Lumens Home Page Updates

Updating the Featured Classes Items

# 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 Featured Classes PowerPoint Template

# Instructions

## Creating a new image

### Open the provided PowerPoint template file.

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

### Graphical user interface, application Description automatically generated

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

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

### 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 675 pixels (height should automatically adjust to 380).

### Click “Export”

## Updating the 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.

Repeat this process for each of the columns as necessary.

### Updating the Featured Class Image

First, we’ll update the image.

1. Log in to scf.augusoft.net
2. In the left menu, select “System Options” then “Template Management”
3. Find the “Home Page text” template and select “Edit”
4. The editor should show a preview of the home page
5. 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

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1. Select the existing image
2. Click the “image” icon in the editor menu



1. An image selection window will appear. Select “Browse Server”Graphical user interface, text, application, email

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2. Select the “home\_page\_img” folder.

Text

Description automatically generated with medium confidence

1. Select “Choose File,” then find your new imageGraphical user interface, text, application

   Description automatically generated
2. Click “Upload” then “Upload” again to upload the photo
3. The preview window should preview the new image
4. Update the Image Properties “Image Info” tab settings:
   1. Delete the width and height pixel settings — the image width and height are controlled elsewhere

A picture containing application

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* 1. Change the Alternative Text as appropriate.

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1. Click OK to add the image to the page

### Updating the Text and “Register” Button link

Changing the Text to reflect the class name and the button to link to the correct content.

### Navigate to the H3 text that displays the class title, select the text and update it appropriately.

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### Update the link for the “Register” button:

### The button is actually a linked image. Select the button and then click the image icon.

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### An image selection window will appear. Click on the “Link” tab.

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### In another window, navigate to the page you want to link to and copy the URL.

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### Go back to the “Link” tab, delete the old URL and paste the new URL.

### Click “OK” to update the link.

### Scroll down do the bottom of the page and click “Save” to update the home page

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