

## MCPS Content Management System (Episerver) Training

### *How to Create and Update Slideshows*

#### **In this document:**

- a. How to Create a Slideshow Container Block
- b. How to Add Images to a Slideshow
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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:

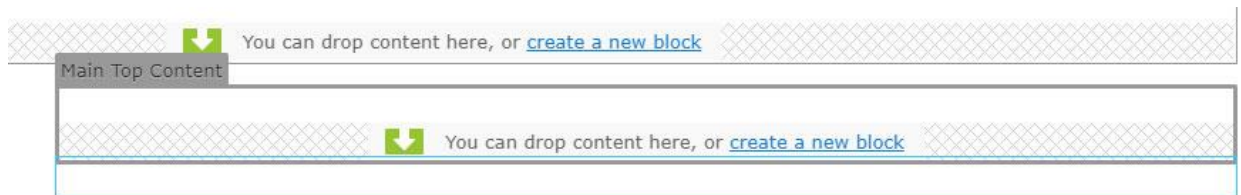


#### **How to Create a Slideshow Container Block**

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 school's folder and select the page to which you want to add the Slideshow.
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 **Slide Show Container Block** and enter a **name**.  
Example: "Jones Lane Halloween Slideshow"  
This will only show in the experience editor.
6. Enter a **Title** for the slideshow. Optional. This will appear on the page above the slideshow.

## New Block: Slide Show Block Container

For This Page

Name

### Additional properties

Title

Slides



You can drop content here.

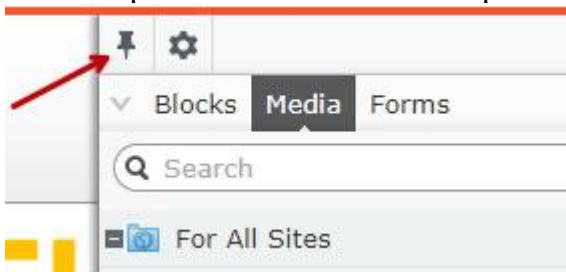
Slide Transition

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7. **Slide Transition:** Enter number of seconds for each slide to pause before switching to the next. The default value is 5 seconds.
8. Click the folder button at the top right corner to open the content asset pane.

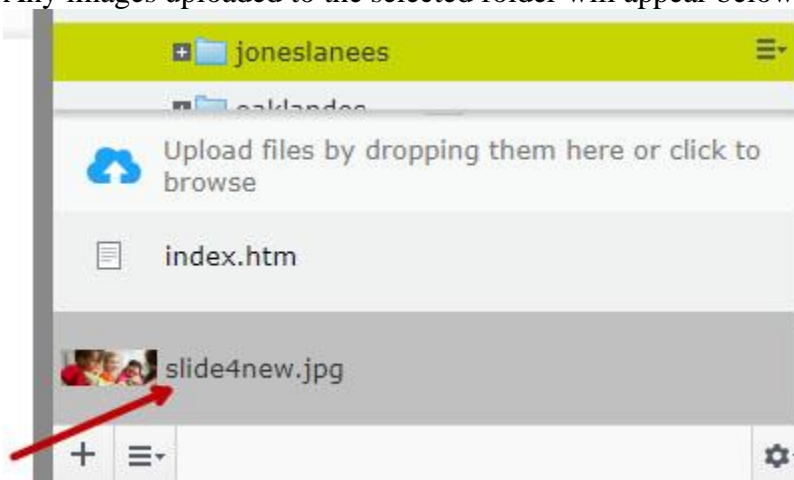


9. Click the pin button to lock the asset pane in an open position.



10. Select the Media tab from the Assets pane.
11. Navigate to your School's folder. For example, Jones Lane ES would be under **Schools - Elementary Schools - H-O - Jones Lane ES**

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

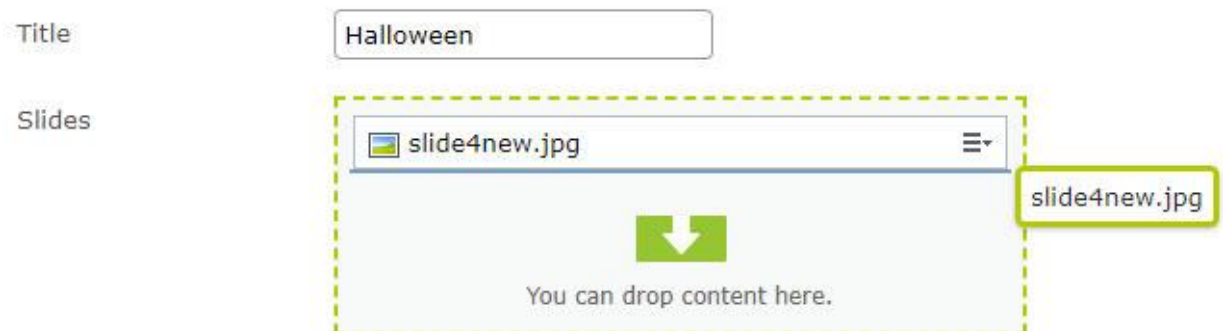


13. To upload a new image, select **Upload files by dropping them here or click to browse**.

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

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

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



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

17. Click **Create**.

18. 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.

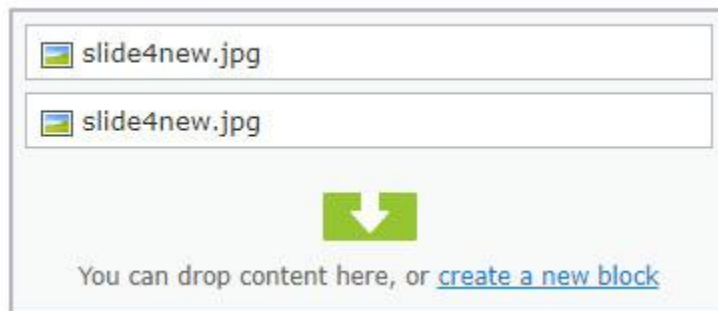


3. Hover over the slideshow you wish to edit until the Menu button appears.
4. Click the Menu button and select **Edit**. The Slideshow block will open.



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

Slides



- The Slide Block Item window will open.

Name

### Additional properties

Image



Caption

Students paraded around the school in costume as parents watched.

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

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

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

Slides

The screenshot shows a slide editor interface. On the left, there is a list of slides under the heading "Slides". The list contains four items: "slide4new.jpg", "slide4new.jpg", "Halloween Slide 1", and "slide4new.jpg". The first "slide4new.jpg" item is highlighted with a yellow border. To the right of this list, a context menu is open, displaying several options: "Edit", "Display As: Automatic", "Personalize", "Move Outside Group", "Move Up", "Move Down", and "Remove". Below the slide list, there is a green downward arrow icon and the text "You can drop content here, or [create a new block](#)".

Slide Transition

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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