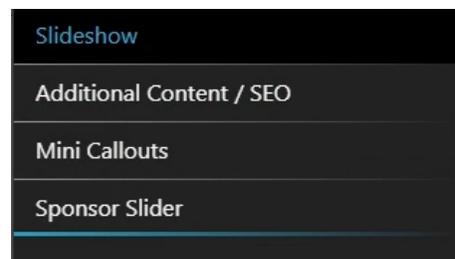


This is a walkthrough on how to edit your homepage.
This will include:

- **The Slideshow**
- **Mini Callouts**
- **Additional Content/SEO**

How to Navigate

You will see different options on the left-hand side.



Slideshow

Depending on the slideshow you have, whether it be static OR a rotating slideshow, you will see different options.

You can edit your slideshow speed using the Slideshow Speed Box.

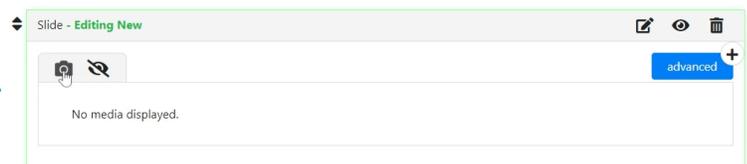
Slideshow Speed

10

1. To create a new slide, press the Created Slide Button.

Create Slide

2. This will populate a new slide option.



3. Click the Image Icon to upload your photo.



4. Beneath the Upload New Image Button, you will see the size requirements for your photo. To upload your photo, click the Upload New Image Button.

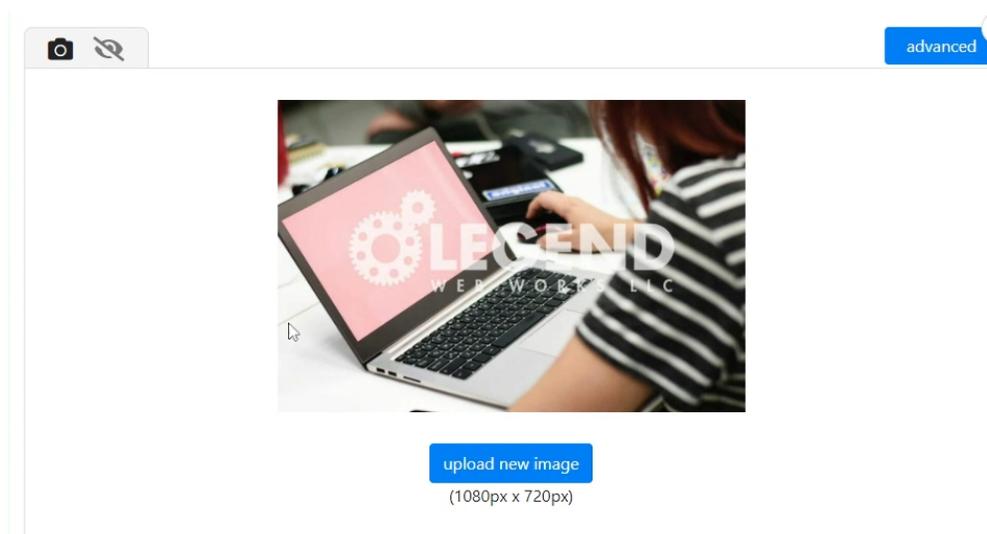
upload new image

(1920px x 700px)

5. When your image is uploaded, the Crop Tool will pop up. Anything grayed out will be cut off. To confirm your image, select the green check mark.



6. You will then see a preview of your image.



6. You will then create your image's alternative text. This will be a brief description of what is happening in the image or what the image is of.

This is for ADA compliancy, specifically for someone using a screen reader due to visual impairment.

Alt Text

7. Next, you have the option to insert a hyperlink. This will be where it redirects the site user when they click on the photo. This is not a requirement.

Link

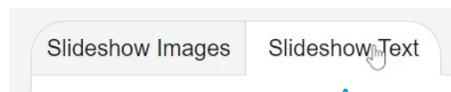
Link

8. Once you are completed with your slide, you will then save by clicking the Save Button.

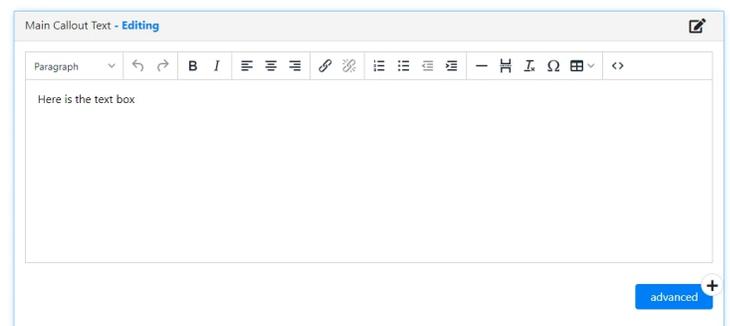


9. If you have rotating text, make sure you input your text before saving.

Next, we will review SlideShow Text.



1. First, you will click the pencil icon to open up the text box where you will be able to input your slideshow text.



2. After you are finished inputting slideshow text, press **Save**.



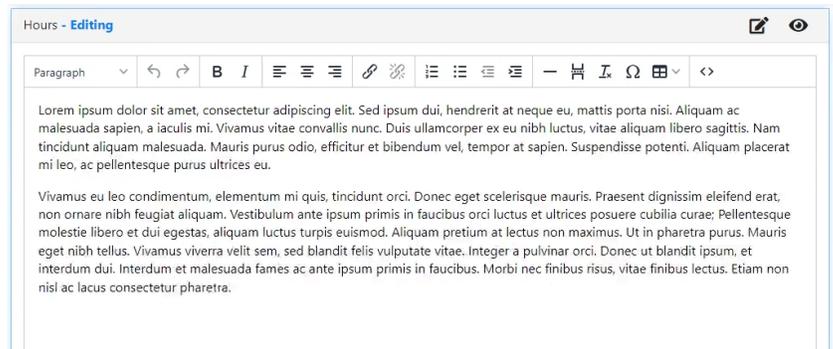
Additional Content/SEO

If applicable, you will have additional content sections on your website. Your homepage design will determine how many additional content blocks you will have on your homepage.

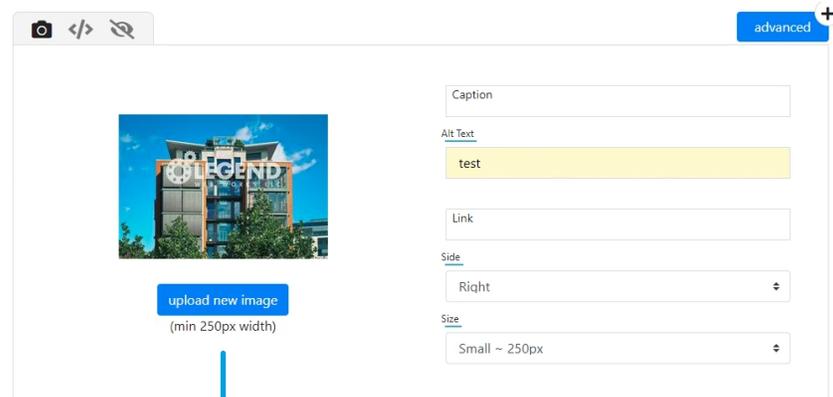
1. To edit these blocks, select the pencil icon.



Here, you will be able to edit the text.



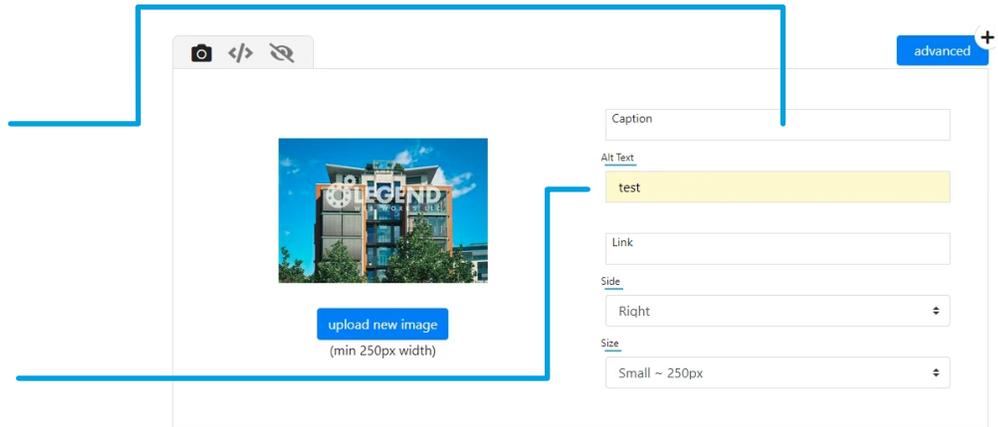
You can also insert an image within the text block.



2. To upload a new image, select the **Upload New Image Button**.

3. You then have the option to input a caption for the photo. This will display as a line of text under the image.

4. A requirement will be to insert Alt Text. Again, this is a requirement for ADA Compliancy in case someone is using a screen reader.

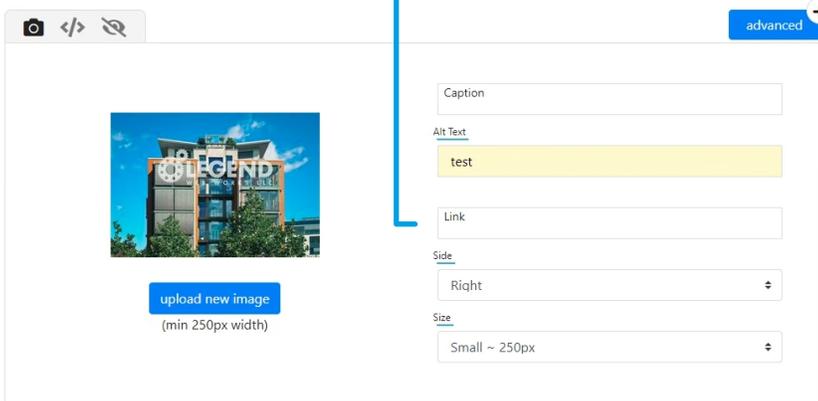


5. You may also insert a hyperlink for the image. When the image is clicked on, it will redirect the site user.

6. You may also choose which side the image will display. This will be in relevance to the text. You may choose right, left, top, or bottom.

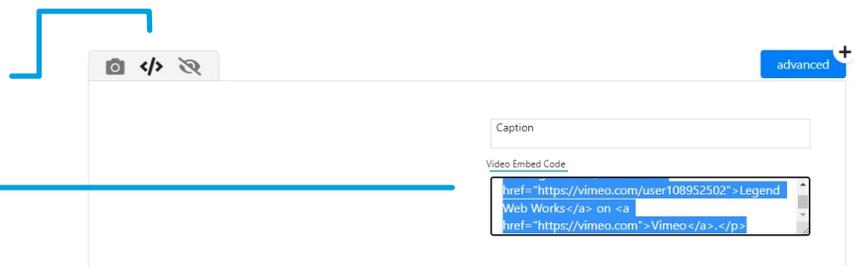
7. Lastly, you may choose an image size. The sizes that will be available here will be dependent on the size of the image uploaded.

Note: An image can only get as big as the size it is uploaded in. For example, if the image uploaded is only 250px big, then small is the largest size you can choose.



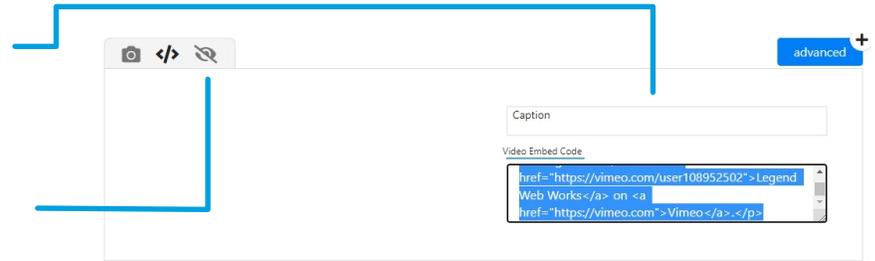
By clicking the tab to the right, you can choose to upload a video to be associated with this text.

1. You can get a Video Embed Code from a free video sharing platform such as YouTube or Vimeo.



2. Lastly, you can add a caption to the video.

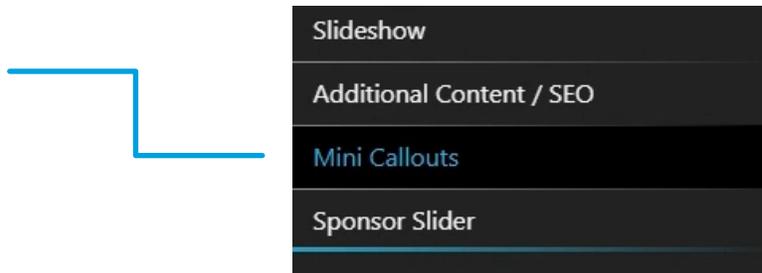
You can choose No Media as well. This means that there will only be a block of text.



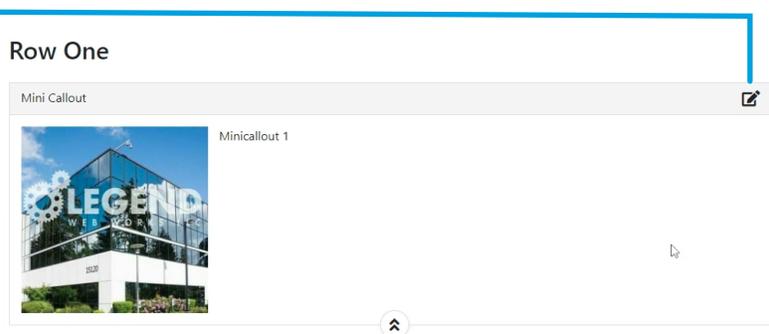
How to Edit Mini Callouts

To edit Mini Callouts, navigate to the Mini Callouts Button on the left side.

Here, you will see all the Mini Callouts that appear on your website.

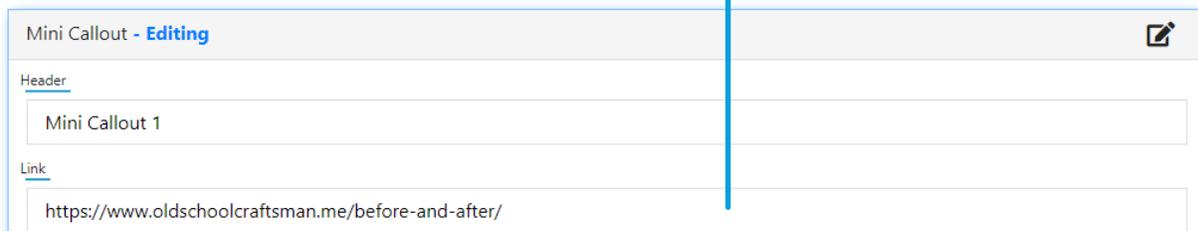


1. To edit Mini Callouts, click the pencil icon next to the Mini Callout that you wish to edit.



2. You can change the Mini Callout header here. This is the text that will appear on the Mini Callout.

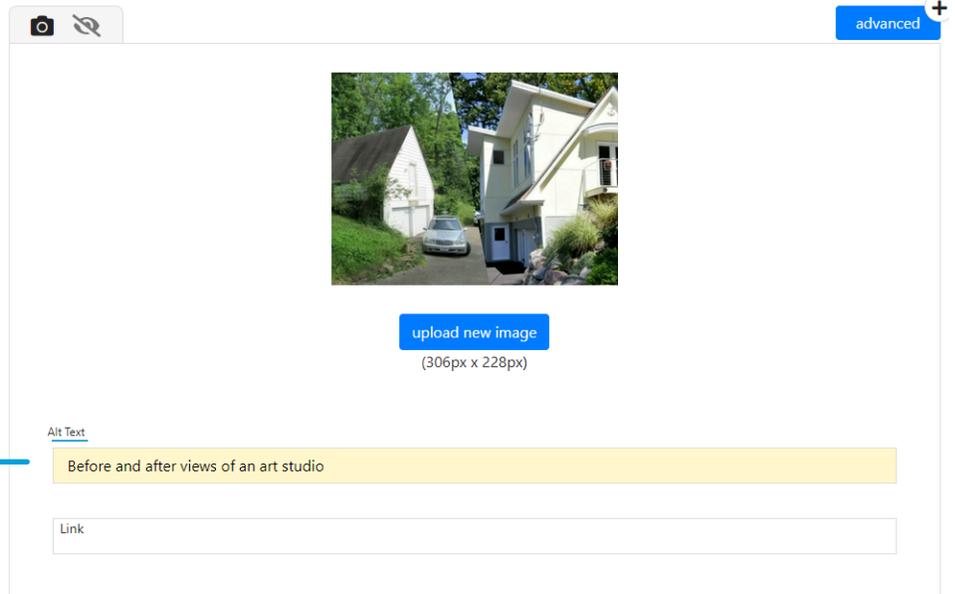
3. Here, you can change where the Mini Callout is linking to.



4. Next, you can select what image you would like to upload for the Mini Callout.

Note: You will be able to see the image size requirement below the Upload New Image button.

To upload an image, select the Upload New Image button and select an image from your device.



5. The cropper tool will appear. Anything greyed out will be cut off.

6. Once you are done, select the green check mark.

7. Next, you will be required to input Alt Text for ADA Compliancy. This is in case a site visitor is using a screen reader.

8. When you are done, select Save.



For any additional questions please contact support or your new development manager.