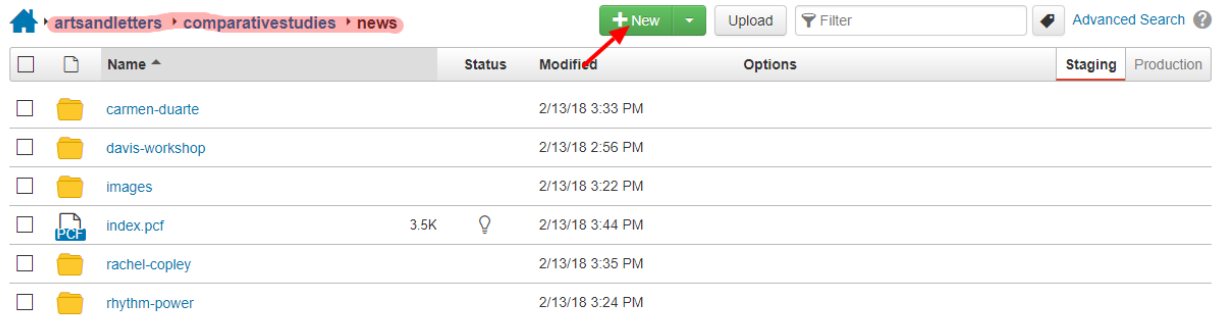
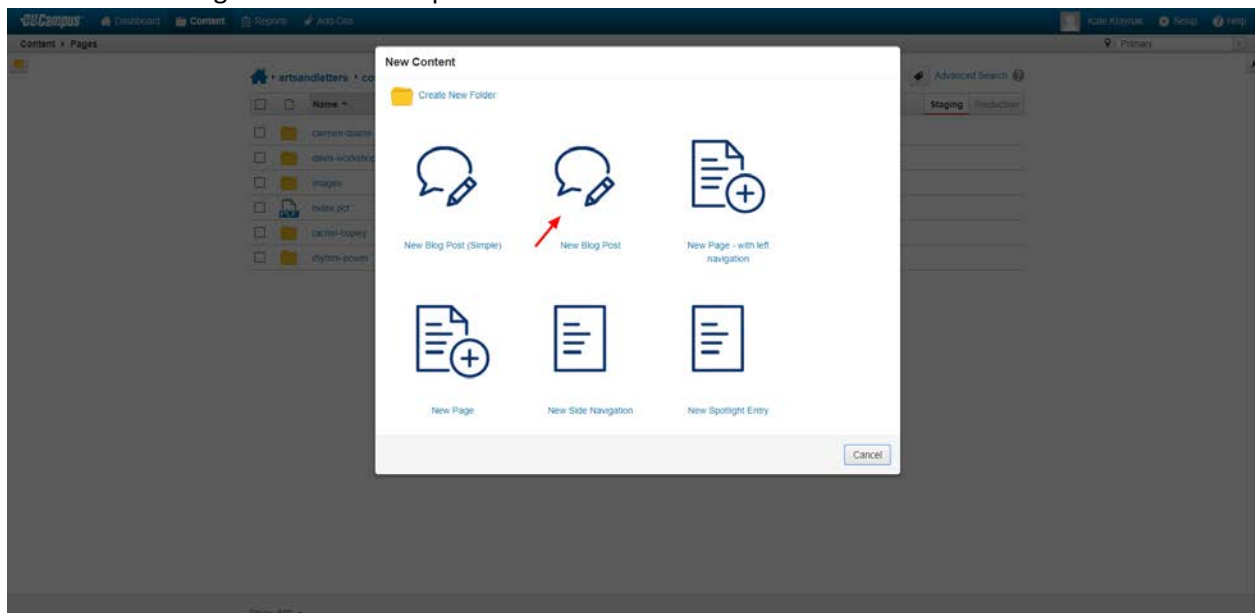


Blog post instructions

1. To add a new blog post, go to the “news” folder in “comparativestudies” 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)

The screenshot shows the WordPress admin interface for a page titled "PhD Students & Faculty Participate in Workshop with Angela Davis". The left sidebar shows the "Parameters" tab selected. The main content area is divided into sections: "Title and Metadata", "Custom Settings", and "Right Column Options".

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.

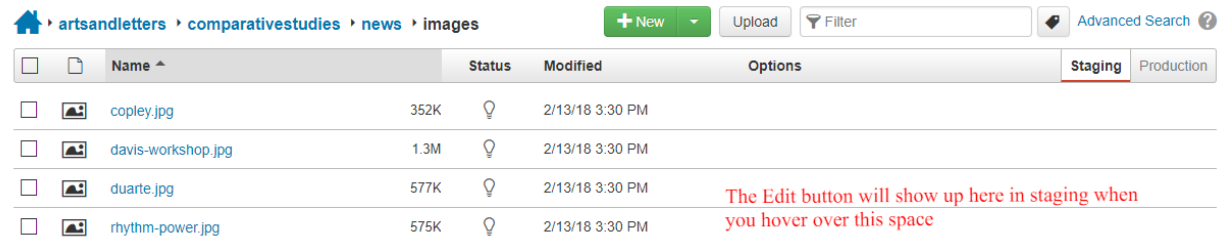
Right Column Options

- Enable Column: Off
Turns on/off the right column.
- Right Column:
 - ☐ Related Posts
 - ☐ Categories
 - ☐ ArchiveCheck 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/artsandletters/comparativestudies/news/>). I've included a link to your Newsfeed Archive page at the bottom of this page as the way the items are pulled in is different.

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"



The screenshot shows the OmniUpdate interface with the breadcrumb path: [artsandletters](#) > [comparativestudies](#) > [news](#) > [images](#). At the top right are buttons for '+ New', 'Upload', 'Filter', and 'Advanced Search'. Below is a table with columns: Name, Status, Modified, Options, Staging, and Production.

	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			

A red annotation points to the 'Options' column for 'duarte.jpg': "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.

