

ADDING & EDITING A HOMEPAGE BANNER

The banner is the series of large images on the homepage that can link to content within your website. Generally, most visitors don't look through more than the first two or three banners, so keep it focused. With our new banner portlet, you can [add](#), [delete](#), [edit](#) or [rearrange](#) banner images. You can find a [video demonstration on YouTube](#).

Before you begin, you will need:

- Horizontal image to place in the banner
- Link to an article or page on your website (copy and paste this somewhere before you begin)
- Text for the teaser box (about 5–10 words)

STEP 1: GET YOUR PICTURE READY

The image for your banner must be:

- **Regular Horizontal**



If you hold a cell phone sideways or a digital camera in the regular position, your photo will be the right orientation. The height and width will adjust automatically after you upload it

- Placed on your computer desktop or share drive for easy access.

Pre-made Banners

You can find pre-created banners for holidays and other districtwide events (conferences, cultural celebrations, etc.) already loaded onto your websites. Look in your banner folder for another folder called **District Banners**.



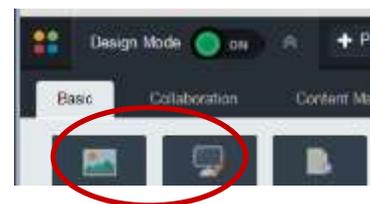
You can also find photos to use in your banners here:

<https://drive.google.com/open?id=0BwwRSMdCWh1sekhPMnZ4TDctV28>

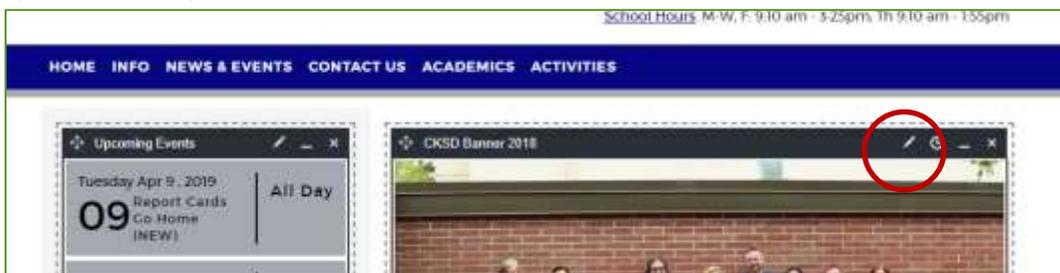
Click on the folder called 1 Banner images. To download an image, click on the image, then click the download button (seen at right).

STEP 2: OPEN THE BANNER PORTLET

1. Go to your homepage and log in.
2. Switch Design mode to "On."



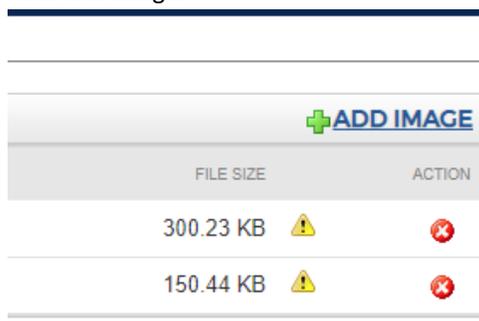
3. Hover your mouse over the banner and you'll see a black bar appear above it. Click on the pencil tool to open the banner portlet.



STEP 3: ADD A NEW BANNER

Each banner image has four parts.

1. Click Add Image.



Location [browse](#)*

Name *

Summary

URL

Alt Text *

- a. Click "browse" next to the **Location** field to upload your photo. Place new photos in the banner-images folder.
 - b. **Name** should be a 1-2-word description of the photo (not visible to families)
 - c. **Summary** appears on the homepage.
 - d. **URL** is the page you want the banner to link to.
 - e. **Alt text** is for accessibility and should include any words in the image or a short description of the image
 - f. Click **Insert Image**
2. Click Update Image Order.



Tip: It's a good idea to periodically **delete old images** from your banner folder when you know you'll never use them again. This makes it easier to find new banners when you browse.

Take a couple minutes to clean up before you add a new image. Right click on an old image and select Delete.

EDIT AN EXISTING BANNER IMAGE

You can update the text, link or image in any banner spot. Open the banner portlet and click on an image. Edit just as you would if you were adding a new image.

REARRANGE A BANNER IMAGE

Click and hold on the banner image you'd like to move. Drag and drop it to the desired position. Click the Update Image Order button.