Adding/Editing Homepage Slides

Complexity Level: Beginner

This is a beginner topic. Little to no advanced knowledge is required.

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Note

Regardless of how many slides you load to your site, only three slides will show. The site will show the slides in random order. Each time a new visitor comes to the site, they will see a different set of three slides. If you only have three slides, all users will see the same slides.

Add New Slides

Step 1: Go to Content Editor

Click the top navigation button that says "Content", then click the blue "Add Content" button. This will take you to a page to choose which type of content you want to add as indicated in the next step. See screenshot below.

Step 2: Add a slide
Next click “Slide” from the list of content types. See screenshot below.

Step 3: Upload your slide

Enter a title for your slide, a link (optional if you want to link the slide to an internal or external page), click “browse” to locate the image on your computer, then click the blue “Save” button. See screenshot below.

Now you are done. The new slide should be present on your homepage now. Remember that a new slide will replace one of the other slides that might have been visible because only the three newest slides are visible.

Edit Existing Slides

Step 1: Go to Content Editor

Click the top navigation button that says “Content”, then filter the content to find your slides. Click the “Slide” option from the drop down, and click the “Filter” button. See screenshot below.

Step 2: Locate the slide you want to edit

Now you should see a list of all the slides currently on your site. To edit a slide, simply click the “edit” link next to the slide you want to edit.
Step 3: Edit the slide

Edit any parts of the slide you want to change and click the "Save" button. Remember, by editing this slide, it will put it in the first slide position. The web site shows the most recent three slides added or edited.

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- Photoshop: Resizing and Optimizing Large Images
- Photoshop: Correcting minor blemishes in photos
- How to delete files
- Setup E-mail Trigger for Qualtrics Notifications