

## **Manage slides**

Slides are added to folders then objects such as articles, shapes, and textboxes are added to those slides. As mentioned before, by default the board contains one slide only and you can rename it, delete it, or add other slides. You can also drag and drop slides to change their sequence or folders.

### **Add slide to folder**

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

1. Click **+**, the following window appears:

### Add Slide ×

\* SLIDE TEMPLATE  
Slide Template ∨

---

\* FOLDER  
Default ∨ +

---

\* SLIDE NAME  
Slide Name  
slide is required

---

\* SLIDE SIZE  
Wide Screen ∨

---

\* IMAGE SIZE  
Small ∨

---

ADD AR INDICATOR

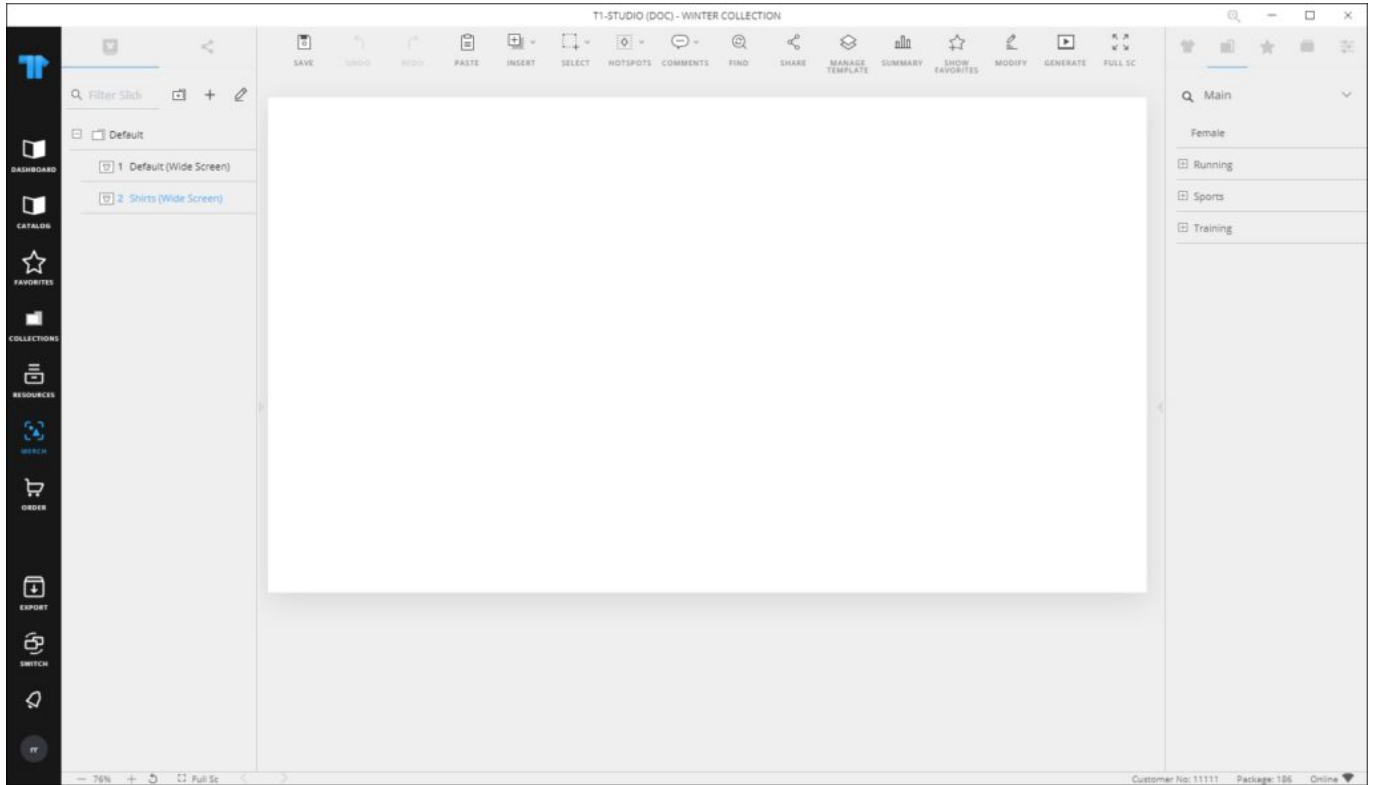
ADD GHL INDICATOR

ADD B&T INDICATOR

CANCEL OK

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. Select the indicators you want to include in the slides by turning on the slider buttons,

8. Click **Ok**. The slide is added to the folder as shown in the below example:




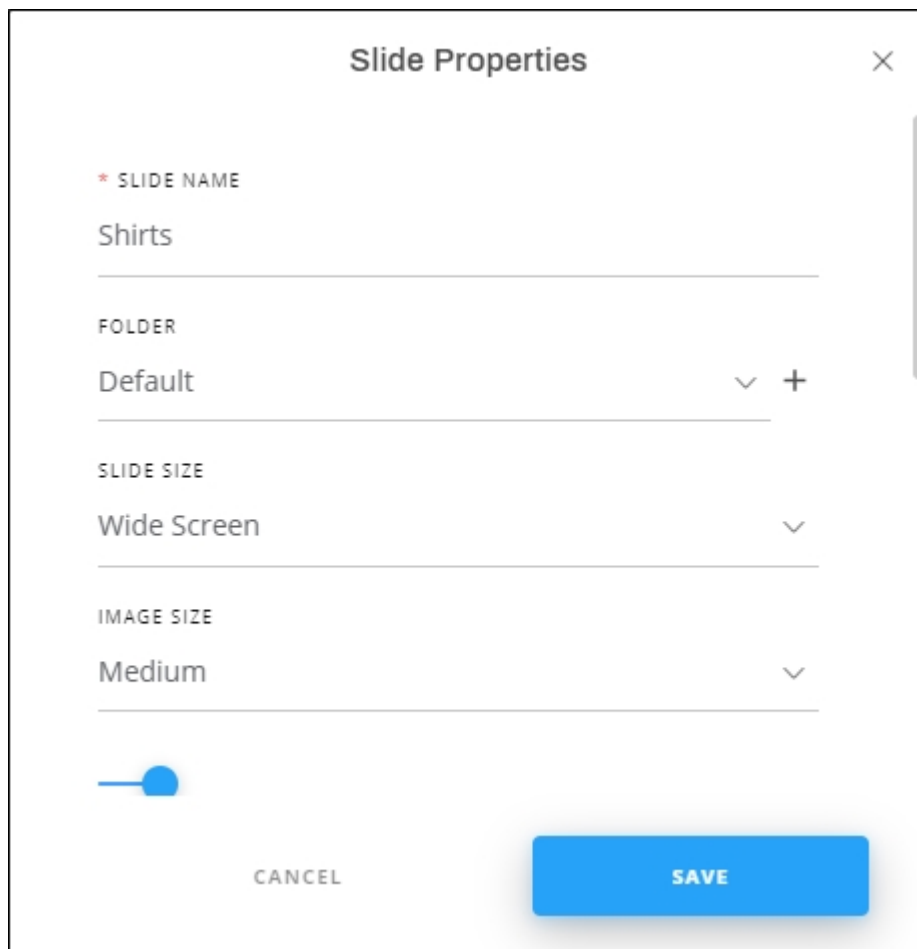
The slide is added to the selected folder and you can add more slides by repeating the steps mentioned above. Slides are automatically numbered inside the folder and if the slide is moved within the folder or to another folder, numbers are updated automatically.

## 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 these steps:

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




The image shows a 'Slide Properties' dialog box with a close button (X) in the top right corner. It contains several sections: 'SLIDE NAME' with a red asterisk and the text 'Shirts'; 'FOLDER' with the text 'Default', a dropdown arrow, and a plus sign; 'SLIDE SIZE' with the text 'Wide Screen' and a dropdown arrow; and 'IMAGE SIZE' with the text 'Medium' and a dropdown arrow. At the bottom left is a blue slider control. At the bottom right are two buttons: 'CANCEL' and 'SAVE'.

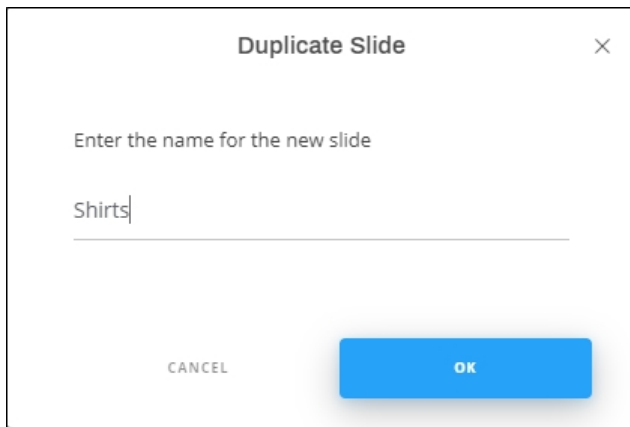
2. Edit the slide name, if you want,
3. Select the folder if you want to move the slide, or click **+** and add a new folder to which the slide is added,
4. Select the slide size and image size, each from its dropdown menu,
5. Select the background color, if you want, then click **Save**.

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 following window appears:





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

You can also right-click the slide you want, then click **Duplicate Slide** from the menu.



## Download slide images

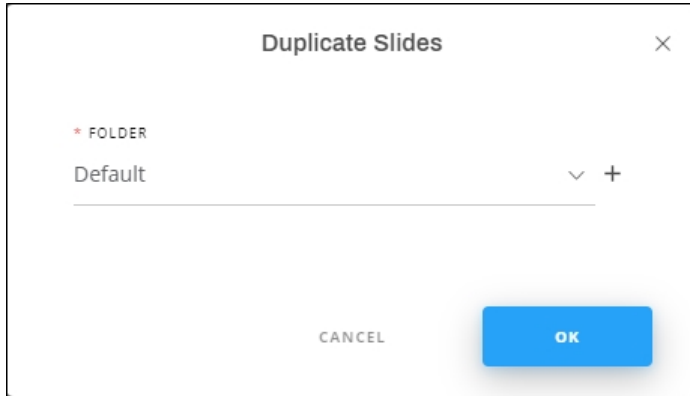
You can download the images of selected slides which improves the time needed to open the slide. To do so, follow these steps:

1. Click  next to the "Filter Slide" field, checkboxes are displayed next to folders and slides, select the slides you want, or select the folder to auto-select all its slides,
2. Click , progress is displayed and images are loaded.

## Duplicate multiple slides

You can duplicate multiple slides using the **Edit Mode** button. To do so, follow these steps:

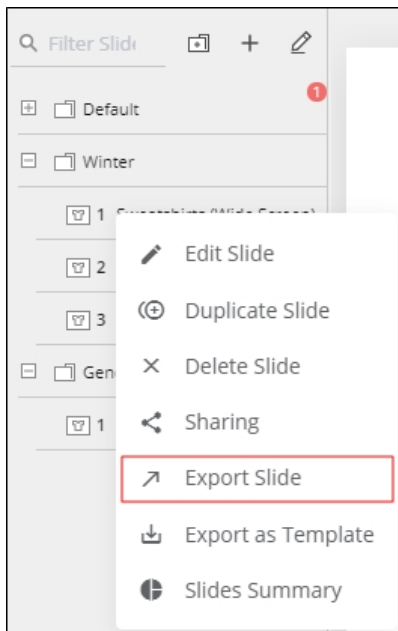
1. Click  next to the "Filter Slide" field, checkboxes are displayed next to folders and slides,
2. Select the slides you want, then click , the following window appears:



3. Select the folder or create a new folder by clicking +,
4. Click **Ok**, folders are added to the selected folder.

## 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, the following menu appears:

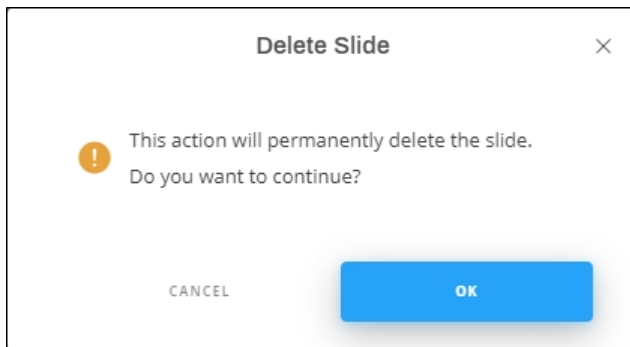


You can then right click the folder you want then select “**Import Slides**”. The slide is added to the folder.

## Delete slide

To delete a slide, follow these steps:

1. Hover the mouse over the slide then click  or select the slide then click **Delete Slide**, the following message appears:



2. Click **Ok** to confirm deletion.

You can also right-click the slide you want, then click **Delete Slide** from the menu. Deleted slides are removed from T1 as well.

The coming sections discuss how to add objects to slides.

## Export as template

You can export the slide as a template in JSON format to be imported into T1 Studio. 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.

## Link articles

You can link articles to a specific slide. Any update on those articles is reflected to the slide. To do so, right-clicks any of the slides then select Link articles, the following window appears:



Select the article(s) you want then click **Update**. When the article details is viewed, the linked slides are displayed under the **Linked slides** tab.