

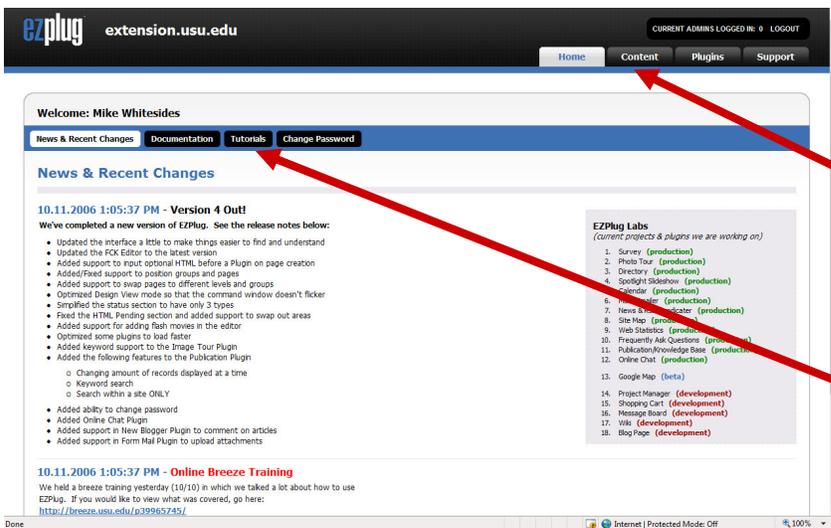
Editing the Home Page



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>



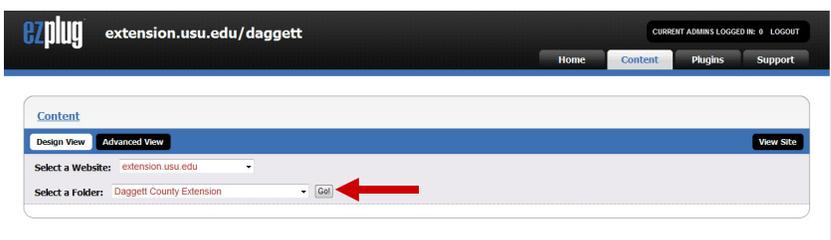
Ezplug Welcome Page

This page tells about news and recent changes on ezplug.

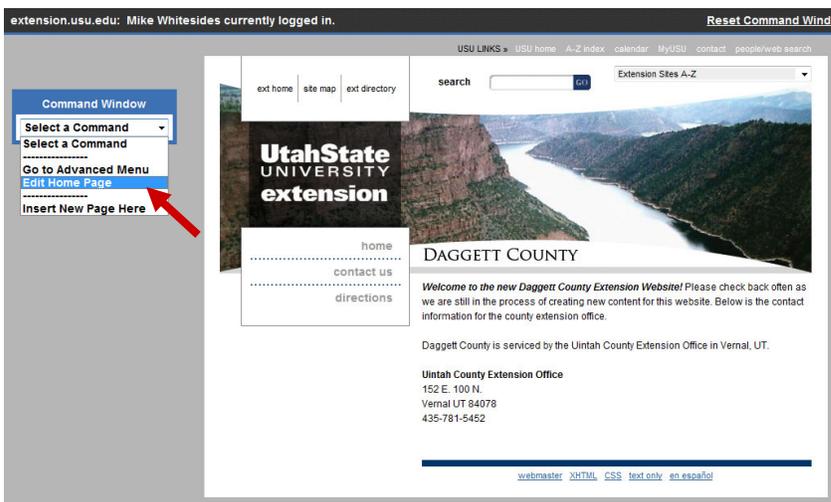
Accessing Your Web site

1. Click on the **Content** tab

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



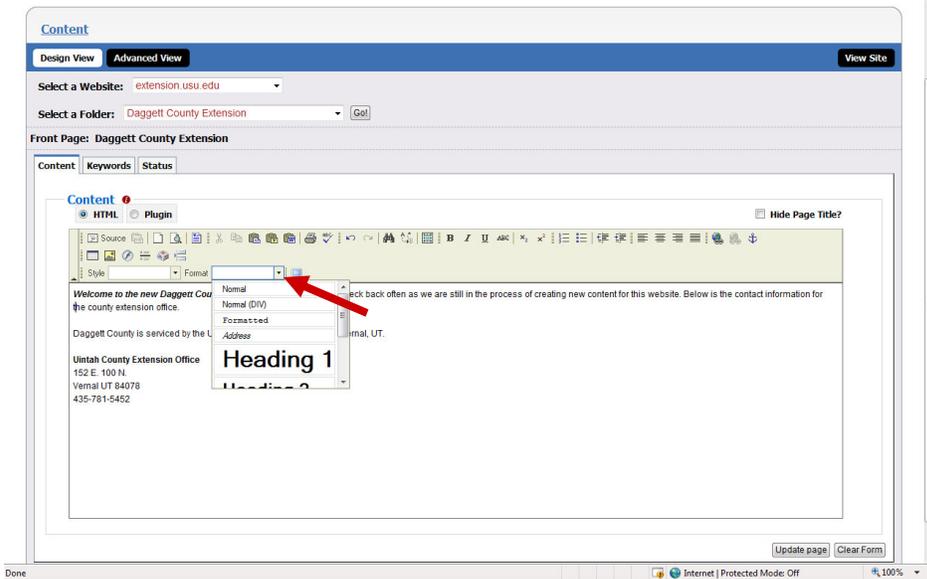
1. Select your Web site and press **Go**



Editing the Home Page

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

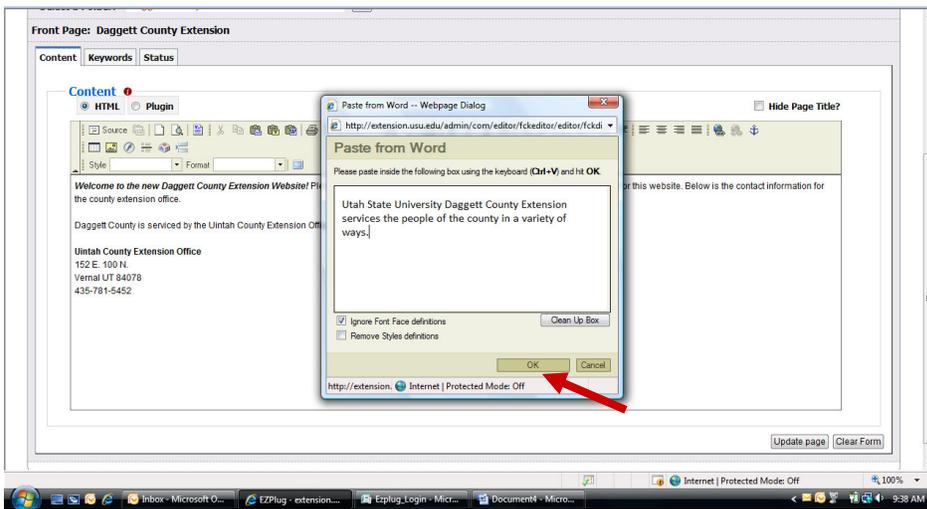
To make all future edits you will always follow this same step.



Editing the Home Page - Content Tab

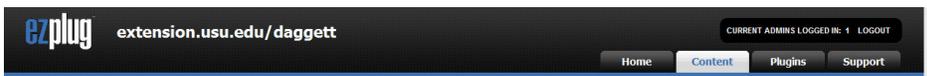
1. This is the text editor window that looks very similar to editing icons in Word
2. You can add, deleted or edit text here
3. You can also **Bold**, *italics*, and Underlined text using the icons on the menu bar

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



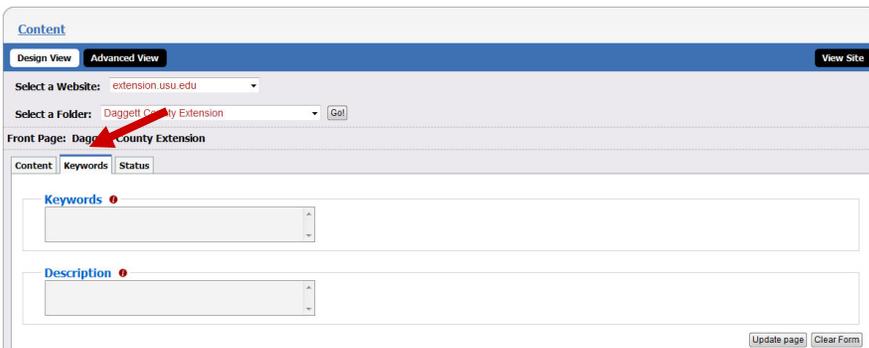
Inserting Text from Word - Content Tab

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



Editing the Home Page - Keywords Tab

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



Editing the Home Page - Status Tab

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

