# Editing a site

To add resources, change the contents of a site, add pages or re-arrange the layout, we need to switch the site to editing mode.  And we can do that by click the **Edit** button in the top-left-corner.

The **Editing Pane** slides open on the left.  From the initial settings tab, I can change:

- the **name** of the site
- switch its **theme**
- add a **background** or top-banner image or colour
- change the site's **icon**.

**Themes** are how a site looks.  These are not templates – there is no layout controls – instead themes allow you to set an overall design for a site.

Most themes support background or banner images and background colours.  These can further personalise a site.

**Site icons** show up in FrogDrive and with certain widgets – so a clear icon is a good way of identifying your site.

If we switch over the **Page** tab, you can:

- set the **name of a page**
- choose the **page layout**
- see some **advanced options**

We'll cover these in a later video, for now though, let's give our page a name ('home page') and set a layout.

**Page Layouts** provide active areas on a page where you can add widgets.  For instance, by clicking on the **3** button and selecting one of the options, Frog creates three active areas on my page.  I can change these layouts at any time.

## Editing a site (cont.)

## Adding content

Once you've chosen your layout, it's time to look at **adding widgets**. We have separate videos explaining what each widget does, so for now, we'll take a quick look at just 2 widgets.

Let's start with **adding some text**. To do this, we scroll down the widgets tab to the **Text widget**. To add to a page, I just drop and drop the widget into an active area.

To edit the text, I click on the Sample Text – this disappears, and some standard text controls appear above the text box.

I can type as usual, change the size, highlight, make bold, set headings. I can paste from my clipboard, set bullet points. There are some other features here, but we'll look at those in another video.

Now it's time to **add an image** – I can do this in the text widget too, but I'm going to use the **Media widget**. Just like with the text widget, I'll add this to the page, but when I click on it this time, not what happens to the editing pane. It switches to the settings tab, but this time, instead of seeing the site's setting, I'm shown settings for the widget.

Here I can upload an image, audio file or video, find them from my FrogDrive if I have uploaded them previously or I can search Google for images and videos directly inside Frog.

**Discover Search** allows me to directly add images from around the internet without having to download them first. Once I've found an image or video I like, I just click **Use**.

Other widgets allow me to add files, set links to other websites, add polls, forms and quizzes. Rather than talk about these here, take a look at our widget guides.

## Save often

At this point, I think it's worth mentioning you should **Save Changes** often. Remember you're editing via your internet browser. Connections can drop out, accidental refreshes and closing the browser can all cause you to lose work. Saving often is just sensible.

So far, what we've looked at is quite similar to creating a PowerPoint slide, and like adding another slide, we can add additional pages. We can add top level pages using the + links or if we hover over an existing page, we can add a subpage.

There are 3 levels of pages. Editing each page works the same as in the first example and using the copy page tool, you can duplicate existing pages.

There are lots of options and features we will look at for site editing, but these are the basics to get you started.