Cascade

Creating a Slideshow

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# Table of Contents

- **Unit Page Slideshow Documentation** ................................................................. 1
- **Table of Contents** .................................................................................................. 2
- **Overview** .................................................................................................................. 3
  - Slideshow Template ................................................................................................. 3
  - How the CMS treats the content of the Slideshow .................................................. 3
  - Default Slide Content ............................................................................................. 3
  - Slideshow Editing Areas in the Templates ............................................................... 4
  - Where the Slideshow is displayed on the Page ....................................................... 4
  - Slide Contents ........................................................................................................ 5
  - The Slide Data Fields .............................................................................................. 5
  - Where the Content Areas are displayed in the Slide .............................................. 6
  - Assigning links to both the Link URL and Symlink Fields ....................................... 6
  - Removing a link from the Link URL and Symlink Fields ....................................... 7
- **Adding a Slide to a Slideshow** ............................................................................. 8
- **Removing a Slide from a Slideshow** ................................................................... 9
  - What should I do if I accidentally remove a slide? ................................................. 9
  - Can I remove all of the slides from a slideshow? .................................................. 9
- **Changing the Slide Order and Speed of the Slideshow** .................................. 10
  - Changing the Order of the Slides .......................................................................... 10
  - Controlling the speed of the slideshow .................................................................. 11
  - Entering a Value of 0 into the Slideshow Timeout field ....................................... 11
- **Publishing updates to the slideshow** ............................................................... 11
- **Slide Images** ......................................................................................................... 12
  - Supported Image Formats ..................................................................................... 12
  - Slide Image Dimensions ....................................................................................... 12
  - What happens if my image is smaller than the specified image dimensions? ...... 12
  - Supported Image Orientation .............................................................................. 13
Overview
This document outlines how to input and update the content of the homepage slideshow. This document only focuses on the slideshow portion of these templates. This document assumes the user has sufficient knowledge to complete the following tasks in Cascade Server:

- opening pages for editing
- entering content into pages
- creating internal links
- creating symlinks (external links)
- uploading files
- publishing

Slideshow Template
The following homepage template includes the slideshow:

Home Page Slideshow
The slideshow is an integral part of this template and not an optional content item. That is, using this template assumes that a slideshow will be created.

Important: All pages created with this template will include a minimum of one slide. This slide cannot be deleted.

How the CMS treats the content of the Slideshow
The CMS treats slideshow content the same as regular page content. Therefore, the page needs to be saved (clicking the Submit button or Save Draft button) for changes to the slideshow to be saved. This applies to all of the following actions:

- adding slides
- removing slides
- changing the order of the slides
- adding content to a slide
- removing content from a slide
- updating the content of a slide

Default Slide Content
When a new page is created using the Unit Homepage Slideshow template, the system adds one slide to the slideshow and inserts placeholder content into this slide. Replace this placeholder content.
Slideshow Editing Areas in the Templates

The **Home Page Slideshow** template includes specific areas in which to input and modify slideshow content.

In the **Home Page Slideshow** template, the content areas for the slideshow are in the **Unit Home Slideshow** area. The specific content areas for the slideshow are:

- Slideshow Timeout
- slide (Note: there will be a separate “slide” content area for each slide in the slideshow. Therefore, the total number of “slide” content areas will vary from page to page.)

Where the Slideshow is displayed on the Page

The slideshow is located to the right of the menu, at the top of the page, above the main content of the page.
Slide Contents
The content of each slide is held in a data-definition named “slide.” The data-definition enables you to enter the content of the slide into a specified set of data fields. The page template then formats the content as a slideshow.

The Slide Data Fields
The screen capture below shows the content areas within the data definition that make up a slide in the slideshow. Content areas marked with a gold star (*) are required and must be filled in to be able to save changes to the slide.

| A. Headline | The Headline/Title of your slide |
| B. Descriptive Text | The Descriptive Text displays in a smaller font below the Headline |
| C. Banner Image | [slideshow/images/umsl_graduate_students_540_300.jpg] |
| D. Link URL | [Search] |
| E. Symlink | [files/external-links/Applications] |
| F. Link Text | Apply Now |

A. Headline – This is the headline for the slide that appears in a white font in a translucent grey box at the bottom left of the slide image. Enter plain text only.

B. Descriptive Text – This is the text displayed, in a smaller font below the Headline. Enter plain text only.

C. Banner Image – This is the slide image.

D. Link URL – This field is used to create a link to page on your site.

E. Symlink – This field is used to create a link to a web page or website outside of your site. This would point to an External link that you have created.

The Link URL and Symlink fields provide the web page or website address (URL) that the Link Text links to. Although these fields are not marked with a yellow star, one of these fields should be filled in so that the Link Text link has a web page or website to point to.

F: Link Text – This is the text for the link that appears in a red box below the Headline and Descriptive Text.

Important: The slideshow will automatically append the “>>” to the end of the text when it is displayed in the slide. You are not required to enter this into the Link Text field in the CMS.
Where the Content Areas are displayed in the Slide

The screen capture below shows where the content areas are displayed in the slide.

Assigning links to both the Link URL and Symlink Fields

If both the Link URL and Symlink fields have links assigned to them, the Link URL takes precedence and will be used to provide the page on the UMSL site to which the Link Text links.
Removing a link from the Link URL and Symlink Fields

To remove a link from the Link URL or Symlink fields, click the clear selection icon 🗑️. This immediately removes the link from the field. Submit the page to apply this change.

This screen capture shows the location of the 🗑️ icon in the Link URL and Symlink fields.
Adding a Slide to a Slideshow

To add a new slide, determine where in the slideshow you wish the new slide to be inserted, and then click the + icon immediately before this position.

For example, to add a new slide into a slide show as the second slide, the + icon would be clicked on the slide in the first position.

When a new slide is added, the CMS automatically updates the slide count to reflect the addition of the new slide.

The screen captures to the right demonstrate a new slide being added in the second position.
Removing a Slide from a Slideshow
To remove a slide, click the icon within the slide.

Important: When the icon is clicked, the CMS immediately removes the slide from the slide list and updates the slide count to reflect the deletion.

What should I do if I accidentally remove a slide?
If you accidentally remove a slide, do not submit/save the page. Click the Cancel button at the bottom of the page.

Can I remove all of the slides from a slideshow?
No. the system requires each slideshow to include at least one slide. When a single slide remains, the icon to remove the slide is not displayed.
Changing the Slide Order and Speed of the Slideshow

Changing the Order of the Slides

The order of the slides in the CMS determines the order in which their content is displayed in the slideshow on the public website.

The top-to-bottom order of the slides in the CMS corresponds to the left-to-right order in the slideshow.

- The Up Arrow moves the slide one position closer to the top of the list, which moves the slide one position to the left in the slideshow.
- The Down Arrow moves the slide one position closer to the bottom of the list, which moves the slide one position to the right in the slideshow.

The arrows are only displayed when the slide is able to be moved in the direction of the arrow. This means the Up Arrow is not displayed for the slide at the top of the list (since this cannot be moved any further up) and the Down Arrow is not displayed for the slide at the bottom of the list (since the slide cannot be moved any further down).

The position of the slide is displayed to the right of the arrows. For example, (2/3) means that the slide is the second slide (from the top) in a total of three slides.

Click the + icon to add a new slide.

Click the - icon to delete a slide.

The first number is the position of the slide and the second number is the total number of slides.

Use the up arrow to move the slide one position closer to the top of the list.

Use the down arrow to move the slide one position closer to the bottom of the list.
Controlling the speed of the slideshow

The speed that the slideshow progresses through the slides is configurable. The time is set in the Slideshow Timeout field. Time is entered in milliseconds, so one second is entered as 1000.

Values should be entered in increments of 1000 (ex. 3000, 5000, 7000, etc.) A comma should not be used in the value. (ex. Enter 6000 and not 6,000).

Important: The slideshow will continue to progress through the slides even if the navigation links are used to select a particular slide. That is, if the speed is set to 7000, a site user would have 7 seconds to read the contents of the slide before the slideshow would move to the next slide. Therefore, you want to ensure that the Slideshow Timeout field is set high enough to enable a user to comfortably read the content of each slide.

Entering a Value of 0 into the Slideshow Timeout field

Entering a value of 0 into this field causes the slideshow to not automatically progress through the slides. Only the first slide will display and site users will need to use the navigation links to manually progress through the slides.

Publishing

Cascade treats the content of the slideshow as content of the page. Therefore, updates made to slide content, to the slide order, or to the slideshow speed, must be published to the live site. This applies to all of the following updates:

- adding slides
- removing slides
- changing the order of the slides
- adding content to a slide
- removing content from a slide
- updating the content of a slide

The recommended procedure is to publish the changes to the UMSL Dev (Webdev) site to confirm that content is spelled correctly, that links point to the correct pages, that all text is visible in the slideshow, etc. When all content is correct. Then publish to the live site.

NOTE: Your slideshow will display differently in Cascade than on the live web site. Publish your site to accurately view and test the slideshow.
Slide Images
This section of the documentation outlines the dimension, orientation, and file type requirements for images used in a slideshow.

Supported Image Formats
You may upload images in any of the following formats:
- .jpg
- .png
- .gif

**Important:** Do not upload images in .bmp format, as images in this file type tend to have very large file sizes which will cause the slideshow to load slowly.

Slide Image Dimensions
Images that are used in slides need to have the correct dimensions to ensure proper display in the slideshow. The slide image should have the following dimensions to display correctly in the slideshow:

**Width:** 540 pixels
**Height:** 300 pixels

The slideshow applies these dimensions to all images used in the slideshow. The slideshow does not re-scale or re-sample the image; the slideshow forces the image to display at these dimensions. Therefore, it is **strongly** recommended that you size the image at these dimensions **prior to** uploading the image into Cascade and using it in a slideshow.

What happens if my image is smaller than the specified image dimensions?
Images that are smaller than the specific dimensions will be stretched to fill the image space. This will cause the image to be distorted and blurry. The screen capture below shows an example of how a smaller image will display in the slideshow.

*Screen capture showing how an image that is smaller than the dimensions displays in the slideshow. Note how the image is blurry due to being stretched to fit the slide.*
What happens if my image is larger than the specified image dimensions?

Images larger than the specific dimensions will be scaled down to fit in the slideshow. If the ratio of the image (ratio of the image width to its height) does not match the ratio of the specified image size, this can cause the image to be distorted and blurry. If the image appears blurry or distorted in the slideshow, you will need to size it to the specified dimensions and re-upload it into Cascade. The screen capture below shows an example of how a larger image may display in the slideshow.

Supported Image Orientation

Images used in the slideshow must be in landscape orientation (the width of the image is greater than the height of the image). Images in portrait orientation (the width of the image is less than the height of the image) or square orientation (the width and height of the image are equal) will not display correctly as they will be stretched to fit the dimensions of the slide.