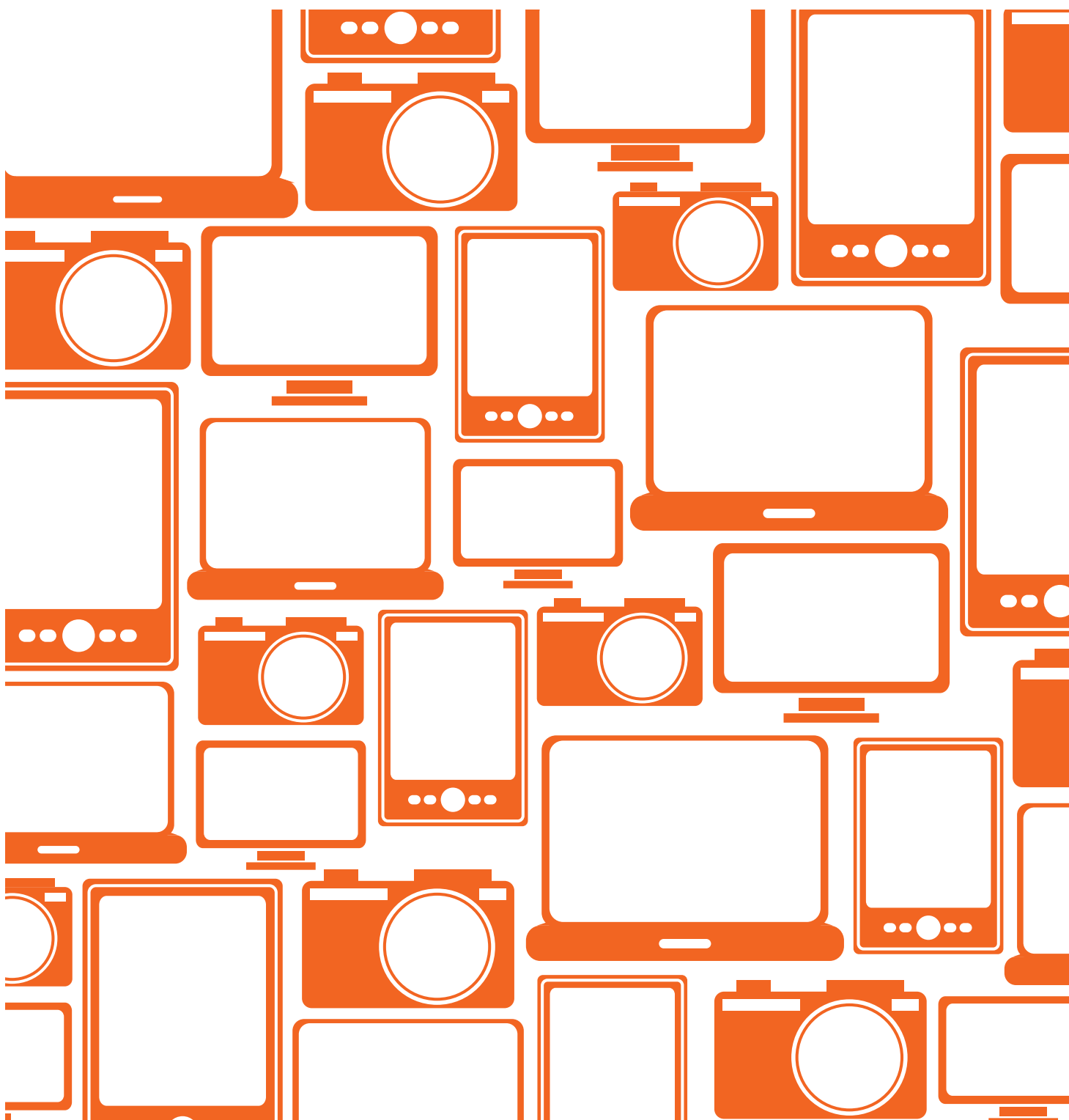


Homepage Guide

The guide to editing your homepage



Homepage Guide

In this guide

Useful resources	2
Homepage layout	3
Editing the homepage: getting started	4
Editing different elements of the homepage	5
Hero Block	5
Free content area 1 and 2	6
Social media accounts	6
Information and advice promos block	7
Infographics block	8
Second call to action block	9
Product promos block	9
Recent stories block	10
Site settings	11

Homepage Guide

Useful resources

Introduction to Episerver

This guide covers logging in, basic editing tips, saving and publishing your changes. It also covers how to change site-wide features like the donate button, contact information and the site footer.

Guide to Creating a New page

Use this guide to make sure you've set up your new page correctly.

Managing the menu

This guide covers managing the horizontal and vertical menus, changing names in menus and settings pages to display in menus

Index Full Width Page Guide

This guide covers all aspects of Index Full Width Pages.

Content Page Guide

This guide covers all aspects of Content Pages.

Adding images and multimedia

Learn how to edit, upload and add images as well as how to add videos and audio content.

Adding links

Learn how to add links to a page on your website, a page on another website or a document.

Advanced features

Learn more about advanced features like iFrames, Local Directory, Calendars, Newsletter sign up pages, RSS feeds and blog functionality.

Homepage Guide

The screenshot shows the Age UK Anytown homepage layout. The header includes the Age UK logo, a search bar, a 'Donate' button, and navigation links: 'Index page', 'Our services', 'Trusted Traders', 'News & campaigns', 'Local directory', and 'Test servers'. A large hero image of an elderly woman sitting on a bench is labeled '1'. Below it is a purple banner with the text 'About Age UK Anytown' and 'Support our work'. A section titled 'Find out more about our work' is labeled '2' and shows a group of people in a community center. A blue bar with social media icons and the text 'Follow us' is labeled '3'. A section titled 'Our services' is labeled '4' and includes three columns: 'Talk to our advisers', 'Homecare service', and 'Help with benefits'. A section titled 'Social Clubs' is labeled '5' and includes three columns: 'Sunday Lunch', 'Computer club', and 'Ramblers' club'. A blue bar with the text 'Support our work' and a 'Donate now' button is labeled '6'. A section titled 'Our products and services are tailored made for you' is labeled '7' and includes three columns: 'Support for carers', 'Information and Advice', and 'Tailor made products and services'. A section titled 'News and Campaigns' is labeled '8' and includes four columns: 'Over 85 Carers', 'The Big Chinwag', 'Watch Charles' story', and 'Older drivers'. A section titled 'Our quality marks' is labeled '9' and includes the text 'Age UK Anytown has achieved the Organisational Quality Standards (OQS) for local Age UKs in England. The OQS are assessed externally and endorsed by the Charity Commission.' and a link to 'More information about OQS'.

Homepage layout

There are several different elements to the homepage. We recommend that you use the hero block, but otherwise which elements you use and what content you upload is up to you.

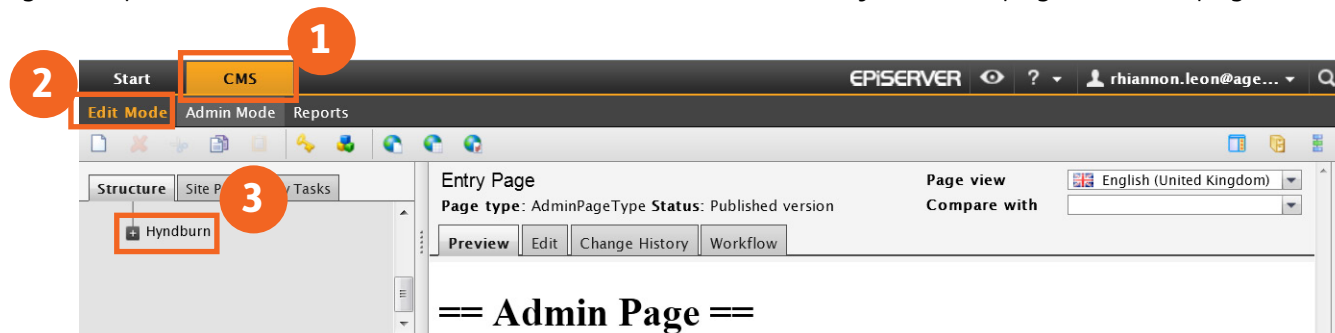
- 1 Hero block (see **Box 1**)
- 2 Free content area 1 (**read more here**)
- 3 Social media accounts (see **Box 2**)
- 4 Information and advice promos block (see **Box 3**)
- 5 Infographics block (see **Box 4**)
- 6 Second call to action block (see **Box 5**)
- 7 Product promos block (see **Box 6**)
- 8 Recent stories block (see **Box 7**)
- 9 Free content area 2 (**read more here**)

Please see below for instructions on editing the homepage elements.

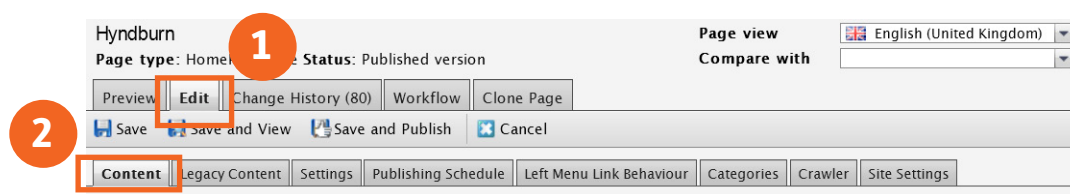
Homepage Guide

Editing the homepage: getting started

Log in to Episerver, click **CMS** (1), then **Edit Mode** (2), then select your homepage from the page tree (3)



Then click **Edit** (1), then **Content** (2):



The **Name** field will already be populated, please leave this as it is.

Use the green arrows in the **Section Order** box to rearrange sections on your homepage. Please note: this will rearrange sections on the live site and in preview, but not in edit mode.

The **Show Print/Email/Sharing links** box should be ticked.

If you're unsure of how to preview, save or publish your changes or how to fill in the settings tab please read our [Introduction to Episerver Guide](#).

If you have previously saved content which is not appearing in Episerver please read the 'Change History' section of our [Introduction to Episerver Guide](#).

Homepage Guide

Editing different elements of the homepage

Hero Block

The hero block is a great place to bring attention to a service, event or particular section of your site. We recommend that you make use of the hero block. The hero block is able to display two image sizes - small (283px wide) and large (850px) - and so has two slightly different layout options.

Large image



Small image (Hero alternate layout)



See Box 1 for more information on editing the hero block.

Box 1: Editing the hero block

1 Hero Alternate layout – tick this box if you are using a small image in the hero block (one that is 283px wide). If you are using a large image (one that is 850px wide) this box should be unticked.


2 Heading – type your heading directly into this box. It isn't possible to change the size of the heading.

3 Image – the hero block can take two sizes of image - small (283px wide) and large (850px wide). Please see our **Guide to Adding Images and Multimedia** for more information on adding and editing images.

4 Body – type your content directly into this box. By default text is formatted as Heading 4. Feel free to use the un-ordered list feature, or the drop down 'format' menu to add headings but please refrain from using any other editorial buttons.

Homepage Guide

5 Call to action text – this is the text that users will see in the blue button, so enter text that describes where the link is going, for example ‘find out how you can help’ or ‘learn more about our work’.

6 Call to action link - use the  button to add a link to the call to action. Users will be taken to this page if they click on the call to action text. See our **Guide to Adding Links** for more information on adding links.

Free content area 1 and 2

These content areas are great places to add text, video content or iframes. These resources may be useful when editing Free content areas 1 and 2:

- Guide to the Editorial Toolbar in our **Introduction to Episerver**
- **Adding Images and Multimedia**
- **Using Advanced Features**

Note: please remember to copy all text into Notepad before pasting it into the CMS. **Read more about this here.**

Social media accounts

The social media accounts box allow you to add links to Facebook, Twitter, YouTube, Google+ and Instagram via the ‘social media accounts’ field:



1 Social media accounts 2 Contact info box

Note: in Edit mode this field appears towards the bottom of the editorial tab, above ‘Free content area 2’. In preview and on the live site it will usually appear underneath ‘Free content area 1’ and to the left of your contact number.

Please read our **Introduction to Episerver Guide** for information on updating your contact details.

Please see Box 2 for more information on editing the social media accounts box.

Box 2: Editing the Social Media Accounts box

1 Social media accounts - go to your homepage in Episerver. Click ‘edit’ then ‘content’. Scroll down to the section titled ‘social media accounts’. This will appear towards the bottom of the page, underneath ‘Free content area 2’.

a Social title - enter a title for the social media accounts box here, for example ‘follow us’ or ‘find us online’. This will display above the social media icons.

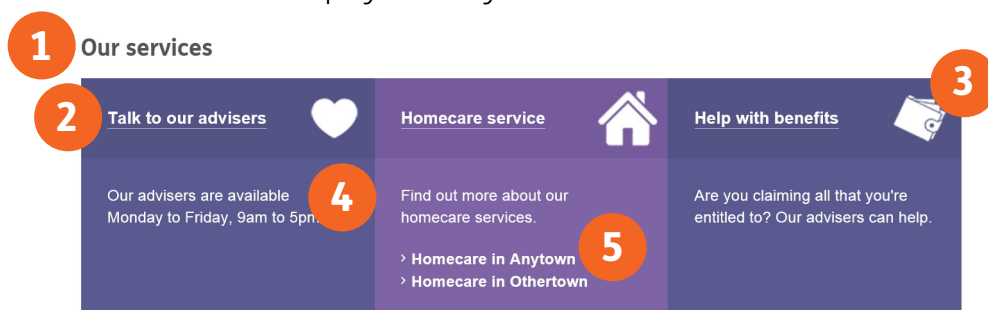
b Facebook Page URL/Twitter Profile URL/YouTube Channel URL/Google+ Page

URL/Instagram Page URL/Blog page URL - insert the relevant link for each of the social media sites you use.

Homepage Guide

Information and advice promos block

The information and advice promos block consists of three purple boxes arranged horizontally across the page. You can add a heading, small image, body text and a list of links. If you choose to use this field you will need to add content to all three boxes for it to display correctly.



- 1 Heading 2 Left promo heading and heading link 3 Right promo image
4 Left promo body 5 Centre promo call to action links


Please see Box 3 for more information on editing the information and advice promos block.

Box 3: Editing the information and advice promos block


Note: It isn't possible to change the colour of these boxes.

1 Heading - if you choose to add a heading here it will display above the three purple boxes.

2 Left/Centre/Right promo: heading - add a heading for each box. This will display in white at the top of the box


3 Left/Centre/Right promo: heading link - use the  button to add a link to the heading. Users will be taken to this page if they click on the heading. See our **Adding Links Guide** for more information on adding links.

4 Left/Centre/Right promo: Heading link opens in a new window - tick this box if you want the heading link to open in a new window. This is particularly useful for links to other websites.

5 Left/Centre/Right promo: image - click the  button, go to your images folder and add an image as you normally would. The image should have a width of 76px and a height of 76px. Please see our **Adding Images and Multimedia Guide** for more information on adding images.

6 Left/Centre/Right promo: body - add text to the promo box here.

7 Left/Centre/Right promo: call to action links - use this section if you would like to add links to the bottom of the promo box. See our **Adding Links Guide** for more information on adding links.

- To add a link click the '+ Add Link' button (). In the pop up window enter some 'clickable text' and assign a link target.
- To rearrange the order of links use the green arrows
- To edit a link click the green pencil button
- To delete a link click the red 'x' button (please note: you may need to scroll across to see this button)

Homepage Guide

Infographics block

The infographics block is similar to the information and advice promos block but allows for bigger images and an additional call to action across the bottom of the block. The infographics block only allows a single link in each infographic box. If you choose to use this field you will need to add content to all three boxes for it to display correctly.



- 1 Heading 2 Call to action text and link 3 Left infographic heading 4 Centre infographic image
5 Right infographic body 6 Left infographic call to action text and link

Please see Box 4 for more information on editing the Infographics block


Box 4: Editing the infographics block

1 Heading - if you choose to add a heading here it will display above the three infographic boxes in a blue banner.

2 Call to action text - if you choose to include a call to action here it will display at the bottom of the infographics block in a blue banner. Any call to action entered here should relate to the content of all three infographics boxes. For example, if all three infographics boxes are promoting your services you could use this call to action box to link to your 'Our Services' page.


3 Call to action link - use the  button to add a link to the call to action text. Users will be taken to this page if they click on the call to action. See our **Adding Links Guide** for more information on adding links.

4 Left/Centre/Right infographic: heading - add a heading for each of the three boxes. This will display in white underneath the image.

5 Left/Centre/Right infographic: image - click the  button, go to your images folder and add an image as you normally would. The image should be 285px wide and 168px high. Please see our **Guide to Adding Images and Multimedia** for more information on adding and editing images.

6 Left/Centre/Right infographic: body - add text to the infographics box here. Please refrain from using the editorial toolbar.

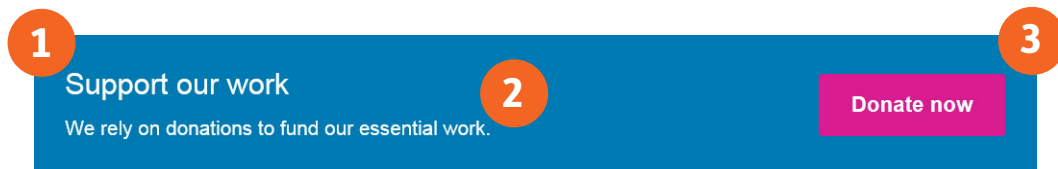
7 Left/Centre/Right infographic: call to action text - enter the call to action text for each box here.

8 Left/Centre/Right infographic: call to action link - use the  button to add a link to the call to action text. Users will be taken to this page if they click on the call to action. See our **Adding Links guide** for more information on adding links.

Homepage Guide

Second call to action block

This block is a single call to action link consisting of a heading, body copy and a link - ideal for promoting a significant page on your site, for example, your donation page.



1 Heading 2 Body 3 Link and Link text


Please see Box 5 for more information on editing the second call to action block.

Box 5: Editing the second call to action block

1 Heading - add a heading to the block here. This will display in white.

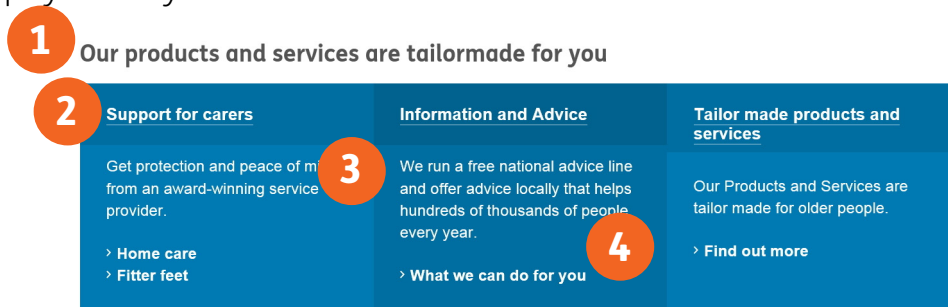
2 Body - enter content for the block here. Please refrain from using the editorial toolbar.

3 Link text - add link text here. This will display inside a pink button.

4 Link - use the  button to add a link to the link text. Users will be taken to this page if they click on the link text. See our **Adding Links Guide** for more information on adding links.

Product promos block

The products promos block is similar to the information and advice promos block. It consists of three blue boxes arranged horizontally across the page. If you choose to use this field you will need to add content to all three boxes for it to display correctly.



1 Heading 2 Left product promo heading and heading link 3 Left product promo body 4 Centre product promo call to action links

Please see Box 6 for more information on editing the products promos block.

Box 6: Editing the product promos block

Note: It isn't possible to change the colour of these boxes.

1 Heading - if you choose to add a heading here it will display above the three blue boxes.


2 Left/Centre/Right product promo: heading - add a heading for each box. This will display in white at the top of the box

3 Left/Centre/Right product promo: heading link - use the  button to add a link to the heading.

Homepage Guide


Users will be taken to this page if they click on the heading. See our **Adding Links Guide** for more information on adding links.

4 Left/Centre/Right product promo: Heading link opens in a new window - tick this box if you want the heading link to open in a new window. This is particularly useful for links to other websites.

5 Left/Centre/Right product promo: image - click the  button, go to your images folder and add an image as you normally would. The image should have a width of 76px and a height of 76px. Please see our **Adding Images and Multimedia Guide** for more information on adding images.

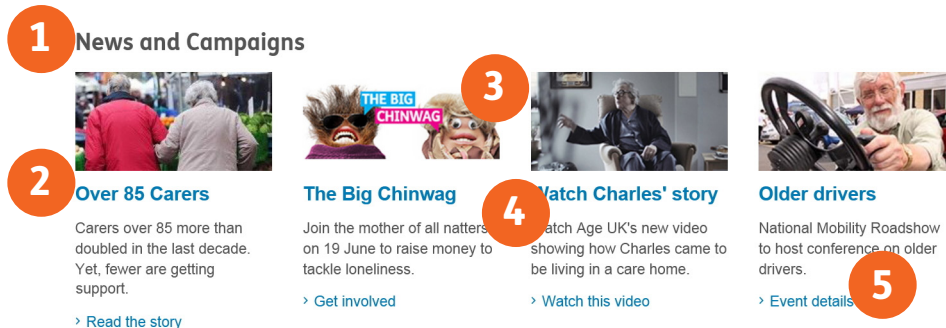
6 Left/Centre/Right product promo: body - add text to the promo box here.

7 Left/Centre/Right product promo: call to action links - use this section if you would like to add links to the bottom of the promo box. See our **Adding Links Guide** for more information on adding links.

- To add a link click the '+ Add Link' button (). In the pop up window enter some 'clickable text' and assign a link target.
 - To rearrange the order of links use the green arrows
 - To edit a link click the green pencil button
 - To delete a link click the red 'x' button (please note: you may need to scroll across to see this button)

Recent stories block

The recent stories block is similar to the infographics block, except it consists of four columns instead of three. If you choose to use this field you will need to add content to all four boxes for it to display correctly.



The screenshot shows a 'Recent stories' block with four columns. Callout 1 points to the heading 'News and Campaigns'. Callout 2 points to the heading 'Over 85 Carers' above a story about carers. Callout 3 points to the image for 'The Big Chinwag' story. Callout 4 points to the body text of 'Watch Charles' story'. Callout 5 points to the call to action text and link 'Event details' for the 'Older drivers' story.


- 1 Heading 2 Story One Heading 3 Story Two Image
4 Story Three Body 5 Story Four Call to action text and link

Please see Box 7 for more information on editing the recent stories block.

Box 7: Editing the recent stories block

1 Heading - if you choose to add a heading here it will display above the recent stories boxes.


2 Story one/two/three/four: heading - add a heading for each of the four boxes. This will display underneath the image.

3 Story one/two/three/four: image - click the  button, go to your images folder and add an image as you normally would. The image should be 198px wide and 100px high. Please see our **Guide to Adding Images and Multimedia** for more information on adding and editing images.

4 Story one/two/three/four: body - add text to the recent stories box here.

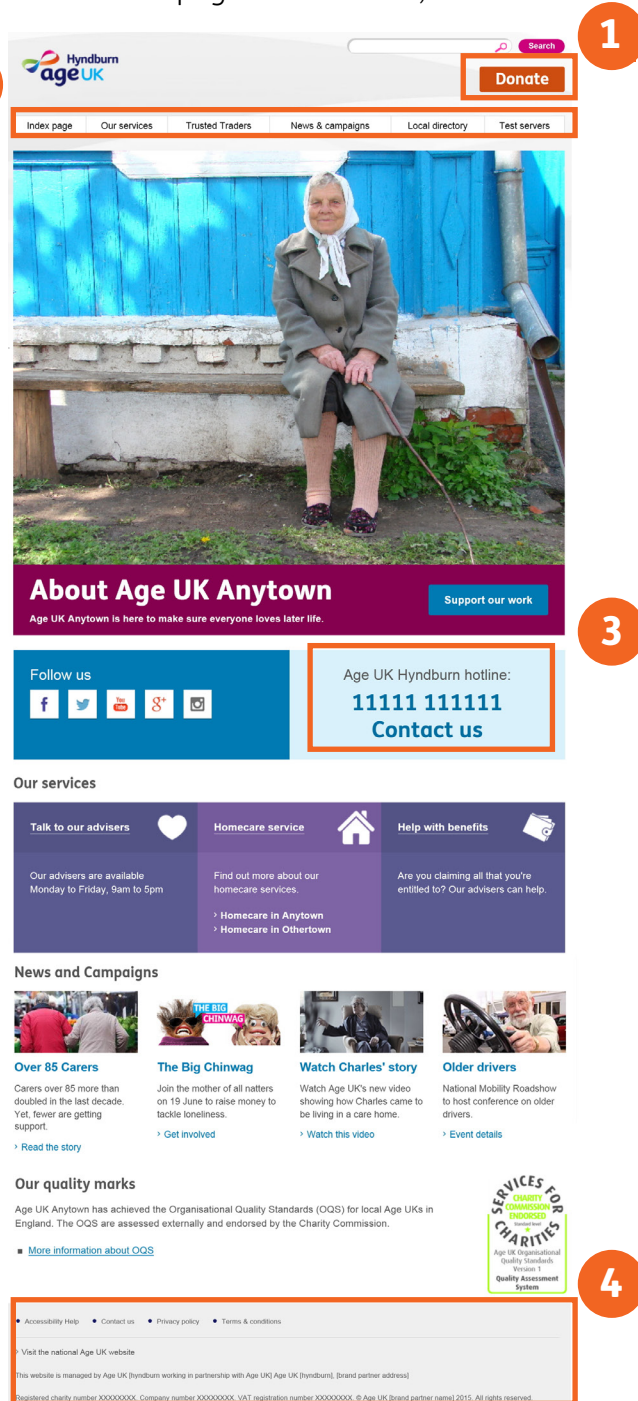
Homepage Guide

5 Story one/two/three/four: call to action text - enter the call to action text here

6 Story one/two/three/four: call to action link - use the  button to add a link to the call to action text. Users will be taken to this page if they click on the call to action. See our **Adding Links Guide** for more information on adding links.

Site settings

The site settings tab, accessible from the homepage when in 'edit', controls several elements of the whole site:



- 1 Global page head | donation form link 2 Site navigation
3 Global left column key contact info box 4 Global page footer

Please see our **Introduction to Episerver Guide** for more information on editing the site settings.