**User Guide for MCEC Website**

This is the navigation bar and the html

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| **Main Navigation** | **Sub-Navigation** | **HTML File** |
| Home | - | index.html |
|  |  |  |
| About Us | About MCEC | about.html |
|  | The Prize | prize.html |
|  | The Challenge | challenge.html |
|  | Our Partners | partners.html |
|  | FAQ | faq.html |
|  | Contact Us | contact.html |
|  |  |  |
| News & Events | Social | social.html |
|  | Calendar | calendar.html |
|  | Blog | mocoenergychallenge.org |
|  | Job Opportunities | jobs.html |
|  |  |  |
| Schools | Tips & Tricks | Schooltips.html |
|  | Participants | Participant.html |
|  |  |  |
| Residents | Tips & Tricks | hometips.html |
|  | Checklist | checklist.html |
|  | Task of the Month | task.html |
|  | Resources | resources.html |
|  | Video | video.html |
|  | Committee | committee.html |
|  |  |  |
|  |  |  |
|  |  |  |

**Home (index.html)**

**How to remove a picture:**

1. Find the line that says “<div class="carousel-inner">”
2. Under that line, there are 5 box of codes that represent 5 pictures in the slideshow
3. Let’s say you want to remove first picture in the slideshow
4. Search for the block of codes for 1st picture:

<div class="item active">

<img src="images/slideshow/main1.jpg" alt="...">

<div class="carousel-caption">

</div>

</div>

1. Delete that block of code

**How to add a picture:**

1. Place your picture to the folder moco/images/slideshow
2. Copy paste the block of codes for picture to the position you want
3. Place your picture name to the code
4. For example, the name of your picture is main6.jpg; so the picture will be in moco/images/slideshow/main6.jpg
5. The code will be like this:

<div class="item active">

<img src="images/slideshow/main6.jpg" alt="...">

<div class="carousel-caption">

</div>

</div>

**About.html**

**How to change words:**

1. find this following code:
2. <p>

After months of prep work building partnerships between local governments, K-12 schools, electric and gas utilities, local businesses, non-profit organizations, individual volunteers, and so many others…..

</p>

1. Edit any word desired

**Prize.html**

**How to change words:**

1. find this following code:
2. <p>

What if communities across the country came together, in the spirit of friendly competition, to significantly raise the bar on energy efficiency?

That’s where the Georgetown University Energy Prize comes in….

</p>

1. Edit any word desired

**Prize.html**

**How to add a point:**

1. find this following code:
2. <ul>

<li>Established….</li>

<li>Developed….</li>

</ul>

1. Add a tag <li></li> before </ul> tag
2. Put your words here: <li>words here</li>