CREATE IMAGE SLIDESHOW

The slideshow element allows you to show off your images with style. The program allows you to select the style of slideshow you want to create.

♦ Click the Build tab, if necessary.

♦ Drag the Slideshow element (see illustration above) to the page where the Slideshow is to be embedded.

♦ The Choose a Slideshow Style window will display (see illustration below).

♦ Select one of the styles for the slideshow by clicking the icon.

♦ Click the Continue button.

♦ The Manage Slideshow Photos window will display (see illustration on next page).

♦ Click the Upload photos from your computer link.

♦ The Open window will display.

♦ Scroll to the area where the photos are stored.
Select the photos that are to be loaded into the Slideshow.
Click the Open button.
The **Uploading File** message as shown in the illustration below will display.

When the files are loaded, they will appear in the Manage Slideshow Photos window as shown in the illustration on the next page.
Click the **Add Photos** button to add additional photos to the Slideshow.
Click and drag an image to reorder it in the Slideshow.
Click the **Add Link** button to insert a hyperlink for the selected image.
To add a **Caption** to the image, click the **Add Caption** button. The Caption will display when the Slideshow is viewed.
Once all the changes have been made, click the **Save** button.
Click the displayed image in the Slideshow Placeholder.
The Slideshow Pane will display (see illustration below).

Click Add/Edit Photos to re-display the Manage Slideshow Photos window.
Click the Transition Style list arrow to specify how the show will move from one image to the next. The options are Fade, Slide, Mosaic, Slice, or Fold.
Select from any of the following options:
- **Navigation** – This button is used to select the Navigation Style and the Navigation Location.
  - **Nav Style** – The options are Thumbnails, Double Thumbnails, Numbers, or None.
  - **Nav Location** - The options are Top, Bottom, Left, or Right.
- **Speed** – This specifies how long each slide will display. The options are between 3 seconds and 9 seconds.
- **Spacing** – Select this option to specify the Top Margin and Bottom Margin for the Images.
- **Top Margin** – This option is used to determine how much space appears above each of the images. Click the plus or minus options to specify the margin.
- **Bottom Margin** – Use this option to determine how much space appears below each of the images. Click the plus or minus options to specify the margin.

- **Caption - Caption Location** – The options are **Top** or **Bottom**.

- **Advanced** -
  - **Autoplay** – The options are **On** or **Off**. If **Autoplay** is on, the **Slideshow** will immediately start when the page is opened. When the button is blue, Autoplay is on. When the button is gray, Autoplay is off.
  - **Show Controls** – The options are **On** or **Off**. When the button is blue, Show Controls is on. When it is gray, Show Controls is off.
  - **Starting Position** – The options are **Beginning** or **Random**.
  - **Aspect Ratio** – The options for this are **16:9**, **4:3**, or **3:2**. The best option is to let the program determine the ratio.

**NOTE:** The Slideshow will automatically expand to the width of the page or column in which it has been placed. When the Slideshow displays within both columns, there is usually a white border around it. It is best to place a Slideshow in a two or three column format.