selected. An orange arrow points to the 'Target to' radio button. Below the radio buttons, there are 'Save' and 'Close' buttons.

4. Open the list and select target.



The screenshot shows the 'Banner Settings' dialog box with the 'Targeting Settings' tab selected. An orange arrow points to the dropdown menu next to the 'Target to' radio button. The dropdown menu is open, showing two options: 'Department' and 'Department and Role'. Below the dropdown menu, there are 'Save' and 'Close' buttons.

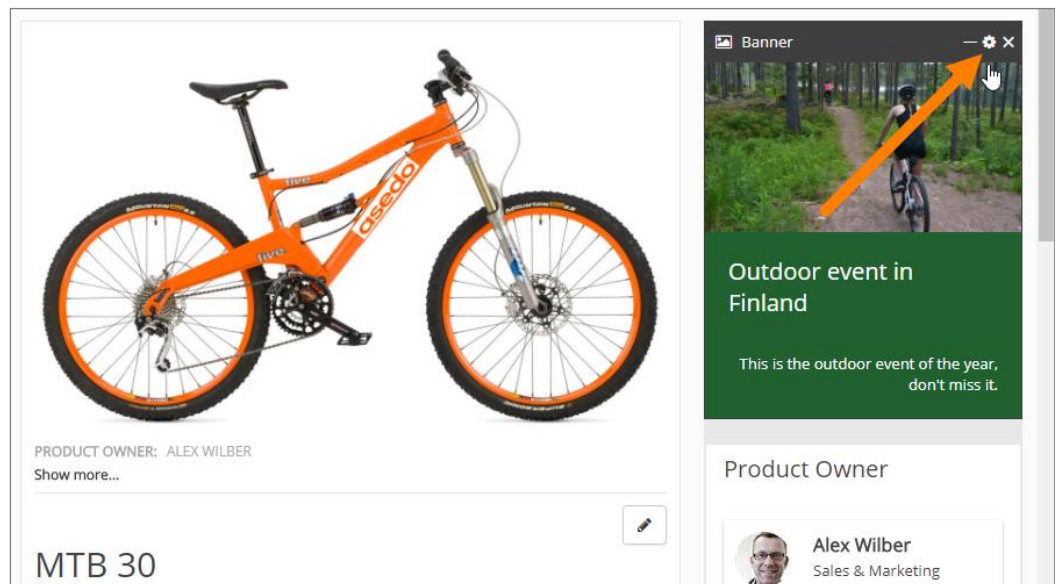
Editing or deleting banners

An editor that has edit permission to edit the page, can always edit or delete banners on that page, regardless of who added the banners.

Edit a banner

To edit a banner, do the following.

1. Go to the page.
2. Click **Show/hide edit icons** to show the edit icons.
3. Click the edit icon for the banner.



The settings for the banner is shown (see above).

4. Edit what needs to be edited and save.

Note!

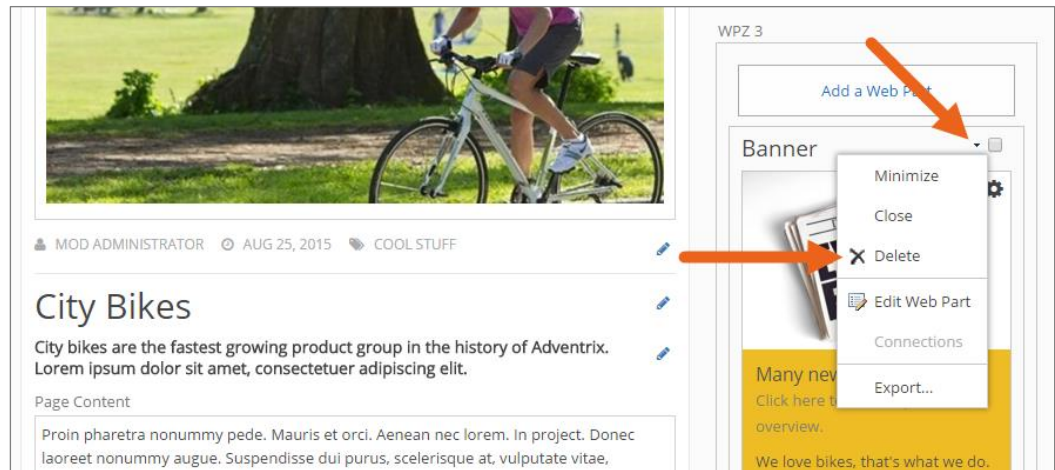
You don't have to republish. Changes to banners are shown directly – if the page, with the banner in place, has been published at least once.

Delete a banner

To delete a banner, do the following. It's a bit different for legacy pages and Quick pages.

Deleting a banner on a legacy page:

1. Open the page in advanced mode (see above).
2. Open the web part's menu and select **Delete**.

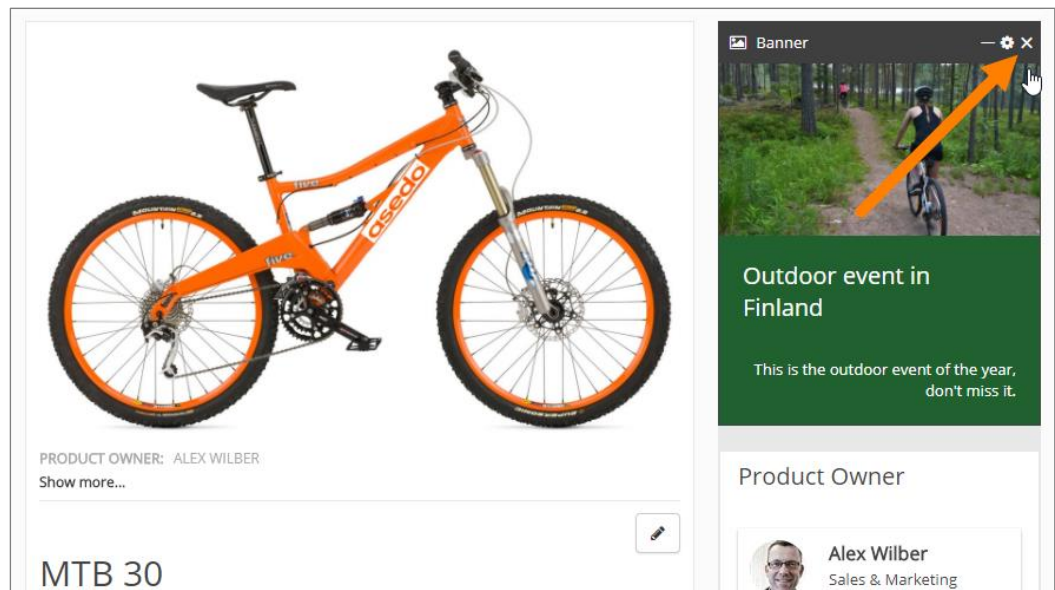


Note!

Be really careful so you delete the right web part. A deleted banner web part can't be "undeleted".

Deleting a banner on a quick page:

1. Open the page in edit mode.
2. Click the x for the banner.



The following is shown:

Delete Block

Are you sure you want to delete this block?

Ok

Cancel

3. Click **OK** if you are sure.