

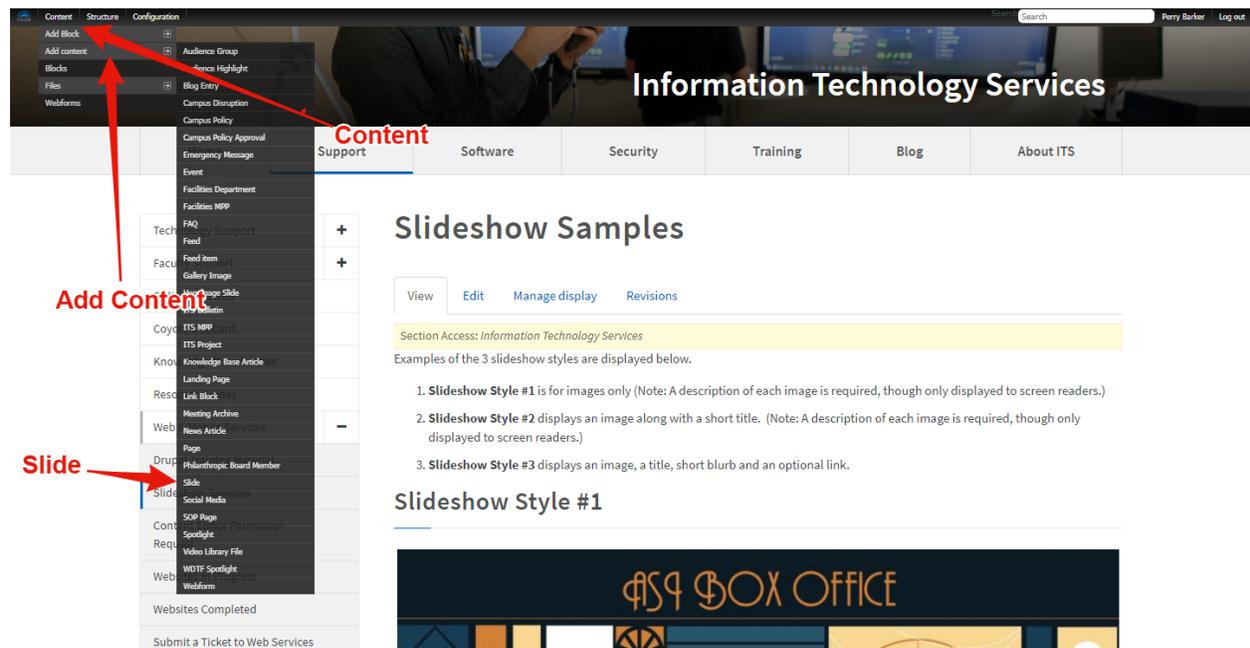
Creating a slide for your slideshow

To begin adding slides to your slideshow, make sure you have notified Web Services since they will need to create a view to display your slides along with a “Section Access” for your slides.

If you already have a slideshow(s) on your site, proceed to Step 1.

Step 1:

After your slideshow has been set up and you are ready to create your first slide, log in to Drupal and select “Content -> Add Content -> Slide” in the black Drupal menu at the top of the screen.



The screenshot shows the Drupal administration interface. At the top, there is a navigation menu with 'Content' selected. A dropdown menu is open under 'Content', showing 'Add Content' as the first option. A second dropdown menu is open under 'Add Content', showing 'Slide' as one of the options. Red arrows point to 'Content', 'Add Content', and 'Slide'. The main content area shows a page titled 'Information Technology Services' with a navigation menu and a section titled 'Slideshow Samples'. The 'Slideshow Samples' section includes a list of three slideshow styles and a section titled 'Slideshow Style #1' with a corresponding image.

Content

Add Content

Slide

Information Technology Services

Support Software Security Training Blog About ITS

Slideshow Samples

View Edit Manage display Revisions

Section Access: *Information Technology Services*

Examples of the 3 slideshow styles are displayed below.

1. **Slideshow Style #1** is for images only (Note: A description of each image is required, though only displayed to screen readers.)
2. **Slideshow Style #2** displays an image along with a short title. (Note: A description of each image is required, though only displayed to screen readers.)
3. **Slideshow Style #3** displays an image, a title, short blurb and an optional link.

Slideshow Style #1



Step 2:

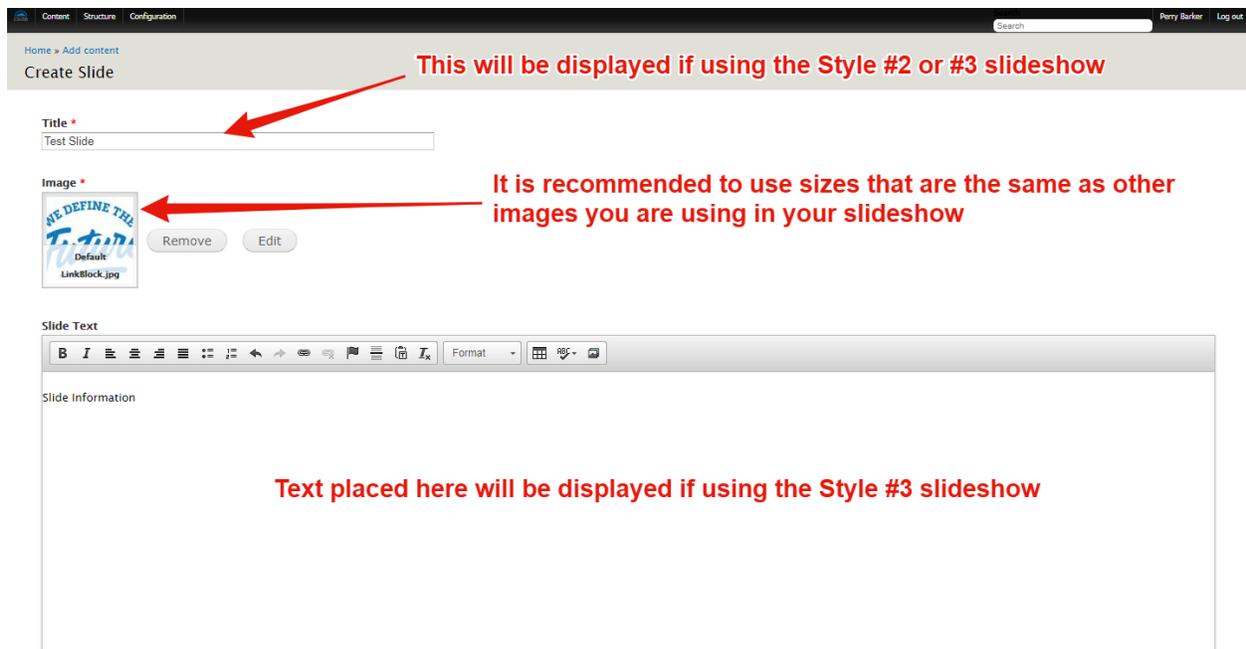
The next screen displayed is where you will begin creating your slide. The required items consist of a title, image, and a section access.

Fill out the title of your slide and be aware of which slideshow style is being used on your webpage. Style #2 and #3 will display the title of your slide. Also, use a title that will be easy to recognize and find later to edit.

When choosing an image, we recommend using the same image size for all slides in your slideshow. Not doing so, will create empty space on the smaller images of the slideshow. Keeping the same size for all slides, helps maintain a clean and professional look on your web page. Please keep in mind that **ALL IMAGES REQUIRE ALT TEXT** - this alt text can be the same text as the title of the slide

“Slide Text” displays on the Style #3 slideshow only. If you are uncertain what style your slideshow is using, please email webservices@csusb.edu for assistance.

For reference, visit [our slideshow samples page](#).



The screenshot shows the 'Create Slide' interface. At the top, there is a navigation bar with 'Content', 'Structure', and 'Configuration' tabs, a search box, and user information 'Perry Barber' and 'Log out'. Below the navigation bar, the page title is 'Home > Add content' and the main heading is 'Create Slide'. A red arrow points to the 'Title' input field, which contains the text 'Test Slide'. A red annotation above this field reads: 'This will be displayed if using the Style #2 or #3 slideshow'. Below the title field is an 'Image' selection area. It shows a thumbnail of a logo with the text 'WE DEFINE THE Tradition' and 'Default LinkBlock.jpg'. There are 'Remove' and 'Edit' buttons next to the thumbnail. A red arrow points to this area with the annotation: 'It is recommended to use sizes that are the same as other images you are using in your slideshow'. Below the image selection area is a 'Slide Text' editor. It has a rich text toolbar with options for bold, italic, underline, list, link, unlink, undo, redo, and format. The main content area of the editor is empty and contains a red annotation: 'Text placed here will be displayed if using the Style #3 slideshow'.

Step 3:

If the slideshow on your page is a Style #3, you have the option of adding a button. The button displays at the end of the slide text.

For the button, the “Title” field will be the text for the button (e.g., “Read More”) and the “URL” field will be the link the button will direct the viewer.

body

Text format: Full HTML

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

Link

Title: Button Text

URL: https://csbs.csusb.edu/sociology/students-alumni/sociology-575-internship-information

The link title is limited to 25 characters maximum.

Section Access *

- Institutional Research
- Institutional Review Board
- Institutional Technology
- ITS SOP

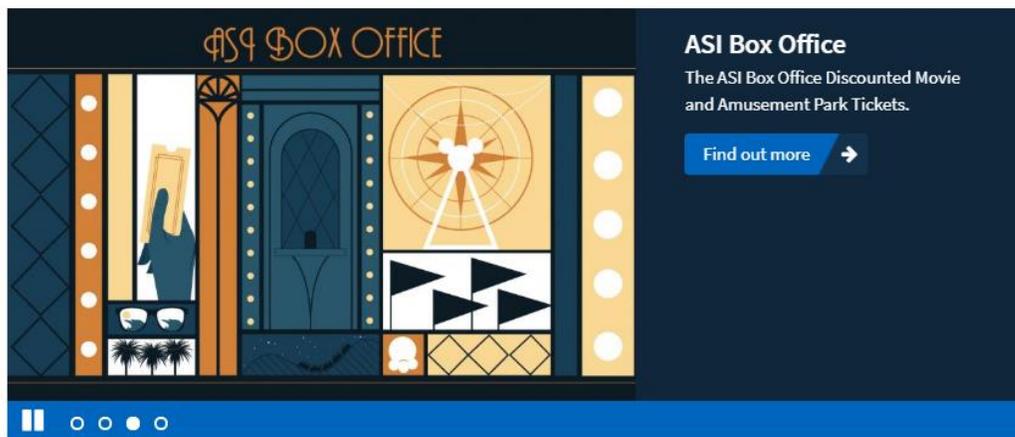
Select the proper editorial group(s) for this content.

Menu settings
Not in menu Provide a menu link

URL path settings
Automatic alias

Save

Slideshow Style #3



Step 4:

The last step in saving your slide is selecting your “Section Access”.

If your website has multiple slideshows, the “Section Access” field determines where your slide will appear.

When everything is finished, select the “Save” button. You should now see the slide in the slideshow.

Text format Full HTML ▾

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

Link

Title

The link title is limited to 25 characters maximum.

Section Access *

Community Engagement
-- Faculty
--- Community Engagement slideshow 1
--- Community Engagement slideshow 2 ▾

Select the proper editorial group(s) for this content.

URL path settings

Automatic alias

Generate automatic URL alias
Uncheck this to create a custom alias below.

URL alias

slide/74916

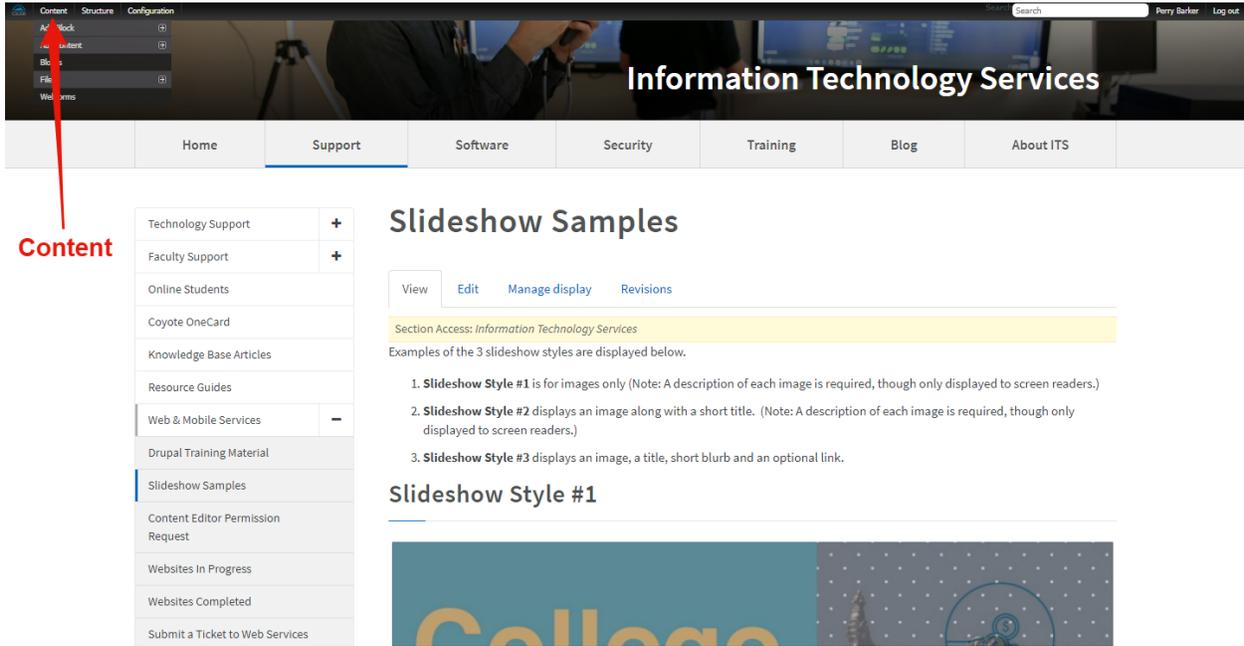
Optionally specify an alternative URL by which this content can b

Save Preview View changes Delete

Editing a slide

Step 1:

To edit a slide, select "Content" in the black Drupal menu at the top left corner of the page.



Step 2:

The next page displays filters to find the content you wish to edit - common filters are “Type”, “Title”, and “Section.”

Select “Slide” for the “Type” option and select “edit” on the slide you wish to edit.

Helpful hint: The above process also works to find the content types “Page”, “FAQ”, “Link Block”, “Spotlight”, and “Blog Entry”.

Choose Slide

You may choose your Section Access *Not required

Select Edit on your slide

TITLE	TYPE	AUTHOR	PUBLISHED	UPDATED	OPERATIONS
Museum of Tolerance <small>new</small>	Slide	Jesus Thillet	Yes	October 11, 2018	edit delete
Understanding Your Credit Score <small>new</small>	Slide	Jesus Thillet	Yes	October 11, 2018	edit delete
Bi Loteria <small>new</small>	Slide	Jesus Thillet	Yes	October 11, 2018	edit delete
Faculty Appreciation Event <small>new</small>	Slide	Jesus Thillet	Yes	October 11, 2018	edit delete
CBEST Review Sessions <small>new</small>	Slide	Jesus Thillet	Yes	October 11, 2018	edit delete
Smashing the Patriarchy: Feminist Bingo <small>new</small>	Slide	Jesus Thillet	Yes	October 11, 2018	edit delete
Union Block Party <small>new</small>	Slide	Jesus Thillet	Yes	October 11, 2018	edit delete
Intersection Management and Cybersecurity <small>new</small>	Slide	Danny Sanchez Cedeno	Yes	October 11, 2018	edit delete
William E. Leonard History Archives <small>new</small>	Slide	Danny Sanchez Cedeno	Yes	October 11, 2018	edit delete

Step 3:

After selecting “Edit”, the image, text, title, and link fields are viewable and you are able to edit any field.

Select “Save” to keep your changes.

The screenshot shows a web-based content management system interface. At the top, there is a navigation bar with 'Content', 'Structure', and 'Configuration' tabs, a search bar, and a user profile 'Perry Barber' with a 'Log out' link. Below the navigation bar, the page title is 'Edit Slide Museum of Tolerance'. There are three buttons: 'VIEW', 'EDIT' (which is active), and 'MANAGE DISPLAY'. The main content area is divided into several sections:

- Section Access:** A dropdown menu set to 'About the Union'.
- Title:** A text input field containing 'Museum of Tolerance'.
- Image:** A thumbnail image of a 'MUSEUM OF TOLERANCE' poster. Below it are 'Remove' and 'Edit' buttons.
- Slide Text:** A rich text editor with a toolbar containing various formatting options (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, undo, redo, indent, outdent, source code, help). The text area contains the text 'Join us for a visit to the Museum of Tolerance!'. Below the text area is a 'Text format' dropdown set to 'Full HTML' and a link to 'More information about text formats'. There are also two bullet points: 'Web page addresses and e-mail addresses turn into links automatically.' and 'Lines and paragraphs break automatically.'
- Link:** A section with 'Title' and 'URL' input fields. The title is 'View More Information' and the URL is 'https://search.csusb.edu/event/314791'. A note below states 'The link title is limited to 25 characters maximum.'
- Section Access:** A dropdown menu with options: 'Risk Management', 'SAIL - Student Assistance In Learning', 'Santos Manuel Student Union', and 'About the Union' (which is selected). Below it is the text 'Select the proper editorial group(s) for this content.'
- Menu settings:** A checkbox labeled 'Provide a menu link' which is currently unchecked.
- URL path settings:** A dropdown menu set to 'Automatic alias'.

At the bottom of the interface, there are four buttons: 'Save', 'Preview', 'View changes', and 'Delete'.