

Customize your Front Page

By default, we include three sections on your front page: a welcome article, a section where you can add links to your own audio and video files, and a section for information about upcoming sermons. We've found that these are topics most organizations and their members want to see when they visit a website. But, of course, you can use this space to post any information you want.

Add Your Own Written Content

1. Go to your site using the URL sent to you when you purchased Extend.
2. Log in as the administrator.



3. Click **Layout Manager**.
4. In the top article on the page, click **Edit Article**.



5. Enter a **Title**, such as "Welcome," and replace the sample **Body** text with your own.
6. Click **Save**.
7. Repeat for each article on the page.

Add Your Own Photos

1. Go to your site using the URL sent to you when you purchased Extend.
2. Log in as the administrator.
3. Click **Layout Manager**.
4. In the top article on the page, click **Edit Article**.



5. Click the **Images** tab.
6. Click **Upload New Image**.
7. Click **Browse** and locate the image file.
8. Scroll to the bottom of the window, and select **Automatically create image classes**.
9. Click **Save**.
10. Repeat for each section on the page if you want to replace the default photos.

Hide Any Photos You Don't Want to Use

If you don't want to use your own photos but just want to hide the ones we've supplied, you can do that too.

1. Go to your site using the URL sent to you when you purchased Extend.
2. Log in as the administrator.
3. Click **Layout Manager**.
4. Click **Customize Display** above the appropriate article.



5. On the **Attributes** tab, clear the check boxes next to **Image** in both columns.
6. Click **Save**.