

WEBSITE UPDATES CHEAT SHEET

Photos

Image Size Suggestions:

Calendar: 150px x 150px, resolution of 72 dpi

News Flash: 225px x 225px, resolution of 72 dpi

Staff Directory: 275px x 414px, resolution of 72 dpi

Facilities: 720px x 480px

Images/Slide Show: 600px wide, resolution of 72 dpi (resize proportionally)

Want to resize or crop your photo before bringing it into the image repository?
www.picmonkey.com or www.befunky.com

Which Widget?

Editor: Add, modify text on a page

Image: Add a single image

Slide Show: Add one or more images; allows captions

Related Documents: Easily link to files in Document Center

Modules in Four Easy Steps

- 1) Pick your Module
- 2) Choose your Category
- 3) Add or Modify an Item
- 4) Save Save/Publish

