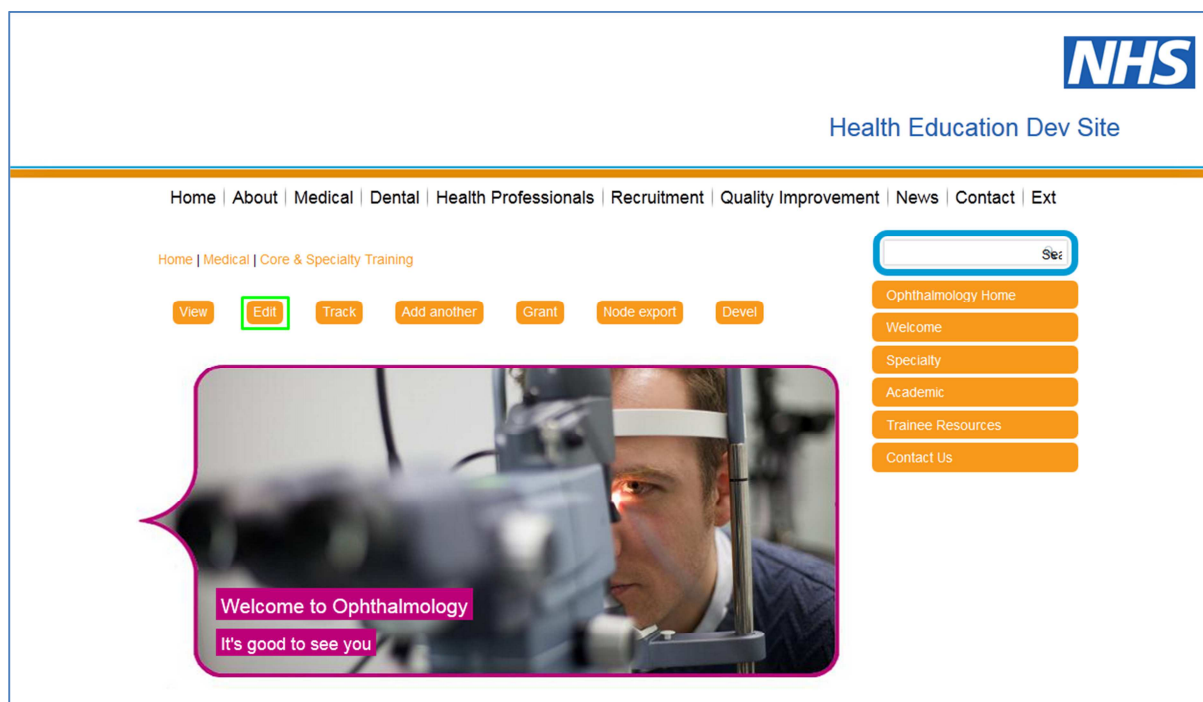


## Editing Home Pages

In order to edit a home page you should log-in, navigate to the home page you wish to edit, and click on **Edit** on the top menu bar.



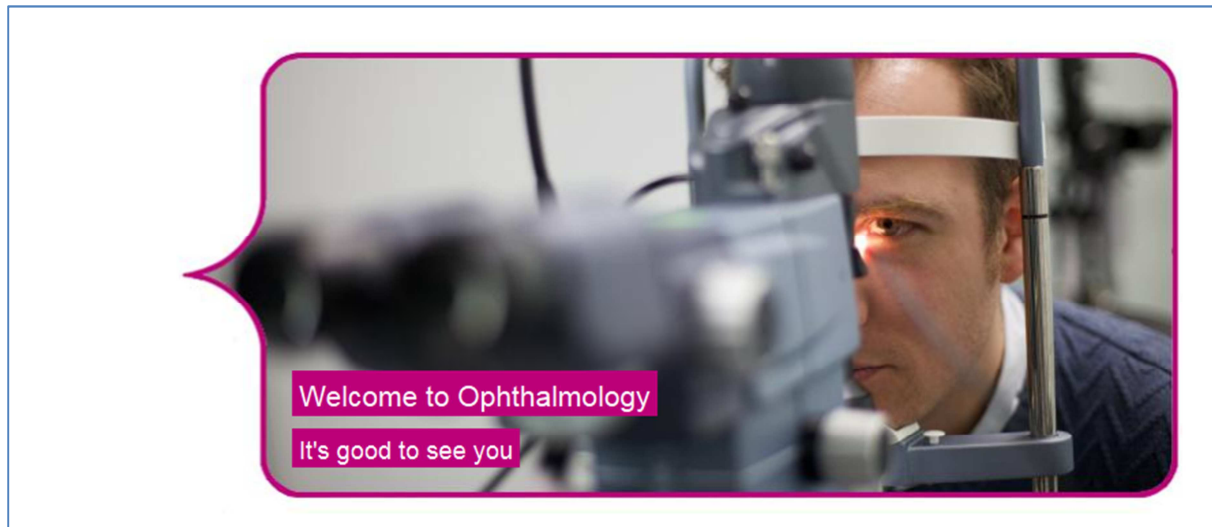
## Adding a Title

Title \*

Your first decision is what to call your home page. This should be something relevant to the page's content. It's also mandatory, so you won't be able to save your page until you enter something.

## Adding Slides

Once completed a slide will look like this:



The top text is the **Headline**, the text below it is the **Tagline**.

**DEMO SLIDE 1 CONTAINER**

**Slide**  

No file chosen

Files must be less than 200 MB.  
Allowed file types: png gif jpg jpeg.

+

**Slide Headline**

**Slide Tagline**


**Slide Link**


You can add a slide by clicking **Choose File** and selecting an appropriate image that you have saved on your computer. The image mask will be added automatically.

DEMO SLIDE 1 CONTAINER

Show row weights

Slide




nhs\_moorfields\_580-10904.jpg (14.47 MB)
Remove

Alternate text

This text will be used by screen readers, search engines, or when the image cannot be loaded.

Slide Headline

Welcome to Ophthalmology

Slide Tagline

It's good to see you

Slide Link

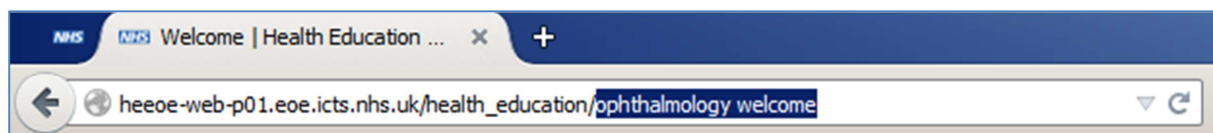
When your image is uploaded enter a description of the field in the **Alternate text** field.

Next, add a main title for the slide in the **Slide Headline** field.

**Slide tagline** is provided to give a brief description of the link.

The **Slide Link** should be the URL alias of the page you wish to link to.

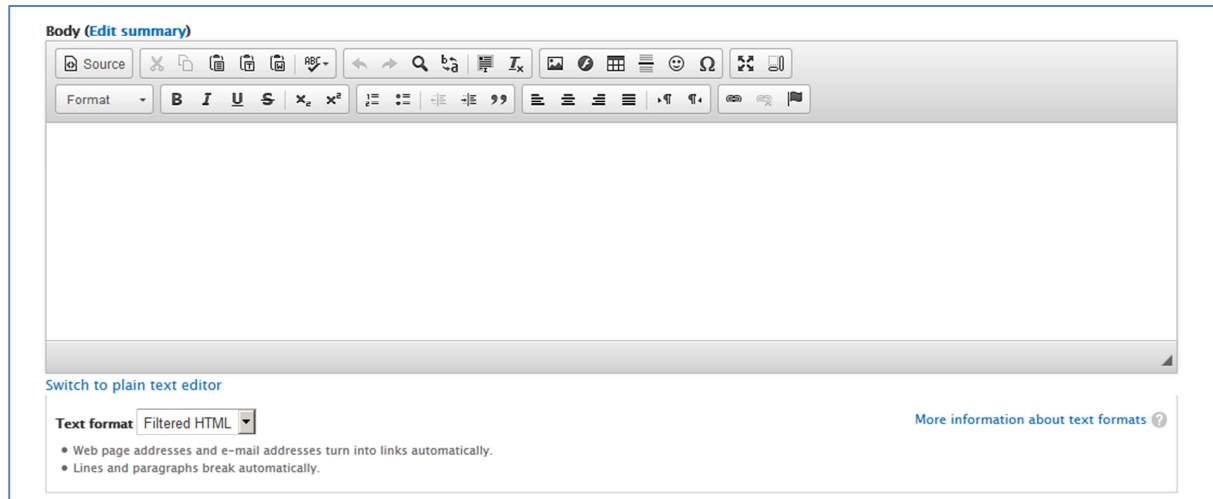
To figure out what the alias is, go to the page that you wish to link to and check the url bar which is at the top of the browser.



The URL alias is the end of the URL after the forward slash ('/').

In this case, if you wished to link to the Welcome to Ophthalmology page you would type in ophthalmology\_welcome into the **Slide Link** box.

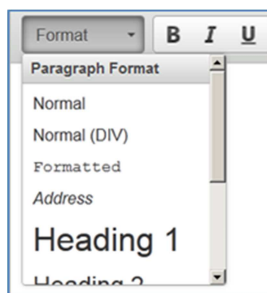
## Adding Text




The next field is where you should put any text which you wish to appear on the page.

The options available are similar to a word processor and so should be familiar.

Under the **Format** drop-down menu there is an option for adding headings to separate out the text.



To add a link, highlight the text or image you want to become a link. Then click on the  icon.

If you want to link to a website or document, select **URL** from the **Link Type** drop-down menu and enter the address in the **URL** field.

If you are linking to an external website or document, click on the **Target** tab and select **New Window (\_blank)** from the drop down menu.

If you want to link to an e-mail address, select **E-mail** from the **Link Type** drop-down menu and enter the e-mail address in the **E-Mail Address** field.


You can also enter a default e-mail subject and/or message text if required.

Once you have entered the relevant information, press **OK**.

For advanced users you can select from the **Text format** drop-down menu to write your own HTML code. You can also debug existing text by selecting the **Source** button.

**Text format** Filtered HTML

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

 **Source**

## Quick Links



This is what the quick links will look like once added. When each image is hovered over the text underneath expands to show the full text, as shown below:



To add these buttons, go to the **Quick Links** area.

**QUICK LINKS 6**

**QUICK LINK CONTAINER 1**

**QLB Image**

No file chosen

Files must be less than **200 MB**.  
Allowed file types: **png gif jpg jpeg**.

**QLB Text**

Title	URL
<input type="text"/>	<input type="text"/>

The link title is limited to 128 characters maximum.



## Further options

There are various further options at the bottom regarding how the page will relate with the rest of the website. Most of these you can leave as they are, but some are important, so it's worth going through them.

## Revision Information

<b>Revision information</b> New revision	<b>Revision log message</b> <div></div> <p>Provide an explanation of the changes you are making. This will help other authors understand your motivations.</p>
<b>Menu settings</b> Not in menu	<b>Revision creation and moderation options</b> <input checked="" type="radio"/> Create new revision, no moderation <input type="radio"/> Create new revision and moderate <p>Moderation means that the new revision is not publicly visible until approved by someone with the appropriate permissions.</p>
<b>URL path settings</b> No alias	
<b>Comment settings</b> Closed	
<b>Meta tags</b> Using defaults	
<b>Authoring information</b> By Rob Clayton	
<b>Publishing options</b> Published, Send subscriptions notifications	

This section can be left unchanged.

## Menu Settings

<b>Revision information</b> New revision	<input checked="" type="checkbox"/> Provide a menu link
<b>Menu settings</b> demo page	<b>Menu link title</b> <input type="text" value="demo page"/>
<b>Meta tags</b> Using defaults	<b>Description</b> <div></div> <p>Shown when hovering over the menu link.</p>
<b>URL path settings</b> No alias	<b>Parent item</b> <input type="text" value=" &lt;Dental Menu&gt;"/>
<b>Comment settings</b> Closed	<b>Weight</b> <input type="text" value="0"/>
<b>Authoring information</b> By Gareth	Menu links with smaller weights are displayed before links with larger weights.
<b>Publishing options</b> Published, Send subscriptions notifications	

Select **Provide a menu link**. For **Menu link title**, **Description** and **Weight** options you can keep their default options.

The parent item should be whichever page you want the new page to be linked from.

**It is extremely important that you add a menu link otherwise no-one will be able to access the page.**

## URL Path Settings

<b>Revision information</b> New revision	<b>URL alias</b> <input type="text"/> <small>Optionally specify an alternative URL by which this content can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.</small>
<b>Menu settings</b> Not in menu	
<b>URL path settings</b> No alias	
<b>Comment settings</b> Closed	
<b>Meta tags</b> Using defaults	
<b>Authoring information</b> By Rob Clayton	
<b>Publishing options</b> Published, Send subscriptions notifications	

The URL alias should be given a name that relates to the title of the page. It is important that there are no spaces in the alias as these will be interpreted as percentage marks. So a page called 'Title Page' could be given a URL alias of 'title\_page'. The alias cannot be the same as another page: you will be informed if this is the case because it will not allow you to save.

## Comment Settings

<b>Revision information</b> New revision	<input type="radio"/> Open Users with the "Post comments" permission can post comments.  <input checked="" type="radio"/> Closed Users cannot post comments.
<b>Menu settings</b> Not in menu	
<b>URL path settings</b> No alias	
<b>Comment settings</b> Closed	
<b>Meta tags</b> Using defaults	
<b>Authoring information</b> By Rob Clayton	
<b>Publishing options</b> Published, Send subscriptions notifications	

This section can be left unchanged.



## Meta Tags

<b>Revision information</b> New revision	<b>Browse available tokens.</b>
<b>Menu settings</b> Not in menu	<b>Page title</b> [node:title]   [site:name]
<b>URL path settings</b> No alias	The text to display in the title bar of a visitor's web browser when they view this page. This meta tag may also be used as the title of the page when a visitor bookmarks or favorites this page.
<b>Comment settings</b> Closed	<b>Description</b> [node:summary]
<b>Meta tags</b> Using defaults	
<b>Authoring information</b> By Rob Clayton	A brief and concise summary of the page's content, preferably 150 characters or less. The description meta tag may be used by search engines to display a snippet about the page in search results.
<b>Publishing options</b> Published, Send subscriptions notifications	<b>Abstract</b>
	A brief and concise summary of the page's content, preferably 150 characters or less. The abstract meta tag may be used by search engines for archiving purposes.
	<b>Keywords</b>
	A comma-separated list of keywords about the page. This meta tag is <i>not</i> used by most search engines.
	<b>OPEN GRAPH</b>
	<b>FACEBOOK</b>
	<b>ADVANCED</b>

This section can be left unchanged.

## Authoring Information

<b>Revision information</b> New revision	<b>Authored by</b>
<b>Menu settings</b> Not in menu	
<b>URL path settings</b> No alias	Leave blank for <i>Anonymous</i> .
<b>Comment settings</b> Closed	<b>Authored on</b>
<b>Meta tags</b> Using defaults	
<b>Authoring information</b> By Anonymous	Format: 2014-08-12 13:27:50 +0100. The date format is YYYY-MM-DD and +0100 is the time zone offset from UTC. Leave blank to use the time of form submission.
<b>Publishing options</b> Published, Send subscriptions notifications	

This section can be left unchanged.

## Publishing Options

<b>Revision information</b> New revision	<input checked="" type="checkbox"/> Published
<b>Menu settings</b> Not in menu	<input type="checkbox"/> Promoted to front page
<b>URL path settings</b> No alias	<input type="checkbox"/> Sticky at top of lists
<b>Comment settings</b> Closed	<input checked="" type="checkbox"/> Send subscriptions notifications
<b>Meta tags</b> Using defaults	<p>You may want to turn <i>Send subscriptions notifications</i> OFF when you only change <i>Publishing options</i>, otherwise Subscriptions will send out "update" notifications — this option is not saved. Subscriptions does not send notifications for unpublished nodes (except to users who have the <i>Administer content</i> permission), but when you set <i>Published</i> to ON, Subscriptions will send out "new" notifications, unless you turn this off here.</p>
<b>Authoring information</b> By Anonymous	
<b>Publishing options</b> Published, Send subscriptions notifications	

This section can be left unchanged.

## Save Your Work

Once you're happy with what you've done, all you need to do is press save at the bottom of the page.

<b>Revision information</b> No revision	<b>Revision log message</b>
<b>Menu settings</b> Postgraduate Dental Education	<div></div>
<b>Meta tags</b> Using defaults	<p>Provide an explanation of the changes you are making. This will help other authors understand your motivations.</p>
<b>URL path settings</b> Alias: postgrad_dental	<b>Revision creation and moderation options</b>
<b>Comment settings</b> Closed	<input checked="" type="radio"/> Modify current revision, no moderation
<b>Authoring information</b> By Rob Clayton on 2014-08-06 10:32:12 +0100	<input type="radio"/> Create new revision, no moderation
<b>Publishing options</b> Published, Send subscriptions notifications	<input type="radio"/> Create new revision and moderate
	<p>Moderation means that the new revision is not publicly visible until approved by someone with the appropriate permissions.</p>
<b>Save</b>	<b>Preview</b> <b>View changes</b> <b>Delete</b>

Upon refresh, you should see your completed page.