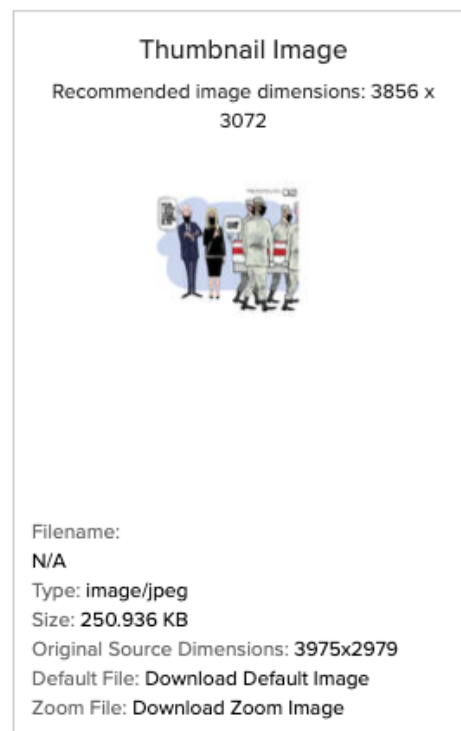
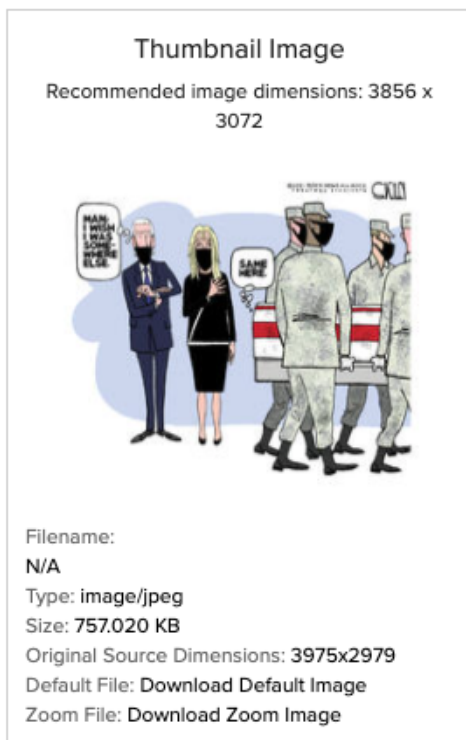


How to add the Steve Kelley cartoon to NewsSlide:

- The artwork should be emailed to the Webdesk from the Copy Desk, forwarded on from Steve Kelley. If it's not there, you can download the Opinion section front from Libercus. (Content>Print Pages. On a weekday, opinion front is A6; Sundays are in the D section. Select OUTPUT in the right corner, then PDF Proof to Desktop)
- Create a mobile and tablet version of the image in your InDesign SC Template (if not on desktop, download [HERE](#)). The mobile image should be than 5 columns across and the tablet version should be the full screen size, both centered on a white background.
- To load the cartoon into NewsSlide's Content Library under Images.



- Go to the NewsSlide Opinion section and in the select story window, search “kelley” from the source “Content Library - Existing Edition”.
- Select a slug to reuse an already existing cartoon slide. Don't use a copy if you can help it or there will be extra images to pick from.
- Under Images, add the new tablet and mobile images.

SELECT STORY

SOURCE
Content Library - Existing Edition

KEYWORDS
kelley

Story Slug	Publish Date	Author
kelley02	9/1/2021	
kelley27	8/26/2021	
kelley29-copy-dgamble@theb	8/25/2021	

- Update the date in the headline throughout the edition.
- Replace the last cartoon with the new cartoon image throughout the edition: Cover Image, Thumbnail Image, Hero Image, Social Image, and Mobile Cover image.
- Save and approve. Kelley should be the last opinion slide in the entire edition.