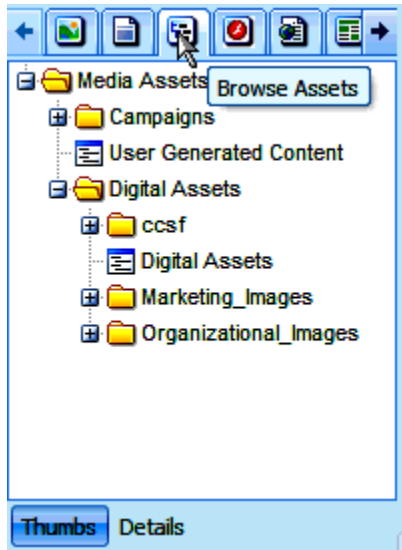

Dept Homepage Flash Banner (supplied in the template)

Here's how to find images for the component supplied at the top of the page in the Dept Home Template.

Eventually, there should be images where you expect them as listed in the CCSF Digital Asset Manager Images Handout (they were there –but, frustratingly, now they're not).

For the present, here's what to do when editing the component:



1. Click **Browse Assets** in the DAM pane on the left.
2. Click the plus signs beside Media Assets and Digital Assets.
3. Open the **CCSF** folder in Digital Assets.
4. Open the **homepage** folder.
5. Click the **277x509** container (I know, it's not 503 x 271).
6. Images appear in the lower part of the DAM pane.
7. Scroll down until you find one you like.
8. Drag it into the component and try it out.

Don't forget to add the Image alt text to describe the image!

To delete it and try another, just edit and click Flush.

3 Col Generic Title/image Banner

Finding the correct image size for this template is not easy! So if you've been struggling to find it, you are not alone. Click **Browse Assets** in the DAM pane at the left of the editing page.

1. Then click the Plus signs beside Media Assets and Digital Assets
2. Open the **CCSF** folder in the Digital Assets area in the same way.
3. Then, open the **subpage-header** folder (You're right! it's NOT logical!!! It gets worse...)
4. For the **large** image, go to the **small** image folder. These images are the correct size [550 x 196 pixels] to fit in the "large" image space of the 3-image header.
5. Go to the **thumb** image folder to choose images that will fit in the "small" image spaces of the 3-image header. These images are 213 x 196.

Note: These instructions are for the 3-image format in the **Images layout** tab. For the single large image layout, go to the **subpage-header** folder and choose images from the **large image** folder.

If you do not choose images of these sizes, your banner will look **terrible!**

If this is too difficult, frustrating, etc., leaving out the image will solve the problem for now.