EDITING THE

HOME PAGE

community sites
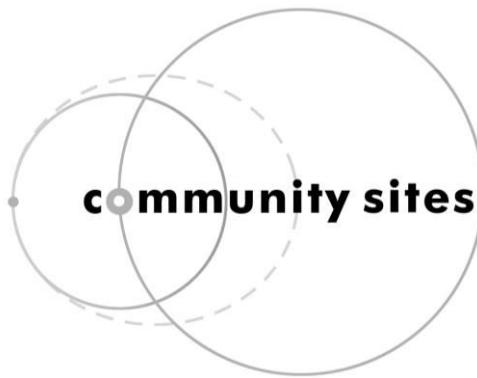
WHAT'S COVERED IN THIS TUTORIAL?

This tutorial tells you how to edit the home page. Only webmasters are able to do this. The tutorial covers:

1. Editing the home page text
2. Editing the rotating home page banner
3. Editing the panel of featured home page items

The exact configuration of the home page varies from site to site. For example, some sites may not have any introductory home page text. Other sites may have more than one list of featured home page items (e.g. featured news, featured events). However, the principles described below still apply.

1: EDITING THE HOME PAGE TEXT

This text shouldn't be very long, because a text-heavy home page is off-putting for visitor.

Most of the information about your project should be on the *About* page and the contact details should be on the Contact page. The home page should give a concise introduction and include links to those two pages.

1. From the Dashboard, select Home page.
2. You should see a screen headed Home page.
3. You should see a list of the home pages on your site. Of course, there's only one, so there'll only be one in the list. Click on its title, which will be the main heading that appears at the top of the introductory text on your home page. This may be something like 'Welcome' or 'Welcome to….'
4. You should now see a set of fields where you can edit:
   - The heading at the top of the introductory text
   - The introductory text
   - The strapline, which is a short description of the site which appears above the banner on the home page
5. After making any changes, click on Update.

2: EDITING THE ROTATING BANNER

You can show up to three posts on the rotating banner on the home page. The image and title of the post will be displayed, and the image will be linked to the post itself.

Note that the banner image is quite large, and therefore the original version of the image on any post you select for the banner must be large as well (so that the banner size can be generated from it). If the original image is actually smaller than the size of the banner, the banner will appear at an incorrect height.

To select a post:

1. Edit the post.
2. Go to the 'Featured page' panel in the right hand column.
3. Click on 'Home page banner'.
4. Update the post.

To check which posts are currently in the banner, go to Posts > Featured. You'll then be able to see the number of posts currently associated with the home page banner. Click on the number itself to view a list of those posts. Don't edit anything else in Posts > Featured, or the banner may stop working.

If you want the banner to link a particular section of the site (i.e. a category) instead of a particular post, then you can include a 'promo' in the rotating banner instead of a post. See the separate hand-out on 'promos' to see how these can contain links to particular web addresses.

3: EDITING THE FEATURED HOME PAGE ITEMS

You can also select posts for the list(s) of featured items on the home page. Depending on the design of your site's home page, these items might be:

- Featured pages
- Featured events
- Featured news

In each list, there are only a certain number of items that can be displayed at one time. However, if you select more than this, the items will be displayed at random.

To select items for the list

1. Edit the post.
2. Go to the 'Featured page' panel in the right hand column.
3. Click on the title of the appropriate list (e.g. Home page news, home page events)

4. Update the post.

To check which posts are currently featured on the home page, go to Posts > Featured. You'll then be able to see the number of posts currently associated with the 'home page featured' panel. Click on the number itself to view a list of those posts. Don't edit anything else in Posts > Featured, or the 'featured home page' list may stop working.

If you want the featured items to link a particular section of the site (i.e. a category) instead of a particular post, then you can include a 'promo' instead of a post. See the separate hand-out on 'promos' to see how these can contain links to particular web addresses.

Note that if you want to change the maximum number of featured items that can be shown on a particular list on the home page, you need to contact support@communitysites.co.uk .