

Slideshow

The Slideshow option lets you create and place a slideshow inside an article or anywhere on your site.

- The Slideshow title appears as the link to the slideshow when placed in an article
- Each Slideshow image has its own title and caption
- SOCS supports HTML so you can add special text effects, links to web sites or email addresses
- The images you upload must be JPEG or GIF format

To Create a Slideshow

Select Content, Slideshow on the SOCS Toolbar.



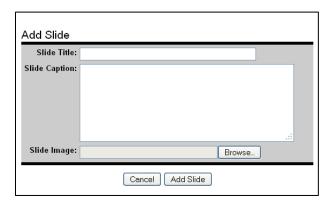
To add a new Slideshow, select Add Slide Show.

Enter a title (slideshow title appears as the link to the slideshow) and select Continue.



- 1. Enter a Slide Title.
- 2. Enter a **Slide Caption**. Although this is an optional field, it is suggested you always put in a caption. The caption enables the visually impaired using screen readers to know what the picture is.
- 3. Select **Browse** to find image (images must be .jpg or .gif). Highlight the desired image and select **Open** to import the file.
- Select Add Slide.

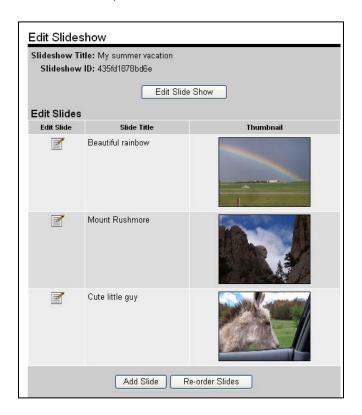
5. Repeat this process until slideshow is complete. Select **Finish** when you have completed your slideshow.



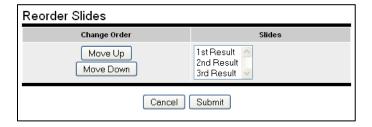
After you create your slideshow, you can re-order the sequence of the slides or edit your slideshow.

To Re-Order Slides

To re-order slides in the slideshow, select Re-order Slides.



Select the slide and choose the **Move Up** or **Move Down** button depending on where you want to move the slide.



When finished, select Submit.

To Edit a Slideshow

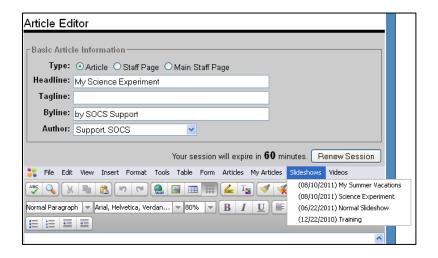
- 1. Select the Edit Slideshow button to:
 - Change title
- 2. Select **Edit Slide** icon to:
 - change the Slide Title
 - change/add the Slide Caption
 - change the Current Image
 - to Delete the Slide (when deleting, you must confirm deletion)
- When finished, select Update Slide.

To Delete a Slideshow

- 1. Select Edit Slideshow.
- 2. Select **Delete Slide Show** (when deleting, you must confirm deletion).

Adding a Slideshow to an article

To add a Slideshow to a new or existing article, place your cursor where you want the slideshow to appear within the body of the article. Select Slideshow from the Article Editor and select the desired slideshow.



If your Slideshow does not display within the list, open your slideshow and copy the HTML code from the Slideshow Links screen. You may also provide the HTML code for your slideshow to post to other sites.

