

How to Create a Skin

What is a Skin?

A skin is a visual style that you can use for your pages to make them unique or by using the site skins allow for consistency across your pages.

Creating a Skin

The screenshot shows the UAL website's 'Skins' management interface. The navigation menu at the top includes 'Workflow', 'Content', 'Portfolio', 'Groups', and 'Administration'. Below this, there are sub-menus for 'Pages', 'Collections', 'Shared', 'Shared with me', 'Skins', 'Export', and 'Import'. The 'Skins' sub-menu is highlighted in green. The main content area displays a grid of skin templates. Each template has a title, a preview image, and a heart icon. The templates include 'Collab Unit 1516', 'Collaborative Unit MkII', 'JohnLewis2015', 'Visual Communication', and others. Two red arrows point to the 'Portfolio' menu item and the '+ Create skin' button. Two callout boxes with white text and black borders provide instructions: '1. Click Portfolio and Skins' and '2. Click Create Skin'.

Workflow Content Portfolio **Groups** Administration

Pages Collections Shared Shared with me **Skins** Export Import

ual: university
of the arts
london

Create skin ⁱ

General Background Fonts and colours Advanced

4. Click Background

3. Enter all the details

Skin title

Skin description

Skin access This is a public skin ▾

Save Cancel

Workflow Content Portfolio **Groups** Administration

Pages Collections Shared Shared with me **Skins** Export Import

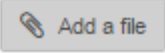
ual: university of the arts london

Create skin ⁱ

General Background **Fonts and colours** Advanced

Background colour Default or #FFFFFF

Background image
No files found

 Add a file

Background image repeat Repeat both directions ▾

Background image attachment
 Fixed
 Scroll

Background image position
 Top left
 Top
 Top right
 Left
 Centre
 Right
 Bottom left
 Bottom
 Bottom right

Save Cancel

6. Click Fonts and colours

7. Select the background colour and image requirements for the background

Workflow Content Portfolio Groups Administration

Pages Collections Shared Shared with me Skins Export Import

ual: university of the arts london

Create skin i

General Background Fonts and colours Advanced

Heading font

Text font

Font size

Text colour Default or
This is the colour of normal text.

Heading text colour Default or
This is the colour of a page heading.

Emphasized text colour Default or
This is the colour of page sub-headings and emphasized text.

Normal link colour Default or

Underline link No

Highlighted link colour Default or

Underline link No

8. Click Advanced

7. Select the:
Font type
Font colours
Font styles

The screenshot shows the 'Create skin' page in the ual system. The navigation bar at the top includes 'Workflow', 'Content', 'Portfolio', 'Groups', and 'Administration'. Below this, there are links for 'Pages', 'Collections', 'Shared', 'Shared with me', 'Skins' (highlighted in green), 'Export', and 'Import'. The main heading is 'Create skin' with an information icon. Below the heading are four tabs: 'General', 'Background', 'Fonts and colours', and 'Advanced' (selected). The 'Advanced' tab contains a 'Custom CSS' section with a large text area. A red arrow points from a callout box containing the text '9. If you have a custom style paste it here' to the text area. Another red arrow points from a callout box containing the text '10. Click Save' to the 'Save' button. The 'Save' button is dark grey, and the 'Cancel' button is light grey. There is also a 'Custom CSS in preview images' label.

Import a Skin(s)

Workflow Content Portfolio **Groups** Administration

Pages Collections Shared Shared with me **Skins** Export Import

ual: university of the arts london

Skins i

All skins Filter + Create skin </> Import skin(s) Export skin(s)

// Collab Unit 1516 // i Lorem ipsum Scriptum Imago Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec cursus orci turpis. Donec et bibendum augue. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Cras odio enim, sodales at.	/ Collaborative Unit Mkl1 i Lorem ipsum Scriptum Imago Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec cursus orci turpis. Donec et bibendum augue. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Cras odio enim, sodales at.	/ JohnLewis2015 i Lorem ipsum Scriptum Imago Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec cursus orci turpis. Donec et bibendum augue. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Cras odio enim, sodales at.	// i Lorem ipsum Scriptum Imago Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec cursus orci turpis. Donec et bibendum augue. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Cras odio enim, sodales at.
/// i Lorem ipsum Scriptum Imago Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec cursus orci turpis. Donec et bibendum augue. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Cras odio enim, sodales at.	//// i Imago A hand holding a paintbrush.	Visual Communication i Lorem ipsum Scriptum Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec cursus orci turpis. Donec et bibendum augue. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Cras odio enim, sodales at.	1 i Lorem ipsum Scriptum Imago Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec cursus orci turpis. Donec et bibendum augue. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Cras odio enim, sodales at.
101 i Lorem ipsum Scriptum Imago Lorem ipsum dolor sit amet, consectetur adipiscing elit.	12 i Lorem ipsum Scriptum Imago Lorem ipsum dolor sit amet, consectetur adipiscing elit.	2 i Lorem ipsum Scriptum Imago	69 i Lorem ipsum Scriptum Imago Lorem ipsum dolor sit amet, consectetur adipiscing elit.

1. Click Import Skin(s)



Import skin(s) i

Valid XML file *

Choose file

No file chosen

2. Click Choose file
and select your file

Import

Cancel

3. Click Import

Export a Skin(s)

The screenshot shows the UAL Skins management interface. At the top, there are navigation tabs: Workflow, Content, Portfolio, Groups, and Administration. Below these are sub-tabs: Pages, Collections, Shared, Shared with me, Skins (highlighted), Export, and Import. The main header area includes the UAL logo and the word 'Skins' with an information icon. A callout box with the text '1. Click Export Skin(s)' and a red arrow points to the 'Export skin(s)' button in the top right of the skins list area. The skins list area contains a grid of 12 skin thumbnails, each with a title, a description, and a preview image. The 'Export skin(s)' button is located in the top right corner of the skins list area, next to 'Create skin' and 'Import skin(s)' buttons.

Further Support

Additional support is on hand should you require help. Contact the Digital Learning Support team at dlsupport@arts.ac.uk