19. How to Layout Your Homepage

Home page is the first page a visitor will see when he visits your website. It is like the front of a shop. There are many ways to layout your homepage. To layout your homepage you will first select a page interface. Then, decide which content and how it is displayed on the homepage.

Page Interface

Homepage is a category by itself. And, you've already known that you must select a page interface for a category. The category record has a section which shows the available page interfaces like the following.



You may select any of the 8 available interfaces for your homepage. Spend enough time to think before you pick an interface. This must be done before you add the content to it. If you change the page interface after you have added the content, the homepage might not look right.

The page interface is the arrangement of columns of the webpages of a category. The center column of some interfaces contains 2 extra elements. These elements are normally boxes of headlines (or titles). The following pictures show these page interfaces and how they look on the actual web pages.

Page Interface 1. This interface has a left column, a right column and a center column. The center column contains two extra boxes for lists of news and articles.



Page Interface 2. This interface has only a left column and a center column. The center column contains two extra boxes for lists of news and articles.



Page Interface 3. This interface has only a center column and a right column. The center column contains two extra boxes for lists of news and articles.



Page Interface 4. This interface has only a center column. The center column contains two extra boxes for lists of news and articles.



Page Interface 5. This interface has a left column, a right column and a center column.



Page Interface 6. This interface has only a left column and a center column.



Page Interface 7. This interface has only a center column and a right column.



Page Interface 8. This interface has only a center column.



To layout out your Homepage, you must first select one of the above interfaces. Next, you will decide which content to be shown and how it is presented.

Layouts of a Homepage

Following are some common layouts for a homepage:

- 1. A short introduction of your business or organization. You may include some pictures of products or activities of your organization. In case of a shop, a restaurant, or a medical office , the Homepage may be used to post your business hours.
- 2. Or, some latest postings from the "News" or "Articles" category.
- 3. Or, a slide show of products or activities of your organization.
- 4. Or, some highlights about your products or activities.

In this article, you will practice doing some homepage layouts. What you learn here will help you in creating your own homepage. If you know how to utilize the functions of your website, you may create a layout that is quite different from the following examples.

You will use "Page Interface 1" for the first three examples and "Page Interface 6" for the 4^{th} example.

Layout 1



Requirements:

- **Prepare an article.** You must prepare a short article that tells about your business or organization. A welcoming sentence or the mission statement of your business or organization may be used here.
- **Prepare your pictures.** If some pictures will be included here, you must select the best pictures possible and resize them to fit the space. The pictures should not be too large or too small. If you use the 3 column interface, the pictures must be 544 pixels wide or less. If you use the 2 column interface, the pictures must be 786 pixels wide or less.

Here's how to do it:

1. Change the category data.

- Login the Control Panel. Go to "Website Manager" on the Top Menu; then select "Categories" in the drop down list.
- Find the "Homepage" category that belongs to the Left Menu. (This is the main category when it was added to the website. The "Homepage" category on the Top Menu is only a link category). Click on "Homepage" to open its record.
- If "Homepage" is the current **Content Type** of this category, please change it to "**One page**".
- Check the box on the same line with "Set As Homepage".
- Uncheck the "Allow Comment" and "Enable Rating" boxes so that the Comment box will not appear on the Homepage.

			Data View Record Edi
Delete	New Copy	Update	
Information «			Properties «
Parent	: 50 . LeftMenu	×	Order : Current Position
litte	: Homepage		Enable Rss :
Manu link			Allow Comment :
verio inik	. This link to actual cate	ecory (if this is only a w	intuni Enable Bating :
	· III · IIIk co accuai cace	ryory (in ons is only a vi	Foable SSI :
Active	Your website must ass assigned as the home	sign one (and, only one; page, your website ma) catego pr not be for SL, use https for t category. (You must registe for SL sites before enabling SSL)
Content Type			Group Permission »
O No Style	O News	O Video	
O Menu Link	One Page	O Audio List	Moderators »
O Homepage	O Parent News	O Tree Book	0
O Contact	SlideShow		
O Contact Page Interface	O SlideShow		
O Contact Page Interface	O SlideShow		
 ○ Contact Page Interface ○ 	SlideShow		
Contact Page Interfac	O SlideShow		
Contact Page Interfac O	© SlideShow		

• You will also need to turn off the PDF, Print, Email icons as well as other elements that are normally displayed with an article. To turn off these elements, you need to go to the "Page Interface" section and click the "Edit page layout" button.

UC_Logo			
MA			
Menu Bar			
Adv_MBTop			
UC_Top_Menu			
UC_Language_Box			
UC_Banner_Login			
UC_Unikey			
Adv_M8Bottom			
Att			
Left Column	Navigator Bar		
Adv_LCTop	UC_Search_VNVN		
🗹 Left_Menu	Navigator		
UC_Poll	Add		
Adv_LCMiddle	Top Center Left	Top Center Right	Right G
UC_Email_Register	Adv_TCL	Adv_TCR	Adv.
UC_WebsiteStatistics			UC.
Adv_LCBottom	Center		UC.)
Add	Center		
	- HC Declare	- UC_+	
	Edit	Adv_	
	Adv_CBottom		
	CANE O		
	Bottom Center Left	Bottom Center Right	
	Adv_BCL	Adv_BCR	
	Add	Ald	

You will enter a screen that shows different sections of your web page. Go to the "**Center**" section and click on "**UC_OnePage**". This element will become orange and an "**Edit**" button will appear. Click the "Edit" button. A small screen will appear.

	aner age		
Display position : Cent	er	×	
Detail Page Display			
Show posting date	Show po	sting time	1
Show author	: Show ke	ywords 🗧 🔲	1
Show title	: Show vie	w count : 🔳	
Show print icon	: Show per	int to PDF 💡 🗖	
Show email icon	Show te	xt zoom buttons	
snow email icon	Show de		/
Close	ок		

Leave the first 2 boxes as they are. In the "Detail Page Display" section, uncheck all the boxes in this table. Click "**OK**" to accept the changes. You will be back to the "Edit page layout".

Click the "Save" button.

Adv LCBottom	Auto
	Center
Add	Adv_CTop
	UC_OnePage
	Edit
	Adv_CBottom
	Add
	Bottom Center Left
	Adv_BCL
	Add

Finally, click the "Update" button of the category record.

Information «	
Parent	: 🗕 — 50 . LeftMenu 💌
Title	: Homepage
Menu link	:
	This link to actual category (if this is only a virtual category
Set As Homepage	: 🗸
	Your website must assign one (and, only one) category assigned as the home page, your website may not be a
Active	: 🗸

• You have just changed the category so that it does not display unnecessary elements.

2. Add an article for the Homepage.

Now, let's add an article and select category "Homepage" for it.

- Go to "Content Manager" on the Top Menu and select "Articles" in the drop down list.
- Click "Record Edit" at the top right corner.
- Fill in a title (this title will not appear on the website because you have turned off the "show title" function). You still need to fill in some text here; otherwise, you will get an error message because it is required.
- In the Category section, check the box for "Homepage".
- Fill in "Description" box with the introduction article. The article can be formatted with the editor tools to make it more pleasing. You can format text similar to the way you would do in Microsoft Word. If you want to show some pictures, you can insert them here.

	Account Hamples	Assource Manager	Webste Manager	Content Hanager	Storage
ontrol Ben	anglish wife Ngù	-	Post Monager	1	Welcome; owner Logar Last Volt: 12/25/2010 12:54:52 a
Nen Cant	A41				Data Yiew Record Edit
Welcome to En	oty Quietness				
Title to display					
200	en 🔄 Fornat	- Fort fandy - Fort so			
X X B	/ U ++ == ==	(* (* 10 10 10)	= A		
A 15 0	- 2 - 5 4		- Canal Committee		
100 (00) (00					•
		Welcomet	to Empty Or	lietness	
			a multiply de		
Emptiness.	seeb myner suo milao	ve yoursen. Fon wa	evening in a con	at an are capty	Container of the foot Cont
Emplaness.	cep uyang ano anjao			>	1
Path: When an oversit the original image	ped image is inserted into pel image is inserted into pel to be displayed along i	the content (using the smag with the text. You can turn o	re maert tool of the edito	() the program will creat ng "Original Disert" coto	to a regular size image (which is instead to in in the Desert Image window.
Path: When an oversit the opportunity	eed image is inserted info ped image is inserted info pe) to be displayed along i	the content (using the amagent) the text. You can turn o	e mant tool of the edito of this feature by select	r) the program will creat ing "Original Disert" opti	the a regular size image (which is inland to in in the insert image window.
Emplaness. Path: When an oversit the original image Deformation Thumbnal Image	ped mape a meeted inte- ped mape a meeted inte- pel to be disalved along i	the content (using the image	e maeri tool of the edito	c) the program will orea of "Original Justic" table	te a regular size mage (shich is bried to in in the Baret Single unders, Negory = Letterson — (2) Namagage
Emplaness. Fath: When an oversit the original image thembed Image	ed mape a meeted into to be displayed along a 1 (mape A) and a meeted into to be displayed along a (mape A) along a meeted into (mape A) along a meet	the content (using the image the test. You can turn i	e maeri tool of the edito	c) the program will orea ng "Original Juset" cato (Brawier	te a regular size image (which is locard to on in the Direct Drage window. Integray in Lefthrow C Numegage Nume 2 Nume 2
Path: When an oversit the organities Deformation - thumbeal Image	ed image a marted into pe) to be diplayed along a main and analytic of the therefore for the therefore and story, reports and story, reports and story, reports	the content (using the image with the text. You can turn of mitmage.jpg mappe, addition is shown to the discontent image for you.	e mart tod of the edito of the feature by select of the feature by select in resolves before they a net frage, they prove on the feature by your of.	e) Be program will orea ng "Origonal Ibaert" esti ng "Origonal Ibaert" esti Besinster und mage is (with	te a regular size mage (alloch is Joland Ac on a fre Josef Jonge window. Nagery n Cefftense - None 2 - None 3 - None 3 - None 3 - None 3 - None 3 - None 3
Empliness. Path: when an oversit the organities Datamation : Bounderal Image	ord mape is marted into pol mape is marted into pol to be displayed along i m //magev/uplead/vited //magev/uplead/vited //magev/uplead/vited //magev/uplead/vited //magev/uplead/vited //magev/uplead/vited //magev/uplead/vited/v	the content (using the map of the feart, You can have an internage, jop mapp, which is shown to the event to propose this through thomshown to the second to the second to propose this through thomshown to the second to the second to propose this through	te maders before they and	e) Die program wel open og "Ongrind Deart" oph ong "Ongrind Deart" ophere en ophere well mange at (act). Brewest	
Path: Path: When an overst When an overst Carlownation - Boundoral Image Heads Link	ed image is marited into p) to be disalived along it is in in in in in in in in in in in in in	the content (using the image with the test. You can turn with the test. You can turn insimage.jpg maps, which is shown to the touridnal image for you. I can the "Stower" bollo with a class of the image of the touridnal image for you.	te maert hol of the edito of the feature by select of the feature by select in readers before they a not image. The program to matter how by your of the context of the the readers of the select of the context of the the context of the the context of the the context of the the context of the	e) the program will create on the program will create on the program will create on the program will create the program will be the manual of the manual the program will be the program will be the program will be the	te a regular scor mega (edich ir Johan do no stre Burert Image window. Negery n Cefftenor Neme 2 Neme 3 Neme 4 Neme 5 Neme 5
Path: Path: Path: When an oversit the original image - Modes link Mandes link Beef	ond image is marined into pol image is marined into pol to be displayed along i i i i i i i i i i i i i i i i i i i	the content (using the map of the feart, You can have and the feart, You can have been been been been been early to propose this through thorndown more the through thorndown more the through thorndown more the through thorndown more the been been the through the been been the through the prover to play your video/	e mart tod of the editor of the feature by taken in traders before they a net feature by taken in traders before they a net market before they a net market before the traders before they a per one the content of a today feature be	e) Die program well gese ng "Dragned Desert" oph ong "Dragned Desert" oph other oph well mange at (self) Browser n article, dur, mangel by	

- Click the "Add" button (or the "Update" button).
- Go to your website. Click "Homepage" on the Left Menu to see if the homepage already shows your article. Re-edit it until you feel OK with it.

Layout 2

This layout will show a few latest news (or articles) from a specific category.



Requirements:

• The website must have new articles regularly. This layout will let visitors see your new articles at first glance and is suitable for a website that has new postings regularly. You can only select a category to be displayed here. It may be news, articles, slideshow, video, audio, etc.

Here's how to do it:

This example assumes that your Homepage will show the latest articles in the category "**Writings**".

- Login the Control Panel. Go to "Website Manager" on the Top Menu and select "Categories" in the drop down list.
- Find the category "Writings" that belongs to the Left Menu. (Note: you must change the main category. In our example, the one that belongs to the Left Menu is the main category. The one on the Top Menu is only a linked category.)
- Check the box on the same line with "Set As Homepage". **NOTE:** Only one category can be set as Homepage. Therefore, if another category is currently the homepage, this box will automatically be unchecked in such category.

The category record of	of "Writings".	after changing.	will look like this.
The eacegory record	or ,, indingo,	areer enanging,	will look line tillo.

Delete	New Copy	Update	
Information «			
Parent	: 🔄 — — 50 , LeftMenu	×	
Title	: Writings		
Menu link	:		
	This link to actual cate	egory (if this is only a	virtual category
Set As Homepage	: 🔽		
	Your website must as: assigned as the home	sign one (and, only or page, vour website n	ne) category to b nav not be acces
Active	: 🔽		
Content Type «	•		
🔘 No Style	💿 News	🔘 Video	🔘 PDF Bool
🔘 Menu Link	🚫 One Page	🔘 Audio List	🔘 Calendar
🚫 Homepage	🔘 Parent News	🔘 Tree Book	🔘 Link List I
🚫 Contact	🔘 SlideShow		

- Click the "Update" button.
- Go to your website. Click "Homepage" on the Left Menu to see if the list of articles is shown on the Homepage.

The list normally shows 3 latest news or articles from such category.

Layout 3

This layout will present some pictures that tell about your business or organization in the form of a slide show.



Requirements:

Prepare some pictures. You should prepare some pictures of the same size. If your Homepage uses the 3 column interface, the pictures should be 455 pixels wide, or less. If your Homepage uses the 2 column interface the pictures should be 786 pixels wide, or less.

Here's how to do it:

With this special layout, you will use the **advertisement display type** to create a slide show. This is the easiest way to get it done.

- 1. Login the Control Panel. Go to "**Content Manager**" on the Top Menu then select "**Advertisement**" in the drop down list.
- 2. Click "**Record Edit**" at the top right corner to add a new "*advertisement*".
- 3. **Title**. Fill in a title that helps you know this picture belongs to the slide show on the Homepage.
- 4. **Category**. Select "**Homepage**" as the category that this "*advertisement*" will appear.

5. Advertisement Content.

If you want to have a line of text above (or under) the picture, you can enter it in this box. You can align this text to the center by clicking the text then click the "**Align center**" icon in the tool box.



Insert one slide show picture here, similar to the way you would insert an advertisement image. After the image is inserted, you need to align it to the center. Click on the image to select, then click the "**Align center**" icon in the tool box.



- 6. In the "Setup Advertise" section
 - Check the box for "Never Expires".
 - Check the box for "**Random Timeshare**".
- 7. In the "Display Position" section, click the "**Top**" element in the "Center" area. This element will become orange.

The advertisement record looks similar to this.

antoning on it			Category 4	
de i side 1			B- C English	
ntinal t too			- Policy	
			- 🛄 Regis	ter
uctive : 🗹			- 🗆 Memb	er Page
	atest of 1		- Search	h
Adder utomient to	nume w			untact
и) (ч 🛄 нтац	😰 Format 👻 Fork fa	anily - Font size -	B- Leftrien	u .
×, × B J	및 AK 등 등 등 등	:	- 🕑 He	mepage
A 15 0 -	2 - 4 4	3	- 🗆 te	storly
			8- 1 Se	eking Quietness
Path: Setup Advertise «			Check all 1 U	deo deo botas bout Us ncheck all
lvertise from Date lvertise to Date	* December 💌 27 20 * January 💌 03 20	010 Ø 03:01:24 011 Ø 03:01:24		
Idvertise from Date Idvertise to Date Idvertisement Type	December 27 27 3 January 03 2 Horizontal Sequence Adv Horizontal Marquee Adv	010 @ 03 :01 : 24 011 @ 03 :01 : 24 dvertise O Vertical Sequence Adv rertise O Verticle Marquee Adve	vertise ertise	
dvertise from Date dvertise to Date dvertisement Type	December 27 21 January 03 21 Orizontal Sequence Add Horizontal Marquee Add Random Advertise	010 0 03 : (01 : [24 011 0 03 : (05 : [24 Vertise O Vertical Sequence Adv Vertise O Vertical Manquee Advi	vertise ertise	
dvertise from Data dvertise to Date dvertisement Type isplay Position	December 27 21 January 03 21 0 Horizontal Sequence Add Horizontal Marquee Add Random Advertise Logo & Banner	010 © 03 : (01 : (24 011 © 03 : (02 : (24) dvertise O Vertical Sequence Adv evertise O Vertical Marquee Advi Banner Right	vertise ortise	
dvertise from Date dvertise to Date dvertisement Type isplay Position	December 27 22 22 3anuary 03 22 Orizontal Sequence Ac Orizontal Sequence Ac Orizontal Marquee Ad Orizontal	010 © 03 : (01 : 24 011 © 03 : (02 : 24) dvertise O Vertical Sequence Adv vertise Vertical Marquee Advi Banner Right Top	vertise ertise	
dvertise from Date idvertise to Date idvertisement Type isplay Position	December 27 21 21 3anuary 03 21 3anuary 03 21 0 Horizontal Sequence Ac Morizontal Marquee Ad @ Random Advertise Cogo & Danner Top Menu Bar	010 0 03 : (01 : 24 011 0 03 : (02 : 24 dvertise O Vertical Sequence Advertise O Vertical Marquee Advertise Banner Right Top	vertise	
Advertise from Date Advertise to Date Idvertisement Type Xisplay Position	December 27 21 21 3anuary 03 21 Orizontal Sequence Ac Orizontal Sequence Ac Morizontal Marquee Ad Orizontal Marquee togo & Banner Top Menu Bar Top	010 © 03 : (01 : 24 011 © 03 : (02 : 24 dvertise O Vertical Sequence Adv Vertice Marquee Adv <i>Banner Right</i> Top	vertise ortise	
Advertise from Date Advertise to Date	December 27 2/ January 03 2/ January 03 2/ Ohrizontal Sequence Add Ohrizontal Marques Add Okorizontal	010 0 03 : [01 : 24 011 0 03 : [01 : 24 dvertise O Vertical Sequence Adv vertise Vertical Marquee Adv <i>Banner Right</i> Top	vertise ortise	
tdvertise from Date tdvertise to Date tdvertisement Type	December 27 21 January 03 21 January 03 21 O Horizontal Sequence Ad O Horizontal Marquee Adw O Random Advertise Logo & Banner Top Menu Bar Top Bottom John Bar	010 0 03 : (01 : [24 011 0 03 : (05 : [24 Vertise O Vertical Sequence Adv vertise O Vertical Marquee Advi Banner Right Top	vertise artise	
tdvertise from Data tdvertise to Data tdvertisement Type	December 27 21	010 0 03 : (01 : [24 011 0 03 : (01 : [24 Vertise O Vertical Sequence Adv O Vertide Marquee Adv <i>Banner Right</i> Top	vertise ortise	
Advertise from Date Advertise to Date Advertisement Type Display Position	December 27 21 21 3anuary 03 21 Ohrizontal Sequence Ad Ohrizontal Marquee Ad OR andom Advertise Cogo & Banner Top Nenu Bar Top Bottom Left Column Top solution	010 0 03 : (01 : 24 011 0 03 : (02 : 24) Vertical Sequence Advi- vertise Vertical Marques Advi- <i>Banner Right</i> Top <i>Navigator Bar</i> <i>Top Center Left</i>	vertise ortise Tap Center Right	Right Column
Advertise from Date Advertisement Type Display Position	December 27 21 21 3anuary 03 21 Ohrizontal Sequence Ad Morizontal Marquee Ad O Random Advertise Logo & Bonner Top Menu Bar Top Bottom Left Column Top Middle Top	010 0 03 : (01 : 24 011 0 03 : (02 : 24) dvertise O Vertical Sequence Advertise O Vertical Marques Ad	vertise ertise Τορ Center Right Τορ	Right Column Top
Advertise from Date Advertise to Date Advertisement Type Xisplay Position	December 27 2/ January 03 2/ January 03 2/ Ohorizontal Sequence Add Ohorizontal Marques Add Random Advertise Cogo & Banner Top Nenu Bar Top Bottom Left Column Top Niddle Bottom	010 0 03 : (01 : 24 011 0 03 : (02 : 24) dvertise O Vertical Sequence Advertise O Vertical Marquee Advertise Management Advertise O Vertical Marquee Advertise	Vertise ertise Top Center Right Τορ	Right Column Top Center
Advertise from Date Advertise to Date	December 27 21 January 03 21 January 03 21 Orizontal Sequence Add Orizontal Marquee Add Orizonta	010 0 03 ; (01 ; [24 011 0 03 ; (02 ; [24 Vertise Vertical Sequence Adv vertise Vertical Marquee Advi <i>Banner Right</i> Top <i>Navigator Bar</i> <i>Top Center Left</i> Top <i>Center</i>	Vertise ertise Tap Center Right Top	Right Column Top Center Bottom
Advertise from Date Advertise to Date	December 27 21 21 3anuary 03 21 Orizontal Sequence Ad Orizontal Marquee Adv OR Random Advertise Cogo & Banner Top Nenu Bar Top Bottom Left Column Top Niddle Bottom	010 0 03 : (01 : [24 011 0 03 : (01 : [24 Vertise Vertical Sequence Adv Vertise Vertical Marquee Adv <i>Banner Right</i> Top <i>Navigator Bar</i> <i>Top Center Left</i> Top <i>Center</i> Top	vertise ertise Τορ Center Right Τορ	Right Column Top Center Bottom
Advertise from Date Advertise to Date	December 27 21	010 0 03 : [01 : [24 011 0 03 : [01 : [24 Vertical Sequence Adv Vertical Sequence Adv Vertical Marques Adve <i>Banner Right</i> Top <i>Navigator Bar</i> <i>Tap Center Left</i> Top <i>Center</i> Top Article Detail Top	vertise ertise Tap Center Right Top	Right Column Top Center Bottom
Advertise from Date Advertise to Date Advertisement Type Display Position	December 27 21 21 21 January 03 21 January 03 21 Ohrizontal Sequence Ad Ohrizontal Marquee Ad OR andom Advertise Cogo & Banner Top Bottom Left Column Top Niddle Bottom	10 0 03 ; 01 ; 24 11 0 03 ; 03 ; 24 Vertical Sequence Advertise Vertical Marques Vertical Marques Advertise Vertical Marques Vertical Marques Advertise Vertical Marques Vertical Marques Vertical Marques Vertical Marques Vertical Marques Vertical Marques Vertical Vertical Marques Vertical Vertical Marques Vertical	Top Center Right	Right Column Top Center Bottom
Advertise to Date Advertise to Date	December 27 2/ January 03 2/ January 03 2/ Ohrizontal Sequence Add Ohrizontal Marques Add	alla © 03 ; (01 ; [24] alla © 03 ; (01 ; [24] Avertise Vertical Sequence Adv vertise Vertical Marquee Adv <i>Banner Right</i> Top <i>Ravigator Bar</i> <i>Top Center Left</i> Top <i>Center</i> Top Article Detail Top Article Detail Bottom Bottom	rertise ertise <i>Τορ Center Right</i> Τορ	Right Column Top Center Bottom
Advertise to Date Advertise to Date	December 27 22 January 03 22 January 03 22 Ohrizontal Sequence Add Ohrizontal Marquee Add Orage & Banner Top Nenus Bar Top Bottom Left Column Top Niddle Bottom	010 0 03 ; (01 ; [24 011 0 03 ; (02 ; [24 Vertise Vertical Sequence Adv vertise Vertical Marquee Advi <i>Banner Right</i> Top <i>Navigator Bar</i> <i>Top Center Left</i> Top Article Detail Top Article Detail Bottom Bottom <i>Battom Center Left</i>	veriise ertise Τορ Center Right Τορ Βοttom Center Right	Right Column Top Center Bottom
Advertise from Date Advertise to Date Advertisement Type Xisplay Position	December 27 22 22 3anuary 03 22 Ohrizontal Sequence Ad Ohrizontal Marquee Adu OR Random Advertise Cogo & Banner Top Netrue Bar Top Bottom Ceft Column Top Niddle Bottom	100 0 03 : [01 : [24 011 0 03 : [01 : [24 dvertise Vertical Sequence Adv vertise Vertical Marquee Adv <i>Banner Right</i> Top <i>Navigator Bar</i> <i>Top Center Left</i> Top Article Detail Top Article Detail Sottom Dottom <i>Bottom Center Left</i> Top	Vertise ertise Top Center Right Top Bottom Center Right Top	Right Column Top Center Bottom
Idvertise from Data Idvertise to Date	December 27 22 22 3anuary 03 22 Ohrizontal Sequence Ad Ohrizontal Marquee Adv OR andom Advertise Cogo & Banner Top Nenu Bar Top Bottom Left Column Top Niddle Bottom	110 © 03 ; (01 ; 24 111 © 03 ; (01 ; 24 Vertical Sequence Adv Vertical Sequence Adv Vertical Marques Adve <i>Banner Right</i> Top <i>Navigator Bar</i> <i>Top Center Left</i> Top Article Detail Top Article Detail Bottom Bottom <i>Bottom</i>	Vertise ertise Tap Center Right Top Bottom Center Right Top	Right Column Top Center Bottom
Idvertise from Data Idvertise to Data Idvertisement Type	December 27 21 January 03 21 January 03 21 Ohrizontal Sequence Ad Ohrizontal Marquee Adv OR andom Advertise Cogo & Banner Top Nenu Bar Top Bottom Left Column Top Niddle Bottom Footer	010 0 03 ; 01 ; 24 011 0 03 ; 01 ; 24 Uvertise Overtical Sequence Advertise Overtical Sequence Advertise Overtical Sequence Advertise Overtical Marques Advertise Overti	Vertise Top Center Right Top Bottom Center Right Top	Right Column Top Center Bottom

8. Click the "Add" button to finish adding this slide picture.

Repeat the above steps for the rest of the pictures in the slide show. In other words, you will add 5 records if your slide show contains 5 pictures.

9. Go to your website. Click "Homepage" on the Left Menu to see if the slide show will appear.

Layout 4

This layout highlights some products or services of your business or organization. In this example, the owner of the website wants to emphasize on the three activities. These three activities may already exist in the Left Menu (or Top Menu) but they are more emphasized in this layout.

Empty Quiet (Quietness Emptiness		All In
Login Register			English Việt I
HOMEPAGE	Home 3		Search VA
HOME 2			
HOME 3	Moditation	Breathing	Abanting
HOME 4	megetaterne	Diencining	Chanting
HOME 5			
WRITINGS	1. Lorem ipsum dolor sit amet,	2. Ipsum laoreet vestibulum	3. Ut nulla a, justo aliquam
VIDEO	vel per vehicula eros eleifend id nec, ad ante auctor turpis. Senectus	vitae. Aenean ultricies quam non. Scelerisque magna, curabitur donec	aliguam platea mi massa, pellentesque tempor nanummy
PHOTOS	nisl dui quam nec neque. Dui metus	tempor enim nascetur, purus	dolor tellus nec est, tellus
ADOUT US	sociis mauris suspendisse, ipsum	feugiat, ac quis fringilla. Peugiat	eu morbi vitae misi, maecenas sed
SIGN UP FOR OUR NEWSLETTER	nulla massa sociis posuere, eu fringilla mauris. Quis diam, accumsan ut. In bibendum et ea	lacinia maecenas suspendisse sit aenean, quisque nulla diam aliquam lacus etiam malesuada, pede	ullamcorper. Taciti sollicitudin aenean nibh turpis purus. Tortor non viverra marbi diam enim odio,
Enter your email address.	occaecat, sem sodales ultrices, misi bibendum erat. Orci ac, aptent mollit sapien, mauris viverra,	tristique, pulvinar nulla in vitar, ac rutrum porttitor. Donec in lacus forem amet non augue, elementum	hendrerit per, libero et, est laoreet maecenas quis imperdiet. Id mauris, lacus vivamus eu accumsan
I agree to subscriber's agreement and terms of use.	integer hymenaeos, id sed quisque. Nam tellus scelerisque lactus, et potenti est. Nam lobortis in at. Ut nibh umna ar id aliquam metus, vehicula liquia enim, volutpat ad	partitior cursus eget nascetur, valutpat arcu et urna wisi, vitae consectetuer nullam conseguat. Nulla sodales nec dolor ligala justo a, conseguat arcu cras felis wisi in,	enim dis ac, nec tincidunt laoreet. Pellentesque turpis magna fermentum quis, nibh sit nullam dictum mollis, aenean mi suscipit in sodales semper gravida, in velit
WEBSITE STATISTICS	lectus vivamus etiam ac, nascetur est lacinia fusce nulla enim gravida.	augue sed in mauris. Tempus venenatis mollis vestibulum.	arcu, aliquam luctus faucibus wisi lobortis nec. Nam negue, lobortis
Visitors 80			condimentum eu vel urna tempus.

In this example, the homepage shows the 3 items which are the 3 sub-categories hidden in the Left Menu.

HOMEPAGE	
HOME 2	
HOME 4	Welcome to
HOME 3	This website is dedicated to the
SEEKING QUIETNESS	MEDITATION DUrself. 1
WRITINGS	BREATHING DIL DIL QUI
VIDEO	CHANTING
PHOTOS	

Requirements:

- Select the targeted items. Select 3 to 6 items to show on the homepage.
- Prepare the banner images for these items.
- **Prepare some brief descriptions of these items.** This is optional.

Here's how to do it:

This layout is simply an article which contains a table with 3 columns and 2 rows. We will put 3 banners in the top row, and 3 descriptions in the bottom row. Therefore, the **Homepage** category will use the "One page" content type.

1. Edit the category Homepage

- Go to "Website Manager" on the Top Menu then click "Categories" in the drop down list.
- Open the record of category Homepage.
- Check the box on the same line with "Set as homepage"
- Select "One page" for the Content Type.

- Select the 2 column interface for this category to have enough space for the article.
- Uncheck the "Allow Comment" and "Enable Rating" boxes so that the Comment box and "Ratings" will not appear on the Homepage.

Delete	New Copy	Update		Data View Record Edit
Information 4	0		Properties «	
Parent	50 . LeftMenu	×	Order :	Current Position
Title			Forshie Pers	
nue	• Homepage		enable rss .	
Menu link	:		Allow Comment :	
Cot As Homonoo	This link to actual cate	gory (if this is only a virt	Enable SSL	
Active	Your website must ass assigned as the home :	ign one (and, only one) o page, your website may	natego not be	Enabling SSL, use https for this category. (You must register for SSL sites before enabling SSL)
Content Type	**		Group Permissi	ion »
🔿 No Style	O News	O Video	d	
O Menu Link	One Page	O Audio List	Moderators »]
O Homepage	O Parent News	O Tree Book	0	
O Contact	O SlideShow			
Page Interface				
Restore defau	It page layout	ge layout	2	

 You will also need to turn off the PDF, Print, Email icons as well as other elements that are normally displayed in the detail page of an article. To turn off these elements, you need to go to the "Page Interface" section and click the "Edit page layout" button.

C or_rodo			
ME			
Menu Bar			
Adv_MBTop			
UC_Top_Menu			
UC_Language_Box			
UC_Banner_Login			
UC_Unikey			
Adv_MBBottom			
Add			
Left Column	Navigator Bar		
Adv_LCTop	UC_Search_VNVN		
🗹 Left_Menu	V Navigator		
UC_Poll	Add		
Adv_LCMiddle	Top Center Left	Top Center Right	Right (
UC_Email_Register	Adv_TCL	Adv_TCR	Adv
UC_WebsiteStatistics		ALL	
Adv_LCBottom	Center	1 George Contraction	✓ UC_
Add	Adv CTop		
	UC OnePage		U ₪
	CER		🔍 Adv
	Adv_CBottom		- MA
	ADD		
	Bottom Center Left	Bottom Center Right	
	Adv_BCL	Adv_BCR	
	ANA	(AIA)	

You will enter a screen that shows the sections of your web page. Go to the "**Center**" section and click on "**UC_OnePage**". This element will become orange and an "Edit" button will appear. Click the "Edit" button. A small screen will appear.

and the second se			
splay position : O	Center	×	
Detail Page Displa	y		
how posting date		Show posting time	
how author	: 🗆	Show keywords	
how title	: 🗆	Show view count	: 🗆
how print icon	: 🗆	Show print to PDF	
how email icon		Show text zoom buttons	
how email icon		Show text zoom buttons	6

Leave the first 2 boxes as they are. In the "Detail Page Display" section, uncheck all the boxes in this table. Click "**OK**" to accept the changes. You will be back to the "Edit page layout".

Click the "Save" button.

Adv LCBottom	Auto
	Center
Add	Adv_CTop
	UC_OnePage
	Edit
	Adv_CBottom
	Add
	Bottom Center Left
	Adv_BCL
	Add

Finally, click the "Update" button of the category record.

Information «	
Parent	: 50 . LeftMenu
Title	: Homepage
Menu link	:
	This link to actual category (if this is only a virtual cate
Set As Homepage	: 🗹
	Your website must assign one (and, only one) category assigned as the home page, your website may not be a
Active	: 🗸

• You have just changed the category so that it does not display the unnecessary elements.

2. Add an article for the homepage.

- Go to "Content Manager" on the Top Menu then click "Articles" in the list.
- Click "Record Edit" at the top right corner to start a new article.
- **Title**. Fill in a title. This title will not appear on the website because you have turned it off in the previous step. You still need to fill in a title. Otherwise, you cannot save this record.
- Category. In the category section, check the box on the same line with "Homepage".



- Now, let's insert a table with 3 columns and 2 rows.
 - o Click the "Insert a new table" icon.



- A small screen will appear. You will fill these boxes like the following:
 - Cols: 3
 - Rows: 2
 - Cellspacing: 12
 - Alignment: "Center"
 - Width: 760

Cols	3	Rows	2
Cellpadding	0	Cellspacing	12
Alignment	Center 💌	Border	0
Width	760	Height	
Class	Not set	~	
Table caption			

• Click "Insert" (or click "Update" if you are editing an existing table).

A sketch of the table will appear in the Description box like this. You will see 3 cells for the banners in the upper rows and 3 cells for text in the lower row.



NOTE: The banner images you are inserting into the top cells should be as wide as the width of each cell. If the image is too wide, your table will look bad on the web page. In this example, the banner image should be 235 pixels wide.

- Click inside the upper left cell. Then, click the "Insert/edit Image" icon.
- The "Insert/Edit Image" screen will appear. Click the icon at the end of the "Image URL" box. You will see the files in your web server.
- Click "Article" on the left panel to enter this folder. You will load banner images to this folder because they belong to an article. Wait until you actually see the files in this folder.

- Click the "Upload" button at the upper right corner. The upload screen will appear.
- Then, click the "Add" button at the lower right. You will see the files in your computer.
- Then, click the "Add" button at the lower left corner. You will see the files in your computer.
- Find the banner image for the first cell and click on it.
- o Click "Open". You will return to the upload screen.
- Click the "Upload" button.
- You will be informed when uploading is completed. Click "OK".
- Then click the "Close this window" button. Click the "Yes" button to confirm that you want to exit the upload program.
- The image file you've just uploaded will appear in the web server. Click the filename.
- Click the "Insert" button at the lower right corner.
- The "Insert/Edit Image" screen will reappear. The path to the image file has been filled in the "Image URL" box.

nsert/edit image	
Image Url	
Image URL	/images/upload/Article/1_med 🔢
Orginal Insert	
Image description	
Alignment	Left 💌
Border	0
Vertical space	0
Norizontal space	0
	(

- Check the box on the same line with "Original Insert".
- Enter "0" in the "Vertical Space" box.
- Enter "0" in the "Horizontal Space" box.
- Then, click the "Insert" button.

The banner will now appear in the first cell. Don't worry if the table looks unbalanced. It will look OK after you've inserted all the three images.



- Next, insert the second banner image in the next cell. Repeat the steps you have just done.
- Continue to insert the third banner image. Repeat the steps you have just done.

The "Description" box will look like this after the third image was inserted.



Next, you will insert text into the cells in the lower row. The "Description" box will look like this after inserting the text.



NOTE: If you look closely, you will find that the first line of text of the last cell does not align with those of the other two cells. The reason is: the three text blocks are not of equal length. We should align the first lines of these text blocks. Do as follow.

To align the text in these cells:

- Click anywhere in this text cell.
- Next, click the **mouse's right button**. When a small list of tasks will appear on the screen. Now, you can release your finger.



- Move the mouse cursor over the "Cell" line, another list will appear.
- Click on "**Table cell properties**". You will see a screen with many options.



- Click the "Vertical alignment" box, then select "**Top**" in the list. This choice means the text will be aligned at the top.
- Next, you must apply this alignment to all the text blocks. Click the box near the bottom left corner which is showing "Update current cell" at this moment. Then, select "**Update all cells in a row**".
- Finally, click the "Update" button to complete this task.

Alignment	Left 💌	Cell type	Data 💌
Vertical alignment	Тор	Scope	Not set 💟
Width		Height	
Class	Not set	*	

• Now, you want the text to be **bold** and the number at the start of each text block to be **bigger than usual**.



- Highlight the text in the cell, then click the "**B**" button in the editor's tool box.



Next, highlight the number at the beginning of the text.
 Click on "Font size" then select "18pt" in the drop down list.



- Repeat these steps for the other two cells.
- Finally, click the "Add" button of the record (or the "Update" button, if you are editing this record).
- Go to your website. Click "Homepage" on the Left Menu to check if the page looks the way you expected. You may need to go back to the article record to make necessary changes because you may have missed some details in process.

Until now, you have practiced doing some layouts for your Homepage.