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.

Top Content You can drop content here, or create a new block

You can drop content here, or create a new block

5. Select **Hero Carousel Block**

Hero Carousel Block
Container for one or more images or videos

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

For This Page

Name summer school

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.
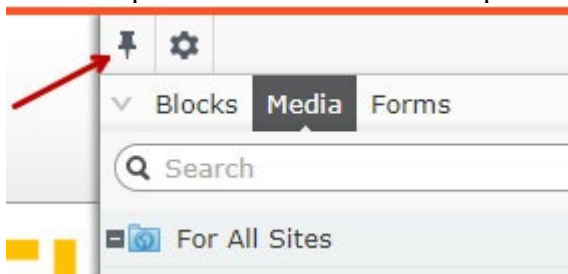
9. Click **Create**.

How to Add Images to a Hero Carousel

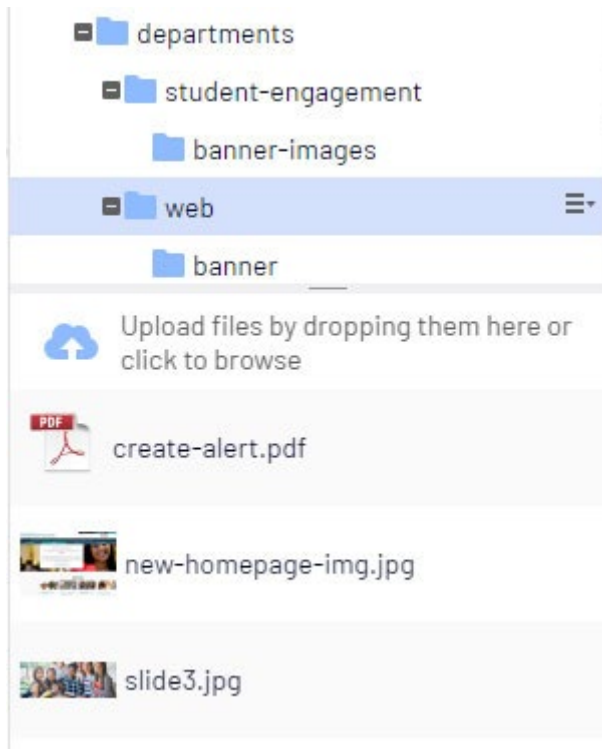### Step 1 – Upload Image to Media Tab in Assets Pane

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

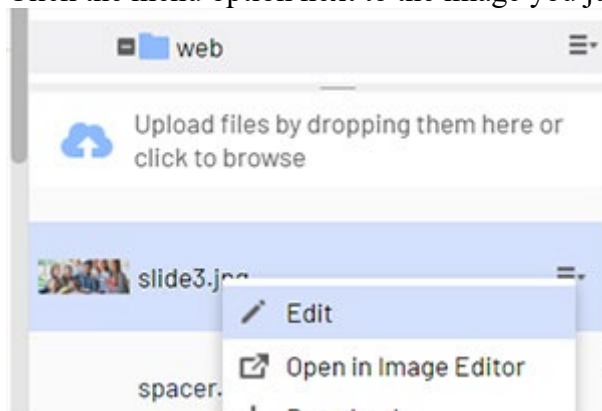2. Click the pin button to lock the asset pane in an open position.

3. Select the Media tab from the Assets pane.

4. Navigate to your website's folder. For example, Web Services would be under **District Home - departments – web**
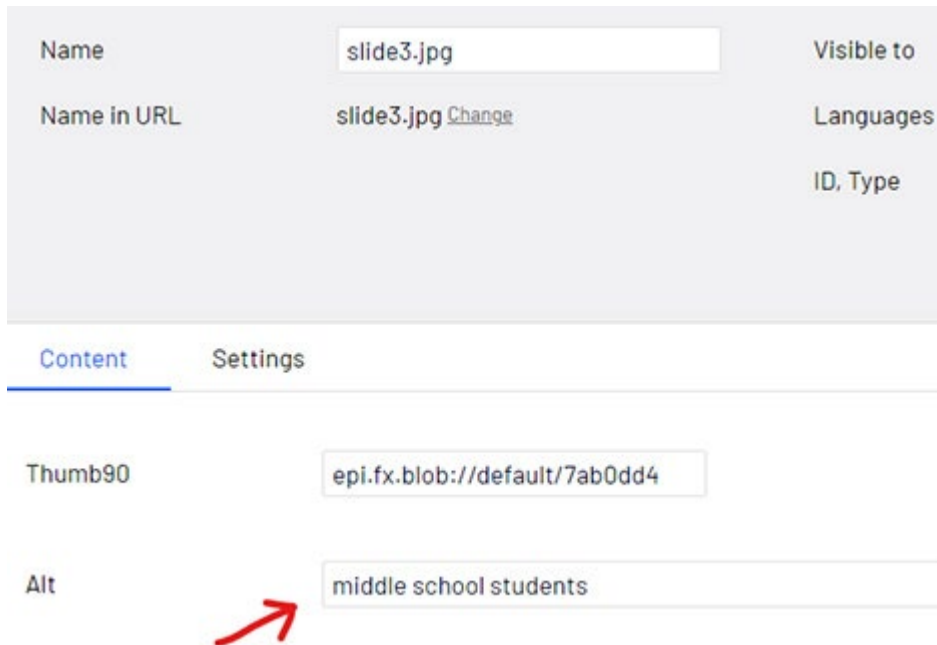Any images uploaded to the selected folder will appear below.

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

6. 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.

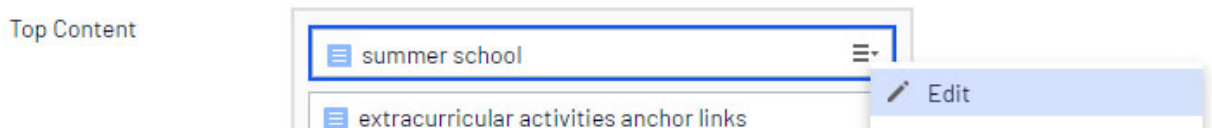7. Click the menu option next to the image you just uploaded and select **Edit**.

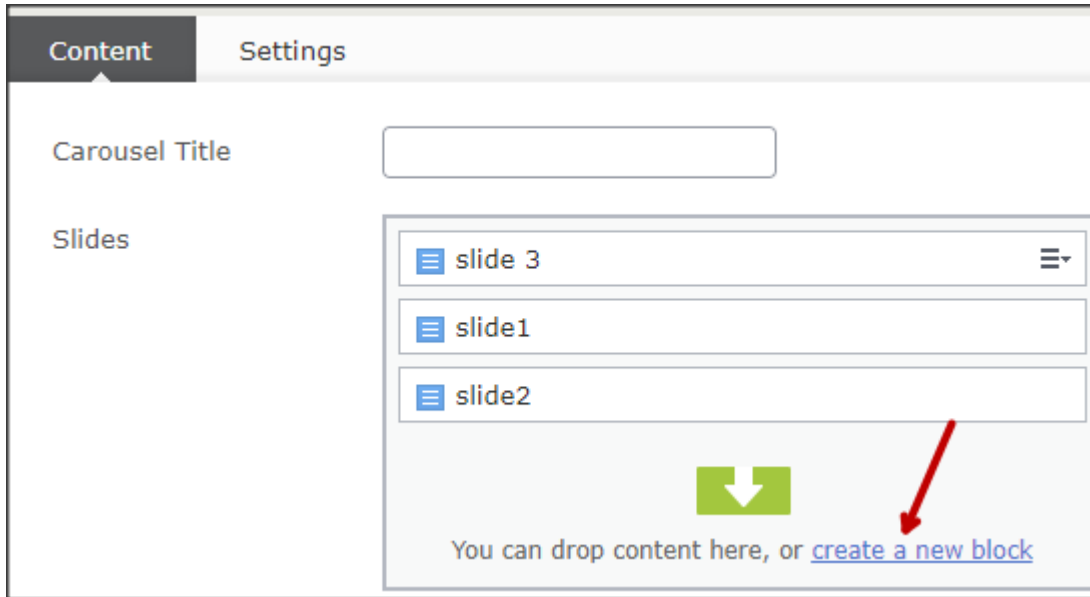8. Enter a descriptive name for the image in the **Alt** field and click **Publish**.

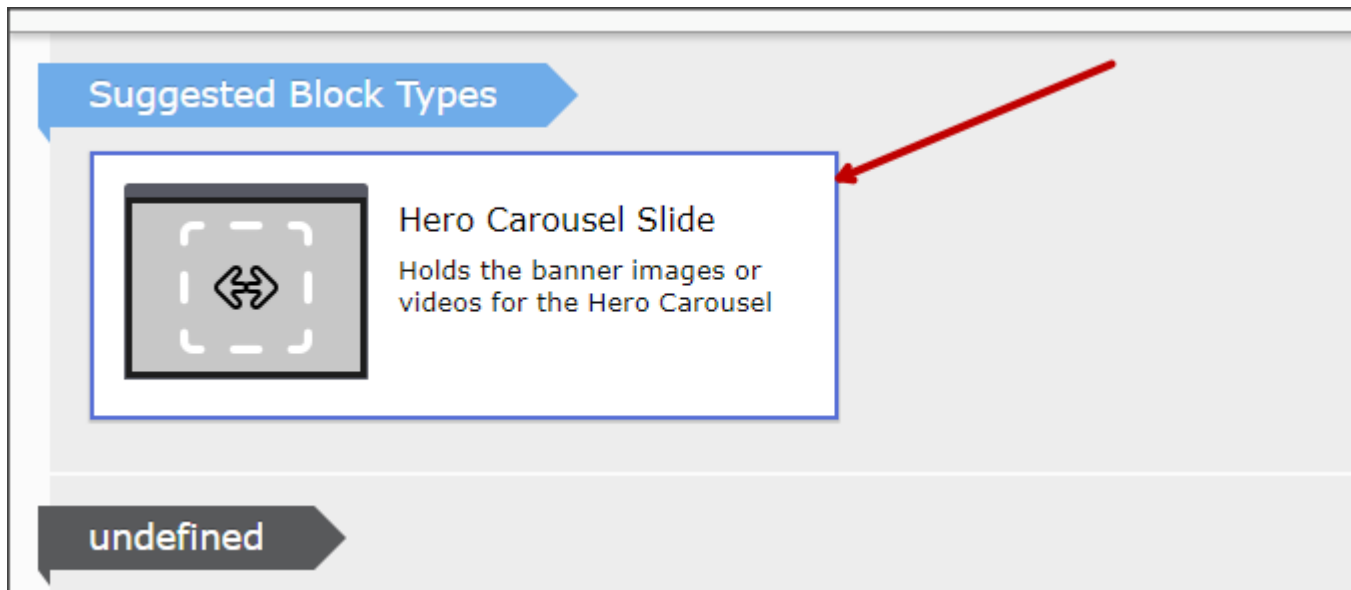**Step 2 – Add the Uploaded Image to the Hero Carousel**

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**.
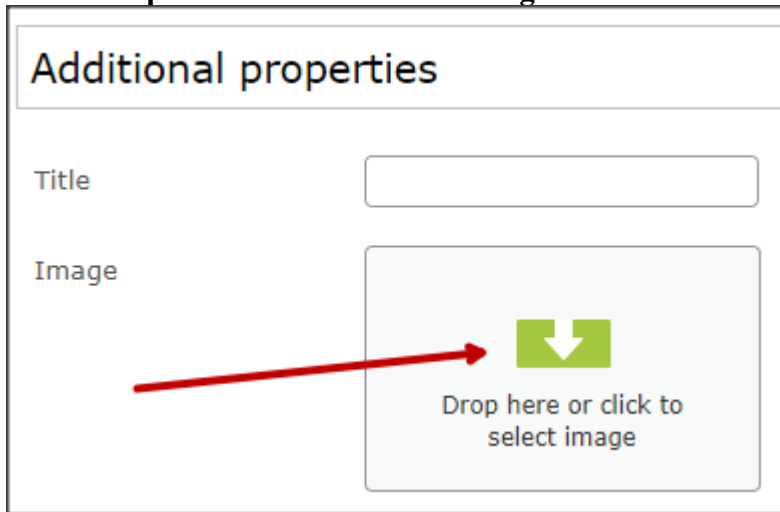

11. The Hero Carousel block will open. Click the **create a new block** link in the Slides field.

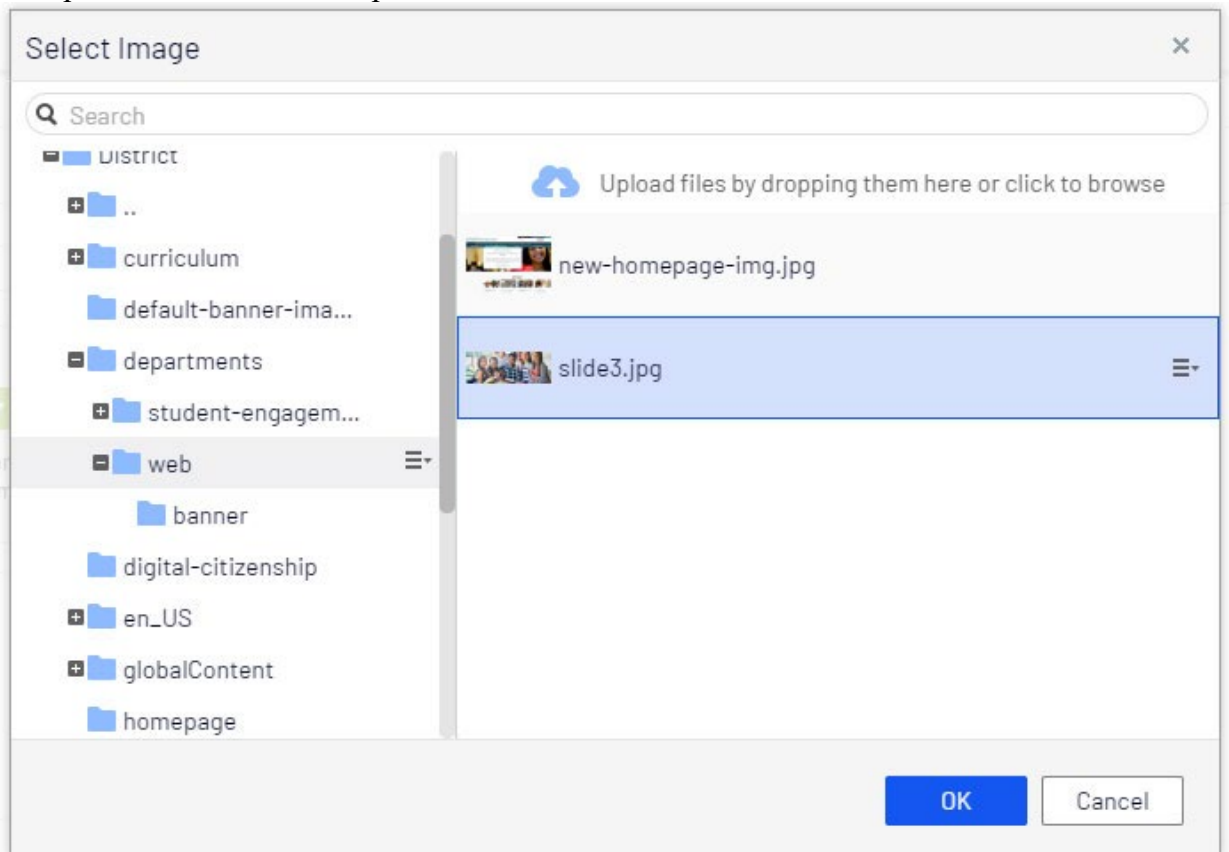12. Select the **Hero Carousel Slide** block type.

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

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.
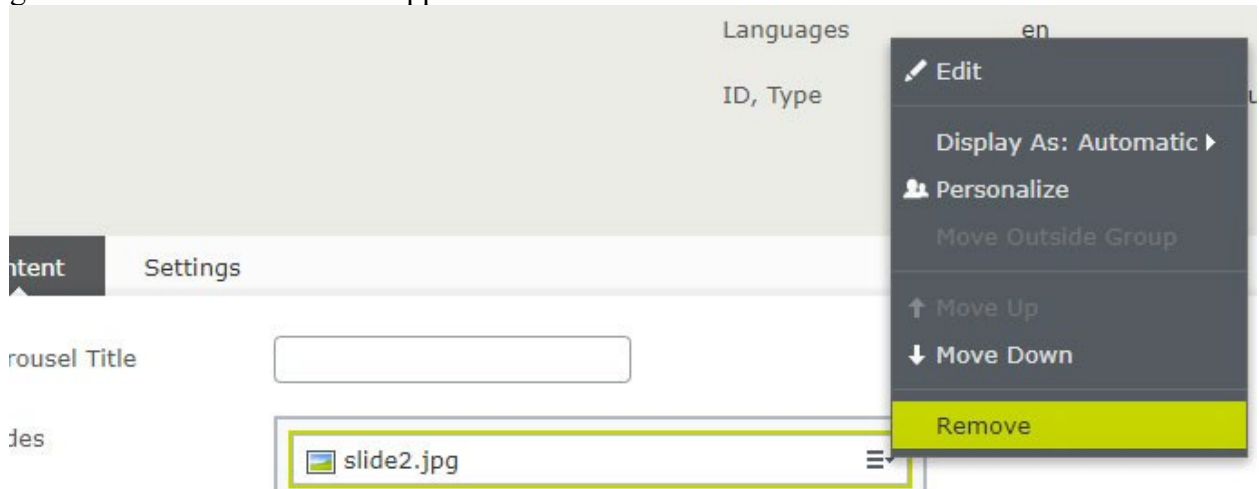
21. Click **Publish**.

22. Click the **Back** link to return to the on-page edit view.

← Back Changes made here will affect at least 1 item

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.

2. Click the menu button and select **Remove**.

3. Click **Publish**.

4. Click the **Back** link to return to the on-page edit view.

← Back Changes made here will affect at least 1 item