

Procedure to Add, Replace or Delete photos to/from Carousel and Slide Areas

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).

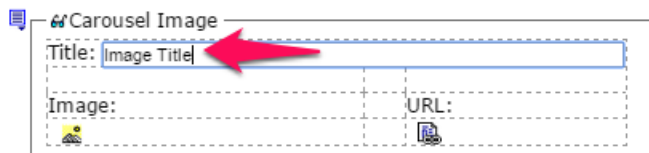
1. In the Ektron workarea navigate to the home > features folder
2. **Carousel** - Add a photo from the carousel
 - a. Click on the content block entitled "Carousel" and click the EDIT button.



- 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

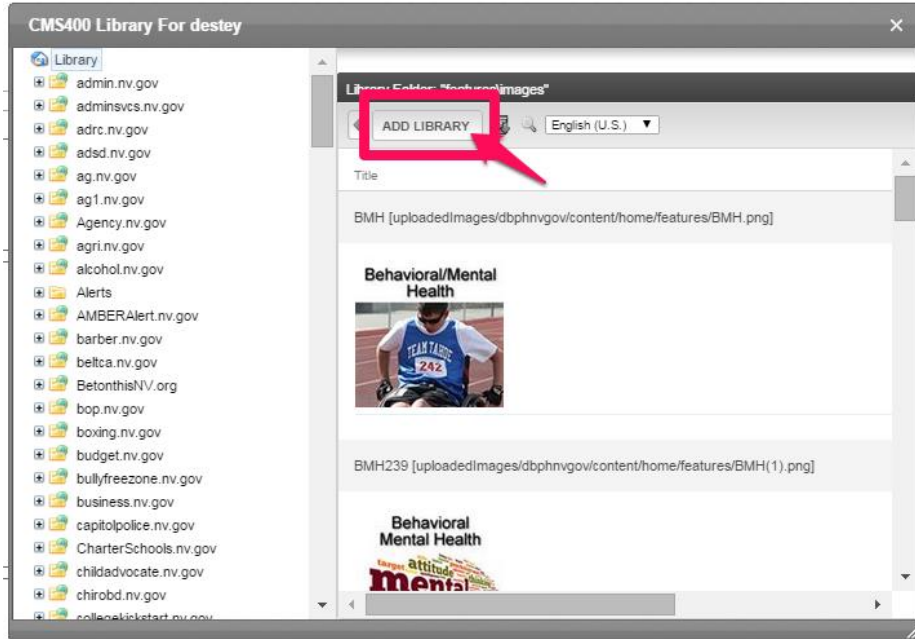


- d. Click the yellow Image Icon button

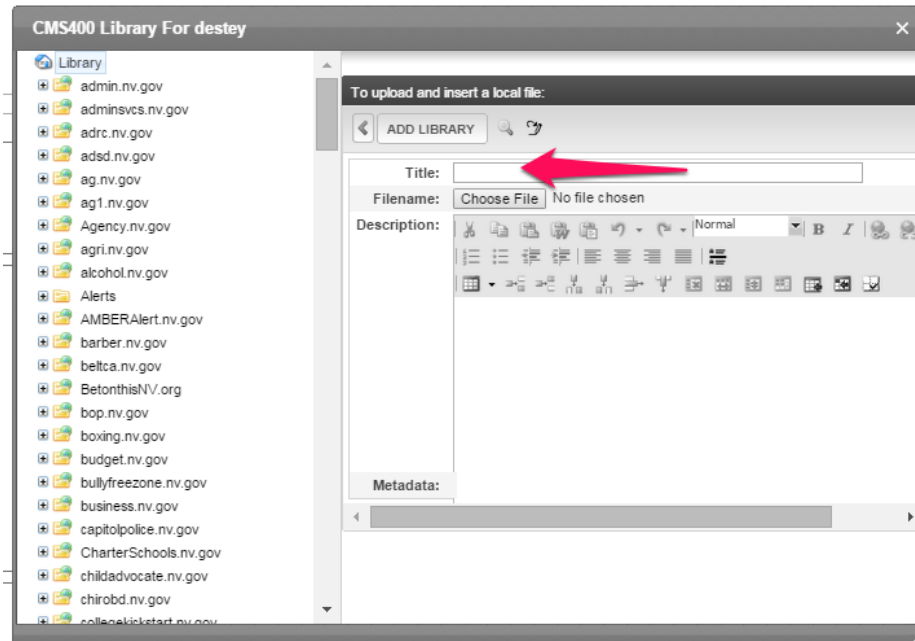


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- e. In the CMS400 Library dialog box click the ADD LIBRARY button

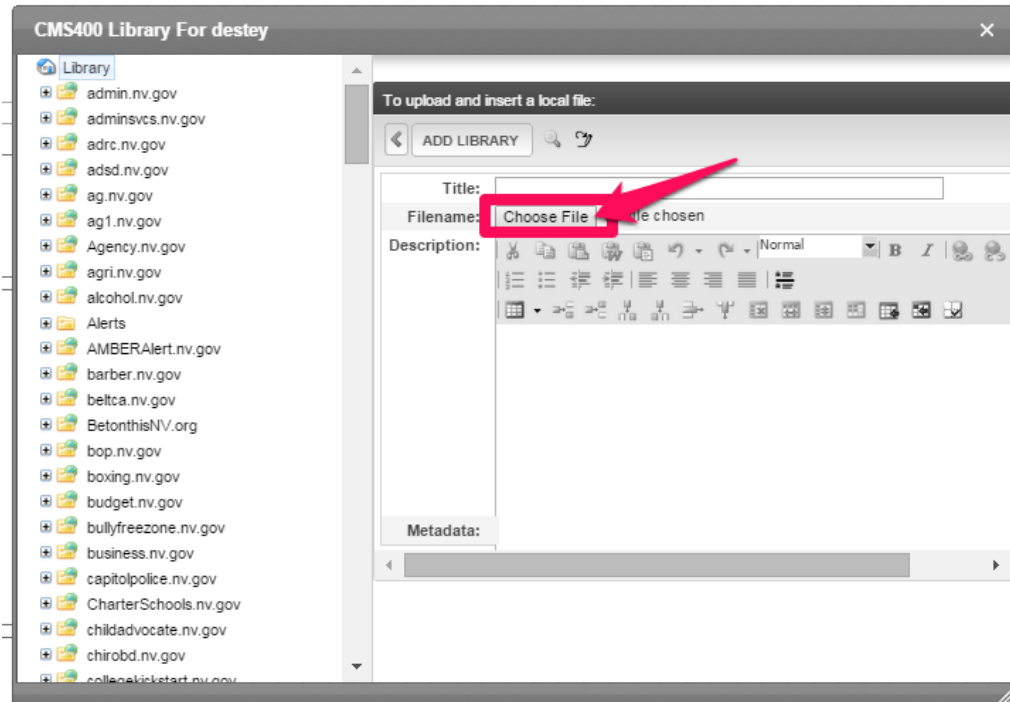


- f. Enter the image title in the Title field

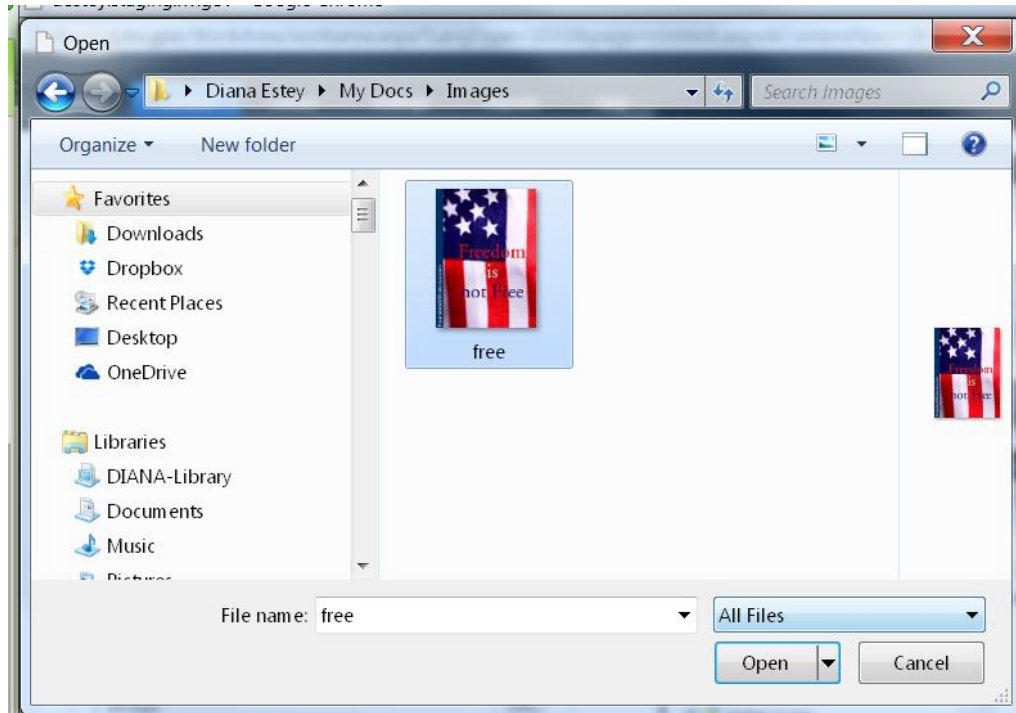


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- g. Click the Choose File button.

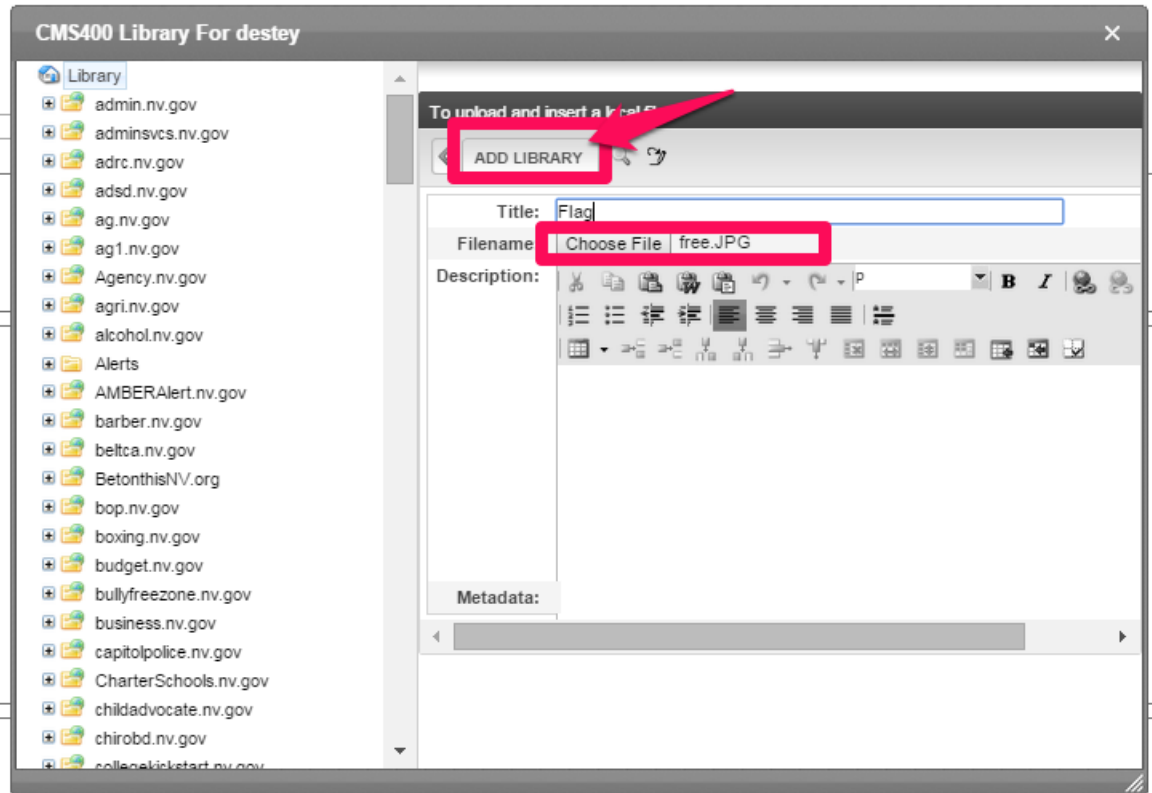


- h. Next, navigate to the image you want to upload and select the image and click OK.



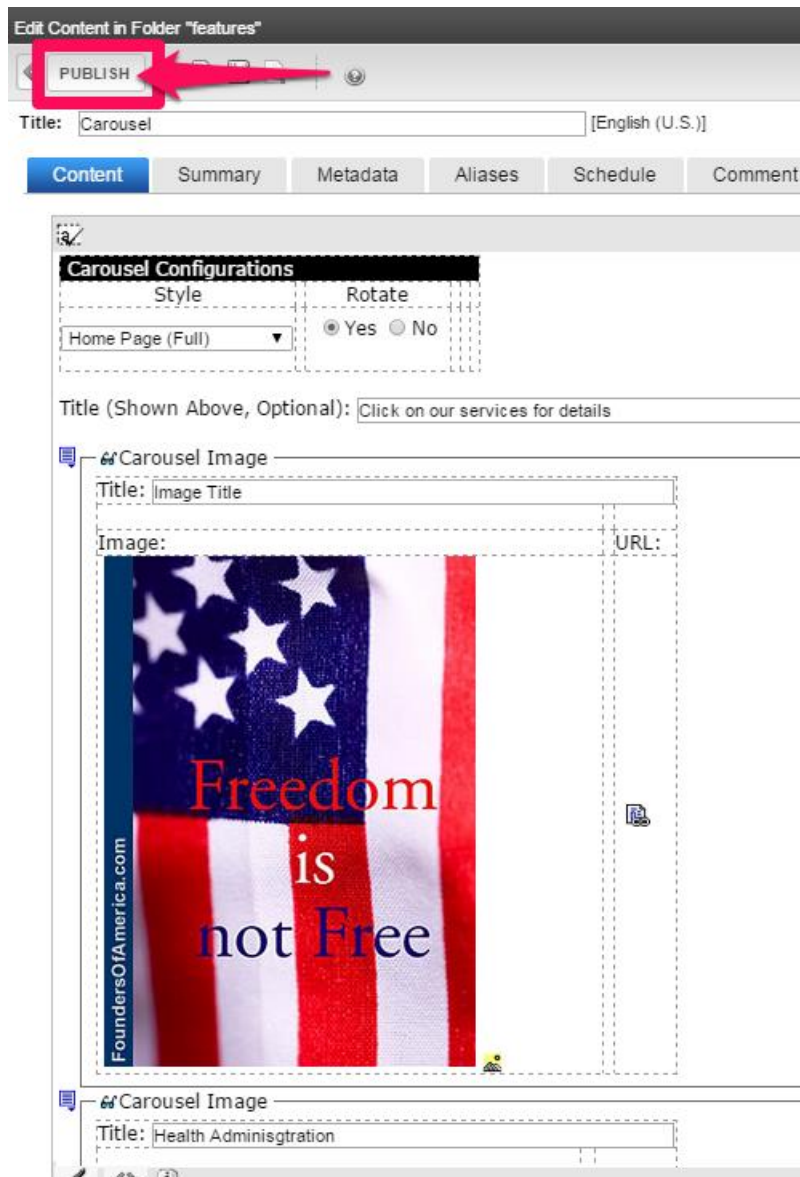
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- i. The file name will populate the area next to the Choose File button. Click the ADD LIBRARY button and the image has been added to the carousel.




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- j. Click the PUBLISH button



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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.

