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VIVA! Communications – digital media kits

Logging in:

1. It's best to use Google Chrome Browser
2. Go to www.wix.com
3. Login is: vivacommunications.media@gmail.com
4. Password is vivamedia

Entering website editor

1. select 'my account'
2. select micro-site template (e.g influenza)
3. select 'edit site'

Navigating between pages

1. At the top of screen you will see 'Page', beside which is a navigation box through which you can select the page you wish to work on.

Adding/removing/editing text

1. Navigate to a page with text (e.g Media alert).
2. Double click on text to edit
3. You can also adjust size, font, colour etc with text toolbox
4. Adjust box around text to appropriate size
5. To add a new text box select '+' button on the left of screen and select 'text'

Linking downloadable documents to Adobe PDF image

1. Navigate to page with Adobe PDF image (e.g Media alert)
2. Click on Adobe PDF image and select 'link to'
3. Select 'document'
4. Select 'choose document'
5. Select 'upload documents' and find PDF on your computer
6. Select 'choose document'

Adding videos

1. Navigate to page with video content (e.g 3D animation or B-roll)
2. Click on video and select 'settings'
3. Cut and paste the URL of the vimeo video you wish to display in box and click 'update'

Adding/removing/replacing images

1. Navigate to page in which you want to insert/remove/replace an image
2. To add a new image select '+' button on the left of screen and select 'image'
3. A dummy image will appear on the image. Click on it and select 'change image'
4. Upload a new image from your computer
5. You can adjust it's location and size

- Any image can be removed by simply clicking on it and pressing 'delete' on the keyboard.
- You can replace any image by repeating steps 3-5.

Linking downloadable high-resolution images

Step 1

- First, you need to place the high-res image into a google drive folder
- Login into gmail account: vivacommunications.media@gmail.com (password: Check Master password list). If login is different please ask team.
- On the top right of the page you will see a grid with nine little boxes in it. Click on it and select 'Drive'
- I have created a folder called 'MICROSITE HIGH RES IMAGES' into which you can upload your high resolution images from your computer. Navigate to this folder
- Importantly**, the folder I have created is 'public' (not private), which means anyone can access it if they are given a link. If it is not public, then visitor of the website cannot access the images. If you decide to create a new folder remember to make it 'public' by navigating to the 'share' toolbox.
- Next to the red box 'Create' there is an upward facing arrow with a line below it. Select this icon, select 'file, and upload the high-resolution images from your computer. Wait o upload (15-30 seconds).
- Check that image is 'public on the web' by selecting 'share' button.
- Ensure high-resolution images are within the 'MICROSITE HIGH RES IMAGES' folder.
- Now you need to get the URL for the image.
- Right click on the image in the google drive folder and select 'share'
- A box will appear with the URL for the image. You will need this later (Step 3).

Step 2

- You need to create a low-resolution thumbnail to display on the website.
- Open the high resolution image in Photoshop
- Select 'file' and 'save for web'
- Adjust the resolution and quality of the image so that it is between '300k-700k'. You don't want it any lower or higher than this.
- You now have a low-resolution thumbnail image.
- Save the image into a folder on your computer to use in Step 3.

Step 3

- Navigate to 'high resolution images' page
- Click on image gallery and select 'organise images'
- To insert thumbnail select 'Change image' (to replace existing thumbnail) or 'Add image' (to add another thumbnail)
- Select 'upload image'
- Select thumbnail image from computer
- Wait for image to download (may take 5-20 seconds)

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7. Select 'add image'
8. To link thumbnail to high resolution image in Google Drive return to 'organise images' toolbox
9. Insert the Google Drive URL for the image into the 'link to' box (see 11. In part 1).
10. Select 'ok'
11. Remember to delete unused thumbnails in the 'organise images' toolbox

Delete unused menus

1. Simply select menu box and select 'delete' on keyboard
2. Re-arrange remaining menu boxes

Checking mobile enabled version

1. On the top left of the page select the little mobile icon
2. Navigate to each page and ensure it looks ok. Make any necessary adjustments
3. Remember the menus boxes were removed from the mobile version to clean it up and make it more user-friendly. Instead, there is a drop-down icon.

Saving and publishing

1. Remember to save the page (top right) every few minutes
2. You can preview (top right) the page at anytime
3. Once happy with your changes, remember to Publish (top right) the page and check the live version