Editing slideshow images in your Content Management System (CMS)

There are two ways to update your slideshow images and which one you have depends on how your website has been built.

File Manager Controlled Homepage and Inner Page Slideshow

To change the photos in your homepage or inner page slideshow you will need to know the page ID for the relevant page.

Depending on when your website was built, you may have an orange tooltip over your slideshow when logged in, which tells you the page ID of each page that you're on. The page ID can also be found at the end of the page URL so for example, if you were on website.co.uk/page/?title=About+Us&**pid=6**, then the page ID in this instance would be **6**.

To change your homepage or inner page slideshow, you will need to click **home** on the orange admin bar, then go to **file manager** and in the pop-up window, expand the **website files** option until you see a folder called **images**. Within the images folder there will be a sub-folder called **slideshow**.

The homepage slideshow images will usually be in a folder titled either **1** or **home** but for the inner page slideshows, you will need to create folders that correlate to the relevant page ID.

To do this, **right-click on the slideshow folder**, select **create** to add a new folder and then right-click on the new folder to rename it to the corresponding page ID. For example, if the page ID is 6 then you would need to create a folder called **6.**

You can then either drag and drop or click to upload the images you'd like to use for that specific slideshow. If the page has any sub-pages, the slideshows on those pages will automatically mirror the parent page, unless separate folders have been created.
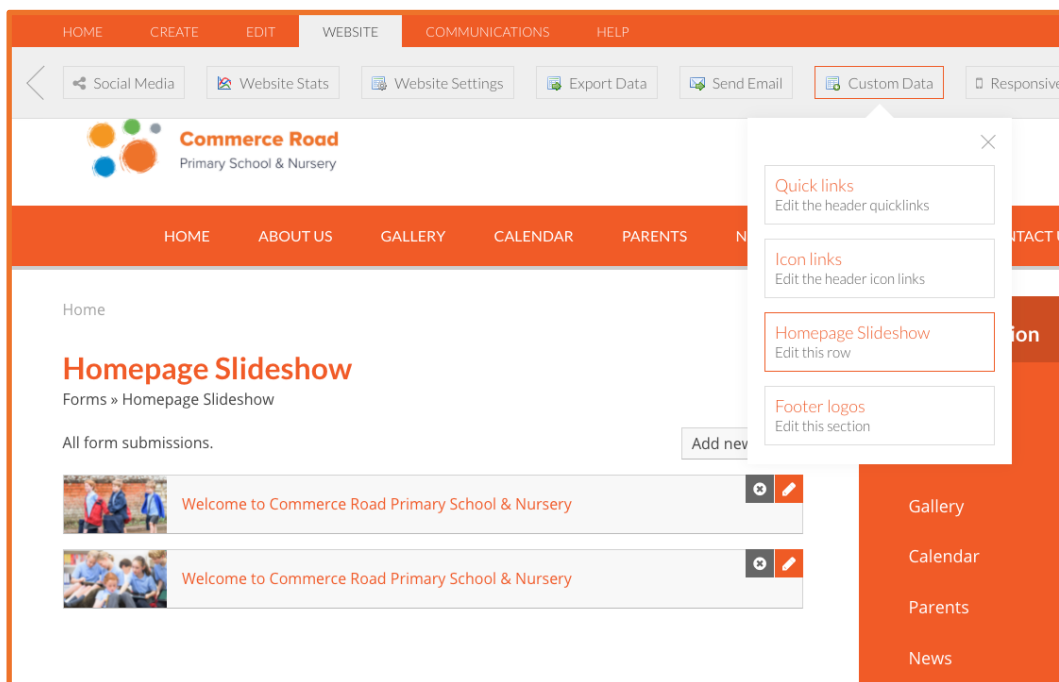
Custom Form Homepage Slideshow

If your homepage slideshow can be ordered or has text overlaying the slides, it will likely be controlled by a custom form.

You can check and access custom forms by going to **website** on the orange admin toolbar and then selecting **custom data**.
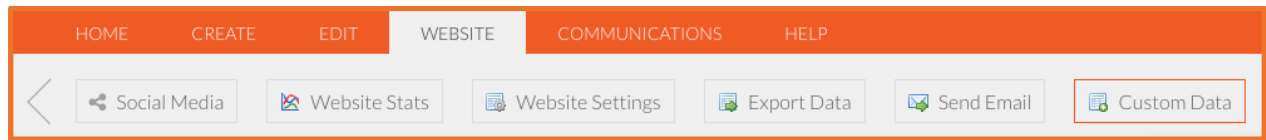
The custom form option will usually be called **homepage slideshow** (or similar).

When you click into homepage slideshow, the editable options will appear inline on the page (as above) rather than within the editing toolbar. You will see a message stating **custom forms cannot be edited in the admin bar** but if you **scroll down the page**, you will see the form submissions.

To edit one of your slideshow images, **click into the form submission**, either on the text or **using the little orange pencil icon** to the right-hand side.

From this screen, you will then be able to edit the title or text overlay (if applicable) and change the image. Choose **select image** to bring up the file manager and then pick the new image you'd like to use. When you have finished making changes, click **update** to save the changes.

You may need to hard-refresh (CTRL + F5 / CMD + R) to see the new images on the page.