

Hall of Pride Interactive Display- How to Get Started

- The control center for all aspects of creating your Iowa Hall of Pride display is the Web site located at www.iowaschooldisplays.org
- Become familiar with this Web site layout, its contents, and how to use the site.
- The **Guidelines** section offers needed and useful information on article layouts and specifications, how to prepare images and articles for your Hall of Pride display.
- Individual sections can be printed out for reference and assistance while you are preparing your own school display.

- **Content Set-Up**

This section includes links to the **following areas you will need to work with** and add information to as you develop your school's interactive Hall of Pride display:

General Set-Up

Category Photos

School Song

Trivia Game

District Map

About Our School

About Our Community

Notable People

Notable Events

Notable Places

- **General Set-Up**

1. Use this section to insert **the name and location of your school**, select **school colors** for your display and include the name of your **school mascot**.
2. This is your **starting place** for inputting and submitting school information for your display.

- **Category Photos**

1. Each of the **5 main categories** (second column under **Content Set-Up**) needs different photo that will appear when the category name is selected.
2. You will **need** to come up with **5 appropriate photos**.
3. **Each photo** must be sized at **exactly 500x300 pixels at 72 dpi**.
4. **To add a photo: Select one category**.
5. **Select whether you want to Add a Photo or Edit a Photo**.
6. Find where you have saved the photo on your computer (disk, hard drive, etc.) and insert this photo.
7. Click the **Help menu at the top of the window** for information on how to complete this process.

- **School Song**
 1. Use this section to **insert the lyrics to your school song.**
 2. Use this section to upload a **wav or mp3 music file of your school song.**
 3. Click the **Help menu at the top of the window** for information on how to complete this process.

- **Trivia Game**
 1. Use this section to **insert some trivia questions** about your school and community.
 2. Choices include: **Add Trivia Question or Edit Trivia Question.**
 3. Be sure to **add some type of response** that indicates a **correct answer** in the **Feedback section.**
 4. Click the **Help menu at the top of the window** for information on how to complete this process.

- **District Map**
 1. Use this section to help create a map that will show the location of your school district and any combination of communities that make up a district.
 2. Click the **Help menu at the top of the window** for information on how to complete this process.

- **About Our School, About Our Community, Notable People, Notable Events, Notable Places**
 1. **Click on one** of these 5 **main categories.**
 2. This is where you will **Add Topic, Edit Topic, Delete Topic or View Articles.**
 3. Remember – ***Topics are general subject areas.***
 4. Individual short articles or photo layouts will be added under each topic.
 5. Click the **Help menu at the top of the window** for information on how to complete this process.
 6. To **add an article:** Click **View Articles.**
 7. Select **Add Article** (to add a new article) or **Edit Article** (to work with something that has been started).
 8. If you add an article you will then start the process of **selecting an article layout** and inserting the necessary headline, text, photos, captions, **meeting all the article specifications.**
 9. You can prepare your text as a word processing document and save the file. This information can later be copied and pasted (Control +V) into the Hall of Pride article text area.
 10. When text is saved as a word processing file, if an article locks and text is lost, you still have the original to re-insert. This step can save time and eliminate some frustration when content locks and could get deleted.