# Web Coordinators Drupal Support: Editing the Homepage

The following information is general instructions on how to update the homepage priority section of National Federation of the Blind affiliate/division websites that have migrated to Drupal 9 or 10.

Please consider updating your homepages quarterly with the most up to date information. Coming this spring, highlight state conventions, national convention, education programs.

## How to Edit the Blocks: “In Our State” or “In Our Community” Section

Log into the admin area. Login page is your website URL /user

Here are two ways to update the homepage, specifically the three key priorities after the introduction.

### First option:

* after logging in, navigate to the homepage (select the logo)
* On the page tabs, there is a tab for view and edit, select edit
* The edit page should have a heading 1 that says Edit Home Page to let you know you are in the edit page
* Skip the title
* Page banner field is a landscape image that can be changed
* Page summary shows the content for the H1 and introduction
* Navigate to Featured Program Content, these are three fields for the three priority spaces on the homepage
* In each of these fields, start typing the title of the page you want to promote to the homepage (example: state convention) and the field will provide page options to select from. It may be helpful to have the page you want open in a second browser so you can check the title is the same.
* Save and check homepage that the content is displaying the title, image, and a brief teaser. To edit the teaser information, go to the page itself to edit the title, Homepage Brief Content field, and Homepage featured image

### Second option:

* after logging in, navigate to admin bar and select content
* The content page contains a table of all available pages, published and unpublished
* Search for homepage in the table, select edit in operations column (note: if you select the title hyperlink you will be navigated to the front facing page and can edit using the first option in these instructions)
* The edit page should have a heading 1 that says Edit Home Page to let you know you are in the edit page
* Skip the title
* Page banner field is a landscape image that can be changed
* Page summary shows the content for the H1 and introduction
* Navigate to Featured Program Content, these are three fields for the three priority spaces on the homepage
* In each of these fields, start typing the title of the page you want to promote to the homepage (example: state convention) and the field will provide page options to select from. It may be helpful to have the page you want open in a second browser so you can check the title is the same.
* Save and check homepage that the content is displaying the title, image, and a brief teaser. To edit the teaser information, go to the page itself to edit the title, Homepage Brief Content field, and Homepage featured image

NOTE:

If the page title does not populate, you can manually add the title and the node. The node is the unique page number associated with the page. To find the node, use the second open browser to go to the page, select edit to navigate to the edit screen, while in the edit area of a page, the node is the number in the URL.

Example:

Node URL: https://nfbxx.org/node/190/edit

Title page: Become a Member

Type into homepage featured program field: Become a Member (190)