

Note: All slide images should be 600 x 300 pixels. All carousel images should be 180 x 180 pixels. All initiative box images should be 215 x 150 pixels. (Use the same procedure for initiative box except you would add the images to the initiative box smart form).

- 1. In the Ektron workarea navigate to the home > features folder
- 2. Carousel Add a photo from the carousel
  - a. Click on the content block entitled "Carousel" and click the EDIT button.



b. To add an image to the carousel, click on the CALL OUT button in a section above or below where you want to add another and then select INSERT ABOVE or INSERT BELOW



c. Enter a title for the carousel image

🗏 🖵 🔐 Carousel Imag	je
Title: Image Title	
Image:	URL:
	<b>.</b>

d. Click the yellow Image Icon button

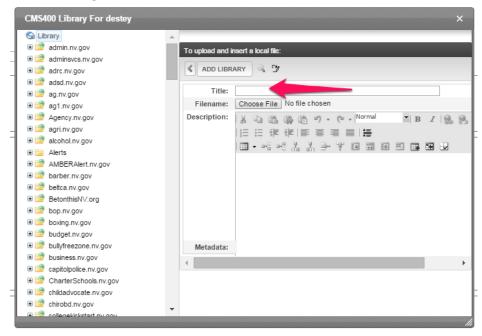
Ę	&Carousel Image	
	Image: URL:	



e. In the CMS400 Library dialog box click the ADD LIBRARY button

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🖲 🚍 adrc.nv.gov	ADD LIBRARY	
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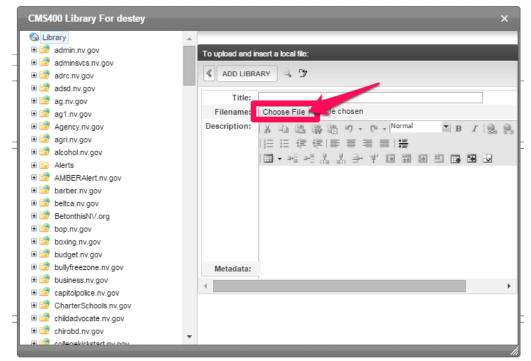
#### f. Enter the image title in the Title field





g. Click the Choose File button.

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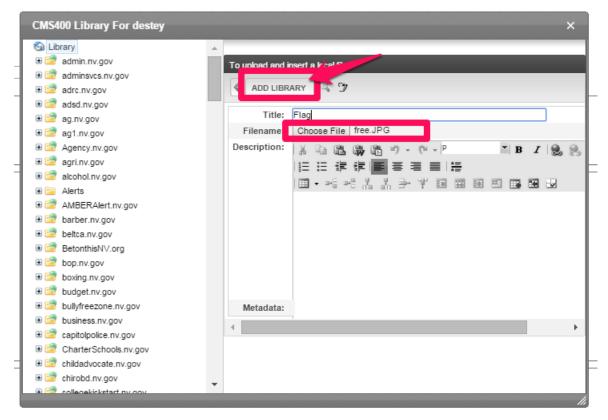


h. Next, navigate to the image you want to upload and select the image and click OK.

Organize   New folder		I • 🗌 🤅
<ul> <li>Favorites</li> <li>Downloads</li> <li>Dropbox</li> <li>Recent Places</li> <li>Desktop</li> <li>OneDrive</li> <li>Libraries</li> <li>DIANA-Library</li> <li>Documents</li> <li>Music</li> </ul>	free	
File nam	e: free	▼ All Files ▼ Open ▼ Cancel



i. The file name will populate the area next to the Choose File button. Click the ADD LIBRARY button and the image has been added to the carousel.





j. Click the PUBLISH button

e: Carousel				[English (U.S.)]		
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3. Carousel - Delete a photo from the carousel



a. To delete an image to the carousel, click on the CALL OUT button — in the section that contains the image to be deleted.



b. Select REMOVE from the drop-down menu.