2. To Upload a Top Banner to the Website

Before uploading a top banner to the website, you must already have the image file prepared. Your top banner should be 1000 pixels wide and about 160 pixels high. The image height can be more or less than 160 pixels; but, the width should be 1000 pixels. (Pixel is the unit of measurement for computer monitor).

You can prepare the top banner image by yourself, or have someone made for you. The file format is normally JPG (JPG stands for Joint Photographic Experts Group which created the standard for compressing image file). You may name your banner anything you like. Let us assume your filename is banner.jpg.

Here is how to upload a top banner to the website:

A. Login the **Control Panel**.

Fill in your **Control Panel's address** (as provided by VNVN system) in the address box of your web browser.

Then, hit the "**Enter**" key on your keyboard. The login screen will appear.

B. Enter your **username** and **password** (as provided by VNVN).

C. In the **language box**, click the arrow to the right of this box and select the language you want to work with in the Control Panel. This is the language for terms and instructions used throughout the Control Panel. Let's select "**English**".

D. Then, click the "**Login**" button.

If you forgot to select the admin language when you login, you can still select the language when you are in the Control Panel. Near the upper left corner of the screen are 2 buttons for selecting either "Viet Ngu" or "English". Click on the language you feel most comfortable to work with while doing the managing work.

E. Click "**Website Manager**" on the top menu, then, select "**Banner Setup**" in the drop down list.

Your screen will look similar to the following.

F. **Select which language site to manage**.

Your website normally supports 2 languages. It is like you have 2 sites in one. In this case, you have to manage 2 sites; each site for one language. Before doing any managing work, you need to specify which language site you want to work with.
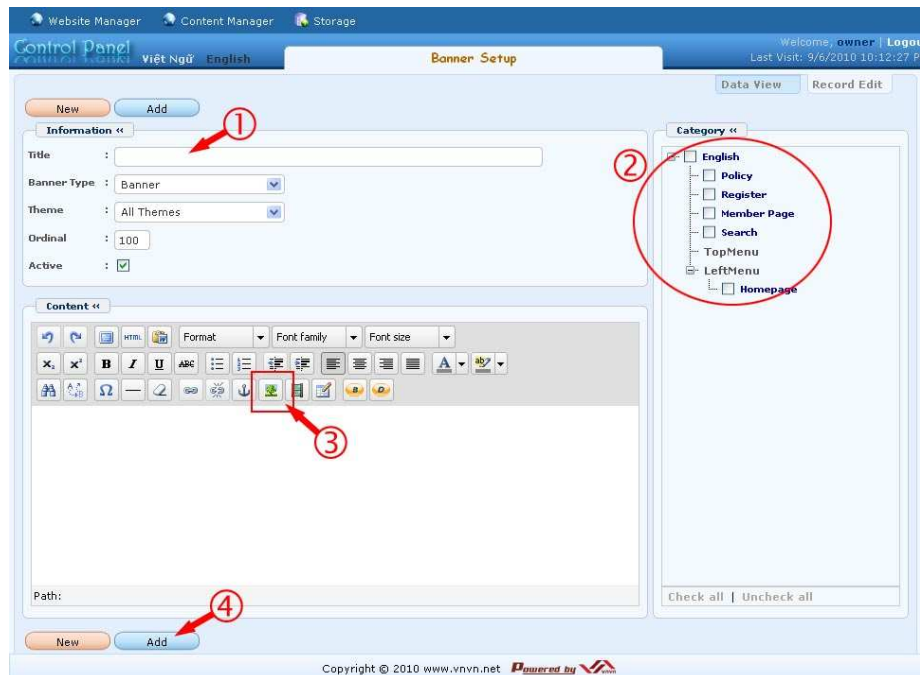
To select a language site, **click on the box near the upper left corner** and select the appropriate language site. In this example, you are uploading the top banner to the English site; you will select "**English Site**" for this box.

A list of existing banners will appear. This list is now empty because you haven't uploaded any banner.
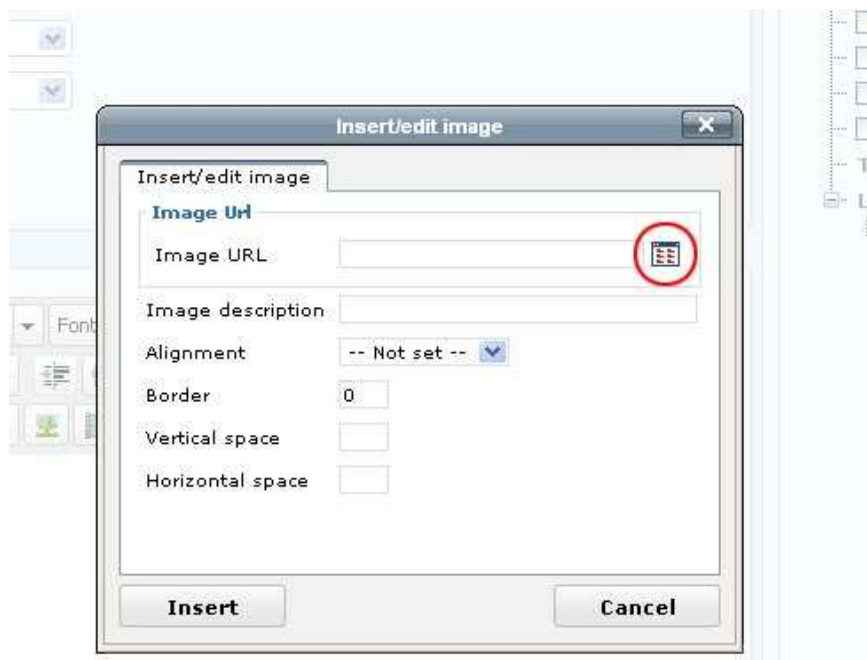
Do the following steps for one language site. Then repeat the same steps for the other language site.

G. Click the "**Record Edit**" button near the upper right corner. A blank record will appear.

  1.   Fill in a name for this banner in the **Title** box, for example, "Top Banner".

  2.   On the right side is a **Category** list. Click the small boxes corresponding to the categories you want this banner to appear. In other words, you are selecting which web pages this banner will appear. You may display a different banner for each category. In this example, click all the boxes because you will display the same banner in all pages (or categories of the website).
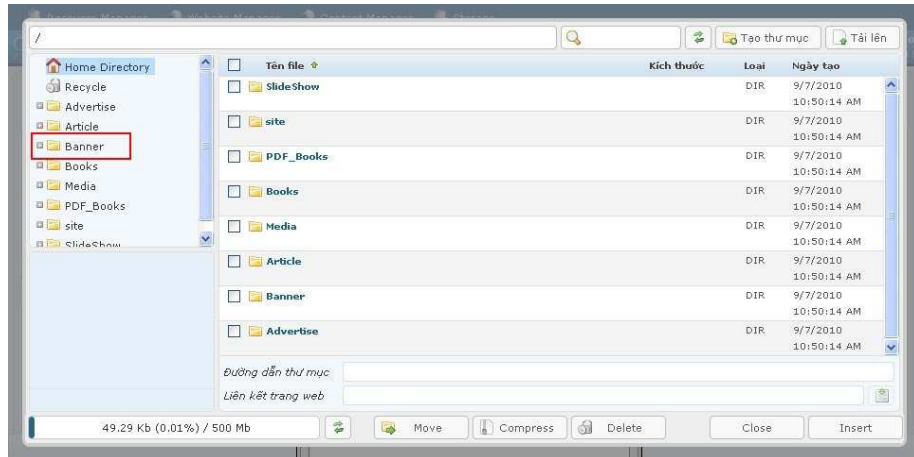
3. Next, click the "**Insert/edit Image**" icon. The icon has the picture of a tree. A small screen will appear.
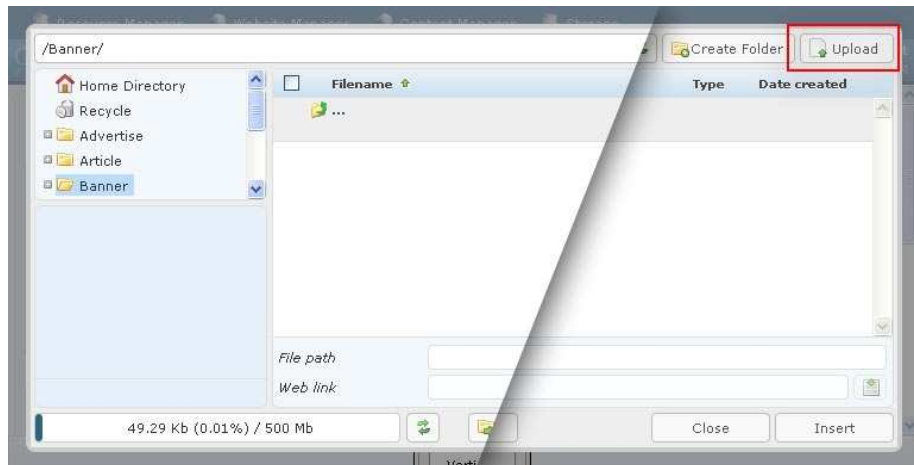

4. Fill in "Image **URL**" box with the path to the image file, which means the folder and filename of the banner in the web server. The Control Panel will help you upload the file and fill in this information. Click on

the **icon** at the end of this box you will see a screen full of folders and files in your web server. This is the file area of the web server. It is called "Resource" elsewhere in the Control Panel.
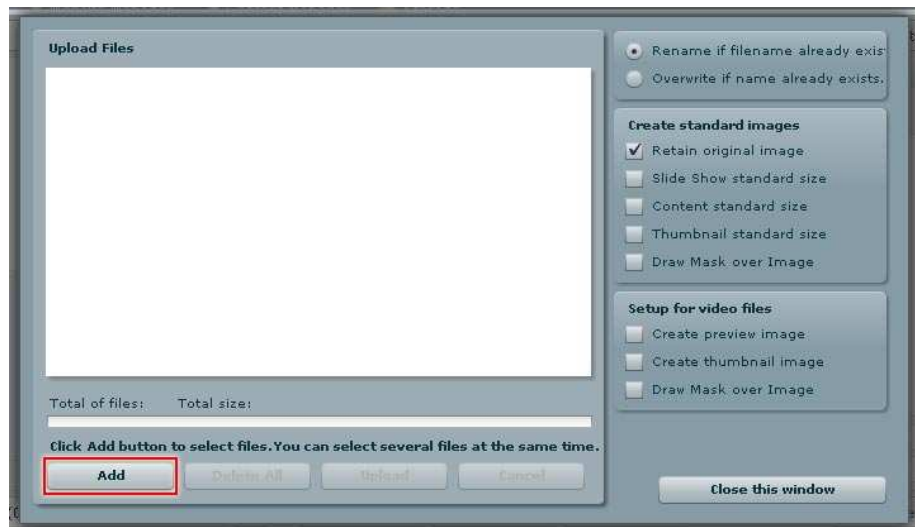
The files are organized into several folders depending on the content of the files. Since we are uploading a banner to the website, it's best to store it in the **Banner** folder.
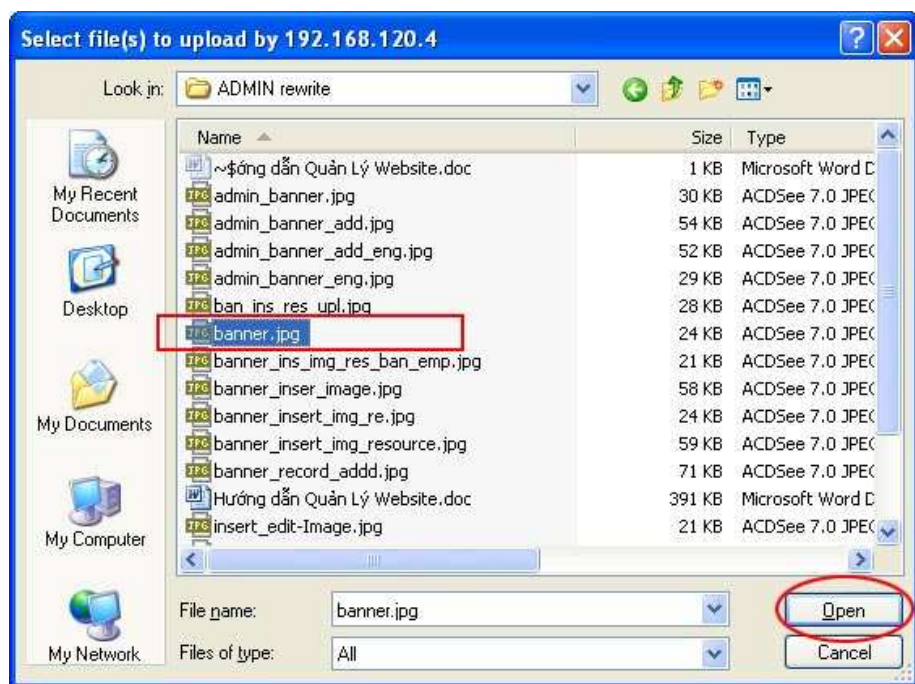

5. Click on "**Banner**" on the left panel to open this folder. You will see an empty list on the right area because you have not uploaded any banner yet. This is where you will upload your banner.

6. Now, click the "**Upload**" button at the upper right corner. The **Upload** screen will appear.
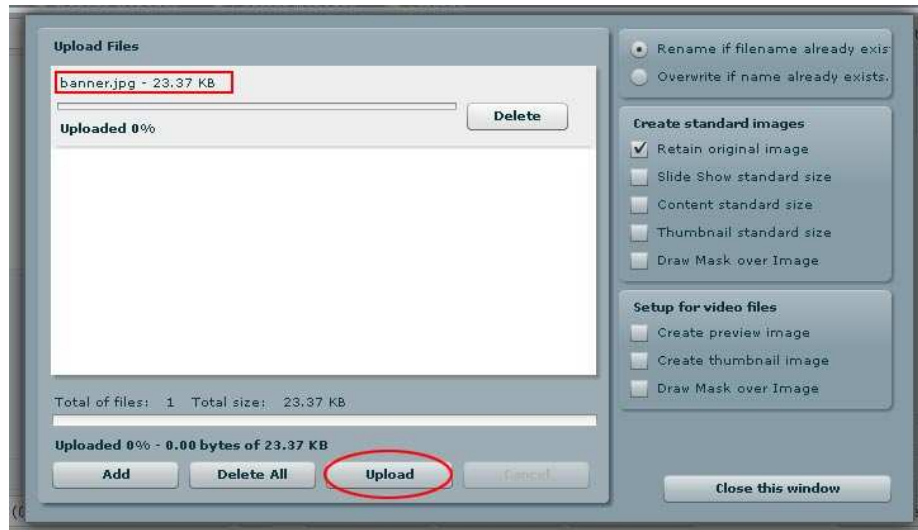
7. Click the "**Add**" button; you will see the files in your computer.
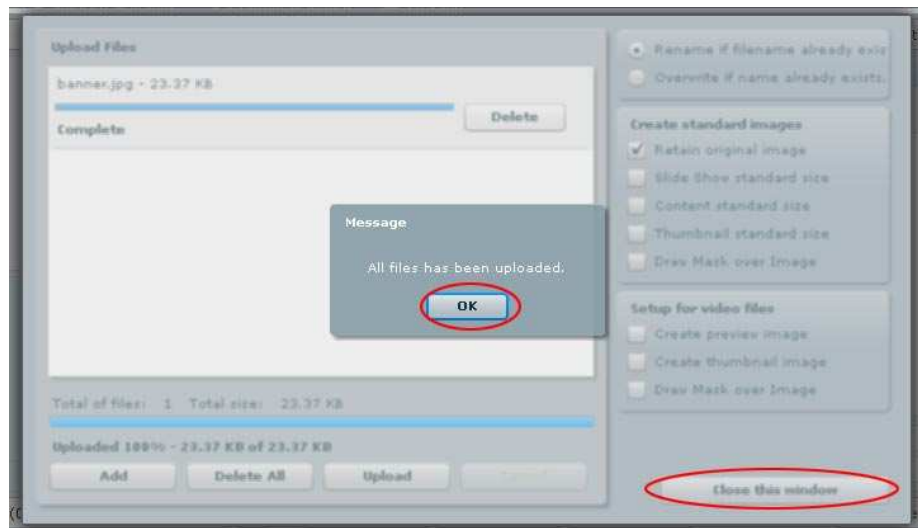

8. Find the banner file you want to upload. **Click on the filename**, then click "**Open**".
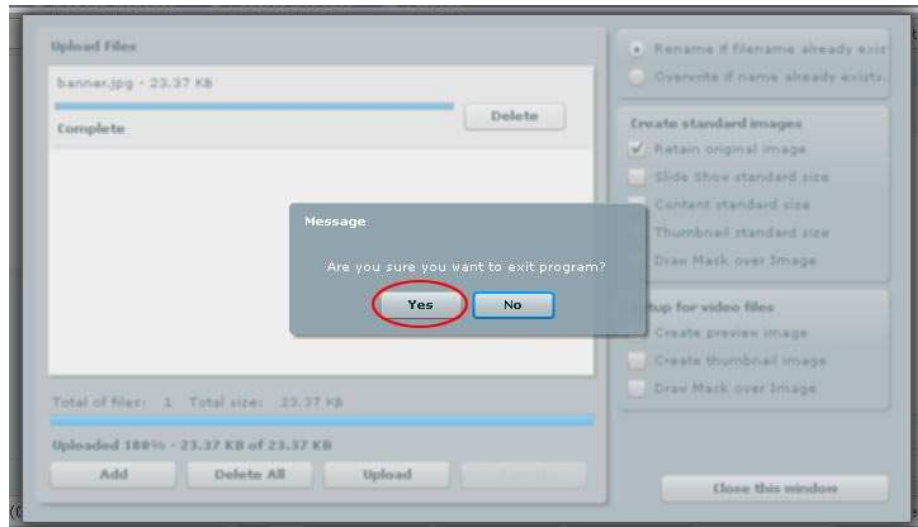
The Upload screen will reappear. You will notice that the banner file is shown near the upper left corner.
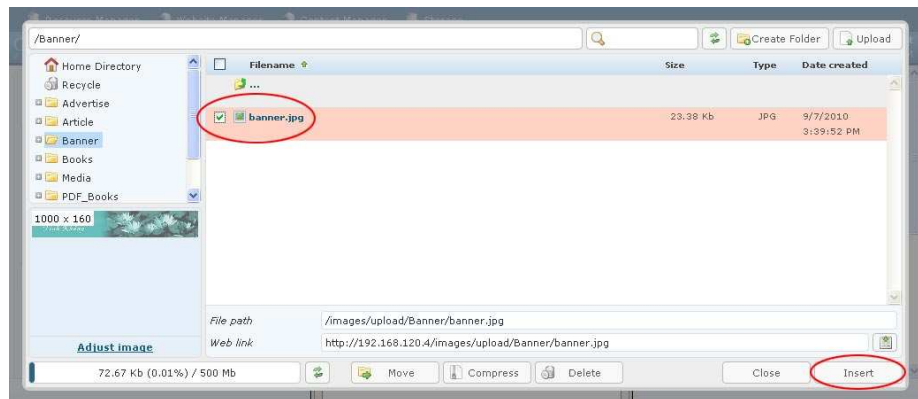
9. Click the "**Upload**" button.

10. After a while, a message box will appear informing you that the file has been uploaded. Click "**OK**" to close it.

11. Afterwards, click the "**Close this window**" button at the lower right corner to exit the upload screen.
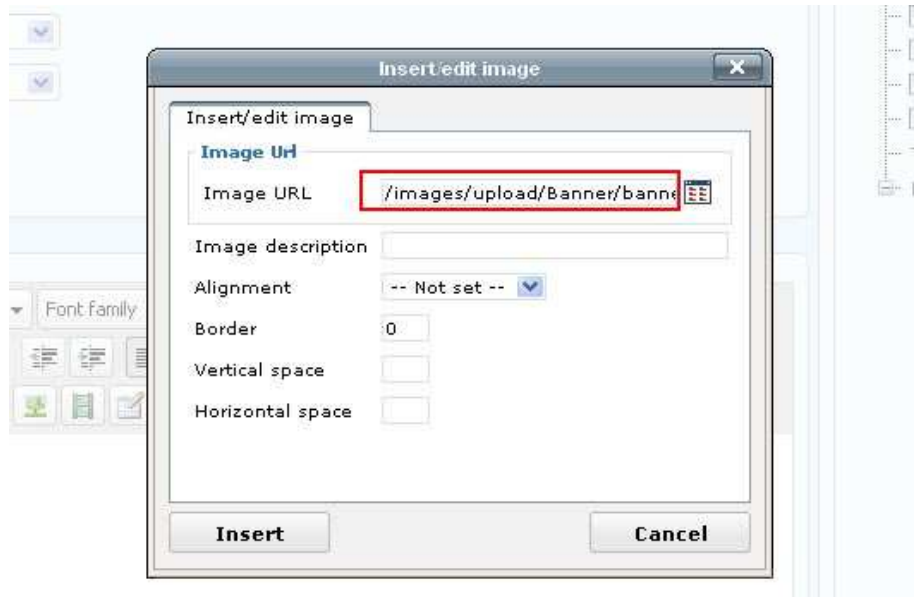
12. Click the "**Yes**" button to confirm.

You are back to the file area of your web server and the banner file is already there.
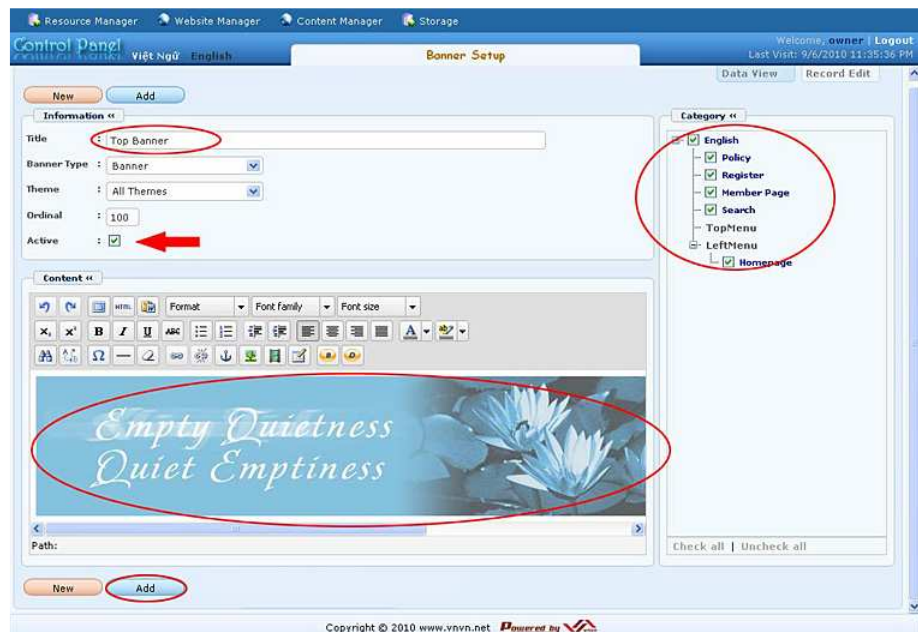

13. Click the small box before the file name, then click the "**Insert**" button at the lower right corner.

You are back to the **Insert/edit Image** screen. This time, the **Image URL** box has been filled with the path to the file in the web server.

Do not concern about the other boxes.

14. Now, click the "**Insert**" button.

The banner record will now look similar to this. Please note that the "**Active**" box is already checked, as default. It means that the banner will be displayed right away. If the "Active" box is not checked, the banner will not be displayed anywhere in the website.
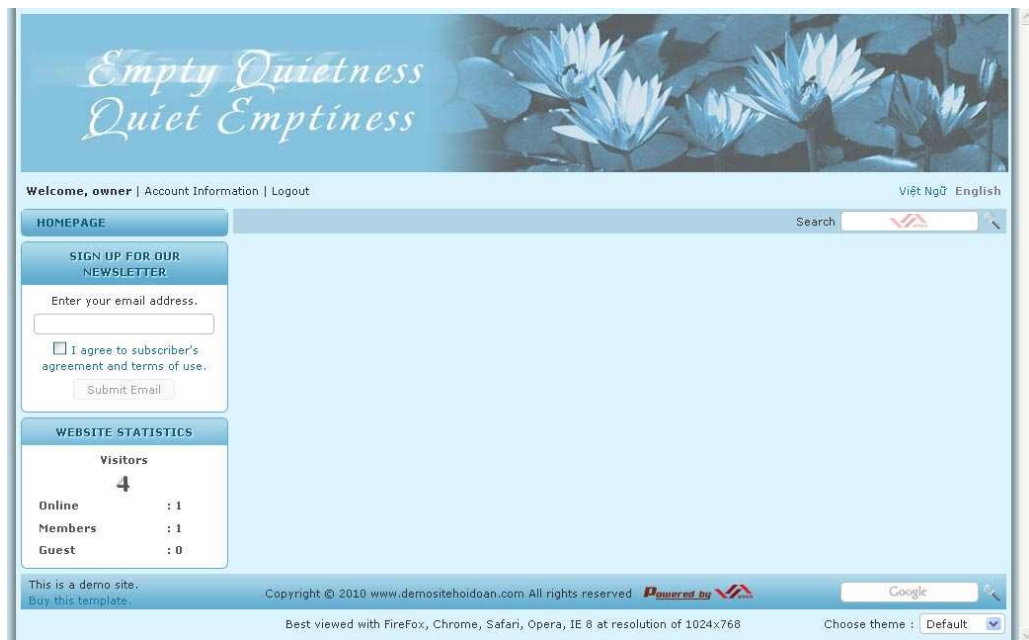
15. Finally, you still need to click the "**Add**" button to finish. The message "**Data Added Successfully!**" will be shown at the upper left corner of the screen.

H. Go to your website and check if the banner is displayed on the website. You must **refresh the web page**; otherwise you may not see the changes. Click the "**Refresh**" button of your browser, or hit the "**F5**" key on your keyboard.

Note: You've just uploaded the top banner to English Site; therefore, you must check the English section of your site.

You website will look similar to this, with the top banner in place.

You have finished uploading the top banner to the English section of your website.

If your website uses two languages, you will need to re-do the above steps for the second language site.