

OU CAMPUS TRAINING MANUAL

*OmniUpdate Web Content
Management System
v8.1*



El Camino College
Staff Development
310-660-3868

Course Topics:

Section 1: OU Campus Overview and Login

Section 2: Using OU Campus and File Management

Section 3: Uploading Files, Inserting Images, and Inserting Links

Section 4: Adding Links to Side Navigation Menu

Section 5: Publishing Web Pages and ECC Web Page Guidelines

Section 6: FAQs and Troubleshooting

Section 1 – OU Campus Overview

OU Campus is a web content management system designed to make it easy for you to update pages on your campus web page directly, using only a web browser and the OU Campus WYSIWYG web page editor.

Log into OU Campus

To access the OU Campus Login page browse to your web page on the El Camino website then click the "**last updated**" date stamp at the bottom of the page, which appears as follows: **Last Updated On: 1/6/08**.

1. Type in the **Username and Password** you were given by the Administrator.
2. Click the **Login** button to open the OU Campus interface.

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** at webdeveloper@elcamino.edu to have it reset.

Once you log in, your web page will display in **OU Campus**.

Section 2 – The OmniUpdate Interface

The OmniUpdate interface encompasses every aspect of the system with which a user is presented within the application in the browser. The interface functions appear in a top-down fashion. The top of the interface consists of tabbed divisions, each tab fulfilling a specific role. The main tabs are as follows:



Dashboard

The Dashboard facilitates your account inbox and outbox as well as the ability to compose messages. It also shows current projects (pages checked out to you) and general user settings and preferences.

Content

The Content is the most used part of OmniUpdate. It consists of primary functions required whenever editing pages, including: editable web pages with views to both the staging server and production server, recent saves, and recent publishes.

*For Version 8.0, the Content tab replaces the Page Editor tab and File Manager tab found in Version 7.0. The Content tab allows for a more seamless approach to manage your site.

Admin

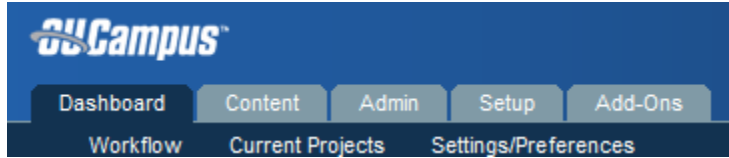
Only accessible to Level-9 and Level-10 users, the Admin tab facilitates the oversight of all workflow processes, including: checked out pages (all users), pending approvals, and scheduled file actions.

Add-Ons

The Add-ons facilitate any tools that have been added to OmniUpdate outside of what OmniUpdate supports -- tools such as Google Analytics.

Dashboard

The Dashboard facilitates your account inbox and outbox as well as the ability to compose messages. It also shows current projects (pages checked out to you) and general user settings and preferences.



Workflow

The Workflow facilitates your account inbox and outbox as well as the ability to compose messages.

To access the Workflow, click on the Workflow tab.

Current Projects

Current Projects displays a list of all the pages currently checked out (to you). You can edit, preview, and check in files, pass files on to the approval/publish system, and more.

To access the Current Projects, click on the Current Projects tab.

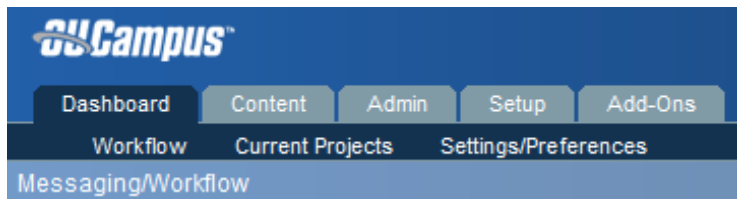
Settings/Preferences

Settings/Preferences allows you to edit your user information such as your password, external e-mail address, and contact phone number. It also lists what user level you are and who your approver is, if your work requires approval prior to publication.

To access the Settings/Preferences, click on the Settings/Preferences tab.

The Workflow Tab

The Workflow facilitates the tracking of web pages sent to you for approval, the tracking of web pages sent to other users for approval, and the ability to send and receive messages.



Inbox

The inbox is similar to a standard e-mail inbox. Files awaiting approval and general messages sent to a users account are read and acted upon.

To access the inbox, click on the Inbox tab.

Outbox

Pages a user has submitted to other users are listed and tracked in the outbox.

To access the outbox, click on the Outbox tab.

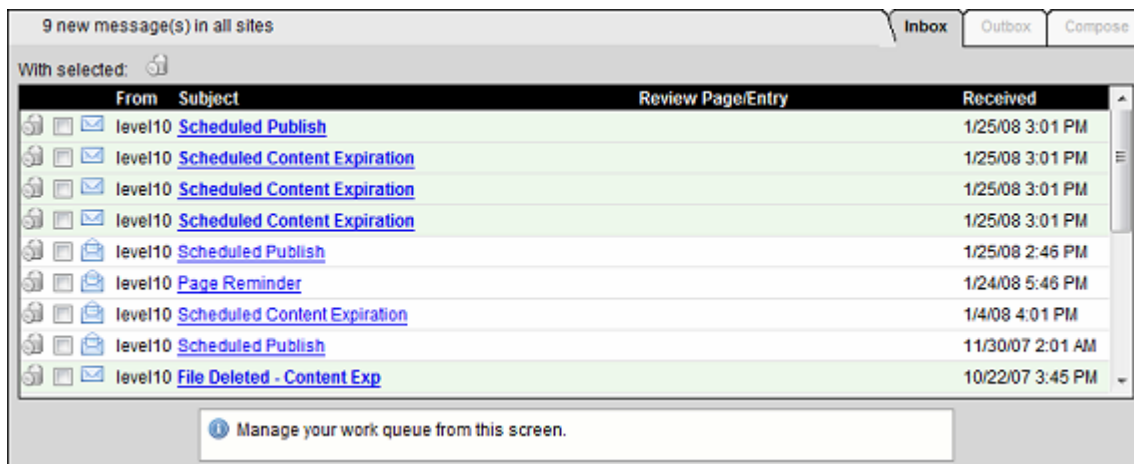
Compose

By composing a message, users are able to communicate with each other within the application.

To compose a message, click on the Compose tab.

Inbox

The inbox in the Workflow area is used to list all internal messages in the application. Click a page subject to display a menu used to approve, decline or edit the page. (Please note that Level 0 "Reviewers" cannot edit files.) You may also reply to or delete the message when viewing a message's contents.



Message Status

- New Message
- Message Read
- Pending Message

Outbox

The outbox under the Workflow area is used to track jobs in the approval or workflow process. Once jobs have been approved they will be flagged as "Approved" and may be deleted from a user's outbox.

9 new message(s) in all sites



Inbox Outbox Compose

With selected: 1

Status	Approver	Page/Entry Submitted	Date Submitted	Action Date
Declined	level0	/athletics/index.shtml	9/28/06 10:12 AM	7/13/07 11:55 AM
Declined	level0	/athletics/index.shtml	9/28/06 10:10 AM	7/13/07 11:55 AM
Approved	level9	/academics/index.shtml	5/15/06 3:16 PM	5/15/06 3:17 PM
Declined	level4	/academics/engineering.shtml	4/24/06 4:49 PM	5/18/06 4:14 PM
Declined	level4	/z-breadcrumb.html	4/21/06 9:26 AM	4/21/06 9:28 AM
Declined	level4	/registration/dates.shtml	4/20/06 3:05 PM	5/18/06 4:15 PM
Declined	level4	/academics/history.shtml	4/20/06 3:04 PM	4/20/06 3:04 PM
Declined	level4	/academics/math.shtml	4/20/06 3:02 PM	4/20/06 3:04 PM

Manage your work queue from this screen.

Message Status

-  Approved
-  Declined

Compose Message

The Compose Message button under the Workflow area is used to exchange messages between users within the application. By default, the "Send to External Account?" checkbox is checked. This will allow you to send e-mails to someone's external account, as long as the user receiving the message has an e-mail address on file. If no e-mail address is on file, it will send your message within OmniUpdate only.

0 new messages

Inbox Outbox **Compose**

With selected: 1

To:

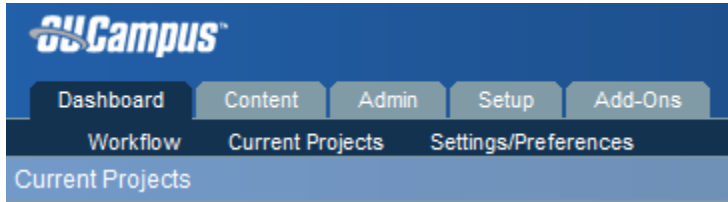
Subject:

Send to external account?

Manage your work queue from this screen.

Current Projects

The Current Projects button displays a list of all the pages currently checked out to you.



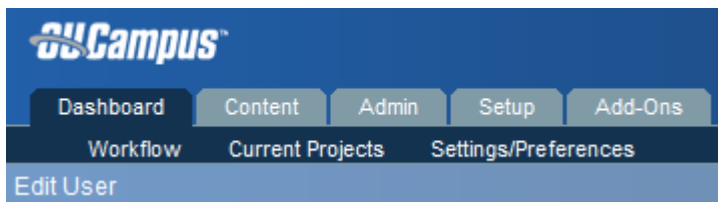
Here you can edit, preview, check in, or pass files on to the approval/publication system. Any time you are about to leave OmniUpdate, you should come to this page to view all files that you currently have checked out and check them in unless you are certain you will be returning shortly (if someone else needs to update the page and you are out of the office, that person will be unable to update the page while you have it checked out; they will have to contact the system administrator to have the file checked in manually). This page is also helpful when you may be working on a large site with multiple files and directories as you can easily choose a file to edit rather than navigate through the directories.

Type	Name	Checked Out	Edit	Review	Publish	Admin	File
	/z-leftnavigation.html	5/13/08 5:01 PM					

Settings/Preferences

Edit User

The Settings/Preferences button allows you to edit your user information such as your password, external e-mail address, and contact phone number. It also lists what user level you are and who your approver is, if your work requires approval prior to publication. If applicable, you may configure OmniUpdate to use LDAP login procedures.



OmniUpdate User Information

Username: Use only 4-32 letters, numbers, and underscores

Password: 9999 characters allowed

First Name:

Last Name:

E-Mail: Approval messages, reminders, etc. will be sent here.

Phone:

User Restrictions

User Level: ⓘ

Approver: Approver can be overridden per page.

Toolbar: Toolbar can be overridden per page.

LDAP Login Information

Auth Type: SSL requires certificate installation.

Hostname: Hostname or IP address of your server.

DN: User's unique identifier.

ⓘ For help with this screen, see [the user setup documentation](#).

Username:	The user name for this new user (use only 4-32 letters, numbers, and underscores).
Password:	May be up to 32 characters long (case-sensitive).
First Name:	First name of this user.
Last Name:	Last name of this user.
E-mail:	Necessary for approval messages, reminders, etc. Users that do not have this filled in will cause errors to be generated when others attempt to send files to that user.
Phone:	Viewable and editable by site admin only.
User level	The level of access (0-10) this user has in the OmniUpdate system.
Approver:	The user in the system who, by default, must approve pages for this user. The user approver setting can be overridden by individual page settings.
Toolbar:	"None" provides this user with the default toolbar for their privilege level. By selecting a toolbar group in the drop-down menu, the administrator assigns a customized version of the toolbar (see toolbar group). Toolbar can be overridden per individual page or region on a page.
Auth Type:	Choose which ever type of secure login method your LDAP server uses.
Hostname:	Hostname of your LDAP.
DN:	Full and complete DN. May look something like this: "cn=myusername,cn=Users,dc=example,dc=com".

Content

The Content tab is the most frequently used tab within OmniUpdate. Here users have access to primary functions they'll use when editing pages.



Pages

This button displays the list of editable web pages. The list of editable web pages includes a comprehensive set of functions that can be performed on any page. Available functions are dependent upon your authority level.

To view all pages, click on the Pages button.

Recent Saves

This button displays a list of pages which have been updated, indicating the time, date, and user by which each page was last saved. For more detailed information regarding all the specific changes made to any file, click the Log button next to any file in the list.

To view all recent saves, click on the Recent Saves button.

Recent Publishes

This button displays a list of pages which have been published to the live site, indicating the time, date, and user by which each page was last published. For more detailed information regarding all the specific changes made to any file, click the Log button next to any file in the list.

To view all recent publishes, click on the Recent Publishes button.

Editable Web Pages

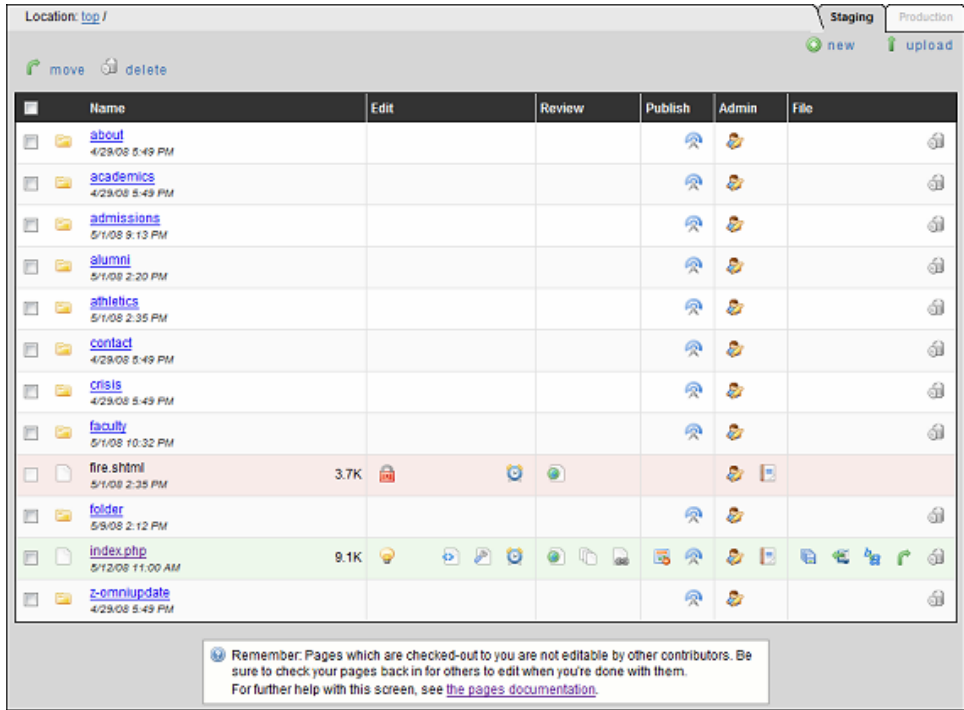
Pages view

To see a list of files available for editing in this site, click the Pages button.



Here you will be able to make changes to a page, from its content to the page properties (those with appropriate user levels of course). You also have the ability to control file modification, creation, deletion,

et cetera, from this one central area. Action items are now grouped into categories depending on what is currently being done to the file. You have the options to Edit, Review, Publish, and Approve files. Finally, you are able to move or delete multiple files at the same time by selecting the checkbox before the file name and making the desired change.




















All icons in the Pages list



Description of icons in the pages list

Name	
index.shtml	Edit Web Page Pages tagged with multiple editing areas will require you to pick an editing region.
2.3K	Size of File Size automatically converted to KB, MB, or even GB.
5/1/08 5:58 PM	Date and Time of Last Save
Edit	
	Check this page out
	Check this page in Viewable only on pages current user has checked out.
	File is already checked out by another user <i>Seen when another user already has the file checked out.</i>
	Page is pending approval by another user




	Add / Edit RSS <i>Optional Feature:</i> Allows you to write to an RSS News Feed; page must be assigned to a news feed. To learn about adding RSS, please contact your OmniUpdate sales representative.
	Edit HTML or Page Areas in HTML code Allows you to modify the HTML of the region of the page currently being edited. <i>Only available to Level-8 users and above.</i>
	Edit Page Properties Edit page title, meta tags like description, content, etc. <i>Only available to Level-5 users and above.</i>
	Schedule Reminder Schedule a reminder for this page at a later date and time.
Review	
	Preview web page See how the web page will appear in the browser you are utilizing.
	Compare page to last published version <i>Optional Module:</i> Allows you to compare the page, using color-coded text, from how it looked before editing to how it looks after. To learn about adding the Compare feature, please contact your OmniUpdate sales representative.
	Check Links Checks the links on this page for validity.
Publish	
	Schedule Page for Publishing Files you have access to publish can be scheduled for publishing.
	Expiration Set this page to expire at a future date and time.
	Publish Publish page to production server, making it live.
Admin	
	Assign editing access for this page (or folder) Users can only update pages they belong to. <i>Only available to Level-8 users and above.</i>
	View Page Log Displays a list of who has edited this page and when.
File	
	Backup file Commit a new copy of this file to the versioning system.
	Revert File Reload file on staging server to when last published to production server.
	Rename File Rename file on both production and staging servers.
	Move File Move file from one folder to another. Move will affect file on both production and staging servers.
	Delete File Delete file on both production and staging servers.

Toolbar








The 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 and a brief explanation of what they provide. Keep in mind that the site administrator can remove items and provide you with a limited toolbar.



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 cut a portion of the document, highlight the desired portion and click on the "Cut" button (keyboard shortcut - CTRL+X). |
|  | Copy | To copy a portion of the document, highlight the desired portion and click on the "Copy" button (keyboard shortcut - CTRL+C). |
|  | Paste | To paste a portion that has already been cut (or copied), click on the location where you want to place the desired text on the page and click on the "Paste" button (keyboard shortcut - Ctrl+V). |
|  | 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 other text. |

Undo Redo Functions

- | | | |
|---|-------------|--|
|  | Undo | Click on the "Undo" button to undo changes you have done one-by-one. |
|  | Redo | Click on the "Redo" button to redo changes you have undone and want back in place. |

Spell Check Function

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



Spellchecker

You will be taken to the first incorrectly spelled word. You can then choose to:

- Change the incorrectly spelled word with the suggested words provided
- Ignore the incorrectly spelled word (i.e. not make any changes to it).

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*.



Underline

Turns selected text into underlined text. **Please note that underlined text usually means that a word or phrase is a link to another web page. In this case however, the underline formatting does not create a link (to create a link, see the "Insert/Edit Link" Button below).**



Strikethrough

Turns selected text into ~~strikethrough text~~.

List and Indent Functions



Unordered list

Turns the selected text into an bulleted list. Example:

- Apples
- Oranges
- Bananas



Ordered list

Turns the selected text into a numbered list. Example:

1. The first subject is...
2. Next I'd like to point out that...
3. Finally we can see that...



Outdent

To decrease the indent of a paragraph, click on the "Outdent" button. Each consecutive click will move text further to the left.



Indent

To increase the indent of a paragraph, click on the "Indent" button. Each consecutive click will move text further to the right.

Script Functions



Superscript





Turns selected text into ^{superscript text}.







Subscript

Turns selected text into _{subscript text}.



Alignment Functions

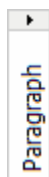
	Align left	Moves all selected text to the left.
	Align center	Centers all selected text.
	Align right	Moves all selected text to the right.
	Align full	Moves all selected text to the left and the right.

Link Tools

	Insert/edit link	<p>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. Target window information (optional) and an anchor name (if linking to an anchor - optional) can also be supplied.</p> <p>When finished, click on the "Insert Link" button to insert the hyperlink 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.</p>
	Create or modify a mailto link	<p>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.</p>
	Unlink	<p>Select in the hyperlink and click on the "Unlink" button to remove a hyperlink</p>
	Insert/edit anchor	<p>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.</p>

Font Properties

	Font Family	<p>This button displays a drop-down list of the standard fonts recognized by most web browsers. To change the font of existing text, select the text and choose a font from the drop-down list. To start typing new text with a specific font, click on the cursor at the position where you want to begin typing, select a font from the drop-down list, then begin typing. To use a font that is not available in the list, choose "Custom..." and a pop-up screen will request the new font's name. Keep in mind that custom fonts may not be available for display in all browsers.</p>
	Font Size	<p>This button changes the size of any selected text. Size 1 is the largest, 3 is in the middle, and 7 is the smallest. To start typing new text with a specific font size, click on the cursor at the position where you wish to begin typing, select a size from the drop-down list, then begin typing.</p>



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 any selected text. The styles available are set by the system administrator.

Text Properties



Select text color

This button sets the color of any selected text. There are 216 color choices. To start typing new text with a specific font color, click on the cursor at the location where you want to begin typing, select a color from the drop-down list, then begin typing.



Select background color

This button sets the background color of any selected text. There are 216 color choices.

Insert Images/Media



Insert/edit image

Insert or Edit an image.



Insert/edit embedded media

Insert or Edit embedded media.

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
.



Insert custom character

To insert a special character, click on the "Insert Special Character" button.

A pop-up window will appear with a list of special characters. Click on the button of the character to insert into your web page. If you know the HTML and numeric equivalent, you can also enter that into the pop-up.



Cleanup messy code

The "Cleanup messy code" button removed extraneous tags as well as adds appropriate ending tags where necessary. This helps with cross-browser functionality as well as good general practice.



Toggle guidelines/invisible elements












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








Edit HTML Source

The "Edit HTML Source" button take you to the HTML Source Editor so that you can edit the HTML source code.

Table Tools

-  **Inserts a new table** To insert a table, select the desired location, then click on the "Insert Table" button. 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 and Border - border around cells. Fill in table details, then click on the "OK" button to insert table, or click on "Cancel" to go back to the editor.
-  **Table row properties** Here you can edit the alignment, background color and several other properties.
-  **Table cell properties** Here you can edit the alignment, background color and several other properties.
-  **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.

Form Tools

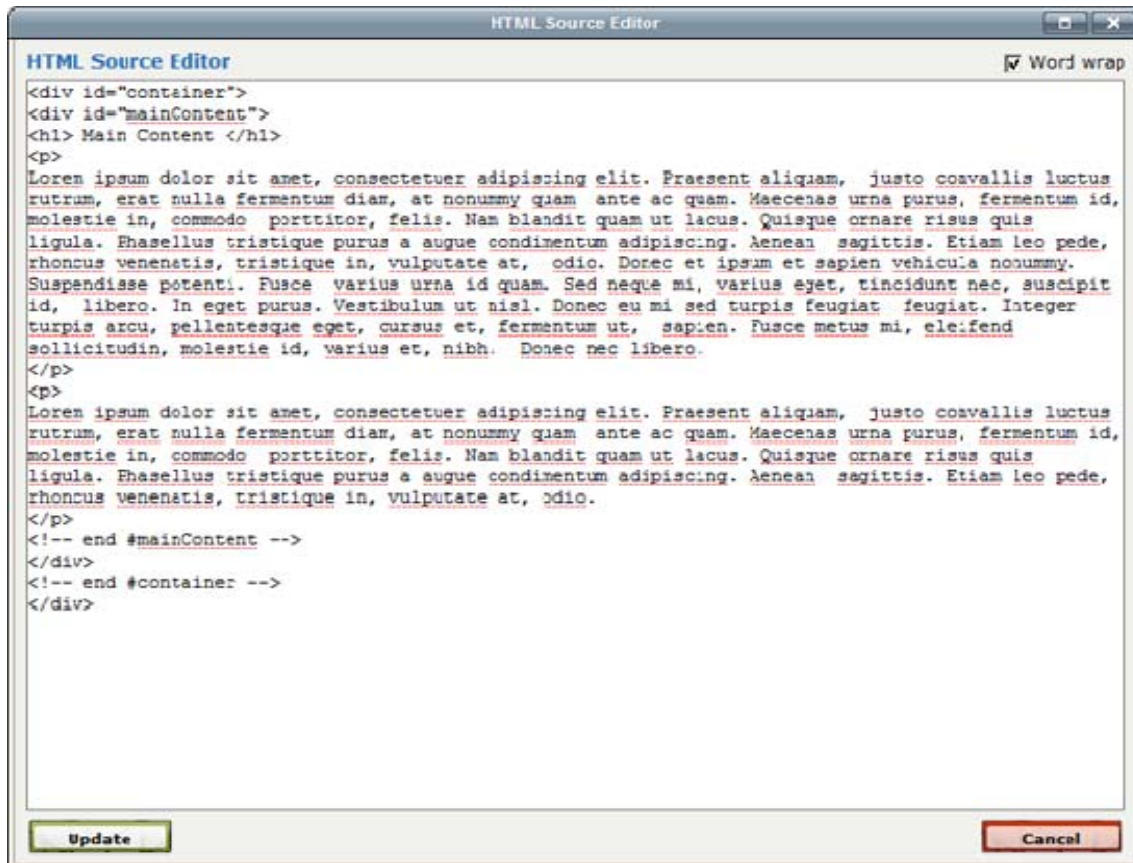
-  **Inserts/Modify a form** Allows you to create or edit your form. When creating a new form, you will be able to set all attributes needed for your form to function properly.
-  **Insert/Modify input element** Allows you to insert or modify input field such as checkboxes, buttons, or events.
-  **Insert/Modify section element** Allows you to insert or modify selection drop down elements.
-  **Insert/Modify text area element** Allows you to insert or modify text area elements.
-  **Delete form** Highlight the form for deletion and click on the "Delete Form" button.

HTML Source Editor


If the HTML function is enabled on your WYSIWYG Toolbar you will have the ability to edit the HTML source code of for the editable region of a page. Click on the HTML button and you will be taken to the HTML Source Editor page.



Make the changes as you wish and click on the "Update" button. If you have made changes that you do not want to keep, click on the "Cancel" button and your changes will not be saved. There is also an option for you to "Word Wrap" so that long lines of code are easily legible and there is no need to scroll to the left and right.



Page Properties

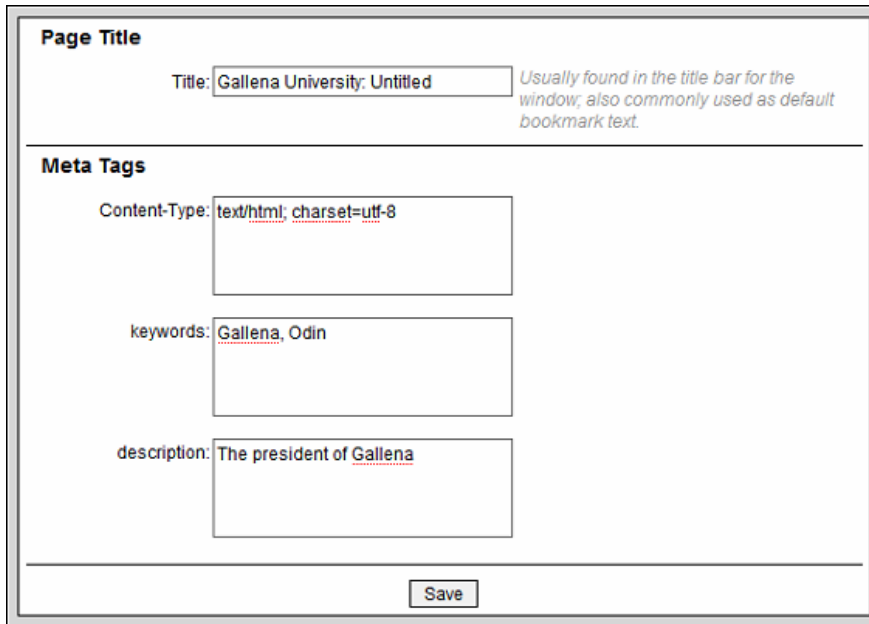
There are two ways to edit the properties of your page: either by editing the source code for your page or by clicking the "Page Properties" icon: 

Editing Page Properties

The "Page Properties" screen, allows you to update any meta data that has been defined on your page. These editable properties are defined in the template for your pages. Your administrator has control over what properties are available to users. When a page is checked out, or immediately after saving a page, click the Page Properties icon to open the Properties screen. Then, simply edit the properties by typing directly into the properties fields, then click "Save".

Example

The following is an example of what the Page Properties screen could look like. Remember the properties available on your pages may be very different, and may include many more meta fields:



The screenshot shows a form titled "Page Properties" with three main sections: "Page Title", "Meta Tags", and a "Save" button. The "Page Title" section has a text input field containing "Gallena University: Untitled" and a descriptive note: "Usually found in the title bar for the window, also commonly used as default bookmark text." The "Meta Tags" section contains three text input fields: "Content-Type" with "text/html; charset=utf-8", "keywords" with "Gallena, Odin", and "description" with "The president of Gallena". A "Save" button is located at the bottom center of the form.

Title: What the title of the page will be.

Content-Type: Indicates the Internet media type of the message content. Common uses are "text/plain", "multipart/mixed", or "image/jpg"

Keywords: This attribute is used by search engines to help determined if your site is relevant to the search being completed.

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.


Schedule

Schedule Reminders

To schedule a reminder, click the access icon: . You will then be given the screen below to choose between scheduling a reminder or setting a stale page reminder.

Schedule Reminder

Stale Reminder

 You can set up one schedule reminder and/or one stale reminder on this page. Check the checkbox to schedule or uncheck to cancel.
For help with this screen, see [the Editable Web Pages Documentation](#).

A page can be scheduled to remind you to take action in the future. Users must first select a date, then an hour. Optional items include a minute (in 15 minute increments). An optional notification email that you create will be sent to you on the set date and time.

Schedule Reminder

Date: << Dec 2008 >>

S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Choose a date

Hour:

Minute:

Repeat every:


To:

Subject:

Contents:

Send to email? Checking the box sends the message to both your OU Inbox and your external mail account.

Stale Reminder

 You can set up one schedule reminder and/or one stale reminder on this page. Check the checkbox to schedule or uncheck to cancel.
For help with this screen, see [the Editable Web Pages Documentation](#).

Stale Reminder

Stale Reminders allow you to set the system to automatically send you an email when a certain page has not been updated for a set amount of time. Simply select the time period and fill out an optional external notification email that will be sent to you when the page has been stale for the set amount of time.

NOTE: The stale page reminder checks from the last published date and time, not the date and time that the stale reminder was set.

Schedule Reminder

Stale Reminder

Last Publish: 11/25/08 4:34 PM

Stale for:


To:

Subject:

Contents:

Send to email? *Checking the box sends the message to both your OU Inbox and your external mail account.*

Add New Reminder

 You can set up one schedule reminder and/or one stale reminder on this page. Check the checkbox to schedule or uncheck to cancel.
For help with this screen, see [the Editable Web Pages Documentation](#).

To change the scheduling for any file, go to Admin > Scheduled Actions.

Preview

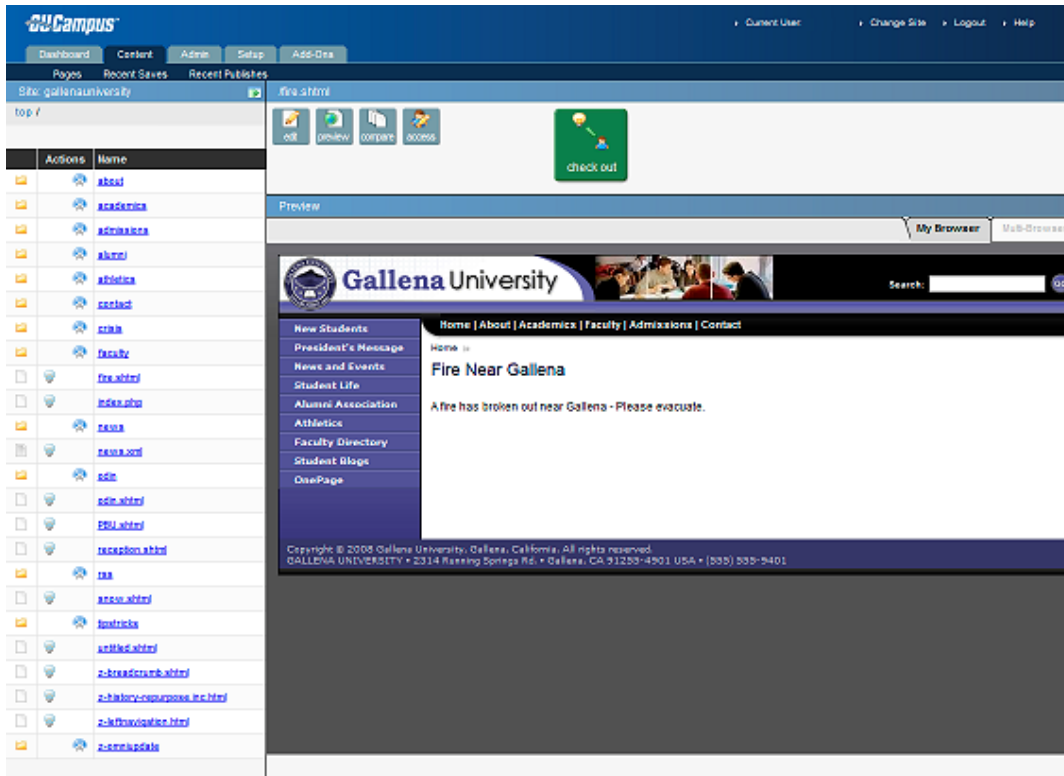
Pages can be previewed prior to publishing, both in your browser, and in other browsers running on other platforms. Immediately after editing and saving any page, a rendered preview is displayed in your browser, with the option to see a preview in other browsers. You can also preview any page at any time by clicking on the "Preview" icon next to any file displayed within the "Content" tab. The rendered preview of a page will display all graphics and server-side includes. Other server-side scripting code will not be displayed in "Page Preview" mode.

Page Preview



Simply edit any page, then click save in the editor and you'll be presented with a preview of the page. Additionally, you can click the "Preview" icon associated with any page in the list of "Pages" by within the "Content" tab.

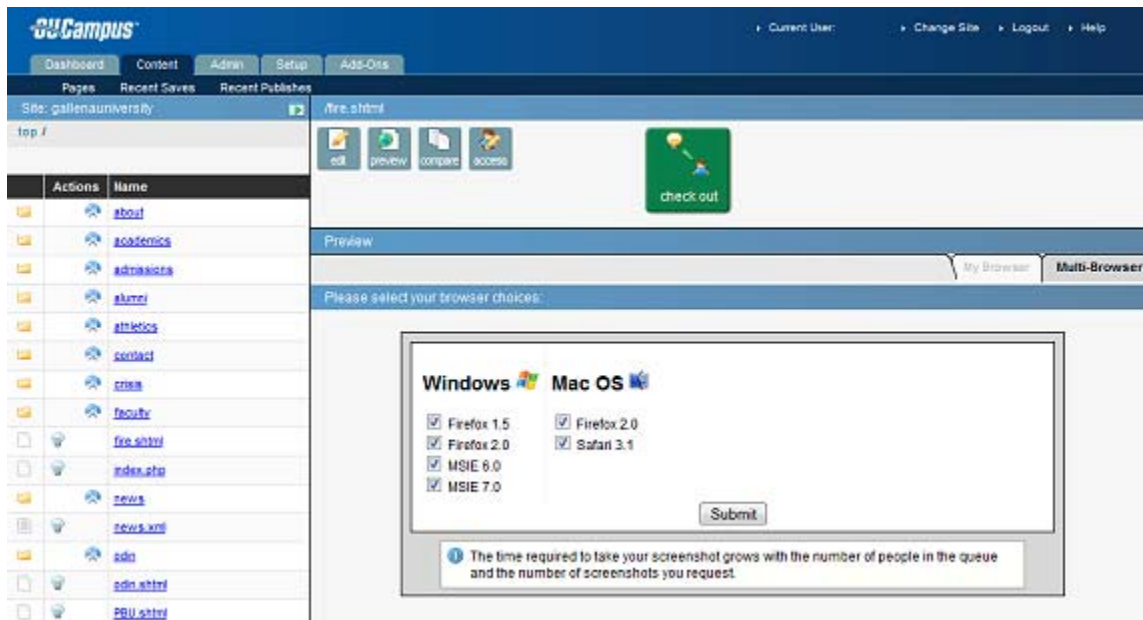
My Browser



The default of any Page Preview is to render the page in your browser. Note the tabbed interface in the upper right corner area of the preview window with "My Browser" active.

If the page is not checked out, and you have editing rights for the page, you will be presented with the option to "Check Out" the page for editing.

Multiple Browsers



Clicking the "Multi-Browser" tab in the upper right corner of the preview window switches to the multi-browser preview mode. Simply select/unselect the browser you don't care to preview your page with, then click "Submit".

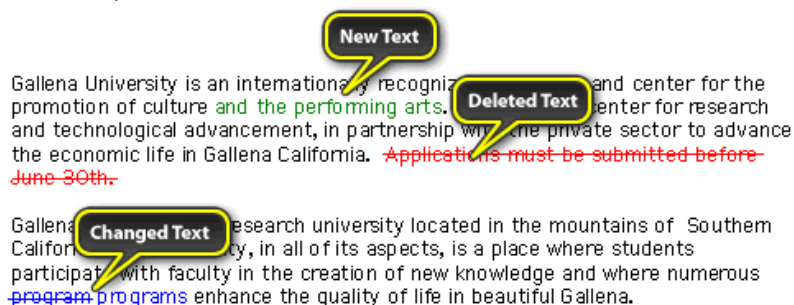
A new window or tab will appear showing the status of your request and will auto refresh every 10 seconds until the process is completed. This process can take a few minutes as it completes your request and creates screenshots of the page in the different browsers you selected. When completed, thumbnail images of your page will appear showing you what the page will look like in the selected browsers. Just click on the thumbnail image to view the screenshot, then click again if desired to see your page rendered life-size.

Compare

Compare proposed page changes to the last published version of the page, or to any prior version that has been backed-up to the versioning archive.


Document Comparison allows you to see the text changes that have been made to a page with color coding and strikethrough notations. **Green colored text** indicates new content, **blue strikethrough text** indicates that text has been replaced (the replaced text follows the original text and is also colored blue), and **red strikethrough text** indicates content that has been eliminated from the page.

For example:

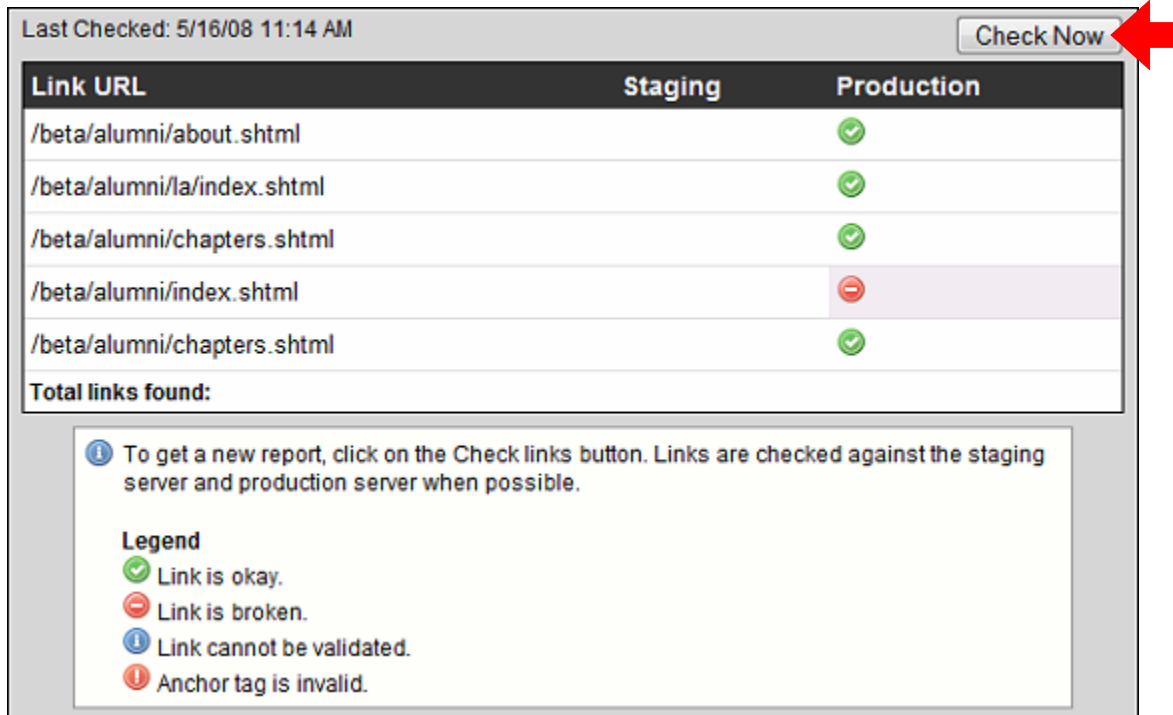



NOTE: the pop-up annotations are only shown to clarify the example screenshot.






Link Checking

Link Checking will scan your page for all URLs and test to see if they are valid. This "Check Links" function can be found in two different locations: within the Content Tab , or in the Page Actions Toolbar you see every time you save a page you've just edited.


Simply click the "Check Links" icon, and OmniUpdate will check all links on the page and list the URLs that were found. The legend at the bottom of the page explains the meaning of each icon.







Last Checked: 5/16/08 11:14 AM Check Now 

Link URL	Staging	Production
/beta/alumni/about.shtml		
/beta/alumni/la/index.shtml		
/beta/alumni/chapters.shtml		
/beta/alumni/index.shtml		
/beta/alumni/chapters.shtml		

Total links found:

 To get a new report, click on the Check links button. Links are checked against the staging server and production server when possible.

Legend

-  Link is okay.
-  Link is broken.
-  Link cannot be validated.
-  Anchor tag is invalid.


It's important to know that **you must click the "Check Now" button** to invoke the link check function. The reason is, this is a function that can work in the background while you do other things. Should you want, you can click the "Check Now" button, then edit page properties, view previews or take other actions while you're waiting for the link checking to complete.

"Link is broken" refers to pages and files being directly linked to. "Link cannot be validated" refers to items such as mailto links which cannot actually be verified (for example the e-mail address cannot be validated that it exists).

Backup

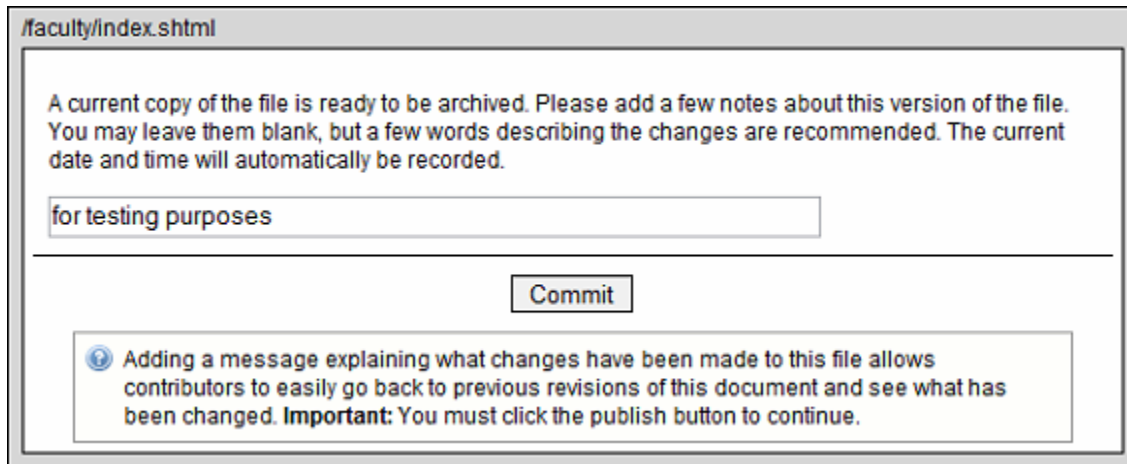
Although a unique version of a page is saved in OmniUpdate's automatic version control system every time a page is "Published", users can also create a version or "Backup" at any time. For example, after editing and saving a page several times, a user may wish to create a permanent version or backup of their page before moving on with further edits. The "Backup" function is used for this purpose.

The Backup Button

Click the "Backup" button to create a new version of a page in OmniUpdate version control system. The "Backup" button can be found in two areas of the system. The page must be checked-out to enable the "Backup" button. The "Backup" button can be found in file list found at Content > Pages , and in the Page Actions Toolbar.

The Backup Action

Clicking the "Backup" button will prompt the user to enter a message for the version control system.




`/faculty/index.shtml`

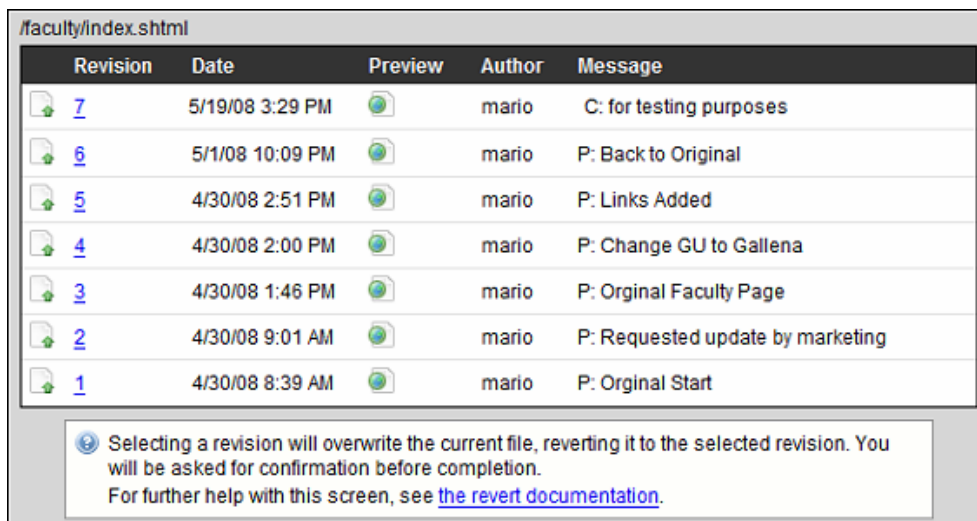
A current copy of the file is ready to be archived. Please add a few notes about this version of the file. You may leave them blank, but a few words describing the changes are recommended. The current date and time will automatically be recorded.

for testing purposes















Commit


 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. **Important:** You must click the publish button to continue.

This message will be listed as a help to anyone who attempts to "Revert" the page at a later date.



`/faculty/index.shtml`


Revision	Date	Preview	Author	Message
 7	5/19/08 3:29 PM		mario	C: for testing purposes
 6	5/1/08 10:09 PM		mario	P: Back to Original
 5	4/30/08 2:51 PM		mario	P: Links Added
 4	4/30/08 2:00 PM		mario	P: Change GU to Gallena
 3	4/30/08 1:46 PM		mario	P: Orginal Faculty Page
 2	4/30/08 9:01 AM		mario	P: Requested update by marketing
 1	4/30/08 8:39 AM		mario	P: Orginal Start

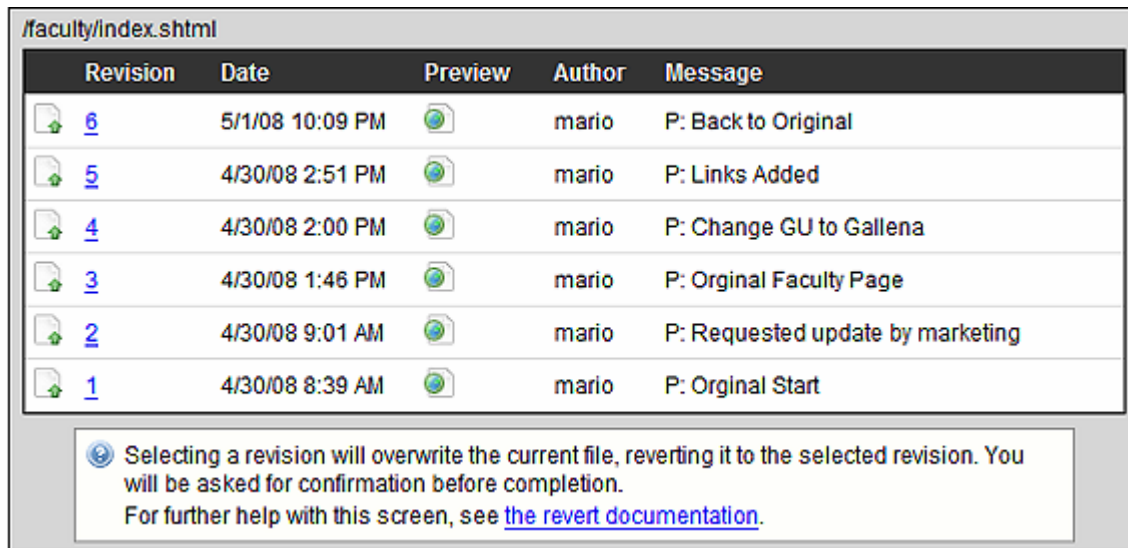
 Selecting a revision will overwrite the current file, reverting it to the selected revision. You will be asked for confirmation before completion. For further help with this screen, see [the revert documentation](#).













Revert


Revert allows you to restore any previously published version of a page, or include file that could affect multiple pages.

Revert List

Every time you publish a page, OmniUpdate creates a special copy of the page, a version that is stored in a special way that allows you to "revert" should you need to for any reason. To view the list of all versions of a page, check out the page, then click the revert icon .



Revision	Date	Preview	Author	Message
 6	5/1/08 10:09 PM		mario	P: Back to Original
 5	4/30/08 2:51 PM		mario	P: Links Added
 4	4/30/08 2:00 PM		mario	P: Change GU to Gallena
 3	4/30/08 1:46 PM		mario	P: Original Faculty Page
 2	4/30/08 9:01 AM		mario	P: Requested update by marketing
 1	4/30/08 8:39 AM		mario	P: Original Start

 Selecting a revision will overwrite the current file, reverting it to the selected revision. You will be asked for confirmation before completion.
For further help with this screen, see [the revert documentation](#).

A list of previous versions are numbered, dated, and if a message was left at the time the page was published, these messages are listed as well. Representative icons indicates whether the version was created by a standard "publish" action, or by a scheduled publish action, or through a manual "Back Up" action.

Reverting a Page


After deciding which version you'd like to revert back to, simply click the version number, then click "Yes". The selected version has now become the current version of the page on the staging server. You can now edit this page, or publish it to make it the live version on your website.

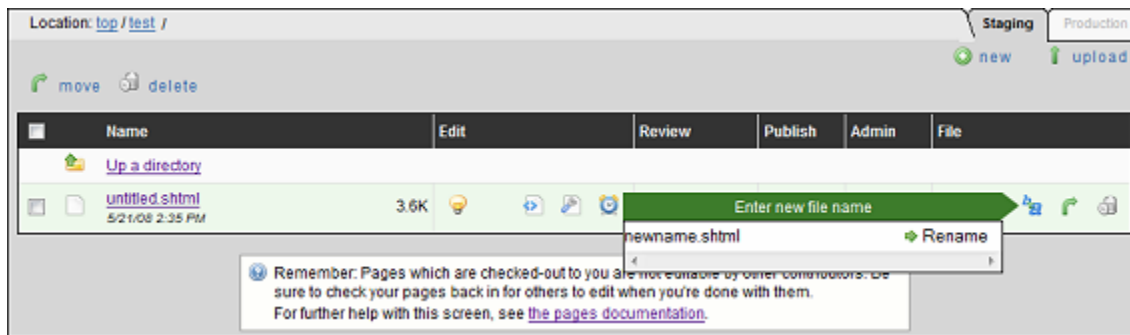
Note: After reverting a file, you must publish the file to make it live on the production server. Simply reverting the file does not publish the file without your explicit permission. Should the user or individual file require approval, the file will be passed along the intended approval path before it can be published.

Rename File

Only users assigned to levels 8, 9, and 10 can rename files, and level 8 can only rename files to which they are assigned access rights.

Renaming a File

To rename a file, simply click the Rename icon  shown in the file list found by navigating to Content > Pages. After clicking the Rename icon, a dialog appears on the screen showing the current name of the file. Select the file name by clicking and dragging over the name itself, then type the new name for the file and click "Rename".




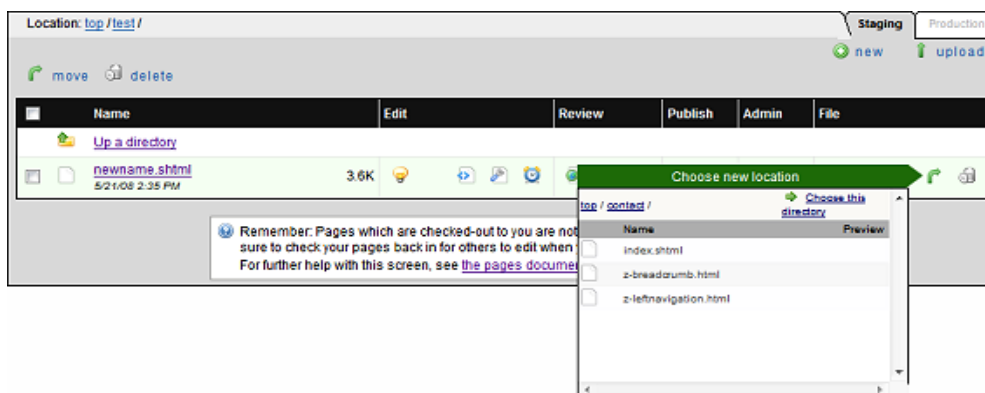
Please note that renaming a file changes its name on both the staging and production server.

Move File

The Move File function allows for the moving of one or more files at a time. Only users assigned to levels 8, 9, and 10 can move files, and level 8 can only move files to which they are assigned access rights. It's also important to note that moving files and folders will move them on both the staging and production servers.

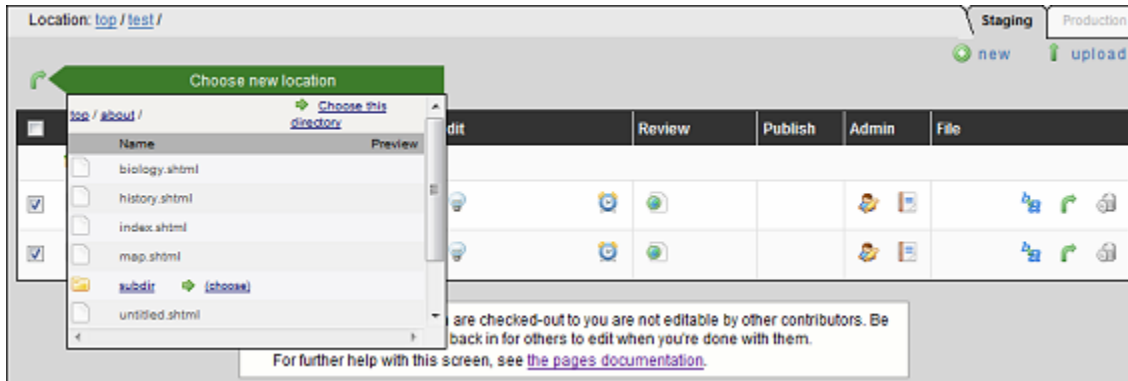
Moving a Single File

To move just one file, simply navigate to Content > Pages, and click the move icon  associated with the desired file. A dialog will appear asking you to "Choose new location" for the file. Navigate the list of directories until you find the desired location. You may either click the directory and view the contents of that directory, or click "Choose" next to the directory name. To move any file to the root directory, simply click "top" then "Choose this directory" in the top right corner of the dialog.



Moving Multiple Files


To move more than one file at the same time, select the files you want to move using the check boxes found to the left of each file, then click the move button near the top of the window. A dialog appears asking you to "Choose new location" for the file. Navigate the list of directories until you find the desired location, then click "Choose" next to the directory name. To move the selected files to the root directory, simply click "top" then "Choose this directory" in the top right corner of the dialog.

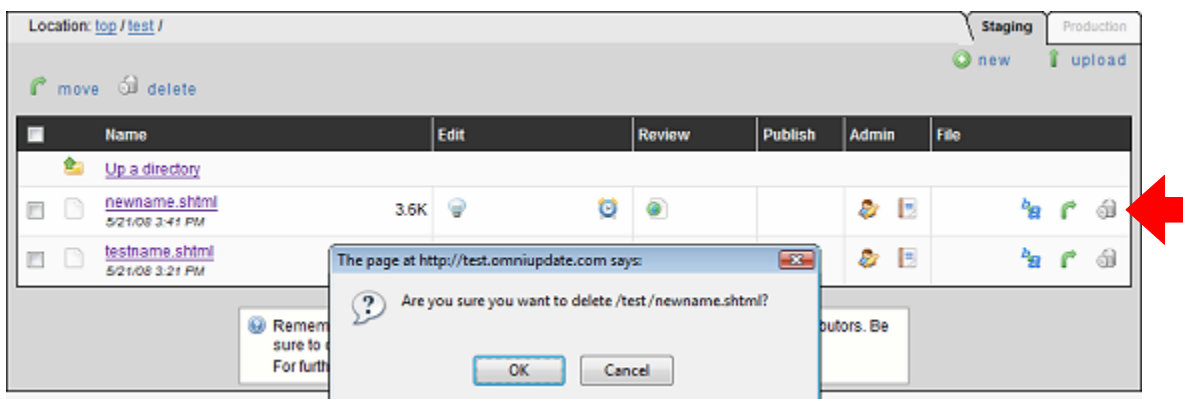


Delete File or Directory

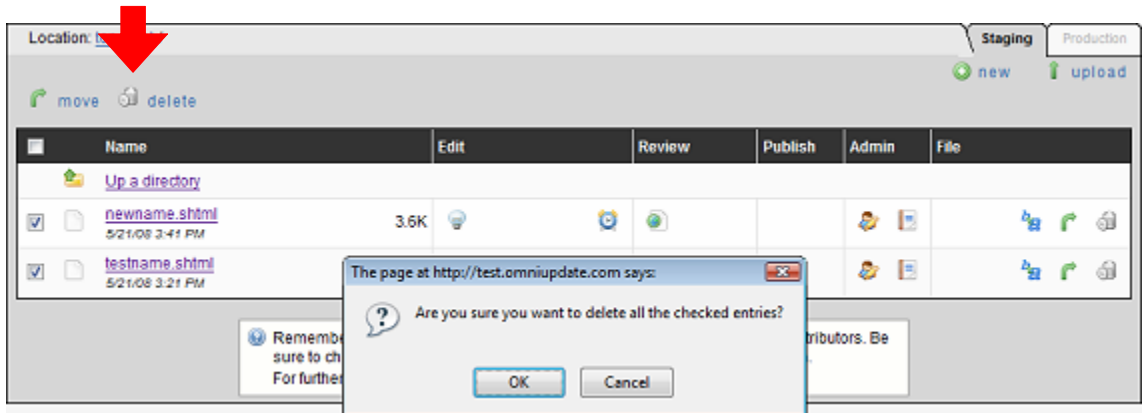
Only users assigned to levels 8, 9, and 10 can delete files and directories, and level 8 can only delete files and directories to which they are assigned access rights. It's also important to note that deleting files and directories will delete them from both the staging and production servers.

Delete File

To delete a file, simply navigate to Content > Pages, and identify the file you'd like to delete. Deleting a file will delete it from both the staging and production servers. Click the delete button  associated with the file in the far right column. A pop-up message appears asking if you're sure you want to delete the selected file. Click "OK" and your file will be deleted.

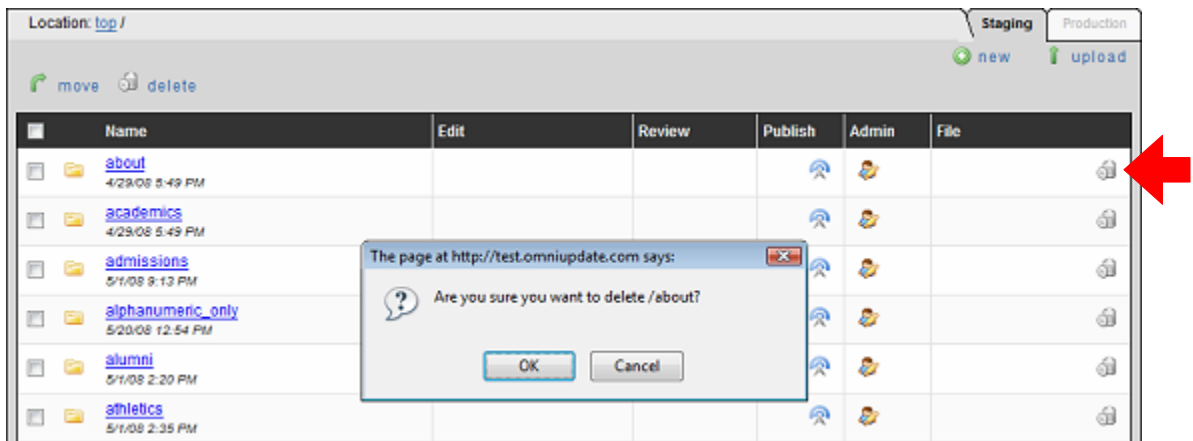


To delete multiple files simultaneously, check the appropriate checkboxes next to each file in the leftmost column, then click the delete button at the top of the list. Confirm the deletion by clicking "OK" and your files will all be deleted.

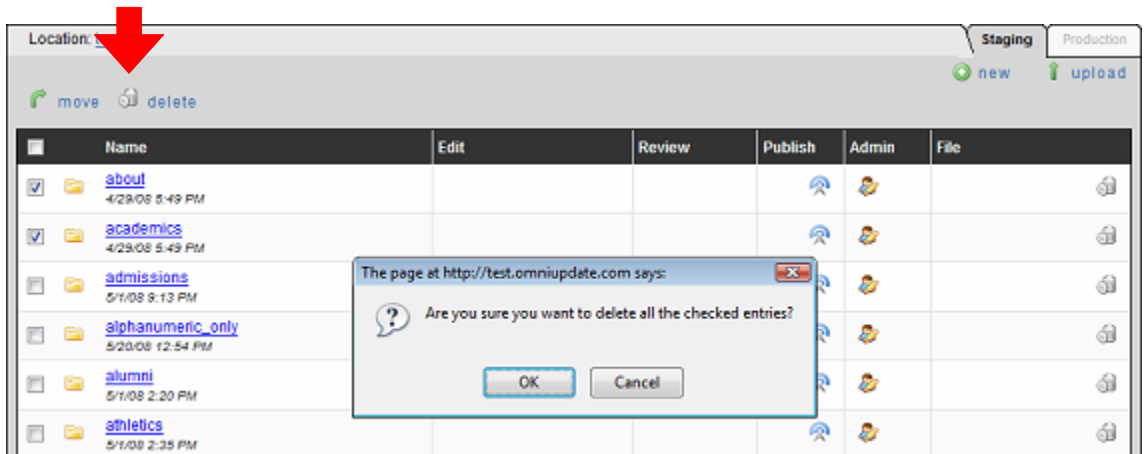


Delete Directory

To delete a directory, repeat the same steps used to delete a file. Deleting a directory will also delete all contents within the directory on both the staging and production servers. Simply navigate to Content > Pages, and identify the directory you'd like to delete. Click the delete button associated with the directory in the far right column. A pop-up message appears asking if you're sure you want to delete the selected directory. Click "OK" and your directory will be deleted.



To delete multiple directories simultaneously, check the appropriate checkboxes next to each directory in the leftmost column, then click the delete button at the top of the list. Confirm the deletion by clicking "OK" and your directories and their contents will all be deleted.

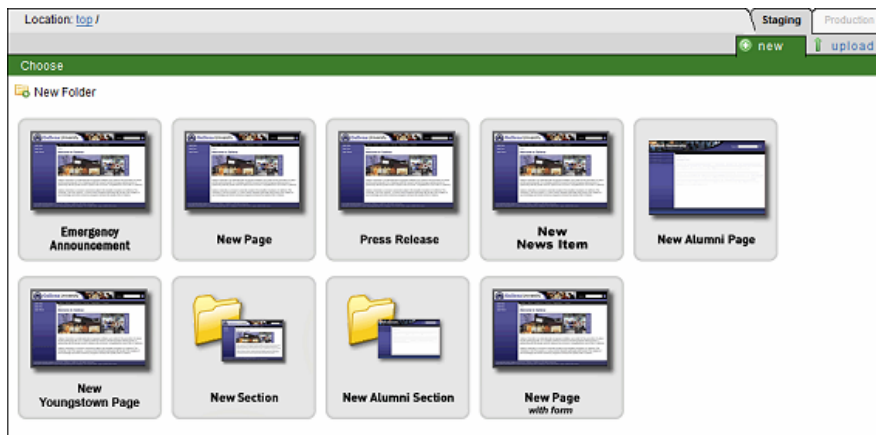


New Content or Directory

New files and directories can easily be created in one location with the press of a button.

New Content

To create new content, begin at Content > Pages. Then, navigate to the location on your site where you plan to create your new file. This is very important. OmniUpdate will create your new file in the directory you see open on your screen. Once within the desired directory, click the "New" button and the new file menu appears. Click on the type of content that you wish to create. It can be an RSS Feed, a simple page, or even a page with a form!



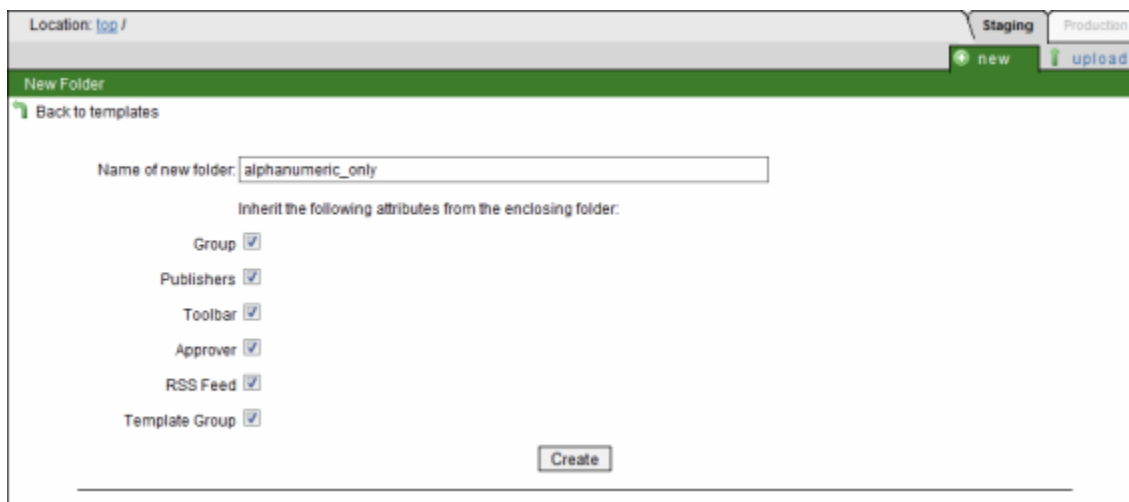
NOTE:

You must have a template (TCF, TMPL, and GIF files) created and available for use in order for new content to be created.

New Directory

To create a new directory, begin at Content tab > Pages. Then, navigate to the location on your site where you plan to create your new directory. Remember, OmniUpdate will create your new directory in the current directory you see open on your screen. Once within the desired directory, click the "New" button and the new file menu appears. Click on the "New Folder" button and a pop-up box will appear. Type in the name of the new directory, select which attributes you would like the directory to inherit, then click on the "Submit" button.

When creating a new directory, please adhere to the following standards for OmniUpdate. Only lower case letters, number, hyphens, and underscores are allowed to be used. For example, "a-directory", "a_directory", and "1directory" are fine, however "aDirectory" and "adirectory!" are not.



Upload File

Uploading files using OmniUpdate is easy. Images and other binary files (like PDFs, videos, flash files, etc.) are uploaded to the production server by default -- these files never exist on the staging server. Web pages and other editable text files (like HTML, XHTML, PHP, CSS, XML, etc.) are uploaded to the staging server and must be published before going live to your production web server.

Uploading File(s)

To upload file(s), begin at Content > Pages. Then, navigate to the location on your site where you plan to upload your files. This is very important. OmniUpdate will upload your files in the directory you see open on your screen. Once within the desired directory, click the "Upload" button. The file upload menu appears. Click to browse your local files and select a file you want to upload. Repeat this process to upload multiple files simultaneously.

Location: [top /](#)

Staging Production

new upload

Upload

Properties

Set access to:

Overwrite

Gives this contributor or group access to the file.

Overwrite file if it already exists?

File Selection

File: all.css	C:\Desktop\textall.css	Browse...
File: department.css	C:\Desktop\text\departmentstyle.css	Browse...
File: leftnav.css	C:\Desktop\text\leftnav.css	Browse...
File: <input type="text"/>	<input type="text"/>	Browse...
File: <input type="text"/>	<input type="text"/>	Browse...
File: <input type="text"/>	<input type="text"/>	Browse...
File: <input type="text"/>	<input type="text"/>	Browse...
File: <input type="text"/>	<input type="text"/>	Browse...
File: <input type="text"/>	<input type="text"/>	Browse...

Upload

Images and binary files are uploaded to the production (remote) server. Web Pages and text files are uploaded to the staging (local) server. Uploading a text file but it's only being uploaded to the production server?
For further help with this screen, see [the pages documentation](#).

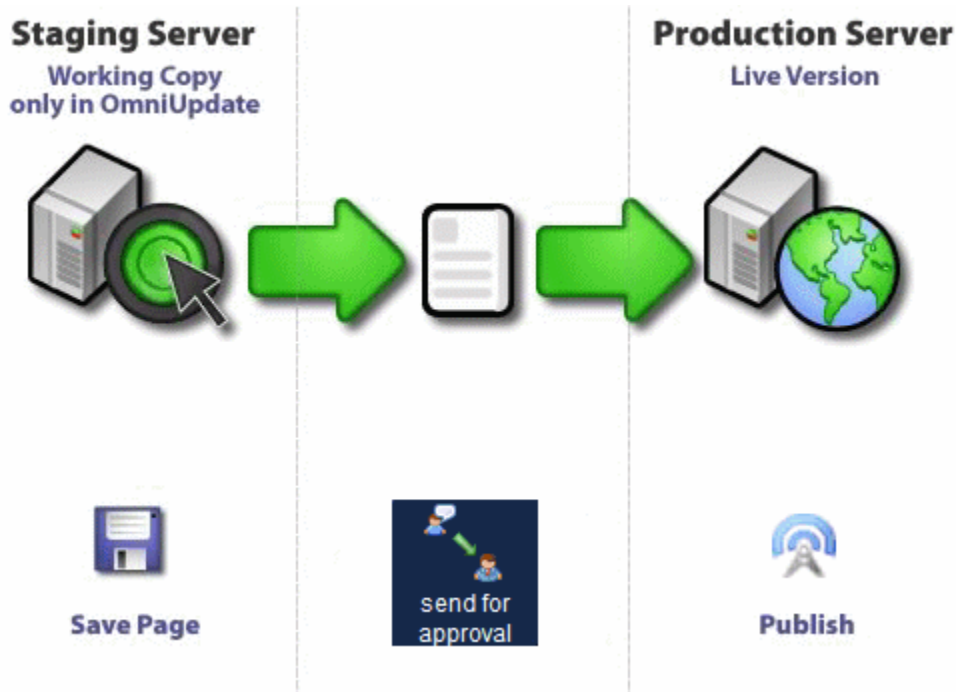
5/1/08 9:31 PM

If desirable, rename your file. Next, set permissions for your file. Level 9 and 10 users can set permissions to any available group, all other users must choose from any group they belong. Finally, level 8 users and higher can overwrite existing files of the same name by clicking the "Overwrite" checkbox.

Click "Upload" and your file(s) will be uploaded.

Servers

Within the OmniUpdate system, there are two servers: the Staging Server and the Production Server.



Staging

The Staging Server is used to store and serve web pages in the editing, workflow and approval process prior to going "live" on the target Production Server (world wide web). Remember, when you are making updates to your content within OmniUpdate, when you click the save button, that is only to save your work. So if you don't like the way something looks, no worries! The content will not be on the live site until you publish the page.

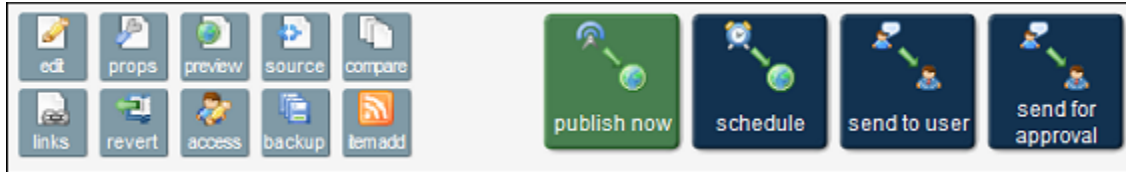
Production

The Production Server is updated via the Staging Server. Published pages are pushed to the Production Server and are ultimately served on the world wide web, an intranet or an extranet.

NOTE: When a file is deleted from the staging server, it is also deleted from the production server. So anytime a file is deleted, it is deleted from BOTH servers!

Page Actions Toolbar

Once you have edited a page and saved the changes, you will see the "Page Actions Toolbar" at the top of the screen. The page is still checked out and waiting for further action from you. Here you can either edit the page and its properties, preview your changes, check links and perform other functions. More importantly, the Page Actions Toolbar provides the options to publish or approve your changes.



Editing

There are several editing options for you once you have saved changes to a page. Depending on your authority level, there are a variety of tasks for you that you can complete if you wish. Each task in the screen above is further explained in the corresponding section of this help document.

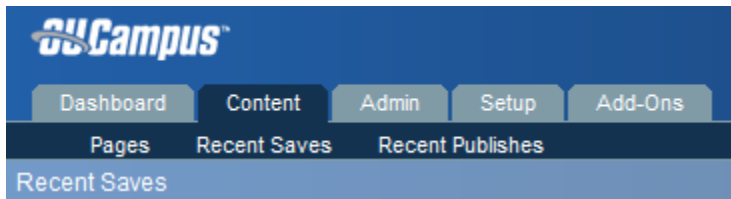
Publishing

Once you have saved the page, you may wish to proceed with the Publishing process. If you have no approver, or you are at the end of an approval sequence, you will see the "Publish Now" and "Schedule" options. Depending on your position in a mandatory approval sequence, you will see only a subset of the larger buttons on the right.

Recent Saves

Recent Saves

You can display the recent saves log by clicking on the recent saves button in the Content tab.



This page will display any recent saves to editable pages. Information available includes the date and time of the save, the file path, the user who made the change, and a link to view a more detailed log of saves to any particular page on the list. You are able to sort recent saves by date ascending or descending (default). You are also able to scroll through the whole list of recent saves by using the previous/next and first/last links.

Site: gallenauniversity First | Previous | 1 | Next | Last

Date	Path	Username	Log
5/16/08 8:07 AM	/Test/index.shtml	tim	
5/12/08 11:01 AM	/index.php	zz-omniupdate	
5/4/08 7:07 AM	/admissions/study-abroad-index.shtml	jason	
5/1/08 10:32 PM	/faculty/sample.shtml	jason	
5/1/08 9:32 PM	/news/Gallena_celebrates.shtml	jason	
5/1/08 6:26 PM	/untitled.shtml	jason	

For help with this screen, see [the recent saves documentation](#).

Page Log

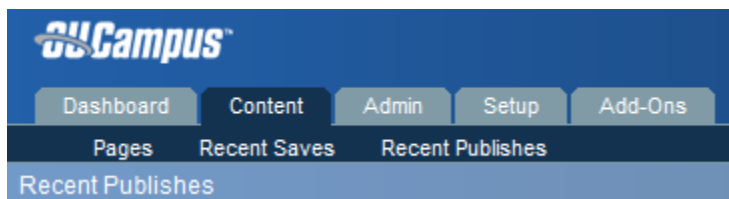
The page log can be viewed by selecting the log link. The page log will display the date and time of the save, the user who made the change, and the type of save (either Save or Manual Publish) for the specific page.

Date	Username	Action
5/4/08 7:10 AM	lance	Manual Publish
5/4/08 7:07 AM	jason	Save
5/1/08 9:46 PM	lance	Manual Publish
5/1/08 9:38 PM	jason	Save
5/1/08 9:07 PM	lance	Manual Publish
5/1/08 8:23 PM	jason	Save
5/1/08 6:27 PM	lance	Save

Recent Publishes








Recent Publishes

You can display the recent publishes log by clicking on the recent publishes button on the Content tab.



This page will display any recent publishes to editable pages within the past two weeks. Information available includes the date and time of the publish, the file path, the user who made the change, the publish method (either Normal or Directory), and a link to view a more detailed log of publishes to any particular page on the list. You are able to sort recent publishes by date ascending or descending (default). You are also able to scroll through the whole list of recent publishes by using the previous/next and first/last links.

Site: gallenauniversity First | Previous | 1 | Next | Last

Date	Path	Username	Publish Method	Log
5/12/08 6:08 PM	/reception.shtml	tim	Normal	
5/12/08 11:01 AM	/index.php	zz-omniupdate	Normal	
5/12/08 10:59 AM	/index.php	zz-omniupdate	Normal	
5/12/08 10:54 AM	/index.php	zz-omniupdate	Normal	
5/12/08 10:42 AM	/index.php	zz-omniupdate	Normal	
5/12/08 10:41 AM	/z-history-repurpose.inc.html	zz-omniupdate	Normal	
5/12/08 10:39 AM	/z-history-repurpose.inc.html	zz-omniupdate	Normal	

For help with this screen, see [the recent publishes documentation](#).

Page Log

The page log can be viewed by selecting the log link. The page log will display the date of time of the publish, the user who made the change, and the type of save or publish activity type (either Save or Manual Publish) for the specific page.

Date	Username	Action
5/7/08 10:29 AM	mario	Manual Publish
5/7/08 10:28 AM	mario	Save
5/7/08 8:27 AM	mario	Save
5/7/08 8:27 AM	mario	Manual Publish
5/2/08 11:28 AM	mario	Manual Publish
5/2/08 11:27 AM	mario	Manual Publish
5/2/08 11:26 AM	mario	Save
5/2/08 9:01 AM	mario	Save
4/30/08 8:39 AM	mario	Manual Publish
4/30/08 8:36 AM	mario	Save

Advanced Features

Source Editor

As a Level-9 or Level-10 user, you have the ability to edit the full-page HTML source code. There are two ways to edit the full-page HTML. First, you can check out the page, then click on the "Edit Source" button. Second, you can check out a page, preview the page, then scroll to the button of the page and click on the "Edit Full Page (HTML Code Only)" button.

Remember that this source editor is different from the "HTML Source Editor" (allows you to edit only partial-page HTML) available through the WYSIWYG editor.



```
Save as: /odir.shtml Document Type: HTML
1 <!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.01 Transitional//EN"
2 "http://www.w3.org/TR/html4/loose.dtd">
3 <html>
4 <head><meta http-equiv="Content-Type" content="text/html; charset=utf-8" />
5 <title>Gallena University: Odia School of Engineering</title>
6
7 <link href="/s-omniupdate/css/main.css" rel="stylesheet" type="text/css">
8 </head>
9
10 <body><table width="100%" border="0" cellpadding="0" cellspacing="0" class="full">
11 <tr>
12 <td>
13 <!-- com.omniupdate.div label="Masthead" path="/z-omniupdate/includes/masthead.html" -->
14 <!--#include virtual="/gallena/z-omniupdate/includes/masthead.html" -->
15 <!-- /com.omniupdate.div -->
16 <table border="0" cellpadding="0" cellspacing="0" width="100%">
17 <tr>
18 <td id="leftnavigation" width="150">
21 <!-- /com.omniupdate.div -->
22 <br></ed--
Toggle: Editor Line Numbers AutoComplete
```

Publish

Publishing a page, directory or site pushes it from the staging server to the production server. Only when a page, directory or site is published will you see the results on the World Wide Web.

A page can be published at the end of an approval process, and by anyone with explicit rights to publish a page without an approver.

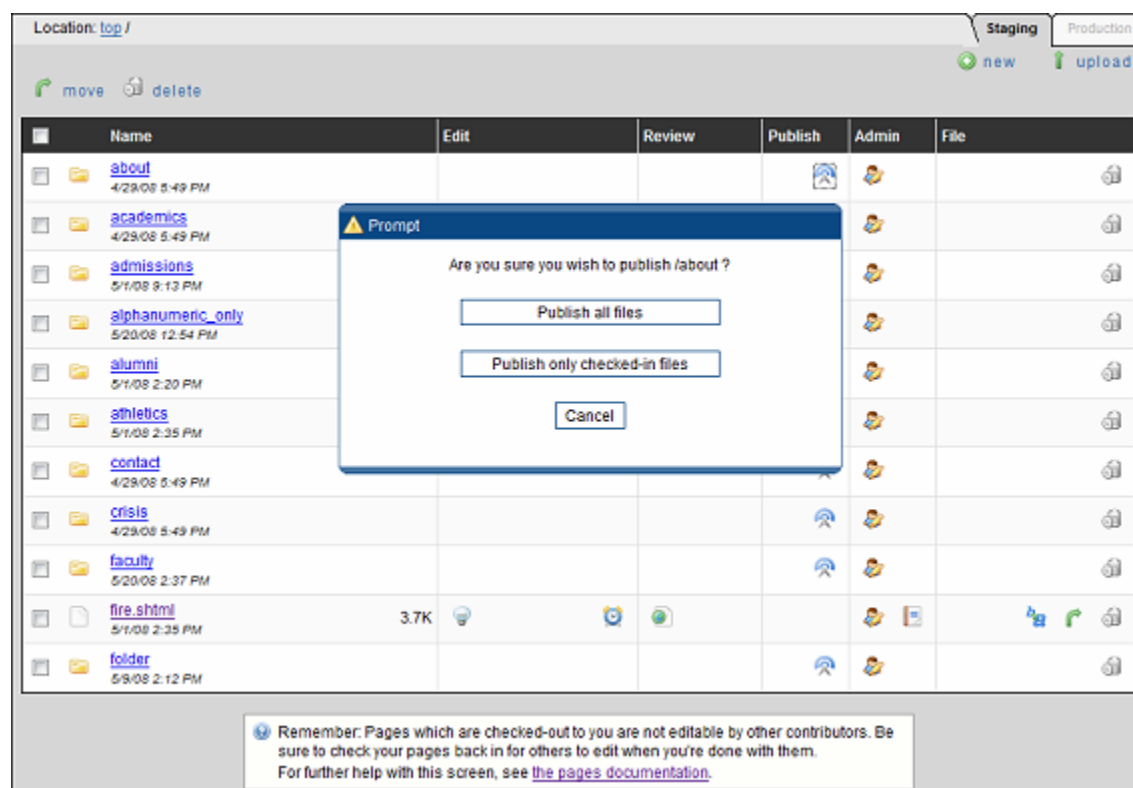
Publish Page

There are two ways to publish a page. A page can be published immediately after editing and saving any page by clicking on the large "Publish Now" button in the Page Actions Toolbar. Or a page can be published by navigating to Content > Pages and clicking on the "Publish" button of any page that's checked out to the person attempting to publish.



Publish Directory

To publish a directory, navigate to Content > Pages then to the appropriate directory and click on the "Publish" button. You will then be asked to publish all files in the directory, or only the files that are currently checked in.



Publish Site

Level-10 users have the ability to publish an entire site. Navigate to Setup > Sites and click on the "Publish" button for the site to be published.



View Publish Notes

Once a file has been published, the notes that users input before the file is published can be viewed by site administrators. To view the notes, navigate to Content > Pages and select the "Revert" button next to any file. Here you will see a log with what changes were made to the file.

/index.php

Revision	Date	Preview	Author	Action	Message
4	5/12/08 11:00 AM		zz-omniupdate		remove sciences
3	5/12/08 10:58 AM		zz-omniupdate		sciences added
2	5/12/08 10:54 AM		zz-omniupdate		final changes
1	5/12/08 10:42 AM		zz-omniupdate		changed content

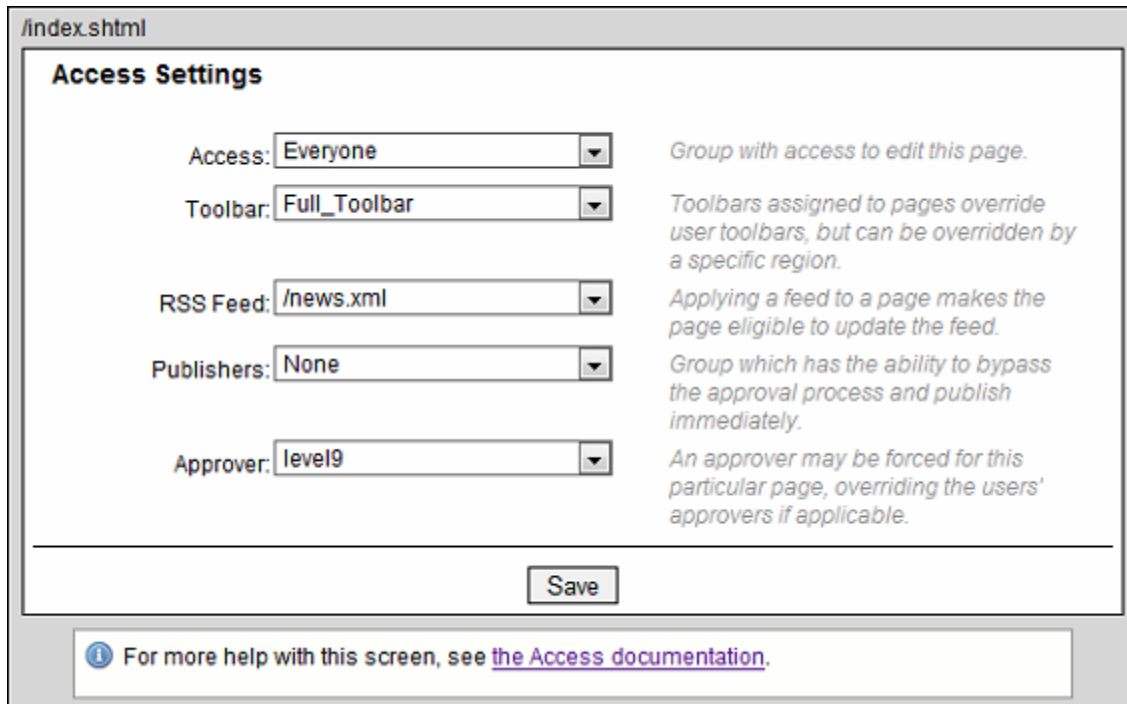
Selecting a revision will overwrite the current file, reverting it to the selected revision. You will be asked for confirmation before completion.
For further help with this screen, see [the revert documentation](#).

Access

To modify page or directory access, simply click the access icon  in Content tab > Pages .

Assigning Access to a File

Select the editing access group that can edit the indicated web page or file. You can also select overriding Publishers and Approvers, if desired.



Access Settings


Access: *Group with access to edit this page.*

Toolbar: *Toolbars assigned to pages override user toolbars, but can be overridden by a specific region.*

RSS Feed: *Applying a feed to a page makes the page eligible to update the feed.*

Publishers: *Group which has the ability to bypass the approval process and publish immediately.*

Approver: *An approver may be forced for this particular page, overriding the users' approvers if applicable.*

 For more help with this screen, see [the Access documentation](#).

Access: The default setting is "Everyone". If the Editors for a page is set to None, then only users with level 9 or level 10 permission will be able to access that page.

Toolbar: A toolbar can be assigned to a page overriding the user's normal toolbar, this is especially helpful if there is unique content where you do not want the insert image to appear like in a navigation file.

RSS Feed: RSS feeds are attached to pages, this page once assigned to a feed can write to a selected news feed when published.

Publishers: Setting a Publishers other than None for a page is optional. If the Publishers for a page is set to None, then the only users who can publish that page are users who have "None" set as their default approver. Setting the Publishers for a page to other than None (select from any available group), bypasses a group member's default approver. That is, a Publishers group member's default approver is not consulted when publishing.

Approver: Setting the Approver for a page is optional. If the Approver for a page is set to None (this is the default), then the approver is defined by an individual user's default approver. Setting the Approver for a page overrides a user's default approver and ensures the page is approved by the user specified.

Assigning Access to a Directory

Select the Page Editing Group you wish to be able to edit a desired directory.

The screenshot shows a web interface for configuring a directory named '/athletics'. It is divided into three main sections:

- Recursive Modifications:** Two radio buttons are present. The first, 'This folder only (and new pages)', is selected. The second is 'This folder and all existing items within'.
- Access Settings:** A series of dropdown menus and their descriptions:
 - Access:** Set to 'Everyone'. Description: 'Group with access to this directory.'
 - Toolbar:** Set to 'Full_Toolbar'. Description: 'Toolbars assigned to pages override user toolbars, but can be overridden by a specific region.'
 - RSS Feed:** Set to '/news.xml'. Description: 'Applying a feed to a page makes the page eligible to update the feed.'
 - Publishers:** Set to 'None'. Description: 'Group which has the ability to bypass the approval process and publish immediately.'
 - Approver:** Set to 'None'. Description: 'An approver may be forced for this particular page, overriding the users' approvers if applicable.'
 - Template Group:** Set to 'None'. Description: 'Which templates should be allowed to be used in this folder?'
- Directory Variables:** Shows 'Inherited Properties for This Folder: None'. Under 'Properties for This Folder:', there is a text input field containing 'ox_ftp_image_root' with a green checkmark icon to its left, and another text input field containing '/athletics/images' with a red minus icon to its right. Below these is a link 'New Property' with a green plus icon.

At the bottom of the configuration area is a 'Save' button. Below the entire configuration area is a footer bar with a help icon and the text: 'For more help with this screen, see [the Access documentation.](#)'

Directory Variables: You can create any number of directory variables that can be used by new page templates to supply values for new pages. For example, to assign an image directory for a directory other than the default images directory for the root of the site, use this property: ox_ftp_image_root The value for this property should then be the FTP path to the alternate images directory.

Note! Selecting the recursive "This folder and all existing items within" will assign the selected access group to EVERY file and directory within the current directory – no matter how many nested directories there are within! Be sure to consider any Access settings you may have already made to nested files and directories since this recursive action will overwrite all previously assigned access settings to them. BE CAREFUL – THERE IS NO "UNDO" FOR THIS RECURSIVE ACTION!

Note: Only checked out pages to which one has access displays the access icon, assuming appropriate Authority Level.


Section 3 – Uploading Files, Inserting Images and Links

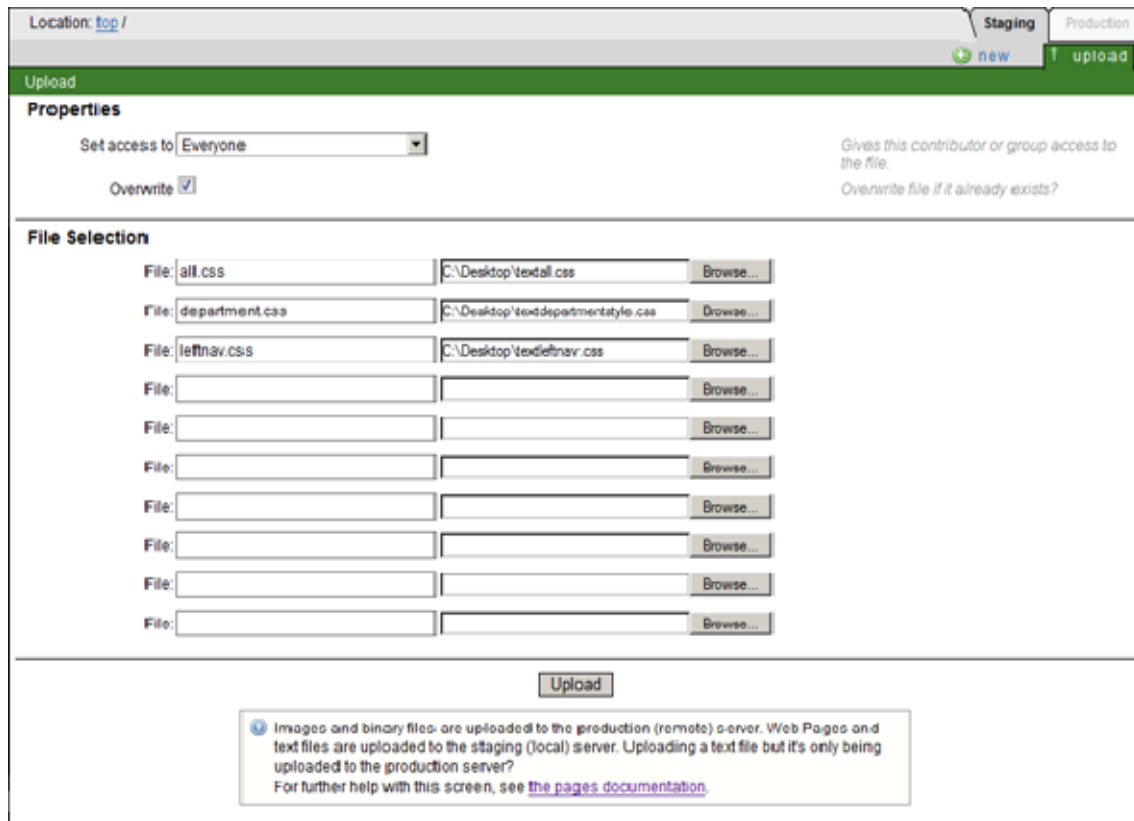
Directory Structure

Each directory should have an “images” and “docs” folder to upload all image and PDF files. If it does not exist, please create one for this purpose by selecting new folder and type in the name.

Any files such as PDFs or images that need to be linked to your pages need to be uploaded to your site first. PDF, Word, Excel, PowerPoint, etc. documents need to be put into the docs folder and images in the images folder. Depending on what type of files you are uploading navigate to either the docs or images folders in your directory, then choose upload file, browse to find the files on your computer, when you have them all choose the upload file button.

To upload files into OU Campus:

1. Select the **Content** tab.
2. Then navigate to the destination directory.
3. Select the **Upload** button. 



Location: [top /](#) Staging Production
new upload

Upload

Properties

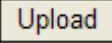
Set access to: Gives this contributor or group access to the file.

Overwrite Overwrite file if it already exists?

File Selection

File: all.css	C:\Desktop\texdall.css	Browse...
File: department.css	C:\Desktop\texdepartmentstyle.css	Browse...
File: leftnav.css	C:\Desktop\texleftnav.css	Browse...
File:		Browse...
File:		Browse...
File:		Browse...
File:		Browse...
File:		Browse...
File:		Browse...
File:		Browse...

Images and binary files are uploaded to the production (remote) server. Web Pages and text files are uploaded to the staging (local) server. Uploading a text file but it's only being uploaded to the production server?
For further help with this screen, see [the pages documentation](#).

4. If necessary, select a group that will have access to the uploaded files.
5. Click the **Browse** button to locate the file(s) you want to upload.
6. Select the file or files that are to be uploaded. **NOTE:** If the files being uploaded are overwriting existing files the Overwrite checkbox must be checked.
7. Click the **Upload** button. 
8. After uploading, you will receive a message that the file was uploaded successfully.



Note: All binary files (images, documents, PDFs) are uploaded directly to the Production Server. All editable files (HTML and text) are uploaded initially to the OU Campus Staging Server and must adhere to the approval process prior to being published to the target production server. Select the appropriate tab for Production Server or Staging Server to confirm that files have been uploaded properly.

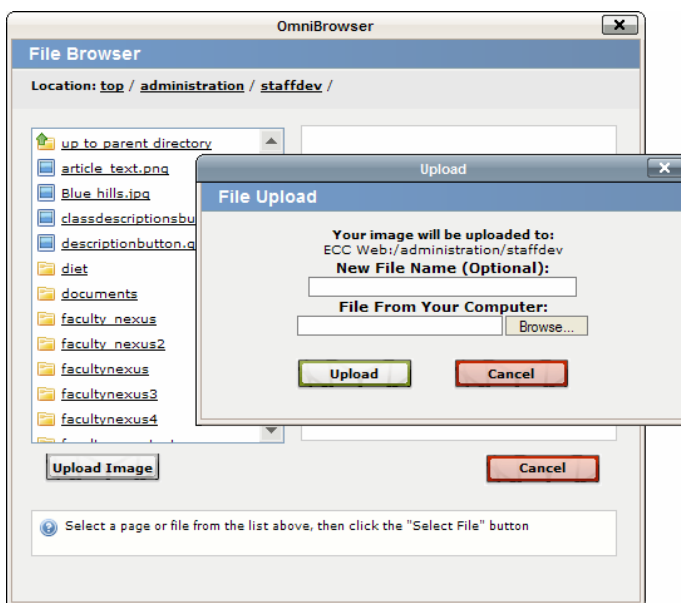
Inserting Images

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.


Single Image on a Page

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

1. Open and "Check-Out" the page you would like to insert an image.
2. Click the **Edit** icon and then click your mouse on the page at the location where you want to insert the image.
3. Click the **Insert/Modify Image** button  on the toolbar. The Insert Image manager window opens:
4. Click the **Browse** button  then click the button to "Upload Image".
5. Click the "Browse" button and locate the image on your computer. Click "Open". Give your image a new file name (optional) and then click the "Upload" button.
6. The uploaded image will now be selected. Click "Select File".
7. Type in appropriate alt. text "Image description" box for Sec. 508 compliance, and then click the "Insert" button.




To Upload One or More Image before Insertion

1. Click the **Content** tab at the top of the screen, and navigate to the directory where you would like the image(s) uploaded.
2. Click the **Upload** button  **upload**, and in the pull-down "Browse" for one or more files to upload from your local computer or removal drive (zip, flash, etc.).
3. Click the **Upload File** button at the bottom of the screen.
4. To insert the newly uploaded images into a web page, first **Check-Out** the web page, then use the procedures listed above to insert an image.

Inserting Links

OU Campus makes it easy to create links to other web pages within the existing web site, as well as links to page on other web sites. Links can be created using either of the following **two methods**:

1. While editing a web page, **simply type a URL and press the Enter** (or Return) key on your keyboard. The URL can be to any page on your web site or to another web site.
2. While editing a web page, **highlight any text (or graphic) then click the Insert Link button**  **on the WYSIWYG toolbar**. Within the Insert Link browser window, select any page on your web site (see below), or type in a URL to another web site.


Hyperlink Tips

- **All hyperlinks that are linked to a page within the ECC Web Site do not need to use the target window specifications in the hyperlink properties.** However, if you link to a web site such as yahoo.com or any other site that **leaves ECC Web Site** you must specify in the Target pull-down menu **“open in new window (_blank)”**. This will allow the link to popup a new browser window for the site and leave ECC web site running in the background. If you find you need to link to a page that doesn't exist in your web site yet, please wait to add the link to the page until you have created this new page. **All linked documents** such as PDFs or word documents need to **“open in new window (_blank)”** also.
- Standard web practices dictate that Microsoft Word documents be **converted to PDF** format before uploading the files for the web. If you don't have access to **Adobe Acrobat software**, you may send them to the Web Developer to have them created. Once all files are in PDF format, you should upload them to the “documents” folder so that later you will be able link to them from your web pages. (If the “documents” folder doesn't exist in your directory you may create it through the file manager using the New Folder tool.)


Making Links in OU Campus

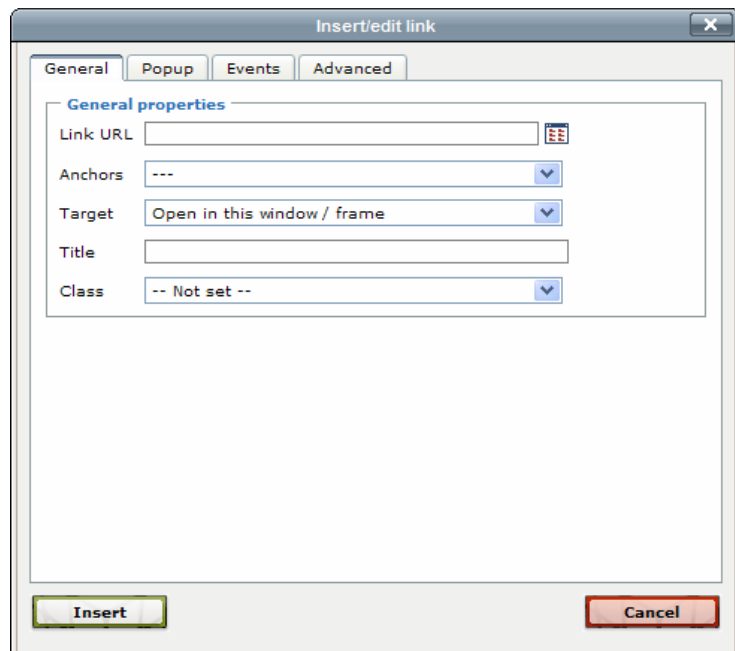
1. Select the text you want to link and highlight it:

FLEX DAY 2006 SCHEDULE



2. Click the **Insert/Edit Link Icon**  in the toolbar.

The **Insert/Edit Link** pop-up window will contain existing link information. You can use the

File Browser  to navigate to the page you want to link to. You can also type the full URL of the page you want to link to in the “Link URL” text box.



3. With the link entered in the “Link URL” field, you can then enter the **Target Window** information. If want the link to **open in a new window** select the “Target” drop-down arrow and choose “**open in new window (_blank)**”.
4. Click the “**Insert**” button to insert the hyperlink you just created.

NOTE: To remove a link, you can either use the **Insert/Edit Link** tool  (delete the text in the “Link URL” field, then click the “**Update**” button) or use the **Unlink**  tool.

Section 4 – Adding Links to Side Navigation Menu

Academic Department Left Side Menu Standards

* All academic departments must have items that are asterisked on their web pages; any other links listed and otherwise are optional.

Department Name



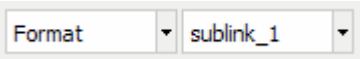
1. Calendar of Events (link to the new online calendar for individual division/department)
2. * Courses Offered
3. * Degree Requirements
4. * Faculty/Staff Directory (page ideas: faculty photos, names, titles, e-mails, phone numbers, etc.)
5. Forms

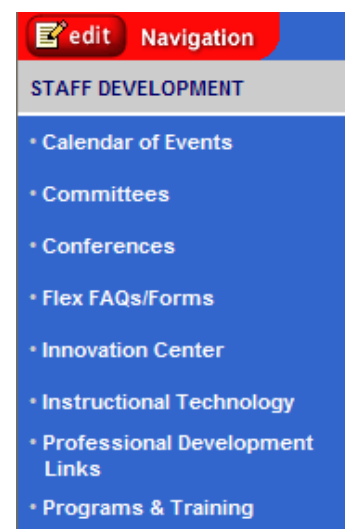
Contact Information for the department/program should be listed on the homepage (index.asp).

General Department/Program Left Side Menu Standards

1. Calendar of Events (link to the new online calendar for individual division/department)
2. Contact Information (should be listed on home page)
3. Forms (online forms project begins in Phase 3)
4. Staff Directory (page ideas: staff photos, names, titles, emails, phone numbers, etc.)

To Add a Link to the Side Navigation Menu

1. Log into OU Campus and click on the red “**edit**” button on the left navigation bar to begin editing the navigation menu.
2. The links on the navigation bar are in alphabetical order. Place your cursor at the location where you need to insert the link, then click the **Insert Row Before**  or **Insert Row After**  button.
3. Right-click in the new row go to **Cell > Table cell properties**. Specify a **cell Height of 28** and click “**Update**”.
4. Change the Style to “**sublink_1**”. 
5. Add your text then use the **Insert/Edit Link** tool.
6. **Save** and publish the page.





Section 9 – Publishing Web Pages in OU Campus

After saving your edits, they are not yet live until the pages are **Approved and Published**. Once you send a page for approval, it will be made live by the **EI Camino Web Developer within 24 hours**.

Before You Send

Check Spelling and Links:

Do not forget to do a spell check (within the WYSIWYG editor, click  to **toggle the Spell Check tool**) and check all your links to see if they are functioning properly (using either the **Check Links button**  under Contents > Pages, or the Links button in the **Page Action Toolbar**).


The EI Camino College Approval Process

In an effort to ensure accuracy on all department web pages, The ECC Web Developer has developed the following guidelines to assist you as you update your web pages.

1. Please be sure your dean or director has approved the web page content on each page before sending it to the Web developer for publishing.
2. Web pages must be reviewed in Omni using the staff member's account or printed in hard copy for dean or director to approve.
3. Once pages are approved by the dean or director, the staff member should submit the web page for publishing. By submitting the web page to the Web Developer, this represents the page has been cleared and signed off for by the correct parties. If necessary (for your own documentation) you may want to print the web page and have the dean or director sign off on it.
4. Upon approval by the Web Developer, the web page goes live to the EI Camino College web site.
5. Although you should be reviewing your own web pages as if they are ready to go live to the Web, the Web Developer reviews the pages for the following criteria:
 - Spelling
 - Broken links
 - Layout of text (alignment, spacing)
 - Font and background colors are consistent to the web standards developed by the Web Task Force Committee
 - Tables used where appropriate

Please NOTE: The Web developer does not review the content on your web pages, therefore all review must take place before it is submitted for approval.

Sending Pages for Approval

To send your page for approval, first save your web page by clicking the **Save Icon**  in the web page editor.

NOTE: When you save a page in OU Campus, the page will be saved to the **Staging Server** but is not yet live to the world (think of it as a working copy viewable only within the OU Campus system). You need to Send For Approval to make the page live on the ECC website.

After saving your web page, you can then:

- **Preview** the page or include file to view your changes.
- **Edit** the page further.
- **Check-In** the page for another user to edit and publish later.
- Or **Send the page for Approval**.

Since most ECC OU Campus Users do not have administrative rights to publish to the live server, they must send the page to the Web Developer for approval.

After clicking the **Send for Approval** icon, you will be prompted to fill out the “**Send File To Another User**” form to send the page for approval to the **webadmin**. The webadmin will review your web page before publishing it live to the ECC server.



Once sent for approval, **the page should be approved and published within twenty-four hours** and the page will be moved from the staging server to the production (live) server, so it will be available for the world to view.

A screenshot of a web form titled "Send File To Another User". The form is located at the URL "/administration/staffdev/archivedprograms.asp". It contains a "To:" field with a dropdown menu set to "webadmin", a "Subject:" text input field, and a "Message:" text area. At the bottom left, there is a checkbox labeled "Send external email" which is checked. A "Send" button is located at the bottom center of the form.

General ECC Web Page Guidelines


Please contact the Web Developer at webdeveloper@elcamino.edu if you have any questions or suggestions regarding OU Campus or general ECC Web Page Guidelines. Any site found violating any of the following items is, through the web monitoring process, subject to immediate removal from the college resource until the site complies.

1. All web pages must be consistent with the El Camino College mission and goals.
2. Any department or personnel who create a web page should assume personal responsibility for its accuracy and quality.
3. Only licensed software, including text and graphic editors, may be used to create web pages.
4. Each El Camino College Web page must include the college logo. You may access the logo via the Portal (click on the Forms tab). If you have specific size or color requirements please contact the Web Developer at webdeveloper@elcamino.edu.
5. Do not display student scores or grades publicly in association with names, Social Security numbers, identification numbers, or other personal identifiers.
6. If scores or grades are posted, use some code or random numbers known only to you and the individual student.
7. If a partial Social Security number is used, use no more than the last five digits.
8. IN NO CASE SHOULD THE LIST BE POSTED IN ALPHABETICAL ORDER.
9. No direct advertising or solicitation that renders financial gain to the individual will be permitted on a college web page.
10. In order to maintain consistency in your web page directory, it is recommended that you keep all of the images used in your site in an images subdirectory.
11. Use good syntax for naming directories, files and images: lowercase letters, no spaces or extraneous characters except the “_” character, use short and descriptive file names.
12. Use .gif and .jpg images appropriately for the types of images on your web page.
13. Optimize your graphics in an image editing program before putting them on your web page. If needed, please send them to the Web Developer to make adjustments. If you do optimize, please set to a resolution of 72dpi.
14. Always use “alt tags” for images. This will make all your pages web accessible.
15. Avoid flashing or blinking .gifs. Although there are exceptions where these images are warranted, it is best to avoid them from an accessibility standpoint.
16. The standard colors for the ECC web site are as follows: #eeeeee, #cccccc, #990000, #3366cc, #003399, #000000, 999999. These RGB web safe colors are acceptable on any table backgrounds, and some have been incorporated into the font colors. Font colors are set in a system wide style sheet so there is no need to edit any of your text with different colors.
17. Do not resize images in the OMNI program. Resize your images in an image editing program such as Photoshop. (If you don't have this software and need some help please contact the Web Developer for assistance.)


Section 6 – FAQ's & Troubleshooting

General FAQs


How do I insert images from other sites?

While in the WYSIWYG editor mode, click on the "Insert/edit image" icon.  A dialog window appears with a field label of "External Image" type or paste the image URL and click the "Load" button. The image will appear in the preview window. Complete the "Alternate Text" field and click the "Insert" button.


How do I link to pages on other sites?

While in the WYSIWYG editor mode, select an image or some text that you wish to create as a link. Click the "Insert/edit link" icon.  A dialogue window appears with a field label of "URL" type or paste the page URL and click the "Insert Link" button.

How do I insert special characters?

While in the WYSIWYG editor mode, place the cursor at the location where the special character is to be inserted. Click on the "Insert custom character" icon.  A dialogue window displays with available options. Click the desired special character and it will be automatically inserted on the page.

How do I back up files?

From the "Pages" tab, navigate to the file that you wish to create a back-up. Click the "Backup" icon.  The selected file will be sent to the versioning system.

How do I upload files?

The ability to upload files is available for users with permission level of 6 or above. Users with permission level 8 or above have the authority to overwrite an existing file. The process begins by selecting "Pages" under the "Contents" tab and performing the following procedure:

1. Navigate to the destination directory.
2. Click on the "Upload" button.
3. Click on the "Browse" button.
4. Select the file or files that are to be uploaded.
5. Select a group that will have permission to edit the uploaded editable files.
6. If the files being uploaded are overwriting existing files the confirmation checkbox must be checked.
7. Click on the "Submit" button.

Note: All binary files (images, documents, PDFs) are uploaded directly to the target production server. All editable files (HTML and text) are uploaded initially to the OmniUpdate staging/application server and must adhere to the approval process prior to being published to the target production server. Select the appropriate view of Staging Server or Production Server in the "Pages" tab to confirm that files have been uploaded properly.

How do I date/time stamp pages?

OmniUpdate will automatically add the date a page was last modified to any location on the page itself. As an option, this "date last modified" can become the direct edit entry point for authorized users. The date is actually a hyperlink that will redirect to the authentication page.

Why are the pages in OmniUpdate loading so slowly?

If you are asking this question, chances are that you are using Internet Explorer 6.0 or below. Although the system will still function normally, the most recent version of OmniUpdate works more smoothly and quickly with Internet Explorer 7.0+, Firefox 2+, and Safari 3+.

If you are not using Internet Explorer 6, please check the speed of your Internet connection.

How do I get out of the "New Page" drop-down menu?

To get out of this setup, simply click elsewhere on the screen -- anywhere outside of the box that drops down with your template options. This is the same for all other drop-down-type options in OmniUpdate: if it doesn't have a close button, and you want to get out of it, click anywhere else on the screen.

What is "clearing my cache" and how do I do it?

While you surf the Web, your web browser often stores copies of pages that you have visited, then brings up these stored files the next time you visit a site. This way, the browser is not being forced to load the page anew each time you visit, which takes more time than simply viewing a stored copy. This storage of pages is called a "cache". However, this cache can sometimes pose a problem to you if you need to be viewing the most updated version of a page. To be sure that you are looking at the most up-to-date version of a page rather than an older copy, you clear your browser's cache.

The method for clearing the browser cache is different for each browser. Below are listed the three most popular browsers and the processes for clearing the caches for each.

Internet Explorer 6

1. Under the "Tools" menu, click "Internet Options". The "Internet Options" box should open to the "General" tab.
2. On the "General" tab, in the "Temporary Internet Files" section, click the "Delete Files" button. This will delete all the files that are currently stored in your cache.
3. Click "OK", and then click "OK" again.

Internet Explorer 7

1. Under the "Tools" menu, click "Internet Options". The "Internet Options" box should open to the "General" tab.
2. On the "General" tab, in the "Temporary Internet Files" section, click the "Delete" button.
3. A "Delete Browsing History" window will appear. Click on the "Delete Files..." button.
4. A verification pop-up window will appear. Click "Yes" to delete the cached files.
5. Click "Close", then click "OK".

Firefox

1. Under the "Tools" menu, click "Clear Private Data...".
2. In the pop-up menu that appears, uncheck each box except for the "Cache" checkbox.
3. Click the "Clear Private Data Now" button.

How many web pages are there within OmniUpdate folders on your server?

To obtain that information, export the site using the Export Feature (Setup tab > Sites > Export). Right-click that folder the select "properties". A pop-up window will appear and in it you will see the properties on the folder such as: 16.2MB on Disk; 671 Files; 179 Folders.

Troubleshooting FAQs

Logging In / General

I found the login screen, and though I'm absolutely sure my username and password are correct, I can't get in.

You may need to have your password reset. Contact your system administrator for assistance.

Everything I try, I get a "Sorry, the request could not be completed!" What's the deal?

OmniUpdate's authentication is session-based, and apparently your session is no longer valid. Simply close all of your browser's windows, and try logging in again. If the problem persists, please contact your system administrator.

Page Access

I try to check out a page, but it says that I can't because somebody else does - how do I get it from them?

There are two ways to get a page back from a user that has a page checked out. First, you can ask them to check the page back in by clicking on their name, where you'll be prompted to send them a message. Or, if the person is unavailable (on vacation, etc) you can ask your system administrator to release the page.

I want to edit a page, or navigate to a folder, but it's not a link - I can't click it to edit it or move into it. How do I get in to edit the page, or browse through that directory? (This also applies to those getting Access Denied when trying to edit a particular region.)

Pages are listed but do not become links for Level 4-8 users who do not have permission to edit the page. To fix this, ask your administrator for access to the page or directory. Levels 0-3 should not have this problem, as they only see what they're allowed to edit. Levels 9 & 10 ignore page access permissions.

Page Editing

When I attempt to insert an image or link, I get an error.

Most likely, this is a problem with either your site setup, or your production server. Contact your system administrator to fix this.

Pages Tab

I clicked on the Pages Tab, and it says "Sorry, an error occurred while processing the request! Please try again" in big red lettering. What's causing this?

This problem usually occurs when a site is first being set up. This happens when OmniUpdate has trouble accessing the staging server for your site. You can have this fixed by having your system administrator contact OmniUpdate Support.

Page Publishing


Normally, I can click Publish and a page I've been working on goes live right away. However, I'm only being presented with a box to send the file to another user. What am I doing wrong?

Most likely, nothing. Not only can users be required to have their pages approved, but other pages as well. This is the most likely scenario. Send the page off to your approver using the dialogue box presented, and they'll let you know (using OmniUpdate) whether or not the page was approved.

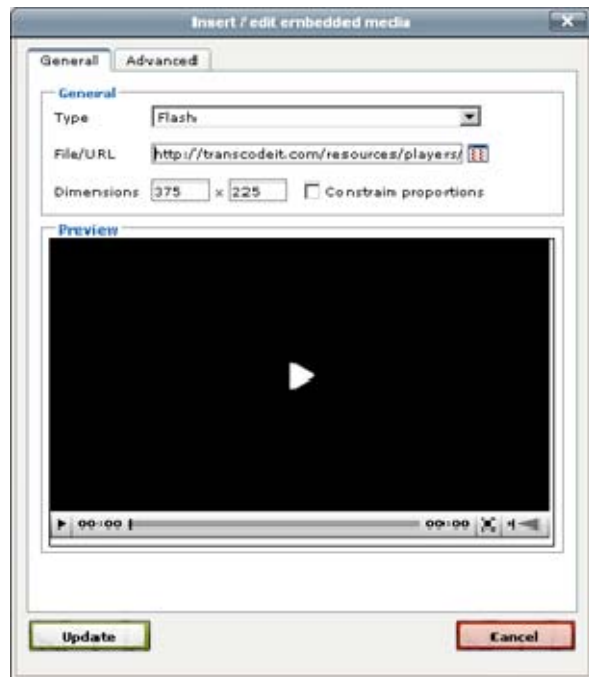
Inserting Video

Inserting a video can be done very easily using OmniUpdate. OmniUpdate can display 5 standard video types (Flash, QuickTime, Shockwave, Windows Media and Real Media). However, OmniUpdate is also able to play .flv files created from Transcode It (<http://transcodeit.com>). Transcode It can convert any file to .flv and will automatically create the HTML code you need in order to display the video on your website (only administrators can access the HTML).

Insert Video

To insert a video, start by navigating to the page where the video will be inserted and click on the DirectEdit link. Log in to OmniUpdate and select the region of the page where you want the new video to be inserted. Click exactly where you want the video to display and click on the "Insert / edit embedded media" button . Select the type of video, find the video, and set the dimensions of the video. A preview of the video will play to ensure you have the correct video. Click on the "Insert" button to insert the video on the page.

Administrators have the ability to copy/paste the HTML code that Transcode It outputs into the source code of the page instead of using the "Insert / edit embedded media" feature. The HTML code can be obtained either by staying on the Transcode It page while the file is being produced, or by opening the e-mail Transcode It sends when the file is created, clicking on the link, and clicking on the option to view the HTML code.



For more information regarding the OU Campus system, please visit the [OmniUpdate Help Pages at http://support.omniupdate.com/documentation/ox/10/](http://support.omniupdate.com/documentation/ox/10/) and for assistance with web pages please contact the ECC Web Developer at webdeveloper@elcamino.edu.