Editing Cyclone Slider
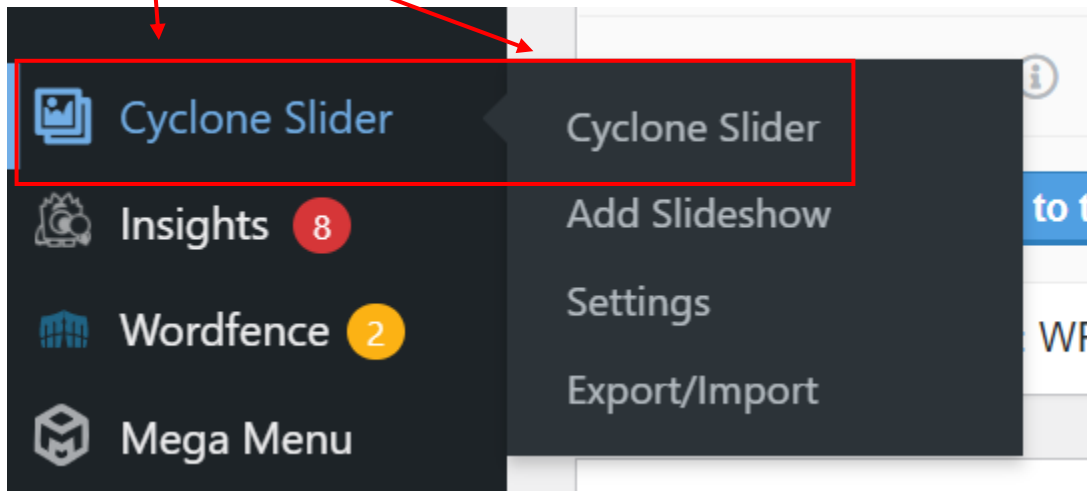
From the dashboard, scroll down until you find Cyclone Slider in the left-hand menu. It is near the bottom. Click either "Cyclone Slider" option.

Both of these bring you to the same place

You'll see all our sliders listed on the next page:

Slideshow Name	Template
Home Page	Standard
Teen Homepage	Standard
Kids	Standard
TEST ANNOUNCEMENT	Standard
Slideshow Name	Template

To edit one, click its title or the "Edit" button that shows up when you hover over the title.

You can expand or minimize slides by clicking this symbol

If you click the "X" on a slide, it removes the slide from the slider, so be careful not to accidentally hit that "X".

Use the "Add Slide" button at the top to begin adding a new slide.

The New slide always appears at the bottom of the list with an asterisk [*] next to it:
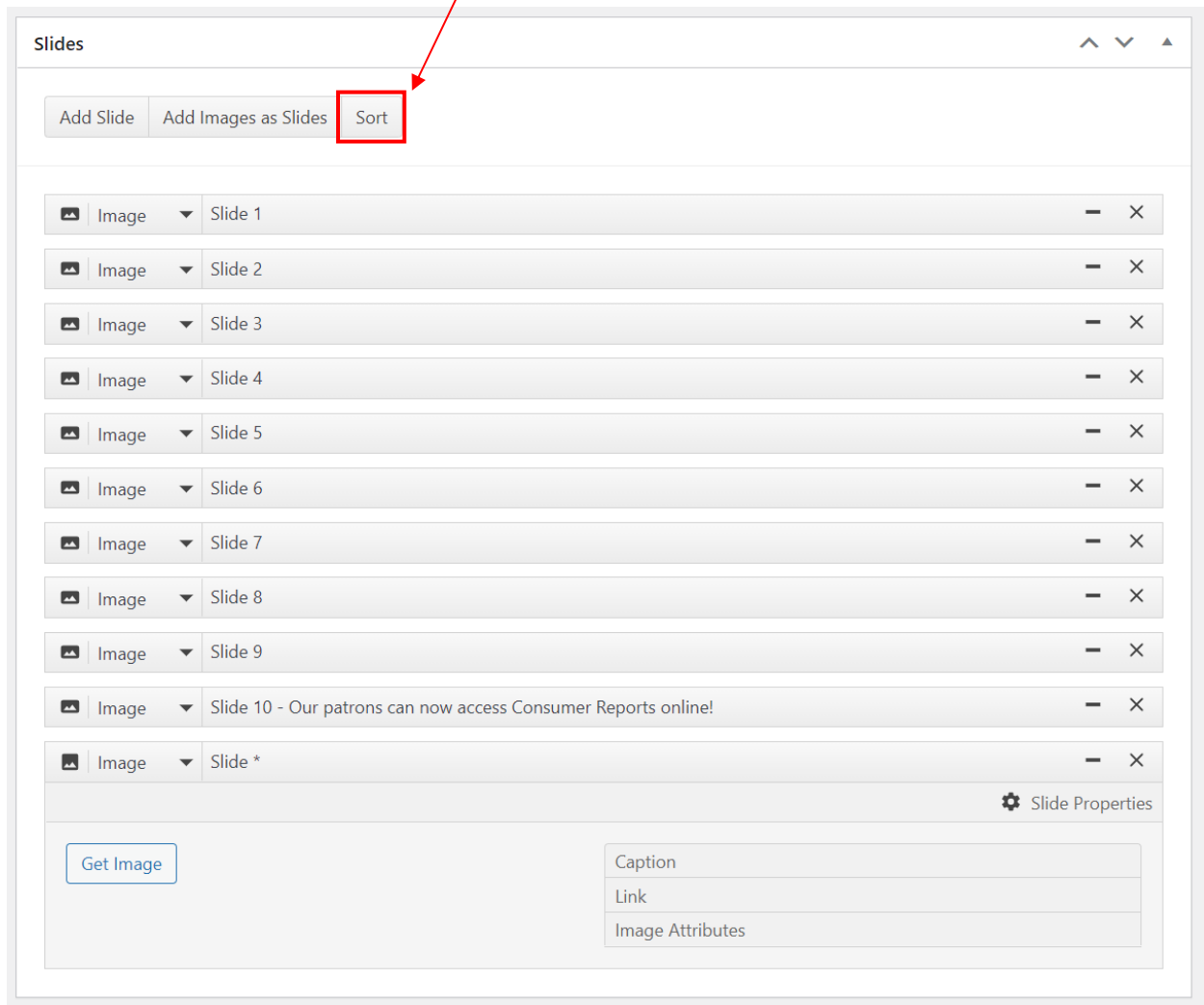

The slides appear on the front page in the order of top to bottom in this list:

You can reorder the slides by clicking "sort", and then clicking and dragging the slides into the order you would like them to appear. This is usually easiest if the slides are minimized.

Slides   ∧ ∨ ▲

| Add Slide | Add Images as Slides | Sort |

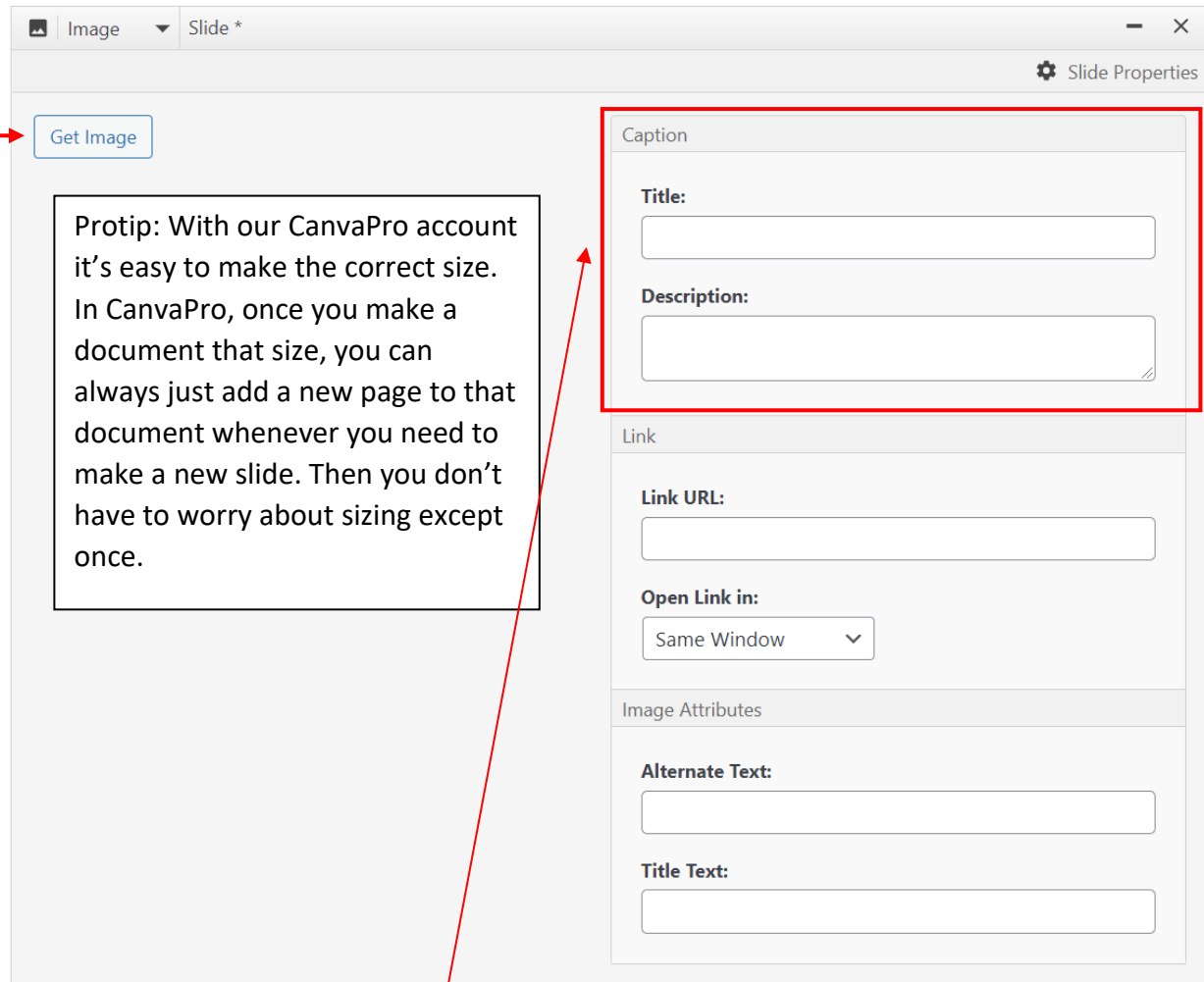| 🖼 Image ▼ | Slide 1 | — ✕ |
🖼 Image ▼	Slide 2	— ✕
🖼 Image ▼	Slide 3	— ✕
🖼 Image ▼	Slide 4	— ✕
🖼 Image ▼	Slide 5	— ✕
🖼 Image ▼	Slide 6	— ✕
🖼 Image ▼	Slide 7	— ✕
🖼 Image ▼	Slide 8	— ✕
🖼 Image ▼	Slide 9	— ✕
🖼 Image ▼	Slide 10 - Our patrons can now access Consumer Reports online!	— ✕
🖼 Image ▼	Slide *	— ✕

⚙ Slide Properties

| Get Image |

Caption
Link
Image Attributes

Now, to adding your actual slide information.

Use "Get Image" button to add the image for your slide.

The size of the image is very important for it to appear nicely in the slider. Size should be 945 wide x 600 tall in pixels.

Protip: With our CanvaPro account it's easy to make the correct size. In CanvaPro, once you make a document that size, you can always just add a new page to that document whenever you need to make a new slide. Then you don't have to worry about sizing except once.
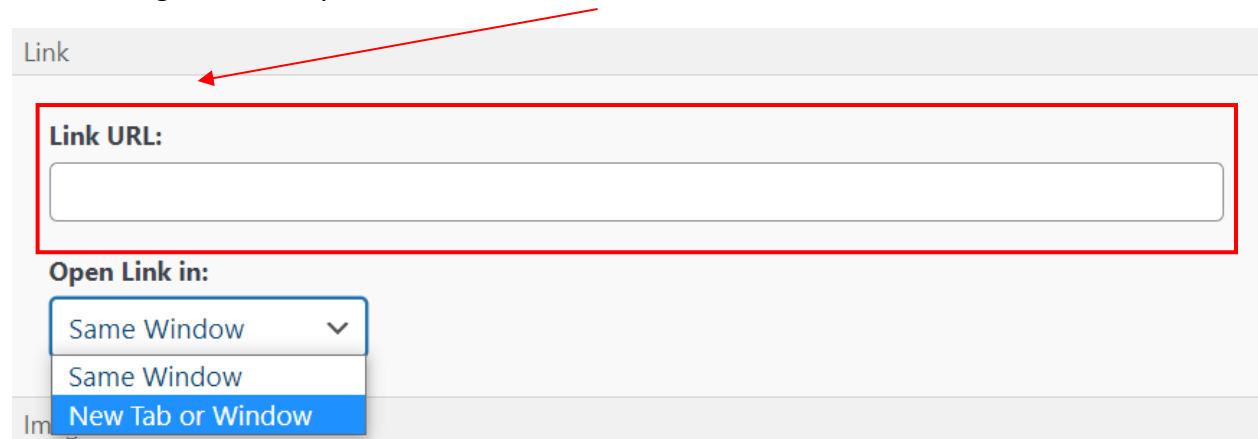
I usually make sure the image itself has all the information necessary, and links to whatever I am promoting (the event listing, the database, and occasionally an outside website). If you do this, you can ignore the "Caption" options. If you choose to use the "Caption" options, it will generate a small bar on the slide that will obscure the bottom of whatever image you choose, so keep that in mind.

The next box of options for the slide are the Link options. All slides should link to something. So if you're promoting a piece of news, link it to the news article, if you're promoting an event, the event listing, etc. Enter your link in the "Link URL" box.

Best practices tip: if you are linking to another page on our website, you can leave the "Open Link in" setting as it's default "same window". If you are linking to a page outside of our website (something happening in the town, Morristown Festival of Books, etc), change the "Open Link in" option to "New Tab or Window".

The last box of options for the slide are the "Image Attributes" options. You will want to add "Alternate Text" if your slide image has text in it that is *not* repeated in the "Captions" options.

This is for accessibility of our website. Any images on our website that have informational text on them that is *not* repeated on the same page as the image in question needs to have alternate text associated with the image. This allows programs that read websites for the blind or visually impaired to "read" the text in the image.

Here is an example:

In this slide, the informational text is in the image file. Programs that read websites for the blind or visually impaired cannot parse out text in an image file. So, we repeat the informational text from the image in the "Alternate Text" box.

Alternatively, you can use the "Caption" options for informational text and choose text-free images. I do not find the "Captions" that Cyclone Slider provides particularly attractive, so I tend to avoid them, instead using images with text, and adding the "Alternative Text" for accessibility.

Finally, when you have added your slide image, link, and any captions or alternative text, make sure you click the blue "Update" button on the right-hand side of the editor.