

Slideshow

The new slideshow feature will provide you the ability to create and edit slideshows within your site. Some enhanced features include the ability to resize and do basic editing of your images, the ability to edit slideshows (once they have been created in the new manager) and more advanced layout options (upcoming).

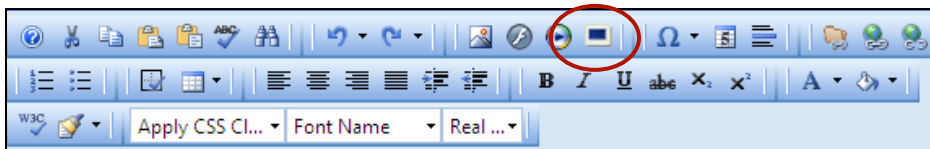
Section 1: Creating a New Slideshow

1. Navigate to the page you want to place the slideshow on. If it is an existing page edit published content or choose to add new content (use add new content if you are doing drastic changes to a page this will save a new version along with the old one). If this is a new page create the new page.

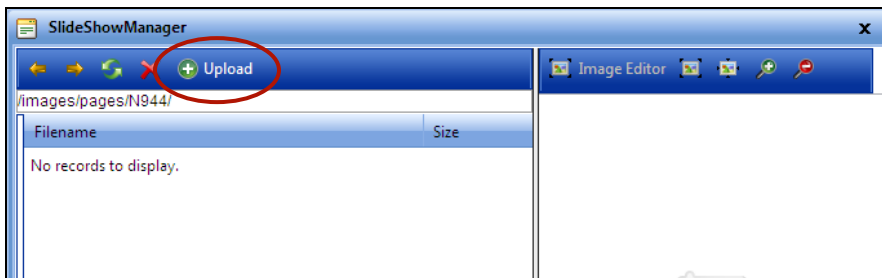
Remember Slideshow is not available in the Page Wizard – you must choose Editor in Page Type.

2. Locate where you want to place the slideshow and move the cursor to that point. You can move it after it has been created and remember tables are great to use to format your page to make it look the way you want.

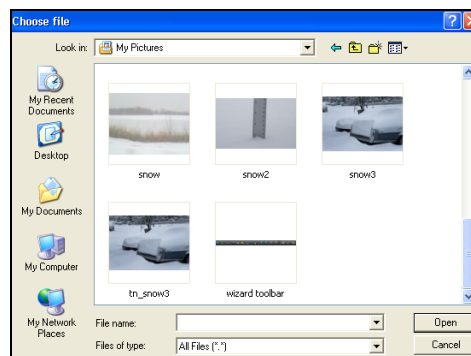
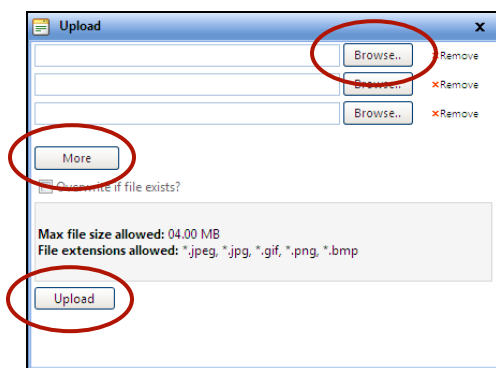
3. Select the slideshow button.



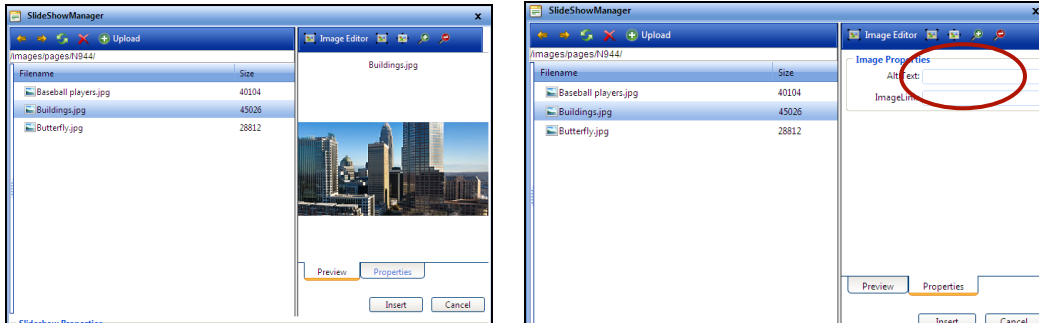
4. Now upload your images. Select the upload button.



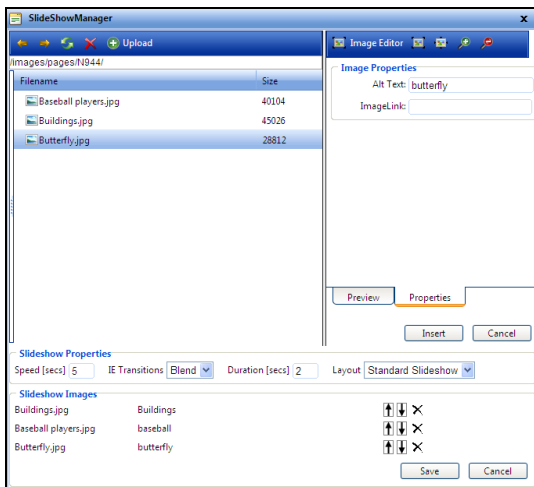
5. You can upload several images at a time. Select the browse button to find the images you want to use for your slideshow. Select the image and choose open. Repeat as necessary by choosing the next browse button, if you need more choose more. When done choose upload.



6. Once you have uploaded the images you may want to edit them for size. All your images need to be the same size for your slideshow to look good. If they are different sizes use the image editor to edit the image.
7. After editing the images now select the first one you want to put in the slideshow, you will see a preview on the right side. Then select the properties tab and enter alt text. If you want to make your slideshow “clickable” so the user can see a larger image you can put the link to it here.



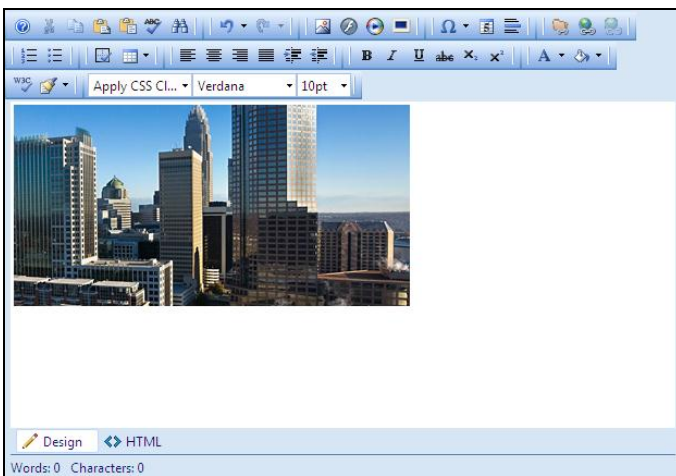
8. Once you have completed your properties select insert you will notice the image in the list below. Repeat until you have all your images in the slideshow. The Layout option will have more options in the future, such as slideshows with thumbnail previews below or to the side of the slideshow.



9. Set your Slideshow properties
 - a. Speed—How long each slide is viewed.
 - b. IE Transitions—Transition between slides this only works for viewer using internet explorer.
 - c. Duration—How long each transition lasts.
 - d. Layout—How will the slideshow will look on the public side of the website
 - i. Standard—Regular rotating slideshow
 - ii. 12 thumbnails—A newer design of a slideshow with thumbnails to the side of the image and as the user rotates over them the larger image changes.



10. You can now reorder the slides with the up and down arrows or delete the image from the slideshow. After you have completed this select save to insert it to the editor.

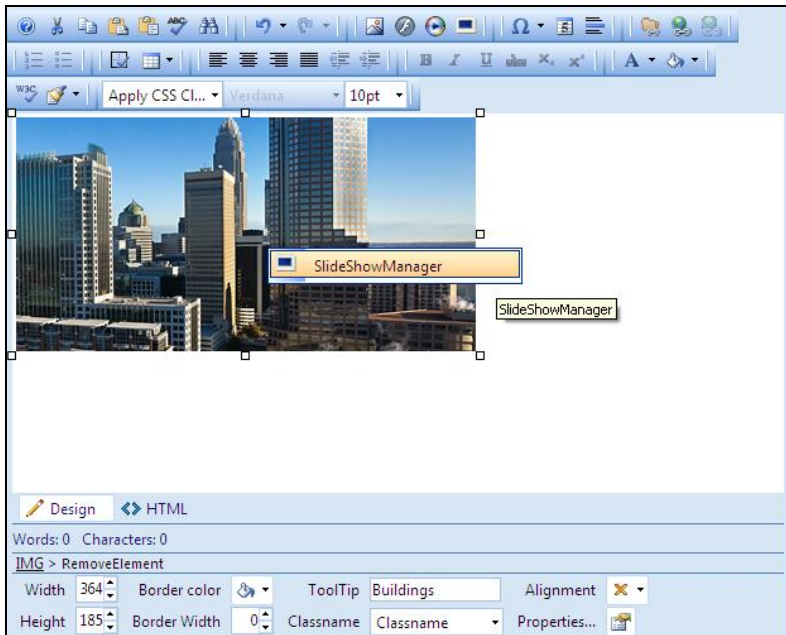


Note: The slideshow will not rotate on the Admin Side. Save and preview or publish to view it on the front end.

Section 2: Editing a Slideshow Using Slideshow Manager

Note: This is only available after you create the slideshow in the new slideshow manager. If you have an existing slideshow, the best way to create it in the new manager is to add new content and start new with the slideshow manager. Your images will be there from the original slideshow.

1. Navigate to the page that contains the slideshow, select edit published content.
2. Right-click on the slideshow image (will not be rotating in the editor) and choose slideshow manager.



3. Make changes using the slideshow manager. For detailed instructions [click here](#).

Section 3: Editing an Image Using the Image Editor

The image editor allows you to resize, flip, rotate, crop or change the opacity of the image. Any changes you make will be shown in the area to the left.

Resize	The default is set so it will stay in the correct proportion. You can slide either the width or height to change the size of the image. To skew the proportion, uncheck constrain proportions.
Flip	Allows you to change the way the image is viewed
Rotate	Allows you to change the way the image is viewed
Crop	By choosing enable crop you are able to select just a portion of the image to place on the page. This can be accomplished by using the x and y axes in the tool bar or by dragging the red crop box found in the preview window with your image.
Opacity	Gives you the ability to make your image transparent
Restore Image	If you've made a mistake or don't like the result of your editing, just click this button and it will revert to the last saved image.
Save	You can either save and overwrite the existing image or create a new file name and save the edited image.
Cancel	Quits editing and returns to the manager

