

14. Editing homepages

Every publication that is published on the web (Internet, intranets, extranets) has its own homepage. If you have access to the **Development** tab, you can create new homepages and can edit existing ones.

14.1 OBJECTIVES

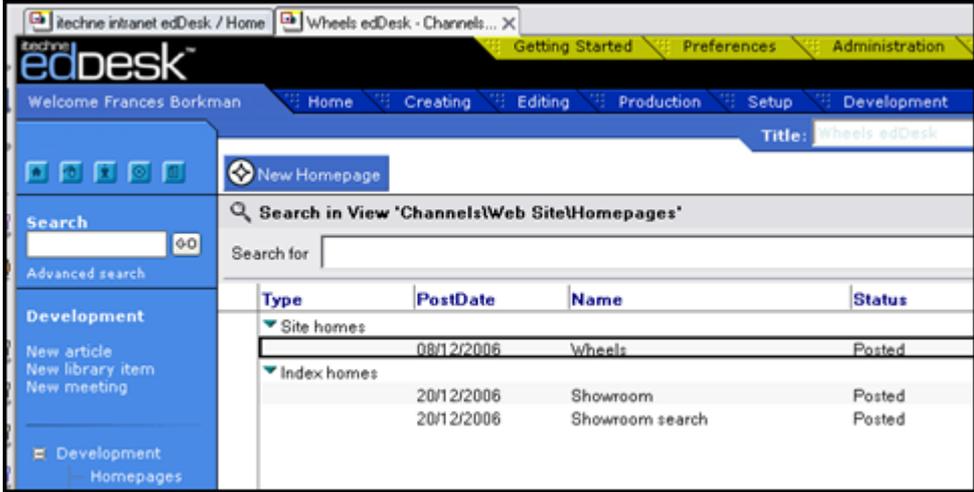
By the end of this chapter you should be:

- able to list your publication's homepages
- familiar with the most commonly used fields in the homepages
- able to update the **Basics** and **Copy** tabs
- aware that other tabs are tailored for each client
- able to edit the **Module** tab

14.2 LISTING YOUR HOMEPAGES

Homepages are available from the **Development** tab. If you cannot access this tab you will not be able to modify your homepages and will have to ask your system administrator to make any required changes.

1. Click on the **Development** tab.
2. Select **View homepages**.
3. A list of all homepages for your database displays.



Type	PostDate	Name	Status
Site homes	08/12/2006	Wheels	Posted
Index homes	20/12/2006	Showroom	Posted
	20/12/2006	Showroom search	Posted

Figure 142: List of homepages for the Wheels magazine website

Information displayed is:

- Type of homepage:
 - **Site homes** – the most recent page listed here is the homepage for your entire publication's website.
 - **Index homes** – the web developer of your site determines if there are any homepages for other sections of your

publication. In the example above, there are separate homepages for the Showroom and the Showroom search sections of the Wheels publication. Index homepages tend to be used if a section has a complex display.

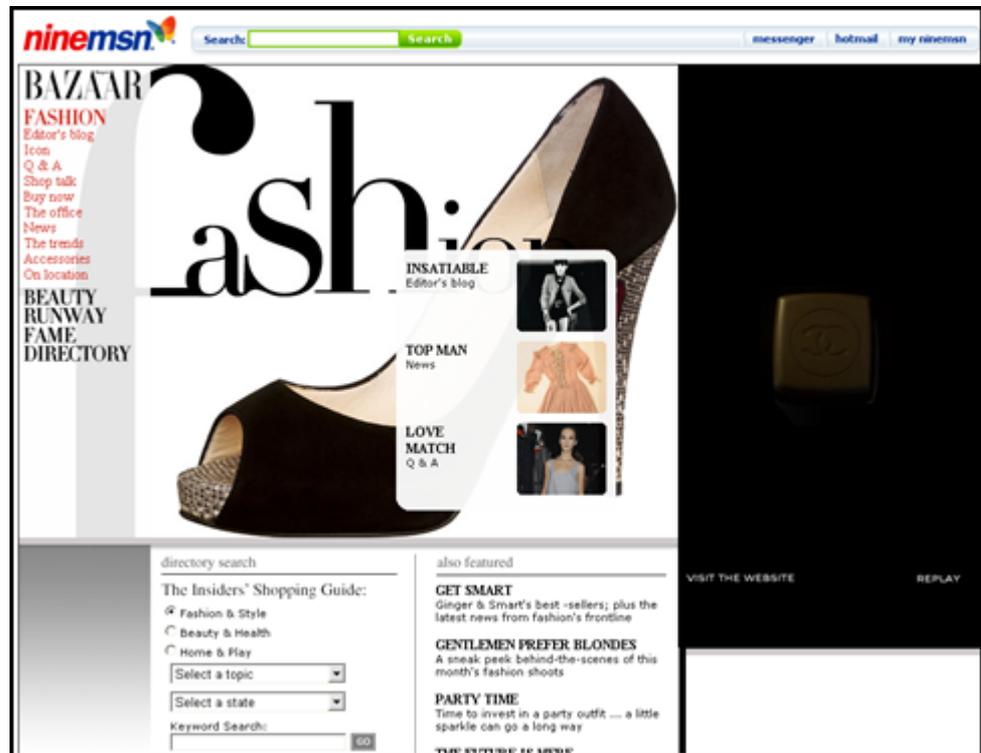


Figure 143: Index homepage used for Fashion section of Harpers Bazaar magazine website

- **PostDate:** when the page was published (posted) on the website.
- **Name:** name of the homepage. Each homepage should have a name that indicates the nature of the homepage and the part of the publication to which it belongs.
- **Status:** where the homepage is up to in the publishing process. Pages that have been published have a status of **Posted**.

You can have more than one site home page but edDesk automatically uses the one with the latest PostDate.

14.3 PREPARING TO EDIT A HOMEPAGE

If you frequently update your homepage it is a good idea to copy the original homepage and make your changes to that copy. That way, if something goes wrong you can easily revert to the original homepage.

1. List the homepages.
2. Click once on the homepage that you want to update.
3. Copy this page. You can either select the **Edit** menu then *Copy* or use **<Ctrl> + c**.
4. Paste the page. You can either select **Edit > Paste** or **<Ctrl> + v**.

5. You now have two identical site homepages listed. The bottom one is the copy.
6. Open the copy of the homepage.

i Changing the original homepage so that it is not displayed

1. Go into **Edit** mode.
2. Change the Web Status to *None*.
3. <Save & Close> the page.

ii Displaying the copy of the homepage

1. Open the homepage you want to display (this is the one that has a Status of Posted).
2. Go into **Edit** mode.
3. Change the PostDate to the date that you want to start displaying this new homepage.
4. Make sure that the Web Status is *Posted*.
5. Make any other changes to the page (❶ [see section 14.4: Editing a homepage](#)).
6. <Save & Close> your new homepage.

14.4 EDITING A HOMEPAGE

This section does not discuss every field and tab within a homepage. Most tabs and fields are customised for each client. However, the concepts and major procedures are the same for each homepage.

1. Double-click on the required homepage. The homepage opens in **Preview** mode, and looks a lot like any other article. Some homepages have HTML-type code in the body.

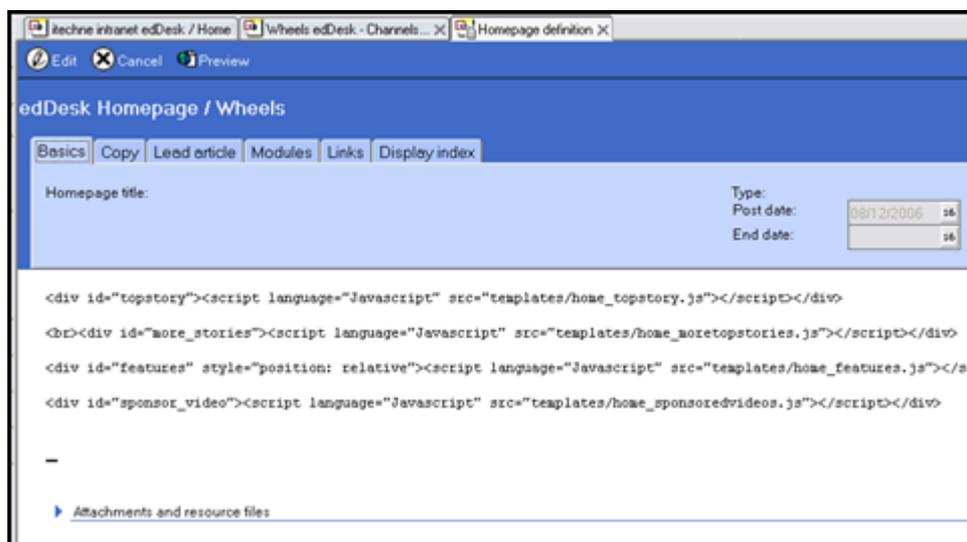


Figure 144: Homepage for Wheels magazine in Preview mode

- Click on **<Edit>**. Your homepage is now in **Edit** mode and you will see more fields.

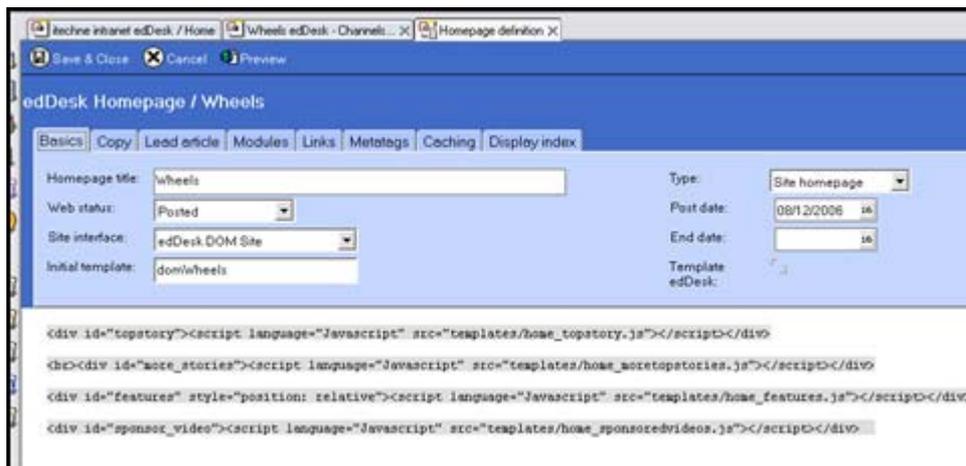


Figure 145: Homepage for Wheels magazine in Edit mode

- The fields have been set up by itechne or your system administrator and you will not need to change most of them.
- Make the changes as required.
- <Save & Close>** your homepage after you have made the required changes.
- Go to your website. If your edited homepage was published previously, you will see the changes you have made.

i Basics tab

The **Basics** tab is displayed when you open a homepage.

There are several fields that you will not need to change, unless you are a system administrator. Fields you may change are:

- **Homepage title** – this only displays in **View homepages**. Similar to subject field in articles.
- **Type** – select from *Site homepage* or *Index homepage*. You will probably not need to change the setting.
- **Web status** – indicates where the homepage is up to in the publishing process. Similar to workflow in articles.
- **Post date** – date when the homepage is first published on the web.
- **End date** – date that this homepage expires (and will be replaced with another homepage). This is often left blank.

ii Copy tab

This tab is similar to the **Copy** tab in articles.

- **Title** – Whatever is typed here is displayed in search results and indexes, so make sure it is meaningful.

- **Headline** – appears as the main heading on the page.
- **Intro** – this is used as the first paragraph of your homepage and appears in a style determined by your template.
- **Pull quote** – Enter any quotes that you want to be prominently displayed in your homepage. **No template uses this field yet!**
- **Summary** – Enter a short summary of the homepage. This field is used in section pages, so is only relevant for index homepages.
- **Bio** – Enter a brief biography of the author or site. **Not used by any templates at this stage.**

iii **Modules tab**

Many databases and publications have tabs that you use in similar ways. This section instructs you in updating information in those tabs.

Customised tabs
Remember that these tabs are customised for each publication, so the titles and fields may be different, although the method of updating is the same for each tab.

The **Modules** tab lets you break down your homepage into different parts (or modules). You then select which items display in those modules.

1. Go to the **Modules** tab. The available modules are listed in collapsed format.

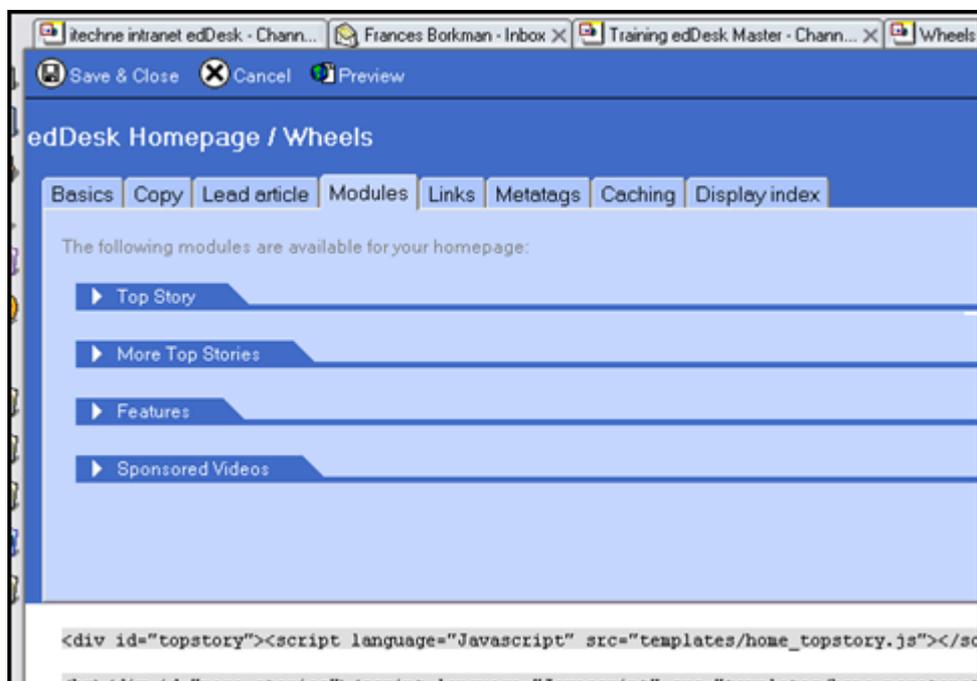


Figure 146: Modules tab listing modules in a collapsed format

2. Click on the arrow next to the module you want to edit. The module is expanded, displaying all editable fields.

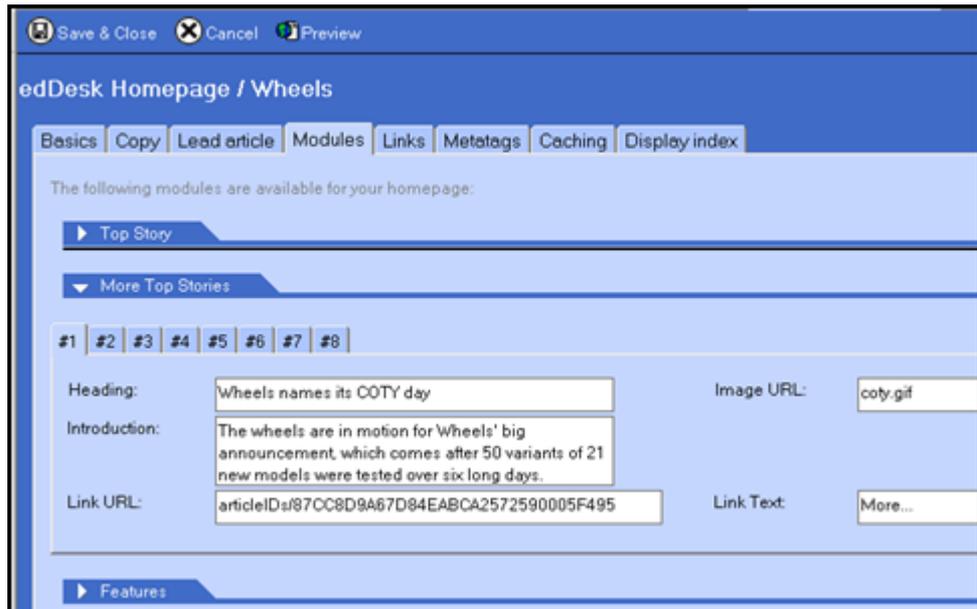


Figure 147: Expanded module "More Top Stories"

3. **Numbered tabs (#1, #2 etc):** Some expanded modules have several numbered tabs. The number indicates the order that the tab is displayed in on the homepage. The actual location on the page is determined by the output template (maintained by your system administrator or itechne technical staff).
Each tab links to a separate article.
4. **Heading:** enter any desired text for the heading for that article. The heading is displayed on the homepage and can be different to the heading that has been entered into the article itself.
5. **Introduction:** Enter introductory for the article. The Introduction should capture a reader's attention and encourage them to read the complete article.
6. **Link URL:** This is URL of the article that will be displayed when people select to view the entire article.
 - a. Open the article you want to link to.
 - b. Highlight and copy the contents of the Web link field.
 - c. Paste the contents into the Link URL field on the homepage.
7. **Image URL:** If you are putting an image on the homepage, enter the image filename.
8. **Link text:** This is the text that people click on to see the article in its entirety.

iv **Attachments and resource files**

If you are using images on your homepage you should attach them using the Attachments and resource files field.

① see [section 7.8: Attachments and Resource files](#) for instructions on using this field.

v Example of source and resulting homepage

Example of a source homepage

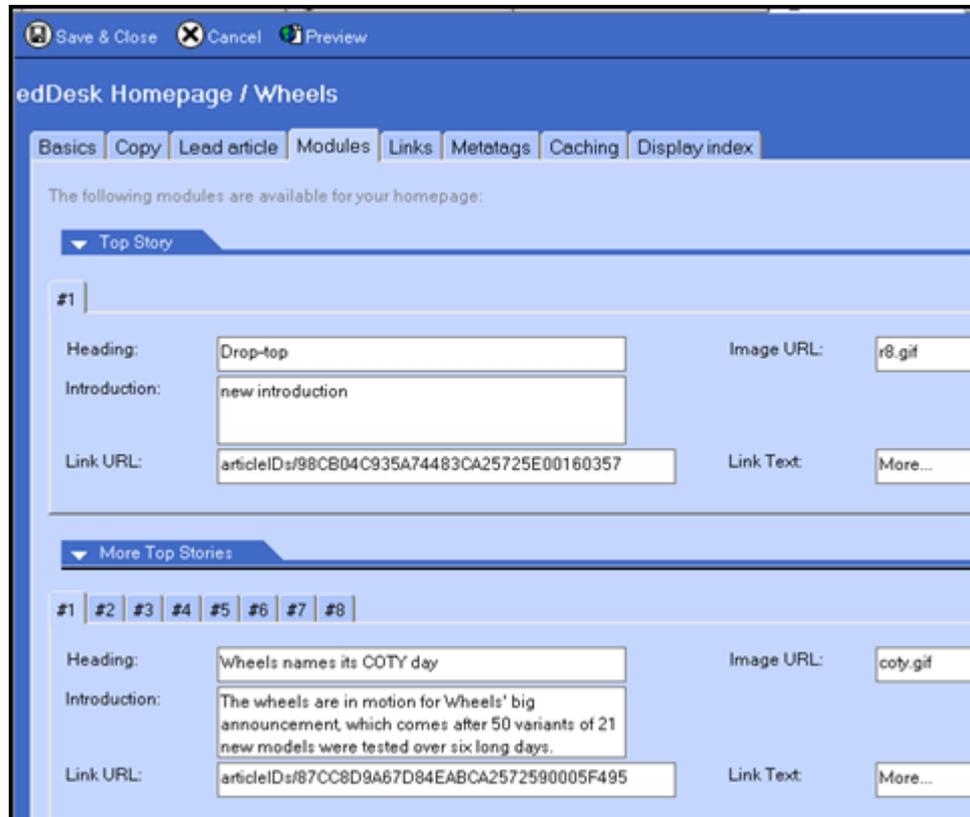


Figure 148: Source homepage for Wheels magazine site - note that the Top Story and More Top Stories fields are expanded

Web page resulting from the source homepage above

Page display

The display of the webpage (eg. Fonts, page layout) is determined by the output template, that your organisation will create with assistance from itechne.

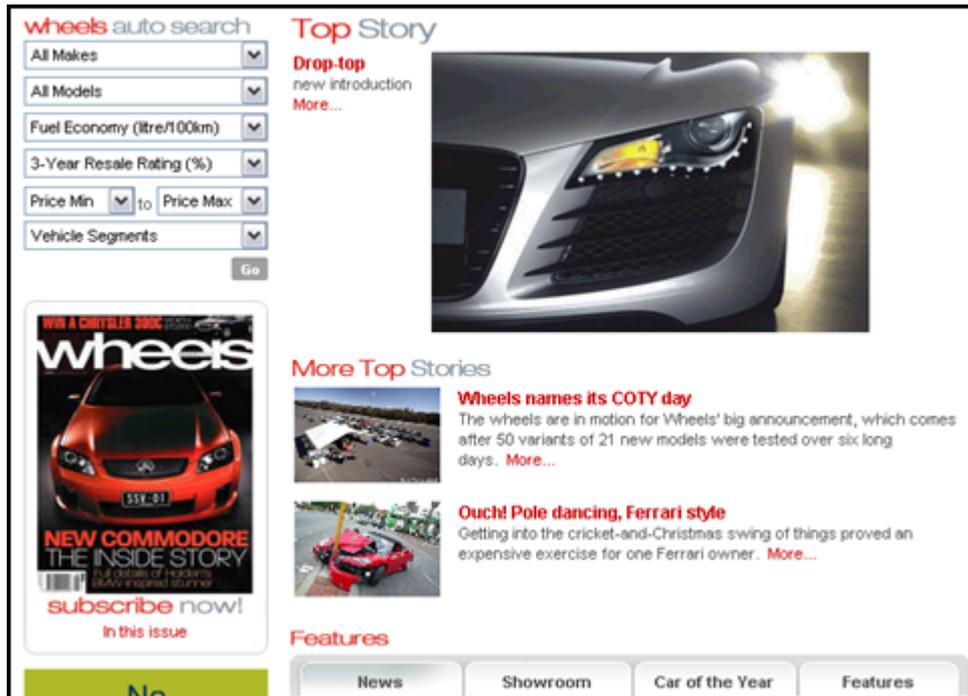


Figure 149: Homepage created from the source, (see Figure 143, above)