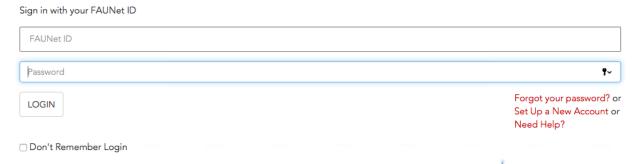
## **NEWS DESK TOP STORY TUTORIAL**

- 1. Go to <a href="http://www.fau.edu/newsdesk/">http://www.fau.edu/newsdesk/</a>.
- 2. At the very bottom of the webpage, look for the © and click on it.



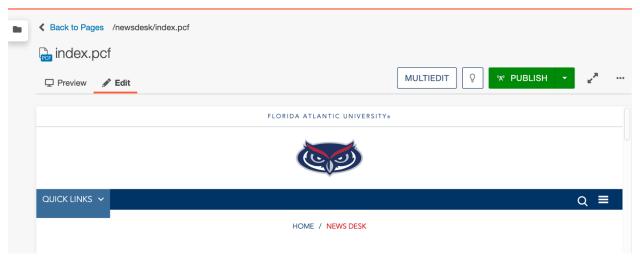
3. On the next page when prompted, use your FAUNet ID to log in (Note: Only those with appropriate access will be granted permission to edit the News Desk site.)

## LOGIN TO OU CAMPUS

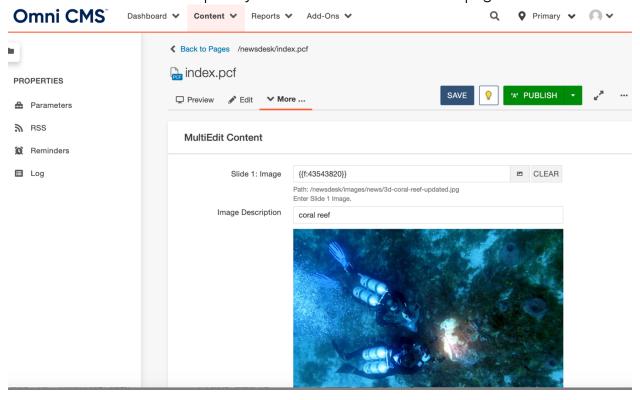


4. After logging in, click on **MULTIEDIT** in the top right corner of the site.

## **Omni CMS**



5. Once you're in the MultiEdit Content section, you can access/update the three different slides for top story section on News Desk home page



- 6. For each slide you will need to provide:
  - a. Image
    - i. Right click on story image and open image in new tab
    - ii. Use the link from new tab and paste into this section
  - b. Image Description (for ADA compliance)
  - c. Title
    - i. Paste story title
  - d. Excerpt
    - i. Paste first sentence/paragraph of story
  - e. Link
    - i. Paste site link for story



7. Once updated, click <b>SAVE</b> then <b>PUBLISH</b> in top right corner of the site