OmniUpdate @ De Anza Quick Guide

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Look for more information at www.deanza.edu/webguide/omniupdate

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Contact the Web Team at webteam@saturn.deanza.edu with comments about this guide.

Updated August 28, 2008

Login

1. **GO TO www.deanza.edu** and **BROWSE** to the page that you want to edit. **(See NOTE**)**
2. **SCROLL** to the bottom of the page. **FIND** the Last Updated: (Date stamped) link and **CLICK** on it. You will be taken to the login page.
3. **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:

- ****Remember**! Until you ask the Web Team to PUSH your OmniUpdate Web site LIVE, you will access it by using the **omni.deanza.edu/xxxxx address**. Once it is LIVE and viewable from www.deanza.edu, you will use that address.
- Pages may be edited only by approved user(s).
- Username and password are case sensitive and must be entered exactly as issued.
- Email the Web Team at webteam@saturn.deanza.edu if your access is still denied after three attempts. Your account will be locked at that point.

- ☐ **Your active Web browser window in OmniUpdate** should now display **OU CAMPUS – Mozilla Firefox** at the top. If you inadvertently close it, you will need to start with Step 1 above to get back to the OmniUpdate editing page creation and editing functions. **Use Firefox 2.0 or above**.

- ☐ **If you need to go to another Web page** to copy its address or content, OR if you want to check that your changes have published correctly, go to **File > New Window** to find the page you want.

- ☐ **Return to the OU Campus window** when you are ready to paste what you have copied from another source or to continue working on other pages using OmniUpdate.

Logout

1. When done working in OU Campus, always log out so that no one else can access your Web site from your workstation. **CLICK** on Logout in the top right corner of the OU Campus blue banner. **You will see the login page when you are logged off.**

NOTE: If you decide you are not done, to log back in, **GO BACK to Login Step 1 – Browse to the page that you want to edit and complete the login steps.**

OmniUpdate Help Center

CLICK on Help next to Logout in upper right-hand corner in any OmniUpdate page view to access the OmniUpdate Help Center. View tutorials and more in-depth information about how to use the OmniUpdate Interface and Page Action Tools.

Editing and Saving a Page

1. Once you have logged in, **CLICK on the appropriate edit button** on the Web page (e.g., green "Edit Main Content" or orange "Edit Left Nav") to begin.

2. **SEE the Page Edit Toolbar** at the top of the page of your content area that you want to edit.
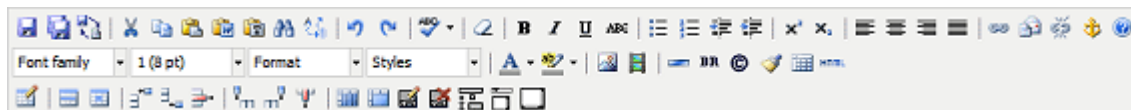
3. **MAKE your changes**. Do this by typing right into the page, or paste in text you have copied from Word or another Web site, just as you do in Word documents.

4. **USE the icons in the menu bar** to format text (bold, bullet/number lists), insert/edit links, insert images, and edit tables. Remember to optimize/resize images first using Web Resizer or another photo manipulation tool. Hold your cursor on each tool icon to learn more about it and/or see tool descriptions on p. 9.

5. **When done with your edits**, **CLICK the** 💾 **Save button** (far left top corner).

NOTE: If you back out of the page or click the Content Tab button before saving, you will lose your changes. **SAVE OFTEN** if you have several changes on one page.

Page Action Toolbar View
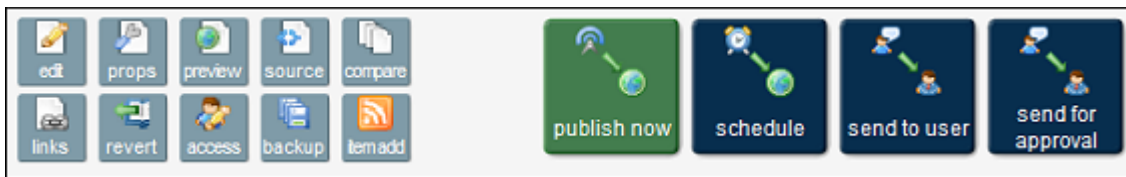
When you save a page, you will see a new screen view with the "Page Actions Toolbar" at the top. The page you just edited and saved is still checked out and waiting for further action from you. Here you can either edit the page and its properties, preview your changes, check links and perform other functions. More importantly, the Page Actions Toolbar provides the options to publish your changes. *OR* you can **CLICK the Content Tab if you want to select another page to edit.**

Content Tab Page View

In the Content Tab Pages View you can perform functions on a page, including checking it out so that you can edit page properties, check links, revert to a previously published version, and publish it. Also this is the **screen view to access buttons to create new pages** (single or a subsection folder) **and upload images and pdfs. And if you feel LOST?** and unsure of what to do next**, CLICK the Content Tab** to bring you back to this view.

Publishing

There are **two ways to SELECT a page** to publish it. **A. Most likely** you will publish a page immediately after editing and saving it. **FOLLOW** steps below. *OR* **B. SELECT a page to publish – CLICK** the Content Tab > **CHECK OUT** the page (see *NOTE) > **CLICK** the blue "Publish" button > **FOLLOW** steps below.

*NOTE: Click on the grey bulb to check out the page. It will turn "yellow" when the page is checked out. No one else can edit the page if you leave it checked out when you log out. (See section on the Content Pages view.)

1. **CLICK the large green "Publish Now" button** in the Page Actions Toolbar. Then you will see the "Page Ready for Editing" prompt.
2. **FILL in a note (*optional)** about the changes you made. (*All versions of published pages are archived and can be viewed and/or reverted back to using the Compare and Revert Action functions. A note may be useful when selecting a version with these tools.)
3. **CLICK the grey "Publish" button** under the note field. You must click this button for the page to publish!
4. **WAIT to see a Page Published and Success box confirmation.** Your changes are now LIVE for public viewing on the Web.
5. **SELECT View in New Window** *OR* **TYPE** in the Web page address in a new Window to test out that your changes took effect properly. **To open a new browser window:** File > New Window

View and Revert to Previously Published Page

Once a file has been published, the notes you or others input before the file is published can be viewed at a later time. **To view the notes, CLICK the Content Tab and select the "Revert" button next to any file.** You will see a list of revisions. You can revert to any previously published page and make edits to it before publishing it. This is useful for quarterly updated information that may only require date changes.

/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.

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).

2. **CLICK the chain icon** (top right section on the toolbar). This will open a dialog box.

3. **To create a link to an external site, TYPE in the site's address in the URL field** (e.g., http://www.google.com/) *OR* **OPEN** a new browser window > **FIND** the page you're looking for > **COPY** the URL from the address bar > **PASTE** it to the URL field. **CLICK "Insert" to finish.**

4. **To create a link to another page or document (pdf) in your Web site or a page from another Web site on www.deanza.edu**, start by knowing the file name and location of the Web page or document (eg. Is it in a pdf folder or class subfolder in your Web site, such as bio10/assignments.html?).

5. **CLICK the browse button** to the right of the Link URL field. This will open a list of folders and files.

6. **NAVIGATE** to the folder and/or file to which you want to link. **CLICK** the folders or use the "Location" button at the top of the dialog box to move around.

7. Once you find the page or document file, **CLICK on the file link > CLICK Select File > CLICK "Insert" to finish.**

8. **Another option for pages from other www.deanza.edu** Web sites is **OPEN** a new browser window > **FIND** the page you want > **COPY** the URL from the address bar > **PASTE** it into the URL field > **CLICK** "Insert" to finish.

NOTE: When linking to Web sites outside of www.deanza.edu or documents within your Web site, **SELECT Open in New Window from the Target field dropdown list**. **When linking to pages within** www.deanza.edu**, LEAVE** the target default Open in this window/frame.

Editing/Removing Existing Links

1. **CLICK on the link** in the text that requires changing.

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/Editing E-mail Links

1. **TYPE** the text you want to have linked, and **HIGHLIGHT** it using the mouse (hold down the left mouse button and drag). *OR* **TO EDIT** the address, click on the text for the link that requires changing. **CLICK** the e-mail icon in the toolbar. This will open a dialog box.

2. **TYPE** the e-mail address and a subject line (optional) that the visitor to the Web site will see in his e-mail client when he clicks on the e-mail link. **CLICK** Insert or Update.

Adding Images

1. **CLICK in the general area** where you want to insert an image. (Don't worry about placement too much here. You can drag it around and will edit the exact placement in Step 7.)
2. **CLICK the image icon** on the toolbar. This will open a dialog box.
3. **CLICK the browse button** to the right of the Image URL field. A list of images will appear.
4. **CLICK on the image file** that you want to insert.
5. **CLICK Select** to finish.
6. Before you can insert this image onto the page, you must **ENTER an image description.** Type a two or three keyword description of the image into the image description field.
7. **CLICK the appearance tab** to **EDIT** the alignment (right or left), horizontal (8-15) and vertical (0-4) padding and border (1) of the image in relationship to the surrounding text.
8. When finished, **CLICK the Insert/Update button** at the bottom of the dialog box.

Editing/Removing Existing Images

1. **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**. Either **CHANGE** the image description *OR* **CLICK** the Appearance tab to change the image's dimensions, border, and/or padding.
3. **To remove this image, CLICK** "Delete" or "Backspace" on your keyboard.

Adding New Web Pages
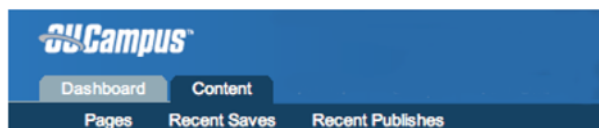
1. **CLICK on the Content tab** and **BROWSE to the folder*** into which you want your new page to go. (*You will follow this step only if you have a subfolder as part of your site, such as for individual classes, eg. bio10.)
2. **CLICK on the +New button** in the top right corner of the screen.
3. **CHOOSE and CLICK** on a new page template from those displayed.
4. **FILL OUT** the short form with the information pertinent to your new page. (**Make sure to include** the .html extension when typing the page file name – eg. biography.html)
5. **CLICK the Submit button**.
6. 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. (**SEE** Editing and Saving a Page p. 3)
   NOTE: A new page will not appear on the live Web Site until it is published.

Uploading Files (PDFs and Images)

1. **CLICK on the Content tab** and **BROWSE to the folder where you want the files** (usually Images or PDF – *See NOTE 1* about converting docs and ppts to pdfs).
2. **CLICK on the Upload button** in the top right corner of this frame.
3. **CLICK the Browse button.**
4. **FIND the file on your computer.** When found, **CLICK the "Select" button** or double click the file. Repeat up to 10 times. (*See NOTE 2* about naming files for posting to the Web).
5. **CLICK the Upload button** at the bottom of the upload files screen.
6. **WAIT for a confirmation** that the files were uploaded. (Once upload, files may be selected when you edit a Web page with the insert images and insert links edit tools. Remember that you can upload an image with the image insert tool, too.)
7. **NAVIGATE** to the page where you want to insert an image or link to a file. **To do that, CLICK on the link to your Web site's parent folder** to take you back to the full-page view of files/folders (eg. top | faculty | **facultyname (your parent file)** | bio10 | pdf). Your parent folder name is the same as the last part of your Web site address (eg. /gov/college_council)

NOTE 1: Remember, when sharing a document in Word or PowerPoint, it's best to convert it to PDF format. Everyone may not have the appropriate software to read or open it otherwise.

NOTE 2: It's best to use all lowercase with no spaces (use underscores _ and hyphens - only) for your document files posted on the Web. You can rename a file when uploading it through OmniUpdate. Make sure to include the .pdf or .jpg or .gif extension in the name.
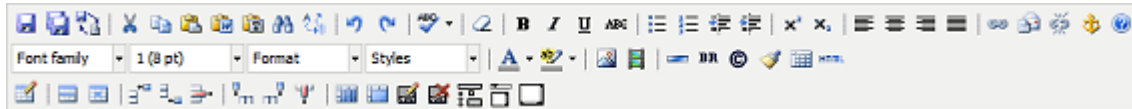
Removing Files

1. **CLICK on the Content tab** and browse to the folder in which the file is located.
2. **CHECK the box** for the file that you want to delete.
3. **CLICK Delete.** You will be asked if you really want to delete the file. (**NOTE**: It will not give you the name of the file. Please **MAKE CERTAIN** when selecting the Check Box that it is the file you want to delete.) **WAIT** to see the Deleted Successfully confirmation.

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.
- Check in happens when one manually clicks the check in button, or the page is published. Make sure to check in pages (turn off the "bulb") before logging out so that others who have permission to edit your site may edit the page.

The Toolbar

Within the WYSIWYG editor, there are a variety of functions available so that you can create and update informative, useable and interesting Web pages. Below is a list of all the functions available. NOTE: Some functions, such at Forms tools are not available for OmniUpdate @ De Anza.

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 use the keyboard shortcut - CTRL+X/Apple +X).
	Copy	To copy a portion of the document, highlight the desired portion and click on the "Copy" button (keyboard shortcut - CTRL+C/Apple +X).
	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/Apple+X).
	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 tthe mouse and scroll down to "Check spelling".

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

Spellchecker

- 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

B Bold

Turns selected text into **bold text**.

I Italic

Turns selected text into *italicized text*.

U 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).** It is best to avoid underlining text for emphasis in Web pages.

ABC 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

✗² Superscript

Turns selected text into $^{superscript\ text}$.

✗₂ 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

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. A target window information (optional) and an anchor name (if linking to an anchor - optional) can also be supplied.

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.

📧 Create or modify a mailto link

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.

🔗 Unlink

Place the cursor in the hyperlink and click on the "Unlink" button to remove a hyperlink.

Insert/edit anchor

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.

Font Properties

Font Family

www.deanza.edu uses the Arial font that is recognized by all browsers. We have included colored font styles in the Styles tool described below for subheadings throughout your Web pages. These fit the look and feel of De Anza's marketing and other printed materials for the college.
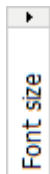
Font Size

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.

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. Contact Marty Kahn at kahnmarty@deanza.edu with the Technology Resources Group to request that your video be place on the De Anza videostream server before using this tool. |

Misc. Graphics Tools

| | Horizontal rule | To insert a Horizontal rule, click on the "Horizontal rule" button. When clicked, a popup with appear that will allow you to choose both width and height of the horizontal rule. |
| BR | Insert line break | To insert a line break, click on the "Line break" button. This is the same as entering <br />. You can also use the Shift + Enter keyboard short cut. |
| © | 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. |

Table Tools

Inserts a new table	To insert a table, click 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. Use 100% when setting table width.
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. Use %'s cell column widths
Insert row before	To insert a row before another row, click inside the row cell you want the new row to preceed, 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 preceed, 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 cellsquot; button.
Merge table cells	To merge cells, highlight the cells you would like to be merged, then click on the "Merge table cells" button.

Description of Icons in the Content Tab Pages List View

	Name		Edit	Review	Publish	Admin	File
☐ 🗋	index.shtml 5/1/08 5:58 PM	2.3K	💡 📶 🔁 📄 ⏲	🌐 📋 💾	📧 🔍	🛠 📋	📑 📨 ➕ ↩ 🗑

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** *Seen when another user already has the file checked out.*
📶	**Add / Edit RSS** *Optional Feature:* Allows you to write to an RSS News Feed; page must be assigned to a news feed.
📄	**Edit Page Properties** Edit page title, meta tags like description, content, etc. *Only available to Level-5 users and above.*
⏲	**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** *Optional Module:* 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. *Only available to Admin-level users and above.*
	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.