Follow these easy steps in order to upload your students' images to Smilebox.

NOTE: You will want to have already created your account and installed the software.

1. After signing in to your account, click on the "Get Photos" button in the lower left-hand corner.
2. You will then need to navigate to the location on your computer where you have saved all of your digital images. Once you find the first photo you want, simply mouse over it and click the small "Add" button. You will see that photo appear in the left-hand column. (You can also select multiple photos and then click on the "Add" button in the upper right-hand side.) Continue adding photos until they all appear in the green column to the left. You will then need to click "Done."
3. You are now ready to select your template. You may want to focus your search in the "Holiday" or "Seasonal" categories. Make sure that as you mouse over the various designs, you check to make sure that they hold a large number of photos. Many of the designs will only hold 1-3 photos. In most cases, the "Slideshow" format will meet your needs. Click on the template that you want.
4. After clicking on the template that you want to use, you will see a "Personalize" button. Once you click this button, all of your photos will automatically load into the template. Depending on the template you selected, there may be a number of options that you can adjust from this page.

   • At the bottom of the screen you may see different view buttons. The first shows you what the slide will look like. The second is your title slide – be sure to include the appropriate text here, like your name and school. And the third is your collection of photos. You can click and drag around the order of your photos from here.
   • On the right you can select the music you would like playing with your slide show.
   • You may also see options for changing the timing and/or transition of your slides.
   • When you are happy with what you have, click on the "Save" button in the upper right-hand corner. You will be asked to give it a name. Try to use either your name or your school's name with "2009" in the file name.

5. You will want to click the "Preview" button at the top to see what your slide show will look like. Be sure to make any final adjustments before moving on to the final step.
6. You are now ready to share the link to your slide show. Click on the "Share, Print, DVD" button at the top of the page. You will want to select the "Email Your Creation" option. From here you can include your own email address as well as mine, or you can forward the email you send yourself to: ttc.collaboration@gmail.com This will send us both an email that contains a direct link to your Smilebox slide show. (This is the link I will post on the "Showcase" page.)