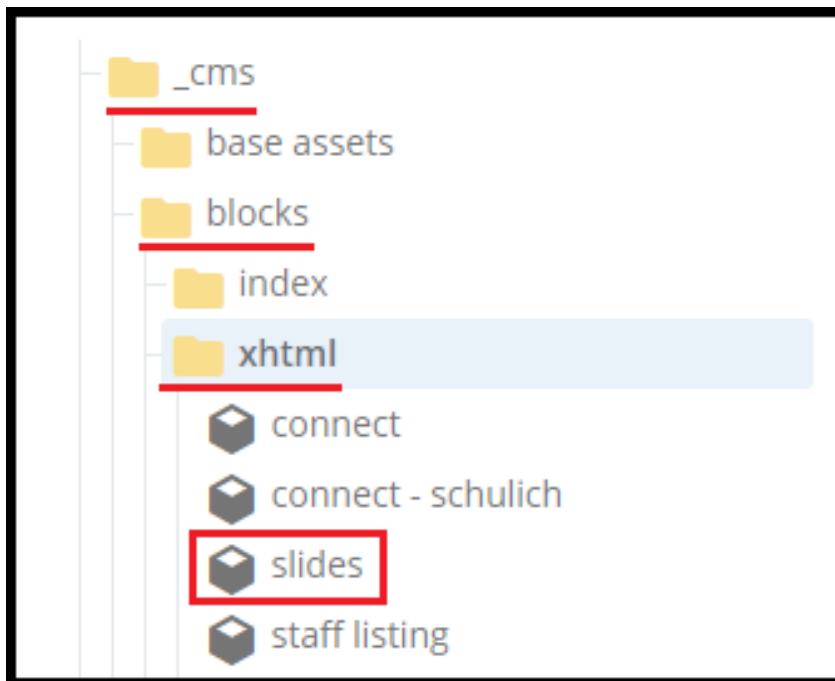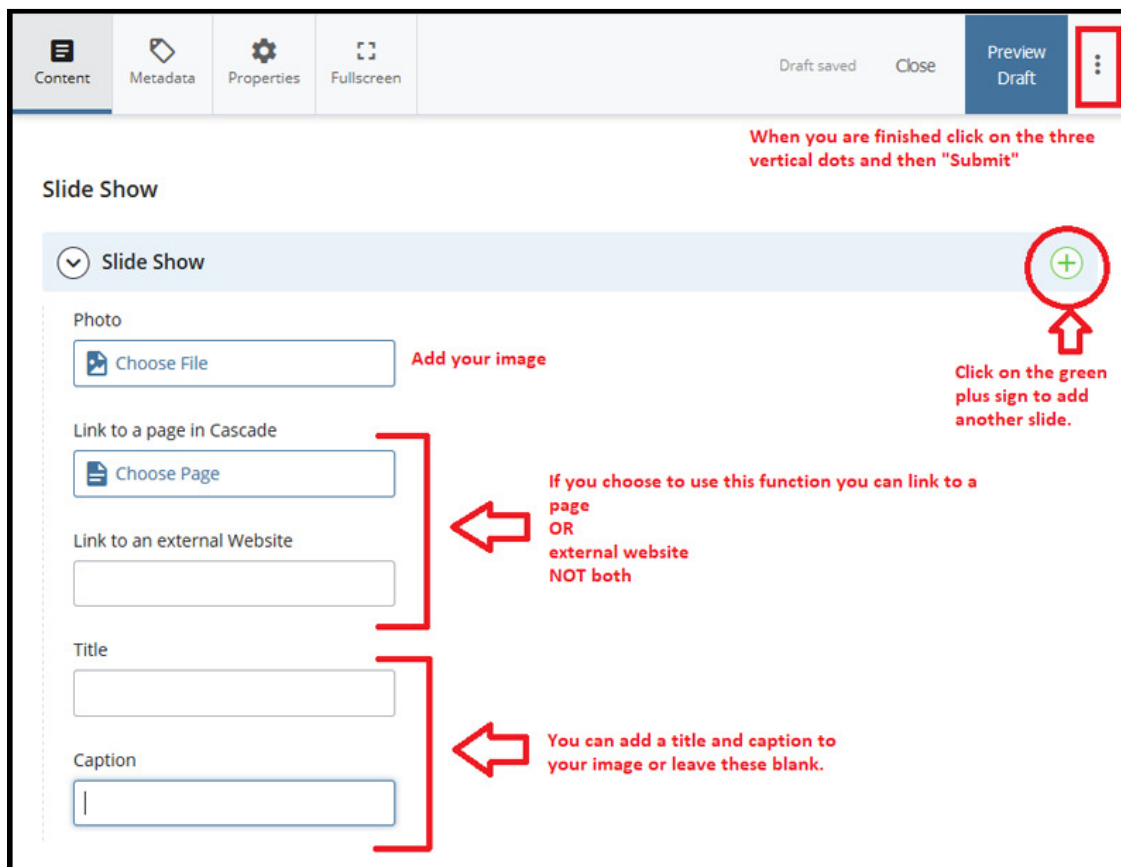# Editing the Slide block
(*banner display on the homepage*)

The banner slideshow on your homepage is contained in a block. Images **MUST** be sized to the appropriate dimensions **PRIOR** to uploading to Cascade. Dimensions for homepage banner images are 300px by 700px.

To add your images (up to 5) go to: **_cms > blocks > xhtml > slides**. *Alternate mouse click on the "slides" block and click "Edit".*

The "Slide Show" window will open (*see screen shot on next page*).

1. Photo - click on the "Choose File" to choose the image you wish to use.

Steps 2 – 6 are Optional
(*Steps 2-4 cannot be used together, i.e. you cannot link to a page, a file, and an external link*):

2. Link to a page in Cascade - click on "Choose Page" if you want your image to link to a page in cascade. E.g. one of your news articles.
3. **OR** Link to a PDF in Cascade – click on "Choose File" if you want your image to link to a PDF in Cascade. E.g. poster of an event.
4. **OR** Link to an external Website – if you want your image to link to an external site add the url of the external site in this field.
5. Title - you can add a title to your photo by putting the title in this line.
6. Caption – you can add a caption after the title by putting the caption in this line. Please note: the caption ideally should only be one line of text (otherwise it increases the size of the title/caption banner covering more of your image and the blue navigation dots cover your text).
7. Add the image description in the Alt Tag field.
8. Once you have completed adding your image(s) click "Advanced Submit" (three vertical dots) icon and then "Submit. Navigate back to your homepage in Cascade to see your results.

Important

If you want to add text to your images use the **title** and **caption** fields. To meet AODA Compliance standards, images should not be created with text directly on them as it can not be read by online readers.