

Vertical Marquee Tutorial

Instructions for operating the scrolling marquee

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Overview

The self-updateable scrolling marquee can be used to alert visitors of new information on your website. Using basic HTML, you can create links to any webpage. You may also use the marquee to convey news, events and more!

Accessing Marquee Admin

Your marquee admin is located at: _____

You will be prompted for a user name and password to access your marquee.

Your user name is: _____ Your password is: _____

Adding text to the Marquee

Marquee Text:

```
<b>Welcome!</b>  
  
Our <a href="building/index.html">building project</a> is well underway.  
  
Tours of the new facility are available Aug. 28-Sept. 7.
```

Scroll Speed:
Medium ▾

[Return Home](#)

Standard HTML tags can be used. Be sure to check all syntax to ensure no errors on loading.

In the Marquee Text field, enter the text with HTML as you would like it to appear on your marquee.

You may set the Scroll Speed of the marquee to slow, medium or fast.



When you have finished entering your content and setting the speed, click "Preview". You will be able to see how your marquee looks at the top of the admin screen. You may then make changes in the Marquee Text field if needed.

When the marquee appears as you would like it to be, click "Make Live" for the changes to appear on the site.

See the reverse side of this page for a tutorial on HTML. You may also contact us for assistance.

HTML Quick Reference

To have these effects appear on your marquee, copy the tag and replace the content in **red**.

Bold: `text between these tags will appear bold`

Italic: `<i>text between these tags will appear italic</i>`

Email Link: `john.doe@domain.com`

After the mailto:, enter your email address.

Enter it again between the `>`.

This will appear as the text of your link: john.doe@domain.com

Page Link: `About Us`

Enter the page name between the " " ..

Enter the page name between the `>`. Text entered here will appear as the page name in your marquee: [About Us](#)

When creating links to external websites, you must write the domain like this:

`Website Name`

The `target="new"` will cause the external website to open in a new browser window.

Some characters in HTML must be written with special codes:

`&` = `&`; Example: *Thank you & come again* must be written as *Thank you & come again*

`"` = `"`; Example: *Our new "Specials"* must be written as *Our new "Specials"*

HTML Example

If you want the text in the marquee to appear like this:

Welcome to our new website!

Visit our [Capabilities](#) page to see what we can do for you!

Learn more about our company at the [Company Profile](#) page.

See us at the [Trade Show](#) this month!

Write the text in a word processing program like this:

Welcome to our new website!

Visit our Capabilities page to see what we can do for you!

Learn more about our company at the Company Profile page.

See us at the Trade Show this month!

Add HTML to create effects and links, then copy and paste into the Marquee Text box in the admin:

```
<b>Welcome to our new website!</b>

Visit our <a href="capabilities.html">Capabilities</a> page to see what we can do for you!

Learn more about our company at the <a href="copro.html">Company Profile</a> page.

See us at the <a href=""http://www.tradeshow.com" target="new">Trade Show</a> this month!
```