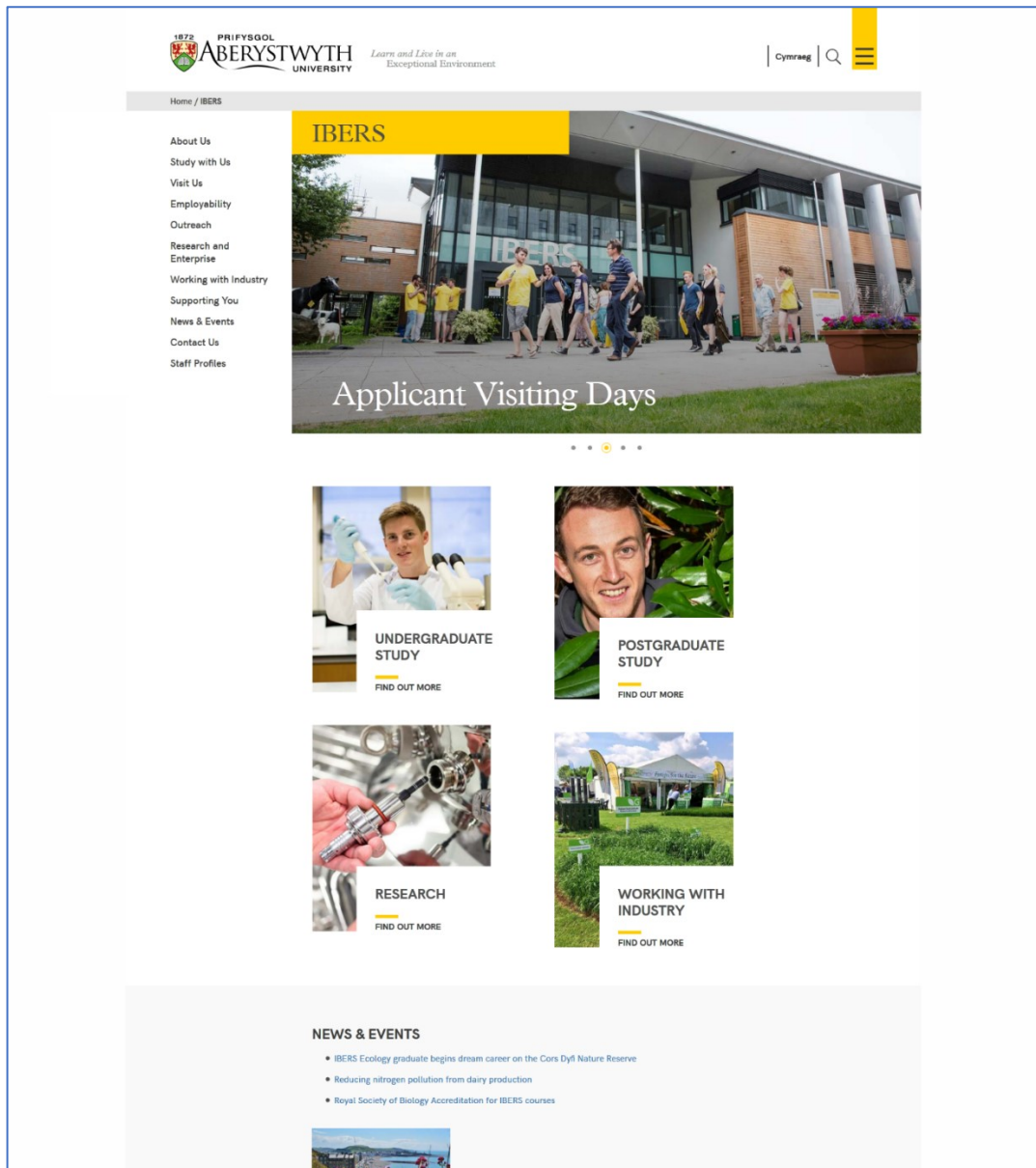


21. Editing an Image-based Department Homepage

Homepage

Note: Please refer to [Information Sheet 9](#) to familiarise yourself with the basic layout of Department Homepages before attempting to edit an image-based homepage.



Top Story (double-width block)

Note: If your department homepage has an 'image slider' instead of a double-width image block, you will not be able to edit it yourself. Please contact the Web Team if you need to make changes to an image slider.

1. In the CMS Site Structure, click on the "top story" section to open it
2. Click on the Content tab.
3. Find the content using the "Background image block (no text) (top story)" content template - the template used is shown beneath the name of the content:

Display records

| Order | Name | Version | Status |
|-------|---|---------|----------|
| + | About Us Background image block (no text) (topstory) | 2.0 | Approved |

Showing 1 to 1 of 1 entries

4. Click on the name of the content to open it for editing:

The screenshot shows a content editing interface with the following elements:

- Navigation tabs: General, Content, Channels, Options, History, Linked Content.
- Content type: Background image block (no text) (topstory)
- Name: About Us
- Image: A-great-place-to-study-slider.jpg (75.3 kB) with Remove and Download buttons.
- Heading: About Us
- Link: http://www.aber.ac.uk/en/ibers/about/
- Buttons: Delete, Cancel, Save changes.

5. Make your required changes:



- To change the image, click on the "Remove" button to remove the existing image, then click in the empty box to select your new image.
- To change the heading text, replace the existing text with your new text.
- To change the link, replace the existing link with your new link.

6. Click on Save changes to finish.

Column 1

1. In the CMS Site Structure, click on the "column 1" section to open it
2. Click on the Content tab.
3. Find the appropriate image block content using the "Background image block (no text)" content template - the template used is shown beneath the name of the content:

Display records

| Order | Name | Version | Status | Last modified |
|-------|--|---------|----------|---------------------------|
| + | ug-study  Background image block (no text) | 15.0 | Approved | February 12, 2018 9:11 AM |
| + | research  Background image block (no text) | 10.0 | Approved | May 4, 2017 10:36 AM |

Showing 1 to 2 of 2 entries

4. Click on the name of the content to open it for editing:

General Content Channels Options History Linked Content

Content type : Background image block (no text)

Name *

Image * UG-resized.jpg (14.6 kB)

Heading * Undergraduate Study

Link

5. Make your required changes:

- a. To change the image, click on the "Remove" button to remove the existing image, then click in the empty box to select your new image.
- b. To change the heading text, replace the existing text with your new text.
- c. To change the link, replace the existing link with your new link.

6. Click on Save changes to finish.

Column 2

1. In the CMS Site Structure, click on the "column 2" section to open it
2. Click on the Content tab.
3. Find the appropriate image block content using the "Background image block (no text)" content template - the template used is shown beneath the name of the content:

Display 10 records

| Order | Name | Version | Status | Last modified |
|-------|--|---------|----------|---------------------------|
| + | ug-study Background image block (no text) | 15.0 | Approved | February 12, 2018 9:11 AM |
| + | research Background image block (no text) | 10.0 | Approved | May 4, 2017 10:36 AM |

Showing 1 to 2 of 2 entries

4. Click on the name of the content to open it for editing:

General Content Channels Options History Linked Content

Content type : Background image block (no text)

Name *

Image * UG-resized.jpg (14.6 kB)




Heading *

Link

5. Make your required changes:
 - a. To change the image, click on the "Remove" button to remove the existing image, then click in the empty box to select your new image.
 - b. To change the heading text, replace the existing text with your new text.
 - c. To change the link, replace the existing link with your new link.
6. Click on Save changes to finish.

Column 3

1. In the CMS Site Structure, click on the "column 3" section to open it
2. Click on the Content tab.
3. Find the appropriate image block content using the "Background image block (no text)" content template - the template used is shown beneath the name of the content. Note that in column 3 you are likely to see several different types of content such as Chat Links and Social Media Links as well as Background image block (no text), so be sure to click on the right one.

| Order | Name | Version | Status | Last modified |
|-------|---|---------|----------|---------------------------|
| + | Chat Link  Chat Link (Not Advert) | 2.0 | Approved | May 2, 2017 2:59 PM |
| + | Brochures  Background image block (no text) | 1.0 | Approved | May 4, 2017 10:40 AM |
| + | social media  Social Media Links | 1.0 | Approved | January 13, 2016 10:01 AM |

Showing 1 to 3 of 3 entries

4. Click on the name of the content to open it for editing:

The screenshot shows a content editing interface with the following elements:

- Navigation tabs: General, Content, Channels, Options, History, Linked Content.
- Content type: Background image block (no text)
- Name field: Contains "Brochures".
- Image field: Contains "brochure.jpg (9.5 kB)" with "Remove" and "Download" buttons.
- Heading field: Contains "Brochures".
- Link field: Contains "http://www.aber.ac.uk/en/libers/brochures/".
- Bottom bar: Contains "Delete", "Cancel", and "Save changes" buttons.

5. Make your required changes:

- To change the image, click on the "Remove" button to remove the existing image, then click in the empty box to select your new image.
- To change the heading text, replace the existing text with your new text.
- To change the link, replace the existing link with your new link.

6. Click on Save changes to finish.

Checking your Work

Before proceeding, preview your department homepage, by using the 'preview section' option on your department's main section.

Make sure that the edits to the image blocks look as expected, and that they link to the correct locations.

Finishing Off

When you are happy that your image blocks look and behave correctly, you will need to approve them. See [Information Sheet 6](#) for more information on approving content.

Your changes will be automatically published to the staging server at the next scheduled publish (10 past the hour). They will then be transferred to the live site at the next scheduled transfer (these take place through the day at approximately 9:30, 11:30, 14:30 and 16:30).