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)