

## How to Make Changes to the Homepage

- ❖ **Home** page – top of site tree
- ❖ In the **Edit Form** tab fill in the following fields for the **Home Page**
  - **Title** – Williston State College Home
  - **Abstract** – brief description about WSC for Search Engines
  - **Main Image Rotator Components** – need to first make the MainImageComponents to pick from
    - Go to the **Internal Components** folder down at the bottom of the site tree
    - **Home page Components**
      - **Home Main Image Rotator Components**- rotating images on the homepage
        - ◆ Top Menu **New> Component>** pick **Main Image Component** (*make sure you are in the Home Main Image Rotator Components Folder when creating the new component*)
        - ◆ Give it a **Name**
        - ◆ Click **Create**
        - ◆ **Large Image** – browse to image file in **Homepage images** folder (952 x 313)
          - Type Alternate Text
        - ◆ **Small Image(Thumbnail)** – browse to image in Homepage images file or just copy the path from the Large Image and add TH to the image name. (45 x 27) (naming scheming add TH to the end of the name from the homepage image ex. Sittingbull.jpeg > SittingbullTH.jpeg)
          - Type Alt Text
        - ◆ **Html Copy** – brief description of the event
          - First line – Heading 3
          - Second line – Paragraph, bold (optional italics)
          - (Skip a line) Use Paragraph for body info
        - ◆ **Learn More Link** –
          - **Internal** - a webpage on our site
          - **External** - a website outside of WSC *check Display in new window*
          - **Document** - browse to a PDF document in the Documents> Homepage Brochures needs to be uploaded to this folder
          - **Link Name** – title of document
        - ◆ Preview the new component in the Homepage by selecting it in the list of components and looking at the Page View

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- **Home Footer Bar Component** – these are for the scrolling testimonials
  - ◆ **Title** – Short title
  - ◆ **Image** – Browse to Homepage Images/Home footer pics (122 x 170)
  - ◆ **Html Copy** – very brief one sentence testimonial with name (optional year & program of study)
  - ◆ **Learn More Link** – same as above (can link to internal pages for areas of study, community, etc.)
  - ◆ Preview the new component in the Homepage by selecting it in the list of components and looking at the Page View
- **Events and News** – Filters in the pagetype schemas:  
NewsDetail|EventDetail|AthleticsNewsPage Depth:10 Include pages ✓  
*Pulls in any News & Events categorized with Home page*
- **Linkable Image Components** – 6 light grey buttons on the homepage
  - Online Campus
  - Athletics
  - Campus Connection
  - TrainND
  - Student Email
  - Continuing Education
- **Home Footer Bar Components** – brief testimonials
  - Pick from list of components (see above for more details)
- **SEO Group** – description of college for Search Engines
- **Ancestor Navigation** – Type: Ancestors Start Page: x2

### Once happy with the homepage and ready to publish make sure:

- ❖ Home page and components must all be
  - **Checked In** (right click)
    - Check Out to make changes
    - The most recent Checked In version is the published version
  - **Marked for Publish** - makes the page text bold (right click)
- ❖ To Publish to the website using the workflow to send to someone else to review:
  - Click on the **Advance in workflow** button on the top toolbar
  - Select **Send for Review** (click the advance button) pick person from the list
  - Select **Ready for Publish** (click the advance button) pick person from the list
  - To make changes after the publish click on the **Advance** button and select **Revisit Content**.
  - You will need to Advance it through again to **Ready for Publish** if you make changes.