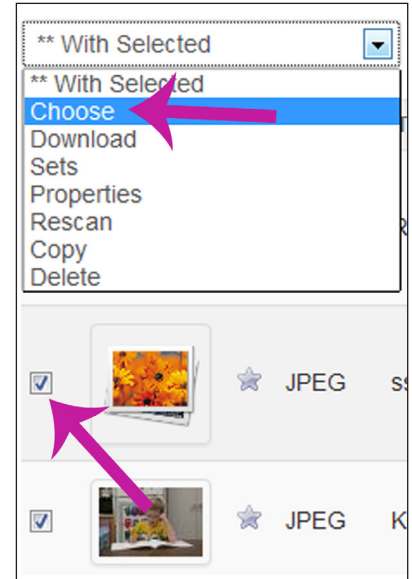


## Creating a Slideshow:

1. Log in and go to the page where you are wanting to add content.
2. Once on the page where you are wanting to edit, click 'Edit' in the top left hand corner.
  - \* If you hover; additional options will display and you can click 'Edit this page' from here.
3. Click 'Add to Main', and 'Add Block'.
5. In the 'Add Block' menu that pops up, scroll down and select 'Slideshow'.
6. Click 'Add Image'.
  - \* You have the option in the 'Type' dropdown to use 'Custom Slideshow' OR 'Pictures from File Set'. If you've previously created a Set, File Set options will display.
7. 'Browse' for the image(s) that you want to upload. You can upload multiple images at a time by selecting the 'Upload Multiple' option.
8. If you want to add one image at a time, click on the thumbnail of the image and select 'Choose' OR you can check box multiple images and select 'Choose' from the dropdown menu. (see screenshot)
9. You can reorder the images by clicking the up/down arrows and delete images by clicking the trash can icon.
10. When you're finished creating the Slideshow click, 'Add'.
11. When you're done editing, hover over 'Editing' then 'Preview My Edits' OR 'Publish My Edits'.



*If you're putting a slideshow at the top of your page you may want to add a 'tnSpacer' block, creating an empty line of space.*

## Editing a Slideshow:

1. Follow steps 1 & 2 above.
2. Click on the Slideshow box, then 'Edit'.
3. Delete, reorder or add images from this window.
4. When you're finished creating the Slideshow click, 'Save'.
5. When you're done editing, hover over 'Editing' then 'Preview My Edits' OR 'Publish My Edits'.