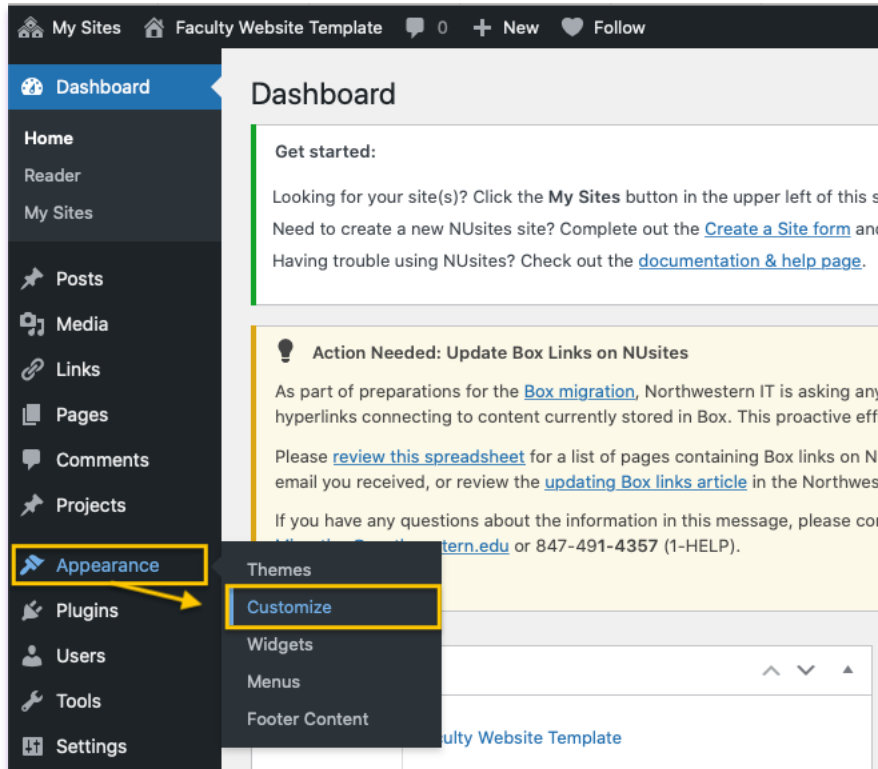


Editing the Homepage

The first thing you should do when you receive one of our Global Marketing templates is personalizing your homepage.

From the Dashboard, use the menu on the left to hover over **“Appearance”**, and then select **“Customize”**.

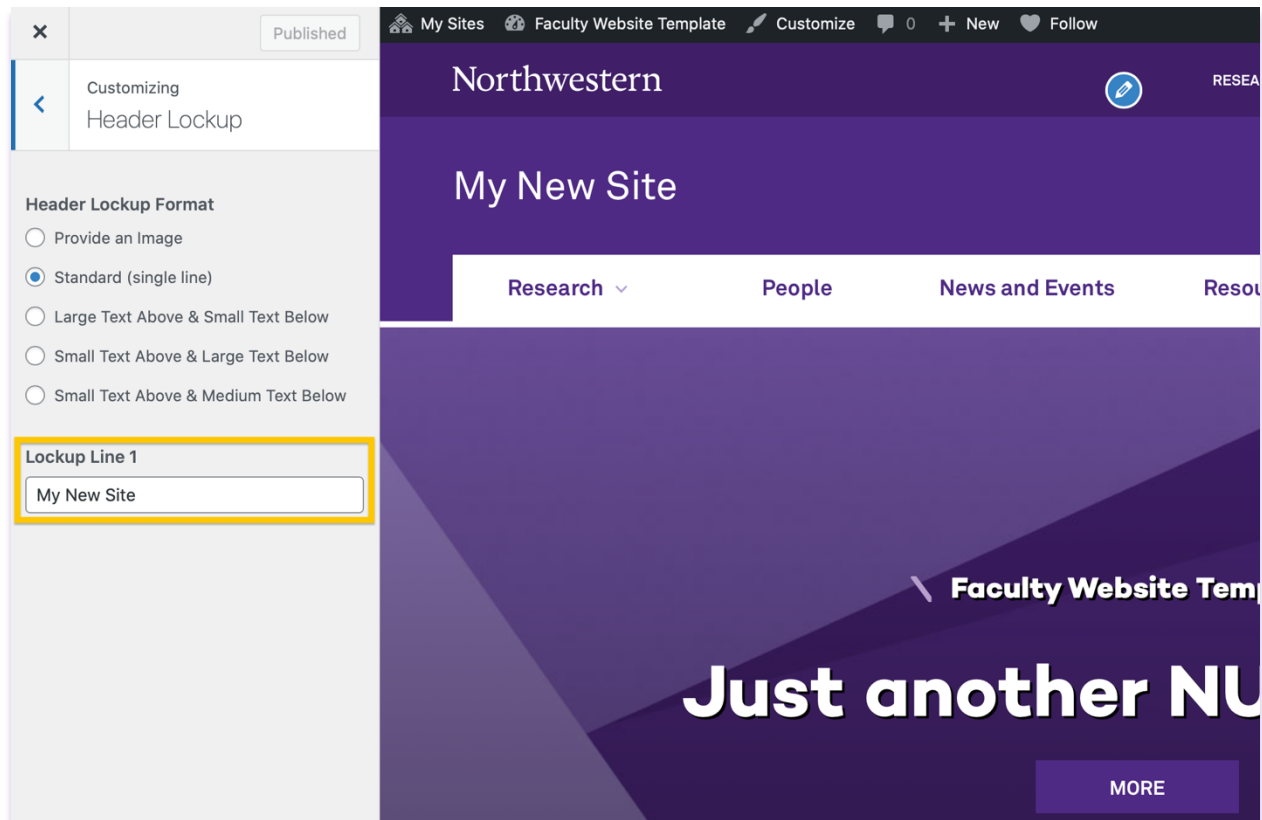


Customizing the Header Lockup

To change the header on your new website, select the **“Header Lockup”** option on the left-hand side.

The screenshot displays the SharePoint site customization interface. On the left, a sidebar contains several options: 'Published', 'You are customizing Faculty Website Template', 'Active theme Northwestern (Global) Change', 'Site Identity >', 'Header Lockup >' (highlighted with a yellow border), 'Menus >', 'Widgets >', and 'Additional CSS >'. The main preview area on the right shows a dark purple header with the text 'Northwestern' and 'My New Site'. Below the header is a navigation menu with 'Research' and 'People' items.

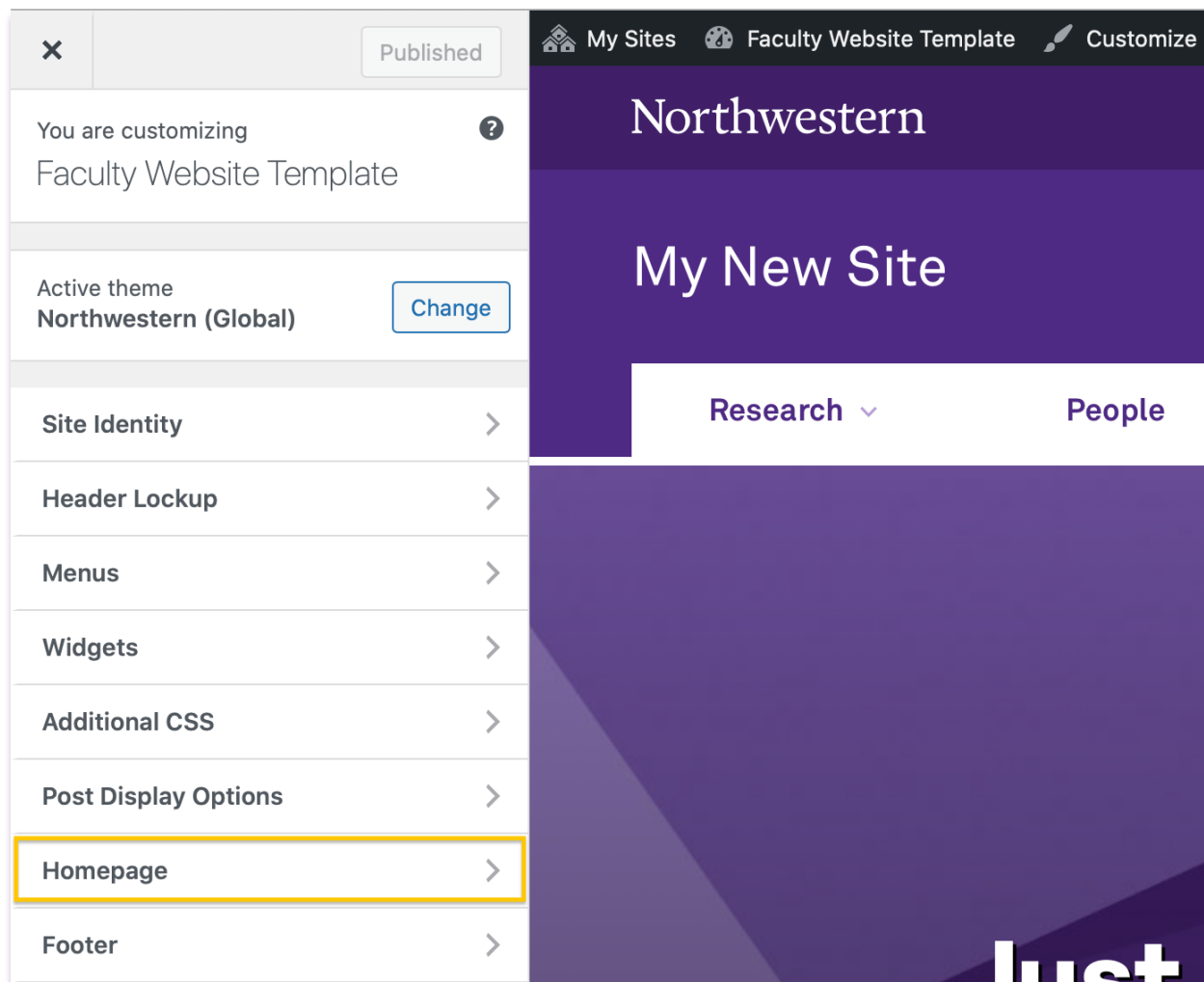
The default format is a single standard line of text. There are four additional options, but we recommend that you use the single-line option unless you are a part of a larger entity. To edit the Heading text, please change the text in the “**Lockup Line 1**” text field.



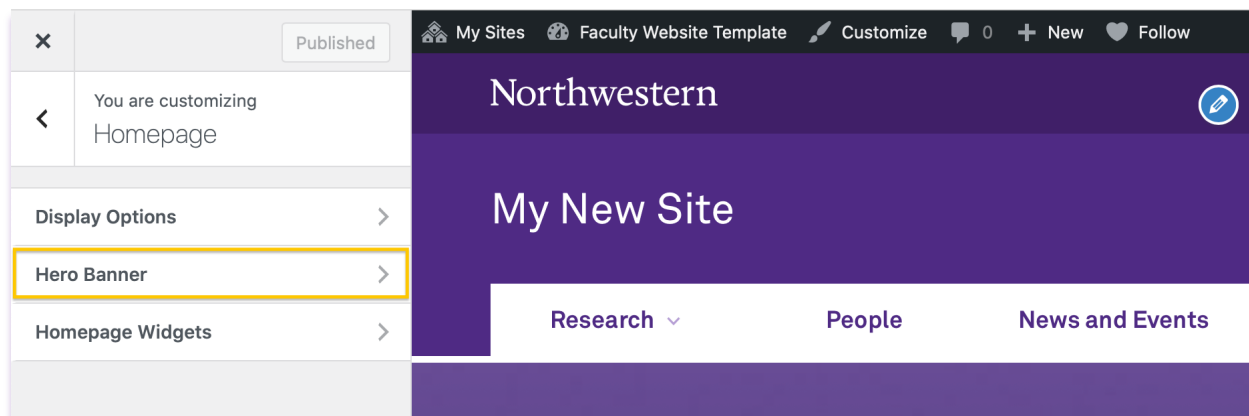
To ensure that your changes have been implemented hit the **“Save & Publish”** blue button after making your site title changes. You will have to hit the Save and Publish button every time you change something within the **“Customize”** menu.

Changing your Hero Image/ Title Text

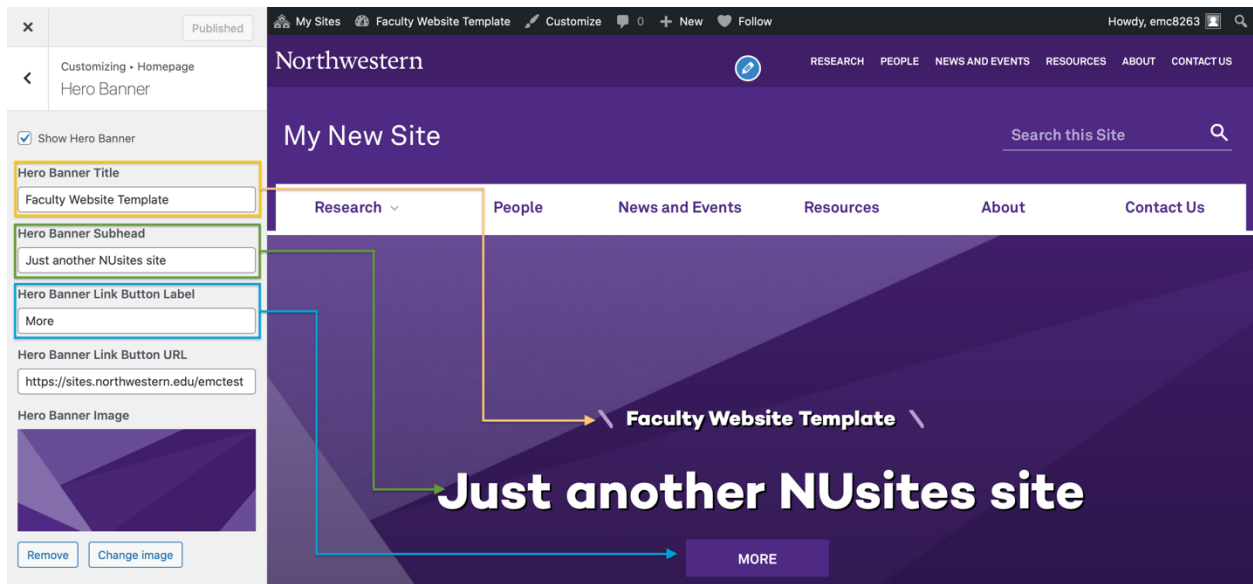
To change the hero image and text that appears on the image, please select the **“Homepage”** option on the left-hand side of the **“Customize”** menu.



Then you will have three options on the left. Please select the “**Hero Banner**” option.



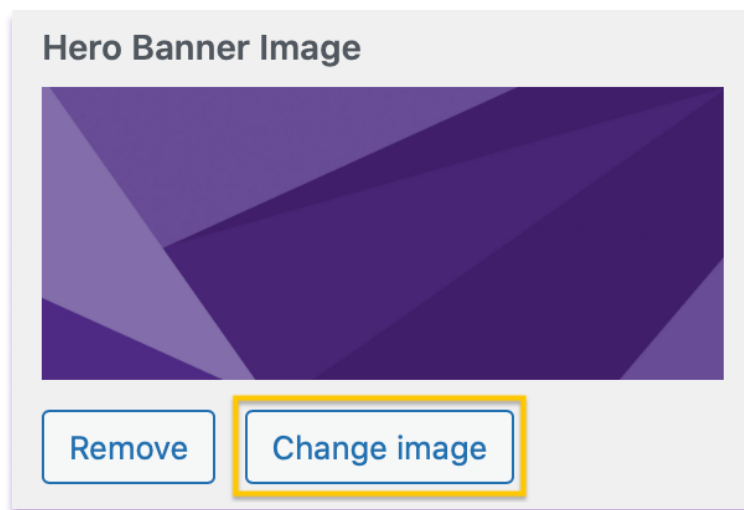
Then customize the four options below. Please use the preceding screenshot for guidance.



When you are changing your “**Hero Banner Image**”, please make sure that your new image has already been cropped to the proper image dimensions.
(*The image dimensions for the Hero Banner Image are 1440 px x 420 px.)

When the image you want to feature has been cropped to the correct dimensions, please remove the purple default hero banner image, and replace it with your desired image.

To do so, select the “**Change Image**” option and select your image from your desktop or drag it into the uploader.



Once you have customized the four options below and changed the hero banner image, please make sure to hit the blue “**Save and Publish**” button.

Customizing › Homepage
Hero Banner

Show Hero Banner

Hero Banner Title
Faculty New Name

Hero Banner Subhead
Just another NUsites site

Hero Banner Link Button Label
More

Hero Banner Link Button URL
<https://sites.northwestern.edu/emctest>

Hero Banner Image

Remove Change image

*Clicking the gear icon on the “Save” button will give you more options such as:

- **Save Draft:** To save a draft of your changes without publishing the changes to your website)
- **Schedule:** This will allow you to schedule a date and time to have your published changes updated.
- **Share Preview Link:** See how changes will look on your website and share the preview with people who can't access the Customizer.