Blog Editing Guide: Booth Blog

UPLOADING IMAGES

When uploading your images to sitecore you have several options.

On the main blog page, if uploading an image it should be saved using the following parameters using a width of 698 pixels.

In sitecore navigate to the media library section,

Click on the media library tab at the bottom section of the content tree.

Marketing should have advised you of your folder name and structure

In the example below we will use the folder structure for the SEI website

Located in the research folder >> SEI are several folders containing images for the website
As explained above, all BLOG related images should be uploaded to the BLOGS folder in your respective folder.

To upload an image to the blogs folder, click on the BLOGS folder.
While selected, you should be presented with the contents contained in the folder on the right hand side of the screen.

Assuming you or someone on your team have cropped the pictures and saved them with the appropriate size settings, you can now upload them to be stored in your BLOGS folder and published via sitecore.

Click on the icon “Upload Files (Advanced)”

A window dialogue box will open

Navigate to the image(s) you wish to upload

Select all of the images you wish to upload, and once done click on the open button.
Next, Sitecore will prompt you to assign “Alternate Text” to these images. This is extremely **IMPORTANT** as the text typed in the fields below will display, if for any reason the picture does not display or download when they are loaded on the web. It is also a necessary requirement for all images via the World Wide Web.

It is recommended to name your images with related content, so instead of *Image One, Image Two*, in the example above we are attempting to upload images based on sections, so we are using the naming conventions of About Us, Recruiters and Companies, Faculty, etc…….

One done, select “**upload**” to confirm your selections.
If uploaded correctly, your images will display under the Blogs folder

PLEASE NOTE: All items uploaded in the media library do not need to be submitted for approval and or approved to publish. Instead, these are all automated and will be published during the following publishing cycles which are:

- 12 midnight
- 6 am
- 12 noon
- and 6 pm all Central Standard Time.

E.g. if uploading an image to the media library at 3:33pm, it will be automatically published at 6pm and available for use on your live website.

Please keep this in mind when publishing your blogs as you do not want to run the risk of publishing a blog that includes an image that hasn't been published yet, causing a broken image to appear. If you need an image published immediately, please contact webhelp for assistance.

REPLACING IMAGES

There may come a time where an image needs to be replaced, if so, follow the steps below

Navigate to the image in the media library that needs to be replaced
Select the image

Click on lock and edit to check out the image

You must lock this item before you can edit it. To lock this item, click Edit on the Home tab.

- Lock and Edit
Click on attach

Use the browse button to navigate to the image located on your computer or hard drive you wish to upload and replace the current image with

Select the image
Once you have replaced your image, hit the save button and check the image back in

The image will be published during the normal publishing cycle as described above

Now that your images are uploaded in the media library you can now add them to be included in your blog

When posting images to your blog, you have two options

Images entered in the image field of your blog will always appear at the very top section of your blog, and should be saved with a width of 698 pixels
Using the “image field” click on browse to select an image from the media library

The image entered in the image field section will display on your blog as shown below and will display at the top section of the page above your content.

A CELEBRATION IN ASIA OF BOOTH’S SOCIAL IMPACT

From Singapore to Hong Kong and beyond, Chicago Booth has had a decade-and-a-half-long presence in Asia where the school’s influence endures through thought leadership, faculty research, alumni involvement, and student engagement.

In recognition of the students, alumni, and faculty who have contributed to the school’s impact in Asia, Booth hosted a two-day Celebration of Influence event in April highlighting the social impact work of members of the Booth community. The event was held in Singapore and was attended by nearly 300 guests including faculty, alumni, and students.
On the blog view details page (The image that is entered in the image field will automatically be sized properly on the display page) and displayed in the left hand section of the content area

**A CELEBRATION IN ASIA OF BOOTH'S SOCIAL IMPACT**

By Ally Batty - June 08, 2015

From Singapore to Hong Kong and beyond, Chicago Booth has had a decade-and-a-half-long presence in Asia where the school’s influence endures through thought leadership, faculty research, alumni involvement, and student engagement. In recognition of the students, alumni, and faculty who have contributed to the school’s impact in Asia, Booth hosted a two-day Celebration of Influence event in April highlighting the social impact work of members of the Booth community. The event wa...

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You may also post images to be displayed within the content area of your blog page as shown below.

The SNVC, which is run by Booth’s Social Enterprise Initiative in partnership with the Polsky Center for Entrepreneurship and Innovation, is the social impact track of UChicago’s business launch competition, the Edward L. Kaplan, ’71, New Venture Challenge.

Smarter Voters – Higher Turnout?

As a result of a dearth of easily accessible, high-quality information on candidates, many voters stay away from the polls or don’t complete their ballots. BallotReady utilizes a user’s zip code to compile a targeted list of candidates, as well as their biographic information, positions on key issues, and endorsements. Today BallotReady is only available in Chicago, but plans are underway to expand nationwide by the 2016 presidential election.

Creating a Sweet Market for Armenian Farmers

Arev Armenia is on a mission to bring Armenian honey and other natural goods to the international market. Arev hopes to increase the income of existing farmers and plans to reinvest profits in providing new farmers with equipment, training, and funding to help launch local production.

Growing Social Entrepreneurship at UChicago

As the winners of the fifth annual SNVC, BallotReady joins a growing community of social entrepreneurs at Chicago Booth and across the university. This community is supported by SNVC sponsors including Edward L. Kaplan, ’71; John Edwardson, ’72; Ron Tarrson, ’72; David F. Good, ’67; and Quarles and Brady, LLP.

In 2014, BallotReady’s teams benefited from coaching from both faculty, alumni, industry experts, and Booth’s visiting artist, John Michael Schert.
Next, click on the Insert Sitecore Media icon.
In the media library window navigate to the folder in which the image is stored and select the image you wish to add in the selected area.

Once selected press **INSERT** to confirm your selection.

Next, we need to remove the white space from around the image and wrap it within the text for display purpose.

To do so, right click on the image and select **properties**.
In the properties window, click on the image alignment drop down menu

The recommended options to select are to left justify (float the image to the left of the text) or right justify (float the image to the right of the text)

In the example below we will float the image to the left

Once your selection has been made, press the **OK** button to confirm

You should now notice that your image is floating left

You can also adjust the spacing between the text and your image by adjusting the margin space
Right click on the image once again, or in the image settings select the margin area

See margin adjustments below. Use the up arrow to adjust the amount of spacing you wish to include between the top, bottom, right and or left of the image in increments of 1.

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Growing and Entrepreneurship at UChicago

Through the SNVC program, teams benefited from coaching and mentoring from Booth faculty, alumni, industry experts, as well as SEI’s Social Entrepreneur in Residence, David Kestenman, ’89, and the school’s visiting artist, John Michael Schert.