

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 <u>www.aupe.org</u>

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 <u>www.aupe.org</u>" 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 <u>www.aupe.org</u>
- 2. Click 'Sign in' to sign in to your MyAUPE account Find your local Member resources Training News and publications About WELCOME TO THE Alberta Union of Provincial Employees Create your MyAUPE account Learn more about AUPE
- 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.

Home » Locals »

Local 009 - Health and Support Services

Local 009 represents members employed in health, therapy, institutional and patient support services with the Government of Alberta.

View Edit

Adding/updating a banner (hero) image

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

∨ Intro

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*

Hero image	
No media items a	ire selected.
Add media	
Optional. Upload an ir	nage, or start typing the name of an existing image in the media list. Recommended \$x700. Image types allowed .png, .gif, .jpg, .jpeg. File size upload limit 10 MB

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.

Browse No file selected		
One file only. 10 MB limit. Allowed types: png gif jpg jpeg.		
Name	Sort by Newest first ∽ Apply filters	

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

- From the "Edit" interface of your Local landing page, click to open the "Intro" section
 Intro
- 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.

Logo	
No media items a	e selected.
Add media	
A logo may be include One media item remair	d on the landing page. Please only upload a PNG or a JPG. ing.

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.

dd file Browse No file selected. ne file only. t MB limit. lowed types: png gif jpg jpeg.		
ame	Sort by Newest first \checkmark Apply filters	
r <u>id</u> :≣ <u>Table</u>		
rid III Table		

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.

Save Preview

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	
Image only \checkmark	
Add another component	to Page component
Add direction component	to rage 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"



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.

inagi	c only	Conapse
Sectio	on title *	
Write a	a short and concise clear heading in sentence case	
70 ch	naracters remaining	
🗌 Hi	ide section title	
No Ch Le	ote: Only in rare cases would you display the section title for an image only heck box to hide section title eave box unchecked to display section title	
🗌 Di	isplay as navigation jump link	
Cł Le Cł	heck box to display as navigation jump link Have box unchecked to not display as navigation jump link heck box for a maximum of 3 navigation jump links per page.	
🗌 Fu	ull width image	
Cł	neck this box if you would like the image to span the full width of the content area. Leaving the	box unchecke

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.

(Create new media
(Create your media on the <u>media add page</u> (opens a new window), then add it by nam
t	he field below.
l	Jse existing media *
	Q
L	Jpload an image, or start typing the name of an existing image in the media list.
F	Recommended image pixel dimensions: 1024 max-width, 800 max-height
1	mage types allowed .png, .gif, .jpg, .jpeg
	Type part of the media name. See the media list (opens a new window) to help locate
ſ	nedia. Allowed media types: Image
n	and cantion
	nge capiton
pl	jonal. 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-t

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."



9

The text and image component editing section will open. You are required to add a section title for the text and image section, but you can select "hide section title" if you would like to hide it. You can add your desired text in the "text only block" and format it using the basic HTML tools available on the toolbar.

Section title	•	
Write a short ar	d concise clear heading in sentence case	
70 characte	rs remaining	
Hide sect	on title	
Check box Leave box	to hide section title unchecked to display section title	
Display as	navigation jump link	
Check box Leave box Check box	to display as navigation jump link unchecked to not display as navigation jump link for a maximum of 3 navigation jump links per page.	
Text only blo	sk*	
виц	99 ∞ ∞ := := 🖽 Format - 🖬 Ε 🕨	
Text format	Basic HTMI V	About text for
TOXT TOTTIAL	Dasic HTML	About text for

Below the text only block, you can upload the corresponding image using the "create new media" functionality and caption your image accordingly. You can also decide whether you would like the image to be positioned to the left or to the right of the text.

Create new media	
Create your media on the media add page the field below.	e (opens a new window), then add it by name to
Use existing media *	
	Q
Upload an image, or start typing the name of an exis Recommended image pixel dimensions: 1024 max-w File size upload limit 10 MB Image types allowed .png, .gif, .jpg, .jpg Type part of the media name. See the <u>me</u> media. Allowed media types: <i>Image</i>	ting image in the media list. idth, 800 max-height idia list (opens a new window) to help locate
nage caption	
ptional. Enter source credit / copyright information	
Left V	
elect image position: left or right Left for text on the left (image on the right) - Right for	r text on the right (image on the left)
Include in slideshow	
Select this box if you would like users to be able to slideshow	click on the image to see a full-sized image in a pop-up style

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:

Local updates

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

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.

Write a short and concise clear heading in sentence case	
70 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 *	
B I U ?? ∞ ∞ ∷≣ 注≣ ⊞ Format - ⊑ E ►	
Text format Basic HTML V	About text form

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 an	other 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.

	 Show row weights
Page component	

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 <u>media add page</u> (opens a new window), the the field below.	n add it by nan	ne to
Use existing media *		
About banner (2076)	Q	
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 <u>media list</u> (opens a new window media. Allowed media types: <i>Image</i>	v) to help locat	e
Image caption		
Images can now be added to your Local landing pages!		
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-size slideshow.	ed image in a pop-u	up style

Text only

Collapse

:

Section title*	
Local updates	
Write a short and concise clear heading in sentence case	
57characters 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 💽 🕲 🕞 S	Source
 Lorem ipsum dolor sit amet, consectetur adipiscing elit: Curabitur feugiat in ante eu volutpat. Sed lobortis convallis ultrices. Morb quis egestas cursus, arcu erat interdum justo, quis consequat tellus urna volutpat porta diam, et convallis lorem accumsan vel. Vivamus quis eros fermentum. Integer mollis sapien ipsum, ut vehicula risus placerat sit amet. Maecena lacus aliquet maximus sed vel orci. Link 	pi placerat, velit a ut leo. Vivamus ; in erat fringilla as ut risus nec
Text format Basic HTML V	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.