

# Edit/Create/Delete a Tridion Slideshow



## Attention

XPM is not configured for this content. The creation/edition has to be done in [Tridion Content Manager \(Back office\)](#) itself.

## Overview

A promotional Slideshow consists of multiple Banners that can be added into a space.

Size of banners: 1060 x 300 px



- [Create Slideshow](#)
- [Edit Slideshow](#)
- [Create Slide](#)
- [Remove Slideshow](#)



## Information about this tab:

Create a new Slideshow and add it in a Space.



## Tip

Check tab "**Create Slide**" to get the [KEEPEEK](#) Banner image(s) in a component that will be added in the Slideshow.

## Step 1: Reach location

1 - According to your entity, go to the following location in Tridion Content Manager (Back office):

SW C1 Master-en\Building Blocks\Component\1 ONE<entity name>

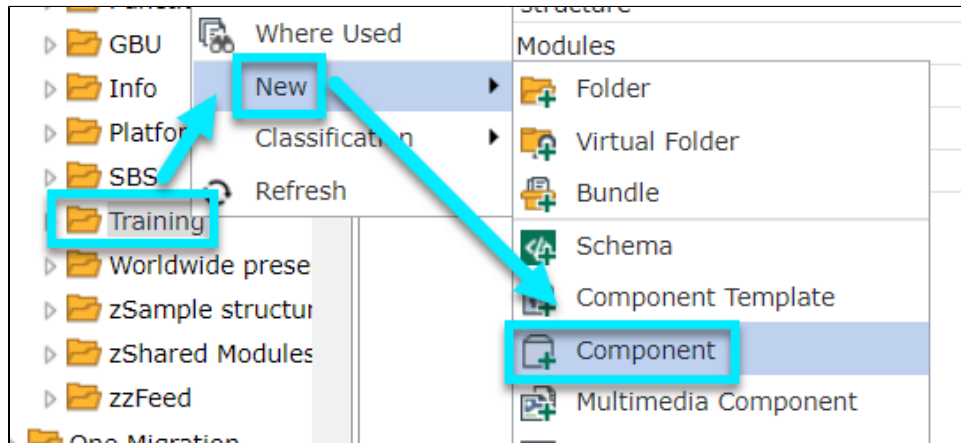
Content Management > SW C1 Master-en > Building Blocks > Component > 1 ONE

Name	Type
Corporate News center	Folder
Corporate Secretary	Folder
Employee Services	Folder
Excellence Center	Folder
From the desk of Ilham Kadri	Folder
Functions	Folder
GBU	Folder
Info	Folder
Platforms	Folder
SBS	Folder
Worldwide presence	Folder
zSample structure	Folder
zShared Modules	Folder
zzFeed	Folder
ONE issues encountered	Component
test-keeppek	Component

## Step 2: Create new Banner Slideshow

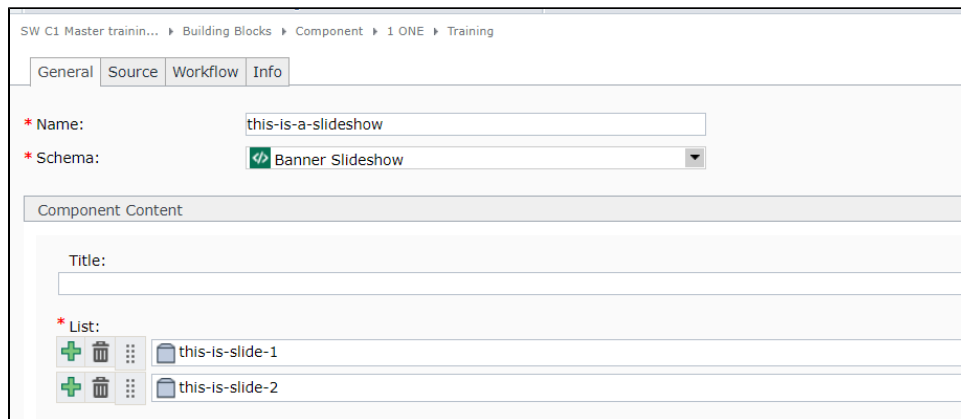
### 1 - Create a new component:

- Right-click the <entity name> folder
- "New"
- "Component"



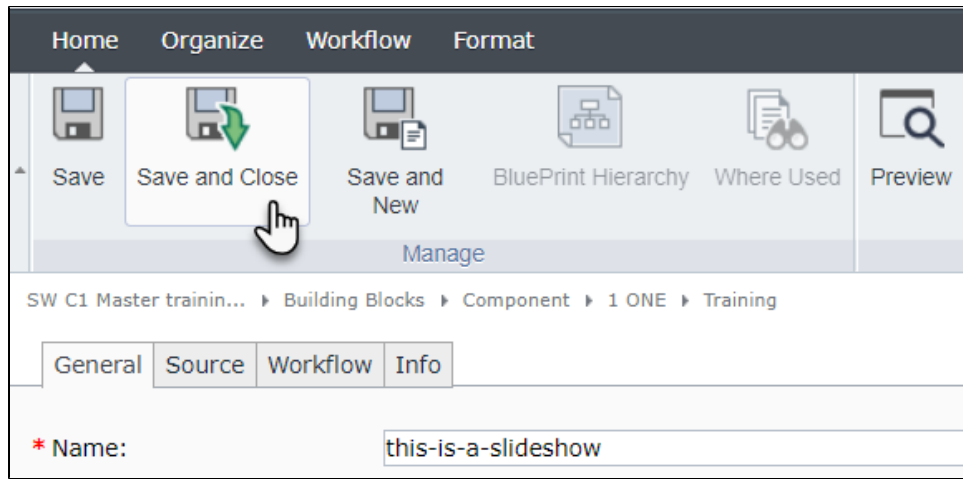
### 2 - Start adding information in the fields:

- **\*Title:** Will not be displayed to the end user, only in Back-office
- **\*Schema:** Select Banner Slideshow
- **\*List:** Select created Banner Slide(s); you can add as many as you want (3 max. is the recommended)



Check tab "Create Slide" to create the Banner Slide(s).

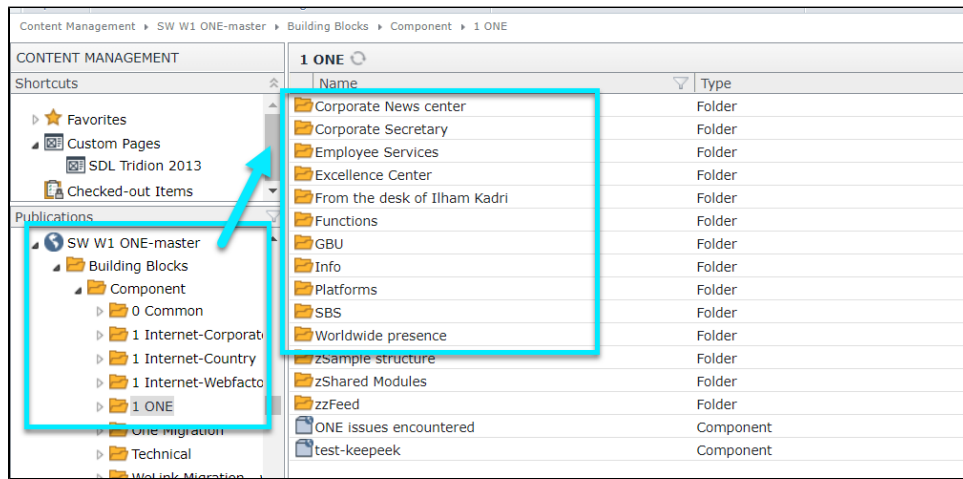
3 - Save the component by clicking on the Save and Close button in the ribbon toolbar.



**Step 3:**  
Publish  
the new  
Banner  
Slideshow

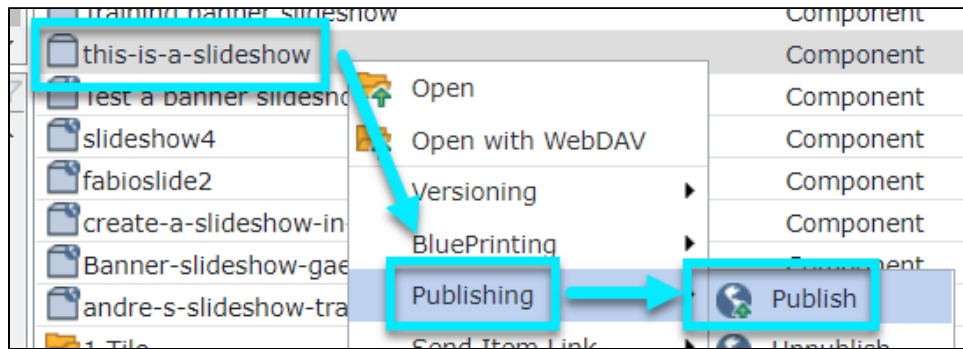
1 - According to your entity, go to the following location in Tridion Content Manager (Back office):

SW W1 ONE-master\Building Blocks\Component\ent\1 ONE\<entity name>



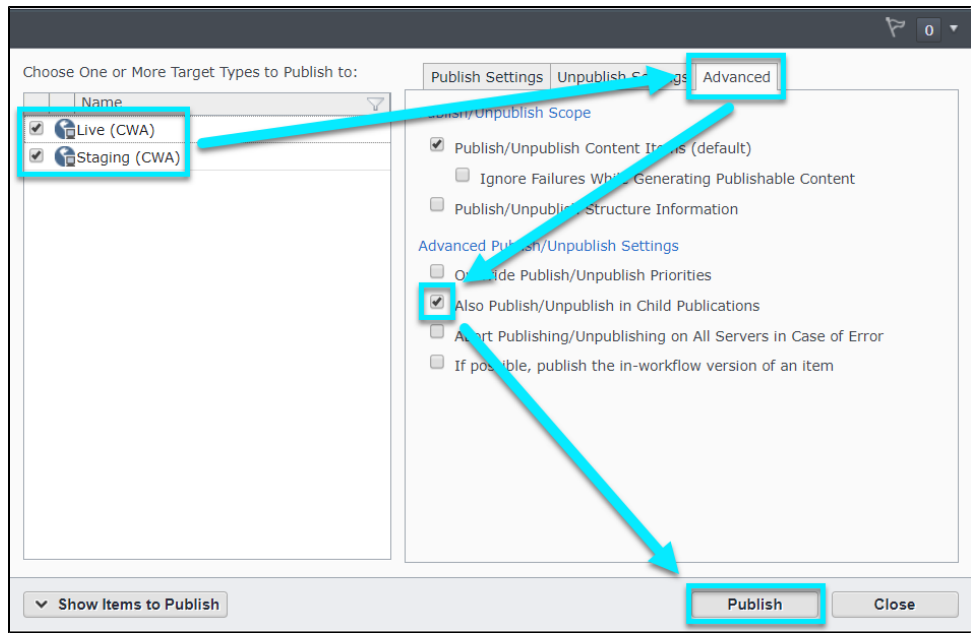
2 - Find the new Banner Slideshow created and then:

- o Right-click
- o "Publishing"
- o "Publish"



3 - Don't forget to publish Child Publications as well

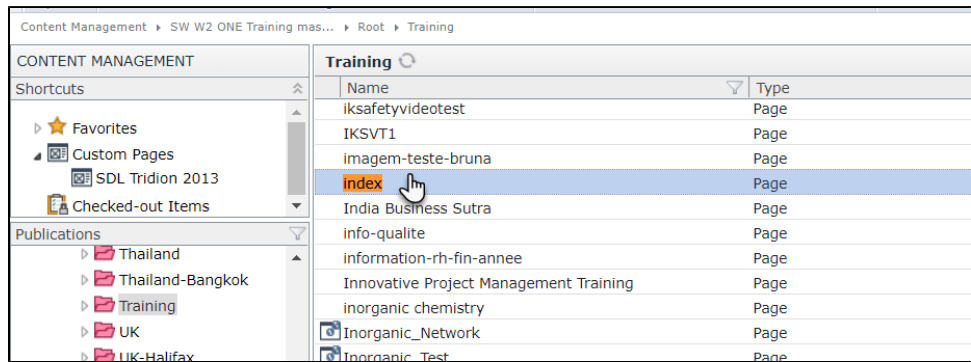
**Always publish in Staging.**



**Step 4:**  
Add Slideshow to the Space

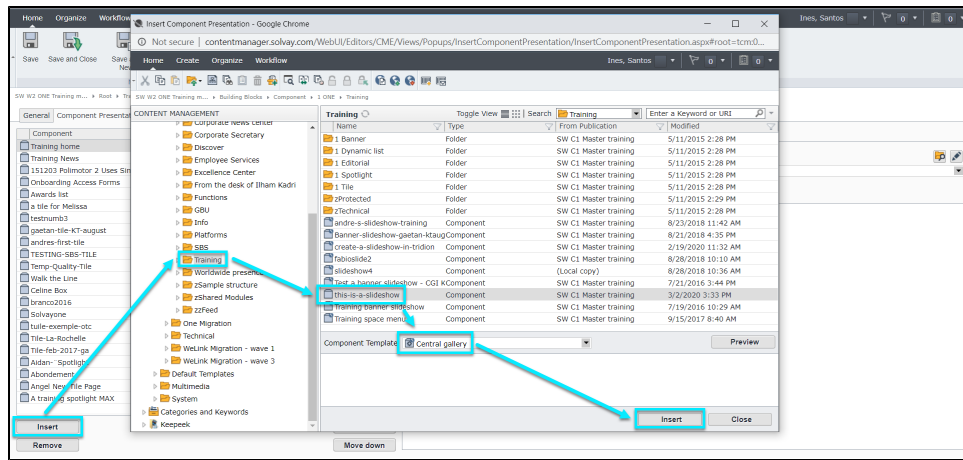
1 - Still in the "SW W1 ONE-master" folder, follow the path:

- Root
- <entity name>
- Search "index" and open



2 - Click "Insert" and then:

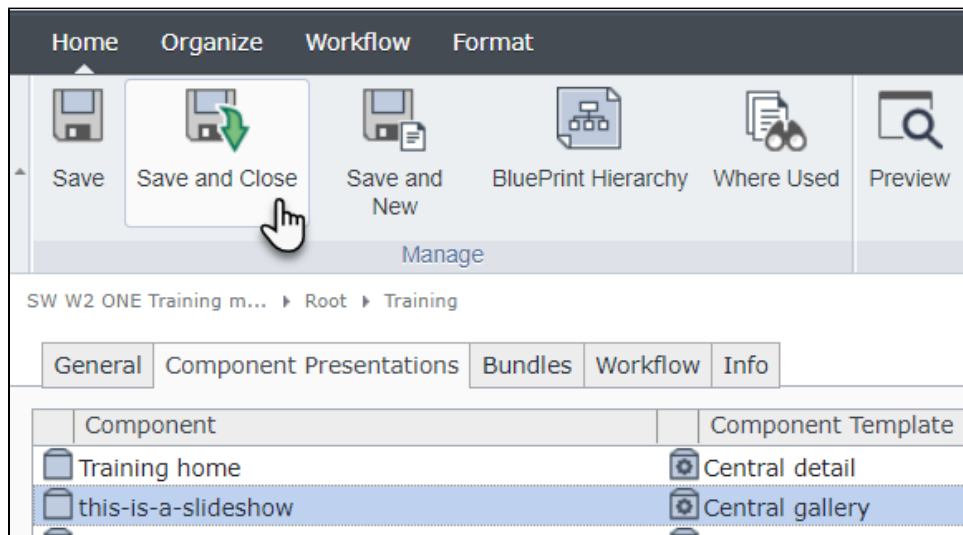
- <entity name>
- Find new Slideshow Banner
- In the "Component Template" field choose "Central Gallery" from the drop-down
- Click "Insert"



Click to enlarge image.

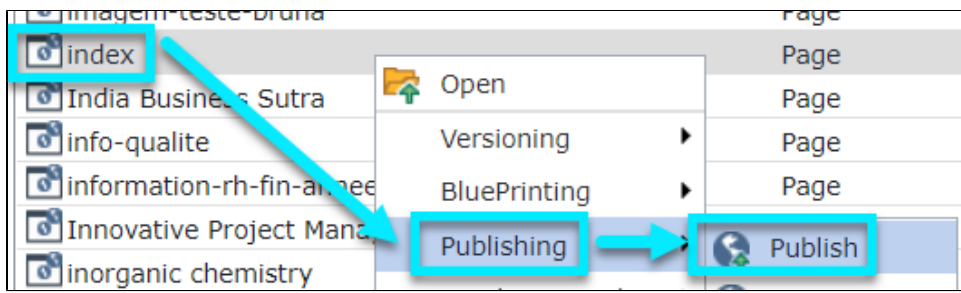
**Never add it in 1st position.**

3 - Save the component by clicking on the Save and Close button in the ribbon toolbar.



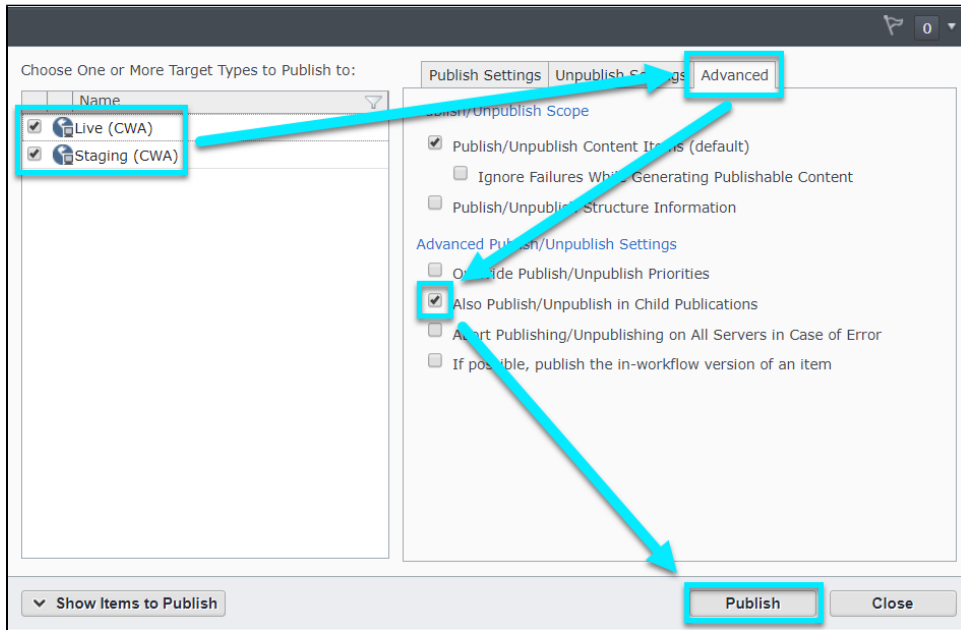
**Step 5:**  
Publish the Space changes

1 - Still in the "SW W1 ONE-master" folder publish the index



2 - Don't forget to publish Child Publications as well

**!** Always publish in Staging.



**i** Information about this tab:

Edit / Delete / Add Slides in an existing Slideshow.

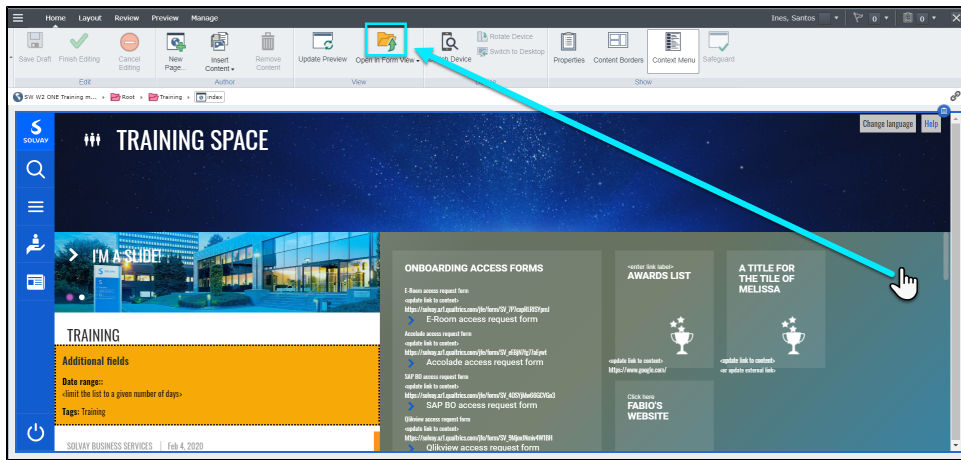
**✓** Tip

Check tab "Create Slide" to get the [KEEPEEK](#) Banner image(s) in a component that will be added in the Slideshow.

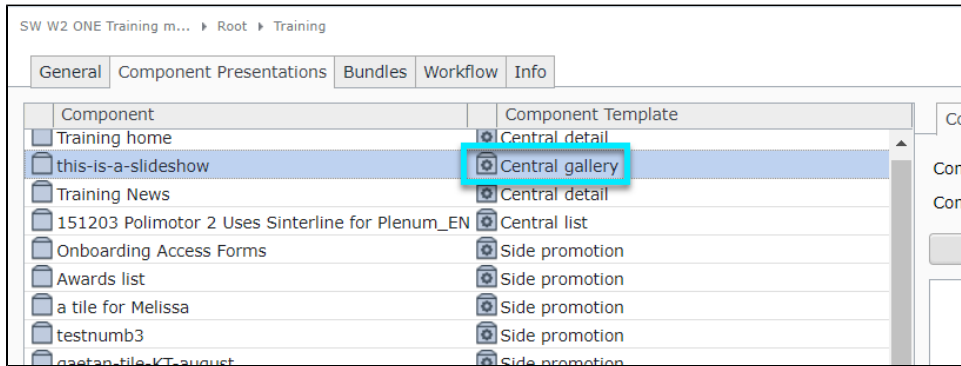
**Step 1:**  
Find the Slideshow in Staging

**1 - Open Staging in the Space where needed to edit an existing Slideshow, then**

- Select the page (click anywhere on the background)
- Then Open in Form View

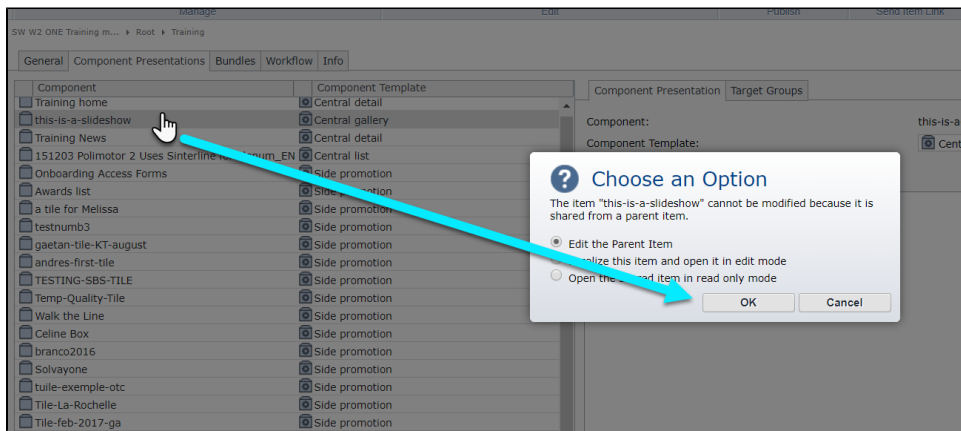


**2 - Check in the "Component Presentations" tab for a component with the template "Central Gallery"**



**3 - To reach the Slides then:**

- Double-click the Slideshow component
- Click OK in the pop-up

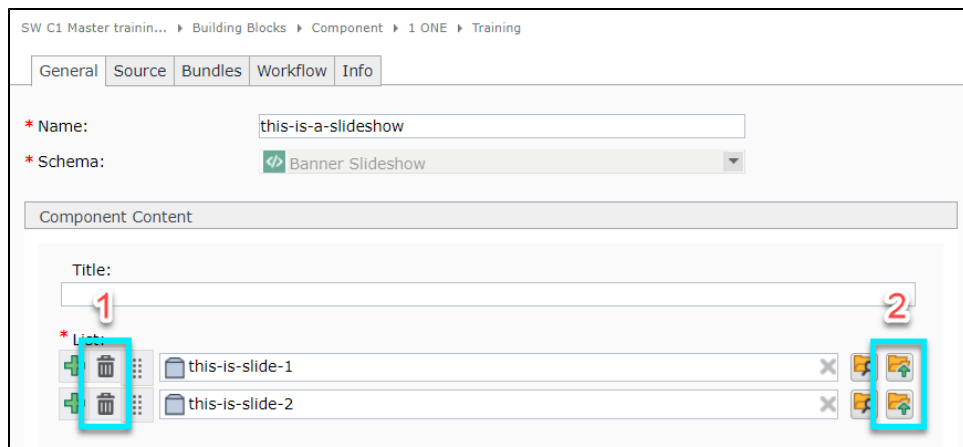


**Step 2: Make the changes**

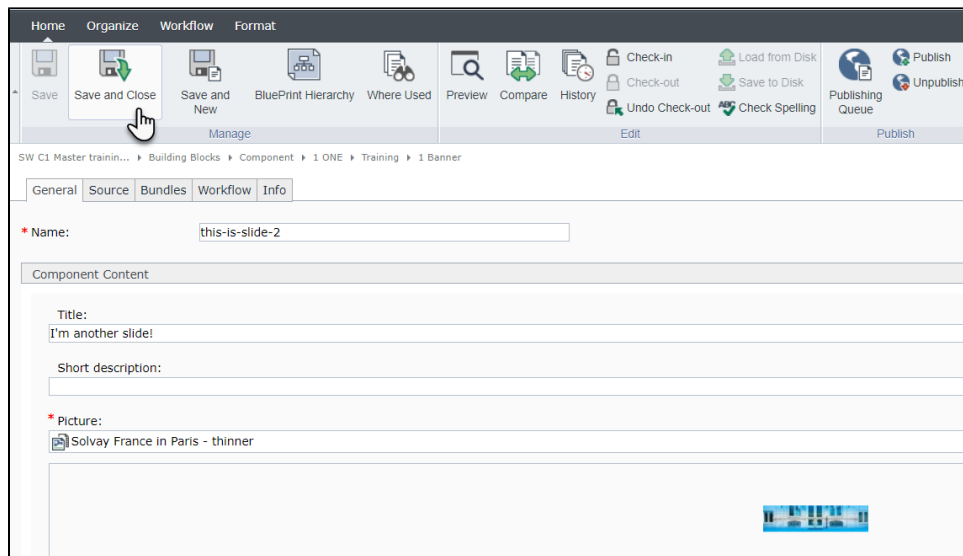
**1 - To:**

- Delete a Slide, click the Trash icon - 1
- Edit a Slide, click the Open icon - 2

✓ Check tab "Create Slide" to create a new Banner Slide, then come back to this page to add it by clicking the + icon.

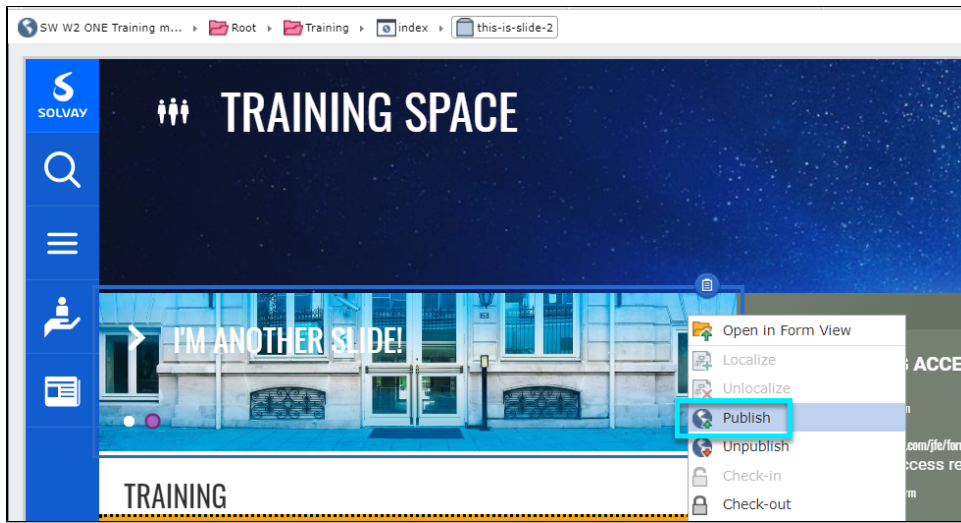


**2 - Save every change with the "Save and Close option" until you arrive back to the space's Staging page.**



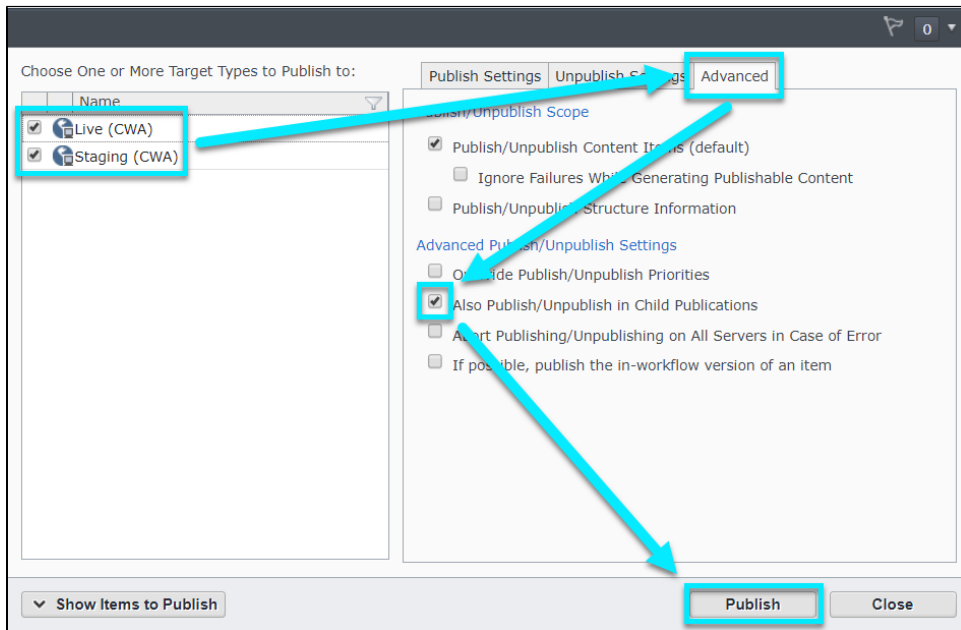
**Step 3:**  
Publish the changes

1 - Open Staging and right-click the updated Banner and click "Publish"



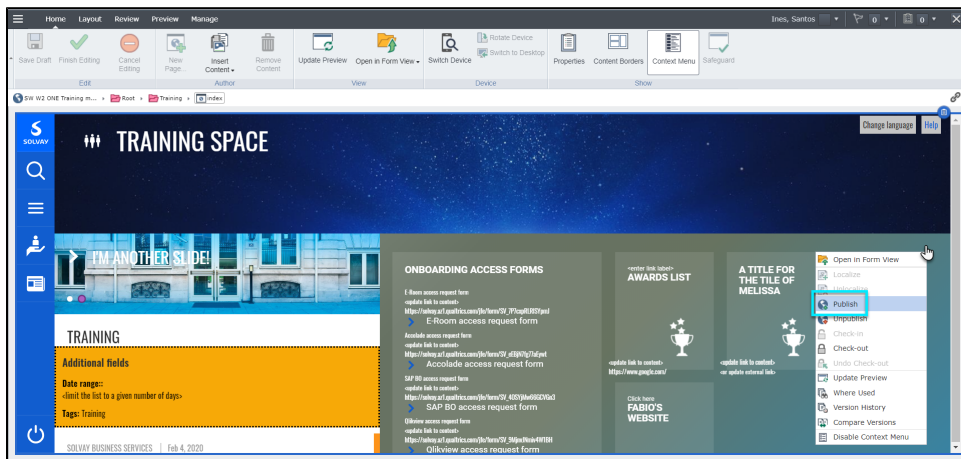
2 - Don't forget to publish Child Publications as well

**!** Always publish in Staging.



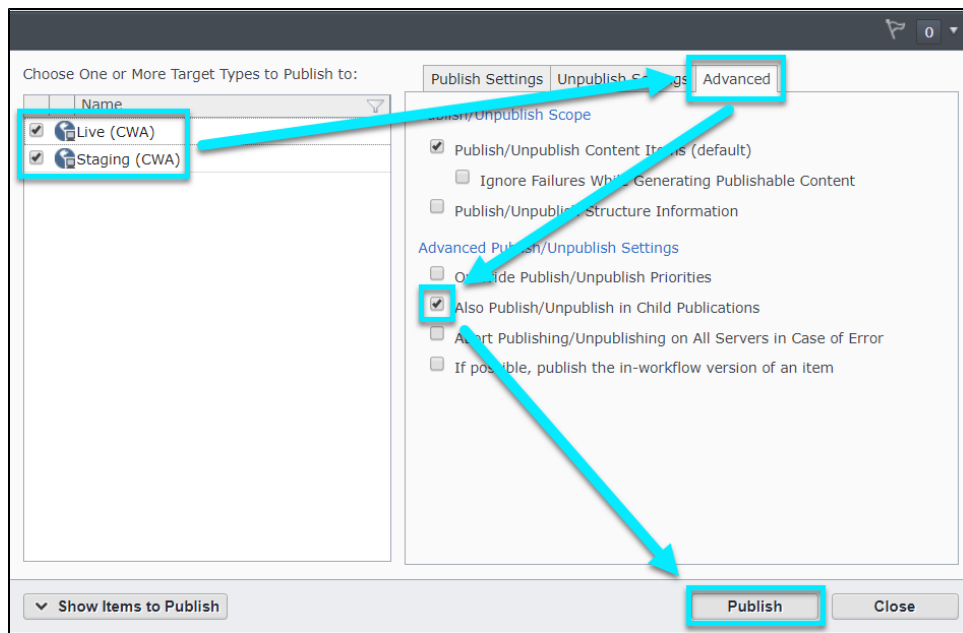
3 - Then do the same with the page:

- Select the page (click anywhere on the background)
- Right-click "Publish"



4 - Again, don't forget to publish Child Publications as well

**!** Always publish in Staging.

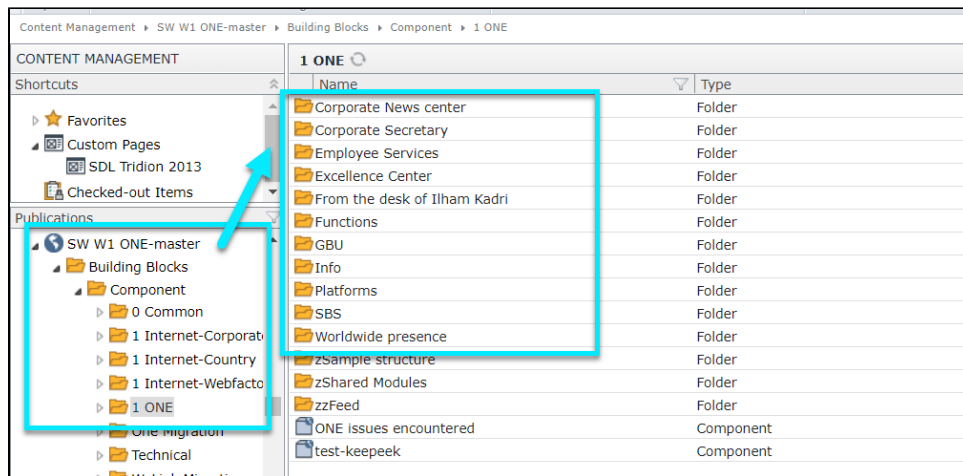


**!** Before proceeding you need to add your banner image in [KEEPEEK](#).

### Step 1: Reach location

1 - According to your entity, go to the following location in Tridion Content Manager (Back office):

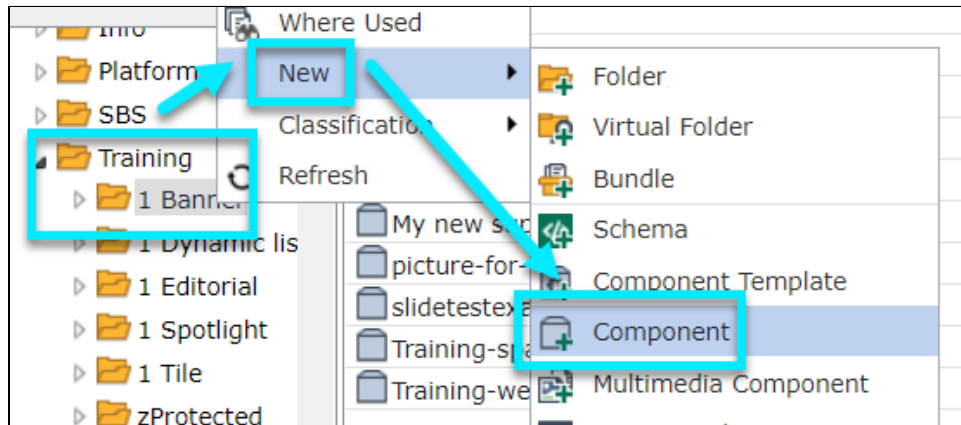
**SW C1 Master-en**\Building Blocks\Component\1 ONE\<entity name>\Banner



## Step 2: Create new Banner Slide

### 1 - To create a new component:

- Right-click the Banner folder
- "New"
- "Component"



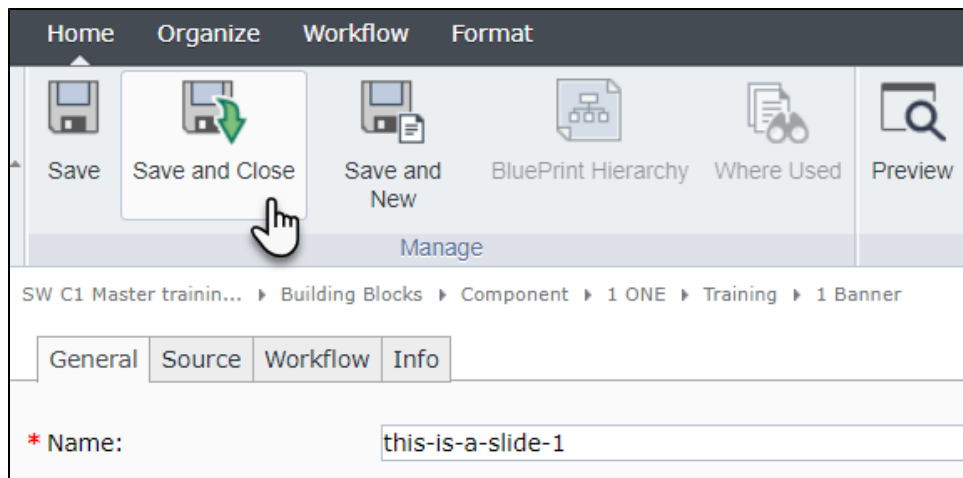
### 2 - Start adding information in the fields:

- **\*Name:** Will not be displayed to the end user, only in Back-office
- **Title:** This text is displayed on the Banner slideshow
- **\*Picture:** Select Picture from [KEEP EEK](#)
- **Link:** Users can click the Banner and will be redirected to this link

A screenshot of a web-based form for configuring a component. The form has several sections: 'Name' (with a text input field containing 'this-is-slide-1'), 'Component Content' (with a 'Title' field containing 'I'm a slide', a 'Short description' field, and a 'Picture' field containing a small image of a globe), 'Link' (with a 'Link to find on page' field), 'External link' (with a text input field containing 'https://staging.solvay.com/one/trainingmaster/training/index.html'), and 'keepseek url' (with a text input field). The form is titled '1 Banner' and has tabs for 'General', 'Source', 'Bundles', 'Workflow', and 'Info'.

[Click to enlarge image.](#)

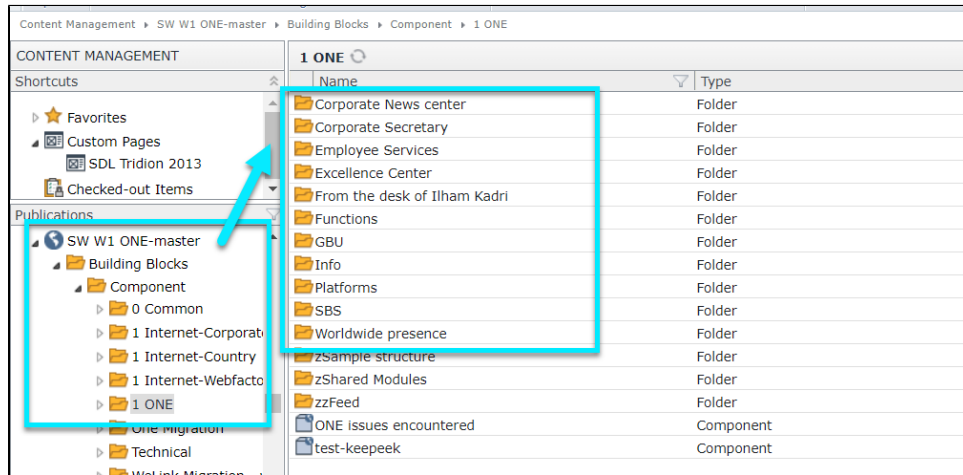
3 - Save the component by clicking on the Save and Close button in the ribbon toolbar.



**Step 3: Publish the new Banner(s)**

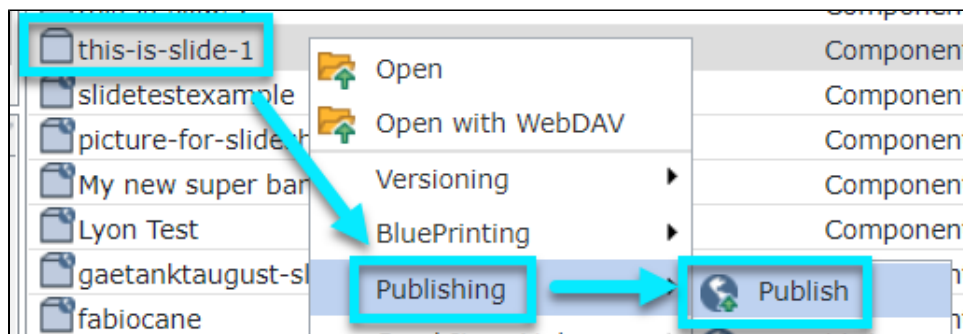
1 - According to your entity, go to the following location in Tridion Content Manager (Back office):

SW W1 ONE-master\Building Blocks\Component\1 ONE\<entity name>\Banner



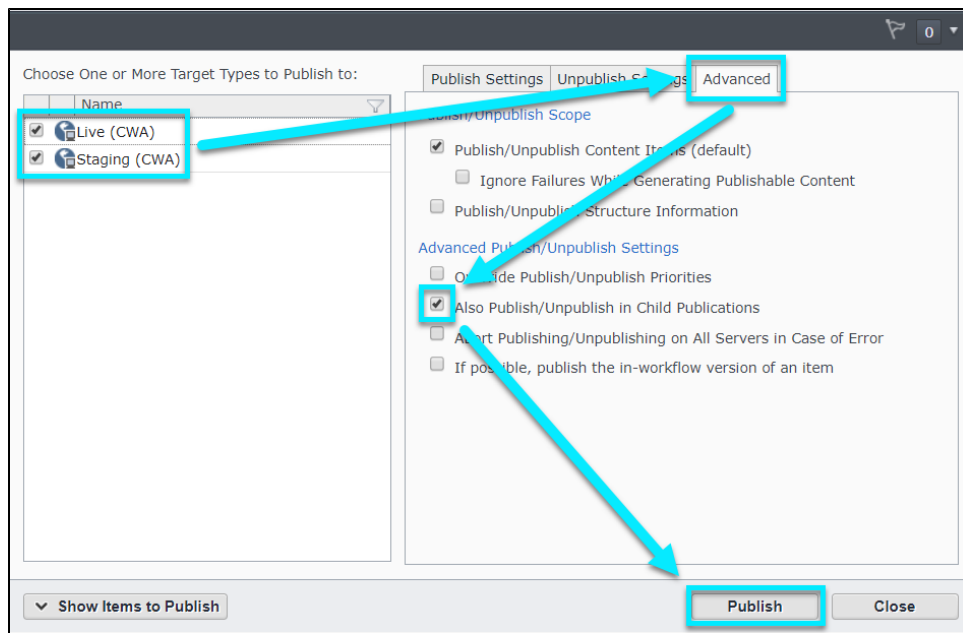
2 - Find the new Banner(s) created and then:

- o Right-click
- o "Publishing"
- o "Publish"



### 3 - Don't forget to publish Child Publications as well

**Always publish in Staging.**



#### Tip

Check tab **"Create Slideshow"** to learn how to make a brand new Slideshow with your new Banner or the tab **"Edit Slideshow"** to add it in an existing one.

## Can't find information?

- [Contacting Support](#)

## Related articles

- See related in [Multimedia format](#)
- See how to [Publish contents in Live](#)