

MCPS Content Management System (Episerver) Training

How to Create and Update Hero Carousels (District Site)

In this document:

- a. How to Create a Hero Carousel Container Block
- b. How to Add Images to a Hero Carousel
- c. How to Remove Slides from Hero Carousel

A Hero Carousel is a group of rotating images that can include captions and links. Example:

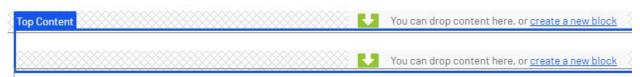


How to Create a Hero Container Block

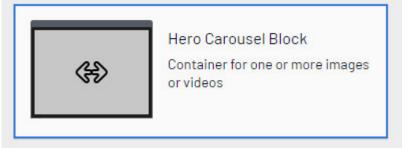
- 1. See *How to Log In and Set Up Your Work Area* for the basics on logging in and setting up your work area in Episerver.
- 2. Navigate to your website's folder and select the page to which you want to add the Carousel.
- 3. Select the button on the left for **On-Page Editing.** This display mode shows the page as it appears on the site, using the template's layout and styles.



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



5. Select Hero Carousel Block



- 6. Enter a **name**. *Example*: "Summer School Carousel" This will only show in the experience editor.
- 7. Enter a **Carousel Title**. Optional. This will appear on the page above the carousel. New Block: Hero Carousel Block

or This Page			
lame summer so	chool		

Additional properties

Carousel Title	Summer School		
Slides		You can drop content here.	
Slide Transition (Seconds)	5	*	
CarouselClass			

- 8. **Slide Transition:** Enter number of seconds for each slide to pause before switching to the next. The default value is 5 seconds.
- 9. Click Create.

How to Add Images to a Hero Carousel

Step 1 – Upload Image to Media Tab in Assets Pane

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



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

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	Q Search				
- 1	■ ion All Sites				

- 3. Select the Media tab from the Assets pane.
- Navigate to your website's folder. For example, Web Services would be under District Home - departments – web Any images uploaded to the selected folder will appear below.

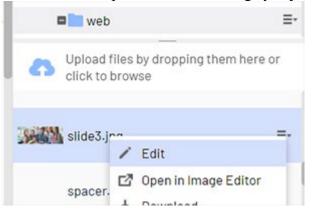
departments	
student-engagement	
banner-images	
💷 web	≣≁
banner	
Upload files by dropping them he click to browse	re or
create-alert.pdf	
new-homepage-img.jpg	
slide3.jpg	

- 5. To upload a new image, select Upload files by dropping them here or click to browse.
- Select the image you wish to upload from your hard drive or drag and drop the image into the Upload area.
 NOTE: Images should be sized to the correct pixel dimensions for the Hero Carousel before you upload them to Episerver.

EXAMPLE: 1320 pixels by 485 pixels

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.

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



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

Name		slide3.jpg	Visible to
Name in URL		slide3.jpg Change	Languages
Content	Settings		ID, Type
content	oettings		
Thumb90		epi.fx.blob://default/7ab0dd4	
Alt	λ	middle school students	

Step 2 – Add the Uploaded Image to the Hero Carousel

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- 9. Open the page where you created the slideshow from the navigation pane on the left.
- 10. In properties view, locate the Carousel block you just created in the Top Content area called, "summer school." Click **Edit**.

Top Content			
Top content	summer school	≡-	
		🖌 🖌 Edit	
	📄 extracurricular activities anchor links		

11. The Hero Carousel block will open. Click the create a new block link in the Slides field.

Content Settings	
Carousel Title	
Slides	I slide 3 III III III III III III III III III
	slide1
	■ slide2
	You can drop content here, or <u>create a new block</u>

12. Select the Hero Carousel Slide block type.

Suggested Bloc	k Types Hero Carousel Slide Holds the banner images or	
	videos for the Hero Carousel	
undefined		

13. Select Drop here or click to select image.



14. Navigate to the folder where you uploaded the image in Step 6 and select the image to add to the hero carousel. Click **OK**.

Example: District Home - departments - web

Q Search				
 UISTRICT curriculum default-banner-ima 		C Upload files by	dropping them here or clic g.jpg	k to browse
 departments student-engagem 		slide3.jpg		=
 web banner digital-citizenship en_US globalContent homepage 	=-			

New Block: For This Block	Hero Carousel Slide
Name Slide 3	
Additional p	roperties
Title	Register for Summer School
Image	Slide3.jpg
Caption	Registration deadline is June 1
Url	student engagement 😵

15. Enter a Name for the slide. This will ONLY show in the editor.

- 16. Enter a **Title**. Optional. This will display on the Hero Carousel.
- 17. Enter a **Caption**. Optional. This will display below the title on the Hero Carousel.
- 18. Click the ellipsis icon next to **URL** to link the slide to another web page. Optional. See *How to Hyperlink* for the basics on adding links.
- 19. Click Create.
- 20. You will be returned to the Hero Carousel block where you can drag the images above or below one another to reorder them.
- 21. Click Publish.
- 22. Click the **Back** link to return to the on-page edit view.



How to Remove Slides from a Hero Carousel Container Block

1. Select the image you wish to remove from the **Slides** field. It will become highlighted in green and a menu button will appear.

		Languages ID, Type	en 🖌 Edit
		107 1390	Display As: Automatic > Personalize Move Outside Group
tent Settings			1 Move Up
rousel Title			↓ Move Down
des	🔄 slide2.jpg	=	Remove

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

<u>Back</u> Changes made here will affect at least <u>1 item</u>