## 11. To Add a Slide Show to the Website

Slide show is group of pictures that will be shown to the viewer one after another in a predetermined order. Pictures in a slide show should usually be of the same size. The size of the pictures should not be too large. Large pictures take more time to be downloaded to viewer's computer.

In the following example, you will add a slide show with 8 pictures to the English section. The name of the slide show is "Paths of Life". Here is how to do it.

- **A.** Login the **Control Panel** as usual.
- **B.** Click on **Content Manager** on the Top Menu, then select "**Slide Show**" in the drop down list.



## **C.** Select which language site to manage.

You are going to add a slide show to the English site, so you will click on the box near the upper left corner and select "**English Site**".

🧔 System Tools	🕵 Resource Manager	🗣 Website Manager	🚭 Content Manager		
Control Panel	Việt Ngữ English		Slide Show	Welcome, owner   Logou Last Visit: 9/11/2010 2:27:24 Al	it M
C X ID	× = ×		Þ	ata View Record Edit	^
English Site	M All	– 💌 Search			
			± 10	Page 📄	
Data not found.					
			age 10	Page 📄	~
		Copyright	© 2010 www.y		

The list of existing slide shows will appear. The list might be empty like what you see here.

- **D.** Click the "**Record Edit**" button near the upper right corner. A blank record will appear.
- **E.** Click the "New" button if the record is not blank. Otherwise, go on to the next step.

$\frown$		Data View Record Edit
New	Add	
Information «		Category « (2)
Title		B- LeftMenu
Thumbnail Image		🗕 🔄 Photos
	/images/upload/site/slideshow_noimage.jpg (4) Browser	
	Link to the thumbnail image, which is shown to the readers before they actually read the full story, You do not need to prepare this thumbnail image. The program will automatically create a thumbnail image for you, no matter how big your image is (with one condition: you must use the "Browser" button).	
Posted Date	: September 13 2010 @ 01 : 40 : 44	
Viewed	: 0	
Ordinal	: 100	
Hot News	: 🗆	APPENDING FOR THE PARTY OF THE
Active	: 🗹	Check all   Uncheck all
The program will	automatically create thumbnail images based on the dimensions of the images you selected.	
Brief «		
A brief cummory	nf the article	
Meta tag a	ar are arawa.	
neta tag "		

- F. Please focus on the 3 essential data: Title, Category and Slide Show Images.
  - 1. Title. Fill in the title of this slide show. In this example, you will fill "Paths of Life". It is required.
  - 2. Category. Select the category that this slide show belongs to. It is required.
  - 3. Slide Show Images. Insert the pictures of this slide show into this box. It is required.

Let us insert our pictures into this box.

• Click the "Insert/edit Image" icon among the editing tools. It is the icon with a tree. The "Insert/edit Image" screen will appear.

Insert/edit image		
Image Url		
Image URL		
Image description		
Image Frame	No Frame ⊻	
Alignment	Not set 💌	
Border	0	
Vertical space		
Horizontal space		
Incart		Cancal

• Click the icon at the end of the "**Image URL**" box. You will see the files in your web server. These files are organized into folders depending on their purposes.

Our pictures belong to a slide show; you had better upload them into the folder **Slide Show**. Since you may have more than one slide show, you must create a **subfolder** inside the Slide Show folder to store the pictures for this slide show.

The Mome Directory	▲ Filename ♠	ize Type	Date created
🚮 Recycle	🔲 📴 Slide Show	DIR	9/7/2010 10:50:14 AM
Carticle	🔲 📴 site	DIR	9/7/2010 10:50:14 AM
Books	PDF_Books	DIR	9/7/2010 10:50:14 AM
🛚 ဩ Media 🔍 🛄 PDF_Books	🗌 🧰 Books	DIR	9/7/2010 10:50:14 AM
🛛 🧾 site	Media	DIR	9/7/2010 10:50:14 AM
	Article	DIR	9/10/2010 6:59:13 PM
	🗌 📴 Banner	DIR	9/7/2010 4:40:56 PM
	🗌 🍃 Advertise	DIR	9/7/2010 10:50:14 AM
	File path		
	Web link		2

• Click on "**Slide Show**" on the left panel. You will enter the file area for all your slide shows. It is quite empty at this moment.

/SlideShow/			🖉 🔁 Create Folder 🕞 Upload
<ul> <li>PDF_Books</li> <li>site</li> <li>SlideShow</li> </ul>	<	☐ Filename ♥	e Type Date created
		File path	
		Web link	
118.16 Kb (	(0.02%)/	500 Mb 💈 🛃	Close Insert

• Click "Create Folder" to create a folder for this slide show. A small screen will appear.



• Type the name of the new folder in the box. In this example, you will enter "**Paths\_of\_Life**".

It is recommended that you do not use space or special characters in folder name. Therefore, "Paths\_Of\_Life" should be used instead of "Paths Of Life".

• Then, click the "Create Folder" button.



• **Double** click on the **folder name** you just created to open this folder. You will see that it is empty. You will upload your picture files in here.

		ename v	Size	Type	Date created
🚮 Recycle	🥑				
🗖 🛄 Advertise	X				
a 🛄 Article					
🛙 🔜 Banner					
🛛 🛄 Books					
🛚 🔚 Media					
🛯 📴 PDF_Books					
🛛 🛄 site					
🛯 🔚 SlideShow	~				
	File path	ths_Of_Life			

• Click the "Upload" button. The "Upload" screen will appear.



NOTES: On the right side of this screen there are some options you might want to use.

- "**Rename if filename exists**" is checked, as default. It means the program will rename the file if this file has the same name as another file in the web server.
- If you want to replace the existing file with the file you are uploading, click "**Overwrite if name already exists**".
- Check the box at "**Retain original image**" if you want to keep the original file.



• Check the box at "Slide show standard size" if you want the program to resize your pictures to the standard size for slide shows. You can change the standard size of slide shows to what you like in the System Tools.



• Click the "Add" button. You will see the files in your computer. If you want to see the thumbnail images of your pictures, click the icon at the

end of the "Look in" box. Then, select "Thumbnails" in the drop down list.



• Select the files you want to upload.

You may select **a group of files** to upload. In that case, click the first file, and hold the "Shift" key on your keyboard; then click the last file. Another way is to click the first file and hold the "Ctrl" key on your keyboard; while still holding the "Ctrl" key, click the next files until you have selected all the files you want to upload.

• Then, click the "**Open**" button. The Upload screen will re-appear. You will see the list of files ready to be uploaded.

neoduong-08.jpg - 48.74 KB		<b>A</b>	Overwrite if name already exists
Uploaded 0%	Delete		Create standard images
neoduong-01.jpg - 47.62 KB			<ul> <li>Retain original image</li> <li>Slide Show standard size</li> </ul>
Uploaded 0%	Delete		Content standard size
neoduong-02.jpg - 76.74 KB			Draw Mask over Image
Uploaded 0%	Delete		Setup for video files
neoduong-03.jpg - 80.02 KB			Create preview image
· · · ·	Delete	•	Create thumbnail image
Fotal of files: 8 Total size: 498.51 KB			Draw Mask over Image
Jploaded 0% - 0.00 bytes of 498.51 KB		- 1	
Add Delete All Opioad		-	Close this window

• Click the "Upload" button.

neoduong-08.jpg - 48.74 KB		C Overvrite if name already exist
Complete	Delete	Create standard images
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	Delete *	Create thumbnail image
Total of filesi (0) Total size: 490,51 KB		Draw Mark over Image
uploaded 100% - 498.51 KB of 498.51 KB		
Add Delete All	Unload	

• The files will be uploaded to the web server. When transferring is completed, you will see the message "All Files have been uploaded". Click "OK".

neoduong-08.jpg - 48.74 KB	<ul> <li>Overwrite if name already exist</li> </ul>
Complete	Delete Create standard images
neoduong-01.jpg - 47.62 KB	Retain original image
Complete	Delete Content standard size
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neoduong-03.jpg - 80.02 KB	Create preview image
	Delete Create thumbnail image
Total of files: 8 Total size: 498.51 KB	Draw Mask over Image
Uploaded 100% - 498.51 KB of 498.51 KB	

• Then, click the "Close this window" button to exit this screen.

12 68		× 8.	ide Sh
	Message	-	ment
14.308	Are you sure you want to exit program?	11	av Ma
12.148	Yes No	-	For vi
	Delete		sata ti

- You will be asked to confirm. Click the "Yes" button.
- You will be back at the file area and see the list of image files just uploaded.

🏠 Home Directory	🗌 Filename 🕈		Туре	Date created	
🚮 Recycle	<b>3</b>				
Advertise	🔽 🔳 neoduong-07.jpg	51,43 КЬ	JPG	9/13/2010 7:46:31 PM	
🖾 Banner 📴 Books	🔽 🏾 neoduong-06.jpg	56.76 КЬ	JPG	9/13/2010 7:46:31 PM	
🧧 Media 📴 PDF Books	🛛 🖉 neoduong-05.jpg	85.11 Kb	JPG	9/13/2010 7:46:31 PM	
🧧 site	🔽 🔳 neoduong-04.jpg	52.08 Kb	JPG	9/13/2010 7:46:31 PM	
	🛛 📓 neoduong-03.jpg	80,02 Kb	JPG	9/13/2010 7:46:31 PM	
00 × 450	neoduong-02.jpg	76.74 Kb	JPG	9/13/2010 7:46:31 PM	
	neoduong-01.jpg	47.63 Kb	JPG	9/13/2010 7:46:31 PM	
	neoduong-08.jpg	48.75 Kb	JPG	9/13/2010 7:46:31 PM	
1.1.1	File path				
Adjust image	Web link d/SlideSho	w/Path_Of_Life/Paths_Of	_Life		1

- Click on the square boxes on the same line of the files you want to insert into the slide show. Then, click the "**Insert**" button at the right bottom of the screen.
- You will be back to the "Insert/edit Image" screen. This time, the "Image URL" box has been filled with paths to the images.

["/images/upload/SlideShow/F	
No Frame	
No Frame Frame 1 Frame 2 Frame 3 Frame 4 Frame 5 Frame 5 Frame 6 Frame 7 Frame 8 Frame 9	
Frame 10 Frame 11 Frame 12	cel
	["/images/upload/SlideShow/F No Frame Frame 1 Frame 2 Frame 3 Frame 4 Frame 5 Frame 6 Frame 7 Frame 8 Frame 9 Frame 10 Frame 11 Frame 12

• Next, you may want select a frame for your pictures. Click the icon at the end of the "**Image Frame**" box. If you do not select any frame here, your pictures will be shown without a frame.

## You don't need to concern about other boxes in this screen.

• Finally, click the "**Insert**" button at the left bottom. You will be back to the record of your slide show.

The "**Slide Show Images**" box will now be filled with small images representing the pictures in your slide show. If you want to change the order of a picture, click and hold the mouse button on the picture and drag it to the new place.

		Data View Record Edit
Delete	New Copy Update	Category «
Title	· Daths Of Life	B- LeftManu
humbnail Image	Images/upload/site/slideshow_noimage.jpg       Browser         Link to the thumbnail image, which is shown to the readers before they actually read the full storm: You do not need to prepare this thumbnail image. The program will automatically create a thumbnail image for you, no matter how big your image is (with one condition: you must use the 'Browser') button).	
Posted Date	: September 13 2010 @ 04 : 19 : 59	
Viewed	:	
Ordinal	1 100	
Hot News		Check all   Uncheck all
Active	An article must be activated (i.e.: active) if you want this article to be viewed by visitors.	
the program will	auomaucany create animonan'images based on the amensions of the images you selected.	
Brief «		
A brief summary	of the article.	
Meta tag »		
Delete	New Copy Update	

**G.** Next, you will need to select a thumbnail picture for your slide show. Click the "**Browser**" button at the end of the "**Thumbnail Image**" box (marked with a blue rectangle in the above picture).

You will see the files you have just uploaded for the slide show. Whenever you click on a file, a small picture will be shown at the lower left corner. This will help you find the right picture for your thumbnail. When you have found right picture, **click the small box** on the same line with the filename.

/SlideShow/Path_Of_Life/Path	s_Of_Life/		Create	Folder 🗌 🎧 Upload
The Directory	Filename 🕈	Size	Туре	Date created
🗐 Recycle	<b>1</b> 2			1
<ul> <li>Advertise</li> <li>Article</li> </ul>	🔲 📴 thumbnail		DIR	9/13/2010 8:00:39 PM
a 🔤 Banner Books	💟 🔳 neoduong-07.jpg	51.43 Kb	JPG	9/13/2010 7:46:31 PM
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🛛 🔤 site 🗆 🧰 SlideShow	neoduong-05.jpg	85.11 Kb	JPG	9/13/2010 7:46:31 PM
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Ŋ.	File path /images/upload/SlideShow/Path_Of_L	ife/Paths_Of_Life/neoduong-07.jpg		
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2.28 Mb (0.46%)	/ 500 Mb 🔹 🙀 Move 🔒 Compress	🗿 Delete	Close	Insert

**H.** Then, click the "**Insert**" button at the right bottom of the screen. You will be back to the record of the slide show. This time, the "**Thumbnail Image**" box has been filled with the path to the thumbnail picture. The thumbnail image also appears above the box.

Delete	New Copy Update
Title	Paths Of Life
Thumbnail Image	
	/images/upload/SlideShow/Path_Of_Life/Paths_Of_Life/thumbnail/nec

I. Click the "Add" button at the top or bottom of the screen. The message "Data Added Successfully!" will appear near the upper left corner.

🔮 Update Successful !					
Delete	New Copy Update				
Title :	Paths_Of_Life				
Thumbnail Image :	/images/upload/SlideShow/Path_Of_Life/Path				

J. Now, go to your website to check if the slide show has been added to the category "Photos". You may need to refresh the web page. Click the "Refresh" button of your browser, or hit the "F5" key on your keyboard.



**K.** If you see the thumbnail and the title of your slide show, it is OK now. You will also need to check the content of this slide show. Click on the title or the thumbnail image to open this slide show.



L. Now, click on the first picture, or any picture, to view the normal size of this picture.

While viewing this picture you may click the "**Next**" or "**Prev**" button, if they appear on the left or right edge of the picture, to view to another image. You can click the "**Play**" button at the bottom of the picture to start the slide show from this picture on.



You have finished adding a slide show to the website.