

Homepage Gallery

- **Width: 500px / Height: 350px**
- To add images:
 - o Open “gallery” folder
 - o Highlight “images” folder
 - o Click “New,” then “File” from dropdown
 - o Browse for file
 - o Click “Submit”
- To add to gallery and add caption text (if desired):
 - o Open “gallery” page (in the “gallery” folder)
 - o 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)
 - (Click “+” to add more photos, click up/down arrows to reorder)
 - o Click Submit
- (Note: no need to edit “slideshow.swf”)

Homepage Sidebar

- Open “home-sidebar” block
- Click “Edit” to make changes as desired
- Click “Submit”
- (Note: to see these changes on the live site, publish the “index” page)

Homepage “Of Note”

- Open “index” page
- Click “Edit”
- Scroll down to the “Of Note” section
 - o Add Title for section (i.e. “News & Highlights” or “Of Note” etc)
 - o Add Header for item (will be clickable if a URL is added)
 - o Add Header URL (where story can link to, internally or externally)
 - o Add Description
 - o If desired to schedule this information:
 - Click “Yes” to Use Schedule?
 - Click calendar icon for start and end dates
 - o Click Submit
- (Click “+” to add more items, click up/down arrows to reorder)