









How to add a
SLIDESHOW



- 1 First, log into your website's admin panel. Then, navigate to the 'Pages' tab and click the 'Edit' icon beside the page where you want to add or edit a banner.

The screenshot displays the 'Pages' management section of the ActiveHost admin panel. At the top, a navigation bar includes 'Pages', 'Galleries', 'Staff', 'Testimonials', 'Forms', 'Customers', 'Administrators', 'Configuration', 'Redirects', and 'Help'. Below this, the 'Pages' section features an 'Add Page' button and a search box labeled 'Filter by keyword'. A table lists the following pages:

NAME	TYPE	ON MENU	ACTIVE	EDIT	DELETE
> Home	Front Page	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
> What We Do - (1 subpage)	Page	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
> About Us	Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
> Contact Us Now	Contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

A red arrow points to the 'Edit' icon for the 'Home' page, which is also enclosed in a red rectangular box.

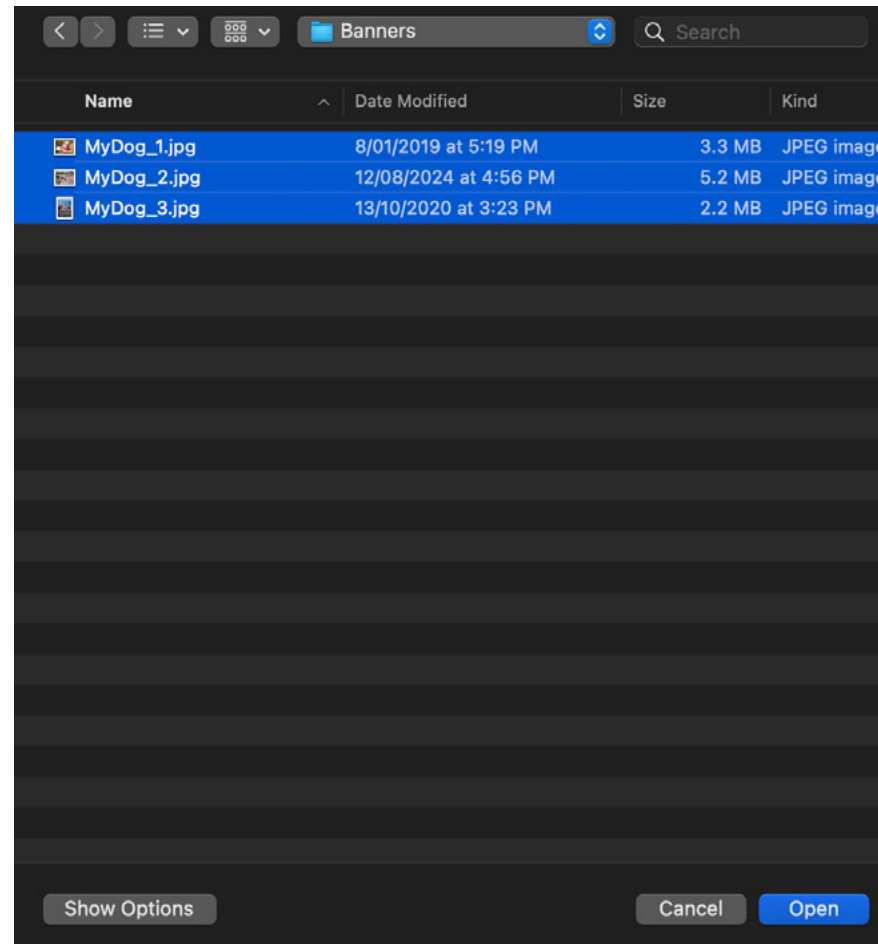


2 Once you're in the page editing window, click the **'Banners'** tab.

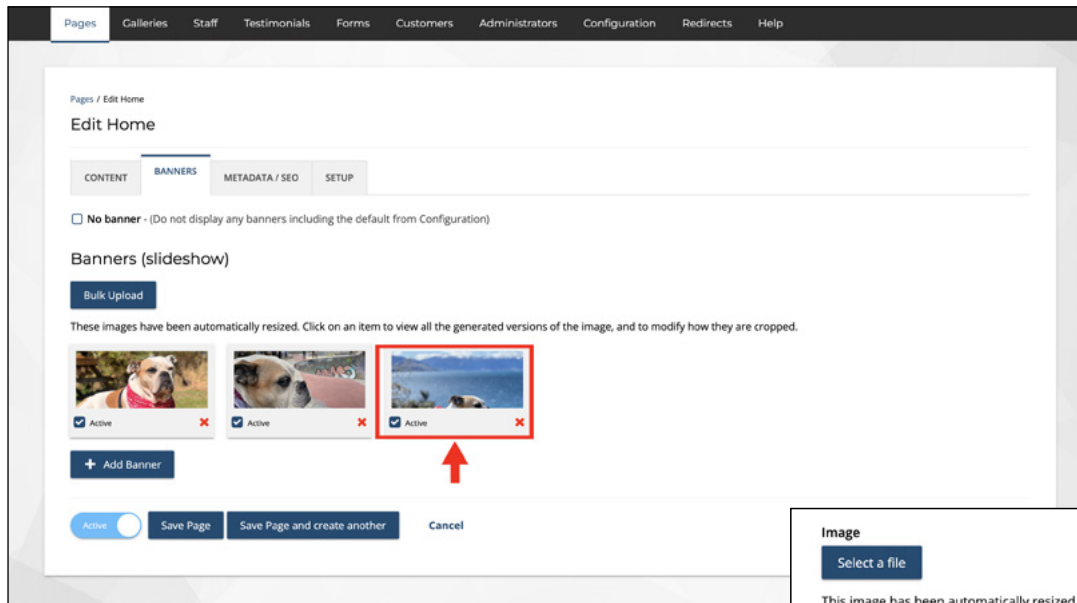
The screenshot displays the Joomla! page editor interface. At the top, a navigation bar contains the following tabs: Pages, Galleries, Staff, Testimonials, Forms, Customers, Administrators, Configuration, Redirects, and Help. Below this, the breadcrumb path reads "Pages / Edit Home". The main heading is "Edit Home". A horizontal tab bar is visible, with the "BANNERS" tab highlighted in a red box and a red arrow pointing to it. Other tabs in the bar include "CONTENT", "METADATA / SEO", and "SETUP". Below the tabs, there are several form fields: "Menu text - (Required)" with the value "Home"; "URL segment - (Optional)" with the value "home" and a checkbox labeled "Update URL segment from menu text"; and "Main heading - (if different to menu text)" which is currently empty. At the bottom, there is a "Content" section with a rich text editor toolbar and a large empty text area.



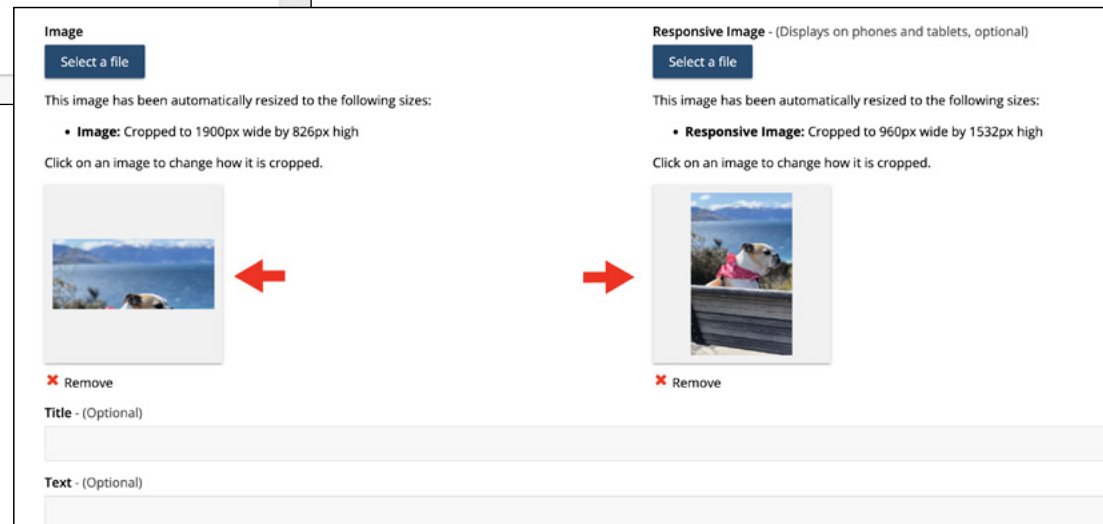
- 3 After you've clicked **'bulk upload,'** a pop-up window will appear displaying files from your computer or device. Select multiple images from your device or computer and click **'Open'**. The phrasing and terminology may vary from PC computers to Apple computers; yours may say **'Save'** or **'Upload.'**



- 4 You'll then be taken back to the banners tab where you will see all your images uploaded. To fit the banner's required size, some images may need to be cropped. To bring up the cropping option, you can click on whichever image needs adjustment.



This will bring up the following panel. You can click on the banner image and the responsive image to individually crop how you would like them to appear. Then click 'Done.'



Note: This is also where you can set a title, text and links to your slide-show banners if applicable.



- 5 Ensure your images are active by checking the box on the image beside where it says 'active'. To preview your new banner, check the page is active by clicking the active switch at the bottom of the page. Then click 'Save Page' at the bottom of the page.

CONTENT BANNERS METADATA / SEO SETUP

No banner - (Do not display any banners including the default from Configuration)

Banners (slideshow)

Bulk Upload

These images have been automatically resized. Click on an item to view all the generated versions of the image, and to modify how they are cropped.

Active

+ Add Banner

Active Save Page Save Page and create another Cancel



- 6 Go to the page's live preview to review your updated changes.
Each image will display for 5-7 seconds including its transition to the next image unless you have specified otherwise.



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