

Libraries Win Website Services

Creating & Adding a $\frac{3}{4}$ Homepage Slide

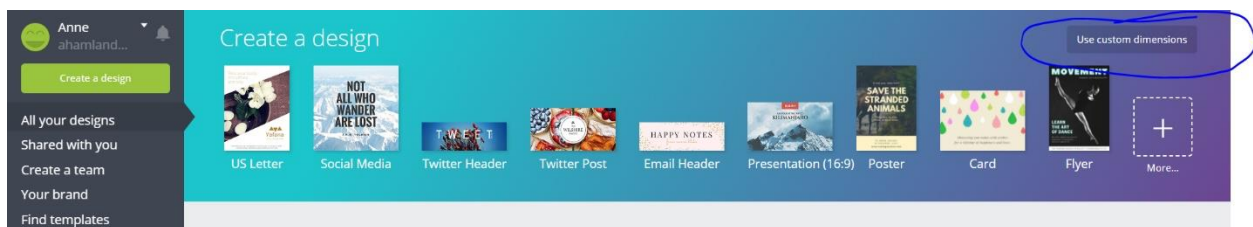
What: Create slides to feature on your homepage.

How: Create your slide using Canva and upload it to your website.

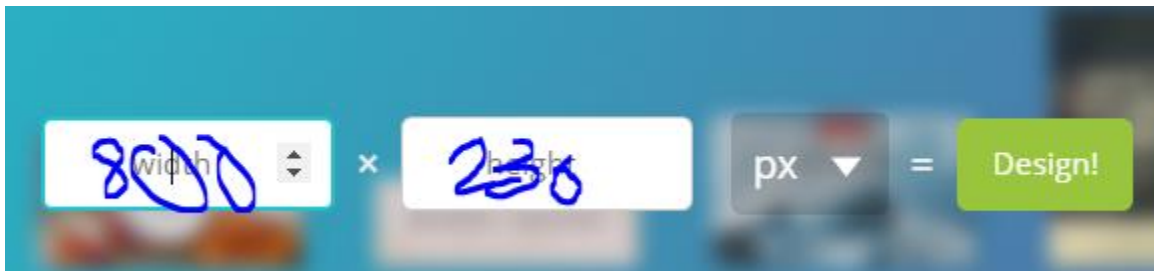
Additional Information: Create a free account with Canva using your library email. If your library has a Friends Group or Foundation that is designated 501(c)3, you can apply for a free Canva Premium version. A few libraries have also received a free Premium version by contacting Canva using the contact form and explaining they are a library. It's worth a try! More information: [Canva for Nonprofits: Premium Version Free!](#)

Create Your Slide

- Go to Canva.com
- Create a free account for your library.
- In the top right of the screen, click on “Use custom dimensions”



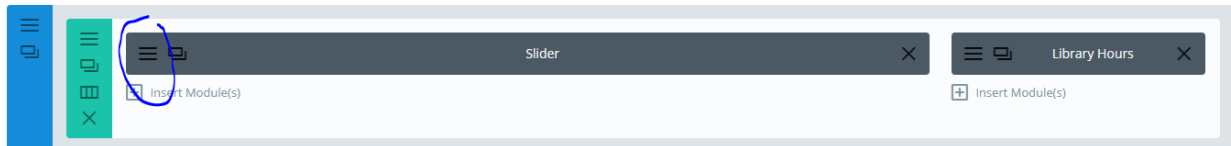
- Select “px” for pixels in the drop-down.
- The dimensions you should use are 800x230.



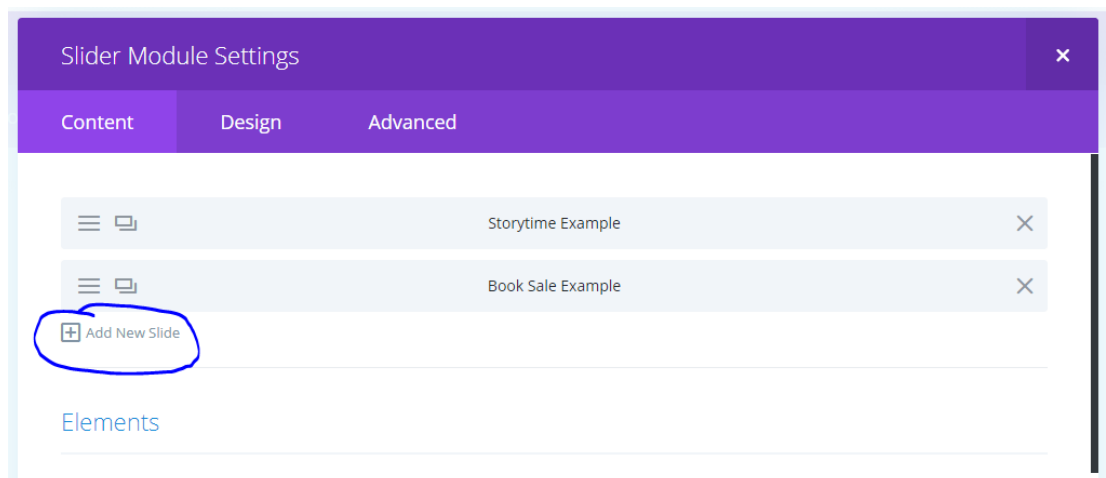
- Create your slider using Canva.
- When done, save your slide image as a .jpg file.

Upload your slide to your website.

- Sign into your website.
- Go to your homepage.
- Click “Edit Page.”
- Find your Slider module.
- Click the three line icon on the module to add a slide.



- Click “Add New Slide”

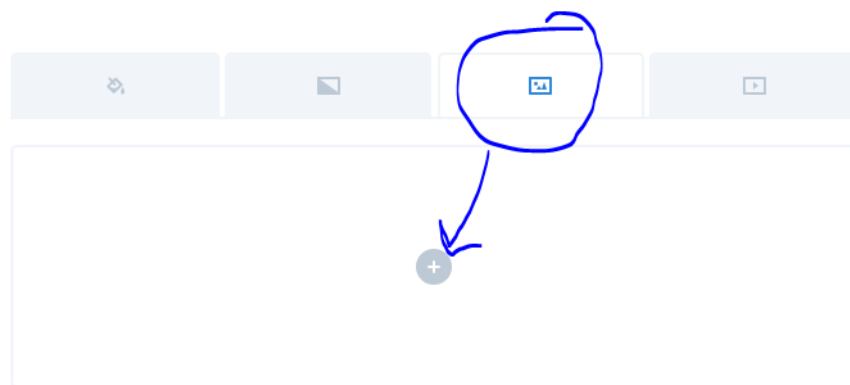


- Scroll down to “Background.”
- Click on the background image tab.
- Click on the “+” option.



Background

Background:



- Upload your slide image by clicking on “Upload Files” and finding the slide you created in Canva.

The screenshot shows a 'Choose a Background Image' window. The 'Upload Files' tab is active. A grid of image thumbnails is displayed, with the first thumbnail selected. To the right, the 'ATTACHMENT DETAILS' panel is visible, containing the following fields:

- URL: <http://demo.librarieswin.org/>
- Title: SAMPLE Slider 800x230
- Caption: RUSA Member Resources for Net Neutrality
- Alt Text: RUSA Member Resources for
- Description: RUSA Member Resources for Net Neutrality

Below these fields are the 'ATTACHMENT DISPLAY SETTINGS' section:

- Alignment: None
- Link To: Custom URL
- Link: <http://>
- Size: Medium - 300 x 86

At the bottom right, there is a button labeled 'Set As Background'.

- Remember to add a Title, Caption, Alt Text and Description for your slide.
 - You can use the title of your slide in all of the fields.
 - The Alt Text field promotes website accessibility.
 - In the Alt Text field, add all of the content from your slide. This field provides all the information for patrons using screen readers on your website.
- Click “Set As Background.”

- Scroll down to the bottom of the slide settings.
- Add a title in the “Admin Label” text field.
- Click “Save.”

The image shows a 'Slide Settings' dialog box with a purple header and a close button (X) in the top right. Below the header are three tabs: 'Content', 'Design', and 'Advanced'. The 'Advanced' tab is selected. Under this tab, there are three sections, each with a dropdown menu:

- Background Image Position:** The dropdown menu is set to 'Center'.
- Background Image Repeat:** The dropdown menu is set to 'No Repeat'.
- Background Image Blend:** The dropdown menu is set to 'Normal'.

Below these settings is a section titled 'Admin Label'. It contains a text input field with a blue scribble inside. To the left of the field is the label 'Admin Label:'. Below the input field is a small italicized note: 'This will change the label of the slide in the builder for easy identification.' At the bottom of the dialog is a green bar with a 'Save' button, which is circled in blue.

- Your new slide will appear.
- Click “Save and Exit.”
- Click the blue “Update” button.
- Click “View Page” in the tool bar on the top of your screen to see your new slide in the slider!
- Finished!

