
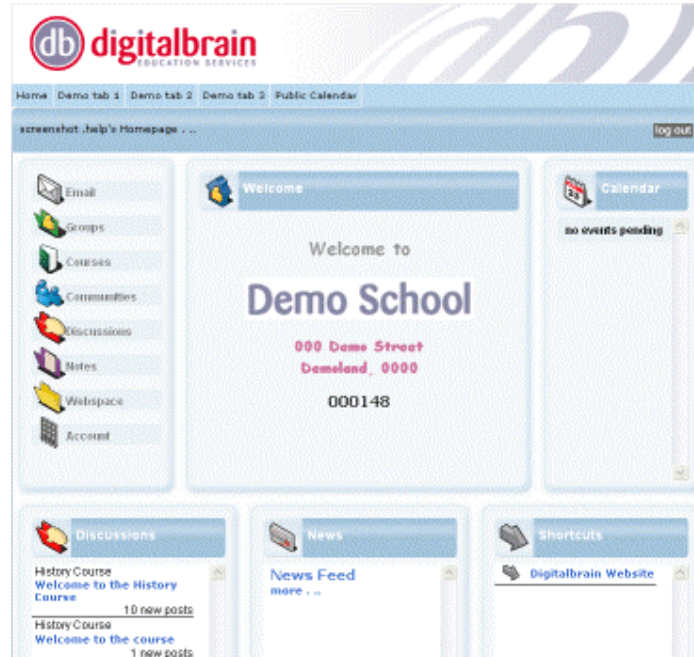




Editing Your Personal Homepage

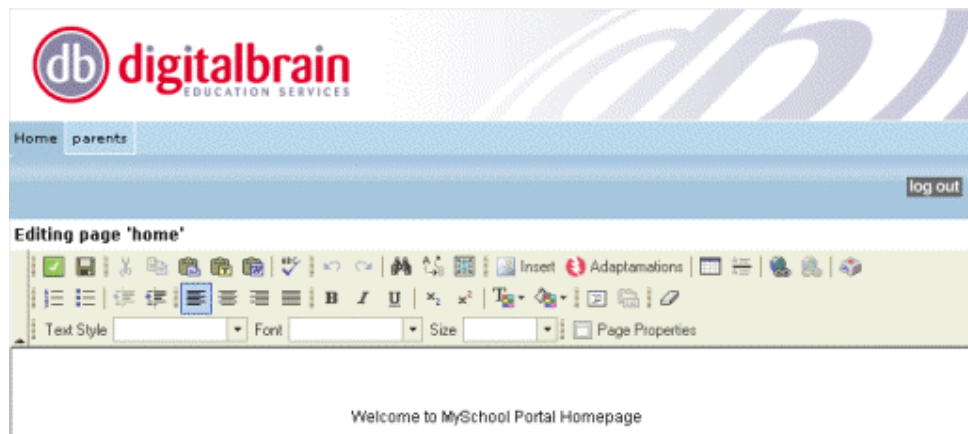
How to edit your personal homepage

1. Log in using your **username** and **password** and click the yellow icon  to be taken to your homepage.



NB The page displayed above is the contemporary homepage; If this is not the same as your homepage refer to the help file entitled **Activating the new homepage**.

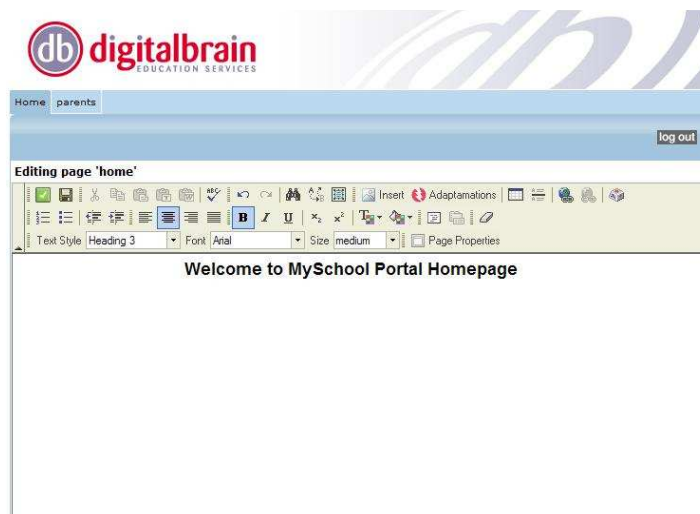
2. Click the blue pencil icon  from the toolbar  at the top of the page to edit your personal homepage.
3. You will arrive at the following page, allowing you to edit your homepage content by adding text and images and changing the frame of the page.



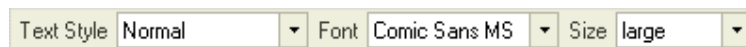
Editing Your Personal Homepage

Adding Text

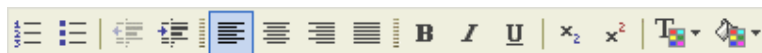
1. You can enter text and alter the look and feel of the text using the rich text editor.



This includes choosing text and font styles and adjusting the text size.



2. The rich text editor allows you to insert **numbered** and **bulleted** lists. You can also indent and justify words, sentences, or paragraphs.



As well as using the **bold**, **italic** and the **underline** commands you are able to add **subscript** and **superscript**, edit text colour, and edit background cover.

3. Text can be entered and edited in a similar way to most word processing packages, such as MS Word. You can copy and paste from existing word-processing documents directly to your personal homepage. You can also upload images, video and sound files to your homepage. (See, [Uploading media to your homepage](#)).

4. When copying and pasting text to your personal homepage we suggest using the keyboard short cuts, as they are more direct. Simply highlight the text to be copied using your mouse drag and click options. Then press and hold the control key **Ctrl** and the **C** key to copy the text, then return to the edit mode in your homepage and press **Ctrl** and **V**.

