



Editing your Local landing page on
www.aupe.org

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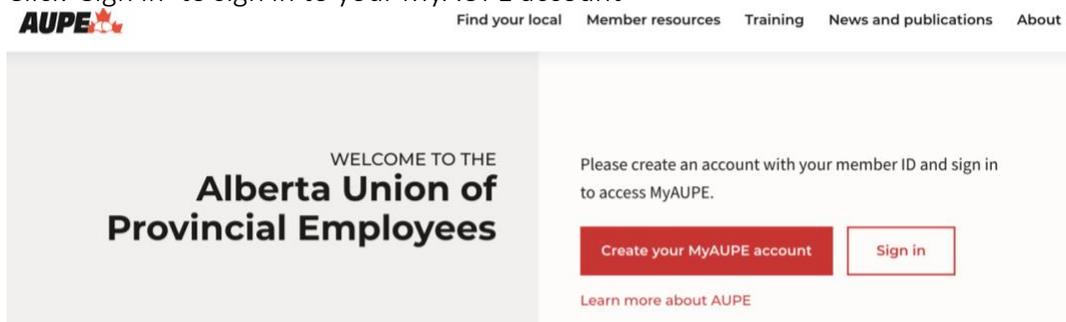
Background

Local Chairs, and, when requested, their designates (as communicated to AUPE IT staff) now have access to ‘customize’ their Local landing pages on www.aupe.org

As well as being able to add documents to the “Documents” section on Local landing pages (see the “Adding documents to Local landing pages on www.aupe.org” how-to document), Locals can now also customize their landing page banner image, add a logo for their Local, and add text and/or text and image blocks to provide updates and information to Local members.

How to edit your Local landing page

1. Go to www.aupe.org
2. Click ‘Sign in’ to sign in to your MyAUPE account



3. Once you have signed in, navigate to your Local landing page. You can do this by clicking on “Find your Local” on the top toolbar and then locating your Local from the list, or by clicking on your linked Local from the “My active jobs” section on your “My Profile” page.
4. From your Local landing page, click on the “Edit” button under the header.

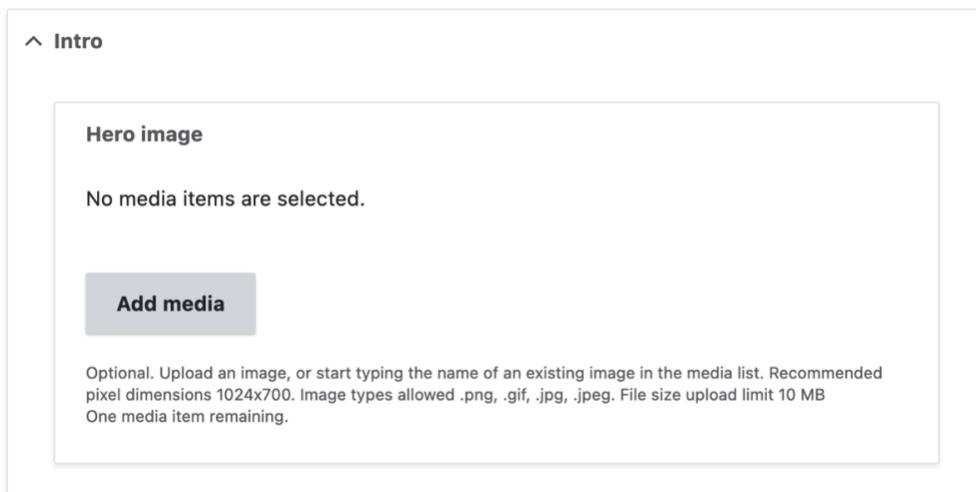


Adding/updating a banner (hero) image

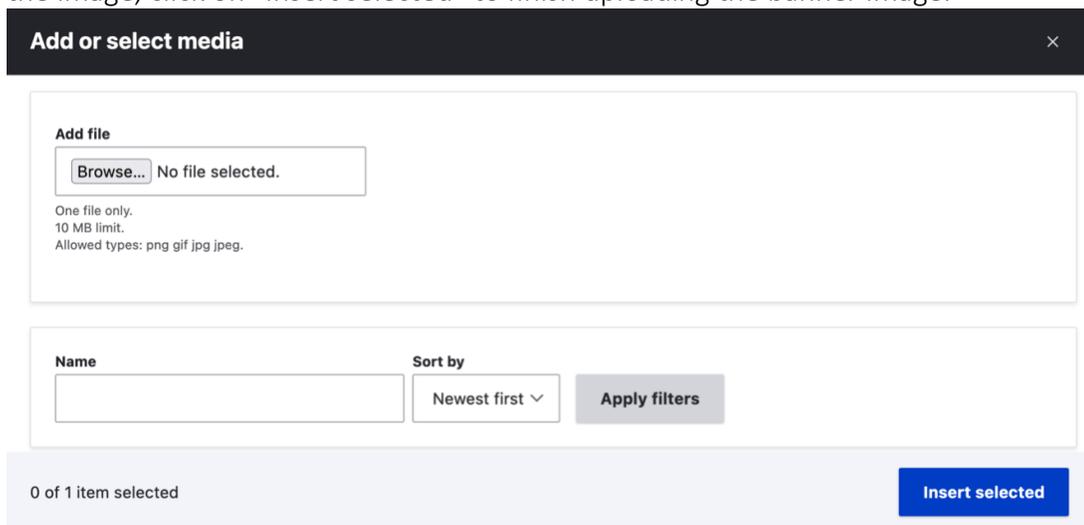
1. From the “Edit” interface of your Local landing page, click to open the “Intro” section.



2. If a banner image has previously been uploaded for your Local landing page, you will see media details here. If not, you will see “No media items are selected.” To upload a banner image, click on “Add media.” *Please note the image specifications noted: **Recommended pixel dimensions 1024x700. Image types allowed .png, .gif, .jpg, .jpeg. File size upload limit 10 MB.** If you need any assistance in sizing your image, please contact Kaitlin at k.harrison@aupe.org*



3. The “Add or select media” window will open and you can click on “Browse...” to locate the banner image you would like to upload from your computer. Once you have selected the image, click on “Insert selected” to finish uploading the banner image.



4. Once you have uploaded a banner image, scroll down to the bottom of the Local landing page editing screen to click on “Save” to save your changes before moving on to make any other customizations.
-



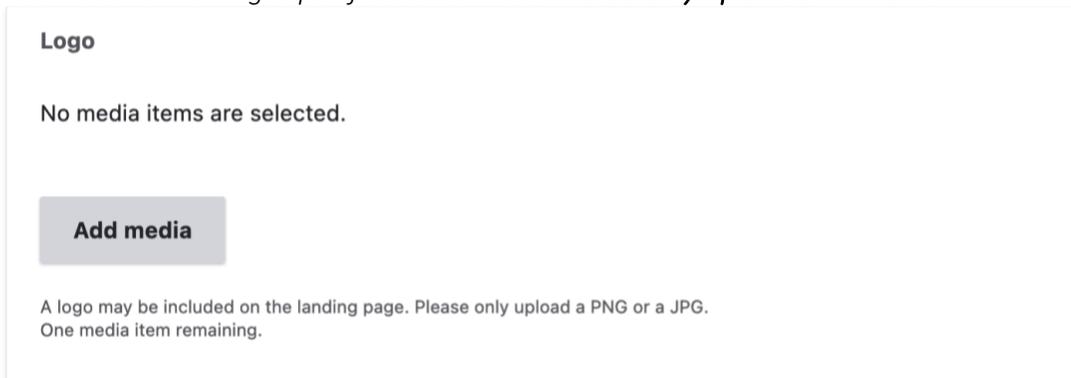
Adding/updating a logo image

1. From the “Edit” interface of your Local landing page, click to open the “Intro” section

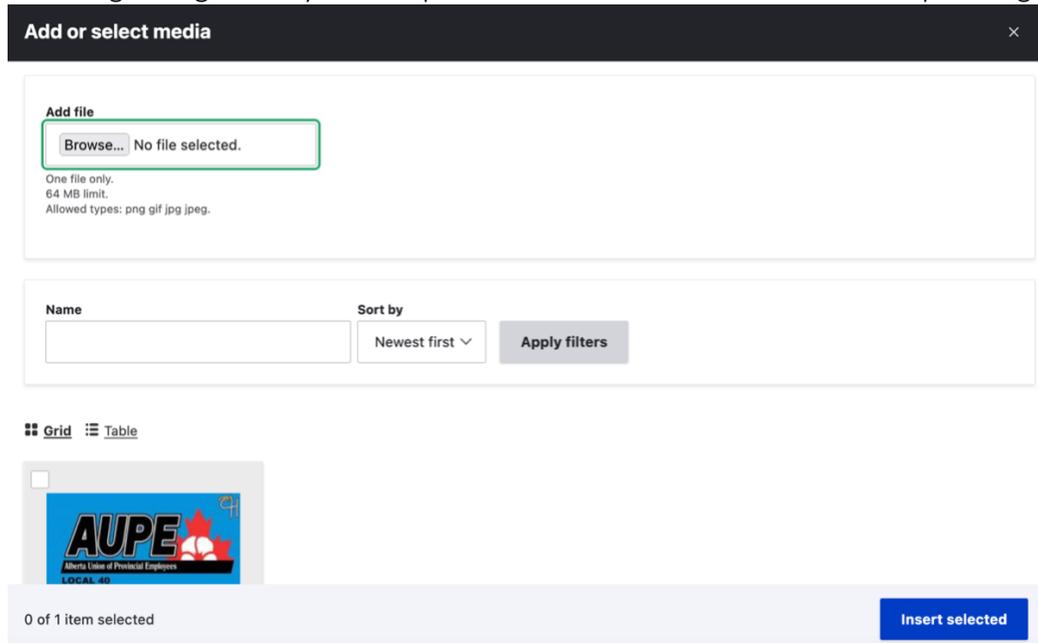


2. If a logo image has previously been uploaded for your Local landing page, you will see media details here. If not, you will see “No media items are selected.” To upload a logo image, click on “Add media.”

Please note the image specifications noted: Please only upload a PNG or a JPG.



3. The “Add or select media” window will open, and you can click on “Browse...” to select and a logo image from your computer. Click “Insert selected” to finish uploading the logo.



4. Once you have uploaded a logo, scroll down to the bottom of the Local landing page editing screen to click on “Save” to save your changes before moving on to make any other customizations.
-



Adding an image block, a text and image block, or a text block

1. From the “Edit” interface of your Local landing page, scroll down the very bottom until you see the “component type” drop-down menu.

component type

Add another component

to *Page component*

2. Click on the drop-down menu to select the type of block (image only, text and image, or text only) you would like to add at this time and then click on the “Add another component”

component type

- ✓ Image only
- Text and image
- Text only

Add another component

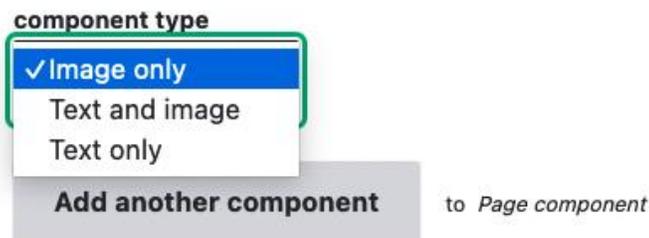
to *Page component*

Image only component

An image only addition to your Local landing page would look something like this:



If you would like to upload an image by itself (with a caption or without), select “Image only” from the component type drop-down menu and click on “Add another component.”



The image only component editing section will open. You are required to add a title for the image, but you can select “hide section title” so it does not show up on the page. Selecting “full width image” will enlarge your image so that it spans the entire page.

Image only Collapse ⋮

Section title *

Write a short and concise clear heading in sentence case

70 characters remaining

Hide section title

Note: Only in rare cases would you display the section title for an image only
Check box to hide section title
Leave box unchecked to display section title

Display as navigation jump link

Check box to display as navigation jump link
Leave box unchecked to not display as navigation jump link
Check box for a maximum of 3 navigation jump links per page.

Full width image

Check this box if you would like the image to span the full width of the content area. Leaving the box unchecked will centre the image in the content area - its maximum width will be determined by the original image dimensions.

To upload the image, you need to click on “media add page” to upload the image, and then come back to the “use existing media” field. Start to type the name of the file you just uploaded to select it. You can choose to include a caption for the image or to upload it without a caption.

Image block

Create new media

Create your media on the [media add page](#) (opens a new window), then add it by name to the field below.

Use existing media *

🔍

Upload an image, or start typing the name of an existing image in the media list.
File size upload limit 10 MB
Recommended image pixel dimensions: 1024 max-width, 800 max-height
Image types allowed .png, .gif, .jpg, .jpeg

Type part of the media name. See the [media list](#) (opens a new window) to help locate media. Allowed media types: *Image*

Image caption

Optional. Enter source credit / copyright information

Include in slideshow

Select this box if you would like users to be able to click on the image to see a full-sized image in a pop-up style slideshow.

Use this field to select a component to add to the page, then click "Add another component".

Once you have completed all of the fields, scroll down and click “Save” to save the page before making any further changes or additions.

Text and image component

If you would like to upload text and an image together, select “Text and image” from the drop-down menu.

A text and image block addition to your Local landing page would look something like this:

Lorem ipsum dolor sit amet

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur feugiat in ante eu volutpat. Sed lobortis convallis ultrices. Morbi placerat, velit quis egestas cursus, arcu erat interdum justo, quis consequat tellus urna ut leo. Vivamus volutpat porta diam, et convallis lorem accumsan vel. Vivamus quis eros in erat fringilla fermentum. Integer mollis sapien ipsum, ut vehicula risus placerat sit amet. Maecenas ut risus nec lacus aliquet maximus sed vel orci. Quisque molestie, quam quis ultricies ultricies, ligula sem vestibulum eros, eget faucibus est dolor sit amet magna. In est nulla, mattis non cursus eu, finibus vitae lectus. Vestibulum euismod aliquet felis in maximus.



If you would like to add a text and image block, select “Text and image” from the component type drop-down menu and click on “Add another component.”

component type

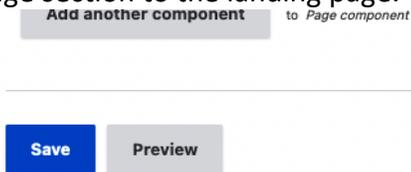
- ✓ Image only
- Text and image**
- Text only

Add another component

to *Page component*

If you check off “include in slideshow,” your image can be clicked to open up into a slideshow window that will allow site visitors to scroll through all images that have been uploaded to the landing page.

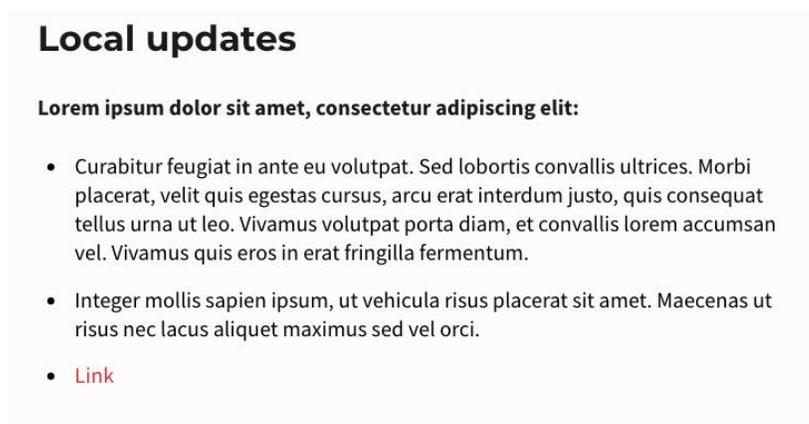
After you have entered and formatted your text and uploaded your image, scroll down to the bottom of the page to click “Save” to save your changes and upload the text and image section to the landing page.



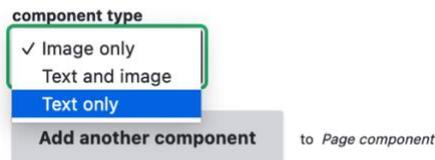
Text component

If you would like to upload text and an image together, select “Text and image” from the drop-down menu.

A text and image block addition to your Local landing page would look something like this:



To upload text by itself to your landing page, select “Text only” from the component type drop-down menu and click on “Add component.”



The text only editing section will open. As explained for other section types, you are required to add a title (but can choose to hide it if you wish). Section titles are helpful for breaking up the page content and aiding in navigation. You can add your desired text in the “text only block” and format it using the basic HTML tools available on the toolbar.

✚ Text only Collapse ⋮

Section title *

Write a short and concise clear heading in sentence case

70characters remaining

Hide section title
Check box to hide section title
Leave box unchecked to display section title

Display as navigation jump link
Check box to display as navigation jump link
Leave box unchecked to not display as navigation jump link
Check box for a maximum of 3 navigation jump links per page.

Text only block *

B I U ” ‘     | Format - |  **E** 

Text format Basic HTML [About text formats](#)

Write in short sentences using plain language. Recommended reading grade < 7.
Test reading grade using the Hemingwayapp

Use this field to select a component to add to the page, then click "Add another component".

After you have entered and formatted your text and uploaded your image, scroll down to the bottom of the page to click “Save” to save your changes and upload the text and image section to the landing page.

Add another component to Page component

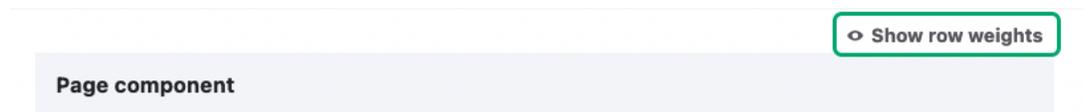
Save Preview

Editing the order of items on the Local landing page using row weights

By default, the Local landing pages are hard-coded so that the banner/introduction, Local contacts, Documents, Forms, and Local news will always show up first on the page.

After that, any images, text blocks, and/or text and image blocks you add to customize your page will show up consecutively in the order they are added. You can adjust this order by adjusting/using “row weights.”

If you have added content to your Local landing page and later want to adjust the order, go to the “Edit” interface of your Local landing page and scroll down until you see a button that says “Show row weights” and click on it.



Once you have clicked on “Show row weights,” you will see that boxes with numbers will appear next to all of the page component sections you have added to your Local landing page, indicating the order the blocks will show up in.

Image block

Create new media

Create your media on the [media add page](#) (opens a new window), then add it by name to the field below.

Use existing media *

Upload an image, or start typing the name of an existing image in the media list.
File size upload limit 10 MB
Recommended image pixel dimensions: 1024 max-width, 800 max-height
Image types allowed .png, .gif, .jpg, .jpeg

Type part of the media name. See the [media list](#) (opens a new window) to help locate media. Allowed media types: *Image*

1

Image caption

Optional. Enter source credit / copyright information

Include in slideshow

Select this box if you would like users to be able to click on the image to see a full-sized image in a pop-up style slideshow.

Text only

Collapse



Section title *

Local updates

Write a short and concise clear heading in sentence case

57 characters remaining

Hide section title

Check box to hide section title
Leave box unchecked to display section title

Display as navigation jump link

Check box to display as navigation jump link
Leave box unchecked to not display as navigation jump link
Check box for a maximum of 3 navigation jump links per page.

Text only block *

2

B I U | | | | | Format | | **E** | | | Source

Lorem ipsum dolor sit amet, consectetur adipiscing elit:

- Curabitur feugiat in ante eu volutpat. Sed lobortis convallis ultrices. Morbi placerat, velit quis egestas cursus, arcu erat interdum justo, quis consequat tellus urna ut leo. Vivamus volutpat porta diam, et convallis lorem accumsan vel. Vivamus quis eros in erat fringilla fermentum.
- Integer mollis sapien ipsum, ut vehicula risus placerat sit amet. Maecenas ut risus nec lacus aliquet maximus sed vel orci.
- [Link](#)

Text format Basic HTML

[About text formats](#)

Write in short sentences using plain language. Recommended reading grade < 7.
Test reading grade using the Hemingwayapp

To change the order of the appearance of blocks, change the numbers in the row weight columns accordingly. 1 will show up first on the landing page (after the hard-coded elements), and so on and so forth.