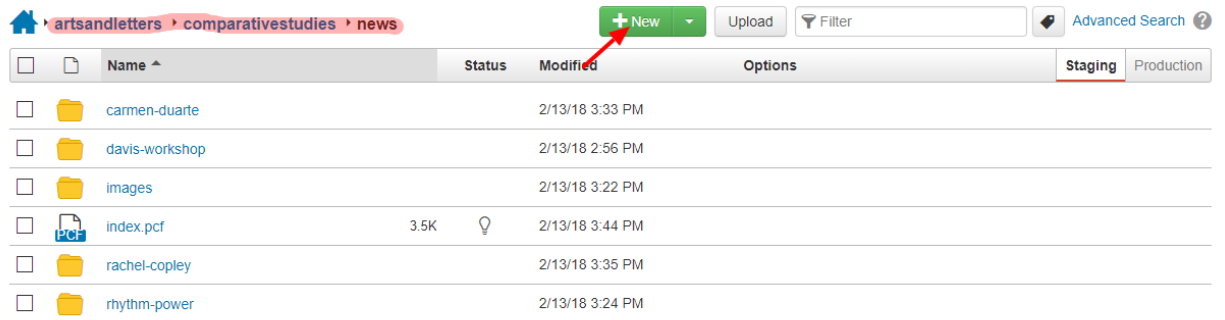
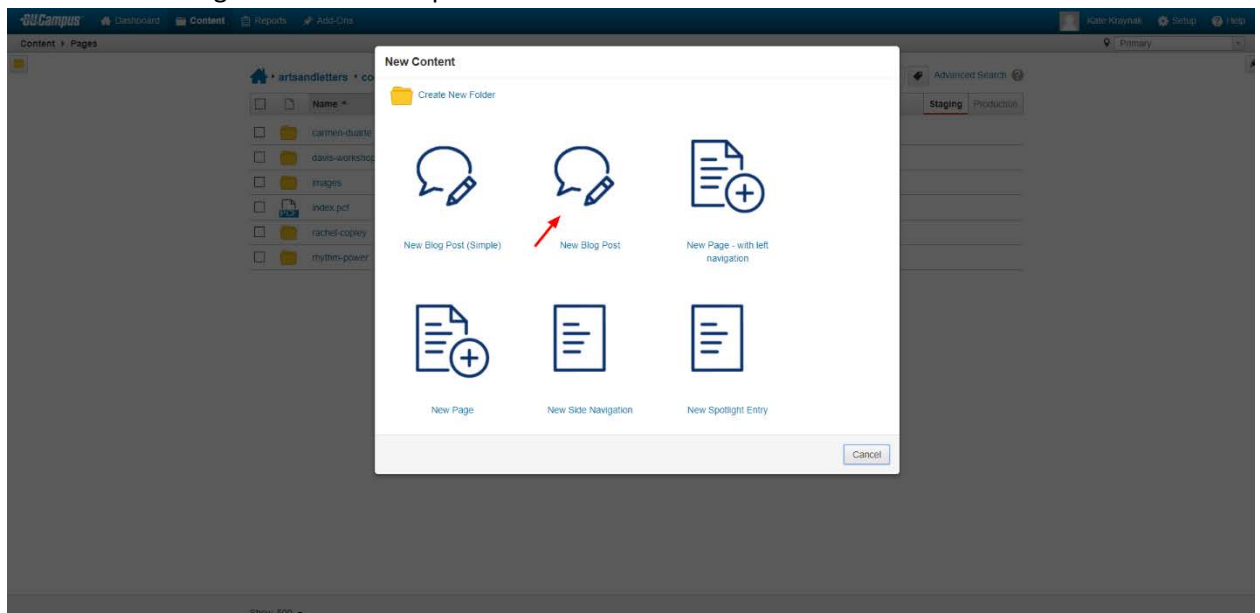


## Blog post instructions

1. To add a new blog post, go to the “news” folder in “prelaw” and select the green New button



2. Choose “New Blog Post” from the options



3. Enter the blog post information and details and select a photo.

4. To turn off the right column categories that automatically are included in the page, check out the page (make sure the lightbulb is yellow) and click “Properties” in the top left. Next, choose “Parameters” and turn the column “off” (screenshot below)

comparativestudies/news/davis-workshop/index.pcf

Properties Versions Publish

index.pcf

- <> Parameters
- MultiEdit Content
- Access
- Reminders
- Log

**Title and Metadata**

Title: PhD Students & Faculty Participate in Workshop with Angela Davis

Description: PhD student participants of the Humanities and Social Justice Symposium were invited to take part in an exclusive workshop

Tags: Click to add tags

**Custom Settings**

Page Breadcrumb: PhD Students & Faculty Participate in Workshop with Angela Davis  
Breadcrumb name to appear in breadcrumb section.

**Right Column Options**

Enable Column: Off  
Turns on/off the right column.

Right Column: ☐ Related Posts ☐ Categories ☐ Archive  
Check the boxes to enable the right column content regions.

The blog post will automatically feed into your news feed on the main page as well as the news feed in the news folder (<http://fau.edu/prelaw/news/>).

Please note that it is recommended that the photos in the news feed be the same height-to-width ratio so that they scroll easily on your main page slider. For your items I’ve made them all a 16:9 ratio. You can do this in OmniUpdate as explained below:

1. First, navigate to the image that you want to edit and hover over the right hand side. Select “Edit”

artsandletters › comparativestudies › news › images + New Upload Filter Advanced Search

<input type="checkbox"/>		Name	Status	Modified	Options	Staging	Production
<input type="checkbox"/>		copley.jpg	352K	2/13/18 3:30 PM			
<input type="checkbox"/>		davis-workshop.jpg	1.3M	2/13/18 3:30 PM			
<input type="checkbox"/>		duarte.jpg	577K	2/13/18 3:30 PM			
<input type="checkbox"/>		rhythm-power.jpg	575K	2/13/18 3:30 PM			

The Edit button will show up here in staging when you hover over this space

2. From the tools options in the left-hand side you can select “Crop” and then choose your ratio. Apply and re-publish the photo.

