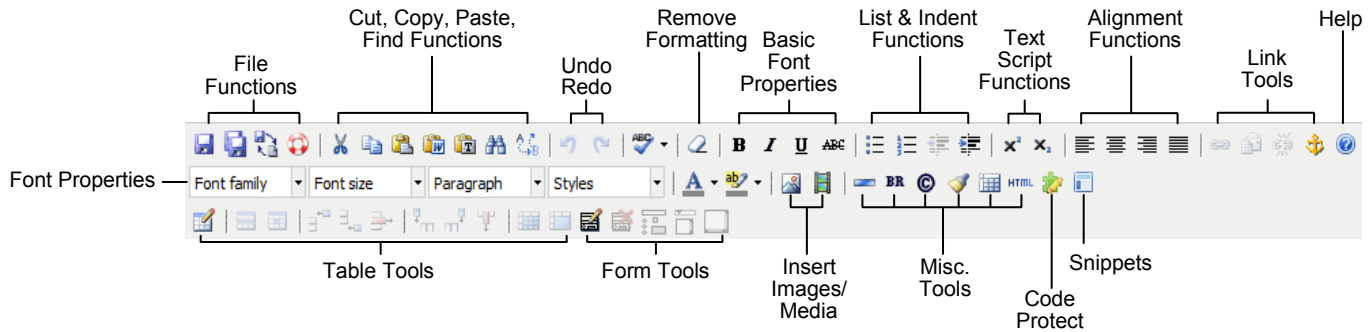## WYSIWYG Editor Toolbar
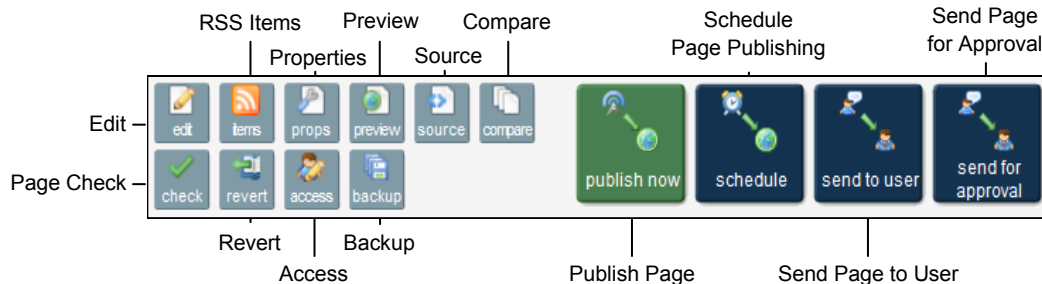
OmniUpdate provides page editing commands with the What-You-See-Is-What-You-Get (WYSIWYG) Editor Toolbar. (*User Toolbar may vary*)

File Functions | Cut, Copy, Paste, Find Functions | Undo Redo | Remove Formatting | Basic Font Properties | List & Indent Functions | Text Script Functions | Alignment Functions | Link Tools | Help

Font Properties

Table Tools | Form Tools | Insert Images/Media | Misc. Tools | Code Protect | Snippets

- **File Functions:** Save or revert changes on a page
- **Cut, Copy, Paste, Find Functions:** Find specific content and cut, copy, paste, paste from MS Word, or paste as plain text
- **Undo Redo Functions:** Undo/redo changes made on a page
- **Remove Formatting:** Remove all selected text formatting and return the text back to the default settings for a page
- **Basic Font Properties:** Add bold, italic, underline, and strikethrough to selected content
- **List & Indent Functions:** Create an ordered list or indent content
- **Text Script Functions:** Turn selected content into superscript or subscript text
- **Alignment Functions:** Move selected text (left, center, right) or justify the text (does not apply to tables—use table cell props.)
- **Link Tools:** Insert/edit images, anchors, and links

- **Help:** Display the Help window
- **Font Properties:** Select the font family, font size, and format for your page, plus any CSS styles added by your administrator
- **Table Tools:** Create/edit tables within a page
- **Form Tools:** Create/edit forms within a page
- **Insert Images/Media:** Add/edit images and videos on a page
- **Misc. Tools:** Add line breaks, horizontal lines, character symbols, clean up messy HTML code, toggle guidelines/invisible elements, and view the HTML code for a region
- **Code Protect:** Displays the position of server side code within the editor represented by the icon, allowing for easy editing of server side code
- **Snippets:** Allows users to easily select and insert pre-defined blocks of HTML content

Page Actions Toolbar

The Page Actions Toolbar allows you to edit a page and its properties, preview your changes, check links, and perform other functions. More importantly, the Page Actions Toolbar provides the options to publish your changes or route them for approval. (*User Toolbar may vary*)

RSS Items | Preview | Compare | Schedule Page Publishing | Send Page for Approval
Properties | Source

Edit — | edit | items | props | preview | source | compare | publish now | schedule | send to user | send for approval

Page Check — | check | revert | access | backup

Revert | Backup
Access | Publish Page | Send Page to User

- **Edit:** Select a page region to edit
- **Properties:** Update any meta data & properties defined on a page
- **Preview:** Show a rendered version of a page before publishing
- **Source:** Edit HTML source code for the entire page
- **Compare:** Show proposed page changes with current page, or any previously published version of a page that has been backed up to the versioning archives
- **Page Check:** Check the page for spelling, valid links, and W3C validation (some or all of these options may be disabled by an administrator)
- **Revert:** Restore any previously published version of a page or file
- **RSS Items:** Add new RSS items that display in any particular RSS feed assigned to the page

- **Access:** Modify page access
- **Backup:** Save a copy of your page to the versioning archives without publishing the page to the production server
- **Publish Page:** Publish page to your production server live on the world wide web
- **Schedule Page Publishing:** Schedule a page for future publishing on a certain date and time and receive an optional notification once the page is published
- **Send Page to User:** Request another user to look over a page before publishing
- **Send Page for Approval:** If publishing a page is restricted by your administrator, click to send the page to an approver who will review your changes and give you approval to publish or request further changes before approval is given
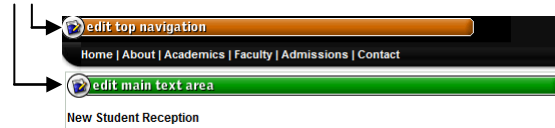
VERSION #1.2.1

Getting Started

1. To edit any page, log in by clicking the Direct Edit button (commonly the Last Published stamp at bottom of page)

   Last Published 2/25/10
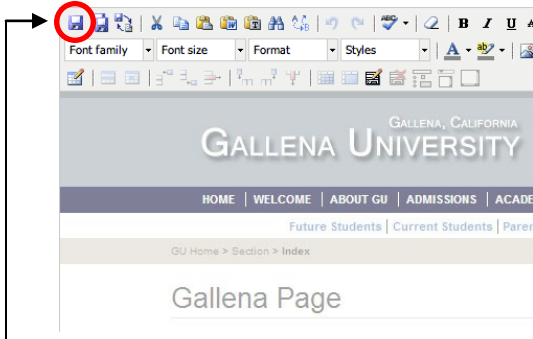
2. Enter your User Name and Password

Selecting Regions

Select a region of a page to edit within the WYSIWYG Editor.

edit top navigation

Home | About | Academics | Faculty | Admissions | Contact

edit main text area

New Student Reception

Editing Content

Begin editing content using OmniUpdate's WYSIWYG editor.
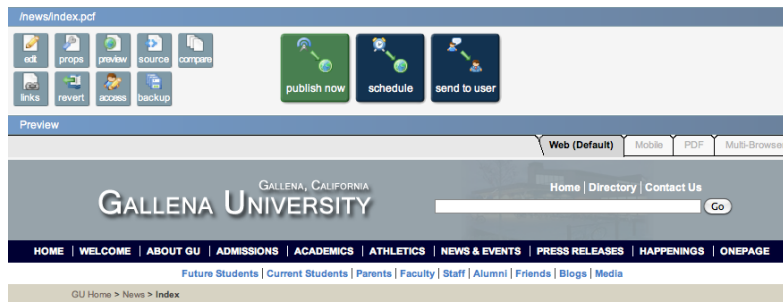Simply edit using the toolbar functions provided at the top of the screen.

GALLENA, CALIFORNIA
GALLENA UNIVERSITY
HOME | WELCOME | ABOUT GU | ADMISSIONS | ACADE
Future Students | Current Students | Paren
GU Home > Section > Index
Gallena Page

Once finished editing, click the **SAVE** button for additional functions.

Commonly Used Functions:

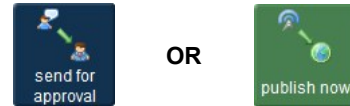**Paste:** Pastes selected content with all formatting to a page

Paste from Word: Pastes and cleans content created in MS Word

Paste as Plain Text: Pastes only text and removes all formatting

Insert / Edit Images: Add image or edit selected image properties

Insert / Edit Links: Add link or edit link properties to selected content or image

Inserting a New Table: Create or edit tables within a page

Insert / Edit Embedded Media: Add media or edit media properties from various media formats

Remove Formatting: Remove all selected text formatting and return the text back to the default settings for a page
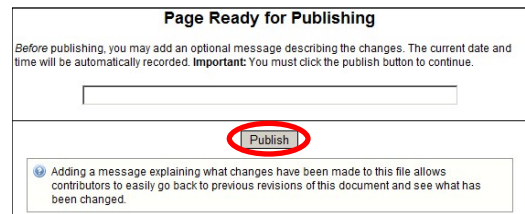
Approving/Publishing Pages

After saving a page, you are presented with the Page Actions Toolbar where you will see a preview of your page. If you have no further changes, you are ready to publish your page.

/news/index.pcf
edit | props | preview | source | compare
links | revert | access | backup
publish now | schedule | send to user

Preview
Web (Default) | Mobile | PDF | Multi-Browser

GALLENA, CALIFORNIA
GALLENA UNIVERSITY
Home | Directory | Contact Us   Go
HOME | WELCOME | ABOUT GU | ADMISSIONS | ACADEMICS | ATHLETICS | NEWS & EVENTS | PRESS RELEASES | HAPPENINGS | ONEPAGE
Future Students | Current Students | Parents | Faculty | Staff | Alumni | Friends | Blogs | Media
GU Home > News > Index

News and Events
Subscribe to Feeds
A listing of RSS feeds   Displayed below is a feed of the latest news and events going on at Gallena University.

Depending on your user level, you can choose:

send for approval   OR   publish now

Before publishing, you can add an optional message describing page changes. Doing this makes it easier to view previous revisions of your page and see what has been changed. Next, click **PUBLISH**.

Page Ready for Publishing

Before publishing, you may add an optional message describing the changes. The current date and time will be automatically recorded. **Important:** You must click the publish button to continue.

Publish

Adding a message explaining what changes have been made to this file allows contributors to easily go back to previous revisions of this document and see what has been changed.

Creating Folders/Pages

Location: top / admissions /   Staging | Production
restore | new | upload

Choose
New Folder

Landing Page | New Page | New Form Page | New News Article | URL Shortener & Redirect Page | New Section

Click the **NEW** button at the top-right corner of the *Content > Pages* view

To Create a New Empty Folder:
1. Click button and enter name for folder
2. Click **CREATE** button at bottom of page

To Create a New Page or Section:
1. Click the template you wish to use
2. Enter a name for the page and fill out the information requested, then click the **CREATE** button at the bottom of the page

NOTE: Page templates are created by your administrator.

omniupdate.com | Phone 800.362.2605