To change homepage static image (large or small), small video, rotator (large or small), or fullwidth video or image

Prepare all images PRIOR to uploading in the USF CMS by following these guidelines:

- Open the image in Photoshop, or a similar image-editing program.
- Change the image's resolution to be 72 ppi.
- Crop the image to the correct dimensions. Image dimensions can be found on the UCM <u>website</u>.
- Save the image as a jpg using Save for Web for optimization.
 - Adjust the Quality slider and aim to reduce the image's file size while maintaining graphic quality.
- 1. Click the orange **MultiEdit** button at the top of the screen and do one of the following:



1a. Select whether you would like an image, a video, or a rotator

Preview	Edit	<> Source	X Properties	Version	s 🗸 🖸	9	🗟 Publish 👻 🔮	
index.p	cf		Custom Se	ettings				
<> Parameters		Feature A	rea					
E MultiEdit Content		Feature Media Type		✓ Image				
P Access				Video Rotator		the feature area. Note	: Video is not available w	
C Rem	inders				۹ <u>۲</u>			-widan.
Log		Feature Media Size		Small		E		
					Large ✓ Full-Width		d in the feature area. N Iedia Size is set to Ful	lote: Video is not availabl I-Width.
			Feature Me	dia Layout	Left	÷		
					Select whether the medi	a should be o	on the left or right. Note:	This option is only avail
		Feature Media Mobile		Before Feature Sideb	ar Widge 💲			
				Layout	Select whether the medi Media Size is set to Sma	ia should app Ill	pear before or after the F	eature Sidebar Widget. I
			Feature Sideb	oar Widget	/widget/business/a-te	est-feature-t	ext-widget html	Clear

1c. For a large or small rotator, complete the "Feature Rotator Settings" area on the form. Auto-rotation should be set as "No" for accessibility compliance.

Feature Rotator Setti	ngs	
	2	
Number of Slides	√ 3	4
	4	
	5	
Auto-Rotation	No	\$
	Choose whether the	e feature rotator should automatically rotate
Caption Display	Yes	*
	Choose whether th	e rotator's caption should display

Then complete the form fields and upload images for each rotating item.

Slide 1	
Display Order	1 \$ Select the order in which this slide should display
Image	/images/small-image.jpg Clear
Image Description	Image Description
URL	http://www.usf.edu
Caption Title	TITLE
	Optional
Caption Text	CAPTION
	Optional

- 2. Click Save.
- 3. From the Publish drop down menu, select which action is appropriate for your permission level/workflow (Publish, Schedule, Submit for Approval, etc.).