



MCPS Web Publishing System (Tron) Training

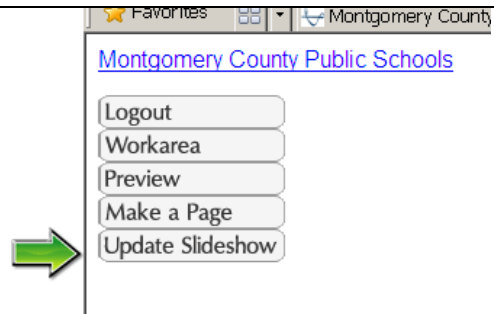
How to Update Slideshows

In this document:

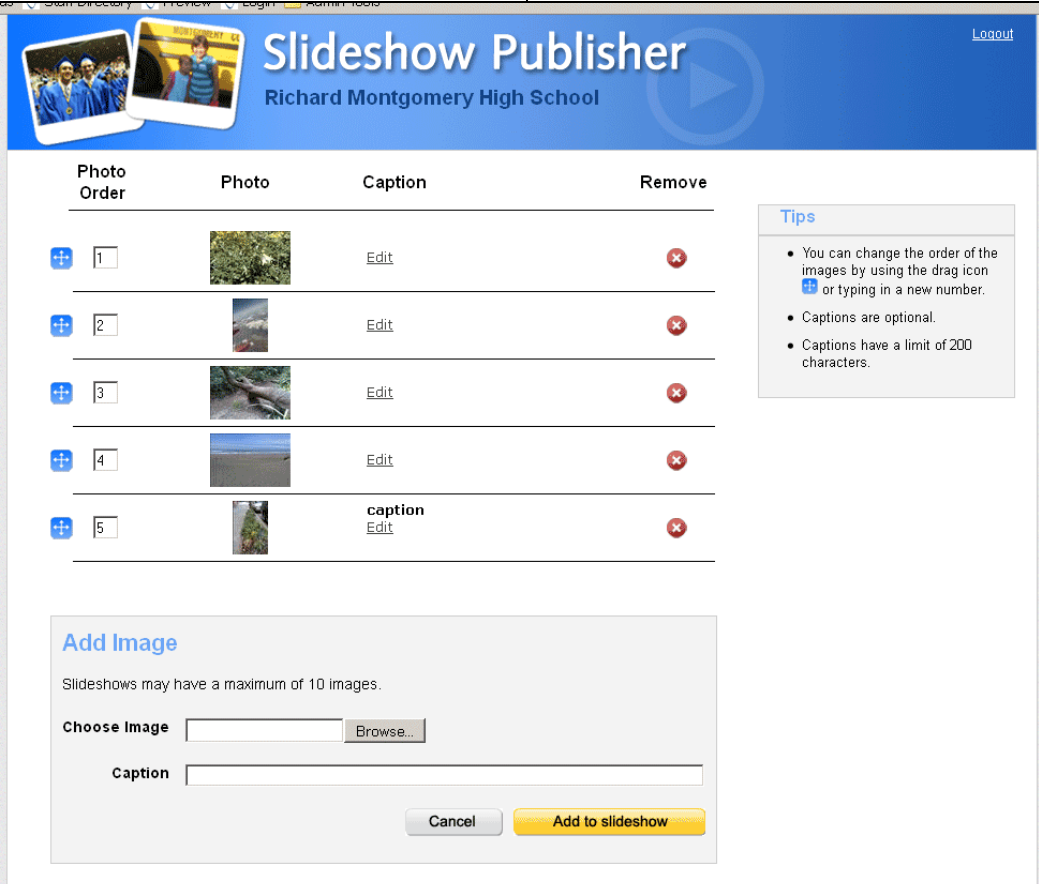
- A. How to access the slideshow publisher
- B. How to add images
- C. How to change the order of images in your slideshow
- D. How to delete images
- E. How to edit captions

A. How to access the slideshow publisher

1. Once you have logged into Tron, click on the "Update Slideshow" button

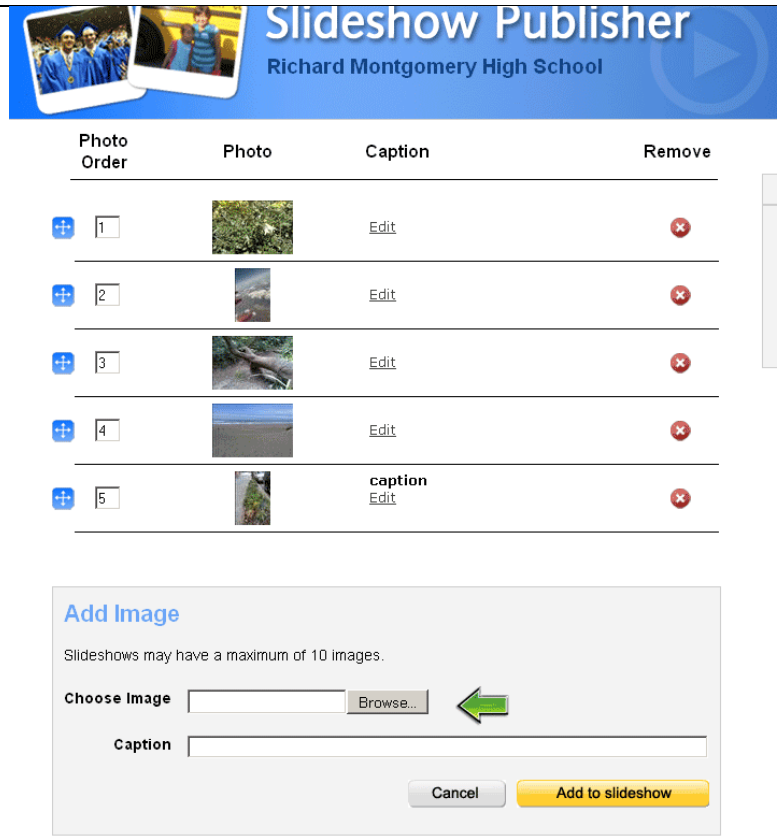


2. The Slideshow Publisher opens

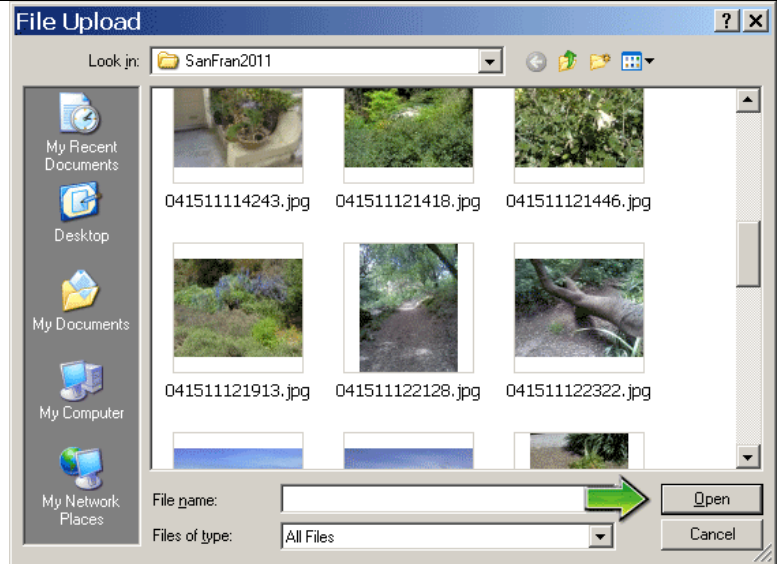


B. How to add images

1. In the Slideshow Publisher, click the "Browse" button next to "Choose Image."



2. A file upload pop-up window appears. Select the file you want to upload via the Choose file window. Click "Open."



- Type in a caption (optional).
- Click the "Add to Slideshow" button.
- Your photo is added as the last item in your slideshow.

Slideshow Publisher
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Photo Order	Photo	Caption	Remove
1		Edit	
2		Edit	
3		Edit	
4		Edit	

Add Image
Slideshows may have a maximum of 10 images.

Choose Image: Browse...

Caption:

Cancel Add to slideshow

Tips

- You can change images by using or typing in a
- Captions are op
- Captions have a characters.

C. How to change the order of images in your slideshow

There are two ways to change the order

- Use the move icon
- Type in a new order number

D. How to delete images

- Click the remove icon

- A pop-up window with a warning message will appear. Click OK if you want to permanently remove the image

Are you sure you want to delete image and caption from slide show?

OK

Cancel

- Your image is remove from your slideshow

E. How to edit captions

1. Under your caption click "Edit"

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Photo Order	Photo	Caption	Remove
+	1	Edit	✖
+	2	Edit	✖
+	3	Edit	✖
+	4	Edit	✖
+	5	caption Edit ←	✖

2. Type in the new caption
3. Your caption is updated

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Photo Order	Photo	Caption	Remove
+	1	new caption Update Cancel ←	
+	2	Edit	✖
+	3	Edit	✖
+	4	Edit	✖
+	5	Edit	✖

Tips

- You can add images to your slideshow.
- You can edit the captions for your photos.
- You can remove photos from your slideshow.