

Follow These Steps to Edit Your Overview Page

These procedures apply when using the UHWO Course Design Template.

To change text

Select the Resources tool in the left menu bar > Overview Page Templates > Overviewpage_uhwo_white.html > Actions button > select Edit Content in dropdown menu

This brings you to the HTML page editor. Scroll past the photo image and add/update your course information.

- CONTINUE

Go back to your Overview page to confirm changes.

To change the image

Upload a JPG or PNG file to Resources > Images.

- Actions button > Upload files
- Copy the image's URL: Action button for photo > Edit Details > File Details
- Copy Web address (URL)

Scroll to the top of the page and click the RESOURCES tool.

Return to Overview Page Templates > Overviewpage_uhwo_white.html > Click Actions button > Edit Content

In the HTML page editor. Click the Image icon. Insert URL. Click OK.

This will insert the new image.

- CONTINUE

To confirm the changes, return to your Overview page.

Troubleshooting

If you do not see your changes after refreshing the Overview page:

- Click the Worksite Information Edit button.
- UPDATE OPTIONS. Your changes will appear.