



PRESENCE

Carousel Portlet Guide

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Introduction

The Carousel portlet allows you to create a rotating slideshow of images to display on a page. You can determine how big the images appear on the page, set captions for the images, determine how quickly the images rotate and more.

In order to make sure your images are all displayed with the same height and width, you will be prompted to crop each of your images to fit the portlet.

Who Should Use this Guide

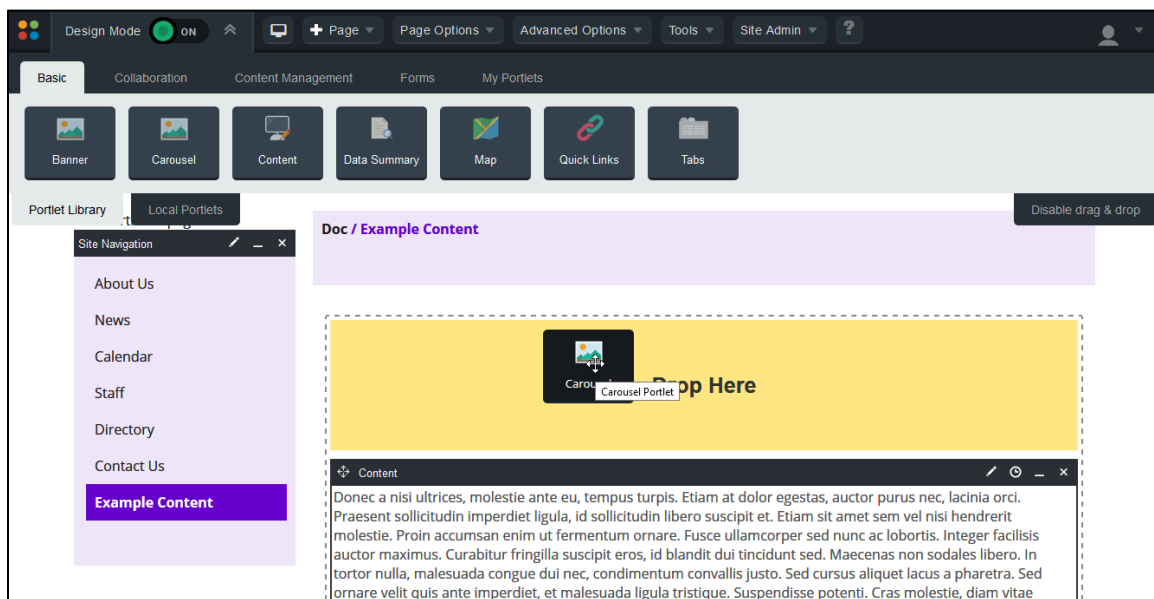
This guide is written to be accessible to users of all technical backgrounds.

Adding a Carousel Portlet


The process for adding a Carousel portlet to a page is the same process as for adding any other portlet to a page.

Set **Design Mode** to **On**.

Find the region where you wish to display your tabs portlet. In the Portlet Library, click on the **Basic** category. Drag and drop the **Carousel** portlet on to the page.




Editing a Carousel Portlet

To configure a Carousel portlet, set **Design Mode** to **On**. Click  in the corner of the **Carousel** portlet.

Portlet Settings

The **Settings** button of the Carousel portlet is where you specify the size of the images being displayed as well as how those images are displayed.

The **Banner Maximum Dimensions** fields determine the largest size, in pixels, that the images will be displayed at.

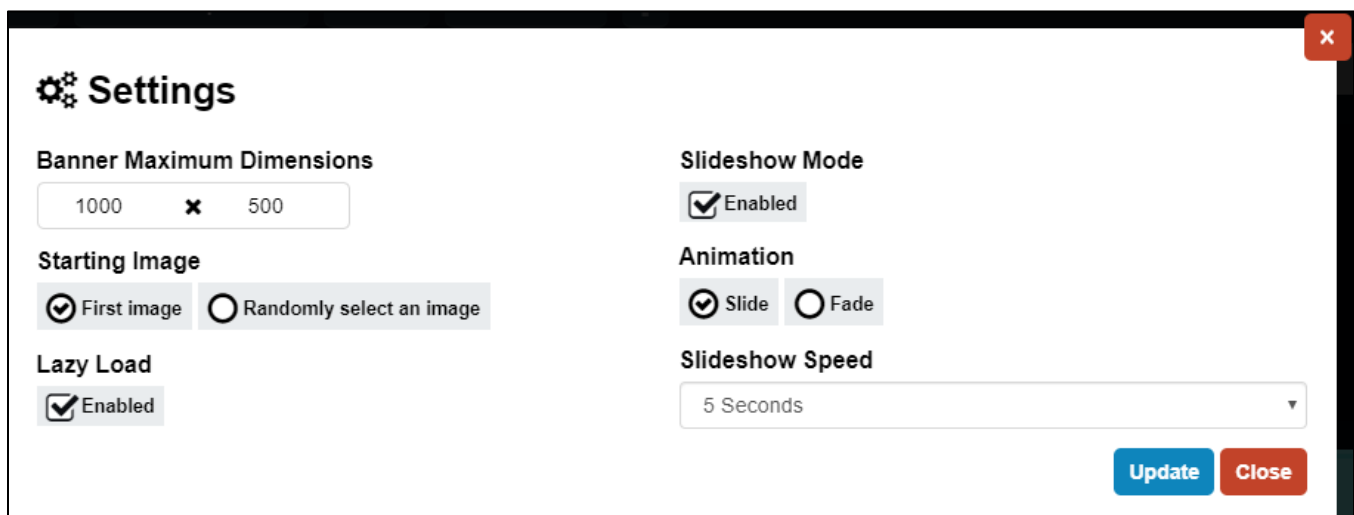
 **Note:** *If you change these dimensions after you have already added images to your carousel, you will need to re-crop all the images that are currently being used on the portlet.*

The **Starting Image** setting determines which image is displayed when the page first loads. You can either display the **First image** or **Randomly select an image**.

The **Lazy Load** setting allows you to load the carousel images as needed instead of loading them when the page first loads. Setting this to **Enabled** can help your page load more quickly, particularly if you have a lot of images in your portlet.

If **Slideshow Mode** is set to **Enabled** then the images will automatically rotate every **X** seconds.

If you are using Slideshow Mode, then you can also choose the **Animation** for the slideshow when moving from one image to the next. The images can be set to **Slide** or **Fade** when transitioning. The **Slideshow Speed** drop-down determines how many seconds there are between each rotation.



Once you have finished configuring the portlet, click **Update** to save your configuration.

Click **Update** again when you wish to save your changes to the portlet.

Style Options

With the style options, you can make some choices about the arrows that allow users to cycle between images. You also have the option of applying custom HTML to the captions used on the banner.

Arrows

You can choose which of two types of **Arrows** you wish to use with the banner by checking the appropriate box.


You can choose the **Arrow Color** and what the arrow looks like **On Hover**. For the **Arrow Background** you can specify the **Background Color** and what the arrow background looks like **On Hover**.

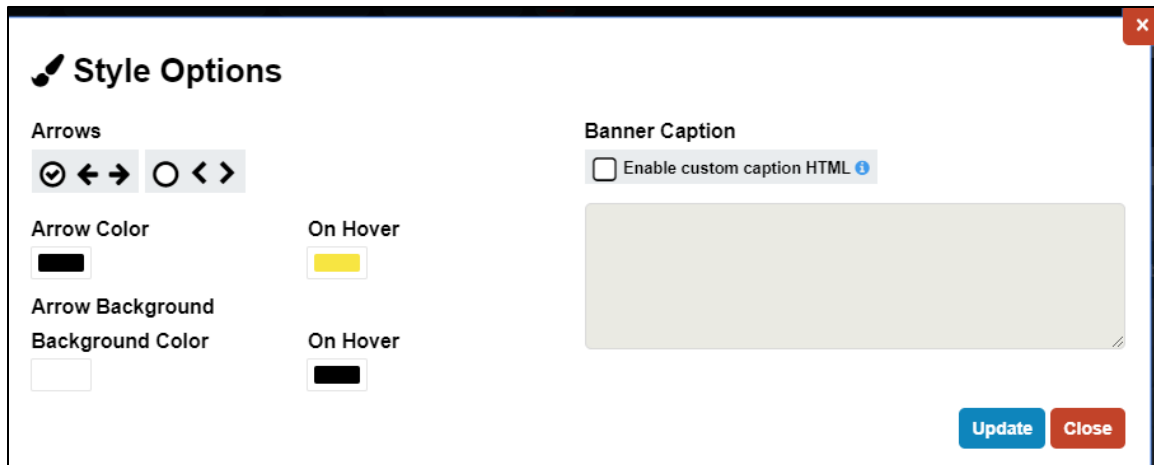
Clicking one of the four color boxes will bring up a color picker.



There are many ways to specify the color you wish to use.

- Click one of the preset colors along the bottom of the picker.
- Enter a color **Hex** code.
- Enter **RGB** color values.
- Use the two color sliders to adjust the color range and color brightness displayed.
- Click within the visible color range to choose a specific color.

 **Note:** Be sure that the color of the arrow and the color of the background (On hover and not) has sufficient contrast to be easily visible to users.



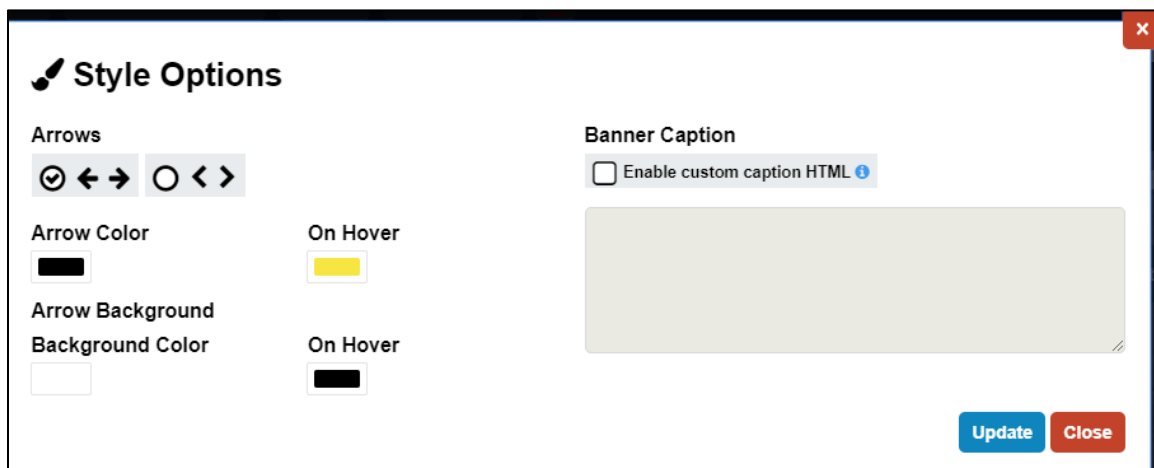
Click **Update** to save your arrow style choices.

Click **Update** again when you wish to save your changes to the portlet.

Banner Caption

If you want to change the styling of the **Banner Caption**, check the **Enable custom caption HTML** option.

You will then be able to enter in any custom HTML for the banner in the box below.



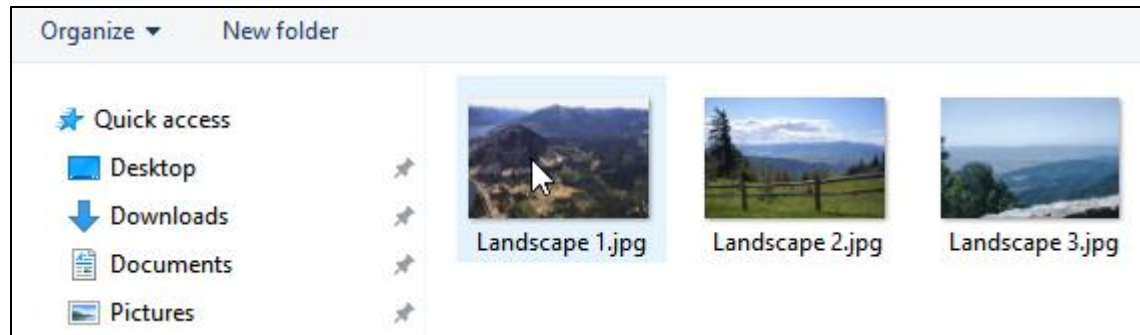
Click **Update** to save your custom HTML.

Click **Update** again when you wish to save your changes to the portlet.

Adding Images

To add images, click **Add Image**.

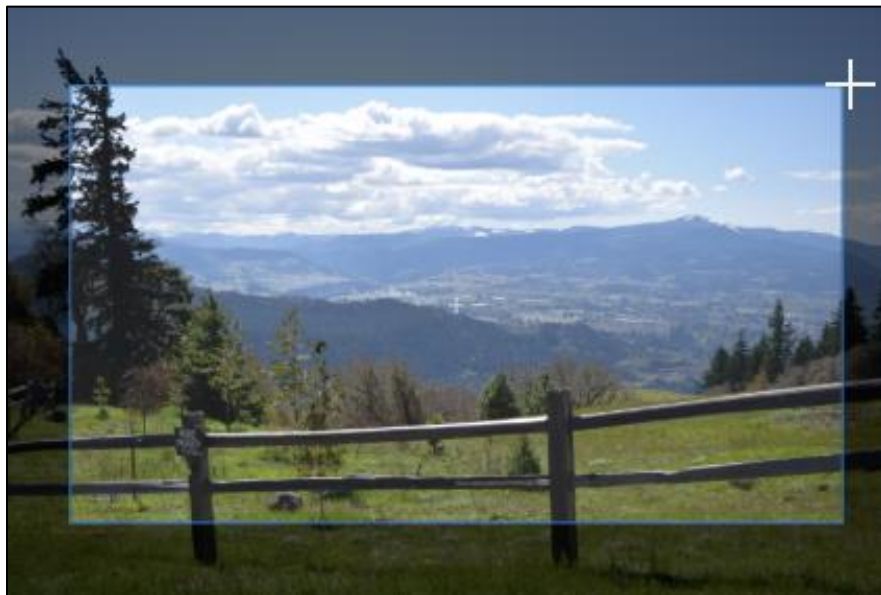
In the window that pops-up, navigate to and double-click on the image you wish to use.



On the right side of the modal, you will see the image you selected with a box highlighting the region that will be displayed on the carousel. The shape of this box will be determined by the width and height specified as the **Banner Maximum Dimensions** in the portlet settings.

To make the box larger or smaller, you can click outside the selection box and then click and drag to form a box of the size you want. When you expand or shrink the box, both the height and width of the box will automatically be adjusted to keep the ratio the same as with the settings in the **Banner Maximum Dimensions**. So, for example, if you set the **Width** to 1000 and the **Height** to 500, then the box will always be twice as wide as it is tall, no matter how small or large you make the box.

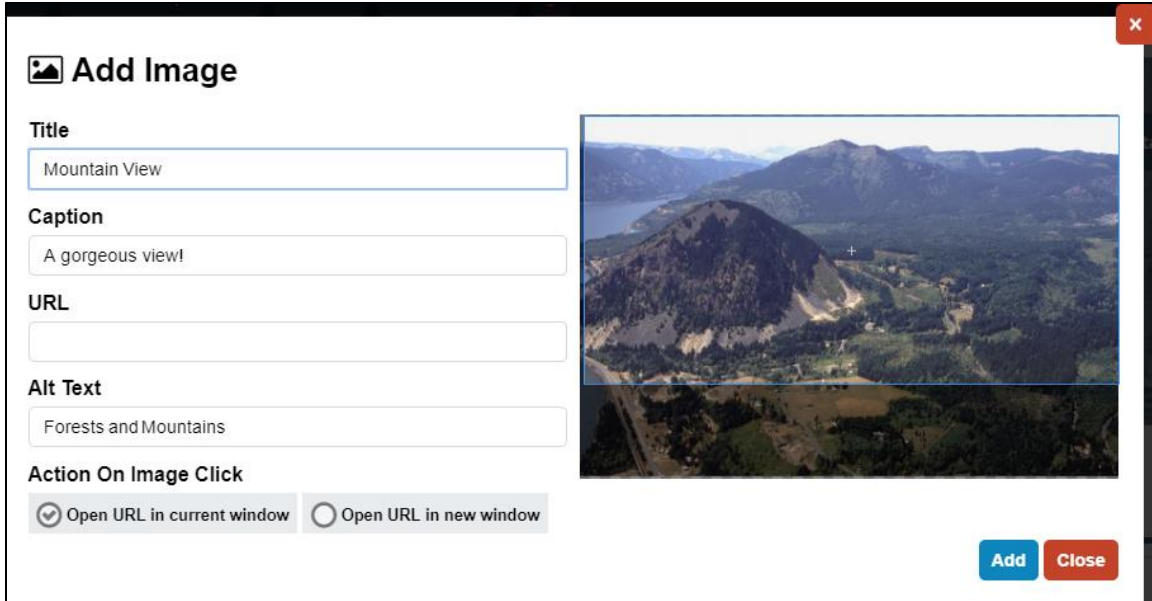
You can move the box around to determine what part of the image to use. To move the box, click and hold within the box and simply move the box wherever you wish.



On the left side of the image, you can specify an optional **Title** and **Caption** to display along the bottom of your image.

You are also able to specify a **URL** to associate with your image. If users click the image in the carousel, it will take them to this URL. Use the **Action on Image Click** field to determine if users will **Open URL in current window** or if they will **Open URL in new window** when they click the image.

For accessibility purposes, you must specify an **Alt Text** description of what the image is for users viewing the carousel with a screen reader.



Add Image

Title

Caption

URL

Alt Text

Action On Image Click
 Open URL in current window Open URL in new window


Add **Close**

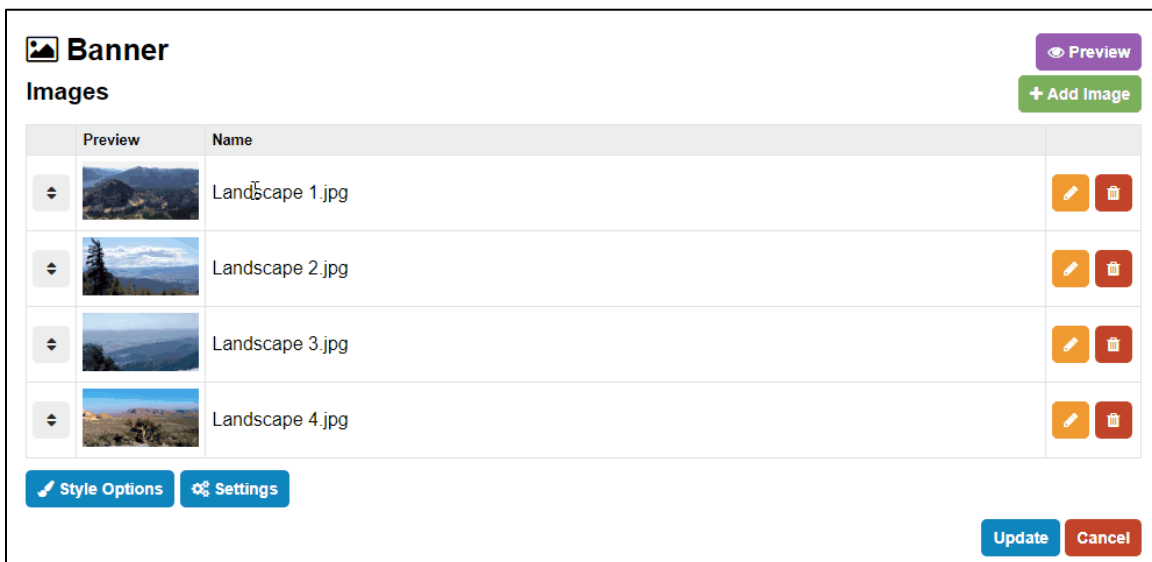
Once you have finished configuring your image, click **Add**.

You can keep using the **Add Image** button to add as many images to the carousel as you wish to use.

Once you have added all the images, click **Update** to save.
















Rearranging Images

If you wish to change the order your images are displayed, click on the  icon to the left of the image and drag the image to your preferred location in the order.



Banner

Images

	Preview	Name	
		Landscape 1.jpg	 
		Landscape 2.jpg	 
		Landscape 3.jpg	 
		Landscape 4.jpg	 


Preview **+ Add Image**

Style Options **Settings**

Update **Cancel**

To save your new order, click **Update**.

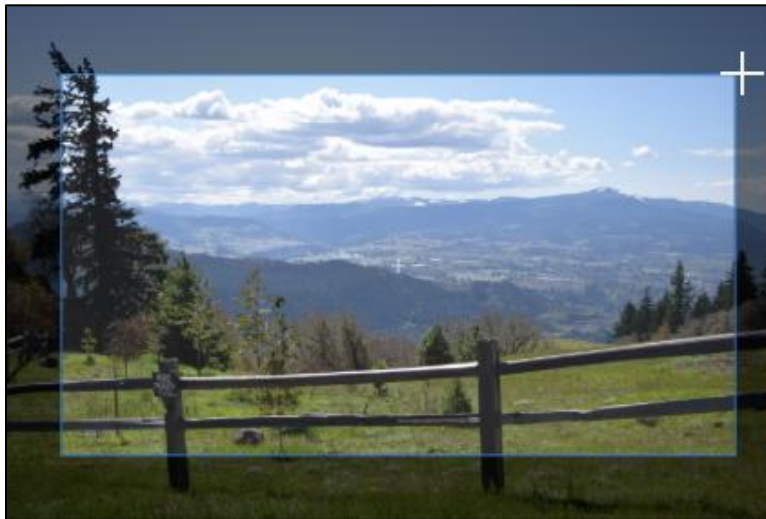
Updating Images

If you wish to make changes to the properties for an image, click the  icon to the right of the image.

On the right side of the modal, you will see the image you selected with a box highlighting the region that will be displayed on the carousel. The shape of this box will be determined by the width and height specified as the **Banner Maximum Dimensions** in the portlet settings.

To make the box larger or smaller, you can click outside the selection box and then click and drag to form a box of the size you want. When you expand or shrink the box, both the height and width of the box will automatically be adjusted to keep the ratio the same as with the settings in the **Banner Maximum Dimensions**. So, for example, if you set the **Width** to 1000 and the **Height** to 500, then the box will always be twice as wide as it is tall, no matter how small or large you make the box.

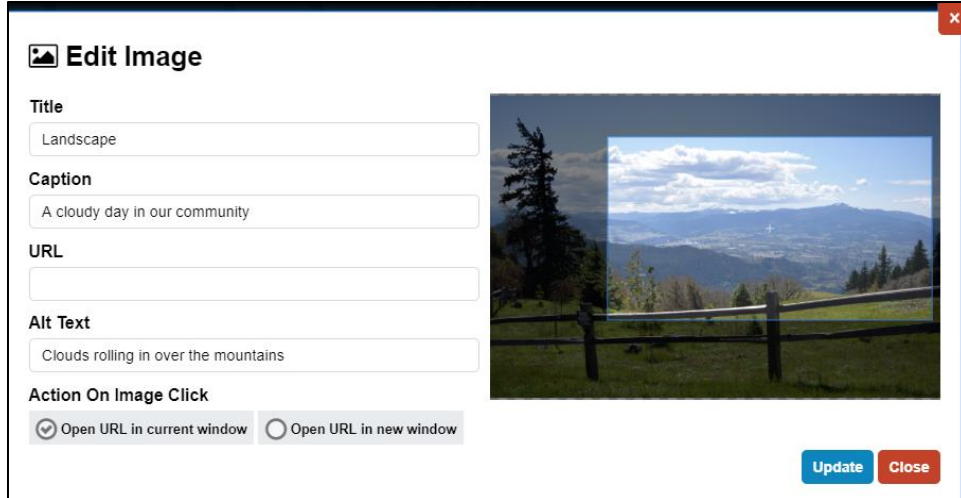
You can move the box around to determine what part of the image to use. To move the box, click and hold within the box and simply drag the selection area wherever you wish.



On the left side of the image, you can specify an optional **Title** and **Caption** to display along the bottom of your image.

You are also able to specify a **URL** to associate with your image. If users click the image in the carousel, it will take them to this URL. Use the **Action on Image Click** field to determine if users will **Open URL in current window** or if they will **Open URL in new window** when they click the image.


For accessibility purposes, you must specify an **Alt Text** description of what the image is for users viewing the carousel with a screen reader.



To save your changes to the image, click **Update**.

To save your changes to the portlet, click **Update** again.

Deleting Images

If you wish to remove an image from the carousel, click the  icon and click **OK**.

To save your changes to the portlet, click **Update**.

Previewing Carousel

To see preview your Carousel before making your changes live, click **Preview**.



The preview will work like the live portlet. You can use your arrows to navigate between the images. If the slideshow option was enabled, the images will also cycle automatically.

To end your preview, just click **Preview** again.