Lumens Home Page Updates

Updating the Main Banner/Hero Image

# You Will Need

* Admin access to [scf.augusoft.net](https://scf.augusoft.net/)
* A suitable background image. See below for places to download free images
  + [unsplash.com](https://unsplash.com/)
  + [pexels.com](https://www.pexels.com/)
  + [isorepublic.com](https://isorepublic.com/)
* The PowerPoint Template

# Instructions

## Creating a new banner/hero image

### Open the provided PowerPoint template file.

### Duplicate the main slide by right-clicking and selecting “Duplicate Slide”

### Graphical user interface, text, application, chat or text message Description automatically generated

### Right-click the background image, select “Change Picture” > “From a File…” and replace it with your new image.

### A picture containing text, person, indoor Description automatically generated

### Change the title text as appropriate

### If necessary, change the button text

### Export the image

### Under the file menu, select “Export…”

### Select the location to export the image to.

### File Format: select JPEG

### Choose “Save Current Slide Only” and set the width to 1300 pixels (height should automatically adjust).

### Click “Export”

## Updating the Page Content

CAUTION: The home page layout can be easily broken. Indiscriminate edits could remove some of the built-in formatting. Only update items as per instructions.

The banner section consists of two areas, the banner image and the banner text. There are separate instructions below for each.

Graphical user interface, website

Description automatically generated

### Updating the Banner Image

### First, we’ll update the banner image. Log in to scf.augusoft.net

### In the left menu, select “System Options” then “Template Management”

### Find the “Home Page text” template and select “Edit”

### The editor should show a preview of the home page

### Select the existing banner image

### Click the “image” icon in the editor menu

### 

### An image selection window will appear. Select “Browse Server”

### Graphical user interface, text, application, email Description automatically generated

### Select the “home\_page\_img” folder

### Text Description automatically generated with medium confidence

### Select “Choose File,” then find your new imageGraphical user interface, text, application Description automatically generated

### Click “Upload” then “Upload” again to upload the photo

### The preview window should preview the new image

### Update the Image Properties “Image Info” tab settings:

### Delete the width and height pixel settings — the image width and height are controlled elsewhereA picture containing application Description automatically generated

### Change the Alternative Text as appropriate

### Graphical user interface, text, application Description automatically generated

### Update the “Link” tab settings:

### Select the “Link” tab

### Copy the class URL you will be linking to:

### Open a new window, navigate to Lumens, find the class and copy the URL

### Graphical user interface, text, application, chat or text message Description automatically generated

### Paste the URL into the URL field of the Link tab.

### Graphical user interface, application Description automatically generated

### Press OK. The new banner image should preview in the editor.

### Updating the Banner Text

### Scroll down to the banner text area. Some of the left side text may be cut off due to the way the page previews.

### Select the “Show Blocks” icon to make sure section formatting is retained, this may also help with the text display.

### Graphical user interface, text, application Description automatically generated

### Edit the H3 Text as appropriate.

### Graphical user interface, text, application Description automatically generated

### Edit the paragraph text as appropriate.

### Graphical user interface, application Description automatically generated

### Edit the “Learn more” link by right clicking, selecting “edit link” and pasting in the update URL. Click “OK”

## Save Your Changes

### Scroll to the bottom of the page and click “Save”

### A picture containing icon Description automatically generated

### Navigate to [scf.augusoft.net](https://scf.augusoft.net/) and make sure the links and format are OK.