# **Basic Access & Editing Instructions**

### Login

- 1. Go to your college's website and browse to the page you want to edit.
- 2. Click on the **Direct Edit** button. (By default, this button is a link in the Last Updated stamp at the bottom of the page.) You will be taken to the log-in page.



- Log in with the username and password with which you have been provided. (Warning: you will receive an "Access Denied" error message if you do not have rights to edit the page.) Note:
  - Pages may be edited only by approved user(s).
  - Username and password are case-sensitive and must be entered exactly as issued.

	Login
Username:	🚨 jsmith
Password:	≁
	💡 Login
	I forgot my passwo

#### **Editing a Page**

edit

 Once you have logged in, click on the appropriate edit button (e.g., "Edit Main Text Area" or "Edit Page Title") to open the WYSIWYG (What You See Is What You Get) editor.



Gallena University is a nationally recognized research institution and center for the promotion of performing arts. The center for research and technological advancement, in partnership with the private sector, is ranked as a top college in Southern California. 2. You can use the icons in the menu bar just as you do in Word documents.



- 3. Make your changes. You can do this by typing right into the page, or you can paste in text you have copied.
- 4. Click the **Save** button (the tool that looks like a floppy disk).

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Dashboard	Conter	it 🚺	Admin	s
Pages	Blogs	Recer	it Saves	Re
/index.pcf				
Save V Save V	Font	size	Fo Fo Jniver	mat sity

 To use the "Save in Place" feature, use the keyboard shortcut CTRL + S (CMD + S for Mac). This saves a copy of your work and allows you to continue working. The circle graphic means that the page is being saved.



 The Auto Draft feature is another save capability. Periodically the Auto Draft icon will spin. This is the Auto Draft feature running in the background to save a draft. To recover a draft after a crash click on the Auto Draft icon to restore.

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7. Use the Page Check feature to check spelling, links, and validation for the page you are working on. Click on the **Page Check** icon.



8. Choose available checks from the list by clicking on the green arrow icon next to the check.



#### **Adding Links**

1. Type the text you want to have linked, and highlight it using the mouse (hold down the left mouse button and drag).



Roughly 4,000 students call GU home each ye housing and employment opportunities, except live music and theatrical performances.

2. Click the chain icon on the toolbar. This will open a dialog box.



- 3. To create a link to another page on the college website, click the button to the right of the Link URL field and follow the instructions below (step 6).
- 4. To create a link to an external site, type in the site's address (e.g., <u>http://www.google.com/</u>).

- 5. Click **Insert** to finish.
- 6. If you want to create a link to another page or document on the college website, make sure you know exactly where it is before you start. When you click the **Browse** button next to **Link URL** field, you will open a list of folders and files. You will use these folders to navigate through the directories to where you want to go. (Another option would be to open a new browser window, find the page you're looking for and copy the URL from the address bar.)

		_	Insert/edit	link		_	
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General p	roperties	-			0		_
Link URL					EE	)	
Anchors					_ <u> </u>		
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Target	Open	n this wind	ow/mame				
Title							
Class	Not	set			•		

7. Click the folders or use the **Location** hyperlinks at the top of the dialog box to move around.

	Insert/edit link	×
	OmniBrowser	×
Location: top / home /	File Preview	Production 💌
Upload	Size: 4.5 KB Last Modified: Aug 10 11:04	Cancel
Select a page or file from the list above, to Select a page or file from the list above, to	then click the "Select File" button	

8. Click Select File to choose a file.

9. Click Insert to finish.

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General	Popup	Events	Advanced			
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## **Editing/Removing Existing Links**

1. Click on the link in the text that requires changing.

#### Life at Gallena

Roughly 4,000 students call GU home each year. The surrounding community of Gallena offers a wide range of
housing and employment opportunities, exceptional outdoor activities, diverse travel options, shops, restaurants,
live music and theatrical performances.

2. To modify a link, click the chain icon in the toolbar. Follow the instructions to add links.



3. To delete a link, click on the icon of the *broken* chain.



## **Adding Images**

- 1. Click where you want to insert an image.
- 2. Click the image icon on the toolbar. This will open a dialog box.



3. Click the button to the right of the **Image URL** field. A list of images will appear.

Insert/edit image	×
General Appearance Advanced	
General	
Image URL	
Image description	
Decorative Image	
Title	
Preview	
Insert	Cancel

4. To preview all the images in a directory by using our Thumbnails feature, show or hide Thumbnails by clicking the **Hide Thumbnails/Show Thumbnails** button.



5. Alternatively, you can click **Upload** or **Upload to Edit** to upload an image from your hard drive.



6. Select the image you wish to upload and click **Open** 

🛓 Open					×	
Look in:	Pictures		•	) 🤌 🕫 🔳		律   x'
Recent Items	Sample P arrow.gif reportSav super.gif	ictures e.gif				© 🛷 🛄
Desktop						forming arts Southern Ca
Documents						
Computer						
2	File name:	arrow.gif			Open	
Network	Files of type:	Just Images		•	Can Open se	lected file

7. The confirmation dialog will appear when the image has been successfully uploaded.

	OmniBrowser 🔀
File Browser	
Location: <u>top</u> / <u>images</u> /	Viewing Production
🖆 up to parent directory	
Chrysanthemum.jpg	Upload
Tulips.ipg	"Tulips.jpg" was uploaded successfully to the Production Server.
	Okay
Upload Uplo	ad & Edit
Select a page or file fro	m the list above, then click the "Select File" button

8. The image can now be chosen to insert into the page.

9. To choose an image for editing, click the **Upload & Edit** button and follow the above instructions.



10. After a file is chosen to be uploaded, the Image Editor will appear. Here you can resize, rotate, or crop the image. Click **Upload As...** to upload the image to the server, or click **Save As...** to save the picture back to your hard drive.



11. Before you can insert this image onto the page, you must enter an image description. Choose two or three keywords that describe the image and type them into the **Image description** field.

Insert/edit image	×
General Appearance Advanced	
General	۱۱ -
Image URL http://sandbox.gallenauniversity.com/images/al	
Image description	
Title	
Preview	- I
Insert	

12. If the **Decorative Images** option is enabled, you have the option to click the **Decorative Images checkbox**. This overrides the <alt> descriptive image tag requirement.

		Insert/edit image	×
General General Image U Image de Decorativ Title	Appearance RL / escription ve Image	Advanced Javid/sunset_small.jpg	
Preview			
Insert			Cancel

13. Click the **Insert** button at the bottom of the dialog box to insert the image.

#### **Editing/Removing Existing Images**

1. Left-click on the image you want to modify or remove.



- 2. To make modifications to the image's description or general presentation, click the image icon in the toolbar.
- 3. Either change the image description or press the **Appearance** tab to change the image's dimensions, border, and/or padding.

	Insert/edit image	×
Genera Appearar	Advanced	
General		
Image URL	/_resources/images/designA/students3.jpg	1
Image description	students	]
Title		]
Preview		
		* III *
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	Insert/edit imag	e	×
General Appear	rance Advanced		
Appearance			- I I
Alignment	Not set 👻	10%	
Dimensions	227 × 153 p×	Lorem ipsum,	
	🔽 Constrain proportions	Dolor sit amet, consectetuer adiniscing	
Vertical space		loreum ipsum edipiscing elit, sed diam nonummy	
Horizontal space		nibh euismod tincidunt ut laoreet dolore magna	
Border		aliquam erat	
Style			
Update		Cancel	

4. To remove this image, press **Delete** or **Backspace** on your keyboard.

#### **Publishing a Page**

1. After you have saved your changes, click **Publish Now**. Although it is not required, it a good practice to put a note of what was changed on the page in case it becomes necessary to undo these changes.



2. If the **Final Check** feature is enabled, you can use Spell Checking, Link Checking, and W3C compliance checking before Publish. Click the green arrow next to each list item to check your page.

/index.html You're almost there. <i>Publish</i> your page now, or perform a <i>Final Check</i> before publishing. For further help with this screen, see the final check documentation. You may add an optional message describing the changes (256 characters max). The current date and time will be automatically recorded. Important: You must click the publish button below to continue.	Final Check Check Spelling Check Links W3C Validate 0 errors; 0 warnings. More   New Win
	0/256(count)
Adding a message explaining what char contributors to easily go back to previous been changed.	Publish Iges have been made to this file allows a revisions of this document and see what has

- 3. Finally, click the **Publish** button below the text area and the page will go live.
- 4. Alternatively, you can schedule the page to go live at a later time by clicking the **Schedule** button.



5. Lastly, you can click **Send to User** to send the page to another user for comments or editing.



#### Sending a Page for Approval

- 1. Click **Send for Approval**. (Do not change the name in the "To" Field. The default approver will already be selected.)
- 2. Enter a description in the **Subject** field and more specific information in the Message field so that the approver will know what you are changing.
- 3. Leave the box that says **Send External Email** checked.

publish now schedule	send to user	
Г		
	/about/faculty/index.pcf	
	To:	None
	Subject:	test
	Message:	
	Send external ernail	
		Send

4. Clicking **Send** will lock the page until it is approved, so be sure to complete all your changes before sending.

#### **Approving a Page**

1. After logging in to OmniUpdate, you will see the **Workflow** screen.



2. Click on the link under **Review Page/Entry** to review the page before approval.

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With	selecte	ed:  ර	)						
				From	Subject		Review Page/Entry	Receive	1
		$\bowtie$	Ú	level2	New faculty page	<	gahqh	6/24/09	12:35 PM
ଶା		$\mathbf{M}$		daisy	send for editing		/_daisy/test1/test2.html	10/28/08	4:17 PM
61		$\mathbf{M}$		daisy	Please Edit		/_daisy/test1/test2.html	10/28/08	3:52 PM

- 3. You can **Publish**, **Schedule**, or **Send** the page to another user.
- 4. You can click **Decline & Keep** to send the page back for editing while keeping the changes made so far.
- 5. Or you can click **Decline & Revert** to send the page back for editing while undoing the changes.



#### **Adding New Web pages**

1. Click on the **Content** tab and browse to the folder into which you want your new page to go.



2. Click on the **New** button in the top-right corner of this frame.



3. Choose a new-page template from those displayed by clicking on it.



4. Fill out the short form with the information pertinent to your new page and click the **Create** button.

Location: top / test /		Staging Production
		🚯 restore 🕒 new 🧍 upload
New Page		
Back to templates		
Page Title	Untitled	Give your new web page a title
Keywords		Words that categorize your new page for search engines.
Description		Describe your new page in about 40 words.
Filename	untitled.html	Provide a filename for this new page. Use only letters, numbers and underscores.
Overwrite		Overwrite if file already exists?
Access	Inherit 👻	Which contributors can edit this new page?
	Create	
	Cleate	

- You will be taken straight to your new page for editing. Choose a region to edit and begin making your changes as you would to any other page. Note:
  - Your new page will not appear on the live website until it is sent for approval and/or published.

#### **Uploading Files**

1. Click on the **Content** tab and browse to the folder.

	<del>88</del> Camp	IS <sup>°</sup>	_				
	Dashboard 🤇 Content 🌙 Add-Ons						
	Pages	Blogs	Rec	ent Saves	Recent Publishes		
S	Site: gallenauniversity						

2. Click on the **Upload** button in the top-right corner of this frame.



3. Click the **Browse** button and find the file on your computer. When found, click the "Select" button.

Location: top / test /	
Upload	
Properties	
Set access to Everyone	<b>~</b>
Overwrite	
File Selection	
File:	
	Browse
File:	
	Browse
File:	
	Browse

4. Click the **Upload** button at the bottom of the upload files screen. (Note: Binary files like images or PDFs will be uploaded to the production server while text files like HTML or TXT files will be uploaded to the staging server.)

Location: top / test /		
Upload		
Properties		
Set access to	Everyone 🔻	
Overwrite		
File Selection		
File:		
	C:\Users\ndinapoli\Desktop\Nicks\E)	Browse
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File		
110.		Browse
File:		
		Browse
		Upload

#### **Removing Files/Folders**

1. Click on the **Content > Pages** tab and identify the file/folder you'd like to delete.



2. Click on the **Delete icon** (trash can) associated with the file/folder in the far right column.



Note:

- Any deletion done with the **Delete** icon (trash can) cannot be undone.
- Individual files can be backed up in a recycle bin, instead of deleted, by using the **Recycle** icon. Folders cannot be recycled.



3. To recycle multiple files simultaneously, check the appropriate checkboxes next to each file in the left most column, then click the **Recycle** icon at the top of the list.

Location:	top /ick /		
r move	e 🖸 recycle		
	Name		Edit
2	Up a directory		
	<u>imaqes</u> 6/3/09 11:33 AM		
	<u>test2</u> 5/27/09 11:50 AM		
	test2.shtml 6/24/09 2:09 PM	4.3K	🥪 💿 🖉
	test5nick.shtml 5/26/09 2:32 PM	3.8K	🤪 💿 🖉 💆
		Remember: Pages whi sure to check your page For further help with this	ich are checked-out to you are es back in for others to edit w s screen, see <u>the pages doc</u>

- 4. Confirm the deletion by clicking "OK" and your files/folders will all be deleted.
  - Note: Only users assigned to levels 8, 9, and 10 can delete files and folders, and level 8 can only delete files and folders 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.



#### **Saving for Future Editing**

- 1. Click the Save button.
- 2. Click the Check In button. 💡

#### **Create New Blog Entry**

1. Click on the **Content** tab.

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Dashboard	Content	Add-Ons	
Pages	Blogs Re	cent Saves	Recent Publishes
Site: gallenauni	versity		

2. Click on Blogs.

Dashboard Content Admin Setup Add-Ons Pages Blogs Recent Saves Recent Publishes	<del>68</del> Camp	<b>US</b> `				
Pages Blogs Recent Saves Recent Publishes	Dashboard	Content	Admin	Setup	Add-Ons	
	Pages	Blogs Red	ent Saves	Recent Pu	blishes	
Blog Manager	Blog Manager	$\smile$				

3. Click on New Blog Entry.

Drafts					💿 New Blog Entry
Туре	Title	Edit	Lock	Publish	Delete
😡 Fo	r help with this s	creen, see <u>the</u>	Blogs document	ation.	

4. Fill out the form with the pertinent information.

Blog Entry	
Title:	
Content:	👗 📭 🎼 🛅 🖤 - 🥒 В I Ц АВС 🥘 👾 🎯
	汪 汪 律 律   手 吾 君 〓   📓   © 🐔 🚥
	Path:
	Create

- 5. Click Create.
- 6. Click the **Publish** button.

	<del>82</del> Campu	IS"				
	Dashboard	Content	t Admin	Setup	Add-Ons	
	Pages	Blogs I	Recent Saves	Recent Pu	ublishes	
В	log Entry: test				$\sim$	
e	dit preview			(	Publish no	w send to user
P	review Blog Ent	ry				

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# SconniUpdate"

#### **Using WYSIWYG Snippets**

1. Click the **Snippets** icon in the WYSIWYG editor.



2. In the Snippets window, select a Snippet and/or Snippet Category.

		Snippets
Insert pr	edefined snippet c	ontent
Category: Descriptior	Tables  Select a category Names List	Snippet: Select a snippet 💌
Preview -	Tables Forms Admission Forms Common text Misc snippets Common Images	

3. The selected Snippet can be previewed in this window.

Snippets	×
Insert predefined snippet content         Category:       Forms         Snippet:       Simple Request Form         Description:	
This is a simple form	
Pop Quiz: What is thy name:	
What is thy quest:	
What is the weight of a swallow:    African Swallow or    Continental Swallow	
What do you have to say for yourself	
Press (here) to submit your query.	
Insert	Cancel

4. Click Insert to choose this Snippet.

#### **Check In/Check Out Concept**

- OmniUpdate uses a system of check-in and check-out to limit access to editing files to one person at a time.
- Check-out occurs when the **Edit** button is clicked.



- No other users may edit the file while checked out (except for website managers).
- Check-in happens when one manually clicks the check in button, or the page is published. Once a page is checked in, other users can edit it.

#### **Review Approval Status**

1. Click on **Dashboard**.

	COOKIES - 🖻		Tonns -	🛥 images -	0	
-aucampus"						
Dashboard	Content	Admin	Setup	Add-Ons		
Workflow	Current Pro	jects Set	tings/Prefere	ences		
Messaging/Workfl	w					

2. Click the **Outbox** button.

1 ne	ew mess	age(s) in	all sites			Inbox Outbox Compose
With a	selected:	61				
			From	Subject	Review Page/Entry	Received
୍ମା		$\bowtie$	ndinapoli	file deleted		6/5/09 9:45 AM

3. The status of a webpage in approval process is given under the Status column.



4. **Approved** means that the page has been published. **Declined** means that the page was sent back to the user for further editing. **Pending** means that the approver hasn't yet taken an action on the page.

#### **Change Password**

1. Click on Dashboard tab.

<del>Clu</del> Campus <sup>-</sup>					
Dashboard	Content	Admin	Setup	Add-Ons	
Workflow	Current Pro	jects Set	tings/Prefere	ences	
Messaging/Workfl	ow				

2. Click on the Settings and Preferences tab.

	<del>88</del> Campu	S.				
	Dashboard	Content	Admin	Setup	Add-Ons	
	Workflow	Current Pro	jects Se	ttings/Prefere	ences	
E	dit User					

3. Enter new password in **Password** field.

OmniUpdate User Information	
Username: level5	Use only letters, numbers, and underscores.
Password: •••••	
First Name: Level	
Last Name: Five	
E-Mail:	Approval messages, reminders, etc. will
	be sent here.
Phone:	
User Preferences	
JustEdit: 🗌	Works in Firefox only, and may be disabled by an administrator.
User Restrictions	
User Level: 5-Editor	Θ
Approver:	Approver can be overridden per page.
Toolbar:	Toolbar can be overridden per page.
LDAP Login Information	
Auth Type: Simple	SSL requires certificate installation.
Hostname:	Hostname or IP address of your server.
DN:	User's unique identifier.
Sut	bmit
For help with this screen, see the user setup	p documentation.

4. Click Submit.

# **Change Other Account Information**

1. Click on the **Settings/Preferences** tab.

-						<u> </u>
	<del>82</del> Campu	<b>S</b> `				
	Dashboard	Content	Admin	Setup	Add-Ons	
	Workflow	Current Pro	jects Set	tings/Prefere	ences	
E	dit User					

2. Change personal information in available fields.

Username: level5		Use only letters, numbers, and underscores.
Password:	•••••	
First Name:	Level	
Last Name:	Five	
E-Mail:		Approval messages, reminders, etc. will
Phone:		De sent nere.
User Preferences	5	
JustEdit:		Works in Firefox only, and may be disabled by an administrator.
User Restrictions	;	
User Level:	5-Editor	0
Approver:		Approver can be overridden per page.
Toolbar:		Toolbar can be overridden per page.
LDAP Login Infor	nation	
Auth Type:	Simple	SSL requires certificate installation.
Hostname:		Hostname or IP address of your server.
DN:		User's unique identifier.
		Submit

3. Click **Submit**.