

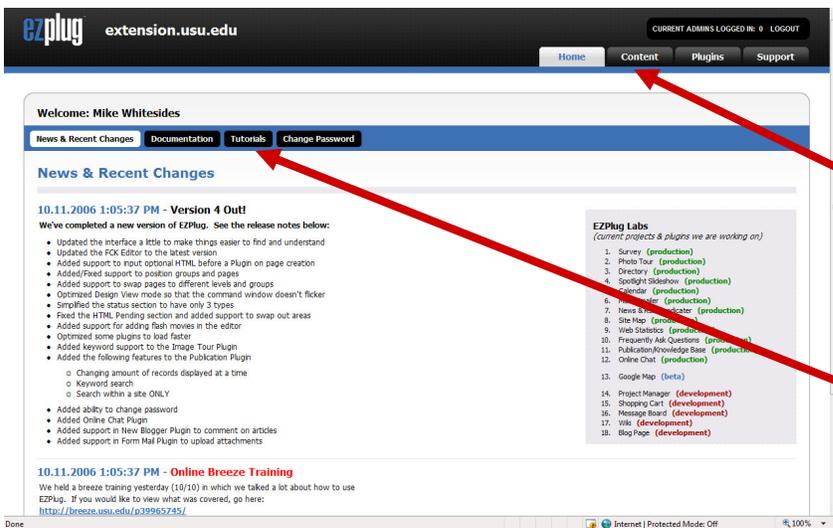
Editing the Home Page



Logging on to Your Web site

1. Go to <https://extension.usu.edu/admin/>
2. Enter your Login and Password.
3. Click Submit.

If you do not have a login and password you can request one by clicking on 'Need a Login?' or at <https://extension.usu.edu/admin/signup.cfm>.



Ezplug Welcome Page

This page tells about news and recent changes on ezplug.

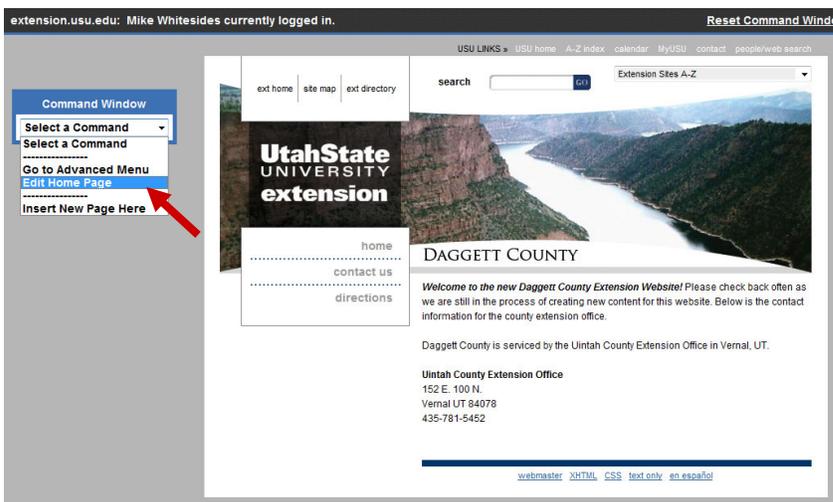
Accessing Your Web site

1. Click on the **Content** tab.

Online tutorials are available by clicking on the **Tutorials** button.



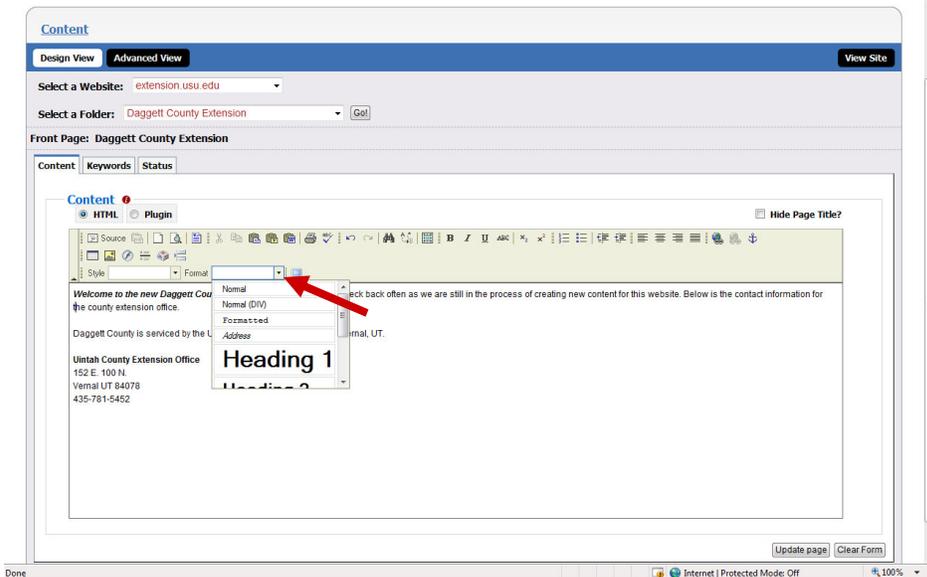
1. Select your Web site and press **Go**.



Editing the Home Page

1. In the Command Window click on the drop down menu and select **Edit Home Page**.

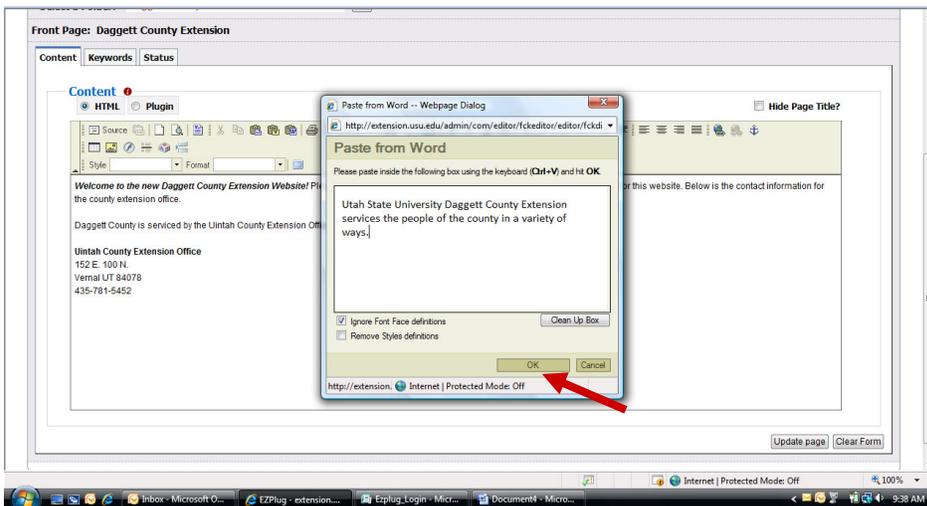
To make all future edits you will always follow this same step.



Editing the Home Page - Content Tab

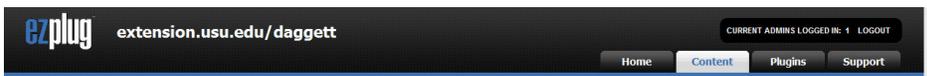
1. This is the text editor window that looks very similar to editing icons in Word.
2. You can add, delete or edit text here.
3. You can also **Bold**, *italics*, and Underlined text using the icons on the menu bar.

To adjust the font size click on the **Format** drop down menu and select the size you desire.



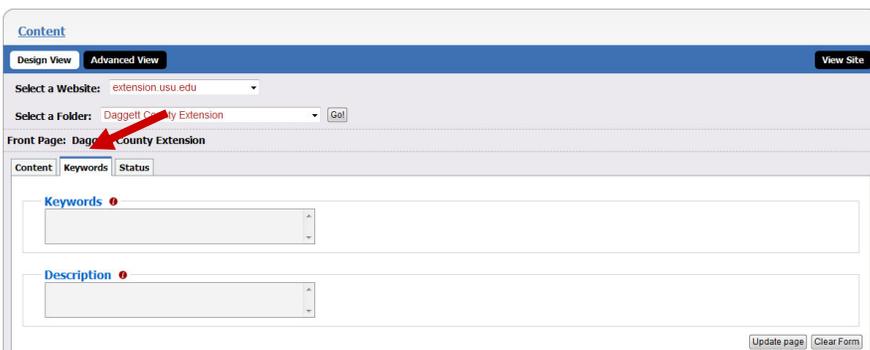
Inserting Text from Word - Content Tab

1. Click inside text box to place cursor where you want to edit.
2. To paste text directly from Word click on this button. 
3. The 'Paste from Word' box will appear.
4. Copy your text from Word.
5. To insert your text from Word click inside the box and using your keyboard hit Ctrl+V to Paste the text.
6. Click OK.
7. Your text should now be inserted into the document.



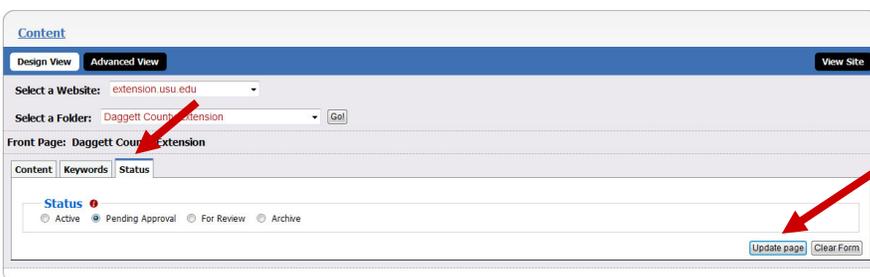
Editing the Home Page - Keywords Tab

1. Click on the 'Keywords' tab.
2. Insert Keywords separated by commas (,) for search engine optimization.
3. Insert a brief description of the web page.

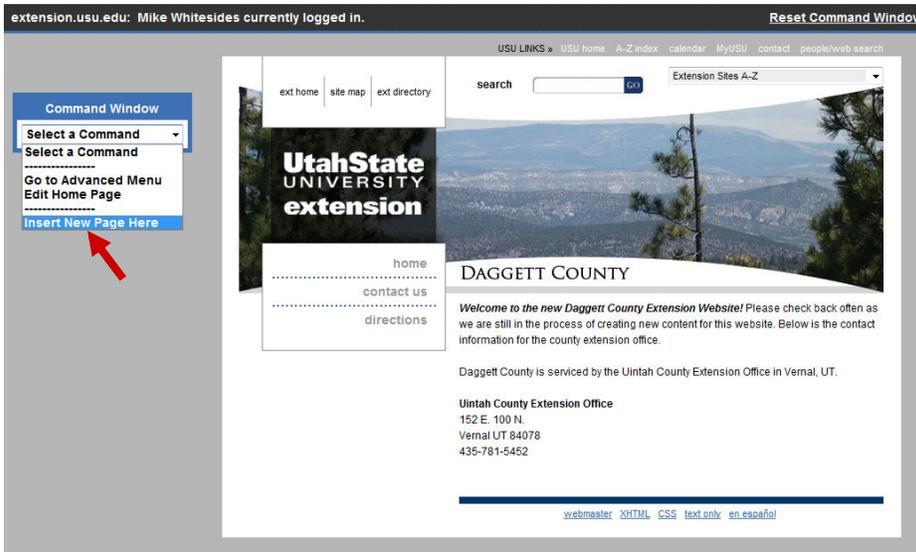


Editing the Home Page - Status Tab

1. Click on the 'Status' tab.
2. By default the status of your Web site will be 'Pending Approval.' To make the site live click on 'Active.'
3. To update the page click on 'Update Page.'

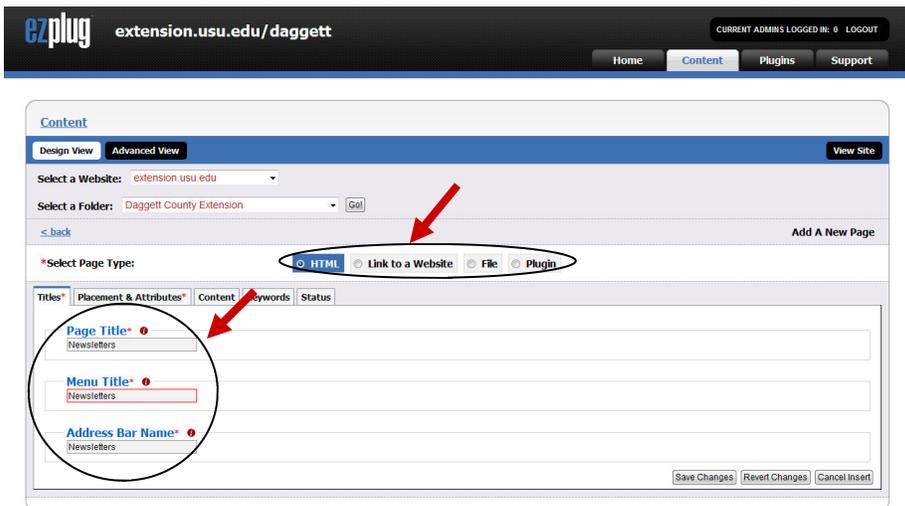


Inserting a New Page



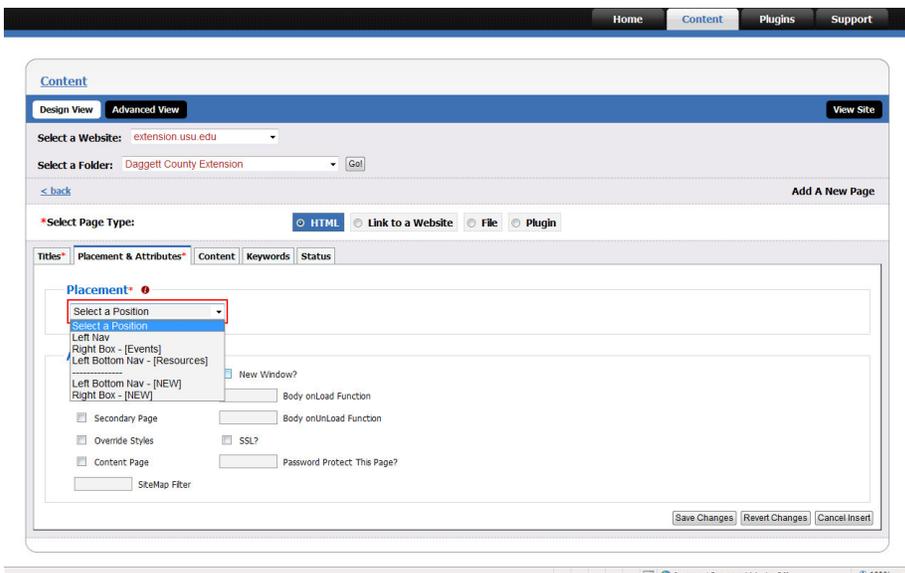
1. In the command window click on 'Insert New Page Here.'

Note: You should always insert a new page from the Home Page.



Title Tab

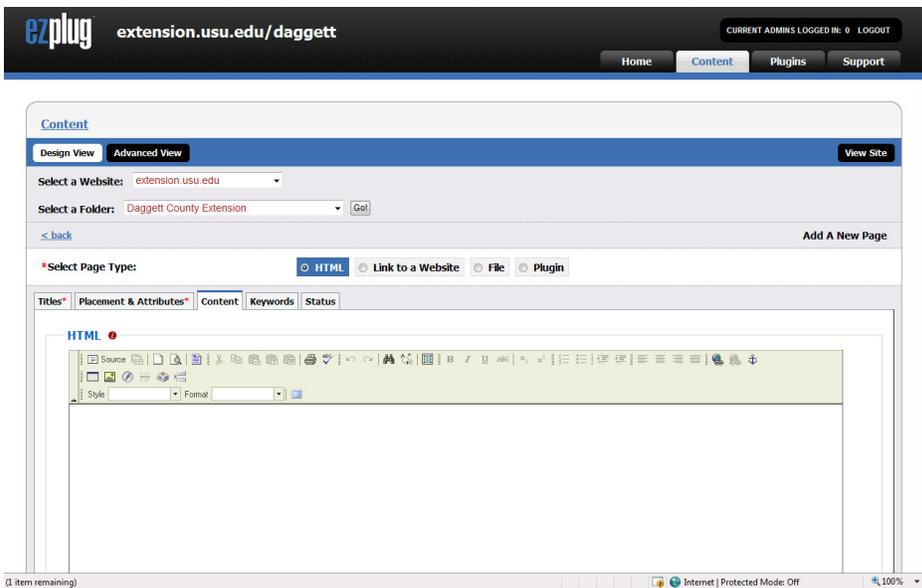
1. Select page type you would like:
 - HTML—web page.
 - Link to a Website—link to an external Web site.
 - File—Link to a PDF or Word File
 - Plugin— Link to the Calendar, Analytics, or another Plug-in (Contact Jay McEntire for access).
2. Insert the title you would like for the Page Title, Menu Title and Address Bar.
 - Page Title: The title on the Web Page
 - Menu Title: The name on the navigation
 - Address Bar: The title in the URL



Placement & Attributes Tab

1. Click on 'Placement & Attributes' tab.
2. In the Placement drop down window select where you would like the navigation to be for your new page.
3. Generally you will always select 'Left Nav' unless you have other navigation.

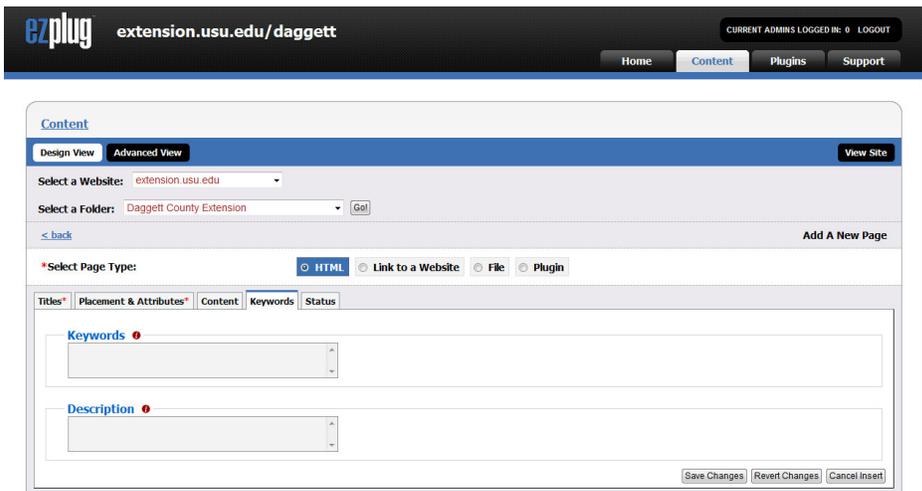
Note: navigation refers to the place, or location, where the new title will located on the page being edited.



Content Tab

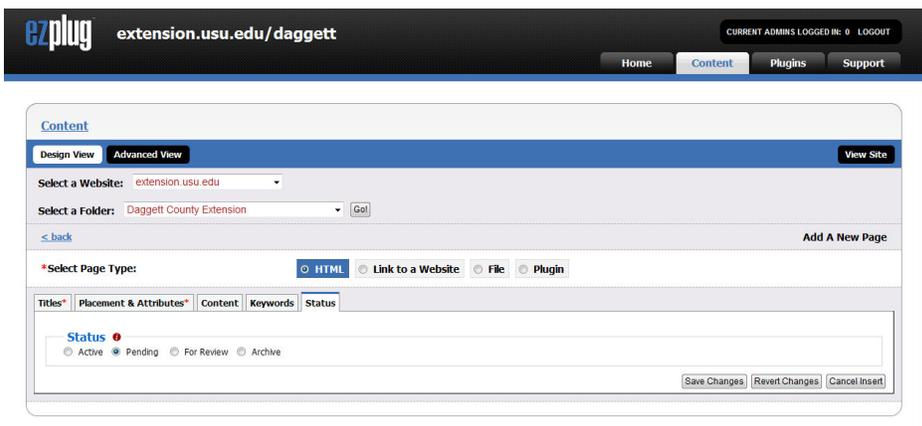
1. Click on the 'Content' tab.
2. In the Content Tab is where you insert your text, images, links or other content.

Please refer to the other tutorials for more detailed information about formatting text, images, links, etc.



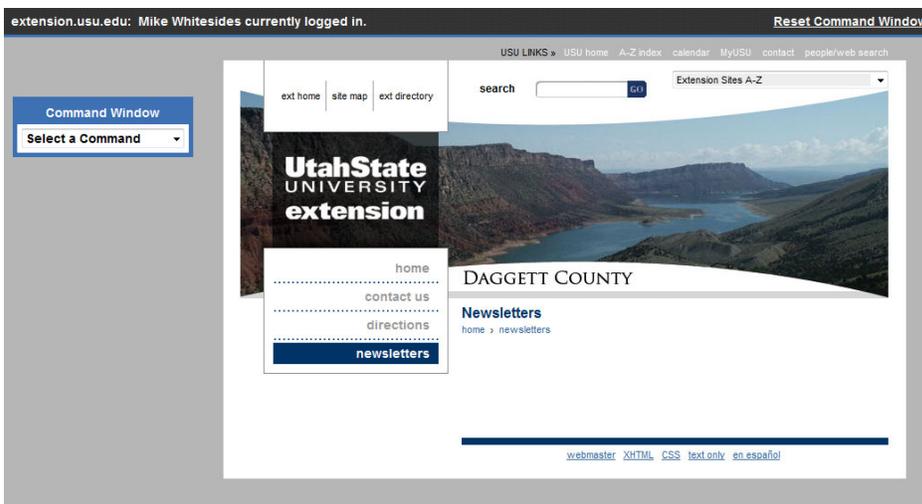
Keywords Tab

1. Click on the 'Keywords' tab.
2. Insert Keywords separated by commas (,) for search engine optimization.
3. Insert a brief description of the web page.



Status Tab

1. Click on the 'Status' tab.
2. By default the status of your Web site will be 'Pending Approval.' To make the site live click on 'Active.'
3. To update the page click on 'Save Changes.'

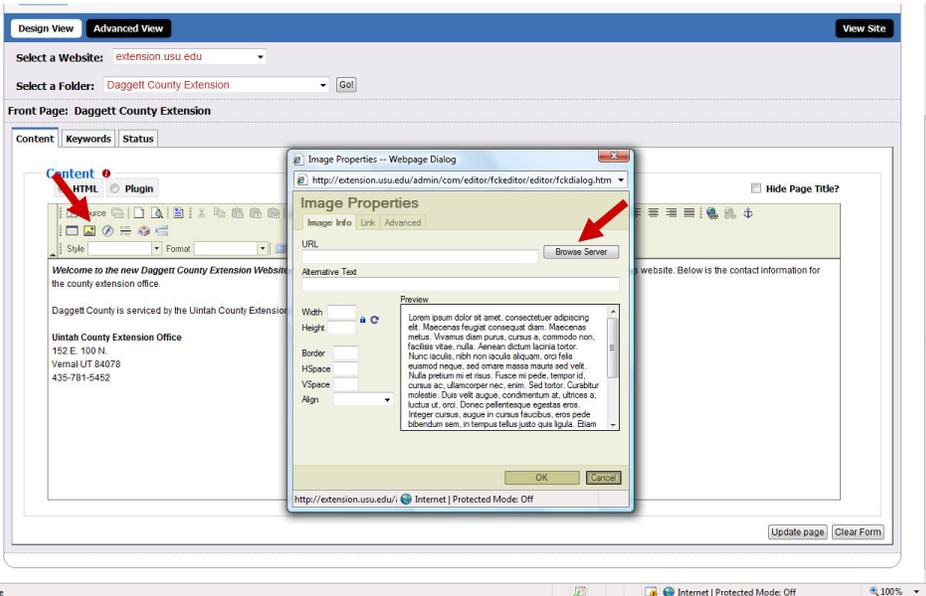


The new page has now been created.

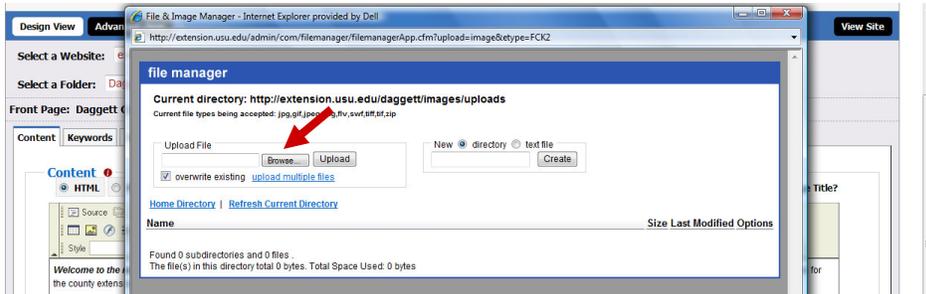
Inserting an Image



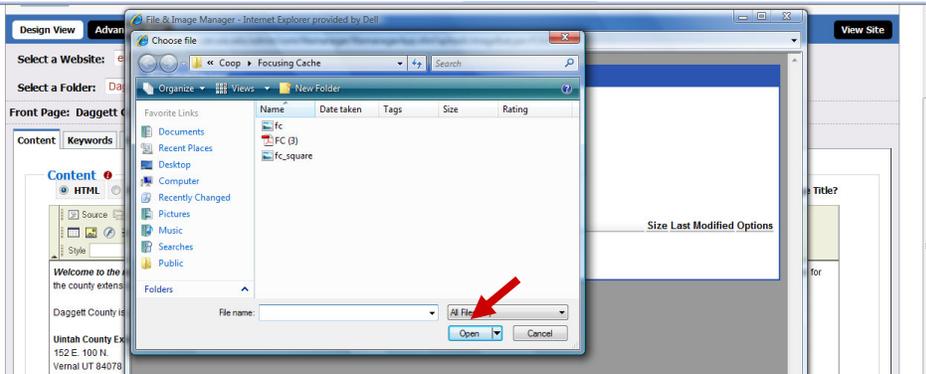
1. Click on this icon, usually found on the second line of icons.
2. The 'Image Properties' will appear.
3. Click on the 'Browse Server' button (sometimes, depending on your computer's settings, you may have to allow pop-ups to appear).



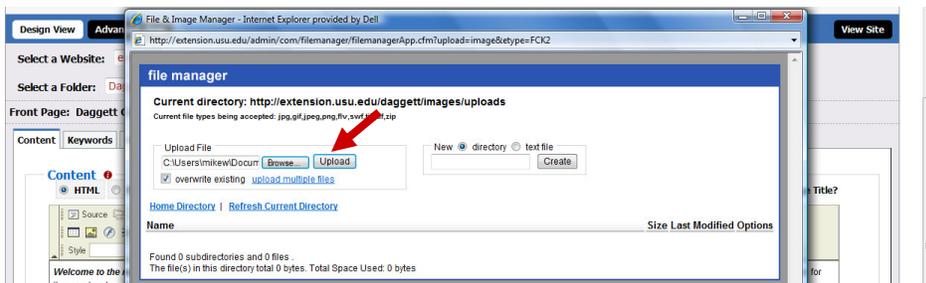
4. Click the 'Browse' button to find the image file you would like to upload



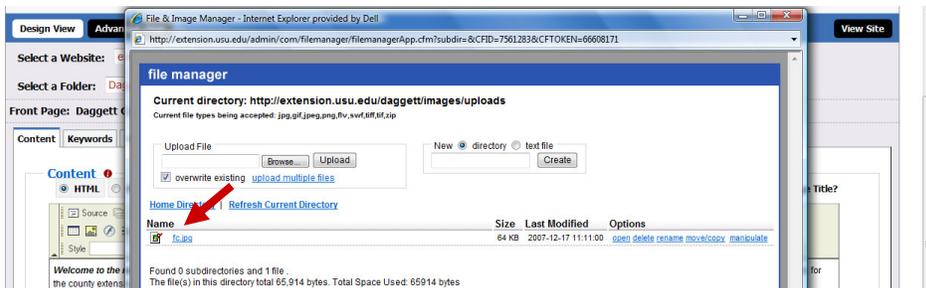
5. Find the image on your computer you would like to insert and click 'Open'



6. Click the 'Upload' button to take the file and copy it onto the server for your Web page



7. The file is now under the 'Name' heading. Click on the file to insert it into your Web page



Editing and Placing Your Image

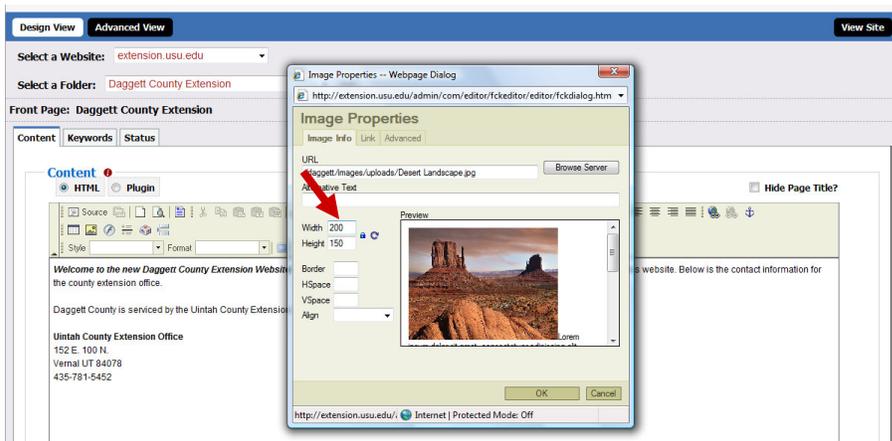
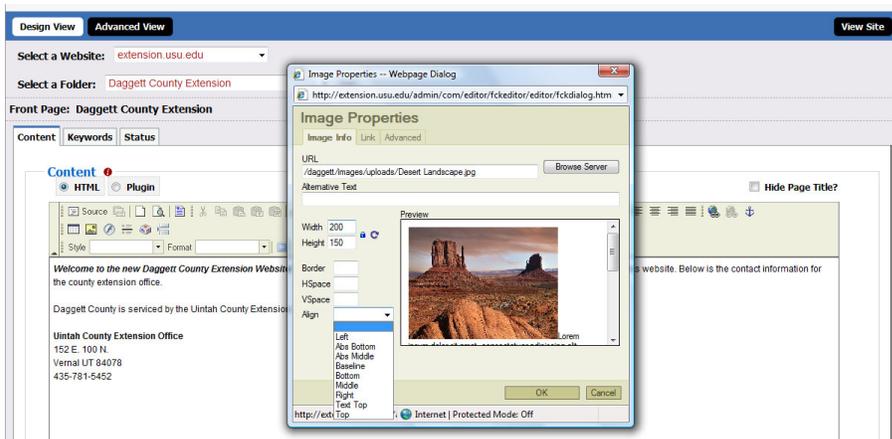


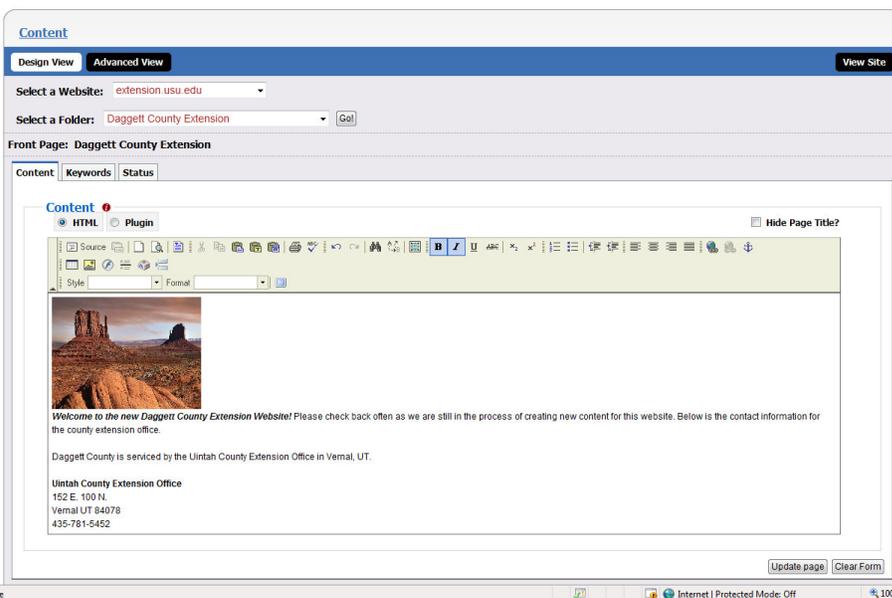
Image Size

1. To resize your image to fit the Web site adjust the width and height. They will remain proportional.
2. When you are finished click 'OK'



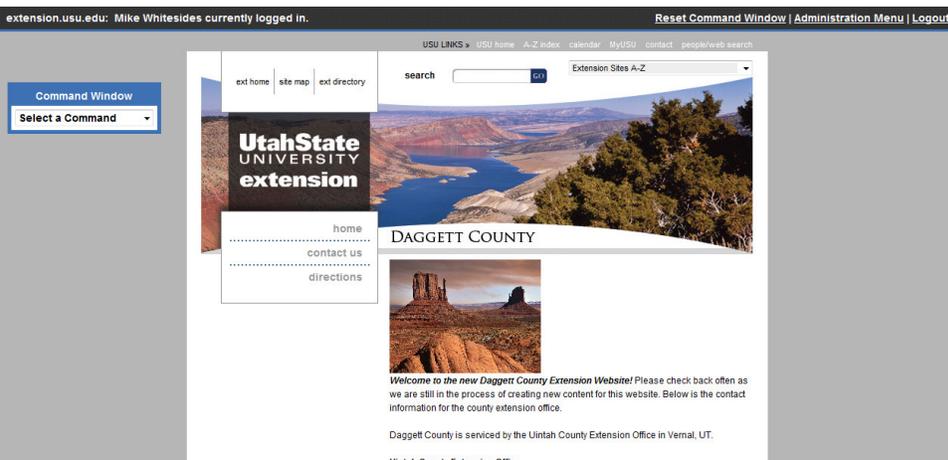
Aligning the Image

1. To align the image click on the 'Align' drop down box
2. Select your alignment option
3. When you are finished click 'OK'



Updating the Page

1. To adjust the size or alignment  click on this button again
2. To update the page click on 'Update Page'



The image is now published on the Web site.