

## How to Change Pictures in Website Home Page Slideshow

1. Login using the link at the top right of the home page.
2. Click the 'Site Manager' link. Site Manager will open in new window.
3. Click the 'Tools' tab in the Site Workspace
4. Click Files & Folders. Files and Folders will open in a new window.
5. Click the arrow next to 'Site Files' to show menu items
6. Select 'homepage\_flash' folder
7. To add a photo, click the green 'upload' button.
8. To delete a photo or photos, select the check box next to each photo you want to delete. Then, click 'delete selected'.
9. To rename a photo, select the drop down menu 'More' to the right of the image and choose 'rename'.

### Important:

1. All photos **must measure 640 pixels wide x 480 pixels high**. Use photo editing software such as Google's free Picasa or the commercial Photoshop program to accomplish this task.
2. Please make note of the 'wave' in the slideshow design, and ensure faces or some other crucial elements of the image aren't accidentally cropped out.