

*To edit:* <http://cascade.wesleyan.edu>  
*To view published site on staging server:* <http://cascadewww-staging.wesleyan.edu/soc>  
*Live site:* <http://www.wesleyan.edu/soc>

## 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, slideshow set to order randomly)
  - o Click Submit
- (Note: no need to edit "slideshow.swf")
- (Note: publish entire gallery folder in addition to index page to see changes go live)

## 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)