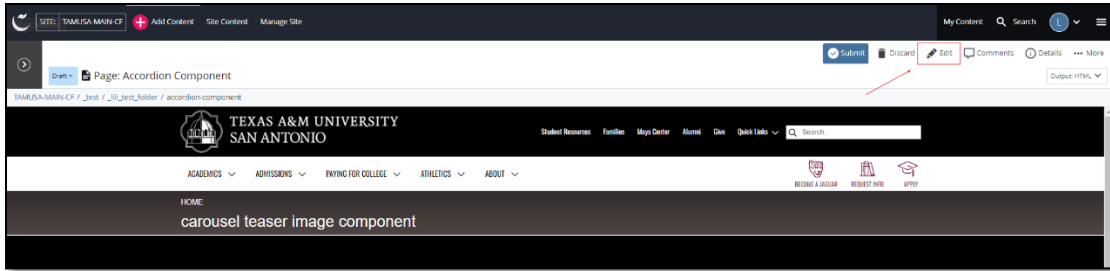


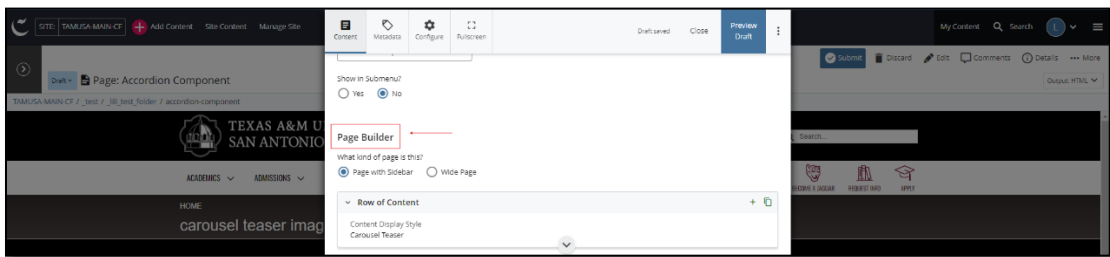
# Carousel Teaser Component

This document will explain how to use the “**Carousel Teaser Component**”.

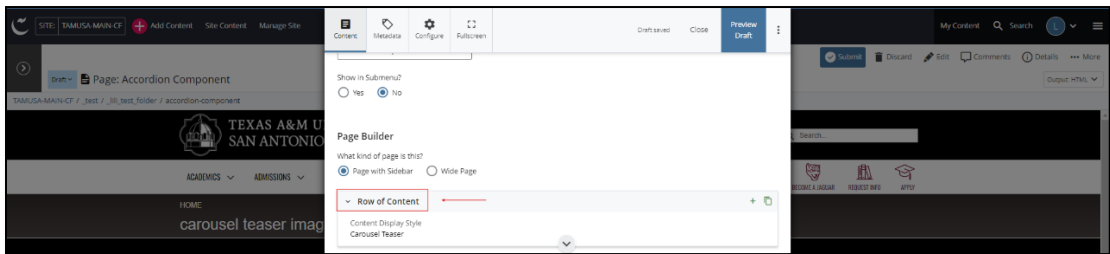
1. Click the “**Edit**” button at the top right of the screen. (screenshot below)



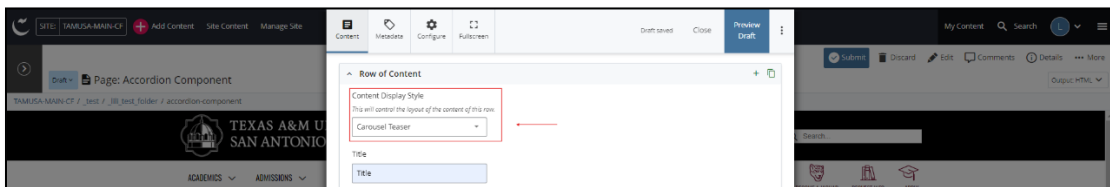
2. Navigate to “**Page Builder**” section, under “**Show in submenu?**”. (screenshot below)



3. Open the “**Row in Content**” block by clicking the arrow to the left of the “**Row of Content**” title. (screenshot below)

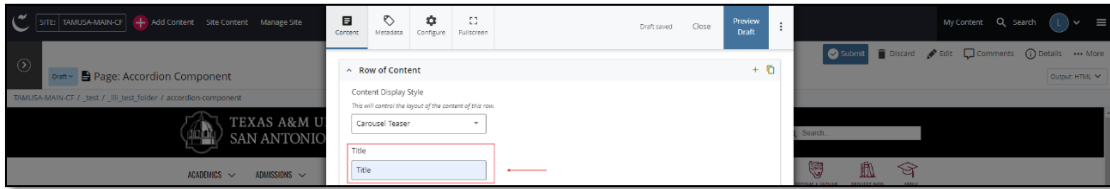


4. Open the “**Content Display Style**” dropdown menu and select the “**Carousel Teaser**” option. (screenshot below)



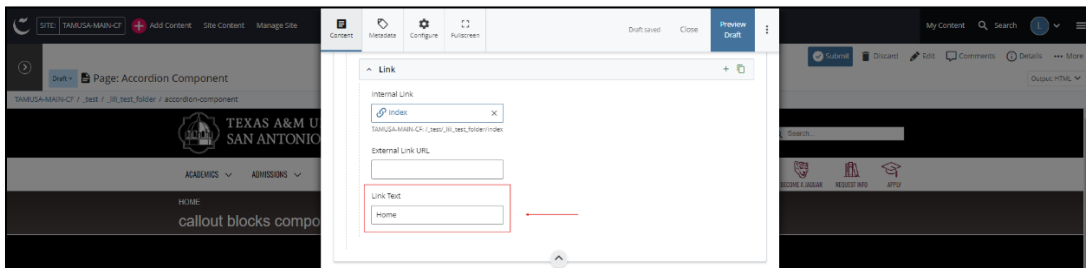
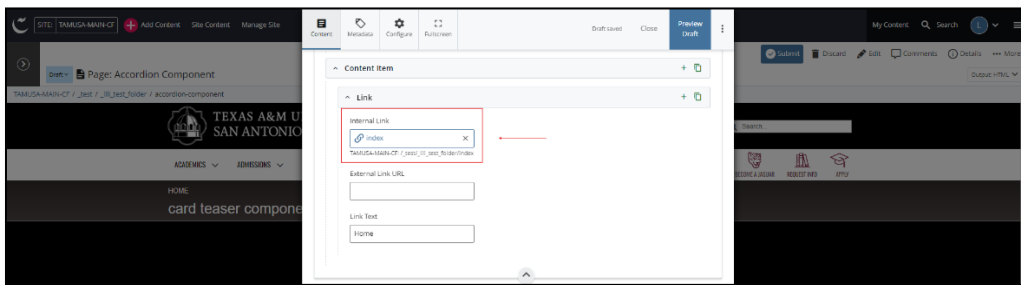
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5. Fill out the “Title” entry. (screenshot below)



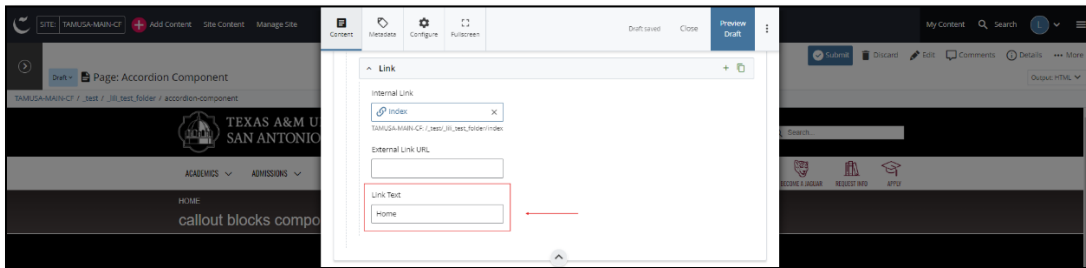
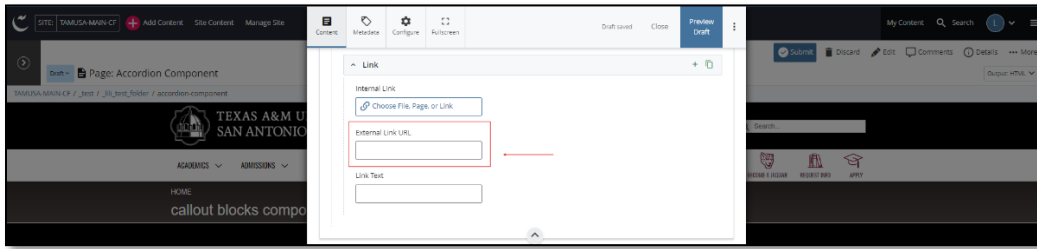
6. Navigate to the “Internal Link” entry. (If you *did not* upload a link into Cascade please move on to “7”) Click on the “Choose File, Page, or Link” entry and choose the file, page, or link you would like to add. Finally, locate the “Link Text” entry and give your internal link a title. (screenshot below)

- a. Please ensure any links uploaded into Cascade are within an “\_links” folder.
- b. Adding an internal link is optional.

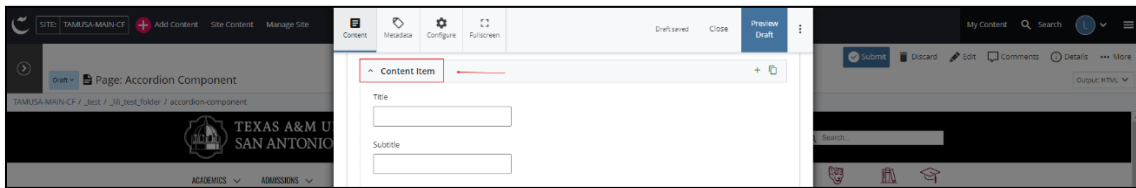


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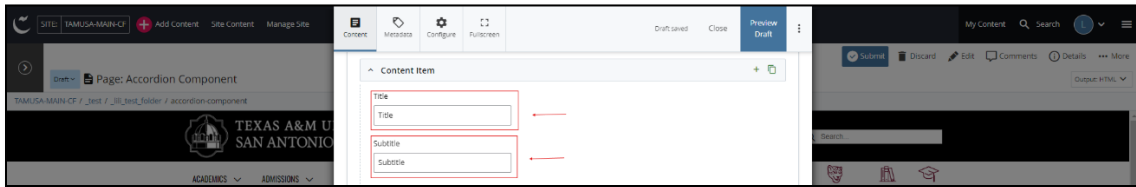
7. Click on the **“External Link”** entry and enter the URL address. Finally, locate the **“Link Text”** entry and give your external link a title. (screenshot below)
- a. *Adding an external link is optional.*



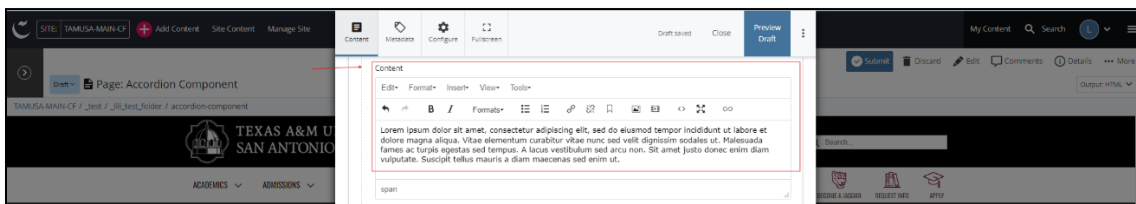
8. Scroll down to the **“Content Item”** block by clicking the arrow to the left of the **“Content Item”**. (screenshot below)



9. Fill out the **“Title”** and/or **“Subtitle”** entries. (screenshot below)



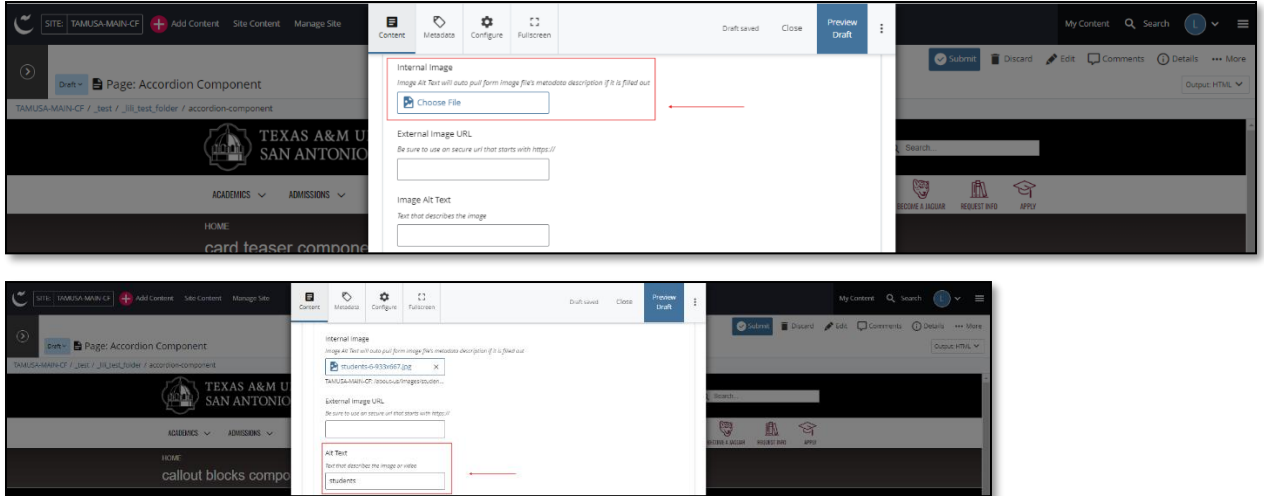
10. Fill out the **“Content”** entry. (screenshot below)



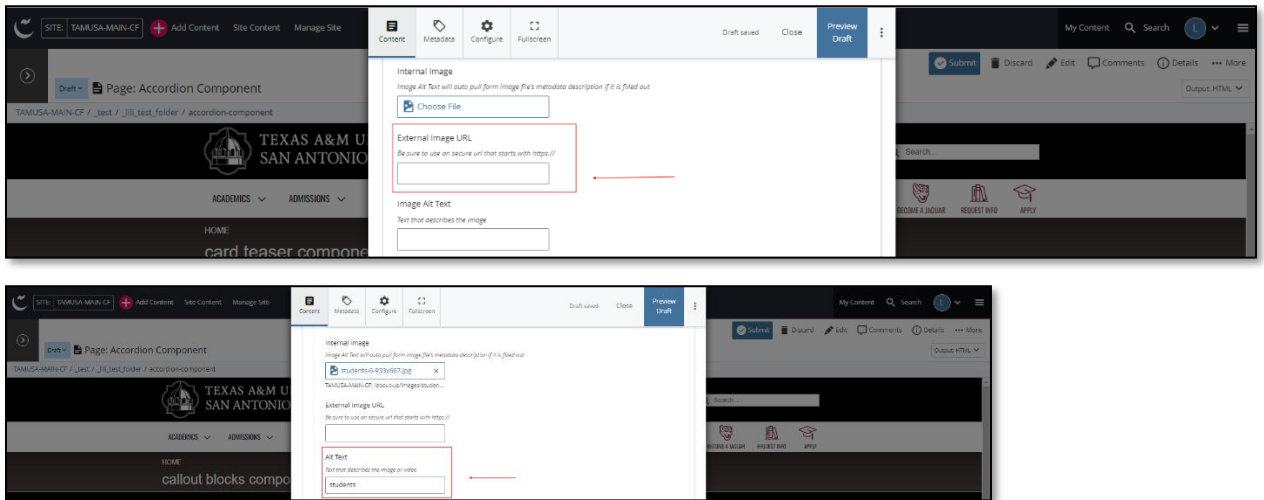
- a. *This block has a formatting tool (WYSIWYG) to edit the content in the “Content” block. WYSIWYGs will be explained in another video.*

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11. Scroll down to **“Internal Image”**. (If you *did not* upload your image into Cascade please move on to “12”) Click on the **“Choose File”** entry and choose the image you would like to add. Finally, ensure the internal image contains **“Alt Text”**. (screenshot below)
- a. Please ensure any images uploaded into Cascade are within an **“Image”** folder.
  - b. Adding internal images is **optional**.

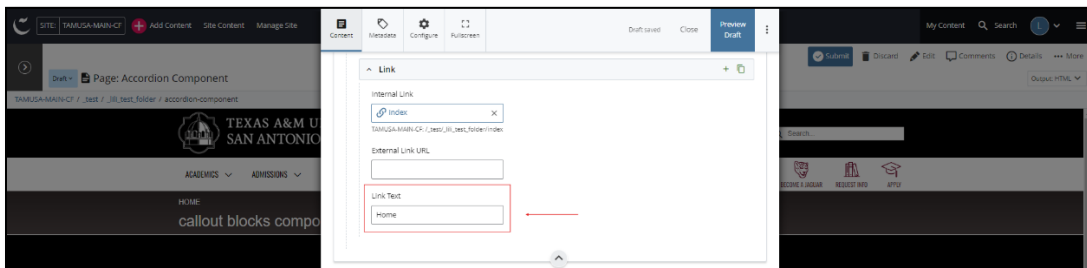
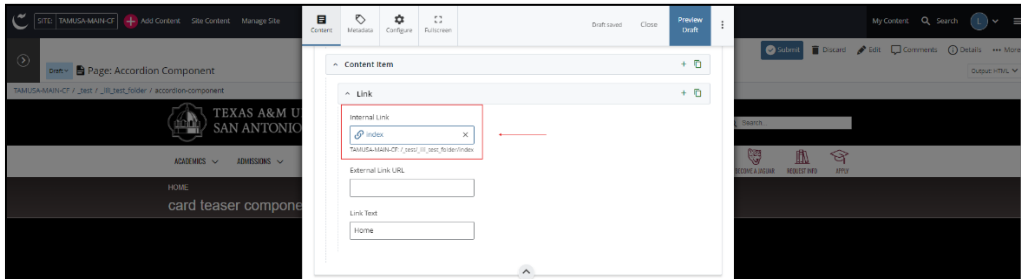


12. Click on the **“External Image”** entry and enter the URL image address. Finally, ensure the external image contains **“Alt Text”**. (screenshot below)
- a. Adding external images is **optional**.

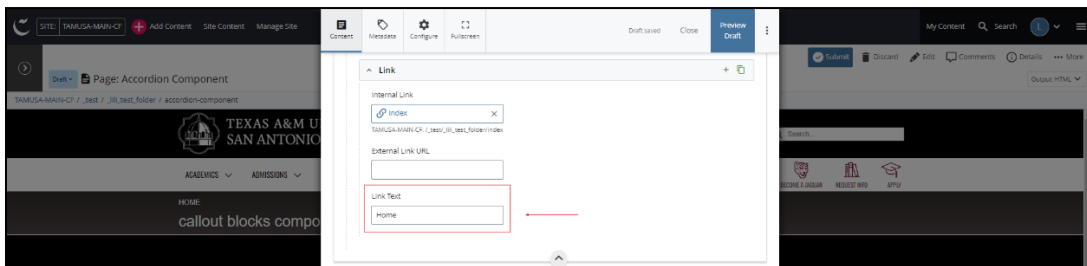
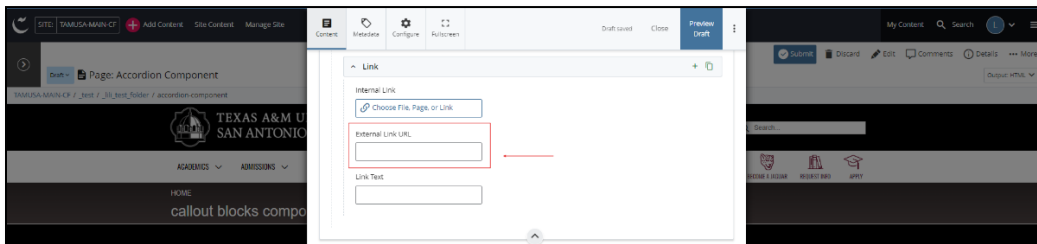


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13. Scroll down to the **“Link”** block and navigate to the **“Internal Link”** entry. (If you *did not* upload a link into Cascade please move on to “11”) Click on the **“Choose File, Page, or Link”** entry and choose the file, page, or link you would like to add. Finally, locate the **“Link Text”** entry and give your internal link a title. (screenshot below)
- a. Please ensure any links uploaded into Cascade are within an **“\_links”** folder.
  - b. Adding an internal link is optional.

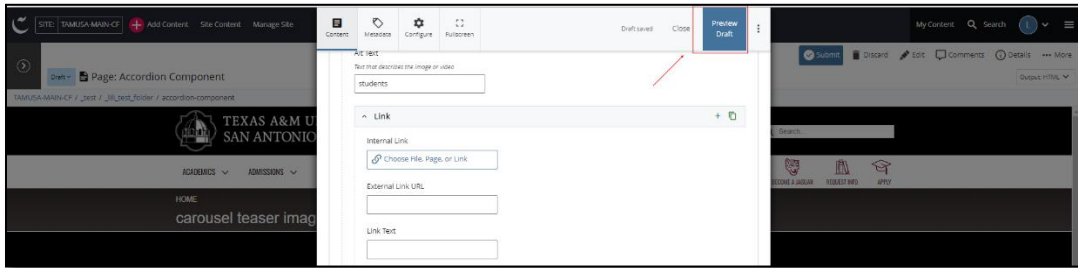


14. Click on the **“External Link”** entry and enter the URL address. Finally, locate the **“Link Text”** entry and give your external link a title. (screenshot below)
- a. Adding an external link is optional.

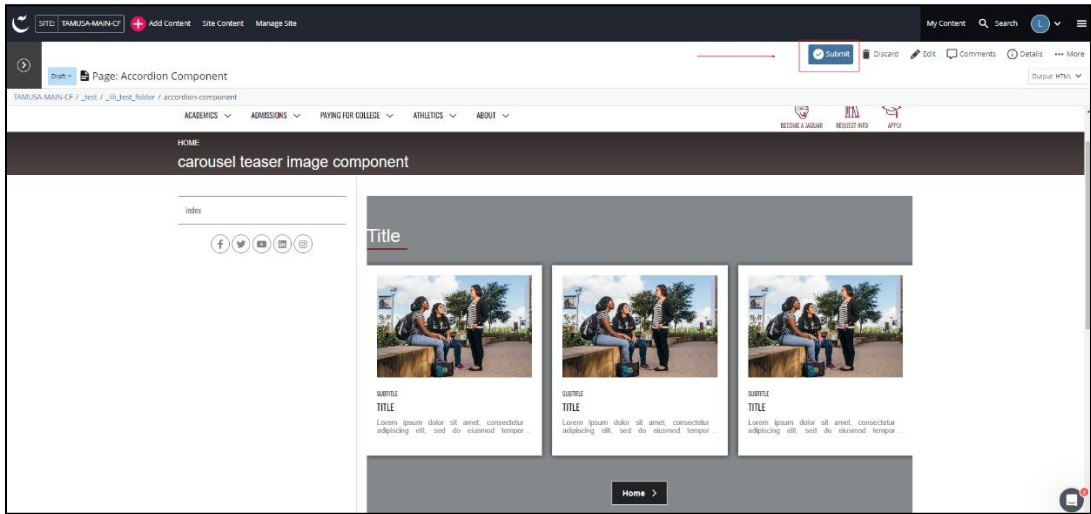


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15. After making edits, click on the **Preview Draft** button. (screenshot below)



16. If you like what you've created click on the **Submit** button otherwise click on the **Edit** button if you'd like to continue to make changes. (screenshot below)



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## **Practical Applications for Carousel Teaser**

Carousel teasers are easy-to-use features that showcase multiple items, like events or programs, in a rotating format. They help display information in one space, allowing users to explore options like events or campus highlights quickly and easily. Below is a list of examples we can use the Carousel Teaser for.

- Campus Facilities
- Student Organizations
- Research Projects
- Study Abroad Destinations
- Creative Arts Showcase
- University News
- Event Highlights