

Using the Slideshow


1. The Slideshow

Cascade's Content Page Template has an area that allows you to create a rotating slideshow. The images are 960px x 450px. The slideshow will appear at the top of your page below the title.

ORIENTATION SERVICES

- ▶ Freshmen Orientation
- ▶ Transfer Orientation
- ▶ Parent & Family Program
- ▶ Military & Veterans
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Orientation Services




Welcome New Students & Families!

We are very excited to meet you! Cal Poly Pomona's orientation program is a great way to begin your university experience and ensure a successful transition into the academic community. We have a multifaceted orientation program that is designed to suit the needs of first-time freshmen and transfer students, in addition to parents and family members.

Orientation promotes academic achievement and personal development through academic advising, class registration and an introduction to student services and resources. You will have the opportunity to meet experienced student leaders and other new students as well as experience campus life at Cal Poly Pomona.

Ask Billy



Type a question here

Ask Now »

Using the Slideshow

2. Sample Files

Before you begin, you need to download the sample images for this tutorial. They can be found at <https://www.cpp.edu/~it/web-development/resources/training-files/index.shtml>

Training Files

Photos

This page contains files that are used in our tutorials. To follow along in the tutorials please download the files below. You can download them individually using the directions below or all at once by downloading the whole zip package.

Banner, Slideshow and Content Images


Right click and "Save Image As" to download image to your computer.

- [The Old Stables](#)
- [The Library](#)
- [The Rose Garden](#)
- [Standard Content Image](#)

Related Links

- ▶ Accessibility
- ▶ eHelp
- ▶ Information Technology
- ▶ Web Redesign Project
- ▶ Campus Domain Change

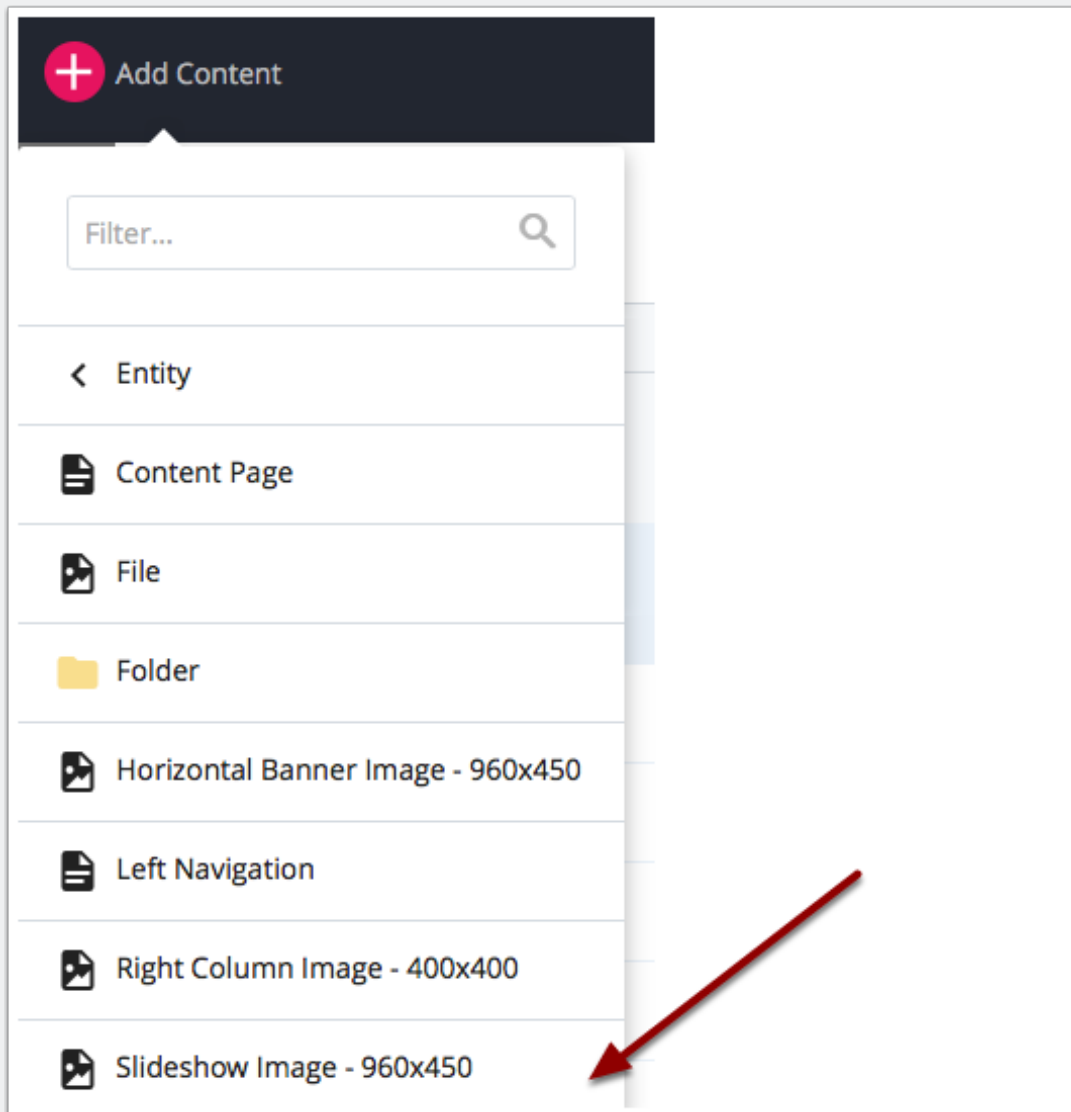
[Request Service »](#)



Using the Slideshow

3. Upload Your Images

The first step in using a slideshow is to upload the images. Make sure that you click on the img folder and then click on Add Content-> Entity -> Slideshow Image - 960x450.



Using the Slideshow

3.1 Select Your Image File

Drag your image into the file [1] upload area or use "Choose File" to select it. [2] System Name will automatically use the name of the file. Make sure there are no spaces or capital letters. We always want to use lowercase and dashes (-) for spaces. The image System Name should also have the extension. In this example, the file name is **stable.jpg**. [3] Your image will appear in the preview area with some editing options.

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Content Metadata Configure Fullscreen Draft saved Close Save & Preview


File Name *
stables.jpg 2

Placement Folder *
img
group.cascade1:/img

Drop a file here or choose 1 from your computer
Received file: stables.jpg, 71.97 KB

3

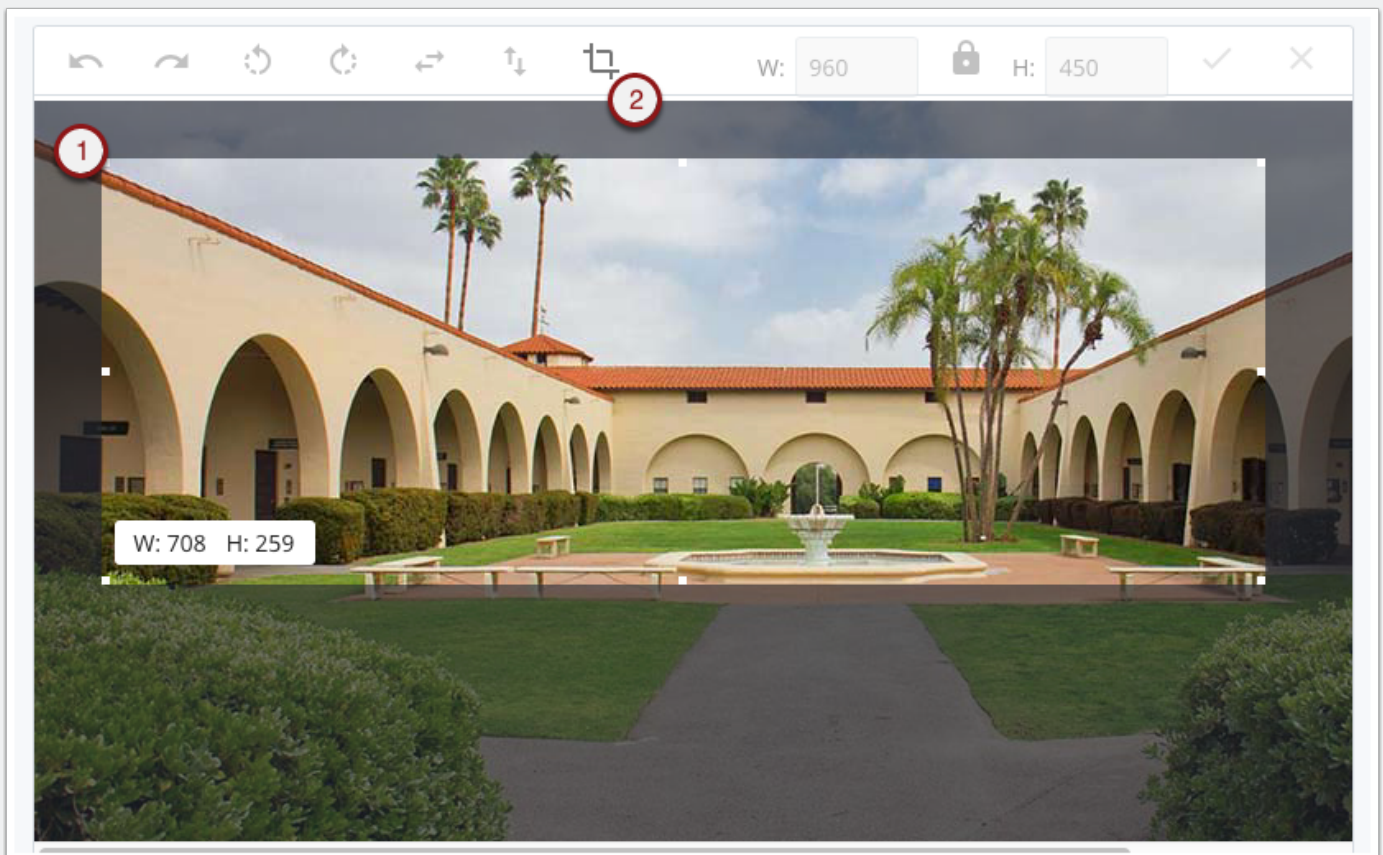
W: 960 H: 450



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3.2 Edit if Needed

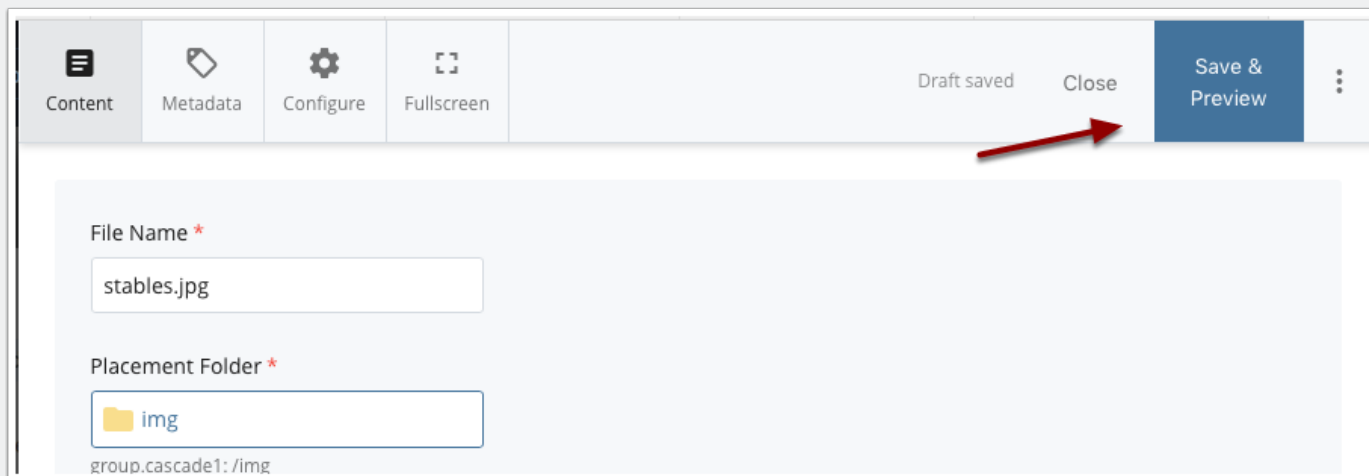
You have the option for some simple editing features. If you need to crop your image or resize it, you may use these tools. It is recommended to use a program such as Photoshop to do this ahead of time. In the example shown, the crop tool is being used. If you are using this tool make sure you have the correct width and height of 960 x 450. You can see the size in the bottom left corner of the box [1]. When it is at the correct size, you can click on the crop tool [2] to finish.



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3.3 Save and Preview

When you are happy with the image, click on save and preview



The screenshot shows a software interface with a top navigation bar and a main content area. The navigation bar includes tabs for 'Content', 'Metadata', 'Configure', and 'Fullscreen'. On the right side of the navigation bar, there are buttons for 'Draft saved', 'Close', and 'Save & Preview'. A red arrow points to the 'Save & Preview' button. Below the navigation bar, the main content area contains two form fields: 'File Name *' with the value 'stables.jpg' and 'Placement Folder *' with the value 'img'. At the bottom of the main content area, the text 'group.cascade1: /img' is visible.

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3.4 Publish to Test

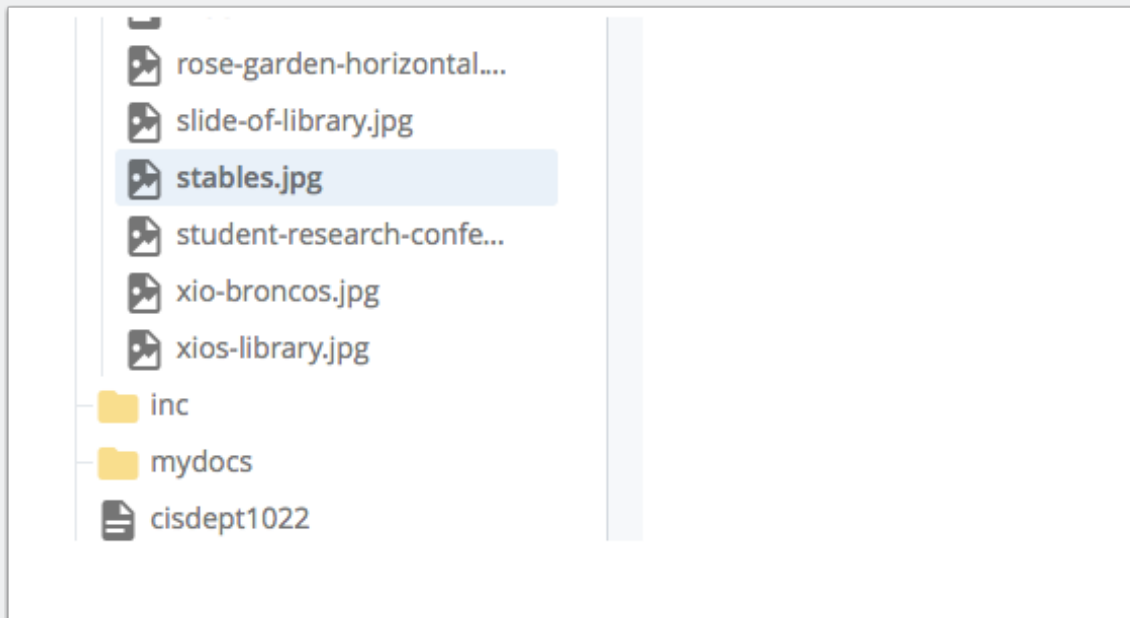
For now we will Publish to Test. Click Submit and then Start Workflow and then Start workflow on the next page.

The screenshot displays a user interface for publishing content. At the top, a navigation bar includes a 'Submit' button (with a checkmark icon), 'Discard', 'Edit', 'Comments', 'Details', and 'More'. Below this, a text area prompts the user to 'Comment on the changes you made.' with the text 'First version.' entered. A status bar indicates 'This is a draft. Click Submit to save changes.' The main content area shows a photograph of a building with arches and a fountain. A sidebar on the left contains a 'Workflow' section with a checked 'Use a Workflow' option and a dropdown menu set to 'Publish To Test'. Below the dropdown, there are buttons for 'Start Workflow' and 'Check Content & Submit'. Red arrows point from the 'Submit' button to the 'Publish To Test' dropdown and from the dropdown to the 'Start Workflow' button.

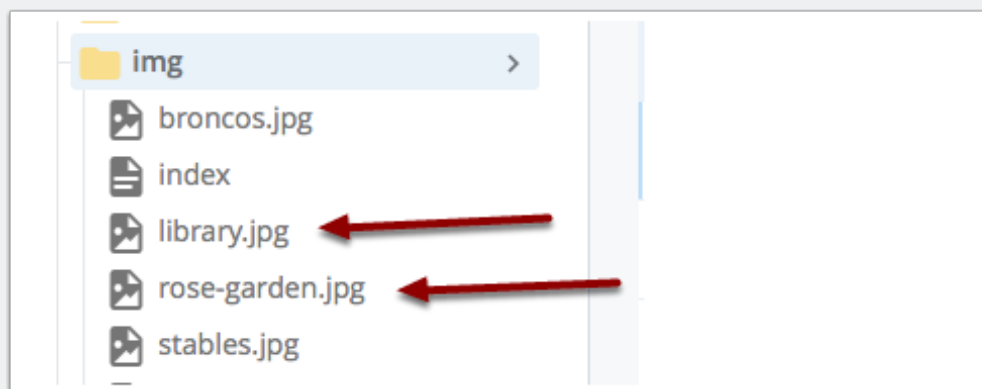
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3.5 Image is Uploaded

Your image is now in the image folder.



3.6 Repeat for the Other Two Images



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4. Adding a Slideshow to a Page

Select the page you would like to add a slideshow to and click on the Edit tab.

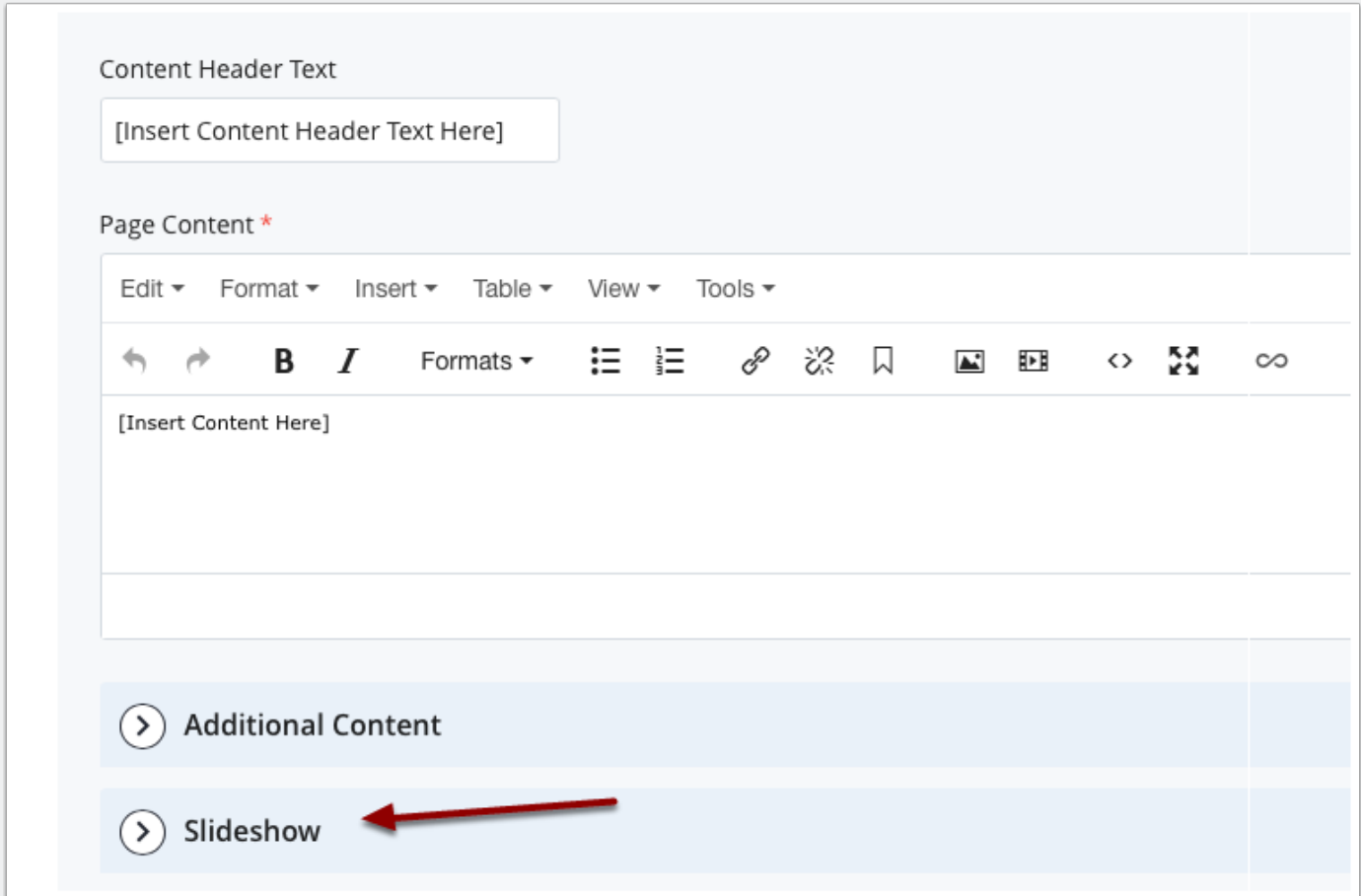


The screenshot shows a page editor interface. At the top, there is a navigation bar with several tabs: "Edit", "Publish", "Comments", "Details", and "More". A red arrow points to the "Edit" tab, which is currently selected. Below the navigation bar, the page title is displayed as "Page: [Insert Title Here]". To the right of the title, there is a dropdown menu labeled "Output: Hypertext". Below the title bar, the breadcrumb path "group.armyrotc / slideshow-sample" is visible. The main content area contains three lines of placeholder text: "[Insert Page Header Text Here]", "[Insert Content Header Text Here]", and "[Insert Content Here]".

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4.1 Default Content Area

In the Default Content area you will see a section towards the bottom that says Slideshow. Click on it to open the options.



The screenshot displays the 'Default Content Area' interface. At the top, there is a 'Content Header Text' section with a text input field containing '[Insert Content Header Text Here]'. Below this is the 'Page Content' section, which includes a rich text editor with a menu bar (Edit, Format, Insert, Table, View, Tools) and a toolbar with various icons (undo, redo, bold, italic, bulleted list, numbered list, link, unlink, bookmark, image, video, code, fullscreen, refresh). The main content area contains '[Insert Content Here]'. At the bottom, there are two expandable sections: 'Additional Content' and 'Slideshow'. The 'Slideshow' section is highlighted in light blue, and a red arrow points to it from the right.

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4.2 Open the Slideshow Image Option

Click on Slideshow Image to open the option panel. Read the instructions for accessibility. You also have the option to show or hide the caption below the image and adjust slide transition timing.

Slideshow

Instructions and Accessibility

Title, Alternative Text, and Descriptions are required. If you do not add them the slide will not show. If you add a link, you are required to fill in the link Title or your link will not work. There is also the option to show the title and description in a box below the slide.

Show title and description below slide?

Yes

Time between slides in seconds

4

6

8

10

12

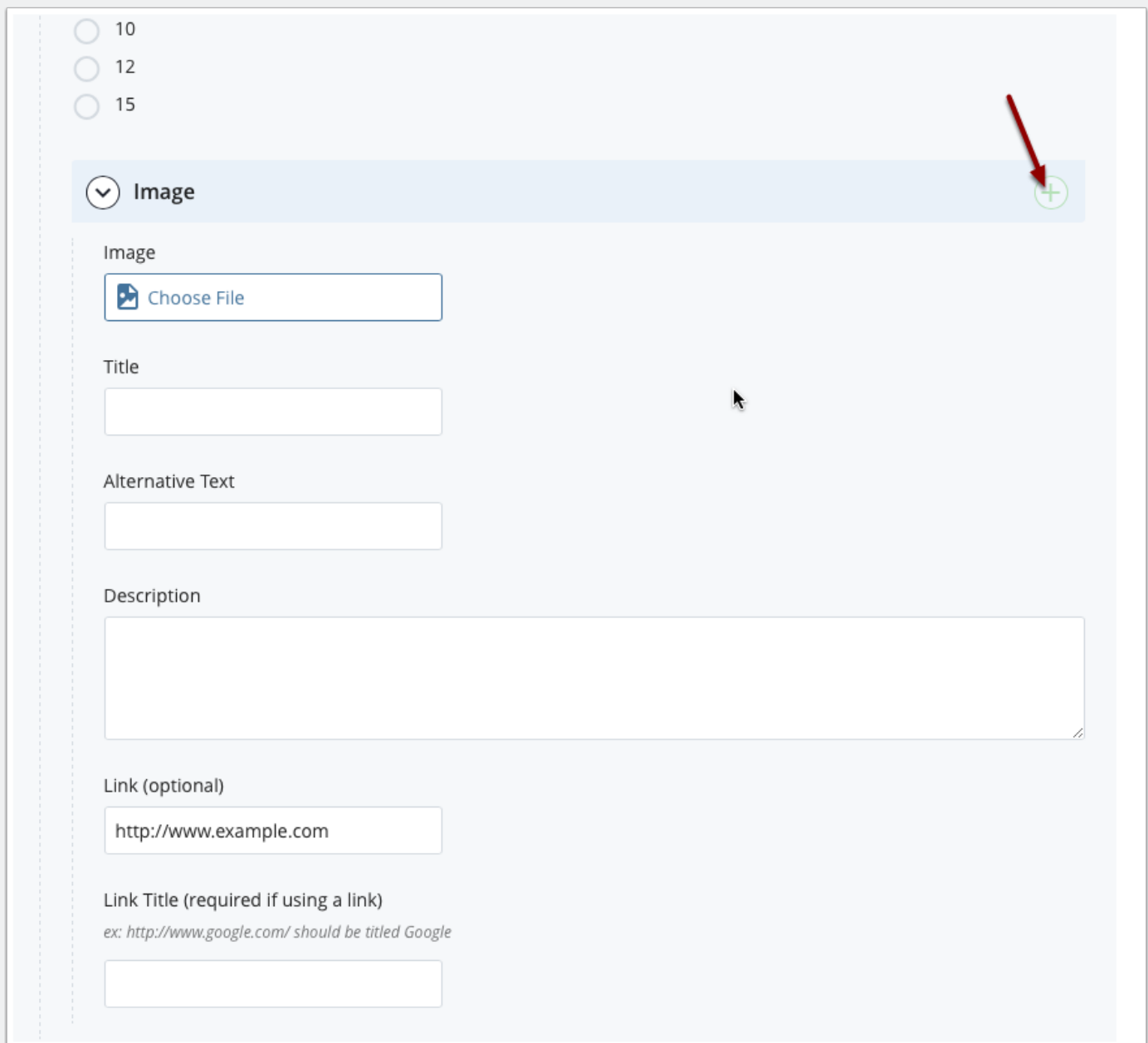
15

Image

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4.3 Add Images

Since we would like to add more than one image to our slideshow, we will click on the green plus sign to add more slides. For this tutorial, I will click it twice, so I have a total of 3 slides.

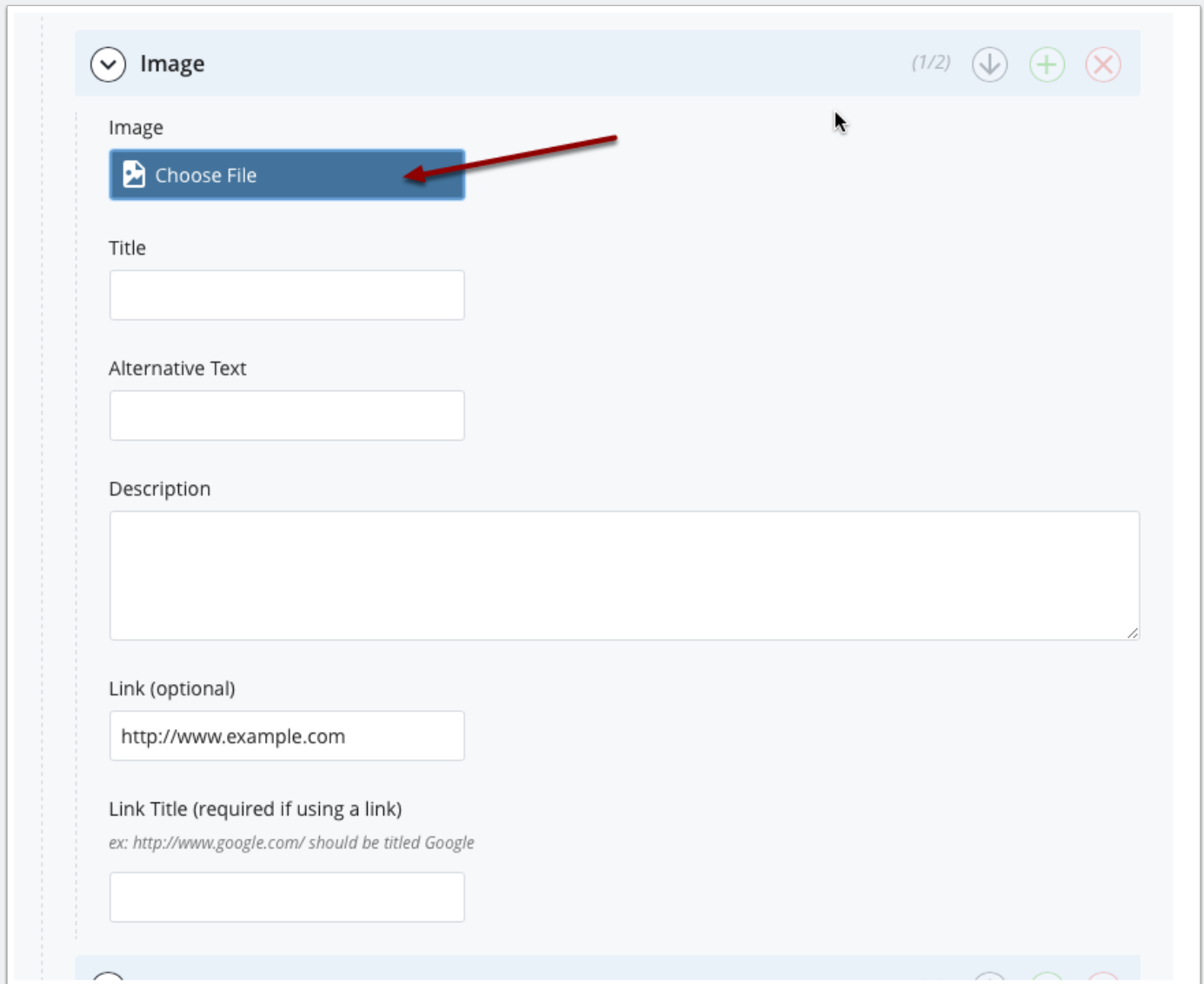


The screenshot shows a user interface for adding a new slide to a slideshow. At the top left, there are three radio buttons labeled 10, 12, and 15. Below them is a light blue header bar with a dropdown menu icon and the word "Image". In the top right corner of this bar, there is a green circular button with a white plus sign, which is highlighted by a red arrow. Below the header bar, the form contains several input fields: a "Choose File" button with a folder icon, a "Title" text box, an "Alternative Text" text box, a "Description" text area, a "Link (optional)" text box containing "http://www.example.com", and a "Link Title (required if using a link)" text box with a small example text below it: "ex: http://www.google.com/ should be titled Google".

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4.4 Browse for Image

Click on the browse icon to search for the first image.

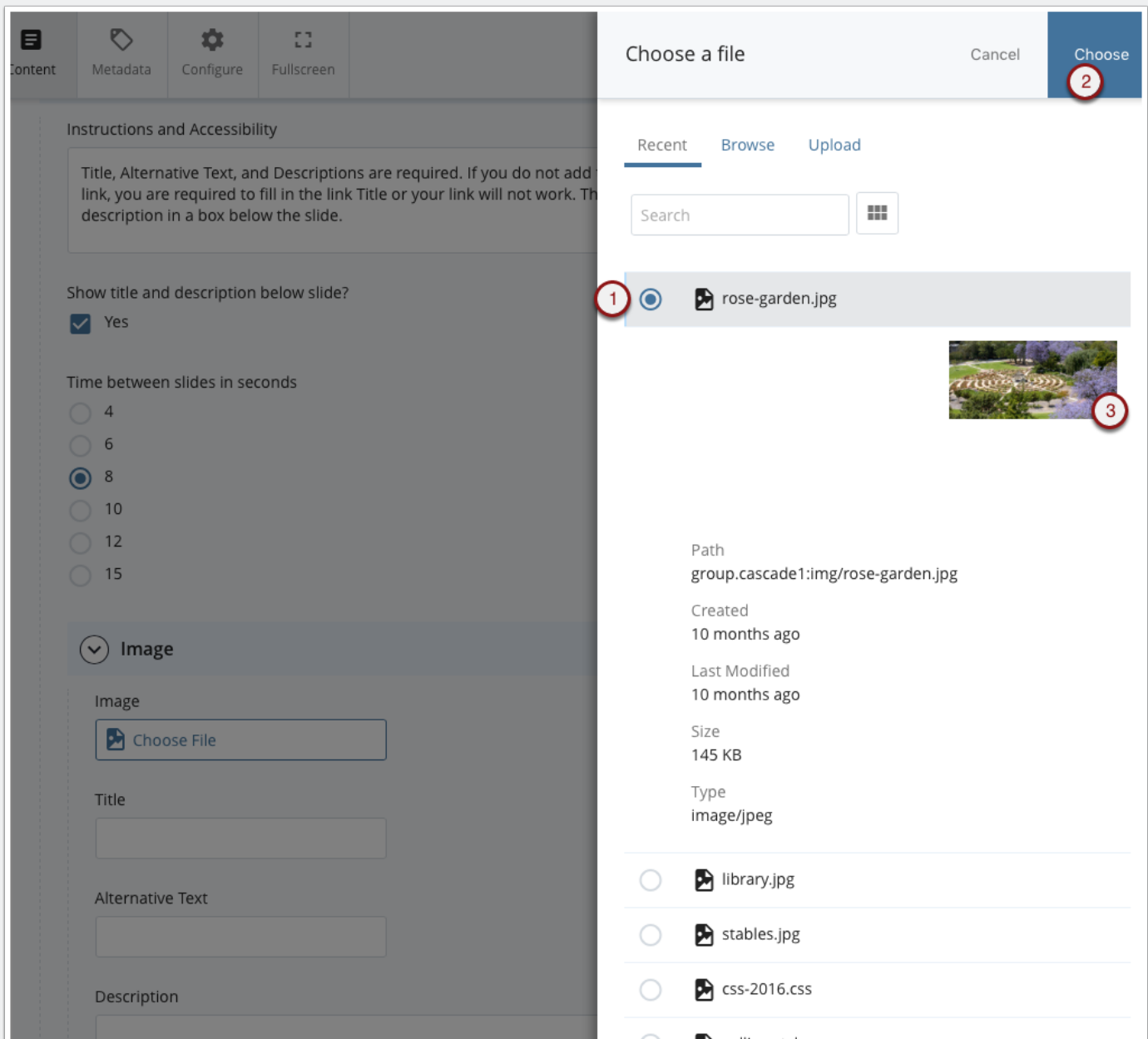


The screenshot shows a form titled "Image" with a dropdown arrow on the left and navigation controls (1/2, down arrow, plus, and close) on the right. The form contains several input fields: "Image" with a "Choose File" button (highlighted by a red arrow), "Title", "Alternative Text", "Description", "Link (optional)" with the example "http://www.example.com", and "Link Title (required if using a link)" with the example "http://www.google.com/ should be titled Google".

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4.5 Select the Image

In the pop-up window, browse to the img folder and select the image you would like to use for the first slide [3]. You will see the image show up in the preview area [2]. Click on Confirm [3].



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4.6 Description for Photo

You must supply a title, alt text, and description for your slide or Cascade will not show it. The title and description will show up as a caption at the bottom of the photo if you selected that option. This is also so a screen reader can describe the image. It should be descriptive of what the image is showing. Do not use words like "picture of" or "photo of". Repeat for the Next 2 Images. You also have the option of adding a link to the image.

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Image (1/2) [down] [plus] [close]

Image

rose-garden.jpg [close]
group.cascade1: /img/rose-garden.jpg

Title

Rose Garden

Alternative Text

A scenic shot of the rose garden at ca

Description

The Rose Garden at Cal Poly Pomona

Link (optional)

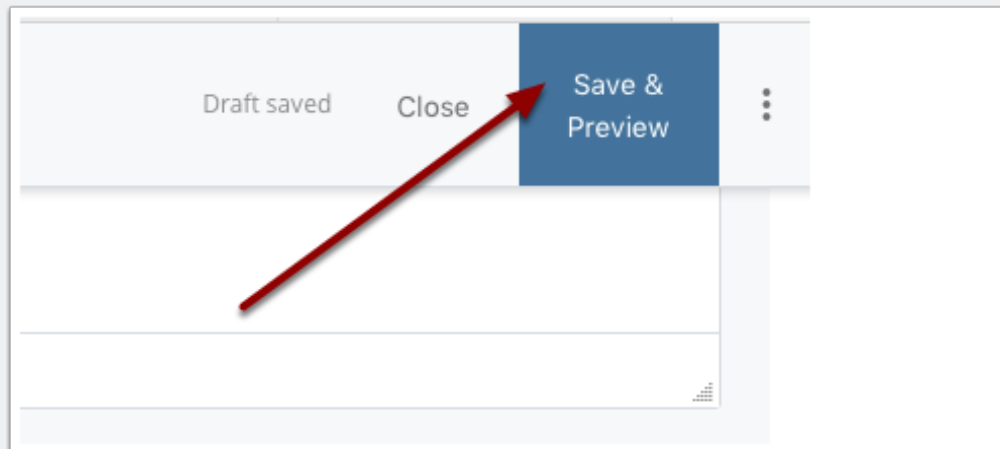
<http://www.example.com>

Link Title (required if using a link)
ex: <http://www.google.com/> should be titled Google

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4.7 Send to Workflow

When complete, follow the steps to send the page to a workflow.



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4.8 You Are Done

Your Slideshow is now part of your page.

