



Omni Update (OU)

Website Content Management System

Basic Editing and Page Creation

<https://www.youtube.com/watch?v=d6uf-0nHfz8>

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1. Naming Pages, Images, and PDFs

The standard naming procedure for anything that needs to be named within the OU Campus system is as follows:

- All characters lowercase
- Separated by dashes
- Followed by period
- Then, file type

Example: new-image-of-home-for-winthrop-site.jpg

Example: syllabus-2019-version.pdf

This will apply to all:

- Pages
- Images
- PDFs

2. Linking to Files

Whenever a file is directly hyperlinked in the body of a page on the website the format must follow a standard format. You must include:

- Title in “title case”
- File type and file size UPPERCASE and parenthetically separated by spaces and a single dash

Example: [New Guide \(PDF - 596 KB\)](#)

Example: [Trail Photos \(JPG - 2.4 MB\)](#)

3. Logging In (2 ways)

a. To access the back end of the **winthrop.edu** you will need to navigate to:

<https://a.cms.omniupdate.com/10/#oucampus/winthrop/www/>

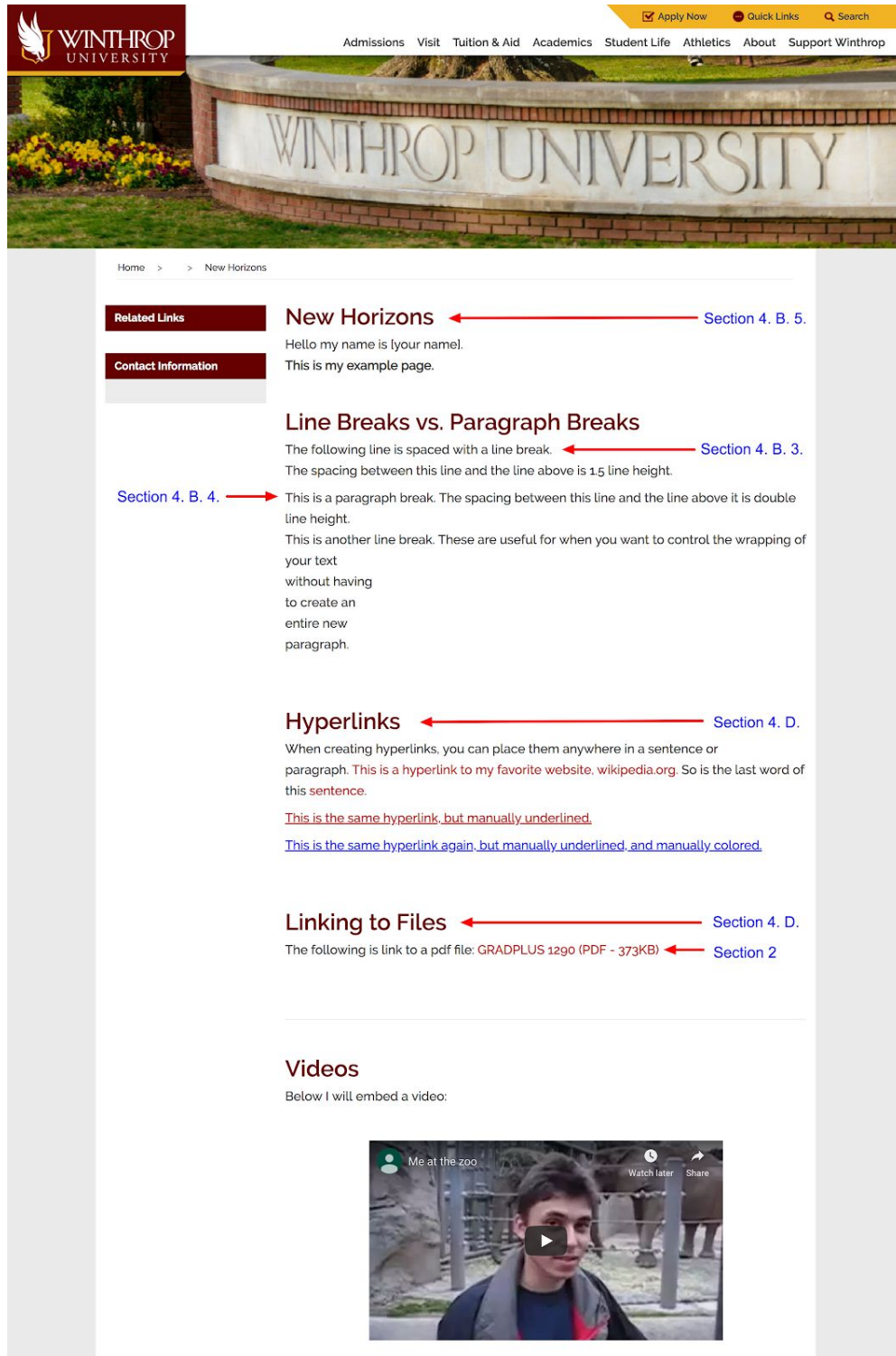
b. In addition to the centralized login screen, **OU Campus allows editors to log in directly to specific web pages**. This is accomplished using a DirectEdit link which is hidden in the footer of each live page managed within OU Campus.

1. Navigate to the live web page you'd like to edit.
2. Scroll down to the footer of your web page.
3. Click on your school's DirectEdit link.
4. Log in using your sign on credentials. These may have been generated in OU Campus or your school may be using a single sign-on platform; in this case you are redirected to your school's login page.
5. This feature is scheduled to be disabled in the coming months.
At that time it will be necessary to use the centralized login screen.

4. Example Page

The page below demonstrates the functions you will need most frequently in OU Campus. It can be viewed live at:

<https://www.winthrop.edu/training/new-example-page-for-training-document.aspx>



The screenshot shows a web page for Winthrop University. The header includes the university logo and a navigation menu with links like Admissions, Visit, Tuition & Aid, Academics, Student Life, Athletics, About, and Support Winthrop. The main content area is titled 'New Horizons' and contains several sections with annotations:

- Related Links** and **Contact Information** sidebar menus.
- New Horizons** section: 'Hello my name is {your name}.' and 'This is my example page.' (Annotated with 'Section 4. B. 5.').
- Line Breaks vs. Paragraph Breaks** section:
 - 'The following line is spaced with a line break.' (Annotated with 'Section 4. B. 3.')
 - 'The spacing between this line and the line above is 1.5 line height.'
 - 'This is a paragraph break. The spacing between this line and the line above it is double line height.' (Annotated with 'Section 4. B. 4.')
 - 'This is another line break. These are useful for when you want to control the wrapping of your text without having to create an entire new paragraph.'
- Hyperlinks** section: 'When creating hyperlinks, you can place them anywhere in a sentence or paragraph. This is a hyperlink to my favorite website, wikipedia.org. So is the last word of this sentence.' (Annotated with 'Section 4. D.'). Below are examples of manually underlined and colored hyperlinks.
- Linking to Files** section: 'The following is link to a pdf file: GRADPLUS 1290 (PDF - 373KB)' (Annotated with 'Section 4. D.' and 'Section 2').
- Videos** section: 'Below I will embed a video:' followed by an embedded video player showing a person at a zoo (Annotated with 'Me at the zoo', 'Watch later', and 'Share').

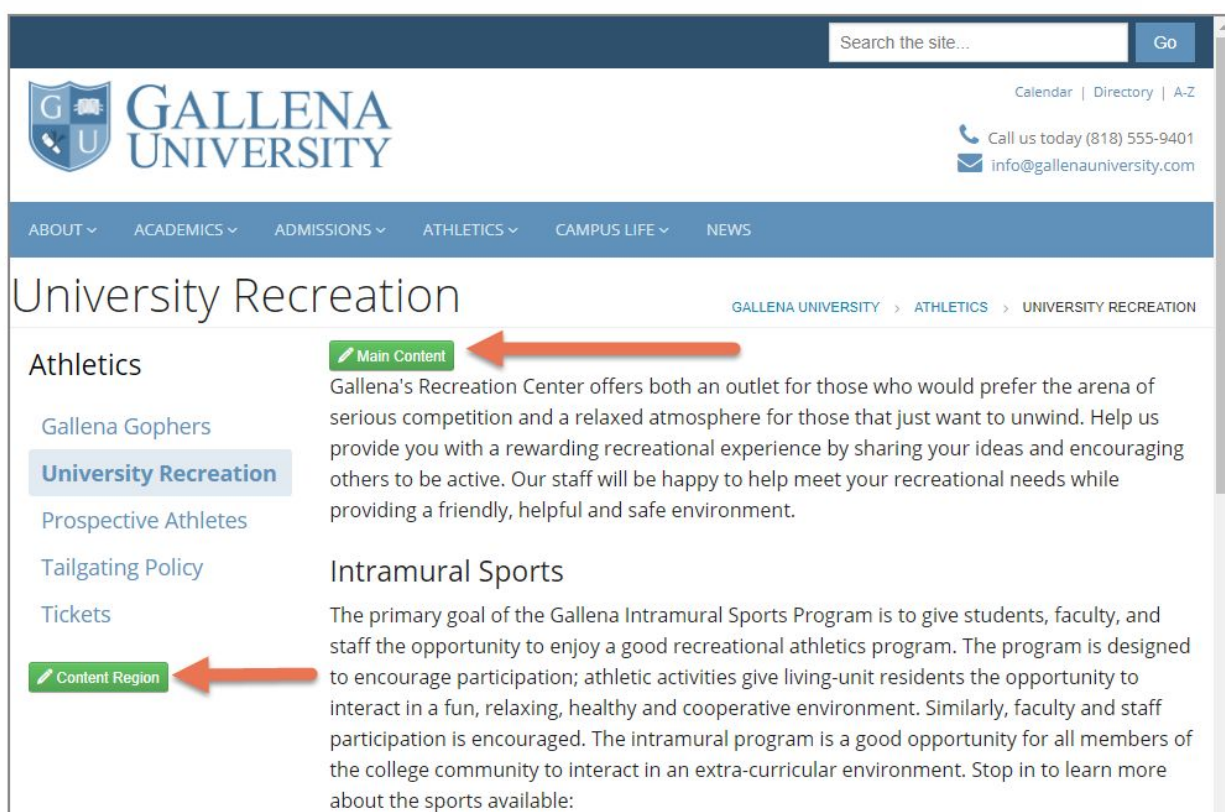
5. Editing a Page

A. Opening an Editable Region

1. From the Page Actions Toolbar, click on the **Edit** button.



2. Click on a green, editable region button to open that region.

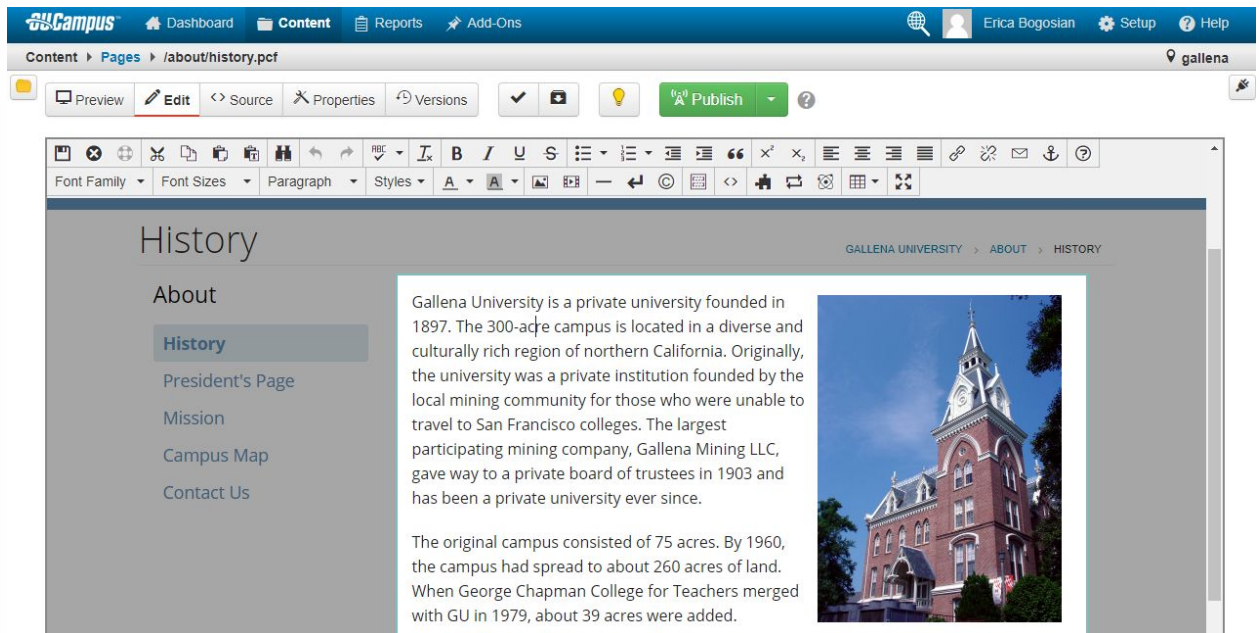


3. Most of the time you will be looking for the green **Edit Content** button.



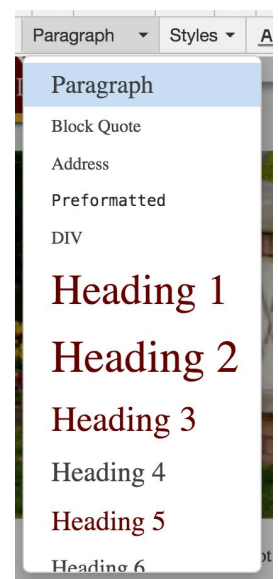
B. Editing Text

1. Open an editable region.
2. Add, remove, or edit text using your computer keyboard.




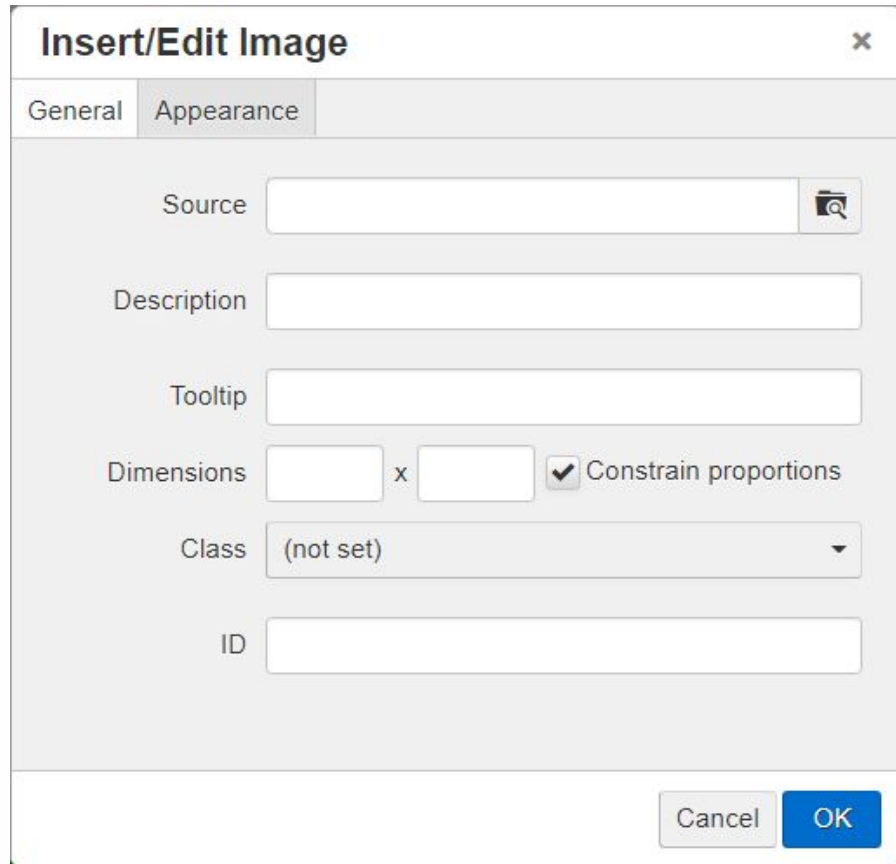
3. To enter a **line break** (1.5 line height), use the **return + shift** keys.
4. To enter a **paragraph break** (double line height), use the **return** key.
5. To change the heading or **H Tag** for a line of text, select the line of text you wish to change and use the **paragraph styles dropdown** to select the new heading.

The title of each page is automatically assigned an H1 tag. Any subsequent headings should use an H2 tag or lower H Tag.



C. Images

1. Open an editable region.
2. From the JustEdit toolbar, select the **Insert/Edit Image** icon ().
3. Select the **General** tab at the top of the Insert/Edit Image box.



The screenshot shows the 'Insert/Edit Image' dialog box with the 'General' tab selected. The dialog has a title bar with a close button (X). Below the title bar are two tabs: 'General' and 'Appearance'. The 'General' tab contains the following fields and controls:


- Source:** A text input field with a browse button (magnifying glass icon) to its right.
- Description:** A text input field.
- Tooltip:** A text input field.
- Dimensions:** Two text input fields for width and height, separated by an 'x' character. A checkbox labeled 'Constrain proportions' is checked.
- Class:** A dropdown menu currently showing '(not set)'.
- ID:** A text input field.

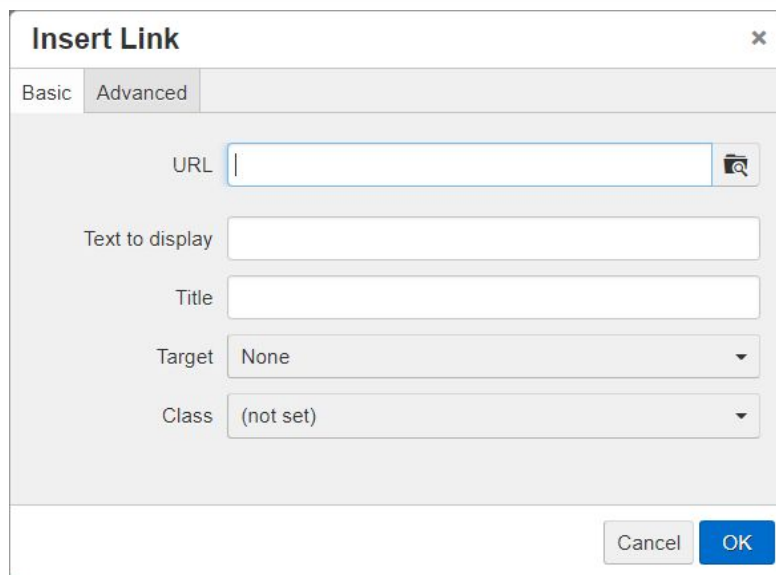
At the bottom right of the dialog are two buttons: 'Cancel' and 'OK'.

4. Next to the "Source" field, click the browse button.
5. Navigate through the OU Campus folder structure and select the appropriate image.
6. Click "Insert" in the bottom right corner of the Select Image box.
7. Add a "Description"; this field is used as the alt text for the image.

8. Add a "Tooltip," adjust the "Dimensions," select a "Class," and add an "ID" as needed.
9. Select the **Appearance** tab at the top of the Insert/Edit Image box to make adjustments to the image's appearance on the page.
10. Adjust the "Alignment," "Vertical space," "Horizontal space," "Border width," and "Style" as needed.
11. Click **OK** in the bottom right of the box.
12. To reopen and edit the image, select the image and click on the **Insert/Edit Image** icon from the toolbar.

D. Links

1. Open an editable region.
2. Type the text of your link.
3. Highlight the text.
4. From the JustEdit toolbar, select the **Insert/Edit Link** icon ().
5. Select the Basic tab at the top of the Insert/Edit Link box.



The screenshot shows the "Insert Link" dialog box with the "Basic" tab selected. The dialog has a title bar with a close button (X). Below the title bar are two tabs: "Basic" and "Advanced". The "Basic" tab contains the following fields and controls:

- URL:** A text input field with a magnifying glass icon to its right.
- Text to display:** A text input field.
- Title:** A text input field.
- Target:** A dropdown menu currently set to "None".
- Class:** A dropdown menu currently set to "(not set)".

At the bottom right of the dialog are two buttons: "Cancel" and "OK".

6. To link to external web pages, add the fully qualified URL to the "URL" field.
7. To link to other content managed within OU Campus, click the browse button next to the "URL" field.
8. Navigate through the OU Campus folder structure and select the appropriate page/file.
9. Click **Insert** in the bottom right corner of the Select File box.
10. Adjust the "Text to display," add a "Title," select a "Target," and select a "Class" as needed.
11. Click **OK** in the bottom right of the box.
12. To reopen and edit the link, place your cursor inside the link text and click on the **Insert/Edit Link** icon from the toolbar.

6. Saving/Publishing/Submitting a Page

A. Save vs. Publish

Once your edits are complete, you can **save** your progress. This only saves the changes you have made while editing the page, but does not make your changes public on the website.

You will need to **publish** your page for those changes to be applied to the live website. Depending upon the publishing structure within your school, you may be able to directly publish pages, or you may have to submit pages to an approver as part of a workflow.

B. Publish

1. Navigate to the appropriate page in OU Campus.
2. From the Page Actions Toolbar, click on **Publish**.
3. From the Publish box, run page checks on the page as needed.



Publish - index.pcf

Final Check

Schedule

Scan your page for spelling, link, W3C validation, and accessibility issues. Run all checks, or run individually by clicking the button.

html

Run All

Spell Check Language

English

ABC

Spelling

Link

Links

Globe

W3C Valid

Person

Accessibility

Version Description

0/256

Cancel

Publish

4. Add a "Version Description" as appropriate.
5. Click **Publish** in the bottom right of the box.

C. Submit

1. Navigate to the appropriate page in OU Campus.
2. From the Page Actions Toolbar, click on the **Check In/Check Out** icon to turn it on and check out the page.



3. From the Page Actions Toolbar, click **Submit**.



4. From the Submit for Approval box, select the appropriate user from the "To" dropdown as needed.

Submit for Approval - index.pcf

?

When submitting for approval, the message is automatically set as public for current and future workflow participants.

To

Subject

Message

☒ Send Copy to Email
Send external email in addition to internal OU Campus message

Cancel

Submit

5. Add a "Subject".
6. Add a "Message" as needed.
7. Select "Send Copy to Email" as appropriate.
8. Click **Submit** in the bottom right of the box.

7. Creating New Pages and Folders

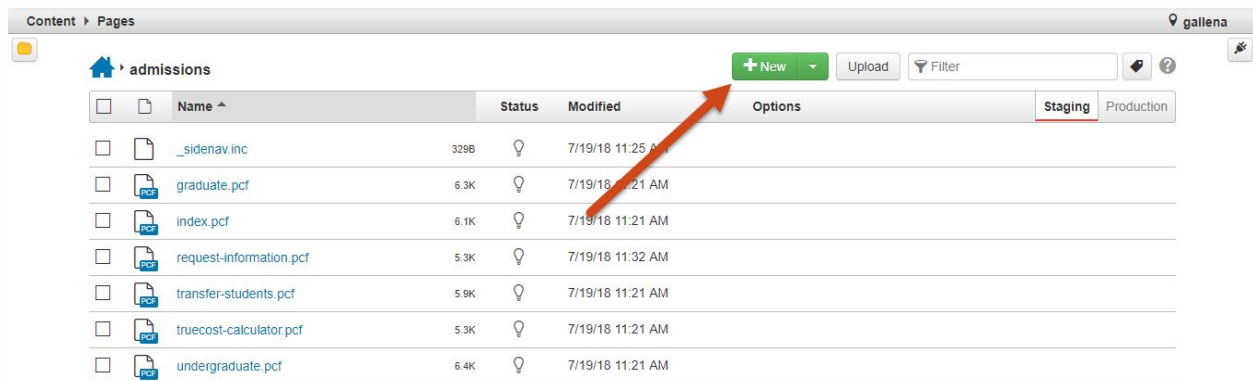
Creating new pages in OU Campus is simple and easy using the preconfigured templates.

When creating a new page, follow the naming conventions in section 1.

A. Pages

Navigate to the **Pages** list showing the location where you'd like to add a new page.

Above the page listing, click on the **+New** button.



Choose the appropriate page template.

Fill in the prompted form fields as appropriate.

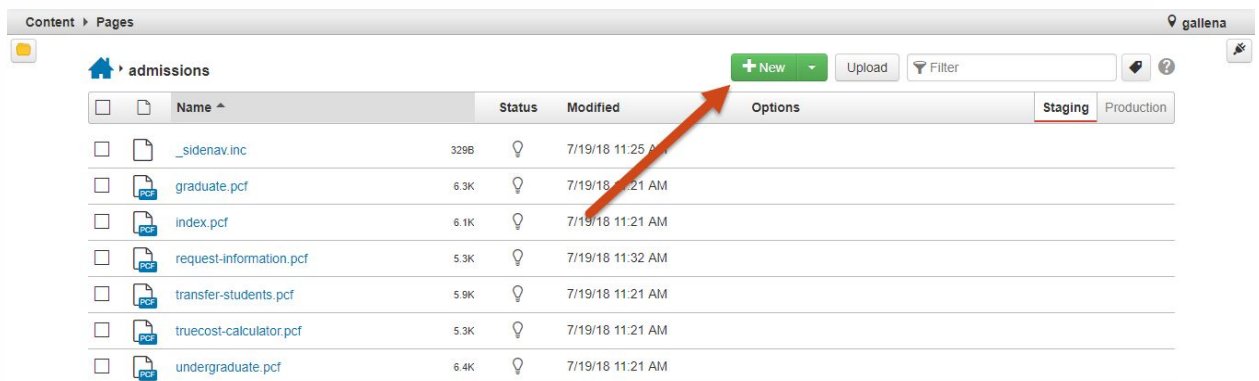
Click **Create** in the bottom right of the box.

A page in OU Campus is a singular web page with a unique URL. Depending upon your school's web site design, you may have multiple different page types and page layouts. If you are unsure what type of page to create, contact your school's OU Campus administrator.

B. Folders

Before creating folders, consult your department's best practices concerning folder organization. Excessive folders and sub folders are not ideal.

1. Navigate to the **Pages** list showing the location where you'd like to add a new folder.
2. Above the page listing, click on the **+New** button.



3. Choose **Create New Folder**.



4. Give your folder a Name.
5. Click **Create** in the bottom right of the box.

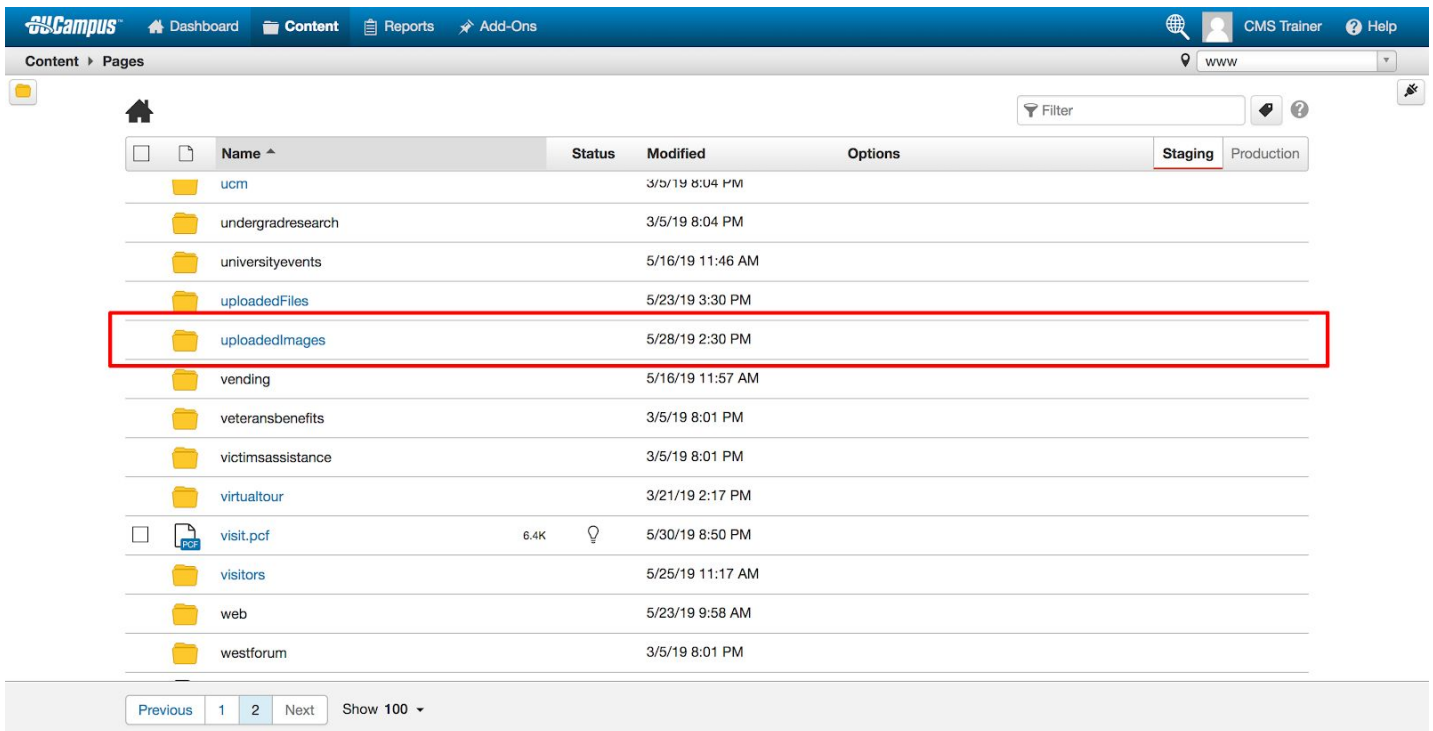
8. Uploading Images and PDFs

When uploading an image or other file, follow the naming conventions in section 1.

Before linking to an image, PDF, or other type of file, it must be placed in the appropriate folder within OU Campus.

A. Images

1. Navigate to the **uploadedImages** folder within the **Pages** list.

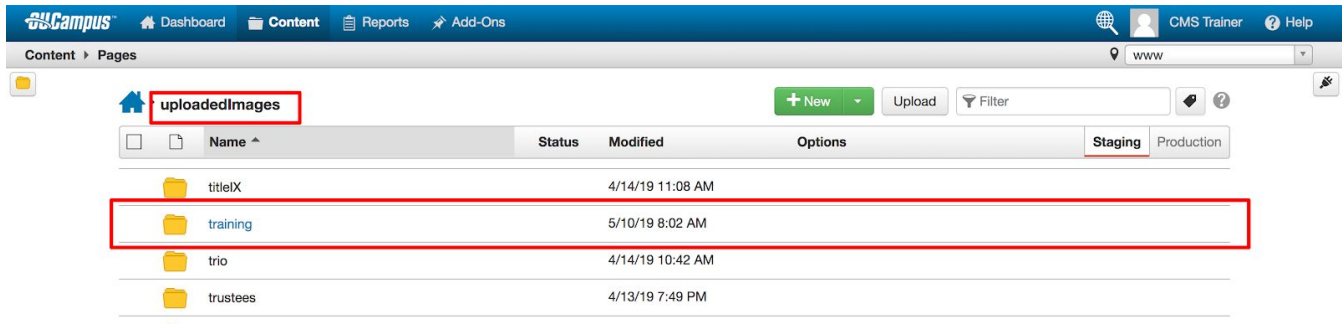


The screenshot shows the OU Campus interface. The top navigation bar includes links for Dashboard, Content, Reports, and Add-Ons. The main content area displays a list of folders and files under the 'Pages' section. The 'uploadedImages' folder is highlighted with a red box.

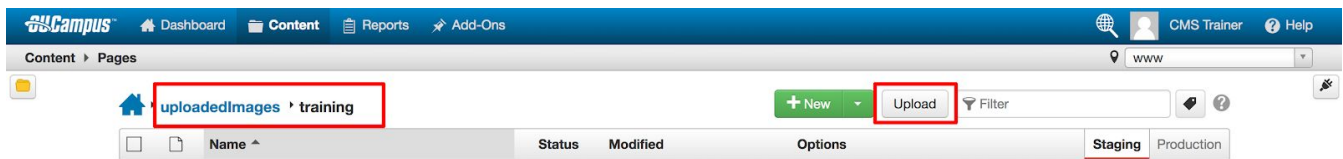
Name	Status	Modified	Options	Staging	Production
ucm		3/5/19 8:04 PM			
undergradresearch		3/5/19 8:04 PM			
universityevents		5/16/19 11:46 AM			
uploadedFiles		5/23/19 3:30 PM			
uploadedImages		5/28/19 2:30 PM			
vending		5/16/19 11:57 AM			
veteransbenefits		3/5/19 8:01 PM			
victimsassistance		3/5/19 8:01 PM			
virtualltour		3/21/19 2:17 PM			
visit.pdf	6.4K	5/30/19 8:50 PM			
visitors		5/25/19 11:17 AM			
web		5/23/19 9:58 AM			
westforum		3/5/19 8:01 PM			

At the bottom of the interface, there are pagination controls showing 'Previous', '1', '2', 'Next', and a 'Show 100' dropdown.

2. Locate the folder for your department or area. In this example we are looking for the **training** folder.

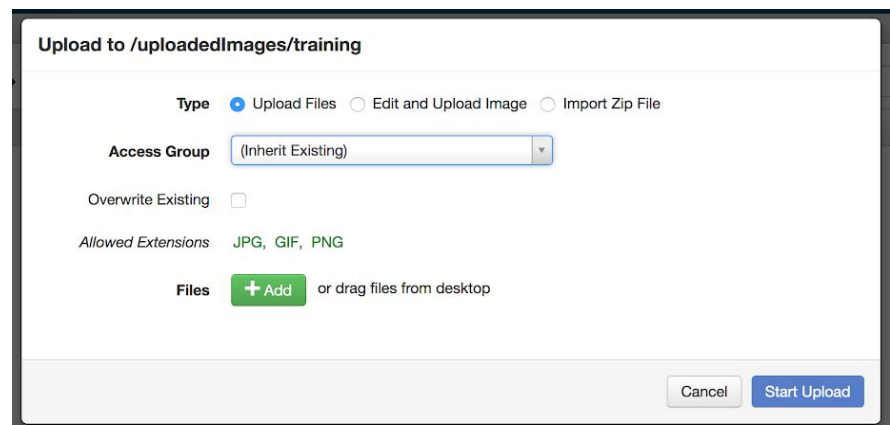


3. When you are in the appropriate folder, click the **Upload** button to the right of the **New** button. This will open the **Upload to** dialog box.



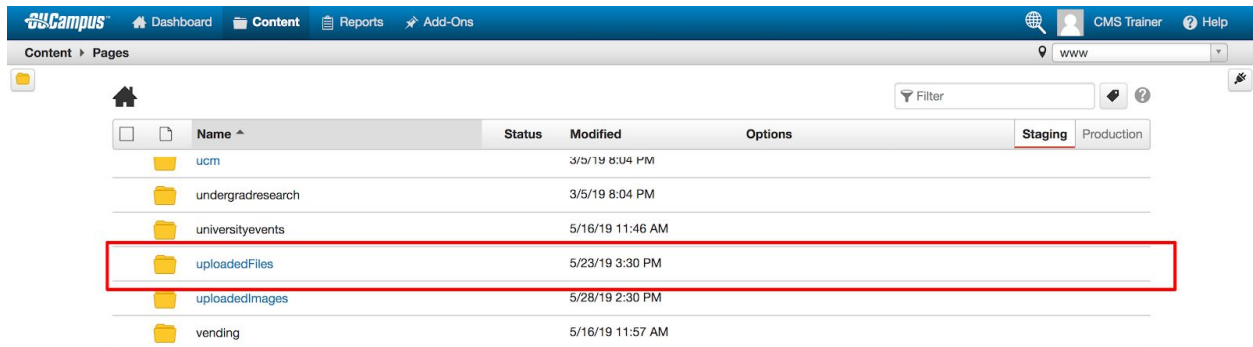
4. Allowed extensions are only:

- JPG
- GIF
- PNG

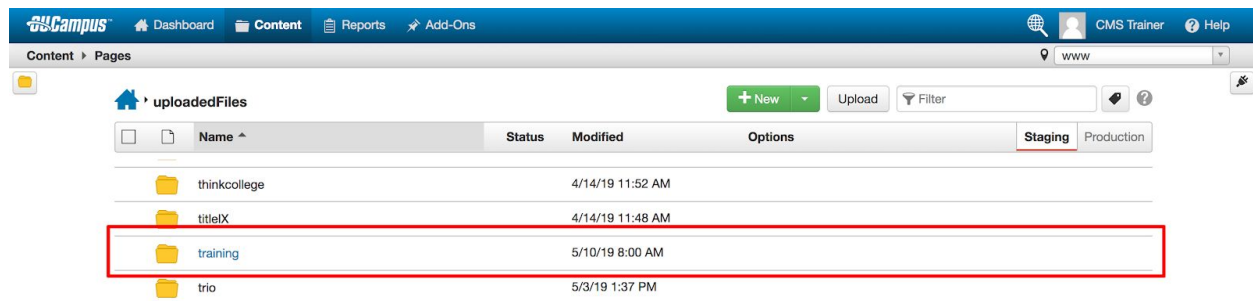


B. PDFs

1. Navigate to the **uploadedFiles** folder within the **Pages** list.



2. Locate the folder for your department or area. In this example we are looking for the **training** folder.



3. When you are in the appropriate folder, click the upload button to open the **Upload to** dialog box.

Upload to /uploadedFiles/training

Type ☒ Upload Files ☐ Edit and Upload Image ☐ Import Zip File

Access Group (Inherit Existing)

Overwrite Existing ☐

Allowed Extensions PDF

Files or drag files from desktop

Cancel Start Upload

4. Only PDFs are able to be added in the **uploadedFiles** folder.

9. Advanced/Restricted Features

We ask that if you need to incorporate one of the following features into your page that you contact James Ray (rayj@winthrop.edu) and work with him directly to accomplish what you need:

- Tables
- Assets