

To change homepage static image (large or small), small video, rotator (large or small), or full-width video or image

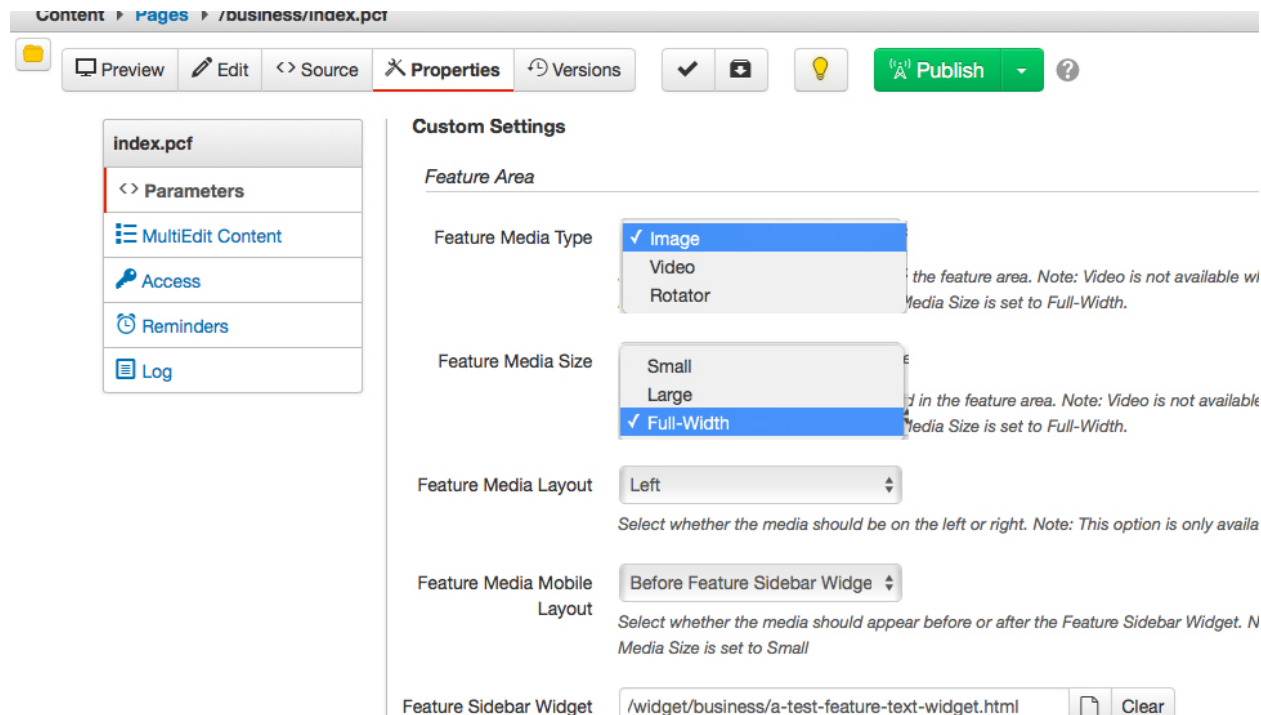
Prepare all images PRIOR to uploading in the USF CMS by following these guidelines:

- 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 website](#).
- 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



- 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 Settings

Number of Slides
 Choose the number of slides to display

Auto-Rotation
 Choose whether the feature rotator should automatically rotate

Caption Display
 Choose whether the rotator's caption should display

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

Slide 1

Display Order
 Select the order in which this slide should display

Image
 Image Description

Image Description

URL

Caption Title
 Optional

Caption Text
 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.).