



Home Page Editor

Administrator Manual

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1 Introduction

With the **Home Page Editor (HPE)** you can customize the look of your Intranet's home page by uploading your own **JPEG** images, **HTML**, **Word**, **Excel** or **PDF** files, as well as create **hyperlinks** to other websites.

To get started, you must first log into your Intranet site as an Administrator.

From your Intranet home page, click on in the intranet **Library** icon located at the bottom of the page, then on the **Home Page Editor** link. The HPE will open up in a separate window.



Figure 1: Accessing the Home Page Editor

2 Editable Sections on Home Page

The HPE allows you to edit specific areas of your home page screen. You can have up to 9 editable sections (i.e. top, middle, bottom, and left, center, right).

This sample home page has only one editable section that we'll call the middle "Center" section.



Figure 2: Intranet Home Page with Sample Editable Section

3 Home Page Editor Main Screen

Below is how the main screen for the **Home Page Editor** would look for the sample home page shown in Figure 2.

All sections of your home page that available to be edited will be listed. Although the example shows only one section, your Home Page may have more.



Figure 3: HPE Main Screen

3.1 Editing Sections

Click **Edit** on the HPE Main Screen to edit a section.

There are no items in a section until you add them, so the first time you click **Edit**, you will see the screen below:

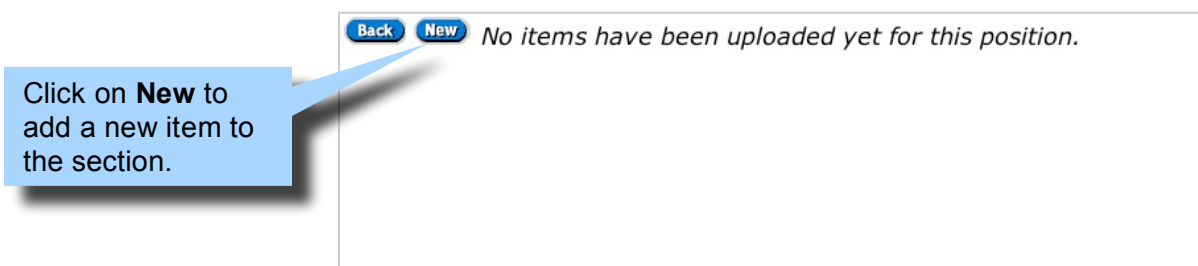


Figure 4: Editing a Section

3.2 Adding New Items

Clicking on **New** while editing the information in a section (see *Figure 4*), displays the Add Item menu so that you can easily add text, images, documents or links to your Home Page.

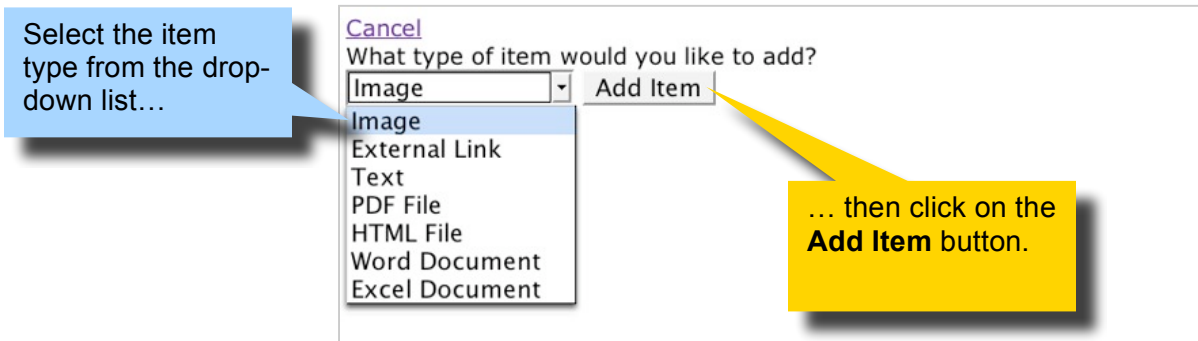


Figure 5: Add Item Screen

3.2.1 Adding Images, PDF files or Word and Excel Documents

This section describes the procedures involved when the selection you want to add is an image, PDF file, Word Document or Excel Document. The basic steps are the same for all four item types. (See *Figure 6*)

1. To turn the image or file into a link, type the URL in the **Link** box. (**Note:** You **must** include **http://** or your link will not work!)
2. Give the item a name in the **Label** box.
3. **Yes** is the default choice for **Hide Navigation** and correct for image, PDF, Word and Excel files, and it will hide browser navigation buttons on the pop-up window that will appear for the item.
4. To select an image for upload in the **New File** box, click on **Browse**. (**Note:** image files must be JPEGs).
5. If you do not select a user group from the **Assigned List** box, your changes will not show up to anyone.
6. Make sure to click **Add Item** when finished.

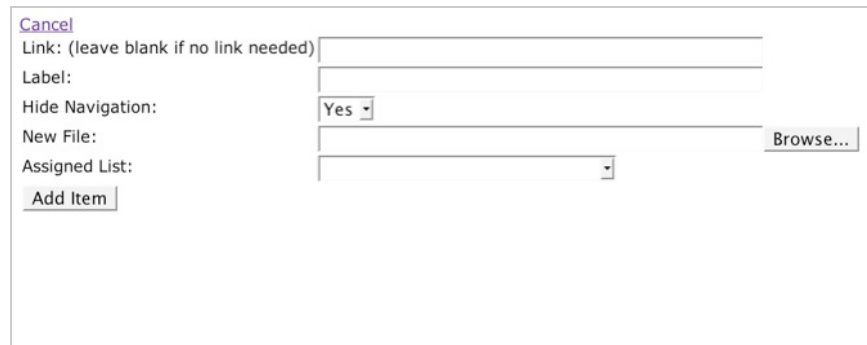


Figure 6: Adding an Image, PDF, Word or Excel File

3.2.2 Adding External Links

This section describes the procedures involved when you want to add an external link to your Home Page.

1. Type the URL for the website you want in the **Link** box, making sure to include the **http://**.
2. Give the item a name in the **Label** box.
3. **Yes** is the default choice for **Hide Navigation** and will hide browser navigation buttons on the pop-up window that will appear for the item.
4. Choose which user groups for whom you want this item to be viewable in the **Assigned List** box.
5. Make sure to click **Add Item** when finished.

Choose **No** if you wish users to be able to navigate through the website you are linking out to when the pop-up window appears for that item.



Figure 7: Adding an External Link

3.2.3 Adding Text Blocks

This section describes the procedures involved when you want to add a text block to your Home Page.

1. Give the item a name in the **Label** box.
2. Type the text you want to appear on your home page in the **Text** box. HTML tags can be typed directly into the **Text** box or by copying and pasting the source code from an HTML editor (such as Composer or NVU). **Note:** *Source code created in Microsoft Word or other Microsoft programs will result in compatibility issues.*
3. Choose which user groups for whom you want this item to be viewable in the **Assigned List** box.
4. Make sure to click **Add Item** when finished.



The screenshot shows a dialog box for adding text blocks. It has a 'Cancel' link at the top left. Below it are three input fields: 'Label:' (a single-line text box), 'Text:' (a larger multi-line text box), and 'Assigned List:' (a dropdown menu). At the bottom left is an 'Add Item' button.

Figure 8: Inserting Text Blocks

3.2.4 Adding HTML Files

This section describes how to add an **HTML** file to your section. Unlike PDF or Word files, you must **separately** upload any images that are contained in your HTML document. (See Figure 9).

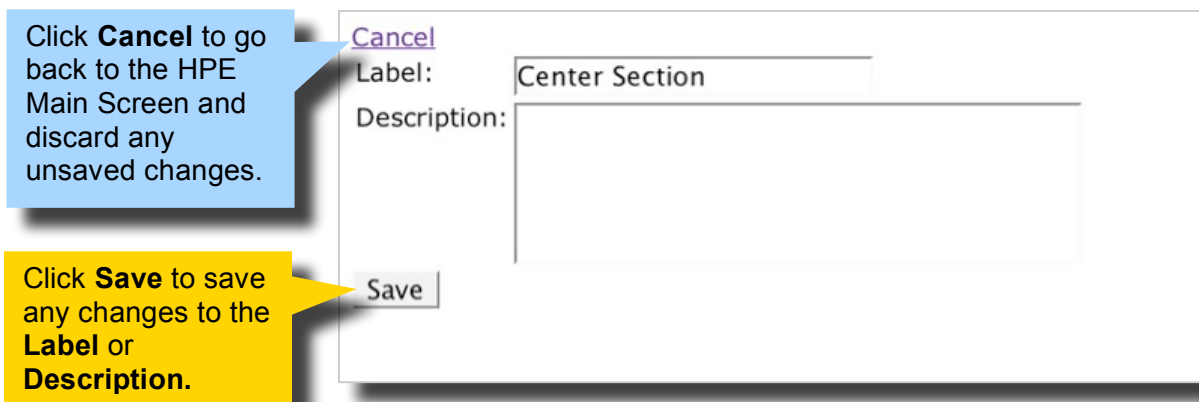
1. Give the item a name in the **Label** box.
2. **Yes** is the default choice for **Hide Navigation** and correct for HTML files, as it will hide navigation buttons on the pop-up window that will appear for the item.
3. Upload the HTML file you want to use by clicking **Browse**.
4. Select and upload any image files contained in the HTML document by clicking **Browse**.
5. Choose which user groups for whom you want this item to be viewable in the **Assigned List** box.
6. Make sure to click on **Add Item** when finished.



Figure 9: Adding HTML Files

3.3 Modifying the Section Name and Details

Clicking on **Details** from the HPE Main Screen (see Figure 3) allows you to view and edit the name of a section, along with the description if desired, and save any changes.



Click **Cancel** to go back to the HPE Main Screen and discard any unsaved changes.

Click **Save** to save any changes to the **Label** or **Description**.

Figure 10: Modifying Section Details

3.4 View Added Items In Section

After adding items, you are able to view how the updated section appears. The example in Figure 11 shows what your section would look like after adding a linked image and text block.

Each item listed in the section (along with any websites that are linked to your images) is “hot” so you can click on it to display a preview.

Items are placed in the center of each section by default. If multiple items are in the same section, the **Move Up** and **Move Down** buttons will change the location of the items relative to each other in the section.



Use the **History** button to see what users have clicked on the link (simple tracking).

Figure 11: Viewing an Updated Section

3.5 View Added Items on the Sample Home Page

This section shows what the sample Home Page looks like with a linked image and text block added.



You can click on the image to test the link.

Figure 12: Customized Home Page

4 IFX Support

If you have any questions please contact an IFX Online support staff member at:

E-mail: support@ifxonline.com

Phone: 858-724-1024