

## **MCPS Content Management System (Episerver) Training**

### *How to Create and Update Slideshows*

**In this document:**

- a. How to Upload Images to the Media Asset Pane
- b. How to Create a Slideshow Container Block
- c. How to Add Images to a Slideshow
- d. How to Remove Images from a Slideshow

A Slideshow is a group of rotating images that will be automatically resized for you. You can create as many of these as you want. Example:



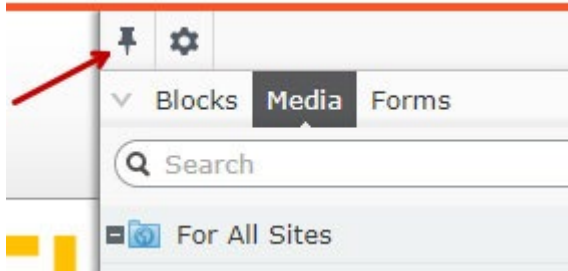
### **How to Upload Images to the Media Asset Pane**

1. See *How to Log In and Set Up Your Work Area* for the basics on logging in and setting up your work area in Episerver.

2. Click the folder button at the top right corner to open the content asset pane.



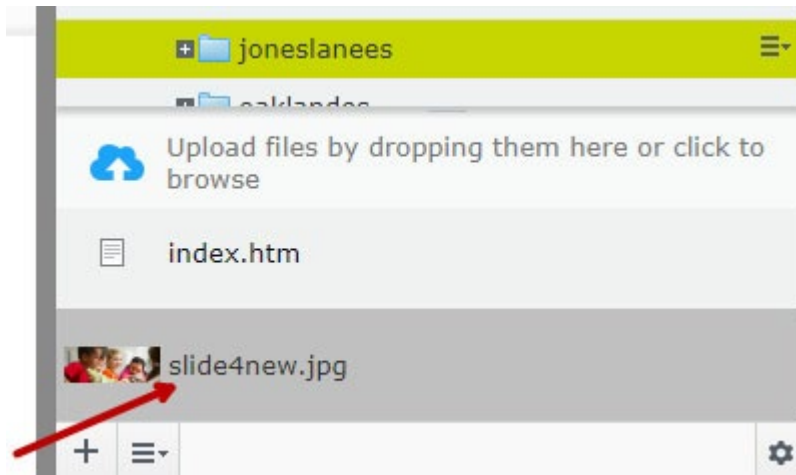
3. Click the pin button to lock the asset pane in an open position.



4. Select the Media tab from the Assets pane.

5. Navigate to your School's folder in the Media tab of the Assets page. For example, Jones Lane ES would be under **Schools - Elementary Schools - H-O - Jones Lane ES**

6. Select the folder to which you want to add the slideshow images. Any images uploaded to the selected folder will appear below. Example: Halloween slideshow



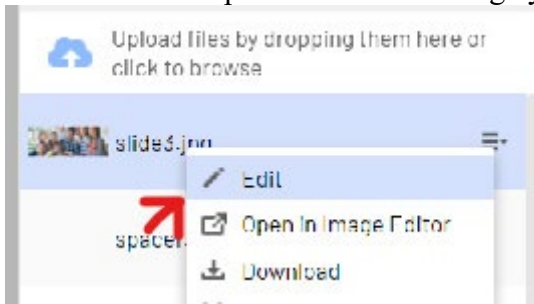
7. To upload a new image, select **Upload files by dropping them here or click to browse**.

8. Select the image you wish to upload from your hard drive or drag and drop the image into the Upload area.

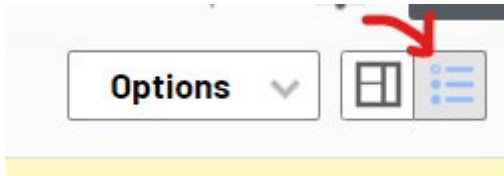
**NOTE:** For slideshows, images will automatically be resized to a fixed pixel width and height.

Next, you will need to add an Alt tag to the image for screen readers because federal law requires the MCPS website to be ADA compliant.

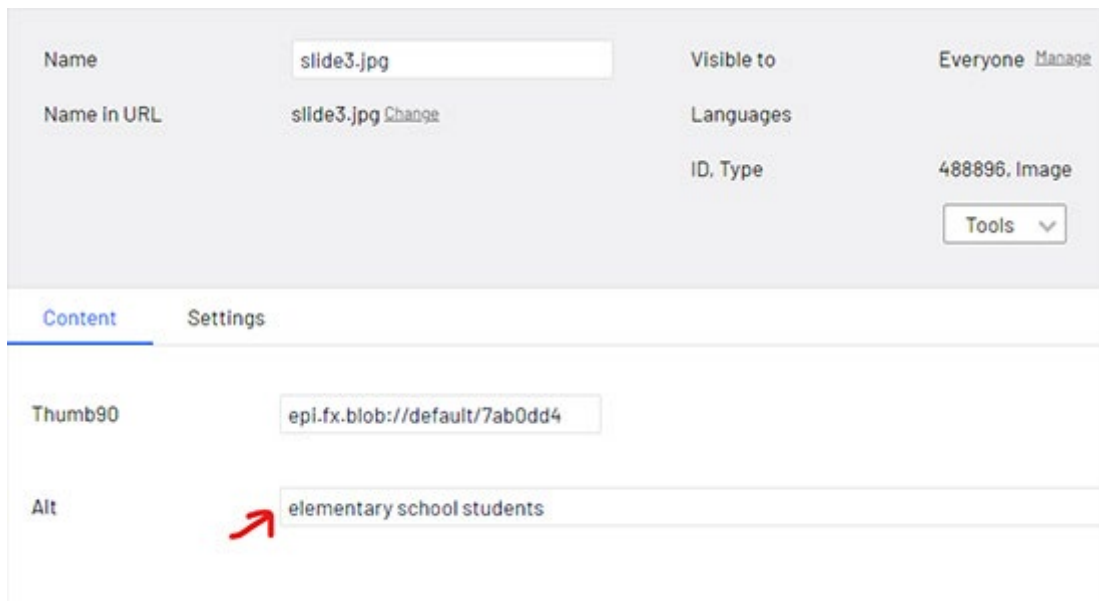
9. Click the menu option next to the image you just uploaded and select **Edit**.



10. Make sure you are in **Properties** view.



11. Enter a descriptive name for the image in the **Alt** field and click **Publish**.



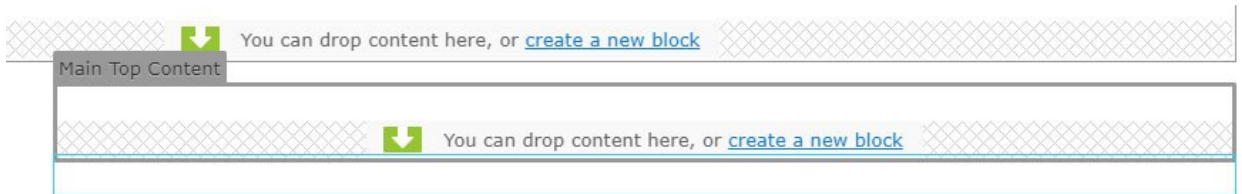
### **How to Create a Slideshow Container Block**

12. Navigate to your school's folder in the Navigation Pane and select the page to which you want to add the Slideshow.

13. Select the button on the left for **On-Page Editing**. This display mode shows the page as it appears on the site, using the template's layout and styles.



14. Select an area where you would like your slideshow to appear and click the **Create a New Block** link.



15. Select **Slide Show Container Block** and enter a **name**.

Example: "Jones Lane Halloween Slideshow"

This will only show in the experience editor.

16. Enter a **Title** for the slideshow. Optional. This will appear on the page above the slideshow.

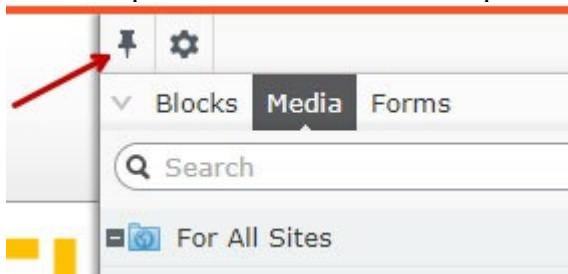
A screenshot of the "New Block: Slide Show Block Container" configuration form. The form is titled "New Block: Slide Show Block Container" and is for "This Page". It has a "Name" field with the value "Halloween Slideshow" entered. Below the name field is a section titled "Additional properties". This section contains three fields: "Title" (an empty text box), "Slides" (a large area with a green arrow icon and the text "You can drop content here."), and "Slide Transition" (a dropdown menu currently set to "5").

17. **Slide Transition:** Enter number of seconds for each slide to pause before switching to the next. The default value is 5 seconds.

18. Click the folder button at the top right corner to open the content asset pane.



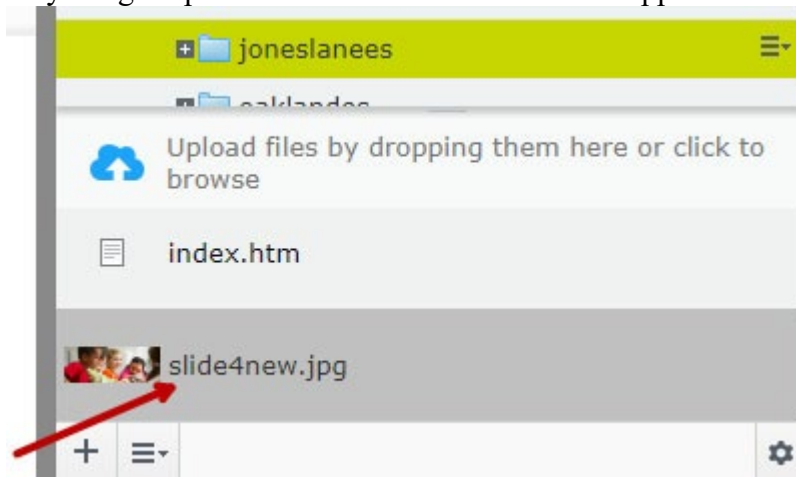
19. Click the pin button to lock the asset pane in an open position.



20. Select the Media tab from the Assets pane.

21. Navigate to your School's folder. For example, Jones Lane ES would be under **Schools - Elementary Schools - H-O - Jones Lane ES**

22. Any images uploaded to the selected folder will appear below.



23. Select an image from the Media tab and drag it to the **Slides** field.

**NOTE:** Images will automatically be resized to a fixed pixel width and height for the

slideshow.



24. You can also reorder an image by dragging it above or below another image in the Slides field.

25. Click **Create**.

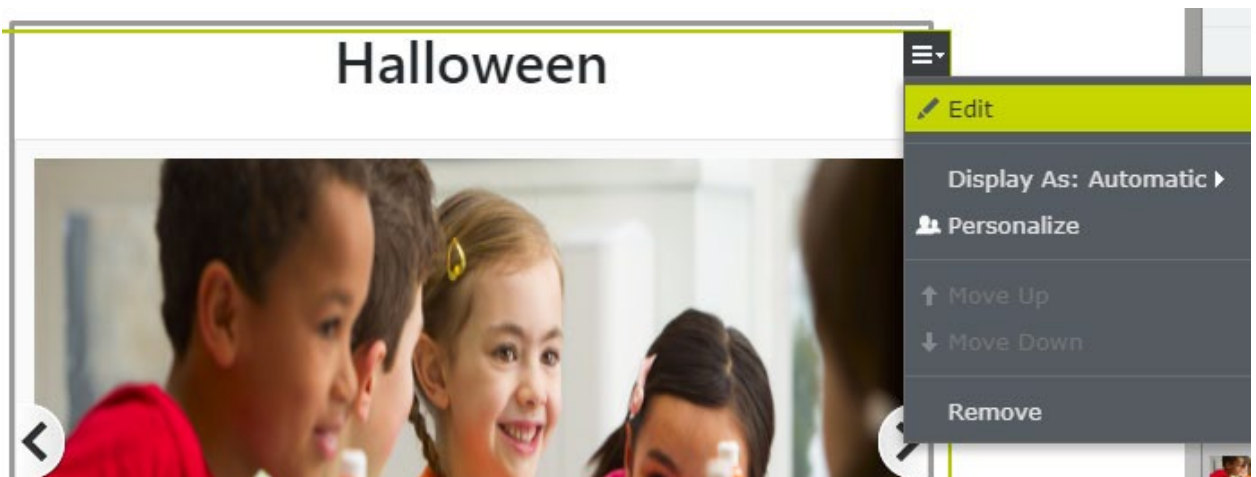
26. Click **Publish**.

### **How to Add Images with Captions to a Slideshow**

1. Navigate to your school's folder and select the page with the slideshow you wish to edit
2. Select the button on the left for **On-Page Editing**. This display mode shows the page as it appears on the site, using the template's layout and styles.

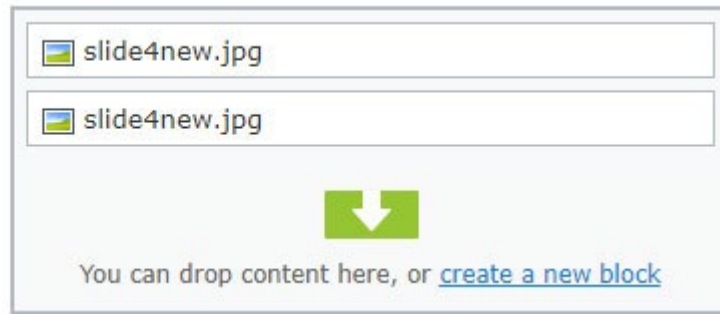


3. Hover over the slideshow you wish to edit until the Menu button appears.
4. Click the Menu button and select **Edit**. The Slideshow block will open.



5. Click on the **Create a New Block** link on the Slides field.

Slides




6. The Slide Block Item window will open.

Name

---

### Additional properties

Image 

Caption

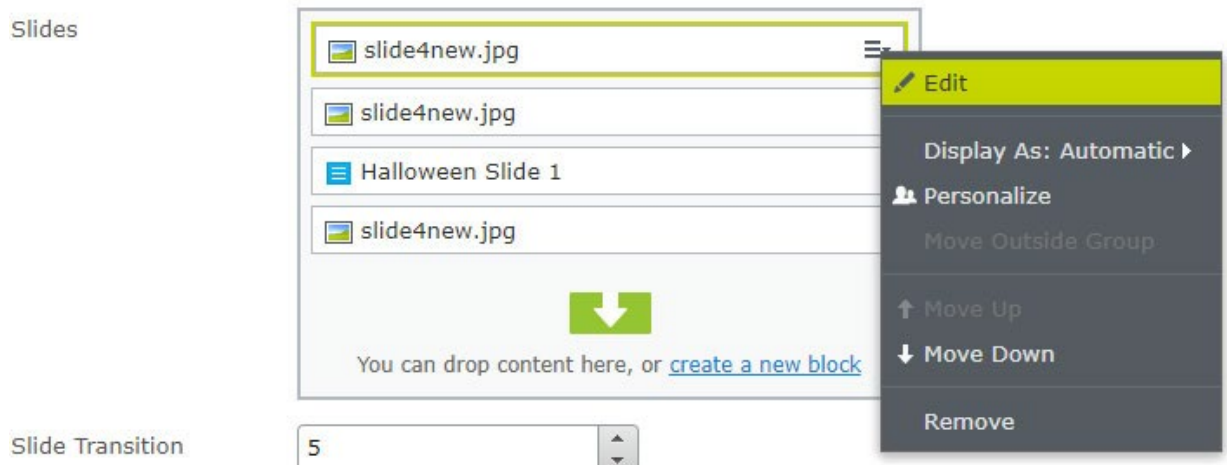
The screenshot shows a 'Slide Block Item' window. At the top, there is a 'Name' field with the text 'Halloween Slide 1'. Below this is a section titled 'Additional properties'. Under 'Image', there is a preview of a photograph showing two children in costumes walking on a path, with the filename 'sofia-chase.jpg' below it. Under 'Caption', there is a text input field containing the sentence 'Students paraded around the school in costume as parents watched.'

7. Enter a name for the slide block item. This will only show in the editor.
8. **Image:** Select an image from the Media tab and drag it to the **Image** field.  
Recommended file type: .jpg or .png file  
NOTE: Images will automatically be resized to fit in the slideshow
9. Enter a **Caption**. Optional. The caption will display with the image.
10. Click **Publish**.
11. Click the **Back** link to return to the on-page edit view.

[← Back](#) Changes made here will affect at least 1 item

## **How to Remove Slides from a Slideshow**

1. Follow steps 1 – 4 under *How to Add Images with Captions to a Slideshow* above.
2. Select the image you wish to remove from the **Slides** field. It will become highlighted in green and a menu button will appear.



3. Click the menu button and select **Remove**.
4. Click **Publish**.
5. Click the **Back** link to return to the on-page edit view.

[← Back](#) Changes made here will affect at least 1 item