

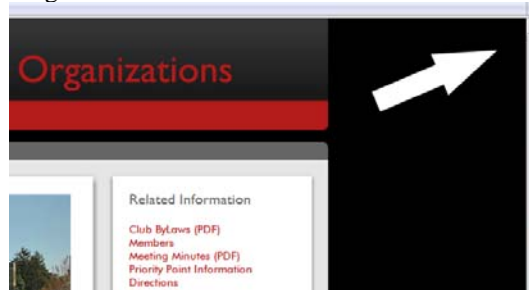
Omni Update Instructions

Getting Started:

Step 1: Log in to Omni Update

1. Go to www.clubs.marist.edu/clubname and browse to the page you want to edit.
2. Click on “the invisible button” in the upper right hand corner of the header. This is indicated by the arrow in Figure 1.1 below. This will take you to the log-in page.

Figure 1.1



3. Log in with the username and password with which you have been provided.

Please note:

- If accessing Omni Update from off campus, you must first log in to the VPN. (If you need to download the VPN client, go to the following URL <http://www.marist.edu/it/network/vpn.html>)
- You do not have access to other club’s pages and you will receive an “Access Denied” error message if attempting to log into any pages other than your own.

Warning: Pages may only be edited by approved user(s). Allowing someone else to use your Marist ID and password is a strict violation of Marist policy and may result in the loss of your Omni Update user license or worse.

Step 2: Editing a Page



1. Once you have logged in, click on the red edit button seen below to enter the editor environment corresponding to the section you wish to update.





2. You can use the icons in the tool bar just as you do in Word documents. For a full glossary of tool descriptions please see the last section of this packet. (Omni Update Toolbar)
3. Make your changes by typing directly on the page, or you can paste in text that you’ve copied from elsewhere.
4. Click the Save button (the tool icon that looks like a single floppy disk).

Additional Editing Information

Inserting New Link

1. Type the text you want to have linked, and highlight it using your mouse. Click the Chain icon  on the toolbar. This will open a dialog box.
2. To create a link to another page on clubs.marist.edu/, click the browse button  to the right of the Link URL field and follow the instructions in number 4.
3. To create a link to an external site, type in the site's address (e.g., <http://www.google.com/>). Click "Insert" to finish.
4. If you want to create a link to another page or file(pdf or image) on your website, make sure you know exactly where it is before you start. When you click the browse button next to the Link URL field, you will open a list of folders and files. You will use these folders to navigate through the directories to where you want to go. (Another option would be to open a new browser window, find the page you're looking for and copy the URL from the address bar.) Click the folders or use the "Location" button at the top of the dialog box to move around.
5. Click "Insert" to finish.



Editing/Removing Existing Links

1. Click on the link in the text that requires changing.
2. To modify a link, click the Chain icon  in the toolbar. Follow the instructions to add links above.
3. To delete a link, click on the icon of the *broken* chain .

Please note:

- Do not highlight existing links when editing them. Click within them. Highlighting signifies that you are inserting a new link. Therefore, OmniUpdate will get confused and force you to start this step over correctly.

Creating Anchors - "jump-to-link"


1. Place the cursor where you want your anchor to go. Click the Anchor icon  on the toolbar. This will open a dialog box.
2. Insert or edit an anchor name **MUST BE ALL LOWERCASE LETTERS AND CONTAIN NO SPACES.**
3. At the top of your page type the text you want to have linked to your anchor and highlight it using the mouse.
4. Click on the Chain icon  in the toolbar to create a new link. Select the same page that you are editing.
5. Next, in the anchor drop down select the name you previously assigned to the anchor.
6. Click "Insert" to finish.

Please note:



- Anchors are used to prevent scrolling. They are links that point within a webpage, for instance to content below the first fold.

Example: <http://www.marist.edu/humanresources/diversity/diversityresources.html>

Anchors on Other Pages

1. Follow steps 1-3 in the above Anchors instructions on the necessary pages.
2. Click on the Chain icon  in the toolbar to create a new link. Type the entire address into the URL field. Then type the # character, and the name you assigned to the anchor.
3. Click “Insert” to finish.


Adding Images

1. Click where you want to insert an image.
2. Click the Image icon  on the toolbar. This will open a dialog box.
3. Click the button  to the right of the **Image URL** field. A list of images will appear. Left-click on the image you want to insert and click **Select** to finish.
4. Before you can insert this image onto the page, you must enter an image description. Choose two or three keywords that describe the image and type them into the **Image description** field. When finished, press the **Insert** button at the bottom of the dialog box.

Please note:

- Make sure your image descriptions are specific to the file and appropriate. **They will be seen if a browser rejects your image file.**
- Image descriptions are used by search engines to identify the subject matter within them.
- Image descriptions also help disable users whom use a screen reader.

Editing/Removing Existing Images

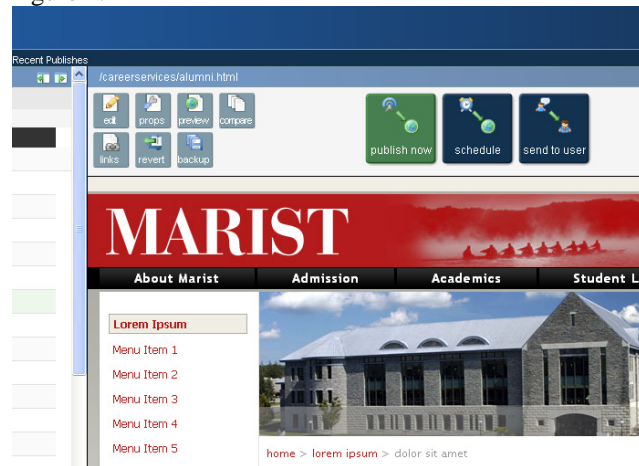
1. Click on the image you want to modify or remove.
2. To make modifications to the image’s description or general presentation, click the Image icon  in the toolbar. Either change the image description or press the Appearance tab to change the image’s dimensions, border, and/or padding. You may also use your image editor covered in greater detail on page 7 of this packet.
3. To remove this image, press “Delete” or “Backspace” on your keyboard.

Replacing Default Header Images

1. Adjust the new image dimensions to 600 x 215 pixels.
2. Rename mainphoto.jpg to something relevant to the image under the production tab, within your departments images/header folder.
3. Upload new jpg file titled mainphoto.jpg (using the instructions on page 6) into that directories images/header folder

Step 3: Review Your Work

Figure 1.2

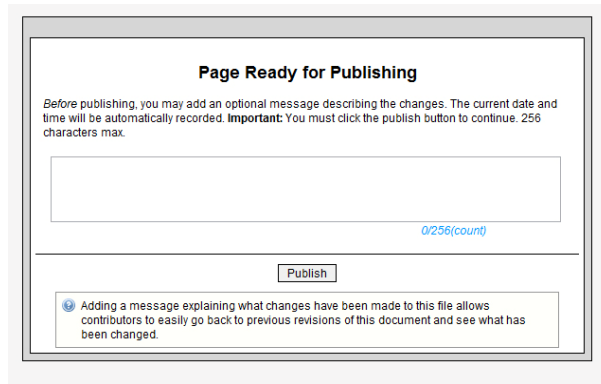


1. Choose between:

- **Edit**
Brings the user back to the green Edit button, allowing them to go back into the editor to fix a typo or add additional information.
- **Preview**
Displays the page with the most recent alterations, giving the user the opportunity to review and perfect their work before it goes live. PLEASE NOTE: If you navigate away from the page you are reviewing **do not hit the back button**. Use Preview to return to the page.
- **Compare**
Establishes a list of *published* versions from which the user can utilize to review recent changes made to their pages. Changes will be indicated in a different color.
- **Check links**
Establishes a list of every link on that page and indicates if they are okay, broken, or cannot validate.
- **Revert**
Allows the user to select a previously *published* version to restore or revert back to.
- **Publish**
Publish page to production server, making it live.
- **Schedule Publish**
Schedule a page for future publishing on a certain date and time and receive an optional notification once the page is published

Please Note: Anytime you are attempting to publish a page Omni Update will prompt you to add a comment shown in Figure 1.3 below. We encourage you to take advantage of this as it is instrumental when applying the Compare or Revert tools. Adding a message explaining what changes have been made to this file also allows contributors to easily go back to previous revisions of this document and see what has been changed.












Figure 1.3







Accessing Other Pages

1. Click on the: Content Tab
2. Select “Pages” in the menu bar
3. Choose the appropriate directory
4. Activate the page you wish to edit by checking it out (the light bulb icon will turn yellow)

Here you will have access to the following tools:

1.  **Check Out /**  **Check in**
 - OmniUpdate uses a system of Check-in and Check-out to limit access to editing files to one person at a time.
 - Check-out automatically occurs when the **Edit** button is clicked.
 - No other users may edit the file while checked out (except for website managers).
 - Check-in happens when one manually clicks the Check-in button, or the page is published. Once a page is checked in, other users can edit it.
2.  **Reminders:** Schedule a reminder for this page at a later date and time.
3.  **Preview:** See how the web page will appear in the browser you are utilizing.
4.  **Compare:** Allows you to compare the page, using color-coded text, from how it looked before editing to how it looks after.
5.  **Check Links:** Checks the links on this page for validity.
6.  **Expire:** Set this page to expire at a future date and time. **Be advised that use of this option can lead to broken links on other pages.**
7.  **Publish:** Publishes the page to production server, making it live.
8.  **Access:** Displays a list of users whom are approved to edit your pages.
9.  **Logs:** Displays a list of who has edited this page and when.
10.  **Backup:** Commit a new copy of this file to the versioning system.

11.  **Revert:** Reload file on staging server to when last published to production server.
12.  **Rename:** Rename file on both production and staging servers. **Be advised that use of this option can lead to broken links.**
13.  **Move:** Move file from one folder to another. Move will affect file on both production and staging servers. **Be advised that use of this option can lead to broken links.**
14.  **Delete:** Delete file on both production and staging servers. **Be advised that use of this option can lead to broken links.**

Creating New Pages

1. Click on the Content tab and browse to the folder into which you want your new page to go.
2. Click on the **New** button in the top-right corner of this frame.
3. Click on the **Create New Page** button that drops down.
4. Fill out the short form with the information pertinent to the new page and click the Submit button.
Please Note: This step is not optional. The information you are supplying is called metadata and is very important for search engine optimization.
 - **Title:** What the title of the page will be.
 - **Keywords:** This attribute is used by search engines to help determine if your page is relevant to the search being conducted.
 - **Description:** This attribute provides a concise explanation of a web page's content. This allows the webpage authors to give a more meaningful description for listings.
 - **Page Type:** This drop down will allow you to distinguish the type of page you are creating. More often than not you will select sub page
 - **New Page Filename:** What the name of the page file will be.
 - **Access:** Allows the user to assign editing access for this page from the list provided in the drop down menu
5. You will then be taken straight to your new page for editing. Choose a region to edit and begin making your changes as you would to any other page.

Please Note:

- The new page will not appear on the live website until it is published.
- Be sure to keep the file extension .html in the new page file name; without this your page will not work.(.htm is invalid)
- **FILENAMES SHOULD ALL BE LOWERCASE LETTERS AND SHOULD CONTAIN NO SPACES.** Numbers and underscores are acceptable, though not desirable

Uploading Files: Images and PDF(s):

1. Begin at Content tab
2. Select Pages in the menu bar
3. Then, navigate to the location on your site where you plan to upload your files. The images go in the Images folder. The PDF(s) go in the PDF folder.
4. Once within the desired directory, click the "Upload" button.
5. The file upload menu appears. Click to browse your local files and select a file you want to upload.
6. Repeat this process to upload multiple files simultaneously.
7. Next, assign access for your file.
8. Click "submit" and your file(s) will be uploaded.

Please Note:

- Images should only have the following filetypes: .jpg for photographs, .gif or .png for logos/graphics
- **FILENAMES SHOULD ALL BE LOWERCASE LETTERS AND SHOULD CONTAIN NO SPACES.** Numbers and underscores are acceptable, though not desirable.
- Try and limit your file size to 50kb. If your file size is too large the image will load slowly.
- If you aren't sure what size to make your image you can:
 1. Find a similar image on www.marist.edu
 2. Right-click and select Properties
 3. Review the images height and width in pixels
 4. Apply these or similar dimensions to your image
- Word docs, Power Points, and Excel docs should all be converted into a PDF. If you do not have Adobe Acrobat you can go to <http://www.pdfforge.org/products/pdfcreator/download> and download a converter

Image Editor

The Image Editor can be used in two parts of the system. While viewing a list of files on the production server by clicking the Content tab, then clicking on the Production view, or while inserting images on a web page using the WYSIWYG editor.

Please Note:

- No matter how you access the Image Editor, a new floating window opens giving you the ability to zoom, resize, crop, and rotate your image.
- If you find the Image Editor is not able to open a very large image, try closing unused browser tabs, or resize extremely large images using a desktop application first.
- To refresh the page and clear your cache while in "Preview" mode in OmniUpdate, simply right-click in the frame/window in which you see your image, then choose "Refresh" or "Reload" from the mouse menu that appears.

Image File Types

JPG, JPEG and PNG images can be edited and saved using the Image Editor. GIF images can also be edited, **but must be saved as JPG, JPEG or PNG files**

Editing Images in WYSIWYG Mode

1. Click the Insert/Edit Image button on the WYSIWYG toolbar.
2. Click the file chooser button to change or edit an image.
3. Click the "Edit Image" button to edit any file displayed in the Image Preview window.
4. Alternatively, you can click the "Upload Image" button to open, edit and upload a file from your local computer.

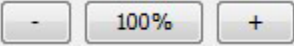
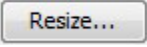
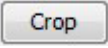
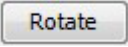
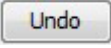
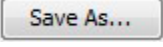
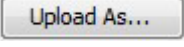
Editing in File Browse Mode

To edit any image while browsing from a list of image files, click the Content tab, then switch to the Production server view. As images are always stored on your production web server, you can only see image files in the Production view.

1. Simply click on the name of any image file while browsing the Production server to edit existing images on your website.
2. Click the Image/Upload button to select images on your local computer, edit, and upload to your web server.

Editing Functions

Available functions in the Image Editor are illustrated by the following chart:

Function(s)	Description
	The Scale View functions allow for zooming to see more or less of the image as it's being edited. Note: the scale will not affect the size of the image file.
	The Resize function allows users to physically resize the image in pixels.
	The Crop function allows users to crop any selected portion of an image. Click and drag across any part of the image to select a part of the image, then click the Crop button.
	The Rotate function rotates the entire image counter-clockwise in 90 degree increments.
	The Undo function reverts the last function performed (one level back).
	The Save As function allows users to save the image as a file on their local computer's hard disk.
	The Upload As function allows users to save the image to the website.

Logging Off

Step 1: It is important to **check all of your pages back into the system** when you have completed your work. All of the light bulbs should be blue next to your page names. Yellow means they are checked out.

Step 2: Select **Log off** in the upper right hand corner of OmniUpdate.

Step 3: Please remember to **ALWAYS CLOSE YOUR BROWSER** when walking away from computer. Omni Update is setup in a Single Sign-on environment. Therefore, you will remain logged into not only OmniUpdate but ilearn and other marist account/password protected websites as well.

Questions and Concerns

If you need assistance or have any questions please contact Ed Wozencroft.

Omni Update Toolbar

Within the WYSIWYG editor, there are a variety of functions available to the user to properly update the page. Below is a list of all the functions available.

File Functions



Save

Click on the "Save" button to save the current file on the staging server. Remember, it will not be live on the production server until it is published by an authorized approver.



Save As

Click on the "Save As" button to save the current file with a new file name.



Revert the editor to its original state

Click on the "Revert" button to undo all changes

Cut, Copy, Paste, Find Functions



Cut

To delete a portion of the document, highlight the desired portion and click on the "Cut" button



Copy

To copy a portion of the document, highlight the desired portion and click on the "Copy" button



Paste from Word

To paste from Microsoft Word, click on the "Paste from Word" button. This will open a new window where you can paste, then insert your text.



Paste as Plain Text

To paste as plain text, click on the "Paste as Plain Text" button. This will open a new window where you can paste, then insert your text. This will also remove any special formatting tags that programs such as Microsoft Word may have added.



Find

Click on the "Find" button to search for text on the current page.



Find/Replace

Click on the "Find/Replace" button to search for text on the current page then replace that text with something else.

Undo Redo Functions



Undo

Click on the "Undo" button to undo changes you have done on a one-by-one basis.



Redo

Click on the "Redo" button to redo the last action you have undone and want back in place.

Spell Check Function



Spellchecker

To check spelling, click on the spell checker button or right-click on the mouse and scroll down to "Check spelling".

Formatting Function



Remove Formatting

To remove all formatting, highlight the text to be updated and click on the "Remove Formatting" button. This will return the text back to the default settings.

Basic Font Properties



Bold

Turns selected text into **bold text**.



Italic

Turns selected text into *italicized text*.

List and Indent Functions



Unordered list

Turns the selected text into a bulleted list.



Ordered list

Turns the selected text into a numbered list.

Alignment Functions



Align left

Moves all selected text to the left.



Align center

Centers all selected text.



Align right

Moves all selected text to the right.

Link Tools



Insert/edit link

To create a hyperlink, select the text or image for the link, then click on the "Insert/edit link" button. If applicable, the pop-up window will contain existing link information. You can use the link manager to navigate to the page to which you want to link. The full URL of the page to be linked can be typed in the URL text box. A target window information (optional) and an anchor name (if linking to an anchor - optional) can also be supplied.

When finished, click on the "Insert Link" button to insert the hyper-link you just created, or click on "Remove Link" to remove an existing link. Clicking on "Cancel" will close the window and return to the editor.



Create or modify a mailto link

To create a mailto link, select the text or image for the link, then click on the "Insert/edit mailto" button. If applicable, the pop-up window will contain existing mailto information. You can use the mailto manager to enter the e-mail address and subject of the e-mail to be sent.



Unlink

Highlight the hyperlink and click on the "Unlink" button to remove a hyperlink



Insert/edit anchor

To create an anchor, select the text or image for the anchor, then click on the "Insert/edit anchor" button. A pop-up window will contain existing anchor information. Enter the name of the anchor and click on the "Insert" button.

Font Properties/Format

Paragraph

The Paragraph button is a drop-down list of several actions that can be used to change the formatting of a selected paragraph. To select a paragraph, simply click on the cursor once anywhere inside the paragraph. The following example functions can be then be used:

Normal <p> - Sets the selected paragraph to normal.

Headings <h1> through Heading 6 <h6> - Sets the selected paragraph to a specific heading size between 1 (the largest) and 6 (the smallest).

Pre <pre> - Sets the selected paragraph format to no text wrap.

Styles

This button sets the style of/for any selected text. (The styles available are set by the system administrator.)

Insert Images/Media



Insert/edit image

Insert or Edit an image.

Misc. Graphics Tools



Horizontal rule

To insert a Horizontal rule, click on the "Horizontal rule" button. When clicked, a popup will appear that will allow you to choose both width and height of the horizontal rule.



Insert line break

To insert a line break, click on the "Line break" button. This is the same as entering
.

Toggle guidelines/invisible elements



Toggle guidelines/invisible elements

The "Toggle guidelines/invisible elements" button adds/removes the outlines of tables and other elements and, is used for visual purposes only.

Table Tools



Insert a new table

To insert a table, select the desired location, then click on the "Insert Table" button.



Table row properties

Here you can edit the alignment, background color and several other properties of an entire row.



Table cell properties

Here you can edit the alignment, background color and several other properties of an individual cell.



Insert row before

To insert a row before another row, click inside the row cell you want the new row to precede, then click on the "Insert row before" button.



Insert row after

To insert a row after another row, click inside the row cell you want the new row to follow, then click on the "Insert row after" button.



Delete row

To delete a row, click inside the row you would like to remove, then click on the "Delete row" button.



Insert column before To insert a column before another column, click inside the column cell you want the new column to precede, then click on the "Insert column before" button.



Insert column after

To insert a column after another column, click inside the column cell you want the new column to follow, then click on the "Insert column after" button.



Remove column

To delete a column, click inside the column you would like to remove, then click on the "Delete column" button.



Split merged table cells

To split cells that have previously been merged, select the cell then click on the "Split merged table cells" button.



Merge table cells

To merge cells, highlight the cells you would like to be merged, then click on the "Merge table cells" button.