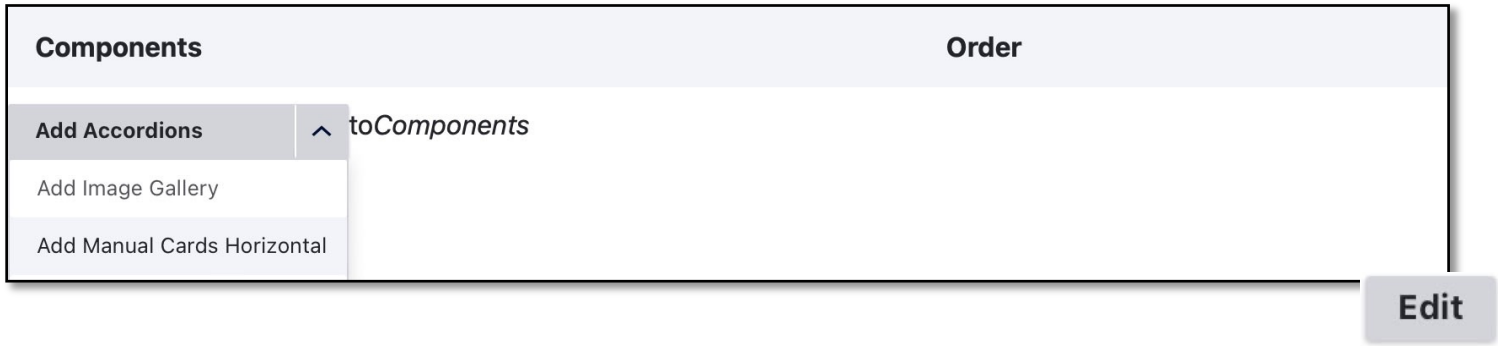
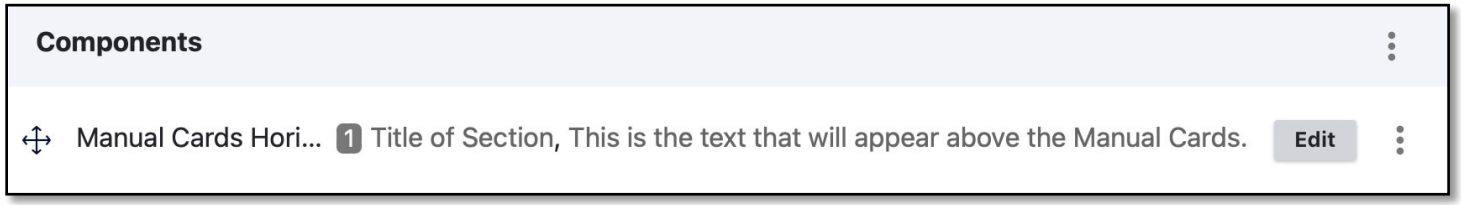
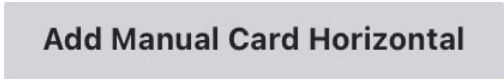
Adding and Editing a Manual Cards Horizontal Component

- After clicking **Edit** on your webpage, scroll to the bottom of your page.
- Under **Components**, click **Add Manual Cards Horizontal**.

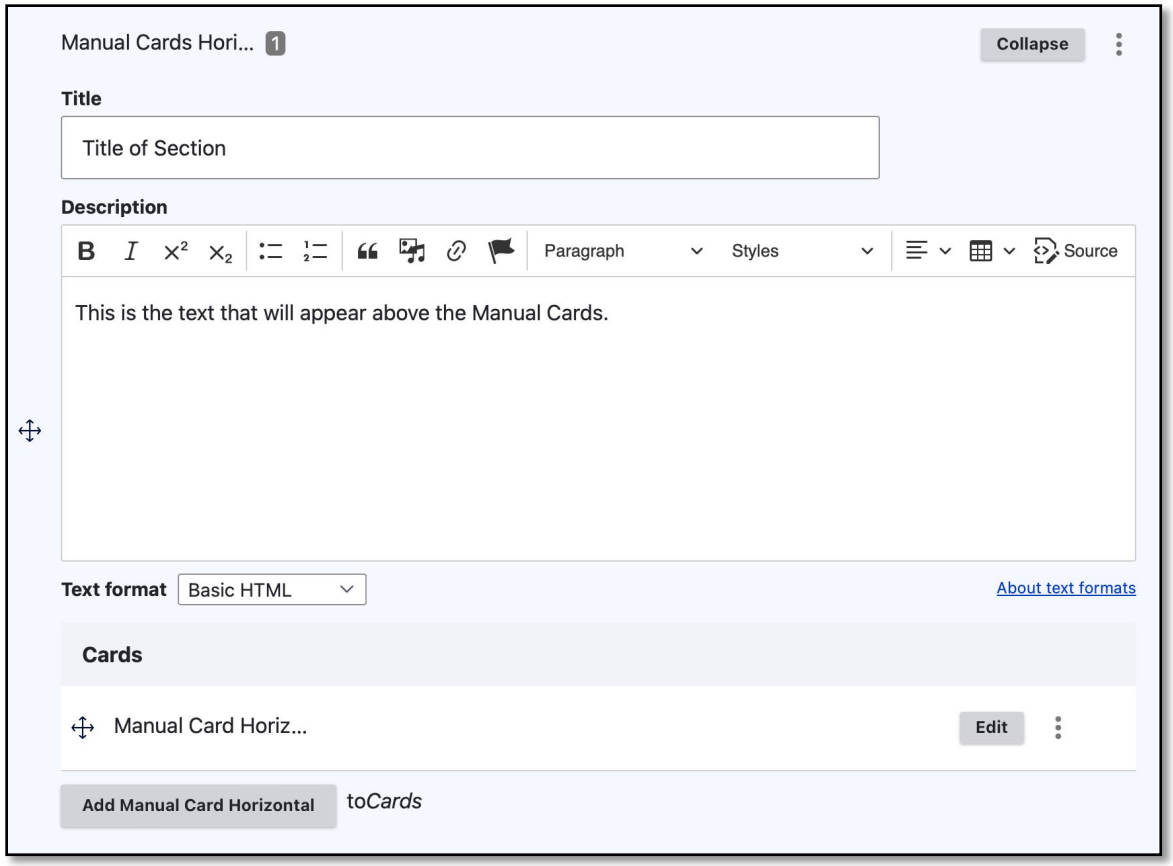


- Or, if you are editing an existing Manual Cards Horizontal Component, Click the **Edit** button

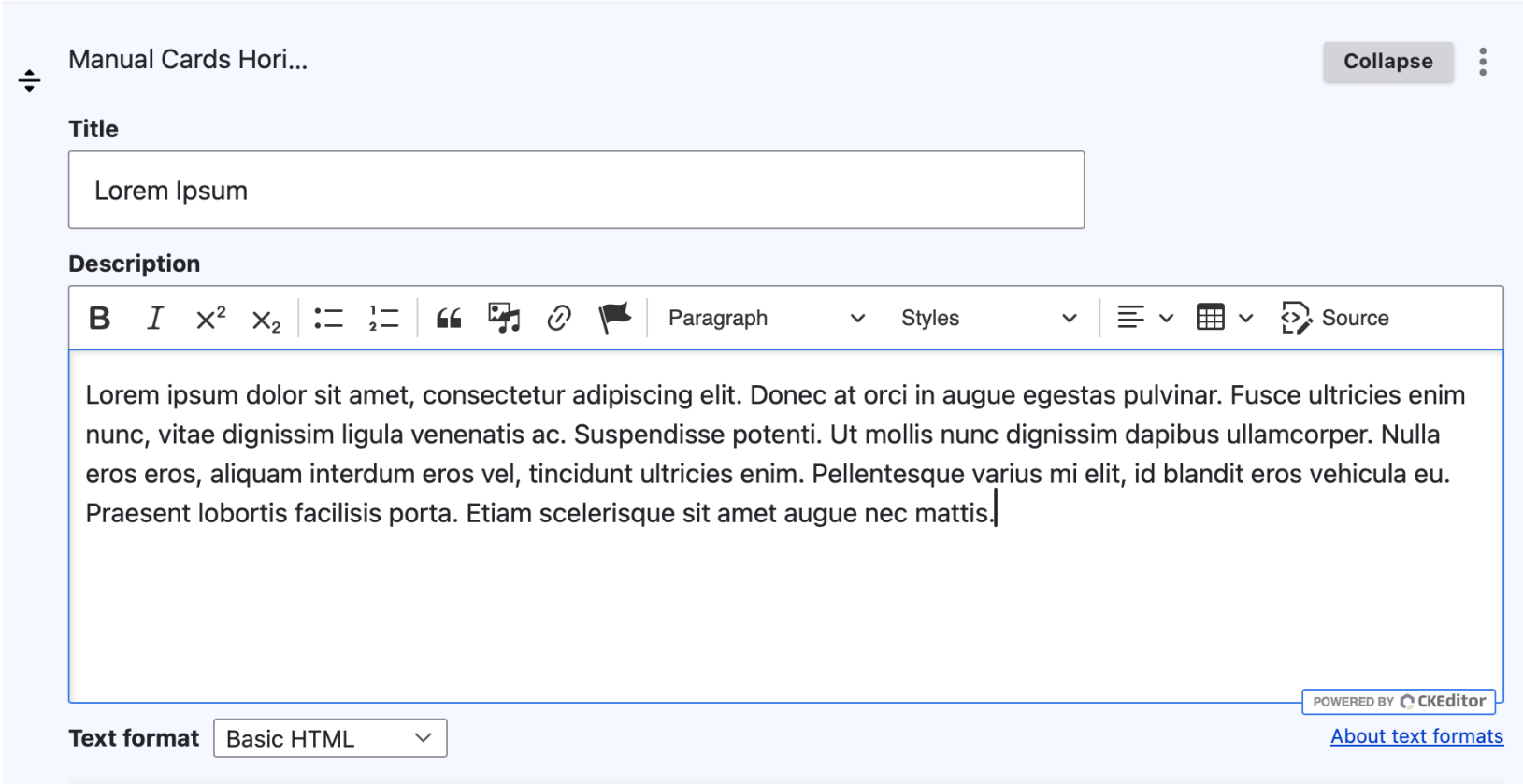


- There are three fields to start when you add a Manual Cards Horizontal component
- **Title**, **Description**, and the **Add Manual Card Horizontal** ***toCards*** button. 

- By default, a Manual Cards Horizontal component will start with one empty Manual Card



- The **Title** and **Description** above the cards are not mandatory fields, but you can add content here if needed. The **Title** and **Description** will appear above your manual cards as a Heading and a blurb. For example, see the next slide of this presentation



- The text entered on the previous screen will display above your cards like the image below..
  - Lorem Ipsum would be your title, and the blurb you entered will appear below this title
- To create cards, see the next slide

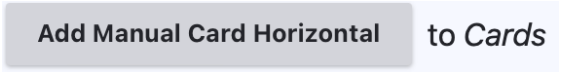
LOREM IPSUM

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec at orci in augue egestas pulvinar. Fusce ultricies enim nunc, vitae dignissim ligula venenatis ac. Suspendisse potenti. Ut mollis nunc dignissim dapibus ullamcorper. Nulla eros eros, aliquam interdum eros vel, tincidunt ultricies enim. Pellentesque varius mi elit, id blandit eros vehicula eu. Praesent lobortis facilisis porta. Etiam scelerisque sit amet augue nec mattis.

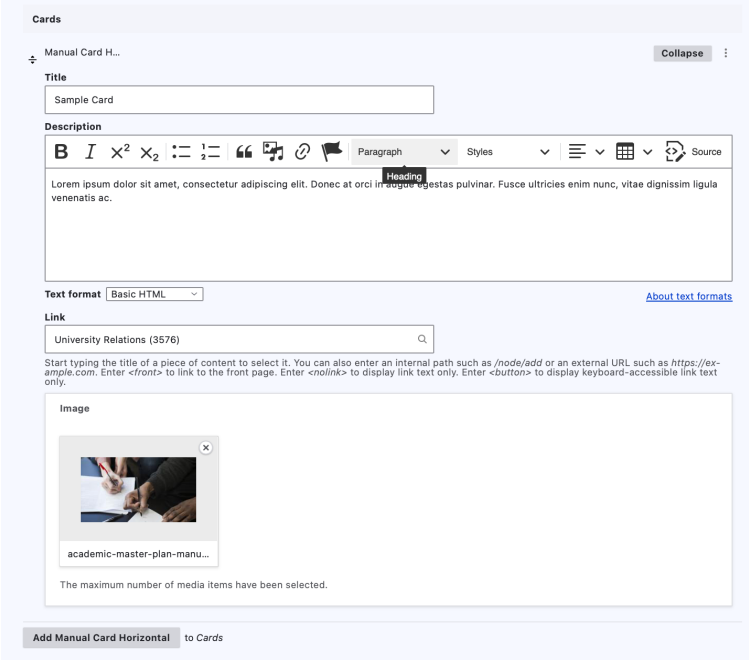
SAMPLE CARD

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec at orci in augue egestas pulvinar. Fusce ultricies enim nunc, vitae dignissim ligula venenatis ac.

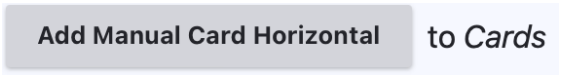


- To create your card, either click Edit next to the first auto-generated card, or add a new card using the Add Manual Card to Cards button 

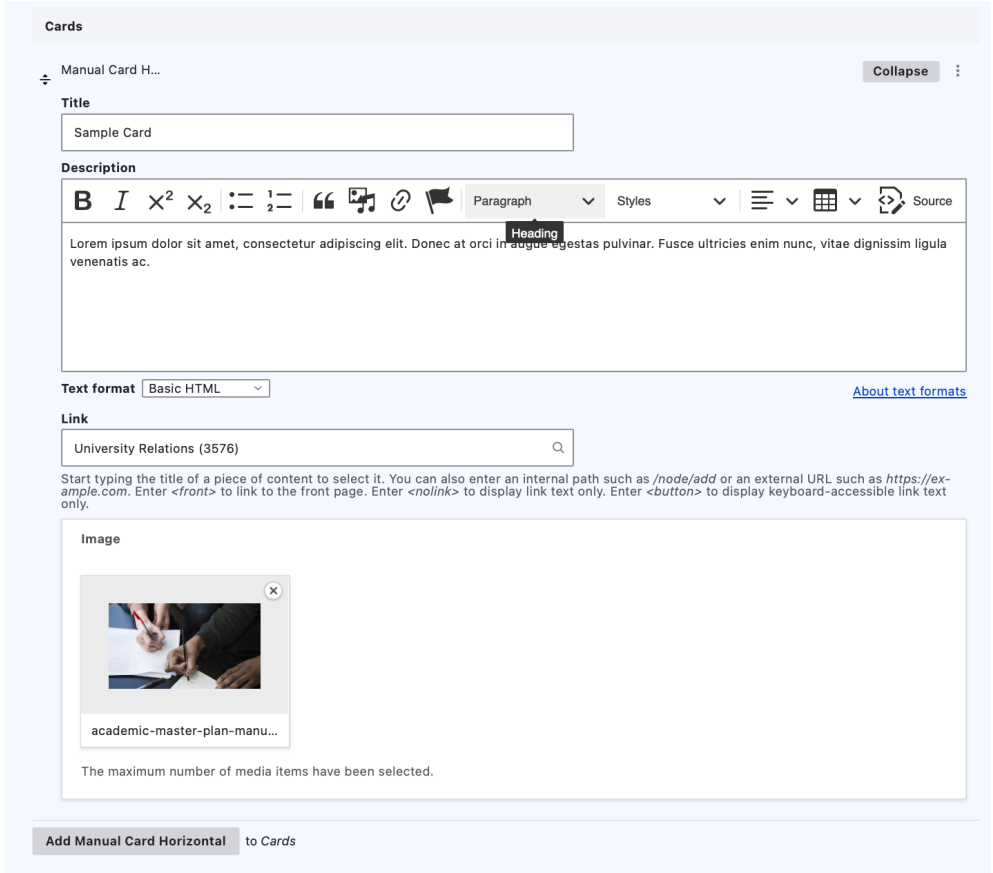
- enter a **Title**, a **Description**, a **Link**, and an **Image**
- The description should be around 175 characters. It's ok to use more text than this, but within reason. The card is not intended to hold a lot of text.
- If the link is an internal Pace.edu link, [please see these instructions](#).



- To add another card, simply click **Add Manual Card Horizontal to *Cards*** underneath the image field.



- You will be presented with a new set of empty fields for your next card.



- You can add multiple cards but we recommend to keep it under 10.
- More cards means more images. More images make the page slower and may impact the SEO of the page.
- The sample below has 3 cards, which will look like this on your page.

SAMPLE CARD

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec at orci in augue egestas pulvinar. Fusce ultricies enim nunc, vitae dignissim ligula venenatis ac.



SAMPLE CARD 2

Suspendisse potenti. Ut mollis nunc dignissim dapibus ullamcorper. Nulla eros eros, aliquam interdum eros vel, tincidunt ultricies enim. Pellentesque varius mi elit, id blandit eros vehicula eu.

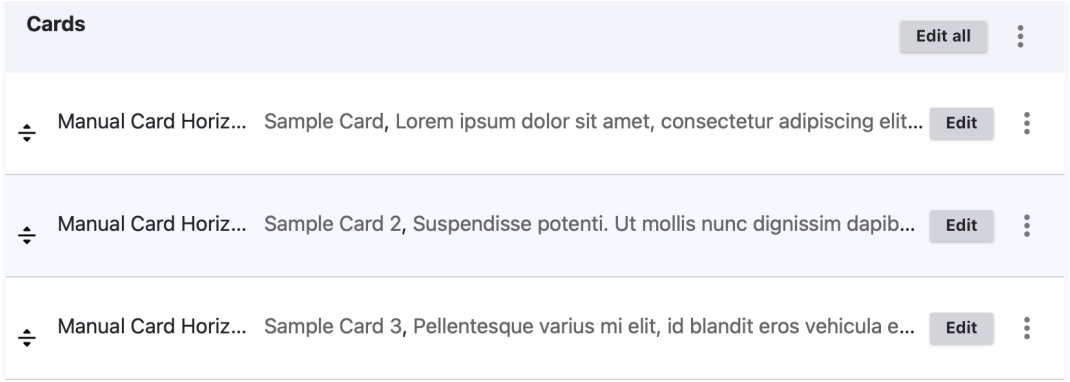


SAMPLE CARD 3

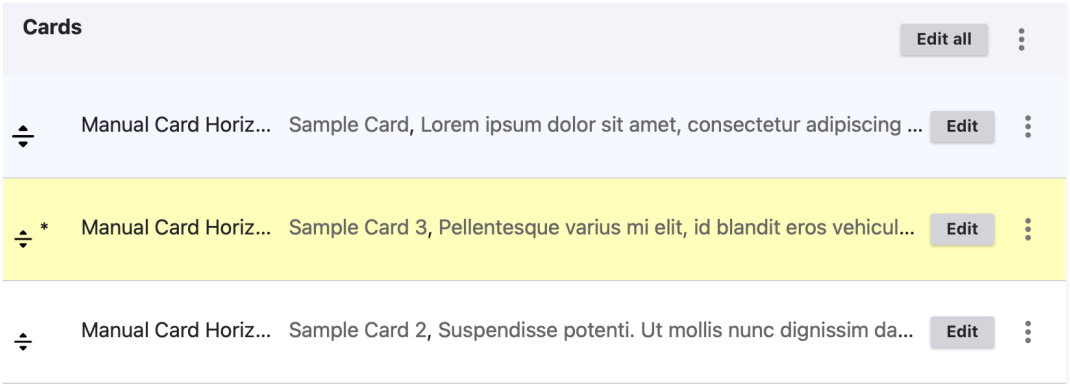
Pellentesque varius mi elit, id blandit eros vehicula eu. Praesent lobortis facilisis porta. Etiam scelerisque sit amet augue nec mattis.



- You can change the order of your cards by using the **Change Order icon** ⇕ to the left of the card



- For instance, if you wanted Card 3 to appear in the second slot, you can drag and drop it below Card 1



- To apply this change, **click save** at the bottom of your edit page.

Manual Card Guidelines

- Manual Cards are not intended to house large quantities of text. The general rule, is that this text shouldn't run much longer than the image.
- Theoretically, you could add unlimited Manual Cards to a page, but please try to limit how many cards you use.
- Images for this component must be cropped to 975x548 pixels
- Images for this component must named using using the correct naming convention (all lowercase)
    - [department-or-school]-manual-card-[subject-matter-of-the-card].jpg
    - Using this naming convention, if you were creating a Manual Card image for the Financial Aid website, and the image was for the "Types of Financial Aid" section of that site, the name of the image file would be **financial-aid-manual-card-types-of-financial-aid.jpg**