

## Homepage header images

- NML to prepare future image sets on a regular maintenance schedule TBD

## Homepage News section

- Open "homenews" folder
- Open "home-news" page
- Click "Edit" to make the changes below
  - o Add Title (title information)
  - o Add Description (description information)
  - o Add Link (page with additional information, if present "Read More" will appear after description text)
- Click "Submit"

## Second-level header images

- **Width: 190px / Height: 192px**
- Open "headerimages" folder
- To add images:
  - o Highlight "images" folder
  - o Click "new," then "file" from dropdown
  - o Browse for file
  - o Click "Submit"
- To include images in headers and add rollover text:
  - o Open "header-images" page
  - o Click "Edit" to make the changes below
    - Add Image (click orange icon, browse back to "images" folder)
    - Add Caption (hover text)
    - Add Alt (alternate text for screen reader)
  - o Click "Submit"

## Slideshow galleries

- **Width: 600px / Height: 400px**
- Open "symposiaandevents" folder
- Open "galleries" folder
- Open "eventname" folder
- To add images:

- Highlight “images” folder
- Click “New,” then “File” from dropdown
- Browse for file
- Click “Submit”
- To add to gallery and caption text:
  - Open “gallery” page
  - Click “Edit” to make the changes below
    - Add Photo (click orange icon, browse back to “images” folder)
    - Add Caption of Photo (if no caption added, no text will be shown)
- (Note: no need to edit “slideshow.swf”)
- (Note: Please contact NML if additional slideshows are needed in the future)

## Who’s Who

- To add photos for each individual:
  - **Width: 192px / Height: 192px**
  - Open “whoswho” folder
  - Highlight “photos” folder
  - Click “New,” then “File” from dropdown
  - Browse for file
  - Click “Submit”
- A “data definition” form has been created for ease for the following pages:
  - Advisory Board
  - Director
  - Governing Board
  - Staff
- To edit a page and add/edit more individuals:
  - Open “whoswho” folder
  - Open one of the pages listed above that you would like to edit
  - Click “Edit” to make the changes below
    - Add Page Header (text to be displayed at the top of the page)
    - Then, for each individual complete the following:
      - Add Name
      - Add Title
      - Add Photo (click orange icon, browse back to “photos” folder)
      - Add Bio text
  - Click “Submit”