

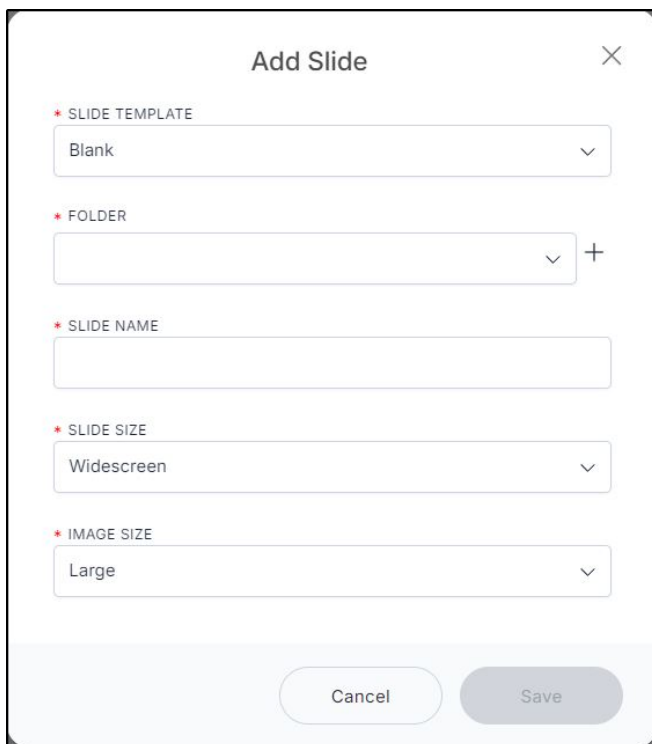
# Manage slides

Slides are added to folders then objects such as colorways, shapes, and textboxes are added to those slides.

## Add slide to folder

To add a slide to a folder, follow these steps:

1. Go to the **Slides** tab,
2. Select Add slide from the Actions menu next to the filter, the following window appears:

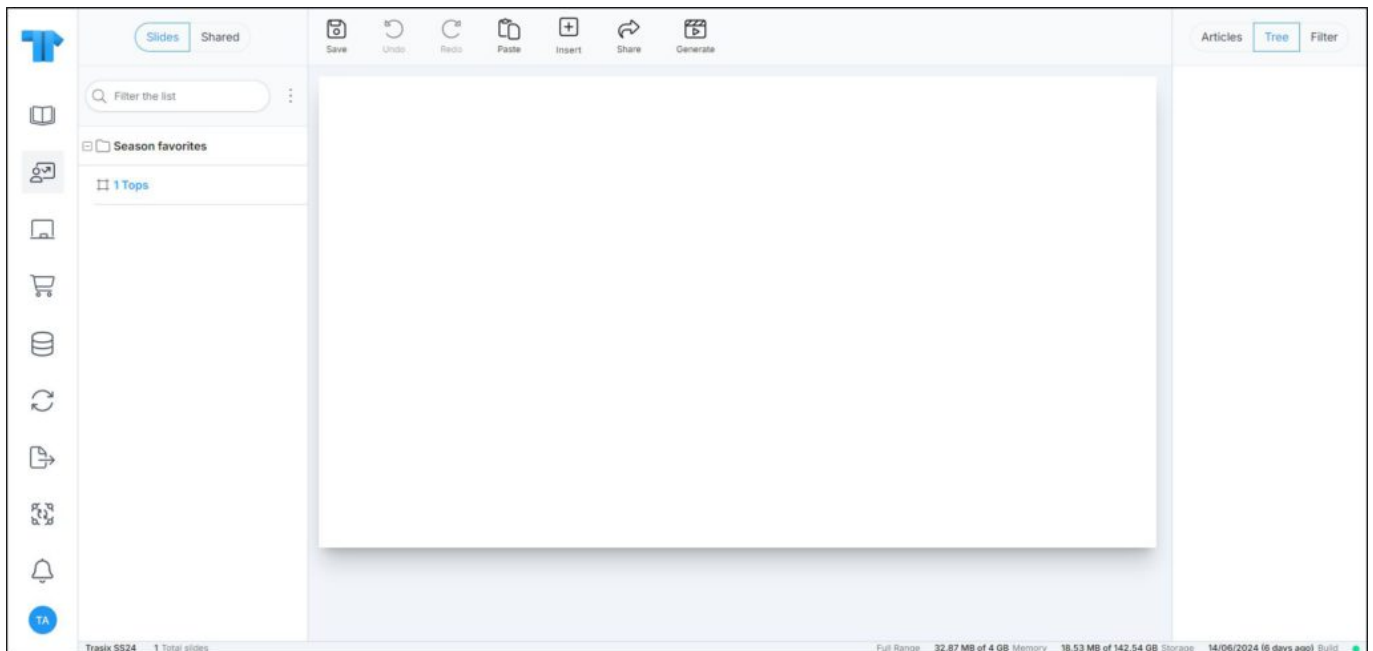


The screenshot shows a modal dialog titled "Add Slide" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- \* SLIDE TEMPLATE**: A dropdown menu with "Blank" selected.
- \* FOLDER**: A dropdown menu with a plus sign (+) to its right, indicating a new folder can be added.
- \* SLIDE NAME**: A text input field.
- \* SLIDE SIZE**: A dropdown menu with "Widescreen" selected.
- \* IMAGE SIZE**: A dropdown menu with "Large" selected.

At the bottom of the dialog are two buttons: "Cancel" and "Save".

2. Select the slide template, templates are configured at the catalog level,
3. Select the folder or subfolder to which you want to add the slide, or click + and add a new folder to which the slide is to be added,
4. Enter the slide name,
5. Select the slide size, the selected size appears next to the slide name,
6. Select the size in which you want to add images to the slide,
7. Click **Save**. The slide is added to the folder as shown in the below example:



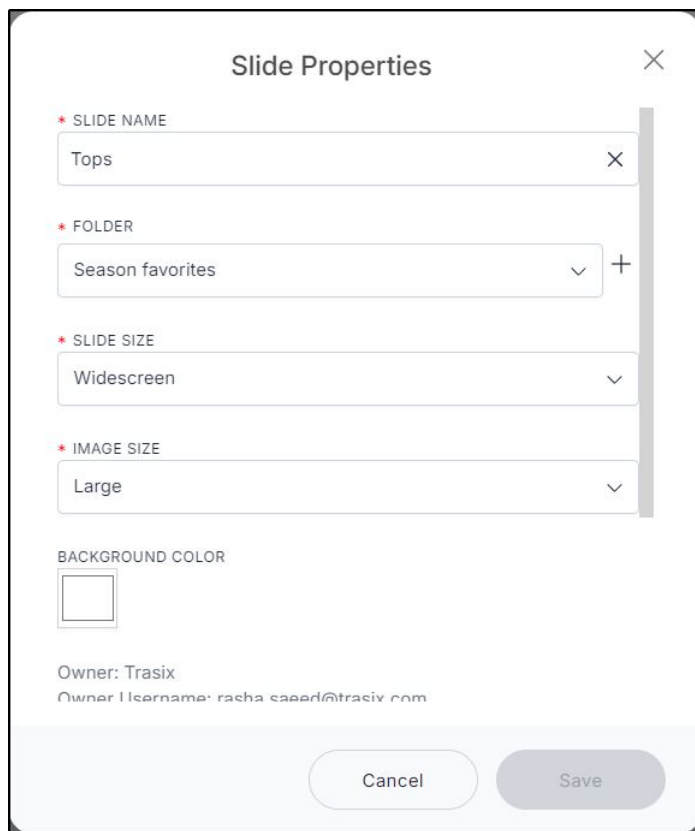
The slide is added to the selected folder and you can add more slides by repeating the steps mentioned above. Slides are automatically numbered inside the folder.

## Edit slide properties

The slide properties window enables you to view the slide information, such as the creation date and update date, and the users with whom the slide is shared. It also enables you to edit the slide properties.

To edit a slide, follow the below steps:

1. Hover the mouse over the slide then select Edit from the Actions menu next to it, the following window appears:

A screenshot of a 'Slide Properties' dialog box. The dialog has a title bar with 'Slide Properties' and a close button (X). It contains several fields: 'SLIDE NAME' with a text input containing 'Tops' and a delete button (X); 'FOLDER' with a dropdown menu showing 'Season favorites' and an add button (+); 'SLIDE SIZE' with a dropdown menu showing 'Widescreen'; and 'IMAGE SIZE' with a dropdown menu showing 'Large'. Below these is a 'BACKGROUND COLOR' section with a color selection box. At the bottom, it shows 'Owner: Trasix' and 'Owner Username: rasha.saeed@trasix.com'. There are 'Cancel' and 'Save' buttons at the bottom right.

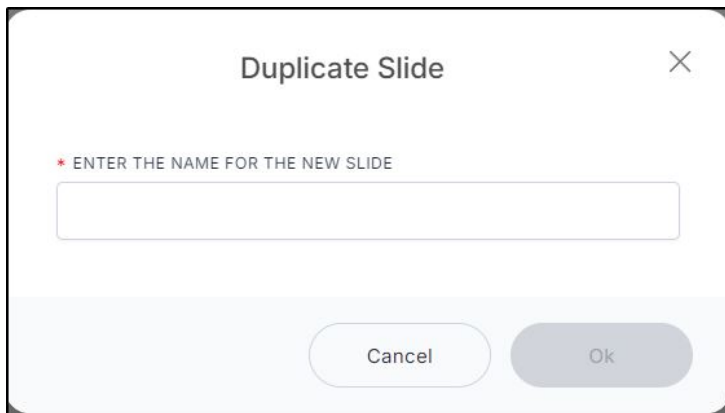
2. Edit the slide name, if you want,
3. Select the folder if you want to move the slide, or click **+** and add a new folder to which the slide is added,
4. Select the slide size and image size, each from its dropdown menu,
5. Select the background color, if you want, then click **Save**.

You can also right-click the slide you want, then select **Edit Slide**.

## **Duplicate slide**

To duplicate a slide, follow these steps:

1. Hover the mouse over the slide then click the duplicate button, the following window appears:

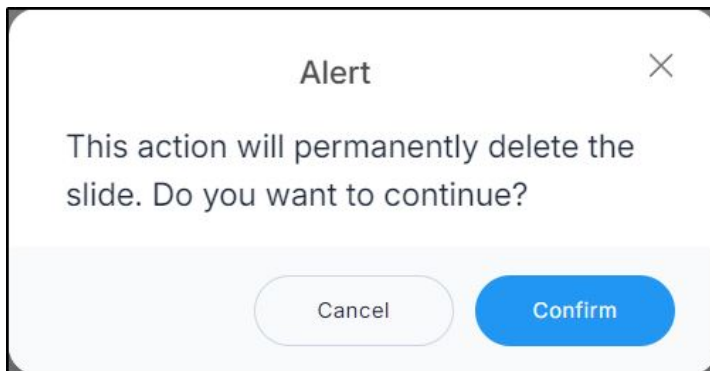


2. Enter the name you want then click **Ok**. The slide is added right under the one you duplicated.

## Delete slide

To delete a slide, follow these steps:

1. Hover the mouse over the slide then select **Delete slide** from the Actions menu next to it or right-click the slide then click **Delete slide**, the following message appears:

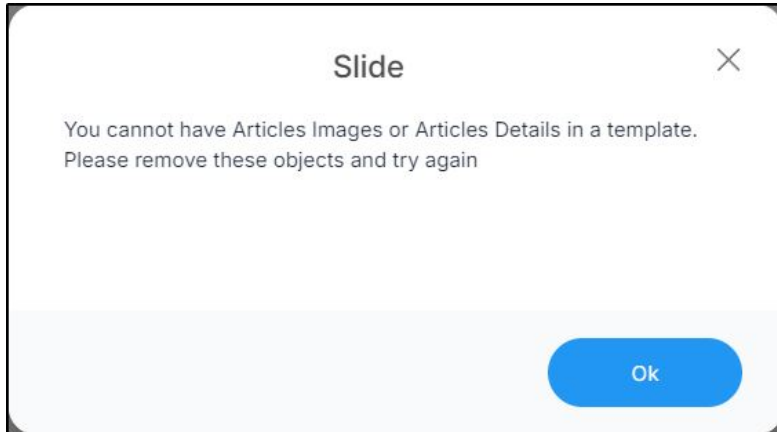


2. Click **Confirm** to delete the slide.

## Export as template

You can export the slide as a template in JSON format to be imported into T1 Studio Web. To do so, right-click the slide you want then select Export as template, a window appears to allow you to select the location in which the JSON file is saved.

If the slide contain articles, the following message appears:



Click **Ok** and remove the articles.

## **Export and import slides**

You can export merch slides into a Json format file and import that file again. Right click the slide you want to export, a window appears allowing you to select the location to which the exported slide is saved.

You can then right click the folder you want then select **Import Slides**. The slide is added to the folder.