

dadev.deanza.edu/omni-training

JustEdit – Advanced

1. Activating JustEdit – hover over your name in the top right corner and select settings. Scroll down and check the JustEdit box.
2. Clear formatting – use the clear formatting tool 
3. Paste as plain text tool  pastes copied text without the formatting
4. Named anchors 
 - a. Use this before the sentence where you want to jump to, place the cursor where you want a link to jump to then press the named anchor tool
 - b. Type the name that you want for that spot and remember the name you gave it
 - c. Highlight the text that you want to link to this spot, click on the link button 
 - d. On the URL line, type the hashtag symbol (#) and the name of the anchor
 - e. Save and publish the page for it to be able to jump to that spot on the page
5. Video embed
 - a. Select the insert video button 
 - b. Select embed code and paste copied embedded code; save and publish the page
6. Soft returns – use these if you are using a bulleted list and want to start text on a new line without a bullet, this works for paragraphs too
 - a. To add a new line, hold shift and hit enter
7. Special characters
 - a. To enter special characters, use this button 
8. Maximize content region
 - a. When working in the right column, if you want to make your work space larger, use the maximize content region button 
9. Tables – use tables for tabular data, not just as a layout
 - a. Select the table button  and choose how large you want your table (number of rows and columns)
 - b. Add text in the boxes to expand them
 - c. Right click on the table, select table properties
 - i. Here you can change the class to table or table bordered
 - d. Highlight the top row, right click on it, select row and then row properties, choose header row
 - e. Highlight the top row, right click on it, select cell and then cell properties, choose header cells
 - f. To change the cell properties, right click on the table and select cell properties in order to adjust the width; use a % sign after the number so it adjusts to the page size
10. Styles
 - a. Small text paragraph – this should be used for things like disclaimers
 - b. Lead paragraph – this should be used to highlight sections or parts of paragraphs

- c. Margin bottom 0 and margin top 0 – removes extra space between lines of text
- d. Big top/bottom margins and big top/bottom padding adds extra space above and below lines of text
- e. H3 – makes header 2 look smaller

11. Custom Classes

- a. When creating a link, you can change the class to previous link or next link to add arrows pointing back or forth

Image Manipulation – you can create a folder for your images; add and upload images to that folder from your computer then you can edit them within Omni

1. Opening to edit – right click the image, select insert/edit image, change the class to (custom), you can then add space around the image without changing the appearance
 - a. mr-5, mb-5, etc.
 - b. m = margin; r = right; l = left; t = top; b = bottom
 - c. ID allows you to create a shortcut to jump to the image when using anchors; you can call it pic1 and then use #pic1 with an anchor to jump to the image
2. Rotating – within your image folder, select the image you want to edit; always choose to rotate the image (if needed) before making any other changes to the image
3. Cropping – choose size or choose custom and drag the outer lines to adjust the image; click apply crop when you're done cropping it
4. Resizing – 1200 is as big as you'll ever need in Omni; after selecting the size, click the resize button
 - a. Zoom – this zooms into the image; you can zoom in or out of an image or change it by a percentage
5. Saving – at the bottom of the image editing page, you can choose “save” which will replace the original image with the changes you've made or you can choose “save as” which will save a copy of the changed image and keep the original image unchanged

Assets – at the top of the page, move the mouse over “content” and select assets; click “new”

1. Web content – this should be used for basic information that you might have located on the website in various areas such as office hours
 - a. Give the web content a name and description
 - b. Access group allows the selected users to edit this asset
 - c. Available to allows the selected users to use this asset on their page
 - d. You can go back and edit your web content asset; save and publish it in order to update the asset everywhere that it's used
2. Plain text – this should be even more basic information, something you would use in a fill-in-the-blank area
3. Forms – give forms a name and description; to see form submissions select “Form Submissions” at the top of the page of your form
 - a. Inputs – give your element a label (first name, last name, email, etc.); name will be the same as the label; default text should be the same as the label; select if this element should be required or not; select a validation or leave it as none; do not use the “advanced” box; fill in the success message and failure message
 - i. Single-line text field – allows for a single line response
 - ii. Multi-line text field – allows for paragraphs of text

- iii. Radio button – allows for users to select one response (true/false, yes/no, or choose one item from a list of options)
 - iv. Checkboxes – allows for users to select multiple responses or no response at all
 - v. Drop-down – allows users to select one option from a drop-down box
 - vi. Multi-select – similar to a drop-down, but allows users to select multiple options
- b. Emails (and handlebars) – these can be sent to the creator of the form as well as anyone who fills out the form
- i. Click “+ Add” in the email messages section
 - ii. To – type your own email address in order to receive a copy each time someone completes the form
 - iii. From – use curly brackets ({{ }}) to have this automatically filled out when someone types their email address into the form. In order for this to work, you have to have the user submit their email as one of the questions for the form. In the curly brackets, put the name from the email element that you created above. If you named the email question “emailaddress” for instance, you would put {{emailaddress}} in the “From” section.
 - iv. Subject – this is whatever you want as the subject of the email
 - v. Body – this is the message that will be sent in the email. If you want to collect the answers to the questions from above, use curly brackets with the name of each of the elements from above. You can type any message that you want and use the curly brackets to fill in the blanks that you want collected.
 1. Example of an email to the creator of the form:
 {{name}} {{lastname}} {{cwid}} is attending the following session(s):

 {{trainingsessions}}

 Below are the notes from this person:
 {{notes}}
 2. The result will look like the following:
 Megan McCollom 20350855 is attending the following session(s):

 [‘Tuesday March 6th 8:30-11am’]

 Below are the notes from this person:
 I’m looking forward to attending this training!
 3. Example of an email to a person who completed the form:
 Hi {{name}} {{lastname}},

 Thank you for registering for the following training session(s):

{{trainingsessions}}

All trainings will be held in the faculty/staff lab in MLC243.

Below are any notes that you may have provided for your instructor:

{{notes}}

If you are unable to make it to any sessions that you have registered for, please email me at mccollommegan@deanza.edu to let me know ahead of time. Otherwise, I will see you soon!

Thank you,
Megan McCollom
Technology Training Specialist
De Anza College
MLC222
408-864-5399

4. The results will look like the following:
Hi Megan McCollom,

Thank you for registering for the following training session(s):

['Tuesday March 6th 8:30-11am']

All trainings will be held in the faculty/staff lab in MLC243.

Below are any notes that you may have provided for your instructor:

I'm looking forward to attending this training!

If you are unable to make it to any sessions that you have registered for, please email me at mccollommegan@deanza.edu to let me know ahead of time. Otherwise, I will see you soon!

Thank you,
Megan McCollom
Technology Training Specialist
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4. Galleries – max thumbnail size is 500 x 500
 - a. Click “new” and select image gallery
 - b. Click “create” at the bottom to start a new gallery

- c. Click “add” at the bottom of the page to select images to add to your gallery
- d. Give the gallery a title and description
- e. Save and publish your gallery
- f. You can change the order of the images, add, and delete images

Snippets

1. New snippets – snippet gallery on Omni training webpage
 - a. Call out – alerts
 - b. Contact info – right column
 - c. Department course catalog list
 - d. Directory custom list
 - e. Faculty course list
 - f. Horizontal definition list
 - g. In development – directory listing