

Creating a Photo Album or a Slide Show

Photo Albums and Slide Shows are two different “types” of Articles in SiteBuilder. A Photo Album allows your website visitor to choose which image to view by selecting a smaller thumbnail image.

A Slide Show automatically moves from one image to the next, using fading and panning during the transition.

Creating and/or editing either one is done in the same fashion. Instructions assume you have already logged in with your administrative password and have selected the link to “Show Editor Buttons”

Steps to Create a Photo Album or Slide Show:

Click **New Article** (orange tab)

On the Add New Article screen:

Enter your **Article Title**

Select **Article Type: Photo Album** (or Slide Show)

Click **Continue**

Next page (Step 2)

Select **Edit/Publishing Status : OK**

(if you will not be immediately uploading images, you may want to leave it on “Hold”)

Click **Save Changes**

Next page (Step 3)

In the **Sort Order** field, type a new number (or leave it at 0)

Click **Save**

Next page (Step 4)

Each Photo Album or Slide Show starts out with the same three temporary place holder images.

Images #2 & #3 have instructions on how to upload, edit and re-sort your images.

The buttons called out in these images are only visible once you’ve completed steps 1,2 & 3 below.

The instructions from this page:

To Edit:

1) Select any thumbnail (small picture) below.

2) Press “@” key (on your keyboard).

(you may need to hold it down for a second or two until the next window pops up)

3) Click “OK” in the Authentication window (leave fields blank)

See the instructions on placeholder image #2 to upload new images or delete existing ones.

Click  to begin uploading.

When selecting images for uploading, you may choose more than one at a time by holding down your Ctrl key while clicking with your mouse. When finished selecting, click **Open** in the pop up window to begin upload.

See the instructions on placeholder image #3 to re-order the images

To adjust the sort order of the thumbnail images:

Press the Ctrl key (on your keyboard)

Click on the thumbnail(s) you want to move, release the Ctrl key and the mouse button.

Click *between* the thumbnails to indicate where you want the image(s) to be moved

When you are finished editing, click **Ok, Return** .