

## NEWS DESK TOP STORY TUTORIAL

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


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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

Sign in with your FAUNet ID

FAUNet ID

Password 

LOGIN

[Forgot your password?](#) or  
[Set Up a New Account](#) or  
[Need Help?](#)

Don't Remember Login



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

### Omni CMS™


[Back to Pages](#) /newsdesk/index.pcf




index.pcf

Preview Edit

MULTIEDIT  PUBLISH  ...

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QUICK LINKS   

HOME / NEWS DESK

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

The screenshot shows the Omni CMS interface. At the top, there's a navigation bar with 'Dashboard', 'Content', 'Reports', and 'Add-Ons'. A search bar and user profile are on the right. On the left, a sidebar lists 'PROPERTIES' with options: Parameters, RSS, Reminders, and Log. The main content area shows a breadcrumb trail: '< Back to Pages /newsdesk/index.pcf'. Below that, the file 'index.pcf' is displayed with 'Preview', 'Edit', and 'More ...' options. A 'SAVE' button and a 'PUBLISH' button are also visible. The 'MultiEdit Content' section is active, showing 'Slide 1: Image' with a text input containing '{{f:43543820}}' and a 'CLEAR' button. Below this, the 'Path' is '/newsdesk/images/news/3d-coral-reef-updated.jpg' and the instruction 'Enter Slide 1 Image.' is shown. The 'Image Description' field contains 'coral reef'. A large image of two divers underwater is displayed below the description.

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

This screenshot shows the bottom part of the Omni CMS interface. It includes the breadcrumb trail '< Back to Pages /newsdesk/index.pcf' and the file name 'index.pcf'. Below these are the 'Preview', 'Edit', and 'More ...' options. The 'SAVE' and 'PUBLISH' buttons are also visible. The 'MultiEdit Content' section is partially visible, showing the 'Image Description' field with the text 'coral reef' and the large image of two divers underwater.

7. Once updated, click **SAVE** then **PUBLISH** in top right corner of the site