

## Homepage Slide

The screenshot shows a web form for editing a homepage slide. The form is titled "Homepage Slide" and contains several sections:

- Title:** A text input field containing "Homepage Slide".
- Slide image:** A large image of Orton Hall at night with a crescent moon in the sky. A red arrow points to the image.
- Image Mask:** A smaller version of the image with a dashed red border, indicating the area that will be displayed on the slide.
- Alternate text:** A text input field containing "Orton Hall".
- Title:** A text input field containing "Orton Hall".
- Body:** A text input field containing "Orton Hall at night".
- Slide link:** A text input field.
- Open link in new tab?:** A checkbox labeled "Should the link open in a new tab?".
- Revision information:** A section showing "No revision" and "Create new revision" options.
- URL path settings:** A section showing "Automatic alias".
- Authoring information:** A section showing "By screenon.5 on 2016-04-19 18:07:59 -0400".
- Publishing options:** A section showing "Published".
- Buttons:** "Save", "Preview", and "Delete" buttons at the bottom.

Red arrows point to the following fields:

- Title
- Slide Image
- Image Mask
- Alt text
- Image Title
- Body text
- Slide Link
- Open in new tab
- Settings
- Save

If you need to Edit the Homepage Slide you can click on the Edit button that appears when you are logged in.

**Title** - After you click on the **Homepage slide** button the "fill in the blank" page form will appear. Fill in the Title as it will appear on the Homepage slide.

**Slide image** – Use the **Browse** button to locate the image you want to place on the Home page. Once you have selected your image click on the **Upload** button to copy the image to the web server. *Currently, the Banner image cannot be larger than 1MB and it should not be smaller than 704 X 312 pixels.* It can be in .png, .gif, .jpg or .jpeg file format. Use the **image mask** to select the part of the image you want to appear on your Home Page. You can resize the mask, but it will stay in the correct proportions to insure the image is displayed correctly. (704X312 Pixels)

**Alternate text** – Is read by screen readers for sight impaired persons and by search engines for indexing.

**Title** – Will appear on the image as you mouse over it as a screen tip.

**Body Text** - The Body Text will appear on the Home page to the left of the Image. There is room for approximately 40 words or 300 characters.

**Slide link** – Provide an internal or external link for more information about the featured image.

**Open Link in New Tab?** – If you want the link to open a new browser tab select this box.

## Settings

**Revision information** - Provide an explanation of the changes you are making. This will help other authors understand your motivations.

**URL path settings** - The “Generate automatic URL alias” is checked by default and you should not have to change the alias.

**Authoring information** – The login name of the person doing the edit and an optional space for date and time.

**Publishing options** – Publish or Unpublished by checking or unchecking the Published box. **The default is Published.**

**Save** – Remember to Save your work. If you navigate away from the form and do not save it first, your work could be lost.

Example of a Homepage Slide as it would appear on the Home page. *Note that the Title, Slide Image and Body text will appear on the Home page.*

