

Branding Tutorial

Your Inquisiq LMS can be easily customized and branded to fit your corporate identity. With just a few clicks, you can create your own masthead/banner, footer, main menu, and home page. Follow the steps below to make this portal look and feel like your own! You also may want to review our “How to use Cascading Style Sheets (CSS) to Brand and Personalize your Inquisiq Portal” article on our website here:

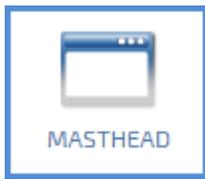
<http://www.inquisiq4.com/resources/documents/#TipsandTricks>

Masthead/Banner

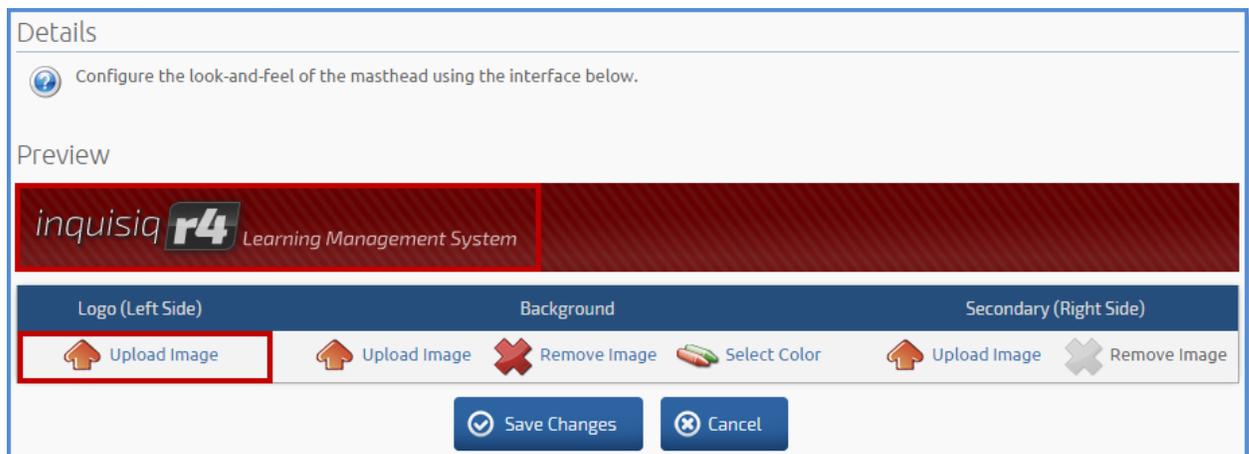
You will see a masthead preview and controls that allow you to make changes to it. Your masthead consists of an image (required; on the **left**), a background image and/or color (in the **center**), and a secondary image (optional; on the **right**).

To change the masthead:

1. Click the **Administrator Menu** button on the Main Menu.
2. Click the **Masthead** icon located in the **Interface** sub-menu.

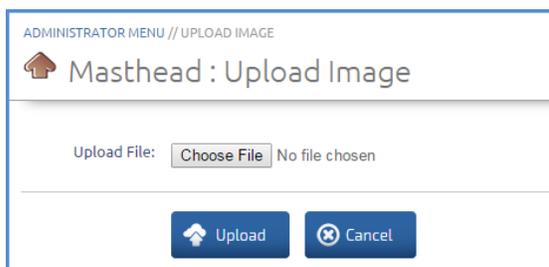


3. Click the **Upload Image** button beneath the **Logo (Left-Side)** label.

A screenshot of the "Details" configuration page for the masthead. The page has a title "Details" and a subtitle "Configure the look-and-feel of the masthead using the interface below." Below this is a "Preview" section showing a red banner with the "inquisiq r4 Learning Management System" logo on the left. Underneath the preview are three tabs: "Logo (Left Side)", "Background", and "Secondary (Right Side)". The "Logo (Left Side)" tab is selected and highlighted with a red box. Under this tab, there is an "Upload Image" button with an upward arrow icon. The "Background" tab has "Upload Image", "Remove Image", and "Select Color" buttons. The "Secondary (Right Side)" tab has "Upload Image" and "Remove Image" buttons. At the bottom of the interface are "Save Changes" and "Cancel" buttons.

 The height of the masthead will match the height of your logo image exactly. For example, if you upload a logo image that is 200 pixels tall, your masthead will become 200 pixels tall.

4. Select the desired image file (.jpg, .png., gif, etc.) using the file dialogue box that appears and click **Upload** to place the image in the masthead preview.



5. If you would like to remove the background pattern, click the **Remove Image** icon below the **Background** label. You can then upload a different background image by clicking the **Upload Image** button. The upload process will be identical to the previous steps. Your image will be tiled (repeated) throughout the background of the banner.
6. If you would like to add a background color to your banner, click the **Select Color** button to open the color picker and apply your color.



7. Change the **Secondary (Right-Side)** image to complete your masthead. This image is not required but if uploaded, will always be top-right justified.
8. The preview will show you what your masthead will look like when saved. To apply your changes, click **Save Changes**.



If your new masthead does not appear immediately after saving your changes, you may need to clear your browser cache to ensure that your browser loads the new images.

Footer

The footer consists of your company name and email address and will appear at the bottom of every page in the LMS.

To change the footer:

1. Select the **Administrator Menu** at the top of the screen.
2. Click on the **Footer** icon located in the **Interface** sub-menu.



3. Enter your company name and a valid email address that you want people to use to contact you. Select http:// or https:// from the drop-down menu. Then enter the URL for your company website. The company name that you enter above will then become a clickable link.

Interface : Page Footer

Details

 Modify the properties of the page footer using the form below. Note that these values are for display only and are not used in any internal LMS functionality.

Company Name:

Email:

Web Site:

Powered by Inquisiq R4 Build 4.15.0302 © 2002-2015 ICS Learning Group
Terms of Use | Privacy Policy | System Test

Your Company name goes here.
information@yourcompany.com

4. Click **Save Changes**.

Main Menu

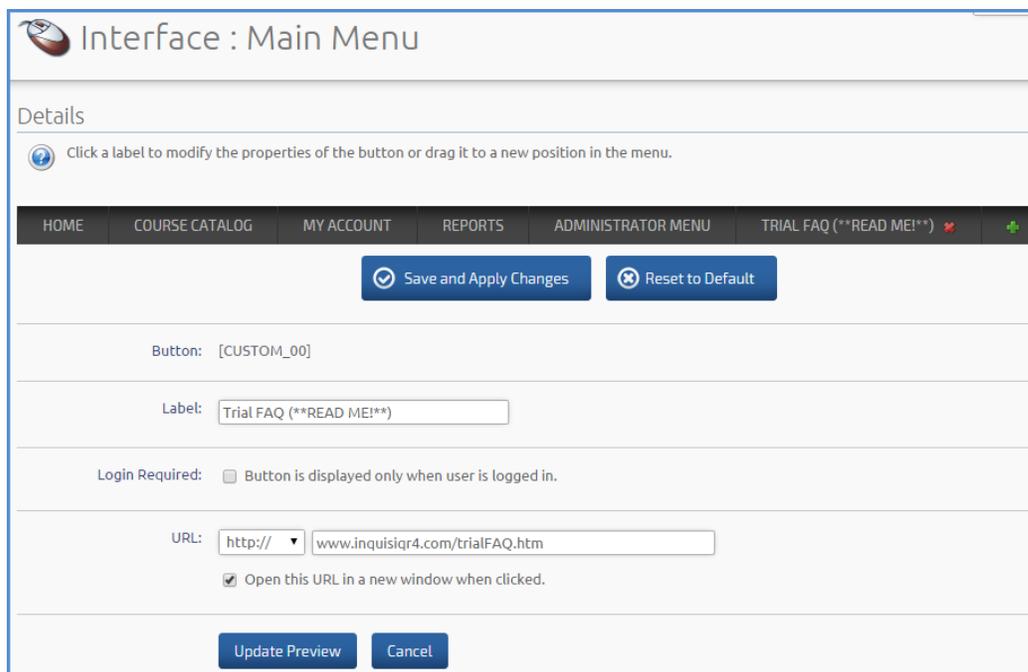
The menu for the site is easy to customize and configure. You can change the text and order of the menu items, or even add your own custom menu items.

To change the main menu:

1. Select the **Administrator Menu** at the top of the screen.
2. Click on the **Main Menu** icon located in the **Interface** sub-menu.



3. Click a label to modify the properties of the button or drag it to a new position in the menu. To add a new menu item, click on the "+" button.

A screenshot of a web application window titled "Interface : Main Menu". The window has a header with a mouse cursor icon and the title. Below the header is a "Details" section with a help icon and the text "Click a label to modify the properties of the button or drag it to a new position in the menu." Below this is a preview of a menu bar with items: HOME, COURSE CATALOG, MY ACCOUNT, REPORTS, ADMINISTRATOR MENU, TRIAL FAQ (**READ ME!**), and a green plus sign. Below the preview are two buttons: "Save and Apply Changes" and "Reset to Default". Below these are form fields: "Button: [CUSTOM_00]", "Label: Trial FAQ (**READ ME!*)" (with a text input field), "Login Required: Button is displayed only when user is logged in.", "URL: http:// [www.inquisiqr4.com/trialFAQ.htm] (with a dropdown menu and a text input field), and a checked checkbox "Open this URL in a new window when clicked.". At the bottom are two buttons: "Update Preview" and "Cancel".

4. Type in the new menu item name in the **Label** field. Please note that Inquisiq will only display upper case letters in the menu, and will therefore convert any lowercase letters to uppercase.
5. If **Login Required** is checked, the menu item will only be visible when a user has logged in.
6. Enter a URL for the new menu item. When clicked, the new button will link to the URL provided in this field. Check the box, "Open this URL in a new window when clicked," to force a new browser window to be opened when the button is clicked.
7. Click **Update Preview** to see the new menu bar layout. To save these changes to your account, click **Save and Apply Changes**.



Note that the following menu items cannot be deleted, however they can be renamed: Home, Course Catalog, My Account, Reports, and the Administrator Menu.

Home Page

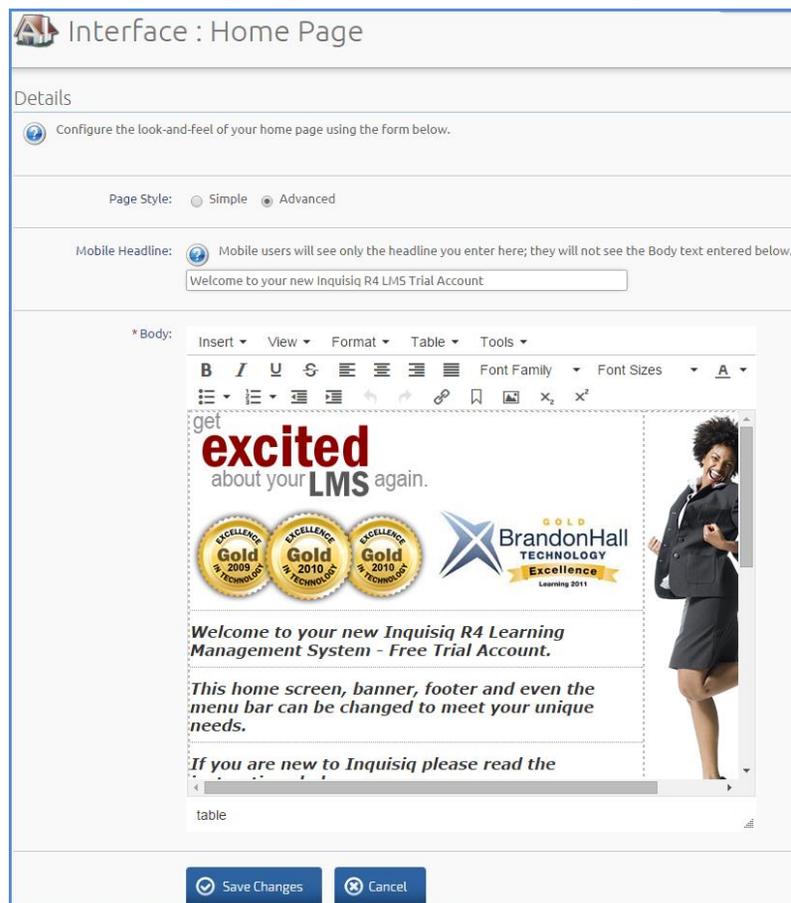
By default, your application will have a basic Home page consisting of a headline and login form with instructions. You may edit the headline of the basic design, or use the advanced designer for a more complex and visually appealing layout (i.e. additional text such as a welcome message, instructions, images, external links, etc).

To change the homepage:

1. Select the **Administrator Menu** at the top of the screen.
2. Click on the **Home Page** icon located in the **Interface** sub-menu.



3. Select the **Page Style** (simple or advanced). The system will automatically present you with an interface that you can use to customize the layout.

A screenshot of a web application configuration interface titled "Interface : Home Page". The interface is divided into sections. The "Details" section contains a blue circular icon and the text "Configure the look-and-feel of your home page using the form below." Below this, there are radio buttons for "Page Style": "Simple" (unselected) and "Advanced" (selected). The "Mobile Headline:" section has a blue circular icon and the text "Mobile users will see only the headline you enter here; they will not see the Body text entered below." Below this is a text input field containing "Welcome to your new Inquisiq R4 LMS Trial Account". The "Body:" section features a rich text editor with a menu bar (Insert, View, Format, Table, Tools) and a toolbar with various formatting icons. The editor content includes a banner with the text "get excited about your LMS again.", three "Gold Excellence" award medals for the years 2009, 2010, and 2011, the "BrandonHall TECHNOLOGY Excellence Learning 2011" logo, and a photograph of a woman in a business suit. Below the banner, there is text: "Welcome to your new Inquisiq R4 Learning Management System - Free Trial Account.", "This home screen, banner, footer and even the menu bar can be changed to meet your unique needs.", and "If you are new to Inquisiq please read the". At the bottom of the interface are two buttons: "Save Changes" and "Cancel".

4. Enter a Mobile Headline.
5. If you selected the advanced option, several formatting tools are available below the Body field for stylizing the message. You can even embed your own HTML that you've written in an external editor.
6. Click **Save Changes**. Your changes will be immediately applied to the Home page.