

# Chapter 5: Updating a Slide Show

## About the SlideShow Module

Each unit site in AFPIMS will likely have a SlideShow module on its front (home) page. This module will generally display selected images from the unit's photo gallery. It can also be used to show items from another unit's uploaded photos. SlideShow Modules may also be used on additional pages in your unit's website. While this chapter's instructions focus on a home page, they may also be used for any other SlideShow Module in a site.

### ➤ Adding a Slide to a SlideShow Module

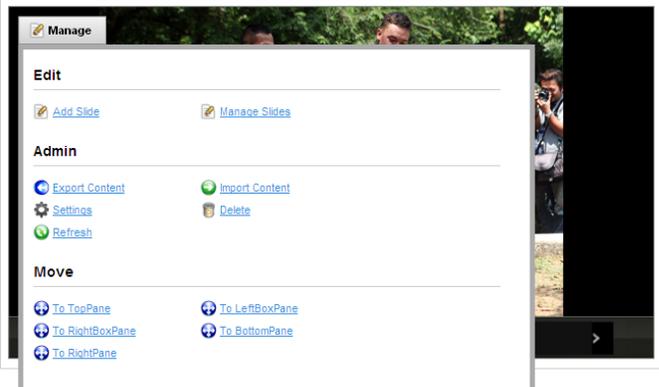
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Before adding a slide to a SlideShow Module, you should follow the instructions in Chapter 3 – News Story Photo Uploads.

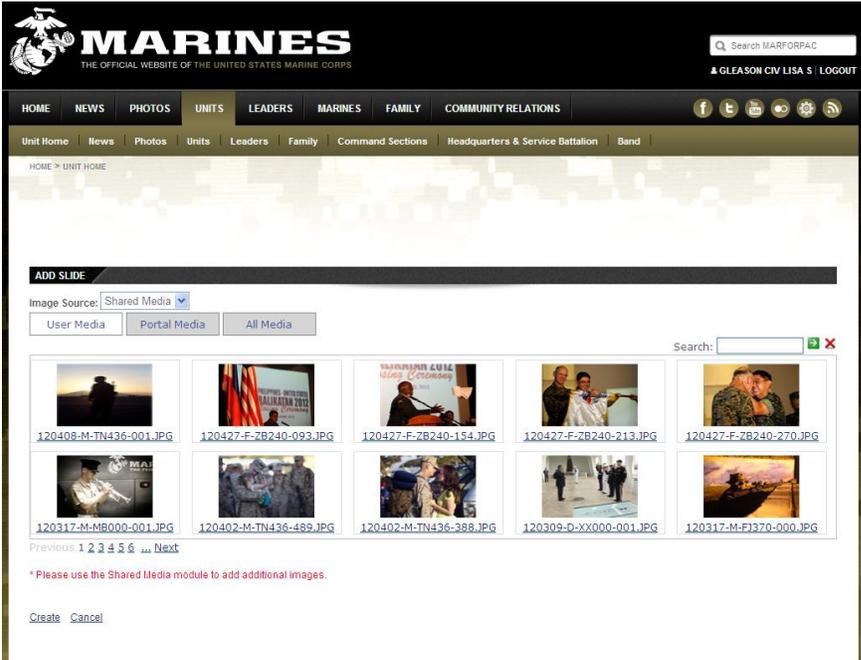
Use the following instructions to add a slide to a SlideShow Module in an AFPIMS unit site:

Step	Action
1	Access and login to your AFPIMS unit site.
2	Navigate to the home page of your unit's site.  <b>Result:</b> The home page for your unit displays.

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Step	Action
	 <p>The screenshot shows the official website of the U.S. Marine Corps Forces, Pacific. The main header features the Marine Corps logo and the text "MARINES THE OFFICIAL WEBSITE OF THE UNITED STATES MARINE CORPS". A search bar and "GLEASON CIV LISA S   LOGOUT" are in the top right. A navigation menu includes "HOME", "NEWS", "PHOTOS", "UNITS", "LEADERS", "MARINES", "FAMILY", and "COMMUNITY RELATIONS". Below the menu, there are sub-links for "Unit Home", "News", "Photos", "Units", "Leaders", "Family", "Command Sections", "Headquarters &amp; Service Battalion", and "Band". The main content area has a large banner for "U.S. Marine Corps Forces, Pacific In Any Clime and Place". Below the banner is a slide show module displaying a photo of two Marines in uniform. A "Manage" button is visible in the top left corner of the slide show. To the right of the slide show are "LINKS" for FLU.GOV, SAPR, eMARINE, and myPay, and a "MARINES TV" section with a video player.</p>
3	<p>Mouse over the <i>Manage</i> control at the top left corner of the SlideShow Module.</p>  <p>The screenshot shows a close-up of the slide show module. A red box highlights the "Manage" button in the top left corner. The slide show is displaying a photo of a Marine in uniform walking past a line of Marines in uniform.</p> <p><b>Result:</b> The module's manage options display.</p>  <p>The screenshot shows the "Manage" options menu. The menu is titled "Manage" and has a "Manage" button in the top left corner. The menu is divided into three sections: "Edit", "Admin", and "Move". The "Edit" section contains "Add Slide" and "Manage Slides". The "Admin" section contains "Export Content", "Import Content", "Settings", and "Delete". The "Move" section contains "To TopPane", "To RightBoxPane", "To RightPane", "To LeftBoxPane", and "To BottomPane".</p>

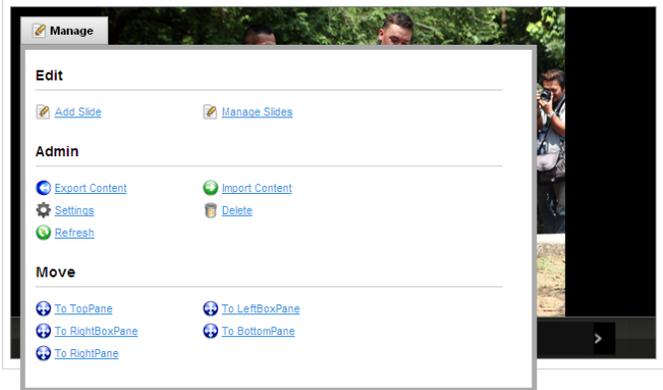
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Step	Action
4	<p>Click the <i>Add Slide</i> link.</p> <p> <a href="#">Add Slide</a></p> <p><b>Result:</b> The Add Slide dialog displays</p> 
5	<p>Search for and select the image to add by clicking on it.</p> <p>User Media – All photos uploaded by you</p> <p>Portal Media – All photos uploaded to your unit’s AFPIMS site</p> <p>All Media – All photos uploaded by all units within the USMC</p> <p><b>Note:</b> You can also use the Media Search field to locate a photo by <b>VIRIN</b>, keyword, byline, etc.</p>
6	<p>If desired, modify the following fields:</p> <p>Title: <i>Generally, replace the image <b>VIRIN</b> here with the Dateline</i></p> <p>Caption: <i>Generally requires no modification as the metadata should be valid</i></p> <p>Link: <i>Enter a hyperlink to open if clicked on</i></p>
7	<p>Click the <i>Create</i> link at the bottom left of the page.</p> <p><a href="#">Create</a></p> <p><b>Result:</b> The screen will refresh and you’ll be taken back to your unit home page.</p>

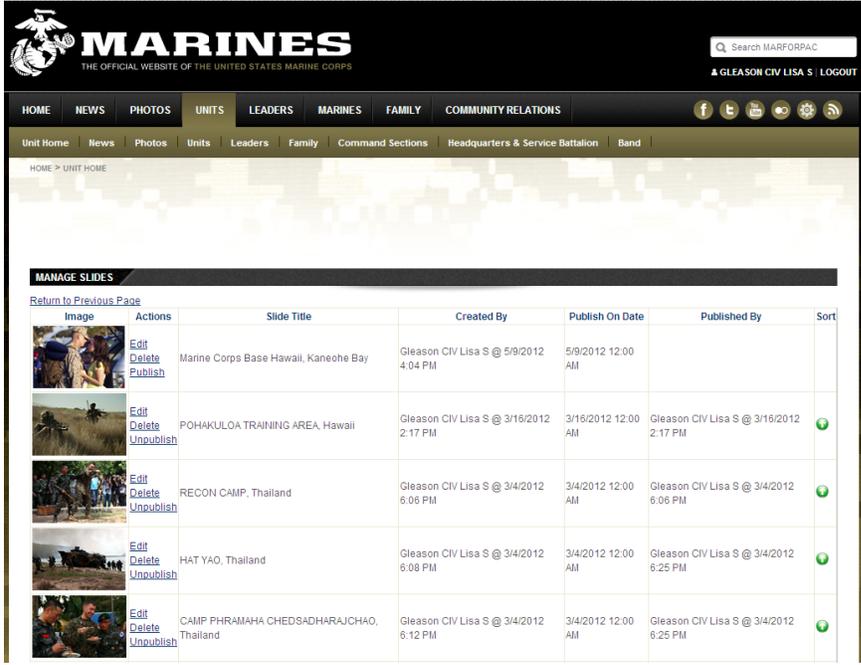
➤ **Publishing New Slides in a SlideShow Module**

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After adding new slides to a SlideShow Module, publish them:

Step	Action
1	<p>Mouse over the <i>Manage</i> control at the top left corner of the SlideShow Module.</p>  <p><b>Result:</b> The module's manage options display.</p> 
4	<p>Click the <i>Manage Slides</i> link.</p>  <p><b>Result:</b> The Manage Slides dialog displays.</p>

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	 <p>The screenshot shows the 'MARINES' website header with navigation tabs for HOME, NEWS, PHOTOS, UNITS, LEADERS, MARINES, FAMILY, and COMMUNITY RELATIONS. Below the navigation is a 'MANAGE SLIDES' section with a table:</p> <table border="1"> <thead> <tr> <th>Image</th> <th>Actions</th> <th>Slide Title</th> <th>Created By</th> <th>Publish On Date</th> <th>Published By</th> <th>Sort</th> </tr> </thead> <tbody> <tr> <td></td> <td><a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Publish</a></td> <td>Marine Corps Base Hawaii, Kaneohe Bay</td> <td>Gleason CIV Lisa S @ 5/9/2012 4:04 PM</td> <td>5/9/2012 12:00 AM</td> <td></td> <td></td> </tr> <tr> <td></td> <td><a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Unpublish</a></td> <td>POHAKULOA TRAINING AREA, Hawaii</td> <td>Gleason CIV Lisa S @ 3/16/2012 2:17 PM</td> <td>3/16/2012 12:00 AM</td> <td>Gleason CIV Lisa S @ 3/16/2012 2:17 PM</td> <td></td> </tr> <tr> <td></td> <td><a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Unpublish</a></td> <td>RECON CAMP, Thailand</td> <td>Gleason CIV Lisa S @ 3/4/2012 6:06 PM</td> <td>3/4/2012 12:00 AM</td> <td>Gleason CIV Lisa S @ 3/4/2012 6:06 PM</td> <td></td> </tr> <tr> <td></td> <td><a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Unpublish</a></td> <td>HAT YAO, Thailand</td> <td>Gleason CIV Lisa S @ 3/4/2012 6:08 PM</td> <td>3/4/2012 12:00 AM</td> <td>Gleason CIV Lisa S @ 3/4/2012 6:25 PM</td> <td></td> </tr> <tr> <td></td> <td><a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Unpublish</a></td> <td>CAMP PHRAMAHA CHEDSADHARAJCHAO, Thailand</td> <td>Gleason CIV Lisa S @ 3/4/2012 6:12 PM</td> <td>3/4/2012 12:00 AM</td> <td>Gleason CIV Lisa S @ 3/4/2012 6:25 PM</td> <td></td> </tr> </tbody> </table>	Image	Actions	Slide Title	Created By	Publish On Date	Published By	Sort		<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Publish</a>	Marine Corps Base Hawaii, Kaneohe Bay	Gleason CIV Lisa S @ 5/9/2012 4:04 PM	5/9/2012 12:00 AM				<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Unpublish</a>	POHAKULOA TRAINING AREA, Hawaii	Gleason CIV Lisa S @ 3/16/2012 2:17 PM	3/16/2012 12:00 AM	Gleason CIV Lisa S @ 3/16/2012 2:17 PM			<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Unpublish</a>	RECON CAMP, Thailand	Gleason CIV Lisa S @ 3/4/2012 6:06 PM	3/4/2012 12:00 AM	Gleason CIV Lisa S @ 3/4/2012 6:06 PM			<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Unpublish</a>	HAT YAO, Thailand	Gleason CIV Lisa S @ 3/4/2012 6:08 PM	3/4/2012 12:00 AM	Gleason CIV Lisa S @ 3/4/2012 6:25 PM			<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Unpublish</a>	CAMP PHRAMAHA CHEDSADHARAJCHAO, Thailand	Gleason CIV Lisa S @ 3/4/2012 6:12 PM	3/4/2012 12:00 AM	Gleason CIV Lisa S @ 3/4/2012 6:25 PM	
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<p><b>5</b></p>	<p>Locate the item to publish and click its <i>Publish</i> link.</p>  <p>The close-up shows the first row of the table with the 'Publish' link in the 'Actions' column highlighted with a red box.</p>																																										
<p><b>6</b></p>	<p>Repeat Step 5 for all to publish all desired slides.</p>																																										
<p><b>7</b></p>	<p>Click the <i>Return to Previous Page</i> link to return to the home page. Your newly published slides should now be visible in the SlideShow Module.</p>																																										