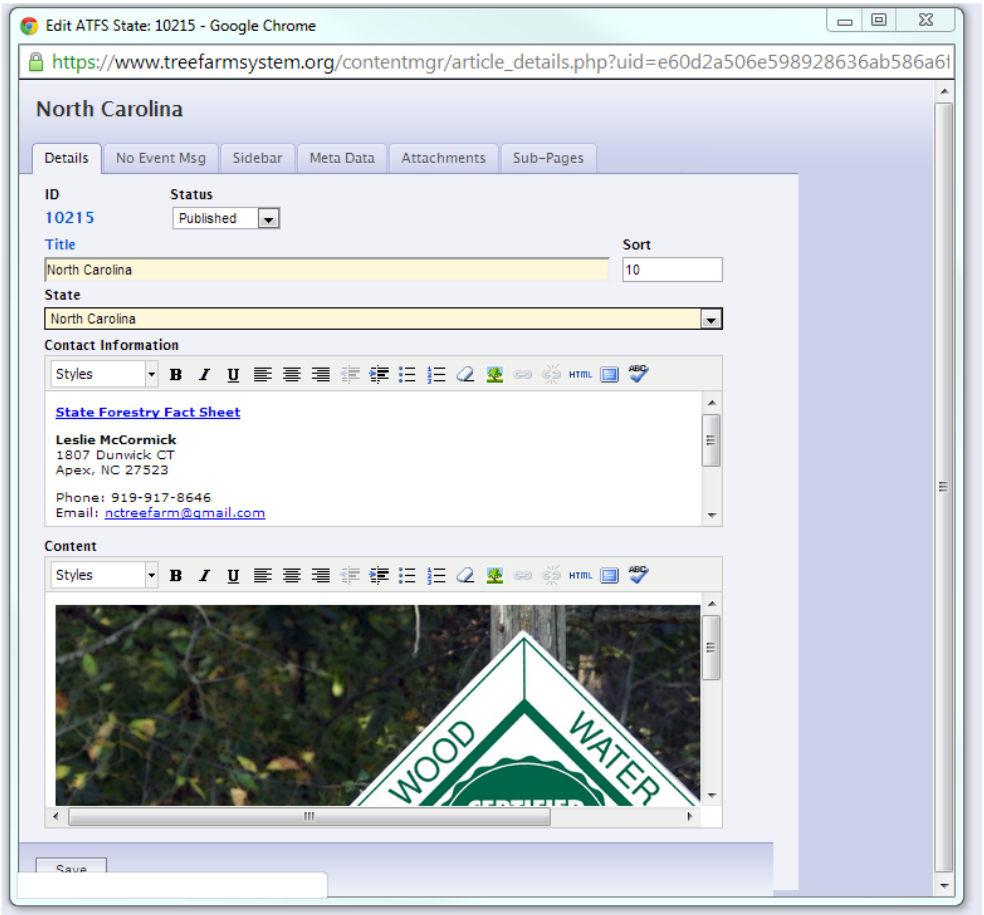
Editing Your State Contact Information and Homepage Images

Update Your Contact Information:

Need to change your state contact information? On your state homepage, click the yellow “edit” button (at left) and select the “edit” option from the dropdown menu.



The first tab (Details – at left) contains your state’s contact information. Use the text and link tools to change the address information. This is meant to be just the contact information, so keep it simple.

If you want to add your own Tree Farm website address (and we encourage you to do so!), type your web address into the text area, highlight it, and click on the link icon to hyperlink it.

Replacing Your Homepage Images:

You can replace the big image that appears at the top of your state homepage and the thumbnail images below it. This is a great way to showcase your Tree Farmers, events and beautiful Tree Farm seasonal scenery.

Edit the large image

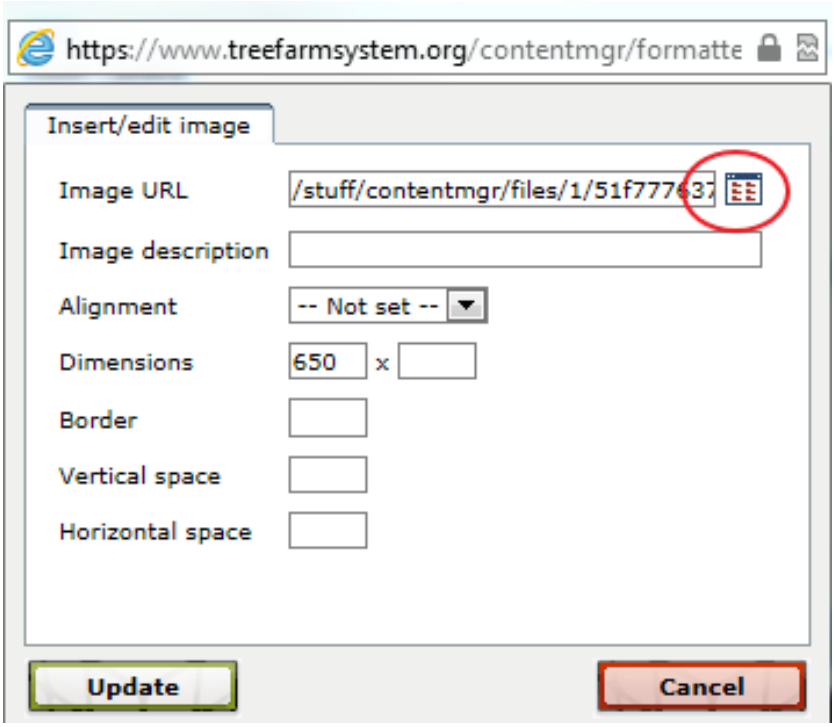
For your picture to both look good and load quickly on all connection speeds, you will need to make sure your image is cropped to the correct size *before* you upload it. There are free photo editing software programs – we use Paint.net – but you also probably have a program on your computer.

You will need two functions to edit your photo: cropping and resizing. We will not provide specific instructions here because you may be using many different kinds of programs. However, the general process should be the same.

> **Resize –** First you want to resize the width of your image, so it will nicely fit into the web page. It should be about 650 pixels wide.
>
> **Crop –** Once you have your picture set to the right width, you can crop the height so that it shows the best part of the picture. Make your image a narrow/horizontal rectangle. This shape ensures that people visiting your site will be able to see some of the content below the big image. You don't want visitors to think that the only thing on your site is one picture. Think of the top of the webpage as "above the fold" like in a newspaper.

Add Your Edited Header Image to the Page

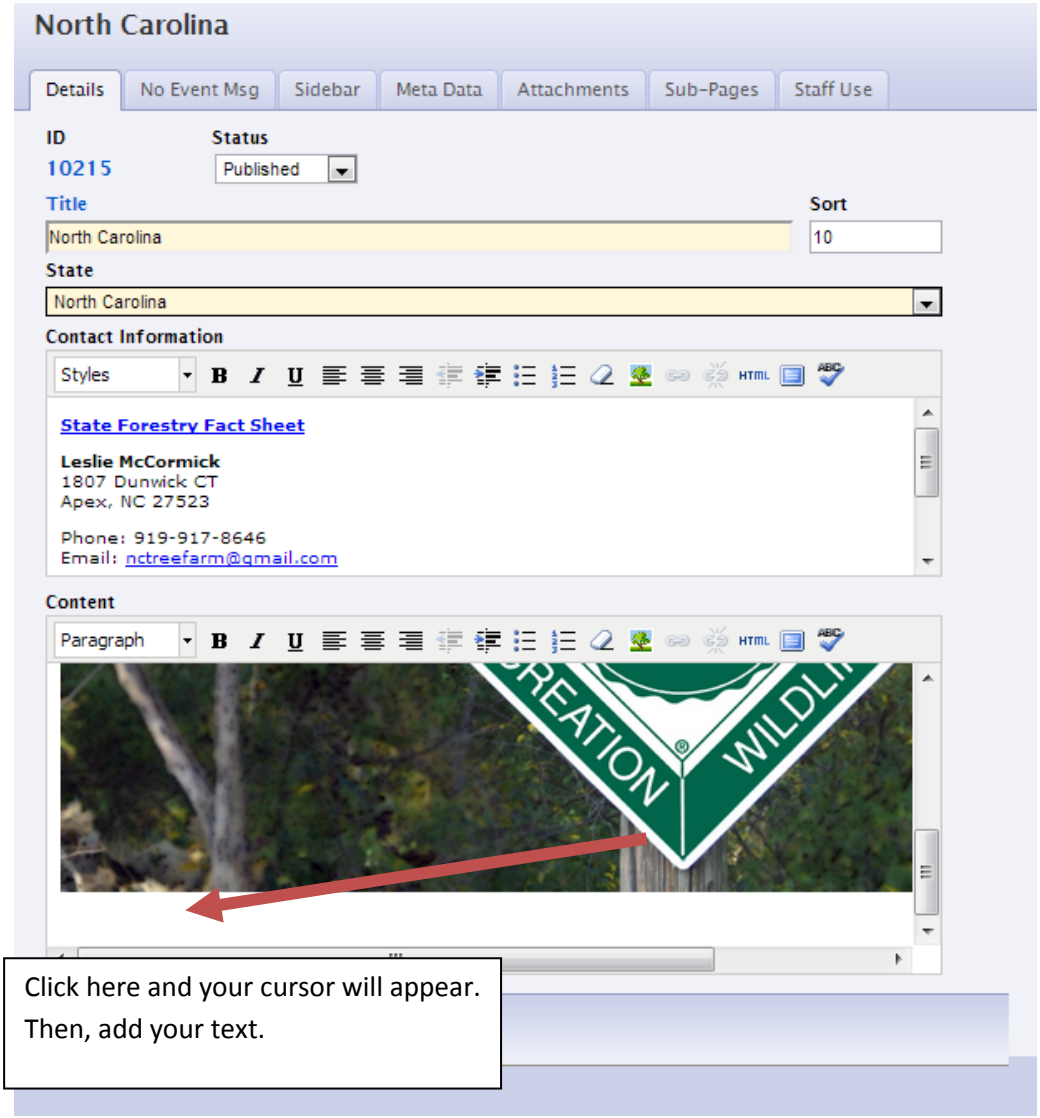
- First, click on the header image. This should make the whole image become shadowed.
- Then, hit the "Edit image" button .
- The "Insert/Edit Image" window will appear, and you will be able to upload a new image by clicking the upload button (see below). If you want your image to be the same width as the homepage, please set the left dimension box to 650 pixels. If you've cropped the image to that size, it should automatically appear that way.
- Click Update. Then click Save on the Content Editing page to see the new header image! (In order to see the changes, you may need to hit CTRL + R to refresh the page.)



Adding Text Below Your Image

You can add text below your header image. This is a good place to add a couple lines of text to introduce visitors to your state Tree Farm program or post important news.

To do this, scroll down until you reach the bottom of the window. Click below your photo. A cursor should appear, and you can type in text. For more information about using this text editor, see the related training document.



Changing Your Thumbnail Images

The thumbnail images on your state homepage represent each of the sub-pages. You are welcome to change the standard images for custom ones. Here are instructions on how to do this:

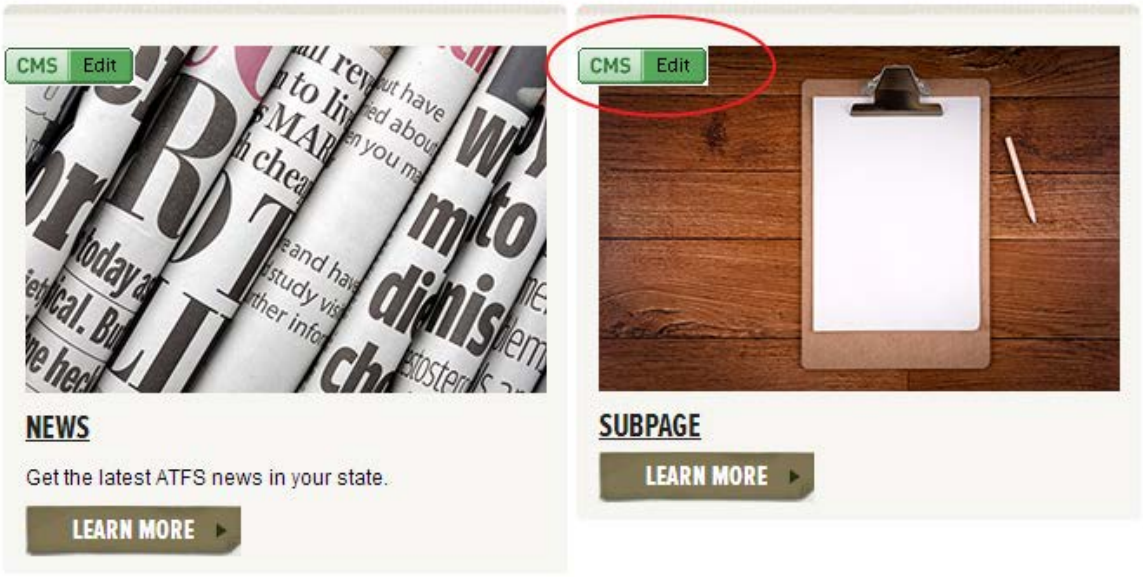
Cropping the Images:

The thumbnails images need to be cropped to exactly 279 X 177 pixels in order to display correctly. Please see the above instructions on how you can use free programs to crop the image to the correct size.

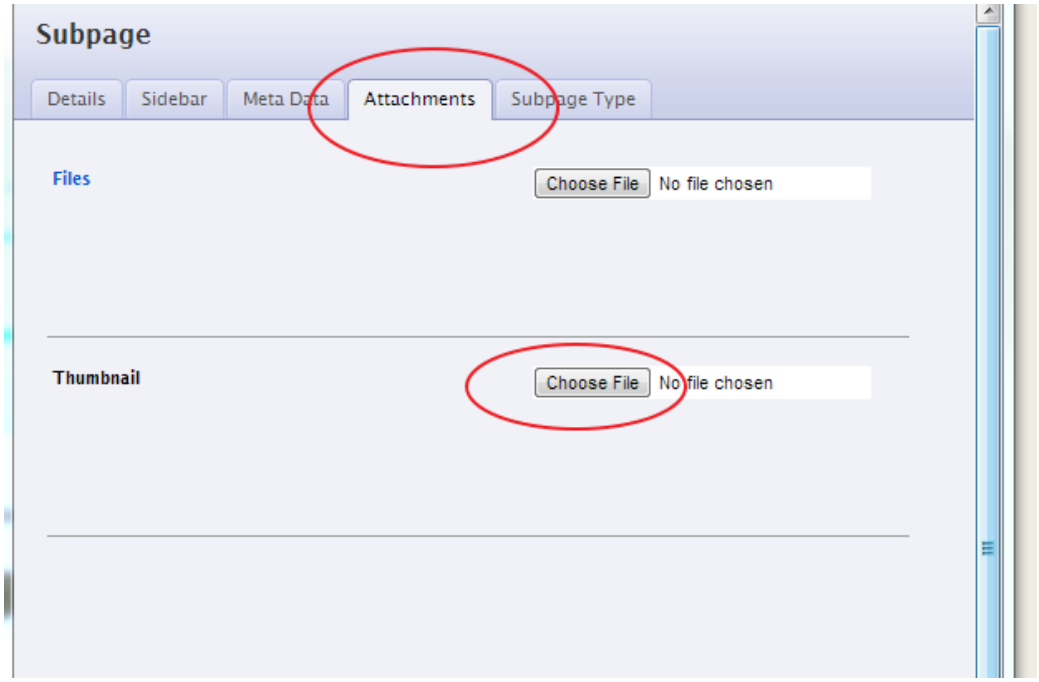
Uploading a Thumbnail Image:

Once you crop the thumbnail image to the correct dimensions, here's how to upload it:

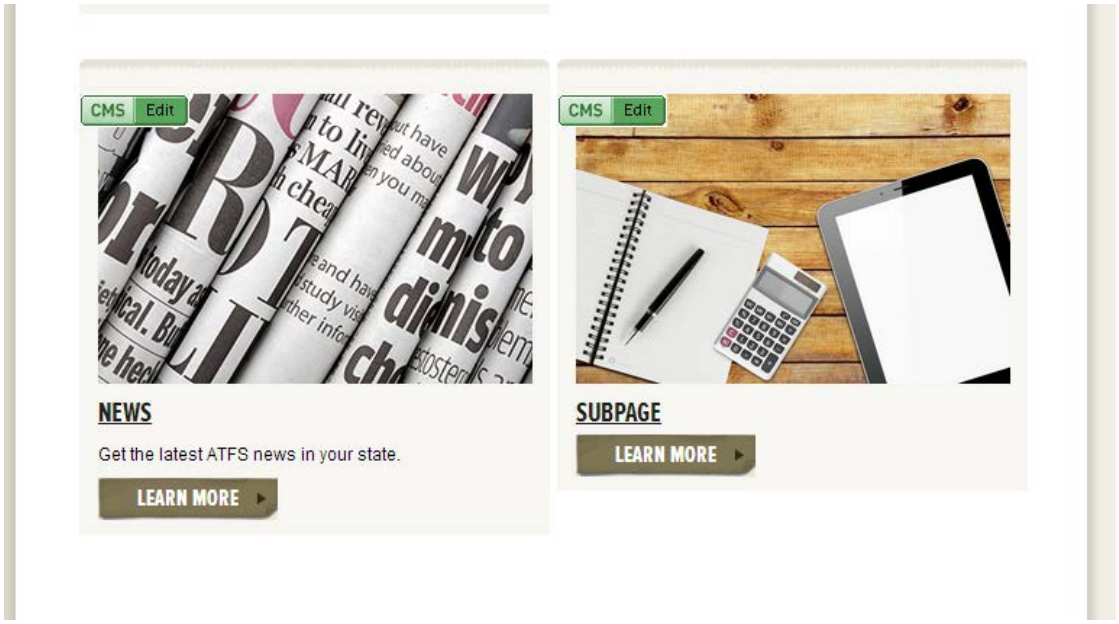
Click on the "edit" button (it is green here because this test page is in preview mode) and select "edit" from the dropdown menu.



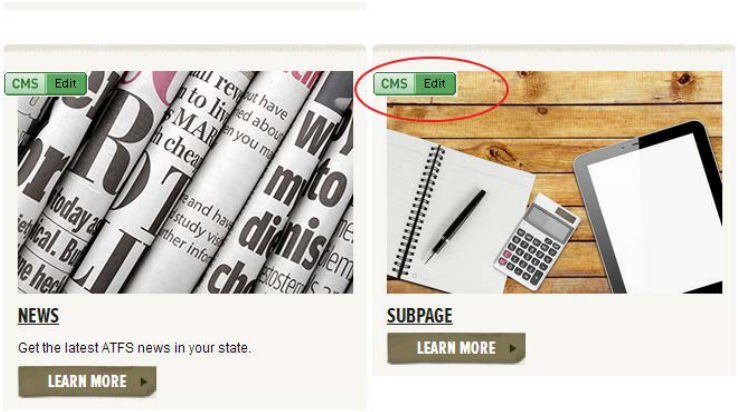
Then, go to the “Attachments” tab and click on the “Choose File” button. You will be able to browse your computer and select your thumbnail image. After you pick the image you want, click the “save” button.



The new image will appear on your homepage. (In order to see the changes, you may need to hit CTRL + R to refresh the page.)

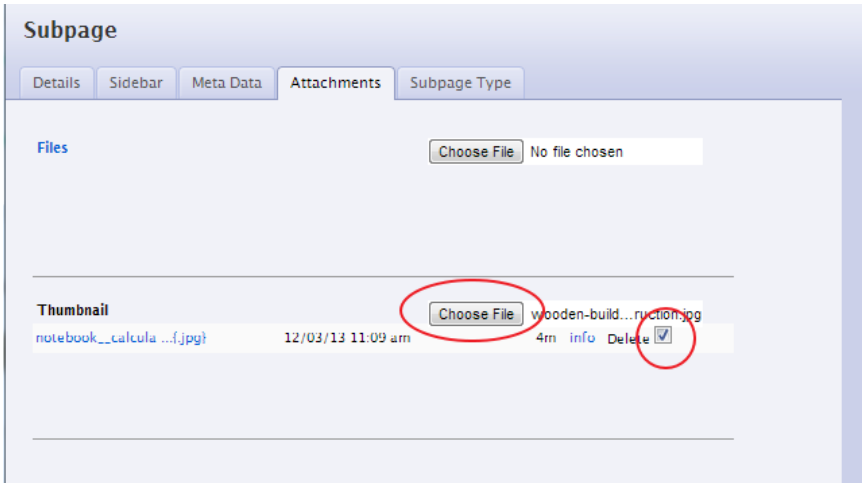


Replacing an Existing Thumbnail Image:

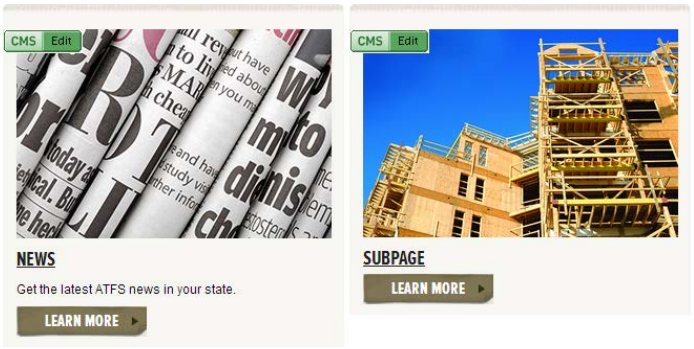


If you already uploaded a thumbnail image and you want to replace it, there is an additional step:

As before, hit the “edit” button and select the “edit” from the dropdown menu.



Then, in addition to clicking the “Choose File” button and selecting the image from your computer, you also need to check the box next to “Delete.” This will delete the old image from the CMS. After you do this, hit the “Save” button.



Your new image should now appear on the homepage!

Always hit Save after adding or editing content