

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

### *How to Update Your Hero Carousel*

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

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The Hero Carousel is the large, rotating photo block with optional captions that is located below the top navigation menu on many schools' homepages. Example:



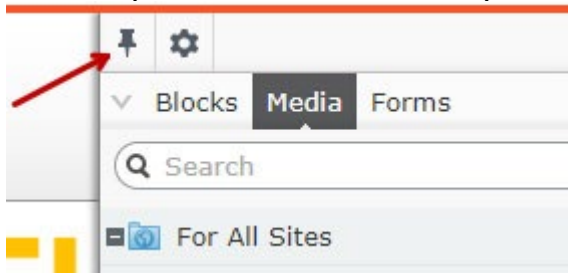
#### **How to Add Images to a Hero Carousel**

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

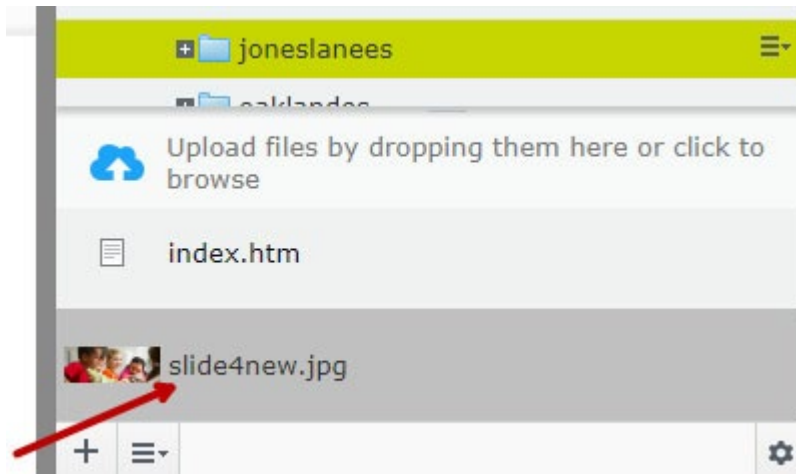
1. See *How to Log In and Set Up Your Work Area* for the basics on logging in and setting up your work area in Episerver.
2. Click the folder button at the top right corner to open the content asset pane.



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



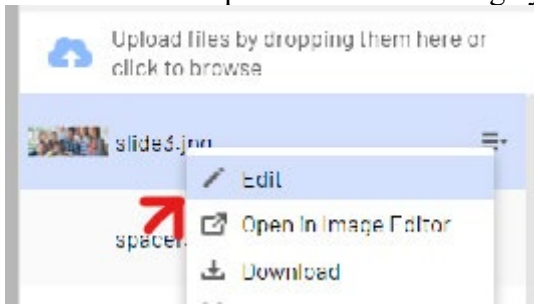
4. Select the Media tab from the Assets pane.
5. Navigate to your School's folder in the Media tab of the Assets page. For example, Jones Lane ES would be under **Schools - Elementary Schools - H-O - Jones Lane ES**
6. Select the folder to which you want to add the slideshow images. Any images uploaded to the selected folder will appear below. Example: homepage folder



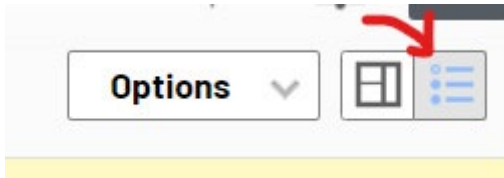
7. To upload a new image, select **Upload files by dropping them here or click to browse**.
8. Select the image you wish to upload from your hard drive or drag and drop the image into the Upload area.  
**NOTE:** Images should be sized to the correct pixel dimensions for the Hero Carousel before you upload them to Episerver.  
**EXAMPLE:** 1140 pixels by 420 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.*

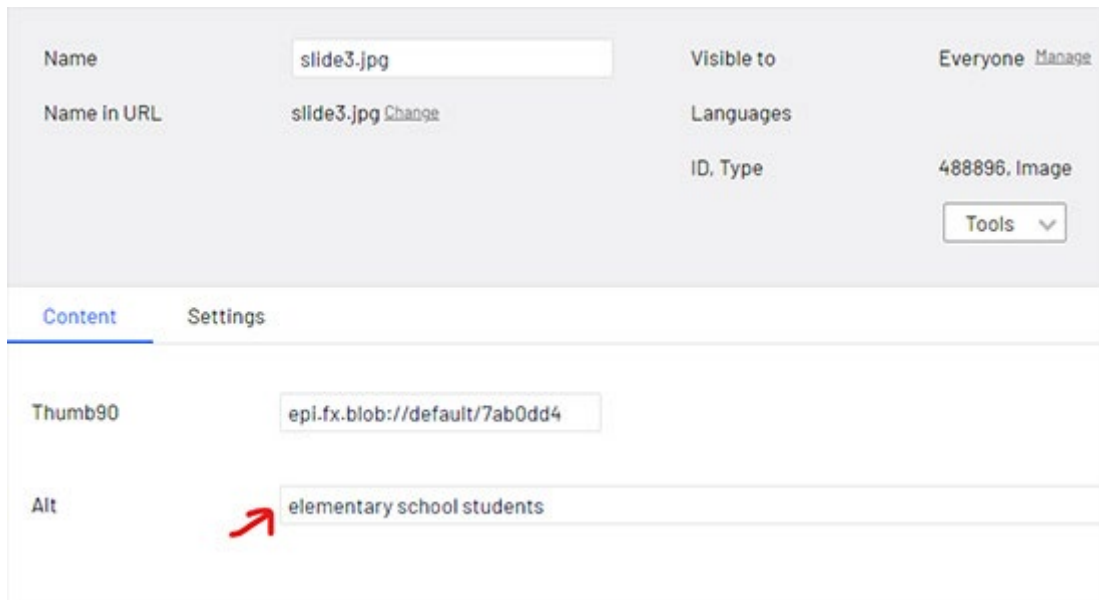
9. Click the menu option next to the image you just uploaded and select **Edit**.



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

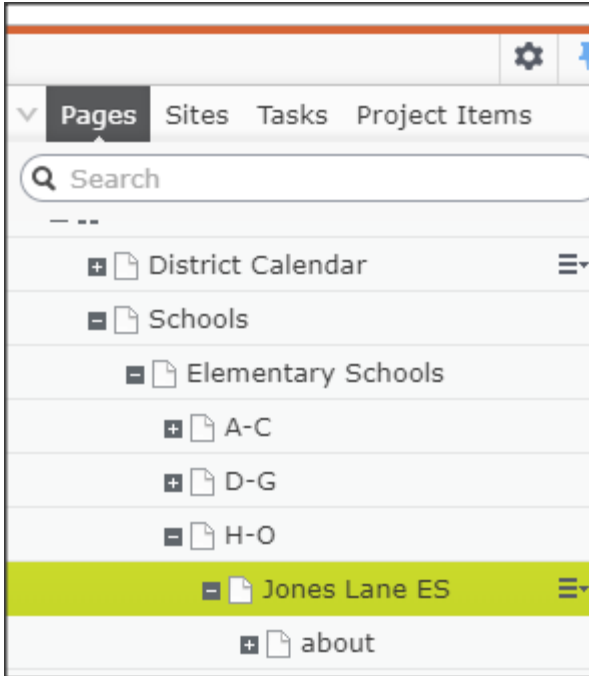


11. Enter a descriptive name for the image in the **Alt** field and click **Publish**.



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

12. Navigate to your school's folder from the Navigation Pane and select the homepage to edit

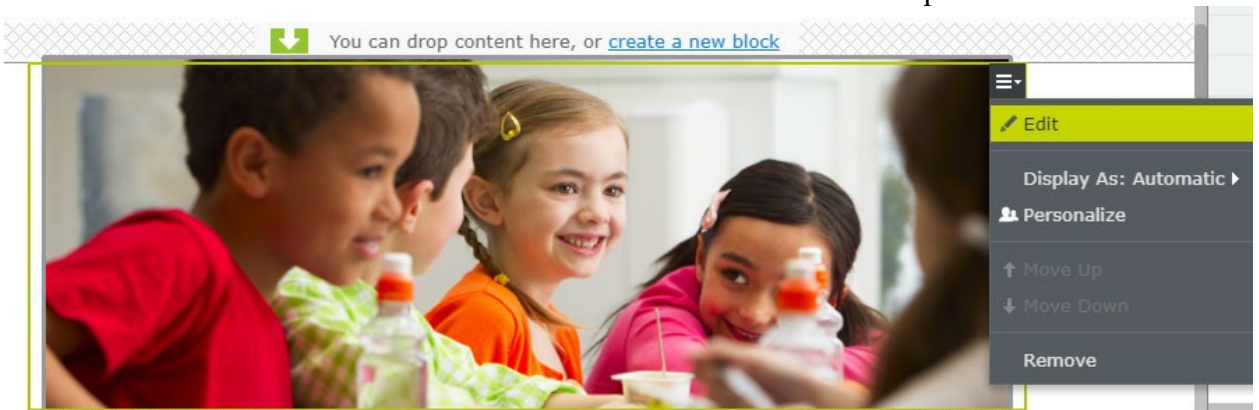


13. Select the button on the left for **On-Page Editing**. This display mode shows the page as it appears on the site, using the template's layout and styles.

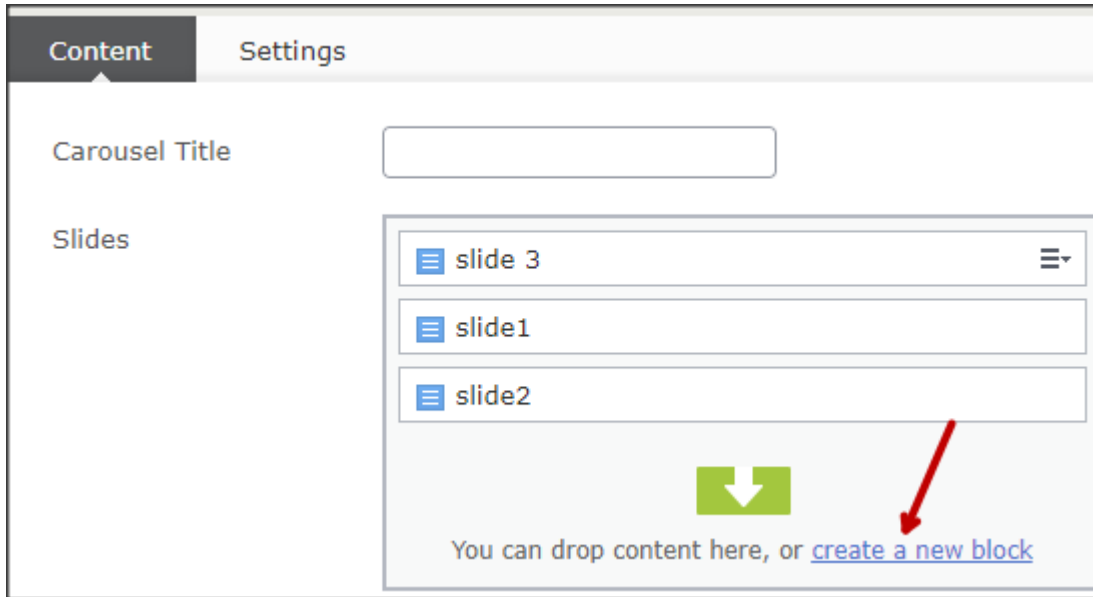


14. Hover over the carousel block you wish to edit until the Menu button appears.

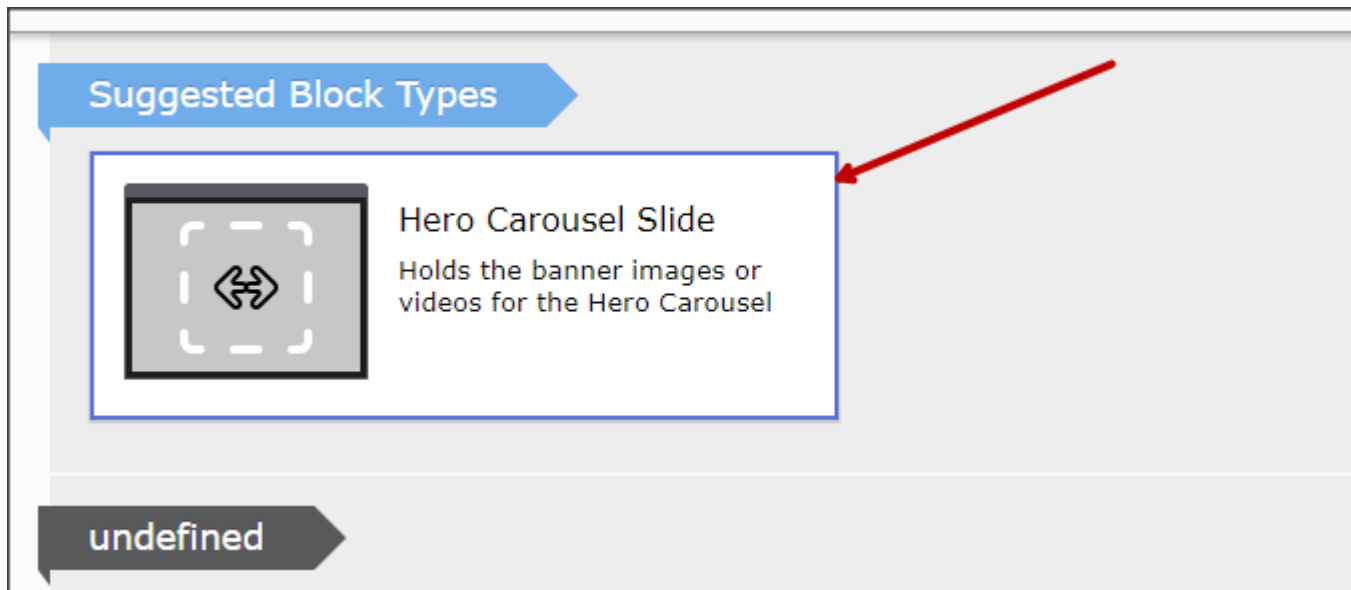
15. Click the Menu button and select **Edit**. The Hero Carousel block will open.



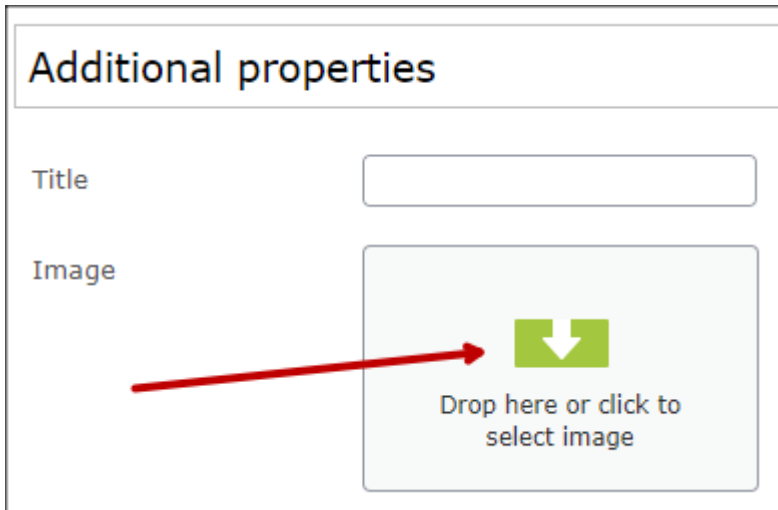
16. Click the **create a new block** link.



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

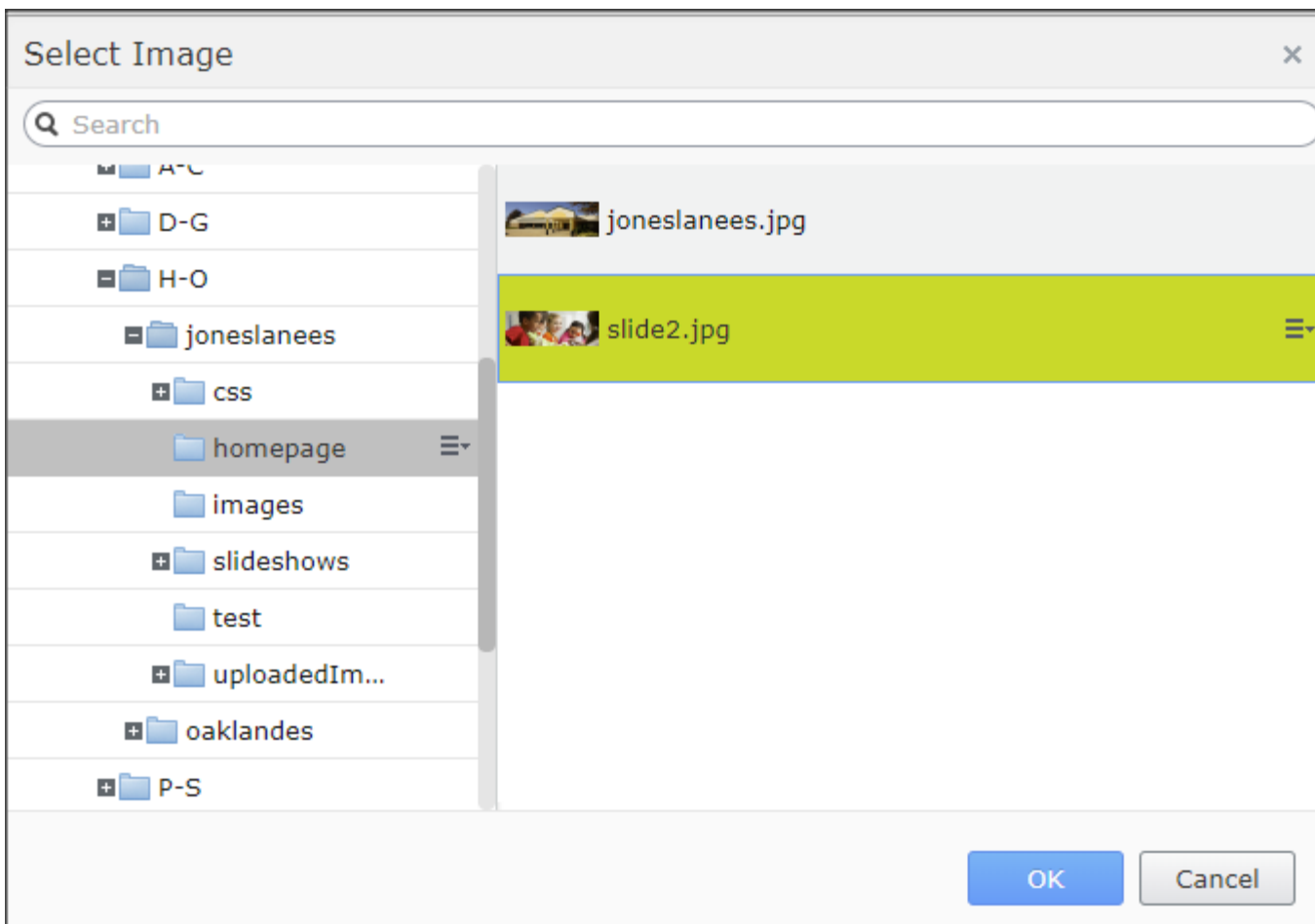


18. Select **Drop here or click to select image.**



19. 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: Schools – Elementary Schools – H-O – joneslancees - homepage



20. Enter a name for the slide. This will ONLY show in the editor.

### New Block: Hero Carousel Slide


For This Block

Name

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#### Additional properties

Title

Image   
slide2.jpg

Caption

Url

21. Enter a **Title**. Optional. This will display on the Hero Carousel.

22. Enter a **Caption**. Optional. This will display below the title on the Hero Carousel.

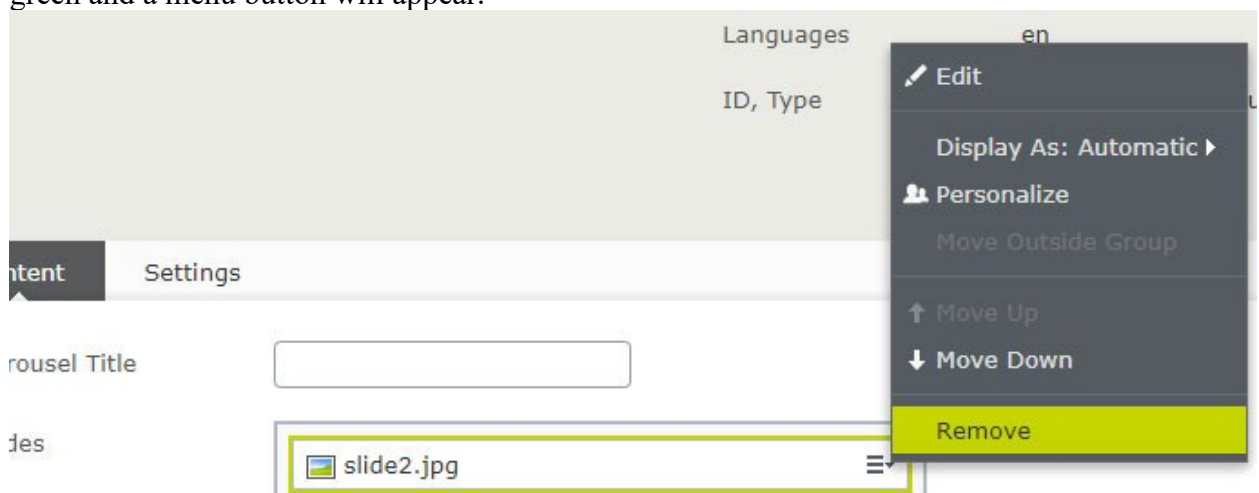
23. Click the ellipsis icon next to **URL** to link the slide to another web page. Optional. See *How to Hyperlink* for the basics on adding links.

24. You will be returned to the Hero Carousel block where you can drag the images above or below one another to reorder them.
25. Click **Publish**.
26. 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 Hero Carousel*

1. Follow steps 12 – 15 under *How to Add Images to a Hero Carousel* 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