

Libraries Win Website Services

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

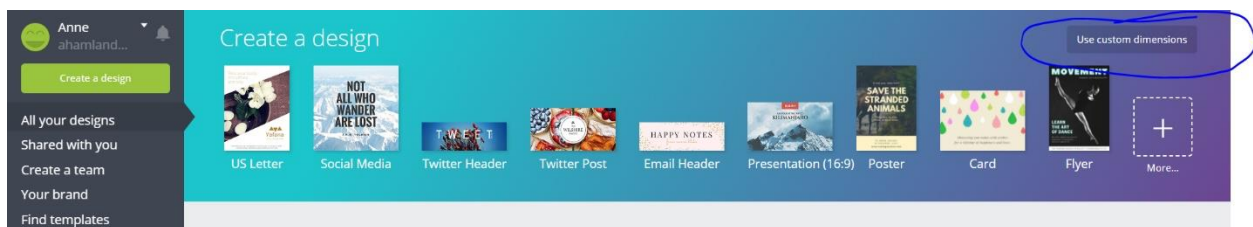
What: Create slides to feature on your homepage.

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

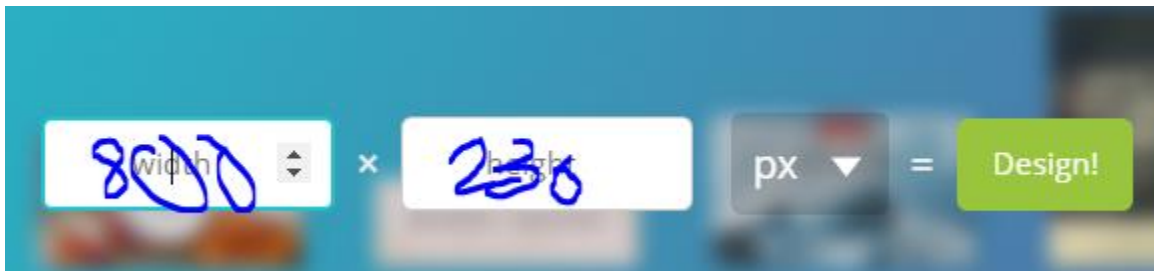
Additional Information: Create a free account with Canva using your library email. If your library has a Friends Group or Foundation that is designated 501(c)3, you can apply for a free Canva Premium version. A few libraries have also received a free Premium version by contacting Canva using the contact 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"



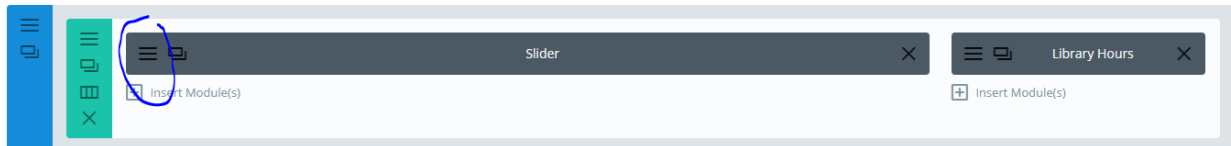
- Select "px" for pixels in the drop-down.
- The dimensions you should use are 800x230.



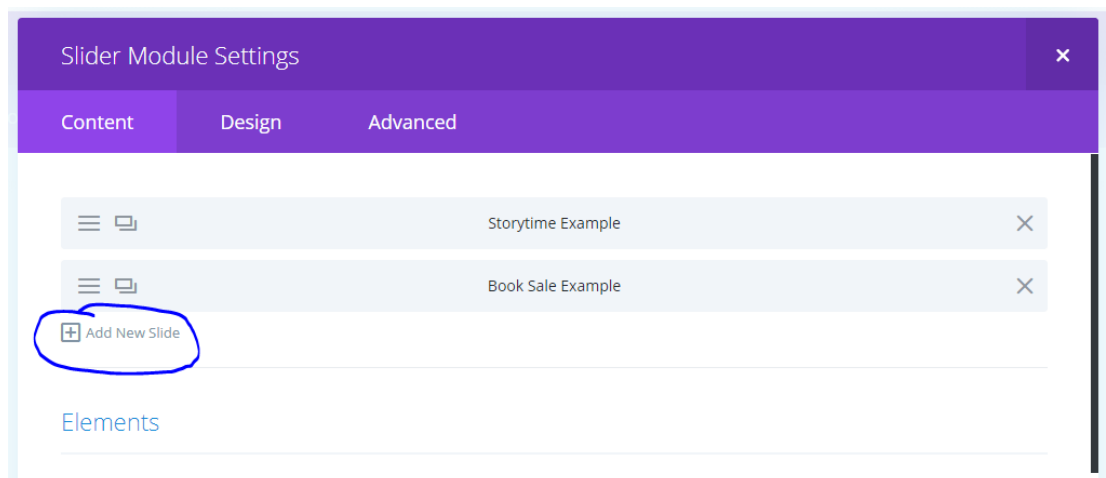
- Create your slider using Canva.
- When done, save your slide image as a .jpg file.

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”

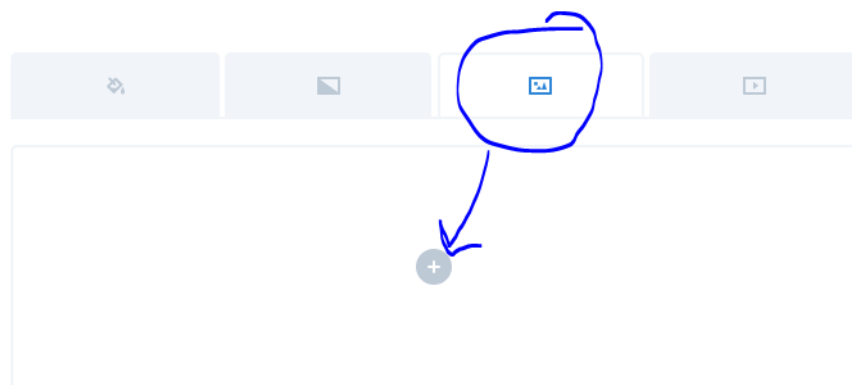


- Scroll down to “Background.”
- Click on the background image tab.
- Click on the “+” option.



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. At the top left, 'Upload Files' is circled in blue. The main area is a grid of image thumbnails. On the right, the 'ATTACHMENT DETAILS' panel is visible. The 'Caption' and 'Description' fields are circled in blue. Below the grid, the 'Set As Background' button is also circled in blue.

- 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 corner. Below the header are three tabs: 'Content', 'Design', and 'Advanced'. The 'Advanced' tab is selected. Under this tab, there are three settings, each with a dropdown menu: 'Background Image Position' set to 'Center', 'Background Image Repeat' set to 'No Repeat', and 'Background Image Blend' set to 'Normal'. Below these settings is a section titled 'Admin Label' in blue text. It contains a text input field with a blue scribble inside. To the left of the input field is the label 'Admin Label:' which is circled in blue. 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 also 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!

