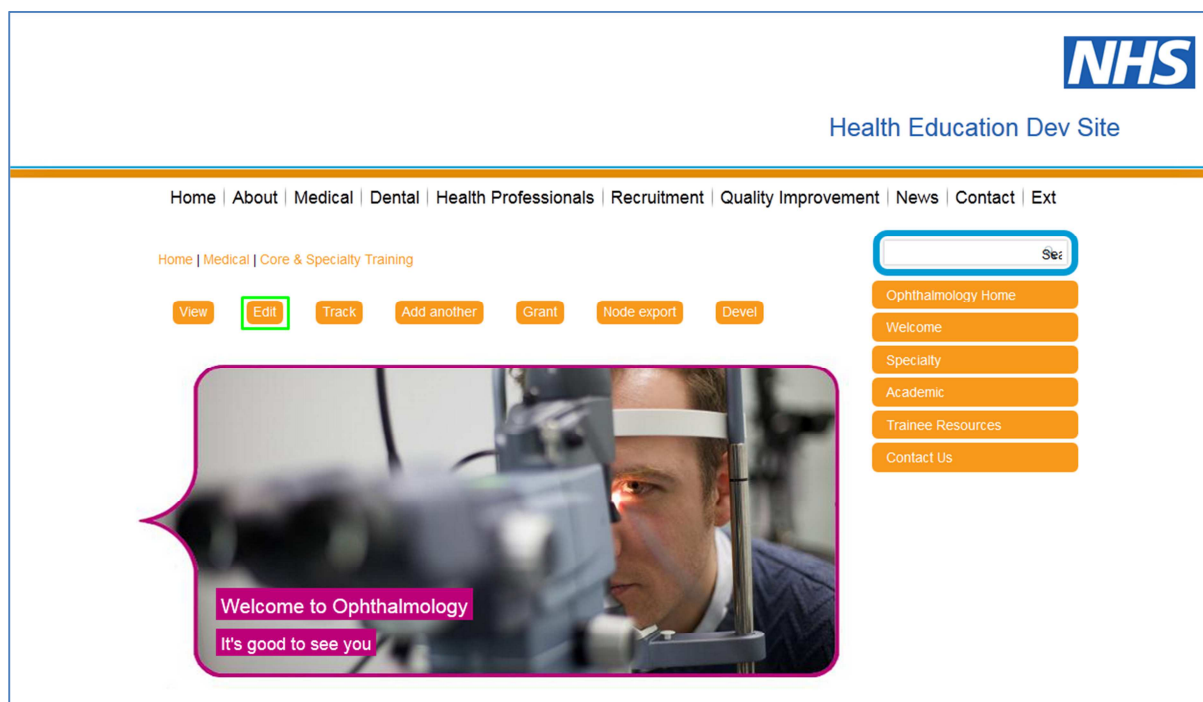# Editing Home Pages

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.
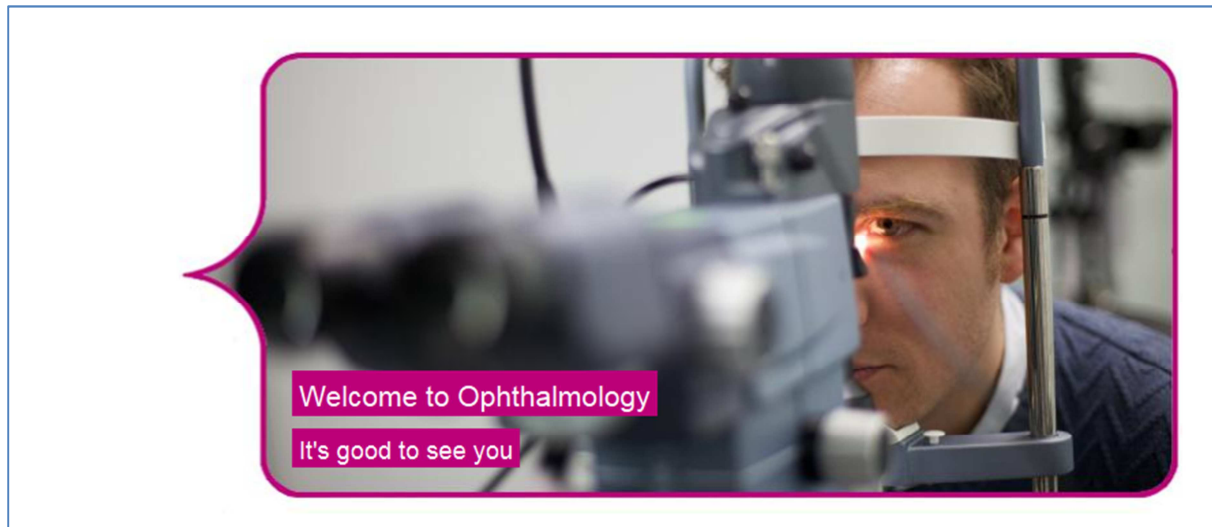

Adding a Title

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**.

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.

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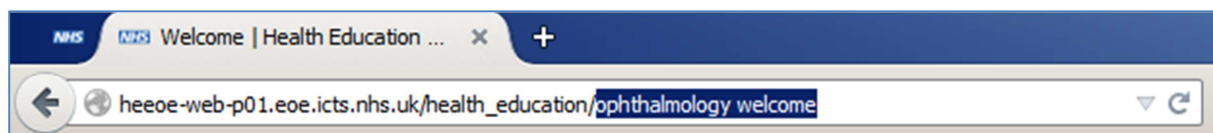
The URL alias is the end of the URL after the forward slash ('/').

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.
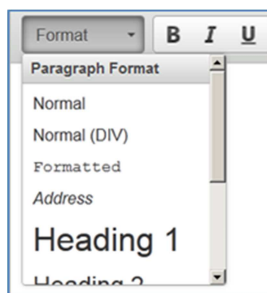
Adding Text

Body (Edit summary)
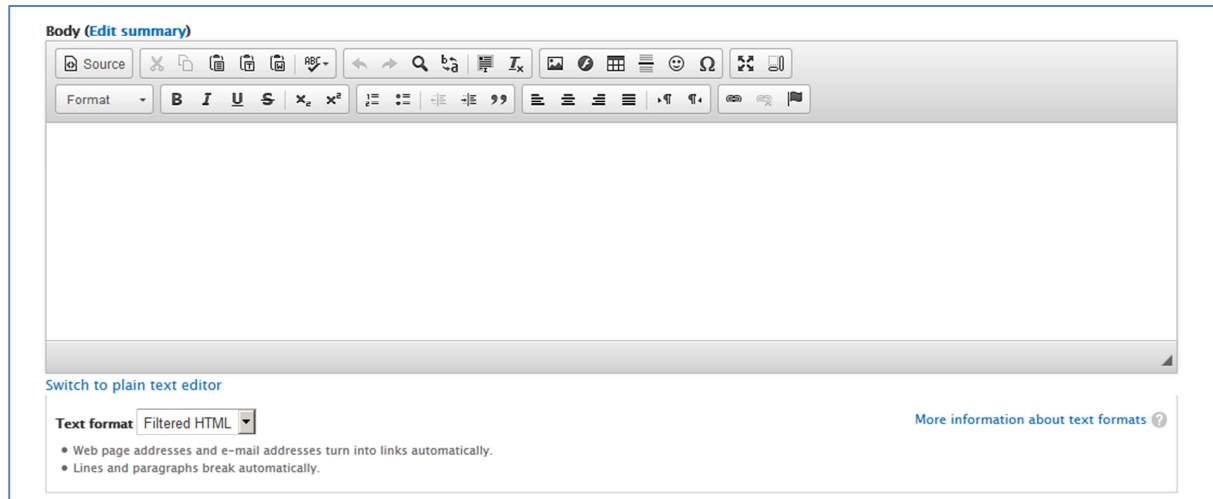
The next field is where you should put any text which you wish to appear on the page.

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.

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.

Upload an image for each box (there should be six in total).

To upload an image, click on the **Choose file** button.

This should open up a dialogue box where you can search for your saved image.

This image can be in either jpg, png, or gif format.

Once you have selected your image, press **Upload**

Below the image there is a **Title** field and a **URL** field.

The **Title** field is what text should be displayed below the image.

The **URL** is the page you wish the button to link to. You should do the same for all six buttons.

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

This section can be left unchanged.

Menu Settings

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

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

This section can be left unchanged.

Meta Tags

Revision information
New revision

Menu settings
Not in menu

URL path settings
No alias

Comment settings
Closed

Meta tags
Using defaults

Authoring information
By Rob Clayton

Publishing options
Published, Send subscriptions notifications

Browse available tokens.

Page title

[node:title] | [site:name]

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.

Description

[node:summary]

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.

Abstract

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.

Keywords

A comma-separated list of keywords about the page. This meta tag is *not* used by most search engines.

▸ **OPEN GRAPH**

▸ **FACEBOOK**

▸ **ADVANCED**

This section can be left unchanged.

Authoring Information

Revision information
New revision

Menu settings
Not in menu

URL path settings
No alias

Comment settings
Closed

Meta tags
Using defaults

Authoring information
By Anonymous

Publishing options
Published, Send subscriptions notifications

Authored by

Leave blank for *Anonymous*.

Authored on

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.

This section can be left unchanged.

Publishing Options

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.

Upon refresh, you should see your completed page.