



# Refreshing your website

Help Sheet 2 – Issued 4/5/10

Here are some quick ways to update your site to maintain interest and keep it fresh.

## Change how your site looks

### You can do this by simply changing the Theme

- From your **Home page** click **Edit this page**
- Choose the **Look and Feel** tab then the **Theme** sub tab
- Select a different **Theme** - other than **Dark Tones** or **Playtime** - the current one being used has a tick
- Return to the **Home page**
- Click the refresh/reload icon in your browser toolbar or press **F5** on the keyboard to see changes

Or you can select either **Dark Tones** or **Playtime** that offer a choice of colour and banner images

### Dark Tones

- From your **Home page** click **Edit this page**
- Choose the **Look & Feel** tab then the **Theme** sub tab
- Select **Dark Tones**
- The **Select** option disappears and **Options** remains
- Click **Options** to reach a page with drop down options
- **Colour Scheme** gives you the following colours to choose from : **Blue, Brown, Red, Purple** and **Green**
- **Banner Images** offers: **Beach, Class, Countryside, House, Jog, Tractor.**
- You can combine any colour with any image
- Click **OK** which takes you back to the **Theme** list
- Return to the **Home page** by following your site title link
- Refresh (**F5** or refresh/reload icon on your browser)

### ...and Playtime

This **Theme** is similar to **Dark Tones** but gives you have a wider choice of images

- From your **Home page** click **Edit this page**
- Choose the **Look & Feel** tab then the **Theme** sub tab
- Select **Playtime**
- The **Select** option disappears and **Options** remains
- Click **Options** to reach a page with a series of drop down options
- You can use **Colour Scheme** to select your colours
- This theme provides two **Banner Images** that can be selected under **Left Image** and **Banner Image**
- You also have a further option to customise your theme by using any images that you have added your **Assets Library**. Choose **Select Image from Assets Library**

- Pick one of your existing images
- Click **OK** which takes you back to the **Theme** list
- Return to the **Home page** by following your site title link
- Refresh (**F5** or refresh/reload icon on your browser)

**Note:** If you like this theme but do not want to include any images you can create a blank image in your graphics tool, save it as either a **gif** or **jpg** then add it to your **Assets Library** and use this customised option.

An example of a site which has done this is [Great Maplestead Parish Council](#)

**Caution:** You may need to adjust or recreate images if they are of different proportions than the image place holder or they may appear distorted and display differently than expected.

### You can also add your own logo

- From the **Home page** click **Manage Website**
- Choose **Look & Feel** tab then **Your Logo** sub tab
- Browse for your image
- Click **OK**

**Caution:** You may need to adjust or recreate images if they are of different proportions than the image place holder or they may appear distorted and display differently than expected.

## To keep your website fresh you can...

### Edit your front page

- From your **Home page** click **Edit this page**
- Choose **Content Management** tab
- Choose **Content**
- Place your cursor in the **Body text** field where you wish to edit your content and amend as necessary
- Scroll to the bottom of the page
- Click **Save and Publish**
- Return to your **Home page** by following your site title link
- Refresh (**F5** or refresh/reload icon on your browser)

### Edit your contact details:

- Click **Manage Website**
- Choose **Site Settings**
- Choose **Organisation Details**
- Scroll to the bottom of the form and click **Edit**
- Scroll down to **Organisation Contact Details** and complete your changes
- Click **OK**
- Return to your **Home page** by following your site title link
- Refresh (**F5** or refresh/reload icon on your browser)

### Add a new picture

- From your **Home page** click **Edit this page**
- Choose the **Content Management** tab
- Choose **Content** sub tab
- Place your cursor in the **Body text** field where you wish your image to be
- Click the **Insert/edit image** icon (the tree at the end of the middle row)
- Click the icon at the end of the field **Image URL**
- To add a new image complete the form at the bottom, in the **Or add a new Image** section
- Click **Save and Publish**
- Complete the **Image Description** and **Title** fields to make it accessible to people using machine readers
- Click **Insert**
- When the image is displayed, click **Save and Publish**.
- You can resize by clicking on a corner of the image and holding the mouse button down, then drag to the required size in the direction of the arrow so that the proportions remain the same
- Return to your **Home page** by following your site title link
- Refresh if necessary (**F5** on the keyboard or refresh/reload icon on your browser)

### Add an existing picture

- From your **Home page** click **Edit this page**
- Choose the **Content Management** tab
- Choose **Content** sub tab
- Place your cursor in the **Body text** field where you wish your image to be
- Click **Insert/edit image** icon (the tree at the end of the middle row)
- Click the icon at the end of the field **Image URL**
- From the **Pick Image** tab select an existing image by clicking its title
- Complete the Image Description and Title fields to make it accessible
- Click **Insert**
- When the image is displayed, click **Save and Publish**
- You can resize by clicking on a corner of the image and holding the mouse button down, then drag to the required size in the direction of the arrow so that the proportions remain the same
- Scroll to the bottom of the page and click **Save and Publish**
- Return to your **Home page** by following your site title link
- Refresh if necessary (**F5** or refresh/reload icon on your browser)

You can reach the Help Desk on: **01245 437891 / 07983455211** or via email [support@essexinfo.net](mailto:support@essexinfo.net)

