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# Destiny

Editing the homepage

August 26, 2011

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*This step-by-step guide will help you edit your Destiny homepage.*

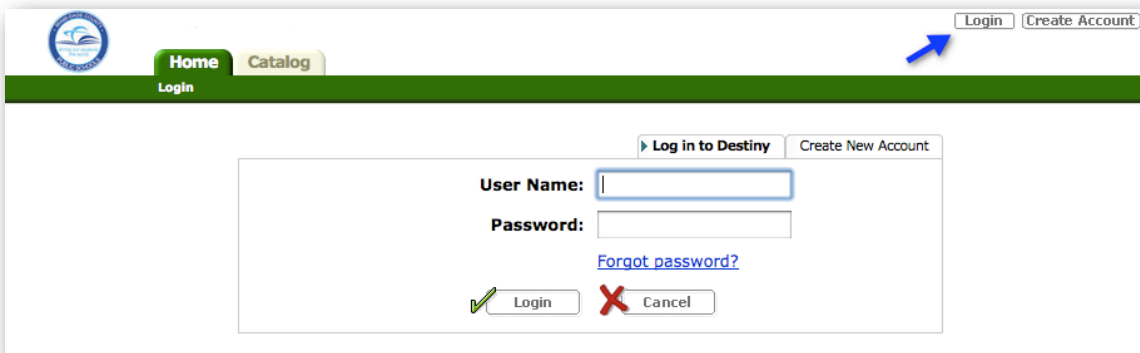
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# Destiny

## Editing the homepage

### 1. Log in as the administrator

In order to edit the information on your Destiny homepage, you must first log in as the site administrator.



Log in to Destiny

Create New Account

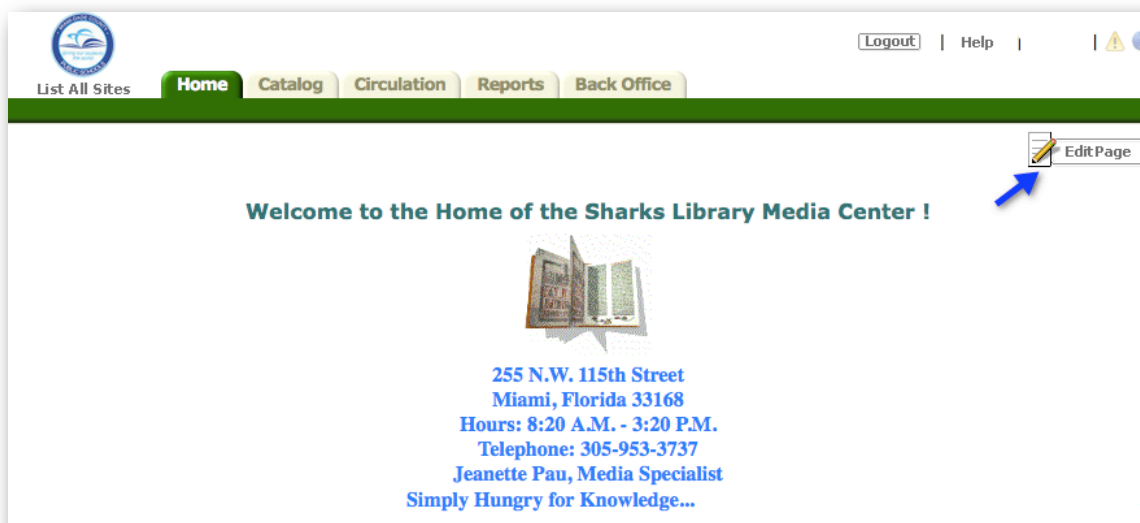
User Name:



Password:

[Forgot password?](#)


### 2. Launch the edit screen

Once logged in, click on the Edit Page button located in the Home tab.




Logout | Help |  

List All Sites **Home** Catalog Circulation Reports Back Office

 Edit Page

**Welcome to the Home of the Sharks Library Media Center !**



255 N.W. 115th Street  
Miami, Florida 33168  
Hours: 8:20 A.M. - 3:20 P.M.  
Telephone: 305-953-3737  
Jeanette Pau, Media Specialist  
Simply Hungry for Knowledge...

### 3. Edit the introductory text

Once the edit homepage screen is up, click on the edit introductory text icon located



on the top of the list.

### 3. Add or correct text in the Title or Body sections of the page

Using the scroll bar, locate the text you would like to change or the area you would like to add new text to. Please note that it's good practice to copy the body text and paste it into text document and save it before changes are made on the live site. In case the changes made don't work well and can't be fixed quickly the old site can be pasted back into the Body window. Text should be entered directly into the title fields with no HTML formatting. The body text can also be entered without formatting and will appear as plain text with left justification. In order to justify, color and use specific fonts and text spacing, HTML must be used. HTML coding is relatively easy to understand once you know the basics. To learn more about HTML coding, you can visit <http://www.w3schools.com>

Once all the edits have been made, click on the Save button and click on the Home tab to view the results.

