Contribute Documentation: Updating Featureboxes

On your Web site’s landing page, there will be 3 boxes that we refer to as featureboxes. These areas are for promotion of events, news or special content items. Each box contains elements for a given feature. The elements include a headline, sub headline and a supporting photo. The photo placeholder boxes indicate the photo sizes. Before updating the featureboxes, you may wish to identify the photo you will be using, edit its size accordingly and save the photo on your computer.

Note: for our example, we will be focusing on Featurebox 1.

**Step 1:** Open Contribute. Click on the directory's name under Home Pages icon if it doesn't come up automatically.

**Step 2:** From your landing page, navigate to the page you want to create a copy of, or enter the full URL. Example: http://www.marquette.edu/as

**Step 3:** Click Edit page

**Step 4:** Identify your subheadline content. Highlight the current subheadline content and press delete. Begin typing your new content in all CAPS. Make sure your subheadline does not go over one line.

**Step 5:** Identify your headline content. Highlight the current headline content and press delete. Begin typing your new content in all CAPS. Make sure you headline does not go over three lines.

**Step 6:** We now need to link the headline to its new destination. Highlight your headline text. In your toolbar, click the insert link icon. Choose “Browse to Webpage”.
You can type the URL, browse to your page or choose from files. Press OK.

**Step 7**: Next, we need to upload our photo. Click on the current photo in the featurebox. You will notice a thin blue box appear around it. Click in your toolbar area "Image Properties" icon. Please note our example is using the image size of 129px by 90px.

Next to image file, click choose ➔ Image on my computer. Browse for your image and click choose. Change the Description (Alt text) to match your new image. Press OK.
Step 8: Publish your file and verify the changes.