**WEBSITE UPDATE PROTOCOL**

Sign into google drive [cincinnaticyclingclub p/w: UCcycling]

Under UC Cycling Club folder>Website download .zip file

Unzip it

Download any images for update

EDITING IMAGES

Open image in Photoshop

Crop to desired area with crop tool [shortcut C]

Resize longest side to match desired dimension [Image > Image Size]

Crop remainder of image to match desired dimension [Image > Canvas Size]

If for homepage, size should be 300px H X 400px W

If for results page, size should be 200px X 200px

Adjust brightness/contrast/etc. as desired

SAVE AS jpeg in **Images** folder for website with proper naming [year\_race.jpg]

Maximum file size

EDITING WEB PAGES

To update **homepage** [index.html]:

In top left click on “Design” button to view page without code

*Add rows above last announcement*: click in text body of most recent announcement then,

Right click > Table > Insert rows and columns > above current selection [if adding one announcement add two rows]

*Merge cells directly above most recent announcement*

Click and drag to select both cells the,

Right click > Table > Merge cells

Copy + paste up the hyphens separating announcements [Ctrl+C, Ctrl+V]

*Insert image*

Insert > Image

Image Tag Accessibility Attributes hit cancel

*Insert text*

Easiest way is to copy and paste text from below, then change date and race report

Save webpage + close

To update **results** page:

Insert rows above, similar to updating homepage [merge cells if need be]

Insert picture [200px X 200px]

Update info