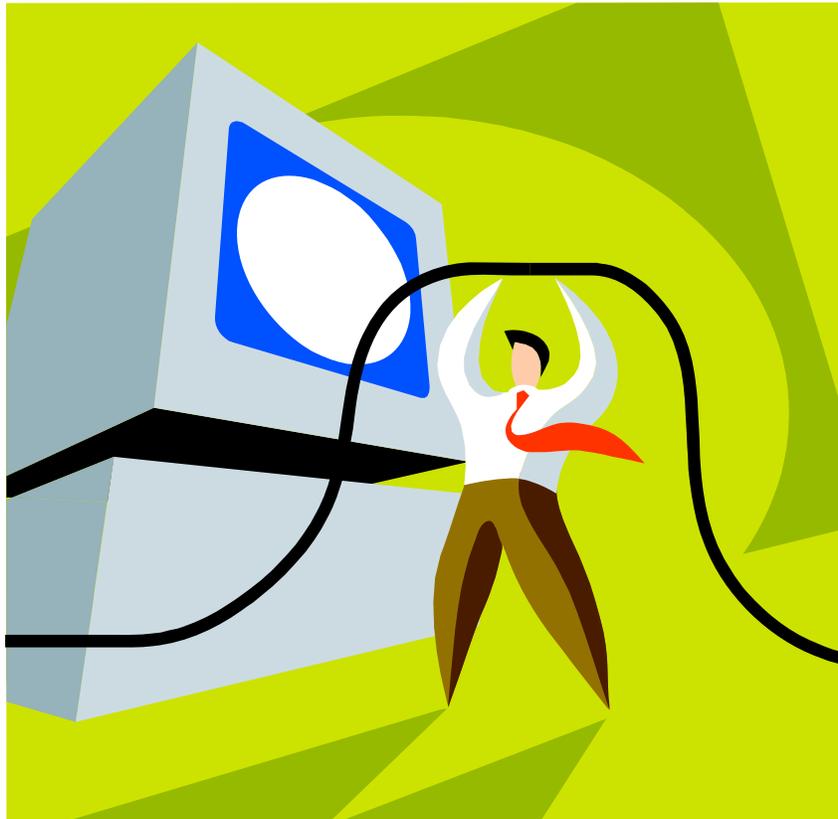


# OMNIUPDATE™ (OU) EDUCATE

*QUICK REFERENCE GUIDE*



## OmniUpdate™ (OU) Educate Overview

OU Educate is a powerful browser-based web page updater that is as easy to use as a word processor. View any of your site's web pages in your browser and, with one click, update it immediately, with WYSIWYG ease. Edit web pages anytime, anywhere in the world: at home, in the office -- anywhere you have Internet access. And you do it right in a browser using OU Educate!

### Logging into OU Educate

To log into OU Educate to create and edit your web pages open your internet browser:

1. Go to this web address:  
<http://www.omniupdate.com/oueducate-elcamino/>
2. Type in your Username and Password
3. Click the Login button



**NOTE:** If you fail to type the correct **Username or Password** for three consecutive attempts, your account will be locked and you must contact the **El Camino Web Developer** to have it reset at [webdeveloper@elcamino.edu](mailto:webdeveloper@elcamino.edu).

### Adding Shortcut to Login

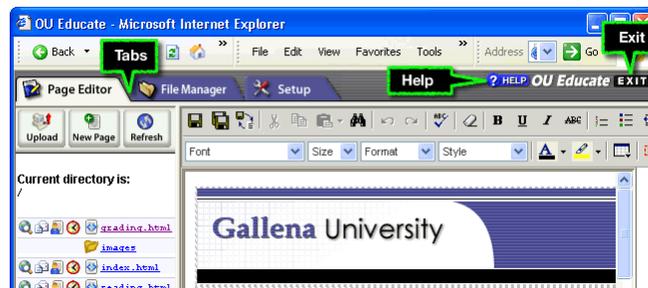
#### To add the OU Educate login to your Favorites

1. Open your internet browser
2. Go to the URL for the OU Educate Login Screen -  
<http://www.omniupdate.com/oueducate-elcamino/>
3. Click Favorites > Add to Favorites, then click Add

#### To Add a Shortcut to OU Educate login on desktop

1. Open your internet browser
2. Go to the URL for the OU Educate Login Screen -  
<http://www.omniupdate.com/oueducate-elcamino/>
3. From the menu, choose File > Send > Shortcut to Desktop

## The OU Educate Interface



### Page Editor Tab

The Page Editor Tab is where most users spend their time while using OmniUpdate. Here users have access to primary functions they will use whenever editing pages.

### File Manager Tab

The File Manager Tab allows for creation of new directories, pages, deleting, moving and uploading files.

### Setup Tab

The Setup Tab has a basic user mode and an administrator mode. For most users, the setup tab is used to edit basic account information.

### Account Info

This area allows you to change your password, external e-mail address, and contact phone number.

### Creating a New Page

1. Click the New Page Button
2. Click on a Course or Instructor Template or a Blank Template. A window opens where you will need to fill in more information about your new page.
3. Complete these sections to create your new web page:
  - a. Page Title
  - b. Background Color
  - c. Text Color  
*NOTE: Do not select a background or text color when creating a new Course or Instructor Template.*
  - d. Save Page As (remember to leave the .html)
  - e. Keywords (Enter words to categorize your webpage for search engines, optional)
  - f. Description (Describe your webpage in 40 words or less, optional)
4. Click Create New Page
5. Begin editing your new page in the Web Page Editor.
6. Click Save when done.

**NOTE:** Click the Refresh button in the Page Editor menu to see the new page you created in the File Directory.

## Opening a Web Page

HTML pages are the only file types you are able to edit in OU Educate. To open an HTML web page in OU Educate:

1. Click the Page Editor Tab.
2. Locate the Web Page you want to open from the File Directory list on the left. (NOTE: you may need to open a folder to access some files).
3. Click the file name to open the web page in the Page Editor on the right.

## Pasting from Word

It is best to use one of the following Paste functions when pasting text copied from a Microsoft Word document:

### Paste Word (Ctrl+ D)

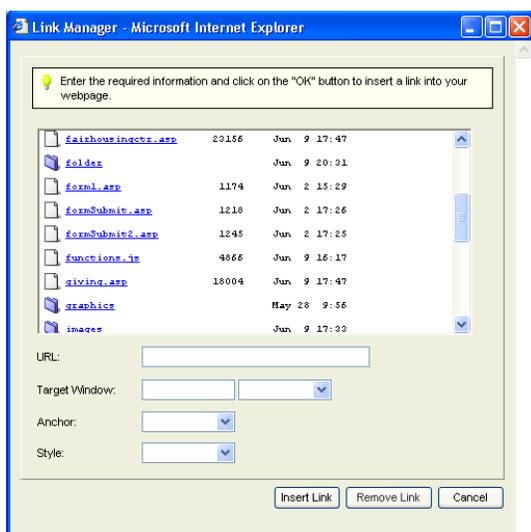
1. Copy your desired text from Microsoft Word and click the drop-down arrow next to the Paste icon.
2. Select the 'Paste from MS Word' Option. This will remove the tags that Microsoft Word automatically places around your text.

### Paste Clean (Ctrl + E)

In addition to doing what 'Paste from MS Word' does, 'Paste Clean' removes all text formatting tags: (<font>, <em>, <strong>, <b>, <sup>, <sub>, <strike>, <u>).

## Creating Hyperlinks

1. With the page open for editing, select the text or image you want to hyperlink.
2. Then click the 'Create or Modify Link' icon.  The Link Manager dialog window will open.



3. Use the Link Manager to navigate to the page you want to link to from your website. Or you can type or paste in the full URL (web address) of the page you want to link to in

the URL text box. **NOTE: Remember to include "http://"** for all outside links, i.e. type **http://www.yahoo.com** in the URL box to create a link to Yahoo's home page.

4. Choose a target window for the page to open from the drop-down arrow. (Use "\_blank" to have the link open in new window.)
5. If you are linking to an Anchor, click the drop down arrow to choose the anchor name. NOTE: You do not type an address in the URL text box when linking to an Anchor.
6. Click the 'Insert Link' button to insert the hyperlink on to the web page.

## Removing Hyperlinks

1. Open the web page in the editor.
2. Select the link you want to remove.
3. Click the "Create or Modify Link" icon. The Link Manager Dialog window opens. 
4. Click the 'Remove Link' button to remove the existing link.
5. Clicking 'Cancel' will close the window and take you back to the editor.

## Inserting Images

There are two ways to upload and insert pictures on pages. One or more pictures can be uploaded first then placed on a page, or a single picture can be uploaded as it is being placed on a page.

To upload and place a single picture on a page, perform the following steps:

1. Open the page and place your cursor where you would like to place the image, then click the 'Insert/Modify Image' icon on the toolbar. 

2. Click the "Upload Image From My Computer" button, and select the image for placement.



3. Enter appropriate "Alt Text" for Sec 508 compliance, and click the "Insert" button in the window.

## To upload one or more pictures prior to placement, perform the following steps:

1. Click the "File Manager" tab at the top of the screen, and navigate to the directory where you would like the image(s) uploaded.
2. Click the "Upload File" button, select one or more files to upload from your local computer, then click the "Upload File" button at the bottom of the screen.
3. Open the page you would like to place an image, place your cursor on the page, then click the **Insert/Modify**

**Image** button on the toolbar and select the image for placement.



4. Enter appropriate "Alt Text" for Sec 508 compliance, and click the "Insert" button in the window.

## Inserting Tables

1. To insert a table, place your cursor in the desired location, then click the 'Table Functions' icon in the menu and select 'Insert Table'.
2. A new window will pop-up with the following fields: Rows - number of rows in table; Columns - number of columns in table; Width - width of table; BgColor - background color of table; Cell Padding - padding around cells; Cell Spacing - spacing between cells; Border - border around cells.
3. Fill in table details then click the 'OK' button to insert table, or click 'Cancel' to go back to the editor.



## Modifying Table Properties

If a Table Function is NOT available, you will need to select, or place your cursor inside the table you wish to modify.

1. To modify table properties, select a table or click anywhere inside the table, then click the 'Table Functions' and select 'Modify Table Properties'.
2. A pop-up window will appear with the table's properties. Enter your changes to the table then click the 'OK' button to save your changes, or click 'Cancel' to go back to the editor.

## Modifying Cell Properties

1. To modify cell properties, click inside the cell to modify, then click the 'Table Functions' icon and select 'Modify Cell Properties'.
2. A pop-up window will appear with the cells' properties.
3. Click the 'OK' button to save your changes, or click 'Cancel' to go back to the editor.

**Note: this function will not work if a cell has not been selected and does not work across multiple cells.**

## Uploading Files

You may upload ten files at one time into your web site using the File Manager in OU Educate. The process begins by selecting the 'File Manager' tab and performing the following procedure:

1. Navigate to the destination directory and click the 'Upload File' button.
2. Click the 'Browse' button to locate the file to be uploaded.
3. Select the file to be uploaded and click 'OK'
4. Click the 'Upload File' button. You should receive a message that the file was successfully uploaded.

## Using the File Manager

The File Manager Tab allows users to rename, move, delete, and upload files.



### New Folder Button

Users can create a new directory by clicking the New Folder button.

### New Page Button

New web pages, using templates for your web site, can be created with this button.

### Upload File Button

Files can be uploaded using this button.

### The File Manager

The File Manager shows a list of files

### The Delete Function

The delete function allows you to delete files or empty folders.

### The Rename Function

The rename function allows you to change the actual file name for a given file.

### The Move Function

By clicking the move function you simply navigate to the new location you wish the file that you have selected to be moved to.

## Additional OU Educate Quick Tips:

- ❖ When previewing changes to your web page you may need to click the REFRESH button in your browser window each time in order to view the most recent version.
- ❖ Upload files using the File Manager before adding a link to the file in a web page.
- ❖ Create folders on your website to organize your files.
- ❖ Upload documents in .PDF or .MHT file type for better web formatting and printing.
- ❖ After saving changes in the Page Editor, select the option to preview your page in a new window.
- ❖ Add a shortcut to the OU Educate login page to the computers you use frequently for quick access to OU Educate.
- ❖ Press Shift+Return to single space or click the 'BR' button.

## El Camino College General Web Page Guidelines

Please contact the Web Developer at [webdeveloper@elcamino.edu](mailto:webdeveloper@elcamino.edu) if you have any questions or suggestions regarding the ECC General Web Page Guidelines.

For more information regarding the OU Campus system, please visit the OmniUpdate Help Pages at <http://help.omniupdate.com/ou/oueducate/home.html>.