Edit Home Page Sliders

Graphical user interface, application

Description automatically generatedGo to the homepage on the CMS at <https://cms.gavilan.edu>, click edit.

These are the slides, you can delete, re-arrange, and add up to a maximum of five.

Background pattern

Description automatically generated

Example: Welcome Center Slide on the homepage

A picture containing text, electronics, screenshot, display

Description automatically generated

Graphical user interface, text, application

Description automatically generatedClick on the slide and fill out the fields below in the CMS.

Image Size is important or else images will distort. The image must be 1,200 by 560 pixels.

Graphical user interface, application

Description automatically generatedLink: The link can be any page at www.gavilan.edu but if it is an outside like, like in this case a Zoom link, you must manually create the link by going to \_cascad/exteranalLinks.

Right click on ‘externalLinks’ to select it and make it blue.

Click Add Content

Graphical user interface, text, application, chat or text message

Description automatically generatedClick Default

Graphical user interface

Description automatically generated with medium confidenceClick External Link

Fill in the blanks

Graphical user interface, text, application

Description automatically generated

Click the three dots and Submit

Graphical user interface, application

Description automatically generated

Now that the link is created, chose that link in this field.

Graphical user interface, text, application, chat or text message

Description automatically generated

If the link is a [www.gavilan.edu](http://www.gavilan.edu) link, click inside the link box and browse to the page you want to connect to.

Graphical user interface, website

Description automatically generated

Graphical user interface, text

Description automatically generated

## When finished

Click submit and publish. Submit saves the changes to the database and publish moves the page to the web server. If you do not publish your page, the changes will never appear on the web site.

Graphical user interface

Description automatically generated