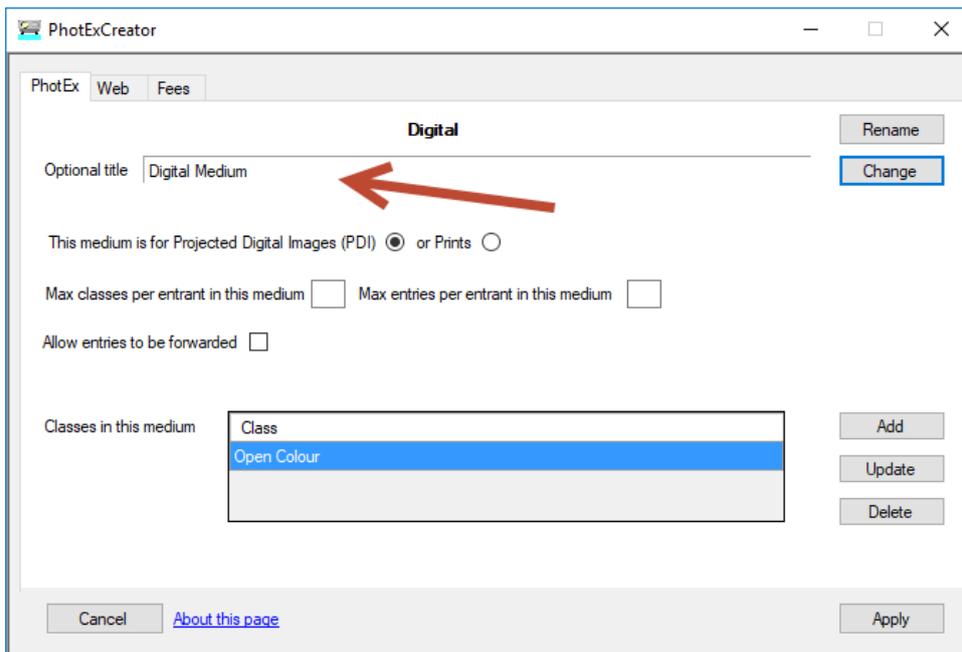# Personalising the Web Entry facility

There are two places where you can personalise the Web Entry Window

Optional Title.
- Can be set in the 'PhotEx' tab.
- This allows a different title to be displayed on the web page.
- It is available for the exhibition, medium and class level of the exhibition
- Click 'Change' and enter the new title.

Here Digital is the Medium and the Optional title is 'Digital Medium'

Web tab
You can provide

- Rules and extended descriptions
- Patronage logos
- A Logo
- Different colours and fonts
- A different list of Honours

Web Description / Rules -
- This allows an HTML formatted description or a set of rules to be displayed on the web form
- It is available for the exhibition, medium and class level of the exhibition
- To create or change , select the Web tab and click 'Change' which gives you the option of a single line of text, the opportunity to create your own HTM or use the standard FIAP/PSA text (if you don't want the other FIAP settings).

- If you click the HTML option, it brings up a mini HTML editor. If you have already edited something it shows just the body of the HTML file. If you paste text in from Word it converts it but removes much of the "Word" garbage when it is saved.
- When you click "Apply", it creates or modifies the existing file.
- The file will be saved in a folder called "HTML" in the competition folder
- File names are:
  - Exhibition level – rules.htm
  - Media level - m_*name*.htm
  - Class level - m_*name*c_*name*.htm
- The HTML file for that level will be listed in the Web Tab, Web description box.
- When you tick "FIAP patronage PSA patronage" on the main PhotExCreator – PhoEx tab page, the web rules are set to "FIAP+PSA Rules" (plus other settings). These HTML files are already on the server and will be automatically loaded.
- To remove an existing html text, select "Single line of text" and leave it blank before clicking Apply.
- It's worth noting that the HTML is used as a snippet when the web page HTML is constructed, so only the "<Body>" of your html file is actually used.
- You can include images (including Patronage logos) with the image button. Image files should be as small as possible so gif or png files are preferable, but jpg/jpegs are also allowed.
- To reset everything.
  - reset everything by unticking "FIAP patronage PSA patronage' and then on each Web tab, selecting "Change" and applying the blank single line.
  - Then delete the HTML folder

PhotEx supplies text for the PSA and FIAP definitions of Nature, Travel and Monochrome.

- At the Class level, select the Web tab and click change
- Select or PSA & FIAP text button and select from the drop down box 'Mono, Travel or Nature"
- Click View to open a browser window showing the definition

Changing the appearance of the web pages
Logo
Prepare a logo that is no more than 100 pixels high, either with a transparent background as a PNG or GIF file or with a background the same colour as your pages (default, black) as a JPEG file.

Use the Web tab and click the Browse button beside "Logo" to locate the file; upload it as described below

Colours and fonts
You can make some changes to the colour of the pages and text, and the family and size of the fonts with Creator/Update exhibition data and the Web tab. Here you will find the "Update web theme" button.

Experiment until you have a workable set of colours. You can set the colours and fonts for the three areas of the pages – the head and foot, the main section in the middle, and the navigation section on the left.

You can see what the different types of page will look like by using the "Select a page" dropdown.

The page "theme", as it called, needs to be added to the PhotEx website. When you click "Apply" you will be given the option to send the relevant file to PhotoCompSoftware. We will then send you the name of your theme, which you type into the "Web theme" box on the "Set parameters for entries via the Web" page before uploading as described below.

Only the code between <body> and </body> will be used, so you cannot use your own style sheet- the theme selected for the web entry form will also be applied to these pages. You can use in-line styles if you wish.

We recommend that you keep all your HTML files in the same folder to make uploading easier. By convention this is called "HTML". Put any images in an "Images" folder in the same folder as the html.

Honours

PhotEx provides a default list of honours:

LRPS	AFIAP	CPAGB	BPE1*	PPSA
ARPS	EFIAP	DPAGB	BPE2*	EPSA
FRPS	MFIAP	MPAGB	BPE3*	APSA
HonFRPS	EFIAP/b	APAGB	BPE4*	FPSA
	EFIAP/s	HonPAGB	BPE5*	
	EFIAP/g		ABPE	
	EFIAP/p		FBPE	

You can override this list by creating a text file with each honour separated by a space, or on a new line (note that honours cannot contain spaces). You can give it any name, but "Honours.txt" is conventional.

Upload this as described below

Important note - Uploading changes

Use "PhotExCreator/Publish to web."

- If you have changed the logo or the page theme then tick "Upload the exhibition specification"
- If you have added or changed HTML descriptions, tick "Upload HTML descriptions" and use the associated Browse button to locate the folder that they are in.
- If you have added or changed Honours, tick "Upload Honours" and use the associated Browse button to locate the folder that they are in.

Click Upload